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BOARD OF LIBRARY TRUSTEES

7:30 P.M.

TUESDAY, JULY 18, 2017

BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 20, 2017 (Action Item 1)
- V. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2017 (Item 2)
- VI. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2017 (Action Item 3)
- VII. EXECUTIVE DIRECTOR'S REPORT
- VIII. UNFINISHED BUSINESS
 - POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 4)
Vote on proposed changes to Policy 1.101 Rules of the Board of Library Trustees that would transition the board committee structure from several small standing committees to a model in which a regularly scheduled committee of the whole.

IX. NEW BUSINESS

- AUTHORIZATION TO ACCEPT HUMAN CAPITAL MANAGEMENT SYSTEM PROPOSAL (Action Item 5)

In the 2017 budget, funds were included to replace our Human Capital Management system. We have reviewed proposals from six vendors for seven systems, and we are seeking authorization to accept the proposal from ADP for its Workforce Now Essentials system.

- 2017 BUDGET AMENDMENT (Action Item 6)

We are requesting approval of a budget amendment to the 2017 Budget. This amendment will reallocate the budgeted Real Estate Tax Revenue in the General Fund to match the Truth in Taxation form provided by the Village to Cook County. The net change to the budget is \$0.

- STAFF PRESENTATION – CHIEF PEOPLE OFFICE: HUMAN RESOURCES SERVICES AND TOOLS FOR LEADING AND SUPPORTING ALL STAFF (Item 7)

Staff will provide a presentation on AHML's workforce and the work of the Department of Human Resources to support the goals and interests of the library and every individual employee.

- JOB EVALUATION AND MARKET MATCHING SURVEY (Action Item 8)

We will present the results of a recently completed job evaluation and market matching survey and their impact on our salary structure.

- EXEMPT BENEFIT ACCRUALS (Action Item 9)

We will present on the transition away from frontloading benefits for exempt staff, which will begin January 2018.

X. COMMITTEE REPORTS (As appropriate)

(A) BUILDING

(B) FINANCE (Trustee Zyck)

(C) HUMAN RESOURCES (Trustee Zyck)

(D) POLICY

(E) STRATEGIC PLANNING (Trustee Brody Garkisch)

XI. FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

XII. OTHER

- DATE FOR SPECIAL MEETING

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

XIV. ITEM(S) FROM CLOSED SESSION FOR ACTION

XV. ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JUNE 20, 2017.

06.17.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, June 20, 2017, at 7:30 p.m. by President Debbie Smart.

06.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Thanopoulos, Zyck, and Smart.

Absent: Trustee Tangney.

Also present: Jason Kuhl, Executive Director; Michael Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Michael Kelly, Director of Finance; Kelly Spokas, Director of Finance; Jennifer Czajka, Programs and Exhibits Manager; Teri Scallon, Bookmobile and Interlibrary Loan Supervisor; Janet Moravec, Business Office Administrator; Debbie Halpin, Business Office Assistant; Matt Beran, Lauterbach & Amen; Mike Dennehey, Resident; Melissa Cayer, Resident.

06.17.03 **PUBLIC COMMENT** – Mr. Dennehey, President of the Friends of the Library (FOL), distributed FOL membership applications and encouraged all to join.

06.17.04 Trustee Joan Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 16, 2017 (Action Item 1)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.

06.17.05 Trustee Zyck moved **APPROVAL OF THE MINUTES OF THE BOARD MEETING OF MAY 30, 2017 (Action Item 2)**. Trustee Joan Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

06.17.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2017 (Item 3)** – Mr. Kuhl reported 42% of the year has lapsed and cash equivalents for May were \$16,187,587; last year cash equivalents were \$15,843,992. Real estate tax revenues received to date are at 54% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

Trustee Tangney joined the meeting at 7:35 p.m.

06.17.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2017 (Action Item 4)** – Mr. Kuhl provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED MAY 31, 2017 IN THE AMOUNT OF \$1,090, 427.47.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

06.17.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted the Design Commission recommended approval of the new sign on the south wall of the building as part of the parking lot improvement project; the library's mobile app will be discontinued August 1; storytime changes and additions; inspiring understanding work continues in the community and in library programming; and the Build a Better World summer reading theme. Mr. Kuhl has been appointed as the ILA treasurer for the upcoming year, which includes membership on the ILA executive committee and search committee for the new ILA executive director. Ms. Czajka reported on the Volunteer Fair held Saturday, June 17, providing teens and adults the opportunity to meet more than 30 nonprofit and community organizations. Mr. Kuhl introduced Ms. Spokas, the library's new Director of Finance.

06.17.09 **UNFINISHED BUSINESS**

PARKING LOT UPDATE AND COMMUNICATIONS PLAN (Item 5) – Mr. Driskell presented an update on the phasing plan for the parking lot improvement project that will begin this summer and the preliminary communications plan.

06.17.10 **NEW BUSINESS**

- **REVIEW OF ANNUAL FINANCIAL REPORT (Action Item 6)** – Mr. Beran from Lauterbach & Amen reviewed the auditor's statement on auditing standards letter, the auditor's letter of management and the annual financial report for the year ended December 31, 2016. The library was given an unqualified opinion, which is the highest level of assurance issued by an auditor.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2016 AS PRESENTED.** Trustee Medal seconded. All were in favor and the motion carried.

- **REVIEW OF 2016 BUDGET VERSUS ACTUAL (Item 7)** – Mr. Kelly reviewed the final 2016 actual results noting significant variances from the 2016 Budget; the 2016 Summary of Financial Activity; the 2016 Year-end comparison of budget versus actual for all library expenditure accounts; the 2016 Summary of expenditures for capital projects; and the 2016 Final Revenue Reports and Detail Budget Reports with 100% of the year lapsed.

- **STAFF BOOKMOBILE PRESENTATION (Item 8)** – Ms. Scallon, Bookmobile and Interlibrary Loan Supervisor, gave an overview of the bookmobile service and operations discussing staffing, vehicle and maintenance, points of service, and customer base.

- **PREVAILING WAGE RESOLUTION (Action Item 9)** – Mr. Kuhl reported each June a public library is required to pass a prevailing wage resolution and publish an announcement in the local newspaper indicating its compliance with the Prevailing Wage Act.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 17-04 "RESOLUTION FOR PREVAILING WAGE."** Trustee Zyck seconded. All were in favor and the motion carried.

- **REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 10)** – Mr. Kuhl reported each June the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066. Using the General Mathematical Formula method to determine the fee, the new nonresident library card fee would be \$439.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AFFIRMS ITS CONTINUED COMMITMENT TO OFFERING A NONRESIDENT LIBRARY CARD OPTION UNDER PUBLIC ACT 92-1066 AND SETS THE ANNUAL FEE FOR THE CARD, USING THE GENERAL MATHEMATICAL FORMULA METHOD, AT \$439 EFFECTIVE JULY 1, 2017 THROUGH JUNE 30, 2018.** Trustee Tangney seconded. All were in favor and the motion carried.

- **UPCOMING STAFF PRESENTATIONS (Item 11)** – Mr. Kuhl presented a schedule of upcoming staff presentations for future board meetings.

- **AUTHORIZATION TO WAIVE FINES DURING PARKING LOT PROJECT (Action Item 12)** – Staff was seeking authorization to waive late charges during the parking lot improvement project in recognition of the inconvenience to the public and that many individuals and families may not be able to return items in a timely manner while the construction is occurring. After discussion, the board instead approved the extension of the late charge grace period for all library items from three to ten days. The extension will be in effect for the duration of the construction.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO EXTEND THE GRACE PERIOD TO TEN DAYS DURING THE PARKING LOT CONSTRUCTION AND DELEGATES AUTHORITY FOR DETERMINING THE SPECIFIC BEGINNING AND ENDING DATES OF THE PERIOD OF THE EXTENSION TO THE EXECUTIVE DIRECTOR.** Trustee Brody Garkisch seconded. All were in favor and the motion carried.

06.17.11 COMMITTEE REPORTS

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

(B) **EXECUTIVE (President Smart)**

- **STAFF TURNOVER RATES (Action Item 13)** – Mr. Kuhl reported on a historical look at employee turnover from 2008 to date.

- **COMMITTEE OF THE WHOLE DISCUSSION – POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 14)** – Mr. Kuhl presented proposed changes to Policy 1.101 Rules of the Board of Library Trustees that would transition the board committee structure from several small standing committees to a model in which the committee of the whole would regularly meet. The recommendation to move to the committee of the whole model would increase opportunities for all trustees to be engaged and informed on a broader range of issues; ensure the decision making process is as

transparent as possible for all trustees and residents; and make the most efficient use of meeting time. Further discussion will be conducted at the July board meeting.

(C) FINANCE (Trustee Zyck) – Trustee Zyck reported the committee met immediately prior to the regular June board meeting.

- **2018 BUDGET TIMETABLE (Item 15)** – Trustee Zyck reviewed the timetable for budget preparation for 2018 and noted the first Finance Committee meeting is scheduled for September 14 and the special board meeting to review the budget is scheduled for October 2.

- **2018 BUDGET TARGETS (Action Item 16)** – Mr. Kelly reviewed the budget targets to be used in the preparation of the 2018 budget. Targets are divided into categories based on who has the responsibility for setting the target. Any changed or missing information will be communicated to the committee for its review and approval.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2018 BUDGET TARGETS, DATED JUNE 20, 2017, WITH MISSING OR UPDATED INFORMATION TO BE INCLUDED AS IT BECOMES AVAILABLE.** No second was required as the motion came from committee. All were in favor and the motion carried.

- **CORRECTED 2017 BUDGET AMENDMENT (Action Item (17)** – Mr. Kelly reported that, on the 2017 Budget Summary, incorrect numbers were entered in the “Current Budget”, and due to this error, the “Amended Budget” amount was also incorrect. It was recommended the best course of action was to create a corrected budget amendment to be voted upon by the Board of Library Trustees, even though the amount of the amendment does not change.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE CORRECTED MAY 16, 2017 BUDGET AMENDMENT.** No second was required as the motion came from committee. All were in favor and the motion carried.

- **IMET UPDATE (Item 18)** – Mr. Kelly reviewed the history of the Illinois Metropolitan Investment Fund. In October 2014 IMET informed participants in its IMET Convenience Fund that 2.8% of their investment was in default due to illegal activity by one of IMET’s investment firms. An “Overall Receiver” has been appointed by the presiding judge to attempt to recover assets from the parties involved. The most recent update from IMET concerning this recovery effort is dated May 10, 2017. There is still pending litigation against the USDA and the IRS is determining if it will subordinate its claims to those of the participants in the investment. An adjustment was not made in 2016 as part of the 2016 audit.

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

(E) POLICY – President Smart reported the committee did not meet.

(F) STRATEGIC PLANNING (Trustee Brody Garkisch) – Trustee Brody Garkisch reported the committee did not meet. Mr. Kuhl reported a request for proposal for strategic planning services is still out and a recommendation will come later this summer.

06.17.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Kuhl reported the Friends of the Library (FOL) is committed to reducing the length of time for sale setups; have promised drastic inventory reduction; and with library staff, will mutually arrive at dates for future book sales. The library is working with FOL to provide additional volunteers for the book sales.

06.17.13 **OTHER**

- 2017 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE, OCTOBER 10-12, 2017 – Registration is open for the Illinois Library Association Annual Conference being held in Tinley Park, October 10-12.

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 10:05 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

Village of Arlington Heights

FUND 291 Memorial Library Fund									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,750	77.96		400,500	432,570.55	108	801,000	368,429.45
04 00	Real Estate Tax FICA	34,666	40.49		207,996	224,655.85	108	416,000	191,344.15
05 00	Real Estate Tax	1,051,090	1,228.64		6,306,540	6,811,551.30	108	12,613,091	5,801,539.70
401	** Real Estate Taxes	1,152,506	1,347.09		6,915,036	7,468,777.70	108	13,830,091	6,361,313.30
400	*** Taxes	1,152,506	1,347.09		6,915,036	7,468,777.70	108	13,830,091	6,361,313.30
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		30,000	.00		60,000	60,000.00
70 00	Other Grants	250	60,375.00	4150	1,500	60,375.00	4025	3,000	57,375.00-
90 00	Contribution Ord. Library	83	.00		498	.00		1,000	1,000.00
411	** Intergovernmental	5,333	60,375.00	1132	31,998	60,375.00	189	64,000	3,625.00
410	*** Intergovernmental Revenue	5,333	60,375.00	1132	31,998	60,375.00	189	64,000	3,625.00
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	100	430.00	430	600	1,290.00	215	1,200	90.00-
74 00	Copier/Reader Printer Fee	3,166	3,079.28	97	18,996	22,142.38	117	38,000	15,857.62
75 00	Meeting Room Fees	333	475.00	143	1,998	2,510.00	126	4,000	1,490.00
436	** Library Fees	3,599	3,984.28	111	21,594	25,942.38	120	43,200	17,257.62
430	*** Fees	3,599	3,984.28	111	21,594	25,942.38	120	43,200	17,257.62
440	Fines								
442	Library								
20 00	Late Charges	11,583	12,644.38	109	69,498	71,059.63	102	139,000	67,940.37
25 00	Lost/Damaged Item Charges	1,666	1,534.29	92	9,996	8,294.36	83	20,000	11,705.64
442	** Library	13,249	14,178.67	107	79,494	79,353.99	100	159,000	79,646.01
440	*** Fines	13,249	14,178.67	107	79,494	79,353.99	100	159,000	79,646.01
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,291	11,023.12	481	13,746	25,542.71	186	27,500	1,957.29
461	** Simple Interest	2,291	11,023.12	481	13,746	25,542.71	186	27,500	1,957.29
462	Investment Income								
10 00	Market Value Adjustments	0	1,166.64		0	10,233.74		0	10,233.74-
462	** Investment Income	0	1,166.64		0	10,233.74		0	10,233.74-

Village of Arlington Heights
 REVENUE REPORT
 50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,291	12,189.76	532	13,746	35,776.45	260	27,500	8,276.45-
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	83	350.00	422	498	10,425.00	2093	1,000	9,425.00-
483	** Donations	83	350.00	422	498	10,425.00	2093	1,000	9,425.00-
489	Other								
90 00	Other Income	666	7,935.46	1192	3,996	12,310.49	308	8,000	4,310.49-
93 00	Donations Genealogy	41	.00		246	.00		500	500.00
94 00	FOL Reimbursements	5,416	3,880.20	72	32,496	31,234.11	96	65,000	33,765.89
489	** Other	6,123	11,815.66	193	36,738	43,544.60	119	73,500	29,955.40
480	*** Other	6,206	12,165.66	196	37,236	53,969.60	145	74,500	20,530.40
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,183,184	104,240.46	9	7,099,104	7,724,195.12	109	14,198,291	6,474,095.88

Village of Arlington Heights
 REVENUE REPORT
 50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2017

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	500	4,991.82	998	3,000	16,586.08	553	6,000	10,586.08-
461	** Simple Interest	500	4,991.82	998	3,000	16,586.08	553	6,000	10,586.08-
462	Investment Income								
10 00	Market Value Adjustments	0	610.52		0	5,376.23		0	5,376.23-
462	** Investment Income	0	610.52		0	5,376.23		0	5,376.23-
460	*** Interest Income	500	5,602.34	1121	3,000	21,962.31	732	6,000	15,962.31-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		874,998	1,750,000.00	200	1,750,000	.00
491	** Other Financing Sources	145,833	.00		874,998	1,750,000.00	200	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		874,998	1,750,000.00	200	1,750,000	.00
FUND TOTAL Capital Projects-Library		146,333	5,602.34	4	877,998	1,771,962.31	202	1,756,000	15,962.31-

PROGRAM: GM267L

Village of Arlington Heights

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	12204	11321.38	93	73224	73538.93	100	.00	146453	72914.07	50
	16 02	Dir. Library Operations	8333	7745.20	93	49998	48407.50	97	.00	100000	51592.50	48
	16 17	Deputy Director	9032	8459.76	94	54192	54907.10	101	.00	108391	53483.90	51
	16 36	Librarian III	6777	6061.14	89	33885	31820.99	94	.00	74552	42731.01	43
	16 43	Business Office Admin	4746	4397.82	93	28476	28404.25	100	.00	56963	28558.75	50
	16 51	Clerk IV	3796	3487.50	92	22776	22832.19	100	.00	45552	22719.81	50
	16 92	Achievement Awards	166	.00	0	996	2000.00	201	.00	2000	.00	100
	16 **	Library Personal Services	45054	41472.80	92	263547	261910.96	99	.00	533911	272000.04	49
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	96	155.62	162	.00	200	44.38	78
	18 **	Other Personal Services	16	.00	0	96	155.62	162	.00	200	44.38	78
	19	Employee Benefits										
	19 05	Medical Insurance	5121	4985.67	97	30726	29914.02	97	.00	61466	31551.98	49
	19 10	IMRF	4704	5117.75	109	28224	31479.33	112	.00	56462	24982.67	56
	19 11	Social Security	2786	2473.72	89	16296	15235.88	94	.00	33024	17788.12	46
	19 12	Medicare	635	578.53	91	3712	3563.19	96	.00	7535	3971.81	47
	19 53	Flexible Spending	200	156.75	78	1200	1156.25	96	.00	2400	1243.75	48
	19 55	Unemployment Compensation	833	.00	0	4998	.00	0	.00	10000	10000.00	0
	19 **	Employee Benefits	14279	13312.42	93	85156	81348.67	96	.00	170887	89538.33	48
	20	Prof Technical Services										
	20 05	Professional Services	1250	.00	0	7500	1000.00	13	.00	15000	14000.00	7
	20 08	Consulting Services	333	.00	0	1998	.00	0	.00	4000	4000.00	0
	20 20	Legal Services	1333	.00	0	7998	5837.50	73	.00	16000	10162.50	37
	20 40	General Insurance	10578	.00	0	63468	113250.00	178	.00	126945	13695.00	89
	20 81	OCLC Services	5419	.00	0	32514	32345.40	100	.00	65028	32682.60	50
	20 **	Prof Technical Services	18913	.00	0	113478	152432.90	134	.00	226973	74540.10	67
	21	Property Services										
	21 65	Other Services	705	462.20	66	4230	4458.61	105	.00	8464	4005.39	53
	21 **	Property Services	705	462.20	66	4230	4458.61	105	.00	8464	4005.39	53
	22	Other Contractual Service										
	22 01	Advertising	83	129.60	156	498	399.60	80	.00	1000	600.40	40
	22 02	Dues	1089	150.00	14	6534	9945.19	152	.00	13077	3131.81	76
	22 03	Training	10208	2604.57	26	61248	35419.68	58	.00	122500	87080.32	29
	22 05	Postage	4119	3775.10	92	24714	23941.98	97	.00	49438	25496.02	48
	22 42	Internet Services	2341	3417.70	146	14046	19363.35	138	.00	28101	8737.65	69
	22 70	Telephone Services	3562	4072.49	114	21372	26515.67	124	.00	42755	16239.33	62
	22 **	Other Contractual Service	21402	14149.46	66	128412	115585.47	90	.00	256871	141285.53	45
	30	General Supplies										
	30 05	Office Supplies & Equip	694	310.30	45	4164	2279.05	55	.00	8333	6053.95	27
	30 **	General Supplies	694	310.30	45	4164	2279.05	55	.00	8333	6053.95	27

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	2496	241.26	10	.00	5000	4758.74	5
	31 **	Public Works Supplies	416	.00	0	2496	241.26	10	.00	5000	4758.74	5
	32	Library Supplies										
	32 72	Special Events	2070	.00	0	12420	11440.94	92	.00	24850	13409.06	46
	32 99	Items Reimb by Employees	0	53.69-	0	0	84.12	0	.00	0	84.12-	0
	32 **	Library Supplies	2070	53.69-	3-	12420	11525.06	93	.00	24850	13324.94	46
	40	Other Charges										
	40 96	Operating Contingency	4591	.00	0	53958	.00	0	.00	81516	81516.00	0
	40 **	Other Charges	4591	.00	0	53958	.00	0	.00	81516	81516.00	0
	50	Property										
	50 15	Other Equipment	27148	1104.72	4	162888	7517.80	5	.00	325787	318269.20	2
	50 **	Property	27148	1104.72	4	162888	7517.80	5	.00	325787	318269.20	2
601	** **	Library	135288	70758.21	52	830845	637455.40	77	.00	1642792	1005336.60	39
60	** **	Culture/Recreation	135288	70758.21	52	830845	637455.40	77	.00	1642792	1005336.60	39
DIV	6001	TOTAL ***** Administration	135288	70758.21	52	830845	637455.40	77	.00	1642792	1005336.60	39

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	21	Dir. of Communications	7809	.00	0	46854	34547.70	74	.00	93718	59170.30	37
16	23	Graphic Supervisor	6106	5636.92	92	36636	36605.61	100	.00	73280	36674.39	50
16	48	Library Assistant I	2254	2123.67	94	13524	14397.08	107	.00	27056	12658.92	53
16	50	Graphics Designer	3277	3056.08	93	19662	19706.77	100	.00	39329	19622.23	50
16	79	Publication Editor	2877	1342.46	47	17262	15122.83	88	.00	34529	19406.17	44
16	80	Communications Assistant	2003	1794.70	90	12018	11691.76	97	.00	24045	12353.24	49
16	**	Library Personal Services	24326	13953.83	57	145956	132071.75	91	.00	291957	159885.25	45
18		Other Personal Services										
18	05	Overtime Civilian	33	.00	0	198	168.08	85	.00	400	231.92	42
18	**	Other Personal Services	33	.00	0	198	168.08	85	.00	400	231.92	42
19		Employee Benefits										
19	05	Medical Insurance	4098	3985.00	97	24588	23910.00	97	.00	49187	25277.00	49
19	10	IMRF	3006	1721.90	57	18036	16318.43	91	.00	36078	19759.57	45
19	11	Social Security	1510	843.67	56	9060	7922.22	87	.00	18126	10203.78	44
19	12	Medicare	353	197.32	56	2118	1852.89	88	.00	4239	2386.11	44
19	**	Employee Benefits	8967	6747.89	75	53802	50003.54	93	.00	107630	57626.46	47
20		Prof Technical Services										
20	05	Professional Services	4406	.00	0	26436	23200.00	88	.00	52875	29675.00	44
20	**	Prof Technical Services	4406	.00	0	26436	23200.00	88	.00	52875	29675.00	44
21		Property Services										
21	02	Equipment Maintenance	154	.00	0	924	788.00	85	.00	1850	1062.00	43
21	65	Other Services	826	.00	0	4956	4907.74	99	.00	9912	5004.26	50
21	**	Property Services	980	.00	0	5880	5695.74	97	.00	11762	6066.26	48
22		Other Contractual Service										
22	02	Dues	140	.00	0	840	600.00	71	.00	1690	1090.00	36
22	03	Training	7	.00	0	42	20.00	48	.00	90	70.00	22
22	10	Printing	13104	1168.08	9	78624	74127.43	94	.00	157255	83127.57	47
22	**	Other Contractual Service	13251	1168.08	9	79506	74747.43	94	.00	159035	84287.57	47
30		General Supplies										
30	05	Office Supplies & Equip	1227	1326.02	108	7362	8678.61	118	.00	14725	6046.39	59
30	**	General Supplies	1227	1326.02	108	7362	8678.61	118	.00	14725	6046.39	59
31		Public Works Supplies										
31	85	Small Tools and Equipment	677	.00	0	4062	1743.89	43	.00	8134	6390.11	21
31	**	Public Works Supplies	677	.00	0	4062	1743.89	43	.00	8134	6390.11	21
32		Library Supplies										
32	01	Program Supplies	83	.00	0	498	46.30	9	.00	1000	953.70	5
32	72	Special Events	691	1788.86	259	4146	7251.30	175	.00	8300	1048.70	87
32	**	Library Supplies	774	1788.86	231	4644	7297.60	157	.00	9300	2002.40	79

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
601	**	** Library	54641	24984.68	46	327846	303606.64	93	.00	655818	352211.36	46
60	**	** Culture/Recreation	54641	24984.68	46	327846	303606.64	93	.00	655818	352211.36	46
DIV	6002	TOTAL ***** Communications & Mrkting	54641	24984.68	46	327846	303606.64	93	.00	655818	352211.36	46

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 22	Dir. of Human Resources	7420	6815.64	92	44520	44268.24	99	.00	89045	44776.76	50
	16 51	Clerk IV	3708	3518.34	95	22248	22495.36	101	.00	44496	22000.64	51
	16 53	Volunteer Coordinator	2029	1897.03	94	12174	12631.05	104	.00	24357	11725.95	52
	16 **	Library Personal Services	13157	12231.01	93	78942	79394.65	101	.00	157898	78503.35	50
	18	Other Personal Services										
	18 05	Overtime Civilian	16	17.19	107	96	189.10	197	.00	200	10.90	95
	18 **	Other Personal Services	16	17.19	107	96	189.10	197	.00	200	10.90	95
	19	Employee Benefits										
	19 05	Medical Insurance	2670	2596.00	97	16020	15576.00	97	.00	32049	16473.00	49
	19 10	IMRF	1625	1511.41	93	9750	9820.57	101	.00	19509	9688.43	50
	19 11	Social Security	816	724.16	89	4896	4717.89	96	.00	9802	5084.11	48
	19 12	Medicare	191	169.36	89	1146	1103.35	96	.00	2292	1188.65	48
	19 50	Employee Asst. Program	520	.00	0	3120	5578.33	179	.00	6250	671.67	89
	19 **	Employee Benefits	5822	5000.93	86	34932	36796.14	105	.00	69902	33105.86	53
	21	Property Services										
	21 65	Other Services	2037	1078.00	53	12222	17839.20	146	.00	24450	6610.80	73
	21 **	Property Services	2037	1078.00	53	12222	17839.20	146	.00	24450	6610.80	73
	22	Other Contractual Service										
	22 01	Advertising	75	262.50	350	450	1622.99	361	.00	900	722.99-	180
	22 02	Dues	221	.00	0	1326	2729.00	206	.00	2655	74.00-	103
	22 03	Training	67	.00	0	402	141.88	35	.00	810	668.12	18
	22 55	In Service Training	375	.00	0	2250	6043.94	269	.00	4500	1543.94-	134
	22 **	Other Contractual Service	738	262.50	36	4428	10537.81	238	.00	8865	1672.81-	119
	40	Other Charges										
	40 62	Tuition Reimbursement	833	.00	0	4998	1866.96	37	.00	10000	8133.04	19
	40 70	Employee Recognition Prog	1320	.00	0	7920	13311.45	168	.00	15850	2538.55	84
	40 **	Other Charges	2153	.00	0	12918	15178.41	118	.00	25850	10671.59	59
601 ** **		Library	23923	18589.63	78	143538	159935.31	111	.00	287165	127229.69	56
60 ** **		Culture/Recreation	23923	18589.63	78	143538	159935.31	111	.00	287165	127229.69	56
DIV 6003		TOTAL *****										
		Human Resources	23923	18589.63	78	143538	159935.31	111	.00	287165	127229.69	56

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	21	Property Services										
	21 65	Other Services	416	.00	0	2496	3099.92	124	.00	5000	1900.08	62
	21 **	Property Services	416	.00	0	2496	3099.92	124	.00	5000	1900.08	62
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	416	.00	0	2496	15725.00	630	.00	5000	10725.00-	315
	22 **	Other Contractual Service	416	.00	0	2496	15725.00	630	.00	5000	10725.00-	315
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	2496	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	2496	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	73.17	18	2496	1329.14	53	.00	5000	3670.86	27
	32 02	Program Events	416	4876.29	1172	2496	4977.17	199	.00	5000	22.83	100
	32 32	Software	208	.00	0	1248	.00	0	.00	2500	2500.00	0
	32 72	Special Events	833	1118.15	134	4998	7686.78	154	.00	10000	2313.22	77
	32 75	Audio Visual	416	449.97	108	2496	449.97	18	.00	5000	4550.03	9
	32 78	Electronic Resources	208	.00	0	1248	.00	0	.00	2500	2500.00	0
	32 80	Books	416	40.10	10	2496	2766.12	111	.00	5000	2233.88	55
	32 **	Library Supplies	2913	6557.68	225	17478	17209.18	99	.00	35000	17790.82	49
	50	Property										
	50 15	Other Equipment	416	.00	0	2496	9995.26	401	.00	5000	4995.26-	200
	50 **	Property	416	.00	0	2496	9995.26	401	.00	5000	4995.26-	200
601	** **	Library	4577	6557.68	143	27462	46029.36	168	.00	55000	8970.64	84
60	** **	Culture/Recreation	4577	6557.68	143	27462	46029.36	168	.00	55000	8970.64	84
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	4577	6557.68	143	27462	46029.36	168	.00	55000	8970.64	84

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 24	Accounting Supervisor	5349	.00	0	32094	.00	0	.00	64193	64193.00	0
	16 29	Finance Director	8390	14070.33	168	50340	57218.17	114	.00	100691	43472.83	57
	16 48	Library Assistant I	4059	3673.84	91	24354	24098.65	99	.00	48710	24611.35	50
	16 51	Clerk IV	1744	.00	0	10464	.00	0	.00	20933	20933.00	0
	16 57	Clerk II	1609	2637.23	164	9654	14620.85	151	.00	19318	4697.15	76
	16 **	Library Personal Services	21151	20381.40	96	126906	95937.67	76	.00	253845	157907.33	38
	18	Other Personal Services										
	18 05	Overtime Civilian	16	36.56	229	96	721.98	752	.00	200	521.98-	361
	18 **	Other Personal Services	16	36.56	229	96	721.98	752	.00	200	521.98-	361
	19	Employee Benefits										
	19 05	Medical Insurance	3054	2970.00	97	18324	17820.00	97	.00	36659	18839.00	49
	19 10	IMRF	2612	2519.58	97	15672	11965.42	76	.00	31349	19383.58	38
	19 11	Social Security	1312	1217.62	93	7872	5802.25	74	.00	15751	9948.75	37
	19 12	Medicare	308	284.77	93	1848	1356.99	73	.00	3701	2344.01	37
	19 **	Employee Benefits	7286	6991.97	96	43716	36944.66	85	.00	87460	50515.34	42
	20	Prof Technical Services										
	20 05	Professional Services	437	5250.00	1201	2622	5250.00	200	.00	5250	.00	100
	20 **	Prof Technical Services	437	5250.00	1201	2622	5250.00	200	.00	5250	.00	100
	21	Property Services										
	21 36	Equipment Rental	183	421.00	230	1098	1608.00	146	.00	2200	592.00	73
	21 65	Other Services	807	7716.73	956	4842	39689.30	820	.00	9685	30004.30-	410
	21 **	Property Services	990	8137.73	822	5940	41297.30	695	.00	11885	29412.30-	348
	22	Other Contractual Service										
	22 02	Dues	85	.00	0	510	680.00	133	.00	1025	345.00	66
	22 03	Training	100	.00	0	600	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	1974	1975.00	100	11844	11850.00	100	.00	23690	11840.00	50
	22 **	Other Contractual Service	2159	1975.00	92	12954	12530.00	97	.00	25915	13385.00	48
601 ** **		Library	32039	42772.66	134	192234	192681.61	100	.00	384555	191873.39	50
60 ** **		Culture/Recreation	32039	42772.66	134	192234	192681.61	100	.00	384555	191873.39	50
DIV 6008	TOTAL *****	Finance	32039	42772.66	134	192234	192681.61	100	.00	384555	191873.39	50

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 25	Department Manager II	6916	5846.16	85	41496	38400.33	93	.00	83000	44599.67 46
	16 26	Department Manager I	6000	5619.96	94	36000	36475.70	101	.00	72006	35530.30 51
	16 28	Web Developer	10304	8718.50	85	61824	46329.85	75	.00	123654	77324.15 38
	16 44	Library Assistant III	5037	4846.50	96	30222	31169.32	103	.00	60455	29285.68 52
	16 49	Computer Technician	9246	8519.20	92	55476	55403.10	100	.00	110963	55559.90 50
	16 54	Clerk III	7855	6924.79	88	47130	46157.48	98	.00	94262	48104.52 49
	16 68	LAN Administrator	6178	5703.64	92	37068	37038.88	100	.00	74147	37108.12 50
	16 **	Library Personal Services	51536	46178.75	90	309216	290974.66	94	.00	618487	327512.34 47
	18	Other Personal Services									
	18 05	Overtime Civilian	41	.00	0	246	10.32	4	.00	500	489.68 2
	18 **	Other Personal Services	41	.00	0	246	10.32	4	.00	500	489.68 2
	19	Employee Benefits									
	19 05	Medical Insurance	11553	11231.00	97	69318	67386.00	97	.00	138643	71257.00 49
	19 10	IMRF	6086	5698.43	94	36516	35151.87	96	.00	73041	37889.13 48
	19 11	Social Security	3198	2750.55	86	19188	17482.60	91	.00	38378	20895.40 46
	19 12	Medicare	749	643.27	86	4494	4088.68	91	.00	8991	4902.32 46
	19 **	Employee Benefits	21586	20323.25	94	129516	124109.15	96	.00	259053	134943.85 48
	20	Prof Technical Services									
	20 05	Professional Services	350	139.98	40	2100	1352.44	64	.00	4210	2857.56 32
	20 08	Consulting Services	1625	.00	0	9750	.00	0	.00	19500	19500.00 0
	20 **	Prof Technical Services	1975	139.98	7	11850	1352.44	11	.00	23710	22357.56 6
	21	Property Services									
	21 02	Equipment Maintenance	12163	1450.60	12	72978	130402.27	179	.00	145963	15560.73 89
	21 **	Property Services	12163	1450.60	12	72978	130402.27	179	.00	145963	15560.73 89
	22	Other Contractual Service									
	22 02	Dues	27	.00	0	162	.00	0	.00	329	329.00 0
	22 03	Training	37	.00	0	222	63.34	29	.00	450	386.66 14
	22 **	Other Contractual Service	64	.00	0	384	63.34	17	.00	779	715.66 8
	30	General Supplies									
	30 05	Office Supplies & Equip	31	.00	0	186	27.30	15	.00	375	347.70 7
	30 30	Data System Supplies	4142	2077.98	50	24852	14598.48	59	.00	49707	35108.52 29
	30 32	Software Library	14404	2331.58	16	86424	100869.45	117	.00	172852	71982.55 58
	30 33	Documentation Library	52	35.00	67	312	322.99	104	.00	625	302.01 52
	30 **	General Supplies	18629	4444.56	24	111774	115818.22	104	.00	223559	107740.78 52
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	1149	609.91	53	6894	6117.75	89	.00	13791	7673.25 44
	31 **	Public Works Supplies	1149	609.91	53	6894	6117.75	89	.00	13791	7673.25 44

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 05	Processing Supplies	100	.00	0	600	.00	0	.00	1200	1200.00	0
	32 32	Software	1565	299.00	19	9390	6504.34	69	.00	18783	12278.66	35
	32 **	Library Supplies	1665	299.00	18	9990	6504.34	65	.00	19983	13478.66	33
	50	Property										
	50 12	Computer Equipment	6845	1288.86	19	41070	26208.80	64	.00	82149	55940.20	32
	50 15	Other Equipment	1066	.00	0	6396	12800.00	200	.00	12800	.00	100
	50 **	Property	7911	1288.86	16	47466	39008.80	82	.00	94949	55940.20	41
601	** **	Library	116719	74734.91	64	700314	714361.29	102	.00	1400774	686412.71	51
60	** **	Culture/Recreation	116719	74734.91	64	700314	714361.29	102	.00	1400774	686412.71	51
DIV	6010	TOTAL *****										
		Information Technology	116719	74734.91	64	700314	714361.29	102	.00	1400774	686412.71	51

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 63	Security Supervisor	5728	5262.40	92	34368	34179.79	100	.00	68746	34566.21	50
	16 66	Security Guard	14615	12030.32	82	87690	90122.18	103	.00	175390	85267.82	51
	16 **	Library Personal Services	20343	17292.72	85	122058	124301.97	102	.00	244136	119834.03	51
	18	Other Personal Services										
	18 05	Overtime Civilian	62	272.36	439	372	1165.59	313	.00	750	415.59-	155
	18 **	Other Personal Services	62	272.36	439	372	1165.59	313	.00	750	415.59-	155
	19	Employee Benefits										
	19 05	Medical Insurance	4533	4407.00	97	27198	26442.00	97	.00	54404	27962.00	49
	19 10	IMRF	2207	2033.85	92	13242	13741.03	104	.00	26489	12747.97	52
	19 11	Social Security	1265	1045.39	83	7590	7502.18	99	.00	15183	7680.82	49
	19 12	Medicare	295	244.49	83	1770	1754.57	99	.00	3551	1796.43	49
	19 **	Employee Benefits	8300	7730.73	93	49800	49439.78	99	.00	99627	50187.22	50
	22	Other Contractual Service										
	22 03	Training	41	91.20	222	246	111.79	45	.00	500	388.21	22
	22 **	Other Contractual Service	41	91.20	222	246	111.79	45	.00	500	388.21	22
	30	General Supplies										
	30 05	Office Supplies & Equip	18	.00	0	108	37.92	35	.00	225	187.08	17
	30 **	General Supplies	18	.00	0	108	37.92	35	.00	225	187.08	17
601	** **	Library	28764	25387.01	88	172584	175057.05	101	.00	345238	170180.95	51
60	** **	Culture/Recreation	28764	25387.01	88	172584	175057.05	101	.00	345238	170180.95	51
DIV	6015	TOTAL ***** Security	28764	25387.01	88	172584	175057.05	101	.00	345238	170180.95	51

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP		BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 60	Clerk I	4724	4790.96	101	28344	27586.59	97	.00	56698	29111.41	49
	16 69	Maintenance Supervisor	8222	7552.86	92	49332	49175.46	100	.00	98667	49491.54	50
	16 72	Maintenance Worker	19804	16482.85	83	118824	116440.60	98	.00	237658	121217.40	49
	16 **	Library Personal Services	32750	28826.67	88	196500	193202.65	98	.00	393023	199820.35	49
	18	Other Personal Services										
	18 05	Overtime Civilian	208	381.69	184	1248	2376.20	190	.00	2500	123.80	95
	18 **	Other Personal Services	208	381.69	184	1248	2376.20	190	.00	2500	123.80	95
	19	Employee Benefits										
	19 05	Medical Insurance	8986	8735.00	97	53916	52410.00	97	.00	107837	55427.00	49
	19 10	IMRF	3458	3246.80	94	20748	20952.89	101	.00	41503	20550.11	51
	19 11	Social Security	2043	1693.80	83	12258	11324.53	92	.00	24522	13197.47	46
	19 12	Medicare	477	396.15	83	2862	2648.55	93	.00	5735	3086.45	46
	19 **	Employee Benefits	14964	14071.75	94	89784	87335.97	97	.00	179597	92261.03	49
	21	Property Services										
	21 02	Equipment Maintenance	3435	1134.70	33	20610	25654.87	125	.00	41231	15576.13	62
	21 07	Vehicle Equipment Maint	693	.00	0	4158	7967.54	192	.00	8326	358.46	96
	21 11	Building Maintenance	21016	16633.97	79	126096	115143.41	91	.00	252193	137049.59	46
	21 36	Equipment Rental	83	.00	0	498	.00	0	.00	1000	1000.00	0
	21 60	Water and Sewer Service	1372	.00	0	8232	2793.90	34	.00	16472	13678.10	17
	21 **	Property Services	26599	17768.67	67	159594	151559.72	95	.00	319222	167662.28	48
	22	Other Contractual Service										
	22 03	Training	36	27.40	76	216	27.40	13	.00	432	404.60	6
	22 **	Other Contractual Service	36	27.40	76	216	27.40	13	.00	432	404.60	6
	30	General Supplies										
	30 50	Petroleum Products	542	176.80	33	3252	951.48	29	.00	6507	5555.52	15
	30 51	Heating Fuel	5666	3597.34	64	33996	25215.85	74	.00	68000	42784.15	37
	30 **	General Supplies	6208	3774.14	61	37248	26167.33	70	.00	74507	48339.67	35
	31	Public Works Supplies										
	31 45	Janitorial Supplies	1948	1070.77	55	11688	13702.71	117	.00	23387	9684.29	59
	31 **	Public Works Supplies	1948	1070.77	55	11688	13702.71	117	.00	23387	9684.29	59
	50	Property										
	50 15	Other Equipment	2216	.00	0	13296	2474.00	19	.00	26600	24126.00	9
	50 **	Property	2216	.00	0	13296	2474.00	19	.00	26600	24126.00	9
601	** **	Library	84929	65921.09	78	509574	476845.98	94	.00	1019268	542422.02	47
60	** **	Culture/Recreation	84929	65921.09	78	509574	476845.98	94	.00	1019268	542422.02	47
DIV	6020	TOTAL ***** Facilities	84929	65921.09	78	509574	476845.98	94	.00	1019268	542422.02	47

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

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 26	Department Manager I	6730	5793.84	86	40380	33648.70	83	.00	80765	47116.30	42
	16 36	Librarian III	26965	22075.29	82	161790	143641.14	89	.00	323588	179946.86	44
	16 39	Librarian II	9275	8587.22	93	55650	48901.60	88	.00	111300	62398.40	44
	16 44	Library Assistant III	8635	4682.64	54	37558	30408.61	81	.00	89379	58970.39	34
	16 45	Library Assistant II	5003	4618.98	92	30018	29995.21	100	.00	60047	30051.79	50
	16 48	Library Assistant I	13854	9918.96	72	83124	61104.55	74	.00	166253	105148.45	37
	16 51	Clerk IV	4001	1620.22	41	20938	14691.01	70	.00	44953	30261.99	33
	16 60	Clerk I	296	586.96	198	1776	586.96	33	.00	3552	2965.04	17
	16 **	Library Personal Services	74759	57884.11	77	431234	362977.78	84	.00	879837	516859.22	41
	18	Other Personal Services										
	18 05	Overtime Civilian	41	.00	0	246	.00	0	.00	500	500.00	0
	18 **	Other Personal Services	41	.00	0	246	.00	0	.00	500	500.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	9964	9685.00	97	59784	58110.00	97	.00	119579	61469.00	49
	19 10	IMRF	8616	7027.04	82	50372	43782.25	87	.00	102074	58291.75	43
	19 11	Social Security	4464	3441.93	77	26404	21343.74	81	.00	53193	31849.26	40
	19 12	Medicare	1043	804.96	77	6170	4991.55	81	.00	12441	7449.45	40
	19 **	Employee Benefits	24087	20958.93	87	142730	128227.54	90	.00	287287	159059.46	45
	21	Property Services										
	21 65	Other Services	0	427.50	0	0	427.50	0	.00	0	427.50-	0
	21 **	Property Services	0	427.50	0	0	427.50	0	.00	0	427.50-	0
	22	Other Contractual Service										
	22 02	Dues	363	270.00	74	2178	1952.00	90	.00	4358	2406.00	45
	22 03	Training	401	31.51	8	2406	1167.29	49	.00	4819	3651.71	24
	22 18	Contr Programs & Exhibits	600	270.00	45	3600	2040.00	57	.00	7200	5160.00	28
	22 **	Other Contractual Service	1364	571.51	42	8184	5159.29	63	.00	16377	11217.71	32
	30	General Supplies										
	30 05	Office Supplies & Equip	25	89.02	356	150	98.02	65	.00	310	211.98	32
	30 **	General Supplies	25	89.02	356	150	98.02	65	.00	310	211.98	32
	32	Library Supplies										
	32 01	Program Supplies	529	116.91	22	3174	514.73	16	.00	6353	5838.27	8
	32 02	Program Events	278	129.46	47	1668	796.83	48	.00	3341	2544.17	24
	32 90	Circulation Supplies	183	9.40	5	1098	1133.24	103	.00	2203	1069.76	51
	32 **	Library Supplies	990	255.77	26	5940	2444.80	41	.00	11897	9452.20	21
601 ** **		Library	101266	80186.84	79	588484	499334.93	85	.00	1196208	696873.07	42
60 ** **		Culture/Recreation	101266	80186.84	79	588484	499334.93	85	.00	1196208	696873.07	42
DIV 6405	TOTAL *****	Business & Specialty Serv	101266	80186.84	79	588484	499334.93	85	.00	1196208	696873.07	42

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	05	Customer Service Manager	7715	7226.08	94	46290	46900.04	101	.00	92584	45683.96	51
16	07	Customer Service Assc.	13301	11292.68	85	79806	74232.15	93	.00	159612	85379.85	47
16	16	Lib Asst I Circulation	15771	13454.54	85	94626	87194.94	92	.00	189264	102069.06	46
16	26	Department Manager I	6040	5315.38	88	36240	32729.59	90	.00	72491	39761.41	45
16	33	Librarian IV	4597	4655.16	101	27582	29094.75	106	.00	55169	29874.25	53
16	39	Librarian II	5490	4873.00	89	32940	38617.24	117	.00	65887	27269.76	59
16	46	Library Asst I Mags/News	15191	13443.45	89	91146	85465.98	94	.00	182293	96827.02	47
16	48	Library Assistant I	15568	17315.92	111	93408	97052.28	104	.00	186823	89770.72	52
16	51	Clerk IV	7436	6859.24	92	44616	46200.42	104	.00	89242	43041.58	52
16	52	Clerk IV Circulation	4093	3660.99	89	24558	18646.47	76	.00	49127	30480.53	38
16	54	Clerk III	0	.00	0	0	5009.32	0	.00	0	5009.32-	0
16	55	Clerk III Circulation	34287	31524.60	92	205722	200827.01	98	.00	411447	210619.99	49
16	57	Clerk II	3940	2791.16	71	23640	17467.06	74	.00	47285	26817.94	37
16	58	Clerk II Circulation	1917	598.50	31	11502	8583.33	75	.00	23015	14431.67	37
16	59	Clerk II Call Center	35885	24519.15	68	215310	161369.60	75	.00	430631	269261.40	38
16	75	Library Page II	36846	34154.53	93	221076	224092.39	101	.00	442153	218060.61	51
16	**	Library Personal Services	208077	181684.38	87	1248462	1173482.57	94	.00	2497023	1323540.43	47
18		Other Personal Services										
18	05	Overtime Civilian	83	163.24	197	498	1152.14	231	.00	1000	152.14-	115
18	**	Other Personal Services	83	163.24	197	498	1152.14	231	.00	1000	152.14-	115
19		Employee Benefits										
19	05	Medical Insurance	20234	19669.00	97	121404	118014.00	97	.00	242819	124805.00	49
19	10	IMRF	19565	17531.41	90	117390	114346.89	97	.00	234791	120444.11	49
19	11	Social Security	12906	11054.79	86	77436	72237.39	93	.00	154879	82641.61	47
19	12	Medicare	3022	2585.34	86	18132	16893.85	93	.00	36275	19381.15	47
19	**	Employee Benefits	55727	50840.54	91	334362	321492.13	96	.00	668764	347271.87	48
21		Property Services										
21	02	Equipment Maintenance	46	.00	0	276	.00	0	.00	555	555.00	0
21	64	Access Services	291	589.00	202	1746	854.98	49	.00	3500	2645.02	24
21	65	Other Services	260	134.25	52	1560	2767.15	177	.00	3129	361.85	88
21	**	Property Services	597	723.25	121	3582	3622.13	101	.00	7184	3561.87	50
22		Other Contractual Service										
22	02	Dues	159	.00	0	954	899.17	94	.00	1916	1016.83	47
22	03	Training	344	65.26	19	2064	578.69	28	.00	4133	3554.31	14
22	**	Other Contractual Service	503	65.26	13	3018	1477.86	49	.00	6049	4571.14	24
30		General Supplies										
30	05	Office Supplies & Equip	429	137.32	32	2574	1853.15	72	.00	5156	3302.85	36
30	07	Supplies Reimb by Patrons	166	.00	0	996	.00	0	.00	2000	2000.00	0
30	**	General Supplies	595	137.32	23	3570	1853.15	52	.00	7156	5302.85	26

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 01	Program Supplies	581	47.87	8	3486	3421.79	98	.00	6973	3551.21	49
	32 02	Program Events	0	39.17	0	0	39.17	0	.00	0	39.17-	0
	32 90	Circulation Supplies	938	1453.90	155	5628	2641.84	47	.00	11256	8614.16	24
	32 **	Library Supplies	1519	1540.94	101	9114	6102.80	67	.00	18229	12126.20	34
601	** **	Library	267101	235154.93	88	1602606	1509182.78	94	.00	3205405	1696222.22	47
60	** **	Culture/Recreation	267101	235154.93	88	1602606	1509182.78	94	.00	3205405	1696222.22	47
DIV	6420	TOTAL *****										
		Customer Services	267101	235154.93	88	1602606	1509182.78	94	.00	3205405	1696222.22	47

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 25	Department Manager II	6117	5646.66	92	36702	35291.63	96	.00	73407	38115.37	48
	16 36	Librarian III	14722	12659.18	86	88332	60239.32	68	.00	176665	116425.68	34
	16 48	Library Assistant I	4883	4725.57	97	29298	28120.92	96	.00	58597	30476.08	48
	16 51	Clerk IV	6053	5846.35	97	36318	34572.68	95	.00	72644	38071.32	48
	16 60	Clerk I	1194	5499.56	461	7164	5499.56	77	.00	14334	8834.44	38
	16 **	Library Personal Services	32969	34377.32	104	197814	163724.11	83	.00	395647	231922.89	41
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	96	.00	0	.00	200	200.00	0
	18 **	Other Personal Services	16	.00	0	96	.00	0	.00	200	200.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	7436	7229.00	97	44616	43374.00	97	.00	89236	45862.00	49
	19 10	IMRF	2744	3563.52	130	16464	19134.88	116	.00	32939	13804.12	58
	19 11	Social Security	2045	2076.65	102	12270	9691.93	79	.00	24543	14851.07	40
	19 12	Medicare	478	485.67	102	2868	2266.64	79	.00	5740	3473.36	40
	19 **	Employee Benefits	12703	13354.84	105	76218	74467.45	98	.00	152458	77990.55	49
	22	Other Contractual Service										
	22 02	Dues	62	.00	0	372	328.00	88	.00	753	425.00	44
	22 03	Training	138	49.76	36	828	707.14	85	.00	1660	952.86	43
	22 18	Contr Programs & Exhibits	13680	11305.00	83	82080	53908.26	66	.00	164169	110260.74	33
	22 **	Other Contractual Service	13880	11354.76	82	83280	54943.40	66	.00	166582	111638.60	33
	32	Library Supplies										
	32 01	Program Supplies	25	.00	0	150	.00	0	.00	303	303.00	0
	32 02	Program Events	4232	5595.15	132	25392	25902.75	102	.00	50795	24892.25	51
	32 **	Library Supplies	4257	5595.15	131	25542	25902.75	101	.00	51098	25195.25	51
601 ** **		Library	63825	64682.07	101	382950	319037.71	83	.00	765985	446947.29	42
60 ** **		Culture/Recreation	63825	64682.07	101	382950	319037.71	83	.00	765985	446947.29	42
DIV 6440		TOTAL *****										
		Programs and Exhibits	63825	64682.07	101	382950	319037.71	83	.00	765985	446947.29	42

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 25	Department Manager II	6117	5867.34	96	36702	38048.19	104	.00	73410	35361.81	52
	16 30	Digital Media Specialist	4133	3798.10	92	24798	24651.12	99	.00	49599	24947.88	50
	16 33	Librarian IV	6399	5763.00	90	38394	37548.68	98	.00	76792	39243.32	49
	16 36	Librarian III	8614	8038.06	93	51684	52245.01	101	.00	103373	51127.99	51
	16 48	Library Assistant I	14942	14299.76	96	89652	93942.93	105	.00	179310	85367.07	52
	16 54	Clerk III	1149	1007.76	88	6894	6638.11	96	.00	13790	7151.89	48
	16 **	Library Personal Services	41354	38774.02	94	248124	253074.04	102	.00	496274	243199.96	51
	18	Other Personal Services										
	18 05	Overtime Civilian	8	.00	0	48	.00	0	.00	100	100.00	0
	18 **	Other Personal Services	8	.00	0	48	.00	0	.00	100	100.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	4390	4267.00	97	26340	25602.00	97	.00	52681	27079.00	49
	19 10	IMRF	4819	4497.22	93	28914	29839.55	103	.00	57832	27992.45	52
	19 11	Social Security	2564	2358.99	92	15384	15450.80	100	.00	30775	15324.20	50
	19 12	Medicare	599	551.72	92	3594	3613.55	101	.00	7197	3583.45	50
	19 **	Employee Benefits	12372	11674.93	94	74232	74505.90	100	.00	148485	73979.10	50
	22	Other Contractual Service										
	22 02	Dues	164	.00	0	984	1008.00	102	.00	1975	967.00	51
	22 03	Training	54	.00	0	324	.00	0	.00	650	650.00	0
	22 66	Outside Reference Service	183	.00	0	1098	2554.13	233	.00	2200	354.13	116
	22 **	Other Contractual Service	401	.00	0	2406	3562.13	148	.00	4825	1262.87	74
	30	General Supplies										
	30 05	Office Supplies & Equip	58	58.58	101	348	596.23	171	.00	700	103.77	85
	30 07	Supplies Reimb by Patrons	75	.00	0	450	92.56	21	.00	900	807.44	10
	30 **	General Supplies	133	58.58	44	798	688.79	86	.00	1600	911.21	43
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	512	7.70	2	3072	4448.46	145	.00	6149	1700.54	72
	31 **	Public Works Supplies	512	7.70	2	3072	4448.46	145	.00	6149	1700.54	72
	32	Library Supplies										
	32 01	Program Supplies	125	.00	0	750	.00	0	.00	1500	1500.00	0
	32 78	Electronic Resources	25810	7187.12	28	154860	243878.75	158	.00	309725	65846.25	79
	32 90	Circulation Supplies	123	47.40	39	738	1045.04	142	.00	1477	431.96	71
	32 **	Library Supplies	26058	7234.52	28	156348	244923.79	157	.00	312702	67778.21	78
	50	Property										
	50 15	Other Equipment	950	112.42	12	5700	2988.78	52	.00	11410	8421.22	26
	50 **	Property	950	112.42	12	5700	2988.78	52	.00	11410	8421.22	26
601	**	** Library	81788	57862.17	71	490728	584191.89	119	.00	981545	397353.11	60
60	**	** Culture/Recreation	81788	57862.17	71	490728	584191.89	119	.00	981545	397353.11	60

PREPARED 07/13/2017, 16:30:36
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 50% 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	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DIV	6450	TOTAL *****										
		Digital Services	81788	57862.17	71	490728	584191.89	119	.00	981545	397353.11	60

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.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	220541	173045.25	79	1323246	1248267.81	94	.00	2646639	1398371.19	47
DEPT	64	TOTAL *****										
		User Services	734521	610931.26	83	4388014	4189463.25	96	.00	8795782	4606318.75	48

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.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	90	Other Financing Uses										
	90 05	Operating Transfer Out	145833	.00	0	874998	1750000.00	200	.00	1750000	.00	100
	90 **	Other Financing Uses	145833	.00	0	874998	1750000.00	200	.00	1750000	.00	100
601 ** **		Library	145833	.00	0	874998	1750000.00	200	.00	1750000	.00	100
60 ** **		Culture/Recreation	145833	.00	0	874998	1750000.00	200	.00	1750000	.00	100
DIV 6901		TOTAL *****										
		Non Operating	145833	.00	0	874998	1750000.00	200	.00	1750000	.00	100
DEPT 69		TOTAL *****										
		Non Operating	145833	.00	0	874998	1750000.00	200	.00	1750000	.00	100
FUND 291		TOTAL *****										
		Memorial Library Fund	1361234	940637.13	69	8167409	8645435.89	106	.00	16336392	7690956.11	53
GRAND		TOTAL *****	1361234	940637.13	69	8167409	8645435.89	106	.00	16336392	7690956.11	53

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	50000	.00	0	300000	.00	0	.00	600000	600000.00	0
	50 **	Property	50000	.00	0	300000	.00	0	.00	600000	600000.00	0
601	** **	Library	50000	.00	0	300000	.00	0	.00	600000	600000.00	0
60	** **	Culture/Recreation	50000	.00	0	300000	.00	0	.00	600000	600000.00	0
DIV	6001	TOTAL *****										
		Administration	50000	.00	0	300000	.00	0	.00	600000	600000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 55	Other Capital Outlay	833	.00	0	4998	10000.00	200	.00	10000	.00	100
	50 **	Property	833	.00	0	4998	10000.00	200	.00	10000	.00	100
601	** **	Library	833	.00	0	4998	10000.00	200	.00	10000	.00	100
60	** **	Culture/Recreation	833	.00	0	4998	10000.00	200	.00	10000	.00	100
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	833	.00	0	4998	10000.00	200	.00	10000	.00	100

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	2683	.00	0	16098	25288.00	157	.00	32200	6912.00	79
	50 **	Property	2683	.00	0	16098	25288.00	157	.00	32200	6912.00	79
601	** **	Library	2683	.00	0	16098	25288.00	157	.00	32200	6912.00	79
60	** **	Culture/Recreation	2683	.00	0	16098	25288.00	157	.00	32200	6912.00	79
DIV	6010	TOTAL *****										
		Information Technology	2683	.00	0	16098	25288.00	157	.00	32200	6912.00	79

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	9416	.00	0	56496	25091.87	44	.00	113000	87908.13	22
	50 55	Other Capital Outlay	131625	3092.60	2	789750	32999.27	4	.00	1579500	1546500.73	2
	50 **	Property	141041	3092.60	2	846246	58091.14	7	.00	1692500	1634408.86	3
601 ** **		Library	141041	3092.60	2	846246	58091.14	7	.00	1692500	1634408.86	3
60 ** **		Culture/Recreation	141041	3092.60	2	846246	58091.14	7	.00	1692500	1634408.86	3
DIV 6020		TOTAL ***** Facilities	141041	3092.60	2	846246	58091.14	7	.00	1692500	1634408.86	3
DEPT 60		TOTAL ***** Executive Office	194557	3092.60	2	1167342	93379.14	8	.00	2334700	2241320.86	4
FUND 491		TOTAL ***** Capital Projects-Library	194557	3092.60	2	1167342	93379.14	8	.00	2334700	2241320.86	4
GRAND		TOTAL *****	194557	3092.60	2	1167342	93379.14	8	.00	2334700	2241320.86	4

July 18, 2017

(Action Item 3)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
June 30, 2017**

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$193,296.12
491	Capital Projects Fund - Library	\$3,092.60
Total Disbursements		<u>\$196,388.72</u>
Payrolls Paid		
6/9/2017		\$273,132.94
6/23/2017		\$280,199.54
		<u>\$553,332.48</u>
 Journal Entry Expenditures by Village On Behalf Of the Library		
6/30/2017	Group Insurance	\$94,016.67
6/30/2017	IMRF	\$61,799.43
6/30/2017	Social Security	\$33,205.50
6/30/2017	Medicare	\$7,765.82
		<u>\$196,787.42</u>
 Voided Checks		
<u>Check No.</u>	<u>Date</u> <u>Payee</u>	<u>Amount</u>
74533	3/21/2017 HGTV	\$34.97
		<u>(\$34.97)</u>
Total Disbursed		<u>\$946,473.65</u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
75081	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	JUNE 2017 AFLAC DEDUCTION	99.84	99.84
75096	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	129.79-	129.79-
75143	GROUP ADMINISTRATORS	291-0000-210.98-00 291-0000-210.94-00	FSA MED-JULY 2017 FSA DEP-JULY 2017	3,309.64 1,197.82	4,507.46
***** DIVISION TOTAL ****					4,477.51
***** DEPARTMENT TOTAL **					4,477.51
DEPARTMENT: 60	<u>Executive Office</u>	DIVISION: 01			
75083	ALA CONFERENCE REGISTRATION DEPT	291-6001-601.22-03	ALA CONF-M VELA	205.00	205.00
75086	ALIBRIS	291-6001-601.32-99 291-6001-601.32-99 291-6001-601.32-99	EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE EMP REIMBURSED PURCHASE	84.75 23.40 75.65	183.80
75089	AMAZON.COM CREDIT	291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.50-15	LABEL CARTRIDGE MOUSE PAD, FLASHLIGHT, BANDAGES PENS STAPLER, INDEX SORTER STANDING DESK FRAME	11.98 45.08 14.55 26.00 13.14 399.20	509.95
75092	ANDRYKOWSKI, JEREMY	291-6001-601.22-03	ALA CONF-J ANDRYKOWSKI	222.30	222.30
75094	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03	TRAV/TRAIN-J ANDRYKOWSKI TRAV/TRAIN-J KUHL TRAV/TRAIN-J KUHL TRAV/TRAIN-D HALPIN TRAV/TRAIN-D HALPIN TRAV/TRAIN-J MORAVEC	39.23 13.00 13.00 5.99 10.00 28.00	109.22
75096	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.30-05 291-6001-601.22-03 291-6001-601.22-42	ALA CONF REGISTRATION- PRINTED COFFEE CUP SLEEVE ALA CONF REG-M MATKOWSKI INTERNET SERVICE CHARGE	60.00 106.90 175.00 344.85	686.75
75098	AT & T	291-6001-601.22-70 291-6001-601.22-42	TELEPHONE INTERNET ACCESS	3,705.70 1,208.41	4,914.11
75099	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 4/28/17-	135.45	135.45
75101	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	28.38 32.91 110.73 26.67	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					198.69
75102	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.88	11.88
75103	BALZER, EDMUND	291-6001-601.22-03	ILA CONF-E BALZER	150.00	150.00
75106	BECKMAN, SUSAN	291-6001-601.22-03	WILIUG-S BECKMAN	78.42	78.42
75107	BEDNAREK, BRYAN	291-6001-601.22-03	ILA CONF-B BEDNAREK	95.51	95.51
75115	COMCAST	291-6001-601.21-65	OTHER SERVS	21.03	21.03
75123	DANTIS, PATRICIA	291-6001-601.22-03	ALA CONF-T DANTIS	268.06	268.06
75127	DISTEL, SHANNON	291-6001-601.22-03	ALA CONF-S DISTEL	123.10	123.10
75128	DOWD, RYAN	291-6001-601.22-03	ONLINE TRAINING LICENSE	400.00	400.00
75129	DRISKELL, MIKE	291-6001-601.22-03	ALA DIVERSITY CONF-	54.78	54.78
75132	FINER LINE	291-6001-601.30-05	NAME BADGES	13.29	13.29
75133	FIRST CLASS TRAVEL	291-6001-601.22-03	VOLUNTEER ENGAGEMENT CONF	171.40	171.40
75138	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	OFFICE SUPPS	18.96	
		291-6001-601.30-05	HIGHLIGHTERS	3.20	22.16
75143	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-JULY 2017	156.75	156.75
75152	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES-J SUPPLITT	75.00	
		291-6001-601.22-02	ILA DUES-C TANGNEY	75.00	150.00
75156	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	6.59	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	15.82	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	10.20	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	15.82	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	8.99	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	30.49	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.29	99.20
75157	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	FLIP FR UNITS WITH LOCKS	705.52	705.52
75158	JAROL, SYDNEY	291-6001-601.22-03	ILA CONF-S JAROL	119.44	119.44
75160	KUHL, JASON	291-6001-601.22-03	ALA CONF-J KUHL	221.73	221.73
75161	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS	4.75	4.75
75181	PADDOCK PUBLICATIONS INC	291-6001-601.22-01	ADVERTISING	62.10	
		291-6001-601.22-01	ADVERTISING	67.50	129.60
75182	PAPANASTASSIOU, MARIA	291-6001-601.22-03	ALA CONF M PAPANASTASSIOU	67.65	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					67.65
75189	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	178.50	
		291-6001-601.22-05	POSTAGE	199.50	
		291-6001-601.22-05	POSTAGE	199.50	
		291-6001-601.22-05	POSTAGE	197.60	775.10
75197	SISSORS, JAN	291-6001-601.22-03	ALA CONF-J SISSORS	82.96	82.96
75205	U S POSTAL SERVICE-NEOPOST POSTAGE	291-6001-601.22-05	POSAGE METER FUNDS-ACCT #	3,000.00	3,000.00
75209	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 5/26-6/25/2017	366.79	366.79
75213	WAREHOUSE DIRECT	291-6001-601.32-99	EMP REIMBURSED PURCHASE	49.70	
		291-6001-601.30-05	OFFICE SUPPLIES	57.20	106.90
75215	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS	154.00	1,728.99
***** DIVISION TOTAL ****					16,290.28

Marketing and Communications

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 02			
75089	AMAZON.COM CREDIT	291-6002-601.30-05	AVERY SHIPPING LABELS	143.94	
		291-6002-601.30-05	MAPS	23.68	167.62
75090	AMLINGS FLOWERLAND	291-6002-601.32-72	WREATH ARRANGEMENT	40.00	40.00
75096	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.22-10	STICKERS	367.50	
		291-6002-601.32-72	CARDONE SELECT 85-299 NEW	85.98	
		291-6002-601.32-72	UXCELL WORM GEAR MOTOR	56.24	509.72
75116	COMDATA CORPORATION	291-6002-601.32-72	SPEC EVENTS	4.50	4.50
75129	DRISKELL, MIKE	291-6002-601.32-72	PARADE FLOAT BATTERY	54.99	
		291-6002-601.32-72	PARADE FLOAT MATERIALS	57.15	112.14
75134	FOAMBOARDSOURCE.COM	291-6002-601.30-05	FOAM BOARD	1,158.40	1,158.40
75175	MOBILE PRINT	291-6002-601.22-10	600 VOLUNTEER FAIR BRO-	481.24	
		291-6002-601.22-10	VOLUNTEER B-DAY CARDS	112.64	593.88
75195	SIGNS BY TOMORROW	291-6002-601.22-10	VINYL SIGNS 4TH OF JULY	206.70	
		291-6002-601.32-72	LARGE SIGNS 4TH OF JULY	1,490.00	1,696.70
***** DIVISION TOTAL ****					4,282.96

Human Resources

DEPARTMENT: 60	Executive Office	DIVISION: 03			
75088	ALTA LANGUAGES SERVICES INC	291-6003-601.21-65	LISTENING, SPEAKING AND	440.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					440.00
75100	AURICO REPORTS	291-6003-601.21-65	AURICO SERVS-JUNE 2017	638.00	638.00
75216	YOURMEMBERSHIP.COM	291-6003-601.22-01	ADVERTISING	262.50	262.50
***** DIVISION TOTAL ****					1,340.50

Gifts and Grants

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 04			
75082	AIR EXPRESSIONS INC	291-6004-601.32-72	BALLOONS & WEIGHTS FOR	284.00	284.00
75089	AMAZON.COM CREDIT	291-6004-601.32-02	DRILL, BATTERY	86.33	
		291-6004-601.32-02	SVS-SAFETY GLASSES	12.45	
		291-6004-601.32-01	PLAY TENT, CAMP PLAY SET	41.20	
		291-6004-601.32-02	TISSUE PAPER	35.36	
		291-6004-601.32-02	BAKING CUPS, DOT LABELS	23.17	198.51
75094	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	PROG EVENTS-A BELFORD	5.00	
		291-6004-601.32-02	PROG EVENTS-S HOLLARS	5.00	
		291-6004-601.32-01	PROG SUPPS-C CAPUTO	31.97	
		291-6004-601.32-02	PROG EVENTS-S HILL	13.53	
		291-6004-601.32-02	PROG EVENTS-C CAPUTO	15.64	71.14
75131	FINDAWAY WORLD LLC	291-6004-601.32-75	MEM DON-BEEBER, CORIBBLE,	449.97	449.97
75136	FUN EXPRESS LLC	291-6004-601.32-02	FANCON PROG EVENTS	91.16	
		291-6004-601.32-02	FANCON PROG EVENTS	8.98	100.14
75156	INGRAM LIBRARY SERVICES	291-6004-601.32-80	MEM DON BOOKS-G TATJE	28.80	
		291-6004-601.32-80	MEM DON BOOKS-PEIFER	11.30	40.10
75170	MENARDS-MOUNT PROSPECT	291-6004-601.32-02	SVS-SPLINTER SQUAD SUPPS	92.53	
		291-6004-601.32-02	SVS-SPROUT SQUAD SUPPLIES	47.03	139.56
75171	MERIDIAN BANQUET	291-6004-601.32-72	2018 VOLUNTEER LUNCHEON	500.00	500.00
75188	PURCHASE ADVANTAGE CARD	291-6004-601.32-02	SVS-FOL	63.45	63.45
75212	WAIST UP	291-6004-601.32-72	PARADE T-SHIRTS	334.15	334.15
75218	4ALL PROMOTIONS	291-6004-601.32-02	SPEC EVENTS-4TH OF JULY	4,376.66	4,376.66
***** DIVISION TOTAL ****					6,557.68

Finance

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT
60	Executive Office	DIVISION: 08		
75079	ACCONTEMPS	291-6008-601.21-65	OTHER SERVS	1,942.13
		291-6008-601.21-65	OTHER SERVS	1,890.34
		291-6008-601.21-65	OTHER SERVS	1,942.13

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6008-601.21-65	OTHER SERVS	1,942.13	7,716.73
75097	ASCENTIS CORPORATION	291-6008-601.21-36	TIME CLOCK RENTAL-JUNE	115.00	115.00
75162	LAUTERBACH & AMEN LLP	291-6008-601.20-05	PROF SERVS/AUDIT	5,250.00	5,250.00
75177	NEOPOST USA INC	291-6008-601.21-36	POSTAGE METER RENTAL	306.00	306.00
***** DIVISION TOTAL ****					13,387.73

Information Technology

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 10			
75089	AMAZON.COM CREDIT	291-6010-601.31-85	CEILING MOUNTS, FLASH	112.67	
		291-6010-601.30-30	TONER	310.95	
		291-6010-601.50-12	CANON CAMERA	799.00	
		291-6010-601.31-85	SMALL TOOLS & EQUIPMENT	85.98	
		291-6010-601.31-85	TABLE TOP STAND/EQUIPMENT	15.29	
		291-6010-601.31-85	STEREO ADAPTER	44.97	
		291-6010-601.31-85	VELCRO BRAND ONE WRAP	10.17	
		291-6010-601.30-30	BROTHER INK CARTRIDGE.	818.92	2,197.95
75096	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ZARGET WEB ANALYTICS	153.00	
		291-6010-601.30-32	ANNUAL CONSTANT CONTACT	780.00	
		291-6010-601.30-32	MONTHLY PAYFLOW PRO SUB-	54.10	
		291-6010-601.30-33	MONTHLY DRUPALIZE.ME	35.00	
		291-6010-601.30-32	AMAZON FREE TIME MONTHLY	9.99	
		291-6010-601.30-32	CISCO MONTHLY WEBEX SUB-	99.00	
		291-6010-601.30-32	TRELLO MONTHLY SUBSCRIP-	75.50	
		291-6010-601.30-32	MONTHLY SPOTIFY SUBSCRIP-	9.99	
		291-6010-601.20-05	ANNUAL SSL RENEWAL	69.99	
		291-6010-601.20-05	GODADDY SSL RENEWAL	69.99	
		291-6010-601.31-85	RML-2530-000CN PAPER PICK	45.00	
		291-6010-601.31-85	THULE VECTROS BUMPER FOR	59.95	
		291-6010-601.30-32	MONTHLY GITHUB SUBSCRIP-	25.00	
		291-6010-601.31-85	REGISTRATION ROLLER ASSEM	52.38	
		291-6010-601.30-30	RETURN HP 29X BLACK HIGH	110.33-	1,428.56
75097	ASCENTIS CORPORATION	291-6010-601.30-32	ASCENTIS-JUNE 2017	630.00	630.00
75111	CDW GOVERNMENT INC	291-6010-601.30-30	TONER	607.96	607.96
75153	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6010-601.30-32	EZ PROXY SUBSCRIPTION	495.00	495.00
75155	IMPACT NETWORKING LLC	291-6010-601.21-02	BASE RATE 6/9/17-7/8/17	372.75	
		291-6010-601.21-02	OVERAGE CHG 5/13-6/12/17	285.67	
		291-6010-601.21-02	BASE RATE 6/19-9/18/2017	792.18	1,450.60
75166	MAKERBOT INDUSTRIES LLC	291-6010-601.30-30	FILAMENT SPOOLS	450.48	450.48
75173	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.31-85	ADAPTER	46.25	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.31-85	ADAPTERS	137.25	
		291-6010-601.32-32	SOFTWARE	299.00	
		291-6010-601.50-12	COMPUTER EQUIPMENT	489.86	972.36
***** DIVISION TOTAL ****					8,232.91

Security

DEPARTMENT: 60 Executive Office	DIVISION: 15				
75094 ARLINGTON HTS MEMORIAL LIBRARY	291-6015-601.22-03	TRAV/TRAIN-D BILLING		47.33	
	291-6015-601.22-03	TRAV/TRAIN-M KLEAN		43.87	91.20
***** DIVISION TOTAL ****					91.20

Facilities

DEPARTMENT: 60 Executive Office	DIVISION: 20				
75080 ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	JUNE 2017 STANDARD SERVS		2,065.92	2,065.92
75087 ALPHA PRIME COMMUNICATIONS	291-6020-601.21-11	BATTERY FOR CP200 RADIO		98.00	98.00
75089 AMAZON.COM CREDIT	291-6020-601.31-45	MAT		24.95	
	291-6020-601.31-45	SPRAYSCENTS METERED AIR		48.95	73.90
75091 ANDERSON PEST SOLUTIONS	291-6020-601.21-11	JUNE 2017 SERVICE		89.00	89.00
75093 AQUARIUM ADVENTURE	291-6020-601.21-02	AQUARIUM CLEANING-JUNE		200.00	200.00
75094 ARLINGTON HTS MEMORIAL LIBRARY	491-6020-601.50-55	SIGN VARIATION FEE		300.00	
	291-6020-601.21-11	BLDG MAINT-G LECLAIR		38.94	
	291-6020-601.22-03	TRAV/TRAIN-T SCALLON		13.70	
	291-6020-601.22-03	TRAV/TRAIN-T SCALLON		13.70	366.34
75095 ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	REPLACEMENT CASTERS KIT		125.00	125.00
75096 ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	10 LED DIMMABLE LIGHT		34.50	
	291-6020-601.21-11	ATTENTION SIGN		12.54	
	291-6020-601.31-45	FRESHENER SYSTEM		64.62	
	291-6020-601.31-45	AIR FRESHENER SYSTEM		137.57	249.23
75117 COMED	291-6020-601.30-51	HEATING 5/9-6/8/2017		68.21	68.21
75119 COMMERCIAL CARPET CLEANERS INC	291-6020-601.21-11	CARPET CLEANING		5,550.00	5,550.00
75141 GLOBAL EQUIPMENT COMPANY INC	291-6020-601.21-11	LAMP SUPPORT CLIPS		289.18	289.18
75145 H-O-H WATER TECHNOLOGY INC	291-6020-601.21-11	BROMINE TEST KIT		242.65	242.65
75150 IGS	291-6020-601.30-51	NAT GAS-MAY 2017		2,551.08	2,551.08
75167 MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JULY 2017-JANITORIAL SER-		4,599.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					4,599.00
75170	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	8' PINE BOARD, VINEGAR	4.13	
		291-6020-601.21-11	COUPLING, PVC TEE	4.02	
		291-6020-601.21-11	TERRY COTTON TOWELS,	30.25	38.40
75178	NICOR GAS	291-6020-601.30-51	NAT GAS DISTRIBUTION MAY	764.38	
		291-6020-601.30-51	NAT GAS DISTRIBUTION MAY	213.67	978.05
75179	NOFFS SELF STORAGE INC	291-6020-601.21-11	AUGUST STORAGE-PARADE	75.40	75.40
75190	R E WHITTAKER CO INC	291-6020-601.21-11	BRUSH FOR CARPET CLEANER	220.00	220.00
75191	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL PRODUCTS	794.68	794.68
75194	SHERWIN HARDWARE INC	291-6020-601.21-11	1/2" GALVANIZED CAP	3.58	
		291-6020-601.21-11	DRILL BIT SET,TAPE,WHITE	77.51	
		291-6020-601.21-11	BLDG MAINT	27.98	109.07
75196	SIMPLEXGRINNELL LP	291-6020-601.21-11	ANNUAL FIRE ALARM TESTING	2,886.00	2,886.00
75199	STANDARD ELEVATOR CO	291-6020-601.21-02	SERVICE CALL/DUNTON ELE-	691.70	691.70
75204	TYCO INTEGRATED SECURITY LLC	291-6020-601.21-02	FIRE ALARM MONITORING	243.00	243.00
75210	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL-MAY 2017	176.80	176.80
75214	WIGHT & COMPANY	491-6020-601.50-55	PARKING LOT IMPROVEMENTS	2,792.60	2,792.60
75217	1000BULBS.COM	291-6020-601.21-11	40-21 WATT LIGHT BULBS	160.37	160.37
***** DIVISION TOTAL ****					25,733.58
***** DEPARTMENT TOTAL **					75,916.84

Specialty Info. Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 05			
75084	ALA MEMBERSHIP	291-6405-601.22-02	ALA DUES-E LUDEMANN	270.00	270.00
75089	AMAZON.COM CREDIT	291-6405-601.32-90	PLAYING CARDS	9.40	
		291-6405-601.32-01	STRAWS	29.12	38.52
75094	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-02	PROG EVENTS-S MAYER	16.70	
		291-6405-601.22-03	TRAV/TRAIN-K ZSUPAN	4.60	
		291-6405-601.22-03	TRAV/TRAIN-L DAKAS	17.92	
		291-6405-601.22-03	TRAV/TRAIN-M YOUNG	20.91	
		291-6405-601.22-03	TRAV/TRAIN-M YOUNG	12.07	
		291-6405-601.22-03	TRAV/TRAIN-K DEVITT	49.70	
		291-6405-601.22-03	TRAV/TRAIN-T DANTIS	20.11	
		291-6405-601.22-03	TRAV/TRAIN-T DANTIS	10.64	
		291-6405-601.22-03	TRAV/TRAIN-S HILL	11.29	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6405-601.22-03	TRAV/TRAIN-S HILL	5.14	
		291-6405-601.32-02	PROG EVENTS-K ZSUPAN	13.29	
		291-6405-601.22-03	TRAV/TRAIN-K DEVITT	7.92	
		291-6405-601.32-02	PROG EVENTS-M LEPO	46.03	
		291-6405-601.22-03	TRAV/TRAIN-T DANTIS	21.56	
		291-6405-601.32-01	PROG SUPPS-S HARISSIS	41.36	
		291-6405-601.30-05	OFF SUPPS-P DANTIS	5.08	
		291-6405-601.22-03	TRAV/TRAIN-J JURGENS	49.65	353.97
75095	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-02	PIZZA FOR TAB MEETING	28.25	28.25
75136	FUN EXPRESS LLC	291-6405-601.32-01	PROG SUPPS	46.43	
		291-6405-601.30-05	OFF SUPPS	83.94	130.37
75148	HENQUINET, RICHARD	291-6405-601.22-18	JUNE 2017 RESUME REVIEWS	120.00	120.00
75165	MADAY, JULIE I	291-6405-601.22-18	RESUME REVIEWS-JUNE 2017	150.00	150.00
75186	PRO LIBRA ASSOCIATES INC	291-6405-601.21-65	OTHER SERVS	237.50	
		291-6405-601.21-65	OTHER SERVS	190.00	427.50
75188	PURCHASE ADVANTAGE CARD	291-6405-601.32-02	PROG EVENTS	25.19	25.19
***** DIVISION TOTAL ****					1,543.80

Customer Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
75078	ABLE CARD LLC	291-6420-601.32-90	KIDS LIBRARY CARDS	1,220.27	1,220.27
75089	AMAZON.COM CREDIT	291-6420-601.32-01	PLUG PROTECTORS	7.99	
		291-6420-601.32-90	CC-SHELF LINER	7.34	
		291-6420-601.32-90	CC-FILE WALLET	9.54	
		291-6420-601.32-90	TREAD TAPE	11.72	
		291-6420-601.30-05	ADHESIVE REFILL CARTRIDGE	88.54	
		291-6420-601.32-90	IS-DRY ERASERS	17.34	142.47
75094	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-02	PROG EVENTS-R ALLEN	39.17	
		291-6420-601.30-05	IS-OFFICE SUPPS- GEHM	7.16	
		291-6420-601.22-03	TRAV/TRAIN-M AMBROSE	45.26	
		291-6420-601.22-03	TRAV/TRAIN-M AMBROSE	20.00	111.59
75126	DISCOUNT SCHOOL SUPPLY	291-6420-601.32-01	PROGRAM SUPPLIES	39.88	39.88
75138	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	IS-OFFICE SUPPS	5.70	
		291-6420-601.32-90	CC-CIRC SUPPS	40.54	46.24
75153	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS-MAY 2017	439.00	439.00
75180	OFFICE DEPOT BUSINESS ACCOUNT	291-6420-601.32-90	IL-3 SELF INKING STAMPS	65.97	65.97
75206	UC REGENTS	291-6420-601.21-64	ACCESS SERVS	150.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					150.00
75207	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	JUNE 2017 PLACEMENTS	134.25	134.25
75213	WAREHOUSE DIRECT	291-6420-601.30-05	CC-OFFICE SUPPLIES	35.92	
		291-6420-601.32-90	IS-CIRC SUPPS	13.08	
		291-6420-601.32-90	CC-CIRC SUPPS	3.00	
		291-6420-601.32-90	CIRC SUPPS	65.10	117.10
***** DIVISION TOTAL *****					2,466.77

Programs and Exhibits

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
75085	ALEXANDER, GREGORY	291-6440-601.22-18	HOW SGT PEPPER CAME TO	300.00	300.00
75089	AMAZON.COM CREDIT	291-6440-601.32-02	MARGIN PROJECT BOOKS	290.20	
		291-6440-601.32-02	MARGIN PROJECT BOOK	5.03	
		291-6440-601.32-02	DVD AND WIPES	48.11	
		291-6440-601.32-02	SEEDS, TERRACOTTA POTS,	58.84	
		291-6440-601.32-02	POM PONS	33.55	
		291-6440-601.32-02	MARGIN PROJECT BOOKS	8.31	
		291-6440-601.32-02	MARGIN PROJECT BOOKS	6.88	
		291-6440-601.32-02	MARGIN PROJECT BOOKS	10.36	
		291-6440-601.32-02	MARGIN PROJECT BOOKS	235.52	
		291-6440-601.32-02	FLOWER SHAPES	14.95	
		291-6440-601.32-02	PROG EVENTS	99.06	
		291-6440-601.32-02	PAPER TOWELS	18.98	829.79
75094	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROG EVENTS-T DANTIS	6.00	
		291-6440-601.22-18	PROGRAMS & EXHIBITS-	48.00	
		291-6440-601.32-02	PROG EVENTS-R ALLEN	39.76	
		291-6440-601.32-02	PROG EVENTS-S HARISSIS	26.27	
		291-6440-601.32-02	PROG EVENTS-P SPARREO	37.00	
		291-6440-601.32-02	PROG EVENTS-P SPARREO	13.91	
		291-6440-601.32-02	PROG EVENTS-K DEVITT	21.94	
		291-6440-601.32-02	PROG EVENTS-A BELFORD	41.95	
		291-6440-601.22-03	TRAV/TRAIN-J CZAJKA	49.76	
		291-6440-601.32-02	PROG EVENTS-P DANTIS	6.00	
		291-6440-601.32-02	PROG EVENTS-D NAPRAVNIK	49.15	
		291-6440-601.32-02	PROG EVENTS-R ALLEN	29.99	369.73
75095	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	BOOKS & BREWS 6/14/17	40.00	
		291-6440-601.32-02	BAD ART NIGHT 6/8/17	48.00	88.00
75096	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	TISSUE PAPER	247.92	
		291-6440-601.32-02	TAX REFUND	56.06-	
		291-6440-601.32-02	300 MULA STACK & NEST	1,032.06	
		291-6440-601.32-02	BIG BUTTONS	41.72	
		291-6440-601.32-02	LIBRARY CARDS-BRITE	31.86	
		291-6440-601.32-02	MAPS	526.72	
		291-6440-601.32-02	60 GIFT CARDS-SRP PRIZES	600.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	LUNCH FOR VOLUNTEER FAIR	515.91	2,940.13
75113	CHIRUVURI,DEEPTHI	291-6440-601.22-18	AP-HOORAY FOR BOLLYWOOD	150.00	150.00
75114	CLESEN,REBECCA	291-6440-601.22-18	BILINGUAL STORYTIME/PARK	400.00	400.00
75122	CULTURE, ARTS AND MUSIC	291-6440-601.22-18	DRUM CIRCLE IN THE PARK	560.00	560.00
75136	FUN EXPRESS LLC	291-6440-601.32-02	PROG EVENTS	649.50	649.50
75139	GIRE,DANN	291-6440-601.22-18	JUDGING OF TEEN FILM FEST	150.00	150.00
75140	GIRLFORWARD	291-6440-601.22-18	HE NAMED ME MALALA	200.00	200.00
75144	GUITAR CENTER	291-6440-601.32-02	RENTAL OF 12 GUITARS FOR	100.00	100.00
75146	HALE,JENNIFER	291-6440-601.22-18	FANCON 2017-COSPLAY & MOD	150.00	150.00
75147	HALE,LISA M	291-6440-601.22-18	FANCON 2017-COSPLAY & MOD	150.00	150.00
75149	HIGH POINT SCIENTIFIC	291-6440-601.32-02	PROGEAM EVENTS	126.70	126.70
75154	IMAGINATION PLAYGROUND LLC	291-6440-601.22-18	BLOCK SET, STORAGE BAGS	5,157.00	5,157.00
75159	KRAYBILL,ROBERT L	291-6440-601.22-18	JUDGING OF TEEN FILM FEST	100.00	100.00
75168	MATZ,JOHN ROBERT NACHTRAB	291-6440-601.22-18	GAME MUSIC 101	300.00	300.00
75169	MELE,ANTHONY	291-6440-601.22-18	FANCON INTERACTIVE GAMING	200.00	200.00
75174	MOBILE ED PRODUCTIONS INC	291-6440-601.22-18	STEAM MUSEUM PROGRAM	1,125.00	1,125.00
75176	MR STEVE PRODUCTIONS	291-6440-601.22-18	FINAL PMT FOR 8/25/17	375.00	375.00
75185	PRIEST,LYNNE	291-6440-601.32-02	SRP PRIZES FOR BABIES	349.83	349.83
75188	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	PROG EVENTS	258.42	258.42
75193	SCHOOL OF ROCK	291-6440-601.22-18	INTRO TO GUITAR 7/25/2017	190.00	190.00
75198	SMILEMAKERS	291-6440-601.32-02	STICKERS	51.93	51.93
75200	TAN,JAMES	291-6440-601.22-18	AP-NIGHT@THE LAKE-	1,200.00	1,200.00
75201	THATTE,SONALI	291-6440-601.22-18	EVENING WITH SONALI DEV	250.00	250.00
75211	VRABLIK,LISA	291-6440-601.22-18	MINECRAFT MANIA 8/4 & 8/5	300.00	300.00

***** DIVISION TOTAL ****

17,021.03

Digital Services

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
75089	AMAZON.COM CREDIT	291-6450-601.50-15	TENBA PROTECTIVE WRAP	18.95	
		291-6450-601.30-05	ELECTRICAL PENCIL SHARP-	17.99	
		291-6450-601.50-15	CASE FOR SOUND BAR, CARRY	55.57	
		291-6450-601.31-85	HI SPEED CABLE	7.70	
		291-6450-601.30-05	BATTERIES	12.42	
		291-6450-601.30-05	BATTERIES	17.97	
		291-6450-601.50-15	TENBA PROTECTIVE WRAP	18.95	
		291-6450-601.50-15	TENBA PROTECTIVE WRAP	18.95	168.50
75138	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	WIPES	47.40	
		291-6450-601.30-05	STAPLE REMOVER	2.74	50.14
75163	LEXISNEXIS	291-6450-601.32-78	CORP AFFILIATIONS ONLINE	2,234.00	2,234.00
75187	PROQUEST LLC	291-6450-601.32-78	ELECTRONIC NEWSPAPERS	2,500.00	
		291-6450-601.32-78	NEWSPAPER ARCHIVE-LIBRARY	1,560.00	4,060.00
75202	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFORMATION CHARGES	893.12	893.12
75213	WAREHOUSE DIRECT	291-6450-601.30-05	OFFICE SUPPLIES	7.46	7.46
***** DIVISION TOTAL ****					7,413.22

Collection Services

		291-6470-601.32-80	BOOKS	54.00	
		291-6470-601.32-80	BOOKS	52.32	
		291-6470-601.32-80	BOOKS	52.32	158.64
75089	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	42.95	
		291-6470-601.32-75	AV MTLs	43.68	
		291-6470-601.32-75	AV MTLs	8.22	
		291-6470-601.32-75	AV MTLs	38.97	
		291-6470-601.32-75	AV MTLs	35.69	
		291-6470-601.32-75	AV MTLs	8.25	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	39.29	
		291-6470-601.32-75	AV MTLs	105.35	
		291-6470-601.32-75	AV MTLs	147.41	
		291-6470-601.32-75	AV MTLs	22.99	
		291-6470-601.32-75	AV MTLs	48.99	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	69.96	
		291-6470-601.32-75	AV MTLs	22.50	
		291-6470-601.32-75	AV MTLs	24.95	
		291-6470-601.32-75	AV MTLs	26.98	
		291-6470-601.32-75	AV MTLs	30.96	
		291-6470-601.32-75	AV MTLs	41.94	
		291-6470-601.32-75	AV MTLs	14.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	24.98	
		291-6470-601.32-75	AV MTLs	81.86	
		291-6470-601.32-75	AV MTLs	22.88	
		291-6470-601.32-75	AV MTLs	35.10	
		291-6470-601.32-75	AV MTLs	31.32	
		291-6470-601.32-75	AV MTLs	2.31-	
		291-6470-601.32-75	AV MTLs	56.96	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-80	BOOKS	7.52	
		291-6470-601.32-80	BOOKS	12.21	
		291-6470-601.32-80	BOOKS	20.92	
		291-6470-601.32-80	BOOKS	6.95	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-80	BOOKS	13.90	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	12.61	
		291-6470-601.32-80	BOOKS	30.79	
		291-6470-601.32-80	BOOKS	162.58	
		291-6470-601.32-80	BOOKS	55.66	
		291-6470-601.32-80	BOOKS	8.93	
		291-6470-601.32-80	BOOKS	9.21	
		291-6470-601.32-80	BOOKS	37.02	
		291-6470-601.32-80	BOOKS	19.63	
		291-6470-601.32-80	BOOKS	12.87	
		291-6470-601.32-80	BOOKS	80.49	
		291-6470-601.32-80	BOOKS	49.32	
		291-6470-601.32-80	BOOKS	28.98	
		291-6470-601.32-80	BOOKS	11.00	
		291-6470-601.32-80	BOOKS	33.60	
		291-6470-601.32-80	BOOKS	8.02	
		291-6470-601.32-80	BOOKS	74.58	
		291-6470-601.32-80	BOOKS	79.05	
		291-6470-601.32-80	BOOKS	70.28	
		291-6470-601.32-80	BOOKS	217.27	
		291-6470-601.32-80	BOOKS	198.81	
		291-6470-601.32-80	BOOKS	17.86	
		291-6470-601.32-80	BOOKS	123.03	
		291-6470-601.32-95	PERIODICALS	8.92	
		291-6470-601.32-95	PERIODICALS	13.86	
		291-6470-601.32-95	PERIODICALS	23.98	
		291-6470-601.32-95	PERIODICALS	13.48	
		291-6470-601.32-95	PERIODICALS	10.94	
		291-6470-601.32-95	PERIODICALS	10.95	
		291-6470-601.32-75	AV MTLs	25.94	
		291-6470-601.32-75	AV MTLs	28.43-	
		291-6470-601.32-75	AV MTLs	71.97	
		291-6470-601.32-75	AV MTLs	19.05	
		291-6470-601.32-75	AV MTLs	110.20	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	18.49	
		291-6470-601.32-75	AV MTLs	43.98	

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PROGRAM GM348U5
DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	45.99	
		291-6470-601.32-75	AV MTLs	7.50	
		291-6470-601.32-75	AV MTLs	40.29	
		291-6470-601.32-75	AV MTLs	26.14	
		291-6470-601.32-75	AV MTLs	119.55	
		291-6470-601.32-75	AV MTLs	144.54	
		291-6470-601.32-75	AV MTLs	46.11-	
		291-6470-601.32-75	AV MTLs	100.67	
		291-6470-601.32-75	AV MTLs	45.71	
		291-6470-601.32-75	AV MTLs	23.99	
		291-6470-601.32-75	AV MTLs	20.14	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	52.10	
		291-6470-601.32-75	AV MTLs	15.92	
		291-6470-601.32-75	AV MTLs	38.62	
		291-6470-601.32-75	AV MTLs	34.98	
		291-6470-601.32-75	AV MTLs	219.90	
		291-6470-601.32-75	AV MTLs	34.36	
		291-6470-601.32-75	AV MTLs	23.96	
		291-6470-601.32-75	AV MTLs	31.51	
		291-6470-601.32-80	BOOKS	87.71	
		291-6470-601.32-80	BOOKS	44.95	
		291-6470-601.32-80	BOOKS	92.97	
		291-6470-601.32-80	BOOKS	102.30	
		291-6470-601.32-80	BOOKS	20.97	
		291-6470-601.32-80	BOOKS	19.38	
		291-6470-601.32-80	BOOKS	31.49	
		291-6470-601.32-80	BOOKS	21.84	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	386.98	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	27.06	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	38.66	
		291-6470-601.32-80	BOOKS	277.91	
		291-6470-601.32-80	BOOKS	11.69	
		291-6470-601.32-80	BOOKS	26.96	
		291-6470-601.32-80	BOOKS	44.95	
		291-6470-601.32-80	BOOKS	8.94	
		291-6470-601.32-80	BOOKS	20.72	
		291-6470-601.32-80	BOOKS	9.38	
		291-6470-601.32-80	BOOKS	19.94	
		291-6470-601.32-80	BOOKS	42.37	
		291-6470-601.32-80	BOOKS	19.24	
		291-6470-601.32-80	BOOKS	10.44	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	17.81	
		291-6470-601.32-80	BOOKS	.55-	
		291-6470-601.32-80	BOOKS	27.87	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	12.81	
		291-6470-601.32-95	PERIODICALS	11.98	
		291-6470-601.32-95	PERIODICALS	11.78	
		291-6470-601.32-95	PERIODICALS	9.98	
		291-6470-601.32-95	PERIODICALS	9.98	
		291-6470-601.32-95	PERIODICALS	8.76	
		291-6470-601.32-95	PERIODICALS	17.49	
		291-6470-601.32-95	PERIODICALS	26.72	
		291-6470-601.32-95	PERIODICALS	8.93	
		291-6470-601.32-75	AV MTLs	64.99	
		291-6470-601.32-75	AV MTLs	20.08	
		291-6470-601.32-75	AV MTLs	119.97	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	73.88	
		291-6470-601.32-75	AV MTLs	11.88	
		291-6470-601.32-75	AV MTLs	1.25-	
		291-6470-601.32-75	AV MTLs	21.98	
		291-6470-601.32-75	AV MTLs	49.90	
		291-6470-601.32-75	AV MTLs	598.79	
		291-6470-601.32-75	AV MTLs	95.97	
		291-6470-601.32-75	AV MTLs	30.85	
		291-6470-601.32-75	AV MTLs	16.48	
		291-6470-601.32-75	AV MTLs	14.95	
		291-6470-601.32-75	AV MTLs	158.52	
		291-6470-601.32-75	AV MTLs	18.98	
		291-6470-601.32-80	BOOKS	76.87	
		291-6470-601.32-80	BOOKS	147.90	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-80	BOOKS	88.00	
		291-6470-601.32-80	BOOKS	15.95	
		291-6470-601.32-80	BOOKS	55.00	
		291-6470-601.32-80	BOOKS	19.15	
		291-6470-601.32-80	BOOKS	164.64	
		291-6470-601.32-80	BOOKS	31.23	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	16.36	
		291-6470-601.30-05	LABELS	11.01	7,415.56
75094	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	TRAV/TRAIN-C ROSSIN	20.00	20.00
75095	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-80	BOOKS	159.00	
		291-6470-601.32-95	PERIODICALS	14.00-	
		291-6470-601.32-95	PERIODICALS	449.00	594.00
75096	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	REMOVABLE LABELS	37.90	
		291-6470-601.32-95	PERIODICALS	34.97	
		291-6470-601.32-95	PERIODICALS	8.39	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	127.97	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	27.94	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	29.94	
		291-6470-601.32-95	PERIODICALS	30.35	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-95	PERIODICALS	17.48	
		291-6470-601.32-95	PERIODICALS	8.95	
		291-6470-601.32-75	AV MTLs	77.35	
		291-6470-601.32-95	PERIODICALS	22.98	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	46.98	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	542.10
75101	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	110.54	
		291-6470-601.32-75	AV MTLs	167.29	
		291-6470-601.32-75	AV MTLs	139.63	
		291-6470-601.32-75	AV MTLs	449.87	
		291-6470-601.32-75	AV MTLs	383.84	
		291-6470-601.32-75	AV MTLs	97.26	
		291-6470-601.32-75	AV MTLs	52.50	
		291-6470-601.32-75	AV MTLs	41.45	
		291-6470-601.32-75	AV MTLs	50.40	
		291-6470-601.32-80	BOOKS	612.30	
		291-6470-601.32-80	BOOKS	1,315.41	
		291-6470-601.32-80	BOOKS	91.61	
		291-6470-601.32-80	BOOKS	466.63	
		291-6470-601.32-80	BOOKS	1,780.16	
		291-6470-601.32-80	BOOKS	133.94	
		291-6470-601.32-80	BOOKS	291.82	
		291-6470-601.32-80	BOOKS	804.21	
		291-6470-601.32-80	BOOKS	171.25	
		291-6470-601.32-80	BOOKS	70.96	
		291-6470-601.32-80	BOOKS	1,667.68	
		291-6470-601.32-80	BOOKS	684.31	
		291-6470-601.32-80	BOOKS	408.56	
		291-6470-601.32-80	BOOKS	243.24	
		291-6470-601.32-80	BOOKS	315.80	
		291-6470-601.32-80	BOOKS	711.70	
		291-6470-601.32-80	BOOKS	136.26	
		291-6470-601.32-80	BOOKS	109.12	
		291-6470-601.32-80	BOOKS	15.26	
		291-6470-601.32-80	BOOKS	238.42	
		291-6470-601.32-80	BOOKS	287.54	
		291-6470-601.32-80	BOOKS	97.74	
		291-6470-601.32-80	BOOKS	377.71	
		291-6470-601.32-80	BOOKS	806.61	
		291-6470-601.32-80	BOOKS	332.51	
		291-6470-601.32-80	BOOKS	991.32	

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

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ACCOUNTING PERIOD 7/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	101.74	
		291-6470-601.32-80	BOOKS	242.78	
		291-6470-601.32-80	BOOKS	157.57	
		291-6470-601.32-80	BOOKS	383.00	
		291-6470-601.32-80	BOOKS	434.64	
		291-6470-601.32-80	BOOKS	638.91	
		291-6470-601.32-80	BOOKS	323.83	
		291-6470-601.32-80	BOOKS	391.43	
		291-6470-601.32-80	BOOKS	295.69	
		291-6470-601.32-80	BOOKS	373.28	
		291-6470-601.32-80	BOOKS	55.59	
		291-6470-601.32-80	BOOKS	608.59	
		291-6470-601.32-80	BOOKS	279.45	
		291-6470-601.32-80	BOOKS	34.44	
		291-6470-601.22-85	PROC SERVS	224.20	
		291-6470-601.22-85	PROC SERVS	459.80	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	46.40	
		291-6470-601.22-85	PROC SERVS	74.50	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.22-85	PROC SERVS	459.80	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	123.20	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	235.60	
		291-6470-601.22-85	PROC SERVS	243.20	
		291-6470-601.22-85	PROC SERVS	216.60	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	5.60	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.32-75	AV MTLs	453.65	
		291-6470-601.32-75	AV MTLs	53.51	
		291-6470-601.32-80	BOOKS	325.50	
		291-6470-601.32-80	BOOKS	217.11	
		291-6470-601.32-80	BOOKS	338.80	
		291-6470-601.32-80	BOOKS	218.25	
		291-6470-601.32-80	BOOKS	1,554.13	
		291-6470-601.32-80	BOOKS	626.79	
		291-6470-601.32-80	BOOKS	497.90	
		291-6470-601.32-80	BOOKS	256.46	
		291-6470-601.32-80	BOOKS	70.34	
		291-6470-601.32-80	BOOKS	849.41	
		291-6470-601.32-80	BOOKS	72.53	
		291-6470-601.32-80	BOOKS	342.36	
		291-6470-601.32-80	BOOKS	34.35	
		291-6470-601.32-80	BOOKS	329.44	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	361.87	
		291-6470-601.32-80	BOOKS	151.11	
		291-6470-601.32-80	BOOKS	356.04	
		291-6470-601.32-80	BOOKS	241.32	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	134.15	
		291-6470-601.22-85	PROC SERVS	188.50	
		291-6470-601.22-85	PROC SERVS	463.60	
		291-6470-601.22-85	PROC SERVS	338.20	
		291-6470-601.22-85	PROC SERVS	123.20	
		291-6470-601.32-80	BOOKS	310.31	
		291-6470-601.32-80	BOOKS	171.92	
		291-6470-601.32-80	BOOKS	9.03	
		291-6470-601.32-80	BOOKS	177.55	
		291-6470-601.32-80	BOOKS	274.26	
		291-6470-601.32-80	BOOKS	305.37	
		291-6470-601.32-80	BOOKS	339.63	
		291-6470-601.32-80	BOOKS	354.30	
		291-6470-601.32-80	BOOKS	1,148.55	
		291-6470-601.32-80	BOOKS	225.22	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	101.10	
		291-6470-601.22-85	PROC SERVS	303.30	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	89.70	
		291-6470-601.22-85	PROC SERVS	84.75	
		291-6470-601.22-85	PROC SERVS	77.15	34,832.55
75102	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	42.98	
		291-6470-601.32-75	AV MTLs	2,428.00	
		291-6470-601.32-75	AV MTLs	76.71	
		291-6470-601.32-75	AV MTLs	22.04	
		291-6470-601.32-75	AV MTLs	496.30	
		291-6470-601.32-75	AV MTLs	25.71	
		291-6470-601.32-75	AV MTLs	54.98	
		291-6470-601.32-75	AV MTLs	1,879.24	
		291-6470-601.32-75	AV MTLs	143.07	
		291-6470-601.32-75	AV MTLs	52.15	
		291-6470-601.32-75	AV MTLs	41.99	
		291-6470-601.32-75	AV MTLs	370.96	
		291-6470-601.32-75	AV MTLs	7.34	
		291-6470-601.32-75	AV MTLs	2,233.34	
		291-6470-601.32-75	AV MTLs	7.72	
		291-6470-601.32-75	AV MTLs	22.06	
		291-6470-601.32-75	AV MTLs	11.98	
		291-6470-601.32-75	AV MTLs	29.19-	
		291-6470-601.32-75	AV MTLs	23.79	
		291-6470-601.32-75	AV MTLs	252.00	
		291-6470-601.32-75	AV MTLs	2,120.52	
		291-6470-601.32-75	AV MTLs	123.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	486.94	
		291-6470-601.32-75	AV MTLs	74.32	10,968.15
75104	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	552.41	
		291-6470-601.32-75	AV MTLs	436.35	
		291-6470-601.32-75	AV MTLs	365.22	
		291-6470-601.32-75	AV MTLs	188.93	
		291-6470-601.32-75	AV MTLs	148.92	
		291-6470-601.32-75	AV MTLs	779.32	2,471.15
75105	BARRONS	291-6470-601.32-95	PERIODICALS	223.00	223.00
75108	BIBLIOTHECA +3M	291-6470-601.32-75	eAUDIOBOOKS-MAY 2017	91.45	
		291-6470-601.32-80	eBOOKS-MAY 2017	7,787.56	
		291-6470-601.32-80	eBOOKS-MAY 2017	5,068.96	
		291-6470-601.32-75	eAUDIOBOOKS-MAY 2017	1,950.02	
		291-6470-601.32-75	eAUDIOBOOKS-MAY 2017	320.90	
		291-6470-601.32-80	eBOOKS-MAY 2017	427.58	15,646.47
75109	BLACKSTONE AUDIO INC	291-6470-601.32-75	AV MTLs	20.90	20.90
75110	CAVENDISH SQUARE	291-6470-601.32-80	BOOKS	177.93	177.93
75112	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	158.79	
		291-6470-601.32-80	BOOKS	22.77	
		291-6470-601.32-80	BOOKS	113.85	295.41
75118	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	80.79	
		291-6470-601.32-80	BOOKS	27.93	108.72
75120	COMPUTYPE INC	291-6470-601.32-05	RETURNED CD & DVD DONUTS	1,143.72-	
		291-6470-601.32-05	CD/DVD DONUTS	953.47	
		291-6470-601.32-05	CD/DVD DONUTS	953.51	763.26
75121	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	20.21-	
		291-6470-601.32-95	PERIODICALS	32.38-	
		291-6470-601.32-95	PERIODICALS	41.49	
		291-6470-601.32-95	PERIODICALS	57.18	46.08
75124	DEKALB COUNTY HIST & GENEAL SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	25.00
75125	DEMCO INC	291-6470-601.32-05	MAG SAVER, LABEL PROTEC-	135.33	135.33
75130	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	2.41	2.41
75135	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	146.14	
		291-6470-601.32-80	BOOKS	19.54	
		291-6470-601.32-80	BOOKS	20.39	186.07
75137	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	155.96	
		291-6470-601.32-80	BOOKS	658.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	123.97	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	64.00	
		291-6470-601.32-80	BOOKS	55.98	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	91.46	
		291-6470-601.32-80	BOOKS	79.97	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	1,347.00	
		291-6470-601.32-80	BOOKS	1,907.13	
		291-6470-601.32-80	BOOKS	574.75	5,472.50
75142	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	233.05	
		291-6470-601.32-80	BOOKS	359.00	592.05
75151	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	63.75	
		291-6470-601.32-80	BOOKS	123.75	187.50
75156	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	111.33	
		291-6470-601.32-80	BOOKS	49.15	
		291-6470-601.32-80	BOOKS	113.86	
		291-6470-601.32-80	BOOKS	113.66	
		291-6470-601.32-80	BOOKS	46.16	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	130.92	
		291-6470-601.32-80	BOOKS	11.29	
		291-6470-601.32-80	BOOKS	101.12	
		291-6470-601.32-80	BOOKS	126.12	
		291-6470-601.32-80	BOOKS	129.52	
		291-6470-601.32-80	BOOKS	83.17	
		291-6470-601.32-80	BOOKS	67.65	
		291-6470-601.32-80	BOOKS	59.62	
		291-6470-601.32-80	BOOKS	74.93	
		291-6470-601.32-80	BOOKS	17.96	
		291-6470-601.32-80	BOOKS	9.58	
		291-6470-601.32-80	BOOKS	301.00	
		291-6470-601.32-80	BOOKS	29.97	
		291-6470-601.32-80	BOOKS	98.81	
		291-6470-601.32-80	BOOKS	11.29	
		291-6470-601.32-80	BOOKS	88.14	
		291-6470-601.32-80	BOOKS	7.80	
		291-6470-601.32-80	BOOKS	9.00	
		291-6470-601.32-80	BOOKS	81.69	
		291-6470-601.32-80	BOOKS	126.32-	
		291-6470-601.32-80	BOOKS	41.97	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	45.26	
		291-6470-601.32-80	BOOKS	64.38	
		291-6470-601.32-80	BOOKS	9.57	
		291-6470-601.32-80	BOOKS	161.05	
		291-6470-601.32-80	BOOKS	47.45	
		291-6470-601.32-80	BOOKS	19.89	
		291-6470-601.32-80	BOOKS	7.14	
		291-6470-601.32-80	BOOKS	37.18	
		291-6470-601.32-80	BOOKS	129.65	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	55.47	
		291-6470-601.32-80	BOOKS	38.79	
		291-6470-601.32-80	BOOKS	6.57	
		291-6470-601.32-80	BOOKS	27.09	
		291-6470-601.32-80	BOOKS	43.71	
		291-6470-601.32-80	BOOKS	84.42	
		291-6470-601.32-80	BOOKS	117.24	
		291-6470-601.32-80	BOOKS	57.40	
		291-6470-601.32-80	BOOKS	115.76	2,871.80
75164	LIBRARY JOURNAL	291-6470-601.32-95	PERIODICALS	157.99	157.99
75172	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	161.12	
		291-6470-601.32-75	AV MTLs	123.64	
		291-6470-601.32-75	AV MTLs	179.12	
		291-6470-601.32-75	AV MTLs	233.10	696.98
75183	PENGUIN RANDOM HOUSE LLC	291-6470-601.32-75	AV MTLs	769.50	769.50
75184	POLYLINE LLC	291-6470-601.32-05	DVD CASES, JEWEL CASES	532.80	532.80
75192	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	126.34	
		291-6470-601.32-80	BOOKS	90.48	216.82
75203	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	417.68	417.68
75208	VALUE LINE PUBLISHING LLC	291-6470-601.32-95	PERIODICALS	950.00	950.00
75213	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	51.20	
***** DIVISION TOTAL ****					87,549.55
***** DEPARTMENT TOTAL **					115,994.37
***** GRAND TOTAL *****					196,388.72

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	193,296.12
491	Capital Projects-Library	3,092.60
**** TOTAL ALL FUNDS ****		196,388.72

June 20, 2017

**Arlington Heights Memorial Library
Special Funds Summary
5/31/2016**

Count	50	Account	Amount	Description	Staff
		491-6020-5055	\$ 300.00	Sign Variation Fee	L Langdon
Check # 1473-AHML - Petty Cash					
6/5/2017		6405-3202	\$ 16.70	Program Events	S Mayer
		6420-3202	\$ 39.17	Program Events	R Allen
		6405-2203	\$ 4.60	Travel/Training	K Zsupan
		6405-2203	\$ 17.92	Travel/Training	L Dakas
		6440-3202	\$ 6.00	Program Events	T Dantis
		6405-2203	\$ 20.91	Travel/Training	M Young
		6405-2203	\$ 12.07	Travel/Training	M Young
6/12/2017		6440-2218	\$ 48.00	Programs and Exhibits	K McCoy
		6001-2203	\$ 39.23	Travel/Training	J Andrykowski
		6405-2203	\$ 49.70	Travel/Training	K Devitt
		6405-2203	\$ 20.11	Travel/Training	T Dantis
		6405-2203	\$ 10.64	Travel/Training	T Dantis
		6405-2203	\$ 11.29	Travel/Training	S Hill
		6405-2203	\$ 5.14	Travel/Training	S Hill
		6001-2203	\$ 13.00	Travel/Training	J Kuhl
		6440-3202	\$ 39.76	Program Events	R Allen
		6440-3202	\$ 26.27	Program Events	S Harissis
6/19/2017		6001-2203	\$ 13.00	Travel/Training	J Kuhl
		6440-3202	\$ 37.00	Program Events	P Sparreo
		6440-3202	\$ 13.91	Program Events	P Sparreo
		6420-3005	\$ 7.16	IS-Office Supplies	M Gehm
		6405-3202	\$ 13.29	Program Events	K Zsupan
		6440-3202	\$ 21.94	Program Events	K Devitt
		6405-2203	\$ 7.92	Travel/Training	K Devitt
		6440-3202	\$ 41.95	Program Events	A Belford
		6004-3202	\$ 5.00	Program Events	A Belford
		6004-3202	\$ 5.00	Program Events	S Hollars
		6405-3202	\$ 46.03	Program Events	M Lepo
		6470-2203	\$ 20.00	Travel/Training	C Rossin
		6420-2203	\$ 45.26	Travel/Training	M Ambrose
		6420-2203	\$ 20.00	Travel/Training	M Ambrose
		6004-3201	\$ 31.97	Program Supplies	C Caputo
		6020-2111	\$ 38.94	Building Maintenance	G Leclair
6/26/2017		6015-2203	\$ 47.33	Travel/Training	D Billing
		6001-2203	\$ 5.99	Travel/Training	D Halpin
		6001-2203	\$ 10.00	Travel/Training	D Halpin
		6001-2203	\$ 28.00	Travel/Training	J Moravec
		6405-2203	\$ 21.56	Travel/Training	T Dantis
		6004-3202	\$ 13.53	Program Events	S Hill
		6440-2203	\$ 49.76	Travel/Training	J Czajka
		6020-2203	\$ 13.70	Travel/Training	T Scallon
		6020-2203	\$ 13.70	Travel/Training	T Scallon
		6004-3202	\$ 15.64	Program Events	C Caputo
		6405-3201	\$ 41.36	Program Supplies	S Harissis
		6405-3005	\$ 5.08	Office Supplies	P Dantis
		6440-3202	\$ 6.00	Program Events	P Dantis
		6440-3202	\$ 49.15	Program Events	D Napravnik
		6015-2203	\$ 43.87	Travel/Training	M Klean
		6440-3202	\$ 29.99	Program Events	R Allen
		6405-2203	\$ 49.65	Travel/Training	J Jurgens
			<u>\$ 1,493.19</u>		

July 18, 2017

**Arlington Heights Memorial Library
American Express Card Summary
6/30/2017**

Count	57			
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
J. Kuhl	489-90-00	\$ (129.79)	AMEX Cash back rebate	Other Income/Rebate
M. Driskell	6001-2203	\$ 60.00	ALA	ALA Registration for A. Harder - Additional \$60 for Non Member Added to Existing Registration
	6010-3032	\$ 153.00	Zarget	Zarget Web Analytics Subscription
J. Moravec	6010-3032	\$ 780.00	Constant Contact	Annual Auto-Renewal Payment for use of Constant Contact
	6020-2111	\$ 34.50	Light Up	10-LED Dimmable Light Bulbs
	6440-3202	\$ 247.92	Bags and Bows	Tissue Paper
	6440-3202	\$ (56.06)	IKEA	Tax Refund
	6440-3202	\$ 1,032.06	IKEA	300- Mula Stack & Nest Cups
	6440-3202	\$ 41.72	Joann Fabrics	Big Buttons
	6002-2210	\$ 367.50	Sticker Mule	Stickers
	6440-3202	\$ 31.86	Jet	Library Cards Brite Assortment
	6020-2111	\$ 12.54	Webrestaurantstore	Attention Sign
	6020-3145	\$ 64.62	Webrestaurantstore	Freshener System
	6470-3205	\$ 37.90	Online Labels	Removable Labels
	6001-3005	\$ 106.90	Webrestaurantstore	Printed Coffee Cup Sleeves
	6020-3145	\$ 137.57	Webrestaurantstore	Air Freshener System
	6440-3202	\$ 526.72	All Posters	Maps
M. Shultz	6470-3295	\$ 34.97	HGTV Magazine	Periodicals
	6470-3295	\$ 8.39	PayPal	Periodicals
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 127.97	The Right Stuf	AV Mtls
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3275	\$ 27.94	Chicago Plays	AV Mtls
	6470-3280	\$ 29.94	Art Inst.	Book
	6470-3295	\$ 30.35	My Mag. Store	Periodicals
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3295	\$ 17.48	My Mag. Store	Periodicals
	6470-3295	\$ 8.95	International Artist	Periodicals
	6470-3275	\$ 77.35	Beachbody Fitness	AV Mtls
	6470-3295	\$ 22.98	Readers Digest Mag.	Periodicals
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3275	\$ 46.98	AcornUSA	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
J. Czajka	6440-3202	\$ 600.00	Barnes & Noble	60 Gift Cards @ \$10 ea. For SRP game of the Week Winners
	6001-2203	\$ 175.00	ALA	ALA 2017 Annual Conference Registration, Student-Member, M. Matkowski
	6440-3202	\$ 515.91	Jimmy John's	Lunch for Volunteer Fair Participants
R. Dworiany	6010-3032	\$ 54.10	PayPal	Monthly PayFlow Pro Subscription
	6010-3033	\$ 35.00	Lullabot Education	Monthly Drupalize.me Training Subscription
	6010-3032	\$ 9.99	Amazon	Amazon Free Time Unlimited Monthly Subscription
	6010-3032	\$ 99.00	WebEx	Cisco Monthly WebEx Subscription
	6010-3032	\$ 75.50	Trello	Trello Monthly Subscription
	6010-3032	\$ 9.99	Spotify	Monthly Spotify Subscription
	6001-2242	\$ 344.85	Comcast	Internet Service Charge
	6010-2005	\$ 69.99	Godaddy	Annual SSL Renewal
	6010-2005	\$ 69.99	Godaddy	Godaddy SSL Renewal
	6010-3185	\$ 45.00	eBay	RM1-2530-000CN Paper Pick Up Assembly
	6010-3185	\$ 59.95	B&H	Thule Vectros Bumper for 13" MacBook Air
	6002-3272	\$ 85.98	Amazon	Cardone Select 85-299 New Wiper Motor
	6002-3272	\$ 56.24	Amazon	Uxcell Worm Gear Motor
	6010-3032	\$ 25.00	GitHub	Monthly GitHub Subscription
	6010-3185	\$ 52.38	Amazon	Registration Roller Assembly - LJ 5200
	6010-3030	\$ (110.33)	Amazon	Return HP 29X Black High Yield Toner
	Total	\$ 6,226.70		

July 18, 2017

Arlington Heights Memorial Library
Master Card Summary
6/30/2017

Count 7

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M Kelly	6405-3202	\$28.25	Rosati's	Pizza for TAB Meeting 5/28/17
	6440-3202	\$40.00	Eddie's Restaurant	Books and Brews 6/14/17
	6020-2111	\$125.00	Kingsley	Replacement Casters Kit
	6440-3202	\$48.00	Eddie's Restaurant	Bad Art Night 6/08/17
M Schultz	6004-3280	\$159.00	National Society	Books
	6470-3295	(\$14.00)	Consumers Digest	Periodicals
	6470-3295	\$449.00	WWD	Periodicals
	Total	<u>\$835.25</u>		

To: Board of Library Trustees
From: Jason Kuhl
Date: July 14, 2017
Re: Policy 1.101 Rules of the Board of Library Trustees

Attached please find the changes to POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES that were discussed at your meeting last month. Because these were presented in writing at that meeting, you may now vote to accept these changes per ARTICLE VI – AMENDMENT OF RULES.

As you know, we conducted a poll to determine each trustee's availability for regularly scheduled Committee of the Whole meetings. Results showed that the first Monday of the month at 7:30 p.m. would be the best time for everyone.

Suggested motion: **The Board of Library Trustees approves changes to POLICY 1.101—RULES OF THE BOARD OF LIBRARY TRUSTESS as proposed.**

1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES

ARTICLE I – GENERAL PROVISIONS

- Section 1: These rules, adopted pursuant to the provisions of the Illinois Local Library Act, are intended to set out the duties of the Board of Library Trustees, provide procedures by which meetings of the said board are to be called and conducted, set out methods by which the business of the Board of Library Trustees is to be carried on, and provide other general rules relating to governance by the Board of Library Trustees.
- Section 2: These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of boards of library trustees.
- Section 3: Each trustee elected to the library board is expected to perform all of the functions of the office, promoting a high level of library service while observing ethical standards. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution. It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of conflict of interest exists. Trustees are asked to distinguish clearly in their actions and statements between their personal views and the adopted positions of the board, acknowledging the formal position of the board even if they personally disagree. Trustees must be aware of and in compliance with applicable laws governing freedom of information while respecting library business of a confidential nature. Trustees must be prepared to resist censorship of library materials and information by groups or individuals in order to preserve intellectual freedom for all library users.
- Section 4: The office of the board shall be located at the Arlington Heights Memorial Library, 500 North Dunton Avenue, Arlington Heights, Illinois.

ARTICLE II -- MEMBERS AND OFFICERS – DUTIES

- Section 1: The term of each member of the Board of Library Trustees shall commence at the first regular board meeting after the official election canvass has been completed (usually in April) in the year in which he or she is elected and continue until the regular board meeting in April of the sixth year thereafter, or until his or her successor is duly elected and qualified, unless state law shall hereafter otherwise provide.

Section 2: The Board of Library Trustees shall elect the president, vice-president/secretary, and the treasurer from among its members. Each of the said officers shall be elected at the first regular meeting of the board following the April general elections and official canvass when library trustees are elected, sworn into office by a board officer or senior board member and formally seated on the board. Officers shall serve for a term of two years and until their successors are duly elected and qualified. If a vacancy occurs in any of the said offices of the board, the vacancy shall be filled by the board for the balance of the term. The president of the board shall not generally be elected to succeed himself or herself more than once; however under the circumstances deemed appropriate by the board, the president may be elected for a third term. Five affirmative votes of board members are required to extend the tenure of the president to a third term.

Section 3: The president shall supervise the affairs of the Board of Library Trustees. He or she shall preside at all meetings of the board and shall appoint such committees and subcommittees as may be necessary to carry out the purposes of the board.

The president shall be an ex-officio member of all committees and subcommittees so appointed.

Section 4: The vice president/secretary shall supervise the records of the Board of Library Trustees and preside at meetings of the board in the absence of the president. He or she shall inspect and certify by signing official minutes of the board's proceedings, and shall verify that records of all official actions of the board are properly maintained and made available as a public record. Minutes will include the date, time and place of the meeting, those present, and a summary of discussion on all matters proposed, deliberated or decided in accordance with the Illinois Open Meetings Act.

Section 5 The treasurer shall ~~chair the Finance Committee and~~ **lead the development of the annual budget and** represent the library in financial matters with other agencies as required; and monitor budgets, audit reports, financial plans and other key financial matters. The treasurer shall verify that all agents handling funds for the library are properly bonded.

ARTICLE III – MEETINGS

Section 1: The board will hold at least one business meeting per month at a regular scheduled time in the library. The date, place or time of a particular regular meeting may be changed by the affirmative vote of a majority of the ~~trustees~~ **board members** present and voting at a regular meeting.

Section 2: A special meeting of the board may be held at any time at the call of any two members of the board. No special meeting shall be held unless written notice of the time and place thereof shall be given to all ~~trustees~~ **board members** at least 48 hours in advance of the said special meeting, except in bona fide emergencies.

Section 3: All meetings of the board shall be open to the public and conform to the requirements of the Illinois Open Meetings Act.

- Section 4: A quorum of the board shall consist of four members.
- Section 5: Robert's Rules of Order shall govern the deliberations of the Board of Library Trustees, except when such rules are in conflict with any of the rules provided herein.
- Section 6: The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at any meeting.
- Section 7: An agenda for each regular, special or committee meeting of the Board of Library Trustees shall be prepared by the executive director in consultation with the president or committee chair preceding such meeting. Board members who wish to have items included on the agenda for a regular meeting shall submit such items to the executive director ~~on or before the Thursday preceding such regular meeting~~ **at least three business days prior to the meeting.**
- Section 8: Within 10 days after the beginning of each calendar year, the vice president/secretary of the board shall cause public notice to be given of the schedule of regular meetings of the board for the ensuing calendar year, stating the regular dates, times, and places of such meetings, by posting a copy of the notice in accordance with Illinois law. Whenever any meeting of the board is canceled, public notice of a rescheduled meeting shall be given by posting public notice in accordance with Illinois law. Public notice of a reconvened meeting need not be given when the announcement of the time and place of the reconvened meeting has been made at the original meeting and there has been no change in the agenda for such meeting.
- Section 9: Any requests for notice of meetings or records related to such meetings by the media, individuals or groups will be handled as specified by Illinois law, including the Open Meetings Act and the Freedom of Information Act.

ARTICLE IV -- COMMITTEES, REPRESENTATIVES AND LIAISONS COMMITTEE OF THE WHOLE, OTHER COMITTEES AND LIAISONS

- Section 1: ~~The following shall be the standing committees of the board: Building, Finance, Human Resources, Policy and Strategic Planning.~~ ***A committee of the whole shall consist of all board members. The president shall preside at meetings of the committee of the whole. The purpose of such meetings is to provide an informal forum for board members to engage in dialogue and provide an opportunity for open discussion and recommendations on issues. Board members who wish to have items included on the agenda shall submit such items to the executive director at least three business days prior to the meeting.***
- Section 2: ***The committee of the whole will meet at least once per month, unless there is no business to come before the committee.***
- Section 3: ***A quorum of the committee of the whole shall consist of four members.***

~~Section 24: Special committees of the board may be created from time to time as the board may decide. **The board may appoint ad hoc committees, special committees, or standing committees from time to time at the board's discretion. The president shall appoint the chair and all members of any such committees unless the board shall otherwise direct.**~~

~~Section 3: The chair and all members of standing and special committees shall be appointed by the president unless the board shall otherwise direct.~~

~~Section 4: Members of standing committees shall serve for a term of two years.~~

~~Section 5: A quorum for a standing or special committee is two members, one of whom may be ex officio. In an emergency, the president may designate another board member to serve in the absence of a committee member.~~

~~Section 65: The president shall designate a member **or members** of the board as the liaison(s) to the Friends of the Library, who will serve for a term of two years. Re-appointment to additional terms as liaison is permitted.~~

ARTICLE V – PROCEDURES

Section 1: The order of business at all regular meetings of the board shall be as follows:

- A. Call to order
- B. Roll call
- C. Public comment
- D. Approval of minutes of previous **board** meeting
- E. **Approval of minutes of previous committee of the whole meeting**
- F. Review of financial reports
- G. Review of the warrant/check register
- H. Executive Director's report
- I. ~~Unfinished~~ **Old** business
- J. New business
- K. ~~Committee and~~ **Liaison** reports
- L. Other
- M. Closed session as needed

Section 2: No vote or action of the Board of Library Trustees shall be rescinded at any special meeting of the board unless there be present at such special meeting as many members of the Board of Library Trustees as were present at the meeting when such vote or action was taken.

Section 3: At the request of any member of the board, any resolution or motion presented to the Board of Library Trustees shall be reduced to writing before being voted upon.

Section 4: No person other than the president or a member of the Board of Library Trustees shall address the board at any regular or special meeting other than in the time so designated on the agenda, except upon consent of a majority of the members present. Rules for public comment are as follows:

1. Any person shall be allowed to speak at any regular or special meeting on any library matter of public concern. No person shall be prevented from speaking on the basis of any prior speech. Persons wishing to speak must be present at the meeting. Public comment by use of any telecommunications device to speak at any regular or special meeting will not be permitted, except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and/or participate are requested to contact the library in advance, if possible, to allow the library to try to arrange reasonable accommodations.
2. Every public meeting shall set apart a maximum time of thirty (30) minutes near the beginning of each meeting to allow for public comments. Each person who wishes to speak will be allotted not more than five (5) minutes, unless the presiding officer reduces the allotted time because numerous people wish to speak.
3. Each person who wishes to speak must place his or her name on a speaker's list prior to the start of the meeting, and indicate whether they are an Arlington Heights resident. Speakers will be called to speak in the order of the list. In the event the period allotted for public comment elapses before all speakers have an opportunity to be heard, those speakers on the list still wishing to be heard shall retain their position on the list for the public comment portion of the next meeting.
4. Each speaker must maintain civility and shall not disrupt the meeting by using obscene or threatening language or gestures or by violating the library's Code of Conduct. Any person who does so, or who poses a threat to public safety, will be removed from the meeting and the library.
5. Any person shall be permitted to address the Board of Library Trustees or any member of it at any time via mail or email at the ~~trustee's~~ **board member's** library email address.

Section 5: Public comment at board committee meetings is permitted also. All rules set forth in Article V, Section 4 apply.

Section 6: All written documentation of any nature, including graphs, letters and/or proposals, that is intended for consideration by the board or a committee from a member or members of the public shall be submitted to the office of the executive director at least one week before the scheduled meeting(s) at which consideration of the documentation is sought, if possible; otherwise as early in advance of the meeting as possible in order to give ~~trustees~~ **board members** reasonable opportunity to review same.

Section 7: Although the library will strive to provide reasonable access upon request to the records and documents relating to the business of the board and the library, documents issued by the library staff for consideration by the full board or a board committee may be classified as confidential drafts until the document is brought before the full board or a board committee. Reports, documents and other information that are legally confidential will be reclassified as public information if and when the conditions requiring confidentiality are no longer applicable.

Section 8: All meetings of committees and the board shall end no later than 10:00 p.m. unless specifically extended by a majority of the members present. Access to the meeting by the public will be maintained after the library is closed.

Section 9: Attendance by means other than physical presence. If a quorum of the board is physically present a trustee not physically present may attend the meeting (including any closed portion of the meeting) by video or audio conference, if the following conditions are met:

- A. The ~~trustee~~ **board member** desiring to attend the meeting by video or audio conference must notify the recording secretary before the meeting, unless advance notice is impractical.
- B. The reason the ~~trustee~~ **board member** is prevented from physically attending the meeting is because:
 1. Personal illness or disability;
 2. Employment purposes;
 3. Business of the library;
 4. Family emergency; or
 5. Other emergency.

A ~~trustee~~ **board member** attending by means other than physical presence has the full rights of a ~~trustee~~ **board member** who is physically present; i.e., the ~~trustee~~ **board member** may vote, move or second motions, discuss the business on the agenda, and take other action as desired.

ARTICLE VI -- AMENDMENT OF RULES

Section 1: These rules may be amended from time to time by a majority vote.

Section 2: A proposed amendment to these rules shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

The foregoing rules are hereby approved by the Board of Library Trustees of the Village of Arlington Heights on ***July 18, 2017***.

President, Board of Library Trustees

To: Board of Library Trustees
From: Mike Driskell
Cc: Jason Kuhl
Date: July 14, 2017
Re: Authorization to Accept Human Capital Management System Proposal

In the 2017 budget, we have included funds to replace our existing human capital management (HCM) system due to many issues that we have experienced with our current provider. These issues have been related to technical support, accrual accuracy, and reliability of the system. In this memo, we are seeking authorization to accept the proposal from ADP for its Workforce Now Essentials product to replace our existing system, as outlined below.

Overview

Ascentis has been providing our HCM/timekeeping services since 2010. Our initial service agreement expired in June 2015 and we have renewed services with them on an annual basis since. In May, 2017, we issued request for proposals (RFP) for HCM systems. As a result of that process, we are seeking authorization to accept the proposal from ADP for its Workforce Now Essentials product.

Besides being able to accurately handle our personal time off (PTO) accrual calculations, another key component for consideration is the usability and sophistication of the scheduler within the software. Currently, departments are handling scheduling individually, using Excel, Word, or whatever process they have come up with individually. We would like to centralize the scheduling of staff as well as making the time keeping system as intuitive as possible.

The selection committee was comprised of staff from Finance, HR, Customer Services, and IT. The committee reviewed proposals and viewed demonstrations from Kronos, E-Pay, Paychex, ADP, TimeClock Plus, and Ascentis. Funds for the replacement of the time keeping system have been included in the 2017 budget, and are outlined below:

2017 budgeted amount:

Description	Qty	Cost	Total
New timekeeping system monthly fee	12	\$2,875	\$34,500
Purchase 2 timeclocks	2	\$5,090	\$10,180
One Time Fees	1	\$9,375	\$9,375
Timeclock Maintenance fee	1	\$475	\$475

CY 2017 budgeted amount: \$54,530 Ongoing budgeted amount: \$34,975

The selection committee viewed live demos of products from all of the vendors that submitted proposals. Each product was evaluated and ranked by the committee, based on the evaluation criteria below. The evaluation criteria was included in the RFP.

- **Response to System Requirements (25%):** The clarity and completeness of the responses to system requirements and how well the proposed system matches the requirements outlined in the RFP. AHML prefers a system meeting its requirements in a standard configuration but will give consideration to requiring customization to meet system requirements.
- **Technical Capability and Usability (25%):** The technology, capabilities, usability of the proposed system, as demonstrated to the AHML selection committee.
- **Proposed Cost and Value (20%):** The cost to be charged by Proposer to AHML for performance of the services required under the proposal. The breakdown of all proposed costs as requested should be clear, concise and conform to AHML's needs.
- **Relevant Experience and Qualifications (20%):** The Proposer's background and related experience in installing similar system implementations in organizations comparable size and complexity. The Proposer's indication of the understanding of the purpose and scope of the proposed services as evidenced by the quality of the proposal.
- **Project Schedule (10%):** The demonstrated ability of the Proposer to perform the services within the specified time requirements set forth in the RFP, by the adherence to the terms, conditions and requirements of the specifications listed.

Upon review of all of the systems that submitted proposals, the workgroup has submitted evaluation of each of the systems, resulting in the scores below. Each of the scores in the table is an aggregate of multiple data points for each area of evaluation.

	ADP Ent.	ADP Essentials	Ascentis	ePay	KRONOS	Paychex	Timeclock Plus
Response to System Requirements (25%)	1.83	2.27	1.72	1.40	1.85	1.77	2.19
Technical Capability and Usability (25%)	1.74	2.15	1.53	1.40	1.59	1.60	1.98
Proposed Cost and Value (20%)	0.70	1.36	1.11	1.56	1.13	1.64	1.29
Relevant Experience and Qualifications (20%)	1.93	1.93	1.27	1.30	1.90	1.80	1.83
Project Schedule (10%)	1.00	1.00	1.00	1.00	0.90	1.00	1.00
Total Score (10 pts possible)	7.20	8.71	6.64	6.66	7.37	7.81	8.30

Recommendation

Based on the evaluation criteria above, the time and attendance selection committee recommends purchasing the ADP Workforce Now Essentials system. The committee members unanimously agreed it would be the best fit for our library. The numeric evaluation reinforces the individual recommendations of the members.

The ADP Workforce Now Essentials product set itself apart from the other products in the areas that are important to our library. The interface is clean and intuitive, something staff struggle with in our current product. The scheduling system provides enough features to be useful, but not so much that the interface is cluttered or features wasted. The mobile app provides our managers with the ability to correct exceptions and approve timesheets conveniently, making this process more efficient, saving time for our finance department. The mobile app also provides all staff the ability to see their schedule and submit sick or vacation time easily from anywhere.

Implementation

All of the vendors that submitted proposals agreed that they would be able to complete the transition and installation in the timeline we requested. We would like to have the system ready to go by the end of October, 2017. This would allow us plenty of time to setup the new system and train our staff, while avoiding implementation at a very busy time for our finance department at the end of the year. With accrual changes coming for 2018, we would delay going live with the system until January, 2018, to avoid configuring the accruals twice and making ourselves vulnerable to issues with the changes.

Suggested motion: **The Board of Library Trustees authorizes staff to accept the proposal from ADP for its Workforce Now Essentials product to replace our existing time keeping system.**

Proposed System Costs:

	ADP Enterprise		ADP Essentials		Ascentis		EPAY		Kronos		Paychex		TimeClock Plus	
	2017	Ongoing	2017	Ongoing	2017	Ongoing	2017	Ongoing	2017	Ongoing	2017	Ongoing	2017	Ongoing
Timekeeping/Accrual	\$0	\$24,279	\$0	\$11,520	\$0	\$8,669	\$0	\$6,480	\$0	\$11,405	\$0	\$9,720	\$0	\$11,520
TimeClock Rental (2)	\$0	\$5,760	\$0	\$5,760	\$0	\$2,328	\$0	\$1,416	\$0	\$2,628	\$0	\$2,400	\$4,898	\$4,898
Setup/Training	\$12,100	\$0	\$4,350	\$0	\$0	\$0	\$2,300	\$0	\$17,500	\$0	\$1,525	\$1,188	\$25,222	\$0
TIMEKEEPING	\$24,913.00	\$30,039	\$12,910	\$17,280	\$6,465.60	\$10,997	\$7,732	\$7,896	\$24,977.60	\$14,033	\$8,761	\$13,308	\$38,392.67	\$16,418
FMLA	included	included	included	included	\$0	\$2,477	included	included	\$1,250	\$2,851	\$0	\$1,066	included	included
Scheduling	\$0	\$7,200	\$0	\$7,200	\$0	\$14,861	included	included	\$1,250	\$4,752	included	included	included	included
FMLA/SCHEDULING	\$7,200	\$7,200	\$1,800	\$7,200	\$4,334.40	\$17,338	\$0	\$0	\$4,400.80	\$7,603	\$266.40	\$1,066	\$0	\$0
Total	\$32,113	\$37,239	\$14,710	\$24,480	\$10,800	\$28,334	\$7,732	\$7,896	\$29,378	\$21,636	\$9,027	\$14,374	\$38,393	\$16,418
Notes	Ongoing costs may increase approx. 2% per year No contract required		Ongoing costs may increase approx. 2% per year No contract required		Ongoing costs will be re-evaluated annually No contract required		Prices guaranteed for 5 years		Pricing based on 5 yr contract Prices guaranteed for 5 years		Ongoing costs may increase incrementally per year No contract required		Prices guaranteed for 5 years	

Note: 2017 costs include setup, training, clock purchase, new system monthly fee, and existing system costs through the end of 2017

To: Board of Library Trustees

From: Kelly Spokas

Cc: Jason Kuhl

Date: July 14, 2017

Re: 2017 Budget Amendment

At the end of June, we received the County's Tax Levy audit report for 2017 from the Village. We noted that the component tax revenue lines within the 2017 Budget did not tie out to the provided report; however, they tie in total. Through discovery, we learned that a preliminary version of the tax revenue budget was inadvertently submitted to the County. This budget amendment will align the individual tax revenue lines with what was provided to the County. The net budget change of this amendment is \$0.

Suggested Motion: **The Board of Library Trustees adopts the July 18, 2017 budget amendment.**

REQUEST FOR BUDGET AMENDMENT

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

REQUESTED BY: Kelly C. Spokas	DEPARTMENT: Finance	DATE: July 18, 2017
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AMOUNTS TO BE MODIFIED				
REVENUE ACCOUNT(S)	ACCOUNT NAME(S)	CURRENT BUDGET	AMOUNT OF AMENDMENT	AMENDED BUDGET
291-0000-401.03-00	Real Estate Taxes IMRF	801,000	1,000	802,000
291-0000-401.04-00	Real Estate Taxes FICA	416,000	150,000	566,000
291-0000-401.05-00	Real Estate Taxes	12,613,091	(151,000)	12,462,091
EXPENDITURE ACCOUNT(S)	ACCOUNT NAMES(S)	CURRENT BUDGET	AMOUNT OF AMENDMENT	AMENDED BUDGET

EXPLANATION: The net change of this budget amendment is \$0. At the beginning of the 2017 budget process, we had some preliminary numbers which were later revised after meeting with the Finance Committee. The revised numbers were approved by the Board of Library Trustees and used in the final 2017 budget. The approved information was provided to the Village, as they provide the data to the county. However, the preliminary numbers, not the revised/approved numbers, were inadvertently sent to the county. The total budgeted 2017 real estate tax revenue is correct – this is an allocation issue. This budget amendment will reallocate the budgeted Real Estate Tax Revenue in our General Fund to match the Truth in Taxation form given to the county.

SIGNATURES	TITLE	
DIRECTOR OF FINANCE:		DATE:
EXECUTIVE DIRECTOR:		DATE:
BOARD APPROVAL:		DATE:

To: Board of Library Trustees

From: Jason Kuhl

Date: July 12, 2017

Re: Staff Presentation – Chief People Office: Human Resources Services and Tools
for Leading and Supporting All Staff

Staff will provide a presentation on AHML's workforce and the work of the Department of Human Resources to support the goals and interests of the library and every individual employee.

To: Board of Library Trustees
From: Jason Kuhl
Date: July 14, 2017
Re: Job Evaluation and Market Matching Survey

In 2012, we worked with Management Association to conduct a comprehensive review of our job descriptions and salary structure and set the expectation that we would conduct a similar study every five years to ensure our structures remain in line with the current labor market. We have recently completed our first 5-year update study and will be presenting the results.

To: Board of Library Trustees
From: Diane Schultz
Cc: Jason Kuhl
Date: July 12, 2017
Re: Exempt Benefit Accruals

We would like to provide information about how we have administered paid leave time off for exempt staff, as context for the adjustments we will implement effective January 1, 2018.

As you may know, exempt staff are those who do not qualify to receive overtime pay as required under the Fair Labor Standards Act (FLSA). Exempt employees receive the same biweekly salary regardless of their actual number of hours worked in excess of their standard schedule. Non-exempt staff are paid for actual hours worked, and must be paid overtime for any hours worked in excess of 37.5 in a workweek.

All staff who are budgeted for 20 or more hours per week receive benefits for paid time off/leave allowances of vacation, sick leave, bereavement time and personal leave. At the time of separation from the library for any reason, only accrued and unused vacation is payable to staff. Accrued and unused sick, bereavement and personal leave hours are forfeited when employment ends and may not be paid.

Leave allowances for non-exempt staff are accrued with actual hours worked and these accruals are recalculated daily. Non-exempt staff may use up to 7.5 hours each of bereavement, sick and personal time prior to such hours accruing and available for use.

Leave allowances for exempt employees accrue monthly. Historically, the full annual allocation of leave allowances for exempt staff have been posted into our timekeeping system at the start of the fiscal year. However, our *Vacation* policy has always stated that vacation time should not normally be used prior to the time it is actually earned. This policy also states that any employee who has used unearned vacation when he/she leaves the library must repay the unearned vacation that was used.

We take great care to communicate effectively to all staff the process for accrual and use of leave allowances within the provisions of the related policies. We have made exceptions in special situations, for example for newly hired employees to use vacation time early for a pre-

planned trip or a significant life event. For many employees at the time of their leaving the library, we have offset overuse of one leave allowance type with another leave type, such as substituting accrued and unused personal time for unearned and overused vacation time, as a means to avoid reducing a final paycheck or seeking repayment of income that was unearned.

When planning their exit from the library, the vast majority of staff ask many specific questions and we are careful to explain in detail their individual benefits upon leaving. We believe that appropriate use of accrued leave allowances has been and continues to be well understood by our staff.

However, in an effort to improve communication even further, we plan to implement some changes to the administration of leave time for exempt staff beginning close to the start of 2018. This date has been chosen:

- To provide adequate time to communicate to affected staff
- To coincide with the start of the new calendar and accrual year
- To take advantage of the enhanced capabilities for tracking and communication in the new timekeeping system

The following changes will be made to leave allowance administration:

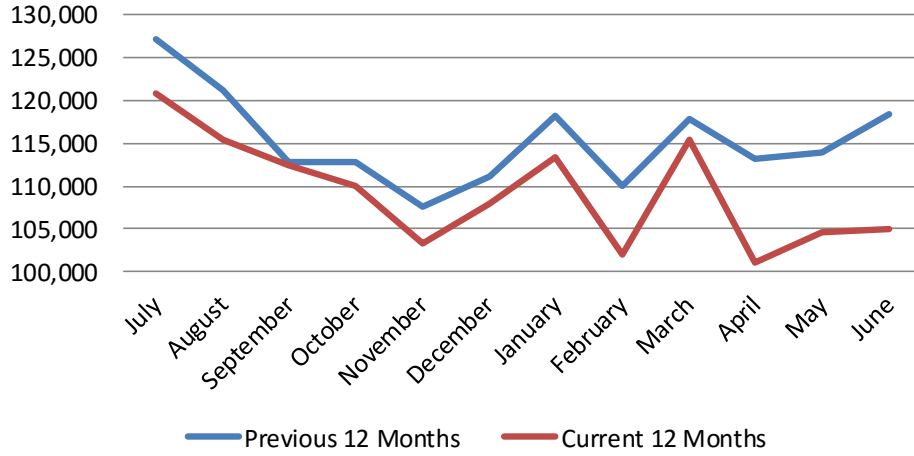
- All leave allowances for exempt staff will no longer be front-loaded with a full year's accrual. Instead, accrued and available leave allowances will be updated biweekly or monthly.
- Exempt staff will be allowed to use vacation up to $\frac{1}{2}$ of their annual allowance beyond the current balance of accrued and available vacation time.
- All exempt and non-exempt staff will be allowed to use up to their full annual allowance of bereavement time, regardless of the amount current balance of accrued and available hours.
- All exempt and non-exempt staff will be allowed to use up to 7.5 hours of sick leave beyond the current balance of accrued and available hours.
- All exempt and non-exempt staff will be allowed to use up to 7.5 hours of personal leave beyond the current balance of accrued and available hours.

We will take advantage of the capabilities of the new timekeeping system to communicate to staff with ongoing reminders about the use of leave allowances.

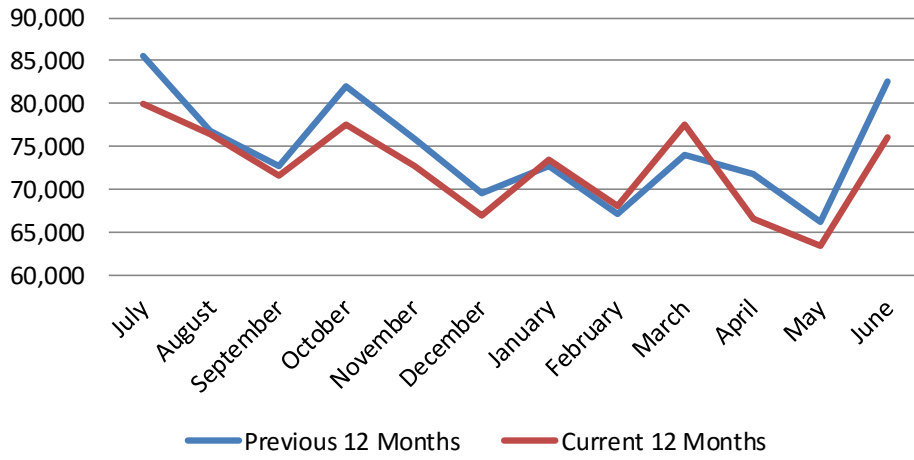
AHML - DASHBOARD - JUN 2017

	Jun 2017	Jun 2016	% change from last Jun	Jan 2017- Jun 2017	Jan 2016- Jun 2016	% change from last YTD
Total circulation	184,573	204,730	-10%	1,081,414	1,141,298	-5%
Adult circulation	105,007	118,440	-11%	641,521	691,521	-7%
Teen circulation	3,457	3,780	-9%	14,685	15,517	-5%
Children circulation	76,109	82,510	-8%	425,208	434,260	-2%
Print book circulation	98,163	103,360	-5%	539,125	559,971	-4%
Audiovisual circulation	64,379	76,356	-16%	385,624	423,669	-9%
Downloadables circulation	12,898	14,836	-13%	104,465	101,800	3%
Self-check as % of main floor circ	67%	65%	2%	66%	63%	3%
Circulation to reciprocal borrowers	10,133	10,629	-5%	66,001	53,195	24%
ILLs borrowed for our customers	386	567	-32%	2,446	3,095	-21%
ILLS lent to other libraries	760	741	3%	4,192	4,675	-10%
Resident cards issued	780	763	2%	2,566	2,515	2%
Reciprocal cards registered	187	204	-8%	1,147	1,281	-10%
Reference questions	18,562	14,923	24%	99,561	93,928	6%
Number of Programs	292	238	23%	1,560	1,470	6%
Program attendance	13,797	10,359	33%	71,325	52,828	35%
First-time attendees at programs	219	277	-21%	1,538	1,590	-3%
% of target audience attending	104%	64%	40%	65%	67%	-2%
% of progs meeting target audience #	85%	73%	12%	85%	83%	2%
Public computer use	10,969	11,572	-5%	65,264	63,988	2%
Website visits	107,547	115,257	-7%	645,922	643,919	0%
In-person visitors	90,512	92,151	-2%	531,432	523,584	1%
Marketplace - % of adult coll / of circ	9% / 36%	9% / 34%	0% / 2%	9% / 35%	8% / 34%	1% / 1%
Kids' Mktplace - % of KW coll / of circ	5% / 16%	5% / 14%	0% / 2%	5% / 16%	5% / 15%	0% / 1%
Volunteer hours	3,086	3,154	-2%	14,731	15,072	-2%

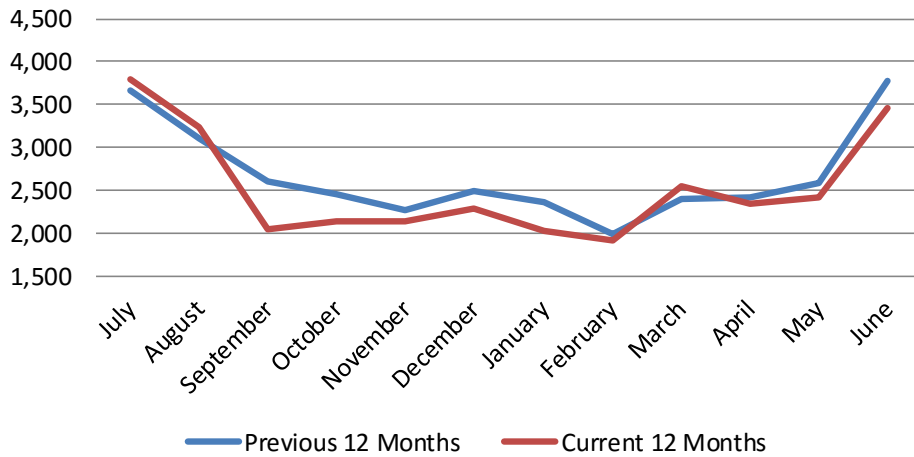
Adult Circulation



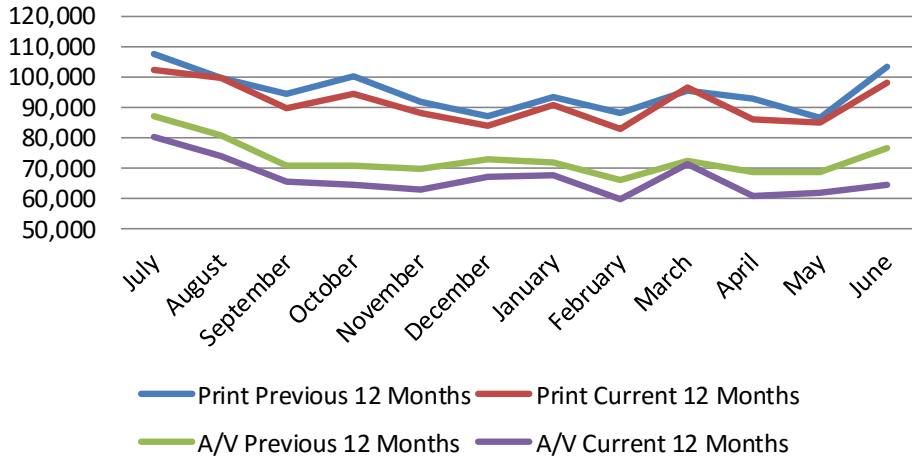
Children's Circulation



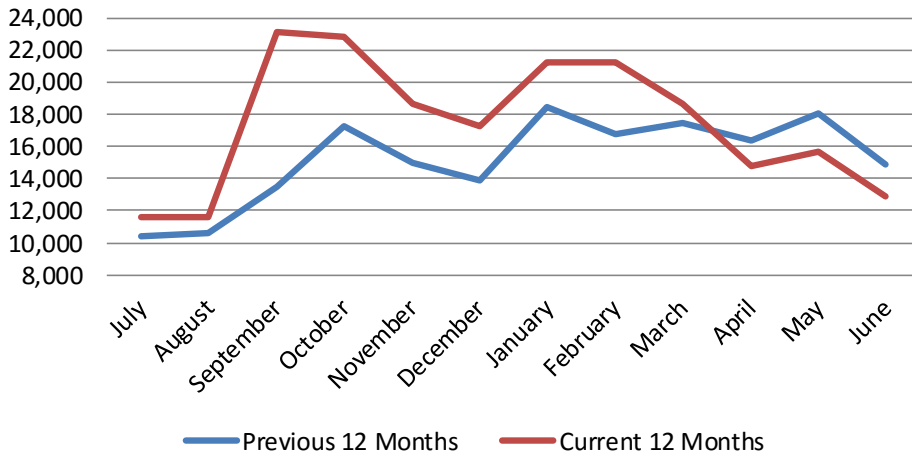
Teen Circulation



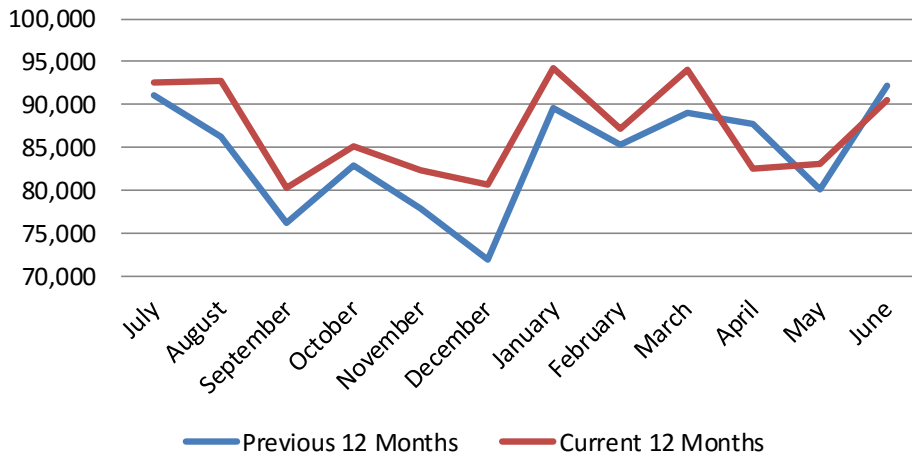
Physical Circulation

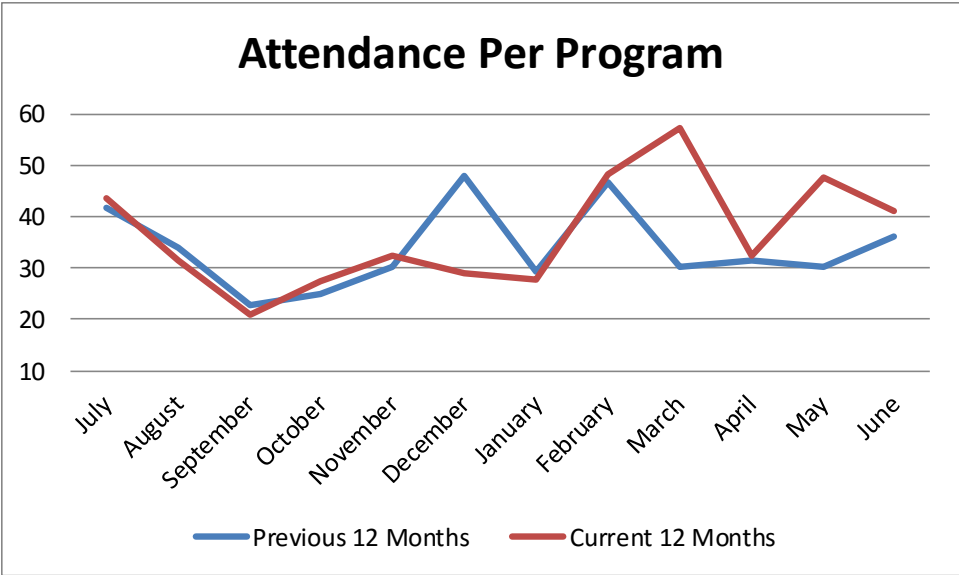
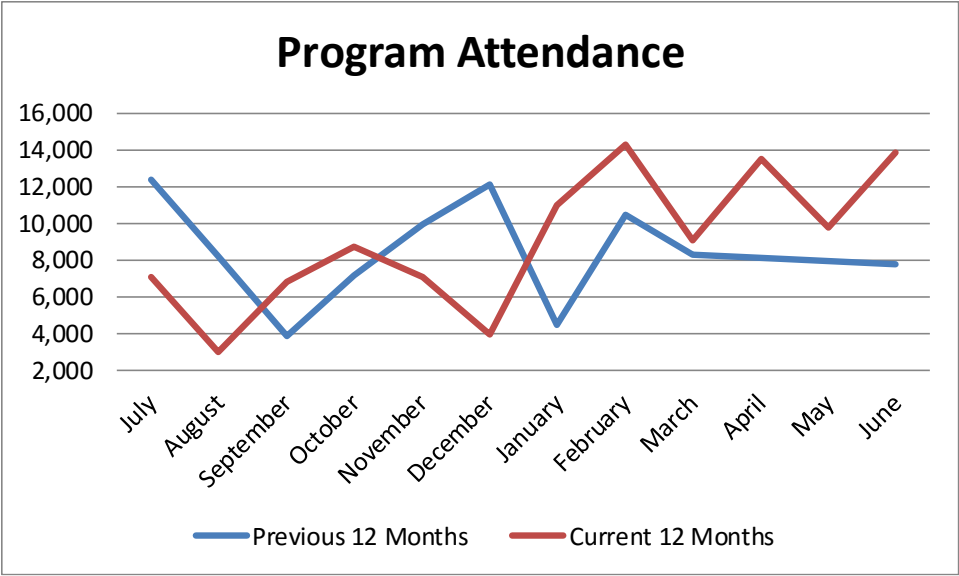
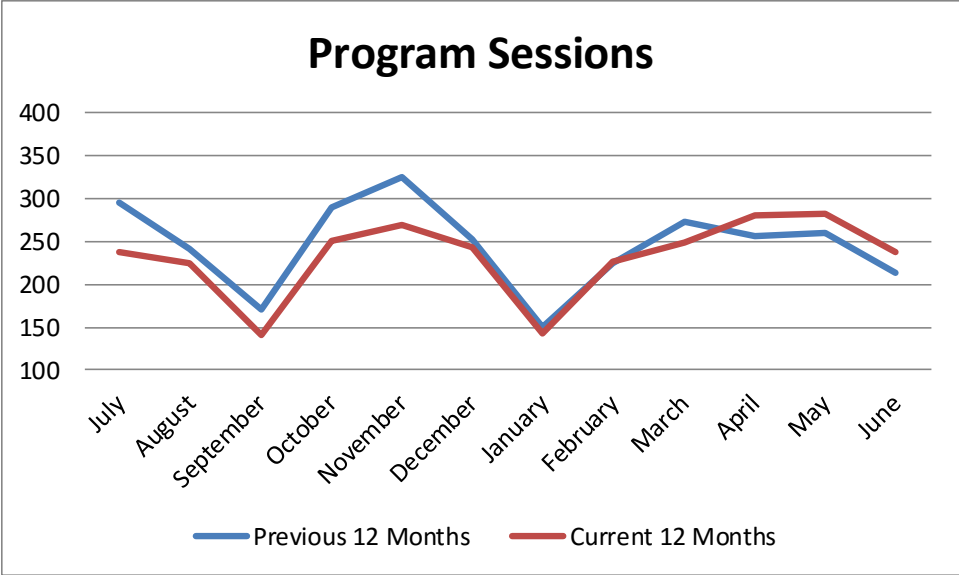


Downloadables Circulation

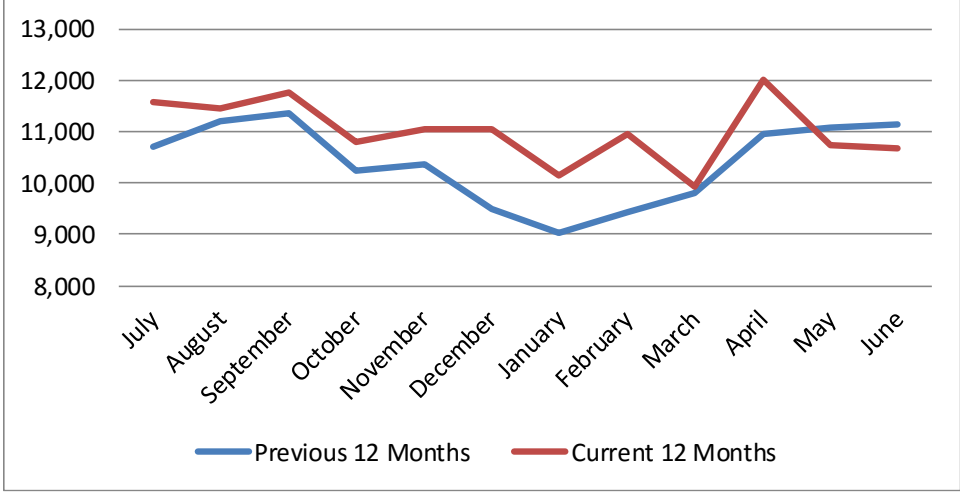


In-person Attendance

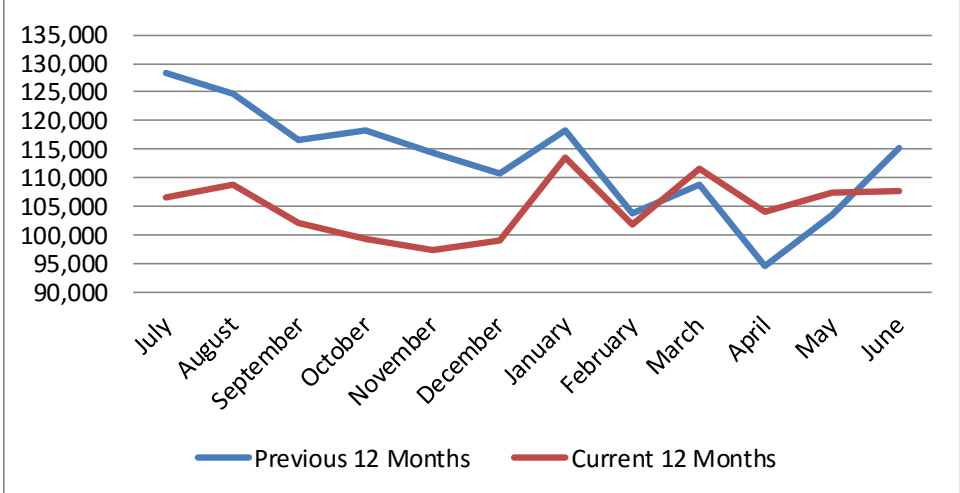




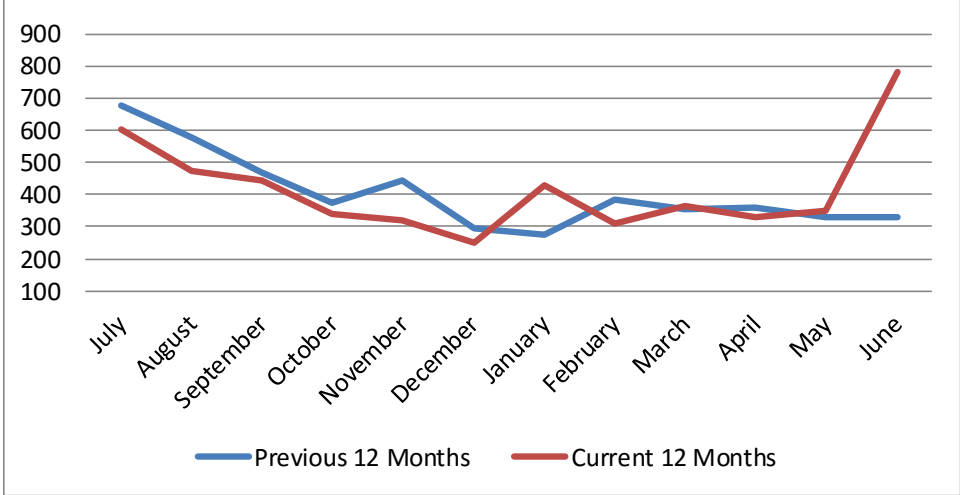
Public Computer Use



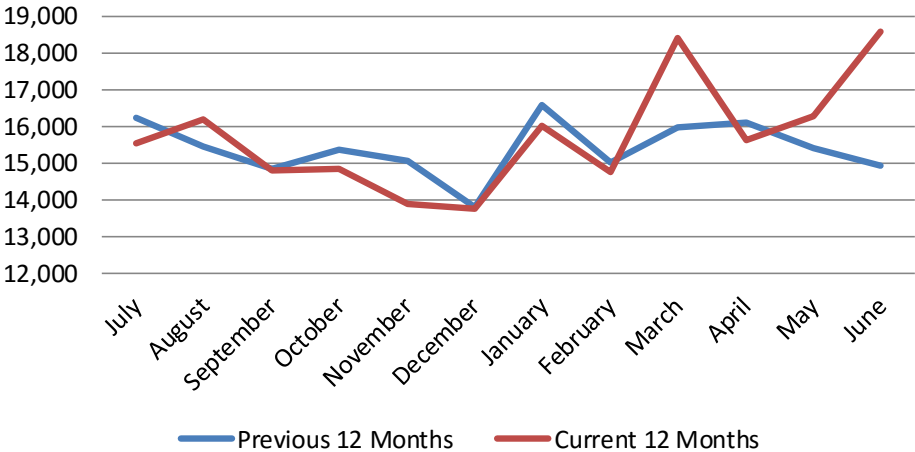
Website Visits



Resident Library Cards Issued



Reference Questions



Executive Director's Report

July 2017

Facilities and Operations

Circulation News

- **LIBRARY CARDS** - We issued a total of 780 Arlington Heights library cards in June; 126 of the cards were issued in conjunction with District 25 online school registration and 153 cards were issued at Backstretch at Arlington Park. This was an increase of 2.2% over last June and 2% for the year.
- **DRIVE UP** – 6,918 customers used our drive-up window in June, which was a 7.9% increase over June of last year.
- **SELF-CHECKOUT USE** - Self-checkout hit another new record in June. 66.8% of all check outs done on the main floor were done at self-checkout.

Adult Displays and Summer Reading

Circulation from displays was up 30% from June 2016. The increase is in large part to the addition of a Beach Reads cart near the elevators and the “Build a Better World” Summer Reading display in the Marketplace. The location and visibility of the displays has had a significant impact on the number of items circulated.



Better World Books

In mid-May, routing of withdrawn items to FOL was temporarily suspended; thus, more shipments have been going to Better World Books. In June, we sent 127 boxes. Better World Books is a company that “uses the power of business to change the world,” by selling donated books to help fund literacy initiatives worldwide. More information about Better World Books, from their website:

We were founded in 2002 by three friends from the University of Notre Dame who started selling textbooks online to earn some money, and ended up forming a pioneering social enterprise — a business with a mission to promote literacy.

We’re not a traditional company with an add-on “cause” component. Social and environmental responsibility is at the core of our business. You could say it’s in our DNA.

We’re breaking new ground in online bookselling. We believe that education and access to books are basic human rights. That’s why books sold on BetterWorldBooks.com help fund high-impact literacy projects in the United States and around the world. That’s why we commit to matching every purchase on our website with a book donation to someone in need - Book for Book™

All books are available with free shipping worldwide. And in case you’re concerned about your eco-footprint, every order shipped from Mishawaka is carbon balanced with Green-e Climate certified offsets from 3Degrees, a leading green power and carbon balancing services firm.

Here’s the best part: In addition to selling new titles, Better World Books supports book drives and collects used books and textbooks through a network of over 2,300 college campuses and partnerships with over 3,000 libraries nationwide. So far, the company has converted more than 250 million books into over \$24 million in funding for literacy and education. In the process, we’ve also diverted more than 250 million books from landfills.

Because we believe that most every book has lasting value and the potential to help change the world, we see our job as helping to find new homes for unwanted books. Thus far, we’ve donated over 21 million books to partner programs around the world. Our three primary literacy partners are Books for Africa, Room to Read, and the National Center for Families Learning. Good company, no doubt.

Every book purchased from Better World Books contributes to individual literacy throughout the world and the potential for a better life. Clearly, we can't do this work without our customers. That's why we're so passionate about trying to offer the best price, selection, customer service, and overall shopping experience.

Thanks for joining us in our mission to create a better world, one book at a time.

Other New Destinations for Withdrawn Books

In addition to Better World Books and the Friends of the Library, we have recently established some new destinations for withdrawn books:

- We provided over 100 books to a Housing Authority of Cook County site, after staff from Representative Jan Schakowsky's office noticed the lack of a decent collection there for residents.
- We are now regularly providing bags of withdrawn books for distribution to patients and their families at Northwest Community Hospital.

"We are so grateful I told the people I gave them to that they had been donated by the library and they could take them home. They were delighted."

New Music Categories

A new category, EASY LISTENING, was established in the music CD collection as part of an ongoing project to more precisely classify our popular music. The remaining category that we will establish in the near future is METAL. By having more focused categories, customers can more easily find performers in particular musical styles without browsing the 9,000+ items in the large POP-ROCK section.



New Technology in the Studio

We have new technology in the Studio that enables customers to convert MiniDV videocassettes, design 3D graphics with Autodesk Maya LT, record and edit electronic music with Ableton Live 9, and Job Simulator for the Oculus Rift virtual reality headset.

Exhibits Planning

The addition of the Exhibits Coordinator position to our Programs and Exhibits department has allowed us to make great strides toward more comprehensive planning. Since arriving on May 15, Carol Ng-He, AHML's first dedicated coordinator and curator of exhibits, has worked to get to know all of the library's programming, outreach and major community partners. Through great collaboration with staff across departments, she has been able to explore and firm up our 2018 exhibit planning.

Exhibit experiences to come include an October 2017 installation titled #beinthecircle, which explores themes in our One Book, One Village (OBOV) selection *The Circle*. The digital-focused exhibit will engage tweens and up, and will see our library equipped with new technology we can use for years to come. In February of 2018, we will welcome XOXO - an exhibit about love and forgiveness with plenty of interaction for kids and families. Summer 2018 will celebrate the art and style of children's author and illustrator Chris Raschka and will coincide with Summer Reading and the launch of our Artist in Residence experiences. Lastly, we will curate an exhibit to accompany our 2018 OBOV selection (title TBD). In July and August, programmers from across the library will be working to create a program plan around these exhibits so we can present and market a cohesive and well-planned portfolio of exhibits, programs, and experiences.

Parking Lot Project Update

We are on target to begin construction on the parking lot as scheduled. Some relevant points since your last meeting:

- We will be locating a temporary bookdrop at the Olympic Indoor Swim Center, a few blocks from the library. At your last meeting, we discussed locating it at North School Park, but in working with the Park District, Olympic emerged as a better solution for both organizations. We are targeting having it installed there in a few weeks.
- We are continuing to address parking for staff during the project. The Park District is looking into the possibility of making some parking available for staff at Olympic, and we are working with the Village on some options.

- By your July meeting, Mike Driskell and I will have given presentations at each departments' staff meeting to discuss the project and solicit feedback. We have also given presentations at a meeting of the Friends of the Library and to our genealogy volunteers.

Inspiring Understanding

Equity, Diversity, and Inclusion Discussions

At its annual conference, the American Library Association issued a resolution on Equity, Diversity, and Inclusion. To facilitate staff learning around this area, managers will be dedicating time in their staff meetings to these topics. As an introduction, I sent this email to the staff:

You might recall that in April I sent an email detailing some of the initial changes and initiatives that were underway to continually inspire understanding in our community. We have already made some progress, particularly by the programs that we are offering and the way we are approaching developing our collections. As outlined in Tom Spicer's recent email, hiring Angela Bailey, our new Community Engagement Liaison, is an exciting next step in supporting all of our efforts to becoming an actively inclusive organization and engaging with underserved audiences.

After Staff Institute Day in February, I know some expressed concern about not knowing how to carry the information forward into their everyday work, and I realize our efforts so far have focused more on our service to the public instead of staff learning. Diversity, equity, and inclusion are complex topics and one of the best ways to learn is through dialogue and talking with one another.

At its recently completed annual conference, the American Library Association passed a resolution that defined the terms Equity, Diversity, and Inclusion:

Equity

Equity is not the same as formal equality. Formal equality implies sameness. Equity, on the other hand, assumes difference and takes difference into account to ensure a fair process and, ultimately, a fair (or equitable) outcome. Equity recognizes that some groups were (and are) disadvantaged in accessing educational and employment opportunities and are, therefore, underrepresented or marginalized in many organizations and institutions. The effects of that exclusion often linger systemically within organizational

policies, practices and procedures. Equity, therefore, means increasing diversity by ameliorating conditions of disadvantaged groups.

Diversity

Diversity can be defined as the sum of the ways that people are both alike and different. Visible diversity is generally those things we cannot change and are external. However, diversity goes beyond this to what we call 'invisible' diversity. Invisible diversity includes those attributes that are not readily seen. So, when we recognize, value, and embrace diversity, we are recognizing, valuing, and embracing the uniqueness of each individual.

Inclusion

Inclusion means an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to resources and opportunities; and can contribute fully to the organization's success.

I'm asking each department manager to devote time in department meetings for discussions of these topics. I'm asking all of you to think about these topics and how they relate to our organization and to be prepared to participate in these discussions. What is your department doing well in the areas of equity, diversity, and inclusion? Where do you think we can do better? None of us is an expert on these topics, but we can all learn from one another. Your manager will be following up with additional details about this important work.

Programs

13 Reasons Why Discussion

On June 15, five teens attended a discussion of this novel and Netflix series. Due to the graphic nature of content and concerns about its connection to teen suicides, we invited BGHS school psychologist Kurt Wagner. He helped bring perspective to our discussion on bullying, sexual assault, and suicide. It was a challenging conversation and everyone came with a different understanding of the novel and show. Some teens viewed the story more for its entertainment value while others related or were more empathetic to certain issues they could see in their own lives.

What Mark Will You Leave on the World?

June's DIY Kit in the Hub invited teens to consider the question, "What mark will you leave on the world?" Through this stamp-making activity, teens are sharing what they want their impact to be. Forty-six teens completed the kit, which complemented the "Build a Better

World” Summer Reading Program theme and elicited some heart-felted and inspiring responses from the teens.

2nd annual Cupcake Wars

On June 27, 20 tweens and 19 teens went head-to-head in crafting decorative and delectable cupcakes related to the Build a Better World theme. For the first round, participants drew inspiration from books that met the ‘Reading Without Walls’ criteria. In the second round, different countries, cultures, or structures inspired cupcake decorations.



A Wider Lens – 13th

This film and discussion series debuted June 1 with a screening and active discussion around Frontline's *Growing Up Trans*. On June 27, we invited the community to view and discuss Academy Award nominated *13th*, which explores the U.S. prison system and criminalization of African Americans. The facilitators were representatives from The Force Project – a Chicago-based organization working to create change and justice for people with criminal records.

Life in a Japanese Internment Camp

This informational program was presented by Sarah Okner – a librarian and Japanese American. Sarah's eye-opening presentation is based on her family's experience in Internment Camps and her personal story about learning about this as she grew up. The topic attracted a diverse audience of 69 people. Several audience members had been connected to Japanese internment in some way, either themselves or through relatives. Comments shared include:

"Very important."

"Being a Japanese American, with parents who were interned, this was a very meaningful presentation for me."

Bad Art Night

Truly horrendous art was created at our jam-packed Bad Art Night at Eddie's. During this night of creative exploration for adults, the only rule was that there are no rules. Awards were given in the following categories: Crowd Favorite, Everything But the Kitchen Sink, Least Bad, and Truly Mediocre. Many customers commented that it was freeing to be in an environment where they didn't have to be try to be perfect for once.

"AHML Library you hit a homerun. What a wonderful time had by all. Not only was this very creative, it was entertaining and so much fun. The 2 presenters were amazing. Thank you for putting together a lovely event!"

"These types of programs which have adults get back to their childhood creative roots are awesome."

About Face Theatre Performs looking out//looking in

About Face Theatre, a theater in Chicago that focuses on sharing LGBTQIA perspectives, performed for an audience of 11 adults and teens on June 29. The performers shared a deeply personal show that was a compilation of their own experiences growing up LGBTQIA. Afterwards, they had a conversation with the audience who shared their appreciation for

the event, asked tough questions about their queer experience, and expressed the need for libraries and the community to speak about social issues.

Yoga in the Park

This summer, we are partnering with Arlington Heights Park District to provide three sessions of Yoga in the Park. Both June and July's sessions received an overwhelmingly positive response from 30+ attendees. Each session saw new faces dropping in to practice yoga on the Historical Society lawn. Our Park instructor engaged attendees with their outdoor environment throughout the hour-long classes, geared toward a variety of skill levels. We have seen a range of ages, including families participating together, and look forward to providing more free fitness with the Park. One customer shared: *"Please continue! Great way to connect outside."*



Volunteer Fair

As part of our Build a Better World summer of programming, we hosted our first Volunteer Fair since 2012. An impressive 38 nonprofits and community organizations contributed to this year's Fair, offering attendees a multitude of ways to give back to their community. Our 322 attendees were very excited to see all of these amazing volunteer opportunities in one place, plus the event gave community organizations space to connect with one another. One nonprofit shared that they were able to gain more interest from potential volunteers with our event than they normally obtain in a 6-month period. Both attendees and community organizations commented that the library is the perfect space for connection.



Build a Better World Summer Reading

This summer, kids, teens and adults are being invited to think more broadly about their reading choices and their activities as we work together to Build a Better World. Kids and tweens are sharing their good deeds, which are being collected with a growing Kindness Paper Chain. Teens are engaged through a variety of activities and opportunities for participation, and adults are challenging themselves to read about new experiences or volunteer in their community. Customer response to the theme has been overwhelmingly positive, with parents sharing regular thanks at the Kids' World desk. Participation to date is strong, with 3,219 total kids registered. To date, we are seeing much higher participation from teens and adults than in past years. Final totals will come in August.

In the Community

Teen Summer Reading Program

In the month of June, **326 teens registered** for the program. This can partially be attributed to partnerships with Buffalo Grove High School and Our Lady of the Wayside – both are counting participation in the library's program towards their summer reading requirements. This is the first year we were able to schedule, develop, and deliver consistent outreach

services to Buffalo Grove High School, and building a relationship with the school librarian and collaborating to support their school-required reading is a great accomplishment.

Grants and Development

Development activities in June have focused on selected staff receiving training on Pivot, a grant and funding resource, and submissions for the Urban Library Council's Innovations Initiative.

Staff Recognition

Conference Presentation

Candy Rossin, Collection Supervisor and Susan Beckman, Materials Handling Supervisor presented "Getting a Jump on Customer Demand" at the Wisconsin/Illinois Innovative Users Group conference in early June. We presented this topic at the national Innovative Users Group conference in April, and were asked to repeat it at the regional level.

American Library Association Annual Conference

Twenty-eight staff attended the annual conference of the American Library Association in Chicago.

Other

Customer Comments:

A customer at our second floor desk complimented the library as a whole stating that the service was excellent and she can always find what she needs here. She also expressed how she could tell everything in the library (programs, building layout, etc.) was well thought out. She has lived in Arlington Heights for 20 years and is so glad to have our great library that is well worth every penny she pays in taxes.

We also received a compliment from a customer about our conference room services:

"I love Arlington Heights memorial Library! I just started tutoring and have discovered the available conference rooms. The rooms are great! I can't believe the size, equipment and the incredible staff that works here. Thank you so much!"