

**BOARD OF LIBRARY TRUSTEES**

**TUESDAY, JULY 16, 2019  
7:30 P.M.**

**RICHARD FRISBIE BOARD ROOM**

**- AGENDA -**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 18, 2019 (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 Trustee Smart to attend the 2019 American Library Association Annual Conference and Exhibition will be presented.
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2019 (Item 3)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2019 (Action Item 4)
- VIII. EXECUTIVE DIRECTOR'S REPORT
- IX. OLD BUSINESS

- RESOLUTION RATIFYING AND APPROVING THE EXECUTION OF REAL ESTATE CLOSING DOCUMENTS (Action Item 5)

Staff will present a resolution to ratify the acquisition of the property located at 112 N. Belmont Ave.

X. NEW BUSINESS

- RECOGNIZING 2019 ILLINOIS LIBRARY ASSOCIATION AWARD RECIPIENT TRUSTEE OF THE YEAR DEBBIE SMART (Item 6)

Recognition of the ILA Trustee of the Year award to be presented to Library Trustee Debbie Smart at the upcoming ILA conference.

- POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 7)

Proposed change to Policy 1.101 Rules of the Board of Library Trustees to adjust the order of business at regular board meetings to move liaison reports to earlier on the agenda after public comment.

XI. LIAISON REPORTS

- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION

XII. OTHER

XIII. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES

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

## XV. ADJOURNMENT

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

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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JUNE 18, 2019.**

06.19.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Tuesday, June 18, 2019, at 7:30 p.m. by President Greg Zyck.

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

Absent: Trustee Tangney.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Gary Leclair, Facilities Manager; Brian Repsher, Friends of the Arlington Heights Memorial Library; Lauree Harp, Arlington Heights Memorial Library Foundation; JoAnne Gunderson, Resident; Jack Denten, Resident; Cara Denten, Resident; Melissa Cayer, Resident.

Trustee Supplitt moved **TO ADJUST THE AGENDA AND MOVE FORWARD LIAISON REPORTS FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY FOLLOWING PUBLIC COMMENT.** Trustee Smart seconded. All were in favor and the motion carried.

06.19.03 There was no **PUBLIC COMMENT**.

06.19.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends of the Library received \$325 from their California Pizza Kitchen fund raising and \$2,687 from AmazonSmile to date; their next sale is scheduled for August; and the Friends awarded Trustee Smart with a life membership in appreciation for her support.

06.19.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 21, 2019 (Action Item 1)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.

06.19.06 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JUNE 3, 2019 (Action Item 2)**. Trustee Ruhl seconded. All were in favor and the minutes were approved as submitted.

06.19.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2019 (Item 3)** – Mr. Driskell reported the library received \$7.54 million in tax revenue as of May 31; 52.9% of the annual tax revenue budget of \$14.2 million has been

received year-to-date. The Friends of the Library provided a reimbursement of \$5,794 in May. Mr. Driskell thanked the Friends for their continued support. 42% of the fiscal year has lapsed; 42% of the annual operating budget has been expensed to date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 06.19.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2019 (Action Item 4)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED MAY 31, 2019, IN THE AMOUNT OF \$1,078,482.46.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Thanopoulos and Zyck. Nay: none. The motion carried.

- 06.19.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted *Finals Study Lounge* with 347 high school students using conference rooms between May 25-30; 106 community members attended *Processing Family Papers* with Tony Burroughs, founder of the Center for Black Genealogy; library staff interacted with over 5,000 people at various school and community outreach events in May; *National Senior Health and Fitness Day*, an annual all-agency event at the Senior Center, welcomed 250 older adults who participated in a wide range of health screenings and other activities; the 27<sup>th</sup> Annual *District 25 Art Show and Opening* showcased student creativity with over 200 works of art and the opening night welcomed more than 700 community members; over 150 teens signed up to be part of the library’s *Summer Volunteer Squads*; digital services staff visited computer science classes at Buffalo Grove High School to share virtual reality demonstrations with 125 students; and selected staff received introductory-level training on supporting individuals on the Autism Spectrum Disorder (ASD) in library settings.

- 06.19.10 **OLD BUSINESS**

**- AUTHORIZATION TO ACCEPT PARKING LOT RESURFACING BID (Action Item 5)** – A public bid was held and staff is seeking authorization to move forward with the parking lot resurfacing project by accepting the lowest qualified bid to resurface the exterior parking lot located on the south side of the library.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES AWARDS THE EXTERIOR PARKING LOT RESURFACING PROJECT TO GREAT LAKES PAVING, FOR AN AMOUNT NOT TO EXCEED \$56,610, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Thanopoulos and Zyck. Nay: none. The motion carried.

**- ADOPTION OF 2020 BUDGET TARGETS (Action Item 6)** – President Zyck invited Ms. Ekl to join the table. The board reviewed the budget targets to be used in the

preparation of the 2020 budget. Any updated information will be communicated to the board for its review and approval.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2020 BUDGET TARGETS WITH UPDATED INFORMATION TO BE INCLUDED AS IT BECOMES AVAILABLE.** Trustee Smart seconded. All were in favor and the motion carried.

- **ADOPTION OF 2019 BUDGET AMENDMENT (Action Item 7)** – Staff requested a budget amendment to the 2019 budget to transfer funds for personal services. The proposed amendment is a net \$0 change. These changes reflect personnel changes made in late 2018.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE JUNE 18, 2019 BUDGET AMENDMENT.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Thanopoulos and Zyck. Nay: none. The motion carried.

#### 06.19.11 NEW BUSINESS

- **REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 8)** – Each June, the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066 and approves the nonresident card fee for the upcoming year.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AFFIRMS ITS CONTINUED COMMITMENT TO OFFERING A NONRESIDENT LIBRARY CARD OPTION UNDER PUBLIC ACT 92-1066 AND SETS THE ANNUAL FEE FOR THE CARD, USING THE GENERAL MATHEMATICAL FORMULA METHOD, AT \$442 EFFECTIVE JULY 1, 2019 THROUGH JUNE 30, 2020.** Trustee Smart seconded. All were in favor and the motion carried.

- **2020 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 9)** – The board reviewed a schedule of proposed library holiday dates and closings for 2020.

Trustee Ruhl moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2020 LIBRARY HOLIDAY DATES AND CLOSINGS.** Trustee Medal seconded. All were in favor and the motion carried.

- **2020 BOARD MEETING SCHEDULE (Action Item 10)** – The board reviewed a schedule of proposed dates for the 2020 board and Committee of the Whole meetings.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2020 BOARD OF LIBRARY TRUSTEES SCHEDULE OF MEETINGS AS DISCUSSED.** Trustee Smart seconded. All were in favor and the motion carried.

06.19.12 **LIAISON REPORTS**

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Hastings reported the Foundation received their 501(c)(3) status. They are working on a marketing plan and a memorandum of understanding with the Friends of the Library.

06.19.13 **OTHER**

- **SCHEDULE JOINT MEETING WITH PARK DISTRICT BOARD (Saturday morning in the Fall)** – Trustees will consider a Saturday morning in September or October 2019 for the joint meeting.

- **2019 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE, OCTOBER 22-24, 2019** – Registration is open for the Illinois Library Association Annual Conference being held in Tinley Park, IL, October 22-24.

- President Zyck will represent the library as a judge for the Frontier Days 4<sup>th</sup> of July parade.

06.19.14 Trustee Smart 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.** Trustee Supplitt seconded. All were in favor and the motion carried. The board went into closed session at 8:52 p.m.

The board returned to open session at 9:21 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JUNE 18, 2019.** Trustee Ruhl 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 Smart moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:22 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder

**To:** Board of Library Trustees  
**From:** Janet Moravec  
**Date:** July 16, 2019  
**Re:** Authorization of Trustee Expenditures

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

Staff is requesting reimbursement to Trustee Smart for travel expenses to the American Library Association Annual Conference and Exhibition in Washington D.C. in the amount of \$212.97.

Suggested motion: **The Board of Library Trustees approves the reimbursement to Trustee Smart for travel expenses in the amount of \$212.97.**

( Item 3 )

Village of Arlington Heights  
REVENUE REPORT  
50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2019

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,673		.00	400,038	423,456.32	106	800,076	376,619.68
04 00	Real Estate Tax FICA	41,296		.00	247,776	262,264.27	106	495,552	233,287.73
05 00	Real Estate Tax	1,079,460		86.68-	6,476,760	6,855,844.78	106	12,953,529	6,097,684.22
401 **	Real Estate Taxes	1,187,429		86.68-	7,124,574	7,541,565.37	106	14,249,157	6,707,591.63
400 ***	Taxes	1,187,429		86.68-	7,124,574	7,541,565.37	106	14,249,157	6,707,591.63
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000		.00	30,000	93,876.25	313	60,000	33,876.25-
70 00	Other Grants	41		.00	246	.00		500	500.00
75 00	Other Restricted	46		.00	276	.00		563	563.00
411 **	Intergovernmental	5,087		.00	30,522	93,876.25	308	61,063	32,813.25-
410 ***	Intergovernmental Revenue	5,087		.00	30,522	93,876.25	308	61,063	32,813.25-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	441.00	212	1,248	1,764.00	141	2,500	736.00
74 00	Copier/Reader Printer Fee	3,750	3,563.66	95	22,500	21,430.61	95	45,000	23,569.39
75 00	Meeting Room Fees	211	195.00	92	1,266	2,560.00	202	2,534	26.00-
436 **	Library Fees	4,169	4,199.66	101	25,014	25,754.61	103	50,034	24,279.39
430 ***	Fees	4,169	4,199.66	101	25,014	25,754.61	103	50,034	24,279.39
440	Fines								
442	Library								
20 00	Late Charges	11,496	6,585.39	57	68,976	42,196.50	61	137,959	95,762.50
25 00	Lost/Damaged Item Charges	1,416	1,555.67	110	8,496	8,032.63	95	17,000	8,967.37
442 **	Library	12,912	8,141.06	63	77,472	50,229.13	65	154,959	104,729.87
440 ***	Fines	12,912	8,141.06	63	77,472	50,229.13	65	154,959	104,729.87
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	3,093	9,323.68	301	18,558	31,482.46	170	37,120	5,637.54
461 **	Simple Interest	3,093	9,323.68	301	18,558	31,482.46	170	37,120	5,637.54
462	Investment Income								
10 00	Market Value Adjustments	0	1,297.67		0	18,736.74		0	18,736.74-
462 **	Investment Income	0	1,297.67		0	18,736.74		0	18,736.74-

Village of Arlington Heights  
 REVENUE REPORT  
 50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2019

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	3,093	10,621.35	343	18,558	50,219.20	271	37,120	13,099.20-
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
481	Special Events								
481	** Special Events	0	.00		0	.00		0	.00
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	416	700.00	168	2,496	1,332.69	53	5,000	3,667.31
483	** Donations	416	700.00	168	2,496	1,332.69	53	5,000	3,667.31
489	Other								
90 00	Other Income	713	1,603.46	225	4,278	9,243.10	216	8,565	678.10-
94 00	FOL Reimbursements	5,416	5,292.34	98	32,496	46,249.07	142	65,000	18,750.93
489	** Other	6,129	6,895.80	113	36,774	55,492.17	151	73,565	18,072.83
480	*** Other	6,545	7,595.80	116	39,270	56,824.86	145	78,565	21,740.14
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		1,219,235	30,471.19	3	7,315,410	7,818,469.42	107	14,630,898	6,812,428.58

Village of Arlington Heights  
 REVENUE REPORT  
 50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2019

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	21,065.94	1685	7,500	37,285.70	497	15,000	22,285.70-
461	** Simple Interest	1,250	21,065.94	1685	7,500	37,285.70	497	15,000	22,285.70-
462	Investment Income								
10 00	Market Value Adjustments	0	3,345.02		0	20,772.68		0	20,772.68-
462	** Investment Income	0	3,345.02		0	20,772.68		0	20,772.68-
460	*** Interest Income	1,250	24,410.96	1953	7,500	58,058.38	774	15,000	43,058.38-
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Capital Projects-Library		1,250	24,410.96	1953	7,500	58,058.38	774	15,000	43,058.38-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration					ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BGD
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	41825	26398.21	63	250950	173402.32	69	.00	501907	328504.68 35
	16 92	Achievement Awards	333	500.00	150	1998	1000.00	50	.00	4000	3000.00 25
	16 **	Library Personal Services	42158	26898.21	64	252948	174402.32	69	.00	505907	331504.68 35
	18	Other Personal Services									
	18 05	Overtime Civilian	66	.91	1	396	458.04	116	.00	800	341.96 57
	18 **	Other Personal Services	66	.91	1	396	458.04	116	.00	800	341.96 57
	19	Employee Benefits									
	19 05	Medical Insurance	5073	4753.58	94	30438	28521.48	94	.00	60885	32363.52 47
	19 10	IMRF	4186	2642.54	63	25116	17403.37	69	.00	50241	32837.63 35
	19 11	Social Security	2593	1586.38	61	15558	10470.70	67	.00	31118	20647.30 34
	19 12	Medicare	606	371.01	61	3636	2448.78	67	.00	7278	4829.22 34
	19 53	Flexible Spending	188	181.00	96	1128	1202.25	107	.00	2259	1056.75 53
	19 55	Unemployment Compensation	752	.00	0	4512	2272.84	50	.00	9024	6751.16 25
	19 **	Employee Benefits	13398	9534.51	71	80388	62319.42	78	.00	160805	98485.58 39
	20	Prof Technical Services									
	20 05	Professional Services	583	5766.00	989	3498	5766.00	165	.00	7000	1234.00 82
	20 08	Consulting Services	166	.00	0	996	.00	0	.00	2000	2000.00 0
	20 20	Legal Services	1333	.00	0	7998	5093.75	64	.00	16000	10906.25 32
	20 40	General Insurance	10541	.00	0	63246	107028.00	169	.00	126500	19472.00 85
	20 81	OCLC Services	5110	.00	0	30660	30182.90	98	.00	61324	31141.10 49
	20 **	Prof Technical Services	17733	5766.00	33	106398	148070.65	139	.00	212824	64753.35 70
	21	Property Services									
	21 65	Other Services	836	1133.98	136	5016	5561.43	111	.00	10036	4474.57 55
	21 **	Property Services	836	1133.98	136	5016	5561.43	111	.00	10036	4474.57 55
	22	Other Contractual Service									
	22 01	Advertising	50	.00	0	300	72.90	24	.00	600	527.10 12
	22 02	Dues	515	1067.00	207	3090	2392.00	77	.00	6185	3793.00 39
	22 03	Training	11187	6694.28	60	67122	46961.37	70	.00	134244	87282.63 35
	22 05	Postage	3858	.00	0	23148	19979.82	86	.00	46300	26320.18 43
	22 42	Internet Services	2319	3414.76	147	13914	15709.62	113	.00	27831	12121.38 56
	22 70	Telephone Services	6089	7042.01	116	36534	42770.90	117	.00	73069	30298.10 59
	22 **	Other Contractual Service	24018	18218.05	76	144108	127886.61	89	.00	288229	160342.39 44
	30	General Supplies									
	30 05	Office Supplies & Equip	738	191.25	26	4428	3817.69	86	.00	8858	5040.31 43
	30 **	General Supplies	738	191.25	26	4428	3817.69	86	.00	8858	5040.31 43
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	208	1049.85	505	1248	1049.85	84	.00	2500	1450.15 42
	31 **	Public Works Supplies	208	1049.85	505	1248	1049.85	84	.00	2500	1450.15 42

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	420	427.18	102	.00	850	422.82 50
32	99	Items Reimb by Employees	0	10.52	0	0	31.29-	0	.00	0	31.29 0
32	**	Library Supplies	70	10.52	15	420	395.89	94	.00	850	454.11 47
40		Other Charges									
40	96	Operating Contingency	416	.00	0	2496	.00	0	.00	5000	5000.00 0
40	**	Other Charges	416	.00	0	2496	.00	0	.00	5000	5000.00 0
50		Property									
50	15	Other Equipment	2083	5862.00	281	12498	7757.00	62	.00	25000	17243.00 31
50	**	Property	2083	5862.00	281	12498	7757.00	62	.00	25000	17243.00 31
601	**	** Library	101724	68665.28	68	610344	531718.90	87	.00	1220809	689090.10 44
60	**	** Culture/Recreation	101724	68665.28	68	610344	531718.90	87	.00	1220809	689090.10 44
DIV	6001	TOTAL ***** Administration	101724	68665.28	68	610344	531718.90	87	.00	1220809	689090.10 44



PREPARED 07/11/2019, 12:02:06  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 50% 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	66791	43830.65	66	400746	383230.40	96	.00	801560	418329.60	48

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	13724	12645.25	92	82344	82622.59	100	.00	164692	82069.41	50
	16 **	Library Personal Services	13724	12645.25	92	82344	82622.59	100	.00	164692	82069.41	50
	18	Other Personal Services										
	18 05	Overtime Civilian	25	45.64	183	150	597.84	399	.00	300	297.84-	199
	18 **	Other Personal Services	25	45.64	183	150	597.84	399	.00	300	297.84-	199
	19	Employee Benefits										
	19 05	Medical Insurance	3412	3957.08	116	20472	23742.48	116	.00	40955	17212.52	58
	19 10	IMRF	1373	1270.35	93	8238	7949.57	97	.00	16486	8536.43	48
	19 11	Social Security	850	723.60	85	5100	4765.80	93	.00	10211	5445.20	47
	19 12	Medicare	199	169.23	85	1194	1114.57	93	.00	2388	1273.43	47
	19 50	Employee Asst. Program	929	.00	0	5574	5820.16	104	.00	11155	5334.84	52
	19 **	Employee Benefits	6763	6120.26	91	40578	43392.58	107	.00	81195	37802.42	53
	21	Property Services										
	21 65	Other Services	875	414.00	47	5250	2970.75	57	.00	10500	7529.25	28
	21 **	Property Services	875	414.00	47	5250	2970.75	57	.00	10500	7529.25	28
	22	Other Contractual Service										
	22 01	Advertising	108	.00	0	648	245.00	38	.00	1300	1055.00	19
	22 02	Dues	276	.00	0	1656	2659.00	161	.00	3315	656.00	80
	22 03	Training	75	95.00-	127-	450	389.51	87	.00	910	520.49	43
	22 55	In Service Training	625	.00	0	3750	7898.32	211	.00	7500	398.32-	105
	22 **	Other Contractual Service	1084	95.00-	9-	6504	11191.83	172	.00	13025	1833.17	86
	32	Library Supplies										
	32 01	Program Supplies	116	.00	0	696	.00	0	.00	1400	1400.00	0
	32 **	Library Supplies	116	.00	0	696	.00	0	.00	1400	1400.00	0
	40	Other Charges										
	40 62	Tuition Reimbursement	2083	.00	0	12498	7730.18	62	.00	25000	17269.82	31
	40 70	Employee Recognition Prog	1612	275.22	17	9672	2365.67	25	.00	19350	16984.33	12
	40 **	Other Charges	3695	275.22	7	22170	10095.85	46	.00	44350	34254.15	23
601	** **	Library	26282	19405.37	74	157692	150871.44	96	.00	315462	164590.56	48
60	** **	Culture/Recreation	26282	19405.37	74	157692	150871.44	96	.00	315462	164590.56	48
DIV	6003	TOTAL ***** Human Resources	26282	19405.37	74	157692	150871.44	96	.00	315462	164590.56	48

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
20		Prof Technical Services									
20	05	Professional Services	0	.00	0	0	798.00	0	.00	0	798.00- 0
20	**	Prof Technical Services	0	.00	0	0	798.00	0	.00	0	798.00- 0
21		Property Services									
21	65	Other Services	416	3513.03-	845-	2496	4195.50	168	.00	5000	804.50 84
21	**	Property Services	416	3513.03-	845-	2496	4195.50	168	.00	5000	804.50 84
22		Other Contractual Service									
22	10	Printing	0	.00	0	0	342.56	0	.00	0	342.56- 0
22	18	Contr Programs & Exhibits	1666	10.71-	1-	9996	21916.65	219	.00	20000	1916.65- 110
22	**	Other Contractual Service	1666	10.71-	1-	9996	22259.21	223	.00	20000	2259.21- 111
31		Public Works Supplies									
31	85	Small Tools and Equipment	416	.00	0	2496	.00	0	.00	5000	5000.00 0
31	**	Public Works Supplies	416	.00	0	2496	.00	0	.00	5000	5000.00 0
32		Library Supplies									
32	01	Program Supplies	416	.00	0	2496	.00	0	.00	5000	5000.00 0
32	02	Program Events	568	779.10	137	3408	6288.10	185	.00	6820	531.90 92
32	32	Software	125	.00	0	750	.00	0	.00	1500	1500.00 0
32	72	Special Events	833	7170.02	861	4998	14427.46	289	.00	10000	4427.46- 144
32	75	Audio Visual	166	.00	0	996	.00	0	.00	2000	2000.00 0
32	78	Electronic Resources	125	.00	0	750	.00	0	.00	1500	1500.00 0
32	80	Books	416	.00	0	2496	528.92	21	.00	5000	4471.08 11
32	**	Library Supplies	2649	7949.12	300	15894	21244.48	134	.00	31820	10575.52 67
50		Property									
50	15	Other Equipment	208	700.00	337	1248	2051.98	164	.00	2500	448.02 82
50	55	Other Capital Outlay	208	.00	0	1248	.00	0	.00	2500	2500.00 0
50	**	Property	416	700.00	168	2496	2051.98	82	.00	5000	2948.02 41
601	**	** Library	5563	5125.38	92	33378	50549.17	151	.00	66820	16270.83 76
60	**	** Culture/Recreation	5563	5125.38	92	33378	50549.17	151	.00	66820	16270.83 76
DIV	6004	TOTAL ***** Paid by Gifts and Grants	5563	5125.38	92	33378	50549.17	151	.00	66820	16270.83 76

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	19718	17865.14	91	118308	118289.86	100	.00	236619	118329.14	50
16	**	Library Personal Services	19718	17865.14	91	118308	118289.86	100	.00	236619	118329.14	50
18		Other Personal Services										
18	05	Overtime Civilian	83	.00	0	498	3.54	1	.00	1000	996.46	0
18	**	Other Personal Services	83	.00	0	498	3.54	1	.00	1000	996.46	0
19		Employee Benefits										
19	05	Medical Insurance	4018	6490.38	162	24108	38942.28	162	.00	48218	9275.72	81
19	10	IMRF	1973	1788.31	91	11838	11841.23	100	.00	23686	11844.77	50
19	11	Social Security	1222	1045.46	86	7332	6889.66	94	.00	14670	7780.34	47
19	12	Medicare	285	244.52	86	1710	1611.37	94	.00	3431	1819.63	47
19	**	Employee Benefits	7498	9568.67	128	44988	59284.54	132	.00	90005	30720.46	66
20		Prof Technical Services										
20	05	Professional Services	475	.00	0	2850	5400.00	190	.00	5700	300.00	95
20	**	Prof Technical Services	475	.00	0	2850	5400.00	190	.00	5700	300.00	95
21		Property Services										
21	36	Equipment Rental	106	.00	0	636	662.76	104	.00	1280	617.24	52
21	65	Other Services	25	.00	0	150	.00	0	.00	310	310.00	0
21	**	Property Services	131	.00	0	786	662.76	84	.00	1590	927.24	42
22		Other Contractual Service										
22	02	Dues	62	.00	0	372	100.00	27	.00	750	650.00	13
22	03	Training	100	38.05	38	600	165.23	28	.00	1200	1034.77	14
22	25	IT/GIS Service Charge	2091	2091.67	100	12546	12550.02	100	.00	25100	12549.98	50
22	**	Other Contractual Service	2253	2129.72	95	13518	12815.25	95	.00	27050	14234.75	47
601	**	** Library	30158	29563.53	98	180948	196455.95	109	.00	361964	165508.05	54
60	**	** Culture/Recreation	30158	29563.53	98	180948	196455.95	109	.00	361964	165508.05	54
DIV	6008	TOTAL ***** Finance	30158	29563.53	98	180948	196455.95	109	.00	361964	165508.05	54

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	56174	52080.76	93	337044	342701.47	102	.00	674093	331391.53 51
	16 **	Library Personal Services	56174	52080.76	93	337044	342701.47	102	.00	674093	331391.53 51
	18	Other Personal Services									
	18 05	Overtime Civilian	20	4.53	23	120	96.31	80	.00	250	153.69 39
	18 **	Other Personal Services	20	4.53	23	120	96.31	80	.00	250	153.69 39
	19	Employee Benefits									
	19 05	Medical Insurance	12550	11625.09	93	75300	69750.54	93	.00	150601	80850.46 46
	19 10	IMRF	5623	4954.20	88	33738	32722.70	97	.00	67477	34754.30 49
	19 11	Social Security	3482	3138.93	90	20892	20637.74	99	.00	41794	21156.26 49
	19 12	Medicare	814	734.10	90	4884	4826.54	99	.00	9774	4947.46 49
	19 **	Employee Benefits	22469	20452.32	91	134814	127937.52	95	.00	269646	141708.48 47
	20	Prof Technical Services									
	20 05	Professional Services	524	214.08	41	3144	1599.26	51	.00	6290	4690.74 25
	20 08	Consulting Services	378	.00	0	2268	.00	0	.00	4545	4545.00 0
	20 **	Prof Technical Services	902	214.08	24	5412	1599.26	30	.00	10835	9235.74 15
	21	Property Services									
	21 02	Equipment Maintenance	12324	2493.25	20	73944	138255.50	187	.00	147898	9642.50 94
	21 **	Property Services	12324	2493.25	20	73944	138255.50	187	.00	147898	9642.50 94
	22	Other Contractual Service									
	22 03	Training	37	.00	0	222	232.44	105	.00	450	217.56 52
	22 **	Other Contractual Service	37	.00	0	222	232.44	105	.00	450	217.56 52
	30	General Supplies									
	30 05	Office Supplies & Equip	31	.00	0	186	149.78	81	.00	375	225.22 40
	30 30	Data System Supplies	3183	1136.39	36	19098	11812.99	62	.00	38204	26391.01 31
	30 32	Software Library	14152	16276.73	115	84912	107591.45	127	.00	169829	62237.55 63
	30 33	Documentation Library	14	.00	0	84	.00	0	.00	175	175.00 0
	30 **	General Supplies	17380	17413.12	100	104280	119554.22	115	.00	208583	89028.78 57
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	1106	784.29	71	6636	5169.92	78	.00	13276	8106.08 39
	31 **	Public Works Supplies	1106	784.29	71	6636	5169.92	78	.00	13276	8106.08 39
	32	Library Supplies									
	32 05	Processing Supplies	25	.00	0	150	12.00	8	.00	300	288.00 4
	32 32	Software	907	26.55	3	5442	4810.15	88	.00	10887	6076.85 44
	32 **	Library Supplies	932	26.55	3	5592	4822.15	86	.00	11187	6364.85 43
	50	Property									
	50 12	Computer Equipment	3137	.00	0	18822	14682.58	78	.00	37649	22966.42 39
	50 15	Other Equipment	0	249.99	0	0	3248.99	0	.00	0	3248.99- 0
	50 **	Property	3137	249.99	8	18822	17931.57	95	.00	37649	19717.43 48

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
601	** **	Library	114481	93718.89	82	686886	758300.36	110	.00	1373867	615566.64 55
60	** **	Culture/Recreation	114481	93718.89	82	686886	758300.36	110	.00	1373867	615566.64 55
DIV	6010	TOTAL ***** Information Technology	114481	93718.89	82	686886	758300.36	110	.00	1373867	615566.64 55

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	23283	21018.68	90	139698	136099.37	97	.00	279406	143306.63 49
	16 **	Library Personal Services	23283	21018.68	90	139698	136099.37	97	.00	279406	143306.63 49
	18	Other Personal Services									
	18 05	Overtime Civilian	166	31.89	19	996	858.41	86	.00	2000	1141.59 43
	18 **	Other Personal Services	166	31.89	19	996	858.41	86	.00	2000	1141.59 43
	19	Employee Benefits									
	19 05	Medical Insurance	5337	5036.10	94	32022	30216.60	94	.00	64053	33836.40 47
	19 10	IMRF	2330	1896.61	81	13980	12228.37	88	.00	27969	15740.63 44
	19 11	Social Security	1443	1229.82	85	8658	8058.54	93	.00	17323	9264.46 47
	19 12	Medicare	337	287.63	85	2022	1884.69	93	.00	4051	2166.31 47
	19 **	Employee Benefits	9447	8450.16	89	56682	52388.20	92	.00	113396	61007.80 46
	22	Other Contractual Service									
	22 03	Training	291	.00	0	1746	.00	0	.00	3500	3500.00 0
	22 **	Other Contractual Service	291	.00	0	1746	.00	0	.00	3500	3500.00 0
	30	General Supplies									
	30 05	Office Supplies & Equip	302	.00	0	1812	31.28	2	.00	3635	3603.72 1
	30 **	General Supplies	302	.00	0	1812	31.28	2	.00	3635	3603.72 1
601	** **	Library	33489	29500.73	88	200934	189377.26	94	.00	401937	212559.74 47
60	** **	Culture/Recreation	33489	29500.73	88	200934	189377.26	94	.00	401937	212559.74 47
DIV	6015	TOTAL ***** Security	33489	29500.73	88	200934	189377.26	94	.00	401937	212559.74 47



PREPARED 07/11/2019, 12:02:06  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 50% 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.		
60		Culture/Recreation									
601		Library									
		Executive Office	461975	348094.81	75	2771850	2730610.28	99	.00	5544355	2813744.72 49

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE OBJ	ACCOUNT DESCRIPTION	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	81779	77993.13	95	490674	411912.25	84	.00	981349	569436.75	42
	16 **	Library Personal Services	81779	77993.13	95	490674	411912.25	84	.00	981349	569436.75	42
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	996	.00	0	.00	2000	2000.00	0
	18 **	Other Personal Services	166	.00	0	996	.00	0	.00	2000	2000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10464	9905.07	95	62784	59430.42	95	.00	125568	66137.58	47
	19 10	IMRF	8186	6252.52	76	49116	37674.86	77	.00	98233	60558.14	38
	19 11	Social Security	5070	4719.17	93	30420	25490.52	84	.00	60844	35353.48	42
	19 12	Medicare	1185	1103.66	93	7110	5961.52	84	.00	14230	8268.48	42
	19 **	Employee Benefits	24905	21980.42	88	149430	128557.32	86	.00	298875	170317.68	43
	21	Property Services										
	21 02	Equipment Maintenance	37	.00	0	222	7.90	4	.00	455	447.10	2
	21 **	Property Services	37	.00	0	222	7.90	4	.00	455	447.10	2
	22	Other Contractual Service										
	22 02	Dues	373	420.00	113	2238	1422.00	64	.00	4478	3056.00	32
	22 03	Training	211	192.73	91	1266	1109.33	88	.00	2541	1431.67	44
	22 **	Other Contractual Service	584	612.73	105	3504	2531.33	72	.00	7019	4487.67	36
	30	General Supplies										
	30 05	Office Supplies & Equip	201	20.20	10	1206	852.25	71	.00	2414	1561.75	35
	30 **	General Supplies	201	20.20	10	1206	852.25	71	.00	2414	1561.75	35
	32	Library Supplies										
	32 01	Program Supplies	912	944.34	104	5472	3100.88	57	.00	10948	7847.12	28
	32 02	Program Events	2028	5618.31	277	12168	11196.09	92	.00	24339	13142.91	46
	32 90	Circulation Supplies	369	1389.08	376	2214	3697.76	167	.00	4433	735.24	83
	32 **	Library Supplies	3309	7951.73	240	19854	17994.73	91	.00	39720	21725.27	45
601	** **	Library	110981	108558.21	98	665886	561855.78	84	.00	1331832	769976.22	42
60	** **	Culture/Recreation	110981	108558.21	98	665886	561855.78	84	.00	1331832	769976.22	42
DIV	6401	TOTAL ***** Youth Services	110981	108558.21	98	665886	561855.78	84	.00	1331832	769976.22	42

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	45335	33537.48	74	272010	244918.66	90	.00	544031	299112.34 45
16	**	Library Personal Services	45335	33537.48	74	272010	244918.66	90	.00	544031	299112.34 45
18		Other Personal Services									
18	05	Overtime Civilian	41	.00	0	246	59.90	24	.00	500	440.10 12
18	**	Other Personal Services	41	.00	0	246	59.90	24	.00	500	440.10 12
19		Employee Benefits									
19	05	Medical Insurance	11398	8294.66	73	68388	49767.96	73	.00	136782	87014.04 36
19	10	IMRF	4538	3313.15	73	27228	23892.20	88	.00	54458	30565.80 44
19	11	Social Security	2810	2001.66	71	16860	14284.14	85	.00	33730	19445.86 42
19	12	Medicare	657	468.11	71	3942	3340.65	85	.00	7888	4547.35 42
19	**	Employee Benefits	19403	14077.58	73	116418	91284.95	78	.00	232858	141573.05 39
22		Other Contractual Service									
22	02	Dues	254	.00	0	1524	175.00	12	.00	3049	2874.00 6
22	03	Training	315	31.38	10	1890	692.70	37	.00	3788	3095.30 18
22	18	Contr Programs & Exhibits	416	510.00	123	2496	2820.00	113	.00	5000	2180.00 56
22	**	Other Contractual Service	985	541.38	55	5910	3687.70	62	.00	11837	8149.30 31
30		General Supplies									
30	05	Office Supplies & Equip	77	10.41	14	462	10.41	2	.00	930	919.59 1
30	**	General Supplies	77	10.41	14	462	10.41	2	.00	930	919.59 1
32		Library Supplies									
32	01	Program Supplies	0	504.47	0	0	874.66	0	.00	0	874.66- 0
32	02	Program Events	401	.00	0	2406	323.65	14	.00	4820	4496.35 7
32	90	Circulation Supplies	137	.00	0	822	28.83	4	.00	1649	1620.17 2
32	**	Library Supplies	538	504.47	94	3228	1227.14	38	.00	6469	5241.86 19
601	**	** Library	66379	48671.32	73	398274	341188.76	86	.00	796625	455436.24 43
60	**	** Culture/Recreation	66379	48671.32	73	398274	341188.76	86	.00	796625	455436.24 43
DIV	6405	TOTAL ***** Business & Specialty Serv	66379	48671.32	73	398274	341188.76	86	.00	796625	455436.24 43

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services					ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	40987	59261.51	145	521127	358857.44	69	.00	767056	408198.56	47
16	**	Library Personal Services	40987	59261.51	145	521127	358857.44	69	.00	767056	408198.56	47
18		Other Personal Services										
18	05	Overtime Civilian	83	22.15	27	498	169.84	34	.00	1000	830.16	17
18	**	Other Personal Services	83	22.15	27	498	169.84	34	.00	1000	830.16	17
19		Employee Benefits										
19	05	Medical Insurance	8176	7452.58	91	49056	44715.48	91	.00	98122	53406.52	46
19	10	IMRF	9612	4648.89	48	57672	28938.39	50	.00	115350	86411.61	25
19	11	Social Security	2810	3553.41	127	32575	21968.71	67	.00	49446	27477.29	44
19	12	Medicare	657	831.04	127	7617	5137.85	68	.00	11564	6426.15	44
19	**	Employee Benefits	21255	16485.92	78	146920	100760.43	69	.00	274482	173721.57	37
22		Other Contractual Service										
22	02	Dues	55	.00	0	330	.00	0	.00	668	668.00	0
22	03	Training	162	85.55	53	972	339.69	35	.00	1951	1611.31	17
22	**	Other Contractual Service	217	85.55	39	1302	339.69	26	.00	2619	2279.31	13
30		General Supplies										
30	05	Office Supplies & Equip	130	14.02	11	780	428.14	55	.00	1567	1138.86	27
30	**	General Supplies	130	14.02	11	780	428.14	55	.00	1567	1138.86	27
32		Library Supplies										
32	01	Program Supplies	67	68.41	102	402	179.27	45	.00	804	624.73	22
32	**	Library Supplies	67	68.41	102	402	179.27	45	.00	804	624.73	22
601	**	Library	62739	75937.56	121	671029	460734.81	69	.00	1047528	586793.19	44
60	**	Culture/Recreation	62739	75937.56	121	671029	460734.81	69	.00	1047528	586793.19	44
DIV	6410	TOTAL ***** Info Services	62739	75937.56	121	671029	460734.81	69	.00	1047528	586793.19	44

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	127384	92662.95	73	489099	674271.17	138	.00	1253409	579137.83	54
	16 **	Library Personal Services	127384	92662.95	73	489099	674271.17	138	.00	1253409	579137.83	54
	18	Other Personal Services										
	18 05	Overtime Civilian	83	2.63	3	498	30.76	6	.00	1000	969.24	3
	18 **	Other Personal Services	83	2.63	3	498	30.76	6	.00	1000	969.24	3
	19	Employee Benefits										
	19 05	Medical Insurance	8827	7460.36	85	52962	44762.16	85	.00	105931	61168.84	42
	19 10	IMRF	7004	7058.48	101	42024	51342.76	122	.00	84055	32712.24	61
	19 11	Social Security	7481	5669.46	76	29171	40460.59	139	.00	74061	33600.41	55
	19 12	Medicare	1749	1325.89	76	6819	9462.51	139	.00	17321	7858.49	55
	19 **	Employee Benefits	25061	21514.19	86	130976	146028.02	112	.00	281368	135339.98	52
	21	Property Services										
	21 65	Other Services	1050	407.15	39	6300	3326.45	53	.00	12602	9275.55	26
	21 **	Property Services	1050	407.15	39	6300	3326.45	53	.00	12602	9275.55	26
	22	Other Contractual Service										
	22 02	Dues	46	49.00	107	276	135.00	49	.00	562	427.00	24
	22 03	Training	147	.00	0	882	334.67	38	.00	1773	1438.33	19
	22 **	Other Contractual Service	193	49.00	25	1158	469.67	41	.00	2335	1865.33	20
	30	General Supplies										
	30 05	Office Supplies & Equip	156	13.03	8	936	329.69	35	.00	1883	1553.31	18
	30 07	Supplies Reimb by Patrons	170	.00	0	1020	.00	0	.00	2040	2040.00	0
	30 **	General Supplies	326	13.03	4	1956	329.69	17	.00	3923	3593.31	8
	32	Library Supplies										
	32 90	Circulation Supplies	751	302.58	40	4506	1878.49	42	.00	9017	7138.51	21
	32 **	Library Supplies	751	302.58	40	4506	1878.49	42	.00	9017	7138.51	21
601	** **	Library	154848	114951.53	74	634493	826334.25	130	.00	1563654	737319.75	53
60	** **	Culture/Recreation	154848	114951.53	74	634493	826334.25	130	.00	1563654	737319.75	53
DIV	6420	TOTAL ***** Customer Services	154848	114951.53	74	634493	826334.25	130	.00	1563654	737319.75	53

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	14452	16103.39	111	86712	86064.27	99	.00	173435	87370.73 50	
	16 **	Library Personal Services	14452	16103.39	111	86712	86064.27	99	.00	173435	87370.73 50	
	18	Other Personal Services										
	18 05	Overtime Civilian	0	.00	0	0	1.04	0	.00	0	1.04- 0	
	18 **	Other Personal Services	0	.00	0	0	1.04	0	.00	0	1.04- 0	
	19	Employee Benefits										
	19 05	Medical Insurance	1661	1256.82	76	9966	7540.92	76	.00	19933	12392.08 38	
	19 10	IMRF	1446	1538.92	106	8676	8646.07	100	.00	17361	8714.93 50	
	19 11	Social Security	896	947.18	106	5376	5176.27	96	.00	10753	5576.73 48	
	19 12	Medicare	209	221.50	106	1254	1210.53	97	.00	2515	1304.47 48	
	19 **	Employee Benefits	4212	3964.42	94	25272	22573.79	89	.00	50562	27988.21 45	
	22	Other Contractual Service										
	22 02	Dues	24	.00	0	144	.00	0	.00	293	293.00 0	
	22 03	Training	35	14.56	42	210	238.99	114	.00	422	183.01 57	
	22 **	Other Contractual Service	59	14.56	25	354	238.99	68	.00	715	476.01 33	
	32	Library Supplies										
	32 90	Circulation Supplies	129	.00	0	774	1201.45	155	.00	1551	349.55 78	
	32 **	Library Supplies	129	.00	0	774	1201.45	155	.00	1551	349.55 78	
601	** **	Library	18852	20082.37	107	113112	110079.54	97	.00	226263	116183.46 49	
60	** **	Culture/Recreation	18852	20082.37	107	113112	110079.54	97	.00	226263	116183.46 49	
DIV	6430	TOTAL ***** Accessible Services	18852	20082.37	107	113112	110079.54	97	.00	226263	116183.46 49	

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	21802	15857.16	73	130812	108915.93	83	.00	261631	152715.07	42
16	**	Library Personal Services	21802	15857.16	73	130812	108915.93	83	.00	261631	152715.07	42
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	96	.00	0	.00	200	200.00	0
18	**	Other Personal Services	16	.00	0	96	.00	0	.00	200	200.00	0
19		Employee Benefits										
19	05	Medical Insurance	5188	4827.65	93	31128	28965.90	93	.00	62256	33290.10	47
19	10	IMRF	2182	1587.30	73	13092	10760.67	82	.00	26189	15428.33	41
19	11	Social Security	1351	928.64	69	8106	6338.20	78	.00	16221	9882.80	39
19	12	Medicare	316	217.18	69	1896	1482.28	78	.00	3794	2311.72	39
19	**	Employee Benefits	9037	7560.77	84	54222	47547.05	88	.00	108460	60912.95	44
22		Other Contractual Service										
22	02	Dues	116	.00	0	696	165.00	24	.00	1401	1236.00	12
22	03	Training	87	7.42	9	522	490.76	94	.00	1053	562.24	47
22	18	Contr Programs & Exhibits	15150	4552.69	30	90900	64596.73	71	.00	181800	117203.27	36
22	**	Other Contractual Service	15353	4560.11	30	92118	65252.49	71	.00	184254	119001.51	35
32		Library Supplies										
32	01	Program Supplies	25	.00	0	150	55.96	37	.00	300	244.04	19
32	02	Program Events	3214	3457.54	108	19284	15772.55	82	.00	38572	22799.45	41
32	**	Library Supplies	3239	3457.54	107	19434	15828.51	81	.00	38872	23043.49	41
601	**	Library	49447	31435.58	64	296682	237543.98	80	.00	593417	355873.02	40
60	**	Culture/Recreation	49447	31435.58	64	296682	237543.98	80	.00	593417	355873.02	40
DIV	6440	TOTAL ***** Programs and Exhibits	49447	31435.58	64	296682	237543.98	80	.00	593417	355873.02	40

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	43253	39772.30	92	259518	264749.51	102	.00	519038	254288.49	51
	16 **	Library Personal Services	43253	39772.30	92	259518	264749.51	102	.00	519038	254288.49	51
	18	Other Personal Services										
	18 05	Overtime Civilian	8	.00	0	48	.00	0	.00	100	100.00	0
	18 **	Other Personal Services	8	.00	0	48	.00	0	.00	100	100.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	4430	4453.58	101	26580	26721.48	101	.00	53168	26446.52	50
	19 10	IMRF	4329	3646.80	84	25974	24281.86	94	.00	51956	27674.14	47
	19 11	Social Security	2681	2424.83	90	16086	15987.92	99	.00	32180	16192.08	50
	19 12	Medicare	627	567.14	91	3762	3739.20	99	.00	7526	3786.80	50
	19 **	Employee Benefits	12067	11092.35	92	72402	70730.46	98	.00	144830	74099.54	49
	22	Other Contractual Service										
	22 02	Dues	168	.00	0	1008	1062.00	105	.00	2020	958.00	53
	22 03	Training	33	.00	0	198	189.47	96	.00	400	210.53	47
	22 66	Outside Reference Service	230	.00	0	1380	2773.62	201	.00	2765	8.62	100
	22 **	Other Contractual Service	431	.00	0	2586	4025.09	156	.00	5185	1159.91	78
	30	General Supplies										
	30 05	Office Supplies & Equip	58	26.50	46	348	256.65	74	.00	707	450.35	36
	30 07	Supplies Reimb by Patrons	66	.00	0	396	.00	0	.00	800	800.00	0
	30 **	General Supplies	124	26.50	21	744	256.65	35	.00	1507	1250.35	17
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	832.59	200	2496	2476.06	99	.00	5000	2523.94	50
	31 **	Public Works Supplies	416	832.59	200	2496	2476.06	99	.00	5000	2523.94	50
	32	Library Supplies										
	32 01	Program Supplies	62	423.94	684	372	541.89	146	.00	750	208.11	72
	32 78	Electronic Resources	28589	61998.32	217	171534	305973.43	178	.00	343072	37098.57	89
	32 90	Circulation Supplies	139	.00	0	834	400.73	48	.00	1675	1274.27	24
	32 **	Library Supplies	28790	62422.26	217	172740	306916.05	178	.00	345497	38580.95	89
	50	Property										
	50 15	Other Equipment	300	.00	0	1800	1122.21	62	.00	3606	2483.79	31
	50 **	Property	300	.00	0	1800	1122.21	62	.00	3606	2483.79	31
601	** **	Library	85389	114146.00	134	512334	650276.03	127	.00	1024763	374486.97	64
60	** **	Culture/Recreation	85389	114146.00	134	512334	650276.03	127	.00	1024763	374486.97	64
DIV	6450	TOTAL ***** Digital Services	85389	114146.00	134	512334	650276.03	127	.00	1024763	374486.97	64

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	72679	67122.72	92	436074	437925.01	100	.00	872150	434224.99 50
	16 **	Library Personal Services	72679	67122.72	92	436074	437925.01	100	.00	872150	434224.99 50
	18	Other Personal Services									
	18 05	Overtime Civilian	12	5.45	45	72	77.90	108	.00	150	72.10 52
	18 **	Other Personal Services	12	5.45	45	72	77.90	108	.00	150	72.10 52
	19	Employee Benefits									
	19 05	Medical Insurance	17677	15024.21	85	106062	90145.26	85	.00	212130	121984.74 43
	19 10	IMRF	7275	6719.53	92	43650	43844.26	100	.00	87302	43457.74 50
	19 11	Social Security	4506	3982.01	88	27036	26091.26	97	.00	54073	27981.74 48
	19 12	Medicare	1053	931.27	88	6318	6102.02	97	.00	12646	6543.98 48
	19 **	Employee Benefits	30511	26657.02	87	183066	166182.80	91	.00	366151	199968.20 45
	21	Property Services									
	21 64	Access Services	291	1059.00	364	1746	4277.20	245	.00	3500	777.20- 122
	21 **	Property Services	291	1059.00	364	1746	4277.20	245	.00	3500	777.20- 122
	22	Other Contractual Service									
	22 02	Dues	206	.00	0	1236	370.00	30	.00	2478	2108.00 15
	22 03	Training	83	209.22	252	498	589.94	119	.00	1000	410.06 59
	22 85	Processing Services	8963	3743.07	42	53778	39849.48	74	.00	107565	67715.52 37
	22 **	Other Contractual Service	9252	3952.29	43	55512	40809.42	74	.00	111043	70233.58 37
	30	General Supplies									
	30 05	Office Supplies & Equip	125	144.53	116	750	1084.91	145	.00	1500	415.09 72
	30 33	Documentation Library	59	.00	0	354	525.00	148	.00	717	192.00 73
	30 **	General Supplies	184	144.53	79	1104	1609.91	146	.00	2217	607.09 73
	32	Library Supplies									
	32 03	Binding	16	.00	0	96	.00	0	.00	200	200.00 0
	32 05	Processing Supplies	2500	1473.64	59	15000	11316.21	75	.00	30000	18683.79 38
	32 75	Audio Visual	44581	36761.08	83	267486	235971.18	88	.00	534980	299008.82 44
	32 80	Books	60223	45018.56	75	361338	346028.66	96	.00	722676	376647.34 48
	32 90	Circulation Supplies	500	.00	0	3000	4353.13	145	.00	6000	1646.87 73
	32 95	Periodicals	11061	4230.30	38	66366	84943.89	128	.00	132735	47791.11 64
	32 **	Library Supplies	118881	87483.58	74	713286	682613.07	96	.00	1426591	743977.93 48
601 ** **		Library	231810	186424.59	80	1390860	1333495.31	96	.00	2781802	1448306.69 48
60 ** **		Culture/Recreation	231810	186424.59	80	1390860	1333495.31	96	.00	2781802	1448306.69 48
DIV 6470		TOTAL ***** Collection Services	231810	186424.59	80	1390860	1333495.31	96	.00	2781802	1448306.69 48
DEPT 64		TOTAL ***** User Services	780445	700207.16	90	4682670	4521508.46	97	.00	9365884	4844375.54 48
FUND 291		TOTAL ***** Memorial Library Fund	1242420	1048301.97	84	7454520	7252118.74	97	.00	14910239	7658120.26 49

PREPARED 07/11/2019, 12:01:58  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 50% OF YEAR LAPSED

FUND 491 Capital Projects-Library			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									
	50	Property									
	50 15	Other Equipment	4750	.00	0	28500	.00	0	.00	57000	57000.00 0
	50 **	Property	4750	.00	0	28500	.00	0	.00	57000	57000.00 0
601	** **	Library	4750	.00	0	28500	.00	0	.00	57000	57000.00 0
60	** **	Culture/Recreation	4750	.00	0	28500	.00	0	.00	57000	57000.00 0
DIV	6001	TOTAL ***** Administration	4750	.00	0	28500	.00	0	.00	57000	57000.00 0

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	1066	.00	0	6396	.00	0	.00	12800	12800.00	0
	50 **	Property	1066	.00	0	6396	.00	0	.00	12800	12800.00	0
601	** **	Library	1066	.00	0	6396	.00	0	.00	12800	12800.00	0
60	** **	Culture/Recreation	1066	.00	0	6396	.00	0	.00	12800	12800.00	0
DIV	6010	TOTAL *****										
		Information Technology	1066	.00	0	6396	.00	0	.00	12800	12800.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	2583	.00	0	15498	675.00	4	.00	31000	30325.00	2
	50 55	Other Capital Outlay	4690	.00	0	28140	.00	0	.00	56290	56290.00	0
	50 **	Property	7273	.00	0	43638	675.00	2	.00	87290	86615.00	1
601 ** **		Library	7273	.00	0	43638	675.00	2	.00	87290	86615.00	1
60 ** **		Culture/Recreation	7273	.00	0	43638	675.00	2	.00	87290	86615.00	1
DIV 6020		TOTAL ***** Facilities	7273	.00	0	43638	675.00	2	.00	87290	86615.00	1
DEPT 60		TOTAL ***** Executive Office	13089	.00	0	78534	675.00	1	.00	157090	156415.00	0
FUND 491		TOTAL ***** Capital Projects-Library	13089	.00	0	78534	675.00	1	.00	157090	156415.00	0
GRAND		TOTAL *****	13089	.00	0	78534	675.00	1	.00	157090	156415.00	0

July 16, 2019

(Action Item 4)

**ACCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
June 30, 2019**

<b>Fund Number</b>	<b>Fund Name</b>	<b>Fund Total</b>
291	General Fund - Library	<b>\$291,247.35</b>
491	Capital Projects Fund - Library	<b>\$0.00</b>
<b>Total Disbursements</b>		<b><u>\$291,247.35</u></b>
<b>Payrolls Paid</b>		
6/7/2019		<b>\$291,938.13</b>
6/21/2019		<b>\$299,756.93</b>
		<b><u>\$591,695.06</u></b>
 <b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
6/30/2019	Group Insurance	<b>\$105,550.00</b>
6/30/2019	IMRF	<b>\$52,923.41</b>
6/30/2019	Social Security	<b>\$35,430.07</b>
6/30/2019	Medicare	<b>\$8,286.04</b>
		<b><u>\$202,189.52</u></b>
<b>Total Disbursed</b>		<b><u><u>\$1,085,131.93</u></u></b>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
78830	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION JUNE	99.84	99.84
78842	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	106.35-	106.35-
78874	EBS CO INFORMATION SERVICES	291-0000-140.05-00	PREPAID ELECTR.RESOURCES	12,797.67	12,797.67
78883	GALE/CENGAGE LEARNING	291-0000-140.05-00	PREPAID ELECTR.RESOURCES	9,502.10	
		291-0000-140.05-00	PREPAID ELECTR.RESOURCES	3,467.42	12,969.52
78885	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED JULY	3,901.60	
		291-0000-210.99-00	FSA DEP APRIL	384.62-	
		291-0000-210.99-00	FSA DEP MAY	384.62-	
		291-0000-210.99-00	FSA DEP JUNE	384.62-	
		291-0000-210.99-00	FSA DEP JULY	769.23	3,516.97
78925	PROQUEST LLC	291-0000-140.05-00	PREPAID ELECTR.RESOURCES	4,298.67	4,298.67
78948	VALUE LINE PUBLISHING LLC	291-0000-140.05-00	PREPAID ELECTR.RESOURCES	2,966.67	2,966.67
***** DIVISION TOTAL ****					36,542.99
***** DEPARTMENT TOTAL **					36,542.99

DEPARTMENT: 60

Executive Office

DIVISION: 01

78831	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES - C TANGNEY	195.00	
		291-6001-601.22-02	ALA DUES - G ZYCK	195.00	
		291-6001-601.22-02	ALA DUES - D SMART	195.00	585.00
78833	AMAZON.COM CREDIT	291-6001-601.30-05	OFFICE SUPPLIES	24.59	
		291-6001-601.30-05	OFFICE SUPPLIES	139.99	164.58
78840	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.50-15	REUPHOLSTER SOFA&OTTOMAN	1,035.00	
		291-6001-601.50-15	REUPHOLSTER 4 CHAIRS	1,497.00	
		291-6001-601.22-03	TRAVEL/TRAINING	29.96	
		291-6001-601.22-03	TRAVEL/TRAINING	11.83	
		291-6001-601.22-03	TRAVEL/TRAINING	30.66	
		291-6001-601.22-03	TRAVEL/TRAINING	39.97	2,644.42
78841	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	ASD IN LIBRARY SETTINGS	300.00	300.00
78842	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-42	PUBLIC INTERNET SUBSCR	346.85	
		291-6001-601.22-03	ALA TRAVEL M DRISKELL	33.55	
		291-6001-601.22-03	ALA TRAVEL M DRISKELL	30.00	
		291-6001-601.22-03	ALA TRAVEL M DRISKELL	57.50	
		291-6001-601.22-03	ALA TRAVEL M DRISKELL	17.94	
		291-6001-601.22-03	ALA HOTEL J DUNCAN	1,052.96	
		291-6001-601.22-03	ALA HOTEL REFUND	975.93-	
		291-6001-601.22-02	ALA DUES - S DISTEL	287.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	ALA TRAVEL - D EKL	21.47	
		291-6001-601.22-03	ALA HOTEL - P DANTIS	572.46	
		291-6001-601.22-03	ALA TRAVEL - D EKL	30.00	
		291-6001-601.22-03	ALA TRAVEL - D SMART	30.00	
		291-6001-601.22-03	ALA TRAVEL - G BYLINSKA	9.00-	
		291-6001-601.22-03	ALA TRAVEL - D EKL	9.00-	
		291-6001-601.22-03	ALA TRAVEL - D SMART	9.00-	
		291-6001-601.22-03	ALA TRAVEL - D EKL	18.37	
		291-6001-601.22-03	ALA TRAVEL - D EKL	30.00	
		291-6001-601.22-03	ALA HOTEL	975.93	
		291-6001-601.22-03	BOOK FOR TRUSTEE	25.00-	
		291-6001-601.22-03	BOOK FOR TRUSTEE	25.00	
		291-6001-601.22-03	BOOK EXPO HOTEL V JAFFE	293.81	
		291-6001-601.50-15	CHAIRS FOR HUB	1,575.00-	
		291-6001-601.50-15	CHAIRS FOR HUB	1,575.00	
		291-6001-601.22-02	ALA DUES - A RUHL	195.00	
		291-6001-601.22-42	ANNUAL HOTSPOT SRVS RENE-	1,200.00	4,189.91
78843	AT & T	291-6001-601.22-70	TELE	6,554.47	6,554.47
78844	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 4/28-5/27	138.92	138.92
78847	BAKER & TAYLOR	291-6001-601.32-99	EMPL.REIMB.PURCHASE	51.36	
		291-6001-601.32-99	EMPL.REIMB.PURCHASE	22.44	
		291-6001-601.32-99	EMPL REIMB PURCHASE	14.98	
		291-6001-601.32-99	EMPL REIMB PURCHASE	10.52	99.30
78849	BERGER,GREGORY	291-6001-601.22-03	ALA CONF, WASHINGTON DC	398.63	398.63
78857	BYLINSKA,MALGORZATA	291-6001-601.22-03	ALA CONF, WASHINGTON DC	290.31	290.31
78863	CITRANO UPHOLSTERY	291-6001-601.50-15	REUPHOLSTERY SRVS	797.00	
		291-6001-601.50-15	REUPHOLSTERY SRVS	1,036.00	
		291-6001-601.50-15	REUPHOLSTERY SRVS,BALANCE	1,497.00	3,330.00
78864	COMCAST	291-6001-601.21-65	BUSINESS CABLE JULY	21.00	21.00
78868	DANTIS,PATRICIA	291-6001-601.22-03	ALA CONF, WASHINGTON DC	234.06	234.06
78869	DEMCO INC	291-6001-601.31-85	BOOKTRUCKS	1,049.85	1,049.85
78871	DISTEL,SHANNON	291-6001-601.22-03	ALA CONF, WASHINGTON DC	248.96	248.96
78872	DRISKELL,MIKE	291-6001-601.22-03	ALA CONF, WASHINGTON DC	458.41	
		291-6001-601.22-03	DIRECTORS UNIVERSITY	240.12	698.53
78873	DUNCAN,JOLIE	291-6001-601.22-03	ALA CONF, WASHINGTON DC	518.10	518.10
78875	EKL,DONNA	291-6001-601.22-03	ALA CONF, WASHINGTON DC	188.79	188.79
78878	FINER LINE	291-6001-601.30-05	NEW HIRE,REPLACEMENT&VOLU	14.39	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					14.39
78879	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING RENTAL F/3RD QTR	750.00	750.00
78885	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES JULY	181.00	181.00
78886	HASTINGS,MARY	291-6001-601.22-03	ALA CONF, WASHINGTON DC	1,183.81	1,183.81
78887	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET JULY	49.95	49.95
78905	LUDEMANN,ELIZABETH	291-6001-601.22-03	ALA CONF, WASHINGTON DC	383.52	383.52
78910	MEYER,SHANNON	291-6001-601.22-03	WILIUG CHICAGO	62.13	62.13
78916	MORAVEC,JANET	291-6001-601.22-03	STAFF MEETENG W/DIRECTOR	87.63	87.63
78921	PACIFIC TELEMANAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAYPHONE JULY	63.00	63.00
78931	ROUNDY'S INC	291-6001-601.22-03	OPEN MIKE REFRESHMENTS	8.96	8.96
78939	SMART,DEBBIE	291-6001-601.22-03	ALA CONF,WASHINGTON DC	212.97	212.97
78949	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 5/26-6/25	374.59	374.59
78953	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	12.28	12.28
78954	WAYNE GRIFFIN TRAVEL & CRUISE SRVS	291-6001-601.22-03	ALA CONF AIRFARE-LUDEMANN	299.00	660.60
		291-6001-601.22-03	ALA CONF AIRFARE-DRISKELL	361.60	
78955	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 6/19-7/18	154.00	1,728.99
		291-6001-601.22-42	INTERNET ACCESS 6/13-7/12	1,574.99	
***** DIVISION TOTAL ****					27,428.65

*Communications & marketing*

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
		291-6002-601.30-05	FOAM TAPE	68.77	338.05
		291-6002-601.30-05	PACKAGING TAPE	11.99	
		291-6002-601.32-72	RED TOTE BAGS	59.97	
		291-6002-601.30-05	STAR STICKERS	23.16	
		291-6002-601.30-05	COMMAND REFILL STRIPS	114.48	
		291-6002-601.30-05	CURTAIN RODS	59.68	
78840	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.30-05	OFFICE SUPPLIES	9.58	
		291-6002-601.30-05	OFFICE SUPPLIES	47.96	
78842	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	MONTH TO MONTH BILLING	300.00	
		291-6002-601.21-65	FACEBOOK ADV	27.43	
		291-6002-601.22-10	BUSINESS CARDS	26.19	
		291-6002-601.22-10	BUSINESS CARDS	26.19	
		291-6002-601.30-05	BRANDED FOLDERS	213.59	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6002-601.30-05	GIFT STICKERS FOR BOOKS	183.81	
		291-6002-601.30-05	CABLE TIES	34.87	
		291-6002-601.31-85	PARADE BANNER POLES	178.20	990.28
78904	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	236.80	236.80
78914	MOBILE PRINT	291-6002-601.22-10	VOLUNTEER BIRTHDAY CARDS	158.26	
		291-6002-601.22-10	FANCON BROCHURE	1,033.20	1,191.46
78933	SCHLESINGER MACHINERY INC	291-6002-601.21-02	CUTTER SHARPENING	440.00	
		291-6002-601.31-85	CUTTER BLADE REPLACEMENT	300.00	740.00
78941	STAPLES	291-6002-601.30-05	BATTERIES	36.38	36.38
78946	TOWN SQUARE PUBLICATIONS	291-6002-601.21-65	CHAMBER OF COMMERCE ADV	625.00	625.00
78959	4ALL PROMOTIONS	291-6002-601.32-72	GIVEAWAY ITEM: RULER	464.96	464.96
***** DIVISION TOTAL *****					4,680.47

*Human Resources*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 03			
78840	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	DSSC 5-STAR DINING	25.22	25.22
78842	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-03	WEBINAR MINIMUM WAGE	95.00-	95.00-
78858	CAMRON, RON	291-6003-601.40-70	40TH ANNIVERSARY VOLUN-	250.00	250.00
78859	CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT SCREENING	414.00	414.00
***** DIVISION TOTAL *****					594.22

*Gifts + Grants*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 04			
78833	AMAZON.COM CREDIT	291-6004-601.22-18	SPACE EXHIBIT FURNITURE	76.99	
		291-6004-601.32-02	IPAD FOR LC SIGNUP MONTH	249.00	325.99
78834	AMBIUS (19)	291-6004-601.21-65	MAINTEN SRVS - JUNE	236.97	236.97
78842	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	100 BBHS GIVEAWAY BOOKS	305.10	305.10
78863	CITRANO UPHOLSTERY	291-6004-601.50-15	REUPHOLSTERY SRVS	700.00	700.00
78899	JIMENEZ, BENJAMIN	291-6004-601.22-18	2 BUBBLE SHOWS, 8/18	500.00	500.00
78914	MOBILE PRINT	291-6004-601.22-18	FANCON BADGES	737.35	737.35
78917	MOUNT PROSPECT PAINT INC	291-6004-601.22-18	PAINT F/EARTH FROM SPACE	53.99	
		291-6004-601.22-18	PAINT F/EARTH FROM SPACE	215.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					269.95
78938	SIGNS BY TOMORROW	291-6004-601.32-72	PARADE BANNERS	448.80	
		291-6004-601.32-72	PARADE DECORATIONS	1,580.40	
		291-6004-601.22-18	CUSTOM MOON VINYL TABLE	105.00	2,134.20
78952	WAIST UP	291-6004-601.32-02	STAFF SUMMER TSHIRTS	225.00	
		291-6004-601.32-72	PARADE T SHIRTS	515.70	740.70
78959	4ALL PROMOTIONS	291-6004-601.32-72	GIVEAWAY ITEMS:SUNGLASSES	4,625.12	4,625.12
***** DIVISION TOTAL ****					10,575.38

*Finance*

DEPARTMENT: 60 Executive Office	DIVISION: 08				
78840 ARLINGTON HTS MEMORIAL LIBRARY	291-6008-601.22-03	TRAVEL/TRAINING		38.05	38.05
***** DIVISION TOTAL ****					38.05

*Information Technology*

DEPARTMENT: 60 Executive Office	DIVISION: 10				
78833 AMAZON.COM CREDIT	291-6010-601.31-85	IPHONE CASES FOR SECURITY		23.98	
	291-6010-601.30-30	SEC/MAINTENCE PRINTER INK		279.68	
	291-6010-601.31-85	ITEMS FOR SPACE WALL		39.97	
	291-6010-601.31-85	ITEMS FOR SPACE WALL		27.99	
	291-6010-601.31-85	LIGHTNING CABLE		39.00	
	291-6010-601.50-15	WIRELESS PA SYSTEM		249.99	
	291-6010-601.31-85	BATTERY FOR DELL SERVER		69.15	729.76
78842 ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.20-05	SSL CERTIFICATE RENEWAL		79.99	
	291-6010-601.20-05	SSL CERTIFICATE RENEWAL		79.99	
	291-6010-601.20-05	MONTHLY SUBSCRIPTION		54.10	
	291-6010-601.30-32	IPAD SOFTEARE F/EXHIBIT		21.24	
	291-6010-601.30-32	MONTHLY SUBSCRIPTION		35.00	
	291-6010-601.30-32	MONTHLY SUBSCRIPTION		4.99	
	291-6010-601.30-32	MONTHLY SUBSCRIPTION		14.99	
	291-6010-601.30-32	WEBSTER TESTING SOFTWARE		129.00	
	291-6010-601.30-32	MONTHLY SUBSCRIPTION		25.00	
	291-6010-601.31-85	MONTHLY SUBSCRIPTION		11.99	
	291-6010-601.31-85	CABLES FOR EXHIBIT		86.91	
	291-6010-601.31-85	HEADPHONES FOR EXHIBIT		89.92	
	291-6010-601.31-85	IPOD HOLDERS F/MATERIAL		55.98	
	291-6010-601.32-32	KIOSK SOFTWARE		26.55	
	291-6010-601.30-30	3D PRINTER FILAMENT		329.89	
	291-6010-601.31-85	INTEL STICK F/SPACE EXH		59.95	
	291-6010-601.31-85	RECOILER F/SENNCO IPAD SE		33.13	1,138.62
78845 B & H PHOTO VIDEO	291-6010-601.30-30	GRAPHICS PRINTER SUPPLIES		526.82	526.82
78893 IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPM MAINTEN		332.43	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.21-02	EQUIPM.MAINTEN.	22.09	
		291-6010-601.21-02	EQUIPM.MAINTEN.	931.54	
		291-6010-601.21-02	EQUIPM.MAINTEN.	359.09	
		291-6010-601.21-02	EQUIPM.MAINTEN.	448.32	2,093.47
78913	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.30-32	BARRACUDA NETWORKS	319.32	
		291-6010-601.21-02	BARRACUDA NETWORKS	399.78	719.10
78915	MONOPRICE INC	291-6010-601.31-85	HEADPHONES F/SPACE-THEMED	89.95	
		291-6010-601.31-85	CABLES F/IT	89.81	
		291-6010-601.31-85	CABLES F/IT	66.56	246.32
78925	PROQUEST LLC	291-6010-601.30-32	SYNDETIC REVIEWS	3,464.19	3,464.19
78945	TODAYS BUSINESS SOLUTIONS	291-6010-601.30-32	PRINTER ON LEASE	12,263.00	12,263.00
***** DIVISION TOTAL ****					21,181.28

*Facilities*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 20			
78829	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SRVS JUNE	2,725.98	2,725.98
78833	AMAZON.COM CREDIT	291-6020-601.21-11	MAINTENANCE SUPPLIES	40.79	40.79
78838	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SRVS - JUNE	89.00	
		291-6020-601.21-11	REGULAR SRVS JULY	89.00	178.00
78839	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT - MAY	200.00	
		291-6020-601.21-02	EQUIP MAINT JUNE 2019	200.00	400.00
78840	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	BUILDING MAINT	14.38	14.38
78842	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTEN SUPPLIES	369.45	
		291-6020-601.21-11	MAINTEN SUPPLIES	119.95	
		291-6020-601.21-11	MAINTEN SUPPLIES	227.83	
		291-6020-601.21-11	MAINTEN SUPPLIES	71.95	789.18
78856	BRUCKER COMPANY	291-6020-601.21-11	MILLER PICKING BELTS	391.00	391.00
78865	COMED	291-6020-601.30-51	HEATING 5/8-6/7/2019	1.64	
		291-6020-601.30-51	HEATING 5/8-6/7/2019	62.01	63.65
78884	GRAINGER INC,W W	291-6020-601.21-11	FLAGS	162.46	162.46
78888	HOH WATER TECHNOLOGY INC	291-6020-601.21-11	MAINTEN SUPPLIES	91.41	91.41
78889	IGS	291-6020-601.30-51	NATURAL GAS - MAY	2,227.78	2,227.78
78900	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6020-601.21-02	FIRE ALARM MONITORING	261.23	261.23
78903	LIGHTING SUPPLY COMPANY	291-6020-601.21-11	MAINTEN.SUPPLIES	196.94	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					196.94
78907	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SRVS F/ JULY	4,599.00	4,599.00
78908	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTEN	121.76	121.76
78917	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	BLDG MAINT/ PAINT	261.95	
		291-6020-601.21-11	BLDG MAINT/ PAINT	215.96	
		291-6020-601.21-11	BLDG MAINT/ PAINT	155.96	
		291-6020-601.21-11	PAINT FOR HALLWAYS	215.96	849.83
78920	NOFFS SELF STORAGE INC	291-6020-601.21-11	PARADE VEHICLE STORAGE	76.00	76.00
78922	PIKE SYSTEMS INC	291-6020-601.21-11	MAINTEN.SUPPLIES	82.63	82.63
78930	ROBERT BROOKE & ASSOCIATES	291-6020-601.21-11	MAINTEN SUPPLIES	56.28	56.28
78937	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTEN	12.18	
		291-6020-601.21-11	BLDG MAINTEN	53.97	
		291-6020-601.21-11	BLDG MAINTEN	11.52	
		291-6020-601.21-11	BLDG MAINTEN	17.10	
		291-6020-601.21-11	FASTENERS	28.13	
		291-6020-601.21-11	BLDG MAINT	54.97	
		291-6020-601.21-11	BLDG MAINT	25.16	
		291-6020-601.21-11	BLDG MAINTEN	11.99	215.02
78940	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SRVS JULY 2019	959.18	
		291-6020-601.21-02	ELEVATOR REPAIR, 6/10	464.50	1,423.68
78941	STAPLES	291-6020-601.31-45	JANITORIAL SUPPLIES	62.94	62.94
78950	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL MAY	230.75	230.75
78958	ZORO TOOLS INC	291-6020-601.21-11	MAINTEN SUPPLIES	94.36	94.36
***** DIVISION TOTAL ****					15,355.05
***** DEPARTMENT TOTAL **					79,853.10

*Youth Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 01			
78831	ALA MEMBERSHIP	291-6401-601.22-02	ALA DUES - PAPANASTASSIOU	320.00	320.00
78833	AMAZON.COM CREDIT	291-6401-601.32-01	PASSIVE PROGRAM SUPPLIES	36.48	
		291-6401-601.32-01	PASSIVE PROGRAM SUPPLIES	12.95	
		291-6401-601.32-01	JUNE DIY KIT SUPPLIES	7.89-	
		291-6401-601.32-01	KW DRESS UP/PLAY ITEMS	9.16	
		291-6401-601.32-01	REFUND	40.57-	
		291-6401-601.32-01	REFUND	37.29-	
		291-6401-601.32-01	REFUND	49.92-	
		291-6401-601.32-01	SUMMER READING CRAFT SUPP	127.78	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-01	SUMMER READING CRAFT SUPP	40.57	
		291-6401-601.32-02	SRP 2019 ACTIVITY BAGS	8.95	
		291-6401-601.32-02	SRP 2019 ACTIVITY BAGS	20.99	
		291-6401-601.32-01	JUNE TWEEN DIY KIT	71.92	
		291-6401-601.32-01	SUMMER READING CRAFT SUPP	35.96	
		291-6401-601.32-01	SUMMER READING CRAFT SUPP	17.00	
		291-6401-601.32-01	SUMMER READING CRAFT SUPP	11.90	
		291-6401-601.32-01	SUMMER READING CRAFT SUPP	15.99	
		291-6401-601.32-01	SUPPLIES FOR CRAFT TABLE	37.96	
		291-6401-601.32-01	JUNE TWEEN DIY KIT	7.99	
		291-6401-601.32-01	JUNE TWEEN DIY KIT	7.98	
		291-6401-601.32-01	IMAGINATION STATION PLAY	19.98	
		291-6401-601.32-01	SUPPLIES FOR CRAFT TABLE	9.99	
		291-6401-601.32-01	SUPPLIES FOR CRAFT TABLE	15.84	
		291-6401-601.32-01	SUPPLIES FOR CRAFT TABLE	13.98	
		291-6401-601.32-01	JUNE DIY KIT FOR HUB	27.99	
		291-6401-601.32-01	SUPPLIES FOR CRAFT TABLE	35.38	
		291-6401-601.32-01	SUPPLIES FOR CRAFT TABLE	.94-	
		291-6401-601.32-90	100BBHS COMPLETION PRIZES	105.06	
		291-6401-601.32-90	100BBHS COMPLETION PRIZES	171.40	
		291-6401-601.32-01	JULY TWEEN DIY KIT	45.08	
		291-6401-601.32-01	JULY TWEEN DIY KIT	222.69	
		291-6401-601.30-05	OFFICE SUPPLIES	12.18	1,006.54
78840	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	TRAVEL/TRAINING	4.64	
		291-6401-601.22-03	TRAVEL/TRAINING	47.56	
		291-6401-601.22-03	TRAVEL/TRAINING	44.89	
		291-6401-601.22-03	TRAVEL/TRAINING	29.59	
		291-6401-601.22-03	TRAVEL/TRAINING	26.80	
		291-6401-601.32-01	PROGRAM SUPPLIES	42.98	
		291-6401-601.32-02	PROGRAM EVENTS	3.00	
		291-6401-601.22-03	TRAVEL/TRAINING	13.50	
		291-6401-601.32-01	PROGRAM SUPPLIES	24.98	
		291-6401-601.32-01	PROGRAM SUPPLIES	23.99	
		291-6401-601.22-03	TRAVEL/TRAINING	25.75	287.68
78842	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-01	FLEECE F/JUNE VOLUNTEER	49.20	
		291-6401-601.32-02	MERCHANDISE BAGS F/SRP	257.51	
		291-6401-601.32-01	JUNE DIY KIT SUPPLIES	14.41	
		291-6401-601.32-01	JUNE DIY KIT SUPPLIES	2.54	
		291-6401-601.32-90	100 BBHS COMPLETION PRIZE	320.85	
		291-6401-601.32-90	100 BBHS COMPLETION PRIZE	89.38	
		291-6401-601.32-90	100 BBHS COMPLETION PRIZE	431.39	1,165.28
78867	CUSTOM INK	291-6401-601.32-90	100 BOOKS BEFORE HIGH	271.00	271.00
78870	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-01	TWEEN DIY KIT JUNE	35.40	
		291-6401-601.32-01	GLUE F/KIDS' WORLD	10.00	45.40
78882	FUN EXPRESS LLC	291-6401-601.32-02	REGIST.PRIZE F/4TH & 5TH	247.80	
		291-6401-601.32-02	FOR SRP ACTIVITY BAGS	25.93	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					273.73
78891	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - PAPANASTASSIOU	100.00	100.00
78924	PRIEST,LYNNE	291-6401-601.32-02	SRP 2019 SUPPLIES	219.73	219.73
78934	SCHOLASTIC INC	291-6401-601.32-02	SUMMER READ.BOOK PRIZES	4,834.40	4,834.40
78953	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	8.02	8.02
78957	YOUNG,MEGAN	291-6401-601.32-01	FLEECE F/JUNE VOLUNTEER	52.88	52.88

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

*Specialty Info Services*

8,584.66

DEPARTMENT: 64 User Services  
 78840 ARLINGTON HTS MEMORIAL LIBRARY

DIVISION: 05  
 291-6405-601.22-03 B'LONG CONF REG - C SHIN  
 291-6405-601.22-03 TRAVEL/TRAINING

25.00  
 6.38  
 31.38

78906	MADAY,JULIE I	291-6405-601.22-18	RESUME REVIEWS JUNE	510.00	510.00
78953	WAREHOUSE DIRECT	291-6405-601.30-05	OFFICE SUPPLIES	10.41	10.41
78959	4ALL PROMOTIONS	291-6405-601.32-01	GIVEAWAYS F/BUSINESS DEPT	504.47	504.47

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

*Info Services*

1,056.26

DEPARTMENT: 64 User Services  
 78833 AMAZON.COM CREDIT

DIVISION: 10  
 291-6410-601.30-05 OFFICE SUPPLIES  
 291-6410-601.32-01 NESCAFE INSTANT COFFEE

14.02  
 14.01  
 28.03

78840	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	TRAVEL/TRAINING	27.05	27.05
78842	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	WEBINAR REFERENCE INTER-	58.50	112.90
		291-6410-601.32-01	GREAT BOOKS DISCUSSION	54.40	

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

*Circulation Services*

167.98

DEPARTMENT: 64 User Services  
 78828 ABOS

DIVISION: 20  
 291-6420-601.22-02 ABOS DUES - T SCALLON

49.00  
 49.00

78833	AMAZON.COM CREDIT	291-6420-601.32-90	CIRC SUPPLIES	61.15	37.62 7.54 68.88 22.84 7.49
		291-6420-601.32-90	CIRC SUPPLIES	37.62	
		291-6420-601.32-90	CIRC SUPPLIES	7.54	
		291-6420-601.32-90	CIRC SUPPLIES	68.88	
		291-6420-601.32-90	BROWN KRAFT ENVELOPES	22.84	
		291-6420-601.30-05	OFFICE SUPPLIES	7.49	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					205.52
78835	AMERICAN LIBRARY ASSOCIATION	291-6420-601.32-90	LIBR.CARD SIGNUP STICKERS	9.00	9.00
78842	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	OUTREACH WAGON	64.00	64.00
78926	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SRVS	109.00	
		291-6420-601.21-65	DELIVERY SRVS	109.00	
		291-6420-601.21-65	DELIVERY SRVS	108.60	326.60
78947	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS JUNE	80.55	80.55
78953	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	5.54	
		291-6420-601.32-90	CIRCULATION SUPPLIES	31.55	37.09
***** DIVISION TOTAL ****					771.76
					<i>Senior + Accessible Services</i>

DEPARTMENT: 64	User Services	DIVISION: 30			
78840	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.22-03	TRAVEL/TRAINING	14.56	14.56
***** DIVISION TOTAL ****					14.56
					<i>Programs + Exhibits</i>

DEPARTMENT: 64	User Services	DIVISION: 40			
78832	ALBERTSONS/SAFEWAY	291-6440-601.32-02	CUPCAKE WARS	179.73	
		291-6440-601.32-02	YOGA FOR TWEENS, 6/22	2.50	182.23
78833	AMAZON.COM CREDIT	291-6440-601.32-02	PERLER BEADS FOR FANCON	14.98	
		291-6440-601.32-02	PERLER BEADS FOR FANCON	5.50	
		291-6440-601.32-02	PERLER BEADS FOR FANCON	14.98	
		291-6440-601.32-02	PERLER BEADS FOR FANCON	27.99	
		291-6440-601.32-02	WONDER TIME SUPPLIES	12.99	
		291-6440-601.32-02	PEEWEE ARTISTS SQUAD PROG	5.50	
		291-6440-601.32-02	PERLER BEADS FOR FANCON	38.37	
		291-6440-601.32-02	PERLER BEADS FOR FANCON	9.98	
		291-6440-601.32-02	PRIZES FOR FANCON	121.03	
		291-6440-601.32-02	PRIZES FOR FANCON	210.09	
		291-6440-601.32-02	FANCON CRAFT SUPPLIES	27.89	
		291-6440-601.32-02	FANCON CRAFT SUPPLIES	11.74	
		291-6440-601.32-02	FANCON CRAFT SUPPLIES	147.62	
		291-6440-601.32-02	FANCON CRAFT SUPPLIES	18.96	
		291-6440-601.32-02	FANCON CRAFT SUPPLIES	159.51	
		291-6440-601.32-02	PEE WEE ARTISTS	21.70	
		291-6440-601.32-02	SUPPLIES FOR FANCON	10.98	
		291-6440-601.32-02	SUPPLIES FOR SPACE CAMP	11.94	
		291-6440-601.32-02	SUPPLIES FOR ART CART	9.99	
		291-6440-601.32-02	SUPPLIES FOR FANCON	34.95	
		291-6440-601.32-02	PEE WEE ARTISTS	3.60	
		291-6440-601.32-02	FANCON SUPPLIES	17.48	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	FANCON SUPPLIES	20.97	
		291-6440-601.32-02	FANCON SUPPLIES	19.60	978.34
78837	AMIRPOUR, SANAZ	291-6440-601.22-18	MOM'S TURN: SELF-CARE BEA	200.00	200.00
78840	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	30.99	
		291-6440-601.32-02	PROGRAM EVENTS	10.00	
		291-6440-601.32-02	PROGRAM EVENTS	37.38	
		291-6440-601.22-03	TRAVEL/TRAINING	7.42	
		291-6440-601.32-02	PROGRAM EVENTS	28.36	
		291-6440-601.32-02	PROGRAM EVENTS	20.00	
		291-6440-601.32-02	PROGRAM EVENTS	41.88	
		291-6440-601.32-02	PROGRAM EVENTS	9.00	
		291-6440-601.32-02	PROGRAM EVENTS	31.43	
		291-6440-601.32-02	PROGRAM EVENTS	19.00	
		291-6440-601.32-02	PROGRAM EVENTS	10.00	245.46
78841	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PIZZA F/TAG MEETING, 5/24	27.95	
		291-6440-601.32-02	PIZZA F/STAFF OF SUMMER	63.11	
		291-6440-601.32-02	PIZZA F/TAB MEETING, 6/16	34.12	
		291-6440-601.32-02	BOOKS & BREWS	40.00	165.18
78842	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	GIVEAWAY FOR ADULT SRP	728.20	
		291-6440-601.32-02	SUPPLIES F/FANCON CRAFTS	80.85	
		291-6440-601.32-02	PROGRAM SUPPLIES	24.50	
		291-6440-601.32-02	PROGRAM SUPPLIES	8.95	
		291-6440-601.22-18	FANCON AUTHOR KROSOCZKA	69.88	
		291-6440-601.22-18	FANCON AUTHOR KROSOCZKA	382.61	
		291-6440-601.22-18	FANCON AUTHOR KROSOCZKA	25.00	
		291-6440-601.32-02	FANCON SCAVENGER HUNT PIN	740.00	
		291-6440-601.32-02	FANCON SUPPLIES	102.38	
		291-6440-601.32-02	FANCON PRIZE	63.26	
		291-6440-601.32-02	FANCON CRAFT SUPPLIES	26.04	2,251.67
78851	BINDER, JOHN	291-6440-601.22-18	ORGINIZED CRIME IN CHICA-	250.00	250.00
78852	BLICK ART MATERIALS	291-6440-601.32-02	SUPPLIES F/TWEEN PAINTING	53.66	53.66
78854	BRESLIN, JULIE C.	291-6440-601.22-18	GRAPHIC PRODUCTION	90.00	90.00
78861	CHAMBERS, TAMARA	291-6440-601.22-18	GUEST JUDGE F/TEEN FILM	200.00	200.00
78862	CHIDLOW, JOELLE	291-6440-601.22-18	CREATIVE AGING: ART, 7/23	460.00	
		291-6440-601.22-18	CREATIVE AGING: ART, 8/6	460.00	920.00
78870	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	GLUE F/KIDS'WORLD	29.92	29.92
78880	FLYNN, EUGENE	291-6440-601.22-18	MADRID SLIDE AHOW AT SEN.	75.00	75.00
78882	FUN EXPRESS LLC	291-6440-601.32-02	KT/FT/MT STORYTIMES	14.90	14.90
78902	LAUTERBACH, MATTHEW R	291-6440-601.22-18	GUEST JUDGE F/TEEN FILM	200.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					200.00
78912	MILANO, DEAN	291-6440-601.22-18	50TH ANNIVERSARY OF WOOD-	300.00	300.00
78927	RAINBOW ANIMAL ASSISTED THERAPY INC	291-6440-601.22-18	PAWS TO READ PROGRAM, 8/10	80.00	80.00
78931	ROUNDY'S INC	291-6440-601.32-02	TEA & TALK	12.60	21.09
		291-6440-601.32-02	CUPCAKE WARS	8.49	
78935	SCHROEDER, JOHN	291-6440-601.22-18	INTRO TO JAVASCRIPT, 8/12	200.00	200.00
78936	SCHROEDER, JOHN	291-6440-601.22-18	INTRO TO JAVASCRIPT, 7/22	200.00	200.00
78938	SIGNS BY TOMORROW	291-6440-601.22-18	PHOTO BACKDROP F/SPACE	455.00	710.20
		291-6440-601.22-18	EXHIBIT PANELS	255.20	
78943	THORNTON, CHRISTINE	291-6440-601.22-18	PAINTING WORKSHOP, 8/19&20	600.00	600.00
78951	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT 2 PROGRAMS, 8/3	400.00	400.00
***** DIVISION TOTAL ****					8,367.65

*Digital Services*

78833	AMAZON.COM CREDIT	291-6450-601.31-85	SD CARDS REPLACEMENT	51.64	
		291-6450-601.31-85	GOOSENECKS-STUDIO LIGHTS	25.98	
		291-6450-601.31-85	STUDIO SANDBAGS & LIGHTS	175.98	
		291-6450-601.31-85	STUDIO SANDBAGS & LIGHTS	40.00	
		291-6450-601.30-05	OFFICE SUPPLIES	8.44	
		291-6450-601.30-05	OFFICE SUPPLIES	11.29	
		291-6450-601.30-05	OFFICE SUPPLIES	6.77	320.10
78842	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	TABLE TOP CHARGING	495.00	918.94
		291-6450-601.32-01	OCULUS RIFT S	423.94	
78845	B & H PHOTO VIDEO	291-6450-601.31-85	BACKDROPS & MUSIC STAND	43.99	43.99
78874	EBSCO INFORMATION SERVICES	291-6450-601.32-78	READERS' GUIDE RETROSPEC-	815.00	26,410.33
		291-6450-601.32-78	ELECTR.RESOURCES SUBSCR.	25,595.33	
78883	GALE/CENGAGE LEARNING	291-6450-601.32-78	ELECTR.RESOURCES SUBSCR.	13,302.93	18,157.33
		291-6450-601.32-78	ELECTR.RESOURCES SUBSCR.	4,854.40	
78923	PLUNKETT RESEARCH LTD	291-6450-601.32-78	ELECTRONIC RESOURCES SUB	2,900.00	2,900.00
78925	PROQUEST LLC	291-6450-601.32-78	ELECTR.RESOURCES SUBSCR.	8,597.33	8,597.33
78948	VALUE LINE PUBLISHING LLC	291-6450-601.32-78	ELECTR.RESOURCES SUBSCR.	5,933.33	5,933.33
***** DIVISION TOTAL ****					63,281.35

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
			<i>Collection Services</i>		
/PAYM #					
78826	ABC SOAPS IN DEPTH	291-6470-601.32-95	PERIODICALS	39.75	39.75
78827	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	54.00	54.00
78833	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	52.13	
		291-6470-601.32-75	AV MTLs	25.98	
		291-6470-601.32-75	AV MTLs	24.15	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	15.88	
		291-6470-601.32-75	AV MTLs	15.98	
		291-6470-601.32-75	AV MTLs	9.94	
		291-6470-601.32-75	AV MTLs	37.96	
		291-6470-601.32-75	AV MTLs	17.28	
		291-6470-601.32-75	AV MTLs	24.15	
		291-6470-601.32-75	AV MTLs	5.99	
		291-6470-601.32-75	AV MTLs	87.56	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	7.99	
		291-6470-601.32-75	AV MTLs	6.63	
		291-6470-601.32-75	AV MTLs	43.00	
		291-6470-601.32-75	AV MTLs	72.97	
		291-6470-601.32-75	AV MTLs	27.18-	
		291-6470-601.32-75	AV MTLs	21.36	
		291-6470-601.32-75	AV MTLs	149.82	
		291-6470-601.32-75	AV MTLs	64.47	
		291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-75	AV MTLs	37.27	
		291-6470-601.32-75	AV MTLs	24.98	
		291-6470-601.32-75	AV MTLs	58.32	
		291-6470-601.32-75	AV MTLs	559.98	
		291-6470-601.32-75	AV MTLs	26.97	
		291-6470-601.32-75	AV MTLs	23.96	
		291-6470-601.32-75	AV MTLs	27.97	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	12.71	
		291-6470-601.32-75	AV MTLs	28.95	
		291-6470-601.32-75	AV MTLs	24.63	
		291-6470-601.32-75	AV MTLs	12.98	
		291-6470-601.32-75	AV MTLs	24.09	
		291-6470-601.32-75	AV MTLs	27.98	
		291-6470-601.32-75	AV MTLs	100.30	
		291-6470-601.32-75	AV MTLs	19.49	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	23.19	
		291-6470-601.32-75	AV MTLs	15.89	
		291-6470-601.32-75	AV MTLs	179.00	
		291-6470-601.32-75	AV MTLs	47.96	
		291-6470-601.32-75	AV MTLs	47.96	
		291-6470-601.32-75	AV MTLs	23.99	
		291-6470-601.32-75	AV MTLs	258.37	
		291-6470-601.32-80	BOOKS	14.75	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	21.33	
		291-6470-601.32-80	BOOKS	7.98	
		291-6470-601.32-80	BOOKS	39.90	
		291-6470-601.32-80	BOOKS	15.27	
		291-6470-601.32-80	BOOKS	18.51	
		291-6470-601.32-80	BOOKS	58.10	
		291-6470-601.32-80	BOOKS	10.95	
		291-6470-601.32-80	BOOKS	82.83	
		291-6470-601.32-80	BOOKS	13.55	
		291-6470-601.32-80	BOOKS	8.86	
		291-6470-601.32-80	BOOKS	22.94	
		291-6470-601.32-80	BOOKS	14.98	
		291-6470-601.32-80	BOOKS	25.40	
		291-6470-601.32-80	BOOKS	15.95	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	48.72	
		291-6470-601.32-80	BOOKS	18.25	
		291-6470-601.32-80	BOOKS	5.79	
		291-6470-601.32-80	BOOKS	68.02	
		291-6470-601.32-80	BOOKS	28.49	
		291-6470-601.32-80	BOOKS	20.85	
		291-6470-601.32-80	BOOKS	19.24	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	19.58	
		291-6470-601.32-80	BOOKS	38.70	
		291-6470-601.32-80	BOOKS	38.90	
		291-6470-601.32-80	BOOKS	76.08	
		291-6470-601.32-80	BOOKS	26.60	
		291-6470-601.32-80	BOOKS	16.17	
		291-6470-601.32-80	BOOKS	51.32	
		291-6470-601.32-80	BOOKS	11.52	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	15.19	
		291-6470-601.32-80	BOOKS	65.92	
		291-6470-601.32-80	BOOKS	13.57	
		291-6470-601.32-80	BOOKS	9.04	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	14.00	
		291-6470-601.32-80	BOOKS	10.33	
		291-6470-601.32-80	BOOKS	23.05	
		291-6470-601.32-80	BOOKS	29.86	
		291-6470-601.32-80	BOOKS	60.04	
		291-6470-601.32-80	BOOKS	18.95	
		291-6470-601.32-95	PERIODICALS	13.20	
		291-6470-601.32-95	PERIODICALS	11.58	
		291-6470-601.32-95	PERIODICALS	11.39	
		291-6470-601.32-95	PERIODICALS	14.77	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	13.39	
		291-6470-601.32-95	PERIODICALS	13.49	
		291-6470-601.32-75	AV MTLs	9.27	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	94.95	
		291-6470-601.32-75	AV MTLs	40.00	
		291-6470-601.32-75	AV MTLs	185.73	
		291-6470-601.32-75	AV MTLs	7.50	
		291-6470-601.32-75	AV MTLs	52.74	
		291-6470-601.32-75	AV MTLs	10.69	
		291-6470-601.32-75	AV MTLs	79.54	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	23.47	
		291-6470-601.32-75	AV MTLs	29.91	
		291-6470-601.32-75	AV MTLs	51.94	
		291-6470-601.32-75	AV MTLs	23.03	
		291-6470-601.32-75	AV MTLs	12.49	
		291-6470-601.32-75	AV MTLs	11.29	
		291-6470-601.32-80	BOOKS	68.10	
		291-6470-601.32-80	BOOKS	79.68	
		291-6470-601.32-80	BOOKS	53.10	
		291-6470-601.32-80	BOOKS	84.99	
		291-6470-601.32-80	BOOKS	17.82	
		291-6470-601.32-80	BOOKS	4.00	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	23.89	
		291-6470-601.32-80	BOOKS	31.14	
		291-6470-601.32-80	BOOKS	14.98	
		291-6470-601.32-80	BOOKS	4.28	
		291-6470-601.32-80	BOOKS	5.19	
		291-6470-601.32-80	BOOKS	55.13	
		291-6470-601.32-80	BOOKS	16.64	
		291-6470-601.32-80	BOOKS	18.48	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	8.88	
		291-6470-601.32-95	PERIODICALS	43.98	
		291-6470-601.32-95	PERIODICALS	12.89	
		291-6470-601.32-75	AV MTLs	11.98	
		291-6470-601.32-75	AV MTLs	47.45	
		291-6470-601.32-75	AV MTLs	12.19	
		291-6470-601.32-75	AV MTLs	24.79	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	25.30	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	24.63	
		291-6470-601.32-75	AV MTLs	113.95	
		291-6470-601.32-75	AV MTLs	31.34	
		291-6470-601.32-75	AV MTLs	6.99	
		291-6470-601.32-75	AV MTLs	35.98	
		291-6470-601.32-75	AV MTLs	99.99	
		291-6470-601.32-75	AV MTLs	159.96	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-80	BOOKS	31.83	
		291-6470-601.32-80	BOOKS	9.46	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	28.17	
		291-6470-601.32-80	BOOKS	19.17	
		291-6470-601.32-80	BOOKS	23.85	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	43.97	
		291-6470-601.32-80	BOOKS	26.13	
		291-6470-601.32-80	BOOKS	26.37	
		291-6470-601.32-80	BOOKS	14.24	
		291-6470-601.32-80	BOOKS	39.98	
		291-6470-601.30-05	OFFICE SUPPLIES	29.99	
		291-6470-601.32-80	BOOKS	55.20	
		291-6470-601.32-80	BOOKS	25.98	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	29.54	
		291-6470-601.32-80	BOOKS	12.36	
		291-6470-601.32-80	BOOKS	9.41	
		291-6470-601.32-80	BOOKS	17.05	
		291-6470-601.32-80	BOOKS	14.24	
		291-6470-601.32-75	AV MTLs	35.97	
		291-6470-601.32-75	AV MTLs	49.94	
		291-6470-601.32-75	AV MTLs	89.92	
		291-6470-601.32-75	AV MTLs	.62-	
		291-6470-601.32-75	AV MTLs	26.76	
		291-6470-601.32-75	AV MTLs	32.84	
		291-6470-601.32-80	BOOKS	10.93	
		291-6470-601.32-80	BOOKS	10.79	
		291-6470-601.32-95	BOOKS	12.33	
		291-6470-601.32-95	PERIODICALS	18.48-	
		291-6470-601.32-80	BOOKS	60.37	
		291-6470-601.32-80	BOOKS	55.95	
		291-6470-601.32-80	BOOKS	22.09	
		291-6470-601.32-80	BOOKS	7.68	
		291-6470-601.32-80	BOOKS	33.69	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	14.49	
		291-6470-601.32-80	BOOKS	36.99	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	172.99	
		291-6470-601.32-80	BOOKS	18.36	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-75	AV MTLs	79.77	
		291-6470-601.32-75	AV MTLs	24.95	
		291-6470-601.32-75	AV MTLs	6.69	
		291-6470-601.32-75	AV MTLs	27.45	
		291-6470-601.32-75	AV MTLs	114.80	
		291-6470-601.32-75	AV MTLs	31.67	
		291-6470-601.32-75	AV MTLs	179.97	
		291-6470-601.32-75	AV MTLs	19.89	
		291-6470-601.30-05	OFFICE SUPPLIES	38.85	
		291-6470-601.32-95	PERIODICALS	26.76	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	107.65	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	41.53	
		291-6470-601.32-80	BOOKS	12.33	
		291-6470-601.32-75	AV MTLs	17.88	
		291-6470-601.32-75	AV MTLs	129.95	
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	31.02	
		291-6470-601.32-75	AV MTLs	26.00	7,740.81
78836	AMERICAN TRUCK HISTORICAL SOCIETY	291-6470-601.32-95	PERIODICALS	45.00	45.00
78840	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	9.98	
		291-6470-601.22-03	TRAVEL/TRAINING	35.76	
		291-6470-601.22-03	TRAVEL/TRAINING	30.76	
		291-6470-601.32-95	PERIODICALS	4.99	
		291-6470-601.32-95	PERIODICALS	4.99	
		291-6470-601.22-03	TRAVEL/TRAINING	41.31	127.79
78841	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	51.98	51.98
78842	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLs	38.00	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	25.98	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	18.00	
		291-6470-601.32-75	AV MTLs	110.41	
		291-6470-601.32-75	AV MTLs	114.69	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	41.42	
		291-6470-601.32-75	AV MTLs	204.82	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	61.52	
		291-6470-601.32-75	AV MTLs	37.18	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	22.65	
		291-6470-601.32-95	PERIODICALS	9.35	
		291-6470-601.32-95	PERIODICALS	10.99	
		291-6470-601.32-95	PERIODICALS	25.98	
		291-6470-601.32-95	PERIODICALS	14.27	
		291-6470-601.32-95	PERIODICALS	239.88	
		291-6470-601.32-95	PERIODICALS	5.00	1,108.08
78846	BACKWOODS HOME MAGAZINE	291-6470-601.32-95	PERIODICALS	26.00	26.00
78847	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	77.35	
		291-6470-601.32-75	AV MTLs	500.98	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	112.00	
		291-6470-601.22-85	PROC SERVS	136.80	

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 DEPARTMENT: 64            User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	315.40	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	137.95	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.32-80	BOOKS	223.07	
		291-6470-601.32-80	BOOKS	308.66	
		291-6470-601.32-80	BOOKS	438.51	
		291-6470-601.32-80	BOOKS	94.60	
		291-6470-601.32-80	BOOKS	238.17	
		291-6470-601.32-80	BOOKS	168.68	
		291-6470-601.32-80	BOOKS	209.73	
		291-6470-601.32-80	BOOKS	202.67	
		291-6470-601.32-80	BOOKS	541.41	
		291-6470-601.32-80	BOOKS	302.30	
		291-6470-601.32-80	BOOKS	52.38	
		291-6470-601.32-80	BOOKS	207.29	
		291-6470-601.32-80	BOOKS	51.82	
		291-6470-601.32-80	BOOKS	968.76	
		291-6470-601.32-80	BOOKS	349.35	
		291-6470-601.32-80	BOOKS	484.61	
		291-6470-601.32-80	BOOKS	376.64	
		291-6470-601.32-80	BOOKS	390.18	
		291-6470-601.32-80	BOOKS	216.46	
		291-6470-601.32-80	BOOKS	269.52	
		291-6470-601.32-75	AV MTLs	22.10	
		291-6470-601.32-75	AV MTLs	177.05	
		291-6470-601.32-75	AV MTLs	70.73	
		291-6470-601.22-85	PROC SERVS	113.65	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	235.60	
		291-6470-601.22-85	PROC SERVS	307.80	
		291-6470-601.22-85	PROC SERVS	201.05	
		291-6470-601.22-85	PROC SERVS	201.40	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	50.40	
		291-6470-601.22-85	PROC SERVS	122.75	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.32-80	BOOKS	146.13	
		291-6470-601.32-80	BOOKS	414.12	
		291-6470-601.32-80	BOOKS	769.99	
		291-6470-601.32-80	BOOKS	340.51	
		291-6470-601.32-80	BOOKS	345.63	
		291-6470-601.32-80	BOOKS	92.77	
		291-6470-601.32-80	BOOKS	384.19	
		291-6470-601.32-80	BOOKS	901.11	
		291-6470-601.32-80	BOOKS	243.73	
		291-6470-601.32-80	BOOKS	274.04	
		291-6470-601.32-80	BOOKS	1,623.31	
		291-6470-601.32-80	BOOKS	962.75	
		291-6470-601.32-80	BOOKS	894.59	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	466.04	
		291-6470-601.32-80	BOOKS	208.09	
		291-6470-601.32-80	BOOKS	363.15	
		291-6470-601.32-80	BOOKS	383.47	
		291-6470-601.32-80	BOOKS	126.35	
		291-6470-601.32-80	BOOKS	262.87	
		291-6470-601.32-80	BOOKS	234.11	
		291-6470-601.32-80	BOOKS	224.94	
		291-6470-601.32-80	BOOKS	461.01	
		291-6470-601.32-80	BOOKS	10.14	
		291-6470-601.32-80	BOOKS	81.76	
		291-6470-601.32-80	BOOKS	259.49	
		291-6470-601.32-75	AV MTLs	257.93	
		291-6470-601.32-80	BOOKS	814.29	
		291-6470-601.32-80	BOOKS	203.28	
		291-6470-601.32-80	BOOKS	1,044.92	
		291-6470-601.32-80	BOOKS	767.85	
		291-6470-601.32-80	BOOKS	486.82	
		291-6470-601.32-80	BOOKS	187.96	
		291-6470-601.32-80	BOOKS	111.19	
		291-6470-601.32-80	BOOKS	217.20	
		291-6470-601.32-80	BOOKS	33.18	
		291-6470-601.32-80	BOOKS	213.10	
		291-6470-601.32-80	BOOKS	204.54	
		291-6470-601.32-80	BOOKS	57.06	
		291-6470-601.22-85	PROC SERVS	230.30	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	364.80	
		291-6470-601.22-85	PROC SERVS	220.40	
		291-6470-601.22-85	PROC SERVS	126.55	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	61.60	25,703.68
78848	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	690.38	
		291-6470-601.32-75	AV MTLs	309.81	
		291-6470-601.32-75	AV MTLs	181.52	
		291-6470-601.32-75	AV MTLs	17.49	
		291-6470-601.32-75	AV MTLs	51.70	
		291-6470-601.32-75	AV MTLs	205.15	
		291-6470-601.32-75	AV MTLs	3,299.67	
		291-6470-601.32-75	AV MTLs	123.28	
		291-6470-601.32-75	AV MTLs	99.18	
		291-6470-601.32-75	AV MTLs	11.98	
		291-6470-601.32-75	AV MTLs	715.91	
		291-6470-601.32-75	AV MTLs	26.86	
		291-6470-601.32-75	AV MTLs	342.59	
		291-6470-601.32-75	AV MTLs	23.76	
		291-6470-601.32-75	AV MTLs	25.18	
		291-6470-601.32-75	AV MTLs	257.66	
		291-6470-601.32-75	AV MTLs	967.84	
		291-6470-601.32-75	AV MTLs	748.56	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	32.32	
		291-6470-601.32-75	AV MTLs	95.78	
		291-6470-601.32-75	AV MTLs	132.21	8,358.83
78850	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	194.95	
		291-6470-601.32-80	BOOKS	1,153.99	
		291-6470-601.32-80	BOOKS	414.94	
		291-6470-601.32-75	AV MTLs	420.40	
		291-6470-601.32-75	AV MTLs	3,103.00	
		291-6470-601.32-80	BOOKS	5,251.12	10,538.40
78853	BOBIS,LISA	291-6470-601.22-03	MILEAGE REIMB - MAY	101.39	101.39
78855	BRODART CO	291-6470-601.32-05	PROCESSING SUPPLIES	22.70	
		291-6470-601.22-85	PROCESSING SUPPLIES	14.20	36.90
78860	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	75.96	
		291-6470-601.32-80	BOOKS	52.49	
		291-6470-601.32-80	BOOKS	25.32	153.77
78866	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	32.92	32.92
78869	DEMCO INC	291-6470-601.22-85	PROCESSING SUPPLIES	41.80	
		291-6470-601.32-05	PROCESSING SUPPLIES	83.60	
		291-6470-601.32-05	PROCESSING SUPPLIES	.04	
		291-6470-601.22-85	PROCESSING SUPPLIES	.02	125.46
78874	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	184.59	184.59
78876	FILMTOOLS	291-6470-601.32-05	PROCESSING SUPPLIES	505.70	505.70
78877	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MTLs	149.99	149.99
78881	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	230.25	230.25
78883	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	128.75	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	136.75	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	301.52	
		291-6470-601.32-80	BOOKS	232.72	
		291-6470-601.32-80	BOOKS	307.10	
		291-6470-601.32-80	BOOKS	634.32	
		291-6470-601.32-80	BOOKS	46.48	
		291-6470-601.32-80	BOOKS	52.78	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	27.19	

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 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					2,170.53
78890	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	127.50	251.25
78892	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SERVS - MAY	1,059.00	1,059.00
78894	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	404.53	
		291-6470-601.32-95	PERIODICALS	99.95	
		291-6470-601.32-80	BOOKS	301.53	806.01
78895	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	7.18	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	112.23	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	95.21	
		291-6470-601.32-80	BOOKS	322.99	
		291-6470-601.32-80	BOOKS	54.78	
		291-6470-601.32-75	AV MTLs	24.74	
		291-6470-601.32-80	BOOKS	48.25	
		291-6470-601.32-80	BOOKS	68.93	
		291-6470-601.32-80	BOOKS	341.67	
		291-6470-601.32-80	BOOKS	67.48	
		291-6470-601.32-80	BOOKS	27.65	
		291-6470-601.32-80	BOOKS	21.46	
		291-6470-601.32-80	BOOKS	54.41	
		291-6470-601.32-80	BOOKS	21.57	
		291-6470-601.32-80	BOOKS	182.74	
		291-6470-601.32-80	BOOKS	82.07	
		291-6470-601.32-80	BOOKS	55.28	
		291-6470-601.32-80	BOOKS	141.27	
		291-6470-601.32-80	BOOKS	44.37	
		291-6470-601.32-80	BOOKS	16.19	
		291-6470-601.32-80	BOOKS	73.54	
		291-6470-601.32-80	BOOKS	24.55	
		291-6470-601.32-80	BOOKS	22.89	
		291-6470-601.32-80	BOOKS	204.45	
		291-6470-601.32-80	BOOKS	53.39	
		291-6470-601.32-80	BOOKS	131.34	
		291-6470-601.32-80	BOOKS	37.82	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	37.30	
		291-6470-601.32-80	BOOKS	44.93	
		291-6470-601.32-80	BOOKS	177.83	
		291-6470-601.32-80	BOOKS	47.47	
		291-6470-601.32-80	BOOKS	113.00	
		291-6470-601.32-80	BOOKS	48.37	
		291-6470-601.32-80	BOOKS	131.83	
		291-6470-601.32-80	BOOKS	133.86	

PREPARED 07/16/19, 02:49 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	48.80	
		291-6470-601.32-80	BOOKS	16.92	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	41.99	
		291-6470-601.32-80	BOOKS	63.65	
		291-6470-601.32-80	BOOKS	100.39	
		291-6470-601.32-80	BOOKS	133.19	
		291-6470-601.32-80	BOOKS	65.83	
		291-6470-601.32-80	BOOKS	316.34	
		291-6470-601.32-80	BOOKS	31.16	
		291-6470-601.32-80	BOOKS	48.00	4,094.60
78896	INTERNATIONAL MEDIA SERVICE	291-6470-601.32-95	PERIODICALS	780.00	780.00
78897	INVESTORS BUSINESS DAILY	291-6470-601.32-95	PERIODICALS	279.00	279.00
78898	JANWAY COMPANY USA INC	291-6470-601.32-05	PROCESSING SUPPLIES	297.73	297.73
78901	KANOPY INC	291-6470-601.32-75	AV MTLs	402.00	402.00
78909	MERGENT INC	291-6470-601.32-95	PERIODICALS	2,167.00	2,167.00
78911	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	17.49	
		291-6470-601.32-75	AV MTLs	971.33	
		291-6470-601.32-75	AV MTLs	272.56	
		291-6470-601.32-75	AV MTLs	7,018.82	
		291-6470-601.32-80	BOOKS	2,105.89	
		291-6470-601.32-75	AV MTLs	766.72	
		291-6470-601.32-75	AV MTLs	239.72	
		291-6470-601.32-75	AV MTLs	7,496.71	
		291-6470-601.32-80	BOOKS	2,164.29	21,053.53
78914	MOBILE PRINT	291-6470-601.32-05	PROCESSING SUPPLIES	563.87	563.87
78918	MULTICULTURAL BOOKS & VIDEOS	291-6470-601.32-80	BOOKS	2,275.00	
		291-6470-601.32-75	AV MTLs	27.94	2,302.94
78919	NO-LOAD FUND INVESTOR	291-6470-601.32-75	AV MTLs	169.00	169.00
78928	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	58.20	
		291-6470-601.32-75	AV MTLs	233.22	291.42
78929	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	45.05	45.05
78932	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	138.52	138.52
78942	TEACHING COMPANY	291-6470-601.32-75	AV MTLs	45.00	
		291-6470-601.32-75	AV MTLs	204.90	249.90
78944	TIME FOR KIDS	291-6470-601.32-95	PERIODICALS	29.95	

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PROGRAM GM348US  
DEPARTMENT: 64            User Services

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

PAGE 23  
ACCOUNTING PERIOD 7/2019

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					29.95
78953	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	75.69	75.69
78956	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	64.76	
***** DIVISION TOTAL ****					92,607.04
***** DEPARTMENT TOTAL **					174,851.26
***** GRAND TOTAL *****					291,247.35

PREPARED 7/08/19, 02:49 PM  
PROGRAM GM348U5

ACCOUNTS PAYACHECK/EFT REGISTER BY FUND  
Village of Arlington Heights

PAGE 24  
ACCOUNTING PERIOD 7/2019

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	291,247.35
**** TOTAL ALL FUNDS ****		291,247.35

July 16, 2019

**Arlington Heights Memorial Library  
American Express Card Summary  
6/30/2019**

Count	101				
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>	
	489-90-00	\$ (106.35)	Other Income/Rebate	AMEX Cash back rebate	
R. Dworianyn	6001-2242	\$ 346.85	Public internet service monthly subscription	COMCAST CHICAGO	
R. Dworianyn	6001-2242	\$ 1,200.00	Annual hotspot service renewal	MOBILE BEACON	
R. Dworianyn	6010-2005	\$ 79.99	SSL certificate renewal	GODADDY.COM	
R. Dworianyn	6010-2005	\$ 79.99	SSL certificate renewal	GODADDY.COM	
R. Dworianyn	6010-2005	\$ 54.10	Monthly subscription	PAYFLOW/PAYPAL 0045	
R. Dworianyn	6010-3032	\$ 21.24	iPad software for exhibit	ITUNES.COM/BILL	
R. Dworianyn	6010-3032	\$ 35.00	Monthly subscription	TRELLO.COM, ATLASSIA	
R. Dworianyn	6010-3032	\$ 4.99	Monthly subscription	AMZNFREETIME*M63FQ0F	
R. Dworianyn	6010-3032	\$ 14.99	Monthly subscription	SPOTIFY USA	
R. Dworianyn	6010-3032	\$ 129.00	Website testing software	BLACKFIREIO INC.	
R. Dworianyn	6010-3032	\$ 25.00	Monthly subscription	GITHUB	
R. Dworianyn	6010-3185	\$ 11.99	Monthly subscription	GOOGLE *YOUTUBEPREMI	
R. Dworianyn	6010-3185	\$ 86.91	Cables for exhibit	AMZN MKTP US*M61033P	
R. Dworianyn	6010-3185	\$ 89.92	Headphones for exhibit	AMZN MKTP US*M603K9B	
R. Dworianyn	6010-3185	\$ 55.98	iPod holders for Material Handling	PAYPAL *LANSKIN COM	
R. Dworianyn	6010-3232	\$ 26.55	Kiosk software	ITUNES.COM/BILL	
M. Driskell	6001-2203	\$ 33.55	ALA Travel M. Driskell	RENAISSANCE WASHINGT	
M. Driskell	6001-2203	\$ 30.00	ALA Travel M. Driskell	UNITED AIRLINES	
M. Driskell	6001-2203	\$ 57.50	ALA Travel M. Driskell	CAPITAL GRILLE 01332	
M. Driskell	6001-2203	\$ 17.94	ALA Travel M. Driskell	Wolfgang Puck B07 OR	
M. Driskell	6001-2203	\$ 1,052.96	ALA Hotel J. Duncan	KIMPTON HOTEL PALOMA	
M. Driskell	6001-2203	\$ (975.93)	ALA Hotel Refund	RENAISSANCE WASHINGT	
M. Driskell	6002-2165	\$ 300.00	Month to month billing	EIG*CONSTANTCONTACT.	
M. Driskell	6002-2165	\$ 27.43	Facebook advertising	FACEBK *AAQ3MKW822	
M. Driskell	6002-2210	\$ 26.19	Business cards	VISTAPR*VISTAPRINT.C	
M. Driskell	6010-3030	\$ 329.89	3D printer filament	BBG_PT_US_DR_21	
M. Driskell	6010-3185	\$ 59.95	Intel stick for space exhibit	PAYPAL *INTECH	
M. Driskell	6401-3201	\$ 49.20	Fleece for June volunteer kit	JOANN STORES ONLINE.	
M. Driskell	6401-3202	\$ 257.51	Merchandise bags for SRP	BAGS AND BOWS	
M. Driskell	6440-3202	\$ 728.20	Giveaway for Adult SRP	4IMPRINT	
M. Driskell	6440-3202	\$ 80.85	Supplies for FanCon crafts	MICHAELS #9490	
J. Czajka	6440-3202	\$ 24.50	Program Supplies	WAL-MART 2815 2815	
J. Czajka	6440-3202	\$ 8.95	Program Supplies	ALDI 40092 000000000	
D. Ekl	6001-2202	\$ 287.00	ALA Membership for S. Distel	AMERLIBASSOC ECOMMER	
D. Ekl	6001-2203	\$ 21.47	ALA Travel D. Ekl	RENAISSANCE WASHINGT	
D. Ekl	6001-2203	\$ 572.46	ALA Hotel P. Dantis	HAMPTON INN DC HAMPT	
D. Ekl	6001-2203	\$ 30.00	ALA Travel D. Ekl	UNITED AIRLINES	
D. Ekl	6001-2203	\$ 30.00	ALA Travel D. Smart	UNITED AIRLINES	
D. Ekl	6001-2203	\$ (9.00)	ALA Travel G. Bylinska	UNITED AIRLINES	
D. Ekl	6001-2203	\$ (9.00)	ALA Travel D. Ekl	UNITED AIRLINES	
D. Ekl	6001-2203	\$ (9.00)	ALA Travel D. Smart	UNITED AIRLINES	
D. Ekl	6001-2203	\$ 18.37	ALA Travel D. Ekl	Wolfgang Puck B07 OR	
D. Ekl	6001-2203	\$ 30.00	ALA Travel D. Ekl	UNITED AIRLINES	
D. Ekl	6001-2203	\$ 975.93	ALA Hotel	RENAISSANCE WASHINGT	
D. Ekl	6001-2203	\$ (25.00)	Book for trustee	ILLINOIS LIBRARY ASS	
D. Ekl	6001-2203	\$ 25.00	Book for trustee	ILLINOIS LIBRARY ASS	
D. Ekl	6001-2203	\$ 293.81	Book Expo Hotel V. Jaffe	THE NEW YORKER HOTEL	
D. Ekl	6001-5015	\$ (1,575.00)	Chairs for Hub	STUDIO 71 OFFICE FUR	

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
D. Ekl	6001-5015	\$ 1,575.00	Chairs for Hub	STUDIO 71 OFFICE FUR
D. Ekl	6002-2210	\$ 26.19	Business cards	VISTAPR*VISTAPRINT.C
D. Ekl	6002-3005	\$ 213.59	Branded folders	VISTAPR*VISTAPRINT.C
D. Ekl	6002-3005	\$ 183.81	Gift stickers for books	STICKER MULE
D. Ekl	6002-3005	\$ 34.87	Cable ties	CABLETIESANDMORE 000
D. Ekl	6002-3185	\$ 178.20	Parade banner poles	USFLAGSUPPL
D. Ekl	6003-2203	\$ (95.00)	Webinar Minimum Wage	MGMTASSCIL
D. Ekl	6004-3202	\$ 305.10	100BBHS giveaway books	TOTALLY PROMOTIONAL
D. Ekl	6010-3185	\$ 33.13	Recoiler for Sennco iPad security stands	Sennco Solutions Inc
D. Ekl	6020-2111	\$ 369.45	Maintenance supplies	FULL SOURCE, LLC*FUL
D. Ekl	6020-2111	\$ 119.95	Maintenance supplies	SUPPLYHOUSE.COM
D. Ekl	6020-2111	\$ 227.83	Maintenance supplies	CLEANING STUFF 0631
D. Ekl	6020-2111	\$ 71.95	Maintenance supplies	SP * BATTERYHAWK, LL
D. Ekl	6401-3201	\$ 14.41	June DIY kit supplies	JOANN STORES ONLINE.
D. Ekl	6401-3201	\$ 2.54	June DIY kit supplies	JOANN STORES ONLINE.
D. Ekl	6401-3290	\$ 320.85	100BBHS completion prize	CUSTOMINK GROUPS
D. Ekl	6401-3290	\$ 89.38	100BBHS completion prize	BULKOFFICESUPPLY 739
D. Ekl	6401-3290	\$ 431.39	100BBHS completion prize	DHGATE.COM*DHGATE.CO
D. Ekl	6410-2203	\$ 58.50	Webinar reference interview workshop	AMERICAN LIBRARY
D. Ekl	6410-3201	\$ 54.40	Great books discussion leaders books	GREAT BOOKS FOUNDATI
D. Ekl	6420-3290	\$ 64.00	Outreach wagon	WALMART.COM
D. Ekl	6440-2218	\$ 69.88	FanCon author J. Krosoczka airfare	AMERICAN AIRLINES
D. Ekl	6440-2218	\$ 382.61	FanCon author J. Krosoczka airfare	AMERICAN AIRLINES
D. Ekl	6440-2218	\$ 25.00	FanCon author J. Krosoczka airfare	TRAVEL AGENCY SERVIC
D. Ekl	6440-3202	\$ 740.00	Fancon scavenger hunt pins	PAYPAL *CHEAPPINSLL
D. Ekl	6440-3202	\$ 102.38	FanCon supplies	PARTY CITY 1002
D. Ekl	6440-3202	\$ 63.26	FanCon prize	ETSY.COM
D. Ekl	6440-3202	\$ 26.04	FanCon craft supplies	JOANN STORES ONLINE.
D. Ekl	6450-3185	\$ 495.00	Table top charging station	BLT*CHARGETECH
D. Ekl	6450-3201	\$ 423.94	Oculus Rift S	OCULUSPHYSICALUS*Q4V
M. Szymanek	6001-2202	\$ 195.00	ALA Membership for Trustee A. Ruhl	AMERLIBASSOC ECOMMER
M. Szymanek	6470-3275	\$ 38.00	AV Materials	WAX TRAX! RECORDS
M. Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
M. Szymanek	6470-3275	\$ 25.98	AV Materials	TARGET.COM * 3991
M. Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
M. Szymanek	6470-3275	\$ 18.00	AV Materials	PAYPAL *THE BUBBLE
M. Szymanek	6470-3275	\$ 110.41	AV Materials	BBC AMERICA SHOP
M. Szymanek	6470-3275	\$ 114.69	AV Materials	BBC AMERICA SHOP
M. Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX, INC.
M. Szymanek	6470-3275	\$ 41.42	AV Materials	USA*ACORNUSA
M. Szymanek	6470-3275	\$ 204.82	AV Materials	BOOKSFREE.COM CORPOR
M. Szymanek	6470-3275	\$ 39.99	AV Materials	TARGET.COM * 3991
M. Szymanek	6470-3275	\$ 61.52	AV Materials	PBS EDUCATION SALES
M. Szymanek	6470-3275	\$ 37.18	AV Materials	USA*ACORNUSA
M. Szymanek	6470-3275	\$ 39.98	AV Materials	SLING.COM
M. Szymanek	6470-3275	\$ 22.65	AV Materials	INTERCAMBIO
M. Szymanek	6470-3295	\$ 9.35	Periodicals	SP * WSJ SHOP
M. Szymanek	6470-3295	\$ 10.99	Periodicals	SI-SMITHSONIAN ENTER
M. Szymanek	6470-3295	\$ 25.98	Periodicals	RDA*READERS DIGEST M
M. Szymanek	6470-3295	\$ 14.27	Periodicals	SP * CRAFT BEER & BR
M. Szymanek	6470-3295	\$ 239.88	Periodicals	BARRON'S
M. Szymanek	6470-3295	\$ 5.00	Periodicals	BT*ALTPRESS MEDIA
		<u>\$ 12,832.61</u>		

July 16, 2019

Arlington Heights Memorial Library  
Master Card Summary  
6/30/2019

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
S. Distel	6001-2203	\$ 300.00	Training ASD in library settings	Have Dreams
S. Distel	6440-3202	\$ 27.95	Pizza for TAG meeting 5/24	Domino's
S. Distel	6440-3202	\$ 63.11	Pizza for Start of Summer Party 6/10	Domino's
S. Distel	6440-3202	\$ 34.12	Pizza for TAB meeting 6/16	Rosati's
K. Spokas	6440-3202	\$ 40.00	Books and Brews	Eddie's
M. Szymanek	6470-3295	\$ 51.98	Periodicals	My Favorite Magazines
		<u>\$ 517.16</u>		

**Arlington Heights Memorial Library  
Special Funds Summary  
6/30/2019**

Check #	Count	43	\$	25,000.00	Transfer to Disbursement	S Beckman
Account			\$	Amount	Description	Staff
Check #1543 - AHML		100-80-00				
Check #1544 - Citrano Upholstery		6001-5015	\$	1,035.00	Reupholster couch & ottoman	G Leclair
Check #1545 - Citrano Upholstery		6001-5015	\$	1,497.00	Reupholster 4 chairs	G Leclair
Check #1546 - Warren-Newport PL		6405-2203	\$	25.00	B'LONG Conf Registration - C. Shin	T Karim
Check # 1547-AHML - Petty Cash						
	6/10/2019	6440-3202	\$	30.99	Program Events	L Draftz
		6440-3202	\$	10.00	Program Events	L Draftz
		6430-2203	\$	14.56	Travel/Training	K Myers
		6440-3202	\$	37.38	Program Events	K Bailey
		6401-2203	\$	4.64	Travel/Training	K Bailey
		6440-2203	\$	7.42	Travel/Training	C Ng-He
		6401-2203	\$	47.56	Travel/Training	M Papanastassiou
		6440-3202	\$	28.36	Program Events	M Lepo
		6440-3202	\$	20.00	Program Events	M Lepo
		6470-3295	\$	9.98	Periodicals	M Syzmanek
		6001-2203	\$	29.96	Travel/Training	J Pinotti
		6440-3202	\$	41.88	Program Events	M Vela
		6001-2203	\$	11.83	Travel/Training	D Ekl
		6008-2203	\$	38.05	Travel/Training	D Ekl
		6401-2203	\$	44.89	Travel/Training	E Loeffler
		6001-2203	\$	30.66	Travel/Training	J Landeweer
		6401-2203	\$	29.59	Travel/Training	C Jackson
		6401-2203	\$	26.80	Travel/Training	L Dakas
		6401-3201	\$	42.98	Progrm Supplies	R King
	6/17/2019	6020-2111	\$	14.38	Building Maintenance	G Leclair
		6470-2203	\$	35.76	Travel/Training	L Bobis
		6470-2203	\$	30.76	Travel/Training	V Jaffe
		6001-2203	\$	39.97	Travel/Training	S Distel
		6401-3202	\$	3.00	Program Events	T Dantis
		6401-2203	\$	13.50	Travel/Training	T Dantis
		6440-3202	\$	9.00	Program Events	L Priest
		6470-3295	\$	4.99	Periodicals	M Szymanek
	6/24/2019	6440-3202	\$	31.43	Program Events	M Vela
		6410-2203	\$	27.05	Travel/Training	S Sullivan
		6405-2203	\$	6.38	Travel/Training	T Karim
		6002-3005	\$	9.58	Office Supplies	C Kelly
		6440-3202	\$	19.00	Program Events	K Bailey
		6401-3201	\$	24.98	Program Supplies	K Bailey
		6401-3201	\$	23.99	Program Supplies	M Young
	6/28/2019	6002-3005	\$	47.96	Office Supplies	S Battista
		6401-2203	\$	25.75	Travel/Training	L Dakas
		6470-3295	\$	4.99	Periodicals	M Szymanek
		6440-3202	\$	10.00	Program Events	S Hollars
		6470-2203	\$	41.31	Travel/Training	S Kaempfen
		6003-4070	\$	25.22	DSSC 5-Star Dining	J Pinotti
			\$	3,513.53		

To: Board of Library Trustees  
From: Mike Driskell  
Date: July 16, 2019  
Re: Real Estate Closing Resolution

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On June 27, the Arlington Heights Memorial Library officially closed on and took ownership of the property located at 112 N. Belmont Avenue. The closing documents were signed by the executive director. In order for the board to fully recognize and approve the closing of the property, staff have provided the attached resolution for consideration and approval by the board.

6/28/19

**RESOLUTION NO. 19-03**

**RESOLUTION RATIFYING AND APPROVING THE  
EXECUTION OF REAL ESTATE CLOSING DOCUMENTS**

**Arlington Heights Memorial Library**

**(Resolution approving and ratifying the purchase  
of 112 N. Belmont Avenue, Arlington Heights, Illinois)**

WHEREAS, at the regular board meeting on March 19, 2019, the Arlington Heights Memorial Library (the Library) resolved to purchase real property commonly known as 112 N. Belmont Avenue, Arlington Heights, Illinois from the Village of Arlington Heights; and

WHEREAS, on June 27, 2019, the Library Director, Mike Driskell, attended the closing at Chicago Title Insurance Company with the Library’s Attorney and executed the closing documents necessary to consummate the transaction.

NOW, THEREFORE, BE IT RESOLVED as follows:

- A. The execution of the closing documents on June 27, 2019 by the Library Director, Mike Driskell, is hereby ratified and approved.
- B. This Resolution is effective immediately.

PASSED July 16, 2019 by roll call vote as follows:

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

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

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

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Greg Zyck, President  
Board of Library Trustees  
Arlington Heights Memorial Library

ATTEST:

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Carole Medal, Vice President/Secretary  
Board of Library Trustees  
Arlington Heights Memorial Library

To: Board of Library Trustees

From: Mike Driskell

Date: July 16, 2019

Re: Trustee of the Year

Debbie Smart, former President of the Board of Library Trustees, has been named the 2019 Trustee of the Year by the Illinois Library Association (ILA). This annual citation is awarded to a public library trustee for achievement, leadership and service to libraries.

In a press release announcing the award, ILA commended Smart for her outstanding leadership and many accomplishments since joining the Library Board in 2011. They acknowledged her continued passion and dedication to public service with the following words:

"Debbie is a constant and vocal supporter of her library, and every library, as the place that brings the community together."

The Trustee of the Year Award will be presented to Debbie at an awards luncheon in October during the 2019 ILA Annual Conference. The press release with more information is attached.



**ILLINOIS LIBRARY ASSOCIATION**

Because Libraries Matter

**Illinois Library Association  
33 W. Grand Ave., Suite 401  
Chicago, IL 60654-6799**

**Phone: 312.644.1896  
Fax: 312.644.1899  
Email: [ila@ila.org](mailto:ila@ila.org)**

## **Press Release**

**Debbie Smart, President of the Board of Library Trustees at the Arlington Heights Memorial Library, is the 2019 Illinois Library Association (ILA) Trustee of the Year Award Recipient. This annual citation is awarded to a public library trustee for achievement, leadership and service to libraries.**

Debbie Smart has served as a member of the Library Board of Trustees of the Arlington Heights Memorial Library since 2011. Having served as board president and treasurer, she led a strategic planning process and search for a new executive director, inspired the planning of a new makerspace featuring STEAM programs and entrepreneurial development, and was instrumental in identifying opportunities for revenue sources to supplement property tax support with a library foundation.

Debbie is a constant and vocal supporter of her library, and every library, as the place that brings the community together. She is a volunteer with numerous community organizations, and in 2014, received an award from her municipality for her volunteer service making a difference in the lives of others.

A personal member of ILA, Debbie encourages other board members to join her in learning and networking at ILA and American Library Association (ALA) conferences. She is a member of the Program and Awards Committee for the United for Libraries division of ALA, and presented a program on financial stewardship at the 2019 national ALA conference.

The Trustee of the Year Award will be presented at the Awards Luncheon to be held on Tuesday, October 22, during the 2019 Illinois Library Association Annual Conference in

Tinley Park. The award recipient will also be recognized during the Trustee Day luncheon on Thursday, October 24.

For further information, contact the Illinois Library Association.

For Immediate Release

To: Board of Library Trustees  
From: Mike Driskell  
Date: July 16, 2019  
Re: Policy 1.101 Rules of the Board of Library Trustees

Attached please find proposed changes to POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES.

In ARTICLE IV, Section 5, which designates liaison appointments of board members, the Arlington Heights Memorial Library Foundation has been added as an organization with a dedicated liaison.

In ARTICLE V, Section 1, which outlines the order of business at regular board meetings of the board, the liaison report portion of the meeting has been moved to an earlier spot on the agenda, just after public comment. The change is suggested to make it more convenient for representatives of the Friends of the Arlington Heights Memorial Library and the Arlington Heights Memorial Library Foundation to report to the board if they did not wish to stay for the entire meeting.

The board will not be voting on these revisions until the August meeting. According to Article VI, Section 2 of this policy, any amendments to these rules “shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.”

## **1.101        RULES OF THE BOARD OF LIBRARY TRUSTEES**

### **ARTICLE I – GENERAL PROVISIONS**

Section 1: These rules, adopted pursuant to the provisions of the Illinois Local Library Act, are intended to set out the duties of the Board of Library Trustees, provide procedures by which meetings of the said board are to be called and conducted, set out methods by which the business of the Board of Library Trustees is to be carried on, and provide other general rules relating to governance by the Board of Library Trustees.

Section 2: These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of boards of library trustees.

Section 3: Each trustee elected to the library board is expected to perform all of the functions of the office, promoting a high level of library service while observing ethical standards. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution. It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of conflict of interest exists. Trustees are asked to distinguish clearly in their actions and statements between their personal views and the adopted positions of the board, acknowledging the formal position of the board even if they personally disagree. Trustees must be aware of and in compliance with applicable laws governing freedom of information while respecting library business of a confidential nature. Trustees must be prepared to resist censorship of library materials and information by groups or individuals in order to preserve intellectual freedom for all library users.

Section 4: The office of the board shall be located at the Arlington Heights Memorial Library, 500 North Dunton Avenue, Arlington Heights, Illinois.

### **ARTICLE II -- MEMBERS AND OFFICERS – DUTIES**

Section 1: The term of each member of the Board of Library Trustees shall commence at the first regular board meeting after the official election canvass has been completed (usually in April) in the year in which he or she is elected and continue until the regular board meeting in April of the sixth year thereafter, or until his or her successor is duly elected and qualified, unless state law shall hereafter otherwise provide.

Section 2: The Board of Library Trustees shall elect the president, vice-president/secretary, and the treasurer from among its members. Each of the said officers shall be elected at the first regular meeting of the board following the April general elections and official canvass when library trustees are elected, sworn into office by a board officer or senior board member and formally seated on the board. Officers shall serve for a term of two years and until their successors are duly elected and qualified. If a vacancy occurs in any of the said offices of the board, the vacancy shall be filled by the board for the balance of the term. The president of the board shall not generally be elected to succeed himself or herself more than once; however under the circumstances deemed appropriate by the board, the president may be elected for a third term. Five affirmative votes of board members are required to extend the tenure of the president to a third term.

Section 3: The president shall supervise the affairs of the Board of Library Trustees. He or she shall preside at all meetings of the board and shall appoint such committees and subcommittees as may be necessary to carry out the purposes of the board.

The president shall be an ex-officio member of all committees and subcommittees so appointed.

Section 4: The vice president/secretary shall supervise the records of the Board of Library Trustees and preside at meetings of the board in the absence of the president. He or she shall inspect and certify by signing official minutes of the board's proceedings, and shall verify that records of all official actions of the board are properly maintained and made available as a public record. Minutes will include the date, time and place of the meeting, those present, and a summary of discussion on all matters proposed, deliberated or decided in accordance with the Illinois Open Meetings Act.

Section 5 The treasurer shall lead the development of the annual budget and represent the library in financial matters with other agencies as required and monitor budgets, audit reports, financial plans and other key financial matters. The treasurer shall verify that all agents handling funds for the library are properly bonded.

### **ARTICLE III – MEETINGS**

Section 1: The board will hold at least one business meeting per month at a regular scheduled time in the library. The date, place or time of a particular regular meeting may be changed by the affirmative vote of a majority of the board members present and voting at a regular meeting.

Section 2: A special meeting of the board may be held at any time at the call of any two members of the board. No special meeting shall be held unless written notice of the time and place thereof shall be given to all board members at least 48 hours in advance of the said special meeting, except in bona fide emergencies.

Section 3: All meetings of the board shall be open to the public and conform to the requirements of the Illinois Open Meetings Act.

- Section 4: A quorum of the board shall consist of four members.
- Section 5: Robert's Rules of Order shall govern the deliberations of the Board of Library Trustees, except when such rules are in conflict with any of the rules provided herein.
- Section 6: The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at any meeting.
- Section 7: An agenda for each regular, special or committee meeting of the Board of Library Trustees shall be prepared by the executive director in consultation with the president or committee chair preceding such meeting. Board members who wish to have items included on the agenda for a regular meeting shall submit such items to the executive director at least three business days prior to the meeting.
- Section 8: Within 10 days after the beginning of each calendar year, the vice president/secretary of the board shall cause public notice to be given of the schedule of regular meetings of the board for the ensuing calendar year, stating the regular dates, times, and places of such meetings, by posting a copy of the notice in accordance with Illinois law. Whenever any meeting of the board is canceled, public notice of a rescheduled meeting shall be given by posting public notice in accordance with Illinois law. Public notice of a reconvened meeting need not be given when the announcement of the time and place of the reconvened meeting has been made at the original meeting and there has been no change in the agenda for such meeting.
- Section 9: Any requests for notice of meetings or records related to such meetings by the media, individuals or groups will be handled as specified by Illinois law, including the Open Meetings Act and the Freedom of Information Act.

#### **ARTICLE IV -- COMMITTEE OF THE WHOLE, OTHER COMMITTEES AND LIAISONS**

- Section 1: A committee of the whole shall consist of all board members. The president shall preside at meetings of the committee of the whole. The purpose of such meetings is to provide an informal forum for board members to engage in dialogue and provide an opportunity for open discussion and recommendations on issues. Board members who wish to have items included on the agenda shall submit such items to the executive director at least three business days prior to the meeting.
- Section 2: The committee of the whole will meet at least once per month, unless there is no business to come before the committee.
- Section 3: A quorum of the committee of the whole shall consist of four members.
- Section 4: The board may appoint ad hoc committees, special committees, or standing committees from time to time at the board's discretion. The president shall appoint the chair and all members of any such committees unless the board shall otherwise direct.

Section 5: The president shall designate a member or members of the board as liaison(s) to the Friends of the Library *and the Arlington Heights Memorial Library Foundation*, who will serve for a term of two years. Re-appointment to additional terms as liaison is permitted.

## **ARTICLE V – PROCEDURES**

Section 1: The order of business at all regular meetings of the board shall be as follows:

- A. Call to order
- B. Roll call
- C. Public comment
- D. *Liaison reports***
- E. Approval of minutes of previous board meeting
- F. Approval of minutes of previous committee of the whole meeting
- G. Review of financial reports
- H. Review of the warrant/check register
- I. Executive Director's report
- J. Old business
- K. New business
- L. Other
- M. Closed session as needed

Section 2: No vote or action of the Board of Library Trustees shall be rescinded at any special meeting of the board unless there be present at such special meeting as many members of the Board of Library Trustees as were present at the meeting when such vote or action was taken.

Section 3: At the request of any member of the board, any resolution or motion presented to the Board of Library Trustees shall be reduced to writing before being voted upon.

Section 4: No person other than the president or a member of the Board of Library Trustees shall address the board at any regular or special meeting other than in the time so designated on the agenda, except upon consent of a majority of the members present. Rules for public comment are as follows:

1. Any person shall be allowed to speak at any regular or special meeting on any library matter of public concern. No person shall be prevented from speaking on the basis of any prior speech. Persons wishing to speak must be present at the meeting. Public comment by use of any telecommunications device to speak at any regular or special meeting will not be permitted, except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and/or participate are requested to contact the library in advance, if possible, to allow the library to try to arrange reasonable accommodations.

2. Every public meeting shall set apart a maximum time of thirty (30) minutes near the beginning of each meeting to allow for public comments. Each person who wishes to speak will be allotted not more than five (5) minutes, unless the presiding officer reduces the allotted time because numerous people wish to speak.
3. Each person who wishes to speak must place his or her name on a speaker's list prior to the start of the meeting, and indicate whether they are an Arlington Heights resident. Speakers will be called to speak in the order of the list. In the event the period allotted for public comment elapses before all speakers have an opportunity to be heard, those speakers on the list still wishing to be heard shall retain their position on the list for the public comment portion of the next meeting.
4. Each speaker must maintain civility and shall not disrupt the meeting by using obscene or threatening language or gestures or by violating the library's Code of Conduct. Any person who does so, or who poses a threat to public safety, will be removed from the meeting and the library.
5. Any person shall be permitted to address the Board of Library Trustees or any member of it at any time via mail or email at the board member's library email address.

Section 5: Public comment at board committee meetings is permitted also. All rules set forth in Article V, Section 4 apply.

Section 6: All written documentation of any nature, including graphs, letters and/or proposals, that is intended for consideration by the board or a committee from a member or members of the public shall be submitted to the office of the executive director at least one week before the scheduled meeting(s) at which consideration of the documentation is sought, if possible; otherwise as early in advance of the meeting as possible in order to give board members reasonable opportunity to review same.

Section 7: Although the library will strive to provide reasonable access upon request to the records and documents relating to the business of the board and the library, documents issued by the library staff for consideration by the full board or a board committee may be classified as confidential drafts until the document is brought before the full board or a board committee. Reports, documents and other information that are legally confidential will be reclassified as public information if and when the conditions requiring confidentiality are no longer applicable.

Section 8: All meetings of committees and the board shall end no later than 10:00 p.m. unless specifically extended by a majority of the members present. Access to the meeting by the public will be maintained after the library is closed.

Section 9: Attendance by means other than physical presence. If a quorum of the board is physically present a trustee not physically present may attend the meeting (including any closed portion of the meeting) by video or audio conference, if the following conditions are met:

- A. The board member desiring to attend the meeting by video or audio conference must notify the recording secretary before the meeting, unless advance notice is impractical.
- B. The reason the board member is prevented from physically attending the meeting is because:
  - 1. Personal illness or disability;
  - 2. Employment purposes;
  - 3. Business of the library;
  - 4. Family emergency; or
  - 5. Other emergency.

A board member attending by means other than physical presence has the full rights of a board member who is physically present; i.e., the board member may vote, move or second motions, discuss the business on the agenda, and take other action as desired.

## **ARTICLE VI -- AMENDMENT OF RULES**

Section 1: These rules may be amended from time to time by a majority vote.

Section 2: A proposed amendment to these rules shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

The foregoing rules are hereby approved by the Board of Library Trustees of the Village of Arlington Heights on July 18, 2017.

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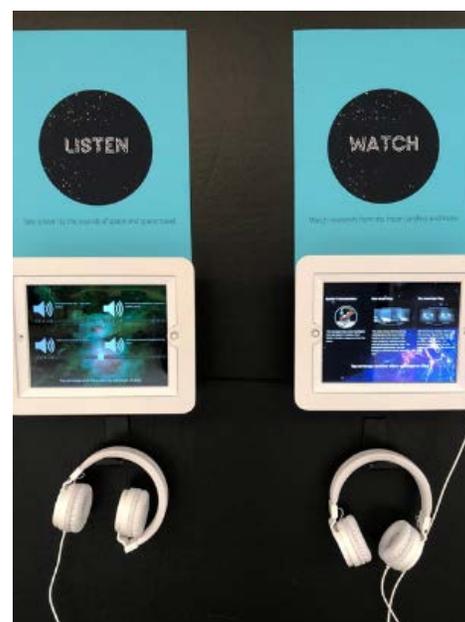
President, Board of Library Trustees

## Executive Director's Report July 2019

### What's New @ AHML

#### **Earth from Space Exhibit Opens**

The *Earth from Space* exhibit celebrating the 50th Anniversary of the first person on the moon opened Friday, June 21. In addition to offering 20 full-color posters from the Smithsonian, Exhibits Coordinator Carol Ng-He collaborated across the library to curate a celebration of science and learning experience customers would not want to miss. Through collaboration with IT and Graphics, the exhibit boasts compelling NASA-produced video, a full-color moon mural/photo opportunity, and a 3D image of the moon crater to enhance the tactile experience. Located in the main area of the library, the multimedia exhibit catches the eye of visitors from many entrances and angles, and invites conversations with library staff at different service points. A guest book is available for visitors to share their memories and comments, as well as an iPad kiosk to collect general satisfaction. The exhibit runs through August 11.



## Space Launch Party

On Saturday, June 22, Programs & Exhibits, Youth Services and Digital Services staff welcomed customers to the first space experience of the season celebrating the summer reading program and the opening of companion exhibit *Earth From Space*. More than 300 attendees enjoyed being the first to see the exhibit, take photos on the moon, and the wide variety of activities to celebrate the occasion. Kids of all ages and their families loved the scavenger hunt throughout the building (with a Moon Pie reward for completion!), space-tastic crafts, puzzles, learning about the sky from Northwest Suburban Astronomers, and the always-popular button making. The highlight of the day was the magnificent cardboard planetarium built by Summer Volunteer Squad ‘Star Gazer Creators’ with the help of Squad leaders Sonya Hill (Teen Advisor), Carol Ng-He (Exhibits Coordinator), and Emily Muszynski (Teen Services Intern), with pre-cutting prep by adult volunteer Daniel Raker. The teens worked together to plan activities to engage Space Launch attendees which resulted in six sessions of read-alouds and exciting visual projections within the structure. When they were outside the planetarium, the teens shared the building process with customers alongside a time-lapse video created by Bryan Bednarek, Digital Media Specialist.



## **Summer Reading Challenge**

The summer reading initiative, Summer Reading: It's Out There, launched for all ages on Monday, June 3. Specialty Info Services Librarian Becky Thornton worked with Info Services Advisor Jon Freier to plan the program for adults. The program challenges adults to complete activities including reading books, attending programs, and exploring creative, cultural and leadership database resources. Youth Services staff developed the challenges for infants through high school students, five unique reading and activity-based challenges to encourage literacy and reduce summer learning loss. As a significant change this year, summer reading registration is located in the library's Marketplace. All ages register together, and teen volunteers and Youth Services interns at the desk have been fantastic about pitching the program to adults. As a result, we have already seen over 400 adults register this month, which is significantly higher than all adults registered last summer.

<b>Audience</b>	<b>Summer Reading Registration, June 2019</b>
Adults	438
High School	1066
Middle School	513
Grades 4-5	628
Grades K-3	1,297
Ages 0-4	544

## **Diversity and Inclusion**

### **English as a Second Language Services**

Our 80 volunteer tutors and 7 staff tutors offered 283 one-on-one tutoring sessions to 140 adults and 5 youth this month. We also welcomed 201 customers to our 33 English as a Second Language (ESL) group programs. Word of mouth continues to be the biggest source of new students into the ESL program – we had a surprising 20 new students join us in June. While summers may tend to be slow, this month has been busy with many new students, including an unprecedented amount of youth and families interested in services.

## **Summer Conversation Group**

A small group of four middle school students who range in age from 11-13 have been joining us for a summer conversation group in response to a request by their parents. ESL Advisor, Amy Duffey, has been working with ESL/Literacy Services Coordinator Tracy Karim to implement this new service, and the students really seem to enjoy it. These students are working on speaking and listening skills, as well as vocabulary.

## **Immigration and Citizenship Interview Practice**

The ESL Office continues to offer Immigration and Citizenship Interview Practice sessions in partnership with HIAS (Hebrew Immigrant Aid Society). June's attendance of eleven was double the usual attendance. In addition to that increase, IL State Representative Tom Morrison helped with interviews. He really enjoyed working with our future citizens and hopes to participate again in the future.

## **Memory Café**

In June, the Memory Café at the Senior Center reached its capacity of 36 participants who all enjoyed a session of chair yoga to music. We continue to get excellent feedback from everyone who comes. One of the common remarks is that it has made such a difference not to have presentations on memory issues but to focus on relaxation, reducing stress and connecting with others.

## **Outreach Tech Help for Homebound Residents**

In June, Katie Myers, Senior and Accessible Services Supervisor, visited two of our homebound residents to set-up access to Cloud Library and Hoopla on their iPads. One resident was incredibly appreciative we were able to come directly to her, as she is in a skilled nursing unit. She commented that her daughter recommended she try reading books on her iPad and she was just humoring her by contacting the library. She said it was "so much easier" than she thought it would be, and she's thrilled she'll be able to read some of the longer, larger books on her smaller, lighter device.

## **Library Highlights**

### **Smarty Pants in Space: A Big Balloon Odyssey**

Over 200 customers were treated to the balloon antics of Smarty Pants in Space: A Big Balloon Odyssey on Saturday, June 8. Smarty Pants introduced children to the planets using a balloon sculpture that reached to the ceiling while meeting aliens and an astronaut crafted from balloons. The visit ended with inflating a six-foot yellow balloon representing the sun. Attendees learned about the sun and our solar system in this entertaining program.

## Storytimes in the Park

This program continues to draw large crowds, regularly bringing 40-80 participants each week depending on the site. Feedback is always so positive and people never hesitate to say how much they appreciate this program. One attendee from Japan commented that there is nothing like this there and expressed her delight. New this season, staff added an outdoor PA system that works well for the large crowds and makes the storytime more accessible for those with low hearing, a hearing impairment, or a hearing-assistive device.



## Movies in the Park



Circulation staff attended Movies in the Park with the Arlington Heights Park District. 153 people attended and staff helped kids make “My Hero” buttons by drawing portraits of their best friends. We also gave away 50 free books, thanks to the Friends of the Library.

## Bookmobile Summer Stops

The bookmobile summer stops include Storytime in the Park (Tuesday and Wednesdays), park district camps, South Middle School Lit Camp, Autism Center and Dryden Place. New this year is an hour visit at four of the pools; Camelot, Pioneer, Frontier and Heritage. The bookmobile also returned to the Backstretch again this month, and we have already registered 94 library cards! The bookmobile also attended the park district Picnic in the Park event and saw almost 300 visitors.

## Yoga in the Park returns



A summer tradition for the third year in a row, the library and park district are partnering to offer outdoor yoga on the beautiful Historic Museum lawn. June 15 marked the first of three Saturday morning sessions led by park district instructor Lynn Minuskin who gracefully accommodates a combination of 40 seasoned yogis and yoga curious attendees of many ages in this hour-long session.

## Garden Club Walk



Circulation staff also attended the Garden Club Walk this month, and 166 people stopped by our table where we handed out 50 potted plants. We also sold 24 Friends of the Library garden books to some very happy customers who were excited to be able to find these unexpected treasures.

## Bookmobile Coloring Contest Winners

We visited three Bookmobile Coloring Contest Winners. All families were so thankful and enjoyed having this special time on the bookmobile with their family and friends. “Our family is really grateful to your visit yesterday. Karen was so excited after you left here. It became a very pleasant memory for us.”



## Pop-up Programming with the Bookmobile

Bookmobile and Youth Services staff collaborated to bring an activity and storytime to a couple of stops on the bookmobile route. At Stonebridge Village Apartments, 65 kids stopped by to hear about the summer reading challenge and create their own constellations using black construction paper, chalk and star stickers. Stonebridge summer reading sign up has already been incredibly popular overall, and we signed 50 kids up for the program that night alone.

At Lake Terramere, Youth Outreach Librarian Emily Loeffler shared stories, songs and rhymes about outer space to over 70 visitors. They were very excited to have us there, saying, “This is amazing that the library is here at the park!” and “We had a blast learning about space!”



## Exam Proctoring

Specialty Info Services Librarians continue to offer one-on-one services, including proctoring exams. In June, they proctored their highest number this year, a total of nine exams for students from various academic and professional institutions.

## Start of Summer Party!

On June 10, Kerry Bailey, Tween Librarian, Charmeise Jackson, Youth Outreach Intern, and Lauren Draftz, Teen Services Advisor, collaborated to host the Start of Summer Party in the Hub. The party welcomed incoming 7th graders to the Hub, an important rite of passage, and welcomed back Hub regulars. Twenty-four teens attended the program and enjoyed pizza, giant Jenga, beanbags, a DIY summer keychain craft, and photo booth. A round of Hub trivia introduced the new 7th graders to the resources available, guidelines for the space and challenged Hub regulars to show off their knowledge of the Hub. Attendees also contributed to the ongoing Hub yearbook (a project started at last year's Welcome to the Hub Party) by taking photos and designing yearbook pages. Overall, the party was an excellent kick off for the summer!



## Learn to Recycle Right

An impressive 54 people packed the Cardinal Room on a summer Wednesday to learn more about a very timely environmental topic - recycling. Following China's ban of incoming recycling in 2018, the recycling industry in the US has been forced to be more selective in what it collects and processes. And it was clear this is a big concern to attendees who want to make sure the items they place in recycling will be recycled and not sorted into trash. SWANCC (Solid Waste Agency of Northern Cook County) shared tips for successfully recycling household products, containers and waste, as well as what not to throw into the recycling. Customers shared their concern for the environment and desire to learn how they can improve their habits during a lively Q&A as well as by way of the event survey.

## **Fine Forgiveness Week**

The first week in June was Fine Forgiveness Week. Staff in Circulation, Material Handling, Bookmobile, Senior Center, and Info Services waived \$32,747.31 in fines for 3,893 customers throughout the week, resulting in an average amount of \$8.41 waived per person. We also welcomed back 1,388 customers who hadn't used the library in over 18 months.

- Customer quote upon having her fines and her son's fines waived: "You are an angel to do what you did. I didn't realize my son had a fine too! We promise to be better. Sometimes life just gets too busy."
- Fine "Forgiveness" Interpretation: A customer responded to the word "forgiveness" by saying she was "touched with the spiritual implications" of AHML doing its part for world peace!

## **Busy Call Center**

We saw a significant spike in phone calls during the first week of June, especially June 1, which was program registration day. On June 1 the opening day for Summer Program registrations and the kickoff for Fine Forgiveness week, we received 287 calls. This was a 105% increase over the 140 calls we receive on an average Saturday in June. Call volume during Fine Forgiveness was up 33% compared to the same week last year.

## **Prohibition Cocktails**

Celebrating 100 years since Prohibition, Programs Specialists Tracy Recklaus and Nicole Vassell curated a night of instruction with our recurring partner location, House of Music and Entertainment. Together, the library and H.O.M.E. entertained 37 attendees, including a bartender demonstrating how to mix three cocktails popular during Prohibition, as well as small-bite food pairings for each drink. Attendees loved being indulged and mingling with one another while learning how to make new drinks. Many shared plans to incorporate the crowd favorite - a French 75 - into their own summer entertaining.

## **Find My Past**

Genealogy and Local History Librarian Jaymie Middendorf developed and taught a class centered on the library's online resource, Find My Past. The class generated a very high amount of interest with a full roster and wait list, and Jaymie received positive feedback. She plans to develop a number of core classes concentrating on the library's genealogy databases to teach regularly in rotation. The class also most likely contributed to a significant bump in usage of the Find My Past database--June saw an increase of 55% over May's usage and a more dramatic 200% increase over the usage in April.

## **Expanded Photography Hardware in Studio B**

The most popular room in the Studio, Studio Production, is reserved the majority of the time. This is due to its advanced audio production hardware and photography backdrops and lighting. In an effort to alleviate some of the demand for the room, Digital Services brainstormed ideas at their monthly department meeting. As the second largest room, Studio B was identified as having space to support more photography work. Digital Media Specialist Bryan Bednarek (with the help of Facilities staff) outfitted the room with expanded photography accessories such as smaller backdrops and lights. Customers with photography needs now have another option for when Studio Production is booked.

## **Staff Development**

### **Library Services to Underserved Children and Their Caregivers**

Early Literacy Services Supervisor Rebecca King was appointed to Library Services to Underserved Children and Their Caregivers, a committee serving the Association for Library Services to Children (ALSC). She will serve her two-year term with nine other library professionals from across the country.

### **Carol Ng-He among 2019 Spectrum Scholars!**

On June 18, American Library Association's Office for Diversity, Literacy and Outreach Services awarded 2019 Spectrum Scholarships to 60 exceptional students pursuing graduate degrees in library and information studies. ALA shared "In the 2019 application cycle, the Spectrum Scholarship Program received three times as many applications as there were available scholarships, and the majority of this year's applicants were deemed highly fundable. Carol is pursuing her MLIS from San Jose State University. This scholarship offers \$5,000 to combat the rising cost of graduate education as well as \$1,500 to attend the Spectrum Leadership Institute held during the ALA Annual Conference. In addition to financial support, students will benefit from peer mentoring and a large alumni network.

### **American Library Association Conference**

Ten library staff and one trustee attended the annual ALA conference hosted in Washington DC this year. The conference sessions ranged from inclusion to usage of virtual reality. Our Finance Director, Donna Ekl, and Trustee Debbie Smart presented a finance related session titled *The Financial Forest Through the Trees*, where they discussed best practice and tips on budgeting for libraries.

# Metrics for June 2019

## Service Point Traffic

**Total visits**  
**86,512** ↓ -4%  
 89,918 last year

**Main Library visits**  
**81,948** ↓ -3%  
 84,650 last year

**Sr Center Visits**  
**1,527** ↓ -24.63%  
 2,026 last year

**Bookmobile Visits**  
**3,037** ↓ -6.32%  
 3,242 last year

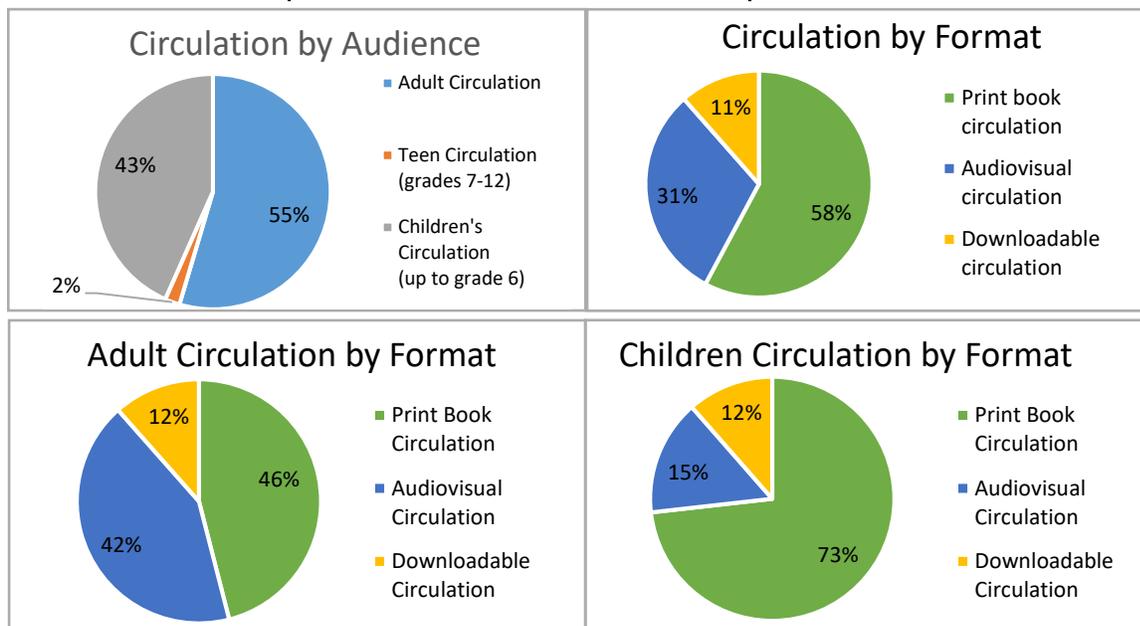
## Circulation

**Total Circulation**  
**172,688** ↓ -6%  
 183,239 last year

**Card Holders**  
**58,549**

**Library Cards Issued**  
 Resident **708** → 0.00%  
 (issued) 708 last year  
 Non-Resident **177** ↓ -14.90%  
 (Registered) 208 last year

**Interlibrary Loan**  
 Borrowed **464** ↑ 8.41%  
 428 last year  
 Lent **527** → -0.38%  
 529 last year



## Programs

**Program Attendance**  
**8,975** ↓ -37%  
 14,217 last year

**Number of Programs**  
**293** ↑ 4%  
 281 last year

**Cost of Programs**  
**\$5,691**  
 \$0 funded by FOL

**General Satisfaction**  
**4.64/5**

## Questions

**Reference Questions**  
**18,043** ↑ 5%  
 17,227 last year

**Reference Questions**  
 (via call center)  
**5,195** ↑ 15%  
 4,500 last year

**Chat sessions**  
**461** ↑ 7.96%  
 427 last year

## Technology Usage

**Public Computer Use**  
**9,276** ↓ -15.08%  
 10,923 last year

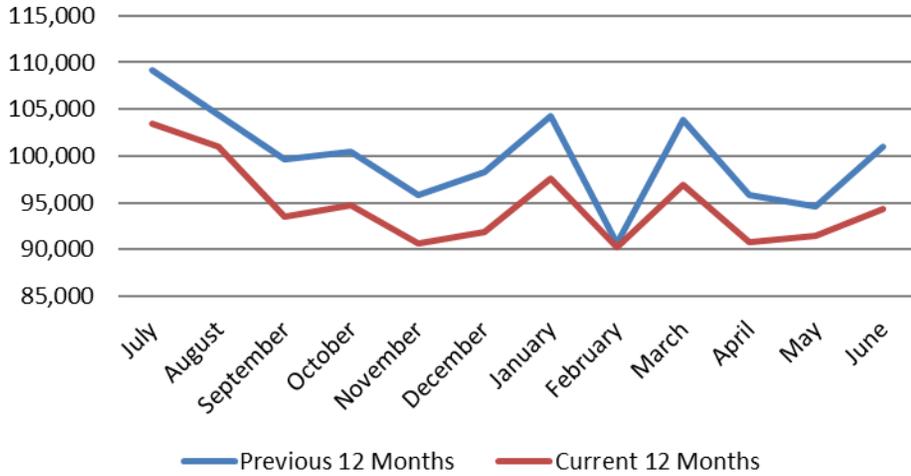
**Website Visits**  
**101,387** ↑ 1.51%  
 99,875 last year

**Self Checkout**  
 (% of total checkouts)  
**67%** ↓ -1.40%  
 69% last year

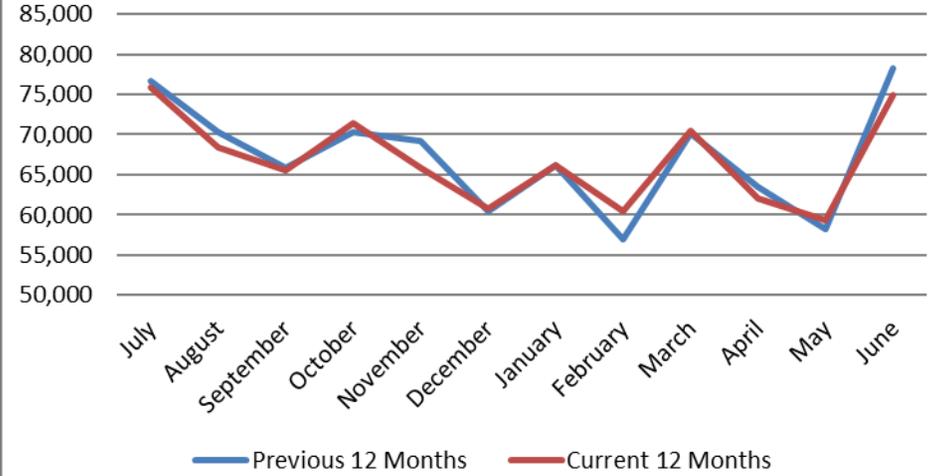
**AHML - DASHBOARD - June 2019**

	June 2019	June 2018	% change from last June	Jan 2019-June 2019	Jan 2018-June 2018	% change from last YTD
Total circulation	172,688	183,239	-6%	968,888	999,207	-3%
Adult circulation	94,282	101,048	-7%	561,215	590,313	-5%
Teen circulation	3,534	3,933	-10%	14,148	15,610	-9%
Children circulation	74,872	78,258	-4%	393,525	393,284	0%
Print book circulation	94,345	99,334	-5%	503,781	518,773	-3%
Audiovisual circulation	50,073	59,103	-15%	300,616	335,000	-10%
Downloadables circulation	18,756	15,535	21%	111,495	96,520	16%
Self-check as % of main floor circ	67%	69%	-1%	66%	67%	-1%
Circulation to reciprocal borrowers	10,486	10,354	1%	61,340	58,730	4%
ILLs borrowed for our customers	464	428	8%	2,908	2,228	31%
ILLS lent to other libraries	527	529	0%	2,957	3,191	-7%
Resident cards issued	708	708	0%	2,347	2,370	-1%
Reciprocal cards registered	177	208	-15%	979	1,024	-4%
Reference questions	18,043	17,227	5%	102,774	97,924	5%
Number of Programs	293	281	4%	1,806	1,645	10%
Program attendance	8,975	14,217	-37%	48,237	59,041	-18%
Public computer use	9,276	10,923	-15%	54,321	63,038	-14%
Website visits	101,387	99,875	2%	592,148	596,962	-1%
In-person visitors	86,512	89,918	-4%	506,587	521,716	-3%
Marketplace - % of adult coll	8.3%	8.7%	-4%	8.3%	8.6%	-3%
Marketplace - % of circ	35.2%	34.3%	3%	34.6%	34.6%	0%
Kids' Mktplace - % of KW coll	4.5%	4.7%	-6%	4.6%	4.7%	-2%
Kids' Mktplace - % of circ	15.6%	14.2%	8%	15.9%	15.3%	4%
Individual Staff Sessions	373	268	28%	2730	1975	28%
Volunteer hours	2,965	3,017	-2%	14,769	13,322	10%

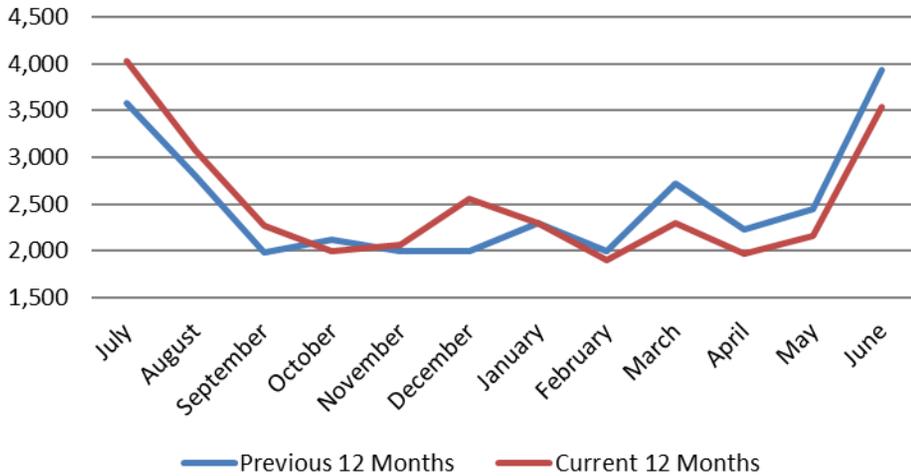
### Adult Circulation



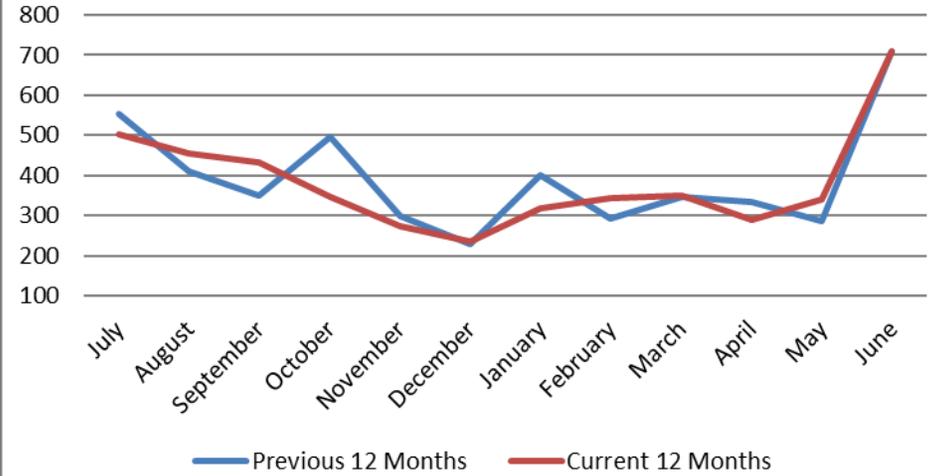
### Children's Circulation



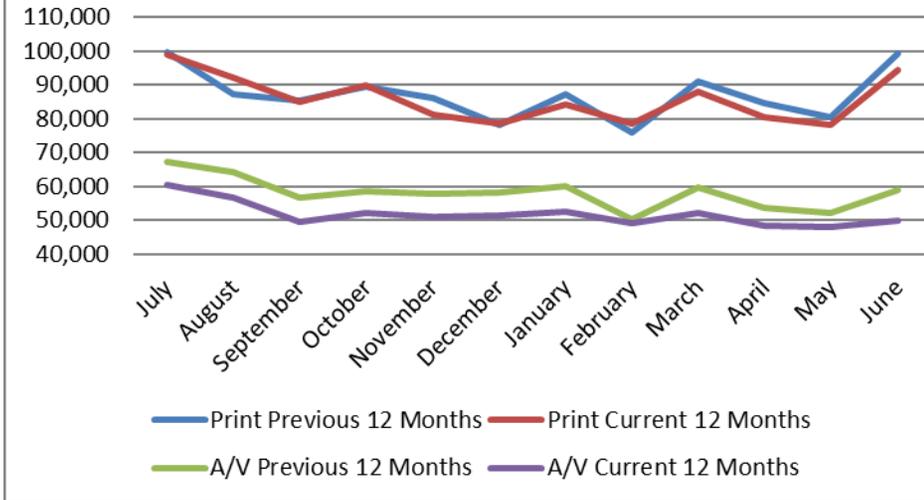
### Teen Circulation



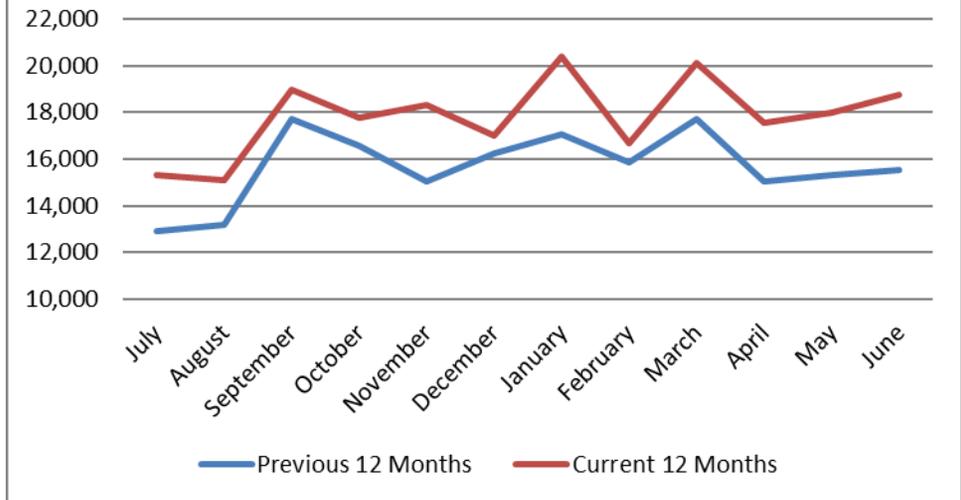
### Resident Library Cards Issued



## Physical Circulation



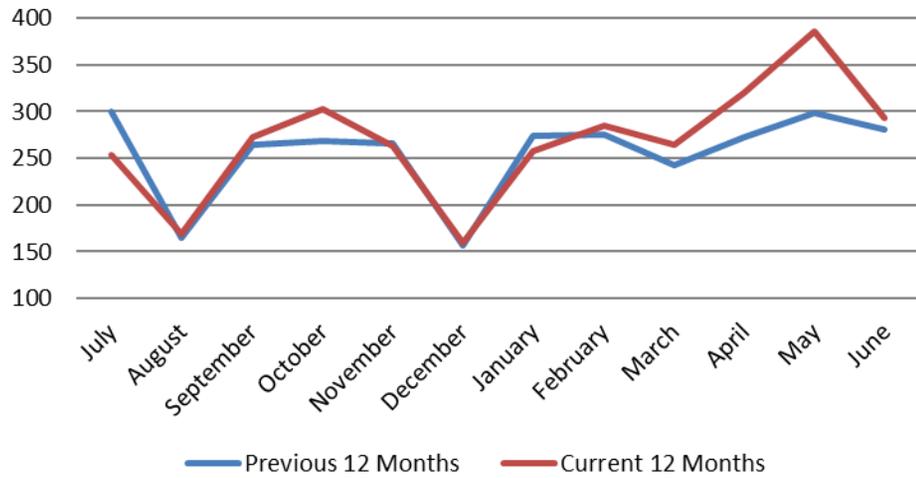
## Downloadables Circulation



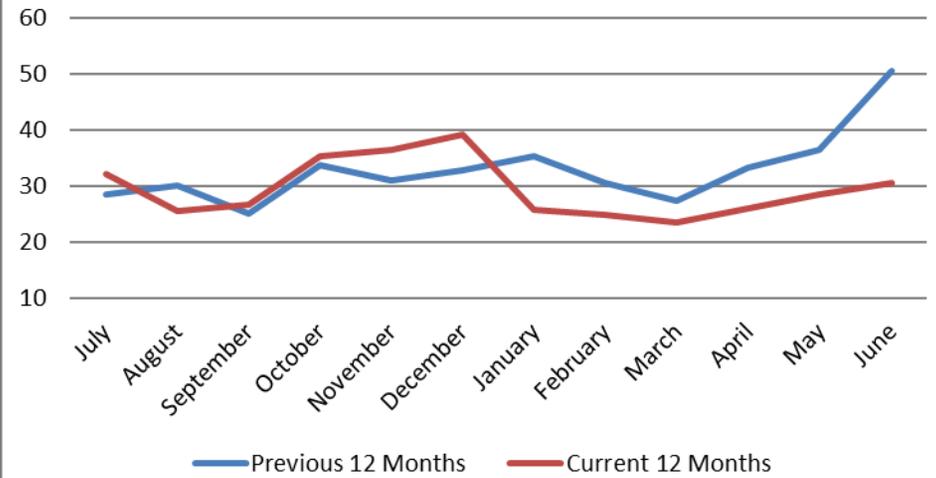
### Notes Relating to Circulation

- Equipment checkouts increased again this month. With 668 total Library of Things checkouts in June, customers continue to discover what new ‘things’ we are offering to support their unique interests.
- Electronic checkouts continue to be popular with our customers. With 18,756 checkouts, this collection is up 20.7% over last year, up 15.5% for the year.
- Interlibrary Loan checkouts are up 8.4% this month over last year and 30.5% for the year.
- Graphic novels were popular with Teens and Youth this month. Although Adult Graphic Novels were down 10.68% for the month, Teen Graphic Novel checkouts increased 15.11% and Youth Graphic Novels increased 16.58% over last June.
- Youth materials are circulating 4.3% lower than last June is, but are still up 1.4% for the year. Popular items in the collection this month include Fiction Books (+1.02%), Mystery (+2.75%), Biographies (+.29%), Folktales (+2.15%), Toys (+28.42%) and Video Games (+1.78%).
- Musical Scores were up 40%, and English as a Second Language materials were up 34.69% over this month last year.
- We issued 708 library cards this month. This includes District 25 library cards requested upon school registration (154 completed this month) and library cards issued at Backstretch (94). With 58,549 Arlington Heights residents holding library cards, this represents 77% of our community.

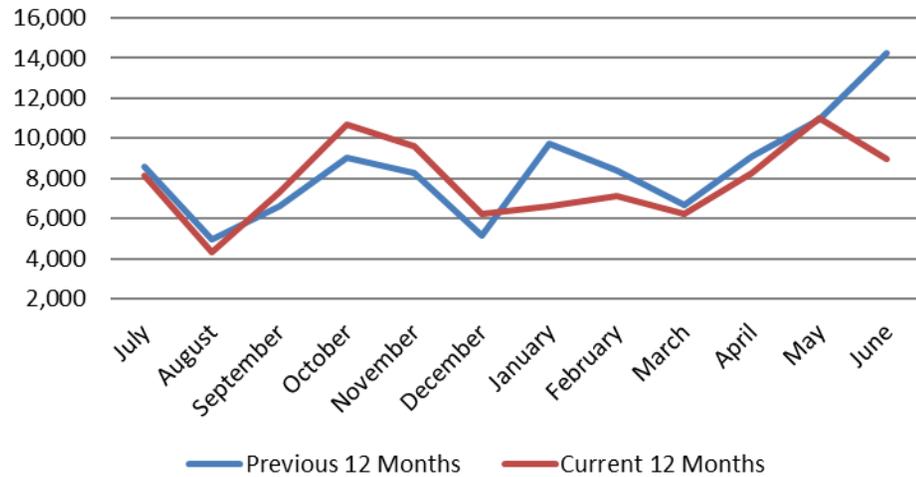
### Program Sessions



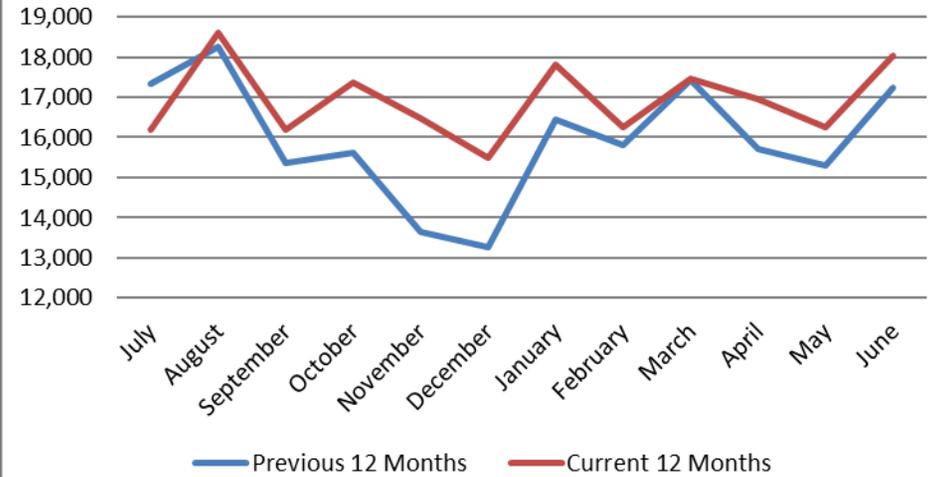
### Attendance Per Program



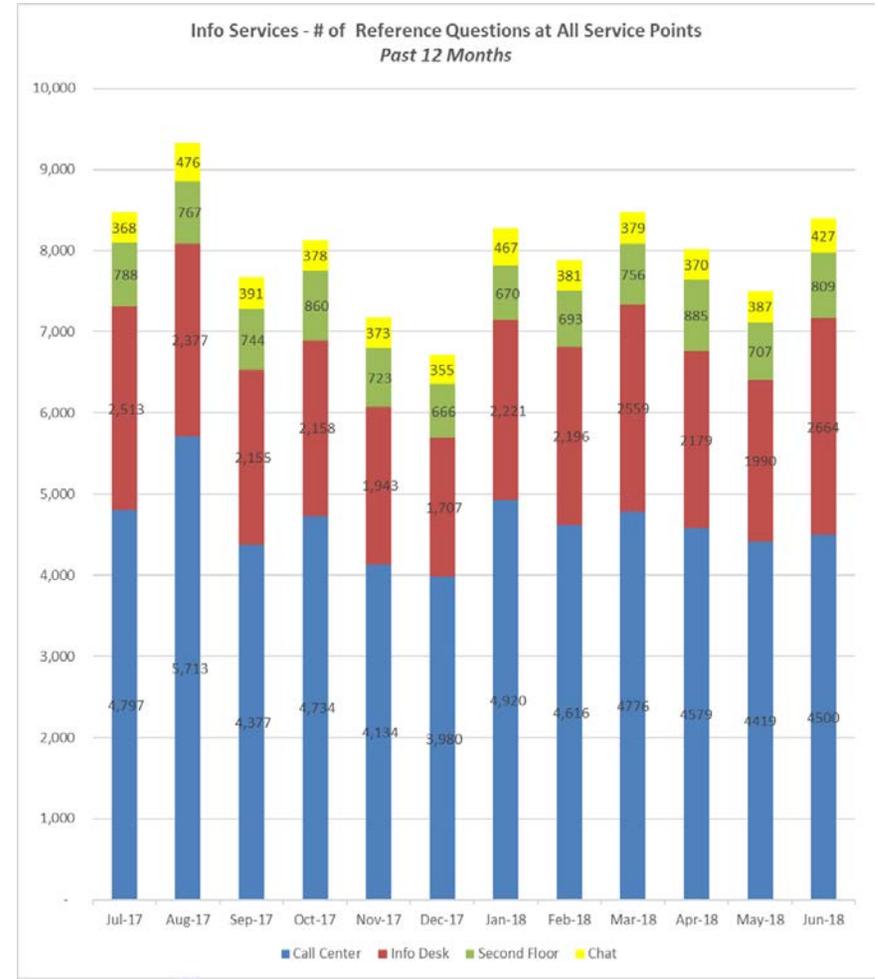
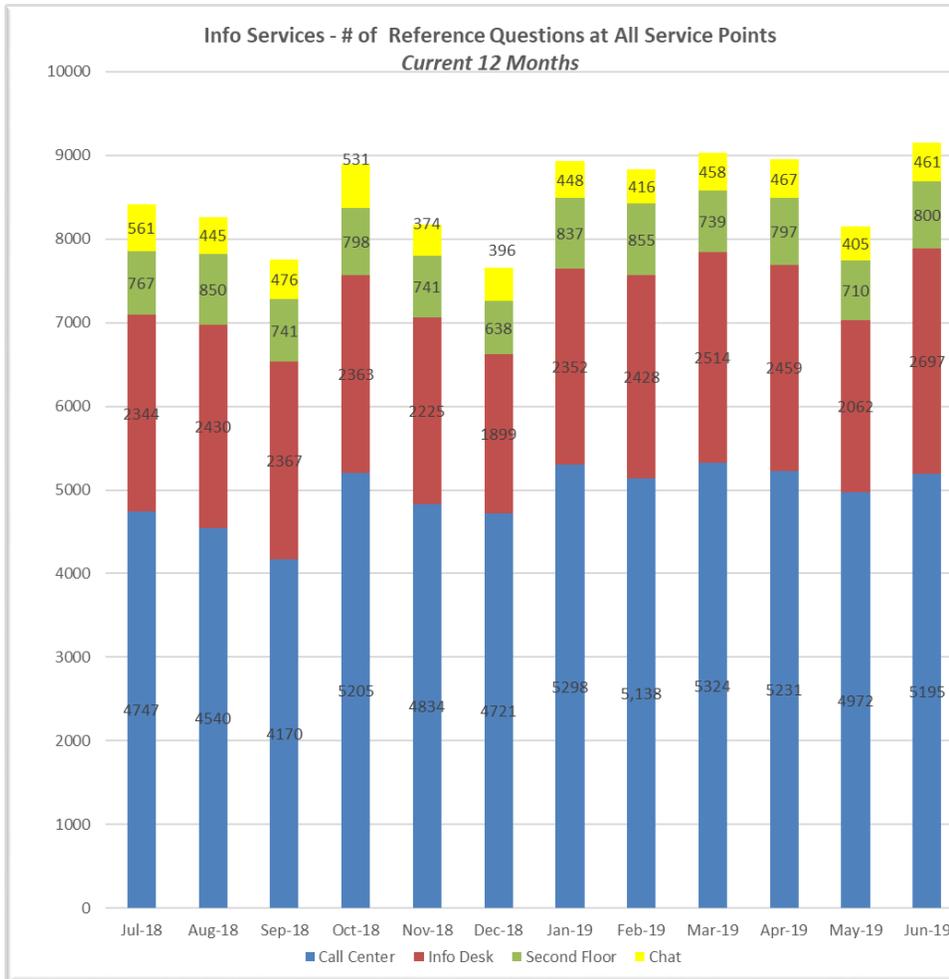
### Program Attendance



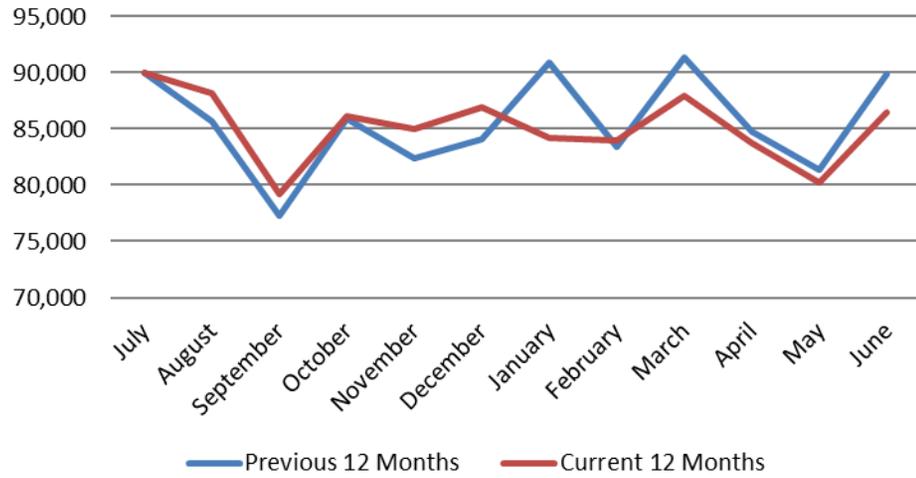
### Reference Questions (Library Wide)



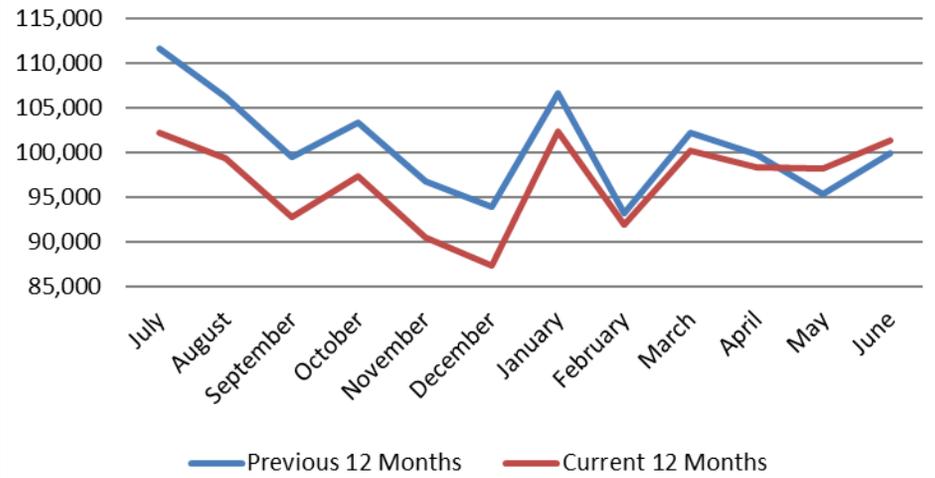
The charts below illustrate the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.



### In-person Attendance



### Website Visits



### Public Computer Use

