

**BOARD OF LIBRARY TRUSTEES**

**TUESDAY, NOVEMBER 20, 2018  
7:30 P.M**

**RICHARD FRISBIE BOARD ROOM**

**- AGENDA -  
(Revised)**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 16, 2018 (Action Item 1)
- V. APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF OCTOBER 27, 2018 (Action Item 2)
- VI. APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF NOVEMBER 8, 2018 (Action Item 3)
- VII. APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF NOVEMBER 9, 2018 (Action Item 4)
- VIII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2018 (Item 5)

IX. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2018 (Action Item 6)

X. EXECUTIVE DIRECTOR'S REPORT

XI. OLD BUSINESS

XII. NEW BUSINESS

- APPROVE APPOINTMENT OF EXECUTIVE DIRECTOR (Action Item 7)

The board will approve the appointment of an executive director

- APPROVAL OF TRUSTEE EXPENDITURES (Action Item 8)

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 executive director search.

- INTERIOR LANDSCAPING (Action Item 9)

We are recommending the acceptance of a proposal for the purchase of interior landscaping

- FY2019 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION UPDATE (Item 10)

Staff will provide an update on the Illinois State Library FY2019 Public Library Per Capita Grant application.

- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION LOAN (Action Item 11)

We are recommending funds be unassigned from the Arlington Heights Memorial Library Foundation Loan Fund and their loan payment made in December.

XIII. LIAISON REPORTS

- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION

XIV. OTHER

- HOLIDAY BOOK DRIVE

Books will be purchased for the Wheeling Township's Adopt-a-Family program.

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

XVI. ITEM(S) FROM CLOSED SESSION FOR ACTION

XVII. 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, OCTOBER 16, 2018.**

10.18.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Tuesday, October 16, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Tangney.

Also present: Michael Driskell, Interim Executive Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Mary Jo Lepo, Senior and Accessible Services Manager; Janet Moravec, Business Office Administrator.

10.18.03 There was no **PUBLIC COMMENT**.

10.18.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 6, 2018 (Action Item 1)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.

10.18.05 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 17, 2018 (Action Item 2)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.

Trustee Tangney joined the meeting at 7:31 p.m.

10.18.06 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 24, 2018 (Action Item 3)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.

10.18.07 Trustee Thanopoulos moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 1, 2018 (Action Item 4)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

10.18.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2018 (Item 5)** – Mr. Driskell reported the library has received 98.1% of its annual budgeted revenue to date. \$21,415 in interest income was received in September; 67% of the annual budgeted interest income has been received. The library received \$2,270 in donations. Restricted ESL (English as a Second Language) donations

will go toward the purchase of a projector for the ESL department. Unrestricted donations will be allocated toward the purchase of two new mobility scooters. 75% of the fiscal year has lapsed. 73% of the annual operating budget to date has been expensed; 21% of the annual Capital budget has been expensed. Combined fund expenditures are at 69%.

- 10.18.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2018 (Action Item 6)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED SEPTEMBER 30, 2018, IN THE AMOUNT OF \$1,048,693.25.** Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- 10.18.10 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the bookmobile’s first visit to the Autism Center; 68 attendees enjoyed Dia de los Muertos program - the Mexican celebration of life and rebirth; Our Time: Friends and Family of Children in Therapy program had nearly 90 people in attendance; 30 people attended Homeschool Hangout featuring services for homeschool families; eight outreach visits were developed as part of Library Card Signup Month; and staff shared information on Inclusion Awareness month and gave a presentation of assistive technology. Mr. Driskell provided highlights of the library’s One Book, One Village community read *Every Note Played* and corresponding Piano Project.

- 10.18.11 **OLD BUSINESS**

- **ADOPTION OF 2018 TAX LEVY (Action Item 7)** – Staff presented a proposed tax levy for 2018 for adoption by the board. The 2018 tax levy would be a 1% increase over the extended 2017 levy.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2018 TAX LEVY IN THE AMOUNT OF \$14,249,157.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- **ADOPTION OF 2019 BUDGET (Action Item 8)** – President Smart invited Ms. Ekl to join the table. Staff presented a proposed budget for 2019 for adoption by the board.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2019 ARLINGTON HEIGHTS MEMORIAL LIBRARY BUDGET DATED OCTOBER 1, 2018.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- **ASSIGNED FUND BALANCE (Action Item 9)** – Staff recommended the board approve adjusting the IMRF assigned balance.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES RELEASING \$650,000 OF THE ASSIGNED IMRF UAAL BALANCE TO THE UNASSIGNED GENERAL FUND BALANCE.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- **2019 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 10)** – Staff presented a proposed library holiday dates and closings for 2019. The schedule includes closing at 5 p.m. on Thanksgiving Eve and closing for a full day for a staff development day.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES VERSION B OF THE 2019 LIBRARY HOLIDAY DATES AND CLOSINGS.** Trustee Tangney seconded. All were in favor and the motion carried.

#### 10.18.12 NEW BUSINESS

- **STAFF PRESENTATION – ACCESSIBILITY TOOLS FOR CUSTOMERS (Item 11)** – Senior and Accessible Services Manager Mary Jo Lepo shared highlights of the library’s Inclusion Awareness month and showed some of the library’s latest acquisitions in assistive technologies.

- **AUTOMATIC DOORS (Action Item 12)** – Staff requested approval of the installation of automatic door openers to improve accessibility. Trustee Thanopoulos recused herself from participating in the discussion and voting on the matter.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE INSTALLATION OF AUTOMATIC DOOR OPENERS FROM NABCO ENTRANCES IN THE AMOUNT OF \$20,528.10, PLUS A 10% CONTINGENCY ALLOWANCE FOR A TOTAL AMOUNT NOT TO EXCEED \$22,580.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Zyck, and Smart. Nay: none. The motion carried.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION LOAN ASSIGNMENT (Action Item 13)** – Staff recommended funds be assigned for the Arlington Heights Memorial Library Foundation Loan Fund.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ASSIGNS \$10,000 OF THE GENERAL FUND BALANCE AS ARLINGTON HEIGHTS MEMORIAL FOUNDATION LOAN FUND.** Trustee Medal seconded. All were in favor and the motion carried.

**- RECOGNITION OF ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION (Action Item 14)** – To be included under the umbrella of the library’s general liability insurance pool, LIRA (Libraries of Illinois Risk Agency) Insurance representatives requested formal recognition of the Arlington Heights Memorial Library Foundation as an extension of the library. The board requested clarification from the library’s attorney and the item was tabled.

10.18.13 **LIAISON REPORTS**

**- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – No representative of the Friends of the Arlington Heights Memorial Library was present and no report was given.

**- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the foundation had its first meeting. They assigned officers and approved their by-laws and articles of incorporation. They are waiting approval of their 501(c)(3) nonprofit status.

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

10.18.15 Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES; AND (5) PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY AND MR. DRISKELL BE INVITED TO ATTEND.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 8:30 p.m.

John Keister, John Keister & Associates LLC (via phone), joined the meeting in closed session at 8:50 p.m.

The board returned to open session at 9:20 p.m.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF OCTOBER 16, 2018.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Zyck moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:21 p.m.

---

Joan Brody Garkisch, Vice President/Secretary

---

Janet Moravec, Recorder



**MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE ARLINGTON HEIGHTS MEMORIAL LIBRARY BOARD OF LIBRARY TRUSTEES HELD ON SATURDAY, OCTOBER 27, 2018.**

10.18.01 A joint breakfast meeting of the Arlington Heights Park District Board of Commissioners and the Arlington Heights Memorial Library Board of Library Trustees was called to order in the Multi-purpose Room of the Heritage Tennis Club on Saturday, October 27, 2018, at 8:30 a.m. by Park District Board President Maryfran Leno.

**PRESENT:** Park District Commissioners Leno, Gelinis, and Nesvacil; Library Trustees Brody Garkisch, Medal, Smart, Supplitt, Tangney, Thanopoulos and Zyck.

**ABSENT:** Park District Commissioners Naughton and Ploger

**ALSO PRESENT:** Brian Meyer, Park District Director of Recreation and Facilities; Jason Myers, Park District Director of Finance and Personnel; Ben Rea, Park District Director of Parks and Planning; Steve Neill, Park District Superintendent of Recreation Facilities; Mike Driskell, Library Interim Executive Director; Shannon Distel, Library Director of Customer Services; Donna Ekl, Library Director of Finance; Mary Hastings, Library Director of Communications and Marketing.

Mr. Meyer gave an overview of the Heritage Tennis Club renovation project.

Park District Commissioner Ploger joined the meeting at 9:05 a.m.

10.18.02 **LIBRARY TRUSTEES' TOPICS OF INTEREST** – Mr. Driskell highlighted:

**One Book, One Village** Community Read – *Every Note Played* by Lisa Genova

**Internal Structure Changes**

- Youth Services
  - Kids, Teens, Tweens
- Senior Services and Accessibility
  - Seniors, programming and Senior Center
  - Accessibility

**Family Place Libraries** – Building Foundations for Early Learning

**Partnerships**

- Yoga in the Park
- World Cup Soccer Day
- Parks and Recreation Trivia Night
- Summer Storytimes in the Park

**Potential Future Partnerships**

In 2019 staff would like to develop the following opportunities:

- Library presence at Olympic to promote audio books
- Movie nights

- Pop up storywalk at parks, starting at Lake Arlington's new sensory garden
- Cross programming with Historical Society
- Pop up summer reading program at pools

### **Additional Partnership Opportunity**

Potential makerspace partnership and park district support for parking

### 10.18.03 **PARK DISTRICT COMMISSIONERS' TOPICS OF INTEREST** – Mr. Meyer highlighted:

#### **Partnerships**

- Village of Arlington Heights
  - Trunk-or-Treat event with over 2,000 attendees
- Rotary International
- Arlington Heights Crime Stoppers
- Village of Arlington Heights Special Events Commission
- Frontier Days
- Link Together Coalition
- Arlington Aces Soccer
  - Taught clinics to backstretch families at Arlington International Racecourse
  - Future adult soccer leagues for backstretch families

#### **Olympic Renovation and Expansion** – Mr. Rea highlighted:

Ground breaking in August 2018 - Facility open through March 2019 - Renovation projected to be complete early 2020

- Wellness pool
- State-of-the-art fitness center – bikes, treadmills
- New locker rooms
- Multi-purpose rooms
- Double-gymnasium
- Indoor walking track
- Child care room

Seeking input to give the park and building a new name

#### **Lake Arlington Project** – Mr. Rea highlighted:

Grand Opening August 25, 2018, \$400,000 state grant - \$1.4 million project

- Multigenerational space
  - 2-5 year old playground
  - 5-12 year old playground
  - 13 years and up exercise equipment
  - All on soft artificial turf
- Sensory Garden
  - Rhapsody instruments (sound) – chimes, metallophones, drums
  - Flowers (smell)
  - Textured paving (touch)
  - Decorative water fountain (sight)
- Picnic shelter
  - Game tables
- Interpretive signage
- Wayfinding signage

- Biking/walking path improvements
  - Wider
  - Seal coated
  - Striped
- Expanded boat dock
- ADA compliant concrete boardwalk
- Floating fishing pier
- Natural native plantings

10.18.04 There was no **OTHER** items to be discussed.

There being no further business to be discussed, Trustee Smart moved **ADJOURNMENT.**  
Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:27 a.m.

---

Joan Brody Garkisch, Vice President/Secretary

---

Janet Moravec, Recorder

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON THURSDAY, NOVEMBER 8, 2018.**

11.18.01 A special 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 Thursday, November 8, 2018, at 7 p.m. by President Debbie Smart.

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

Absent: None

Also present: Shannon Meyer, Circulation Services Manager; Bill Pardue, Digital Services Librarian; Janet Moravec, Business Office Administrator; John Keister, John Keister & Associates, LLC.

11.18.03 There was no **PUBLIC COMMENT**.

The board observed a moment of silence to honor the Thousand Oaks shooting victims.

11.18.04 **EXECUTIVE DIRECTOR INTERVIEWING (Action Item 1)**

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES AND THAT MS. MEYER, MR. PARDUE AND MR. KEISTER BE INVITED TO ATTEND.** Trustee Zyck seconded. All were in favor and the board went into closed session at 7:02 p.m.

The board returned to open session at 10:17 p.m.

There being no further business to discuss, Trustee Thanopoulos moved **ADJOURNMENT.** Trustee Medal seconded. All were in favor and the meeting was adjourned at 10:18 p.m.

---

Joan Brody Garkisch, Vice President/Secretary

---

Janet Moravec, Recorder

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON FRIDAY, NOVEMBER 9, 2018.**

11.18.01 A special 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 Friday, November 9, 2018, at 6:30 p.m. by President Debbie Smart.

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

Absent: None

Also present: Shannon Meyer, Circulation Services Manager; Bill Pardue, Digital Services Librarian; Janet Moravec, Business Office Administrator; John Keister, John Keister & Associates, LLC.

11.18.03 There was no **PUBLIC COMMENT**.

11.18.04 **EXECUTIVE DIRECTOR INTERVIEWING (Action Item 1)**

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES AND THAT MS. MEYER, MR. PARDUE AND MR. KEISTER BE INVITED TO ATTEND.** Trustee Zyck seconded. All were in favor and the board went into closed session at 6:31 p.m.

The board returned to open session at 10:18 p.m.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF NOVEMBER 8 AND 9, 2018.** Trustee Medal seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 10:19 p.m.

---

Joan Brody Garkisch, Vice President/Secretary

---

Janet Moravec, Recorder

Village of Arlington Heights

FUND 291 Memorial Library Fund									
ACCOUNT		***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	75,690	1,759.58	2	756,900	893,100.98	118	908,281	15,180.02
04 00	Real Estate Tax FICA	49,169	1,143.04	2	491,690	580,167.50	118	590,029	9,861.50
05 00	Real Estate Tax	1,039,173	24,157.78	2	10,391,730	12,261,668.26	118	12,470,082	208,413.74
401	** Real Estate Taxes	1,164,032	27,060.40	2	11,640,320	13,734,936.74	118	13,968,392	233,455.26
400	*** Taxes	1,164,032	27,060.40	2	11,640,320	13,734,936.74	118	13,968,392	233,455.26
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		50,000	58,311.42	117	60,000	1,688.58
70 00	Other Grants	125	.00		1,250	10,000.00	800	1,500	8,500.00-
90 00	Contribution Ord. Library	83	.00		830	8,561.09	1032	1,000	7,561.09-
411	** Intergovernmental	5,208	.00		52,080	76,872.51	148	62,500	14,372.51-
410	*** Intergovernmental Revenue	5,208	.00		52,080	76,872.51	148	62,500	14,372.51-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		2,080	880.00	42	2,500	1,620.00
74 00	Copier/Reader Printer Fee	3,333	4,036.78	121	33,330	36,046.42	108	40,000	3,953.58
75 00	Meeting Room Fees	333	395.00	119	3,330	4,090.00	123	4,000	90.00-
436	** Library Fees	3,874	4,431.78	114	38,740	41,016.42	106	46,500	5,483.58
430	*** Fees	3,874	4,431.78	114	38,740	41,016.42	106	46,500	5,483.58
440	Fines								
442	Library								
20 00	Late Charges	11,666	4,256.62	37	116,660	99,055.71	85	140,000	40,944.29
25 00	Lost/Damaged Item Charges	1,416	1,515.62	107	14,160	14,534.93	103	17,000	2,465.07
442	** Library	13,082	5,772.24	44	130,820	113,590.64	87	157,000	43,409.36
440	*** Fines	13,082	5,772.24	44	130,820	113,590.64	87	157,000	43,409.36
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,666	6,127.83	230	26,660	65,254.57	245	32,000	33,254.57-
461	** Simple Interest	2,666	6,127.83	230	26,660	65,254.57	245	32,000	33,254.57-
462	Investment Income								
10 00	Market Value Adjustments	0	5,677.50		0	29,880.95		0	29,880.95-
462	** Investment Income	0	5,677.50		0	29,880.95		0	29,880.95-

Village of Arlington Heights  
 REVENUE REPORT  
 83% OF YEAR LAPSED

ACCOUNTING PERIOD 10/2018

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,666	11,805.33	443	26,660	95,135.52	357	32,000	63,135.52-
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
481	Special Events								
55 00	Premium Sponsor	0	2,000.00		0	10,000.00		0	10,000.00-
481	** Special Events	0	2,000.00		0	10,000.00		0	10,000.00-
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	83	302.41	364	830	4,978.84	600	1,000	3,978.84-
483	** Donations	83	302.41	364	830	4,978.84	600	1,000	3,978.84-
489	Other								
90 00	Other Income	833	734.16	88	8,330	9,974.13	120	10,000	25.87
93 00	Donations Genealogy	41	.00		410	.00		500	500.00
94 00	FOL Reimbursements	5,416	.00		54,160	22,736.57	42	65,000	42,263.43
489	** Other	6,290	734.16	12	62,900	32,710.70	52	75,500	42,789.30
480	*** Other	6,373	3,036.57	48	63,730	47,689.54	75	76,500	28,810.46
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,195,235	52,106.32	4	11,952,350	14,109,241.37	118	14,342,892	233,650.63

Village of Arlington Heights  
 REVENUE REPORT  
 83% OF YEAR LAPSED

Village of Arlington Heights

FUND 491 Capital Projects-Library		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	4,195.23	336	12,500	48,596.82	389	15,000	33,596.82-
461	** Simple Interest	1,250	4,195.23	336	12,500	48,596.82	389	15,000	33,596.82-
462	Investment Income								
10 00	Market Value Adjustments	0	3,074.00		0	24,965.38		0	24,965.38-
462	** Investment Income	0	3,074.00		0	24,965.38		0	24,965.38-
460	*** Interest Income	1,250	7,269.23	582	12,500	73,562.20	589	15,000	58,562.20-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		1,458,330	1,750,000.00	120	1,750,000	.00
491	** Other Financing Sources	145,833	.00		1,458,330	1,750,000.00	120	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		1,458,330	1,750,000.00	120	1,750,000	.00
FUND TOTAL Capital Projects-Library		147,083	7,269.23	5	1,470,830	1,823,562.20	124	1,765,000	58,562.20-



FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	46337	24512.12	53	463370	268411.01	58	.00	556045	287633.99	48
	16 92	Achievement Awards	333	.00	0	3330	2500.00	75	.00	4000	1500.00	63
	16 **	Library Personal Services	46670	24512.12	53	466700	270911.01	58	.00	560045	289133.99	48
	18	Other Personal Services										
	18 05	Overtime Civilian	16	81.28	508	160	889.76	556	.00	200	689.76-	445
	18 **	Other Personal Services	16	81.28	508	160	889.76	556	.00	200	689.76-	445
	19	Employee Benefits										
	19 05	Medical Insurance	5409	5496.93	102	54090	54969.30	102	.00	64913	9943.70	85
	19 10	IMRF	6056	3128.28	52	60560	34255.21	57	.00	72675	38419.79	47
	19 11	Social Security	2872	1477.98	52	28720	16166.39	56	.00	34475	18308.61	47
	19 12	Medicare	671	345.64	52	6710	3780.72	56	.00	8063	4282.28	47
	19 53	Flexible Spending	208	166.25	80	2080	1853.00	89	.00	2500	647.00	74
	19 55	Unemployment Compensation	833	2290.00	275	8330	19832.16	238	.00	10000	9832.16-	198
	19 **	Employee Benefits	16049	12905.08	80	160490	130856.78	82	.00	192626	61769.22	68
	20	Prof Technical Services										
	20 05	Professional Services	333	.00	0	3330	18299.38	550	.00	4000	14299.38-	458
	20 08	Consulting Services	2054	.00	0	20540	25304.16	123	.00	24650	654.16-	103
	20 20	Legal Services	1333	8773.75	658	13330	25730.00	193	.00	16000	9730.00-	161
	20 40	General Insurance	11041	200.00	2	110410	102349.46	93	.00	132500	30150.54	77
	20 81	OCLC Services	5216	15091.45	289	52160	60121.38	115	.00	62601	2479.62	96
	20 **	Prof Technical Services	19977	24065.20	121	199770	231804.38	116	.00	239751	7946.62	97
	21	Property Services										
	21 65	Other Services	745	1185.69	159	7450	10414.57	140	.00	8947	1467.57-	116
	21 **	Property Services	745	1185.69	159	7450	10414.57	140	.00	8947	1467.57-	116
	22	Other Contractual Service										
	22 01	Advertising	83	.00	0	830	255.15	31	.00	1000	744.85	26
	22 02	Dues	1623	1120.00	69	16230	16020.00	99	.00	19485	3465.00	82
	22 03	Training	10608	13293.25	125	106080	122062.95	115	.00	127300	5237.05	96
	22 05	Postage	3590	2825.84	79	35900	37969.98	106	.00	43087	5117.02	88
	22 42	Internet Services	2359	2348.89	100	23590	24078.19	102	.00	28311	4232.81	85
	22 70	Telephone Services	4167	7075.83	170	41670	61288.04	147	.00	50014	11274.04-	123
	22 **	Other Contractual Service	22430	26663.81	119	224300	261674.31	117	.00	269197	7522.69	97
	30	General Supplies										
	30 05	Office Supplies & Equip	738	530.17	72	7380	5812.83	79	.00	8858	3045.17	66
	30 **	General Supplies	738	530.17	72	7380	5812.83	79	.00	8858	3045.17	66
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	399	.00	0	3990	892.83	22	.00	4790	3897.17	19
	31 **	Public Works Supplies	399	.00	0	3990	892.83	22	.00	4790	3897.17	19

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 72	Special Events	70	.00	0	700	680.04	97	.00	850	169.96	80
	32 99	Items Reimb by Employees	0	52.34	0	0	3.19	0	.00	0	3.19-	0
	32 **	Library Supplies	70	52.34	75	700	683.23	98	.00	850	166.77	80
	40	Other Charges										
	40 96	Operating Contingency	416	.00	0	4160	.00	0	.00	5000	5000.00	0
	40 **	Other Charges	416	.00	0	4160	.00	0	.00	5000	5000.00	0
	50	Property										
	50 15	Other Equipment	4295	2533.00	59	42950	22472.13	52	.00	51540	29067.87	44
	50 **	Property	4295	2533.00	59	42950	22472.13	52	.00	51540	29067.87	44
601	** **	Library	111805	92528.69	83	1118050	936411.83	84	.00	1341804	405392.17	70
60	** **	Culture/Recreation	111805	92528.69	83	1118050	936411.83	84	.00	1341804	405392.17	70
DIV	6001	TOTAL ***** Administration	111805	92528.69	83	1118050	936411.83	84	.00	1341804	405392.17	70



FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
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										
		Communications & Mrkting	55598	53025.56	95	555980	536143.61	96	.00	667274	131130.39	80

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	13374	7273.88	54	133740	165088.27	123	.00	160495	4593.27-	103
	16 **	Library Personal Services	13374	7273.88	54	133740	165088.27	123	.00	160495	4593.27-	103
	18	Other Personal Services										
	18 05	Overtime Civilian	25	738.37	2954	250	2659.91	1064	.00	300	2359.91-	887
	18 **	Other Personal Services	25	738.37	2954	250	2659.91	1064	.00	300	2359.91-	887
	19	Employee Benefits										
	19 05	Medical Insurance	2816	3037.72	108	28160	30377.20	108	.00	33800	3422.80	90
	19 10	IMRF	1748	1019.15	58	17480	21337.62	122	.00	20976	361.62-	102
	19 11	Social Security	829	473.69	57	8290	10039.19	121	.00	9951	88.19-	101
	19 12	Medicare	193	110.78	57	1930	2347.85	122	.00	2327	20.85-	101
	19 50	Employee Asst. Program	520	.00	0	5200	5577.34	107	.00	6250	672.66	89
	19 **	Employee Benefits	6106	4641.34	76	61060	69679.20	114	.00	73304	3624.80	95
	21	Property Services										
	21 65	Other Services	687	1271.65	185	6870	8830.90	129	.00	8250	580.90-	107
	21 **	Property Services	687	1271.65	185	6870	8830.90	129	.00	8250	580.90-	107
	22	Other Contractual Service										
	22 01	Advertising	208	90.00	43	2080	2720.30	131	.00	2500	220.30-	109
	22 02	Dues	258	.00	0	2580	2509.00	97	.00	3105	596.00	81
	22 03	Training	67	.00	0	670	1122.76	168	.00	810	312.76-	139
	22 55	In Service Training	625	.00	0	6250	6677.61	107	.00	7500	822.39	89
	22 **	Other Contractual Service	1158	90.00	8	11580	13029.67	113	.00	13915	885.33	94
	40	Other Charges										
	40 62	Tuition Reimbursement	1250	.00	0	12500	11458.20	92	.00	15000	3541.80	76
	40 70	Employee Recognition Prog	1370	.00	0	13700	536.52	4	.00	16450	15913.48	3
	40 **	Other Charges	2620	.00	0	26200	11994.72	46	.00	31450	19455.28	38
601 ** **		Library	23970	14015.24	59	239700	271282.67	113	.00	287714	16431.33	94
60 ** **		Culture/Recreation	23970	14015.24	59	239700	271282.67	113	.00	287714	16431.33	94
DIV 6003	TOTAL *****	Human Resources	23970	14015.24	59	239700	271282.67	113	.00	287714	16431.33	94

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	572.00	0	0	5404.00	0	.00	0	5404.00-	0
	20 **	Prof Technical Services	0	572.00	0	0	5404.00	0	.00	0	5404.00-	0
	21	Property Services										
	21 65	Other Services	416	1093.28	263	4160	2435.26	59	.00	5000	2564.74	49
	21 **	Property Services	416	1093.28	263	4160	2435.26	59	.00	5000	2564.74	49
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	1700.00	102	16660	54501.77	327	.00	20000	34501.77-	273
	22 **	Other Contractual Service	1666	1700.00	102	16660	54501.77	327	.00	20000	34501.77-	273
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	4160	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	4160	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	4160	1264.14	30	.00	5000	3735.86	25
	32 02	Program Supplies	416	1173.05	282	4160	2013.38	48	.00	5000	2986.62	40
	32 32	Software	125	.00	0	1250	.00	0	.00	1500	1500.00	0
	32 72	Special Events	833	.00	0	8330	17162.31	206	.00	10000	7162.31-	172
	32 75	Audio Visual	166	.00	0	1660	.00	0	.00	2000	2000.00	0
	32 78	Electronic Resources	125	.00	0	1250	.00	0	.00	1500	1500.00	0
	32 80	Books	416	.00	0	4160	1839.88	44	.00	5000	3160.12	37
	32 **	Library Supplies	2497	1173.05	47	24970	22279.71	89	.00	30000	7720.29	74
	50	Property										
	50 15	Other Equipment	416	1479.38	356	4160	1479.38	36	.00	5000	3520.62	30
	50 55	Other Capital Outlay	0	.00	0	0	2281.18	0	.00	0	2281.18-	0
	50 **	Property	416	1479.38	356	4160	3760.56	90	.00	5000	1239.44	75
601	**	** Library	5411	6017.71	111	54110	88381.30	163	.00	65000	23381.30-	136
60	**	** Culture/Recreation	5411	6017.71	111	54110	88381.30	163	.00	65000	23381.30-	136
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	5411	6017.71	111	54110	88381.30	163	.00	65000	23381.30-	136

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	19092	17468.67	92	190920	189517.50	99	.00	229114	39596.50	83
	16 **	Library Personal Services	19092	17468.67	92	190920	189517.50	99	.00	229114	39596.50	83
	18	Other Personal Services										
	18 05	Overtime Civilian	41	5.16	13	410	139.69	34	.00	500	360.31	28
	18 **	Other Personal Services	41	5.16	13	410	139.69	34	.00	500	360.31	28
	19	Employee Benefits										
	19 05	Medical Insurance	3222	2977.77	92	32220	29777.70	92	.00	38669	8891.30	77
	19 10	IMRF	2495	2222.66	89	24950	24124.41	97	.00	29946	5821.59	81
	19 11	Social Security	1183	1046.82	89	11830	11272.23	95	.00	14205	2932.77	79
	19 12	Medicare	276	244.80	89	2760	2636.21	96	.00	3322	685.79	79
	19 **	Employee Benefits	7176	6492.05	91	71760	67810.55	95	.00	86142	18331.45	79
	20	Prof Technical Services										
	20 05	Professional Services	450	.00	0	4500	5400.00	120	.00	5400	.00	100
	20 **	Prof Technical Services	450	.00	0	4500	5400.00	120	.00	5400	.00	100
	21	Property Services										
	21 36	Equipment Rental	586	.00	0	5860	842.00	14	.00	7040	6198.00	12
	21 65	Other Services	442	.00	0	4420	.00	0	.00	5310	5310.00	0
	21 **	Property Services	1028	.00	0	10280	842.00	8	.00	12350	11508.00	7
	22	Other Contractual Service										
	22 02	Dues	60	.00	0	600	680.00	113	.00	725	45.00	94
	22 03	Training	100	.00	0	1000	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	2033	2033.33	100	20330	20333.30	100	.00	24400	4066.70	83
	22 **	Other Contractual Service	2193	2033.33	93	21930	21013.30	96	.00	26325	5311.70	80
601	**	** Library	29980	25999.21	87	299800	284723.04	95	.00	359831	75107.96	79
60	**	** Culture/Recreation	29980	25999.21	87	299800	284723.04	95	.00	359831	75107.96	79
DIV	6008	TOTAL ***** Finance	29980	25999.21	87	299800	284723.04	95	.00	359831	75107.96	79

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	52333	50406.69	96	523330	532554.23	102	.00	627997	95442.77	85
	16 **	Library Personal Services	52333	50406.69	96	523330	532554.23	102	.00	627997	95442.77	85
	18	Other Personal Services										
	18 05	Overtime Civilian	20	7.06	35	200	730.44	365	.00	250	480.44-	292
	18 **	Other Personal Services	20	7.06	35	200	730.44	365	.00	250	480.44-	292
	19	Employee Benefits										
	19 05	Medical Insurance	12185	11578.69	95	121850	115786.90	95	.00	146228	30441.10	79
	19 10	IMRF	6644	6199.86	93	66440	65386.99	98	.00	79738	14351.01	82
	19 11	Social Security	3244	3018.43	93	32440	31987.42	99	.00	38936	6948.58	82
	19 12	Medicare	758	705.92	93	7580	7480.91	99	.00	9106	1625.09	82
	19 **	Employee Benefits	22831	21502.90	94	228310	220642.22	97	.00	274008	53365.78	81
	20	Prof Technical Services										
	20 05	Professional Services	687	873.78	127	6870	9398.73	137	.00	8252	1146.73-	114
	20 08	Consulting Services	2170	743.75	34	21700	11342.25	52	.00	26045	14702.75	44
	20 **	Prof Technical Services	2857	1617.53	57	28570	20740.98	73	.00	34297	13556.02	61
	21	Property Services										
	21 02	Equipment Maintenance	14991	5386.32	36	149910	159537.71	106	.00	179898	20360.29	89
	21 **	Property Services	14991	5386.32	36	149910	159537.71	106	.00	179898	20360.29	89
	22	Other Contractual Service										
	22 02	Dues	17	.00	0	170	.00	0	.00	209	209.00	0
	22 03	Training	37	322.70	872	370	1099.56	297	.00	450	649.56-	244
	22 **	Other Contractual Service	54	322.70	598	540	1099.56	204	.00	659	440.56-	167
	30	General Supplies										
	30 05	Office Supplies & Equip	31	.00	0	310	31.62	10	.00	375	343.38	8
	30 30	Data System Supplies	3183	3656.71	115	31830	31200.12	98	.00	38204	7003.88	82
	30 32	Software Library	14623	2428.97	17	146230	121866.46	83	.00	175480	53613.54	69
	30 33	Documentation Library	52	.00	0	520	.00	0	.00	625	625.00	0
	30 **	General Supplies	17889	6085.68	34	178890	153098.20	86	.00	214684	61585.80	71
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1384	3238.58	234	13840	17519.71	127	.00	16610	909.71-	106
	31 **	Public Works Supplies	1384	3238.58	234	13840	17519.71	127	.00	16610	909.71-	106
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	250	15.26	6	.00	300	284.74	5
	32 32	Software	857	.00	0	8570	5247.65	61	.00	10287	5039.35	51
	32 **	Library Supplies	882	.00	0	8820	5262.91	60	.00	10587	5324.09	50



FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	5902	33922.40	575	59020	62571.15	106	.00	70830	8258.85	88
	50 15	Other Equipment	1066	122.96	12	10660	1217.02	11	.00	12800	11582.98	10
	50 **	Property	6968	34045.36	489	69680	63788.17	92	.00	83630	19841.83	76
601	** **	Library	120209	122612.82	102	1202090	1174974.13	98	.00	1442620	267645.87	81
60	** **	Culture/Recreation	120209	122612.82	102	1202090	1174974.13	98	.00	1442620	267645.87	81
DIV	6010	TOTAL *****										
		Information Technology	120209	122612.82	102	1202090	1174974.13	98	.00	1442620	267645.87	81

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19339	19318.09	100	193390	212189.38	110	.00	232068	19878.62	91
	16 **	Library Personal Services	19339	19318.09	100	193390	212189.38	110	.00	232068	19878.62	91
	18	Other Personal Services										
	18 05	Overtime Civilian	166	186.90	113	1660	3111.86	188	.00	2000	1111.86-	156
	18 **	Other Personal Services	166	186.90	113	1660	3111.86	188	.00	2000	1111.86-	156
	19	Employee Benefits										
	19 05	Medical Insurance	4781	4753.28	99	47810	47532.80	99	.00	57379	9846.20	83
	19 10	IMRF	2186	2210.74	101	21860	23992.33	110	.00	26240	2247.67	91
	19 11	Social Security	1199	1163.11	97	11990	12917.83	108	.00	14388	1470.17	90
	19 12	Medicare	280	272.00	97	2800	3021.11	108	.00	3365	343.89	90
	19 **	Employee Benefits	8446	8399.13	99	84460	87464.07	104	.00	101372	13907.93	86
	22	Other Contractual Service										
	22 03	Training	156	.00	0	1560	138.18	9	.00	1875	1736.82	7
	22 **	Other Contractual Service	156	.00	0	1560	138.18	9	.00	1875	1736.82	7
	30	General Supplies										
	30 05	Office Supplies & Equip	18	.00	0	180	75.84	42	.00	225	149.16	34
	30 **	General Supplies	18	.00	0	180	75.84	42	.00	225	149.16	34
601	** **	Library	28125	27904.12	99	281250	302979.33	108	.00	337540	34560.67	90
60	** **	Culture/Recreation	28125	27904.12	99	281250	302979.33	108	.00	337540	34560.67	90
DIV	6015	TOTAL ***** Security	28125	27904.12	99	281250	302979.33	108	.00	337540	34560.67	90



FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	455905	408345.50	90	4559050	4381903.10	96	.00	5471527	1089623.90	80

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	74334	77560.33	104	743340	776881.24	105	.00	892014	115132.76	87
	16 **	Library Personal Services	74334	77560.33	104	743340	776881.24	105	.00	892014	115132.76	87
	18	Other Personal Services										
	18 05	Overtime Civilian	20	.00	0	200	.00	0	.00	250	250.00	0
	18 **	Other Personal Services	20	.00	0	200	.00	0	.00	250	250.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10508	10435.34	99	105080	104353.40	99	.00	126098	21744.60	83
	19 10	IMRF	9525	9784.92	103	95250	97964.62	103	.00	114303	16338.38	86
	19 11	Social Security	4608	4649.46	101	46080	46718.87	101	.00	55305	8586.13	85
	19 12	Medicare	1077	1087.37	101	10770	10926.32	102	.00	12934	2007.68	85
	19 **	Employee Benefits	25718	25957.09	101	257180	259963.21	101	.00	308640	48676.79	84
	21	Property Services										
	21 65	Other Services	0	.00	0	0	1852.50	0	.00	0	1852.50-	0
	21 **	Property Services	0	.00	0	0	1852.50	0	.00	0	1852.50-	0
	22	Other Contractual Service										
	22 02	Dues	400	321.00	80	4000	3361.00	84	.00	4803	1442.00	70
	22 03	Training	370	481.77	130	3700	2396.70	65	.00	4451	2054.30	54
	22 18	Contr Programs & Exhibits	850	390.00	46	8500	3480.00	41	.00	10200	6720.00	34
	22 **	Other Contractual Service	1620	1192.77	74	16200	9237.70	57	.00	19454	10216.30	48
	30	General Supplies										
	30 05	Office Supplies & Equip	25	13.32	53	250	183.81	74	.00	310	126.19	59
	30 **	General Supplies	25	13.32	53	250	183.81	74	.00	310	126.19	59
	32	Library Supplies										
	32 01	Program Supplies	164	200.23	122	1640	1626.47	99	.00	1970	343.53	83
	32 02	Program Supplies	0	11.47	0	0	145.96	0	.00	0	145.96-	0
	32 90	Circulation Supplies	183	58.41	32	1830	668.97	37	.00	2203	1534.03	30
	32 **	Library Supplies	347	270.11	78	3470	2441.40	70	.00	4173	1731.60	59
601	** **	Library	102064	104993.62	103	1020640	1050559.86	103	.00	1224841	174281.14	86
60	** **	Culture/Recreation	102064	104993.62	103	1020640	1050559.86	103	.00	1224841	174281.14	86
DIV	6405	TOTAL ***** Business & Specialty Serv	102064	104993.62	103	1020640	1050559.86	103	.00	1224841	174281.14	86

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	218730	186572.34	85	2187300	2068741.82	95	.00	2624771	556029.18	79
	16 **	Library Personal Services	218730	186572.34	85	2187300	2068741.82	95	.00	2624771	556029.18	79
	18	Other Personal Services										
	18 05	Overtime Civilian	166	258.07	156	1660	1030.80	62	.00	2000	969.20	52
	18 **	Other Personal Services	166	258.07	156	1660	1030.80	62	.00	2000	969.20	52
	19	Employee Benefits										
	19 05	Medical Insurance	21340	21048.44	99	213400	210484.40	99	.00	256090	45605.60	82
	19 10	IMRF	21858	18614.35	85	218580	208031.21	95	.00	262298	54266.79	79
	19 11	Social Security	13566	11319.69	83	135660	125501.87	93	.00	162793	37291.13	77
	19 12	Medicare	3172	2647.35	84	31720	29351.19	93	.00	38073	8721.81	77
	19 **	Employee Benefits	59936	53629.83	90	599360	573368.67	96	.00	719254	145885.33	80
	21	Property Services										
	21 02	Equipment Maintenance	46	.00	0	460	107.92	24	.00	555	447.08	19
	21 64	Access Services	250	66.24	27	2500	4143.85	166	.00	3000	1143.85	138
	21 65	Other Services	945	1683.05	178	9450	10150.70	107	.00	11348	1197.30	89
	21 **	Property Services	1241	1749.29	141	12410	14402.47	116	.00	14903	500.53	97
	22	Other Contractual Service										
	22 02	Dues	184	.00	0	1840	1613.00	88	.00	2210	597.00	73
	22 03	Training	357	323.63	91	3570	1635.19	46	.00	4294	2658.81	38
	22 **	Other Contractual Service	541	323.63	60	5410	3248.19	60	.00	6504	3255.81	50
	30	General Supplies										
	30 05	Office Supplies & Equip	433	348.95	81	4330	3416.88	79	.00	5207	1790.12	66
	30 07	Supplies Reimb by Patrons	168	.00	0	1680	.00	0	.00	2020	2020.00	0
	30 **	General Supplies	601	348.95	58	6010	3416.88	57	.00	7227	3810.12	47
	32	Library Supplies										
	32 01	Program Supplies	194	.00	0	1940	1908.73	98	.00	2332	423.27	82
	32 90	Circulation Supplies	947	124.78	13	9470	4982.57	53	.00	11369	6386.43	44
	32 **	Library Supplies	1141	124.78	11	11410	6891.30	60	.00	13701	6809.70	50
601	** **	Library	282356	243006.89	86	2823560	2671100.13	95	.00	3388360	717259.87	79
60	** **	Culture/Recreation	282356	243006.89	86	2823560	2671100.13	95	.00	3388360	717259.87	79
DIV	6420	TOTAL ***** Customer Services	282356	243006.89	86	2823560	2671100.13	95	.00	3388360	717259.87	79

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	33201	28647.07	86	332010	340712.73	103	.00	398420	57707.27	86
	16 **	Library Personal Services	33201	28647.07	86	332010	340712.73	103	.00	398420	57707.27	86
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	160	192.28	120	.00	200	7.72	96
	18 **	Other Personal Services	16	.00	0	160	192.28	120	.00	200	7.72	96
	19	Employee Benefits										
	19 05	Medical Insurance	7843	5862.98	75	78430	58629.80	75	.00	94121	35491.20	62
	19 10	IMRF	4199	3643.90	87	41990	40115.54	96	.00	50397	10281.46	80
	19 11	Social Security	2058	1704.36	83	20580	20499.14	100	.00	24702	4202.86	83
	19 12	Medicare	481	398.59	83	4810	4793.95	100	.00	5777	983.05	83
	19 **	Employee Benefits	14581	11609.83	80	145810	124038.43	85	.00	174997	50958.57	71
	22	Other Contractual Service										
	22 02	Dues	171	320.00	187	1710	1160.00	68	.00	2053	893.00	57
	22 03	Training	111	131.67	119	1110	1132.02	102	.00	1340	207.98	85
	22 18	Contr Programs & Exhibits	14224	4740.62-	33-	142240	133053.66	94	.00	170695	37641.34	78
	22 **	Other Contractual Service	14506	4288.95-	30-	145060	135345.68	93	.00	174088	38742.32	78
	32	Library Supplies										
	32 02	Program Supplies	5138	2320.68	45	51380	47760.82	93	.00	61657	13896.18	78
	32 **	Library Supplies	5138	2320.68	45	51380	47760.82	93	.00	61657	13896.18	78
601	** **	Library	67442	38288.63	57	674420	648049.94	96	.00	809362	161312.06	80
60	** **	Culture/Recreation	67442	38288.63	57	674420	648049.94	96	.00	809362	161312.06	80
DIV	6440	TOTAL ***** Programs and Exhibits	67442	38288.63	57	674420	648049.94	96	.00	809362	161312.06	80

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	42793	38758.37	91	427930	410756.35	96	.00	513526	102769.65	80
	16 **	Library Personal Services	42793	38758.37	91	427930	410756.35	96	.00	513526	102769.65	80
	18	Other Personal Services										
	18 05	Overtime Civilian	8	.00	0	80	41.47	52	.00	100	58.53	42
	18 **	Other Personal Services	8	.00	0	80	41.47	52	.00	100	58.53	42
	19	Employee Benefits										
	19 05	Medical Insurance	4629	3541.55	77	46290	35415.50	77	.00	55556	20140.50	64
	19 10	IMRF	5265	4586.34	87	52650	47126.20	90	.00	63185	16058.80	75
	19 11	Social Security	2653	2365.57	89	26530	25125.39	95	.00	31839	6713.61	79
	19 12	Medicare	620	553.23	89	6200	5876.06	95	.00	7446	1569.94	79
	19 **	Employee Benefits	13167	11046.69	84	131670	113543.15	86	.00	158026	44482.85	72
	22	Other Contractual Service										
	22 02	Dues	192	100.00	52	1920	1670.75	87	.00	2305	634.25	73
	22 03	Training	41	.00	0	410	357.19	87	.00	500	142.81	71
	22 66	Outside Reference Service	225	.00	0	2250	2662.68	118	.00	2700	37.32	99
	22 **	Other Contractual Service	458	100.00	22	4580	4690.62	102	.00	5505	814.38	85
	30	General Supplies										
	30 05	Office Supplies & Equip	58	23.88	41	580	593.64	102	.00	700	106.36	85
	30 07	Supplies Reimb by Patrons	75	42.49	57	750	198.03	26	.00	900	701.97	22
	30 **	General Supplies	133	66.37	50	1330	791.67	60	.00	1600	808.33	50
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	520	197.55	38	5200	4160.50	80	.00	6250	2089.50	67
	31 **	Public Works Supplies	520	197.55	38	5200	4160.50	80	.00	6250	2089.50	67
	32	Library Supplies										
	32 01	Program Supplies	83	.00	0	830	83.37	10	.00	1000	916.63	8
	32 78	Electronic Resources	28085	5546.69	20	280850	324319.43	116	.00	337027	12707.57	96
	32 90	Circulation Supplies	147	123.24	84	1470	1295.43	88	.00	1775	479.57	73
	32 **	Library Supplies	28315	5669.93	20	283150	325698.23	115	.00	339802	14103.77	96
	50	Property										
	50 15	Other Equipment	382	.00	0	3820	2245.70	59	.00	4588	2342.30	49
	50 **	Property	382	.00	0	3820	2245.70	59	.00	4588	2342.30	49
601	** **	Library	85776	55838.91	65	857760	861927.69	101	.00	1029397	167469.31	84
60	** **	Culture/Recreation	85776	55838.91	65	857760	861927.69	101	.00	1029397	167469.31	84
DIV	6450	TOTAL *****										
		Digital Services	85776	55838.91	65	857760	861927.69	101	.00	1029397	167469.31	84



FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection 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	65855	60950.65	93	658550	655185.63	100	.00	790261	135075.37	83
	16 **	Library Personal Services	65855	60950.65	93	658550	655185.63	100	.00	790261	135075.37	83
	18	Other Personal Services										
	18 05	Overtime Civilian	12	15.10	126	120	122.79	102	.00	150	27.21	82
	18 **	Other Personal Services	12	15.10	126	120	122.79	102	.00	150	27.21	82
	19	Employee Benefits										
	19 05	Medical Insurance	15468	16154.21	104	154680	161542.10	104	.00	185626	24083.90	87
	19 10	IMRF	8598	7754.83	90	85980	83355.01	97	.00	103182	19826.99	81
	19 11	Social Security	4083	3617.36	89	40830	38972.11	95	.00	48996	10023.89	80
	19 12	Medicare	954	845.96	89	9540	9114.10	96	.00	11459	2344.90	80
	19 **	Employee Benefits	29103	28372.36	98	291030	292983.32	101	.00	349263	56279.68	84
	22	Other Contractual Service										
	22 02	Dues	206	665.00	323	2060	1391.00	68	.00	2478	1087.00	56
	22 03	Training	83	.00	0	830	277.49	33	.00	1000	722.51	28
	22 85	Processing Services	8875	8648.06	97	88750	67075.60	76	.00	106500	39424.40	63
	22 **	Other Contractual Service	9164	9313.06	102	91640	68744.09	75	.00	109978	41233.91	63
	30	General Supplies										
	30 05	Office Supplies & Equip	125	411.77	329	1250	1414.91	113	.00	1500	85.09	94
	30 33	Documentation Library	59	.00	0	590	716.00	121	.00	717	1.00	100
	30 **	General Supplies	184	411.77	224	1840	2130.91	116	.00	2217	86.09	96
	32	Library Supplies										
	32 03	Binding	16	200.00	1250	160	200.00	125	.00	200	.00	100
	32 05	Processing Supplies	2583	2028.16	79	25830	17251.28	67	.00	31000	13748.72	56
	32 75	Audio Visual	43844	45452.85	104	438440	396883.53	91	.00	526135	129251.47	75
	32 80	Books	61106	66290.85	109	611060	565704.41	93	.00	733276	167571.59	77
	32 90	Circulation Supplies	250	.00	0	2500	3039.17	122	.00	3000	39.17	101
	32 95	Periodicals	10907	17843.93	164	109070	108410.37	99	.00	130889	22478.63	83
	32 **	Library Supplies	118706	131815.79	111	1187060	1091488.76	92	.00	1424500	333011.24	77
601	** **	Library	223024	230878.73	104	2230240	2110655.50	95	.00	2676369	565713.50	79
60	** **	Culture/Recreation	223024	230878.73	104	2230240	2110655.50	95	.00	2676369	565713.50	79
DIV	6470	TOTAL ***** Collection Services	223024	230878.73	104	2230240	2110655.50	95	.00	2676369	565713.50	79
DEPT	64	TOTAL ***** User Services	760662	673006.78	89	7606620	7342293.12	97	.00	9128329	1786035.88	80

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating								
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
60		Culture/Recreation									
601		Library									
	90	Other Financing Uses									
	90 05	Operating Transfer Out	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00 100
	90 **	Other Financing Uses	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00 100
601 ** **		Library	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00 100
60 ** **		Culture/Recreation	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00 100
DIV 6901		TOTAL ***** Non Operating	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00 100
DEPT 69		TOTAL ***** Non Operating	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00 100
FUND 291		TOTAL ***** Memorial Library Fund	1362400	1081352.28	79	13624000	13474196.22	99	.00	16349856	2875659.78 82
GRAND		TOTAL *****	1362400	1081352.28	79	13624000	13474196.22	99	.00	16349856	2875659.78 82

PREPARED 11/14/2018, 10:11:36  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 83% OF YEAR LAPSED

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	7666	.00	0	76660	86829.86	113	.00	92000	5170.14 94	
	50 **	Property	7666	.00	0	76660	86829.86	113	.00	92000	5170.14 94	
601 ** **		Library	7666	.00	0	76660	86829.86	113	.00	92000	5170.14 94	
60 ** **		Culture/Recreation	7666	.00	0	76660	86829.86	113	.00	92000	5170.14 94	
DIV 6010		TOTAL *****										
		Information Technology	7666	.00	0	76660	86829.86	113	.00	92000	5170.14 94	

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	13358	29852.55	224	133580	129187.94	97	.00	160300	31112.06	81
	50 55	Other Capital Outlay	65416	475648.00	727	654160	504587.59	77	.00	785000	280412.41	64
	50 **	Property	78774	505500.55	642	787740	633775.53	81	.00	945300	311524.47	67
601 ** **		Library	78774	505500.55	642	787740	633775.53	81	.00	945300	311524.47	67
60 ** **		Culture/Recreation	78774	505500.55	642	787740	633775.53	81	.00	945300	311524.47	67
DIV 6020		TOTAL ***** Facilities	78774	505500.55	642	787740	633775.53	81	.00	945300	311524.47	67
DEPT 60		TOTAL ***** Executive Office	86440	505500.55	585	864400	720605.39	83	.00	1037300	316694.61	70
FUND 491		TOTAL ***** Capital Projects-Library	86440	505500.55	585	864400	720605.39	83	.00	1037300	316694.61	70
GRAND		TOTAL *****	86440	505500.55	585	864400	720605.39	83	.00	1037300	316694.61	70

November 20, 2018

(Action Item 4)

**ACCCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
October 31, 2018**

<u>Fund Number</u>	<u>Fund Name</u>	<u>Fund Total</u>
291	General Fund - Library	\$363,192.25
491	Capital Projects Fund - Library	\$505,500.55
<b>Total Disbursements</b>		<u>\$868,692.80</u>
<b>Payrolls Paid</b>		
10/12/2018		\$281,650.83
10/26/2018		\$284,639.60
		<u>\$566,290.43</u>
<b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
10/31/2018	Group Insurance	\$96,575.00
10/31/2018	IMRF	\$65,720.12
10/31/2018	Social Security	\$56,470.58
10/31/2018	Medicare	\$7,952.20
		<u>\$226,717.90</u>
<b>Total Disbursed</b>		<u><u>\$1,661,701.13</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
77602	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-OCTOBER	99.84	99.84
77613	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	80.20-	80.20-
77636	COX SUBSCRIPTIONS,W T	291-0000-140.05-00	PREPAID COX,ARIZONA REP19	361.28	361.28
77666	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED NOVEMBER 2018 FSA DEP NOVEMBER 2018	3,333.81 769.23	4,103.04
77694	LINKEDIN CORPORATION	291-0000-140.05-00	PREPAID LINKEDIN	10,062.50	10,062.50
77722	POLONIA BOOKSTORE INC	291-0000-140.05-00	PREPAID POLONIA BOOKSTORE	1,370.00	1,370.00
77724	PROQUEST LLC	291-0000-140.05-00	PREPAID PROQUEST	19,909.37	19,909.37
77728	RECORD INFORMATION SERVICES INC	291-0000-140.05-00	PREPAID PUBLIC RECORD &	1,475.00	1,475.00
77750	TREEHOUSE	291-0000-140.05-00	PREPAID TREEHOUSE	7,906.25	7,906.25
***** DIVISION TOTAL ****					45,207.08
***** DEPARTMENT TOTAL **					45,207.08

*Administration*

DEPARTMENT: 60	Executive Office	DIVISION: 01			
77603	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES - M DRISKELL	270.00	270.00
77606	ALIBRIS	291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99	EMPL REIMB PURCHASE EMPL REIMB PURCHASE EMPL REIMB PURCHASE	133.60 96.20 31.40	261.20
77607	AMAZON.COM CREDIT	291-6001-601.30-05 291-6001-601.30-05 291-6001-601.50-15 291-6001-601.30-05 291-6001-601.30-05	FLASHLIGHTS ENVELOPES WALKER PEN REFILLS GRIFITI BANDS PEN PENCIL	31.83 18.20 114.38 14.86 9.98	189.25
77611	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03	TRAVEL/TRAINING TRAVEL/TRAINING TRAVEL/TRAINING	18.99 44.97 36.47	100.43
77613	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-42 291-6001-601.22-03 291-6001-601.30-05 291-6001-601.22-03 291-6001-601.30-05 291-6001-601.50-15 291-6001-601.22-03	ALSC HOTEL PAPANASTASSIOU PUBLIC INTERNET SERVICE VISUAL STORYTELLING WORK- LABELS ABOS HOTEL - T SCALLON ASSET TAGS STANDING DESK ILA HOTEL - M LEPO	595.74 344.85 695.00 23.30 489.24 152.65 398.00 431.25	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	ILA HOTEL - R THORNTON	431.25	
		291-6001-601.22-03	ILA HOTEL - B PARDUE	287.50	
		291-6001-601.22-03	ILA HOTEL - S DISTEL	431.25	
		291-6001-601.22-03	ILA HOTEL - K BAILEY	431.25	
		291-6001-601.22-03	ILA HOTEL - J BOWER	287.50	
		291-6001-601.22-03	ILA HOTEL - T SPICER	410.55	
		291-6001-601.22-03	ILA HOTEL - C KRUEGER	333.76	
		291-6001-601.22-03	ILA HOTEL - S MEYER	667.52	
		291-6001-601.22-03	ILA HOTEL - E MATHER	431.25	
		291-6001-601.22-03	YALSA HOTEL - A SON	439.90	
		291-6001-601.22-03	HARWOOD INSTITUTE-D EKL	602.97	
		291-6001-601.22-03	HARWOOD INSTITUTE-D EKL	995.00	
		291-6001-601.22-03	ALA MIDWINTER CONF-SMART	120.00	8,999.73
77614	AT & T	291-6001-601.22-70	TELE	6,589.39	6,589.39
77615	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 8/28-9/27	140.05	
		291-6001-601.22-42	INTERNET ACCESS 12/28/17-	135.00	275.05
77618	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	19.88	19.88
77619	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMPL REIMB PURCHASE	32.22	32.22
77624	BOWER, JACK	291-6001-601.22-03	ILA CONF, PEORIA-J BOWER	120.29	120.29
77627	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE	2,825.84	2,825.84
77631	COMCAST	291-6001-601.21-65	BUSINESS CABLE NOVEMBER18	21.04	21.04
77639	CZAJKA, JENNIFER	291-6001-601.22-03	ILA CONF, PEORIA-J CZAJKA	711.53	711.53
77643	DISTEL, SHANNON	291-6001-601.22-03	ILA CONF, PEORIA-S DISTEL	257.63	
		291-6001-601.22-03	FAMILY PLACE LIBRARY	571.00	828.63
77645	DUNCAN, JOLIE	291-6001-601.22-03	ILA CONF, PEORIA-J DUNCAN	291.83	291.83
77647	EKL, DONNA	291-6001-601.22-03	LEVY&MARKERSPACE MEETINGS	22.56	
		291-6001-601.22-03	HARWOOD INST - D EKL	330.28	352.84
77655	FINER LINE	291-6001-601.30-05	NAME BADGES	13.97	13.97
77656	FIRST CLASS TRAVEL	291-6001-601.22-03	ALA MIDWEST MEET-P DANTIS	301.40	301.40
77657	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING RENTAL FOR 2018	750.00	750.00
77666	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES NOVEMBER 2018	166.25	166.25
77670	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVS OCTOBER	49.95	49.95
77673	IL DEPT OF EMPLOYMENT SECURITY	291-6001-601.19-55	UNEMPLOYMENT COMPENSATION	2,290.00	2,290.00
77675	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES - AHML	750.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					750.00
77676	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6001-601.20-81	2ND QUARTER OCLC	15,091.45	15,091.45
77679	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMPL REIMB PURCHASE	14.12	
		291-6001-601.32-99	EMPL REIMB PURCHASE	23.70	
		291-6001-601.32-99	EMPL REIMB PURCHASE	4.51	
		291-6001-601.32-99	EMPL REIMB PURCHASE	25.96	
		291-6001-601.32-99	EMPL REIMB PURCHASE	14.10	
		291-6001-601.32-99	EMPL REIMB PURCHASE	15.25	
		291-6001-601.32-99	EMPL REIMB PURCHASE	19.78	
		291-6001-601.32-99	EMPL REIMB PURCHASE	32.76	
		291-6001-601.32-99	EMPL REIMB PURCHASE	30.48	180.66
77689	LACONI INC-MEMBERSHIP	291-6001-601.22-02	LACONI DUES - AHML	100.00	100.00
77690	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERV, TRANSLATION	29.75	29.75
77691	LEPO, MARY JO	291-6001-601.22-03	ILA CONF, PEORIA-M LEPO	93.46	93.46
77692	LIBRARIES OF ILLINOIS RISK AGENCY	291-6001-601.20-40	2 ICE ALERT SIGNS	200.00	200.00
77697	MARCS MOBILITY LLC	291-6001-601.50-15	ELECTRIC SCOOTERS	2,020.62	2,020.62
77699	MATHER, EVAN	291-6001-601.22-03	ILA CONF, PEORIA-E MATHER	300.46	300.46
77700	MC COY, KELLEY	291-6001-601.22-03	ILA CONF, PEORIA-K MCCOY	628.88	628.88
77706	MEYER, SHANNON	291-6001-601.22-03	ILA CONF, PEORIA-S MEYER	468.68	468.68
77717	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE -	63.00	63.00
77719	PAPANASTASSIOU, MARIA	291-6001-601.22-03	FAMILY PLACE TRAINING	54.59	
		291-6001-601.22-03	ALSC INST CINNCINNATI	61.05	115.64
77720	PARDUE, WILLIAM J.	291-6001-601.22-03	ILA CONF, PEORIA-W PARDUE	314.23	314.23
77721	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SERV 7/5-9/25/2018	8,505.00	8,505.00
77731	ROBBINS SCHWARTZ	291-6001-601.20-20	LEGAL SERV-SEPTEMBER'18	268.75	268.75
77741	SPICER, TOM	291-6001-601.22-03	ILA CONF, PEORIA-T SPICER	334.11	334.11
77747	THORNTON, REBECCA	291-6001-601.22-03	ILA CONF, PEORIA-THORNTON	250.21	250.21
77755	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 9/26-10/25/18	373.49	373.49
77758	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	265.38	265.38
77760	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS 10/19-	154.00	1,728.99

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

57,543.48



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Communications &amp; Marketing</i>					
/PAYM #					
77607	AMAZON.COM CREDIT	291-6002-601.30-05	BOOKS FOR TECH BAR	25.58	25.58
77610	ARGO TRANSLATION	291-6002-601.20-05	POSTER TRANSLATION REVIEW	225.00	225.00
77613	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.22-10	BUSINESS CARDS	34.95	
		291-6002-601.22-10	BUSINESS CARDS	18.97	
		291-6002-601.22-10	BUSINESS CARDS	18.97	
		291-6002-601.22-10	BUSINESS CARDS	24.19	
		291-6002-601.32-72	OBOV STICKERS	165.00	
		291-6002-601.21-65	FACEBOOK ADVERTISING	26.08	
		291-6002-601.30-05	COLORED WINDOW FILMS	297.00	585.16
77622	BLICK ART MATERIALS	291-6002-601.30-05	EASELS	22.31	22.31
77627	CARDINAL COLORGROUP	291-6002-601.22-10	PRINTING	14,326.00	14,326.00
77710	MOBILE PRINT	291-6002-601.22-10	MY FIRST LIBRARY CARD	112.64	
		291-6002-601.22-10	STICKY NOTES	447.29	
		291-6002-601.22-10	LETTERHEAD AND ENVELOPES	1,823.60	2,383.53
77749	TOWN SQUARE PUBLICATIONS	291-6002-601.21-65	OTHER SERVS ADVERTISING	1,595.00	1,595.00
77764	4ALL PROMOTIONS	291-6002-601.32-72	GIVEAWAY ITEM:CLOTH&TOWEL	718.06	718.06

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

*Human Resources*

19,880.64

DEPARTMENT: 60 Executive Office  
 77598 ACTION WITHOUT BORDERS  
 77628 CAREERBUILDER  
 77656 FIRST CLASS TRAVEL  
 77668 HANDS ON SUBURBAN CHICAGO

DIVISION: 03  
 291-6003-601.22-01 JOB ADVERT FOR ADULT PROG  
 291-6003-601.21-65 EMPLOYMENT SCREENING  
 291-6003-601.21-65 OTHER SIRVS-J SALAZAR  
 291-6003-601.21-65 COMMUNITY PARTNERSHIP

90.00 90.00  
 554.25 554.25  
 467.40 467.40  
 250.00 250.00

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

*Gifts & Grants*

1,361.65

DEPARTMENT: 60 Executive Office  
 77165 ANIMAL FARM MUSIC  
 77607 AMAZON.COM CREDIT

DIVISION: 04  
 291-6004-601.22-18 FAMILY CONCERT, 9/22  
 291-6004-601.32-02 KLEENEX FACIAL TISSUE  
 291-6004-601.32-02 100 BOOKS BEFORE HS PRIZE  
 291-6004-601.32-02 REFUND  
 291-6004-601.32-02 REFUND  
 291-6004-601.32-02 100 BOOKS BEFORE HS PRIZE  
 291-6004-601.32-02 100 BOOKS BEFORE HS PRIZE  
 291-6004-601.32-02 100 BOOKS BEFORE HS PRIZE

750.00- 750.00-  
 28.68  
 106.80  
 9.85-  
 97.01-  
 246.25  
 128.78  
 79.95

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6004-601.21-65	PROJECTOR	459.00	
		291-6004-601.21-65	ESL - DONATIONS	344.09	
		291-6004-601.21-65	ESL - DONATIONS	6.80	
		291-6004-601.21-65	ESL - DONATIONS	441.54	
		291-6004-601.21-65	REFUND	1.56-	
		291-6004-601.21-65	REFUND	441.54-	1,291.93
77611	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.22-18	FAMILY CONCERT 9/22, 9/18	750.00	750.00
77613	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	REFUND	120.95-	
		291-6004-601.32-02	IMPRINTED LANYARDS	89.09	
		291-6004-601.32-02	MACHANICAL PENCILS	79.50	
		291-6004-601.32-02	POWER BANKS HIGH SCHOOL	219.00	
		291-6004-601.32-02	STICKY NOTEBOOK HIGH	120.95	387.59
77620	BENSON, RAYMOND	291-6004-601.22-18	DANN&RAYMOND'S MOVIE CLUB	350.00	350.00
77638	CUSTOM INK	291-6004-601.32-02	100 BOOKS BEFORE HIGH	301.86	301.86
77651	ESPOSITO PIANO SERVICE	291-6004-601.20-05	TUNING, MAINT 1 PIANO	185.00	
		291-6004-601.20-05	REPAIR 1 PIANO	75.00	
		291-6004-601.20-05	TUNING 3 PIANOS	312.00	572.00
77663	GIRE, DANN	291-6004-601.22-18	DANN&RAYMOND'S MOVIE CLUB	350.00	350.00
77671	HOUCHEM BINDERY LTD	291-6004-601.21-65	BINDING	284.95	284.95
77696	MAGIC OF GARY KANTOR	291-6004-601.22-18	FAMILY MAGIC SHOW, 12/8	350.00	350.00
77697	MARCS MOBILITY LLC	291-6004-601.50-15	ELECTRIC SCOOTERS	1,479.38	1,479.38
77716	OTHER GUYS	291-6004-601.22-18	SUNDAY MUSICALE:THE OTHER	650.00	650.00

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

IT

6,017.71

77599	ADTUMBLER INC	291-6010-601.20-08	SOFTWARE PROGRAMMING	743.75	743.75
77601	ADVANTAGE MICROFILM SERVICES	291-6010-601.21-02	ANNUAL SERVICE AGREEMENT	2,600.00	2,600.00
77607	AMAZON.COM CREDIT	291-6010-601.50-15	KEYBOARD AND MOUSE FOR IT	122.96	
		291-6010-601.30-30	ROLLER KIT	45.00	
		291-6010-601.30-30	ROLLER KIT FOR GRAPHICS	47.43	
		291-6010-601.30-30	REFUND ON ROLLER KIT	47.43-	
		291-6010-601.30-30	TONER	418.67	
		291-6010-601.31-85	SANDISK	16.00	
		291-6010-601.31-85	CANNON POWERSHOT	448.59	
		291-6010-601.50-12	NINTENDO SWITCH FOR YS	299.00	
		291-6010-601.31-85	NINTENDO SWITCH FOR YS	273.18	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.30-30	TONER	635.00	2,258.40
77613	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	4.99	
		291-6010-601.21-02	WARRANTY F/DELL SERVER	3.80	
		291-6010-601.21-02	DELL SERVER BATTERY	125.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	9.99	
		291-6010-601.20-05	PAYFLOW PRO	54.10	
		291-6010-601.31-85	APPLE PENCIL AND IPAD	109.86	
		291-6010-601.31-85	APPLE IPAD CASE	10.95	
		291-6010-601.50-12	APPLE IPAD	339.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	14.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	49.00	771.68
77616	B & H PHOTO VIDEO	291-6010-601.30-30	INK F/GRAPHICS PRINTER	705.00	
		291-6010-601.30-30	ROLL PAPER F/GRAPHICS	375.96	1,080.96
77629	CDW GOVERNMENT INC	291-6010-601.50-12	MACBOOKS FOR YS	7,972.40	7,972.40
77649	ENCOMIUM PUBLICATIONS	291-6010-601.30-32	ENGLISH DISCOVERIES	1,000.00	
		291-6010-601.30-32	PRACTICAL WRITING-NORTH	400.00	1,400.00
77677	IMPACT NETWORKING LLC	291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	294.43	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	447.23	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	203.96	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	318.49	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	1,261.04	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	67.16	2,611.81
77680	INNOVATIVE INTERFACES INC	291-6010-601.21-02	SIERRA ADDIT SELF CHECK	65.21	65.21
77687	KRUEGER, CHRISTOPHER	291-6010-601.22-03	ILA CONF, PEORIA-C KRUEGER	322.70	322.70
77693	LINDENMEYR MUNROE	291-6010-601.30-30	OFFICE PAPER	932.25	932.25
77709	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	CORDLESS PHONE	299.00	
		291-6010-601.50-12	NEW IMACS FOR PUBLIC LAB	1,585.00	
		291-6010-601.50-12	IMACS FOR KIDS' WORLD	1,585.00	
		291-6010-601.50-12	IMACS FOR KIDS' WORLD	6,340.00	
		291-6010-601.50-12	2 IMACS FOR THE HUB	3,170.00	
		291-6010-601.50-12	2 IMACS FOR THE HUB	3,170.00	
		291-6010-601.50-12	IMAC FOR THE HUB	1,585.00	
		291-6010-601.50-12	NEW IMAC FOR PUBLIC LAB	1,585.00	
		291-6010-601.31-85	NEW LASER PRINTERS FOR	2,380.00	
		291-6010-601.50-12	IPADS FOR YOUTH SERVICES	678.00	22,377.00
77737	SENSOURCE	291-6010-601.50-12	PEOPLE COUNTER F/EVENT	4,000.00	
		291-6010-601.30-32	DATA HOSTING SERVS FEE	720.00	
		291-6010-601.50-12	PEOPLE COUNTER F/KW ENTR	1,315.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.30-32	DATA HOSTING SERVS FEE	180.00	6,215.00
77743	STAPLES ADVANTAGE	291-6010-601.30-30	REFUND	302.64-	
		291-6010-601.30-30	TONER	827.97	525.33
77748	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	COST PER FAX PROGRAM-3RD	819.68	819.68
***** DIVISION TOTAL *****					50,696.17

*Facilities*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 20			
77600	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVS OCTOBER	2,410.93	2,410.93
77607	AMAZON.COM CREDIT	291-6020-601.21-11	VACUUM	79.99	
		291-6020-601.21-11	PROTECTIVE GLOVES	28.41	108.40
77608	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVS - OCTOBER	89.00	89.00
77609	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT-OCTOBER 2018	439.99	439.99
77611	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	BLDG MAINTENANCE	38.94	38.94
77613	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	EMERGENCY LIGHTS	285.50	
		291-6020-601.21-11	ELECTRIC DOOR STRIKES	140.12	425.62
77625	BULBS.COM INC	291-6020-601.21-11	LIGHT BULBS	52.36	52.36
77626	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	ZONES MID SUMMER CHECK UP	58.50	
		291-6020-601.21-11	WINTER SHUT DOWN - LABOR	300.00	358.50
77632	COMED	291-6020-601.30-51	HEATING 9/6-10/5/2018	1.64	
		291-6020-601.30-51	HEATING 9/6-10/5/2018	34.23	35.87
77633	COMFLOORX	491-6020-601.50-55	CARPET:MATERIALS, REPLACE	55,815.00	55,815.00
77635	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	REPLACE FAN GUARD ON	1,840.00	1,840.00
77637	CROWTHER ROOFING & SHEET METAL INC	491-6020-601.50-55	ROOF REPLACEMENT SERVICE	183,600.00	
		491-6020-601.50-55	ROOF REPLACEMENT SERVICE	95,175.00	
		491-6020-601.50-55	EXHAUST FAN REPLACEMENT	9,500.00	288,275.00
77640	DAHME MECHANICAL INDUSTRIES	491-6020-601.50-15	FINAL PAY BOILER ADDITION	29,852.55	29,852.55
77652	EUGENE MATTHEWS INC	491-6020-601.50-55	BUILDING SEALANT REPLACE-	81,558.00	81,558.00
77665	GRAINGER INC,W W	291-6020-601.21-11	SAFETY ITEMS	99.62	99.62
77672	IGS	291-6020-601.30-51	NATURAL GAS - SEPTEMBER	1,890.19	1,890.19
77681	INTERIOR INVESTMENTS LLC	291-6020-601.21-11	S 2 PNEUMATIC CYLINDER	50.75	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					50.75
77698	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS NOVEMBER	4,599.00	4,599.00
77701	MCGANN PLUMBING INC	291-6020-601.50-15	NEW ELKAY WATER COLLER	7,259.60	7,259.60
77704	MENARDS-LONG GROVE	291-6020-601.21-11	BLDG MAINT SUPPLIES	100.06	100.06
77705	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINT SUPPLIES	171.11	171.11
77711	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIBUTION	603.10	759.91
		291-6020-601.30-51	NATURAL GAS DISTRIBUTION	156.81	
77713	NOFFS SELF STORAGE INC	291-6020-601.21-11	PARADE VEHICLE STORAGE -	76.00	76.00
77715	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	CYCLING PROBLEMS CHILLER	465.00	465.00
77738	SHERWIN HARDWARE INC	291-6020-601.21-11	BLDG MAINT SUPPLIES	29.16	121.56
		291-6020-601.21-11	BLDG MAINT SUPPLIES	17.18	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	29.99	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	21.97	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	7.98	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	15.28	
77742	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVICE/SEPTEMBER'18	931.24	931.24
77756	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - SEPTEMBER 2018	372.80	872.80
		291-6020-601.21-02	5 ELEVATOR INSPECTIONS'18	500.00	
77758	WAREHOUSE DIRECT	291-6020-601.31-45	JANITORIAL PRODUCTS	32.80	32.80
77759	WHITED BROTHERS INC	491-6020-601.50-55	MATERIALS DELIVERED TO	50,000.00	50,000.00
77762	ZORO TOOLS INC	291-6020-601.21-11	PLUMBING PARTS	420.21	420.21
77763	1000BULBS.COM	291-6020-601.21-11	ELECTRICAL SUPPLIES	57.01	57.01
***** DIVISION TOTAL ****					529,207.02
***** DEPARTMENT TOTAL **					664,706.67

*Specialty Info Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 05			
77603	ALA MEMBERSHIP	291-6405-601.22-02	ALA DUES - S HILL	98.00	196.00
		291-6405-601.22-02	ALA DUES - L DRAFTZ	98.00	
77604	ALBERTSONS/SAFEWAY	291-6405-601.32-02	PROGRAM EVENTS	11.47	23.44
		291-6405-601.32-01	PROGRAM SUPPLIES	11.97	
77607	AMAZON.COM CREDIT	291-6405-601.32-01	REFUND	.72-	13.32
		291-6405-601.30-05	FOLDERS	13.32	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6405-601.32-90	SUPPLIES FOR HUB GAMING	28.77	
		291-6405-601.32-01	NOV TWEEN DIY KIT	71.94	
		291-6405-601.32-01	FLEECE FOR NOV TEEN DIY	19.49	
		291-6405-601.32-01	PAPER FOR STORYTIME	5.98	
		291-6405-601.32-01	CROSS STITCH FLOSS	8.88	
		291-6405-601.32-01	OCT DIY KIT	12.95	160.61
77611	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAVEL/TRAINING	12.37	
		291-6405-601.22-03	TRAVEL/TRAINING	40.88	
		291-6405-601.32-01	PROGRAM SUPPLIES	42.76	
		291-6405-601.32-01	PROGRAM SUPPLIES	26.98	
		291-6405-601.22-03	TRAVEL/TRAINING	34.76	
		291-6405-601.22-03	TRAVEL/TRAINING	3.27	
		291-6405-601.22-03	TRAVEL/TRAINING	17.82	
		291-6405-601.22-03	TRAVEL/TRAINING	30.84	
		291-6405-601.22-03	TRAVEL/TRAINING	30.85	
		291-6405-601.22-03	TRAVEL/TRAINING	49.27	
		291-6405-601.22-03	TRAVEL/TRAINING	45.01	334.81
77617	BAILEY, KERRY	291-6405-601.22-03	ILA CONF, PEORIA-K BAILEY	216.70	216.70
77641	DEMCO INC	291-6405-601.32-90	OFFICE SUPPLIES	29.64	29.64
77669	HENQUINET, RICHARD	291-6405-601.22-18	RESUME REVIEWS, OCTOBER	240.00	240.00
77675	ILA MEMBERSHIP	291-6405-601.22-02	ILA DUES - L DRAFTZ	25.00	
		291-6405-601.22-02	ILA DUES - T DANTIS	100.00	125.00
77695	MADAY, JULIE I	291-6405-601.22-18	RESUME REVIEWS - OCTOBER	150.00	150.00
***** DIVISION TOTAL ****					1,476.20

*Customer Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
77607	AMAZON.COM CREDIT	291-6420-601.30-05	FILE FOLDER	19.26	
		291-6420-601.32-90	HEFTY FREEZER BAGS	15.99	35.25
77611	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAVEL/TRAINING	19.40	
		291-6420-601.22-03	TRAVEL/TRAINING	31.57	
		291-6420-601.22-03	TRAVEL/TRAINING	22.89	
		291-6420-601.22-03	TRAVEL/TRAINING	36.41	110.27
77613	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.30-05	OFFICE SUPPLIES	88.35	88.35
77661	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	WALL CLIPS	33.20	
		291-6420-601.32-90	NO RINSE WIPES	19.90	
		291-6420-601.30-05	INDEX CARDS BOX	3.49	
		291-6420-601.32-90	IS - HAND WIPES	56.88	
		291-6420-601.32-90	OFFICE SUPPLIES	11.58	125.05
77676	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SRVS/SEPTEMBER	41.25	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					41.25
77684	KING, REBECCA	291-6420-601.22-03	LACONI PUTTIN'ON THE HITS	87.80	87.80
77712	NILES PUBLIC LIBRARY	291-6420-601.21-64	ACCESS SERVS	24.99	24.99
77725	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SERVICES	207.10	
		291-6420-601.21-65	DELIVERY SERVICES	207.10	
		291-6420-601.21-65	DELIVERY SERVICES	207.10	
		291-6420-601.21-65	DELIVERY SERVICES	207.10	
		291-6420-601.21-65	DELIVERY SERVICES	209.00	
		291-6420-601.21-65	DELIVERY SERVICES	207.10	1,244.50
77734	SCALLON, TERESA	291-6420-601.22-03	ABOS CONF - T SCALLON	125.56	125.56
77753	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS SEPTEMBER	179.00	
		291-6420-601.21-65	PLACEMENTS OCTOBER	259.55	438.55
77758	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	93.77	
		291-6420-601.30-05	CC - OFFICE SUPPLIES	40.62	
		291-6420-601.30-05	OFFICE SUPPLIES	70.26	
		291-6420-601.32-90	CIRCULATION SUPPLIES	20.43	225.08
***** DIVISION TOTAL ****					2,546.65

*Programs & Exhibits*

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
64	User Services	40			
77603	ALA MEMBERSHIP	291-6440-601.22-02	ALA DUES - L PRIEST	270.00	270.00
77604	ALBERTSONS/SAFEWAY	291-6440-601.32-02	PROGRAM EVENTS	220.40	220.40
77605	ALEXANDER, GREGORY	291-6440-601.22-18	50 FACTS F/50 YEARS, 12/4	300.00	300.00
77607	AMAZON.COM CREDIT	291-6440-601.32-02	STRAWS	7.39	
		291-6440-601.32-02	REFUND	.66-	
		291-6440-601.32-02	SUPPLIES FOR OCT NEWCOMER	82.45	
		291-6440-601.32-02	GAMES FOR GAME NIGHT PROG	59.65	
		291-6440-601.32-02	SAND & PLANT	40.84	
		291-6440-601.32-02	RAFFLE TICKETS	8.99	
		291-6440-601.32-02	OCT PROG - SLIME FEST	14.46	
		291-6440-601.32-02	TECH TOYS & ACTIVITY SETS	39.00	
		291-6440-601.32-02	REFUND	29.97-	
		291-6440-601.32-02	TECH TOYS & ACTIVITY SETS	326.54	
		291-6440-601.32-02	TECH TOYS & ACTIVITY SETS	29.97	
		291-6440-601.32-02	SLIME FEST OCT PROGRAM	62.84	
		291-6440-601.32-02	BOOKS N BITES CRAFT	12.77	
		291-6440-601.32-02	GENERAL PROGRAM SUPPLIES	11.99	666.26
77611	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	30.72	
		291-6440-601.32-02	PROGRAM EVENTS	46.31	
		291-6440-601.32-02	PROGRAM EVENTS	26.55	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PROGRAM EVENTS	19.68	
		291-6440-601.32-02	PROGRAM EVENTS	42.00	
		291-6440-601.32-02	PROGRAM EVENTS	20.98	
		291-6440-601.32-02	PROGRAM EVENTS	42.67	
		291-6440-601.22-03	TRAVEL/TRAINING	40.66	
		291-6440-601.32-02	PROGRAM EVENTS	49.26	
		291-6440-601.32-02	PROGRAM EVENTS	33.95	
		291-6440-601.32-02	PROGRAM EVENTS	48.79	
		291-6440-601.32-02	PROGRAM EVENTS	9.94	
		291-6440-601.32-02	PROGRAM EVENTS	6.99	
		291-6440-601.22-03	TRAVEL/TRAINING	37.50	
		291-6440-601.22-03	TRAVEL/TRAINING	19.51	475.51
77612	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PIZZA FOR TEEN MURDER	80.18	
		291-6440-601.32-02	BOOKS AND BREWS APPETIZER	40.00	120.18
77613	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	DINNER W/OBOV AUTHOR	121.47	
		291-6440-601.32-02	OBOV AUTHOR HOTEL-GENOVA	272.46	
		291-6440-601.32-02	OBOV AUTHOR REFRESHMENTS	59.70	
		291-6440-601.32-02	OBOV AUTHOR BEVERAGES	18.78	
		291-6440-601.32-02	OBOV AUTHOR APPETIZERS	200.00	672.41
77642	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	RESCHOOL TOUR PROGRAM	16.80	
		291-6440-601.32-02	MODEL MAGIC CRAYOLA	42.70	59.50
77644	DISTRICT 214 COMMUNITY EDUCATION	291-6440-601.22-18	EVENT SUPERVISION EXPENSE	916.71	916.71
77648	ELLIEPRESENTS	291-6440-601.22-18	REMINDER OF BALANCE, 12/6	250.00	250.00
77650	ENCORE ILLINOIS NFP	291-6440-601.22-18	MUSICAL PERFORMANCE, 12/5	250.00	250.00
77653	FAMBRO MANAGEMENT	291-6440-601.22-18	CHESS CLUB, 12/16	100.00	100.00
77659	FUN EXPRESS LLC	291-6440-601.32-02	PREK TOUR PROGRAM SUPPLS	75.44	
		291-6440-601.32-02	DINOSAUR TAILS	28.74	104.18
77662	GEORGE, CHRISTOPHER	291-6440-601.22-18	MINDFULNESS MEDITATION	100.00	100.00
77664	GOLDSTEIN, STEVE	291-6440-601.22-18	CREATE SALES SUCCESS,	150.00	150.00
77685	KNABB, JACOB S	291-6440-601.22-18	WRITER'S INK FACILITAT.	150.00	150.00
77686	KO, BOKEUM	291-6440-601.22-18	HOLIDAY CALLIGRAPHY, 12/1	450.00	450.00
77688	KULLER, RONNIE	291-6440-601.22-18	COZY COCOA CONCERT, 11/18	400.00	400.00
77699	MATHER, EVAN	291-6440-601.32-02	TEEN HALLOWEEN MURDER	59.18	59.18
77707	MIDWEST MEDIA	291-6440-601.22-18	MEDIA ESCORT L GENOVA	421.20	421.20
77714	NORTHWEST SUBURBAN GENEALOGY SOC	291-6440-601.22-18	HOW TO ORGANIZE GENEALOGY	75.00	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					75.00
77723	PRIEST, LYNNE	291-6440-601.22-02	FIELD MUSEUM MEMBERSHIP	50.00	
		291-6440-601.22-03	FIELD MUSEUM PICK UP	34.00	84.00
77727	RAND, JANET	291-6440-601.22-18	CARRER CHANGES, 12/10	200.00	200.00
77735	SCHOLASTIC INC	291-6440-601.32-02	BOOKS F/DINOVEMBER PROGR	162.20	162.20
77744	SWIDERSKI, ANN	291-6440-601.22-18	ESL WRITING CLASS NOV'18	125.00	125.00
77757	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT, 2 PROGRAMS, 12/1	400.00	400.00
***** DIVISION TOTAL ****					7,181.73

*Digital Services*

		291-6450-601.31-85	SD CARD READER	12.99	
		291-6450-601.30-05	BATTERIES	13.99	
		291-6450-601.31-85	WALL MOUNT GUITAR KEEPER	12.99	
		291-6450-601.31-85	RED SQUARE RUG	36.92	
		291-6450-601.31-85	IPAD MINI CASE	9.69	
		291-6450-601.31-85	LIGHTNING CABLE	9.99	
		291-6450-601.30-07	FLASH DRIVE	42.49	
		291-6450-601.30-05	LABEL TAPE CARTRIDGES	9.89	
		291-6450-601.31-85	HARD DRIVE CARRYING CASE	4.99	153.94
77613	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	BEAT SABER	4.99	4.99
77616	B & H PHOTO VIDEO	291-6450-601.31-85	TABLET TRIPOD	104.99	104.99
77661	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	HAND WIPES MONTHLY	123.24	123.24
77675	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES - G BERGER	100.00	100.00
77694	LINKEDIN CORPORATION	291-6450-601.32-78	LYNDA LIBRARY	2,012.50	2,012.50
77726	RAILS	291-6450-601.32-78	GALE VIRTUAL REFERENCE	82.50	82.50
77746	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFO CHARGES,	2,732.94	2,732.94
77750	TREEHOUSE	291-6450-601.32-78	50 ANNUAL LICENSES ACCESS	718.75	718.75
***** DIVISION TOTAL ****					6,033.85

*Collection Services*

		291-6470-601.32-80	BOOKS	50.64	50.64
		291-6470-601.22-02	ALA DUES - J KADUS	220.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-02	ALA DUES - M BYLINSKA	295.00	515.00
77607	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	14.96	
		291-6470-601.32-75	AV MTLs	81.51	
		291-6470-601.32-75	AV MTLs	71.97	
		291-6470-601.32-75	AV MTLs	58.97	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	19.49	
		291-6470-601.32-75	AV MTLs	41.45	
		291-6470-601.32-75	AV MTLs	119.98	
		291-6470-601.32-75	AV MTLs	53.57	
		291-6470-601.32-75	AV MTLs	79.95	
		291-6470-601.32-75	AV MTLs	92.16	
		291-6470-601.32-75	AV MTLs	28.74	
		291-6470-601.32-75	AV MTLs	34.95	
		291-6470-601.32-75	AV MTLs	35.74	
		291-6470-601.32-95	PERIODICALS	9.00	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	25.35	
		291-6470-601.32-80	BOOKS	125.90	
		291-6470-601.32-80	BOOKS	56.96	
		291-6470-601.32-80	BOOKS	38.97	
		291-6470-601.32-80	BOOKS	44.37	
		291-6470-601.32-80	BOOKS	36.64	
		291-6470-601.32-80	BOOKS	46.61	
		291-6470-601.32-80	BOOKS	14.80	
		291-6470-601.32-95	PERIODICALS	7.75	
		291-6470-601.32-95	PERIODICALS	40.95	
		291-6470-601.32-05	PROCESSING SUPPLIES	17.98	
		291-6470-601.30-05	OFFICES SUPPLIES	25.90	
		291-6470-601.30-05	OFFICES SUPPLIES	93.76	
		291-6470-601.32-75	AV MTLs	11.98	
		291-6470-601.32-75	AV MTLs	95.98	
		291-6470-601.32-75	AV MTLs	26.77	
		291-6470-601.32-75	AV MTLs	108.75	
		291-6470-601.32-75	AV MTLs	22.98	
		291-6470-601.32-75	AV MTLs	59.99	
		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	143.97	
		291-6470-601.32-75	AV MTLs	27.99	
		291-6470-601.32-75	AV MTLs	9.97	
		291-6470-601.32-75	AV MTLs	80.74	
		291-6470-601.32-75	AV MTLs	19.55	
		291-6470-601.32-75	AV MTLs	10.79	
		291-6470-601.32-75	AV MTLs	13.67	
		291-6470-601.32-75	AV MTLs	14.82	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	47.97	
		291-6470-601.32-75	AV MTLs	56.01	
		291-6470-601.32-75	AV MTLs	125.46-	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	.97-	
		291-6470-601.32-75	AV MTLs	24.61	
		291-6470-601.32-75	AV MTLs	38.00	
		291-6470-601.32-75	AV MTLs	117.38	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	35.97	
		291-6470-601.32-75	AV MTLs	40.23	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	9.19	
		291-6470-601.32-75	AV MTLs	7.15	
		291-6470-601.32-75	AV MTLs	48.94	
		291-6470-601.32-75	AV MTLs	5.99	
		291-6470-601.32-75	AV MTLs	43.59	
		291-6470-601.32-75	AV MTLs	15.98	
		291-6470-601.32-80	BOOKS	22.60	
		291-6470-601.32-80	BOOKS	81.57	
		291-6470-601.32-80	BOOKS	26.52	
		291-6470-601.32-80	BOOKS	7.49	
		291-6470-601.32-80	BOOKS	112.00	
		291-6470-601.32-80	BOOKS	18.68	
		291-6470-601.32-80	BOOKS	65.49	
		291-6470-601.32-80	BOOKS	10.88	
		291-6470-601.32-80	BOOKS	22.87	
		291-6470-601.32-80	BOOKS	26.72	
		291-6470-601.32-80	BOOKS	28.16	
		291-6470-601.32-80	BOOKS	16.13	
		291-6470-601.32-80	BOOKS	22.94	
		291-6470-601.32-80	BOOKS	109.53	
		291-6470-601.32-80	BOOKS	5.38	
		291-6470-601.32-80	BOOKS	44.89	
		291-6470-601.32-95	PERIODICALS	8.93	
		291-6470-601.32-95	PERIODICALS	18.98	
		291-6470-601.32-95	PERIODICALS	8.83	
		291-6470-601.32-95	PERIODICALS	12.15	
		291-6470-601.32-95	PERIODICALS	8.43	
		291-6470-601.32-95	PERIODICALS	19.53	
		291-6470-601.32-95	PERIODICALS	10.72	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	7.70	
		291-6470-601.32-95	PERIODICALS	11.10	
		291-6470-601.32-95	PERIODICALS	17.32	
		291-6470-601.32-75	AV MTLs	10.86	
		291-6470-601.32-75	AV MTLs	139.90	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	109.96	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	191.96	
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	109.69	
		291-6470-601.32-75	AV MTLs	9.19	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	253.27	
		291-6470-601.32-75	AV MTLs	13.98	
		291-6470-601.32-75	AV MTLs	10.98	
		291-6470-601.32-75	AV MTLs	55.96	
		291-6470-601.32-75	AV MTLs	11.98	
		291-6470-601.32-75	AV MTLs	30.32	
		291-6470-601.32-75	AV MTLs	99.24	
		291-6470-601.32-75	AV MTLs	15.17	
		291-6470-601.32-75	AV MTLs	449.94	
		291-6470-601.32-75	AV MTLs	647.88	
		291-6470-601.32-75	AV MTLs	70.98	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-80	BOOKS	14.42	
		291-6470-601.32-80	BOOKS	13.55	
		291-6470-601.32-80	BOOKS	21.99	
		291-6470-601.32-80	BOOKS	33.98	
		291-6470-601.32-80	BOOKS	30.06	
		291-6470-601.32-80	BOOKS	25.50	
		291-6470-601.32-80	BOOKS	20.18	
		291-6470-601.32-80	BOOKS	93.60	
		291-6470-601.32-80	BOOKS	19.35	
		291-6470-601.32-80	BOOKS	11.42	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	7.87	
		291-6470-601.32-80	BOOKS	16.20	
		291-6470-601.32-80	BOOKS	38.42	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	17.30	
		291-6470-601.32-80	BOOKS	17.27	
		291-6470-601.32-80	BOOKS	22.79	
		291-6470-601.32-80	BOOKS	26.92	
		291-6470-601.32-80	BOOKS	34.40	
		291-6470-601.32-80	BOOKS	50.40	
		291-6470-601.32-80	BOOKS	109.70	
		291-6470-601.32-95	PERIODICALS	13.68	
		291-6470-601.32-95	PERIODICALS	23.94	
		291-6470-601.32-95	PERIODICALS	21.35	
		291-6470-601.32-95	PERIODICALS	9.95	
		291-6470-601.32-95	PERIODICALS	8.98	
		291-6470-601.32-95	PERIODICALS	8.48	
		291-6470-601.32-75	AV MTLs	54.79	
		291-6470-601.32-75	AV MTLs	54.68	
		291-6470-601.32-75	AV MTLs	12.18	
		291-6470-601.32-75	AV MTLs	29.73	
		291-6470-601.32-75	AV MTLs	18.99	
		291-6470-601.32-75	AV MTLs	29.25	
		291-6470-601.32-75	AV MTLs	95.84	
		291-6470-601.32-75	AV MTLs	47.74	
		291-6470-601.32-75	AV MTLs	.89-	
		291-6470-601.32-75	AV MTLs	126.67	
		291-6470-601.32-75	AV MTLs	69.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLS	20.98	
		291-6470-601.32-75	AV MTLS	78.90	
		291-6470-601.32-75	AV MTLS	20.29	
		291-6470-601.32-75	AV MTLS	130.19	
		291-6470-601.32-75	AV MTLS	29.49	
		291-6470-601.32-75	AV MTLS	13.98	
		291-6470-601.32-80	BOOKS	41.46	
		291-6470-601.32-80	BOOKS	17.48	
		291-6470-601.32-75	AV MTLS	75.96	
		291-6470-601.32-75	AV MTLS	5.78	
		291-6470-601.32-75	AV MTLS	9.98	
		291-6470-601.32-75	AV MTLS	12.59	
		291-6470-601.32-75	AV MTLS	47.79	
		291-6470-601.32-75	AV MTLS	18.71	
		291-6470-601.32-75	AV MTLS	19.99	
		291-6470-601.32-75	AV MTLS	24.97	
		291-6470-601.32-75	AV MTLS	17.98	
		291-6470-601.32-75	AV MTLS	119.80	
		291-6470-601.32-75	AV MTLS	39.98	
		291-6470-601.32-75	AV MTLS	35.88	
		291-6470-601.32-75	AV MTLS	99.95	
		291-6470-601.32-75	AV MTLS	8.22	
		291-6470-601.32-75	AV MTLS	28.99	
		291-6470-601.32-95	PERIODICALS	16.98	
		291-6470-601.32-95	PERIODICALS	13.10	
		291-6470-601.32-95	PERIODICALS	27.95	
		291-6470-601.32-80	BOOKS	27.94	
		291-6470-601.32-80	BOOKS	108.89	
		291-6470-601.32-80	BOOKS	136.76	
		291-6470-601.32-80	BOOKS	25.70	
		291-6470-601.32-80	BOOKS	18.95	
		291-6470-601.32-80	BOOKS	89.00	
		291-6470-601.32-80	BOOKS	26.58	
		291-6470-601.32-80	BOOKS	32.36	
		291-6470-601.32-80	BOOKS	14.14	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	65.90	
		291-6470-601.32-80	BOOKS	16.64	
		291-6470-601.32-80	BOOKS	98.88	
		291-6470-601.32-80	BOOKS	29.45	
		291-6470-601.32-80	BOOKS	25.70	
		291-6470-601.32-80	BOOKS	15.93	
		291-6470-601.32-80	BOOKS	16.37	
		291-6470-601.32-80	BOOKS	60.27	
		291-6470-601.32-80	BOOKS	21.98	
		291-6470-601.32-80	BOOKS	61.34	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	44.96	
		291-6470-601.32-80	BOOKS	20.34	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	25.16	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	39.98	
		291-6470-601.32-80	BOOKS	30.42	
		291-6470-601.32-80	BOOKS	13.95	
		291-6470-601.32-80	BOOKS	22.59	
		291-6470-601.32-80	BOOKS	29.76	
		291-6470-601.32-75	AV MTLs	162.66	
		291-6470-601.32-75	AV MTLs	25.79	
		291-6470-601.32-75	AV MTLs	5.25-	
		291-6470-601.32-75	AV MTLs	68.77	
		291-6470-601.32-75	AV MTLs	20.74	
		291-6470-601.32-75	AV MTLs	27.96	
		291-6470-601.32-75	AV MTLs	73.71	
		291-6470-601.32-75	AV MTLs	22.28	
		291-6470-601.32-75	AV MTLs	49.95	
		291-6470-601.32-75	AV MTLs	33.19	
		291-6470-601.32-75	AV MTLs	20.27	
		291-6470-601.32-75	AV MTLs	15.04	
		291-6470-601.32-75	AV MTLs	51.43	
		291-6470-601.32-75	AV MTLs	89.99	
		291-6470-601.32-75	AV MTLs	79.98	
		291-6470-601.32-75	AV MTLs	.48-	
		291-6470-601.32-75	AV MTLs	24.98	
		291-6470-601.32-75	AV MTLs	33.57	
		291-6470-601.32-75	AV MTLs	22.97	
		291-6470-601.32-75	AV MTLs	24.98-	
		291-6470-601.32-75	AV MTLs	15.69	
		291-6470-601.32-75	AV MTLs	86.09	
		291-6470-601.32-75	AV MTLs	41.99	
		291-6470-601.32-75	AV MTLs	64.08	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	53.94	
		291-6470-601.32-75	AV MTLs	46.92	
		291-6470-601.32-75	AV MTLs	28.94	
		291-6470-601.32-75	AV MTLs	13.98	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	38.73	
		291-6470-601.32-75	AV MTLs	1.32-	
		291-6470-601.32-75	AV MTLs	20.99	
		291-6470-601.32-75	AV MTLs	17.00	
		291-6470-601.32-75	AV MTLs	44.10	
		291-6470-601.32-75	AV MTLs	119.64	
		291-6470-601.32-75	AV MTLs	127.08	
		291-6470-601.32-75	AV MTLs	17.53	
		291-6470-601.32-75	AV MTLs	79.98	
		291-6470-601.32-75	AV MTLs	64.93	
		291-6470-601.32-75	AV MTLs	56.80	
		291-6470-601.32-75	AV MTLs	24.95	
		291-6470-601.32-75	AV MTLs	15.88	
		291-6470-601.32-80	BOOKS	17.90	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	9.27	
		291-6470-601.32-80	BOOKS	8.12	
		291-6470-601.32-80	BOOKS	14.85	
		291-6470-601.32-80	BOOKS	48.60	
		291-6470-601.32-80	BOOKS	29.99	
		291-6470-601.32-80	BOOKS	7.28	
		291-6470-601.32-80	BOOKS	15.09	
		291-6470-601.32-80	BOOKS	16.85	
		291-6470-601.32-80	BOOKS	33.43	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	33.43	
		291-6470-601.32-80	BOOKS	22.98	
		291-6470-601.32-80	BOOKS	14.73	
		291-6470-601.32-80	BOOKS	32.74	
		291-6470-601.32-80	BOOKS	13.43	
		291-6470-601.32-80	BOOKS	56.85	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	50.89	
		291-6470-601.32-80	BOOKS	43.77	
		291-6470-601.32-80	BOOKS	30.44	
		291-6470-601.32-80	BOOKS	40.76	
		291-6470-601.32-80	BOOKS	49.25	
		291-6470-601.32-80	BOOKS	50.89	
		291-6470-601.32-80	BOOKS	8.45	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	35.14	
		291-6470-601.32-80	BOOKS	.94-	
		291-6470-601.32-80	BOOKS	24.57	
		291-6470-601.32-80	BOOKS	1.11-	
		291-6470-601.32-80	BOOKS	17.61	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-80	BOOKS	15.95	
		291-6470-601.32-80	BOOKS	43.76	
		291-6470-601.32-80	BOOKS	50.89-	
		291-6470-601.32-80	BOOKS	20.99	
		291-6470-601.32-95	PERIODICALS	29.00	
		291-6470-601.32-95	PERIODICALS	14.95	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	10.98	
		291-6470-601.32-95	PERIODICALS	11.99	
		291-6470-601.32-95	PERIODICALS	7.99	
		291-6470-601.32-95	PERIODICALS	16.96	
		291-6470-601.32-95	PERIODICALS	18.34	
		291-6470-601.32-75	AV MTLs	33.10	
		291-6470-601.32-75	AV MTLs	9.96	
		291-6470-601.32-75	AV MTLs	12.19	
		291-6470-601.32-75	AV MTLs	13.94-	
		291-6470-601.32-75	AV MTLs	8.99	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	59.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLS	139.86	
		291-6470-601.32-75	AV MTLS	14.95	
		291-6470-601.32-75	AV MTLS	59.94	
		291-6470-601.32-75	AV MTLS	125.91	
		291-6470-601.32-75	AV MTLS	57.98	
		291-6470-601.32-75	AV MTLS	22.46	
		291-6470-601.32-75	AV MTLS	33.03	
		291-6470-601.32-75	AV MTLS	25.46	
		291-6470-601.32-75	AV MTLS	143.91	
		291-6470-601.32-75	AV MTLS	38.98	
		291-6470-601.32-95	PERIODICALS	12.55	
		291-6470-601.32-95	PERIODICALS	7.32	
		291-6470-601.32-95	PERIODICALS	13.83	
		291-6470-601.32-95	PERIODICALS	14.43	
		291-6470-601.32-95	PERIODICALS	10.99	
		291-6470-601.32-80	BOOKS	17.06	
		291-6470-601.32-80	BOOKS	218.58	
		291-6470-601.32-80	BOOKS	15.68	
		291-6470-601.32-80	BOOKS	65.77	
		291-6470-601.32-80	BOOKS	18.00	
		291-6470-601.32-80	BOOKS	32.32	
		291-6470-601.32-80	BOOKS	28.41	
		291-6470-601.32-80	BOOKS	7.45	
		291-6470-601.32-80	BOOKS	33.98	
		291-6470-601.32-80	BOOKS	11.48	
		291-6470-601.32-05	PROCESSING SUPPLIES	15.98	
		291-6470-601.32-05	ADHESIVE LABELING TAPE	34.97	
		291-6470-601.30-05	COSG SUPPLIES	211.45	
		291-6470-601.32-05	PROCESSING SUPPLIES	16.98	
		291-6470-601.32-05	KEY TAG	17.96	13,492.87
77611	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	35.97	35.97
77612	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PROCESSING SUPPLIES	35.02	
		291-6470-601.32-80	BOOKS	22.85-	12.17
77613	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	13.49	
		291-6470-601.32-75	AV MTLS	24.90	
		291-6470-601.32-75	AV MTLS	43.97	
		291-6470-601.32-95	PERIODICALS	14.31	
		291-6470-601.32-75	AV MTLS	14.31	
		291-6470-601.32-95	PERIODICALS	97.00	
		291-6470-601.32-75	AV MTLS	19.99	
		291-6470-601.32-75	AV MTLS	13.99	
		291-6470-601.32-80	BOOKS	37.43	
		291-6470-601.32-80	BOOKS	10.99-	
		291-6470-601.32-95	PERIODICALS	39.00	
		291-6470-601.32-75	AV MTLS	13.99	
		291-6470-601.32-95	PERIODICALS	13.49	
		291-6470-601.32-95	PERIODICALS	30.98	
		291-6470-601.32-80	BOOKS	37.43-	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	27.51	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-95	PERIODICALS	295.00	
		291-6470-601.32-95	PERIODICALS	21.49	
		291-6470-601.32-75	AV MTLs	376.93	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-80	BOOKS	40.00	
		291-6470-601.32-75	AV MTLs	34.05	
		291-6470-601.32-75	AV MTLs	152.57	
		291-6470-601.32-95	PERIODICALS	34.95	
		291-6470-601.32-75	AV MTLs	20.26	
		291-6470-601.32-05	PROCESSING SUPPLIES	77.29	1,462.45
77618	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	258.21	
		291-6470-601.32-80	BOOKS	288.24	
		291-6470-601.32-80	BOOKS	182.09	
		291-6470-601.32-80	BOOKS	92.22	
		291-6470-601.32-80	BOOKS	86.79	
		291-6470-601.32-80	BOOKS	178.20	
		291-6470-601.32-80	BOOKS	30.27	
		291-6470-601.32-80	BOOKS	418.29	
		291-6470-601.32-80	BOOKS	203.55	
		291-6470-601.32-80	BOOKS	217.47	
		291-6470-601.32-80	BOOKS	256.57	
		291-6470-601.32-80	BOOKS	380.22	
		291-6470-601.32-80	BOOKS	1,049.12	
		291-6470-601.32-80	BOOKS	405.61	
		291-6470-601.32-80	BOOKS	977.54	
		291-6470-601.32-80	BOOKS	655.53	
		291-6470-601.32-80	BOOKS	340.09	
		291-6470-601.32-80	BOOKS	286.26	
		291-6470-601.32-80	BOOKS	532.94	
		291-6470-601.32-80	BOOKS	359.95	
		291-6470-601.32-80	BOOKS	284.35	
		291-6470-601.32-80	BOOKS	211.51	
		291-6470-601.32-80	BOOKS	485.24	
		291-6470-601.32-80	BOOKS	1,640.64	
		291-6470-601.32-80	BOOKS	798.75	
		291-6470-601.32-80	BOOKS	417.32	
		291-6470-601.32-75	AV MTLs	71.82	
		291-6470-601.32-75	AV MTLs	44.20	
		291-6470-601.32-75	AV MTLs	181.41	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	61.60	
		291-6470-601.22-85	PROC SERVS	269.80	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.22-85	PROC SERVS	243.20	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	125.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	296.40	
		291-6470-601.22-85	PROC SERVS	186.20	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.32-80	BOOKS	320.61	
		291-6470-601.32-80	BOOKS	1,270.08	
		291-6470-601.32-80	BOOKS	846.58	
		291-6470-601.32-80	BOOKS	254.35	
		291-6470-601.32-80	BOOKS	187.43	
		291-6470-601.32-80	BOOKS	307.11	
		291-6470-601.32-80	BOOKS	333.30	
		291-6470-601.32-80	BOOKS	53.78	
		291-6470-601.32-80	BOOKS	246.32	
		291-6470-601.32-80	BOOKS	78.01	
		291-6470-601.32-80	BOOKS	1,687.03	
		291-6470-601.32-80	BOOKS	437.99	
		291-6470-601.32-80	BOOKS	128.82	
		291-6470-601.32-80	BOOKS	460.12	
		291-6470-601.32-80	BOOKS	758.77	
		291-6470-601.32-80	BOOKS	1,063.73	
		291-6470-601.32-80	BOOKS	350.53	
		291-6470-601.32-80	BOOKS	725.27	
		291-6470-601.32-80	BOOKS	273.22	
		291-6470-601.32-75	AV MTLs	159.78	
		291-6470-601.32-75	AV MTLs	60.79	
		291-6470-601.32-75	AV MTLs	422.39	
		291-6470-601.22-85	PROC SERVS	315.40	
		291-6470-601.22-85	PROC SERVS	228.00	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	123.20	
		291-6470-601.22-85	PROC SERVS	581.40	
		291-6470-601.22-85	PROC SERVS	285.00	
		291-6470-601.22-85	PROC SERVS	248.15	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	178.60	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.32-80	BOOKS	416.25	
		291-6470-601.32-80	BOOKS	703.28	
		291-6470-601.32-80	BOOKS	1,563.21	
		291-6470-601.32-80	BOOKS	1,161.67	
		291-6470-601.32-80	BOOKS	421.04	
		291-6470-601.32-80	BOOKS	214.36	
		291-6470-601.32-80	BOOKS	94.95	
		291-6470-601.32-80	BOOKS	381.60	
		291-6470-601.32-80	BOOKS	12.05	
		291-6470-601.32-80	BOOKS	393.30	
		291-6470-601.32-80	BOOKS	258.80	
		291-6470-601.32-80	BOOKS	1,177.22	
		291-6470-601.32-80	BOOKS	961.68	
		291-6470-601.32-80	BOOKS	307.27	
		291-6470-601.32-80	BOOKS	317.23	
		291-6470-601.32-80	BOOKS	192.69	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	74.39	
		291-6470-601.32-80	BOOKS	776.59	
		291-6470-601.32-80	BOOKS	250.30	
		291-6470-601.32-80	BOOKS	325.09	
		291-6470-601.32-80	BOOKS	589.56	
		291-6470-601.32-80	BOOKS	722.17	
		291-6470-601.32-80	BOOKS	597.11	
		291-6470-601.32-80	BOOKS	367.31	
		291-6470-601.32-80	BOOKS	397.44	
		291-6470-601.32-80	BOOKS	557.84	
		291-6470-601.32-80	BOOKS	857.83	
		291-6470-601.32-80	BOOKS	1,013.69	
		291-6470-601.32-80	BOOKS	291.12	
		291-6470-601.32-80	BOOKS	446.04	
		291-6470-601.32-80	BOOKS	40.97	
		291-6470-601.32-80	BOOKS	1,050.87	
		291-6470-601.32-80	BOOKS	734.60	
		291-6470-601.32-80	BOOKS	35.10	
		291-6470-601.32-80	BOOKS	123.82	
		291-6470-601.32-80	BOOKS	198.56	
		291-6470-601.32-80	BOOKS	600.67	
		291-6470-601.32-80	BOOKS	55.56	
		291-6470-601.32-80	BOOKS	321.08	
		291-6470-601.32-80	BOOKS	211.10	
		291-6470-601.32-80	BOOKS	229.96	
		291-6470-601.32-80	BOOKS	526.59	
		291-6470-601.32-80	BOOKS	210.63	
		291-6470-601.32-80	BOOKS	183.34	
		291-6470-601.32-80	BOOKS	318.20	
		291-6470-601.32-80	BOOKS	499.03	
		291-6470-601.32-80	BOOKS	328.14	
		291-6470-601.32-80	BOOKS	1,282.02	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	228.00	
		291-6470-601.22-85	PROC SERVS	547.20	
		291-6470-601.22-85	PROC SERVS	273.60	
		291-6470-601.22-85	PROC SERVS	123.20	
		291-6470-601.22-85	PROC SERVS	235.60	
		291-6470-601.22-85	PROC SERVS	304.00	
		291-6470-601.22-85	PROC SERVS	150.50	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	376.20	
		291-6470-601.22-85	PROC SERVS	250.80	
		291-6470-601.22-85	PROC SERVS	175.95	
		291-6470-601.22-85	PROC SERVS	156.95	
		291-6470-601.22-85	PROC SERVS	80.95	
		291-6470-601.22-85	PROC SERVS	168.00	
		291-6470-601.22-85	PROC SERVS	146.70	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	83.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	311.60	
		291-6470-601.22-85	PROC SERVS	288.80	
		291-6470-601.32-75	AV MTLs	127.11	
		291-6470-601.32-75	AV MTLs	477.90	
		291-6470-601.32-75	AV MTLs	66.32	
		291-6470-601.32-75	AV MTLs	52.49	
		291-6470-601.32-75	AV MTLs	33.75	
		291-6470-601.32-75	AV MTLs	678.60	
		291-6470-601.32-75	AV MTLs	175.72	
		291-6470-601.32-75	AV MTLs	55.25	
		291-6470-601.22-85	PROC SERVS	5.60-	
		291-6470-601.32-75	AV MTLs	19.25-	
		291-6470-601.32-80	BOOKS, BALANCE	3.60	
		291-6470-601.32-80	BOOKS	148.31	
		291-6470-601.22-85	PROC SERVS	67.20	
		291-6470-601.32-80	BOOKS	375.43	
		291-6470-601.32-80	BOOKS	227.21	
		291-6470-601.32-80	BOOKS	58.37	
		291-6470-601.32-80	BOOKS	536.89	
		291-6470-601.32-80	BOOKS	196.77	56,297.80
77619	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	11.88	
		291-6470-601.32-75	AV MTLs	63.21	
		291-6470-601.32-75	AV MTLs	270.24	
		291-6470-601.32-75	AV MTLs	105.47	
		291-6470-601.32-75	AV MTLs	3,156.74	
		291-6470-601.32-75	AV MTLs	2,754.63	
		291-6470-601.32-75	AV MTLs	124.15	
		291-6470-601.32-75	AV MTLs	699.84	
		291-6470-601.32-75	AV MTLs	303.24	
		291-6470-601.32-75	AV MTLs	110.16	
		291-6470-601.32-75	AV MTLs	56.78	
		291-6470-601.32-75	AV MTLs	222.36	
		291-6470-601.32-75	AV MTLs	547.71	
		291-6470-601.32-75	AV MTLs	1,961.45	
		291-6470-601.32-75	AV MTLs	468.95	
		291-6470-601.32-75	AV MTLs	58.03	
		291-6470-601.32-75	AV MTLs	226.54	
		291-6470-601.32-75	AV MTLs	61.09	
		291-6470-601.32-75	AV MTLs	71.13	
		291-6470-601.32-75	AV MTLs	1,861.30	
		291-6470-601.32-75	AV MTLs	416.70	
		291-6470-601.32-75	AV MTLs	32.01	
		291-6470-601.32-75	AV MTLs	103.04	
		291-6470-601.32-75	AV MTLs	156.48	
		291-6470-601.32-75	AV MTLs	177.95	
		291-6470-601.32-75	AV MTLs	19.84	
		291-6470-601.32-75	AV MTLs	923.67	
		291-6470-601.32-75	AV MTLs	3,759.95	
		291-6470-601.32-75	AV MTLs	240.75	
		291-6470-601.32-75	AV MTLs	632.94	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	5.13	19,603.36
77621	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	79.99	
		291-6470-601.32-80	BOOKS	2,604.01	
		291-6470-601.32-75	AV MTLs	3,150.94	
		291-6470-601.32-80	BOOKS	4,175.72	
		291-6470-601.32-80	BOOKS	92.37	
		291-6470-601.32-75	AV MTLs	34.00	10,137.03
77623	BOTTOM LINE BOOKS	291-6470-601.32-80	BOOKS	49.94	49.94
77630	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	75.96	75.96
77634	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	41.89	
		291-6470-601.32-95	PERIODICALS	15.96	57.85
77636	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	24.29	
		291-6470-601.32-95	PERIODICALS	16.19	
		291-6470-601.32-95	PERIODICALS	34.41	
		291-6470-601.32-95	PERIODICALS	2,058.57	
		291-6470-601.32-95	PERIODICALS	3,233.66	
		291-6470-601.32-95	PERIODICALS	543.44	
		291-6470-601.32-95	PERIODICALS	1,548.31	
		291-6470-601.32-95	PERIODICALS	741.51	
		291-6470-601.32-95	PERIODICALS	618.97	
		291-6470-601.32-95	PERIODICALS	1,995.93	
		291-6470-601.32-95	PERIODICALS	154.08	
		291-6470-601.32-95	PERIODICALS	52.62	
		291-6470-601.32-95	PERIODICALS	20.19	
		291-6470-601.32-95	PERIODICALS	25.25	11,067.42
77646	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	1,096.85	
		291-6470-601.32-95	PERIODICALS	2,103.62	3,200.47
77654	FFRF	291-6470-601.32-95	PERIODICALS	40.00	40.00
77658	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	42.48	
		291-6470-601.32-80	BOOKS	45.88	88.36
77660	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	20.80	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	59.18	
		291-6470-601.32-80	BOOKS	121.57	
		291-6470-601.32-80	BOOKS	187.15	
		291-6470-601.32-80	BOOKS	151.96	
		291-6470-601.32-80	BOOKS	212.74	
		291-6470-601.32-80	BOOKS	121.57	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	416.68	
		291-6470-601.32-80	BOOKS	52.78	
		291-6470-601.32-80	BOOKS	167.15	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	49.58	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	102.37	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	101.21	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	57.58	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	52.78	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	185.54	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	31.19	2,290.12
77667	GUIDEPOSTS	291-6470-601.32-80	BOOKS	17.92	17.92
77671	HOUCHEM BINDERY LTD	291-6470-601.32-03	BINDING	200.00	200.00
77674	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	75.00	
		291-6470-601.32-80	BOOKS	93.75	168.75
77675	ILA MEMBERSHIP	291-6470-601.22-02	ILA DUES - M BYLINSKA	150.00	150.00
77678	INFORMATION TODAY INC	291-6470-601.32-95	PERIODICALS	239.50	239.50
77679	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	284.87	
		291-6470-601.32-80	BOOKS	165.40	
		291-6470-601.32-80	BOOKS	133.09	
		291-6470-601.32-80	BOOKS	979.67	
		291-6470-601.32-80	BOOKS	64.24	
		291-6470-601.32-80	BOOKS	63.65	
		291-6470-601.32-80	BOOKS	106.33	
		291-6470-601.32-80	BOOKS	179.60	
		291-6470-601.32-80	BOOKS	210.96	
		291-6470-601.32-80	BOOKS	228.37	
		291-6470-601.32-80	BOOKS	224.82	
		291-6470-601.32-80	BOOKS	60.99	
		291-6470-601.32-80	BOOKS	30.51	
		291-6470-601.32-80	BOOKS	64.72	
		291-6470-601.32-80	BOOKS	181.09	
		291-6470-601.32-80	BOOKS	27.59	
		291-6470-601.32-80	BOOKS	6.77	
		291-6470-601.32-80	BOOKS	172.98	
		291-6470-601.32-80	BOOKS	246.29	
		291-6470-601.32-80	BOOKS	67.80	
		291-6470-601.32-80	BOOKS	50.80	
		291-6470-601.32-80	BOOKS	40.63	
		291-6470-601.32-80	BOOKS	39.52	
		291-6470-601.32-80	BOOKS	44.04	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	79.62	
		291-6470-601.32-80	BOOKS	119.57	
		291-6470-601.32-80	BOOKS	50.81	
		291-6470-601.32-80	BOOKS	133.88	
		291-6470-601.32-80	BOOKS	212.45	
		291-6470-601.32-80	BOOKS	52.75	
		291-6470-601.32-80	BOOKS	181.61	
		291-6470-601.32-80	BOOKS	17.75	
		291-6470-601.32-80	BOOKS	243.13	
		291-6470-601.32-80	BOOKS	34.17	
		291-6470-601.32-80	BOOKS	40.69	
		291-6470-601.32-80	BOOKS	152.27	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	41.94	
		291-6470-601.32-80	BOOKS	56.01	
		291-6470-601.32-80	BOOKS	222.12	
		291-6470-601.32-80	BOOKS	79.14	
		291-6470-601.32-80	BOOKS	11.97	
		291-6470-601.32-80	BOOKS	137.70	
		291-6470-601.32-80	BOOKS	19.15	
		291-6470-601.32-80	BOOKS	22.16	
		291-6470-601.32-80	BOOKS	4.51	
		291-6470-601.32-80	BOOKS	177.74	
		291-6470-601.32-80	BOOKS	24.91	
		291-6470-601.32-80	BOOKS	134.87	
		291-6470-601.32-80	BOOKS	10.19	
		291-6470-601.32-80	BOOKS	160.27	
		291-6470-601.32-80	BOOKS	26.35	
		291-6470-601.32-80	BOOKS	31.16	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	38.97	
		291-6470-601.32-75	AV MTLs	59.80	
		291-6470-601.32-80	BOOKS	94.11	
		291-6470-601.32-80	BOOKS	12.00	6,476.96
77682	INTERNET GENEALOGY	291-6470-601.32-95	PERIODICALS	27.95	27.95
77683	KANOPY LLC	291-6470-601.32-75	AV MTLs	358.00	358.00
77702	MCHENRY COUNTY IL GENEALOG SOCIETY	291-6470-601.32-95	PERIODICALS	30.00	30.00
77703	MDR	291-6470-601.32-80	BOOKS	158.00	158.00
77708	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	167.42	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	160.74	
		291-6470-601.32-75	AV MTLs	526.70	
		291-6470-601.32-75	AV MTLs	8,764.14	9,619.00
77718	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	PERIODICALS	781.00	
		291-6470-601.32-95	PERIODICALS	193.40	974.40
77724	PROQUEST LLC	291-6470-601.32-95	PERIODICALS	851.93	851.93
77729	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	82.20	
		291-6470-601.32-75	AV MTLs	20.34	
		291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-75	AV MTLs	74.20	
		291-6470-601.32-75	AV MTLs	260.13	
		291-6470-601.32-75	AV MTLs	131.56	
		291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-05	PROCESSING SUPPLIES	1,443.70	2,210.13
77730	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	44.94	44.94
77732	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	177.09	
		291-6470-601.32-80	BOOKS	104.73	281.82
77733	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	30.65	30.65
77736	SCHOOL SPECIALTY INC	291-6470-601.32-75	AV MTLs	69.55	69.55
77739	SHOWCASES	291-6470-601.32-05	PROCESSING SUPPLIES	368.28	368.28
77740	SIERRA CLUB MEMBER SERVICES	291-6470-601.32-95	PERIODICALS	12.00	12.00
77745	TASTE OF HOME BOOKS	291-6470-601.32-80	BOOKS	135.92	135.92
77751	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	150.38	150.38
77752	ULINE	291-6470-601.22-85	PROCESSING SUPPLIES	98.46	98.46
77754	UPSIDE	291-6470-601.32-95	PERIODICALS	239.00	239.00
77758	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	80.66	80.66
77761	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	69.01	
***** DIVISION TOTAL *****					141,540.62
***** DEPARTMENT TOTAL **					158,779.05
***** GRAND TOTAL *****					868,692.80



FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	363,192.25
491	Capital Projects-Library	505,500.55
**** TOTAL ALL FUNDS ****		868,692.80

November 20, 2018

**Arlington Heights Memorial Library  
Special Funds Summary  
10/31/2018**

Count	36	Account	Amount	Description	Staff
		<b>Check #1528-Animal Farm Music LLC</b>	6004-2218 \$ 750.00	Family Concert Sept. 22, 18 (Replacement Check)	L Priest
		<b>Check #1529-AHML - Petty Cash</b>			
10/8/2018		6420-2203	\$ 19.40	Travel/Training	S Meyer
		6405-2203	\$ 12.37	Travel/Training	M Young
		6405-2203	\$ 40.88	Travel/Training	M Young
		6405-3201	\$ 42.76	Program Supplies	M Young
		6405-3201	\$ 26.98	Program Supplies	L Draftz
		6440-3202	\$ 30.72	Program Events	M Young
		6440-3202	\$ 46.31	Program Events	C Caputo
		6470-3295	\$ 35.97	Periodicals	M Syzmanek
		6405-2203	\$ 34.76	Travel/Training	T Dantis
		6420-2203	\$ 31.57	Travel/Training	R Kunkel
10/15/2018		6405-2203	\$ 3.27	Travel/Training	A Lorincz
		6440-3202	\$ 26.55	Program Events	S Hollars
		6405-2203	\$ 17.82	Travel/Training	L Dakas
		6440-3202	\$ 19.68	Program Events	L Dakas
		6001-2203	\$ 18.99	Travel/Training	M Driskell
		6440-3202	\$ 42.00	Program Events	M Young
10/22/2018		6405-2203	\$ 30.84	Travel/Training	A Gourley
		6420-2203	\$ 22.89	Travel/Training	M Meier
		6440-3202	\$ 20.98	Program Events	L Draftz
		6440-3202	\$ 42.67	Program Events	M Vela
		6440-2203	\$ 40.66	Travel/Training	C Ng-He
		6440-3202	\$ 49.26	Program Events	R King
		6405-2203	\$ 30.85	Travel/Training	A Lorincz
		6405-2203	\$ 49.27	Travel/Training	A Lorincz
10/29/2018		6020-2111	\$ 38.94	Buidling Maintenance	G Leclair
		6440-3202	\$ 33.95	Program Events	D Napravnik
		6440-3202	\$ 48.79	Program Events	R King
		6440-3202	\$ 9.94	Program Events	E Maher
		6420-2203	\$ 36.41	Travel/Training	C Caputo
		6440-3202	\$ 6.99	Program Events	C Caputo
		6405-2203	\$ 45.01	Travel/Training	T Dantis
		6440-2203	\$ 37.50	Travel/Training	C Ng-He
10/31/2018		6001-2203	\$ 44.97	Travel/Training	J Moravec
		6440-2203	\$ 19.51	Travel/Training	C Ng-He
		6001-2203	\$ 36.47	Travel/Training	M Driskell
			<u>\$ 1,845.93</u>		

November 20, 2018

**Arlington Heights Memorial Library  
American Express Card Summary  
10/31/2018**

<u>CARDHOLDER</u>	Count	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
	82				
M. Driskell		489-90-00	\$ (80.20)	AMEX Cash back rebate	Other Income/Rebate
		6440-2218	\$ 121.47	CARLOS AND CARLOS	Dinner with OBOV author
		6001-2203	\$ 595.74	HILTON CINCINNATI	ALSC Hotel M Papanastassiou
M. Szymanek		6470-3295	\$ 13.49	MY MAG STORE	Periodicals
		6470-3275	\$ 24.90	DUMMYGRATS LLC	AV Mtls
		6470-3275	\$ 43.97	THE RIGHT STUF, INC.	AV Mtls
		6470-3295	\$ 14.31	ALTERNATIVE	Periodicals
		6470-3275	\$ 14.31	ALTERNATIVE	AV Mtls
		6470-3295	\$ 97.00	TOTAL WEALTH INSIDER	Periodicals
		6470-3275	\$ 19.99	SPRINGTIME PRODUCTION	AV Mtls
		6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
				REBILLING OF OUR PREV.	
		6470-3280	\$ 37.43	ISSUED CREDIT	Book
		6470-3280	\$ (10.99)	GOODWILL ADJUSTMENT	Book
		6470-3295	\$ 39.00	THE SUN MAGAZINE	Periodicals
		6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
		6470-3295	\$ 13.49	MY MAG STORE	Periodicals
		6470-3295	\$ 30.98	AMZ*HOFFMAN MEDIA	Periodicals
				CREDIT PENDING	
		6470-3280	\$ (37.43)	INVESTIGATION OF DISPUTE	Book
		6470-3295	\$ 27.51	ALTERNATIVE	Periodicals
		6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
		6470-3295	\$ 295.00	PRUDENTSPEC	Periodicals
		6470-3295	\$ 21.49	MY MAG STORE	Periodicals
		6470-3275	\$ 376.93	GAMESTOP.COM	AV Mtls
		6470-3275	\$ 39.98	SLING.COM	AV Mtls
		6470-3280	\$ 40.00	QUILTFOLK	Book
		6470-3275	\$ 34.05	THE 1975	AV Mtls
		6470-3275	\$ 152.57	GAMESTOP.COM	AV Mtls
		6470-3295	\$ 34.95	MISSOURIQUILTCO	Periodicals
		6470-3275	\$ 20.26	PAYPAL *LYTERECORDS	AV Mtls
R. Dworiany		6010-3032	\$ 25.00	GITHUB	Monthly Subscription
		6010-3032	\$ 4.99	AMZNFREETIME	Monthly Subscription
		6010-2102	\$ 3.80	AMZN MKTP	Warranty for Dell Server Battery
		6010-2102	\$ 125.00	AMZN MKT	Dell Server Battery
		6001-2242	\$ 344.85	COMCAST	Public Internet Service
		6010-3032	\$ 25.00	TRELLO.COM	Monthly Subscription
		6010-3032	\$ 9.99	AMZNFREETIME	Monthly Subscription
		6010-2005	\$ 54.10	PAYFLOW	Payflow Pro
		6010-3185	\$ 109.86	AMZN MKT	Apple Pencil and iPad Case
		6010-3185	\$ 10.95	AMZN MKT	Apple iPad Case
		6010-5012	\$ 339.00	AMZN MKT	Apple iPad
		6010-3032	\$ 14.99	SPOTIFY USA	Monthly Subscription
		6010-3032	\$ 49.00	RIDDLE.COM	Monthly Subscription
J. Czajka		6440-3202	\$ 272.46	LOEWS CHICAGO	OBOV Author Hotel - L Genova
		6440-3202	\$ 59.70	SWEET T'S BAKERY	OBOV Author Refreshments 10/18/18
		6440-3202	\$ 18.78	TARGET	OBOV Author beverages 10/18/18
		6440-3202	\$ 200.00	LA TASCA	OBOV Author book discussion appetizers 11/15/18
J. Moravec		6001-2203	\$ 695.00	RAGAN COMMUNICATIONS	Visual Storytelling Workshop-W Tolan
		6450-3185	\$ 4.99	OCULUS	Beat Saber
		6470-3205	\$ 77.29	REALLY USEFUL BOXES	Processing Supplies
		6001-3005	\$ 23.30	ONLINE LABELS	Labels
		6001-2203	\$ 489.24	FRO II RALEIGH HOTEL	ABOS-Hotel T Scallon
		6001-3005	\$ 152.65	SMARTSIGN	Asset Tags
		6002-2210	\$ 34.95	VISTAPRINT	Business Cards
		6001-5015	\$ 398.00	AUTONOMOUS.	Standing Desk
		6020-2111	\$ 285.50	BALLASTSHOP	Emergency Lights
		6001-2203	\$ 431.25	PEORIA MARRIOTT	ILA-Hotel M Lepo
		6001-2203	\$ 431.25	PEORIA MARRIOTT	ILA-Hotel R Thornton
		6001-2203	\$ 287.50	PEORIA MARRIOTT	ILA-Hotel B Pardue
		6001-2203	\$ 431.25	PEORIA MARRIOTT	ILA-Hotel S Distel
		6001-2203	\$ 431.25	PEORIA MARRIOTT	ILA-Hotel K Bailey
		6001-2203	\$ 287.50	PEORIA MARRIOTT	ILA-Hotel J Bower
		6001-2203	\$ 410.55	MARK TWAIN HOTEL	ILA-Hotel T Spicer
		6001-2203	\$ 333.76	EMBASSY SUITES	ILA-Hotel C Krueger
		6001-2203	\$ 667.52	EMBASSY SUITES	ILA-Hotel S Meyer
		6001-2203	\$ 431.25	COURTYARD	ILA-Hotel E Mather
		6001-2203	\$ 439.90	SHERATON SALT LKE	YALSA-Hotel A Son

6002-2210	\$	18.97	VISTAPRINT	Business Cards
6002-2210	\$	18.97	VISTAPRINT	Business Cards
6001-2203	\$	602.97	EMBASSY SUITES ST LO	Harwood Institute-Hotel D Ekl
6420-3005	\$	88.35	STAPLES	Office Supplies
6004-3202	\$	(120.95)	ANYPROMO INC	Refund
6020-2111	\$	140.12	TAYLOR SECURITY	Electric Door Strikes
6002-2210	\$	24.19	VISTAPRINT	Business Cards
6004-3202	\$	89.09	TOTALLY PROMOTIONAL	Imprinted Lanyards
6004-3202	\$	79.50	BULK OFFICE SUPPLY	Mechanical Pencils
6001-2203	\$	995.00	PAYPAL *HARWOODINST	Harwood Institute-Training D Ekl
6002-3272	\$	165.00	STICKER MULE	OBOV Stickers
6002-2165	\$	26.08	FACEBK	Facebook Advertising
6004-3202	\$	219.00	DHGATE.COM	Power Banks High School Program
6004-3202	\$	120.95	ANYPROMO INC	Sticky Notebook High School Program
6002-3005	\$	297.00	DECORATIVE FILMS LLC	Colored Window Films
6001-2203	\$	120.00	AMER LIB ASSOC	ALA Midwinter Conference for D Smart
Total	\$	<u>13,317.78</u>		

November 20, 2018

Arlington Heights Memorial Library  
Master Card Summary  
10/31/2018

Count 4

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
Shannon Distel	6440-3202	\$80.18	Domino's	Pizza for Teen Murder Mystery Program
	6470-3205	\$35.02	Nintendo	Processing Supplies
K Spokas	6440-3202	\$40.00	Eddies Restaurant	Books and Brews appetizers 10/10/18
M Szymanek	6470-3280	(\$22.85)	All About Learning	Books
	Total	<u>\$132.35</u>		

**To:** Board of Library Trustees  
**From:** Janet Moravec  
**Date:** November 13, 2018  
**Re:** Authorization of Trustee Expenditures

---

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 expenses incurred during the executive director search, in the amount of \$90.26.

Suggested motion: **The Board of Library Trustees approves the reimbursement to President Smart for expenses incurred during the executive director search in the amount of \$90.26.**

To: Board of Library Trustees

From: Mike Driskell

Date: November 16, 2018

Re: Interior Landscaping

One of the final touches of the 2012 Renovation is to stimulate the senses of our customers with a beautifully landscaped interior environment. Before the renovation, there were a number of plants by a fountain near the circulation desk, as well as plants in other locations throughout the building. In 2004, the Friends of the Library contracted with NPK Associates for the purchase of containers and monthly rental fee for plants and a seasonal color rotation program.

Since the renovation, we have had time to observe how the space is used by customers and have contacted three companies to visit the space and provide recommendations for interior landscaping. You will notice the quotes have a wide range in the number of interior plants recommended, from 17 to 73 pieces.

<b>Company</b>	<b>Rental or Purchase</b>	<b>Pieces</b>	<b>2018 Budget</b>	<b>Annual FOL Request</b>	<b>Price Per Plant for First Year</b>	<b>Price Per Plant for 5 Years</b>	<b>Total Price for 5 Years</b>
Everliving Greenery	Rental only	17 planters		\$3,360	\$197.65	\$197.65	\$16,800
NPK	Rental	73 pieces		\$22,800 (first year) \$19,200	\$312.33	\$272.88	\$99,600
NPK	Purchase plants & containers	73 pieces	\$27,866.38	\$7,800	\$381.73	\$161.83	\$59,066.38
Ambius	Rental	47 pieces		\$7,569.62 (first year) \$6,819.48	\$161.06	\$148.29	\$34,847.54
Ambius – updated November 2018	Purchase	38 pieces	\$14,183.30	\$2,843.64	\$448.08	\$149.48	\$28,401.50

Staff held off until the end of the year to introduce this service, as we wanted to ensure that funds would be available in 2018. Recently, we received two change orders for the caulking and roofing project totaling \$17,300 in our favor.

Staff is recommending we accept the proposal from Ambius for the purchase of 38 plants at a cost of \$14,183.30. It would be staff's intention to purchase the plants from the 2018 budget and bring a request to the Friends of the Library for annual maintenance. We would expect the Friends request to be approximately \$2,850 annually.

Suggested motion: **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE PROPOSAL FROM AMBIUS FOR THE PURCHASE OF INTERIOR LANDSCAPING IN THE AMOUNT OF \$14,183.30.**



To: Board of Library Trustees  
From: Shannon Distel  
Date: November 20, 2018  
Re: FY2019 Per Capita Grant Requirements and Application Update

---

The application for the FY2019 Illinois Public Library Per Capita Grant was made available in November; the deadline is January 15, 2019. Library staff and trustee requirements are below. The application will be completed in early December and included in the December board packet for suggested motion to approve.

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

Please read and review attachment prior to the December board meeting.

- **Trustees Fact File — Review chapters 6-10 of the “Trustee Facts File Third or Fourth Edition,” placing particular emphasis on Chapter 8, “Human Resources.”**  
[https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trustee\\_facts.pdf](https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trustee_facts.pdf)

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

Please read and review prior to the December board meeting.

- **Continuing Education — Library staff and at least one trustee will complete an educational program in calendar year 2018 that focuses on meeting the needs of patrons with challenges or disabilities. The requirement can be met via live presentation, webinar or free online courses. Providers may include, but are not limited to the Illinois State Library, an Illinois Library System, the Illinois Library Association or**

**local agency specializing in services for patrons with intellectual, behavioral, physical and non-physical challenges or differences.**

In order to fulfill the requirements please watch at least one of the following videos prior to the December board meeting:

- [Memory Cafes and Libraries](#)
- [Inclusive Programming for Adults with Developmental Disabilities](#)
- [Serving the Underserved: Children with Disabilities at Your Library](#)
- [Giving Adults with Autism the Skills to Build Independent Lives](#)
- [How Phoenix Became the Most Autism Friendly City in the World](#)
- [I'm Not Your Inspiration, Thank You Very Much](#)

**Outreach — Library staff and trustees will familiarize themselves with services provided by the Illinois Veterans' History Project.**

<http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>

Please read and review prior to the December board meeting.

## Chapter 8 [Public Services: Reference and Reader's Advisory Services]

---

Through public services, a library offers assistance to patrons in the use of its collections and resources. The library also provides patrons with resources beyond those owned by the library through interlibrary loan and other resource-sharing arrangements. Basic public services include reference and reader's advisory. These services should be provided to all age groups.

**APPLICABLE CORE STANDARDS** – Please see Core Standards 1, 11, 16, 17, 18, 19, 22, and 24 in Chapter 1.

### REFERENCE SERVICES

Reference service is the provision of information in response to a patron's question. All Illinois public libraries should provide reference service for their patrons.

### REFERENCE SERVICES STANDARDS

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access.
2. The library has a board-approved reference service policy developed by reference staff and administration and it is reviewed biennially. (See Appendix R)
3. The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.
4. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
7. The library provides easy access to accurate and up-to-date community information/resource files.
8. The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
9. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
10. The library provides access to local and state maps.
11. The library strives to provide access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
12. The library provides voter information, including precinct boundaries and location of polling places.
13. The library provides information about local history and events.
14. The library has telephone books for the local calling area and any other frequently requested areas.
15. The library will include at least one current reference resource for each subject area. Electronic resources may fulfill this requirement. (See Appendix T)
16. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
17. Staff members are encouraged to attend at least one relevant continuing education event each year.
18. The library accepts and responds to reference requests received in all formats, including electronic, print, and phone.
19. The library annually evaluates its reference service for accuracy, timeliness, staff friendliness, and patron ease. (See Appendix S)

### REFERENCE SERVICES CHECKLIST

- All basic services are available when the library is open.
- The library has a reference service policy.
- The library provides staff trained in reference services to meet the needs of patrons who have challenges with disabilities, language, and literacy.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
- The library supports training in the use of technologies necessary to access electronic resources, including training for persons with disabilities in the use of adaptive equipment and software.
- The library provides easy access to accurate and up-to-date community information.
- The library provides current issues of at least one community or local newspaper and retains hard copy or online back issues for a minimum of six months.
- The library provides access to local ordinances or codes of all municipalities within its service boundaries.
- The library provides access to local and state maps.
- The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
- The library provides voter information, including precinct boundaries and location of polling places.
- The library provides information about local history and events.
- The library has telephone books for the local calling area and any other frequently requested areas.
- The library has at least one current reference resource for each subject area.
- Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
- Staff members are encouraged to attend at least one relevant continuing education event each year.
- The library evaluates its reference service on an annual basis.

### BIBLIOGRAPHY

Cassell, Kay Ann and Uma Hiremath. *Reference and Information Services in the 21st Century: An Introduction*. 2nd ed. New York: Neal-Schuman, 2011.

Eberhart, George. *Whole Library Handbook 5: Current Data, Professional Advice, and Curiosa About Libraries and Library Services*. Chicago: American Library Association, 2011.

Johnson, Peggy. *Fundamentals of Collection Development and Management*. 2nd ed. Chicago: American Library Association, 2009.

Kresh, Diane. *The Whole Digital Library Handbook*. Chicago: American Library Association, 2007.

O'Gorman, Jack, ed. *Reference Sources for Small and Medium-sized Libraries*. 7th ed. Chicago: American Library Association, 2008.

Thomsett-Scott, Beth C., ed. *Implementing Virtual Reference*. Chicago: American Library Association, 2013.

### READER'S ADVISORY SERVICES

Reader's Advisory Services is a patron-oriented service that promotes and encourages recreational reading. It is a service that offers advice, suggestions, recommendations, and selections to library users regarding authors, titles, and genres. It is a service that strives to respond to the recreational reading tastes of individual readers using the resources of the library to link readers and books.

All Illinois public libraries should provide some sort of reader's advisory service to their patrons. This can be done formally with a separate designated service desk, through conversation with a librarian, or informally at the library's circulation desk where library staff members get to know the library patron's reading preferences and are able to suggest similar titles that the patron might enjoy reading.

### READER'S ADVISORY STANDARDS

1. All basic services are available when the library is open. For the purposes of this document, basic services are circulation and reference and reader's advisory services. If reference and reader's advisory services are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has competently trained staff that has thorough knowledge of popular authors and titles.
3. The library participates in interlibrary loan and resource sharing to help provide accurate and timely reader's advisory service.
4. The library is aware of the importance of accuracy in reader's advisory service and relies on information sources of demonstrated currency and authority.
5. Staff has access to a telephone or computer to receive and respond to requests for information and materials and to contact other agencies for information.
6. Staff members who are responsible for reader's advisory services in their library should attempt to stay current with community events by participating in community organizations, clubs, or councils.
7. Staff members who are responsible for reader's advisory services in their library should attempt to attend as many workshops, reading roundtables, or continuing education events as possible to stay current.
8. The library accepts and responds to reader's advisory requests received via e-mail, IM (instant messaging), texting, and/or virtual reference.

### READER'S ADVISORY SERVICES CHECKLIST

- All basic services are available when the library is open.
- The library has competently trained staff that has thorough knowledge of popular authors and titles.
- The library maintains a well-rounded collection of both fiction and nonfiction titles.
- The library has a reader's advisory services policy.
- The library promotes the importance of leisure reading to its community members.
- The library participates in interlibrary loan and resource sharing to help provide accurate and timely reference service.
- The library maintains a basic collection of reader's advisory reference materials.
- All staff members attend at least one relevant continuing education event each year.
- Staff members who are responsible for reader's advisory services in their library join at least one community organization, club, or council.
- Staff members who are responsible for reader's advisory services in their library attend at least one workshop, reading roundtable, or continuing education event.
- The library accepts and responds to reader's advisory requests received via e-mail, IM (instant messaging), texting, and/or virtual reference.

### BIBLIOGRAPHY

- Avila, Salvador. *Serving Latino Teens*. Westport, CT: Libraries Unlimited, 2012.
- Booth, Heather. *Serving Teens Through Readers' Advisory (ALA Reader's Advisory Series)*. Chicago: American Library Association, 2007.
- Hysell, Shannon Graff. *Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers*. Westport, CT: Libraries Unlimited, 2013.
- Moyer, Jessica E., ed. *The Readers' Advisory Handbook*. Chicago: American Library Association, 2010.
- Okobi, Elsie A. Rogers Halliday. *Library Services for Adults in the 21st Century*. Westport, CT: Libraries Unlimited, 2013.
- Orr, Cynthia and Diana Tixier Herald. *Genreflecting: A Guide to Popular Reading Interests*. 7th ed. Westport, CT: Libraries Unlimited, 2013.
- Pandora, Cherie P. and Stacey Hayman. *Better Serving Teens Through School Library-Public Library Collaborations*. Westport, CT: Libraries Unlimited, 2013.
- Peck, Penny. *Readers' Advisory for Children and 'Tweens*. Westport, CT: Libraries Unlimited, 2010.
- Roberts, Ann and Stephanie G. Bauman. *Crash Course in Library Services for Seniors*. Westport, CT: Libraries Unlimited, 2012.
- Saricks, Joyce. *Reader's Advisory Guide to Genre Fiction*. Chicago: American Library Association, 2009.
- Zabel, Diane. *Reference Reborn: Breathing New Life into Public Services Librarianship*. Westport, CT: Libraries Unlimited, 2010.

### WEBSITES

- NoveList Plus – EBSCO  
[www.ebscohost.com/novelist/our-products/novelist-plus](http://www.ebscohost.com/novelist/our-products/novelist-plus)
- The Reader's Advisory Online – Libraries Unlimited  
[rainfo.lu.com/](http://rainfo.lu.com/)

To: Board of Library Trustees

From: Donna Ekl

Cc: Mike Driskell

Re: Arlington Heights Memorial Library Foundation Loan Assignment

Date: November 20, 2018

---

At the October 2018 board meeting, the board assigned \$10,000 of the General Fund Balance to the Arlington Heights Memorial Library Foundation Loan Fund. The Foundation became incorporated per the Illinois Secretary of State on August 27, 2018.

Per the agreement below, we will issue a \$10,000 loan to the Arlington Heights Memorial Library Foundation to fund their startup costs. The board must remove the designation of assigned funds from our operating fund to move forward.

We recommend that the board un-assign \$10,000 of the general fund balance that had been assigned to the Arlington Heights Memorial Foundation Loan Fund.

Suggested motion I: **The Board of Library Trustees un-assigns \$10,000 of the General Fund Balance from the Arlington Heights Memorial Library Foundation Loan Fund.**

Suggestion motion II: **A \$10,000 loan payment to the Arlington Heights Memorial Library Foundation be included in the November check register, awaiting board approval at the December 18, 2018 board meeting.**

## Memorandum of Agreement

### Library Loan to Arlington Heights Memorial Library Foundation

#### Recitals

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

#### Agreement

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



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

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

**Arlington Heights Memorial Library**

**ARLINGTON HEIGHTS MEMORIAL LIBRARY  
FOUNDATION**

By: \_\_\_\_\_  
Debbie Smart, President  
Board of Library Trustees

Signature \_\_\_\_\_  
Lauree Harp  
As founder/organizer of the Foundation

Date signed: \_\_\_\_\_

Date signed: \_\_\_\_\_

## **Executive Director's Report**

### **November 2018**

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

##### **Civics & Voting Website Page**

Staff prepared a permanent page on the website to offer helpful information about voting. The Civics & Voting page garnered 561 page views between its launch in late September/October. The average time on the page has been much higher than the usual on our site (4:17 to 1:09), indicating high interest in the information on the page.

##### **New Investment Research Database**

We replaced our Standard & Poor's Netvantage database subscription with CFRA's MarketScope Academic. S&P's Netvantage facilitated investment-related research and also more in-depth company profiles and contacts. Our replacement for it, CFRA's MarketScope, actually supplied Netvantage with a lot of its in-depth data, but is an easier to use database and saves us about \$4,500 a year.

#### **Diversity and Inclusion**

AHML shared our commitment to inclusion through a series of programs, displays and outreach during our Inclusion Awareness Month. Each targeted program delivered was a great opportunity to learn more about our customers' unique needs and invite them to help us continue this work. Throughout the month, staff interacted with customers with disabilities, parents, caretakers, educators, allies, and new partners, all enthusiastic to spread the word about the library's inclusive approach.

##### **Dear Reader**

The monthly newsletter Dear Reader column for October, titled *Committed to inclusion*, penned by Katie Myers, Inclusion Task Force Lead, alerted community members of some of the progress we have made to remove barriers to service for everyone and invited feedback to help us continue our work.

##### **Mane in Heaven's Mini Horses**

Inclusion Awareness Month kicked off with a visit from Mane in Heaven's Mini Horses. This Barrington area non-profit strives to improve physical, mental and emotional well-being through interaction with miniature therapy horses. More than 500 people, including families and people with physical disabilities, came out for the much-anticipated one-hour visit, which was profiled in Daily Herald.



## Information and Resources

Customers had the opportunity to connect with information and resources through new programs including Special Needs Legal and Future Planning (presented by Rubin Law), Rights & Resources: Americans with Disabilities Act (presented by Equip for Equality), College Knowledge: Planning for Students with Learning Differences (presented by JBB Consulting), and Chicago Lighthouse North: Programs and Services. Recurring programs and series featured inclusive topics such as Wider Lens: *How to Dance in Ohio*, with a conversation facilitated by Autism Home Support, Job Seeking for People with Disabilities,



which attracted a larger audience than when it was presented in 2017, proving to be an important topic.

## Kids and Families

We continue to welcome all abilities for kids and families in many monthly programs, including Early Intervention Playgroup, Sensory-friendly Storytime, and Family Movie Night, which has recently been adapted to deliver a more sensory-friendly experience ongoing.

## Kids' World Display

In support of Inclusion Awareness month, Youth Services staff Maria Papanastassiou and Lynne Priest and Exhibits Coordinator Carol Ng-He collaborated to curate a Kids' World display highlighting accessible and adaptive materials available for check out and use in-library.



## District 214's Newcomer Center

Teen Services staff continues to provide robust outreach services to immigrant teens at District 214's Newcomer Center. Teen Librarian Evan Mather and Teen Advisor Megan Young developed a Halloween-themed activity discussing jack-o-lanterns in U.S. culture and helping 19 high school students carve their own pumpkins. For most students, it was their first time taking part in this seasonal tradition. The students took the whole process in stride – from scooping out the goopy insides to slowly designing their masterpieces.



## Assistive Technology at the Tech Bar

"Tech for All" gives customers firsthand exposure to a handheld electronic magnifier, a C-PEN ReaderPen, a personal amplifier, and assistive apps. This Tech Bar theme is up until the end of November for customers' passive experience.

## Department Highlights

### Programs News

#### **5th Annual One Book, One Village: Lisa Genova resonates with readers**

With our most popular OBOV program yet, Lisa Genova's novel, *Every Note Played* continued to engage the community topping out at over 1,800 checkouts during the two months.

Through reading, book discussions, programs, and a centerpiece event with the author, community members shared the ways the book resonated with them. A lively piano performance by Raymond Benson and thoughtful book discussions kept up the One Book, One Village momentum until October 18, when we welcomed Lisa Genova to Arlington Heights. 350 attendees enjoyed **An Evening with Lisa Genova** at Forest View Educational Center's intimate Auditorium. Genova's message about empathy struck a chord with everybody in attendance - "A story is the place where we have the opportunity to become

familiar with the unfamiliar. It moves you from sympathy to empathy. Empathy is the feeling where we collapse the distance between us.”

Many attended with book groups or because ALS has touched them personally. Genova’s unique talents, candor and presentation style elicited incredibly positive feedback from everybody who shared with us via event survey:

- She was inspirational.
- I am really glad I went. After hearing the author, I appreciated the book even more. It was great to see how the book touched so many people too.
- Excellent speaker, good stories, related subject to each of us personally, and there were good intelligent questions and answers.
- I like the idea that a fiction writer with scientific background puts a human face on very serious neurological problems and how they affect the person with the disease, the family, and the caregivers.







Following the excitement of the author event, three final programs attracted large numbers of attendees as we continued to explore themes in the book through month end. **Music and the Brain**, presented by Mary Helen Ekstrom, garnered very positive feedback. A unique panel presentation curated through a partnership with Northwest Community Health, **Why Brain Health Matters**, drew an incredible 135 people, and a **Sunday Musicale** performance by classical pianist **Mark Valenti** closed out OBOV, highlighting music referenced in and inspired by the book.

### **Frankenfest: Celebrating Mary Shelley's Frankenstein**

On the occasion of the 200th Anniversary of Mary Shelley's celebrated horror novel, we offered a day of programming for Frankenlovers of all ages. The event included screenings of 1931 classic *Frankenstein* and its comedy alter ego *Young Frankenstein*, a lecture on the science behind Frankenstein, a book discussion, and a pop-up DIY activity, **Frankentoys**, which saw kids and kids at heart experimenting with creating their own creatures from old toys, generously donated by library staff.



### **Civic Services at the Library**

A number of programs were prepared and delivered by library staff and geared towards voter education and preparation. In particular, two offered opportunities to collaborate with the League of Women Voters (LWV) as a community partner. First, teens participated in a “Mock Election.” The League of Women Voters provided realistic voting booths and ballots to give the full experience. Teens were excited to ask questions about the voting process and registration.

### **First Time Voters Unite and Be an Informed Voter**

Specialty Info Services and Teen staff collaborated to prepare a presentation geared towards new and young voters, with answers to common questions about polling places, the logistics of voting, learning about candidates, using fact-checking websites, and more. To lend a festive atmosphere, we also hosted a selfie station as well as button making. The LWV were on hand to register attendees to vote, and we were particularly delighted to have many young



people attend, who had recently turned 18 and were newly eligible to vote. The themes and information for this program were also incorporated into a presentation for a more general audience at Be an Informed Voter.

### **League of Women Voters Candidate Forum**

The library partnered with the League of Women Voters to host a Candidate Forum. Audience members had the opportunity to submit questions, which were then moderated by the LWV and WGN anchor, Tahman Bradley. The chance to see candidates speak on the issues was clearly a big draw for community members, as we estimate about 400 unique people attended. Each event of the day had varying audiences with some overlap:

- Illinois House District 54: 130
- Illinois Senate District 27: 152
- Illinois House District 53: 123
- MWRD and Judicial Candidates: 103
- 9th Congressional District: 102



### Specialty Info News

#### **Resource Hour with Village Social Services Staff**

Through partnership with the Village, Nicole Espinoza, the Village of Arlington Heights' social services coordinator, and an assistant have been holding a resource hour at the library monthly. Staff from the library and Village answered general questions about the Village (mostly needing to be referred to the Building Department), two significant resource connections were made relating to Alzheimer's and Memory Care, and a few questions about library cards, which our librarians answered. The partnership helps the Village get the word out about this resource, while providing a valuable service to our customers.

## Shackley Room Collections Makeover

We received our first two shipments of the newly bound Local History collection from Houchen Bindery. The entire collection is on pace to be completed by December 1. Specialty Info Services Genealogy Librarian, Jaymie Middendorf, who is spearheading the project, received permission from Paddock Publications to digitize our print collection of the Arlington Day. We are the only library with access to this paper, so digitizing the collection will open our local history to a much wider audience. Jaymie will decide where to host it in the coming weeks. The two options are Internet Archive or Illinois Digital Archives. We will use donations received to pay for the binding and digitization.

## Business Programming

Diane Malik, Specialty Info Services Business Advisor, hosted two programs directed toward nonprofits, **How to Run a Nonprofit and Not Go Crazy** and **Quickbooks for Nonprofits and Small Businesses**, with a total attendance of 41. Diane co-led with Bryan Bednarek, Digital Services, **DIY Marketing Video for Your Business**. Two sessions were offered to accommodate the waitlist. The Studio continues to be a draw for local business owners. This was the highest number of program attendees in Business Services in the last two years.

## Youth News

### Halloween Fun

The annual program in Kids' World welcomed 436 youth who participated in spooky crafts, thrilling games, and a unicorn-led dance party. Customers were awed by the literacy goody bags, fun activities, and a visit by 'famous' book characters Gerald and Piggie.





### **Homework Helpers**

On Wednesdays, teen volunteers can be found in Kids' World from 6:30-8:30 p.m. ready to help kids and peers with their studies. The Homework Helpers service is steadily growing as customers become more aware that young students can receive help from teens a few years ahead of them in school. There are several regular attendees that return weekly for assistance, helping account for 23 one-on-one sessions in the month of October. Not only are teen volunteers providing a service, they are also practicing career skills such as clocking in and out, accountability and interacting with kids and parents. Teen Services has had requests, and are looking into expanding into Sundays starting in 2019.

### **Tween Book Discussion**

Thirteen tween customers attended **Books 'N Bites**, the rebranded tween book discussion series. Serving eyeball punch and graveyard pudding cups set a spooky mood to discuss the book *Graveyard Shakes*. The inviting atmosphere allowed many of the participants to thoughtfully discuss times in their lives when they felt a friend or family member wanted to change something about them. The safe space gave these youth an opportunity to share their experiences, from innocuous teasing to bullying, and help them realize they are not alone in these struggles.





## Info Services News

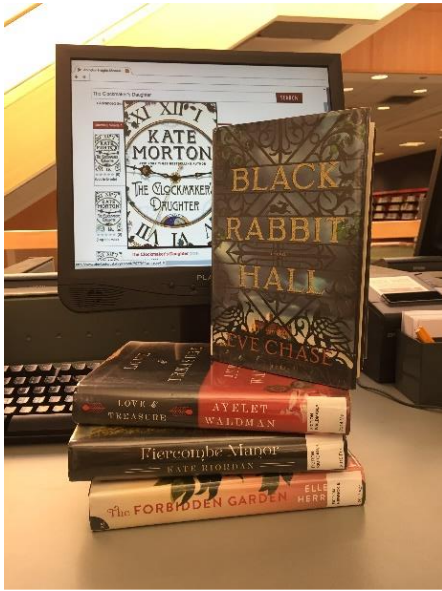
### **Instagram – Promoting Readers’ Services**

Readers’ advisors worked with Communications and Marketing to continue social media campaign including Book Face Friday and recommendations for backlist titles while waiting for popular titles. We posted 11 Instagrams during the month of October.

### **BookFace**



## Backlist Titles



*Instagram:* ¶

*While you are waiting for the new Kate Morton book, The Clockmaker's Daughter, here are some other titles you might enjoy. Black Rabbit Hall by Eve Chase, Love & Treasure by Ayelet Waldman, Fiercombe Manor by Kate Kiordan and The Forbidden Garden by Ellen Herrick. ↵*

*Check out Joan's other book picks on our Staff Choices Blog:*

*[http://www.ahml.info/borrow/ra/staff\\_choices](http://www.ahml.info/borrow/ra/staff_choices) ↵  
[#bookrecommendations](#) [#staffpicks](#) [#AHML](#) ¶*

## Collection Services News

### **Staff Annual Book Drive**

Violet Jaffe and Jon Kadus created lists of popular titles to be ordered for the annual book drive. The books will be given to Wheeling Township's Adopt-a-Family program, where they are added to baskets of other items distributed to families during the first week of December.

## Staff Development

### **ILA Conference**

The Illinois Library Association Conference, Libraries: All Inclusive was held in Peoria, Illinois from October 9-11. Fourteen staff attended the conference with multiple staff volunteering in various capacities including program presenters, ILA committee members, event planners, and vendor contacts. Following the ILA Conference SIS Manager Tom Spicer coordinated an ILA debrief session for staff to share information, innovative ideas, ideas for improvements and best practices learned during the conference.

### **Leadership training**

In October, the library management team began a 6 session training series on management and leadership. Over 7 weeks, the team comprised of the administrative team and management team will complete six, 2 hour training sessions on topics such as coaching, communications, accountability, and staff development. The training series is being led by Face-to-Face Communications and Training, a training and consulting company well known in the library industry.

# October 2018

## Service Point Traffic

**Total visits**  
**86,147** ▬ 0%  
 85,879 last year

**Main Library visits**  
**81,824** ▲ 2%  
 80,372 last year

**Sr Center Visits**  
**1,821** ▼ -19.21%  
 2,254 last year

**Bookmobile Visits**  
**2,502** ▼ -23.09%  
 3,253 last year

## Circulation

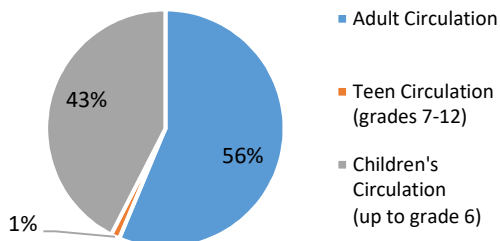
**Total Circulation**  
**168,149** ▼ -3%  
 172,982 last year

**Card Holders**  
**52,243**

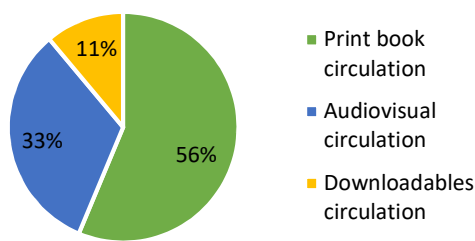
**Library Cards Issued**  
 Resident **347** ▼ -30.04%  
 (issued) 496 last year  
 Non-Resident **189** ▲ 32.17%  
 (Registered) 143 last year

**Interlibrary Loan**  
 Borrowed **426** ▲ 43.43%  
 297 last year  
 Lent **637** ▼ -1.70%  
 648 last year

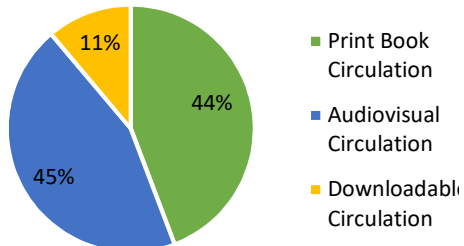
Circulation by Audience



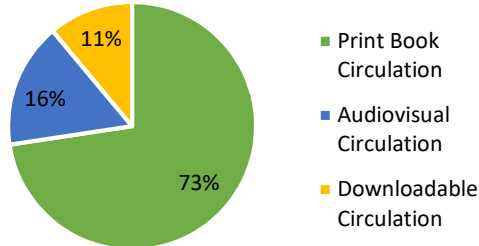
Circulation by Format



Adult Circulation by Format



Children Circulation by Format



## Programs

**Program Attendance**  
**10,698** ▲ 19%  
 9,014 last year

**Number of Programs**  
**302** ▲ 13%  
 268 last year

**Cost of Programs**  
**\$35,020**  
 \$11,600 funded by FOL

**General Satisfaction**  
**4.8/5**

## Questions

**Reference Questions**  
**17,383** ▲ 11%  
 15,613 last year

**Reference Questions**  
 (via call center)  
**5,205** ▲ 10%  
 4,734 last year

**Chat sessions**  
**531** ▲ 40.48%  
 378 last year

## Technology Usage

**Public Computer Use**  
**10,201** ▼ -1.33%  
 10,338 last year

**Website Visits**  
**97,253** ▼ -5.92%  
 103,377 last year

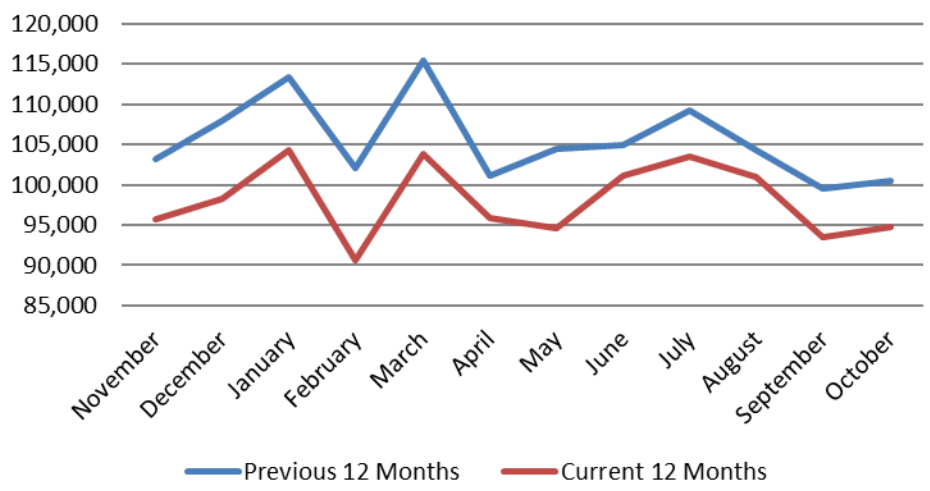
**Self Checkout**  
 (% of total checkouts)  
**65%** ▬ -0.13%  
 65% last year

**AHML - DASHBOARD - November 2018**

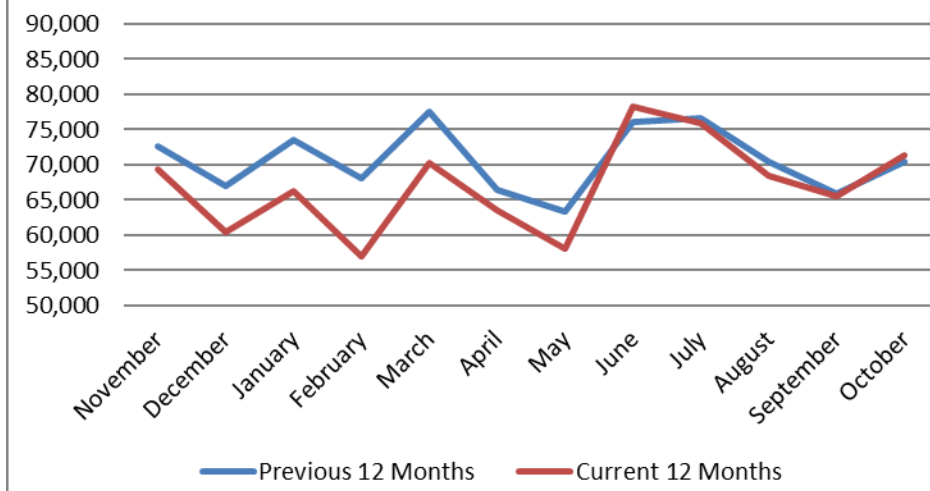
	October 2018	October 2017	% change from last October	Jan 2018 - October 2018	Jan 2017 - October 2017	% change from last YTD
Total circulation	168,149	172,982	-3%	1,684,625	1,788,783	-6%
Adult circulation	94,748	100,491	-6%	983,149	1,055,148	-7%
Teen circulation	1,998	2,124	-6%	26,976	25,180	7%
Children circulation	71,403	70,367	1%	674,500	708,455	-5%
Print book circulation	90,033	89,532	1%	884,578	901,011	-2%
Audiovisual circulation	52,185	58,614	-11%	553,897	632,350	-12%
Downloadables circulation	17,763	16,559	7%	163,672	164,844	-1%
Self-check as % of main floor circ	65.14%	65.27%	-0.13%	66.74%	65.93%	0.81%
Circulation to reciprocal borrowers	9,771	9,946	-2%	99,809	105,765	-6%
ILLs borrowed for our customers	426	297	43%	3,859	4,015	-4%
ILLS lent to other libraries	637	648	-2%	5,592	6,980	-20%
Resident cards issued	347	496	-30%	4,104	4,375	-6%
Reciprocal cards registered	189	143	32%	1,788	1,794	0%
Reference questions	17,383	15,613	11%	166,295	166,550	0%
Number of Programs	302	268	13%	2,642	2,582	2%
Program attendance	10,698	9,014	19%	89,516	100,334	-11%
Public computer use	10,201	10,338	-1%	105,010	108,518	-3%
Website visits	97,253	103,377	-6%	988,315	1,066,558	-7%
In-person visitors	86,147	85,879	0%	865,103	872,406	-1%
Marketplace - % of adult coll	8.70%	8.66%	1%	8.6%	8.7%	-1.4%
Marketplace - % of circ	35.0%	35.1%	0%	34.5%	35.1%	-1.7%
Kids' Mktplace - % of KW coll	4.8%	5.1%	-7%	4.6%	5.1%	-9%
Kids' Mktplace - % of circ	14.6%	16.8%	-15%	15.0%	16.3%	-9%
Individual Staff Sessions	322	249	23%	3192	3406	-7%
Volunteer hours	2,412	2,550	-5%	23,684	24,849	-5%



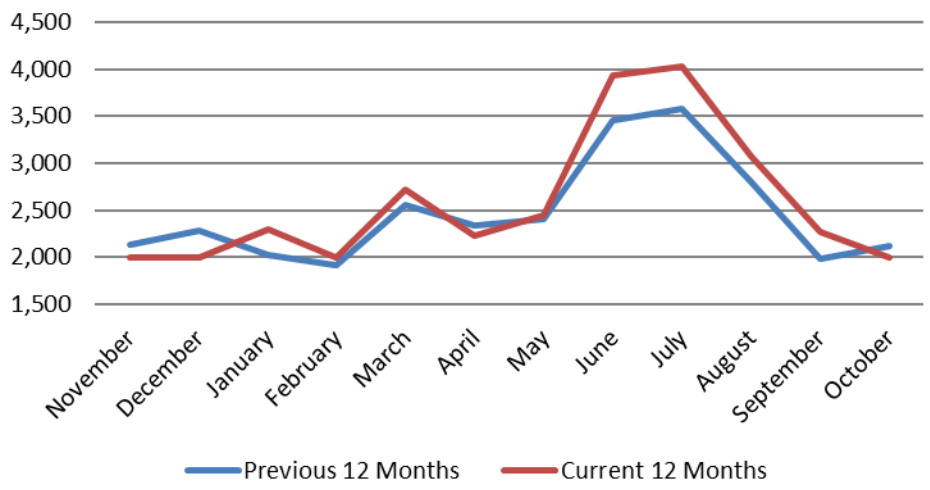
### Adult Circulation



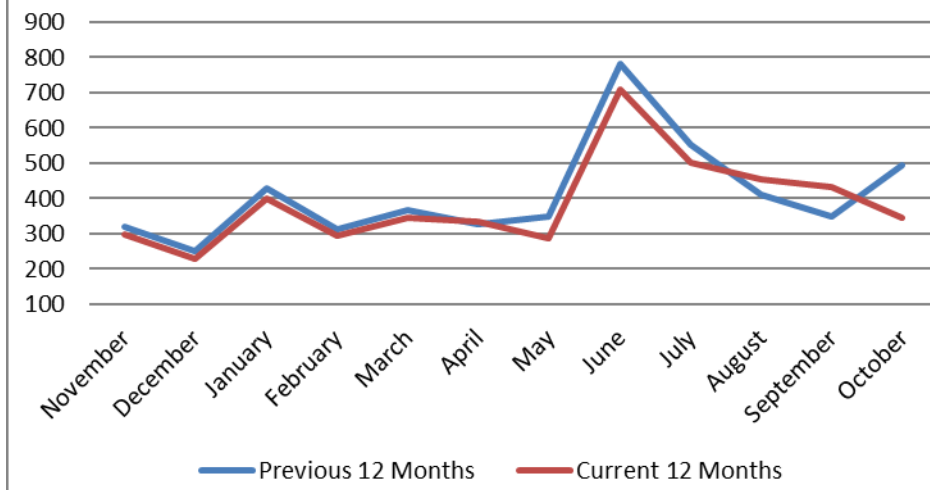
### Children's Circulation



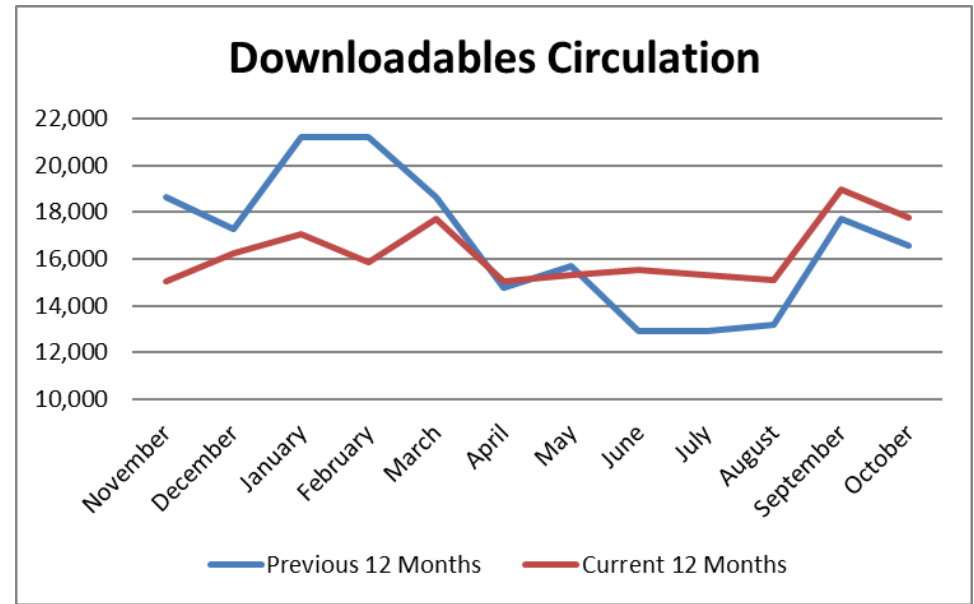
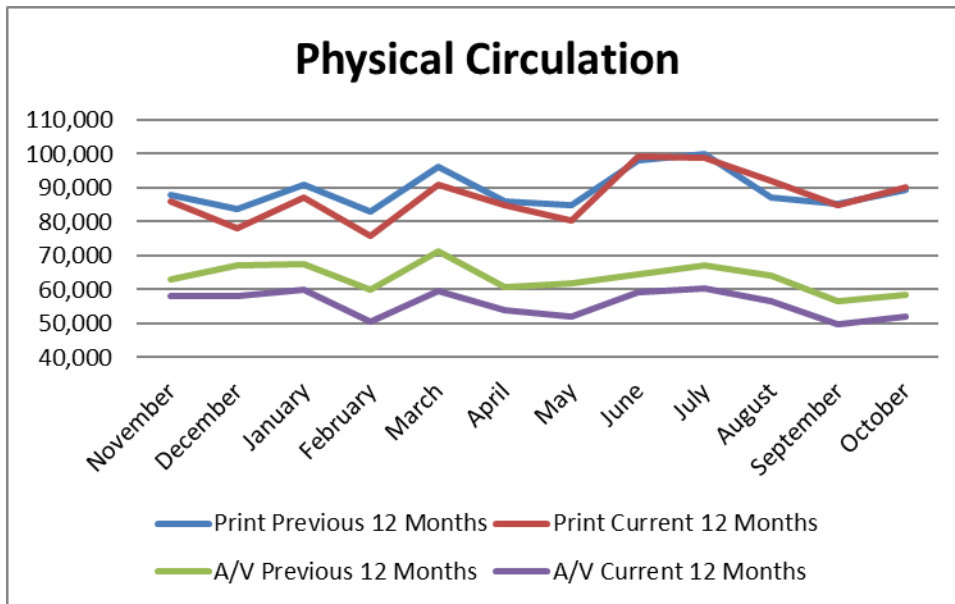
### Teen Circulation



### Resident Library Cards Issued



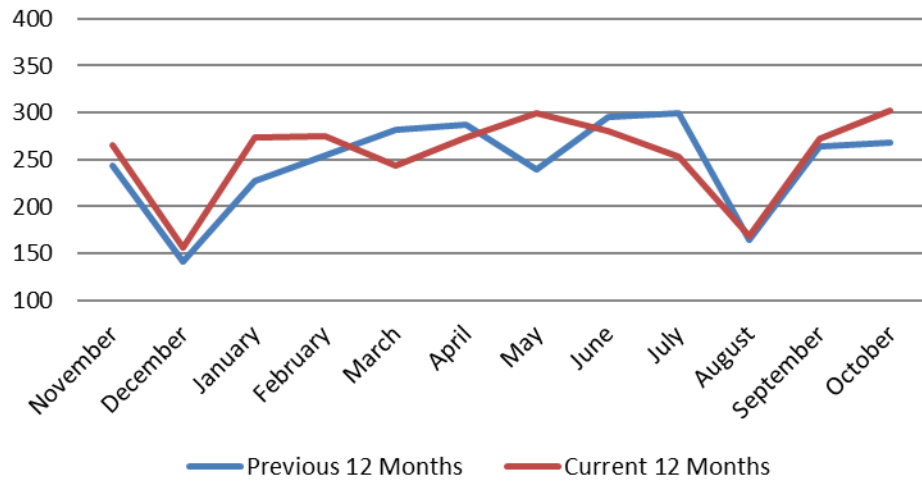




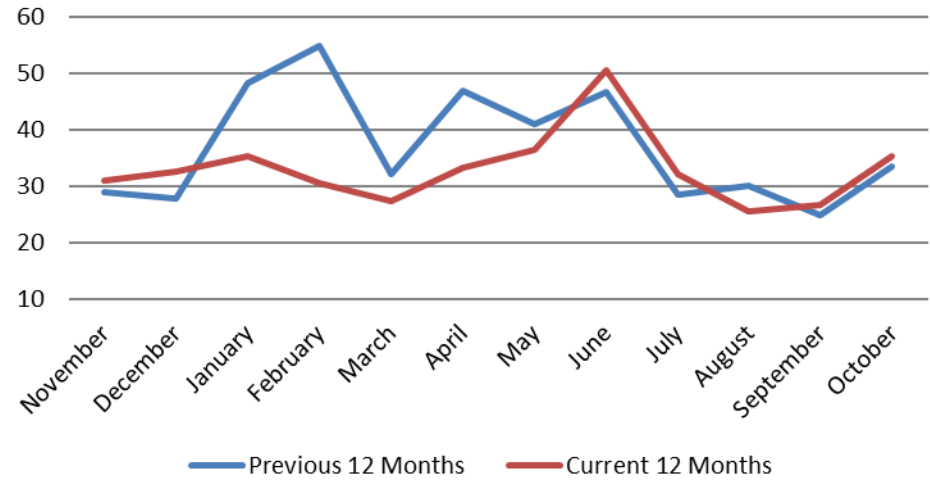
**Notes relating to circulation:**

- New outreach and services to the Newcomer Center and Women and Children’s Center of D214 along with language classes resuming for the new school year may have contributed to our ESL and Kids’ Foreign language books popularity this month. Youth increases were spread across Spanish (+18.27%), French (+260%), German (+58.33%), Korean (+600%), Chinese (+105.88%), and Japanese (+75%), and ESL checkouts rose 61.54% over the same month last year.
- Although ILL is down 3.6% for the year, it was heavily utilized this month - up 43.4% over last October.
- Book Discussion books were very popular this month, rising 40.32% over last October.
- We issued library cards to 189 Reciprocal Borrowers this month, up 32.2% over the same month last year and the most RB cards we have issued in the month of October over the last three years.
- Customers are picking up more holds at drive-up. This month, drive-up checkouts were up 6.9% over last October and up 3.6% total for the year.
- Customers are discovering more of the equipment we circulate, such as cameras and hot spots. These items rose 20.64% over last October and are up 25.9% for the year. Hopefully, the addition of our Library of Things collection in November will lead to even more customer enjoyment and discovery.

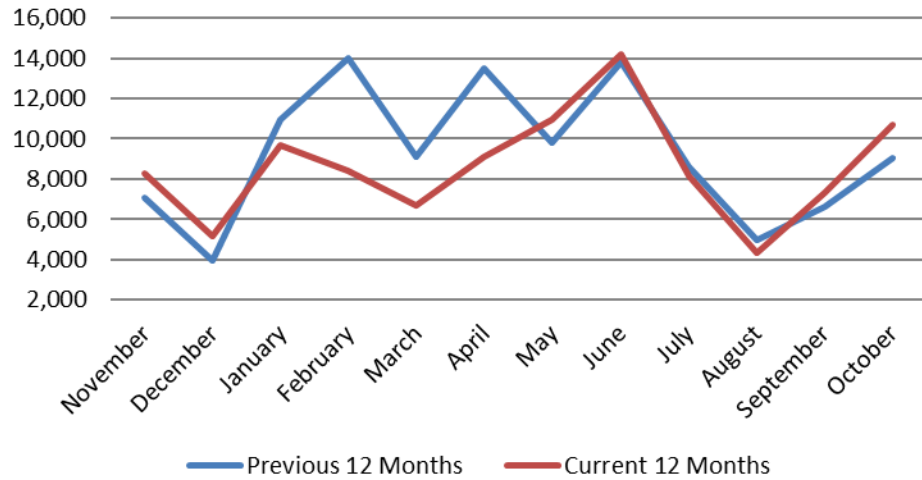
### Program Sessions



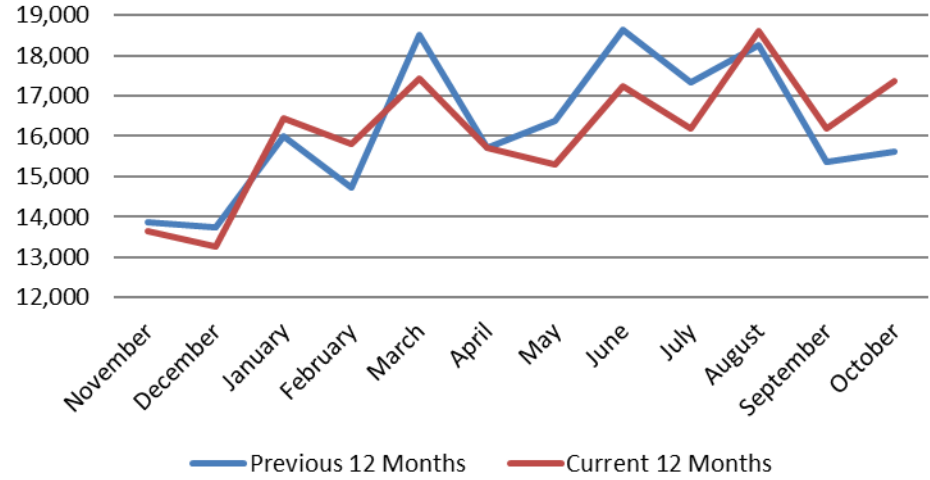
### Attendance Per Program



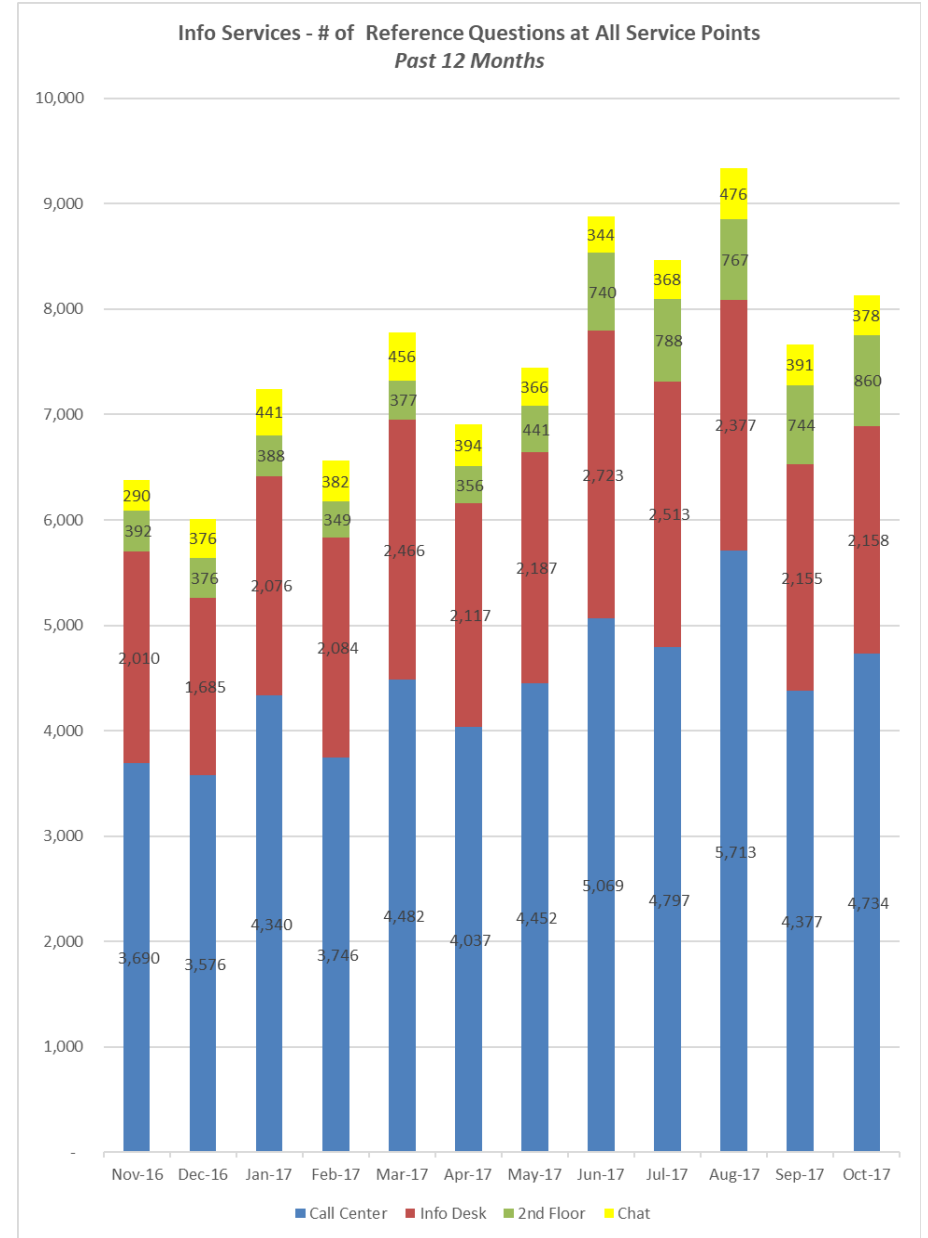
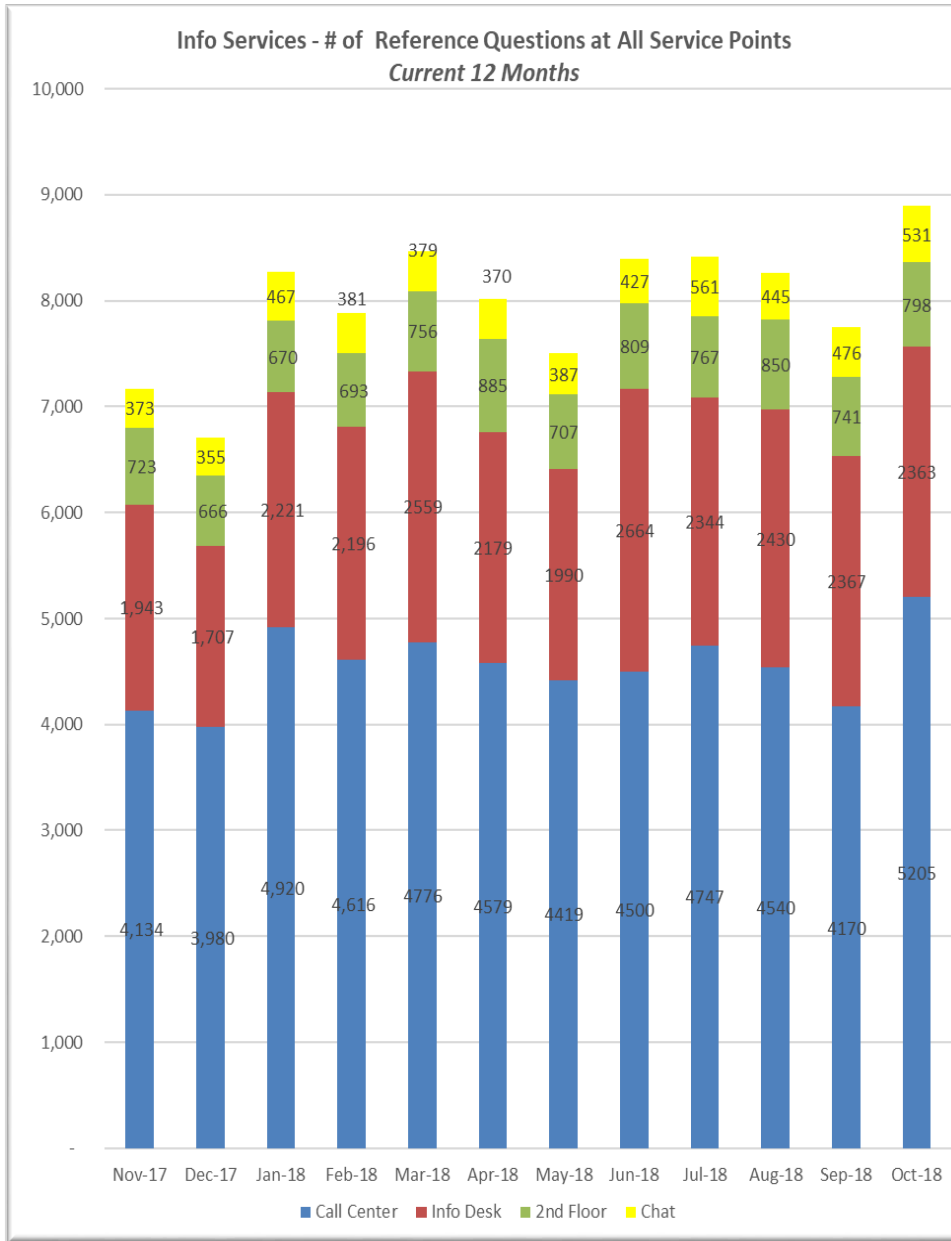
### Program Attendance



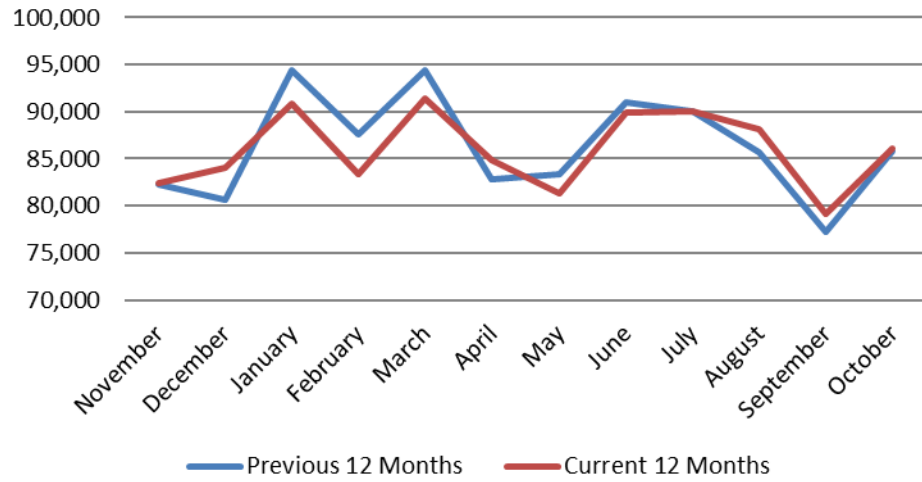
### Reference Questions (Library Wide)



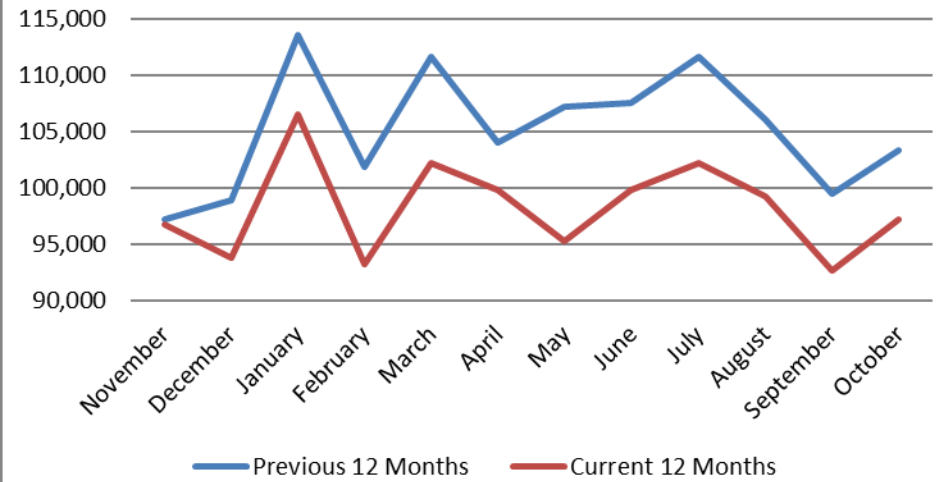
The charts below illustrate the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.



### In-person Attendance



### Website Visits



### Public Computer Use

