

**BOARD OF LIBRARY TRUSTEES**

**7:30 P.M.**

**TUESDAY, AUGUST 15, 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 JULY 18, 2017 (Action Item 1)
- V.** REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2017 (Item 2)
- VI.** REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 31, 2017 (Action Item 3)
- VII.** EXECUTIVE DIRECTOR'S REPORT
- VIII.** UNFINISHED BUSINESS
- IX.** NEW BUSINESS
  - APPROVAL OF TRUSTEE EXPENDITURES (Action Item 4)  
The Local Government Expense Control Act, which became effective January 1, 2017, requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Conference registration for trustee attendance at the 2017 Illinois Library Association Annual Conference will be presented.
  - AUTHORIZATION TO ENGAGE CONSULTANT FOR STRATEGIC PLANNING (Action Item 5)

We are seeking authorization to engage Library Strategies for consulting services for the purpose of conducting a strategic planning process for the library.

- AUTHORIZATION TO PURCHASE REPLACEMENT FURNITURE FOR KIDS' WORLD (Action Item 6)

We are seeking authorization to move forward with a budgeted expenditure to replace furniture items in Kids' World that no longer fit with current library use or contemporary safety standards.

- APPROVAL TO ENTER INTO CONTRACT FOR XOXO EXHIBIT (Action Item 7)

We are seeking authorization to enter into contract with the Children's Museum of Pittsburgh for their traveling exhibit *XOXO: An Exhibit about Love and Forgiveness*, the first of our planned exhibits for 2018.

**X. FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY**

**XI. OTHER**

**XII. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES; AND (21) REVIEWING CLOSED SESSION MINUTES**

**XIII. ITEM(S) FROM CLOSED SESSION FOR ACTION**

**XIV. 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, JULY 18, 2017.**

- 07.17.01 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, July 18, 2017, at 7:30 p.m. by President Debbie Smart.
- 07.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Thanopoulos, Zyck, and Smart. Trustee Supplitt participated in the meeting by telephone due to being out of town for business reasons.

Absent: Trustees Brody Garkisch and Tangney.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Michael Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Gaby Rojek, Human Resources Assistant; Debbie Halpin, Business Office Assistant; Mike Dennehey, Resident; Melissa Cayer, Resident.

- 07.17.03 **PUBLIC COMMENT** – Ms. Cayer asked how the library keeps track of its volunteer hours. Mr. Kuhl responded that the library has an electronic time keeping system for the volunteers. Mr. Dennehey, President of the Friends of the Library (FOL), distributed a schedule of the proposed new process for consolidated book sales and discussed new procedures for handling book sales inventory.
- 07.17.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 20, 2017 (Action Item 1)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.
- 07.17.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2017 (Item 2)** – Mr. Kuhl reported 50% of the year has lapsed and cash equivalents for June were \$15,202,344; last year cash equivalents were \$14,746,723. Real estate tax revenues received to date are at 54% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.
- 07.17.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2017 (Action Item 3)** – 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 JUNE 30, 2017 IN THE AMOUNT OF \$946,473.65.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Supplitt, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

07.17.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted the addition of the library's first dedicated coordinator and curator of exhibits who began working in May; the parking lot safety improvement project is on target to begin at the end of July; progress on the Dryden Place project; and 360 degree reviews for the library administrative team.

07.17.08 **UNFINISHED BUSINESS**

**POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 4)** – Mr. Kuhl presented the changes to Policy 1.101 Rules of the Board of Library Trustees that were discussed at the June board meeting, which would transition the board committee structure from several small standing committees throughout the month to a regularly scheduled committee of the whole. The board will implement the change beginning this fall and plans for the Committee of the Whole to meet on the last Monday of the month.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES CHANGES TO POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES AS PROPOSED.** Trustee Medal seconded. All were in favor and the motion carried.

07.17.09 **NEW BUSINESS**

**- AUTHORIZATION TO ACCEPT HUMAN CAPITAL MANAGEMENT SYSTEM PROPOSAL (Action Item 5)** – Mr. Driskell reported in May the library issued a request for proposals to replace the current system that has been in place since 2010 and has been problematic with issues related to technical support, accrual accuracy and overall reliability. A selection committee viewed live demos of products from seven proposals, each was evaluated and ADP's Workforce Now Essentials scored highest in terms of cost and value, technical support, and overall functionality including a new scheduling feature. The system would be installed this fall with activation targeted for January 2018.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ACCEPT THE PROPOSAL FROM ADP FOR ITS WORKFORCE NOW ESSENTIALS PRODUCT TO REPLACE THE EXISTING TIME KEEPING SYSTEM PENDING ATTORNEY REVIEW OF THE AGREEMENT.** Trustee Medal seconded. All were in favor and the motion carried.

**- 2017 BUDGET AMENDMENT (Action Item 6)** – Ms. Spokas reported the library received the County's Tax Levy audit report from the Village at the end of June. Through discovery, it was learned that a preliminary version of the tax revenue budget was inadvertently submitted to the County. This budget amendment will align the individual tax revenue lines with what was provided to the County. The net budget change of this amendment is \$0.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE JULY 18, 2017 BUDGET AMENDMENT.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

**- STAFF PRESENTATION – CHIEF PEOPLE OFFICE: HUMAN RESOURCES SERVICES AND TOOLS FOR LEADING AND SUPPORTING ALL STAFF (Item 7)** – Mr. Kuhl presented on the library’s workforce. Ms. Schultz, Human Resources Director, gave an overview of the work of the Human Resources department to support the goals and interests of the library and every individual employee.

**- JOB EVALUATION AND MARKET MATCHING SURVEY (Action Item 8)** – President Smart recommended, in the interest of time, this item be tabled to the next meeting.

**- EXEMPT BENEFIT ACCRUALS (Action Item 9)** – Mr. Kuhl reported that some changes to the administration of leave time for exempt staff will be implemented beginning in 2018.

#### 07.17.10 **COMMITTEE REPORTS**

**(A) BUILDING** – President Smart reported the committee did not meet.

**(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** – President Smart reported the committee did not meet.

**(E) STRATEGIC PLANNING (Trustee Brody Garkisch)** – In Trustee Brody Garkisch absence, President Smart reported the committee did not meet.

07.17.11 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – President Smart reported the next book sale is August 5 and 6.

#### 07.17.12 **OTHER**

**- DATE FOR SPECIAL MEETING** – There was discussion on a date for the special meeting for the budget. The Special Board Meeting will be held on Tuesday, October 3, 2017 at 6:00 p.m.

There being no further business to discuss, Trustee Zyck moved **ADJOURNMENT**. Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:54 p.m.

---

Joan Brody Garkisch, Vice President/Secretary

---

Debbie Halpin, Recorder

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	66,917	134,665.45	201	467,417	567,236.00	121	802,000	234,764.00	
04 00	Real Estate Tax FICA	59,666	69,938.61	117	267,662	294,594.46	110	566,000	271,405.54	
05 00	Real Estate Tax	1,025,923	2,120,533.68	207	7,332,463	8,932,084.98	122	12,462,091	3,530,006.02	
401 **	Real Estate Taxes	1,152,506	2,325,137.74	202	8,067,542	9,793,915.44	121	13,830,091	4,036,175.56	
400 ***	Taxes	1,152,506	2,325,137.74	202	8,067,542	9,793,915.44	121	13,830,091	4,036,175.56	
410	Intergovernmental Revenue									
411	Intergovernmental									
65 00	Per Capita Grant & Gifts	5,000	.00		35,000	.00		60,000	60,000.00	
70 00	Other Grants	250	750.00	300	1,750	61,125.00	3493	3,000	58,125.00-	
90 00	Contribution Ord. Library	83	2,925.38	3525	581	2,925.38	504	1,000	1,925.38-	
411 **	Intergovernmental	5,333	3,675.38	69	37,331	64,050.38	172	64,000	50.38-	
410 ***	Intergovernmental Revenue	5,333	3,675.38	69	37,331	64,050.38	172	64,000	50.38-	
430	Fees									
436	Library Fees									
72 00	Non Resident Fees	100	439.00	439	700	1,729.00	247	1,200	529.00-	
74 00	Copier/Reader Printer Fee	3,166	2,931.57	93	22,162	25,073.95	113	38,000	12,926.05	
75 00	Meeting Room Fees	333	170.00	51	2,331	2,680.00	115	4,000	1,320.00	
436 **	Library Fees	3,599	3,540.57	98	25,193	29,482.95	117	43,200	13,717.05	
430 ***	Fees	3,599	3,540.57	98	25,193	29,482.95	117	43,200	13,717.05	
440	Fines									
442	Library									
20 00	Late Charges	11,583	12,093.33	104	81,081	83,152.96	103	139,000	55,847.04	
25 00	Lost/Damaged Item Charges	1,666	1,603.11	96	11,662	9,897.47	85	20,000	10,102.53	
442 **	Library	13,249	13,696.44	103	92,743	93,050.43	100	159,000	65,949.57	
440 ***	Fines	13,249	13,696.44	103	92,743	93,050.43	100	159,000	65,949.57	
460	Interest Income									
461	Simple Interest									
02 00	Interest on Investments	2,291	1,847.71	81	16,037	27,390.42	171	27,500	109.58	
461 **	Simple Interest	2,291	1,847.71	81	16,037	27,390.42	171	27,500	109.58	
462	Investment Income									
10 00	Market Value Adjustments	0	2,514.61		0	12,748.35		0	12,748.35-	
462 **	Investment Income	0	2,514.61		0	12,748.35		0	12,748.35-	

Village of Arlington Heights  
 REVENUE REPORT  
 58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,291	4,362.32	190	16,037	40,138.77	250	27,500	12,638.77-
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	.00		581	10,425.00	1794	1,000	9,425.00-
483	** Donations	83	.00		581	10,425.00	1794	1,000	9,425.00-
489	Other								
90 00	Other Income	666	6,350.80-	954	4,662	5,959.69	128	8,000	2,040.31
93 00	Donations Genealogy	41	.00		287	.00		500	500.00
94 00	FOL Reimbursements	5,416	7,156.68	132	37,912	38,390.79	101	65,000	26,609.21
489	** Other	6,123	805.88	13	42,861	44,350.48	104	73,500	29,149.52
480	*** Other	6,206	805.88	13	43,442	54,775.48	126	74,500	19,724.52
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	2,351,218.33	199	8,282,288	10,075,413.45	122	14,198,291	4,122,877.55



Village of Arlington Heights  
 REVENUE REPORT  
 58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2017

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	500	227.96	46	3,500	16,814.04	480	6,000	10,814.04-
461	** Simple Interest	500	227.96	46	3,500	16,814.04	480	6,000	10,814.04-
462	Investment Income								
10 00	Market Value Adjustments	0	1,409.79		0	6,786.02		0	6,786.02-
462	** Investment Income	0	1,409.79		0	6,786.02		0	6,786.02-
460	*** Interest Income	500	1,637.75	328	3,500	23,600.06	674	6,000	17,600.06-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		1,020,831	1,750,000.00	171	1,750,000	.00
491	** Other Financing Sources	145,833	.00		1,020,831	1,750,000.00	171	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		1,020,831	1,750,000.00	171	1,750,000	.00
FUND TOTAL Capital Projects-Library		146,333	1,637.75	1	1,024,331	1,773,600.06	173	1,756,000	17,600.06-

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP		BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	01	Executive Director	12204	11321.38	93	85428	84860.31	99	.00	146453	61592.69	58
16	02	Dir. Library Operations	8333	7745.20	93	58331	56152.70	96	.00	100000	43847.30	56
16	17	Deputy Director	9032	8459.76	94	63224	63366.86	100	.00	108391	45024.14	59
16	36	Librarian III	6777	6061.14	89	40662	37882.13	93	.00	74552	36669.87	51
16	43	Business Office Adminr	4746	4397.82	93	33222	32802.07	99	.00	56963	24160.93	58
16	51	Clerk IV	3796	3487.50	92	26572	26319.69	99	.00	45552	19232.31	58
16	92	Achievement Awards	166	4000.00	2410	1162	6000.00	516	.00	2000	4000.00	300
16	**	Library Personal Services	45054	45472.80	101	308601	307383.76	100	.00	533911	226527.24	58
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	112	155.62	139	.00	200	44.38	78
18	**	Other Personal Services	16	.00	0	112	155.62	139	.00	200	44.38	78
19		Employee Benefits										
19	05	Medical Insurance	5121	4985.67	97	35847	34899.69	97	.00	61466	26566.31	57
19	10	IMRF	4704	5117.75	109	32928	36597.08	111	.00	56462	19864.92	65
19	11	Social Security	2786	2473.72	89	19082	17709.60	93	.00	33024	15314.40	54
19	12	Medicare	635	578.53	91	4347	4141.72	95	.00	7535	3393.28	55
19	53	Flexible Spending	200	156.75	78	1400	1313.00	94	.00	2400	1087.00	55
19	55	Unemployment Compensation	833	.00	0	5831	.00	0	.00	10000	10000.00	0
19	**	Employee Benefits	14279	13312.42	93	99435	94661.09	95	.00	170887	76225.91	55
20		Prof Technical Services										
20	05	Professional Services	1250	1000.00	80	8750	.00	0	.00	15000	15000.00	0
20	08	Consulting Services	333	.00	0	2331	.00	0	.00	4000	4000.00	0
20	20	Legal Services	1333	3675.00	276	9331	9512.50	102	.00	16000	6487.50	60
20	40	General Insurance	10578	.00	0	74046	113250.00	153	.00	126945	13695.00	89
20	81	OCLC Services	5419	15127.90	279	37933	47473.30	125	.00	65028	17554.70	73
20	**	Prof Technical Services	18913	17802.90	94	132391	170235.80	129	.00	226973	56737.20	75
21		Property Services										
21	65	Other Services	705	775.78	110	4935	5234.39	106	.00	8464	3229.61	62
21	**	Property Services	705	775.78	110	4935	5234.39	106	.00	8464	3229.61	62
22		Other Contractual Service										
22	01	Advertising	83	.00	0	581	399.60	69	.00	1000	600.40	40
22	02	Dues	1089	545.00	50	7623	10490.19	138	.00	13077	2586.81	80
22	03	Training	10208	6262.76	61	71456	41682.44	58	.00	122500	80817.56	34
22	05	Postage	4119	777.52	19	28833	24719.50	86	.00	49438	24718.50	50
22	42	Internet Services	2341	3417.25	146	16387	22780.60	139	.00	28101	5320.40	81
22	70	Telephone Services	3562	4419.78	124	24934	30935.45	124	.00	42755	11819.55	72
22	**	Other Contractual Service	21402	15422.31	72	149814	131007.78	87	.00	256871	125863.22	51
30		General Supplies										
30	05	Office Supplies & Equip	694	35.64	5	4858	2314.69	48	.00	8333	6018.31	28
30	**	General Supplies	694	35.64	5	4858	2314.69	48	.00	8333	6018.31	28

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	2912	241.26	8	.00	5000	4758.74	5
	31 **	Public Works Supplies	416	.00	0	2912	241.26	8	.00	5000	4758.74	5
	32	Library Supplies										
	32 72	Special Events	2070	1050.00	51	14490	12490.94	86	.00	24850	12359.06	50
	32 99	Items Reimb by Employees	0	53.57-	0	0	30.55	0	.00	0	30.55-	0
	32 **	Library Supplies	2070	996.43	48	14490	12521.49	86	.00	24850	12328.51	50
	40	Other Charges										
	40 96	Operating Contingency	4591	.00	0	58549	.00	0	.00	81516	81516.00	0
	40 **	Other Charges	4591	.00	0	58549	.00	0	.00	81516	81516.00	0
	50	Property										
	50 15	Other Equipment	27148	5402.58	20	190036	12920.38	7	.00	325787	312866.62	4
	50 **	Property	27148	5402.58	20	190036	12920.38	7	.00	325787	312866.62	4
601	** **	Library	135288	99220.86	73	966133	736676.26	76	.00	1642792	906115.74	45
60	** **	Culture/Recreation	135288	99220.86	73	966133	736676.26	76	.00	1642792	906115.74	45
DIV	6001	TOTAL ***** Administration	135288	99220.86	73	966133	736676.26	76	.00	1642792	906115.74	45

Village of Arlington Heights

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										
	16	Library Personal Services										
	16 21	Com & Marketing Manager	7809	1064.94	14	54663	35612.64	65	.00	93718	58105.36	38
	16 23	Graphic Supervisor	6106	5636.92	92	42742	42242.53	99	.00	73280	31037.47	58
	16 48	Library Assistant I	2254	2391.41	106	15778	16788.49	106	.00	27056	10267.51	62
	16 50	Graphics Designer	3277	3050.99	93	22939	22757.76	99	.00	39329	16571.24	58
	16 79	Publication Editor	2877	.00	0	20139	15122.83	75	.00	34529	19406.17	44
	16 80	Communications Assistant	2003	1771.24	88	14021	13463.00	96	.00	24045	10582.00	56
	16 **	Library Personal Services	24326	13915.50	57	170282	145987.25	86	.00	291957	145969.75	50
	18	Other Personal Services										
	18 05	Overtime Civilian	33	7.64	23	231	175.72	76	.00	400	224.28	44
	18 **	Other Personal Services	33	7.64	23	231	175.72	76	.00	400	224.28	44
	19	Employee Benefits										
	19 05	Medical Insurance	4098	3985.00	97	28686	27895.00	97	.00	49187	21292.00	57
	19 10	IMRF	3006	1718.12	57	21042	18036.55	86	.00	36078	18041.45	50
	19 11	Social Security	1510	1027.77	68	10570	8949.99	85	.00	18126	9176.01	49
	19 12	Medicare	353	240.37	68	2471	2093.26	85	.00	4239	2145.74	49
	19 **	Employee Benefits	8967	6971.26	78	62769	56974.80	91	.00	107630	50655.20	53
	20	Prof Technical Services										
	20 05	Professional Services	4406	.00	0	30842	23200.00	75	.00	52875	29675.00	44
	20 **	Prof Technical Services	4406	.00	0	30842	23200.00	75	.00	52875	29675.00	44
	21	Property Services										
	21 02	Equipment Maintenance	154	.00	0	1078	788.00	73	.00	1850	1062.00	43
	21 65	Other Services	826	.00	0	5782	4907.74	85	.00	9912	5004.26	50
	21 **	Property Services	980	.00	0	6860	5695.74	83	.00	11762	6066.26	48
	22	Other Contractual Service										
	22 02	Dues	140	249.00	178	980	849.00	87	.00	1690	841.00	50
	22 03	Training	7	.00	0	49	20.00	41	.00	90	70.00	22
	22 10	Printing	13104	2020.87	15	91728	76148.30	83	.00	157255	81106.70	48
	22 **	Other Contractual Service	13251	2269.87	17	92757	77017.30	83	.00	159035	82017.70	48
	30	General Supplies										
	30 05	Office Supplies & Equip	1227	336.67	27	8589	9015.28	105	.00	14725	5709.72	61
	30 **	General Supplies	1227	336.67	27	8589	9015.28	105	.00	14725	5709.72	61
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	677	623.90	92	4739	2367.79	50	.00	8134	5766.21	29
	31 **	Public Works Supplies	677	623.90	92	4739	2367.79	50	.00	8134	5766.21	29
	32	Library Supplies										
	32 01	Program Supplies	83	.00	0	581	46.30	8	.00	1000	953.70	5
	32 72	Special Events	691	182.86	27	4837	7434.16	154	.00	8300	865.84	90
	32 **	Library Supplies	774	182.86	24	5418	7480.46	138	.00	9300	1819.54	80

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	24307.70	45	382487	327914.34	86	.00	655818	327903.66	50
60	**	** Culture/Recreation	54641	24307.70	45	382487	327914.34	86	.00	655818	327903.66	50
DIV	6002	TOTAL ***** Communications & Mrkting	54641	24307.70	45	382487	327914.34	86	.00	655818	327903.66	50

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
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 22	Dir. of Human Resources	7420	6815.64	92	51940	51083.88	98	.00	89045	37961.12	57
	16 51	Clerk IV	3708	3461.04	93	25956	25956.40	100	.00	44496	18539.60	58
	16 53	Volunteer Coordinator	2029	1932.16	95	14203	14563.21	103	.00	24357	9793.79	60
	16 **	Library Personal Services	13157	12208.84	93	92099	91603.49	100	.00	157898	66294.51	58
	18	Other Personal Services										
	18 05	Overtime Civilian	16	25.79	161	112	214.89	192	.00	200	14.89-	107
	18 **	Other Personal Services	16	25.79	161	112	214.89	192	.00	200	14.89-	107
	19	Employee Benefits										
	19 05	Medical Insurance	2670	2596.00	97	18690	18172.00	97	.00	32049	13877.00	57
	19 10	IMRF	1625	1509.74	93	11375	11330.31	100	.00	19509	8178.69	58
	19 11	Social Security	816	723.32	89	5712	5441.21	95	.00	9802	4360.79	56
	19 12	Medicare	191	169.16	89	1337	1272.51	95	.00	2292	1019.49	56
	19 50	Employee Asst. Program	520	.00	0	3640	5578.33	153	.00	6250	671.67	89
	19 **	Employee Benefits	5822	4998.22	86	40754	41794.36	103	.00	69902	28107.64	60
	21	Property Services										
	21 65	Other Services	2037	854.00	42	14259	18693.20	131	.00	24450	5756.80	77
	21 **	Property Services	2037	854.00	42	14259	18693.20	131	.00	24450	5756.80	77
	22	Other Contractual Service										
	22 01	Advertising	75	535.20	714	525	2158.19	411	.00	900	1258.19-	240
	22 02	Dues	221	.00	0	1547	2729.00	176	.00	2655	74.00-	103
	22 03	Training	67	250.00	373	469	391.88	84	.00	810	418.12	48
	22 55	In Service Training	375	.00	0	2625	6043.94	230	.00	4500	1543.94-	134
	22 **	Other Contractual Service	738	785.20	106	5166	11323.01	219	.00	8865	2458.01-	128
	40	Other Charges										
	40 62	Tuition Reimbursement	833	645.84	78	5831	2512.80	43	.00	10000	7487.20	25
	40 70	Employee Recognition Prog	1320	.00	0	9240	13311.45	144	.00	15850	2538.55	84
	40 **	Other Charges	2153	645.84	30	15071	15824.25	105	.00	25850	10025.75	61
601 ** **		Library	23923	19517.89	82	167461	179453.20	107	.00	287165	107711.80	63
60 ** **		Culture/Recreation	23923	19517.89	82	167461	179453.20	107	.00	287165	107711.80	63
DIV 6003		TOTAL *****										
		Human Resources	23923	19517.89	82	167461	179453.20	107	.00	287165	107711.80	63

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	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	150.00	36	2912	3249.92	112	.00	5000	1750.08	65
	21 **	Property Services	416	150.00	36	2912	3249.92	112	.00	5000	1750.08	65
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	416	2300.00	553	2912	18025.00	619	.00	5000	13025.00-	361
	22 **	Other Contractual Service	416	2300.00	553	2912	18025.00	619	.00	5000	13025.00-	361
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	2912	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	2912	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	2912	1329.14	46	.00	5000	3670.86	27
	32 02	Program Events	416	1720.30	414	2912	6697.47	230	.00	5000	1697.47-	134
	32 32	Software	208	.00	0	1456	.00	0	.00	2500	2500.00	0
	32 72	Special Events	833	.00	0	5831	7686.78	132	.00	10000	2313.22	77
	32 75	Audio Visual	416	.00	0	2912	449.97	16	.00	5000	4550.03	9
	32 78	Electronic Resources	208	.00	0	1456	.00	0	.00	2500	2500.00	0
	32 80	Books	416	1344.59	323	2912	4110.71	141	.00	5000	889.29	82
	32 **	Library Supplies	2913	3064.89	105	20391	20274.07	99	.00	35000	14725.93	58
	50	Property										
	50 15	Other Equipment	416	.00	0	2912	9995.26	343	.00	5000	4995.26-	200
	50 **	Property	416	.00	0	2912	9995.26	343	.00	5000	4995.26-	200
601 ** **		Library	4577	5514.89	121	32039	51544.25	161	.00	55000	3455.75	94
60 ** **		Culture/Recreation	4577	5514.89	121	32039	51544.25	161	.00	55000	3455.75	94
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	4577	5514.89	121	32039	51544.25	161	.00	55000	3455.75	94

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	37443	.00	0	.00	64193	64193.00	0
	16 29	Finance Director	8390	22239.40	265	58730	79457.57	135	.00	100691	21233.43	79
	16 48	Library Assistant I	4059	3679.93	91	28413	27778.58	98	.00	48710	20931.42	57
	16 51	Clerk IV	1744	.00	0	12208	.00	0	.00	20933	20933.00	0
	16 57	Clerk II	1609	2297.58	143	11263	16918.43	150	.00	19318	2399.57	88
	16 **	Library Personal Services	21151	28216.91	133	148057	124154.58	84	.00	253845	129690.42	49
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	112	721.98	645	.00	200	521.98-	361
	18 **	Other Personal Services	16	.00	0	112	721.98	645	.00	200	521.98-	361
	19	Employee Benefits										
	19 05	Medical Insurance	3054	2970.00	97	21378	20790.00	97	.00	36659	15869.00	57
	19 10	IMRF	2612	3481.97	133	18284	15447.39	85	.00	31349	15901.61	49
	19 11	Social Security	1312	1688.90	129	9184	7491.15	82	.00	15751	8259.85	48
	19 12	Medicare	308	394.98	128	2156	1751.97	81	.00	3701	1949.03	47
	19 **	Employee Benefits	7286	8535.85	117	51002	45480.51	89	.00	87460	41979.49	52
	20	Prof Technical Services										
	20 05	Professional Services	437	.00	0	3059	5250.00	172	.00	5250	.00	100
	20 **	Prof Technical Services	437	.00	0	3059	5250.00	172	.00	5250	.00	100
	21	Property Services										
	21 36	Equipment Rental	183	230.00	126	1281	1838.00	144	.00	2200	362.00	84
	21 65	Other Services	807	6331.33	785	5649	46020.63	815	.00	9685	36335.63-	475
	21 **	Property Services	990	6561.33	663	6930	47858.63	691	.00	11885	35973.63-	403
	22	Other Contractual Service										
	22 02	Dues	85	.00	0	595	680.00	114	.00	1025	345.00	66
	22 03	Training	100	.00	0	700	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	1974	1975.00	100	13818	13825.00	100	.00	23690	9865.00	58
	22 **	Other Contractual Service	2159	1975.00	92	15113	14505.00	96	.00	25915	11410.00	56
601 ** **		Library	32039	45289.09	141	224273	237970.70	106	.00	384555	146584.30	62
60 ** **		Culture/Recreation	32039	45289.09	141	224273	237970.70	106	.00	384555	146584.30	62
DIV 6008	TOTAL *****	Finance	32039	45289.09	141	224273	237970.70	106	.00	384555	146584.30	62



PROGRAM: GM267L  
Village of Arlington Heights

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	5846.16	85	48412	44246.49	91	.00	83000	38753.51	53
	16 26	Department Manager I	6000	5619.96	94	42000	42095.66	100	.00	72006	29910.34	59
	16 28	Web Developer	10304	8718.50	85	72128	55048.35	76	.00	123654	68605.65	45
	16 44	Library Assistant III	5037	4786.50	95	35259	35955.82	102	.00	60455	24499.18	60
	16 49	Computer Technician	9246	8519.20	92	64722	63922.30	99	.00	110963	47040.70	58
	16 54	Clerk III	7855	6759.76	86	54985	52917.24	96	.00	94262	41344.76	56
	16 68	LAN Administrator	6178	5703.64	92	43246	42742.52	99	.00	74147	31404.48	58
	16 **	Library Personal Services	51536	45953.72	89	360752	336928.38	93	.00	618487	281558.62	55
	18	Other Personal Services										
	18 05	Overtime Civilian	41	.00	0	287	10.32	4	.00	500	489.68	2
	18 **	Other Personal Services	41	.00	0	287	10.32	4	.00	500	489.68	2
	19	Employee Benefits										
	19 05	Medical Insurance	11553	11231.00	97	80871	78617.00	97	.00	138643	60026.00	57
	19 10	IMRF	6086	5670.68	93	42602	40822.55	96	.00	73041	32218.45	56
	19 11	Social Security	3198	2736.60	86	22386	20219.20	90	.00	38378	18158.80	53
	19 12	Medicare	749	640.00	85	5243	4728.68	90	.00	8991	4262.32	53
	19 **	Employee Benefits	21586	20278.28	94	151102	144387.43	96	.00	259053	114665.57	56
	20	Prof Technical Services										
	20 05	Professional Services	350	803.70	230	2450	2156.14	88	.00	4210	2053.86	51
	20 08	Consulting Services	1625	3045.00	187	11375	3045.00	27	.00	19500	16455.00	16
	20 **	Prof Technical Services	1975	3848.70	195	13825	5201.14	38	.00	23710	18508.86	22
	21	Property Services										
	21 02	Equipment Maintenance	12163	2460.72	20	85141	132862.99	156	.00	145963	13100.01	91
	21 **	Property Services	12163	2460.72	20	85141	132862.99	156	.00	145963	13100.01	91
	22	Other Contractual Service										
	22 02	Dues	27	.00	0	189	.00	0	.00	329	329.00	0
	22 03	Training	37	.00	0	259	63.34	25	.00	450	386.66	14
	22 **	Other Contractual Service	64	.00	0	448	63.34	14	.00	779	715.66	8
	30	General Supplies										
	30 05	Office Supplies & Equip	31	.00	0	217	27.30	13	.00	375	347.70	7
	30 30	Data System Supplies	4142	5132.04	124	28994	19730.52	68	.00	49707	29976.48	40
	30 32	Software Library	14404	7634.69	53	100828	108504.14	108	.00	172852	64347.86	63
	30 33	Documentation Library	52	35.00	67	364	357.99	98	.00	625	267.01	57
	30 **	General Supplies	18629	12801.73	69	130403	128619.95	99	.00	223559	94939.05	58
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1149	2532.08	220	8043	8649.83	108	.00	13791	5141.17	63
	31 **	Public Works Supplies	1149	2532.08	220	8043	8649.83	108	.00	13791	5141.17	63

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										
	32	Library Supplies										
	32 05	Processing Supplies	100	.00	0	700	.00	0	.00	1200	1200.00	0
	32 32	Software	1565	1489.93	95	10955	7994.27	73	.00	18783	10788.73	43
	32 **	Library Supplies	1665	1489.93	90	11655	7994.27	69	.00	19983	11988.73	40
	50	Property										
	50 12	Computer Equipment	6845	899.00	13	47915	27107.80	57	.00	82149	55041.20	33
	50 15	Other Equipment	1066	.00	0	7462	12800.00	172	.00	12800	.00	100
	50 **	Property	7911	899.00	11	55377	39907.80	72	.00	94949	55041.20	42
601	** **	Library	116719	90264.16	77	817033	804625.45	99	.00	1400774	596148.55	57
60	** **	Culture/Recreation	116719	90264.16	77	817033	804625.45	99	.00	1400774	596148.55	57
DIV	6010	TOTAL ***** Information Technology	116719	90264.16	77	817033	804625.45	99	.00	1400774	596148.55	57

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	5262.40	92	40096	39442.19	98	.00	68746	29303.81	57
	16 66	Security Guard	14615	13912.92	95	102305	104035.10	102	.00	175390	71354.90	59
	16 **	Library Personal Services	20343	19175.32	94	142401	143477.29	101	.00	244136	100658.71	59
	18	Other Personal Services										
	18 05	Overtime Civilian	62	44.20	71	434	1209.79	279	.00	750	459.79-	161
	18 **	Other Personal Services	62	44.20	71	434	1209.79	279	.00	750	459.79-	161
	19	Employee Benefits										
	19 05	Medical Insurance	4533	4407.00	97	31731	30849.00	97	.00	54404	23555.00	57
	19 10	IMRF	2207	2069.05	94	15449	15810.08	102	.00	26489	10678.92	60
	19 11	Social Security	1265	1178.95	93	8855	8681.13	98	.00	15183	6501.87	57
	19 12	Medicare	295	275.72	94	2065	2030.29	98	.00	3551	1520.71	57
	19 **	Employee Benefits	8300	7930.72	96	58100	57370.50	99	.00	99627	42256.50	58
	22	Other Contractual Service										
	22 03	Training	41	.00	0	287	111.79	39	.00	500	388.21	22
	22 **	Other Contractual Service	41	.00	0	287	111.79	39	.00	500	388.21	22
	30	General Supplies										
	30 05	Office Supplies & Equip	18	37.92	211	126	75.84	60	.00	225	149.16	34
	30 **	General Supplies	18	37.92	211	126	75.84	60	.00	225	149.16	34
601	** **	Library	28764	27188.16	95	201348	202245.21	100	.00	345238	142992.79	59
60	** **	Culture/Recreation	28764	27188.16	95	201348	202245.21	100	.00	345238	142992.79	59
DIV	6015	TOTAL ***** Security	28764	27188.16	95	201348	202245.21	100	.00	345238	142992.79	59

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA ELE OBJ SUB	ACCOUNT DESCRIPTION		*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB			BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60	Culture/Recreation											
601	Library											
16	Library Personal Services											
16 60	Clerk I		4724	6249.44	132	33068	33836.03	102	.00	56698	22861.97	60
16 69	Maintenance Supervisor		8222	7552.86	92	57554	56728.32	99	.00	98667	41938.68	58
16 72	Maintenance Worker		19804	14565.63	74	138628	131006.23	95	.00	237658	106651.77	55
16 **	Library Personal Services		32750	28367.93	87	229250	221570.58	97	.00	393023	171452.42	56
18	Other Personal Services											
18 05	Overtime Civilian		208	183.47	88	1456	2559.67	176	.00	2500	59.67-	102
18 **	Other Personal Services		208	183.47	88	1456	2559.67	176	.00	2500	59.67-	102
19	Employee Benefits											
19 05	Medical Insurance		8986	8735.00	97	62902	61145.00	97	.00	107837	46692.00	57
19 10	IMRF		3458	3076.80	89	24206	24029.69	99	.00	41503	17473.31	58
19 11	Social Security		2043	1684.06	82	14301	13008.59	91	.00	24522	11513.41	53
19 12	Medicare		477	393.86	83	3339	3042.41	91	.00	5735	2692.59	53
19 **	Employee Benefits		14964	13889.72	93	104748	101225.69	97	.00	179597	78371.31	56
21	Property Services											
21 02	Equipment Maintenance		3435	1844.08	54	24045	27498.95	114	.00	41231	13732.05	67
21 07	Vehicle Equipment Maint		693	27.00	4	4851	7994.54	165	.00	8326	331.46	96
21 11	Building Maintenance		21016	18551.96	88	147112	133695.37	91	.00	252193	118497.63	53
21 36	Equipment Rental		83	.00	0	581	.00	0	.00	1000	1000.00	0
21 60	Water and Sewer Service		1372	4206.29	307	9604	7000.19	73	.00	16472	9471.81	43
21 **	Property Services		26599	24629.33	93	186193	176189.05	95	.00	319222	143032.95	55
22	Other Contractual Service											
22 03	Training		36	.00	0	252	27.40	11	.00	432	404.60	6
22 **	Other Contractual Service		36	.00	0	252	27.40	11	.00	432	404.60	6
30	General Supplies											
30 50	Petroleum Products		542	275.81	51	3794	1227.29	32	.00	6507	5279.71	19
30 51	Heating Fuel		5666	3851.36	68	39662	29067.21	73	.00	68000	38932.79	43
30 **	General Supplies		6208	4127.17	67	43456	30294.50	70	.00	74507	44212.50	41
31	Public Works Supplies											
31 45	Janitorial Supplies		1948	1793.98	92	13636	15496.69	114	.00	23387	7890.31	66
31 **	Public Works Supplies		1948	1793.98	92	13636	15496.69	114	.00	23387	7890.31	66
50	Property											
50 15	Other Equipment		2216	.00	0	15512	2474.00	16	.00	26600	24126.00	9
50 **	Property		2216	.00	0	15512	2474.00	16	.00	26600	24126.00	9
601 ** **	Library		84929	72991.60	86	594503	549837.58	93	.00	1019268	469430.42	54
60 ** **	Culture/Recreation		84929	72991.60	86	594503	549837.58	93	.00	1019268	469430.42	54
DIV 6020	TOTAL ***** Facilities		84929	72991.60	86	594503	549837.58	93	.00	1019268	469430.42	54

PREPARED 08/10/2017, 11:35:35  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 58% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DEPT	60	TOTAL *****										
		Executive Office	480880	384294.35	80	3385277	3090266.99	91	.00	5790610	2700343.01	53

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	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
32		Library Supplies									
32	02	Program Events	0	250.12-	0	0	250.12-	0	.00	0	250.12 0
32	**	Library Supplies	0	250.12-	0	0	250.12-	0	.00	0	250.12 0
601	**	** Library	0	250.12-	0	0	29198.01	0	.00	0	29198.01- 0
60	**	** Culture/Recreation	0	250.12-	0	0	29198.01	0	.00	0	29198.01- 0
DIV	6401	TOTAL ***** Youth Services	0	250.12-	0	0	29198.01	0	.00	0	29198.01- 0

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	26	Department Manager I	6730	5793.84	86	47110	39442.54	84	.00	80765	41322.46	49
16	36	Librarian III	26965	22168.10	82	188755	165809.24	88	.00	323588	157778.76	51
16	39	Librarian II	9275	8587.22	93	64925	57488.82	89	.00	111300	53811.18	52
16	44	Library Assistant III	8635	6874.95	80	46193	37283.56	81	.00	89379	52095.44	42
16	45	Library Assistant II	5003	4618.98	92	35021	34614.19	99	.00	60047	25432.81	58
16	48	Library Assistant I	13854	7999.72	58	96978	69104.27	71	.00	166253	97148.73	42
16	51	Clerk IV	4001	2231.75	56	24939	16922.76	68	.00	44953	28030.24	38
16	60	Clerk I	296	1055.89	357	2072	1642.85	79	.00	3552	1909.15	46
16	**	Library Personal Services	74759	59330.45	79	505993	422308.23	84	.00	879837	457528.77	48
18		Other Personal Services										
18	05	Overtime Civilian	41	9.28	23	287	9.28	3	.00	500	490.72	2
18	**	Other Personal Services	41	9.28	23	287	9.28	3	.00	500	490.72	2
19		Employee Benefits										
19	05	Medical Insurance	9964	9685.00	97	69748	67795.00	97	.00	119579	51784.00	57
19	10	IMRF	8616	7122.99	83	58988	50905.24	86	.00	102074	51168.76	50
19	11	Social Security	4464	3519.22	79	30868	24862.96	81	.00	53193	28330.04	47
19	12	Medicare	1043	823.02	79	7213	5814.57	81	.00	12441	6626.43	47
19	**	Employee Benefits	24087	21150.23	88	166817	149377.77	90	.00	287287	137909.23	52
21		Property Services										
21	65	Other Services	0	3776.25	0	0	4203.75	0	.00	0	4203.75-	0
21	**	Property Services	0	3776.25	0	0	4203.75	0	.00	0	4203.75-	0
22		Other Contractual Service										
22	02	Dues	363	370.00	102	2541	2322.00	91	.00	4358	2036.00	53
22	03	Training	401	139.21	35	2807	1306.50	47	.00	4819	3512.50	27
22	18	Contr Programs & Exhibits	600	.00	0	4200	2040.00	49	.00	7200	5160.00	28
22	**	Other Contractual Service	1364	509.21	37	9548	5668.50	59	.00	16377	10708.50	35
30		General Supplies										
30	05	Office Supplies & Equip	25	37.95	152	175	135.97	78	.00	310	174.03	44
30	**	General Supplies	25	37.95	152	175	135.97	78	.00	310	174.03	44
32		Library Supplies										
32	01	Program Supplies	529	96.33	18	3703	611.06	17	.00	6353	5741.94	10
32	02	Program Events	278	17.14	6	1946	813.97	42	.00	3341	2527.03	24
32	90	Circulation Supplies	183	34.21	19	1281	1167.45	91	.00	2203	1035.55	53
32	**	Library Supplies	990	147.68	15	6930	2592.48	37	.00	11897	9304.52	22
601	**	Library	101266	84961.05	84	689750	584295.98	85	.00	1196208	611912.02	49
60	**	Culture/Recreation	101266	84961.05	84	689750	584295.98	85	.00	1196208	611912.02	49
DIV	6405	TOTAL ***** Business & Specialty Serv	101266	84961.05	84	689750	584295.98	85	.00	1196208	611912.02	49

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer 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	05	Customer Service Manager	7715	7226.08	94	54005	54126.12	100	.00	92584	38457.88	59
16	07	Customer Service Assc.	13301	9683.84	73	93107	83915.99	90	.00	159612	75696.01	53
16	16	Lib Asst I Circulation	15771	13454.54	85	110397	100649.48	91	.00	189264	88614.52	53
16	26	Department Manager I	6040	5315.38	88	42280	38044.97	90	.00	72491	34446.03	53
16	33	Librarian IV	4597	4655.16	101	32179	33749.91	105	.00	55169	21419.09	61
16	39	Librarian II	5490	5253.23	96	38430	43870.47	114	.00	65887	22016.53	67
16	46	Library Asst I Mags/News	15191	13477.08	89	106337	98943.06	93	.00	182293	83349.94	54
16	48	Library Assistant I	15568	19012.12	122	108976	116064.40	107	.00	186823	70758.60	62
16	51	Clerk IV	7436	6761.47	91	52052	52961.89	102	.00	89242	36280.11	59
16	52	Clerk IV Circulation	4093	4231.23	103	28651	22877.70	80	.00	49127	26249.30	47
16	54	Clerk III	0	.00	0	0	5009.32	0	.00	0	5009.32-	0
16	55	Clerk III Circulation	34287	31267.84	91	240009	232094.85	97	.00	411447	179352.15	56
16	57	Clerk II	3940	3032.03	77	27580	20499.09	74	.00	47285	26785.91	43
16	58	Clerk II Circulation	1917	707.00	37	13419	9290.33	69	.00	23015	13724.67	40
16	59	Clerk II Call Center	35885	24700.99	69	251195	186070.59	74	.00	430631	244560.41	43
16	75	Library Page II	36846	34316.47	93	257922	258408.86	100	.00	442153	183744.14	58
16	**	Library Personal Services	208077	183094.46	88	1456539	1356577.03	93	.00	2497023	1140445.97	54
18		Other Personal Services										
18	05	Overtime Civilian	83	58.59	71	581	1210.73	208	.00	1000	210.73-	121
18	**	Other Personal Services	83	58.59	71	581	1210.73	208	.00	1000	210.73-	121
19		Employee Benefits										
19	05	Medical Insurance	20234	19669.00	97	141638	137683.00	97	.00	242819	105136.00	57
19	10	IMRF	19565	17676.90	90	136955	132023.79	96	.00	234791	102767.21	56
19	11	Social Security	12906	11144.46	86	90342	83381.85	92	.00	154879	71497.15	54
19	12	Medicare	3022	2606.30	86	21154	19500.15	92	.00	36275	16774.85	54
19	**	Employee Benefits	55727	51096.66	92	390089	372588.79	96	.00	668764	296175.21	56
21		Property Services										
21	02	Equipment Maintenance	46	.00	0	322	.00	0	.00	555	555.00	0
21	64	Access Services	291	652.25	224	2037	1507.23	74	.00	3500	1992.77	43
21	65	Other Services	260	1496.25-	576-	1820	1270.90	70	.00	3129	1858.10	41
21	**	Property Services	597	844.00-	141-	4179	2778.13	67	.00	7184	4405.87	39
22		Other Contractual Service										
22	02	Dues	159	190.00	120	1113	1089.17	98	.00	1916	826.83	57
22	03	Training	344	49.00	14	2408	627.69	26	.00	4133	3505.31	15
22	**	Other Contractual Service	503	239.00	48	3521	1716.86	49	.00	6049	4332.14	28
30		General Supplies										
30	05	Office Supplies & Equip	429	1127.67	263	3003	2980.82	99	.00	5156	2175.18	58
30	07	Supplies Reimb by Patrons	166	.00	0	1162	.00	0	.00	2000	2000.00	0
30	**	General Supplies	595	1127.67	190	4165	2980.82	72	.00	7156	4175.18	42



FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer 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										
	32	Library Supplies										
	32 01	Program Supplies	581	256.72	44	4067	3678.51	90	.00	6973	3294.49	53
	32 02	Program Events	0	.00	0	0	39.17	0	.00	0	39.17-	0
	32 90	Circulation Supplies	938	399.94	43	6566	3041.78	46	.00	11256	8214.22	27
	32 **	Library Supplies	1519	656.66	43	10633	6759.46	64	.00	18229	11469.54	37
601	** **	Library	267101	235429.04	88	1869707	1744611.82	93	.00	3205405	1460793.18	54
60	** **	Culture/Recreation	267101	235429.04	88	1869707	1744611.82	93	.00	3205405	1460793.18	54
DIV	6420	TOTAL *****										
		Customer Services	267101	235429.04	88	1869707	1744611.82	93	.00	3205405	1460793.18	54

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
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	6117	5646.66	92	42819	40938.29	96	.00	73407	32468.71	56
16 36		Librarian III	14722	12659.18	86	103054	72898.50	71	.00	176665	103766.50	41
16 48		Library Assistant I	4883	4667.45	96	34181	32788.37	96	.00	58597	25808.63	56
16 51		Clerk IV	6053	5925.76	98	42371	40498.44	96	.00	72644	32145.56	56
16 60		Clerk I	1194	4861.56	407	8358	10361.12	124	.00	14334	3972.88	72
16 **		Library Personal Services	32969	33760.61	102	230783	197484.72	86	.00	395647	198162.28	50
18		Other Personal Services										
18 05		Overtime Civilian	16	100.49	628	112	100.49	90	.00	200	99.51	50
18 **		Other Personal Services	16	100.49	628	112	100.49	90	.00	200	99.51	50
19		Employee Benefits										
19 05		Medical Insurance	7436	7229.00	97	52052	50603.00	97	.00	89236	38633.00	57
19 10		IMRF	2744	3566.14	130	19208	22701.02	118	.00	32939	10237.98	69
19 11		Social Security	2045	2035.40	100	14315	11727.33	82	.00	24543	12815.67	48
19 12		Medicare	478	476.03	100	3346	2742.67	82	.00	5740	2997.33	48
19 **		Employee Benefits	12703	13306.57	105	88921	87774.02	99	.00	152458	64683.98	58
22		Other Contractual Service										
22 02		Dues	62	.00	0	434	328.00	76	.00	753	425.00	44
22 03		Training	138	.00	0	966	707.14	73	.00	1660	952.86	43
22 18		Contr Programs & Exhibits	13680	3350.00	25	95760	57258.26	60	.00	164169	106910.74	35
22 **		Other Contractual Service	13880	3350.00	24	97160	58293.40	60	.00	166582	108288.60	35
32		Library Supplies										
32 01		Program Supplies	25	.00	0	175	.00	0	.00	303	303.00	0
32 02		Program Events	4232	6754.99	160	29624	32657.74	110	.00	50795	18137.26	64
32 **		Library Supplies	4257	6754.99	159	29799	32657.74	110	.00	51098	18440.26	64
601 ** **		Library	63825	57272.66	90	446775	376310.37	84	.00	765985	389674.63	49
60 ** **		Culture/Recreation	63825	57272.66	90	446775	376310.37	84	.00	765985	389674.63	49
DIV 6440		TOTAL *****										
		Programs and Exhibits	63825	57272.66	90	446775	376310.37	84	.00	765985	389674.63	49

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 25	Department Manager II	6117	5867.34	96	42819	43915.53	103	.00	73410	29494.47 60
	16 30	Digital Media Specialist	4133	3798.10	92	28931	28449.22	98	.00	49599	21149.78 57
	16 33	Librarian IV	6399	5763.00	90	44793	43311.68	97	.00	76792	33480.32 56
	16 36	Librarian III	8614	8038.06	93	60298	60283.07	100	.00	103373	43089.93 58
	16 48	Library Assistant I	14942	14222.54	95	104594	108165.47	103	.00	179310	71144.53 60
	16 54	Clerk III	1149	914.94	80	8043	7553.05	94	.00	13790	6236.95 55
	16 **	Library Personal Services	41354	38603.98	93	289478	291678.02	101	.00	496274	204595.98 59
	18	Other Personal Services									
	18 05	Overtime Civilian	8	.00	0	56	.00	0	.00	100	100.00 0
	18 **	Other Personal Services	8	.00	0	56	.00	0	.00	100	100.00 0
	19	Employee Benefits									
	19 05	Medical Insurance	4390	4267.00	97	30730	29869.00	97	.00	52681	22812.00 57
	19 10	IMRF	4819	4426.06	92	33733	34265.61	102	.00	57832	23566.39 59
	19 11	Social Security	2564	2348.44	92	17948	17799.24	99	.00	30775	12975.76 58
	19 12	Medicare	599	549.22	92	4193	4162.77	99	.00	7197	3034.23 58
	19 **	Employee Benefits	12372	11590.72	94	86604	86096.62	99	.00	148485	62388.38 58
	22	Other Contractual Service									
	22 02	Dues	164	.00	0	1148	1008.00	88	.00	1975	967.00 51
	22 03	Training	54	36.54	68	378	36.54	10	.00	650	613.46 6
	22 66	Outside Reference Service	183	.00	0	1281	2554.13	199	.00	2200	354.13- 116
	22 **	Other Contractual Service	401	36.54	9	2807	3598.67	128	.00	4825	1226.33 75
	30	General Supplies									
	30 05	Office Supplies & Equip	58	.00	0	406	596.23	147	.00	700	103.77 85
	30 07	Supplies Reimb by Patrons	75	.00	0	525	92.56	18	.00	900	807.44 10
	30 **	General Supplies	133	.00	0	931	688.79	74	.00	1600	911.21 43
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	512	427.92	84	3584	4876.38	136	.00	6149	1272.62 79
	31 **	Public Works Supplies	512	427.92	84	3584	4876.38	136	.00	6149	1272.62 79
	32	Library Supplies									
	32 01	Program Supplies	125	.00	0	875	.00	0	.00	1500	1500.00 0
	32 78	Electronic Resources	25810	29995.93	116	180670	273874.68	152	.00	309725	35850.32 88
	32 90	Circulation Supplies	123	160.30	130	861	1205.34	140	.00	1477	271.66 82
	32 **	Library Supplies	26058	30156.23	116	182406	275080.02	151	.00	312702	37621.98 88
	50	Property									
	50 15	Other Equipment	950	.00	0	6650	2988.78	45	.00	11410	8421.22 26
	50 **	Property	950	.00	0	6650	2988.78	45	.00	11410	8421.22 26
601	** **	Library	81788	80815.39	99	572516	665007.28	116	.00	981545	316537.72 68
60	** **	Culture/Recreation	81788	80815.39	99	572516	665007.28	116	.00	981545	316537.72 68

PREPARED 08/10/2017, 11:35:35  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 58% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DIV	6450	TOTAL *****										
		Digital Services	81788	80815.39	99	572516	665007.28	116	.00	981545	316537.72	68



FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection 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										
		Collection Services	220541	196468.03	89	1543787	1444735.84	94	.00	2646639	1201903.16	55
DEPT	64	TOTAL *****										
		User Services	734521	654696.05	89	5122535	4844159.30	95	.00	8795782	3951622.70	55

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	90	Other Financing Uses										
	90 05	Operating Transfer Out	145833	.00	0	1020831	1750000.00	171	.00	1750000	.00 100	
	90 **	Other Financing Uses	145833	.00	0	1020831	1750000.00	171	.00	1750000	.00 100	
601 ** **		Library	145833	.00	0	1020831	1750000.00	171	.00	1750000	.00 100	
60 ** **		Culture/Recreation	145833	.00	0	1020831	1750000.00	171	.00	1750000	.00 100	
DIV 6901		TOTAL ***** Non Operating	145833	.00	0	1020831	1750000.00	171	.00	1750000	.00 100	
DEPT 69		TOTAL ***** Non Operating	145833	.00	0	1020831	1750000.00	171	.00	1750000	.00 100	
FUND 291		TOTAL ***** Memorial Library Fund	1361234	1038990.40	76	9528643	9684426.29	102	.00	16336392	6651965.71 59	
GRAND		TOTAL *****	1361234	1038990.40	76	9528643	9684426.29	102	.00	16336392	6651965.71 59	

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	50000	.00	0	350000	.00	0	.00	600000	600000.00	0
	50 **	Property	50000	.00	0	350000	.00	0	.00	600000	600000.00	0
601	** **	Library	50000	.00	0	350000	.00	0	.00	600000	600000.00	0
60	** **	Culture/Recreation	50000	.00	0	350000	.00	0	.00	600000	600000.00	0
DIV	6001	TOTAL *****										
		Administration	50000	.00	0	350000	.00	0	.00	600000	600000.00	0



FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	50	Property										
	50 55	Other Capital Outlay	833	.00	0	5831	10000.00	172	.00	10000	.00 100	
	50 **	Property	833	.00	0	5831	10000.00	172	.00	10000	.00 100	
601 ** **		Library	833	.00	0	5831	10000.00	172	.00	10000	.00 100	
60 ** **		Culture/Recreation	833	.00	0	5831	10000.00	172	.00	10000	.00 100	
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	833	.00	0	5831	10000.00	172	.00	10000	.00 100	

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 12	Computer Equipment	2683	.00	0	18781	25288.00	135	.00	32200	6912.00 79
	50 **	Property	2683	.00	0	18781	25288.00	135	.00	32200	6912.00 79
601 ** **		Library	2683	.00	0	18781	25288.00	135	.00	32200	6912.00 79
60 ** **		Culture/Recreation	2683	.00	0	18781	25288.00	135	.00	32200	6912.00 79
DIV 6010		TOTAL *****									
		Information Technology	2683	.00	0	18781	25288.00	135	.00	32200	6912.00 79

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	9416	.00	0	65912	25091.87	38	.00	113000	87908.13	22
	50 55	Other Capital Outlay	131625	61117.51	46	921375	94116.78	10	.00	1579500	1485383.22	6
	50 **	Property	141041	61117.51	43	987287	119208.65	12	.00	1692500	1573291.35	7
601	** **	Library	141041	61117.51	43	987287	119208.65	12	.00	1692500	1573291.35	7
60	** **	Culture/Recreation	141041	61117.51	43	987287	119208.65	12	.00	1692500	1573291.35	7
DIV	6020	TOTAL ***** Facilities	141041	61117.51	43	987287	119208.65	12	.00	1692500	1573291.35	7
DEPT	60	TOTAL ***** Executive Office	194557	61117.51	31	1361899	154496.65	11	.00	2334700	2180203.35	7
FUND	491	TOTAL ***** Capital Projects-Library	194557	61117.51	31	1361899	154496.65	11	.00	2334700	2180203.35	7
GRAND		TOTAL *****	194557	61117.51	31	1361899	154496.65	11	.00	2334700	2180203.35	7

August 15, 2017

(Action Item 3)

ACCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
July 31, 2017

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$298,349.42
491	Capital Projects Fund - Library	\$61,117.51
<b>Total Disbursements</b>		<b>\$359,466.93</b>
<b>Payrolls Paid</b>		
7/7/2017		\$282,787.72
7/21/2017		\$284,994.57
		<b>\$567,782.29</b>
<b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
7/31/2017	Group Insurance	\$94,016.67
7/31/2017	IMRF	\$62,756.32
7/31/2017	Social Security	\$34,079.84
7/31/2017	Medicare	\$7,970.18
		<b>\$198,823.01</b>
<b>Voided Checks</b>		
<u>Check No.</u>	<u>Date</u> <u>Payee</u>	<u>Amount</u>
		<b>\$0.00</b>
<b>Total Disbursed</b>		<b>\$1,126,072.23</b>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
75224	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	JULY 2017 AFLAC DEDUCTION	99.84	99.84
75234	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	112.33-	112.33-
75279	GALE/CENGAGE LEARNING	291-0000-140.05-00	PREPAID GALE DATABASES	7,784.20	
		291-0000-140.05-00	PREPAID MISC SUBCRIP-	10,818.61	18,602.81
75285	GROUP ADMINISTRATORS	291-0000-210.98-00	FSA MED	3,332.36	
		291-0000-210.94-00	FSA DEP	1,197.82	4,530.18
75367	TUTOR.COM	291-0000-140.05-00	PREPAID ONLINE TUTORING	4,100.00	4,100.00
***** DIVISION TOTAL ****					27,220.50
***** DEPARTMENT TOTAL **					27,220.50

DEPARTMENT: 60 Executive Office

DIVISION: 01

75225	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES-S DISTEL	270.00	270.00
75227	ALIBRIS	291-6001-601.32-99	EMP REIMBURSED PURCHASE	220.90	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	79.20	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	41.75	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	119.60	461.45
75231	ANDRYKOWSKI, JEREMY	291-6001-601.22-03	ILA CONF-J ANDRYKOWSKI	260.00	260.00
75232	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAV/TRAIN-J CZAJKA	43.10	
		291-6001-601.22-03	TRAV/TRAIN-B POWERS	36.74	
		291-6001-601.22-03	TRAV/TRAIN-J ANDRYKOWSKI	32.58	
		291-6001-601.22-05	POSTAGE-G ROJEK	9.55	
		291-6001-601.22-05	POSTAGE-C ANDERSON	1.97	
		291-6001-601.22-03	TRAV/TRAIN-T SCALLON	4.80	128.74
75234	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	ILA ORIENTATION LODGING-	88.48	
		291-6001-601.22-03	ILA CONF REG-J KUHL	260.00	
		291-6001-601.50-15	CABINETS FOR DIGITAL	405.96	
		291-6001-601.22-03	ALA WEBINAR-EFFECTIVE LIB	132.30	
		291-6001-601.22-03	TAX CREDIT	12.30-	
		291-6001-601.50-15	4-SIT-STAND DESK RISERS	1,115.96	
		291-6001-601.22-03	ALA PARKING	23.00	
		291-6001-601.22-03	ALA LUNCH	31.38	
		291-6001-601.22-03	ALA TRANSPORTATION	18.75	
		291-6001-601.22-03	ALA DINNER	19.70	
		291-6001-601.22-03	ALA LUNCH	13.54	
		291-6001-601.22-03	ALA LUNCH	8.59	
		291-6001-601.22-03	ALA PARKING	23.00	
		291-6001-601.32-72	FILM LICENSE-SCREENAGERS	650.00	
		291-6001-601.22-42	MONTHLY PUBLIC INTERNET	344.85	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					3,123.21
75236	AT & T	291-6001-601.22-70	TELE	3,939.74	
		291-6001-601.22-42	INTERNET ACCESS	1,208.41	5,148.15
75237	AT&T MOBILITY	291-6001-601.22-42	5/28-6/27/17 INTERNET	135.00	135.00
75242	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMP REIMBURSED PURCHASE	10.18	10.18
75254	COMCAST	291-6001-601.21-65	OTHER SERVS	21.03	21.03
75255	COMDATA CORPORATION	291-6001-601.22-03	STAFF MTG W/EXEC DIRECTOR	40.74	40.74
75266	DISTEL,SHANNON	291-6001-601.22-03	ILA ORIENTATION-S DISTEL	146.59	146.59
75268	DUNCAN,JOLIE	291-6001-601.22-03	ALA CONFERENCE-J DUNCAN	166.45	
		291-6001-601.22-03	ILA CONF REG-J DUNCAN	200.00	366.45
75270	ENTERPRISE RENT-A-CAR	291-6001-601.22-03	ILA ORIENTATION-J ANDRY-	152.36	152.36
75274	FINER LINE	291-6001-601.30-05	9-NAME BADGES	13.29	13.29
75275	FIRST CLASS TRAVEL	291-6001-601.22-03	HARWOOD/ALA LAB-A BAILEY	307.39	307.39
75276	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING RENTAL	750.00	750.00
75285	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES	156.75	156.75
75287	HARWOOD INSTITUTE	291-6001-601.22-03	HARWOOD INST-A BAILEY	1,495.00	1,495.00
75288	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVS-JULY	49.95	49.95
75291	ILA CONFERENCE	291-6001-601.22-03	ILA CONF REG-A SON	150.00	
		291-6001-601.22-03	ILA CONF REG-T SPICER	150.00	
		291-6001-601.22-03	ILA CONF REG-DANTIS, HILL	400.00	
		291-6001-601.22-03	ILA CONF REG-K DEVITT	200.00	900.00
75292	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES-M THANOPOULOS	75.00	
		291-6001-601.22-02	ILA DUES-S DISTEL	200.00	275.00
75293	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6001-601.20-81	1ST QUARTER OCLC-MAY-JULY	15,127.90	15,127.90
75295	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.69	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	20.31	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.68	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	40.54	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	10.16	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	15.81	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.29	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	32.18	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	9.74	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	24.22	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					193.62
75296	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	UPHOLSTERED CHAIR	557.83	
		291-6001-601.50-15	UPHOLSTERED CHAIR	557.83	1,115.66
75303	KUHL, JASON	291-6001-601.22-03	ILA ORIENTATION-J KUHL	149.80	149.80
75304	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS	4.75	4.75
75306	LIBRARY FURNITURE INTERNATIONAL INC	291-6001-601.50-15	REPLACEMENT COMPUTER	765.00	765.00
75309	LUDEMANN, ELIZABETH	291-6001-601.22-03	ALA CONF-E LUDEMANN	148.86	
		291-6001-601.22-03	ILA CONF REG-E LUDEMANN	200.00	348.86
75314	MAYER, SUSAN	291-6001-601.22-03	ALA CONF-S MAYER	61.25	61.25
75317	MEDSKER, CARYL	291-6001-601.22-03	VOLUNTEER ENGAGEMENT LEAD	265.99	265.99
75322	MONAHAN, MICHAEL	291-6001-601.22-03	ALA CONF-M MONAHAN	70.90	70.90
75324	MORAVEC, JANET	291-6001-601.22-03	1ST DAY-PARKING LOT PRO-	115.92	115.92
75325	MORENO, JACKIE	291-6001-601.22-03	ILA CONF-J MORENO	200.00	200.00
75331	PACIFIC TELEMANAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAYPHONE-	63.00	63.00
75333	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SERVS-4/1-6/30/2017	3,675.00	3,675.00
75335	PICHMAN, BRIAN	291-6001-601.32-72	FUTURE TECH PROGRAM ON	200.00	200.00
75337	POWERS, BARBARA	291-6001-601.22-03	ILA CONF REG-B POWERS	200.00	200.00
75339	PRODUCT ARCHITECTURE + DESIGN	291-6001-601.50-15	YOUTH FURNITURE DESIGN	1,000.00	1,000.00
75343	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	197.60	
		291-6001-601.22-05	POSTAGE	175.10	
		291-6001-601.22-05	POSTAGE	195.70	
		291-6001-601.22-05	POSTAGE	197.60	766.00
75344	RACK HOUSE KITCHEN & TAVERN	291-6001-601.32-72	FOOD & SPACE RENTAL-OBOV	200.00	200.00
75352	SCHWARTING, PAM	291-6001-601.22-03	ILA CONF REG-P SCHWARTING	200.00	200.00
75356	SON, ALICE	291-6001-601.22-03	ALA CONF-A SON	257.85	257.85
75370	VERIZON WIRELESS	291-6001-601.22-70	6/26-7/25/17 TELEPHONE	367.09	367.09
75374	WAREHOUSE DIRECT	291-6001-601.30-05	OFF SUPPS	22.35	22.35
75376	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 7/13/17-	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS 7/9/17-	154.00	1,728.99
***** DIVISION TOTAL ****					41,311.21

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Marketing and Communications</i>					
/PAYM #					
75232	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.32-72	SPEC EVENTS-M DRISKELL	41.20	41.20
75234	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.32-72	PARTS FOR PARADE FLOAT	9.99	
		291-6002-601.32-72	PARTS FOR PARADE FLOAT	64.22	
		291-6002-601.32-72	MATERIALS FOR PARADE	67.45	
		291-6002-601.30-05	A2 ENVELOPES	90.07	
		291-6002-601.30-05	FONTS	246.60	
		291-6002-601.31-85	ACRYLIC LITERATURE HOLD-	418.42	896.75
75264	DEMCO INC	291-6002-601.31-85	PLASTIC LG BOOK HOLDERS,	205.48	205.48
75321	MOBILE PRINT	291-6002-601.22-10	SHIPPING LABELS	281.42	
		291-6002-601.22-10	LITERACY BROCHURE	600.55	
		291-6002-601.22-10	FANCON BROCHURES	1,138.90	2,020.87
75345	RAGAN COMMUNICATIONS INC	291-6002-601.22-02	RAGAN INSIDER SUBSCRIP-	249.00	249.00
***** DIVISION TOTAL ****					3,413.30

*Human Resources*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 03			
75234	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-01	SENIOR ACCOUNTANT JOB AD	335.20	
		291-6003-601.22-01	JOB AD-MAINTENANCE ASSIS-	200.00	535.20
75238	AURICO REPORTS	291-6003-601.21-65	OTHER SERVS-JULY 2017	854.00	854.00
75243	BALZER, EDMUND	291-6003-601.40-62	TUITION REIMBURSEMENT	645.84	645.84
75311	MANAGEMENT ASSOCIATION OF ILL	291-6003-601.22-03	HR ROUNDTABLE SERIES	250.00	250.00
***** DIVISION TOTAL ****					2,285.04

*Gifts and Grants*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 04			
75228	AMAZON.COM CREDIT	291-6004-601.32-80	BOOKS-DRYDEN APARTMENTS	35.68	
		291-6004-601.32-02	FOAM SHEETS, MINI VINYL	16.11	
		291-6004-601.32-02	FOOD STORAGE CONTAINERS	44.64	
		291-6004-601.32-02	TAX CREDIT	.61-	
		291-6004-601.32-02	FOAM SHEETS	5.70	
		291-6004-601.32-02	MEDICINE CUPS-FANCON	4.50	
		291-6004-601.32-02	SAFETY PINS-FANCON	26.40	
		291-6004-601.32-02	LETTUCE SEEDS-FANCON	30.07	
		291-6004-601.32-02	BADGE HOLERS-FANCON	59.28	
		291-6004-601.32-02	LED CANDLES, FOOD COLORS,	557.30	779.07
75232	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	PROG EVENTS-M WEBER	21.66	
		291-6004-601.32-02	PROG EVENTS-C CAPUTO	38.87	
		291-6004-601.32-02	PROG EVENTS-S HILL	16.00	
		291-6004-601.32-02	PROG EVENTS-C CAPUTO	30.27	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6004-601.32-02	PROG EVENTS-A BELFORD	25.97	
		291-6004-601.32-02	PROG EVENTS-D NAPRAVNIK	31.55	
		291-6004-601.32-02	PROG EVENTS-C CAPUTO	40.05	
		291-6004-601.32-02	PROG EVENTS-K DEVITT	38.33	
		291-6004-601.32-02	PROG EVENTS-C CAPUTO	47.91	290.61
75241	BAKER & TAYLOR	291-6004-601.32-80	BOOKS-DRYDEN APARTMENTS	861.24	861.24
75245	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB 9/14/17	350.00	350.00
75255	COMDATA CORPORATION	291-6004-601.32-02	SPROUT SQUAD SVS	32.96	
		291-6004-601.32-02	SPROUT SQUAD SVS	26.90	59.86
75260	CUSTOMLANYARD.NET	291-6004-601.32-02	600 LANYARDS-FANCON	447.30	447.30
75281	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB 9/14/17	350.00	350.00
75295	INGRAM LIBRARY SERVICES	291-6004-601.32-80	BOOKS-DRYDEN APARTMENTS	25.41	
		291-6004-601.32-80	BOOKS	28.26	53.67
75315	MC COY, KELLEY	291-6004-601.32-02	KIDS CREATE SUPPS	160.10	160.10
75342	PURCHASE ADVANTAGE CARD	291-6004-601.32-02	SVS BUILD SQUAD	19.04	19.04
75347	RAND, JANET	291-6004-601.21-65	CAN WE TALK? ON 8/24/2017	150.00	150.00
75351	SCHOLASTIC INC	291-6004-601.32-80	BOOKS	235.00	235.00
75372	VOICES, THE	291-6004-601.22-18	SUNDAY MUSICALE 9/17/2017	1,600.00	1,600.00
***** DIVISION TOTAL ****					5,355.89

*Finance*

DEPARTMENT: 60 Executive Office

DIVISION: 08

75220	ACCOUNTEMPS	291-6008-601.21-65	OTHER SERVS	1,553.70	
		291-6008-601.21-65	OTHER SERVS	1,942.13	
		291-6008-601.21-65	OTHER SERVS	1,450.12	
		291-6008-601.21-65	OTHER SERVS	1,385.38	6,331.33
75235	ASCENTIS CORPORATION	291-6008-601.21-36	TIME CLOCK RENTAL-JUNE	115.00	
		291-6008-601.21-36	TIME CLOCK RENTAL-AUGUST	115.00	230.00
***** DIVISION TOTAL ****					6,561.33

*Information Technology*

DEPARTMENT: 60 Executive Office

DIVISION: 10

75222	ADTUMBLER INC	291-6010-601.20-08	CONSULTING SERVICES LIB	3,045.00	3,045.00
75234	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ANNUAL LYNDA.COM SUBSCRIP	250.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.30-32	ANNUAL SURVEYMONKEY RE-	250.00	
		291-6010-601.30-32	ANNUAL HOOTSUITE RENEWAL-	119.88	
		291-6010-601.30-32	VIVE GAMES (STEAM)	94.96	
		291-6010-601.30-32	WEBEX MONTHLY SUBSCRIP-	99.00	
		291-6010-601.30-33	MONTHLY SUBSCRIPTION TO	35.00	
		291-6010-601.30-32	ANNUAL VOLGISTICS RENEWAL	912.00	
		291-6010-601.20-05	SSL CERTIFICATE RENEWAL-	209.97	
		291-6010-601.30-32	MONTHLY TRELLO SUBSCRIP-	75.00	
		291-6010-601.30-32	PAYFLOW PRO MONTHLY FEE	54.10	
		291-6010-601.32-32	TILT BRUSH-VIRTUAL PAINT-	15.93	
		291-6010-601.31-85	PIX-STAR WI-FI CLOUD DIGI	296.00	
		291-6010-601.31-85	PIX-STAR WI-FI CLOUD DIGI	297.22	
		291-6010-601.20-05	AHMLBUDGET.INFO DOMAIN	3.17	
		291-6010-601.30-32	AMAZON FREE TIME UNLIMIT-	9.99	
		291-6010-601.30-32	SPOTIFY-JULY MONTHLY SUB-	9.99	
		291-6010-601.31-85	ACCIDENTAL PURCHASE-REIM-	7.57	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIP-	25.00	
		291-6010-601.31-85	MICROSOFT ARC TOUCH MOUSE	79.98	
		291-6010-601.31-85	MICROSOFT SURFACE CASE	11.93	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION TO	35.00	2,891.69
75235	ASCENTIS CORPORATION	291-6010-601.30-32	ASCENTIS TIME-JUNE 2017	630.00	
		291-6010-601.30-32	ASCENTIS TIME-AUGUST 2017	630.00	1,260.00
75239	B & H PHOTO VIDEO	291-6010-601.31-85	FLASH DRIVES	328.80	
		291-6010-601.30-30	TONER	2,136.05	
		291-6010-601.31-85	CAMERA CASE	29.95	
		291-6010-601.31-85	BACKPACK	49.99	
		291-6010-601.31-85	LIGHT KIT, BATTERY PACKS,	305.44	
		291-6010-601.31-85	HEADPHONES	143.50	
		291-6010-601.30-30	TONER	980.54	
		291-6010-601.30-30	MATTE PAPER	563.94	
		291-6010-601.30-30	TONER	124.01	4,662.22
75263	DELL MARKETING L.P.	291-6010-601.31-85	4-DELL 22" MONITORS	551.96	551.96
75294	IMPACT NETWORKING LLC	291-6010-601.21-02	BASE CHG 6/29-7/28/17	267.30	
		291-6010-601.21-02	OVERAGE CHG 3/29-6/28/17	68.20	
		291-6010-601.21-02	OVERAGE CHG 4/3-7/2/17	1,194.42	
		291-6010-601.21-02	BASE CHG 7/9-8/8/17	319.70	
		291-6010-601.21-02	OVERAGE CHG 4/9-7/8/17	187.67	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	BASE RATE 7/29/17-8/28/17	408.93	2,485.22
75308	LINDENMEYR MUNROE	291-6010-601.30-30	COPIER PAPER	1,288.50	1,288.50
75320	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.32-32	CISCO SOFTWARE	1,474.00	
		291-6010-601.31-85	CASES FOR TABLETS	99.95	
		291-6010-601.50-12	MICROSOFT SUFACE PRO 4	899.00	2,472.95
75323	MONOPRICE INC	291-6010-601.31-85	USB CABLES, EXTENSION	137.59	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.31-85	USB CABLES, ETHERNET	128.21	265.80
75328	NEWEGG BUSINESS	291-6010-601.31-85	25' OUTLET CORD	63.99	63.99
75341	PROQUEST LLC	291-6010-601.30-32	LIBRARY THING FOR	3,450.00	3,450.00
75362	TECHNICAL DIFFERENCE INC	291-6010-601.30-32	ANNUAL SUPPORT FEE-PEOPLE	989.77	989.77
75365	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	COST PER FAX PROGRAM	590.56	590.56
75378	XEROX CORPORATION	291-6010-601.21-02	EXCESS PRINT CHARGE	14.50	14.50
***** DIVISION TOTAL **** Security					24,032.16
DEPARTMENT: 60	Executive Office	DIVISION: 15			
75280	GARVEYS OFFICE PRODUCTS	291-6015-601.30-05	WIPES	37.92	37.92
***** DIVISION TOTAL **** Facilities					37.92
DEPARTMENT: 60	Executive Office	DIVISION: 20			
75219	A-ALERT LOCK & ALARM	291-6020-601.21-11	CUT 2 KEYS	33.00	33.00
75221	ACRES GROUP	291-6020-601.21-11	LAWN MAINTENANCE-JULY	856.75	
		291-6020-601.21-11	PLANTINGS AROUND NEW AHML	2,178.00	
		291-6020-601.21-11	STUMP GRINDING, TREE TRIM	500.00	
		291-6020-601.21-11	LANDSCAPE MAINTENANCE FOR	856.75	
		291-6020-601.21-11	PLANT SPREADING YEW	270.00	4,661.50
75223	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVICE-JULY	2,562.10	2,562.10
75228	AMAZON.COM CREDIT	291-6020-601.21-11	24 WATT LIGHT BULBS	125.00	
		291-6020-601.21-11	DRUM MACHINE-DRAIN CLEANI	514.00	
		291-6020-601.31-45	URINAL MATS	178.64	817.64
75230	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	JULY 2017 SERVICE	89.00	89.00
75232	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-07	AUTO EQUIP MAINT-T SCAL-	27.00	27.00
75234	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	COFFEE CAPSULE RECYCLING	290.00	
		291-6020-601.21-11	PANASONIC HANDLE	47.79	
		291-6020-601.21-11	SHOPVAC	160.97	
		291-6020-601.21-11	4-RUBBER WHEELS	118.36	
		291-6020-601.21-11	LED LIGHT BULBS	29.90	
		291-6020-601.21-11	SAMS CLUB RENEWAL	45.00	692.02
75240	BADE SUPPLY	291-6020-601.31-45	BATHROOM TISSUE, PAPER	826.26	826.26
75249	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	MID SUMMER CHECK UP, PVC	158.70	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					158.70
75256	COMED	291-6020-601.30-51	HEATING 6/8-7/10/2017	32.08	32.08
75258	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	REPLACE BELTS-MILLER PICK	228.50	228.50
75262	DEFRANCO PLUMBING	291-6020-601.21-11	REPAIR LEAKING BACKFLOW	430.00	430.00
75267	DREISILKER ELECTRIC MOTORS INC	291-6020-601.21-11	4 V-BELTS	481.67	481.67
75278	FSI	291-6020-601.21-11	V-BELTS	266.95	266.95
75282	GRAINGER INC,W W	291-6020-601.21-11	B48 BELTS	77.04	77.04
75289	IGS	291-6020-601.30-51	NAT GAS-JUNE 2017	2,807.28	2,807.28
75305	LAUREN GRANT LTD	291-6020-601.21-11	INSTALL ELECTRIC FOR KW	576.00	576.00
75313	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE-AUGUST	4,599.00	4,599.00
75327	NABCO ENTRANCES INC	291-6020-601.21-11	REPAIR DRIVE UP WINDOW	330.00	330.00
75329	NICOR GAS	291-6020-601.30-51 291-6020-601.30-51	NAT GAS DISTRIBUTION-JUNE NAT GAS DISTRIBUTION-JUNE	865.42 146.58	1,012.00
75330	NOFFS SELF STORAGE INC	291-6020-601.21-11	SEPTEMBER STORAGE-PARADE	75.40	75.40
75332	PATTEN INDUSTRIES INC	291-6020-601.21-11	GENERATOR ADVANTAGE GOLD	895.00	895.00
75340	PROGRAM ONE PROFESSIONAL BLDG SERVS	291-6020-601.21-11	WINDOW CLEANING & HIGH	1,251.00	1,251.00
75346	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	PAPER TOWELS, PLASTIC	412.48	412.48
75353	SHALES MCNUTT LLC	491-6020-601.50-55	PARKING LOT PROJECT-JULY	59,500.00	59,500.00
75354	SHERWIN HARDWARE INC	291-6020-601.21-11 291-6020-601.21-11 291-6020-601.21-11 291-6020-601.21-11 291-6020-601.21-11 291-6020-601.21-11	2 GORILLA TAPE, 2 GFI RULE TAPE, CORNER BRACES POWER BIT, DRILL BIT, 25' AUGER, CLOGBUSTER GORILLA TAPE,BATTERIES, DUST PAN, STAND UP BROOM	59.96 30.56 46.96 43.98 153.47 16.99	351.92
75358	STANDARD ELEVATOR CO	291-6020-601.21-02 291-6020-601.21-02	SERVICE TO TEST ELEVATOR STANDARD SERVICE-JULY	912.84 931.24	1,844.08
75359	SUPPLYWORKS	291-6020-601.21-11 291-6020-601.31-45	2 GARBAGE CONTAINERS AND FEMININE PRODUCTS	154.16 99.19	253.35
75368	ULINE	291-6020-601.31-45	MATS	74.74	74.74
75371	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50 291-6020-601.21-60	PETROL-JUNE 2017 WATER/SEWER 5/4-6/30/17	275.81 70.27	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-60	WATER/SEWER 5/3-6/30/17	4,136.02	4,482.10
75374	WAREHOUSE DIRECT	291-6020-601.31-45	JANITORIAL PRODUCTS	202.67	202.67
75375	WIGHT & COMPANY	491-6020-601.50-55	PARKING LOT IMPROVEMENTS-	1,617.51	1,617.51
***** DIVISION TOTAL ****					91,667.99
***** DEPARTMENT TOTAL **					174,664.84

DEPARTMENT: 64	User Services	DIVISION: 01			
75351	SCHOLASTIC INC	291-6401-601.32-02	PROG EVENTS	250.12-	250.12-
***** DIVISION TOTAL ****					250.12-

*Specialty Info Services*

DEPARTMENT: 64	User Services	DIVISION: 05			
75225	ALA MEMBERSHIP	291-6405-601.22-02	ALA DUES-P DANTIS	270.00	270.00
75228	AMAZON.COM CREDIT	291-6405-601.32-01	BEADS, MODELING CLAY	25.22	
		291-6405-601.32-01	SKATEBOARD BEARINGS-DIY	29.95	
		291-6405-601.32-90	DRY ERASE BOARD	34.21	
		291-6405-601.32-01	LOCKING NUTS-DIY	27.18	
		291-6405-601.30-05	GUITAR HANGERS, CHALK MAR	37.95	154.51
75232	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAV/TRAIN-M YOUNG	4.06	
		291-6405-601.32-01	PROG SUPPS-M YOUNG	13.98	
		291-6405-601.32-02	PROG EVENTS-S MAYER	17.14	
		291-6405-601.22-03	TRAV/TRAIN-L DAKAS	16.15	51.33
75234	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	SERVING THE UNDERSERVED	119.00	119.00
75292	ILA MEMBERSHIP	291-6405-601.22-02	ILA DUES-K DEVITT	100.00	100.00
75338	PRO LIBRA ASSOCIATES INC	291-6405-601.21-65	OTHER SERVS	380.00	
		291-6405-601.21-65	OTHER SERVS	380.00	
		291-6405-601.21-65	OTHER SERVS	570.00	
		291-6405-601.21-65	OTHER SERVS	380.00	
		291-6405-601.21-65	OTHER SERVS	570.00	2,280.00
***** DIVISION TOTAL ****					2,974.84

*Customer Services*

DEPARTMENT: 64	User Services	DIVISION: 20			
75228	AMAZON.COM CREDIT	291-6420-601.32-01	K'NEX BUILDING SET	49.99	
		291-6420-601.32-90	CC-PENS	9.14	
		291-6420-601.30-05	BATTERIES	6.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.32-01	TEA KETTLE	15.29	
		291-6420-601.32-90	IL-REMOVABLE LABELS	159.90	
		291-6420-601.32-90	IL-TAX CREDIT	9.40-	
		291-6420-601.32-90	SHOP TICKET HOLDERS	156.90	
		291-6420-601.32-01	PICNIC BASKET	29.90	
		291-6420-601.32-90	IL-REMOVABLE LABELS	83.40	502.11
75232	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAV/TRAIN-J DUNCAN	49.00	
		291-6420-601.32-01	PROG SUPPS-M PAPANASTASSI	47.23	
		291-6420-601.32-01	PROG SUPPS-M MORSCHE	19.96	
		291-6420-601.32-01	PROG SUPPS-A HAMILTON	39.95	156.14
75233	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-01	PROG SUPPS	54.40	54.40
75264	DEMCO INC	291-6420-601.30-05	GREEN BOOKTRUCK	403.62	403.62
75280	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	IS-RUBBERBANDS	6.99	
		291-6420-601.30-05	IS-PENS	20.66	
		291-6420-601.30-05	SCISSORS	96.72	124.37
75292	ILA MEMBERSHIP	291-6420-601.22-02	ILA DUES-C GIOVANNELLI-	40.00	
		291-6420-601.22-02	ILA DUES-J DUNCAN	150.00	190.00
75293	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS	652.25	652.25
75307	LIBRARY STORE INC,THE	291-6420-601.30-05	BOOK TRUCK	440.14	440.14
75364	TMU LOGISTICS LLC	291-6420-601.30-05	IS-WIPES	79.75	79.75
75374	WAREHOUSE DIRECT	291-6420-601.30-05	IS-OFF SUPPS	17.76	
		291-6420-601.30-05	OFF SUPPS	55.04	72.80
***** DIVISION TOTAL ****					2,675.58

*Programs and exhibits*

75228	AMAZON.COM CREDIT	291-6440-601.32-02	BEE SHAPED BALLOON	14.00	
		291-6440-601.32-02	BEE NAME TAGS	7.41	
		291-6440-601.32-02	CHALKBOARD, MARKERS, BOTTLE	303.51	
		291-6440-601.32-02	POLKA DOT BALLOONS, PAPER	40.65	
		291-6440-601.32-02	LANYARDS	146.50	
		291-6440-601.32-02	TAPE MEASURE	6.49	
		291-6440-601.32-02	DUCT TAPE	87.76	
		291-6440-601.32-02	HEADBANDS	19.98	626.30
75232	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROG EVENTS-M PAPANASTASS	38.67	
		291-6440-601.32-02	PROG EVENTS-R ALLEN	22.81	
		291-6440-601.32-02	PROG EVENTS-M PAPANASTASS	39.16	
		291-6440-601.32-02	PROG EVENTS-S HOLLARS	3.96	
		291-6440-601.32-02	PROG EVENTS-S HOLLARS	20.78	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PROG EVENTS-M PAPANASTASS	41.45	
		291-6440-601.32-02	PROG EVENTS-S HOLLARS	2.00	
		291-6440-601.32-02	PROG EVENTS-S HOLLARS	4.00	172.83
75233	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PULSE MEETING 7/20/17	156.77	156.77
75234	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	TABLETOP EASEL, STORAGE	44.27	
		291-6440-601.32-02	200 ECLIPSE GLASSES	100.29	
		291-6440-601.32-02	CHOCOLATE CANDY	210.94	
		291-6440-601.32-02	SPEAK AND SPELL	22.75	
		291-6440-601.32-02	200-RED FLYING DISCS	156.00	
		291-6440-601.32-02	TEEN SRP PRIZES	179.80	
		291-6440-601.32-02	PROG SUPPS	21.51	
		291-6440-601.32-02	PIES-TWIN PEAKS TRIVIA	160.00	895.56
75247	BLICK ART MATERIALS	291-6440-601.32-02	TAG BOARD, WATER COLOR	202.55	202.55
75250	CANDLEWICK PRESS	291-6440-601.32-02	MT ANDERSON-TRAVEL EX-	352.26	352.26
75252	CHAMBERS, TAMARA	291-6440-601.22-18	TEEN FILM FEST JUDGE	100.00	100.00
75253	CLESEN, REBECCA	291-6440-601.22-18	BILINGUAL STORYTIME ON	100.00	100.00
75255	COMDATA CORPORATION	291-6440-601.32-02	FAMILY MOVIE NIGHT	19.50	19.50
75265	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	GLUE PENS, GALLON OF GLUE	38.07	38.07
75271	FAIR, CHRIS	291-6440-601.22-18	LASER COMEDY SHOW 9/16/17	350.00	350.00
75280	GARVEYS OFFICE PRODUCTS	291-6440-601.32-02	PAPER CLIPS	3.45	3.45
75286	HARISSIS, STACIE	291-6440-601.32-02	GAME CHANGERS PROGRAM ON	94.85	94.85
75299	KENNING, KRAIG	291-6440-601.22-18	AN EVENING AT THE LAKE ON	600.00	600.00
75300	KNABB, JACOB S	291-6440-601.22-18	WRITERS INK 6/14/17-	300.00	300.00
75301	KNABB, JACOB S	291-6440-601.22-18	WRITERS INK 8/9/17	150.00	150.00
75302	KNABB, JACOB S	291-6440-601.22-18	WRITERS INK 9/13/17	150.00	150.00
75310	MADDOX, SUSAN	291-6440-601.22-18	HEALTHY COOKING-8/22/2017	400.00	400.00
75315	MC COY, KELLEY	291-6440-601.32-02	BACKSTRETCH SUPPS	79.70	79.70
75316	MCNULTY, ALAYNE	291-6440-601.22-18	ART WITH ALAYNE-9/19/17 &	420.00	420.00
75342	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	CUPCAKE WARS, FAMILY &	236.40	236.40
75350	SALINAS, STEPHANY	291-6440-601.22-18	FANCON PARTICIPATION	150.00	150.00
75351	SCHOLASTIC INC	291-6440-601.32-02	SRP BOOK PRIZES	3,248.14	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					3,248.14
75355	SLANKER, JULIE	291-6440-601.22-18	FANCON PARTICIPATION	150.00	150.00
75356	SON, ALICE	291-6440-601.32-02	FANCON SUPPLIES	155.48	
		291-6440-601.32-02	FANCON SUPPLIES 7/29/2017	178.14	
		291-6440-601.32-02	POTTER PARTY 7/31/2017	54.38	388.00
75360	SWIDERSKI, ANN	291-6440-601.22-18	ESL WRITING CLASS 8/29/17	130.00	130.00
75361	SZABADOS, STEPHEN	291-6440-601.22-18	PRACTICAL DNA TOOLS ON	150.00	150.00
75369	VELA, MAUREEN	291-6440-601.32-02	KIDS CREATE SUPPLIES	240.61	240.61
75373	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT MANIA-9/9/17	150.00	150.00
75377	WYLLY, DAVID	291-6440-601.22-18	MEDICARE 101-9/18/2017	50.00	50.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *Digital Services* 10,104.99

75228	AMAZON.COM CREDIT	291-6450-601.32-90	SCRATCH PADS	35.88	
		291-6450-601.32-90	PAPER CLIPS	8.20	
		291-6450-601.32-90	TAPE	10.85	
		291-6450-601.31-85	LIGHT BULBS	26.28	81.21
75232	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	SMALL TOOLS-B BEDNAREK	5.99	
		291-6450-601.22-03	TRAV/TRAIN-B PARDUE	36.54	42.53
75234	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	JOB SIMILATOR	20.99	20.99
75239	B & H PHOTO VIDEO	291-6450-601.31-85	FLASH DRIVES	79.98	
		291-6450-601.31-85	PHOTO SCANNER	199.00	
		291-6450-601.31-85	FLASH DRIVES, CABLES	95.68	374.66
75279	GALE/CENGAGE LEARNING	291-6450-601.32-78	GALE DATABASES	7,784.20	
		291-6450-601.32-78	MISC SUBSCRIPTIONS	10,818.61	18,602.81
75280	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	WIPES, PENS	48.49	
		291-6450-601.32-90	WIPES	56.88	105.37
75336	PLUNKETT RESEARCH LTD	291-6450-601.32-78	PLUNKETT RESEARCH ONLINE	2,900.00	2,900.00
75341	PROQUEST LLC	291-6450-601.32-78	COS PIVOT	3,500.00	3,500.00
75363	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFORMATION CHARGES-	893.12	893.12
75367	TUTOR.COM	291-6450-601.32-78	ONLINE TUTORING	4,100.00	4,100.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\* 30,620.69



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
75225	ALA MEMBERSHIP	291-6470-601.22-02	ALA DUES-C ROSSIN	210.00	210.00
75226	ALA/BOOKLIST ONLINE	291-6470-601.32-95	PERIODICALS	295.00	295.00
75228	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	26.00	
		291-6470-601.32-75	AV MTLs	35.46	
		291-6470-601.32-75	AV MTLs	34.24	
		291-6470-601.32-75	AV MTLs	22.59	
		291-6470-601.32-75	AV MTLs	61.99	
		291-6470-601.32-75	AV MTLs	29.07	
		291-6470-601.32-75	AV MTLs	56.31	
		291-6470-601.32-75	AV MTLs	15.98	
		291-6470-601.32-75	AV MTLs	23.98	
		291-6470-601.32-75	AV MTLs	84.98	
		291-6470-601.32-75	AV MTLs	26.09	
		291-6470-601.32-75	AV MTLs	10.29	
		291-6470-601.32-75	AV MTLs	12.74	
		291-6470-601.32-75	AV MTLs	89.89	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	75.83	
		291-6470-601.32-75	AV MTLs	15.84	
		291-6470-601.32-75	AV MTLs	14.14	
		291-6470-601.32-75	AV MTLs	44.97	
		291-6470-601.32-75	AV MTLs	8.01	
		291-6470-601.32-75	AV MTLs	63.23	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	10.99	
		291-6470-601.32-75	AV MTLs	13.59	
		291-6470-601.32-75	AV MTLs	21.75	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	27.10	
		291-6470-601.32-75	AV MTLs	36.80	
		291-6470-601.32-75	AV MTLs	42.70	
		291-6470-601.32-75	AV MTLs	20.18	
		291-6470-601.32-75	AV MTLs	70.06	
		291-6470-601.32-75	AV MTLs	15.47	
		291-6470-601.32-75	AV MTLs	28.88	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	15.31	
		291-6470-601.32-75	AV MTLs	6.69	
		291-6470-601.32-75	AV MTLs	50.74	
		291-6470-601.32-75	AV MTLs	71.97	
		291-6470-601.32-75	AV MTLs	20.03	
		291-6470-601.32-75	AV MTLs	22.99	
		291-6470-601.32-75	AV MTLs	57.49	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	89.94	
		291-6470-601.32-75	AV MTLs	93.78	
		291-6470-601.32-75	AV MTLs	29.54	
		291-6470-601.32-75	AV MTLs	21.16	

Collection Services

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	31.98	
		291-6470-601.32-80	BOOKS	6.40	
		291-6470-601.32-80	BOOKS	18.44	
		291-6470-601.32-80	BOOKS	24.93	
		291-6470-601.32-80	BOOKS	51.84	
		291-6470-601.32-80	BOOKS	61.48	
		291-6470-601.32-80	BOOKS	108.00	
		291-6470-601.32-80	BOOKS	41.91	
		291-6470-601.32-80	BOOKS	87.78	
		291-6470-601.32-80	BOOKS	67.62	
		291-6470-601.32-80	BOOKS	60.76	
		291-6470-601.32-80	BOOKS	202.32	
		291-6470-601.32-80	BOOKS	36.00	
		291-6470-601.32-80	BOOKS	34.95	
		291-6470-601.32-80	BOOKS	78.07	
		291-6470-601.32-80	BOOKS	24.47	
		291-6470-601.32-80	BOOKS	12.92	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	75.13	
		291-6470-601.32-80	BOOKS	25.98	
		291-6470-601.32-80	BOOKS	58.88	
		291-6470-601.32-75	AV MTLs	35.98	
		291-6470-601.32-75	AV MTLs	55.86	
		291-6470-601.32-75	AV MTLs	12.98	
		291-6470-601.32-75	AV MTLs	25.18	
		291-6470-601.32-75	AV MTLs	8.91	
		291-6470-601.32-75	AV MTLs	10.34	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	9.50	
		291-6470-601.32-75	AV MTLs	24.01	
		291-6470-601.32-75	AV MTLs	11.76	
		291-6470-601.32-75	AV MTLs	93.10	
		291-6470-601.32-75	AV MTLs	58.66	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	18.99	
		291-6470-601.32-75	AV MTLs	29.09	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	36.00	
		291-6470-601.32-75	AV MTLs	44.91	
		291-6470-601.32-75	AV MTLs	113.51	
		291-6470-601.32-75	AV MTLs	134.93	
		291-6470-601.32-75	AV MTLs	46.74	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	67.46	
		291-6470-601.32-75	AV MTLs	18.45	
		291-6470-601.32-75	AV MTLs	15.97	
		291-6470-601.32-75	AV MTLs	25.02	
		291-6470-601.32-75	AV MTLs	25.02-	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	14.41	
		291-6470-601.32-75	AV MTLs	14.22	
		291-6470-601.32-75	AV MTLs	133.37	
		291-6470-601.32-75	AV MTLs	27.77	
		291-6470-601.32-75	AV MTLs	7.28	
		291-6470-601.32-75	AV MTLs	79.98	
		291-6470-601.32-75	AV MTLs	22.90	
		291-6470-601.32-75	AV MTLs	12.63	
		291-6470-601.32-75	AV MTLs	12.66	
		291-6470-601.32-75	AV MTLs	57.46	
		291-6470-601.32-75	AV MTLs	25.44	
		291-6470-601.32-75	AV MTLs	49.20	
		291-6470-601.32-75	AV MTLs	37.81	
		291-6470-601.32-75	AV MTLs	7.65	
		291-6470-601.32-75	AV MTLs	72.42	
		291-6470-601.32-75	AV MTLs	22.97	
		291-6470-601.32-75	AV MTLs	29.98	
		291-6470-601.32-75	AV MTLs	6.39	
		291-6470-601.32-75	AV MTLs	191.94	
		291-6470-601.32-75	AV MTLs	14.47	
		291-6470-601.32-80	BOOKS	32.95	
		291-6470-601.32-80	BOOKS	14.24	
		291-6470-601.32-80	BOOKS	38.38	
		291-6470-601.32-80	BOOKS	28.78	
		291-6470-601.32-80	BOOKS	36.84	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	43.98	
		291-6470-601.32-80	BOOKS	43.88	
		291-6470-601.32-80	BOOKS	13.98	
		291-6470-601.32-80	BOOKS	52.81	
		291-6470-601.32-80	BOOKS	17.98	
		291-6470-601.32-80	BOOKS	32.37	
		291-6470-601.32-80	BOOKS	.17-	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	71.36	
		291-6470-601.32-80	BOOKS	9.22	
		291-6470-601.32-80	BOOKS	75.04	
		291-6470-601.32-80	BOOKS	12.38	
		291-6470-601.32-80	BOOKS	39.74	
		291-6470-601.32-80	BOOKS	20.98	
		291-6470-601.32-80	BOOKS	9.92	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	54.35	
		291-6470-601.32-80	BOOKS	32.83	
		291-6470-601.32-80	BOOKS	10.81	
		291-6470-601.32-80	BOOKS	15.94	
		291-6470-601.32-80	BOOKS	105.06	
		291-6470-601.32-80	BOOKS	16.44	
		291-6470-601.32-80	BOOKS	12.01	
		291-6470-601.32-80	BOOKS	11.73	
		291-6470-601.32-80	BOOKS	18.68	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	20.37	
		291-6470-601.32-80	BOOKS	11.28	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	56.73	
		291-6470-601.32-80	BOOKS	58.66	
		291-6470-601.32-80	BOOKS	15.85	
		291-6470-601.32-80	BOOKS	40.22	
		291-6470-601.32-80	BOOKS	278.66	
		291-6470-601.32-80	BOOKS	121.66	
		291-6470-601.32-80	BOOKS	38.94	
		291-6470-601.32-80	BOOKS	149.11	
		291-6470-601.32-95	PERIODICALS	7.98	
		291-6470-601.32-95	PERIODICALS	12.98	
		291-6470-601.32-95	PERIODICALS	18.97	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	27.01	
		291-6470-601.32-95	PERIODICALS	15.42	
		291-6470-601.32-95	PERIODICALS	17.48	
		291-6470-601.32-95	PERIODICALS	11.86	
		291-6470-601.32-95	PERIODICALS	11.99	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	47.98	
		291-6470-601.32-75	AV MTLs	11.81	
		291-6470-601.32-75	AV MTLs	7.53	
		291-6470-601.32-75	AV MTLs	25.81	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	208.02	
		291-6470-601.32-75	AV MTLs	29.83	
		291-6470-601.32-75	AV MTLs	85.76	
		291-6470-601.32-75	AV MTLs	27.49	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-80	BOOKS	29.98	
		291-6470-601.32-80	BOOKS	6.79	
		291-6470-601.32-80	BOOKS	28.86	
		291-6470-601.32-80	BOOKS	95.16	
		291-6470-601.32-80	BOOKS	13.26	
		291-6470-601.32-80	BOOKS	56.00	
		291-6470-601.32-80	BOOKS	152.04	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	12.62	
		291-6470-601.32-80	BOOKS	31.15	
		291-6470-601.32-80	BOOKS	82.20	
		291-6470-601.32-80	BOOKS	14.86	
		291-6470-601.32-80	BOOKS	11.69	
		291-6470-601.32-80	BOOKS	61.98	
		291-6470-601.32-80	BOOKS	18.32	
		291-6470-601.32-80	BOOKS	24.09	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-95	PERIODICALS	12.59	
		291-6470-601.32-95	PERIODICALS	10.94	
		291-6470-601.32-95	PERIODICALS	7.47	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	8.56	
		291-6470-601.32-05	ZIPLOC BAGS	20.74	
		291-6470-601.32-05	LAMINATED TAPE	48.24	
		291-6470-601.30-05	SHIPPING POUCHES	25.90	
		291-6470-601.30-05	MAILING POUCHES	22.25	7,569.60
75229	AMERICAN TRUCK HISTORICAL SOCIETY	291-6470-601.32-95	PERIODICALS	45.00	45.00
75233	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLs	31.99	
		291-6470-601.32-75	AV MTLs	.63	
		291-6470-601.32-75	AV MTLs	267.95	
		291-6470-601.32-75	AV MTLs	100.77	
		291-6470-601.32-75	AV MTLs	25.64	
		291-6470-601.32-75	AV MTLs	46.98	473.96
75234	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	16.48	
		291-6470-601.32-75	AV MTLs	40.50	
		291-6470-601.32-75	AV MTLs	114.19	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-95	PERIODICALS	24.95	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-95	PERIODICALS	7.99	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	5.55-	
		291-6470-601.32-75	AV MTLs	398.92	
		291-6470-601.32-75	AV MTLs	517.88	
		291-6470-601.32-95	PERIODICALS	8.95	
		291-6470-601.32-95	PERIODICALS	16.50	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	22.48	
		291-6470-601.32-75	AV MTLs	110.96	
		291-6470-601.32-75	AV MTLs	104.45	
		291-6470-601.32-75	AV MTLs	65.92	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.30-33	DOCUMENTATION LIBRARY	202.94	1,768.36
75241	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	301.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	206.66	
		291-6470-601.32-75	AV MTLs	49.73	
		291-6470-601.32-75	AV MTLs	82.89	
		291-6470-601.32-75	AV MTLs	60.79	
		291-6470-601.32-75	AV MTLs	440.50	
		291-6470-601.32-80	BOOKS	222.15	
		291-6470-601.32-80	BOOKS	100.87	
		291-6470-601.32-80	BOOKS	142.22	
		291-6470-601.32-80	BOOKS	213.26	
		291-6470-601.32-80	BOOKS	412.47	
		291-6470-601.32-80	BOOKS	38.89	
		291-6470-601.32-80	BOOKS	265.04	
		291-6470-601.32-80	BOOKS	471.80	
		291-6470-601.32-80	BOOKS	178.89	
		291-6470-601.32-80	BOOKS	80.26	
		291-6470-601.32-80	BOOKS	238.65	
		291-6470-601.32-80	BOOKS	368.38	
		291-6470-601.32-80	BOOKS	1,288.10	
		291-6470-601.32-80	BOOKS	1,078.55	
		291-6470-601.32-80	BOOKS	320.41	
		291-6470-601.32-80	BOOKS	54.40	
		291-6470-601.32-80	BOOKS	441.36	
		291-6470-601.32-80	BOOKS	56.95	
		291-6470-601.32-80	BOOKS	109.25	
		291-6470-601.32-80	BOOKS	74.60	
		291-6470-601.32-80	BOOKS	254.85	
		291-6470-601.32-80	BOOKS	1,022.39	
		291-6470-601.32-80	BOOKS	211.78	
		291-6470-601.32-80	BOOKS	1,121.13	
		291-6470-601.32-80	BOOKS	496.61	
		291-6470-601.32-80	BOOKS	508.78	
		291-6470-601.32-80	BOOKS	532.95	
		291-6470-601.32-80	BOOKS	68.56	
		291-6470-601.32-80	BOOKS	329.17	
		291-6470-601.32-80	BOOKS	282.06	
		291-6470-601.32-80	BOOKS	353.39	
		291-6470-601.32-80	BOOKS	1,268.37	
		291-6470-601.32-80	BOOKS	243.26	
		291-6470-601.32-80	BOOKS	100.43	
		291-6470-601.32-80	BOOKS	186.70	
		291-6470-601.32-80	BOOKS	254.72	
		291-6470-601.32-80	BOOKS	738.05	
		291-6470-601.32-80	BOOKS	821.64	
		291-6470-601.32-80	BOOKS	336.14	
		291-6470-601.32-80	BOOKS	457.95	
		291-6470-601.32-80	BOOKS	1,176.05	
		291-6470-601.32-80	BOOKS	562.52	
		291-6470-601.32-80	BOOKS	213.28	
		291-6470-601.32-80	BOOKS	380.46	
		291-6470-601.32-80	BOOKS	54.77	
		291-6470-601.32-80	BOOKS	326.04	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	111.93	
		291-6470-601.32-80	BOOKS	17.03	
		291-6470-601.32-80	BOOKS	128.01	
		291-6470-601.22-85	PROC SERVS	107.55	
		291-6470-601.22-85	PROC SERVS	112.00	
		291-6470-601.22-85	PROC SERVS	89.60	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	296.05	
		291-6470-601.22-85	PROC SERVS	478.80	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	281.20	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	501.60	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	345.80	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	96.15	
		291-6470-601.22-85	PROC SERVS	212.80	
		291-6470-601.22-85	PROC SERVS	241.35	
		291-6470-601.32-75	AV MTLs	61.39	
		291-6470-601.32-75	AV MTLs	24.86	
		291-6470-601.32-75	AV MTLs	57.74	
		291-6470-601.32-75	AV MTLs	50.75	
		291-6470-601.32-75	AV MTLs	22.00	
		291-6470-601.32-75	AV MTLs	172.86	
		291-6470-601.32-80	BOOKS	36.50	
		291-6470-601.32-80	BOOKS	534.37	
		291-6470-601.32-80	BOOKS	192.70	
		291-6470-601.32-80	BOOKS	1,632.04	
		291-6470-601.32-80	BOOKS	525.21	
		291-6470-601.32-80	BOOKS	748.27	
		291-6470-601.32-80	BOOKS	170.74	
		291-6470-601.32-80	BOOKS	1,303.82	
		291-6470-601.32-80	BOOKS	304.10	
		291-6470-601.32-80	BOOKS	446.21	
		291-6470-601.32-80	BOOKS	500.78	
		291-6470-601.32-80	BOOKS	286.17	
		291-6470-601.32-80	BOOKS	293.09	
		291-6470-601.32-80	BOOKS	99.09	
		291-6470-601.32-80	BOOKS	309.14	
		291-6470-601.32-80	BOOKS	122.58	
		291-6470-601.32-80	BOOKS	207.30	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	30.66	
		291-6470-601.32-80	BOOKS	113.81	
		291-6470-601.32-80	BOOKS	185.72	
		291-6470-601.32-80	BOOKS	406.20	
		291-6470-601.32-80	BOOKS	471.89	
		291-6470-601.32-80	BOOKS	372.00	
		291-6470-601.32-80	BOOKS	287.12	
		291-6470-601.32-80	BOOKS	933.27	
		291-6470-601.32-80	BOOKS	151.82	
		291-6470-601.32-80	BOOKS	99.37	
		291-6470-601.32-80	BOOKS	426.88	
		291-6470-601.32-80	BOOKS	142.65	
		291-6470-601.32-80	BOOKS	749.52	
		291-6470-601.32-80	BOOKS	263.37	
		291-6470-601.32-80	BOOKS	710.75	
		291-6470-601.32-80	BOOKS	117.37	
		291-6470-601.32-80	BOOKS	174.31	
		291-6470-601.32-80	BOOKS	123.12	
		291-6470-601.32-80	BOOKS	317.82	
		291-6470-601.22-85	PROC SERVS	585.20	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	19.00	
		291-6470-601.22-85	PROC SERVS	16.80	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	192.30	
		291-6470-601.22-85	PROC SERVS	212.80	
		291-6470-601.22-85	PROC SERVS	151.65	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	161.90	
		291-6470-601.22-85	PROC SERVS	5.60	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	319.20	
		291-6470-601.22-85	PROC SERVS	16.80-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	117.45	
		291-6470-601.22-85	PROC SERVS	174.55	
		291-6470-601.22-85	PROC SERVS	223.50	
		291-6470-601.22-85	PROC SERVS	182.40	40,673.30
75242	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	91.52	
		291-6470-601.32-75	AV MTLs	.20-	
		291-6470-601.32-75	AV MTLs	2,859.76	
		291-6470-601.32-75	AV MTLs	313.20	
		291-6470-601.32-75	AV MTLs	164.25	
		291-6470-601.32-75	AV MTLs	43.61	
		291-6470-601.32-75	AV MTLs	1,644.48	
		291-6470-601.32-75	AV MTLs	166.02	
		291-6470-601.32-75	AV MTLs	57.73	
		291-6470-601.32-75	AV MTLs	16.66	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	7.91	
		291-6470-601.32-75	AV MTLs	32.35	
		291-6470-601.32-75	AV MTLs	59.03	
		291-6470-601.32-75	AV MTLs	3,413.42	
		291-6470-601.32-75	AV MTLs	108.71	
		291-6470-601.32-75	AV MTLs	105.97	
		291-6470-601.32-75	AV MTLs	62.30	
		291-6470-601.32-75	AV MTLs	72.03	
		291-6470-601.32-75	AV MTLs	67.57	
		291-6470-601.32-75	AV MTLs	3,775.29	
		291-6470-601.32-75	AV MTLs	114.98	
		291-6470-601.32-75	AV MTLs	126.12	13,302.71
75244	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	760.24	
		291-6470-601.32-75	AV MTLs	629.69	
		291-6470-601.32-75	AV MTLs	1,105.11	2,495.04
75246	BIBLIOTHECA +3M	291-6470-601.32-75	eAUDIOBOOKS-JULY 2017	1,857.72	
		291-6470-601.32-80	eBOOKS-JULY 2017	7,276.47	
		291-6470-601.32-80	eBOOKS-JULY 2017	684.90	
		291-6470-601.32-75	eAUDIOBOOKS-JULY 2017	579.92	
		291-6470-601.32-75	eAUDIOBOOKS-JULY 2017	62.99	
		291-6470-601.32-80	eBOOKS-JULY 2017	176.95	10,638.95
75248	BRODART CO	291-6470-601.32-05	BOOK JACKET COVERS	1,907.50	
		291-6470-601.32-05	MIXED MEDIA ENVELOPE	282.49	2,189.99
75251	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	278.64	278.64
75257	COMIX REVOLUTION	291-6470-601.32-95	PERIODICALS	3.99	
		291-6470-601.32-80	BOOKS	24.93	
		291-6470-601.32-95	PERIODICALS	62.83	91.75
75259	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	945.43	
		291-6470-601.32-95	PERIODICALS	362.07	
		291-6470-601.32-95	PERIODICALS	1,894.44	
		291-6470-601.32-95	PERIODICALS	97.00	
		291-6470-601.32-95	PERIODICALS	65.54	
		291-6470-601.32-95	PERIODICALS	514.73	3,879.21
75261	CZECH & SLOVAK AMERICAN GEN SOCIETY	291-6470-601.32-95	PERIODICALS	30.00	30.00
75269	EDUCATORS PROGRESS SERVICE INC	291-6470-601.32-80	BOOKS	50.45	50.45
75272	FAMILY ROOTS PUBLISHING COMPANY	291-6470-601.32-80	BOOKS	54.85	54.85
75273	FINANCIAL TIMES	291-6470-601.32-95	PERIODICALS	612.00	612.00
75277	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	79.87	
		291-6470-601.32-80	BOOKS	50.98	130.85
75279	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	23.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	257.52	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	483.87	
		291-6470-601.32-80	BOOKS	255.93	
		291-6470-601.32-80	BOOKS	91.18	
		291-6470-601.32-80	BOOKS	19.96	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	91.17	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	564.76	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	98.21	
		291-6470-601.32-80	BOOKS	106.36	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	79.17	
		291-6470-601.32-80	BOOKS	3,298.90	5,806.68
75280	GARVEYS OFFICE PRODUCTS	291-6470-601.32-05	PENS	6.46	
		291-6470-601.30-05	TAPE & DISPENSER	24.78	
		291-6470-601.30-05	TAPE & DISPENSER	24.78	56.02
75283	GREAT COURSES	291-6470-601.32-75	AV MTLs	11.95	
		291-6470-601.32-75	AV MTLs	11.95	23.90
75284	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	233.05	233.05
75290	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	71.25	
		291-6470-601.32-80	BOOKS	131.25	326.25
75295	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	101.34	
		291-6470-601.32-80	BOOKS	73.38	
		291-6470-601.32-80	BOOKS	8.97	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	23.94	
		291-6470-601.32-80	BOOKS	64.45	
		291-6470-601.32-80	BOOKS	5.98	
		291-6470-601.32-80	BOOKS	53.46	
		291-6470-601.32-80	BOOKS	119.55	
		291-6470-601.32-80	BOOKS	61.16	
		291-6470-601.32-80	BOOKS	140.30	
		291-6470-601.32-80	BOOKS	106.63	
		291-6470-601.32-80	BOOKS	8.47	
		291-6470-601.32-80	BOOKS	250.44	
		291-6470-601.32-80	BOOKS	25.35	
		291-6470-601.32-80	BOOKS	62.29	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	42.38	
		291-6470-601.32-80	BOOKS	14.40	
		291-6470-601.32-80	BOOKS	81.24	
		291-6470-601.32-80	BOOKS	142.16	
		291-6470-601.32-80	BOOKS	61.69	
		291-6470-601.32-80	BOOKS	102.50	
		291-6470-601.32-80	BOOKS	7.80	
		291-6470-601.32-80	BOOKS	36.54	
		291-6470-601.32-80	BOOKS	59.02	
		291-6470-601.32-80	BOOKS	217.17	
		291-6470-601.32-80	BOOKS	75.83	
		291-6470-601.32-80	BOOKS	20.40	
		291-6470-601.32-80	BOOKS	20.99	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	340.90	
		291-6470-601.32-80	BOOKS	46.13	
		291-6470-601.32-80	BOOKS	110.63	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	25.17	
		291-6470-601.32-80	BOOKS	86.95	2,634.19
75297	INVESTORS BUSINESS DAILY	291-6470-601.32-95	PERIODICALS	279.00	279.00
75298	KANOPIY LLC	291-6470-601.32-75	AV MTL5	158.00	
		291-6470-601.32-75	AV MTL5	210.00	368.00
75312	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	152.00	152.00
75318	MESSAGE MOVERS	291-6470-601.32-05	PROC SUPPS	330.43	330.43
75319	MIDWEST TAPE	291-6470-601.32-75	AV MTL5	255.55	
		291-6470-601.32-75	AV MTL5	6,992.70	
		291-6470-601.32-75	AV MTL5	328.37	
		291-6470-601.32-75	AV MTL5	44.97	
		291-6470-601.32-75	AV MTL5	224.09	
		291-6470-601.32-75	AV MTL5	7,679.40	15,525.08
75326	MUSCLE & FITNESS HERS	291-6470-601.32-95	PERIODICALS	19.97	19.97
75334	PETERSONS A NELNET COMPANY	291-6470-601.32-80	BOOKS	53.00	53.00
75348	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	185.92	
		291-6470-601.32-80	BOOKS	76.65	
		291-6470-601.32-80	BOOKS	45.66	
		291-6470-601.32-80	BOOKS	85.42	
		291-6470-601.32-80	BOOKS	65.42	459.07
75349	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	54.95	54.95
75357	SOUTH SUB GEN & HIST SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	25.00
75366	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	149.35	

PREPARED 08/16/17, 01:30 PM  
PROGRAM GM348U5  
DEPARTMENT: 64            User Services

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

PAGE 24  
ACCOUNTING PERIOD 8/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	37.49	186.84
75374	WAREHOUSE DIRECT	291-6470-601.30-05	OFF SUPPS	32.76	32.76
75379	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	64.76	
		291-6470-601.32-80	BOOKS	35.00	
***** DIVISION TOTAL ****					111,455.61
***** DEPARTMENT TOTAL **					157,581.59
***** GRAND TOTAL *****					359,466.93

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	298,349.42
491	Capital Projects-Library	61,117.51
**** TOTAL ALL FUNDS ****		359,466.93

August 16, 2017

**Arlington Heights Memorial Library  
Special Funds Summary  
7/31/2016**

	Count	35	Account	Amount	Description	Staff
<b>Check # 1474-AHML</b>			100-80-00	\$ 25,000.00	Transfer to Disbursement Account	L Langdon
<b>Check # 1475-AHML - Petty Cash</b>						
	7/3/2017		6440-3202	\$ 38.67	Program Events	M Papanastassiou
			6440-3202	\$ 22.81	Program Events	R Allen
	7/10/2017		6420-2203	\$ 49.00	Travel/Training	J Duncan
			6004-3202	\$ 21.66	Program Events	M Weber
			6405-2203	\$ 4.06	Travel/Training	M Young
			6405-3201	\$ 13.98	Program Supplies	M Young
			6440-3202	\$ 39.16	Program Events	M Papanastassiou
			6405-3202	\$ 17.14	Program Events	S Mayer
			6440-3202	\$ 3.96	Program Events	S Hollars
			6440-3202	\$ 20.78	Program Events	S Hollars
			6002-3272	\$ 41.20	Special Events	M Driskell
			6004-3202	\$ 38.87	Program Events	C Caputo
			6001-2203	\$ 43.10	Travel/Training	J Czajka
	7/17/2017		6004-3202	\$ 16.00	Program Events	S Hill
			6001-2203	\$ 36.74	Travel/Training	B Powers
			6004-3202	\$ 30.27	Program Events	C Caputo
			6004-3202	\$ 25.97	Program Events	A Belford
			6450-3185	\$ 5.99	Small Tools & Equipment	B Bednarek
			6420-3201	\$ 47.23	Program Supplies	M Papanastassiou
	7/24/2017		6001-2203	\$ 32.58	Travel/Training	J Andrykowski
			6450-2203	\$ 36.54	Travel/Training	B Pardue
			6001-2205	\$ 9.55	Postage	G Rojek
			6004-3202	\$ 31.55	Program Events	D Napravnik
			6004-3202	\$ 40.05	Program Events	C Caputo
			6004-3202	\$ 38.33	Program Events	K Devitt
			6440-3202	\$ 41.45	Program Events	M Papanastassiou
			6420-3201	\$ 19.96	Program Supplies	M Morsches
			6420-3201	\$ 39.95	Program Supplies	A Hamilton
	7/31/2017		6440-3202	\$ 2.00	Program Events	S Hollars
			6440-3202	\$ 4.00	Program Events	S Hollars
			6001-2205	\$ 1.97	Postage	C Anderson
			6405-2203	\$ 16.15	Travel/Training	L Dakas
			6001-2203	\$ 4.80	Travel/Training	T Scallon
			6020-2107	\$ 27.00	Auto Equipment Maintenance	T Scallon
			6004-3202	\$ 47.91	Program Events	C Caputo
				<u>\$ 910.38</u>		

August 16, 2017

**Arlington Heights Memorial Library  
American Express Card Summary  
7/31/2017**

Count	96			
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
J. Kuhl	489-90-00	\$ (112.33)	AMEX Cash back rebate	Other Income/Rebate
	6001-2203	\$ 88.48	Chateau Hotel	Lodging for 2017 ILA Orientation Session-Normal, IL 7/19-20/17
	6001-2203	\$ 260.00	ILA	ILA Conference Registration for J. Kuhl Tinley Park, 10/10-12/17
M. Driskell	6002-3272	\$ 9.99	Amazon	Parts for the parade float
	6001-5015	\$ 405.96	IKEA	Cabinets for Digital Services office
	6010-3032	\$ 250.00	Lynda	Annual Lynda.com subscribing renewal
	6010-3032	\$ 250.00	SurveyMonkey	Annual SurveyMonkey renewal
	6002-3272	\$ 64.22	Amazon	Parts for the 4th of July Parade float
	6002-3272	\$ 67.45	Home Depot	Materials for the 4th of July parade float
	6010-3032	\$ 119.88	Hootsuite	annual Hootsuite renewal for Comm. Marketing
	6020-2111	\$ 290.00	TerraCycle Zero Waste Box	Coffee capsule recycling boxes
	6001-2203	\$ 132.30	ALA	Effective Library Signage Webinar
	6001-2203	\$ (12.30)	ALA	Tax credit
J. Moravec	6003-2201	\$ 335.20	Career Builder	Senior Accountant job ad
	6020-2111	\$ 47.79	Sears Part Store	Handle
	6450-3185	\$ 20.99	Oculus	Job Simulator
	6002-3005	\$ 90.07	Paper Source	A2 Envelopes
	6440-3202	\$ 44.27	Walmart	Tabletop Easel, Storage Bags
	6440-3202	\$ 100.29	Eclipse Glasses	200-Eclipse Glasses
	6003-2201	\$ 200.00	Indeed	Job Ad- Maintenance Assistant
	6020-2111	\$ 160.97	Shopvac Store	Shopvac
	6440-3202	\$ 210.94	Candy Warehouse	Chocolate Candy
	6020-2111	\$ 118.36	Webrestaurantstore	4-Rubber Wheels
	6002-3005	\$ 246.60	MyFonts	Fonts
	6020-2111	\$ 29.90	Light Up	LED Light Bulbs
	6440-3202	\$ 22.75	eBay	Texas Instruments Speak and Spell
	6001-5015	\$ 1,115.96	Locktek	4-Sit-Stand Desk Riser
	6002-3185	\$ 418.42	Displays2go	Acrylic Literature Holders
	6440-3202	\$ 156.00	Discount Mugs	200-Flying Discs-Red
	6405-2203	\$ 119.00	PCI Webinars	July 11th Serving the underserved
M. Schultz	6470-3275	\$ 4.99	Acorn.TV	AV Mtls
	6470-3275	\$ 4.99	Acorn.TV	AV Mtls
	6470-3275	\$ 4.99	Acorn.TV	AV Mtls
	6470-3275	\$ 4.99	Acorn.TV	AV Mtls
	6470-3275	\$ 4.99	Acorn.TV	AV Mtls
	6470-3275	\$ 16.48	ChristianBook	AV Mtls
	6470-3275	\$ 40.50	Delivery Agent INC	AV Mtls
	6470-3275	\$ 114.19	Gamestop	AV Mtls
	6470-3275	\$ 4.99	Acorn.TV	AV Mtls
	6470-3295	\$ 24.95	PayPal	Periodicals
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3295	\$ 7.99	F+W Consumer Sales	Periodicals
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3275	\$ (5.55)	Barnes and Noble 5% Back	AV Mtls
	6470-3275	\$ 398.92	AcornUSA	AV Mtls
	6470-3275	\$ 517.88	Gamestop	AV Mtls
	6470-3295	\$ 8.95	International Artist	Periodicals
	6470-3295	\$ 16.50	Televisapublishing	Periodicals
	6470-3275	\$ 4.99	Acorn.TV	AV Mtls
	6470-3275	\$ 4.99	Acorn.TV	AV Mtls
	6470-3275	\$ 4.99	Acorn.TV	AV Mtls
	6470-3275	\$ 4.99	Acorn.TV	AV Mtls
	6470-3275	\$ 4.99	Acorn.TV	AV Mtls
	6470-3275	\$ 4.99	Acorn.TV	AV Mtls
	6470-3275	\$ 4.99	Acorn.TV	AV Mtls
	6470-3275	\$ 22.48	PayPal	AV Mtls
	6470-3275	\$ 110.96	Barnes and Noble	AV Mtls
	6470-3275	\$ 104.45	Nehst Out LLC	AV Mtls
	6470-3275	\$ 65.92	DCI Store	AV Mtls

	6470-3275	\$	4.99	Acorn.TV	AV Mtls
	6470-3275	\$	4.99	Acorn.TV	AV Mtls
	6470-3275	\$	4.99	Acorn.TV	AV Mtls
	6470-3275	\$	4.99	Acorn.TV	AV Mtls
	6470-3275	\$	4.99	Acorn.TV	AV Mtls
	6470-3033	\$	202.94	AmericanLibrary	Documentation Library
J. Czajka	6001-2203	\$	23.00	McCormick Place Chicago	ALA Conference Expenses: Parking
	6001-2203	\$	31.38	Vapiano	ALA Conference Expenses: Lunch
	6001-2203	\$	18.75	Chicago Carriage Company	ALA Conference Expenses: Transportation- Taxi Plus Tip
	6001-2203	\$	19.70	Antique Taco	ALA Conference Expenses: Dinner
	6001-2203	\$	13.54	McCormick Place Chicago	ALA Conference Expenses: Lunch
	6001-2203	\$	8.59	McCormick Place Chicago	ALA Conference Expenses: Coffee
	6001-2203	\$	23.00	McCormick Place Chicago	ALA Conference Expenses: Parking
	6020-2111	\$	45.00	Sam's Club	Sam's Club Membership Renewal
	6010-3032	\$	94.96	Sam's Club	Vive Games (STEAM)
	6440-3202	\$	179.80	Sam's Club	Teen SRP Prizes - AMC Coupons (10)
	6001-3272	\$	650.00	MyDoc Productions, LLC	Film License for "Screenagers"
	6440-3202	\$	21.51	Target	Program Supplies
	6440-3202	\$	160.00	Peggy Kinane's	Pies (Twin Peaks Trivia Refreshments)
R. Dworiany	6010-3032	\$	99.00	WebEx	WebEx Monthly Subscription
	6010-3033	\$	35.00	Lullabot Education	Monthly Subscription to Drupalize.Me
	6010-3032	\$	912.00	Volgistics	Annual Volgistics Renewal (Volunteer Software)
	6010-2005	\$	209.97	Godaddy	SSL Certificate Renewal - 3 Years
	6010-3032	\$	75.00	Trello	Monthly Trello Subscription
	6010-3032	\$	54.10	PayPal	Payflow Pro Monthly Fee
	6010-3232	\$	15.93	Steam	Tilt Brush - Virtual Painting Software
	6010-3185	\$	296.00	Amazon	Pix-Star 10.4" Wi-Fi Cloud Digital Photo Frame
	6010-3185	\$	297.22	Amazon	Pix-Star 10.4" Wi-Fi Cloud Digital Photo Frame
	6010-2005	\$	3.17	Godaddy	ahmlbudget.info Domain Purchase
	6010-3032	\$	9.99	Amazon	Amazon Free Time Unlimited
	6010-3032	\$	9.99	Spotify	July Monthly Subscription
	6001-2242	\$	344.85	Comcast	Monthly Public Internet Service
	6010-3185	\$	7.57	eBay	Accidental Purchase - reimbursed via PayPal to the Library
	6010-3032	\$	25.00	GitHub	GitHub Monthly Subscription
	6010-3185	\$	79.98	B & H Photo	Microsoft Arc Touch Mouse for Surface
	6010-3185	\$	11.93	Amazon	Microsoft Surface Case
	6010-3032	\$	35.00	Lullabot Education	Monthly Subscription to Drupalize.Me
	Total		<u>\$ 10,830.45</u>		



August 16, 2017

Arlington Heights Memorial Library  
Master Card Summary  
7/31/2017

Count 8

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M Kelly	6440-3202	\$156.77	Panera	Pulse Meeting 7/20/17
M Schultz	6420-3201	\$54.40	The Great Books Foundation	Program Supplies
	6470-3275	\$31.99	Warner Music Store	AV Mtls
	6470-3275	\$0.63	Warner Music Store	AV Mtls
	6470-3275	\$267.95	RightStuf	AV Mtls
	6470-3275	\$100.77	Beachbody Fitness	AV Mtls
	6470-3275	\$25.64	North America Bigfoot	AV Mtls
	6470-3275	\$46.98	AcornUSA	AV Mtls
	Total	<u>\$685.13</u>		

**To:** Board of Library Trustees  
**From:** Jason Kuhl  
**Date:** August 8, 2017  
**Re:** Authorization of Trustee Expenditures

---

The Local Government Expense Control Act, which became effective January 1, 2017, requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Since the goal of the Act is to provide for oversight and control of the use of public funds, the board should also vote on any expenditures paid directly by the library on behalf of a trustee, despite the fact that these are not strictly reimbursements. Below is the registration fee and other possible expenses for the 2017 Illinois Library Association Conference in Tinley Park for Trustee Zyck. Upon your approval, the library pays the registration fee directly. Any reimbursement for transportation, parking and meals will come before the board for approval later this year.

**Illinois Library Association Conference (ILA) 2017, October 10-12, Tinley Park, IL (Tinley Park Convention Center)**

Early bird registration fee	\$150
Transportation	\$30/day (Estimated mileage– 55 miles at \$0.54 or public transportation)
Per Diem	\$74

Suggested motion: **The Board of Library Trustees approves the payment of registration fees for the 2017 Illinois Library Association Conference Trustee Zyck for the total amount of \$150.**

**To:** Board of Library Trustees  
**From:** Jason Kuhl  
**Date:** August 9, 2017  
**Re:** Authorization to Engage Consultant for Strategic Planning

---

We are seeking authorization to engage Library Strategies for consulting services for the purpose of conducting a strategic planning process for the library. The cost of the engagement would not exceed \$25,675.

### *Background*

At its April 2017 meeting, the Strategic Planning Committee discussed engaging a consultant to facilitate the development of a formal strategic plan for the library. The goal is to have the process completed by early- to mid- 2018.

We also sought the committee's input on the scope of work and requirements for final deliverables to be incorporated into the Request for Proposals (RFP), resulting in:

### *Scope of Work*

*The Arlington Heights Memorial Library (AHML) is seeking a consultant to lead the board and staff through the process of developing a strategic plan. The plan will articulate AHML's vision, values, and priorities, and will include the goals, objectives and action steps that will guide the organization for the next 3 years.*

*The strategic planning consultant will:*

- *Facilitate the strategic planning process using methods effective for public, service-based institutions.*
- *Formulate a mission statement and assist with determining whether or not the current organizational vision and priorities are appropriate for AHML's existing environment*

*and future direction.*

- *Assist in the development of short and long-term goals and objectives*
- *Assist in the development of outcomes to measure the success of the goals and objectives*

### ***Deliverables***

*A final strategic plan document must include the following in detail:*

- *An up-to-date community profile*
- *An assessment of the library's environment including strengths, weaknesses, opportunities, and threats*
- *Specification of the vision, values, and priorities of the organization.*
- *Clearly defined goals with objectives that are measurable and for which the library will hold itself accountable, and tactics to reach those objectives*

### ***Proposals***

We received proposals from eight firms. Proposed costs ranged from \$14,000 to \$85,000 with an average cost of \$43,960.

The proposals of three firms stood out from the others, with that of Library Strategies being the clear leader in terms of suitability for our needs. In addition, their proposal was the second least expensive.

Here is a brief synopsis of the three proposals that stood out (the full proposals are attached):

- **Library Strategies** *Cost: \$20,675 plus expenses (estimated to be \$3,030)*

We strongly recommend engaging Library Strategies. Their Rapid Results Planning process is unique and they propose deeper and more meaningful community involvement than any other firm. At the core of their process is a 5 to 6 hour stakeholder retreat designed to bring together a broad cross-section of input from library users and non-users, diverse populations, and key stakeholders. Typically there are 30-60 participants.

Library Strategies clearly differentiates between the Strategic Plan and the Implementation Plan and plays a role in the development of both. The Strategic Plan is drafted after the retreat and includes a mission, vision, goals and strategies. It is developed with the involvement of a planning committee consisting of representatives from the staff, board, FOL, and community and is formally approved by the board. The Implementation Plan is an internal working document not approved by the board that is developed with key staff after the formal approval of the Strategic Plan. The Implementation Plan focuses on action steps achieving the goals in the Strategic Plan.

- **Whole Mind Strategy Group** *Cost: \$53,375 plus expenses (estimated to be \$3,341)*

Whole Mind Strategy Group stands out for their clear focus on the future. They use an Appreciative Inquiry approach that involves identifying what makes AHML successful today, considering a range of future scenarios to address potential operating environments going forward, and hypothesizing the most promising ways to apply the library's competencies across a range of future environments. They also highlighted the increasing diversity in Arlington Heights and the growing senior citizen population.

- **InStride Advisors** *Cost: \$85,000*

This firm's proposal stands out for the two-pronged approach of developing a specific 3-year strategy within a broad 10-year vision. While the substance of the proposal warrants being included among the top three, we believe the cost is prohibitive and eliminates the firm from being a viable option.

*Recommendation*

Our strong recommendation is to engage Library Strategies for the reasons outlined above. While they are among the least expensive options, they would remain our recommendation regardless of cost. They have performed their Rapid Results Planning in libraries of all sizes throughout the nation and have recently worked with the Georgia Public Library Service to provide training in the technique to libraries across that state. We have spoken to their references and all relate positive experiences with several planning on working with the firm again.

According to the proposal, consulting fees will not exceed \$20,675 and expenses, billed at their actual cost, are estimated to be \$3,030. We are requesting the board approve an amount not to exceed \$25,675 in the event actual expenses exceed the estimate.

**Suggested motion: The Board of Library Trustees authorizes staff to engage Library Strategies for an amount not to exceed \$25,675 for consulting services to develop a strategic plan, pending attorney review of the contract.**

A proposal to the

# Arlington Heights Memorial Library

July 5, 2017



## 2.1 Background

The Arlington Heights Memorial Library (“the Library”) has been guided by a strong vision and values - and priorities that focus the development and use of its resources. Now, the Library is embarking on a comprehensive planning process that will result in a strategic plan. The strategic planning process should include three critical elements:

1. The process should yield a community profile and an articulation of how the Library should plan to meet Arlington Heights’ current and future needs;
2. The Library should assess its internal environment to determine how it can provide the best service to the City’s residents; and
3. The Library should engage the community in shaping its future goals.

Library Strategies is proposing to partner with the Library in a comprehensive planning process that will yield a strategic plan that is shaped around the community’s current and future needs - and a plan that is actionable and pragmatic. In addition, the process we propose includes an implementation plan for the first year of the strategic plan which establishes priorities, outcomes, action steps, responsibilities and a timeline for moving the strategic plan forward.

## 2.2 Cover Letter

Library Strategies’ cover letter is attached.

## 2.3 Company Information

### 2.3.1 Firm Experience and Capacity

Library Strategies is a consulting group of the nonprofit organization, The Friends of the Saint Paul Public Library, which serves as the foundation for the Saint Paul Public Library. It is the *only* consulting group in the country based in a library organization.

Library Strategies has a core team of six employees, and is supported by other consultants who are leaders in the national library community - outstanding professionals who offer a wide range of practical skills and decades of successful leadership in a variety of areas critical to the growth of today’s libraries.



We offer a unique set of services designed specifically to strengthen libraries and their communities. These services include:

- Strategic Planning, using our Rapid Results Planning® model
- Feasibility Studies and Capital Campaign Counsel
- Friends and Foundation Assessments and Development Planning
- Fundraising and Advocacy Training
- Space and Staff Planning
- Board and Staff Leadership Training

Library Strategies was formally established in 2006 to provide services *solely* to libraries and library organizations, across the country and internationally. Our consultants have served clients in 33 states and Eastern Europe. These clients range from small libraries in rural Kansas, to national organizations like the American Library Association and COSLA, to libraries in Moldova and Romania.

Library Strategies has published, through the American Library Association, *Beyond Book Sales: A Comprehensive Guide to Library Fundraising* (now in its second printing). Our team also served as bi-monthly columnists to *Public Libraries*, writing articles on library fundraising and advocacy.

Our mission, “to strengthen communities, one library at a time”, describes our commitment to increasing your Library’s capacity to serve your community into the future. We are passionate about helping libraries deliver on their missions and achieve their visions for increased community impact.

A partial list of Library Strategies clients is included in Appendix A.

### **2.3.2 History of Past Experience with Project Implementation**

Library Strategies prides itself on implementing all types of projects for our clients with both flexibility (ensuring that the process always meets the client’s unique needs) and timeliness. We establish a work plan at the outset of each project and strictly adhere to it, ensuring that all milestones are achieved on time and deliverables are delivered as promised. Additionally, a lead consultant is assigned to each project to ensure that the consulting team works effectively. The lead consultant serves as the primary liaison to our clients.

In addition to working directly with library clients, Library Strategies has extensive experience implementing large, multi-year projects. Our consultants have managed the Minnesota Association of Library Friends (MALF) for six years. We created and managed a Minnesota statewide children’s pre-k literacy program, *Once Upon a Reader*. Our consultants recently completed the creation and implementation of a five-year capacity building program for small and rural libraries in Minnesota, Wisconsin and North Dakota. Additionally, Library Strategies manages Club Book, a metro-wide author program for libraries in the Twin Cities.

### 2.3.3 Customers with Similar Projects

Library Strategies has completed strategic planning processes with several clients in the past three years similar in size and/or scope to the Arlington Heights Memorial Library. These are a sampling of clients – if needed, we would be glad to provide more information.

**Client name:** Chattahoochee Valley Libraries (GA)

Explanation of contract: Strategic planning project using Rapid Results Planning<sup>®</sup> (RRP)

Time period of project: 8/2016 – 6/2017

Number of employees: 120

Contact person and title: Alan Harkness, Library Director

Address: 3000 Macon Rd, Columbus, GA 31906

Telephone: 706-243-2670

Email address: (Alan Harkness) aharkness@cvlga.org

**Client name: Normal Public Library (IL)**

Explanation of contract: Strategic planning using the RRP model and development planning

Time period of project: July 2016-February 2017

Number of employees: 88

Contact person and title: Brian Chase, Library Director

Address: 206 W College Ave, Normal, IL 61761

Telephone: 309-433-3499

Email Address: (Brian Chase) bchase@normalpl.org

*While the Normal Public Library is not similar to your Library in the population it serves, this Library has a similar vision and values and is providing outstanding and innovative services to its residents. Library Strategies recently entered into a new contract with this client to provide consulting services to their Foundation and assist the Library in conducting a capital campaign to build a new library.*

**Client name: Forsyth County Library (GA)**

Explanation of contract: Strategic planning using the RRP model

Time period of project: February 2017 – June 2017

Number of employees: 63

Contact person and title: Anna Lyle, Library Director

Address: 585 Dahlonega St, Cumming, GA 30040

Telephone: 678-513-9378

Email address: (Anna Lyle) lylea@forsythpl.org

**Client name: Gwinnett County Library (GA)**

Explanation of contract: Strategic planning using the RRP model

Time period of project: February – July 2015

Number of employees: 300

Contact person and title: Charles Pace, Executive Director

Address: 1001 Lawrenceville Highway, Lawrenceville, GA 30046-4707

Telephone: 770-822-5321

Email address: (Charles Pace) cpace@gwinnettpl.org

**Client name: Bozeman Public Library (MT)**

Explanation of contract: Strategic planning using the RRP model, plus development planning with the Library Foundation. We are just beginning a second RRP process for the Library and a merger of the Library's Friends and Foundation.

Time period of project: January - May 2013

Number of employees: 46

Contact person: Susan Gregory, Library Director

Address: 626 E Main St, Bozeman, MT 59715

Telephone: 406-582-2400

Email address: (Susan Gregory) sgregory@bozeman.net

## 2.4 General Description of the Planning Activities Recommended

Library Strategies is recommending that the Library engage in a planning process called Rapid Results Planning®. Our consulting group created Rapid Results Planning in January 2012 while working with the White Plains Public Library in New York. The new Library Director wanted to employ a process that would not just elicit input from residents through a survey and focus groups, but instead would actually *bring together* community stakeholders to identify the Library's role in the community and create the strategic plan. (Library Strategies facilitated a second RRP process for White Plains in 2015.)

Since then, Library Strategies has found that the RRP process is more effective and efficient than traditional planning processes. The primary reason for this is that RRP is enriched by much broader and deeper community engagement. Traditional planning processes, in contrast, are generally driven by Board and staff and informed primarily by surveys and focus groups. RRP incorporates some of these elements but it is a more energetic, collaborative and visionary process that culminates in a plan that has truly engaged community residents and thus has buy-in from a broad base of stakeholders.

The RRP process is framed by key elements that are rooted in collaboration, synergism and practical results – and based on demographics, trends and assessment. At the core of the RRP process is the community engagement retreat where a diverse group of individuals (including users and non-users) come together to create the framework of the Library's plan. The outcome of RRP includes a mission and vision, as well as service priorities, goals, objectives and the activities needed to meet those goals.

Our process also includes an implementation plan, developed with Library staff, and a dashboard tool to measure regular progress on the final plan – ensuring that the plan is a living document that continues to guide the Library's services, operations and engagement with the community after the planning process is completed.

## 2.5 A Work Plan for the Rapid Results Planning Process

The Rapid Results Planning process would be divided into three phases:

1. Phase 1: Pre-Planning
2. Phase 2: Community Engagement
3. Phase 3: Drafting the Strategic and Implementation Plans

### Phase 1: Pre-Planning

#### Step 1: The Planning Team

The first step in this phase begins with the creation of a Planning Committee and a meeting to determine the logistics of the process. The role of the Committee is to:

- Provide critical information on the Library and the Arlington Heights community;
- Identify and recruit stakeholders to the Rapid Results Planning retreat; and
- Serve as advisors to the planning process.

The Committee should be comprised of the following individuals (at a minimum):

- Library staff (1-2)
- Library Trustees (1-2)
- Friends of the Library Board members (1-2)
- Individuals who know the community well (1-3)

The initial Planning Committee meeting will address these topics:

- Agree on the process, steps and timeline of the planning process;
- Identify critical documents that will be used to create a community profile, including City plans, demographics and trends, Library plans and reports, etc.;
- Determine key areas for community input that will be solicited through a community survey;
- Identify stakeholder groups and individuals from the community who will be invited to participate in the community engagement retreat and establish a process for inviting/recruiting these individuals.

## **Step 2: Document Review, Community Profile & Library Assessment**

Library Strategies consultants will conduct a data audit of current City demographics, plans and growth trends. This research will be used to create a community profile.

We will also conduct an assessment of the Library's programs, services, technology and operations for the purpose of determining whether there are any gaps in the Library's services or operations and identify any opportunities for innovation or improvement.

This assessment may include (at a minimum):

- Circulation numbers and trends for the last five years;
- Library visits;
- Programs held and number of attendees;
- Technology access and usage;
- Community outreach;
- Financial sources including support and capacity of the Friends of the Library.

As part of the assessment process, our consultants will conduct a staff survey.

This analysis will provide a baseline of information that will inform the creation of the strategic plan.

## **Step 3: Community Survey**

If the Library believes that a community survey will provide valuable information, Library Strategies (with input from the Planning Committee) will design and administer the survey. The purpose of such a survey is to gather the broadest input from residents that will be used to inform the plan. Our experience has shown that community surveys need to be designed so that participants' responses provide truly meaningful feedback (rather than simply an evaluation of services, hours, collections, etc.).

The survey will be posted online using SurveyMonkey and paper surveys will be available at all Library branches and other physical outlets.

## **Phase 2: Community Engagement**

At the core of the Rapid Results Planning process is the stakeholder retreat. This retreat is designed to bring together a broad cross-section of critical input from Library users and non-users, diverse populations and key stakeholders. By including many participants from all walks of life, the Library gains invaluable insights while securing buy-in and even activism for the Library's vision. A typical retreat will include 30-60 participants.

Because the retreat is designed to include broad representation from the community, there is a synergy that yields new ideas and direction and creates momentum in advance of the strategic plan once it is developed.

The retreat usually is scheduled for five to six hours and is structured as follows:

- **A short presentation by the Library Director on the current state and activities of the Library.** This gives retreat participants a baseline understanding of all that the Library currently does for the community.
- **A presentation on the community profile, created by Library Strategies consultants, and brief discussion of trends in libraries.** This is used to ground participants in the community's current and future needs. Our consultants also present information on library trends. This provides a sense of what might be possible in terms of future directions, and encourages participants to think more broadly about the Library's role in the community.
- **A large group, big-picture visioning session and development of focus group areas.** This session engages participants in discussing their broad, strategic ideas for the community and the Library's role as a major contributor to the quality of life in Arlington Heights. In this session, participants identify focus areas (innovation, technology, outreach, community partnerships, etc.) for where the Library should focus its resources in the next three to five years.
- **Small group sessions to create goals and strategies.** In this session, participants establish goals within the identified focus areas and create strategies for achieving these goals.

## Phase 3: Drafting the Strategic & Implementation Plans

### Step 1: Strategic Plan

Following the planning retreat, Library Strategies consultants take the stakeholder input and draft the strategic plan. The plan will include a mission, vision, goals and strategies. A mission statement will be developed in collaboration with key Library staff and presented to the Planning Committee for comment. The Planning Committee will review the plan and determine whether the current vision and priorities are aligned with the strategic plan - and whether the goals are realistic given resources and response to community needs.

Our consultants make any final revisions to the plan and then the plan will be graphically designed for presentation to the Library Board for approval and dissemination to the community.

In addition, Library Strategies creates a graphic dashboard designed to be an easy-to-use measurement tool used to track the progress of the strategic plan over time. The purpose of the dashboard is to be a reporting tool that will keep the strategic plan fresh and an integral part of the Library's work.

## Step 2: Implementation Plan

Once the strategic plan has been approved, the Library Director and staff should create a detailed annual implementation (operating) plan. This is done in a planning session with key Library staff and a Library Strategies consultant. The results of this process is a plan that includes:

- Prioritization of the goals and strategies (Years 1, 2 and 3 of the strategic plan);
- Action steps (tactics) for reaching the strategic goals;
- Responsibilities and timelines;
- Resources needed (staffing, funding, strategic partners, technology, etc.).

The implementation plan is usually an internal working document and not approved by the Library Board. The plan should be a discussion item at regular staff meetings and should be reviewed and updated annually.

## Deliverables

Library Strategies will provide the following deliverables as part of the planning process:

- Community profile;
- Environment assessment;
- Draft and final version (graphic) of the Strategic Plan, including mission, vision, goals and strategies;
- Strategic Plan dashboard;
- Implementation Plan including priorities, timeline and responsibilities.

## Project Timeline

ACTIVITY	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
<b>PHASE 1: PRE-PLANNING</b>							
Strategic Planning Committee (Onsite)	X						
Community Profile		X	X				
Environmental Assessment (Onsite)		X	X				
Community Survey		X	X				
<b>PHASE 2: COMMUNITY ENGAGEMENT</b>							
RRP Retreat (Onsite)				X			
<b>PHASE 3: DRAFTING STRATEGIC &amp; IMPLEMENTATION PLANS</b>							
Strategic Plan Development					X	X	
Implementation Plan (Onsite)							X

This is a suggested timeline and can be revised based on the availability of the Planning Committee and the logistical needs of the stakeholder retreat.



## 2.6 Staffing Plan (*Resumes Attached*)

Stu Wilson will serve as the project manager and will be assisted by Toni Garvey, Sue Hall and David Katz. Resumes of these consultants are attached in Appendix B.



**Stu Wilson** is a Principal and Lead Consultant with Library Strategies. Wilson was the Executive Director of the Friends of the Hennepin County Library (Minneapolis), and has over 25 years of senior management experience. He has led or participated strategic planning efforts for library and nonprofit organizations, as well as conducted fundraising activities, board retreats, and trainings for libraries.



**Toni Garvey** is a Library Strategies consultant and the former Director of the Phoenix Public Library, a post she held for 15 years. Garvey has more than 25 years of experience as a public library administrator and has led strategic planning efforts for public libraries in addition to participating in more than a dozen library programming and design/construction projects. She was the 2004 *Library Journal* Librarian of the Year and President of PLA in 2002.



**Sue Hall** is the Director of Library Strategies and a principal consultant. She is the creator of the Rapid Results Planning process. Hall has facilitated strategic and development planning processes for libraries and library organizations across the country and is also a frequent speaker at national and state conferences.



**David Katz** is a Project Manager with Library Strategies. He has broad experience in research, data collection and communications. Katz holds a Master's degree in Library and Information Science (MLIS) from the University of Wisconsin Madison.

## References:

**Stu Wilson – Contact: Rick Meyer, City Librarian, Decatur Public Library**

Email: [rmeyer@decaturlibrary.org](mailto:rmeyer@decaturlibrary.org)

**Toni Garvey – Contact: Laura Eisenstein, Owner, Providence & Associates**

Email: [ljisenstn@aol.com](mailto:ljisenstn@aol.com)

**Sue Hall – Contact: Alan Harkness, Library Director, Chattahoochee Valley Libraries**

Email: [aharkness@cvlga.org](mailto:aharkness@cvlga.org)

**David Katz – Contact: Judith Schotzko, President, Minnesota Association of Library Friends**

Email: [judyschotzko@charter.net](mailto:judyschotzko@charter.net)

## 2.7 Proposed Costs

Consulting fees will not exceed \$20,675 based on the projected hours and hourly rates listed below.

CONSULTANT	HOURS	HOURLY RATE	TOTAL COST
Stu Wilson	64	\$175	\$11,200
Toni Garvey	32	\$175	\$5,600
Sue Hall	15	\$175	\$2,625
David Katz	10	\$125	\$1,250

**Stu Wilson** will serve as project manager and lead consultant. Wilson will coordinate the Planning Team activities and design the community and staff surveys. He will collaborate on the development of the community profile and the environmental assessment and serve as the lead facilitator of the RRP community engagement retreat. He will also draft the strategic plan and present the plan to the Planning Committee for review and revision. He will facilitate the implementation planning process and draft the implementation plan.

**Toni Garvey** will collaborate on the community profile and will lead the environmental assessment. She will also serve as a facilitator of the RRP community engagement retreat and will contribute to the drafting of the strategic plan.

**Sue Hall** will also serve as a facilitator of the RRP retreat and will contribute to the drafting of the strategic plan.

**David Katz** will coordinate the gathering of data for the community profile, conduct the community survey and provide the analysis from both the community and staff surveys.

Expenses are projected to be \$3,030 based on the following:

Airfare:	\$1412
Hotels:	\$ 750
Ground transportation:	\$ 350
M&IE (Cook Co GSA rates @ \$74/day)	\$ 518

Note: Expenses are billed at their actual cost.

## Appendix A (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)  
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)  
Glencoe Public Library (IL)  
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)  
Little Free Libraries (WI)  
Lincolnwood Public Library District (IL)  
Louisville Free Public Library (KY)  
Louisiana State Library  
Madison Public Library Foundation (WI)  
Map for Nonprofits (MN)  
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)  
Stillwater Public Library (MN)  
Texas School Library Summit/Reed Business  
SELCO/SELS Regional Library System (MN)  
SE Florida Library Network (FL)  
Stark County Library (OH)  
St. Helena Public Library (CA)  
South Central Wisconsin Library System Southeastern  
Wisconsin Library System  
Stillwater Public Library & Foundation (MN)  
Traverse de Sioux Regional Library (MN)  
Tulsa Public Library & Trust (OK)  
Vaughn Public Library (WI)  
Wadsworth Public Library (NY)  
Watertown Public Library (WI)  
Washington County Library System (MN) Washington  
County Library System (PA)  
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)

# Appendix B – Resumes

## STU WILSON

### Areas of Expertise

- Strategic Planning
- Fundraising and Development
- Board Training and Development
- Organizational Management and Marketing

### Experience

<i>2007-Present</i>	Principal/Consultant, Library Strategies, Saint Paul, MN
<i>2008-2012</i>	Executive Director, Friends of the Hennepin County Library, Minneapolis, MN
<i>1997-2008</i>	Vice President, The Friends of the Saint Paul Public Library, MN
<i>1992-1996</i>	Assistant Director, Silas Wright Museum/St. Lawrence County Historical Assotiation, Canton, NY
<i>1987-1989</i>	Assistant Director, Michigan Literacy, Lansing, MI

### Education

University of Oregon, M.A. Art and Architectural History, 1982

University of Wisconsin - Madison, B.S. History and Art History, 1979

### Professional Activities

**Affiliations:** American Library Association, Minnesota Library Association, Public Library Association

**Board Service:** City of Lakes Rotary, Coffee House Press, F. Scott Fitzgerald in Saint Paul, Minnesota Book Awards, Minnesota Library Foundation

**Honors:** National Award for Library Outreach, Institute of Museum and Library Services; Best Friends Award, Friends of Libraries USA; John Cotton Dana Award, American Library Association; John Sessions Memorial Award, American Library Association; Marshall Cavendish Award, American Library Association; Hispanic Community Service Award, Instituto de Arte y Cultura, Minneapolis

# TONI GARVEY

## **Areas of Expertise**

- Strategic Planning
- Feasibility Studies
- Staff Development
- Development and Implementation of Advocacy Plans

## **Experience**

<i>2005-Present</i>	Library Consultant, Providence Associates, Cottonwood, AZ
<i>1996-2011</i>	City Librarian, Phoenix Public Library, Phoenix, AZ
<i>1992-1996</i>	Director, Loudoun County Public Library, Leesburg, VA
<i>1987-1992</i>	Assistant Director, Loudoun County Public Library, Leesburg, VA

## **Education**

Western Michigan University, BA and MSL

## **Professional Affiliations**

American Library Association  
Public Library Association (President 2002)  
Arizona Library Association  
Urban Libraries Council

## **Honors**

*Library Journal* Librarian of the Year, 2004

# SUE HALL

## **Areas of Expertise**

- Fundraising and Development
- Strategic Planning and Development Planning
- Board Training and Development
- Workshops and Presentations on Library Excellence

## **Experience**

2006-Present	Director & Lead Consultant, Library Strategies, Saint Paul, MN
1995-2006	Founder and Senior Partner, The Milestone Group, Saint Paul, MN
1993-1995	Private Consultant, Saint Paul, MN
1989-1995	Executive Director, Minnesota Safe Kids, Saint Paul, MN
1988-1989	Founder/Director, Kidspark, Saint Paul, MN
1985-1987	Program Manager, Cancer Family Care, Cincinnati, OH

## **Education**

Indiana University, Graduate Studies, Survey Research, 1978  
Indiana University, B.A. Sociology, 1977

## **Professional and Volunteer Leadership**

College of St. Catherine Graduate School of Library & Information Science, Advisory Board, 2003-Present

Distinguished Achievement Award, Minnesota Library Association, 2006

President, Minnesota Library Association Foundation, 2001-2006

# DAVID KATZ

## **Areas of Expertise**

- Communications
- Friends of the Library Administration
- Library Programming
- Database Design and Management

## **Experience**

2012-2016	Research Consultant, Minnesota Historical Society, St. Paul
2011-Present	Office Manager, Minnesota Association of Library Friends, St. Paul
2011-Present	Library Consultant, Library Strategies Consulting Group, St. Paul
2008-2011	Communications Assistant, Schreiber Inc., Green Bay, Wis.

## **Education**

University of Wisconsin – SLIS MLIS (2016)  
University of Minnesota – BA, Journalism/Public Relations (2011)

## **Professional Affiliations**

American Library Association (ALA)  
American Library Association – Student Chapter (ALA-SC)  
Special Libraries Association (SLA)  
United for Libraries



# Whole Mind Strategy Group

101 E. Taylor Run Pkwy  
Alexandria, VA 22314  
June 2, 2017

Michael Driskell  
Director of Administration  
Arlington Heights Memorial Library  
500 N. Dunton Ave  
Arlington Heights, IL 60004

Mr. Driskell:

*Imagine it is April 2018. A gentle breeze cools your face and forearms as you enter the library for work, and you notice a certain spring in your step. As you arrive at your desk, you find a member of the Board of Trustees waiting for you. You're surprised, but not nervous.*

*"I'm on my way to a breakfast meeting, but I just had to stop by," she says.*

*"What's wrong?" you ask. "How can I help?"*

*"Oh, nothing's wrong," she says. "It's just... you're not going to believe this, but I dreamed about the library last night!"*

*"Really?" You're intrigued.*

*She continues. "You know, when we started this strategic planning process, I was expecting something very different from what we got—in a good way, that is. I had all the steps in my mind—the surveys, the focus groups, the Board meetings—but I guess I didn't see the whole of what was possible. I never thought the community would come together the way it did, and that it would be fun! I just had never been in a strategic planning meeting where I didn't want to leave when it ended!"*

*Your own mind wanders back to the workshops you had attended where people seemed to feel safe expressing points of view that typically went unspoken, and found the common ground to move forward together.*

*“Well, that’s all, I guess. I just wanted to say thank you for showing me something I didn’t know was possible.” She looked at her phone. “Ah! I’m gonna be late. I’ll see you at the meeting next Thursday.”*

*After she leaves, you sit down and reflect on your own experience of the past few months. How did the community come so far together in so little time? How was the strategic planning process able to engage such a broad swath of the community—not through stodgy focus groups where people gave their “laundry list” of demands to library staff, but through innovative sessions where people with diverse perspectives developed a shared understanding of their shared future?*

*But you realize there’s no time for reverie now. You have your “marching orders” from the community, and it’s time to get moving!*

~

Company name: Whole Mind Strategy Group, LLC

Legal status: Virginia multi-member limited liability company (partnership)

Address: 101 E. Taylor Run Pkwy, Alexandria, VA 22314

Website: [www.wholemindstrategy.com](http://www.wholemindstrategy.com)

POC email: [eric@wholemindstrategy.com](mailto:eric@wholemindstrategy.com)

POC telephone: 571.201.5379

Thank you for the opportunity to bid on this strategic planning project for the Arlington Heights Memorial Library (AHML), and for the opportunity to lead AHML Board, staff, and stakeholders through a process leading to the outcome described above. Consultants from the Whole Mind Strategy Group have a track record in producing similar outcomes for other organizations:

- As former Mayo Clinic CEO Robert Waller, MD has said to our principal, “What you’ve been able to do here in Memphis is to help people think not just ‘outside the box’ but ‘outside the building.’ You’ve enabled people to go beyond the conventional strategic planning process or the ‘boilerplate’ strategic planning process that most institutions use.”
- As former Society of Behavioral Medicine executive director Amy Stone said, “Never before have I heard anyone describe a strategic planning experience as ‘awesome’ and ‘exhilarating’ – until today!”

**We believe we bring the greatest value to the Arlington Heights Memorial Library’s strategic planning process through the following attributes:**

- **Courage.** We are known for our willingness to have the conversations that need to be had, to create the space for people to express their honest opinions, and to step out of

the agenda and methods when necessary to help clients achieve their desired outcomes.

- **Cost Efficiency.** We focus our time and effort (and yours!) on the activities that are most likely to bring the community together around a clear set of strategies for the future. (This element informs our proposed deviation from the RFP Addendum #1 by not holding conventional focus groups, which we believe tend to capture information about what could be done in the future without at the same time building the collective will to do so.)
- **Future Focus.** With our expertise on the future, we will ensure that today's strategic discussions will be responsive to a range of future scenarios. (This focus informs our proposed deviation from the RFP by using an Appreciative Inquiry approach in the context of trends shaping the future of AHML's operating environment rather than a conventional SWOT analysis, which tends to project past assumptions on to the future.)
- **Broad Subject Matter Expertise.** We have extensive, high-level experience working across many areas relevant to AHML's future, including libraries, education, aging, health, law enforcement, business, social innovation, and corporate social responsibility.

This document describes our background and our proposed approach, including:

- **Company Information:** Basic company information as well as documentation of our extensive track record leading strategic planning processes for public and nonprofit sector organizations.
- **General Description of the Planning Activities Recommended:** Our proposal for an engaging process that invites broad stakeholder participation and includes pilots and prototypes within the strategic planning process to garner some wins even before the ink on the plan is dry.
- **Work Plan:** Detailed description of proposed activities, including timeline and a list of potential participating stakeholders.
- **Staffing Plan, Including Resumes:** More information about me, the principal of the Whole Mind Strategy Group, including my resume.
- **Proposed Costs:** A detailed budget of core and optional tasks, materials, and travel.

This proposal was developed based on the original RFP and Addendum #1. We are willing to enter into an agreement with AHML, we acknowledge the content of section 1.6 of the RFP, and we are ready to start immediately.

With sincere regards,



Eric Meade, Principal  
Whole Mind Strategy Group, LLC

## COMPANY INFORMATION

Whole Mind Strategy Group, LLC (WMSG) is a Virginia multi-member limited liability company that has been in business since its incorporation in Virginia in March 2014. The company's original name was Expotential Consulting, LLC, but the name was changed to Whole Mind Strategy Group, LLC in July 2015. The company currently has more than three months' cash reserves, one month's cash requirements in accounts receivable, and ongoing contracts covering 25% of operating costs through December 2017, and likely for two additional years.

Since the company's incorporation, a large part of its work has been strategic planning for public sector and nonprofit organizations, including the Young Adult Library Services Association, the Veterans Health Administration, the Howard County (Maryland) Department of Citizen Services, the Department of the Interior, and others.

In its strategic planning work, WMSG has used many different approaches to strategic planning (scenario planning, Future Search, Theory U, Lean Startup, guided imagery, etc.), with an emphasis on eliciting the greatest knowledge, wisdom, and aspiration from an organization's leaders, staff, and stakeholders rather than imposing some analytical recommendation of what they should do. The results include greater ownership of strategy by the organization itself, a greater likelihood of implementation, and deeper engagement (and more fun) throughout the process.

Mr. Meade, who leads all WMSG projects, is a nationally recognized futurist and a strategic planning expert:

- As a futurist, he has developed scenarios describing alternative futures of vulnerability in 2030 and of health and health care in 2032 for the Robert Wood Johnson Foundation, of technology and society in 2030 for IEEE (the global professional society for electronics and electrical engineering), and of aging for the Howard County (MD) Dept. of Citizen Services. He is also a past Chairman of the Board of the World Future Society, the oldest and largest membership association dedicated to the systematic study of the future.
- As a strategic planner, he has led processes for the Young Adult Library Services Association Oxfam America, the Colorado Health Foundation, the Society of Behavioral Medicine, the Veterans Health Administration, and many others. He also teaches a popular graduate course on strategic planning at American University.

The company has a solid track record of producing desired outcomes for clients, and of implementing projects successfully and completing the work on schedule, as will no doubt be corroborated by your contacts with the clients listed below.

## **Similar Projects from Last Three Years**

### ***Young Adult Library Services Association (YALSA)***

Designed and led strategic planning process for board and staff, based on a futures report previously completed by the organization entitled *The Future of Library Services for and with Teens: A Call to Action*. The process consisted of interviews with board members, facilitation of two strategic planning sessions and several board teleconferences, compilation of process outputs, drafting of the organization's vision and mission, and writing of a strategic plan that was adopted by the board. The scope of work was expanded to include engagement with YALSA members to launch the new plan.

Time period: August 2015 - July 2016

Number of employees: 6

#### Contact person

Beth Yoke, Executive Director

50 E Huron St.,

Chicago IL 60611

1.800.545.2433

byoke@ala.org

### ***Howard County, Maryland, Department of Citizen Services***

Designed and led a scenario-based, community-side, 20-year master planning process, resulting in a final planning document that guides the County's strategies and policies related to aging; developed a set of four scenarios describing alternative futures of the county 20 years into the future from the perspective of older adults; interviewed community leaders and facilitated multiple sessions of both a high-level community advisory committee and a mid-level community working group. This project also included a community survey conducted online and in paper form to maximize participation. The final master plan document is available at <https://www.howardcountymd.gov/LinkClick.aspx?fileticket=G3FzvwkPhDs%3d&portalid=0>.

Time period: April 2014 - August 2015

Number of employees: 12

#### Contact person

Jacqueline R. Scott, Deputy Director

Gateway Building

6751 Columbia Gateway Drive

Columbia, MD 21046

410.313.6400

jrscott@howardcountymd.gov

***Veterans Health Administration (VHA) Office of Rural Health***

Designed and facilitated three consecutive annual strategic planning retreats, the first of which set four strategic objectives that have continued to guide the office's activities to this day, despite significant changes in leadership and external factors. WMSG subcontracts to Grant Thornton for this work.

Time period: February 2014 - present

Number of employees: 8

Contact person

Thomas Klobucar, Ph.D., Director

90 K Street, NE, 7th Floor

Washington DC, 20002

202.632.8615

thomas.klobucar@va.gov

***Department of Interior Working Group on Dam Safety and Security***

Conducting interviews with 26 working group members, DOI leaders, and external stakeholders; designed and facilitated four working group sessions, including a three-day strategic planning workshop; compiled workshop outputs; drafted the working group's vision and mission based on exercise outputs; and drafted the strategic plan. WMSG subcontracts to RS Tipton, Inc. for this work.

Time period: January 2017 - present

Number of members: 12

Contact person

Karen Knight, Chief, Dam Safety Office, U.S. Bureau of Reclamation

Bureau of Reclamation

Denver Federal Center

Denver, CO 80225

303.445.3044

kknight@usbr.gov

***Oxfam America Research Unit***

Designed and facilitated a 2½-day strategic planning workshop of the research unit, helping to identify key goals and actions to guide the unit forward in an elevated position within the organizational chart.

Time period: November 2014

Number of members: 7

Contact person

Kimberly Pfeifer, Head of Research

Oxfam America

1101 17th Street, NW, Suite 1300

Washington, DC 20036-4710  
202.496.1180  
Kimberly.Pfeifer@oxfam.org

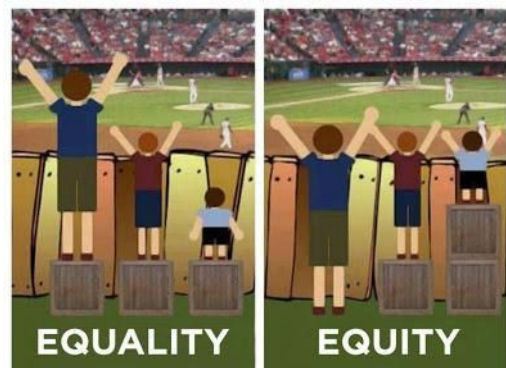
## GENERAL DESCRIPTION OF THE PLANNING ACTIVITIES RECOMMENDED

We understand that AHML requires the services of a consultant to lead the Board and staff through a strategic planning process to develop a plan, including specific components ranging from high-level vision and mission statements to specific actions to be taken, that will provide organizational guidance for decision-making over the next three years. We understand that there is a need for greater formality and structure in AHML's strategic management (the last evaluation was 2006), but that *much of what AHML is doing right now is working well*.

AHML's needs are very much in line with the services we typically offer to our clients in the public and nonprofit sectors.

We offer the following additional comments based on our current understanding:

- The Vision, Values, and Priorities have all been updated by the Board this year, suggesting that they would likely require only minor adjustment, if any.
- Given AHML's track record of success, this process can start with with an Appreciative Inquiry of what is working rather than with a "blank slate." At the same time, one must be aware of external trends that may disrupt or hinder AHML's current success. This Appreciative Inquiry approach is different from the SWOT analysis suggested by the RFP. We believe that SWOT analysis tends to project the past on to the future since the criteria for determining what is a strength (or opportunity) and what is a weakness (or threat) come from our current understanding of the external environment. By contrast, our proposed approach separates the conversation about AHML from the conversation about the external environment, and then marries the two conversations back together only after each is better understood. Appreciative Inquiry will help us identify specifically what makes AHML successful today, while an explicit consideration of a *range* of future scenarios helps us address AHML's potential operating environments going forward. We can then hypothesize the most promising ways to apply AHML's competencies across this range of future environments to best advance AHML's Vision, and we can identify pilots and prototypes of those activities that can be launched today, even before the strategic plan is written.
- Arlington Heights is racially and ethnically more homogenous than both the state and the nation, yet its diversity is increasing, which may require some adjustment of AHML's strategies. AHML's Values already include diversity and inclusion, but should they include equity as well? Equity means "providing all people with fair opportunities to attain their full potential to the





extent possible.”<sup>1</sup> This may be different from equality, as shown in this graphic. *Equality* here means giving everyone the same access to resources, while *equity* means giving everyone what they need. Relevant questions for AHML to consider include:

- Should the library provide residents with *equal* or *equitable* access to its collections, programming, etc.?
- Should AHML’s Vision focus on “customers,” who have already self-selected into AHML’s orbit, or should it expand to include “residents,” who may have unmet needs that AHML could meaningfully address.
- More practically, should AHML be the “go-to” technology skills provider for people with many options, or the “provider of last resort” for people who have none?
- The proportion of the population over 65 is growing everywhere, and this is happening faster in the Northwest suburbs of Chicago than it is in Cook County generally or in the state. AHML will need to figure out how to meet the needs of this growing cohort, and it will need to place these needs in the context of the larger purposes the library serves, including the tradeoffs that may be introduced by that larger context.

In this context, WMSG will lead AHML’s Board and staff through a process to develop a strategic plan that will articulate AHML’s vision, values, and priorities, goals, objectives, and action steps to undertake over the next three years, in light of an exploration that extends further into the future.

Specifically, the process will include the following components:

- Kick-off meeting with select Board members and staff to plan project logistics, agree on approach, and identify interviewees and other participants
- Public meetings
- Stakeholder interviews to gather information about AHML’s current and desired future state, and to orient key stakeholders to the facilitator
- Online/paper survey to collect residents’ perspectives on AHML’s current operations and visions of the community’s future
- Small group sessions with specific subpopulations or stakeholder groups who may not fully express their opinions in other contexts (Optional)
- Community profile to create a shared understanding of the current state and to inform strategic discussions
- Futures research to describe alternative outcomes of key forces shaping the future of AHML’s operating environment
- Two strategic planning workshops:

---

<sup>1</sup> Definition used by CommonHealth ACTION, adapted from Braveman, P. and Gruskin, S. (2003). Defining equity in health. *Journal of Epidemiology & Community Health*, 57, 254-8.

- The first workshop will bring diverse stakeholders together to review findings, identify the reasons for AHML's past successes, and explore opportunities to pilot or prototype products and services that would apply AHML's strengths in a changing operating environment.
- The second workshop will review the results of the pilots and prototypes and create a governance structure, including performance metrics, for the selected strategies moving forward.
- Strategic plan documentation to provide ongoing direction and guidance to Board and staff
- Graphic design of strategic plan for public release (Optional)

These components are explained in greater detail in the following section.

## **WORK PLAN**

### **Proposed Approach**

This proposed approach is subject to change based on discussions with AHML upon contract award. Activities marked as “Optional” would require an additional cost as shown in the budget.

#### ***Kick-off Meeting with Select Board Members and Staff***

In a half-day meeting with selected AHML trustees and staff, we will:

- Agree on the project approach and timeline;
- Identify logistical requirements for all project activities;
- Identify interviewees for 12-15 stakeholder interviews;
- Identify workshop invitees;
- Establish design principles for the community survey, and decide on survey methods (online and paper) to ensure the maximum possible participation; and
- Identify 4-6 forces (examples may include growth of online content, increasing diversity in Arlington Heights, aging, economic development, generational transition) that are most likely to shape AHML’s operating environment over the next 5-10 years. These will be used as the basis for the futures research.

#### ***Public Meetings (Optional)***

We propose up to six public meetings throughout the process, which could include pairs of meetings (at different times of the day to maximize access) at three different points in the process: a kick-off, an intermediate review, and a public release of the final strategic plan. We anticipate that AHML would be responsible for venue selection, publicity, and printing, while we would provide facilitation, the bulk of the presentation content, and development of associated materials.

#### ***Stakeholder Interviews***

We will initiate this process by interviewing 12-15 stakeholders, to be identified in collaboration with AHML leadership. Interviewees will likely include the elected AHML Board members, select AHML staff, and community stakeholders such as the Friends of AHML, Chamber of Commerce, the Village government, and others.

Many organizations falsely believe that a consultant must conduct a large number of interviews in order to capture the range of strategic issues that are in play. However, we have typically found that a smaller number of representative stakeholder interviews is sufficient. As former Mayo Clinic CEO Robert Waller, MD, said of Eric’s work with the Healthy Shelby health initiative in Memphis, TN, “You were able to digest a complex set of circumstances in a relatively short

period of time with a relatively small number of interviews and define precisely what the key issues were. That's a talent that doesn't come to many." Further, we believe that strategic planning is most effective when stakeholders share their diverse perspectives *with one another* rather than just with a consultant. Thus, the purpose of these interviews is largely to orient key stakeholders and the facilitator to one another, and to give the facilitator a high-level sense of the issues that will need to be addressed through the process.

Because the process includes a futures research component, these interviews will also capture key stakeholders' visions for the future, including their specific thoughts on the expectable, challenging, and aspirational (surprisingly successful) outcomes of the 4-6 forces identified in the kick-off meeting. These thoughts will be incorporated, as appropriate, into the brief forecasts developed during the futures research.

### ***Small Group Sessions (Optional)***

Our proposed approach is based on our unique ability to create the space where people with diverse perspectives can share their ideas with one another, rather than filtering all those perspectives through the mind of the consultant. We believe that this is much more effective in generating a shared awareness of the strategic situation and the collective will to take action together. However, we recognize that some groups will still need their own space for expressing their perspectives so that these perspectives can be brought into the larger process either by the consultant or by others. As an option, we propose holding separate sessions for subpopulations who may not fully trust that they can express themselves safely within the larger process.

### ***Online/Paper Survey***

We will develop a community survey to provide input to the conversations include in the interviews, small group sessions, and futures research. Specifically, the brief survey will ask for residents' perspectives on AHML's current state, as well as their visions of the future, both generally and with respect to specific futures shaping the community's future. The survey will be made available online and in a paper form in order to maximize participation (e.g., by residents lacking Internet access). We anticipate that AHML will take the lead on publicizing the survey, providing translations as appropriate, printing the paper copies, collecting paper copies, and providing any data entry, if required. We will conduct the analysis of the surveys and provide a summary document as part of the materials for Strategic Planning Workshop #1.

We caution that the survey should be used as a source of ideas, but that the non-representative nature of such surveys (e.g., library users may be much more likely to respond than *potential*

users) prevents them from being used as hard-and-fast indicators of what the community wants/needs from the library.

### ***Community Profile Development***

Based on the stakeholder interviews and desk research using publicly available resources, we will create an updated Community Profile for Arlington Heights. Once validated and refined by the AHML Board, this profile will be included (in summary form) in the final strategic plan. It will also contribute to the shared context in the strategic planning workshops described below.

### ***Futures Research***

For each of the forces identified in the kick-off meeting as significantly shaping AHML's future operating environment, we will build on what is learned through interviews, surveys, sessions, and desk research to develop three different forecasts: expectable, challenging, and aspirational. An expectable forecast describes the "most likely" future as it is currently understood. A challenging forecasts presents a plausible set of difficulties that the community may face. An aspirational forecast describes a surprisingly successful outcome for the force being considered. These forecasts will expand the thinking of all process participants and will invite them to let go of past assumptions that may no longer apply.

It can not be overstated how valuable these forecasts will be in setting the context for the strategic conversations that follow. In many strategic planning processes, participants reenact past arguments rather than genuinely confronting the changes taking place around them, much like "generals fighting the last war." These forecasts qualitatively change the context by inviting people to think about the future and about how they will respond to that future together.

### ***Strategic Planning Workshops #1***

Eric will design and facilitate a 1½-day workshop (starting in the afternoon of Day One) for AHML Board, select staff, and invited stakeholder representatives to review the findings regarding the past, present, and future, and to hypothesize the most promising opportunities to apply to future contexts the attributes that have made AHML successful in the past. Given AHML's interest in engaging the community, we anticipate a meeting of 40-60 participants.

The design of this workshop will be highly engaging and will involve movement; thus, choosing the right layout for the room will be critical. Our preference is for a large space with movable chairs, few or no tables, a few flip-charts, and plenty of wall space for posting the workshop's outputs.

The basic flow of this session will be as follows:

### Day One, 1:30-5:00

- Set the context
  - Build community within the group
  - Review the draft Community Profile
- Note: The Community Profile will likely be distributed as a read-ahead and then presented spatially during the meeting rather than as a written document or a PowerPoint; this will allow extensive feedback on the profile without consuming a lot of meeting time that would be better spent on other topics.
- Review findings from stakeholder interviews and the survey relevant to the current state
  - Conduct an Appreciative Inquiry to identify the attributes that have most contributed to AHML's past success
  - Gather input for mission statement

### Day Two, 9:00-3:30

- Validate or refine Vision, Values and Priorities in light of the draft mission statement
- Review the forecasts and the findings from stakeholder interviews and the survey relevant to the future operating environment
- Identify short- and long-term goals and objectives that would reflect meaningful advancement of the Vision within the range of potential futures
- Identify pilots and prototypes to move toward the goals and objectives
- Assign project teams, milestones, and metrics
- Articulate commitments, appreciations, and next steps

Two aspects of this design require further explanation:

- We have replaced the SWOT analysis called out in the RFP with Appreciative Inquiry, for reasons discussed earlier. Specifically, we believe SWOT analysis tends to project past assumptions on to the future in its determination of what's a strength and what's a weakness.
- Our proposal to identify pilots and prototypes breaks down the boundary between "strategy" and "implementation." This is consistent with the current trend in planning as seen in the Design Thinking and Lean Startup methodologies. This approach also makes the process more creative (and co-creative), more engaging, more fun, more accountable, and more likely to have a real impact on AHML's operations over the coming years.

Following this workshop, Eric will draft a mission statement based on the sentiments expressed by participants. We will subsequently present this draft mission statement to the Board and select staff for consideration.

### ***Support for Pilot/Prototype Teams (Optional)***

If desired, we will provide support and guidance to the teams assigned to develop pilots and prototypes of the most promising strategies identified during Workshop #1. We anticipate that this support would represent approximately 2 hours per week and would include joining calls, providing examples of similar strategies executed elsewhere, and advising on team dynamics.

### ***Strategic Planning Workshop #2***

Eric will design and facilitate a 1½-day workshop for AHML Board, select staff, and invited stakeholders to review the pilots and prototypes identified in Workshop #1; to finalize the Mission, Vision, Values, and Priorities; to establish a governance approach (an “investment framework,” potentially) for the strategic plan going forward; and to establish a process for documenting and publicizing the strategic plan (including the public meeting(s) mentioned in the Note above). Day One will include all participants; Day Two will be just for Board and select staff since it will include significant decision-making related to the final strategic plan. The basic flow of this session will be as follows:

#### Day One, 1:30-5:00

- Review pilots and prototypes identified in Workshop #1
- Identify design criteria for “investment framework” for pilots and priorities, including performance measures, resourcing mechanisms, project selection, etc.

#### Day Two, 9:00-3:30 (Board and select staff only)

- Establish “investment framework” for pilots and priorities, including performance measures, resourcing mechanisms, project selection, etc.
- Finalize Mission, Vision, Values, and Priorities
- Address any remaining strategic decisions
- Articulate commitments, appreciations, and next steps

### ***Strategic Plan Documentation***

We will draw on the outputs from these two meetings and throughout the process to produce a strategic plan to guide AHML over the next three years. The format and structure of the plan will adhere to guidance provided by AHML in the contract and throughout the process.

### ***Graphic Design of Strategic Plan (Optional)***

We recommend applying (reasonable cost) professional graphic design services to the strategic plan to provide an attractive document for public audiences and for future use by AHML Board and staff. We do not do this work ourselves, but we can identify a vendor and manage the process if desired.

## Project Deliverables

The process outlined above will provide the following deliverables:

- An up-to-date community profile
- A community survey (online and paper), and analysis of the results
- A set of forecasts describing a range of outcomes for 4-6 forces shaping AHML's operating environment
- A summary of AHML's past successes as a platform for its future successes
- Statements of AHML's Mission, Vision, Values, and Priorities
- Clearly defined goals with objectives that are measurable and for which the library will hold itself accountable, and tactics to reach those objectives, *as well as* early progress in piloting and prototyping the selected tactics
- A strategic plan that documents key outputs from the process

## List of Stakeholders

We will involve stakeholders in the process in collaboration with AHML Board and staff. However, we anticipate that the following entities would be involved in the process through the interviews and workshops. Final determinations of external participation will be made at the kick-off meeting.

- Arlington Heights Memorial Library Board of Trustees
- Arlington Heights Memorial Library staff
- Friends of Arlington Heights Memorial Library
- Village of Arlington Heights government
- Arlington Heights Chamber of Commerce
- Local businesses and community agencies
- School representatives
- Representatives of faith-based, minority, and other relevant communities
- General public (through resident survey and/or public meetings)

## Project Timeline of Action Steps & Milestones

This is a draft timeline that may change through discussions with AHML following contract award. We are ready to start work immediately.

<b>Action Step or Milestone</b>	<b>Due Date</b>
Contract Start	7/1/2017
Kick-off meeting	7/14/2017



First public meeting (if desired)	8/11/2017
Schedule all interviews	8/11/2017
Schedule all workshops and meetings (including public meetings, if required) and invite all participants	8/11/2017
Design survey	8/25/2017
Launch survey	8/30/2017
Close survey	9/20/2017
Conduct small group sessions (if desired)	9/27/2017
Conduct all interviews	9/27/2017
Draft Community Profile	10/6/2017
Develop forecasts	10/13/2017
Provide read-aheads to Workshop #2 participants	10/20/2017
Conduct Workshop #1	11/2/2017 (est.)
Support for pilot/prototype teams (if desired)	11/2/2017-2/15/2018
Conduct Workshop #2	2/15/2018 (est.)
Submit draft strategic plan	3/2/2018
<i>Comments back from AHML</i>	3/16/2018
Submit final strategic plan	3/30/2018
Coordinate with graphic designer	4/20/2018
Public release of strategic plan	4/27/2018
Public meeting to launch strategic plan (if desired)	5/4/2018
Close-out meeting/call with AHML Board and staff	5/18/2018
Contract End	5/30/2018

## STAFFING PLAN, INCLUDING RESUMES

### ***Eric H. Meade (Project Lead)***

*Principal, Whole Mind Strategy Group, LLC*

Eric is a noted futurist and strategic planning consultant serving clients in the public, private, and nonprofit sectors. Several successful strategic planning projects are described elsewhere in this proposal. In addition:

- Eric is an Equity, Diversity, and Inclusion (EDI) trainer with CommonHealth ACTION, a nonprofit based in Washington, DC.
- Eric is an adjunct lecturer at American University's School of International Service, where he teaches a graduate course on strategic planning and two courses on social innovation.
- Eric is an adjunct lecturer at the University of Denver's University College.
- Eric is a co-author of *Personal Success in a Team Environment*, a leadership development workbook for front-line staff and supervisors.

Eric has worked previously as a business executive in China and as a nuclear submarine officer. He has an MBA from INSEAD and a Bachelor's in history from the University of Virginia. He is also a graduate of the Newfield Network coach training program and a certified practitioner of the Myers-Briggs Type Indicator (MBTI).

Eric's full resume is provided on the next page.

### **References**

1. Beth Yoke, Executive Director  
Young Adult Library Services Association (YALSA)  
byoke@ala.org  
312.280.4391
2. Karen Knight  
Chief, Dam Safety Office, U.S. Bureau of Reclamation  
kknight@usbr.gov  
303.445.3044
3. Jacqueline Scott, Deputy Director  
Howard County Department of Community Resources and Services  
jrscott@howardcountymd.gov  
410.313.6444

## Eric H. Meade

### WORK EXPERIENCE

#### Since 2014 Principal, Whole Mind Strategy Group, Alexandria, VA

The Whole Mind Strategy Group ([www.wholemindstrategy.com](http://www.wholemindstrategy.com)) is a consulting consortium that provides futurist, strategic, and organizational consulting to governments and nonprofits.

- Led an exploration of self-management practices for Amplify, an education software development company.
- Designed and facilitated strategic planning process for the Young Adult Library Services Association to bring about a transformation in library services for teens.
- Designed and facilitated a scenario-based community-wide process to develop a master plan for the growing older adult population of Howard County, Maryland.
- Designed and facilitated strategic sessions for the Veterans Health Administration (National Leadership Council; Office of Rural Health), Qualis Health, and Oxfam America.
- Led a strategic planning process for the Department of the Interior's Working Group on Dam Safety and Security.
- Conducted organizational assessment for the Oncology Nursing Society to make recommendations to improve governance alignment and organization design.
- Developed leadership development institute for the Society of Behavioral Medicine.
- Delivered keynotes to AIMS Community College, the Missouri Alliance of Area Agencies on Aging, the Colorado Behavioral Healthcare Council, and Points of Light.
- Co-authored *Personal Success in a Team Environment*, a leadership development workbook for front-line supervisors and staff.
- Serving on the faculty of the California command college for law enforcement officers.
- Teaching a graduate course on strategic planning at American University.

#### 2008-2014 Vice President, Institute for Alternative Futures, Alexandria, VA, USA

The Institute for Alternative Futures (IAF) is a nonprofit futurist consultancy serving organizations in the public and nonprofit sectors, as well as corporate clients through a for-profit subsidiary.

- Led and supported futures projects (scanning, visioning, scenario planning) for:
  - Nonprofits: Oxfam America, Society of Behavioral Medicine, IEEE, AARP
  - Foundations: Kresge, Rockefeller, RWJF, Colorado Health Foundation
  - Government agencies: VHA, Army Medical Department (AMEDD), PCORI
  - Corporations: PepsiCo Advanced Research, ProQuest, MassMutual
- Served as Secretary and Treasurer to IAF's Board of Directors.

**2005-2008 Co-Founder, Top Shelf Holdings, LLC, Shanghai, China**

Top Shelf Holdings launched two brands of specialty toys in the U.S., winning several product awards and gaining customers such as Back to Basics, HearthSong, and Highlights.

- Oversaw product design and sourcing.
- Developed fluency in Mandarin Chinese and a deep understanding of Chinese culture.

**2002-2004 Chief Representative, China, Melissa & Doug, Inc., Shanghai, China**

Melissa & Doug, Inc. is a leading U.S. toy manufacturer.

- Set up the company's China sourcing office from scratch.
- Recruited, hired, trained, and supervised 22 Chinese staff in product development, quality control, and logistics, many of whom did not speak English.
- Negotiated direct relationships with more than 20 factories.
- Oversaw the development of more than 300 new products.

**1996-2001 Submarine Officer, U.S. Navy, New London, CT, USA**

I served as a junior officer on a U.S. Navy nuclear-powered fast-attack submarine based in New London, CT.

- Awarded three Navy Achievement Medals, two Kosovo Campaign Medals, one NATO Medal, the Navy "E" Ribbon, one Navy Unit Commendation, and the Sea Service Deployment Ribbon.
- Qualified in Submarines (Officer) and as Nuclear Engineer Officer.

**BOARD SERVICE**

**2012-2016 Member, Board of Directors, Counterpart International, Arlington, VA**

Counterpart International is a global development organization that works in partnership to empower people, communities, and institutions to drive and sustain their own development. I have served on the Executive, Governance and Nominating, and Audit Committees, and on an advisory group for the launch of an entrepreneurial subsidiary, the Social Sector Accelerator.

**2013-2015 Chairman of the Board, World Future Society, Washington, DC**

Established in 1966, the World Future Society is the longest-running membership organization in the world dedicated to supporting and developing thoughtful study of the future. I chaired the special committee that recruited a new CEO and served as Board Chair from 2014 to 2015.

**EDUCATION**

- 2014 Newfield Network Training in Ontological Coaching
- 2010 Myers-Briggs Type Indicator (MBTI) Certification Course
- 2002 MBA, INSEAD, Fontainebleau, France and Singapore
- 1996 B.A. in History (High Distinction), University of Virginia

## PROPOSED COSTS

The pricing offered here will remain firm for ninety (90) days after the opening date. The total professional fees for core tasks are \$53,375. We estimate meeting material expenses and travel expenses, which are reimbursable by AHML, at \$406 and \$2,935, respectively.

Core Task	Hours	Hourly Rate	Total
Kick-off meeting	6	250	1500
Schedule all interviews	4		1000
Design survey	16		4000
Analyze/summarize survey results	16		4000
Conduct 12-15 stakeholder interviews	15		3750
Draft Community Profile	32		8000
Develop forecasts	48		12000
Design and facilitate Workshop #1	24		6000
Design and facilitate Workshop #2	24		6000
Submit draft strategic plan	20		5000
Submit final strategic plan	8		2000
Close-out meeting/call with AHML Board and staff	2		500
<b>CORE TASK LABOR TOTAL</b>	<b>215</b>	<b>250</b>	<b>\$53,375</b>

Optional Task	Hours	Hourly Rate	Total
Plan and conduct public meeting (cost for each)	8	250	2000
Conduct additional stakeholder interview (cost for each)	1.5	250	375
Conduct small group session (cost for each)	8	250	2000
Support pilot/prototype teams	30	250	7500
Graphic design (external vendor)	-	-	3000 (est.)

<b>Meeting Material Expenses</b>	
<b>Materials for Workshop #1</b>	

Butcher block paper	36
Flip chart paper (assuming AHML has 3 flip-charts available for use)	120
Markers	20
Name tags	10
Printing	50
<b>Materials for Workshop #2</b>	
Flip chart paper	120
Printing	50
<b>TOTAL MEETING MATERIAL EXPENSES</b>	<b>\$406</b>

<b>Travel Expenses</b>		
Travel to Arlington Heights for Kick-off Meeting		385
• Airfare	200	
• Accommodations	75	
• Meals	40	
• Ground Transportation	70	
Travel to Arlington Heights for Interviews / Group Sessions		935
• Airfare	200	
• Accommodations	375	
• Meals	200	
• Ground Transportation	160	
Travel to Arlington Heights for Workshop #1		645
• Airfare	200	
• Accommodations	225	
• Meals	120	
• Ground Transportation	100	
Travel to Arlington Heights for Workshop #2		500
• Airfare	200	
• Accommodations	150	
• Meals	80	
• Ground Transportation	70	
Travel to Arlington Heights for Public Meetings		470

• <i>Airfare</i>	200	
• <i>Accommodations</i>	150	
• <i>Meals</i>	80	
• <i>Ground Transportation</i>	40	
<b>TRAVEL EXPENSE TOTAL</b>		<b>\$2,935</b>

July 7, 2017

Members of the Strategic Planning Committee:

(Pertaining to **Section 2.2** of the RFP)

Thank you for the opportunity to submit this proposal to lead development of a strategic plan that the board has prioritized for the coming year to ensure mission alignment for the Arlington Heights Memorial Library (AHML) organization, inform decisions and investments to advance the mission and increase impact, and tighten the messaging and organizational structure to support the organization. In the pages to follow, we have outlined our understanding of the work, as well as the approach that we would take, a summary of similar work we have led, and our unique qualifications.

This letter, and the submissions contained in this submission, represent our willingness to engage with AHML in this work. Following, please find:

- **2.3 Company Information**
- **2.4 General Description of Planning Activities Recommended**
- **2.5 Workplan**
- **2.6 Staffing Plan, Including Resumes**
- **2.7 Proposed Costs**

We look forward to engaging with you in this work. As non-profit leaders, we are professionally passionate about this work because we know that strong organizations make for strong communities. And as civically engaged citizens and lifelong learners, we are personally committed to the success of valued public institutions like AHML. Consider us as true members of your team because that's how we'll see ourselves. We hope we have the honor of helping you reach your goals.

Sincerely,



Sarah Mayeda  
President and Co-Founder



## **2.3 Company Information**

- 1. Form of ownership:** InStride Advisors, Inc. is a women-owned small business, designated as an S-Corporation in the State of Illinois

**Number of years the Proposer has been in business under its current name:** 2 years

**Any previous company names, and years in business as such:** N/A

**Description of the length and nature of the Proposer's experience in providing the products and services requested in this RFP. Proposer should be specific in detailing the length of time supplying types of products specified in this proposal:** InStride Advisors provides key support to organizations looking to address challenges, grow strategically, engage their teams, and manage change. We employ a partnership strategy with organizational leaders to identify the right opportunities for growth and develop the strategy to get there. We have engaged with 16 organizations of varying sizes over the past two years of operations, and have led engagements in strategic planning, executive transition, business planning, incident analysis, and grant writing/project management. Please see sub-section 3 of this section for a detailed listing of the most relevant clients and projects.

**Proposer's financial strength:** InStride Advisors in good financial standing.

**Year and state of incorporation, if applicable:** Incorporated in Illinois in 2015

**Names of partners and length of partnership, if applicable:** N/A

**Information regarding a sale, acquisition, or merger that would alter the Proposer's existing structure if any are pending or being negotiated:** N/A

**Any other information that demonstrates the Proposer's experience, ability, and capacity to produce the required outcomes requested in this RFP.**

Sarah Mayeda will be collaborating with Jason Cascarino for this project. We bring a unique perspective to this work, and demonstrated effective collaboration: we have been partners in organizational design, scale, and impact for the past 10 years. We began working together as members on the investment team at The Chicago Public Education Fund during a time of significant transition for the Chicago Public Schools in 2007. We reconnected professionally as Sarah was launching Spark Chicago in 2011 as founding Executive Director, and Jason served as a key advisor. Spark is a middle school youth mentoring program that relies on partnerships with schools, communities and businesses to drive student outcomes. Jason joined Spark in 2014 as Spark's national Chief Executive Officer, where Sarah was then Chief Operating Officer. They collaborated on significant strategic shifts for the organization over the next 18 months.

As the founding Executive Director of the Chicago office, **Sarah Mayeda** led the development and execution of our launch strategy, including the cultivation of district and corporate

partnerships as well as Spark's engagement with NBC's "Today Show," resulting in a feature spot with Jenna Bush Hager. As Chief Operating Officer on Spark's national team, Sarah managed complex, multi-regional priorities related to talent development, fundraising, financial sustainability, communications, and operations, working with the board and executive leaders to make strategic decisions. Projects include selecting a PEO partner and subsequent benefits selection, leading a downsizing of national staff to address a funding shortfall, and running internal point on the CEO transition, in addition to helping to develop and then operationalizing the organization's strategic plan.

Sarah left Spark in 2015 to launch InStride Advisors, where she helps schools and non-profits that support children and families grow sustainably, navigate change effectively, and support and develop leadership and strong workplace cultures. With successful experience as an educator, funder, and non-profit executive at both the local and national levels, Sarah employs a partnership strategy with organizational leaders to identify the right opportunities for growth and develop the strategy to get there, with specific focus on preparing organizations to navigate change structurally and culturally.

**Jason Cascarino** has nearly twenty years of experience as a leader and executive in the social sector, including philanthropy and nonprofits serving communities and youth. He has been engaged in many aspects of the growth of social sector organizations, including strategy, business operations, marketing and communications, and program evaluation. In Jason's roles, he has specifically played an active part or spearheaded strategic planning processes for a half dozen national and community-based nonprofit organizations. In every case, he has worked directly with boards, leadership, staff, and key external constituents to formulate actionable plans that drive impact through high-quality, scalable and sustainable programming.

Among the strategic planning engagements that Jason has led:

- At the Chicago Public Education Fund - Chicago's premier local education fund - Jason served as COO and Acting CEO and was engaged in two rounds of large-scale, stakeholder-focused, strategic planning processes that resulted in more than \$25 million in funds raised to expand The Fund's programmatic initiatives to support school improvement.
- At Spark, Jason served as national CEO and led the board, staff and funders in a process establishing a new 10-year vision and 4-year strategy for the organization built around ensuring quality programming at scale with greater sustainability. Under his leadership, Spark tripled its number of youth served, increased its revenues by 50 percent in three years, and overhauled its brand.
- At Citizen Schools - a national after-school program - Jason served as Director of Marketing and New Initiatives and contributed to the organization's new business strategy to support schools in extending the school day through community partnerships and led the full-scale rebranding effort around it, resulting in more than doubling the organization's scale in five years.
- At CASEL - the nation's largest research and advocacy organization for social and emotional learning - Jason served as Vice President for External Affairs and helped develop a long-range plan to scale the organization's research into practice through new service lines directly to local school districts and through new federal education policy.

- At New American Schools - one of the nation's first venture philanthropies - Jason served as a consultant to the organization's portfolio of nonprofit grantees, examining their business operations and impact and advising them on sustainable growth.
2. InStride Advisors has engaged in over 20 projects with 16 clients since 2015 and has completed all projects within budget, and on time, except for one project that has been delayed due to a CEO transition, but will conclude this fall.
  3. Below is a listing of representative clients over the past 2 years with engagements most similar to the proposed AHML engagement:

**Chicago Public Library:** With 80 locations, Chicago Public Library (CPL) is the largest and most visited cultural institution in Chicago. InStride Advisors facilitated a multi-organizational effort to write and submit a proposal for funding from the Institute for Museum and Library Services (IMLS) to support professional development programming, specifically to build capacity among librarians nationally to foster community-based, informal learning that supports school-aged patrons as they become critical thinkers and problem solvers using the strategies and habits of mind associated with science and engineering (STEM), which has been a priority for CPL for the past several years. This was a 6-week project involving the blending of complex components, and balancing the needs of two high profile organizations (Chicago Public Library and Museum of Science and Industry). CPL was awarded a \$350K grant to support this work beginning in 2017. In addition to this specific engagement, InStride Advisors has been retained by CPL leadership to write position pieces on library activities and accomplishments to publications like Library Journal and the Stanford Social Innovation Review, giving InStride Advisors a unique perspective on how innovative and responsive libraries can strengthen communities.

- **Project Period:** December 2016-January 2017
- **Number of Employees:** Over 1,000
- **Contact Person and Title:** Andrea Saenz, First Deputy Commissioner and Chief Strategy Officer
- **Address:** 400 S State St, Chicago, IL 60605
- **Phone:** (312) 747-4018
- **Email:** asaenz@chipublic.org

**Thrive Chicago:** Thrive brings the public and private sectors together to solve the most complex challenges facing Chicago's youth from "cradle to career." Thrive steps in where most policy or funding stops short. Thrive coordinates the intervention across multiple organizations that each play a different role in executing the action through cross-organizational "Action Teams". InStride Advisors was hired to lead the design and execution of Thrive Chicago's High School Transition Study - a landscape scan to better understand the resources & supports that families and students need to apply for and choose a high school that is a good fit in Chicago - from the perspective of school counselors, but more importantly, parents and students. The results of this scan will help inform anyone working in this space about what's working and what could be improved. We developed the research design and methodology, including a full suite of survey tools in paper and online format, and secured approval from both an external IRB and the Chicago Public Schools RRB. This work also involved engaging executive leaders from more than

a dozen organizations as part of the working group, as well as 10-15 additional critical friends with perspective on this work.

- **Project Period:** June 2016-February 2017
- **Number of Employees:** 6 for Thrive; 20 members of the Working Group
- **Contact Person and Title:** Kate Warach, Manager of High School Graduation Initiatives
- **Phone:** (773) 904-2634
- **Email:** [kwarach@thrivechi.org](mailto:kwarach@thrivechi.org)

***Instituto del Progreso Latino:*** Instituto is a leader in achieving measurable community transformation by applying a sustainable and disciplined approach to innovative and purposeful education for individuals and families. InStride Advisors was contracted to help the board and senior staff develop a comprehensive and inclusive vision and strategy for this 40-year old community-based organization. Instituto is a multi-dimensional organization, with two charter schools, workforce development programming, and ESL programming. They have national growth potential that this new plan will harness and articulate. The engagement included developing and administering over 1000 surveys to five respondent groups, interviewing over 30 critical friends, and facilitating bi-weekly Project Management meetings.

- **Project Period:** January – May 2017 (project on hold until new CEO is hired)
- **Number of Employees:** Over 200
- **Contact Person and Title:** Andrea Saenz, Chair, Instituto Board of Directors and First Deputy Commissioner and Chief Strategy Officer, Chicago Public Library
- **Address:** 2520 S Western Ave, Chicago, IL 60608
- **Phone:** (312) 519-1841
- **Email:** [andrea.saenz@gmail.com](mailto:andrea.saenz@gmail.com)

***Illinois Network of Charter Schools:*** The Illinois Network of Charter Schools (INCS) advocates for the improvement of public education by leveraging the charter school model as a catalyst to transform lives and communities. INCS works to ensure that charter public schools have adequate and equitable resources, the autonomy to find innovative approaches to meet student needs, and a fair and transparent policy landscape that allows high quality options to thrive. InStride Advisors was hired to help the board and senior staff establish their vision and mission for 2017-2019. This work involved the creation of interview protocols to gather feedback from key stakeholders, including INCS staff, board members, funders, member schools, and partners – over 30 one-on-one interviews. Once the data collection was complete, InStride led the development of a refreshed strategic direction, including branding, priorities, and an evaluation of implications.

- **Project Period:** August – December 2016
- **Number of Employees:** 15
- **Contact Person and Title:** Andrew Broy, President
- **Address:** 150 N Michigan Ave, Suite 430, Chicago, IL 60601
- **Phone:** (312) 629-2063
- **Email:** [abroy@incschools.org](mailto:abroy@incschools.org)

## **2.4 General Description of Planning Activities Recommended**

The Arlington Heights Memorial Library (AHML) is a public library located in the Chicago suburb of Arlington Heights and serves a population of approximately 75,000 residents. A trusted and valued institution, AHML welcomes an average of 2,800 people to the library each day and circulates over 2 million items annually. AHML's work has not gone unnoticed: for the eighth year in a row, Library Journal's "Index of Public Library Service" gave the Arlington Heights Memorial Library a five-star rating, making it one of America's top-rated libraries. Only 21 libraries nationally have received this distinction eight years in a row.

It has been almost twelve years since the library has conducted a formal strategic plan evaluation, although AHML's Vision, Values and Priorities statements, first adopted in 2012, are reviewed and updated periodically. AHML is seeking a consultant to lead the board and staff through the process of developing a strategic plan. The plan will re-articulate AHML's vision, values, and priorities, and will include the goals, objectives and action steps that will guide the organization for the next 3 years. The strategic planning consultant will:

- Facilitate the strategic planning process using methods effective for public, service-based institutions.
- Formulate a mission statement and assist with determining whether or not the current organizational vision and priorities are appropriate for AHML's existing environment and future direction.
- Assist in the development of short and long-term goals and objectives
- Assist in the development of outcomes to measure the success of the goals and objectives

We anticipate that – in addition to looking out ahead to the next three years – this plan will articulate a compelling vision for the future generally for AHML, and include projections for impact over the next ten years so the 3-year strategic plan is importantly nestled within a longer-term view.

The final strategic plan document will include the following in detail:

- An up-to-date community profile
- An assessment of the library's environment including strengths, weaknesses, opportunities, and threats
- Specification of the vision, values, and priorities of the organization.
- Clearly defined goals with objectives that are measureable and for which the library will hold itself accountable, and tactics to reach those objectives

Strategy projects like these are driven by critical questions that deepen our collective understanding about what's possible. Below, we have outlined initial questions that reflect our approach to this work, and how we might proceed.

### **Understanding current state:**

- What do patrons value about the AHML system? What strengths do they see? What are they getting there that they would not get elsewhere?
- What is the current brand of AHML with patrons, broader community members, peer organizations, and other civic organizations?

- What makes AHML unique in its current approach compared to other similar library systems?
- What lessons can be learned from other similar library systems in similarly sized communities?
- How does library staff engage with the community to enrich the library experience for patrons?
- What attributes of AHML support its ability to engage with patrons and the broader Arlington Heights community?
- How is library impact measured and sustained?

#### **Assessing what's possible:**

- What does "ideal state" look like for AHML? Financially, programmatically, operationally?
- What attributes are potential barriers for broader engagement?
- How can AHML modulate its marketing and communications efforts to appeal to a broader population of patrons, while diversifying its program offerings in a sustainable way?
- How can AHML increase its value proposition to patrons, its collaborative value to other civic organizations, and its operating efficiency?

#### **Turning data into action:**

- What is the best approach to enhance program offerings and infuse AHML operations with innovation? On what timeline? Measured in what way?
- How do we increase library use, and ensure that AHML staff remains talented, committed, and inspired?

#### **Implications**

- Given the above, what are the implications for AHML as an organization and for its forward-looking strategy? How should the library be structured to best reach the target outcomes?
- What is the recommended timeline for improvements, and how will improvement be measured?

For AHML to continue to grow effectively and sustainably, best serve your community, and remain true to its mission, it is critical to take a holistic look at what's working and what's not, and to provide the board and executive team with a comprehensive set of recommendations rooted in quantitative and qualitative data. The AHML value proposition should be a compelling case for residents, community partners, and other civic agencies resulting in more innovative and engaging library programs and greater mission alignment. And getting to this strategy requires insightful research, meaningful analysis, and creative thinking. We can help.

## 2.5 Workplan

Below, we have outlined our proposed process to achieve these outcomes, including timeline and key milestones.

**Project Set Up [late August – early September 2017].** Set the stage, establish the data protocols and meeting cadence and confirm the critical questions.

- **Milestone 1: Establish Key Questions and Kick Off Planning.** With project leaders, confirm key questions that strategic planning process will address. Plan for and facilitate kick off meeting(s) with board and relevant school staff.
- **Milestone 2: Finalize Project Work Plan and Scheduling.** With the project lead(s) to finalize a work plan to take us through the full engagement. Based on the work plan and given the likely challenges scheduling into busy calendars, we will aim to schedule any stakeholder interviews and project leadership meetings by mid-September, with meetings taking place through end of October.
- **Milestone 3: Define List of Stakeholders to be Interviewed and Create Interview Guides and Survey Tools.** Work with the project lead(s) to develop a comprehensive set of staff, board, and external stakeholders to interview and determine the format, timing, and cadence for these meetings, and will include key partners to AHML, but also representatives from peer library systems and other cities who are demonstrating best practice in innovative public libraries. This may include facilitating a portion of staff or board meeting(s), individual interviews, or focus groups with community members. We will also develop interview guides outlining the focus areas and key questions for each group of stakeholder interviews, aligned with the critical questions established. Develop survey respondent list for broad survey, and draft survey.
- **Milestone 4: Create Project Communication and Engagement Plan.** Work with the project lead(s) to determine the level of engagement to be maintained with AHML executive team and board during the course of the engagement. Identify the additional update or informational communications (written or in person) required in addition to the project-related meetings already defined to ensure appropriate communications and engagement throughout the project. Propose initial roll out options following completion of plan.

**Build the Case for AHML [September-November 2017]**

- **Milestone 5: Assess Current State Performance.** Using AHML-provided data, dashboards and reports, as well as data collected from qualitative research, analyze processes and specific performance metrics relevant to or impacted by the operational design and current outcomes of each area of library operations, program, and community impact. Interview key internal and external stakeholders about what's working, what isn't, and what's possible to gain additional perspective. Determine degree of current alignment with other community and government entities, including, but not limited to public schools, community centers and other non-profit organizations, faith-based organizations and similar. This will include facilitated group meetings with select AHML staff and board, at a cadence agreed upon in previous phase. This will include 1:1 interviews with up to 20 "critical friends" of AHML, up to 5 focus group sessions with library patrons, and a representative community-wide survey (electronic) to assess strengths and opportunities for growth.

- **Milestone 6: Map Future State.** With project leaders, synthesize all of the information gathered to create a thorough and accurate understanding of current state performance on AHML current operations, future state needs / opportunities / threats and new opportunities on the horizon. Develop a broad 10-year vision and specific 3-year strategy for where AHML could go and the resources required. The summary report will be reviewed with the project lead(s) to ensure there is a shared understanding of and motivation for moving forward with creating a compelling and bold vision for the future.

### **Pressure Test and Package Plan Drafts and Final Documents for Approval, and Community Distribution [December 2017-January 2018]**

- **Milestone 7: Pressure test key ideas with stakeholders.** Once the initial draft concepts are complete and meet with approval from the project leads, help orchestrate a brief but meaningful “sharing tour”, providing AHML leaders an opportunity to get early buy-in from key external stakeholders about the plan. These could include community partners, funders, or similar. Collect and organize feedback from all of these meetings.
- **Milestone 8: Develop measures for success.** Facilitate meeting of staff leaders to determine optimal outcomes for the 3-year plan, and incremental annual milestones to ensure the plan is on track.
- **Milestone 9: Complete final documents for board approval.** Based on the feedback gathered in the previous steps, create final Word and PowerPoint documents for board.
- **Milestone 10: Promote and prepare plan for roll out.** Create content and format for press event(s), promotional messages, and next steps for management team.

We know we’ve been an effective partner to you if we’ve:

- Ensured an ambitious but achievable workplan and timeline;
- Provided facilitation support for key leadership and other relevant board meetings;
- Interviewed key stakeholders, including patrons, partners, and other thought leaders, to gain important insights into Arlington Heights Memorial Library’s mission and reputation, as well as growth potential;
- Collected and summarized stakeholder input for the AHML board and management team and provide alternative actionable strategies;
- Written and packaged high quality plan drafts and final documents;
- Provided guidance around communicating details of the final plan to key stakeholders.

### Expectations for InStride

- Deliverables as outlined in the Proposed Process and Milestones section above will be hit on time and with quality.
- Agendas will be created for all meetings with key stakeholders on projects, and shared with meeting participants in advance.
- We will create a comprehensive shared project management tool (in GoogleDocs) including progress to goals on milestones, as well as notes and other data collected during interviews. We aim to be completely transparent, and a fair broker.
- We will be on site at AHML whenever necessary and feasible for optimal working outcomes, and we are available by phone as needed throughout the project.



### Client Expectations

- The work described above requires accessibility to senior staff and board members and buy-in from them regarding the work.
- The work described above assumes that AHML will be able to provide access to key organizational performance and utilization data, as relevant.
- To match our commitment to align this work with work already underway, AHML should be transparent with us about what the non-negotiables are.
- The work described above requires access to key staff and board members who will be instrumental in the development of foundational knowledge, access to stakeholders, and decision making.
- To ensure timely progress on all proposed work, it is preferable to maintain a weekly 30-minute check-in conversation with the project sponsor(s).

## **2.6 Staffing Plan**

Sarah Mayeda and Jason Cascarino will co-lead this work with the board and executive team of Arlington Heights Memorial Library. Amanda Kilibarda Gutierrez will provide data analysis and survey administration support. Please see appendix for resumes.

## **2.7 Fees and Terms**

The official timeline for this project will be September 4, 2017 – January 31, 2018. Our project-based fee for this work, and relevant to Milestones 1-10 above, is **\$85,000**.

Rates do not include expenses associated with printing, copying, postage, messenger service and mileage/transit costs to in-person meetings. These will be billed at cost, based on receipts. Anticipated expenses outside of what would be considered typical will be raised in advance for approval.

InStride Advisors (“InStride”) would perform all services under this Agreement for Arlington Heights Memorial Library (“Client”) in a professional and businesslike manner and in compliance with all applicable, federal, state and local laws.

***Fee Structure:*** Project-based fees ensure that we are all marching in the same direction. Any work beyond the scope outlined in this document will be discussed, agreed upon, and billed separately. Our fees and expenses are driven by the work conducted to ensure that we all stay focused on delivering the milestones at the highest quality, and not on whether to add incremental hours of work to complete them. If InStride, or applicable subcontractors on this project, works at least two weeks of any given 30 day period, the anticipated monthly fee is considered earned. If it is less than two weeks, the fee will be prorated at a rate of \$450.00 per day. Fees paid for work already completed are non-refundable. If the work is halted for any reason by the Client, the pro-rated, outstanding fees tied to successful completion of the work deliverables outlined above will be paid in full and those still in progress will be paid on a prorated basis.

***Confidentiality:*** InStride acknowledges that during its contract with Client, InStride will have access to certain proprietary information of Client and its partners, affiliates, funders and youth participants. InStride shall not disclose to anyone outside of Client, either during or after the term of this agreement, any confidential information (as hereinafter defined), except as required in performance of the services or pursuant to a lawful order of a court or government agency, and InStride acknowledges that the Confidential Information is and shall remain Client property. Upon the expiration or termination of this agreement, InStride shall return all confidential information (and any copies thereof), to Client. “Confidential information” shall mean information that is proprietary information of Client, including without limitation its methodologies, financial data, computer programs, systems and code, plans, projections, existing and proposed and contemplated projects, products, manuals, sponsor lists, fundraising information, contracts, correspondence and other information relating to Client’s business and operations or that of its partners, affiliates, funders or youth participants. “Confidential information” shall not include any information that is in the public domain or becomes public knowledge without the fault of its agents or employees. InStride will remain responsible for the compliance with this section by agents and employees, if any, that are utilized to provide the services covered under the agreement.

***Termination:*** Client may terminate this agreement and the services of InStride upon thirty (30) days advance written notice, and in such case, Client shall pay InStride only for the services provided and the expenses incurred through the date of termination.

***Limitation of Liability:*** Neither party shall be liable hereunder for special, punitive, exemplary, indirect, consequential or incidental losses or damages of any kind or nature whatsoever. Except as otherwise expressly provided in this Agreement, damages shall be Client's exclusive remedy under this Agreement, and InStride's liability under this Agreement, regardless of the form of action, shall be limited to actual damage and shall not include special, punitive, exemplary, indirect, consequential or incidental damages. In no event shall InStride's liability exceed the total amount paid for its services under this Agreement. No action, regardless of form, arising under this Agreement, may be brought more than one year after the cause of action has arisen, except that an action for nonpayment may be brought within one year after the date of the most recent payment.

# APPENDIX

## SARAH V. MAYEDA

(312) 543-6755 ▪ [smayeda@instrideadvisors.com](mailto:smayeda@instrideadvisors.com)

**Thought partner. Non-profit executive. Educator. Coach. Change agent.**

### EXPERIENCE

#### **InStride Advisors (2015-present)**

*Founder and President*

River Forest, Illinois

- Provides key support to organizations looking to address challenges, grow strategically, engage their teams, and manage change.
- Project work focuses on change management, including executive leader transition support, leadership branding and executive and team-based coaching, strategic planning and advising, management capacity building, talent management and human resources strategy, board development, and meeting and retreat facilitation.
- Client List:
  - Instituto del Progreso Latino
  - SAGA Innovations
  - UEI/To&Through
  - Thrive Chicago
  - Illinois Network of Charter Schools
  - Legacy Charter School
  - EPIC Charter Academy
  - Erie Elementary Charter School
  - Chicago Public Library
  - Youth Opportunity United (Y.O.U.)
  - Spark Program, Inc.
  - Leading Educators
  - Chicago Tech Academy High School
  - Ancona School

#### **Spark Program, Inc. (2011-2015)**

*Chief Operating Officer, Spark National (2013-2015)*

Chicago, Illinois

- Led, developed strategy, and managed national administrative departments to support growth of organization. Functions managed: finance, human resources, operations, and communications.
- Managed national office including organizational culture, talent and leadership development, performance, and physical plan; led relocation/expansion of 3 offices in 2014 alone.
- Led establishment of first board-designated operating reserve and secured first bank line of credit for Spark; created financial management policy to guide decision making.
- Created talent sourcing and onboarding systems to support regional hiring managers; effectively supported the identification and onboarding of 15+ staff members nationally over 2 years.
- Developed comprehensive weekly financial projection dashboard to inform CEO and regional leaders of anticipated financial position to inform decision-making.
- Initiated and managed partnership with ADP TotalSource, a Professional Employer Organization (PEO) that leverages a third party vendor to provide best-in-class benefits to Spark employees.
- Provided key staff leadership to the selection of the new Spark CEO following the resignation of the founder; acted as staff liaison to board selection committee.

*Founding Executive Director, Spark Chicago (2011-2013)*

Chicago, Illinois

- Established Spark's first regional site outside of California, securing 100% of launch year funding while leveraging in-kind office space; hired and managed a team of 6 professional staff.
- Piloted Chicago's first one-on-one workplace apprenticeship program for middle school students, enrolling 63 students in first year (exceeding enrollment targets by more than 50%); created more than 100 apprenticeships in 2012, matching pace with two existing Spark regions ahead of schedule.
- Secured a progressive data sharing agreement with Chicago Public Schools to ensure that Spark is able to track progress of its alumni after leaving middle school.

## SARAH V. MAYEDA

(312) 543-6755 ▪ [smayeda@instrideadvisors.com](mailto:smayeda@instrideadvisors.com)

- Led first ever Spark Strategy Day, with more than 40 participating national and regional board members, resulting in action items intended to drive corporate partner strategy at Spark.
- Managed two fundraising and strategy boards; recruited 5 Executive Board members, and 8 Advisory Board members toward a goal of more than \$40,000 in individual support in 2012.
- Project managed the filming of Spark's feature on The Today Show, including liaising with NBC producers and on-air talent (Jenna Bush Hager) and promotion to Spark stakeholders.

### **The Chicago Public Education Fund (2008-2011)**

Chicago, Illinois

*Manager, Program Investments*

- Led The Fund's flagship investment in new teacher talent identification by managing the development of a teacher quality assessment tool to be used by the 5,000+ annual applicants to Chicago Public Schools (CPS).
- Developed and managed communications and stakeholder engagement strategy for roll out of the innovative yet controversial Fund-backed Teacher Incentive Fund compensation pilot with CPS.
- Managed proof-of-concept pilot to place teams of alternatively certified teachers in ~10 low performing schools; provided regular status updates on program performance to CPS Chief Executive Officer.
- Point of contact for Fund's teacher quality strategy for Directors and key strategic partners; managed relationships and accountability with Board working team, senior-level CPS leaders, and other stakeholders.

### **National Teachers Academy; Chicago Public Schools (2006-2008)**

Chicago, Illinois

*Coordinator, Pre-Service Teaching and External Partnerships*

- Led design and execution of strategy to facilitate successful placement, coaching, and supervision of ~20 student teachers; provided strategic support to cooperating teachers in their mentorship roles and career counseling to teacher candidates.
- Conceptualized and managed professional development school partnerships with university faculty and field supervisors, CPS personnel, and local businesses and organizations to develop programs benefiting students, families, and teachers.
- Managed special project fundraising initiatives, resulting in approximately \$20,000 in philanthropic, competitive grant, and in-kind donations to support expansion of program activities.

### **Seward Communication Arts Academy (2004-2006)**

Chicago, Illinois

*7<sup>th</sup> and 8<sup>th</sup> grade teacher*

- Led standards-based change process in literacy as one of three Partnership READ fellows, resulting in increased student achievement in reading.
- Designed and implemented literature and standards-based language arts and social studies curriculum for 100 7th and 8th grade students, resulting in increased student achievement on summative and formative assessments over two academic years.

### **John T. Pirie Fine Arts and Academic Center (2003-2004)**

Chicago, Illinois

*5<sup>th</sup> grade teacher*

- Established after-school tutoring program for ~10 students to provide small group homework support and enrichment opportunities.

## SARAH V. MAYEDA

(312) 543-6755 ▪ [smayeda@instrideadvisors.com](mailto:smayeda@instrideadvisors.com)

### University of Chicago Alumni Association (2002-2003)

Chicago, Illinois

*Assistant Director, Regional Activities*

- Managed and developed regional alumni events to cultivate donors and partners as part of university-wide \$2 billion capital campaign at University of Chicago.

### Chicago Cares, Inc. (2000-2002)

Chicago, Illinois

*Development Manager*

- Managed foundation relations and individual giving campaigns for current and prospective funders of Chicago Cares' programs and general operations for ~\$1.2 million annual budget.
- Co-created and directed Chicago Cares' first and second annual benefit events. Responsible for all planning details including site logistics, volunteer management, and silent auction gift procurement and operation.

## EDUCATION

### University of Illinois at Chicago

Chicago, Illinois

Masters of Education, Instructional Leadership, December 2004

- GPA 4.0/4.0
- Middle School Endorsement, Golden Apple Teacher Education Alternative Certification Program

### Northwestern University

Evanston, Illinois

Bachelor of Science, Education and Social Policy, June 2000

- GPA 3.60/4.00, Major: Social Policy
- Dean's List honors

## OTHER INFORMATION AND INTERESTS

- Interests include camping and backcountry hiking, running, knitting, international travel, and music.
- Passionate about sustainable agriculture, family-friendly organic cooking, and home-based gardens.
- Enjoys good books that provoke thought and discussion.



# JASON CASCARINO

1126 Wenonah Avenue, Oak Park, IL 60304 | 708.308.4054  
jasoncascarino@gmail.com | www.linkedin.com/in/cascarino

## CAREER SUMMARY

J. William Fulbright Fellow and experienced professional in nonprofits and philanthropy, successfully advancing the quality, scale and sustainability of social impact organizations.

## EXPERIENCE

### **Spark Program** SPARKPROGRAM.ORG | CHICAGO, IL

**Chief Executive Officer** October 2013 - March 2017 | **Senior Advisor** April 2017 - July 2017

- Led \$5 million direct-service nonprofit providing 2,000 youth in 30 schools across 4 major metro regions with mentoring and skill-building, in partnership with more than 150 companies
- Directed strategy, fundraising and board development, resulting in tripling the number of students served, increasing revenues by 50 percent, and adding four new C-level executives to the board
- Spearheaded strategic planning process with Bain & Company, resulting in a new program and business model to scale to 10,000 students annually and generate sustainable revenue over 10 years
- Elevated Spark's brand and organizational presence nationally, resulting in prominent invitations to multiple White House convenings and conferences/summits in the education, youth & mentoring fields
- Accomplished financial turnaround of start-up nonprofit in crisis, resulting in broad staff and leadership restructuring, protecting certain regions from closing, and build-up of financial reserves

### **CASEL (Collaborative for Academic, Social & Emotional Learning)** CASEL.ORG | CHICAGO, IL

**Vice President for External Affairs** January 2012 - October 2013

- Led public policy efforts for social and emotional learning (SEL), resulting in the inclusion of evidence-based SEL programs in federal education law (ESSA) for the first time ever
- Developed and produced two leading resource publications in the SEL field, resulting in advancing SEL brand awareness and adoption of quality SEL programming and standards
- Secured three successful, seven-figure, multi-year funding proposals, resulting in defining near-term organizational strategy and securing \$12.5M in funder commitments

### **The Chicago Public Education Fund** THEFUNDCHICAGO.ORG | CHICAGO, IL

**Chief Operating Officer/Acting Chief Executive Officer** May 2011 - December 2011

- Led strategic planning process with board chairman and executive committee, resulting in setting near-term priorities for The Fund and its investors, including \$2M in new investments
- Managed 7 staff and 5 board committees, resulting in ongoing buy-in and effective oversight of The Fund's finances, operations and portfolio of program grants during leadership transition

**Director, Strategy & Operations** January 2010 - April 2011

**Manager, Communications & Strategy** August 2008 - December 2009

**Manager, Program Investments** June 2006 - July 2008

- Led project to develop first-ever comprehensive human capital strategic plan for Chicago Public Schools (CPS), resulting in detailed talent management plan for new CPS Chief Talent Officer
- Developed and implemented of The Fund's balanced scorecard performance management tool, resulting in alignment of organizational and individual outcomes
- Overhauled The Fund's brand, producing new graphics and color palette, completely redesigned website with motion media, and suite of print and promotional materials

**Citizen Schools** CITIZENSCHOOLS.ORG | BOSTON, MA

*Director, Marketing and New Initiatives* June 2004 – May 2006

- Led planning and development of new marketing initiatives to fuel the organization's national growth – branding and messaging as well as print, digital and motion media
- Planned and executed large-scale policy event on Capitol Hill on role of afterschool in high school success, resulting in expansion of organization's networks and awareness of its program

**New American Schools/Education Entrepreneurs Fund** ARLINGTON, VA

*Consultant* July 2000 – May 2004

- Conducted quality reviews and guided transition of grant-dependent school reform nonprofits into independent, revenue-generating social enterprises with capacity to scale and sustain with quality
- Developed assessment rubrics for The Bill & Melinda Gates Foundation, resulting in system to evaluate programmatic efficacy, service delivery and organizational capacity of grantees
- Conducted multi-year value chain analyses for numerous school reform nonprofits, resulting in improvements in operational efficiencies, expansion and sustainability planning

## OTHER PROFESSIONAL EXPERIENCE

**U.S. Department of Defense** FORT GEORGE G. MEADE, MD

*Intelligence Analyst (Top Secret/Special Compartmented Information Clearances)* October 1998 – July 2000

- Researched, analyzed and presented classified national security reports and briefings

**Office of U.S. Representative George W. Gekas (17<sup>th</sup>-PA)** WASHINGTON, DC

*Legislative Assistant* May 1997 – December 1997

- Advised Congressman on legislation and budget allocations for foreign and defense policy

## EDUCATION

**Harvard Business School** BOSTON, MA

**Harvard Graduate School of Education** CAMBRIDGE, MA

*Executive Education Institutes* 2005, 2007

- Participated in multi-week institutes on leadership, nonprofit management and education grant-making

**Victoria University of Wellington** WELLINGTON, NEW ZEALAND

*National J. William Fulbright Fellowship* 1996-1997

*Master of International Relations* 1996-1997

- Conducted comparative research on U.S.-New Zealand socio-cultural policy
- First in class (3.91 GPA equivalent)

**University of Scranton – A Jesuit University** SCRANTON, PA

*Bachelor of Arts (History, Political Science)* 1991-1995

- Summa cum laude; 3.85 GPA; first in major

## ACTIVITIES/HONORS

- Boards: Education Pioneers – Chicago; Community Schools National Steering Committee; Fulbright Association, Chicago Chapter
- Professor Frank C. Brown Award for Excellence, University of Scranton (highest GPA in major)
- Distinguished Alumnus Award and Commencement Speaker 2000, ELCO High School

## **SELECT PRESENTATIONS AND APPEARANCES**

Higher Education Quality Council of Ontario (HEQCO) Transitions Conference 2016. “EduCorp: Test-Driving Careers – *Getting down to business with skills development*” (panelist). Toronto, Canada – March 24, 2016.

America’s Promise Align & Act Leader Gathering 2015. “What Works: Boldness and Persistence” (panelist). Washington, DC – May 11, 2015.

Expanded Learning Time Summit 2015. “Mentorship and Civic Engagement” (panelist). Washington, DC – April 21, 2015.

National Opportunity Summit 2015. “Youth Employment - Pathways to Possibility” (panelist). New York – February 24-25, 2015.

Building a GradNation Summit 2014. ““The Class of 2020: Betting on Middle School,” (panelist). Washington, DC – April 28.

Grant Makers for Education Annual Conference 2011. “Case Study Seminar: The Chicago Public Education Fund’s Master Teacher Initiative” (featured speaker) with James Honan, Senior Lecturer, Harvard Graduate School of Education. Los Angeles, CA – October 4, 2011.

Illinois Network of Charter Schools 2011 State-wide Charter School Conference. “Enhancing and Sustaining Strong Human Capital Pipelines to Drive Student Achievement” (moderator). April 11, 2011.

National Board for Professional Teaching Standards. “Successful State, Local Approaches to Effective Teaching Using National Board Certification” (panelist). Washington, DC – October 6, 2010.

The Conference Board, Business/Education Council. “Increasing the speed of improvements in educational outcomes - would changes in the way the business community invests make a difference?” (featured dinner speaker). Chicago, IL – June 2, 2010.

Education Pioneers Spring Spotlight Panel. “Education Leadership in the Midst of the RTT, I3, & TIF” (moderator). Chicago – April 20, 2010.

Strategic Management of Human Capital National Conference. “Using Robust Measures of Teacher Practice in Evaluating Chicago Teachers” (panelist). Washington, DC – November 4, 2009.

Renaissance Schools Fund Symposium – The New Market of School Reform. “Building an Entrepreneurial Leadership Pipeline” (moderator). Chicago – May 6, 2008.

NetImpact 14th Annual Conference. “Corporate Social Responsibility – Measuring the Impact on the Community” (panelist). Evanston, IL – October 27, 2006.

## **SELECT PUBLICATIONS**

Quarterly column in *EdWeek* blog “EdBizzBuzz” from 2005 – 2008.

Ghost edited *The Case for 21st Century Learning*, published September 2006 by Jossey-Bass as part of the *New Directions in Youth Development* journal series edited by Harvard University.

Cascarino, J. (with F. M. Duffy and C. Hansen). “Financing Systemic Transformational Change” in F.M. Duffy. *Courage, Passion and Vision: Leading Systemic School Improvement*. Lanham, MD: Rowman & Littlefield. 2003.

Cascarino, J. (with John Anderson) “Toward the New American School District: Aligning Improvement Strategies for School Systems and Classroom Practice,” in F.M. Duffy and J.D. Dale, *Creating Successful School Systems: Voices from the Academy, the Field, and the Community*. Boston: Christopher-Gordon. 2002.

Cascarino, J. “Many Programs, One Investment: Combining Federal Funds to Support Comprehensive School Reform.” Arlington, VA: New American Schools, Inc. November 2000.

# AMANDA KILIBARDA GUTIERREZ

ahkilibarda@gmail.com • 219.201.3654 • linkedin.com/in/amanda-kilibarda-gutierrez/



**Passionate problem-solver and cause ambassador.** Strategic innovator who thrives in an entrepreneurial environment where evolution of practices and constructive dissent are encouraged. Service-oriented with proven success in motivating internal and external constituents, as demonstrated by progressive role promotion in partner-facing and team leadership roles. Energizing collaborator and champion of organizational culture. Proud Americorps, Education Pioneers, and Indiana University alumnus. Maintains a sense of humor, even under stress.

## Experience

---

### SPARK PROGRAM

#### Data and Systems Support Specialist, Shared Services

(2016 - Present)

- Provides capacity to regional and national teams through project-based leadership in program, development, and operations initiatives
- Administrator of Salesforce.com CRM, maintaining data integrity and creating customized solutions, reporting, and dashboards

#### Special Assistant to the CEO, Spark National

(2014 - 2016)

- Served as primary staff contact to partner consultancy during year-long strategic planning process; Organized and provided all relevant internal data. Coordinated staff, constituent, and steering committees feedback opportunities; Member of and contributor to core working team.
- Coordinated National Board of Directors communications, including quarterly board and committee meeting logistics and materials
- Co-lead event planning, logistics and execution of Spark 10<sup>th</sup> Anniversary and annual National Strategy Day stakeholder events
- Lead training resource development for fundraising team on use of Salesforce.com CRM for development and Classy.org fundraising suite, including conducting trainings for regional development staff on fundraising tracking, processing, and event system best practices
- Supported CEO in day-to-day operations of scheduling, travel logistics, drafting communications, and meeting preparation

#### Senior Program Coordinator, Spark Chicago

(2013 - 2014)

- Served as primary contact and relationship manager for caseload of diverse partner constituents: corporate leadership and volunteers, partner school administration and staff, families & students
- Organized and lead events, including volunteer trainings at corporate partners and culminating program events at school sites
- Independently lead intern recruitment, hiring, training and management for the Chicago team

#### Program Coordinator, Spark Chicago

(2012 - 2013)

- Managed full-cycle volunteer recruitment process, including tracking applications, managing clearance steps, and conducting trainings
- Developed strategies and marketing materials for outreach to corporate and community partners to inspire participation
- Collaborated with development team to share Spark's story to funders through execution of fundraising events, creation of social media content, cultivation of board member relationships, and coordination of program visits

#### Americorps VISTA Outreach Coordinator, Spark Chicago

(2011 - 2012)

- Founding member of the regional office of education-focused nonprofit startup, launching in four schools with 60+ students.
- Recruited volunteer mentors for workplace-based mentorship program through prospecting, cold-outreach, and corporate presentations
- Served as primary resource to volunteers and students to ensure a positive, meaningful experience for all participants throughout program

## Education

---

### INDIANA UNIVERSITY - BLOOMINGTON

(2006 - 2010)

#### BA: Spanish & Political Science; Latino Studies & Western European Studies Minors

- GPA 3.93 / 4.0; Graduated with Highest Distinction; Hutton Honors College; Phi Beta Kappa Honors Society

### EDUCATION PIONEERS | Visiting Fellow

(2015)

- Member of Fall 2015 fellowship cohort for professional development of rising leaders in education

## Skills

---

**LANGUAGE** | Spanish (advanced), Serbo-Croatian (advanced), Italian (basic)

**TECH** | Salesforce.com CRM Administration, Google Apps, Microsoft Office, WCMS maintenance

**CREATIVE** | iMovie, Mailchimp, Audacity, Hootsuite (Facebook, Twitter, Instagram)

## Volunteerism

---

### POLARIS CHARTER ACADEMY | Expeditionary Learning "Expert"

(2014 - 2016)

- Instructed 7<sup>th</sup>/8<sup>th</sup> graders on creating their podcast, *Voices for Change*, empowering students to affect change in their community and be heard.

### URBAN ALLIANCE | Mentor

(2013 - 2015)

- Workplace supervisor and mentor for high school internship program

**To:** Board of Library Trustees  
**From:** Jeremy Andrykowski  
**CC:** Jason Kuhl  
**Date:** August 4, 2017  
**Re:** Authorization to Purchase Replacement Furniture for Kids' World

---

As part of the 2017 budget, the Board of Library Trustees approved \$43,000 for the replacement of furniture in Kids' World. At its February 2017 meeting, the Building Committee discussed and supported the staff engaging Product Architecture + Design to conduct the design work for the project (the Building Committee memo with additional detail is attached). The architects worked closely with Kids' World staff in completing the design. The cost of the replacement furniture is \$42,855.36.

This phase of furniture replacement will finish the renovation work that began in Kids' World in 2010 and complete the library-wide furniture replacement that began in 2015. As with the other furniture replacement, the impetus is to update furniture that no longer fits with current library use or contemporary safety standards.

This project will replace the last of the Kids' World furniture acquired in 1993. Since then, Kids' World has become a space full of activity, and the existing heavy, wooden furniture is no longer appropriate. Along with being difficult to maneuver, especially for children, the sharp, hard corners represent a safety hazard in this now very active space. The replacement furniture represents a continued move to ergonomic, safe, and contemporary designs that better reflect the use and expectations of modern library users.

To be replaced are 11 tables and 50 chairs, along with several lounge pieces (see the attached floor plan). The pieces have been selected with an eye toward flexibility. For example, the STEM area tables will allow for flexible tween programming that encourages participation and interaction.

**Suggested motion: The Board of Library Trustees authorizes the purchase of replacement furniture for Kids' World for an amount not to exceed \$43,000.**



**To:** Building Committee  
**From:** Jeremy Andrykowski  
**CC:** Jason Kuhl  
**Date:** February 13, 2017  
**Re:** Design work on Kids' World Furniture

---

As part of the 2017 budget, the Board of Library Trustees approved \$43,000 for replacement of furniture in Kids' World. This is the final phase of the furniture replacement that began in 2015 with the fiction/magazine section tables and chairs and continued last year with the tables and chairs in the nonfiction section. As with those projects, the impetus is to update furniture that no longer fits with current library use or contemporary safety standards.

Since the 2010 renovation, we have updated and replaced most of the furniture in Kids' World for safety, ergonomics, and a better fit for contemporary use. However, some of the oldest furniture remains, most notably the tables and chairs that are heavy, uncomfortable, and with their sharp corners and edges, represent be a significant safety hazard.

As Kids' World has become a more active, experiential space, the danger of furniture with hard surfaces and sharp corners has increased. The photographs below illustrate the regular activity in Kids' World that brings active, fall-prone toddlers into close proximity with this type of furniture.





In addition, many of the tables and chairs in Kids' World are sized for adults and very heavy. So heavy, in fact, that one of the reasons for replacing them in the adult section of the library was that some adults had difficulty maneuvering the chairs. Those difficulties are magnified when a child is using the furniture.

Lastly, though function and safety is the primary motivation for updating the furniture, the aesthetic mismatch between the old and new furniture is obvious, as illustrated below—





**OLD** (above)



**NEW** (above)

We would like to engage Product Architecture + Design to begin design work on the replacement furniture. There would be an hourly charge for this work that is not expected to be more than \$2,800. Once that work is complete, we would bring the proposed furniture with firm costs to the committee for consideration. Before spending any money on the design work, however, we wanted the committee to have the opportunity to weigh in on the project and express any concerns.

**To:** Board of Library Trustees  
**From:** Jason Kuhl  
**Date:** August 10, 2017  
**Re:** Approval to enter into contract for XOXO exhibit

---

We are seeking authorization to enter into contract with the Children’s Museum of Pittsburgh for their traveling exhibit *XOXO: An Exhibit about Love and Forgiveness*, the first of our planned exhibits for 2018. Costs for rental, transportation, and installation will not exceed \$30,000. As you know, the library does not yet have an approved budget for 2018. \$75,000 was budgeted for exhibits in 2017, and the draft budget for 2018 that we will submit to the budget committee will request the same amount. This is much like the scenario in 2015 when the board approved moving forward with the Fairy Tales exhibit for early 2016 when there was not yet an approved budget for that year. We will likely be facing similar situations every year because exhibits, and even some popular authors/performers, need to be booked so far in advance.

### **Background**

Since welcoming *Once Upon a Time: Exploring the World of Fairy Tales* in early 2016, customers - in particular, families - have inquired, “What’s next?” Both the towering traveling exhibit and interactive fairy tale experience created by library staff truly engaged families during its stay. While the Programs and Exhibits department has continued to explore traveling exhibits, coming closest with an exhibit to enhance 2016’s *Superhero Summer at the Library*, building logistics have prevented us from welcoming some exhibits scaled to the museum world. Even so, our goal remains identifying and offering three unique exhibit experiences to residents and library visitors each year. With the skills of our new Exhibits Coordinator, we are in a position to achieve this goal.

In her first two months, Carol Ng-He has made great strides toward an exhibit strategy fitting for AHML. She began with creating an Exhibit Advisory Group to strategically engage more staff around exhibit ideas and goals. She will also look to creating partnerships through exhibits, or curating exhibits *with* the community rather than *for* them. She sees

tremendous potential in enhancing exhibit resources for classrooms and teachers, further strengthening our already positive relationships with the schools. To achieve all of this, she has recommended we move in the direction of planning 1-2 years out - an industry norm. As such, we are reviewing contracts and negotiating terms on two major exhibits that will shape our 2018 programming and engagement.

Attached and below, please find information about the first major exhibit we wish to host in 2018 - *XOXO: An Exhibit About Love & Forgiveness*, on loan from the Children's Museum of Pittsburgh. While the exhibit typically rents for three months at \$30,000 plus expenses for transportation and installation, we have negotiated the pricing to offer it over a two-month period - February and March 2018 - at \$20,000 plus expenses. Based on our experience, expenses such as transportation (inbound only) and additional labor required for installation and disassembly can run from \$5,000 to \$10,000, bringing maximum potential total exhibit cost to \$30,000.

*XOXO* is currently on hold for us, pending signed contract and down payment to confirm our desired dates and our rental. Review of the contract has thus far been smooth with no liability concerns raised by our insurance carriers. We believe the scale and structure of the exhibit will be a good fit in our building. As such, we are seeking authorization to commit funds not to exceed \$30,000 for this exhibit in the 2018 budget year.

### **About XOXO**

*XOXO: An Exhibit About Love & Forgiveness* is a highly interactive exhibition that encourages visitors to explore, communicate, and share their feelings. It was created by Children's Museum of Pittsburgh with support from The Fetzer Institute, an organization that works to build the foundation for a loving world. *XOXO* launched locally at DuPage County Children's Museum in 2014 and has visited a range of institutions since then, including Explora (Science Center and Children's Museum of Albuquerque), Muhammed Ali Center (Louisville, KY), and Canadian Center for Human Rights.

## **Who is the intended audience?**

The target age group for the hands-on exhibition elements is children, toddler through middle school, and their families. Many of the activities will also appeal to teens and adults, and positioning some of the stations in Marketplace will leave open the possibility of all-ages interacting with them. We will exhibit the most playful elements in Kids' World, enhancing the already creative and interactive atmosphere there.

In addition to the physical exhibit stations, staff will develop extension activities, interactive displays and thoughtful programming to welcome customers of every age to interact with themes of love and forgiveness in meaningful ways.

## **How can visitors interact with it?**

Visitors will move throughout the exhibit's hands-on stations, each one offering a unique activity that inspires feelings and conversations about emotions. From Children's Museum of Pittsburgh: "You will play, act silly, and consider what makes you sad, mad and happy, think about love and think about forgiveness. You'll also ask questions, listen, and learn more about the people with you. You might reveal a secret or discover a forgotten memory. You will definitely share, connect, converse, think and feel." The activities to experience include:

- Write down loving thoughts and press them into Tokens of Love
- Release the Negative by drawing or writing down what makes you angry or sad and then crank it through a paper shredder
- See your Emotional Faces displayed in an interactive video installation
- Create and build unique facial expressions using Empathy Blocks
- Explore how tone of voice affects emotions using Tone Phones and Phone Booths.
- Draw a Silhouette of a friend or family member using a lightbox or have yours drawn and displayed to compare how we are the same and how we are different.
- Work together to balance a ball on a teeter totter

- Answer questions about love and forgiveness and add them to the Response Wall

### **Why this exhibit?**

*XOXO* will be an important and family-friendly piece of the library's work toward Inspiring Understanding. By creating meaningful experiences that open doors to children and families talking about feelings, we see the opportunity for participants of all ages to go beyond discussing love and forgiveness to building empathy and tolerance. The accessible language and exhibit activities will make this learning and discovery fun--maybe even invisible--to children interacting through play, but as with this summer's Build a Better World reading theme, parents will appreciate the concepts being delivered. This summer they have shared that they're looking to think more broadly, beyond themselves, and to practice kindness - both ideas celebrated with *XOXO*.

As with Fairy Tales, we anticipate the interactive play elements and time of year to be very popular with families. The likelihood of repeated visits over a two-month period only increases the positive impact *XOXO* can have on families and Arlington Heights. *XOXO* will almost certainly shift perceptions of the library, demonstrating our place as an essential community center, a place of learning and dialogue, and a Third Place.

**Suggested Motion: The Board of Library Trustees authorizes staff to enter into contract with the Children's Museum of Pittsburgh for the exhibit *XOXO: An Exhibit about Love & Forgiveness* for an amount not to exceed \$30,000 for rental, transportation, installation, and disassembly, pending attorney review of the contract.**

The background of the entire page is a solid purple color. In the center, there is a large, stylized illustration of two hands clasped together, forming a heart shape. The hands are rendered in a slightly darker shade of purple than the background, with visible lines for fingers and palms. The text is centered over this heart shape.

**XOXO**

AN EXHIBIT ABOUT

**LOVE &  
FORGIVENESS**

**children's  
museum**  
PITTSBURGH



# YOU ARE ABOUT TO ENTER AN EXHIBIT ABOUT FEELINGS

This will be fun and sometimes, scary.

You will play, act silly, and consider what makes you sad, mad and happy, think about love and think about forgiveness.

You'll also ask questions, listen, and learn more about the people with you. You might reveal a secret or discover a forgotten memory. You will definitely share, connect, converse, think and feel.

So take a deep breath, and explore these powerful feelings and the effects they have on yourself and others.

**Go on. Take a risk. Be brave.**



**“EVERYONE LONGS  
TO BE LOVED. AND  
THE GREATEST THING  
WE CAN DO IS LET  
PEOPLE KNOW THAT  
THEY ARE LOVED AND  
CAPABLE OF LOVING.”**

-Fred Rogers





## RESPONSE WALLS

Writing is an important way to express your emotions. Answer questions about love and forgiveness, and then tie them to a wall for others to read. The result is a constantly changing collection of tags that form an emotional narrative of thoughts and feelings.



## HOLDING HANDS

Some things are impossible to do alone. Hold hands and touch the sensors to complete the circuit and reveal the message. Holding hands is a universal demonstration of friendship, trust and compassion.





## EMPATHY BLOCKS

Create unique faces and build a variety of expressions by combining a variety of diverse eyes, noses and mouths in multiple configurations. The facial features are printed directly onto hand-made wooden blocks, adding to the personal experience of looking carefully at another person's face.



## STORY PUZZLE

Words and symbols are used to tell stories, make connections and stimulate conversation. The two puzzle shapes fit together to form paths, shapes and patterns, while also expressing key themes of love and forgiveness. A large tabletop allows several groups to work at the same time, letting them create their own unique puzzles, or perhaps join with another to form one big shared story.



## BALANCE

Sit on the teeter totter and work together to balance a ball encased in a long, clear tube. Balance is achieved when the ball is centralized. This unique interpretation of a classic playground experience requires teamwork, communication and cooperation as both participants much work in tandem to succeed.



## EMBRACE

When embraced or hugged, each egg shaped sculpture responds with its own positive sound – ahhh, mmmm, chirping, cooing or laughing.

# EMOTIONAL FACES

Create a 5 second video of yourself making a variety of facial expressions. A sequence of words appears on the screen, prompting happy, sad, angry, frightened, or hurt expressions. The most recent video is added to the constantly changing grid of faces and expressions projected onto the gallery wall. By watching your expressions and the expressions of others, you can begin to recognize and identify how others are feeling.



# SILHOUETTES

Trace a friend's profile, also known as a silhouette, onto a sheet of paper. Or sit still as you have your silhouette drawn. Tracing requires concentration and careful attention to the person sitting for the portrait. Once drawn, silhouettes can be displayed and compared – allowing participants to note the similarities and differences in each other. A unique set up of light boxes make the process accessible to all ages and abilities.





# TOKENS OF LOVE

Write or draw a thought, idea or message of love on a piece of paper. Then, roll it up and put into a custom-made paper compressor. Once the paper is compressed into an accordion-like shape, it is placed into the crusher. Use your strength to pump a lever that crushes the paper into a smooth, round token – embossed with a heart. Give the token to someone you love, or keep it as a secret reminder of a loving memory.

## RELEASE THE NEGATIVE

Write or draw something that makes them angry, sad or afraid on a piece of paper. Then, place it into a slot and turn the crank to manually shred the paper. Shredding the paper helps to release the negative thoughts or feelings and turns the negative into something positive – a colorful display wall of patterns, created using clear jars filled with the shredded paper.





## TONE PHONES

What you say is important, but how you say it is just as important. Speak into the telephone handset and watch as your voice changes the shapes on projected on the screen. How is a loud, angry tone different from a soft, kind tone? Tone of voice conveys emotions that impact how our words are heard and understood.



## PHONE BOOTHS

The sound of someone's voice conveys feelings and emotions that a text message can't. Talk to someone you know or meet a new friends using custom designed telephones housed in round tent-like booths, which provide a comfortable setting to have a private conversation.





## REFLECTION TABLE

Manipulate colorful granulated material across an internally lit sculpted landscape – covering and uncovering the surface of the table. As certain areas are uncovered, soothing music is played. Once covered, the music fades away and other areas and sounds are discovered in the table.



## ART MAKING STATION

The act of making and giving is a way to express love, admiration, and caring. Die cut and personalize a special box or envelope, use your silhouette drawing to create a card or silkscreen print, make a necklace using their token, or write letters to loved ones. Rotating activities will allow for new experiences and programming throughout the course of the exhibit.



# ENVIRONMENT

XOXO is a flexible space that uses color and materials to create an inviting setting to explore the themes of the exhibit. The exhibit is organized around two sets of tensile fabric pavilions, allowing for both separation of activities and good visibility throughout the space. Flexible seating can be arranged to accommodate multiple purposes, such as special programmed performances, tot yoga and story time.

All furnishing are built of solid wood. A portable floor is also provided to complete the exhibit space. The graphics package includes a set of double-sided, wood sign holders, graphic files for entry and accent scenic graphics, and a paint color guide.

The design team will assist with planning, including gallery layout and art direction.



Another organizing element for the exhibit is a set of mirrored easels. Each easel has a carefully selected inspirational quote about either love or forgiveness. This theme of looking at oneself and those we love closely is carried throughout the exhibit. Another set of easels are matched with specific components to complement the narrative of the experience.



# TAKE A PICTURE

Use frames and words to record a memory of your visit, start a conversation or follow up on ideas experienced in the exhibit. Provided words and phrases, include "I love you" and "I'm sorry", can help people express feelings that may be hard in other situations. This is an optional addition for host venues. Use your own cameras and phones, or plan a formal program around this interactive experience.

# STORY TIME

Slow down and relax with songs, stretches, and stories brought to life by educators and guest performers by participating in Story Time. A special collection of books and music is provided to support and enhance the content of XOXO. The reading area can be used for additional programs provided by host venues.



# LOVE LETTERS

*Where will you send a message of love, gratitude, forgiveness, understanding, humor, curiosity, or joy?*

Using traditional hand letter writing materials including postcards, stamps, and even a manual typewriter, craft a message or image to someone or something you love.

This program was developed by artist Dalia Shevin to explore the magic of snail mail, the wonders of writing by hand, and the delight of discovering how much love our words can hold.

This experience is an optional addition for host venues.





# PUBLIC PROGRAMMING

Programming is a great way to energize and deepen exhibit experiences, cultivate new audiences, and build valuable partnerships. For the exhibit, each host museum will be able to modify public programming suggestions to fit their community.

## THEATRICAL PERFORMANCE

THE GIFT tells the story of a heartwarming couple, one dollar and eighty-seven cents, and the very first wedding anniversary of young performers. Based loosely on O. Henry's classic tale The Gift of the Magi, THE GIFT uses physical theatre, masks, participatory theatre, and circus to explore the role of gift giving in expressing and creating love. An original theatrical performance conceived and crafted to bring XOXO: An Exhibit About Love & Forgiveness to life can be adapted or performed at your museum.

## MUSICIANS & PERFORMERS

Children's Museum of Pittsburgh works with educational musicians and performers, whose workshops and songs can be customized to relate to themes related to love and forgiveness. Various styles of songwriting and personal experiences in an educational and heartfelt program are easily customizable for a wide range of audiences.

## AUDIO CARDS

Museum partner, Saturday Light Brigade, helps kids record an interview, greeting, or song onto a CD that can be decorated and affixed to a special card and given to a loved one. This program has been done for Mother's Day and Father's Day. Hosting museums can reach out to their local radio station and see if a similar program could be offered to their visitors.

## YOGA

This program encourages participants to take a break and learn some yoga poses with their toddler, including stretching, breathing and meditating exercises. By introducing our youngest visitors to the practice of Yoga, we are imparting a method for managing stress and achieving personal awareness that they can carry with them into adulthood.

## AND MORE!

Children's Museum of Pittsburgh continues to develop more one-of-a-kind programs that will be available for host museums to adapt and execute with local professionals.

# RENTAL INFORMATION

## COST:

\$30,000 for 3-month rental

## SIZE:

1,500 - 2,000 square feet

## SCHEDULE:

Available Fall 2015 and beyond

## CONTACT:

Rachel Mastromarino

E: [rmastromarino@pittsburghkids.org](mailto:rmastromarino@pittsburghkids.org)

T: 412-322-5058 ext 229



Fetzer Institute

This exhibit is made possible by the Fetzer Institute, which works to better awareness of the power of love and forgiveness in the emerging global community.

**children's museum**  
PITTSBURGH

## Executive Director's Report

### August 2017

#### Facilities and Operations

---

##### Circulation News

- Circulation is down 7.4% compared to July 2016 and it is down 5.6% for the year. This is consistent with other libraries in the area.
- A total of 6,944 customers visited the drive-up window in July. This is an increase of 5.8% from the same month last year.
- Electronic checkouts are up 11.5% compared to last July.
- Circulation of Senior Center materials is up 8% compared to July of last year, and up 5.4% for the year.
- Adult Magazine circulation is up 14.1% from July of 2016
- A few sub-collections in Kids' World have seen an increase compared to July 2016.
  - KW World Language items-up 25.4%
  - KW Graphic Novels-up 8%
  - KW Music CDs-up 2.2%
  - KW Fiction Books-up 1.4%

##### New Genre Heading for Music

The last of three new genres was established in the adult music CD collection to improve browsability. Now customers can browse music by METAL in addition to EASY LISTENING and ELECTRONIC, new categories that were established earlier this year. We separated these three categories from the broader POP-ROCK category to allow customers to more easily find performers who suit their listening tastes. Approximately 1,000 CDs will be in the METAL collection.



★★★★★ (1)

#### **Monolith Of Inhumanity** (2012)

Cattle Decapitation (Musical group),  
(Music CD)

Call Number **CD/METAL/CATTLE**

**Available**

**Tech Bar**

Our Robot display at the Tech Bar resulted in 522 interactions in July bringing the total interactions to 883 for that theme. A new Tech Bar display has gone up about 2017 Eclipse.

**New Technology Classes**

We offered four new tech classes: Video Editing with Shortcut, Video Editing with iMovie, Lightroom in Focus: Editing Photos, and Cord Cutting 101: Exploring Cable Alternatives. The Cord Cutting class was especially popular with 17 people on the waitlist, and we have added an additional session in August.

**Digital Images in Kids' World**

Kids' World is home to four new digital picture frames that showcase photos of the myriad of activities and programs youth engage in, as well as offering a means to display the creations they make at the library. The digital frames were purchased in response to a customer request for additional display space for youth creations, as well as to increase our display capabilities when the physical display cases by the Lindsey Room are in use.



## Inspiring Understanding

---

### **Tween Creative Writing Workshop**

On the birthday of Malala Yousafzai, Nobel Peace Prize Laureate, we hosted a Creative Writing Workshop for tweens. Staff opened the program with a read aloud of Malala: Activist for Girls' Education. Tweens then chose from various inspirational writing activities and prompts, including writing a poem that included three inspirational words taken from a grab bag. At the end of the program, those who volunteered read their poems and short stories to the group.

### **Wider Lens: *He Named Me Malala***

Seventeen people attended the third film in the Wider Lens series, *He Named Me Malala*, and engaged in a lively discussion, facilitated by Temitope Famodu of GirlForward Chicago. The series is beginning to attract return customers, which is very encouraging. It means they are not only interested in the specific topic of the film, but also in the idea of learning through documentary and discussion among neighbors. On this topic, one customer shared:

*"I thought the program was very inviting. This topic can be a touchy subject, but I felt the environment was welcoming and open, even though I am a strong Trump supporter."*

### **GameChangers: Teens Transform the World**

For this new program, we partnered with VOCAL, a local community organization, to create space for teens to make change. Thirteen teens attended the summer session, showing passion and enthusiasm for a variety of issues they wanted to change in the world, from helping refugees and people experiencing homelessness to building a robot to explore space. Four members of VOCAL and library staff developed and delivered the program, and will continue this partnership as a recurring program fostering civic engagement with teen customers.

### **More diverse displays**

Our display topics highlighted diverse characters and topics this month. The DVD display featured Independent movies and circulated 426 items. The trending topic "Walk a Mile in My Shoes" featured memoirs by a wide range of authors and life experiences.

## Programs

---

### **Night at the Lake: Kaleidoscope Eyes**

Despite a threat of rain, more than 150 people turned up at the Arlington Lakes Golf Course on July 20 to "twist and shout" with Beatles cover band, Kaleidoscope Eyes. The well-loved

band played Beatles hits and deep tracks alike, and kept people singing – and sometimes dancing – along. The newly renovated Arlington Lakes park location was a perfect setting for this summer concert, with a gorgeous patio where people could enjoy a picnic or beverage from the clubhouse. This was a wonderful extension of our Park District partnership, which we look forward to repeating in August with a folk concert by Kraig Kenning.



### **How Sgt. Pepper Came To Life**

In celebration of the 50th Anniversary of the Beatles' *Sgt. Pepper's Lonely Hearts Club Band*, WXRT's Professor Moptop spoke to an audience of 76 people for more than 2 hours about the making of this seminal album. Music-loving customers were engaged and enjoyed a spirited Q&A session with the well-known local radio host and Beatles scholar.

### **85th Army Band Performance**

We made use of the Marketplace this summer for the 85th Army Band to play an assortment of music on a Monday afternoon. The lively performance was enjoyed library customers of every age. Many families gathered after storytime to listen and dance. This free program opportunity arose after the summer newsletter was printed, and with over 160 in attendance, it is a great example of successful "pop-up" programming.

### **Baby Boomers: Intro to Guitar**

Twelve Boomers and Seniors came out to learn guitar at this unique introductory class, designed in partnership with School of Rock. After only two hours of instruction, attendees

were thrilled to know four chords and two songs. Attendees connected with each other throughout the class and two shared stories that stood out: One Luther Village resident said that she hadn't picked up a guitar in 40 years, but her friend signed her up for an upcoming variety show, so she appreciated the opportunity to brush up in a comfortable space. Another woman shared that learning to play the guitar has long been on her bucket list. Her husband recently surprised her with a guitar so this intro class was perfect timing. Overall, the small group, hands-on instruction resonated with all learners in the room.

*"Well paced program. The instructor provided clear explanations and ample opportunities to practice each new skill. I would highly recommend this program to my friends."*

*"Loved the program, motivated me to continue learning the guitar."*



### **Hooray For Bollywood – Let's Dance!**

Although promoted to teens and adults, many families came out to participate in our Bollywood dance class. A high percentage of program attendants were of Indian descent. We happily welcomed the families and encouraged parents to help children learn the dance moves. The presenter, Deepthi Chiravuri, made every participant feel welcome and her joking manner eased customers self-conscious about their dance moves. One attendee shared:

*"The dance class was excellent, very entertaining and an excellent workout. Thank you so much for offering this to your residents."*

### FanCon: Comics and Pop Culture



This second year of our now annual FanCon event was a tremendous success. We welcomed 764 attendees, who enjoyed the wide variety of activities throughout the building, designed to engage customers of all ages. Attendees tried their hand at the trivia wheel, worked their way through a Minecraft obstacle course, searched high and low for Star Lord's missing cassettes in a scavenger hunt, met female superheroes, characters from the Star Wars universe and local artists, and helped navigate a spaceship in an interactive gaming experience. All day crafts and games kept people busy in the world of their fandoms, and there was never a dull moment. We saw parents enjoying the experience of introducing their little ones to the fandoms they loved, children loving the experience of dressing up and exploring their own interests, and adults who were just as excited as could be

to make a Game of Thrones sigil screen-print. All in all, it is an event that we are proud to deliver to the Arlington Heights community, and one that is made possible through the contributions of our amazing staff at all levels across the library.





**Build a Better World Pop-Up Art Studios**

Our summer Pop-Up art experiences drew more than 200 people to Marketplace to create together. Pop-Ups are created to invite visitors of all-ages to become artists - no registration required, and no art experience necessary. New this year - participants were given the opportunity to share their Build a Better World inspired creations with the community by way of Marketplace and Main Street displays. July's Origami Village encouraged families to work together to create a 3-D diorama "space" they would like to see in Arlington Heights - utopias of sorts. August's program, Tag, Your It! - Positive Graffiti Art, encouraged individuals to choose a word that inspires them and create a graffiti style tag with it. Pop-Up attendance consistently represents the diversity of Arlington Heights and participants always inquire about when we will offer the next. One customer shared that she attends these programs because she always walks out feeling better about herself and feels invigorated by the artistic freedom with positive staff encouragement.



*"It is not the actual library that inspires me, it is the staff that inspires me and always makes me feel like I belong here. I always know when I attend an art program here that I'm going to have a great time, so I always bring a new friend who hasn't experienced AHML and they, too, always leave asking when the next program will be. The staff makes this a magical place. I can't imagine other libraries NOT being like AHML."*



**Summer Volunteer Squad highlights**

June and July saw eleven unique Summer Volunteer Squads (SVS) working to create programming for babies, kids, and families as well as support the annual Summer Reading program. Each squad is led by two staff mentors, who guide the group in setting goals and developing content. Teen participants are celebrated with a pizza party in July. The full program, from program supplies to logo t-shirts, is sponsored annually by Friends of the Library. Here are some 2018 highlights:

**Ooey Gooley Baby**

This SVS squad worked to create messy and safe sensory play designed specifically for babies and toddlers. Customers attending the Ooey-Gooley Babies and Tots Playgroup really enjoyed the opportunity, commenting to staff and SVS squad leaders how much they liked this program and hoped we would continue offering it throughout the year. The Ooey Gooley Baby squad often received a round of applause at the end of each program, and shared how much fun they had creating these experiences for our youngest customers.

**Let's Play**

This group of teens collaborated to create new ideas and make items for weekly playgroups as well as for the Imagine play area in Kids' World. They also designed a hands-on station for the second Annual FanCon - a Ninja Turtle pizza shop complete with "brick" oven and felt pizzas!

**Sprout Squad**

Teens participating in Sprout Squad had a challenging year in the garden. Frost and rains resulted in a few lost plants and a dry spell inflicting others. Sprout Squad staff mentors turned this into a great lesson for the teens, who now understand the highs and lows of keeping a garden. Their annual visit to Farmer's Market allowed them to talk with other gardeners, where they learned many farmers are having a difficult time this year. The team also created some great garden-related crafts: a mini weather station to monitor the wind speed, a water gauge, solar ovens, and painted rocks to identify the items growing.

**Biblio Buddies**

A highlight for this volunteer squad was collaborating with Mario from District 214 Newcomer Center and hosting a mini-Olympics.

**Kids Create**

The Kids Create squad created and offered four art programs for children in kindergarten through 3rd grade! The teen volunteers chose activities that fit the Build a Better World summer reading theme, such as seed packets, complete with

friendly notes from the teens. An average of 50 people attended each program they presented! In addition, this group put together 75 craft kits for Arlington Heights Race Course Backstretch, allowing kids there to make the same projects. Truly a kind-spirited group of teens and tweens.

### **Act Up!**

This squad offered Wacky Wednesday storytime every Wednesday, including writing and performing “Habitat Adventure Song” for storytime attendees. A video of their performance was shared (and quite liked!) on the library’s Facebook page.

### **<code>breakers**

Teen volunteers developed and delivered an exploration of coding using robots at Arlington Park’s Backstretch. In conjunction with the weekly bookmobile visit, teens provided coding instruction to youth residents of the migrant workers’ housing.

### **Traditionalists**

The Traditionalists squad included nearly 100 active members and altogether contributed over 785 hours of service. They ran the summer reading program in Kids’ World, which included registering over 3,600 participants, playing Punch In with the grade schoolers, and offering tweens the Good Deed Machine.

### **Splinter Squad**

Mentors worked weekly with this woodworking squad to build a pollinator habitat, two birdhouses, and an acoustic speaker. For many of the participants, it was their first time using a drill and rotary tools.



**Family Movie Night presented by Tween Advisory Group (TAG)**

On July 14, nine TAG members hosted the Family Movie Night, *Zootopia* for 103 customers. They spent time during two TAG meetings to develop a 4-D experience for our customers which included flashlights and LED candles, dance and yoga moves, and simulated rain and snow just to name a few. This is the second year TAG has created an interactive movie experience for families and it's hard to know who has more fun -- the volunteers, building programming skills, or the customers enjoying the program.

**In the Community****Library Day at Hearthstone Assisted Living**

Residents at Hearthstone Assisted Living took a virtual trip to Brazil this month using the library's Google Expeditions kit. Library staff led the expedition and talked with residents about library services. Several participants registered for talking books and library visitor service and eight new library cards were issued. Our oldest new cardholder is 104 years old!



## Grants and Development

---

- The documentary series A Wider Lens was submitted (the library's 3<sup>rd</sup> Stand Tall submission) in the inclusion/tolerance category for the ULC Libraries Stand Tall Initiative.
- Eligibility and feasibility of the library applying for the ALA Libraries Ready to Code grant are ongoing. The application deadline is August 31, 2017.
- We are considering applying for Media Literacy @ Your Library, a one-year pilot program offered by ALA and the Center for New Literacy at the Stony Brook School of Journalism. Application information will be available in August 2017.

## Other

---

### Customer Comments:

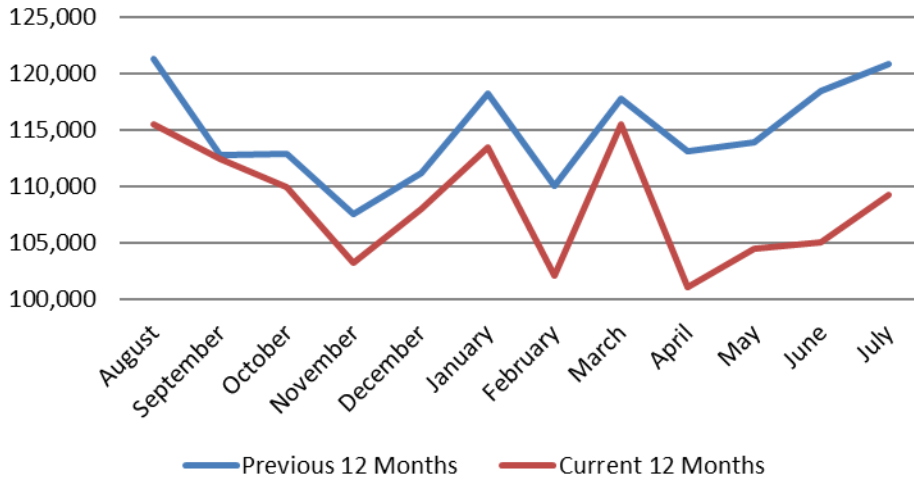
A great comment submitted via our website:

*Hi, just wanted to take a minute to say that I LOVE the AHML! Love your new sign outside the library. Love that you're improving the safety/signage in the underground parking lot. Love the extended drive-up hours. Love the staff. And of course, the collection is spot-on. You guys just keep getting better and better!*

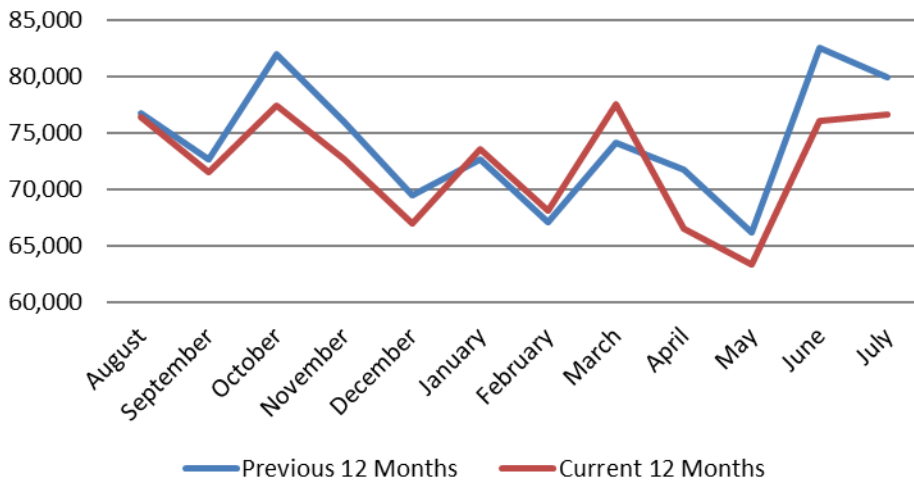
### AHML - DASHBOARD - JULY 2017

	Jul 2017	Jul 2016	% change from last Jul	Jan 2017- Jul 2017	Jan 2016- Jul 2016	% change from last YTD
Total circulation	189,434	204,633	-7%	1,270,848	1,345,931	-6%
Adult circulation	109,195	120,885	-10%	750,716	812,406	-8%
Teen circulation	3,573	3,791	-6%	18,258	19,308	-5%
Children circulation	76,666	79,957	-4%	501,874	514,217	-2%
Print book circulation	99,792	102,241	-2%	638,917	662,212	-4%
Audiovisual circulation	67,334	80,325	-16%	452,958	503,994	-10%
Downloadables circulation	12,893	11,561	12%	117,358	113,361	4%
Self-check as % of main floor circ	67%	66%	1%	66%	64%	2%
Circulation to reciprocal borrowers	10,585	10,845	-2%	76,586	64,040	20%
ILLs borrowed for our customers	435	484	-10%	2,881	3,579	-20%
ILLS lent to other libraries	679	648	5%	4,871	5,323	-8%
Resident cards issued	554	602	-8%	3,120	3,117	0%
Reciprocal cards registered	179	166	8%	1,326	1,447	-8%
Reference questions	17,244	15,530	11%	116,805	109,458	7%
Number of Programs	299	224	33%	1,859	1,694	10%
Program attendance	8,567	7,082	21%	79,892	59,910	33%
First-time attendees at programs	192	249	-23%	1,730	1,839	-6%
% of target audience attending	63%	70%	-7%	64%	67%	-3%
% of progs meeting target audience #	79%	74%	5%	84%	82%	2%
Public computer use	11,399	11,444	0%	76,663	75,432	2%
Website visits	111,678	106,650	5%	757,600	750,569	1%
In-person visitors	89,771	92,558	-3%	621,203	616,142	1%
Marketplace - % of adult coll / of circ	9% / 35%	9% / 34%	0% / 1%	9% / 35%	8% / 33%	1% / 2%
Kids' Mktplace - % of KW coll / of circ	5% / 15%	5% / 14%	0% / 1%	5% / 16%	5% / 15%	0% / 1%
Volunteer hours	2,944	3,093	-5%	17,664	18,165	-3%

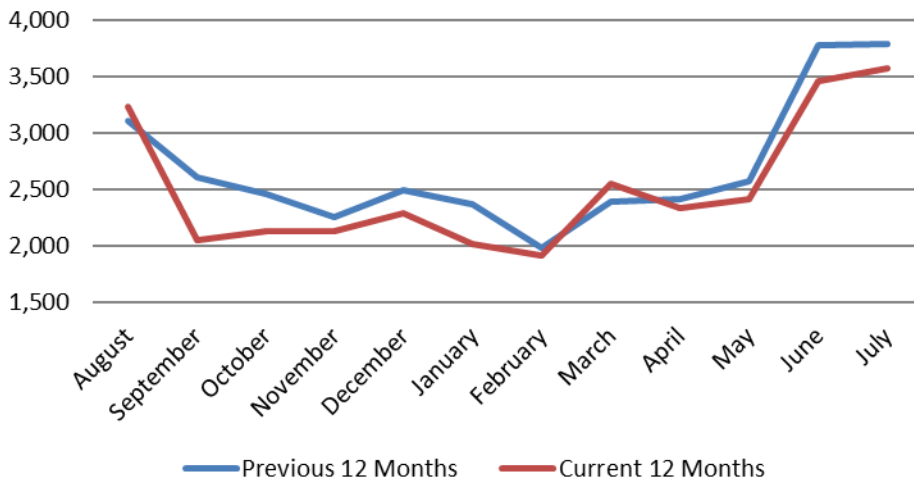
### Adult Circulation



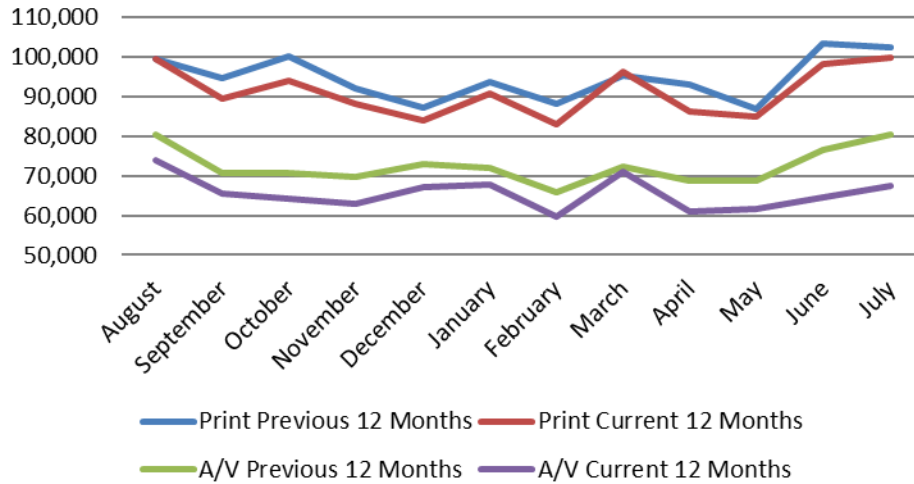
### Children's Circulation



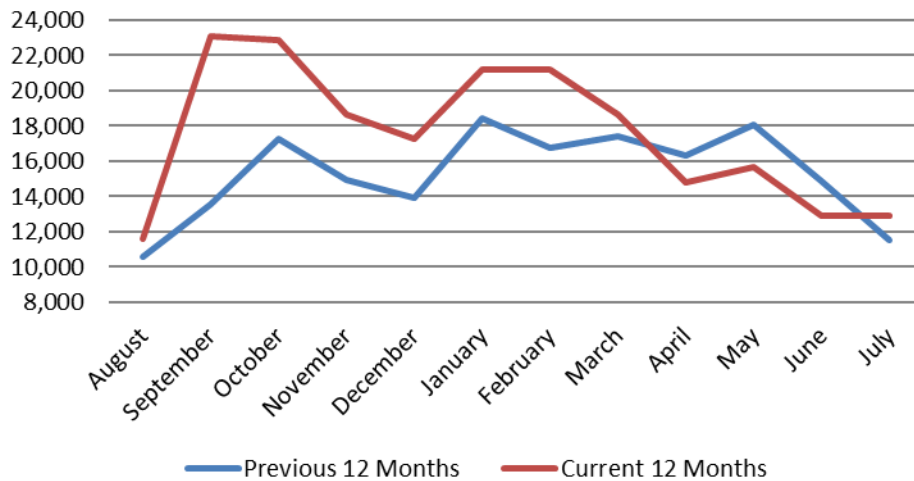
### Teen Circulation



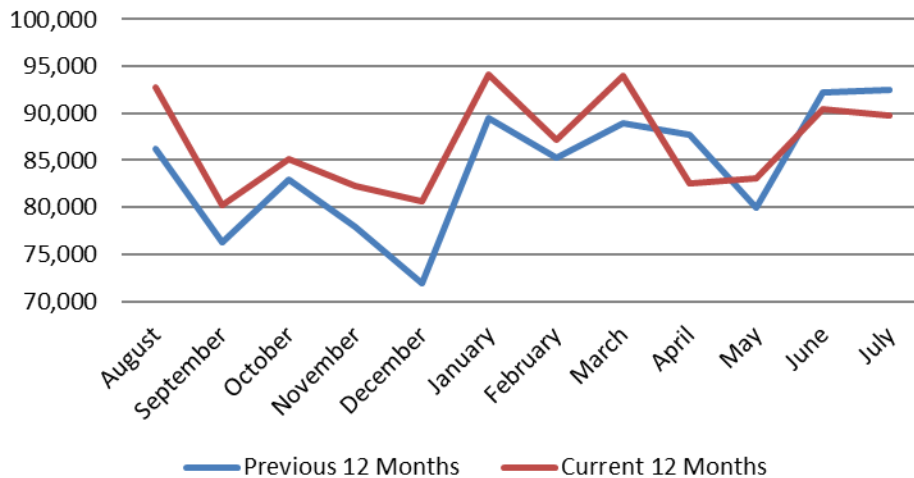
## Physical Circulation



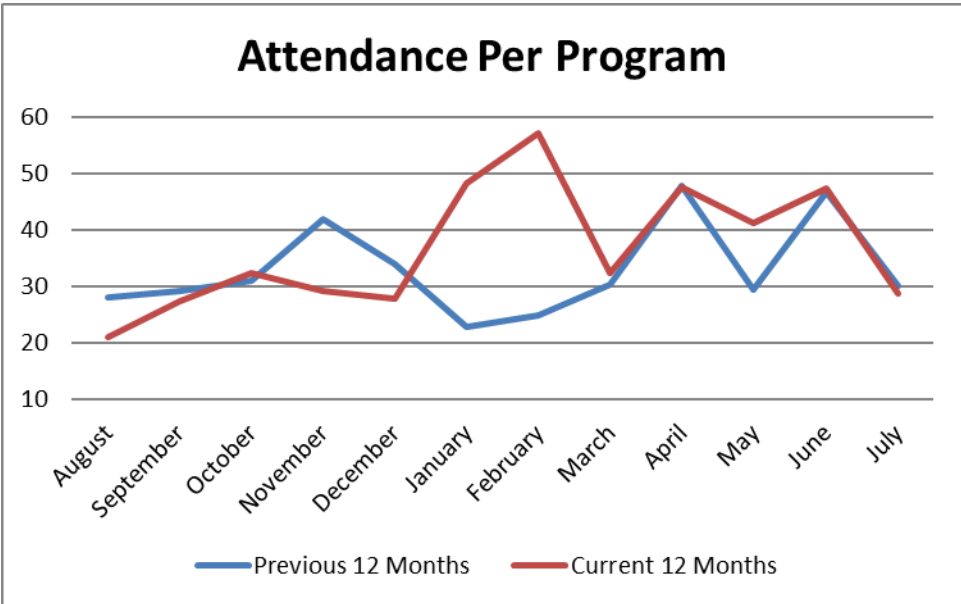
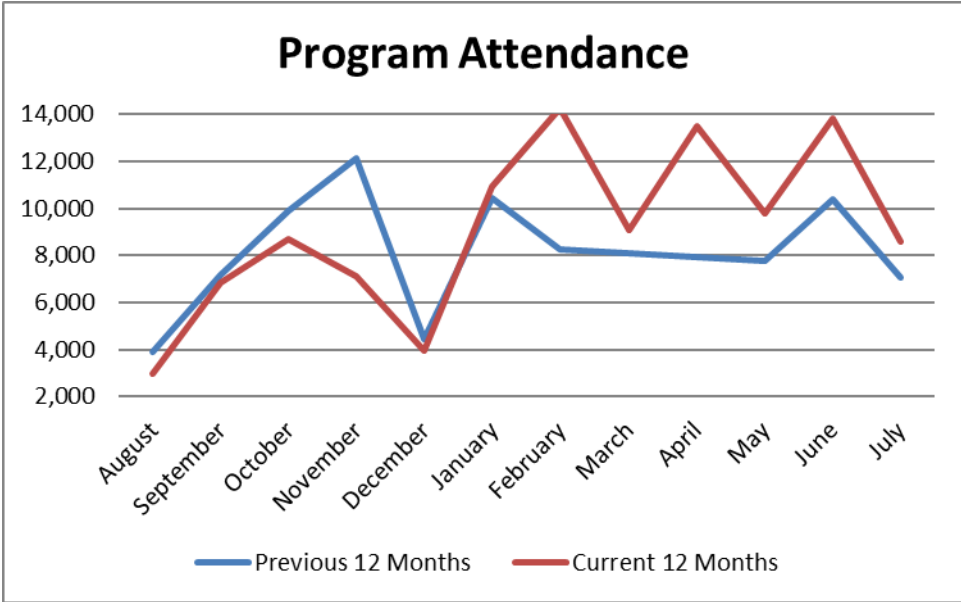
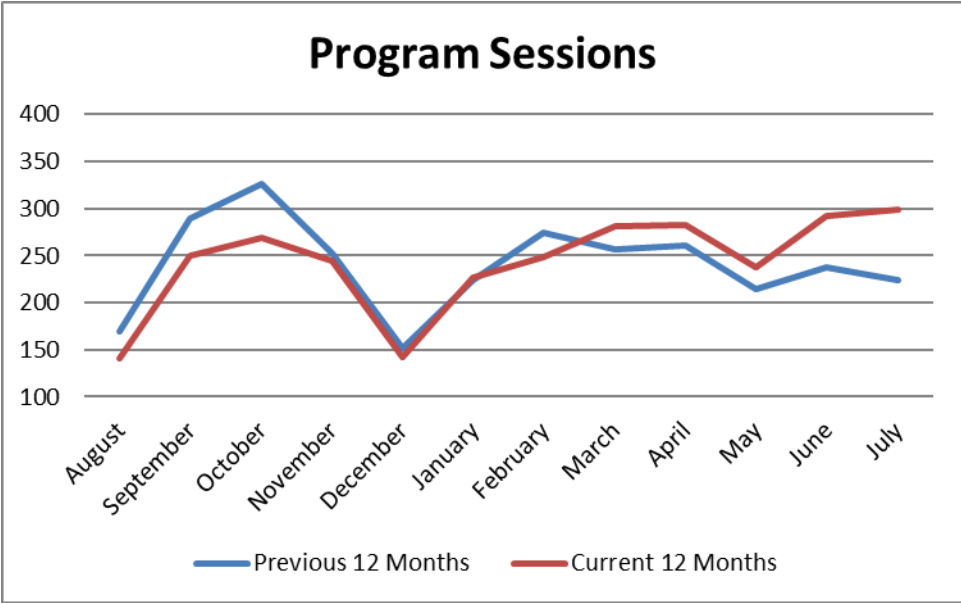
## Downloadables Circulation



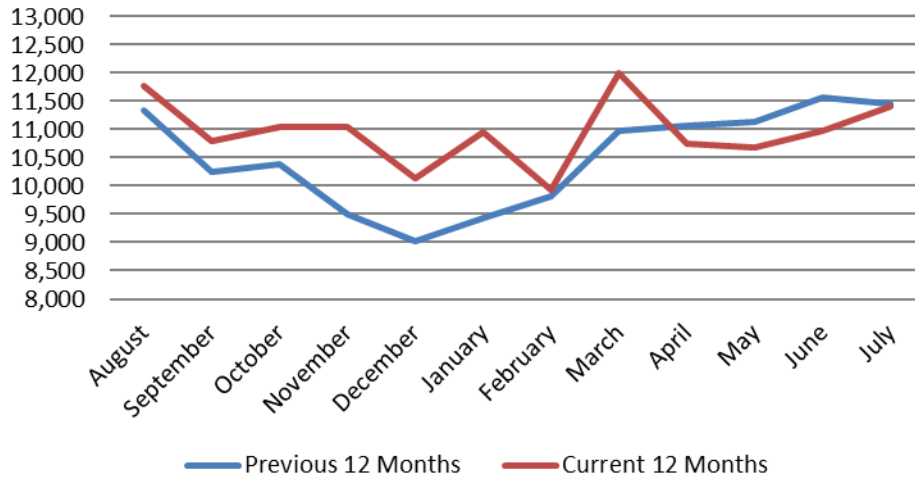
## In-person Attendance



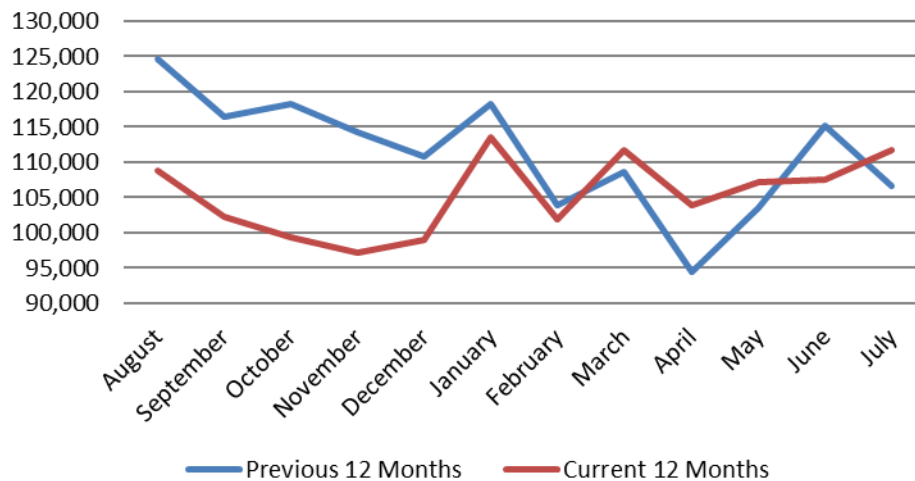




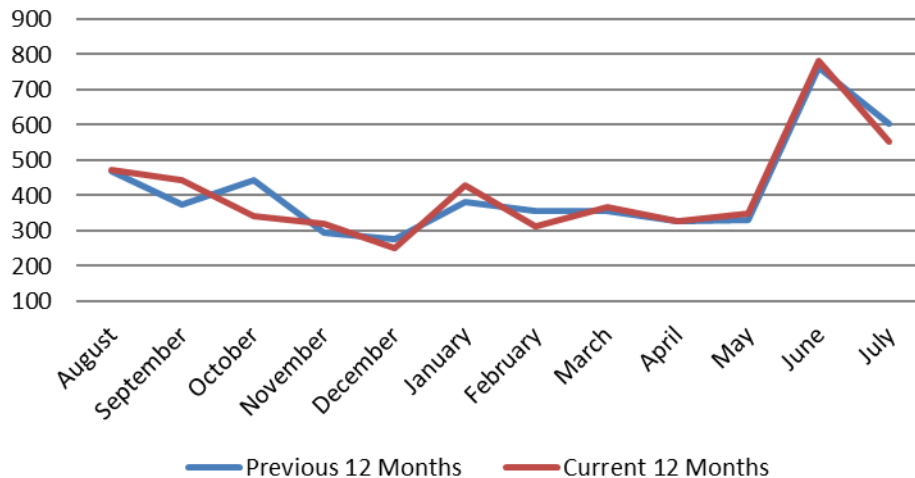
## Public Computer Use



## Website Visits



## Resident Library Cards Issued



# Reference Questions

