

BOARD OF LIBRARY TRUSTEES

7:30 P.M.

TUESDAY, APRIL 18, 2017

BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 21, 2017 (Action Item 1)
- V. RESOLUTION HONORING THE SERVICE OF DEBORAH A. NELSON (Action Item 2)
- VI. RESOLUTION HONORING THE SERVICE OF DAVID F. UNUMB (Action Item 3)
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2017 (Item 4)
- VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2017 (Action Item 5)
- IX. EXECUTIVE DIRECTOR'S REPORT
- X. UNFINISHED BUSINESS
- XI. NEW BUSINESS

- LIBRARY STRATEGIES PROPOSAL FOR BOARD DEVELOPMENT CONSULTING (Action Item 6)
We will be presenting a proposal from Library Strategies, a

consulting group of the not-for-profit Friends of the Saint Paul Public Library, for a half-day board development session.

- RESOLUTION 17-03 (Action Item 7)

XII. COMMITTEE REPORTS (As appropriate)

(A) BUILDING (Trustee Unumb)

(B) FINANCE (Trustee Zyck)

(C) HUMAN RESOURCES (Trustee Zyck)

(D) POLICY (Trustee Nelson)

(E) STRATEGIC PLANNING (Trustee Brody Garkisch)

XIII. FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)

XIV. OTHER

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

XVI. ITEM(S) FROM CLOSED SESSION FOR ACTION

XVII. ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MARCH 21, 2017.

03.17.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, March 21, 2017, at 7:30 p.m. by President Debbie Smart.

03.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck, and Smart.

Absent: None.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Michael Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Michael Kelly, Director of Finance; Deb Whisler, Director of Communications and Marketing; Jennifer Czajka, Programs and Exhibits Manager; Sydney Jarol, Programs and Exhibits Coordinator; Janet Moravec, Business Office Administrator; Christy C. Tangney, Resident; John Supplitt, Resident; Melissa Cayer, Resident.

03.17.03 There was no **PUBLIC COMMENT**.

03.17.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE SPECIAL JOINT BOARD MEETING OF JANUARY 14, 2017 WITH THE ARLINGTON HEIGHTS VILLAGE BOARD (Action Item 1)**. Trustee Brody Garkisch seconded. With Trustee Nelson abstaining, all were in favor and the minutes were approved as submitted.

03.17.05 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 21, 2017 (Action Item 2)**. Trustee Brody Garkisch seconded. With Trustee Zyck abstaining, all were in favor and the minutes were approved as submitted.

03.17.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 28, 2017 (Item 3)** – Mr. Kuhl reported 17% of the year has lapsed and cash equivalents for February were \$14,020,624; last year cash equivalents were \$13,846,397. Real estate tax revenue received during the month of February were just under \$1.84 million. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

03.17.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 28, 2017 (Action Item 4)** – Mr. Kuhl provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED FEBRUARY 28, 2017, IN THE AMOUNT OF \$1,007,985.43.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck, and Smart. Nay: none. The motion carried.

03.17.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted the library's increased outreach to District 59 schools; gave an update on the replacement of the roof on the 1978 building; and reported on President Trump's proposed budget for FY18 that completely eliminates the Institute of Museum and Library Services.

03.17.09 There was no **UNFINISHED BUSINESS** to be discussed.

03.17.10 **NEW BUSINESS**

- **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 5)** – Per the Local Government Expense Control Act, Mr. Kuhl requested approval for registration fees for trustees' attendance at the American Library Association Conference at McCormick Place, June 22-27. Trustees are expected to participate in continuing education activities that focus on libraries, trusteeship, or other issues pertinent to libraries.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES APPROVES PAYMENT OF REGISTRATION FEES FOR THE AMERICAN LIBRARY ASSOCIATION CONFERENCE 2017 FOR PRESIDENT SMART AND TRUSTEE BRODY GARKISCH FOR THE TOTAL AMOUNT OF \$300.** Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck, and Smart. Nay: none. The motion carried.

- **DISCUSSION OF EFFECTIVE UTILIZATION OF SPACE (Action Item 6)** – Mr. Kuhl explained in order to remain flexible and responsive to the needs of the community, staff are continually looking at how to best utilize space within the library. Since the board has decided not to move forward with a branch facility in the northern part of the Village, staff have been looking with respect to how to use the main library to offer some of the new services proposed as part of the branch's plan of service. After discussion, it was decided President Smart would attend a Friends of the Library Board meeting and share the board's desired outcomes with regard to the effective utilization of space within the library for its customers.

03.17.11 **COMMITTEE REPORTS**

(A) BUILDING (Trustee Unumb) – Trustee Unumb reported the committee met on Monday, March 13.

- **AUTHORIZATION TO SEEK BIDS FOR PARKING LOT PROJECT (Action Item 7)** – Trustee Unumb reported representatives from Wight & Company and Shales

McNutt Construction attended the committee meeting and presented finalized designs and budget estimates for the parking lot improvements based upon the scope approved by the board in 2016. The goal of the project is to improve safety by separating pedestrian traffic from the vehicular traffic, creating a safer passage from the parking lot to the entrance, and improving wayfinding throughout the area. The board approved authorization for staff to seek bids for the project.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO SEEK BIDS FOR THE PARKING LOT PROJECT AS REFLECTED IN THE PLANS PRESENTED.** No second was required as the recommendation came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck, and Smart. Nay: none. The motion carried.

(B) FINANCE (Trustee Zyck) – Trustee Zyck reported the committee did not meet.

(C) HUMAN RESOURCES (Trustee Zyck) – Trustee Zyck reported the committee did not meet.

(D) POLICY – (Trustee Nelson) - Trustee Nelson reported the committee met on Tuesday, February 28.

- **POLICY ON THE ACCEPTANCE OF DONATIONS (Action Item 8)** – Trustee Nelson explained currently, the library does not have a comprehensive policy governing the acceptance of donations of money or other items to the library. The board reviewed a draft of a proposed new policy, POLICY 2.010 DONATIONS, and reviewed corresponding proposed modifications to POLICY 3.001 MATERIALS SELECTION.

The Policy Committee recommends **THE BOARD OF LIBRARY TRUSTEES APPROVES POLICY 2.010 DONATIONS AND AMEND POLICY 3.001 MATERIALS SELECTION AS PRESENTED.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

- **POLICY 7.013 ACCEPTANCE AND DISPLAY OF ART WORKS, PLAQUES OR OTHER COMMEMORATIVE PIECES (Action Item 9)** – Trustee Nelson explained as part of its discussion of a comprehensive policy on the acceptance of donations, the committee discussed the necessity of POLICY 7.013 ACCEPTANCE AND DISPLAY OF ART WORKS, PLAQUES OR OTHER COMMEMORATIVE PIECES. The board was in agreement with the committee’s recommendation to rescind Policy 7.013 in its entirety.

The Policy Committee recommends **THE BOARD OF LIBRARY TRUSTEES RESCINDS POLICY 7.013 ACCEPTANCE AND DISPLAY OF ART WORKS, PLAQUES OR OTHER COMMEMORATIVE PIECES.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

(E) STRATEGIC PLANNING (Trustee Brody Garkisch) – Trustee Brody Garkisch reported the committee did not meet; but as was introduced through discussion at the February Board meeting, both she and Mr. Kuhl are supportive of the idea of engaging a consultant to help facilitate a formal strategic planning process. Related to that, the board may also consider having a consultant conduct formal board development training. After discussion, the board agreed and the committee will begin its work to discuss the specifics of moving forward with the process.

03.17.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** – Trustee Unumb reported the Friends have \$105,490 in available funds; elections will be taking place at the April Friends Board meeting; the Friends are working on job descriptions for each of their officers and developing standard operating procedures; and the Friends approved a wish list including holiday lights and poinsettias for 2017.

03.17.13 **OTHER**

- President Smart acknowledged Trixie Dantis--*Library Journal* Move & Shaker.
- President Smart acknowledged Trustee Nelson's *Daily Herald* Shout Out article.
- President Smart and Mr. Kuhl commented on the Cook County ordinances on Minimum Wage and Paid Sick Leave.
- President Smart acknowledged a generous donation from the estate of Robert J. Deering used to acquire a wall sculpture by Brian Dettmer, *Americana 62 #1*.

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT**. Trustee Nelson seconded. All were in favor and the meeting was adjourned at 9:23 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder

**RESOLUTION 17-01
HONORING THE SERVICE OF DEBORAH A. NELSON**

Whereas, Deborah A. Nelson has served with distinction on the Board of Library Trustees of the Arlington Heights Memorial Library from 2008 to 2017; and

Whereas, she has shown her leadership capabilities and profound commitment to the library and the community by serving the Board of Library Trustees as vice president/secretary for four years and as treasurer for four years; and

Whereas, Deborah A. Nelson has served as board treasurer and chair of the Finance Committee from 2009 to 2013 through a time of major library renovation and facilities improvements; all while maintaining zero-percent tax increases over the prior year's extended levy; and

Whereas, she has chaired the Long Range/Strategic Planning Committee from 2009 to 2015 and participated in the design and completion of the 2012 renovation of the library focused on its long-term development and also the needs of today's users; and

Whereas, Deborah A. Nelson has shared her expertise in crafting a community survey to provide valuable information to the Board of Library Trustees to help shape the future and relevancy of the library as community resource and destination; and

Whereas, she has a strong passion for public service excellence yet is always cognizant of the importance of fiscal responsibility. She has never lost sight of the fact that the library belongs to the residents of Arlington Heights; and

Whereas, Deborah A. Nelson has chaired the Policy Committee from 2013 to 2017 and has been an advocate for diverse, high-quality services, fair and equitable policies to encourage library use, and excellent customer service; and

Whereas, during her service, the library was recognized as a Five-Star Library by *Library Journal* and has since earned five stars for nine years in a row; and

Whereas, Deborah A. Nelson has served the library and the Arlington Heights community with distinction by promoting the importance of reading, life-long learning and the value of the library as a community resource; and

Therefore, be it resolved THAT THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND SINCERELY THANKS DEBORAH A. NELSON FOR HER YEARS OF SERVICE AND FOR ALL SHE HAS CONTRIBUTED TO THE LIBRARY AND TO THE ARLINGTON HEIGHTS COMMUNITY; and

Furthermore, be it resolved THAT THE BOARD EXTENDS ITS WARMEST CONGRATULATIONS AND APPRECIATION ALONG WITH ITS BEST WISHES FOR SUCCESS IN ALL OF HER FUTURE ENDEAVORS.

Adopted on the 18th day of April 2017 by the Board of Library Trustees.

Debbie Smart, President

Greg Zyck, Treasurer

Joan Brody Garkisch

Carole Medal

Marianthi Thanopoulos

David F. Unumb

**RESOLUTION 17-02
HONORING THE SERVICE OF DAVID F. UNUMB**

Whereas, David F. Unumb has served with great distinction on the Board of Library Trustees of the Arlington Heights Memorial Library for over 20 years, beginning in 1983, spanning a time period of four different decades; and

Whereas, he has performed his duties with distinction, applying his unique professional talents and keen perception to shape library policies and plans; and

Whereas, David F. Unumb has provided strong leadership for the Board of Library Trustees and the staff, in his work on the Building Committee, Personnel and Long Range Planning Committees and as president of the board from 1989 to 1991; and

Whereas, he was deeply involved in the design and completion of the 2012 renovation as the library redesigned its spaces and services to respond to the new ways it was being used by the community; and

Whereas, David F. Unumb has overseen the hiring of three executive directors and helped maintain seven years of zero-percent tax increases over the prior year's extended levy; and

Whereas, he served as the board liaison to the Friends of the Library organization whose support has been invaluable, having provided over \$1.5 million in gifts to the library; and

Whereas, David F. Unumb has combined his love of the library and the Arlington Heights community, championing our award-winning library and sharing the achievement of earning *Library Journal's* Five-Star rating nine years in a row; and

Whereas, he values that the library serves all customers young and old, ranging from those who still treasure the book to those whose personal or professional needs require the latest in technology; and

Whereas, David F. Unumb's uncanny knack for getting to the heart of a matter through storytelling, sharing his opinions and thoughts professionally and respectfully at the board room table has enriched the board's deliberations of some particularly perplexing issues and become our resident expert on the unpredictable, cantankerous Miller-Picking unit; and,

Whereas, David F. Unumb is well regarded for his sound judgement, his commitment to the library's vision and values, and his knowledge of the community and its needs; and

Therefore, be it resolved THAT THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND SINCERELY THANKS DAVID F. UNUMB FOR HIS YEARS OF DISTINGUISHED SERVICE AND FOR ALL HE HAS CONTRIBUTED TO THE LIBRARY AND TO THE ARLINGTON HEIGHTS COMMUNITY; and

Furthermore, be it resolved THAT THE BOARD EXTENDS ITS WARMEST CONGRATULATIONS AND APPRECIATION ALONG WITH ITS BEST WISHES FOR SUCCESS IN ALL OF HIS FUTURE ENDEAVORS.

Adopted on the 18th day of April 2017 by the Board of Library Trustees.

Debbie Smart, President

Deborah A. Nelson, Vice President/Secretary

Greg Zyck, Treasurer

Joan Brody Garkisch

Carole Medal

Marianthi Thanopoulos

Village of Arlington Heights
 REVENUE REPORT
 25% OF YEAR LAPSED

(Item 4)

ACCOUNTING PERIOD 03/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,750	317,447.82	476	200,250	424,025.11	212	801,000	376,974.89
04 00	Real Estate Tax FICA	34,666	164,866.78	476	103,998	220,217.78	212	416,000	195,782.22
05 00	Real Estate Tax	1,051,090	4,998,749.44	476	3,153,270	6,676,988.06	212	12,613,091	5,936,102.94
401	** Real Estate Taxes	1,152,506	5,481,064.04	476	3,457,518	7,321,230.95	212	13,830,091	6,508,860.05
400	*** Taxes	1,152,506	5,481,064.04	476	3,457,518	7,321,230.95	212	13,830,091	6,508,860.05
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		15,000	.00		60,000	60,000.00
70 00	Other Grants	250	.00		750	.00		3,000	3,000.00
90 00	Contribution Ord. Library	83	.00		249	.00		1,000	1,000.00
411	** Intergovernmental	5,333	.00		15,999	.00		64,000	64,000.00
410	*** Intergovernmental Revenue	5,333	.00		15,999	.00		64,000	64,000.00
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	100	860.00	860	300	860.00	287	1,200	340.00
74 00	Copier/Reader Printer Fee	3,166	4,534.49	143	9,498	11,347.84	120	38,000	26,652.16
75 00	Meeting Room Fees	333	245.00	74	999	1,210.00	121	4,000	2,790.00
436	** Library Fees	3,599	5,639.49	157	10,797	13,417.84	124	43,200	29,782.16
430	*** Fees	3,599	5,639.49	157	10,797	13,417.84	124	43,200	29,782.16
440	Fines								
442	Library								
20 00	Late Charges	11,583	12,566.97	109	34,749	36,008.23	104	139,000	102,991.77
25 00	Lost/Damaged Item Charges	1,666	1,456.59	87	4,998	4,430.38	89	20,000	15,569.62
442	** Library	13,249	14,023.56	106	39,747	40,438.61	102	159,000	118,561.39
440	*** Fines	13,249	14,023.56	106	39,747	40,438.61	102	159,000	118,561.39
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,291	2,574.73	112	6,873	7,879.18	115	27,500	19,620.82
461	** Simple Interest	2,291	2,574.73	112	6,873	7,879.18	115	27,500	19,620.82
462	Investment Income								
10 00	Market Value Adjustments	0	1,403.10		0	4,669.37		0	4,669.37-
462	** Investment Income	0	1,403.10		0	4,669.37		0	4,669.37-

Village of Arlington Heights
 REVENUE REPORT
 25% OF YEAR LAPSED

ACCOUNTING PERIOD 03/2017

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	2,291	3,977.83	174	6,873	12,548.55	183	27,500	14,951.45
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								
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	83	10,050.00	2108	249	10,050.00	4036	1,000	9,050.00-
483	** Donations	83	10,050.00	2108	249	10,050.00	4036	1,000	9,050.00-
489	Other								
90 00	Other Income	666	794.38	119	1,998	2,411.06	121	8,000	5,588.94
93 00	Donations Genealogy	41	.00		123	.00		500	500.00
94 00	FOL Reimbursements	5,416	11,785.81	218	16,248	14,992.75	92	65,000	50,007.25
489	** Other	6,123	12,580.19	206	18,369	17,403.81	95	73,500	56,096.19
480	*** Other	6,206	22,630.19	365	18,618	27,453.81	148	74,500	47,046.19
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		1,183,184	5,527,335.11	467	3,549,552	7,415,089.76	209	14,198,291	6,783,201.24

Village of Arlington Heights
 REVENUE REPORT
 25% OF YEAR LAPSED

ACCOUNTING PERIOD 03/2017

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	500	2,913.36	583	1,500	9,374.28	625	6,000	3,374.28-
461	** Simple Interest	500	2,913.36	583	1,500	9,374.28	625	6,000	3,374.28-
462	Investment Income								
10 00	Market Value Adjustments	0	625.94		0	2,658.75		0	2,658.75-
462	** Investment Income	0	625.94		0	2,658.75		0	2,658.75-
460	*** Interest Income	500	3,539.30	708	1,500	12,033.03	802	6,000	6,033.03-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		437,499	1,750,000.00	400	1,750,000	.00
491	** Other Financing Sources	145,833	.00		437,499	1,750,000.00	400	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		437,499	1,750,000.00	400	1,750,000	.00
FUND TOTAL	Capital Projects-Library	146,333	3,539.30	2	438,999	1,762,033.03	401	1,756,000	6,033.03-

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 01	Executive Director	12204	16982.07	139	36612	39574.79	108	.00	146453	106878.21 27
	16 02	Dir. Library Operations	8333	11617.80	139	24999	25171.90	101	.00	100000	74828.10 25
	16 17	Deputy Director	9032	12689.64	141	27096	29527.82	109	.00	108391	78863.18 27
	16 36	Librarian III	6777	9091.71	134	13554	13637.57	101	.00	74552	60914.43 18
	16 43	Business Office Adminr	4746	6585.75	139	14238	15210.80	107	.00	56963	41752.20 27
	16 51	Clerk IV	3796	5242.88	138	11388	12286.44	108	.00	45552	33265.56 27
	16 92	Achievement Awards	166	.00	0	498	1500.00	301	.00	2000	500.00 75
	16 **	Library Personal Services	45054	62209.85	138	128385	136909.32	107	.00	533911	397001.68 26
	18	Other Personal Services									
	18 05	Overtime Civilian	16	34.88	218	48	34.88	73	.00	200	165.12 17
	18 **	Other Personal Services	16	34.88	218	48	34.88	73	.00	200	165.12 17
	19	Employee Benefits									
	19 05	Medical Insurance	5121	4985.67	97	15363	14957.01	97	.00	61466	46508.99 24
	19 10	IMRF	4704	7307.03	155	14112	16100.91	114	.00	56462	40361.09 29
	19 11	Social Security	2786	3562.86	128	7938	7802.08	98	.00	33024	25221.92 24
	19 12	Medicare	635	833.23	131	1807	1824.65	101	.00	7535	5710.35 24
	19 53	Flexible Spending	200	171.50	86	600	686.00	114	.00	2400	1714.00 29
	19 55	Unemployment Compensation	833	.00	0	2499	.00	0	.00	10000	10000.00 0
	19 **	Employee Benefits	14279	16860.29	118	42319	41370.65	98	.00	170887	129516.35 24
	20	Prof Technical Services									
	20 05	Professional Services	1250	5000.00	400	3750	5000.00	133	.00	15000	10000.00 33
	20 08	Consulting Services	333	.00	0	999	.00	0	.00	4000	4000.00 0
	20 20	Legal Services	1333	.00	0	3999	.00	0	.00	16000	16000.00 0
	20 40	General Insurance	10578	.00	0	31734	113250.00	357	.00	126945	13695.00 89
	20 81	OCLC Services	5419	.00	0	16257	16172.70	100	.00	65028	48855.30 25
	20 **	Prof Technical Services	18913	5000.00	26	56739	134422.70	237	.00	226973	92550.30 59
	21	Property Services									
	21 65	Other Services	705	1221.65	173	2115	2191.90	104	.00	8464	6272.10 26
	21 **	Property Services	705	1221.65	173	2115	2191.90	104	.00	8464	6272.10 26
	22	Other Contractual Service									
	22 01	Advertising	83	.00	0	249	.00	0	.00	1000	1000.00 0
	22 02	Dues	1089	20.19	2	3267	1130.19	35	.00	13077	11946.81 9
	22 03	Training	10208	4944.07	48	30624	21025.08	69	.00	122500	101474.92 17
	22 05	Postage	4119	6057.94	147	12357	13164.99	107	.00	49438	36273.01 27
	22 42	Internet Services	2341	3881.48	166	7023	8247.57	117	.00	28101	19853.43 29
	22 70	Telephone Services	3562	4413.01	124	10686	15215.66	142	.00	42755	27539.34 36
	22 **	Other Contractual Service	21402	19316.69	90	64206	58783.49	92	.00	256871	198087.51 23
	30	General Supplies									
	30 05	Office Supplies & Equip	694	192.64	28	2082	432.41	21	.00	8333	7900.59 5
	30 **	General Supplies	694	192.64	28	2082	432.41	21	.00	8333	7900.59 5

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration					ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	1248	241.26	19	.00	5000	4758.74	5
	31 **	Public Works Supplies	416	.00	0	1248	241.26	19	.00	5000	4758.74	5
	32	Library Supplies										
	32 72	Special Events	2070	10850.00	524	6210	11152.94	180	.00	24850	13697.06	45
	32 99	Items Reimb by Employees	0	502.94	0	0	719.43	0	.00	0	719.43-	0
	32 **	Library Supplies	2070	11352.94	549	6210	11872.37	191	.00	24850	12977.63	48
	40	Other Charges										
	40 96	Operating Contingency	9370	.00	0	35406	.00	0	.00	119745	119745.00	0
	40 **	Other Charges	9370	.00	0	35406	.00	0	.00	119745	119745.00	0
	50	Property										
	50 15	Other Equipment	27148	513.95	2	81444	5119.44	6	.00	325787	320667.56	2
	50 **	Property	27148	513.95	2	81444	5119.44	6	.00	325787	320667.56	2
601	** **	Library	140067	116702.89	83	420202	391378.42	93	.00	1681021	1289642.58	23
60	** **	Culture/Recreation	140067	116702.89	83	420202	391378.42	93	.00	1681021	1289642.58	23
DIV	6001	TOTAL ***** Administration	140067	116702.89	83	420202	391378.42	93	.00	1681021	1289642.58	23

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										
	16	Library Personal Services										
	16 21	Dir. of Communications	7809	10813.65	139	23427	25187.89	108	.00	93718	68530.11	27
	16 23	Graphic Supervisor	6106	8455.38	139	18318	19694.85	108	.00	73280	53585.15	27
	16 48	Library Assistant I	2254	3468.45	154	6762	7758.33	115	.00	27056	19297.67	29
	16 50	Graphics Designer	3277	4584.12	140	9831	10589.46	108	.00	39329	28739.54	27
	16 79	Publication Editor	2877	3558.23	124	8631	9312.73	108	.00	34529	25216.27	27
	16 80	Communications Assistant	2003	2744.82	137	6009	6237.29	104	.00	24045	17807.71	26
	16 **	Library Personal Services	24326	33624.65	138	72978	78780.55	108	.00	291957	213176.45	27
	18	Other Personal Services										
	18 05	Overtime Civilian	33	.00	0	99	99.32	100	.00	400	300.68	25
	18 **	Other Personal Services	33	.00	0	99	99.32	100	.00	400	300.68	25
	19	Employee Benefits										
	19 05	Medical Insurance	4098	3985.00	97	12294	11955.00	97	.00	49187	37232.00	24
	19 10	IMRF	3006	4149.28	138	9018	9733.79	108	.00	36078	26344.21	27
	19 11	Social Security	1510	2024.13	134	4530	4724.90	104	.00	18126	13401.10	26
	19 12	Medicare	353	473.42	134	1059	1105.10	104	.00	4239	3133.90	26
	19 **	Employee Benefits	8967	10631.83	119	26901	27518.79	102	.00	107630	80111.21	26
	20	Prof Technical Services										
	20 05	Professional Services	4406	.00	0	13218	23200.00	176	.00	52875	29675.00	44
	20 **	Prof Technical Services	4406	.00	0	13218	23200.00	176	.00	52875	29675.00	44
	21	Property Services										
	21 02	Equipment Maintenance	154	.00	0	462	348.00	75	.00	1850	1502.00	19
	21 65	Other Services	826	1616.20	196	2478	3627.34	146	.00	9912	6284.66	37
	21 **	Property Services	980	1616.20	165	2940	3975.34	135	.00	11762	7786.66	34
	22	Other Contractual Service										
	22 02	Dues	140	275.00	196	420	600.00	143	.00	1690	1090.00	36
	22 03	Training	7	.00	0	21	20.00	95	.00	90	70.00	22
	22 10	Printing	13104	21079.23	161	39312	25093.91	64	.00	157255	132161.09	16
	22 **	Other Contractual Service	13251	21354.23	161	39753	25713.91	65	.00	159035	133321.09	16
	30	General Supplies										
	30 05	Office Supplies & Equip	1227	4202.37	343	3681	4779.14	130	.00	14725	9945.86	33
	30 **	General Supplies	1227	4202.37	343	3681	4779.14	130	.00	14725	9945.86	33
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	677	.00	0	2031	676.50	33	.00	8134	7457.50	8
	31 **	Public Works Supplies	677	.00	0	2031	676.50	33	.00	8134	7457.50	8
	32	Library Supplies										
	32 01	Program Supplies	83	.00	0	249	.00	0	.00	1000	1000.00	0
	32 72	Special Events	691	.00	0	2073	35.99	2	.00	8300	8264.01	0
	32 **	Library Supplies	774	.00	0	2322	35.99	2	.00	9300	9264.01	0

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
601	** **	Library	54641	71429.28	131	163923	164779.54	101	.00	655818	491038.46	25
60	** **	Culture/Recreation	54641	71429.28	131	163923	164779.54	101	.00	655818	491038.46	25
DIV	6002	TOTAL *****										
		Communications & Mrkting	54641	71429.28	131	163923	164779.54	101	.00	655818	491038.46	25

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 22	Dir. of Human Resources	7420	10223.46	138	22260	23821.32	107	.00	89045	65223.68	27
	16 51	Clerk IV	3708	5162.91	139	11124	12043.48	108	.00	44496	32452.52	27
	16 53	Volunteer Coordinator	2029	2839.68	140	6087	6465.72	106	.00	24357	17891.28	27
	16 **	Library Personal Services	13157	18226.05	139	39471	42330.52	107	.00	157898	115567.48	27
	18	Other Personal Services										
	18 05	Overtime Civilian	16	17.20	108	48	85.96	179	.00	200	114.04	43
	18 **	Other Personal Services	16	17.20	108	48	85.96	179	.00	200	114.04	43
	19	Employee Benefits										
	19 05	Medical Insurance	2670	2596.00	97	8010	7788.00	97	.00	32049	24261.00	24
	19 10	IMRF	1625	2251.20	139	4875	5234.16	107	.00	19509	14274.84	27
	19 11	Social Security	816	1090.89	134	2448	2519.19	103	.00	9802	7282.81	26
	19 12	Medicare	191	255.12	134	573	589.15	103	.00	2292	1702.85	26
	19 50	Employee Asst. Program	520	.00	0	1560	1975.00	127	.00	6250	4275.00	32
	19 **	Employee Benefits	5822	6193.21	106	17466	18105.50	104	.00	69902	51796.50	26
	21	Property Services										
	21 65	Other Services	2037	10344.00	508	6111	10746.00	176	.00	24450	13704.00	44
	21 **	Property Services	2037	10344.00	508	6111	10746.00	176	.00	24450	13704.00	44
	22	Other Contractual Service										
	22 01	Advertising	75	668.48	891	225	1090.49	485	.00	900	190.49	121
	22 02	Dues	221	199.00	90	663	199.00	30	.00	2655	2456.00	8
	22 03	Training	67	.00	0	201	.00	0	.00	810	810.00	0
	22 55	In Service Training	375	75.64	20	1125	6043.94	537	.00	4500	1543.94	134
	22 **	Other Contractual Service	738	943.12	128	2214	7333.43	331	.00	8865	1531.57	83
	40	Other Charges										
	40 62	Tuition Reimbursement	833	.00	0	2499	.00	0	.00	10000	10000.00	0
	40 70	Employee Recognition Prog	1320	9308.71	705	3960	9308.71	235	.00	15850	6541.29	59
	40 **	Other Charges	2153	9308.71	432	6459	9308.71	144	.00	25850	16541.29	36
601	** **	Library	23923	45032.29	188	71769	87910.12	123	.00	287165	199254.88	31
60	** **	Culture/Recreation	23923	45032.29	188	71769	87910.12	123	.00	287165	199254.88	31
DIV	6003	TOTAL ***** Human Resources	23923	45032.29	188	71769	87910.12	123	.00	287165	199254.88	31

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	21	Property Services										
	21 65	Other Services	416	1351.98	325	1248	1351.98	108	.00	5000	3648.02	27
	21 **	Property Services	416	1351.98	325	1248	1351.98	108	.00	5000	3648.02	27
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	416	1050.00	252	1248	15725.00	1260	.00	5000	10725.00-	315
	22 **	Other Contractual Service	416	1050.00	252	1248	15725.00	1260	.00	5000	10725.00-	315
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	32 02	Program Events	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	32 32	Software	208	.00	0	624	.00	0	.00	2500	2500.00	0
	32 72	Special Events	833	3420.55	411	2499	4211.10	169	.00	10000	5788.90	42
	32 75	Audio Visual	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	32 78	Electronic Resources	208	.00	0	624	.00	0	.00	2500	2500.00	0
	32 80	Books	416	41.17	10	1248	2705.33	217	.00	5000	2294.67	54
	32 **	Library Supplies	2913	3461.72	119	8739	6916.43	79	.00	35000	28083.57	20
	50	Property										
	50 15	Other Equipment	416	.00	0	1248	9995.26	801	.00	5000	4995.26-	200
	50 **	Property	416	.00	0	1248	9995.26	801	.00	5000	4995.26-	200
601	** **	Library	4577	5863.70	128	13731	33988.67	248	.00	55000	21011.33	62
60	** **	Culture/Recreation	4577	5863.70	128	13731	33988.67	248	.00	55000	21011.33	62
DIV	6004	TOTAL ***** Paid by Gifts and Grants	4577	5863.70	128	13731	33988.67	248	.00	55000	21011.33	62

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 24	Accounting Supervisor	5349	.00	0	16047	.00	0	.00	64193	64193.00	0
	16 29	Finance Director	8390	11788.20	141	25170	27430.24	109	.00	100691	73260.76	27
	16 48	Library Assistant I	4059	5495.52	135	12177	13040.57	107	.00	48710	35669.43	27
	16 51	Clerk IV	1744	.00	0	5232	.00	0	.00	20933	20933.00	0
	16 57	Clerk II	1609	2983.16	185	4827	6965.47	144	.00	19318	12352.53	36
	16 **	Library Personal Services	21151	20266.88	96	63453	47436.28	75	.00	253845	206408.72	19
	18	Other Personal Services										
	18 05	Overtime Civilian	16	146.22	914	48	319.86	666	.00	200	119.86-	160
	18 **	Other Personal Services	16	146.22	914	48	319.86	666	.00	200	119.86-	160
	19	Employee Benefits										
	19 05	Medical Insurance	3054	2970.00	97	9162	8910.00	97	.00	36659	27749.00	24
	19 10	IMRF	2612	2518.99	96	7836	5893.12	75	.00	31349	25455.88	19
	19 11	Social Security	1312	1226.70	94	3936	2860.80	73	.00	15751	12890.20	18
	19 12	Medicare	308	286.89	93	924	669.07	72	.00	3701	3031.93	18
	19 **	Employee Benefits	7286	7002.58	96	21858	18332.99	84	.00	87460	69127.01	21
	20	Prof Technical Services										
	20 05	Professional Services	437	.00	0	1311	.00	0	.00	5250	5250.00	0
	20 **	Prof Technical Services	437	.00	0	1311	.00	0	.00	5250	5250.00	0
	21	Property Services										
	21 36	Equipment Rental	183	115.00	63	549	1072.00	195	.00	2200	1128.00	49
	21 65	Other Services	807	5308.47	658	2421	19555.40	808	.00	9685	9870.40-	202
	21 **	Property Services	990	5423.47	548	2970	20627.40	695	.00	11885	8742.40-	174
	22	Other Contractual Service										
	22 02	Dues	85	400.00	471	255	680.00	267	.00	1025	345.00	66
	22 03	Training	100	.00	0	300	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	1974	1975.00	100	5922	5925.00	100	.00	23690	17765.00	25
	22 **	Other Contractual Service	2159	2375.00	110	6477	6605.00	102	.00	25915	19310.00	26
601	** **	Library	32039	35214.15	110	96117	93321.53	97	.00	384555	291233.47	24
60	** **	Culture/Recreation	32039	35214.15	110	96117	93321.53	97	.00	384555	291233.47	24
DIV	6008	TOTAL ***** Finance	32039	35214.15	110	96117	93321.53	97	.00	384555	291233.47	24

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 25	Department Manager II	6916	8769.24	127	20748	20861.85	101	.00	83000	62138.15	25
	16 26	Department Manager I	6000	8429.94	141	18000	19615.82	109	.00	72006	52390.18	27
	16 28	Web Developer	10304	9933.53	96	30912	20174.35	65	.00	123654	103479.65	16
	16 44	Library Assistant III	5037	7179.75	143	15111	16749.82	111	.00	60455	43705.18	28
	16 49	Computer Technician	9246	12785.68	138	27738	29845.50	108	.00	110963	81117.50	27
	16 54	Clerk III	7855	10871.36	138	23565	25407.79	108	.00	94262	68854.21	27
	16 68	LAN Administrator	6178	8555.46	139	18534	19927.96	108	.00	74147	54219.04	27
	16 **	Library Personal Services	51536	66524.96	129	154608	152583.09	99	.00	618487	465903.91	25
	18	Other Personal Services										
	18 05	Overtime Civilian	41	.00	0	123	.00	0	.00	500	500.00	0
	18 **	Other Personal Services	41	.00	0	123	.00	0	.00	500	500.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	11553	11231.00	97	34659	33693.00	97	.00	138643	104950.00	24
	19 10	IMRF	6086	7734.63	127	18258	18073.15	99	.00	73041	54967.85	25
	19 11	Social Security	3198	4012.00	126	9594	9239.29	96	.00	38378	29138.71	24
	19 12	Medicare	749	938.28	125	2247	2160.81	96	.00	8991	6830.19	24
	19 **	Employee Benefits	21586	23915.91	111	64758	63166.25	98	.00	259053	195886.75	24
	20	Prof Technical Services										
	20 05	Professional Services	350	96.59	28	1050	351.84	34	.00	4210	3858.16	8
	20 08	Consulting Services	1625	.00	0	4875	.00	0	.00	19500	19500.00	0
	20 **	Prof Technical Services	1975	96.59	5	5925	351.84	6	.00	23710	23358.16	2
	21	Property Services										
	21 02	Equipment Maintenance	12163	3593.98	30	36489	117708.29	323	.00	145963	28254.71	81
	21 **	Property Services	12163	3593.98	30	36489	117708.29	323	.00	145963	28254.71	81
	22	Other Contractual Service										
	22 02	Dues	27	.00	0	81	.00	0	.00	329	329.00	0
	22 03	Training	37	.00	0	111	63.34	57	.00	450	386.66	14
	22 **	Other Contractual Service	64	.00	0	192	63.34	33	.00	779	715.66	8
	30	General Supplies										
	30 05	Office Supplies & Equip	31	.00	0	93	.00	0	.00	375	375.00	0
	30 30	Data System Supplies	4142	4151.73	100	12426	8734.11	70	.00	49707	40972.89	18
	30 32	Software Library	14404	18598.33	129	43212	82841.27	192	.00	172852	90010.73	48
	30 33	Documentation Library	52	.00	0	156	.00	0	.00	625	625.00	0
	30 **	General Supplies	18629	22750.06	122	55887	91575.38	164	.00	223559	131983.62	41
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1149	1417.87	123	3447	2312.77	67	.00	13791	11478.23	17
	31 **	Public Works Supplies	1149	1417.87	123	3447	2312.77	67	.00	13791	11478.23	17

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							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										
	32	Library Supplies										
	32 05	Processing Supplies	100	.00	0	300	.00	0	.00	1200	1200.00	0
	32 32	Software	1565	5178.00	331	4695	6055.35	129	.00	18783	12727.65	32
	32 **	Library Supplies	1665	5178.00	311	4995	6055.35	121	.00	19983	13927.65	30
	50	Property										
	50 12	Computer Equipment	6845	13379.66	196	20535	19562.96	95	.00	82149	62586.04	24
	50 15	Other Equipment	1066	.00	0	3198	.00	0	.00	12800	12800.00	0
	50 **	Property	7911	13379.66	169	23733	19562.96	82	.00	94949	75386.04	21
601	** **	Library	116719	136857.03	117	350157	453379.27	130	.00	1400774	947394.73	32
60	** **	Culture/Recreation	116719	136857.03	117	350157	453379.27	130	.00	1400774	947394.73	32
DIV	6010	TOTAL *****										
		Information Technology	116719	136857.03	117	350157	453379.27	130	.00	1400774	947394.73	32

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
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 63	Security Supervisor	5728	7893.60	138	17184	18392.59	107	.00	68746	50353.41	27
	16 66	Security Guard	14615	21975.59	150	43845	49576.55	113	.00	175390	125813.45	28
	16 **	Library Personal Services	20343	29869.19	147	61029	67969.14	111	.00	244136	176166.86	28
	18	Other Personal Services										
	18 05	Overtime Civilian	62	101.06	163	186	613.37	330	.00	750	136.63	82
	18 **	Other Personal Services	62	101.06	163	186	613.37	330	.00	750	136.63	82
	19	Employee Benefits										
	19 05	Medical Insurance	4533	4407.00	97	13599	13221.00	97	.00	54404	41183.00	24
	19 10	IMRF	2207	3219.12	146	6621	7392.85	112	.00	26489	19096.15	28
	19 11	Social Security	1265	1811.59	143	3795	4112.45	108	.00	15183	11070.55	27
	19 12	Medicare	295	423.69	144	885	961.79	109	.00	3551	2589.21	27
	19 **	Employee Benefits	8300	9861.40	119	24900	25688.09	103	.00	99627	73938.91	26
	22	Other Contractual Service										
	22 03	Training	41	.00	0	123	20.59	17	.00	500	479.41	4
	22 **	Other Contractual Service	41	.00	0	123	20.59	17	.00	500	479.41	4
	30	General Supplies										
	30 05	Office Supplies & Equip	18	.00	0	54	37.92	70	.00	225	187.08	17
	30 **	General Supplies	18	.00	0	54	37.92	70	.00	225	187.08	17
601	** **	Library	28764	39831.65	139	86292	94329.11	109	.00	345238	250908.89	27
60	** **	Culture/Recreation	28764	39831.65	139	86292	94329.11	109	.00	345238	250908.89	27
DIV	6015	TOTAL ***** Security	28764	39831.65	139	86292	94329.11	109	.00	345238	250908.89	27

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 60	Clerk I	4724	6433.54	136	14172	15168.69	107	.00	56698	41529.31 27
	16 69	Maintenance Supervisor	8222	11329.29	138	24666	26516.88	108	.00	98667	72150.12 27
	16 72	Maintenance Worker	19804	27347.74	138	59412	63659.25	107	.00	237658	173998.75 27
	16 **	Library Personal Services	32750	45110.57	138	98250	105344.82	107	.00	393023	287678.18 27
	18	Other Personal Services									
	18 05	Overtime Civilian	208	638.07	307	624	1141.43	183	.00	2500	1358.57 46
	18 **	Other Personal Services	208	638.07	307	624	1141.43	183	.00	2500	1358.57 46
	19	Employee Benefits									
	19 05	Medical Insurance	8986	8735.00	97	26958	26205.00	97	.00	107837	81632.00 24
	19 10	IMRF	3458	4840.43	140	10374	11257.53	109	.00	41503	30245.47 27
	19 11	Social Security	2043	2681.12	131	6129	6182.38	101	.00	24522	18339.62 25
	19 12	Medicare	477	627.04	132	1431	1445.91	101	.00	5735	4289.09 25
	19 **	Employee Benefits	14964	16883.59	113	44892	45090.82	100	.00	179597	134506.18 25
	21	Property Services									
	21 02	Equipment Maintenance	3435	243.00	7	10305	20655.10	200	.00	41231	20575.90 50
	21 07	Vehicle Equipment Maint	693	286.05	41	2079	456.12	22	.00	8326	7869.88 6
	21 11	Building Maintenance	21016	8073.18	38	63048	39096.15	62	.00	252193	213096.85 16
	21 36	Equipment Rental	83	.00	0	249	.00	0	.00	1000	1000.00 0
	21 60	Water and Sewer Service	1372	1222.91	89	4116	1222.91	30	.00	16472	15249.09 7
	21 **	Property Services	26599	9825.14	37	79797	61430.28	77	.00	319222	257791.72 19
	22	Other Contractual Service									
	22 03	Training	36	.00	0	108	.00	0	.00	432	432.00 0
	22 **	Other Contractual Service	36	.00	0	108	.00	0	.00	432	432.00 0
	30	General Supplies									
	30 50	Petroleum Products	542	225.33	42	1626	444.65	27	.00	6507	6062.35 7
	30 51	Heating Fuel	5666	4276.46	76	16998	12251.39	72	.00	68000	55748.61 18
	30 **	General Supplies	6208	4501.79	73	18624	12696.04	68	.00	74507	61810.96 17
	31	Public Works Supplies									
	31 45	Janitorial Supplies	1948	1794.36	92	5844	7796.94	133	.00	23387	15590.06 33
	31 **	Public Works Supplies	1948	1794.36	92	5844	7796.94	133	.00	23387	15590.06 33
	50	Property									
	50 15	Other Equipment	2216	.00	0	6648	2474.00	37	.00	26600	24126.00 9
	50 **	Property	2216	.00	0	6648	2474.00	37	.00	26600	24126.00 9
601	** **	Library	84929	78753.52	93	254787	235974.33	93	.00	1019268	783293.67 23
60	** **	Culture/Recreation	84929	78753.52	93	254787	235974.33	93	.00	1019268	783293.67 23
DIV	6020	TOTAL ***** Facilities	84929	78753.52	93	254787	235974.33	93	.00	1019268	783293.67 23

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth 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 25	Department Manager II	0	.00	0	0	913.00	0	.00	0	913.00-	0
	16 33	Librarian IV	0	.00	0	0	1092.76	0	.00	0	1092.76-	0
	16 36	Librarian III	0	.00	0	0	5558.79	0	.00	0	5558.79-	0
	16 39	Librarian II	0	.00	0	0	1851.38	0	.00	0	1851.38-	0
	16 48	Library Assistant I	0	.00	0	0	12683.25	0	.00	0	12683.25-	0
	16 54	Clerk III	0	.00	0	0	672.27	0	.00	0	672.27-	0
	16 57	Clerk II	0	.00	0	0	853.55	0	.00	0	853.55-	0
	16 **	Library Personal Services	0	.00	0	0	23625.00	0	.00	0	23625.00-	0
	19	Employee Benefits										
	19 10	IMRF	0	.00	0	0	3534.67	0	.00	0	3534.67-	0
	19 11	Social Security	0	.00	0	0	1854.67	0	.00	0	1854.67-	0
	19 12	Medicare	0	.00	0	0	433.79	0	.00	0	433.79-	0
	19 **	Employee Benefits	0	.00	0	0	5823.13	0	.00	0	5823.13-	0
601	** **	Library	0	.00	0	0	29448.13	0	.00	0	29448.13-	0
60	** **	Culture/Recreation	0	.00	0	0	29448.13	0	.00	0	29448.13-	0
DIV	6401	TOTAL ***** Youth Services	0	.00	0	0	29448.13	0	.00	0	29448.13-	0

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	26	Department Manager I	6730	8690.76	129	20190	16267.18	81	.00	80765	64497.82	20
16	36	Librarian III	26965	36929.08	137	80895	77811.27	96	.00	323588	245776.73	24
16	39	Librarian II	9275	7652.49	83	27825	23033.69	83	.00	111300	88266.31	21
16	44	Library Assistant III	5072	7023.96	139	15216	16360.69	108	.00	60874	44513.31	27
16	45	Library Assistant II	5003	6928.47	139	15009	16138.27	108	.00	60047	43908.73	27
16	48	Library Assistant I	13854	14212.76	103	41562	32328.93	78	.00	166253	133924.07	19
16	51	Clerk IV	3234	3728.91	115	9702	8425.17	87	.00	38817	30391.83	22
16	60	Clerk I	296	.00	0	888	.00	0	.00	3552	3552.00	0
16	**	Library Personal Services	70429	85166.43	121	211287	190365.20	90	.00	845196	654830.80	23
18		Other Personal Services										
18	05	Overtime Civilian	41	.00	0	123	.00	0	.00	500	500.00	0
18	**	Other Personal Services	41	.00	0	123	.00	0	.00	500	500.00	0
19		Employee Benefits										
19	05	Medical Insurance	9964	9685.00	97	29892	29055.00	97	.00	119579	90524.00	24
19	10	IMRF	8285	10794.29	130	24855	22670.86	91	.00	99424	76753.14	23
19	11	Social Security	4369	5287.19	121	13107	11075.50	85	.00	52433	41357.50	21
19	12	Medicare	1021	1236.52	121	3063	2590.20	85	.00	12263	9672.80	21
19	**	Employee Benefits	23639	27003.00	114	70917	65391.56	92	.00	283699	218307.44	23
22		Other Contractual Service										
22	02	Dues	363	.00	0	1089	815.00	75	.00	4358	3543.00	19
22	03	Training	401	294.97	74	1203	505.51	42	.00	4819	4313.49	11
22	18	Contr Programs & Exhibits	600	600.00	100	1800	1260.00	70	.00	7200	5940.00	18
22	**	Other Contractual Service	1364	894.97	66	4092	2580.51	63	.00	16377	13796.49	16
30		General Supplies										
30	05	Office Supplies & Equip	25	9.00	36	75	9.00	12	.00	310	301.00	3
30	**	General Supplies	25	9.00	36	75	9.00	12	.00	310	301.00	3
32		Library Supplies										
32	01	Program Supplies	529	47.34	9	1587	352.09	22	.00	6353	6000.91	6
32	02	Program Events	278	86.88	31	834	310.14	37	.00	3341	3030.86	9
32	90	Circulation Supplies	183	972.00	531	549	972.00	177	.00	2203	1231.00	44
32	**	Library Supplies	990	1106.22	112	2970	1634.23	55	.00	11897	10262.77	14
601	**	Library	96488	114179.62	118	289464	259980.50	90	.00	1157979	897998.50	23
60	**	Culture/Recreation	96488	114179.62	118	289464	259980.50	90	.00	1157979	897998.50	23
DIV	6405	TOTAL ***** Business & Specialty Serv	96488	114179.62	118	289464	259980.50	90	.00	1157979	897998.50	23

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 05	Customer Service Manager	7715	10839.12	141	23145	25221.80	109	.00	92584	67362.20 27
	16 07	Customer Service Assc.	13301	17410.68	131	39903	41485.84	104	.00	159612	118126.16 26
	16 16	Lib Asst I Circulation	15771	20182.99	128	47313	46849.22	99	.00	189264	142414.78 25
	16 26	Department Manager I	6040	6644.23	110	18120	16783.45	93	.00	72491	55707.55 23
	16 33	Librarian IV	4597	6982.74	152	13791	15129.27	110	.00	55169	40039.73 27
	16 39	Librarian II	5490	8920.30	163	16470	23813.88	145	.00	65887	42073.12 36
	16 46	Library Asst I Mags/News	15191	19895.81	131	45573	45162.28	99	.00	182293	137130.72 25
	16 48	Library Assistant I	15568	24286.42	156	46704	44573.36	95	.00	186823	142249.64 24
	16 51	Clerk IV	7436	9864.91	133	22308	25345.60	114	.00	89242	63896.40 28
	16 52	Clerk IV Circulation	4093	3418.35	84	12279	10478.54	85	.00	49127	38648.46 21
	16 54	Clerk III	0	.00	0	0	5009.32	0	.00	0	5009.32- 0
	16 55	Clerk III Circulation	34287	47336.55	138	102861	105808.49	103	.00	411447	305638.51 26
	16 57	Clerk II	3940	4514.33	115	11820	8792.28	74	.00	47285	38492.72 19
	16 58	Clerk II Circulation	1917	2247.00	117	5751	5643.33	98	.00	23015	17371.67 25
	16 59	Clerk II Call Center	35885	42249.60	118	107655	88060.43	82	.00	430631	342570.57 20
	16 75	Library Page II	36846	52617.78	143	110538	121279.83	110	.00	442153	320873.17 27
	16 **	Library Personal Services	208077	277410.81	133	624231	629436.92	101	.00	2497023	1867586.08 25
	18	Other Personal Services									
	18 05	Overtime Civilian	83	289.41	349	249	544.58	219	.00	1000	455.42 55
	18 **	Other Personal Services	83	289.41	349	249	544.58	219	.00	1000	455.42 55
	19	Employee Benefits									
	19 05	Medical Insurance	20234	19669.00	97	60702	59007.00	97	.00	242819	183812.00 24
	19 10	IMRF	19565	27245.41	139	58695	61898.86	106	.00	234791	172892.14 26
	19 11	Social Security	12906	17462.42	135	38718	39132.16	101	.00	154879	115746.84 25
	19 12	Medicare	3022	4083.95	135	9066	9151.80	101	.00	36275	27123.20 25
	19 **	Employee Benefits	55727	68460.78	123	167181	169189.82	101	.00	668764	499574.18 25
	21	Property Services									
	21 02	Equipment Maintenance	46	.00	0	138	.00	0	.00	555	555.00 0
	21 64	Access Services	291	55.00	19	873	181.00-	21-	.00	3500	3681.00 5-
	21 65	Other Services	260	250.60	96	780	2167.50	278	.00	3129	961.50 69
	21 **	Property Services	597	305.60	51	1791	1986.50	111	.00	7184	5197.50 28
	22	Other Contractual Service									
	22 02	Dues	159	.00	0	477	510.00	107	.00	1916	1406.00 27
	22 03	Training	344	73.84	22	1032	136.49	13	.00	4133	3996.51 3
	22 **	Other Contractual Service	503	73.84	15	1509	646.49	43	.00	6049	5402.51 11
	30	General Supplies									
	30 05	Office Supplies & Equip	429	303.86	71	1287	596.59	46	.00	5156	4559.41 12
	30 07	Supplies Reimb by Patrons	166	.00	0	498	.00	0	.00	2000	2000.00 0
	30 **	General Supplies	595	303.86	51	1785	596.59	33	.00	7156	6559.41 8

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer 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									
	32	Library Supplies									
	32 01	Program Supplies	581	418.25	72	1743	1295.57	74	.00	6973	5677.43 19
	32 90	Circulation Supplies	938	413.18	44	2814	834.68	30	.00	11256	10421.32 7
	32 **	Library Supplies	1519	831.43	55	4557	2130.25	47	.00	18229	16098.75 12
601 ** **		Library	267101	347675.73	130	801303	804531.15	100	.00	3205405	2400873.85 25
60 ** **		Culture/Recreation	267101	347675.73	130	801303	804531.15	100	.00	3205405	2400873.85 25
DIV 6420		TOTAL *****									
		Customer Services	267101	347675.73	130	801303	804531.15	100	.00	3205405	2400873.85 25

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	25	Department Manager II	6117	8469.99	139	18351	18351.65	100	.00	73407	55055.35 25	
16	36	Librarian III	14722	12988.77	88	44166	28261.78	64	.00	176665	148403.22 16	
16	48	Library Assistant I	4883	7533.01	154	14649	13967.46	95	.00	58597	44629.54 24	
16	51	Clerk IV	6053	8538.46	141	18159	17137.11	94	.00	72644	55506.89 24	
16	60	Clerk I	1194	.00	0	3582	.00	0	.00	14334	14334.00 0	
16	**	Library Personal Services	32969	37530.23	114	98907	77718.00	79	.00	395647	317929.00 20	
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	48	.00	0	.00	200	200.00 0	
18	**	Other Personal Services	16	.00	0	48	.00	0	.00	200	200.00 0	
19		Employee Benefits										
19	05	Medical Insurance	7436	7229.00	97	22308	21687.00	97	.00	89236	67549.00 24	
19	10	IMRF	2744	4631.21	169	8232	9200.37	112	.00	32939	23738.63 28	
19	11	Social Security	2045	2277.80	111	6135	4505.25	73	.00	24543	20037.75 18	
19	12	Medicare	478	532.71	111	1434	1053.63	74	.00	5740	4686.37 18	
19	**	Employee Benefits	12703	14670.72	116	38109	36446.25	96	.00	152458	116011.75 24	
22		Other Contractual Service										
22	02	Dues	62	136.00	219	186	328.00	176	.00	753	425.00 44	
22	03	Training	138	375.29	272	414	472.94	114	.00	1660	1187.06 29	
22	18	Contr Programs & Exhibits	13680	10066.09	74	41040	31059.17	76	.00	164169	133109.83 19	
22	**	Other Contractual Service	13880	10577.38	76	41640	31860.11	77	.00	166582	134721.89 19	
32		Library Supplies										
32	01	Program Supplies	25	.00	0	75	.00	0	.00	303	303.00 0	
32	02	Program Events	4232	1796.80	43	12696	8562.61	67	.00	50795	42232.39 17	
32	**	Library Supplies	4257	1796.80	42	12771	8562.61	67	.00	51098	42535.39 17	
601	**	Library	63825	64575.13	101	191475	154586.97	81	.00	765985	611398.03 20	
60	**	Culture/Recreation	63825	64575.13	101	191475	154586.97	81	.00	765985	611398.03 20	
DIV	6440	TOTAL ***** Programs and Exhibits	63825	64575.13	101	191475	154586.97	81	.00	765985	611398.03 20	

FUND 291 Memorial Library Fund		DEPT/DIV 6450 User Services/Digital 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 25	Department Manager II	6117	8801.01	144	18351	20446.17	111	.00	73410	52963.83	28
	16 30	Digital Media Specialist	4133	5697.15	138	12399	13256.82	107	.00	49599	36342.18	27
	16 33	Librarian IV	6399	8644.50	135	19197	20259.68	106	.00	76792	56532.32	26
	16 36	Librarian III	8614	12057.09	140	25842	28130.83	109	.00	103373	75242.17	27
	16 48	Library Assistant I	14942	22816.29	153	44826	50454.40	113	.00	179310	128855.60	28
	16 54	Clerk III	1149	1560.26	136	3447	3504.33	102	.00	13790	10285.67	25
	16 **	Library Personal Services	41354	59576.30	144	124062	136052.23	110	.00	496274	360221.77	27
	18	Other Personal Services										
	18 05	Overtime Civilian	8	.00	0	24	.00	0	.00	100	100.00	0
	18 **	Other Personal Services	8	.00	0	24	.00	0	.00	100	100.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	4390	4267.00	97	13170	12801.00	97	.00	52681	39880.00	24
	19 10	IMRF	4819	7066.73	147	14457	16157.75	112	.00	57832	41674.25	28
	19 11	Social Security	2564	3658.81	143	7692	8321.20	108	.00	30775	22453.80	27
	19 12	Medicare	599	855.70	143	1797	1946.10	108	.00	7197	5250.90	27
	19 **	Employee Benefits	12372	15848.24	128	37116	39226.05	106	.00	148485	109258.95	26
	22	Other Contractual Service										
	22 02	Dues	164	.00	0	492	420.00	85	.00	1975	1555.00	21
	22 03	Training	54	.00	0	162	.00	0	.00	650	650.00	0
	22 66	Outside Reference Service	183	.00	0	549	2554.13	465	.00	2200	354.13	116
	22 **	Other Contractual Service	401	.00	0	1203	2974.13	247	.00	4825	1850.87	62
	30	General Supplies										
	30 05	Office Supplies & Equip	58	269.75	465	174	470.95	271	.00	700	229.05	67
	30 07	Supplies Reimb by Patrons	75	.00	0	225	.00	0	.00	900	900.00	0
	30 **	General Supplies	133	269.75	203	399	470.95	118	.00	1600	1129.05	29
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	512	1604.84	313	1536	3076.17	200	.00	6149	3072.83	50
	31 **	Public Works Supplies	512	1604.84	313	1536	3076.17	200	.00	6149	3072.83	50
	32	Library Supplies										
	32 01	Program Supplies	125	.00	0	375	.00	0	.00	1500	1500.00	0
	32 78	Electronic Resources	25810	26552.37	103	77430	186496.25	241	.00	309725	123228.75	60
	32 90	Circulation Supplies	123	516.86	420	369	780.60	212	.00	1477	696.40	53
	32 **	Library Supplies	26058	27069.23	104	78174	187276.85	240	.00	312702	125425.15	60
	50	Property										
	50 15	Other Equipment	950	163.10	17	2850	1328.36	47	.00	11410	10081.64	12
	50 **	Property	950	163.10	17	2850	1328.36	47	.00	11410	10081.64	12
601	** **	Library	81788	104531.46	128	245364	370404.74	151	.00	981545	611140.26	38
60	** **	Culture/Recreation	81788	104531.46	128	245364	370404.74	151	.00	981545	611140.26	38

PREPARED 04/14/2017, 8:50:10
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 25% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital 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										
DIV	6450	TOTAL *****										
		Digital Services	81788	104531.46	128	245364	370404.74	151	.00	981545	611140.26	38

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										
		Collection Services	220541	224604.21	102	661623	636409.45	96	.00	2646639	2010229.55	24
DEPT	64	TOTAL *****										
		User Services	729743	855566.15	117	2189229	2255360.94	103	.00	8757553	6502192.06	26

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating					ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	90	Other Financing Uses									
	90 05	Operating Transfer Out	145833	.00	0	437499	1750000.00	400	.00	1750000	.00 100
	90 **	Other Financing Uses	145833	.00	0	437499	1750000.00	400	.00	1750000	.00 100
601 ** **		Library	145833	.00	0	437499	1750000.00	400	.00	1750000	.00 100
60 ** **		Culture/Recreation	145833	.00	0	437499	1750000.00	400	.00	1750000	.00 100
DIV 6901		TOTAL ***** Non Operating	145833	.00	0	437499	1750000.00	400	.00	1750000	.00 100
DEPT 69		TOTAL ***** Non Operating	145833	.00	0	437499	1750000.00	400	.00	1750000	.00 100
FUND 291		TOTAL ***** Memorial Library Fund	1361235	1385250.66	102	4083706	5560421.93	136	.00	16336392	10775970.07 34
GRAND		TOTAL *****	1361235	1385250.66	102	4083706	5560421.93	136	.00	16336392	10775970.07 34

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	50000	.00	0	150000	.00	0	.00	600000	600000.00	0
	50 **	Property	50000	.00	0	150000	.00	0	.00	600000	600000.00	0
601	** **	Library	50000	.00	0	150000	.00	0	.00	600000	600000.00	0
60	** **	Culture/Recreation	50000	.00	0	150000	.00	0	.00	600000	600000.00	0
DIV	6001	TOTAL ***** Administration	50000	.00	0	150000	.00	0	.00	600000	600000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	833	10000.00	1201	2499	10000.00	400	.00	10000	.00	100
	50	** Property	833	10000.00	1201	2499	10000.00	400	.00	10000	.00	100
601	**	** Library	833	10000.00	1201	2499	10000.00	400	.00	10000	.00	100
60	**	** Culture/Recreation	833	10000.00	1201	2499	10000.00	400	.00	10000	.00	100
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	833	10000.00	1201	2499	10000.00	400	.00	10000	.00	100

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	12 Computer Equipment	2683	25288.00	943	8049	25288.00	314	.00	32200	6912.00	79
	50	** Property	2683	25288.00	943	8049	25288.00	314	.00	32200	6912.00	79
601	**	** Library	2683	25288.00	943	8049	25288.00	314	.00	32200	6912.00	79
60	**	** Culture/Recreation	2683	25288.00	943	8049	25288.00	314	.00	32200	6912.00	79
DIV	6010	TOTAL *****										
		Information Technology	2683	25288.00	943	8049	25288.00	314	.00	32200	6912.00	79

FUND 491 Capital Projects-Library		DEPT/DIV 6020 Executive Office/Facilities										
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										
	50	Property										
	50 15	Other Equipment	9416	3775.80	40	28248	57232.67	203	.00	113000	55767.33	51
	50 55	Other Capital Outlay	131625	7516.62	6	394875	11583.89	3	.00	1579500	1567916.11	1
	50 **	Property	141041	11292.42	8	423123	68816.56	16	.00	1692500	1623683.44	4
601 ** **		Library	141041	11292.42	8	423123	68816.56	16	.00	1692500	1623683.44	4
60 ** **		Culture/Recreation	141041	11292.42	8	423123	68816.56	16	.00	1692500	1623683.44	4
DIV 6020		TOTAL ***** Facilities	141041	11292.42	8	423123	68816.56	16	.00	1692500	1623683.44	4
DEPT 60		TOTAL ***** Executive Office	194557	46580.42	24	583671	104104.56	18	.00	2334700	2230595.44	5
FUND 491		TOTAL ***** Capital Projects-Library	194557	46580.42	24	583671	104104.56	18	.00	2334700	2230595.44	5
GRAND		TOTAL *****	194557	46580.42	24	583671	104104.56	18	.00	2334700	2230595.44	5

April 18, 2017

(Action Item 5)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
March 31, 2017**

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$329,365.64
491	Capital Projects Fund - Library	\$52,240.42
Total Disbursements		<u>\$381,606.06</u>
Payrolls Paid		
3/3/2017		\$275,327.27
3/17/2017		\$282,850.91
3/31/2017		\$272,029.93
		<u>\$830,208.11</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
3/31/2017	Group Insurance	\$94,016.67
3/31/2017	IMRF	\$92,304.76
3/31/2017	Social Security	\$50,233.21
3/31/2017	Medicare	\$11,748.09
		<u>\$248,302.73</u>
Voided Checks		
<u>Check No.</u>	<u>Date</u> <u>Payee</u>	<u>Amount</u>
73930	11/16/2016 Maria Papanastassiou	\$87.12
73994	12/20/2016 ASI Signage Innovations	\$5,660.00
74561	3/21/2017 Nicor Gas	\$2,474.60
		<u>(\$8,221.72)</u>
Total Disbursed		<u><u>\$1,451,895.18</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
74616	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	MARCH 2017-AFLAC DEDUC-	149.76	149.76
74623	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	77.39-	77.39-
74658	EBSO INFORMATION SERVICES	291-0000-140.05-00	PREPAID EBSO PACKAGE	11,229.00	11,229.00
74671	GREY HOUSE PUBLISHING	291-0000-140.05-00	PREPAID-FINANCIAL RATINGS	5,953.75	5,953.75
74672	GROUP ADMINISTRATORS	291-0000-210.98-00	FSA MED-APRIL 2017	3,496.78	
		291-0000-210.94-00	FSA DEP-APRIL 2017	769.24	4,266.02

***** DIVISION TOTAL **** 21,521.14

***** DEPARTMENT TOTAL ** 21,521.14

DEPARTMENT:	60	Executive Office	DIVISION:	01		
74618	ALIBRIS		291-6001-601.32-99	EMP REIMBURSED PURCHASE	133.55	
			291-6001-601.32-99	EMP REIMBURSED PURCHASE	192.55	
			291-6001-601.32-99	EMP REIMBURSED PURCHASE	131.80	
			291-6001-601.32-99	EMP REIMBURSED PURCHASE	56.30	514.20
74619	AMAZON.COM CREDIT		291-6001-601.30-05	SHARPIES	13.74	
			291-6001-601.30-05	HANGING FILE POCKETS	32.33	
			291-6001-601.30-05	POST IT NOTES	10.84	56.91
74621	ARLINGTON HTS MEMORIAL LIBRARY		291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	28.00	
			291-6001-601.22-02	TRAV/TRAIN-S DISTEL	20.19	
			291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	28.00	76.19
74623	ARLINGTON HTS MEMORIAL LIBRARY		291-6001-601.22-03	ULC LODGING-J KUHL	306.64	
			291-6001-601.50-15	CABINETS FOR ILL MOVE TO	513.95	
			291-6001-601.22-03	ALA CONF REGISTRATION-S	285.00	
			291-6001-601.22-03	ALA DIVERSITY & INCLUSION	125.00	
			291-6001-601.22-03	ALA DIVERSITY & INCLUSION	125.00	
			291-6001-601.22-03	IUG CONF REGISTRAION-C	400.00	
			291-6001-601.30-05	COFFEE CUP SLEEVES	13.66	
			291-6001-601.22-03	ALA CONF REGISTRATION-	375.00	2,144.25
74627	AT & T		291-6001-601.22-70	TELEPHONE	3,996.52	
			291-6001-601.22-42	INTERNET ACCESS	1,208.41	5,204.93
74631	BAKER & TAYLOR		291-6001-601.32-99	EMP REIMBURSED PURCHASE	23.26	
			291-6001-601.32-99	EMP REIMBURSED PURCHASE	19.12	
			291-6001-601.32-99	EMP REIMBURSED PURCHASE	47.12	
			291-6001-601.32-99	EMP REIMBURSED PURCHASE	12.54	
			291-6001-601.32-99	EMP REIMBURSED PURCHASE	37.46	139.50
74632	BAKER & TAYLOR ENTERTAINMENT		291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.69	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	94.36	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	44.09	153.14
74636	BERGER,GREGORY	291-6001-601.22-03	LIB TECH CONF-G BERGER	622.19	622.19
74639	BOOKS IN COMMON	291-6001-601.32-72	OBOV AUTHOR DAVE EGGARS	10,850.00	10,850.00
74646	COMCAST	291-6001-601.22-42	INTERNET ACCESS	344.08	
		291-6001-601.21-65	OTHER SERVS-APRIL 2017	21.03	365.11
74655	DEMCO INC	291-6001-601.32-99	BOOKTRUCK	553.35	553.35
74656	DEVITT,KERRY	291-6001-601.22-03	IYSI CONF-K DEVITT	324.32	324.32
74660	ENTERPRISE RENT-A-CAR	291-6001-601.22-03	YS CONF-M PAPANASTASSIOU	313.63	
		291-6001-601.22-03	LIB TECH CONF-G BERGER	125.63	439.26
74661	FINER LINE	291-6001-601.30-05	NAME BADGES	13.32	13.32
74662	FIRST CLASS TRAVEL	291-6001-601.22-03	IUG AIRFARE-C KRUEGER	389.40	389.40
74663	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING RENTAL FOR 2017	750.00	750.00
74667	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	PENS, BATTERIES	22.59	
		291-6001-601.30-05	CORRECTION TAPE	7.34	
		291-6001-601.30-05	FILE FOLDERS, PENS	23.38	53.31
74668	GIOVANNELLI-CAPUTO,CHRISTINA	291-6001-601.22-03	YS CONF-C GIOVANNELLI-	346.83	346.83
74672	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-APRIL 2017	171.50	171.50
74675	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVICES	49.95	49.95
74678	IL DEPT OF CENTRAL MANAGEMENT SERVS	291-6001-601.22-42	INTERNET ACCESS FEBRUARY	600.00	600.00
74681	ILLINOIS LIBRARY ASSOCIATION	291-6001-601.22-03	TRAV/TRAIN-M JASINSKI	100.00	100.00
74683	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	9.00	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	10.71	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	28.24	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	3.95	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	31.64	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	8.99	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	70.53	106.58
74690	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS-FEBRUARY 2017	4.75	4.75
74711	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE-APRIL	63.00	63.00
74712	PAPANASTASSIOU,MARIA	291-6001-601.22-03	ILA CONF-M PAPANASTASSIOU	87.12	
		291-6001-601.22-03	IYS CONF-M PAPANASTASSIOU	514.43	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					601.55
74721	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	135.20	
		291-6001-601.22-05	POSTAGE	135.20	
		291-6001-601.22-05	POSTAGE	135.20	
		291-6001-601.22-05	POSTAGE	135.20	540.80
74733	SISSORS, JAN	291-6001-601.22-03	ALA ANNUAL CONF REGISTRA-	285.00	285.00
74742	URBAN LIBRARIES COUNCIL	291-6001-601.22-03	CULTURAL INTELLIGENCE	250.00	
		291-6001-601.20-05	EDGE ULC NATL COLLABORA-	5,000.00	5,250.00
74743	VAN METER MAILING	291-6001-601.22-05	POSTAGE	2,758.57	
		291-6001-601.22-05	POSTAGE	2,758.57	5,517.14
74744	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE FEB 26-MAR 25/	366.54	366.54
74748	WAREHOUSE DIRECT	291-6001-601.30-05	OFF SUPPS	55.44	55.44
74750	WOW BUSINESS	291-6001-601.22-42	3/18/17-4/19/17 INTERNET	154.00	
		291-6001-601.22-42	INTERNET ACCESS 3/13-4/12	1,574.99	1,728.99

***** DIVISION TOTAL ***** 38,437.45

Marketing and Communications

DEPARTMENT:		DIVISION:			
60	Executive Office	02			
74619	AMAZON.COM CREDIT	291-6002-601.30-05	GLUE DOTS	71.90	71.90
74623	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.30-05	SLATWALL HOLDERS, SIGN	418.92	
		291-6002-601.30-05	REMOVAL OF TAX	65.99-	
		291-6002-601.30-05	GRAY BODY CHAN	89.99	442.92
74642	CARDINAL COLORPRINT	291-6002-601.22-10	MARCH 2017 NEWSLETTER	9,986.00	
		291-6002-601.22-10	AHML NEWSLETTER-APRIL	9,953.00	19,939.00
74664	FOAMBOARDSOURCE.COM	291-6002-601.30-05	50 SHEETS/FOAM BOARD	3,413.50	3,413.50
74691	LINDENMEYR MUNROE	291-6002-601.30-05	COLOR COPIER PAPER	239.05	239.05
74704	MOBILE PRINT	291-6002-601.22-10	KIDS WORLD NAMETAGS	227.10	
		291-6002-601.22-10	DISTRICT 25 INVITATIONS	211.58	
		291-6002-601.22-10	250 VOLUNTEER INVITES,	336.71	
		291-6002-601.22-10	BOOK DISCUSSION BROCHURE	364.84	1,140.23
74719	PURCHASE ADVANTAGE CARD	291-6002-601.30-05	OFF SUPPS	35.00	35.00
74725	ROTARY CLUB/ARLINGTON HTS	291-6002-601.22-02	QUARTERLY DUES-D WHISLER	275.00	275.00
74731	SCREENVISION	291-6002-601.21-65	OTHER SERVS	372.00	372.00
74743	VAN METER MAILING	291-6002-601.21-65	OTHER SERVS-MARCH 2017	619.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6002-601.21-65	OTHER SERVS	625.00	1,244.20
***** DIVISION TOTAL ****					27,172.80

Human Resources

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
74614	ACTION WITHOUT BORDERS	291-6003-601.22-01	60 DAY JOB AD-EXHIBITS	90.00	90.00
74623	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	EMPLOYEE RECOGNITION	308.71	
		291-6003-601.22-01	INTERNET ADS	328.48	
		291-6003-601.22-01	JOB POST FINANCE MANAGER	250.00	887.19
74628	AURICO REPORTS	291-6003-601.21-65	OTHER SERVS-MARCH 2017	344.00	344.00
74653	CROSSROADS ANTIRACISM ORGANIZING &	291-6003-601.22-55	IN SERVS TRAINING	75.64	75.64
74694	MANAGEMENT ASSOCIATION OF ILL	291-6003-601.21-65	FEBRUARY 2017 WORK COM-	5,000.00	
		291-6003-601.21-65	MARCH 2017 WORK COMPLETED	5,000.00	10,000.00
74724	ROJEK,GABRIELA	291-6003-601.22-02	SHRM DUES-G ROJEK	199.00	199.00
***** DIVISION TOTAL ****					11,595.83

Gifts and Grants

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
74624	ARON PACKER PROJECTS	491-6004-601.50-55	WALL SCUPTURE PURCHASED	10,000.00	10,000.00
74631	BAKER & TAYLOR	291-6004-601.32-80	MEMORIAL DONATION-BOOKS	41.17	41.17
74635	BENSON,RAYMOND	291-6004-601.22-18	DANN & RAYMONDS MOVIE	350.00	350.00
74669	GIRE,DANN	291-6004-601.22-18	DANN & RAYMONDS MOVIE	350.00	350.00
74676	HOLIDAY CREATIONS PRO INC	291-6004-601.21-65	2017 HOLIDAY LIGHTING RE-	1,351.98	1,351.98
74699	MERIDIAN BANQUET	291-6004-601.32-72	75% OF COST OF LUNCHEON	3,420.55	3,420.55
74734	SOUVIGNY,DANIEL STEVEN	291-6004-601.22-18	SUNDAY MUSICALE PERFORM-	350.00	350.00
***** DIVISION TOTAL ****					15,863.70

Finance

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
74613	ACCONTEMPS	291-6008-601.21-65	OTHER SERVS	1,903.28	
		291-6008-601.21-65	OTHER SERVS	1,333.59	
		291-6008-601.21-65	OTHER SERVS	1,035.80	
		291-6008-601.21-65	OTHER SERVS	1,035.80	5,308.47
74623	ARLINGTON HTS MEMORIAL LIBRARY	291-6008-601.22-02	ILGFOA 2017 MEMBERSHIP-	400.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					400.00
74626	ASCENTIS CORPORATION	291-6008-601.21-36	TIME CLOCK RENTAL-APRIL	115.00	115.00
***** DIVISION TOTAL ****					5,823.47
<i>Information Technology</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 10			
74619	AMAZON.COM CREDIT	291-6010-601.31-85	CORSAIR VENGEANCE LPX	111.97	
		291-6010-601.31-85	POWER SUPPLY	116.99	
		291-6010-601.50-12	GEFORCE GAMING CARD	374.00	602.96
74623	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.20-05	eBAY SELLER FEES	4.50	
		291-6010-601.20-05	MONTHLY PAYFLOW PRO ACCT	54.10	
		291-6010-601.30-32	MONTHLY TRELLO SUBSCRIP-	50.00	
		291-6010-601.32-32	ABLETON LIVE 9 SUITE	749.00	
		291-6010-601.31-85	FOVITEC STUDIO PRO 2X7.6	161.59	
		291-6010-601.31-85	UPBRIGHT NEW 4-PIN DIN	90.66	
		291-6010-601.31-85	LENOVO 65W LAPTOP ADAPTER	41.87	
		291-6010-601.20-05	AHML.net 1 YR DOMAIN	37.99	
		291-6010-601.30-30	EPSON ENHANCES MATTE	187.98	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCRIP-	9.99	
		291-6010-601.30-32	MONTHLY TRELLO SUBSCRIP-	3.33	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIP-	25.00	
		291-6010-601.30-32	MONTHLY TRELLO SUBSCRIP-	4.33	
		291-6010-601.50-12	HTC VIVE VIRTUAL REALITY	799.99	2,220.33
74626	ASCENTIS CORPORATION	291-6010-601.30-32	SOFTWARE LIBRARY-APRIL	630.00	630.00
74630	B & H PHOTO VIDEO	291-6010-601.31-85	AIRFLOW CASE, SAMSUNG 850	795.79	795.79
74640	BOOKSITE	291-6010-601.30-32	SOFTWARE LIBRARY	2,232.00	2,232.00
74682	IMPACT NETWORKING LLC	291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	BASE RATE 3/9-4/8/17	392.44	
		291-6010-601.21-02	BASE RATE 3/19-6/18/17	703.54	
		291-6010-601.21-02	BASE RATE 3/19-4/18/17	115.00	
		291-6010-601.30-30	TONER	19.50	1,249.98
74685	ITSUPPLIES	291-6010-601.30-30	TONER	2,585.00	2,585.00
74691	LINDENMEYR MUNROE	291-6010-601.30-30	COPIER PAPER	1,339.75	1,339.75
74703	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	MICROSOFT SURFACE PRO 4	985.00	
		291-6010-601.31-85	MICROSOFT COVER	99.00	
		491-6010-601.50-12	LAYER 3 SWITCHES, CISCO	25,288.00	
		291-6010-601.21-02	CISCO SMARTNET WARRANTY	2,383.00	
		291-6010-601.30-32	ADOBE APPS ALL MAC RENEW-	13,951.68	
		291-6010-601.32-32	MICROSOFT SHAREPOINT 2016	4,429.00	47,135.68
74713	PARAGON MICRO INC	291-6010-601.50-12	APPLE iMAC,4-iMAC W/RETI	11,220.67	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					11,220.67
74754	ZOBEAN INC	291-6010-601.30-32	SUBSCRIPTION 4/1/2017-	1,692.00	1,692.00
***** DIVISION TOTAL ****					71,704.16
<i>Facilities</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 20			
74615	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	MARCH 2017-STANDARD SERVS	2,034.93	2,034.93
74621	ARLINGTON HTS MEMORIAL LIBRARY	491-6020-601.50-15	CHANGE ORDER FOR BOILER	3,775.80	
		291-6020-601.30-51	TO REPLACE WARRANT CHECK	2,411.60	
		491-6020-601.50-55	FINAL PAYMENT ON EXTERNAL	5,660.00	11,847.40
74623	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	REPLACEMENT TERRACYCLE COF	145.00	
		291-6020-601.21-11	HOOKS FOR HANGING ART	397.40	
		291-6020-601.21-07	CSS-I652OE STEREO	274.46	
		291-6020-601.21-11	DUAL BRUSH FLOOR SWEEPER	60.77	877.63
74643	CARQUEST AUTO PARTS	291-6020-601.21-07	AUTO EQUIP MAINT	11.59	11.59
74648	COMED	291-6020-601.30-51	HEATING 2/9/17-3/10/17	118.81	118.81
74650	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	REPLACE COUPLER ON NORTH	118.00	118.00
74667	GARVEYS OFFICE PRODUCTS	291-6020-601.31-45	6-MATS	316.14	316.14
74670	GRAINGER INC,W W	291-6020-601.21-11	CORK SHEETS	170.55	
		291-6020-601.21-11	INSERT/EXTRACT TOOL	4.53	
		291-6020-601.21-11	STANDARD KEYED CAM LOCK	37.72	
		291-6020-601.21-11	1 GAL CONTACT CEMENT	50.76	263.56
74677	IGS	291-6020-601.30-51	FEBRUARY 2017-NATURAL GAS	4,157.65	4,157.65
74695	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE APRIL	4,599.00	4,599.00
74697	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	TOGGLE BOLTS, COMBO PAN,	66.90	
		291-6020-601.21-11	CONTACT CEMENT, GORILLA	119.38	186.28
74708	NOFFS SELF STORAGE INC	291-6020-601.21-11	MAY 2017-PARADE VEHICLE	75.40	75.40
74717	PROFINISH	291-6020-601.21-11	WASH & WAX	105.74	105.74
74723	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	1,245.95	1,245.95
74732	SHALES MCNUTT LLC	491-6020-601.50-55	PARKING LOT IMPROVEMENT	4,700.00	
		491-6020-601.50-55	PARKING LOT CORE SAMPLING	800.00	5,500.00
74735	SUPPLYWORKS	291-6020-601.21-11	TIME DELAY FUSES	87.10	87.10
74739	TYCO INTEGRATED SECURITY LLC	291-6020-601.21-02	FIRE ALARM MONITORING	243.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					243.00
74746	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	FEBRUARY 2017 PETROL	225.33	
		291-6020-601.21-60	WATER/SEWER	73.73	
		291-6020-601.21-60	WATER/SEWER	1,149.18	1,448.24
74748	WAREHOUSE DIRECT	291-6020-601.31-45	JANITORIAL PRODUCTS	232.27	232.27
74749	WIGHT & COMPANY	491-6020-601.50-55	PARKING LOT IMPROVEMENTS-	2,016.62	2,016.62
***** DIVISION TOTAL ****					35,485.31
***** DEPARTMENT TOTAL **					206,082.72

Specialty Info Services

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
64	User Services	05			
74619	AMAZON.COM CREDIT	291-6405-601.32-01	TEEN DIY JEWELRY KIT	47.34	47.34
74621	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.30-05	OFF SUPPS-S HILL	9.00	
		291-6405-601.22-03	TRAV/TRAIN-A BELFORD	14.12	
		291-6405-601.32-02	PROG EVENTS-J KITTREDGE	17.80	
		291-6405-601.32-02	PROG EVENTS-K ZSUPAN	11.36	
		291-6405-601.22-03	TRAV/TRAIN-L DAKAS	12.57	
		291-6405-601.22-03	TRAV/TRAIN-T DANTIS	32.53	
		291-6405-601.32-02	PROG EVENTS-T DANTIS	11.98	
		291-6405-601.22-03	TRAV/TRAIN-M YOUNG	9.72	
		291-6405-601.22-03	TRAV/TRAIN-S MAYER	12.68	131.76
74623	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-90	PAPER TABLE REPLACEMENT	972.00	972.00
74647	COMDATA CORPORATION	291-6405-601.32-02	TEEN HOLI CELEBRATION	23.03	23.03
74656	DEVITT, KERRY	291-6405-601.22-03	TRAV/TRAIN-K DEVITT	73.35	73.35
74674	HENQUINET, RICHARD	291-6405-601.22-18	MARCH RESUME REVIEWS	300.00	300.00
74693	MADAY, JULIE I	291-6405-601.22-18	RESUME REVIEWS-MARCH 2017	300.00	300.00
74716	POWERS, BARBARA	291-6405-601.22-03	INTRO TO LEGAL MATERIALS-	140.00	140.00
74719	PURCHASE ADVANTAGE CARD	291-6405-601.32-02	TAG SNACKS	22.71	22.71
***** DIVISION TOTAL ****					2,010.19

Customer Services

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT
64	User Services	20		
74619	AMAZON.COM CREDIT	291-6420-601.32-90	PAPER SHREDDER	29.99
		291-6420-601.32-90	CC-TALLY COUNTER	17.12
		291-6420-601.32-90	CC-PAPER HOLDER	18.00
		291-6420-601.30-05	CORRECTION TAPE	16.53

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.30-05	RED STICKY TAPE	3.58	
		291-6420-601.30-05	RED STICKY TAPE	10.74	
		291-6420-601.30-05	RED STICKY TAPE	14.32	
		291-6420-601.32-90	SHOP TICKET HOLDERS	58.00	
		291-6420-601.32-90	IL-MECHANICAL PENCIL	9.34	177.62
74621	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-01	PROG EVENTS-A HAMILTON	1.89	
		291-6420-601.32-01	PROG SUPPS-M PAPANASTASS	48.00	
		291-6420-601.32-90	CIRC SUPPS-S BECKMAN	29.95	79.84
74623	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.30-05	CC-HIGH VELOCITY FANS	49.68	
		291-6420-601.22-03	BOOK-MANAGING IN THE	73.84	123.52
74657	DISCOUNT SCHOOL SUPPLY	291-6420-601.32-01	WRIST BANDS, PAINT, SMOCKS,	241.91	241.91
74667	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	CC-STORAGE BAGS	13.96	
		291-6420-601.32-90	IL-SHARPIES	20.76	
		291-6420-601.32-90	IS-WIPES	47.40	
		291-6420-601.32-01	WIPES	56.88	
		291-6420-601.30-05	SCISSORS	36.27	175.27
74692	LOUISIANA SUPREME COURT	291-6420-601.21-64	ACCESS SERVS	40.00	40.00
74700	MID YORK LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS	15.00	15.00
74719	PURCHASE ADVANTAGE CARD	291-6420-601.30-05	OFF SUPPS	20.95	20.95
74730	SCHWARTING, PAM	291-6420-601.32-01	TEA SUPPLIES & TEA FOR	69.57	69.57
74738	TMU LOGISTICS LLC	291-6420-601.30-05	IS-GERM-X WIPES	84.63	84.63
74740	ULINE	291-6420-601.32-90	IL-QUIET TAPE	132.27	132.27
74741	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	MARCH 2017 PLACEMENTS	250.60	250.60
74748	WAREHOUSE DIRECT	291-6420-601.30-05	OFF SUPPS	46.57	
		291-6420-601.32-90	IS-CIRC SUPPS	6.39	
		291-6420-601.32-90	IL-CIRC SUPPS	43.96	
		291-6420-601.30-05	CC-OFF SUPPS	6.63	103.55
***** DIVISION TOTAL ****					1,514.73

Programs and Exhibits

DEPARTMENT: 64	User Services	DIVISION: 40			
74617	ALA MEMBERSHIP	291-6440-601.22-02	ALA DUES-M MATKOWSKI	36.00	36.00
74619	AMAZON.COM CREDIT	291-6440-601.32-02	POSTER BOARD	26.11	
		291-6440-601.32-02	METAL PINS	33.96	
		291-6440-601.32-02	COLORING BOOKS FOR ADULTS	84.06	
		291-6440-601.32-02	RED SPONGE BALLS	12.45	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	DISPOSABLE PANS, PLAYING	74.76	
		291-6440-601.32-02	CRAFT VINYL	17.95	249.29
74620	ANDERTOONS LLC	291-6440-601.22-18	CARTOON ALPHABET ANIMALS	300.00	300.00
74621	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-03	TRAV/TRAIN-N MURRAY	10.59	
		291-6440-601.32-02	PROG EVENTS-A BELFORD	28.87	
		291-6440-601.32-02	PROG EVENTS-L PRIEST	41.92	
		291-6440-601.32-02	TRAV/TRAIN-P SPARREO	47.19	
		291-6440-601.32-02	PROG EVENTS-A HAMILTON	35.97	
		291-6440-601.22-03	TRAV/TRAIN-D NAPRAVNIK	4.28	
		291-6440-601.32-02	PROG EVENTS-D NAPRAVNIK	40.16	
		291-6440-601.32-02	PROG EVENTS-A HAMILTON	45.00	
		291-6440-601.32-02	PROG EVENTS-S HOLLARS	38.77	
		291-6440-601.32-02	PROG EVENTS-P SPARREO	34.74	
		291-6440-601.32-02	PROG EVENTS-P SPARREO	48.33	
		291-6440-601.32-02	PROG EVENTS-C GIOVANNELLI	18.93	
		291-6440-601.32-02	PROG EVENTS-P SPARREO	22.98	
		291-6440-601.32-02	PROG EVENTS-S HOLLARS	46.79	
		291-6440-601.32-02	PROG EVENTS-M VELA	21.27	
		291-6440-601.32-02	PROG EVENTS-M VELA	14.97	
		291-6440-601.32-02	PROG EVENTS-K DEVITT	49.38	
		291-6440-601.32-02	PROG EVENTS-L PRIEST	36.00	
		291-6440-601.32-02	PROG EVENTS-M MONAHAN	11.52	597.66
74623	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	EPSOM SALTS	8.85	
		291-6440-601.32-02	YELLOW PEEP BUNNIES	56.60	
		291-6440-601.32-02	BLACK & WHITE TABLECLOTHS	97.65	
		291-6440-601.32-02	LEGO DRONE KITS	282.00	
		291-6440-601.32-02	GROWING UP TRANS DVD	60.50	
		291-6440-601.22-18	DEPOSIT FOR FOOD TRUCK	100.00	
		291-6440-601.22-03	ILL FOOD HANDLER CARD	6.95	
		291-6440-601.22-03	ADMISSION TO ARRT ON THE	35.00	
		291-6440-601.22-18	FAMILY SUITE-BARBARA	233.63	881.18
74625	ART EXCURSIONS INC	291-6440-601.22-18	SLIDE LECTURE-FRIDA KAHLO	350.00	350.00
74634	BATTLEFIELD BALLADEERS	291-6440-601.22-18	BATTLEFIELD BALLADEERS	300.00	300.00
74638	BLANKENBERGER, ANNA	291-6440-601.22-18	POETRY OPEN MIKE 4/21/17	150.00	150.00
74647	COMDATA CORPORATION	291-6440-601.32-02	FIRST TIME HOME BUYERS	39.88	39.88
74654	DAVE HERZOGS MARIONETTES	291-6440-601.22-18	MARIONETTE PERFORMANCE	300.00	300.00
74657	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	PENCILS, PIPE CLEANERS	37.05	37.05
74662	FIRST CLASS TRAVEL	291-6440-601.22-18	AIRFARE-BARBARA HAGERTY	343.39	
		291-6440-601.22-18	PREM SEAT-BARBARA HAGERTY	61.07	404.46
74673	GUITAR CENTER	291-6440-601.32-02	GUITAR RENTAL DEPOSIT	40.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					40.00
74680	ILA MEMBERSHIP	291-6440-601.22-02	ILA DUES-L PRIEST	100.00	100.00
74684	INTERNATIONAL CREATIVE MANAGEMENT	291-6440-601.22-18	BARBARA HAGERTY AUTHOR	2,500.00	2,500.00
74686	KAREN CHAN FINANCIAL EDUCATION	291-6440-601.22-18	GETTING THE MOST FROM	300.00	300.00
74687	KNABB,JACOB S	291-6440-601.22-18	WRITER'S INK 3/8/2017	150.00	150.00
74688	KNABB,JACOB S	291-6440-601.22-18	WRITER'S INK 5/10/2017	150.00	150.00
74689	KNABB,JACOB S	291-6440-601.22-18	WRITER'S INK 4/12/2017	150.00	150.00
74696	MCNULTY,ALAYNE	291-6440-601.22-18	ART WITH ALAYNE 5/16/2017	300.00	300.00
74702	MILLER,JOHN JACKSON	291-6440-601.22-18	REVENGE OF THE SIXTH	500.00	500.00
74706	MOVIE LICENSING USA	291-6440-601.22-18	COPYRIGHT COMPLIANCE SITE	1,738.00	1,738.00
74707	NAPRAVNIK,DAWN	291-6440-601.22-03	IYSI CONF-D NAPRAVNIK	318.47	318.47
74710	ORGANIC GARDEN COACH CO	291-6440-601.22-18	COMPOSTING PROGRAM-EARTH	260.00	260.00
74714	PEGGY KINNANES IRISH RESTAURANT	291-6440-601.32-02	AP-STAR WARS TRIVIA NIGHT	100.00	100.00
74719	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	PROG EVENTS,HEALTHY SNACK	159.28	159.28
74727	SASSER,LINDA	291-6440-601.22-18	AP-HEALTH BRAIN, HEALTHY	350.00	350.00
74728	SCHOBER,LINDA	291-6440-601.22-18	MINI MASTERS 5/12/2017	200.00	200.00
74736	SWIDERSKI,ANN	291-6440-601.22-18	ESL WRITING CLASS 4/25/17	130.00	130.00
74740	ULINE	291-6440-601.32-02	CLEAR WIDE MOUTH JARS	26.57	26.57
74747	VRABLIK,LISA	291-6440-601.22-18	MINECRAFT MANIA 5/27/17	150.00	150.00
74751	WYLLY,DAVID	291-6440-601.22-18	MEDICARE 101-5/9/2017	50.00	50.00
74753	YOUNG CHICAGO AUTHORS	291-6440-601.22-18	BREAKBEAT POET PERFORM-	1,000.00	1,000.00

***** DIVISION TOTAL **** 12,317.84

Digital Services

DEPARTMENT: 64 User Services
 74619 AMAZON.COM CREDIT

DIVISION: 50
 291-6450-601.31-85 PASSPORT HARD DRIVE 57.70
 291-6450-601.30-05 NOTEBOOK 17.96
 291-6450-601.31-85 COZMO ROBOTS 351.98
 291-6450-601.32-90 FLASHDRIVES 229.99
 291-6450-601.32-90 FLASHDRIVES 229.99

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6450-601.31-85	HEADPHONES	199.90	
		291-6450-601.31-85	CAMERA SLIDER	199.00	1,286.52
74621	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	SMALL TOOLS & EQUIPMENT-	37.94	37.94
74622	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	ROLLER SWITCH, WIRE, FAN,	55.80	55.80
74623	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.50-15	ROLI LIGHT PAD	179.95	
		291-6450-601.30-05	CONWAY REPLACEMENT FIL-	179.97	
		291-6450-601.50-15	GARDEN TRAYS	42.08	
		291-6450-601.50-15	REMOVAL OF TAX	2.59-	
		291-6450-601.31-85	BUTTON SUPPLIES	79.18	
		291-6450-601.31-85	PANASONIC MINI DV STUDIO	407.00	885.59
74630	B & H PHOTO VIDEO	291-6450-601.31-85	BACKGROUND PAPER	49.99	
		291-6450-601.31-85	SAVAGE BACKGROUND PAPER	137.90	187.89
74651	CONSUMERS CHECKBOOK	291-6450-601.32-78	ONLINE DATABASE	450.00	450.00
74658	EBSCO INFORMATION SERVICES	291-6450-601.32-78	CONSUMER REPORTS	1,811.00	
		291-6450-601.32-78	EBSCO PACKAGE	22,458.00	24,269.00
74667	GARVEYS OFFICE PRODUCTS	291-6450-601.30-05	GLOVES	10.29	
		291-6450-601.30-05	FROG TAPE, SCISSORS	36.45	
		291-6450-601.32-90	WIPES	56.88	103.62
74671	GREY HOUSE PUBLISHING	291-6450-601.32-78	FINANCIAL RATINGS ONLINE	541.25	541.25
74705	MONOPRICE INC	291-6450-601.31-85	STAGE RIGHT SERIES XLR	28.45	28.45
74720	P4A ANTIQUES RESEARCH SERVICES LLC	291-6450-601.32-78	P4A ANTIQUES REFERENCE	399.00	399.00
74737	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	FEBRUARY 2017 WEST INFO	893.12	893.12
74748	WAREHOUSE DIRECT	291-6450-601.30-05	OFF SUPPS	25.08	25.08
***** DIVISION TOTAL ****					29,163.26

Collection Services

DEPARTMENT: 64 User Services

DIVISION: 70

74612	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	52.32	
		291-6470-601.32-80	BOOKS	50.58	
		291-6470-601.32-80	BOOKS	52.32	155.22
74619	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	6.63-	
		291-6470-601.32-75	AV MTLs	2.93-	
		291-6470-601.32-75	AV MTLs	1.18-	
		291-6470-601.32-75	AV MTLs	9.49	
		291-6470-601.32-75	AV MTLs	89.60	
		291-6470-601.32-75	AV MTLs	123.72	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL	64.99	
		291-6470-601.32-75	AV MTL	79.98	
		291-6470-601.32-75	AV MTL	39.99	
		291-6470-601.32-75	AV MTL	95.98	
		291-6470-601.32-75	AV MTL	76.96	
		291-6470-601.32-75	AV MTL	59.99	
		291-6470-601.32-75	AV MTL	9.96	
		291-6470-601.32-75	AV MTL	43.99	
		291-6470-601.32-75	AV MTL	34.95	
		291-6470-601.32-75	AV MTL	65.95	
		291-6470-601.32-75	AV MTL	19.99	
		291-6470-601.32-75	AV MTL	10.79	
		291-6470-601.32-75	AV MTL	239.88	
		291-6470-601.32-75	AV MTL	119.94	
		291-6470-601.32-75	AV MTL	34.95	
		291-6470-601.32-75	AV MTL	33.00	
		291-6470-601.32-75	AV MTL	32.94	
		291-6470-601.32-75	AV MTL	38.99	
		291-6470-601.32-75	AV MTL	34.76	
		291-6470-601.32-75	AV MTL	41.61	
		291-6470-601.32-75	AV MTL	8.99	
		291-6470-601.32-75	AV MTL	54.97	
		291-6470-601.32-75	AV MTL	74.97	
		291-6470-601.32-75	AV MTL	87.54	
		291-6470-601.32-75	AV MTL	41.37	
		291-6470-601.32-75	AV MTL	39.32	
		291-6470-601.32-75	AV MTL	45.66	
		291-6470-601.32-75	AV MTL	108.25	
		291-6470-601.32-75	AV MTL	18.99	
		291-6470-601.32-75	AV MTL	47.99	
		291-6470-601.32-75	AV MTL	87.92	
		291-6470-601.32-75	AV MTL	78.98	
		291-6470-601.32-75	AV MTL	14.99	
		291-6470-601.32-75	AV MTL	39.32-	
		291-6470-601.32-75	AV MTL	22.99	
		291-6470-601.32-75	AV MTL	50.86	
		291-6470-601.32-75	AV MTL	9.99	
		291-6470-601.32-75	AV MTL	101.94	
		291-6470-601.32-75	AV MTL	9.39	
		291-6470-601.32-75	AV MTL	12.00-	
		291-6470-601.32-75	AV MTL	25.74-	
		291-6470-601.32-75	AV MTL	58.38	
		291-6470-601.32-75	AV MTL	12.99	
		291-6470-601.32-75	AV MTL	28.10	
		291-6470-601.32-75	AV MTL	54.75	
		291-6470-601.32-75	AV MTL	14.93	
		291-6470-601.32-75	AV MTL	35.01	
		291-6470-601.32-75	AV MTL	65.97	
		291-6470-601.32-75	AV MTL	29.98	
		291-6470-601.32-75	AV MTL	30.99	
		291-6470-601.32-75	AV MTL	3.26-	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL	57.54	
		291-6470-601.32-75	AV MTL	119.77	
		291-6470-601.32-75	AV MTL	9.83	
		291-6470-601.32-75	AV MTL	13.78	
		291-6470-601.32-75	AV MTL	27.61	
		291-6470-601.32-75	AV MTL	19.68	
		291-6470-601.32-75	AV MTL	12.99	
		291-6470-601.32-75	AV MTL	58.94	
		291-6470-601.32-75	AV MTL	19.99	
		291-6470-601.32-75	AV MTL	88.24	
		291-6470-601.32-75	AV MTL	16.99	
		291-6470-601.32-75	AV MTL	23.58	
		291-6470-601.32-75	AV MTL	22.80	
		291-6470-601.32-75	AV MTL	17.27	
		291-6470-601.32-75	AV MTL	95.98	
		291-6470-601.32-75	AV MTL	36.57	
		291-6470-601.32-75	AV MTL	55.96	
		291-6470-601.32-75	AV MTL	18.54	
		291-6470-601.32-75	AV MTL	27.70	
		291-6470-601.32-75	AV MTL	43.77	
		291-6470-601.32-75	AV MTL	11.29	
		291-6470-601.32-75	AV MTL	75.94	
		291-6470-601.32-75	AV MTL	17.96	
		291-6470-601.32-75	AV MTL	95.97	
		291-6470-601.32-80	BOOKS	33.27	
		291-6470-601.32-80	BOOKS	20.42	
		291-6470-601.32-80	BOOKS	11.95	
		291-6470-601.32-80	BOOKS	28.45	
		291-6470-601.32-80	BOOKS	28.99	
		291-6470-601.32-80	BOOKS	8.21	
		291-6470-601.32-80	BOOKS	47.96	
		291-6470-601.32-80	BOOKS	35.77	
		291-6470-601.32-80	BOOKS	71.94	
		291-6470-601.32-80	BOOKS	88.99	
		291-6470-601.32-80	BOOKS	7.40	
		291-6470-601.32-80	BOOKS	66.84	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	191.40	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	19.11	
		291-6470-601.32-80	BOOKS	10.76	
		291-6470-601.32-80	BOOKS	8.32	
		291-6470-601.32-80	BOOKS	27.12	
		291-6470-601.32-80	BOOKS	82.53	
		291-6470-601.32-80	BOOKS	70.87	
		291-6470-601.32-80	BOOKS	18.21	
		291-6470-601.32-80	BOOKS	20.66	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	10.55	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	29.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	21.21	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	114.82	
		291-6470-601.32-80	BOOKS	24.48	
		291-6470-601.32-80	BOOKS	80.22	
		291-6470-601.32-80	BOOKS	9.78	
		291-6470-601.32-80	BOOKS	14.18	
		291-6470-601.32-80	BOOKS	23.08	
		291-6470-601.32-80	BOOKS	56.28	
		291-6470-601.32-80	BOOKS	47.16	
		291-6470-601.32-80	BOOKS	11.08	
		291-6470-601.32-80	BOOKS	32.54	
		291-6470-601.32-80	BOOKS	46.98	
		291-6470-601.32-80	BOOKS	34.26	
		291-6470-601.32-80	BOOKS	75.28	
		291-6470-601.32-80	BOOKS	111.44	
		291-6470-601.32-80	BOOKS	135.40	
		291-6470-601.32-80	BOOKS	44.98	
		291-6470-601.32-80	BOOKS	70.00	
		291-6470-601.32-80	BOOKS	35.99	
		291-6470-601.32-80	BOOKS	297.36	
		291-6470-601.32-80	BOOKS	207.46	
		291-6470-601.32-80	BOOKS	18.05	
		291-6470-601.32-80	BOOKS	34.95	
		291-6470-601.32-80	BOOKS	22.37	
		291-6470-601.32-80	BOOKS	.91-	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	50.00	
		291-6470-601.32-80	BOOKS	79.07	
		291-6470-601.32-80	BOOKS	14.97	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-80	BOOKS	25.06	
		291-6470-601.32-80	BOOKS	39.90	
		291-6470-601.32-80	BOOKS	17.18	
		291-6470-601.32-80	BOOKS	40.50	
		291-6470-601.32-80	BOOKS	9.68	
		291-6470-601.32-80	BOOKS	87.15	
		291-6470-601.32-80	BOOKS	23.01	
		291-6470-601.32-80	BOOKS	25.79	
		291-6470-601.32-80	BOOKS	6.42	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	16.00	
		291-6470-601.32-80	BOOKS	31.45	
		291-6470-601.32-95	PERIODICALS	9.75	
		291-6470-601.32-95	PERIODICALS	5.28	
		291-6470-601.32-95	PERIODICALS	37.85	
		291-6470-601.32-95	PERIODICALS	10.98	
		291-6470-601.32-95	PERIODICALS	23.98	
		291-6470-601.32-95	PERIODICALS	10.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	4.99	904.22
74629	AV CAFE	291-6470-601.32-75	AV MTLs	28.45	28.45
74631	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	93.97	
		291-6470-601.32-75	AV MTLs	110.54	
		291-6470-601.32-75	AV MTLs	379.54	
		291-6470-601.32-75	AV MTLs	460.71	
		291-6470-601.32-75	AV MTLs	69.03	
		291-6470-601.32-75	AV MTLs	4.30	
		291-6470-601.32-80	BOOKS	621.12	
		291-6470-601.32-80	BOOKS	123.47	
		291-6470-601.32-80	BOOKS	252.21	
		291-6470-601.32-80	BOOKS	1,869.05	
		291-6470-601.32-80	BOOKS	54.07	
		291-6470-601.32-80	BOOKS	119.23	
		291-6470-601.32-80	BOOKS	249.41	
		291-6470-601.32-80	BOOKS	308.92	
		291-6470-601.32-80	BOOKS	71.19	
		291-6470-601.32-80	BOOKS	1,349.70	
		291-6470-601.32-80	BOOKS	1,561.51	
		291-6470-601.32-80	BOOKS	59.67	
		291-6470-601.32-80	BOOKS	153.17	
		291-6470-601.32-80	BOOKS	340.49	
		291-6470-601.32-80	BOOKS	282.17	
		291-6470-601.32-80	BOOKS	462.13	
		291-6470-601.32-80	BOOKS	269.37	
		291-6470-601.32-80	BOOKS	504.68	
		291-6470-601.32-80	BOOKS	484.48	
		291-6470-601.32-80	BOOKS	369.65	
		291-6470-601.32-80	BOOKS	781.04	
		291-6470-601.32-80	BOOKS	780.89	
		291-6470-601.32-80	BOOKS	168.89	
		291-6470-601.32-80	BOOKS	74.38	
		291-6470-601.32-80	BOOKS	535.28	
		291-6470-601.32-80	BOOKS	5.99-	
		291-6470-601.22-85	PROC SERVs	3.80-	
		291-6470-601.32-80	BOOKS	1,514.28	
		291-6470-601.32-80	BOOKS	373.59	
		291-6470-601.32-80	BOOKS	1,549.95	
		291-6470-601.32-80	BOOKS	444.60	
		291-6470-601.32-80	BOOKS	162.59	
		291-6470-601.32-80	BOOKS	412.56	
		291-6470-601.32-80	BOOKS	501.03	
		291-6470-601.32-80	BOOKS	172.20	
		291-6470-601.32-80	BOOKS	355.76	
		291-6470-601.32-80	BOOKS	185.93	
		291-6470-601.32-80	BOOKS	383.22	
		291-6470-601.32-80	BOOKS	1,168.55	
		291-6470-601.32-80	BOOKS	125.73	
		291-6470-601.32-80	BOOKS	119.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	107.15	
		291-6470-601.32-80	BOOKS	307.80	
		291-6470-601.32-80	BOOKS	478.15	
		291-6470-601.32-80	BOOKS	1,669.98	
		291-6470-601.32-80	BOOKS	2,398.71	
		291-6470-601.32-80	BOOKS	945.02	
		291-6470-601.32-80	BOOKS	83.26	
		291-6470-601.32-80	BOOKS	1,987.78	
		291-6470-601.32-80	BOOKS	257.46	
		291-6470-601.32-80	BOOKS	163.25	
		291-6470-601.32-80	BOOKS	277.37	
		291-6470-601.32-80	BOOKS	204.43	
		291-6470-601.32-80	BOOKS	104.91	
		291-6470-601.32-80	BOOKS	228.05	
		291-6470-601.32-80	BOOKS	221.75	
		291-6470-601.32-80	BOOKS	512.69	
		291-6470-601.32-80	BOOKS	1,226.08	
		291-6470-601.32-80	BOOKS	481.28	
		291-6470-601.32-80	BOOKS	114.80	
		291-6470-601.32-80	BOOKS	245.74	
		291-6470-601.32-80	BOOKS	1,183.13	
		291-6470-601.32-80	BOOKS	115.96	
		291-6470-601.32-80	BOOKS	238.77	
		291-6470-601.32-80	BOOKS	433.66	
		291-6470-601.32-80	BOOKS	201.13	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	498.60	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	112.00	
		291-6470-601.22-85	PROC SERVS	577.60	
		291-6470-601.22-85	PROC SERVS	54.35	
		291-6470-601.22-85	PROC SERVS	225.00	
		291-6470-601.22-85	PROC SERVS	288.80	
		291-6470-601.22-85	PROC SERVS	5.60	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	381.15	
		291-6470-601.22-85	PROC SERVS	528.20	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	123.20	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	570.10	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	239.40	
		291-6470-601.22-85	PROC SERVS	663.50	
		291-6470-601.22-85	PROC SERVS	513.00	
		291-6470-601.22-85	PROC SERVS	106.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	130.35	
		291-6470-601.22-85	PROC SERVS	440.80	
		291-6470-601.22-85	PROC SERVS	351.90	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.32-75	AV MTLs	72.01	
		291-6470-601.32-75	AV MTLs	437.74	
		291-6470-601.32-75	AV MTLs	14.33	
		291-6470-601.32-80	BOOKS	382.21	
		291-6470-601.32-80	BOOKS	327.95	
		291-6470-601.32-80	BOOKS	336.44	
		291-6470-601.32-80	BOOKS	406.35	
		291-6470-601.32-80	BOOKS	102.47	
		291-6470-601.32-80	BOOKS	224.79	
		291-6470-601.32-80	BOOKS	33.88	
		291-6470-601.32-80	BOOKS	715.58	
		291-6470-601.32-80	BOOKS	472.48	
		291-6470-601.32-80	BOOKS	272.94	
		291-6470-601.32-80	BOOKS	270.31	
		291-6470-601.32-80	BOOKS	543.17	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	178.60	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	60.80	46,660.97
74632	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	107.39	
		291-6470-601.32-75	AV MTLs	371.24	
		291-6470-601.32-75	AV MTLs	65.92	
		291-6470-601.32-75	AV MTLs	2,023.53	
		291-6470-601.32-75	AV MTLs	1,693.48	
		291-6470-601.32-75	AV MTLs	829.23	
		291-6470-601.32-75	AV MTLs	32.01	
		291-6470-601.32-75	AV MTLs	263.55	
		291-6470-601.32-75	AV MTLs	51.44	
		291-6470-601.32-75	AV MTLs	2,202.20	
		291-6470-601.32-75	AV MTLs	190.26	
		291-6470-601.32-75	AV MTLs	125.30	
		291-6470-601.32-75	AV MTLs	412.62	
		291-6470-601.32-75	AV MTLs	105.94	
		291-6470-601.32-75	AV MTLs	3,425.02	
		291-6470-601.32-75	AV MTLs	137.76	
		291-6470-601.32-75	AV MTLs	36.60	
		291-6470-601.32-75	AV MTLs	3,408.55	
		291-6470-601.32-75	AV MTLs	90.34	
		291-6470-601.32-75	AV MTLs	146.31	
		291-6470-601.32-75	AV MTLs	14.69	
		291-6470-601.32-75	AV MTLs	150.43	15,883.81
74633	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	1,083.19	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	319.39	
		291-6470-601.32-75	AV MTLs	791.70	
		291-6470-601.32-75	AV MTLs	771.37	
		291-6470-601.32-75	AV MTLs	22.04	2,987.69
74637	BIBLIOTHECA +3M	291-6470-601.32-75	eAUDIOBOOKS-FEBRUARY 2017	1,102.90	
		291-6470-601.32-80	eBOOKS-FEBRUARY 2017	4,868.21	
		291-6470-601.32-80	eBOOKS-FEBRUARY 2017	3,945.24	
		291-6470-601.32-75	eAUDIOBOOKS-FEBRUARY 2017	50.00	
		291-6470-601.32-80	eBOOKS-FEBRUARY 2017	414.30	10,380.65
74641	BOTTOM LINE PERSONAL	291-6470-601.32-95	PERIODICALS	39.00	39.00
74644	CCH INCORPORATED	291-6470-601.32-80	BOOKS	150.69	150.69
74645	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	45.54	
		291-6470-601.32-80	BOOKS	294.21	
		291-6470-601.32-80	BOOKS	45.54	385.29
74649	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	21.94	21.94
74652	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	20.23	
		291-6470-601.32-95	PERIODICALS	1,857.79	1,878.02
74655	DEMCO INC	291-6470-601.32-05	COLOR-CODED PAPER TAPE,	363.50	363.50
74659	ENCOMIUM PUBLICATIONS	291-6470-601.32-75	AV MTLs	844.41	844.41
74665	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	16.99	16.99
74666	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	236.74	
		291-6470-601.32-80	BOOKS	495.74	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	18.39	
		291-6470-601.32-80	BOOKS	18.39	
		291-6470-601.32-80	BOOKS	183.90	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	20.14	
		291-6470-601.32-80	BOOKS	19.19	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	112.40	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	90.71	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	55.98	
		291-6470-601.32-80	BOOKS	155.96	
		291-6470-601.32-80	BOOKS	339.16	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					2,109.60
74671	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	220.60	
		291-6470-601.32-95	PERIODICALS	220.60	441.20
74679	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	93.75	
		291-6470-601.32-80	BOOKS	56.25	150.00
74683	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	26.65	
		291-6470-601.32-80	BOOKS	28.77	
		291-6470-601.32-80	BOOKS	219.33	
		291-6470-601.32-80	BOOKS	393.90	
		291-6470-601.32-80	BOOKS	83.80	
		291-6470-601.32-80	BOOKS	376.05	
		291-6470-601.32-80	BOOKS	231.03	
		291-6470-601.32-80	BOOKS	97.40	
		291-6470-601.32-80	BOOKS	50.28	
		291-6470-601.32-80	BOOKS	203.29	
		291-6470-601.32-80	BOOKS	64.45	
		291-6470-601.32-80	BOOKS	38.41	
		291-6470-601.32-80	BOOKS	14.68	
		291-6470-601.32-80	BOOKS	129.15	
		291-6470-601.32-80	BOOKS	320.19	
		291-6470-601.32-80	BOOKS	107.12	
		291-6470-601.32-80	BOOKS	111.81	
		291-6470-601.32-80	BOOKS	30.46-	
		291-6470-601.32-80	BOOKS	32.41	
		291-6470-601.32-80	BOOKS	224.69	
		291-6470-601.32-80	BOOKS	149.65	
		291-6470-601.32-80	BOOKS	431.17	
		291-6470-601.32-80	BOOKS	503.39	
		291-6470-601.32-80	BOOKS	161.39	
		291-6470-601.32-80	BOOKS	57.13	
		291-6470-601.32-80	BOOKS	154.59	
		291-6470-601.32-80	BOOKS	339.97	
		291-6470-601.32-80	BOOKS	101.05	
		291-6470-601.32-80	BOOKS	30.48	
		291-6470-601.32-80	BOOKS	203.35	
		291-6470-601.32-80	BOOKS	51.86	
		291-6470-601.32-80	BOOKS	144.19	
		291-6470-601.32-80	BOOKS	117.74	
		291-6470-601.32-80	BOOKS	13.46	
		291-6470-601.32-80	BOOKS	109.16	
		291-6470-601.32-80	BOOKS	18.56	
		291-6470-601.32-80	BOOKS	114.16	
		291-6470-601.32-80	BOOKS	10.79	
		291-6470-601.32-80	BOOKS	71.43	
		291-6470-601.32-80	BOOKS	77.78	
		291-6470-601.32-80	BOOKS	11.04	
		291-6470-601.32-80	BOOKS	117.54	
		291-6470-601.32-80	BOOKS	141.67	
		291-6470-601.32-80	BOOKS	4.79	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	14.39	
		291-6470-601.32-80	BOOKS	108.88	
		291-6470-601.32-80	BOOKS	22.60	
		291-6470-601.32-80	BOOKS	62.93	
		291-6470-601.32-80	BOOKS	20.09	
		291-6470-601.32-80	BOOKS	80.77	
		291-6470-601.32-80	BOOKS	211.56	
		291-6470-601.32-80	BOOKS	31.09	
		291-6470-601.32-80	BOOKS	30.50	
		291-6470-601.32-80	BOOKS	81.71	
		291-6470-601.32-80	BOOKS	139.71	
		291-6470-601.32-80	BOOKS	22.50	
		291-6470-601.32-80	BOOKS	90.80	6,776.82
74698	MERGENT INC	291-6470-601.32-95	PERIODICALS	1,991.00	1,991.00
74701	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	437.07	
		291-6470-601.32-75	AV MTLs	294.57	
		291-6470-601.32-75	AV MTLs	553.14	
		291-6470-601.32-75	AV MTLs	673.14	
		291-6470-601.32-75	AV MTLs	6,895.77	8,853.69
74709	NYLON	291-6470-601.32-95	PERIODICALS	19.95	19.95
74715	PETERSON-MAASS,MARSHA	291-6470-601.32-80	BOOKS	20.00	20.00
74718	PROLOGUE SUBSCRIPTIONS	291-6470-601.32-95	PERIODICALS	24.00	24.00
74722	QUILL CORPORATION	291-6470-601.32-05	SELF INKING STAMPS	41.17	41.17
74726	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	73.45	73.45
74729	SCHOLASTIC LIBRARY	291-6470-601.32-80	BOOKS	56.00	56.00
74740	ULINE	291-6470-601.32-05	CD HOLDERS, JOB TICKET	163.68	163.68
74745	VERNON LIBRARY SUPPLIES INC	291-6470-601.32-05	COLOR TINTED LABEL PROTEC	135.61	135.61
74752	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	69.00	
		291-6470-601.32-80	BOOKS	35.00	
***** DIVISION TOTAL ****					108,996.18
***** DEPARTMENT TOTAL **					154,002.20
***** GRAND TOTAL *****					381,606.06

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	329,365.64
491	Capital Projects-Library	52,240.42
**** TOTAL ALL FUNDS ****		381,606.06

April 18, 2017

**Arlington Heights Memorial Library
Special Funds Summary
3/31/2016**

	Account	Amount	Description	Staff
Check # 1460-AHML	100-80-00	\$ 20,000.00	Transfer to Disbursement Account	L Langdon
Check # 1462-AHML	100-83-00	\$ 5,000.00	Transfer to Harris Credit Card Account	L Langdon
Check # 1461			VOID	
Check # 1463-Oak Brook Mechanical Services	491-6020-5015	\$ 3,775.80	Change Order for Boiler Voltage	G LeClair
Check # 1464-Nicor Gas	6020-3051	\$ 2,411.60	To Replace Warrant Check #74561	L Langdon
Check # 1465-ASI Signage Innovations	491-6020-5055	\$ 5,660.00	Final Payment on External Sign @ Dunton & Euclid	M Driskell
Check # 1468			VOID	
Check # 1467-AHML - Petty Cash				
3/6/2017	6405-3005	\$ 9.00	Office Supplies	S Hill
	6440-2203	\$ 10.59	Travel/Training	N Murray
	6440-3202	\$ 28.87	Program Events	A Belford
	6405-2203	\$ 14.12	Travel/Training	A Belford
3/13/2017	6405-3202	\$ 17.80	Program Events	J Kittredge
	6440-3202	\$ 41.92	Program Events	L Priest
	6440-3202	\$ 47.19	Program Events	P Sparreo
	6001-2203	\$ 28.00	Travel/Training	J Moravec
	6405-3202	\$ 11.36	Program Events	K Zsupan
3/20/2017	6405-2203	\$ 12.57	Travel/Training	L Dakas
	6440-3202	\$ 35.97	Program Events	A Hamilton
	6420-3201	\$ 1.89	Program Events	A Hamilton
	6450-3185	\$ 37.94	Small Tools & Equipment	S Shaw
3/27/2017	6440-2203	\$ 4.28	Travel/Training	D Napravnik
	6440-3202	\$ 40.16	Program Events	D Napravnik
	6001-2202	\$ 20.19	Travel/Training	S Distel
	6440-3202	\$ 45.00	Program Events	A Hamilton
	6440-3202	\$ 38.77	Program Events	S Hollars
	6440-3202	\$ 34.74	Program Events	P Sparreo
	6440-3202	\$ 48.33	Program Events	P Sparreo
	6420-3201	\$ 48.00	Program Supplies	M Papanastassiou
3/31/2017	6001-2203	\$ 28.00	Travel/Training	J Moravec
	6405-2203	\$ 32.53	Travel/Training	T Dantis
	6405-3202	\$ 11.98	Program Events	T Dantis
	6440-3202	\$ 18.93	Program Events	C Giovannelli-Caputo
	6440-3202	\$ 22.98	Program Events	P Sparreo
	6440-3202	\$ 46.79	Program Events	S Hollars
	6440-3202	\$ 21.27	Program Events	M Vela
	6440-3202	\$ 14.97	Program Events	M Vela
	6405-2203	\$ 9.72	Travel/Training	M Young
	6405-2203	\$ 12.68	Travel/Training	S Mayer
	6470-3295	\$ 17.98	Periodicals	M Schultz
	6420-3290	\$ 29.95	Circ Supplies	S Beckman
	6440-3202	\$ 49.38	Program Events	K Devitt
	6440-3202	\$ 36.00	Program Events	L Priest
	6440-3202	\$ 11.52	Program Events	M Monahan
	TOTAL	<u>\$ 12,788.77</u>		

April 18, 2017

**Arlington Heights Memorial Library
American Express Card Summary
3/31/2017**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
J. Kuhl	489-90-00	\$ (77.39)	AMEX Cash back rebate	Other Income/Rebate
	6001-2203	\$ 306.64	Omni Hotels Washington DC	Lodging for ULC Education Working Group-Washington DC-3/1/17 J Kuhl
	6003-4070	\$ 308.71	Cooper's Hawk	Employee Recognition Lunch
M. Driskell	6010-2005	\$ 4.50	eBay	eBay seller fees
	6010-2005	\$ 54.10	PayPal	Monthly payflow pro account charge for ecommerce
	6010-3032	\$ 50.00	Trello	Monthly Trello subscription for Digital Services
	291-6001-5015	\$ 513.95	IKEA	Cabinets for ILL move to Circ area
	6020-2111	\$ 145.00	TerraCycle Zero Waste Box	Replacement terracyle coffee cup recycling box
	6001-2203	\$ 285.00	ALA	Registration of S Distel to ALA Conference
	6001-2203	\$ 125.00	ALA	Registration of D Whisler to ALA Diversity and Inclusion Workshop
	6001-2203	\$ 125.00	ALA	Registration of M Driskell to ALA Diversity and Inclusion Workshop
R. Dworiansyn	6010-3232	\$ 749.00	Ableton	Ableton Live 9 Suite
	6010-3185	\$ 161.59	Amazon	Fovitec Studio PRO 2x7.6 Classic Light Stand
	6010-3185	\$ 90.66	Amazon	UpBright New 4-Pin DIN Global Adapter
	6010-3185	\$ 41.87	Amazon	Lenovo 65W Laptop Adapter
	6010-2005	\$ 37.99	Network Solutions	AHML.net 1 yr. Domain Renewal
	6001-2203	\$ 400.00	Innovative Users Group	Conference Registration for C Krueger
	6010-3030	\$ 187.98	B&H	Epson Enhances Matte Paper Roll
	6010-3032	\$ 9.99	Spotify	Spotify Monthly Subscription for the HUB
	6010-3032	\$ 3.33	Trello	Monthly Trello Subscription
	6010-3032	\$ 25.00	GitHub	GitHub Monthly subscription for IT
	6010-3032	\$ 4.33	Trello	Monthly Trello Subscription
	6010-5012	\$ 799.99	amazon	HTC VIVE Virtual Reality System
J. Moravec	291-6450-5015	\$ 179.95	Roli	Roli Light Pad
	6405-3290	\$ 972.00	Steelcase Store	Paper Table Replacement Tops
	6440-3202	\$ 8.85	Walmart	Epsom Salts
	6020-2111	\$ 397.40	Systematic Art	Hooks for Hanging Art
	6020-2107	\$ 274.46	Big Rig Stereo	Css-i6520E Stereo
	6450-3005	\$ 179.97	Walmart	Conway Replacement Filters
	6450-5015	\$ 42.08	Greenhouse Megastore	Garden Trays
	6450-5015	\$ (2.59)	Greenhouse Megastore	Removal of Tax
	6440-3202	\$ 56.60	Peeps and Company	Yellow Peep Bunnies
	6001-3005	\$ 13.66	Webstaurant Store	Coffee Cup Sleeves
	6440-3202	\$ 97.65	Table Cloth Factory	Black and White Tablecloths
	6450-3185	\$ 79.18	Button Makers	Button Supplies
	6420-3005	\$ 49.68	Holmes Products	CC-High Velocity Fans
	6420-2203	\$ 73.84	ALA Store	Book - Managing in the Middle
	6440-3202	\$ 282.00	Kitables	Lego Drone Kits
	6440-3202	\$ 60.50	PBS	Growing up Trans DVD
	6002-3005	\$ 418.92	Displays 2 go	Slatwall Holders, Sign Holders
	6002-3005	\$ (65.99)	Displays 2 go	Removal of Tax
	6020-2111	\$ 60.77	Webrestaurant Store	Dual Brush Floor Sweeper
	6440-2218	\$ 100.00	Courageous Bakery	Deposit for Food Truck
	6003-2201	\$ 328.48	Indeed	Internet Ads
	6002-3005	\$ 89.99	Happy Satchels	Gray Body Chan
	6003-2201	\$ 250.00	Ill. Gov. Finance Officers Association	Job Post-Finance Manager
	6008-2202	\$ 400.00	Ill. Gov. Finance Officers Association	ILGFOA 2017 Membership Renewal - M Kelly
	6450-3185	\$ 407.00	Porter Electronics	Panasonic Mini DV Studio VCR
M. Schultz	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 64.32	DDP Yoga	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3280	\$ 99.00	Amazon-Prime	Books
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3275	\$ 18.00	PBS	AV Mtls
	6470-3275	\$ 179.94	The Right Stuf	AV Mtls
	6470-3275	\$ 65.98	Target	AV Mtls
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3275	\$ 226.39	Robbins Research International	AV Mtls
	6470-3275	\$ 49.90	Kettlebell kickbo	AV Mtls
	6470-3275	\$ 19.90	Solarwinds Studio	AV Mtls
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3275	\$ 59.99	Target	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
	6470-3275	\$ 4.99	Acornmedia	AV Mtls
J. Czajka	6001-2203	\$ 375.00	ALA	ALA 2017 Annual Conference Registration, Non-Member, Full Conference S Jarol
	6440-2203	\$ 6.95	Premier Food Safety	Illinois Food Handler Card Training K McCoy
	6440-2203	\$ 35.00	Event Bright	Admission to ARRT on the Same Page: How to Create a Successful Community Reading Program
	6440-2218	\$ 233.63	Hilton Hotels	Family Suite 5/12/17 for Barbara Hagerty
	Total	<u>\$ 10,661.44</u>		

April 18, 2017

Arlington Heights Memorial Library
Master Card Summary
3/31/2017

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M Kelly	6450-3185	\$55.80	LittleBits	Roller Switch, Wire, Fan, Motor
M Schultz				
	Total	<u>\$55.80</u>		

To: Board of Library Trustees
From: Jason Kuhl
Date: April 14, 2017
Re: Library Strategies Proposal for Board Development Consulting

Attached, please find a proposal from Library Strategies for a half-day board development session. As discussed last month, such a session could be beneficial given the turnover the board has seen over the past few election cycles.

Library Strategies is a consulting group of the not-for-profit organization The Friends of the Saint Paul Public Library. It was formally established in 2007 to provide services solely to libraries and library organizations across the country and internationally. The two principal consultants for board development, Stu Wilson and Peter Pearson, are both well known in the library community, and I have heard Peter speak at several library conferences.

As outlined in the proposal, the areas to be covered are:

- The roles, responsibilities, and ethics of Library Trustees
- Effective committees and board operations
- Board evaluations and self-assessments
- Board, Director and staff relationships

Outcomes include:

1. Clearer understanding by all Trustees about their roles and responsibilities
2. Stronger working relationships among the Board and staff
3. Recommendations and next steps for improving board operations and effectiveness

Further determination of content and form will be made based on discussions Library Strategies will have with representatives from the board and me.

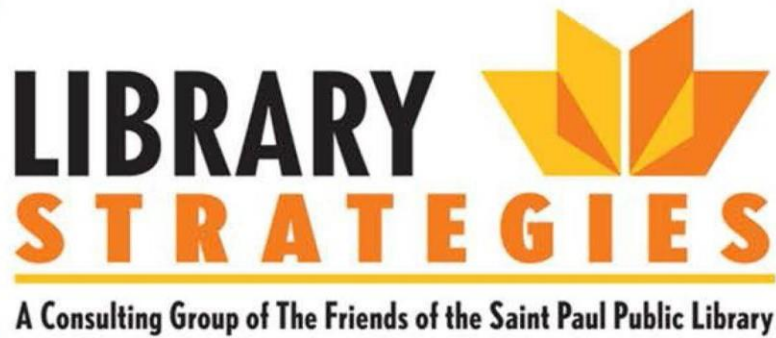
Library Strategies provided a similar session for the Lincolnwood Public Library in 2015. I spoke with the director there who was very happy with the process and results.

Cost of the session is \$1,950 plus travel expenses, which are estimated at \$700, for a total estimated cost of \$2,650. Since board approval is not required for unbudgeted expenditures under \$10,000, I am not seeking board action on the expenditure, but I am looking for affirmation of the board's desire to engage Library Strategies for board development consultation work as outlined in their proposal.

A proposal to the

Arlington Heights Memorial Library

April 11, 2017



A Proposal to the Arlington Heights Memorial Library for Board Development

Overview

Library Strategies is pleased to submit a proposal to assist the Arlington Heights Memorial Library (“the Library”) in Arlington Heights, Illinois, in its efforts to advance the professional development of its Board of Trustees. Library Strategies proposes to design and facilitate a half day professional development meeting for the Library Board and lead staff. The session is tailored to the specific needs, opportunities and challenges of the Library. The goal of the retreat is to emerge with a strong, shared understanding among the Board members on their roles and responsibilities, as well as building a cohesive cohort among the current Board membership.

Library Strategies Consulting Group

Library Strategies is a consulting group of the not-for-profit organization, The Friends of the Saint Paul Public Library. It was formally established in 2007 to provide services solely to libraries and library organizations across the country and internationally. Library Strategies is the *only* consulting group in the country based in a library organization.

Our consultants are leaders in the national library community who offer a wide range of practical skills and decades of successful experience in many areas, including strategic planning; advocacy; marketing; Friends and foundations; board training and development; facilities studies; all aspects of fundraising, including development planning, feasibility studies, and capital campaigns; and many other services critical to the successful growth of libraries and library organizations. A partial listing of Library Strategies clients is attached in the Appendix.

Library Strategies was created in response to increasing requests of The Friends of the Saint Paul Public Library for advice and consulting support from libraries across the country. The Friends serves as the foundation for the Saint Paul Public Library in Minnesota. Because of its private fundraising, advocacy, public awareness and cultural programming, The Friends is recognized as a national model for providing unique and comprehensive support for the Saint Paul Public Library. In 2013, Library Strategies published, through the American Library Association, *Beyond Book Sales*, a comprehensive guide to library fundraising. Because of our commitment solely to libraries, our extensive experience, and deep staff, we can provide expert and comprehensive assistance to our clients.

The Board Development Session

Library Strategies will design and facilitate a board development session for the Library based on best practices for libraries and boards – but tailored to meet the Library’s explicit needs. The session will be developed following phone interviews with the Director and Board Chair, and a review of various Board governance documents and current structures and practices.

Library Board Trustees, the Library Director, and perhaps selected key staff or other stakeholders, would be expected to participate in the 3- to 4-hour session.

Areas expected to be covered in the retreat are:

- **The roles, responsibilities, and ethics of Library Trustees**
- **Effective committees and board operations**
- **Board evaluations and self-assessments**
- **Board, Director and staff relationships**

Other specific topics, such as more in-depth discussion of Friends and Foundation roles or a discussion of pertinent library trends, also may be covered as determined by the Library.

The session will consist of a mix of presentations by the consultant, and discussions and exercises for the participants, facilitated by the consultant. The content and form will be further determined based on initial information gathering and advance discussions with the Library Director and Board Chair to further define meaningful outcomes and results. The session typically concludes with defining any critical next steps for the Library and Board.

Outcomes for the Board development session will include:

- 1) Clearer understanding by all Trustees on their roles and responsibilities**
- 2) Stronger working relationships among the Board and staff**
- 3) Recommendations and next steps for improving board operations and effectiveness**

Ongoing Assistance

As a follow-up to this project, Library Strategies would be pleased to provide ongoing technical assistance and support to ensure continued success for the Board. The technical assistance could take many forms, including a quarterly half-hour check-in via remote access to answer any follow-up questions arising from the development session. For instance, this could include advice on restructuring and streamlining committee structures.

Additional consultation on an as-needed basis could include assistance in drafting documents, policies, or other materials; providing research on critical issues or topics; or recommendations on structuring annual board evaluations.

Timeline and Budget

An agreement at least one month prior to the desired date for the professional development would be needed. The availability of one of the lead consultants and the entire Board for the development session would largely determine the timeline, and Library Strategies is likely to be able to accommodate the Library's schedule.

The projected budget is as follows:

<u>Consulting Fees for Development Session</u>	<u>Consultant Hours/Fees</u>
Session Planning - Information gathering, discussions with Library leaders, and session preparation	6 hours
Development Session (4-hours plus pre- and post- on-site prep)	6 hours
Follow-up to the Development Session	1 hour
Total consulting hours: 13 @ \$150/hour	\$1,950

Estimated Expenses

Airfare (1 round trip, St. Paul to O'Hare)	\$350
Car Rental (1 trip)	\$150
Hotel (1 night @ \$150/night)	\$150
Meals (1 day @ \$50/day)	\$50
Total Expenses:	\$700

TOTAL ESTIMATED FEES AND EXPENSES: \$2,650

Please note that Library Strategies does not charge for travel time. Additionally, only actual expenses are billed, and thus listed above are simply estimates not final expenses.

On-going Professional Development Assistance

Library Strategies would be pleased to provide additional assistance and board consultation following the professional development session on an as-needed basis at the rate of \$150/hour.

Proposed Payment Schedule

Library Strategies requests a \$500 retainer upon signing of a Memorandum of Agreement. The Library will be presented with an invoice for the remainder of the fees and expenses upon completion of the project. If on-going consultation is arranged, the Library would be billed monthly for services provided.

Project Consultant

Depending on schedules, the Library Strategies consultant leading and facilitating the project for the Library would be Stu Wilson or Peter Pearson.



STU WILSON is a Principal Consultant with Library Strategies. He was the Director of the Friends of the Hennepin County Library (Minneapolis) and Vice President of The Friends of the Saint Paul Public Library. Wilson has over 25 years of board and management experience with libraries and nonprofit organizations. He has developed numerous library strategic plans, and has served on and worked with many library boards.



PETER PEARSON is a Lead Consultant with Library Strategies. He recently retired as the President of The Friends of the Saint Paul Public Library, an organization he led for over 25 years. Pearson is recognized as one of the most successful library fundraisers and advocates in the country. He is a respected leader in the library industry, has served on numerous national library boards and is a frequent speaker at regional and national conferences.

Conclusion

Library Strategies would be pleased to assist the Arlington Heights Memorial Library in providing targeted professional development services for the Board of Trustees. We believe that the process outlined in this proposal will help focus the Library Board in understanding its roles and responsibilities, and increasing the Board's effectiveness.

References

Available on request.

Contact

Stu Wilson, Principal

651-253-3231

stu@thefriends.org

Library Strategies Consulting Group
The Friends of the Saint Paul Public Library
1080 Montreal Avenue, Suite 2
St. Paul, MN 55116
www.LibraryStrategiesConsulting.org

APPENDIX: Partial List of Recent Clients

Alexander Mitchell Public Library (SD)
American Library Association
Anchorage Public Library Foundation (AK)
Anoka County Library (MN)
Appleton Public Library (WI)
Arlington Public Library (TX)
Bayport Public Library and Foundation (MN)
Bozeman Public Library (MT)
Brentwood Library (TN)
Bud Werner Memorial Library (CO)
Carver County Library (MN)
Chattahoochee Valley Libraries (GA)
Cherry Valley Public Library (IL)
Cincinnati Public Library (OH)
Clarksville-Montgomery County Library (TN)
Cleveland Public Library Foundation (OH)
Commerce Township Public Library (MI)
Decatur Public Library (IL)
Deforest Area Public Library (WI)
Dominican University (IL)
Dorothy Bramlage Public Library (KS)
Duluth Public Library (MN)
DeForest Public Library (WI)
El Paso Public Library (TX)
Foundation for Sarasota County Libraries (FL)
Friends of the Dallas Public Library (TX)
Friends of the Osceola Public Library (WI)
Friends of the Inver Glen Library (MN)
Frisco Library Foundation (TX)
Gardiner Community Library (MT)
Georgia Library Service (GA)
Green Gold Library System (LA)
Grosse Pointe Public Library (MI)
Gwinnett County Public Library (GA)
Houston Public Library and Foundation (TX)
Hudson Area Joint Library (WI)
Huntsville Library Foundation (AL)
IREX – Moldova
IREX – Romania
Indian Trails Public Library District (IL)
James J. Hill Reference Library (MN)
Lake Agassiz Regional Library (MN)
Lake City Public Library (MN)
Library Foundation for Sarasota County (FL)
Library Journal/Reed Business Systems
Little Free Libraries (WI)
Lincolnwood Public Library District (IL)
Louisville Free Public Library (KY)
Louisiana State Library
Madison Public Library Foundation (WI)
Mendon Public Library (NY)
Metropolitan Library Service Agency (MN)
Mid-Wisconsin Library System
Minnesota Association of Library Friends
Muskogee Public Library (OK)
Muscogee Public Library Foundation (GA)
Nebraska State Library
Newark Public Library (NJ)
New Hampshire Library Trustees Association
New Jersey Library Association
Normal Public Library (IL)
Norman Public Library System (OK)
Northeastern Pennsylvania Library Association
Park Rapids Area Library (MN)
Park Ridge Public Library (IL)
Petersburg Public Library (VA)
Polson Public Library (MT)
Public Library Association
Racine Public Library (WI)
Rice Lake Public Library (WI)
Sarasota County Libraries Foundation (FL)
SELCO/SELS Regional Library System (MN)
SE Florida Library Network (FL)
SE New York Library Resource Center
SOLINET (SE Regional Library System – US)
Stark County Library (OH)
St. Helena Public Library (CA)
South Central Wisconsin Library System
Southeastern Wisconsin Library System
Stillwater Public Library and Foundation (MN)
Texas School Library Summit/Reed Business
Tulsa Public Library (OK)
Traverse de Sioux Regional Library (MN)
Tulsa Public Library (OK)
Vaughn Public Library (WI)
Wadsworth Public Library (NY)
Washington County Library System (MN)
Watertown Public Library (WI)
White Plains Public Library (NY)
Wilbraham Public Library (MA)
Williamsport Public Library (PA)
Winter Park Public Library (FL)
Wisconsin Dept. of Public Instruction
Worcester Public Library Foundation (MA)
Wyoming Library Association (WY)
Yonkers Public Library (NY)

Library Strategies has also conducted Leadership and Capacity Building Institutes for 43 libraries and literacy organizations in WI, MN and ND.

RESOLUTION 17-03 HONORING THE SERVICE OF DEBORA WHISLER

Whereas, Debora Whisler has served the Arlington Heights Memorial Library with great distinction from 1990–2017 as Director of Communications and Marketing; and,

Whereas, through her visionary leadership she inspired her creative team and collaborated to produce award-winning communications and special events to engage and inform the community about the far-reaching and ever-changing services, programs and resources available at the library; and,

Whereas, she oversaw all aspects of the library’s communications and marketing efforts which resulted in “adding value in your life,” a distinctly recognizable and relevant branding of the library; and,

Whereas, Debora Whisler has been an integral part of the library’s outstanding achievement of being recognized as a five-star library for nine years in a row by *Library Journal*; and,

Whereas, her commitment to excellence was infectious, and she inspired staff and colleagues alike to serve as library ambassadors to share the good news and many stories about how the work they did was transforming lives; and,

Whereas, she has served as an ambassador in the community, fostering close working relationships with other governmental entities, the news media and community organizations all the while championing the library’s mission and demonstrating how the library positively impacts the Village of Arlington Heights; and,

Whereas, she unselfishly accepted the call to serve and was elected to top leadership roles including President of the Arlington Heights Chamber of Commerce in 2005, Marketing Chair of the Metropolis Performing Arts Centre and the Public Relations Chair of the Rotary Club of Arlington Heights; and,

Whereas, she respectfully represented the collective efforts and achievements of all her colleagues and library staff throughout Arlington Heights, a role she viewed as both a privilege and an honor; and,

Whereas, she has earned the highest respect of the Board of Library Trustees, community partners, colleagues and customers by invariably demonstrating integrity, insight, guidance and goodwill;

Therefore, be it resolved that THE BOARD OF LIBRARY TRUSTEES GRATEFULLY THANKS DEBORA WHISLER FOR HER 27 YEARS OF SERVICE TO THE LIBRARY AND FOR ALL SHE HAS CONTRIBUTED TO THE QUALITY OF LIFE FOR THE LIBRARY AND FOR THE ARLINGTON HEIGHTS COMMUNITY; and

FURTHERMORE, BE IT RESOLVED THAT THE BOARD EXTENDS ITS SINCERE CONGRATULATIONS AND BEST WISHES FOR CONTINUED SUCCESS AND ENJOYMENT IN HER RETIREMENT.

Debbie Smart, President

Deborah A. Nelson, Vice President/Secretary

Greg Zyck, Treasurer

Joan Brody Garkisch

Carole Medal

Marianthi Thanopoulos

David F. Unumb

Executive Director's Report

April 2017

Facilities and Operations

Circulation News

- In March 2017, our total circulation was 195,629. Although circulation has been trending downward, this was an increase of .7% over March of last year. This was our first monthly increase in three years. Notable format increases are:
 - Both Adult and Kids fiction books, up 3% and 6.3% respectively
 - Adult fiction audiobooks up 2.1%
 - Kids fiction movies up 8.4%
 - Kids music CDs up 42.9%
 - Electronic checkouts up 7.2%
- Although the adult AV circulation continued to drop with a 2.9% decrease, the Kids' AV collection was up 7.2%.
- Our customers are continuing to discover our Hoopla collection. 3,473 Hoopla items were checked out which was a 32.4% increase over last March.
- Teen item checkouts were also up over last March with a 6.9% increase.
- Our self-check stations were used to check out 65.6 % of all items in the main library, which was a 2% increase over March of 2016.

Bike Locks for Checkout

In response to a number of customer inquiries last summer, we will be offering bike locks for 1-week checkout this year. Locks should be available for checkout by mid-May.

Record use of Digital Services

Digital Services had a record-breaking month:

- We had 4,044 customer interactions at the desk, which is the most ever. The next closest was 3,380 in March of 2015.

- This huge increase in customer interactions was likely partly driven by the fact that we had the **second** highest number of computer reservations ever with 8,921 total reservations. The only time we had more reservations was in August of 2013 when we had 8,965.
- We also saw a huge jump in Studio uses. We had 515 total reservations, which topped our previous record of 431 (in March of 2016). This was likely a combination of the Tech Faire which featured Studio Tech and possibly the Studio ad at the movie theater downtown.

Record Number of Calls

We were very busy in the call center during the month of March. We had 7,088 calls, the most in a single month since implementing the phone system. We also participated in the highest number of online chats in four years with 497.

Grants and Development

Women's and Children's Center and AHML Family Literacy Grant

A letter of support was submitted on March 14 for Township High School District 214 Community Education in its application to the Secretary of State's Literacy Office for the funding of the *Women's and Children's Center and Arlington Heights Memorial Library Family Literacy Grant*. The project is designed to improve the English language/literacy levels of mothers while helping them support their children's early literacy skills. We have been involved with this grant since 2010. We develop monthly programs at the library for grant families including storytimes, art projects and workshops that highlight Every Child Ready to Read skills: reading, talking, singing, playing and writing. We also present a monthly storytime at the WCC designed to reinforce the early literacy skills highlighted at the library. We provide resource bags for the teaching staff at Community Education, assist families obtain a library card or register their cards as reciprocal borrowers, and provide a nutritious snack for the children and their caregivers during the visits. The library's monetary amount from the awarded grant is \$1,500. The WCC grant covers one monthly visit to AHML and one AHML staff visit to WCC each month from September through April. The anticipated notification of grant award will be in August, 2017.

Better World Books Literacy Grant for Libraries

As part of our effort to be more inclusive, we have submitted a \$10,000 grant proposal to Better World Books for their Literacy Grants for Libraries. The grant proposal was for the development of a Special Needs Collection including print materials, therapeutic toys and therapeutic tools to serve youth and families with disabilities or developmental delays. If

awarded, the collection would include:

- print materials including fiction that highlights children with disabilities, non-fiction with high visual content, braille books, interactive books and special needs magazines
- toys designed to support motor, social, cognitive, visual and auditory skill development
- electronic communicators
- oral-motor skills cards
- media such as American Sign Language DVDs
- story boxes
- discovery skills kits
- therapeutic tools such as fidget toys and weighted vests for neurodevelopment disorders.

This is a highly competitive grant that received a record number of proposals in 2017. As far as we know, the Special Needs Collection at AHML would be the only stand-alone collection of its kind at a public library in Illinois. The anticipated notification of grant award will be in May, 2017.

Inspiring Understanding

To date, the following programs and services relating to Inspiring Understanding have been developed for the public:

- Collections staff have expanded their selection and retention criteria to ensure our collection truly reflects our world
- A new documentary film series is scheduled, debuting this summer. It is aimed at promoting learning and dialogue within the community, through stories that introduce a broad variety of experiences. Moderated discussions will follow each screening. The first three films are: Frontline's Growing Up Trans (June 1), Academy Award nominated 13th (June 27), and He Named Me Malala (July 19)
- Adult book discussions will focus on more issues-based titles beginning in June.
- Kids and Teen staff are focusing on using diverse books in their book talks and readers advisory activities. Both will incorporate author Gene Luen Yang's "Reading without Walls" challenge into this summer's 'Build a Better World' reading programs

- Monthly Spanish Storytimes began in January and will be expanded to Heritage Park this summer
- Monthly Sensory Storytime is scheduled to begin in May

Programs

NW Community Hospital Collaboration— Meetup for First Time Parents

April 21, we will be hosting the first of our monthly meetups for first time parents. Staff have been working with Don Houchins, MSN, RN who is the Director of Women's and Children's Services at NW Community Hospital, and Jill Kottmeier, RN, MSN who is the Bereavement Coordinator/Community Outreach perinatal specialist at NW. Don is very enthusiastic about this opportunity and will be attending the first meeting in April to help facilitate the meeting, as well as to assist in conducting a needs' assessment to determine how we can work together to serve this particular audience's needs. He committed himself or his staff to working with us at least through August on a monthly basis.

We are very excited about the prospect of working together with NW Community Hospital, and I hope this new collaboration will perhaps open the door to additional future opportunities for us to cooperate and have an impact on supporting local families' information and literacy needs.

Spring Break "Try-It" Programs –

Customers responded very positively to a new series of "Try-It" programs, offered for kids of various ages during Spring Break. Many kids attended multiple sessions, which included opportunities to learn magic tricks, try their hand at juggling with a professional, test their baking skills by making bread in a bag, and learning soccer skills with a representative from the Chicago Fire. Children interested in music tried the ukulele while those with an interest in chemistry made bouncy balls....one of the kids' favorites. Overall, the nine unique programs drew 322 participants with many inquiries at the desk about when we'll offer this next.

Spanish Storytime

On Saturday, March 18, 24 attended our bilingual Spanish-English Storytime, now offered monthly on Saturday evenings. Our Spanish language partner, Miss Becky, treated attendees to music, stories, rhymes and a non-fiction book. Colorful posters accompanied the rhymes to aid children in letter/word recognition. One father who was a native Spanish speaker was seen reinforcing both English and Spanish with his child. We look forward to continuing bilingual storytimes, even bringing them to Heritage Park this summer.

Marshmallow Art Building Contest

Kids and families have overwhelmingly responded to our call for submissions in the “Marshmallow Art: Build Your Own” contest. In this building challenge, we created kits (marshmallow peeps, a sturdy base and contest guideline), asking participants to create together at home and return their Peep dioramas for display. We distributed 119 kits in just four days. Forty dioramas were returned to Kids’ World with featured artists’ ages ranging from 22 months old, made with grandma, to 12 year olds. Now on display, visitors are excited to vote for their favorites. The three crowd favorites will each win a 12” stuffed Peeps bunny. The Rapunzel diorama appears to be an early favorite but time will tell.

Author Peter Brown in Arlington Heights

We are halfway through an exciting four-day visit with York Times bestselling children's author and illustrator Peter Brown. Generously funded by Friends of the Library, Peter’ trip will include stops at 11 area elementary schools and the library. He has so far entertained students in Kindergarten through 5th grade, sharing the story of how he nurtured his love for drawing from age 6 to become a Caldecott nominated illustrator and author of more than a dozen picture books. The reception by each school has been tremendous, with school librarians, teachers and students equally excited to meet the man behind some of their favorite books.



Students at Olive-Mary Stitt Elementary school learn about different types of robots from Peter Brown, as researched in his writing The Wild Robot



*Peter Brown meets with Patton students on Cubs opening day. Patton read his book *The Wild Robot* for their fall school community read.*

Cleopatra: The Last Pharaoh of Egypt

This daytime dramatic performance, selected to celebrate Women's History Month, is further evidence that weekday daytime programming is in high demand. 138 attended this Thursday afternoon program - better attendance than some of our more standard evening and weekend adult programs! Historical interpreter Martina Mathisen presented this "living history" style presentation. A customer favorite, Martina has previously presented Maria Antoinette and Luella Parsons at AHML - both to evening audiences.

The Life and Art of Frida Kahlo

Art historian Dr. Michelle Mishur presented on the life and artwork of beloved Mexican painter Frida Kahlo at two very popular programs in March. Presented to celebrate the artist and pop culture icon during Women's History Month, registration for the first program filled quickly creating great demand for a second date, which was added to

accommodate the maximum number of attendees. Each program drew more than 100, with many attendees visiting from the broader Chicago area and representing demographics we have a hard time reaching, including people in their young-adulthood. Survey responses reiterated how happy people were for the chance to attend, with one noting:

"This program was excellent! My favorite to date!!"

Sunday Musicale: Celtic Harp

A new Sunday Musicale record: 223 attended our March performance by harpist Lillian Reasor. This was the third Sunday Musicale performance to top 200 attendees this season as customers have really come to enjoy the variety of performances offered as part of this long-running Friends sponsored series. This month's attendees noted how much they enjoyed Lillian's stories between songs and learning about the Celtic Harp.

"Some People Say That I Am a Poet" with Sound Opinions

Jim Derogatis and Greg Kot - the hosts of WBEZ's nationally broadcast Sound Opinions – returned to Arlington Heights and Metropolis Center for Performing Arts to celebrate Bob Dylan during National Poetry Month. Their ode to the iconic singer-songwriter and recent recipient of the Nobel Prize for Literature attracted 270 adults, including a significant number of men. Customers have responded so well to the opportunity to learn about music they love from nationally known critics and particularly loved exploring the question "Is Bob Dylan a poet?" on this occasion. One attendee thanked us for *"having something for the old hippies."*

Job Search Strategies for Older Workers

Specialty Info Staff developed and delivered two impactful programs on back-to-back days in March, including one event entitled Job Search Strategies for Older Workers with 45 people attending on March, 22.

Media Bias and Alternative Facts

On Thursday, March 23 we offered another session, and had a considerable turnout of 55 attendees. The audience learned and discussed journalistic practices, while also learning how to recognize media bias. Customer responses included:

"I previously attended the "Fake News" program. This was an excellent follow-up and expansion."

Resume Review Success

This continuing service, offered as coordinated 1-on-1 appointments by Specialty Info Services staff, is a well-used service that gets ten appointments per month, on average. Here is a recent success story: "I met with Megan on March 1 and again on March 8 to

refine her resume as a CNA (Certified Nursing Assistant). She has been able to land a job in health care (Highland Park Hospital) to help her with her expenses and career path. Great to hear of our successes!” Julie M. Resume Reviewer

TAG (Tween Advisory volunteer Group) and Inklings (the Library’s Teen Writing group)

These two groups collaborated for the second year in a row to write some creative plays. TAG contributed creative ideas while Inklings teens mentored and transcribed the ideas into script format. This year’s theme was Greek myths. Rolling Meadows Theater students then performed the scripts for an audience of 90 people. Many of the TAG writers attended the performance with their families and were very proud to see their work come to life!



Staff Accomplishments

National Presentations

In early April, Susan Beckman of Material Handling and Margaret Jasinski of Collection Services co-presented at the national Innovative Users Group Conference in National Harbor, Maryland. Their topic was *Getting a Jump on Customer Demand* where they highlighted a multitude of ways that our staff work together to supply materials quickly to customers and to make things easier to find.

State Presentations

Christina Giovannelli-Caputo, Kids’ World Librarian and Kerry Devitt, Tween Librarian presented a program entitled *Best Children’s Books for Social Diversity* at the 2017 Illinois Youth Service Institute (IYSI) conference in Springfield, IL. They did several socially diverse

Book Talks and used stick puppets to present *Soup Opera*, by Jim McGill and *Tacky the Penguin*, by Helen Lester to show other libraries something they could replicate in their own storytimes. Christina and Kerry curated extensive book lists so that each attendee would have a starting point of high quality diverse books to add to their collections and share with their communities.

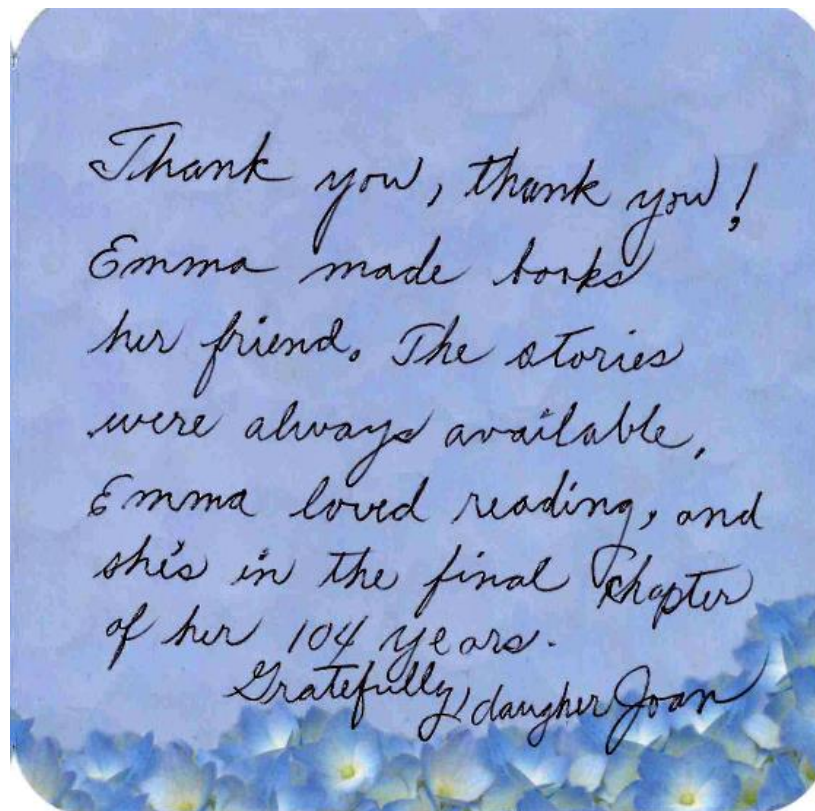
Local Presentations

Pam Schwarting, Info Services Supervisor, presented on One Book, One Village as part of a program by the Adult Reading Roundtable called *On the Same Page: How to Plan a Successful Community Reading Program for Your Library*. The keynote speaker was Nancy Pearl. Other panelists included representatives from Chicago Public Library and Westmont Public Library.

Other

Appreciation for Library Delivery Services

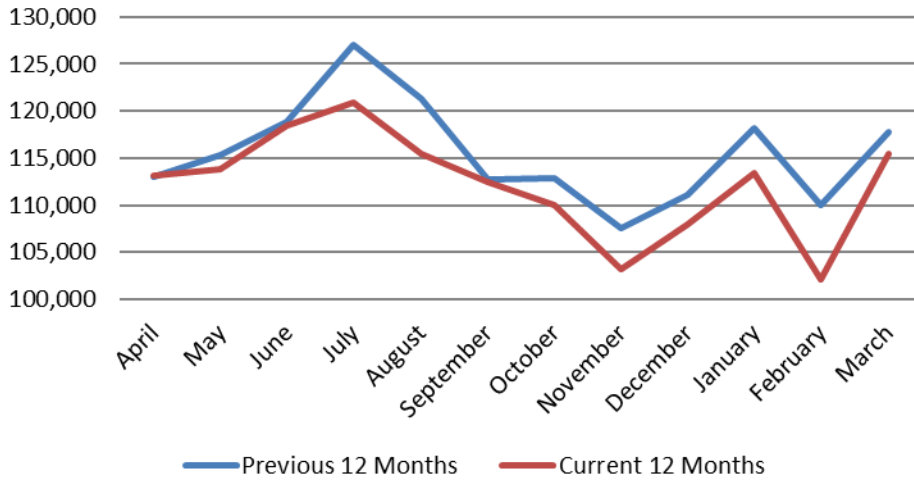
We received this note of appreciation from the daughter of a Library Delivery customer:



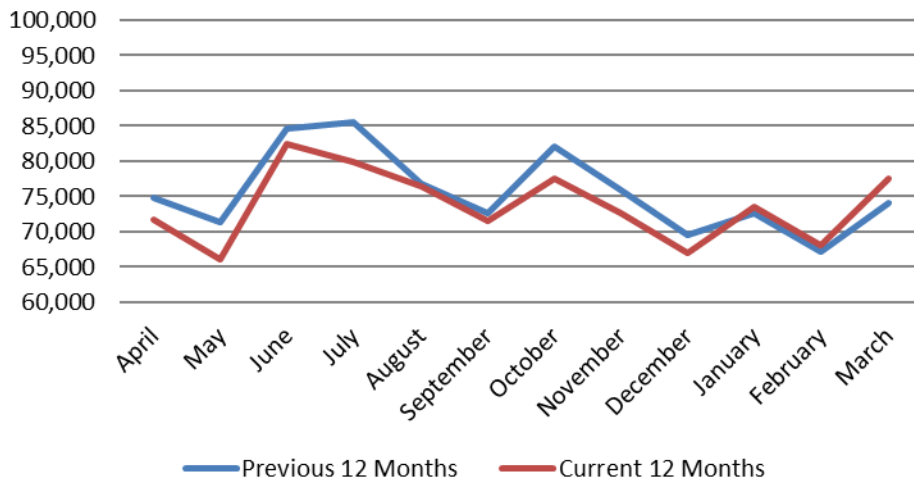
AHML - DASHBOARD - MARCH 2017

	Mar 2017	Mar 2016	% change from last Mar	Jan 2017- Mar 2017	Jan 2016- Mar 2016	% change from last YTD
Total circulation	195,629	194,292	1%	556,625	566,748	-2%
Adult circulation	115,472	117,815	-2%	330,918	346,111	-4%
Teen circulation	2,554	2,389	7%	6,483	6,745	-4%
Children circulation	77,603	74,088	5%	219,224	213,892	2%
Print book circulation	96,286	95,404	1%	270,086	276,950	-2%
Audiovisual circulation	71,124	72,220	-2%	198,588	210,048	-5%
Downloadables circulation	18,669	17,419	7%	61,105	52,605	16%
Self-check as % of main floor circ	66%	64%	2%	65%	63%	2%
Circulation to reciprocal borrowers	12,585	8,688	45%	34,433	24,888	38%
ILLs borrowed for our customers	464	441	5%	1,188	1,477	-20%
ILLs lent to other libraries	717	811	-12%	2,142	2,439	-12%
Resident cards issued	366	357	3%	1,108	1,094	1%
Reciprocal cards registered	262	261	0%	630	679	-7%
Reference questions	18,382	15,956	15%	49,114	47,512	3%
Number of Programs	281	258	9%	756	757	0%
Program attendance	9,097	8,080	13%	34,260	26,789	28%
First-time attendees at programs	340	256	33%	916	843	9%
% of target audience attending	61%	70%	-9%	57%	68%	-11%
% of progs meeting target audience #	91%	82%	9%	87%	79%	8%
Public computer use	12,000	10,966	9%	32,867	30,207	9%
Website visits	111,659	108,657	3%	327,126	330,706	-1%
In-person visitors	93,984	88,992	6%	275,375	263,742	4%
Marketplace - % of adult coll / of circ	9% / 34%	8% / 33%	1% / 1%	9% / 34%	8% / 33%	1% / 1%
Kids' Mktplace - % of KW coll / of circ	5% / 16%	5% / 15%	0% / 1%	5% / 16%	5% / 14%	0% / 2%
Volunteer hours	2,465	2,475	0%	6,930	7,094	-2%

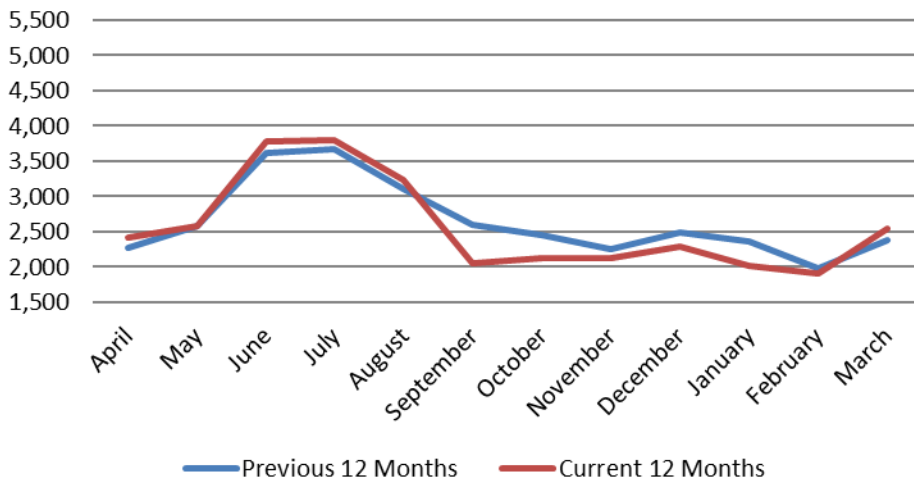
Adult Circulation



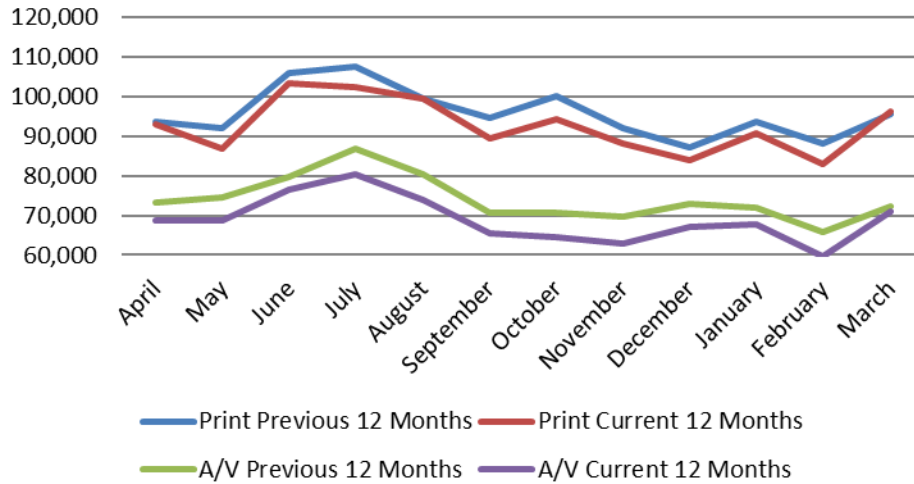
Children's Circulation



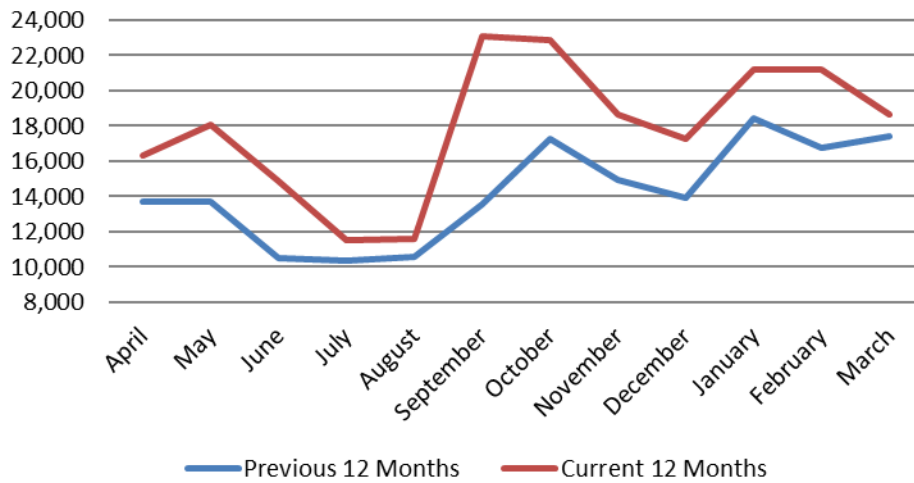
Teen Circulation



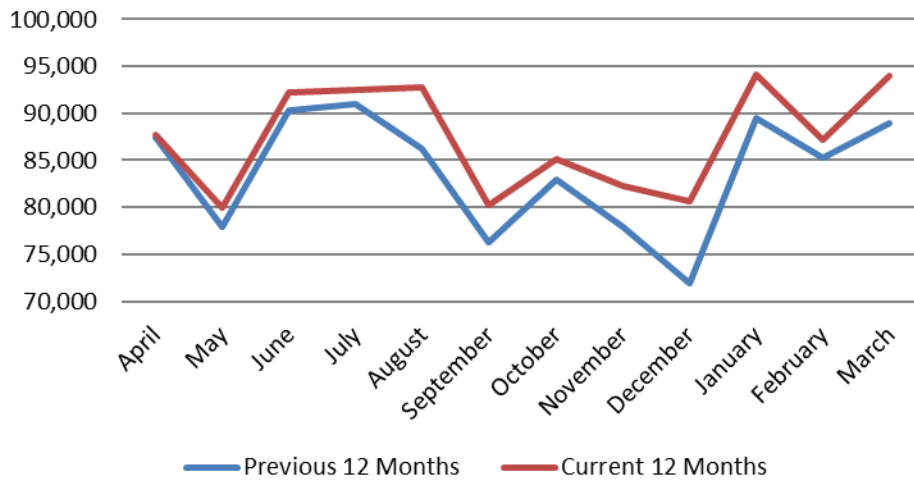
Physical Circulation

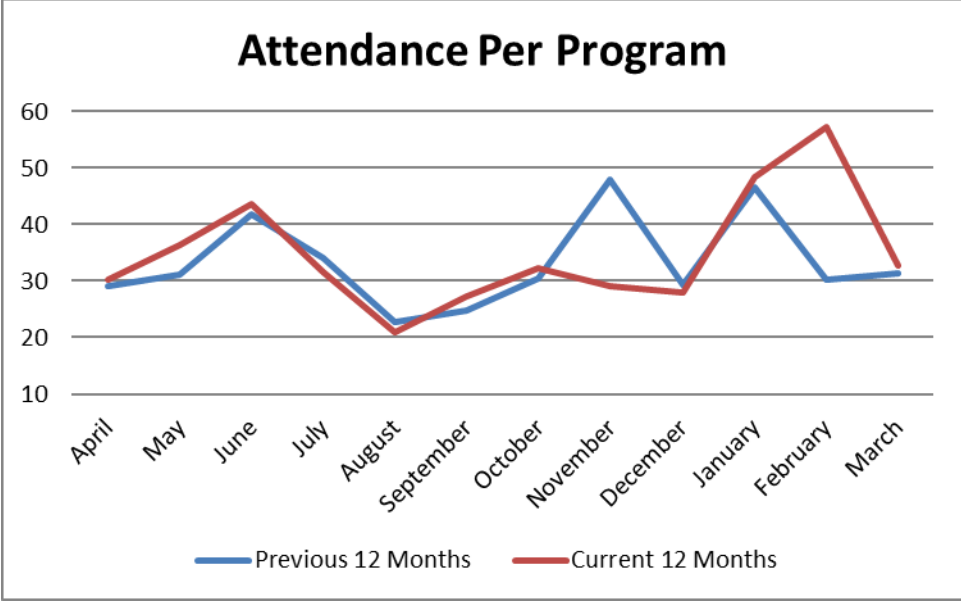
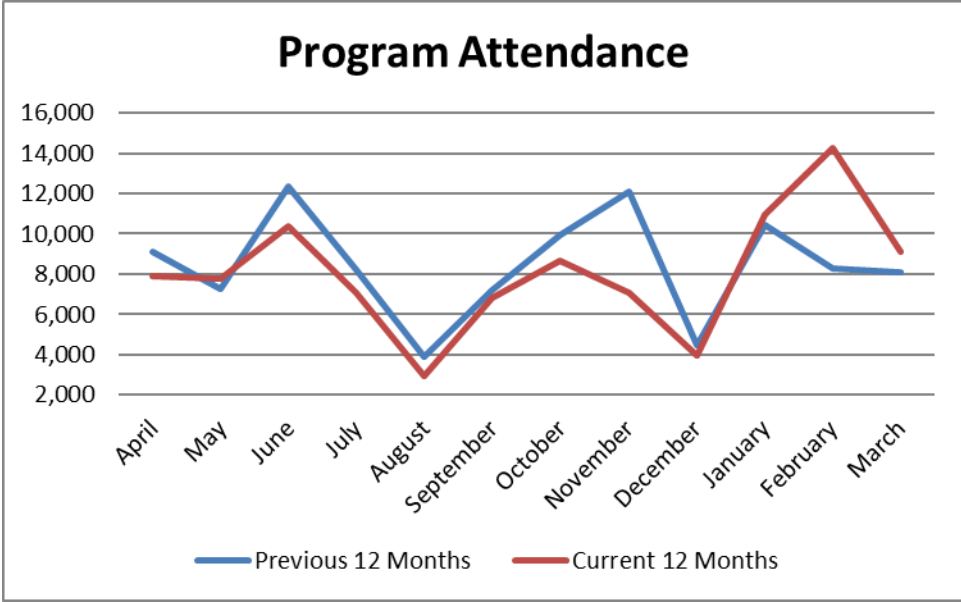
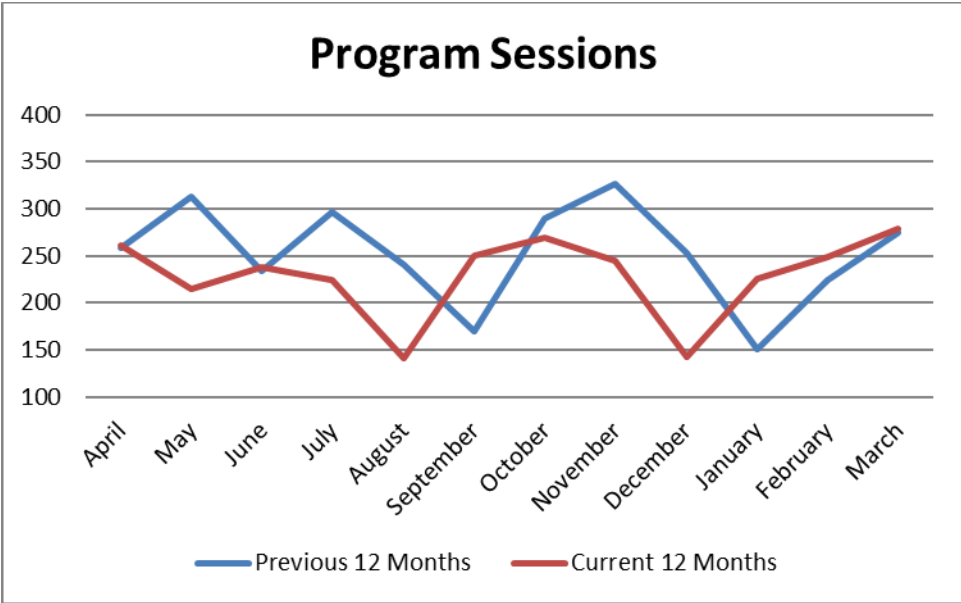


Downloadables Circulation

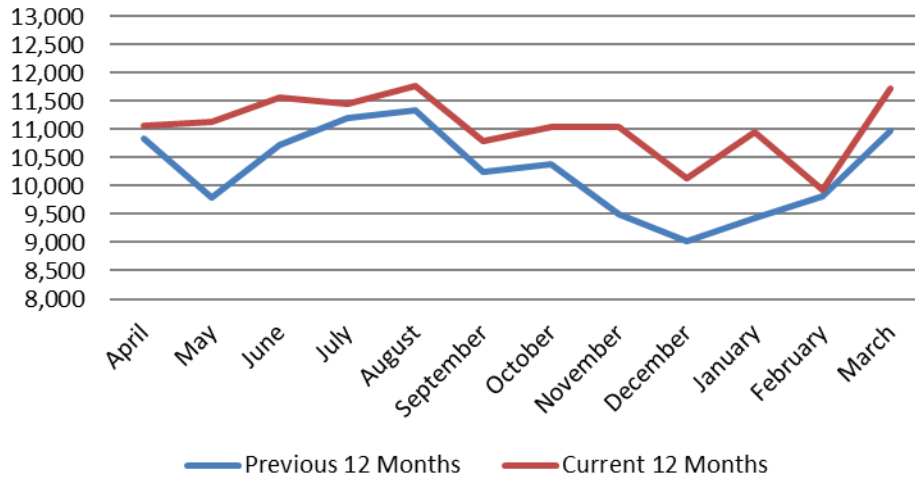


In-person Attendance

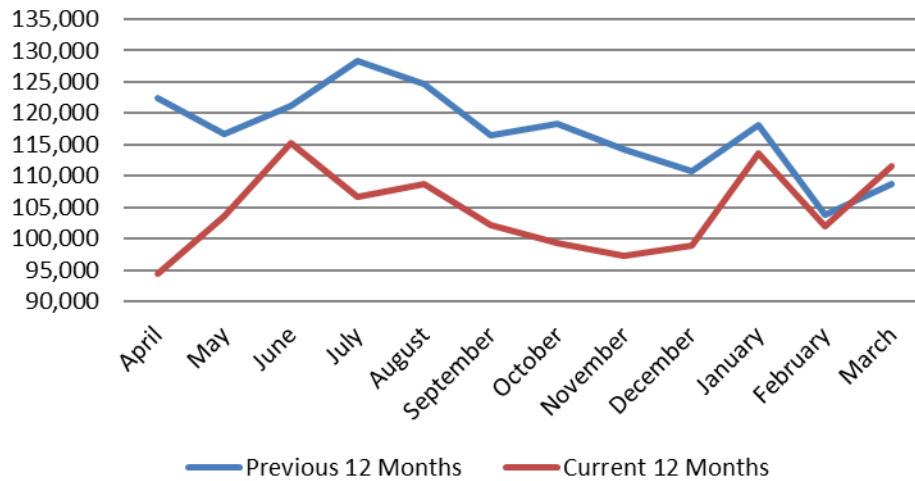




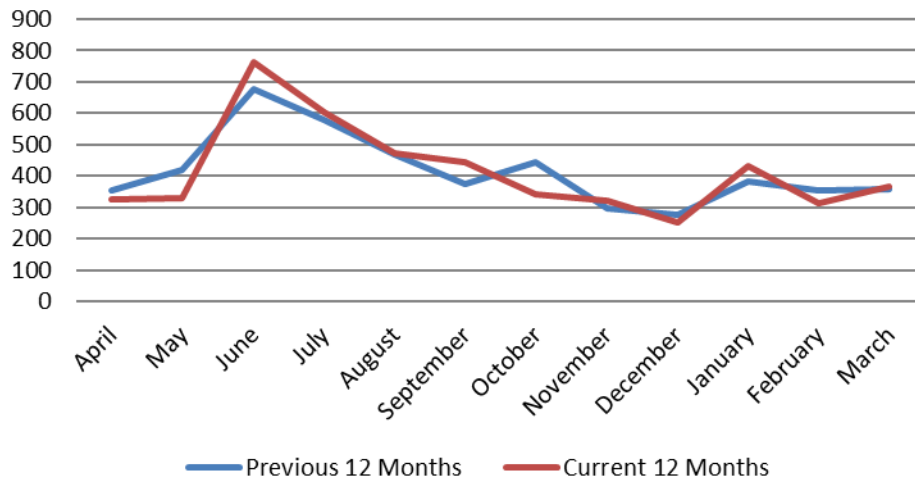
Public Computer Use



Website Visits



Resident Library Cards Issued



Reference Questions

