

BOARD OF LIBRARY TRUSTEES

7:30 P.M.

TUESDAY, JANUARY 17, 2017

BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
 - II. ROLL CALL
 - III. PUBLIC COMMENT
 - IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 20, 2016 (Action Item 1)
 - V. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2016 (Item 2)
 - VI. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2016 (Action Item 3)
 - VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 17, 2017 (Action Item 4)
 - VIII. EXECUTIVE DIRECTOR'S REPORT
 - IX. UNFINISHED BUSINESS
 - X. NEW BUSINESS
- STAFF PRESENTATION—MEASURING CUSTOMER SATISFACTION (Item 5)
Staff will present on mechanisms that have been established to measure and improve overall customer satisfaction. They will discuss how we currently measure customer satisfaction, highlight the goals of the project, present baseline data, and outline next steps.

XI. COMMITTEE REPORTS (As appropriate)

(A) BUILDING (Trustee Unumb)

(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 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 our assessment that the ongoing costs would limit the possibility of future service enhancements to a degree that we do not recommend proceeding with opening a branch at this time, and we will be presenting that recommendation at this meeting.

(C) FINANCE (Trustee Zyck)

(D) HUMAN RESOURCES (Trustee Zyck)

(E) POLICY (Trustee Nelson)

(F) STRATEGIC PLANNING (Trustee Brody Garkisch)

- AUTHORIZATION TO AMEND VISION, VALUES, AND PRIORITIES (Action Item 7)

We will review AHML's Vision (most recently reviewed in 2012), Values (most recently amended in 2013), and Priorities (most recently affirmed in 2014) and discuss proposed amendments that focus on diversity and inclusion.

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; AND (21) REVIEWING CLOSED SESSION MINUTES

XV. REVIEW OF CLOSED SESSION MINUTES AND OTHER 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.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, DECEMBER 20, 2016.

12.16.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, December 20, 2016, at 7:30 p.m. by President Debbie Smart.

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

Absent: None.

Also present: Jason Kuhl, Executive Director; 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; Michael Klean, Security Manager; Janet Moravec, Business Office Administrator; John T. Supplitt, Resident.

12.16.03 **PUBLIC COMMENT** – President Smart shared a note sent from the Harwood family.

12.16.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 15, 2016 (Action Item 1)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as corrected.

12.16.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2016 (Item 2)** – Mr. Kuhl reported 92% of the year has lapsed. Cash equivalents for November were \$19,161,734; last year cash equivalents were \$17,098,680. Real estate tax revenues received to date are at 99.4% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

12.16.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2016 (Action Item 3)** – Mr. Kuhl provided information in response to trustees' questions about individual expenditures.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2016, IN THE AMOUNT OF \$1,455,335.34**. Trustee Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: none. The motion carried.

12.16.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted certificates of appreciation presented to the library from High School District 214's Career Pathways program and from J.J.'s List; plans for creating a new 3-year Plan; and the introduction of the library's theme for 2017 "Inspiring Understanding."

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

12.16.09 **NEW BUSINESS**

- **STAFF PRESENTATION – MEASURING CUSTOMER SATISFACTION (Item 4)** – Due to staff illness, the presentation on measuring customer satisfaction was postponed and will be given at the January board meeting.

- **APPROVAL FOR LATE OPENING FOR STAFF INSTITUTE DAY 2017 (Action Item 5)** – Mr. Kuhl requested permission to open the library at 1:00 p.m. on Wednesday, February 15, in order to provide the library’s once-a-year training opportunity for the entire staff.

Trustee Medall moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE DELAYED OPENING OF THE LIBRARY ON WEDNESDAY, FEBRUARY 15, 2017 IN ORDER FOR THE LIBRARY STAFF TO ATTEND THE ANNUAL STAFF INSTITUTE DAY.** Trustee Nelson seconded. All were in favor and the motion carried.

- **INKLEY APPEAL OF SUSPENSION (Action Item 6)** – After reviewing and discussing the security log and suspension history for Mr. Inkley, the board was in favor of upholding Mr. Inkley’s one-year suspension from library services.

12.16.10 **COMMITTEE REPORTS**

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

(B) **FINANCE (Trustee Zyck)** – Trustee Zyck reported the committee met immediately prior to the regular December board meeting.

- **2017 BUDGET AMENDMENT (Action Item 7)** – Trustee Zyck explained the proposed budget amendment will add the Director of Administration position to the Administration budget. The dollars are being reallocated from other budget lines from across the library, so the amendment is a net \$0 change.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2017 BUDGET AMENDMENT, DATED DECEMBER 20, 2016.** No second was required as the motion came from committee. All were in favor and the motion carried.

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

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

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

- **NEXT MEETING: FRIDAY, JANUARY 13, 9:30 A.M.**

12.16.11 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** – Trustee Unumb reported the Friends of the Library currently have 547 members and have \$129,144 in available funds. Long-time Friends volunteer Pat Denney announced she is resigning from the Friends Book Sale Committee. The Friends will be purchasing 100 books bags for sale at book sales. President Smart also attended the meeting and thanked the Friends for their continued support.

12.16.12 **OTHER**

- **ARLINGTON HEIGHTS VILLAGE BOARD JOINT BREAKFAST MEETING – SATURDAY, FEBRUARY 13, 8:30 A.M.** – The board discussed topics for the Arlington Heights Village Board joint breakfast meeting. Mr. Kuhl remarked a dialog about diversity and inclusion would be appropriate. President Smart suggested an update on the library’s upcoming parking lot project be included.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Unumb. All were in favor and the motion carried. The board went into closed session at 8:05 p.m.

The board returned to open session at 10:19 p.m.

Trustee Nelson moved **APPROVAL OF THE CLOSED SESSION MINUTES OF SEPTEMBER 20, 2016.** Trustee Unumb seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES A PRORATED MERIT INCREASE OF 3.25% ANNUALLY FOR EXECUTIVE DIRECTOR JASON KUHL, EFFECTIVE JANUARY 1, 2017.** Trustee Unumb seconded. All were in favor and the motion carried.

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 10:21 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder

Village of Arlington Heights

FUND 291 Memorial Library Fund									
ACCOUNT		***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	68,890	7,182.17	10	826,581	825,131.30	100	826,581	1,449.70
04 00	Real Estate Tax FICA	44,993	2,239.22	5	539,894	538,881.71	100	539,894	1,012.29
05 00	Real Estate Tax	1,027,231	47,371.29	5	12,326,684	12,303,236.92	100	12,326,684	23,447.08
401	** Real Estate Taxes	1,141,114	56,792.68	5	13,693,159	13,667,249.93	100	13,693,159	25,909.07
400	*** Taxes	1,141,114	56,792.68	5	13,693,159	13,667,249.93	100	13,693,159	25,909.07
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	7,750	.00		93,000	57,891.61	62	93,000	35,108.39
70 00	Other Grants	424	.00		5,000	2,250.00	45	5,000	2,750.00
90 00	Contribution Ord. Library	87	14,697.80	6894	1,000	18,370.67	1837	1,000	17,370.67-
411	** Intergovernmental	8,261	14,697.80	178	99,000	78,512.28	79	99,000	20,487.72
410	*** Intergovernmental Revenue	8,261	14,697.80	178	99,000	78,512.28	79	99,000	20,487.72
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	80	.00		850	3,519.00	414	850	2,669.00-
74 00	Copier/Reader Printer Fee	3,174	2,794.25	88	38,000	42,256.85	111	38,000	4,256.85-
75 00	Meeting Room Fees	375	360.00	96	4,500	3,035.00	67	4,500	1,465.00
436	** Library Fees	3,629	3,154.25	87	43,350	48,810.85	113	43,350	5,460.85-
430	*** Fees	3,629	3,154.25	87	43,350	48,810.85	113	43,350	5,460.85-
440	Fines								
442	Library								
20 00	Late Charges	11,587	11,981.43	103	139,000	145,637.43	105	139,000	6,637.43-
25 00	Lost/Damaged Item Charges	1,674	1,320.85	79	20,000	16,756.56	84	20,000	3,243.44
442	** Library	13,261	13,302.28	100	159,000	162,393.99	102	159,000	3,393.99-
440	*** Fines	13,261	13,302.28	100	159,000	162,393.99	102	159,000	3,393.99-
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,087	3,685.10	177	25,000	40,893.59	164	25,000	15,893.59-
461	** Simple Interest	2,087	3,685.10	177	25,000	40,893.59	164	25,000	15,893.59-
462	Investment Income								
10 00	Market Value Adjustments	0	1,595.15		0	13,702.41		0	13,702.41-
462	** Investment Income	0	1,595.15		0	13,702.41		0	13,702.41-

Village of Arlington Heights
REVENUE REPORT
100% OF YEAR LAPSED

ACCOUNTING PERIOD 12/2016

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	2,087	5,280.25	253	25,000	54,596.00	218	25,000	29,596.00-
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	87	500.00	575	1,000	1,296.35	130	1,000	296.35-
483	** Donations	87	500.00	575	1,000	1,296.35	130	1,000	296.35-
489	Other								
90 00	Other Income	674	1,202.74	178	8,000	11,260.84	141	8,000	3,260.84-
93 00	Donations Genealogy	49	.00		500	250.00	50	500	250.00
94 00	FOL Reimbursements	5,424	2,100.00	39	65,000	31,862.54	49	65,000	33,137.46
489	** Other	6,147	3,302.74	54	73,500	43,373.38	59	73,500	30,126.62
480	*** Other	6,234	3,802.74	61	74,500	44,669.73	60	74,500	29,830.27
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,174,586	97,030.00	8	14,094,009	14,056,232.78	100	14,094,009	37,776.22

Village of Arlington Heights

FUND 491 Capital Projects-Library									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	174	2,882.01	1656	2,000	11,908.34	595	2,000	9,908.34-
461	** Simple Interest	174	2,882.01	1656	2,000	11,908.34	595	2,000	9,908.34-
462	Investment Income								
10 00	Market Value Adjustments	0	571.40		0	5,143.67		0	5,143.67-
462	** Investment Income	0	571.40		0	5,143.67		0	5,143.67-
460	*** Interest Income	174	3,453.41	1985	2,000	17,052.01	853	2,000	15,052.01-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,837	.00		1,750,000	1,750,000.00	100	1,750,000	.00
491	** Other Financing Sources	145,837	.00		1,750,000	1,750,000.00	100	1,750,000	.00
490	*** Other Financing Sources	145,837	.00		1,750,000	1,750,000.00	100	1,750,000	.00
FUND TOTAL Capital Projects-Library		146,011	3,453.41	2	1,752,000	1,767,052.01	101	1,752,000	15,052.01-

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										
16		Library Personal Services										
16	01	Executive Director	11342	11121.22	98	136071	141630.50	104	.00	136071	5559.50-	104
16	17	Deputy Director	8745	8134.38	93	104852	105764.13	101	.00	104852	912.13-	101
16	43	Business Office Adminr	4646	4504.37	97	55653	54407.45	98	.00	55653	1245.55	98
16	51	Clerk IV	3727	3589.43	96	44636	43923.05	98	.00	44636	712.95	98
16	92	Achievement Awards	174	.00	0	2000	2000.00	100	.00	2000	.00	100
16	**	Library Personal Services	28634	27349.40	96	343212	347725.13	101	.00	343212	4513.13-	101
18		Other Personal Services										
18	05	Overtime Civilian	0	10.72	0	0	130.54	0	.00	0	130.54-	0
18	**	Other Personal Services	0	10.72	0	0	130.54	0	.00	0	130.54-	0
19		Employee Benefits										
19	05	Medical Insurance	9595	5149.00	54	115118	61788.00	54	.00	115118	53330.00	54
19	10	IMRF	3720	3575.96	96	44596	45203.14	101	.00	44596	607.14-	101
19	11	Social Security	1776	950.40	54	21279	19315.19	91	.00	21279	1963.81	91
19	12	Medicare	423	379.23	90	4977	4800.02	96	.00	4977	176.98	96
19	53	Flexible Spending	199	.00	0	2300	2072.00	90	.00	2300	228.00	90
19	55	Unemployment Compensation	837	.00	0	10000	.00	0	.00	10000	10000.00	0
19	**	Employee Benefits	16550	10054.59	61	198270	133178.35	67	.00	198270	65091.65	67
20		Prof Technical Services										
20	05	Professional Services	1250	.00	0	15000	11053.34	74	.00	15000	3946.66	74
20	08	Consulting Services	337	2000.00	594	4000	2000.00	50	.00	4000	2000.00	50
20	20	Legal Services	1337	.00	0	16000	5947.50	37	.00	16000	10052.50	37
20	40	General Insurance	11712	.00	0	140500	124001.00	88	.00	140500	16499.00	88
20	81	OCLC Services	5534	.00	0	66408	54153.08	82	.00	66408	12254.92	82
20	**	Prof Technical Services	20170	2000.00	10	241908	197154.92	82	.00	241908	44753.08	82
21		Property Services										
21	65	Other Services	712	47.59	7	8489	8267.92	97	.00	8489	221.08	97
21	**	Property Services	712	47.59	7	8489	8267.92	97	.00	8489	221.08	97
22		Other Contractual Service										
22	01	Advertising	87	.00	0	1000	963.55	96	.00	1000	36.45	96
22	02	Dues	1192	2250.00	189	14216	15022.00	106	.00	14216	806.00-	106
22	03	Training	9087	275.72-	3-	109000	81292.53	75	.00	109000	27707.47	75
22	05	Postage	3961	3289.64	83	47455	43315.61	91	.00	47455	4139.39	91
22	42	Internet Services	2336	2211.76	95	28021	26976.35	96	.00	28021	1044.65	96
22	70	Telephone Services	3267	3804.94	117	39083	45633.17	117	.00	39083	6550.17-	117
22	**	Other Contractual Service	19930	11280.62	57	238775	213203.21	89	.00	238775	25571.79	89
30		General Supplies										
30	05	Office Supplies & Equip	703	1186.13	169	8414	6721.26	80	.00	8414	1692.74	80
30	**	General Supplies	703	1186.13	169	8414	6721.26	80	.00	8414	1692.74	80

FUND 291 Memorial Library Fund			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.		
60		Culture/Recreation									
601		Library									
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	424	.00	0	5000	75.03	2	.00	5000	4924.97 2
	31 **	Public Works Supplies	424	.00	0	5000	75.03	2	.00	5000	4924.97 2
	32	Library Supplies									
	32 50	Innovation	1663-	.00	0	5000	.00	0	.00	5000	5000.00 0
	32 72	Special Events	2243	.00	0	26850	17322.39	65	.00	26850	9527.61 65
	32 99	Items Reimb by Employees	0	12.98	0	0	39.75-	0	.00	0	39.75 0
	32 **	Library Supplies	580	12.98	2	31850	17282.64	54	.00	31850	14567.36 54
	40	Other Charges									
	40 96	Operating Contingency	424	.00	0	5000	.00	0	.00	5000	5000.00 0
	40 **	Other Charges	424	.00	0	5000	.00	0	.00	5000	5000.00 0
	50	Property									
	50 15	Other Equipment	56400	6648.69	12	676701	108582.42	16	.00	676701	568118.58 16
	50 **	Property	56400	6648.69	12	676701	108582.42	16	.00	676701	568118.58 16
601	** **	Library	144527	58590.72	41	1757619	1032321.42	59	.00	1757619	725297.58 59
60	** **	Culture/Recreation	144527	58590.72	41	1757619	1032321.42	59	.00	1757619	725297.58 59
DIV	6001	TOTAL ***** Administration	144527	58590.72	41	1757619	1032321.42	59	.00	1757619	725297.58 59

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	21	Dir. of Communications	7605	7033.26	93	91260	91523.71	100	.00	91260	263.71-	100
16	23	Graphic Supervisor	5917	5499.42	93	70883	71463.90	101	.00	70883	580.90-	101
16	48	Library Assistant I	2177	2324.31	107	26003	26384.55	102	.00	26003	381.55-	102
16	50	Graphics Designer	3224	3130.63	97	38688	37854.11	98	.00	38688	833.89	98
16	79	Publication Editor	2791	2746.57	98	33404	33933.80	102	.00	33404	529.80-	102
16	80	Communications Assistant	1971	1895.04	96	23608	23157.98	98	.00	23608	450.02	98
16	**	Library Personal Services	23685	22629.23	96	283846	284318.05	100	.00	283846	472.05-	100
18		Other Personal Services										
18	05	Overtime Civilian	0	.00	0	0	14.90	0	.00	0	14.90-	0
18	**	Other Personal Services	0	.00	0	0	14.90	0	.00	0	14.90-	0
19		Employee Benefits										
19	05	Medical Insurance	4201	3985.00	95	50412	47820.00	95	.00	50412	2592.00	95
19	10	IMRF	3099	2957.62	95	37100	37162.21	100	.00	37100	62.21-	100
19	11	Social Security	1472	1345.50	91	17598	16916.23	96	.00	17598	681.77	96
19	12	Medicare	343	314.67	92	4116	3956.34	96	.00	4116	159.66	96
19	**	Employee Benefits	9115	8602.79	94	109226	105854.78	97	.00	109226	3371.22	97
20		Prof Technical Services										
20	05	Professional Services	4409	12800.00	290	52875	25880.00	49	.00	52875	26995.00	49
20	**	Prof Technical Services	4409	12800.00	290	52875	25880.00	49	.00	52875	26995.00	49
21		Property Services										
21	02	Equipment Maintenance	156	.00	0	1850	1010.00	55	.00	1850	840.00	55
21	65	Other Services	727	1422.00	196	8614	9777.41	114	.00	8614	1163.41-	114
21	**	Property Services	883	1422.00	161	10464	10787.41	103	.00	10464	323.41-	103
22		Other Contractual Service										
22	02	Dues	150	.00	0	1690	1703.00	101	.00	1690	13.00-	101
22	03	Training	74	.00	0	888	996.80	112	.00	888	108.80-	112
22	10	Printing	13111	23476.96	179	157255	150221.83	96	.00	157255	7033.17	96
22	**	Other Contractual Service	13335	23476.96	176	159833	152921.63	96	.00	159833	6911.37	96
30		General Supplies										
30	05	Office Supplies & Equip	1224	1443.56	118	14600	10631.91	73	.00	14600	3968.09	73
30	**	General Supplies	1224	1443.56	118	14600	10631.91	73	.00	14600	3968.09	73
31		Public Works Supplies										
31	85	Small Tools and Equipment	687	527.55	77	8134	6723.92	83	.00	8134	1410.08	83
31	**	Public Works Supplies	687	527.55	77	8134	6723.92	83	.00	8134	1410.08	83
32		Library Supplies										
32	01	Program Supplies	87	.00	0	1000	311.58	31	.00	1000	688.42	31
32	72	Special Events	699	.00	0	8300	5705.91	69	.00	8300	2594.09	69
32	**	Library Supplies	786	.00	0	9300	6017.49	65	.00	9300	3282.51	65

PREPARED 01/13/2017, 15:04:18
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 100% 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	54124	70902.09	131	648278	603150.09	93	.00	648278	45127.91 93
60	**	** Culture/Recreation	54124	70902.09	131	648278	603150.09	93	.00	648278	45127.91 93
DIV	6002	TOTAL ***** Communications & Mrkting	54124	70902.09	131	648278	603150.09	93	.00	648278	45127.91 93

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	22	Dir. of Human Resources	7284	7099.58	98	87298	89822.96	103	.00	87298	2524.96- 103
16	51	Clerk IV	3627	3650.56	101	43524	42759.47	98	.00	43524	764.53 98
16	53	Volunteer Coordinator	1976	1987.96	101	23712	24458.17	103	.00	23712	746.17- 103
16	**	Library Personal Services	12887	12738.10	99	154534	157040.60	102	.00	154534	2506.60- 102
18		Other Personal Services									
18	05	Overtime Civilian	0	.00	0	0	8.39	0	.00	0	8.39- 0
18	**	Other Personal Services	0	.00	0	0	8.39	0	.00	0	8.39- 0
19		Employee Benefits									
19	05	Medical Insurance	2337	2217.00	95	28044	26604.00	95	.00	28044	1440.00 95
19	10	IMRF	1685	1664.87	99	20198	20526.36	102	.00	20198	328.36- 102
19	11	Social Security	803	754.30	94	9581	9300.26	97	.00	9581	280.74 97
19	12	Medicare	195	176.41	91	2241	2175.18	97	.00	2241	65.82 97
19	50	Employee Asst. Program	524	.00	0	6200	5817.00	94	.00	6200	383.00 94
19	**	Employee Benefits	5544	4812.58	87	66264	64422.80	97	.00	66264	1841.20 97
21		Property Services									
21	65	Other Services	818	426.00	52	9750	7083.00	73	.00	9750	2667.00 73
21	**	Property Services	818	426.00	52	9750	7083.00	73	.00	9750	2667.00 73
22		Other Contractual Service									
22	01	Advertising	75	.00	0	900	90.00	10	.00	900	810.00 10
22	02	Dues	219	.00	0	2540	2655.00	105	.00	2540	115.00- 105
22	03	Training	73	.00	0	810	859.06	106	.00	810	49.06- 106
22	55	In Service Training	513	.00	0	6035	3958.26	66	.00	6035	2076.74 66
22	**	Other Contractual Service	880	.00	0	10285	7562.32	74	.00	10285	2722.68 74
32		Library Supplies									
32	01	Program Supplies	405	.00	0	4750	4100.56	86	.00	4750	649.44 86
32	**	Library Supplies	405	.00	0	4750	4100.56	86	.00	4750	649.44 86
40		Other Charges									
40	62	Tuition Reimbursement	837	1396.27	167	10000	2884.65	29	.00	10000	7115.35 29
40	70	Employee Recognition Prog	887	.00	0	10600	10326.14	97	.00	10600	273.86 97
40	**	Other Charges	1724	1396.27	81	20600	13210.79	64	.00	20600	7389.21 64
601	**	Library	22258	19372.95	87	266183	253428.46	95	.00	266183	12754.54 95
60	**	Culture/Recreation	22258	19372.95	87	266183	253428.46	95	.00	266183	12754.54 95
DIV	6003	TOTAL ***** Human Resources	22258	19372.95	87	266183	253428.46	95	.00	266183	12754.54 95

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	21	Property Services									
	21	65 Other Services	424	.00	0	5000	10122.33	202	.00	5000	5122.33- 202
	21	** Property Services	424	.00	0	5000	10122.33	202	.00	5000	5122.33- 202
	22	Other Contractual Service									
	22	18 Contr Programs & Exhibits	1674	.00	0	20000	19680.50	98	.00	20000	319.50 98
	22	** Other Contractual Service	1674	.00	0	20000	19680.50	98	.00	20000	319.50 98
	30	General Supplies									
	30	05 Office Supplies & Equip	0	.00	0	0	100.00	0	.00	0	100.00- 0
	30	** General Supplies	0	.00	0	0	100.00	0	.00	0	100.00- 0
	31	Public Works Supplies									
	31	85 Small Tools and Equipment	424	.00	0	5000	.00	0	.00	5000	5000.00 0
	31	** Public Works Supplies	424	.00	0	5000	.00	0	.00	5000	5000.00 0
	32	Library Supplies									
	32	01 Program Supplies	424	.00	0	5000	3245.81	65	.00	5000	1754.19 65
	32	02 Program Events	424	.00	0	5000	4776.59	96	.00	5000	223.41 96
	32	32 Software	125	.00	0	1500	.00	0	.00	1500	1500.00 0
	32	72 Special Events	837	.00	0	10000	16429.74	164	.00	10000	6429.74- 164
	32	75 Audio Visual	174	.00	0	2000	1344.38	67	.00	2000	655.62 67
	32	78 Electronic Resources	125	.00	0	1500	.00	0	.00	1500	1500.00 0
	32	80 Books	424	.00	0	5000	2063.99	41	.00	5000	2936.01 41
	32	** Library Supplies	2533	.00	0	30000	27860.51	93	.00	30000	2139.49 93
	50	Property									
	50	15 Other Equipment	424	.00	0	5000	.00	0	.00	5000	5000.00 0
	50	** Property	424	.00	0	5000	.00	0	.00	5000	5000.00 0
601	**	** Library	5479	.00	0	65000	57763.34	89	.00	65000	7236.66 89
60	**	** Culture/Recreation	5479	.00	0	65000	57763.34	89	.00	65000	7236.66 89
DIV	6004	TOTAL ***** Paid by Gifts and Grants	5479	.00	0	65000	57763.34	89	.00	65000	7236.66 89

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance						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	24	Accounting Supervisor	5210	.00	0	62498	53262.88	85	.00	62498	9235.12 85
16	29	Finance Director	8075	7556.56	94	96779	98186.53	102	.00	96779	1407.53- 102
16	48	Library Assistant I	4039	3874.90	96	48380	47023.10	97	.00	48380	1356.90 97
16	51	Clerk IV	2414	.00	0	28858	.00	0	.00	28858	28858.00 0
16	57	Clerk II	1599	2033.63	127	19188	20300.03	106	.00	19188	1112.03- 106
16	**	Library Personal Services	21337	13465.09	63	255703	218772.54	86	.00	255703	36930.46 86
18		Other Personal Services									
18	05	Overtime Civilian	0	27.42	0	0	237.61	0	.00	0	237.61- 0
18	**	Other Personal Services	0	27.42	0	0	237.61	0	.00	0	237.61- 0
19		Employee Benefits									
19	05	Medical Insurance	1687	1600.00	95	20244	19200.00	95	.00	20244	1044.00 95
19	10	IMRF	2785	1763.48	63	33420	28755.25	86	.00	33420	4664.75 86
19	11	Social Security	1323	799.82	61	15854	13069.91	82	.00	15854	2784.09 82
19	12	Medicare	309	187.05	61	3708	3056.48	82	.00	3708	651.52 82
19	**	Employee Benefits	6104	4350.35	71	73226	64081.64	88	.00	73226	9144.36 88
20		Prof Technical Services									
20	05	Professional Services	425	.00	0	5100	5100.00	100	.00	5100	.00 100
20	**	Prof Technical Services	425	.00	0	5100	5100.00	100	.00	5100	.00 100
21		Property Services									
21	36	Equipment Rental	108	.00	0	1252	1973.98	158	.00	1252	721.98- 158
21	65	Other Services	35	5645.64	6130	310	8753.05	2824	.00	310	8443.05-2824
21	**	Property Services	143	5645.64	3948	1562	10727.03	687	.00	1562	9165.03- 687
22		Other Contractual Service									
22	02	Dues	120	.00	0	1330	1139.00	86	.00	1330	191.00 86
22	03	Training	100	.00	0	1200	.00	0	.00	1200	1200.00 0
22	25	IT/GIS Service Charge	1969	1916.67	97	23562	23000.04	98	.00	23562	561.96 98
22	**	Other Contractual Service	2189	1916.67	88	26092	24139.04	93	.00	26092	1952.96 93
601	**	Library	30198	25405.17	84	361683	323057.86	89	.00	361683	38625.14 89
60	**	Culture/Recreation	30198	25405.17	84	361683	323057.86	89	.00	361683	38625.14 89
DIV	6008	TOTAL ***** Finance	30198	25405.17	84	361683	323057.86	89	.00	361683	38625.14 89

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	7282	7447.30	102	87263	89024.88	102	.00	87263	1761.88- 102
16	26	Department Manager I	5810	5403.82	93	69654	70221.58	101	.00	69654	567.58- 101
16	28	Web Developer	10036	9279.88	93	120355	120661.54	100	.00	120355	306.54- 100
16	44	Library Assistant III	4916	4536.96	92	58871	58962.69	100	.00	58871	91.69- 100
16	49	Computer Technician	9006	8743.81	97	108050	105933.88	98	.00	108050	2116.12 98
16	54	Clerk III	7838	7455.24	95	91496	87186.80	95	.00	91496	4309.20 95
16	68	LAN Administrator	6024	5564.52	92	72189	72316.94	100	.00	72189	127.94- 100
16	**	Library Personal Services	50912	48431.53	95	607878	604308.31	99	.00	607878	3569.69 99
18		Other Personal Services									
18	05	Overtime Civilian	0	10.07	0	0	66.72	0	.00	0	66.72- 0
18	**	Other Personal Services	0	10.07	0	0	66.72	0	.00	0	66.72- 0
19		Employee Benefits									
19	05	Medical Insurance	12948	12282.00	95	155376	147384.00	95	.00	155376	7992.00 95
19	10	IMRF	6344	6025.50	95	76062	75884.97	100	.00	76062	177.03 100
19	11	Social Security	3153	2883.92	92	37689	36072.86	96	.00	37689	1616.14 96
19	12	Medicare	743	674.48	91	8814	8436.54	96	.00	8814	377.46 96
19	**	Employee Benefits	23188	21865.90	94	277941	267778.37	96	.00	277941	10162.63 96
20		Prof Technical Services									
20	05	Professional Services	360	54.10	15	4210	4246.20	101	.00	4210	36.20- 101
20	08	Consulting Services	375	.00	0	4500	.00	0	.00	4500	4500.00 0
20	**	Prof Technical Services	735	54.10	7	8710	4246.20	49	.00	8710	4463.80 49
21		Property Services									
21	02	Equipment Maintenance	11035	2077.27	19	132376	140047.32	106	.00	132376	7671.32- 106
21	**	Property Services	11035	2077.27	19	132376	140047.32	106	.00	132376	7671.32- 106
22		Other Contractual Service									
22	02	Dues	37	270.00	730	378	599.00	159	.00	378	221.00- 159
22	03	Training	43	.00	0	450	226.70	50	.00	450	223.30 50
22	**	Other Contractual Service	80	270.00	338	828	825.70	100	.00	828	2.30 100
30		General Supplies									
30	05	Office Supplies & Equip	34	13.68	40	375	350.51	94	.00	375	24.49 94
30	30	Data System Supplies	4105	2618.62	64	49216	36603.92	74	.00	49216	12612.08 74
30	32	Software Library	11685	359.46	3	140121	111721.02	80	.00	140121	28399.98 80
30	33	Documentation Library	68	.00	0	750	515.99	69	.00	750	234.01 69
30	**	General Supplies	15892	2991.76	19	190462	149191.44	78	.00	190462	41270.56 78
31		Public Works Supplies									
31	85	Small Tools and Equipment	1354	3888.92	287	16127	14449.59	90	.00	16127	1677.41 90
31	**	Public Works Supplies	1354	3888.92	287	16127	14449.59	90	.00	16127	1677.41 90

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	1200	1158.41	97	.00	1200	41.59 97
	32 32	Software	2905	63.57	2	34794	35757.33	103	.00	34794	963.33- 103
	32 **	Library Supplies	3005	63.57	2	35994	36915.74	103	.00	35994	921.74- 103
	50	Property									
	50 12	Computer Equipment	27150	4000.90	15	325734	300067.96	92	.00	325734	25666.04 92
	50 15	Other Equipment	1059	.00	0	12686	12595.00	99	.00	12686	91.00 99
	50 **	Property	28209	4000.90	14	338420	312662.96	92	.00	338420	25757.04 92
601	** **	Library	134410	83654.02	62	1608736	1530492.35	95	.00	1608736	78243.65 95
60	** **	Culture/Recreation	134410	83654.02	62	1608736	1530492.35	95	.00	1608736	78243.65 95
DIV	6010	TOTAL ***** Information Technology	134410	83654.02	62	1608736	1530492.35	95	.00	1608736	78243.65 95

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						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	63	Library Personal Services									
16	63	Security Supervisor	5616	5159.16	92	67392	67555.83	100	.00	67392	163.83- 100
16	66	Security Guard	13651	12915.17	95	162186	160689.25	99	.00	162186	1496.75 99
16	**	Library Personal Services	19267	18074.33	94	229578	228245.08	99	.00	229578	1332.92 99
18		Other Personal Services									
18	05	Overtime Civilian	0	195.91	0	0	527.11	0	.00	0	527.11- 0
18	**	Other Personal Services	0	195.91	0	0	527.11	0	.00	0	527.11- 0
19		Employee Benefits									
19	05	Medical Insurance	4451	4222.00	95	53412	50664.00	95	.00	53412	2748.00 95
19	10	IMRF	2088	2025.27	97	24946	25117.65	101	.00	24946	171.65- 101
19	11	Social Security	1207	1090.47	90	14234	13676.44	96	.00	14234	557.56 96
19	12	Medicare	282	255.01	90	3329	3198.48	96	.00	3329	130.52 96
19	**	Employee Benefits	8028	7592.75	95	95921	92656.57	97	.00	95921	3264.43 97
22		Other Contractual Service									
22	03	Training	49	.00	0	500	108.00	22	.00	500	392.00 22
22	**	Other Contractual Service	49	.00	0	500	108.00	22	.00	500	392.00 22
30		General Supplies									
30	05	Office Supplies & Equip	27	.00	0	225	196.44	87	.00	225	28.56 87
30	**	General Supplies	27	.00	0	225	196.44	87	.00	225	28.56 87
601	**	Library	27371	25862.99	95	326224	321733.20	99	.00	326224	4490.80 99
60	**	Culture/Recreation	27371	25862.99	95	326224	321733.20	99	.00	326224	4490.80 99
DIV	6015	TOTAL ***** Security	27371	25862.99	95	326224	321733.20	99	.00	326224	4490.80 99

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	60	Clerk I	4518	4383.59	97	52154	50098.89	96	.00	52154	2055.11	96
16	69	Maintenance Supervisor	8151	7404.70	91	97812	97258.22	99	.00	97812	553.78	99
16	72	Maintenance Worker	19517	18774.11	96	234138	229950.54	98	.00	234138	4187.46	98
16	**	Library Personal Services	32186	30562.40	95	384104	377307.65	98	.00	384104	6796.35	98
18		Other Personal Services										
18	05	Overtime Civilian	212	265.25	125	2500	2009.22	80	.00	2500	490.78	80
18	**	Other Personal Services	212	265.25	125	2500	2009.22	80	.00	2500	490.78	80
19		Employee Benefits										
19	05	Medical Insurance	9642	9146.00	95	115704	109752.00	95	.00	115704	5952.00	95
19	10	IMRF	3621	3456.26	96	43386	43159.64	100	.00	43386	226.36	100
19	11	Social Security	2014	1791.38	89	23969	22104.74	92	.00	23969	1864.26	92
19	12	Medicare	476	418.98	88	5607	5169.77	92	.00	5607	437.23	92
19	**	Employee Benefits	15753	14812.62	94	188666	180186.15	96	.00	188666	8479.85	96
21		Property Services										
21	02	Equipment Maintenance	2187	688.00	32	26156	37328.27	143	.00	26156	11172.27-	143
21	07	Vehicle Equipment Maint	511	3281.30	642	6121	13360.13	218	.00	6121	7239.13-	218
21	11	Building Maintenance	19667	13506.95	69	235894	222619.24	94	.00	235894	13274.76	94
21	36	Equipment Rental	168	.00	0	1950	116.00	6	.00	1950	1834.00	6
21	60	Water and Sewer Service	1380	.00	0	16472	19799.12	120	.00	16472	3327.12-	120
21	**	Property Services	23913	17476.25	73	286593	293222.76	102	.00	286593	6629.76-	102
22		Other Contractual Service										
22	03	Training	36	.00	0	432	380.10	88	.00	432	51.90	88
22	**	Other Contractual Service	36	.00	0	432	380.10	88	.00	432	51.90	88
30		General Supplies										
30	50	Petroleum Products	545	195.08	36	6507	2187.12	34	.00	6507	4319.88	34
30	51	Heating Fuel	6674	3175.10	48	80000	52036.96	65	.00	80000	27963.04	65
30	**	General Supplies	7219	3370.18	47	86507	54224.08	63	.00	86507	32282.92	63
31		Public Works Supplies										
31	45	Janitorial Supplies	1959	521.27	27	23387	24588.44	105	.00	23387	1201.44-	105
31	**	Public Works Supplies	1959	521.27	27	23387	24588.44	105	.00	23387	1201.44-	105
50		Property										
50	15	Other Equipment	1299	.00	0	15500	17454.58	113	.00	15500	1954.58-	113
50	**	Property	1299	.00	0	15500	17454.58	113	.00	15500	1954.58-	113
601	**	** Library	82577	67007.97	81	987689	949372.98	96	.00	987689	38316.02	96
60	**	** Culture/Recreation	82577	67007.97	81	987689	949372.98	96	.00	987689	38316.02	96
DIV	6020	TOTAL ***** Facilities	82577	67007.97	81	987689	949372.98	96	.00	987689	38316.02	96

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 Village of Arlington Heights

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DEPT	60	TOTAL *****										
		Executive Office	500944	350795.91	70	6021412	5071319.70	84	.00	6021412	950092.30	84

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services					ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA ELE OBJ	ACCOUNT	DESCRIPTION	*****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	6700	3652.00	55	80301	6231.59	8	.00	80301	74069.41 8
16 33		Librarian IV	4334	4371.04	101	51909	55429.15	107	.00	51909	3520.15- 107
16 36		Librarian III	23139	22235.18	96	277235	285964.84	103	.00	277235	8729.84- 103
16 39		Librarian II	1208	3460.78	287	14274	35827.92	251	.00	14274	21553.92- 251
16 48		Library Assistant I	24388	24868.31	102	290675	309048.98	106	.00	290675	18373.98- 106
16 54		Clerk III	1442	1358.92	94	17282	17513.22	101	.00	17282	231.22- 101
16 57		Clerk II	1722	1603.64	93	20598	20462.99	99	.00	20598	135.01 99
16 60		Clerk I	1476	.00	0	17591	15690.70	89	.00	17591	1900.30 89
16 **		Library Personal Services	64409	61549.87	96	769865	746169.39	97	.00	769865	23695.61 97
18		Other Personal Services									
18 05		Overtime Civilian	0	.00	0	0	14.16	0	.00	0	14.16- 0
18 **		Other Personal Services	0	.00	0	0	14.16	0	.00	0	14.16- 0
19		Employee Benefits									
19 05		Medical Insurance	6478	6145.00	95	77736	73740.00	95	.00	77736	3996.00 95
19 10		IMRF	7364	7476.64	102	88291	85589.33	97	.00	88291	2701.67 97
19 11		Social Security	3992	3723.42	93	47733	45221.20	95	.00	47733	2511.80 95
19 12		Medicare	940	870.79	93	11165	10575.65	95	.00	11165	589.35 95
19 **		Employee Benefits	18774	18215.85	97	224925	215126.18	96	.00	224925	9798.82 96
21		Property Services									
21 02		Equipment Maintenance	243	200.00	82	2850	2869.98	101	.00	2850	19.98- 101
21 **		Property Services	243	200.00	82	2850	2869.98	101	.00	2850	19.98- 101
22		Other Contractual Service									
22 02		Dues	274	.00	0	3255	2220.35	68	.00	3255	1034.65 68
22 03		Training	294	34.37	12	3528	2016.50	57	.00	3528	1511.50 57
22 18		Contr Programs & Exhibits	2037	115.00-	6-	24411	14604.99	60	.00	24411	9806.01 60
22 **		Other Contractual Service	2605	80.63-	3-	31194	18841.84	60	.00	31194	12352.16 60
30		General Supplies									
30 05		Office Supplies & Equip	230	494.45	215	2650	1950.19	74	.00	2650	699.81 74
30 **		General Supplies	230	494.45	215	2650	1950.19	74	.00	2650	699.81 74
32		Library Supplies									
32 01		Program Supplies	557	1471.31	264	6684	5753.16	86	.00	6684	930.84 86
32 02		Program Events	2729	1522.28	56	32748	27328.27	84	.00	32748	5419.73 84
32 90		Circulation Supplies	174	106.05	61	2000	674.75	34	.00	2000	1325.25 34
32 **		Library Supplies	3460	3099.64	90	41432	33756.18	82	.00	41432	7675.82 82
601 ** **		Library	89721	83479.18	93	1072916	1018727.92	95	.00	1072916	54188.08 95
60 ** **		Culture/Recreation	89721	83479.18	93	1072916	1018727.92	95	.00	1072916	54188.08 95
DIV 6401		TOTAL ***** Youth Services	89721	83479.18	93	1072916	1018727.92	95	.00	1072916	54188.08 95

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv					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 26		Department Manager I	6561	6061.14	92	78644	78771.05	100	.00	78644	127.05-	100
16 36		Librarian III	5374	8865.78	165	64389	69227.66	108	.00	64389	4838.66-	108
16 44		Library Assistant III	4875	4568.44	94	58500	59360.24	102	.00	58500	860.24-	102
16 45		Library Assistant II	4880	4506.30	92	58461	58624.22	100	.00	58461	163.22-	100
16 48		Library Assistant I	10605	10374.74	98	127260	124631.16	98	.00	127260	2628.84	98
16 51		Clerk IV	3696	1820.93	49	44242	31230.29	71	.00	44242	13011.71	71
16 **		Library Personal Services	35991	36197.33	101	431496	421844.62	98	.00	431496	9651.38	98
18		Other Personal Services										
18 05		Overtime Civilian	0	.00	0	0	29.95	0	.00	0	29.95-	0
18 **		Other Personal Services	0	.00	0	0	29.95	0	.00	0	29.95-	0
19		Employee Benefits										
19 05		Medical Insurance	5092	4830.00	95	61104	57960.00	95	.00	61104	3144.00	95
19 10		IMRF	4424	4705.43	106	53077	53652.10	101	.00	53077	575.10-	101
19 11		Social Security	2234	2159.78	97	26753	25295.35	95	.00	26753	1457.65	95
19 12		Medicare	526	505.11	96	6257	5915.71	95	.00	6257	341.29	95
19 **		Employee Benefits	12276	12200.32	99	147191	142823.16	97	.00	147191	4367.84	97
22		Other Contractual Service										
22 02		Dues	101	.00	0	1135	564.00	50	.00	1135	571.00	50
22 03		Training	122	25.48	21	1431	779.10	54	.00	1431	651.90	54
22 18		Contr Programs & Exhibits	574	.00	0	6800	3051.13	45	.00	6800	3748.87	45
22 **		Other Contractual Service	797	25.48	3	9366	4394.23	47	.00	9366	4971.77	47
32		Library Supplies										
32 02		Program Events	843	210.69	25	10017	6137.01	61	.00	10017	3879.99	61
32 90		Circulation Supplies	116	72.42	62	1381	997.00	72	.00	1381	384.00	72
32 **		Library Supplies	959	283.11	30	11398	7134.01	63	.00	11398	4263.99	63
601 ** **		Library	50023	48706.24	97	599451	576225.97	96	.00	599451	23225.03	96
60 ** **		Culture/Recreation	50023	48706.24	97	599451	576225.97	96	.00	599451	23225.03	96
DIV 6405		TOTAL ***** Business & Specialty Serv	50023	48706.24	97	599451	576225.97	96	.00	599451	23225.03	96

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						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										
16		Library Personal Services										
16 05		Customer Service Manager	6591	6948.16	105	79092	90342.23	114	.00	79092	11250.23-	114
16 07		Customer Service Assc.	18255	16476.28	90	217357	198338.45	91	.00	217357	19018.55	91
16 16		Lib Asst I Circulation	17984	13767.12	77	215808	196423.67	91	.00	215808	19384.33	91
16 26		Department Manager I	6544	.00	0	78429	.00	0	.00	78429	78429.00	0
16 39		Librarian II	20744	21389.94	103	248172	265572.93	107	.00	248172	17400.93-	107
16 46		Library Asst I Mags/News	11932	11486.27	96	143074	138951.57	97	.00	143074	4122.43	97
16 51		Clerk IV	12926	10524.70	81	155090	163748.86	106	.00	155090	8658.86-	106
16 52		Clerk IV Circulation	3929	3551.52	90	47126	42741.60	91	.00	47126	4384.40	91
16 54		Clerk III	10017	9654.32	96	118578	109038.19	92	.00	118578	9539.81	92
16 55		Clerk III Circulation	35741	30396.70	85	425894	382564.52	90	.00	425894	43329.48	90
16 58		Clerk II Circulation	1853	1722.07	93	22170	24628.01	111	.00	22170	2458.01-	111
16 59		Clerk II Call Center	14007	14620.52	104	165667	166813.52	101	.00	165667	1146.52-	101
16 75		Library Page II	41144	37551.93	91	492510	455346.84	93	.00	492510	37163.16	93
16 **		Library Personal Services	201667	178089.53	88	2408967	2234510.39	93	.00	2408967	174456.61	93
18		Other Personal Services										
18 05		Overtime Civilian	0	117.59	0	0	254.48	0	.00	0	254.48-	0
18 **		Other Personal Services	0	117.59	0	0	254.48	0	.00	0	254.48-	0
19		Employee Benefits										
19 05		Medical Insurance	21102	20016.00	95	253224	240192.00	95	.00	253224	13032.00	95
19 10		IMRF	20201	18405.29	91	242324	235348.70	97	.00	242324	6975.30	97
19 11		Social Security	12500	10824.33	87	149357	136227.42	91	.00	149357	13129.58	91
19 12		Medicare	2922	2531.51	87	34932	31859.50	91	.00	34932	3072.50	91
19 **		Employee Benefits	56725	51777.13	91	679837	643627.62	95	.00	679837	36209.38	95
21		Property Services										
21 02		Equipment Maintenance	19	.00	0	140	61.41	44	.00	140	78.59	44
21 64		Access Services	353	.00	0	4225	1864.65	44	.00	4225	2360.35	44
21 65		Other Services	1793	1402.45	78	18410	23490.35	128	.00	18410	5080.35-	128
21 **		Property Services	2165	1402.45	65	22775	25416.41	112	.00	22775	2641.41-	112
22		Other Contractual Service										
22 02		Dues	230	.00	0	2705	2673.00	99	.00	2705	32.00	99
22 03		Training	338	29.04	9	3979	1626.93	41	.00	3979	2352.07	41
22 18		Contr Programs & Exhibits	8611	440.00-	5-	103332	63946.74	62	.00	103332	39385.26	62
22 **		Other Contractual Service	9179	410.96-	5-	110016	68246.67	62	.00	110016	41769.33	62
30		General Supplies										
30 05		Office Supplies & Equip	231	335.91	145	2761	2000.29	72	.00	2761	760.71	72
30 07		Supplies Reimb by Patrons	187	.00	0	2200	.00	0	.00	2200	2200.00	0
30 **		General Supplies	418	335.91	80	4961	2000.29	40	.00	4961	2960.71	40
32		Library Supplies										
32 01		Program Supplies	123	279.40	227	1454	1514.65	104	.00	1454	60.65-	104
32 02		Program Events	719	1113.84	155	8540	7069.64	83	.00	8540	1470.36	83
32 90		Circulation Supplies	805	1856.19	231	9583	5605.56	59	.00	9583	3977.44	59

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 Village of Arlington Heights

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

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	1647	3249.43	197	19577	14189.85	73	.00	19577	5387.15 73
601	**	** Library	271801	234561.08	86	3246133	2988245.71	92	.00	3246133	257887.29 92
60	**	** Culture/Recreation	271801	234561.08	86	3246133	2988245.71	92	.00	3246133	257887.29 92
DIV	6420	TOTAL ***** Customer Services	271801	234561.08	86	3246133	2988245.71	92	.00	3246133	257887.29 92

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	25	Department Manager II	5521	5509.24	100	66164	68922.54	104	.00	66164	2758.54- 104
16	30	Digital Media Specialist	4027	3652.00	91	48302	47308.50	98	.00	48302	993.50 98
16	33	Librarian IV	6360	5763.00	91	76265	74919.00	98	.00	76265	1346.00 98
16	36	Librarian III	8310	7788.56	94	99665	100837.38	101	.00	99665	1172.38- 101
16	48	Library Assistant I	13724	14142.21	103	163510	177520.56	109	.00	163510	14010.56- 109
16	54	Clerk III	1126	1056.57	94	13424	12350.51	92	.00	13424	1073.49 92
16	**	Library Personal Services	39068	37911.58	97	467330	481858.49	103	.00	467330	14528.49- 103
19		Employee Benefits									
19	05	Medical Insurance	4024	3817.00	95	48288	45804.00	95	.00	48288	2484.00 95
19	10	IMRF	4685	4749.71	101	56187	59394.89	106	.00	56187	3207.89- 106
19	11	Social Security	2427	2309.47	95	28975	29466.62	102	.00	28975	491.62- 102
19	12	Medicare	577	540.13	94	6776	6891.50	102	.00	6776	115.50- 102
19	**	Employee Benefits	11713	11416.31	98	140226	141557.01	101	.00	140226	1331.01- 101
21		Property Services									
21	02	Equipment Maintenance	25	.00	0	300	.00	0	.00	300	300.00 0
21	**	Property Services	25	.00	0	300	.00	0	.00	300	300.00 0
22		Other Contractual Service									
22	02	Dues	172	.00	0	1965	1567.00	80	.00	1965	398.00 80
22	03	Training	56	6.37	11	650	197.64	30	.00	650	452.36 30
22	18	Contr Programs & Exhibits	500	.00	0	6000	5380.00	90	.00	6000	620.00 90
22	66	Outside Reference Service	187	.00	0	2200	2450.00	111	.00	2200	250.00- 111
22	**	Other Contractual Service	915	6.37	1	10815	9594.64	89	.00	10815	1220.36 89
30		General Supplies									
30	05	Office Supplies & Equip	62	93.61	151	700	545.28	78	.00	700	154.72 78
30	07	Supplies Reimb by Patrons	75	.00	0	900	1086.85	121	.00	900	186.85- 121
30	**	General Supplies	137	93.61	68	1600	1632.13	102	.00	1600	32.13- 102
31		Public Works Supplies									
31	85	Small Tools and Equipment	300	114.38	38	3600	4604.77	128	.00	3600	1004.77- 128
31	**	Public Works Supplies	300	114.38	38	3600	4604.77	128	.00	3600	1004.77- 128
32		Library Supplies									
32	01	Program Supplies	125	.00	0	1500	72.66	5	.00	1500	1427.34 5
32	78	Electronic Resources	24667	875.61	4	295960	297223.00	100	.00	295960	1263.00- 100
32	90	Circulation Supplies	124	109.37	88	1400	1707.54	122	.00	1400	307.54- 122
32	**	Library Supplies	24916	984.98	4	298860	299003.20	100	.00	298860	143.20- 100
50		Property									
50	15	Other Equipment	148	.00	0	1776	1990.59	112	.00	1776	214.59- 112
50	**	Property	148	.00	0	1776	1990.59	112	.00	1776	214.59- 112
601	**	** Library	77222	50527.23	65	924507	940240.83	102	.00	924507	15733.83- 102

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DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
60	**	** Culture/Recreation	77222	50527.23	65	924507	940240.83	102	.00	924507	15733.83- 102
DIV	6450	TOTAL *****									
		Digital Services	77222	50527.23	65	924507	940240.83	102	.00	924507	15733.83- 102

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DETAIL BUDGET REPORT
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FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
		Collection Services	225732	182140.47	81	2707750	2489052.47	92	.00	2707750	218697.53 92
DEPT	64	TOTAL *****									
		User Services	714499	599414.20	84	8550757	8012492.90	94	.00	8550757	538264.10 94

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	90	Other Financing Uses									
	90 05	Operating Transfer Out	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00 100
	90 **	Other Financing Uses	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00 100
601 ** **		Library	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00 100
60 ** **		Culture/Recreation	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00 100
DIV 6901		TOTAL ***** Non Operating	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00 100
DEPT 69		TOTAL ***** Non Operating	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00 100
FUND 291		TOTAL ***** Memorial Library Fund	1361280	950210.11	70	16322169	14833812.60	91	.00	16322169	1488356.40 91
GRAND		TOTAL *****	1361280	950210.11	70	16322169	14833812.60	91	.00	16322169	1488356.40 91

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 55	Other Capital Outlay	12924	.00	0	155000	105456.00	68	.00	155000	49544.00	68
	50 **	Property	12924	.00	0	155000	105456.00	68	.00	155000	49544.00	68
601	** **	Library	12924	.00	0	155000	105456.00	68	.00	155000	49544.00	68
60	** **	Culture/Recreation	12924	.00	0	155000	105456.00	68	.00	155000	49544.00	68
DIV	6001	TOTAL *****										
		Administration	12924	.00	0	155000	105456.00	68	.00	155000	49544.00	68

FUND 491 Capital Projects-Library			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									
	50	Property									
	50 15	Other Equipment	22250	.00	0	267000	326952.20	123	.00	267000	59952.20- 123
	50 55	Other Capital Outlay	61087	9846.44	16	718000	90495.44	13	.00	718000	627504.56 13
	50 **	Property	83337	9846.44	12	985000	417447.64	42	.00	985000	567552.36 42
601 ** **		Library	83337	9846.44	12	985000	417447.64	42	.00	985000	567552.36 42
60 ** **		Culture/Recreation	83337	9846.44	12	985000	417447.64	42	.00	985000	567552.36 42
DIV 6020		TOTAL ***** Facilities	83337	9846.44	12	985000	417447.64	42	.00	985000	567552.36 42
DEPT 60		TOTAL ***** Executive Office	96261	9846.44	10	1140000	522903.64	46	.00	1140000	617096.36 46
FUND 491		TOTAL ***** Capital Projects-Library	96261	9846.44	10	1140000	522903.64	46	.00	1140000	617096.36 46
GRAND		TOTAL *****	96261	9846.44	10	1140000	522903.64	46	.00	1140000	617096.36 46

January 17, 2017

(Action Item 3)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
December 31, 2016**

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library (December invoices)	\$207,310.38
491	Capital Projects Fund - Library (December invoices)	\$9,846.44
Total Disbursements		<u>\$217,156.82</u>
Payrolls Paid		
12/9/2016		\$273,303.09
12/22/2016		\$276,379.80
		<u>\$549,682.89</u>

Journal Entry Expenditures by Village On Behalf Of the Library

12/31/2016	Group Insurance	\$89,550.00
12/31/2016	IMRF	\$62,300.07
12/31/2016	Social Security	\$32,149.67
12/31/2016	Medicare	\$7,518.95
		<u>\$191,518.69</u>

Voided Checks

<u>Check No.</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
			<u>\$0.00</u>
Total Disbursed			<u><u>\$958,358.40</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
74147	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION/DECEMBER	99.84	99.84
74155	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00 291-0000-140.05-00	OTHER INCOME-REBATE GOLDFINGER SPONSOR-TABLE	50.76- 1,500.00	1,449.24
***** DIVISION TOTAL ****					1,549.08
***** DEPARTMENT TOTAL **					1,549.08

DEPARTMENT: 60
 74148 ALIBRIS

Executive Office

DIVISION: 01

291-6001-601.32-99	EMP REIMBURSED PURCHASE	23.40			
291-6001-601.32-99	EMP REIMBURSED PURCHASE	113.50			
291-6001-601.32-99	EMP REIMBURSED PURCHASE	148.70			
291-6001-601.32-99	EMP REIMBURSED PURCHASE	176.60	462.20		
74153	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03	TRAV/TRAIN-M DRISKELL TRAV/TRAIN-M DRISKELL TRAV/TRAIN-D HALPIN	15.00 40.00 44.28	99.28
74155	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	AH CHAMBER BREAKFAST-FOR	75.00	75.00
74156	ARLINGTON HTS PARK DISTRICT	291-6001-601.20-08	CONTRIBUTION FOR GPRED	2,000.00	2,000.00
74157	AT & T	291-6001-601.22-70 291-6001-601.22-42	TELE INTERNET ACCESS	3,804.94 1,208.41	5,013.35
74160	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	14.73 8.51 13.13 43.91	80.28
74161	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99	EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE	11.93 11.95 44.09	67.97
74174	COMCAST	291-6001-601.22-42	12/23-1/22/17 INTERNET	249.35	249.35
74186	FINER LINE	291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05	NAME BADGES PRE-PAY NAME BADGES 3 NAME BADGES	12.98 707.00 12.98	732.96
74192	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05 291-6001-601.30-05	BANDAGES, SCISSORS, FIRST NOTEBOOK,WALL CLIPS,CUBES	105.63 41.36	146.99
74197	IL DEPT OF CENTRAL MANAGEMENT SERVS	291-6001-601.22-42	INTERNET ACCESS-NOVEMBER	600.00	600.00
74200	INGRAM LIBRARY SERVICES	291-6001-601.32-99 291-6001-601.32-99	EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE	28.25 4.51	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					32.76
74201	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	FOCUS TASK CHAIR W/ ARMS	2,545.58	
		291-6001-601.50-15	ROUND TABLE	601.36	
		291-6001-601.50-15	2-SOFT CORNER MEDIUM	2,822.50	5,969.44
74203	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS	4.75	4.75
74204	LIBRARY FURNITURE INTERNATIONAL INC	291-6001-601.50-15	ZIG ZAG SHELVING, BROWSER	679.25	679.25
74221	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	76.50	
		291-6001-601.22-05	POSTAGE	77.30	
		291-6001-601.22-05	POSTAGE	61.84	
		291-6001-601.22-05	POSTAGE	61.84	277.48
74239	URBAN LIBRARIES COUNCIL	291-6001-601.22-02	ULC DUES-4TH QTLY PAYMENT	2,250.00	2,250.00
74240	VAN METER MAILING	291-6001-601.21-65	OTHER SERVS	19.20	
		291-6001-601.22-05	POSTAGE	3,018.96	3,038.16
74243	WAREHOUSE DIRECT	291-6001-601.30-05	OFF SUPPS	306.18	306.18
74248	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS	154.00	154.00
***** DIVISION TOTAL ****					22,239.40

Marketing + Communications

74145	ACRYLIC FABRICATORS CORPORATION	291-6002-601.31-85	ACRYLIC POSTER HOLDERS	527.55	527.55
74155	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	SET UP COST-THEATER ADVER	450.00	
		291-6002-601.30-05	X-ACTO REPLACEMENT KNIVES	18.22	
		291-6002-601.30-05	CARDSTOCK	209.20	677.42
74165	BLICK ART MATERIALS	291-6002-601.30-05	BLADES, PENS, SPRAY ADHE-	58.69	58.69
74169	CARDINAL COLORPRINT	291-6002-601.22-10	WINTER READING LOGS	940.00	
		291-6002-601.22-10	AHML NEWSLETTER	10,139.00	
		291-6002-601.22-10	AHML NEWSLETTER-OCTOBER	10,139.00	21,218.00
74173	COLORWAVE GRAPHICS LLC	291-6002-601.22-10	PRINTED FABRIC GRAPHIC	972.50	972.50
74181	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	12,800.00
74192	GARVEYS OFFICE PRODUCTS	291-6002-601.30-05	BLADES-BULK PACK	133.25	133.25
74206	LINDENMEYR MUNROE	291-6002-601.30-05	COUGAR SMOOTH PAPER	1,024.20	1,024.20
74211	MOBILE PRINT	291-6002-601.22-10	STICKY NOTES	814.92	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6002-601.22-10	BOOK DISCUSSION BROCHURE	471.54	1,286.46
74229	SCREENVISION	291-6002-601.21-65	OTHER SERVS	372.00	372.00
74240	VAN METER MAILING	291-6002-601.21-65	OTHER SERVS	600.00	600.00
***** DIVISION TOTAL ****					39,670.07

Human Resources

DEPARTMENT: 60 Executive Office	DIVISION: 03				
74158 AURICO REPORTS	291-6003-601.21-65	OTHER SERVS	381.00	381.00	
74162 BALZER, EDMUND	291-6003-601.40-62	TUITION REIMBURSEMENT	645.92	645.92	
74212 NORTHWEST COMMUNITY HOSPITAL	291-6003-601.21-65	OTHER SERVS	45.00	45.00	
74235 TRZOP, BRIAN	291-6003-601.40-62	TUITION REIMBURSEMENT	750.35	750.35	
***** DIVISION TOTAL ****					1,822.27

Finance

DEPARTMENT: 60 Executive Office	DIVISION: 08				
74144 ACCOUNTEMPS	291-6008-601.21-65	OTHER SERVS	1,942.13		
	291-6008-601.21-65	OTHER SERVS	1,747.91		
	291-6008-601.21-65	OTHER SERVS	1,165.28		
	291-6008-601.21-65	OTHER SERVS	790.32		5,645.64
***** DIVISION TOTAL ****					5,645.64

Information Technology

DEPARTMENT: 60 Executive Office	DIVISION: 10				
74155 ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.22-02	ALA DUES-M DRISKELL	270.00		
	291-6010-601.30-32	MONTHLY RENEWAL-OPTIMAL	199.00		
	291-6010-601.20-05	PAYPAL PAYFLOW PRO FOR	54.10		
	291-6010-601.30-32	NETFLIX MONTHLY SUBSCRIP-	11.99		
	291-6010-601.32-32	ITUNES APP FOR KW IPAD	10.60		
	291-6010-601.32-32	ITUNES APP FOR KW IPAD	12.71		
	291-6010-601.32-32	ITUNES APP FOR KW IPAD	10.60		
	291-6010-601.32-32	ITUNES APP FOR KW IPAD	12.71		
	291-6010-601.32-32	ITUNES APP FOR KW IPAD	10.60		
	291-6010-601.30-32	TRELLO SUBSCRIPTION/DSG	50.00		
	291-6010-601.31-85	SURGE SUPPRESSOR FOR IT	43.14		
	291-6010-601.31-85	REPLACEMENT LCD SCREEN	59.99		
	291-6010-601.32-32	ITUNES APP FOR KW IPADS	6.35		
	291-6010-601.31-85	OCULUS TOUCH CONTROLLER	199.00		
	291-6010-601.30-32	NETFIX SUBSCRIPTION-DSG	11.99		
	291-6010-601.30-32	SPOTIFY SUBSCRIPTION FOR	9.99		
	291-6010-601.31-85	REPLACEMENT RIBBON CABLE	22.24		

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.31-85	REFUND	5.21-	
		291-6010-601.31-85	SAFETY CORD COVER FOR CAR	83.97	
		291-6010-601.31-85	FIRE KIDS EDITION TABLETS	799.92	
		291-6010-601.30-32	NETFLIX SUBSCRIPTION-DSG	11.99	
		291-6010-601.31-85	FIRE KIDS EDITION TABLETS	799.92	
		291-6010-601.31-85	FIRE KIDS EDITION TABLETS	799.92	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIP-	25.00	
		291-6010-601.30-32	EBAY SELLER FEES	39.50	3,550.02
74159	B & H PHOTO VIDEO	291-6010-601.30-30	TONER	1,193.17	
		291-6010-601.31-85	USB CABLE	95.00	1,288.17
74171	CDW GOVERNMENT INC	291-6010-601.31-85	ROLLER KIT	53.33	
		291-6010-601.50-12	5-LENOVO COMPUTERS	3,207.90	
		291-6010-601.31-85	5-TINY VESA MOUNTS	77.15	3,338.38
74182	DELL MARKETING L.P.	291-6010-601.31-85	9-CELL BATTERY	95.61	
		291-6010-601.31-85	6-22" MONITORS	764.94	860.55
74192	GARVEYS OFFICE PRODUCTS	291-6010-601.30-05	PAPER CLIPS	.87	.87
74199	IMPACT NETWORKING LLC	291-6010-601.21-02	BASE RATE-12/9-1/8/2017	303.92	
		291-6010-601.21-02	BASE RATE-12/19-3/18/2017	783.42	
		291-6010-601.21-02	BASE RATE-12/19-1/18/2017	115.00	
		291-6010-601.21-02	OVER RATE-9/29-12/28/2016	51.21	
		291-6010-601.50-12	FAX SYSTEM CARD	793.00	
		291-6010-601.21-02	BASE RATE 12/29-1/28/2017	520.72	2,567.27
74206	LINDENMEYR MUNROE	291-6010-601.30-30	COPIER PAPER	1,191.50	1,191.50
74219	PROJECTOR PEOPLE	291-6010-601.21-02	LAMP XD600U	303.00	303.00
74243	WAREHOUSE DIRECT	291-6010-601.30-30	REIMBURSED SUPPS	233.95	
		291-6010-601.30-05	OFF SUPPS	12.81	246.76
***** DIVISION TOTAL ****					13,346.52

Facilities

74142	A-ALERT LOCK & ALARM	291-6020-601.21-11	CUT 2 KEYS	43.00	43.00
74146	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVICE-DECEMBER	2,065.92	2,065.92
74149	AMAZON.COM CREDIT	291-6020-601.21-11	3-AIR PURIFIERS	689.97	689.97
74150	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	DECEMBER 2016 SERVICE	89.00	89.00
74153	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-02	EQUIP MAINT-T SCALLON	27.00	
		291-6020-601.21-11	BLDG MAINT-G LECLAIR	36.88	63.88
74168	CANINE DETECTION & INSPECTION SERVS	291-6020-601.21-11	FOLLOW UP INSPECTION	450.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					450.00
74176	COMED	291-6020-601.30-51	HEATING 11/8/16-12/7/16	3.14	
		291-6020-601.30-51	HEATING 11/7-12/7/2016	138.96	142.10
74177	COMMERCIAL CARPET CLEANERS INC	291-6020-601.21-11	CARPET CLEANING-12/7/16	5,550.00	5,550.00
74178	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	INSTALL NEW FILTER & CAN-	639.00	
		291-6020-601.21-11	FRONT WALKWAY MAINTENANCE	1,200.00	
		291-6020-601.21-11	REPAIR LEAKS IN SKY LIGHT	958.25	
		291-6020-601.21-11	MOTOR PULLEY FOR COMPUTER	382.00	3,179.25
74187	FIRE PROTECTION COMPANY	291-6020-601.21-11	YEARLY FIRE INSPECTION	995.00	995.00
74190	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	CHECKED POWER STEERING-	3,281.30	3,281.30
74196	IGS	291-6020-601.30-51	NATURAL GAS-NOVEMBER 2016	3,033.00	3,033.00
74209	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	HEATER HOSE & HOSE CLAMP	32.37	32.37
74214	PATTEN INDUSTRIES INC	291-6020-601.21-02	TRANSFER SWITCH 10 POINT	189.00	
		291-6020-601.21-02	GENERATOR ADVANTAGE	472.00	661.00
74222	R I C ELECTRIC	491-6020-601.50-55	ELECTRICAL WORK-EXTERIOR	4,230.44	4,230.44
74224	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	PLASTIC LINERS	337.30	337.30
74230	SHERWIN HARDWARE INC	291-6020-601.21-11	PRIMER, SNAPBLADE, GLOVES	96.22	
		291-6020-601.21-11	GORILLA TAPE, DOOR HOLD	113.88	
		291-6020-601.21-11	PAPER TAGS-25 PK	17.15	
		291-6020-601.21-11	GORILLA TAPE, BATTERIES	93.99	
		291-6020-601.21-11	INFLATE/SEAL, DRILL BIT	30.96	
		291-6020-601.21-11	DUCT TAPE, GLOVES	23.36	375.56
74241	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL/NOVEMBER 2016	195.08	195.08
74243	WAREHOUSE DIRECT	291-6020-601.31-45	JANITORIAL PRODUCTS	183.97	183.97
74245	WIGHT & COMPANY	491-6020-601.50-55	PARKING LOT IMPROVEMENTS	5,616.00	5,616.00
***** DIVISION TOTAL ****					31,214.14
***** DEPARTMENT TOTAL **					113,938.04

Kids' World

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-01	SMART MAX FLOWER	74.96	
		291-6401-601.32-02	PAPER CLIPS, PENS, POST IT	44.83	
		291-6401-601.32-01	US MAP CARPET	49.99	
		291-6401-601.32-01	SMARTMAX BUILD	106.24	
		291-6401-601.32-02	STAPLES, INDEX CARDS, PAPER	66.31	
		291-6401-601.32-02	2 MARBLING KITS	22.50	
		291-6401-601.32-02	KARAOKE SYSTEM	130.00	
		291-6401-601.32-02	TEALIGHT CANDLES	18.50	
		291-6401-601.30-05	WALL CLOCK, CREATIVE STA-	148.42	
		291-6401-601.32-01	PLAY CLEANING SET	17.75	
		291-6401-601.32-01	PLAY CLEANING SET	1.04-	
		291-6401-601.32-01	PRETEND CASH REGISTER	24.26	
		291-6401-601.32-01	LAUNDRY CLEANING SET, VET	253.19	
		291-6401-601.32-01	PROG SUPPS	4.37-	
		291-6401-601.32-01	MAIL BAG	34.44	
		291-6401-601.32-01	EASEL, PLAY HOUSE, DOCTOR	80.67	
		291-6401-601.32-01	VET KIT, BABY DOLL	44.06	
		291-6401-601.32-01	COFFEE SET	12.41	
		291-6401-601.30-05	XYRON LAMINATING REFILL	19.99	
		291-6401-601.32-02	BALLOON PUMP	6.93	
		291-6401-601.32-02	MARBLING KIT, WOODEN	44.79	
		291-6401-601.32-02	POM POMS	5.28	1,394.27
74151	AQUARIUM ADVENTURE	291-6401-601.21-02	DECEMBER 2016-EQUIP MAINT	200.00	200.00
74153	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	TRAV/TRAIN-M YOUNG	14.35	
		291-6401-601.32-02	PROG EVENTS-M YOUNG	25.00	
		291-6401-601.22-03	TRAV/TRAIN-L DAKAS	5.78	
		291-6401-601.32-02	PROG EVENTS-K DEVITT	5.49	
		291-6401-601.32-02	PROG EVENTS-K DEVITT	42.36	
		291-6401-601.32-01	PROG SUPPS-M PAPANASTASS-	40.69	
		291-6401-601.32-02	PROG EVENTS-M PAPANASTASS	11.98	
		291-6401-601.32-01	PROG SUPPS-T DANTIS	44.13	
		291-6401-601.32-02	PROG EVENTS-J JURGENS	28.60	
		291-6401-601.32-02	PROG EVENTS-L DAKAS	9.96	
		291-6401-601.32-02	PROG EVENTS-S HILL	28.00	
		291-6401-601.32-02	PROG EVENTS-K DEVITT	18.00	
		291-6401-601.32-02	PROG EVENTS-P SPARREO	12.97	
		291-6401-601.32-02	PROG EVENTS-S HILL	7.44	
		291-6401-601.32-02	PROG EVENTS-S HILL	23.98	
		291-6401-601.22-03	TRAV/TRAIN-T DANTIS	9.92	
		291-6401-601.32-01	PROG SUPPS-T DANTIS	9.00	
		291-6401-601.32-01	PROG SUPPS-T DANTIS	49.43	
		291-6401-601.32-02	PROG EVENTS-D NAPRAVNIK	12.43	
		291-6401-601.22-03	TRAV/TRAIN-D NAPRAVNIK	4.32	
		291-6401-601.32-02	PROG EVENTS-L PRIEST	16.80	
		291-6401-601.32-02	PROG EVENTS-A SON	43.38	
		291-6401-601.32-02	PROG EVENTS-M VELA	33.74	
		291-6401-601.32-02	PROG EVENTS-A SON	22.97	520.72
74154	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	BOOK SWAP PROGRAM 12/4/16	111.02	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-02	TAG/TAB PIZZA ORDER FOR	115.57	226.59
74155	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.30-05	UKULELE HANGER	17.58	
		291-6401-601.30-05	REFUND TAX	1.60-	
		291-6401-601.32-01	SMALL COMMERCIAL CRATE	119.90	
		291-6401-601.32-01	BRICKS RUBBER STAMP	15.57	
		291-6401-601.32-01	FOREIGN TRANSACTION FEE	.42	
		291-6401-601.32-02	LED LIGHTS, COPPER TAPE	31.13	183.00
74171	CDW GOVERNMENT INC	291-6401-601.30-05	KROY LABEL TAPE	62.68	62.68
74175	COMDATA CORPORATION	291-6401-601.32-02	MOVIE NIGHT SUPPS	10.00	10.00
74183	DEMCO INC	291-6401-601.32-02	BOOKMARKS	21.85	21.85
74184	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-02	FOAM DOOR HANGARS, PIPE	104.13	
		291-6401-601.32-01	TABLETOP STOVE, SENSORY	114.56	
		291-6401-601.32-02	PLATES, PAPER ROLLS, FABRIC	135.74	
		291-6401-601.32-01	DOLLS, GLUESTICKS, PAINT,	127.40	481.83
74189	FOLKMANIS	291-6401-601.32-01	VARIOUS PUPPETS	186.88	186.88
74192	GARVEYS OFFICE PRODUCTS	291-6401-601.32-90	FIRST AID KIT	16.06	
		291-6401-601.30-05	WIPES	44.00	60.06
74213	ORIENTAL TRADING COMPANY INC	291-6401-601.32-02	FOAM SHAPES, CURLING RIB-	72.69	72.69
74220	PURCHASE ADVANTAGE CARD	291-6401-601.32-02	TWEEN LTERARY FEAST, PROG	160.73	
		291-6401-601.32-01	TWEEN WINTER READING PROG	40.77	201.50
74237	ULINE	291-6401-601.32-90	CABLE TIES	89.99	89.99
74243	WAREHOUSE DIRECT	291-6401-601.30-05	OFF SUPPS	116.40	116.40
***** DIVISION TOTAL ****					3,828.46

Program Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 05			
74152	ARLINGTON HTS CHAMBER OF COM	291-6405-601.22-03	CHAMBER BREAKFAST-J KITT-	15.00	15.00
74153	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAV/TRAIN-S MAYER	10.48	
		291-6405-601.32-02	PROG EVENTS-K ZSUPAN	17.98	
		291-6405-601.32-02	PROG EVENTS-MJ LEPO	27.78	56.24
74191	GALE/CENGAGE LEARNING	291-6405-601.32-02	PROG EVENTS-SR SERVS	135.96	135.96
74192	GARVEYS OFFICE PRODUCTS	291-6405-601.32-90	MARKERS, WIPES	68.03	
		291-6405-601.32-90	RUBBERBANDS	4.39	72.42
74220	PURCHASE ADVANTAGE CARD	291-6405-601.32-02	GENEALOGY PROGRAM	28.97	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					28.97
***** DIVISION TOTAL **** Customer Services					308.59

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74149 AMAZON.COM CREDIT

DIVISION: 20

291-6420-601.32-02	AP-STAINLESS STEEL TONGS	7.43			
291-6420-601.32-02	5-AMAZON GIFT CARDS-\$10	50.00			
291-6420-601.32-02	GOOGLY EYES	3.58			
291-6420-601.32-02	THE VEGETARIAN (BOOK)	14.12			
291-6420-601.32-02	THE NEST-(BOOK),LAST DAYS	74.24			
291-6420-601.32-02	AP-DOME LIDS, LASAGNA TUR	26.89			
291-6420-601.32-02	AP-POP CORN	30.54			
291-6420-601.32-02	AP-POP CORN BOXES,NAPKINS	219.05			
291-6420-601.32-02	AP-SERVING SPOONS	17.00			
291-6420-601.32-02	AP-PAPER COFFEE CUPS	67.95			
291-6420-601.32-02	AP-PLATTER,NAPKINS,GLOVES	441.01		951.81	
74153	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-02	PROG EVENTS-J CZAJKA	36.12	
		291-6420-601.22-03	TRAV/TRAIN-T SCALLON	14.04	
		291-6420-601.32-02	PROG EVENTS-K MCCOY	44.84	
		291-6420-601.22-03	TRAV/TRAIN-K AVVISATI	15.00	
		291-6420-601.32-01	PROG SUPPS-P SCHWARTING	20.56	130.56
74155	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-02	LINDOR TRUFFLES	55.86	
		291-6420-601.30-05	GARMENT HOOKS	35.93	91.79
74184	DISCOUNT SCHOOL SUPPLY	291-6420-601.30-05	PAPER ROLL STORAGE	16.86	
		291-6420-601.32-01	CONSTRUCTION PAPER, GLUE	258.84	275.70
74192	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	WIPES	56.88	
		291-6420-601.30-05	CC-ERASERS,WALL CLIPS,TAB	84.19	
		291-6420-601.32-90	CC-LAMINATOR REFILL ROLLS	57.63	
		291-6420-601.30-05	CC-REFILL INK, TAPE	18.48	
		291-6420-601.30-05	IS-DOCUMENT HOLDER	8.72	225.90
74195	HENQUINET,RICHARD	291-6420-601.22-18	DECEMBER 2016 RESUME	30.00	30.00
74207	MADAY,JULIE I	291-6420-601.22-18	DECEMBER 2016-RESUME	30.00	30.00
74217	POS PAPER.COM	291-6420-601.32-90	30 CASES OF THERMAL PAPER	1,408.50	1,408.50
74218	PRO LIBRA ASSOCIATES INC	291-6420-601.21-65	OTHER SERV	450.00	
		291-6420-601.21-65	OTHER SERV	450.00	
		291-6420-601.21-65	OTHER SERV	225.00	1,125.00
74220	PURCHASE ADVANTAGE CARD	291-6420-601.32-02	PROG EVENTS	25.21	25.21
74232	STAPLES ADVANTAGE	291-6420-601.32-90	IL-REMOVABLE LABELS	358.80	358.80
74234	TMU LOGISTICS LLC	291-6420-601.32-90	IS-GERM-X WIPES	31.26	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					31.26
74238	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	DECEMBER 2016 PLACEMENTS	277.45	277.45
74243	WAREHOUSE DIRECT	291-6420-601.30-05	CC-OFF SUPPS	70.55	
		291-6420-601.30-05	IS-OFF SUPPS	44.30	114.85
***** DIVISION TOTAL **** Digital Services					5,076.83

DEPARTMENT: 64 User Services		DIVISION: 50			
74149	AMAZON.COM CREDIT	291-6450-601.31-85	FLASH MEMORY CARD READER	12.98	
		291-6450-601.30-05	COAT RACK, 2-ANTI-FATIGUE	93.61	
		291-6450-601.31-85	SAMSUNG GALAXY TAB 4 NOOK	67.41	
		291-6450-601.31-85	HOO TOO USB	33.99	207.99
74153	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.22-03	TRAV/TRAIN-D OLIHWIER	6.37	6.37
74192	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	WIPES	56.88	
		291-6450-601.32-90	MOUNTING TAPE, WIPES	42.54	99.42
74233	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	NOVEMBER 2016-WEST INFOR-	875.61	875.61
74243	WAREHOUSE DIRECT	291-6450-601.32-90	CIRC SUPPS	9.95	9.95
***** DIVISION TOTAL **** Collection Services					1,199.34

DEPARTMENT: 64 User Services		DIVISION: 70			
74143	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	54.00	
		291-6470-601.32-80	BOOKS	52.32	106.32
74149	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	1.04-	
		291-6470-601.32-75	AV MTLs	14.00-	
		291-6470-601.32-75	AV MTLs	24.06	
		291-6470-601.32-75	AV MTLs	74.01	
		291-6470-601.32-75	AV MTLs	92.94	
		291-6470-601.32-75	AV MTLs	99.96	
		291-6470-601.32-75	AV MTLs	23.30	
		291-6470-601.32-75	AV MTLs	30.66	
		291-6470-601.32-75	AV MTLs	7.97	
		291-6470-601.32-75	AV MTLs	15.29	
		291-6470-601.32-75	AV MTLs	20.56	
		291-6470-601.32-75	AV MTLs	58.99	
		291-6470-601.32-75	AV MTLs	32.51	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	107.94	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	20.37	
		291-6470-601.32-75	AV MTLs	24.95	

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/PAYM #					
		291-6470-601.32-75	AV MTLS	52.51	
		291-6470-601.32-75	AV MTLS	62.10	
		291-6470-601.32-75	AV MTLS	18.04	
		291-6470-601.32-75	AV MTLS	260.78	
		291-6470-601.32-75	AV MTLS	38.79	
		291-6470-601.32-75	AV MTLS	102.08	
		291-6470-601.32-75	AV MTLS	196.67	
		291-6470-601.32-75	AV MTLS	60.84	
		291-6470-601.32-75	AV MTLS	22.99	
		291-6470-601.32-75	AV MTLS	52.40	
		291-6470-601.32-75	AV MTLS	72.17	
		291-6470-601.32-75	AV MTLS	.71-	
		291-6470-601.32-75	AV MTLS	22.26	
		291-6470-601.32-75	AV MTLS	32.49	
		291-6470-601.32-75	AV MTLS	27.99	
		291-6470-601.32-75	AV MTLS	15.53	
		291-6470-601.32-75	AV MTLS	142.57	
		291-6470-601.32-75	AV MTLS	29.59	
		291-6470-601.32-75	AV MTLS	218.70	
		291-6470-601.32-75	AV MTLS	199.98	
		291-6470-601.32-75	AV MTLS	30.37	
		291-6470-601.32-75	AV MTLS	6.98	
		291-6470-601.32-75	AV MTLS	14.10	
		291-6470-601.32-75	AV MTLS	19.99	
		291-6470-601.32-75	AV MTLS	26.22	
		291-6470-601.32-75	AV MTLS	40.94	
		291-6470-601.32-75	ROKU STREAMING STICK	25.68	
		291-6470-601.32-75	AV MTLS	40.93	
		291-6470-601.32-80	BOOKS	150.15	
		291-6470-601.32-80	BOOKS	156.87	
		291-6470-601.32-80	BOOKS	34.00	
		291-6470-601.32-80	BOOKS	174.54	
		291-6470-601.32-80	BOOKS	135.59	
		291-6470-601.32-80	BOOKS	65.29	
		291-6470-601.32-80	BOOKS	36.54-	
		291-6470-601.32-80	BOOKS	58.79	
		291-6470-601.32-80	BOOKS	62.76	
		291-6470-601.32-80	BOOKS	6.75	
		291-6470-601.32-80	BOOKS	20.25	
		291-6470-601.32-80	BOOKS	14.87	
		291-6470-601.32-80	BOOKS	5.94	
		291-6470-601.32-80	BOOKS	53.94	
		291-6470-601.32-80	BOOKS	78.74	
		291-6470-601.32-80	BOOKS	18.95	
		291-6470-601.32-80	BOOKS	12.45	
		291-6470-601.32-80	BOOKS	50.22	
		291-6470-601.32-80	BOOKS	68.55	
		291-6470-601.32-80	BOOKS	50.36	
		291-6470-601.32-80	BOOKS	10.74	
		291-6470-601.32-80	BOOKS	113.40	
		291-6470-601.32-80	BOOKS	11.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	150.58	
		291-6470-601.32-80	BOOKS	58.67	
		291-6470-601.32-80	BOOKS	51.20	
		291-6470-601.32-80	BOOKS	58.64	
		291-6470-601.32-80	BOOKS	56.42	
		291-6470-601.32-80	BOOKS	90.00	
		291-6470-601.32-80	BOOKS	49.89	
		291-6470-601.32-80	BOOKS	55.14	
		291-6470-601.32-80	BOOKS	38.35	
		291-6470-601.32-80	BOOKS	47.37	
		291-6470-601.32-80	BOOKS	30.99	
		291-6470-601.32-80	BOOKS	57.57	
		291-6470-601.32-80	BOOKS	1,038.97	
		291-6470-601.32-80	BOOKS	17.15	
		291-6470-601.32-80	BOOKS	13.76	
		291-6470-601.32-80	BOOKS	52.97	
		291-6470-601.32-80	BOOKS	30.99	
		291-6470-601.32-80	BOOKS	16.94	
		291-6470-601.32-80	BOOKS	44.00	
		291-6470-601.32-80	BOOKS	88.00	
		291-6470-601.32-95	PERIODICALS	8.74	
		291-6470-601.32-95	PERIODICALS	6.99	
		291-6470-601.32-95	PERIODICALS	38.97	
		291-6470-601.32-95	PERIODICALS	17.48	
		291-6470-601.32-95	PERIODICALS	4.98	
		291-6470-601.32-95	PERIODICALS	18.00	
		291-6470-601.32-95	PERIODICALS	18.98	
		291-6470-601.32-95	PERIODICALS	17.49	
		291-6470-601.32-95	PERIODICALS	7.34	
		291-6470-601.32-75	AV MTLs	43.50	
		291-6470-601.32-75	AV MTLs	125.97	
		291-6470-601.32-75	AV MTLs	46.94	
		291-6470-601.32-75	AV MTLs	36.99	
		291-6470-601.32-75	AV MTLs	19.21	
		291-6470-601.32-75	AV MTLs	34.86	
		291-6470-601.32-75	AV MTLs	31.98	
		291-6470-601.32-75	AV MTLs	48.42	
		291-6470-601.32-75	AV MTLs	73.65	
		291-6470-601.32-75	AV MTLs	32.41	
		291-6470-601.32-75	AV MTLs	15.86	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	46.77	
		291-6470-601.32-75	AV MTLs	17.09	
		291-6470-601.32-75	AV MTLs	57.21	
		291-6470-601.32-75	AV MTLs	13.97	
		291-6470-601.32-75	AV MTLs	27.37	
		291-6470-601.32-75	AV MTLs	26.99	
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	12.71	
		291-6470-601.32-75	AV MTLs	188.49	
		291-6470-601.32-75	AV MTLs	19.99	

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/PAYM #					
		291-6470-601.32-75	AV MTL5	34.95	
		291-6470-601.32-75	AV MTL5	99.80	
		291-6470-601.32-75	AV MTL5	81.38	
		291-6470-601.32-75	AV MTL5	26.92	
		291-6470-601.32-75	AV MTL5	9.50	
		291-6470-601.32-75	AV MTL5	63.59	
		291-6470-601.32-75	AV MTL5	45.96	
		291-6470-601.32-75	AV MTL5	48.30	
		291-6470-601.32-75	AV MTL5	2.18-	
		291-6470-601.32-75	AV MTL5	24.12	
		291-6470-601.32-75	AV MTL5	2.50-	
		291-6470-601.32-75	AV MTL5	41.98	
		291-6470-601.32-80	BOOKS	12.81	
		291-6470-601.32-80	BOOKS	17.27	
		291-6470-601.32-80	BOOKS	28.99	
		291-6470-601.32-80	BOOKS	13.37	
		291-6470-601.32-80	BOOKS	32.58	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	18.72	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	5.34	
		291-6470-601.32-80	BOOKS	14.05	
		291-6470-601.32-80	BOOKS	9.85	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	57.83	
		291-6470-601.32-80	BOOKS	13.46	
		291-6470-601.32-80	BOOKS	69.30	
		291-6470-601.32-80	BOOKS	24.98	
		291-6470-601.32-80	BOOKS	42.62	
		291-6470-601.32-80	BOOKS	20.87	
		291-6470-601.32-80	BOOKS	23.67	
		291-6470-601.32-80	BOOKS	19.48	
		291-6470-601.32-80	BOOKS	62.43	
		291-6470-601.32-80	BOOKS	37.90	
		291-6470-601.32-80	BOOKS	14.83	
		291-6470-601.32-80	BOOKS	10.98	
		291-6470-601.32-80	BOOKS	70.00	
		291-6470-601.32-80	BOOKS	29.76	
		291-6470-601.32-80	BOOKS	53.41	
		291-6470-601.32-80	BOOKS	18.98	
		291-6470-601.32-80	BOOKS	33.98	
		291-6470-601.32-80	BOOKS	43.10	
		291-6470-601.32-80	BOOKS	67.20	
		291-6470-601.32-80	BOOKS	44.00	
		291-6470-601.32-80	BOOKS	39.74	
		291-6470-601.32-80	BOOKS	44.00	
		291-6470-601.32-80	BOOKS	132.00	
		291-6470-601.32-80	BOOKS	64.00	
		291-6470-601.32-80	BOOKS	50.23	
		291-6470-601.32-80	BOOKS	60.00	
		291-6470-601.32-80	BOOKS	386.99	

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/PAYM #					
		291-6470-601.32-80	BOOKS	237.72	
		291-6470-601.32-80	BOOKS	76.39	
		291-6470-601.32-80	BOOKS	18.98	
		291-6470-601.32-80	BOOKS	18.11	
		291-6470-601.32-80	BOOKS	27.23	
		291-6470-601.32-80	BOOKS	28.96	
		291-6470-601.32-95	PERIODICALS	10.98	
		291-6470-601.32-95	PERIODICALS	8.74	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	7.21	
		291-6470-601.32-95	PERIODICALS	9.98	
		291-6470-601.32-95	PERIODICALS	9.93	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	9.98	
		291-6470-601.32-95	PERIODICALS	10.97	
		291-6470-601.32-95	PERIODICALS	10.33	
		291-6470-601.32-95	PERIODICALS	23.98	
		291-6470-601.32-95	PERIODICALS	19.98	
		291-6470-601.32-95	PERIODICALS	16.93	
		291-6470-601.32-95	PERIODICALS	12.39	
		291-6470-601.32-95	PERIODICALS	8.70	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	8.94	
		291-6470-601.32-75	ZOOM DIGITAL RECORDER	91.99	9,914.82
74153	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS-M SCHULTZ	9.49	9.49
74155	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	FLUORESCENT PINK LABELS	40.90	
		291-6470-601.32-05	DVD CASES	146.00	
		291-6470-601.32-05	UN-DO ADHESIVE	140.00	
		291-6470-601.32-75	AV MTLs	196.49	
		291-6470-601.32-75	AV MTLs	13.00	
		291-6470-601.32-75	AV MTLs	18.00	
		291-6470-601.32-75	AV MTLs	22.98	
		291-6470-601.32-80	BOOKS	149.75	
		291-6470-601.32-75	AV MTLs	25.95	
		291-6470-601.32-75	AV MTLs	212.45	965.52
74160	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	432.77	
		291-6470-601.32-75	AV MTLs	55.25	
		291-6470-601.32-75	AV MTLs	131.08	
		291-6470-601.32-75	AV MTLs	13.81	
		291-6470-601.32-75	AV MTLs	376.58	
		291-6470-601.32-75	AV MTLs	46.97	
		291-6470-601.32-80	BOOKS	79.09	
		291-6470-601.32-80	BOOKS	269.71	
		291-6470-601.32-80	BOOKS	417.18	
		291-6470-601.32-80	BOOKS	425.16	
		291-6470-601.32-80	BOOKS	573.82	
		291-6470-601.32-80	BOOKS	319.09	
		291-6470-601.32-80	BOOKS	84.96	

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/PAYM #					
		291-6470-601.32-80	BOOKS	101.35	
		291-6470-601.32-80	BOOKS	1,009.44	
		291-6470-601.32-80	BOOKS	507.50	
		291-6470-601.32-80	BOOKS	197.66	
		291-6470-601.32-80	BOOKS	391.42	
		291-6470-601.32-80	BOOKS	30.48	
		291-6470-601.32-80	BOOKS	260.02	
		291-6470-601.32-80	BOOKS	877.74	
		291-6470-601.32-80	BOOKS	1,272.82	
		291-6470-601.32-80	BOOKS	342.70	
		291-6470-601.32-80	BOOKS	587.99	
		291-6470-601.32-80	BOOKS	44.97	
		291-6470-601.32-80	BOOKS	303.96	
		291-6470-601.32-80	BOOKS	93.72	
		291-6470-601.32-80	BOOKS	233.58	
		291-6470-601.32-80	BOOKS	167.22	
		291-6470-601.32-80	BOOKS	1,327.55	
		291-6470-601.32-80	BOOKS	215.36	
		291-6470-601.32-80	BOOKS	308.46	
		291-6470-601.32-80	BOOKS	318.68	
		291-6470-601.32-80	BOOKS	274.13	
		291-6470-601.32-80	BOOKS	83.60	
		291-6470-601.32-80	BOOKS	191.26	
		291-6470-601.32-80	BOOKS	132.04	
		291-6470-601.32-80	BOOKS	541.96	
		291-6470-601.32-80	BOOKS	210.95	
		291-6470-601.32-80	BOOKS	468.02	
		291-6470-601.32-80	BOOKS	376.18	
		291-6470-601.32-80	BOOKS	344.97	
		291-6470-601.32-80	BOOKS	176.70	
		291-6470-601.32-80	BOOKS	137.35	
		291-6470-601.32-80	BOOKS	551.11	
		291-6470-601.32-80	BOOKS	99.59	
		291-6470-601.32-80	BOOKS	271.67	
		291-6470-601.32-80	BOOKS	350.74	
		291-6470-601.32-80	BOOKS	634.29	
		291-6470-601.32-80	BOOKS	258.87	
		291-6470-601.32-80	BOOKS	50.42	
		291-6470-601.32-80	BOOKS	279.24	
		291-6470-601.32-80	BOOKS	404.67	
		291-6470-601.32-80	BOOKS	76.08	
		291-6470-601.32-80	BOOKS	459.77	
		291-6470-601.32-80	BOOKS	137.80	
		291-6470-601.32-80	BOOKS	973.67	
		291-6470-601.32-80	BOOKS	27.52	
		291-6470-601.32-80	BOOKS	163.61	
		291-6470-601.32-80	BOOKS	155.50	
		291-6470-601.32-80	BOOKS	73.25	
		291-6470-601.32-80	BOOKS	1,014.32	
		291-6470-601.32-80	BOOKS	178.35	
		291-6470-601.32-80	BOOKS	329.32	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	80.94	
		291-6470-601.32-80	BOOKS	497.56	
		291-6470-601.32-80	BOOKS	495.28	
		291-6470-601.32-80	BOOKS	268.42	
		291-6470-601.32-80	BOOKS	203.59	
		291-6470-601.22-85	PROC SERVS	19.00	
		291-6470-601.22-85	PROC SERVS	123.20	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	137.95	
		291-6470-601.22-85	PROC SERVS	273.60	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	228.00	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	494.00	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	326.80	
		291-6470-601.22-85	PROC SERVS	22.80	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	113.65	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	99.95	
		291-6470-601.22-85	PROC SERVS	66.90	
		291-6470-601.22-85	PROC SERVS	169.50	
		291-6470-601.22-85	PROC SERVS	289.60	
		291-6470-601.22-85	PROC SERVS	17.50	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	391.40	
		291-6470-601.22-85	PROC SERVS	324.15	
		291-6470-601.32-80	BOOKS	1,306.49	
		291-6470-601.22-85	PROC SERVS	4.50-	
		291-6470-601.22-85	PROC SERVS	3.80-	28,045.82
74161	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	45.28	
		291-6470-601.32-75	AV MTLs	3,057.67	
		291-6470-601.32-75	AV MTLs	315.68	
		291-6470-601.32-75	AV MTLs	14.69	
		291-6470-601.32-75	AV MTLs	214.82	
		291-6470-601.32-75	AV MTLs	101.09	
		291-6470-601.32-75	AV MTLs	2,163.40	
		291-6470-601.32-75	AV MTLs	288.24	
		291-6470-601.32-75	AV MTLs	10.18	
		291-6470-601.32-75	AV MTLs	77.47	
		291-6470-601.32-75	AV MTLs	132.35	
		291-6470-601.32-75	AV MTLs	37.39	
		291-6470-601.32-75	AV MTLs	3.47	
		291-6470-601.32-75	AV MTLs	77.93	
		291-6470-601.32-75	AV MTLs	230.07	
		291-6470-601.32-75	AV MTLs	1,971.35	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	46.49	
		291-6470-601.32-75	AV MTLs	46.65	
		291-6470-601.32-75	AV MTLs	1,557.45	
		291-6470-601.32-75	AV MTLs	29.98-	
		291-6470-601.32-75	AV MTLs	229.20-	10,132.49
74163	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	806.00	
		291-6470-601.32-75	AV MTLs	1,646.43	
		291-6470-601.32-75	AV MTLs	340.06	
		291-6470-601.32-75	AV MTLs	31.49	
		291-6470-601.32-75	AV MTLs	62.07	
		291-6470-601.32-75	AV MTLs	913.18	
		291-6470-601.32-75	AV MTLs	868.97	
		291-6470-601.32-75	AV MTLs	132.24	
		291-6470-601.32-75	AV MTLs	116.04	
		291-6470-601.32-75	AV MTLs	1,199.06	
		291-6470-601.32-75	AV MTLs	526.81	
		291-6470-601.32-75	AV MTLs	904.19	7,546.54
74164	BIBLIOTHECA +3M	291-6470-601.32-75	eAUDIOBOOKS-NOVEMBER 2016	1,391.81	
		291-6470-601.32-80	eBOOKS-NOVEMBER 2016	4,474.27	
		291-6470-601.32-75	eAUDIOBOOKS-NOVEMBER 2016	95.00	
		291-6470-601.32-80	eBOOKS-NOVEMBER 2016	262.74	
		291-6470-601.32-80	eBOOKS-NOVEMBER 2016	315.91	
		291-6470-601.32-75	eAUDIOBOOKS-NOVEMBER 2016	299.92	
		291-6470-601.32-75	eAUDIOBOOKS-DECEMBER2016	437.44	
		291-6470-601.32-80	eBOOKS-DECEMBER2016	3,828.86	
		291-6470-601.32-75	eAUDIOBOOKS-DECEMBER2016	424.09	
		291-6470-601.32-80	eBOOKS-DECEMBER2016	77.99	11,608.03
74166	BOTTOM LINE PERSONAL	291-6470-601.32-95	PERIODICALS	39.00	39.00
74167	BRODART CO	291-6470-601.32-05	CLASS LABELS-BUSINESS	23.99	23.99
74170	CCH INCORPORATED	291-6470-601.32-80	BOOKS	108.41	108.41
74172	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	22.77	22.77
74179	COMPUTYPE INC	291-6470-601.32-05	CD/DVD DONUTS	1,172.63	
		291-6470-601.32-05	SPINE LABELS	653.09	1,825.72
74180	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	25.28	
		291-6470-601.32-95	PERIODICALS	30.31	55.59
74183	DEMCO INC	291-6470-601.32-05	COLOR-CODED PAPER TAPE,	334.70	334.70
74185	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MTLs	159.98	159.98
74188	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	358.56	358.56
74191	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	65.22	

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ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	292.71	
		291-6470-601.32-80	BOOKS	537.60	
		291-6470-601.32-80	BOOKS	102.36	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	60.78	
		291-6470-601.32-80	BOOKS	189.42	
		291-6470-601.32-80	BOOKS	79.98	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	92.96	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	51.18	1,655.53
74192	GARVEYS OFFICE PRODUCTS	291-6470-601.30-05	BINDER CLIPS	1.12	1.12
74193	GREAT COURSES	291-6470-601.32-75	AV MTLs	1,014.30	
		291-6470-601.32-75	AV MTLs	589.78	1,604.08
74194	HEALTH SPECIAL REPORT	291-6470-601.32-80	BOOKS	28.90	28.90
74198	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	71.25	
		291-6470-601.32-80	BOOKS	119.25	
		291-6470-601.32-80	BOOKS	93.75	284.25
74200	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	14.10	
		291-6470-601.32-80	BOOKS	73.76	
		291-6470-601.32-80	BOOKS	103.77	
		291-6470-601.32-80	BOOKS	1,069.79	
		291-6470-601.32-80	BOOKS	104.33	
		291-6470-601.32-80	BOOKS	15.48	
		291-6470-601.32-80	BOOKS	16.19	
		291-6470-601.32-80	BOOKS	95.36	
		291-6470-601.32-80	BOOKS	67.90	
		291-6470-601.32-80	BOOKS	256.04	
		291-6470-601.32-80	BOOKS	77.10	
		291-6470-601.32-80	BOOKS	109.73	
		291-6470-601.32-80	BOOKS	155.85	
		291-6470-601.32-80	BOOKS	81.32	
		291-6470-601.32-80	BOOKS	81.53	
		291-6470-601.32-80	BOOKS	113.68	
		291-6470-601.32-80	BOOKS	60.23	
		291-6470-601.32-80	BOOKS	76.38	
		291-6470-601.32-80	BOOKS	75.26	
		291-6470-601.32-80	BOOKS	52.67	
		291-6470-601.32-80	BOOKS	293.68	
		291-6470-601.32-80	BOOKS	44.89	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	44.37	
		291-6470-601.32-80	BOOKS	117.54	
		291-6470-601.32-80	BOOKS	18.55	
		291-6470-601.32-80	BOOKS	15.82	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	61.17	
		291-6470-601.32-80	BOOKS	221.20	
		291-6470-601.32-80	BOOKS	44.27	
		291-6470-601.32-80	BOOKS	35.02	
		291-6470-601.32-80	BOOKS	188.97	
		291-6470-601.32-80	BOOKS	180.60	
		291-6470-601.32-80	BOOKS	169.27	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	122.13	
		291-6470-601.32-80	BOOKS	29.32	
		291-6470-601.32-80	BOOKS	14.68	
		291-6470-601.32-80	BOOKS	88.48	
		291-6470-601.32-80	BOOKS	38.92	
		291-6470-601.32-80	BOOKS	62.33	
		291-6470-601.32-80	BOOKS	370.88	
		291-6470-601.32-80	BOOKS	97.40	
		291-6470-601.32-80	BOOKS	28.19	5,002.54
74202	JANWAY COMPANY USA INC	291-6470-601.32-05	LARGE ZIP BAGS	330.91	330.91
74205	LIBRARY JOURNAL	291-6470-601.32-95	PERIODICALS	157.99	157.99
74208	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	209.00	209.00
74210	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	59.97	
		291-6470-601.32-75	AV MTLs	22.48	
		291-6470-601.32-75	AV MTLs	180.68	
		291-6470-601.32-75	AV MTLs	37.45	
		291-6470-601.32-75	AV MTLs	5,748.16	6,048.74
74215	PENGUIN RANDOM HOUSE LLC	291-6470-601.32-75	AV MTLs	129.00	
		291-6470-601.32-75	AV MTLs	85.00	214.00
74216	PETERSONS A NELNET COMPANY	291-6470-601.32-80	BOOKS	237.70	237.70
74223	RAILS	291-6470-601.32-80	BOOKS	82.50	82.50
74225	RECORDED BOOKS INC	291-6470-601.32-95	PERIODICALS	400.00	
		291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-75	AV MTLs	74.20	573.20
74226	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	44.83	44.83
74227	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	190.18	
		291-6470-601.32-80	BOOKS	191.26	
		291-6470-601.32-80	BOOKS	125.75	
		291-6470-601.32-80	BOOKS	120.92	628.11
74228	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	377.44	377.44
74231	SHOWCASES	291-6470-601.32-05	POLY 48 CD/DVD ALBUM,	389.23	

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ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					389.23
74236	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	840.16	840.16
74242	WALL STREET JOURNAL	291-6470-601.32-95	PERIODICALS	525.00	
		291-6470-601.32-95	PERIODICALS	420.00	945.00
74243	WAREHOUSE DIRECT	291-6470-601.30-05	OFF SUPPS	65.52	
		291-6470-601.32-05	PROC SUPPS	48.68	114.20
74244	WHITE PAPERS	291-6470-601.32-80	BOOKS	113.36	113.36
74246	WOMENS HEALTH	291-6470-601.32-95	PERIODICALS	16.94	16.94
74247	WORTH	291-6470-601.32-95	PERIODICALS	99.00	
***** DIVISION TOTAL ****					91,256.48
***** DEPARTMENT TOTAL **					101,669.70
***** GRAND TOTAL *****					217,156.82

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	207,310.38
491	Capital Projects-Library	9,846.44
**** TOTAL ALL FUNDS ****		217,156.82

January 17, 2017

**Arlington Heights Memorial Library
American Express Card Summary
12/31/2016**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
J. Kuhl	489-90-00	\$ (50.76)	AMEX Cash back rebate	Other Income/Rebate
M. Driskell	6010-2202	\$ 270.00	ALA	ALA Dues-M Driskell
	6010-3032	\$ 199.00	Optlmal	Monthly renewal of Optimal Suite for website testing
	6002-2165	\$ 450.00	Screenvision	Setup cost for theater advertisement
	6010-2005	\$ 54.10	PayPal	PayPal payflow Pro subscription for website ecommerce
	6010-3032	\$ 11.99	Netflix.com	Netflix monthly subscription for Digital Services Roku devices
	6010-3232	\$ 10.60	ITunes	App purchase for KW iPad
	6010-3232	\$ 12.71	ITunes	App purchase for KW iPad
	6010-3232	\$ 10.60	ITunes	App purchase for KW iPad
	6010-3232	\$ 12.71	ITunes	App purchase for KW iPad
	6010-3232	\$ 10.60	ITunes	App purchase for KW iPad
	6010-3032	\$ 50.00	Trello	Trello monthly subscription for Digital Services
	6010-3185	\$ 43.14	Amazon	Surge suppressor for IT inventory
	6010-3185	\$ 59.99	Amazon	Replacement LCD Screen for Ascentis time clock
	6010-3232	\$ 6.35	ITunes	App purchase for KW iPad
	6010-3185	\$ 199.00	Oculus	Oculus touch controller for Digital Devices
	6010-3032	\$ 11.99	Netflix.com	Netflix monthly subscription for Digital Services Roku devices
	6010-3032	\$ 9.99	Spotify	Spotify monthly membership for the HUB
	6010-3185	\$ 22.24	PayPal	Replacement ribbon cable for Ascentis time clock
	6010-3185	\$ (5.21)	PayPal	Refund
	6010-3185	\$ 83.97	Amazon	Safety cord cover for carpeting - IT inventory
	6010-3185	\$ 799.92	Amazon	Fire Kids Edition Tablets for KW-1
	6010-3032	\$ 11.99	Netflix.com	Netflix monthly subscription for Digital Services Roku devices
	6010-3185	\$ 799.92	Amazon	Fire Kids Edition Tablets for KW-2
	6010-3185	\$ 799.92	Amazon	Fire Kids Edition Tablets for KW-3
	6010-3032	\$ 25.00	Github	Github monthly subscription for IT
J. Moravec	6010-3032	\$ 39.50	eBay	Ebay seller fees
	6002-3005	\$ 18.22	Utrechtart.com	X-acto replacement knives
	6401-3005	\$ 17.58	Guitar Center	Ukulele hanger
	6401-3005	\$ (1.60)	Guitar Center	Refund Tax
	6401-3201	\$ 119.90	Container Store	Small commercial crate
	6470-3205	\$ 40.90	Onlinelabels.com	Fluorescent Pink Labels
	6401-3201	\$ 15.57	Etsy.com	Bricks rubber stamp
	6401-3201	\$ 0.42	Etsy.com	Foreign transaction fee
	6001-2203	\$ 75.00	AH Chamber of Com	Attendance for staff Kuhl, Andrykowski and Whisler and Trustees Smart and B Garkisch
	291-0000-140-05-00	\$ 1,500.00	AH Chamber of Com	\$1,500 Goldfinger sponsorship-Table(for 10) for annual installation and awards celebration on 1/27/17
	6401-3202	\$ 31.13	SparkFun	LED Lights, Copper Tape
	6002-3005	\$ 209.20	Paper Source	Cardstock
	6470-3205	\$ 146.00	Inkntech	DVD Cases
	6470-3205	\$ 140.00	Walmart	Un-do Adhesive
	6420-3202	\$ 55.86	Walmart	Lindor Truffles
	6420-3005	\$ 35.93	Container Store	Garment Hooks
M. Schultz	6470-3275	\$ 196.49	PayPal	AV Mtls
	6470-3275	\$ 13.00	PayPal	AV Mtls
	6470-3275	\$ 18.00	PayPal	AV Mtls
	6470-3275	\$ 22.98	Chassy Media	AV Mtls
	6470-3280	\$ 149.75	PayPal	AV Mtls
	6470-3275	\$ 25.95	Spiritual Cinema	AV Mtls
	6470-3275	\$ 212.45	Gamestop.com	AV Mtls
	Total	\$ 6,991.99		

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Arlington Heights Memorial Library
Master Card Summary
12/31/2016

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M Kelly	6401-3202	\$111.02	Fox and Hound	Program Food Order
	6401-3202	\$115.57	Dominoes	TAG/TAB Meeting 12/9/16
	Total	<u>\$226.59</u>		

January 17, 2017

**Arlington Heights Memorial Library
Special Funds Summary
12/31/2016**

	Account	Amount	Description	Staff
Check # 1453-AHML	100-80-00	\$ 40,000.00	Harris Bank-Transfer Disbursement	
Check #1454-AHML - Petty Cash				
12/5/2016	6401-2203	\$ 14.35	Travel/Training	M Young
	6401-3202	\$ 25.00	Program Events	M Young
	6401-2203	\$ 5.78	Travel/Training	L Dakas
	6470-3295	\$ 9.49	Periodicals	M Schultz
	6401-3202	\$ 5.49	Program Events	K Devitt
12/12/2016	6405-2203	\$ 10.48	Travel/Training	S Mayer
	6401-3202	\$ 42.36	Program Events	K Devitt
	6001-2203	\$ 15.00	Travel/Training	M Driskell
	6420-3202	\$ 36.12	Program Events	J Czajka
	6401-3201	\$ 40.69	Program Supplies	M Papanastassiou
	6401-3202	\$ 11.98	Program Events	M Papanastassiou
	6420-2203	\$ 14.04	Travel/Training	T Scallon
	6020-2102	\$ 27.00	Equipment Maintenance	T Scallon
	6001-2203	\$ 40.00	Travel/Training	M Driskell
12/19/2016	6401-3201	\$ 44.13	Program Supplies	T Dantis
	6420-3202	\$ 44.84	Program Events	K McCoy
	6405-3202	\$ 17.98	Program Events	K Zsupan
	6401-3202	\$ 28.60	Program Events	J Jurgens
	6401-3202	\$ 9.96	Program Events	L Dakas
	6401-3202	\$ 28.00	Program Events	S Hill
	6401-3202	\$ 18.00	Program Events	K Devitt
	6401-3202	\$ 12.97	Program Events	P Sparreo
	6401-3202	\$ 7.44	Program Events	S Hill
	6401-3202	\$ 23.98	Program Events	S Hill
	6420-2203	\$ 15.00	Trav/Train	K Awwisati
	6020-2111	\$ 36.88	Building Maintenance	G LeClair
	6401-2203	\$ 9.92	Travel/Training	T Dantis
	6401-3201	\$ 9.00	Program Supplies	T Dantis
	6401-3201	\$ 49.43	Program Supplies	T Dantis
	6420-3201	\$ 20.56	Program Supplies	P Schwarting
	6401-3202	\$ 12.43	Program Events	D Napravnik
	6401-2203	\$ 4.32	Travel/Training	D Napravnik
12/26/2016	6001-2203	\$ 44.28	Travel/Training	D Halpin
12/30/2016	6401-3202	\$ 16.80	Prog Events	L Priest
	6401-3202	\$ 43.38	Prog Events	A Son
	6401-3202	\$ 33.74	Prog Events	M Vela
	6401-3202	\$ 22.97	Prog Events	A Son
	6405-3202	\$ 27.78	Prog Events	MJ Lepo
	6450-2203	\$ 6.37	Trav/Train	D Olichwier
		<u>\$ 886.54</u>		

January 17, 2017

(Action Item 4)

ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
January 17, 2017

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library (January invoices)	\$131,573.51
491	Capital Projects Fund - Library (January invoices)	\$39,206.87
Total Disbursements		\$170,780.38
Payrolls Paid		
1/6/2017		\$261,390.56
		\$261,390.56

Journal Entry Expenditures by Village On Behalf Of the Library

\$0.00

Voided Checks

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

Total Disbursed **\$432,170.94**

PREPARED 01/17/17, 08:34 AM
 PROGRAM GM348US
 DEPARTMENT: 00

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
 Village of Arlington Heights
 DIVISION: 00

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
74266	GROUP ADMINISTRATORS	291-0000-210.98-00	FSA MED-JANUARY-2017	3,349.16	
		291-0000-210.94-00	FSA DEP-JANUARY-2017	769.24	4,118.40
***** DIVISION TOTAL ****					4,118.40
***** DEPARTMENT TOTAL **					4,118.40
DEPARTMENT: 60	Executive Office	DIVISION: 01			
74258	COMCAST	291-6001-601.21-65	OTHER SERVS-1/1/-1/31/17	21.03	21.03
74262	FIRST CLASS TRAVEL	291-6001-601.22-03	ALA CONF AIRFARE-J KUHL	147.20	147.20
74266	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-JANUARY-2017	161.50	161.50
74267	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	JANUARY 2017-TEXTNET TTY	49.95	49.95
74270	ILA CONFERENCE	291-6001-601.22-03	IYSI CONF-D NAPRAVNIK	150.00	150.00
74273	LIBRARIES OF ILLINOIS RISK AGENCY	291-6001-601.20-40	GENERAL INSURANCE	62,639.00	62,639.00
***** DIVISION TOTAL ****					63,168.68
					<i>Marketing + Communications</i>
DEPARTMENT: 60	Executive Office	DIVISION: 02			
74253	ARLINGTON HTS CHAMBER OF COM	291-6002-601.22-02	2017 CHAMBER DUES-	325.00	325.00
***** DIVISION TOTAL ****					325.00
					<i>Gifts + Grants</i>
DEPARTMENT: 60	Executive Office	DIVISION: 04			
74254	BENSON, RAYMOND	291-6004-601.21-65	DANN & RAYMOND'S MOVIE	350.00	350.00
74263	GIRE, DANN	291-6004-601.21-65	DANN & RAYMOND'S MOVIE	350.00	350.00
74288	PONTICELLI, ALFONSO	291-6004-601.32-02	1/22/17 SUNDAY MUSICALE	600.00	600.00
***** DIVISION TOTAL ****					1,300.00
					<i>Finance</i>
DEPARTMENT: 60	Executive Office	DIVISION: 08			
74265	GOVERNMENT FINANCE OFFICERS ASSOC	291-6008-601.22-02	GFOA DUES-M KELLY-2017	280.00	280.00
***** DIVISION TOTAL ****					280.00
DEPARTMENT: 60	Executive Office	DIVISION: 10			

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
			<i>Information Technology</i>		
/PAYM #					
74250	ADVANTAGE MICROFILM SERVICES	291-6010-601.21-02	ANNUAL SERVICE AGREEMENT	2,600.00	2,600.00
***** DIVISION TOTAL ****					2,600.00
			<i>Facilities</i>		
DEPARTMENT: 60	Executive Office	DIVISION: 20			
74276	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANUARY 2017 JANITORIAL	4,599.00	4,599.00
74277	MIDCO INC	291-6020-601.21-02	2017 SERVICE AGREEMENT ON	10,396.00	10,396.00
74282	NOFFS SELF STORAGE INC	291-6020-601.21-11	FEBRUARY 2017 PARADE	73.00	73.00
74284	OAK BROOK MECHANICAL SERVICES	491-6020-601.50-55	CHANGE ORDER-FLUE CLEAN	2,459.07	2,459.07
74285	OAK BROOK MECHANICAL SERVICES	491-6020-601.50-55	REPLACE 1978 BOILERS	36,747.80	36,747.80
74293	TYCO INTEGRATED SECURITY LLC	291-6020-601.21-02	FIRE ALARM MONITORING	243.00	243.00
***** DEPARTMENT TOTAL **					122,191.55
			<i>Customer Services</i>		
DEPARTMENT: 64	User Services	DIVISION: 20			
74249	ADULT READING ROUND TABLE	291-6420-601.22-02	ARRT MEMBERSHIP-10 STAFF	100.00	100.00
74252	ALA MEMBERSHIP	291-6420-601.22-02	ALA DUES-J SISSORS	260.00	260.00
***** DIVISION TOTAL ****					54,877.87
			<i>Programs + Exhibits</i>		
DEPARTMENT: 64	User Services	DIVISION: 40			
74251	AFTERSCHOOL ENRICHMENT SOLUTIONS	291-6440-601.22-18	CHESS CLUB 2/12/2017	100.00	100.00
74257	CLESEN, REBECCA	291-6440-601.22-18	SPANISH STORYTIME 2/18/17	100.00	200.00
		291-6440-601.22-18	SPANISH STORYTIME 1/28/17	100.00	
74259	CURTIN, DENIS	291-6440-601.22-18	OPTIMIZING YOUR RESUME ON	100.00	100.00
74260	DAVIDSON, SCOTT	291-6440-601.22-18	ONLINE PRIVACY 101 ON	140.00	140.00
74261	DAVIDSON, SCOTT	291-6440-601.22-18	BUYING A NEW PC OR TABLET	140.00	140.00
74264	GOODMAN, CLARENCE	291-6440-601.22-18	DEVIL IN THE WHITE CITY	200.00	200.00
74268	HOUSE OF MUSIC & ENTERTAINMENT	291-6440-601.22-18	AP-BAD ART NIGHT AT HOME-	250.00	250.00
74269	HUNTINGTON LEARNING CENTER	291-6440-601.22-18	COLLEGE KNOWLEDGE-ACT/SAT	150.00	150.00
74271	JEANNIE B! MUSIC	291-6440-601.22-18	LIVE CONCERT WITH FULL	1,000.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,000.00
74274	MADAY, JULIE I	291-6440-601.22-18	ONE STOP LINKEDIN WKSHP	100.00	100.00
74275	MARGOLIN, LAUREN	291-6440-601.22-18	THIRD ANNUAL READERS	150.00	150.00
74279	MOTION PICTURE LICENSING CORP	291-6440-601.22-18	MOTION PICTURE LICENSE-	236.04	236.04
74283	NORTHERN ILLINOIS LEGO TRAIN CLUB	291-6440-601.22-18	LEGO TRAIN SHOW-FEB 11&12	595.00	595.00
74289	SCHROEDER, JOHN	291-6440-601.22-18	1/26/17 INTRO TO HTML	200.00	200.00
74290	SCHROEDER, JOHN	291-6440-601.22-18	2/9/17 INTRO-JAVASCRIPT	200.00	200.00
74291	SCHROEDER, JOHN	291-6440-601.22-18	2/2/17 INTRO TO CSS	200.00	200.00
74294	VRABLIK, LISA	291-6440-601.22-18	1/22/2017-MINECRAFT MANIA	150.00	150.00
74295	VRABLIK, LISA	291-6440-601.22-18	2/4/2017-MINECRAFT MANIA	150.00	150.00
***** DIVISION TOTAL **** <i>Digital Services</i>					4,261.04
DEPARTMENT: 64	User Services	DIVISION: 50			
74272	LIBRARIES FIRST	291-6450-601.32-78	LEXISNEXIS SUBSCRIPTION	7,206.00	7,206.00
74278	MOCAVO	291-6450-601.32-78	12 MONTH FMP WORLD SUB-	895.50	895.50
74280	NEWSBANK	291-6450-601.32-78	NEWSBANK ANNUAL SUBSCRIP-	26,770.00	26,770.00
74281	NICHE ACADEMY	291-6450-601.32-78	NICHE ACADEMY ANNUAL SUB-	1,530.00	1,530.00
***** DIVISION TOTAL **** <i>Collection Services</i>					36,401.50
DEPARTMENT: 64	User Services	DIVISION: 70			
74255	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	545.61	
		291-6470-601.32-95	PERIODICALS	727.48	1,273.09
74256	CHIEF CDS	291-6470-601.30-33	DOCUMENTATION LIBRARY	525.00	525.00
74286	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	PERIODICALS	202.80	202.80
74287	POLONIA BOOKSTORE INC	291-6470-601.32-95	PERIODICALS	1,370.00	1,370.00
74292	TIME INC UK LTD	291-6470-601.32-95	PERIODICALS	77.00	
***** DIVISION TOTAL ****					3,447.89
***** DEPARTMENT TOTAL **					44,470.43
***** GRAND TOTAL *****					170,780.38

PREPARED 1/11/17, 08:34 AM
PROGRAM GM348U5

ACCOUNTS PAYACHECK/EFT REGISTER BY FUND
Village of Arlington Heights

PAGE 4
ACCOUNTING PERIOD 1/2017

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	131,573.51
491	Capital Projects-Library	39,206.87
**** TOTAL ALL FUNDS ****		170,780.38

To: Board of Library Trustees

From: Jason Kuhl

Date: January 13, 2017

Re: Staff Presentation – Measuring Customer Satisfaction

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

To: Board of Library Trustees
From: Jason Kuhl
Date: January 11, 2017
Re: Recommendation on Northside Branch

The Committee of the Whole will be discussing this agenda item at its meeting just prior to the board meeting on January 17. With the exception of minor wording changes, this memo is identical to the one that will be considered by the committee.

For several years, we have been studying the feasibility of opening a branch library location in the northern part of the village. The process, as outlined below, has been comprehensive. A key aspect of this study has been to identify the real costs of opening, furnishing, and operating such a facility. Though we believe a library facility north of Palatine Rd. would be well used and would enhance the overall library service to the village as a whole, it is our assessment that the ongoing costs would limit the possibility of future service enhancements to a degree that it is our recommendation not to proceed with opening a branch at this time.

Process

We have been considering the possibility of opening a branch location in the northern part of the village for several years. During that time, we conducted a thorough process to assess need and the feasibility of the idea. The process included:

- **Consideration of customer feedback and anecdotal evidence.**
The impetus for the exploration was:
 - The longstanding notion that people residing in the extreme northern and southern portions of the village use the library less frequently than those in the central portion of the village
 - The number of customer comments we receive requesting services (such as drop boxes) be located in the northern part

of the village

- Feedback indicating we focus our service on those residing in the center of Arlington Heights (with a frequent example being the perception that School District 25 receives a disproportionate amount of service relative to Districts 21, 23, and 59).
- **Analysis of library use patterns.** In 2014, we used a product from CIVICTechnologies to compare usage of the library among people living in various portions of the village. The analysis confirmed suspicions that residents north of Palatine Road and South of Central Road use the library less than those living between those roads do.
- **Consideration of options.** At its August 2014 meeting, we presented the board with the usage data along with several other pieces of information. These included the distances of various neighborhoods to a library facility and bookmobile usage statistics from the various sections of the village. While both the north and south showed lower library use, data indicated the reasons behind the situation were very different for each region, with the lower use in the north being more likely due to the distance to a library facility than that in the south. We presented a comparison of potential options including:
 - expanded bookmobile service
 - a self-service outlet
 - a staffed outlet.

Our recommendation was to continue to explore the possibility of a staffed outlet, as it would provide the greatest return in service for the investment.

- **Community survey.** In 2015, we engaged Turks Cap Consulting to conduct a survey mailed to all households north of Palatine Road and south of Central Road and to conduct focus groups with residents from those areas. The goal was to obtain additional

information as to the reasons for lower library use in these areas and to seek input regarding the usefulness of a branch location. In August 2015, Turks Cap presented its findings to the board, which ultimately concluded there was enough evidence to move forward with the exploration.

- **Development of plan of service.** Over a series of meetings in 2016, we presented potential plans of service for a northern location. The plans varied in scope from a small location intended primarily for the checkout of library materials to larger venues that would allow us to expand into new services and offer types of spaces not currently available at the main library (such as interactive learning areas for children). A larger space would also better alleviate crowding for many services at the main library that are at capacity, including programming, storytimes, conference rooms, and parking. It is for these reasons we recommended focusing on a larger space with a more robust plan of service, and the board authorized continuing the exploration using those parameters.
- **Detailed search of available property.** With a plan of service in place, we worked with Brian Properties over several months to locate potential properties that would meet the parameters set forth by the plan of service. Because there are so many variables, it was necessary to look at specific spaces in order to perform an accurate cost analysis to determine the feasibility and long-term viability of a branch location.
- **Cost analysis.** Once we identified a suitable location, we performed a thorough analysis of the one-time and ongoing costs (details below). Critical funding requirements were:
 - It would be paid for out of our existing fund balance and operating budget
 - We would not sell bonds or otherwise incur any debt
 - We would prioritize maintaining a 0% increase over the prior year's extended property tax levy for as long as possible while

continuing to take a conservative approach to revenue projections given the uncertainty with the state budget and the possibility of a legislated property tax freeze

Costs

As noted, when developing our plan of service for a potential branch we realized that in order to be a meaningful and justifiable use of tax dollars, the potential facility would need to include new services and experiences that we do not provide at the main library. This necessitated the potential rental of a correspondingly large and costlier space than what we originally envisioned. With a larger space, there would also be corresponding increases to the one-time costs of the buildout and furnishings and to recurring operating costs such as utilities and personnel.

In order to get accurate cost estimates for the initial buildout, we worked with Product Architecture + Design on a preliminary concept, for which Shales McNutt Construction provided a cost estimate. The estimate for the buildout and furnishing of the space was \$740,500 with annual operating expenses estimated at \$348,330 for the first year and subject to typical inflationary increases thereafter:

One-time Costs

Construction:	\$510,500
Furnishings/Equipment:	<u>\$230,000</u>
Total One-time Costs	\$740,500

Recurring Costs

Rent and CAM	\$211,582
Utilities	\$ 24,500
Security Cameras	\$ 1,789
Technology Licenses	\$ 1,661
Custodial Service	\$ 10,327
Delivery Service	\$ 4,601
Personnel	<u>\$ 93,870</u>
Total Recurring Costs	\$348,330

We thoroughly vetted these figures and believe they are a reasonable estimate to deliver a facility capable of providing the appropriate level of benefit relative to its cost. However, as noted above, we are mindful of the desirability of maintaining a 0% increase in our tax levy for as long as possible, and these numbers would have a significant impact on our annual budget. This is particularly true in light of the possibility of a number of building maintenance and infrastructure projects at the main library on the horizon and continued discussion of a state mandated property tax freeze. While there are challenges and needs that could be met exceptionally well by opening a new facility, we believe there are ways to address many of them adequately at a lower cost if we direct these resources elsewhere. By not committing to the fixed costs of opening a new branch, we also preserve the budget flexibility that enables us to adapt to new challenges and opportunities.

Next Steps

The needs and challenges that a branch would help meet remain concerns that we should address in other ways. As you know, we will spend the first part of 2017 formulating a 3-year plan, and addressing these issues will be a significant point of discussion in that process. There are also actions we can take earlier if possible:

*Issue: **Changing demographics in Arlington Heights*** (shift from empty nesters to families, increasing school enrollment, recent immigrant population and limited mobility in specific neighborhoods and complexes).

Potential actions: Increase presence outside of library, particularly through programs and services offered to specific complexes/populations at a time and place convenient for them, assessment of diversity and inclusion practices and elimination of barriers, develop a new/different mobile library.

*Issue: **Alleviate crowding for many services at main library***
(programming, storytime, conference rooms, parking)

Potential actions: Reevaluate practice of using conference rooms for library ESL services, offer programs/storytimes to specific complexes/neighborhoods/populations, increase emphasis on alternate parking arrangements (e.g. the municipal lot) for customers and staff.

Issue: **Address underserved audiences** (Tweens, Recent immigrants)

Potential actions: Build tween space at main library, develop new outreach strategies

Issue: **Create opportunity for more community-driven service model** (Community driven programming, public art, third place)

Potential actions: Evaluate existing procedures and spaces

Suggested motion: **The committee of the whole accepts the staff's recommendation not to move forward with opening a branch library facility and to develop alternate strategies to address those needs and concerns that prompted or were uncovered by the branch feasibility study.**

To: Board of Library Trustees
From: Jason Kuhl
Date: January 13, 2017
Re: Authorization to Amend Vision, Values, and Priorities

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

Attached you will find proposed revisions to AHML's Vision (most recently reviewed in 2012), Values (most recently amended in 2013), and Priorities (most recently affirmed in 2014). As a reminder:

- **Our Values** represents those things we believe in so deeply as an organization that we would likely continue to do them even if it was not to our benefit to do so. The values will rarely, if ever, change in any substantial way.
- **Our Vision** is what we aspire to be to our community. It will change infrequently, and a substantial change signals a major shift in course or a significant new external influence.
- **Our Priorities** are those few areas in which we must devote a majority of our resources in order to achieve Our Vision. While they should remain more-or-less stable, they change as new needs arise, conditions shift, and/or progress in areas is made. Unlike Our Values and Our Vision, which are public statements, Our Priorities are primarily used internally for decision making, planning, and resource allocation.

Because these three statements are the building blocks for all that we do, the first step in embarking on a 3 year planning process is to make sure they are still relevant and in-line with community needs. As you can see, most of each statement has been retained because we believe they are still appropriate to guide us in our efforts. However, as our community changes (and will continue to change), we continue to focus more sharply on reaching our entire community, and we become more cognizant of the

role we can play in Arlington Heights in terms of education and public discourse, it becomes clear that references to inclusion and diversity are noticeably absent from these statements. Their omission from our most important, foundational documents could be interpreted as tacit approval to disregard these issues. We believe that it is no longer enough simply to *not be exclusive*. Instead, we need to *be actively inclusive*, the first step of which is to incorporate the importance of diversity, inclusion, and varying points-of-view in these statements that serve as the building blocks for all that we do.

Motion from committee: **The Strategic Planning Committee recommends the Board of Library Trustees approve changes to the library's Vision, Values, and Priorities as presented.**

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;
- helping local businesses and community agencies thrive;
- **inspiring understanding** by creating occasions **for the exchange of ideas**, cultural experiences, and discovery; and
- offering opportunities in Arlington Heights for gathering, learning, contemplating, creating, and finding inspiration.

Adopted by the Board of Library Trustees—
October 16, 2012

Our Values

We believe in:

- **Unparalleled Customer Service:** our best-in-class staff strives for continuous improvement by identifying and providing the services our residents and businesses need most.
- **Free and Equal Access:** all individuals have the right to choose for themselves what to read, hear, or view.
- **Diversity and Inclusion:** we cultivate an inclusive atmosphere, celebrate our diversity, and create an environment for the open exchange of differing ideas and points of view.
- **Fiscal Responsibility:** all decisions are weighed against the value added to the lives of our customers.
- **A Focus on Arlington Heights:** we are a part of the fabric of our community; all services are tailored to the unique needs of our residents and businesses.

Amended by the Board of Library Trustees—
February 19, 2013

Priorities

Our overarching priority is to **respond to the needs of Arlington Heights residents and businesses** by offering the formats, tools, and services they need most when they need them most. Without ever losing sight of that overall focus, our priorities are:

- **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.**
- **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.
- **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.
- **Audience Development:** **We will continue to learn about our residents to ensure our services meet the needs of our increasingly diverse community.** ~~focus on expanding our existing service to teens and businesses, and on identifying other underserved audiences.~~

Affirmed by the Board of Library Trustees—
January 21, 2014

Executive Director's Report

January 2017

Facilities and Operations

Circulation News

- **LIBRARY CARDS** – At the end of 2016, new library cards issued to residents remained virtually flat over the previous year with 4,946 cards issued in 2016 compared to 4,993 in 2015. Registrations of reciprocal borrowers increased 1.3%, possibly because we are attracting customers from other libraries during our expanded weekend hours.
- **DRIVE UP** – There was a 4% increase in the number of cars at the drive up during 2016.
- **HOLDS** – We filled 6.8% fewer holds in 2016 than in 2015. Interestingly though, the number of “no-pics” (items customers have placed on hold but do not pick up) decreased by 12.8%. A likely reason is the convenience of the longer hours on weekends, giving customers more time to make it to the library to pick up their items.

Increases in Digital Services

2016 brought increases in use and new offerings in our digital services, including:

- 34% increase in registrations for the Studio (7% of these occurring during the new weekend hours)
- 6% increase in public computer use
- 11% increase in one-on-one appointments for technology issues and topics
- Two significant new offerings: 1) 3D printing for the public; and 2) circulating Roku with Netflix

Recent Internet Issues

You might know that we experienced a few Internet outages in early January. The intermittent outages on January 2 and 3 were the result of a software bug on our firewall's anti-virus protection module. We disabled it until we introduce a permanent fix. The outage

on January 7 was the result of a malfunction in the router responsible for managing the flow of all Internet traffic in and out of the building. This has not happened in over four years and was seemingly an anomaly.

Programs

Sunday Musicale

In December, we welcomed back *The Rip Chords* to AHML by popular demand. For the second time, this University of Illinois group attracted more than 200 to the Hendrickson Room for a celebration of acapella - and this time in a snowstorm. Attendees again complimented the caliber of the performers and the family friendly nature of their show –

“Wonderful well put together performance. Beautiful singing and gets us excited about the Christmas season” –

“Hoping they come back next year. My 7 year old daughter really enjoyed.”

Bread Making with Chef Cherise

Open to residents of Arlington Heights, this hands-on introduction to yeast breads was one of few adult programs in 2016 that yielded “perfect attendance.” All 30 participants brought their own mixing bowl and Chef Cherise shared ingredients and guidance for each to start a loaf, which they brought home to bake.

“Very knowledgeable and delightful speaker. My bread is currently in the proofing stage and I expect to have a yummy addition to dinner tonight. Thanks.”



Almost New Year's

Over 70 people came to our annual New Year's Eve program to partake in the crafts and festivities from making crowns to the balloon countdown at twelve noon to ring in the new year. Both the *Chicago Tribune* and *Daily Herald* featured stories about the event.



Paws to Read

December 27 brought the return of our popular *Paws to Read* program. Rainbow Assisted Therapy dogs and their handlers came to hear children in grades 2-4 work on their reading fluency and confidence while snuggling up to a new furry friend. Staff enjoyed it as much as the readers did. The dogs were all great, and the children really enjoyed the experience. The parents appreciated the opportunity to take pictures.



TAG/TAB Card Making

The Teen and Tween advisory groups collaborated on a service project to brighten the holiday season for hospitalized children. The meeting began with an icebreaker to encourage socialization between the age groups. Next, participants explored the Cards for Hospitalized Kids website so they could see pictures of actual card recipients. The rest of the program, the tweens and teens worked hard on crafting 70 very creative and festive cards that helped spread joy and hope to sick kids. A few tweens were brave enough to sit at the teen tables, and the teens were very welcoming and happy to be working with them.



In the Community

Outreach to Newcomer Center

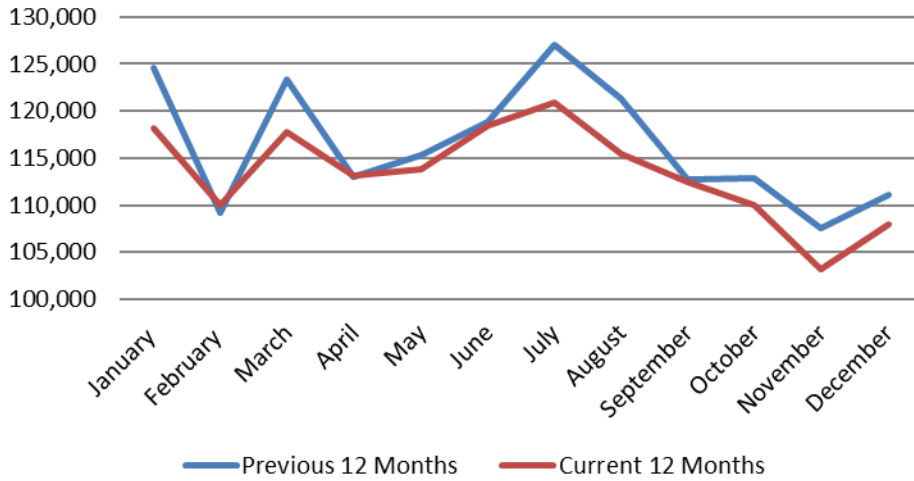
In preparation for the holiday season and winter break, we coordinated two outreach visits for Newcomer students. On December 7, staff presented a stocking and ornament making activity at Newcomer Center. Besides creating stockings and ornaments to take home, students learned about American cultural traditions, like Rudolph the Red-nosed Reindeer and hanging stockings up over the fireplace. On December 12, Teen Services and Bookmobile staff visited Newcomer Center so students could check out materials to keep busy over winter break. Staff curated native language, holiday, read-it/watch-it pairs, and high interest titles for students to browse.



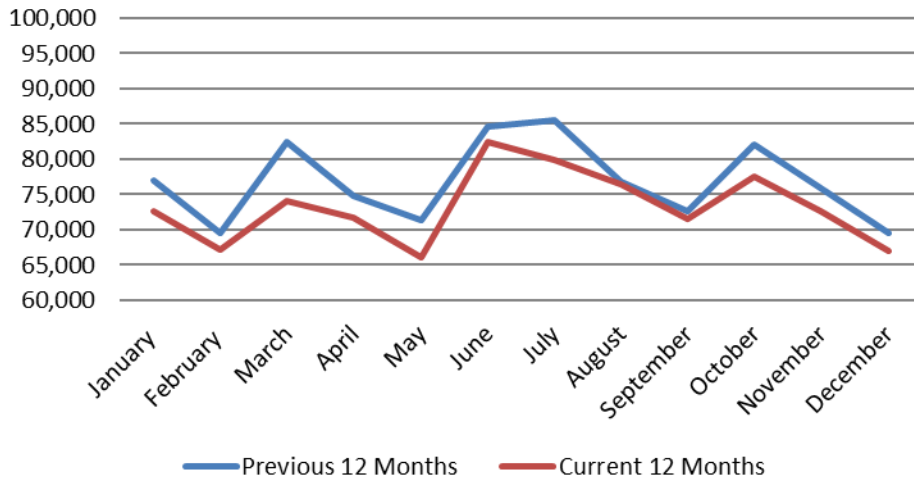
AHML - DASHBOARD - DEC 2016

	Dec 2016	Dec 2015	% change from last Dec	Jan 2016- Dec 2016	Jan 2015- Dec 2015	% change from last YTD
Total circulation	177,220	183,079	-3%	2,271,891	2,351,280	-3%
Adult circulation	107,951	111,122	-3%	1,361,513	1,396,885	-3%
Teen circulation	2,290	2,492	-8%	31,144	32,413	-4%
Children circulation	66,979	69,465	-4%	879,234	921,982	-5%
Print book circulation	83,881	87,226	-4%	1,117,186	1,156,857	-3%
Audiovisual circulation	67,261	72,817	-8%	837,938	916,088	-9%
Downloadables circulation	17,278	13,894	24%	206,864	159,265	30%
Self-check as % of main floor circ	64%	62%	2%	64%	63%	1%
Circulation to reciprocal borrowers	9,770	7,724	26%	114,660	97,975	17%
ILLs borrowed for our customers	372	392	-5%	5,587	6,283	-11%
ILLS lent to other libraries	607	729	-17%	8,900	9,513	-6%
Resident cards issued	251	276	-9%	4,946	4,993	-1%
Reciprocal cards registered	125	135	-7%	2,244	2,216	1%
Reference questions	13,756	13,786	0%	182,902	178,914	2%
Program attendance	3,961	4,434	-11%	89,451	96,824	-8%
First-time attendees at programs	115	100	15%	2,808	2,742	2%
% of target audience attending	78%	71%	7%	67%	70%	-3%
% of progs meeting target audience #	78%	73%	5%	82%	79%	3%
Public computer use	10,139	9,031	12%	130,222	125,148	4%
Website visits	98,907	110,752	-11%	1,256,960	1,459,204	-14%
In-person visitors	80,637	71,856	12%	1,037,096	1,002,089	3%
Marketplace - % of adult coll / of circ	8% / 34%	8% / 33%	0% / 1%	8% / 34%	8% / 30%	0% / 4%
Kids' Mktplace - % of KW coll / of circ	5% / 15%	4% / 13%	1% / 2%	5% / 15%	5% / 13%	0% / 2%
Volunteer hours	1,682	1,868	-10%	29,267	28,360	3%

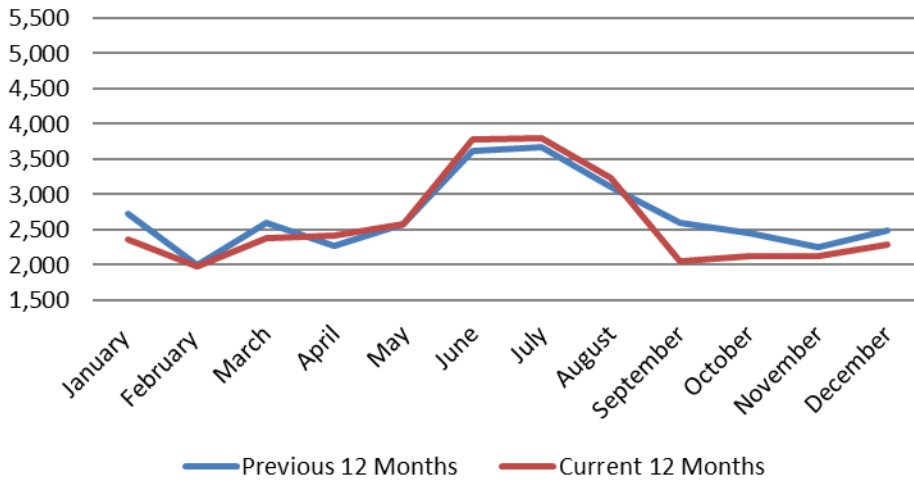
Adult Circulation



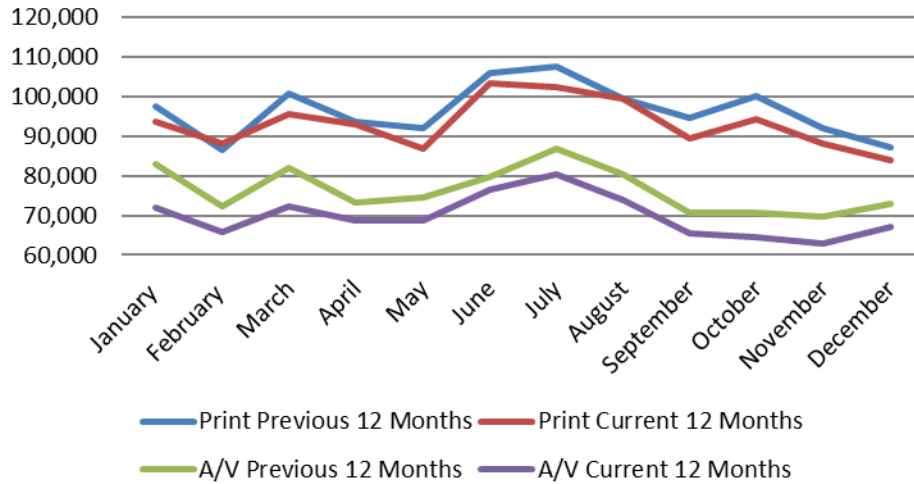
Children's Circulation



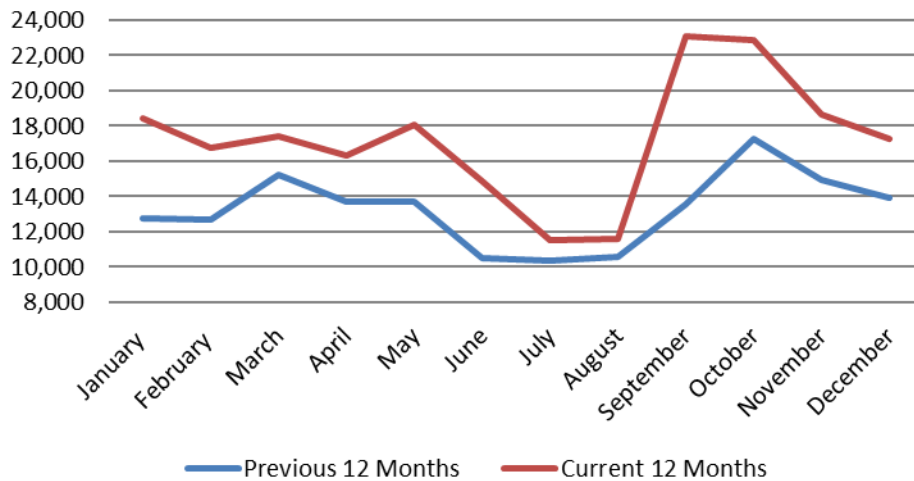
Teen Circulation



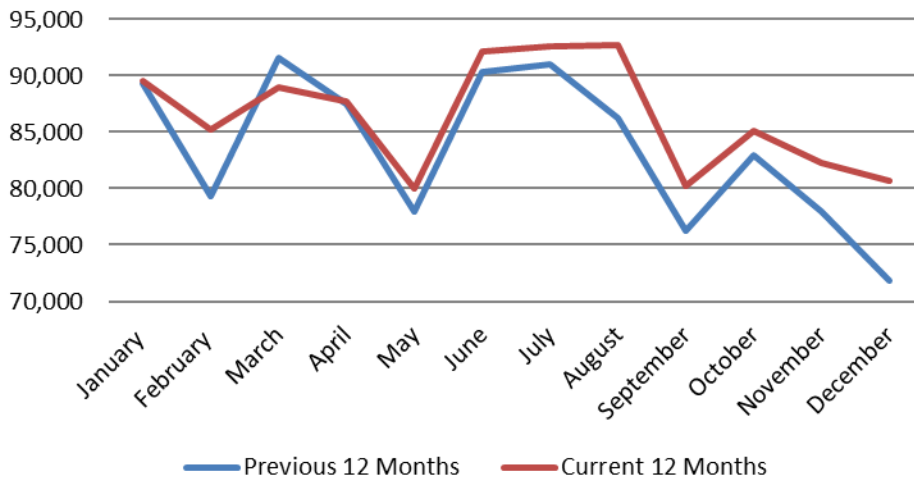
Physical Circulation



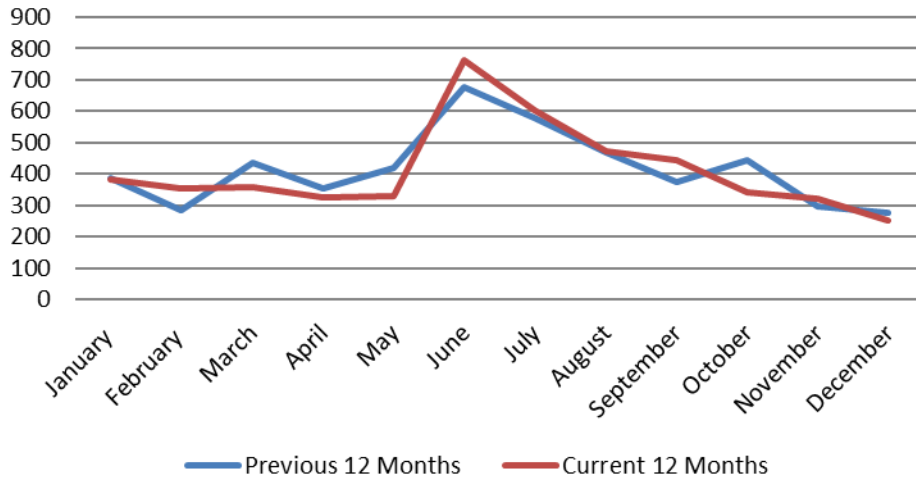
Downloadables Circulation



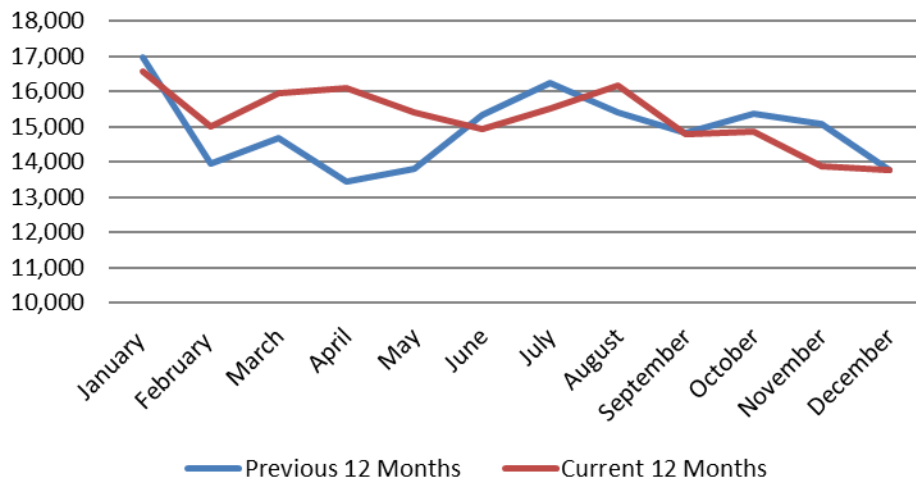
In-person Attendance



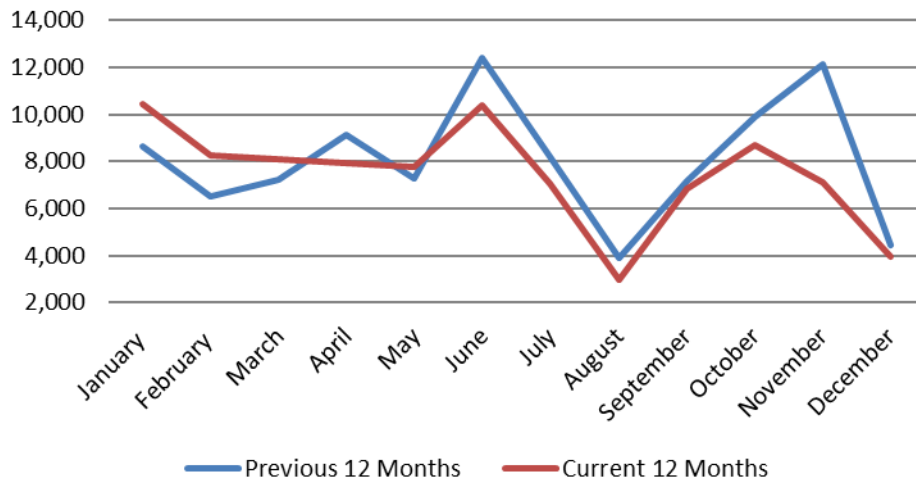
Resident Library Cards Issued



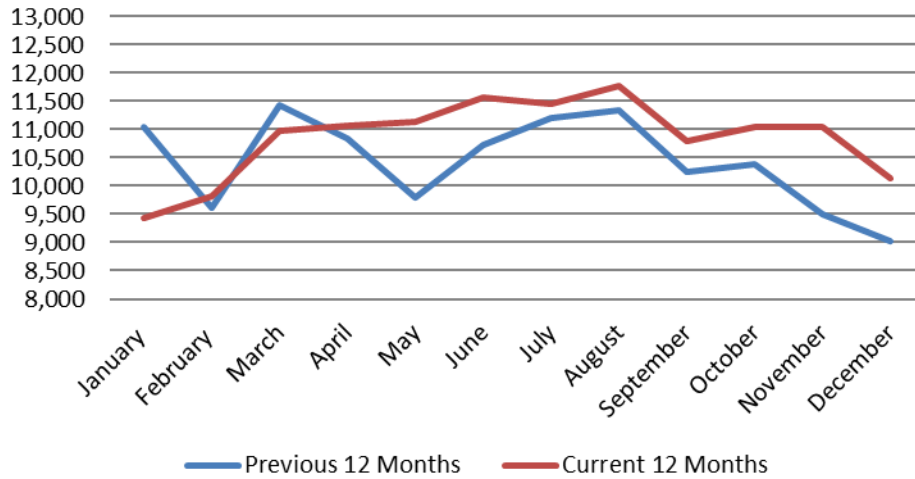
Reference Questions



Program Attendance



Public Computer Use



Website Visits

