

BOARD OF LIBRARY TRUSTEES

**TUESDAY, JUNE 18, 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 MAY 21, 2019 (Action Item 1)
- V. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JUNE 3, 2019 (Action Item 2)
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2019 (Item 3)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2019 (Action Item 4)
- VIII. EXECUTIVE DIRECTOR'S REPORT
- IX. 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 project by accepting the lowest qualified bid to

resurface the exterior parking lot located on the south side of the library

- ADOPTION OF 2020 BUDGET TARGETS (Action Item 6)
Adoption of budget targets used in the preparation of the 2020 budget

- ADOPTION OF 2019 BUDGET AMENDMENT (Action Item 7)
Adoption of budget amendment to transfer budget line as a result of organizational changes in late 2018

X. 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

- 2020 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 9)

We will present a schedule of proposed library holiday dates and closings for 2020

- 2020 BOARD MEETING SCHEDULE (Action Item 10)

We will present a schedule of proposed dates for the 2020 board and Committee of the Whole meetings

XI. LIAISON REPORTS

- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION

XII. OTHER

- SCHEDULE JOINT MEETING WITH PARK DISTRICT BOARD (Saturday morning in the Fall)

- 2019 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE, OCTOBER 22-24, 2019

The Illinois Library Association Annual Conference is being held in Tinley Park, IL, October 22-24

XIII. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES

XIV. ITEM(S) FROM CLOSED SESSION FOR ACTION

XV. ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MAY 21, 2019.

05.19.01 A regular meeting of the 2017-2019 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, May 21, 2019, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustees Medal and Thanopoulos.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Susan Beckman, Senior Account; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Arlington Heights Memorial Library; Lauree Harp, Arlington Heights Memorial Library Foundation; Michael Del Valle, Lauterbach & Amen, LLP; Sean Hickey, Lauterbach & Amen, LLP; Andi Ruhl, Resident; Charles Ruhl, Resident; Molly Ruhl, Resident; Greyson Ruhl, Resident; Keesan Ruhl, Resident; Krista Zyck, Resident; Thilo Garkisch, Resident; Josie Garkisch, Resident; JoAnne Gunderson, Resident.

05.19.03 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 16, 2019 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

05.19.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 6, 2019 (Action Item 2)**. Trustee Brody Garkisch seconded. With President Smart abstaining, all were in favor and the minutes were approved as submitted.

President Smart thanked Trustee Brody Garkisch for her service as Vice President/Secretary and trustee on the Board of Library Trustees and wished her all the best.

05.19.05 **OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES** – President Smart administered the oath of office to Andi Ruhl and Greg Zyck.

05.19.06 Trustee Brody Garkisch moved **ADJOURNMENT OF THE 2017-2019 BOARD OF LIBRARY TRUSTEES**. Trustee Zyck seconded. All were in favor and the 2017-2019 board was adjourned at 7:37 p.m.

The 2019-2021 Board of Library Trustees **CONVENED** at 7:40 p.m.

- 05.19.07 Upon **ROLL CALL**, the following answered Present: Trustees Ruhl, Supplitt, Tangney, Zyck and Smart.

Absent: Trustees Medal and Thanopoulos.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Susan Beckman, Senior Accountant; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Arlington Heights Memorial Library; Lauree Harp, Arlington Heights Memorial Library Foundation; Michael Del Valle, Lauterbach & Amen, LLP; Sean Hickey, Lauterbach & Amen, LLP; Krista Zyck, Resident; JoAnne Gunderson, Resident.

- 05.19.08 **PUBLIC COMMENT** – President Smart read a correspondence from Margery Frisbie thanking the board for the dedication of the board room in honor of Richard Frisbie.

- 05.19.09 **ELECTION OF OFFICERS** – Trustee Supplitt moved **TRUSTEE GREG ZYCK BE ELECTED AS PRESIDENT OF THE 2019-2021 BOARD OF LIBRARY TRUSTEES.** Trustee Tangney seconded. No other nominations were forthcoming. With Trustee Zyck abstaining, all were in favor of Greg Zyck being elected President of the 2019-2021 Board of Library Trustees and the motion carried.

President Zyck then assumed office and presided over the remainder of the meeting.

Trustee Smart moved **TRUSTEE CAROLE MEDAL BE ELECTED AS VICE PRESIDENT/SECRETARY OF THE 2019-2021 BOARD OF LIBRARY TRUSTEES.** Trustee Tangney seconded. No other nominations were forthcoming. All were in favor of Carole Medal being elected Vice President/Secretary of the 2019-2021 Board of Library Trustees and the motion carried.

Trustee Smart moved **TRUSTEE JOHN SUPPLITT BE ELECTED AS TREASURER OF THE 2019-2021 BOARD OF LIBRARY TRUSTEES.** Trustee Tangney seconded. No other nominations were forthcoming. All were in favor of John Supplitt being elected Treasurer of the 2019-2021 Board of Library Trustees and the motion carried.

- 05.19.10 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2019 (Item 3)** – Mr. Driskell reported the library received \$7.48 million in tax revenue as of April 30; 52.5% 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 \$19,809 in April. Mr. Driskell thanked the Friends for their continued support. 33% of the fiscal year has lapsed; 34% of the annual operating budget has been expensed to date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 05.19.11 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2019 (Action Item 4)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED APRIL 30, 2019, IN THE AMOUNT OF \$1,131,316.16.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 05.19.12 Trustee Supplitt moved **TO CHANGE THE AGENDA AND MOVE FORWARD ITEM 10 REVIEW AND ACCEPTANCE OF ANNUAL FINANCIAL REPORT.** Trustee Smart seconded. All were in favor and the motion carried.

- 05.19.13 **REVIEW AND ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 10)** – President Zyck invited Mr. Hickey to join the table. Mr. Hickey provided a review of the annual financial report. The opinion of the auditor is that the library’s financial statements present fairly, in all material respects, the financial position of the library. The board accepted the annual financial report for the year ended December 31, 2018.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2018 AS PRESENTED.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 05.19.14 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted *Book Fiesta*, the library’s annual program to celebrate children’s books where 120 customers enjoying the musical talents of 1,2,3 Andres; 177 people participated in the *Week of the Young Child* event at The Academy at Forest View; students from Greenbrier Elementary School became honorary circulation staff through World of Work; 20 students from Barrington High School Special Education class also toured and helped with behind the scene tasks in the circulation department as part of their career development curriculum; staff presented on the proposed Belmont building makerspace at two Arlington Heights business community events; over 300 people visited with staff at the College & Career Expo at Harper College where staff showcased technology in the Library of Things collection and information about the Studio; 25 prospective college students participated in virtual college tours through *College Knowledge: Maximize Your College Visit*; eleven additional hotspots have been added to the collection, bringing the total to 21; and *Homeschool Lunch Bunch Show and Tell* where students practiced speaking to a group and experienced communal lunching with peers.

- 05.19.15 **OLD BUSINESS**

- **UPDATE ON ACQUISITION OF PROPERTY AT 112 N. BELMONT AVENUE (Action Item 5)** – Mr. Driskell provided an update on the acquisition of the property at 112 N. Belmont Avenue. The board agreed with the staff recommendation to proceed with the acquisition of the property.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE RECOMMENDATION OF STAFF TO PROCEED WITH THE ACQUISITION OF THE BUILDING AT 112 N. BELMONT AVENUE.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **ADOPTION OF BULLETIN BOARD AND POSTING POLICY (Action Item 6)** – The board approved the adoption of proposed policy for usage and posting to the library’s bulletin boards. The intention of the policy is to provide guidelines regarding the posting of materials to the library’s bulletin boards.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.0035 BULLETIN BOARD AND POSTING.** Trustee Tangney seconded. All were in favor and the motion carried.

- **ADOPTION OF EXHIBITS POLICY (Action Item 7)** – The board approved the adoption of proposed policy for the presentation of exhibits. The intention of the policy is to provide selection criteria and guidelines regarding exhibits within the library.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 6.014 EXHIBITS.** Trustee Tangney seconded. All were in favor and the motion carried.

- **APPROVAL OF REVISIONS TO POLICY 7.011 DISPLAY CASE EXHIBITS (Action Item 8)** – The board approved the proposed revisions to Policy 7.011 Display Case Exhibits to reflect how the display cases are managed, create a clear delineation from the Exhibits Policy, and to make the policy more concise.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 7.011 DISPLAY CASE EXHIBITS.** Trustee Smart seconded. All were in favor and the motion carried.

- **APPROVAL OF REVISIONS TO POLICY 7.003 SOLICITING OR POSTING AND DISTRIBUTING MATERIALS ON LIBRARY PROPERTY (Action Item 9)** – The board approved the proposed revisions to Policy 7.003 Soliciting or Posting and Distributing Materials on Library Property to remove the section referring to posting on library bulletin boards.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 7.003 SOLICITING OR POSTING AND DISTRIBUTING MATERIALS ON LIBRARY PROPERTY.** Trustee Tangney seconded. All were in favor and the motion carried.

05.19.16 **NEW BUSINESS**

- **REVIEW OF 2018 BUDGET VERSUS ACTUAL (Item 11)** – President Zyck invited Ms. Ekl to join the table. Ms. Ekl presented a review of the final 2018 actual results noting significant variances from the 2018 budget.

- **CHANGES TO PREVAILING WAGE ACT (Item 12)** – Due to amendments to the Prevailing Wage Act, public bodies are no longer required to determine the prevailing wage rate, approve an annual prevailing wage ordinance or resolution, or publish a notice of approval.

05.19.17 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends of the Library’s Super Spring Sale brought in \$22,000. The Friends will have a lobby sale on June 1, and their next book sale is scheduled for August. Mr. Repsher thanked Trustee Smart for her dedication and support during her years as library board president and welcomed President Zyck to his new role.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Harp reported the Foundation continues to await their 501(c)(3) status. They have approved their investment policy and created their vision, mission and values statement. John Walsh has resigned from the Foundation Board.

05.19.18 **OTHER**

- President Zyck discussed summarizing and documenting inquiries made by the board.

- President Zyck commented on the passing of a long-time library volunteer Linda Cesario.

05.19.19 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 9:04 p.m.

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

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF MAY 21, 2019.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:30 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 06.19.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:30 p.m. on Monday, June 3, 2019, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.
- 06.19.02 Upon **ROLL CALL**, the following answered Present: Trustees Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck.
- Absent: Trustee Medal.
- Also present: Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Jennifer Czajka, Programs and Exhibits Manager; Janet Moravec, Business Office Administrator; Melissa Cayer, Resident.
- 06.19.03 There was no **PUBLIC COMMENT**.
- 06.19.04 **CHAGALL FOR CHILDREN FINAL REPORT (Item 1)** – Programs and Exhibits Manager Jennifer Czajka gave a final report of the *Chagall for Children* exhibit, including attendance, costs and feedback.
- 06.19.05 **REVIEW OF 2020 BUDGET TARGETS (Item 2)** – President Zyck invited Ms. Ekl to join the table. Ms. Ekl reviewed proposed targets for 2020, which includes the expansion of a makerspace, to be used in the development of the budget. The committee requested information on how the proposed targets would affect the long range fiscal plan. Ms. Ekl will prepare the information and present it to the board at their June meeting.
- 06.19.06 **BUDGET AMENDMENT (Item 3)** – The proposed amendment to the 2019 budget would transfer funds for personnel services as a result of organizational changes in late 2018. The proposed budget amendment is a net \$0 change.
- 06.19.07 There were no **OTHER** items to be discussed.
- 06.19.08 Trustee Smart moved **THE COMMITTEE OF THE WHOLE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Ruhl seconded. All were in favor and the motion carried. The board went into closed session at 8:28 p.m.

The board returned to open session at 8:58 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JUNE 3, 2019.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT.** Trustee Smart seconded. All were in favor and the meeting was adjourned at 9:00 p.m.

Janet Moravec, Recorder

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,673	3,235.18	5	333,365	423,456.32	127	800,076	376,619.68
04 00	Real Estate Tax FICA	41,296	1,987.03	5	206,480	262,264.27	127	495,552	233,287.73
05 00	Real Estate Tax	1,079,460	52,396.59	5	5,397,300	6,855,931.46	127	12,953,529	6,097,597.54
401	** Real Estate Taxes	1,187,429	57,618.80	5	5,937,145	7,541,652.05	127	14,249,157	6,707,504.95
400	*** Taxes	1,187,429	57,618.80	5	5,937,145	7,541,652.05	127	14,249,157	6,707,504.95
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		25,000	93,876.25	376	60,000	33,876.25-
70 00	Other Grants	41	.00		205	.00		500	500.00
75 00	Other Restricted	46	.00		230	.00		563	563.00
411	** Intergovernmental	5,087	.00		25,435	93,876.25	369	61,063	32,813.25-
410	*** Intergovernmental Revenue	5,087	.00		25,435	93,876.25	369	61,063	32,813.25-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		1,040	1,323.00	127	2,500	1,177.00
74 00	Copier/Reader Printer Fee	3,750	3,380.16	90	18,750	17,866.95	95	45,000	27,133.05
75 00	Meeting Room Fees	211	860.00	408	1,055	2,365.00	224	2,534	169.00
436	** Library Fees	4,169	4,240.16	102	20,845	21,554.95	103	50,034	28,479.05
430	*** Fees	4,169	4,240.16	102	20,845	21,554.95	103	50,034	28,479.05
440	Fines								
442	Library								
20 00	Late Charges	11,496	4,109.60	36	57,480	35,611.11	62	137,959	102,347.89
25 00	Lost/Damaged Item Charges	1,416	1,198.72	85	7,080	6,476.96	92	17,000	10,523.04
442	** Library	12,912	5,308.32	41	64,560	42,088.07	65	154,959	112,870.93
440	*** Fines	12,912	5,308.32	41	64,560	42,088.07	65	154,959	112,870.93
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	3,093	4,201.06	136	15,465	22,158.78	143	37,120	14,961.22
461	** Simple Interest	3,093	4,201.06	136	15,465	22,158.78	143	37,120	14,961.22
462	Investment Income								
10 00	Market Value Adjustments	0	1,778.73		0	17,439.07		0	17,439.07-
462	** Investment Income	0	1,778.73		0	17,439.07		0	17,439.07-

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	3,093	5,979.79	193	15,465	39,597.85	256	37,120	2,477.85-
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	171.02	41	2,080	632.69	30	5,000	4,367.31
483	** Donations	416	171.02	41	2,080	632.69	30	5,000	4,367.31
489	Other								
90 00	Other Income	713	2,331.55	327	3,565	7,639.64	214	8,565	925.36
94 00	FOL Reimbursements	5,416	5,794.41	107	27,080	40,956.73	151	65,000	24,043.27
489	** Other	6,129	8,125.96	133	30,645	48,596.37	159	73,565	24,968.63
480	*** Other	6,545	8,296.98	127	32,725	49,229.06	150	78,565	29,335.94
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	81,444.05	7	6,096,175	7,787,998.23	128	14,630,898	6,842,899.77

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	2,215.11	177	6,250	16,219.76	15,000	1,219.76-	
461	** Simple Interest	1,250	2,215.11	177	6,250	16,219.76	15,000	1,219.76-	
462	Investment Income								
10 00	Market Value Adjustments	0	3,385.22		0	17,427.66	0	17,427.66-	
462	** Investment Income	0	3,385.22		0	17,427.66	0	17,427.66-	
460	*** Interest Income	1,250	5,600.33	448	6,250	33,647.42	15,000	18,647.42-	
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	5,600.33	448	6,250	33,647.42	15,000	18,647.42-	

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	41825	26416.86	63	209125	147004.11	70	.00	501907	354902.89 29
16	92	Achievement Awards	333	.00	0	1665	500.00	30	.00	4000	3500.00 13
16	**	Library Personal Services	42158	26416.86	63	210790	147504.11	70	.00	505907	358402.89 29
18		Other Personal Services									
18	05	Overtime Civilian	66	27.16	41	330	457.13	139	.00	800	342.87 57
18	**	Other Personal Services	66	27.16	41	330	457.13	139	.00	800	342.87 57
19		Employee Benefits									
19	05	Medical Insurance	5073	4753.58	94	25365	23767.90	94	.00	60885	37117.10 39
19	10	IMRF	4186	2647.04	63	20930	14760.83	71	.00	50241	35480.17 29
19	11	Social Security	2593	1589.16	61	12965	8884.32	69	.00	31118	22233.68 29
19	12	Medicare	606	371.66	61	3030	2077.77	69	.00	7278	5200.23 29
19	53	Flexible Spending	188	171.00	91	940	1021.25	109	.00	2259	1237.75 45
19	55	Unemployment Compensation	752	.00	0	3760	2272.84	60	.00	9024	6751.16 25
19	**	Employee Benefits	13398	9532.44	71	66990	52784.91	79	.00	160805	108020.09 33
20		Prof Technical Services									
20	05	Professional Services	583	.00	0	2915	.00	0	.00	7000	7000.00 0
20	08	Consulting Services	166	.00	0	830	.00	0	.00	2000	2000.00 0
20	20	Legal Services	1333	53.75	4	6665	5093.75	76	.00	16000	10906.25 32
20	40	General Insurance	10541	.00	0	52705	107028.00	203	.00	126500	19472.00 85
20	81	OCLC Services	5110	.00	0	25550	30182.90	118	.00	61324	31141.10 49
20	**	Prof Technical Services	17733	53.75	0	88665	142304.65	161	.00	212824	70519.35 67
21		Property Services									
21	65	Other Services	836	683.06	82	4180	4427.45	106	.00	10036	5608.55 44
21	**	Property Services	836	683.06	82	4180	4427.45	106	.00	10036	5608.55 44
22		Other Contractual Service									
22	01	Advertising	50	72.90	146	250	72.90	29	.00	600	527.10 12
22	02	Dues	515	115.00	22	2575	1325.00	52	.00	6185	4860.00 21
22	03	Training	11187	7199.42	64	55935	40267.09	72	.00	134244	93976.91 30
22	05	Postage	3858	5825.84	151	19290	19979.82	104	.00	46300	26320.18 43
22	42	Internet Services	2319	2256.53	97	11595	12294.86	106	.00	27831	15536.14 44
22	70	Telephone Services	6089	7708.24	127	30445	35728.89	117	.00	73069	37340.11 49
22	**	Other Contractual Service	24018	23177.93	97	120090	109668.56	91	.00	288229	178560.44 38
30		General Supplies									
30	05	Office Supplies & Equip	738	236.94	32	3690	3626.44	98	.00	8858	5231.56 41
30	**	General Supplies	738	236.94	32	3690	3626.44	98	.00	8858	5231.56 41
31		Public Works Supplies									
31	85	Small Tools and Equipment	208	.00	0	1040	.00	0	.00	2500	2500.00 0
31	**	Public Works Supplies	208	.00	0	1040	.00	0	.00	2500	2500.00 0

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 72	Special Events	70	336.30	480	350	427.18	122	.00	850	422.82	50
	32 99	Items Reimb by Employees	0	52.91-	0	0	41.81-	0	.00	0	41.81	0
	32 **	Library Supplies	70	283.39	405	350	385.37	110	.00	850	464.63	45
	40	Other Charges										
	40 96	Operating Contingency	416	.00	0	2080	.00	0	.00	5000	5000.00	0
	40 **	Other Charges	416	.00	0	2080	.00	0	.00	5000	5000.00	0
	50	Property										
	50 15	Other Equipment	2083	.00	0	10415	1895.00	18	.00	25000	23105.00	8
	50 **	Property	2083	.00	0	10415	1895.00	18	.00	25000	23105.00	8
601	** **	Library	101724	60411.53	59	508620	463053.62	91	.00	1220809	757755.38	38
60	** **	Culture/Recreation	101724	60411.53	59	508620	463053.62	91	.00	1220809	757755.38	38
DIV	6001	TOTAL ***** Administration	101724	60411.53	59	508620	463053.62	91	.00	1220809	757755.38	38

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	66791	74209.02	111	333955	339399.75	102	.00	801560	462160.25	42

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	13724	12580.94	92	68620	69977.34	102	.00	164692	94714.66 43
	16 **	Library Personal Services	13724	12580.94	92	68620	69977.34	102	.00	164692	94714.66 43
	18	Other Personal Services									
	18 05	Overtime Civilian	25	155.49	622	125	552.20	442	.00	300	252.20- 184
	18 **	Other Personal Services	25	155.49	622	125	552.20	442	.00	300	252.20- 184
	19	Employee Benefits									
	19 05	Medical Insurance	3412	3957.08	116	17060	19785.40	116	.00	40955	21169.60 48
	19 10	IMRF	1373	1274.91	93	6865	6679.22	97	.00	16486	9806.78 41
	19 11	Social Security	850	726.42	86	4250	4042.20	95	.00	10211	6168.80 40
	19 12	Medicare	199	169.89	85	995	945.34	95	.00	2388	1442.66 40
	19 50	Employee Asst. Program	929	.00	0	4645	5820.16	125	.00	11155	5334.84 52
	19 **	Employee Benefits	6763	6128.30	91	33815	37272.32	110	.00	81195	43922.68 46
	21	Property Services									
	21 65	Other Services	875	635.50	73	4375	2556.75	58	.00	10500	7943.25 24
	21 **	Property Services	875	635.50	73	4375	2556.75	58	.00	10500	7943.25 24
	22	Other Contractual Service									
	22 01	Advertising	108	.00	0	540	245.00	45	.00	1300	1055.00 19
	22 02	Dues	276	100.00	36	1380	2659.00	193	.00	3315	656.00 80
	22 03	Training	75	439.39	586	375	484.51	129	.00	910	425.49 53
	22 55	In Service Training	625	.00	0	3125	7898.32	253	.00	7500	398.32- 105
	22 **	Other Contractual Service	1084	539.39	50	5420	11286.83	208	.00	13025	1738.17 87
	32	Library Supplies									
	32 01	Program Supplies	116	.00	0	580	.00	0	.00	1400	1400.00 0
	32 **	Library Supplies	116	.00	0	580	.00	0	.00	1400	1400.00 0
	40	Other Charges									
	40 62	Tuition Reimbursement	2083	6455.18	310	10415	7730.18	74	.00	25000	17269.82 31
	40 70	Employee Recognition Prog	1612	138.00	9	8060	2090.45	26	.00	19350	17259.55 11
	40 **	Other Charges	3695	6593.18	178	18475	9820.63	53	.00	44350	34529.37 22
601	** **	Library	26282	26632.80	101	131410	131466.07	100	.00	315462	183995.93 42
60	** **	Culture/Recreation	26282	26632.80	101	131410	131466.07	100	.00	315462	183995.93 42
DIV	6003	TOTAL ***** Human Resources	26282	26632.80	101	131410	131466.07	100	.00	315462	183995.93 42

FUND 291 Memorial Library Fund		DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants							ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	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	135.00	33	2080	7708.53	371	.00	5000	2708.53-	154
	21 **	Property Services	416	135.00	33	2080	7708.53	371	.00	5000	2708.53-	154
	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	3449.00	207	8330	21927.36	263	.00	20000	1927.36-	110
	22 **	Other Contractual Service	1666	3449.00	207	8330	22269.92	267	.00	20000	2269.92-	111
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	2080	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	2080	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	2080	.00	0	.00	5000	5000.00	0
	32 02	Program Events	568	3797.13	669	2840	5509.00	194	.00	6820	1311.00	81
	32 32	Software	125	.00	0	625	.00	0	.00	1500	1500.00	0
	32 72	Special Events	833	.00	0	4165	7257.44	174	.00	10000	2742.56	73
	32 75	Audio Visual	166	.00	0	830	.00	0	.00	2000	2000.00	0
	32 78	Electronic Resources	125	.00	0	625	.00	0	.00	1500	1500.00	0
	32 80	Books	416	36.02	9	2080	528.92	25	.00	5000	4471.08	11
	32 **	Library Supplies	2649	3833.15	145	13245	13295.36	100	.00	31820	18524.64	42
	50	Property										
	50 15	Other Equipment	208	.00	0	1040	1351.98	130	.00	2500	1148.02	54
	50 55	Other Capital Outlay	208	.00	0	1040	.00	0	.00	2500	2500.00	0
	50 **	Property	416	.00	0	2080	1351.98	65	.00	5000	3648.02	27
601 ** **		Library	5563	7417.15	133	27815	45423.79	163	.00	66820	21396.21	68
60 ** **		Culture/Recreation	5563	7417.15	133	27815	45423.79	163	.00	66820	21396.21	68
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	5563	7417.15	133	27815	45423.79	163	.00	66820	21396.21	68

FUND 291 Memorial Library Fund		DEPT/DIV 6008 Executive Office/Finance										
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19718	18305.99	93	98590	100424.72	102	.00	236619	136194.28	42
	16 **	Library Personal Services	19718	18305.99	93	98590	100424.72	102	.00	236619	136194.28	42
	18	Other Personal Services										
	18 05	Overtime Civilian	83	.00	0	415	3.54	1	.00	1000	996.46	0
	18 **	Other Personal Services	83	.00	0	415	3.54	1	.00	1000	996.46	0
	19	Employee Benefits										
	19 05	Medical Insurance	4018	6490.38	162	20090	32451.90	162	.00	48218	15766.10	67
	19 10	IMRF	1973	1832.44	93	9865	10052.92	102	.00	23686	13633.08	42
	19 11	Social Security	1222	1059.91	87	6110	5844.20	96	.00	14670	8825.80	40
	19 12	Medicare	285	247.90	87	1425	1366.85	96	.00	3431	2064.15	40
	19 **	Employee Benefits	7498	9630.63	128	37490	49715.87	133	.00	90005	40289.13	55
	20	Prof Technical Services										
	20 05	Professional Services	475	5400.00	1137	2375	5400.00	227	.00	5700	300.00	95
	20 **	Prof Technical Services	475	5400.00	1137	2375	5400.00	227	.00	5700	300.00	95
	21	Property Services										
	21 36	Equipment Rental	106	356.76	337	530	662.76	125	.00	1280	617.24	52
	21 65	Other Services	25	.00	0	125	.00	0	.00	310	310.00	0
	21 **	Property Services	131	356.76	272	655	662.76	101	.00	1590	927.24	42
	22	Other Contractual Service										
	22 02	Dues	62	.00	0	310	100.00	32	.00	750	650.00	13
	22 03	Training	100	127.18	127	500	127.18	25	.00	1200	1072.82	11
	22 25	IT/GIS Service Charge	2091	2091.67	100	10455	10458.35	100	.00	25100	14641.65	42
	22 **	Other Contractual Service	2253	2218.85	99	11265	10685.53	95	.00	27050	16364.47	40
601 ** **		Library	30158	35912.23	119	150790	166892.42	111	.00	361964	195071.58	46
60 ** **		Culture/Recreation	30158	35912.23	119	150790	166892.42	111	.00	361964	195071.58	46
DIV 6008		TOTAL *****										
		Finance	30158	35912.23	119	150790	166892.42	111	.00	361964	195071.58	46

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	56174	59083.67	105	280870	290620.71	104	.00	674093	383472.29	43
	16 **	Library Personal Services	56174	59083.67	105	280870	290620.71	104	.00	674093	383472.29	43
	18	Other Personal Services										
	18 05	Overtime Civilian	20	24.46	122	100	91.78	92	.00	250	158.22	37
	18 **	Other Personal Services	20	24.46	122	100	91.78	92	.00	250	158.22	37
	19	Employee Benefits										
	19 05	Medical Insurance	12550	11625.09	93	62750	58125.45	93	.00	150601	92475.55	39
	19 10	IMRF	5623	5688.18	101	28115	27768.50	99	.00	67477	39708.50	41
	19 11	Social Security	3482	3543.37	102	17410	17498.81	101	.00	41794	24295.19	42
	19 12	Medicare	814	828.69	102	4070	4092.44	101	.00	9774	5681.56	42
	19 **	Employee Benefits	22469	21685.33	97	112345	107485.20	96	.00	269646	162160.80	40
	20	Prof Technical Services										
	20 05	Professional Services	524	.00	0	2620	1385.18	53	.00	6290	4904.82	22
	20 08	Consulting Services	378	.00	0	1890	.00	0	.00	4545	4545.00	0
	20 **	Prof Technical Services	902	.00	0	4510	1385.18	31	.00	10835	9449.82	13
	21	Property Services										
	21 02	Equipment Maintenance	12324	1389.82	11	61620	135762.25	220	.00	147898	12135.75	92
	21 **	Property Services	12324	1389.82	11	61620	135762.25	220	.00	147898	12135.75	92
	22	Other Contractual Service										
	22 03	Training	37	200.00	541	185	232.44	126	.00	450	217.56	52
	22 **	Other Contractual Service	37	200.00	541	185	232.44	126	.00	450	217.56	52
	30	General Supplies										
	30 05	Office Supplies & Equip	31	.00	0	155	149.78	97	.00	375	225.22	40
	30 30	Data System Supplies	3183	2189.84	69	15915	10676.60	67	.00	38204	27527.40	28
	30 32	Software Library	14152	4110.38	29	70760	91314.72	129	.00	169829	78514.28	54
	30 33	Documentation Library	14	.00	0	70	.00	0	.00	175	175.00	0
	30 **	General Supplies	17380	6300.22	36	86900	102141.10	118	.00	208583	106441.90	49
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1106	443.91	40	5530	4385.63	79	.00	13276	8890.37	33
	31 **	Public Works Supplies	1106	443.91	40	5530	4385.63	79	.00	13276	8890.37	33
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	125	12.00	10	.00	300	288.00	4
	32 32	Software	907	1543.00	170	4535	4783.60	106	.00	10887	6103.40	44
	32 **	Library Supplies	932	1543.00	166	4660	4795.60	103	.00	11187	6391.40	43
	50	Property										
	50 12	Computer Equipment	3137	518.00	17	15685	14682.58	94	.00	37649	22966.42	39
	50 15	Other Equipment	0	.00	0	0	2999.00	0	.00	0	2999.00-	0
	50 **	Property	3137	518.00	17	15685	17681.58	113	.00	37649	19967.42	47

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.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
601	**	** Library	114481	91188.41	80	572405	664581.47	116	.00	1373867	709285.53	48
60	**	** Culture/Recreation	114481	91188.41	80	572405	664581.47	116	.00	1373867	709285.53	48
DIV	6010	TOTAL ***** Information Technology	114481	91188.41	80	572405	664581.47	116	.00	1373867	709285.53	48

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities							ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	461975	402687.14	87	2309875	2382515.47	103	.00	5544355	3161839.53	43

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16	85 Salaries	81779	70847.34	87	408895	333919.12	82	.00	981349	647429.88 34
	16	** Library Personal Services	81779	70847.34	87	408895	333919.12	82	.00	981349	647429.88 34
	18	Other Personal Services									
	18	05 Overtime Civilian	166	.00	0	830	.00	0	.00	2000	2000.00 0
	18	** Other Personal Services	166	.00	0	830	.00	0	.00	2000	2000.00 0
	19	Employee Benefits									
	19	05 Medical Insurance	10464	9905.07	95	52320	49525.35	95	.00	125568	76042.65 39
	19	10 IMRF	8186	6344.83	78	40930	31422.34	77	.00	98233	66810.66 32
	19	11 Social Security	5070	4276.14	84	25350	20771.35	82	.00	60844	40072.65 34
	19	12 Medicare	1185	1000.06	84	5925	4857.86	82	.00	14230	9372.14 34
	19	** Employee Benefits	24905	21526.10	86	124525	106576.90	86	.00	298875	192298.10 36
	21	Property Services									
	21	02 Equipment Maintenance	37	.00	0	185	7.90	4	.00	455	447.10 2
	21	** Property Services	37	.00	0	185	7.90	4	.00	455	447.10 2
	22	Other Contractual Service									
	22	02 Dues	373	.00	0	1865	1002.00	54	.00	4478	3476.00 22
	22	03 Training	211	254.75	121	1055	916.60	87	.00	2541	1624.40 36
	22	** Other Contractual Service	584	254.75	44	2920	1918.60	66	.00	7019	5100.40 27
	30	General Supplies									
	30	05 Office Supplies & Equip	201	324.86	162	1005	832.05	83	.00	2414	1581.95 35
	30	** General Supplies	201	324.86	162	1005	832.05	83	.00	2414	1581.95 35
	32	Library Supplies									
	32	01 Program Supplies	912	811.60	89	4560	2156.54	47	.00	10948	8791.46 20
	32	02 Program Events	2028	2982.36	147	10140	5577.78	55	.00	24339	18761.22 23
	32	90 Circulation Supplies	369	99.19	27	1845	2308.68	125	.00	4433	2124.32 52
	32	** Library Supplies	3309	3893.15	118	16545	10043.00	61	.00	39720	29677.00 25
601	**	** Library	110981	96846.20	87	554905	453297.57	82	.00	1331832	878534.43 34
60	**	** Culture/Recreation	110981	96846.20	87	554905	453297.57	82	.00	1331832	878534.43 34
DIV	6401	TOTAL ***** Youth Services	110981	96846.20	87	554905	453297.57	82	.00	1331832	878534.43 34

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	45335	33022.23	73	226675	211381.18	93	.00	544031	332649.82	39
	16 **	Library Personal Services	45335	33022.23	73	226675	211381.18	93	.00	544031	332649.82	39
	18	Other Personal Services										
	18 05	Overtime Civilian	41	.00	0	205	59.90	29	.00	500	440.10	12
	18 **	Other Personal Services	41	.00	0	205	59.90	29	.00	500	440.10	12
	19	Employee Benefits										
	19 05	Medical Insurance	11398	8294.66	73	56990	41473.30	73	.00	136782	95308.70	30
	19 10	IMRF	4538	3283.51	72	22690	20579.05	91	.00	54458	33878.95	38
	19 11	Social Security	2810	1942.22	69	14050	12282.48	87	.00	33730	21447.52	36
	19 12	Medicare	657	454.24	69	3285	2872.54	87	.00	7888	5015.46	36
	19 **	Employee Benefits	19403	13974.63	72	97015	77207.37	80	.00	232858	155650.63	33
	22	Other Contractual Service										
	22 02	Dues	254	.00	0	1270	175.00	14	.00	3049	2874.00	6
	22 03	Training	315	19.37	6	1575	661.32	42	.00	3788	3126.68	18
	22 18	Contr Programs & Exhibits	416	330.00	79	2080	2310.00	111	.00	5000	2690.00	46
	22 **	Other Contractual Service	985	349.37	36	4925	3146.32	64	.00	11837	8690.68	27
	30	General Supplies										
	30 05	Office Supplies & Equip	77	.00	0	385	.00	0	.00	930	930.00	0
	30 **	General Supplies	77	.00	0	385	.00	0	.00	930	930.00	0
	32	Library Supplies										
	32 01	Program Supplies	0	.00	0	0	370.19	0	.00	0	370.19-	0
	32 02	Program Events	401	.00	0	2005	323.65	16	.00	4820	4496.35	7
	32 90	Circulation Supplies	137	.00	0	685	28.83	4	.00	1649	1620.17	2
	32 **	Library Supplies	538	.00	0	2690	722.67	27	.00	6469	5746.33	11
601 ** **		Library	66379	47346.23	71	331895	292517.44	88	.00	796625	504107.56	37
60 ** **		Culture/Recreation	66379	47346.23	71	331895	292517.44	88	.00	796625	504107.56	37
DIV 6405		TOTAL *****	66379	47346.23	71	331895	292517.44	88	.00	796625	504107.56	37
		Business & Specialty Serv	66379	47346.23	71	331895	292517.44	88	.00	796625	504107.56	37

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	96028	59924.07	62	480140	299595.93	62	.00	1152347	852751.07 26
	16 **	Library Personal Services	96028	59924.07	62	480140	299595.93	62	.00	1152347	852751.07 26
	18	Other Personal Services									
	18 05	Overtime Civilian	83	8.11	10	415	147.69	36	.00	1000	852.31 15
	18 **	Other Personal Services	83	8.11	10	415	147.69	36	.00	1000	852.31 15
	19	Employee Benefits									
	19 05	Medical Insurance	8176	7452.58	91	40880	37262.90	91	.00	98122	60859.10 38
	19 10	IMRF	9612	4722.92	49	48060	24289.50	51	.00	115350	91060.50 21
	19 11	Social Security	5953	3556.77	60	29765	18415.30	62	.00	71445	53029.70 26
	19 12	Medicare	1392	831.82	60	6960	4306.81	62	.00	16709	12402.19 26
	19 **	Employee Benefits	25133	16564.09	66	125665	84274.51	67	.00	301626	217351.49 28
	22	Other Contractual Service									
	22 02	Dues	55	.00	0	275	.00	0	.00	668	668.00 0
	22 03	Training	162	74.95	46	810	254.14	31	.00	1951	1696.86 13
	22 **	Other Contractual Service	217	74.95	35	1085	254.14	23	.00	2619	2364.86 10
	30	General Supplies									
	30 05	Office Supplies & Equip	130	154.73	119	650	414.12	64	.00	1567	1152.88 26
	30 **	General Supplies	130	154.73	119	650	414.12	64	.00	1567	1152.88 26
	32	Library Supplies									
	32 01	Program Supplies	67	41.73	62	335	110.86	33	.00	804	693.14 14
	32 **	Library Supplies	67	41.73	62	335	110.86	33	.00	804	693.14 14
601	** **	Library	121658	76767.68	63	608290	384797.25	63	.00	1459963	1075165.75 26
60	** **	Culture/Recreation	121658	76767.68	63	608290	384797.25	63	.00	1459963	1075165.75 26
DIV	6410	TOTAL ***** Info Services	121658	76767.68	63	608290	384797.25	63	.00	1459963	1075165.75 26

FUND 291 Memorial Library Fund		DEPT/DIV 6420 User Services/Customer Services										
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	72343	91974.80	127	361715	581608.22	161	.00	868118	286509.78	67
	16 **	Library Personal Services	72343	91974.80	127	361715	581608.22	161	.00	868118	286509.78	67
	18	Other Personal Services										
	18 05	Overtime Civilian	83	8.65	10	415	28.13	7	.00	1000	971.87	3
	18 **	Other Personal Services	83	8.65	10	415	28.13	7	.00	1000	971.87	3
	19	Employee Benefits										
	19 05	Medical Insurance	8827	7460.36	85	44135	37301.80	85	.00	105931	68629.20	35
	19 10	IMRF	7004	7143.61	102	35020	44284.28	127	.00	84055	39770.72	53
	19 11	Social Security	4338	5627.18	130	21690	34791.13	160	.00	52062	17270.87	67
	19 12	Medicare	1014	1316.04	130	5070	8136.62	161	.00	12176	4039.38	67
	19 **	Employee Benefits	21183	21547.19	102	105915	124513.83	118	.00	254224	129710.17	49
	21	Property Services										
	21 65	Other Services	1050	803.25	77	5250	2919.30	56	.00	12602	9682.70	23
	21 **	Property Services	1050	803.25	77	5250	2919.30	56	.00	12602	9682.70	23
	22	Other Contractual Service										
	22 02	Dues	46	.00	0	230	86.00	37	.00	562	476.00	15
	22 03	Training	147	.00	0	735	334.67	46	.00	1773	1438.33	19
	22 **	Other Contractual Service	193	.00	0	965	420.67	44	.00	2335	1914.33	18
	30	General Supplies										
	30 05	Office Supplies & Equip	156	8.99	6	780	316.66	41	.00	1883	1566.34	17
	30 07	Supplies Reimb by Patrons	170	.00	0	850	.00	0	.00	2040	2040.00	0
	30 **	General Supplies	326	8.99	3	1630	316.66	19	.00	3923	3606.34	8
	32	Library Supplies										
	32 90	Circulation Supplies	751	274.64	37	3755	1575.91	42	.00	9017	7441.09	18
	32 **	Library Supplies	751	274.64	37	3755	1575.91	42	.00	9017	7441.09	18
601	** **	Library	95929	114617.52	120	479645	711382.72	148	.00	1151219	439836.28	62
60	** **	Culture/Recreation	95929	114617.52	120	479645	711382.72	148	.00	1151219	439836.28	62
DIV	6420	TOTAL ***** Customer Services	95929	114617.52	120	479645	711382.72	148	.00	1151219	439836.28	62

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	14452	15817.76	110	72260	69960.88	97	.00	173435	103474.12	40
	16 **	Library Personal Services	14452	15817.76	110	72260	69960.88	97	.00	173435	103474.12	40
	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	8305	6284.10	76	.00	19933	13648.90	32
	19 10	IMRF	1446	1555.10	108	7230	7107.15	98	.00	17361	10253.85	41
	19 11	Social Security	896	941.86	105	4480	4229.09	94	.00	10753	6523.91	39
	19 12	Medicare	209	220.27	105	1045	989.03	95	.00	2515	1525.97	39
	19 **	Employee Benefits	4212	3974.05	94	21060	18609.37	88	.00	50562	31952.63	37
	22	Other Contractual Service										
	22 02	Dues	24	.00	0	120	.00	0	.00	293	293.00	0
	22 03	Training	35	34.86	100	175	224.43	128	.00	422	197.57	53
	22 **	Other Contractual Service	59	34.86	59	295	224.43	76	.00	715	490.57	31
	32	Library Supplies										
	32 90	Circulation Supplies	129	965.00	748	645	1201.45	186	.00	1551	349.55	78
	32 **	Library Supplies	129	965.00	748	645	1201.45	186	.00	1551	349.55	78
601	** **	Library	18852	20791.67	110	94260	89997.17	96	.00	226263	136265.83	40
60	** **	Culture/Recreation	18852	20791.67	110	94260	89997.17	96	.00	226263	136265.83	40
DIV	6430	TOTAL *****										
		Accessible Services	18852	20791.67	110	94260	89997.17	96	.00	226263	136265.83	40

FUND 291 Memorial Library Fund		DEPT/DIV 6440 User Services/Programs and Exhibits						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****	*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.
60			Culture/Recreation							
601			Library							
	16		Library Personal Services							
	16	85	Salaries	21802	16229.94	74	109010	93058.77	85	.00
	16	**	Library Personal Services	21802	16229.94	74	109010	93058.77	85	.00
	18		Other Personal Services							
	18	05	Overtime Civilian	16	.00	0	80	.00	0	.00
	18	**	Other Personal Services	16	.00	0	80	.00	0	.00
	19		Employee Benefits							
	19	05	Medical Insurance	5188	4827.65	93	25940	24138.25	93	.00
	19	10	IMRF	2182	1624.61	75	10910	9173.37	84	.00
	19	11	Social Security	1351	951.76	70	6755	5409.56	80	.00
	19	12	Medicare	316	222.58	70	1580	1265.10	80	.00
	19	**	Employee Benefits	9037	7626.60	84	45185	39986.28	89	.00
	22		Other Contractual Service							
	22	02	Dues	116	.00	0	580	165.00	28	.00
	22	03	Training	87	63.68	73	435	483.34	111	.00
	22	18	Contr Programs & Exhibits	15150	15138.87	100	75750	60044.04	79	.00
	22	**	Other Contractual Service	15353	15202.55	99	76765	60692.38	79	.00
	32		Library Supplies							
	32	01	Program Supplies	25	55.96	224	125	55.96	45	.00
	32	02	Program Events	3214	2746.53	86	16070	12315.01	77	.00
	32	**	Library Supplies	3239	2802.49	87	16195	12370.97	76	.00
601	**	**	Library	49447	41861.58	85	247235	206108.40	83	.00
60	**	**	Culture/Recreation	49447	41861.58	85	247235	206108.40	83	.00
DIV	6440		TOTAL *****							
			Programs and Exhibits	49447	41861.58	85	247235	206108.40	83	.00

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	43253	41533.46	96	216265	224977.21	104	.00	519038	294060.79 43
	16 **	Library Personal Services	43253	41533.46	96	216265	224977.21	104	.00	519038	294060.79 43
	18	Other Personal Services									
	18 05	Overtime Civilian	8	.00	0	40	.00	0	.00	100	100.00 0
	18 **	Other Personal Services	8	.00	0	40	.00	0	.00	100	100.00 0
	19	Employee Benefits									
	19 05	Medical Insurance	4430	4453.58	101	22150	22267.90	101	.00	53168	30900.10 42
	19 10	IMRF	4329	3906.16	90	21645	20635.06	95	.00	51956	31320.94 40
	19 11	Social Security	2681	2531.41	94	13405	13563.09	101	.00	32180	18616.91 42
	19 12	Medicare	627	592.03	94	3135	3172.06	101	.00	7526	4353.94 42
	19 **	Employee Benefits	12067	11483.18	95	60335	59638.11	99	.00	144830	85191.89 41
	22	Other Contractual Service									
	22 02	Dues	168	.00	0	840	1062.00	126	.00	2020	958.00 53
	22 03	Training	33	.00	0	165	189.47	115	.00	400	210.53 47
	22 66	Outside Reference Service	230	.00	0	1150	2773.62	241	.00	2765	8.62- 100
	22 **	Other Contractual Service	431	.00	0	2155	4025.09	187	.00	5185	1159.91 78
	30	General Supplies									
	30 05	Office Supplies & Equip	58	25.43	44	290	230.15	79	.00	707	476.85 33
	30 07	Supplies Reimb by Patrons	66	.00	0	330	.00	0	.00	800	800.00 0
	30 **	General Supplies	124	25.43	21	620	230.15	37	.00	1507	1276.85 15
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	416	562.33	135	2080	1643.47	79	.00	5000	3356.53 33
	31 **	Public Works Supplies	416	562.33	135	2080	1643.47	79	.00	5000	3356.53 33
	32	Library Supplies									
	32 01	Program Supplies	62	.00	0	310	117.95	38	.00	750	632.05 16
	32 78	Electronic Resources	28589	15950.21	56	142945	243975.11	171	.00	343072	99096.89 71
	32 90	Circulation Supplies	139	21.74	16	695	400.73	58	.00	1675	1274.27 24
	32 **	Library Supplies	28790	15971.95	56	143950	244493.79	170	.00	345497	101003.21 71
	50	Property									
	50 15	Other Equipment	300	56.99	19	1500	1122.21	75	.00	3606	2483.79 31
	50 **	Property	300	56.99	19	1500	1122.21	75	.00	3606	2483.79 31
601	** **	Library	85389	69633.34	82	426945	536130.03	126	.00	1024763	488632.97 52
60	** **	Culture/Recreation	85389	69633.34	82	426945	536130.03	126	.00	1024763	488632.97 52
DIV	6450	TOTAL ***** Digital Services	85389	69633.34	82	426945	536130.03	126	.00	1024763	488632.97 52

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	72679	67070.78	92	363395	370802.29	102	.00	872150	501347.71 43
	16 **	Library Personal Services	72679	67070.78	92	363395	370802.29	102	.00	872150	501347.71 43
	18	Other Personal Services									
	18 05	Overtime Civilian	12	10.18	85	60	72.45	121	.00	150	77.55 48
	18 **	Other Personal Services	12	10.18	85	60	72.45	121	.00	150	77.55 48
	19	Employee Benefits									
	19 05	Medical Insurance	17677	15024.21	85	88385	75121.05	85	.00	212130	137008.95 35
	19 10	IMRF	7275	6714.85	92	36375	37124.73	102	.00	87302	50177.27 43
	19 11	Social Security	4506	3979.09	88	22530	22109.25	98	.00	54073	31963.75 41
	19 12	Medicare	1053	930.60	88	5265	5170.75	98	.00	12646	7475.25 41
	19 **	Employee Benefits	30511	26648.75	87	152555	139525.78	92	.00	366151	226625.22 38
	21	Property Services									
	21 64	Access Services	291	464.25	160	1455	3218.20	221	.00	3500	281.80 92
	21 **	Property Services	291	464.25	160	1455	3218.20	221	.00	3500	281.80 92
	22	Other Contractual Service									
	22 02	Dues	206	.00	0	1030	370.00	36	.00	2478	2108.00 15
	22 03	Training	83	101.56	122	415	380.72	92	.00	1000	619.28 38
	22 85	Processing Services	8963	7781.11	87	44815	36106.41	81	.00	107565	71458.59 34
	22 **	Other Contractual Service	9252	7882.67	85	46260	36857.13	80	.00	111043	74185.87 33
	30	General Supplies									
	30 05	Office Supplies & Equip	125	59.64	48	625	940.38	151	.00	1500	559.62 63
	30 33	Documentation Library	59	.00	0	295	525.00	178	.00	717	192.00 73
	30 **	General Supplies	184	59.64	32	920	1465.38	159	.00	2217	751.62 66
	32	Library Supplies									
	32 03	Binding	16	.00	0	80	.00	0	.00	200	200.00 0
	32 05	Processing Supplies	2500	262.20	11	12500	9842.57	79	.00	30000	20157.43 33
	32 75	Audio Visual	44581	26959.32	61	222905	199210.10	89	.00	534980	335769.90 37
	32 80	Books	60223	57855.46	96	301115	301010.10	100	.00	722676	421665.90 42
	32 90	Circulation Supplies	500	313.37	63	2500	4353.13	174	.00	6000	1646.87 73
	32 95	Periodicals	11061	4379.31	40	55305	80713.59	146	.00	132735	52021.41 61
	32 **	Library Supplies	118881	89769.66	76	594405	595129.49	100	.00	1426591	831461.51 42
601 ** **		Library	231810	191905.93	83	1159050	1147070.72	99	.00	2781802	1634731.28 41
60 ** **		Culture/Recreation	231810	191905.93	83	1159050	1147070.72	99	.00	2781802	1634731.28 41
DIV 6470		TOTAL ***** Collection Services	231810	191905.93	83	1159050	1147070.72	99	.00	2781802	1634731.28 41
DEPT 64		TOTAL ***** User Services	780445	659770.15	85	3902225	3821301.30	98	.00	9365884	5544582.70 41
FUND 291		TOTAL ***** Memorial Library Fund	1242420	1062457.29	86	6212100	6203816.77	100	.00	14910239	8706422.23 42

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	4750	.00	0	23750	.00	0	.00	57000	57000.00	0
	50 **	Property	4750	.00	0	23750	.00	0	.00	57000	57000.00	0
601 ** **		Library	4750	.00	0	23750	.00	0	.00	57000	57000.00	0
60 ** **		Culture/Recreation	4750	.00	0	23750	.00	0	.00	57000	57000.00	0
DIV 6001		TOTAL *****										
		Administration	4750	.00	0	23750	.00	0	.00	57000	57000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	15 Other Equipment	1066	.00	0	5330	.00	0	.00	12800	12800.00	0
	50	** Property	1066	.00	0	5330	.00	0	.00	12800	12800.00	0
601	**	** Library	1066	.00	0	5330	.00	0	.00	12800	12800.00	0
60	**	** Culture/Recreation	1066	.00	0	5330	.00	0	.00	12800	12800.00	0
DIV	6010	TOTAL *****										
		Information Technology	1066	.00	0	5330	.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	12915	675.00	5	.00	31000	30325.00	2
	50 55	Other Capital Outlay	4690	.00	0	23450	.00	0	.00	56290	56290.00	0
	50 **	Property	7273	.00	0	36365	675.00	2	.00	87290	86615.00	1
601 ** **		Library	7273	.00	0	36365	675.00	2	.00	87290	86615.00	1
60 ** **		Culture/Recreation	7273	.00	0	36365	675.00	2	.00	87290	86615.00	1
DIV 6020		TOTAL ***** Facilities	7273	.00	0	36365	675.00	2	.00	87290	86615.00	1
DEPT 60		TOTAL ***** Executive Office	13089	.00	0	65445	675.00	1	.00	157090	156415.00	0
FUND 491		TOTAL ***** Capital Projects-Library	13089	.00	0	65445	675.00	1	.00	157090	156415.00	0
GRAND		TOTAL *****	13089	.00	0	65445	675.00	1	.00	157090	156415.00	0

June 18, 2019

(Action Item 4)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
May 31, 2019**

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$281,106.78
491	Capital Projects Fund - Library	\$0.00
Total Disbursements		<u>\$281,106.78</u>
Payrolls Paid		
05/10/19		\$290,571.69
05/24/19		\$303,154.63
		<u>\$593,726.32</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
05/31/19	Group Insurance	\$105,550.00
05/31/19	IMRF	\$54,310.94
05/31/19	Social Security	\$35,488.64
05/31/19	Medicare	\$8,299.78
		<u>\$203,649.36</u>
Total Disbursed		<u><u>\$1,078,482.46</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
78665	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION MAY	99.84	99.84
78719	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED JUNE FSA DEP JUNE	3,710.82 1,153.85	4,864.67
78781	PROQUEST LLC	291-0000-140.05-00	PREP. HNP CHICAGO TRIBUNE	2,920.67	2,920.67
78810	TUTOR.COM	291-0000-140.05-00	PREPAID LEARNING SUITE	2,870.00	2,870.00
78821	WORLD ARCHIVES	291-0000-140.05-00	PREPAID 2020 SILVER MICRO	8,867.74	8,867.74
***** DIVISION TOTAL ****					19,622.92
***** DEPARTMENT TOTAL **					19,622.92

DEPARTMENT: 60 Executive Office

DIVISION: 01

78585	ILA CONFERENCE	291-6001-601.22-03	ILA DIRECTORS UNIVERSITY	150.00-	150.00-
78663	ABOS	291-6001-601.22-03	2019 ABOS CONF-T SCALLON	300.00	300.00
78669	AMAZON.COM CREDIT	291-6001-601.30-05 291-6001-601.30-05 291-6001-601.22-03	WHITEBOARD COMPUTER PAD DYE FILM FOR ACCESS CARDS TRAVEL/TRAINING	20.79 51.68 19.99	92.46
78671	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.32-72 291-6001-601.22-03 291-6001-601.32-72 291-6001-601.22-03 291-6001-601.22-05 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03	TRAVEL/TRAINING TRAVEL/TRAINING TRAVEL/TRAINING TRAVEL/TRAINING TRAVEL/TRAINING TRAVEL/TRAINING SPECIAL EVENTS TRAVEL/TRAINING SPECIAL EVENTS TRAVEL/ EVENTS POSTAGE TRAVEL/TRAINING TRAVEL/TRAINING TRAVEL/TRAINING TRAVEL/TRAINING	30.54 30.66 27.88 31.82 30.66 31.47 39.91 30.66 48.89 30.66 7.85 15.00 14.50 30.66 32.00	433.16
78672	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-03	AIRFARE TO ALA-S DISTEL AIRFARE TO ALA-S DISTEL	336.60 9.00	345.60
78673	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.30-05 291-6001-601.22-03 291-6001-601.22-03	DIRECTOR'S UNIVERSITY REG HOTEL F/INTERACTIVITY CON TAX REFUND ALA TRAVEL G BYLINSKA ALA TRAVEL G BYLINSKA	150.00 628.53 14.59- 10.00 9.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	ALA CONF REG-E LUDEMANN	365.00	
		291-6001-601.22-03	ALA TRAVEL - D EKL	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 SMART	9.00	
		291-6001-601.22-03	ELEVATE CONF HOTEL BALZER	79.10	
		291-6001-601.22-03	ELEVATE CONF HOTEL JAFFE	79.10	
		291-6001-601.32-72	REFRESHMENTS F/R.FRISBIE	247.50	
		291-6001-601.22-42	PUBLIC INTERNET	346.85	1,936.49
78675	AT & T	291-6001-601.22-70	TELE	7,223.51	7,223.51
78676	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 3/28-4/27	138.69	138.69
78681	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	43.72	
		291-6001-601.32-99	EMPL REIMB PURCHASE	26.25	
		291-6001-601.32-99	EMPL REIMB PURCHASE	31.17	101.14
78689	BOBIS,LISA	291-6001-601.22-03	IUG CONF, PHOENIX AZ	1,075.04	1,075.04
78692	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE	2,817.99	2,817.99
78697	COMCAST	291-6001-601.22-42	BUSINESS CABLE MAY	21.00	
		291-6001-601.22-42	BUSINESS CABLE JUNE	21.00	42.00
78715	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	OFFICE SUPPLIES	44.24	44.24
78719	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES JUNE	171.00	171.00
78725	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET JUNE	49.95	49.95
78732	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES - A RUHL	75.00	75.00
78734	ILLINOIS LIBRARY ASSOCIATION	291-6001-601.22-03	SERVING OUR PUBLIC 3.0	25.00	25.00
78738	JAFFE,VIOLET	291-6001-601.22-03	BOOKEXPO, NEW YORK	947.28	947.28
78746	KRUEGER,CHRISTOPHER	291-6001-601.22-03	IUG 2019,PHOENIX	507.75	507.75
78749	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SRVS, TRANSLATION	38.02	
		291-6001-601.21-65	OTHER SRVS/TRANSLATION	87.12	125.14
78760	MEYER,SHANNON	291-6001-601.22-03	IUG CONG,PHOENIX AZ	1,407.27	1,407.27
78775	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAYPHONE JUNE	63.00	63.00
78776	PADDOCK PUBLICATIONS INC	291-6001-601.22-01	ADVERTISING	72.90	72.90
78777	PAPANASTASSIOU,MARIA	291-6001-601.22-03	INTERACTIVITY CONF.	240.48	240.48
78788	ROBBINS SCHWARTZ	291-6001-601.20-20	LEGAL SRVS, 3/21	53.75	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					53.75
78791	ROUNDY'S INC	291-6001-601.22-03	COFFEE, TEA, SNACKS	89.18	89.18
78794	RUNCO OFFICE SUPPLY	291-6001-601.30-05	NAME PLATE F/TRUSTEE ANDI	12.50	12.50
78795	SCALLON, TERESA	291-6001-601.22-03	FLIGHT ABOS CONF, OMAHA	238.59	313.59
		291-6001-601.22-03	ROUND UP CONF	75.00	
78799	SIGNS BY TOMORROW	291-6001-601.30-05	LIBRARY VAN SIGN	106.90	106.90
78812	US POSTAL SERVICE-NEOPOST POSTAGE	291-6001-601.22-05	ACC7900044080283512	3,000.00	3,000.00
78813	UW-MADISON/PLACE	291-6001-601.22-03	PLAY MAKE LEARN CONF-	175.00	175.00
78814	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 4/26-5/25	371.78	371.78
78819	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	15.42	15.42
78820	WILIUG-C/O RACHEL ROHLF	291-6001-601.22-03	SPRING CONF REG-S MEYER	30.00	100.00
		291-6001-601.22-02	WILIUG DUES-L BOBIS	40.00	
		291-6001-601.22-03	WILIUG CONF-L BOBIS	30.00	
78822	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 5/13-6/12	1,574.99	1,728.99
		291-6001-601.22-42	INTERNET ACCESS 5/19-6/18	154.00	

***** DIVISION TOTAL ****

Communications and Marketing

24,052.20

		291-6002-601.31-85	SUMMER READING DECOR	22.94	
		291-6002-601.31-85	SUMMER READING DECOR	15.99	
		291-6002-601.31-85	SUMMER READING DECOR	28.86	
		291-6002-601.31-85	SUMMER READING DECOR	52.22	
		291-6002-601.31-85	SUMMER READING DECOR	31.98	
		291-6002-601.31-85	SUMMER READING DECOR	52.22	
		291-6002-601.31-85	SUMMER READING DECOR	31.98	236.19
78670	ARGO TRANSLATION	291-6002-601.21-65	SUMMER READING HS LOG	225.00	
		291-6002-601.20-05	FINE FORGIV.WEEK SPANISH	100.00	325.00
78671	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.22-03	TRAVEL/TRAINING	4.99	4.99
78672	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.30-05	ACRYLLIC DOMES F/SUMMER	1,138.05	1,160.81
		291-6002-601.30-05	FOREIGHN TRANSACTIN FEE	22.76	
78673	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	MONTH TO MONTH BILLING	300.00	
		291-6002-601.21-65	FACEBOOK ADVERTISING	111.08	
		291-6002-601.22-10	SUMMER READING STICKERS	361.50	
		291-6002-601.22-10	BUSINESS CARDS	19.97	
		291-6002-601.30-05	SRP TISSUE PAPER	326.06	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,118.61
78688	BLICK ART MATERIALS	291-6002-601.30-05	PACON RAILROADS F/SUMMER	23.35	23.35
78692	CARDINAL COLORGROUP	291-6002-601.22-10	PRINTING	21,200.00	21,200.00
78696	COLORWAVE GRAPHICS LLC	291-6002-601.32-01	FABRIC WALL HANGING	972.50	972.50
78712	FRAMERS EDGE INC	291-6002-601.30-05	FRAME RESOLUTION	185.45	370.90
		291-6002-601.30-05	FRAME RESOLUTION	185.45	
78752	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	295.60	295.60
78754	LYNWOOD DESIGN	291-6002-601.31-85	TABLE SIGN FRAME	175.00	175.00
78767	MOBILE PRINT	291-6002-601.32-72	STORYTIME VISITOR STICKER	589.91	589.91
78799	SIGNS BY TOMORROW	291-6002-601.30-05	STACK GUIDE FABRICATION	259.20	2,253.70
		291-6002-601.30-05	RETRACTABLE BANNER STANDS	604.10	
		291-6002-601.22-10	VINYL WINDOW LETTERING	112.80	
		291-6002-601.32-01	VINYL PRINTS F/SUMMER DE-	1,115.60	
		291-6002-601.30-05	LIBRARY VAN SIGN	162.00	
78806	SUBURBAN TRIM & GLASS CORP	291-6002-601.31-85	PLEXIGLASS	880.00	880.00
78816	VOGUE PRINTERS	291-6002-601.22-10	SUMMER READING LOGS	2,918.00	2,918.00
***** DIVISION TOTAL ****					32,524.56

Human Resources

78668	ALTA LANGUAGES SERVICES INC	291-6003-601.21-65	PRE-EMPLOYMENT TESTING	110.00	110.00
78671	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	EMPL RECOGN PROGRAM	28.96	68.16
		291-6003-601.40-70	EMPL RECOGN PROGRAM	9.81	
		291-6003-601.22-03	TRAVEL/TRAINING	29.39	
78673	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-03	TRAINING SEMINAR,L HAACK	315.00	410.00
		291-6003-601.22-03	WEBINAR MINIMUM WAGE	95.00	
78684	BECKMAN,SUSAN	291-6003-601.40-62	TUITION REIMBURDEMENT	194.63	194.63
78693	CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT SCREENING	525.50	525.50
78703	DRISKELL,MIKE	291-6003-601.40-62	TUITION REIMBURSEMENT	1,275.00	1,374.23
		291-6003-601.40-70	STAFF APPRECIATION DINNER	99.23	
78724	HILL,SONYA	291-6003-601.40-62	TUITION REIMBURSEMENT	995.40	995.40
78727	HR SOURCE	291-6003-601.22-02	LACONI LIBRARY SURVEY'19	100.00	100.00
78760	MEYER,SHANNON	291-6003-601.40-62	TUITION REIMBURSEMENT	879.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					879.00
78796	SCHEINER, ELIZABETH	291-6003-601.40-62	TUITION REIMBURSEMENT	2,283.75	2,283.75
78824	YOUNG, MEGAN	291-6003-601.40-62	TUITION REIMBURSEMENT	827.40	827.40
***** DIVISION TOTAL ****					7,768.07

Gifts and Grants

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 04			
78458	MJ PRODUCTIONS	291-6004-601.22-18	FELIX & FINGERS, 5/19	850.00-	850.00-
78669	AMAZON.COM CREDIT	291-6004-601.32-80	BOOKS	36.02	36.02
78671	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	PROGRAM EVENTS	26.92	26.92
78673	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	SUMMER VOLUNTEER SQUAD	317.36	
		291-6004-601.32-02	GIVEAWAY BOOKS & MATERIAL	1,348.00	1,665.36
78677	AUTHORS UNBOUND AGENCY	291-6004-601.22-18	SPEAKING ENG -J KROSOCZKA	2,500.00	2,500.00
78708	ESPOSITO PIANO SERVICE	291-6004-601.21-65	TUNINF 1 PIANO	135.00	135.00
78765	MJ PRODUCTIONS	291-6004-601.22-18	FELIX & FINGERS, 5/19	450.00	450.00
78807	THIRD WEEK BOOKS	291-6004-601.32-02	GIVEAWAY BOOKS & MATERIAL	1,164.00	1,164.00
78818	WAIST UP	291-6004-601.32-02	SUMMER READING VOLUNTEER	940.85	940.85
***** DIVISION TOTAL ****					6,068.15

Finance

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 08			
78671	ARLINGTON HTS MEMORIAL LIBRARY	291-6008-601.22-03	TRAVEL/TRAINING	29.87	29.87
78673	ARLINGTON HTS MEMORIAL LIBRARY	291-6008-601.22-03	LACONI PROGRAM, 5/31	30.00	30.00
78713	FUN EXPRESS LLC	291-6008-601.22-03	TRESS F/ALA SPEECH	37.31	37.31
78730	IL GOVERNMENT FINANCE OFFICERS ASS	291-6008-601.22-03	GOV.BUDGETING-D EKL	30.00	30.00
78751	LAUTERBACH & AMEN LLP	291-6008-601.20-05	AUDIT YEAR 2018 PROF SRVS	5,400.00	5,400.00
78769	NEOPOST USA INC	291-6008-601.21-36	PREMIER MAINT&METER	356.76	356.76
***** DIVISION TOTAL ****					5,883.94

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Information Technology</i>					
/PAYM #					
78669	AMAZON.COM CREDIT	291-6010-601.31-85	PA SYSTEM ACCESSORIES	27.95	
		291-6010-601.50-12	SSDS CATALOG STATIONS	518.00	
		291-6010-601.31-85	PA SYSTEM ACCESSORIES	149.99	
		291-6010-601.30-30	BATTERIES FOR IT	119.90	815.84
78673	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.31-85	REPLACEMENT BATTERY F/LAP	82.15	
		291-6010-601.22-03	GIFT CARDS F/USER TESTING	100.00	
		291-6010-601.22-03	GIFT CARDS F/USER TESTING	100.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	49.00	
		291-6010-601.30-32	ITUNES APP F/SUMMER READ.	3.18	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	11.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.30-32	QUICKTAP SURVEY SOFTWARE	1,570.00	
		291-6010-601.30-32	BASECAMP ANNUAL SUBSCRIP.	899.00	
		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	54.10	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	14.99	
		291-6010-601.31-85	STAFF HEADPHONES	66.82	
		291-6010-601.31-85	LIGHTING TO HDMI ADAPTERS	117.00	
		291-6010-601.32-32	PUBLIC CATALOG KIOSK SOFT	99.00	3,232.22
78682	BAKER & TAYLOR	291-6010-601.30-32	CONTENT CAFE 4/1/19-6/30/	1,443.13	1,443.13
78695	CHICAGO COPIER SERVICES INC	291-6010-601.21-02	EPSON SURECOLOR SERVS	430.00	430.00
78735	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPM MAINTEN	217.72	
		291-6010-601.30-30	PAPER THROUGHOUT BUILDING	1,156.20	
		291-6010-601.21-02	EQUIPM MAINTEN	400.65	
		291-6010-601.21-02	EQUIPM MAINTEN	341.45	
		291-6010-601.30-30	COPIER SUPPLIES	19.50	2,135.52
78766	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.32-32	MICROSOFT EXCHANGE 2019	1,444.00	1,444.00
78804	STAPLES	291-6010-601.30-30	TONER	173.49	
		291-6010-601.30-30	TONER	165.99	
		291-6010-601.30-30	TONER	554.76	894.24

***** DIVISION TOTAL **** *Facilities* 10,394.95

DEPARTMENT: 60 Executive Office	DIVISION: 20				
78664	ACRES GROUP	291-6020-601.21-11	LAWN MAINT - JUNE	907.50	907.50
78669	AMAZON.COM CREDIT	291-6020-601.21-11	CHAIR MATS	219.96	
		291-6020-601.31-45	JANITORIAL SUPPLIES	39.68	259.64
78671	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	BUILDING MAINTEN	38.94	38.94
78673	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	58.15	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	MAINTENANCE SUPPLIES	58.54	116.69
78674	ASI SIGNAGE INNOVATIONS	291-6020-601.21-11	SIGN&PLAQUE F/BOARD ROOM	228.00	228.00
78679	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	1,907.14	1,907.14
78691	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	LAWN SPRINKLER WORK	308.25	308.25
78698	COMED	291-6020-601.30-51	HEATING 4/9-5/8/2019	1.64	
		291-6020-601.30-51	HEATING 4/9-5/8/2019	85.94	87.58
78709	FE MORAN SECURITY SOLUTIONS	291-6020-601.21-02	BURGLAR ALARM MONIT SERVS	105.00	
		291-6020-601.21-02	ELEVATOR EMERG MONIT SRVS	60.00	
		291-6020-601.21-02	ELEVATOR EMERG MONIT SRVS	60.00	225.00
78715	GARVEYS OFFICE PRODUCTS	291-6020-601.31-45	JANITORIAL SUPPLIES	112.85	
		291-6020-601.31-45	JANITORIAL SUPPLIES	24.55	
		291-6020-601.31-45	JANITORIAL SUPPLIES	29.25	166.65
78717	GRAINGER INC,W W	291-6020-601.21-11	MAINTEN SUPPLIES	10.02	10.02
78726	HOH WATER TECHNOLOGY INC	291-6020-601.21-11	COOLING TOWER CHEMICALS	4,560.69	4,560.69
78729	IGS	291-6020-601.30-51	NATURAL GAS - APRIL	2,409.64	2,409.64
78741	JOHNSON CONTROLS FIRE PROTECTION LP	291-6020-601.21-11	FIRE ALARM TESTING	2,886.00	2,886.00
78744	KD REPAIR	291-6020-601.21-07	CAR MAINTENANCE	248.42	248.42
78745	KONEMATIC	291-6020-601.21-11	ANNUAL DOOR MAINT	311.00	311.00
78757	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS JUNE	4,599.00	4,599.00
78759	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTEN	106.54	
		291-6020-601.21-11	BLDG MAINTEN	201.71	308.25
78768	NATIONWIDE POWER SOLUTIONS	291-6020-601.21-11	BATTERIES FOR UPS	3,607.04	3,607.04
78770	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIB MAY	216.96	
		291-6020-601.30-51	NATURAL GAS DISTRIB MAY	655.32	872.28
78771	NOFFS SELF STORAGE INC	291-6020-601.21-11	PARADE VEHICLE STORAGE	76.00	76.00
78773	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	COOLING TOWER MAINTEN	1,972.66	
		291-6020-601.21-11	BOILER MAINTENANCE	1,255.58	3,228.24
78785	R.I.C.ELECTRIC	291-6020-601.21-11	BELMONT ELECTR.EVALUATION	903.00	903.00
78786	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	1,039.16	
		291-6020-601.31-45	JANITORIAL SUPPLIES	32.00-	1,007.16
78792	ROUTE 12 RENTAL CO	291-6020-601.21-36	TOOL RENTAL	71.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					71.20
78798	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINT	21.58	
		291-6020-601.21-11	BLDG MAINT	20.57	
		291-6020-601.21-11	BLDG MAINT	59.46	101.61
78803	STANDARD ELEVATOR CO	291-6020-601.21-02	STUCKED ELEVATOR, 4/22	228.22	
		291-6020-601.21-02	FIRE TESTING, 4/11&4/12	911.63	
		291-6020-601.21-02	REG SERVS JUNE 2019	959.18	2,099.03
78804	STAPLES	291-6020-601.31-45	JANITORIAL SUPPLIES	782.28	782.28
78815	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - APRIL 2019	316.78	
		291-6020-601.21-60	WATER/SEWER 2/27-4/30	1,691.16	
		291-6020-601.21-60	WATER/SEWER 3/4-4/29	82.77	2,090.71
***** DIVISION TOTAL ****					34,416.96
***** DEPARTMENT TOTAL **					121,108.83

Youth Services

DEPARTMENT: 64 User Services
 78667 ALBERTSONS/SAFEWAY

DIVISION: 01

291-6401-601.22-03	SPARK MEETING, 5/6	20.04	
291-6401-601.32-01	PROGRAM SUPPLIES	9.60	
291-6401-601.32-02	PROGRAM EVENTS	16.97	46.61
291-6401-601.32-02	4TH/5TH GRADE & MIDDLE	22.62	
291-6401-601.30-05	DIE CUT STORAGE RACK	50.85	
291-6401-601.32-90	TEENS SCHOOL SUPPLIES	74.14	
291-6401-601.32-02	PRESCHL-TOUR DOT STICKERS	31.92	
291-6401-601.32-02	SUMMER READING PRIZES	186.02	
291-6401-601.32-02	SUMMER READING PRIZES	88.50	
291-6401-601.32-02	SUMMER READING PRIZES	119.50	
291-6401-601.32-02	KIDS' WORLD PLAY MTLs	278.05	
291-6401-601.32-02	3DOODLER FILAMENT	30.84	
291-6401-601.32-01	PLAYGROUPS PATTERN BLOCKS	58.63	
291-6401-601.32-90	CHALK MARKERS FOR HUB	20.59	
291-6401-601.32-01	JUNE DIY KIT SUPPLIES	7.89	969.55
291-6401-601.22-03	TRAVEL/TRAINING	33.05	
291-6401-601.22-03	TRAVEL/TRAINING	17.98	
291-6401-601.22-03	TRAVEL/TRAINING	7.66	
291-6401-601.22-03	TRAVEL/TRAINING	41.98	
291-6401-601.32-01	PROGRAM SUPPLIES	43.89	
291-6401-601.22-03	TRAVEL/TRAINING	6.10	
291-6401-601.32-01	PROGRAM SUPPLIES	34.18	
291-6401-601.22-03	TRAVEL/TRAINING	20.88	
291-6401-601.22-03	TRAVEL/TRAINING	32.25	
291-6401-601.32-01	PROGRAM SUPPLIES	11.35	
291-6401-601.22-03	TRAVEL/TRAINING	6.26	
291-6401-601.22-03	TRAVEL/TRAINING	10.44	

78671 ARLINGTON HTS MEMORIAL LIBRARY

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-01	PROGRAM SUPPLIES	10.00	276.02
78673	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	POMPOMS F/SUMMER READING	1,067.52	1,067.52
78680	BAILEY, KERRY	291-6401-601.22-03	TRAVEL TO RAILS MEETING	54.98	54.98
78701	DEMCO INC	291-6401-601.32-02	STICKERS F/PRESCHOOL TOUR	32.31	32.31
78706	ELLISON EDUCATIONAL EQUIPMENT	291-6401-601.30-05	OFFICE SUPPLIES-DIE CUTS	80.00	80.00
78713	FUN EXPRESS LLC	291-6401-601.32-02	REG.PRIZE F/4TH&5TH GRADE	991.20	
		291-6401-601.32-01	CRAFT SUPPLIES F/SUMMER	599.09	1,590.29
78715	GARVEYS OFFICE PRODUCTS	291-6401-601.30-05	OFFICE SUPPLIES F/KW	37.11	37.11
78748	LAKESHORE LEARNING MATERIALS	291-6401-601.32-01	IMAGINATION STATION SUPPL	36.97	36.97
78774	OFFICE DEPOT BUSINESS ACCOUNT	291-6401-601.30-05	OFFICE SUPPLIES	11.99	
		291-6401-601.30-05	OFFICE SUPPLIES	8.99	
		291-6401-601.30-05	OFFICE SUPPLIES	11.59	
		291-6401-601.30-05	OFFICE SUPPLIES	3.59	36.16
78779	PINOTTI, JANET	291-6401-601.32-02	OUTREACH, 5/17	20.04	
		291-6401-601.22-03	OUTREACH MILEAGE, 5/17	3.13	23.17
78800	SMILEMAKERS	291-6401-601.32-02	STICKERS F/SUMMER IN THE	96.87	96.87
78819	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	120.74	
		291-6401-601.32-90	CIRCULATION SUPPLIES	4.46	125.20

***** DIVISION TOTAL **** *Specialty Info Services* 4,472.76

DEPARTMENT: 64	User Services	DIVISION: 05			
78671	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAVEL/TRAINING	19.37	19.37
78755	MADAY, JULIE I	291-6405-601.22-18	RESUME REVIEWS MAY	330.00	330.00

***** DIVISION TOTAL **** *Info Services* 349.37

DEPARTMENT: 64	User Services	DIVISION: 10			
78669	AMAZON.COM CREDIT	291-6410-601.30-05	OFFICE SUPPLIES	23.99	
		291-6410-601.30-05	OFFICE SUPPLIES	19.08	
		291-6410-601.30-05	OFFICE SUPPLIES	53.36	
		291-6410-601.30-05	OFFICE SUPPLIES	9.99	
		291-6410-601.30-05	COMMAND STRIP CLIPS	8.98	115.40
78671	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.32-01	PROGRAM SUPPLIES	31.23	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6410-601.32-01	PROGRAM SUPPLIES	10.50	41.73
78797	SCHWARTING, PAM	291-6410-601.22-03	POSTERS F/I.S. OFFICE	74.95	74.95
78819	WAREHOUSE DIRECT	291-6410-601.30-05	OFFICE SUPPLIES	39.33	39.33

***** DIVISION TOTAL **** *Circulation Services* 271.41

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
78669	AMAZON.COM CREDIT	291-6420-601.32-90	CIRCULATION SUPPLIES	5.78	
		291-6420-601.32-90	2ND FL CONF ROOMS SUPPLY	15.99	
		291-6420-601.32-90	CIRCULATION SUPPLIES	36.19	
		291-6420-601.32-90	2FL CONF ROOM SUPPLIES	4.74	
		291-6420-601.32-90	2FL CONF ROOM SUPPLIES	17.98	
		291-6420-601.30-05	OFFICE SUPPLIES	8.99	
		291-6420-601.32-90	STORAGE BINS & ERASERS	5.88	95.55
78671	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	CIRCULATION SUPPLIES	30.62	
		291-6420-601.32-90	CIRCULATION SUPPLIES	23.98	
		291-6420-601.32-90	CIRCULATION SUPPLIES	29.98	84.58
78783	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	110.00	
		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	87.20	633.20
78811	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS MAY	170.05	170.05
78819	WAREHOUSE DIRECT	291-6420-601.32-90	CIRCULATION SUPPLIES	103.50	103.50

***** DIVISION TOTAL **** *senior and Accessible Services* 1,086.88

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 30			
78671	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.22-03	TRAVEL/TRAINING	34.86	34.86
78790	RON LASLEY ASSOCIATES	291-6430-601.32-90	CLAX CARTS F/SAS OFFICE	965.00	965.00

***** DIVISION TOTAL **** *programs and Exhibits* 999.86

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
78660	YIESLA, SHARON	291-6440-601.22-18	HYDRANGEAS ARE HOT, 5/29	175.00-	175.00-
78666	AGUILERA RODRIGUEZ, JULIETA C	291-6440-601.22-18	BRINGING THE UNIVERSE, 7/6	200.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					200.00
78667	ALBERTSONS/SAFEWAY	291-6440-601.32-02	PROGRAM EVENTS	347.38	347.38
78669	AMAZON.COM CREDIT	291-6440-601.32-02	SILICONE BAKING CUPS	15.98	
		291-6440-601.32-02	STORYTIME OUTDOOR CHAIRS	19.99	
		291-6440-601.32-02	PENCIL GRIPS	11.62	
		291-6440-601.32-01	MAY DIY KIT	55.96	
		291-6440-601.32-02	END OF YEAR HUB PARTY SUP	28.88	
		291-6440-601.32-02	TEEN CUPCAKE WARS PRIZE	35.00	
		291-6440-601.32-02	SPACE LAUNCH PARTY SUPPLY	84.94	
		291-6440-601.32-02	SPACE LAUNCH PARTY SUPPLY	161.54	
		291-6440-601.22-18	KW SPACE TOYS	25.00	
		291-6440-601.22-18	KW SPACE TOYS	14.70	
		291-6440-601.22-18	KW SPACE TOYS	90.77	
		291-6440-601.22-18	KW SPACE TOYS	9.99	
		291-6440-601.32-02	SILICONE BAKING CUPS	15.98-	
		291-6440-601.32-02	TRANSPARENT DUCT TAPES	89.46	
		291-6440-601.32-02	DICE GUILD PROG SUPPLIES	30.90	
		291-6440-601.32-02	POPCORN BOXES FOR PROG	176.80	
		291-6440-601.32-02	JUL FAM MOVIE NIGHT SUPPL	24.22	
		291-6440-601.32-02	GAME OF THRONES TRIVIA	17.04	
		291-6440-601.32-02	GOT TRIVIA - REFUND	17.04-	
		291-6440-601.32-02	FANCON SUPPLIES	5.99	
		291-6440-601.32-02	FANCON SUPPLIES	10.99	
		291-6440-601.32-02	FANCON SUPPLIES	10.59	
		291-6440-601.32-02	FANCON SUPPLIES	138.73	1,026.07
78671	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	5.00	
		291-6440-601.32-02	PROGRAM EVENTS	17.96	
		291-6440-601.32-02	PROGRAM EVENTS	40.29	
		291-6440-601.22-03	TRAVEL/TRAINING	24.36	
		291-6440-601.22-03	TRAVEL/TRAINING	39.32	
		291-6440-601.32-02	PROGRAM EVENTS	46.68	
		291-6440-601.32-02	PROGRAM EVENTS	18.90	
		291-6440-601.32-02	PROGRAM EVENTS	28.47	
		291-6440-601.32-02	PROGRAM EVENTS	17.00	237.98
78672	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	TAB PIZZA, 5/12	32.12	
		291-6440-601.32-02	FOR THE LOVE OF PIZZA,	84.35	116.47
78673	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	PLINKO F/PROGRAMMING	1,799.99	
		291-6440-601.22-18	PLINKO F/PROGRAMMING	222.37	
		291-6440-601.32-02	SUPPLIES F/FANCON CRAFTS	116.95	
		291-6440-601.32-02	FINALS STUDY LOUNGE FOODS	410.48	
		291-6440-601.22-18	PRINTS F/SPACE EXHIBIT	2,505.05	
		291-6440-601.32-02	D25 ART SHOW NAPKINS,	44.48	
		291-6440-601.32-02	FILMMAKER-IN-RESIDENCE	42.86	
		291-6440-601.32-02	D25 ART SHOW OPENING REF-	314.70	
		291-6440-601.32-02	D25 ART SHOW OPENING	47.88	5,504.76
78685	BENSON, RAYMOND	291-6440-601.22-18	2001:A SPACE ODUSSEY, 6/27	50.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					50.00
78687	BIXLER, BRUCE	291-6440-601.22-18	LINKEDIN FOR JOB, 6/25	200.00	200.00
78702	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	WONDER TIME YS PROGRAM	30.60	
		291-6440-601.32-02	FANCON CRAFT SUPPLIES	6.81	37.41
78704	DUVAL, NICOLE L.	291-6440-601.22-18	COOKING W/CHIKPEAS, 7/9	350.00	350.00
78713	FUN EXPRESS LLC	291-6440-601.32-02	SUPPLIES D/FANCON CRAFTS	127.98	127.98
78716	GIOVANNELLI-CAPUTO, CHRISTINA	291-6440-601.32-02	YS PROGRAMS:OOEY GOOEY	52.99	52.99
78720	HAILEY, CRISTIANO	291-6440-601.22-18	FANCON ALICE TEA PAR, 7/13	150.00	150.00
78722	HALE, JENNIFER	291-6440-601.22-18	FANCON ALICE TEA, 7/13	150.00	150.00
78723	HALE, LISA M	291-6440-601.22-18	FANCON ALICE TEA P, 7/13	150.00	150.00
78728	HUGHETT, JON D	291-6440-601.22-18	DALEK ASYLUM FANCON, 7/13	150.00	150.00
78739	JEWISH CHILD & FAMILY SERVICES	291-6440-601.22-18	6 CITIZENSHIP INTERVIEW	750.00	750.00
78740	JIGGETTS, DAN	291-6440-601.22-18	THE LIFE & TIMES OF CHET	100.00	100.00
78743	KARTEMQUIN EDUCATIONAL FILMS	291-6440-601.22-18	05 KEF SCREENING FEES APR	200.00	
		291-6440-601.22-18	05 KEF SCREEN. FEES MARCH	200.00	400.00
78747	KURSON, ROBERT	291-6440-601.22-18	AUTHOR EVENT:R KURSON7/17	2,500.00	2,500.00
78750	LAUGH OUT LOUD INC	291-6440-601.22-18	FANCON IMPR SESSION, 7/13	500.00	500.00
78758	MELE, ANTHONY	291-6440-601.22-18	FANCON ITERACT.GAMING7/13	200.00	200.00
78762	MINDING THE GAP LLC	291-6440-601.22-18	05 KEF SCRENN.FEES MAY	200.00	200.00
78763	MINUSKIN, LYNN	291-6440-601.22-18	YOGA IN THE PARK, 8/17	60.00	60.00
78764	MINUSKIN, LYNN	291-6440-601.22-18	YOGA IN THE PARK, 7/20	60.00	60.00
78772	O'DONNELL, JIM/JAMES	291-6440-601.22-18	THE LIFE & TIMES OF CHET	350.00	350.00
78779	PINOTTI, JANET	291-6440-601.32-02	MOVIE NIGHT, 5/24	80.51	
		291-6440-601.32-02	ICE CREAM CAKES, 5/30	2.49	83.00
78780	PONTILLO, SHARI	291-6440-601.22-18	STRING ART, 6/29	450.00	450.00
78789	ROBERT, STEPHANE	291-6440-601.22-18	FANCON VIDEO GAME TOURNA-	300.00	300.00
78801	SOUND OPINIONS	291-6440-601.22-18	SEPARATE THE ART FROM THE	2,500.00	2,500.00
78805	STOUT, CHERYL	291-6440-601.22-18	THE LIFE & TIMES OF CHET	150.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					150.00
78808	THORNTON,CHRISTINE	291-6440-601.22-18	GALAXY SILHOUETTES'PAIN-	550.00	550.00
78817	VRBLIK,LISA	291-6440-601.22-18	MINECRAFT MANIA&GREAT	400.00	400.00
78825	ZBEE SOLUTIONS	291-6440-601.22-18	BUSINESS BOOK DISCUSSION	100.00	100.00
***** DIVISION TOTAL ****					18,329.04

Digital Services

78669	AMAZON.COM CREDIT	291-6450-601.30-05	OFFICE SUPPLIES	25.43	
		291-6450-601.32-90	OFFICE SUPPLIES	21.74	
		291-6450-601.50-15	SCALE FOR PUBLIC USE	16.99	
		291-6450-601.31-85	HEADPHONE SPLITTERS REFND	5.95-	58.21
78673	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.50-15	MONTHLY SUBSCRIPTION	40.00	40.00
78678	B & H PHOTO VIDEO	291-6450-601.31-85	STUDIO SUPPLIES	361.80	
		291-6450-601.31-85	STUDIO BACKDROPS	206.48	568.28
78705	EBSCO INFORMATION SERVICES	291-6450-601.32-78	NOVELIST PLUS 1/7/19-6/30	2,954.00	2,954.00
78707	ENCYCLOPAEDIA BRITANNICA INC	291-6450-601.32-78	BRITANNICA ONLINE	2,950.00	2,950.00
78781	PROQUEST LLC	291-6450-601.32-78	HNP CHICAGO TRIBUNE	4,088.93	
		291-6450-601.32-78	HISTORICAL NEWSPAPER PACK	2,688.28	6,777.21
78782	P4A ANTIQUES RESEARCH SERVICES LLC	291-6450-601.32-78	SUBSCRIPT.INSTITUTIONAL	399.00	399.00
78810	TUTOR.COM	291-6450-601.32-78	LEARNING SUITE TUTORING	2,870.00	2,870.00
***** DIVISION TOTAL ****					16,616.70

Collection Services

78669	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	16.74	
		291-6470-601.32-75	AV MTLs	89.92	
		291-6470-601.32-75	AV MTLs	26.54	
		291-6470-601.32-75	AV MTLs	23.98	
		291-6470-601.32-75	AV MTLs	16.29	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	35.96	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	12.96	
		291-6470-601.32-75	AV MTLs	12.98	
		291-6470-601.32-75	AV MTLs	66.63	
		291-6470-601.32-75	AV MTLs	49.99	
		291-6470-601.32-75	AV MTLs	12.79	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	8.49	
		291-6470-601.32-75	AV MTLs	21.89	
		291-6470-601.32-75	AV MTLs	13.59	
		291-6470-601.32-75	AV MTLs	31.98	
		291-6470-601.32-75	AV MTLs	22.87	
		291-6470-601.32-75	AV MTLs	69.89	
		291-6470-601.32-75	AV MTLs	23.98	
		291-6470-601.32-75	AV MTLs	158.64	
		291-6470-601.32-75	AV MTLs	16.69	
		291-6470-601.32-75	AV MTLs	32.29	
		291-6470-601.32-75	AV MTLs	16.69	
		291-6470-601.32-75	AV MTLs	28.50	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	14.90	
		291-6470-601.32-75	AV MTLs	47.96	
		291-6470-601.32-75	AV MTLs	59.97	
		291-6470-601.32-80	BOOKS	20.36	
		291-6470-601.32-80	BOOKS	27.02	
		291-6470-601.32-80	BOOKS	8.93	
		291-6470-601.32-80	BOOKS	24.00	
		291-6470-601.32-80	BOOKS	16.98	
		291-6470-601.32-80	BOOKS	6.54	
		291-6470-601.32-75	AV MTLs	86.62	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	13.98	
		291-6470-601.32-75	AV MTLs	20.99	
		291-6470-601.32-75	AV MTLs	44.69	
		291-6470-601.32-75	AV MTLs	63.34	
		291-6470-601.32-75	AV MTLs	25.94	
		291-6470-601.32-75	AV MTLs	27.99	
		291-6470-601.32-75	AV MTLs	299.91	
		291-6470-601.32-75	AV MTLs	12.96	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	33.87	
		291-6470-601.32-75	AV MTLs	5.99	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	28.45	
		291-6470-601.32-75	AV MTLs	20.43	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	5.00	
		291-6470-601.32-75	AV MTLs	10.99	
		291-6470-601.32-75	AV MTLs	115.33	
		291-6470-601.32-75	AV MTLs	27.34	
		291-6470-601.32-75	AV MTLs	19.98	
		291-6470-601.32-75	AV MTLs	199.90	
		291-6470-601.32-75	AV MTLs	41.92	
		291-6470-601.32-75	AV MTLs	33.98	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	25.94	
		291-6470-601.32-75	AV MTLs	34.35	
		291-6470-601.32-75	AV MTLs	46.97	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	49.99-	
		291-6470-601.32-75	AV MTLs	10.83	
		291-6470-601.32-75	AV MTLs	11.29	
		291-6470-601.32-80	BOOKS	27.38	
		291-6470-601.32-80	BOOKS	40.39	
		291-6470-601.32-80	BOOKS	43.83	
		291-6470-601.32-80	BOOKS	11.71	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	52.96	
		291-6470-601.32-80	BOOKS	13.71	
		291-6470-601.32-80	BOOKS	29.99	
		291-6470-601.32-80	BOOKS	40.40	
		291-6470-601.32-80	BOOKS	16.73	
		291-6470-601.32-80	BOOKS	37.77	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	13.21	
		291-6470-601.32-80	BOOKS	42.89	
		291-6470-601.32-80	BOOKS	28.98	
		291-6470-601.32-80	BOOKS	20.99-	
		291-6470-601.32-80	BOOKS	18.35	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	18.44	
		291-6470-601.32-80	BOOKS	14.39	
		291-6470-601.32-80	BOOKS	85.36	
		291-6470-601.32-80	BOOKS	20.85	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	23.90	
		291-6470-601.32-80	BOOKS	11.39	
		291-6470-601.32-80	BOOKS	27.96	
		291-6470-601.32-80	BOOKS	20.98	
		291-6470-601.32-80	BOOKS	27.97	
		291-6470-601.32-80	BOOKS	50.40	
		291-6470-601.32-80	BOOKS	27.47	
		291-6470-601.32-80	BOOKS	29.08	
		291-6470-601.32-80	BOOKS	8.25	
		291-6470-601.32-80	BOOKS	78.99	
		291-6470-601.32-80	BOOKS	13.98	
		291-6470-601.32-80	BOOKS	11.69	
		291-6470-601.32-75	AV MTLs	24.48	
		291-6470-601.32-75	AV MTLs	73.00	
		291-6470-601.32-80	BOOKS	17.19	
		291-6470-601.32-80	BOOKS	56.73	
		291-6470-601.32-80	BOOKS	86.62	
		291-6470-601.32-80	BOOKS	30.99	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	54.09	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	82.48	
		291-6470-601.32-80	BOOKS	8.85	
		291-6470-601.32-80	BOOKS	14.53	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	36.49	
		291-6470-601.32-80	BOOKS	29.99	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	31.98	
		291-6470-601.32-80	BOOKS	22.22	
		291-6470-601.32-80	BOOKS	44.12	
		291-6470-601.32-95	PERIODICALS	22.71	
		291-6470-601.32-95	PERIODICALS	14.57	
		291-6470-601.32-95	PERIODICALS	53.00	
		291-6470-601.30-05	OFFICE SUPPLIES	59.64	
		291-6470-601.32-75	AV MTLs	295.56	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	10.99	
		291-6470-601.32-75	AV MTLs	38.94	
		291-6470-601.32-75	AV MTLs	12.98	
		291-6470-601.32-75	AV MTLs	111.96	
		291-6470-601.32-75	AV MTLs	34.71	
		291-6470-601.32-75	AV MTLs	12.39	
		291-6470-601.32-75	AV MTLs	20.97	
		291-6470-601.32-75	AV MTLs	36.57	
		291-6470-601.32-75	AV MTLs	26.51	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	89.90	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	5.54	
		291-6470-601.32-80	BOOKS	12.62	
		291-6470-601.32-80	BOOKS	22.03	
		291-6470-601.32-80	BOOKS	59.00	
		291-6470-601.32-80	BOOKS	15.13	
		291-6470-601.32-80	BOOKS	33.05	
		291-6470-601.32-80	BOOKS	112.36	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	10.68	
		291-6470-601.32-95	PERIODICALS	32.04	
		291-6470-601.32-95	PERIODICALS	21.84	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	7.44	
		291-6470-601.32-95	PERIODICALS	25.83	
		291-6470-601.32-75	AV MTLs	9.98	
		291-6470-601.32-75	AV MTLs	28.59	
		291-6470-601.32-75	AV MTLs	407.85	
		291-6470-601.32-75	AV MTLs	10.00	
		291-6470-601.32-75	AV MTLs	9.56	
		291-6470-601.32-75	AV MTLs	23.97	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	17.98	
		291-6470-601.32-75	AV MTLs	23.16	
		291-6470-601.32-75	AV MTLs	29.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLS	71.98	
		291-6470-601.32-75	AV MTLS	68.82	
		291-6470-601.32-75	AV MTLS	22.90	
		291-6470-601.32-75	AV MTLS	9.98	
		291-6470-601.32-75	AV MTLS	17.74	
		291-6470-601.32-75	AV MTLS	24.89	
		291-6470-601.32-75	AV MTLS	8.99	
		291-6470-601.32-80	BOOKS	32.65	
		291-6470-601.32-80	BOOKS	15.83	
		291-6470-601.32-80	BOOKS	13.46	
		291-6470-601.32-80	BOOKS	28.05	
		291-6470-601.32-80	BOOKS	31.97	
		291-6470-601.32-80	BOOKS	16.98	
		291-6470-601.32-80	BOOKS	33.72	
		291-6470-601.32-80	BOOKS	60.67	
		291-6470-601.32-80	BOOKS	7.21	
		291-6470-601.32-80	BOOKS	19.89	
		291-6470-601.32-80	BOOKS	8.97	
		291-6470-601.32-80	BOOKS	30.00	
		291-6470-601.32-80	BOOKS	57.25	
		291-6470-601.32-80	BOOKS	10.49	
		291-6470-601.32-80	BOOKS	36.45	
		291-6470-601.32-80	BOOKS	20.00	
		291-6470-601.32-80	BOOKS	12.60	
		291-6470-601.32-80	BOOKS	25.05	
		291-6470-601.32-80	BOOKS	22.49	
		291-6470-601.32-80	BOOKS	34.91	
		291-6470-601.32-80	BOOKS	26.28	
		291-6470-601.32-80	BOOKS	27.93	
		291-6470-601.32-80	BOOKS	13.97	
		291-6470-601.32-95	PERIODICALS	9.48	
		291-6470-601.32-75	AV MTLS	7.68	
		291-6470-601.32-75	AV MTLS	12.21	
		291-6470-601.32-75	AV MTLS	26.95	
		291-6470-601.32-75	AV MTLS	1.56-	
		291-6470-601.32-75	AV MTLS	12.99	
		291-6470-601.32-75	AV MTLS	23.99	
		291-6470-601.32-75	AV MTLS	28.49	
		291-6470-601.32-75	AV MTLS	42.01	
		291-6470-601.32-75	AV MTLS	24.99	
		291-6470-601.32-75	AV MTLS	159.92	
		291-6470-601.32-75	AV MTLS	23.20	
		291-6470-601.32-75	AV MTLS	32.47	
		291-6470-601.32-75	AV MTLS	18.18	
		291-6470-601.32-75	AV MTLS	12.89	
		291-6470-601.32-75	AV MTLS	55.76	
		291-6470-601.32-75	AV MTLS	29.99	
		291-6470-601.32-75	AV MTLS	27.92	
		291-6470-601.32-80	BOOKS	24.48	
		291-6470-601.32-80	BOOKS	12.67	
		291-6470-601.32-80	BOOKS	37.56	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	18.11	
		291-6470-601.32-80	BOOKS	22.98	
		291-6470-601.32-80	BOOKS	9.93	
		291-6470-601.32-80	BOOKS	34.39	
		291-6470-601.32-80	BOOKS	38.89	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	25.18	
		291-6470-601.32-80	BOOKS	35.50	
		291-6470-601.32-80	BOOKS	14.86	
		291-6470-601.32-80	BOOKS	328.05	
		291-6470-601.32-80	BOOKS	35.26	
		291-6470-601.32-80	BOOKS	11.18	
		291-6470-601.32-80	BOOKS	13.97	
		291-6470-601.32-80	BOOKS	19.93	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	7.38	7,975.58
78671	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	TRAVEL/TRAINING	38.38	
		291-6470-601.32-95	PERIODICALS	5.40	
		291-6470-601.32-95	PERIODICALS	4.74	
		291-6470-601.22-03	TRAVEL/TRAINING	33.18	81.70
78672	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-85	UN-DU ADHESIVE REMOVER	166.05	
		291-6470-601.32-95	PERIODICALS	33.47	
		291-6470-601.32-95	PERIODICALS	37.19	
		291-6470-601.32-95	PERIODICALS	.66	
		291-6470-601.32-95	PERIODICALS	.74	238.11
78673	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	LACONI PROGRAM, 5/31	30.00	
		291-6470-601.32-90	REMOVABLE LABELS	172.10	
		291-6470-601.32-75	AV MTLs	97.04	
		291-6470-601.32-75	AV MTLs	21.97-	
		291-6470-601.32-75	AV MTLs	159.45	
		291-6470-601.32-75	AV MTLs	139.45	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	21.97	
		291-6470-601.32-75	AV MTLs	15.75	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	12.96-	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	31.86	
		291-6470-601.32-75	AV MTLs	12.96	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-80	BOOKS	119.00	
		291-6470-601.32-80	BOOKS	12.49	
		291-6470-601.32-95	PERIODICALS	22.50	
		291-6470-601.32-95	PERIODICALS	27.13	
		291-6470-601.32-95	PERIODICALS	9.99	
		291-6470-601.32-95	PERIODICALS	13.39	
		291-6470-601.32-95	PERIODICALS	13.49	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	39.97	
		291-6470-601.32-95	PERIODICALS	19.48	
		291-6470-601.32-95	PERIODICALS	5.00	1,016.04
78681	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	508.53	
		291-6470-601.32-80	BOOKS	160.57	
		291-6470-601.32-80	BOOKS	48.10	
		291-6470-601.32-80	BOOKS	173.21	
		291-6470-601.32-80	BOOKS	225.73	
		291-6470-601.32-80	BOOKS	678.99	
		291-6470-601.32-80	BOOKS	469.20	
		291-6470-601.32-80	BOOKS	382.57	
		291-6470-601.32-80	BOOKS	72.45	
		291-6470-601.32-80	BOOKS	730.86	
		291-6470-601.32-80	BOOKS	167.53	
		291-6470-601.32-80	BOOKS	671.17	
		291-6470-601.32-80	BOOKS	152.84	
		291-6470-601.32-80	BOOKS	415.26	
		291-6470-601.32-80	BOOKS	144.51	
		291-6470-601.32-80	BOOKS	269.34	
		291-6470-601.32-80	BOOKS	1,879.72	
		291-6470-601.32-80	BOOKS	219.34	
		291-6470-601.32-80	BOOKS	411.32	
		291-6470-601.32-80	BOOKS	144.24	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	121.14	
		291-6470-601.32-80	BOOKS	363.31	
		291-6470-601.32-80	BOOKS	140.67	
		291-6470-601.32-80	BOOKS	1,770.47	
		291-6470-601.32-80	BOOKS	1,042.85	
		291-6470-601.32-80	BOOKS	260.52	
		291-6470-601.32-80	BOOKS	721.60	
		291-6470-601.32-80	BOOKS	458.17	
		291-6470-601.32-80	BOOKS	125.29	
		291-6470-601.32-80	BOOKS	57.86	
		291-6470-601.32-80	BOOKS	701.47	
		291-6470-601.32-80	BOOKS	2,645.86	
		291-6470-601.32-75	AV MTLs	55.24	
		291-6470-601.32-75	AV MTLs	48.07	
		291-6470-601.32-75	AV MTLs	448.16	
		291-6470-601.32-75	AV MTLs	16.57	
		291-6470-601.22-85	PROC SERVS	178.60	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	505.40	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	112.00	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	148.20	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	585.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	266.00	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	79.45	
		291-6470-601.22-85	PROC SERVS	205.20	
		291-6470-601.22-85	PROC SERVS	182.05	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	231.45	
		291-6470-601.22-85	PROC SERVS	136.45	
		291-6470-601.22-85	PROC SERVS	338.20	
		291-6470-601.32-80	BOOKS	317.83	
		291-6470-601.32-80	BOOKS	743.49	
		291-6470-601.32-80	BOOKS	530.60	
		291-6470-601.32-80	BOOKS	266.36	
		291-6470-601.32-80	BOOKS	981.06	
		291-6470-601.32-80	BOOKS	585.88	
		291-6470-601.32-80	BOOKS	207.75	
		291-6470-601.32-80	BOOKS	496.70	
		291-6470-601.32-80	BOOKS	79.11	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	326.80	
		291-6470-601.22-85	PROC SERVS	224.20	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	376.20	
		291-6470-601.22-85	PROC SERVS	250.80	
		291-6470-601.22-85	PROC SERVS	254.60	
		291-6470-601.22-85	PROC SERVS	134.40	
		291-6470-601.32-75	AV MTLs	45.23	
		291-6470-601.32-75	AV MTLs	46.97	
		291-6470-601.32-75	AV MTLs	524.13	
		291-6470-601.32-80	BOOKS	888.09	
		291-6470-601.32-80	BOOKS	40.62	
		291-6470-601.32-80	BOOKS	1,312.53	
		291-6470-601.32-80	BOOKS	43.09	
		291-6470-601.32-80	BOOKS	527.87	
		291-6470-601.32-80	BOOKS	364.24	
		291-6470-601.32-80	BOOKS	77.37	
		291-6470-601.32-80	BOOKS	1,037.43	
		291-6470-601.32-80	BOOKS	565.87	
		291-6470-601.32-80	BOOKS	305.97	
		291-6470-601.32-80	BOOKS	229.27	
		291-6470-601.32-80	BOOKS	1,192.85	
		291-6470-601.32-80	BOOKS	906.30	
		291-6470-601.32-80	BOOKS	944.41	
		291-6470-601.32-80	BOOKS	212.69	
		291-6470-601.32-80	BOOKS	436.08	
		291-6470-601.32-80	BOOKS	133.32	
		291-6470-601.32-80	BOOKS	22.70	
		291-6470-601.32-75	AV MTLs	100.07	
		291-6470-601.32-80	BOOKS	105.57	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	187.82	
		291-6470-601.32-80	BOOKS	46.73	
		291-6470-601.22-85	PROC SERV	243.20	
		291-6470-601.22-85	PROC SERV	30.40	
		291-6470-601.22-85	PROC SERV	281.20	
		291-6470-601.32-80	BOOKS	1,036.77	
		291-6470-601.32-80	BOOKS	699.23	
		291-6470-601.32-80	BOOKS	1,005.99	
		291-6470-601.32-80	BOOKS	38.88	
		291-6470-601.32-80	BOOKS	990.26	
		291-6470-601.32-80	BOOKS	101.46	
		291-6470-601.32-80	BOOKS	1,077.32	42,428.03
78683	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTL	518.65	
		291-6470-601.32-75	AV MTL	1,106.70	
		291-6470-601.32-75	AV MTL	47.50	
		291-6470-601.32-75	AV MTL	1,115.41	
		291-6470-601.32-75	AV MTL	435.07	
		291-6470-601.32-75	AV MTL	1,309.30	
		291-6470-601.32-75	AV MTL	746.16	
		291-6470-601.32-75	AV MTL	221.36	
		291-6470-601.32-75	AV MTL	20.99-	
		291-6470-601.32-75	AV MTL	41.96	
		291-6470-601.32-75	AV MTL	116.09	
		291-6470-601.32-75	AV MTL	311.70	
		291-6470-601.32-75	AV MTL	105.10	
		291-6470-601.32-75	AV MTL	223.71	
		291-6470-601.32-75	AV MTL	1,542.85	
		291-6470-601.32-75	AV MTL	39.09	
		291-6470-601.32-75	AV MTL	132.26	
		291-6470-601.32-75	AV MTL	5.14	
		291-6470-601.32-75	AV MTL	17.98	
		291-6470-601.32-75	AV MTL	47.73	
		291-6470-601.32-75	AV MTL	296.14-	
		291-6470-601.32-75	AV MTL	842.31	
		291-6470-601.32-75	AV MTL	1,832.94	10,441.88
78686	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTL	1,008.93	
		291-6470-601.32-80	BOOKS	4,490.08	
		291-6470-601.32-80	BOOKS	732.98	
		291-6470-601.32-75	AV MTL	596.39	
		291-6470-601.32-75	AV MTL	3,870.98	
		291-6470-601.32-80	BOOKS	6,891.90	17,591.26
78690	BOOK PAGE	291-6470-601.32-95	PERIODICALS	1,920.00	1,920.00
78694	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	75.31	75.31
78699	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	50.88	50.88
78700	DCHGS	291-6470-601.32-95	PERIODICALS	25.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					25.00
78701	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	262.20	
		291-6470-601.22-85	PROCESSING SUPPLIES	78.66	340.86
78705	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	1,473.69	1,473.69
78710	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MTLs	589.96	589.96
78711	FOCUS ON THE FAMILY	291-6470-601.32-95	PERIODICALS	24.99	24.99
78714	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	81.58	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	623.01	
		291-6470-601.32-80	BOOKS	690.98	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	44.98	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	52.78	
		291-6470-601.32-80	BOOKS	83.98	1,833.05
78715	GARVEYS OFFICE PRODUCTS	291-6470-601.32-90	ALLIANCE, NON-LATEX RUBBER	42.72	42.72
78718	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	242.05	242.05
78721	HAINES & COMPANY INCORPORATED	291-6470-601.32-80	BOOKS	889.00	889.00
78731	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	93.75	
		291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	112.50	330.00
78733	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SRVS - APRIL	464.25	464.25
78736	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	50.99	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	153.02	
		291-6470-601.32-80	BOOKS	56.74	
		291-6470-601.32-80	BOOKS	126.71	
		291-6470-601.32-80	BOOKS	141.73	
		291-6470-601.32-80	BOOKS	10.17	
		291-6470-601.32-80	BOOKS	43.96	
		291-6470-601.32-80	BOOKS	25.20	
		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	28.22	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	82.73	
		291-6470-601.32-80	BOOKS	40.02	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	130.76	
		291-6470-601.32-80	BOOKS	17.96	
		291-6470-601.32-80	BOOKS	60.60	
		291-6470-601.32-80	BOOKS	33.67	
		291-6470-601.32-80	BOOKS	50.98	
		291-6470-601.32-80	BOOKS	344.61	
		291-6470-601.32-80	BOOKS	107.91	
		291-6470-601.32-80	BOOKS	73.13	
		291-6470-601.32-80	BOOKS	28.60	
		291-6470-601.32-80	BOOKS	306.00	
		291-6470-601.32-80	BOOKS	166.81	
		291-6470-601.32-80	BOOKS	14.37	
		291-6470-601.32-80	BOOKS	96.42	
		291-6470-601.32-80	BOOKS	17.98	
		291-6470-601.32-80	BOOKS	245.60	
		291-6470-601.32-80	BOOKS	24.86	
		291-6470-601.32-80	BOOKS	54.22	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	46.68	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	7.80	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	43.38	
		291-6470-601.32-80	BOOKS	25.79	
		291-6470-601.32-80	BOOKS	21.78	
		291-6470-601.32-80	BOOKS	50.21	
		291-6470-601.32-80	BOOKS	29.69	
		291-6470-601.32-80	BOOKS	72.49	
		291-6470-601.32-80	BOOKS	168.56	
		291-6470-601.32-80	BOOKS	60.93	
		291-6470-601.32-80	BOOKS	30.03	
		291-6470-601.32-80	BOOKS	8.47	
		291-6470-601.32-80	BOOKS	24.89	
		291-6470-601.32-80	BOOKS	20.31	
		291-6470-601.32-80	BOOKS	28.18	
		291-6470-601.32-80	BOOKS	29.92	
		291-6470-601.32-80	BOOKS	34.78	3,387.49
78737	INVESTORS BUSINESS DAILY	291-6470-601.32-95	PERIODICALS	279.00	279.00
78742	KANOPY INC	291-6470-601.32-75	AV MTLs	450.00	450.00
78748	LAKESHORE LEARNING MATERIALS	291-6470-601.32-75	AV MTLs	45.96	45.96
78753	LITTLEBITS ELECTRONICS INC	291-6470-601.32-75	AV MTLs	65.40	65.40
78756	MARCIVE INC	291-6470-601.22-85	AUTHORITY NOTIF DATA ONLY	1,485.00	1,485.00
78761	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	6.99	
		291-6470-601.32-75	AV MTLs	1,585.83	

CHECK #	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	667.13	
		291-6470-601.32-75	AV MTLs	125.06	
		291-6470-601.32-75	AV MTLs	626.54	3,011.55
78778	PENGUIN RANDOM HOUSE LLC	291-6470-601.32-75	AV MTLs	75.00	
		291-6470-601.32-75	AV MTLs	37.50	112.50
78784	QUILL CORPORATION	291-6470-601.32-90	BROWN PACKING TAPE	98.55	98.55
78787	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	82.20	
		291-6470-601.32-75	AV MTLs	82.20	
		291-6470-601.32-95	PERIODICALS	20.98	
		291-6470-601.32-75	AV MTLs	35.99	
		291-6470-601.32-75	AV MTLs	58.20	
		291-6470-601.32-75	AV MTLs	334.88	572.49
78793	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	201.09	
		291-6470-601.32-80	BOOKS	71.48	
		291-6470-601.32-80	BOOKS	67.48	
		291-6470-601.32-80	BOOKS	40.89	380.94
78802	SPIRITUALITY & HEALTH	291-6470-601.32-95	PERIODICALS	24.95	24.95
78809	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	28.00	
		291-6470-601.32-80	BOOKS	193.57	221.57
78823	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	39.25	
***** DIVISION TOTAL ****					98,249.01
***** DEPARTMENT TOTAL **					140,375.03
***** GRAND TOTAL *****					281,106.78

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	281,106.78
**** TOTAL ALL FUNDS ****		281,106.78

**Arlington Heights Memorial Library
Special Funds Summary
5/31/2019**

Count

55

	Account	Amount	Description	Staff
Check # 1542-AHML - Petty Cash				
5/6/2019	6401-2203	\$ 33.05	Travel/Training	L Dakas
	6440-3202	\$ 5.00	Program Events	L Dakas
	6401-2203	\$ 17.98	Travel/Training	L Dakas
	6401-2203	\$ 7.66	Travel/Training	C Jackson
	6401-2203	\$ 41.98	Travel/Training	E Loeffler
	6440-3202	\$ 17.96	Program Events	L Draftz
	6401-3201	\$ 43.89	Program Supplies	K Bailey
	6401-2203	\$ 6.10	Travel/Training	K Bailey
5/13/2019	6001-2203	\$ 30.54	Travel/Training	P Schwarting
	6001-2203	\$ 30.66	Travel/Training	H Tzortos
	6003-4070	\$ 28.96	Employee Recognition Program	F Prisby
	6001-2203	\$ 27.88	Travel/Training	L Smith
	6001-2203	\$ 31.82	Travel/Training	C Fisher
	6430-2203	\$ 34.86	Travel/Training	K Myers
	6001-2203	\$ 30.66	Travel/Training	J Moreno
	6440-3202	\$ 40.29	Program Events	M Vela
	6001-2203	\$ 31.47	Travel/Training	A Gourley
	6002-2203	\$ 4.99	Travel/Training	P Aichele
	6001-3272	\$ 39.91	Special Events	J Moravec
	6420-3290	\$ 30.62	Circulation Supplies	R Moravec
	6410-3201	\$ 31.23	Program Supplies	P Schwarting
	6470-2203	\$ 38.38	Travel/Training	V Jaffe
5/20/2019	6001-2203	\$ 30.66	Travel/Training	T Recklaus
	6470-3295	\$ 5.40	Periodicals	M Szymanek
	6001-3272	\$ 48.89	Special Events	J Moravec
	6001-2203	\$ 30.66	Travel/Training	B Powers
	6410-3201	\$ 10.50	Program Supplies	A Stanfield
	6420-3290	\$ 23.98	Circulation Supplies	M Maier
	6420-3290	\$ 29.98	Circulation Supplies	R Kunkel
	6001-2205	\$ 7.85	Postage	G Rojek
5/27/2019	6440-2203	\$ 24.36	Travel/Training	C Ng-He
	6401-3201	\$ 34.18	Program Supplies	D Majalski
	6008-2203	\$ 29.87	Travel/Training	D Ekl
	6003-4070	\$ 9.81	Employee Recognition Program	J Pinotti
	6401-2203	\$ 20.88	Travel/Training	T Dantis
	6003-2203	\$ 29.39	Travel/Training	L Haack
	6001-2203	\$ 15.00	Travel/Training	L Draftz
	6001-2203	\$ 14.50	Travel/Training	S Meyer
	6470-3295	\$ 4.74	Periodicals	M Szymanek
	6401-2203	\$ 32.25	Travel/Training	E Mather
	6440-2203	\$ 39.32	Travel/Training	J Czajka
	6004-3202	\$ 26.92	Program Events	A Son
	6440-3202	\$ 46.68	Program Events	L Priest
5/31/2019	6470-2203	\$ 33.18	Travel/Training	C Rossin
	6401-3201	\$ 11.35	Program Supplies	R King
	6401-2203	\$ 6.26	Travel/Training	R King
	6401-2203	\$ 10.44	Travel/Training	C Giovannelli-Caputo
	6001-2203	\$ 30.66	Travel/Training	C Giovannelli-Caputo
	6440-3202	\$ 18.90	Program Events	J Pinotti
	6401-3201	\$ 10.00	Program Supplies	J Pinotti
	6020-2111	\$ 38.94	Building Maintenance	G Leclair
	6001-2203	\$ 32.00	Travel/Training	J Moravec
	6440-3202	\$ 28.47	Program Events	B Powers
	6440-3202	\$ 17.00	Program Events	L Draftz
	6405-2203	\$ 19.37	Travel/Training	D Malik
		<u>\$ 1,378.28</u>		

June 18, 2019

**Arlington Heights Memorial Library
American Express Card Summary
5/31/2019**

Count	78			
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M. Driskell	6001-2203	\$ 150.00	ILLINOIS LIBRARY ASS	Director's University registration
	6001-2203	\$ 628.53	HYATT REGENCY	Hotel for Interactivity Conference
	6001-3005	\$ (14.59)	THE WEBSTAIRANT STOR	Tax Refund
	6002-2165	\$ 300.00	EIG*CONSTANTCONTACT	Month to Month Billing
	6002-2165	\$ 111.08	FACEBK	Facebook Advertising
	6002-2210	\$ 361.50	STICKER MULE	Summer Reading Stickers
	6002-2210	\$ 19.97	VISTAPR*VISTAPRINT	Business Cards
	6002-3005	\$ 326.06	BAGS AND BOWS	SRP Tissue Paper
	6004-3202	\$ 317.36	SAMSClub.COM	Summer Volunteer Squad Foods
	6004-3202	\$ 1,348.00	WEST WALKER PUBLISHI	Giveaway Books and Materials for New Parents
	6008-2203	\$ 30.00	EB *MINIMUM WAGE COM	LACONI Program 5/31/19
	6470-2203	\$ 30.00	EB *MINIMUM WAGE COM	LACONI Program 5/31/19
	6010-3185	\$ 82.15	HP SERVICES	Replacement Battery for Laptop
	6020-2111	\$ 58.15	SMARTSIGN	Maintenance Supplies
	6020-2111	\$ 58.54	STENCILSONL	Maintenance Supplies
	6401-3202	\$ 1,067.52	ART COVE LTD	PomPoms for Summer Reading Participation
	6440-2218	\$ 1,799.99	PROMOQUIPIN	Plinko for programming
	6440-2218	\$ 222.37	PROMOQUIPIN	Plinko for programming
	6440-3202	\$ 116.95	THE CRAFT PLACE LTD	Supplies for FanCon 2019 crafts
	6440-3202	\$ 410.48	SAMSClub.COM	Finals Study Lounge Foods
	6440-2218	\$ 2,505.05	PAYPAL *MILLERSMPIX	Prints for Space Exhibit
	6450-5015	\$ 40.00	GOOGLE *YOUTUBE TV	Monthly Subscription
	6470-3290	\$ 172.10	ONLINE LABELS	Removable Labels
D. Ekl	6001-2203	\$ 10.00	UNITED AIRLINES	ALA Travel G. Bylinska
	6001-2203	\$ 9.00	UNITED AIRLINES	ALA Travel G. Bylinska
	6003-2203	\$ 315.00	MGMT ASSC OF IL	Training Seminar: Compensation Development
	6001-2203	\$ 365.00	AMER LIB ASSOC	ALA Conference Registration - E. Ludemann
	6001-2203	\$ 9.00	UNITED AIRLINES	ALA Travel D. Ekl
	6001-2203	\$ 9.00	UNITED AIRLINES	ALA Travel D. Ekl
	6001-2203	\$ 9.00	UNITED AIRLINES	ALA Travel D. Smart
	6001-2203	\$ 9.00	UNITED AIRLINES	ALA Travel D. Smart
	6001-2203	\$ 79.10	RED ROOF INN	Elevate Conference Hotel E. Balzer
	6001-2203	\$ 79.10	RED ROOF INN	Elevate Conference Hotel V. Jaffe
	6001-3272	\$ 247.50	THE BAKESTER	Refreshments for Richard Frisbie Board Room Dedication
	6003-2203	\$ 95.00	MGMT ASSC OF IL	Webinar Minimum Wage
	6440-3202	\$ 44.48	SAMSClub.COM	D25 Art Show Napkins, Plates
R. Dworiany	6001-2242	\$ 346.85	COMCAST	Public Internet
	6010-2203	\$ 100.00	KILWIN'S	Gift Cards for User Testing
	6010-2203	\$ 100.00	AROUND CAFE AND SHOP	Gift Cards for User Testing
	6010-3032	\$ 49.00	RIDDLE.COM	Monthly Subscription
	6010-3032	\$ 3.18	ITUNES.COM/BILL	iTunes App for Summer Reading
	6010-3032	\$ 11.99	GOOGLE *YOUTUBEPREMI	Monthly Subscription
	6010-3032	\$ 25.00	GITHUB	Monthly Subscription
	6010-3032	\$ 1,570.00	QUICKTAPSURVEY	Quicktap Survey Software
	6010-3032	\$ 899.00	BASECAMP.COM	Basecamp Annual Subscription
	6010-3032	\$ 35.00	TRELLO.COM	Monthly Subscription
	6010-3032	\$ 4.99	AMZNFREETIME	Monthly Subscription
	6010-3032	\$ 54.10	PAYFLOW/PAYPAL	Monthly Subscription
	6010-3032	\$ 14.99	SPOTIFY USA	Monthly Subscription
	6010-3185	\$ 66.82	AMAZON.COM	Staff headphones
	6010-3185	\$ 117.00	AMAZON.COM	Lighting to HDMI Adapters
6010-3232	\$ 99.00	PROVISIO LLC	Public Catalog Kiosk Software	
J. Czajka	6440-3202	\$ 42.86	TRADER JOE'S	Filmmaker-in-Residence showcase refreshments
	6440-3202	\$ 314.70	MARIANOS	D25 Art Show Opening refreshments - 5/2
	6440-3202	\$ 47.88	SAM'S CLUB	D25 Art Show Opening water - 5/2
M. Szymanek	6470-3275	\$ 97.04	MONOPRICE, INC.	AV Mts
	6470-3275	\$ (21.97)	WALMART.COM	AV Mts
	6470-3275	\$ 159.45	BESTBUY.COM	AV Mts

June 18, 2019

Arlington Heights Memorial Library
American Express Card Summary
5/31/2019

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
	6470-3275	\$ 139.45	GOOGLE *GOOGLEBESTBU	AV Mts
	6470-3275	\$ 15.99	NETFLIX.COM	AV Mts
	6470-3275	\$ 21.97	WALMART.COM	AV Mts
	6470-3275	\$ 15.75	BOOKSFREE.COM	AV Mts
	6470-3275	\$ 15.99	NETFLIX.COM	AV Mts
	6470-3275	\$ (12.96)	WALMART.COM	AV Mts
	6470-3275	\$ 15.99	NETFLIX.COM	AV Mts
	6470-3275	\$ 31.86	MICROSOFT	AV Mts
	6470-3275	\$ 12.96	WALMART.COM	AV Mts
	6470-3275	\$ 39.98	SLING.COM	AV Mts
	6470-3280	\$ 119.00	AMAZON PRIME	Books
	6470-3280	\$ 12.49	SCOUTING SUPPLIES	Books
	6470-3295	\$ 22.50	FINE BOOKS & COLLECT	Periodicals
	6470-3295	\$ 27.13	HARVARD BUS PUBLISHI	Periodicals
	6470-3295	\$ 9.99	PAYPAL *SHAW MEDIA	Periodicals
	6470-3295	\$ 13.39	PAYPAL *SHAW MEDIA	Periodicals
	6470-3295	\$ 13.49	MY MAG STORE	Periodicals
	6470-3295	\$ 39.97	HGTV MAGAZINE	Periodicals
	6470-3295	\$ 19.48	MY MAG STORE	Periodicals
	6470-3295	\$ 5.00	BT*ALTPRESS MEDIA	Periodicals
	Total	<u>\$ 16,137.69</u>		

June 18, 2019

Arlington Heights Memorial Library
Master Card Summary
5/31/2019

Count 11

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	
Shannon Distel	6001-2203	\$336.60	Expedia	Airfare to ALA - S. Distel	
	6001-2203	\$9.00	United Airlines	Airfare to ALA - S. Distel	
	6002-3005	\$1,138.05	EZ Tops World Wide Inc.	Acrylic Domes for Summer Reading	
	6002-3005	\$22.76	Foreign Transaction Fee	Foreign Transaction Fee	
	6440-3202	\$32.12	Rosati's Pizza	TAB Pizza 5/12/19	
	6440-3202	\$84.35	Domino's Pizza	For the Love of Pizza 5/17/19	
	6470-2285	\$166.05	un-du Products, Inc.	Un-du adhesive remover	
	M Szymanek	6470-3295	\$33.47	Chatelaine Magazine	Periodicals
		6470-3295	\$37.19	Maclean's Magazine	Periodicals
		6470-3295	\$0.66	Foreign Transaction Fee	Periodicals
6470-3295		\$0.74	Foreign Transaction Fee	Periodicals	
	Total	<u>\$1,860.99</u>			

To: Board of Library Trustees
 From: Mike Driskell and Gary Leclair
 Date: June 18, 2019
 Re: Authorization to Accept Parking Lot Resurfacing Bid

As discussed at the May Committee of the Whole meeting (memo attached), the external parking lot located on the south side of the library is due for resurfacing. We have budgeted \$56,290 in this year's budget for this purpose, based on a quote we received in 2018.

Staff sought bids for the resurfacing of the lot, along with an alternate for the repair of the four storm drains located in the lot. The storm drains were replaced in 2009, and may not need repair. This alternate is an allowance to repair if needed.

The results of the bidding are as follows:

Company	Base Bid Total	Alternate One	Total
Great Lakes Paving	\$48,690	\$7,920	\$56,610
Chicagoland Paving Contractors Inc.	\$55,000	\$10,000	\$65,000
Allstar Asphalt Inc.	\$66,000	\$4,000	\$70,000
Accu-Paving Co.	\$67,120	\$3,600	\$70,720
Meyer Paving, Inc.	\$65,860	\$10,000	\$75,860
Abbey Paving Co. Inc.	\$67,680	\$11,875	\$79,555
A Lamp Concrete Contractors, Inc.	\$86,414	\$8,000	\$94,414
Maneval Construction Co., Inc.	\$93,799	\$4,800	\$98,599

The low bidder, Great Lakes Paving, has good references.

Suggested Motion: 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.

To: Committee of the Whole
From: Mike Driskell and Gary Leclair
Date: May 6, 2019
Re: South Parking Lot Resurfacing

In the 2019 budget, we have budgeted to mill down and pave the exterior parking lot located on the south side of the library. The asphalt in the south parking lot is showing signs of deterioration including numerous cracks, potholes and imperfections. The objective of this project is to grind and repave the lot now before it deteriorates to the point where we will need to remove the pavement down to the base.

We have budgeted \$56,290 in this year's budget for this purpose, based on a quote we received in 2018. The work includes all areas of the south parking lot except the colored stamped area at the entrance to the parking garage. A small percentage of pavement was patched in 2017, during our parking lot renovation project. We considered cutting around these areas, but doing so would cause additional seams in the asphalt, which could lead to problems in the future. Grinding the entire area will provide a continuous and more durable asphalt surface.

The timeline for the project is as follows:

May 13 – Issue the Request for Bid to the public

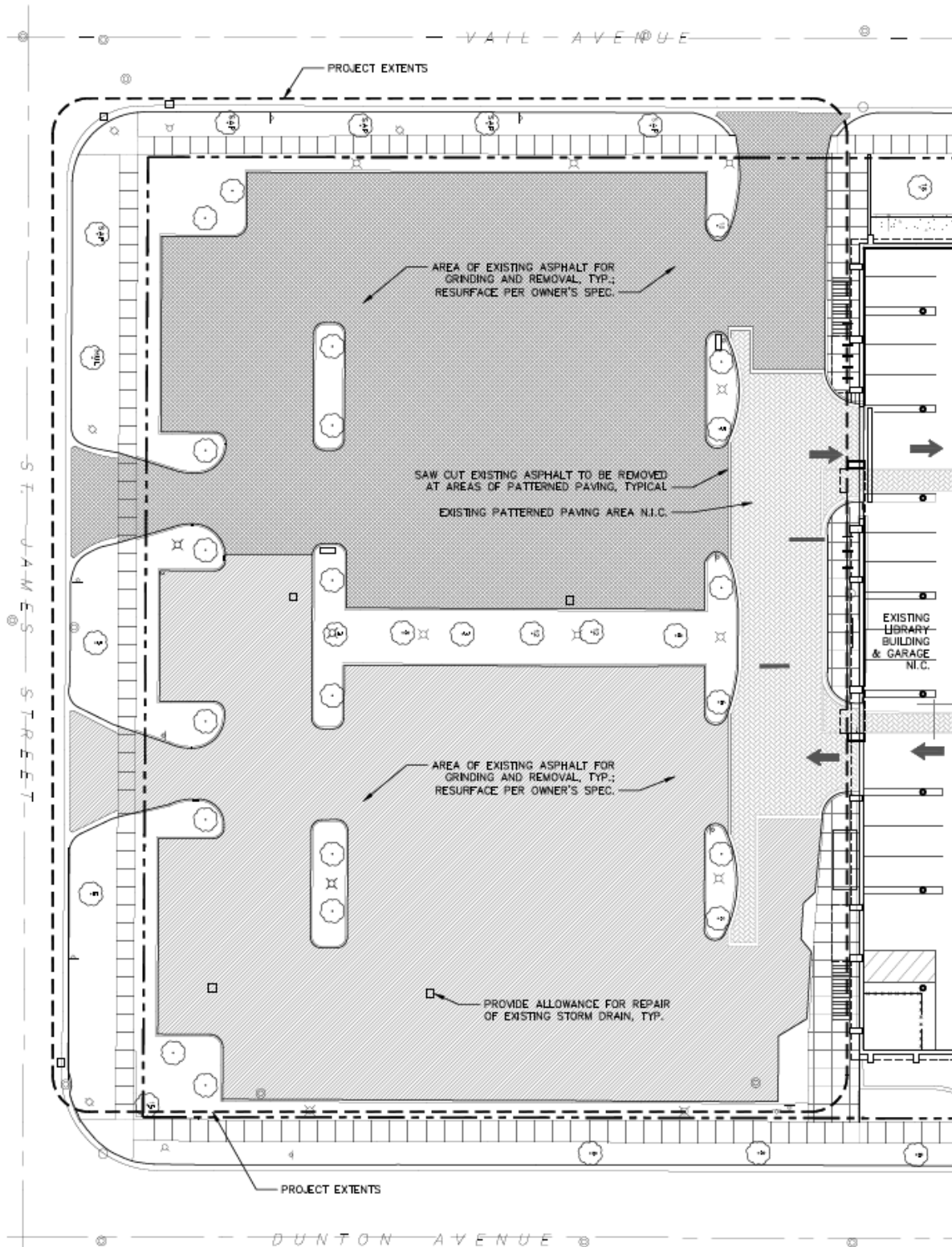
June 18 – Bring recommendation to the June Board meeting

July – Project to commence and complete, depending on weather

The project will be split in two major sections, the east and west sides of the lot. Each side will be resurfaced independently, keeping half of the lot open and minimizing impact to our customers. Each side will take approximately one week to grind and repave. During this time, staff parking will be relocated from the main lot to street parking or neighborhood partners, such as Christian Liberty Academy.

This project will be communicated to our customers through our website, newsletter, social media, and on-site signage in advance of the project. We will extend due dates for items due during the project, as needed.

Below is an overview of the area to be resurfaced:



1 PARTIAL SITE PLAN: RE-SURFACING
SCALE: 1/16" = 1'-0"

To: Board of Library Trustees

From: Mike Driskell and Donna Ekl

Date: June 18, 2019

Re: 2020 Budget Targets

As discussed at the June 3 Committee of the Whole meeting, as in previous years, we are providing the budget targets that will be used in the preparation of the 2020 budget for the board's review and approval. Targets are once again divided into categories based on who has the responsibility for setting the target: the board, staff, Village of Arlington Heights, federal government and the market.

Information received from the Village is preliminary and could change. The estimated increase for liability insurance from LIRA is also preliminary. We will communicate any changed or missing information to the board for its review and approval.

Suggested motion: The Board of Library Trustees adopts the 2020 Budget Targets with updated information to be included as it becomes available.

June 18, 2019

Arlington Heights Memorial Library

BUDGET TARGETS FOR 2020

	<u>FY14-15</u>	(1) <u>FY 2015 Stub</u>	(1) <u>CY 2016</u>	<u>CY 2017</u>	<u>CY 2018</u>	<u>CY 2019</u>	<u>CY 2020</u>
REVENUE							
SET BY BOARD OF LIBRARY TRUSTEES							
1. Tax levy increase on previous years extended levy - actual through 2019	0%	0%	0%	0%	0%	1%	1% a
EXPENDITURES							
SET BY FINANCE COMMITTEE							
2. Maximum Operating Budget increase (excludes Property)	2.50%	3.00%	3.00%	3.00%	3.00%	2.50%	5.73% b
3. Maximum increase in salary ranges	1.50%	2.60%	1.30%	2.00%		1.90%	1.90% c
4. Increase in Budgeted Personal Services not to exceed	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	6.85% m
SET BY STAFF							
5. Maximum increase for individual budget lines	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00% d
SET BY VILLAGE							
6. Increase in medical insurance not to exceed	10%	8%	8%	8%	10%	9.50%	8% e
Employee medical insurance - actual through 2019	\$ 915,400	\$ 699,300	\$ 1,074,600	\$ 1,128,200	\$ 1,158,900	\$ 1,266,600	\$ 1,367,928 f
Insurance contingency	\$ 120,000	\$ 120,000	\$ 50,000	\$ -	\$ -	\$ 250,000	\$ 250,000 g
7. Assessment for Accounts Payable processing - actual through 2016	\$ 23,000	\$ 15,400	\$ 23,000	\$ 23,690	\$ 24,500	\$ 25,235	\$ 25,992 h
8. IMRF Rate for Fiscal Year not to exceed	13.93%	12.96%	13.07%	12.34%	13.07%	10.01%	12.64% i
SET BY GOVERNMENT							
10. Social Security	6.20%	6.20%	6.20%	6.20%	6.20%	6.20%	6.20%
11. Medicare	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%
SET BY MARKET							
13. Natural Gas - Actual through 2018 (Added \$10,000 Bemont 2020)	\$ 76,649	\$ 35,287	\$ 58,051	\$ 53,019	\$ 57,316	\$ 50,388	\$ 62,954 j
14. Employee Assistance Plan - Actual through 2019	\$ 6,200	\$ 3,733	\$ 5,817	\$ 5,405	\$ 5,664	\$ 5,899	\$ 6,149 k
15. Liability Insurance - Actual through 2019	\$ 125,376	\$ 81,408	\$ 124,001	\$ 110,708	\$ 102,149	\$ 107,028	\$ 122,411 l

FOOTNOTES

(1) - FY 2015 Stub and CY 2016 percentage changes are shown as equivalents to full year changes

a - Set per Board action following review and recommendation of LRFP

b - This target excludes expenditures in the General Fund's Property area [non capitalized fixed assets] as well as all expenditures in the Capital Projects Fund. Belmont Makerspace added 2020. Dunton 1.55% increase 2020.

c - Salary range is set by market. Salary merit in 2020 will be set based as cost of living increase, 2.8%.

d - An increase above this target requires an approved add-on request.

e - Percent increase is a preliminary estimate from Village Finance staff 5/31/19. Updated estimate expected in July/August.

f - 2019 actual is set by number of participants as of 1/1/19, set by VAH

g - 2017 transfer of \$300,000 from the Library's General Fund to the Village of Arlington Heights Health Insurance fund in 2017 to maintain a working cash balance in 2018

h - 3% increase per Village Finance staff 5/31/19

i - Preliminary estimate per Village Finance staff 5/31/19

j - Calculated using the most recent actual/estimated heating bills for 2018, plus 4.25%.

k - Assumed 4.24% increase based on increase from 2018 to 2019

l - Assume 8-14% increase, Tia of AJ Gallagher & Co. 5/31/2019 on LIRA related coverages and Workers Comp audit contingency. Based on estimated actual for 2019. 2015 stub year, \$122,112 annualized.

m - Belmont Makerspace salaries added 2020. Dunton Salary max increase 1.75%.

To: Board of Library Trustees
From: Mike Driskell & Donna Ekl
Date: June 18, 2019
Re: 2019 Budget – Requested Budget Amendment

We are requesting a budget amendment to the 2019 Budget. This amendment will transfer \$412,426.28 from the Info Services Department to the Circulation Services Department for personal services. The proposed budget amendment is a net \$0 change. There were personnel transfers from the Customer Service Department to Info and Circulation at the end of 2018.

Suggested Motion: **The Board of Library Trustees adopts the June 18, 2019 budget amendment.**

REQUEST FOR BUDGET AMENDMENT

THIS FORM IS USED TO INITIATE BUDGET AMENDMENTS. THE EXECUTIVE DIRECTOR HAS THE AUTHORITY TO MAKE BUDGET AMENDMENTS FOR AMOUNTS UP TO \$20,000. MODIFICATIONS OVER \$20,000 MUST BE APPROVED BY THE BOARD OF LIBRARY TRUSTEES.

REQUESTED BY: Donna Ekl	DEPARTMENT: Finance	DATE: June 18, 2019
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REVENUE ACCOUNT(S)	ACCOUNT NAME(S)	CURRENT BUDGET	AMOUNT OF AMENDMENT	AMENDED BUDGET
EXPENDITURE ACCOUNT(S)	ACCOUNT NAMES(S)	CURRENT BUDGET	AMOUNT OF AMENDMENT	AMENDED BUDGET
291-6410-601.16-85	Salaries, Info Services	1,152,347	-354,833.01	797,514
291-6420-601.16-85	Salaries, Circulation Services	869,118	354,833.01	1,223,951
291-6410-601.16-85	IMRF, Info Services	115,350	-30,457.53	84,892
291-6420-601.16-85	IMRF, Circulation Services	84,055	30,457.53	114,513
291-6410-601.19-11	Social Security, Info Services	71,445	-21,999.13	49,446
291-6420-601.19-11	Social Security, Circulation Services	52,062	21,999.13	74,061
291-6410-601.19-12	Medicare, Info Services	16,709	-5,144.96	11,564
291-6420-601.19-12	Medicare, Circulation Services	12,176	5,144.96	17,321
		\$2,373,262	\$0	\$2,373,262

EXPLANATION: The net change of this budget amendment is \$0. At the end of the 2018 budget process, we had some preliminary numbers which were later revised after the Customer Services Department was changed. Customer Services personnel was split into Info Services and Circulation Services. The current budget figures were approved by the Board of Library Trustees and used in the final 2019 budget. We are revising the personal services numbers to reflect the personnel departmental changes made at the end of 2018. These personnel changes were in place on January 1, 2019. We are updating the budget to reflect those changes. 23 positions transferred from Customer Services to Info Services. We are transferring the budget for these 23 positions into Circulation Services. These 23 positions have been reporting to Circulation Services since January 1, 2019.

SIGNATURES	TITLE
DIRECTOR OF FINANCE:	DATE:
EXECUTIVE DIRECTOR:	DATE:
BOARD APPROVAL:	DATE:

To: Board of Library Trustees

From: Mike Driskell

Date: June 18, 2019

Re: Review Issuance of Nonresident Library Cards and Approval of
Nonresident Card Fee

The Arlington Heights Memorial Library provides a nonresident fee card option under the provisions of Public Act 92-1066, Section 3050.

A **nonresident** is defined by the Act as an individual residing in an area not taxed for public library service. A summary of the law's main aspects includes the following:

- Nonresident library cards must be purchased at the closest participating public library. The Illinois Administrative Code states, "Nonresidents shall apply at the participating public library in the school district in which the nonresident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the nonresident."
- Nonresident library cards are valid for one year.
- Nonresident library cards are valid at all participating libraries in Illinois.
- Nonresident cardholders are entitled to the same borrowing privileges and services as resident cardholders.

Each June, the Board of Library Trustees has affirmed its commitment to continue to offer a nonresident fee card option. There are presently two nonresident fee cards.

AHML's Fee Card

The state library specifies three ways to calculate the fee for a nonresident card. AHML traditionally uses the "General Mathematical Formula" to determine the library's fee.

Using the method, the fee for the nonresident card is determined by dividing the library's income from local government sources (\$13,782,977) by the Arlington Heights population (75,101) to determine the cost of service per capita. The per capita figure is multiplied by the average number of persons per Arlington Heights household (2.41) to arrive at the fee for the nonresident card.

Using the General Mathematical Formula method, the new nonresident library card fee would be \$442, effective July 1, 2019 through June 30, 2020. The worksheet for the calculation is attached. It also includes a history of the library's fee for the nonresident fee card.

Suggested motion: 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.

DATE: 06/04/19

LIBRARY: Arlington Heights Memorial

WORKSHEET FOR ILLINOIS PUBLIC LIBRARY NONRESIDENT FEES

1. What is your present nonresident fee, if you provide for one?

General Mathematical Formula

2. Use the general mathematical formula to calculate a fee by following these steps:

- a. Population of your library community. (2010 or later census)

75,101

- b. Library income from local government sources. (Exclude federal revenue-sharing funds)

\$13,782,977

- c. Per capita support for your library. (Divide your library income from #2b by your population)

\$183.53

- d. Calculate the minimum non-resident fee for a household card (multiply the per capita figure by the figure for the size of the average household in your community) (2.41 – based on 2010 Census)

\$442.31

3. Is your present nonresident fee at least equal to the minimum derived by this formula?

No

4. Do you intend to compute fees on an individual basis as defined in the Procedures?

No

5. Will you request authorization to adopt the average nonresident fee of your system as explained in the Procedures?

No

6. If a new nonresident fee is required what will it be?

\$442

History:

2018 - \$441

2015 - \$426

2012 - \$418

2017 - \$439

2014 - \$423

2011 - \$410

2016 - \$430

2013 - \$419

2010 - \$387

(Action Item 9)

To: Board of Library Trustees

From: Mike Driskell

Date: June 18, 2019

Re: 2020 Library Holiday Dates/Closings

In previous years, the board would approve the following year's holiday and closing schedule in the fall. With the shift from a fiscal year to a calendar year, we would like to bring the following year's holiday and closing schedule to the board earlier in the year. As you may remember, in 2019 the schedule included the additions of closing early (5 p.m.) on Thanksgiving Eve and closing for a full day for staff development day. The proposed schedule for 2020 again includes these closings.

A question that needs to be addressed is the closing schedule for Independence Day, which is on a Saturday next year. The designated federal holiday for Independence Day will be Friday, July 3, 2020. We have confirmed the Arlington Heights 4th of July parade has been scheduled for Saturday, July 4. The past practice has been to close the library on Saturday, July 4 and full-time employees whose regular day off falls on the Saturday, may take the paid holiday at a later time.

Suggested motion: **The Board of Library Trustees approves the 2020 Library Holiday Dates and Closings.**

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
HOLIDAY AND CLOSING SCHEDULE
2020**

HOLIDAY	LIBRARY CLOSED	PAID HOLIDAY
January 1 – New Year’s Day (Wednesday)	Yes	Yes
January 20 – Martin Luther King Jr. Day (Monday)	No	Yes
February 17 – Presidents’ Day (Monday)	No	Yes
March 6 - Staff Development Day (Friday)	Yes	No
April 12 – Easter Sunday	Yes	No
May 25 – Memorial Day (Monday)	Yes	Yes
July 4 – Independence Day (Saturday)	Yes	Yes
September 7 – Labor Day (Monday)	Yes	Yes
October 12 – Columbus Day (Monday)	No	Yes
November 11 – Veterans’ Day (Wednesday)	No	Yes
November 25 – Thanksgiving Eve (Wednesday)	Closes at 5PM	No
November 26 – Thanksgiving (Thursday)	Yes	Yes
December 24 – Christmas Eve (Thursday)	Yes	Yes
December 25 – Christmas Day (Friday)	Yes	Yes
December 31 – New Year’s Eve (Thursday)	Closes at 5PM	No
Observance Day (floating holiday)	N/A	Yes

- ◆ Full-time employees receive the benefit of paid holidays. A schedule of holidays is approved annually by the Board of Library Trustees.
- ◆ Staff attending Staff Development Day on Friday, March 6 will be paid.
- ◆ On Thanksgiving Eve, Wednesday, November 25 and New Year’s Eve, Thursday, December 31, the library will close at 5:00 p.m.

(Action Item 10)

To: Board of Library Trustees

From: Mike Driskell

Date: June 18, 2019

Re: 2020 Board of Library Trustees Schedule of Meetings

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

For the board’s 2020 meeting schedule, there is one date the board may wish to review.

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

Suggested motion: **The Board of Library Trustees approves the 2020 Board of Library Trustees Schedule of Meetings as discussed.**

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
 BOARD OF LIBRARY TRUSTEES
 2020 SCHEDULE OF REGULAR MEETINGS
 7:30 PM – RICHARD FRISBIE BOARD ROOM**

	Committee of the Whole Meeting (First Monday)	Board Meeting (Third Tuesday)
January 2020	January 6	January 21
February 2020	February 3	February 18
March 2020	March 2	March 17
April 2020	April 6	April 21
May 2020	May 4	May 19
June 2020	June 1	June 16
July 2020	July 6	July 21
August 2020	August 3	August 18
September 2020	September 7 (Labor Day – Library Closed)	September 15
October 2020	October 5	October 20
November 2020	November 2	November 17
December 2020	December 7	December 15

Executive Director's Report June 2019

What's New @ AHML

Roku + Hotspot Bundle

Rokus are among the most popular items in the Library of Things. Several customers without internet expressed disappointment that they were unable to use the Rokus at home, as streaming media requires an active internet connection. We offer hotspots to bridge this gap, but they are just as popular as the Rokus, making it difficult to sync up checkouts of these two items. Digital Services Supervisor Gregory Berger bundled a Roku and hotspot together to circulate as one item. Only a few weeks after it began circulating it already has six holds on it, customer demand for this item is high!

Diversity and Inclusion

IEP Binder Making and LEGO Party



The library hosted its first IEP Binder Making and Lego Party based on the idea that many families with kids who have Individualized Education Program (IEP) materials would appreciate time to organize their paperwork, but don't know where to start. Kids' World Assistant Manager Maria Papanastassiou worked with a new librarian that she mentors through the Association for Library Service to Children (ALSC) to remotely develop this program. Besides providing organizational supplies and tips, local resources for additional support were highlighted. Knowing that childcare can also be an

issue, the program for adults was on one side of the Hendrickson Room while Youth Programs Specialist Jessica Kreiter facilitated a LEGO program for kids on the other side of the room within sightlines of caregivers. Parents expressed their gratitude at being given the tools to get organized and find supportive resources and information in their community, online and in the library.



Celebremos a Mamá / Celebrate Mom

The day before Mother's Day, families visited the library to make gifts for their moms, listen to the music of Cielito Lindo and enjoy time together. Children made tissue flowers, cards, and decorative bookmarks to give to mom on her special day. To commemorate the occasion, a picture frame and backdrop were available for selfies. Cielito Lindo is a modern-style mariachi band made up of one family, father Juan Lucero and his four children ranging in age from nine to fourteen. 98 customers were delighted by the day's activities, giving the event a 4.9 satisfaction rating.



Community Outreach

Circulation staff members Pam Krakowiak and Mary Weber attended the Spring Spectacular through the Arlington Heights Park District on May 2. Around 127 attended this event, with the library provided crafts being a big hit!



Migratory Bird Day at Lake Arlington

Circulation staff attended Migratory Bird Day at Lake Arlington. 80 people came by our table to learn about fine forgiveness week and the library's summer reading program. The bird craft project was popular with all ages.



Across the library

One Book, One Village Mp3 Player

By popular demand, *The Feather Thief* by Kirk W. Johnson has been selected for Arlington Heights' One Book, One Village 2019 title. The book is available in a variety of formats, but unfortunately has not been published as an audiobook on CD. While customers can listen to it on cloudLibrary, many audiobook on CD users do not have the technology nor know-how to use that platform. To make the initiative as inclusive as possible, we have acquired 15 low-cost mp3 players to circulate *The Feather Thief* in an easy to use physical format. The mp3 players will begin circulating with the OBOV display in the fall and will broaden the audience that can enjoy the title alongside their neighbors! Thank you to our Digital Services Manager Jack Bower for researching and identifying a mp3 player and our Library Delivery and Accessibility Supervisor Katie Myers for developing the instructions.



Finals Study Lounge

347 high school students used the conference rooms for teen finals study between the dates of May 25-May 30.

Studio Graduation Ceremony

A family did not have enough tickets for the entire family to watch their grandson graduate at his actual ceremony so the senior couple came into the library to stream it! Digital Services Advisor Kate Henry set the couple up in a Studio room and turned the volume up loud enough for them to hear. They were both very grateful for our technology that enabled them to watch their grandson walk at graduation!

Electronics Recycling



Since 2015, the library has partnered with Avenues for Independence's Recycling Avenue program to make the library a drop-off site for e-waste such as cell phones, computers, monitors, printers, ink toners, rechargeable batteries, hard drives and other electronics. Avenues for Independence is an organization that provides homes, jobs, social activities and learning opportunities to adults with intellectual and other developmental disabilities. About once a month, Recycling Avenue hauls off two

carts worth of electronics that Arlington Heights residents have donated. In May, they expressed the gratitude for the donations and our customers certainly appreciate the convenience of having the library as a drop-off site!

Death Cafe Interest Growing

In February 2019, we launched a quarterly Death Cafe discussion with seven intrigued attendees. On May 5, our second Death Cafe of the year attracted 25 with an additional nine customers on a wait list. Hosted nationally, the Death Cafe format aims to shift the narrative about what is often a taboo or uncomfortable subject while also a universally shared experience. A skilled facilitator encourages attendees to engage in thoughtful discussion about the end of life in a relaxed setting over coffee or tea and cookies or cake. The discussion is not intended as counseling or grief support and all personal experiences, ideas, and questions are welcomed, which has really resonated with library customers.

Wildlife in Your Backyard Village Partnership

Programs and Exhibits staff collaborated with Village of Arlington Heights and Arlington Heights Police Department staff to provide a high-demand informational program exploring a variety of wildlife who frequent our suburban yards. Together we invited Michele Mottlowitz, Director of River Trail Nature Center: Forest Preserves of Cook County, to share her naturalist expertise. Michelle helped the audience of 139 feel familiar and comfortable with the habits of backyard animals, from bunnies to coyotes. Officers Robert Kosta and Vicki Geier added a hyper-local lens, sharing tips for working with Arlington Heights Police plus some animal rescue stories of their own. Both partners answered a large volume of audience questions and provided wonderful print resources. Community members responded gratefully and continued chatting with presenters, library staff and one another long after the event ended. One survey respondent best summarized what we heard over and over, *“More than met my expectations. Very interesting information and the materials provided were excellent.”* The full two-hour event was captured on video and will air on local cable following production.

Processing Family Papers with Tony Burroughs

Genealogy and Local History Librarian Jaymie Middendorf collaborated with the Northwest Suburban Genealogical Society to host a program featuring presenter Tony Burroughs entitled “Processing Family Papers.” Tony is a well-known speaker and author in the genealogical field, as well as the founder of the Center for Black Genealogy. 106 community members attended this weekend event.

The ESL Office Continues to Offer Strong Services

Our English as a Second Language department currently supports 460 active students who come from 39 different first languages. Over the last four or five months, there has been a significant increase in the number of students who speak Korean as a first language. Spanish speakers have also been growing in number. Our current top five first languages are Japanese (27% of student population), Korean (9%), Russian (8%), Spanish (7%), and Polish (6%). Our 77 volunteer tutors and class facilitators and eight staff tutors are pleased to offer 134 adults and 3 youth one-on-one tutoring, and we have a waitlist of 59 individuals also seeking this service.

Steam Night

Circulation staff joined Youth Services staff to attend the Poe Elementary STEAM Night on May 2. Around 40 kids and parents attended, and customers were excited about the robots we brought!

Minding the Gap closes Filmmaker-in-Residence Takeover

From March through May, Filmmaker-in-Residence Matt Lauterbach selected films for our monthly Wider Lens documentary series. In collaboration with Matt and Chicago's Kartemquin Films, we were able to screen three films produced by the independent film company, founded more than 50 years ago. Each film screening featured a guest involved in making it, giving our attendees a rich view into the documentary filmmaking process. On May 16, Gordon Quinn, a founder of Kartemquin, was a special guest when 47 attended *Minding the Gap*, Kartemquin's 2018 Oscar-nominated, Peabody Award winning documentary film that he produced. Matt and Gordon led a captivating discussion about a very personal film and attendees confirmed the experience was one that they appreciated, one praising the *"very powerful movie and discussion with producer afterwards,"* while another shared *"They brought a lot of experience and insight on the making of the film. Truly brought a new perspective to the understanding of the film."*



On May 18, Matt's Residency came to a close with a unique exhibit-style, drop in film showcase featuring short documentaries made by residents as part of our "Telling True Stories: Filmmaking for Adults" five-part class.



Interfaith Dialogue

Specialty Info Services Librarian Barb Powers coordinated the library's third Interfaith Dialogue event with Programs and Exhibits staff, bringing together leaders from different area faith-based organizations for a panel discussion around "Religion, Science, and the Future." 84 community members attended the thought-provoking session and were given time to ask questions and share their own opinions. Feedback about this event and our selected moderator, First United Methodist's Pastor Melissa Earley, continues to be very positive.

School and Community Outreach

The end of the school year brings many opportunities to engage youth in schools and their families at STEM night, open houses and orientations for the upcoming school year. This month, library staff interacted with over 5,000 people at various school and community outreach events. The library continued its partnership with John Hersey and Buffalo Grove High Schools to incorporate the library's Summer Reading Challenge as part of students' summer assignment. For the first time this year, the library also partnered with District 214 Vanguard School to register all students for the library's Summer Reading Challenge.



National Senior Health and Fitness Day

The annual all-agency event at the Senior Center attracted 250 seniors who participated in a wide range of health screenings, a fitness class, learned the basics of meditation, and attended a demonstration on using an Instant Pot to prepare healthy meals. Library staff from Senior and Accessible Services played a key role in planning and hosting the event. For the first time, we borrowed and operated library equipment that enabled us to project and stream our featured Instant Pot demonstration for the audience to have a better view.



Synergy

Specialty Info Services Advisor Diane Malik and Circulation Supervisor Charles Fisher attended Synergy, a business-networking group sponsored by the Arlington Heights Chamber of Commerce and hosted by the Metropolis Performing Arts Center. Attendees stopped by to learn about the library's business collection and resources.



District 25 Art Show and Opening



From May 1 through 23, the 27th Annual District 25 Art Show showcased student creativity with over 200 works of art, from 2D illustrations to digital art and sculpture, displayed in the library's Marketplace, Dunton and Kids' World display cases. Programs and Exhibits and Youth Services staff collaborated to coordinate a May 2 Opening Night, which welcomed more than 700 community members including parents, student artists and teachers, and Mayor Thomas Hayes. The event included an introduction and welcome by Executive Director Mike Driskell, a live performance from the Thomas Middle School Jazz Band, a short film screening from the students of Dryden Elementary School, as well as refreshments and family and school photo opportunities in Kids' World.

Beginning Opening Night and throughout the month of May, exhibit visitors were invited to share impressions of the show and student artwork in a guest book. 100 visitors shared comments, all positive, including:

- *"As always, a pleasure to see. Great art work, a lot of talent and creativity. Great teachers who inspire!" – C.M.*
- *"I love coming every year, and seeing this. So. Much. Talent." – Christine*
- *"These artworks bring so much joy to our community. Bravo!" – Karisa*
- *"I really liked coming out and seeing all this new art. Great work to everyone!" – Karan S.*
- *"I loved all the drawings. They were so beautiful. – anonymous*
- *"Amazing idea, great way for students to show off their skills." – Alli*
- *"Great job, students! Way to go!!" – anonymous*
- *"Variety is excellent, as is content. 'Good eye' art teachers! You should be proud (along with parents and students)" – Mrs. Garson*
- *"Their creative minds overwhelmed me!!!" – Bill, 77 years old*
- *"Proud District 25 Alumni!" – Chris*
- *"Keep creating!" – Anthony & Janissa*



Public User Testing of New Website

Digital Services Manager Jack Bower, Technology and Solutions Specialist Ken Pederson and Information Technology Manager Rich Dworjanyan conducted public training for the new website. They developed a representative sample of tasks to test and worked with 20 different customers for 20-30 minutes each to go through the scenarios. Results were reassuring; testers found navigation and functionality user-friendly and appreciated many of the updates. The final steps of the website release are perfecting the staff-side components and rigorously testing the different functionalities of room reservations, the catalog, online accounts and cross-device compatibility.

Summer Volunteer Squad

This year over 150 teens signed up to be a part of the library's Summer Volunteer Squads (SVS). Teen volunteers met to learn about the service projects they would be participating in over the summer at SVS Orientation. On May 21, teens met with Squad leaders comprised of staff from multiple departments in the library (Youth Services, Digital Services, Programs and Exhibits, Maintenance and Circulation). These staff lend their various expertise over the summer to help teens grow a garden, bring activities to the Backstretch, host programs for families, and more. Our Summer Reading Interns with Youth Programs Coordinator Lynne Priest and Teen Services Supervisor Alice Son also hosted trainings for our largest Squad, SVS: Traditionalists. Teen volunteers learned about our new Summer Reading Desk in the Marketplace where they will be helping customers sign up and participate in Summer Reading. For the first time this year, customers of all ages from kids through adults can participate at one desk.

Virtual Reality at Buffalo Grove High School

Youth Services connected Buffalo Grove High School (BGHS) Business Education Teacher Amy Zaba with Digital Services Supervisor Gregory Berger to give virtual reality (VR) lectures and demonstrations to five computer science classes at BGHS for some year-end educational fun. Gregory explained the future of the technology, showed off the library's VR hardware and let 125 students try the technology for themselves. This was a rare opportunity for the library to reach students in the classroom at BGHS. One student told Gregory, *"This is the most fun I've had in this class all year!"*



Staff Development

Supporting Individuals on the Autism Spectrum Disorder

Caroline McCarthy from Have Dreams provided an introductory-level training on supporting individuals on the Autism Spectrum Disorder (ASD) in library settings. Members of the Inclusion Team as well as staff from Programs, Youth Services, and Senior and Assessible Services attended this training.

Page Supervisors Networking Group

Material Handling supervisors reestablished the Page Supervisors Networking Group and hosted a meeting for the first time since 2017. We welcomed around 20 supervisors from area libraries to discuss and brainstorm solutions for various challenges facing materials handling/shelving departments.

Bookmobile Driver

Alex Esau passed the road test and now has his commercial driver's license. The bookmobile now has four drivers just in time for a busy summer!

Reaching Forward

Staff from across the library attended Reaching Forward on May 3. There were several breakout sessions covering topics such as demystifying genre, how to apply the Golden Rule, how to find motivation (or not) in our work, and working with customers with dementia. Youth Services staff Christina Giovanelli-Caputo, Sonya Hill and Megan Young presented sessions. Christina highlighted homeschool programming with a colleague from Deerfield Library. Sonya and Megan presented on passive activities for teens with a librarian from Prospect Heights Library.



Tour for Elmhurst Public Library Staff

Info Services, Programs and Exhibits, and Digital Services hosted the Adult Services department from Elmhurst Public Library for a tour and an informational exchange. The manager will be returning to spend more time observing and learning about our call center.

Digital Media Continued Learning

Digital Media Specialist Bryan Bednarek completed the official Adobe Premiere Pro training module for the video editing and production software. Premiere Pro is very complex, professional-grade software with many intricacies and Studio users will benefit from Bryan's knowledge of the platform and its latest updates. Bryan also started Lynda.com's "Become a Product Photographer" learning path. The learning path includes courses for photographing food and drink, clothing and textiles and crafts as well as processing and composition. These topics may be in-demand for makerspace users and will prepare Bryan for related appointments and programs.

Gale Analytics for Libraries Group

Digital Services Librarian Bill Pardue thought it would be helpful for libraries that use Gale Analytics, a power demographic and marketing product we subscribe to, to have a forum online to compare usage and share information. Since none already existed, Bill created a Google Group and has already had a number of signups from librarians across the country.

Makerspace Networking Group

Technology Instruction Coordinator David Olichwier and Digital Services Advisor Valerie Pecoraro attended a Makerspace Networking Group Meeting at the New Lenox Public Library. Making connections and gathering ideas for the Belmont makerspace, the pair learned a lot from makerspace staff at neighboring libraries. One excellent suggestion Valerie brought back is to circulate free 3D print coupons at school STEAM nights to lower the barrier for users to create their first project and spread awareness and excitement about the library's new space!

The Librarian's Guide to Homelessness

Teen Advisor Megan Young's review of Ryan J. Dowd's book *The Librarian's Guide to Homelessness* was published in the spring issue of the *Journal of Intellectual Freedom and Privacy*.

LACONI – Takes on Teen Programming

Teen Librarian Evan Mather participated on a panel of librarians presenting “Takes on Teen Programming” for LACONI-RASS at the Oak Park Public Library. The panelists presented information on teen leadership opportunities through Teen Advisory Boards (TAB), encouraging teen ownership of the library, and best practices for achieving teens' goals for the library through TAB. The panelists also spoke about pop-up programming, sharing creative ideas with fellow panelists and the audience of library staff.



ILA Reporter – Exhibits for All

Exhibits Coordinator Carol Ng-He was published in the June issue of ILA Reporter. Her article, [**Exhibits for All: Fostering a Creative Culture for Community Growth**](#), is an excellent introduction to the scalability and opportunity of exhibits for many types of

libraries. It includes learning from our exhibit work at AHML, including logistics considerations and tools for evaluating engagement.

Family Accessibility and Engagement Strategies Summit

Programs and Exhibits Manager Jennifer Czajka and Kids' World Assistant Manager Maria Papanastassiou attended the Family Accessibility and Engagement Strategies Summit at DuPage Children's Museum, learning about valuable research, programs, tools and strategies for engaging families in an inclusive manner. AHML was one of only two public libraries representing alongside children's museum professionals and a wide variety of cultural institutions: Museum of Science and Industry, Adler Planetarium, Chicago Cultural Center, Morton Arboretum, Botanic Gardens, and Brookfield Zoo and more.

Foundation Directory Online Database

Specialty Info Services Advisor Diane Malik completed extensive trainings for one of the library's newer resources, the Foundation Directory Online (FDO) database. She completed both the FDO Expert and FDO Trainer online courses this month, receiving certifications for both levels. This training will be valuable as we continue to expand our services to nonprofit organizations in the community.

Metrics for May 2019

Service Point Traffic

Total visits
80,272 ↓ -1%
 81,377 last year

Main Library visits
76,720 ▬ -1%
 77,358 last year

Sr Center Visits
1,712 ↓ -9.51%
 1,892 last year

Bookmobile Visits*
1,840 ↓ -13.49%
 2,127 last year

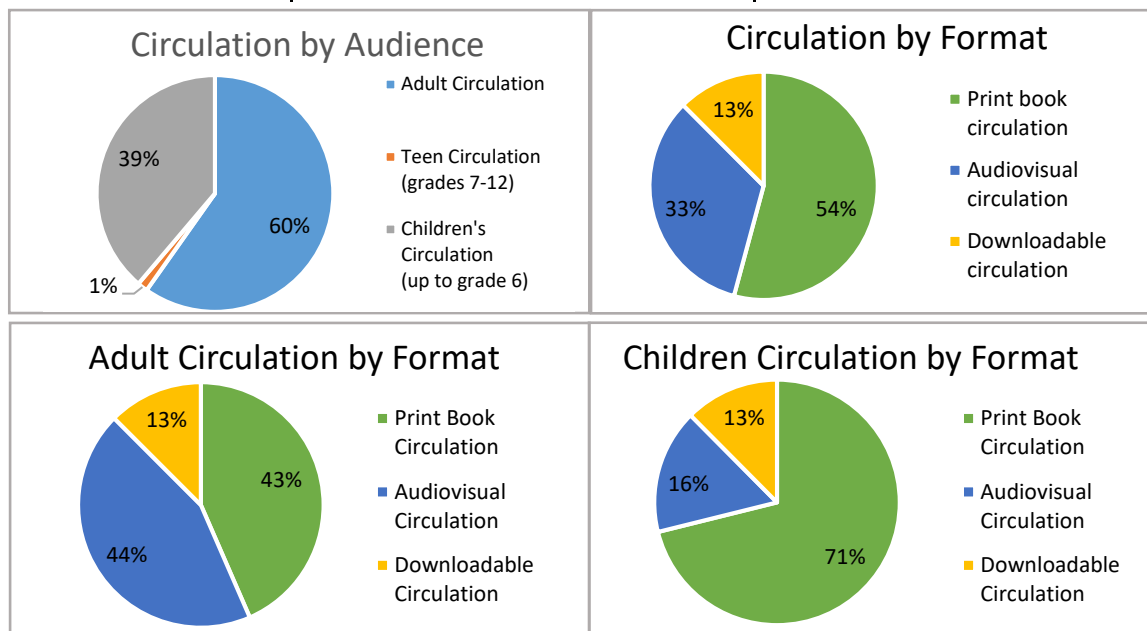
Circulation

Total Circulation
152,990 ↓ -1%
 155,269 last year

Card Holders
57,847

Library Cards Issued
 Resident **341** ↑ 18.82%
 (issued) 287 last year
 Non-Resident **159** ↑ 11.19%
 (Registered) 143 last year

Interlibrary Loan
 Borrowed **562** ↑ 85.48%
 303 last year
 Lent **649** ↑ 34.09%
 484 last year



Programs

Program Attendance*
11,028 ▬ 1%
 10,932 last year

Number of Programs
386 ↑ 29%
 299 last year

Cost of Programs
\$7,114
 \$1,550 funded by FOL

General Satisfaction
4.73/5

Questions

Reference Questions
16,266 ↑ 6%
 15,286 last year

Reference Questions
 (via call center)
4,972 ↑ 13%
 4,419 last year

Chat sessions
405 ↑ 4.65%
 387 last year

Technology Usage

Public Computer Use
9,056 ↓ -12.39%
 10,337 last year

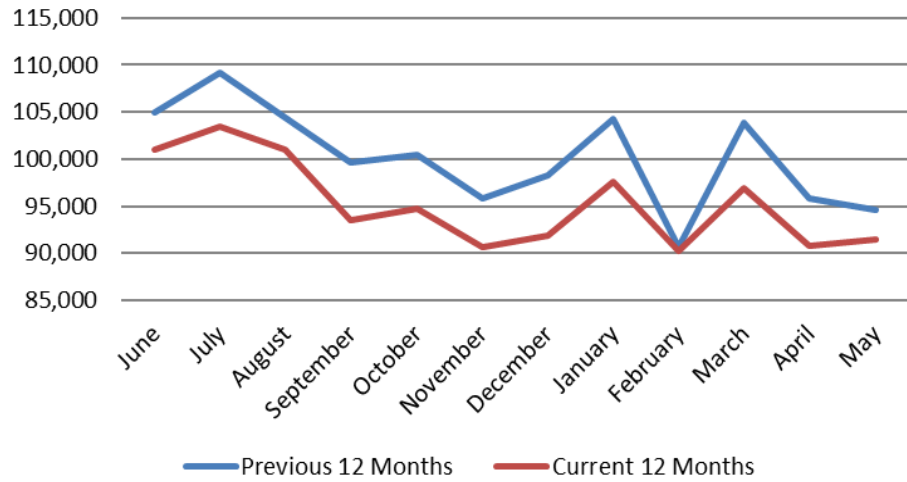
Website Visits
98,125 ↑ 2.99%
 95,277 last year

Self Checkout
 (% of total checkouts)
66% ▬ -0.40%
 67% last year

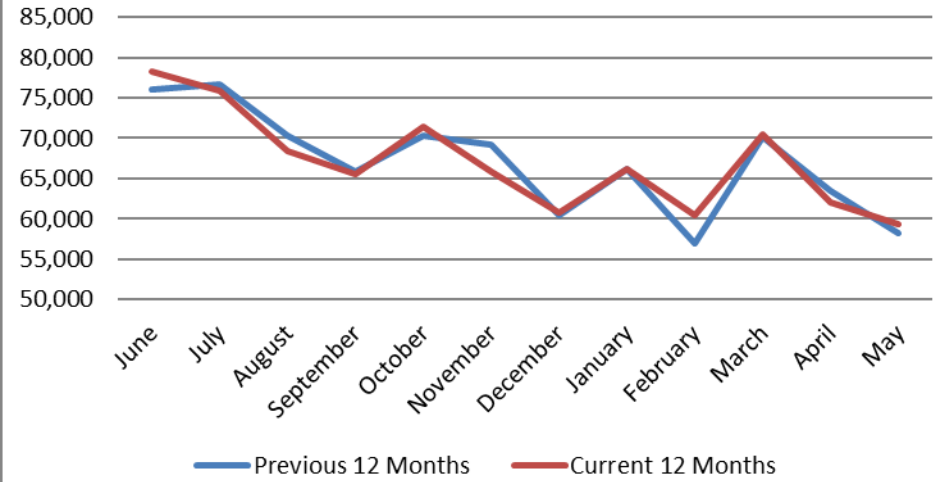
AHML - DASHBOARD - May 2019

	May 2019	May 2018	% change from last May	Jan 2019-May 2019	Jan 2018-May 2018	% change from last YTD
Total circulation	152,990	155,269	-1%	796,200	815,968	-2%
Adult circulation	91,472	94,656	-3%	466,933	489,265	-5%
Teen circulation	2,155	2,442	-12%	10,614	11,677	-9%
Children circulation	59,363	58,171	2%	318,653	315,026	1%
Print book circulation	78,245	80,488	-3%	409,436	419,439	-2%
Audiovisual circulation	48,127	52,117	-8%	250,543	275,897	-9%
Downloadables circulation	18,010	15,317	18%	92,739	80,985	15%
Self-check as % of main floor circ	66%	67%	0%	66%	66%	0%
Circulation to reciprocal borrowers	10,460	9,234	13%	50,854	48,376	5%
ILLs borrowed for our customers	562	303	85%	2,444	1,800	36%
ILLs lent to other libraries	649	484	34%	2,430	2,662	-9%
Resident cards issued	341	287	19%	1,639	1,662	-1%
Reciprocal cards registered	159	143	11%	802	816	-2%
Reference questions	16,266	15,286	6%	84,731	80,697	5%
Number of Programs	386	299	29%	1,513	1,364	11%
Program attendance	11,028	10,932	1%	39,262	44,824	-12%
Public computer use	9,056	10,337	-12%	45,045	52,115	-14%
Website visits	98,125	95,277	3%	490,761	497,087	-1%
In-person visitors	80,272	81,377	-1%	420,075	431,798	-3%
Marketplace - % of adult coll	8.4%	8.6%	-2%	8.3%	8.5%	-3%
Marketplace - % of circ	35.8%	35.7%	0%	34.5%	34.6%	0%
Kids' Mktplace - % of KW coll	4.6%	4.4%	4%	4.7%	4.7%	-2%
Kids' Mktplace - % of circ	17.4%	16.4%	6%	16.0%	15.5%	3%
Individual Staff Sessions	424	327	23%	2357	1707	28%
Volunteer hours	2,324	1,910	22%	11,804	10,305	13%

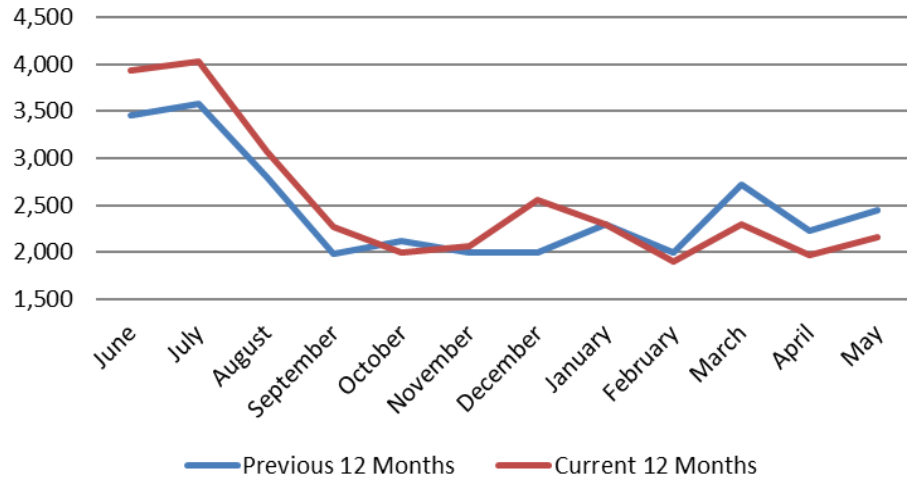
Adult Circulation



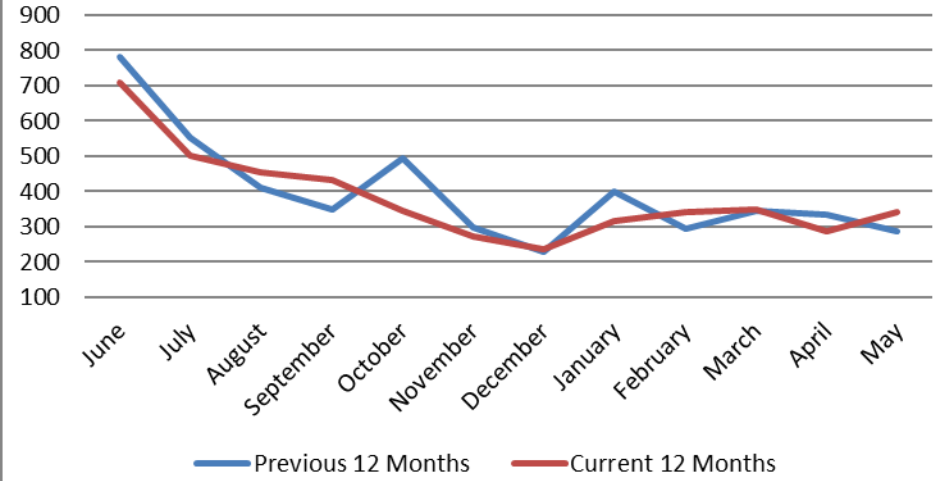
Children's Circulation

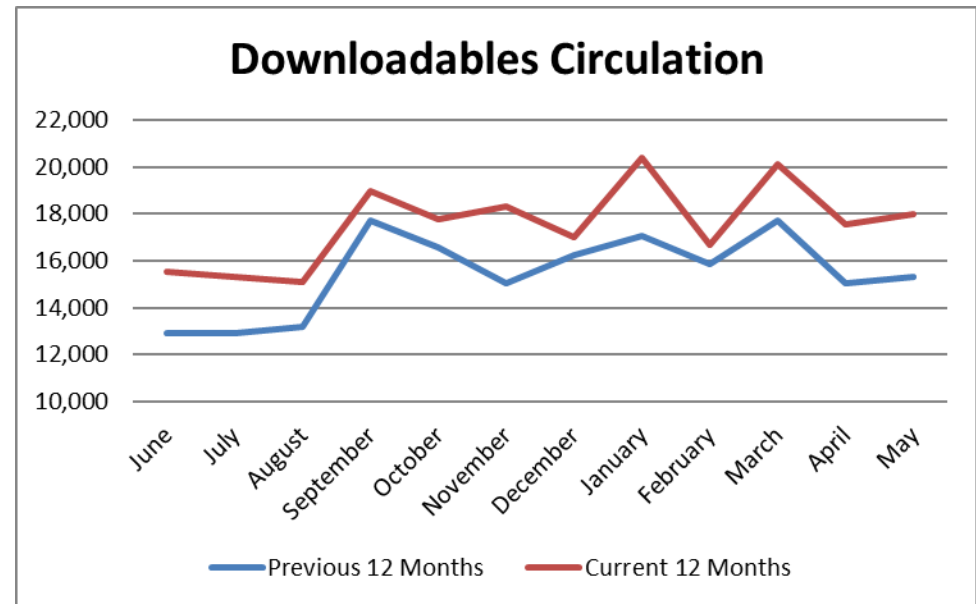
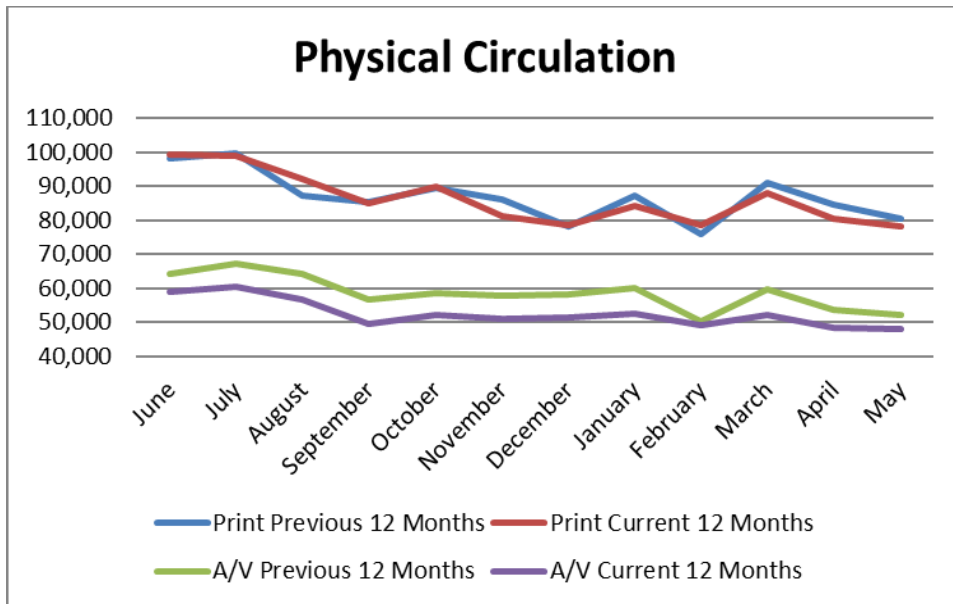


Teen Circulation



Resident Library Cards Issued

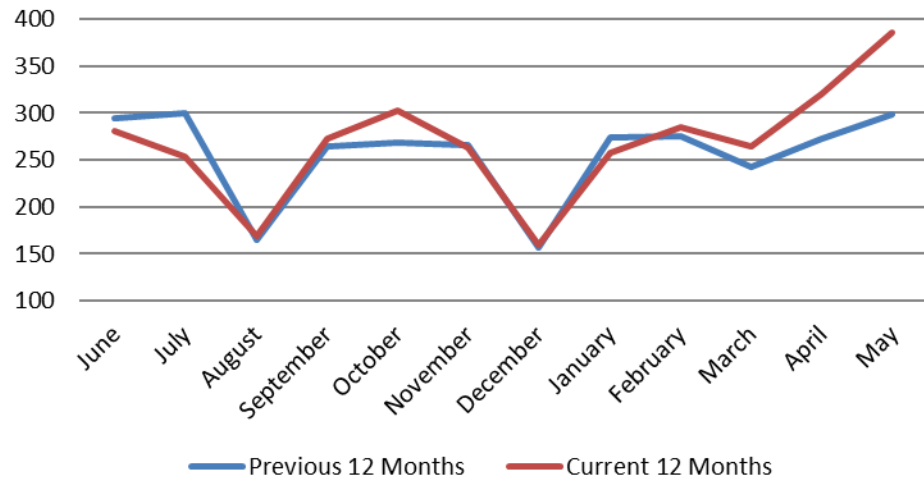




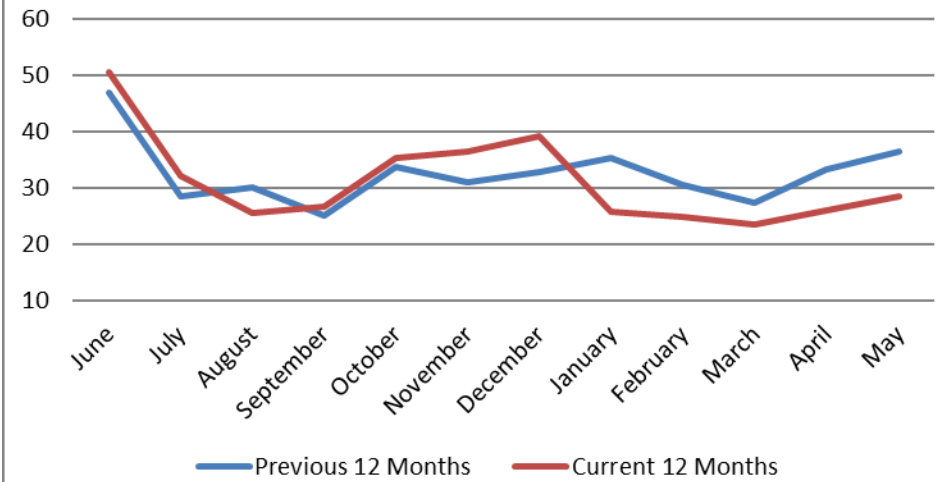
Notes Relating to Circulation

- Equipment checkouts increased again this month. With 536 total Library of Things (LOT) checkouts in May, customers are still discovering what new ‘things’ we are offering to support them in unique ways. There were 469 LOT checkouts in April 2019.
- Electronic checkouts continue to be popular with our customers. With 18,010 checkouts, this collection is up 17.6% over last year, up 14.5% for the year.
- ILL checkouts are up 85.5% this month over last year. This is due to the inclusion of digital articles sent through Document Delivery that hadn’t been included in these stats previously.
- Youth materials are circulating 2.1% higher than last May, and are up 1.2% for the year. Popular items in the collection this month include Fiction Books (+3.8%), Fiction Audios (+6.3%), Magazines/Periodicals (+31.7%), and Video Games (+12.4%).
- Although the adult collection is circulating down 3.6% for the month and 4.7% for the year, some materials are still gained popularity with our customers this month. Non-Fiction Videos and DVDs are up 7.2%, Magazines/Periodicals are up 2.2%, and Video Games are up 20.1% over this month last year.
- We issued 18% more library cards this month than last May. This resulted in balancing out the total library cards issued across April and May to within consistent limits. With 57,841 Arlington Heights residents holding library cards, this represents 76% of our community.
- The District 25 integration with our registration system has clearly benefited all involved. We have provided library cards to 86% of all students across this district!

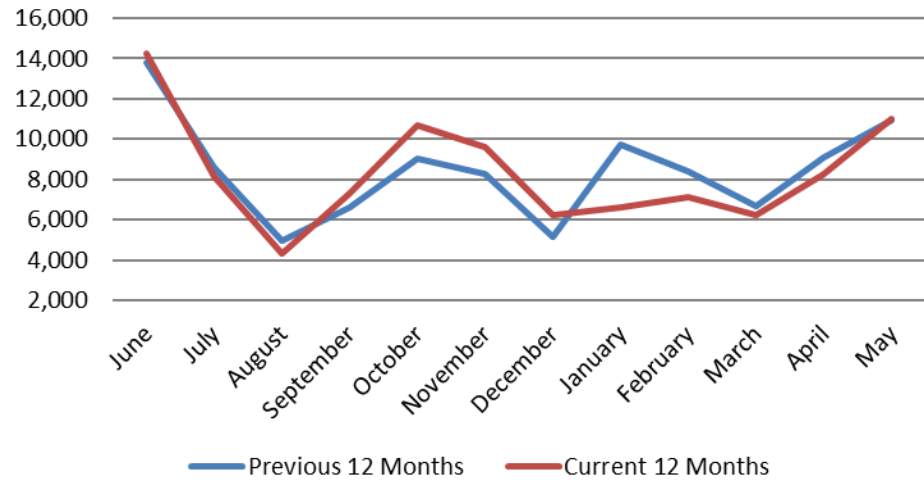
Program Sessions



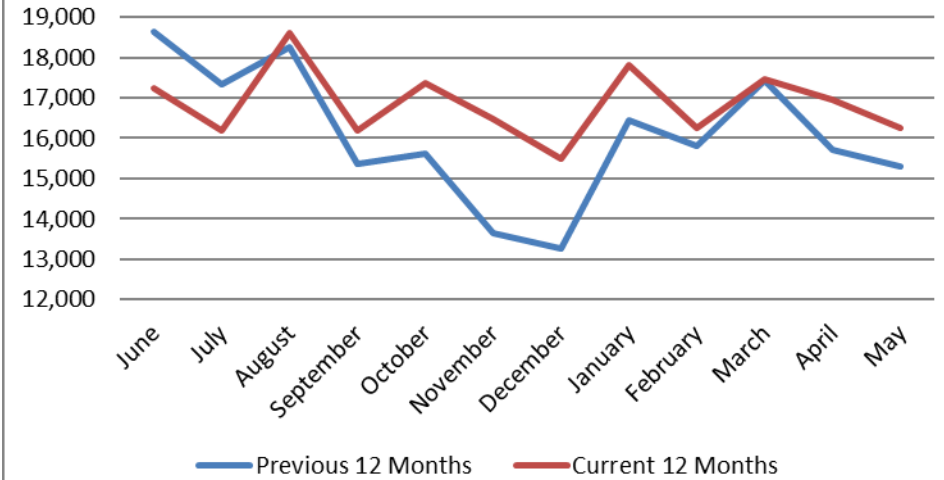
Attendance Per Program



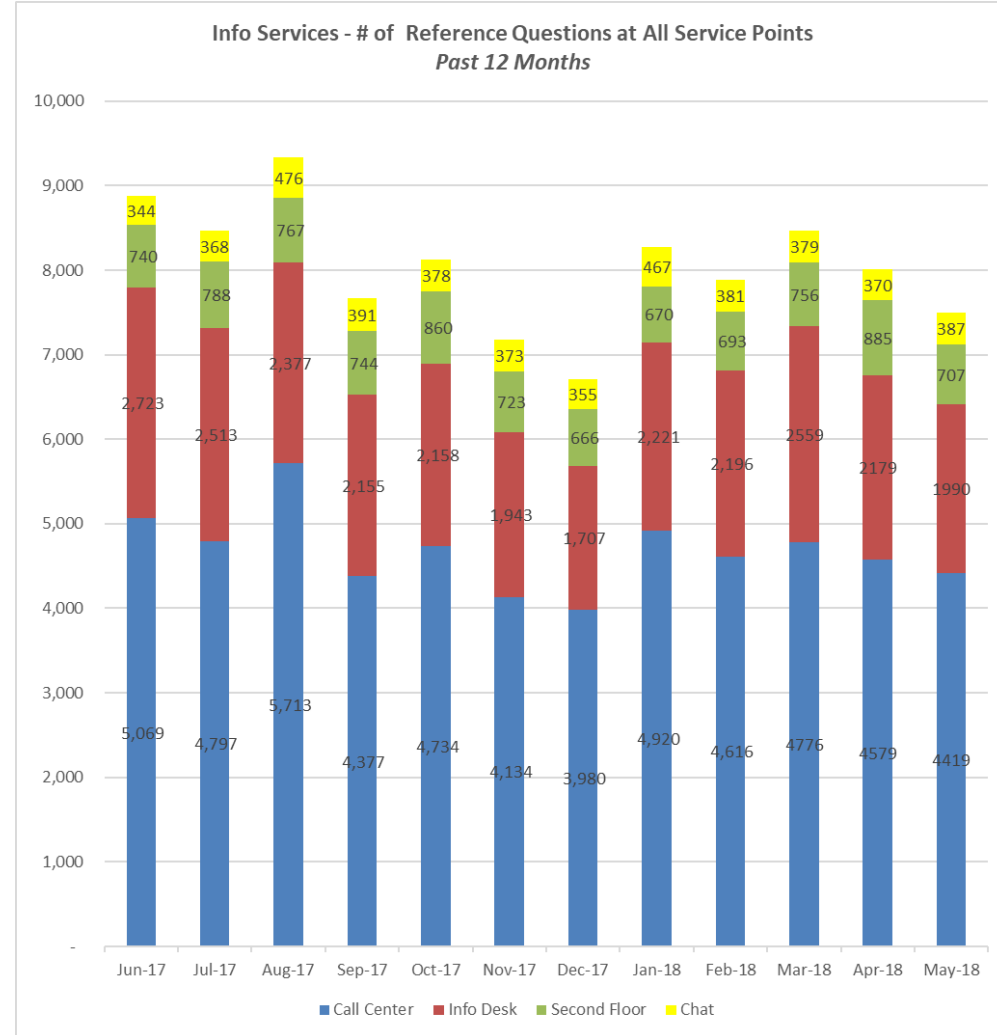
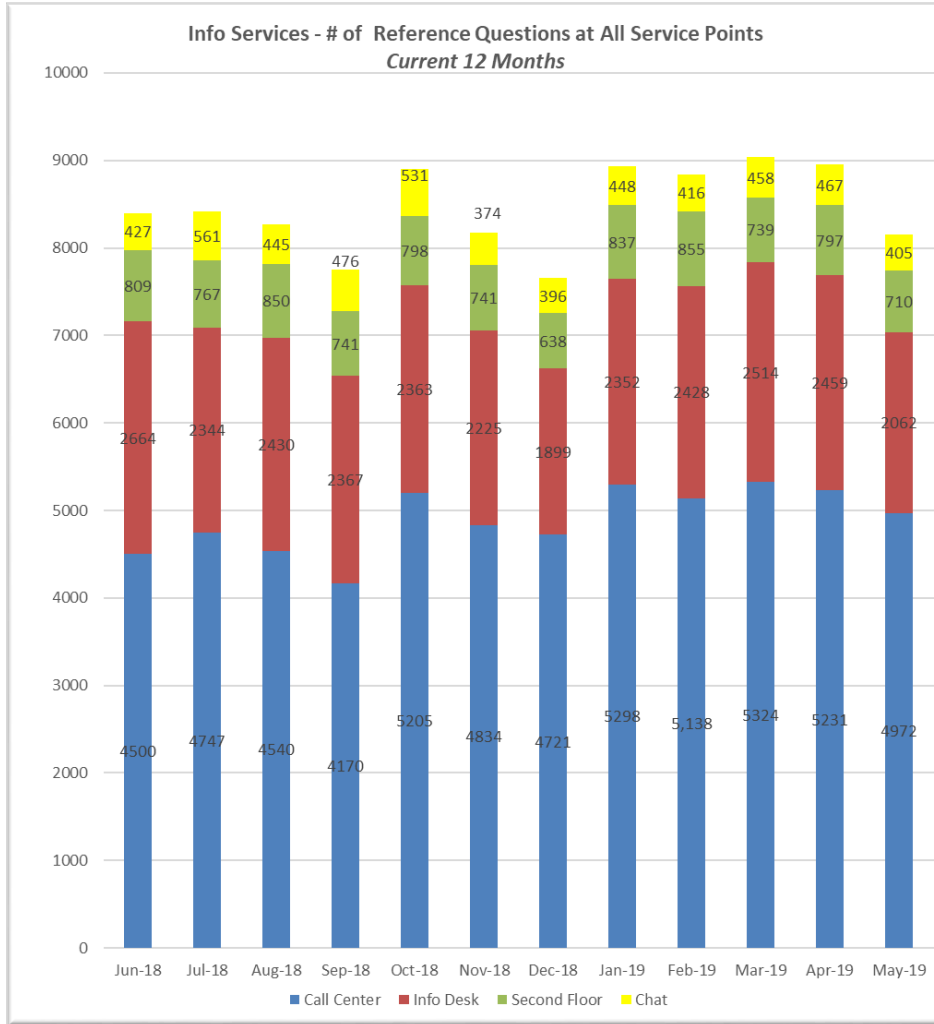
Program Attendance



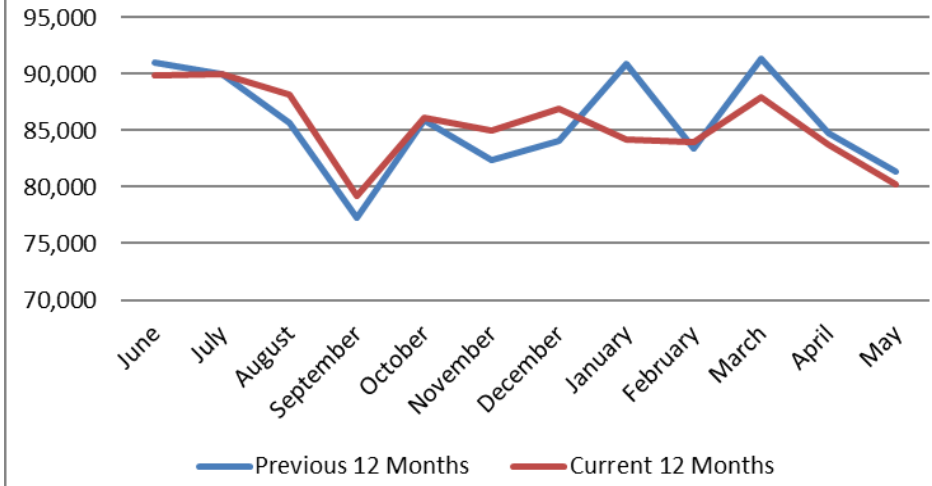
Reference Questions (Library Wide)



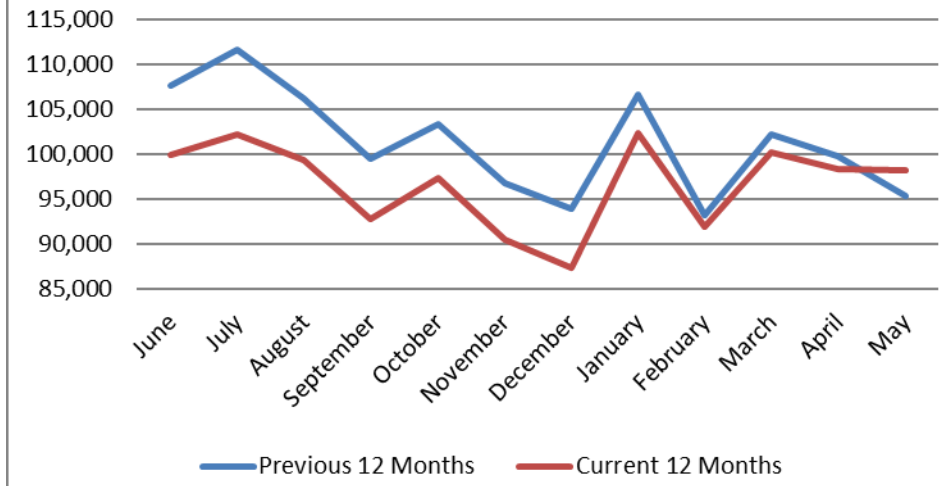
The charts below illustrate the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.



In-person Attendance



Website Visits



Public Computer Use

