

BOARD OF LIBRARY TRUSTEES

7:30 P.M. MONDAY, SEPTEMBER 17, 2018 BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 20, 2018 (Action Item 1)
- V. APPROVAL OF TRUSTEE EXPENDITURES (Action Item 2)
The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Expenses for President Smart to attend the 2018 Illinois Library Association Annual Conference and the 2019 American Library Association Midwinter Meeting and Exhibit will be presented.
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2018 (Item 3)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 2018 (Action Item 4)
- VIII. EXECUTIVE DIRECTOR'S REPORT

IX. OLD BUSINESS

- AUTHORIZATION OF CHANGE ORDER FOR 1993 BOILER REPLACEMENT PROJECT (Action Item 5)
We are seeking authorization of a change order for the 1993 Boiler Replacement Project.

X. NEW BUSINESS

- INCLUSION AWARENESS MONTH PROCLAMATION (Action Item 6)
We will present a proclamation for October 2018 as Inclusion Awareness Month and welcome everyone to visit our library.
- 2019 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 7)
We will present a schedule of proposed library holiday dates and closings for 2019.
- 2019 BOARD MEETING SCHEDULE (Action Item 8)
We will present a schedule of proposed dates for the 2019 board and committee of the whole meetings.
- DEDICATION OF BOARD ROOM (Action Item 9)
We will discuss dedicating the Board Room in honor of Richard Frisbie who served as a library trustee for 44 years.

XI. LIAISON REPORTS

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

XII. OTHER

- DISCUSSION ITEMS FOR PARK DISTRICT BREAKFAST MEETING – SATURDAY, OCTOBER 27, 8:30 A.M.

XIII. 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

XIV. ITEM(S) FROM CLOSED SESSION FOR ACTION

XV. ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY, AUGUST 20, 2018.

08.18.01 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, August 20, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Tangney.

Also present: Michael Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Gary Leclair, Facilities Manager; Jennifer Czajka, Programs and Exhibits Manager; Carol Ng-He, Exhibit Coordinator; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Library; Lauree Harp, Arlington Heights Memorial Library Foundation Exploratory Committee.

08.18.03 There was no **PUBLIC COMMENT**.

08.18.04 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 17, 2018 (Action Item 1)**. Trustee Medal seconded. With Trustee Zyck abstaining, all were in favor and the minutes were approved as corrected.

08.18.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF AUGUST 6, 2018 (Action Item 2)**. Trustee Medal seconded. With Trustee Zyck abstaining, all were in favor and the minutes were approved as submitted.

08.18.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2018 (Item 3)** – Mr. Driskell reported the library has received 78% of its annual budgeted revenue to date. The library received an \$8,561 for cash in lieu of a land dedication contribution collected by the Village of Arlington Heights on behalf of the library for the six month period ending April 30, 2018. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

08.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 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 JULY 31, 2018, IN THE AMOUNT OF \$1,170,930.15**. Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following

answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

08.18.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted RBdigital Great Courses which is a series of college-level audio and video courses crafted for lifelong learners, with engaging, immersive learning experiences in history, health, science and language arts; the library's partnership with Newcomer Center featured in VOYA (Voice of Youth Advocates) for "Build a Better Future for All: Connecting Immigrant Teens to the Library"; 162 community members connected through stories in Personal Best: An Evening of Storytelling for Adults; 905 delighted individuals of all ages celebrated fandom and pop culture in the 3rd Annual FanCon: Comics & Pop Culture; computer lab sessions are being extended from one hour to three hour standard session lengths; a partnership with the Arlington Heights Park Distract for Soccer Fun at Patriot Park; and two staff completed an Alzheimer's Disease & Dementia Care training course and received Certified Dementia Practitioner certification to better serve customers.

08.18.09 **OLD BUSINESS**

- **AUTHORIZATION TO PURCHASE CARPET CLEANER (Action Item 5)** – Staff is seeking authorization to purchase a professional grade carpet-cleaning machine.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE PURCHASE OF A RIDING CARPET CLEANER FROM PIKE SYSTEMS IN THE AMOUNT OF \$13,663.44.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

- **NATURAL GAS RATES (Action Item 6)** – Staff is seeking authorization to convert to fixed-rate pricing for natural gas rates.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO CONVERT TO FIXED-RATE PRICING FOR NATURAL GAS RATES FOR 36 MONTHS.** Trustee Zyck seconded. All were in favor and the motion carried.

- **AUTHORIZATION TO ACCEPT SECOND FLOOR CARPET REPLACEMENT BID (Action Item 7)** – A public bid was held and staff is seeking authorization to move forward with the project by accepting the lowest qualified bid to replace the second floor carpet.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AWARDS THE CARPET REPLACEMENT PROJECT TO ABEL CARPETS, LTD/COMFLOORX, FOR AN AMOUNT NOT TO EXCEED \$61,397 WHICH INCLUDES A 10% CONTINGENCY, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- **BUILDING SEALANT REPLACEMENT (Action Item 8)** – After receiving bid results, staff is seeking direction in next steps for the building sealant replacement project. After discussion, even though the cost of the project would exceed the budgeted amount, the board was in favor of proceeding with the project at this time.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AWARDS THE BUILDING SEALANT REPLACEMENT PROJECT TO EUGENE MATTHEWS, INC. FOR AN AMOUNT NOT TO EXCEED \$113,850 WHICH INCLUDES A 10% CONTINGENCY, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- **RECAP OF CHRIS RASCHKA EXHIBIT (Item 9)** – Staff provided a recap of the Chris Raschka exhibit and artist-in-residence programs.

08.18.10 NEW BUSINESS

- **AUTHORIZATION TO ENTER INTO CONTRACT FOR CHAGALL EXHIBIT (Action Item 10)** – Staff is seeking authorization to enter into contract with Kohl Children’s Museum for their Chagall exhibit, the first of the library’s planned exhibits for 2019.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ENTER INTO CONTRACT WITH KOHL CHILDREN’S MUSEUM FOR THE EXHIBIT CHAGALL FOR CHILDREN FOR AN AMOUNT NOT TO EXCEED \$21,000 FOR RENTAL, TRANSPORTATION, INSTALLATION, AND DISASSEMBLY.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

- **AUTHORIZATION TO APPROVE FOUNDATION FUNDING (Action Item 11)** – Ms. Harp, a representative from the exploratory committee, gave an update on the progress of the formation of the Arlington Heights Memorial Library Foundation and addressed the board seeking authorization to approve the foundation’s request for funding to assist in the early growth stages of the foundation, including filing, legal fees, branding, and marketing development.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES APPROVES A LOAN OF \$10,000 TO THE ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION ON THE TERMS STATED IN A MEMORANDUM OF AGREEMENT AND TO AUTHORIZE THE BOARD PRESIDENT TO SIGN THE MEMORANDUM OF AGREEMENT.** Trustee Zyck seconded. All were in favor and the motion carried.

08.18.11 LIAISON REPORTS

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends had a successful Summer Back-to-School Sale with profits totaling approximately \$18,000. A Book Sale Committee has been formed and is reviewing current practices and is excited about moving forward with some new ideas.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – President Smart reported there was no additional information other than what was previously discussed.

08.18.12 **OTHER**

- **PRESENTATION OF *EVERY NOTE PLAYED BY LISA GENOVA* - PROMOTIONAL PLAN AND RELATED PROGRAMMING** – Staff gave an update on the library’s annual One Book, One Village community read *Every Note Played* by Lisa Genova and shared highlights of some of the exciting events happening throughout the community this fall.

08.18.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES; AND (5) PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY.** Trustee Zyck seconded. All were in favor and the motion carried. The board went into closed session at 9:13 p.m.

The board returned to open session at 9:50 p.m.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF AUGUST 20, 2018.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Thanopoulos moved **ADJOURNMENT.** Trustee Zyck seconded. All were in favor and the meeting was adjourned at 9:51 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

To: Board of Library Trustees
From: Mike Driskell
Date: September 13, 2018
Re: Authorization of Trustee Expenditures

The Local Government Expense Control Act, which became effective January 1, 2017, requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Since the goal of the Act is to provide for oversight and control of the use of public funds, the board should also vote on any expenditures paid directly by the library on behalf of a trustee, despite the fact that these are not strictly reimbursements. Below is the registration fee and other possible expenses for the 2018 Illinois Library Association (ILA) Annual Conference in Peoria, IL, and the 2019 American Library Association (ALA) Midwinter Meeting and Exhibits for President Smart. Following the conference, any reimbursement for transportation, parking, baggage and meals would come before the board for approval.

2018 ILA Annual Conference, October 9-11, Peoria, IL (Peoria Civic Center)

- Early bird registration fee – Trustee Day only \$175
Paid directly to ILA

- Lodging - reservation for one night \$170
Payment would be made directly to Embassy Suites

Expected reimbursements that would be brought to the board for approval:

- Transportation \$190
- Per Diem – 2 days (\$74/day) \$148

Total cost of attendance \$683

2019 ALA Midwinter Meeting and Exhibits, January 25-29, Seattle, WA

- Early bird registration fee \$245
Paid directly to ALA
 - Airfare - expected to be \$460
Payment would be made directly to First Class Travel
 - Lodging for four nights (\$250/night) \$1,000
Payment would be made directly to hotel
- Expected reimbursements that would be brought to the board for approval:*
- Airport transportation \$200
 - Baggage \$50
 - Per Diem – 5 days (\$74/day) \$370

Total cost of attendance \$2,325

Suggested motion: **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 Exhibits for an amount not to exceed \$2,325.**

Village of Arlington Heights
 REVENUE REPORT
 67% OF YEAR LAPSED

(Item 3)

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	75,690	179,922.52	238	605,520	890,211.47	147	908,281	18,069.53
04 00	Real Estate Tax FICA	49,169	116,879.50	238	393,352	578,290.44	147	590,029	11,738.56
05 00	Real Estate Tax	1,039,173	2,470,213.63	238	8,313,384	12,221,997.29	147	12,470,082	248,084.71
401	** Real Estate Taxes	1,164,032	2,767,015.65	238	9,312,256	13,690,499.20	147	13,968,392	277,892.80
400	*** Taxes	1,164,032	2,767,015.65	238	9,312,256	13,690,499.20	147	13,968,392	277,892.80
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		40,000	58,311.42	146	60,000	1,688.58
70 00	Other Grants	125	.00		1,000	10,000.00	1000	1,500	8,500.00-
90 00	Contribution Ord. Library	83	.00		664	8,561.09	1289	1,000	7,561.09-
411	** Intergovernmental	5,208	.00		41,664	76,872.51	185	62,500	14,372.51-
410	*** Intergovernmental Revenue	5,208	.00		41,664	76,872.51	185	62,500	14,372.51-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		1,664	439.00	26	2,500	2,061.00
74 00	Copier/Reader Printer Fee	3,333	3,294.71	99	26,664	28,710.91	108	40,000	11,289.09
75 00	Meeting Room Fees	333	290.00	87	2,664	3,275.00	123	4,000	725.00
436	** Library Fees	3,874	3,584.71	93	30,992	32,424.91	105	46,500	14,075.09
430	*** Fees	3,874	3,584.71	93	30,992	32,424.91	105	46,500	14,075.09
440	Fines								
442	Library								
20 00	Late Charges	11,666	10,602.03	91	93,328	86,261.17	92	140,000	53,738.83
25 00	Lost/Damaged Item Charges	1,416	2,043.97	144	11,328	11,710.41	103	17,000	5,289.59
442	** Library	13,082	12,646.00	97	104,656	97,971.58	94	157,000	59,028.42
440	*** Fines	13,082	12,646.00	97	104,656	97,971.58	94	157,000	59,028.42
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,666	2,859.78	107	21,328	38,806.47	182	32,000	6,806.47-
461	** Simple Interest	2,666	2,859.78	107	21,328	38,806.47	182	32,000	6,806.47-
462	Investment Income								
10 00	Market Value Adjustments	0	.00		0	16,202.70		0	16,202.70-
462	** Investment Income	0	.00		0	16,202.70		0	16,202.70-

Village of Arlington Heights
 REVENUE REPORT
 67% OF YEAR LAPSED

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	2,859.78	107	21,328	55,009.17	258	32,000	23,009.17-
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	8,000.00		0	8,000.00		0	8,000.00-
481	** Special Events	0	8,000.00		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	.00		664	2,406.18	362	1,000	1,406.18-
483	** Donations	83	.00		664	2,406.18	362	1,000	1,406.18-
489	Other								
90 00	Other Income	833	1,005.15	121	6,664	8,400.11	126	10,000	1,599.89
93 00	Donations Genealogy	41	.00		328	.00		500	500.00
94 00	FOL Reimbursements	5,416	.00		43,328	22,736.57	53	65,000	42,263.43
489	** Other	6,290	1,005.15	16	50,320	31,136.68	62	75,500	44,363.32
480	*** Other	6,373	9,005.15	141	50,984	41,542.86	82	76,500	34,957.14
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	2,795,111.29	234	9,561,880	13,994,320.23	146	14,342,892	348,571.77

Village of Arlington Heights
 REVENUE REPORT
 67% OF YEAR LAPSED

Village of Arlington Heights

FUND 491 Capital Projects-Library		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	.00		10,000	28,484.48	285	15,000	13,484.48-
461	** Simple Interest	1,250	.00		10,000	28,484.48	285	15,000	13,484.48-
462	Investment Income								
10 00	Market Value Adjustments	0	.00		0	16,216.29		0	16,216.29-
462	** Investment Income	0	.00		0	16,216.29		0	16,216.29-
460	*** Interest Income	1,250	.00		10,000	44,700.77	447	15,000	29,700.77-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		1,166,664	1,750,000.00	150	1,750,000	.00
491	** Other Financing Sources	145,833	.00		1,166,664	1,750,000.00	150	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		1,166,664	1,750,000.00	150	1,750,000	.00
FUND TOTAL Capital Projects-Library		147,083	.00		1,176,664	1,794,700.77	153	1,765,000	29,700.77-

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									
16		Library Personal Services									
16	85	Salaries	46337	31738.27	69	370696	219335.84	59	.00	556045	336709.16 39
16	92	Achievement Awards	333	500.00	150	2664	2500.00	94	.00	4000	1500.00 63
16	**	Library Personal Services	46670	32238.27	69	373360	221835.84	59	.00	560045	338209.16 40
18		Other Personal Services									
18	05	Overtime Civilian	16	.00	0	128	807.59	631	.00	200	607.59- 404
18	**	Other Personal Services	16	.00	0	128	807.59	631	.00	200	607.59- 404
19		Employee Benefits									
19	05	Medical Insurance	5409	5496.93	102	43272	43975.44	102	.00	64913	20937.56 68
19	10	IMRF	6056	4037.14	67	48448	28002.38	58	.00	72675	44672.62 39
19	11	Social Security	2872	1914.75	67	22976	13212.27	58	.00	34475	21262.73 38
19	12	Medicare	671	447.80	67	5368	3089.87	58	.00	8063	4973.13 38
19	53	Flexible Spending	208	161.50	78	1664	1510.50	91	.00	2500	989.50 60
19	55	Unemployment Compensation	833	.00	0	6664	17542.16	263	.00	10000	7542.16- 175
19	**	Employee Benefits	16049	12058.12	75	128392	107332.62	84	.00	192626	85293.38 56
20		Prof Technical Services									
20	05	Professional Services	333	.00	0	2664	10539.38	396	.00	4000	6539.38- 264
20	08	Consulting Services	2054	.00	0	16432	25304.16	154	.00	24650	654.16- 103
20	20	Legal Services	1333	2735.00	205	10664	14221.25	133	.00	16000	1778.75 89
20	40	General Insurance	11041	.00	0	88328	102149.46	116	.00	132500	30350.54 77
20	81	OCLC Services	5216	.00	0	41728	45029.93	108	.00	62601	17571.07 72
20	**	Prof Technical Services	19977	2735.00	14	159816	197244.18	123	.00	239751	42506.82 82
21		Property Services									
21	65	Other Services	745	501.63	67	5960	8765.60	147	.00	8947	181.40 98
21	**	Property Services	745	501.63	67	5960	8765.60	147	.00	8947	181.40 98
22		Other Contractual Service									
22	01	Advertising	83	.00	0	664	255.15	38	.00	1000	744.85 26
22	02	Dues	1623	569.00	35	12984	14900.00	115	.00	19485	4585.00 77
22	03	Training	10608	14078.73	133	84864	106929.52	126	.00	127300	20370.48 84
22	05	Postage	3590	6167.69	172	28720	32272.88	112	.00	43087	10814.12 75
22	42	Internet Services	2359	2212.53	94	18872	19516.54	103	.00	28311	8794.46 69
22	70	Telephone Services	4167	6009.65	144	33336	48193.46	145	.00	50014	1820.54 96
22	**	Other Contractual Service	22430	29037.60	130	179440	222067.55	124	.00	269197	47129.45 83
30		General Supplies									
30	05	Office Supplies & Equip	738	420.81	57	5904	3507.18	59	.00	8858	5350.82 40
30	**	General Supplies	738	420.81	57	5904	3507.18	59	.00	8858	5350.82 40
31		Public Works Supplies									
31	85	Small Tools and Equipment	399	.00	0	3192	.00	0	.00	4790	4790.00 0
31	**	Public Works Supplies	399	.00	0	3192	.00	0	.00	4790	4790.00 0

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	.00	0	560	422.58	76	.00	850	427.42 50
32	99	Items Reimb by Employees	0	128.73-	0	0	6.09-	0	.00	0	6.09 0
32	**	Library Supplies	70	128.73-	184-	560	416.49	74	.00	850	433.51 49
40		Other Charges									
40	96	Operating Contingency	416	.00	0	3328	.00	0	.00	5000	5000.00 0
40	**	Other Charges	416	.00	0	3328	.00	0	.00	5000	5000.00 0
50		Property									
50	15	Other Equipment	4295	1679.94	39	34360	19436.66	57	.00	51540	32103.34 38
50	**	Property	4295	1679.94	39	34360	19436.66	57	.00	51540	32103.34 38
601	**	** Library	111805	78542.64	70	894440	781413.71	87	.00	1341804	560390.29 58
60	**	** Culture/Recreation	111805	78542.64	70	894440	781413.71	87	.00	1341804	560390.29 58
DIV	6001	TOTAL ***** Administration	111805	78542.64	70	894440	781413.71	87	.00	1341804	560390.29 58

PREPARED 09/14/2018, 14:57:50
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 67% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	55598	68262.70	123	444784	430977.57	97	.00	667274	236296.43	65

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources						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	13374	54341.04	406	106992	150959.09	141	.00	160495	9535.91 94
16	**	Library Personal Services	13374	54341.04	406	106992	150959.09	141	.00	160495	9535.91 94
18		Other Personal Services									
18	05	Overtime Civilian	25	263.16	1053	200	1794.25	897	.00	300	1494.25- 598
18	**	Other Personal Services	25	263.16	1053	200	1794.25	897	.00	300	1494.25- 598
19		Employee Benefits									
19	05	Medical Insurance	2816	3037.72	108	22528	24301.76	108	.00	33800	9498.24 72
19	10	IMRF	1748	6945.65	397	13984	19430.28	139	.00	20976	1545.72 93
19	11	Social Security	829	3352.67	404	6632	9155.64	138	.00	9951	795.36 92
19	12	Medicare	193	784.09	406	1544	2141.22	139	.00	2327	185.78 92
19	50	Employee Asst. Program	520	.00	0	4160	5577.34	134	.00	6250	672.66 89
19	**	Employee Benefits	6106	14120.13	231	48848	60606.24	124	.00	73304	12697.76 83
21		Property Services									
21	65	Other Services	687	682.75	99	5496	6018.25	110	.00	8250	2231.75 73
21	**	Property Services	687	682.75	99	5496	6018.25	110	.00	8250	2231.75 73
22		Other Contractual Service									
22	01	Advertising	208	840.00	404	1664	2630.30	158	.00	2500	130.30- 105
22	02	Dues	258	.00	0	2064	2509.00	122	.00	3105	596.00 81
22	03	Training	67	.00	0	536	1122.76	210	.00	810	312.76- 139
22	55	In Service Training	625	.00	0	5000	6677.61	134	.00	7500	822.39 89
22	**	Other Contractual Service	1158	840.00	73	9264	12939.67	140	.00	13915	975.33 93
40		Other Charges									
40	62	Tuition Reimbursement	1250	1129.20	90	10000	11458.20	115	.00	15000	3541.80 76
40	70	Employee Recognition Prog	1370	.00	0	10960	536.52	5	.00	16450	15913.48 3
40	**	Other Charges	2620	1129.20	43	20960	11994.72	57	.00	31450	19455.28 38
601	**	Library	23970	71376.28	298	191760	244312.22	127	.00	287714	43401.78 85
60	**	Culture/Recreation	23970	71376.28	298	191760	244312.22	127	.00	287714	43401.78 85
DIV	6003	TOTAL ***** Human Resources	23970	71376.28	298	191760	244312.22	127	.00	287714	43401.78 85

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	20	Prof Technical Services										
	20 05	Professional Services	0	3460.00	0	0	3460.00	0	.00	0	3460.00-	0
	20 **	Prof Technical Services	0	3460.00	0	0	3460.00	0	.00	0	3460.00-	0
	21	Property Services										
	21 65	Other Services	416	.00	0	3328	1341.98	40	.00	5000	3658.02	27
	21 **	Property Services	416	.00	0	3328	1341.98	40	.00	5000	3658.02	27
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	10000.00	600	13328	48201.77	362	.00	20000	28201.77-	241
	22 **	Other Contractual Service	1666	10000.00	600	13328	48201.77	362	.00	20000	28201.77-	241
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	3328	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	3328	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	3328	1264.14	38	.00	5000	3735.86	25
	32 02	Program Supplies	416	105.31	25	3328	715.28	22	.00	5000	4284.72	14
	32 32	Software	125	.00	0	1000	.00	0	.00	1500	1500.00	0
	32 72	Special Events	833	.00	0	6664	17162.31	258	.00	10000	7162.31-	172
	32 75	Audio Visual	166	.00	0	1328	.00	0	.00	2000	2000.00	0
	32 78	Electronic Resources	125	.00	0	1000	.00	0	.00	1500	1500.00	0
	32 80	Books	416	.00	0	3328	102.03	3	.00	5000	4897.97	2
	32 **	Library Supplies	2497	105.31	4	19976	19243.76	96	.00	30000	10756.24	64
	50	Property										
	50 15	Other Equipment	416	.00	0	3328	.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	3328	2281.18	69	.00	5000	2718.82	46
601	** **	Library	5411	13565.31	251	43288	74528.69	172	.00	65000	9528.69-	115
60	** **	Culture/Recreation	5411	13565.31	251	43288	74528.69	172	.00	65000	9528.69-	115
DIV	6004	TOTAL ***** Paid by Gifts and Grants	5411	13565.31	251	43288	74528.69	172	.00	65000	9528.69-	115

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance						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	19092	24637.70	129	152736	159270.99	104	.00	229114	69843.01 70
	16 **	Library Personal Services	19092	24637.70	129	152736	159270.99	104	.00	229114	69843.01 70
	18	Other Personal Services									
	18 05	Overtime Civilian	41	15.15	37	328	132.81	41	.00	500	367.19 27
	18 **	Other Personal Services	41	15.15	37	328	132.81	41	.00	500	367.19 27
	19	Employee Benefits									
	19 05	Medical Insurance	3222	2977.77	92	25776	23822.16	92	.00	38669	14846.84 62
	19 10	IMRF	2495	3135.85	126	19960	20276.18	102	.00	29946	9669.82 68
	19 11	Social Security	1183	1482.04	125	9464	9465.37	100	.00	14205	4739.63 67
	19 12	Medicare	276	346.62	126	2208	2213.67	100	.00	3322	1108.33 67
	19 **	Employee Benefits	7176	7942.28	111	57408	55777.38	97	.00	86142	30364.62 65
	20	Prof Technical Services									
	20 05	Professional Services	450	.00	0	3600	5400.00	150	.00	5400	.00 100
	20 **	Prof Technical Services	450	.00	0	3600	5400.00	150	.00	5400	.00 100
	21	Property Services									
	21 36	Equipment Rental	586	.00	0	4688	842.00	18	.00	7040	6198.00 12
	21 65	Other Services	442	.00	0	3536	.00	0	.00	5310	5310.00 0
	21 **	Property Services	1028	.00	0	8224	842.00	10	.00	12350	11508.00 7
	22	Other Contractual Service									
	22 02	Dues	60	400.00	667	480	680.00	142	.00	725	45.00 94
	22 03	Training	100	.00	0	800	.00	0	.00	1200	1200.00 0
	22 25	IT/GIS Service Charge	2033	2033.33	100	16264	16266.64	100	.00	24400	8133.36 67
	22 **	Other Contractual Service	2193	2433.33	111	17544	16946.64	97	.00	26325	9378.36 64
601	**	** Library	29980	35028.46	117	239840	238369.82	99	.00	359831	121461.18 66
60	**	** Culture/Recreation	29980	35028.46	117	239840	238369.82	99	.00	359831	121461.18 66
DIV	6008	TOTAL ***** Finance	29980	35028.46	117	239840	238369.82	99	.00	359831	121461.18 66

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	52333	64595.16	123	418664	432797.49	103	.00	627997	195199.51	69
	16 **	Library Personal Services	52333	64595.16	123	418664	432797.49	103	.00	627997	195199.51	69
	18	Other Personal Services										
	18 05	Overtime Civilian	20	114.05	570	160	710.23	444	.00	250	460.23-	284
	18 **	Other Personal Services	20	114.05	570	160	710.23	444	.00	250	460.23-	284
	19	Employee Benefits										
	19 05	Medical Insurance	12185	11578.69	95	97480	92629.52	95	.00	146228	53598.48	63
	19 10	IMRF	6644	7907.45	119	53152	53119.26	100	.00	79738	26618.74	67
	19 11	Social Security	3244	3904.72	120	25952	26019.24	100	.00	38936	12916.76	67
	19 12	Medicare	758	913.19	121	6064	6085.14	100	.00	9106	3020.86	67
	19 **	Employee Benefits	22831	24304.05	107	182648	177853.16	97	.00	274008	96154.84	65
	20	Prof Technical Services										
	20 05	Professional Services	687	54.10	8	5496	8260.52	150	.00	8252	8.52-	100
	20 08	Consulting Services	2170	2075.00	96	17360	10598.50	61	.00	26045	15446.50	41
	20 **	Prof Technical Services	2857	2129.10	75	22856	18859.02	83	.00	34297	15437.98	55
	21	Property Services										
	21 02	Equipment Maintenance	14991	8117.32	54	119928	151677.61	127	.00	179898	28220.39	84
	21 **	Property Services	14991	8117.32	54	119928	151677.61	127	.00	179898	28220.39	84
	22	Other Contractual Service										
	22 02	Dues	17	.00	0	136	.00	0	.00	209	209.00	0
	22 03	Training	37	.00	0	296	720.07	243	.00	450	270.07-	160
	22 **	Other Contractual Service	54	.00	0	432	720.07	167	.00	659	61.07-	109
	30	General Supplies										
	30 05	Office Supplies & Equip	31	43.87	142	248	34.80-	14-	.00	375	409.80	9-
	30 30	Data System Supplies	3183	4686.15	147	25464	26246.52	103	.00	38204	11957.48	69
	30 32	Software Library	14623	11340.64	78	116984	116669.59	100	.00	175480	58810.41	67
	30 33	Documentation Library	52	.00	0	416	.00	0	.00	625	625.00	0
	30 **	General Supplies	17889	16070.66	90	143112	142881.31	100	.00	214684	71802.69	67
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1384	1163.44	84	11072	13766.91	124	.00	16610	2843.09	83
	31 **	Public Works Supplies	1384	1163.44	84	11072	13766.91	124	.00	16610	2843.09	83
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	200	15.26	8	.00	300	284.74	5
	32 32	Software	857	870.00	102	6856	4347.65	63	.00	10287	5939.35	42
	32 **	Library Supplies	882	870.00	99	7056	4362.91	62	.00	10587	6224.09	41

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									
	50	Property									
	50 12	Computer Equipment	5902	992.78	17	47216	25825.17	55	.00	70830	45004.83 37
	50 15	Other Equipment	1066	56.48	5	8528	951.48	11	.00	12800	11848.52 7
	50 **	Property	6968	1049.26	15	55744	26776.65	48	.00	83630	56853.35 32
601 ** **		Library	120209	118413.04	99	961672	970405.36	101	.00	1442620	472214.64 67
60 ** **		Culture/Recreation	120209	118413.04	99	961672	970405.36	101	.00	1442620	472214.64 67
DIV 6010		TOTAL *****									
		Information Technology	120209	118413.04	99	961672	970405.36	101	.00	1442620	472214.64 67

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						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	19339	26248.66	136	154712	174173.08	113	.00	232068	57894.92 75
16	**	Library Personal Services	19339	26248.66	136	154712	174173.08	113	.00	232068	57894.92 75
18		Other Personal Services									
18	05	Overtime Civilian	166	636.11	383	1328	2683.59	202	.00	2000	683.59- 134
18	**	Other Personal Services	166	636.11	383	1328	2683.59	202	.00	2000	683.59- 134
19		Employee Benefits									
19	05	Medical Insurance	4781	4753.28	99	38248	38026.24	99	.00	57379	19352.76 66
19	10	IMRF	2186	2896.20	133	17488	19582.83	112	.00	26240	6657.17 75
19	11	Social Security	1199	1620.68	135	9592	10626.66	111	.00	14388	3761.34 74
19	12	Medicare	280	379.02	135	2240	2485.29	111	.00	3365	879.71 74
19	**	Employee Benefits	8446	9649.18	114	67568	70721.02	105	.00	101372	30650.98 70
22		Other Contractual Service									
22	03	Training	156	.00	0	1248	138.18	11	.00	1875	1736.82 7
22	**	Other Contractual Service	156	.00	0	1248	138.18	11	.00	1875	1736.82 7
30		General Supplies									
30	05	Office Supplies & Equip	18	.00	0	144	75.84	53	.00	225	149.16 34
30	**	General Supplies	18	.00	0	144	75.84	53	.00	225	149.16 34
601	**	** Library	28125	36533.95	130	225000	247791.71	110	.00	337540	89748.29 73
60	**	** Culture/Recreation	28125	36533.95	130	225000	247791.71	110	.00	337540	89748.29 73
DIV	6015	TOTAL ***** Security	28125	36533.95	130	225000	247791.71	110	.00	337540	89748.29 73

PREPARED 09/14/2018, 14:57:50
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 67% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	455905	500128.78	110	3647240	3626672.06	99	.00	5471527	1844854.94	66

FUND 291 Memorial. Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv						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	74334	99577.73	134	594672	622954.68	105	.00	892014	269059.32 70
16	**	Library Personal Services	74334	99577.73	134	594672	622954.68	105	.00	892014	269059.32 70
18		Other Personal Services									
18	05	Overtime Civilian	20	.00	0	160	.00	0	.00	250	250.00 0
18	**	Other Personal Services	20	.00	0	160	.00	0	.00	250	250.00 0
19		Employee Benefits									
19	05	Medical Insurance	10508	10435.34	99	84064	83482.72	99	.00	126098	42615.28 66
19	10	IMRF	9525	12530.34	132	76200	78475.37	103	.00	114303	35827.63 69
19	11	Social Security	4608	6016.28	131	36864	37501.02	102	.00	55305	17803.98 68
19	12	Medicare	1077	1407.07	131	8616	8770.52	102	.00	12934	4163.48 68
19	**	Employee Benefits	25718	30389.03	118	205744	208229.63	101	.00	308640	100410.37 68
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	.00	0	3200	2671.00	84	.00	4803	2132.00 56
22	03	Training	370	299.42	81	2960	985.44	33	.00	4451	3465.56 22
22	18	Contr Programs & Exhibits	850	300.00	35	6800	2610.00	38	.00	10200	7590.00 26
22	**	Other Contractual Service	1620	599.42	37	12960	6266.44	48	.00	19454	13187.56 32
30		General Supplies									
30	05	Office Supplies & Equip	25	.00	0	200	129.81	65	.00	310	180.19 42
30	**	General Supplies	25	.00	0	200	129.81	65	.00	310	180.19 42
32		Library Supplies									
32	01	Program Supplies	164	127.81	78	1312	1240.50	95	.00	1970	729.50 63
32	02	Program Supplies	0	33.90	0	0	134.49	0	.00	0	134.49- 0
32	90	Circulation Supplies	183	400.45	219	1464	557.54	38	.00	2203	1645.46 25
32	**	Library Supplies	347	562.16	162	2776	1932.53	70	.00	4173	2240.47 46
601	**	** Library	102064	131128.34	129	816512	841365.59	103	.00	1224841	383475.41 69
60	**	** Culture/Recreation	102064	131128.34	129	816512	841365.59	103	.00	1224841	383475.41 69
DIV	6405	TOTAL ***** Business & Specialty Serv	102064	131128.34	129	816512	841365.59	103	.00	1224841	383475.41 69

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer 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	218730	281096.60	129	1749840	1693399.67	97	.00	2624771	931371.33	65
16	**	Library Personal Services	218730	281096.60	129	1749840	1693399.67	97	.00	2624771	931371.33	65
18		Other Personal Services										
18	05	Overtime Civilian	166	55.41	33	1328	704.21	53	.00	2000	1295.79	35
18	**	Other Personal Services	166	55.41	33	1328	704.21	53	.00	2000	1295.79	35
19		Employee Benefits										
19	05	Medical Insurance	21340	21048.44	99	170720	168387.52	99	.00	256090	87702.48	66
19	10	IMRF	21858	27955.93	128	174864	170221.82	97	.00	262298	92076.18	65
19	11	Social Security	13566	17093.05	126	108528	102768.09	95	.00	162793	60024.91	63
19	12	Medicare	3172	3997.53	126	25376	24034.39	95	.00	38073	14038.61	63
19	**	Employee Benefits	59936	70094.95	117	479488	465411.82	97	.00	719254	253842.18	65
21		Property Services										
21	02	Equipment Maintenance	46	.00	0	368	107.92	29	.00	555	447.08	19
21	64	Access Services	250	745.96	298	2000	3291.81	165	.00	3000	291.81	110
21	65	Other Services	945	944.75	100	7560	7868.15	104	.00	11348	3479.85	69
21	**	Property Services	1241	1690.71	136	9928	11267.88	114	.00	14903	3635.12	76
22		Other Contractual Service										
22	02	Dues	184	263.00	143	1472	1613.00	110	.00	2210	597.00	73
22	03	Training	357	539.12	151	2856	1292.27	45	.00	4294	3001.73	30
22	**	Other Contractual Service	541	802.12	148	4328	2905.27	67	.00	6504	3598.73	45
30		General Supplies										
30	05	Office Supplies & Equip	433	412.66	95	3464	2616.75	76	.00	5207	2590.25	50
30	07	Supplies Reimb by Patrons	168	.00	0	1344	.00	0	.00	2020	2020.00	0
30	**	General Supplies	601	412.66	69	4808	2616.75	54	.00	7227	4610.25	36
32		Library Supplies										
32	01	Program Supplies	194	.00	0	1552	1884.85	121	.00	2332	447.15	81
32	90	Circulation Supplies	947	656.04	69	7576	4167.94	55	.00	11369	7201.06	37
32	**	Library Supplies	1141	656.04	58	9128	6052.79	66	.00	13701	7648.21	44
601	**	Library	282356	354808.49	126	2258848	2182358.39	97	.00	3388360	1206001.61	64
60	**	Culture/Recreation	282356	354808.49	126	2258848	2182358.39	97	.00	3388360	1206001.61	64
DIV	6420	TOTAL ***** Customer Services	282356	354808.49	126	2258848	2182358.39	97	.00	3388360	1206001.61	64

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits						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	33201	46370.89	140	265608	280794.35	106	.00	398420	117625.65 71
	16 **	Library Personal Services	33201	46370.89	140	265608	280794.35	106	.00	398420	117625.65 71
	18	Other Personal Services									
	18 05	Overtime Civilian	16	156.98	981	128	192.28	150	.00	200	7.72 96
	18 **	Other Personal Services	16	156.98	981	128	192.28	150	.00	200	7.72 96
	19	Employee Benefits									
	19 05	Medical Insurance	7843	5862.98	75	62744	46903.84	75	.00	94121	47217.16 50
	19 10	IMRF	4199	4780.16	114	33592	32493.94	97	.00	50397	17903.06 65
	19 11	Social Security	2058	2818.61	137	16464	16921.25	103	.00	24702	7780.75 69
	19 12	Medicare	481	659.18	137	3848	3957.21	103	.00	5777	1819.79 69
	19 **	Employee Benefits	14581	14120.93	97	116648	100276.24	86	.00	174997	74720.76 57
	22	Other Contractual Service									
	22 02	Dues	171	.00	0	1368	740.00	54	.00	2053	1313.00 36
	22 03	Training	111	69.60	63	888	520.35	59	.00	1340	819.65 39
	22 18	Contr Programs & Exhibits	14224	7060.00	50	113792	115149.28	101	.00	170695	55545.72 68
	22 **	Other Contractual Service	14506	7129.60	49	116048	116409.63	100	.00	174088	57678.37 67
	32	Library Supplies									
	32 02	Program Supplies	5138	2422.29	47	41104	42125.72	103	.00	61657	19531.28 68
	32 **	Library Supplies	5138	2422.29	47	41104	42125.72	103	.00	61657	19531.28 68
601	** **	Library	67442	70200.69	104	539536	539798.22	100	.00	809362	269563.78 67
60	** **	Culture/Recreation	67442	70200.69	104	539536	539798.22	100	.00	809362	269563.78 67
DIV	6440	TOTAL ***** Programs and Exhibits	67442	70200.69	104	539536	539798.22	100	.00	809362	269563.78 67

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP		BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	42793	52315.87	122	342344	333152.15	97	.00	513526	180373.85	65
16	**	Library Personal Services	42793	52315.87	122	342344	333152.15	97	.00	513526	180373.85	65
18		Other Personal Services										
18	05	Overtime Civilian	8	.00	0	64	41.47	65	.00	100	58.53	42
18	**	Other Personal Services	8	.00	0	64	41.47	65	.00	100	58.53	42
19		Employee Benefits										
19	05	Medical Insurance	4629	3541.55	77	37032	28332.40	77	.00	55556	27223.60	51
19	10	IMRF	5265	6007.19	114	42120	37983.81	90	.00	63185	25201.19	60
19	11	Social Security	2653	3216.96	121	21224	20388.82	96	.00	31839	11450.18	64
19	12	Medicare	620	752.37	121	4960	4768.35	96	.00	7446	2677.65	64
19	**	Employee Benefits	13167	13518.07	103	105336	91473.38	87	.00	158026	66552.62	58
22		Other Contractual Service										
22	02	Dues	192	99.75	52	1536	1124.75	73	.00	2305	1180.25	49
22	03	Training	41	.00	0	328	157.19	48	.00	500	342.81	31
22	66	Outside Reference Service	225	.00	0	1800	2662.68	148	.00	2700	37.32	99
22	**	Other Contractual Service	458	99.75	22	3664	3944.62	108	.00	5505	1560.38	72
30		General Supplies										
30	05	Office Supplies & Equip	58	18.82	32	464	557.95	120	.00	700	142.05	80
30	07	Supplies Reimb by Patrons	75	48.99	65	600	155.54	26	.00	900	744.46	17
30	**	General Supplies	133	67.81	51	1064	713.49	67	.00	1600	886.51	45
31		Public Works Supplies										
31	85	Small Tools and Equipment	520	299.84	58	4160	2930.04	70	.00	6250	3319.96	47
31	**	Public Works Supplies	520	299.84	58	4160	2930.04	70	.00	6250	3319.96	47
32		Library Supplies										
32	01	Program Supplies	83	69.99	84	664	83.37	13	.00	1000	916.63	8
32	78	Electronic Resources	28085	5209.98	19	224680	316361.76	141	.00	337027	20665.24	94
32	90	Circulation Supplies	147	123.24	84	1176	1172.19	100	.00	1775	602.81	66
32	**	Library Supplies	28315	5403.21	19	226520	317617.32	140	.00	339802	22184.68	94
50		Property										
50	15	Other Equipment	382	84.95	22	3056	2245.70	74	.00	4588	2342.30	49
50	**	Property	382	84.95	22	3056	2245.70	74	.00	4588	2342.30	49
601	**	** Library	85776	71789.50	84	686208	752118.17	110	.00	1029397	277278.83	73
60	**	** Culture/Recreation	85776	71789.50	84	686208	752118.17	110	.00	1029397	277278.83	73
DIV	6450	TOTAL ***** Digital Services	85776	71789.50	84	686208	752118.17	110	.00	1029397	277278.83	73

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection 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	65855	80318.55	122	526840	533430.11	101	.00	790261	256830.89	68
16	**	Library Personal Services	65855	80318.55	122	526840	533430.11	101	.00	790261	256830.89	68
18		Other Personal Services										
18	05	Overtime Civilian	12	3.78	32	96	88.92	93	.00	150	61.08	59
18	**	Other Personal Services	12	3.78	32	96	88.92	93	.00	150	61.08	59
19		Employee Benefits										
19	05	Medical Insurance	15468	16154.21	104	123744	129233.68	104	.00	185626	56392.32	70
19	10	IMRF	8598	10216.97	119	68784	67863.42	99	.00	103182	35318.58	66
19	11	Social Security	4083	4797.02	118	32664	31746.23	97	.00	48996	17249.77	65
19	12	Medicare	954	1121.83	118	7632	7424.23	97	.00	11459	4034.77	65
19	**	Employee Benefits	29103	32290.03	111	232824	236267.56	102	.00	349263	112995.44	68
22		Other Contractual Service										
22	02	Dues	206	213.00	103	1648	726.00	44	.00	2478	1752.00	29
22	03	Training	83	.00	0	664	222.36	34	.00	1000	777.64	22
22	85	Processing Services	8875	5863.30	66	71000	48933.50	69	.00	106500	57566.50	46
22	**	Other Contractual Service	9164	6076.30	66	73312	49881.86	68	.00	109978	60096.14	45
30		General Supplies										
30	05	Office Supplies & Equip	125	85.78	69	1000	827.60	83	.00	1500	672.40	55
30	33	Documentation Library	59	.00	0	472	716.00	152	.00	717	1.00	100
30	**	General Supplies	184	85.78	47	1472	1543.60	105	.00	2217	673.40	70
32		Library Supplies										
32	03	Binding	16	.00	0	128	.00	0	.00	200	200.00	0
32	05	Processing Supplies	2583	734.35	28	20664	13957.80	68	.00	31000	17042.20	45
32	75	Audio Visual	43844	38568.63	88	350752	315403.74	90	.00	526135	210731.26	60
32	80	Books	61106	51955.73	85	488848	441588.53	90	.00	733276	291687.47	60
32	90	Circulation Supplies	250	.00	0	2000	2915.93	146	.00	3000	84.07	97
32	95	Periodicals	10907	3511.38	32	87256	73116.00	84	.00	130889	57773.00	56
32	**	Library Supplies	118706	94770.09	80	949648	846982.00	89	.00	1424500	577518.00	60
601	**	Library	223024	213544.53	96	1784192	1668194.05	94	.00	2676369	1008174.95	62
60	**	Culture/Recreation	223024	213544.53	96	1784192	1668194.05	94	.00	2676369	1008174.95	62
DIV	6470	TOTAL ***** Collection Services	223024	213544.53	96	1784192	1668194.05	94	.00	2676369	1008174.95	62
DEPT	64	TOTAL ***** User Services	760662	841471.55	111	6085296	5983834.42	98	.00	9128329	3144494.58	66

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating						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									
90		Other Financing Uses									
90	05	Operating Transfer Out	145833	.00	0	1166664	1750000.00	150	.00	1750000	.00 100
90	**	Other Financing Uses	145833	.00	0	1166664	1750000.00	150	.00	1750000	.00 100
601	**	** Library	145833	.00	0	1166664	1750000.00	150	.00	1750000	.00 100
60	**	** Culture/Recreation	145833	.00	0	1166664	1750000.00	150	.00	1750000	.00 100
DIV	6901	TOTAL ***** Non Operating	145833	.00	0	1166664	1750000.00	150	.00	1750000	.00 100
DEPT	69	TOTAL ***** Non Operating	145833	.00	0	1166664	1750000.00	150	.00	1750000	.00 100
FUND	291	TOTAL ***** Memorial Library Fund	1362400	1341600.33	99	10899200	11360506.48	104	.00	16349856	4989349.52 70
GRAND.		TOTAL *****	1362400	1341600.33	99	10899200	11360506.48	104	.00	16349856	4989349.52 70

PREPARED 09/14/2018, 14:58:25
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 67% OF YEAR LAPSED

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 12	Computer Equipment	7666	.00	0	61328	86829.86	142	.00	92000	5170.14 94
	50 **	Property	7666	.00	0	61328	86829.86	142	.00	92000	5170.14 94
601 ** **		Library	7666	.00	0	61328	86829.86	142	.00	92000	5170.14 94
60 ** **		Culture/Recreation	7666	.00	0	61328	86829.86	142	.00	92000	5170.14 94
DIV 6010		TOTAL *****									
		Information Technology	7666	.00	0	61328	86829.86	142	.00	92000	5170.14 94

PREPARED 09/14/2018, 14:58:25
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 67% OF YEAR LAPSED

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 15	Other Equipment	13358	.00	0	106864	85671.45	80	.00	160300	74628.55 53
	50 55	Other Capital Outlay	65416	12005.59	18	523328	28939.59	6	.00	785000	756060.41 4
	50 **	Property	78774	12005.59	15	630192	114611.04	18	.00	945300	830688.96 12
601 ** **		Library	78774	12005.59	15	630192	114611.04	18	.00	945300	830688.96 12
60 ** **		Culture/Recreation	78774	12005.59	15	630192	114611.04	18	.00	945300	830688.96 12
DIV 6020		TOTAL ***** Facilities	78774	12005.59	15	630192	114611.04	18	.00	945300	830688.96 12
DEPT 60		TOTAL ***** Executive Office	86440	12005.59	14	691520	201440.90	29	.00	1037300	835859.10 19
FUND 491		TOTAL ***** Capital Projects-Library	86440	12005.59	14	691520	201440.90	29	.00	1037300	835859.10 19
GRAND		TOTAL *****	86440	12005.59	14	691520	201440.90	29	.00	1037300	835859.10 19

September 17, 2018

(Action Item 3)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
August 31, 2018**

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$264,483.13
491	Capital Projects Fund - Library	\$12,005.59
Total Disbursements		<u>\$276,488.72</u>
Payrolls Paid		
8/3/2018		\$260,834.29
8/17/2018		\$288,128.72
8/31/2018		\$289,608.59
		<u>\$838,571.60</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
8/31/2018	Group Insurance	\$96,575.00
8/31/2018	IMRF	\$95,554.67
8/31/2018	Social Security	\$50,728.97
8/31/2018	Medicare	\$11,863.98
		<u>\$254,722.62</u>
Total Disbursed		<u><u>\$1,369,782.94</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
77314	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION -	99.84	99.84
77322	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-140.05-00	CHAGALL EXHIBIT RENTAL,	5,000.00	5,000.00
77324	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	136.81-	136.81-
77370	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED SEPTEMBER 2018	3,333.81	
		291-0000-210.99-00	FSA DEP SEPTEMBER 2018	769.23	4,103.04
77407	MORNINGSTAR INC	291-0000-140.05-00	PREPAID MORNINGSTAR INC	9,086.00	9,086.00
***** DIVISION TOTAL ****					18,152.07
***** DEPARTMENT TOTAL **					18,152.07
DEPARTMENT: 60	Executive Office	DIVISION: 01			
77315	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES - D EKL	194.00	194.00
77317	ALIBRIS	291-6001-601.32-99	EMPL REIMB PURCHASE	125.65	
		291-6001-601.32-99	EMPL REIMB PURCHASE	92.85	218.50
77319	AMAZON.COM CREDIT	291-6001-601.50-15	FLEXISPOT STANDING DESK	1,679.94	
		291-6001-601.50-15	REFUND	279.99-	
		291-6001-601.50-15	REFUND	279.99-	
		291-6001-601.50-15	REFUND	279.99-	
		291-6001-601.50-15	REFUND	279.99-	
		291-6001-601.50-15	REFUND	279.99-	
		291-6001-601.50-15	REFUND	279.99-	
		291-6001-601.30-05	TAX REFUND	.71-	
		291-6001-601.30-05	OFFICE SUPPLIES	71.55	
		291-6001-601.30-05	PEN SET	14.90	
		291-6001-601.50-15	STANDING DESK	279.99	
		291-6001-601.50-15	STANDING DESK	279.99	
		291-6001-601.50-15	STANDING DESK	279.99	
		291-6001-601.50-15	STANDING DESK	279.99	
		291-6001-601.50-15	STANDING DESK	279.99	
		291-6001-601.50-15	STANDING DESK	279.99	
		291-6001-601.30-05	OFFICE SUPPLIES	59.71	
		291-6001-601.30-05	STAPLER	41.73	1,867.12
77322	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAVEL/TRAINING	32.87	
		291-6001-601.22-03	TRAVEL/TRAINING	44.38	77.25
77323	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	ALA WEBINAR REGIST	50.00	50.00
77324	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-42	MONTHLY SUBSCRIPTION	344.85	344.85
77325	AT & T	291-6001-601.22-70	TELE	5,525.71	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					5,525.71
77326	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 7/6-7/27	138.69	138.69
77332	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	10.73	10.73
77342	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE ADVANCED	2,825.02	2,825.02
77348	COMCAST	291-6001-601.21-65	BUSINESS CABLE SEPTEMBER	21.04	21.04
77361	FEDEX	291-6001-601.22-05	POSTAGE	27.19	27.19
77362	FINER LINE	291-6001-601.30-05	NAME BADGES	13.80	13.80
77363	FIRST CLASS TRAVEL	291-6001-601.22-03	NSLA CONF AIRFARE -	289.41	
		291-6001-601.22-03	LMC CONF AIRFARE -	345.40	
		291-6001-601.22-03	LMC CONF AIRFARE -	345.40	
		291-6001-601.22-03	ABOS CONF AIRFARE -	329.40	
		291-6001-601.22-03	LMC CONF AIRFARE -	313.40	1,623.01
77368	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	OFFICE SUPPLIES	22.17	
		291-6001-601.30-05	CALENDARS	27.86	50.03
77370	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES SEPTEMBER 2018	161.50	161.50
77373	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVS AUGUST	49.95	49.95
77379	ILA CONFERENCE	291-6001-601.22-03	ILA CONF - K MCCOY	225.00	
		291-6001-601.22-03	ILA CONF - K MCCOY, ADDS	40.00	265.00
77380	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES - D SMART	75.00	
		291-6001-601.22-02	ILA DUES - J SUPPLITT	75.00	
		291-6001-601.22-02	ILA DUES - C TANGNEY	75.00	
		291-6001-601.22-02	ILA DUES - M THANOPOULOS	75.00	
		291-6001-601.22-02	ILA DUES - G ZYCK	75.00	375.00
77384	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMPL REIMB PURCHASE	19.20	
		291-6001-601.32-99	EMPL REIMB PURCHASE	5.19	
		291-6001-601.32-99	EMPL REIMB PURCHASE	25.39	
		291-6001-601.32-99	EMPL REIMB PURCHASE	15.54	
		291-6001-601.32-99	EMPL REIMB PURCHASE	22.44	
		291-6001-601.32-99	EMPL REIMB PURCHASE	10.16	
		291-6001-601.32-99	EMPL REIMB PURCHASE	17.96	
		291-6001-601.32-99	EMPL REIMB PURCHASE	24.85	140.73
77394	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS, TRANSLATION	46.29	46.29
77401	MIDDLE COUNTRY PUBLIC LIBRARY	291-6001-601.22-03	FAMILY PLACE LIBRARIES	12,000.00	12,000.00
77406	MORAVEC, JANET	291-6001-601.22-03	STAFF MEETING W/EXECUTIVE	63.47	63.47
77411	NEOPOST USA INC	291-6001-601.22-05	EQUIP RENTAL9/29-12/28/18	306.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					306.00
77417	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE -	63.00	63.00
77427	ROBBINS SCHWARTZ	291-6001-601.20-20	LEGAL SERVICES - JULY'18	2,735.00	2,735.00
77436	STAPLES ADVANTAGE	291-6001-601.30-05	OFFICE SUPPLIES	28.95	60.39
		291-6001-601.30-05	OFFICE SUPPLIES	31.44	
77443	UNIQUE MANAGEMENT SERVICES INC	291-6001-601.22-70	TELEPHONE 7/26-8/25/2018	370.99	370.99
77444	UPS	291-6001-601.22-05	POSTAGE	4.76	9.48
		291-6001-601.22-05	POSTAGE	4.72	
77445	US POSTAL SERVICE	291-6001-601.22-05	ACC7900044080283512	3,000.00	3,000.00
77448	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	109.41	109.41
77449	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS	1,574.99	1,728.99
		291-6001-601.22-42	INTERNET ACCESS 8/19-9/18	154.00	
***** DIVISION TOTAL ****					34,472.14

Communications + marketing

77316	ALBERTSONS/SAFEWAY	291-6002-601.32-72	SPECIAL EVENTS	8.97	8.97
77319	AMAZON.COM CREDIT	291-6002-601.30-05	BATTERIES	35.96	165.23
		291-6002-601.32-72	SWING COVER	71.97	
		291-6002-601.30-05	REFILL STRIPS	57.30	
77322	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.20-05	THE PIANO PROJECT STIPEND	500.00	500.00
77324	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK ADVERT	38.93	144.74
		291-6002-601.21-65	FACEBOOK ADVERT	5.47	
		291-6002-601.22-10	BUSINESS CARDS	57.18	
		291-6002-601.22-10	BUSINESS CARDS	18.97	
		291-6002-601.22-10	BUSINESS CARDS	24.19	
77332	BAKER & TAYLOR	291-6002-601.32-01	PROGRAM SUPPLIES, BOOK	145.60	145.60
77342	CARDINAL COLORGROUP	291-6002-601.22-10	SEPTEMBER NEWSLETTER	16,625.00	16,900.00
		291-6002-601.20-05	ALTERATIONS	275.00	
77352	CREATIVE GROUP	291-6002-601.20-05	PROF SERVS	3,037.50	4,387.50
		291-6002-601.20-05	PROF SERVS	1,350.00	
77368	GARVEYS OFFICE PRODUCTS	291-6002-601.30-05	WRITE ON TABS	8.72	8.72
77404	MOBILE PRINT	291-6002-601.22-10	OBOV BOOKMARKS	777.09	777.09
77424	RAGAN COMMUNICATIONS INC	291-6002-601.22-02	SUBSCRIPTION -	199.00	

PREPARED 09/17/18, 11:53 AM
 PROGRAM GM348U5
 DEPARTMENT: 60 Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
 Village of Arlington Heights
 DIVISION: 02

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					199.00
77433	SIGNS BY TOMORROW	291-6002-601.22-10	INK JET FABRIC- TEENFILM	785.00	785.00
***** DIVISION TOTAL ****					24,021.85
					<i>Human Resources</i>
DEPARTMENT: 60	Executive Office	DIVISION: 03			
77311	ACTION WITHOUT BORDERS	291-6003-601.22-01	ADVERTISING	90.00	90.00
77323	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-01	CAREER BUILDER ADVER	375.00	750.00
		291-6003-601.22-01	CAREER BUILDER ADVER	375.00	
77343	CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT SCREENING	682.75	682.75
77372	HILL, SONYA	291-6003-601.40-62	TUITION REIMBURSEMENT	379.20	379.20
77451	YOUNG, MEGAN	291-6003-601.40-62	TUITION REIMBURSEMENT	750.00	750.00
***** DIVISION TOTAL ****					2,651.95
					<i>Gifts + Grants</i>
DEPARTMENT: 60	Executive Office	DIVISION: 04			
77316	ALBERTSONS/SAFEWAY	291-6004-601.32-02	PROGRAM EVENTS	64.90	64.90
77318	ALLIANCE MOVING & STORAGE	291-6004-601.20-05	VEN, MEN, THE PIANO PROJECT	1,360.00	1,360.00
77322	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	PROGRAM EVENTS	40.41	40.41
77327	ATLANTIC RELOCATION SYSTEMS	291-6004-601.20-05	THE PIANO PROJECT	756.00	2,100.00
		291-6004-601.20-05	VAN, MEN, PIANO PROJECT	1,344.00	
77434	SIMON & SCHUSTER SPEAKERS BUREAU	291-6004-601.22-18	OBOV AUTHOR EVENT, 10/18	10,000.00	10,000.00
***** DIVISION TOTAL ****					13,565.31
					<i>Finance</i>
DEPARTMENT: 60	Executive Office	DIVISION: 08			
77376	IGFOA	291-6008-601.22-02	IGFOA DUES - D EKL	400.00	400.00
***** DIVISION TOTAL ****					400.00
					<i>Information Technology</i>
DEPARTMENT: 60	Executive Office	DIVISION: 10			
77312	ADTUMBLER INC	291-6010-601.20-08	SOFTWARE PROGRAMMING	1,575.00	1,575.00
77319	AMAZON.COM CREDIT	291-6010-601.31-85	SMALL TOOLS & EQUIPMENT	50.92	59.16
		291-6010-601.30-30	CABLES	59.16	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.50-15	MIC CLIP	16.00	
		291-6010-601.31-85	UPS BATTERY BACKUP	144.95	
		291-6010-601.31-85	ADAPTER FOR ACER	35.97	
		291-6010-601.31-85	ADAPTER FOR ACER	35.97	
		291-6010-601.31-85	REFUND	35.97-	
		291-6010-601.30-05	AIR CANS DUSTER	38.15	345.15
77323	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-30	TONER	182.87	182.87
77324	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.50-12	C-PEN READER	513.00	
		291-6010-601.31-85	WILLIAMS SOUND TALK &	178.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.31-85	ARTICULATION WALL MOUNT	52.00	
		291-6010-601.31-85	HDMI CABLES	139.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.30-32	AMZNFREETIME	9.99	
		291-6010-601.20-05	MONTHLY SUBSCRIPTION	54.10	
		291-6010-601.30-30	TONER	81.34	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	14.99	
		291-6010-601.31-85	WALL MOUNT BRACKET	27.99	
		291-6010-601.30-32	MONTHLY SUPSCRIPTION	49.00	
		291-6010-601.31-85	WIRELESS KEYBOARDS	279.93	1,451.32
77328	AVI SYSTEMS	291-6010-601.20-08	CONSULTING SERVICES, TRIP	500.00	500.00
77330	B & H PHOTO VIDEO	291-6010-601.30-30	TONER	145.84	
		291-6010-601.30-30	EPSON PAPER	375.96	
		291-6010-601.30-30	TONER	235.00	
		291-6010-601.30-30	TONER	235.00	991.80
77332	BAKER & TAYLOR	291-6010-601.30-32	SOFTWARE LIBRARY	2,635.00	2,635.00
77336	BEST BUY BUSINESS ADVANTAGE	291-6010-601.50-12	IPAD FOR FINANCE	309.89	309.89
77368	GARVEYS OFFICE PRODUCTS	291-6010-601.30-05	OFFICE SUPPLIES	5.72	5.72
77382	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	348.44	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	393.70	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	664.00	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	127.34	1,552.98
77396	LINDENMEYR MUNROE	291-6010-601.30-30	PAPER	944.50	944.50
77403	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.30-32	ADOBE CREAT CLOUD LICENSE	440.93	
		291-6010-601.32-32	MS-WIND SERVER LICENSES	870.00	
		291-6010-601.30-32	BARRACUDA EMAIL SECURITY	1,333.00	
		291-6010-601.31-85	MOUSE PADS INFO SERVS	153.00	
		291-6010-601.21-02	BARRACUDA INSTANT REPLACE	433.84	
		291-6010-601.30-32	BARRACUDA ENERGIZER UPDAT	694.73	3,925.50
77405	MONOPRICE INC	291-6010-601.50-12	COMPUTER EQUIPMENT	169.89	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.50-15	OTHER EQUIPMENT	40.48	210.37
77431	SCHOOL SPECIALTY INC	291-6010-601.31-85	HEAD PHONES	99.70	99.70
77436	STAPLES ADVANTAGE	291-6010-601.30-30	TONER	302.64	
		291-6010-601.30-30	TONER	302.64	
		291-6010-601.30-30	TONER	316.02	
		291-6010-601.30-30	TONER/IMAGE DRUM	518.07	
		291-6010-601.30-30	IMAGE DRUM	139.64	
		291-6010-601.30-30	TONER	827.97	2,406.98
77441	TODAYS BUSINESS SOLUTIONS	291-6010-601.30-32	UPGRAID COIN TOWERS	6,113.00	
		291-6010-601.21-02	SUPPORT MAINTENANCE	6,150.00	12,263.00
***** DIVISION TOTAL *****					29,399.78

Facilities

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office				
77310	ACRES GROUP	291-6020-601.21-11	LANDSCAPE MAINTENANCE	883.00	
		291-6020-601.21-11	LAWN MAINTENANCE SEPT'18	883.00	1,766.00
77313	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVICE AUGUST	2,408.70	2,408.70
77321	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT - AUGUST 2018	200.00	200.00
77322	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-07	AUTO EQUIPMENT MAINTEN	27.00	
		291-6020-601.22-03	TRAVEL/TRAINING	20.28	47.28
77324	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	FOOT REST	239.80	239.80
77331	BADE SUPPLY	291-6020-601.31-45	TOWELS	34.80	34.80
77340	BUILDING CONSULTANTS LTD	491-6020-601.50-55	ROOF REPLACEMENT - WORKS	12,005.59	12,005.59
77341	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	FIX ZONE & LOW PRESSURE	555.04	555.04
77349	COMED	291-6020-601.30-51	HEATING	34.21	
		291-6020-601.30-51	HEATING	1.64	35.85
77357	DOOR SYSTEMS INC	291-6020-601.21-11	ANNUAL DOOR MAINT	282.50	282.50
77360	FE MORAN SECURITY SOLUTIONS	291-6020-601.21-02	BURGLAR ALARM MONITORING	105.00	
		291-6020-601.21-02	ELEVATOR EMERG MONITORING	60.00	
		291-6020-601.21-02	ELEVATOR EMERG MONITORING	60.00	225.00
77365	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	AUTO EQUIPMENT MAINTEN	472.67	472.67
77369	GRAINGER INC,W W	291-6020-601.21-11	LIGHT BULBS	886.00	886.00
77374	HOH WATER TECHNOLOGY INC	291-6020-601.21-11	FILTERS	109.88	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	COOLING TOWER CHEMICALS	1,477.82	1,587.70
77377	IGS	291-6020-601.30-51	NATURAL GAS - JULY 2018	2,152.28	2,152.28
77386	JOHNSON CONTROLS FIRE PROTECTION LP	291-6020-601.21-11	FIRE ALARM DEFICIENCIES	829.14	
		291-6020-601.21-11	FIX FIRE ALARM ISSUES	839.00	1,668.14
77398	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE FOR	4,599.00	4,599.00
77400	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINT SUPPLIES	66.49	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	312.44	378.93
77408	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	DRY ERASE PAINT WHITE	41.79	41.79
77414	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIBUTION	617.66	
		291-6020-601.30-51	NATURAL GAS DISTRIBUTION	154.04	771.70
77415	NOFFS SELF STORAGE INC	291-6020-601.21-11	PARADE VEHICLE STORAGE -	76.00	76.00
77423	R E WHITTAKER CO INC	291-6020-601.21-11	CARPET PRE-SPRAY	293.00	293.00
77432	SHERWIN HARDWARE INC	291-6020-601.21-11	BLDG MAINT SUPPLIES	44.55	44.55
77436	STAPLES ADVANTAGE	291-6020-601.21-11	WASTE RECYCLING BOX	287.98	287.98
77439	TELCOM INNOVATIONS GROUP LLC	291-6020-601.21-11	CORDLESS HEADSET	301.40	301.40
77442	ULINE	291-6020-601.21-11	STORAGE RACK	253.37	253.37
77446	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - JULY 2018	472.73	472.73
77448	WAREHOUSE DIRECT	291-6020-601.21-11	BLDG MAINTENANCE	139.32	139.32
77452	1000BULBS.COM	291-6020-601.21-11	FLOOD LIGHTS	263.38	
		291-6020-601.21-11	LIGHT BULBS	178.50	441.88

***** DIVISION TOTAL **** 32,669.00

***** DEPARTMENT TOTAL ** 137,180.03

Specialty Info Services

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
DIVISION: 05			
291-6405-601.32-01	REFUND	.48-	
291-6405-601.32-01	FEATHERS	41.90	
291-6405-601.32-01	PROGRAM SUPPLIES	24.40	
291-6405-601.32-90	CIRC SUPPLIES	18.42	
291-6405-601.32-01	BOOKMARKS	7.93	92.17
77322	ARLINGTON HTS MEMORIAL LIBRARY	14.99	
		14.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6405-601.22-03	TRAVEL/TRAINING	24.63	
		291-6405-601.22-03	TRAVEL/TRAINING	29.52	
		291-6405-601.32-02	PROGRAM EVENTS	33.90	
		291-6405-601.32-01	PROGRAM SUPPLIES	24.08	
		291-6405-601.22-03	TRAVEL/TRAINING	34.77	176.88
77324	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-90	BOOKMARKS	187.69	
		291-6405-601.32-90	STICKERS & BOOKMARKS	129.78	
		291-6405-601.22-03	SIS TRAINING	190.50	507.97
77368	GARVEYS OFFICE PRODUCTS	291-6405-601.32-90	CIRC SUPPLIES	52.94	52.94
77371	HENQUINET,RICHARD	291-6405-601.22-18	RESUME REVIEWS -AUGUST'18	180.00	180.00
77397	MADAY,JULIE I	291-6405-601.22-18	RESUME REVIEWS - AUGUST	120.00	120.00
77425	RAILS	291-6405-601.22-03	MENTAL HEALTH FIRST AID	20.00	20.00
77448	WAREHOUSE DIRECT	291-6405-601.32-90	CIRCULATION SUPPLIES	11.62	11.62
***** DIVISION TOTAL ****					1,161.58

Customer Services

DEPARTMENT: 64	User Services	DIVISION: 20			
77238	KEWANEE PUBLIC LIBRARY DISTRICT	291-6420-601.21-64	LOST BOOK	14.99-	14.99- <i>Void</i>
77315	ALA MEMBERSHIP	291-6420-601.22-02	ALA DUES - J DUNCAN	263.00	263.00
77319	AMAZON.COM CREDIT	291-6420-601.30-05	CC-OFFICE SUPPLIES	32.92	
		291-6420-601.30-05	GLUE	2.82	
		291-6420-601.30-05	CC-PORTFOLIOS	15.69	
		291-6420-601.30-05	OFFICE SUPPLIES	58.52	109.95
77320	ANDERSON PUBLIC LIBRARY	291-6420-601.21-64	LENDING FEES	15.00	15.00
77322	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAVEL/TRAINING	8.82	
		291-6420-601.32-90	CIRCULATION SUPPLIES	21.98	
		291-6420-601.22-03	TRAVEL/TRAINING	12.21	
		291-6420-601.22-03	TRAVEL/TRAINING	3.27	
		291-6420-601.22-03	TRAVEL/TRAINING	20.82	67.10
77324	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	ONLINE COURSE	175.00	
		291-6420-601.32-90	CC - STICKERS	43.08	
		291-6420-601.32-90	CC - ZIP TOTES	459.45	
		291-6420-601.22-03	LLAMA WEBINAR ALA	199.00	
		291-6420-601.30-05	DIE CUT	29.26	905.79
77355	DEMCO INC	291-6420-601.32-90	CC - CLEAR POCKETS	62.19	62.19
77368	GARVEYS OFFICE PRODUCTS	291-6420-601.32-90	IS - WIPES	56.88	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.30-05	CC - OFFICE SUPPLIES	9.23	
		291-6420-601.30-05	OFFICE SUPPLIES	31.85	
		291-6420-601.30-05	CALENDARS	85.02	182.98
77381	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS - JULY 2018	701.00	701.00
77392	LACONI-NPL	291-6420-601.22-03	TRAV/TRAIN - P SCHWARTING	60.00	60.00
77393	LACONI-NPL	291-6420-601.22-03	TRAV/TRAIN - S BECKMAN	60.00	60.00
77409	MOUNT PROSPECT PUBLIC LIBRARY	291-6420-601.21-64	LOST BOOK	44.95	44.95
77422	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SERVICES	207.10	
		291-6420-601.21-65	DELIVERY SERVICES	207.10	
		291-6420-601.21-65	DELIVERY SERVICES	207.10	
		291-6420-601.21-65	DELIVERY SERVICES	207.10	828.40
77436	STAPLES ADVANTAGE	291-6420-601.32-90	ENVELOPE	12.46	12.46
77443	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS COLLECT AUGUST	116.35	116.35
77448	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	138.53	
		291-6420-601.30-05	CC REIMBURSED SUPPLIES	8.82	147.35

***** DIVISION TOTAL **** 3,561.53

Programs + Exhibits

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
64	User Services	40			
77316	ALBERTSONS/SAFEWAY	291-6440-601.32-02	PROGRAM EVENTS	238.22	238.22
77319	AMAZON.COM CREDIT	291-6440-601.32-02	PROGRAM EVENTS	71.95	
		291-6440-601.32-02	PROGRAM EVENTS	14.72	
		291-6440-601.32-02	OBOV PROGRAM SUPPLIES	36.39	
		291-6440-601.32-02	PROGRAM EVENTS	13.56	
		291-6440-601.32-02	FLORAL PAPER	6.99	143.61
77322	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	29.35	
		291-6440-601.32-02	PROGRAM EVENTS	10.80	
		291-6440-601.32-02	PROGRAM EVENTS	47.12	
		291-6440-601.32-02	PROGRAM EVENTS	39.02	
		291-6440-601.32-02	PROGRAM EVENTS	42.46	
		291-6440-601.22-03	TRAVEL/TRAINING	13.80	
		291-6440-601.22-03	TRAVEL/TRAINING	1.00	
		291-6440-601.32-02	PROGRAM EVENTS	47.12	
		291-6440-601.32-02	PROGRAM EVENTS	39.02	
		291-6440-601.32-02	PROGRAM EVENTS	42.46	
		291-6440-601.22-03	TRAVEL/TRAINING	13.80	
		291-6440-601.22-03	TRAVEL/TRAINING	1.00	
		291-6440-601.32-02	PROGRAM EVENTS	10.78	
		291-6440-601.32-02	PROGRAM EVENTS	16.58	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PROGRAM EVENTS	23.96	
		291-6440-601.32-02	PROGRAM EVENTS	19.66	
		291-6440-601.32-02	PROGRAM EVENTS	24.47	
		291-6440-601.32-02	PROGRAM EVENTS	12.00	
		291-6440-601.32-02	PROGRAM EVENTS	22.21	
		291-6440-601.32-02	PROGRAM EVENTS	10.00	466.61
77323	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	BOOKS&BREWS, 8/8	80.00	80.00
77324	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	ADULT SUMMER READING	70.00	
		291-6440-601.32-02	LIT TRIVIA NIGHT, 8/15	214.07	
		291-6440-601.32-02	PIZZA F/TEEN PROGRAMMING	26.50	
		291-6440-601.22-03	LACONIPROGRAM ATTENDANCE	40.00	
		291-6440-601.32-02	TEEN FILM FEST FOOD	150.00	
		291-6440-601.32-02	PROGRAM EVENTS	420.98	
		291-6440-601.32-02	POTATO MASHED FOR PROGRAM	29.50	951.05
77329	AYALA, MICHAEL	291-6440-601.22-18	PRESENTER FOR COLLEGE	200.00	200.00
77339	BRYANT, LYDIA	291-6440-601.22-18	OUR TIME:CHILDREN IN	150.00	150.00
77346	CELEBRATE IN SONG INC	291-6440-601.22-18	OUR TIME:CHILDREN THERAPY	150.00	150.00
77354	DEITER LTD, BETH	291-6440-601.22-18	OUR TIME:CHILDREN THERAPY	150.00	150.00
77356	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	BEAR SCALE	35.99	
		291-6440-601.32-02	PIPE CLEANERS	19.00	54.99
77359	FAMBRO MANAGEMENT	291-6440-601.22-18	CHESS CLUB INSTR, 10/21	100.00	100.00
77366	FUN EXPRESS LLC	291-6440-601.32-02	PROGRAM EVENTS	204.91	204.91
77375	HUBBARD, DANIEL	291-6440-601.22-18	DNA BEHIND THE SCENES,	160.00	160.00
77383	INCREDIBLEBATS, INC	291-6440-601.22-18	BATS @ YOUR LIBRARY SATUR	325.00	325.00
77388	KINO LORBER	291-6440-601.22-18	DVD WIDER LENS EVENT	150.00	150.00
77390	KLEIMAN, RUTH KELLY	291-6440-601.22-18	HOW TO RUN A NONPROFIT,	250.00	250.00
77391	KNABB, JACOB S	291-6440-601.22-18	WRITER'S INK FACILITATION	150.00	150.00
77399	MCMILLIN, TERESA	291-6440-601.22-18	KICKSTART YOUR GERMAN	175.00	175.00
77400	MENARDS-MOUNT PROSPECT	291-6440-601.32-02	ART EXHIBIT WALL HARDWARE	324.27	324.27
77410	NATL MUSEUM OF MEXICAN ART	291-6440-601.22-18	PINATA WORKSHOP, SUPPLIES	450.00	450.00
77418	PARILAC, RORY	291-6440-601.22-18	LIT TRIVIA NIGHT, 8/18	300.00	300.00
77429	SCHOLASTIC INC	291-6440-601.32-02	PROGRAM EVENTS SRP	9.68	

PREPARED 09/17/18, 11:53 AM
 PROGRAM GM348US
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	SRP PRIZE BOOK BACKORDER	18.55	28.23
77434	SIMON & SCHUSTER SPEAKERS BUREAU	291-6440-601.22-18	OBOV AUTHOR EVENT,10/18	3,750.00	3,750.00
77438	SWIDERSKI,ANN	291-6440-601.22-18	ESL WRITING CLASS, SEPT	125.00	125.00
77447	VRABLIK,LISA	291-6440-601.22-18	MINECRAFT,2 PROGRAMS,10/6	400.00	400.00
77450	WYLLY,DAVID	291-6440-601.22-18	MEDICARE 101, 10/2	75.00	75.00
***** DIVISION TOTAL ****					9,551.89

Digital services

DEPARTMENT:		DIVISION:			
64	User Services	50			
77315	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES - B BEDNAREK	99.75	99.75
77319	AMAZON.COM CREDIT	291-6450-601.31-85	REPLACEMENT HYGIENE SET	49.99	
		291-6450-601.31-85	SMALL TOOLS & EQUIPMENT	31.87	
		291-6450-601.50-15	STORAGE CONTAINER	36.99	
		291-6450-601.30-07	USB FLASH DRIVES	48.99	
		291-6450-601.32-01	NINTENDO LABO KIT	69.99	237.83
77324	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.50-15	SUBSCRIPTION	47.96	47.96
77336	BEST BUY BUSINESS ADVANTAGE	291-6450-601.31-85	GOOGLE EXPEDITION KITS	217.98	217.98
77358	EBSCO INFORMATION SERVICES	291-6450-601.32-78	MYHERITAGE LIBRARY EDIT	3,473.00	3,473.00
77368	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	WIPES	123.24	
		291-6450-601.30-05	OFFICE SUPPLIES	10.34	133.58
77407	MORNINGSTAR INC	291-6450-601.32-78	MORNINGSTAR ELECTRONIC RE	826.00	826.00
77436	STAPLES ADVANTAGE	291-6450-601.30-05	RUBBER BANDS	.96	.96
77440	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFORMATION CHARGES	910.98	910.98
77448	WAREHOUSE DIRECT	291-6450-601.30-05	OFFICE SUPPLIES	7.52	7.52
***** DIVISION TOTAL ****					5,955.56

Collection Services

DEPARTMENT:		DIVISION:			
64	User Services	70			
77315	ALA MEMBERSHIP	291-6470-601.22-02	ALA DUES - C ROSSIN	213.00	213.00
77319	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	21.58	
		291-6470-601.32-75	AV MTLs	8.86	
		291-6470-601.32-75	AV MTLs	110.24	
		291-6470-601.32-75	AV MTLs	247.51	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLS	39.99	
		291-6470-601.32-75	AV MTLS	117.37	
		291-6470-601.32-75	AV MTLS	75.11	
		291-6470-601.32-75	AV MTLS	4.82	
		291-6470-601.32-75	AV MTLS	12.25	
		291-6470-601.32-75	AV MTLS	13.98	
		291-6470-601.32-75	AV MTLS	34.99	
		291-6470-601.32-75	AV MTLS	91.81	
		291-6470-601.32-75	AV MTLS	121.61	
		291-6470-601.32-75	AV MTLS	48.00	
		291-6470-601.32-75	AV MTLS	80.04	
		291-6470-601.32-75	AV MTLS	.75-	
		291-6470-601.32-75	AV MTLS	111.66	
		291-6470-601.32-75	AV MTLS	159.96	
		291-6470-601.32-75	AV MTLS	167.94	
		291-6470-601.32-75	AV MTLS	14.99	
		291-6470-601.32-75	AV MTLS	14.98	
		291-6470-601.32-75	AV MTLS	19.31	
		291-6470-601.32-75	AV MTLS	39.99	
		291-6470-601.32-75	AV MTLS	78.32	
		291-6470-601.32-75	AV MTLS	100.00	
		291-6470-601.32-75	AV MTLS	105.83	
		291-6470-601.32-75	AV MTLS	152.32	
		291-6470-601.32-75	AV MTLS	23.62	
		291-6470-601.32-75	AV MTLS	40.18	
		291-6470-601.32-75	AV MTLS	49.18	
		291-6470-601.32-75	AV MTLS	15.14	
		291-6470-601.32-75	AV MTLS	144.74	
		291-6470-601.32-75	AV MTLS	15.98	
		291-6470-601.32-75	AV MTLS	29.40	
		291-6470-601.32-75	AV MTLS	111.85	
		291-6470-601.32-75	AV MTLS	17.49	
		291-6470-601.32-75	AV MTLS	47.99	
		291-6470-601.32-75	AV MTLS	.36-	
		291-6470-601.32-75	AV MTLS	1.72-	
		291-6470-601.32-75	AV MTLS	7.68-	
		291-6470-601.32-75	AV MTLS	14.99	
		291-6470-601.32-75	AV MTLS	21.56	
		291-6470-601.32-75	AV MTLS	61.98	
		291-6470-601.32-75	AV MTLS	9.98	
		291-6470-601.32-75	AV MTLS	23.82	
		291-6470-601.32-75	AV MTLS	136.01	
		291-6470-601.32-75	AV MTLS	73.96	
		291-6470-601.32-75	AV MTLS	34.90	
		291-6470-601.32-75	AV MTLS	243.88	
		291-6470-601.32-75	AV MTLS	59.92	
		291-6470-601.32-75	AV MTLS	119.96	
		291-6470-601.32-75	AV MTLS	44.58	
		291-6470-601.32-75	AV MTLS	35.44	
		291-6470-601.32-75	AV MTLS	47.26	
		291-6470-601.32-75	AV MTLS	51.46	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	21.89	
		291-6470-601.32-75	AV MTLs	15.98	
		291-6470-601.32-75	AV MTLs	94.22	
		291-6470-601.32-75	AV MTLs	14.75	
		291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	71.97	
		291-6470-601.32-75	AV MTLs	113.11	
		291-6470-601.32-75	AV MTLs	12.14	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	8.99	
		291-6470-601.32-75	AV MTLs	34.09	
		291-6470-601.32-75	AV MTLs	7.89	
		291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	339.89	
		291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	30.70	
		291-6470-601.32-75	AV MTLs	23.19	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	1.35-	
		291-6470-601.32-75	AV MTLs	39.95	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	10.25	
		291-6470-601.32-80	BOOKS	14.98	
		291-6470-601.32-80	BOOKS	9.75	
		291-6470-601.32-80	BOOKS	28.96	
		291-6470-601.32-80	BOOKS	33.92	
		291-6470-601.32-80	BOOKS	6.35	
		291-6470-601.32-80	BOOKS	11.96	
		291-6470-601.32-80	BOOKS	38.98	
		291-6470-601.32-80	BOOKS	14.98-	
		291-6470-601.32-80	BOOKS	11.65	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	43.74	
		291-6470-601.32-80	BOOKS	16.26	
		291-6470-601.32-80	BOOKS	44.94	
		291-6470-601.32-80	BOOKS	33.98	
		291-6470-601.32-80	BOOKS	44.85	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	26.17	
		291-6470-601.32-80	BOOKS	32.98	
		291-6470-601.32-80	BOOKS	47.07	
		291-6470-601.32-80	BOOKS	51.24	
		291-6470-601.32-80	BOOKS	62.97	
		291-6470-601.32-80	BOOKS	9.48	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	13.54	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	91.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	8.45	
		291-6470-601.32-80	BOOKS	13.55	
		291-6470-601.32-80	BOOKS	1.06-	
		291-6470-601.32-80	BOOKS	29.77	
		291-6470-601.32-80	BOOKS	36.28	
		291-6470-601.32-80	BOOKS	20.50	
		291-6470-601.32-80	BOOKS	28.60	
		291-6470-601.32-80	BOOKS	13.65	
		291-6470-601.32-80	BOOKS	41.60	
		291-6470-601.32-80	BOOKS	78.16	
		291-6470-601.32-80	BOOKS	10.19	
		291-6470-601.32-80	BOOKS	26.98	
		291-6470-601.32-80	BOOKS	64.58	
		291-6470-601.32-80	BOOKS	60.75	
		291-6470-601.32-80	BOOKS	12.56	
		291-6470-601.32-80	BOOKS	25.98	
		291-6470-601.32-80	BOOKS	64.97	
		291-6470-601.32-80	BOOKS	9.33	
		291-6470-601.32-80	BOOKS	28.00	
		291-6470-601.32-80	BOOKS	27.98	
		291-6470-601.32-80	BOOKS	71.36	
		291-6470-601.32-80	BOOKS	28.34	
		291-6470-601.32-80	BOOKS	27.73	
		291-6470-601.32-80	BOOKS	88.64	
		291-6470-601.32-80	BOOKS	48.55	
		291-6470-601.32-80	BOOKS	24.91	
		291-6470-601.32-80	BOOKS	17.73	
		291-6470-601.32-80	BOOKS	29.06	
		291-6470-601.32-80	BOOKS	25.98	
		291-6470-601.32-80	BOOKS	15.86	
		291-6470-601.32-80	BOOKS	32.00	
		291-6470-601.32-80	BOOKS	57.60	
		291-6470-601.32-75	AV MTLs	10.16	
		291-6470-601.32-75	AV MTLs	93.19	
		291-6470-601.32-75	AV MTLs	10.16-	
		291-6470-601.32-75	AV MTLs	35.20	
		291-6470-601.32-80	BOOKS	28.03	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	108.50	
		291-6470-601.32-80	BOOKS	9.49	
		291-6470-601.32-80	BOOKS	75.64	
		291-6470-601.32-80	BOOKS	14.98	
		291-6470-601.32-95	PERIODICALS	9.44	
		291-6470-601.32-95	PERIODICALS	15.54	
		291-6470-601.32-95	PERIODICALS	14.28	
		291-6470-601.32-95	PERIODICALS	14.60	
		291-6470-601.32-95	PERIODICALS	15.39	
		291-6470-601.32-95	PERIODICALS	8.30	
		291-6470-601.32-95	PERIODICALS	14.33	
		291-6470-601.32-95	PERIODICALS	7.57	
		291-6470-601.32-95	PERIODICALS	11.58	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	3.99	
		291-6470-601.32-95	PERIODICALS	5.99	
		291-6470-601.32-95	PERIODICALS	12.16	
		291-6470-601.32-95	PERIODICALS	6.97	
		291-6470-601.32-95	PERIODICALS	14.10	
		291-6470-601.32-95	PERIODICALS	11.99	
		291-6470-601.32-95	PERIODICALS	11.47	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-80	BOOKS	15.49	
		291-6470-601.32-80	BOOKS	10.91	
		291-6470-601.32-80	BOOKS	39.84	
		291-6470-601.32-80	BOOKS	21.13	
		291-6470-601.32-80	BOOKS	8.48	
		291-6470-601.32-80	BOOKS	28.89	
		291-6470-601.32-80	BOOKS	85.75	
		291-6470-601.32-80	BOOKS	12.43	
		291-6470-601.32-80	BOOKS	61.52	
		291-6470-601.32-80	BOOKS	24.46	
		291-6470-601.32-80	BOOKS	28.89-	
		291-6470-601.32-80	BOOKS	147.80	
		291-6470-601.32-80	BOOKS	51.82	
		291-6470-601.32-75	AV MTLs	9.19	
		291-6470-601.32-75	AV MTLs	59.90	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	7.91-	
		291-6470-601.32-75	AV MTLs	39.16	
		291-6470-601.32-75	AV MTLs	43.46	
		291-6470-601.32-75	AV MTLs	44.97	
		291-6470-601.32-75	AV MTLs	53.63	
		291-6470-601.32-75	AV MTLs	24.74	
		291-6470-601.32-75	AV MTLs	21.25	
		291-6470-601.32-75	AV MTLs	7.97	
		291-6470-601.32-75	AV MTLs	30.77	
		291-6470-601.32-75	AV MTLs	.60-	
		291-6470-601.32-75	AV MTLs	47.31	
		291-6470-601.32-75	AV MTLs	23.19	
		291-6470-601.32-75	AV MTLs	239.40	
		291-6470-601.32-75	AV MTLs	32.94	
		291-6470-601.32-75	AV MTLs	16.04	
		291-6470-601.32-75	AV MTLs	37.10	
		291-6470-601.32-75	AV MTLs	53.78	
		291-6470-601.32-75	AV MTLs	84.37	
		291-6470-601.32-95	PERIODICALS	35.84	
		291-6470-601.32-75	SPEAKER	61.38	
		291-6470-601.32-95	PERIODICALS	10.30	
		291-6470-601.32-75	AV MTLs	157.12	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	51.93	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	19.14	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	69.92	
		291-6470-601.32-75	AV MTLs	40.94	
		291-6470-601.32-75	AV MTLs	12.49	
		291-6470-601.32-75	AV MTLs	20.79	
		291-6470-601.32-75	AV MTLs	3.94-	
		291-6470-601.32-75	AV MTLs	20.12	
		291-6470-601.32-75	AV MTLs	59.92	
		291-6470-601.32-75	AV MTLs	13.98	
		291-6470-601.32-75	AV MTLs	36.84	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	19.96	
		291-6470-601.32-75	AV MTLs	15.89	
		291-6470-601.32-80	BOOKS	36.77	
		291-6470-601.32-80	BOOKS	25.84-	
		291-6470-601.32-80	BOOKS	12.81	
		291-6470-601.32-80	BOOKS	19.46	
		291-6470-601.32-80	BOOKS	14.75	
		291-6470-601.32-80	BOOKS	15.46	
		291-6470-601.32-80	BOOKS	11.95	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	36.00	
		291-6470-601.32-80	BOOKS	59.00	
		291-6470-601.32-95	PERIODICALS	10.18	
		291-6470-601.32-95	PERIODICALS	14.49	
		291-6470-601.32-95	PERIODICALS	8.46	
		291-6470-601.32-95	PERIODICALS	11.51	
		291-6470-601.30-05	PENS	11.18	9,254.86
77323	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	199.00	199.00
77324	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLs	35.00	
		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	37.16	
		291-6470-601.32-75	AV MTLs	25.32	
		291-6470-601.32-75	AV MTLs	2.04-	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-80	BOOKS	49.47	
		291-6470-601.32-75	AV MTLs	32.55	
		291-6470-601.32-75	AV MTLs	50.00	
		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	119.98	
		291-6470-601.32-75	AV MTLs	25.98	
		291-6470-601.32-95	PERIODICALS	17.00	
		291-6470-601.32-75	AV MTLs	114.68	
		291-6470-601.32-95	PERIODICALS	99.00	
		291-6470-601.32-75	AV MTLs	13.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	35.98	
		291-6470-601.32-80	BOOKS	20.98	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-95	PERIODICALS	24.95	
		291-6470-601.32-95	PERIODICALS	38.96	
		291-6470-601.32-95	PERIODICALS	15.00	
		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	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	42.80	
		291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-75	AV MTLs	36.97	
		291-6470-601.32-75	AV MTLs	2.06-	
		291-6470-601.32-05	BOXES	20.90	1,020.42
77332	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	449.56	
		291-6470-601.32-80	BOOKS	536.14	
		291-6470-601.32-80	BOOKS	847.49	
		291-6470-601.32-80	BOOKS	1,151.43	
		291-6470-601.32-80	BOOKS	496.89	
		291-6470-601.32-80	BOOKS	885.90	
		291-6470-601.32-80	BOOKS	42.97	
		291-6470-601.32-80	BOOKS	306.95	
		291-6470-601.32-80	BOOKS	214.90	
		291-6470-601.32-80	BOOKS	10.54-	
		291-6470-601.32-80	BOOKS	575.62	
		291-6470-601.32-80	BOOKS	220.33	
		291-6470-601.32-80	BOOKS	427.82	
		291-6470-601.32-80	BOOKS	622.41	
		291-6470-601.32-80	BOOKS	1,651.11	
		291-6470-601.32-80	BOOKS	45.62	
		291-6470-601.32-80	BOOKS	292.25	
		291-6470-601.32-80	BOOKS	102.20	
		291-6470-601.32-80	BOOKS	125.06	
		291-6470-601.32-80	BOOKS	283.29	
		291-6470-601.32-80	BOOKS	259.82	
		291-6470-601.32-80	BOOKS	188.92	
		291-6470-601.32-80	BOOKS	519.09	
		291-6470-601.32-80	BOOKS	225.05	
		291-6470-601.32-80	BOOKS	373.27	
		291-6470-601.32-80	BOOKS	90.15	
		291-6470-601.32-80	BOOKS	3.58	
		291-6470-601.32-80	BOOKS	442.30	
		291-6470-601.32-80	BOOKS	306.68	
		291-6470-601.32-80	BOOKS	1,011.67	
		291-6470-601.32-80	BOOKS	561.17	
		291-6470-601.32-80	BOOKS	1,018.91	
		291-6470-601.32-80	BOOKS	98.39	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	511.88	
		291-6470-601.32-80	BOOKS	374.17	
		291-6470-601.32-80	BOOKS	317.47	
		291-6470-601.32-80	BOOKS	79.00	
		291-6470-601.32-80	BOOKS	133.77	
		291-6470-601.32-80	BOOKS	178.34	
		291-6470-601.32-80	BOOKS	742.47	
		291-6470-601.32-80	BOOKS	508.34	
		291-6470-601.32-80	BOOKS	430.98	
		291-6470-601.32-80	BOOKS	217.31	
		291-6470-601.32-80	BOOKS	685.34	
		291-6470-601.32-80	BOOKS	653.23	
		291-6470-601.32-80	BOOKS	457.62	
		291-6470-601.32-80	BOOKS	118.14	
		291-6470-601.32-80	BOOKS	66.71	
		291-6470-601.32-80	BOOKS	206.33	
		291-6470-601.32-80	BOOKS	769.98	
		291-6470-601.32-80	BOOKS	831.23	
		291-6470-601.32-80	BOOKS	58.66	
		291-6470-601.32-80	BOOKS	496.56	
		291-6470-601.32-80	BOOKS	515.63	
		291-6470-601.32-80	BOOKS	133.32	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	376.20	
		291-6470-601.22-85	PROC SERVS	209.00	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	261.85	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	183.55	
		291-6470-601.22-85	PROC SERVS	361.00	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	266.00	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	277.40	
		291-6470-601.22-85	PROC SERVS	186.20	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	212.80	
		291-6470-601.22-85	PROC SERVS	292.60	
		291-6470-601.22-85	PROC SERVS	235.60	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	116.30	
		291-6470-601.32-75	AV MTLs	144.65	
		291-6470-601.32-75	AV MTLs	66.31	
		291-6470-601.32-75	AV MTLs	60.78	
		291-6470-601.32-75	AV MTLs	66.33	
		291-6470-601.32-75	AV MTLs	58.56	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	78.48	
		291-6470-601.32-75	AV MTLs	438.69	
		291-6470-601.32-75	AV MTLs	58.02	
		291-6470-601.32-75	AV MTLs	44.73	
		291-6470-601.32-80	BOOKS	236.33	
		291-6470-601.32-80	BOOKS	355.86	
		291-6470-601.32-80	BOOKS	153.72	
		291-6470-601.32-80	BOOKS	284.01	
		291-6470-601.32-80	BOOKS	256.42	
		291-6470-601.32-80	BOOKS	64.45	
		291-6470-601.32-80	BOOKS	219.38	
		291-6470-601.32-80	BOOKS	213.49	
		291-6470-601.32-80	BOOKS	309.49	
		291-6470-601.32-80	BOOKS	64.62	
		291-6470-601.32-80	BOOKS	607.90	
		291-6470-601.32-80	BOOKS	618.87	
		291-6470-601.32-80	BOOKS	602.16	
		291-6470-601.32-80	BOOKS	278.84	
		291-6470-601.32-80	BOOKS	171.77	
		291-6470-601.32-80	BOOKS	151.92	
		291-6470-601.32-80	BOOKS	1,747.38	
		291-6470-601.32-80	BOOKS	111.26	
		291-6470-601.32-80	BOOKS	256.08	
		291-6470-601.32-80	BOOKS	956.26	
		291-6470-601.32-80	BOOKS	218.37	
		291-6470-601.22-85	PROC SERVs	117.60	
		291-6470-601.22-85	PROC SERVs	80.95	
		291-6470-601.22-85	PROC SERVs	53.20	
		291-6470-601.22-85	PROC SERVs	60.45	
		291-6470-601.32-75	AV MTLs	44.21	
		291-6470-601.22-85	PROC SERVs	140.60	
		291-6470-601.22-85	PROC SERVs	144.40	
		291-6470-601.22-85	PROC SERVs	159.60	
		291-6470-601.22-85	PROC SERVs	596.60	
		291-6470-601.22-85	PROC SERVs	334.40	
		291-6470-601.32-80	BOOKS	878.76	38,534.28
77333	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	38.61	
		291-6470-601.32-75	AV MTLs	41.40	
		291-6470-601.32-75	AV MTLs	141.01	
		291-6470-601.32-75	AV MTLs	2,477.93	
		291-6470-601.32-75	AV MTLs	116.81	
		291-6470-601.32-75	AV MTLs	419.94	
		291-6470-601.32-75	AV MTLs	138.15	
		291-6470-601.32-75	AV MTLs	750.55	
		291-6470-601.32-75	AV MTLs	3,023.51	
		291-6470-601.32-75	AV MTLs	154.12	
		291-6470-601.32-75	AV MTLs	370.34	
		291-6470-601.32-75	AV MTLs	120.72	
		291-6470-601.32-75	AV MTLs	152.05	
		291-6470-601.32-75	AV MTLs	3,432.04	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	68.00	
		291-6470-601.32-75	AV MTLs	140.28	
		291-6470-601.32-75	AV MTLs	129.42	
		291-6470-601.32-75	AV MTLs	3,343.27	
		291-6470-601.32-75	AV MTLs	175.58	
		291-6470-601.32-75	AV MTLs	196.01	
		291-6470-601.32-75	AV MTLs	153.59	
		291-6470-601.32-75	AV MTLs	403.71	15,987.04
77334	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	861.91	861.91
77335	BARRONS	291-6470-601.32-95	PERIODICALS	239.88	239.88
77337	BIBLIOTHECA LLC	291-6470-601.32-80	BOOKS	2,311.49	
		291-6470-601.32-75	AV MTLs	149.98	
		291-6470-601.32-80	BOOKS	5,036.38	
		291-6470-601.32-75	AV MTLs	2,367.77	9,865.62
77338	BRODART CO	291-6470-601.32-05	CD CASES	153.45	153.45
77344	CAVENDISH SQUARE PUBLISHING	291-6470-601.32-80	BOOKS	177.93	177.93
77345	CCH INCORPORATED	291-6470-601.32-80	BOOKS	187.41	187.41
77347	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	25.32	
		291-6470-601.32-80	BOOKS	75.96	101.28
77350	COMIX REVOLUTION	291-6470-601.32-95	PERIODICALS	15.96	
		291-6470-601.32-80	BOOKS	46.90	62.86
77351	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	242.85	
		291-6470-601.32-95	PERIODICALS	25.25	
		291-6470-601.32-95	PERIODICALS	50.60-	217.50
77353	CZECH & SLOVAK AMERICAN GEN SOCIETY	291-6470-601.32-95	PERIODICALS	30.00	30.00
77358	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	28.70-	
		291-6470-601.32-95	PERIODICALS	14.97-	
		291-6470-601.32-95	PERIODICALS	3.30	
		291-6470-601.32-95	PERIODICALS	18.31-	58.68-
77364	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	21.24	21.24
77367	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	415.88	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	49.58	
		291-6470-601.32-80	BOOKS	119.17	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	55.98	
		291-6470-601.32-80	BOOKS	80.96	

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ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	110.36	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	147.16	
		291-6470-601.32-80	BOOKS	21.59	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	1,441.34	2,761.69
77378	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	138.75	138.75
77384	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	25.18	
		291-6470-601.32-80	BOOKS	92.34	
		291-6470-601.32-80	BOOKS	28.80	
		291-6470-601.32-80	BOOKS	50.35	
		291-6470-601.32-80	BOOKS	69.24	
		291-6470-601.32-80	BOOKS	17.26	
		291-6470-601.32-80	BOOKS	219.54	
		291-6470-601.32-80	BOOKS	84.14	
		291-6470-601.32-80	BOOKS	19.80	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	35.66	
		291-6470-601.32-80	BOOKS	87.76	
		291-6470-601.32-80	BOOKS	56.48	
		291-6470-601.32-80	BOOKS	52.15	
		291-6470-601.32-80	BOOKS	69.05	
		291-6470-601.32-80	BOOKS	100.10	
		291-6470-601.32-80	BOOKS	136.84	
		291-6470-601.32-75	AV MTL	11.19	
		291-6470-601.32-80	BOOKS	107.33	
		291-6470-601.32-80	BOOKS	18.57	
		291-6470-601.32-80	BOOKS	30.65	
		291-6470-601.32-80	BOOKS	41.36	
		291-6470-601.32-80	BOOKS	60.80	
		291-6470-601.32-80	BOOKS	135.36	
		291-6470-601.32-80	BOOKS	69.96	
		291-6470-601.32-80	BOOKS	106.96	
		291-6470-601.32-80	BOOKS	203.05	
		291-6470-601.32-80	BOOKS	111.54	
		291-6470-601.32-80	BOOKS	10.80	
		291-6470-601.32-80	BOOKS	49.14	
		291-6470-601.32-80	BOOKS	91.52	
		291-6470-601.32-80	BOOKS	24.58	
		291-6470-601.32-80	BOOKS	142.90	
		291-6470-601.32-80	BOOKS	14.10	
		291-6470-601.32-80	BOOKS	100.50	
		291-6470-601.32-80	BOOKS	18.59	
		291-6470-601.32-80	BOOKS	37.79	
		291-6470-601.32-80	BOOKS	46.05	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	22.79	
		291-6470-601.32-80	BOOKS	14.69	
		291-6470-601.32-80	BOOKS	29.38	
		291-6470-601.32-80	BOOKS	113.00	
		291-6470-601.32-80	BOOKS	35.09	
		291-6470-601.32-80	BOOKS	107.53	
		291-6470-601.32-80	BOOKS	35.98	
		291-6470-601.32-80	BOOKS	734.50	
		291-6470-601.32-80	BOOKS	9.59	
		291-6470-601.32-80	BOOKS	141.08	
		291-6470-601.32-80	BOOKS	50.03	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	7.80	
		291-6470-601.32-80	BOOKS	39.54	
		291-6470-601.32-80	BOOKS	37.70	
		291-6470-601.32-80	BOOKS	49.47	
		291-6470-601.32-80	BOOKS	153.94	
		291-6470-601.32-80	BOOKS	7.34	4,255.88
77385	INTERNATIONAL MEDIA SERVICE	291-6470-601.32-95	PERIODICALS	780.00	780.00
77387	KANOPY LLC	291-6470-601.32-75	AV MTLs	418.00	418.00
77389	KIRKUS MEDIA LLC	291-6470-601.32-95	PERIODICALS	199.00	199.00
77395	LIBRARY JOURNAL	291-6470-601.32-95	PERIODICALS	157.99	157.99
77402	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	130.15	
		291-6470-601.32-75	AV MTLs	304.20	
		291-6470-601.32-75	AV MTLs	194.64	
		291-6470-601.32-75	AV MTLs	176.17	
		291-6470-601.32-75	AV MTLs	460.82	
		291-6470-601.32-75	AV MTLs	9,371.68	10,637.66
77412	NEW WORLD PUBLICATIONS	291-6470-601.32-95	PERIODICALS	25.00	25.00
77413	NEW YORK TIMES CO,THE	291-6470-601.32-95	PERIODICALS	1,053.00	1,053.00
77416	NORTHWEST SUBURBAN GENEALOGY SOC	291-6470-601.32-95	PERIODICALS	20.00	20.00
77419	PENGUIN RANDOM HOUSE LLC	291-6470-601.32-75	AV MTLs	10.00	10.00
77420	PIONEER PRESS	291-6470-601.32-95	PERIODICALS	84.24	84.24
77421	POLYLINE LLC	291-6470-601.32-05	DVD CASES	560.00	560.00
77426	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	82.20	
		291-6470-601.32-75	AV MTLs	101.66	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					183.86
77428	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	447.68	447.68
77430	SCHOLASTIC LIBRARY	291-6470-601.32-80	BOOKS	327.60	
		291-6470-601.32-80	BOOKS	1,047.80	
		291-6470-601.32-80	BOOKS	304.20	
		291-6470-601.32-80	BOOKS	234.00	1,913.60
77435	SOUTH SUB GEN & HIST SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	25.00
77437	SULLIVANS LAW DIRECTORY	291-6470-601.32-80	BOOKS	111.11	111.11
77448	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	74.60	
***** DIVISION TOTAL ****					100,926.06
***** DEPARTMENT TOTAL **					121,156.62
***** GRAND TOTAL *****					276,488.72

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	264,483.13
491	Capital Projects-Library	12,005.59
**** TOTAL ALL FUNDS ****		276,488.72

September 17, 2018

**Arlington Heights Memorial Library
Special Funds Summary
8/31/2018**

	Count	39	Account	Amount	Description	Staff
Check #1517-Kohl Children's Museum			6440-2218	\$ 5,000.00	Chagall for Children Exhibit rental, down payment 1/21-4/12/19	J Czajka
Check #1518-AHML - Petty Cash						
	8/6/2018		6440-3202	\$ 29.35	Program Events	A Belford
			6440-3202	\$ 10.80	Program Events	P Sparreo
			6420-2203	\$ 8.82	Travel/Training	M Maier
			6440-3202	\$ 47.12	Program Events	M Lepo
			6440-3202	\$ 39.02	Program Events	M Lepo
			6440-3202	\$ 42.46	Program Events	S Hill
			6440-2203	\$ 13.80	Travel/Training	C Ng-He
			6440-2203	\$ 1.00	Travel/Training	M Young
			6405-3201	\$ 14.99	Program Supplies	M Young
	8/13/2018		6440-3202	\$ 47.12	Program Events	M Lepo
			6440-3202	\$ 39.02	Program Events	M Lepo
			6440-3202	\$ 42.46	Program Events	S Hill
			6440-2203	\$ 13.80	Travel/Training	C Ng-He
			6440-2203	\$ 1.00	Travel/Training	M Young
			6405-3201	\$ 14.99	Program Supplies	M Young
	8/20/2018		6004-3202	\$ 40.41	Program Events	S Hill
			6440-3202	\$ 10.78	Program Events	T Scallon
			6405-2203	\$ 24.63	Travel/Training	L Dakas
			6405-2203	\$ 29.52	Travel/Training	T Karim
	8/27/2018		6405-3202	\$ 33.90	Program Events	L Banovz
			6440-3202	\$ 16.58	Program Events	K Bailey
			6440-3202	\$ 23.96	Program Events	M Papanastassiou
			6405-3201	\$ 24.08	Program Supplies	M Monahan
			6420-3290	\$ 21.98	Circulation Supplies	T Scallon
			6420-2203	\$ 12.21	Travel/Training	S Beckman
			6020-2107	\$ 27.00	Auto Equipment Maintenance	R Moravec
			6001-2203	\$ 32.87	Travel/Training	J Moravec
			6020-2203	\$ 20.28	Travel/Training	R Moravec
			6405-2203	\$ 34.77	Travel/Training	T Dantis
			6420-2203	\$ 3.27	Travel/Training	M Maier
	8/31/2018		6440-3202	\$ 19.66	Program Events	C Caputo
			6440-3202	\$ 24.47	Program Events	C Caputo
			6420-2203	\$ 20.82	Travel/Training	S Beckman
			6440-3202	\$ 12.00	Program Events	M Vela
			6440-3202	\$ 22.21	Program Events	D Napravnik
			6440-3202	\$ 10.00	Program Events	L Draftz
			6001-2203	\$ 44.38	Travel/Training	K Myers
Check #1519-Anthony Lewis			6002-2005	\$ 500.00	The Piano Project-Artist Stipend	A Harder

\$ 6,375.53

September 17, 2018

**Arlington Heights Memorial Library
American Express Card Summary
8/31/2018**

CARDHOLDER	Count	75	AMOUNT	VENDOR	DESCRIPTION
M. Driskell			\$ (136.81)	AMEX Cash back rebate	Other Income/Rebate
			\$ 38.93	FB.ME/ADS CA	Facebook advertising
			\$ 5.47	FB.ME/ADS CA	Facebook advertising
M. Szymanek			\$ 35.00	PAYPAL *MEADOW PROJ	AV Mtls
			\$ 4.99	ACORN.TV	AV Mtls
			\$ 4.99	ACORN.TV	AV Mtls
			\$ 4.99	ACORN.TV	AV Mtls
			\$ 4.99	ACORN.TV	AV Mtls
			\$ 4.99	ACORN.TV	AV Mtls
			\$ 37.16	BBC AMERICA SHOP	AV Mtls
			\$ 25.32	PAYPAL *JONO	AV Mtls
			\$ (2.04)	EVENT NETWORK, INC	AV Mtls
			\$ 4.99	ACORN.TV	AV Mtls
			\$ 49.47	MY MAG STORE	Book
			\$ 32.55	EVENT NETWORK, INC	AV Mtls
			\$ 50.00	PAYPAL *IRONBOUND	AV Mtls
			\$ 13.99	NETFLIX.COM	AV Mtls
			\$ 13.99	NETFLIX.COM	AV Mtls
			\$ 119.98	TARGET.COM	AV Mtls
			\$ 25.98	TARGET.COM	AV Mtls
			\$ 17.00	SP * TAPROOT MAGAZIN	Periodicals
			\$ 114.68	BBC AMERICA SHOP	AV Mtls
			\$ 99.00	BT*NEWSWEEK	Periodicals
			\$ 13.99	NETFLIX.COM	AV Mtls
			\$ 35.98	TARGET.COM	AV Mtls
			\$ 20.98	TARGET.COM	Book
			\$ 39.99	TARGET.COM	AV Mtls
			\$ 24.95	DSB.NET LTD.	Periodicals
			\$ 38.96	HGTV MAGAZINE	Periodicals
			\$ 15.00	PAYPAL *KYGENSOC	Periodicals
			\$ 4.99	ACORN.TV	AV Mtls
			\$ 4.99	ACORN.TV	AV Mtls
			\$ 4.99	ACORN.TV	AV Mtls
			\$ 4.99	ACORN.TV A	AV Mtls
			\$ 4.99	ACORN.TV	AV Mtls
			\$ 4.99	ACORN.TV	AV Mtls
			\$ 42.80	KIPLINGER STORE	AV Mtls
			\$ 40.00	DUN MAGAZINE	Periodicals
			\$ 36.97	MUSICTODAY INC	AV Mtls
			\$ (2.06)	GAMESTOP.COM	AV Mtls
R. Dworiany			\$ 513.00	SCANNING PENS INC	C-Pen Reader
			\$ 178.99	AMZN MKTP US	Williams Sound Pocket Talk & Headphones
			\$ 25.00	GITHUB	Monthly Subscription
			\$ 52.00	AMAZON.COM	Articulation Wall Mount
			\$ 344.85	COMCAST	Monthly Subscription
			\$ 139.99	AMAZON.COM	HDMI Cables
			\$ 25.00	TRELLO.COM	Monthly Subscription
			\$ 9.99	AMZNFREETIME	AMZNFREETIME
			\$ 54.10	PAYFLOW	Monthly Subscription
			\$ 81.34	AMAZON.COM	Toner
			\$ 14.99	SPOTIFY USA	Monthly Subscription
			\$ 27.99	AMAZON MKTPLACE	Wall Mount Bracket
			\$ 49.00	RIDDLE.COM SUBSCRIPT	Monthly Subscription
J. Czajka			\$ 70.00	BOTTLE AND BOTTEGA	Adult Summer Reading Prizes
			\$ 214.07	FOX AND HOUND	Lit Trivia Night 8/15/18
			\$ 26.50	ROSATI'S PIZZA	Pizza for Teen Programming
			\$ 40.00	EB *COMMUNITY ENGAG	LACONI Program Attendance - 2 Staff
			\$ 150.00	SWEET T'S BAKERY	Teen Film Fest Food
J. Moravec			\$ 420.98	HPFYSTORES.COM	Program Events
			\$ 187.69	AMERICAN LIBRARY	Bookmarks
			\$ 175.00	AMERICAN LIBRARY	Online Course
			\$ 57.18	VISTAPR*VISTAPRINT.	Business Cards
			\$ 43.08	AMERICAN LIBRARY	CC-Stickers
			\$ 47.96	LUMOSITY.COM*	Subscription
			\$ 20.90	REALLY USEFUL BOXES	Boxes
			\$ 239.80	ERGOPRISE	Foot Rest
			\$ 18.97	VISTAPR*VISTAPRINT.	Business Cards
			\$ 279.93	STAPLES	Wireless Keyboards
			\$ 129.78	AMERICAN LIBRARY	Stickers & Bookmarks
			\$ 459.45	LLBEAN CATALOG	CC-Zip Totes
			\$ 199.00	AMER LIB ASSOC	LLAMA Webinar
			\$ 190.50	U OF I AG INFORMATIO	SIS Training
			\$ 29.50	DOLLAR TREE	Potato Mashers for Program
			\$ 24.19	VISTAPR*VISTAPRINT	Business Cards
			\$ 29.26	SIZZIX .COM	Die Cut
			<u>\$ 5,477.09</u>		

September 17, 2018

Arlington Heights Memorial Library
Master Card Summary
8/31/2018

Count 6

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
Shannon Distel	6010-3030	\$182.87	Rakuten	Toner
	6001-2203	\$50.00	ALA	Webinar Registration
	6003-2201	\$375.00	Career Builder	Advertising
	6003-2201	\$375.00	Career Builder	Advertising
M Szymanek	6470-3295	\$199.00	Motley.Fool	Periodicals
K Spokas	6440-3202	\$80.00	Eddies Restaurant	Books & Brews 8/8/18

Total \$1,261.87

To: Board of Library Trustees

From: Mike Driskell and Gary Leclair

Date: September 14, 2018

Re: 1993 Boiler Replacement Project

The installation of the high efficiency boiler is complete with the exception of the flue installation. The flue carries the exhaust gases to the outside of the building.

The drawings from original construction show a chase adjacent to the current flue that was to be used to extend the flue from the new boiler to the roof. The drawings show a clear path to the roof. When the project started, workers opened the walls and found considerable obstructions, including the electrical panel for the first floor lighting, numerous conduit runs and sprinkler mains. Moving these would be cost prohibitive. We then had to look for other options to install the flue. After considering a number of alternatives, the most cost effective choice was to run the flue through the emergency exit to the garage. The flue pipe could then go up through the roof. The additional cost for the work is \$8,850. We are seeking authorization from the board to proceed.

Suggested motion: **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.**

To: Board of Library Trustees

From: Mike Driskell

Date: September 17, 2018

Re: Inclusion Awareness Month Proclamation

In order to recognize the library's commitment to inclusion, we are presenting this proclamation for the board to adopt in recognition of October 2018 as Inclusion Awareness Month. The library will highlight this special month through inclusion related programming, publicity, and a presence on the library webpage.

Suggested motion: **The Board of Library Trustees approves the *PROCLAMATION FOR OCTOBER AS INCLUSION AWARENESS MONTH.***

PROCLAMATION FOR OCTOBER AS INCLUSION AWARENESS MONTH

Whereas, libraries enable individuals to make informed decisions about their self-governance by promoting unrestricted access to information and by serving as community centers for lifelong learning;

Whereas, “inclusion” means welcoming everyone in ways that respect and celebrate diversity, and ensuring that differences aren’t barriers to full engagement and participation, and;

Whereas, we continually explore how we can more meaningfully extend unrestricted access to information, services and programs to all members of our community;

Whereas, in a world undergoing constant change, we continually provide staff training to increase our awareness internally and reach out to learn more about what inclusion means to our library and community;

Whereas, inclusion of all people lets us use our gifts, talents and abilities to build a stronger community together, and;

Whereas, despite our differences, we share a commonality of experience when we face new challenges;

Whereas, we seek collaboration from community partners and our customers to increase awareness and identify additional opportunities to pursue our long-term commitment to inclusion;

Now, therefore, be it resolved that Arlington Heights Memorial Library proclaims October 2018 as **Inclusion Awareness Month** and welcomes everyone to visit our library.

(Action Item 7)

To: Board of Library Trustees

From: Mike Driskell

Date: September 13, 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 the night before Christmas Eve.

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 23 – Evening before Christmas Eve	Closes at 5PM	No
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.

(Action Item 8)

To: Board of Library Trustees

From: Mike Driskell

Date: September 12, 2017

Re: 2019 Board of Library Trustees Schedule of Meetings

Every fall the board reviews its meeting schedule for the next calendar year and approves it. The schedule includes the monthly board and Committee of the Whole meetings. Becky Hume, the Arlington Heights Village Clerk, provides the annual list of legal and religious holidays and elections that should be avoided when scheduling public meetings. Janet then checks the meeting schedule for conflicts. According to the Open Meetings Act (5 ILCS 120/2.01) (from Ch. 102, par. 42. 01) Sec. 2.01 “All meetings required by this Act to be public shall be held at specified times and places which are convenient and open to the public. No meeting required by this Act to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.” Therefore, the Open Meetings Act does not require any of the regular board meeting dates be changed.

For the board’s 2019 meeting schedule, there are a two dates the board may wish to review.

July Committee of the Whole Meeting – The first Monday is July 1 and part of the Fourth of July week. The board could consider rescheduling the July Committee of the Whole meeting on Monday, July 8.

September Committee of the Whole Meeting – The first Monday in September is Labor Day and the library is normally closed. The board could consider rescheduling the September Committee of the Whole meeting on Monday, August 26.

Suggested motion: **The Board of Library Trustees approves the 2019 Board of Library Trustees Schedule of Meetings as discussed.**

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
 BOARD OF LIBRARY TRUSTEES
 2019 SCHEDULE OF REGULAR MEETINGS
 7:30 PM – BOARD ROOM**

	Committee of the Whole Meeting (First Monday)	Board Meeting (Third Tuesday)
January 2019	January 7	January 15
February 2019	February 4	February 19
March 2019	March 4	March 19
April 2019	April 1	April 16
May 2019	May 6	May 21
June 2019	June 3	June 18
July 2019	July 1 – possible alternate date, Monday, July 8	July 16
August 2019	August 5	August 20
September 2019	September 2 (Labor Day – Library Closed) – possible alternate date Monday, August 26	September 17
October 2019	October 7	October 15
November 2019	November 4	November 19
December 2019	December 2	December 17

To: Board of Library Trustees

From: Mike Driskell

Date: September 17, 2018

Re: Dedication of the Board Room

In order to recognize Richard Frisbie's 44 years of service and dedication as a library trustee and his many contributions to our library, I would like to bring forth the suggestion of renaming the Board Room in his honor.

Suggested motion: 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.

Executive Director's Report September 2018

What's New @ AHML

Credit and Debit Card Printing

Credit and debit card printing has been enabled at four print stations throughout the library. This oft-requested service was one of the primary reasons we upgraded our paper print system from Pcounter to Papercut in late July. Customers can now swipe, insert or tap their phones to use their credit and debit cards to pay for printing and copying.

Cord Cutting Kits

We have begun the process of assembling three "Cord Cutting Kits". These kits will contain a digital antenna and a Roku with a Sling TV subscription. The goal of these kits is to allow customers to try the basic methods for viewing over-the-air channels with an antenna and streaming cable channels through Sling TV on a Roku. These kits will complement our popular Cord Cutting Classes; they are the perfect next step for customers interested in testing out life after cable before actually taking the plunge.

Diversity and Inclusion

Backstretch

Backstretch concluded with 90 library cards created this season. Customers especially enjoyed our exciting closing celebration!



ESL New Students and New Sign-In Process

The ESL Office has been busy as we signed up 25 new students in the month of August, the single highest enrollment in a month in 2018. There are 313 currently active students.

Additionally, the ESL team and IT developed a new e-sign-in process that increases privacy and streamlines creating reports.

Department Highlights

Info Services News

Books and Brews with Chet Coppock

52 people attended our Books and Brews at Eddie's Restaurant, which featured author Chet Coppock. The format included Chet discussing his memoir, *Your dime my dance floor: Chet Coppock in pursuit of Chet Coppock*.



Conference Room Reservations

Starting in June 2018, we piloted new procedures for the conference rooms to allow non-residents to make reservations one week in advance. Previously, only residents could reserve conference rooms in advance. Staff are currently evaluating the results of the pilot, but it appears the overall impact of this change to availability has been insignificant.

Circulation News

National Night Out

We joined our community for National Night Out. A rainy Tuesday night still brought almost 250 people on the bookmobile!

Back to School Outreach

Circulation staff participated in three back to school outreach events, at Juliette Low, Holmes Junior High and Forest View Elementary, where almost 200 people stopped by to learn about the library, our services, and register for library cards.

Youth Services News

Ooey Goey Babies and Tots Playgroup

This sensory playtime for babies and toddlers ages 0-23 months attracted 106 participants. Beach-themed messy play was encouraged and enjoyed by both children and caregivers.



Summer Volunteer Squad

The Summer Volunteer Squad program had 163 active teen summer volunteers contributing a total of 1,868 hours to the community through a myriad of activities. With nine different squads, teens could choose to work in areas that interested them. From opportunities to create programs for children to interviewing adults at the Senior Center, our volunteers touched many lives.

The Kids on Track squad planned activities then visited the children at the Arlington Park backstretch. The bilingual volunteers communicated in Spanish with the kids while playing games and making crafts. Volunteers prepared for each visit by locating Spanish language picture books in our collection and developing activities around the theme of the books they selected. To celebrate the World Cup, kids made a soccer field using cardboard allowing them to play soccer inside as well as outside!

Inside the library, volunteer squads worked with beginning readers, assisted two year olds in art projects, and created a video game. Our theatrical squad, the Pop-Up Players, performed reader's theater in the Marketplace. The book they selected was *Charlie Parker Played Be Bop* by Chris Raschka. During Raschka's visit, he filmed the volunteers to share with his family when he returned home. Altogether, volunteers offered 19 in-house programs and 8 outreach programs this summer.

Bubble Fun @ the Farmers Market

Tween Advisory Group (TAG) members helped customers make bubble wands and giant bubbles at the Farmers Market. Seventy-seven people visited the library's booth for bubble fun.



Teen Film Fest and After Party

The 2018 Teen Film Fest marked the 12th year of this annual program. Thirty-one teens submitted films and 10 of these films were screened and judged for awards in front of an audience of 80 at the official Fest. Judges included local film critic Dann Gire, YouTube personality Tamara Chambers, and former Teen Film Fest winner and film student Daniel Carpenter. For three of this year's teen filmmakers, it was their final Teen Film Fest. All three of these graduating seniors planned to pursue filmmaking in college, and they may very well be future Teen Film Fest judges encouraging the next group of young filmmakers.

The Teen Film Fest: After Party started immediately after the main event. In the Hub, 75 Film Fest attendees gathered to celebrate teen films and filmmakers. At our soiree, attendees sipped on mocktails poured by Teen Advisory Board volunteers while rubbing elbows with the judges. Teens whose films were not screened at the Fest were able to also enjoy watching their film with their family and friends in the Cardinal Room.



The Bravo! Summer Reading

Bravo! Create Your Summer attracted 3,913 kids, birth–sixth grade to the library this summer, an increase of 121 year-over-year.

It was a record summer for the Hub, with 986 teens in grades 7-12 participating in the program. This year, teens were able to participate and complete their school reading requirement 100% online through Beanstack – giving them the freedom to read their book and log it from their bedroom or an exotic vacation spot.

This summer’s increase in teen participation was largely due to partnerships with District 214’s John Hersey High School and Buffalo Grove High School where students were encouraged to complete the library’s program to fulfill their summer reading requirement. Notably, 514 Hersey juniors took part in our program. Nearly all of these students registered with AHML staff during an epic 2-day sign-up initiative at their school in May where they learned about the program and received Hub-branded sunglasses to wear throughout the summer.

The Bravo! Adult Summer Reading 2018 ran from June 4-August 12 had 252 adult signups.

The “What Piece of Art Are You?” reading display was popular, with 546 items circulating from June 4-August 12. The “What Piece of Art Are You?” quiz, which was available both online and in-library by our summer reading books display, was completed 1,160 times.

It was also the first year we encouraged staff to participate in SRP for prizes. 24 staff chose to complete the SRP to be entered into a drawing for a grand prize.

Digital Services News

Extended Computer Sessions

August was our first full month with our new computer reservation system, MyPC, and the new default three-hour sessions with one-hour extensions. Before MyPC, by default we used one-hour sessions with ten-minute extensions. The numbers are in and August saw the highest total computer usage of 2018 with 7,815 sessions! This reassures that our customer-friendly changes did not negatively impact total computer usage.

Staff Development

Library of Things and Makery Visit

Several Collection Services staff, along with other staff from the Library of Things working group, visited the Elmhurst Public Library to look at their Library of Extraordinary Things and their Makery. Their Library of Extraordinary Things is very popular and it was interesting to see how they display, package and market the items.

August 2018

Service Point Traffic

Total visits
88,121 ↑ 3%
 85,671 last year

Main Library visits
83,526 ↑ 3%
 80,840 last year

Sr Center Visits
2,009 ↓ -12.31%
 2,291 last year

Bookmobile Visits
2,586 ↑ 1.81%
 2,540 last year

Circulation

Total Circulation
172,473 ↓ -3%
 177,534 last year

Library Cards Issued
 Resident **454** ↑ 11.00%
 (issued) 409 last year

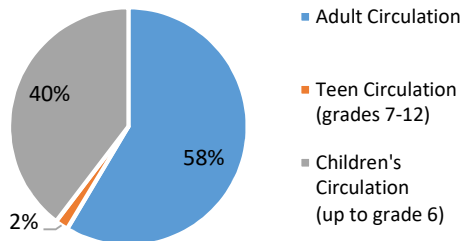
Interlibrary Loan
 Borrowed **421** ↑ 3.44%
 407 last year

Card Holders
51,149

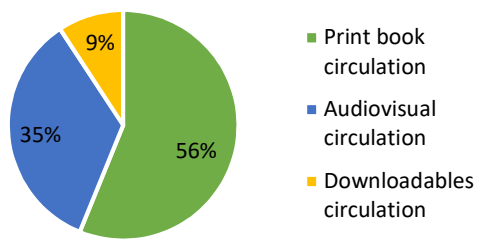
Non-Resident **204** ↑ 19.30%
 (Registered) 171 last year

Lent **625** ↓ -21.78%
 799 last year

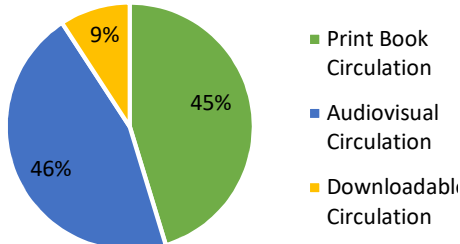
Circulation by Audience



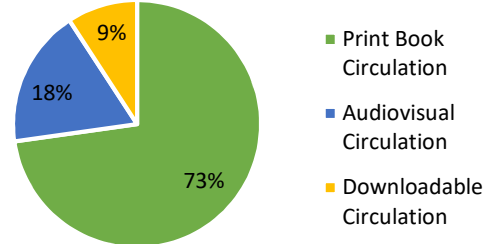
Circulation by Format



Adult Circulation by Format



Children Circulation by Format



Programs

Program Attendance
4,334 ↓ -13%
 4,959 last year

Number of Programs
169 ↑ 2%
 165 last year

Cost of Programs
\$5,745

General Satisfaction
4.77/5

Questions

Reference Questions
18,607 ↑ 2%
 18,252 last year

Reference Questions
 (via call center)
4,540 ↓ -21%
 5,713 last year

Chat sessions
445 ↓ -6.51%
 476 last year

Technology Usage

Public Computer Use
11,094 ↓ -3.02%
 11,439 last year

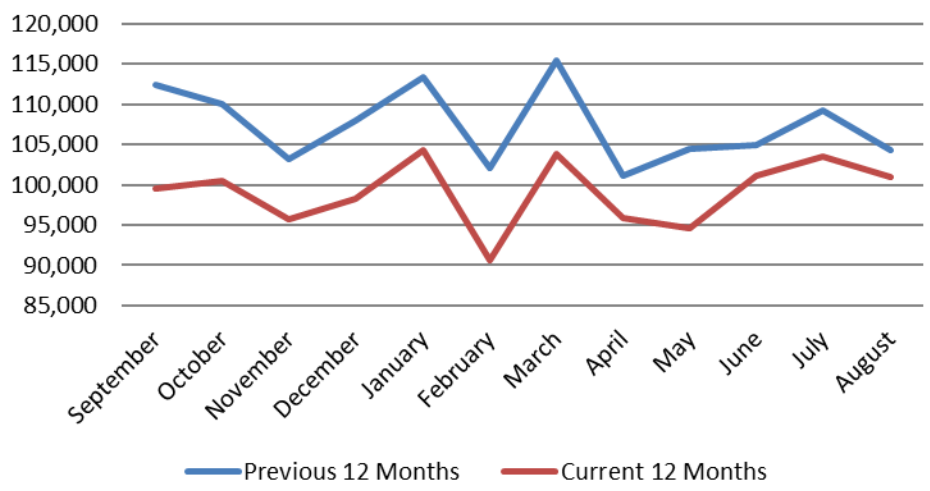
Website Visits
99,255 ↓ -6.47%
 106,119 last year

Self Checkout
 (% of total checkouts)
67% 0.42%
 66% last year

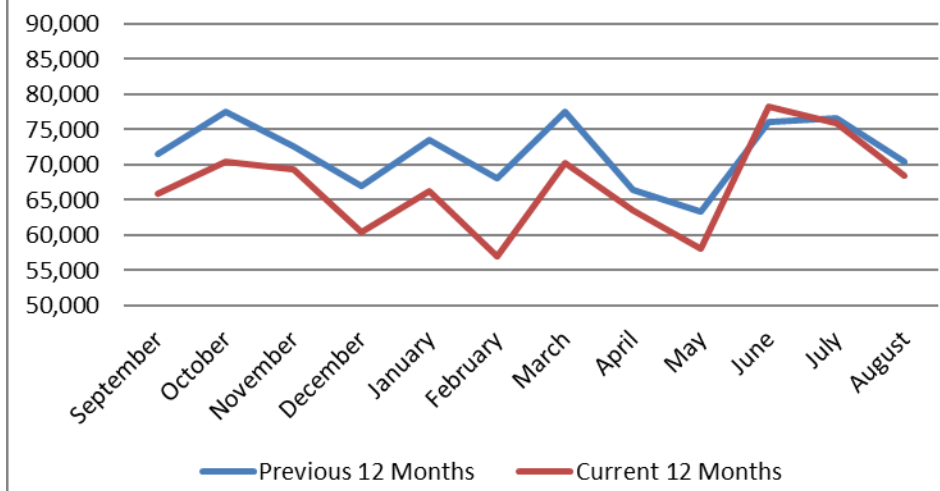
AHML - DASHBOARD - September 2018

	August 2018	August 2017	% change from last August	Jan 2018 - August 2018	Jan 2017 - August 2017	% change from last YTD
Total circulation	172,473	177,534	-3%	1,355,155	1,448,382	-6%
Adult circulation	101,028	104,353	-3%	794,846	855,069	-7%
Teen circulation	3,074	2,808	9%	22,710	21,066	8%
Children circulation	68,371	70,373	-3%	537,599	572,247	-6%
Print book circulation	91,968	87,272	5%	709,489	726,189	-2%
Audiovisual circulation	56,713	64,051	-11%	452,020	517,009	-13%
Downloadables circulation	15,086	13,213	14%	126,921	130,571	-3%
Self-check as % of main floor circ	66.50%	66.08%	0.42%	66.88%	65.97%	0.91%
Circulation to reciprocal borrowers	10,629	10,008	6%	80,607	86,594	-7%
ILLs borrowed for our customers	421	407	3%	3,066	3,288	-7%
ILLS lent to other libraries	625	799	-22%	4,374	5,670	-23%
Resident cards issued	454	409	11%	3,326	3,529	-6%
Reciprocal cards registered	204	171	19%	1,428	1,497	-5%
Reference questions	18,607	18,252	2%	132,723	135,579	-2%
Number of Programs	169	165	2%	2,067	2,050	1%
Program attendance	4,334	4,959	-13%	71,513	84,712	-16%
Public computer use	11,094	11,439	-3%	85,061	88,102	-3%
Website visits	99,255	106,119	-6%	798,388	863,719	-8%
In-person visitors	88,121	85,671	3%	699,810	709,277	-1%
Marketplace - % of adult coll	8.67%	8.80%	-2%	8.6%	8.7%	-1.3%
Marketplace - % of circ	34.1%	35.3%	-3%	34.5%	35.0%	-1.7%
Kids' Mktplace - % of KW coll	4.5%	5.0%	-11%	4.7%	5.1%	-9%
Kids' Mktplace - % of circ	14.5%	16.8%	-16%	15.0%	16.1%	-7%
Individual Staff Sessions	285	292	-2%	2533	2893	-14%
Volunteer hours	2,333	2,535	-8%	18,661	20,199	-8%

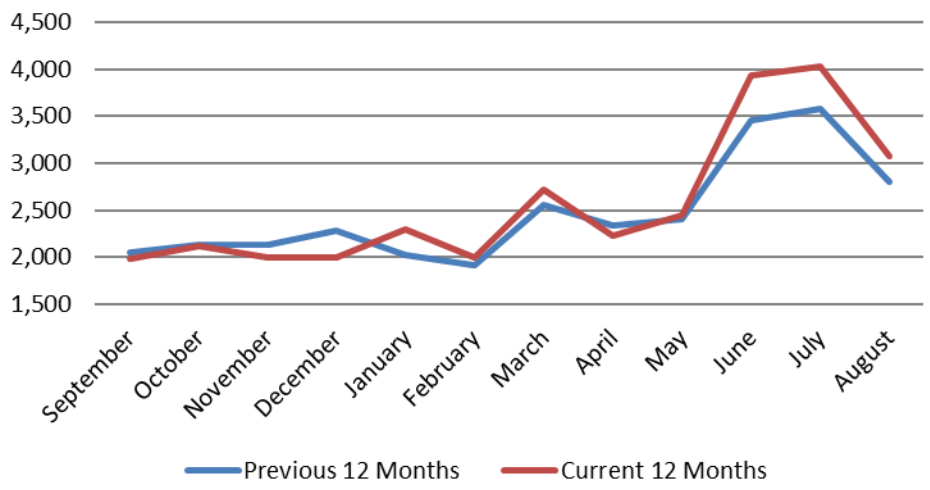
Adult Circulation



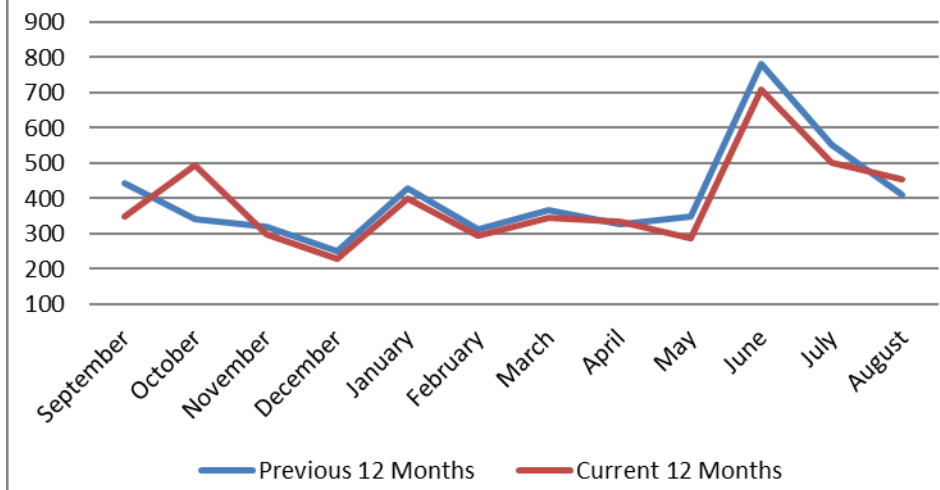
Children's Circulation

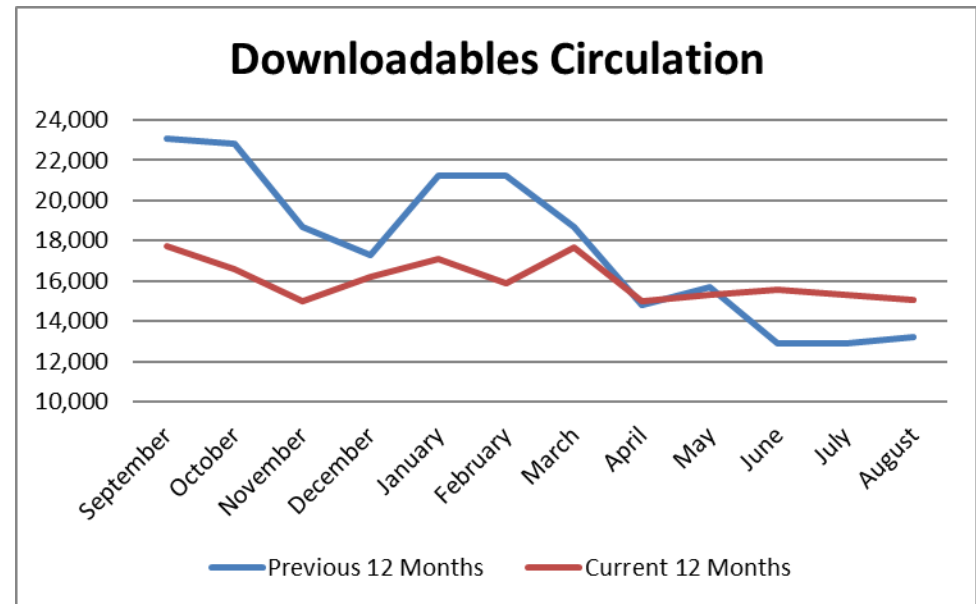
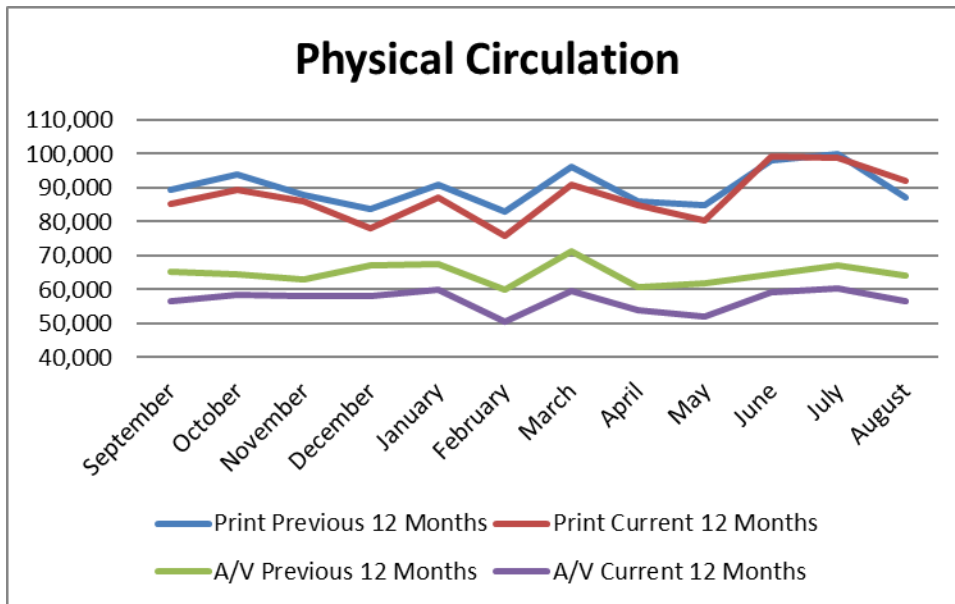


Teen Circulation



Resident Library Cards Issued

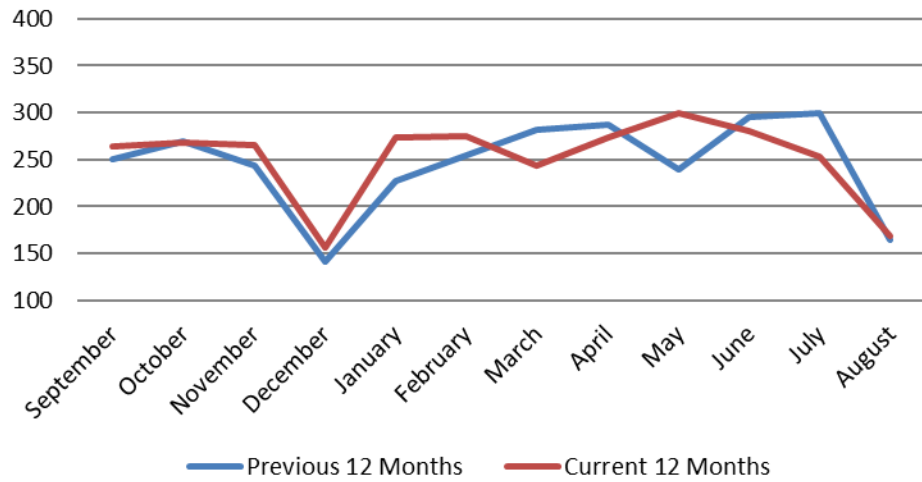




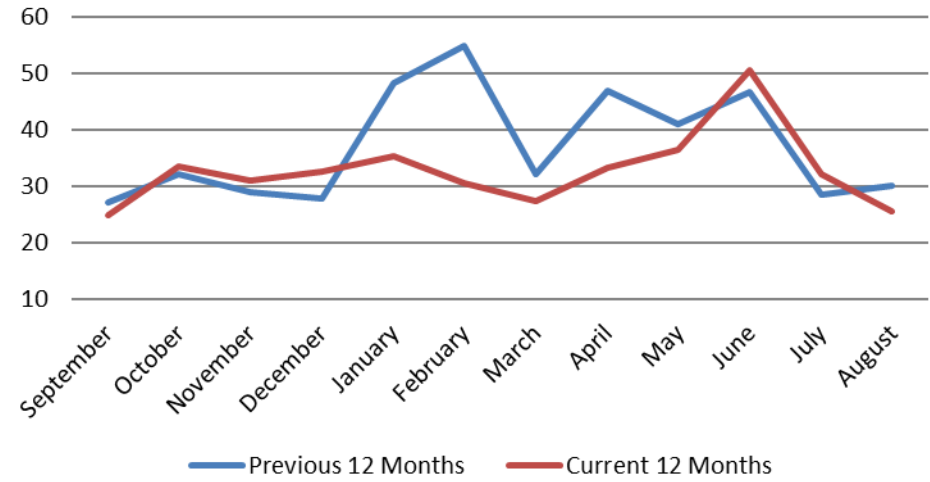
Notes relating to circulation:

- Our partnership with the District 214 Summer Reading was very successful. Teen checkouts are up 9.5% for the month and 7.8% for the year. In particular, Teen Graphic Novels are up 23.8% compared to last August and Teen Nonfiction is up 33.7%.
- New procedures highlighting staff dual language skills and increased training on available resources has proven valuable to our customers. ESL checkouts are up 8.3% compared to last year.
- Increased one-on-one appointments and additional networking events brought attention to our business collection. Business checkouts rose 29% compared to August 2017.
- With 10 LINKin libraries participating now, our LINKin checkouts are also increasing. LINKin checkouts are up 4.8% over last August, and 9.3% for the year.

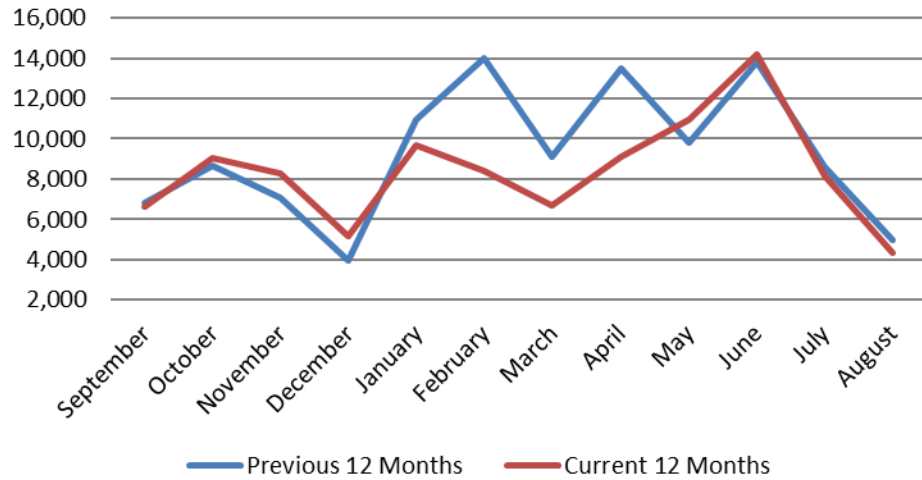
Program Sessions



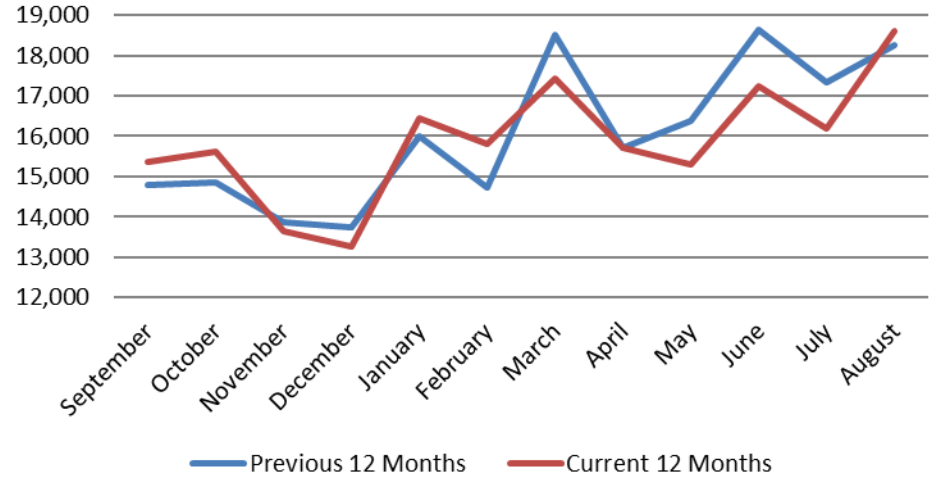
Attendance Per Program



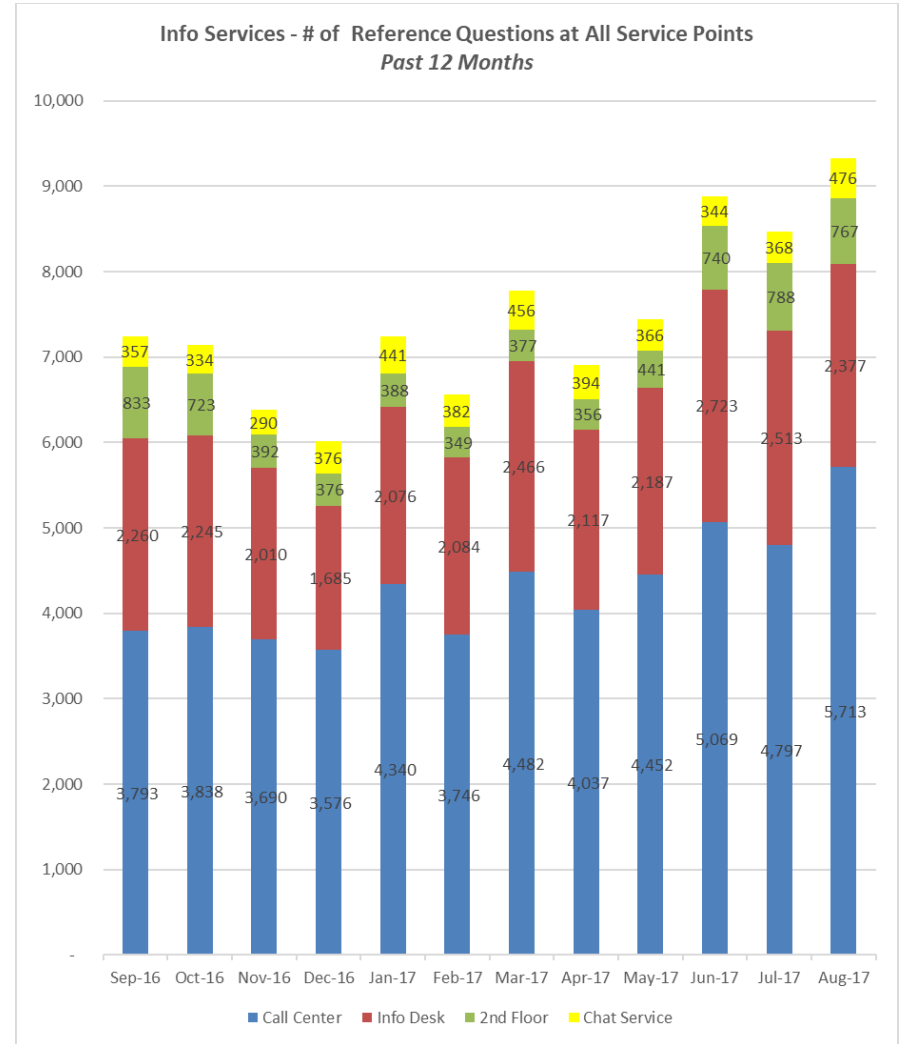
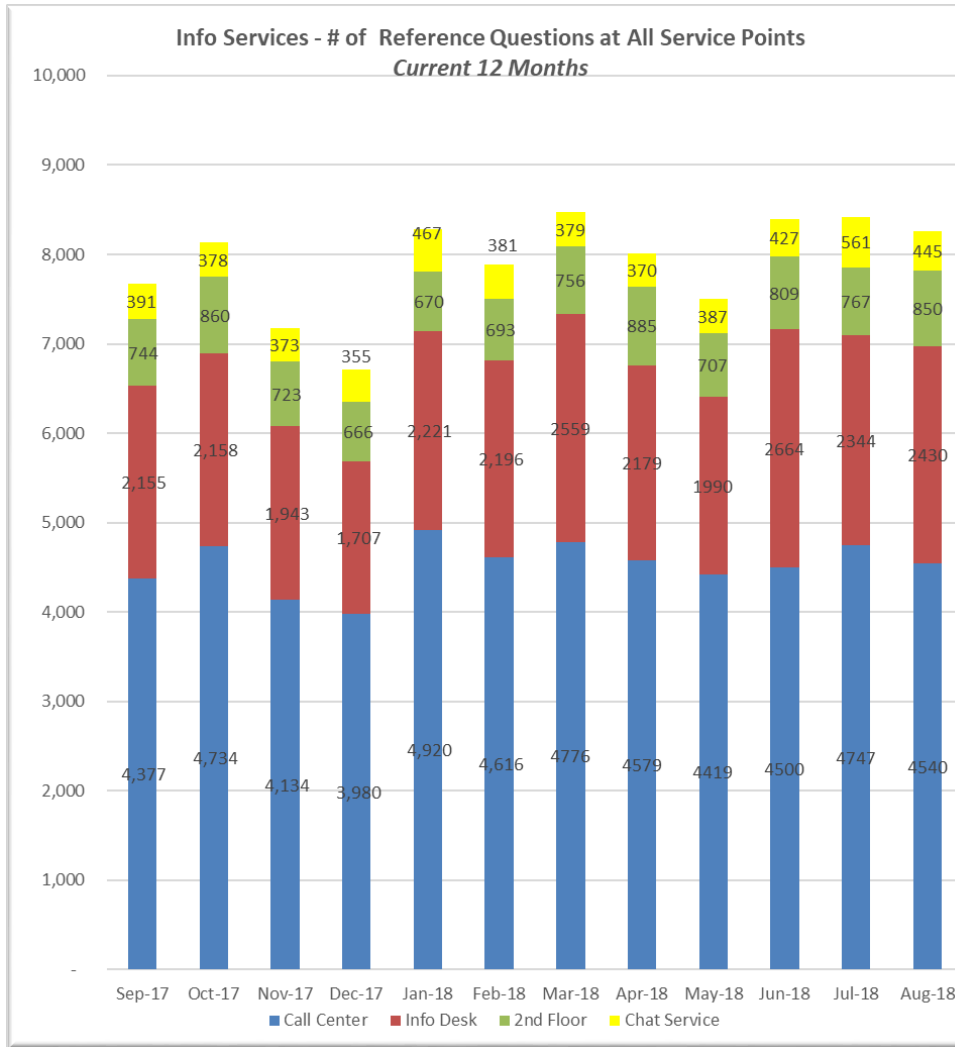
Program Attendance



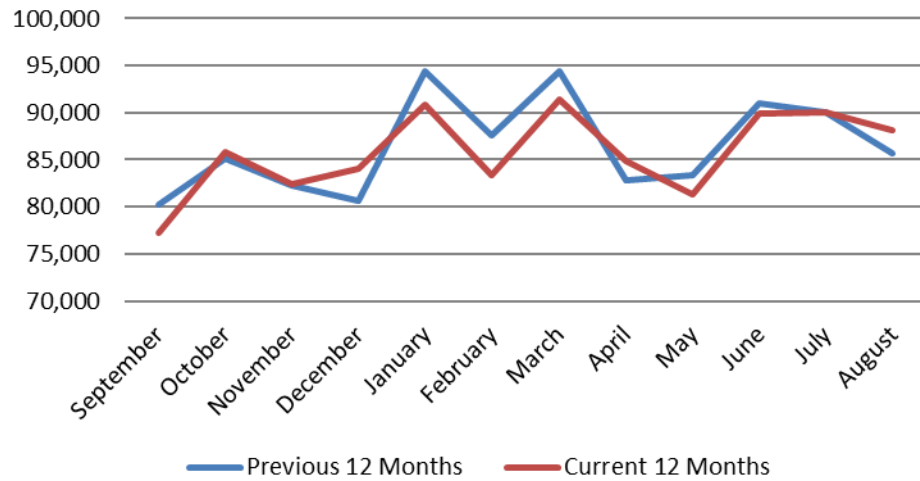
Reference Questions (Library Wide)



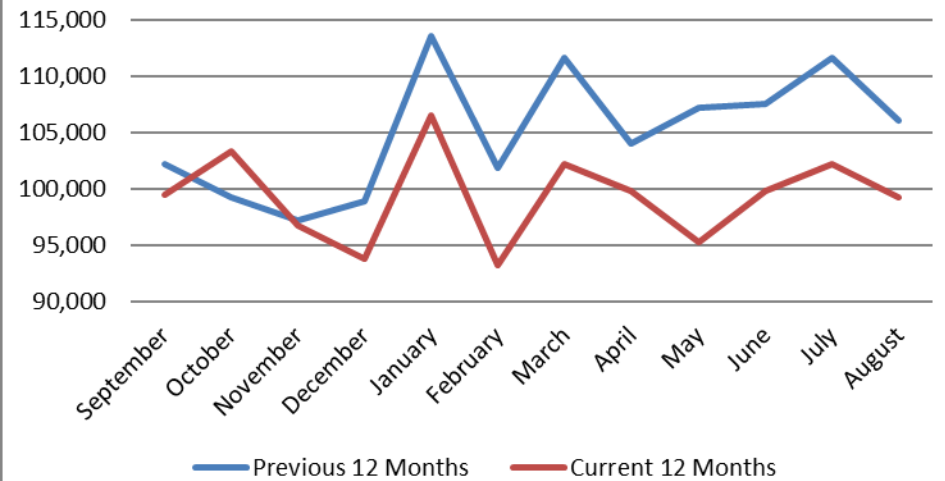
The charts below illustrate the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.



In-person Attendance



Website Visits



Public Computer Use

