

BOARD OF LIBRARY TRUSTEES

TUESDAY, OCTOBER 16, 2018
7:30 P.M.

RICHARD FRISBIE BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 6, 2018 (Action Item 1)
- V. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 17, 2018 (Action Item 2)
- VI. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 24, 2018 (Action Item 3)
- VII. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 1, 2018 (Action Item 4)
- VIII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2018 (Item 5)
- IX. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2018 (Action Item 6)

X. EXECUTIVE DIRECTOR'S REPORT

XI. OLD BUSINESS

- ADOPTION OF 2018 TAX LEVY (Action Item 7)

We will be presenting a proposed tax levy for 2018 for adoption by the board.

- ADOPTION OF 2019 BUDGET (Action Item 8)

We will be presenting a proposed budget for 2019 for adoption by the board.

- ASSIGNED FUND BALANCE (Action Item 9)

We will be recommending the board approve adjusting the IMRF assigned balance.

- 2019 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 10)

We will present a schedule of proposed library holiday dates and closings for 2019 tabled from the September board meeting.

XII. NEW BUSINESS

- STAFF PRESENTATION – ACCESSIBILITY TOOLS FOR CUSTOMERS (Item 11)

We will share highlights of our Inclusion Awareness month and show some of our latest acquisitions in assistive technologies.

- AUTOMATIC DOORS (Action Item 12)

We are requesting approval of the installation of automatic door openers to improve accessibility

- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION LOAN ASSIGNMENT (Action Item 13)

We are recommending funds be assigned for the Arlington Heights Memorial Library Foundation Loan Fund.

- RECOGNITION OF ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION (Action Item 14)

We are requesting formal recognition of the Arlington Heights Memorial Library Foundation.

XIII. LIAISON REPORTS

- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION

XIV. OTHER

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.

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

09.18.01 A meeting of the Board of Library Trustees of the Arlington Heights Memorial Library Committee of the Whole was called to order in the Board Room of the Arlington Heights Memorial Library on Thursday, September 6, 2018, at 7:30 p.m. by President Smart.

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

Absent: Trustees Medal and Tangney.

Also present: Mike Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Janet Moravec, Business Office Administrator.

09.18.02 There was no **PUBLIC COMMENT**.

09.18.03 **REVIEW OF THE DRAFT OF THE 2019 BUDGET (Item 1)** – President Smart invited Ms. Ekl to join the table.

Budget Summary

Combined funds revenue projection = \$14,489,817

Proposed general fund operating expenditures budget = \$14,953,240

Proposed transfer from general fund to capital projects fund = \$800,000

Proposed capital projects fund expenditures budget = \$157,090

Proposed total expenditure budget = \$15,110,330

Difference between total revenue and proposed total expenditure budget = (\$620,513)

Per the 2019 budget targets, the maximum increase in the operating budget, excluding property is 2.5%. The proposed 2019 budget for operating expenditures, net property is \$14,953,240, or \$11,612 below the target.

Revenue Projections

For real estate taxes, the budget assumes a 2018 levy equal to a 0% increase on the 2017 extended levy. Overall, the budget reflects a 1% revenue increase in 2019 compared to the 2018 budget.

Personal Services and the Full-Time Equivalency (FTE)

The budget target for personal services set by the board was a maximum increase of 3%, excluding medical insurance. While making adjustments to the overall staffing structure

to accommodate changing priorities, services and usage patterns, the 2019 budget shows an increase in the budgeted full-time equivalency by 5.58, to 159.58, compared to the 2018 budget. Personal services is proposed to increase by 3% for the 2019 budget compared to the 2018 budget.

Overtime

Overtime budgets for all departments are based on 2018 experience through June and consideration of the 2019 proposed staff increase of 5.58 FTEs.

Medical Insurance

Based on a recommendation from the Village, the 2019 budget includes a medical insurance premium rate increase of 9.5%. The Village is in the process of reviewing current medical insurance options for 2019 with an insurance evaluation contractor.

IMRF

The Illinois Municipal Retirement Fund (IMRF) estimate by the Village for 2019 is 10.01%, down from 13.07% in 2018. IMRF costs fluctuate with the rates and increases/decreases in salary.

Budget Additions

The Library Administrative Team (LAT) reviewed approximately 200 add-on requests and 35 transfer requests submitted by department managers. An add-on request is required for any increase of more than 1% in a budget account, or for any new service or program. This threshold, set by the board, ensures thorough and consistent analysis of all account lines. Decisions were made on each add-on request to be included in the 2018 budget year based on the availability of funds from year-end projections, included in the draft 2019 budget; deferred to 2020 or later, considered for a request to the Friends of the Library, or denied.

Capital Projects

Ms. Ekl highlighted one-time projects recommended in the library's engineering assessment. Staff has also done a thorough assessment of potential needs and areas of concern that fall outside of the scope of the engineering assessment. Ms. Ekl highlighted these proposed one-time projects as well.

Services and Collections

Expenditures in services and collections for 2019 will reflect the board's priorities of timely access to new and popular materials, technology instruction, inclusion, and popular programs for all populations represented in Arlington Heights. The strategic plan was a top consideration while evaluating this area. Ms. Ekl highlighted items of note: Library of Things, tech bar, hot spot service, electronic databases, One Book One Village, signage, author visits, and exhibits. Staff intends to work with the Friends of the Library to provide supplementary funding for programming events not included in the 2019 budget.

Travel and Training

The budget for travel and training for large conferences is centralized in the administrative budget to help determine appropriate staff attendance at the conferences based on the library's needs. Historically, this account has been underspent. In 2018, travel and training expenses are expected to match the 2018 budgeted figure of \$127,000. We anticipate a 5.5% increase in 2019.

Mr. Driskell and Ms. Ekl reviewed department budgets and explained items of note in the accounts.

Long Range Fiscal Plan

The committee reviewed a preliminary draft of the long range fiscal plan. The draft includes:

- Rounded actuals for 2017
- Amended 2018 budget
- Estimates for 2019 through 2028, assuming 0% increase on prior years' extended levy throughout
- Estimates for 2019 operating expenditures based on 2018 budget actuals through June 2018
- Maximum budget target shows a 2.5% annual increase in operating expenditures in 2019 and a 0.5% increase in the following years and a current 1% loss/cost factor for tax revenue
- Estimated uncollected taxes are at 1.5%
- Projects from the engineering assessment and those recommended by staff are estimated and tentatively scheduled through 2028

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

09.18.05 Trustee Supplitt moved **THE COMMITTEE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (5) FOR THE PURPOSE OF DISCUSSING THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY AND MR. DRISKELL, MS. DISTEL, MS. EKL, MS. HASTINGS, AND MS. MORAVEC BE INVITED TO ATTEND.** Trustee Tangney seconded. All were in favor and the motion carried. The committee went into closed session at 9:02 p.m.

The committee returned to open session at 9:42 p.m.

Trustee Brody Garkisch moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF SEPTEMBER 6, 2018.** Trustee Zyck seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Thanopoulos moved **ADJOURNMENT**. Trustee Brody Garkisch seconded. All were in favor and the meeting was adjourned at 9:43 p.m.

Janet Moravec, Recorder

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY, SEPTEMBER 17, 2018.

09.18.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Monday, September 17, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Thanopoulos.

Also present: Michael Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Library; Melissa Cayer, Resident.

09.18.03 **PUBLIC COMMENT** – Ms. Cayer questioned if the library’s web address could be included on the itemized property tax bill.

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

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

09.18.05 **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 2)** – The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community event, etc., be approved by roll call vote of the board. Anticipated expenses for President Smart to attend the 2018 Illinois Library Association Annual Conference and the 2019 American Library Association Midwinter Meeting Exhibit were presented.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ATTENDANCE OF PRESIDENT SMART AT THE 2018 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE FOR AN AMOUNT NOT TO EXCEED \$683 AND THE 2019 AMERICAN LIBRARY ASSOCIATION MIDWINTER MEETING AND EXHIBIT FOR AN AMOUNT NOT TO EXCEED \$2,325**. Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, and Zyck. Nay: none. Abstain: Trustee Smart. The motion carried.

09.18.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2018 (Item 3)** – Mr. Driskell reported the library has received 98% of its annual budgeted revenue to date. The library received \$8,000 in total from Piano Project

sponsors, including Waverly Inn, Northwest Community Healthcare, Lutheran Home, and Jennifer Burnidge State Farm. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 09.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 2018 (Action Item 4)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED AUGUST 31, 2018, IN THE AMOUNT OF \$1,369,782.94.** 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.

- 09.18.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted customers can now swipe, insert or tap their phones to use credit and debit cards to pay for printing and copying; 250 visitors came aboard the bookmobile at National Night Out; and new default three-hour computer session saw the highest total computer usage in 2018. Thirty-one teens submitted films for the 12th Annual Teen Film Fest and After Party. Judges included local film critic Dann Gire, YouTube personality Tamara Chambers, and former Teen Film Fest winner and film student Daniel Carpenter. The Bravo! Summer Reading program attracted 3,913 kids (birth-6 grade), 986 teens (grades 7-12) and 252 adults.

- 09.18.09 **OLD BUSINESS**

- AUTHORIZATION OF CHANGE ORDER FOR 1993 BOILER REPLACEMENT PROJECT (Action Item 5) – Staff is seeking authorization of a change order for the 1993 boiler replacement project.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE CHANGE ORDER FOR THE 1993 BOILER REPLACEMENT PROJECT FOR THE ADDITION OF A FLUE IN AN AMOUNT NOT TO EXCEED \$8,850.** Trustee Medal seconded. All were in favor and the motion carried.

- 09.18.10 **NEW BUSINESS**

- INCLUSION AWARENESS MONTH PROCLAMATION (Action Item 6) – Staff presented a proclamation for October 2018 as Inclusion Awareness Month.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES PROCLAMATION FOR OCTOBER AS INCLUSION AWARENESS MONTH AND WELCOMES EVERYONE TO VISIT OUR LIBRARY.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

- **2019 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 7)** – Staff presented a proposed library holiday dates and closings for 2019. President Smart recommended the board table this item. Staff will gather additional information and the discussion will continue at the October board meeting.

- **2019 BOARD MEETING DATES (Action Item 8)** – Staff presented a schedule of proposed dates for the 2019 board and Committee of the Whole meetings.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2019 BOARD OF LIBRARY TRUSTEE SCHEDULE OF MEETINGS AS DISCUSSED.** Trustee Tangney seconded. All were in favor and the motion carried.

- **DEDICATION OF BOARD ROOM (Action Item 9)** – The committee discussed dedicating the Board Room in honor of Richard Frisbie who served as a library trustee for 44 years.

Trustee Tangney moved **IN HONOR OF RICHARD FRISBIE'S 44 YEARS OF DEDICATED SERVICE TO THE LIBRARY, THE BOARD OF LIBRARY TRUSTEES OFFICIALLY PROCLAIMS THE LIBRARY BOARD ROOM HENCEFORTH BE KNOWN AS THE RICHARD FRISBIE BOARD ROOM.** Trustee Medal seconded. All were in favor and the motion carried.

09.18.11 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends' Fantastic Fall Used Book and Media Sale, usually held in October, is scheduled for November 2-4. A Friends of the Library Volunteer Appreciation Event is being planned for some time in October. The Friends approved a wish list request for a book bike that will allow staff to reach more people in a unique and delightful way, and increase community engagement with the library.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Hastings reported the seven member group met at a social gathering and are excited to do some good work.

09.18.12 **OTHER**

- **DISCUSSION ITEMS FOR PARK DISTRICT BREAKFAST MEETING – SATURDAY, OCTOBER 27, 8:30 A.M.** – The board discussed the annual joint breakfast meeting with the Arlington Heights Park District Board of Commissioners to be held at Heritage Tennis Club.

There being no further business to discuss, Trustee Zyck moved **ADJOURNMENT**. Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 8:13 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

09.18.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:30 p.m. on Monday, September 24, 2018, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

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

Absent: Trustee Brody Garkisch.

Also present: Mike Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Janet Moravec, Business Office Administrator.

09.18.02 There was no **PUBLIC COMMENT**.

09.18.03 **PROPOSED 2018 TAX LEVY (Item 1)** –Mr. Driskell reported staff is proposing a 0% tax levy increase over the 2017 extended levy by Cook County, in the amount of \$14,108,076.

09.18.04 **REVIEW OF THE 2019 BUDGET (Item 2)** – President Smart invited Ms. Ekl to join the table.

Budget Summary

Combined funds revenue projection = \$14,489,817

Proposed general fund operating expenditures budget = \$14,965,339

Proposed transfer from general fund to capital projects fund = \$800,000

Proposed capital projects fund expenditures budget = \$157,090

Proposed total expenditure budget = \$15,122,429

Difference between total revenue and proposed total expenditure budget = (\$632,612)

Ms. Ekl explained the second draft of the 2019 budget includes an updated medical insurance rate provided from the Village of Arlington Heights of 9.29%. Tuition reimbursement was increased from \$15,000 in 2018 to \$25,000 in the 2019 budget. The 2019 budget includes a number of new departments: 6401 Youth Services, 6410 Info Services, 6420 Circulation (formerly Customer Services), and 6430 Senior and Accessibility Services.

09.18.05 **LONG RANGE FISCAL PLAN (Item 3)** – Ms. Ekl explained estimates for 2019 through 2028 assume a 0% increase on the prior years' extended levy throughout. Estimates for 2019 operating expenditures are based on the 2018 budget actuals through June 2018. Maximum budget target shows a 2.5% annual increase in operating

expenditures in 2019 and a 0.5% increase in the following years and the current 1% loss/cost factor for tax revenue. Projects from the Engineering Assessment and those recommended by staff are estimated and tentatively scheduled through 2028.

09.18.06 **BUDGET NARRATIVE DRAFT (Item 4)** – The committee reviewed a draft of the budget narrative that will be included in the Village budget book.

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

09.18.08 Trustee Zyck moved **THE COMMITTEE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES AND (5) THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY AND MR. DRISKELL, MS. DISTEL, MS. EKL, MS. HASTINGS, AND MS. MORAVEC BE INVITED TO ATTEND.** Trustee Tangney seconded. All were in favor and the motion carried. The committee went into closed session at 8:03 p.m.

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

Trustee Medal moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF SEPTEMBER 24, 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 be discussed, Trustee Medal moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 8:48 p.m.

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 10.18.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:30 p.m. on Monday, October 1, 2018, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

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

Absent: Trustee Thanopoulos.

Also present: Mike Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Janet Moravec, Business Office Administrator.

- 10.18.02 There was no **PUBLIC COMMENT**.

- 10.18.03 Trustee Supplitt moved **THE COMMITTEE APPROVES A CHANGE IN THE AGENDA ORDER TO DISCUSS THE PROPOSED 2018 TAX LEVY AT THIS TIME**. Trustee Tangney seconded. All were in favor and the motion carried.

PROPOSED 2018 TAX LEVY (Action Item 2) –President Smart invited Ms. Ekl to join the table. Ms. Ekl reported staff is proposing a 0% tax levy increase over the 2017 extended levy by Cook County, in the amount of \$14,108,076. At the request of the committee, information on a 1% tax levy increase, in the amount of \$14,249,157, was also provided. The committee discussed the tax levy options and their impact on the long range fiscal plan. After discussion, the committee was in favor of a 1% tax levy increase.

- 10.18.04 **REVIEW OF THE PROPOSED BUDGET FOR 2019 (Action Item 1) -**

Budget Summary

Combined funds revenue projection = \$14,630,898

Proposed general fund operating expenditures budget = \$14,965,339

Proposed transfer from general fund to capital projects fund = \$0

Proposed capital projects fund expenditures budget = \$157,090

Proposed total expenditure budget = \$15,122,429

Difference between total revenue and proposed total expenditure budget = (\$491,531)

Ms. Ekl explained the proposed 2019 budget shows no transfer from the general fund to the capital projects fund. The budget summary figures reflect a 2018 levy equal to a 1% increase on the 2017 extended levy.

10.18.05 **ASSIGNED FUND BALANCE (Action Item 3)** – Ms. Ekl explained staff is recommending releasing \$650,000 of the assigned IMRF UAAL balance to the Unassigned general fund balance. The committee was in favor of the adjustment.

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

10.18.07 Trustee Zyck moved **THE COMMITTEE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES AND (5) THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY AND MR. DRISKELL, MS. DISTEL, MS. EKL, MS. HASTINGS, AND MS. MORAVEC BE INVITED TO ATTEND.** Trustee Medal seconded. All were in favor and the motion carried. The committee went into closed session at 7:53 p.m.

John Keister, John Keister & Associates LLC; Shannon Meyer, Circulation Services Manager; Bill Pardue, Digital Services Librarian joined the meeting in closed session at 8:30 p.m.

Trustee Thanopoulos joined the meeting in closed session at 8:35 p.m.

The committee returned to open session at 9:28 p.m.

Trustee Brody Garkisch moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF OCTOBER 1, 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 be discussed, Trustee Zyck moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:29 p.m.

Janet Moravec, Recorder

Village of Arlington Heights
 REVENUE REPORT
 75% OF YEAR LAPSED

(Item 5)

ACCOUNTING PERIOD 09/2018

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	75,690	1,129.93	2	681,210	891,341.40	131	908,281	16,939.60
04 00	Real Estate Tax FICA	49,169	734.02	2	442,521	579,024.46	131	590,029	11,004.54
05 00	Real Estate Tax	1,039,173	15,513.19	2	9,352,557	12,237,510.48	131	12,470,082	232,571.52
401 **	Real Estate Taxes	1,164,032	17,377.14	2	10,476,288	13,707,876.34	131	13,968,392	260,515.66
400 ***	Taxes	1,164,032	17,377.14	2	10,476,288	13,707,876.34	131	13,968,392	260,515.66
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		45,000	58,311.42	130	60,000	1,688.58
70 00	Other Grants	125	.00		1,125	10,000.00	889	1,500	8,500.00-
90 00	Contribution Ord. Library	83	.00		747	8,561.09	1146	1,000	7,561.09-
411 **	Intergovernmental	5,208	.00		46,872	76,872.51	164	62,500	14,372.51-
410 ***	Intergovernmental Revenue	5,208	.00		46,872	76,872.51	164	62,500	14,372.51-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	441.00	212	1,872	880.00	47	2,500	1,620.00
74 00	Copier/Reader Printer Fee	3,333	3,298.73	99	29,997	32,009.64	107	40,000	7,990.36
75 00	Meeting Room Fees	333	420.00	126	2,997	3,695.00	123	4,000	305.00
436 **	Library Fees	3,874	4,159.73	107	34,866	36,584.64	105	46,500	9,915.36
430 ***	Fees	3,874	4,159.73	107	34,866	36,584.64	105	46,500	9,915.36
440	Fines								
442	Library								
20 00	Late Charges	11,666	8,537.92	73	104,994	94,799.09	90	140,000	45,200.91
25 00	Lost/Damaged Item Charges	1,416	1,308.90	92	12,744	13,019.31	102	17,000	3,980.69
442 **	Library	13,082	9,846.82	75	117,738	107,818.40	92	157,000	49,181.60
440 ***	Fines	13,082	9,846.82	75	117,738	107,818.40	92	157,000	49,181.60
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,666	21,414.73	803	23,994	59,126.74	246	32,000	27,126.74-
461 **	Simple Interest	2,666	21,414.73	803	23,994	59,126.74	246	32,000	27,126.74-
462	Investment Income								
10 00	Market Value Adjustments	0	4,898.37		0	24,203.45		0	24,203.45-
462 **	Investment Income	0	4,898.37		0	24,203.45		0	24,203.45-

Village of Arlington Heights
 REVENUE REPORT
 75% OF YEAR LAPSED

ACCOUNTING PERIOD 09/2018

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,666	26,313.10	987	23,994	83,330.19	347	32,000	51,330.19-
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
481	Special Events								
55 00	Premium Sponsor	0	.00		0	8,000.00		0	8,000.00-
481	** Special Events	0	.00		0	8,000.00		0	8,000.00-
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	83	2,270.25	2735	747	4,676.43	626	1,000	3,676.43-
483	** Donations	83	2,270.25	2735	747	4,676.43	626	1,000	3,676.43-
489	Other								
90 00	Other Income	833	839.86	101	7,497	9,239.97	123	10,000	760.03
93 00	Donations Genealogy	41	.00		369	.00		500	500.00
94 00	FOL Reimbursements	5,416	.00		48,744	22,736.57	47	65,000	42,263.43
489	** Other	6,290	839.86	13	56,610	31,976.54	57	75,500	43,523.46
480	*** Other	6,373	3,110.11	49	57,357	44,652.97	78	76,500	31,847.03
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	60,806.90	5	10,757,115	14,057,135.05	131	14,342,892	285,756.95

Village of Arlington Heights
 REVENUE REPORT
 75% OF YEAR LAPSED

ACCOUNTING PERIOD 09/2018

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	9,363.26	749	11,250	44,401.59	15,000	29,401.59-	
461	** Simple Interest	1,250	9,363.26	749	11,250	44,401.59	15,000	29,401.59-	
462	Investment Income								
10 00	Market Value Adjustments	0	2,680.87		0	21,891.38	0	21,891.38-	
462	** Investment Income	0	2,680.87		0	21,891.38	0	21,891.38-	
460	*** Interest Income	1,250	12,044.13	964	11,250	66,292.97	15,000	51,292.97-	
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		1,312,497	1,750,000.00	133 1,750,000	.00	
491	** Other Financing Sources	145,833	.00		1,312,497	1,750,000.00	133 1,750,000	.00	
490	*** Other Financing Sources	145,833	.00		1,312,497	1,750,000.00	133 1,750,000	.00	
FUND TOTAL Capital Projects-Library		147,083	12,044.13	8	1,323,747	1,816,292.97	137 1,765,000	51,292.97-	

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	46337	24563.05	53	417033	243898.89	59	.00	556045	312146.11 44
	16 92	Achievement Awards	333	.00	0	2997	2500.00	83	.00	4000	1500.00 63
	16 **	Library Personal Services	46670	24563.05	53	420030	246398.89	59	.00	560045	313646.11 44
	18	Other Personal Services									
	18 05	Overtime Civilian	16	.89	6	144	808.48	561	.00	200	608.48- 404
	18 **	Other Personal Services	16	.89	6	144	808.48	561	.00	200	608.48- 404
	19	Employee Benefits									
	19 05	Medical Insurance	5409	5496.93	102	48681	49472.37	102	.00	64913	15440.63 76
	19 10	IMRF	6056	3124.55	52	54504	31126.93	57	.00	72675	41548.07 43
	19 11	Social Security	2872	1476.14	51	25848	14688.41	57	.00	34475	19786.59 43
	19 12	Medicare	671	345.21	51	6039	3435.08	57	.00	8063	4627.92 43
	19 53	Flexible Spending	208	176.25	85	1872	1686.75	90	.00	2500	813.25 68
	19 55	Unemployment Compensation	833	.00	0	7497	17542.16	234	.00	10000	7542.16- 175
	19 **	Employee Benefits	16049	10619.08	66	144441	117951.70	82	.00	192626	74674.30 61
	20	Prof Technical Services									
	20 05	Professional Services	333	7760.00	2330	2997	18299.38	611	.00	4000	14299.38- 458
	20 08	Consulting Services	2054	.00	0	18486	25304.16	137	.00	24650	654.16- 103
	20 20	Legal Services	1333	2735.00	205	11997	16956.25	141	.00	16000	956.25- 106
	20 40	General Insurance	11041	.00	0	99369	102149.46	103	.00	132500	30350.54 77
	20 81	OCLC Services	5216	.00	0	46944	45029.93	96	.00	62601	17571.07 72
	20 **	Prof Technical Services	19977	10495.00	53	179793	207739.18	116	.00	239751	32011.82 87
	21	Property Services									
	21 65	Other Services	745	463.28	62	6705	9228.88	138	.00	8947	281.88- 103
	21 **	Property Services	745	463.28	62	6705	9228.88	138	.00	8947	281.88- 103
	22	Other Contractual Service									
	22 01	Advertising	83	.00	0	747	255.15	34	.00	1000	744.85 26
	22 02	Dues	1623	.00	0	14607	14900.00	102	.00	19485	4585.00 77
	22 03	Training	10608	1840.18	17	95472	108769.70	114	.00	127300	18530.30 85
	22 05	Postage	3590	2871.26	80	32310	35144.14	109	.00	43087	7942.86 82
	22 42	Internet Services	2359	2212.76	94	21231	21729.30	102	.00	28311	6581.70 77
	22 70	Telephone Services	4167	6018.75	144	37503	54212.21	145	.00	50014	4198.21- 108
	22 **	Other Contractual Service	22430	12942.95	58	201870	235010.50	116	.00	269197	34186.50 87
	30	General Supplies									
	30 05	Office Supplies & Equip	738	1775.48	241	6642	5282.66	80	.00	8858	3575.34 60
	30 **	General Supplies	738	1775.48	241	6642	5282.66	80	.00	8858	3575.34 60
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	399	892.83	224	3591	892.83	25	.00	4790	3897.17 19
	31 **	Public Works Supplies	399	892.83	224	3591	892.83	25	.00	4790	3897.17 19

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
32		Library Supplies									
32	72	Special Events	70	257.46	368	630	680.04	108	.00	850	169.96 80
32	99	Items Reimb by Employees	0	43.06-	0	0	49.15-	0	.00	0	49.15 0
32	**	Library Supplies	70	214.40	306	630	630.89	100	.00	850	219.11 74
40		Other Charges									
40	96	Operating Contingency	416	.00	0	3744	.00	0	.00	5000	5000.00 0
40	**	Other Charges	416	.00	0	3744	.00	0	.00	5000	5000.00 0
50		Property									
50	15	Other Equipment	4295	502.47	12	38655	19939.13	52	.00	51540	31600.87 39
50	**	Property	4295	502.47	12	38655	19939.13	52	.00	51540	31600.87 39
601	**	** Library	111805	62469.43	56	1006245	843883.14	84	.00	1341804	497920.86 63
60	**	** Culture/Recreation	111805	62469.43	56	1006245	843883.14	84	.00	1341804	497920.86 63
DIV	6001	TOTAL ***** Administration	111805	62469.43	56	1006245	843883.14	84	.00	1341804	497920.86 63

PREPARED 10/12/2018, 9:01:38
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 75% OF YEAR LAPSED

FUND 291 Memorial Library Fund		DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%	
BA	ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****		BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	55598	52140.48	94	500382	483118.05	97	.00	667274	184155.95	72

FUND 291 Memorial Library Fund		DEPT/DIV 6003 Executive Office/Human Resources							ANNUAL	UNENCUMB.	%
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	13374	6855.30	51	120366	157814.39	131	.00	160495	2680.61 98
16	**	Library Personal Services	13374	6855.30	51	120366	157814.39	131	.00	160495	2680.61 98
18		Other Personal Services									
18	05	Overtime Civilian	25	127.29	509	225	1921.54	854	.00	300	1621.54- 641
18	**	Other Personal Services	25	127.29	509	225	1921.54	854	.00	300	1621.54- 641
19		Employee Benefits									
19	05	Medical Insurance	2816	3037.72	108	25344	27339.48	108	.00	33800	6460.52 81
19	10	IMRF	1748	888.19	51	15732	20318.47	129	.00	20976	657.53 97
19	11	Social Security	829	409.86	49	7461	9565.50	128	.00	9951	385.50 96
19	12	Medicare	193	95.85	50	1737	2237.07	129	.00	2327	89.93 96
19	50	Employee Asst. Program	520	.00	0	4680	5577.34	119	.00	6250	672.66 89
19	**	Employee Benefits	6106	4431.62	73	54954	65037.86	118	.00	73304	8266.14 89
21		Property Services									
21	65	Other Services	687	1541.00	224	6183	7559.25	122	.00	8250	690.75 92
21	**	Property Services	687	1541.00	224	6183	7559.25	122	.00	8250	690.75 92
22		Other Contractual Service									
22	01	Advertising	208	.00	0	1872	2630.30	141	.00	2500	130.30- 105
22	02	Dues	258	.00	0	2322	2509.00	108	.00	3105	596.00 81
22	03	Training	67	.00	0	603	1122.76	186	.00	810	312.76- 139
22	55	In Service Training	625	.00	0	5625	6677.61	119	.00	7500	822.39 89
22	**	Other Contractual Service	1158	.00	0	10422	12939.67	124	.00	13915	975.33 93
40		Other Charges									
40	62	Tuition Reimbursement	1250	.00	0	11250	11458.20	102	.00	15000	3541.80 76
40	70	Employee Recognition Prog	1370	.00	0	12330	536.52	4	.00	16450	15913.48 3
40	**	Other Charges	2620	.00	0	23580	11994.72	51	.00	31450	19455.28 38
601	**	Library	23970	12955.21	54	215730	257267.43	119	.00	287714	30446.57 89
60	**	Culture/Recreation	23970	12955.21	54	215730	257267.43	119	.00	287714	30446.57 89
DIV	6003	TOTAL ***** Human Resources	23970	12955.21	54	215730	257267.43	119	.00	287714	30446.57 89

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	ACCOUNT DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	20	Prof Technical Services									
	20 05	Professional Services	0	1372.00	0	0	4832.00	0	.00	0	4832.00- 0
	20 **	Prof Technical Services	0	1372.00	0	0	4832.00	0	.00	0	4832.00- 0
	21	Property Services									
	21 65	Other Services	416	.00	0	3744	1341.98	36	.00	5000	3658.02 27
	21 **	Property Services	416	.00	0	3744	1341.98	36	.00	5000	3658.02 27
	22	Other Contractual Service									
	22 18	Contr Programs & Exhibits	1666	4600.00	276	14994	52801.77	352	.00	20000	32801.77- 264
	22 **	Other Contractual Service	1666	4600.00	276	14994	52801.77	352	.00	20000	32801.77- 264
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	416	.00	0	3744	.00	0	.00	5000	5000.00 0
	31 **	Public Works Supplies	416	.00	0	3744	.00	0	.00	5000	5000.00 0
	32	Library Supplies									
	32 01	Program Supplies	416	.00	0	3744	1264.14	34	.00	5000	3735.86 25
	32 02	Program Supplies	416	125.05	30	3744	840.33	22	.00	5000	4159.67 17
	32 32	Software	125	.00	0	1125	.00	0	.00	1500	1500.00 0
	32 72	Special Events	833	.00	0	7497	17162.31	229	.00	10000	7162.31- 172
	32 75	Audio Visual	166	.00	0	1494	.00	0	.00	2000	2000.00 0
	32 78	Electronic Resources	125	.00	0	1125	.00	0	.00	1500	1500.00 0
	32 80	Books	416	1737.85	418	3744	1839.88	49	.00	5000	3160.12 37
	32 **	Library Supplies	2497	1862.90	75	22473	21106.66	94	.00	30000	8893.34 70
	50	Property									
	50 15	Other Equipment	416	.00	0	3744	.00	0	.00	5000	5000.00 0
	50 55	Other Capital Outlay	0	.00	0	0	2281.18	0	.00	0	2281.18- 0
	50 **	Property	416	.00	0	3744	2281.18	61	.00	5000	2718.82 46
601	** **	Library	5411	7834.90	145	48699	82363.59	169	.00	65000	17363.59- 127
60	** **	Culture/Recreation	5411	7834.90	145	48699	82363.59	169	.00	65000	17363.59- 127
DIV	6004	TOTAL ***** Paid by Gifts and Grants	5411	7834.90	145	48699	82363.59	169	.00	65000	17363.59- 127

FUND 291 Memorial Library Fund		DEPT/DIV 6008 Executive Office/Finance										
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 85		Salaries	19092	12777.84	67	171828	172048.83	100	.00	229114	57065.17	75
16 **		Library Personal Services	19092	12777.84	67	171828	172048.83	100	.00	229114	57065.17	75
18		Other Personal Services										
18 05		Overtime Civilian	41	1.72	4	369	134.53	37	.00	500	365.47	27
18 **		Other Personal Services	41	1.72	4	369	134.53	37	.00	500	365.47	27
19		Employee Benefits										
19 05		Medical Insurance	3222	2977.77	92	28998	26799.93	92	.00	38669	11869.07	69
19 10		IMRF	2495	1625.57	65	22455	21901.75	98	.00	29946	8044.25	73
19 11		Social Security	1183	760.04	64	10647	10225.41	96	.00	14205	3979.59	72
19 12		Medicare	276	177.74	64	2484	2391.41	96	.00	3322	930.59	72
19 **		Employee Benefits	7176	5541.12	77	64584	61318.50	95	.00	86142	24823.50	71
20		Prof Technical Services										
20 05		Professional Services	450	.00	0	4050	5400.00	133	.00	5400	.00	100
20 **		Prof Technical Services	450	.00	0	4050	5400.00	133	.00	5400	.00	100
21		Property Services										
21 36		Equipment Rental	586	.00	0	5274	842.00	16	.00	7040	6198.00	12
21 65		Other Services	442	.00	0	3978	.00	0	.00	5310	5310.00	0
21 **		Property Services	1028	.00	0	9252	842.00	9	.00	12350	11508.00	7
22		Other Contractual Service										
22 02		Dues	60	.00	0	540	680.00	126	.00	725	45.00	94
22 03		Training	100	.00	0	900	.00	0	.00	1200	1200.00	0
22 25		IT/GIS Service Charge	2033	2033.33	100	18297	18299.97	100	.00	24400	6100.03	75
22 **		Other Contractual Service	2193	2033.33	93	19737	18979.97	96	.00	26325	7345.03	72
601 ** **		Library	29980	20354.01	68	269820	258723.83	96	.00	359831	101107.17	72
60 ** **		Culture/Recreation	29980	20354.01	68	269820	258723.83	96	.00	359831	101107.17	72
DIV 6008		TOTAL ***** Finance	29980	20354.01	68	269820	258723.83	96	.00	359831	101107.17	72

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	52333	49350.05	94	470997	482147.54	102	.00	627997	145849.46 77
	16 **	Library Personal Services	52333	49350.05	94	470997	482147.54	102	.00	627997	145849.46 77
	18	Other Personal Services									
	18 05	Overtime Civilian	20	13.15	66	180	723.38	402	.00	250	473.38- 289
	18 **	Other Personal Services	20	13.15	66	180	723.38	402	.00	250	473.38- 289
	19	Employee Benefits									
	19 05	Medical Insurance	12185	11578.69	95	109665	104208.21	95	.00	146228	42019.79 71
	19 10	IMRF	6644	6067.87	91	59796	59187.13	99	.00	79738	20550.87 74
	19 11	Social Security	3244	2949.75	91	29196	28968.99	99	.00	38936	9967.01 74
	19 12	Medicare	758	689.85	91	6822	6774.99	99	.00	9106	2331.01 74
	19 **	Employee Benefits	22831	21286.16	93	205479	199139.32	97	.00	274008	74868.68 73
	20	Prof Technical Services									
	20 05	Professional Services	687	264.43	39	6183	8524.95	138	.00	8252	272.95- 103
	20 08	Consulting Services	2170	.00	0	19530	10598.50	54	.00	26045	15446.50 41
	20 **	Prof Technical Services	2857	264.43	9	25713	19123.45	74	.00	34297	15173.55 56
	21	Property Services									
	21 02	Equipment Maintenance	14991	2473.78	17	134919	154151.39	114	.00	179898	25746.61 86
	21 **	Property Services	14991	2473.78	17	134919	154151.39	114	.00	179898	25746.61 86
	22	Other Contractual Service									
	22 02	Dues	17	.00	0	153	.00	0	.00	209	209.00 0
	22 03	Training	37	56.79	154	333	776.86	233	.00	450	326.86- 173
	22 **	Other Contractual Service	54	56.79	105	486	776.86	160	.00	659	117.86- 118
	30	General Supplies									
	30 05	Office Supplies & Equip	31	66.42	214	279	31.62	11	.00	375	343.38 8
	30 30	Data System Supplies	3183	1296.89	41	28647	27543.41	96	.00	38204	10660.59 72
	30 32	Software Library	14623	2767.90	19	131607	119437.49	91	.00	175480	56042.51 68
	30 33	Documentation Library	52	.00	0	468	.00	0	.00	625	625.00 0
	30 **	General Supplies	17889	4131.21	23	161001	147012.52	91	.00	214684	67671.48 69
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	1384	514.22	37	12456	14281.13	115	.00	16610	2328.87 86
	31 **	Public Works Supplies	1384	514.22	37	12456	14281.13	115	.00	16610	2328.87 86
	32	Library Supplies									
	32 05	Processing Supplies	25	.00	0	225	15.26	7	.00	300	284.74 5
	32 32	Software	857	900.00	105	7713	5247.65	68	.00	10287	5039.35 51
	32 **	Library Supplies	882	900.00	102	7938	5262.91	66	.00	10587	5324.09 50

PREPARED 10/12/2018, 9:01:38
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 75% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology					ANNUAL	UNENCUMB.	%		
BA ELE OBJ ACCOUNT			*****CURRENT*****					*****YEAR-TO-DATE*****				
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	5902	2823.58	48	53118	28648.75	54	.00	70830	42181.25	40
	50 15	Other Equipment	1066	142.58	13	9594	1094.06	11	.00	12800	11705.94	9
	50 **	Property	6968	2966.16	43	62712	29742.81	47	.00	83630	53887.19	36
601	** **	Library	120209	81955.95	68	1081881	1052361.31	97	.00	1442620	390258.69	73
60	** **	Culture/Recreation	120209	81955.95	68	1081881	1052361.31	97	.00	1442620	390258.69	73
DIV	6010	TOTAL ***** Information Technology	120209	81955.95	68	1081881	1052361.31	97	.00	1442620	390258.69	73

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	19339	18698.21	97	174051	192871.29	111	.00	232068	39196.71	83
16	**	Library Personal Services	19339	18698.21	97	174051	192871.29	111	.00	232068	39196.71	83
18		Other Personal Services										
18	05	Overtime Civilian	166	241.37	145	1494	2924.96	196	.00	2000	924.96-	146
18	**	Other Personal Services	166	241.37	145	1494	2924.96	196	.00	2000	924.96-	146
19		Employee Benefits										
19	05	Medical Insurance	4781	4753.28	99	43029	42779.52	99	.00	57379	14599.48	75
19	10	IMRF	2186	2198.76	101	19674	21781.59	111	.00	26240	4458.41	83
19	11	Social Security	1199	1128.06	94	10791	11754.72	109	.00	14388	2633.28	82
19	12	Medicare	280	263.82	94	2520	2749.11	109	.00	3365	615.89	82
19	**	Employee Benefits	8446	8343.92	99	76014	79064.94	104	.00	101372	22307.06	78
22		Other Contractual Service										
22	03	Training	156	.00	0	1404	138.18	10	.00	1875	1736.82	7
22	**	Other Contractual Service	156	.00	0	1404	138.18	10	.00	1875	1736.82	7
30		General Supplies										
30	05	Office Supplies & Equip	18	.00	0	162	75.84	47	.00	225	149.16	34
30	**	General Supplies	18	.00	0	162	75.84	47	.00	225	149.16	34
601	** **	Library	28125	27283.50	97	253125	275075.21	109	.00	337540	62464.79	82
60	** **	Culture/Recreation	28125	27283.50	97	253125	275075.21	109	.00	337540	62464.79	82
DIV	6015	TOTAL ***** Security	28125	27283.50	97	253125	275075.21	109	.00	337540	62464.79	82

PREPARED 10/12/2018, 9:01:38
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 75% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	455905	346885.54	76	4103145	3973557.60	97	.00	5471527	1497969.40	73

FUND 291 Memorial Library Fund		DEPT/DIV 6405 User Services/Business & Specialty Serv							ANNUAL	UNENCUMB.	%	
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	74334	76366.23	103	669006	699320.91	105	.00	892014	192693.09	78
	16 **	Library Personal Services	74334	76366.23	103	669006	699320.91	105	.00	892014	192693.09	78
	18	Other Personal Services										
	18 05	Overtime Civilian	20	.00	0	180	.00	0	.00	250	250.00	0
	18 **	Other Personal Services	20	.00	0	180	.00	0	.00	250	250.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10508	10435.34	99	94572	93918.06	99	.00	126098	32179.94	75
	19 10	IMRF	9525	9704.33	102	85725	88179.70	103	.00	114303	26123.30	77
	19 11	Social Security	4608	4568.39	99	41472	42069.41	101	.00	55305	13235.59	76
	19 12	Medicare	1077	1068.43	99	9693	9838.95	102	.00	12934	3095.05	76
	19 **	Employee Benefits	25718	25776.49	100	231462	234006.12	101	.00	308640	74633.88	76
	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	369.00	92	3600	3040.00	84	.00	4803	1763.00	63
	22 03	Training	370	929.49	251	3330	1914.93	58	.00	4451	2536.07	43
	22 18	Contr Programs & Exhibits	850	480.00	57	7650	3090.00	40	.00	10200	7110.00	30
	22 **	Other Contractual Service	1620	1778.49	110	14580	8044.93	55	.00	19454	11409.07	41
	30	General Supplies										
	30 05	Office Supplies & Equip	25	40.68	163	225	170.49	76	.00	310	139.51	55
	30 **	General Supplies	25	40.68	163	225	170.49	76	.00	310	139.51	55
	32	Library Supplies										
	32 01	Program Supplies	164	185.74	113	1476	1426.24	97	.00	1970	543.76	72
	32 02	Program Supplies	0	.00	0	0	134.49	0	.00	0	134.49-	0
	32 90	Circulation Supplies	183	53.02	29	1647	610.56	37	.00	2203	1592.44	28
	32 **	Library Supplies	347	238.76	69	3123	2171.29	70	.00	4173	2001.71	52
601	** **	Library	102064	104200.65	102	918576	945566.24	103	.00	1224841	279274.76	77
60	** **	Culture/Recreation	102064	104200.65	102	918576	945566.24	103	.00	1224841	279274.76	77
DIV	6405	TOTAL ***** Business & Specialty Serv	102064	104200.65	102	918576	945566.24	103	.00	1224841	279274.76	77

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	218730	188769.81	86	1968570	1882169.48	96	.00	2624771	742601.52	72
	16 **	Library Personal Services	218730	188769.81	86	1968570	1882169.48	96	.00	2624771	742601.52	72
	18	Other Personal Services										
	18 05	Overtime Civilian	166	68.52	41	1494	772.73	52	.00	2000	1227.27	39
	18 **	Other Personal Services	166	68.52	41	1494	772.73	52	.00	2000	1227.27	39
	19	Employee Benefits										
	19 05	Medical Insurance	21340	21048.44	99	192060	189435.96	99	.00	256090	66654.04	74
	19 10	IMRF	21858	19195.04	88	196722	189416.86	96	.00	262298	72881.14	72
	19 11	Social Security	13566	11414.09	84	122094	114182.18	94	.00	162793	48610.82	70
	19 12	Medicare	3172	2669.45	84	28548	26703.84	94	.00	38073	11369.16	70
	19 **	Employee Benefits	59936	54327.02	91	539424	519738.84	96	.00	719254	199515.16	72
	21	Property Services										
	21 02	Equipment Maintenance	46	.00	0	414	107.92	26	.00	555	447.08	19
	21 64	Access Services	250	785.80	314	2250	4077.61	181	.00	3000	1077.61	136
	21 65	Other Services	945	599.50	63	8505	8467.65	100	.00	11348	2880.35	75
	21 **	Property Services	1241	1385.30	112	11169	12653.18	113	.00	14903	2249.82	85
	22	Other Contractual Service										
	22 02	Dues	184	.00	0	1656	1613.00	97	.00	2210	597.00	73
	22 03	Training	357	19.29	5	3213	1311.56	41	.00	4294	2982.44	31
	22 **	Other Contractual Service	541	19.29	4	4869	2924.56	60	.00	6504	3579.44	45
	30	General Supplies										
	30 05	Office Supplies & Equip	433	451.18	104	3897	3067.93	79	.00	5207	2139.07	59
	30 07	Supplies Reimb by Patrons	168	.00	0	1512	.00	0	.00	2020	2020.00	0
	30 **	General Supplies	601	451.18	75	5409	3067.93	57	.00	7227	4159.07	43
	32	Library Supplies										
	32 01	Program Supplies	194	23.88	12	1746	1908.73	109	.00	2332	423.27	82
	32 90	Circulation Supplies	947	689.85	73	8523	4857.79	57	.00	11369	6511.21	43
	32 **	Library Supplies	1141	713.73	63	10269	6766.52	66	.00	13701	6934.48	49
601	** **	Library	282356	245734.85	87	2541204	2428093.24	96	.00	3388360	960266.76	72
60	** **	Culture/Recreation	282356	245734.85	87	2541204	2428093.24	96	.00	3388360	960266.76	72
DIV	6420	TOTAL ***** Customer Services	282356	245734.85	87	2541204	2428093.24	96	.00	3388360	960266.76	72

FUND 291 Memorial Library Fund		DEPT/DIV 6440 User Services/Programs and Exhibits						ANNUAL	UNENCUMB.	%		
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	33201	31271.31	94	298809	312065.66	104	.00	398420	86354.34	78
16	**	Library Personal Services	33201	31271.31	94	298809	312065.66	104	.00	398420	86354.34	78
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	144	192.28	134	.00	200	7.72	96
18	**	Other Personal Services	16	.00	0	144	192.28	134	.00	200	7.72	96
19		Employee Benefits										
19	05	Medical Insurance	7843	5862.98	75	70587	52766.82	75	.00	94121	41354.18	56
19	10	IMRF	4199	3977.70	95	37791	36471.64	97	.00	50397	13925.36	72
19	11	Social Security	2058	1873.53	91	18522	18794.78	102	.00	24702	5907.22	76
19	12	Medicare	481	438.15	91	4329	4395.36	102	.00	5777	1381.64	76
19	**	Employee Benefits	14581	12152.36	83	131229	112428.60	86	.00	174997	62568.40	64
22		Other Contractual Service										
22	02	Dues	171	100.00	59	1539	840.00	55	.00	2053	1213.00	41
22	03	Training	111	480.00	432	999	1000.35	100	.00	1340	339.65	75
22	18	Contr Programs & Exhibits	14224	22645.00	159	128016	137794.28	108	.00	170695	32900.72	81
22	**	Other Contractual Service	14506	23225.00	160	130554	139634.63	107	.00	174088	34453.37	80
32		Library Supplies										
32	02	Program Supplies	5138	3314.42	65	46242	45440.14	98	.00	61657	16216.86	74
32	**	Library Supplies	5138	3314.42	65	46242	45440.14	98	.00	61657	16216.86	74
601	**	Library	67442	69963.09	104	606978	609761.31	101	.00	809362	199600.69	75
60	**	Culture/Recreation	67442	69963.09	104	606978	609761.31	101	.00	809362	199600.69	75
DIV	6440	TOTAL ***** Programs and Exhibits	67442	69963.09	104	606978	609761.31	101	.00	809362	199600.69	75

PROGRAM: GM267L

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	42793	38845.83	91	385137	371997.98	97	.00	513526	141528.02 72
16	**	Library Personal Services	42793	38845.83	91	385137	371997.98	97	.00	513526	141528.02 72
18		Other Personal Services									
18	05	Overtime Civilian	8	.00	0	72	41.47	58	.00	100	58.53 42
18	**	Other Personal Services	8	.00	0	72	41.47	58	.00	100	58.53 42
19		Employee Benefits									
19	05	Medical Insurance	4629	3541.55	77	41661	31873.95	77	.00	55556	23682.05 57
19	10	IMRF	5265	4556.05	87	47385	42539.86	90	.00	63185	20645.14 67
19	11	Social Security	2653	2371.00	89	23877	22759.82	95	.00	31839	9079.18 72
19	12	Medicare	620	554.48	89	5580	5322.83	95	.00	7446	2123.17 72
19	**	Employee Benefits	13167	11023.08	84	118503	102496.46	87	.00	158026	55529.54 65
22		Other Contractual Service									
22	02	Dues	192	446.00	232	1728	1570.75	91	.00	2305	734.25 68
22	03	Training	41	200.00	488	369	357.19	97	.00	500	142.81 71
22	66	Outside Reference Service	225	.00	0	2025	2662.68	132	.00	2700	37.32 99
22	**	Other Contractual Service	458	646.00	141	4122	4590.62	111	.00	5505	914.38 83
30		General Supplies									
30	05	Office Supplies & Equip	58	11.81	20	522	569.76	109	.00	700	130.24 81
30	07	Supplies Reimb by Patrons	75	.00	0	675	155.54	23	.00	900	744.46 17
30	**	General Supplies	133	11.81	9	1197	725.30	61	.00	1600	874.70 45
31		Public Works Supplies									
31	85	Small Tools and Equipment	520	1032.91	199	4680	3962.95	85	.00	6250	2287.05 63
31	**	Public Works Supplies	520	1032.91	199	4680	3962.95	85	.00	6250	2287.05 63
32		Library Supplies									
32	01	Program Supplies	83	.00	0	747	83.37	11	.00	1000	916.63 8
32	78	Electronic Resources	28085	2410.98	9	252765	318772.74	126	.00	337027	18254.26 95
32	90	Circulation Supplies	147	.00	0	1323	1172.19	89	.00	1775	602.81 66
32	**	Library Supplies	28315	2410.98	9	254835	320028.30	126	.00	339802	19773.70 94
50		Property									
50	15	Other Equipment	382	.00	0	3438	2245.70	65	.00	4588	2342.30 49
50	**	Property	382	.00	0	3438	2245.70	65	.00	4588	2342.30 49
601	**	** Library	85776	53970.61	63	771984	806088.78	104	.00	1029397	223308.22 78
60	**	** Culture/Recreation	85776	53970.61	63	771984	806088.78	104	.00	1029397	223308.22 78
DIV	6450	TOTAL ***** Digital Services	85776	53970.61	63	771984	806088.78	104	.00	1029397	223308.22 78

FUND 291 Memorial Library Fund		DEPT/DIV 6470 User Services/Collection Services						ANNUAL	UNENCUMB.	%
BA ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	
60		Culture/Recreation								
601		Library								
	16	Library Personal Services								
	16 85	Salaries	65855	60804.87	92	592695	594234.98	100	.00	790261 196026.02 75
	16 **	Library Personal Services	65855	60804.87	92	592695	594234.98	100	.00	790261 196026.02 75
	18	Other Personal Services								
	18 05	Overtime Civilian	12	18.77	156	108	107.69	100	.00	150 42.31 72
	18 **	Other Personal Services	12	18.77	156	108	107.69	100	.00	150 42.31 72
	19	Employee Benefits								
	19 05	Medical Insurance	15468	16154.21	104	139212	145387.89	104	.00	185626 40238.11 78
	19 10	IMRF	8598	7736.76	90	77382	75600.18	98	.00	103182 27581.82 73
	19 11	Social Security	4083	3608.52	88	36747	35354.75	96	.00	48996 13641.25 72
	19 12	Medicare	954	843.91	89	8586	8268.14	96	.00	11459 3190.86 72
	19 **	Employee Benefits	29103	28343.40	97	261927	264610.96	101	.00	349263 84652.04 76
	22	Other Contractual Service								
	22 02	Dues	206	.00	0	1854	726.00	39	.00	2478 1752.00 29
	22 03	Training	83	55.13	66	747	277.49	37	.00	1000 722.51 28
	22 85	Processing Services	8875	9494.04	107	79875	58427.54	73	.00	106500 48072.46 55
	22 **	Other Contractual Service	9164	9549.17	104	82476	59431.03	72	.00	109978 50546.97 54
	30	General Supplies								
	30 05	Office Supplies & Equip	125	175.54	140	1125	1003.14	89	.00	1500 496.86 67
	30 33	Documentation Library	59	.00	0	531	716.00	135	.00	717 1.00 100
	30 **	General Supplies	184	175.54	95	1656	1719.14	104	.00	2217 497.86 78
	32	Library Supplies								
	32 03	Binding	16	.00	0	144	.00	0	.00	200 200.00 0
	32 05	Processing Supplies	2583	1265.32	49	23247	15223.12	66	.00	31000 15776.88 49
	32 75	Audio Visual	43844	36026.94	82	394596	351430.68	89	.00	526135 174704.32 67
	32 80	Books	61106	57825.03	95	549954	499413.56	91	.00	733276 233862.44 68
	32 90	Circulation Supplies	250	123.24	49	2250	3039.17	135	.00	3000 39.17- 101
	32 95	Periodicals	10907	17450.44	160	98163	90566.44	92	.00	130889 40322.56 69
	32 **	Library Supplies	118706	112690.97	95	1068354	959672.97	90	.00	1424500 464827.03 67
601 ** **		Library	223024	211582.72	95	2007216	1879776.77	94	.00	2676369 796592.23 70
60 ** **		Culture/Recreation	223024	211582.72	95	2007216	1879776.77	94	.00	2676369 796592.23 70
DIV 6470		TOTAL ***** Collection Services	223024	211582.72	95	2007216	1879776.77	94	.00	2676369 796592.23 70
DEPT 64		TOTAL ***** User Services	760662	685451.92	90	6845958	6669286.34	97	.00	9128329 2459042.66 73

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	90	Other Financing Uses										
	90 05	Operating Transfer Out	145833	.00	0	1312497	1750000.00	133	.00	1750000	.00	100
	90 **	Other Financing Uses	145833	.00	0	1312497	1750000.00	133	.00	1750000	.00	100
601 ** **		Library	145833	.00	0	1312497	1750000.00	133	.00	1750000	.00	100
60 ** **		Culture/Recreation	145833	.00	0	1312497	1750000.00	133	.00	1750000	.00	100
DIV 6901		TOTAL ***** Non Operating	145833	.00	0	1312497	1750000.00	133	.00	1750000	.00	100
DEPT 69		TOTAL ***** Non Operating	145833	.00	0	1312497	1750000.00	133	.00	1750000	.00	100
FUND 291		TOTAL ***** Memorial Library Fund	1362400	1032337.46	76	12261600	12392843.94	101	.00	16349856	3957012.06	76
GRAND		TOTAL *****	1362400	1032337.46	76	12261600	12392843.94	101	.00	16349856	3957012.06	76

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	13663.94	102	120222	99335.39	83	.00	160300	60964.61	62
	50 55	Other Capital Outlay	65416	.00	0	588744	28939.59	5	.00	785000	756060.41	4
	50 **	Property	78774	13663.94	17	708966	128274.98	18	.00	945300	817025.02	14
601	** **	Library	78774	13663.94	17	708966	128274.98	18	.00	945300	817025.02	14
60	** **	Culture/Recreation	78774	13663.94	17	708966	128274.98	18	.00	945300	817025.02	14
DIV	6020	TOTAL ***** Facilities	78774	13663.94	17	708966	128274.98	18	.00	945300	817025.02	14
DEPT	60	TOTAL ***** Executive Office	86440	13663.94	16	777960	215104.84	28	.00	1037300	822195.16	21
FUND	491	TOTAL ***** Capital Projects-Library	86440	13663.94	16	777960	215104.84	28	.00	1037300	822195.16	21
GRAND		TOTAL *****	86440	13663.94	16	777960	215104.84	28	.00	1037300	822195.16	21

October 16, 2018

(Action Item 6)

ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
September 30, 2018

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$268,723.99
491	Capital Projects Fund - Library	\$13,663.94
Total Disbursements		<u>\$282,387.93</u>
Payrolls Paid		
9/14/2018		\$276,115.22
9/28/2018		\$286,390.58
		<u>\$562,505.80</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
9/30/2018	Group Insurance	\$96,575.00
9/30/2018	IMRF	\$65,595.70
9/30/2018	Social Security	\$33,738.44
9/30/2018	Medicare	\$7,890.38
		<u>\$203,799.52</u>
Total Disbursed		<u><u>\$1,048,693.25</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
77456	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-SEPTEMBER	99.84	99.84
77467	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	56.14-	56.14-
77517	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED OCTOBER 2018	3,333.81	4,103.04
		291-0000-210.99-00	FSA DEP OCTOBER 2018	769.23	
***** DIVISION TOTAL ****					4,146.74
***** DEPARTMENT TOTAL **					4,146.74
DEPARTMENT: 60	<u>Executive Office</u>	DIVISION: 01			
77457	ALA CONFERENCE REGISTRATION DEPT	291-6001-601.22-03	ALA CONF - T DANTIS	245.00	245.00
77461	ALIBRIS	291-6001-601.32-99	EMPL REIMB PURCHASE	50.80	86.20
		291-6001-601.32-99	EMPL REIMB PURCHASE	35.40	
77465	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-70	TELEPHONE 7/26-8/25/2018	370.99	436.65
		291-6001-601.22-05	POSTAGE	24.70	
		291-6001-601.32-72	SPECIAL EVENTS	24.96	
		291-6001-601.22-05	POSTAGE	16.00	
77467	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-42	PUBLIC INTERNET SERVICE	344.85	2,337.09
		291-6001-601.22-03	CONF REGISTR-J CZAJKA	225.00	
		291-6001-601.22-03	ILA CONF - M BINDER	255.00	
		291-6001-601.50-15	IPAD KIOSK	386.91	
		291-6001-601.32-72	FLOWERS F/R FRISBIE	232.50	
		291-6001-601.31-85	TENT VALANCES	892.83	
77468	AT & T	291-6001-601.22-70	TELE	5,534.81	5,534.81
77469	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 7/28-8/27	138.92	138.92
77473	BAKER & HOSTETLER LLP	291-6001-601.20-05	CRYPTO VIRUS FEES FEB'18	1,260.00	1,260.00
77474	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	13.49	66.79
		291-6001-601.32-99	EMPL REIMB PURCHASE	53.30	
77475	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMPL REIMB PURCHASE	13.48	13.48
77483	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE	2,825.84	2,825.84
77486	COMCAST	291-6001-601.21-65	BUSINESS CABLE OCTOBER	21.04	21.04
77501	FE MORAN SECURITY SOLUTIONS	291-6001-601.30-05	PROXIMITY CARDS	1,676.00	1,676.00
77503	FINER LINE	291-6001-601.30-05	NAME BADGES	13.91	13.91
77504	FIRST CLASS TRAVEL	291-6001-601.22-03	YALSA CONF AIRFARE -A SON	449.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	ALA CONF AIRFARE- D SMART	251.39	700.79
77511	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	OFFICE SUPPLIES	34.45	
		291-6001-601.30-05	BANDAGES	15.86	50.31
77512	GIOVANNELLI-CAPUTO,CHRISTINA	291-6001-601.22-03	ALSC INSTITUTE, OHIO	167.14	167.14
77517	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES OCTOBER 2018	176.25	176.25
77519	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVS SEPT'18	49.95	49.95
77526	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMPL REIMB PURCHASE	31.31	
		291-6001-601.32-99	EMPL REIMB PURCHASE	33.89	
		291-6001-601.32-99	EMPL REIMB PURCHASE	8.47	
		291-6001-601.32-99	EMPL REIMB PURCHASE	15.21	
		291-6001-601.32-99	EMPL REIMB PURCHASE	20.31	
		291-6001-601.32-99	EMPL REIMB PURCHASE	9.59	
		291-6001-601.32-99	EMPL REIMB PURCHASE	8.47	
		291-6001-601.32-99	EMPL REIMB PURCHASE	33.12	
		291-6001-601.32-99	EMPL REIMB PURCHASE	40.10	
		291-6001-601.32-99	EMPL REIMB PURCHASE	9.60	210.07
77530	JOHN KEISTER & ASSOCIATES LLC	291-6001-601.20-05	2ND FEE PAYMENT LIBRARY	6,500.00	6,500.00
77540	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS, TRANSLATION	29.75	29.75
77550	MORAVEC,JANET	291-6001-601.22-03	STAFF MEETING W/EXECITIVE	97.25	97.25
77557	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE -	63.00	63.00
77569	ROBBINS SCHWARTZ	291-6001-601.20-20	LEGAL SERVS - AUGUST 2018	2,735.00	2,735.00
77583	U S TOY CO/CONSTRUCTIVE PLAY	291-6001-601.50-15	STEP STOOL F/KIDS' WORLD	115.56	115.56
77586	UPS	291-6001-601.22-05	POSTAGE	4.72	4.72
77587	URBAN LIBRARIES COUNCIL	291-6001-601.22-03	PROFESSIONAL DEVELOPMENT	150.00	150.00
77589	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 8/26-9/25/18	370.99	370.99
77593	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	35.26	35.26
77594	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS	154.00	1,728.99
***** DIVISION TOTAL ****					27,840.76

Communications & Marketing

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					235.00
77462	AMAZON.COM CREDIT	291-6002-601.30-05	RIBBON	26.99	26.99
77465	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.32-72	SPECIAL EVENTS	7.66	7.66
77467	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.22-10	BUSINESS CARDS	18.97	
		291-6002-601.30-05	OFFICE SUPPLIES	13.24	
		291-6002-601.30-05	OFFICE SUPPLIES	16.10	
		291-6002-601.22-10	BUSINESS CARDS	24.19	
		291-6002-601.32-72	POUCH ID HOLDERS	1,167.57	1,240.07
77483	CARDINAL COLORGROUP	291-6002-601.22-10	SUNDAY MUSICALE BROCHURE	925.00	
		291-6002-601.22-10	PRINTING	14,326.00	15,251.00
77487	COMDATA CORPORATION	291-6002-601.32-72	SPECIAL EVENTS	136.74	136.74
77541	LINDENMEYR MUNROE	291-6002-601.30-05	CARD STOCK AND COPIER	979.95	979.95
77573	SIGNS BY TOMORROW	291-6002-601.22-10	DIGITAL PRINTING	1,220.50	
		291-6002-601.22-10	BASKET LABELS	270.80	1,491.30
***** DIVISION TOTAL ****					19,368.71

Human Resources

DEPARTMENT: 60	Executive Office	DIVISION: 03			
77459	ALBERTSONS COMPANIES-OSCO DRUG 3278	291-6003-601.21-65	FLU SHOT CLINIC IN-HOUSE	1,320.00	1,320.00
77484	CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT SCREENING SEPT	221.00	221.00
***** DIVISION TOTAL ****					1,541.00

Gifts & Grants

DEPARTMENT: 60	Executive Office	DIVISION: 04			
77462	AMAZON.COM CREDIT	291-6004-601.32-80	BOOKS	41.45	41.45
77465	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.22-18	RAY MOVIE CLUB SEPT&OCT	700.00	
		291-6004-601.22-18	DANN MOVIE CLUB SEPT&OCT	700.00	
		291-6004-601.32-02	PROGRAM EVENTS	27.63	
		291-6004-601.32-02	PROGRAM EVENTS	30.00	
		291-6004-601.32-02	PROGRAM EVENTS	18.84	
		291-6004-601.32-02	PROGRAM EVENTS	48.58	1,525.05
77470	ATLANTIC RELOCATION SYSTEMS	291-6004-601.20-05	VAN, MEN, PIANO PROJECT	672.00	672.00
77474	BAKER & TAYLOR	291-6004-601.32-80	BOOKS	1,696.40	1,696.40
77477	BENSON, RAYMOND	291-6004-601.22-18	DANN&RAIMOND'S MOVIE CLUB	350.00	350.00
77499	ESPOSITO PIANO SERVICE	291-6004-601.20-05	TUNING 6 PIANOS	590.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6004-601.20-05	TUNING 1 PIANO	110.00	700.00
77513	GIRE,DANN	291-6004-601.22-18	DANN&RAYMOND'S MOVIE CLUB	350.00	350.00
77516	GREENE,CHRISTOPHER A	291-6004-601.22-18	SUNDAY MUSICALE, 11/11	600.00	600.00
77537	KULLER,RONNIE	291-6004-601.22-18	ARTIST IN RESIDENCE,	1,000.00	1,000.00
77588	VALENTI,MARK	291-6004-601.22-18	SUNDAY MUSICALE: PIANO	900.00	900.00
***** DIVISION TOTAL ****					7,834.90

IT

DEPARTMENT: 60 Executive Office
 77462 AMAZON.COM CREDIT

DIVISION: 10

		291-6010-601.31-85	MOUSE PADS	77.52	
		291-6010-601.50-15	HEADPHONES	39.99	
		291-6010-601.30-05	OFFICE SUPPLIES	46.44	
		291-6010-601.30-30	BATTERIES	99.91	
		291-6010-601.30-30	TONER FOR GENEALOGY	249.97	
		291-6010-601.30-05	TONER FOR PRINTERS AND	19.98	
		291-6010-601.31-85	KEYBOARD AND MICE	180.13	
		291-6010-601.31-85	MOUSE PADS	77.52	
		291-6010-601.50-12	IPAD CASE & CHARGING DOCK	56.08	
		291-6010-601.50-15	SECURITY LOCKS	34.90	882.44
77465	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.31-85	SMALL TOOLS & EQUIPMENT	19.62	19.62
77466	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-30	TONER	168.98	
		291-6010-601.30-30	CREDIT FOR TONER	3.37-	
		291-6010-601.30-30	TONER	138.69	
		291-6010-601.30-30	TONER	308.27	
		291-6010-601.30-30	CREDIR FOR TONER	2.77-	
		291-6010-601.30-30	TONER	310.58	
		291-6010-601.30-30	CREDIT FOR TONER	6.16-	
		291-6010-601.30-30	CREDIT FOR TONER	6.21-	
		291-6010-601.50-12	ASSISTIVE DEVICES	1,420.50	2,328.51
77467	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.20-05	DOMAIN RENEWAL	40.34	
		291-6010-601.30-32	AMAZON FREE TIME	4.99	
		291-6010-601.20-05	SSL RENEWAL	169.99	
		291-6010-601.30-32	LOGMELN SUBSCRIPTION	367.49-	
		291-6010-601.30-32	LOGMELN SUBSCRIPTION	367.49	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.20-05	PAYFLOW PRO	54.10	
		291-6010-601.30-32	AMAZON FREETIME	9.99	
		291-6010-601.30-32	FONT LIBRARY SUBSCRIPTION	149.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	14.99	
		291-6010-601.30-32	APP FOR DIGITAL	15.93	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	49.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					558.33
77478	BEST BUY BUSINESS ADVANTAGE	291-6010-601.31-85	WIRELESS KEYBOARDS	159.43	
		291-6010-601.50-12	GOOGLE EXPEDITION	1,347.00	1,506.43
77524	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	395.73	
		291-6010-601.30-30	TONER/PARTS FOR COPIERS	19.50	
		291-6010-601.30-30	COPIER TONER AND PARTS	19.50	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	818.74	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	208.29	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	266.02	1,727.78
77549	MONOPRICE INC	291-6010-601.50-15	ETHERNET AND POWER CABLES	67.69	67.69
77558	PDQ.COM CORPORATION	291-6010-601.32-32	APP F/SOFTWARE UPDATES&	900.00	900.00
77559	PETROV, VALENTIN	291-6010-601.22-03	CYBER SECURITY CONFERENCE	56.79	56.79
77568	RMC IMAGING INC	291-6010-601.21-02	ST VIEWSCAN III DIGITAL	785.00	785.00
77571	SCANDIT INC	291-6010-601.30-32	SCANDIT BARCODE SCANNER	2,474.00	2,474.00
***** DIVISION TOTAL ****					11,306.59

Facilities

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	20			
77453	ACRES GROUP	291-6020-601.21-11	LAWN MAINTENANCE, OCTOBER	883.00	883.00
77454	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SRVC SEPTEMBER	2,407.33	2,407.33
77455	ADVANTAGE WINDOW TINTING INC	291-6020-601.21-11	WINDOW COVERING, FILM	594.00	594.00
77462	AMAZON.COM CREDIT	291-6020-601.21-11	RUBBERMAID BOX	287.78	287.78
77463	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SRVC - SEPTEMBER	89.00	
		291-6020-601.21-11	REGULAR SRVC - JULY'18	89.00	178.00
77464	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT - SEPTEMBER18	200.00	200.00
77465	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	BUILDING MAINT	8.79	8.79
77467	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	BOOKCASE FOR D EKL	76.99	76.99
77472	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	1,761.25	1,761.25
77488	COMED	291-6020-601.30-51	HEATING 8/7-9/6/18	1.64	
		291-6020-601.30-51	HEATING 8/7-9/6/18	34.23	35.87
77490	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	CONDENSER MOTOR INSPECT	710.00	710.00
77520	HOH WATER TECHNOLOGY INC	291-6020-601.21-11	LEGIONELLA TESTING	360.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	AUTOTROL METER 1"	92.64	452.64
77521	IGS	291-6020-601.30-51	NATURAL GAS - AUGUST'18	1,928.42	1,928.42
77525	INDECOR INC	291-6020-601.21-11	ROLLER SHADES FOR DIGITAL	2,350.00	2,350.00
77531	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6020-601.21-02	EQUIPMENT MAINT	261.23	261.23
77545	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS OCTOBER	4,599.00	4,599.00
77547	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINT SUPPLIES	404.34	465.30
		291-6020-601.21-11	BLDG MAINT SUPPLIES	60.96	
77551	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT WHITE	316.71	316.71
77553	NATIONWIDE POWER SOLUTIONS	291-6020-601.21-02	UPS SERVICE AGREEMENT	3,444.00	3,444.00
77554	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIBUTION	600.07	756.20
		291-6020-601.30-51	NATURAL GAS DISTRIBUTION	156.13	
77555	NOFFS SELF STORAGE INC	291-6020-601.21-11	PARADE VEHICLE STORAGE -	76.00	76.00
77556	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	SERVICE ON CAMUS BOILERS	6,681.00	6,681.00
77560	PIKE SYSTEMS INC	491-6020-601.50-15	EXTRACTOR MACHINE (carpet cleaner)	13,663.94	13,833.09
		291-6020-601.31-45	CLEANING SUPPLIES	169.15	
77561	PRIMEX WIRELESS INC	291-6020-601.21-02	FCC LICENSE - WEB BASED	337.00	337.00
77563	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	1,153.54	1,153.54
77572	SHERWIN HARDWARE INC	291-6020-601.21-11	BLDG MAINT SUPPLIES	39.94	58.51
		291-6020-601.21-11	BLDG MAINT SUPPLIES	18.57	
77577	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVICE/AUGUST 2018	931.24	931.24
77578	STAPLES ADVANTAGE	291-6020-601.31-45	SOAP	694.80	949.68
		291-6020-601.31-45	GLOVES	102.48	
		291-6020-601.31-45	SEAT COVERS	29.68	
		291-6020-601.31-45	DISINFECTANT SPRAY	81.48	
		291-6020-601.31-45	RETURN	34.74-	
		291-6020-601.31-45	DAMAGED	69.48-	
		291-6020-601.31-45	REPLACEMENT	69.48	
		291-6020-601.31-45	TAPE	75.98	
77591	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - AUGUST 2018	355.74	5,599.87
		291-6020-601.21-60	WATER/SEWER 7/3-8/29/2018	5,161.36	
		291-6020-601.21-60	WATER/SEWER 7/3-9/5/2018	82.77	
77595	1000BULBS.COM	291-6020-601.21-11	LIGHT BULBS	128.22	128.22
77596	20/10 ENGINEERING GROUP LLC	291-6020-601.50-15	DRAWGS FOR EX HAUST FAN	1,000.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,000.00
***** DIVISION TOTAL ****					52,464.66
***** DEPARTMENT TOTAL **					120,356.62

Specialty Info Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 05			
77458	ALA MEMBERSHIP	291-6405-601.22-02	ALA DUES - THORNTON R	214.00	214.00
77462	AMAZON.COM CREDIT	291-6405-601.32-01	BOOKMARKS	12.19	
		291-6405-601.32-90	BANDAGES	8.56	
		291-6405-601.32-01	PROGRAM SUPPLIES	17.48	
		291-6405-601.32-90	BANDAGES	4.96	
		291-6405-601.32-90	BANDAGES	8.34	
		291-6405-601.32-90	BANDAGES	22.71	
		291-6405-601.32-01	PROGRAM SUPPLIES	22.03	
		291-6405-601.32-90	CIRCULATION SUPPLIES	8.45	104.72
77465	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-01	PROGRAM SUPPLIES	30.97	
		291-6405-601.22-03	TRAVEL/TRAINING	31.28	
		291-6405-601.32-01	PROGRAM SUPPLIES	24.00	
		291-6405-601.22-03	TRAVEL/TRAINING	14.50	
		291-6405-601.32-01	PROGRAM SUPPLIES	3.00	
		291-6405-601.22-03	TRAVEL/TRAINING	3.92	
		291-6405-601.22-03	TRAVEL/TRAINING	11.78	119.45
77466	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	ULC TRAINING LUNCH	64.00	64.00
77467	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-02	MEMBERSHIP&WORKSHOP	60.00	
		291-6405-601.22-02	ITBE ORG DUES- T KARIM	35.00	
		291-6405-601.22-02	ITBE ORG DUES & WORKSHOP	60.00	
		291-6405-601.22-02	ITBE ORG DUES	35.00	
		291-6405-601.22-03	MCLS CONF - T SPICER	100.00	
		291-6405-601.22-03	HOTEL FOR MCLS - T SPICER	190.97	
		291-6405-601.22-03	WEBINAR	199.00	679.97
77487	COMDATA CORPORATION	291-6405-601.32-01	PROGRAM SUPPLIES	76.07	76.07
77518	HENQUINET,RICHARD	291-6405-601.22-18	RESUME REVIEWS, SEPTEMBER	420.00	420.00
77538	LACONI-PPLD	291-6405-601.22-03	SERVICE DESIGN F/LIBRARY	25.00	25.00
77542	MADAY,JULIE I	291-6405-601.22-18	RESUME REVIEWS -SEPTEMBER	60.00	60.00
77576	SPICER,TOM	291-6405-601.22-03	COMMUNITY ENGAGEMENT	289.04	289.04
77593	WAREHOUSE DIRECT	291-6405-601.30-05	OFFICE SUPPLIES	40.68	40.68
***** DIVISION TOTAL ****					2,092.93

Customer Services

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
77462	AMAZON.COM CREDIT	291-6420-601.32-90	RECEIPT PAPER	661.00	
		291-6420-601.30-05	OFFICE SUPPLIES	30.70	691.70
77465	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-01	PROGRAM SUPPLIES	23.88	
		291-6420-601.22-03	TRAVEL/TRAINING	2.72	
		291-6420-601.22-03	TRAVEL/TRAINING	16.57	43.17
77467	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.30-05	RETURN	62.32-	
		291-6420-601.32-90	POSTER	28.85	
		291-6420-601.30-05	PLASTIC DRAWER	62.32	28.85
77494	DEMCO INC	291-6420-601.30-05	HANGUP BAGS	77.07	
		291-6420-601.30-05	CALENDAR	24.34	101.41
77511	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	OFFICE SUPPLIES	14.24	
		291-6420-601.30-05	OFFICE SUPPLIES	20.56	34.80
77523	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SRVS/AUGUST 2018	830.75	830.75
77562	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SERVICES	185.30	
		291-6420-601.21-65	DELIVERY SERVICES	207.10	
		291-6420-601.21-65	DELIVERY SERVICES	207.10	599.50
77581	TMU LOGISTICS LLC	291-6420-601.30-05	WIPES	81.05	81.05
77584	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS AUGUST	116.35	116.35
77593	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	79.87	
		291-6420-601.30-05	CC OFFICE SUPPLIES	73.28	
		291-6420-601.30-05	OFFICE SUPPLIES	50.07	203.22
***** DIVISION TOTAL ****					2,730.80

Programs & Exhibits

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
64	User Services	40			
77460	ALBERTSONS/SAFEWAY	291-6440-601.32-02	PROGRAM EVENTS	62.93	62.93
77462	AMAZON.COM CREDIT	291-6440-601.32-02	KW FLOOR TOYS	96.86	
		291-6440-601.32-02	PROGRAM EVENTS	37.94	
		291-6440-601.32-02	MINI LEAVES	8.93	
		291-6440-601.32-02	GAME	37.00	
		291-6440-601.32-02	PLAY DOUGH	57.37	238.10
77465	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	SOCCER FUN, 7/12	225.00	
		291-6440-601.32-02	PROGRAM EVENTS	40.00	
		291-6440-601.32-02	PROGRAM EVENTS	21.38	
		291-6440-601.32-02	PROGRAM EVENTS	23.94	
		291-6440-601.32-02	PROGRAM EVENTS	33.73	
		291-6440-601.32-02	PROGRAM EVENTS	40.94	
		291-6440-601.32-02	PROGRAM EVENTS	8.72	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.22-03	TRAVEL/TRAINING	30.00	
		291-6440-601.32-02	PROGRAM EVENTS	28.97	
		291-6440-601.32-02	PROGRAM EVENTS	9.12	
		291-6440-601.32-02	PROGRAM EVENTS	6.99	
		291-6440-601.22-18	ASL INTERPRETATION SERVS,	100.00	
		291-6440-601.22-18	MYSTERY DISCUSSION GROUP,	200.00	768.79
77467	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-03	ADVANCED ECOURSE	450.00	
		291-6440-601.32-02	OBOV AUTHOR EVENT, 10/18	79.79	
		291-6440-601.32-02	OBOV AUTHOR EVENT, 10/18	83.97	
		291-6440-601.32-02	PROGRAM EVENTS	39.98	
		291-6440-601.32-02	PROGRAM EVENTS	43.24	
		291-6440-601.22-02	ILA DUES - M BINDER	100.00	796.98
77477	BENSON, RAYMOND	291-6440-601.22-18	OBOV/PIANO PROJECT	150.00	150.00
77480	BISTRO CHEN	291-6440-601.32-02	NOVEL EXPERIENCE BOOK	100.00	100.00
77481	CALDERON, CARLOS	291-6440-601.22-18	SUGAR SKULL WORKSHOP	350.00	350.00
77482	CAMRON, RON	291-6440-601.22-18	RON AND SANDIE: A TRIBUTE	250.00	250.00
77487	COMDATA CORPORATION	291-6440-601.32-02	PROGRAM EVENTS	783.87	783.87
77492	COSTUME SPECIALISTS	291-6440-601.32-02	SCHOOL READING NIGHT	280.00	280.00
77495	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	SUPPLIES FOR PLAYGROUPS	62.35	62.35
77497	EKSTAM, MARY HELEN	291-6440-601.22-18	OBOV MUSICAL & THE BRAIN	150.00	150.00
77498	EQUIP FOR EQUALITY	291-6440-601.22-18	RIGHTS & RESOURCES, 10/22	250.00	250.00
77500	FAMBRO MANAGEMENT	291-6440-601.22-18	CHESS CLUB INSTR, 11/18	100.00	100.00
77507	FREIMAN, BRIAN	291-6440-601.22-18	RIGHTS & RESOURCES, 11/14	250.00	250.00
77508	FRENCH BATTLEFIELDS	291-6440-601.22-18	BATTLE OF THE BULGE	100.00	100.00
77509	FUN EXPRESS LLC	291-6440-601.32-02	PROGRAM SUPPLIES	34.19	
		291-6440-601.32-02	PROGRAM EVENTS	415.72	449.91
77528	JAVIERS RESTAURANT	291-6440-601.32-02	MYSTERY BOOK DISCUSSION	100.00	100.00
77529	JEWISH CHILD & FAMILY SERVICES	291-6440-601.22-18	JOB SEEKING F/PEOPLE WITH	150.00	150.00
77533	KITTREDGE, JULIE	291-6440-601.22-18	PERSONAL BRANDING IN YOUR	175.00	175.00
77534	KNABB, JACOB S	291-6440-601.22-18	WRITER'S INK FACILITATION	150.00	150.00
77535	KOHL CHILDRENS MUSEUM	291-6440-601.22-18	CHAGALL FOR CHILDREN	6,000.00	6,000.00
77536	KRAYBILL, RICHARD	291-6440-601.22-18	ADULT BUSINESS PROGRAM	50.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					50.00
77539	LAKESHORE LEARNING MATERIALS	291-6440-601.32-02	PROGRAM EVENTS	53.99	
		291-6440-601.32-02	ALPHABET BUBBLES	34.99	88.98
77543	MANE IN HEAVEN	291-6440-601.22-18	MINI HORSES VISIT,10/6	300.00	300.00
77546	MCNULTY,ALAYNE	291-6440-601.22-18	CREATIVE AGING:ART,SUPPL	420.00	420.00
77564	RAND,JANET	291-6440-601.22-18	POLITICS AT THE DINNER	200.00	200.00
77566	REYNOLDS,JASON	291-6440-601.22-18	AUTHOR VISIT,4APPEARANCES	12,000.00	12,000.00
77567	RIEHECKY,JANET	291-6440-601.22-18	DINOSAUR ENCOUNTERS,11/24	400.00	400.00
77575	SON,ALICE	291-6440-601.32-02	TEEN SUMMER READING	250.38	
		291-6440-601.32-02	TEEN ADVISORY BOARD PIZZA	125.67	
		291-6440-601.32-02	TEEN FINALS STUDY LOUNGE	311.46	687.51
77579	SWIDERSKI,ANN	291-6440-601.22-18	ESL WRITING CLASS,OCTOBER	125.00	125.00
77585	UPBEAT MUSIC CORPORATION	291-6440-601.22-18	PIANO PERFORMANCE, 9/19	150.00	150.00
77592	VRABLIK,LISA	291-6440-601.22-18	MINECRAFT, 2 PROGR, 11/10	400.00	400.00
***** DIVISION TOTAL ****					26,539.42

Digital Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50			
77458	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES - BERGER G	280.00	
		291-6450-601.22-02	ALA DUES - OLICHWIER D	166.00	446.00
77462	AMAZON.COM CREDIT	291-6450-601.31-85	CANNON LENS CAP	12.99	12.99
77467	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	NINTENDO FOR TECH FAIR	69.99	
		291-6450-601.31-85	NINTENDO FOR TECH FAIR	299.99	
		291-6450-601.31-85	NINTENDO FOR TECH FAIR	49.99	419.97
77471	B & H PHOTO VIDEO	291-6450-601.31-85	PRODUCTION AUD INTERFACE	599.95	599.95
77496	EBSCO INFORMATION SERVICES	291-6450-601.32-78	AV MTLs	1,500.00	1,500.00
77511	GARVEYS OFFICE PRODUCTS	291-6450-601.30-05	OFFICE SUPPLIES	11.81	11.81
77580	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFORMATION CHARGES	910.98	910.98
77590	VERY SMART PEOPLE	291-6450-601.22-03	TECH TRAINING MEETING,	200.00	200.00
***** DIVISION TOTAL ****					4,101.70

Collection Services

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
77462	AMAZON.COM CREDIT	291-6470-601.32-80	BOOKS	28.62	
		291-6470-601.32-80	BOOKS	42.70	
		291-6470-601.32-80	BOOKS	71.84	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	22.81	
		291-6470-601.32-80	BOOKS	14.53	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	26.49	
		291-6470-601.32-80	BOOKS	59.00	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	35.07	
		291-6470-601.32-80	BOOKS	12.50	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-75	AV MTLs	19.02	
		291-6470-601.32-75	AV MTLs	71.98	
		291-6470-601.32-75	AV MTLs	28.28	
		291-6470-601.32-75	AV MTLs	140.28	
		291-6470-601.32-75	AV MTLs	30.58	
		291-6470-601.32-75	AV MTLs	69.95	
		291-6470-601.32-75	AV MTLs	77.35	
		291-6470-601.32-75	AV MTLs	173.19	
		291-6470-601.32-75	AV MTLs	43.49	
		291-6470-601.32-95	PERIODICALS	27.61	
		291-6470-601.32-95	PERIODICALS	9.68-	
		291-6470-601.32-75	AV MTLs	15.59	
		291-6470-601.32-75	AV MTLs	119.70	
		291-6470-601.32-75	AV MTLs	24.72	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	22.65	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	43.96	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	22.00	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	126.66	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	55.68	
		291-6470-601.32-75	AV MTLs	239.64	
		291-6470-601.32-75	AV MTLs	7.50	
		291-6470-601.32-75	AV MTLs	10.98	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	431.91	
		291-6470-601.32-75	AV MTLs	18.00	
		291-6470-601.32-75	AV MTLs	75.74	
		291-6470-601.32-75	AV MTLs	12.89	
		291-6470-601.32-75	AV MTLs	8.99	
		291-6470-601.32-75	AV MTLs	66.47	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	51.96	
		291-6470-601.32-75	AV MTLs	24.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	11.57	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	19.32	
		291-6470-601.32-75	AV MTLs	29.98	
		291-6470-601.32-75	AV MTLs	14.48	
		291-6470-601.32-75	AV MTLs	25.80	
		291-6470-601.32-75	AV MTLs	31.16	
		291-6470-601.32-75	AV MTLs	215.25	
		291-6470-601.32-75	AV MTLs	55.99	
		291-6470-601.32-75	AV MTLs	59.96	
		291-6470-601.32-75	AV MTLs	30.99	
		291-6470-601.32-75	AV MTLs	24.43	
		291-6470-601.32-75	AV MTLs	99.94	
		291-6470-601.32-75	AV MTLs	35.38	
		291-6470-601.32-75	AV MTLs	47.10	
		291-6470-601.32-75	AV MTLs	199.68	
		291-6470-601.32-75	AV MTLs	479.92	
		291-6470-601.32-75	AV MTLs	79.95	
		291-6470-601.32-75	AV MTLs	43.49	
		291-6470-601.32-75	AV MTLs	124.75	
		291-6470-601.32-75	AV MTLs	9.59	
		291-6470-601.32-80	BOOKS	23.94	
		291-6470-601.32-80	BOOKS	13.55	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	8.83	
		291-6470-601.32-80	BOOKS	32.38	
		291-6470-601.32-80	BOOKS	18.30	
		291-6470-601.32-80	BOOKS	88.31	
		291-6470-601.32-80	BOOKS	12.88	
		291-6470-601.32-80	BOOKS	13.25	
		291-6470-601.32-80	BOOKS	20.43	
		291-6470-601.32-80	BOOKS	42.54	
		291-6470-601.32-80	BOOKS	113.62	
		291-6470-601.32-80	BOOKS	8.92	
		291-6470-601.32-80	BOOKS	23.54	
		291-6470-601.32-80	BOOKS	41.74	
		291-6470-601.32-80	BOOKS	35.54	
		291-6470-601.32-80	BOOKS	10.95	
		291-6470-601.32-95	PERIODICALS	28.98	
		291-6470-601.32-75	AV MTLs	19.40	
		291-6470-601.32-75	AV MTLs	29.94	
		291-6470-601.32-75	AV MTLs	44.22	
		291-6470-601.32-75	AV MTLs	63.92	
		291-6470-601.32-75	AV MTLs	150.87	
		291-6470-601.32-75	AV MTLs	59.95	
		291-6470-601.32-75	AV MTLs	53.43	
		291-6470-601.32-75	AV MTLs	45.49	
		291-6470-601.32-75	AV MTLs	139.40	
		291-6470-601.32-75	AV MTLs	11.00	
		291-6470-601.32-80	BOOKS	111.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	16.10	
		291-6470-601.32-80	BOOKS	15.04	
		291-6470-601.32-80	BOOKS	11.15	
		291-6470-601.32-80	BOOKS	58.89	
		291-6470-601.32-80	BOOKS	52.41	
		291-6470-601.32-80	BOOKS	7.95	
		291-6470-601.32-80	BOOKS	10.25	
		291-6470-601.32-80	BOOKS	30.32	
		291-6470-601.32-80	BOOKS	9.59	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	38.26	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	64.49	
		291-6470-601.32-80	BOOKS	101.47	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	112.37	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	64.14	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	17.09	
		291-6470-601.32-80	BOOKS	40.74	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	97.39	
		291-6470-601.32-80	BOOKS	50.08	
		291-6470-601.32-80	BOOKS	20.43	
		291-6470-601.32-80	BOOKS	193.20	
		291-6470-601.32-80	BOOKS	17.67	
		291-6470-601.32-80	BOOKS	91.86	
		291-6470-601.32-80	BOOKS	16.17	
		291-6470-601.32-80	BOOKS	11.69	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	21.13	
		291-6470-601.32-80	BOOKS	89.91	
		291-6470-601.32-80	BOOKS	14.78	
		291-6470-601.32-80	BOOKS	12.90	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	13.95	
		291-6470-601.32-80	BOOKS	10.17	
		291-6470-601.32-80	BOOKS	79.58	
		291-6470-601.32-80	BOOKS	35.41	
		291-6470-601.32-80	BOOKS	140.16	
		291-6470-601.32-95	PERIODICALS	24.44	
		291-6470-601.32-95	PERIODICALS	16.98	
		291-6470-601.32-95	PERIODICALS	23.29	
		291-6470-601.32-75	AV MTLs	9.19	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	45.49	
		291-6470-601.32-75	AV MTLs	113.93	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL	25.73	
		291-6470-601.32-75	AV MTL	22.61	
		291-6470-601.32-75	AV MTL	7.99	
		291-6470-601.32-75	AV MTL	39.60	
		291-6470-601.32-75	AV MTL	9.98	
		291-6470-601.32-75	AV MTL	21.99	
		291-6470-601.32-75	AV MTL	59.00	
		291-6470-601.32-75	AV MTL	10.82	
		291-6470-601.32-75	AV MTL	4.55-	
		291-6470-601.32-75	AV MTL	36.46	
		291-6470-601.32-80	BOOKS	45.06	
		291-6470-601.32-80	BOOKS	84.99	
		291-6470-601.32-80	BOOKS	12.14	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	16.77	
		291-6470-601.32-80	BOOKS	56.43	
		291-6470-601.32-80	BOOKS	25.70	
		291-6470-601.32-80	BOOKS	10.20	
		291-6470-601.32-80	BOOKS	25.67	
		291-6470-601.32-80	BOOKS	12.78	
		291-6470-601.30-05	OFFICE SUPPLIES	11.22	
		291-6470-601.32-80	BOOKS	8.79	
		291-6470-601.32-80	BOOKS	8.74	
		291-6470-601.32-80	BOOKS	8.79	
		291-6470-601.32-80	BOOKS	22.62	
		291-6470-601.32-80	BOOKS	21.37	
		291-6470-601.32-80	BOOKS	41.83	
		291-6470-601.32-80	BOOKS	23.79	
		291-6470-601.32-80	BOOKS	29.90	
		291-6470-601.32-80	BOOKS	14.47	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	21.98	
		291-6470-601.32-80	BOOKS	29.98	
		291-6470-601.32-80	BOOKS	14.85	
		291-6470-601.32-80	BOOKS	15.29	
		291-6470-601.32-80	BOOKS	25.00	
		291-6470-601.32-80	BOOKS	11.73	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	8.94	
		291-6470-601.32-80	BOOKS	74.91	
		291-6470-601.32-80	BOOKS	110.35	
		291-6470-601.32-80	BOOKS	44.57	
		291-6470-601.32-75	AV MTL	9.61	
		291-6470-601.32-75	AV MTL	52.71	
		291-6470-601.32-75	AV MTL	8.99	
		291-6470-601.32-75	AV MTL	22.28	
		291-6470-601.32-75	AV MTL	9.98-	
		291-6470-601.32-75	AV MTL	13.44	
		291-6470-601.32-75	AV MTL	39.95	
		291-6470-601.32-75	AV MTL	18.98	
		291-6470-601.32-75	AV MTL	120.23	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	7.99	
		291-6470-601.32-95	PERIODICALS	37.98	
		291-6470-601.32-95	PERIODICALS	11.58	8,949.47
77465	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	7.99	
		291-6470-601.22-03	TRAVEL/TRAINING	55.13	
		291-6470-601.32-95	PERIODICALS	7.99	71.11
77466	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-80	BOOKS	29.54	
		291-6470-601.32-80	BOOKS	1.74-	27.80
77467	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	13.49	
		291-6470-601.32-80	BOOKS	.01-	
		291-6470-601.32-75	AV MTLs	98.97	
		291-6470-601.32-80	BOOKS	44.90	
		291-6470-601.32-95	PERIODICALS	56.13	
		291-6470-601.32-95	PERIODICALS	25.14	
		291-6470-601.32-95	PERIODICALS	15.45	
		291-6470-601.32-75	AV MTLs	135.44	
		291-6470-601.32-80	BOOKS	22.04	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	3.75-	
		291-6470-601.32-80	BOOKS	119.25	
		291-6470-601.32-80	BOOKS	7.95	
		291-6470-601.32-80	BOOKS	55.65	
		291-6470-601.32-75	AV MTLs	63.74	
		291-6470-601.32-75	AV MTLs	18.63	
		291-6470-601.32-75	AV MTLs	21.00	
		291-6470-601.32-80	BOOKS	56.16	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	142.48	
		291-6470-601.32-75	AV MTLs	244.94	
		291-6470-601.32-95	PERIODICALS	240.00	
		291-6470-601.32-75	AV MTLs	36.85	
		291-6470-601.32-75	AV MTLs	1.87-	
		291-6470-601.32-95	PERIODICALS	87.82	
		291-6470-601.32-95	PERIODICALS	13.49	
		291-6470-601.32-95	PERIODICALS	37.43	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-95	PERIODICALS	25.90	
		291-6470-601.22-85	DVD CASES	233.00	1,882.13
77474	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	275.18	
		291-6470-601.32-80	BOOKS	738.06	
		291-6470-601.32-80	BOOKS	1,222.62	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	729.82	
		291-6470-601.32-80	BOOKS	1,299.37	
		291-6470-601.32-80	BOOKS	351.61	
		291-6470-601.32-80	BOOKS	118.83	
		291-6470-601.32-80	BOOKS	587.67	
		291-6470-601.32-80	BOOKS	1,748.99	
		291-6470-601.32-80	BOOKS	540.11	
		291-6470-601.32-80	BOOKS	439.38	
		291-6470-601.32-80	BOOKS	1,168.34	
		291-6470-601.32-80	BOOKS	468.15	
		291-6470-601.32-80	BOOKS	1,217.89	
		291-6470-601.32-80	BOOKS	184.06	
		291-6470-601.32-80	BOOKS	734.26	
		291-6470-601.32-80	BOOKS	1,024.10	
		291-6470-601.32-80	BOOKS	360.37	
		291-6470-601.32-80	BOOKS	156.18	
		291-6470-601.32-80	BOOKS	248.65	
		291-6470-601.32-80	BOOKS	529.66	
		291-6470-601.32-80	BOOKS	355.32	
		291-6470-601.32-80	BOOKS	215.23	
		291-6470-601.32-80	BOOKS	1,198.33	
		291-6470-601.32-80	BOOKS	38.07	
		291-6470-601.32-80	BOOKS	295.48	
		291-6470-601.32-80	BOOKS	477.77	
		291-6470-601.32-80	BOOKS	68.61	
		291-6470-601.32-80	BOOKS	678.00	
		291-6470-601.32-80	BOOKS	45.75	
		291-6470-601.32-80	BOOKS	405.31	
		291-6470-601.32-80	BOOKS	396.06	
		291-6470-601.32-80	BOOKS	1,493.11	
		291-6470-601.32-80	BOOKS	286.43	
		291-6470-601.32-80	BOOKS	112.20	
		291-6470-601.32-80	BOOKS	254.83	
		291-6470-601.32-80	BOOKS	244.93	
		291-6470-601.32-80	BOOKS	34.92	
		291-6470-601.32-80	BOOKS	165.05	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	381.61	
		291-6470-601.32-80	BOOKS	392.46	
		291-6470-601.32-80	BOOKS	77.22	
		291-6470-601.32-80	BOOKS	642.81	
		291-6470-601.32-80	BOOKS	348.74	
		291-6470-601.32-80	BOOKS	622.09	
		291-6470-601.32-80	BOOKS	210.45	
		291-6470-601.32-80	BOOKS	317.66	
		291-6470-601.32-80	BOOKS	1,019.94	
		291-6470-601.32-80	BOOKS	469.66	
		291-6470-601.32-80	BOOKS	219.62	
		291-6470-601.32-80	BOOKS	290.65	
		291-6470-601.32-80	BOOKS	1,600.74	
		291-6470-601.32-80	BOOKS	317.74	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	207.66	
		291-6470-601.32-80	BOOKS	32.80	
		291-6470-601.32-80	BOOKS	193.25	
		291-6470-601.32-80	BOOKS	192.61	
		291-6470-601.32-80	BOOKS	134.65	
		291-6470-601.32-80	BOOKS	90.38	
		291-6470-601.32-80	BOOKS	515.08	
		291-6470-601.32-80	BOOKS	200.64	
		291-6470-601.32-80	BOOKS	789.61	
		291-6470-601.32-80	BOOKS	323.56	
		291-6470-601.32-75	AV MTLs	148.44	
		291-6470-601.32-75	AV MTLs	63.54	
		291-6470-601.32-75	AV MTLs	41.46	
		291-6470-601.32-75	AV MTLs	71.83	
		291-6470-601.32-75	AV MTLs	164.31	
		291-6470-601.32-75	AV MTLs	467.39	
		291-6470-601.32-75	AV MTLs	88.40	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	312.75	
		291-6470-601.22-85	PROC SERVS	193.80	
		291-6470-601.22-85	PROC SERVS	378.15	
		291-6470-601.22-85	PROC SERVS	44.80	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	23.95	
		291-6470-601.22-85	PROC SERVS	216.60	
		291-6470-601.22-85	PROC SERVS	627.00	
		291-6470-601.22-85	PROC SERVS	228.00	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	406.60	
		291-6470-601.22-85	PROC SERVS	143.70	
		291-6470-601.22-85	PROC SERVS	437.00	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	182.40	
		291-6470-601.22-85	PROC SERVS	278.55	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	323.00	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	361.00	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	585.20	
		291-6470-601.22-85	PROC SERVS	109.85	
		291-6470-601.22-85	PROC SERVS	193.80	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	117.60	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	87.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	269.80	
		291-6470-601.22-85	PROC SERVS	467.40	
		291-6470-601.22-85	PROC SERVS	528.20	
		291-6470-601.22-85	PROC SERVS	173.30	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	212.80	
		291-6470-601.32-80	BOOKS	524.50	
		291-6470-601.32-80	BOOKS	267.72	
		291-6470-601.32-80	BOOKS	303.97	
		291-6470-601.32-80	BOOKS	476.81	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.32-80	BOOKS	1,033.96	
		291-6470-601.32-80	BOOKS	1,230.70	
		291-6470-601.32-80	BOOKS	1,569.41	
		291-6470-601.32-80	BOOKS	678.94	
		291-6470-601.32-80	BOOKS	266.13	
		291-6470-601.32-80	BOOKS	820.06	
		291-6470-601.32-80	BOOKS	256.82	
		291-6470-601.32-80	BOOKS	449.95	
		291-6470-601.32-80	BOOKS	112.09	
		291-6470-601.32-80	BOOKS	928.82	49,316.02
77475	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	110.05	
		291-6470-601.32-75	AV MTLs	1,260.55	
		291-6470-601.32-75	AV MTLs	135.13	
		291-6470-601.32-75	AV MTLs	39.00	
		291-6470-601.32-75	AV MTLs	430.25	
		291-6470-601.32-75	AV MTLs	1,790.24	
		291-6470-601.32-75	AV MTLs	251.32	
		291-6470-601.32-75	AV MTLs	75.39	
		291-6470-601.32-75	AV MTLs	348.26	
		291-6470-601.32-75	AV MTLs	113.65	
		291-6470-601.32-75	AV MTLs	32.14	
		291-6470-601.32-75	AV MTLs	3,392.92	
		291-6470-601.32-75	AV MTLs	27.99	
		291-6470-601.32-75	AV MTLs	133.54	
		291-6470-601.32-75	AV MTLs	431.37	
		291-6470-601.32-75	AV MTLs	108.60	
		291-6470-601.32-75	AV MTLs	90.21	
		291-6470-601.32-75	AV MTLs	1,905.05	
		291-6470-601.32-75	AV MTLs	573.20	
		291-6470-601.32-75	AV MTLs	273.73	
		291-6470-601.32-75	AV MTLs	416.96	11,939.55
77476	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	1,002.84	
		291-6470-601.32-75	AV MTLs	1,274.13	
		291-6470-601.32-80	BOOKS	240.00	2,516.97
77479	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	3,322.93	
		291-6470-601.32-80	BOOKS	5,272.97	
		291-6470-601.32-75	AV MTLs	66.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	3,157.43	11,819.83
77485	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	101.28	101.28
77489	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	42.90	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-95	EMPL REIMB PURCHASE	19.95	66.84
77491	COMPUTYPE INC	291-6470-601.32-05	CD/DVD DONUTS	954.51	954.51
77493	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	40.43	
		291-6470-601.32-95	PERIODICALS	70.74	
		291-6470-601.32-95	PERIODICALS	299.36	
		291-6470-601.32-95	PERIODICALS	73.77	
		291-6470-601.32-95	PERIODICALS	299.35	783.65
77496	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	708.20	
		291-6470-601.32-95	PERIODICALS	56.21-	651.99
77502	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MTLs	389.97	389.97
77505	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	20.39	
		291-6470-601.32-80	BOOKS	62.87	83.26
77506	FOOD & FAMILY	291-6470-601.32-95	PERIODICALS	13.98	13.98
77510	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	847.77	
		291-6470-601.32-80	BOOKS	59.18	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	83.97	
		291-6470-601.32-80	BOOKS	27.18	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	127.16	
		291-6470-601.32-80	BOOKS	44.98	
		291-6470-601.32-80	BOOKS	40.75	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	102.37	
		291-6470-601.32-80	BOOKS	31.19	1,637.08
77511	GARVEYS OFFICE PRODUCTS	291-6470-601.30-05	OFFICE SUPPLIES	133.40	
		291-6470-601.30-05	OFFICE SUPPLIES	8.78	
		291-6470-601.32-90	MONTHLY WIPES	123.24	
		291-6470-601.30-05	OFFICE SUPPLIES	27.42	
		291-6470-601.30-05	OFFICE SUPPLIES	31.77-	261.07
77514	GRASS ROOTS PRESS	291-6470-601.32-75	AV MTLs	153.85	153.85
77515	GREAT COURSES	291-6470-601.32-75	AV MTLs	79.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	89.95	
		291-6470-601.32-75	AV MTLs	577.05	746.95
77522	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	93.75	
		291-6470-601.32-80	BOOKS	131.25	356.25
77526	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOK	193.61	
		291-6470-601.32-80	BOOK	11.97	
		291-6470-601.32-80	BOOK	92.33	
		291-6470-601.32-80	BOOK	26.33	
		291-6470-601.32-80	BOOK	142.11	
		291-6470-601.32-80	BOOKS	59.01	
		291-6470-601.32-80	BOOKS	86.33	
		291-6470-601.32-80	BOOKS	24.57	
		291-6470-601.32-80	BOOKS	52.55	
		291-6470-601.32-80	BOOKS	15.26	
		291-6470-601.32-80	BOOKS	5.08	
		291-6470-601.32-80	BOOKS	45.34	
		291-6470-601.32-80	BOOKS	46.33	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	151.90	
		291-6470-601.32-80	BOOKS	163.99	
		291-6470-601.32-80	BOOKS	217.50	
		291-6470-601.32-80	BOOKS	53.68	
		291-6470-601.32-75	AV MTLs	16.49	
		291-6470-601.32-80	BOOKS	98.75	
		291-6470-601.32-80	BOOKS	27.00	
		291-6470-601.32-80	BOOKS	122.17	
		291-6470-601.32-80	BOOKS	74.65	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	10.20	
		291-6470-601.32-80	BOOKS	38.69	
		291-6470-601.32-80	BOOKS	84.22	
		291-6470-601.32-80	BOOKS	271.17	
		291-6470-601.32-80	BOOKS	42.18	
		291-6470-601.32-80	BOOKS	46.99	
		291-6470-601.32-80	BOOKS	258.16	
		291-6470-601.32-80	BOOKS	33.82	
		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	20.38	
		291-6470-601.32-80	BOOKS	94.30	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	106.86	2,926.69
77527	JANWAY COMPANY USA INC	291-6470-601.32-05	HANGING MEDIA BAGS	310.81	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					310.81
77532	KANOPY LLC	291-6470-601.32-75	AV MTLs	378.00	378.00
77544	MARCIVE INC	291-6470-601.22-85	RENEWAL OF MARCIVE	416.59	416.59
77548	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	276.59	
		291-6470-601.32-75	AV MTLs	111.18	
		291-6470-601.32-75	AV MTLs	113.67	
		291-6470-601.32-75	AV MTLs	8,729.25	9,230.69
77552	NATIONAL APPRAISAL GUIDES	291-6470-601.32-95	PERIODICALS	80.00	80.00
77565	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	82.20	
		291-6470-601.32-75	AV MTLs	158.47	
		291-6470-601.32-75	AV MTLs	110.63	
		291-6470-601.32-75	AV MTLs	82.20	
		291-6470-601.32-95	PERIODICALS	11,439.94	
		291-6470-601.32-95	PERIODICALS	3,600.00	
		291-6470-601.32-95	PERIODICALS	65.97	15,539.41
77570	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	169.37	169.37
77574	SOAP OPERA DIGEST	291-6470-601.32-95	PERIODICALS	94.96	94.96
77582	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	486.70	
		291-6470-601.32-80	BOOKS	36.45	523.15
77593	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	26.49	
***** DIVISION TOTAL ****					122,419.72
***** DEPARTMENT TOTAL **					157,884.57
***** GRAND TOTAL *****					282,387.93

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	268,723.99
491	Capital Projects-Library	13,663.94
**** TOTAL ALL FUNDS ****		282,387.93

October 16, 2018

**Arlington Heights Memorial Library
Special Funds Summary
9/30/2018**

Count 39

	Account	Amount	Description	Staff
Check # 1521- Todaro Anna	6440-2218	\$ 225.00	Soccer Fun 7/12/2018	L Priest
Check # 1521-Raymond Benson	6004-2218	\$ 700.00	Ray Movie Club Sept.& Oct. 2018	M Matkowski
Check # 1522-AHML - Dann Gire	6004-2218	\$ 700.00	Dann Movie Club Sept.& Oct. 2018	M Matkowski
Check # 1523-AHML - Verizon Wireless	6001-2270	\$ 370.99	Telephone 7/26-8/25/2018	L Plakhotnyuk
Check # 1524-AHML - Petty Cash				
9/10/2018	6470-3295	\$ 7.99	Periodicals	M Szymanek
	6440-3202	\$ 40.00	Program Events	A Son
	6004-3202	\$ 27.63	Program Events	A Son
	6440-3202	\$ 21.38	Program Events	A Son
	6440-3202	\$ 23.94	Program Events	A Son
	6440-3202	\$ 33.73	Program Events	A Son
	6004-3202	\$ 30.00	Program Events	A Son
	6004-3202	\$ 18.84	Program Events	M Young
	6440-3202	\$ 40.94	Program Events	M Young
	6420-3201	\$ 23.88	Program Supplies	E Boldizsar
	6405-3201	\$ 30.97	Program Supplies	A Son
	6010-3185	\$ 19.62	Small Tools and Equipment	E McMinn
	6001-2205	\$ 24.70	Postage	J Moravec
	6470-2203	\$ 55.13	Travel/Training	L Bobis
9/17/2018	6001-3272	\$ 24.96	Special Events	E Balzer
	6002-3272	\$ 7.66	Special Events	P Aichele
	6420-2203	\$ 2.72	Travel/Training	M Maier
	6405-2203	\$ 31.28	Travel/Training	T Karim
	6440-3202	\$ 8.72	Program Events	N Murray
9/24/2018	6020-2111	\$ 8.79	Building Maintenance	G Leclair
	6440-2203	\$ 30.00	Travel/Training	C Ng-He
	6405-3201	\$ 24.00	Program Supplies	E Mather
	6405-2203	\$ 14.50	Travel/Training	E Mather
	6440-3202	\$ 28.97	Program Events	E Loeffler
9/28/2018	6470-3295	\$ 7.99	Periodicals	M Szymanek
	6405-3201	\$ 3.00	Program Supplies	L Draftz
	6004-3202	\$ 48.58	Program Events	L Draftz
	6405-2203	\$ 3.92	Travel/Training	K Bailey
	6440-3202	\$ 9.12	Program Events	K Bailey
	6420-2203	\$ 16.57	Travel/Training	R Kunkel
	6001-2205	\$ 16.00	Postage	J Moravec
	6440-3202	\$ 6.99	Program Events	D Malik
	6405-2203	\$ 11.78	Travel/Training	D Malik
Check # 1525-Ermelinda Ponticelli	6440-2218	\$ 100.00	ASL Interpretation Services 10/1/18	M Matkowski
Check # 1526-Charlie Donlea	6440-2218	\$ 200.00	Mystery Discussion Group 10/1/18	M Binder
Check # 1527-VOID		\$ -		
		<u>\$ 3,000.29</u>		

October 16, 2018

**Arlington Heights Memorial Library
American Express Card Summary
9/30/2018**

CARDHOLDER	ACCOUNT	AMOUNT	VENDOR	DESCRIPTION
	Count	81		
M. Driskell	489-90-00	\$ (56.14)	AMEX Cash back rebate	Other Income/Rebate
M. Szymanek	6470-3295	\$ 13.49	MY MAG STORE	Periodicals
	6470-3280	\$ (0.01)	AMZ*AMAZON.CO.UK	Book
	6470-3275	\$ 98.97	BESTBUYCOM	AV Mtls
	6470-3280	\$ 44.90	FLUTEGVC	Book
	6470-3295	\$ 56.13	HARVARD BUS PUBLISHI	Periodicals
	6470-3295	\$ 25.14	AMZ*FORKS	Periodicals
	6470-3295	\$ 15.45	MY MAG STORE	Periodicals
	6470-3275	\$ 135.44	PBS EDUCATION SALES	AV Mtls
	6470-3280	\$ 22.04	AMAZON.CO.UK	Book
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
	6470-3275	\$ (3.75)	GAMESTOP.COM	AV Mtls
	6470-3280	\$ 119.25	BARNES&NOBLE.COM	Book
	6470-3280	\$ 7.95	BARNES&NOBLE.COM	Book
	6470-3280	\$ 55.65	BARNES&NOBLE.COM	Book
	6470-3275	\$ 63.74	GAMESTOP.COM	AV Mtls
	6470-3275	\$ 18.63	CDBABY.COM	AV Mtls
	6470-3275	\$ 21.00	SANDBAG LTD	AV Mtls
	6470-3280	\$ 56.16	AMZN MKTP	Book
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
	6470-3275	\$ 142.48	GAMESTOP.COM	AV Mtls
	6470-3275	\$ 244.94	USA*ACORNUSA	AV Mtls
	6470-3295	\$ 240.00	THE CHARTIST INC	Periodicals
	6470-3275	\$ 36.85	GAMESTOP.COM	AV Mtls
	6470-3275	\$ (1.87)	GAMESTOP.COM	AV Mtls
	6470-3295	\$ 87.82	STAMPINGTON	Periodicals
	6470-3295	\$ 13.49	MY MAG STORE	Periodicals
	6470-3295	\$ 37.43	MY MAG STORE	Periodicals
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls
	6470-3275	\$ 4.99	ACORN.TV	AV Mtls
	6470-3295	\$ 25.90	BAKER'S CATALOG	Periodicals
R. Dworiany	6010-3032	\$ 25.00	GITHUB	Monthly Subscription
	6010-2005	\$ 40.34	GODADDY.COM	Domain Renewal
	6010-3032	\$ 4.99	AMZNFREETIME	Amazon FreeTime
	6010-2005	\$ 169.99	GODADDY.COM	SSL Renewal
	6010-3032	\$ (367.49)	LOGMEIN*PRO2	LogMeIn Subscription Cancellation
	6001-2242	\$ 344.85	COMCAST	Public Internet Service
	6010-3032	\$ 367.49	LOGMEIN	LogMeIn Subscription
	6010-3032	\$ 25.00	TRELLO.COM	Monthly Subscription
	6010-2005	\$ 54.10	PAYFLOW	Payflow Pro
	6010-3032	\$ 9.99	AMZNFREETIME	Amazon FreeTime
	6010-3032	\$ 149.00	HOEFLER & CO.	Font Library Subscription
	6010-3032	\$ 14.99	SPOTIFY USA	Monthly Subscription
	6010-3032	\$ 15.93	ITUNES.COM	App. For Digital
	6010-3032	\$ 49.00	RIDDLE.COM	Monthly Subscription
J. Czajka	6001-2203	\$ 225.00	ILLINOIS LIBRARY ASS	Conference Registration-J Czajka
	6440-2203	\$ 450.00	AMERICAN LIBRARY	Advanced eCourse
	6440-2202	\$ 100.00	ILLINOIS LIBRARY ASS	ILA Membership - M Binder
	6001-2203	\$ 255.00	ILLINOIS LIBRARY ASS	Conference Registration-M Binder
J. Moravec	6405-2202	\$ 60.00	ITBE ORG	Membership & Workshop A Lorincz
	6002-2210	\$ 18.97	VISTAPRINT	Business Cards
	6002-3005	\$ 13.24	STAPLES	Office Supplies
	6002-3005	\$ 16.10	OFFICESUPPLY.COM	Office Supplies
	6405-2202	\$ 35.00	ITBE ORG	Membership T Karim
	6405-2202	\$ 60.00	ITBE ORG	Membership & Workshop A Gourley
	6002-2210	\$ 24.19	VISTAPRINT.	Business Cards
	6440-3202	\$ 79.79	LINDT CHOCOLATE	OBOV Author Event 10/18/18
	6440-3202	\$ 83.97	LINDT CHOCOLATE	OBOV Author Event 10/18/18
	6450-3185	\$ 69.99	BESTBUYCOM	Nintendo for Tech Fair
	6420-3005	\$ (62.32)	THE HOME DEPOT	Return
	6405-2202	\$ 35.00	ITBE ORG	Membership
	6001-5015	\$ 386.91	MACLOCKS	iPad Kiosk
	6450-3185	\$ 299.99	BESTBUYCOM	Nintendo for Tech Fair
	6020-2111	\$ 76.99	Menards	Bookcase for D Ekl
	6440-3202	\$ 39.98	TARGET.COM	Program Events
	6450-3185	\$ 49.99	BESTBUYCOM	Nintendo for Tech Fair
	6470-2285	\$ 233.00	INKNTECH.COM	DVD Cases
	6405-2203	\$ 100.00	MCLS	MCLS Conference T Spicer
	6405-2203	\$ 190.97	COURTYARD	Hotel for MCLS T Spicer
	6440-3202	\$ 43.24	DOLLAR TREE	Program Events
	6001-3272	\$ 232.50	THE FLOWER STUDIO	Flowers for R Frisbie Funeral
	6420-3290	\$ 28.85	AMERICAN LIBRARY	Poster
	6405-2203	\$ 199.00	WWW.AMANET.ORG	Webinar
	6002-3272	\$ 1,167.57	4IMPRINT	Pouch ID Holders
	6420-3005	\$ 62.32	HOMEDPOT.COM	Plastic Drawer
	6001-3185	\$ 892.83	INTERNATIONAL E-Z UP	Tent Valances
	Total	\$ 7,964.24		

October 16, 2018

Arlington Heights Memorial Library
Master Card Summary
9/30/2018

Count 12

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
Shannon Distel	6405-2203	\$64.00	Tortorice Pizzeria	ULC Training Lunch
	6010-3030	\$168.98	Rakuten.com	Toner
	6010-3030	(\$3.37)	Rakuten.com	Credit for Toner
	6010-3030	\$138.69	Rakuten.com	Toner
	6010-3030	\$308.27	Rakuten.com	Toner
	6010-3030	(\$2.77)	Rakuten.com	Credit for Toner
	6010-3030	\$310.58	Rakuten.com	Toner
	6010-3030	(\$6.16)	Rakuten.com	Credit for Toner
	6010-3030	(\$6.21)	Rakuten.com	Credit for Toner
	M Szymanek	6010-5012	\$1,420.50	Chicago Lighthouse
6470-3280		\$29.54	All About Learning	Books
6470-3280		(\$1.74)	All About Learning	Books
	Total	<u>\$2,420.31</u>		

To: Board of Library Trustees
From: Donna Ekl
CC: Mike Driskell
Date: October 5, 2018
Re: Proposed 2018 Tax Levy

In conjunction with the review of the proposed 2019 Budget and long range fiscal plan [LRFP], the Board of Library Trustees will need to approve the annual tax levy. As noted in the proposed 2019 Budget and LRFP, the proposed 2018 tax levy is a 1% increase over the extended 2017 levy. The attached document shows the “Truth in Taxation” calculation which compares the amount of the library’s proposed aggregate property tax levy to the amount of taxes extended for the library in the prior year.

Motion from committee: **The Board of Library Trustees adopts the 2018 tax levy in the amount of \$14,249,157.**

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
TRUTH IN TAXATION CALCULATIONS
2018 Tax Levy for the 2019 Budget with 2017 Extended Tax Levy**

2018 EAV 2,946,555,914 (EST.)
2017 EAV 2,946,555,914

LIBRARY	EXTENDED 2017 LEVY FOR 2018 <u>BUDGET YEAR</u>	PROPOSED 2018 LEVY FOR 2019 <u>BUDGET YEAR</u>	DOLLAR <u>CHANGE</u>	% <u>CHANGE</u>	EST. 2018 LEVY <u>RATES</u>
LIBRARY	12,594,783	12,953,529	358,746	2.85%	0.4396
IMRF	917,364	800,076	(117,288)	-12.79%	0.0272
SOCIAL SECURITY	595,929	495,552	(100,377)	-16.84%	0.0168
TOTAL LIBRARY TAX LEVY	14,108,076	14,249,157	141,081	1.00%	0.4836

Notes: IMRF and Social Security levies are based on 2019 budget figures. To present a 1% levy increase over the extended 2017 levy, the proposed 2018 Library levy equals the 2017 extended levy less the proposed 2019 IMRF and Social Security levies. The 2017 extended levy includes the 1% loss and cost applied by the County to cover successful tax appeals, tax delinquencies, and other property tax issues that decrease actual property tax collections.

(Action Item 8)

To: Board of Library Trustees

From: Donna Ekl

Cc: Mike Driskell

Date: October 12, 2018

Re: Adoption of the 2019 Budget

The Committee of the Whole met on September 6, 2018, September 24, 2018, and on October 1, 2018 to review drafts of the proposed 2019 budget. In the full Village of Arlington Heights budget book, the library's portion will include the cover page, organization chart, and fund summaries (included in the budget narrative).

Suggested motion: **The Board of Library Trustees adopts the 2019 Arlington Heights Memorial Library Budget dated October 1, 2018.**

ARLINGTON HEIGHTS MEMORIAL LIBRARY

OPERATING BUDGET FOR THE FISCAL YEAR 2019 BEGINNING JANUARY 1, 2019

LIBRARY BOARD

Joan Brody Garkisch

Carole Medal

Debbie Smart

John Supplitt

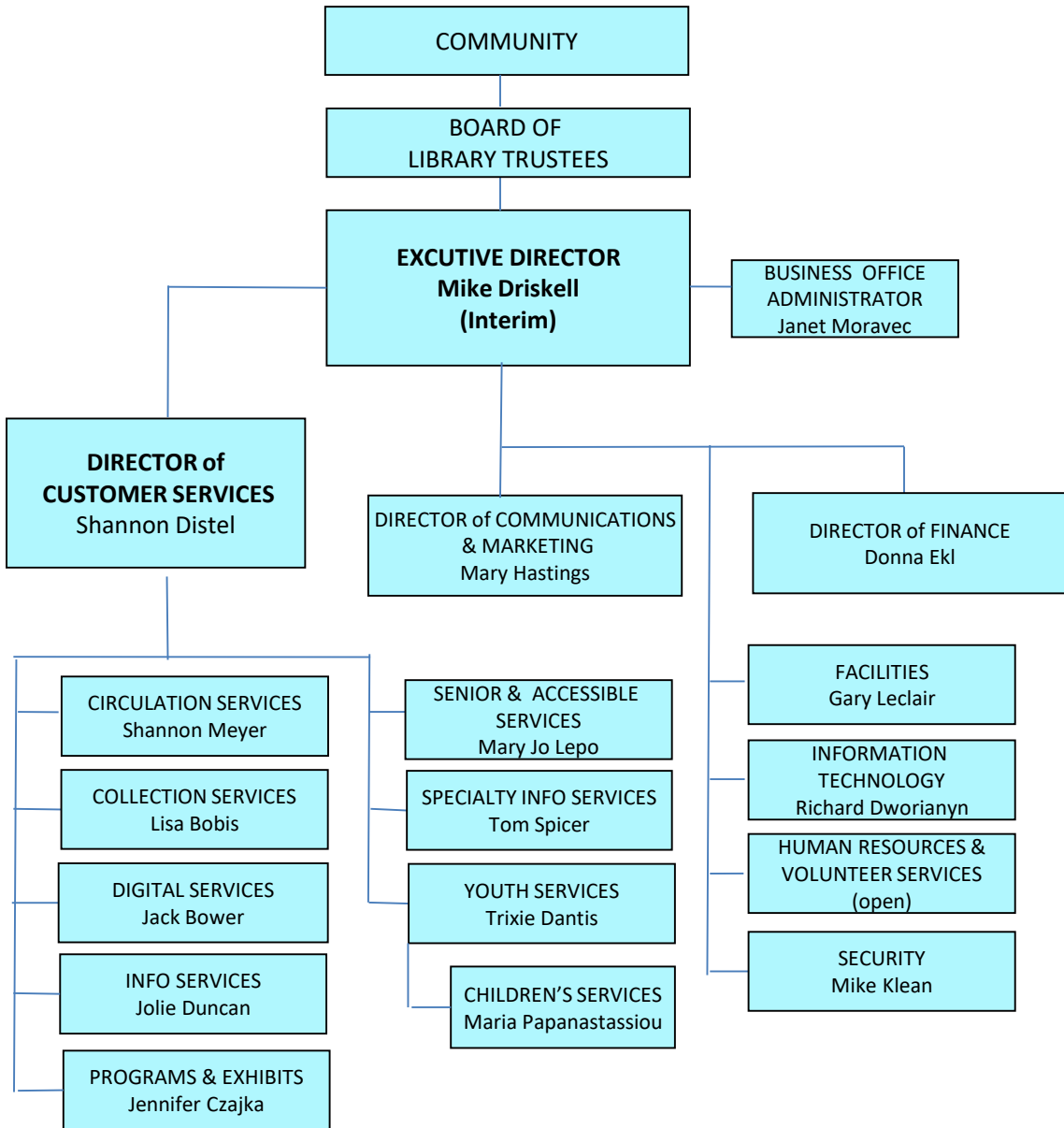
Christine Tangney

Marianthi Thanopoulos

Greg Zyck

EXECUTIVE DIRECTOR (INTERIM)

Michael Driskell



► Fund at a Glance

The Arlington Heights Memorial Library uses two funds to account for its expenditures. The General Fund is a subcategory of the special revenue fund type and is reported under Special Revenues in the Village of Arlington Heights' financial statements. The Capital Fund accounts for a variety of capital improvements listed in the library's Long Range Fiscal Plan. The Memorial Library General and Capital Funds are for the operations of the village library, not including any debt service or capital expenditures associated with bond issues by the village for library purposes. (These items are paid for by the village and accounted for in other village funds.)

Since 1926, library funding has been derived from a special revenue tax fund set up for the purpose of maintaining a library for village residents. For the most recent fiscal year ended December 31, 2017, the library received 96% of its total revenue from property taxes. On average the library issues 580 new library cards per month.

LIBRARY GOVERNANCE AND STAFF

- The library is governed by an elected Board of Library Trustees consisting of seven members; each member serves an unremunerated six-year term. Current trustees are Joan Brody Garkisch, Carole Medal, Debbie Smart, John Supplitt, Christine Tangney, Marianthi Thanopoulos and Greg Zyck.
- The Board of Library Trustees regularly meets on the third Tuesday of each month; all meetings are open to the public. The library has a staff that includes 26 employees with Master of Library Science degrees. As of January 1, 2018, the total full-time equivalent (FTE) of employees was 142.7.

LIBRARY VISION AND VALUES**Our Vision**

The Arlington Heights Memorial Library strives to add value in our customers' lives by:

- partnering with them to develop skills they need to succeed in all stages of their lives;
- helping local businesses and community agencies thrive;
- inspiring understanding by creating occasions for the exchange of ideas, cultural experiences, and discovery; and
- offering opportunities in Arlington Heights for gathering, learning, contemplating, creating, and finding inspiration.

Our Values

We believe in:

- **Unparalleled Customer Service:** our best-in-class staff strives for continuous improvement by identifying and providing the services our residents and businesses need most.
- **Free and Equal Access:** all individuals have the right to choose for themselves what to read, hear, or view.
- **Diversity and Inclusion:** we cultivate an inclusive atmosphere, celebrate our diversity, and create an environment for the open exchange of differing ideas and points of view.
- **Fiscal Responsibility:** all decisions are weighed against the value added to the lives of our customers.
- **A Focus on Arlington Heights:** we are a part of the fabric of our community; all services are tailored to the unique needs of our residents and businesses.

-

LIBRARY FACILITY

- The Arlington Heights Memorial Library is open 85 hours weekly: 9 a.m.–10 p.m. weekdays, 9 a.m.–8:00 p.m. Saturdays, and 11 a.m.–8:00 p.m. Sundays. The drive-up window for picking up requested materials opens at 7 a.m. Monday–Friday and remains open until the library closes at 10 p.m., adding another ten hours of service at this location. The service point at the Arlington Heights Senior Center is open 44.5 hours per week.
- An average of 2,400 people visit the library each day.
- Located at 500 North Dunton Avenue, the current library building opened in June of 1968, with 40,000 square feet. In 1978, it was expanded to over 76,000 square feet. In 1992, voter approval was given to build a 56,000-square-foot addition and to renovate the original facility. The library's second-floor addition opened in September of 1994, and renovation of the original building was completed in 1995.
- A second renovation of the first and second floors was completed in spring 2013. This renovation added a teen area, ten more small conference rooms, a digital media lab, a genealogy room, a lounge area with a fireplace, the Marketplace area for new and popular books and a variety of public spaces for exhibits and programs.
- The main floor is divided into service areas for adults, teens and children, including selections of books, movies, magazines, computers, CDs and a café. A computer training lab and a digital media lab are available for public classes for individuals and the business community.
- The second floor contains 14 small conference/study rooms, a meeting room (with a maximum capacity of 200) available for library programs and for use by eligible community groups, the Literacy/ESL (English as a Second Language) office, administrative offices and staff room.
- The lower level of the building includes parking, a book drop, a drive-up window and maintenance areas, including heating and ventilating equipment.
- The library underwent a Parking Lot Safety Project in 2017 to improve the safety and accessibility of the underground garage.

LIBRARY COLLECTION AND EQUIPMENT

- The library's collection includes 319,043 books, magazines and audiovisual items as of August, 2018. The library has 711,357 virtual items offered both in the library and remotely. These items include eBooks, eAudiobooks, music and movies as well as business information and magazine indexes with full-text options.
- The total circulation for the fiscal year ended December 31, 2017, was 2,116,572 items.
- Wireless printing and Internet service, laptops and iPads are available for use in the library. Other equipment for checkout includes Samsung Galaxy Tab 4 Nook tablets, Roku Streaming Players, Mobile Hotspots, Projector, Kill-a-Watt Meters, Canon Digital Cameras, GoPros, a Canon HD Camcorder and Virtual Reality View Master.
- Over 100 personal computers with Internet access and office software are available for public use. Two 3-D printers are also available to the public.

- Photocopiers, a color copier, scanner, fax machines and microform reader/printers are available.
- An Optelec machine for the visually impaired, a TTY for communication with the hearing impaired, three public computers with magnification software and a motorized scooter.

LIBRARY PROGRAMS AND SERVICES

The library adds value to the lives of residents by offering:

- eReaders such as the Kindle, Nook and Sony to borrow
- iPads, Amazon Fire tablets, Leapfrogs and AWE tablets are available to borrow from Kids' World
- A Business Center with resources and classes for small businesses
- The Studio, a digital media lab consisting of a production studio and three smaller post-production rooms. Customers can create media projects for home, school or business. There is equipment for scanning photos, creating and scanning video, and recording voice or music. The lab also loans equipment such as cameras and tripods to customers who want to work on projects outside of the library.
- In 2017, 2,986 programs and events for children, teens and adults including storytimes, lectures, book discussions, concerts and large-scale exhibits with a total attendance of 113,948.
- A summer reading program saw 3,792 children and 393 teens participating in summer leisure and skill-building reading while on vacation from their classrooms. The library continues to partner with the Arlington Heights Park District, expanding the reach of this popular program to include park district day camps.
- The library's ESL/Literacy Office currently has 328 active adult students. 120 receive one-on-one tutoring. The library has 53 tutors, most of whom work with 2 students. The library is also a community partner for Read to Learn, an adult literacy/volunteer program through District 214 Community Education.
- A variety of computer classes offered throughout the year.
- Fourteen conference rooms offering opportunities for gathering, learning, contemplating, creating and finding inspiration averaging 1,528 uses per month.
- One Book, One Village, the library's fourth community reading initiative featured, *The Circle*, by Dave Eggers. Circulation for the book was 1,315 and 533 for the DVD. 1,430 people attended related programs and book discussions during the 11-week program.
- For the tenth consecutive year, Arlington Heights Memorial Library (AHML) has received a five-star rating in Library Journal's national rating of public libraries. Five stars is the highest rating that a library can receive. Over the ten editions of LJ's ranking of Star Libraries, 606 libraries have been named Star Libraries in one or more years. A total of 69 libraries received stars in each of the ten rankings. Of those, AHML is one of only 13 public libraries nationwide to have earned a five-star rating each and every year.

LIBRARY OUTREACH

Beyond its four walls, the library provides:

- Access to the online catalog, library accounts, full-text newspaper and magazines articles and online chat service, 24 hours a day, 7 days a week at ahml.info. A resident can reserve or renew materials, receive email reminders of due dates, download eBooks and register for programs online.
- Resources for learning a new language
- Access to marketing demographics - essential for business, especially startups
- Real-time homework assistance on a wide variety of school subjects, both in English and Spanish
- Answers to reference questions by phone, instant messaging, email or via the website at ahml.info
- A newsletter highlighting services and programs is mailed to all village residences and businesses nine times a year, in addition to frequent updates on social media.
- Bookmobile service at 27 stops throughout the community and outreach services to apartment complexes, health care sites, senior independent living complexes, schools and to residents of the Backstretch at Arlington Park
- Home delivery of material for residents who are permanently or temporarily homebound

LIBRARY COLLABORATION

- The library is a member of the Reaching Across Illinois Library System (RAILS), a cooperative with approximately 1,300 public, academic, special and school library members. Through interlibrary loan, residents have access to vast library collections throughout the country. As a benefit of system membership, residents have reciprocal borrowing privileges with neighboring public libraries throughout Illinois.
- The library is a service partner at the Arlington Heights Senior Center, operating a reading room and computer lab at the center. Features include a collection of appealing items to check out, programs, discussion groups and free computers with Internet access and computer classes.
- The library is a LINKin partner through a shared catalog with eight other local libraries providing expedited and cost-effective access to a greatly expanded collection of material.
- The library is partnering with the Arlington Heights Park District to provide exterior book drops at Camelot and Frontier Parks and at the Arlington Heights Senior Center, giving residents in the northern and southern parts of Arlington Heights a more convenient way to return library items.
- Each year library trustees and staff members meet with their counterparts in the Village and the Park District to provide updates on current projects and discuss opportunities for resource sharing.
- For 26 years, the library and District 25 schools have partnered to present a district-wide show of student artwork at the library. This year's opening night drew more than 800 (an increase of 100 over 2017) school, village and library officials greeting families and educators, and featured a performance from the South Middle School Jazz Ensemble.

MEMORIAL LIBRARY FUND

(Continued)

General Fund Summary

	2016 Actual	2017 Actual	2018 Est. Actual	2018 Budget	2019 Budget	\$ Change	% Change
BEGINNING FUND BALANCE	\$10,823,751	\$9,993,427	\$8,633,442	\$8,633,442	\$7,368,430	(\$1,265,012)	(14.7%)
Revenues							
Taxes	\$13,667,250	\$13,744,488	\$13,968,392	\$13,968,392	\$14,249,157	\$280,765	2.0%
Intergovernmental	83,669	127,776	62,500	62,500	61,063	(1,437)	(2.3%)
Fees	48,811	48,728	46,500	46,500	50,034	3,534	7.6%
Fines	162,374	146,560	137,000	157,000	154,959	(2,041)	(1.3%)
Interest Income	54,518	99,409	32,000	32,000	37,120	5,120	16.0%
Other	57,018	84,098	76,500	76,500	78,565	2,065	2.7%
Total Revenues	\$14,073,640	\$14,251,059	\$14,322,892	\$14,342,892	\$14,630,898	\$288,006	2.0%
Expenditures							
Personal Services	\$9,349,997	\$9,725,517	\$9,954,600	\$10,467,806	\$10,817,943	\$350,137	3.3%
Contractual Services	1,359,609	1,494,406	1,595,832	1,664,018	1,657,117	(6,901)	(0.4%)
Commodities	2,109,185	2,086,256	2,115,911	2,275,824	2,294,574	18,750	0.8%
Other Charges	13,211	15,847	30,850	36,450	49,350	12,900	35.4%
Property	321,962	239,018	140,711	155,758	91,255	(64,503)	(41.4%)
Total Expenditures	\$13,153,964	\$13,561,044	\$13,837,904	\$14,599,856	\$14,910,239	\$310,383	2.1%
Revenues over (under) Expenditures	\$919,676	\$690,015	\$484,988	(\$256,964)	(\$279,341)	(\$22,377)	8.7%
Interfund Transfers Out	(1,750,000)	(2,050,000)	(1,750,000)	(1,750,000)	0	1,750,000	(100.0%)
ENDING FUND BALANCE	\$9,993,427	\$8,633,442	\$7,368,430	\$6,626,478	\$7,089,089	\$462,611	7.0%

MEMORIAL LIBRARY FUND

(Continued)

Capital Fund Summary

	2016 Actual	2017 Actual	2018 Est. Actual	2018 Budget	2019 Budget	\$ Change	% Change
BEGINNING FUND BALANCE	\$2,994,647	\$4,183,278	\$4,673,543	\$4,673,543	\$5,490,854	\$817,311	17.5%
Revenues							
Interest Income	17,051	48,357	15,000	15,000	15,000	0	0.0%
Total Revenues	\$17,051	\$48,357	\$15,000	\$15,000	\$15,000	\$0	0.0%
Expenditures							
Capital Items	578,420	1,308,092	947,689	1,037,300	157,090	(880,210)	(84.9%)
Total Expenditures	\$578,420	\$1,308,092	\$947,689	\$1,037,300	\$157,090	(\$880,210)	(84.9%)
Revenues over (under) Expenditures	(\$561,369)	(\$1,259,735)	(\$932,689)	(\$1,022,300)	(\$142,090)	\$880,210	(86.1%)
Interfund Transfers In	1,750,000	1,750,000	1,750,000	1,750,000	0	(1,750,000)	(100.0%)
ENDING FUND BALANCE	\$4,183,278	\$4,673,543	\$5,490,854	\$5,401,243	\$5,348,764	(\$52,479)	(1.0%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Administration

6001

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6001-601.16-85	Salaries	348,976	565,582	358,831	556,045	501,907	(54,138)	(9.7%)
291-6001-601.16-92	Achievement Awards	2,000	6,000	3,000	4,000	4,000	0	0.0%
291-6001-601.18-05	Overtime Civilian	131	309	1,580	200	800	600	300.0%
	Salaries	351,107	571,891	363,411	560,245	506,707	(53,538)	(9.6%)
291-6001-601.19-05	Medical Insurance	61,788	359,828	65,963	64,913	60,885	(4,028)	(6.2%)
291-6001-601.19-10	IMRF	45,203	69,281	41,684	72,675	50,241	(22,434)	(30.9%)
291-6001-601.19-11	Social Security	19,517	30,305	19,644	34,475	31,118	(3,357)	(9.7%)
291-6001-601.19-12	Medicare	4,847	7,877	4,594	8,063	7,278	(785)	(9.7%)
291-6001-601.19-53	Flexible Spending	243	1,897	2,347	2,500	2,259	(241)	(9.7%)
291-6001-601.19-55	Unemployment Compensation	2,081	0	30,504	10,000	9,024	(976)	(9.8%)
	Fringe Benefits	133,679	469,188	164,736	192,626	160,805	(31,821)	(16.5%)
291-6001-601.20-05	Professional Services	11,053	0	22,500	4,000	7,000	3,000	75.0%
291-6001-601.20-08	Consulting Services Library	2,000	10,030	19,212	24,650	2,000	(22,650)	(91.9%)
291-6001-601.20-20	Legal Services	7,312	34,782	16,000	16,000	16,000	0	0.0%
291-6001-601.20-40	General Insurance	124,001	110,708	117,149	132,500	126,500	(6,000)	(4.5%)
291-6001-601.20-81	OCLC Services	54,153	62,601	60,465	62,601	61,324	(1,277)	(2.0%)
291-6001-601.21-65	Other Services	8,916	9,981	11,700	8,947	10,036	1,089	12.2%
291-6001-601.22-01	Advertising	964	463	620	1,000	600	(400)	(40.0%)
291-6001-601.22-02	Dues	15,022	17,291	16,000	19,485	6,185	(13,300)	(68.3%)
291-6001-601.22-03	Training	84,159	70,308	127,300	127,300	134,244	6,944	5.5%
291-6001-601.22-05	Postage	43,316	47,631	47,247	43,087	46,300	3,213	7.5%
291-6001-601.22-42	Internet Access	27,711	40,141	28,351	28,311	27,831	(480)	(1.7%)
291-6001-601.22-70	Telephone Services	45,882	53,873	73,000	50,014	73,069	23,055	46.1%
	Contractual Services	424,489	457,809	539,544	517,895	511,089	(6,806)	(1.3%)
291-6001-601.30-05	Office Supplies & Equipment	6,721	5,828	6,500	8,858	8,858	0	0.0%
291-6001-601.31-85	Small Tools & Equipment	75	447	2,500	4,790	2,500	(2,290)	(47.8%)
291-6001-601.32-50	Innovation	17,323	16,249	0	0	0	0	N/A
291-6001-601.32-72	Special Events	108,582	57	850	850	850	0	0.0%
	Commodities	132,701	22,581	9,850	14,498	12,208	(2,290)	(15.8%)
291-6001-601.40-96	Operating Contingency	0	0	2,500	5,000	5,000	0	0.0%
	Other Charges	0	0	2,500	5,000	5,000	0	0.0%
291-6001-601.50-15	Other Equipment	0	90,427	42,300	51,540	25,000	(26,540)	(51.5%)
	Property	0	90,427	42,300	51,540	25,000	(26,540)	(51.5%)
	Total Administration	1,041,976	1,611,896	1,122,340	1,341,804	1,220,809	(120,995)	(9.0%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Communications & Marketing

6002

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6002-601.16-85	Salaries	286,361	271,160	316,626	311,034	402,121	91,087	29.3%
291-6002-601.18-05	Overtime Civilian	15	175	3,575	350	350	0	0.0%
	Salaries	286,376	271,335	320,202	311,384	402,471	91,087	29.3%
291-6002-601.19-05	Medical Insurance	47,820	47,820	40,441	51,885	57,300	5,416	10.4%
291-6002-601.19-10	IMRF	37,162	33,436	40,416	40,653	40,252	(401)	(1.0%)
291-6002-601.19-11	Social Security	17,043	16,585	19,290	19,284	24,932	5,647	29.3%
291-6002-601.19-12	Medicare	3,986	3,878	4,511	4,510	5,831	1,321	29.3%
	Fringe Benefits	106,011	101,719	104,658	116,332	128,315	11,983	10.3%
291-6002-601.20-05	Professional Services	29,080	28,892	15,000	30,220	18,500	(11,720)	(38.8%)
291-6002-601.21-02	Equipment Maintenance	1,010	1,478	1,710	1,850	1,710	(140)	(7.6%)
291-6002-601.21-65	Other Services	9,777	9,045	10,854	10,854	17,217	6,363	58.6%
291-6002-601.22-02	Dues	1,978	1,391	930	930	930	0	0.0%
291-6002-601.22-03	Training	997	20	15	90	50	(40)	(44.4%)
291-6002-601.22-10	Printing	150,753	155,510	169,450	162,755	200,905	38,150	23.4%
	Contractual Services	193,595	196,336	197,959	206,699	239,312	32,613	15.8%
291-6002-601.30-05	Office Supplies & Equipment	10,632	16,909	15,425	15,425	15,579	154	1.0%
291-6002-601.31-85	Small Tools & Equipment	6,724	6,447	5,681	8,134	6,000	(2,134)	(26.2%)
291-6002-601.32-01	Program Supplies	311	46	1,000	1,000	0	(1,000)	(100.0%)
291-6002-601.32-72	Special Events	5,706	7,768	8,300	8,300	9,883	1,583	19.1%
	Commodities	23,373	31,170	30,406	32,859	31,462	(1,397)	(4.3%)
	Total Communications & Marketing	609,355	600,560	653,225	667,274	801,560	134,286	20.1%

MEMORIAL LIBRARY FUND

EXPENDITURES

Human Resources

6003

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6003-601.16-85	Salaries	155,627	159,940	148,214	160,495	164,692	4,197	2.6%
291-6003-601.18-05	Overtime Civilian	8	593	3,227	300	300	0	0.0%
	Salaries	155,635	160,533	151,441	160,795	164,992	4,197	2.6%
291-6003-601.19-05	Medical Insurance	26,604	31,152	36,453	33,800	40,955	7,155	21.2%
291-6003-601.19-10	IMRF	20,526	19,897	21,598	20,976	16,486	(4,490)	(21.4%)
291-6003-601.19-11	Social Security	9,213	9,575	10,042	9,951	10,211	260	2.6%
291-6003-601.19-12	Medicare	2,155	2,239	2,348	2,327	2,388	61	2.6%
291-6003-601.19-50	Employee Asst. Program	5,817	5,578	11,155	6,250	11,155	4,905	78.5%
	Fringe Benefits	64,315	68,441	81,596	73,304	81,194	7,890	10.8%
291-6003-601.21-65	Other Services	7,083	22,035	6,500	8,250	10,500	2,250	27.3%
291-6003-601.22-01	Advertising	90	4,230	3,000	2,500	1,300	(1,200)	(48.0%)
291-6003-601.22-02	Dues	2,655	2,831	2,921	3,105	3,315	210	6.8%
291-6003-601.22-03	Training	859	466	1,200	810	910	100	12.3%
291-6003-601.22-55	In Service Training	3,959	6,043	6,677	7,500	7,500	0	0.0%
	Contractual Services	14,646	35,605	20,298	22,165	23,525	1,360	6.1%
291-6003-601.32-01	Program Supplies	4,100	0	0	0	1,400	1,400	N/A
	Commodities	4,100	0	0	0	1,400	1,400	N/A
291-6003-601.40-62	Tuition Reimbursement	2,885	2,512	12,500	15,000	25,000	10,000	66.7%
291-6003-601.40-70	Employee Recognition Program	10,326	13,333	15,850	16,450	19,350	2,900	17.6%
	Other Charges	13,211	15,845	28,350	31,450	44,350	12,900	41.0%
	Total Human Resources	251,907	280,424	281,685	287,714	315,461	27,747	9.6%

MEMORIAL LIBRARY FUND

EXPENDITURES

Paid by Gifts and Grants

6004

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6004-601.21-65	Other Services	10,122	3,926	2,684	5,000	5,000	0	0.0%
291-6004-601.22-18	Other Services - Programs/ Exhib	19,681	21,525	41,452	20,000	20,000	0	0.0%
	Contractual Services	29,803	25,451	44,136	25,000	25,000	0	0.0%
291-6004-601.30-05	Office Supplies & Equipment	100	0	0	0	0	0	N/A
291-6004-601.31-85	Small Tools and Equipment	0	0	0	5,000	5,000	0	0.0%
291-6004-601.32-01	Program Supplies	3,246	1,329	2,528	5,000	5,000	0	0.0%
291-6004-601.32-02	Program Events	4,776	7,695	1,077	5,000	6,820	1,820	36.4%
291-6004-601.32-32	Software	0	0	0	1,500	1,500	0	0.0%
291-6004-601.32-72	Special Events	16,430	17,672	16,662	10,000	10,000	0	0.0%
291-6004-601.32-75	Audio Visual	1,344	559	0	2,000	2,000	0	0.0%
291-6004-601.32-78	Electronic Resources	0	0	0	1,500	1,500	0	0.0%
291-6004-601.32-80	Books	2,064	4,346	49	5,000	5,000	0	0.0%
	Commodities	27,960	31,601	20,316	35,000	36,820	1,820	5.2%
291-6004-601.50-15	Other Equipment	0	9,995	0	5,000	2,500	(2,500)	(50.0%)
291-6004-600.50.55	Other Capital Outlay	0	0	2,281	0	2,500		
	Property	0	9,995	2,281	5,000	5,000	(2,500)	0.0%
	Total Paid by Gifts and Grants	57,763	67,047	66,733	65,000	66,820	(680)	2.8%

MEMORIAL LIBRARY FUND

EXPENDITURES

Finance

6008

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6008-601.16-85	Salaries	219,364	207,861	228,891	229,114	236,619	7,505	3.3%
291-6008-601.18-05	Overtime Civilian	238	831	116	500	1,000	500	100.0%
	Salaries	219,602	208,692	229,007	229,614	237,619	8,005	3.5%
291-6008-601.19-05	Medical Insurance	19,200	35,640	35,733	38,669	48,218	9,549	24.7%
291-6008-601.19-10	IMRF	28,755	25,608	30,187	29,946	23,686	(6,260)	(20.9%)
291-6008-601.19-11	Social Security	13,107	12,388	14,032	14,205	14,670	465	3.3%
291-6008-601.19-12	Medicare	3,065	2,897	3,282	3,322	3,431	109	3.3%
	Fringe Benefits	64,127	76,533	83,234	86,143	90,005	3,863	4.5%
291-6008-601.20-05	Professional Services	5,100	5,250	5,400	5,400	5,700	300	5.6%
291-6008-601.21-36	Equipment Rental	1,974	2,910	1,492	7,040	1,280	(5,760)	(81.8%)
291-6008-601.21-65	Other Services	8,753	71,902	0	5,310	310	(5,000)	(94.2%)
291-6008-601.22-02	Dues	1,139	680	0	725	750	25	3.4%
291-6008-601.22-03	Training	0	0	0	1,200	1,200	0	0.0%
291-6008-601.22-25	IT Service Charge	23,000	23,700	24,400	24,400	24,178	(222)	(0.9%)
	Contractual Services	39,966	104,442	31,292	44,075	33,418	(10,657)	(24.2%)
291-6008-601.30-32	Software Library	0	1,260		0		0	N/A
	Commodities	0	1,260	0	0	0	0	N/A
	Total Finance	323,695	390,927	343,532	359,831	361,042	1,211	0.3%

MEMORIAL LIBRARY FUND

EXPENDITURES

Information Technology

6010

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6010-601.16-85	Salaries	611,266	587,770	647,357	627,998	674,093	46,095	7.3%
291-6010-601.18-05	Overtime Civilian	67	74	596	250	250	0	0.0%
	Salaries	611,333	587,844	647,953	628,248	674,343	46,095	7.3%
291-6010-601.19-05	Medical Insurance	147,384	134,772	138,944	146,228	150,601	4,373	3.0%
291-6010-601.19-10	IMRF	75,885	70,737	78,296	79,738	67,477	(12,261)	(15.4%)
291-6010-601.19-11	Social Security	36,504	35,193	38,324	38,936	41,794	2,858	7.3%
291-6010-601.19-12	Medicare	8,537	8,230	8,963	9,106	9,774	668	7.3%
	Fringe Benefits	268,310	248,932	264,527	274,007	269,646	(4,362)	(1.6%)
291-6010-601.20-05	Professional Services	4,949	4,811	9,000	8,252	6,290	(1,962)	(23.8%)
291-6010-601.20-08	Consulting Services Library	0	10,887	20,000	26,045	4,545	(21,500)	(82.5%)
291-6010-601.21-02	Equipment Maintenance	142,901	148,155	167,898	179,898	147,898	(32,000)	(17.8%)
291-6010-601.22-02	Dues	599	0	0	209	0	(209)	(100.0%)
291-6010-601.22-03	Training	227	63	720	450	450	0	0.0%
	Contractual Services	148,676	163,916	197,618	214,854	159,183	(55,671)	(25.9%)
291-6010-601.30-05	Office Supplies & Equipment	351	397	375	375	375	0	0.0%
291-6010-601.30-30	Data System Supplies	36,604	32,891	38,204	38,204	38,204	0	0.0%
291-6010-601.30-32	Software Library	111,721	135,408	155,500	175,480	169,829	(5,651)	(3.2%)
291-6010-601.30-33	Documentation Library	516	527	0	625	175	(450)	(72.0%)
291-6010-601.31-85	Small Tools and Equipment	14,450	13,228	16,610	16,610	13,276	(3,334)	(20.1%)
291-6010-601.32-05	Processing Supplies	1,158	562	300	300	300	0	0.0%
291-6010-601.32-32	Software	35,757	35,583	10,287	10,287	10,887	600	5.8%
	Commodities	200,557	218,596	221,276	241,881	233,046	(8,835)	(3.7%)
291-6010-601.50-12	Computer Equipment	302,068	71,762	70,830	70,830	37,649	(33,181)	(46.8%)
291-6010-601.50-15	Other Equipment	0	12,800	7,000	12,800	0	(12,800)	(100.0%)
	Property	302,068	84,562	77,830	83,630	37,649	(45,981)	(55.0%)
	Total Information Technology	1,530,944	1,303,850	1,409,204	1,442,620	1,373,867	(68,753)	(4.8%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Security

6015

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6015-601.16-85	Salaries	230,714	247,965	249,044	232,068	279,406	47,338	20.4%
291-6015-601.18-05	Overtime Civilian	565	1,861	2,000	2,000	2,000	0	0.0%
	Salaries	231,279	249,826	251,044	234,068	281,406	47,338	20.2%
291-6015-601.19-05	Medical Insurance	50,664	52,884	57,039	57,379	64,053	6,673	11.6%
291-6015-601.19-10	IMRF	25,118	27,150	28,966	26,240	27,969	1,729	6.6%
291-6015-601.19-11	Social Security	13,832	14,965	15,619	14,388	17,323	2,935	20.4%
291-6015-601.19-12	Medicare	3,235	3,500	3,653	3,365	4,051	686	20.4%
	Fringe Benefits	92,849	98,499	105,277	101,372	113,396	12,023	11.9%
291-6015-601.22-03	Training	108	144	500	1,875	3,500	1,625	86.7%
	Contractual Services	108	144	500	1,875	3,500	1,625	86.7%
291-6015-601.30-05	Office Supplies & Equipment	196	113	225	225	3,635	3,410	1515.6%
	Commodities	196	113	225	225	3,635	3,410	1515.6%
	Total Security	324,432	348,582	357,046	337,540	401,936	64,396	19.1%

MEMORIAL LIBRARY FUND

EXPENDITURES

Facilities

6020

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6020-601.16-85	Salaries	381,249	378,495	385,589	376,106	386,360	10,254	2.7%
291-6020-601.18-05	Overtime Civilian	2,179	4,000	2,500	4,500	4,500	0	0.0%
	Salaries	383,428	382,495	388,089	380,606	390,860	10,254	2.7%
291-6020-601.19-05	Medical Insurance	109,752	104,820	99,816	113,730	113,692	(38)	(0.0%)
291-6020-601.19-10	IMRF	43,160	41,410	46,498	44,688	38,300	(6,388)	(14.3%)
291-6020-601.19-11	Social Security	22,360	22,232	23,498	23,319	23,954	636	2.7%
291-6020-601.19-12	Medicare	5,229	5,199	5,495	5,454	5,602	149	2.7%
	Fringe Benefits	180,501	173,661	175,306	187,190	181,548	(5,642)	(3.0%)
291-6020-601.21-02	Equipment Maintenance	38,024	39,350	54,835	45,792	44,181	(1,611)	(3.5%)
291-6020-601.21-07	Vehicle Maintenance	13,360	8,732	9,121	9,121	9,871	750	8.2%
291-6020-601.21-11	Building Maintenance	222,619	223,158	213,856	228,206	247,648	19,442	8.5%
291-6020-601.21-36	Equipment Rental	116	0	1,000	1,000	1,000	0	0.0%
291-6020-601.21-60	Water and Sewer Service	21,811	18,152	16,472	16,472	16,472	0	0.0%
291-6020-601.22-03	Training	380	27	432	432	432	0	0.0%
	Contractual Services	296,310	289,419	295,716	301,023	319,604	18,581	6.2%
291-6020-601.30-50	Petroleum Products	2,476	3,985	3,500	4,000	4,000	0	0.0%
291-6020-601.30-51	Heating Fuel	58,051	54,659	62,537	62,537	62,537	0	0.0%
291-6020-601.31-45	Janitorial Supplies	24,588	24,970	23,387	23,387	23,387	0	0.0%
	Commodities	85,115	83,614	89,424	89,924	89,924	0	0.0%
291-6020-601.50-15	Other Equipment	17,454	45,735	14,000	11,000	20,000	9,000	81.8%
	Property	17,454	45,735	14,000	11,000	20,000	9,000	81.8%
	Total Facilities	962,808	974,924	962,535	969,743	1,001,937	32,193	3.3%
	Total Admin Support Services	5,102,880	5,578,210	5,196,299	5,471,528	5,543,432	69,404	1.3%

MEMORIAL LIBRARY FUND

EXPENDITURES

Youth Services

6401

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6401-601.16-85	Salaries	751,703	30	0	0	981,349	981,349	N/A
291-6401-601.18-05	Overtime Civilian	14	0	0	0	2,000	2,000	N/A
	Salaries	751,717	30	0	0	983,349	983,349	N/A
291-6401-601.19-05	Medical Insurance	73,740	0	0	0	125,568	125,568	N/A
291-6401-601.19-10	IMRF	85,589	3,534	0	0	98,233	98,233	N/A
291-6401-601.19-11	Social Security	45,564	388	0	0	60,844	60,844	N/A
291-6401-601.19-12	Medicare	10,656	90	0	0	14,230	14,230	N/A
	Fringe Benefits	215,549	4,012	0	0	298,874	298,874	N/A
291-6401-601.21-02	Equipment Maintenance	2,870	0	0	0	455	455	N/A
291-6401-601.21-65	Other Services	0	0	0	0	0	0	N/A
291-6401-601.22-02	Dues	1,961	0	0	0	4,478	4,478	N/A
291-6401-601.22-03	Training	2,047	0	0	0	2,541	2,541	N/A
291-6401-601.22-18	Contracted Programs & Exhibits	14,605	0	0	0	0	0	N/A
	Contractual Services	21,483	0	0	0	7,474	7,474	N/A
291-6401-601.30-05	Office Supplies & Equipment	1,950	0	0	0	2,414	2,414	N/A
291-6401-601.32-01	Program Supplies	5,753	0	0	0	10,948	10,948	N/A
291-6401-601.32-02	Program Events	27,409	0	0	0	24,339	24,339	N/A
291-6401-601.32-75	Audio Visual	0	0	0	0	0	0	N/A
291-6401-601.32-80	Books	0	0	0	0	0	0	N/A
291-6401-601.32-90	Circulation Supplies	675	0	0	0	4,433	4,433	N/A
291-6401-601.32-95	Periodicals	0	0	0	0	0	0	N/A
	Commodities	35,787	0	0	0	42,134	42,134	N/A
	Total Youth Services	1,024,536	4,042	0	0	1,331,831	1,331,831	N/A

MEMORIAL LIBRARY FUND

EXPENDITURES

Specialty Info Services

6405

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6405-601.16-85	Salaries	423,680	793,690	889,109	892,014	544,031	(347,982)	(39.0%)
291-6405-601.18-05	Overtime Civilian	30	291	0	250	500	250	100.0%
	Salaries	423,710	793,981	889,109	892,264	544,531	(347,732)	(39.0%)
291-6405-601.19-05	Medical Insurance	57,960	116,220	125,224	126,099	136,782	10,684	8.5%
291-6405-601.19-10	IMRF	53,652	95,201	112,370	114,303	54,458	(59,845)	(52.4%)
291-6405-601.19-11	Social Security	25,409	47,219	53,481	55,305	33,730	(21,575)	(39.0%)
291-6405-601.19-12	Medicare	5,942	11,043	12,508	12,934	7,888	(5,046)	(39.0%)
	Fringe Benefits	142,963	269,683	303,583	308,641	232,858	(75,782)	(24.6%)
291-6405-601.21-65	Other Services	0	10,283	0	0	0	0	N/A
291-6405-601.22-02	Dues	564	3,244	3,539	4,803	3,049	(1,754)	(36.5%)
291-6405-601.22-03	Training	779	2,765	2,242	4,451	3,788	(663)	(14.9%)
291-6405-601.22-18	Contracted Programs & Exhibits	3,051	3,145	3,055	10,200	5,000	(5,200)	(51.0%)
	Contractual Services	4,394	19,437	8,836	19,454	11,837	(7,617)	(39.2%)
291-6405-601.30-05	Office Supplies & Equipment	0	247	821	310	930	620	200.0%
291-6405-601.32-01	Program Supplies	0	3,538	844	1,970	0	(1,970)	(100.0%)
291-6405-601.32-02	Program Events	6,137	2,467	0	0	4,820	4,820	N/A
291-6405-601.32-90	Circulation Supplies	997	1,644	1,000	2,203	1,649	(554)	(25.1%)
	Commodities	7,134	7,896	2,665	4,483	7,399	2,916	65.0%
	Total Specialty Info Services	578,201	1,090,997	1,204,194	1,224,841	796,626	(428,216)	(35.0%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Info Services

6410

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6401-601.16-85	Salaries	751,703	30	0	0	1,152,346	1,152,346	N/A
291-6401-601.18-05	Overtime Civilian	14	0	0	0	1,000	1,000	N/A
	Salaries	751,717	30	0	0	1,153,346	1,153,346	N/A
291-6401-601.19-05	Medical Insurance	73,740	0	0	0	98,122	98,122	N/A
291-6401-601.19-10	IMRF	85,589	3,534	0	0	115,350	115,350	N/A
291-6401-601.19-11	Social Security	45,564	388	0	0	71,445	71,445	N/A
291-6401-601.19-12	Medicare	10,656	90	0	0	16,709	16,709	N/A
	Fringe Benefits	215,549	4,012	0	0	301,626	301,626	N/A
291-6401-601.21-02	Equipment Maintenance	2,870	0	0	0	0	0	N/A
291-6401-601.22-02	Dues	1,961	0	0	0	668	668	N/A
291-6401-601.22-03	Training	2,047	0	0	0	1,951	1,951	N/A
291-6401-601.22-18	Contracted Programs & Exhibits	14,605	0	0	0	0	0	N/A
	Contractual Services	21,483	0	0	0	2,619	2,619	N/A
291-6401-601.30-05	Office Supplies & Equipment	1,950	0	0	0	1,567	1,567	N/A
291-6401-601.32-01	Program Supplies	5,753	0	0	0	804	804	N/A
291-6401-601.32-02	Program Events	27,409	0	0	0	0	0	N/A
291-6401-601.32-90	Circulation Supplies	675	0	0	0	0	0	N/A
	Commodities	35,787	0	0	0	2,371	2,371	N/A
	Total Info	1,024,536	4,042	0	0	1,459,963	1,459,963	N/A

MEMORIAL LIBRARY FUND

EXPENDITURES

Circulation

6420

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6420-601.16-85	Salaries	2,253,333	2,384,331	2,452,181	2,624,771	868,118	(1,756,652)	(66.9%)
291-6420-601.18-05	Overtime Civilian	312	1,617	1,208	2,000	1,000	(1,000)	(50.0%)
	Salaries	2,253,645	2,385,948	2,453,389	2,626,771	869,118	(1,757,652)	(66.9%)
291-6420-601.19-05	Medical Insurance	240,192	236,028	252,581	256,090	105,931	(150,160)	(58.6%)
291-6420-601.19-10	IMRF	235,349	230,583	246,979	262,298	84,055	(178,243)	(68.0%)
291-6420-601.19-11	Social Security	137,398	145,918	148,784	162,793	52,062	(110,731)	(68.0%)
291-6420-601.19-12	Medicare	32,133	34,125	34,796	38,073	12,176	(25,897)	(68.0%)
	Fringe Benefits	645,072	646,654	683,141	719,254	254,224	(465,030)	(64.7%)
291-6420-601.21-02	Equipment Maintenance	61	386	555	555	0	(555)	(100.0%)
291-6420-601.21-64	Access Services	2,086	2,229	4,000	3,000	0	(3,000)	(100.0%)
291-6420-601.21-65	Other Services	23,490	2,497	11,982	11,348	12,602	1,254	11.1%
291-6420-601.22-02	Dues	2,673	1,718	2,210	2,210	562	(1,648)	(74.6%)
291-6420-601.22-03	Training	1,627	1,694	3,000	4,294	1,773	(2,521)	(58.7%)
291-6420-601.22-18	Contracted Programs & Exhibits	63,947	0	0	0	0	0	N/A
	Contractual Services	93,884	8,524	21,747	21,407	14,937	(6,470)	(30.2%)
291-6420-601.30-05	Office Supplies & Equipment	2,000	3,847	5,207	5,207	1,883	(3,324)	(63.8%)
291-6420-601.30-07	Supplies Reimbursed by Patron	0	0	2,020	2,020	2,040	20	1.0%
291-6420-601.31-85	Small Tools & Equipment	0	0	0	0	0	0	N/A
291-6420-601.32-01	Program Supplies	1,515	5,275	2,332	2,332	0	(2,332)	(100.0%)
291-6420-601.32-02	Program Events	7,119	109		0	0	0	N/A
291-6420-601.32-85	Copier Supplies	0	0		0	0	0	N/A
291-6420-601.32-90	Circulation Supplies	5,606	12,605	11,369	11,369	9,017	(2,352)	(20.7%)
	Commodities	16,240	21,836	20,928	20,928	12,940	(7,988)	(38.2%)
	Total Circulation	3,008,841	3,062,962	3,179,205	3,388,360	1,151,219	(2,237,140)	(66.0%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Senior and Accessibility Services (SAS)

6430

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6401-601.16-85	Salaries	751,703	30	0	0	173,435	173,435	N/A
291-6401-601.18-05	Overtime Civilian	14	0	0	0	0	0	N/A
	Salaries	751,717	30	0	0	173,435	173,435	N/A
291-6401-601.19-05	Medical Insurance	73,740	0	0	0	19,933	19,933	N/A
291-6401-601.19-10	IMRF	85,589	3,534	0	0	17,361	17,361	N/A
291-6401-601.19-11	Social Security	45,564	388	0	0	10,753	10,753	N/A
291-6401-601.19-12	Medicare	10,656	90	0	0	2,515	2,515	N/A
	Fringe Benefits	215,549	4,012	0	0	50,561	50,561	N/A
291-6401-601.22-02	Dues	1,961	0	0	0	293	293	N/A
291-6401-601.22-03	Training	2,047	0	0	0	422	422	N/A
	Contractual Services	4,008	0	0	0	715	715	N/A
291-6401-601.30-05	Office Supplies & Equipment	1,950	0	0	0	0	0	N/A
291-6401-601.32-01	Program Supplies	5,753	0	0	0	0	0	N/A
291-6401-601.32-02	Program Events	27,409	0	0	0	0	0	N/A
291-6401-601.32-90	Circulation Supplies	675	0	0	0	1,551	1,551	N/A
	Commodities	35,787	0	0	0	1,551	1,551	N/A
	Total SAS	1,007,061	4,042	0	0	226,263	226,263	N/A

MEMORIAL LIBRARY FUND

EXPENDITURES

Programs and Exhibits

6440

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6440-601.16-85	Salaries	0	361,700	394,517	398,420	261,631	(136,788)	(34.3%)
291-6440-601.18-05	Overtime Civilian	0	100	70	200	200	0	0.0%
	Salaries	0	361,800	394,587	398,620	261,831	(136,788)	(34.3%)
291-6440-601.19-05	Medical Insurance	0	86,748	70,356	94,122	62,256	(31,866)	(33.9%)
291-6440-601.19-10	IMRF	0	41,012	47,919	50,397	26,189	(24,208)	(48.0%)
291-6440-601.19-11	Social Security	0	21,561	23,729	24,702	16,221	(8,481)	(34.3%)
291-6440-601.19-12	Medicare	0	5,042	5,549	5,777	3,794	(1,983)	(34.3%)
	Fringe Benefits	0	154,363	147,552	174,998	108,460	(66,538)	(38.0%)
291-6440-601.22-02	Dues	0	948	1,800	2,053	1,401	(652)	(31.8%)
291-6440-601.22-03	Training	0	1,001	800	1,340	1,053	(287)	(21.4%)
291-6440-601.22-18	Contracted Programs & Exhibits	0	88,192	140,000	170,695	181,800	11,105	6.5%
	Contractual Services	0	90,141	142,600	174,088	184,254	10,166	5.8%
291-6440-601.32-01	Program Supplies	0	304		0	300	300	N/A
291-6440-601.32-02	Program Events	0	49,161	55,000	61,657	38,572	(23,085)	(37.4%)
	Commodities	0	49,465	55,000	61,657	38,872	(22,785)	(37.0%)
	Total Programs and Exhibits	0	655,769	739,739	809,362	593,417	(215,945)	(26.7%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Digital Services

6450

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6450-601.16-85	Salaries	484,092	511,140	482,921	513,526	519,038	5,513	1.1%
291-6450-601.18-05	Overtime Civilian	0	0	100	100	100	0	0.0%
	Salaries	484,092	511,140	483,021	513,626	519,138	5,513	1.1%
291-6450-601.19-05	Medical Insurance	45,804	51,204	42,499	55,556	53,168	(2,388)	(4.3%)
291-6450-601.19-10	IMRF	59,395	58,473	54,795	63,185	51,956	(11,229)	(17.8%)
291-6450-601.19-11	Social Security	29,605	31,185	29,536	31,839	32,180	342	1.1%
291-6450-601.19-12	Medicare	6,924	7,293	6,908	7,446	7,526	80	1.1%
	Fringe Benefits	141,728	148,155	133,737	158,026	144,830	(13,196)	(8.4%)
291-6450-601.22-02	Dues	1,567	1,581	1,844	2,305	2,020	(285)	(12.4%)
291-6450-601.22-03	Training	198	411	478	500	400	(100)	(20.0%)
291-6450-601.22-18	Contracted Programs & Exhibits	5,380	0	0	0	0	0	N/A
291-6450-601.22-66	Outside Reference Service	2,450	2,554	2,663	2,700	2,765	65	2.4%
	Contractual Services	9,595	4,546	4,985	5,505	5,185	(320)	(5.8%)
291-6450-601.30-05	Office Supplies & Equipment	545	673	681	700	707	7	1.0%
291-6450-601.30-07	Supplies Reimbursed by Patron	1,087	606	640	900	800	(100)	(11.1%)
291-6450-601.31-85	Small Tools and Equipment	4,605	6,064	4,227	6,250	5,000	(1,250)	(20.0%)
291-6450-601.32-01	Program Supplies	73	17	500	1,000	750	(250)	(25.0%)
291-6450-601.32-78	Electronic Resources	298,099	305,245	327,753	337,027	343,072	6,045	1.8%
291-6450-601.32-90	Circulation Supplies	1,707	1,819	1,706	1,775	1,675	(100)	(5.6%)
	Commodities	306,116	314,424	335,507	347,652	352,004	4,352	1.3%
291-6450-601.50-15	Other Equipment	2,440	8,298	4,300	4,588	3,606	(982)	(21.4%)
	Property	2,440	8,298	4,300	4,588	3,606	(982)	(21.4%)
	Total Digital Services	943,971	986,563	961,550	1,029,397	1,024,764	(4,633)	(0.5%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Collection Services

6470

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6420-601.16-85	Salaries	788,897	759,293	784,659	790,261	872,150	81,890	10.4%
291-6470-601.18-05	Overtime Civilian	31	113	100	150	150	0	0.0%
	Salaries	788,928	759,406	784,759	790,411	872,300	81,890	10.4%
291-6470-601.19-05	Medical Insurance	193,692	171,084	193,851	185,626	212,130	26,504	14.3%
291-6470-601.19-10	IMRF	102,359	93,786	99,826	103,182	87,302	(15,880)	(15.4%)
291-6470-601.19-11	Social Security	46,998	45,285	46,685	48,996	54,073	5,077	10.4%
291-6470-601.19-12	Medicare	10,992	10,590	10,918	11,459	12,646	1,187	10.4%
	Fringe Benefits	354,041	320,745	351,279	349,263	366,152	16,889	4.8%
291-6470-601.21-64	Access Services	0	0	0	0	3,500	3,500	N/A
291-6470-601.22-02	Dues	1,901	1,558	1,903	2,478	2,478	0	0.0%
291-6470-601.22-03	Training	338	869	700	1,000	1,000	0	0.0%
291-6470-601.22-85	Processing Services	80,421	96,187	88,000	106,500	107,565	1,065	1.0%
	Contractual Services	82,660	98,614	90,603	109,978	114,543	4,565	4.2%
291-6470-601.30-05	Office Supplies & Equipment	1,182	1,136	1,400	1,500	1,500	0	0.0%
291-6470-601.30-33	Documentation Library	710	716	716	717	717	0	0.0%
291-6470-601.32-03	Binding	0	0	200	200	200	0	0.0%
291-6470-601.32-05	Processing Supplies	23,298	25,067	25,000	31,000	30,000	(1,000)	(3.2%)
291-6470-601.32-75	Audio Visual	433,833	455,958	490,000	526,135	534,980	8,845	1.7%
291-6470-601.32-80	Books	688,548	701,511	690,000	733,276	722,676	(10,600)	(1.4%)
291-6470-601.32-90	Circulation Supplies	349	2,414	3,000	3,000	6,000	3,000	100.0%
291-6470-601.32-95	Periodicals	121,986	116,978	120,000	130,889	132,735	1,846	1.4%
	Commodities	1,269,906	1,303,780	1,330,316	1,426,717	1,428,808	2,091	0.1%
	Total Collection Services	2,495,535	2,482,545	2,556,957	2,676,369	2,781,803	105,434	3.9%
	Total User Services	8,051,084	8,282,878	8,641,643	9,128,329	9,365,885	(1,448,669)	2.6%
	Total Memorial Library Fund Before Operating Transfers Out	13,153,964	13,861,088	13,837,943	14,599,856	14,909,317	309,460	2.1%

MEMORIAL LIBRARY FUND

EXPENDITURES

Non-Operating

6901

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
291-6901-601.90-05	Operating Transfer Out	1,750,000	1,750,000	1,750,000	1,750,000	0	(1,750,000)	(100.0%)
	Non-Operating	1,750,000	1,750,000	1,750,000	1,750,000	0	(1,750,000)	(100.0%)
	Total Non-Operating	1,750,000	1,750,000	1,750,000	1,750,000	0	(1,750,000)	(100.0%)
	Total Memorial Library Fund	14,903,964	15,611,088	15,587,943	16,349,856	14,909,317	(3,129,265)	(8.8%)

LIBRARY CAPITAL PROJECTS FUND

EXPENDITURES

Administration

6001

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
491-6001-601.50-15	Other Equipment	0	0	0	0	57,000	57,000	N/A
491-6001-601.50-55	Other Capital Outlay	105,456	0	0	0	0	0	N/A
491-9901-591.40-78	IMET Expense	0	0	0	0	0	0	N/A
	Capital Outlay	105,456	0	0	0	57,000	57,000	N/A
	Total Administration	105,456	0	0	0	57,000	57,000	N/A

Paid by Gifts and Grants

6004

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
491-6004-601.50-55	Other Capital Outlay	0	10,000	0	0	0	0	N/A
	Capital Outlay	0	10,000	0	0	0	0	N/A
	Total Paid by Gifts and Grants	0	10,000	0	0	0	0	N/A

Information Technology

6010

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
491-6010-601.50-12	Computer Equipment	0	25,288	86,829	92,000	0	(92,000)	(100.0%)
491-6010-601.50-15	Other Equipment	12,595	0	0	0	12,800	12,800	N/A
	Capital Outlay	12,595	25,288	86,829	92,000	12,800	(79,200)	(86.1%)
	Total Information Technology	12,595	25,288	86,829	92,000	12,800	(79,200)	(86.1%)

Facilities

6020

Account Number	Account Description	Actual 2016	Actual 2017	Proj. Act. 2018	Budget 2018	Budget 2019	\$ Inc / (Dec)	% Inc / (Dec)
491-6020-601.50-15	Other Equipment	359,843	60,092	13,663	160,300	31,000	(129,300)	(80.7%)
491-6020-601.50-55	Other Capital Outlay	100,526	1,212,712	847,197	785,000	56,290	(728,710)	(92.8%)
	Capital Outlay	460,369	1,272,804	860,860	945,300	87,290	(858,010)	(90.8%)
	Total Facilities	460,369	1,272,804	860,860	945,300	87,290	(858,010)	(90.8%)
	Total Library Capital Projects Fund	578,420	1,308,092	947,689	1,037,300	157,090	(880,210)	(84.9%)

To: Board of Library Trustees
From: Donna Ekl and Mike Driskell
Re: Assigned Fund Balance
Date: October 5, 2018

As discussed at the October Committee of the Whole meeting, in 2013 the board elected to assign \$1.4 million of the general fund balance to reserve for the IMRF Unfunded Actuarial Accrued Liability (UAAL), the library's long-term future pension liability. This assignment was not required to be in compliance with any accounting or governmental reporting standards.

Unfunded pension liabilities are long term liabilities and thus, are classified as non-current liabilities in the Statement of Net Position in the library's financial statements. This liability amount changes yearly depending on plan changes, contributions, participant statuses and actuarial evaluations. As a result of high interest earnings by IMRF last year, our unfunded liability decreased substantially.

On April 17, 2018, the board approved the release of \$750,000, bringing the assigned UAAL balance to \$650,000 (included in the library's 2017 audit and printed on page 19 of the 2017 Annual Financial Report). We are recommending that the board consider adjusting the IMRF assigned balance from \$650,000 to \$0.

Suggested motion: The Board of Library Trustees approves releasing \$650,000 of the Assigned IMRF UAAL Balance to the Unassigned General Fund Balance.

(Action Item 10)

To: Board of Library Trustees

From: Mike Driskell

Date: October 16, 2018

Re: 2019 Library Holiday Dates/Closings

Each year the board approves the following year's holiday and closing schedule. This year we are bringing two versions of the schedule for the board's consideration.

Version A is similar to the schedule the board annually approves.

We are bringing a version B for the board's consideration that includes a proposal to close early (5 p.m.) on Thanksgiving Eve, and to close for the full day for staff development day.

Upon further review and discussion about the closing early on December 23, staff would rather pursue closing for a longer staff development day. I believe this this full day closure will allow more of our staff to attend and get more out of our staff training day.

Suggested motion: The Board of Library Trustees approves Version A/B of the 2019 Library Holiday Dates and Closings.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
HOLIDAY AND CLOSING SCHEDULE
2019**

HOLIDAY	LIBRARY CLOSED	PAID HOLIDAY
January 1 – New Year’s Day (Tuesday)	Yes	Yes
January 21 – Martin Luther King Jr. Day (Monday)	No	Yes
February 18 – Presidents’ Day (Monday)	No	Yes
April 21 – Easter Sunday	Yes	No
May 27 – Memorial Day (Monday)	Yes	Yes
July 4 – Independence Day (Thursday)	Yes	Yes
September 2 – Labor Day (Monday)	Yes	Yes
October 14 – Columbus Day (Monday)	No	Yes
November 11 – Veterans’ Day observed (Monday)	No	Yes
November 28 – Thanksgiving (Thursday)	Yes	Yes
December 24 – Christmas Eve (Tuesday)	Yes	Yes
December 25 – Christmas Day (Wednesday)	Yes	Yes
December 31 – New Year’s Eve (Tuesday)	Closes at 5PM	No
Observance Day (floating holiday)	N/A	Yes

- ◆ Full-time employees receive the benefit of paid holidays. A schedule of holidays is approved annually by the Board of Library Trustees.
- ◆ On New Year’s Eve, Tuesday, December 31, the library closes at 5:00 p.m.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
HOLIDAY AND CLOSING SCHEDULE
2019**

HOLIDAY	LIBRARY CLOSED	PAID HOLIDAY
January 1 – New Year’s Day (Tuesday)	Yes	Yes
January 21 – Martin Luther King Jr. Day (Monday)	No	Yes
February 18 – Presidents’ Day (Monday)	No	Yes
April 21 – Easter Sunday	Yes	No
May 27 – Memorial Day (Monday)	Yes	Yes
July 4 – Independence Day (Thursday)	Yes	Yes
September 2 – Labor Day (Monday)	Yes	Yes
October 14 – Columbus Day (Monday)	No	Yes
November 11 – Veterans’ Day observed (Monday)	No	Yes
November 27 – Thanksgiving Eve (Wednesday)	Closes at 5PM	No
November 28 – Thanksgiving (Thursday)	Yes	Yes
December 24 – Christmas Eve (Tuesday)	Yes	Yes
December 25 – Christmas Day (Wednesday)	Yes	Yes
December 31 – New Year’s Eve (Tuesday)	Closes at 5PM	No
Observance Day (floating holiday)	N/A	Yes
Staff Development Day (TBD)	Yes	Yes

- ◆ Full-time employees receive the benefit of paid holidays. A schedule of holidays is approved annually by the Board of Library Trustees.
- ◆ On Thanksgiving Eve, November 27 and New Year’s Eve, Tuesday, December 31, the library closes at 5:00 p.m.

2018 Closing Comparisons

	AHML (Existing)	AHML (Proposed)	VAH	Waukegan	Gail Borden	Barrington	Niles	Vernon Area	Naperville	Northbrook	MPPL	ITPLD	Skokie	STDL	Elmhurst
New Year's Day	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Easter	Closed	Closed	Closed Sundays	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Memorial Day	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
4th of July	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Labor Day	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Thanksgiving	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Christmas Eve Day	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Christmas Day	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
New Year's Eve Day	Closes @ 5	Closes @ 5		Closes @ 5	Closed	Closed	Closed	Closed	Closed	Closed		Closes @ 1	Closes @ 5	Closes @ 5	Closes @ 5
Thanksgiving Eve Day		Closes @ 5		Closes @ 5	Closes @ 6	Closes @ 12:30	Closes @ 5	Closes @ 5	Closes @ 5	Closes @ 6		Closes @ 5			
Staff in service day	Opens @ 1	Closed		Closed	Closed*	Closed	Closed	Opens @ 1	Closed	Closed	Closed	Closed	Closed	Closed**	Closed
Veterans day			Closed												
Day after Thanksgiving			Closed	Closed		Closed									
Day after Christmas			Closed			Closed									
MLK Day			Closed												
Saturday before Memorial Day					Closed										
Sunday before Memorial Day				Closed	Closed		Closed	Closed	Closed						
3rd of July					Closes @6										
Sunday before Labor Day				Closed	Closed		Closed	Closed		Closed					
Day before Christmas Eve				Closed											
Sunday after Christmas				Closed											
Lockdown training											Closed				
Days closed	8	9	11	14	12	12	12	11	11	11	10	9	9	8	9
Days closed early	2	2	0	2	2	1	1	2	1	1	0	2	1	1	1

* In 2018, closing on Friday when they are normally only open until 6. Closes part or full day depending on program.

**Repeats program in the morning and evening to accommodate all staff. Has staff day every other year.

To: Board of Library Trustees

From: Mike Driskell

Date: October 16, 2018

Re: Staff Presentation – Accessibility Tools for Customers

Staff will share highlights of our Inclusion Awareness month and show some of our latest acquisitions in assistive technologies.

To: Board of Library Trustees

From: Mike Driskell and Gary Leclair

Date: October 16, 2018

Re: Automatic Doors

We budgeted \$10,300 in the 2018 budget for the installation of automatic door openers for the Digital Studios. These automatic doors will assist those with disabilities in using the studios. We have also received feedback from customers and staff stating that the second floor washroom doors, the staff lounge entrance and the staff lounge washroom is not accessible. Below are options for the addition of automatic door openers in each area. We would like to add the automatic door openers to all of these locations.

Studio Doors

Tee Jay Service \$11,898 + \$1,805.17 (Electric) = \$13,703.17

Assa Abloy \$12,492 + \$1,805.17 (Electric) = \$14,297.17

Nabco Entrances \$ 9,800 + \$1,805.17 (Electric) = \$11,605.17

Second Floor Washroom Doors

Tee Jay Service \$4,494 + \$850.16 (Electric) = \$5,344.16

Assa Abloy \$5,434 + \$850.16 (Electric) = \$6,284.16

Nabco Entrances \$3,400 + \$850.16 (Electric) = \$4,250.16

Staff Entrance and One Staff Washroom Door

Tee Jay Service \$4,494 + \$872.77 (Electric) = \$5,366.77

Assa Abloy \$5,338 + \$872.77 (Electric) = \$6,210.77

Nabco Entrances \$3,800 + \$872.77 (Electric) = \$4,672.77

Totals for all doors:

Tee Jay Services	\$24,414.10
Assa Abloy	\$26,792.10
Nabco Entrances	\$20,528.10

Suggested motion: **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.**

To: Board of Library Trustees
From: Donna Ekl
Cc: Mike Driskell
Re: Arlington Heights Memorial Library Foundation Loan Assignment
Date: October 12, 2018

At the August 2018 board meeting, the board approved a request from the Arlington Heights Memorial Library Foundation for a loan in the amount of \$10,000 to fund the foundation's startup costs. On August 20, 2018, the board approved the loan of \$10,000 to the Arlington Heights Memorial Library Foundation on the terms stated in the Memorandum of Agreement.

"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."

"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."

We are recommending the board assign \$10,000 of the general fund balance as Arlington Heights Memorial Library Foundation Loan Fund.

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

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: _____

To: Board of Library Trustees
From: Donna Ekl
Cc: Mike Driskell
Re: Recognition of Arlington Heights Memorial Library Foundation
Date: October 12, 2018

The Arlington Heights Memorial Library Foundation received their Employer Identification Number (EIN) in September of 2018. Under guidance of LIRA Insurance representatives, the board must formally recognize the Arlington Heights Memorial Library Foundation as an extension of the library to be included under the umbrella of our library's general liability insurance pool, LIRA. Directors and Officers (D&O) Insurance is not covered by LIRA, and this insurance will need to be purchased independent of the Arlington Heights Memorial Library.

Suggested motion: The Board of Library Trustees recognizes the Arlington Heights Memorial Library Foundation as an extension of the library.

Executive Director's Report

October 2018

What's New @ AHML

Two New Auto and Engine Repair Databases

Arlington Heights' gearheads will rejoice with the addition of two new auto and engine repair databases that the library began offering in September, Ebsco's AutoMate and Small Engine Repair Reference Center. AutoMate has a similar selection to AllData Pro, which it replaced, but AutoMate is available from home (or garage) while AllData Pro was only available within the library. Small Engine Repair Reference Center is also available offsite. This furthers our strategic plan goal of optimizing the availability of e-resources, making these e-resources easier to access by customers.

Diversity and Inclusion

New to Kids' World

Many new items for Kids' World have been purchased to support the Inclusion Awareness Month. Additional large type books and Braille books have been purchased, as well as Braille blocks, ASL flashcards, occupational therapy weighted toys and sensory toys.

Autism Center

The Bookmobile started monthly visits to the Autism Center, with 24 customers enjoying this first visit.

La Universidad a tu Alcance

On September 25 and October 3, the library hosted its first-ever informational programs delivered in Spanish in a 2-part workshop for over 20 Spanish-speaking parents and teens. A true collaborative effort, SIS Bilingual Advisor, Mari Carmen Cifuentes, with Teen Services Supervisor, Alice Son, worked with Dr. Michael Ayala from Hersey High School to provide college prep resources to these families. At the first program, Dr. Ayala created a welcoming environment to have a conversation about college for parents and teens, some of these teens would be the first in their families to attend a college or university. Those in the program also heard from Dr. Ayala's former students, including Dr. Vanessa Cruz over Skype – her proud family tearing up among the audience. The second program featured library resources including digital and print materials available to customers presented by Alice Son. Mari Carmen Cifuentes provided real-time Spanish-language interpretation for the audience – fostering relationships and a line of communication with many of these first-time library customers.



Día de los Muertos

On September 30, Academia Cultural Xilotl presented on the Mexican celebration of life and rebirth – Día de los Muertos – and 68 attendees enjoyed a unique crafting experience, making their own calaveritas de azúcar (sugar skulls). The [Daily Herald](#) covered the program, which was a part of a series of programs honoring Hispanic Heritage month.



Our Time

Our Time: Friends and Family of Children in Therapy was a success with nearly 90 people in attendance, our biggest crowd yet! Children were able to enjoy a sensory storytime and group sensory activities in collaboration with a recreational play specialist as well participate in a family music concert presented by an early childhood music specialist who specializes in creating inclusive musical experiences. Along with Beth Deiter, a speech-language pathologist, we created a 90-minute program with short activities, including play activities throughout the room (a “pumpkin patch” and an adaptive obstacle course) for children who did not want to engage in the group activities. Caregivers had the opportunity to connect, as well as check out what library resources were available to support their families.



Department Highlights

Programs News

One Book, One Village highlights

Our 5th Annual One Book, One Village community read is off to a strong start. Since announcing the title and author visit in mid-August, book circulation has been our strongest yet with display shelves emptied over the first weekend of the initiative. Collections was quick to purchase additional copies and we have worked to keep copies of the book in the hands of readers. Many readers have attended related events, engaged with staff in the library, or reached out to tell us how much the book means to them. *Every Note Played* is truly succeeding in bringing people together around common themes and discussions.

To enhance the experience of reading the book, our series of programs and discussions are succeeding in connecting community with the book in unique ways. Informational programs have given us an opportunity to connect with new partners and presenters, from a Professor of Neurological Sciences at Rush Medical College to our local Northwest Community Wellness Center. Highly participatory programs have provided space for introspection and connected residents with one another, and staff facilitated book discussions have evoked deep and sometimes emotional dialogue with one single discussion attracting 40 attendees.

Additionally, a record number of local book groups have borrowed sets of books and supplementary materials, which has allowed hundreds of extra readers to connect to the community-wide discussion.

Introducing *Every Note Played* at the Farmer's Market

Forty people stopped by the library's table to learn about our One Book, One Village title and the upcoming Piano Project. 14 checked out copies of the book and 9 renewed their library cards while visiting with us. Quite a few people who stopped were already reading the book and shared that they have found it moving. Great feedback early in the initiative!

OBOV book discussion at Luther Village

We always have an excellent turnout for our discussions at Luther Village but this year's discussion of *Every Note Played* broke all records. Forty-one residents came to talk about this book that hit very close to home for many of the participants. Several people shared stories about their own caregiving experiences including a woman whose husband died of ALS. It was a moving and engaging discussion.

The Piano Project

Tying it all together has been The Piano Project, a public outdoor art display and marketing campaign, which plays upon the musical elements in *Every Note Played*. Among the six pianos decorated by local artists, one was lovingly created by our own librarian, Violet Jaffe, and captures the personal story of her grandfather's battle with ALS. We were thrilled to see

our OBOV author Lisa Genova share a Chicago Tribune article about the project on her own social media.



Piano Performance at Senior Center

Nearly 70 people enjoyed the great weather and the versatility of our performer, Justin, as they gathered on the Senior Center patio on a beautiful September day. The piano donor and the piano were on hand for the concert that included a tune dedicated to a couple who were celebrating their 59th anniversary. So many people shared great feedback about the Piano Project as a way of joining the community.



Specialty Info News

Business Outreach

Diane Malik, Business Advisor, attended two Synergy Business Builders meetings this month. Mike Monahan hosted one of those groups at the library. In addition to a presentation about business services, the group enjoyed a tour of the Studio and a chance to try out the Oculus Rift with Gregory Berger. We received very positive feedback from the group! Diane also visited the SBDC at Harper College, 25N Coworking, and a Chamber of Commerce networking event at the Historical Museum.

Youth News

Homeschool

Kids' World Librarian Christina Giovannelli-Caputo continues to develop and grow services for homeschool families. This month 30 people attended Homeschool Hangout, where families had the opportunity to check out some of the library's tech tools and network. Parents of homeschool students were encouraged to leverage library databases at Homeschool Parents Night Out. Digital Services Librarian, Bill Pardue, presented relevant resources to parent and items from the library's STEM Kit collection were featured.



Digital Services News

Transfer of Senior Center Services

With the creation of the Senior and Accessible Services Department, Technology Instructor Coordinator, David Olichwier, Digital Services Manager, Jack Bower, and the new Senior and Accessible Services Manager, Mary Jo Lepo, have started planning the transfer of the Senior Center services that Digital Services currently delivers. Management of the Computer Lab, volunteer coordination, and class planning at the Senior Center will transition to Senior and Accessible Services. Digital Services will continue to provide some offsite programming and will begin to offer more classes geared towards seniors at the main library.

Across Departments

Library Card Signup Month

Circulation, Specialty Info, and Youth Services staff developed and delivered eight outreach visits, including the Arlington Racetrack and the Farmer's Market for Library Card Signup Month. These visits helped bring awareness of services and resources available at the library to current and future library users. In part, this extra exposure resulted in an increase of 22.8% more library cards created this month than the same month last year.



SEPTEMBER IS
**LIBRARY CARD
SIGN-UP MONTH**

Staff Development

Staff Inclusion Update

Inclusion team members shared highlights of the upcoming Inclusion Awareness month, shared and discussed a Ted Talk that had been meaningful in our work, thanked staff for their participation and reviewed our latest acquisitions in assistive technology at department meetings throughout the month.

September 2018

Service Point Traffic

Total visits
79,146 ↑ 2%
 77,250 last year

Main Library visits
74,934 ↑ 3%
 72,740 last year

Sr Center Visits
1,812 ↓ -22.33%
 2,333 last year

Bookmobile Visits
2,400 ↑ 10.24%
 2,177 last year

Circulation

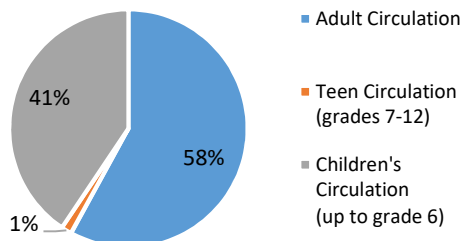
Total Circulation
161,321 ↓ -4%
 167,419 last year

Card Holders
51,851

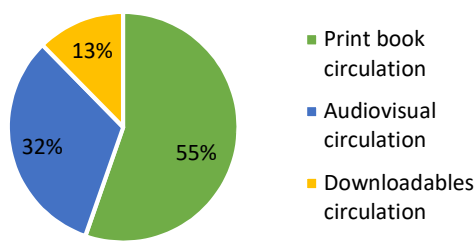
Library Cards Issued
 Resident **431** ↑ 23.14%
 (issued) 350 last year
 Non-Resident **171** ↑ 11.04%
 (Registered) 154 last year

Interlibrary Loan
 Borrowed **367** ↓ -14.65%
 430 last year
 Lent **582** ↓ -12.08%
 662 last year

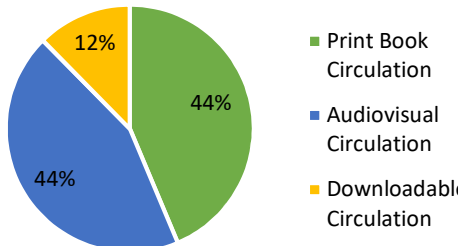
Circulation by Audience



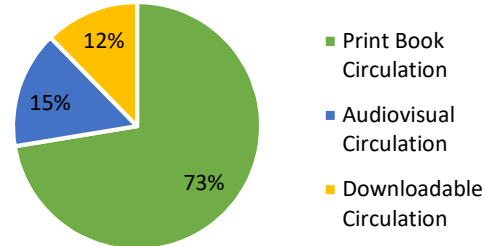
Circulation by Format



Adult Circulation by Format



Children Circulation by Format



Programs

Program Attendance
7,305 ↑ 11%
 6,608 last year

Number of Programs
273 ↑ 3%
 264 last year

Cost of Programs
\$6,406
 \$2,450 funded by FOL

General Satisfaction
4.62/5

Questions

Reference Questions
16,189 ↑ 5%
 15,358 last year

Reference Questions
 (via call center)
4,170 ↓ -4%
 4,327 last year

Chat sessions
476 ↑ 21.74%
 391 last year

Technology Usage

Public Computer Use
9,748 ↓ -3.27%
 10,078 last year

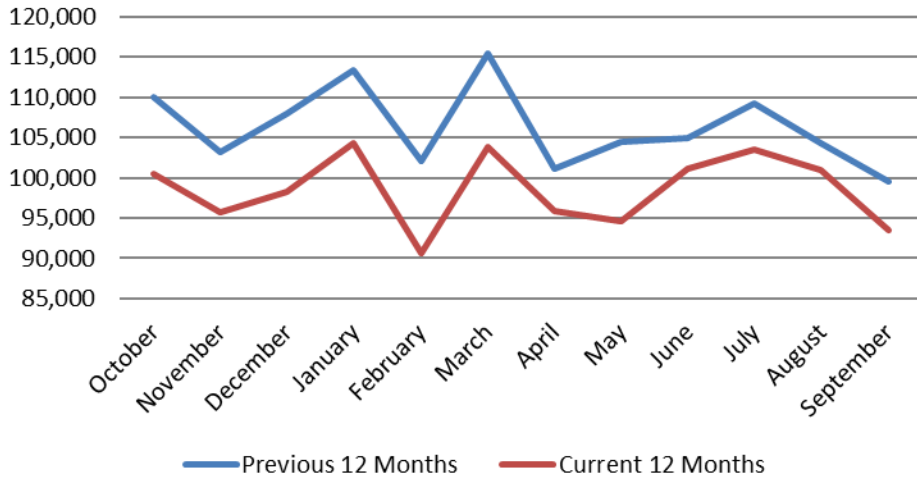
Website Visits
92,674 ↓ -6.82%
 99,462 last year

Self Checkout
 (% of total checkouts)
67% 0.97%
 66% last year

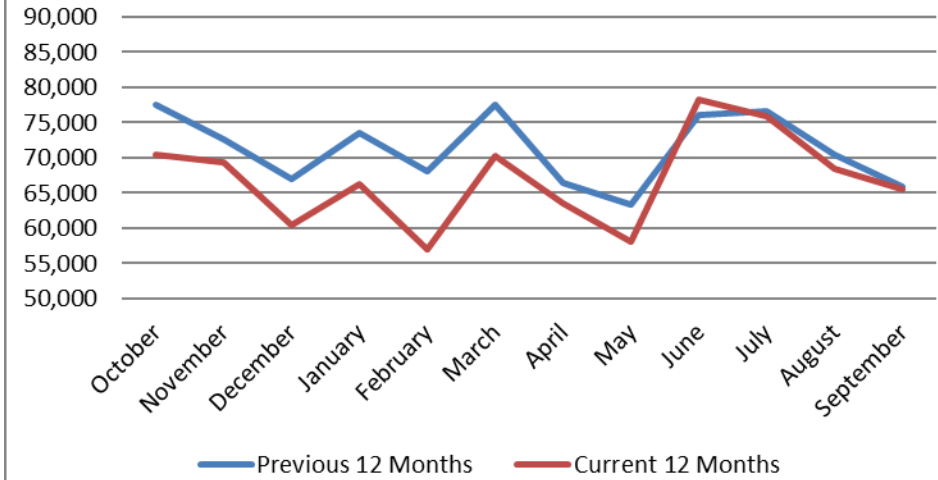
AHML - DASHBOARD - October 2018

	September 2018	September 2017	% change from last September	Jan 2018 - September 2018	Jan 2017 - September 2017	% change from last YTD
Total circulation	161,321	167,419	-4%	1,516,476	1,615,801	-6%
Adult circulation	93,555	99,588	-6%	888,401	954,657	-7%
Teen circulation	2,268	1,990	14%	24,978	23,056	8%
Children circulation	65,498	65,841	-1%	603,097	638,088	-5%
Print book circulation	85,056	85,290	0%	794,545	811,479	-2%
Audiovisual circulation	49,692	56,727	-12%	501,712	573,736	-13%
Downloadables circulation	18,988	17,714	7%	145,909	148,285	-2%
Self-check as % of main floor circ	67.22%	66.25%	0.97%	66.92%	66.01%	0.91%
Circulation to reciprocal borrowers	9,431	9,225	2%	90,038	95,819	-6%
ILLs borrowed for our customers	367	430	-15%	3,433	3,718	-8%
ILLS lent to other libraries	582	662	-12%	4,956	6,332	-22%
Resident cards issued	431	350	23%	3,757	3,879	-3%
Reciprocal cards registered	171	154	11%	1,599	1,651	-3%
Reference questions	16,189	15,358	5%	148,912	150,937	-1%
Number of Programs	272	264	3%	2,339	2,314	1%
Program attendance	7,296	6,608	10%	78,809	91,320	-14%
Public computer use	9,748	10,078	-3%	94,809	98,180	-3%
Website visits	92,674	99,462	-7%	891,062	963,181	-7%
In-person visitors	79,146	77,250	2%	778,956	786,527	-1%
Marketplace - % of adult coll	8.57%	8.95%	-4%	8.6%	8.7%	-1.7%
Marketplace - % of circ	34.4%	35.4%	-3%	34.5%	35.1%	-1.8%
Kids' Mktplace - % of KW coll	4.4%	5.0%	-15%	4.6%	5.1%	-9%
Kids' Mktplace - % of circ	14.9%	17.2%	-15%	15.0%	16.2%	-8%
Individual Staff Sessions	337	264	22%	2870	3157	-10%
Volunteer hours	2,088	2,100	-1%	21,272	22,299	-5%

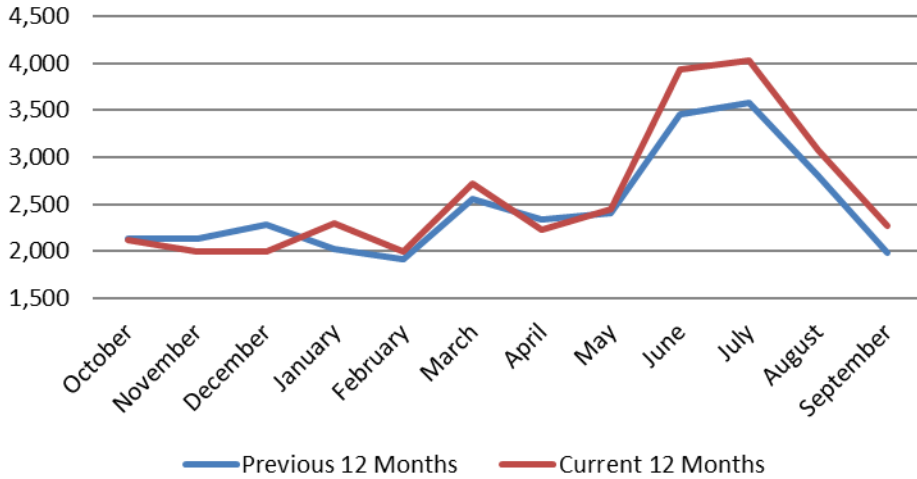
Adult Circulation



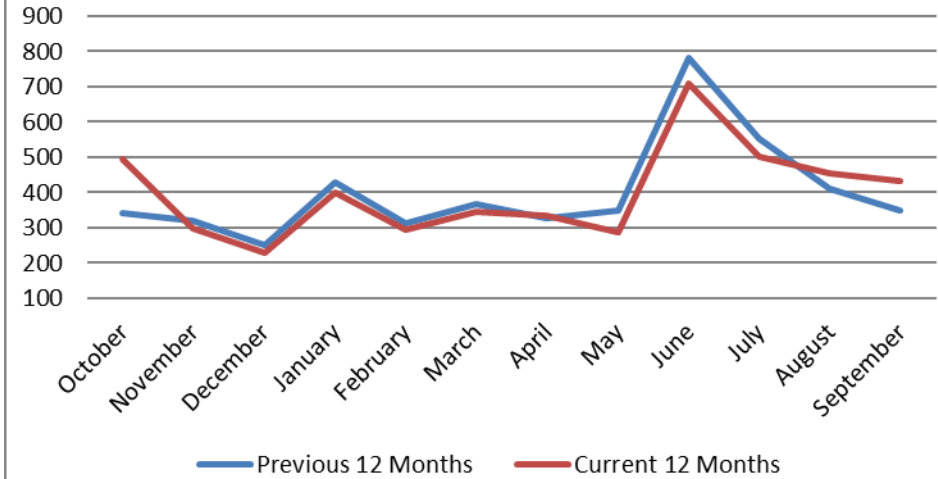
Children's Circulation

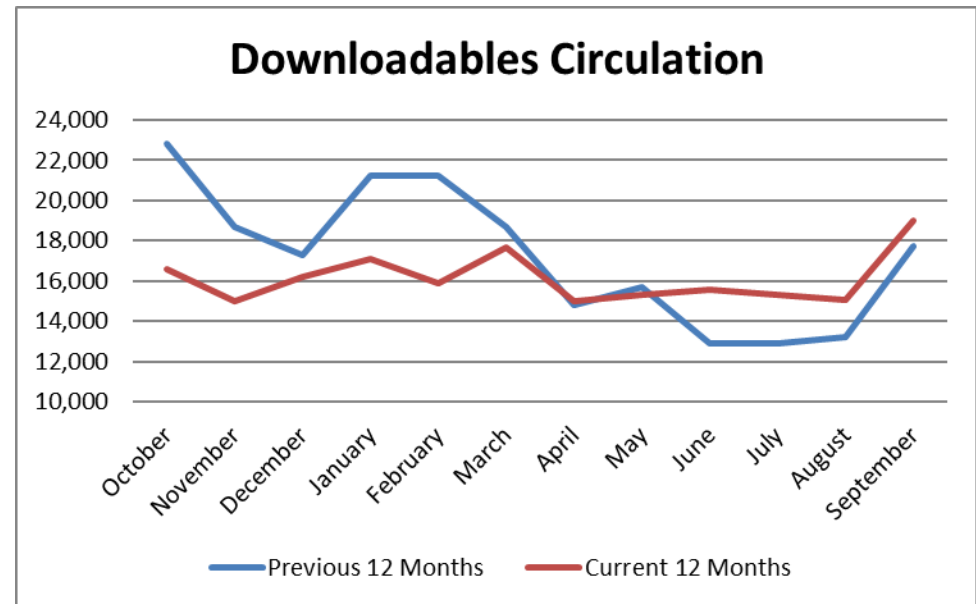
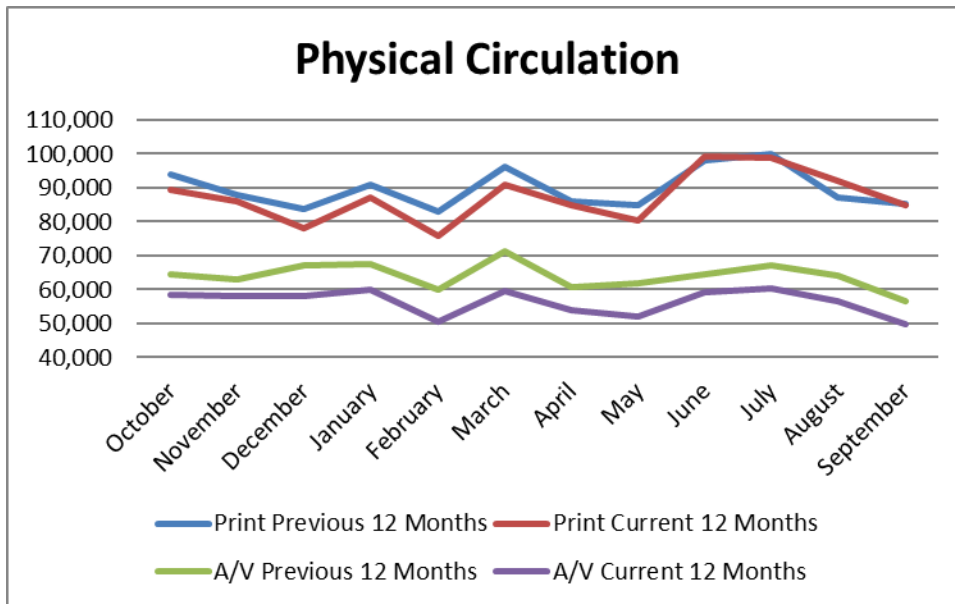


Teen Circulation



Resident Library Cards Issued

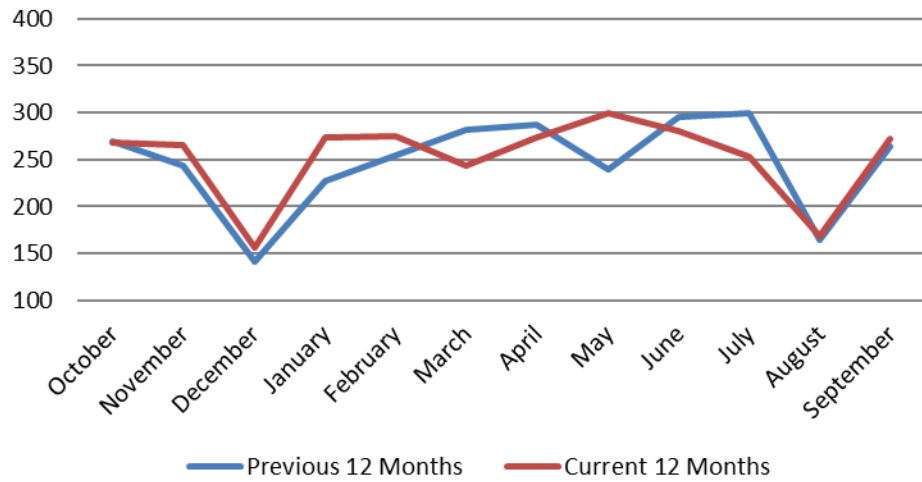




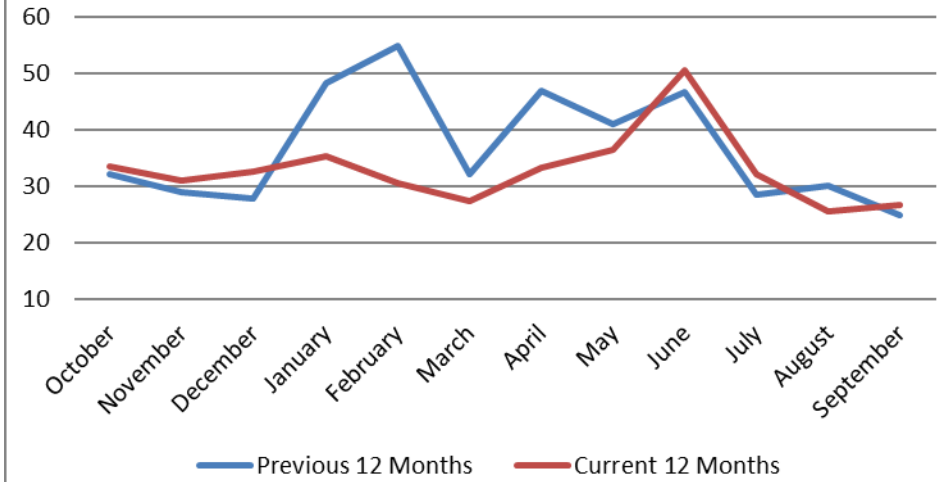
Notes relating to circulation:

- We registered 431 Arlington Heights residents for library cards. This is an increase of 23.1% compared to last September. Out of all kids’ cards created during the month, we issued 24.7% in conjunction with our partnership with District 25 schools.
- Teen circulation continues to increase. It is up 14% for the month and 8.3% for the year. In particular, Teen graphic novels are up 76.2% compared to the same month last year.
- The drive-up window continues to be a very popular service for our customers. Checkouts at the drive-up increased 27.5% compared to September 2017 and they have seen a 3.2% increase for the year. There has also been an increase in the number of cars stopping by the window for the year of 6.4%.
- Customers are taking advantage of our partnership with other LINKin libraries. Checkouts are up 4.6% for the month, and expanding our total participating LINKin libraries from nine to ten this year contributed to an increase of 8.8% for the year.
- A few other collections have seen an increase in use compared to last September:
 - ESL is up 5%
 - Adding to our supply resulting in shopping baskets up 20%
 - Adult book discussion is up 65.8%
 - Added exposure resulted in an increase in eCheckouts by 7.2%

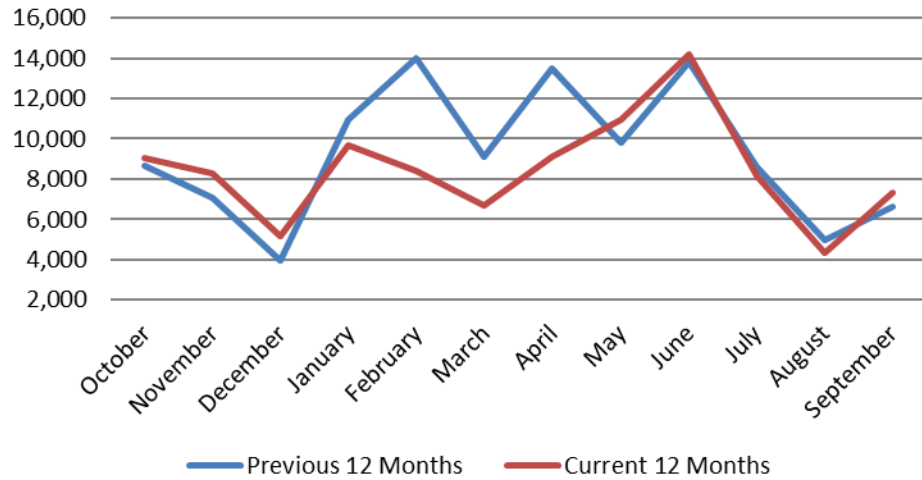
Program Sessions



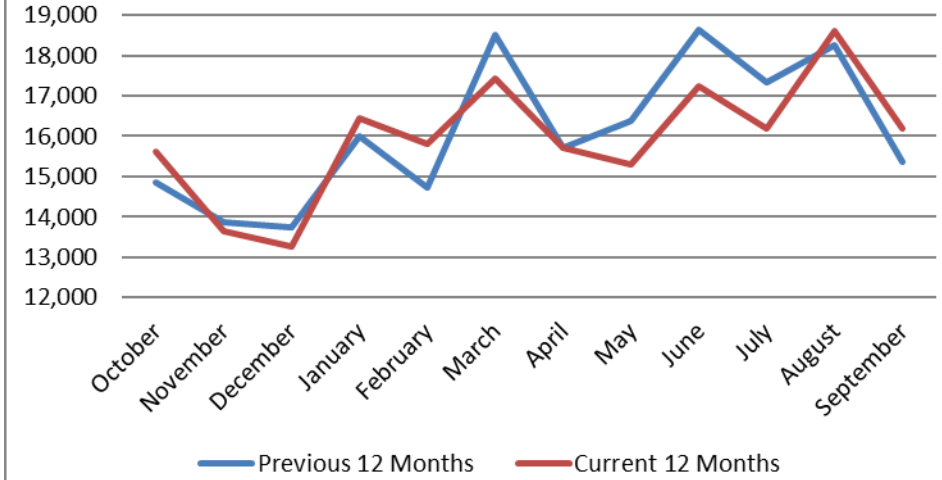
Attendance Per Program



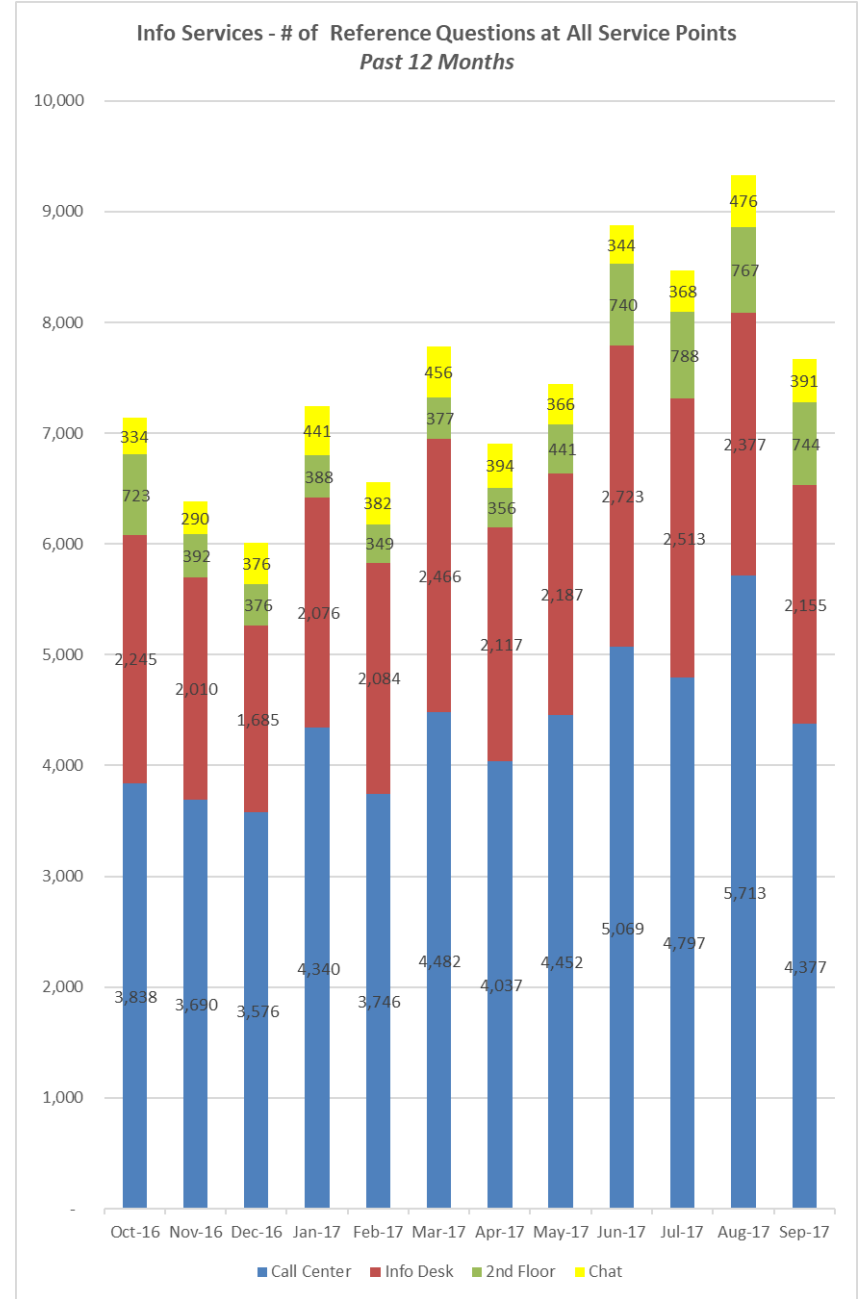
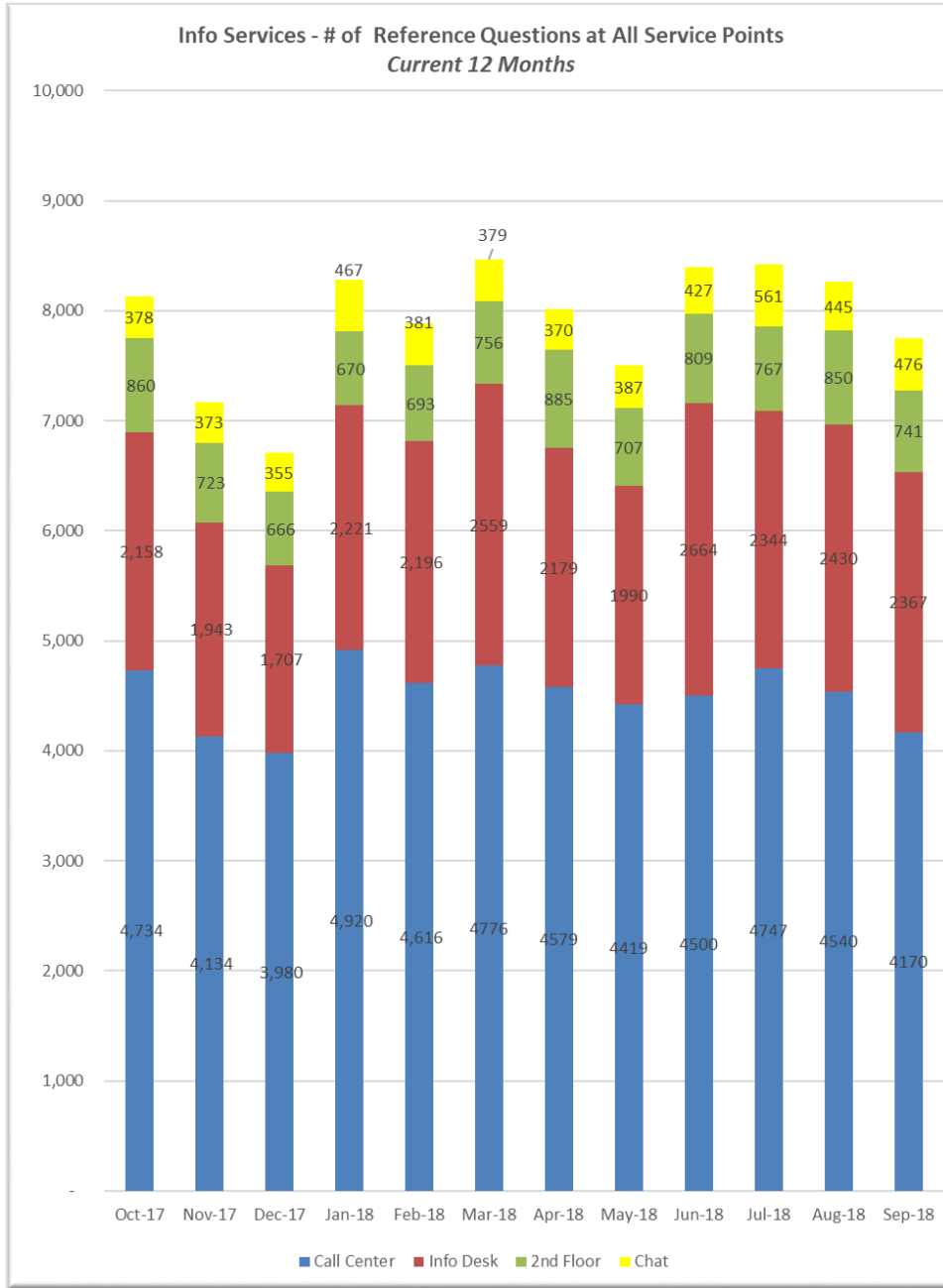
Program Attendance



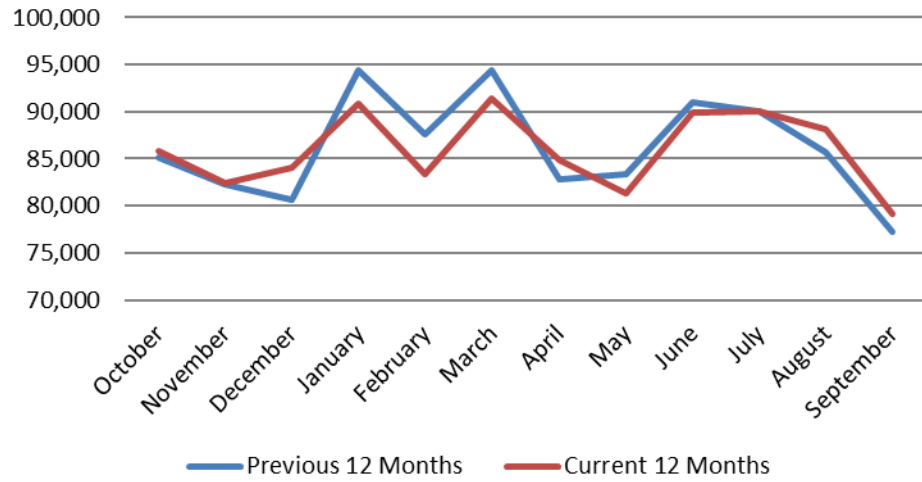
Reference Questions (Library Wide)



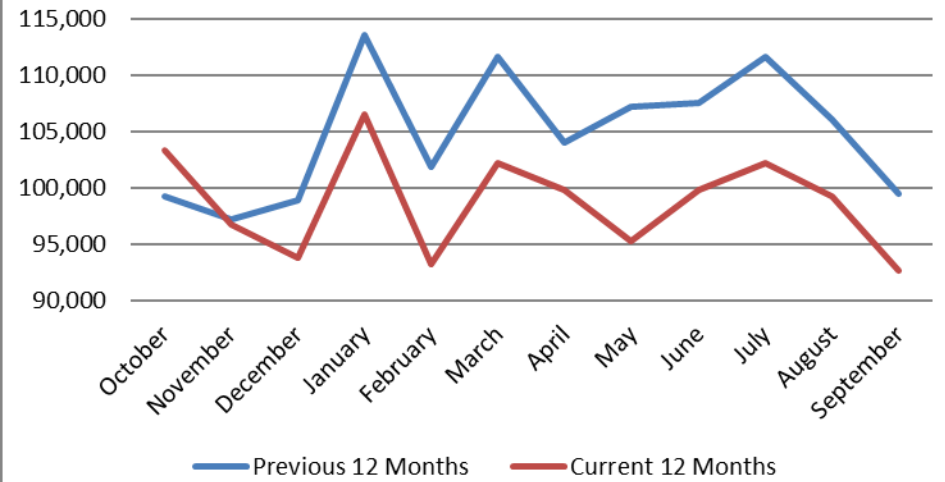
The charts below illustrate the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.



In-person Attendance



Website Visits



Public Computer Use

