

BOARD OF LIBRARY TRUSTEES

7:30 P.M. TUESDAY, DECEMBER 20, 2016 BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 15, 2016 (Action Item 1)
- V. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2016 (Item 2)
- VI. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2016 (Action Item 3)
- VII. EXECUTIVE DIRECTOR'S REPORT
- VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- STAFF PRESENTATION—MEASURING CUSTOMER SATISFACTION (Item 4)

Staff will present on mechanisms that have been established to measure and improve overall customer satisfaction. They will discuss how we currently measure customer satisfaction, highlight the goals of the project, present baseline data, and outline next steps.

- APPROVAL FOR LATE OPENING FOR STAFF INSTITUTE DAY 2017 (Action Item 5)

Staff is requesting the board's permission to open the library at 1:00 p.m. on Wednesday, February 15, 2017 in order to provide our once-a-year training opportunity for the entire staff. We will be featuring a conference-style presentation by the Chicago Regional Organizing for AntiRacism (CROAR), a partner of Crossroads Antiracism Organizing & Training.

- INKLEY APPEAL OF SUSPENSION (Action Item 6)

X. COMMITTEE REPORTS (As appropriate)

(A) BUILDING (Trustee Unumb)

(B) FINANCE (Trustee Zyck)

- 2017 BUDGET AMENDMENT (Action Item 7)

Staff is requesting approval of a budget amendment to the recently approved 2017 Budget. This amendment will add the Director of Administration position to the Administration budget. The dollars are being reallocated from other budget lines from across the library, so the proposed budget amendment is a net \$0 change.

(C) HUMAN RESOURCES (Trustee Zyck)

(D) POLICY (Trustee Nelson)

(E) STRATEGIC PLANNING (Trustee Brody Garkisch)

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

- XII. OTHER
 - ARLINGTON HEIGHTS VILLAGE BOARD JOINT BREAKFAST MEETING - SATURDAY, JANUARY 14, 8:30 A.M.

- XIII. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (5) TO DISCUSS THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY

- XIV. ITEM(S) FROM CLOSED SESSION FOR ACTION

- XV. ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, NOVEMBER 15, 2016.

11.16.01 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, November 15, 2016, at 7:30 p.m. by President Debbie Smart.

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

Absent: None

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Michael Driskell, Director of Administration; Deb Whisler, Director of Communications and Marketing; Michael Kelly, Director of Finance; Jennifer Czajka, Programs and Exhibits Manager; Shannon Distel, Specialty Info Services Manager; Susan Beckman, Materials Handling Supervisor; Teri Scallon, Bookmobile and Interlibrary Loan Supervisor; Eve Lashley, Cataloging Specialist Librarian; Janet Moravec, Business Office Administrator; Rich Henquinet, Resident

11.16.03 **PUBLIC COMMENT** –Rich Henquinet addressed the board about an opportunity for adults with disabilities in conjunction with JVS Chicago and a grant from the State of Illinois.

11.16.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF OCTOBER 15, 2016 (Action Item 1)**. Trustee Nelson seconded. All were in favor and the minutes were approved as submitted.

11.16.05 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 25, 2016 (Action Item 2)**. Trustee Unumb seconded. All were in favor and the minutes were approved as submitted.

11.16.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2016 (Item 3)** – Mr. Kuhl reported 83% of the year has lapsed. Cash equivalents for October were \$19,796,438; last year cash equivalents were \$17,759,195. Real estate tax revenues received to date are at 98.9% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

11.16.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2016 (Action Item 4)** – There were no questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER OF OCTOBER 31, 2016, IN THE AMOUNT OF \$1,052,889.30.** Trustee Unumb seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: none. The motion carried.

11.16.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted the success of One Book One Village with the last event being the Culture Faire; a library survey being conducted to establish baseline measurements of customer satisfaction; improved transparency with the use of enhanced board and committee agendas and board material being available on the library's website; and statements recently released from ALA on libraries, the association, diversity and inclusion and PLA on public libraries and inclusiveness.

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

11.16.10 **NEW BUSINESS**

- **STAFF PRESENTATION—INCREASING LIBRARY USE AMONG RESIDENTS LIVING IN THE SOUTHERN PART OF ARLINGTON HEIGHTS (Item 5)** – Staff gave a presentation of an action plan for increasing use of the library by those living in the southern part of the Village. Staff identified three goals they believe will have the greatest impact and offer the most sustainable growth:

- Increasing the number of library cardholders in southern Arlington Heights
- Building connections with southern Arlington Heights' Hispanic community
- Expanding the library's connect with Community Consolidated School District 59

The goals will be followed up in future board discussions.

- **APPROVAL OF FY2017 PER CAPITA GRANT APPLICATION (Action Item 6)** – The board reviewed the draft of the Illinois State Library FY2017 Public Library Per Capita Grant application.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ILLINOIS STATE LIBRARY FY2017 PUBLIC LIBRARY PER CAPITA GRANT APPLICATION AS PRESENTED.** Trustee Unumb seconded. All were in favor and the motion carried.

11.16.11 **COMMITTEE REPORTS**

(A) BUILDING (Trustee Unumb) –Trustee Unumb 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 (Trustee Nelson) - Trustee Nelson reported the committee met immediately prior to the regular November board meeting.

- **LOCAL GOVERNMENT EXPENSE CONTROL ACT POLICY (Action Item 7)** – Mr. Kuhl explained a resolution was drafted in accordance with the Local Government Expense Control Act and proposed changes to Policy 1.105-Membership in Professional Associations and Conference Attendance to indicate compliance with the act. The act is a new statute regulating reimbursement to trustees and employees for expenses incurred on library business. It applies to libraries and other units of local government. Mr. Kuhl explained the library already has tight controls on reimbursements for travel in place; there will be a few additional changes to day-to-day processes.

The Policy Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 16-06 RESOLUTION REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES AS PRESENTED AND APPROVE THE RESULTING CHANGES TO POLICY 1.105-MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND CONFERENCE ATTENDANCE AS INDICATED.** No second was required as the motion came from committee. All were in favor and the motion carried.

- **STRATEGIC PLANNING COMMITTEE MEMBERS (Action Item 8)** – Trustee Nelson reported the committee discussed the effectiveness of the current composition of the Strategic Planning Committee with respect to administrative staff being included as voting members. The committee recommended for consistency and issues due to the Open Meetings Act that administrative staff act in an advisory capacity to the Strategic Planning Committee but not as voting members. The board was in agreement and President Smart thanked the board for their discussion of the matter.

(E) STRATEGIC PLANNING (Trustee Brody Garkisch) - Trustee Brody Garkisch reported the committee did not meet.

11.16.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** –Trustee Unumb reported profits from the fall used book sale totaled \$25,308 and the Friends have \$138,880 in available funds; 100 book bags were purchased for distribution at sales; the Friends of the Library contributed \$500 to the Holiday Book Drive along with 100 books from their stock; and approved a wish list including a classroom set of Google Expeditions and \$3,000 to purchase books to be given to participants in the library’s community outreach programs.

11.16.13 **OTHER**

- President Smart congratulated Mike Driskell on his promotion to Director of Administration.
- President Smart congratulated staff on the library once again receiving *Library Journal's* 5-star recognition.
- President Smart acknowledged the library's participation in the 2016 Urban Libraries Council Innovations Initiative.
- Trustee Nelson shared information about Bernie's Book Bank which collects and distributes new and gently used children's books to at-risk children throughout Chicagoland.

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT.** Trustee Zyck seconded. All were in favor and the meeting was adjourned at 8:49 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, 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	68,881	.00		757,691	817,949.13	108	826,581	8,631.87
04 00	Real Estate Tax FICA	44,991	2,451.92	5	494,901	536,642.49	108	539,894	3,251.51
05 00	Real Estate Tax	1,027,223	59,735.36	6	11,299,453	12,255,865.63	109	12,326,684	70,818.37
401 **	Real Estate Taxes	1,141,095	62,187.28	5	12,552,045	13,610,457.25	108	13,693,159	82,701.75
400 ***	Taxes	1,141,095	62,187.28	5	12,552,045	13,610,457.25	108	13,693,159	82,701.75
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	7,750	.00		85,250	57,891.61	68	93,000	35,108.39
70 00	Other Grants	416	750.00	180	4,576	2,250.00	49	5,000	2,750.00
90 00	Contribution Ord. Library	83	.00		913	3,672.87	402	1,000	2,672.87-
411 **	Intergovernmental	8,249	750.00	9	90,739	63,814.48	70	99,000	35,185.52
410 ***	Intergovernmental Revenue	8,249	750.00	9	90,739	63,814.48	70	99,000	35,185.52
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	70	.00		770	3,519.00	457	850	2,669.00-
74 00	Copier/Reader Printer Fee	3,166	3,687.31	117	34,826	39,462.60	113	38,000	1,462.60-
75 00	Meeting Room Fees	375	115.00	31	4,125	2,675.00	65	4,500	1,825.00
436 **	Library Fees	3,611	3,802.31	105	39,721	45,656.60	115	43,350	2,306.60-
430 ***	Fees	3,611	3,802.31	105	39,721	45,656.60	115	43,350	2,306.60-
440	Fines								
442	Library								
20 00	Late Charges	11,583	12,000.32	104	127,413	133,656.00	105	139,000	5,344.00
25 00	Lost/Damaged Item Charges	1,666	1,037.91	62	18,326	15,435.71	84	20,000	4,564.29
442 **	Library	13,249	13,038.23	98	145,739	149,091.71	102	159,000	9,908.29
440 ***	Fines	13,249	13,038.23	98	145,739	149,091.71	102	159,000	9,908.29
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,083	7,093.55	341	22,913	37,208.49	162	25,000	12,208.49-
461 **	Simple Interest	2,083	7,093.55	341	22,913	37,208.49	162	25,000	12,208.49-
462	Investment Income								
10 00	Market Value Adjustments	0	2,724.44-		0	12,107.26		0	12,107.26-
462 **	Investment Income	0	2,724.44-		0	12,107.26		0	12,107.26-

Village of Arlington Heights
 REVENUE REPORT
 92% OF YEAR LAPSED

ACCOUNTING PERIOD 11/2016

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	2,083	4,369.11	210	22,913	49,315.75	215	25,000	24,315.75-
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	350.00	422	913	796.35	87	1,000	203.65
483	** Donations	83	350.00	422	913	796.35	87	1,000	203.65
489	Other								
90 00	Other Income	666	1,169.73	176	7,326	10,058.10	137	8,000	2,058.10-
93 00	Donations Genealogy	41	.00		451	250.00	55	500	250.00
94 00	FOL Reimbursements	5,416	.00		59,576	29,762.54	50	65,000	35,237.46
489	** Other	6,123	1,169.73	19	67,353	40,070.64	60	73,500	33,429.36
480	*** Other	6,206	1,519.73	25	68,266	40,866.99	60	74,500	33,633.01
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		1,174,493	85,666.66	7	12,919,423	13,959,202.78	108	14,094,009	134,806.22

Village of Arlington Heights
 REVENUE REPORT
 92% OF YEAR LAPSED

ACCOUNTING PERIOD 11/2016

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	166	2,306.18	1389	1,826	9,026.33	494	2,000	7,026.33-
461	** Simple Interest	166	2,306.18	1389	1,826	9,026.33	494	2,000	7,026.33-
462	Investment Income								
10 00	Market Value Adjustments	0	929.41-		0	4,572.27		0	4,572.27-
462	** Investment Income	0	929.41-		0	4,572.27		0	4,572.27-
460	*** Interest Income	166	1,376.77	829	1,826	13,598.60	745	2,000	11,598.60-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		1,604,163	1,750,000.00	109	1,750,000	.00
491	** Other Financing Sources	145,833	.00		1,604,163	1,750,000.00	109	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		1,604,163	1,750,000.00	109	1,750,000	.00
FUND TOTAL Capital Projects-Library		145,999	1,376.77	1	1,605,989	1,763,598.60	110	1,752,000	11,598.60-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 01	Executive Director	11339	11121.22	98	124729	130509.28	105	.00	136071	5561.72	96
	16 17	Deputy Director	8737	8134.38	93	96107	97629.75	102	.00	104852	7222.25	93
	16 43	Business Office Adminr	4637	4061.09	88	51007	49903.08	98	.00	55653	5749.92	90
	16 51	Clerk IV	3719	3253.27	88	40909	40333.62	99	.00	44636	4302.38	90
	16 92	Achievement Awards	166	.00	0	1826	2000.00	110	.00	2000	.00	100
	16 **	Library Personal Services	28598	26569.96	93	314578	320375.73	102	.00	343212	22836.27	93
	18	Other Personal Services										
	18 05	Overtime Civilian	0	17.09	0	0	119.82	0	.00	0	119.82-	0
	18 **	Other Personal Services	0	17.09	0	0	119.82	0	.00	0	119.82-	0
	19	Employee Benefits										
	19 05	Medical Insurance	9593	5149.00	54	105523	56639.00	54	.00	115118	58479.00	49
	19 10	IMRF	3716	3474.91	94	40876	41627.18	102	.00	44596	2968.82	93
	19 11	Social Security	1773	1035.45	58	19503	18364.79	94	.00	21279	2914.21	86
	19 12	Medicare	414	368.02	89	4554	4420.79	97	.00	4977	556.21	89
	19 53	Flexible Spending	191	181.00	95	2101	2072.00	99	.00	2300	228.00	90
	19 55	Unemployment Compensation	833	.00	0	9163	.00	0	.00	10000	10000.00	0
	19 **	Employee Benefits	16520	10208.38	62	181720	123123.76	68	.00	198270	75146.24	62
	20	Prof Technical Services										
	20 05	Professional Services	1250	.00	0	13750	11053.34	80	.00	15000	3946.66	74
	20 08	Consulting Services	333	.00	0	3663	.00	0	.00	4000	4000.00	0
	20 20	Legal Services	1333	.00	0	14663	5947.50	41	.00	16000	10052.50	37
	20 40	General Insurance	11708	.00	0	128788	124001.00	96	.00	140500	16499.00	88
	20 81	OCLC Services	5534	.00	0	60874	54153.08	89	.00	66408	12254.92	82
	20 **	Prof Technical Services	20158	.00	0	221738	195154.92	88	.00	241908	46753.08	81
	21	Property Services										
	21 65	Other Services	707	1324.63	187	7777	8220.33	106	.00	8489	268.67	97
	21 **	Property Services	707	1324.63	187	7777	8220.33	106	.00	8489	268.67	97
	22	Other Contractual Service										
	22 01	Advertising	83	419.00	505	913	963.55	106	.00	1000	36.45	96
	22 02	Dues	1184	.00	0	13024	12772.00	98	.00	14216	1444.00	90
	22 03	Training	9083	2222.17	25	99913	81568.25	82	.00	109000	27431.75	75
	22 05	Postage	3954	6646.86	168	43494	40025.97	92	.00	47455	7429.03	84
	22 42	Internet Services	2335	2481.69	106	25685	24764.59	96	.00	28021	3256.41	88
	22 70	Telephone Services	3256	4436.46	136	35816	41828.23	117	.00	39083	2745.23-	107
	22 **	Other Contractual Service	19895	16206.18	82	218845	201922.59	92	.00	238775	36852.41	85
	30	General Supplies										
	30 05	Office Supplies & Equip	701	1171.81	167	7711	5535.13	72	.00	8414	2878.87	66
	30 **	General Supplies	701	1171.81	167	7711	5535.13	72	.00	8414	2878.87	66

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	4576	75.03	2	.00	5000	4924.97	2
	31 **	Public Works Supplies	416	.00	0	4576	75.03	2	.00	5000	4924.97	2
	32	Library Supplies										
	32 50	Innovation	1667-	.00	0	6663	.00	0	.00	5000	5000.00	0
	32 72	Special Events	2237	2774.67	124	24607	17322.39	70	.00	26850	9527.61	65
	32 99	Items Reimb by Employees	0	54.76	0	0	52.73-	0	.00	0	52.73	0
	32 **	Library Supplies	570	2829.43	496	31270	17269.66	55	.00	31850	14580.34	54
	40	Other Charges										
	40 96	Operating Contingency	416	.00	0	4576	.00	0	.00	5000	5000.00	0
	40 **	Other Charges	416	.00	0	4576	.00	0	.00	5000	5000.00	0
	50	Property										
	50 15	Other Equipment	56391	14234.52	25	620301	101933.73	16	.00	676701	574767.27	15
	50 **	Property	56391	14234.52	25	620301	101933.73	16	.00	676701	574767.27	15
601	** **	Library	144372	72562.00	50	1613092	973730.70	60	.00	1757619	783888.30	55
60	** **	Culture/Recreation	144372	72562.00	50	1613092	973730.70	60	.00	1757619	783888.30	55
DIV	6001	TOTAL ***** Administration	144372	72562.00	50	1613092	973730.70	60	.00	1757619	783888.30	55

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 21	Dir. of Communications	7605	7033.26	93	83655	84490.45	101	.00	91260	6769.55	93
	16 23	Graphic Supervisor	5906	5499.42	93	64966	65964.48	102	.00	70883	4918.52	93
	16 48	Library Assistant I	2166	1920.58	89	23826	24060.24	101	.00	26003	1942.76	93
	16 50	Graphics Designer	3224	2832.48	88	35464	34723.48	98	.00	38688	3964.52	90
	16 79	Publication Editor	2783	2486.00	89	30613	31187.23	102	.00	33404	2216.77	93
	16 80	Communications Assistant	1967	1658.16	84	21637	21262.94	98	.00	23608	2345.06	90
	16 **	Library Personal Services	23651	21429.90	91	260161	261688.82	101	.00	283846	22157.18	92
	18	Other Personal Services										
	18 05	Overtime Civilian	0	.00	0	0	14.90	0	.00	0	14.90-	0
	18 **	Other Personal Services	0	.00	0	0	14.90	0	.00	0	14.90-	0
	19	Employee Benefits										
	19 05	Medical Insurance	4201	3985.00	95	46211	43835.00	95	.00	50412	6577.00	87
	19 10	IMRF	3091	2800.89	91	34001	34204.59	101	.00	37100	2895.41	92
	19 11	Social Security	1466	1271.12	87	16126	15570.73	97	.00	17598	2027.27	89
	19 12	Medicare	343	297.28	87	3773	3641.67	97	.00	4116	474.33	89
	19 **	Employee Benefits	9101	8354.29	92	100111	97251.99	97	.00	109226	11974.01	89
	20	Prof Technical Services										
	20 05	Professional Services	4406	13080.00	297	48466	13080.00	27	.00	52875	39795.00	25
	20 **	Prof Technical Services	4406	13080.00	297	48466	13080.00	27	.00	52875	39795.00	25
	21	Property Services										
	21 02	Equipment Maintenance	154	.00	0	1694	1010.00	60	.00	1850	840.00	55
	21 65	Other Services	717	604.00-	84-	7887	8355.41	106	.00	8614	258.59	97
	21 **	Property Services	871	604.00-	69-	9581	9365.41	98	.00	10464	1098.59	90
	22	Other Contractual Service										
	22 02	Dues	140	.00	0	1540	1703.00	111	.00	1690	13.00-	101
	22 03	Training	74	.00	0	814	996.80	123	.00	888	108.80-	112
	22 10	Printing	13104	11099.02	85	144144	126744.87	88	.00	157255	30510.13	81
	22 **	Other Contractual Service	13318	11099.02	83	146498	129444.67	88	.00	159833	30388.33	81
	30	General Supplies										
	30 05	Office Supplies & Equip	1216	417.54	34	13376	9188.35	69	.00	14600	5411.65	63
	30 **	General Supplies	1216	417.54	34	13376	9188.35	69	.00	14600	5411.65	63
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	677	468.15	69	7447	6196.37	83	.00	8134	1937.63	76
	31 **	Public Works Supplies	677	468.15	69	7447	6196.37	83	.00	8134	1937.63	76
	32	Library Supplies										
	32 01	Program Supplies	83	173.13	209	913	311.58	34	.00	1000	688.42	31
	32 72	Special Events	691	.00	0	7601	5705.91	75	.00	8300	2594.09	69
	32 **	Library Supplies	774	173.13	22	8514	6017.49	71	.00	9300	3282.51	65

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	54014	54418.03	101	594154	532248.00	90	.00	648278	116030.00	82
60	**	** Culture/Recreation	54014	54418.03	101	594154	532248.00	90	.00	648278	116030.00	82
DIV	6002	TOTAL *****										
		Communications & Mrkting	54014	54418.03	101	594154	532248.00	90	.00	648278	116030.00	82

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	7274	6849.01	94	80014	82723.38	103	.00	87298	4574.62	95
	16 51	Clerk IV	3627	3203.33	88	39897	39108.91	98	.00	43524	4415.09	90
	16 53	Volunteer Coordinator	1976	1748.03	89	21736	22470.21	103	.00	23712	1241.79	95
	16 **	Library Personal Services	12877	11800.37	92	141647	144302.50	102	.00	154534	10231.50	93
	18	Other Personal Services										
	18 05	Overtime Civilian	0	.00	0	0	8.39	0	.00	0	8.39-	0
	18 **	Other Personal Services	0	.00	0	0	8.39	0	.00	0	8.39-	0
	19	Employee Benefits										
	19 05	Medical Insurance	2337	2217.00	95	25707	24387.00	95	.00	28044	3657.00	87
	19 10	IMRF	1683	1542.31	92	18513	18861.49	102	.00	20198	1336.51	93
	19 11	Social Security	798	696.16	87	8778	8545.96	97	.00	9581	1035.04	89
	19 12	Medicare	186	162.81	88	2046	1998.77	98	.00	2241	242.23	89
	19 50	Employee Asst. Program	516	.00	0	5676	5817.00	103	.00	6200	383.00	94
	19 **	Employee Benefits	5520	4618.28	84	60720	59610.22	98	.00	66264	6653.78	90
	21	Property Services										
	21 65	Other Services	812	2862.00	353	8932	6657.00	75	.00	9750	3093.00	68
	21 **	Property Services	812	2862.00	353	8932	6657.00	75	.00	9750	3093.00	68
	22	Other Contractual Service										
	22 01	Advertising	75	.00	0	825	90.00	11	.00	900	810.00	10
	22 02	Dues	211	190.00	90	2321	2655.00	114	.00	2540	115.00-	105
	22 03	Training	67	.00	0	737	859.06	117	.00	810	49.06-	106
	22 55	In Service Training	502	.00	0	5522	3958.26	72	.00	6035	2076.74	66
	22 **	Other Contractual Service	855	190.00	22	9405	7562.32	80	.00	10285	2722.68	74
	32	Library Supplies										
	32 01	Program Supplies	395	219.77	56	4345	4100.56	94	.00	4750	649.44	86
	32 **	Library Supplies	395	219.77	56	4345	4100.56	94	.00	4750	649.44	86
	40	Other Charges										
	40 62	Tuition Reimbursement	833	.00	0	9163	1488.38	16	.00	10000	8511.62	15
	40 70	Employee Recognition Prog	883	.00	0	9713	10326.14	106	.00	10600	273.86	97
	40 **	Other Charges	1716	.00	0	18876	11814.52	63	.00	20600	8785.48	57
601	** **	Library	22175	19690.42	89	243925	234055.51	96	.00	266183	32127.49	88
60	** **	Culture/Recreation	22175	19690.42	89	243925	234055.51	96	.00	266183	32127.49	88
DIV	6003	TOTAL ***** Human Resources	22175	19690.42	89	243925	234055.51	96	.00	266183	32127.49	88

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	21	Property Services										
	21 65	Other Services	416	203.94	49	4576	10122.33	221	.00	5000	5122.33-	202
	21 **	Property Services	416	203.94	49	4576	10122.33	221	.00	5000	5122.33-	202
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	.00	0	18326	19680.50	107	.00	20000	319.50	98
	22 **	Other Contractual Service	1666	.00	0	18326	19680.50	107	.00	20000	319.50	98
	30	General Supplies										
	30 05	Office Supplies & Equip	0	.00	0	0	100.00	0	.00	0	100.00-	0
	30 **	General Supplies	0	.00	0	0	100.00	0	.00	0	100.00-	0
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	4576	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	4576	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	12.45	3	4576	3245.81	71	.00	5000	1754.19	65
	32 02	Program Events	416	37.55	9	4576	4776.59	104	.00	5000	223.41	96
	32 32	Software	125	.00	0	1375	.00	0	.00	1500	1500.00	0
	32 72	Special Events	833	.00	0	9163	16429.74	179	.00	10000	6429.74-	164
	32 75	Audio Visual	166	.00	0	1826	1344.38	74	.00	2000	655.62	67
	32 78	Electronic Resources	125	.00	0	1375	.00	0	.00	1500	1500.00	0
	32 80	Books	416	771.37	185	4576	2063.99	45	.00	5000	2936.01	41
	32 **	Library Supplies	2497	821.37	33	27467	27860.51	101	.00	30000	2139.49	93
	50	Property										
	50 15	Other Equipment	416	.00	0	4576	.00	0	.00	5000	5000.00	0
	50 **	Property	416	.00	0	4576	.00	0	.00	5000	5000.00	0
601	** **	Library	5411	1025.31	19	59521	57763.34	97	.00	65000	7236.66	89
60	** **	Culture/Recreation	5411	1025.31	19	59521	57763.34	97	.00	65000	7236.66	89
DIV	6004	TOTAL ***** Paid by Gifts and Grants	5411	1025.31	19	59521	57763.34	97	.00	65000	7236.66	89

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	24	Accounting Supervisor	5208	.00	0	57288	53262.88	93	.00	62498	9235.12	85
16	29	Finance Director	8064	7556.56	94	88704	90629.97	102	.00	96779	6149.03	94
16	48	Library Assistant I	4031	3497.15	87	44341	43148.20	97	.00	48380	5231.80	89
16	51	Clerk IV	2404	.00	0	26444	.00	0	.00	28858	28858.00	0
16	57	Clerk II	1599	1848.75	116	17589	18266.40	104	.00	19188	921.60	95
16	**	Library Personal Services	21306	12902.46	61	234366	205307.45	88	.00	255703	50395.55	80
18		Other Personal Services										
18	05	Overtime Civilian	0	164.50	0	0	210.19	0	.00	0	210.19-	0
18	**	Other Personal Services	0	164.50	0	0	210.19	0	.00	0	210.19-	0
19		Employee Benefits										
19	05	Medical Insurance	1687	1600.00	95	18557	17600.00	95	.00	20244	2644.00	87
19	10	IMRF	2785	1707.86	61	30635	26991.77	88	.00	33420	6428.23	81
19	11	Social Security	1321	773.43	59	14531	12270.09	84	.00	15854	3583.91	77
19	12	Medicare	309	180.88	59	3399	2869.43	84	.00	3708	838.57	77
19	**	Employee Benefits	6102	4262.17	70	67122	59731.29	89	.00	73226	13494.71	82
20		Prof Technical Services										
20	05	Professional Services	425	.00	0	4675	5100.00	109	.00	5100	.00	100
20	**	Prof Technical Services	425	.00	0	4675	5100.00	109	.00	5100	.00	100
21		Property Services										
21	36	Equipment Rental	104	230.00	221	1144	1973.98	173	.00	1252	721.98-	158
21	65	Other Services	25	3107.41	2430	275	3107.41	1130	.00	310	2797.41-	1002
21	**	Property Services	129	3337.41	2587	1419	5081.39	358	.00	1562	3519.39-	325
22		Other Contractual Service										
22	02	Dues	110	.00	0	1210	1139.00	94	.00	1330	191.00	86
22	03	Training	100	.00	0	1100	.00	0	.00	1200	1200.00	0
22	25	IT/GIS Service Charge	1963	1916.67	98	21593	21083.37	98	.00	23562	2478.63	90
22	**	Other Contractual Service	2173	1916.67	88	23903	22222.37	93	.00	26092	3869.63	85
601	**	Library	30135	22583.21	75	331485	297652.69	90	.00	361683	64030.31	82
60	**	Culture/Recreation	30135	22583.21	75	331485	297652.69	90	.00	361683	64030.31	82
DIV	6008	TOTAL ***** Finance	30135	22583.21	75	331485	297652.69	90	.00	361683	64030.31	82

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	7271	7108.84	98	79981	81577.58	102	.00	87263	5685.42	94
16	26	Department Manager I	5804	5403.82	93	63844	64817.76	102	.00	69654	4836.24	93
16	28	Web Developer	10029	9279.88	93	110319	111381.66	101	.00	120355	8973.34	93
16	44	Library Assistant III	4905	4536.96	93	53955	54425.73	101	.00	58871	4445.27	92
16	49	Computer Technician	9004	7911.06	88	99044	97190.07	98	.00	108050	10859.93	90
16	54	Clerk III	7836	6702.57	86	83658	79731.56	95	.00	91496	11764.44	87
16	68	LAN Administrator	6015	5564.52	93	66165	66752.42	101	.00	72189	5436.58	93
16	**	Library Personal Services	50864	46507.65	91	556966	555876.78	100	.00	607878	52001.22	91
18		Other Personal Services										
18	05	Overtime Civilian	0	26.44	0	0	56.65	0	.00	0	56.65-	0
18	**	Other Personal Services	0	26.44	0	0	56.65	0	.00	0	56.65-	0
19		Employee Benefits										
19	05	Medical Insurance	12948	12282.00	95	142428	135102.00	95	.00	155376	20274.00	87
19	10	IMRF	6338	5825.54	92	69718	69859.47	100	.00	76062	6202.53	92
19	11	Social Security	3154	2765.66	88	34536	33188.94	96	.00	37689	4500.06	88
19	12	Medicare	737	646.81	88	8071	7762.06	96	.00	8814	1051.94	88
19	**	Employee Benefits	23177	21520.01	93	254753	245912.47	97	.00	277941	32028.53	89
20		Prof Technical Services										
20	05	Professional Services	350	222.59	64	3850	4192.10	109	.00	4210	17.90	100
20	08	Consulting Services	375	.00	0	4125	.00	0	.00	4500	4500.00	0
20	**	Prof Technical Services	725	222.59	31	7975	4192.10	53	.00	8710	4517.90	48
21		Property Services										
21	02	Equipment Maintenance	11031	4083.61	37	121341	137970.05	114	.00	132376	5594.05-	104
21	**	Property Services	11031	4083.61	37	121341	137970.05	114	.00	132376	5594.05-	104
22		Other Contractual Service										
22	02	Dues	31	.00	0	341	329.00	97	.00	378	49.00	87
22	03	Training	37	155.26	420	407	226.70	56	.00	450	223.30	50
22	**	Other Contractual Service	68	155.26	228	748	555.70	74	.00	828	272.30	67
30		General Supplies										
30	05	Office Supplies & Equip	31	.00	0	341	336.83	99	.00	375	38.17	90
30	30	Data System Supplies	4101	1541.46	38	45111	33985.30	75	.00	49216	15230.70	69
30	32	Software Library	11676	2774.78	24	128436	111361.56	87	.00	140121	28759.44	80
30	33	Documentation Library	62	.00	0	682	515.99	76	.00	750	234.01	69
30	**	General Supplies	15870	4316.24	27	174570	146199.68	84	.00	190462	44262.32	77
31		Public Works Supplies										
31	85	Small Tools and Equipment	1343	1489.15	111	14773	10560.67	72	.00	16127	5566.33	66
31	**	Public Works Supplies	1343	1489.15	111	14773	10560.67	72	.00	16127	5566.33	66

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 05	Processing Supplies	100	.00	0	1100	1158.41	105	.00	1200	41.59	97
	32 32	Software	2899	585.68	20	31889	35693.76	112	.00	34794	899.76-	103
	32 **	Library Supplies	2999	585.68	20	32989	36852.17	112	.00	35994	858.17-	102
	50	Property										
	50 12	Computer Equipment	27144	10676.13	39	298584	296067.06	99	.00	325734	29666.94	91
	50 15	Other Equipment	1057	12595.00	1192	11627	12595.00	108	.00	12686	91.00	99
	50 **	Property	28201	23271.13	83	310211	308662.06	100	.00	338420	29757.94	91
601	** **	Library	134278	102177.76	76	1474326	1446838.33	98	.00	1608736	161897.67	90
60	** **	Culture/Recreation	134278	102177.76	76	1474326	1446838.33	98	.00	1608736	161897.67	90
DIV	6010	TOTAL ***** Information Technology	134278	102177.76	76	1474326	1446838.33	98	.00	1608736	161897.67	90

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	5616	5159.16	92	61776	62396.67	101	.00	67392	4995.33	93
16	66	Security Guard	13645	12360.83	91	148535	147774.08	100	.00	162186	14411.92	91
16	**	Library Personal Services	19261	17519.99	91	210311	210170.75	100	.00	229578	19407.25	92
18		Other Personal Services										
18	05	Overtime Civilian	0	142.91	0	0	331.20	0	.00	0	331.20-	0
18	**	Other Personal Services	0	142.91	0	0	331.20	0	.00	0	331.20-	0
19		Employee Benefits										
19	05	Medical Insurance	4451	4222.00	95	48961	46442.00	95	.00	53412	6970.00	87
19	10	IMRF	2078	1910.14	92	22858	23092.38	101	.00	24946	1853.62	93
19	11	Social Security	1193	1052.80	88	13027	12585.97	97	.00	14234	1648.03	88
19	12	Medicare	279	246.21	88	3047	2943.47	97	.00	3329	385.53	88
19	**	Employee Benefits	8001	7431.15	93	87893	85063.82	97	.00	95921	10857.18	89
22		Other Contractual Service										
22	03	Training	41	.00	0	451	108.00	24	.00	500	392.00	22
22	**	Other Contractual Service	41	.00	0	451	108.00	24	.00	500	392.00	22
30		General Supplies										
30	05	Office Supplies & Equip	18	.00	0	198	196.44	99	.00	225	28.56	87
30	**	General Supplies	18	.00	0	198	196.44	99	.00	225	28.56	87
601	**	** Library	27321	25094.05	92	298853	295870.21	99	.00	326224	30353.79	91
60	**	** Culture/Recreation	27321	25094.05	92	298853	295870.21	99	.00	326224	30353.79	91
DIV	6015	TOTAL ***** Security	27321	25094.05	92	298853	295870.21	99	.00	326224	30353.79	91

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						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 60	Clerk I	4510	4088.08	91	47636	45715.30	96	.00	52154	6438.70	88
	16 69	Maintenance Supervisor	8151	7404.70	91	89661	89853.52	100	.00	97812	7958.48	92
	16 72	Maintenance Worker	19511	17367.06	89	214621	211176.43	98	.00	234138	22961.57	90
	16 **	Library Personal Services	32172	28859.84	90	351918	346745.25	99	.00	384104	37358.75	90
	18	Other Personal Services										
	18 05	Overtime Civilian	208	401.10	193	2288	1743.97	76	.00	2500	756.03	70
	18 **	Other Personal Services	208	401.10	193	2288	1743.97	76	.00	2500	756.03	70
	19	Employee Benefits										
	19 05	Medical Insurance	9642	9146.00	95	106062	100606.00	95	.00	115704	15098.00	87
	19 10	IMRF	3615	3290.10	91	39765	39703.38	100	.00	43386	3682.62	92
	19 11	Social Security	2007	1694.24	84	21955	20313.36	93	.00	23969	3655.64	85
	19 12	Medicare	469	396.24	85	5131	4750.79	93	.00	5607	856.21	85
	19 **	Employee Benefits	15733	14526.58	92	172913	165373.53	96	.00	188666	23292.47	88
	21	Property Services										
	21 02	Equipment Maintenance	2179	6189.48	284	23969	36640.27	153	.00	26156	10484.27	140
	21 07	Vehicle Equipment Maint	510	1362.03	267	5610	10078.83	180	.00	6121	3957.83	165
	21 11	Building Maintenance	19657	18014.06	92	216227	209112.29	97	.00	235894	26781.71	89
	21 36	Equipment Rental	162	.00	0	1782	116.00	7	.00	1950	1834.00	6
	21 60	Water and Sewer Service	1372	5035.93	367	15092	19799.12	131	.00	16472	3327.12	120
	21 **	Property Services	23880	30601.50	128	262680	275746.51	105	.00	286593	10846.49	96
	22	Other Contractual Service										
	22 03	Training	36	104.51	290	396	380.10	96	.00	432	51.90	88
	22 **	Other Contractual Service	36	104.51	290	396	380.10	96	.00	432	51.90	88
	30	General Supplies										
	30 50	Petroleum Products	542	153.71	28	5962	1992.04	33	.00	6507	4514.96	31
	30 51	Heating Fuel	6666	6872.96	103	73326	48861.86	67	.00	80000	31138.14	61
	30 **	General Supplies	7208	7026.67	98	79288	50853.90	64	.00	86507	35653.10	59
	31	Public Works Supplies										
	31 45	Janitorial Supplies	1948	2607.14	134	21428	24067.17	112	.00	23387	680.17	103
	31 **	Public Works Supplies	1948	2607.14	134	21428	24067.17	112	.00	23387	680.17	103
	50	Property										
	50 15	Other Equipment	1291	4021.00	312	14201	17454.58	123	.00	15500	1954.58	113
	50 **	Property	1291	4021.00	312	14201	17454.58	123	.00	15500	1954.58	113
601	** **	Library	82476	88148.34	107	905112	882365.01	98	.00	987689	105323.99	89
60	** **	Culture/Recreation	82476	88148.34	107	905112	882365.01	98	.00	987689	105323.99	89
DIV	6020	TOTAL ***** Facilities	82476	88148.34	107	905112	882365.01	98	.00	987689	105323.99	89

PREPARED 12/15/2016, 10:52:00
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 92% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DEPT	60	TOTAL *****										
		Executive Office	500182	385699.12	77	5520468	4720523.79	86	.00	6021412	1300888.21	78

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 25	Department Manager II	6691	2579.59	39	73601	2579.59	4	.00	80301	77721.41	3
	16 33	Librarian IV	4325	4371.04	101	47575	51058.11	107	.00	51909	850.89	98
	16 36	Librarian III	23138	22129.84	96	254096	263729.66	104	.00	277235	13505.34	95
	16 39	Librarian II	1206	2881.80	239	13066	32367.14	248	.00	14274	18093.14	227
	16 48	Library Assistant I	24385	24052.83	99	266287	284180.67	107	.00	290675	6494.33	98
	16 54	Clerk III	1440	1326.56	92	15840	16154.30	102	.00	17282	1127.70	94
	16 57	Clerk II	1716	1452.14	85	18876	18859.35	100	.00	20598	1738.65	92
	16 60	Clerk I	1465	.00	0	16115	15690.70	97	.00	17591	1900.30	89
	16 **	Library Personal Services	64366	58793.80	91	705456	684619.52	97	.00	769865	85245.48	89
	18	Other Personal Services										
	18 05	Overtime Civilian	0	.00	0	0	14.16	0	.00	0	14.16	0
	18 **	Other Personal Services	0	.00	0	0	14.16	0	.00	0	14.16	0
	19	Employee Benefits										
	19 05	Medical Insurance	6478	6145.00	95	71258	67595.00	95	.00	77736	10141.00	87
	19 10	IMRF	7357	7087.76	96	80927	78112.69	97	.00	88291	10178.31	89
	19 11	Social Security	3991	3579.19	90	43741	41497.78	95	.00	47733	6235.22	87
	19 12	Medicare	933	837.05	90	10225	9704.86	95	.00	11165	1460.14	87
	19 **	Employee Benefits	18759	17649.00	94	206151	196910.33	96	.00	224925	28014.67	88
	21	Property Services										
	21 02	Equipment Maintenance	237	300.00	127	2607	2669.98	102	.00	2850	180.02	94
	21 **	Property Services	237	300.00	127	2607	2669.98	102	.00	2850	180.02	94
	22	Other Contractual Service										
	22 02	Dues	271	.00	0	2981	2220.35	75	.00	3255	1034.65	68
	22 03	Training	294	165.59	56	3234	1982.13	61	.00	3528	1545.87	56
	22 18	Contr Programs & Exhibits	2034	150.00	7	22374	14719.99	66	.00	24411	9691.01	60
	22 **	Other Contractual Service	2599	315.59	12	28589	18922.47	66	.00	31194	12271.53	61
	30	General Supplies										
	30 05	Office Supplies & Equip	220	28.92	13	2420	1455.74	60	.00	2650	1194.26	55
	30 **	General Supplies	220	28.92	13	2420	1455.74	60	.00	2650	1194.26	55
	32	Library Supplies										
	32 01	Program Supplies	557	227.15	41	6127	4281.85	70	.00	6684	2402.15	64
	32 02	Program Events	2729	617.88	23	30019	25805.99	86	.00	32748	6942.01	79
	32 90	Circulation Supplies	166	.00	0	1826	568.70	31	.00	2000	1431.30	28
	32 **	Library Supplies	3452	845.03	25	37972	30656.54	81	.00	41432	10775.46	74
601	** **	Library	89633	77932.34	87	983195	935248.74	95	.00	1072916	137667.26	87
60	** **	Culture/Recreation	89633	77932.34	87	983195	935248.74	95	.00	1072916	137667.26	87
DIV	6401	TOTAL ***** Youth Services	89633	77932.34	87	983195	935248.74	95	.00	1072916	137667.26	87

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	6553	6061.14	93	72083	72709.91	101	.00	78644	5934.09	93
16	36	Librarian III	5365	5027.86	94	59015	60361.88	102	.00	64389	4027.12	94
16	44	Library Assistant III	4875	4568.44	94	53625	54791.80	102	.00	58500	3708.20	94
16	45	Library Assistant II	4871	4506.30	93	53581	54117.92	101	.00	58461	4343.08	93
16	48	Library Assistant I	10605	10315.62	97	116655	114256.42	98	.00	127260	13003.58	90
16	51	Clerk IV	3686	1582.97	43	40546	29409.36	73	.00	44242	14832.64	67
16	**	Library Personal Services	35955	32062.33	89	395505	385647.29	98	.00	431496	45848.71	89
18		Other Personal Services										
18	05	Overtime Civilian	0	.00	0	0	29.95	0	.00	0	29.95-	0
18	**	Other Personal Services	0	.00	0	0	29.95	0	.00	0	29.95-	0
19		Employee Benefits										
19	05	Medical Insurance	5092	4830.00	95	56012	53130.00	95	.00	61104	7974.00	87
19	10	IMRF	4423	4162.08	94	48653	48946.67	101	.00	53077	4130.33	92
19	11	Social Security	2229	1909.95	86	24519	23135.57	94	.00	26753	3617.43	87
19	12	Medicare	521	446.66	86	5731	5410.60	94	.00	6257	846.40	87
19	**	Employee Benefits	12265	11348.69	93	134915	130622.84	97	.00	147191	16568.16	89
22		Other Contractual Service										
22	02	Dues	94	.00	0	1034	564.00	55	.00	1135	571.00	50
22	03	Training	119	246.93	208	1309	753.62	58	.00	1431	677.38	53
22	18	Contr Programs & Exhibits	566	440.89	78	6226	3051.13	49	.00	6800	3748.87	45
22	**	Other Contractual Service	779	687.82	88	8569	4368.75	51	.00	9366	4997.25	47
32		Library Supplies										
32	02	Program Events	834	145.18	17	9174	5926.32	65	.00	10017	4090.68	59
32	90	Circulation Supplies	115	140.15	122	1265	924.58	73	.00	1381	456.42	67
32	**	Library Supplies	949	285.33	30	10439	6850.90	66	.00	11398	4547.10	60
601	**	Library	49948	44384.17	89	549428	527519.73	96	.00	599451	71931.27	88
60	**	Culture/Recreation	49948	44384.17	89	549428	527519.73	96	.00	599451	71931.27	88
DIV	6405	TOTAL *****	49948	44384.17	89	549428	527519.73	96	.00	599451	71931.27	88
		Business & Specialty Serv	49948	44384.17	89	549428	527519.73	96	.00	599451	71931.27	88

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 05	Customer Service Manager	6591	6948.16	105	72501	83394.07	115	.00	79092	4302.07-	105
	16 07	Customer Service Assc.	18250	15709.53	86	199102	181862.17	91	.00	217357	35494.83	84
	16 16	Lib Asst I Circulation	17984	12119.71	67	197824	182656.55	92	.00	215808	33151.45	85
	16 26	Department Manager I	6535	.00	0	71885	.00	0	.00	78429	78429.00	0
	16 39	Librarian II	20746	18726.00	90	227428	244182.99	107	.00	248172	3989.01	98
	16 46	Library Asst I Mags/News	11922	10447.31	88	131142	127465.30	97	.00	143074	15608.70	89
	16 51	Clerk IV	12924	11123.15	86	142164	153224.16	108	.00	155090	1865.84	99
	16 52	Clerk IV Circulation	3927	2906.03	74	43197	39190.08	91	.00	47126	7935.92	83
	16 54	Clerk III	10019	8795.06	88	108561	99383.87	92	.00	118578	19194.13	84
	16 55	Clerk III Circulation	35735	28108.19	79	390153	352167.82	90	.00	425894	73726.18	83
	16 58	Clerk II Circulation	1847	1374.96	74	20317	22905.94	113	.00	22170	735.94-	103
	16 59	Clerk II Call Center	14000	13496.29	96	151660	152193.00	100	.00	165667	13474.00	92
	16 75	Library Page II	41142	34602.97	84	451366	417794.91	93	.00	492510	74715.09	85
	16 **	Library Personal Services	201622	164357.36	82	2207300	2056420.86	93	.00	2408967	352546.14	85
	18	Other Personal Services										
	18 05	Overtime Civilian	0	46.19	0	0	136.89	0	.00	0	136.89-	0
	18 **	Other Personal Services	0	46.19	0	0	136.89	0	.00	0	136.89-	0
	19	Employee Benefits										
	19 05	Medical Insurance	21102	20016.00	95	232122	220176.00	95	.00	253224	33048.00	87
	19 10	IMRF	20193	16857.83	84	222123	216943.41	98	.00	242324	25380.59	90
	19 11	Social Security	12501	9912.73	79	136857	125403.09	92	.00	149357	23953.91	84
	19 12	Medicare	2924	2318.27	79	32010	29327.99	92	.00	34932	5604.01	84
	19 **	Employee Benefits	56720	49104.83	87	623112	591850.49	95	.00	679837	87986.51	87
	21	Property Services										
	21 02	Equipment Maintenance	11	.00	0	121	61.41	51	.00	140	78.59	44
	21 64	Access Services	352	525.00	149	3872	1864.65	48	.00	4225	2360.35	44
	21 65	Other Services	1793	1533.60	86	16617	22087.90	133	.00	18410	3677.90-	120
	21 **	Property Services	2156	2058.60	96	20610	24013.96	117	.00	22775	1238.96-	105
	22	Other Contractual Service										
	22 02	Dues	225	115.00	51	2475	2673.00	108	.00	2705	32.00	99
	22 03	Training	331	88.78	27	3641	1597.89	44	.00	3979	2381.11	40
	22 18	Contr Programs & Exhibits	8611	425.00	5	94721	64386.74	68	.00	103332	38945.26	62
	22 **	Other Contractual Service	9167	628.78	7	100837	68657.63	68	.00	110016	41358.37	62
	30	General Supplies										
	30 05	Office Supplies & Equip	230	141.38	62	2530	1664.38	66	.00	2761	1096.62	60
	30 07	Supplies Reimb by Patrons	183	.00	0	2013	.00	0	.00	2200	2200.00	0
	30 **	General Supplies	413	141.38	34	4543	1664.38	37	.00	4961	3296.62	34
	32	Library Supplies										
	32 01	Program Supplies	121	.00	0	1331	1235.25	93	.00	1454	218.75	85
	32 02	Program Events	711	517.66	73	7821	5955.80	76	.00	8540	2584.20	70
	32 90	Circulation Supplies	798	235.58	30	8778	3749.37	43	.00	9583	5833.63	39

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	1630	753.24	46	17930	10940.42	61	.00	19577	8636.58	56
601	**	** Library	271708	217090.38	80	2974332	2753684.63	93	.00	3246133	492448.37	85
60	**	** Culture/Recreation	271708	217090.38	80	2974332	2753684.63	93	.00	3246133	492448.37	85
DIV	6420	TOTAL *****										
		Customer Services	271708	217090.38	80	2974332	2753684.63	93	.00	3246133	492448.37	85

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 25	Department Manager II	5513	5509.24	100	60643	63413.30	105	.00	66164	2750.70	96
	16 30	Digital Media Specialist	4025	3439.46	86	44275	43656.50	99	.00	48302	4645.50	90
	16 33	Librarian IV	6355	5763.00	91	69905	69156.00	99	.00	76265	7109.00	91
	16 36	Librarian III	8305	7757.86	93	91355	93048.82	102	.00	99665	6616.18	93
	16 48	Library Assistant I	13722	12904.39	94	149786	163378.35	109	.00	163510	131.65	100
	16 54	Clerk III	1118	922.88	83	12298	11293.94	92	.00	13424	2130.06	84
	16 **	Library Personal Services	39038	36296.83	93	428262	443946.91	104	.00	467330	23383.09	95
	19	Employee Benefits										
	19 05	Medical Insurance	4024	3817.00	95	44264	41987.00	95	.00	48288	6301.00	87
	19 10	IMRF	4682	4694.81	100	51502	54645.18	106	.00	56187	1541.82	97
	19 11	Social Security	2420	2255.88	93	26548	27157.15	102	.00	28975	1817.85	94
	19 12	Medicare	565	527.58	93	6199	6351.37	103	.00	6776	424.63	94
	19 **	Employee Benefits	11691	11295.27	97	128513	130140.70	101	.00	140226	10085.30	93
	21	Property Services										
	21 02	Equipment Maintenance	25	.00	0	275	.00	0	.00	300	300.00	0
	21 **	Property Services	25	.00	0	275	.00	0	.00	300	300.00	0
	22	Other Contractual Service										
	22 02	Dues	163	385.00	236	1793	1567.00	87	.00	1965	398.00	80
	22 03	Training	54	.00	0	594	191.27	32	.00	650	458.73	29
	22 18	Contr Programs & Exhibits	500	.00	0	5500	5380.00	98	.00	6000	620.00	90
	22 66	Outside Reference Service	183	.00	0	2013	2450.00	122	.00	2200	250.00-	111
	22 **	Other Contractual Service	900	385.00	43	9900	9588.27	97	.00	10815	1226.73	89
	30	General Supplies										
	30 05	Office Supplies & Equip	58	71.46	123	638	451.67	71	.00	700	248.33	65
	30 07	Supplies Reimb by Patrons	75	.00	0	825	1086.85	132	.00	900	186.85-	121
	30 **	General Supplies	133	71.46	54	1463	1538.52	105	.00	1600	61.48	96
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	300	47.44	16	3300	4490.39	136	.00	3600	890.39-	125
	31 **	Public Works Supplies	300	47.44	16	3300	4490.39	136	.00	3600	890.39-	125
	32	Library Supplies										
	32 01	Program Supplies	125	.00	0	1375	72.66	5	.00	1500	1427.34	5
	32 78	Electronic Resources	24663	2950.61	12	271293	296347.39	109	.00	295960	387.39-	100
	32 90	Circulation Supplies	116	96.98	84	1276	1598.17	125	.00	1400	198.17-	114
	32 **	Library Supplies	24904	3047.59	12	273944	298018.22	109	.00	298860	841.78	100
	50	Property										
	50 15	Other Equipment	148	.00	0	1628	1990.59	122	.00	1776	214.59-	112
	50 **	Property	148	.00	0	1628	1990.59	122	.00	1776	214.59-	112
601	** **	Library	77139	51143.59	66	847285	889713.60	105	.00	924507	34793.40	96

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services							ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
60	** **	Culture/Recreation	77139	51143.59	66	847285	889713.60	105	.00	924507	34793.40	96
DIV	6450	TOTAL *****										
		Digital Services	77139	51143.59	66	847285	889713.60	105	.00	924507	34793.40	96

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	225638	211370.24	94	2482018	2306912.00	93	.00	2707750	400838.00	85
DEPT	64	TOTAL *****										
		User Services	714066	601920.72	84	7836258	7413078.70	95	.00	8550757	1137678.30	87

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	1604163	1750000.00	109	.00	1750000	.00 100	
	90 **	Other Financing Uses	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00 100	
601 ** **		Library	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00 100	
60 ** **		Culture/Recreation	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00 100	
DIV 6901		TOTAL ***** Non Operating	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00 100	
DEPT 69		TOTAL ***** Non Operating	145833	.00	0	1604163	1750000.00	109	.00	1750000	.00 100	
FUND 291		TOTAL ***** Memorial Library Fund	1360081	987619.84	73	14960889	13883602.49	93	.00	16322169	2438566.51 85	
GRAND		TOTAL *****	1360081	987619.84	73	14960889	13883602.49	93	.00	16322169	2438566.51 85	

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 55	Other Capital Outlay	12916	.00	0	142076	105456.00	74	.00	155000	49544.00	68
	50 **	Property	12916	.00	0	142076	105456.00	74	.00	155000	49544.00	68
601	** **	Library	12916	.00	0	142076	105456.00	74	.00	155000	49544.00	68
60	** **	Culture/Recreation	12916	.00	0	142076	105456.00	74	.00	155000	49544.00	68
DIV	6001	TOTAL *****										
		Administration	12916	.00	0	142076	105456.00	74	.00	155000	49544.00	68

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	22250	296017.20	1330	244750	326952.20	134	.00	267000	59952.20-	123
	50 55	Other Capital Outlay	61083	9697.14	16	656913	80649.00	12	.00	718000	637351.00	11
	50 **	Property	83333	305714.34	367	901663	407601.20	45	.00	985000	577398.80	41
601	** **	Library	83333	305714.34	367	901663	407601.20	45	.00	985000	577398.80	41
60	** **	Culture/Recreation	83333	305714.34	367	901663	407601.20	45	.00	985000	577398.80	41
DIV	6020	TOTAL ***** Facilities	83333	305714.34	367	901663	407601.20	45	.00	985000	577398.80	41
DEPT	60	TOTAL ***** Executive Office	96249	305714.34	318	1043739	513057.20	49	.00	1140000	626942.80	45
FUND	491	TOTAL ***** Capital Projects-Library	96249	305714.34	318	1043739	513057.20	49	.00	1140000	626942.80	45
GRAND		TOTAL *****	96249	305714.34	318	1043739	513057.20	49	.00	1140000	626942.80	45

December 20, 2016

(Action Item 3)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
November 30, 2016**

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$441,980.52
491	Capital Projects Fund - Library	\$305,714.34

Total Disbursements		\$747,694.86
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Payrolls Paid		
11/10/2016		\$265,053.15
11/23/2016		\$251,068.64
		\$516,121.79

Journal Entry Expenditures by Village On Behalf Of the Library

11/30/2016	Group Insurance	\$89,550.00
11/30/2016	IMRF	\$62,300.07
11/30/2016	Social Security	\$32,149.67
11/30/2016	Medicare	\$7,518.95
		\$191,518.69

Voided Checks

<u>Check No.</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
			\$0.00

Total Disbursed		\$1,455,335.34
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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
73981	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-NOVEMBER	99.84	99.84
73982	AFTERSCHOOL ENRICHMENT SOLUTIONS	291-0000-140.05-00	CHESS CLUB 1/15/2017	100.00	100.00
73992	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	AMEX CASH BACK REBATE	57.75-	57.75-
74003	BENSON, RAYMOND	291-0000-140.05-00	DANN & RAYMOND'S MOVIE	350.00	350.00
74022	CROWE, PAUL	291-0000-140.05-00	CONCERT ON 1/14/2017	1,500.00	1,500.00
74028	EBSCO INFORMATION SERVICES	291-0000-140.05-00	PERIODICALS	4,197.13	4,197.13
74029	ENCOMIUM PUBLICATIONS	291-0000-140.05-00	ENGLISH DISCOVERIES ON-	1,400.00	1,400.00
74031	FARONICS TECHNOLOGIES USA INC	291-0000-140.05-00	RENEWAL OF DEEP FREEZE	1,304.00	1,304.00
74033	FIRST CLASS TRAVEL	291-0000-140.05-00	ALA CONF-T DANTIS	239.20	239.20
74041	GIRE, DANN	291-0000-140.05-00	DANN AND RAYMOND'S MOVIE	350.00	350.00
74045	GREGORY, TERESA	291-0000-140.05-00	NURTURING YOUR CREATIVE	300.00	300.00
74047	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED-DECEMBER 2016 FSA DEP-DECEMBER 2016	3,428.16 384.62	3,812.78
74056	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-0000-140.05-00	PREPAID SOFTWARE/ILLIAD	4,801.87	4,801.87
74060	INNOVATIVE INTERFACES INC	291-0000-140.05-00 291-0000-140.05-00	PREPAID SIERRA MAINT- PREPAID INN-REACH ANNUAL	105,099.17 26,609.23	131,708.40
74061	INNOVATIVE USERS GROUP	291-0000-140.05-00 291-0000-140.05-00	PREPAID IUG CONF- PREPAID IUG CONF-	275.00 275.00	550.00
74078	NADA USED CAR GUIDE	291-0000-140.05-00	PREPAID-PERIODICALS	115.00	115.00
74079	NEOPOST USA INC	291-0000-140.05-00	POSTAGE METER RENTAL	306.00	306.00
74082	NOFFS SELF STORAGE INC	291-0000-140.05-00	PREPAID PARADE VEHICLE	73.00	73.00
74085	PACIFIC TELEMAGEMENT SERVICES	291-0000-140.05-00	2ND FLOOR PAY PHONE-	63.00	63.00
74106	SENSOURCE	291-0000-140.05-00	DATA HOSTING SERVICE FEE	540.00	540.00
74117	SYLVAN LEARNING CENTER	291-0000-140.05-00	FINAL STUDY LOUNGE TUTORS	346.64	346.64
74118	TENNESSEE GENEALOGICAL SOCIETY	291-0000-140.05-00	PERIODICALS	25.00	25.00
74119	THINKMAP INC	291-0000-140.05-00	1 YR RENEWAL VISUAL THE-	1,500.00	1,500.00
74121	TREEHOUSE ISLAND INC	291-0000-140.05-00	PREPAID-ONLINE CODING	6,325.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					6,325.00
***** DIVISION TOTAL ****					159,949.11
***** DEPARTMENT TOTAL **					159,949.11
DEPARTMENT: 60	Executive Office	DIVISION: 01			
73984	ALIBRIS	291-6001-601.32-99	EMP REIMBURSED PURCHASE	120.00	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	107.70	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	95.75	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	65.80	389.25
73990	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAV/TRAIN-M YOUNG	30.34	
		291-6001-601.22-03	TRAV/TRAIN-S MAYER	30.23	
		291-6001-601.22-03	TRAV/TRAIN-B BEDNAREK	27.10	
		291-6001-601.22-03	TRAV/TRAIN-J CZAJKA	45.00	
		291-6001-601.22-03	TRAV/TRAIN-C GIOVANNELLI-	21.16	
		291-6001-601.32-72	OBOV-SPEC EVENTS-K MCCOY	31.53	
		291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	28.00	
		291-6001-601.22-03	TRAV/TRAIN-J CZAJKA	43.20	
		291-6001-601.32-72	OBOV-CRAFT SUPPS-M VELA	45.79	
		291-6001-601.22-03	TRAV/TRAIN-J MORAVEC	11.34	313.69
73991	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.32-72	OBOV-AN EVENING W/ERIC	480.00	
		291-6001-601.32-72	OBOV-CULTURE FAIRE	107.40	
		291-6001-601.32-72	OBOV-CULTURE FAIRE	102.00	
		291-6001-601.32-72	OBOV-CULTURE FAIRE	195.00	884.40
73992	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.32-72	ERIC WEINER-AUTHOR VISIT	123.46	
		291-6001-601.32-72	2 NIGHTS-HILTON HOTEL-NOV	829.04	
		291-6001-601.22-01	JOB AD-TEEN ADVISOR POS-	419.00	
		291-6001-601.21-65	AMAZON PRIME	99.00	1,470.50
73995	AT & T	291-6001-601.22-70	TELEPHONE	3,826.47	
		291-6001-601.22-42	INTERNET ACCESS	1,208.41	5,034.88
73996	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 9/28/2016	134.40	
		291-6001-601.22-42	INTERNET ACCESS 10/28/16-	135.53	269.93
74000	BAKER & TAYLOR	291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.31	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	23.28	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	34.02	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	38.60	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	44.82	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	22.68	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	91.82	269.53
74001	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMP REIMBURSED PURCHASE	13.48	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	58.76	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	51.42	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	39.57	163.23
74004	BERGER,GREGORY	291-6001-601.22-03	ILA CONF-G BERGER	89.04	89.04
74014	COMCAST	291-6001-601.22-42	INTERNET ACCESS 11/23/16-	249.35	
		291-6001-601.21-65	OTHER SERVS	21.10	270.45
74015	COMDATA CORPORATION	291-6001-601.32-72	OBOV-CULTURE FAIRE	184.36	184.36
74023	DANTIS,PATRICIA	291-6001-601.22-03	YALSA CONF-T DANTIS	511.93	511.93
74024	DEMCO INC	291-6001-601.50-15	LIBRARY QUIET BOOKTRUCKS-	779.52	779.52
74025	DEVITT,KERRY	291-6001-601.22-03	YALSA CONF-K DEVITT	327.70	327.70
74030	F E MORAN SECURITY SOLUTIONS	291-6001-601.30-05	PROXIMITY CARDS	838.00	838.00
74034	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING-4TH QUARTER 2016	650.00	650.00
74040	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	COLD PACKS, BANDAGES,	38.73	38.73
74047	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES- DECEMBER 2016	181.00	181.00
74050	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVICES-	49.95	49.95
74052	IL DEPT OF CENTRAL MANAGEMENT SERVS	291-6001-601.22-42	INTERNET ACCESS-OCTOBER	600.00	600.00
74054	ILA CONFERENCE	291-6001-601.22-03	IYSI CON-M PAPANASTASSIOU	150.00	
		291-6001-601.22-03	IYSI CON-C GIOVANNELLI-	150.00	
		291-6001-601.22-03	IYSI CON-K DEVITT	150.00	450.00
74059	INGRAM LIBRARY SERVICES	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	19.76	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	5.08	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	315.83	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.69	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	16.92	399.38
74062	JURGENS,JULIE	291-6001-601.22-03	ISLMA CONF-J JURGENS	113.83	113.83
74064	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS	4.75	4.75
74065	LIBRARY FURNITURE INTERNATIONAL INC	291-6001-601.50-15	GENEALOGY DESK	5,144.00	
		291-6001-601.50-15	CHILDREN'S COMPUTER TABLE	2,902.00	
		291-6001-601.50-15	2ND FLOOR CREDENZA	2,581.00	
		291-6001-601.50-15	OPTO-4 WAY SHELVING UNITS	2,828.00	13,455.00
74079	NEOPOST USA INC	291-6001-601.22-05	POSTAGE TAPE STRIPS	286.00	286.00
74085	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE-	63.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					63.00
74087	PARDUE, WILLIAM J.	291-6001-601.22-03	ILA CONF-B PARDUE	94.12	94.12
74093	PURCHASE ADVANTAGE CARD	291-6001-601.22-03	TRAV/TRAIN	4.90	
		291-6001-601.32-72	SPEC EVENTS-EVENING WITH	116.12	121.02
74094	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	77.30	
		291-6001-601.22-05	POSTAGE	61.84	
		291-6001-601.22-05	POSTAGE	77.30	
		291-6001-601.22-05	POSTAGE	45.90	
		291-6001-601.22-05	POSTAGE	76.50	338.84
74110	SIEG MARKETING	291-6001-601.30-05	PRINTED COFFEE CUP SLEEVE	55.00	55.00
74113	SON, ALICE	291-6001-601.22-03	YALSA CONF-A SON	394.28	394.28
74115	STAPLES ADVANTAGE	291-6001-601.30-05	ERASERS	2.13	2.13
74123	U S POSTAL SERVICE-NEOPOST POSTAGE	291-6001-601.22-05	POSTAGE METER FUNDS	3,000.00	3,000.00
74126	UPS	291-6001-601.22-05	POSTAGE	3.92	
		291-6001-601.22-05	POSTAGE	3.92	7.84
74129	VAN METER MAILING	291-6001-601.22-05	POSTAGE	3,018.96	3,018.96
74130	VERIZON WIRELESS	291-6001-601.22-70	9/26-10/25/16 TELEPHONE	248.52	
		291-6001-601.22-70	10/26-11/25/16 TELEPHONE	248.52	497.04
74132	W COLSTON LEIGH INC	291-6001-601.32-72	OBOV-ERIC WEINER AUTHOR	559.97	559.97
74135	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPS	237.95	237.95
74139	WOW BUSINESS	291-6001-601.22-42	11/19-12/18/16 INTERNET	154.00	154.00

***** DIVISION TOTAL ***** 36,569.20

Marketing and Communications

73985	AMAZON.COM CREDIT	291-6002-601.30-05	REMOVABLE DOT SHEETS	21.20	21.20
73990	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.32-01	PROG SUPPS-P AICHELE	17.96	17.96
73991	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	TABLECLOTHS-CLEAN & PRESS	196.00	196.00
73992	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.32-01	8 TEMPERED GLASS SHELVES	118.13	
		291-6002-601.31-85	HAND PRESS GROMMET MACH-	163.61	
		291-6002-601.32-01	ADJUSTABLE SHELF BRACKET	15.24	
		291-6002-601.32-01	TAX REFUND	.60-	
		291-6002-601.31-85	SIGN FRAME STANDS	304.54	
		291-6002-601.30-05	REFUND-SHIPPIG	79.23-	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					521.69
74008	CARDINAL COLORPRINT	291-6002-601.22-10	AHML NEWSLETTER-DECEMBER	10,139.00	10,139.00
74021	CREATIVE GROUP	291-6002-601.20-05	PROF SERVS	3,200.00	
		291-6002-601.20-05	PROF SERVS	3,200.00	
		291-6002-601.20-05	PROF SERVS	2,880.00	
		291-6002-601.20-05	PROF SERVS	2,400.00	11,680.00
74042	GLOBAL EQUIPMENT COMPANY INC	291-6002-601.32-01	2 RACHET LOCKS	22.40	22.40
74066	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	264.50	
		291-6002-601.30-05	GALAXY GOLD PAPER	264.50	
		291-6002-601.30-05	REFUND-WRONG PAPER	258.50-	270.50
74074	MOBILE PRINT	291-6002-601.22-10	BOOK DISCUSSION BROCHURE	507.43	
		291-6002-601.22-10	VOLUNTEER HOLIDAY CARDS	243.59	751.02
74111	SIGNS BY TOMORROW	291-6002-601.22-10	NEW HOURS VINYL SIGNS	209.00	209.00
74115	STAPLES ADVANTAGE	291-6002-601.30-05	QUICK NOTES,STAPLER,WIPES	41.32	41.32
74128	USI	291-6002-601.30-05	4-UV ROLL FILM	163.75	163.75
74129	VAN METER MAILING	291-6002-601.21-65	OTHER SERVS	600.00	600.00

***** DIVISION TOTAL ***** 24,633.84

Human Resources

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	03			
73991	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.32-01	PIES FOR VOLUNTEERS	168.00	168.00
74015	COMDATA CORPORATION	291-6003-601.32-01	PROG SUPPS	51.77	51.77
74100	ROJEK,GABRIELA	291-6003-601.22-02	SHRM ANNUAL MEMBERSHIP	190.00	190.00
74133	WALGREEN COMPANY	291-6003-601.21-65	FLU SHOTS-AUGUST 2016	46.00	
		291-6003-601.21-65	FLU SHOTS-SEPTEMBER 2016	2,288.00	
		291-6003-601.21-65	FLU SHOTS-OCTOBER 2016	528.00	2,862.00

***** DIVISION TOTAL ***** 3,271.77

Gifts and Grants

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	04			
74000	BAKER & TAYLOR	291-6004-601.32-80	HOLIDAY BOOK DRIVE-FOL	114.97	
		291-6004-601.32-80	FOL-HOLIDAY BOOK DRIVE	34.07	149.04
74059	INGRAM LIBRARY SERVICES	291-6004-601.32-80	FOL-HOLIDAY BOOK DRIVE	173.61	
		291-6004-601.32-80	FOL HOLIDAY BOOK DRIVE	177.78	
		291-6004-601.32-80	FOL HOLIDAY BOOK DRIVE	127.05	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6004-601.32-80	FOL HOLIDAY BOOK DRIVE	143.89	622.33
74076	MORAVEC, JANET	291-6004-601.21-65	PURCHASE OF POINSETTIAS	203.94	203.94
***** DIVISION TOTAL *****					975.31

Finance

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 08			
73979	ACCOUNTEMPS	291-6008-601.21-65	OTHER SERVS	1,165.28	
		291-6008-601.21-65	OTHER SERVS	1,942.13	3,107.41
73993	ASCENTIS CORPORATION	291-6008-601.21-36	ASCENTIS CLOCK RENTAL	115.00	
		291-6008-601.21-36	ASCENTIS CLOCK RENTAL	115.00	230.00

***** DIVISION TOTAL *****					3,337.41
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Information Technology

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 10			
73992	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.31-85	REPLACEMENT TABLET-DSG &	235.95	
		291-6010-601.20-05	SELLING/LISTING FEE FOR	3.50	
		291-6010-601.32-32	ZOOMTEXT VERSION 10.1 FOR	399.00	
		291-6010-601.31-85	REPLACEMENT SCREEN FOR	59.99	
		291-6010-601.30-32	RENEWAL OF PARALLELS SOFT	49.99	
		291-6010-601.31-85	REPLACEMENT iPad CASE FOR	83.99	
		291-6010-601.31-85	REPLACEMENT LIGHT BULB-	10.05	
		291-6010-601.31-85	SIM CARD ADAPTER FOR BOOK	4.79	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIP-	25.00	
		291-6010-601.30-32	MONTHLY RENEWAL-OPTIMAL	199.00	
		291-6010-601.20-05	RENEWAL OF EMAIL SECURITY	149.99	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCRIP-	9.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION TO	50.00	
		291-6010-601.20-05	SELLER FEE FOR USED COMP-	15.00	
		291-6010-601.30-32	NETFLIX MONTHLY SUBSCRIP-	11.99	
		291-6010-601.30-32	NETFLIX MONTHLY SUBSCRIP-	11.99	
		291-6010-601.30-32	NETFLIX MONTHLY SUBSCRIP-	11.99	
		291-6010-601.50-12	iPAD STANDS FOR NEW KW	275.10	
		291-6010-601.50-12	FOREIGN TRANSACTION FEE	7.42	
		291-6010-601.20-05	MONTHLY PAYFLOW PRO SUB-	54.10	
		291-6010-601.31-85	REPLACEMENT HEADPHONES	39.80	
		291-6010-601.32-32	APPS FOR NEW KW iPad TECH	186.68	1,895.31
73993	ASCENTIS CORPORATION	291-6010-601.30-32	ASCENTIS TIME-NOVEMBER	658.00	
		291-6010-601.30-32	ASCENTIS TIME-DECEMBER	655.20	1,313.20
73997	AWE ACQUISITION INC	291-6010-601.50-12	3 EARLY LITERACY STATION	6,912.00	
		291-6010-601.21-02	DAMAGE WARRANTY FOR TAB-	450.00	
		291-6010-601.31-85	CABLE LOCKS FOR TABLETS	150.00	7,512.00
73998	B & H PHOTO VIDEO	291-6010-601.30-30	EPSON ENHANCED MATTE	375.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					375.96
74010	CDW GOVERNMENT INC	291-6010-601.50-12	2 MICROSOFT SURFACE PRO 4	1,926.28	
		291-6010-601.31-85	2 MICROSOFT SURFACE PRO 4	214.10	
		291-6010-601.30-32	CRADLEPOINT-1 YR SUBSCRIP	32.25	
		291-6010-601.31-85	CRADLEPOINT ANTENNA AND	77.02	
		291-6010-601.50-12	PANORAMA ANTENNA FOR THE	274.54	
		291-6010-601.50-12	WIRELESS ROUTER FOR THE	875.24	3,399.43
74013	CISCO WEBEX LLC	291-6010-601.30-32	VIDEO CONFERENCING SUB-	99.00	99.00
74056	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6010-601.30-32	SOFTWARE/ILLIAD-ANNUAL	960.38	960.38
74057	IMPACT NETWORKING LLC	291-6010-601.21-02	BASE RATE 11/1/16-1/31/17	1,463.39	
		291-6010-601.21-02	BASE RATE 11/9/16-12/8/16	331.32	
		291-6010-601.21-02	BASE RATE 11/19-12/18/16	115.00	
		291-6010-601.21-02	REPLACE BYPASS TRAY ASSEM	381.90	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	BASE CHG 11/29-12/28/2016	99.00	
		291-6010-601.50-15	KYOCERA TASKALFA COPIER,	12,595.00	15,005.11
74066	LINDENMEYR MUNROE	291-6010-601.30-30	COPY PAPER	1,146.00	1,146.00
74073	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	APPLE iPad AIR 2	405.55	
		291-6010-601.31-85	PRIVACY FILTERS	613.46	1,019.01
74088	PETROV, VALENTIN	291-6010-601.22-03	GLOBAL KNOWLEDGE-V PETROV	85.22	
		291-6010-601.22-03	STORAGE SEMINAR-V PETROV	70.04	155.26
74092	PROJECTOR PEOPLE	291-6010-601.21-02	LAMP REPLACEMENT-TWIN PK	899.00	
		291-6010-601.21-02	LAMP REPLACEMENT	344.00	1,243.00
***** DIVISION TOTAL ****					34,123.66

Facilities

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 20			
73980	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD CHARGE-NOVEMBER	2,066.31	2,066.31
73986	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	NOVEMBER 2016 SERVICE	89.00	89.00
73989	ARLINGTON HTS FORD	291-6020-601.21-07	PICK UP TRUCK REPAIR-	139.89	139.89
73990	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.22-03	TRAV/TRAIN-J HAWKINS	41.48	
		291-6020-601.22-03	TRAV/TRAIN-J HAWKINS	36.37	
		291-6020-601.22-03	TRAV/TRAIN-T SCUDERI	26.66	104.51
73992	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	24-6VOLT 12ah BATTERIES	243.71	
		291-6020-601.21-11	GASKET-RECOVERY LID	37.41	281.12
73994	ASI SIGNAGE INNOVATIONS	491-6020-601.50-55	EXTERIOR SIGN FABRICATION	5,660.00	5,660.00
73999	BADE SUPPLY	291-6020-601.31-45	MULTIFOLD TOWELS, BATH-	1,440.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,440.50
74016	COMED	291-6020-601.30-51	HEATING 10/10/16-11/8/16	10.13	
		291-6020-601.30-51	HEATING 10/10/16-11/7/16	34.58	44.71
74018	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	SCHEDULED QUARTERLY MAINT	1,650.00	
		291-6020-601.21-11	MILLER PICKING-SCHEDULED	2,137.00	3,787.00
74019	CONSERV FS INC	291-6020-601.21-11	CALCIUM CHLORIDE, ROCK	2,012.00	2,012.00
74027	DREISILKER ELECTRIC MOTORS INC	291-6020-601.21-11	V-BELTS	235.44	
		291-6020-601.21-11	V-BELTS	235.44	470.88
74030	F E MORAN SECURITY SOLUTIONS	291-6020-601.21-02	BURGLAR ALARM MONITORING	173.70	
		291-6020-601.21-11	FIX CARD READER/CARDINAL	280.00	453.70
74037	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	BOOKMOBILE-OIL CHANGE AND	360.04	
		291-6020-601.21-07	BOOKMOBILE-STAIRS NOT WOR	718.92	1,078.96
74038	FSI	291-6020-601.21-11	STANDARD CAPACITY M8	874.20	874.20
74043	GRAINGER INC,W W	291-6020-601.31-45	GOJO FOAM SOAP PACKS	470.64	
		291-6020-601.21-11	LIGHT BULBS, ELECTRONIC	1,457.00	1,927.64
74048	H-O-H WATER TECHNOLOGY INC	291-6020-601.21-11	SD-777 1 GAL JUG, DF-125	534.85	
		291-6020-601.21-11	DF-125 2 PAILS, AD-50	133.96	668.81
74051	IGS	291-6020-601.30-51	NATURAL GAS-OCTOBER 2016	4,547.03	4,547.03
74065	LIBRARY FURNITURE INTERNATIONAL INC	291-6020-601.50-15	2ND FLOOR DESK	4,021.00	4,021.00
74068	MASTER HITCH INC	291-6020-601.21-07	SERVICE ON SNOW PLOW AND	116.88	116.88
74069	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE-	4,599.00	4,599.00
74071	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINT SUPPS	70.64	70.64
74081	NICOR GAS	291-6020-601.30-51	NAT GAS DISTRIBUTION-	1,055.70	
		291-6020-601.30-51	NAT GAS DISTRIBUTION-	188.12	
		291-6020-601.30-51	NATURAL GAS DISTRIBUTION	761.40	
		291-6020-601.30-51	NATURAL GAS DISTRIBUTION	276.00	2,281.22
74084	OAK BROOK MECHANICAL SERVICES	491-6020-601.50-15	REPLACE 1978 BOILERS	296,017.20	296,017.20
74097	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	FACIAL TISSUE, ROLL	696.00	696.00
74107	SHERWIN HARDWARE INC	291-6020-601.21-11	GLASS CLEANER, RAIN X	10.98	
		291-6020-601.21-11	20 AMP BREAKER	7.99	
		291-6020-601.21-11	BATTERIES	58.75	
		291-6020-601.21-11	PAINT ROLLER COVERS	16.98	94.70
74114	STANDARD ELEVATOR CO	291-6020-601.21-02	REGULAR SERVICE-NOVEMBER	931.24	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-02	REGULAR SERVICE-DECEMBER	931.24	
		291-6020-601.21-02	ELEVATOR REPAIR-POWER	6,666.60	
		291-6020-601.21-02	ELEVATOR REPAIR-CREDIT-	3,333.30-	5,195.78
74131	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.21-02	ELEVATOR INSPECTIONS 2016	820.00	
		291-6020-601.30-50	PETROL-OCTOBER 2016	153.71	
		291-6020-601.21-60	WATER/SEWER 8/31-11/2/16	73.73	
		291-6020-601.21-60	WATER/SEWER	4,962.20	6,009.64
74137	WIGHT & COMPANY	491-6020-601.50-55	PARKING LOT IMPROVEMENTS-	4,037.14	4,037.14
74141	ZORO TOOLS INC	291-6020-601.21-07	LIGHTED ROCKER SWITCH	26.30	
		291-6020-601.21-11	20-PROPYLENE GLYCOL	1,263.40	1,289.70

***** DIVISION TOTAL **** 350,075.16

***** DEPARTMENT TOTAL ** 452,986.35

Kids World

DEPARTMENT: 64 User Services
 73985 AMAZON.COM CREDIT

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL		
DIVISION: 01					
291-6401-601.30-05	CD/DVD NYLON CASES	24.45			
291-6401-601.32-01	COFFEE MAKER	30.00			
291-6401-601.32-01	THE TWEEN SCENE BOOK	50.00			
291-6401-601.32-01	BIG BOOK OF MAKERSPACE	27.75	132.20		
73987	AQUARIUM ADVENTURE	291-6401-601.21-02	EQUIP MAINT-NOVEMBER 2016	300.00	300.00
73990	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	PROG EVENTS-S HOLLARS	17.79	
		291-6401-601.32-02	PROG EVENTS-M PAPANASTA-	19.99	
		291-6401-601.32-02	PROG EVENTS-M VELA	42.67	
		291-6401-601.22-03	TRAV/TRAIN-B BEDNAREK	6.59	
		291-6401-601.22-03	TRAV/TRAIN-K DEVITT	10.37	
		291-6401-601.32-02	PROG EVENTS-K DEVITT	13.38	
		291-6401-601.32-01	PROG SUPPS-K DEVITT	27.83	
		291-6401-601.32-02	PROG EVENTS-P SPARREO	15.00	
		291-6401-601.22-03	TRAV/TRAIN-T DANTIS	17.63	
		291-6401-601.32-02	PROG EVENTS-S HOLLARS	24.96	
		291-6401-601.32-02	LITERARY THANKSGIVING-	11.02	
		291-6401-601.32-02	TWEEN LITERARY FEST-	19.49	
		291-6401-601.22-03	TRAV/TRAIN-K DEVITT	2.92	
		291-6401-601.32-02	SOCK MONSTER PROG-M YOUNG	8.01	
		291-6401-601.22-03	TRAV/TRAIN-M YOUNG	11.01	
		291-6401-601.32-02	PROG EVENTS-A BELFORD	2.00	
		291-6401-601.22-03	TRAV/TRAIN-A BELFORD	14.26	
		291-6401-601.32-02	PROG EVENTS-A SON	8.97	
		291-6401-601.32-02	PROG EVENTS-M PAPANASTA-	34.27	
		291-6401-601.32-02	PROG EVENTS-A SON	48.43	
		291-6401-601.32-02	PROG EVENTS-A SON	28.47	
		291-6401-601.32-01	PROG SUPPS-A SON	21.27	406.33
73991	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	TAB MEETING 11/12/16	49.25	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					49.25
74026	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-02	BROWN CONSTRUCTION PAPER	9.31	
		291-6401-601.32-01	NEWSPRINT ART PAPER	58.33	67.64
74086	PAPANASTASSIOU, MARIA	291-6401-601.22-03	LACONI TRAINING-	70.77	70.77
74093	PURCHASE ADVANTAGE CARD	291-6401-601.32-02	PROG EVENTS, ZOMBIE INVA-	264.87	
		291-6401-601.22-03	TRAV/TRAIN	32.04	
		291-6401-601.30-05	DIST 214	4.47	
		291-6401-601.32-01	DIST 214	11.97	313.35
74096	RAINBOW ANIMAL ASSISTED THERAPY INC	291-6401-601.22-18	PAWS TO READ-12/27/2016	50.00	50.00
74112	SIMON, JEREMY	291-6401-601.22-18	3D R&D PRESENTATION	100.00	100.00

***** DIVISION TOTAL ***** *Program Services* 1,489.54

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 05			
73988	ARLINGTON HTS CHAMBER OF COM	291-6405-601.22-03	PWC HOLIDAY LUNCHEON-	80.00	80.00
73990	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAV/TRAIN-K ZSUPAN	3.89	
		291-6405-601.32-02	PROG EVENTS-K ZSUPAN	10.99	
		291-6405-601.22-03	TRAV/TRAIN-S MAYER	22.68	
		291-6405-601.22-03	TRAV/TRAIN-S DISTEL	22.68	
		291-6405-601.32-02	PROG EVENTS-J KITTREDGE	18.99	
		291-6405-601.22-03	TRAV/TRAIN-J KITTREDGE	22.68	101.91
73992	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-90	PHARMA-C WIPES	140.15	
		291-6405-601.22-03	CRCCC WORKSHOP-M MONAHAN	95.00	235.15
74077	MOTION PICTURE LICENSING CORP	291-6405-601.22-18	MOTION PICTURE LICENSE	315.89	315.89
74093	PURCHASE ADVANTAGE CARD	291-6405-601.32-02	PROG EVENTS	5.00	5.00
74116	SWIDERSKI, ANN	291-6405-601.22-18	ESL WRITING CLASS	125.00	125.00
74135	WAREHOUSE DIRECT	291-6405-601.32-02	PROG EVENTS	110.20	110.20

***** DIVISION TOTAL ***** *Customer Services* 973.15

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
73985	AMAZON.COM CREDIT	291-6420-601.32-02	PENS, POST-IT FLAGS	27.49	
		291-6420-601.32-02	HARDCOVER NOTEBOOK	24.95	
		291-6420-601.32-90	IL-DESK TOWER FAN	33.95	
		291-6420-601.32-90	IL-MINI PERSONAL FAN, MINI	36.87	123.26
73990	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-02	OBOV-PROG EVENTS-S JAROL	15.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.32-02	PROG EVENTS-J CZAJKA	43.04	
		291-6420-601.22-03	TRAV/TRAIN-K MCCOY	11.83	
		291-6420-601.32-02	PROG EVENTS-B WEINER	21.00	
		291-6420-601.32-02	PROG EVENTS-L SEARS	21.60	
		291-6420-601.22-03	TRAV/TRAIN-S BECKMAN	4.65	
		291-6420-601.22-03	TRAV/TRAIN-T SCALLON	13.86	
		291-6420-601.22-03	TRAV/TRAIN-S MEYER	42.98	
		291-6420-601.32-02	MARSHALL FIELDS GIVEAWAYS	38.97	
		291-6420-601.22-03	TRAV/TRAIN-J SISSORS	15.46	229.34
73991	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-02	BOOKS & BREWS 11/9/16	40.00	40.00
73992	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-02	AP-CANNING JARS	127.47	
		291-6420-601.32-02	AP-CANNING JARS	24.02	
		291-6420-601.32-02	AP-CANNING JARS	24.02-	127.47
74040	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	IS-ORGANIZER FILE	13.99	
		291-6420-601.32-90	IL-HAND WIPES	15.99	
		291-6420-601.30-05	CC-3X3 AND 1 1/2X2 STICKY	27.85	57.83
74049	HENQUINET,RICHARD	291-6420-601.22-18	OCTOBER & NOVEMBER 2016	240.00	240.00
74055	ILA MEMBERSHIP	291-6420-601.22-02	ILA DUES-J CZAJKA	115.00	115.00
74056	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS-OCTOBER 2016	210.25	
		291-6420-601.21-64	ACCESS SERVS	211.75	422.00
74067	MADAY,JULIE I	291-6420-601.22-18	RESUME REVIEWS-NOVEMBER	60.00	60.00
74070	MC COY,KELLEY	291-6420-601.32-02	AP-HOMEMADE MAKE & TAKE	157.19	157.19
74090	POS PAPER.COM	291-6420-601.32-90	CC 2-THERMAL PAPER	125.90	125.90
74091	PRO LIBRA ASSOCIATES INC	291-6420-601.21-65	OTHER SERVS	461.25	
		291-6420-601.21-65	OTHER SERVS	450.00	
		291-6420-601.21-65	OTHER SERVS	461.25	1,372.50
74095	QUINN,LAURIE LYNN	291-6420-601.22-18	AP-ZENTANGLE-ART IN THE	125.00	125.00
74101	ROSALIND FRANKLIN UNIVERSITY	291-6420-601.21-64	ACCESS SERVS	88.00	88.00
74124	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	NOVEMBER 2016 PLACEMENTS	161.10	161.10
74135	WAREHOUSE DIRECT	291-6420-601.30-05	IS-OFFICE SUPPS	14.54	
		291-6420-601.30-05	CC-OFF SUPPS	85.00	
		291-6420-601.32-90	IL-CIRC SUPPS	22.87	122.41
74136	WASHTENAW COMMUNITY COLLEGE	291-6420-601.21-64	ACCESS SERVS	45.00	45.00
***** DIVISION TOTAL ****					3,612.00

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Digital Services</i>					
/PAYM #					
73983	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES-G BERGER	270.00	270.00
74040	GARVEYS OFFICE PRODUCTS	291-6450-601.30-05	CABLE TIES, DUSTER	71.46	71.46
74055	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES-G BERGER	115.00	115.00
74075	MONOPRICE INC	291-6450-601.31-85	STUDIO REFERENCE MONITOR	47.44	47.44
74098	RECORDED BOOKS INC	291-6450-601.32-78	ARTISTWORKS SUBSCRIPTION	1,500.00	1,500.00
74120	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFORMATION CHARGES-	875.61	875.61
74121	TREEHOUSE ISLAND INC	291-6450-601.32-78	ONLINE CODING TRAINING	575.00	575.00
74135	WAREHOUSE DIRECT	291-6450-601.32-90	CIRC SUPPS	96.98	96.98

***** DIVISION TOTAL ***** *Collection Services* 3,551.49

73983	ALA MEMBERSHIP	291-6470-601.22-02	ALA DUES-M JASINSKI	210.00	
		291-6470-601.22-02	ALA DUES-J KADUS	210.00	420.00
73985	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	143.94	
		291-6470-601.32-75	AV MTLs	59.94	
		291-6470-601.32-75	AV MTLs	.08-	
		291-6470-601.32-75	AV MTLs	15.98	
		291-6470-601.32-75	AV MTLs	137.97	
		291-6470-601.32-75	AV MTLs	56.43	
		291-6470-601.32-75	AV MTLs	20.63	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	11.64	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	9.18	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	40.99	
		291-6470-601.32-75	AV MTLs	45.49	
		291-6470-601.32-75	AV MTLs	7.99	
		291-6470-601.32-75	AV MTLs	95.97	
		291-6470-601.32-75	AV MTLs	172.01	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	31.90	
		291-6470-601.32-75	AV MTLs	25.94	
		291-6470-601.32-75	AV MTLs	218.96	
		291-6470-601.32-75	AV MTLs	166.25	
		291-6470-601.32-75	AV MTLs	34.00	
		291-6470-601.32-75	AV MTLs	22.99	
		291-6470-601.32-75	AV MTLs	32.99	
		291-6470-601.32-75	AV MTLs	17.79	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL	29.99	
		291-6470-601.32-75	AV MTL	88.30	
		291-6470-601.32-75	AV MTL	22.99	
		291-6470-601.32-75	AV MTL	19.99	
		291-6470-601.32-75	AV MTL	89.95	
		291-6470-601.32-75	AV MTL	62.23	
		291-6470-601.32-75	AV MTL	139.86	
		291-6470-601.32-75	AV MTL	69.43	
		291-6470-601.32-75	AV MTL	40.99	
		291-6470-601.32-75	AV MTL	10.85	
		291-6470-601.32-75	AV MTL	32.51	
		291-6470-601.32-75	AV MTL	19.99	
		291-6470-601.32-75	AV MTL	5.00	
		291-6470-601.32-75	AV MTL	19.88	
		291-6470-601.32-75	AV MTL	14.96	
		291-6470-601.32-75	AV MTL	17.88	
		291-6470-601.32-75	AV MTL	63.99	
		291-6470-601.32-75	AV MTL	34.86	
		291-6470-601.32-75	AV MTL	17.89	
		291-6470-601.32-75	AV MTL	95.98	
		291-6470-601.32-75	AV MTL	47.97	
		291-6470-601.32-75	AV MTL	17.34	
		291-6470-601.32-75	AV MTL	110.36	
		291-6470-601.32-75	AV MTL	164.79	
		291-6470-601.32-75	AV MTL	48.59	
		291-6470-601.32-75	AV MTL	48.59	
		291-6470-601.32-75	AV MTL	39.99	
		291-6470-601.32-75	AV MTL	15.91	
		291-6470-601.32-75	AV MTL	.94-	
		291-6470-601.32-75	AV MTL	65.01-	
		291-6470-601.32-75	AV MTL	71.97	
		291-6470-601.32-75	AV MTL	16.16	
		291-6470-601.32-75	AV MTL	52.99	
		291-6470-601.32-75	AV MTL	8.99	
		291-6470-601.32-75	AV MTL	25.79	
		291-6470-601.32-75	AV MTL	9.99	
		291-6470-601.32-75	AV MTL	13.99	
		291-6470-601.32-75	AV MTL	55.99	
		291-6470-601.32-75	AV MTL	29.95	
		291-6470-601.32-75	AV MTL	22.19	
		291-6470-601.32-75	AV MTL	26.32	
		291-6470-601.32-75	AV MTL	18.66	
		291-6470-601.32-75	AV MTL	49.99	
		291-6470-601.32-75	AV MTL	19.95	
		291-6470-601.32-75	AV MTL	63.99	
		291-6470-601.32-75	AV MTL	53.98	
		291-6470-601.32-75	AV MTL	2.27-	
		291-6470-601.32-75	AV MTL	161.34	
		291-6470-601.32-75	AV MTL	.24-	
		291-6470-601.32-75	AV MTL	17.99	
		291-6470-601.32-75	AV MTL	112.34	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL5	121.85	
		291-6470-601.32-80	BOOKS	14.75	
		291-6470-601.32-80	BOOKS	11.70	
		291-6470-601.32-80	BOOKS	33.75	
		291-6470-601.32-80	BOOKS	318.25	
		291-6470-601.32-80	BOOKS	14.24	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	9.25	
		291-6470-601.32-80	BOOKS	44.79	
		291-6470-601.32-80	BOOKS	5.34	
		291-6470-601.32-80	BOOKS	56.57	
		291-6470-601.32-80	BOOKS	6.75	
		291-6470-601.32-80	BOOKS	13.60	
		291-6470-601.32-80	BOOKS	20.25	
		291-6470-601.32-80	BOOKS	50.85	
		291-6470-601.32-80	BOOKS	18.07	
		291-6470-601.32-80	BOOKS	18.67	
		291-6470-601.32-80	BOOKS	68.34	
		291-6470-601.32-80	BOOKS	35.00	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	21.51	
		291-6470-601.32-80	BOOKS	48.48	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	35.64	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	21.88	
		291-6470-601.32-80	BOOKS	16.92	
		291-6470-601.32-80	BOOKS	73.91	
		291-6470-601.32-80	BOOKS	25.00	
		291-6470-601.32-80	BOOKS	40.94	
		291-6470-601.32-80	BOOKS	12.21	
		291-6470-601.32-80	BOOKS	33.04	
		291-6470-601.32-80	BOOKS	29.87	
		291-6470-601.32-80	BOOKS	26.74	
		291-6470-601.32-80	BOOKS	47.66	
		291-6470-601.32-80	BOOKS	14.86	
		291-6470-601.32-80	BOOKS	32.89	
		291-6470-601.32-80	BOOKS	21.69	
		291-6470-601.32-80	BOOKS	11.31	
		291-6470-601.32-80	BOOKS	12.58	
		291-6470-601.32-80	BOOKS	49.63	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	18.67	
		291-6470-601.32-80	BOOKS	14.05	
		291-6470-601.32-80	BOOKS	49.45	
		291-6470-601.32-80	BOOKS	17.55	
		291-6470-601.32-80	BOOKS	28.74	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	25.99	
		291-6470-601.32-80	BOOKS	8.52	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	7.63	
		291-6470-601.32-80	BOOKS	10.01	
		291-6470-601.32-80	BOOKS	14.02	
		291-6470-601.32-80	BOOKS	48.99	
		291-6470-601.32-80	BOOKS	14.02	
		291-6470-601.32-80	BOOKS	205.64	
		291-6470-601.32-75	AV MTLs	104.97	
		291-6470-601.32-75	AV MTLs	133.88	
		291-6470-601.32-75	AV MTLs	54.76	
		291-6470-601.32-75	AV MTLs	52.16	
		291-6470-601.32-75	AV MTLs	36.88	
		291-6470-601.32-75	AV MTLs	50.97	
		291-6470-601.32-75	AV MTLs	12.59	
		291-6470-601.32-75	AV MTLs	13.88	
		291-6470-601.32-75	AV MTLs	28.46	
		291-6470-601.32-75	AV MTLs	8.55	
		291-6470-601.32-75	AV MTLs	52.70	
		291-6470-601.32-75	AV MTLs	67.80	
		291-6470-601.32-75	AV MTLs	56.02	
		291-6470-601.32-75	AV MTLs	73.98	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	95.97	
		291-6470-601.32-75	AV MTLs	95.97	
		291-6470-601.32-75	AV MTLs	25.99	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	1.20	
		291-6470-601.32-75	AV MTLs	321.78	
		291-6470-601.32-75	AV MTLs	32.03	
		291-6470-601.32-75	AV MTLs	256.56	
		291-6470-601.32-75	AV MTLs	59.98	
		291-6470-601.32-75	AV MTLs	64.00	
		291-6470-601.32-75	AV MTLs	44.53	
		291-6470-601.32-75	AV MTLs	62.07	
		291-6470-601.32-75	AV MTLs	20.36	
		291-6470-601.32-75	AV MTLs	18.76	
		291-6470-601.32-75	AV MTLs	74.97	
		291-6470-601.32-75	AV MTLs	37.06	
		291-6470-601.32-75	AV MTLs	12.88	
		291-6470-601.32-75	AV MTLs	52.05	
		291-6470-601.32-75	AV MTLs	65.97	
		291-6470-601.32-75	AV MTLs	51.89	
		291-6470-601.32-75	AV MTLs	61.68	
		291-6470-601.32-75	AV MTLs	160.89	
		291-6470-601.32-75	AV MTLs	34.97	
		291-6470-601.32-75	AV MTLs	20.70	
		291-6470-601.32-75	AV MTLs	65.95	
		291-6470-601.32-75	AV MTLs	78.95	
		291-6470-601.32-75	AV MTLs	36.93	
		291-6470-601.32-75	AV MTLs	256.87	
		291-6470-601.32-75	AV MTLs	64.44	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	48.01	
		291-6470-601.32-75	AV MTLs	209.50	
		291-6470-601.32-75	AV MTLs	10.88	
		291-6470-601.32-75	AV MTLs	64.70	
		291-6470-601.32-75	AV MTLs	25.69	
		291-6470-601.32-75	AV MTLs	139.31	
		291-6470-601.32-75	AV MTLs	21.67	
		291-6470-601.32-75	AV MTLs	12.58	
		291-6470-601.32-75	AV MTLs	245.90	
		291-6470-601.32-80	BOOKS	.45-	
		291-6470-601.32-80	BOOKS	117.88	
		291-6470-601.32-80	BOOKS	36.62	
		291-6470-601.32-80	BOOKS	43.97	
		291-6470-601.32-80	BOOKS	59.95	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	27.53	
		291-6470-601.32-80	BOOKS	54.28	
		291-6470-601.32-80	BOOKS	50.43	
		291-6470-601.32-80	BOOKS	19.73	
		291-6470-601.32-80	BOOKS	86.71	
		291-6470-601.32-80	BOOKS	9.94	
		291-6470-601.32-80	BOOKS	19.98	
		291-6470-601.32-80	BOOKS	52.99	
		291-6470-601.32-80	BOOKS	20.16	
		291-6470-601.32-80	BOOKS	37.41	
		291-6470-601.32-80	BOOKS	6.98	
		291-6470-601.32-80	BOOKS	23.89	
		291-6470-601.32-80	BOOKS	80.36	
		291-6470-601.32-80	BOOKS	29.33	
		291-6470-601.32-80	BOOKS	36.54	
		291-6470-601.32-80	BOOKS	180.36	
		291-6470-601.32-80	BOOKS	28.94	
		291-6470-601.32-95	PERIODICALS	7.83	
		291-6470-601.32-95	PERIODICALS	13.98	
		291-6470-601.32-95	PERIODICALS	16.98	
		291-6470-601.32-95	PERIODICALS	13.98	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	14.87	
		291-6470-601.32-95	PERIODICALS	15.01	
		291-6470-601.32-75	AV MTLs	29.48	
		291-6470-601.32-75	AV MTLs	24.49-	10,457.15
73990	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	TRAV/TRAIN-V JAFFE	10.69	
		291-6470-601.22-03	TRAV/TRAIN-M SCHULTZ	11.16	
		291-6470-601.22-03	TRAV/TRAIN-V JAFFE	11.78	33.63
73991	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	69.97	99.92
73992	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLs	3.75-	
		291-6470-601.32-80	BOOKS	88.35	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	8.00	
		291-6470-601.22-03	TRAV/TRAIN	30.00	
		291-6470-601.32-75	AV MTLs	13.25	
		291-6470-601.32-75	AV MTLs	25.95	
		291-6470-601.32-75	AV MTLs	63.74	
		291-6470-601.32-75	AV MTLs	89.97	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-80	BOOKS	26.97	
		291-6470-601.32-75	AV MTLs	14.94	
		291-6470-601.32-75	AV MTLs	49.99	422.40
74000	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	110.53	
		291-6470-601.32-75	AV MTLs	22.10	
		291-6470-601.32-75	AV MTLs	22.11	
		291-6470-601.32-75	AV MTLs	459.23	
		291-6470-601.32-75	AV MTLs	127.67	
		291-6470-601.32-75	AV MTLs	24.87	
		291-6470-601.32-75	AV MTLs	35.90	
		291-6470-601.32-80	BOOKS	872.59	
		291-6470-601.32-80	BOOKS	1,125.91	
		291-6470-601.32-80	BOOKS	164.24	
		291-6470-601.32-80	BOOKS	174.13	
		291-6470-601.32-80	BOOKS	290.74	
		291-6470-601.32-80	BOOKS	318.67	
		291-6470-601.32-80	BOOKS	1,213.38	
		291-6470-601.32-80	BOOKS	1,232.84	
		291-6470-601.32-80	BOOKS	214.26	
		291-6470-601.32-80	BOOKS	908.15	
		291-6470-601.32-80	BOOKS	1,266.43	
		291-6470-601.32-80	BOOKS	570.67	
		291-6470-601.32-80	BOOKS	249.51	
		291-6470-601.32-80	BOOKS	300.73	
		291-6470-601.32-80	BOOKS	405.79	
		291-6470-601.32-80	BOOKS	264.01	
		291-6470-601.32-80	BOOKS	212.84	
		291-6470-601.32-80	BOOKS	705.59	
		291-6470-601.32-80	BOOKS	93.99	
		291-6470-601.32-80	BOOKS	946.14	
		291-6470-601.32-80	BOOKS	86.91	
		291-6470-601.32-80	BOOKS	135.57	
		291-6470-601.32-80	BOOKS	305.81	
		291-6470-601.32-80	BOOKS	728.45	
		291-6470-601.32-80	BOOKS	447.72	
		291-6470-601.32-80	BOOKS	139.96	
		291-6470-601.32-80	BOOKS	203.18	
		291-6470-601.32-80	BOOKS	391.02	
		291-6470-601.32-80	BOOKS	647.51	
		291-6470-601.32-80	BOOKS	105.44	
		291-6470-601.32-80	BOOKS	353.41	
		291-6470-601.32-80	BOOKS	71.27	
		291-6470-601.32-80	BOOKS	102.48	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	647.20	
		291-6470-601.32-80	BOOKS	472.51	
		291-6470-601.32-80	BOOKS	180.68	
		291-6470-601.32-80	BOOKS	37.34	
		291-6470-601.32-80	BOOKS	1,261.90	
		291-6470-601.32-80	BOOKS	965.16	
		291-6470-601.32-80	BOOKS	407.73	
		291-6470-601.32-80	BOOKS	813.38	
		291-6470-601.32-80	BOOKS	532.65	
		291-6470-601.32-80	BOOKS	919.33	
		291-6470-601.32-80	BOOKS	834.26	
		291-6470-601.32-80	BOOKS	697.98	
		291-6470-601.32-80	BOOKS	667.27	
		291-6470-601.32-80	BOOKS	49.30	
		291-6470-601.32-80	BOOKS	215.58	
		291-6470-601.32-80	BOOKS	608.58	
		291-6470-601.32-80	BOOKS	206.38	
		291-6470-601.32-80	BOOKS	307.50	
		291-6470-601.32-80	BOOKS	1,020.22	
		291-6470-601.32-80	BOOKS	258.75	
		291-6470-601.32-80	BOOKS	149.28	
		291-6470-601.32-80	BOOKS	828.04	
		291-6470-601.32-80	BOOKS	321.36	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	317.70	
		291-6470-601.22-85	PROC SERVS	240.20	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	306.30	
		291-6470-601.22-85	PROC SERVS	418.00	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	22.40	
		291-6470-601.22-85	PROC SERVS	73.00	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	296.85	
		291-6470-601.22-85	PROC SERVS	261.85	
		291-6470-601.22-85	PROC SERVS	235.60	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	196.10	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	28.90	
		291-6470-601.22-85	PROC SERVS	22.80	
		291-6470-601.22-85	PROC SERVS	182.40	
		291-6470-601.22-85	PROC SERVS	228.00	
		291-6470-601.22-85	PROC SERVS	117.60	
		291-6470-601.22-85	PROC SERVS	429.40	
		291-6470-601.22-85	PROC SERVS	209.00	
		291-6470-601.22-85	PROC SERVS	155.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	205.20	
		291-6470-601.22-85	PROC SERVS	69.55	
		291-6470-601.22-85	PROC SERVS	249.30	
		291-6470-601.22-85	PROC SERVS	197.60	
		291-6470-601.32-75	AV MTLs	559.23	
		291-6470-601.32-75	AV MTLs	60.79	
		291-6470-601.32-75	AV MTLs	394.24	
		291-6470-601.32-75	AV MTLs	22.11	
		291-6470-601.32-75	AV MTLs	67.40	
		291-6470-601.32-75	AV MTLs	183.64	
		291-6470-601.32-75	AV MTLs	88.40	
		291-6470-601.32-80	BOOKS	120.62	
		291-6470-601.32-80	BOOKS	307.15	
		291-6470-601.32-80	BOOKS	73.74	
		291-6470-601.32-80	BOOKS	270.06	
		291-6470-601.32-80	BOOKS	982.08	
		291-6470-601.32-80	BOOKS	252.66	
		291-6470-601.32-80	BOOKS	218.04	
		291-6470-601.32-80	BOOKS	264.64	
		291-6470-601.32-80	BOOKS	279.28	
		291-6470-601.32-80	BOOKS	240.75	
		291-6470-601.32-80	BOOKS	473.14	
		291-6470-601.32-80	BOOKS	369.71	
		291-6470-601.32-80	BOOKS	456.50	
		291-6470-601.32-80	BOOKS	313.24	
		291-6470-601.32-80	BOOKS	217.20	
		291-6470-601.32-80	BOOKS	104.69	
		291-6470-601.32-80	BOOKS	121.90	
		291-6470-601.32-80	BOOKS	1,048.96	
		291-6470-601.32-80	BOOKS	189.26	
		291-6470-601.32-80	BOOKS	78.28	
		291-6470-601.32-80	BOOKS	806.31	
		291-6470-601.32-80	BOOKS	106.23	
		291-6470-601.32-80	BOOKS	188.10	
		291-6470-601.32-80	BOOKS	40.51	
		291-6470-601.32-80	BOOKS	149.09	
		291-6470-601.32-80	BOOKS	79.19	
		291-6470-601.32-80	BOOKS	354.03	
		291-6470-601.32-80	BOOKS	348.07	
		291-6470-601.32-80	BOOKS	1,208.81	
		291-6470-601.32-80	BOOKS	801.47	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	156.80	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	330.60	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	70.70	
		291-6470-601.22-85	PROC SERVS	61.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	250.80	
		291-6470-601.22-85	PROC SERVS	262.20	
		291-6470-601.22-85	PROC SERVS	304.00	47,448.70
74001	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	11.88	
		291-6470-601.32-75	AV MTLs	2,645.48	
		291-6470-601.32-75	AV MTLs	457.91	
		291-6470-601.32-75	AV MTLs	181.19	
		291-6470-601.32-75	AV MTLs	66.12	
		291-6470-601.32-75	AV MTLs	256.73	
		291-6470-601.32-75	AV MTLs	182.76	
		291-6470-601.32-75	AV MTLs	14.69	
		291-6470-601.32-75	AV MTLs	204.37	
		291-6470-601.32-75	AV MTLs	30.86	
		291-6470-601.32-75	AV MTLs	3,876.82	
		291-6470-601.32-75	AV MTLs	22.91	
		291-6470-601.32-75	AV MTLs	194.07	
		291-6470-601.32-75	AV MTLs	22.06	
		291-6470-601.32-75	AV MTLs	33.09	
		291-6470-601.32-75	AV MTLs	57.30	
		291-6470-601.32-75	AV MTLs	367.24	
		291-6470-601.32-75	AV MTLs	2,435.47	
		291-6470-601.32-75	AV MTLs	110.43	
		291-6470-601.32-75	AV MTLs	56.92	
		291-6470-601.32-75	AV MTLs	34.79	
		291-6470-601.32-75	AV MTLs	150.22	
		291-6470-601.32-75	AV MTLs	51.42	
		291-6470-601.32-75	AV MTLs	22.01	
		291-6470-601.32-75	AV MTLs	2,886.57	
		291-6470-601.32-75	AV MTLs	14.66	
		291-6470-601.32-75	AV MTLs	135.04	
		291-6470-601.32-75	AV MTLs	124.22	
		291-6470-601.32-75	AV MTLs	227.74	
		291-6470-601.32-75	AV MTLs	1,149.45	
		291-6470-601.32-75	AV MTLs	268.89	
		291-6470-601.32-75	AV MTLs	497.19	
		291-6470-601.32-75	AV MTLs	77.12	
		291-6470-601.32-75	AV MTLs	239.04	
		291-6470-601.32-75	AV MTLs	94.19	16,954.01
74002	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	371.56	
		291-6470-601.32-75	AV MTLs	548.81	
		291-6470-601.32-75	AV MTLs	1,331.54	
		291-6470-601.32-75	AV MTLs	505.58	
		291-6470-601.32-75	AV MTLs	1,351.35	4,108.84
74005	BIBLIOTHECA +3M	291-6470-601.32-75	eAUDIOBOOKS-OCTOBER 2016	1,023.41	
		291-6470-601.32-80	eBOOKS-OCTOBER 2016	8,793.98	
		291-6470-601.32-80	eBOOKS-OCTOBER 2016	8,109.29	17,926.68
74006	BOTTOM LINE BOOKS	291-6470-601.32-80	BOOKS	48.94	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					48.94
74007	CABOT HERITAGE CORP	291-6470-601.32-95	PERIODICALS	147.00	147.00
74009	CCH INCORPORATED	291-6470-601.32-80	BOOKS	131.96	131.96
74011	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	22.77	
		291-6470-601.32-80	BOOKS	135.42	
		291-6470-601.32-80	BOOKS	22.17	180.36
74012	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	181.73	
		291-6470-601.32-95	PERIODICALS	207.87	389.60
74017	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	48.87	48.87
74020	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	20.16-	
		291-6470-601.32-95	PERIODICALS	502.91	
		291-6470-601.32-95	PERIODICALS	50.60	533.35
74028	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	3,818.86	3,818.86
74032	FFRF	291-6470-601.32-95	PERIODICALS	40.00	40.00
74035	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	116.41	
		291-6470-601.32-80	BOOKS	201.37	
		291-6470-601.32-80	BOOKS	82.42	400.20
74036	FRA NOI	291-6470-601.32-95	PERIODICALS	19.00	19.00
74039	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	764.94	
		291-6470-601.32-80	BOOKS	558.36	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	49.58	
		291-6470-601.32-80	BOOKS	76.77	
		291-6470-601.32-80	BOOKS	57.58	
		291-6470-601.32-80	BOOKS	103.96	
		291-6470-601.32-80	BOOKS	101.56	
		291-6470-601.32-80	BOOKS	325.50	
		291-6470-601.32-80	BOOKS	149.55	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	52.78	
		291-6470-601.32-80	BOOKS	52.78	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	46.38	
		291-6470-601.32-80	BOOKS	52.78	
		291-6470-601.32-80	BOOKS	55.18	
		291-6470-601.32-80	BOOKS	469.70	
		291-6470-601.32-80	BOOKS	30.39	3,173.14
74044	GREAT COURSES	291-6470-601.32-75	AV MTLs	104.90	104.90
74046	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	220.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					220.60
74053	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	119.25	
		291-6470-601.32-80	BOOKS	66.75	186.00
74058	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	404.53	404.53
74059	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	64.74	
		291-6470-601.32-80	BOOKS	30.78	
		291-6470-601.32-80	BOOKS	45.25	
		291-6470-601.32-80	BOOKS	58.02	
		291-6470-601.32-80	BOOKS	33.95	
		291-6470-601.32-80	BOOKS	54.05	
		291-6470-601.32-80	BOOKS	129.95	
		291-6470-601.32-80	BOOKS	396.80	
		291-6470-601.32-80	BOOKS	88.63	
		291-6470-601.32-80	BOOKS	95.56	
		291-6470-601.32-80	BOOKS	248.70	
		291-6470-601.32-80	BOOKS	10.20	
		291-6470-601.32-80	BOOKS	136.86	
		291-6470-601.32-80	BOOKS	129.27	
		291-6470-601.32-80	BOOKS	33.88	
		291-6470-601.32-80	BOOKS	160.77	
		291-6470-601.32-80	BOOKS	68.92	
		291-6470-601.32-80	BOOKS	47.46	
		291-6470-601.32-80	BOOKS	167.97	
		291-6470-601.32-80	BOOKS	24.30	
		291-6470-601.32-80	BOOKS	41.67	
		291-6470-601.32-80	BOOKS	386.51	
		291-6470-601.32-80	BOOKS	105.95	
		291-6470-601.32-80	BOOKS	131.05	
		291-6470-601.32-80	BOOKS	105.43	
		291-6470-601.32-80	BOOKS	60.35	
		291-6470-601.32-80	BOOKS	135.49	
		291-6470-601.32-80	BOOKS	278.92	
		291-6470-601.32-80	BOOKS	93.43	
		291-6470-601.32-80	BOOKS	63.35	
		291-6470-601.32-80	BOOKS	150.58	
		291-6470-601.32-80	BOOKS	190.13	
		291-6470-601.32-80	BOOKS	12.43	
		291-6470-601.32-80	BOOKS	40.51	
		291-6470-601.32-80	BOOKS	9.58	
		291-6470-601.32-80	BOOKS	27.68	
		291-6470-601.32-80	BOOKS	110.87	
		291-6470-601.32-80	BOOKS	7.19	
		291-6470-601.32-80	BOOKS	303.61	
		291-6470-601.32-80	BOOKS	57.53	
		291-6470-601.32-80	BOOKS	194.09	
		291-6470-601.32-80	BOOKS	78.55	
		291-6470-601.32-80	BOOKS	27.00	
		291-6470-601.32-80	BOOKS	196.12	
		291-6470-601.32-80	BOOKS	90.43	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	83.42	
		291-6470-601.32-80	BOOKS	44.07	
		291-6470-601.32-80	BOOKS	14.39	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	31.14	
		291-6470-601.32-80	BOOKS	34.44	
		291-6470-601.32-80	BOOKS	150.83	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	256.08	
		291-6470-601.32-80	BOOKS	2.99	
		291-6470-601.32-80	BOOKS	95.56	
		291-6470-601.32-80	BOOKS	56.88	5,703.89
74063	KOBESAK, LISA	291-6470-601.32-95	PRIODICALS	12.60	12.60
74072	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	167.93	
		291-6470-601.32-75	AV MTLs	99.98	
		291-6470-601.32-75	AV MTLs	73.48	
		291-6470-601.32-75	AV MTLs	142.43	
		291-6470-601.32-75	AV MTLs	5,433.28	5,917.10
74080	NEW YORK TIMES CO, THE	291-6470-601.32-95	PERIODICALS	977.60	977.60
74083	NORTH SUBURBAN GENEALOGICAL SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	25.00
74089	POLYLINE LLC	291-6470-601.32-05	DVD CASES, BLU-RAY CASES	567.20	567.20
74098	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	99.00	99.00
74099	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	29.53	29.53
74102	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	98.87	98.87
74103	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	319.24	
		291-6470-601.32-80	BOOKS	28.75	347.99
74104	SCHOLASTIC INC	291-6470-601.32-95	PERIODICALS	7.33	7.33
74105	SCHULTZ, MARIE	291-6470-601.22-03	LACONI TS SECTION-	65.92	65.92
74108	SHOWCASES	291-6470-601.32-05	CD/DVD ALBUM CASES	58.50	
		291-6470-601.32-05	CD/DVD ALBUM CASES	58.50	117.00
74109	SIDWELL COMPANY	291-6470-601.32-80	BOOKS	365.00	365.00
74122	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	224.68	224.68
74125	UNIVERSITY OF ILLINOIS PRESS	291-6470-601.32-95	PERIODICALS	75.00	75.00
74127	UPSIDE	291-6470-601.32-95	PERIODICALS	239.00	239.00
74134	WALL STREET JOURNAL	291-6470-601.32-95	PERIODICALS	420.00	

PREPARED 12/20/16, 08:11 AM
PROGRAM GM348U5
DEPARTMENT: 64 User Services

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

PAGE 24
ACCOUNTING PERIOD 12/2016

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					420.00
74135	WAREHOUSE DIRECT	291-6470-601.30-05	OFF SUPPS	49.62	49.62
74138	WORLD BOOK SCHOOL AND LIBRARY	291-6470-601.32-80	BOOKS	1,998.00	1,998.00
74140	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	35.00	
		291-6470-601.32-80	BOOKS	39.25	
***** DIVISION TOTAL ****					125,133.22
***** DEPARTMENT TOTAL **					134,759.40
***** GRAND TOTAL *****					747,694.86

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	441,980.52
491	Capital Projects-Library	305,714.34
**** TOTAL ALL FUNDS ****		747,694.86

December 20, 2016

**Arlington Heights Memorial Library
American Express Card Summary
11/30/2016**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
J. Kuhl	489-90-00	\$ (57.75)	AMEX Cash back rebate	Other Income/Rebate
	6001-3272	\$ 123.46	Ttowa Restaurant	Eric Weiner author visit- 11/3/16
M. Driskell	6010-3185	\$ 235.95	Amazon	Replacement tablet for DSG and USB hubs for Kids World
	6010-2005	\$ 3.50	eBay	Selling/Listing fees for selling used equipment on eBay
	6010-3232	\$ 399.00	Al Squared	Zoomtext version 10.1 for Digital Services
	6010-3185	\$ 59.99	Amazon	Replacement screen for Asentis timeclock
	6010-3032	\$ 49.99	Cleverbridge.com	Renewal of Parallels software for IT staff
	6010-3185	\$ 83.99	Amazon	Replacement iPad case for Digital Services
	6010-3185	\$ 10.05	Amazon	Replacement light bulb for Microfilm reader
	6010-3185	\$ 4.79	Amazon	Sim card adapter for bookmobile mobile hotspot
	6010-3032	\$ 25.00	GitHub.com	GitHub monthly subscription for IT
	6010-3032	\$ 199.00	OptimalWorkshop.com	Monthly renewal of Optimal workshop website testing suite
	6010-2005	\$ 149.99	Godaddy.com	Renewal of email security certificate
	6010-3032	\$ 9.99	Spotify.com	Spotify monthly subscription for the HUB
	6010-3032	\$ 50.00	Trello.com	Monthly subscription to Trello for DSG
	6010-2005	\$ 15.00	eBay	Ebay seller fees for used computers
	6010-3032	\$ 11.99	NetFlix.com	Netflix monthly subscription for DSG Roku
	6010-3032	\$ 11.99	NetFlix.com	Netflix monthly subscription for DSG Roku
	6010-3032	\$ 11.99	NetFlix.com	Netflix monthly subscription for DSG Roku
	6010-5012	\$ 275.10	Armodilo Display Solutions	iPad stands for new KW tech bar
	6010-5012	\$ 7.42	Armodilo Display Solutions	Foreign Transaction Fee
	6010-2005	\$ 54.10	Paypal.com	Monthly Payflow Pro subscription for the website
	6010-3185	\$ 39.80	Amazon	Replacement headphones for staff
	6010-3232	\$ 186.68	iTunes.com	Apps for new KW iPads tech bar
J. Moravec	6001-3272	\$ 829.04	Hilton	2- Night at Hilton Hotel Nov.2016
	6002-3201	\$ 118.13	Store Supply Warehouse	8-Tempered Glass Shelves
	6020-2111	\$ 243.71	Replacement Battery Store	24-6volt 12ah batteries
	6002-3185	\$ 163.61	Buy Grommets	Hand Press Grommet Machine
	6405-3290	\$ 140.15	Heathkin.com	Pharma-C wipes
	6020-2111	\$ 37.41	Floorequipmentparts.com	Gasket-recovery lid
	6420-3202	\$ 127.47	Target.com	AP-Canning jars
	6001-2201	\$ 419.00	CareerBuilder	Job Ad - Teen Advisor Position
	6405-2203	\$ 95.00	PayPal	Chicago Regional Critical Cultural Competency Workshop-M Monahan 11-18-16
	6002-3201	\$ 15.24	Specialty Store Services	Adjustable shelf bracket
	6002-3201	\$ (0.60)	Specialty Store Services	Refund tax
	6002-3185	\$ 304.54	Floorstands.com	Sign frame stands
	6420-3202	\$ 24.02	Walmart	AP-Canning jars
	6420-3202	\$ (24.02)	Walmart	AP-Canning jars
	6001-2165	\$ 99.00	Amazon	Amazon Prime
M. Schultz	6470-3275	\$ (3.75)	Gamestop.com	AV Mtls
	6470-3280	\$ 88.35	Baseball America	Books
	6470-3295	\$ 8.00	The Writer	Periodicals
	6470-2203	\$ 30.00	EB Technical Services	Travel/Training
	6470-3275	\$ 13.25	PayPal	AV Mtls
	6470-3275	\$ 25.95	Spiritual Cinema	AV Mtls
	6470-3275	\$ 63.74	Gamestop.com	AV Mtls
	6470-3275	\$ 89.97	Walmart .com	AV Mtls
	6470-3295	\$ 14.99	Smithsonian	Periodicals
	6470-3280	\$ 26.97	Guideposts	Books
	6470-3275	\$ 14.94	Walmart .com	AV Mtls
	6470-3275	\$ 49.99	Target.com	AV Mtls
C. Bell	6002-3005	\$ (79.23)	FFR Merchandising	Refund-shipping
	Total	<u>\$ 4,895.89</u>		

December 20, 2016

Arlington Heights Memorial Library
Master Card Summary
11/30/2016

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	
M Kelly	6001-3272	\$480.00	Sweet Ts Bakery	OBOV- An evening with Eric Weiner-11/3/16	
	6001-3272	\$107.40	Jarosch Bakery	OBOV-Culture Faire 11/12/16	
	6003-3201	\$168.00	Bakers Square	Pies for Volunteers 11/16/16	
	6420-3202	\$40.00	Eddies Restaurant	Books and Brews Program 11/9/16	
	6401-3202	\$49.25	Rosati's Pizza	TAB Meeting 11/12/16	
	6001-3272	\$102.00	Chef Ping	OBOV-Culture Faire 11/12/16	
	6001-3272	\$195.00	Papagalino Bakery	OBOV-Culture Faire 11/12/16	
	6002-2165	\$196.00	Addison Cleaners	Tablecloths - Clean and Press	
	M Schultz	6470-3275	\$29.95	Nick Spark	AV Mtls
		6470-3275	\$69.97	Step N Motion	AV Mtls
	Total	<u>\$1,437.57</u>			

December 20, 2016

**Arlington Heights Memorial Library
Special Funds Summary
11/30/2016**

	Account	Amount	Description	Staff
Check # 1451-AHML - Void				
Check # 1452-AHML - Petty Cash				
11/7/2016	6001-2203	\$ 30.34	Travel/Training	M Young
	6020-2203	\$ 41.48	Travel/Training	J Hawkins
	6020-2203	\$ 36.37	Travel/Training	J Hawkins
	6401-3202	\$ 17.79	Program Events	S Hollars
	6420-3202	\$ 15.95	OBOV-Program Events	S Jarol
	6401-3202	\$ 19.99	Program Events	M Papanastassiou
	6020-2203	\$ 26.66	Travel/Training	T Scuderi
	6001-2203	\$ 30.23	Travel/Training	S Mayer
	6401-3202	\$ 42.67	Program Events	M Vela
	6001-2203	\$ 27.10	Travel/Training	B Bednarek
	6401-2203	\$ 6.59	Travel/Training	B Bednarek
	6001-2203	\$ 45.00	Travel/Training	J Czajka
	6470-2203	\$ 10.69	Travel/Training	V Jaffe
	6405-2203	\$ 3.89	Travel/Training	K Zsupan
	6001-2203	\$ 21.16	Travel/Training	C Giovannell-Caputo
11/14/2016	6401-2203	\$ 10.37	Travel/Training	K Devitt
	6401-3202	\$ 13.38	Program Events	K Devitt
	6401-3201	\$ 27.83	Program Supplies	K Devitt
	6401-3202	\$ 15.00	Program Events	P Sparreo
	6405-3202	\$ 10.99	Program Events	K Zsupan
	6405-2203	\$ 22.68	Travel/Training	S Mayer
	6420-3202	\$ 43.04	Program Events	J Czajka
	6420-2203	\$ 11.83	Travel/Training	K McCoy
	6001-3272	\$ 31.53	OBOV-Special Events	K McCoy
	6420-3202	\$ 21.00	Program Events	B Weiner
	6002-3201	\$ 17.96	Program Supplies	P Aichele
	6401-2203	\$ 17.63	Travel/Training	T Dantis
	6470-2203	\$ 11.16	Travel/Training	M Schultz
	6420-3202	\$ 21.60	Program Events	L Sears
11/21/2016	6001-2203	\$ 28.00	Travel/Training	J Moravec
	6001-2203	\$ 43.20	Travel/Training	J Czajka
	6401-3202	\$ 24.96	Program Events	S Hollars
	6405-2203	\$ 22.68	Travel/Training	S Distel
	6420-2203	\$ 4.65	Travel/Training	S Beckman
	6405-3202	\$ 18.99	Program Events	J Kittredge
	6405-2203	\$ 22.68	Travel/Training	J Kittredge
	6470-2203	\$ 11.78	Travel/Training	V Jaffe
11/28/2016	6001-3272	\$ 45.79	Special Events	M Vela
	6401-3202	\$ 11.02	Program Events	S Hollars
	6401-3202	\$ 19.49	Program Events	K Devitt
	6401-2203	\$ 2.92	Travel/Training	K Devitt
	6401-3202	\$ 8.01	Program Events	M Young
	6401-2203	\$ 11.01	Travel/Training	M Young
	6420-2203	\$ 13.86	Travel/Training	T Scallon
	6420-2203	\$ 42.98	Travel/Training	S Meyer
	6420-3202	\$ 38.97	Program Events	K McCoy
11/30/2016	6401-3202	\$ 2.00	Program Events	A Belford
	6401-2203	\$ 14.26	Travel/Training	A Belford
	6420-2203	\$ 15.46	Travel/Training	J Sissors
	6401-3202	\$ 8.97	Program Events	A Son
	6401-3202	\$ 34.27	Program Events	M Papanastassiou
	6401-3202	\$ 48.43	Program Events	A Son
	6401-3202	\$ 28.47	Program Events	A Son
	6401-3201	\$ 21.27	Program Supplies	A Son
	6001-2203	\$ 11.34	Travel/Training	J Moravec

\$ 1,207.37

To: Board of Library Trustees

From: Jason Kuhl

Date: December 14, 2016

Re: Staff Presentation – Measuring Customer Satisfaction

At your meeting, staff will present on mechanisms that have been established to measure and improve overall customer satisfaction. They will discuss how we currently measure customer satisfaction, highlight the goals of the project, present baseline data, and outline next steps.

To: Board of Library Trustees

From: Jason Kuhl

Date: December 7, 2016

Re: Approval for Late Opening for Staff Institute Day 2017

I am requesting the board's permission to open the library at 1:00 p.m. on Wednesday, February 15, 2017 in order to provide our once-a-year training opportunity for the entire staff. We will be featuring a conference-style presentation by the Chicago Regional Organizing for AntiRacism (CROAR), a partner of Crossroads Antiracism Organizing & Training. The goal is to raise awareness and create a common understanding of what it would mean for our library to start on the path to become a truly inclusive institution. We will learn about and have the opportunity to discuss:

- What is culture? What is dominant culture?
- What effect does power have on equity?
- How do our institutions (such as our library) become complicit in perpetuating racism and segregation by cultural differences?

Following the Chicago ROAR presentation, senior staff will address next steps in developing the library's critical cultural competency.

We will also honor staff who have earned awards for 10-, 15-, 20-, 25, 30 - or more years of service to AHML.

Suggested motion: The Board of Library Trustees authorizes the delayed opening of the library on Wednesday, February 15, 2017 in order for the library staff to attend the annual Staff Institute Day.

To: Board of Library Trustees

From: Mike Kelly

CC: Jason Kuhl

Date: December 20, 2016

Re: 2017 Budget – Requested Budget Amendment

The Finance Committee will be discussing this agenda item at its meeting just prior to the board meeting on December 20. With the exception of minor wording changes, this memo is identical to the one that will be considered by the committee.

We are requesting a budget amendment to the recently approved 2017 Budget. This amendment will add the Director of Administration position to the Administration budget. The proposed budget amendment is a net \$0 change. We have made reductions in the budgets of the following accounts:

- The Medical Insurance budgeted contingency of \$50,000 has been removed. We now know the actual premium we will pay the Village of Arlington Heights on a monthly basis and the contingency will not be needed. We fully expect our actual expenditures on this line to be below the revised Medical Insurance budget.
- The General Insurance budget has been reduced by \$14,000. When the 2017 budget work began, based on preliminary estimates from AJ Gallagher/LIRA, we budgeted Property/Casualty insurance as flat, Workers Compensation up 5% and Cyber Liability insurance up 15%. The actual premium changes are: down 4%, down 16% and flat, respectively. The remaining General Insurance budget contains a contingency for the Workers Comp audit.
- 8 hours of an open 28-hour Finance Clerk position were allocated to Administration.
- 21.5 open hours within the Customer Services department were allocated to Administration.
- As the new Director of Administration was the IT Manager in the budget, we budgeted his replacement at a lower salary than we had for him.
- Prior to adding the placeholders for expansion of services, we had a \$5,000 Operating Contingency in the Administration budget. We transferred that budget to the Director of Administration account line.

Attached is the Budget Amendment form for your review.

Suggested motion: **The Finance Committee recommends the Board of Library Trustees adopts the 2017 Budget Amendment, dated December 20, 2016.**

REQUEST FOR BUDGET AMENDMENT – 2017

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

REQUESTED BY: Michael L. Kelly	DEPARTMENT: Finance	DATE: December 20, 2016
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AMOUNTS TO BE MODIFIED				
EXPENDITURE ACCOUNT(S)	ACCOUNT NAMES(S)	CURRENT BUDGET	AMOUNT OF AMENDMENT	AMENDED BUDGET
291.6001.601-16.02	Director of Administration	0	100,000	100,000
291.6001.601-19.10	IMRF	44,122	12,340	56,462
291.6001.601-19.11	Social Security	22,293	6,109	28,402
291.6001.601-19.12	Medicare	5,214	1,240	6,454
291.6001.601-19.05	Medical Insurance	111,466	-50,000	61,466
291.6001.601-20.40	General Insurance	140,945	-14,000	126,945
291.6001.601-40.96	Operating Contingency	205,000	-5,000	200,000
291.6008.601-16.51	Clerk IV	29,386	-8,453	20,933
291.6008.601-19.10	IMRF	32,392	-1,043	31,349
291.6008.601-19.11	Social Security	16,275	-524	15,751
291.6008.601-19.12	Medicare	3,806	-105	3,701
291.6010.601-16.25	Department Manager II	90,215	-7,215	83,000
291.6010.601-19.10	IMRF	73,931	-890	73,041
291.6010.601-19.11	Social Security	38,825	-447	38,378
291.6010.601-19.12	Medicare	9,080	-89	8,991
291.6420.601-16.16	Lib Asst I Circulation	214,017	-24,753	189,264
291.6420.601-19.10	IMRF	240,119	-5,328	234,791
291.6420.601-19.11	Social Security	156,414	-1,535	154,879
291.6420.601-19.12	Medicare	36,582	-307	36,275

EXPLANATION: After the budget process had completed, it was decided to create the Director of Administration position within the 6010/Administration budget. To provide the necessary budget for this position, the medical insurance budget contingency was removed, as we have further information of what our actual premium charges will be on a monthly basis for 2017. Our General Insurance budget has also been reduced, as we now know the actual premiums that we will be charged during 2017. The original operating contingency budget of \$5,000 was allocated to this position. Additionally, 8 hours of an open 28-hour position within Finance were reallocated to Administration. Also subsequent to the budget process, 21.5 hours became available in Customer Services, and that position will not be refilled. Finally, as the new Director of Administration was the prior IT Manager, we are budgeting his replacement at a lower amount than in the current version.

REQUEST FOR BUDGET AMENDMENT – 2017

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

REQUESTED BY: Michael L. Kelly	DEPARTMENT: Finance	DATE: December 20, 2016
SIGNATURES	TITLE	
FINANCE MANAGER:	DATE:	
EXECUTIVE DIRECTOR:	DATE:	
BOARD APPROVAL:	DATE:	
	DATE:	

Executive Director's Report

December 2016

Facilities and Operations

Drive-up Use

While checkouts at drive-up are down 5.2% from last November, the number of visits at the window continue to increase. The number of cars through the drive-up is up 4.2% YTD, and up 5.2% over November 2015. One factor is that customers are using the drive-up for more than just picking up holds. Some of the other services we offer at the window include, D25, D214, and pre-school book bag pickup and drop off, FOL donation drop off and AHML material returns.

Shelf-ready Services

We continue to expand the number of materials we receive preprocessed and ready to shelve. We recently received our first shipment of shelf-ready teen materials.

Oversize Materials

The adult oversize collection was relocated in November 2015. Featuring this collection in a prominent location, immediately as you enter through the Dunton Avenue entrance, helped increase its popularity. Circulation of this collection is up 13.3% for the year compared to this same time frame in 2015.

Conference Room Use

In November, customers used the conference rooms 1,525 times. This was the second highest number of monthly reservations from 2014-2016. Conference room usage is fairly consistent at 70% to 90% of capacity. Weekdays are the busiest.

Dunton Avenue Sign

Hopefully you have seen the new sign on the corner of Dunton and Euclid. We are happy with the overall results, though there are a few punch list items the company will be addressing (the recent extreme cold has delayed this). A more significant issue is the amount of viewable area for the changeable message portion of the sign. A late design alteration added a more substantial frame to the window, thus reducing the viewable area by several inches. The company has acknowledged they should have specifically called out this change in the final drawings to us, and they are designing and will be installing a solution that restores the viewable portion to the original concept. We have not yet released payment and they have agreed to address all of these issues before expecting it.

Programs

Homemade Holidays Make + Take

Popping up in Marketplace on an early December Saturday, this program offered customers an opportunity to “save a little stress” by making a handmade gift, ready to give. Over a two-hour period, 194 people stopped to assemble White Chocolate Cranberry Oatmeal cookie mix in a jar. The activity was accessible to every age and easy to complete in 15-20 minutes. Some customers stopped to make a jar on their own while others worked on one together as a family. As with most participatory programs popping up in Marketplace, customers responded with surprise and delight.

One attendee stated she has been a customer for years and is always excited to walk in the building because of surprises like this one. Another commented that she is sometimes jealous of the fun, hands on programs that are provided for kids and teens so it was a lovely surprise to get to “dig in” herself and join in the fun. She hopes we have more events like this in the future for all ages.



Greeting Card Calligraphy and Bullet Journaling 101

These two new programs were developed in response to repeated customer interest and trends. Participants appreciated the chance to explore these interests and spur their learning at the library.

Culture Faire

We again offered Culture Faire as part of our One Book, One Village programming. This year it served as our closing event, which invited all-ages into cultures explored in Eric Weiner's *Geography of Genius* through food, music and crafts. Largely attended by families, the multigenerational experience offered an opportunity for even our youngest customers to engage with the 3rd annual community read. Designed as a Drop-In experience, families preferred to stay the full two hours and participate alongside their children in every way. Several parents shared thanks for our offering an enriching cultural experience noting it's important for their children to have an appreciation of the cultures presented. Many see the program as enriching their lives, not just dancing and food.



Art in the Making

On November 5, we partnered with Village of Arlington Heights Arts Commission to present this Saturday evening program for families. It was created to expose residents of many ages to a variety of different mediums and hands-on making in one space. While our art based programs always draw great interest at every life stage, this program was unique in that it offered multiple activities presented by community artists and businesses - Thrown Elements Pottery, Paupers Art Guild, Dryden principal Akemi Sessler and Sweet T's Bakery - as well as library staff. The activities, set up in stations, encouraged participants to explore their interests by trying many new things. We had over 50 attendees and felt the partnership was successful for both the library and the Commission.

"Thank you so much for the program. I was very glad that my daughter and I were able to join. We learned a lot and experienced three art projects in a limited time period. I appreciate AHML offering a wonderful opportunity for our community."

"So well organized, our kids had a blast. Was fun to explore new art mediums. Thanks for organizing!!"

Technology for Genealogy Day

We hosted a successful Technology for Genealogy day on November 5, starting the day with a program on organizing genealogy research, From Piles To Files. In the afternoon, we taught Apps for Genealogy and gave a presentation on what is available in the Digital Studio for the genealogist. 42 people attended.



Social Media for Adults

Digital Services partnered with Teen Services to deliver a Social Media for Parents class that featured a panel of teens who answered attendees' questions. We had five teens on the panel and about 25 parents attended. The focus of the class was how teens use social media and what parents need to know about how social media works and how their teen uses it. We received many positive comments from both parents and teens on the panel.

Literary Feast

We hosted 3 programs for 3 different audiences (Kids, Tweens and Teens) to savor their very own literary feasts.

- Kids in K-3rd grade sampled salad, chickpeas, cheese, crackers, and chocolate cupcakes. We read books to go along with the food like **The Stinky Cheese Man** and

Betty Bunny Loves Chocolate Cake. We saved the best for last- *poisoned* apples or apple slices dipped in caramel with food coloring.

- Twenty-eight tween participants enjoyed a 5 course feast filled with foods from their favorite books. The tweens made toffee apple hand pies and rolled their own vegetable spring rolls with rice paper. They enjoyed their treats while we read aloud from *Anne of Green Gables*, *Because of Winn Dixie*, *Artemis Fowl*, and *A Series of Unfortunate Events*. We also included desserts from *Matilda*, *A Wrinkle in Time*, *Harry Potter*, *The Lion the Witch and the Wardrobe*, and *Pie*.
- Eighteen teens attended Literary Feast and Fandom – they created foods inspired by books and fandoms. The most popular being fish fingers and custard from *Doctor Who* and butterbeer from *Harry Potter*. The teens also designed mugs using special markers, which they also used when brewing butter tea, inspired by *The Scorpio Races*. We had two teens who were English Language Learners that were also very shy. They came out of their shells a little bit because the other teen attendees really made an effort to be inclusive and social with them.



Our Time: Family and Friends of Early Intervention

On Saturday, November 5, AHML hosted Our Time: Family and Friends of Early Intervention Program. This was a very successful event with 65 attendees, which is a large number for this targeted audience. Children were able to enjoy a sensory storytime and group sensory activities provided by Lekotek play facilitators as well as participate in a family music concert by Michelle Hunter, an early childhood music specialist who specializes in creating inclusive musical experiences. Along with Beth Deiter, a speech-language pathologist, we created a 90-minute program with short activities throughout, including play activities throughout the room for children who didn't want to engage in group activities including a sensory snow table and light table play. Caregivers had the opportunity to connect, as well as check-out what library resources were available to support their families.

**In the Community****School Outreach Highlights**

AHML staff presented a database program to students at **St. Viator High School** and conducted book-talks on best practices for reading/choosing books at the Jaclyn Silberman Memorial Reading/Game night at **Greenbrier School**. We also coordinated with Mount Prospect, Indian Trails, and Elk Grove public libraries to attend **Newcomer Center's** Portfolio Night where we highlighted resources and registered customers for library cards.

Staff Recognition

In Good Company

At the Young Adult Library Services Association (YALSA)'s Young Adult Services Symposium in Pittsburgh, Teen Services Supervisor Trixie Dantis was part of a panel presentation called **The Double Bottom Line: Engaging Teens as Summer Learning Leaders for Younger Students**. The other panelists were the Director of Education and Learning Initiatives for the Urban Libraries Council, the Director of Education Programs at the New York Public Library, and the Teen Services Coordinator at the Carnegie Library of Pittsburgh. To be included with such company is impressive, indeed. In a similar vein, Trixie also recently presented a YALSA webinar called **Making the Transition from Summer Reading to Summer Learning** with the staff from the New Orleans Public Library.

Recognition from D214

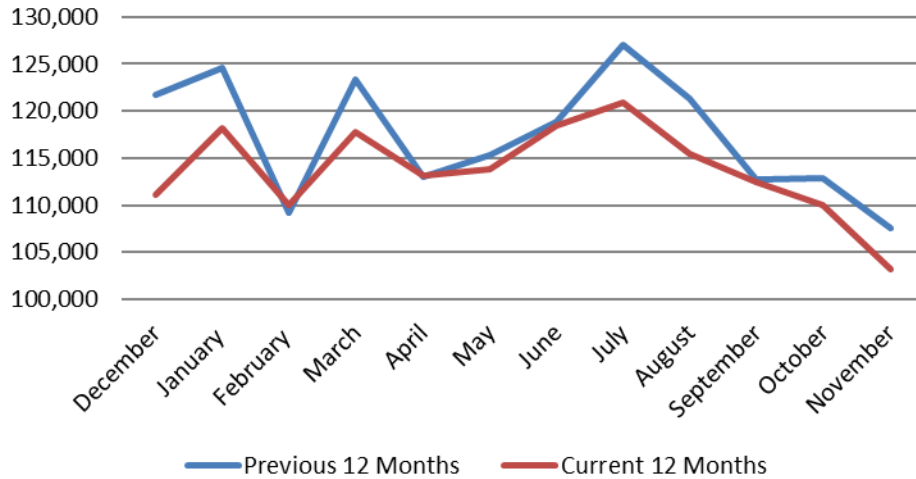
Specialty Info Services Manager Shannon Distel and Teen Services Supervisor Trixie Dantis attended the District 214 Center for Career Discovery Industry Partner Recognition Breakfast where AHML was recognized for our "outstanding support of students and their future" through our involvement with students and interns in the Career Pathways program.



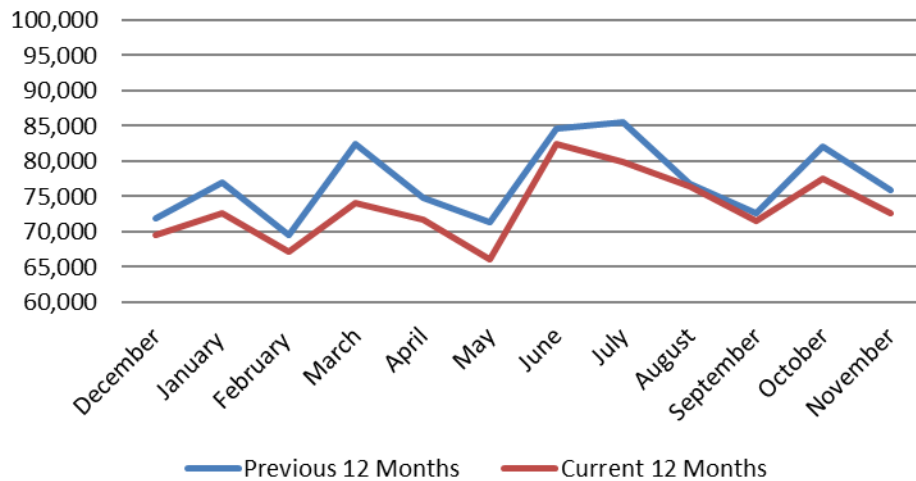
AHML - DASHBOARD - NOV 2016

	Nov 2016	Nov 2015	% change from last Nov	Jan 2016- Nov 2016	Jan 2015- Nov 2015	% change from last YTD
Total circulation	178,025	185,753	-4%	2,094,671	2,168,201	-3%
Adult circulation	103,250	107,558	-4%	1,253,562	1,285,763	-3%
Teen circulation	2,135	2,261	-6%	28,854	29,921	-4%
Children circulation	72,640	75,934	-4%	812,255	852,517	-5%
Print book circulation	87,990	91,976	-4%	1,033,305	1,069,631	-3%
Audiovisual circulation	62,930	69,732	-10%	770,677	843,271	-9%
Downloadables circulation	18,662	14,976	25%	189,586	145,371	30%
Self-check as % of main floor circ	64%	63%	1%	64%	63%	1%
Circulation to reciprocal borrowers	10,071	7,669	31%	104,890	90,251	16%
ILLs borrowed for our customers	386	453	-15%	5,215	5,891	-11%
ILLS lent to other libraries	684	652	5%	8,293	8,784	-6%
Resident cards issued	321	296	8%	4,695	4,717	0%
Reciprocal cards registered	157	157	0%	2,119	2,081	2%
Reference questions	13,880	15,065	-8%	169,146	165,128	2%
Program attendance	7,098	12,104	-41%	85,490	92,390	-7%
First-time attendees at programs	220	262	-16%	2,693	2,642	2%
% of target audience attending	64%	62%	2%	67%	70%	-3%
% of progs meeting target audience #	89%	86%	3%	83%	79%	4%
Public computer use	11,037	9,508	16%	120,083	116,117	3%
Website visits	97,245	114,293	-15%	1,158,053	1,348,452	-14%
In-person visitors	82,288	77,909	6%	956,459	930,233	3%
Marketplace - % of adult coll / of circ	8% / 36%	8% / 33%	0% / 3%	8% / 34%	8% / 30%	0% / 4%
Kids' Mktplace - % of KW coll / of circ	5% / 15%	5% / 13%	0% / 2%	5% / 15%	5% / 13%	0% / 2%
Volunteer hours	2,210	2,079	6%	27,585	26,492	4%

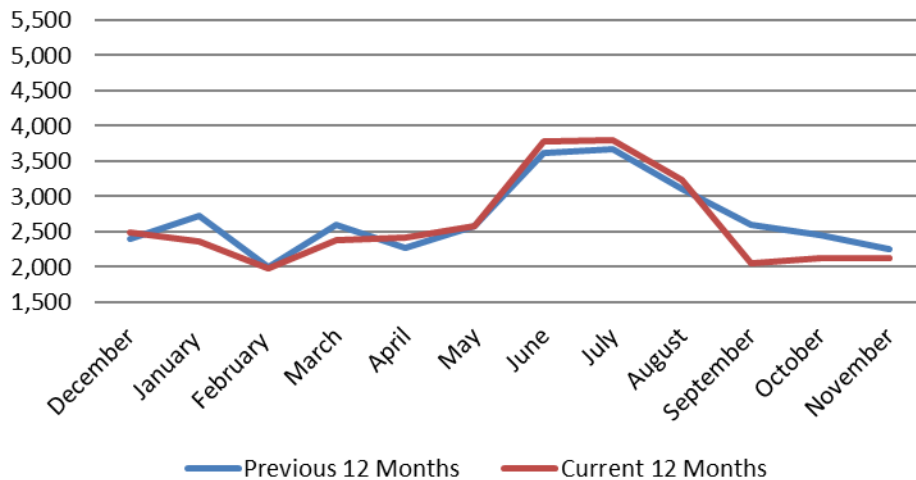
Adult Circulation



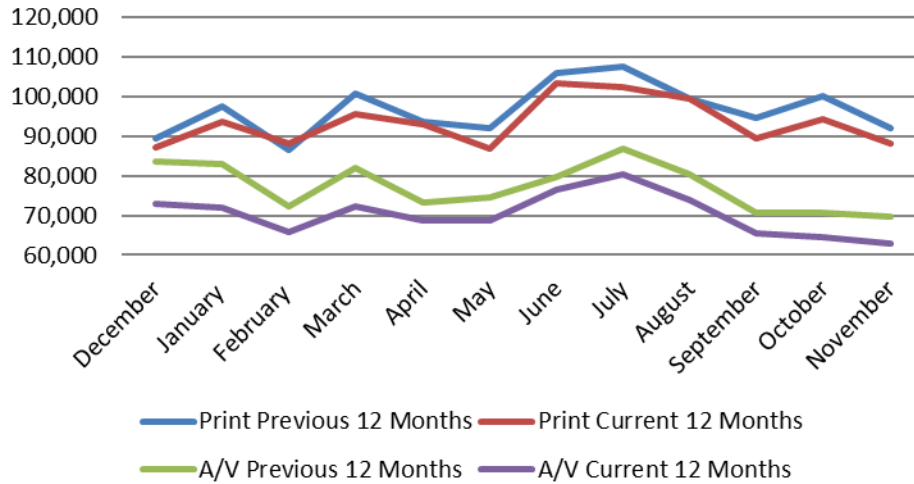
Children's Circulation



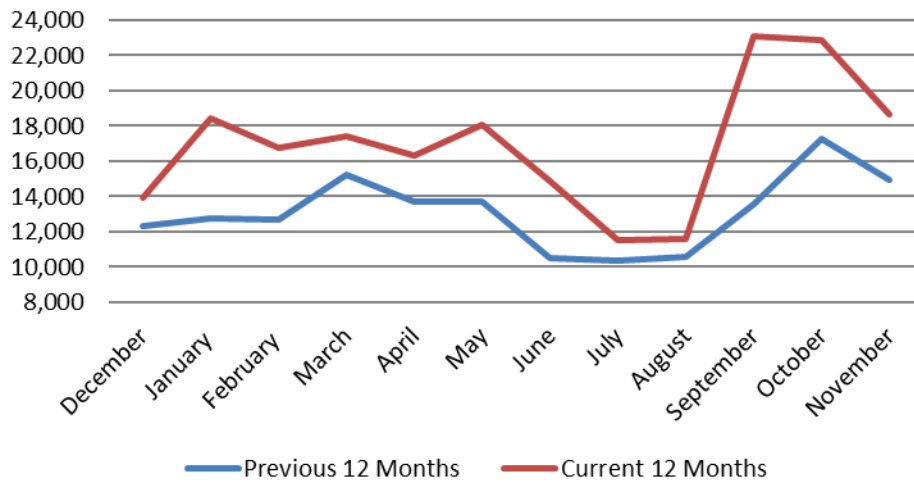
Teen Circulation



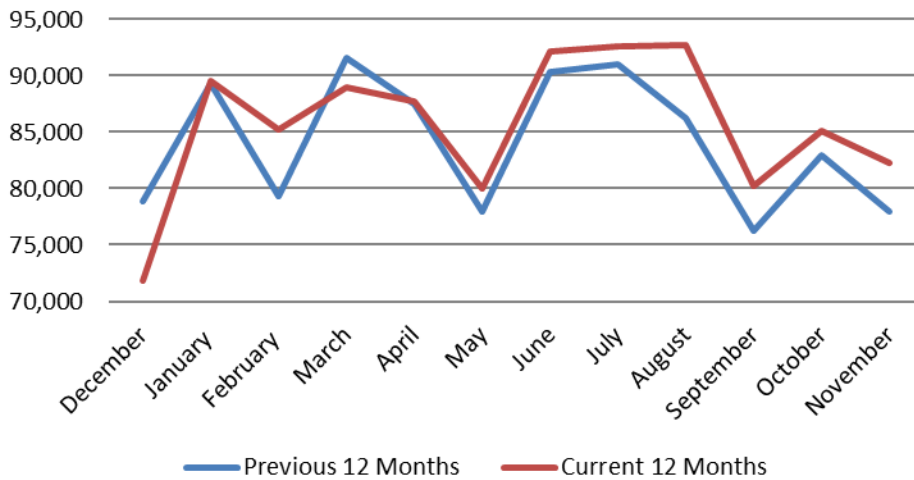
Physical Circulation



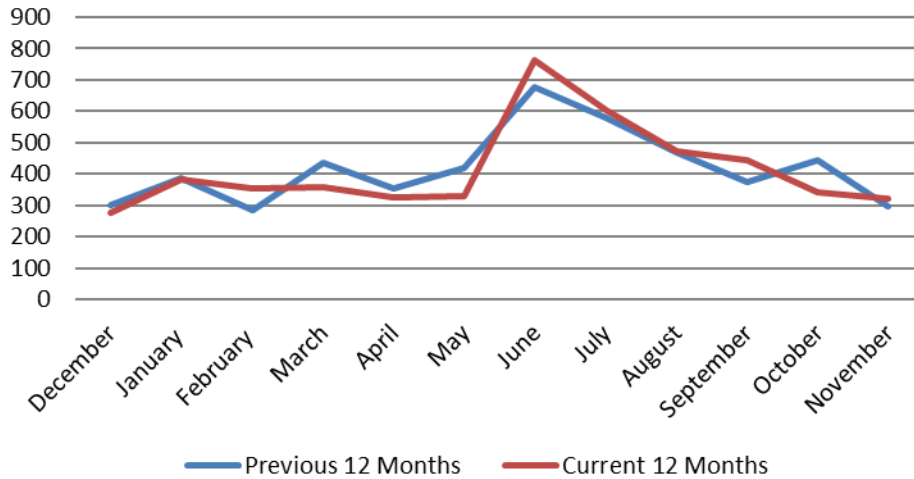
Downloadables Circulation



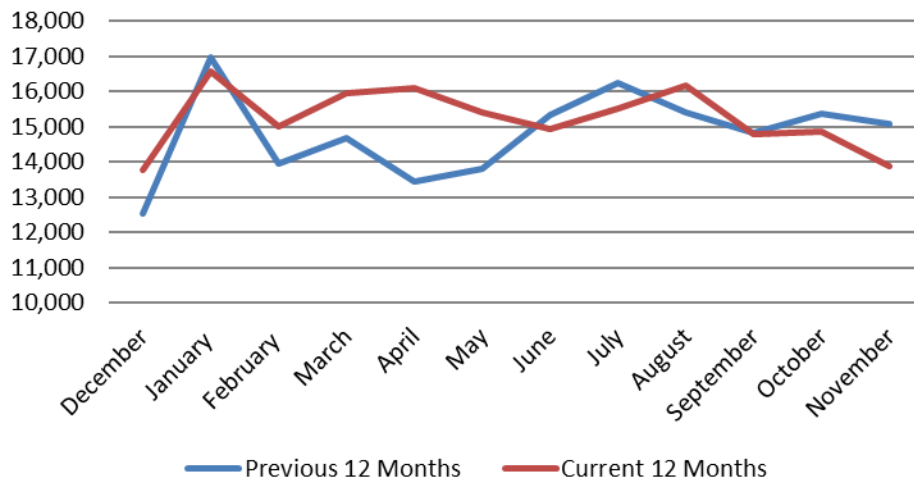
In-person Attendance



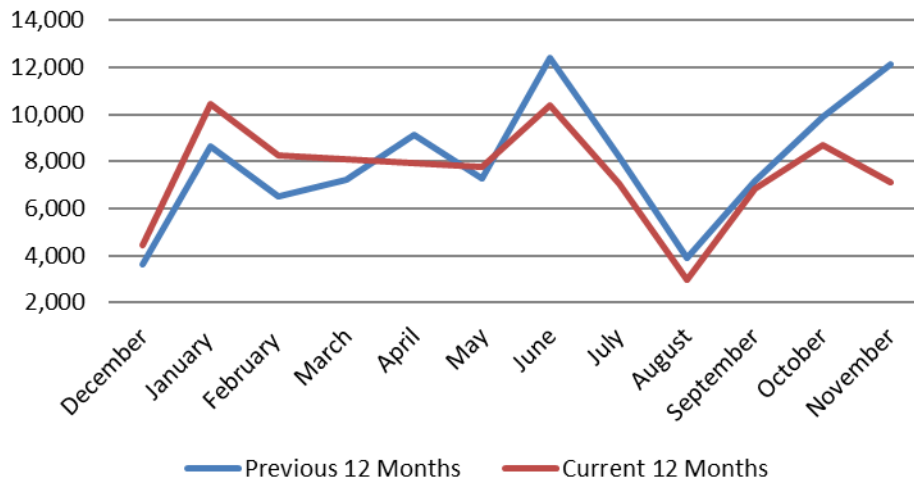
Resident Library Cards Issued



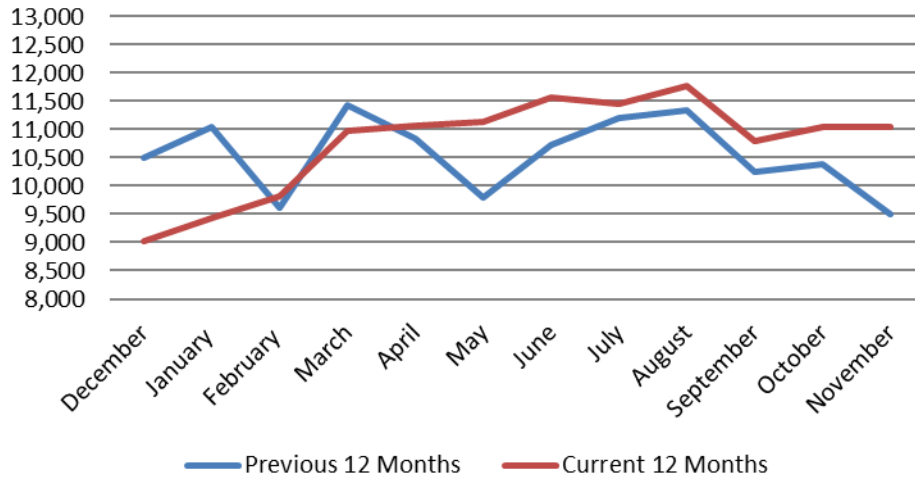
Reference Questions



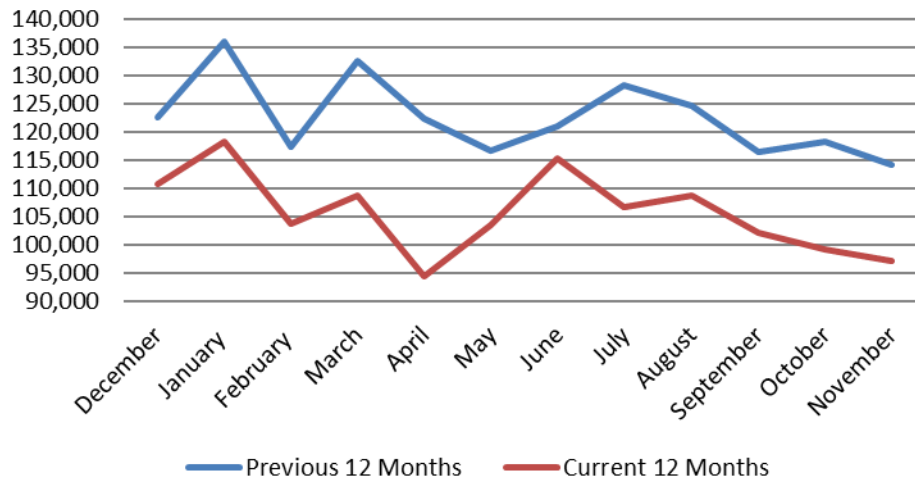
Program Attendance



Public Computer Use



Website Visits



Dear Ms. Smart,

12/5/16

When reviewing my daughter, Sophia's, homework this evening, she asked if she could read me one of her stories. Her topic, by choice, was our library. While spelling and grammar weren't the focus of the writing, they were instructed to write about something they loved. She chose the library, I'm sure you hear many complaints, so I wanted to make sure you received this glowing recommendation in recognition of all your leadership and tireless staff and volunteer work,

Best Regards, Donna Harwood

Lesson #

9

Target Skill

focus on writing

Date:

olive
many

stitt
3-2
Mrs.
Molnar

Olive Mary Stitt 3rd grade

Skill Drill:

There was a cat named fluff
she loved sleeping and sitting
on the really fuzzy rug all
the time fluff made that all
day she dreamed all about Citty school.
She loves to part there and ride
her scuter, play on the cat slide
at recess but most of all she loves laying
on that rug in the kitchen.

Journal Entry

Title:

Library



I love the library when
I go there I hear
is computers and books going
back in it spot I love
the little pupit stand
in the back of the
library. The librarians
are so nice. when the
sun shines on the books
it looks so magical it has
couchs you can sit on
when I hear all the kids
start yelling the mams say
shhhh. I like when I hear
"Click" from the chcke out stand
(back)

Journal Entry, Continued

I love all the books and
magazines especially the
American Girls mags. The library
has a hub the hub has
a will sisturn and A cichin it
thar and a charis

Revision Assignment