

BOARD OF LIBRARY TRUSTEES

7:30 P.M.

TUESDAY, FEBRUARY 21, 2017

BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 17, 2017 (Action Item 1)
- V. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 17, 2017 (Action Item 2)
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2017 (Item 3)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2017 (Action Item 4)
- VIII. EXECUTIVE DIRECTOR'S REPORT
- IX. UNFINISHED BUSINESS
- X. NEW BUSINESS
 - APPROVAL OF TRUSTEE EXPENDITURES (Action Item 5)
The Local Government Expense Control Act, which became effective January 1, 2017, requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Registration fees for trustee attendance at the Mayor's Prayer Breakfast, the Illinois Library Association Trustee Forum, and the Illinois Library Association Presidents' Day Library Legislative Breakfast will be presented.
 - APPROVAL OF PARADE REVIEWING STAND (Action Item 6)
Approval of the annual request from the Frontier Days, Inc. Festival Committee for permission to set up the parade reviewing stand in front

of the library and to use the library's electrical outlet to power the sound system for the 4th of July parade.

- APPROVAL OF THE FY 2017 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR CY 2016 (Action Item 7)
Approval and discussion of the FY 2017 Illinois Public Library Annual Report (IPLAR) to be filed with the Secretary of State's office.
- AUTHORIZATION TO REPLACE STUDIO COMPUTERS (Action Item 8)
In the 2017 budget, \$12,000 was included to replace five Apple computers in the Studio.
- AUTHORIZATION TO REPLACE CORE NETWORK SWITCHES (Action Item 9)
In the 2017 budget, \$34,740 was included to replace our current core network switches, which are eight years old and no longer supported by the manufacturer.
- AUTHORIZATION TO SEEK PROPOSALS FOR NEW HUMAN CAPITAL MANAGEMENT SYSTEM (Action Item 10)
In the 2017 budget, \$46,130 was included to replace our Human Capital Management System. We are seeking authorization to issue an RFP to collect proposals.

XI. COMMITTEE REPORTS (As appropriate)

(A) BUILDING (Trustee Unumb)

- AUTHORIZATION TO SEEK BIDS TO REPLACE TRANSFORMER (Action Item 11)
We are requesting authorization to seek bids to replace a 150 KVA lighting transformer that is approaching 50 years in service and was recommended for replacement in our 2013 engineering assessment.
- AUTHORIZATION TO ENGAGE CONSULTANT AND SEEK BIDS FOR PUBLIC COMPUTER HVAC MODIFICATIONS (Action Item 12)
As part of the 2017 budget, the Board of Library Trustees approved \$149,500 to make corrections/modifications that will improve airflow and ventilation in the public computer area. We are requesting authorization to engage an engineering consultant for the modification and addition of HVAC components for the public computer area and authorization for staff to go to bid on making changes to the HVAC system.

(B) FINANCE (Trustee Zyck)

- 2017 BUDGET AMENDMENT (Action Item 13)

We are requesting approval of a budget amendment to the recently approved 2017 Budget. This amendment will add the Grants and Development Administrator position to the Administration budget. The dollars are being allocated 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)

- PROCESS AND TIMELINE FOR 3-YEAR PLAN (Action Item 14)

An outline of the process and timeline for producing a plan of significant initiatives to undertake in the next three years will be presented.

- IDEAS FROM STRATEGIC VISIONING SESSIONS (Action Item 15)

An initial sorting of ideas from two strategic visioning sessions will be presented and discussed.

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

XIII. OTHER

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

XV. ITEM(S) FROM CLOSED SESSION FOR ACTION

XVI. 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.

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 01.17.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 6:30 p.m. on Tuesday, January 17, 2017, in the Board Room of the Arlington Heights Memorial Library.

Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Thanopoulos, Unumb, Zyck, and Smart. Trustee Nelson participated in the meeting by telephone due to a family emergency.

Absent: Trustee Medal.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Mike Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Deb Whisler, Director of Communications and Marketing; Michael Kelly, Director of Finance; Janet Moravec, Business Office Administrator; Karen Ann Cullotta, Chicago Tribune; Chris Placek, Daily Herald.

- 01.17.02 There was no **PUBLIC COMMENT**.

Trustee Medal joined the meeting at 6:36 p.m.

- 01.17.03 **RECOMMENDATION ON NORTHSIDE BRANCH (Action Item 1)** – For several years, staff have been studying the feasibility of opening a branch library location in the northern part of the village. A key aspect of this comprehensive study has been to identify the real costs of opening, furnishing, and operating such a facility. Though staff believes a library facility north of Palatine Road would be well used and would enhance the overall library service to the village as a whole, it is staff's assessment that the ongoing costs would limit the possibility of future service enhancements to a degree that they do not recommend proceeding with opening a branch at this time.

After discussion, the committee agreed with staff's recommendation to not move forward with opening a branch library facility at this time. President Smart read a summary statement: "To sum up this discussion and the work that has occurred over the past few years on this topic, we learned a great many things about areas of need throughout the village that we must move forward on finding ways to address. This process highlights why we are a 5-star library: 1) that we are continually on the lookout for ways to improve service and make the library meaningful and relevant for all of our residents; and 2) that we do our due diligence and consider all aspects of a project before moving forward. I am tremendously proud of this effort and want to thank both the staff and my fellow trustees for all of the time that we have put into this study. In the end, it comes down to the fact that the ongoing cost of operating a

branch in the spaces currently available in the village would be too great, particularly under the shadow of the uncertainty of the state budget. By not committing ourselves to these fixed, ongoing costs, we are in a better position to address the new needs that will surely arise as the demographics of our village continue to change.”

Trustee Medal moved **THE COMMITTEE OF THE WHOLE ACCEPTS THE STAFF’S RECOMMENDATION NOT TO MOVE FORWARD WITH OPENING A BRANCH LIBRARY FACILITY AT THIS TIME AND TO DEVELOP ALTERNATE STRATEGIES TO ADDRESS THOSE NEEDS AND CONCERNS THAT PROMPTED OR WERE UNCOVERED BY THE BRANCH FEASIBILITY STUDY.** Trustee Unumb seconded. All were in favor and the motion carried.

01.17.04 There were no **OTHER** items to be discussed.

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT.** Trustee Brody Garkisch seconded. All were in favor and the meeting was adjourned at 6:44 p.m.

Janet Moravec, Recorder

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JANUARY 17, 2017.

01.17.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, January 17, 2017, at 7:30 p.m. by President Debbie Smart.

01.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Thanopoulos, Unumb, Zyck, and Smart. Trustee Nelson participated in the meeting by telephone due to a family emergency.

Absent: None.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Mike Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Deb Whisler, Director of Communications and Marketing; Michael Kelly, Director of Finance; Jan Sissors, Customer Services Manager; Sarah Shaw, Digital Services Manager; Shannon Meyer, Circulation Supervisor; Candy Rossin, Collection Management Supervisor; Janet Moravec, Business Office Administrator; Karen Ann Cullotta, Chicago Tribune; Chris Placek, Daily Herald; John Supplitt, Resident.

01.17.03 There was no **PUBLIC COMMENT**.

01.17.04 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 20, 2016 (Action Item 1)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

01.17.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2016 (Item 2)** – Mr. Kuhl reported 100% of the year 2016 has lapsed. Real estate tax revenues received to date are at \$13.667 million, which is 99.8% of the budgeted tax revenues for the year. Expenditures in the general fund were \$1.488 million under the budgeted expenditures for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

01.17.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2016 (Action Item 3)** – Mr. Kuhl provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER, DATED DECEMBER 31, 2016, IN THE AMOUNT OF \$958,358.40**. 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.

- 01.17.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 17, 2017 (Action Item 4)** – There were no questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER, DATED JANUARY 17, 2017, IN THE AMOUNT OF \$432,170.94.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck, and Smart. Nay: none. The motion carried.

- 01.17.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Kuhl highlighted the response to this year’s Teen Finals Study Lounge; an upcoming public Internet upgrade; the latest outreach visit to the Newcomer Center; kids picks on display in the Kids’ World marketplace; and his participation in the upcoming ALA Midwinter Conference.

- 01.17.09 There was no **UNFINISHED BUSINESS** to be discussed.

- 01.17.10 **NEW BUSINESS**

- **STAFF PRESENTATION-MEASURING CUSTOMER SATISFACTION (Item 5)** – Staff presented mechanisms that have been established to measure and improve overall customer satisfaction. They discussed how customer satisfaction is currently measured, highlighted the goals for the project, presented baseline data, and outlined next steps to continue an ongoing dialogue and culture of assessment for continued customer service excellence.

- 01.17.11 **COMMITTEE REPORTS**

(A) BUILDING (Trustee Unumb) – Trustee Unumb reported the committee did not meet.

- **NEXT MEETING: MONDAY, FEBRUARY 13, 9:30 A.M.**

(B) COMMITTEE OF THE WHOLE (President Smart) –

- **RECOMMENDATION ON NORTHSIDE BRANCH (Action Item 6)** – For several years, staff have been studying the feasibility of opening a branch library location in the northern part of the village. A key aspect of this comprehensive study has been to identify the real costs of opening, furnishing, and operating such a facility. Though staff believe a library facility north of Palatine Road would be well used and would enhance the overall library service to the village as a whole, it is staff’s assessment that the ongoing costs would limit the possibility of future service enhancements to a degree that staff do not recommend proceeding with opening a branch at this time.

The Committee of the Whole recommends **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE STAFF’S RECOMMENDATION NOT TO MOVE FORWARD**

WITH OPENING A BRANCH LIBRARY FACILITY AT THIS TIME AND TO DEVELOP ALTERNATE STRATEGIES TO ADDRESS THOSE NEEDS AND CONCERNS THAT PROMPTED OR WERE UNCOVERED BY THE BRANCH FEASIBILITY STUDY. No second was required as the motion came from committee. All were in favor and the motion carried.

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

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

(E) POLICY – (Trustee Nelson) – Trustee Nelson reported the committee did not meet.

(F) STRATEGIC PLANNING (Trustee Brody Garkisch) – Trustee Brody Garkisch reported the committee met immediately prior to the regular January board meeting.

- **AUTHORIZATION TO AMEND VISION, VALUES, AND PRIORITIES (Action Item 7)** – The committee reviewed the library’s vision, values, and priorities and the proposed amendments that focus on the importance of diversity and inclusion. The three statements are the foundational documents for how the library develops its services and cultivates an inclusive atmosphere.

The Strategic Planning Committee recommends **THE BOARD OF LIBRARY TRUSTEES APPROVES CHANGES TO THE LIBRARY’S VISION, VALUES, AND PRIORITIES AS PRESENTED.** No second was required as the motion came from committee. All were in favor and the motion carried.

- **NEXT MEETING: FRIDAY, FEBRUARY 10, 9:30 A.M.**

01.17.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** - Trustee Unumb was unable to attend the Friends of the Library January board meeting. Mr. Andrykowski reported the Friends approved a wish list including support of the library’s annual One Book One Village initiative.

01.17.13 **OTHER**

- Mr. Kuhl shared a video from the Columbus Metropolitan Library about customer service.

01.17.14 Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES; AND (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Unumb seconded. All were in favor and the motion carried. The board went into closed session at 8:49 p.m.

The board returned to open session at 9:34 p.m.

Trustee Medal moved **TO RELEASE THE CLOSED SESSION WRITTEN MINUTES AND TO DESTROY THE CLOSED SESSION AUDIO TAPE FROM JANUARY 20, 2015.** Trustee Unumb seconded. All were in favor and the motion carried.

Trustee Brody Garkisch moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 17, 2017.** Trustee Thanopoulos seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:36 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	66,750	.00		66,750	.00		801,000	801,000.00
04 00	Real Estate Tax FICA	34,666	.00		34,666	.00		416,000	416,000.00
05 00	Real Estate Tax	1,051,090	.00		1,051,090	.00		12,613,091	12,613,091.00
401 **	Real Estate Taxes	1,152,506	.00		1,152,506	.00		13,830,091	13,830,091.00
400 ***	Taxes	1,152,506	.00		1,152,506	.00		13,830,091	13,830,091.00
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		5,000	.00		60,000	60,000.00
70 00	Other Grants	250	.00		250	.00		3,000	3,000.00
90 00	Contribution Ord. Library	83	.00		83	.00		1,000	1,000.00
411 **	Intergovernmental	5,333	.00		5,333	.00		64,000	64,000.00
410 ***	Intergovernmental Revenue	5,333	.00		5,333	.00		64,000	64,000.00
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	100	.00		100	.00		1,200	1,200.00
74 00	Copier/Reader Printer Fee	3,166	3,120.32	99	3,166	3,120.32	99	38,000	34,879.68
75 00	Meeting Room Fees	333	760.00	228	333	760.00	228	4,000	3,240.00
436 **	Library Fees	3,599	3,880.32	108	3,599	3,880.32	108	43,200	39,319.68
430 ***	Fees	3,599	3,880.32	108	3,599	3,880.32	108	43,200	39,319.68
440	Fines								
442	Library								
20 00	Late Charges	11,583	13,072.09	113	11,583	13,072.09	113	139,000	125,927.91
25 00	Lost/Damaged Item Charges	1,666	1,932.08	116	1,666	1,932.08	116	20,000	18,067.92
442 **	Library	13,249	15,004.17	113	13,249	15,004.17	113	159,000	143,995.83
440 ***	Fines	13,249	15,004.17	113	13,249	15,004.17	113	159,000	143,995.83
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,291	4,053.21	177	2,291	4,053.21	177	27,500	23,446.79
461 **	Simple Interest	2,291	4,053.21	177	2,291	4,053.21	177	27,500	23,446.79
462	Investment Income								
10 00	Market Value Adjustments	0	1,852.35		0	1,852.35		0	1,852.35-
462 **	Investment Income	0	1,852.35		0	1,852.35		0	1,852.35-

Village of Arlington Heights
 REVENUE REPORT
 8% OF YEAR LAPSED

ACCOUNTING PERIOD 01/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460 ***	Interest Income	2,291	5,905.56	258	2,291	5,905.56	258	27,500	21,594.44
470	Sales Reimbursable Rents								
472	Sales and Rents								
472 **	Sales and Rents	0	.00		0	.00		0	.00
470 ***	Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
482	Library Other								
482 **	Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	83	.00		83	.00		1,000	1,000.00
483 **	Donations	83	.00		83	.00		1,000	1,000.00
489	Other								
90 00	Other Income	666	685.17	103	666	685.17	103	8,000	7,314.83
93 00	Donations Genealogy	41	.00		41	.00		500	500.00
94 00	FOL Reimbursements	5,416	.00		5,416	.00		65,000	65,000.00
489 **	Other	6,123	685.17	11	6,123	685.17	11	73,500	72,814.83
480 ***	Other	6,206	685.17	11	6,206	685.17	11	74,500	73,814.83
490	Other Financing Sources								
491	Other Financing Sources								
491 **	Other Financing Sources	0	.00		0	.00		0	.00
490 ***	Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL	Memorial Library Fund	1,183,184	25,475.22	2	1,183,184	25,475.22	2	14,198,291	14,172,815.78

Village of Arlington Heights
 REVENUE REPORT
 8% OF YEAR LAPSED

ACCOUNTING PERIOD 01/2017

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT		***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	500	6,358.25	1272	500	6,358.25	1272	6,000	358.25-
461	** Simple Interest	500	6,358.25	1272	500	6,358.25	1272	6,000	358.25-
462	Investment Income								
10 00	Market Value Adjustments	0	1,103.28		0	1,103.28		0	1,103.28-
462	** Investment Income	0	1,103.28		0	1,103.28		0	1,103.28-
460	*** Interest Income	500	7,461.53	1492	500	7,461.53	1492	6,000	1,461.53-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	1,750,000.00	1200	145,833	1,750,000.00	1200	1,750,000	.00
491	** Other Financing Sources	145,833	1,750,000.00	1200	145,833	1,750,000.00	1200	1,750,000	.00
490	*** Other Financing Sources	145,833	1,750,000.00	1200	145,833	1,750,000.00	1200	1,750,000	.00
FUND TOTAL Capital Projects-Library		146,333	1,757,461.53	1201	146,333	1,757,461.53	1201	1,756,000	1,461.53-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	ACCOUNT DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16 01		Executive Director	12204	11271.34	92	12204	11271.34	92	.00	146453	135181.66 8
16 02		Dir. Library Operations	8333	5808.90	70	8333	5808.90	70	.00	100000	94191.10 6
16 17		Deputy Director	9032	8378.42	93	9032	8378.42	93	.00	108391	100012.58 8
16 43		Business Office Adminr	4746	4234.55	89	4746	4234.55	89	.00	56963	52728.45 7
16 51		Clerk IV	3796	3466.88	91	3796	3466.88	91	.00	45552	42085.12 8
16 92		Achievement Awards	166	1000.00	602	166	1000.00	602	.00	2000	1000.00 50
16 **		Library Personal Services	38277	34160.09	89	38277	34160.09	89	.00	459359	425198.91 7
18		Other Personal Services									
18 05		Overtime Civilian	16	.00	0	16	.00	0	.00	200	200.00 0
18 **		Other Personal Services	16	.00	0	16	.00	0	.00	200	200.00 0
19		Employee Benefits									
19 05		Medical Insurance	5121	4985.67	97	5121	4985.67	97	.00	61466	56480.33 8
19 10		IMRF	4704	3853.02	82	4704	3853.02	82	.00	56462	52608.98 7
19 11		Social Security	2366	1847.99	78	2366	1847.99	78	.00	28402	26554.01 7
19 12		Medicare	537	432.20	81	537	432.20	81	.00	6454	6021.80 7
19 53		Flexible Spending	200	323.00	162	200	323.00	162	.00	2400	2077.00 14
19 55		Unemployment Compensation	833	.00	0	833	.00	0	.00	10000	10000.00 0
19 **		Employee Benefits	13761	11441.88	83	13761	11441.88	83	.00	165184	153742.12 7
20		Prof Technical Services									
20 05		Professional Services	1250	.00	0	1250	.00	0	.00	15000	15000.00 0
20 08		Consulting Services	333	.00	0	333	.00	0	.00	4000	4000.00 0
20 20		Legal Services	1333	.00	0	1333	.00	0	.00	16000	16000.00 0
20 40		General Insurance	10578	111353.00	1053	10578	111353.00	1053	.00	126945	15592.00 88
20 81		OCLC Services	5419	16172.70	298	5419	16172.70	298	.00	65028	48855.30 25
20 **		Prof Technical Services	18913	127525.70	674	18913	127525.70	674	.00	226973	99447.30 56
21		Property Services									
21 65		Other Services	705	147.06	21	705	147.06	21	.00	8464	8316.94 2
21 **		Property Services	705	147.06	21	705	147.06	21	.00	8464	8316.94 2
22		Other Contractual Service									
22 01		Advertising	83	.00	0	83	.00	0	.00	1000	1000.00 0
22 02		Dues	1089	610.00	56	1089	610.00	56	.00	13077	12467.00 5
22 03		Training	10208	7939.15	78	10208	7939.15	78	.00	122500	114560.85 7
22 05		Postage	4119	3499.75	85	4119	3499.75	85	.00	49438	45938.25 7
22 42		Internet Services	2341	1592.16	68	2341	1592.16	68	.00	28101	26508.84 6
22 70		Telephone Services	3562	4911.64	138	3562	4911.64	138	.00	42755	37843.36 12
22 **		Other Contractual Service	21402	18552.70	87	21402	18552.70	87	.00	256871	238318.30 7
30		General Supplies									
30 05		Office Supplies & Equip	694	124.93	18	694	124.93	18	.00	8333	8208.07 2
30 **		General Supplies	694	124.93	18	694	124.93	18	.00	8333	8208.07 2

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	99.99	24	416	99.99	24	.00	5000	4900.01	2
	31 **	Public Works Supplies	416	99.99	24	416	99.99	24	.00	5000	4900.01	2
	32	Library Supplies										
	32 72	Special Events	2070	302.94	15	2070	302.94	15	.00	24850	24547.06	1
	32 99	Items Reimb by Employees	0	227.78	0	0	227.78	0	.00	0	227.78-	0
	32 **	Library Supplies	2070	530.72	26	2070	530.72	26	.00	24850	24319.28	2
	40	Other Charges										
	40 96	Operating Contingency	16666	.00	0	16666	.00	0	.00	200000	200000.00	0
	40 **	Other Charges	16666	.00	0	16666	.00	0	.00	200000	200000.00	0
	50	Property										
	50 15	Other Equipment	27148	.00	0	27148	.00	0	.00	325787	325787.00	0
	50 **	Property	27148	.00	0	27148	.00	0	.00	325787	325787.00	0
601	** **	Library	140068	192583.07	138	140068	192583.07	138	.00	1681021	1488437.93	12
60	** **	Culture/Recreation	140068	192583.07	138	140068	192583.07	138	.00	1681021	1488437.93	12
DIV	6001	TOTAL ***** Administration	140068	192583.07	138	140068	192583.07	138	.00	1681021	1488437.93	12

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 21		Dir. of Communications	7809	7165.14	92	7809	7165.14	92	.00	93718	86552.86	8
16 23		Graphic Supervisor	6106	5602.55	92	6106	5602.55	92	.00	73280	67677.45	8
16 48		Library Assistant I	2254	2117.53	94	2254	2117.53	94	.00	27056	24938.47	8
16 50		Graphics Designer	3277	3015.47	92	3277	3015.47	92	.00	39329	36313.53	8
16 79		Publication Editor	2877	2881.93	100	2877	2881.93	100	.00	34529	31647.07	8
16 80		Communications Assistant	2003	1615.67	81	2003	1615.67	81	.00	24045	22429.33	7
16 **		Library Personal Services	24326	22398.29	92	24326	22398.29	92	.00	291957	269558.71	8
18		Other Personal Services										
18 05		Overtime Civilian	33	.00	0	33	.00	0	.00	400	400.00	0
18 **		Other Personal Services	33	.00	0	33	.00	0	.00	400	400.00	0
19		Employee Benefits										
19 05		Medical Insurance	4098	3985.00	97	4098	3985.00	97	.00	49187	45202.00	8
19 10		IMRF	3006	2763.95	92	3006	2763.95	92	.00	36078	33314.05	8
19 11		Social Security	1510	1336.17	89	1510	1336.17	89	.00	18126	16789.83	7
19 12		Medicare	353	312.51	89	353	312.51	89	.00	4239	3926.49	7
19 **		Employee Benefits	8967	8397.63	94	8967	8397.63	94	.00	107630	99232.37	8
20		Prof Technical Services										
20 05		Professional Services	4406	19200.00	436	4406	19200.00	436	.00	52875	33675.00	36
20 **		Prof Technical Services	4406	19200.00	436	4406	19200.00	436	.00	52875	33675.00	36
21		Property Services										
21 02		Equipment Maintenance	154	.00	0	154	.00	0	.00	1850	1850.00	0
21 65		Other Services	826	1639.14	198	826	1639.14	198	.00	9912	8272.86	17
21 **		Property Services	980	1639.14	167	980	1639.14	167	.00	11762	10122.86	14
22		Other Contractual Service										
22 02		Dues	140	325.00	232	140	325.00	232	.00	1690	1365.00	19
22 03		Training	7	20.00	286	7	20.00	286	.00	90	70.00	22
22 10		Printing	13104	643.00	5	13104	643.00	5	.00	157255	156612.00	0
22 **		Other Contractual Service	13251	988.00	8	13251	988.00	8	.00	159035	158047.00	1
30		General Supplies										
30 05		Office Supplies & Equip	1227	464.80	38	1227	464.80	38	.00	14725	14260.20	3
30 **		General Supplies	1227	464.80	38	1227	464.80	38	.00	14725	14260.20	3
31		Public Works Supplies										
31 85		Small Tools and Equipment	677	.00	0	677	.00	0	.00	8134	8134.00	0
31 **		Public Works Supplies	677	.00	0	677	.00	0	.00	8134	8134.00	0
32		Library Supplies										
32 01		Program Supplies	83	.00	0	83	.00	0	.00	1000	1000.00	0
32 72		Special Events	691	.00	0	691	.00	0	.00	8300	8300.00	0
32 **		Library Supplies	774	.00	0	774	.00	0	.00	9300	9300.00	0

PREPARED 02/16/2017, 13:41:08
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 8% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
601	**	** Library	54641	53087.86	97	54641	53087.86	97	.00	655818	602730.14 8
60	**	** Culture/Recreation	54641	53087.86	97	54641	53087.86	97	.00	655818	602730.14 8
DIV	6002	TOTAL ***** Communications & Mrkting	54641	53087.86	97	54641	53087.86	97	.00	655818	602730.14 8

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources						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 22		Dir. of Human Resources	7420	6782.22	91	7420	6782.22	91	.00	89045	82262.78	8
16 51		Clerk IV	3708	3436.72	93	3708	3436.72	93	.00	44496	41059.28	8
16 53		Volunteer Coordinator	2029	1705.14	84	2029	1705.14	84	.00	24357	22651.86	7
16 **		Library Personal Services	13157	11924.08	91	13157	11924.08	91	.00	157898	145973.92	8
18		Other Personal Services										
18 05		Overtime Civilian	16	34.38	215	16	34.38	215	.00	200	165.62	17
18 **		Other Personal Services	16	34.38	215	16	34.38	215	.00	200	165.62	17
19		Employee Benefits										
19 05		Medical Insurance	2670	2596.00	97	2670	2596.00	97	.00	32049	29453.00	8
19 10		IMRF	1625	1475.67	91	1625	1475.67	91	.00	19509	18033.33	8
19 11		Social Security	816	706.21	87	816	706.21	87	.00	9802	9095.79	7
19 12		Medicare	191	165.16	87	191	165.16	87	.00	2292	2126.84	7
19 50		Employee Asst. Program	520	1975.00	380	520	1975.00	380	.00	6250	4275.00	32
19 **		Employee Benefits	5822	6918.04	119	5822	6918.04	119	.00	69902	62983.96	10
21		Property Services										
21 65		Other Services	2037	181.00	9	2037	181.00	9	.00	24450	24269.00	1
21 **		Property Services	2037	181.00	9	2037	181.00	9	.00	24450	24269.00	1
22		Other Contractual Service										
22 01		Advertising	75	395.00	527	75	395.00	527	.00	900	505.00	44
22 02		Dues	221	.00	0	221	.00	0	.00	2655	2655.00	0
22 03		Training	67	.00	0	67	.00	0	.00	810	810.00	0
22 55		In Service Training	375	2206.06	588	375	2206.06	588	.00	4500	2293.94	49
22 **		Other Contractual Service	738	2601.06	352	738	2601.06	352	.00	8865	6263.94	29
40		Other Charges										
40 62		Tuition Reimbursement	833	.00	0	833	.00	0	.00	10000	10000.00	0
40 70		Employee Recognition Prog	1320	.00	0	1320	.00	0	.00	15850	15850.00	0
40 **		Other Charges	2153	.00	0	2153	.00	0	.00	25850	25850.00	0
601 ** **		Library	23923	21658.56	91	23923	21658.56	91	.00	287165	265506.44	8
60 ** **		Culture/Recreation	23923	21658.56	91	23923	21658.56	91	.00	287165	265506.44	8
DIV 6003		TOTAL ***** Human Resources	23923	21658.56	91	23923	21658.56	91	.00	287165	265506.44	8

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	21	Property Services									
	21 65	Other Services	416	.00	0	416	.00	0	.00	5000	5000.00 0
	21 **	Property Services	416	.00	0	416	.00	0	.00	5000	5000.00 0
	22	Other Contractual Service									
	22 18	Contr Programs & Exhibits	416	3175.00	763	416	3175.00	763	.00	5000	1825.00 64
	22 **	Other Contractual Service	416	3175.00	763	416	3175.00	763	.00	5000	1825.00 64
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	416	.00	0	416	.00	0	.00	5000	5000.00 0
	31 **	Public Works Supplies	416	.00	0	416	.00	0	.00	5000	5000.00 0
	32	Library Supplies									
	32 01	Program Supplies	416	.00	0	416	.00	0	.00	5000	5000.00 0
	32 02	Program Events	416	.00	0	416	.00	0	.00	5000	5000.00 0
	32 32	Software	208	.00	0	208	.00	0	.00	2500	2500.00 0
	32 72	Special Events	833	500.00	60	833	500.00	60	.00	10000	9500.00 5
	32 75	Audio Visual	416	.00	0	416	.00	0	.00	5000	5000.00 0
	32 78	Electronic Resources	208	.00	0	208	.00	0	.00	2500	2500.00 0
	32 80	Books	416	303.00	73	416	303.00	73	.00	5000	4697.00 6
	32 **	Library Supplies	2913	803.00	28	2913	803.00	28	.00	35000	34197.00 2
	50	Property									
	50 15	Other Equipment	416	9995.26	2403	416	9995.26	2403	.00	5000	4995.26- 200
	50 **	Property	416	9995.26	2403	416	9995.26	2403	.00	5000	4995.26- 200
601	** **	Library	4577	13973.26	305	4577	13973.26	305	.00	55000	41026.74 25
60	** **	Culture/Recreation	4577	13973.26	305	4577	13973.26	305	.00	55000	41026.74 25
DIV	6004	TOTAL ***** Paid by Gifts and Grants	4577	13973.26	305	4577	13973.26	305	.00	55000	41026.74 25

FUND-291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	24	Accounting Supervisor	5349	.00	0	5349	.00	0	.00	64193	64193.00	0
16	29	Finance Director	8390	7783.24	93	8390	7783.24	93	.00	100691	92907.76	8
16	48	Library Assistant I	4059	3673.84	91	4059	3673.84	91	.00	48710	45036.16	8
16	51	Clerk IV	1744	.00	0	1744	.00	0	.00	20933	20933.00	0
16	57	Clerk II	1609	2009.64	125	1609	2009.64	125	.00	19318	17308.36	10
16	**	Library Personal Services	21151	13466.72	64	21151	13466.72	64	.00	253845	240378.28	5
18		Other Personal Services										
18	05	Overtime Civilian	16	173.64	1085	16	173.64	1085	.00	200	26.36	87
18	**	Other Personal Services	16	173.64	1085	16	173.64	1085	.00	200	26.36	87
19		Employee Benefits										
19	05	Medical Insurance	3054	2970.00	97	3054	2970.00	97	.00	36659	33689.00	8
19	10	IMRF	2612	1683.22	64	2612	1683.22	64	.00	31349	29665.78	5
19	11	Social Security	1312	815.12	62	1312	815.12	62	.00	15751	14935.88	5
19	12	Medicare	308	190.63	62	308	190.63	62	.00	3701	3510.37	5
19	**	Employee Benefits	7286	5658.97	78	7286	5658.97	78	.00	87460	81801.03	7
20		Prof Technical Services										
20	05	Professional Services	437	.00	0	437	.00	0	.00	5250	5250.00	0
20	**	Prof Technical Services	437	.00	0	437	.00	0	.00	5250	5250.00	0
21		Property Services										
21	36	Equipment Rental	183	536.00	293	183	536.00	293	.00	2200	1664.00	24
21	65	Other Services	807	7967.39	987	807	7967.39	987	.00	9685	1717.61	82
21	**	Property Services	990	8503.39	859	990	8503.39	859	.00	11885	3381.61	72
22		Other Contractual Service										
22	02	Dues	85	280.00	329	85	280.00	329	.00	1025	745.00	27
22	03	Training	100	.00	0	100	.00	0	.00	1200	1200.00	0
22	25	IT/GIS Service Charge	1974	1975.00	100	1974	1975.00	100	.00	23690	21715.00	8
22	**	Other Contractual Service	2159	2255.00	104	2159	2255.00	104	.00	25915	23660.00	9
601	**	Library	32039	30057.72	94	32039	30057.72	94	.00	384555	354497.28	8
60	**	Culture/Recreation	32039	30057.72	94	32039	30057.72	94	.00	384555	354497.28	8
DIV	6008	TOTAL ***** Finance	32039	30057.72	94	32039	30057.72	94	.00	384555	354497.28	8

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	25	Department Manager II	6916	6246.45	90	6916	6246.45	90	.00	83000	76753.55	8
16	26	Department Manager I	6000	5565.92	93	6000	5565.92	93	.00	72006	66440.08	8
16	28	Web Developer	10304	5714.62	56	10304	5714.62	56	.00	123654	117939.38	5
16	44	Library Assistant III	5037	4724.12	94	5037	4724.12	94	.00	60455	55730.88	8
16	49	Computer Technician	9246	8540.62	92	9246	8540.62	92	.00	110963	102422.38	8
16	54	Clerk III	7855	7242.55	92	7855	7242.55	92	.00	94262	87019.45	8
16	68	LAN Administrator	6178	5668.86	92	6178	5668.86	92	.00	74147	68478.14	8
16	**	Library Personal Services	51536	43703.14	85	51536	43703.14	85	.00	618487	574783.86	7
18		Other Personal Services										
18	05	Overtime Civilian	41	.00	0	41	.00	0	.00	500	500.00	0
18	**	Other Personal Services	41	.00	0	41	.00	0	.00	500	500.00	0
19		Employee Benefits										
19	05	Medical Insurance	11553	11231.00	97	11553	11231.00	97	.00	138643	127412.00	8
19	10	IMRF	6086	5377.12	88	6086	5377.12	88	.00	73041	67663.88	7
19	11	Social Security	3198	2710.10	85	3198	2710.10	85	.00	38378	35667.90	7
19	12	Medicare	749	633.82	85	749	633.82	85	.00	8991	8357.18	7
19	**	Employee Benefits	21586	19952.04	92	21586	19952.04	92	.00	259053	239100.96	8
20		Prof Technical Services										
20	05	Professional Services	350	201.15	58	350	201.15	58	.00	4210	4008.85	5
20	08	Consulting Services	1625	.00	0	1625	.00	0	.00	19500	19500.00	0
20	**	Prof Technical Services	1975	201.15	10	1975	201.15	10	.00	23710	23508.85	1
21		Property Services										
21	02	Equipment Maintenance	12163	110862.17	912	12163	110862.17	912	.00	145963	35100.83	76
21	**	Property Services	12163	110862.17	912	12163	110862.17	912	.00	145963	35100.83	76
22		Other Contractual Service										
22	02	Dues	27	.00	0	27	.00	0	.00	329	329.00	0
22	03	Training	37	37.98	103	37	37.98	103	.00	450	412.02	8
22	**	Other Contractual Service	64	37.98	59	64	37.98	59	.00	779	741.02	5
30		General Supplies										
30	05	Office Supplies & Equip	31	.00	0	31	.00	0	.00	375	375.00	0
30	30	Data System Supplies	4142	2303.11	56	4142	2303.11	56	.00	49707	47403.89	5
30	32	Software Library	14404	62473.00	434	14404	62473.00	434	.00	172852	110379.00	36
30	33	Documentation Library	52	.00	0	52	.00	0	.00	625	625.00	0
30	**	General Supplies	18629	64776.11	348	18629	64776.11	348	.00	223559	158782.89	29
31		Public Works Supplies										
31	85	Small Tools and Equipment	1149	398.78	35	1149	398.78	35	.00	13791	13392.22	3
31	**	Public Works Supplies	1149	398.78	35	1149	398.78	35	.00	13791	13392.22	3

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology					ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	32	Library Supplies									
	32	05 Processing Supplies	100	.00	0	100	.00	0	.00	1200	1200.00 0
	32	32 Software	1565	695.00	44	1565	695.00	44	.00	18783	18088.00 4
	32	** Library Supplies	1665	695.00	42	1665	695.00	42	.00	19983	19288.00 4
	50	Property									
	50	12 Computer Equipment	6845	.00	0	6845	.00	0	.00	82149	82149.00 0
	50	15 Other Equipment	1066	.00	0	1066	.00	0	.00	12800	12800.00 0
	50	** Property	7911	.00	0	7911	.00	0	.00	94949	94949.00 0
601	**	** Library	116719	240626.37	206	116719	240626.37	206	.00	1400774	1160147.63 17
60	**	** Culture/Recreation	116719	240626.37	206	116719	240626.37	206	.00	1400774	1160147.63 17
DIV	6010	TOTAL ***** Information Technology	116719	240626.37	206	116719	240626.37	206	.00	1400774	1160147.63 17

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 63	Security Supervisor	5728	5236.59	91	5728	5236.59	91	.00	68746	63509.41	8
	16 66	Security Guard	14615	13390.10	92	14615	13390.10	92	.00	175390	161999.90	8
	16 **	Library Personal Services	20343	18626.69	92	20343	18626.69	92	.00	244136	225509.31	8
	18	Other Personal Services										
	18 05	Overtime Civilian	62	279.09	450	62	279.09	450	.00	750	470.91	37
	18 **	Other Personal Services	62	279.09	450	62	279.09	450	.00	750	470.91	37
	19	Employee Benefits										
	19 05	Medical Insurance	4533	4407.00	97	4533	4407.00	97	.00	54404	49997.00	8
	19 10	IMRF	2207	2016.28	91	2207	2016.28	91	.00	26489	24472.72	8
	19 11	Social Security	1265	1125.61	89	1265	1125.61	89	.00	15183	14057.39	7
	19 12	Medicare	295	263.24	89	295	263.24	89	.00	3551	3287.76	7
	19 **	Employee Benefits	8300	7812.13	94	8300	7812.13	94	.00	99627	91814.87	8
	22	Other Contractual Service										
	22 03	Training	41	.00	0	41	.00	0	.00	500	500.00	0
	22 **	Other Contractual Service	41	.00	0	41	.00	0	.00	500	500.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	18	.00	0	18	.00	0	.00	225	225.00	0
	30 **	General Supplies	18	.00	0	18	.00	0	.00	225	225.00	0
601	** **	Library	28764	26717.91	93	28764	26717.91	93	.00	345238	318520.09	8
60	** **	Culture/Recreation	28764	26717.91	93	28764	26717.91	93	.00	345238	318520.09	8
DIV	6015	TOTAL ***** Security	28764	26717.91	93	28764	26717.91	93	.00	345238	318520.09	8

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	ACCOUNT DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 60	Clerk I	4724	4233.14	90	4724	4233.14	90	.00	56698	52464.86	8
	16 69	Maintenance Supervisor	8222	7515.82	91	8222	7515.82	91	.00	98667	91151.18	8
	16 72	Maintenance Worker	19804	18130.06	92	19804	18130.06	92	.00	237658	219527.94	8
	16 **	Library Personal Services	32750	29879.02	91	32750	29879.02	91	.00	393023	363143.98	8
	18	Other Personal Services										
	18 05	Overtime Civilian	208	261.28	126	208	261.28	126	.00	2500	2238.72	11
	18 **	Other Personal Services	208	261.28	126	208	261.28	126	.00	2500	2238.72	11
	19	Employee Benefits										
	19 05	Medical Insurance	8986	8735.00	97	8986	8735.00	97	.00	107837	99102.00	8
	19 10	IMRF	3458	3196.95	93	3458	3196.95	93	.00	41503	38306.05	8
	19 11	Social Security	2043	1736.48	85	2043	1736.48	85	.00	24522	22785.52	7
	19 12	Medicare	477	406.12	85	477	406.12	85	.00	5735	5328.88	7
	19 **	Employee Benefits	14964	14074.55	94	14964	14074.55	94	.00	179597	165522.45	8
	21	Property Services										
	21 02	Equipment Maintenance	3435	17031.62	496	3435	17031.62	496	.00	41231	24199.38	41
	21 07	Vehicle Equipment Maint	693	170.07	25	693	170.07	25	.00	8326	8155.93	2
	21 11	Building Maintenance	21016	18311.45	87	21016	18311.45	87	.00	252193	233881.55	7
	21 36	Equipment Rental	83	.00	0	83	.00	0	.00	1000	1000.00	0
	21 60	Water and Sewer Service	1372	.00	0	1372	.00	0	.00	16472	16472.00	0
	21 **	Property Services	26599	35513.14	134	26599	35513.14	134	.00	319222	283708.86	11
	22	Other Contractual Service										
	22 03	Training	36	.00	0	36	.00	0	.00	432	432.00	0
	22 **	Other Contractual Service	36	.00	0	36	.00	0	.00	432	432.00	0
	30	General Supplies										
	30 50	Petroleum Products	542	.00	0	542	.00	0	.00	6507	6507.00	0
	30 51	Heating Fuel	5666	248.85	4	5666	248.85	4	.00	68000	67751.15	0
	30 **	General Supplies	6208	248.85	4	6208	248.85	4	.00	74507	74258.15	0
	31	Public Works Supplies										
	31 45	Janitorial Supplies	1948	4089.34	210	1948	4089.34	210	.00	23387	19297.66	18
	31 **	Public Works Supplies	1948	4089.34	210	1948	4089.34	210	.00	23387	19297.66	18
	50	Property										
	50 15	Other Equipment	2216	2474.00	112	2216	2474.00	112	.00	26600	24126.00	9
	50 **	Property	2216	2474.00	112	2216	2474.00	112	.00	26600	24126.00	9
601	** **	Library	84929	86540.18	102	84929	86540.18	102	.00	1019268	932727.82	9
60	** **	Culture/Recreation	84929	86540.18	102	84929	86540.18	102	.00	1019268	932727.82	9
DIV	6020	TOTAL ***** Facilities	84929	86540.18	102	84929	86540.18	102	.00	1019268	932727.82	9

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DETAIL BUDGET REPORT
 8% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
DEPT	60	TOTAL *****									
		Executive Office	485660	665244.93	137	485660	665244.93	137	.00	5828839	5163594.07 11

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 25	Department Manager II	0	913.00	0	0	913.00	0	.00	0	913.00-	0
	16 33	Librarian IV	0	1092.76	0	0	1092.76	0	.00	0	1092.76-	0
	16 36	Librarian III	0	5558.79	0	0	5558.79	0	.00	0	5558.79-	0
	16 39	Librarian II	0	1851.38	0	0	1851.38	0	.00	0	1851.38-	0
	16 48	Library Assistant I	0	12683.25	0	0	12683.25	0	.00	0	12683.25-	0
	16 54	Clerk III	0	672.27	0	0	672.27	0	.00	0	672.27-	0
	16 57	Clerk II	0	853.55	0	0	853.55	0	.00	0	853.55-	0
	16 **	Library Personal Services	0	23625.00	0	0	23625.00	0	.00	0	23625.00-	0
	19	Employee Benefits										
	19 10	IMRF	0	3534.67	0	0	3534.67	0	.00	0	3534.67-	0
	19 11	Social Security	0	1854.67	0	0	1854.67	0	.00	0	1854.67-	0
	19 12	Medicare	0	433.79	0	0	433.79	0	.00	0	433.79-	0
	19 **	Employee Benefits	0	5823.13	0	0	5823.13	0	.00	0	5823.13-	0
601	** **	Library	0	29448.13	0	0	29448.13	0	.00	0	29448.13-	0
60	** **	Culture/Recreation	0	29448.13	0	0	29448.13	0	.00	0	29448.13-	0
DIV	6401	TOTAL ***** Youth Services	0	29448.13	0	0	29448.13	0	.00	0	29448.13-	0

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 26		Department Manager I	6730	6061.14	90	6730	6061.14	90	.00	80765	74703.86	8
16 36		Librarian III	26965	17520.93	65	26965	17520.93	65	.00	323588	306067.07	5
16 39		Librarian II	9275	6591.94	71	9275	6591.94	71	.00	111300	104708.06	6
16 44		Library Assistant III	5072	4654.09	92	5072	4654.09	92	.00	60874	56219.91	8
16 45		Library Assistant II	5003	4590.82	92	5003	4590.82	92	.00	60047	55456.18	8
16 48		Library Assistant I	13854	8595.27	62	13854	8595.27	62	.00	166253	157657.73	5
16 51		Clerk IV	3234	1977.76	61	3234	1977.76	61	.00	38817	36839.24	5
16 60		Clerk I	296	.00	0	296	.00	0	.00	3552	3552.00	0
16 **		Library Personal Services	70429	49991.95	71	70429	49991.95	71	.00	845196	795204.05	6
18		Other Personal Services										
18 05		Overtime Civilian	41	.00	0	41	.00	0	.00	500	500.00	0
18 **		Other Personal Services	41	.00	0	41	.00	0	.00	500	500.00	0
19		Employee Benefits										
19 05		Medical Insurance	9964	9685.00	97	9964	9685.00	97	.00	119579	109894.00	8
19 10		IMRF	8285	5202.61	63	8285	5202.61	63	.00	99424	94221.39	5
19 11		Social Security	4369	2546.26	58	4369	2546.26	58	.00	52433	49886.74	5
19 12		Medicare	1021	595.49	58	1021	595.49	58	.00	12263	11667.51	5
19 **		Employee Benefits	23639	18029.36	76	23639	18029.36	76	.00	283699	265669.64	6
22		Other Contractual Service										
22 02		Dues	363	815.00	225	363	815.00	225	.00	4358	3543.00	19
22 03		Training	401	81.41	20	401	81.41	20	.00	4819	4737.59	2
22 18		Contr Programs & Exhibits	600	330.00	55	600	330.00	55	.00	7200	6870.00	5
22 **		Other Contractual Service	1364	1226.41	90	1364	1226.41	90	.00	16377	15150.59	8
30		General Supplies										
30 05		Office Supplies & Equip	25	.00	0	25	.00	0	.00	310	310.00	0
30 **		General Supplies	25	.00	0	25	.00	0	.00	310	310.00	0
32		Library Supplies										
32 01		Program Supplies	529	250.04	47	529	250.04	47	.00	6353	6102.96	4
32 02		Program Events	278	4.91	2	278	4.91	2	.00	3341	3336.09	0
32 90		Circulation Supplies	183	.00	0	183	.00	0	.00	2203	2203.00	0
32 **		Library Supplies	990	254.95	26	990	254.95	26	.00	11897	11642.05	2
601 ** **		Library	96488	69502.67	72	96488	69502.67	72	.00	1157979	1088476.33	6
60 ** **		Culture/Recreation	96488	69502.67	72	96488	69502.67	72	.00	1157979	1088476.33	6
DIV 6405		TOTAL *****										
		Business & Specialty Serv	96488	69502.67	72	96488	69502.67	72	.00	1157979	1088476.33	6

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDDT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 05		Customer Service Manager	7715	7156.60	93	7715	7156.60	93	.00	92584	85427.40	8
16 07		Customer Service Assc.	13301	12438.62	94	13301	12438.62	94	.00	159612	147173.38	8
16 16		Lib Asst I Circulation	15771	13194.82	84	15771	13194.82	84	.00	189264	176069.18	7
16 26		Department Manager I	6040	4345.38	72	6040	4345.38	72	.00	72491	68145.62	6
16 33		Librarian IV	4597	3491.37	76	4597	3491.37	76	.00	55169	51677.63	6
16 39		Librarian II	5490	9295.85	169	5490	9295.85	169	.00	65887	56591.15	14
16 46		Library Asst I Mags/News	15191	11969.34	79	15191	11969.34	79	.00	182293	170323.66	7
16 48		Library Assistant I	15568	5902.54	38	15568	5902.54	38	.00	186823	180920.46	3
16 51		Clerk IV	7436	8337.05	112	7436	8337.05	112	.00	89242	80904.95	9
16 52		Clerk IV Circulation	4093	3569.43	87	4093	3569.43	87	.00	49127	45557.57	7
16 54		Clerk III	0	5009.32	0	0	5009.32	0	.00	0	5009.32-	0
16 55		Clerk III Circulation	34287	28040.61	82	34287	28040.61	82	.00	411447	383406.39	7
16 57		Clerk II	3940	1369.37	35	3940	1369.37	35	.00	47285	45915.63	3
16 58		Clerk II Circulation	1917	1583.33	83	1917	1583.33	83	.00	23015	21431.67	7
16 59		Clerk II Call Center	35885	19071.39	53	35885	19071.39	53	.00	430631	411559.61	4
16 75		Library Page II	36846	33756.02	92	36846	33756.02	92	.00	442153	408396.98	8
16 **		Library Personal Services	208077	168531.04	81	208077	168531.04	81	.00	2497023	2328491.96	7
18		Other Personal Services										
18 05		Overtime Civilian	83	111.34	134	83	111.34	134	.00	1000	888.66	11
18 **		Other Personal Services	83	111.34	134	83	111.34	134	.00	1000	888.66	11
19		Employee Benefits										
19 05		Medical Insurance	20234	19669.00	97	20234	19669.00	97	.00	242819	223150.00	8
19 10		IMRF	19565	16887.31	86	19565	16887.31	86	.00	234791	217903.69	7
19 11		Social Security	12906	10445.08	81	12906	10445.08	81	.00	154879	144433.92	7
19 12		Medicare	3022	2442.79	81	3022	2442.79	81	.00	36275	33832.21	7
19 **		Employee Benefits	55727	49444.18	89	55727	49444.18	89	.00	668764	619319.82	7
21		Property Services										
21 02		Equipment Maintenance	46	.00	0	46	.00	0	.00	555	555.00	0
21 64		Access Services	291	236.00-	81-	291	236.00-	81-	.00	3500	3736.00	7-
21 65		Other Services	260	1161.85	447	260	1161.85	447	.00	3129	1967.15	37
21 **		Property Services	597	925.85	155	597	925.85	155	.00	7184	6258.15	13
22		Other Contractual Service										
22 02		Dues	159	510.00	321	159	510.00	321	.00	1916	1406.00	27
22 03		Training	344	.00	0	344	.00	0	.00	4133	4133.00	0
22 **		Other Contractual Service	503	510.00	101	503	510.00	101	.00	6049	5539.00	8
30		General Supplies										
30 05		Office Supplies & Equip	429	92.30	22	429	92.30	22	.00	5156	5063.70	2
30 07		Supplies Reimb by Patrons	166	.00	0	166	.00	0	.00	2000	2000.00	0
30 **		General Supplies	595	92.30	16	595	92.30	16	.00	7156	7063.70	1

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DETAIL BUDGET REPORT
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FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	32	Library Supplies									
	32 01	Program Supplies	581	789.12	136	581	789.12	136	.00	6973	6183.88 11
	32 90	Circulation Supplies	938	64.73	7	938	64.73	7	.00	11256	11191.27 1
	32 **	Library Supplies	1519	853.85	56	1519	853.85	56	.00	18229	17375.15 5
601	** **	Library	267101	220468.56	83	267101	220468.56	83	.00	3205405	2984936.44 7
60	** **	Culture/Recreation	267101	220468.56	83	267101	220468.56	83	.00	3205405	2984936.44 7
DIV	6420	TOTAL *****									
		Customer Services	267101	220468.56	83	267101	220468.56	83	.00	3205405	2984936.44 7

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										
16		Library Personal Services										
16 25		Department Manager II	6117	5777.82	95	6117	5777.82	95	.00	73410	67632.18	8
16 30		Digital Media Specialist	4133	3761.57	91	4133	3761.57	91	.00	49599	45837.43	8
16 33		Librarian IV	6399	5763.00	90	6399	5763.00	90	.00	76792	71029.00	8
16 36		Librarian III	8614	8035.68	93	8614	8035.68	93	.00	103373	95337.32	8
16 48		Library Assistant I	14942	13390.63	90	14942	13390.63	90	.00	179310	165919.37	8
16 54		Clerk III	1149	865.59	75	1149	865.59	75	.00	13790	12924.41	6
16 **		Library Personal Services	41354	37594.29	91	41354	37594.29	91	.00	496274	458679.71	8
18		Other Personal Services										
18 05		Overtime Civilian	8	.00	0	8	.00	0	.00	100	100.00	0
18 **		Other Personal Services	8	.00	0	8	.00	0	.00	100	100.00	0
19		Employee Benefits										
19 05		Medical Insurance	4390	4267.00	97	4390	4267.00	97	.00	52681	48414.00	8
19 10		IMRF	4819	4453.93	92	4819	4453.93	92	.00	57832	53378.07	8
19 11		Social Security	2564	2288.02	89	2564	2288.02	89	.00	30775	28486.98	7
19 12		Medicare	599	535.10	89	599	535.10	89	.00	7197	6661.90	7
19 **		Employee Benefits	12372	11544.05	93	12372	11544.05	93	.00	148485	136940.95	8
22		Other Contractual Service										
22 02		Dues	164	150.00	92	164	150.00	92	.00	1975	1825.00	8
22 03		Training	54	.00	0	54	.00	0	.00	650	650.00	0
22 66		Outside Reference Service	183	2554.13	1396	183	2554.13	1396	.00	2200	354.13	116
22 **		Other Contractual Service	401	2704.13	674	401	2704.13	674	.00	4825	2120.87	56
30		General Supplies										
30 05		Office Supplies & Equip	58	68.97	119	58	68.97	119	.00	700	631.03	10
30 07		Supplies Reimb by Patrons	75	.00	0	75	.00	0	.00	900	900.00	0
30 **		General Supplies	133	68.97	52	133	68.97	52	.00	1600	1531.03	4
31		Public Works Supplies										
31 85		Small Tools and Equipment	512	1010.72	197	512	1010.72	197	.00	6149	5138.28	16
31 **		Public Works Supplies	512	1010.72	197	512	1010.72	197	.00	6149	5138.28	16
32		Library Supplies										
32 01		Program Supplies	125	.00	0	125	.00	0	.00	1500	1500.00	0
32 78		Electronic Resources	25810	150711.76	584	25810	150711.76	584	.00	309725	159013.24	49
32 90		Circulation Supplies	123	66.83	54	123	66.83	54	.00	1477	1410.17	5
32 **		Library Supplies	26058	150778.59	579	26058	150778.59	579	.00	312702	161923.41	48
50		Property										
50 15		Other Equipment	950	582.98	61	950	582.98	61	.00	11410	10827.02	5
50 **		Property	950	582.98	61	950	582.98	61	.00	11410	10827.02	5
601 ** **		Library	81788	204283.73	250	81788	204283.73	250	.00	981545	777261.27	21
60 ** **		Culture/Recreation	81788	204283.73	250	81788	204283.73	250	.00	981545	777261.27	21

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DETAIL BUDGET REPORT
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FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DIV	6450	TOTAL *****										
		Digital Services	81788	204283.73	250	81788	204283.73	250	.00	981545	777261.27	21

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	220541	221144.30	100	220541	221144.30	100	.00	2646639	2425494.70	8
DEPT	64	TOTAL *****										
		User Services	729743	784407.02	108	729743	784407.02	108	.00	8757553	7973145.98	9

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	1750000.00	1200	145833	1750000.00	1200	.00	1750000	.00	100
	90 **	Other Financing Uses	145833	1750000.00	1200	145833	1750000.00	1200	.00	1750000	.00	100
601	** **	Library	145833	1750000.00	1200	145833	1750000.00	1200	.00	1750000	.00	100
60	** **	Culture/Recreation	145833	1750000.00	1200	145833	1750000.00	1200	.00	1750000	.00	100
DIV	6901	TOTAL ***** Non Operating	145833	1750000.00	1200	145833	1750000.00	1200	.00	1750000	.00	100
DEPT	69	TOTAL ***** Non Operating	145833	1750000.00	1200	145833	1750000.00	1200	.00	1750000	.00	100
FUND	291	TOTAL ***** Memorial Library Fund	1361236	3199651.95	235	1361236	3199651.95	235	.00	16336392	13136740.05	20
GRAND		TOTAL *****	1361236	3199651.95	235	1361236	3199651.95	235	.00	16336392	13136740.05	20

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

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

PREPARED 02/16/2017, 13:41:20
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 8% OF YEAR LAPSED

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	2683	.00	0	2683	.00	0	.00	32200	32200.00	0
	50 **	Property	2683	.00	0	2683	.00	0	.00	32200	32200.00	0
601	** **	Library	2683	.00	0	2683	.00	0	.00	32200	32200.00	0
60	** **	Culture/Recreation	2683	.00	0	2683	.00	0	.00	32200	32200.00	0
DIV	6010	TOTAL *****										
		Information Technology	2683	.00	0	2683	.00	0	.00	32200	32200.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	9416	.00	0	9416	.00	0	.00	113000	113000.00	0
	50 55	Other Capital Outlay	131625	39206.87	30	131625	39206.87	30	.00	1579500	1540293.13	3
	50 **	Property	141041	39206.87	28	141041	39206.87	28	.00	1692500	1653293.13	2
601 ** **		Library	141041	39206.87	28	141041	39206.87	28	.00	1692500	1653293.13	2
60 ** **		Culture/Recreation	141041	39206.87	28	141041	39206.87	28	.00	1692500	1653293.13	2
DIV 6020		TOTAL ***** Facilities	141041	39206.87	28	141041	39206.87	28	.00	1692500	1653293.13	2
DEPT 60		TOTAL ***** Executive Office	194557	39206.87	20	194557	39206.87	20	.00	2334700	2295493.13	2
FUND 491		TOTAL ***** Capital Projects-Library	194557	39206.87	20	194557	39206.87	20	.00	2334700	2295493.13	2
GRAND		TOTAL *****	194557	39206.87	20	194557	39206.87	20	.00	2334700	2295493.13	2

February 21, 2017

(Action Item 4)

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

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$323,318.31
491	Capital Projects Fund - Library	\$45,856.63
Total Disbursements		<u>\$369,174.94</u>
Payrolls Paid		
1/20/2017		<u>\$266,737.52</u>
		<u>\$266,737.52</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
1/31/2017	Group Insurance	\$94,016.67
1/31/2017	IMRF	\$59,121.72
1/31/2017	Social Security	\$31,626.11
1/31/2017	Medicare	\$7,396.49
		<u>\$192,160.99</u>
Voided Checks		
<u>Check No.</u>	<u>Date</u> <u>Payee</u>	<u>Amount</u>
73701	10/25/2016 ASI Signage Innovations	\$35,825.90
		<u>(\$35,825.90)</u>
Total Disbursed		<u>\$792,247.55</u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
74300	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-JANUARY	99.84	99.84
74310	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	49.47-	49.47-
74366	GROUP ADMINISTRATORS	291-0000-210.98-00 291-0000-210.94-00	FSA MED FEBRUARY 2017 FSA DEP FEBRUARY 2017	3,349.16 769.24	4,118.40
***** DIVISION TOTAL ****					4,168.77
***** DEPARTMENT TOTAL **					4,168.77
DEPARTMENT: 60	<u>Executive Office</u>	DIVISION: 01			
74302	ALA CONFERENCE REGISTRATION DEPT	291-6001-601.22-03	ALA CONF-T DANTIS	240.00	240.00
74303	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES-J KUHL	260.00	260.00
74304	ALIBRIS	291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99	EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE	177.00 44.40 97.25 186.10	504.75
74305	AMAZON.COM CREDIT	291-6001-601.31-85	G-STAR MONEY COUNTER	99.99	99.99
74308	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03	TRAV/TRAIN-J MORAVEC TRAV/TRAIN-D HALPIN TRAV/TRAIN-J MORAVEC	21.00 5.99 26.00	52.99
74310	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.32-72 291-6001-601.22-03	ALA CONF-J KUHL FOOD-AHML/VAH JOINT TRUST REGISTRATION-AH MAYORS	1,251.87 302.94 80.00	1,634.81
74313	ARTHUR J GALLAGHER RISK MANAGMENT	291-6001-601.20-40	GENL INS/TREASURER BOND	7,100.00	7,100.00
74316	AT & T	291-6001-601.22-70 291-6001-601.22-42	TELE INTERNET ACCESS	3,791.18 1,208.41	4,999.59
74317	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS	134.40	134.40
74321	BAKER & TAYLOR	291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99	EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE	15.34 28.41 14.75 24.35	82.85
74322	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99 291-6001-601.32-99	EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE	44.08 51.43	95.51
74335	COMCAST	291-6001-601.22-42 291-6001-601.21-65	1/23/17-2/22/17 INTERNET OTHER SERVS FEBRUARY 2017	249.35 21.03	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					270.38
74343	DANTIS, PATRICIA	291-6001-601.22-03	ALA CONF-T DANTIS	440.82	440.82
74352	FEDEX	291-6001-601.22-05	POSTAGE	59.91	59.91
74354	FINER LINE	291-6001-601.30-05	7 NAME BADGES	13.26	13.26
74355	FIRST CLASS TRAVEL	291-6001-601.22-03	IUG CONF-M JASINSKI	389.40	778.80
		291-6001-601.22-03	IUG CONF-S BECKMAN	389.40	
74359	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	RUBBERBANDS, PENS	21.67	28.91
		291-6001-601.30-05	PEN REFILLS	7.24	
74361	GLOBAL KNOWLEDGE TRAINING LLC	291-6001-601.22-03	PLANNING & ADMINISTERING	2,845.25	2,845.25
74366	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES FEBRUARY 2017	161.50	161.50
74370	HARTFORD, THE	291-6001-601.20-40	WORKERS COMP INSURANCE	41,614.00	41,614.00
74373	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERV-FEB 2017	49.95	49.95
74376	IL DEPT OF CENTRAL MANAGEMENT SERVS	291-6001-601.22-42	INTERNET ACCESS-DECEMBER	600.00	600.00
74378	ILA CONFERENCE	291-6001-601.22-03	2017 TRUSTEE WORKSHOP-	260.00	260.00
74379	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES-J KUHL	250.00	250.00
74380	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6001-601.20-81	FY 2017 3RD QUARTER OCLC	16,172.70	16,172.70
74382	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.97	176.33
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	28.24	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	38.94	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	5.19	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	17.98	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	28.24	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	13.56	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	12.43	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	19.78	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	19.78	
74387	KUHL, JASON	291-6001-601.22-03	ALA CONF-J KUHL	331.89	331.89
74388	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS	4.75	4.75
74410	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE-	63.00	63.00
74414	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SERVS-10/1/2016-	1,365.00	1,365.00
74421	PURCHASE ADVANTAGE CARD	291-6001-601.22-03	STAFF MTG W/DIRECTOR	11.98	11.98
74422	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	62.40	62.40
		291-6001-601.22-05	POSTAGE	62.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-05	POSTAGE	62.40	
		291-6001-601.22-05	POSTAGE	135.20	
		291-6001-601.22-05	POSTAGE	135.20	457.60
74447	VAN METER MAILING	291-6001-601.22-05	POSTAGE	2,982.24	2,982.24
74449	VERIZON WIRELESS	291-6001-601.22-70	11/26-12/25/2016	248.52	
		291-6001-601.22-70	TELE 12/26/16-1/25/17,	894.56	1,143.08
74450	VILLAGE OF ARLINGTON HEIGHTS	291-6001-601.21-65	OTHER SERVS	100.00	100.00
74452	WAREHOUSE DIRECT	291-6001-601.30-05	OFF SUPPS	82.76	82.76
74458	ZSUPAN, KATALIN	291-6001-601.22-03	COABE CONF REGISTRATION	1,045.40	1,045.40
***** DIVISION TOTAL *****					86,514.40

Marketing and Communications

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
		291-6002-601.30-05	PRIVACY SCREEN	64.99	
		291-6002-601.30-05	BLACK PICTURE FRAMES	86.58	
		291-6002-601.30-05	2-HEAVYWEIGHT VELLUM	35.64	187.21
74310	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.30-05	TAX REMOVAL-PAPER SOURCE	17.75-	
		291-6002-601.22-03	LACONI EVENT 1/27/17	20.00	
		291-6002-601.30-05	PRE-FORMED PEEL & STICK	123.65	
		291-6002-601.22-10	STRETCH TABLE COVER	309.03	434.93
74341	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	3,200.00	
		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	3,200.00	19,200.00
74426	ROTARY CLUB/ARLINGTON HTS	291-6002-601.22-02	QTLY DUES-D WHISLER	275.00	275.00
74428	SCREENVISION	291-6002-601.21-65	OTHER SERVS	372.00	372.00
74431	SIGNS BY TOMORROW	291-6002-601.22-10	VINYL PVC SIGN FOR PUPPET	421.10	
		291-6002-601.22-10	SIGNS FOR ELEVATOR	159.40	
		291-6002-601.22-10	SIGNS FOR STUDIO DOOR	62.50	643.00
74436	STAPLES ADVANTAGE	291-6002-601.30-05	DOUBLE SIDED TAPE	171.69	171.69
74442	TOWN SQUARE PUBLICATIONS	291-6002-601.21-65	2017 CHAMBER BUSINESS	625.00	625.00
74447	VAN METER MAILING	291-6002-601.21-65	OTHER SERVS	19.20	
		291-6002-601.21-65	OTHER SERVS	600.00	
		291-6002-601.21-65	OTHER SERVS	22.94	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					642.14
***** DIVISION TOTAL ****					22,550.97
<i>Human Resources</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 03			
74305	AMAZON.COM CREDIT	291-6003-601.22-55	SCRABBLE TILE LETTERS,	124.44	124.44
74310	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-55	DOILIES, TABLE COVERS	81.62	81.62
74318	AURICO REPORTS	291-6003-601.21-65	AURICO SERVICES-JAN 2017	81.00	81.00
74342	CROSSROADS ANTIRACISM ORGANIZING &	291-6003-601.22-55	IN SERVICE TRAINING	2,000.00	2,000.00
74348	DICE CAREER SOLUTIONS INC	291-6003-601.22-01	ADVERTISING	395.00	395.00
74406	NORTHWEST COMMUNITY HOSPITAL	291-6003-601.21-65	OTHER SERVS	100.00	100.00
***** DIVISION TOTAL ****					2,782.06
<i>Gifts and Grants</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 04			
74310	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-80	I LOVE YOU LIKE SUNSHINE-	303.00	303.00
74324	BENSON, RAYMOND	291-6004-601.22-18	DANN & RAYMOND 3/9/2017	350.00	350.00
74325	BEST BUY BUSINESS ADVANTAGE	291-6004-601.50-15	GOOGLE EXPEDITION PHONES	7,319.70	9,995.26
		291-6004-601.50-15	GOOGLE EXPEDITION KIT	2,675.56	
74360	GIRE, DANN	291-6004-601.22-18	DANN & RAYMOND 3/9/17	350.00	350.00
74385	JUSTMAN, STEVEN H	291-6004-601.22-18	SUNDAY MUSICALE-JOHNNY	175.00	175.00
74424	REASOR, LILLIAN ROSE	291-6004-601.22-18	SUNDAY MUSICALE 3/19/2017	300.00	300.00
***** DIVISION TOTAL ****					11,473.26
<i>Finance</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 08			
74298	ACCOUNTEMPS	291-6008-601.21-65	OTHER SERVS	1,402.99	7,967.39
		291-6008-601.21-65	OTHER SERVS	738.01	
		291-6008-601.21-65	OTHER SERVS	1,942.13	
		291-6008-601.21-65	OTHER SERVS	1,942.13	
		291-6008-601.21-65	OTHER SERVS	1,942.13	
74314	ASCENTIS CORPORATION	291-6008-601.21-36	CLOCK RENTAL-JANUARY 2017	115.00	230.00
		291-6008-601.21-36	CLOCK RENTAL-FEB 2017	115.00	
***** DIVISION TOTAL ****					8,197.39
DEPARTMENT: 60	Executive Office	DIVISION: 10			

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Information Technology</i>					
/PAYM #					
74305	AMAZON.COM CREDIT	291-6010-601.31-85	ETHERNET SWITCH	28.99	
		291-6010-601.31-85	MONITOR STAND	53.08	
		291-6010-601.31-85	CHARGING DATA CABLE	21.76	
		291-6010-601.31-85	SMALL TOOLS	3.59-	100.24
74308	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	TO REPLACE LOST WARRANT	400.00	
		291-6010-601.22-03	TRAV/TRAIN-B SLIWA	37.98	437.98
74310	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	OPTIMAL WORKSHOP ANNUAL	796.00	
		291-6010-601.31-85	BELT CLIP CASE FOR NEW	35.96	
		291-6010-601.20-05	MONTHLY PAYPAL SUBSCRIP-	54.10	
		291-6010-601.32-32	SKETCHUP PRO LICENSE FOR	695.00	
		291-6010-601.20-05	RENEWAL OF AHML CODECAMP.	147.05	
		291-6010-601.30-32	RENEWAL OF OPTIMAL WORK-	199.00	
		291-6010-601.30-32	RENEWAL OF TRELLO-DIGITAL	50.00	
		291-6010-601.30-32	RENEWAL OF ANNUAL SUPPORT	105.19	
		291-6010-601.31-85	CASE FOR JA, DS IPHONE 7S	48.58	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIP-	25.00	
		291-6010-601.30-32	eBAY SELLER FEES FOR THE	48.00	
		291-6010-601.30-32	SPOTIFY SUBSCRIPTION FOR	9.99	
		291-6010-601.31-85	BLU-RAY WRITER	59.48	2,273.35
74314	ASCENTIS CORPORATION	291-6010-601.30-32	ASCENTIS TIME-JANUARY	652.40	
		291-6010-601.30-32	ASCENTIS TIME-FEB 2017	641.20	1,293.60
74319	B & H PHOTO VIDEO	291-6010-601.31-85	HDMI ADAPTER	42.99	
		291-6010-601.30-30	TONER	2,283.61	2,326.60
74322	BAKER & TAYLOR ENTERTAINMENT	291-6010-601.30-32	SOFTWARE LIBRARY	2,635.00	2,635.00
74330	CISCO WEBEX LLC	291-6010-601.30-32	VIDEO CONFERENCING SUB-	99.00	99.00
74358	GALE/CENGAGE LEARNING	291-6010-601.30-32	ANALYTICS ON DEMAND-2017	7,392.00	7,392.00
74381	IMPACT NETWORKING LLC	291-6010-601.21-02	OVERAGE CHARGE 10/3/2016-	1,181.86	
		291-6010-601.21-02	BASE RATE CHG 1/9/2017-	78.00	
		291-6010-601.21-02	OVERAGE CHARGE 12/9/2016-	182.27	
		291-6010-601.21-02	OVERAGE CHARGE 10/9/2016-	324.67	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	BASE RATE CHARGE 1/19/17-	115.00	1,901.30
74397	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.30-32	BARRACUDA-UNLIMITED CLOUD	5,464.00	
		291-6010-601.21-02	BARRACUDA-INSTANT REPLACE	2,970.00	8,434.00
74398	MONOPRICE INC	291-6010-601.31-85	POWER CORDS, HEADPHONES,	111.53	111.53
74441	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	COST PER FAX PROGRAM	702.56	702.56
74456	XEROX CORPORATION	291-6010-601.21-02	6/30/16-1/4/17 EXCESS	1,165.13	1,165.13
***** DIVISION TOTAL ****					28,872.29

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Facilities</i>		
74296	A-ALERT LOCK & ALARM	291-6020-601.21-11	6 KEYS CUT & LABELED	82.00	82.00
74299	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVICE 1/1/2017	2,096.91	2,096.91
74305	AMAZON.COM CREDIT	291-6020-601.21-11	CRUCIAL AIR CARBON FILTER	39.99	
		291-6020-601.21-11	HAMILTON BEACH CARBON	23.98	63.97
74306	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	SERVICE MONTH-JANUARY	89.00	89.00
74307	AQUARIUM ADVENTURE	291-6020-601.21-02	JANUARY 2017-EQUIP MAINT	200.00	200.00
74308	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	BUILD MAINT-G LECLAIR	38.94	38.94
74310	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	RECYCLING SERVICE/BOX FOR	145.00	
		291-6020-601.21-11	CARPET PROTECTOR	218.88	
		291-6020-601.21-11	SPIRAL LIGHT BULBS	92.19	456.07
74311	ARLINGTON POWER EQUIPMENT	291-6020-601.50-15	SNOW BLOWER	1,199.00	
		291-6020-601.21-11	KEY,SCREW PIN,SPARK PLUGS	61.27	1,260.27
74315	ASI SIGNAGE INNOVATIONS	491-6020-601.50-55	EXTERIOR SIGN FABRICATION	35,825.90	35,825.90
74320	BADE SUPPLY	291-6020-601.31-45	PAPER TOWELS	133.80	
		291-6020-601.31-45	BATHROOM TISSUE	300.00	433.80
74337	COMED	291-6020-601.30-51	HEATING 12/7/17-1/10/17	248.85	248.85
74339	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	INSTALLED NEW FILTERS	114.00	
		291-6020-601.21-11	QUARTERLY MAINTENANCE	1,650.00	
		291-6020-601.21-11	SERVICE CALL TO TROUBLE-	945.00	
		291-6020-601.21-11	REPLACE MOTOR MOUNTS OF	379.00	3,088.00
74350	ESPOSITO PIANO SERVICE	291-6020-601.21-11	PIANO TUNING	105.00	105.00
74351	F E MORAN SECURITY SOLUTIONS	291-6020-601.50-15	INSTALL BURGLAR ALARM	1,275.00	
		291-6020-601.21-02	BURGLAR ALARM MONITORING	14.70	
		291-6020-601.21-02	ELEVATOR PHONE MONITORING	10.60	
		291-6020-601.21-02	ELEVATOR EMERGENCY MONI-	10.60	
		291-6020-601.21-11	FIXED ALARM IN ADMIN	594.12	1,905.02
74357	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	BOOKMOBILE OIL CHANGE AND	170.07	170.07
74359	GARVEYS OFFICE PRODUCTS	291-6020-601.21-11	SPRAYER	26.78	
		291-6020-601.31-45	RUBBER MAT	105.38	
		291-6020-601.21-11	RESPIRATOR MASK	37.52	169.68
74362	GRAINGER INC,W W	291-6020-601.21-11	5 MFD CAPACITOR	10.30	
		291-6020-601.21-11	AC MOTOR	151.56	
		291-6020-601.21-11	SAFETY VEST, COVERALLS	84.60	
		291-6020-601.31-45	20 GOJO SOAP PACKS	835.40	1,081.86
74375	IGS	291-6020-601.30-51	NATURAL GAS-DECEMBER 2016	4,745.90	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					4,745.90
74391	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE-	4,599.00	4,599.00
74394	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	2 TOOL COMBO SET 291-6020-601.21-11 1/4" DR SOCKET	149.00 4.58	153.58
74404	NICOR GAS	291-6020-601.30-51	NAT GAS DISTRIBUTION 291-6020-601.30-51 NAT GAS DISTRIBUTION	806.42 461.73	1,268.15
74405	NOFFS SELF STORAGE INC	291-6020-601.21-11	MARCH 2017 PARADE VEHICLE	73.00	73.00
74418	PROGRAM ONE PROFESSIONAL BLDG SERVS	291-6020-601.21-11	WINDOW CLEANING, OUTSIDE-	551.00	551.00
74423	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	BATHROOM TISSUE, PLASTIC 291-6020-601.31-45 NATURAL LINERS 291-6020-601.31-45 MULTIFOLD TOWELS	1,152.46 297.75 625.20	2,075.41
74429	SHERWIN HARDWARE INC	291-6020-601.21-11	GLOVES, OUTLET BOX, GFI, 291-6020-601.21-11 RETURN 291-6020-601.21-11 TARPS, HARDWARE, 6-PC 291-6020-601.21-11 ACE LED BULBS 291-6020-601.21-11 CAULK, SILICONE 291-6020-601.21-11 KEYS 291-6020-601.21-11 COVER PLATE 291-6020-601.21-11 BULKWIRE, BATTERIES,	173.04 3.02- 59.95 39.96 16.97 15.24 6.99 119.43	428.56
74434	STANDARD ELEVATOR CO	291-6020-601.21-02	REGULAR SERVICE-JANUARY	931.24	931.24
74435	STANDARD ELEVATOR CO	291-6020-601.21-02	DUMBWAITER NOT WORKING	695.80	695.80
74450	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL-DECEMBER 2016 291-6020-601.21-60 WATER/SEWER 11/2-1/3/2017 291-6020-601.21-60 WATER/SEWER 10/31-1/3/17	288.36 73.73 1,937.58	2,299.67
74452	WAREHOUSE DIRECT	291-6020-601.31-45	JANITORIAL PRODUCTS 291-6020-601.21-11 BLDG MAINT	639.35 775.27	1,414.62
74454	WIGHT & COMPANY	491-6020-601.50-55	PARKING LOT PROJECT-	10,030.73	10,030.73
***** DIVISION TOTAL ****					76,582.00
***** DEPARTMENT TOTAL **					236,972.37
<i>Specialty Info Services</i>					
DEPARTMENT: 64	User Services	DIVISION: 05			
74303	ALA MEMBERSHIP	291-6405-601.22-02	ALA DUES-J JURGENS 291-6405-601.22-02 ALA DUES-M YOUNG	260.00 36.00	296.00
74305	AMAZON.COM CREDIT	291-6405-601.32-01	STRONG MAGNETS 291-6405-601.32-01 CRAYONS, STICKERS, MARKERS,	18.99 133.76	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6405-601.32-01	TEMPERA PAINT, STAPLER,	60.33	213.08
74308	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-02	PROG EVENTS-K ZSUPAN	10.99	
		291-6405-601.22-03	TRAV/TRAIN-T DANTIS	20.00	
		291-6405-601.22-03	TRAV/TRAIN-S MAYER	29.96	
		291-6405-601.32-02	PROG EVENTS-S HILL	11.00	
		291-6405-601.22-03	TRAV/TRAIN-L DAKAS	30.18	
		291-6405-601.22-03	TRAV/TRAIN-S MAYER	11.45	113.58
74310	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	IS-LACONI EVENT 1/27/17	20.00	20.00
74336	COMDATA CORPORATION	291-6405-601.32-02	LUNAR NEW YEAR TEEN PRO-	15.75	15.75
74369	HARISSIS, STACIE	291-6405-601.22-02	ALA, PLA & YALSA DUES-	93.00	93.00
74372	HENQUINET, RICHARD	291-6405-601.22-18	FEB 2017 RESUME REVIEWS	210.00	210.00
74379	ILA MEMBERSHIP	291-6405-601.22-02	ILA DUES-S HILL	25.00	
		291-6405-601.22-02	ILA DUES-S MAYER	100.00	
		291-6405-601.22-02	ILA DUES-M MONAHAN	100.00	225.00
74389	MADAY, JULIE I	291-6405-601.22-18	RESUME REVIEWS-JANUARY	120.00	120.00
74409	ORIENTAL TRADING COMPANY INC	291-6405-601.32-01	POSTCARDS, NOTE CARDS	36.96	36.96
74433	SON, ALICE	291-6405-601.22-02	ALA, PLA & YALSA DUES-	201.00	201.00
***** DIVISION TOTAL ****					1,544.37

Customer Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
74305	AMAZON.COM CREDIT	291-6420-601.32-01	MAGNA TILES-CLEAR COLORS	127.49	127.49
74349	DISCOUNT SCHOOL SUPPLY	291-6420-601.32-01	MODELING CLAY, WHITE PAPER	99.54	99.54
74359	GARVEYS OFFICE PRODUCTS	291-6420-601.32-90	IS-FREEZER BAGS, WIPES	64.73	
		291-6420-601.30-05	IS-HIGHLIGHTER	.54	
		291-6420-601.30-05	CC-RUBBERBANDS	17.37	
		291-6420-601.30-05	IS-HIGHLIGHTERS	5.94	
		291-6420-601.30-05	CC-MINI FANS	29.98	
		291-6420-601.32-01	WIPES, WHITE LASER LABELS	62.09	180.65
74379	ILA MEMBERSHIP	291-6420-601.22-02	ILA DUES-J SISSORS	150.00	150.00
74380	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS-DECEMBER	221.25	
		291-6420-601.21-64	ACCESS SERVS-JANUARY 2017	236.00-	14.75-
74401	NATIONAL LEKOTEK CENTER	291-6420-601.32-01	PROFESSIONAL TOY LENDING	500.00	500.00
74417	PRO LIBRA ASSOCIATES INC	291-6420-601.21-65	OTHER SERVS	225.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.21-65	OTHER SERVS	450.00	
		291-6420-601.21-65	OTHER SERVS	236.25	911.25
74445	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	JANUARY PLACEMENTS	250.60	250.60
74452	WAREHOUSE DIRECT	291-6420-601.30-05	CC-OFF SUPPS	20.21	
		291-6420-601.30-05	CC-OFF SUPPS	18.26	38.47
***** DIVISION TOTAL *****					2,243.25

Programs and Exhibits

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
74301	AFTERSCHOOL ENRICHMENT SOLUTIONS	291-6440-601.22-18	CHESS CLUB 3/26/2017	100.00	100.00
74305	AMAZON.COM CREDIT	291-6440-601.32-02	SMALL GREAT THINGS & A	37.51	
		291-6440-601.32-02	PENCILS	9.94	
		291-6440-601.32-02	IRON FILINGS-1 POUND	9.71	
		291-6440-601.32-02	HARRY POTTER BATTLE GAME	41.95	
		291-6440-601.32-02	HEART SHAPED PONY BEADS	6.49	
		291-6440-601.32-02	CANVAS, PAPER STRAWS, BEAD	92.16	
		291-6440-601.32-02	TAX CREDIT	.40-	
		291-6440-601.32-02	HARRY POTTER BUTTONS	6.82	
		291-6440-601.32-02	HARRY POTTER PATCH SET	14.95	
		291-6440-601.32-02	HIKER BOOT RUBBER STAMP	71.40	
		291-6440-601.32-02	4 SETS-4 COLOR POM POMS	199.08	
		291-6440-601.32-02	POPCORN MACHINE	209.99	
		291-6440-601.32-02	PHOTO BOOTH PROPS-HARRY	154.48	854.08
74308	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROG EVENTS-S HILL	32.83	
		291-6440-601.32-02	PROG EVENTS-K MCCOY	49.40	
		291-6440-601.32-02	PROG EVENTS-K DEVITT	48.57	
		291-6440-601.32-02	AP-PROG EVENTS-K MCCOY	42.64	
		291-6440-601.32-02	PROG EVENTS-C GIOVANNELLI	25.00	
		291-6440-601.32-02	PROG EVENTS-A BELFORD	24.23	222.67
74310	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-03	LACONI EVENT 1/27/17	60.00	
		291-6440-601.32-02	CONSTRUCTION PAPER	27.89	
		291-6440-601.32-02	LEGO DUPLO	32.35	
		291-6440-601.32-02	LEGO RAINFOREST ANIMALS	47.96	168.20
74312	ART EXCURSIONS INC	291-6440-601.22-18	FRIDA KAHLO PROGRAM ON	350.00	350.00
74331	CLESEN, REBECCA	291-6440-601.22-18	SPANISH STORYTIME	100.00	100.00
74333	COLLABORATIVE SUMMER LIBRARY PROG	291-6440-601.22-18	CSLP DUES & MANUAL	40.00	40.00
74334	COLLINS, PATRICK	291-6440-601.22-18	STAY SAFE TACTICS 3/18/17	275.00	275.00
74336	COMDATA CORPORATION	291-6440-601.32-02	TWEEN & PARENT NUTRITION,	264.35	264.35
74345	DAVES SPECIALTY FOODS	291-6440-601.22-18	COMFORT FOOD-CHEF DAVE	350.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					350.00
74346	DAVIS, JOAN LESLIE	291-6440-601.22-18	GREENS, GRAINS AND BEANS	75.00	75.00
74347	DEVITT, KERRY	291-6440-601.32-02	HARRY POTTER BOOK NIGHT	79.96	79.96
74364	GREEN, SCOTT	291-6440-601.22-18	FAMILY MAGIC SHOW 3/25/17	495.00	495.00
74367	HALE, JENNIFER	291-6440-601.22-18	HARRY POTTER BOOK NIGHT	100.00	100.00
74368	HALE, LISA M	291-6440-601.22-18	HARRY POTTER BOOK NIGHT	100.00	100.00
74386	KOLLUM, JASON	291-6440-601.22-18	JUGGLING PERFORMANCE	399.00	399.00
74392	MATHISEN, MARTINA	291-6440-601.22-18	CLEOPATRA PROGRAM 3/2/17	250.00	250.00
74415	PODGORSKI, ROBERT	291-6440-601.22-18	RESCUE ANY INTERVIEW	200.00	200.00
74420	PULSATION YOGA	291-6440-601.22-18	AP-INTRO TO YOGA	300.00	300.00
74421	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	PROG EVENTS	22.86	
		291-6440-601.32-02	PROG EVENTS, PRESCHOOL	348.55	371.41
74427	SCHOLASTIC INC	291-6440-601.32-02	BOOK PRIZES WINTER/SUMMER	1,399.75	1,399.75
74432	SOMETHING COMPANY	291-6440-601.22-18	DNA TEST RESULTS 2/25/17	200.00	200.00
74437	SWIDERSKI, ANN	291-6440-601.22-18	ESL WRITING CLASS 1/31/17	130.00	130.00
74438	SWIDERSKI, ANN	291-6440-601.22-18	ESL WRITING CLASS 2/28/17	130.00	130.00
74439	THOMAS, RICHARD	291-6440-601.22-18	WRITER'S INK-2 SESSIONS	300.00	300.00
74446	VALLILLO, CHRISTOPHER J	291-6440-601.22-18	PERFORMANCE 3/11/17	600.00	600.00
74448	VELA, MAUREEN	291-6440-601.32-02	WINTER CRAFT SUPPLIES &	85.72	85.72
74451	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT MANIA 3/4/2017	150.00	150.00
74453	WESOLOWSKI, PAUL	291-6440-601.22-18	HOW TO MAGIC PROG 3/28/17	100.00	100.00
***** DIVISION TOTAL ****					8,190.14

Digital Services

DIVISION:	50			
291-6450-601.31-85	SCAN DISK 32 GB USB		21.35	
291-6450-601.31-85	USB PRINTER CABLE, GALAXY		18.94	
291-6450-601.31-85	CASE W/ FOAM, USB 32GB,		97.96	
291-6450-601.31-85	CANON BATTERY PACK		47.49	185.74

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6450-601.50-15	BLOXELS CLASSROOM 10-PACK	478.00	
		291-6450-601.50-15	WATER COLOR BOT	295.00	
		291-6450-601.31-85	CANON CAMERA	799.99	1,832.97
74319	B & H PHOTO VIDEO	291-6450-601.31-85	ZOOM ACCESSORY PACK FOR	24.99	24.99
74328	CAPSTONE PRESS INC	291-6450-601.32-78	PEBBLEGO DATABASE RENEWAL	888.25	888.25
74358	GALE/CENGAGE LEARNING	291-6450-601.32-78	GENERAL ONE FILE DATABASE	5,874.75	
		291-6450-601.32-78	BOOKS & AUTHORS SUBSCRIP-	1,243.75	7,118.50
74359	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	WIPES	56.88	56.88
74379	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES-B PARDUE	150.00	150.00
74403	NEW READERS PRESS	291-6450-601.32-78	NEWS FOR YOU ONLINE	259.95	259.95
74407	OCLC INC	291-6450-601.22-66	OUTSIDE REFERENCE SERVS	2,554.13	2,554.13
74419	PRONUNCIATOR LLC	291-6450-601.32-78	PRONUNCIATOR-ANNUAL	2,100.00	2,100.00
74440	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFORMATION CHARGES	875.61	875.61
74443	TREEHOUSE ISLAND INC	291-6450-601.32-78	ACCESS-50 LICENSES	1,493.00	1,493.00
74452	WAREHOUSE DIRECT	291-6450-601.30-05	OFF SUPPS	68.97	
		291-6450-601.32-90	CIRC SUPPS	9.95	78.92
***** DIVISION TOTAL ****					17,618.94

Collection Services

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL		
DIVISION: 70					
291-6470-601.32-80	BOOKS	54.00			
291-6470-601.32-80	BOOKS	50.58			
291-6470-601.32-80	BOOKS	52.32			
291-6470-601.32-80	BOOKS	52.32	209.22		
74305	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	15.90	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	140.13	
		291-6470-601.32-75	AV MTLs	16.91	
		291-6470-601.32-75	AV MTLs	49.62	
		291-6470-601.32-75	AV MTLs	131.44	
		291-6470-601.32-75	AV MTLs	13.77	
		291-6470-601.32-75	AV MTLs	79.38	
		291-6470-601.32-75	AV MTLs	87.52	
		291-6470-601.32-75	AV MTLs	40.22	
		291-6470-601.32-75	AV MTLs	7.97	
		291-6470-601.32-75	AV MTLs	47.33	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	69.28	
		291-6470-601.32-75	AV MTLs	20.24	
		291-6470-601.32-75	AV MTLs	58.87	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	77.94	
		291-6470-601.32-75	AV MTLs	36.97	
		291-6470-601.32-75	AV MTLs	81.97	
		291-6470-601.32-75	AV MTLs	47.93	
		291-6470-601.32-75	AV MTLs	44.97	
		291-6470-601.32-75	AV MTLs	29.93	
		291-6470-601.32-75	AV MTLs	114.90	
		291-6470-601.32-75	AV MTLs	22.94	
		291-6470-601.32-75	AV MTLs	86.21	
		291-6470-601.32-75	AV MTLs	33.65	
		291-6470-601.32-75	AV MTLs	19.97	
		291-6470-601.32-75	AV MTLs	67.53	
		291-6470-601.32-75	AV MTLs	47.79	
		291-6470-601.32-75	AV MTLs	68.95	
		291-6470-601.32-75	AV MTLs	35.05	
		291-6470-601.32-75	AV MTLs	127.50	
		291-6470-601.32-75	AV MTLs	28.94	
		291-6470-601.32-75	AV MTLs	9.79	
		291-6470-601.32-75	AV MTLs	63.96	
		291-6470-601.32-75	AV MTLs	52.11	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	20.11	
		291-6470-601.32-75	AV MTLs	24.84	
		291-6470-601.32-75	AV MTLs	14.97	
		291-6470-601.32-75	AV MTLs	38.70	
		291-6470-601.32-75	AV MTLs	97.96	
		291-6470-601.32-75	AV MTLs	38.97	
		291-6470-601.32-75	AV MTLs	62.99	
		291-6470-601.32-75	AV MTLs	83.97	
		291-6470-601.32-75	AV MTLs	11.37	
		291-6470-601.32-75	AV MTLs	18.99	
		291-6470-601.32-75	AV MTLs	93.74	
		291-6470-601.32-75	AV MTLs	16.18	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	31.92	
		291-6470-601.32-75	AV MTLs	16.63	
		291-6470-601.32-75	AV MTLs	59.47	
		291-6470-601.32-75	AV MTLs	70.65	
		291-6470-601.32-75	AV MTLs	23.87	
		291-6470-601.32-75	AV MTLs	29.88	
		291-6470-601.32-80	BOOKS	19.59	
		291-6470-601.32-80	BOOKS	16.24	
		291-6470-601.32-80	BOOKS	39.33	
		291-6470-601.32-80	BOOKS	21.79	
		291-6470-601.32-80	BOOKS	17.66	
		291-6470-601.32-80	BOOKS	50.25	
		291-6470-601.32-80	BOOKS	70.31	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	81.04	
		291-6470-601.32-80	BOOKS	15.97	
		291-6470-601.32-80	BOOKS	71.48	
		291-6470-601.32-80	BOOKS	6.20	
		291-6470-601.32-80	BOOKS	56.99	
		291-6470-601.32-80	BOOKS	22.80	
		291-6470-601.32-80	BOOKS	36.04	
		291-6470-601.32-80	BOOKS	193.89	
		291-6470-601.32-80	BOOKS	59.96	
		291-6470-601.32-80	BOOKS	6.75	
		291-6470-601.32-80	BOOKS	19.78	
		291-6470-601.32-80	BOOKS	17.91	
		291-6470-601.32-80	BOOKS	52.19	
		291-6470-601.32-80	BOOKS	58.94	
		291-6470-601.32-80	BOOKS	53.41	
		291-6470-601.32-80	BOOKS	53.61	
		291-6470-601.32-80	BOOKS	46.71	
		291-6470-601.32-80	BOOKS	57.33	
		291-6470-601.32-80	BOOKS	211.64	
		291-6470-601.32-80	BOOKS	9.96	
		291-6470-601.32-80	BOOKS	64.92	
		291-6470-601.32-80	BOOKS	9.14	
		291-6470-601.32-80	BOOKS	21.99	
		291-6470-601.32-80	BOOKS	72.98	
		291-6470-601.32-80	BOOKS	58.62	
		291-6470-601.32-80	BOOKS	53.56	
		291-6470-601.32-80	BOOKS	13.97	
		291-6470-601.32-80	BOOKS	58.68	
		291-6470-601.32-80	BOOKS	96.96	
		291-6470-601.32-80	BOOKS	63.72	
		291-6470-601.32-80	BOOKS	45.61	
		291-6470-601.32-95	PERIODICALS	13.98	
		291-6470-601.32-95	PERIODICALS	10.84	
		291-6470-601.32-95	PERIODICALS	12.07	
		291-6470-601.32-75	AV MTLs	46.90	
		291-6470-601.32-75	AV MTLs	28.96	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	74.99	
		291-6470-601.32-75	AV MTLs	37.05	
		291-6470-601.32-75	AV MTLs	177.00	
		291-6470-601.32-75	AV MTLs	20.99	
		291-6470-601.32-75	AV MTLs	7.43	
		291-6470-601.32-75	AV MTLs	14.95	
		291-6470-601.32-75	AV MTLs	37.50	
		291-6470-601.32-75	AV MTLs	95.76	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	10.99	
		291-6470-601.32-75	AV MTLs	229.86	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	30.52	
		291-6470-601.32-75	AV MTLs	62.90	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	27.47	
		291-6470-601.32-75	AV MTLs	29.96	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	45.95	
		291-6470-601.32-75	AV MTLs	11.37	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	161.94	
		291-6470-601.32-75	AV MTLs	27.98	
		291-6470-601.32-75	AV MTLs	47.12	
		291-6470-601.32-75	AV MTLs	11.19	
		291-6470-601.32-75	AV MTLs	7.97	
		291-6470-601.32-75	AV MTLs	11.82	
		291-6470-601.32-75	AV MTLs	7.58	
		291-6470-601.32-75	AV MTLs	18.43	
		291-6470-601.32-75	AV MTLs	16.96	
		291-6470-601.32-75	AV MTLs	127.39	
		291-6470-601.32-75	AV MTLs	52.59	
		291-6470-601.32-75	AV MTLs	19.97	
		291-6470-601.32-75	AV MTLs	77.81	
		291-6470-601.32-75	AV MTLs	50.75	
		291-6470-601.32-75	AV MTLs	9.96	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	19.77	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	102.24	
		291-6470-601.32-75	AV MTLs	22.41	
		291-6470-601.32-75	AV MTLs	12.79	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	282.29	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	43.57	
		291-6470-601.32-75	AV MTLs	179.88	
		291-6470-601.32-75	AV MTLs	2.20-	
		291-6470-601.32-75	AV MTLs	55.67	
		291-6470-601.32-75	AV MTLs	10.07	
		291-6470-601.32-75	AV MTLs	24.83	
		291-6470-601.32-75	AV MTLs	66.08	
		291-6470-601.32-75	AV MTLs	43.96	
		291-6470-601.32-75	AV MTLs	18.16	
		291-6470-601.32-75	AV MTLs	34.44	
		291-6470-601.32-75	AV MTLs	114.76	
		291-6470-601.32-75	AV MTLs	80.40	
		291-6470-601.32-75	AV MTLs	119.88	
		291-6470-601.32-75	AV MTLs	13.59	
		291-6470-601.32-75	AV MTLs	112.71	
		291-6470-601.32-75	AV MTLs	69.10	
		291-6470-601.32-75	AV MTLs	22.99	
		291-6470-601.32-75	AV MTLs	15.79	
		291-6470-601.32-75	AV MTLs	126.45	
		291-6470-601.32-75	AV MTLs	55.17	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	13.01	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	106.72	
		291-6470-601.32-75	AV MTLs	43.98	
		291-6470-601.32-75	AV MTLs	21.77	
		291-6470-601.32-75	AV MTLs	21.65	
		291-6470-601.32-75	AV MTLs	19.96	
		291-6470-601.32-75	AV MTLs	13.88	
		291-6470-601.32-75	AV MTLs	9.79	
		291-6470-601.32-80	BOOKS	66.01	
		291-6470-601.32-80	BOOKS	35.00	
		291-6470-601.32-80	BOOKS	44.00	
		291-6470-601.32-80	BOOKS	94.23	
		291-6470-601.32-80	BOOKS	25.10	
		291-6470-601.32-80	BOOKS	18.75	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	13.00	
		291-6470-601.32-80	BOOKS	53.98	
		291-6470-601.32-80	BOOKS	39.99	
		291-6470-601.32-80	BOOKS	58.63	
		291-6470-601.32-80	BOOKS	27.36	
		291-6470-601.32-80	BOOKS	32.37	
		291-6470-601.32-80	BOOKS	6.86	
		291-6470-601.32-80	BOOKS	41.84	
		291-6470-601.32-80	BOOKS	54.90	
		291-6470-601.32-80	BOOKS	13.56	
		291-6470-601.32-80	BOOKS	28.55	
		291-6470-601.32-80	BOOKS	12.55	
		291-6470-601.32-80	BOOKS	44.99	
		291-6470-601.32-80	BOOKS	55.17	
		291-6470-601.32-80	BOOKS	18.83	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	92.70	
		291-6470-601.32-80	BOOKS	17.82	
		291-6470-601.32-80	BOOKS	40.72	
		291-6470-601.32-80	BOOKS	44.48	
		291-6470-601.32-80	BOOKS	16.00	
		291-6470-601.32-80	BOOKS	55.84	
		291-6470-601.32-80	BOOKS	83.05	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	35.99	
		291-6470-601.32-80	BOOKS	72.98	
		291-6470-601.32-80	BOOKS	35.19	
		291-6470-601.32-80	BOOKS	49.45	
		291-6470-601.32-80	BOOKS	61.49	
		291-6470-601.32-80	BOOKS	188.55	
		291-6470-601.32-80	BOOKS	35.00	
		291-6470-601.32-80	BOOKS	106.99	
		291-6470-601.32-80	BOOKS	12.27	
		291-6470-601.32-80	BOOKS	108.31	
		291-6470-601.32-80	BOOKS	21.73	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	26.60	
		291-6470-601.32-80	BOOKS	19.98	
		291-6470-601.32-80	BOOKS	31.23	
		291-6470-601.32-80	BOOKS	109.00	
		291-6470-601.32-80	BOOKS	23.47	
		291-6470-601.32-80	BOOKS	17.42	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	12.49	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	35.97	
		291-6470-601.32-95	PERIODICALS	12.48	
		291-6470-601.32-95	PERIODICALS	10.46	
		291-6470-601.32-95	PERIODICALS	11.93	
		291-6470-601.32-95	PERIODICALS	16.94	
		291-6470-601.32-95	PERIODICALS	9.77	
		291-6470-601.32-95	PERIODICALS	7.86	
		291-6470-601.32-95	PERIODICALS	10.74	10,927.44
74309	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	29.95	
		291-6470-601.32-95	PERIODICALS	195.00	
		291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-75	AV MTLs	29.98	353.93
74310	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	RENEWAL OF NETFLIX FOR	11.99	
		291-6470-601.32-75	MONTHLY RENEWAL OF NET-	11.99	
		291-6470-601.32-75	AV MTLs	47.82	
		291-6470-601.32-75	AV MTLs	26.86	
		291-6470-601.32-75	AV MTLs	44.98	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	20.00	
		291-6470-601.32-75	AV MTLs	18.00	
		291-6470-601.32-75	AV MTLs	23.99	
		291-6470-601.32-95	PERIODICALS	12.50	
		291-6470-601.32-95	PERIODICALS	18.50	
		291-6470-601.32-75	FOREIGN TRANSACTION FEE	.46	
		291-6470-601.32-75	FOREIGN TRANSACTION FEE	.60	
		291-6470-601.32-75	AV MTLs	17.40	
		291-6470-601.32-75	AV MTLs	22.33	
		291-6470-601.32-95	PERIODICALS	7.99	
		291-6470-601.32-80	BOOKS	237.00	534.40
74321	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	22.10	
		291-6470-601.32-75	AV MTLs	100.99	
		291-6470-601.32-75	AV MTLs	349.74	
		291-6470-601.32-75	AV MTLs	80.12	
		291-6470-601.32-75	AV MTLs	110.43	
		291-6470-601.32-80	BOOKS	157.27	
		291-6470-601.32-80	BOOKS	313.17	
		291-6470-601.32-80	BOOKS	617.10	
		291-6470-601.32-80	BOOKS	161.21	
		291-6470-601.32-80	BOOKS	319.17	

PREPARED 02/21/17, 01:55 PM
PROGRAM GM348U5
DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	242.32	
		291-6470-601.32-80	BOOKS	134.86	
		291-6470-601.32-80	BOOKS	389.31	
		291-6470-601.32-80	BOOKS	412.68	
		291-6470-601.32-80	BOOKS	445.29	
		291-6470-601.32-80	BOOKS	236.95	
		291-6470-601.32-80	BOOKS	374.03	
		291-6470-601.32-80	BOOKS	336.20	
		291-6470-601.32-80	BOOKS	596.63	
		291-6470-601.32-80	BOOKS	21.57	
		291-6470-601.32-80	BOOKS	386.53	
		291-6470-601.32-80	BOOKS	356.91	
		291-6470-601.32-80	BOOKS	149.25	
		291-6470-601.32-80	BOOKS	338.50	
		291-6470-601.32-80	BOOKS	603.85	
		291-6470-601.32-80	BOOKS	1,096.20	
		291-6470-601.32-80	BOOKS	711.60	
		291-6470-601.32-80	BOOKS	378.71	
		291-6470-601.32-80	BOOKS	308.62	
		291-6470-601.32-80	BOOKS	209.67	
		291-6470-601.32-80	BOOKS	1,244.83	
		291-6470-601.32-80	BOOKS	387.76	
		291-6470-601.32-80	BOOKS	51.70	
		291-6470-601.32-80	BOOKS	75.53	
		291-6470-601.32-80	BOOKS	496.73	
		291-6470-601.32-80	BOOKS	231.49	
		291-6470-601.32-80	BOOKS	127.42	
		291-6470-601.32-80	BOOKS	31.83	
		291-6470-601.32-80	BOOKS	580.24	
		291-6470-601.32-80	BOOKS	224.75	
		291-6470-601.32-80	BOOKS	170.30	
		291-6470-601.32-80	BOOKS	67.39	
		291-6470-601.32-80	BOOKS	915.55	
		291-6470-601.32-80	BOOKS	108.24	
		291-6470-601.32-80	BOOKS	209.61	
		291-6470-601.32-80	BOOKS	277.25	
		291-6470-601.32-80	BOOKS	280.62	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	188.50	
		291-6470-601.22-85	PROC SERVS	111.80	
		291-6470-601.22-85	PROC SERVS	46.75	
		291-6470-601.22-85	PROC SERVS	89.60	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	2.30-	
		291-6470-601.22-85	PROC SERVS	8.50-	
		291-6470-601.22-85	PROC SERVS	410.40	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	351.90	

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PROGRAM GM348U5
DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	106.85	
		291-6470-601.22-85	PROC SERVS	58.15	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	263.35	
		291-6470-601.32-75	AV MTLs	407.63	
		291-6470-601.32-75	AV MTLs	16.57	
		291-6470-601.32-75	AV MTLs	55.21	
		291-6470-601.32-75	AV MTLs	102.74	
		291-6470-601.32-75	AV MTLs	289.80	
		291-6470-601.32-75	AV MTLs	126.44	
		291-6470-601.32-75	AV MTLs	104.49	
		291-6470-601.32-75	AV MTLs	55.24	
		291-6470-601.32-75	AV MTLs	71.82	
		291-6470-601.32-80	BOOKS	1,128.72	
		291-6470-601.32-80	BOOKS	362.19	
		291-6470-601.32-80	BOOKS	360.23	
		291-6470-601.32-80	BOOKS	416.57	
		291-6470-601.32-80	BOOKS	213.89	
		291-6470-601.32-80	BOOKS	70.64	
		291-6470-601.32-80	BOOKS	219.98	
		291-6470-601.32-80	BOOKS	499.92	
		291-6470-601.32-80	BOOKS	347.10	
		291-6470-601.32-80	BOOKS	408.60	
		291-6470-601.32-80	BOOKS	186.22	
		291-6470-601.32-80	BOOKS	53.08	
		291-6470-601.32-80	BOOKS	133.88	
		291-6470-601.32-80	BOOKS	338.36	
		291-6470-601.32-80	BOOKS	364.06	
		291-6470-601.32-80	BOOKS	260.57	
		291-6470-601.32-80	BOOKS	1,524.06	
		291-6470-601.32-80	BOOKS	1,708.64	
		291-6470-601.32-80	BOOKS	155.42	
		291-6470-601.32-80	BOOKS	573.28	
		291-6470-601.32-80	BOOKS	269.63	
		291-6470-601.32-80	BOOKS	296.30	
		291-6470-601.32-80	BOOKS	223.35	
		291-6470-601.32-80	BOOKS	340.24	
		291-6470-601.32-80	BOOKS	1,167.06	
		291-6470-601.32-80	BOOKS	255.36	
		291-6470-601.32-80	BOOKS	814.34	
		291-6470-601.32-80	BOOKS	122.79	
		291-6470-601.32-80	BOOKS	760.66	
		291-6470-601.32-80	BOOKS	212.55	
		291-6470-601.32-80	BOOKS	169.28	
		291-6470-601.32-80	BOOKS	423.39	
		291-6470-601.32-80	BOOKS	394.44	
		291-6470-601.32-80	BOOKS	24.83	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	1,242.39	
		291-6470-601.32-80	BOOKS	153.98	
		291-6470-601.32-80	BOOKS	63.70	
		291-6470-601.32-80	BOOKS	570.92	
		291-6470-601.32-80	BOOKS	151.31	
		291-6470-601.32-80	BOOKS	1,396.12	
		291-6470-601.22-85	PROC SERVS	84.00	
		291-6470-601.22-85	PROC SERVS	289.95	
		291-6470-601.22-85	PROC SERVS	611.80	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	51.70	
		291-6470-601.22-85	PROC SERVS	97.30	
		291-6470-601.22-85	PROC SERVS	532.00	
		291-6470-601.22-85	PROC SERVS	72.80	
		291-6470-601.22-85	PROC SERVS	2.30-	
		291-6470-601.22-85	PROC SERVS	33.60	
		291-6470-601.22-85	PROC SERVS	28.00	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	231.80	
		291-6470-601.22-85	PROC SERVS	44.10	
		291-6470-601.22-85	PROC SERVS	273.60	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	326.45	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	174.10	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	471.20	41,727.21
74322	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTL	463.54	
		291-6470-601.32-75	AV MTL	170.01	
		291-6470-601.32-75	AV MTL	2,828.41	
		291-6470-601.32-75	AV MTL	463.42	
		291-6470-601.32-75	AV MTL	436.71	
		291-6470-601.32-75	AV MTL	231.67	
		291-6470-601.32-75	AV MTL	36.27	
		291-6470-601.32-75	AV MTL	76.64	
		291-6470-601.32-75	AV MTL	1,625.98	
		291-6470-601.32-75	AV MTL	108.97	
		291-6470-601.32-75	AV MTL	162.92	
		291-6470-601.32-75	AV MTL	117.16	
		291-6470-601.32-75	AV MTL	110.39	
		291-6470-601.32-75	AV MTL	1,740.99	
		291-6470-601.32-75	AV MTL	206.70	
		291-6470-601.32-75	AV MTL	357.60	
		291-6470-601.32-75	AV MTL	615.06	
		291-6470-601.32-75	AV MTL	285.20	
		291-6470-601.32-75	AV MTL	3,115.70	
		291-6470-601.32-75	AV MTL	11.88	
		291-6470-601.32-75	AV MTL	58.75	
		291-6470-601.32-75	AV MTL	184.72	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	88.16	
		291-6470-601.32-75	AV MTLs	100.79	
		291-6470-601.32-75	AV MTLs	2,445.12	
		291-6470-601.32-75	AV MTLs	195.71	
		291-6470-601.32-75	AV MTLs	37.42	
		291-6470-601.32-75	AV MTLs	175.98	
		291-6470-601.32-75	AV MTLs	176.01	16,627.88
74323	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	368.84	
		291-6470-601.32-75	AV MTLs	350.88	
		291-6470-601.32-75	AV MTLs	286.08	
		291-6470-601.32-75	AV MTLs	1,599.64	
		291-6470-601.32-75	AV MTLs	260.91	
		291-6470-601.32-75	AV MTLs	963.42	3,829.77
74326	BI RESEARCH	291-6470-601.32-95	PERIODICALS	100.00	100.00
74327	CABOT HERITAGE CORP	291-6470-601.32-95	PERIODICALS	167.00	167.00
74329	CCH INCORPORATED	291-6470-601.32-80	STATE TAX HANDBOOK 2017	132.41	132.41
74332	CLOSER	291-6470-601.32-95	PERIODICALS	89.97	89.97
74338	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	39.89	
		291-6470-601.32-80	BOOKS	23.93	63.82
74340	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	35.37	
		291-6470-601.32-95	PERIODICALS	24.29	
		291-6470-601.32-95	PERIODICALS	25.25	84.91
74344	DAPPLIED THINGS MAGAZINE	291-6470-601.32-95	PERIODICALS	20.00	20.00
74353	FINANCIAL TIMES	291-6470-601.32-95	PERIODICALS	612.00	612.00
74356	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	18.69	
		291-6470-601.32-80	BOOKS	81.57	100.26
74358	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	105.56	
		291-6470-601.32-80	BOOKS	762.30	
		291-6470-601.32-80	BOOKS	111.96	
		291-6470-601.32-80	BOOKS	81.57	
		291-6470-601.32-80	BOOKS	58.38	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	85.57	
		291-6470-601.32-80	BOOKS	79.17	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	133.55	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	25.59	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	98.21	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	130.35	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	124.77	
		291-6470-601.32-80	BOOKS	76.78	
		291-6470-601.32-80	BOOKS	1,269.68	3,477.55
74363	GREAT COURSES	291-6470-601.32-75	AV MTLs	11.95	
		291-6470-601.32-75	AV MTLs	15.00	26.95
74365	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	220.60	220.60
74371	HEALTH SPECIAL REPORT	291-6470-601.32-80	BOOKS	28.90	28.90
74374	ID LABEL INC	291-6470-601.32-05	BARCODE REORDER	838.50	838.50
74377	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	93.75	
		291-6470-601.32-80	BOOKS	71.25	
		291-6470-601.32-80	BOOKS	101.25	
		291-6470-601.32-80	BOOKS	108.75	375.00
74379	ILA MEMBERSHIP	291-6470-601.22-02	ILA DUES-M JASINSKI	200.00	
		291-6470-601.22-02	ILA DUES-J KADUS	150.00	350.00
74382	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	46.74	
		291-6470-601.32-80	BOOKS	30.46	
		291-6470-601.32-80	BOOKS	53.93	
		291-6470-601.32-80	BOOKS	29.98	
		291-6470-601.32-80	BOOKS	10.17	
		291-6470-601.32-80	BOOKS	106.50	
		291-6470-601.32-80	BOOKS	91.00	
		291-6470-601.32-80	BOOKS	21.46	
		291-6470-601.32-80	BOOKS	72.86	
		291-6470-601.32-80	BOOKS	282.52	
		291-6470-601.32-80	BOOKS	99.85	
		291-6470-601.32-80	BOOKS	110.14	
		291-6470-601.32-80	BOOKS	83.96	
		291-6470-601.32-80	BOOKS	243.74	
		291-6470-601.32-80	BOOKS	89.27	
		291-6470-601.32-80	BOOKS	103.35	
		291-6470-601.32-80	BOOKS	95.30	
		291-6470-601.32-80	BOOKS	24.26	
		291-6470-601.32-80	BOOKS	19.77	
		291-6470-601.32-80	BOOKS	117.54	
		291-6470-601.32-80	BOOKS	18.06	
		291-6470-601.32-80	BOOKS	36.00	
		291-6470-601.32-80	BOOKS	79.66	
		291-6470-601.32-80	BOOKS	54.04	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	19.49	
		291-6470-601.32-80	BOOKS	53.60	
		291-6470-601.32-80	BOOKS	42.90	
		291-6470-601.32-80	BOOKS	71.30	
		291-6470-601.32-80	BOOKS	35.91	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	192.00	
		291-6470-601.32-80	BOOKS	51.25	
		291-6470-601.32-80	BOOKS	141.56	
		291-6470-601.32-80	BOOKS	36.93	
		291-6470-601.32-80	BOOKS	59.09	
		291-6470-601.32-80	BOOKS	174.21	
		291-6470-601.32-80	BOOKS	31.39	
		291-6470-601.32-80	BOOKS	54.70	
		291-6470-601.32-80	BOOKS	59.82	
		291-6470-601.32-80	BOOKS	36.57	
		291-6470-601.32-80	BOOKS	73.88	
		291-6470-601.32-80	BOOKS	109.23	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	52.67	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	201.43	
		291-6470-601.32-80	BOOKS	310.73	
		291-6470-601.32-80	BOOKS	111.81	
		291-6470-601.32-80	BOOKS	64.56	
		291-6470-601.32-80	BOOKS	140.12	
		291-6470-601.32-80	BOOKS	35.28	
		291-6470-601.32-80	BOOKS	19.75	
		291-6470-601.32-80	BOOKS	97.40	
		291-6470-601.32-80	BOOKS	37.43	
		291-6470-601.32-80	BOOKS	23.94	4,281.08
74383	ISBGFH	291-6470-601.32-95	PERIODICALS	35.00	35.00
74384	JANWAY COMPANY USA INC	291-6470-601.32-05	30 HANGING MEDIA POUCHES	345.97	345.97
74390	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	213.00	213.00
74393	MEDJUGORJE MAGAZINE	291-6470-601.32-95	PERIODICALS	20.00	20.00
74395	MEREDITH BOOKS	291-6470-601.32-80	BOOKS	4.62	4.62
74396	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	7.49	
		291-6470-601.32-75	AV MTLs	74.94	
		291-6470-601.32-75	AV MTLs	33.72	
		291-6470-601.32-75	AV MTLs	317.82	
		291-6470-601.32-75	AV MTLs	253.30	
		291-6470-601.32-75	AV MTLs	6,349.65	
		291-6470-601.32-75	AV MTLs	351.44	7,388.36
74399	MULTICULTURAL BOOKS & VIDEOS	291-6470-601.32-75	AV MTLs	82.34	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					82.34
74400	NATIONAL AUDUBON SOCIETY	291-6470-601.32-95	PERIODICALS	20.00	20.00
74402	NEW GENERATION RESEARCH	291-6470-601.32-95	PERIODICALS	195.00	195.00
74408	OFFICE DEPOT BUSINESS ACCOUNT	291-6470-601.32-05	PLASTIC BOXES	55.96	55.96
74411	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	PERIODICALS	190.80	
		291-6470-601.32-95	PERIODICALS	190.80	
		291-6470-601.32-95	PERIODICALS	190.80	
		291-6470-601.32-95	PERIODICALS	190.80	763.20
74412	PC GAMER MAGAZINE	291-6470-601.32-95	PERIODICALS	19.95	19.95
74413	PENGUIN RANDOM HOUSE LLC	291-6470-601.32-75	AV MTLs	85.00	85.00
74416	POLYLINE LLC	291-6470-601.32-05	DISC DVD CASES & CD JEWEL	628.35	
		291-6470-601.32-05	FREIGHT ADJUSTMENT/	97.80-	530.55
74425	RECORDED BOOKS INC	291-6470-601.32-05	CD SECURE ALBUM, LARGE &	1,515.00	1,515.00
74430	SHOWCASES	291-6470-601.32-05	HEAVY DUTY ALBUMS	342.09	342.09
74436	STAPLES ADVANTAGE	291-6470-601.32-90	ROLLING BASKE	457.98	
		291-6470-601.32-05	DIVIDERS	10.58	
		291-6470-601.30-05	MAGIC TAPE	45.90	514.46
74444	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	674.74	
		291-6470-601.32-80	BOOKS	19.14	
		291-6470-601.32-80	BOOKS	31.95	
		291-6470-601.32-80	BOOKS	91.03	
		291-6470-601.32-80	BOOKS	190.44	1,007.30
74455	WORLD CHAMBER OF COMMERCE DIRECTORY	291-6470-601.32-80	BOOKS	60.00	60.00
74457	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	60.50	
***** DIVISION TOTAL ****					98,437.10
***** DEPARTMENT TOTAL **					128,033.80
***** GRAND TOTAL *****					369,174.94

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	323,318.31
491	Capital Projects-Library	45,856.63
**** TOTAL ALL FUNDS ****		369,174.94

February 21, 2017

Arlington Heights Memorial Library
Special Funds Summary
1/31/2017

	Account	Amount	Description	Staff
Check # 1455-Encomium Publications	6010-3032	\$ 400.00	To Replace Lost Warrant Check #73879	L Langdon
Check # 1456-AHML - Petty Cash				
1/2/2017	6001-2203	\$ 21.00	Travel/Training	J Moravec
	6401-3202	\$ 32.83	Program Events	S Hill
1/9/2017	6420-3202	\$ 49.40	Program Events	K McCoy
1/16/2017	6440-3202	\$ 48.57	Program Events	K Devitt
	6405-3202	\$ 10.99	Program Events	K Zsupan
	6405-2203	\$ 20.00	Travel/Training	T Dantis
1/23/2017	6001-2203	\$ 5.99	Travel/Training	D Halpin
	6405-2203	\$ 29.96	Travel/Training	S Mayer
	6440-3202	\$ 42.64	AP-Program Events	K McCoy
1/30/2017	6440-3202	\$ 25.00	Program Events	C Giovannelli-Caputo
	6440-3202	\$ 24.23	Program Events	A Belford
	6405-3202	\$ 11.00	Program Events	S Hill
	6401-2203	\$ 30.18	Travel/Training	L Dakas
	6010-2203	\$ 37.98	Travel/Training	B Sliwa
	6001-2203	\$ 26.00	Travel/Training	J Moravec
	6020-2111	\$ 38.94	Building Maintenance	G Leclair
	6405-2203	\$ 11.45	Travel/Training	S Mayer
		<u>\$ 866.16</u>		

February 21, 2017

**Arlington Heights Memorial Library
American Express Card Summary
1/31/2017**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
J. Kuhl	489-90-00	\$ (49.47)	AMEX Cash back rebate	Other Income/Rebate
	6001-2203	\$ 1,251.87	The Westin Peachtree Plaza	ALA Midwinter (Atlanta, GA) J Kuhl-January 19-24, 2017
M. Driskell	6010-3032	\$ 796.00	Optimal Workshop	Optimal Workshop annual subscription
	6010-3185	\$ 35.96	Amazon	iPhone Plus belt clip case for new Security phones
	6010-2005	\$ 54.10	PayPal	Monthly PayPal subscription for website ecommerce service
	6010-3232	\$ 695.00	Trimble	Sketchup Pro license for Dir. Of Admin.
	6010-2005	\$ 147.05	Godaddy	Renewal of AHML CodeCamp.com domain and hosting
	6010-3032	\$ 199.00	Optimal Workshop	Monthly renewal of Optimal Workshop website testing suite
	6010-3032	\$ 50.00	Trello	Monthly Trello renewal for Digital Services
	6470-3275	\$ 11.99	Netflix	Monthly renewal of Netflix for Digital Services Roku devices
	6010-3032	\$ 105.19	Advid	Renewal of annual support plan for Digital Services Avid Pro Tools
	6010-3185	\$ 48.58	Amazon	Case for JA and DS iPhone 7s
	6010-3032	\$ 25.00	GitHub	GitHub Monthly subscription for IT
	6010-3032	\$ 48.00	eBay	eBay seller fees for the sale of used computers
	6010-3032	\$ 9.99	Spotify	Spotify monthly subscription for the HUB
	6020-2111	\$ 145.00	TerraCycle Zero Waste Box	Recycling service/box for coffee cups
	6470-3275	\$ 11.99	Netflix	Monthly renewal of Netflix for Digital Services Roku devices
J. Moravec	6002-3005	\$ (17.75)	Paper Source	Tax removal
	6450-5015	\$ 259.98	Sphero Education	Sphero SPRK+
	6450-5015	\$ 478.00	Bloxels	Bloxels Classroom 10-pack*
	6405-2203	\$ 20.00	Eventbrite	IS-Ticket to LACONI Event 1/27/17
	6440-2203	\$ 60.00	Eventbrite	Tickets to LACONI Event 1/27/17
	6002-2203	\$ 20.00	Eventbrite	Ticket to LACONI Event 1/27/17
	6004-3280	\$ 303.00	West Walker Publishers	I Love You Like Sunshine-Book
	6440-3202	\$ 27.89	JoAnn	Construction Paper
	6010-3185	\$ 59.48	Newegg	Blu-Ray Writer
	6003-2255	\$ 81.62	Party City	Doilies, Table Covers
	6440-3202	\$ 32.35	Walmart	Lego Duplo
	6450-2015	\$ 295.00	Evilmadscientist	Water Color Bot
	6002-3005	\$ 123.65	Clipstrip	Pre-Formed Peel & Stick Literature Holder
	6020-2111	\$ 218.88	Commercial Vacuum	Carpet Protector
	6450-3185	\$ 799.99	Best Buy	Canon Camera
	6001-3272	\$ 302.94	Egg Harbor Café	Food for AHML/VAH Annual Joint Trustee Breakfast Meeting
				Registration for AH Mayor's Community Prayer Breakfast 2017-Andrykowski, Driskell ,
	6001-2203	\$ 80.00	AH Chamber of Commerce	Smart and Nelson
	6020-2111	\$ 92.19	Light Bulb Surplus	Spiral Light Bulbs
	6002-2210	\$ 309.03	Displays 2 Go	Table Cover
	6440-3202	\$ 47.96	Lego.com	Lego Rainforest Animals
M. Shultz	6470-3275	\$ 47.82	CD Baby	AV Mtls
	6470-3275	\$ 26.86	Grand Ole Opry	AV Mtls
	6470-3275	\$ 44.98	Acorn	AV Mtls
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3275	\$ 20.00	PayPal	AV Mtls
	6470-3275	\$ 18.00	PayPal	AV Mtls
	6470-3275	\$ 23.99	Target	AV Mtls
	6470-3295	\$ 12.50	Televisapublishing	Periodicals
	6470-3295	\$ 18.50	Televisapublishing	Periodicals
	6470-3275	\$ 0.46	Foreign Transaction Fee	AV Mtls
	6470-3275	\$ 0.60	Foreign Transaction Fee	AV Mtls
	6470-3275	\$ 17.40	PayPal	AV Mtls
	6470-3275	\$ 22.33	Sandbag	AV Mtls
	6470-3295	\$ 7.99	Blue Ash	Periodicals
	6470-3280	\$ 237.00	National Care Planning	Books
	Total	<u>\$ 7,689.88</u>		

February 21, 2017

Arlington Heights Memorial Library
Master Card Summary
1/31/2017

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M Schultz	6470-3295	\$29.95	Card Player	Periodicals
	6470-3295	\$195.00	Forbes Newsletters	Periodicals
	6470-3275	\$99.00	Amazon Prime	AV Mtls
	6470-3275	\$29.98	Kavayan Central	AV Mtls
	Total	<u>\$353.93</u>		

To: Board of Library Trustees
From: Jason Kuhl
Date: February 14, 2017
Re: Authorization of Trustee Expenditures

The Local Government Expense Control Act, which became effective January 1, 2017, requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Since the goal of the Act is to provide for oversight and control of the use of public funds, the board should also vote on any expenditures paid directly by the library on behalf of a trustee, despite the fact that these are not strictly reimbursements. Below is a list of events for which such fees were paid. In the future, these will come to the board prior to being paid, so deadlines for notifying us of attendance will need to be earlier.

Mayor's Community Prayer Breakfast

Registration fee, President Smart	\$20
Registration fee, Vice President Nelson	\$20
Registration fee, Trustee Thanopoulos	\$20
Total	\$60

ILA 2017 Trustee Workshop, Oak Brook

Registration fee, President Smart	\$135
Registration fee, Trustee Thanopoulos (discounted)	\$125 (second attendee is discounted)
Total	\$260 (also potential mileage reimbursement)

ILA Presidents' Day Library Legislative Breakfast

Registration fee, President Smart	\$25
Registration fee, Vice President Nelson	\$25
Total	\$50

Suggested Motion 1: **The board of library trustees approves the payment of registration fees for the 2017 Mayor's Community Prayer Breakfast for President Smart, Vice President Nelson, and Trustee Thanopoulos for the total amount of \$60.**

Suggested Motion 2: **The board of library trustees approves the payment of registration fees for the 2017 ILA Trustee Workshop for President Smart and Trustee Thanopoulos for the total amount of \$260.**

Suggested Motion 3: **The board of library trustees approves the payment of registration fees for the ILA Presidents' Day Library Legislative Breakfast for President Smart and Vice President Nelson for the total amount of \$50.**

To: Board of Library Trustees
From: Deb Whisler
Cc: Jason Kuhl
Date: February 9, 2017
Re: Approval for Parade Reviewing Stand

The Frontier Days, Inc. Festival Committee has written the library asking for permission to set up its parade reviewing stand in front of the library along Dunton Avenue and to use our electrical outlet to power the sound system for the festival's annual 4th of July parade.

The parade will take place on Tuesday, July 4, 2017. This year's theme is "Reading passport to the World".

It has been an AHML tradition to support the parade both by approving the Festival Committee's request and by participating in the parade. I hope that you will consider marching with the staff in this year's parade, too.

Suggested motion: **The Board of Library Trustees approves the Festival Committee's requests for the reviewing stand set-up and electricity for the 2017 4th of July parade.**



P.O. Box 177
Arlington Heights, IL 60006-0177
(847) 577-8572
Fax (847) 577-8645

February 2, 2017

*Deb Whisler
Director of Communications & Marketing
Arlington Heights Memorial Library
500 N. Dunton Ave.
Arlington Heights, IL 60004-5966*

*RE: Frontier Days Inc,
4th of July Parade
Tuesday, July 4th, 10:00 AM*

Dear Deb:

The Frontier Days Inc. 4th of July Parade committee is in the process of organizing our parade for the year 2017. This year our theme will be "Reading passport to the World".

This letter is being sent as a formal request for permission to setup our reviewing stand in front of the Library as in the past. We are also requesting permission to use the electricity from the Library for the sound system.

If our requests are granted please forward your written approval to 1218 South Highland Ave., Arlington Heights, 60005. Should you have any questions please feel free to call me at 847-758-0586. The Festival thanks you you for all your assistance in the past. This event would not be possible without the cooperation of the Library and its staff.

Very truly yours,

A handwritten signature in cursive script that reads "Carmella Lowth".

*Carmella Lowth
Frontier Days, Inc.
2017 Festival Co-chair &
2017 Parade Chair
1218 So. Highland
Arlington Heights, IL 60005*

CL:cl

To: Board of Library Trustees
From: Jason Kuhl
Date: February 16, 2017
Re: Approval of the FY 2017 Illinois Public Library Annual Report for CY 2016 (IPLAR)

Each year, the Board of Library Trustees reviews and approves the Illinois Public Library Annual Report (IPLAR), which must be submitted electronically to the Illinois State Library.

Normally, for comparison purposes, the responses from the previous year's report are shown in small bold type to the right of this year's answers and we would highlight items of note for you—particularly areas that have increased or decreased significantly. However, because the previous completed fiscal year encompassed only the eight months of the 2015 Stub, such comparisons are not possible.

I do want to draw your attention to items that have changed or are new to the report this year.

Facility/Facilities (6.1-6.4)

New questions:

- 6.2a** Does the library address the environmental needs of patrons on the autism spectrum?
- 6.3a** Total number of meeting rooms
- 6.3b** Total number of times meeting room(s) used by the public during the fiscal year.
- 6.4a** Total number of study rooms.
- 6.4b** Total number of times study room(s) used by the public during the fiscal year.

“Meeting rooms” used by the public considered as the Hendrickson Room reservation use for community-sponsored meetings/events, not library sponsored programming.

“Study rooms” used by the public considered the conference rooms.

Capital Needs Assessment

Comprehensive assessment report of the capital needs regarding age of facility, estimates of the costs for the types of work needed and types of work in progress.

Programs and Attendance (15.1-15.17)

New questions:

15.3 Passive Programs

15.4 Passive Program Attendance
(Children's, Young Adult, Other, Total)

We are not reporting on the above, as the information is not available. The library will keep stats for the current year on this information for the 2018 IPLAR reporting.

15.17a Did the library provide any special programming for patrons on the autism spectrum?

15.17b Please describe the programming provided.

Report circulation, including renewals, by the material types

New question:

18.13 Successful Retrieval of Electronic Information

We are not reporting on this question, as we do not have these statistics.

Staff Development and Training (23.1-23.5)

New questions:

23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?

23.5 Would you like to receive autism training at your library?

Suggested motion: **The Board of Library Trustees accepts the FY2017 Illinois Public Library Annual Report.**

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30019
1.2 ISL Branch # [PLSC 151, PLSC 701]	00
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0018
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Arlington Heights Memorial Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	500 North Dunton Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Arlington Heights
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60004
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	500 North Dunton Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Arlington Heights
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60004
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	847-392-0100
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	847-506-2650
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.ahml.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Jason Kuhl
1.15 Title	Executive Director
1.16 Library Director's E-mail	JKuhl@ahml.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	75,101
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	1
2.1b Total number of branch libraries [PLSC 210]	1
2.2a Are any of the branch libraries a combined public and school library?	
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	ARLINGTON HEIGHTS SENIOR CENTER BRANCH		
ARLINGTON HEIGHTS MEM. LIB.	ARLINGTON HEIGHTS MEMORIAL LIBRARY		
ARLINGTON HEIGHTS BOOKMOBILE	ARLINGTON HEIGHTS MEMORIAL LIBRARY BOOKMOBILE		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	30019	3001902
ARLINGTON HEIGHTS MEM. LIB.	30019	3001900
ARLINGTON HEIGHTS BOOKMOBILE	30019	3001901

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	1801 W CENTRAL RD.		
ARLINGTON HEIGHTS MEM. LIB.	500 NORTH DUNTON AVENUE		
ARLINGTON HEIGHTS BOOKMOBILE	500 NORTH DUNTON AVENUE		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	ARLINGTON HEIGHTS		60005	
ARLINGTON HEIGHTS MEM. LIB.	ARLINGTON HEIGHTS		60004	
ARLINGTON HEIGHTS BOOKMOBILE	ARLINGTON HEIGHTS		60004	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	Cook		847-870-3710	
ARLINGTON HEIGHTS MEM. LIB.	Cook		8473920100	
ARLINGTON HEIGHTS BOOKMOBILE	Cook		8473920100	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	1,405		
ARLINGTON HEIGHTS MEM. LIB.	132,000		
ARLINGTON HEIGHTS BOOKMOBILE	-3		

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	2,202	52	26,955
ARLINGTON HEIGHTS MEM. LIB.	4,266	52	987,227
ARLINGTON HEIGHTS BOOKMOBILE	1,005	52	22,914

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2016
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2016
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Janet Moravec
3.5 Telephone Number of Person Preparing Report	847-506-2649
3.6 FAX Number	847-506-2650
3.7 E-Mail Address	JMoravec@ahml.info

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

This information is used for directory purposes and for meeting the annual legal reporting requirements of public library districts [75 ILCS 16/30-40(d)]. Libraries organized under the Local Library Act [75 ILCS 5/] are also required to annually report on the condition of their trust to the Illinois State Library [75 ILCS 5/4-10].

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	David F. Unumb
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2017
5.8 Telephone Number	847-818-8525
5.9 E-mail Address	DUnumb@ahml.info
5.10 Home Address	200 North Arlington Heights Road, #1125
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Second member

5.5 Name	Marianthi Thanopoulos
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2017
5.8 Telephone Number	847-870-4980
5.9 E-mail Address	MThanopoulos@ahml.info
5.10 Home Address	512 South Forrest Avenue
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Third member

5.5 Name	Joan Brody Garkisch
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	847-338-8445
5.9 E-mail Address	jbrodygarkisch@ahml.info
5.10 Home Address	108 South Donald Avenue
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Fourth member

5.5 Name	Carole Medal
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	847-870-4981
5.9 E-mail Address	cmedal@ahml.info
5.10 Home Address	44 North Vail Avenue, #409
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60005

Fifth member

5.5 Name	Greg Zyck
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2019
5.8 Telephone Number	847-507-2336
5.9 E-mail Address	gzyck@ahml.info
5.10 Home Address	17 West Waverly Road
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Sixth member

5.5 Name	Deborah A. Nelson
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2017
5.8 Telephone Number	773-418-0355
5.9 E-mail Address	dnelson@ahml.info
5.10 Home Address	505 West Maude Avenue
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Seventh member

5.5 Name	Debbie Smart
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2017
5.8 Telephone Number	847-494-3707
5.9 E-mail Address	DSmart@ahml.info
5.10 Home Address	200 West Campbell Street, Unit 601
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60005

Eighth member

5.5 Name	David F Unumb
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2017
5.8 Telephone Number	847-593-7538
5.9 E-mail Address	DUnumb@gmail.com
5.10 Home Address	929 East Golf Road #4
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60005

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	132,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	No
6.2b If so, please describe	
6.3a Total Number of Meeting Rooms	2
6.3b Total number of times meeting room(s) used by the public during the fiscal year	163
6.4a Total Number of Study Rooms	14
6.4b Total number of times study room(s) used by the public during the fiscal year	17,386

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
Number of Facilities	0	0	0	1	0	0

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$568,000	0	\$0
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	1	\$360,000	0	\$0
Heating/ventilation/air conditioning	1	\$1,196,908	0	\$0
Electrical systems other than alarms	1	\$22,000	0	\$0
Plumbing systems	0	\$0	0	\$0
Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	0	\$0	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	0	\$0	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	0	\$0	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	1	\$119,000	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	0	\$0	0	\$0
Structural repairs (walls, foundations, etc.)	0	\$0	0	\$0
Roof repair/replacement	0	\$0	0	\$0
Heating/ventilation/air conditioning	1	\$335,000	0	\$0
Electrical systems other than alarms	0	\$0	0	\$0
Plumbing systems	0	\$0	0	\$0
Egress systems (doors, stairs, etc.)	0	\$0	0	\$0
Fire protection (detectors, alarms, etc.)	0	\$0	0	\$0
Asbestos abatement	0	\$0	0	\$0
Security measures	0	\$0	0	\$0
Energy conservation	0	\$0	0	\$0
Repair of sidewalks, curbing, parking areas	1	\$910,000	0	\$0
Accessibility measures	0	\$0	0	\$0
Technology upgrading	0	\$0	0	\$0
New building construction (construction of a new facility)	0	\$0	0	\$0
Building additions (adding square feet to existing facility)	0	\$0	0	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$38,003,454
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	Yes

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	\$963,595
7.4 Legacy	0
7.5 Gift	\$2,000
7.6 Other	0
7.7 Provide a general description of the property acquired.	Furniture, Network and Computer Equipment, Security Cameras, and Capital Projects.

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?

Yes

7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.

**STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES
IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2016
ITEM 7.8 12 Month
Period ended
REVENUE Dec 31, 2016**

Property Taxes - General \$12,303,237
Property Taxes - IMRF \$825,131
Property Taxes - FICA \$538,882
Intergovernmental
State Grants \$57,892
Other Grants \$2,250
Other Restricted \$-
Contribution Ordinance Library \$18,371
Copier and film printer fees \$48,811
Late charges,lost/damaged item charges \$162,394
Investment Income \$71,648
Contributions \$35,409
Miscellaneous \$11,261
Total Revenue \$14,075,286

EXPENDITURES
Culture, recreation & education
Salaries \$6,940,852
Fringe Benefits \$2,408,893
Contractual services \$1,343,483
Commodities \$1,993,212
Property and Capital outlay \$963,595
Other Charges \$13,211
Total Expenditures \$13,663,246
NET CHANGE IN FUND BALANCE \$412,038
FUND BALANCE, JANUARY 1, 2016 \$13,818,396
FUND BALANCE, DECEMBER 31, 2016 \$14,230,435 a

a) Fiscal Accumulation/Fund Balance used for future liabilities and capital projects.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	Yes
7.11 IF YES, what is the total amount of the outstanding liabilities?	\$454,992
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	Accounts Payable \$217,157 Accrued Payroll \$237,835

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$13,667,250
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b For the ensuing fiscal year, local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales)	

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.2 Per capita grant	\$57,892
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$0
8.5 Other State Government funds received	\$2,250
8.6 If Other, please specify	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$60,142

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$35,409
8.14 Other receipts intended to be used for operating expenditures	\$295,432
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$330,841
8.16 Other non-capital receipts placed in reserve funds	\$2,670

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$14,058,233
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	Surety Bond-Increase Penalty Rider for 8.18b.pdf
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$7,100,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$6,940,852
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$2,408,893
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$9,349,745

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$685,555
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$502,054
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$353,106
10.3b Please provide an explanation of the other types of material expenditures.	CDs, DVDs, Video Games, Spoken Audio, Toys
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$1,540,715

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$2,249,882
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$13,140,342

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$17,052
12.5 If Other, please specify	Interest Income
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$17,052

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$522,904
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	24	24	\$794.78	818.00
	13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week
	Executive Director	Library Director	\$74.14	37.50
	Deputy Director	Assistant Library Director	\$54.23	37.50
	Collection Services Manager	Collection Development Acquisitions	\$47.31	37.50
	Assistant Manager Customer Services	Adult Services	\$36.27	37.50
	Services Manager	Adult Services	\$40.41	37.50
	Services Supervisor	Young Adult Services	\$27.32	37.50
	Services Supervisor	Young Adult Services	\$29.14	37.50
	Services Supervisor	Adult Services	\$28.37	37.50
	Cataloging Supervisor	Cataloging	\$34.39	37.50
	Collection Services Supervisor	Collection Development Acquisitions	\$34.39	37.50
	Collection Services Specialist	Collection Development Acquisitions	\$24.35	37.50
	Collection Services Specialist	Collection Development Acquisitions	\$34.39	37.50
	Cataloging Specialist	Cataloging	\$30.11	37.50
	Info Specialist	Young Adult Services	\$24.35	37.50
	Info Specialist	Young Adult Services	\$24.35	37.50
	Info Specialist	Automation/Technology/Systems	\$38.42	37.50
	Info Specialist	Children's Services	\$29.14	37.50
	Info Specialist	Children's Services	\$31.16	37.50
	Info Specialist	Adult Services	\$24.35	37.50
	Info Specialist	Adult Services	\$24.35	37.50
	Info Specialist	Adult Services	\$24.35	37.50
	Info Specialist	Adult Services	\$23.46	4.50
	Info Specialist	Children's Services	\$32.21	1.00
	Info Specialist	Children's Services	\$23.82	25.00

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]

20.45

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	1			\$0.00	0.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	0			\$0.00	0.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	0.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	20.45

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	3,618.00
13.14 Minimum hourly rate actually paid	\$12.51
13.15 Maximum hourly rate actually paid	\$55.68
13.16 Total FTE Group C employees (13.13 / 40)	90.45

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	803.25
13.18 Minimum hourly rate actually paid	\$10.63
13.19 Maximum hourly rate actually paid	\$19.58
13.20 Total FTE Group D employees (13.17 / 40)	20.08

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	506.00
13.22 Minimum hourly rate actually paid	\$11.93
13.23 Maximum hourly rate actually paid	\$49.36
13.24 Total FTE Group E employees (13.21 / 40)	12.65
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	123.18
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	143.63

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	2	2	2	59.50	2	\$44,706.00	\$67,069.00
	13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
	Info Specialist	Adult Services	Master's Degree (ALA accredited)	22.00	1	\$44,706.00	\$67,069.00
	Info Specialist	Adult Services	Master's Degree (ALA accredited)	37.50	1	\$44,706.00	\$67,069.00

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	1			0.00		1
	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)
	0			0.00		0

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	1			0.00	1	\$0	1
	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated
	0			0.00	0	\$0	0

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	4,266
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	3,207
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	7,473
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	52
14.3 Total annual visits/attendance in the library [PLSC 501]	1,037,096

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these type of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	1,160	52,889	-1 <input checked="" type="checkbox"/> Unknown	-1 <input checked="" type="checkbox"/> Unknown
Young Adult	155	7,827	-1 <input checked="" type="checkbox"/> Unknown	-1 <input checked="" type="checkbox"/> Unknown
Other	1,423	28,735	-1 <input checked="" type="checkbox"/> Unknown	-1 <input checked="" type="checkbox"/> Unknown
Total	2,738	89,451		
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	Once/month Early Intervention Playgroup; two Sensory Family Movie Night programs; two programs that included sensory storytime; and one Early Open Program for Exploring the Fairy Tale Exhibit for Families with Special Needs			

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	59,516
16.2a Total Number of Unexpired Non-resident Users Cards	11
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$3,440.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	59,527
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	232,231
17.2 Current Print Serial Subscriptions [PLSC 460]	794
17.3 Total Print Materials (17.1+17.2)	233,025
17.4 E-books Held at end of the fiscal year [PLSC 451]	11,978
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	31,508
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	2,931
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	44,354
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	0

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	72
17.8 State (state government or state library) [PLSC 457]	13
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	85

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	1,361,513
18.2 Number of young adult materials loaned	31,144
18.3 Number of children's materials loaned [PLSC 551]	879,234
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	2,271,891

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	1,066,496
18.6 Videos/DVDs- Physical	670,773
18.7 Audios (include music)- Physical	167,165
18.8 Magazines/Periodicals- Physical	50,690
18.9 Other Items- Physical	104,316
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	2,059,440
18.11 Use of Electronic Materials [PLSC 552]	206,864
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	2,266,304
18.13 Successful Retrieval of Electronic Information [PLSC 554]	-1 <input checked="" type="checkbox"/> Unknown
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	206,864
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	2,266,304
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	8,900
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	5,587

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	182,902
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One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials

3,977

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library

373

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)

134

20.3 Is your library's catalog automated?

Yes

20.4 Is your library's catalog accessible via the web?

Yes

20.5 Does your library have a telecommunications messaging device for the hearing impaired?

Yes

INTERNET (21.1 - 21.8)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?

Yes

21.2a What is the maximum speed of your library's Internet connection? (Select one)

Other (specify)

21.2b If Other, please specify

200Mbps

21.3 What is the monthly cost of the library's internet access?

\$1,005

21.4 Number of Internet Computers Available for Public Use [PLSC 650]

85

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]

130,222

21.6 Wireless Sessions Per Year [PLSC 652]

-1 Unknown

21.7 Does your library utilize Internet filters on some or all of the public access computers?

Yes

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?

Yes

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?

Yes

22.2a If YES, did your library apply for Category 1, Category 2 or both?

Category 1

22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?

\$5,157

22.3 If NO, why did your library NOT participate in the E-rate program?

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$32,028
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	2,158.50
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	No

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

To: Board of Library Trustees
From: Rich Dworjianyn
CC: Jason Kuhl
Date: February 15, 2017
Re: Authorization to Replace Studio Computers

In the 2017 budget, we included \$12,000 to replace five Apple computers located in the Studio. These computers were not included in the computer replacement in 2016, instead being scheduled for replacement in 2017. These computers, purchased in 2011 and 2012, are starting to show signs of aging, with regard to reliability and speed, and are in need of replacement.

We have obtained three quotes and will purchase through the vendor providing the lowest price, currently Paragon Technologies.

Costs outlined below:

Qty.	Description	Price	Subtotal
5	27-inch iMac with Retina 5K display	\$2,299.00	\$11,495.00
3	Apple USB Superdrive	\$79.00	\$ 237.00
Total:			\$11,732.00

Suggested motion: The Board of Library Trustees authorizes the purchase of replacement computers for the Studio for an amount not to exceed \$12,000.

To: Board of Library Trustees
From: Rich Dworiansyn
CC: Jason Kuhl
Date: February 15, 2017
Re: Authorization to Replace Core Network Switches

In the 2017 budget, we included \$34,740 to replace our current core network switches. Our current switches are eight years old, are no longer supported by the manufacturer, and are nearing their end of useful life. The core switching has the responsibility of routing all of the traffic in our network. This traffic cop is the core of the network to which everything else connects to and depends on. We will be replacing the switches with equipment that allows for a much quicker connection to the client equipment, providing faster connections to the main servers on our network and faster response time to just about all network services.

As set forth in ILGA Public Act 098-0952, the purchase of interconnecting/network equipment does not require a public bid. We have obtained three quotes and will purchase through the vendor providing the lowest price, currently MNJ Technologies.

The cost breakdown is below:

Qty.	Description	Price	Subtotal
2	Cisco Catalyst WS-C3850-24XU Layer 3 Switch	\$8,062.00	\$16,124.00
2	Cisco Catalyst 3850 10GE Network Module	\$3,480.00	\$6,960.00
2	Cisco Proprietary Power Supply	\$1,102.00	\$2,204.00
2	Cisco SMARTnet Extended Service Agreement	\$1,191.00	\$2,382.00
1	Contingency material (5% for cables, brackets, modules, etc)	\$1,384.00	\$1,384.00
Total:			\$29,054.00

Suggested motion: **The Board of Library Trustees authorizes the purchase of replacement core network switches and associated equipment in an amount not to exceed \$29,054.**

To: Board of Library Trustees

From: Mike Kelly and Mike Driskell

CC: Jason Kuhl

Date: 2/15/2017

Re: Authorization to Seek Proposals for a New Human Capital Management System

In the 2017 budget, we included \$46,130 to replace our Human Capital Management System (HCM). We are seeking the board's permission to move forward with the RFP process to replace our existing system.

Ascentis has been providing our timekeeping services since 2010. Our service agreement expired in June 2015 and Ascentis has been providing us service on a month-to-month basis since. Finance, HR and IT staff have been involved in identifying and interviewing potential providers of this service. Demos have been viewed from Paychex, ADP and NovaTime. Based on these interviews, we expect a contract period of 3 to 5 years with ongoing annual costs in the range of \$12,000 to \$34,000.

Some key requirements we would expect in a new system are:

- Accurate record keeping - Accurate record keeping and proper annual accrual updates are a necessity in a timekeeping system, and will be one of the highest priorities in the decision making process. We would like to eliminate the need for staff to have to figure accruals annually and instead rely on the system to do so.
- Compatibility with HR software – We want any prospective timekeeping system to be compatible with the People Trak HR database used in our HR department. Ascentis is not compatible with People Trak.
- Reliability and responsive technical support - We have experienced a greater amount of downtime with the Ascentis product than what we feel is acceptable for a time and attendance system. When the downtime has been reported, the company has been slow to take responsibility for the outage and for repair. Since so many staff rely on the system on a regular basis, every

minute counts when the system is not available. We want to partner with a company that has a proven track record of being reliable and we expect a technical support team to be available and responsive when there is a problem. The support currently provided by Ascentis has not been consistent with our expectations.

- Intuitive interface – We have received many complaints from staff regarding the usability of the Ascentis system. The interface is not intuitive and is outdated. We expect our new system to be easy to use and comprehend.
- Flexibility – The new timekeeping system will need to allow for multiple categories of part-time benefited staff. A usable and robust scheduling module is important to help track the hours for our full-time exempt staff.

Suggested Motion: **The Board of Library Trustees authorize staff to issue an RFP to replace the Human Capital Management System.**

To: Board of Library Trustees
From: Mike Driskell and Gary Leclair
CC: Jason Kuhl
Date: February 15, 2017
Re: Authorization to seek bids to replace transformer

The Building Committee discussed this agenda item at its meeting on Monday, February 13. With the exception of minor wording changes, this memo is identical to the one considered by the committee.

The engineering assessment done by Shales McNutt Construction in 2013 indicated that there was an original 150 KVA lighting transformer in mechanical room number 004 that should be replaced. This transformer was installed in 1968 during the initial construction of the library and is approaching 50 years in service. The engineering assessment recommends replacement since transformers over 25 years in age often have deteriorated insulation between the windings. This deterioration could lead to failure of the transformer. We have budgeted \$22,000 in calendar year 2017 for this replacement.

Motion from committee: **The Building Committee recommends the Board of Library Trustees authorize staff to seek bids to replace the lighting transformer in mechanical room number 004.**

To: Board of Library Trustees

From: Mike Driskell and Gary Leclair

CC: Jason Kuhl

Date: February 15, 2017

Re: Authorization to engage consultant and seek bids for public computer HVAC modifications

The Building Committee discussed this agenda item at its meeting on Monday, February 13. With the exception of minor wording changes, this memo is identical to the one considered by the committee.

Digital Services staff members regularly receive complaints from customers regarding the air quality in the public computer area. Due to a lack of airflow and many people concentrated in one area, there is a persistent odor issue in that space. Staff have added air purifiers in the space in an attempt to address the odor issue, but this has not proven to be an effective solution. Included with the approved 2017 budget is \$149,500 to make corrections that will improve airflow and ventilation in this area.

20/10 Engineering submitted a proposal for design work to modify the existing HVAC system and/or add new system components to reduce odors in the public computer area in the amount of \$6,500 (\$6,500 contract price with 5% allowance for reimbursable expenses). The proposal covers all aspects of the project, including design work, drawings, and project development from start to finish. We have recently worked with 20/10 Engineering on a number of projects. Our library attorney concluded that since we have a good, ongoing relationship with 20/10, we could use their services without going through a formal RFQ process.

Motion 1 from committee: **The Building Committee recommends the Board of Library Trustees authorize the engagement of 20/10 Engineering as an engineering consultant for the modification and addition of HVAC components**

to reduce odors in the public computer area at a cost not to exceed \$6,825 for the design of the system, pending legal review of 20/10 Engineering's proposal.

Motion 2 from committee: **The Building Committee recommends the Board of Library Trustees authorize staff to seek bids on making changes to the HVAC system that will reduce odors in the public computer area as 20/10 Engineering recommends.**

To: Board of Library Trustees
From: Mike Kelly
CC: Jason Kuhl
Date: February 16, 2017
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 February 21. 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 2017 Budget. This amendment will add the Grants and Development Administrator position to the Administration budget. The proposed budget amendment is a net \$0 change. We have reduced the Operating Contingency budget in the Administration budget by the amount of the salary and employer taxes for the 11-month period starting February 1, 2017. The Operating Contingency was one of the placeholders approved by the Board of Library Trustees for expansion of services.

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 February 21, 2017.**

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: February 21, 2017
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AMOUNTS TO BE MODIFIED				
EXPENDITURE ACCOUNT(S)	ACCOUNT NAMES(S)	CURRENT BUDGET	AMOUNT OF AMENDMENT	AMENDED BUDGET
291-6001-601.16-36	Librarian III	0	74,552	74,552
291-6001-601.19-11	Social Security	28,402	4,622	33,024
291-6001-601.19-12	Medicare	6,454	1,081	7,535
291-6001-601.40.96	Operating Contingency	200,000	-80,255	119,745

EXPLANATION: As part of a library-wide goal of increasing our national and regional exposure and recognition in the library community, we have created a new position, Grants and Development Administrator, to provide us the opportunity to increase our participation in grants and initiative programs. The budget for this position will come from the placeholder for expansion of services in the Operating Contingency account within the Administration Division, which was approved by the board as part of the 2017 Budget. Therefore, the net change in the budget for this Budget Amendment is \$0.

SIGNATURES	
DIRECTOR OF FINANCE:	DATE:
EXECUTIVE DIRECTOR:	DATE:
TREASURER:	DATE:
PRESIDENT:	DATE:

To: Board of Library Trustees
From: Jason Kuhl
Date: February 15, 2017
Re: Process and Timeline for 3-Year Plan

The Strategic Planning Committee discussed this agenda item at its meeting on Friday, February 10. With the exception of minor wording changes, this memo is identical to the one considered by the committee.

The February 10, 2017 Strategic Planning Committee kicks off the process of producing a plan of significant initiatives that we will undertake in the next three years. We will complete the plan by May 2017 so we can incorporate it into the 2018 budget and Long Range Fiscal Plan as appropriate.

Before outlining a process for producing the plan, it is important to understand the scope of the work. The 3-year plan will tie directly to our board adopted strategic vision and priorities, that have been born out of a great deal of study and input from our customers. Over a number of years, we have collected customer comments, conducted surveys and focus groups, looked at the demographics of the Village, and studied how people use the library. These processes have generated a great many potential initiatives, and this plan will help organize and prioritize those that are most aligned with our strategic priorities.

The plan will be flexible in terms of timing projects and initiatives. The proposed framework does not list specific projects for specific years, but instead assumes the potential projects could take place at any time during the three-year period depending on the difficulty and complexity of the project and other initiatives taking place at the time.

The plan should:

- ensure our significant projects and initiatives tie directly to our vision and priorities

- help ensure new projects and the resources necessary to undertake them are focused on the areas that will make the most impact and have trustee support
- be realistic in terms of the number of potential activities that can be carried out during the three-year period
- ensure staff throughout the library and trustees are involved in the plan at their appropriate level

The Model

We will arrange the final plan according to our priorities:

- **Priority 1: Popular Materials:** We will offer the books, movies, music, and emerging formats most in demand by our residents, ensure they are in good condition and easy to find, and make every effort to deliver them in a timely manner with minimal waiting for even the most in-demand items. We will seek to ensure our collection reflects the diversity of our world.
- **Priority 2: Popular Programs:** We will offer displays, programs, and exhibits most in demand by our residents, that highlight diverse experiences and points of view, and that support local educational curricula.
- **Priority 3: Technology Instruction and Access:** We will become the “go-to” place for our residents to learn about the technology they need through the use of formal classes, one-on-one instruction, demonstrations, and other techniques, emphasizing the practical applications of tools for business, school, and home.
- **Priority 4a: North:** Address changing demographics in Northern Arlington Heights, specifically the shift from empty nesters to families and the immigrant population and limited mobility in specific neighborhoods and complexes.

- **Priority 4b: South:** Address low levels of library use among residents/potential customers living in the southern part of Arlington Heights

Under each priority will be a set of potential activities with a **cross reference to a vision statement** and a **difficulty score** for each.

Vision Statements

In order to ensure each activity aligns with both its priority and Our Vision, all activities listed under each priority should also be cross-referenced to one of the vision statements:

Our Vision

The Arlington Heights Memorial Library strives to add value in our customers' lives by:

- partnering with them to develop skills they need to succeed in all stages of their lives; **(Statement 1)**
- helping local businesses and community agencies thrive; **(Statement 2)**
- inspiring understanding by creating occasions for the exchange of ideas, cultural experiences, and discovery; and **(Statement 3)**
- offering opportunities in Arlington Heights for gathering, learning, contemplating, creating, and finding inspiration. **(Statement 4)**

Difficulty Scores

A key purpose of the plan is to help ensure we focus on a realistic number of projects and initiatives over the next three years. To that end, each activity will list a difficulty score based on these criteria:

- **1:** Short. Completed in under a year with minimal resources, board involvement, communication to public, etc. (e.g. changing holds ratios).
- **2:** Medium. Could take a full year or more to implement, involve changes to policy, communication to the public, etc. (e.g. eliminating overdue fees).
- **3:** Long-term. Involves substantial planning, resources, and board involvement. Likely to take multiple years to plan and implement. (e.g. building a dedicated section for tweens).

To limit what we plan for the three-year period, the total difficulty score for all activities cannot exceed 80, and there can be no more than five activities with a score of 3.

Example

A small sample section of the plan incorporating all of the elements above would look like this:

Priority 1: Popular Materials: We will offer the books, movies, music, and emerging formats most in demand by our residents, ensure they are in good condition and easy to find, and make every effort to deliver them in a timely manner with minimal waiting for even the most in-demand items. We will seek to ensure our collection reflects the diversity of our world.

Potential Activity	Vision Statement	Difficulty Score
Increase copy to hold ratio for A/V	1	1
Explore and implement the elimination of overdue fines	1	2
Build a dedicated area for tweens to better connect them with library resources	1, 4	3

Timeline

1. Strategic Planning Committee meets for second brainstorming session. **February 10.**
2. Strategic Planning Committee meets to review staff's initial sorting of ideas from two brainstorming sessions. **February 21.**
3. Staff led teams use ideas from two brainstorming sessions and their own work/knowledge to compile lists of possible activities for the next three years for each priority area. Each potential activity is cross-referenced to one of the vision statements and assigned an overall score (1, 2, or 3) based on its difficulty, resource use, timeframe, etc. **Due March 27.**
4. LMT meets to discuss potential activities proposed in step 2 and determine which to recommend to the Strategic Planning Committee. The overall, total difficulty score of the potential activities recommended cannot exceed 80 and there can be no more than five activities with a score of 3. **LMT meeting on April 12**
5. Strategic Planning Committee meets to review entire list of ideas and staff recommendations. Final decision of what will go to board for approval will rest with the committee. **Mid to late April.**
6. Staff compile final plan based on Strategic Planning Committee feedback. Strategic Planning Committee meets to review and take formal action recommending adoption of the plan to the board. **Late April to early May.**
7. Board votes to adopt final plan. **May 16.**

To: Board of Library Trustees
From: Jason Kuhl
Date: February 15, 2017
Re: Ideas from Strategic Visioning Session

The Strategic Planning Committee will be discussing this agenda item at its meeting just prior to the board meeting on February 21. With the exception of minor wording changes, this memo is identical to the one that will be considered by the committee.

Attached is the initial sorting of ideas from the two strategic visioning sessions. As you can see, many of the ideas could be grouped together into “packages” for presentation. As this was the first step in combing through the ideas, I did not eliminate many from consideration. I looked at each item individually and did not consider how much could be done at one time – that work will come later. I look forward to discussing at your meeting.

Include for Consideration in Development of 3 Year Plan.

1. Comprehensive learning

- a. Direct your own learning
- b. Teaching how to learn
- c. Teaching how to problem solve
- d. GED
- e. Career transitioning skills
- f. Collaborate with Senior Center workshops already in existence
- g. Identify and offer topics no longer part of school curriculum.

2. Legal Services

- a. Attorney in the library
- b. Legal self-help center
- c. Partnership with Courthouse

3. Explore ways businesses to use our space (company showcases, vendor fairs, etc.)

4. Become environmental leader

5. Community curated content

6. Tween Space

7. Experiential spaces

- a. More in existing Kids' World space (inspiration from children's museums)
- b. STEM/STEAM
- c. Space inspired by MPL Bubbler
- d. Makerspace (either at AHML or mobile)

8. Become *Family Learning Place*

9. Augment collection

- a. Tools
- b. Bakeware
- c. Sewing supplies
- d. Musical Instruments
- e. Humans
- f. Items for special needs individuals
- g. Life Skill Kits (balancing a checkbook, renting first apartment, etc.)
- h. Hot spots
- i. Haptic tools (recreate the sense of touch by applying forces, vibrations to the user).

10. Teen World Languages Collection

11. Programming for 20s/30s

- a. Social engagement
- b. Liquor license
- c. Evening events
- d. Dating programs
- e. “adulthood”

12. Initiatives for new parents

- a. Health literacy from birth
- b. Partnership with NW community hospital

13. “Analog” programs

- a. Cooking
- b. Sewing
- c. Woodworking (partner with Senior Center?)
- d. Rewilding
- e. Unplugging
- f. Music

14. Artists in Residence

15. Intergenerational connections

- a. Teens assist adults with technology
- b. Adults assist teens with life skills
- c. Storytimes at Senior Center

16. Immigrant Services

- a. Translating communications
- b. Citizenship classes
- c. Reimagined role for ESL services
- d. Multilingual staff & training for existing staff
- e. Collobrate with new District 214 Director of Language Development

17. “Connector Program” connecting customers with appropriate agencies, resources, services, and people.

18. Mobile solutions (retool existing bookmobile or add additional vehicles for STEM/Tech, Programming, etc.)

19. Social Justice/Inspiring Understanding focused programming

- a. Community conversations around difficult/challenging/controversial topics
- b. Author visits targeted to different points of view

20. Increase support to non-profits

21. Seek input from community in different ways

- a. Boxes throughout town (perhaps modeled as a community art project – e.g. cows on parade, etc.) soliciting answers to a prompt about community desires/needs (not about the library specifically, but the library can use it to help define future goals).
- b. Question/problem wall in community (churches, train stations, etc.)
- c. Use art to create buzz in community
- d. Hold focus groups for specific populations

22. Use spaces throughout the community for temporary, popup services (for example, securing a space suited to hosting a larger exhibit than we could host at the library)

23. Create additional spaces to be “messy” in the library (with sinks, etc.)
24. “Short Reading”
25. Increase efforts to be accessible to people with disabilities (collaborate with NSSEO, NWSRA, and Village Commission)
26. “Ownership” of green space in community.

DRAFT

Brainstorming from Strategic Planning Committee Meeting 10-14-16

Partnering to develop skills to succeed –

- Early learning center
- Maintain users at every stage of life
- Conversations about volunteers
- Information swap
- Cultivate and curate with community and get feedback
- Intergovernmental agreements with other libraries
- Expand service learning

Businesses/agencies thrive –

- Catalyst for economic development
- Coordination for community outreach
- Incubator
- Business outreach
- Embedding
- Business focus group
- Business Info consultants
- Outreach to higher education
- Universal design

Cultural experiences/discovery –

- Utilize train station (VAH, Metra)
- Utilize Historical Society
- Discovery kits – adults
- ESL community culture
- Community talents
- Arts – visual and performance

Gather, learn, contemplate, create, find inspiration –

- Retool bookmobile – STEM, DIY, technology, programming/storytime

Popular Materials –

Popular Programs –

- Pop-Ups away from the library
- Cultural authors
- Community conversations
- STEAM
- Showcase our community
- Health literacy from birth
- Political conversations

DRAFT

Technology Instruction –

Access

City-wide Wifi

CoolNerd kiosk app

TaskRabbit

Electronic bulletin board

Audience development: teens/business –

Tweens

Business incubator

Expand service learning (SVS)

DRAFT

Brainstorming from Strategic Planning Committee Meeting 02-10-17

Partnering with them to develop skills they need to succeed in all stage of their lives

Partnering with local organizations

Partnering with Rolling Meadows courthouse/local law schools

Partnering with Harper College

Direct your own learning

Teaching how to learn

Teaching how to problem solve

GED

District 214 Entrepreneur Program

Partnering with Senior Center – connecting

Career transitioning skills

DRAFT

Helping local businesses and community agencies thrive

Supporting non-profits

- Databases

Support 25 North

Co-working spaces – incubators

Faith based organizations

- Willow Creek “community” – talk with them

AH Volunteer Fair – connecting people

- Hands On organization
- In conjunction with Teen Job Fair

Allow businesses to use our space

Support Hendrickson Room users

Attorney in the library

Extend beyond AH limits – bigger draw (surrounding towns – not sure AH)

Library card signup month

Collaborate with Senior Center workshops already in existence

Community awareness of services

Staff participation in community organizations

DRAFT

Inspiring understanding by creating occasions for the exchange of ideas, cultural experiences and discovery

Community curated content

Translating communications

Engaging customers out in the community

- Mobile fleet
- Suggestions boxes
 - What do you want from your community (not just library)

Keeping community involved in our work

Environmental leader

Meet ups

Library Pinterest

Efforts regarding recent immigration ban

- Safe spaces

Taking care of staff

- Staff needs
- Staff room
 - Always careful of using tax payer money
- Adequate staff to implement the 3-year plan
- Telling our story – including staff efforts
 - Staff focus on inspiring understanding
- Union





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Offering opportunities in Arlington Heights for gathering, learning, contemplating, creating, and finding inspiration

Branch space use ideas still valid

- “Fish bowl”
- Experiential Learning
 - More in existing Kids’ World space
 - Inspiration from children’s museums
 - Separate tween space (possibly existing Processing or Friends storage spaces)
 - Interactive STEM/STEAM
- Bubbler

Popup branch

- Exhibits
 - Larger exhibits such as Fairy Tales
 - Fairy Tales provided:
 -  Play
 -  Literature
 -  Cultural experiences
 -  All ages/generational
- Programs based on topics desired in that area of the village (north/south)
- Maker space
 - Mobile

Service that would allow for longer/in-depth customer transactions than can be handled at the current Info Desk

Question/problem wall ideas

- In the community
 - Churches
 - Train station

“Family Learning Place”

Legal self-help center

DRAFT

- Partnership with courthouse

Green spaces

- In conjunction with the park district

Mindful meditation

- for staff as well

Mold-a-rama; artomatic (sp?)

White AHML van – traveling billboard

Consider current ESL location in the building

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Popular Materials

- Unusual items
- Tools
- Gardening
- Baking/Cooking
- Sewing
- Musical Instruments
- Humans

Special Needs Collection

- Equipment
- Toys

Life skill kits

- Balancing a checkbook
- Credit cards
- W2 forms
- Renting your first apartment
- Relaxation

Teen world languages collection

Get rid of Dewey

Searching easier

- Catalog work
 - Subject headings
 - Keyword searching

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Popular Programs

Artists in residence

Adult popups (like Kids' World)

- Home studying
- Adulting
- Space to be messy
 - With a sink
 - Cardinal Room is nice visible room with some facilities (sink)
 - Open up Hendrickson Room kitchen space for more flexibility

20's/30's

- Social engagement
- Foundation
 - Look at current Friends and book sale practices
- Liquor license
 - Evening/after hour events
- Dating programs
- Social justice focus

New Moms

- Health literacy from birth
- Partnership with NW Community Hospital

How to:

- Cook
- Sew
- Woodwork
 - Partner with Senior Center workshop
- Civics
- Partner with schools to identify topics recently eliminated from curriculum

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Green spaces

- Rewilding
- Unplugging

Art (or some type of buzz) throughout the community

- Suggestion boxes
 - Communicate how suggestions are implemented
- Build a better world (summer reading theme)

Record programming for viewing at another time

Provide apps resources on specific topics followed by meet-ups

“Short reading”

Storytimes at the Senior Center

Music

- Effect on learning
 - Math
- Entertainment
- Social studies
- Cultures
- All ages

DRAFT

Technology Instruction and Access

Formal training

- Curriculum
 - Harper College
 - District 214

Changing careers

- Executive networking group

Haptic tools

Connecting

- Teens assist adults with for example technology
- Adults assist teens with for example sewing (life skills)

Hot spots

DRAFT

Audience Development

Entire AH community

Translating communications for top 5 languages

Citizen classes

- For all residents (those new to the country and those who have lived here their entire life)

Collaborate with new District 214 position – Director of Language Development

Focus groups for populations in the community

- What do you want/need from AHML

Connect people with AH and USA

- Their interests

Disability/Accessibility

- Birth – 20s
- 20+
- NSSEO – Northwest Suburban Special Education Organization
- NWSRA – Northwest Special Recreation Association
- Village Commission

Multilingual staff

- Hiring
- Training for existing staff

Technology

“Connector Program” – List of existing partnerships in the community

- To be used internally and as a possible handout for the public
- Referrals
- Partnerships

Staff position dedicated to outreach/partnerships

Executive Director's Report

February 2017

Facilities and Operations

Circulation News

- Circulation was down 2.3% compared to this same time last year, but resident library cards issued were up 12.6%. This suggests that customers are using our library for more than just checking out materials
- Checkouts at the bookmobile were up 7% compared to last January.
- Self-checkout:
 - Self-checkout accounted for 64.9% of all checkouts in January 2017, compared to 63.3% in January 2016.
 - The adult AV self-checkout station is celebrating its first anniversary! Checkouts here were huge compared to January 2016. In January 2016, 1,016 items were checked out at this station compared to 10,308 items this January. That's an increase of 915% over one year. These items represented 13.9% of checkouts done at our self-check stations.
 - Checkouts through the mobile app were down 42.7% compared to January 2016. This is most likely due to some app issues which are currently being addressed.

Digital Services News

- The Studio was reserved 413 times in January, which makes January 2017 the busiest January ever. It is a 16.34% increase over last January's reservations.
- The Friends of the Library purchased a 30-piece set of Google Expeditions, which arrived this month. We have tested them with our department and plan to debut them at the Tech Faire on March 4. We are also working with other departments to schedule programs and outreach partnerships so we can share this technology with schools, students, seniors, and other customer groups.

Major Donation Received

We received a \$10,000 unrestricted donation from the estate of Robert Deering. We are in the process of identifying a suitable use for the funds (likely the purchase of one or more pieces of art), and will notify the family when the items are received.

Young Adult Library Services Association (YALSA) Grant

AHML has been awarded a \$1,000 grant from YALSA in partnership with Best Buy as part of their support of Teen Tech Week. The theme of Teen Tech Week 2017 is *Be the Source of Change* and the grant helps libraries bridge the digital divide by offering young people, particularly those in disadvantaged communities, the opportunity to learn about technology through hands-on training and experience. With the grant funds, we will be offering a coding workshop at the Newcomer Center. I do not have a comprehensive list of the libraries that were awarded the grant in 2017, but the 2016 recipients were:

- Atlanta Public Schools
- Boston Public Library
- Cleveland Public Library
- Des Moines Public Library
- Detroit Public Schools
- Indianapolis Public Library
- Jefferson County Public Library, Colorado
- Jersey City Public Schools
- Kansas City Public Library
- Las Vegas-Clark County Public Library
- Los Angeles Public Library
- Louisville Free Public Library
- Milwaukee Public Library
- Murchison Middle School; Austin, Texas
- New Castle-Henry County Library; New Castle, Indiana
- New Orleans Public Library
- Phoenix Public Library
- Providence Public Library
- Public Library of Cincinnati and Hamilton County
- Ralston Public Schools; Omaha, Nebraska
- Roosevelt High School Library; Seattle, Washington
- Salt Lake City Public Library
- San Antonio Public Library
- San Diego Public Library
- San Francisco Public Library
- Tuckahoe Middle School Library; Richmond, Virginia
- Wright Middle School; Nashville, Tennessee

Building Project Updates

The Building Committee met on February 13 to discuss a number of upcoming projects. In addition to those items coming before the board for action, the following projects were discussed, each of which will come before the committee and board as appropriate:

- **Consultant for 1968 and 1978 Air Handlers:** The engineering assessment completed in 2013 includes a several substantial projects relating to the air handlers in the 1968

and 1978 portions of the building. We will be engaging 20/10 Engineering to investigate and provide a detailed assessment of these systems in order to better understand and budget for the work that needs to be completed. \$15,000 was budgeted for this assessment in the 2017 budget and 20/10's proposal is for \$13,500 plus reimbursable expenses, which is less than the threshold requiring board action for a budgeted expense.

- **Design work on Kids' World Furniture:** In the approved 2017 budget, \$43,000 is allocated for the replacement of many of the older tables and chairs in Kids' World. As Kids' World has become a more active, experiential space, the danger of furniture with hard surfaces and sharp corners has increased and many of the tables in question are sized for adults and too heavy for children to maneuver. We are engaging Product Architecture + Design to complete design work on the new furniture. This work is anticipated to be less than \$2,800.
- **Roof Replacement on 1978 Portion of Building:** The 2017 budget includes \$340,000 to replace the roof on the 1978 building, an amount based on the estimate incorporated into the 2013 engineering assessment. As we have looked to identify consultants for the project, one firm has estimated the amount to be much higher (\$600,000 – \$1 million). We are continuing to investigate.
- **Exterior Sign on Corner of Dunton and Euclid:** As was previously reported, the firm that fabricated the sign is making alterations to increase viewable area of the changeable message portion and needs to repair areas where the vinyl graphics were not applied properly. Within the next month, they will be removing the sign to make these changes. There will be no additional charge and we have not yet released any payment for the sign.
- **Parking Lot:** We have received an updated budget estimate on the parking lot work. There is some additional work to be done to refine some of the elements in the budget before presenting it to the Building Committee.

Programs

LEGO Train Exhibit

On February 11 and 12, the well-loved LEGO Train Exhibit returned to AHML- back by popular demand and better attended than ever before! The two-day display in the Hendrickson Room featured the unique creations of Northern Illinois LEGO Train Club (NILTC) and attracted 6,325 visitors! In addition to connecting with builders, families enjoyed a fully interactive LEGO visit: Kids of all ages jumped into LEGO free play in the

Marketplace and families worked together to solve a LEGO themed 'Seek and Find' treasure hunt in Kids' World.

We issued 95 new card registrations on the Sat/Sun during the Lego program, and had many card renewals. (For comparison: In February 2016 we averaged 13 new resident cards a day and 8 new reciprocal borrower registrations a day.)

"Absolutely Awesome! Made Me Feel Like a Kid Again! (I'm 60)"





Harry Potter Book Night

On February 2, Muggles and Wizards were invited to our 3rd Annual Harry Potter Book Night. More than 300 visitors were sorted into their Hogwarts House, given their Marauders Map, and sent off to attend classes: magic, fortune telling, "Defense Against the Dark Arts," potions, and more.

Families had the opportunity to capture it all at the Photo Booth. Attendees took home their own photos and the full album was shared on AHML's Facebook.

"We got to eat slugs! They were in the ice cream! They mashed them up with cookies. The REAL Professor Dumbledore was there. He made REAL birds come out of paper. Seriously Mom, real birds that could fly. It was awesome."





Saturday concert with The Boogers

Our first extended hours weekend family program was a huge success. More than 200 joined us for a Saturday concert with The Boogers. The music is similar to that of the band The Ramones so it was definitely something parents could appreciate, many seen dancing in the back of Hendrickson Room while their kids danced up front. Our next evening concert is Jeanie B and the Jelly Beans, which will appeal to the younger crowd.

How to Spot Fake News

On January 24, AHML offered customers an opportunity to engage in a topic important to libraries and of growing interest and concern to citizens - Fake News. Added to the program calendar post-newsletter, How to Spot Fake News generated immediate interest with 40+ people registering to attend the day it opened. At the program, a panel of library experts walked 52 attendees through steps to evaluate the quality of news sources, encouraging attendees to look for bias and make informed decisions about what they consume. The program will be repeated on February 23. A similar topic, Alternative Facts and Media Bias, will be presented on March 23.

Business lunch-bytes webinars

Offering webinars make programs accessible to customers who can't get away from work and attendance continues to grow. This month was the highest attendance ever with 16 participants. Feedback is consistently positive regarding the convenience and the content of the programs. We also had four customers follow up after the program who could not make it and ask if it was recorded ... the answer was Yes!

Preschool Information Night

On January 11, 284 community members participated in the library's annual Preschool Information Night. Thirty-six school/daycare exhibitors highlighted their services to parents and parents-to-be. Library staff recruited these organizations to help parents make an informed decision about their children's education.



Tween and Parent Nutrition Night

While 17 parents heard from nutritionist Lindy Camardella of Momentum Health, 17 tweens learned to make two healthy snacks and worked together in small groups to read recipes, measure ingredients, and assemble healthy snacks. Finally, tweens reunited with their parents to taste test 10 winter fruits and vegetables including ugli fruit, kumquat, snap peas and persimmon. Tweens left the program with a list of new fruits and vegetables to add to their families' grocery lists.

In the Community

Bad Art Night

A new social art event offered off-site at House of Music and Entertainment, was created to let customers get creative without the pressure of producing great art. They were startled when told "there are no rules, make it hideous, and be proud". They really got into it the spirit and some truly hideous art was created! Prizes were awarded for "Least Bad," "Everything But The Kitchen Sink," "What the?!?!" as well as The "Crowd Favorite." Attendees ranged from age elementary aged to senior citizens.

“Excellent, relaxing evening... how rare in life that there are no rules or directions. Very freeing event! Thank you!”



Farmers Market at Our Savior Lutheran Church

Staff set up a table at the Farmers Market at Our Savior Lutheran Church, with books and library card registration. A handful of books were loaned, and we registered a few new library cards for residents and reciprocal borrowers. At least six families had just come from the Lego Exhibit to the market. With the positive feedback, staff attending suggested we continue having a table at this event.



Tech Faire and PTA - At the upcoming Tech Faire, we will be partnering with the PTA of District 25 to bring student presenters to talk and demonstrate how they use tech in their daily lives. We have 24 student presentations and demos from students in grades 4-7. Topics range from household robots to electric motors to soap-powered boats. The Rolling Meadows Robotics Team and the WildStang Robotics Team will be bringing robots they have built to the Tech Faire to demonstrate.

Other

Urban Libraries Council (ULC) Working Group on Education

I will be participating in ULC's working group to discuss education and the role ULC libraries play as education leaders in their communities on March 1 and 2 in Washington DC. As one of the smaller libraries in ULC in terms of population served, I was happy to receive the invitation to participate and think it is important that our perspective be shared. Specific topics to be covered are:

- How we are working with our local school district and other community partners.
- Programs we have underway to reach disadvantaged neighborhoods.
- Key benchmarks and indicators of success.
- Key areas in which we are working or believe we need to work.
- Direction/guidance we have for ULC's education work on behalf of members.

Legislation That May Impact Libraries

As part of my role on the ILA board, and Jeremy's membership on the ILA Public Policy Committee, I am more cognizant of pending legislation that may have some impact on libraries. While there is no guarantee any of these bills will eventually become law, I want to make you aware of a few of the potentially more important ones:

- **HB 322:** As written, amends the gift ban of the State Officials and Employees Ethics Act to delete the exemptions that authorize the acceptance of gifts provided by an individual on the basis of personal friendship.
- **HB 337, 357, 358, 359, 382 and SB 13:** Each of these bills incorporate some variation of a property tax freeze.
- **HB 409:** This bill would allow currently employed and retired State correctional officers to carry their own firearms off duty without being in violation of unlawful use of weapons statutes.
- **HB 426:** Creates immigration safe zones in certain facilities including schools, health care facilities, and places of worship. Public libraries are not included, but it is

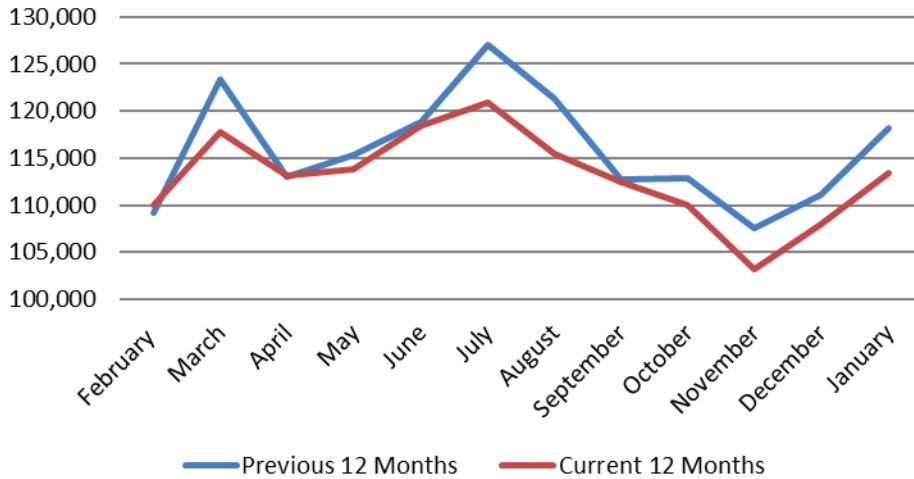
possible they could be in a future version of the bill.

- **HB 442:** For units of local government with an operating budget of \$1 million or more, would amend the Open Meetings Act to require the posting of substantially more information, including all materials prepared for meetings.
- **SB 658:** Would increase the base amount at which a public bid is required for a public improvement project from \$20,000 to \$30,000. Libraries are not yet included in the bill, but an amendment could be drafted for that purpose.

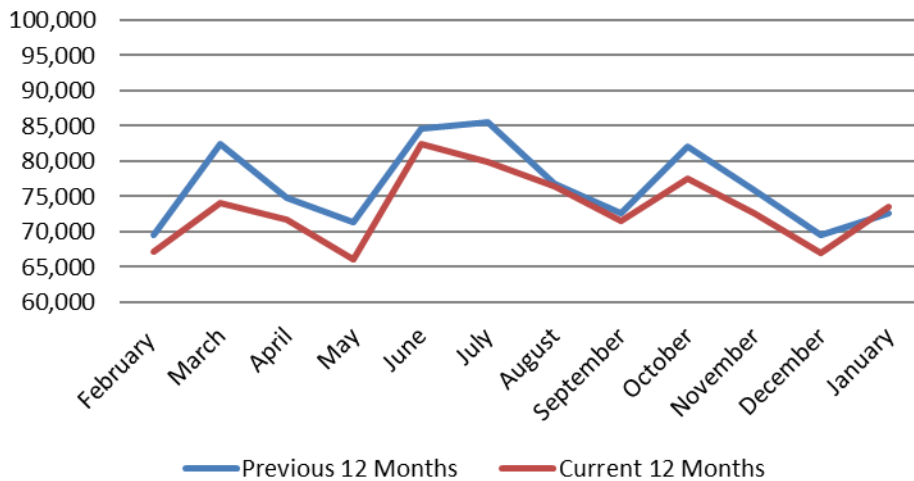
AHML - DASHBOARD - JANUARY 2017

	Jan 2017	Jan 2016	% change from last Jan	Jan 2017- Jan 2017	Jan 2016- Jan 2016	% change from last YTD
Total circulation	188,941	193,307	-2%	188,941	193,307	-2%
Adult circulation	113,392	118,231	-4%	113,392	118,231	-4%
Teen circulation	2,019	2,369	-15%	2,019	2,369	-15%
Children circulation	73,530	72,707	1%	73,530	72,707	1%
Print book circulation	90,825	93,539	-3%	90,825	93,539	-3%
Audiovisual circulation	67,644	72,051	-6%	67,644	72,051	-6%
Downloadables circulation	21,212	18,459	15%	21,212	18,459	15%
Self-check as % of main floor circ	65%	63%	2%	65%	63%	2%
Circulation to reciprocal borrowers	11,238	8,184	37%	11,238	8,184	37%
ILLs borrowed for our customers	412	508	-19%	412	508	-19%
ILLS lent to other libraries	720	852	-15%	720	852	-15%
Resident cards issued	430	382	13%	430	382	13%
Reciprocal cards registered	190	199	-5%	190	199	-5%
Reference questions	15,993	16,556	-3%	15,993	16,556	-3%
Number of Programs	224	225	0%	224	225	0%
Program attendance	10,902	10,441	4%	10,902	10,441	4%
First-time attendees at programs	292	360	-19%	292	360	-19%
% of target audience attending	51	64	-13	51	64	-13
% of progs meeting target audience #	80	79	1	80	79	1
Public computer use	10,946	9,424	16%	10,946	9,424	16%
Website visits	113,551	118,196	-4%	113,551	118,196	-4%
In-person visitors	94,190	89,508	5%	94,190	89,508	5%
Marketplace - % of adult coll / of circ	8% / 35%	8% / 32%	0% / 3%	8% / 35%	8% / 32%	0% / 3%
Kids' Mktplace - % of KW coll / of circ	5% / 15%	4% / 13%	1% / 2%	5% / 15%	4% / 13%	1% / 2%
Volunteer hours	2,076	2,114	-2%	2,076	2,114	-2%

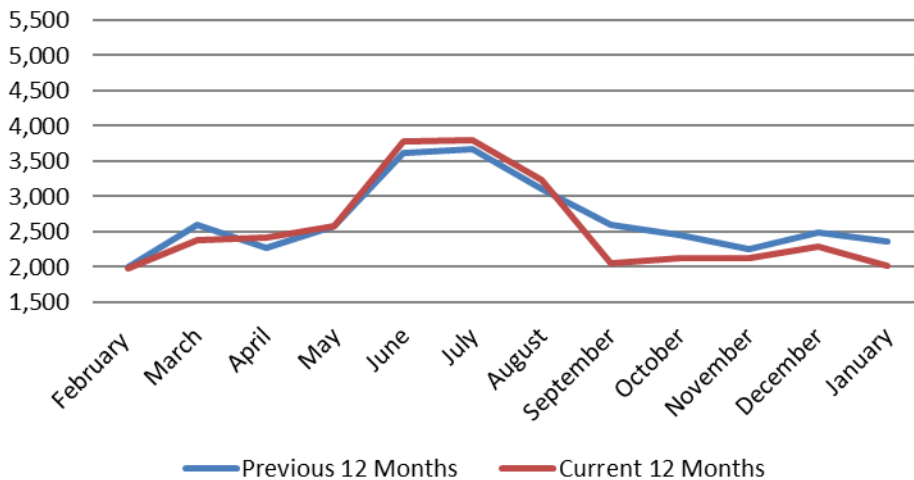
Adult Circulation



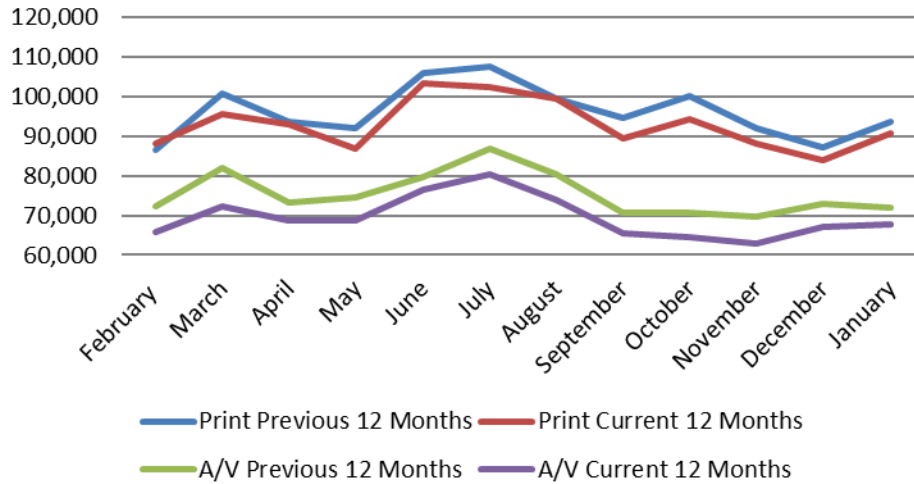
Children's Circulation



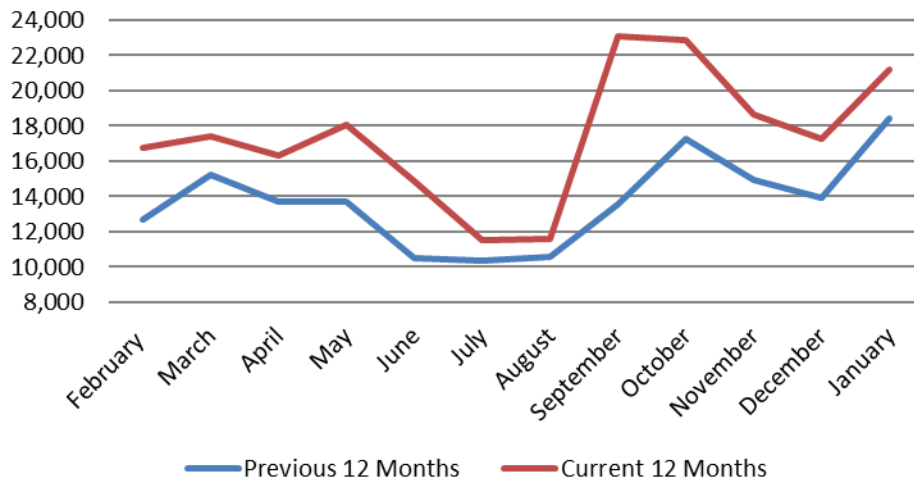
Teen Circulation



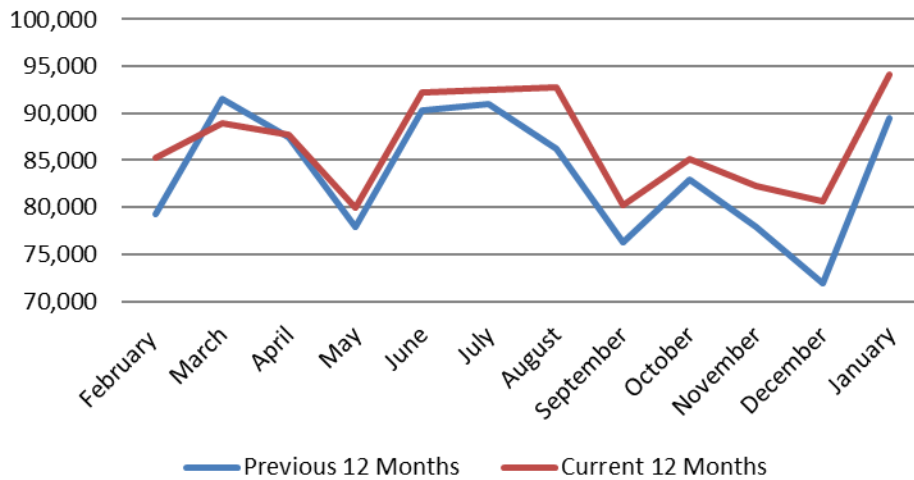
Physical Circulation

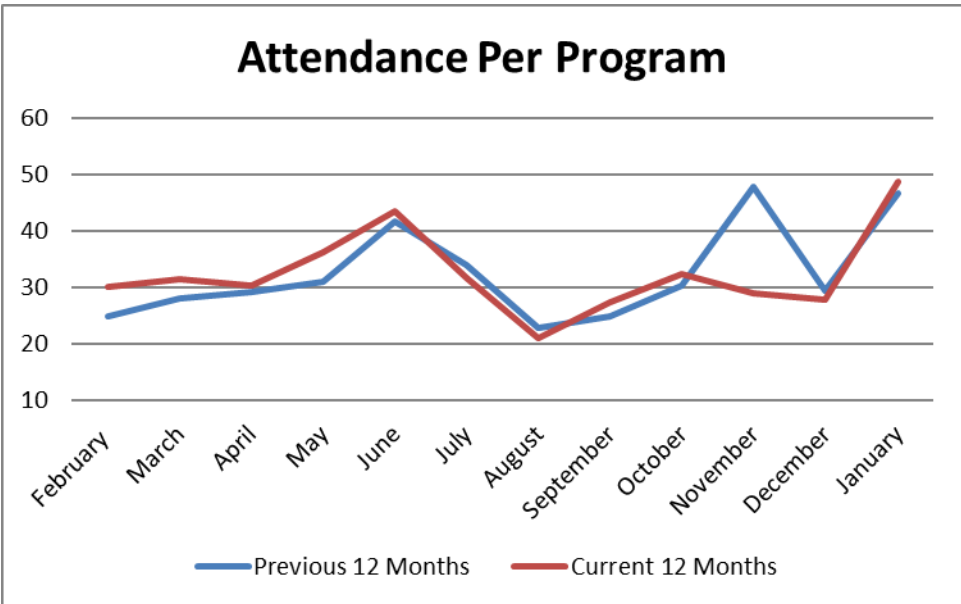
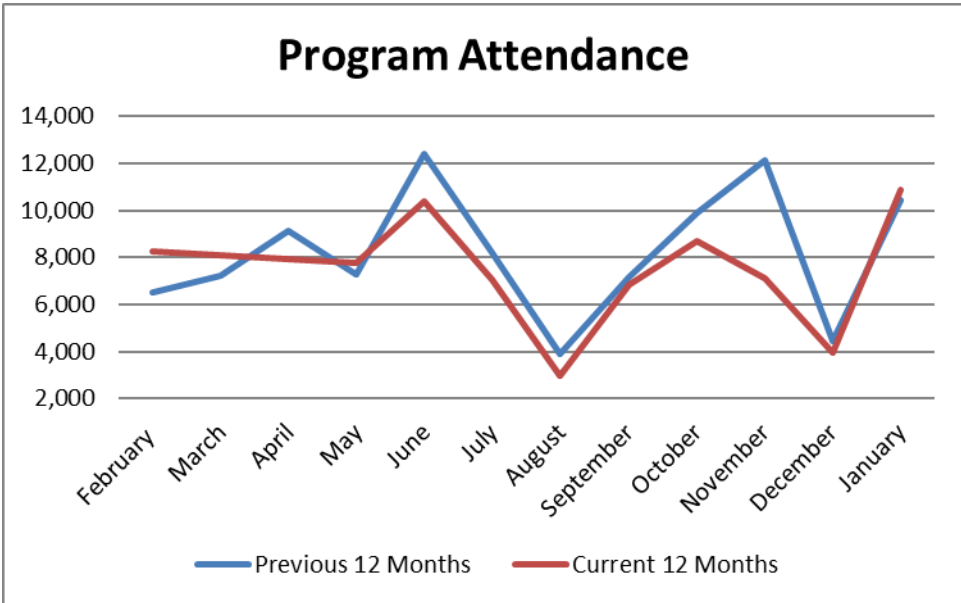
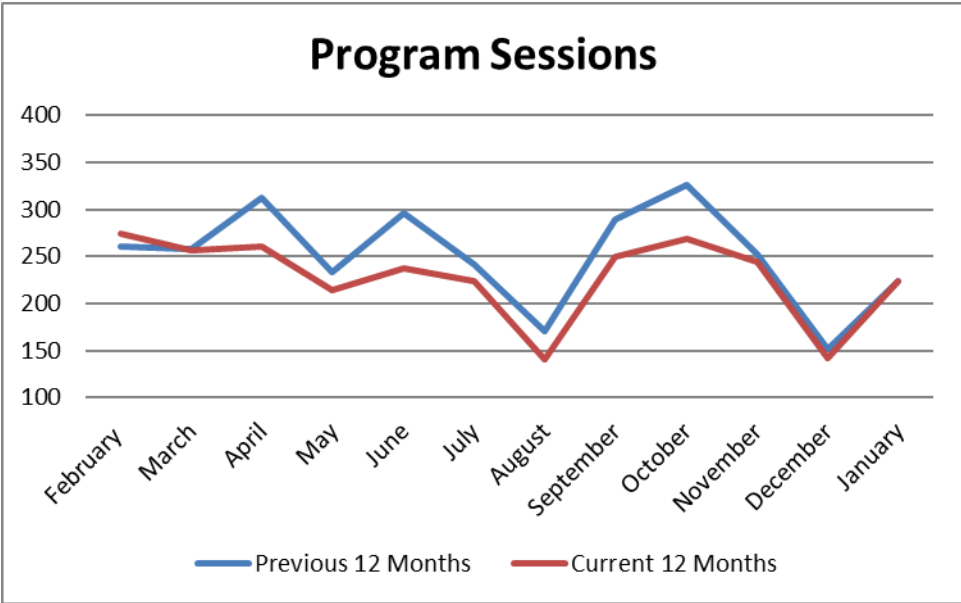


Downloadables Circulation

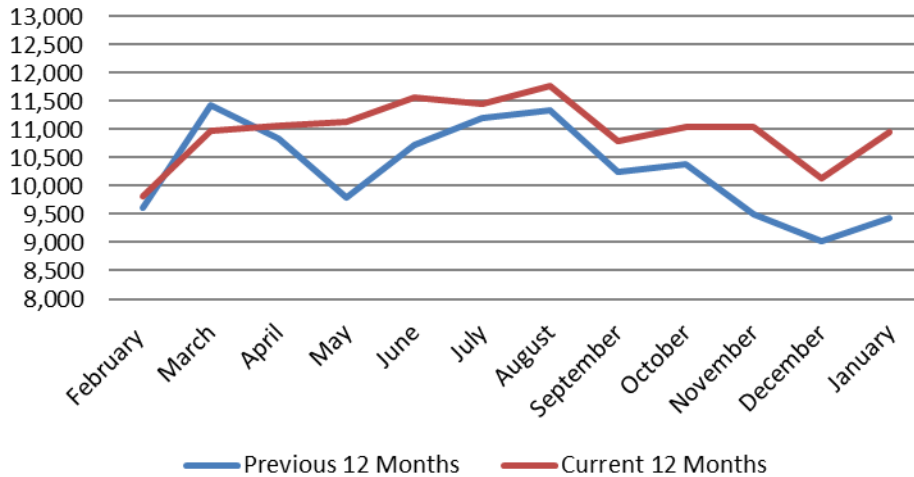


In-person Attendance

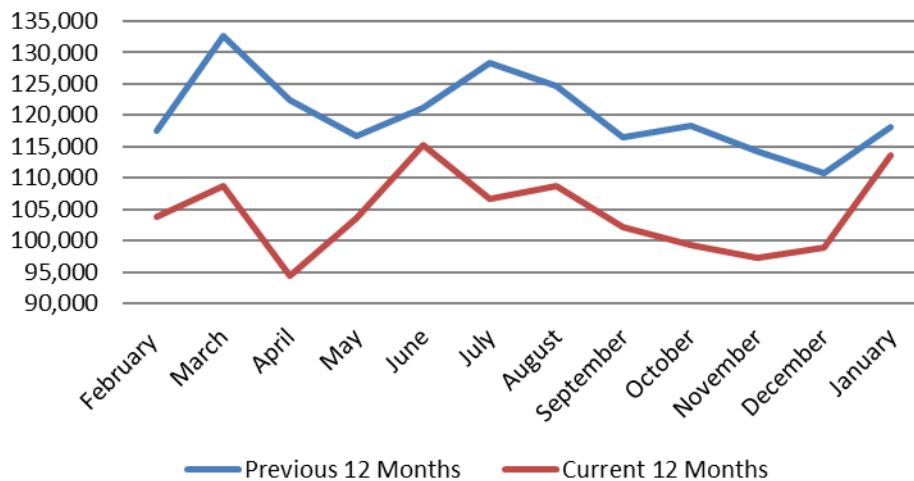




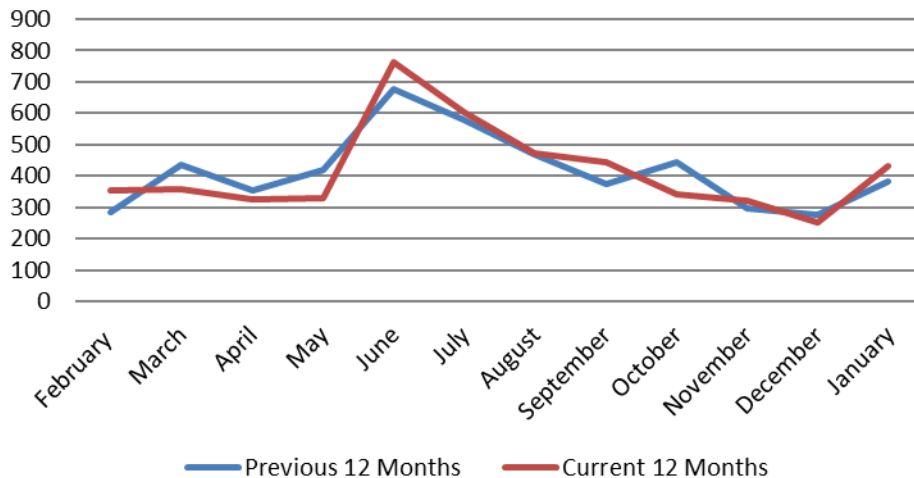
Public Computer Use



Website Visits



Resident Library Cards Issued



Reference Questions

