

BOARD OF LIBRARY TRUSTEES

7:30 P.M.

TUESDAY, MARCH 21, 2017

BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
 - II. ROLL CALL
 - III. PUBLIC COMMENT
 - IV. APPROVAL OF THE MINUTES OF THE SPECIAL JOINT BOARD MEETING OF JANUARY 14, 2017 WITH THE ARLINGTON HEIGHTS VILLAGE BOARD (Action Item 1)
 - V. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 21, 2017 (Action Item 2)
 - VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 28, 2017 (Item 3)
 - VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 28, 2017 (Action Item 4)
 - VIII. EXECUTIVE DIRECTOR'S REPORT
 - IX. UNFINISHED BUSINESS
 - X. NEW BUSINESS
- APPROVAL OF TRUSTEE EXPENDITURES (Action Item 5)
The Local Government Expense Control Act, which became effective January 1, 2017, requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Conference registration for trustee attendance at the ALA Annual Conference and Exhibition will be presented.

- DISCUSSION OF EFFECTIVE UTILIZATION OF SPACE (Action Item 6)

In order to remain flexible and responsive to the needs of our community, we are continually looking at how to best utilize space within the library. Now that we have decided not to move forward with a branch facility in the northern part of the Village, we have been looking with respect to how we can use the main library to offer some of the new services that we proposed be part of the branch's plan of service.

XI. COMMITTEE REPORTS (As appropriate)

(A) BUILDING (Trustee Unumb)

- AUTHORIZATION TO SEEK BIDS FOR PARKING LOT PROJECT (Action Item 7)

Representatives from Wight & Company and Shales McNutt Construction presented finalized designs and budget estimates for the parking lot improvements based upon the scope approved by the Board of Library Trustees in 2016. We are seeking authorization to seeks bids for the project.

(B) FINANCE (Trustee Zyck)

(C) HUMAN RESOURCES (Trustee Zyck)

(D) POLICY (Trustee Nelson)

- POLICY ON THE ACCEPTANCE OF DONATIONS (Action Item 8)

Currently, the library does not have a comprehensive policy governing the acceptance of donations of money or other items to the library. The board will review a draft of a proposed new policy, POLICY 2.010 DONATIONS, and review corresponding proposed modifications to POLICY 3.001 MATERIALS SELECTION

- POLICY 7.013 ACCEPTANCE AND DISPLAY OF ART WORKS, PLAQUES OR OTHER COMMEMORATIVE PIECES (Action Item 9)

As part of its discussion of a comprehensive policy on the acceptance of donations, the Policy Committee discussed the necessity of POLICY 7.013 ACCEPTANCE AND DISPLAY OF ART WORKS, PLAQUES OR OTHER COMMEMORATIVE PIECES, and is bringing forward a recommendation to rescind it in its entirety.

(E) STRATEGIC PLANNING (Trustee Brody Garkisch)

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

XIII. OTHER

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

XV. ITEM(S) FROM CLOSED SESSION FOR ACTION

XVI. ADJOURNMENT

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

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

MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE ARLINGTON HEIGHTS MEMORIAL LIBRARY BOARD OF LIBRARY TRUSTEES HELD ON SATURDAY, JANUARY 14, 2017.

01.17.1 A joint meeting of the Arlington Heights Village Board and the Arlington Heights Memorial Library Board of Library Trustees was called to order in the Cardinal Room of the Arlington Heights Memorial Library on Saturday, January 14, 2017, at 8:30 a.m. by Board of Library Trustees President Debbie Smart.

PRESENT: Village Trustees Farwell, Glasgow, LaBedz, Rosenberg, Scaletta, and Sidor; Village President Hayes; Library Trustees Brody Garkisch, Medal, Thanopoulos, Unumb, Zyck, and Smart.

ABSENT: Village Trustees Blackwood and Tinaglia and Library Trustee Nelson.

ALSO PRESENT: Randy Recklaus, Village Manager; Jason Kuhl, Library Executive Director; Jeremy Andrykowski, Library Deputy Director; Mike Driskell, Library Director of Administration; Deb Whisler, Library Director of Communications and Marketing; Janet Moravec, Library Business Office Administrator; Debbie Halpin, Library Business Office Assistant; Diane Turner-Hurns, Journal & Topics; John Supplitt, Resident.

01.17.2 There was no **PUBLIC COMMENT**.

01.17.3 **LIBRARY BOARD'S TOPICS OF INTEREST**

- Introductory remarks by Board of Library Trustee President Smart and Village President Hayes.
- Trustee Farwell thanked the boards for their support over the years as he is retiring from the Village Board.
- Mr. Kuhl began by commenting on information literacy and people being consumers of information. He highlighted the upcoming library program *How to Spot Fake News* being offered on Tuesday, January 24, and how the timely topic is resonating with residents.
- Mr. Kuhl gave an update on the library's parking lot project. The project will be ramping up in the spring and will address the safety of both the outdoor and under-building parking lots for vehicular and pedestrian traffic.

01.17.4 VILLAGE BOARD'S TOPICS OF INTEREST

Mr. Recklaus presented information on a variety of village-related topics including:

- Police Station
- Infrastructure Work and Planning Continues
- Department Restructuring
- Customer Service
- Long Term Staffing Challenges
- Walk Arlington

Mr. Kuhl and Mr. Recklaus introduced the joint topic of inclusion. Mr. Kuhl talked about the library's focus shifting from it no longer being enough to simply *not be exclusive*; instead, the library needs to *be actively inclusive*. This encompasses race, sexual orientation, gender identity, socioeconomic status, language barriers, physical and mental impairments along with many other factors. The village and library boards then discussed ways of reaching the entire community and the importance of inclusion.

Board of Library Trustee President Smart thanked Library Trustees Nelson and Unumb for their years of service, as they will not be running for re-election in the spring.

01.17.5 There were no OTHER items to be discussed.

There being no further business to discuss, Library Trustee Unumb moved **ADJOURNMENT**. Library Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:53 a.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 21, 2017.

02.17.01 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, February 21, 2017, at 7:30 p.m. by President Debbie Smart.

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

Absent: Trustee Zyck.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Michael Driskell, Director of Administration; Michael Kelly, Director of Finance; Richard Dworiansyn, Information Technology Manager; Margaret Jasinski, Collection Services Manager; Patricia Aichele, Communications and Marketing Specialist; Janet Moravec, Business Office Administrator; Melissa Cayer, Resident.

02.17.03 There was no **PUBLIC COMMENT**.

02.17.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 17, 2017 (Action Item 1)**. Trustee Brody Garkisch seconded. All were in favor and the minutes were approved as submitted.

02.17.05 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 17, 2017 (Action Item 2)**. Trustee Nelson seconded. All were in favor and the minutes were approved as submitted.

02.17.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2017 (Item 3)** – Mr. Kuhl reported with one month into the fiscal year cash equivalents for January were \$13,211,355; last year cash equivalents were \$12,930,721. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

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

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED JANUARY 31, 2017, IN THE AMOUNT OF \$792,247.55**. Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, and Smart. Nay: none. The motion carried.

02.17.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted a \$1,000 grant received from YALSA (Young Adult Library Services Association); the LEGO Train Exhibit which attracted more than 6,300 visitors; and pending legislation that may impact libraries. Mr. Driskell shared information on a partnership with the Denver Public Library to further develop a calendar product that will be available in the open source Drupal community for libraries to use. President Smart shared information from the Illinois Library Association Presidents' Day Library Legislative Breakfast.

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

02.17.10 **NEW BUSINESS**

- **APPROVAL OF TRUSTEE EXPENDITURES (Action Item 5)** – Mr. Kuhl explained the Local Government Expense Control Act, which became effective January 1, 2017, requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Registration fees for trustee attendance at the Mayor's Prayer Breakfast, the Illinois Library Association Trustee Forum, and the Illinois Library Association President's Day Library Legislative Breakfast were presented. President Smart commented that trustees are expected to participate in continuing education activities that focus on libraries, trusteeship, or other issues pertinent to libraries.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PAYMENT OF REGISTRATION FEES FOR THE 2017 MAYOR'S COMMUNITY PRAYER BREAKFAST FOR PRESIDENT SMART, VICE PRESIDENT/SECRETARY NELSON, AND TRUSTEE THANOPOULOS FOR THE TOTAL AMOUNT OF \$60.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, and Smart. Nay: none. The motion carried.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PAYMENT OF REGISTRATION FEES FOR THE 2017 ILA TRUSTEE WORKSHOP FOR PRESIDENT SMART AND TRUSTEE THANOPOULOS FOR THE TOTAL AMOUNT OF \$260.** Trustee Nelson seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, and Smart. Nay: none. The motion carried.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PAYMENT OF REGISTRATION FEES FOR THE ILA PRESIDENT'S DAY LIBRARY LEGISLATIVE BREAKFAST FOR PRESIDENT SMART AND VICE PRESIDENT/SECRETARY NELSON FOR THE TOTAL AMOUNT OF \$50.** Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, and Smart. Nay: none. The motion carried.

- **APPROVAL OF PARADE REVIEWING STAND (Action Item 6)** – Mr. Kuhl presented the Frontier Days, Inc. Festival Committee’s annual request for permission to set up the parade reviewing stand in front of the library and to use the library’s electrical outlet to power the sound system for the 4th of July parade.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE FESTIVAL COMMITTEE’S REQUESTS FOR THE REVIEWING STAND SET-UP AND ELECTRICITY FOR THE 2017 4TH OF JULY PARADE.** Trustee Unumb seconded. All were in favor and the motion carried.

- **APPROVAL OF THE FY 2017 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR CY 2016 (Action Item 7)** – Mr. Kuhl presented the library’s annual report to be filed with the Secretary of State’s office.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE FY 2017 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT.** Trustee Unumb seconded. All were in favor and the motion carried.

- **AUTHORIZATION TO REPLACE STUDIO COMPUTERS (Action Item 8)** – The 2017 budget includes \$12,000 to replace five Apple computers located in the Studio. The computers, purchased in 2011 and 2012, show signs of aging, with regard to reliability and speed, and are in need of replacement.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE PURCHASE OF REPLACEMENT COMPUTERS FOR THE STUDIO FOR AN AMOUNT NOT TO EXCEED \$12,000.** Trustee Unumb seconded. All were in favor and the motion carried.

- **AUTHORIZATION TO REPLACE CORE NETWORK SWITCHES (Action Item 9)** – The 2017 budget includes \$34,740 to replace current core network switches, which are eight-years-old and no longer supported by the manufacturer.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE PURCHASE OF REPLACEMENT CORE NETWORK SWITCHES AND ASSOCIATED EQUIPMENT IN AN AMOUNT NOT TO EXCEED \$29,054.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

- **AUTHORIZATION TO SEEK PROPOSALS FOR NEW HUMAN CAPITAL MANAGEMENT SYSTEM (Action Item 10)** – The 2017 budget includes \$46,130 to replace the Human Capital Management System. Staff is seeking authorization to issue an RFP to collect proposals.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO ISSUE AN RFP TO REPLACE THE HUMAN CAPITAL MANAGEMENT SYSTEM.** Trustee Medal seconded. All were in favor and the motion carried.

02.17.11 COMMITTEE REPORTS

(A) BUILDING (Trustee Unumb) – Trustee Unumb reported the committee met on Monday, February 13.

- AUTHORIZATION TO SEEK BIDS FOR REPLACEMENT

TRANSFORMER (Action Item 11) – Staff is requesting authorization to seek bids to replace a 150 KVA lighting transformer that is approaching 50 years in service and was recommended for replacement in the 2013 engineering assessment.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO SEEK BIDS TO REPLACE THE LIGHTING TRANSFORMER IN MECHANICAL ROOM NUMBER 004.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

- AUTHORIZATION TO ENGAGE CONSULTANT AND SEEK BIDS FOR PUBLIC COMPUTER HVAC MODIFICATIONS (Action Item 12) – As part of the 2017 budget, the board approved \$149,500 to make modifications that will improve airflow and ventilation in the public computer area. Staff is requesting authorization to engage an engineering consultant for the modification and addition of HVAC components for the public computer area and authorization for staff to seek bids on making changes to the HVAC system.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE ENGAGEMENT OF 20/10 ENGINEERING AS AN ENGINEERING CONSULTANT FOR THE MODIFICATION AND ADDITION OF HVAC COMPONENTS TO REDUCE ODORS IN THE PUBLIC COMPUTER AREA AT A COST NOT TO EXCEED \$6,825 FOR THE DESIGN OF THE SYSTEM, PENDING LEGAL REVIEW OF 20/10 ENGINEERING'S PROPOSAL.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES STAFF TO SEEK BIDS ON MAKING CHANGES TO THE HVAC SYSTEM THAT WILL REDUCE ODORS IN THE PUBLIC COMPUTER AREA AS 20/10 ENGINEERING S RECOMMENDS.** No second was required as the recommendation came from committee. All were in favor and the motion carried.

(B) FINANCE (Trustee Zyck) – In Trustee Zyck's absence, Trustee Thanopoulos reported the committee met immediately prior to the regular February board meeting.

- 2017 BUDGET AMENDMENT (Action Item 13) – Trustee Thanopoulos explained the proposed budget amendment to the 2017 Budget will add the Grants and Development Administrator to the Administration budget. The dollars are being

reallocated from other budget lines from across the library, so the amendment is a net \$0 change.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2017 BUDGET AMENDMENT, DATED FEBRUARY 21, 2017**. No second was required as the motion came from committee. All were in favor and the motion carried.

(C) HUMAN RESOURCES (Trustee Zyck) – In Trustee Zyck’s absence, President Smart reported the committee did not meet.

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

(E) STRATEGIC PLANNING (Trustee Brody Garkisch) – Trustee Brody Garkisch reported the committee met just prior to the regular February board meeting.

- **PROCESS AND TIMELINE FOR 3-YEAR PLAN (Action Item 14)** – An outline of the process and timeline for producing a plan of significant initiatives to undertake in the next three years was presented.

- **IDEAS FROM STRATEGIC VISIONING SESSIONS (Action Item 15)** – A comprehensive list of ideas from two strategic visioning sessions, as well as an initial sorting of items to include for consideration in development of the plan, were presented and discussed. Mr. Kuhl shared examples of other libraries strategic plans.

02.17.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** – Trustee Unumb reported the Friends of the Library currently have 582 members and over \$111,000 in available funds. The Friends are working on position descriptions for Friends board members.

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

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT**. Trustee Nelson seconded. All were in favor and the meeting was adjourned at 8:59 p.m.

Deborah A. Nelson, Vice President/Secretary

Janet Moravec, Recorder

Village of Arlington Heights

FUND 291 Memorial Library Fund									
ACCOUNT DESCRIPTION ***** CURRENT ***** YEAR-TO-DATE ***** ANNUAL UNREALIZED									
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE

400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,750	106,577.29	160	133,500	106,577.29	80	801,000	694,422.71
04 00	Real Estate Tax FICA	34,666	55,351.00	160	69,332	55,351.00	80	416,000	360,649.00
05 00	Real Estate Tax	1,051,090	1,678,238.62	160	2,102,180	1,678,238.62	80	12,613,091	10,934,852.38
401	** Real Estate Taxes	1,152,506	1,840,166.91	160	2,305,012	1,840,166.91	80	13,830,091	11,989,924.09
400	*** Taxes	1,152,506	1,840,166.91	160	2,305,012	1,840,166.91	80	13,830,091	11,989,924.09
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		10,000	.00		60,000	60,000.00
70 00	Other Grants	250	.00		500	.00		3,000	3,000.00
90 00	Contribution Ord. Library	83	.00		166	.00		1,000	1,000.00
411	** Intergovernmental	5,333	.00		10,666	.00		64,000	64,000.00
410	*** Intergovernmental Revenue	5,333	.00		10,666	.00		64,000	64,000.00
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	100	.00		200	.00		1,200	1,200.00
74 00	Copier/Reader Printer Fee	3,166	3,693.03	117	6,332	6,813.35	108	38,000	31,186.65
75 00	Meeting Room Fees	333	205.00	62	666	965.00	145	4,000	3,035.00
436	** Library Fees	3,599	3,898.03	108	7,198	7,778.35	108	43,200	35,421.65
430	*** Fees	3,599	3,898.03	108	7,198	7,778.35	108	43,200	35,421.65
440	Fines								
442	Library								
20 00	Late Charges	11,583	10,369.17	90	23,166	23,441.26	101	139,000	115,558.74
25 00	Lost/Damaged Item Charges	1,666	1,041.71	63	3,332	2,973.79	89	20,000	17,026.21
442	** Library	13,249	11,410.88	86	26,498	26,415.05	100	159,000	132,584.95
440	*** Fines	13,249	11,410.88	86	26,498	26,415.05	100	159,000	132,584.95
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,291	1,251.24	55	4,582	5,304.45	116	27,500	22,195.55
461	** Simple Interest	2,291	1,251.24	55	4,582	5,304.45	116	27,500	22,195.55
462	Investment Income								
10 00	Market Value Adjustments	0	1,413.92		0	3,266.27		0	3,266.27-
462	** Investment Income	0	1,413.92		0	3,266.27		0	3,266.27-

Village of Arlington Heights
 REVENUE REPORT
 17% OF YEAR LAPSED

ACCOUNTING PERIOD 02/2017

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	2,665.16	116	4,582	8,570.72	187	27,500	18,929.28
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	83	.00		166	.00		1,000	1,000.00
483	** Donations	83	.00		166	.00		1,000	1,000.00
489	Other								
90 00	Other Income	666	931.51	140	1,332	1,616.68	121	8,000	6,383.32
93 00	Donations Genealogy	41	.00		82	.00		500	500.00
94 00	FOL Reimbursements	5,416	3,206.94	59	10,832	3,206.94	30	65,000	61,793.06
489	** Other	6,123	4,138.45	68	12,246	4,823.62	39	73,500	68,676.38
480	*** Other	6,206	4,138.45	67	12,412	4,823.62	39	74,500	69,676.38
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	1,862,279.43	157	2,366,368	1,887,754.65	80	14,198,291	12,310,536.35

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	500	102.67	21	1,000	6,460.92	646	6,000	460.92-
461	** Simple Interest	500	102.67	21	1,000	6,460.92	646	6,000	460.92-
462	Investment Income								
10 00	Market Value Adjustments	0	929.53		0	2,032.81		0	2,032.81-
462	** Investment Income	0	929.53		0	2,032.81		0	2,032.81-
460	*** Interest Income	500	1,032.20	206	1,000	8,493.73	849	6,000	2,493.73-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		291,666	1,750,000.00	600	1,750,000	.00
491	** Other Financing Sources	145,833	.00		291,666	1,750,000.00	600	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		291,666	1,750,000.00	600	1,750,000	.00
FUND TOTAL Capital Projects-Library		146,333	1,032.20	1	292,666	1,758,493.73	601	1,756,000	2,493.73-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	01	Executive Director	12204	11321.38	93	24408	22592.72	93	.00	146453	123860.28	15
16	02	Dir. Library Operations	8333	7745.20	93	16666	13554.10	81	.00	100000	86445.90	14
16	17	Deputy Director	9032	8459.76	94	18064	16838.18	93	.00	108391	91552.82	16
16	36	Librarian III	6777	4545.86	67	6777	4545.86	67	.00	74552	70006.14	6
16	43	Business Office Adminr	4746	4390.50	93	9492	8625.05	91	.00	56963	48337.95	15
16	51	Clerk IV	3796	3576.68	94	7592	7043.56	93	.00	45552	38508.44	16
16	92	Achievement Awards	166	500.00	301	332	1500.00	452	.00	2000	500.00	75
16	**	Library Personal Services	45054	40539.38	90	83331	74699.47	90	.00	533911	459211.53	14
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	32	.00	0	.00	200	200.00	0
18	**	Other Personal Services	16	.00	0	32	.00	0	.00	200	200.00	0
19		Employee Benefits										
19	05	Medical Insurance	5121	4985.67	97	10242	9971.34	97	.00	61466	51494.66	16
19	10	IMRF	4704	4940.86	105	9408	8793.88	94	.00	56462	47668.12	16
19	11	Social Security	2786	2391.23	86	5152	4239.22	82	.00	33024	28784.78	13
19	12	Medicare	635	559.22	88	1172	991.42	85	.00	7535	6543.58	13
19	53	Flexible Spending	200	191.50	96	400	514.50	129	.00	2400	1885.50	21
19	55	Unemployment Compensation	833	.00	0	1666	.00	0	.00	10000	10000.00	0
19	**	Employee Benefits	14279	13068.48	92	28040	24510.36	87	.00	170887	146376.64	14
20		Prof Technical Services										
20	05	Professional Services	1250	.00	0	2500	.00	0	.00	15000	15000.00	0
20	08	Consulting Services	333	.00	0	666	.00	0	.00	4000	4000.00	0
20	20	Legal Services	1333	.00	0	2666	.00	0	.00	16000	16000.00	0
20	40	General Insurance	10578	1897.00	18	21156	113250.00	535	.00	126945	13695.00	89
20	81	OCLC Services	5419	.00	0	10838	16172.70	149	.00	65028	48855.30	25
20	**	Prof Technical Services	18913	1897.00	10	37826	129422.70	342	.00	226973	97550.30	57
21		Property Services										
21	65	Other Services	705	823.19	117	1410	970.25	69	.00	8464	7493.75	12
21	**	Property Services	705	823.19	117	1410	970.25	69	.00	8464	7493.75	12
22		Other Contractual Service										
22	01	Advertising	83	.00	0	166	.00	0	.00	1000	1000.00	0
22	02	Dues	1089	500.00	46	2178	1110.00	51	.00	13077	11967.00	9
22	03	Training	10208	8141.86	80	20416	16081.01	79	.00	122500	106418.99	13
22	05	Postage	4119	3607.30	88	8238	7107.05	86	.00	49438	42330.95	14
22	42	Internet Services	2341	2773.93	119	4682	4366.09	93	.00	28101	23734.91	16
22	70	Telephone Services	3562	5891.01	165	7124	10802.65	152	.00	42755	31952.35	25
22	**	Other Contractual Service	21402	20914.10	98	42804	39466.80	92	.00	256871	217404.20	15
30		General Supplies										
30	05	Office Supplies & Equip	694	114.84	17	1388	239.77	17	.00	8333	8093.23	3
30	**	General Supplies	694	114.84	17	1388	239.77	17	.00	8333	8093.23	3

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
31		Public Works Supplies										
31	85	Small Tools and Equipment	416	141.27	34	832	241.26	29	.00	5000	4758.74	5
31	**	Public Works Supplies	416	141.27	34	832	241.26	29	.00	5000	4758.74	5
32		Library Supplies										
32	72	Special Events	2070	.00	0	4140	302.94	7	.00	24850	24547.06	1
32	99	Items Reimb by Employees	0	11.29-	0	0	216.49	0	.00	0	216.49-	0
32	**	Library Supplies	2070	11.29-	1-	4140	519.43	13	.00	24850	24330.57	2
40		Other Charges										
40	96	Operating Contingency	9370	.00	0	26036	.00	0	.00	119745	119745.00	0
40	**	Other Charges	9370	.00	0	26036	.00	0	.00	119745	119745.00	0
50		Property										
50	15	Other Equipment	27148	4605.49	17	54296	4605.49	9	.00	325787	321181.51	1
50	**	Property	27148	4605.49	17	54296	4605.49	9	.00	325787	321181.51	1
601	**	** Library	140067	82092.46	59	280135	274675.53	98	.00	1681021	1406345.47	16
60	**	** Culture/Recreation	140067	82092.46	59	280135	274675.53	98	.00	1681021	1406345.47	16
DIV	6001	TOTAL ***** Administration	140067	82092.46	59	280135	274675.53	98	.00	1681021	1406345.47	16

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mktg						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	21	Dir. of Communications	7809	7209.10	92	15618	14374.24	92	.00	93718	79343.76	15
16	23	Graphic Supervisor	6106	5636.92	92	12212	11239.47	92	.00	73280	62040.53	15
16	48	Library Assistant I	2254	2172.35	96	4508	4289.88	95	.00	27056	22766.12	16
16	50	Graphics Designer	3277	2989.87	91	6554	6005.34	92	.00	39329	33323.66	15
16	79	Publication Editor	2877	2872.57	100	5754	5754.50	100	.00	34529	28774.50	17
16	80	Communications Assistant	2003	1876.80	94	4006	3492.47	87	.00	24045	20552.53	15
16	**	Library Personal Services	24326	22757.61	94	48652	45155.90	93	.00	291957	246801.10	16
18		Other Personal Services										
18	05	Overtime Civilian	33	99.32	301	66	99.32	151	.00	400	300.68	25
18	**	Other Personal Services	33	99.32	301	66	99.32	151	.00	400	300.68	25
19		Employee Benefits										
19	05	Medical Insurance	4098	3985.00	97	8196	7970.00	97	.00	49187	41217.00	16
19	10	IMRF	3006	2820.56	94	6012	5584.51	93	.00	36078	30493.49	16
19	11	Social Security	1510	1364.60	90	3020	2700.77	89	.00	18126	15425.23	15
19	12	Medicare	353	319.17	90	706	631.68	90	.00	4239	3607.32	15
19	**	Employee Benefits	8967	8489.33	95	17934	16886.96	94	.00	107630	90743.04	16
20		Prof Technical Services										
20	05	Professional Services	4406	4000.00	91	8812	23200.00	263	.00	52875	29675.00	44
20	**	Prof Technical Services	4406	4000.00	91	8812	23200.00	263	.00	52875	29675.00	44
21		Property Services										
21	02	Equipment Maintenance	154	348.00	226	308	348.00	113	.00	1850	1502.00	19
21	65	Other Services	826	372.00	45	1652	2011.14	122	.00	9912	7900.86	20
21	**	Property Services	980	720.00	74	1960	2359.14	120	.00	11762	9402.86	20
22		Other Contractual Service										
22	02	Dues	140	.00	0	280	325.00	116	.00	1690	1365.00	19
22	03	Training	7	.00	0	14	20.00	143	.00	90	70.00	22
22	10	Printing	13104	3371.68	26	26208	4014.68	15	.00	157255	153240.32	3
22	**	Other Contractual Service	13251	3371.68	25	26502	4359.68	17	.00	159035	154675.32	3
30		General Supplies										
30	05	Office Supplies & Equip	1227	111.97	9	2454	576.77	24	.00	14725	14148.23	4
30	**	General Supplies	1227	111.97	9	2454	576.77	24	.00	14725	14148.23	4
31		Public Works Supplies										
31	85	Small Tools and Equipment	677	676.50	100	1354	676.50	50	.00	8134	7457.50	8
31	**	Public Works Supplies	677	676.50	100	1354	676.50	50	.00	8134	7457.50	8
32		Library Supplies										
32	01	Program Supplies	83	.00	0	166	.00	0	.00	1000	1000.00	0
32	72	Special Events	691	35.99	5	1382	35.99	3	.00	8300	8264.01	0
32	**	Library Supplies	774	35.99	5	1548	35.99	2	.00	9300	9264.01	0

PREPARED 03/15/2017, 16:10:46
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 17% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
601	**	** Library	54641	40262.40	74	109282	93350.26	85	.00	655818	562467.74	14
60	**	** Culture/Recreation	54641	40262.40	74	109282	93350.26	85	.00	655818	562467.74	14
DIV	6002	TOTAL ***** Communications & Mrkting	54641	40262.40	74	109282	93350.26	85	.00	655818	562467.74	14

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 22	Dir. of Human Resources	7420	6815.64	92	14840	13597.86	92	.00	89045	75447.14	15
	16 51	Clerk IV	3708	3443.85	93	7416	6880.57	93	.00	44496	37615.43	16
	16 53	Volunteer Coordinator	2029	1920.90	95	4058	3626.04	89	.00	24357	20730.96	15
	16 **	Library Personal Services	13157	12180.39	93	26314	24104.47	92	.00	157898	133793.53	15
	18	Other Personal Services										
	18 05	Overtime Civilian	16	34.38	215	32	68.76	215	.00	200	131.24	34
	18 **	Other Personal Services	16	34.38	215	32	68.76	215	.00	200	131.24	34
	19	Employee Benefits										
	19 05	Medical Insurance	2670	2596.00	97	5340	5192.00	97	.00	32049	26857.00	16
	19 10	IMRF	1625	1507.29	93	3250	2982.96	92	.00	19509	16526.04	15
	19 11	Social Security	816	722.09	89	1632	1428.30	88	.00	9802	8373.70	15
	19 12	Medicare	191	168.87	88	382	334.03	87	.00	2292	1957.97	15
	19 50	Employee Asst. Program	520	.00	0	1040	1975.00	190	.00	6250	4275.00	32
	19 **	Employee Benefits	5822	4994.25	86	11644	11912.29	102	.00	69902	57989.71	17
	21	Property Services										
	21 65	Other Services	2037	221.00	11	4074	402.00	10	.00	24450	24048.00	2
	21 **	Property Services	2037	221.00	11	4074	402.00	10	.00	24450	24048.00	2
	22	Other Contractual Service										
	22 01	Advertising	75	27.01	36	150	422.01	281	.00	900	477.99	47
	22 02	Dues	221	.00	0	442	.00	0	.00	2655	2655.00	0
	22 03	Training	67	.00	0	134	.00	0	.00	810	810.00	0
	22 55	In Service Training	375	3762.24	1003	750	5968.30	796	.00	4500	1468.30-	133
	22 **	Other Contractual Service	738	3789.25	513	1476	6390.31	433	.00	8865	2474.69	72
	40	Other Charges										
	40 62	Tuition Reimbursement	833	.00	0	1666	.00	0	.00	10000	10000.00	0
	40 70	Employee Recognition Prog	1320	.00	0	2640	.00	0	.00	15850	15850.00	0
	40 **	Other Charges	2153	.00	0	4306	.00	0	.00	25850	25850.00	0
601	** **	Library	23923	21219.27	89	47846	42877.83	90	.00	287165	244287.17	15
60	** **	Culture/Recreation	23923	21219.27	89	47846	42877.83	90	.00	287165	244287.17	15
DIV	6003	TOTAL ***** Human Resources	23923	21219.27	89	47846	42877.83	90	.00	287165	244287.17	15

FUND 291 Memorial Library Fund		DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants										
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	21	Property Services										
	21 65	Other Services	416	.00	0	832	.00	0	.00	5000	5000.00	0
	21 **	Property Services	416	.00	0	832	.00	0	.00	5000	5000.00	0
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	416	11500.00	2764	832	14675.00	1764	.00	5000	9675.00-	294
	22 **	Other Contractual Service	416	11500.00	2764	832	14675.00	1764	.00	5000	9675.00-	294
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	832	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	832	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	832	.00	0	.00	5000	5000.00	0
	32 02	Program Events	416	.00	0	832	.00	0	.00	5000	5000.00	0
	32 32	Software	208	.00	0	416	.00	0	.00	2500	2500.00	0
	32 72	Special Events	833	290.55	35	1666	790.55	48	.00	10000	9209.45	8
	32 75	Audio Visual	416	.00	0	832	.00	0	.00	5000	5000.00	0
	32 78	Electronic Resources	208	.00	0	416	.00	0	.00	2500	2500.00	0
	32 80	Books	416	2361.16	568	832	2664.16	320	.00	5000	2335.84	53
	32 **	Library Supplies	2913	2651.71	91	5826	3454.71	59	.00	35000	31545.29	10
	50	Property										
	50 15	Other Equipment	416	.00	0	832	9995.26	1201	.00	5000	4995.26-	200
	50 **	Property	416	.00	0	832	9995.26	1201	.00	5000	4995.26-	200
601	** **	Library	4577	14151.71	309	9154	28124.97	307	.00	55000	26875.03	51
60	** **	Culture/Recreation	4577	14151.71	309	9154	28124.97	307	.00	55000	26875.03	51
DIV	6004	TOTAL ***** Paid by Gifts and Grants	4577	14151.71	309	9154	28124.97	307	.00	55000	26875.03	51

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	10698	.00	0	.00	64193	64193.00	0
16	29	Finance Director	8390	7858.80	94	16780	15642.04	93	.00	100691	85048.96	16
16	48	Library Assistant I	4059	3871.21	95	8118	7545.05	93	.00	48710	41164.95	16
16	51	Clerk IV	1744	.00	0	3488	.00	0	.00	20933	20933.00	0
16	57	Clerk II	1609	1972.67	123	3218	3982.31	124	.00	19318	15335.69	21
16	**	Library Personal Services	21151	13702.68	65	42302	27169.40	64	.00	253845	226675.60	11
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	32	173.64	543	.00	200	26.36	87
18	**	Other Personal Services	16	.00	0	32	173.64	543	.00	200	26.36	87
19		Employee Benefits										
19	05	Medical Insurance	3054	2970.00	97	6108	5940.00	97	.00	36659	30719.00	16
19	10	IMRF	2612	1690.91	65	5224	3374.13	65	.00	31349	27974.87	11
19	11	Social Security	1312	818.98	62	2624	1634.10	62	.00	15751	14116.90	10
19	12	Medicare	308	191.55	62	616	382.18	62	.00	3701	3318.82	10
19	**	Employee Benefits	7286	5671.44	78	14572	11330.41	78	.00	87460	76129.59	13
20		Prof Technical Services										
20	05	Professional Services	437	.00	0	874	.00	0	.00	5250	5250.00	0
20	**	Prof Technical Services	437	.00	0	874	.00	0	.00	5250	5250.00	0
21		Property Services										
21	36	Equipment Rental	183	421.00	230	366	957.00	262	.00	2200	1243.00	44
21	65	Other Services	807	6279.54	778	1614	14246.93	883	.00	9685	4561.93-	147
21	**	Property Services	990	6700.54	677	1980	15203.93	768	.00	11885	3318.93-	128
22		Other Contractual Service										
22	02	Dues	85	.00	0	170	280.00	165	.00	1025	745.00	27
22	03	Training	100	.00	0	200	.00	0	.00	1200	1200.00	0
22	25	IT/GIS Service Charge	1974	1975.00	100	3948	3950.00	100	.00	23690	19740.00	17
22	**	Other Contractual Service	2159	1975.00	92	4318	4230.00	98	.00	25915	21685.00	16
601	**	Library	32039	28049.66	88	64078	58107.38	91	.00	384555	326447.62	15
60	**	Culture/Recreation	32039	28049.66	88	64078	58107.38	91	.00	384555	326447.62	15
DIV	6008	TOTAL ***** Finance	32039	28049.66	88	64078	58107.38	91	.00	384555	326447.62	15

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	13832	12092.61	87	.00	83000	70907.39	15
16	26	Department Manager I	6000	5619.96	94	12000	11185.88	93	.00	72006	60820.12	16
16	28	Web Developer	10304	4526.20	44	20608	10240.82	50	.00	123654	113413.18	8
16	44	Library Assistant III	5037	4845.95	96	10074	9570.07	95	.00	60455	50884.93	16
16	49	Computer Technician	9246	8519.20	92	18492	17059.82	92	.00	110963	93903.18	15
16	54	Clerk III	7855	7293.88	93	15710	14536.43	93	.00	94262	79725.57	15
16	68	LAN Administrator	6178	5703.64	92	12356	11372.50	92	.00	74147	62774.50	15
16	**	Library Personal Services	51536	42354.99	82	103072	86058.13	84	.00	618487	532428.87	14
18		Other Personal Services										
18	05	Overtime Civilian	41	.00	0	82	.00	0	.00	500	500.00	0
18	**	Other Personal Services	41	.00	0	82	.00	0	.00	500	500.00	0
19		Employee Benefits										
19	05	Medical Insurance	11553	11231.00	97	23106	22462.00	97	.00	138643	116181.00	16
19	10	IMRF	6086	4961.40	82	12172	10338.52	85	.00	73041	62702.48	14
19	11	Social Security	3198	2517.19	79	6396	5227.29	82	.00	38378	33150.71	14
19	12	Medicare	749	588.71	79	1498	1222.53	82	.00	8991	7768.47	14
19	**	Employee Benefits	21586	19298.30	89	43172	39250.34	91	.00	259053	219802.66	15
20		Prof Technical Services										
20	05	Professional Services	350	54.10	16	700	255.25	37	.00	4210	3954.75	6
20	08	Consulting Services	1625	.00	0	3250	.00	0	.00	19500	19500.00	0
20	**	Prof Technical Services	1975	54.10	3	3950	255.25	7	.00	23710	23454.75	1
21		Property Services										
21	02	Equipment Maintenance	12163	3252.14	27	24326	114114.31	469	.00	145963	31848.69	78
21	**	Property Services	12163	3252.14	27	24326	114114.31	469	.00	145963	31848.69	78
22		Other Contractual Service										
22	02	Dues	27	.00	0	54	.00	0	.00	329	329.00	0
22	03	Training	37	25.36	69	74	63.34	86	.00	450	386.66	14
22	**	Other Contractual Service	64	25.36	40	128	63.34	50	.00	779	715.66	8
30		General Supplies										
30	05	Office Supplies & Equip	31	.00	0	62	.00	0	.00	375	375.00	0
30	30	Data System Supplies	4142	2279.27	55	8284	4582.38	55	.00	49707	45124.62	9
30	32	Software Library	14404	1769.94	12	28808	64242.94	223	.00	172852	108609.06	37
30	33	Documentation Library	52	.00	0	104	.00	0	.00	625	625.00	0
30	**	General Supplies	18629	4049.21	22	37258	68825.32	185	.00	223559	154733.68	31
31		Public Works Supplies										
31	85	Small Tools and Equipment	1149	496.12	43	2298	894.90	39	.00	13791	12896.10	7
31	**	Public Works Supplies	1149	496.12	43	2298	894.90	39	.00	13791	12896.10	7

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 05	Processing Supplies	100	.00	0	200	.00	0	.00	1200	1200.00	0
	32 32	Software	1565	182.35	12	3130	877.35	28	.00	18783	17905.65	5
	32 **	Library Supplies	1665	182.35	11	3330	877.35	26	.00	19983	19105.65	4
	50	Property										
	50 12	Computer Equipment	6845	6183.30	90	13690	6183.30	45	.00	82149	75965.70	8
	50 15	Other Equipment	1066	.00	0	2132	.00	0	.00	12800	12800.00	0
	50 **	Property	7911	6183.30	78	15822	6183.30	39	.00	94949	88765.70	7
601	** **	Library	116719	75895.87	65	233438	316522.24	136	.00	1400774	1084251.76	23
60	** **	Culture/Recreation	116719	75895.87	65	233438	316522.24	136	.00	1400774	1084251.76	23
DIV	6010	TOTAL ***** Information Technology	116719	75895.87	65	233438	316522.24	136	.00	1400774	1084251.76	23

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	11456	10498.99	92	.00	68746	58247.01	15
	16	66 Security Guard	14615	14210.86	97	29230	27600.96	94	.00	175390	147789.04	16
	16	** Library Personal Services	20343	19473.26	96	40686	38099.95	94	.00	244136	206036.05	16
	18	Other Personal Services										
	18	05 Overtime Civilian	62	233.22	376	124	512.31	413	.00	750	237.69	68
	18	** Other Personal Services	62	233.22	376	124	512.31	413	.00	750	237.69	68
	19	Employee Benefits										
	19	05 Medical Insurance	4533	4407.00	97	9066	8814.00	97	.00	54404	45590.00	16
	19	10 IMRF	2207	2157.45	98	4414	4173.73	95	.00	26489	22315.27	16
	19	11 Social Security	1265	1175.25	93	2530	2300.86	91	.00	15183	12882.14	15
	19	12 Medicare	295	274.86	93	590	538.10	91	.00	3551	3012.90	15
	19	** Employee Benefits	8300	8014.56	97	16600	15826.69	95	.00	99627	83800.31	16
	22	Other Contractual Service										
	22	03 Training	41	20.59	50	82	20.59	25	.00	500	479.41	4
	22	** Other Contractual Service	41	20.59	50	82	20.59	25	.00	500	479.41	4
	30	General Supplies										
	30	05 Office Supplies & Equip	18	37.92	211	36	37.92	105	.00	225	187.08	17
	30	** General Supplies	18	37.92	211	36	37.92	105	.00	225	187.08	17
601	**	** Library	28764	27779.55	97	57528	54497.46	95	.00	345238	290740.54	16
60	**	** Culture/Recreation	28764	27779.55	97	57528	54497.46	95	.00	345238	290740.54	16
DIV	6015	TOTAL ***** Security	28764	27779.55	97	57528	54497.46	95	.00	345238	290740.54	16

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 60	Clerk I	4724	4502.01	95	9448	8735.15	93	.00	56698	47962.85	15
	16 69	Maintenance Supervisor	8222	7671.77	93	16444	15187.59	92	.00	98667	83479.41	15
	16 72	Maintenance Worker	19804	18181.45	92	39608	36311.51	92	.00	237658	201346.49	15
	16 **	Library Personal Services	32750	30355.23	93	65500	60234.25	92	.00	393023	332788.75	15
	18	Other Personal Services										
	18 05	Overtime Civilian	208	242.08	116	416	503.36	121	.00	2500	1996.64	20
	18 **	Other Personal Services	208	242.08	116	416	503.36	121	.00	2500	1996.64	20
	19	Employee Benefits										
	19 05	Medical Insurance	8986	8735.00	97	17972	17470.00	97	.00	107837	90367.00	16
	19 10	IMRF	3458	3220.15	93	6916	6417.10	93	.00	41503	35085.90	16
	19 11	Social Security	2043	1764.78	86	4086	3501.26	86	.00	24522	21020.74	14
	19 12	Medicare	477	412.75	87	954	818.87	86	.00	5735	4916.13	14
	19 **	Employee Benefits	14964	14132.68	94	29928	28207.23	94	.00	179597	151389.77	16
	21	Property Services										
	21 02	Equipment Maintenance	3435	3380.48	98	6870	20412.10	297	.00	41231	20818.90	50
	21 07	Vehicle Equipment Maint	693	.00	0	1386	170.07	12	.00	8326	8155.93	2
	21 11	Building Maintenance	21016	12711.52	61	42032	31022.97	74	.00	252193	221170.03	12
	21 36	Equipment Rental	83	.00	0	166	.00	0	.00	1000	1000.00	0
	21 60	Water and Sewer Service	1372	.00	0	2744	.00	0	.00	16472	16472.00	0
	21 **	Property Services	26599	16092.00	61	53198	51605.14	97	.00	319222	267616.86	16
	22	Other Contractual Service										
	22 03	Training	36	.00	0	72	.00	0	.00	432	432.00	0
	22 **	Other Contractual Service	36	.00	0	72	.00	0	.00	432	432.00	0
	30	General Supplies										
	30 50	Petroleum Products	542	219.32	41	1084	219.32	20	.00	6507	6287.68	3
	30 51	Heating Fuel	5666	7726.08	136	11332	7974.93	70	.00	68000	60025.07	12
	30 **	General Supplies	6208	7945.40	128	12416	8194.25	66	.00	74507	66312.75	11
	31	Public Works Supplies										
	31 45	Janitorial Supplies	1948	1913.24	98	3896	6002.58	154	.00	23387	17384.42	26
	31 **	Public Works Supplies	1948	1913.24	98	3896	6002.58	154	.00	23387	17384.42	26
	50	Property										
	50 15	Other Equipment	2216	.00	0	4432	2474.00	56	.00	26600	24126.00	9
	50 **	Property	2216	.00	0	4432	2474.00	56	.00	26600	24126.00	9
601	** **	Library	84929	70680.63	83	169858	157220.81	93	.00	1019268	862047.19	15
60	** **	Culture/Recreation	84929	70680.63	83	169858	157220.81	93	.00	1019268	862047.19	15
DIV	6020	TOTAL ***** Facilities	84929	70680.63	83	169858	157220.81	93	.00	1019268	862047.19	15

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	25	Department Manager II	0	.00	0	0	913.00	0	.00	0	913.00-	0
16	33	Librarian IV	0	.00	0	0	1092.76	0	.00	0	1092.76-	0
16	36	Librarian III	0	.00	0	0	5558.79	0	.00	0	5558.79-	0
16	39	Librarian II	0	.00	0	0	1851.38	0	.00	0	1851.38-	0
16	48	Library Assistant I	0	.00	0	0	12683.25	0	.00	0	12683.25-	0
16	54	Clerk III	0	.00	0	0	672.27	0	.00	0	672.27-	0
16	57	Clerk II	0	.00	0	0	853.55	0	.00	0	853.55-	0
16	**	Library Personal Services	0	.00	0	0	23625.00	0	.00	0	23625.00-	0
19		Employee Benefits										
19	10	IMRF	0	.00	0	0	3534.67	0	.00	0	3534.67-	0
19	11	Social Security	0	.00	0	0	1854.67	0	.00	0	1854.67-	0
19	12	Medicare	0	.00	0	0	433.79	0	.00	0	433.79-	0
19	**	Employee Benefits	0	.00	0	0	5823.13	0	.00	0	5823.13-	0
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						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	26	Department Manager I	6730	1515.28	23	13460	7576.42	56	.00	80765	73188.58	9
16	36	Librarian III	26965	23361.26	87	53930	40882.19	76	.00	323588	282705.81	13
16	39	Librarian II	9275	8789.26	95	18550	15381.20	83	.00	111300	95918.80	14
16	44	Library Assistant III	5072	4682.64	92	10144	9336.73	92	.00	60874	51537.27	15
16	45	Library Assistant II	5003	4618.98	92	10006	9209.80	92	.00	60047	50837.20	15
16	48	Library Assistant I	13854	9520.90	69	27708	18116.17	65	.00	166253	148136.83	11
16	51	Clerk IV	3234	2718.50	84	6468	4696.26	73	.00	38817	34120.74	12
16	60	Clerk I	296	.00	0	592	.00	0	.00	3552	3552.00	0
16	**	Library Personal Services	70429	55206.82	78	140858	105198.77	75	.00	845196	739997.23	12
18		Other Personal Services										
18	05	Overtime Civilian	41	.00	0	82	.00	0	.00	500	500.00	0
18	**	Other Personal Services	41	.00	0	82	.00	0	.00	500	500.00	0
19		Employee Benefits										
19	05	Medical Insurance	9964	9685.00	97	19928	19370.00	97	.00	119579	100209.00	16
19	10	IMRF	8285	6673.96	81	16570	11876.57	72	.00	99424	87547.43	12
19	11	Social Security	4369	3242.05	74	8738	5788.31	66	.00	52433	46644.69	11
19	12	Medicare	1021	758.19	74	2042	1353.68	66	.00	12263	10909.32	11
19	**	Employee Benefits	23639	20359.20	86	47278	38388.56	81	.00	283699	245310.44	14
22		Other Contractual Service										
22	02	Dues	363	.00	0	726	815.00	112	.00	4358	3543.00	19
22	03	Training	401	129.13	32	802	210.54	26	.00	4819	4608.46	4
22	18	Contr Programs & Exhibits	600	330.00	55	1200	660.00	55	.00	7200	6540.00	9
22	**	Other Contractual Service	1364	459.13	34	2728	1685.54	62	.00	16377	14691.46	10
30		General Supplies										
30	05	Office Supplies & Equip	25	.00	0	50	.00	0	.00	310	310.00	0
30	**	General Supplies	25	.00	0	50	.00	0	.00	310	310.00	0
32		Library Supplies										
32	01	Program Supplies	529	54.71	10	1058	304.75	29	.00	6353	6048.25	5
32	02	Program Events	278	218.35	79	556	223.26	40	.00	3341	3117.74	7
32	90	Circulation Supplies	183	.00	0	366	.00	0	.00	2203	2203.00	0
32	**	Library Supplies	990	273.06	28	1980	528.01	27	.00	11897	11368.99	4
601	**	** Library	96488	76298.21	79	192976	145800.88	76	.00	1157979	1012178.12	13
60	**	** Culture/Recreation	96488	76298.21	79	192976	145800.88	76	.00	1157979	1012178.12	13
DIV	6405	TOTAL ***** Business & Specialty Serv	96488	76298.21	79	192976	145800.88	76	.00	1157979	1012178.12	13

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						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 05		Customer Service Manager	7715	7226.08	94	15430	14382.68	93	.00	92584	78201.32 16
16 07		Customer Service Assc.	13301	11636.54	88	26602	24075.16	91	.00	159612	135536.84 15
16 16		Lib Asst I Circulation	15771	13471.41	85	31542	26666.23	85	.00	189264	162597.77 14
16 26		Department Manager I	6040	5793.84	96	12080	10139.22	84	.00	72491	62351.78 14
16 33		Librarian IV	4597	4655.16	101	9194	8146.53	89	.00	55169	47022.47 15
16 39		Librarian II	5490	5597.73	102	10980	14893.58	136	.00	65887	50993.42 23
16 46		Library Asst I Mags/News	15191	13297.13	88	30382	25266.47	83	.00	182293	157026.53 14
16 48		Library Assistant I	15568	14384.40	92	31136	20286.94	65	.00	186823	166536.06 11
16 51		Clerk IV	7436	7143.64	96	14872	15480.69	104	.00	89242	73761.31 17
16 52		Clerk IV Circulation	4093	3490.76	85	8186	7060.19	86	.00	49127	42066.81 14
16 54		Clerk III	0	.00	0	0	5009.32	0	.00	0	5009.32- 0
16 55		Clerk III Circulation	34287	30431.33	89	68574	58471.94	85	.00	411447	352975.06 14
16 57		Clerk II	3940	2908.58	74	7880	4277.95	54	.00	47285	43007.05 9
16 58		Clerk II Circulation	1917	1813.00	95	3834	3396.33	89	.00	23015	19618.67 15
16 59		Clerk II Call Center	35885	26739.44	75	71770	45810.83	64	.00	430631	384820.17 11
16 75		Library Page II	36846	34906.03	95	73692	68662.05	93	.00	442153	373490.95 16
16 **		Library Personal Services	208077	183495.07	88	416154	352026.11	85	.00	2497023	2144996.89 14
18		Other Personal Services									
18 05		Overtime Civilian	83	143.83	173	166	255.17	154	.00	1000	744.83 26
18 **		Other Personal Services	83	143.83	173	166	255.17	154	.00	1000	744.83 26
19		Employee Benefits									
19 05		Medical Insurance	20234	19669.00	97	40468	39338.00	97	.00	242819	203481.00 16
19 10		IMRF	19565	17766.14	91	39130	34653.45	89	.00	234791	200137.55 15
19 11		Social Security	12906	11224.66	87	25812	21669.74	84	.00	154879	133209.26 14
19 12		Medicare	3022	2625.06	87	6044	5067.85	84	.00	36275	31207.15 14
19 **		Employee Benefits	55727	51284.86	92	111454	100729.04	90	.00	668764	568034.96 15
21		Property Services									
21 02		Equipment Maintenance	46	.00	0	92	.00	0	.00	555	555.00 0
21 64		Access Services	291	.00	0	582	236.00-	41-	.00	3500	3736.00 7-
21 65		Other Services	260	755.05	290	520	1916.90	369	.00	3129	1212.10 61
21 **		Property Services	597	755.05	127	1194	1680.90	141	.00	7184	5503.10 23
22		Other Contractual Service									
22 02		Dues	159	.00	0	318	510.00	160	.00	1916	1406.00 27
22 03		Training	344	62.65	18	688	62.65	9	.00	4133	4070.35 2
22 **		Other Contractual Service	503	62.65	13	1006	572.65	57	.00	6049	5476.35 10
30		General Supplies									
30 05		Office Supplies & Equip	429	200.43	47	858	292.73	34	.00	5156	4863.27 6
30 07		Supplies Reimb by Patrons	166	.00	0	332	.00	0	.00	2000	2000.00 0
30 **		General Supplies	595	200.43	34	1190	292.73	25	.00	7156	6863.27 4

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	32	Library Supplies									
	32 01	Program Supplies	581	88.20	15	1162	877.32	76	.00	6973	6095.68 13
	32 90	Circulation Supplies	938	356.77	38	1876	421.50	23	.00	11256	10834.50 4
	32 **	Library Supplies	1519	444.97	29	3038	1298.82	43	.00	18229	16930.18 7
601 ** **		Library	267101	236386.86	89	534202	456855.42	86	.00	3205405	2748549.58 14
60 ** **		Culture/Recreation	267101	236386.86	89	534202	456855.42	86	.00	3205405	2748549.58 14
DIV 6420		TOTAL *****									
		Customer Services	267101	236386.86	89	534202	456855.42	86	.00	3205405	2748549.58 14

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	25	Department Manager II	6117	5646.66	92	12234	9881.66	81	.00	73407	63525.34 14
16	36	Librarian III	14722	8778.63	60	29444	15273.01	52	.00	176665	161391.99 9
16	48	Library Assistant I	4883	4574.45	94	9766	6434.45	66	.00	58597	52162.55 11
16	51	Clerk IV	6053	5880.92	97	12106	8598.65	71	.00	72644	64045.35 12
16	60	Clerk I	1194	.00	0	2388	.00	0	.00	14334	14334.00 0
16	**	Library Personal Services	32969	24880.66	76	65938	40187.77	61	.00	395647	355459.23 10
18		Other Personal Services									
18	05	Overtime Civilian	16	.00	0	32	.00	0	.00	200	200.00 0
18	**	Other Personal Services	16	.00	0	32	.00	0	.00	200	200.00 0
19		Employee Benefits									
19	05	Medical Insurance	7436	7229.00	97	14872	14458.00	97	.00	89236	74778.00 16
19	10	IMRF	2744	3070.29	112	5488	4569.16	83	.00	32939	28369.84 14
19	11	Social Security	2045	1497.11	73	4090	2227.45	55	.00	24543	22315.55 9
19	12	Medicare	478	350.13	73	956	520.92	55	.00	5740	5219.08 9
19	**	Employee Benefits	12703	12146.53	96	25406	21775.53	86	.00	152458	130682.47 14
22		Other Contractual Service									
22	02	Dues	62	192.00	310	124	192.00	155	.00	753	561.00 26
22	03	Training	138	37.65	27	276	97.65	35	.00	1660	1562.35 6
22	18	Contr Programs & Exhibits	13680	9741.40	71	27360	20993.08	77	.00	164169	143175.92 13
22	**	Other Contractual Service	13880	9971.05	72	27760	21282.73	77	.00	166582	145299.27 13
32		Library Supplies									
32	01	Program Supplies	25	.00	0	50	.00	0	.00	303	303.00 0
32	02	Program Events	4232	3453.97	82	8464	6765.81	80	.00	50795	44029.19 13
32	**	Library Supplies	4257	3453.97	81	8514	6765.81	80	.00	51098	44332.19 13
601	**	Library	63825	50452.21	79	127650	90011.84	71	.00	765985	675973.16 12
60	**	Culture/Recreation	63825	50452.21	79	127650	90011.84	71	.00	765985	675973.16 12
DIV	6440	TOTAL ***** Programs and Exhibits	63825	50452.21	79	127650	90011.84	71	.00	765985	675973.16 12

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	25	Department Manager II	6117	5867.34	96	12234	11645.16	95	.00	73410	61764.84 16
16	30	Digital Media Specialist	4133	3798.10	92	8266	7559.67	92	.00	49599	42039.33 15
16	33	Librarian IV	6399	5852.18	92	12798	11615.18	91	.00	76792	65176.82 15
16	36	Librarian III	8614	8038.06	93	17228	16073.74	93	.00	103373	87299.26 16
16	48	Library Assistant I	14942	14247.48	95	29884	27638.11	93	.00	179310	151671.89 15
16	54	Clerk III	1149	1078.48	94	2298	1944.07	85	.00	13790	11845.93 14
16	**	Library Personal Services	41354	38881.64	94	82708	76475.93	93	.00	496274	419798.07 15
18		Other Personal Services									
18	05	Overtime Civilian	8	.00	0	16	.00	0	.00	100	100.00 0
18	**	Other Personal Services	8	.00	0	16	.00	0	.00	100	100.00 0
19		Employee Benefits									
19	05	Medical Insurance	4390	4267.00	97	8780	8534.00	97	.00	52681	44147.00 16
19	10	IMRF	4819	4637.09	96	9638	9091.02	94	.00	57832	48740.98 16
19	11	Social Security	2564	2374.37	93	5128	4662.39	91	.00	30775	26112.61 15
19	12	Medicare	599	555.30	93	1198	1090.40	91	.00	7197	6106.60 15
19	**	Employee Benefits	12372	11833.76	96	24744	23377.81	95	.00	148485	125107.19 16
22		Other Contractual Service									
22	02	Dues	164	270.00	165	328	420.00	128	.00	1975	1555.00 21
22	03	Training	54	.00	0	108	.00	0	.00	650	650.00 0
22	66	Outside Reference Service	183	.00	0	366	2554.13	698	.00	2200	354.13- 116
22	**	Other Contractual Service	401	270.00	67	802	2974.13	371	.00	4825	1850.87 62
30		General Supplies									
30	05	Office Supplies & Equip	58	132.23	228	116	201.20	173	.00	700	498.80 29
30	07	Supplies Reimb by Patrons	75	.00	0	150	.00	0	.00	900	900.00 0
30	**	General Supplies	133	132.23	99	266	201.20	76	.00	1600	1398.80 13
31		Public Works Supplies									
31	85	Small Tools and Equipment	512	460.61	90	1024	1471.33	144	.00	6149	4677.67 24
31	**	Public Works Supplies	512	460.61	90	1024	1471.33	144	.00	6149	4677.67 24
32		Library Supplies									
32	01	Program Supplies	125	.00	0	250	.00	0	.00	1500	1500.00 0
32	78	Electronic Resources	25810	9232.12	36	51620	159943.88	310	.00	309725	149781.12 52
32	90	Circulation Supplies	123	196.91	160	246	263.74	107	.00	1477	1213.26 18
32	**	Library Supplies	26058	9429.03	36	52116	160207.62	307	.00	312702	152494.38 51
50		Property									
50	15	Other Equipment	950	582.28	61	1900	1165.26	61	.00	11410	10244.74 10
50	**	Property	950	582.28	61	1900	1165.26	61	.00	11410	10244.74 10
601	**	** Library	81788	61589.55	75	163576	265873.28	163	.00	981545	715671.72 27
60	**	** Culture/Recreation	81788	61589.55	75	163576	265873.28	163	.00	981545	715671.72 27

PREPARED 03/15/2017, 16:10:46
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 17% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
DIV	6450	TOTAL *****									
		Digital Services	81788	61589.55	75	163576	265873.28	163	.00	981545	715671.72 27

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	220541	190660.94	87	441082	411805.24	93	.00	2646639	2234833.76	16
DEPT	64	TOTAL *****										
		User Services	729743	615387.77	84	1459486	1399794.79	96	.00	8757553	7357758.21	16

FUND 291 Memorial Library Fund		DEPT/DIV 6901 Non Operating/Non Operating											
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										
	90		Other Financing Uses										
	90	05	Operating Transfer Out	145833	.00	0	291666	1750000.00	600	.00	1750000	.00	100
	90	**	Other Financing Uses	145833	.00	0	291666	1750000.00	600	.00	1750000	.00	100
601	**	**	Library	145833	.00	0	291666	1750000.00	600	.00	1750000	.00	100
60	**	**	Culture/Recreation	145833	.00	0	291666	1750000.00	600	.00	1750000	.00	100
DIV	6901		TOTAL ***** Non Operating	145833	.00	0	291666	1750000.00	600	.00	1750000	.00	100
DEPT	69		TOTAL ***** Non Operating	145833	.00	0	291666	1750000.00	600	.00	1750000	.00	100
FUND	291		TOTAL ***** Memorial Library Fund	1361235	975519.32	72	2722471	4175171.27	153	.00	16336392	12161220.73	26
GRAND			TOTAL *****	1361235	975519.32	72	2722471	4175171.27	153	.00	16336392	12161220.73	26

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	100000	.00	0	.00	600000	600000.00	0
	50	** Property	50000	.00	0	100000	.00	0	.00	600000	600000.00	0
601	**	** Library	50000	.00	0	100000	.00	0	.00	600000	600000.00	0
60	**	** Culture/Recreation	50000	.00	0	100000	.00	0	.00	600000	600000.00	0
DIV	6001	TOTAL ***** Administration	50000	.00	0	100000	.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	1666	.00	0	.00	10000	10000.00	0
	50 **	Property	833	.00	0	1666	.00	0	.00	10000	10000.00	0
601 ** **		Library	833	.00	0	1666	.00	0	.00	10000	10000.00	0
60 ** **		Culture/Recreation	833	.00	0	1666	.00	0	.00	10000	10000.00	0
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	833	.00	0	1666	.00	0	.00	10000	10000.00	0

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	5366	.00	0	.00	32200	32200.00	0
	50 **	Property	2683	.00	0	5366	.00	0	.00	32200	32200.00	0
601	** **	Library	2683	.00	0	5366	.00	0	.00	32200	32200.00	0
60	** **	Culture/Recreation	2683	.00	0	5366	.00	0	.00	32200	32200.00	0
DIV	6010	TOTAL *****										
		Information Technology	2683	.00	0	5366	.00	0	.00	32200	32200.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	9416	53456.87	568	18832	53456.87	284	.00	113000	59543.13	47
	50 55	Other Capital Outlay	131625	35139.60-	27-	263250	4067.27	2	.00	1579500	1575432.73	0
	50 **	Property	141041	18317.27	13	282082	57524.14	20	.00	1692500	1634975.86	3
601	** **	Library	141041	18317.27	13	282082	57524.14	20	.00	1692500	1634975.86	3
60	** **	Culture/Recreation	141041	18317.27	13	282082	57524.14	20	.00	1692500	1634975.86	3
DIV	6020	TOTAL ***** Facilities	141041	18317.27	13	282082	57524.14	20	.00	1692500	1634975.86	3
DEPT	60	TOTAL ***** Executive Office	194557	18317.27	9	389114	57524.14	15	.00	2334700	2277175.86	3
FUND	491	TOTAL ***** Capital Projects-Library	194557	18317.27	9	389114	57524.14	15	.00	2334700	2277175.86	3
GRAND		TOTAL *****	194557	18317.27	9	389114	57524.14	15	.00	2334700	2277175.86	3

March 21, 2017

(Action Item 4)

ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
February 28, 2017

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$252,958.48
491	Capital Projects Fund - Library	\$18,317.27
Total Disbursements		<u>\$271,275.75</u>
Payrolls Paid		
2/3/2017		\$273,521.30
2/17/2017		\$268,863.29
		<u>\$542,384.59</u>

Journal Entry Expenditures by Village On Behalf Of the Library

2/28/2017	Group Insurance	\$94,016.67
2/28/2017	IMRF	\$60,579.11
2/28/2017	Social Security	\$32,523.13
2/28/2017	Medicare	\$7,606.18
		<u>\$194,725.09</u>

Voided Checks

<u>Check No.</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
73879	11/16/2016	Encomium Publications	\$400.00

(\$400.00)

Total Disbursed \$1,007,985.43

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
74462	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-FEBRUARY	99.84	99.84
74473	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	78.81-	78.81-
74485	BIBLIOTHECA +3M	291-0000-140.05-00	PREPAID AV MTLs	916.67	916.67
74530	GROUP ADMINISTRATORS	291-0000-210.98-00	FSA MED-MARCH 2017	5,023.74	
		291-0000-210.94-00	FSA DEP-MARCH 2017	1,153.86	6,177.60
74570	PROQUEST LLC	291-0000-140.05-00	PREPAID SUMMON PACKAGE	3,800.00	3,800.00

***** DIVISION TOTAL **** 10,915.30
 ***** DEPARTMENT TOTAL ** 10,915.30

DEPARTMENT:	60	Executive Office	DIVISION:	01		
74465	ALA MEMBERSHIP		291-6001-601.22-02	ALA DUES-AHML	500.00	500.00
74466	ALIBRIS		291-6001-601.32-99	EMP REIMBURSED PURCHASE	110.40	
			291-6001-601.32-99	EMP REIMBURSED PURCHASE	38.35	
			291-6001-601.32-99	EMP REIMBURSED PURCHASE	145.05	293.80
74467	AMAZON.COM CREDIT		291-6001-601.50-15	FLEXISPOT DESKTOP	295.00	
			291-6001-601.50-15	FLEXISPOT DESKTOP REFUND	295.00-	
			291-6001-601.50-15	FLEXISPOT DESKTOP	295.00	295.00
74471	ARLINGTON HTS MEMORIAL LIBRARY		291-6001-601.19-55	4TH QUARTER 2016 UNEMPLOY	2,081.00	
			291-6001-601.22-03	TRAV/TRAIN-D HALPIN	10.00	
			291-6001-601.22-03	TRAV/TRAIN-J KUHL	15.62	
			291-6001-601.22-05	POSTAGE-D HALPIN	4.38	2,111.00
74473	ARLINGTON HTS MEMORIAL LIBRARY		291-6001-601.22-03	ALA CONF REGISTRATION-	365.00	
			291-6001-601.22-03	GRANT WRITING COURSE REG-	45.00	
			291-6001-601.22-03	DIGITAL PUBLIC LIBRARY	150.00	
			291-6001-601.31-85	iPAD LOCKS	141.27	
			291-6001-601.22-03	MAYORS PRAYER BREAKFAST	20.00	
			291-6001-601.50-15	STORAGE CART	320.74	
			291-6001-601.22-03	SERVING CHILDREN WORKSHOP	148.84	
			291-6001-601.22-05	INK CARTRIDGE	165.00	
			291-6001-601.22-03	ALA CONF REG-J CZAJKA	285.00	1,640.85
74476	AT & T		291-6001-601.22-70	TELE	4,088.55	
			291-6001-601.22-42	INTERNET ACCESS	1,208.41	5,296.96
74477	AT&T MOBILITY		291-6001-601.22-42	INTERNET ACCESS 12/28/16-	134.40	
			291-6001-601.22-42	1/28-2/27 INTERNET ACCESS	134.40	268.80
74480	BAKER & TAYLOR		291-6001-601.32-99	EMP REIMBURSED PURCHASE	2.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	38.17	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	9.54	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	61.06	111.75
74481	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMP REIMBURSED PURCHASE	18.36	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	8.48	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	82.66	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.69	124.19
74498	COMCAST	291-6001-601.22-42	INTERNET ACCESS	523.12	
		291-6001-601.21-65	OTHER SERVS 3/1-3/31/17	21.03	544.15
74517	FEDEX	291-6001-601.22-05	POSTAGE	18.02	18.02
74519	FINER LINE	291-6001-601.30-05	NAME BADGES	13.32	13.32
74520	FIRST CLASS TRAVEL	291-6001-601.22-03	ULC EDUCATION-J KUHL	292.40	292.40
74527	GLOBAL KNOWLEDGE TRAINING LLC	291-6001-601.22-03	PLAN & ADMINISTER SHARE-	2,995.00	2,995.00
74530	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-MARCH 2017	191.50	191.50
74531	HARTFORD,THE	291-6001-601.20-40	WCOMP FINAL BILL PER	1,897.00	1,897.00
74534	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	MARCH 2017 TEXTNET TTY	49.95	49.95
74536	IL DEPT OF CENTRAL MANAGEMENT SERVS	291-6001-601.22-42	INTERNET ACCESS-JANUARY	600.00	600.00
74538	ILA CONFERENCE	291-6001-601.22-03	LEGISLATIVE BREAKFAST FOR	125.00	125.00
74540	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	15.25	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	15.26	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	10.73	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	29.36	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.69	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	24.86	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.99	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	7.19	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	16.94	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	28.24	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	15.25	189.76
74541	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	14 LUPO CHAIRS, 5 BLUE,	3,989.75	3,989.75
74545	KUHL, JASON	291-6001-601.22-03	ULC TRAV/TRAIN-J KUHL	90.00	90.00
74547	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS	4.75	4.75
74561	NICOR GAS	291-6001-601.22-70	2ND FLOOR PAY PHONE	63.00	63.00
74565	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE	63.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					63.00
74572	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	15.60	
		291-6001-601.22-05	POSTAGE	135.20	
		291-6001-601.22-05	POSTAGE	133.90	
		291-6001-601.22-05	POSTAGE	135.20	419.90
74575	REACHING FORWARD/ILA	291-6001-601.22-03	REACHING FORWARD-24 STAFF	3,600.00	3,600.00
74588	SIEG MARKETING	291-6001-601.30-05	COFFEE CUP SLEEVES	55.00	55.00
74597	U S POSTAL SERVICE-NEOPOST POSTAGE	291-6001-601.22-05	POSTAGE METER FUNDS	3,000.00	3,000.00
74601	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 1/26-2/25/2017	1,626.51	1,626.51
74604	WAREHOUSE DIRECT	291-6001-601.30-05	OFF SUPPS	46.52	46.52
74606	WOW BUSINESS	291-6001-601.22-42	1/19-2/18/17 INTERNET	154.00	
		291-6001-601.22-42	2/19-3/18/17 INTERNET	154.00	308.00
***** DIVISION TOTAL ****					30,824.88

Marketing and Communications

DEPARTMENT: 60 Executive Office	DIVISION: 02
74467 AMAZON.COM CREDIT	291-6002-601.30-05 GLUE STICKS, DRY ERASE 15.87
	291-6002-601.32-72 TAX REFUND 10.80-
	291-6002-601.32-72 TEALIGHTS 46.79
74473 ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.31-85 1" SHELF CLIPS COMPACT 676.50
74505 CREATIVE GROUP	291-6002-601.20-05 PROF SERVS 3,200.00
	291-6002-601.20-05 PROF SERVS 3,200.00
	291-6002-601.20-05 PROF SERVS 800.00
74525 GARVEYS OFFICE PRODUCTS	291-6002-601.30-05 COMMAND POSTER STRIPS 96.10
74555 MOBILE PRINT	291-6002-601.22-10 BOOK DISCUSSION BROCHURE 471.54
	291-6002-601.22-10 BUSINESS CALENDARS 486.09
	291-6002-601.22-10 BUSINESS CARDS 345.44
	291-6002-601.22-10 SECURITY ENVELOPES 805.10
74579 SCHLESINGER MACHINERY INC	291-6002-601.21-02 CUTTER REPAIR BLADE SHARP 348.00
74585 SCREENVISION	291-6002-601.21-65 OTHER SERVS 372.00
74589 SIGNS BY TOMORROW	291-6002-601.22-10 STACK GUIDES WITH MAGNETS 1,485.41
***** DIVISION TOTAL ****	
12,338.04	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Human Resources</i>					
/PAYM #					
74471	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-55	IN SERVICE TRAIN-D HALPIN	34.86	34.86
74473	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-55	STAFF INSTITUTE DAY SUPPS	123.85	
		291-6003-601.22-55	STAFF INSTITUTE DAY BREAK	1,238.60	
		291-6003-601.22-55	STAFF INSTITUTE DAY LUNCH	2,074.86	
		291-6003-601.22-01	INTERNET ADS	27.01	3,464.32
74478	AURICO REPORTS	291-6003-601.21-65	FEBRUARY 2017 SERVICES	221.00	221.00
74557	MORAVEC, JANET	291-6003-601.22-55	STAFF INSTITUTE DAY SUPPS	136.25	
		291-6003-601.22-55	STAFF INSTITUTE DAY TIP	100.00	236.25
74571	PURCHASE ADVANTAGE CARD	291-6003-601.22-55	IN SERVICE TRAINING	53.82	53.82
***** DIVISION TOTAL ****					4,010.25
<i>Gifts and Grants</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 04			
74473	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-72	BIC COLOR IN SCRATCH PAD	290.55	290.55
74484	BENSON, RAYMOND	291-6004-601.22-18	DANN & RAYMOND 4/13/17	350.00	350.00
74489	BROWN, PETER	291-6004-601.22-18	AUTHOR VISIT:11 SCHOOLS &	10,000.00	10,000.00
74526	GIRE, DANN	291-6004-601.22-18	DANN & RAYMOND 4/13/17	350.00	350.00
74567	PEREZ, ARMANDO	291-6004-601.22-18	PERFORMANCE BY ESSO!	800.00	800.00
74580	SCHOLASTIC INC	291-6004-601.32-80	COMMUNITY OUTREACH BOOKS	2,361.16	2,361.16
***** DIVISION TOTAL ****					14,151.71
<i>Finance</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 08			
74460	ACCOUNTEMPS	291-6008-601.21-65	OTHER SERVS	1,799.70	
		291-6008-601.21-65	OTHER SERVS	1,760.86	
		291-6008-601.21-65	OTHER SERVS	776.85	
		291-6008-601.21-65	OTHER SERVICES	1,942.13	6,279.54
74475	ASCENTIS CORPORATION	291-6008-601.21-36	TIMECLOCK RENTAL	115.00	115.00
74559	NEOPOST USA INC	291-6008-601.21-36	POSTAGE METER RENTAL	306.00	306.00
***** DIVISION TOTAL ****					6,700.54
<i>Information Technology</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 10			
74471	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.22-03	TRAV/TRAIN-V PETROV	25.36	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					25.36
74473	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	GITHUB MONTHLY SUBSCRIP-	25.00	
		291-6010-601.30-32	TRELLO MONTHLY SUBSCRIP-	50.00	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCRIP-	9.99	
		291-6010-601.20-05	PAYPAL PAYFLOW PRO MONTH-	54.10	
		291-6010-601.30-32	FLICKR ANNUAL SUBSCRIP-	24.95	
		291-6010-601.32-32	PURCHASE OF APPS FOR KW	182.35	
		291-6010-601.31-85	FRAME FOR iPad	26.18	
		291-6010-601.31-85	FOREIGN TRANSACTION FEE	.70	
		291-6010-601.50-12	4-iPAD AIR 2 CASES	632.74	
		291-6010-601.50-12	FOREIGN TRANSACTION FEE	17.08	1,023.09
74475	ASCENTIS CORPORATION	291-6010-601.30-32	ASCENTIS TIME-MARCH 2017	630.00	630.00
74479	B & H PHOTO VIDEO	291-6010-601.30-30	TONER	272.00	
		291-6010-601.21-02	PROJECTOR LAMP	799.00	
		291-6010-601.30-30	TONER	58.70	
		291-6010-601.30-30	TONER	1,427.36	2,557.06
74493	CDW GOVERNMENT INC	291-6010-601.30-30	TONER	501.71	501.71
74496	CISCO WEBEX LLC	291-6010-601.30-32	VIDEO CONFERENCING SUB-	99.00	99.00
74509	DECISION SUPPORT TECHNOLOGY	291-6010-601.30-32	SOFTWARE LIBRARY	931.00	931.00
74539	IMPACT NETWORKING LLC	291-6010-601.21-02	BASE RATE CHARGE	994.00	
		291-6010-601.21-02	BASE CHR 1/29-2/27/17	111.69	
		291-6010-601.21-02	BASE CHR 2/9-3/8/17	397.14	
		291-6010-601.21-02	BASE CHR 2/6-8/5/17	558.00	
		291-6010-601.21-02	BASE CHR 2/19-3/18/17	115.00	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	BASE CHG 2/28-3/28/17	257.12	2,452.45
74543	ITSUPPLIES	291-6010-601.50-12	EPSON SURE PRINT P9000	3,995.00	3,995.00
74556	MONOPRICE INC	291-6010-601.31-85	USB HUB, ADAPTERS, CABLES	469.24	469.24
74566	PARAGON MICRO INC	291-6010-601.50-12	4-APPLE iPad AIR 2 WI-FI	1,538.48	1,538.48
74607	XEROX CORPORATION	291-6010-601.21-02	EXCESS PRINT CHARGES	8.94	
		291-6010-601.21-02	EXCESS PRINT CHARGES	11.25	20.19
***** DIVISION TOTAL ****					14,242.58
					<i>Security</i>
DEPARTMENT: 60	Executive Office	DIVISION: 15			
74471	ARLINGTON HTS MEMORIAL LIBRARY	291-6015-601.22-03	TRAV/TRAIN-M KLEAN	20.59	20.59
74525	GARVEYS OFFICE PRODUCTS	291-6015-601.30-05	WIPES	37.92	37.92
***** DIVISION TOTAL ****					58.51

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Facilities</i>		
74461	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVICE-FEBRUARY	2,066.38	2,066.38
74468	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	FEBRUARY 2017 SERVICE	89.00	
		291-6020-601.21-11	MARCH 2017 SERVICE	89.00	178.00
74470	AQUARIUM ADVENTURE	291-6020-601.21-02	FEBRUARY 2017 EQUIPMAINT	200.00	200.00
74473	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	SALT REMOVER	80.00	
		291-6020-601.21-11	TOV VALVE	19.01	
		291-6020-601.21-11	RETURN GRILLES	152.28	251.29
74474	ARLINGTON POWER EQUIPMENT	291-6020-601.21-11	SCREW PIN	2.20	
		291-6020-601.21-11	BELT, V	41.36	
		291-6020-601.21-11	DECAL, QUAD CLEAN	10.82	
		291-6020-601.21-11	PRE CLEANER ELEMENT	34.96	89.34
74500	COMED	291-6020-601.30-51	HEATING 1/10/17-2/9/17	119.23	119.23
74516	F E MORAN SECURITY SOLUTIONS	291-6020-601.21-02	ELEVATOR EMERGENCY MONI-	60.00	
		291-6020-601.21-02	BURGLAR ALARM MONITORING	105.00	
		291-6020-601.21-02	ELEVATOR EMERGENCY MONI-	60.00	
		291-6020-601.21-11	REPAIR ALARM ON DOORS TO	576.75	801.75
74528	GRAINGER INC,W W	291-6020-601.21-11	120 FLUORESCENT LAMPS	181.20	
		291-6020-601.21-11	PLUG IN BULBS	436.48	
		291-6020-601.21-11	FLUORESCENT, INCANDESCENT	997.60	
		291-6020-601.21-11	FLUORESCENT, PLUG IN BULBS	254.58	1,869.86
74535	IGS	291-6020-601.30-51	NATURAL GAS-JANUARY 2017	5,195.25	5,195.25
74550	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE MARCH	4,599.00	4,599.00
74552	MENARDS-LONG GROVE	291-6020-601.21-11	OAK CASING,LIGHT FIXTURES	198.14	198.14
74561	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIBUTION	739.87	
		291-6020-601.30-51	NATURAL GAS DISTRIBUTION	483.61	
		291-6020-601.30-51	FEBRUARY 2017 NAT GAS DIS	771.15	
		291-6020-601.30-51	FEBRUARY 2017 NAT GAS DIS	416.97	2,411.60
74562	NOFFS SELF STORAGE INC	291-6020-601.21-11	APRIL 2017-PARADE VEHICLE	75.40	75.40
74573	R I C ELECTRIC	291-6020-601.21-11	CORE EXISTING CONCRETE,	1,003.15	1,003.15
74574	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	BATHROOM TISSUE, TOWELS,	1,913.24	1,913.24
74587	SHERWIN HARDWARE INC	291-6020-601.21-11	ROLLER COVER, BATTERIES,	46.55	
		291-6020-601.21-11	SILICONE	14.48	
		291-6020-601.21-11	PADLOCK,RIGID STRAP	41.13	
		291-6020-601.21-11	MR CLEAN, KEY STEM, ANT	82.11	
		291-6020-601.21-11	OIL,HEADLIGHT,WAL PLATES	35.74	
		291-6020-601.21-11	BATTERIES, TRAY LINERS,	130.26	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	EXTENTION CORDS, VELCRO	41.30	
		291-6020-601.21-11	6 OUTLET SURGE STRIPS,	160.27	
		291-6020-601.21-11	PAINTING SUPPLIES	118.89	
		291-6020-601.21-11	DOOR HOLDS, BATTERIES	49.95	720.68
74591	STANDARD ELEVATOR CO	291-6020-601.21-02	FEBRUARY 2017 REG SERVICE	931.24	
		291-6020-601.21-02	ELEVATOR REPAIR	1,093.00	
		291-6020-601.21-02	MARCH 2017 REGULAR SERVS	931.24	2,955.48
74602	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL-JANUARY 2017	219.32	219.32
74605	WIGHT & COMPANY	491-6020-601.50-55	PARKING LOT CONSTRUCTION	4,067.27	4,067.27
74609	ZORO TOOLS INC	291-6020-601.21-11	49 INCANDESCENT BULBS	248.92	
		291-6020-601.21-11	51 INCANDESCENT BULBS	259.08	508.00
74610	1000BULBS.COM	291-6020-601.21-11	LIGHT BULBS	575.53	575.53
74611	20/10 ENGINEERING GROUP LLC	491-6020-601.50-15	ENGINEERING SERVICES FOR	14,250.00	14,250.00
***** DIVISION TOTAL ****					44,267.91
***** DEPARTMENT TOTAL **					126,594.42

Specialty Info Services

DEPARTMENT:	64 User Services	DIVISION:	05		
74471	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAV/TRAIN-J JURGENS	35.15	
		291-6405-601.32-02	PROG EVENTS-A SON	7.57	
		291-6405-601.32-02	PROG EVENTS-K ZSUPAN	12.47	
		291-6405-601.22-03	TRAV/TRAIN-L DAKAS	14.28	
		291-6405-601.22-03	TRAV/TRAIN-T DANTIS	27.38	
		291-6405-601.22-03	TRAV/TRAIN-J KITTREDGE	9.95	106.80
74472	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-01	DIY KIT, FEB 2017	40.98	
		291-6405-601.32-02	PIZZA TAB MEETING 2/28/17	26.75	
		291-6405-601.32-02	PIZZA TAG MEETING 2/9/17	76.86	
		291-6405-601.32-02	PIZZA TAB MEETING 1/28/17	26.75	171.34
74473	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	LACONI WORKSHOP-DIVERSE	30.00	30.00
74532	HENQUINET,RICHARD	291-6405-601.22-18	FEBRUARY 2017 RESUME RE-	180.00	180.00
74549	MADAY,JULIE I	291-6405-601.22-18	RESUME REVIEWS-FEBRUARY	150.00	150.00
74564	ORIENTAL TRADING COMPANY INC	291-6405-601.32-01	GIFT BOXES	13.73	13.73
74578	SCHAUMBURG TOWNSHIP DIST LIBRARY	291-6405-601.22-03	RUSA WEBINAR ON 2/9/17	12.37	12.37
74608	YOUNG,MEGAN	291-6405-601.32-02	TINKER GROUP REFRESHMENTS	67.95	67.95
***** DIVISION TOTAL ****					732.19

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Customer Services</i>		
74467	AMAZON.COM CREDIT	291-6420-601.30-05	IS-BATTERIES	6.99	
		291-6420-601.30-05	GLUE STICKS	4.97	11.96
74469	ANDERSON PUBLIC LIBRARY	291-6420-601.21-64	ACCESS SERVS	15.00	15.00
74471	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAV/TRAIN-M PAPANASTAS-	12.14	12.14
74511	DEMCO INC	291-6420-601.32-90	CC-COLOR CODED PAPER TAPE	173.09	173.09
74512	DISCOUNT SCHOOL SUPPLY	291-6420-601.32-01	NEWSPRINT	79.24	79.24
74525	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	IS-HAND SANITIZER, FAN	56.52	
		291-6420-601.30-05	BOOK TAPE, PENS	59.40	115.92
74563	OFFICE DEPOT BUSINESS ACCOUNT	291-6420-601.30-05	CC-SELF INKING STAMP	24.99	24.99
74569	PRO LIBRA ASSOCIATES INC	291-6420-601.21-65	OTHER SERVS	450.00	
		291-6420-601.21-65	OTHER SERVS	135.00	585.00
74571	PURCHASE ADVANTAGE CARD	291-6420-601.32-01	PROG SUPPS	8.96	8.96
74577	SCALLON,TERI	291-6420-601.22-03	TRAV/TRAIN-T SCALLON	50.51	50.51
74598	ULINE	291-6420-601.32-90	IL-BUBBLE BAG MAILERS	183.68	183.68
74599	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	FEBRUARY 2017 PLACEMENTS	170.05	170.05
74604	WAREHOUSE DIRECT	291-6420-601.30-05	IS-OFF SUPPS	25.28	
		291-6420-601.30-05	OFF SUPPS	22.28	47.56

***** DIVISION TOTAL *****

Programs and Exhibits

1,478.10

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
74463	AFTERSCHOOL ENRICHMENT SOLUTIONS	291-6440-601.22-18	CHESS CLUB 4/23/2017	100.00	100.00
74467	AMAZON.COM CREDIT	291-6440-601.32-02	LEGO COLORED PENCILS	58.50	
		291-6440-601.32-02	LEGO PENCILS LOST REFUND	58.50-	
		291-6440-601.32-02	LEGO COLORED BLOCK BRICK	58.32	
		291-6440-601.32-02	TAPE, GLUE STICKS, MAGNETS	455.71	
		291-6440-601.32-02	POSTER BOARD, SCREEN PRINT	133.80	
		291-6440-601.32-02	OZOBOT, DASH ROBOT, DOT	1,140.77	
		291-6440-601.32-02	ALMOND OIL	10.98	
		291-6440-601.32-02	NAME TAGS & LANYARDS	33.90	1,833.48
74471	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	HARRY POTTER BOOK NIGHT	575.00	
		291-6440-601.32-02	PROG EVENTS-A SON	30.00	
		291-6440-601.32-02	PROG EVENTS-A KARWOWSKA	13.99	
		291-6440-601.32-02	PROG EVENTS-S HILL	28.29	
		291-6440-601.32-02	PROG EVENTS-M YOUNG	19.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.22-03	TRAV/TRAIN-M MATKOWSKI	17.23	
		291-6440-601.32-02	PROG EVENTS-K DEVITT	14.74	
		291-6440-601.32-02	PROG EVENTS-S HARISSIS	34.01	
		291-6440-601.22-03	TRAV/TRAIN-K MCCOY	20.42	753.64
74472	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	T-SHIRTS, NANORIMO	21.50	
		291-6440-601.32-02	BOOKS AND BREWS 2/8/17	40.00	
		291-6440-601.32-02	HARRY POTTER TRIVIA	40.00	101.50
74473	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	COMPOSITION NOTEBOOKS	89.40	
		291-6440-601.32-02	BAKING SODA,CORN STARCH	30.69	
		291-6440-601.22-02	ALA/PLA DUES-J CZAJKA	192.00	312.09
74488	BROWN, PETER	291-6440-601.22-18	AUTHOR VISIT-PETER BROWN	456.40	456.40
74490	BURKERT, HANS	291-6440-601.22-18	AP-BUZZ ABOUT BEEKEEPING	150.00	150.00
74497	CLESEN, REBECCA	291-6440-601.22-18	SPANISH STORYTIME 4/29/17	100.00	100.00
74499	COMDATA CORPORATION	291-6440-601.32-02	2/9 MOVIE CLUB & 2/14	194.60	194.60
74501	COMET	291-6440-601.32-02	HARRY POTTER BOOK NIGHT	535.05	535.05
74503	COMIX REVOLUTION	291-6440-601.32-02	200 COMIC BOOKS FOR FREE	60.00	60.00
74507	DAVIDSON, SCOTT	291-6440-601.22-18	ONLINE PRIVACY 101 ON	140.00	140.00
74508	DAVIDSON, SCOTT	291-6440-601.22-18	BUYING A NEW PC OR TABLET	140.00	140.00
74515	ETH-NOH-TEC	291-6440-601.22-18	FAMILY PROGRAM 4/22/2017	575.00	575.00
74522	FOOT SOLDIERS JOURNEY INC	291-6440-601.22-18	AP-THE FOOT SOLDIERS JOUR	300.00	300.00
74523	FREEMAN, RYAN C	291-6440-601.22-18	AP-ANIMAL BALLOONING 101	325.00	325.00
74542	INTERNATIONAL CREATIVE MANAGEMENT	291-6440-601.22-18	BARBARA HAGERTY AUTHOR	2,500.00	2,500.00
74548	LANSANA, QURAYSH ALI	291-6440-601.22-18	WRITING WORKSHOP 4/15/17	500.00	500.00
74551	MCNULTY, ALAYNE	291-6440-601.22-18	ART WITH ALAYNE 4/11 &	300.00	300.00
74554	MILLIGAN, LAUREN	291-6440-601.22-18	JOB SEARCH STRATEGIES	100.00	100.00
74558	MR STEVE PRODUCTIONS	291-6440-601.22-18	DEPOSIT-MR STEVE PROGRAM	100.00	100.00
74564	ORIENTAL TRADING COMPANY INC	291-6440-601.32-02	STICKERS, BULLETIN BOARD	44.35	44.35
74571	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	PROG EVENTS, READERS PARTY	128.15	128.15
74582	SCHROEDER, JOHN	291-6440-601.22-18	INTRO TO HTML 3/20/17	200.00	200.00
74583	SCHROEDER, JOHN	291-6440-601.22-18	INTRO TO CSS 4/3/17	200.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					200.00
74584	SCHROEDER, JOHN	291-6440-601.22-18	INTRO TO JAVASCRIPT	200.00	200.00
74586	SHAW, SARAH	291-6440-601.32-02	PIZZA, DRINKS AND SUPPLIES	318.62	318.62
74590	SOUND OPINIONS	291-6440-601.22-18	BOB DYLAN POET-4/6/17	2,500.00	2,500.00
74593	SWIDERSKI, ANN	291-6440-601.22-18	ESL WRITING CLASS 3/28/17	130.00	130.00
74603	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT MANIA 4/15/2017	150.00	150.00
***** DIVISION TOTAL ****					13,447.88

Digital Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50			
74465	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES-B PARDUE	270.00	270.00
74467	AMAZON.COM CREDIT	291-6450-601.30-05	LABELLING TAPE	22.49	
		291-6450-601.50-15	MILLIARD CITRIC ACID,	56.34	
		291-6450-601.50-15	WONDER WORKSHOP DASH	483.96	
		291-6450-601.31-85	LITTLE BITS BASE KIT.	313.96	
		291-6450-601.31-85	GO PRO RECHARGEABLE	38.98	
		291-6450-601.30-05	BELT CLIPS	13.99	
		291-6450-601.31-85	PHOTO BOOTH SIGNS	29.47	
		291-6450-601.30-05	TWIN POCKET FOLDERS	17.11	
		291-6450-601.50-15	DRAWER LINER	41.98	
		291-6450-601.30-05	MAXWELL DVD'S	25.23	1,043.51
74471	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	SMALL TOOLS-B BEDNAREK	11.46	
		291-6450-601.31-85	SMALL TOOLS-B BEDNAREK	43.76	
		291-6450-601.31-85	SMALL TOOLS-B BEDNAREK	22.98	78.20
74514	EBSCO INFORMATION SERVICES	291-6450-601.32-78	READERS GUIDE RETROSPEC-	739.00	739.00
74525	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	WIPES, POST IT NOTES	70.87	
		291-6450-601.32-90	WIPES	56.88	127.75
74570	PROQUEST LLC	291-6450-601.32-78	SUMMON PACKAGE	7,600.00	7,600.00
74595	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	JANUARY 2017 WEST INFO	893.12	893.12
74604	WAREHOUSE DIRECT	291-6450-601.30-05	OFF SUPPS	53.41	
		291-6450-601.32-90	CIRC SUPPS	69.16	122.57
***** DIVISION TOTAL ****					10,874.15

Collection Services

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					52.32
74464	AGAINST THE GRAIN, LLC	291-6470-601.32-95	PERIODICALS	55.00	55.00
74465	ALA MEMBERSHIP	291-6470-601.22-02	ALA DUES-V JAFFE	177.00	177.00
74467	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	33.11	
		291-6470-601.32-75	AV MTLs	25.92	
		291-6470-601.32-75	AV MTLs	30.15	
		291-6470-601.32-75	AV MTLs	.77-	
		291-6470-601.32-75	AV MTLs	3.62-	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	33.94	
		291-6470-601.32-75	AV MTLs	160.83	
		291-6470-601.32-75	AV MTLs	15.50	
		291-6470-601.32-75	AV MTLs	9.95	
		291-6470-601.32-75	AV MTLs	32.98	
		291-6470-601.32-75	AV MTLs	47.53	
		291-6470-601.32-75	AV MTLs	64.36	
		291-6470-601.32-75	AV MTLs	47.97	
		291-6470-601.32-75	AV MTLs	69.95	
		291-6470-601.32-75	AV MTLs	1.28-	
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	53.50	
		291-6470-601.32-75	AV MTLs	14.96	
		291-6470-601.32-75	AV MTLs	70.22	
		291-6470-601.32-75	AV MTLs	198.99	
		291-6470-601.32-75	AV MTLs	7.59	
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	62.21	
		291-6470-601.32-75	AV MTLs	103.31	
		291-6470-601.32-75	AV MTLs	34.95	
		291-6470-601.32-75	AV MTLs	15.52	
		291-6470-601.32-75	AV MTLs	26.70	
		291-6470-601.32-75	AV MTLs	179.97	
		291-6470-601.32-75	AV MTLs	83.91	
		291-6470-601.32-75	AV MTLs	49.37	
		291-6470-601.32-75	AV MTLs	44.09	
		291-6470-601.32-75	AV MTLs	33.04	
		291-6470-601.32-75	AV MTLs	18.16	
		291-6470-601.32-75	AV MTLs	21.16	
		291-6470-601.32-75	AV MTLs	30.06	
		291-6470-601.32-75	AV MTLs	57.18	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	298.00	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	95.98	
		291-6470-601.32-75	AV MTLs	26.99	
		291-6470-601.32-75	AV MTLs	52.68	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	138.77	
		291-6470-601.32-75	AV MTLs	139.86	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	14.95	
		291-6470-601.32-75	AV MTLs	56.83	
		291-6470-601.32-75	AV MTLs	34.44	
		291-6470-601.32-75	AV MTLs	38.82	
		291-6470-601.32-75	AV MTLs	23.98	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	14.67	
		291-6470-601.32-75	AV MTLs	11.88	
		291-6470-601.32-75	AV MTLs	34.44-	
		291-6470-601.32-75	AV MTLs	7.99	
		291-6470-601.32-75	AV MTLs	26.67	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	11.97	
		291-6470-601.32-75	AV MTLs	17.35	
		291-6470-601.32-75	AV MTLs	56.51	
		291-6470-601.32-75	AV MTLs	59.96	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	28.38	
		291-6470-601.32-75	AV MTLs	34.63	
		291-6470-601.32-75	AV MTLs	8.99	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	6.59	
		291-6470-601.32-75	AV MTLs	11.22	
		291-6470-601.32-75	AV MTLs	27.18	
		291-6470-601.32-75	AV MTLs	34.44	
		291-6470-601.32-75	AV MTLs	64.91	
		291-6470-601.32-75	AV MTLs	16.14	
		291-6470-601.32-75	AV MTLs	.96-	
		291-6470-601.32-75	AV MTLs	9.95	
		291-6470-601.32-75	AV MTLs	15.77	
		291-6470-601.32-75	AV MTLs	10.49	
		291-6470-601.32-75	AV MTLs	14.94	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-80	BOOKS	16.79	
		291-6470-601.32-75	AV MTLs	13.79	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	59.99	
		291-6470-601.32-80	BOOKS	8.98	
		291-6470-601.32-80	BOOKS	48.00	
		291-6470-601.32-80	BOOKS	43.48	
		291-6470-601.32-80	BOOKS	19.86	
		291-6470-601.32-80	BOOKS	30.14	
		291-6470-601.32-80	BOOKS	18.83-	
		291-6470-601.32-80	BOOKS	64.82	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	9.62	
		291-6470-601.32-80	BOOKS	28.92	
		291-6470-601.32-80	BOOKS	116.67	
		291-6470-601.32-80	BOOKS	77.76	
		291-6470-601.32-80	BOOKS	123.30	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	26.49	
		291-6470-601.32-80	BOOKS	53.54	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	55.01	
		291-6470-601.32-80	BOOKS	64.05	
		291-6470-601.32-80	BOOKS	54.14	
		291-6470-601.32-80	BOOKS	18.94	
		291-6470-601.32-80	BOOKS	46.75	
		291-6470-601.32-80	BOOKS	69.43	
		291-6470-601.32-80	BOOKS	11.33	
		291-6470-601.32-80	BOOKS	48.45	
		291-6470-601.32-80	BOOKS	13.84	
		291-6470-601.32-80	BOOKS	21.25	
		291-6470-601.32-80	BOOKS	34.95	
		291-6470-601.32-80	BOOKS	104.08	
		291-6470-601.32-80	BOOKS	20.80	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	32.95	
		291-6470-601.32-80	BOOKS	18.98	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	22.68	
		291-6470-601.32-80	BOOKS	9.50	
		291-6470-601.32-80	BOOKS	15.94	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	.56-	
		291-6470-601.32-80	BOOKS	31.20	
		291-6470-601.32-80	BOOKS	69.65	
		291-6470-601.32-80	BOOKS	56.85	
		291-6470-601.32-80	BOOKS	179.58	
		291-6470-601.32-80	BOOKS	16.53	
		291-6470-601.32-80	BOOKS	18.04	
		291-6470-601.32-80	BOOKS	16.49	
		291-6470-601.32-80	BOOKS	88.56	
		291-6470-601.32-95	PERIODICALS	7.89	
		291-6470-601.32-95	PERIODICALS	10.97	
		291-6470-601.32-95	PERIODICALS	8.59	
		291-6470-601.32-95	PERIODICALS	9.98	
		291-6470-601.32-95	PERIODICALS	12.87	
		291-6470-601.32-95	PERIODICALS	15.98	
		291-6470-601.32-95	PERIODICALS	16.44	
		291-6470-601.32-95	PERIODICALS	10.94	
		291-6470-601.32-95	PERIODICALS	22.98	
		291-6470-601.32-95	PERIODICALS	9.05	
		291-6470-601.32-95	PERIODICALS	8.93	
		291-6470-601.32-95	PERIODICALS	6.99	
		291-6470-601.32-05	TZE LAMINATED TAPE	86.28	
		291-6470-601.32-05	PROC SUPPS	8.99	
		291-6470-601.32-75	AV MTLs	8.99	
		291-6470-601.32-75	AV MTLs	62.61	
		291-6470-601.32-75	AV MTLs	21.17	
		291-6470-601.32-75	AV MTLs	41.88	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	53.73	
		291-6470-601.32-75	AV MTLs	42.98	
		291-6470-601.32-75	AV MTLs	29.96	
		291-6470-601.32-75	AV MTLs	19.69	
		291-6470-601.32-75	AV MTLs	39.84	
		291-6470-601.32-75	AV MTLs	44.14	
		291-6470-601.32-75	AV MTLs	33.01	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	45.42	
		291-6470-601.32-75	AV MTLs	22.85	
		291-6470-601.32-75	AV MTLs	6.99	
		291-6470-601.32-75	AV MTLs	14.00	
		291-6470-601.32-75	AV MTLs	33.01-	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	22.97	
		291-6470-601.32-75	AV MTLs	96.24	
		291-6470-601.32-75	AV MTLs	71.97	
		291-6470-601.32-75	AV MTLs	10.99	
		291-6470-601.32-80	BOOKS	12.62	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	48.96	
		291-6470-601.32-80	BOOKS	26.95	
		291-6470-601.32-80	BOOKS	77.25	
		291-6470-601.32-80	BOOKS	18.98	
		291-6470-601.32-75	AV MTLs	26.44	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	16.98	
		291-6470-601.32-80	BOOKS	25.00	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	9.45	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	34.94	
		291-6470-601.32-80	BOOKS	9.49	
		291-6470-601.32-80	BOOKS	110.70	
		291-6470-601.32-80	BOOKS	28.63	
		291-6470-601.32-80	BOOKS	20.00	
		291-6470-601.32-80	BOOKS	20.62	
		291-6470-601.32-80	BOOKS	11.18	
		291-6470-601.32-80	BOOKS	37.96	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	103.60	
		291-6470-601.32-80	BOOKS	9.89	
		291-6470-601.32-80	BOOKS	23.18	
		291-6470-601.32-80	BOOKS	18.84	
		291-6470-601.32-80	BOOKS	88.99	
		291-6470-601.32-80	BOOKS	28.38	
		291-6470-601.32-80	BOOKS	27.07	

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 PROGRAM GM348US
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	14.34	
		291-6470-601.32-80	BOOKS	166.46	
		291-6470-601.32-80	BOOKS	179.90	
		291-6470-601.32-80	BOOKS	33.27	
		291-6470-601.32-80	BOOKS	32.57	
		291-6470-601.32-80	BOOKS	49.44	
		291-6470-601.32-80	BOOKS	77.91	
		291-6470-601.32-80	BOOKS	37.69	
		291-6470-601.32-80	BOOKS	33.81	
		291-6470-601.32-80	BOOKS	25.00	
		291-6470-601.32-80	BOOKS	100.70	
		291-6470-601.32-80	BOOKS	59.19	
		291-6470-601.32-80	BOOKS	33.99	
		291-6470-601.32-80	BOOKS	20.98	
		291-6470-601.32-80	BOOKS	20.98	
		291-6470-601.32-95	PERIODICALS	13.83	
		291-6470-601.32-95	PERIODICALS	16.99	
		291-6470-601.32-95	PERIODICALS	16.98	
		291-6470-601.32-95	PERIODICALS	7.28	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.30-05	EXPO CLEANER	9.38	
		291-6470-601.30-05	REFUND EXPO CLEANER	9.38-	
		291-6470-601.30-05	EXPO CLEANER	9.47	
		291-6470-601.30-05	BREAKAGE REFUND	9.47-	8,151.32
74471	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	TRAV/TRAIN-V JAFFE	10.59	
		291-6470-601.30-05	OFF SUPPS-M BYLINSKA	20.32	
		291-6470-601.22-03	TRAV/TRAIN-V JAFFE	6.63	37.54
74472	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	.77	
		291-6470-601.32-95	PERIODICALS	1.12	
		291-6470-601.32-95	PERIODICALS	55.85	
		291-6470-601.32-95	PERIODICALS	38.25	95.99
74473	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-75	AV MTLs	24.49	
		291-6470-601.32-75	AV MTLs	110.00	
		291-6470-601.32-95	PERIODICALS	13.78	
		291-6470-601.22-03	ALA WEBINAR REGISTRATION-	99.00	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-95	PERIODICALS	290.00	
		291-6470-601.32-95	PERIODICALS	24.00	
		291-6470-601.32-80	BOOKS	47.46	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-95	PERIODICALS	15.50	716.18
74480	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	532.84	
		291-6470-601.32-75	AV MTLs	49.70	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	54.94-	
		291-6470-601.32-75	AV MTLs	54.94-	
		291-6470-601.32-75	AV MTLs	98.83	
		291-6470-601.32-75	AV MTLs	91.20	
		291-6470-601.32-75	AV MTLs	16.58	
		291-6470-601.32-75	AV MTLs	41.44	
		291-6470-601.32-80	BOOKS	273.18	
		291-6470-601.32-80	BOOKS	427.34	
		291-6470-601.32-80	BOOKS	174.33	
		291-6470-601.32-80	BOOKS	199.32	
		291-6470-601.32-80	BOOKS	281.14	
		291-6470-601.32-80	BOOKS	774.79	
		291-6470-601.32-80	BOOKS	282.13	
		291-6470-601.32-80	BOOKS	287.34	
		291-6470-601.32-80	BOOKS	122.06	
		291-6470-601.32-80	BOOKS	159.42	
		291-6470-601.32-80	BOOKS	662.28	
		291-6470-601.32-80	BOOKS	323.74	
		291-6470-601.32-80	BOOKS	1,816.95	
		291-6470-601.32-80	BOOKS	269.74	
		291-6470-601.32-80	BOOKS	176.08	
		291-6470-601.32-80	BOOKS	261.76	
		291-6470-601.32-80	BOOKS	2,441.90	
		291-6470-601.32-80	BOOKS	742.14	
		291-6470-601.32-80	BOOKS	764.33	
		291-6470-601.32-80	BOOKS	290.98	
		291-6470-601.32-80	BOOKS	43.91	
		291-6470-601.32-80	BOOKS	128.14	
		291-6470-601.32-80	BOOKS	226.65	
		291-6470-601.32-80	BOOKS	30.26	
		291-6470-601.32-80	BOOKS	313.56	
		291-6470-601.32-80	BOOKS	75.36	
		291-6470-601.32-80	BOOKS	484.38	
		291-6470-601.32-80	BOOKS	687.66	
		291-6470-601.32-80	BOOKS	595.49	
		291-6470-601.32-80	BOOKS	438.65	
		291-6470-601.32-80	BOOKS	12.02	
		291-6470-601.32-80	BOOKS	266.83	
		291-6470-601.32-80	BOOKS	599.59	
		291-6470-601.32-80	BOOKS	1,242.31	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	776.50	
		291-6470-601.32-80	BOOKS	142.90	
		291-6470-601.32-80	BOOKS	173.66	
		291-6470-601.32-80	BOOKS	170.48	
		291-6470-601.32-80	BOOKS	1,081.06	
		291-6470-601.32-80	BOOKS	1,057.43	
		291-6470-601.32-80	BOOKS	563.67	
		291-6470-601.32-80	BOOKS	160.05	
		291-6470-601.32-80	BOOKS	230.78	
		291-6470-601.32-80	BOOKS	238.65	

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DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	619.40	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	255.85	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	134.40	
		291-6470-601.22-85	PROC SERVS	201.40	
		291-6470-601.22-85	PROC SERVS	201.40	
		291-6470-601.22-85	PROC SERVS	285.00	
		291-6470-601.22-85	PROC SERVS	644.15	
		291-6470-601.22-85	PROC SERVS	5.75-	
		291-6470-601.22-85	PROC SERVS	130.35	
		291-6470-601.22-85	PROC SERVS	148.20	
		291-6470-601.22-85	PROC SERVS	246.65	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	346.95	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	164.55	
		291-6470-601.22-85	PROC SERVS	399.00	
		291-6470-601.22-85	PROC SERVS	291.10	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.32-75	AV MTLs	196.16	
		291-6470-601.32-75	AV MTLs	24.87	
		291-6470-601.32-80	BOOKS	1,445.45	
		291-6470-601.32-80	BOOKS	217.17	
		291-6470-601.32-80	BOOKS	277.85	
		291-6470-601.32-80	BOOKS	195.01	
		291-6470-601.32-80	BOOKS	481.70	
		291-6470-601.32-80	BOOKS	255.31	
		291-6470-601.32-75	AV MTLs	173.81	
		291-6470-601.32-80	BOOKS	419.46	
		291-6470-601.32-80	BOOKS	561.31	
		291-6470-601.32-80	BOOKS	90.88	
		291-6470-601.32-80	BOOKS	127.62	
		291-6470-601.32-80	BOOKS	164.17	
		291-6470-601.32-80	BOOKS	55.44	
		291-6470-601.32-80	BOOKS	21.30	
		291-6470-601.32-80	BOOKS	675.08	
		291-6470-601.32-80	BOOKS	285.49	
		291-6470-601.32-80	BOOKS	1,448.47	
		291-6470-601.32-80	BOOKS	440.10	
		291-6470-601.32-80	BOOKS	396.03	
		291-6470-601.32-80	BOOKS	304.63	
		291-6470-601.32-80	BOOKS	564.06	
		291-6470-601.32-80	BOOKS	92.02	
		291-6470-601.32-80	BOOKS	128.61	
		291-6470-601.32-80	BOOKS	20.05	
		291-6470-601.32-80	BOOKS	1,183.07	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	757.98	
		291-6470-601.32-80	BOOKS	527.24	
		291-6470-601.32-80	BOOKS	214.76	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	50.40	
		291-6470-601.22-85	PROC SERVS	524.40	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	149.35	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	193.80	
		291-6470-601.22-85	PROC SERVS	421.80	39,382.35
74481	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	47.63	
		291-6470-601.32-75	AV MTLs	2,573.07	
		291-6470-601.32-75	AV MTLs	567.23	
		291-6470-601.32-75	AV MTLs	101.95	
		291-6470-601.32-75	AV MTLs	387.65	
		291-6470-601.32-75	AV MTLs	386.85	
		291-6470-601.32-75	AV MTLs	357.92	
		291-6470-601.32-75	AV MTLs	3,708.03	
		291-6470-601.32-75	AV MTLs	161.76	
		291-6470-601.32-75	AV MTLs	91.12	
		291-6470-601.32-75	AV MTLs	55.15	
		291-6470-601.32-75	AV MTLs	214.42	
		291-6470-601.32-75	AV MTLs	468.24	
		291-6470-601.32-75	AV MTLs	4,597.35	
		291-6470-601.32-75	AV MTLs	290.55	
		291-6470-601.32-75	AV MTLs	14.69	
		291-6470-601.32-75	AV MTLs	198.36	
		291-6470-601.32-75	AV MTLs	56.59	
		291-6470-601.32-75	AV MTLs	11.03	
		291-6470-601.32-75	AV MTLs	182.81	
		291-6470-601.32-75	AV MTLs	3,275.19	
		291-6470-601.32-75	AV MTLs	29.39	
		291-6470-601.32-75	AV MTLs	152.84	
		291-6470-601.32-75	AV MTLs	48.47	17,581.57
74482	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	431.85	
		291-6470-601.32-75	AV MTLs	224.90	
		291-6470-601.32-75	AV MTLs	571.30	
		291-6470-601.32-75	AV MTLs	436.35	
		291-6470-601.32-75	AV MTLs	319.37	
		291-6470-601.32-75	AV MTLs	805.22	
		291-6470-601.32-75	AV MTLs	1,147.10	3,936.09
74483	BARRONS	291-6470-601.32-95	PERIODICALS	223.00	223.00
74485	BIBLIOTHECA +3M	291-6470-601.32-75	eAUDIOBOOKS JANUARY 2017	401.97	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	eBOOKS JANUARY 2017	5,880.50	
		291-6470-601.32-75	eAUDIOBOOKS JANUARY 2017	988.31	
		291-6470-601.32-80	eBOOKS JANUARY 2017	3,091.45	
		291-6470-601.32-75	eAUDIOBOOKS JANUARY 2017	798.74	
		291-6470-601.32-80	eBOOKS JANUARY 2017	764.33	
		291-6470-601.32-75	AV MTLs	4,583.33	16,508.63
74486	BLACKSTONE AUDIO INC	291-6470-601.32-75	AV MTLs	136.32	136.32
74487	BLUE CHIP GROWTH	291-6470-601.32-95	AV MTLs	149.00	149.00
74491	BUSINESS MANAGEMENT DAILY	291-6470-601.32-95	PERIODICALS	34.75	34.75
74492	CAVENDISH SQUARE	291-6470-601.32-80	BOOKS	177.90	177.90
74494	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	89.88	
		291-6470-601.32-80	BOOKS	22.77	
		291-6470-601.32-80	BOOKS	68.31	180.96
74495	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	693.00	693.00
74502	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	24.94	24.94
74504	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	53.59	
		291-6470-601.32-95	PERIODICALS	55.66	
		291-6470-601.32-95	PERIODICALS	177.04	286.29
74506	C2ER	291-6470-601.32-95	PERIODICALS	175.00	175.00
74510	DELTA PUBLISHING COMPANY	291-6470-601.32-75	AV MTLs	227.25	227.25
74511	DEMCO INC	291-6470-601.32-05	MULTIMEDIA CASES, LABEL	480.57	480.57
74513	DRIP INVESTOR	291-6470-601.32-95	PERIODICALS	74.00	74.00
74514	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	16.83	
		291-6470-601.32-95	PERIODICALS	19.18-	2.35-
74518	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MTLs	139.99	139.99
74521	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	82.42	
		291-6470-601.32-80	BOOKS	33.99	116.41
74524	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	44.78	
		291-6470-601.32-80	BOOKS	151.15	
		291-6470-601.32-80	BOOKS	137.55	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	91.18	
		291-6470-601.32-80	BOOKS	836.12	

PREPARED 03/21/17, 02:38 PM
 PROGRAM GM348U5
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	103.16	
		291-6470-601.32-80	BOOKS	184.71	
		291-6470-601.32-80	BOOKS	430.27	
		291-6470-601.32-80	BOOKS	25.59	2,333.02
74525	GARVEYS OFFICE PRODUCTS	291-6470-601.32-05	REMOVABLE LABELS	18.95	
		291-6470-601.32-05	VINYL SHEET PROTECTORS	19.53	38.48
74529	GREAT COURSES	291-6470-601.32-75	AV MTLs	89.95	
		291-6470-601.32-75	AV MTLs	915.25	1,005.20
74533	HGTV MAGAZINE	291-6470-601.32-95	PERIODICALS	34.97	34.97
74537	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	168.75	
		291-6470-601.32-80	BOOKS	37.50	206.25
74540	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	92.46	
		291-6470-601.32-80	BOOKS	93.32	
		291-6470-601.32-80	BOOKS	62.45	
		291-6470-601.32-80	BOOKS	71.54	
		291-6470-601.32-80	BOOKS	15.79	
		291-6470-601.32-80	BOOKS	47.37	
		291-6470-601.32-75	AV MTLs	31.69	
		291-6470-601.32-80	BOOKS	15.79	
		291-6470-601.32-80	BOOKS	68.52	
		291-6470-601.32-80	BOOKS	37.92	
		291-6470-601.32-80	BOOKS	395.59	
		291-6470-601.32-80	BOOKS	178.84	
		291-6470-601.32-80	BOOKS	32.38	
		291-6470-601.32-80	BOOKS	40.45	
		291-6470-601.32-80	BOOKS	32.94	
		291-6470-601.32-80	BOOKS	40.07	
		291-6470-601.32-80	BOOKS	128.59	
		291-6470-601.32-80	BOOKS	50.25	
		291-6470-601.32-80	BOOKS	41.06	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	20.34	
		291-6470-601.32-80	BOOKS	203.74	
		291-6470-601.32-80	BOOKS	55.32	
		291-6470-601.32-80	BOOKS	40.27	
		291-6470-601.32-80	BOOKS	76.32	
		291-6470-601.32-80	BOOKS	117.54	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	454.04	
		291-6470-601.32-80	BOOKS	227.10	
		291-6470-601.32-80	BOOKS	174.09	
		291-6470-601.32-80	BOOKS	47.40	
		291-6470-601.32-80	BOOKS	22.57	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	19.74	
		291-6470-601.32-80	BOOKS	37.79	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	73.55	
		291-6470-601.32-80	BOOKS	20.61	
		291-6470-601.32-75	AV MTLs	16.49	
		291-6470-601.32-80	BOOKS	54.84	
		291-6470-601.32-80	BOOKS	22.15	
		291-6470-601.32-80	BOOKS	20.32	
		291-6470-601.32-80	BOOKS	14.69	
		291-6470-601.32-80	BOOKS	58.91	3,299.98
74544	JOURNAL & TOPICS	291-6470-601.32-95	PERIODICALS	33.00	33.00
74546	LAKESHORE LEARNING MATERIALS	291-6470-601.32-80	BOOKS	1,092.28	1,092.28
74553	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	139.36	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	146.94	
		291-6470-601.32-75	AV MTLs	74.98	
		291-6470-601.32-75	AV MTLs	99.98	
		291-6470-601.32-75	AV MTLs	307.26	
		291-6470-601.32-75	AV MTLs	5,695.70	
		291-6470-601.32-75	AV MTLs	409.36	6,933.57
74560	NEW WORLD PUBLICATIONS	291-6470-601.32-95	PERIODICALS	25.00	25.00
74568	POLYLINE LLC	291-6470-601.32-05	PROC SUPPS	97.80	
		291-6470-601.32-05	ASSORTED BLU-RAY AND DVD	685.40	783.20
74576	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	41.45	41.45
74581	SCHOLASTIC LIBRARY	291-6470-601.32-80	BOOKS	364.00	
		291-6470-601.32-80	BOOKS	304.20	668.20
74592	STAPLES ADVANTAGE	291-6470-601.32-90	ROLLING HAND BASKETS	457.98	457.98
74594	TASTE OF HOME BOOKS	291-6470-601.32-80	BOOKS	32.98	32.98
74596	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	41.35	41.35
74600	VALUE LINE PUBLISHING LLC	291-6470-601.32-95	PERIODICALS	370.00	370.00
74604	WAREHOUSE DIRECT	291-6470-601.32-05	PROC SUPPS	25.78	
***** DIVISION TOTAL ****					107,233.71
***** DEPARTMENT TOTAL **					133,766.03
***** GRAND TOTAL *****					271,275.75

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	252,958.48
491	Capital Projects-Library	18,317.27
**** TOTAL ALL FUNDS ****		271,275.75

March 21, 2017

Arlington Heights Memorial Library
Special Funds Summary
2/28/2016

	Account	Amount	Description	Staff
Check # 1457-Tim Balster	6440-2218	\$ 575.00	Harry Potter Book Night Performance 4th Quarter 2016	J Czajka
Check # 1458	6001-1955	\$ 2,081.00	Unemployment	L Langdon
Check # 1459-AHML - Petty Cash				
2/6/2017	6470-2203	\$ 10.59	Travel/Training	V Jaffe
	6405-2203	\$ 35.15	Travel/Training	J Jurgens
	6440-3202	\$ 30.00	Program Events	A Son
	6405-3202	\$ 7.57	Program Events	A Son
2/13/2017	6440-3202	\$ 13.99	Program Events	A Karwowska
	6440-3202	\$ 28.29	Program Events	S Hill
	6015-2203	\$ 20.59	Travel/Training	M Klean
	6405-3202	\$ 12.47	Program Events	K Zsupan
	6470-3005	\$ 20.32	Office Supplies	M Bylinska
2/20/2017	6440-3202	\$ 19.96	Program Events	M Young
	6010-2203	\$ 25.36	Travel/Training	V Petrov
	6440-2203	\$ 17.23	Travel/Training	M Matkowski
	6420-2203	\$ 12.14	Travel/Training	M Papanastassiou
	6405-2203	\$ 14.28	Travel/Training	L Dakas
	6440-3202	\$ 14.74	Program Events	K Devitt
	6405-2203	\$ 27.38	Travel/Training	T Dantis
	6440-3202	\$ 34.01	Program Events	S Harissis
2/27/2017	6001-2203	\$ 10.00	Travel/Training	D Halpin
	6470-2203	\$ 6.63	Travel/Training	V Jaffe
	6405-2203	\$ 9.95	Travel/Training	J Kittredge
	6001-2203	\$ 15.62	Travel/Training	J Kuhl
	6001-2205	\$ 4.38	Postage	D Halpin
	6440-2203	\$ 20.42	Travel/Training	K McCoy
	6003-2255	\$ 34.86	In-Service Training	D Halpin
2/28/2017	6450-3185	\$ 11.46	Small Tools	B Bednarek
	6450-3185	\$ 43.76	Small Tools	B Bednarek
	6450-3185	\$ 22.98	Small Tools	B Bednarek
		<u>\$ 3,180.13</u>		

March 21, 2017

**Arlington Heights Memorial Library
American Express Card Summary
2/28/2017**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
J. Kuhl	489-90-00	\$ (78.81)	AMEX Cash back rebate	Other Income/Rebate
	6001-2203	\$ 365.00	ALA	ALA Conference Registration for J Kuhl /Chicago, June 22-27
M. Driskell	6001-2203	\$ 45.00	ALA	Registration for Shannon Distel to grant writing course
	6010-3032	\$ 25.00	Github	Github monthly subscription for IT
	6010-3032	\$ 50.00	Trello	Trello monthly subscription for Digital Services
	6010-3032	\$ 9.99	Spotify	Spotify monthly subscription for the HUB
	6010-2005	\$ 54.10	PayPal	PayPal Payflow pro monthly charge
	6001-2203	\$ 150.00	PayPal	Registration for Shannon Distel to Digital Public Library of America conference
	6010-3032	\$ 24.95	Flickr	Flickr annual subscription
	6010-3232	\$ 182.35	iTunes	Purchase of apps for KW iPads
R. Dworianyyn	6010-3185	\$ 26.18	Armodilo Display Solutions	frame for iPad
	6010-3185	\$ 0.70	Armodilo Display Solutions	Foreign Transaction Fee
	6001-3185	\$ 141.27	Amazon	iPad Locks
J. Moravec	6020-2111	\$ 80.00	R E Whitaker Co.	Salt Remover
	6020-2111	\$ 19.01	Open Tip	TOV Valve
	6405-2203	\$ 30.00	Eventbrite	LACONI Workshop-Diverse Books Need Us
	6001-2203	\$ 20.00	A.H. Chamber of Commerce	Registration for Mayor's Prayer Breakfast for Trustee Thanopoulos
	6003-2255	\$ 123.85	Trader Joe's	Supplies for Staff Institute Day - 2/15/17
	6001-5015	\$ 320.74	Displays 2 go	Storage Cart
	6001-2203	\$ 148.84	ALA Store	Serving Children Workshop
	6004-3272	\$ 290.55	4imprint	Bic Color-In Scratch Pad
	6440-3202	\$ 89.40	Dollar Store	Composition Notebooks
	6002-3185	\$ 676.50	Shelf Whiz	1" Shelf Clips Compact 3 3/8" x 2 3/8"
	6020-2111	\$ 152.28	Atlanta Supply Co.	Return Grilles
	6001-2205	\$ 165.00	Neopost	Ink Cartridge
	6003-2255	\$ 1,238.60	Panera Bread	Staff Institute Day Breakfast
	6003-2255	\$ 2,074.86	Panera Bread	Staff Institute Day Lunch
	6010-5012	\$ 632.74	Armodilo Display Solutions	4- iPad Air 2 Cases
	6010-5012	\$ 17.08	Armodilo Display Solutions	Foreign Transaction Fee
	6003-2201	\$ 27.01	Indeed	Internet Ads
	6440-3202	\$ 30.69	Target	Baking Soda, Corn Starch
M. Schultz	6470-3295	\$ 40.00	DM Luxury	Periodicals
	6470-3275	\$ 24.49	NEHS OUT	AV Mtls
	6470-3275	\$ 110.00	PayPal	AV Mtls
	6470-3295	\$ 13.78	DM Luxury	Periodicals
	6470-2203	\$ 99.00	ALA	Travel/Training
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3295	\$ 290.00	The Chartist	Periodicals
	6470-3295	\$ 24.00	Natl Geo History	Periodicals
	6470-3280	\$ 47.46	Consumer Report Book	Books
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3280	\$ 10.99	Amazon	Books
	6470-3295	\$ 15.50	Premier Guitar	Periodicals
J. Czajka	6440-2202	\$ 192.00	ALA	ALA Membership & PLA Membership J Czajka
	6001-2203	\$ 285.00	ALA	2017 Conference Registration J Czajka
	Total	<u>\$ 8,326.06</u>		

March 21, 2017

Arlington Heights Memorial Library
Master Card Summary
2/28/2017

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M Kelly	6440-3202	\$21.50	Office of Letters	T-Shirts, NaNoRiMo Program 2/9/17
	6405-3201	\$40.98	Knock Knock	DIY Kit, Feb 2017
	6405-3202	\$26.75	Rosati's Pizza	Pizza TAB Meeting 2/28/17
	6440-3202	\$40.00	Eddies Restaurant	Books and Brews 2/8/17
	6405-3202	\$76.86	Domino's	Pizza TAG Meeting 2/9/17
	6440-3202	\$40.00	Eddies Restaurant	Harry Potter Trivia Night 2/7/17
	6405-3202	\$26.75	Rosati's Pizza	Pizza TAB Meeting 1/28/17
M Schultz	6470-3295	\$0.77	Foreign Transaction Fee	Periodicals
	6470-3295	\$1.12	Foreign Transaction Fee	Periodicals
	6470-3295	\$38.25	MacLean's Magazine	Periodicals
	6470-3295	\$55.85	Chatelaine Magazine	Periodicals
	Total	<u>\$368.83</u>		

To: Board of Library Trustees
From: Jason Kuhl
Date: March 1, 2017
Re: Authorization of Trustee Expenditures

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

American Library Association Conference (ALA) 2017, June 22-27, Chicago, IL

Transportation \$34/day (Estimated mileage– 63 miles at \$0.535 or public transportation)
Parking \$23/day
Per Diem \$74

Early bird registration fee, President Smart	\$140
Early bird registration fee, Trustee Brody Garkisch	\$140
Total	\$280

Suggested motion: **The Board of Library Trustees approves the payment of registration fees for the American Library Association Conference 2017 for President Smart and Trustee Brody Garkisch for the total amount of \$280.**

To: Board of Library Trustees

From: Mike Driskell

CC: Jason Kuhl

Date: March 14, 2017

Re: Authorization to Seek Bids for Parking Lot Project

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

Since your last meeting, we have been working with Wight and Shales McNutt Construction to finalize a plan for the parking lot improvements that is based upon your approved scope for the project. Representative from both firms will present that plan at your meeting and will be on hand to answer your questions. We are seeking a recommendation from the committee to the Board of Library Trustees to authorize seeking bids for the project.

As you know, the goal of this project is to improve safety by separating the foot traffic from the vehicular traffic, creating a safer passage from the parking lot to the entrance, and improving wayfinding throughout the area.

These goals have been addressed through a comprehensive program of improvements that includes elements like: 1) clearly marked and separate walkways for customers entering the building; 2) a redesigned entrance to the garage; 3) traffic flow that will be clearly marked with signage throughout the lot and underground garage; and 4) unique asphalt treatments, bollards, acoustical ceilings and special lighting that will differentiate customer walkways in the garage.

Drawings and a preliminary budget based upon these plans are attached. The budget estimate is likely a worst-case scenario and is likely to go down through competitive bidding and the identification of materials that may be more cost-effective. A few specific points of the budget to highlight are:

Framing/Trespa – This line in the budget covers the new partial façade around the entrance to the underground garage. This façade will provide a well-defined entrance to the garage for foot traffic and should reduce the confusion of how to enter the building from the parking lot. Trespa is the manufacturer of the panels that will be used on the façade.

Asphalt paving – this will include the removal and replacement of asphalt in areas within the garage and parking lot where needed, as indicated on the drawings. The areas that are meant for foot traffic will be treated to provide a differentiation from the surrounding surface. One possible area to achieve some cost savings is to leave the existing concrete areas that are in good condition, undisturbed; save for a dye treatment to match the surrounding new surface. Core samples of the existing lot will be taken in the parking garage to verify thickness of the material, in advance, to minimize unexpected additional costs during the project.

Acoustical Ceiling – An acoustical ceiling will be installed over the walkways in the garage and will help to clearly identify the space for foot traffic. The material of the acoustical tiles dictates a majority of this budget line. The initial estimate for this work was significantly higher, but different materials were located and the design altered slightly to bring the cost down.

Electrical – The electrical budget line includes replacement/addition of special lighting above the walkway in the garage to help mark the distinct walkways.

Alternate Number 1: The alternate provided in the budget, in the amount of \$115,487, includes replacement of the remainder of the lighting in the garage. This would update and improve the lighting in the garage, making it more efficient and providing a safer environment for our customers.

Motion from committee: **The Building Committee recommends the Board of the Library Trustees authorize staff to seek bids for the parking lot project as reflected in the plans presented.**

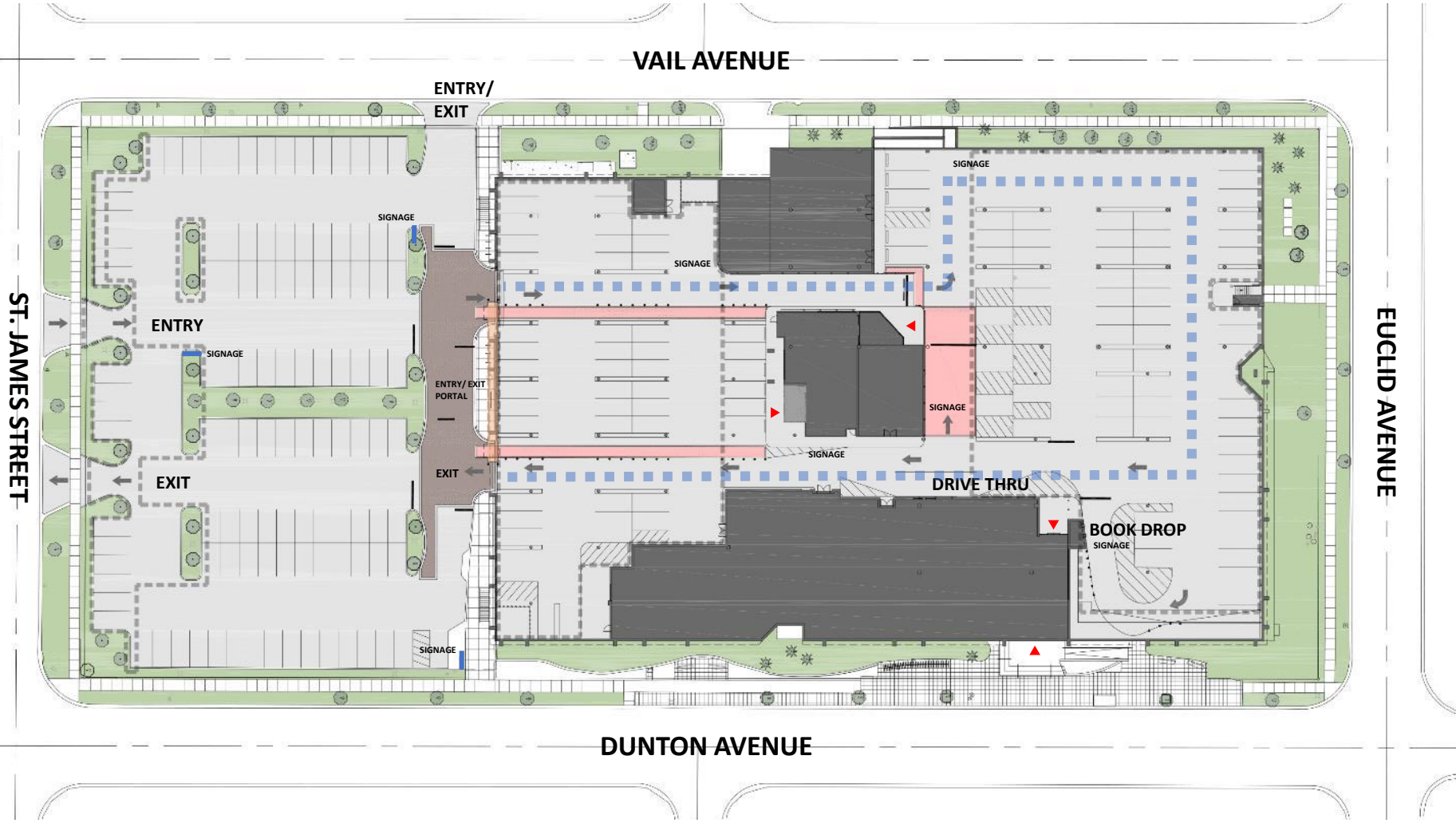


Arlington Heights Memorial Library

Parking & Pedestrian Safety Study

March 13th, 2017





PROPOSED SITE PLAN



ENTRY PORTAL



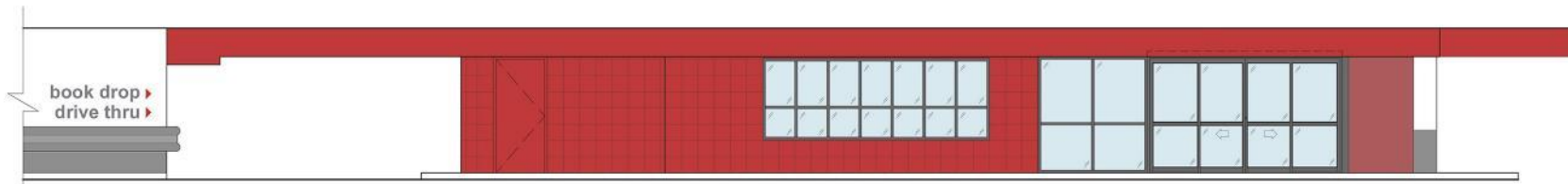
ENTRY PORTAL



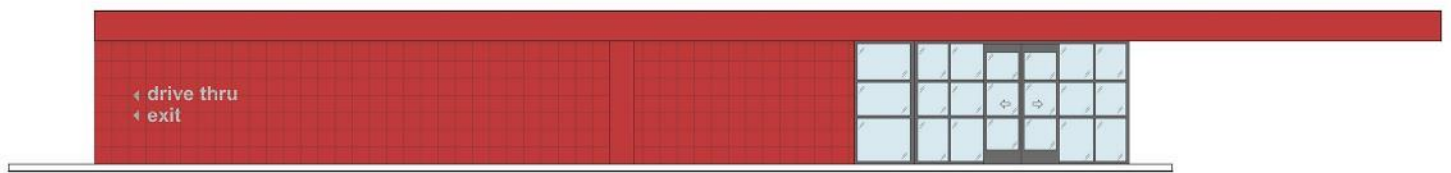
PEDESTRIAN PATH



GARAGE INTERIOR



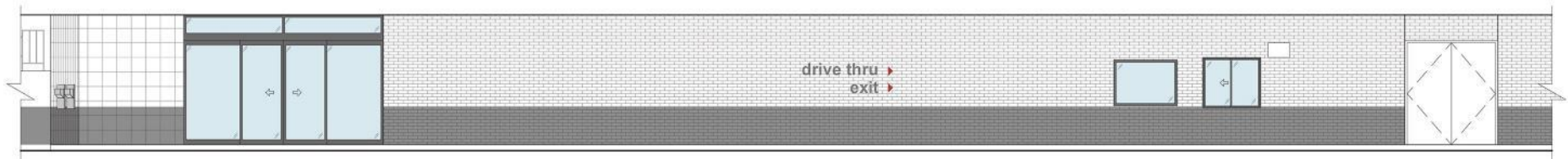
South Core Entry



North Core Entry

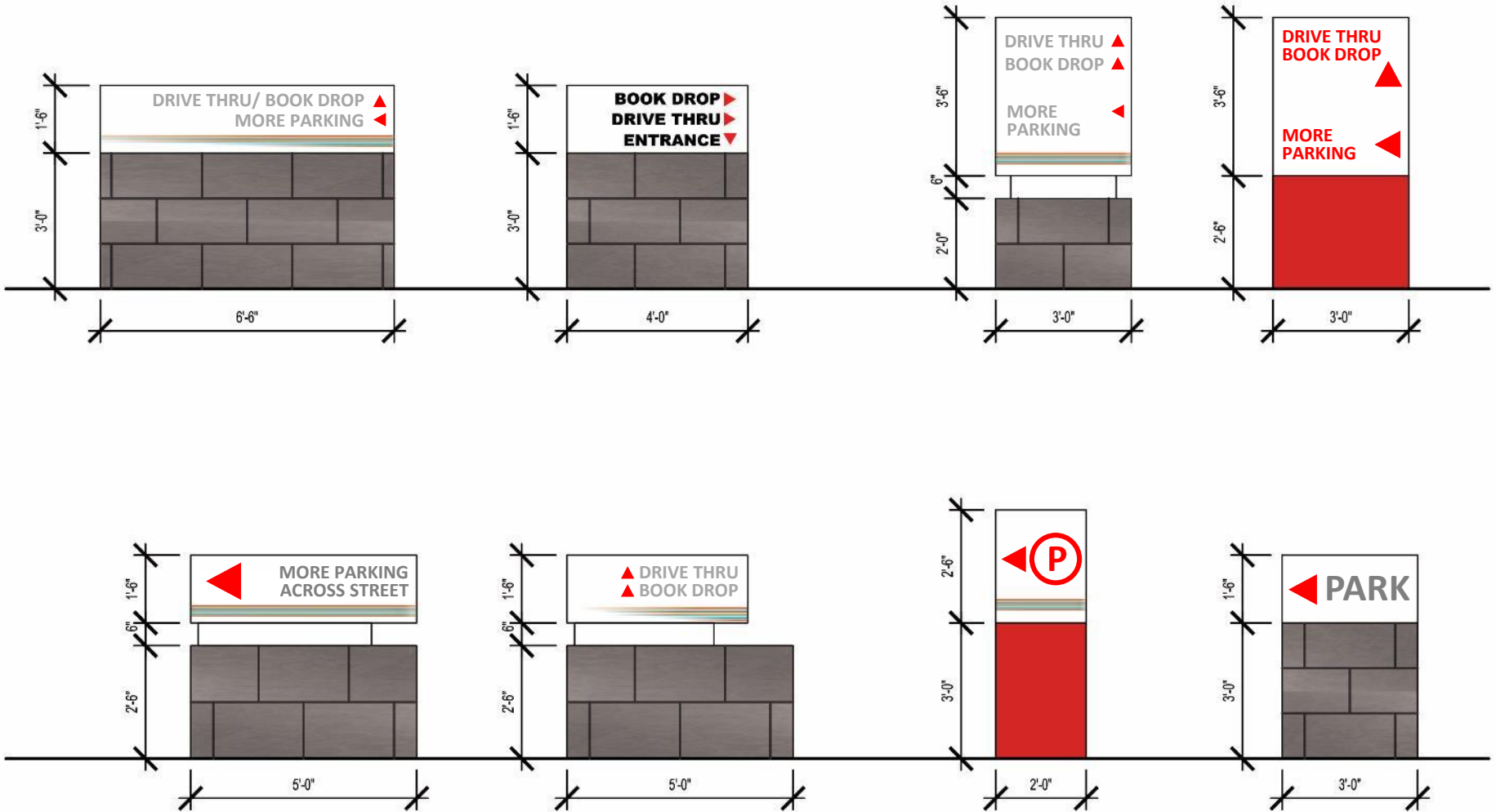


Book Drop Elevation



Drive Thru/ Entry Elevation

GARAGE INTERIOR ELEVATIONS



LOT SIGN OPTIONS

Arlington Heights Memorial Library
 Parking/Garage Improvements
 100% DD DOCUMENTS



DD Budget (REV 2/8/2017 Dwgs.)

Alternate No. 1

Trade Item	Feb-17	Jan-17
Site Demolition/Excavation (Stark)	\$92,500	
Asphalt Paving (M&J Paving/Glander Paving)	\$300,000	
Site Utilities (Stark & Son)	\$9,500	
Landscaping (Classic)	\$26,000	
Site Concrete (SMC)	\$20,050	
Building Concrete (SMC)	\$4,500	
Miscellaneous Steel (4 Bollards, Installed/SMC)	\$4,800	
Masonry (Limestone Repairs/GC Masonry)	\$4,500	
Carpentry/General Trades (SMC)	\$1,500	
Curtainwall/Entrances (McHenry County Glass)	\$33,000	
Framing/Trespa (Hargrave)	\$100,210	
Framing/Drywall (SMC)	\$2,055	
Acoustical Ceilings (Just Rite/No Pest Control)	\$87,000	
Flooring (Address Existing Vestibule)	\$1,200	
Painting (Nedrow)	\$48,000	\$5,000
Tile Finishes on Extended Partition (Douglas)	\$1,200	
Remove/Reinstall Guardrail Systems (SMC)	\$4,440	
Signage (Nelson Harkins)	\$12,000	
Flexible Bollards (SMC)	\$21,641	
Irrigation Extension (JM)	\$6,000	
Electrical/Low Voltage (Kellenberger)	\$59,650	\$95,450
Sub-Total	\$839,746	\$100,450
SMC Field/Office Administration (Part-Time Field Supervision)	\$38,000	\$0
Pre-Construction	\$9,400	\$0
General Req's/Project Clean-Up/Traffic Control (Lump Sum)	\$20,000	\$3,000
Unsuitable Soil Allowance	\$10,000	
Testing Allowance	\$3,000	
"Other" Signage Allowance (Wight Budget)	\$42,000	
Design Contingency (0%)	\$0	
Construction Contingency (5%)	\$41,987	\$5,023
Performance & Payment Bonds (1.25%)	\$8,740	\$1,256
O&P/Insurance (5.5%)	\$49,857	\$5,759
Sub-Total	\$222,984	\$15,037
TOTAL PROJECT BUDGET	\$1,062,730	\$115,487

Alternate cost for ACT Wire Mesh Screen/Pest Control (8/A5.3)	\$25,000.00
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To: Board of Library Trustees
From: Jason Kuhl
Date: February 28, 2017
Re: Policy on the Acceptance of Donations

Attached please find a draft of a proposed new policy—POLICY 2.010 DONATIONS. Currently, the library does not have a comprehensive policy governing the acceptance of donations of money or other items to the library. The desire for such a policy was born out of our discussions last year of how to better account for and spend unrestricted monetary donations.

As stated in the introductory paragraph, this new policy provides guidance to those who may be interested in donating. It covers monetary donations, potential uses for unrestricted monetary donations, donations of library material, and donations of other items. It also addresses the types of acknowledgments the library provides to donors for their donations.

The elements of this draft policy concerning library material were taken from POLICY 3.001 MATERIALS SELECTION. Should this policy be approved, that policy must also be changed to reflect the language that was removed from it. A copy of the proposed changes are attached.

The initial draft of the policy brought to the committee incorporated the language from POLICY 7.013 ACCEPTANCE AND DISPLAY OF ART WORKS, PLAQUES OR OTHER COMMEMORATIVE PIECES into the new policy. During the course of its discussion, the committee recommended removing those specific provisions for the donation of works of art and treating donated art as any other donated item or good. Additionally, the committee recommended rescinding POLICY 7.013 in its entirety. This recommendation is being brought forward to the board as a separate agenda item.

Motion from committee: **The Policy Committee recommends the Board of Library Trustees approve POLICY 2.010 DONATIONS and amend POLICY 3.001 MATERIALS SELCTION as presented.**

2.010 Donations

The library welcomes monetary donations and donations of stock, materials, and other items. The purpose of this policy is to provide guidance to those who may be interested in donating. The library reserves the right to accept or reject any donation. Donations may also be made to the Friends of the Arlington Heights Memorial Library, an independent 501 (c) (3) non-profit corporation in accordance with its policies and guidelines.

TYPES OF DONATIONS

Monetary Donations

The library welcomes monetary donations. There are two types of monetary donations: restricted and unrestricted.

Restricted donations are those where the donor has defined specific terms, conditions, and purposes. The library may accept such donations which support the library's mission. With the exception of donations designated for purchasing library material, the executive director or his or her designee will coordinate restricted donations and will determine, in consultation with the Board of Library Trustees (the board), the suitability of the restricted donation. Terms of acceptance must be compatible with the library's policies, the donor's intent, and applicable laws.

In the case of money donated to purchase library materials, the donor may recommend an age level, broad subject area, or format. The library will attempt to honor the donor's wishes if the donor's recommendations are consistent with library policies, current needs, and available space. The library does not guarantee that expenditures will be made in the recommended categories. Library staff will make selections of specific titles. Materials purchased with donated funds become a part of the library's collection subject to the library's normal guidelines for deaccession and disposal.

Unrestricted donations are those where the donor has not specified conditions, terms, or purposes. Whenever possible, the library will use these donations to purchase items that enhance the library building or library services which may be outside the scope typically provided for in the library's budget.

Typical uses of unrestricted monetary donations include, but are not limited to:

- Works of art
- Giveaways and prizes for the community
- Aesthetic building enhancements
- Emerging technology
- Furniture

Donation of Library Materials

The library generally accepts donations of books and other library material but reserves the right to impose limits and operational guidelines to ensure such donations can be effectively managed. Typically, the library donates such material to the Friends of the Library. On occasion, donated materials may be added to the library's collection subject to library policies and guidelines for deaccession and disposal.

Donations of Other Items

The library will consider on a case-by-case basis donations of furniture, merchandise, works of art, and other goods and services that support the library's mission. The executive director or his or her designee will coordinate such inquiries and will determine, in consultation with the board, the suitability of the proposed donation. Terms of acceptance will be in accordance with library policies, the donor's intent, and applicable laws.

ACKNOWLEDGEMENT OF DONATIONS

With the exception of donations of library material, the library will provide a letter to the donor acknowledging the donation. In the case of memorial or tribute donations, a letter will also be provided to a representative of the honored individual, if possible. Generally, acknowledgement letters will be mailed. For the donation of library material, the donor may request a receipt from library staff. Donations to the library may be tax deductible. The library will not provide a valuation for any donated items or goods.

If practical to do so, the library will place a plaque acknowledging a donation on or near the donated item or the item purchased with donated funds. When funds are donated for the purchase of library material in memory or honor of an individual, a bookplate will be applied to each item, if possible.

3.001 MATERIALS SELECTION

The Board of Library Trustees recognizes that within Arlington Heights there are groups and individuals with disparate interests, backgrounds, cultural heritages, social values and needs. The board further recognizes that the library was created to serve all of the people of Arlington Heights regardless of age, race, gender, creed, sexual orientation, national origin, or political or social views.

The Board of Library Trustees understands that some items and resources are controversial and could be offensive, shocking, or boring to some individuals, but may be meaningful and significant to others. It is in the public interest for the Arlington Heights Memorial Library (AHML) to make available diverse views and expressions, including those which may seem unorthodox or unpopular with the majority. While everyone is free to reject titles of which they do not approve for themselves and their children, they cannot restrict the freedom of others to choose what to read, hear, or view.

The public library does not advocate for the ideas found in its collection; rather, the public library provides a safe haven for those ideas. The selection of any item or resource does not constitute an endorsement of its contents by the library.

Selectors

Selection of materials for the library is done by staff members who have subject or format area specializations. Ultimate responsibility for the library's collection resides with the executive director.

Selection Criteria

Each year, far more titles than the library can purchase are published in print, audiovisual, and electronic formats. Therefore, staff must be selective in what they choose for the library's collection. Selectors consider factors such as customer interest, cost, and space. They also take into account anticipated or existing demand; local interest; reputation and skill of the author, performer, or artist; existing library resources in the subject area; published reviews; availability of titles from other sources; and the physical durability of the item.

Collection Maintenance

The purpose of AHML's collection is to provide the materials most in demand by the community. It is not to serve as an archive of historical materials nor as an institute for advanced scholarly or professional research. To maintain a vital, current collection which meets the needs of the community, continuous review is necessary. To make space for in-demand materials, less popular items must be withdrawn on a regular basis.

Withdrawn library titles may not be reserved for specific individuals. Withdrawn items are given to the Friends of the Library to sell or dispose of with proceeds used to benefit the library.

Protection of Public Interest

Any resident has the opportunity to suggest the purchase of a title for the library's collection. A resident may also request the reconsideration of an item already in the library's collection. Procedures have been established

which ensure the serious review of a resident's request for reconsideration. Until a decision is reached, an item will remain in the collection.

Frankness of language and/or graphic content is not considered sufficient justification in itself to remove or restrict library items or formats. Titles with viewpoints or content deemed objectionable by a resident are judged as entire works, not on isolated passages or sections.

Labeling

Library items are categorized broadly for the purpose of locating them in the adult, teen, children's, or ESL/Literacy collection. Otherwise, they are not marked or identified to indicate a suggested audience. Materials are not isolated except for the purpose of protecting them from damage or theft.

Gifts

~~Items donated to the library are subject to the same selection criteria as purchased items. Gifts of materials made to the library, but not accepted for the collection, are not returned to the donor but are given to the Friends of the Library to sell or dispose of with proceeds used to benefit the library.~~

~~The library gratefully accepts undesignated monetary gifts from individuals, groups, and entities. Monetary gifts donated for the collection will be spent at the library's discretion, based on library designated needs. A donor may specify a preferred age level, format, or broad subject area, but the library cannot guarantee that expenditures will be made in these categories.~~

To: Board of Library Trustees
From: Jason Kuhl
Date: February 28, 2017
Re: POLICY 7.013 ACCEPTANCE AND DISPLAY OF ART
WORKS, PLAQUES OR OTHER COMMEMORATIVE
PIECES

As part of its discussion of a comprehensive policy on the acceptance of donations, the Policy Committee discussed the necessity of POLICY 7.013 ACCEPTANCE AND DISPLAY OF ART WORKS, PLAQUES OR OTHER COMMEMORATIVE PIECES (attached), and is bringing forward a recommendation to rescind it in its entirety.

This policy sets forth the requirement that works of art being donated to the library be approved by the board before being accepted. Works of art are the only items subject to this requirement. The committee's recommendation is to include works of art in the category of "Donations of Other Items" in the proposed POLICY 2.010 DONATIONS and subject them to the same approval requirements as all other goods or items. The specific section reads:

"The library will consider on a case-by-case basis donations of furniture, merchandise, works of art, and other goods and services that support the library's mission. The executive director or his or her designee will coordinate such inquiries and will determine, in consultation with the board, the suitability of the proposed donation."

The other provisions of this section of the policy (transfer of ownership, etc.) are contained in the proposed POLICY 2.010 as they apply to any donation.

The second part of this policy concerns the "ongoing display of plaques or similar pieces if the item relates to a service or achievement in which the library is the sponsoring agency or a formal partner." This very specific situation rarely, if ever, arises. The policy does not state approval by the board is required, instead granting the executive director

the authority to “determine if a piece is appropriate for display by terms of this policy.” Since it is more of an operational decision than a board one and a very specific situation, the committee does not believe this section of the policy needs to be retained.

Motion from committee: The Policy Committee recommends the Board of Library Trustees rescind POLICY 7.013 ACCEPTANCE AND DISPLAY OF ART WORKS, PLAQUES OR OTHER COMMEMORATIVE PIECES.

7.013 ACCEPTANCE AND DISPLAY OF ART WORKS, PLAQUES OR OTHER COMMEMORATIVE PIECES

The Library welcomes donation or sponsorship of art works for its permanent collection. In partnership with other community organizations, the Library is also pleased to display plaques or other commemorative pieces for public recognition. In order that all questions about such gifts are resolved in advance, the following policies have been adopted.

I. ART WORKS

The acceptance of a work of art for the Library's permanent collection will be subject to the approval of the Board of Library Trustees. When a work is approved for inclusion, it will be for the purpose of display. Permanent display of a piece is not guaranteed, however. The length of time a work is displayed may be affected by available space, appropriateness of the piece to the changing use of the facility, the condition of the piece and /or the Library's interest in introducing new works to the community from time to time.

When the Board of Library Trustees accepts or acquires an art work, all ownership rights must transfer to the Library. The Board reserves the right to withdraw an art work from the collection, transfer ownership or sell the piece if it will no longer be displayed.

Organizations or individuals wishing to donate or support the acquisition of an art work for the Library are requested to communicate their interest to the Executive Director, who will bring the proposal to the Board for action.

This policy does not apply to temporary displays in the Library's gallery or display cases. Short term displays of this sort are handled by the Communications & Marketing Office and are covered by separate policies and guidelines.

II. PLAQUES OR OTHER COMMEMORATIVE PIECES

The Library will consider ongoing display of plaques or similar pieces if the item relates to a service or achievement in which the Library is the sponsoring agency or a formal partner. The Library will not accept items for ongoing display that are awarded to other groups, agencies or individuals or are intended to honor the Library for subsidiary participation. If the Library declines to place a plaque or commemorative piece for ongoing display, an opportunity to show the item to the public may be possible by application to the Communications & Marketing Office to qualify to display in one of the Library's temporary display cases.

Requests for ongoing display of plaques or other commemorative pieces should be directed to the Executive Director, who will determine if a piece is appropriate for display by terms of this policy. If approved, the display of the plaque or similar item is for an indefinite period but should not be construed as a commitment for permanent display. The Library reserves the right to remove an item based on available space, appropriateness of the piece in relation to changing use of the facility, relevance to current services and programs, and condition of the piece.

Executive Director's Report

March 2017

Facilities and Operations

Circulation News

- Even though we had a shorter month this year (2016 was leap year), there were some increases from Feb. 2016:
 - Our eCheckouts were up 26.9%. This was 12.3% of our total checkouts.
 - Bookmobile Kids collection was up 10.7%
 - All Kids AV materials increased 8.8%
 - Total KW/Youth collection increased 1.5%
- Our print collection represented 55% of our total checkouts. This number has remained consistently around 50% over the last few years.
- While an impressive 5,236 customers stopped by our Drive-up Window in February, this was down 13.8% compared to February last year.
- Self-checkout in the main library continues to be a popular choice for our customers. 65.5% of all checkouts done in the library were done at one of our self-checkout stations. This is up 5% from the same time last year.

Collection Changes

Three new musical genres are being established in the adult music CD collection. ELECTRONIC, METAL, and EASY LISTENING.

Instead of having to browse all of the POP-ROCK section (over 9,000 items) to find performers in these musical styles, customers will be able to head to a more specific section. ELECTRONIC is already in place; the other two sections will appear later this year.

In addition, over the past few months, we have been improving shelf signage in the north end of the building. For example, here is an example of our recently arrived 'shelf talkers.' These will help guide customers as they navigate the collection. We expect to continue working on shelf signage and endcap guide signs throughout the building in 2017.



Tech Bar

We launched our first interactive Tech Bar theme at the beginning of March. The theme is Take It Apart and features a rotating display of different pieces of tech that customers can take apart. We have signs by each piece of tech diagramming the internal parts as well as information about electronics recycling. It's too early yet to tell the overall effect of this new approach to learning about technology, but we have had more customers than before interacting with the tech bar.

**Service to District 59**

One of our tactics to increase use of the library among residents in the south portion of the Village is to increase our outreach to District 59 schools. Earlier in the week, AHML staff met with our counterparts from the Mount Prospect Public Library to begin to discuss and formulate an action plan on how to collaborate with one another as we serve three key schools that are home to students from Arlington Heights and Mount Prospect in equal measure.

Update on the Replacement of the Roof on the 1978 Building

In the 2017 budget, we included \$340,000 to replace the roof on the 1978 building. This amount was based upon the figure provided in the 2013 Engineering Assessment. Upon conducting additional research, some preliminary quotes for the project were much higher than that amount. At its meeting this month, the Building Committee discussed the

situation and recommended delaying the project until 2018 so we can reflect the new information in the budget. While the roof is due to be replaced, it is not in danger of failing during that time.

Summer Reading Program Preparations

The theme for Summer Reading 2017 is *Build a Better World*. As in the past, we will be soliciting businesses in Arlington Heights and neighboring suburbs that may wish to contribute to the success of our program.

The following is a list of the businesses that donated last year:

Auntie Anne's (1,000 free pretzels)
Brookfield Zoo (500 coupons)
LEGOLAND (2,000 free admission)
Party Time Palace (2,000 free admission)
Granite City Restaurant (2,000 free kids meals)

We will be contacting those donors and in addition seeking donations from DuPage Children's Museum, Chipotle Mexican Restaurants, Chicago Fire Soccer and Schaumburg Boomers. As always, we make clear that any material donations must be free to the library, any coupons offered as prizes must be wholly free to the child, and that we do not accept discount coupons that would require the child to make a purchase. In order to safeguard the privacy of our participants, we state that vendors must not require the child to give his or her name or address as part of the coupon's redemption.

Programs

Fake News

AHML presented an informational, timely, and discourse-styled program on 'Fake News' February 23rd, to 39 attendees. We provided strategies for customers to navigate and make decisions regarding Fake news and media. The last half hour was open floor for questions and comments, including some more intense, off-topic remarks. Staff were able to steer the discussion back to the subjects of tools presented on and topics discussed within the scope of the class. We see real value in allowing discourse in programs and events to position the library as a place where dialogue and civic engagement can and will occur.

Comfort Food with Chef Dave

Attending a program with customer favorite Chef Dave Esau begins before you even enter the Hendrickson Room when the smell of his samples permeates the air. 95 customers were

treated to samples of chili and Beef Bourignon at this winter themed, hearty meals program. Thanks to the document camera, attendees were able to watch Chef Dave prepare the dishes and each took home recipes to bring his cooking skills into their own kitchens.

Harry Potter Trivia Night

For the third year, AHML celebrated international Harry Potter Book Night with a family event at the library. New this year, an additional event was hosted offsite for Harry Potter fans celebrating without young children. Nearly 60 adults came out to enjoy this fun night of trivia at Eddie's, a longtime partner and supporter of the library. The majority were young adults in their 20's and 30's - an audience we see too infrequently at library programs. Everybody brought extensive Harry Potter knowledge (the winning team winning every possible bonus point!), and created clever team names like "Rowling's Army" and "I Must Not Tell Alternative Facts".

It was fun! The questions were a nice level of challenging! Facilitators accommodated the crowds so well and kept the night upbeat!

Yoga at the Library

35 people attended this daytime program, and all but one participated fully in the exercises. The instructor was wonderful, coming prepared with every possible tool, and adapting to the audience needs on a moment-to-moment basis. Customers indicated their strong interest in more regular fitness programs at the library, which we are working to provide.

Devil in the White City

While we know our readers love *Devil in the White City* by Erik Larson, we weren't expecting 176 customers for a program about the true story on a cold February night. Attendees were engaged by the entertaining and educational lecture by historian Clarence Goodman. Many stayed after the program end to ask continued questions about the story of the Columbian Exposition of 1893 and the infamous H.H. Holmes, and requested we invite Clarence Goodman back for more Chicago themed historical lectures, which we will. The unique local topic even drew new attendees, who we hope to see at future programs:

"I use the Library for books and cd's, etc., but this was my first program. I really enjoyed it and will certainly attend other programs here."

Teen Job Fair

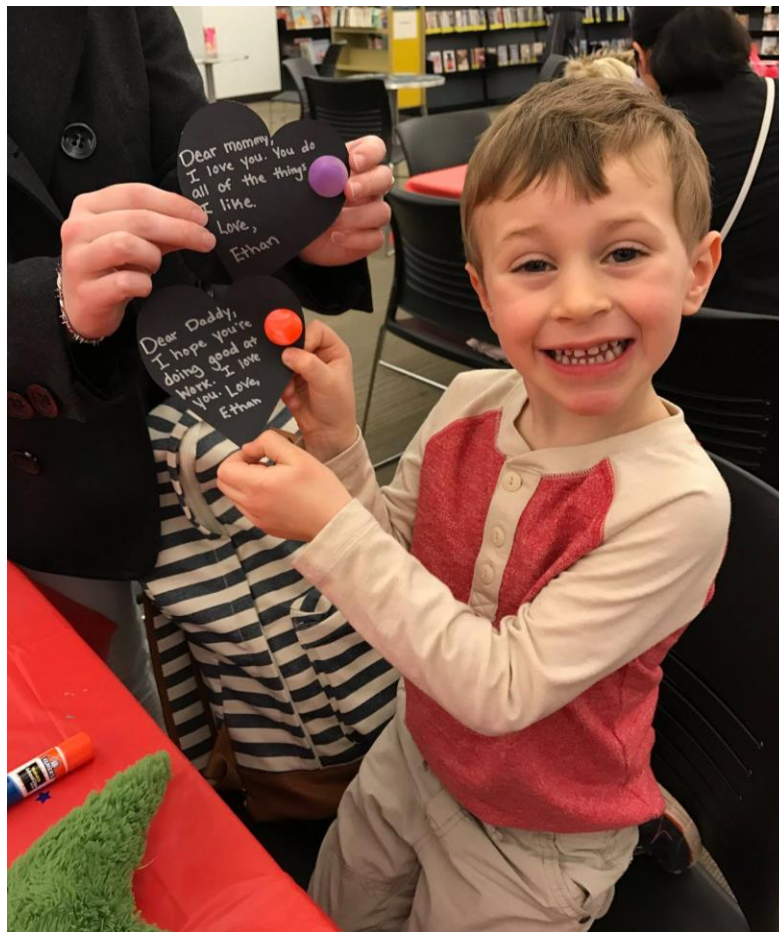
The 5th Annual Teen Job Fair, coordinated with the Village of Arlington Heights' Youth Commission, drew 25 businesses along with 292 people to the event. Teen Services delivered, in conjunction with the Fair, a preparatory class for teens to hone interview skills and develop their resumes in the 'Warm Up For the Teen Job Fair' program. A John Hersey

High School teacher saw that we were offering this and asked if we could modify it for her Special Education students. Staff walked the students through our Testing and Education Reference Center database, gave tips on what to include on their resumes, as well as a tour of the library. All of the students were able to make a resume based on their own experience and skill set.



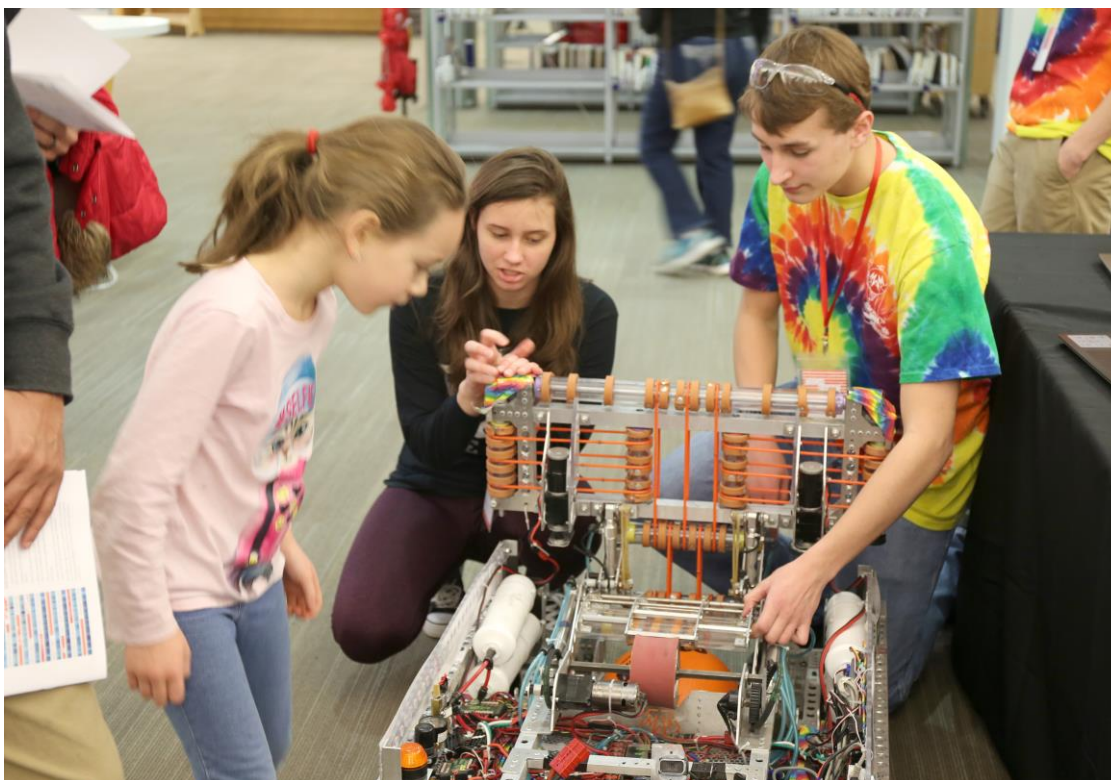
Valentine's Crafternoon

This Marketplace Pop-Up provided a surprise for customers visiting the library Valentine's Day afternoon. Fresh coffee and chocolates were at the ready for customers passing by. As with most pop-ups, people were intrigued that we just wanted to do something special and creative for every age. 90 attendees jumped in to mingle with neighbors and make Valentines with the supplies provided. Some customers even stayed for the entire two hours. We were happy to provide a welcoming environment to encourage community members to meet each other and we saw families from different countries join in the fun. We even met one child visiting from South Korea, who was excited to make a Minion Valentine for his host family.



Tech Faire

We had 700 customers attend the Tech Faire on Saturday, March 4 where we featured a variety of library tech including robots, virtual reality, Studio tech, 3D printing, and circuitry. We debuted our set of Google Expeditions with great success, and also featured demonstrations from local students, including the WildStang Robotics Team. We received many comments from customers who were excited to learn about all the technology available to use at or check out from the library as well as those who were already asking when we would host a program like the Tech Faire again.



Cutting the Cord

At the Tech Faire, we introduced a new tech class – Cutting the Cord: Exploring Cable Alternatives. We had 34 attendees as well as several calls from customers who were interested in attending the class but couldn't make it to the first one. We are working to schedule a second class in the next month.

Staff Activities and Accolades

Trixie Dantis--*Library Journal* Mover & Shaker

At long last, the 2017 class of *Library Journal* Movers & Shakers was publicly announced. Here is the feature on AHML's Trixie Dantis:

Trixie Dantis | Movers & Shakers 2017 – Innovators

Teen Transformer

It didn't take Trixie Dantis long to make her mark on teen librarianship. Just four years after she joined the Arlington Heights Memorial Library (AHML), Dantis won the 2016 Crosman Memorial Award, given annually by the Illinois Library Association to a library professional who has accomplished a great deal in a short amount of time.

Her rise at the library was swift: in January 2012 she started as a part-time programs assistant, and by February 2016 she was in her current position as teen services supervisor.

Dantis was tasked with creating STEM (science, technology, engineering, and mathematics) programming. Interested in the Maker movement, she was a natural fit. One of her first initiatives: Print Your Head, in which teens were 3-D scanned and walked away with a small 3-D-printed plastic bust of themselves. The program caught the attention of a teacher at a local middle school, who asked the library to collaborate on 3-D-RD, a nine-week course focused on 3-D printing, research, and design.

Library and school staff developed the curriculum together, which required students to complete projects in the Hub, the library's teen space, using its resources—e.g., robots, a virtual reality headset, and a sewing machine. The class was so popular, enrollment shot up 40 percent the second year, so the library added another class section.

Dantis is also deeply involved in the Newcomer Center, which provides academic instruction to local high school students new to the United States. Dantis is the first U.S.-born person in her family, so she can relate to the students. "English was not the primary language spoken in the home I grew up in. I was the kid



CURRENT POSITION

Teen Services Supervisor, Arlington Heights Memorial Library, IL

DEGREE

MLIS, Dominican University, 2012

FOLLOW

[@trixupmysleeve](#) (Twitter); trixupmysleeve.com

Photo by Patrick Heagney

translating for my mother at the grocery store or restaurant,” she says. “I think this really drives my passion to serve ESL [English as a Second Language] and ELL [English-language learner] users of the library.”

“Trixie worked with staff to create a rotating library,” says nominator Jason Kuhl, executive director of AHML. “Library staff members find out the students’ interests and then personally select native-language books and popular titles from our collection to match those interests.”

Dantis’s other projects include a community partnership to combat teen obesity and the Sprout Squad, a group of teens who grow and maintain their own produce at a local park.

What’s the common thread? “[M]y main goal is to connect teens to resources they need [both] for education and enjoyment,” Dantis says.

SNAILS

Maria Papanastassiou, Early Literacy Supervisor and our community partner Beth Deiter, Speech-Language Pathologist, were asked to share their 2016 ILA presentation “Early Intervention 101: Overview and Library’s Role in Serving an Early Intervention Population” at the quarterly Special Needs and Inclusive Library Services group (SNAILS) meeting. Beth provided an overview of common types of disabilities and delays and their associated therapeutic services and providers. Maria presented on her collaboration with the speech-pathologist to create library services that support children’s development. SNAILS is a networking group made up of Illinois youth services librarians and staff, young adult librarians, and LTA and MLS students.

In the Community

Library Day at Outreach at Luther Village

We coordinated the outreach program for Luther Village residents who learned about services the library offers such as genealogy research, technology, and upcoming library programs. The collaboration, between Info Services and Specialty Info Services, also included specially designed book talks for seniors. After the presentation, staff issued new library cards, circulated items, and answered residents’ questions.

Other

Appreciation for Donated Computers

As you know, we recently replaced the majority of the staff and public computers in the building. We donated a number of the old computers to the Friends of the Library to sell and also donated some to a public school in Yorkville. We received the following note of thanks from the Library Media Specialist there:

I wanted to thank you for the computers that you donated to my school library. I am in a 4th-6th grade school – and most of the machines that the students use for research/OPAC/and typing papers are very, very old. They were also “hi-share” meaning 1 tower runs 6-8 monitors. You can only imagine how slow they were.

As I was stacking them on the cart to bring them into the school this morning, the students were cheering.

Update on Dryden Place Project

You might remember we have been working with a number of community partners to help improve services to the Dryden Place apartments, a project spearheaded by Jake Chung, Assistant Superintendent for Personnel and Planning for District 25. Earlier in the month, Mr. Chung sent this update on the success of the project:

It's been awhile since I updated everyone on what has been happening at the Dryden Place Apartments, so I thought I would take a minute or two to share some updates with everyone.

A few weeks before winter break, the Arlington Heights Rotary worked to supply bicycles to about a dozen children that lived at the Dryden Place Apartments. It was a wonderful holiday gift and once again demonstrated the support of our local community groups.



The Kids for Hope organization has partnered with the Orchard Church in Arlington Heights to provide mentoring services for a number of the students at the Dryden Place Apartments. Students at both schools are matched up with a volunteer that mentors the students on a weekly basis at the schools.

We are in the very beginning stages of planning a community garden adjacent to the Dryden Place Apartments. We are partnering with the Arlington Heights Garden Club and they just presented us with a check for \$300.00 to begin our efforts. Larry Joynt a fifth-grade teacher at Windsor will be playing a major role in launching this initiative. We also have a resident at the Dryden Place Apartments that is going to take an active role in this initiative. One of our

long-term goals is to have some of the students selling their produce at the Arlington Heights Farmers Market.

The Arlington Heights School District 25 nurses are pursuing an opportunity to have the Ronald McDonald Care Mobile come to the Dryden Place Apartments to offer free medical care and immunization services. We are hopeful that this opportunity comes to fruition.

The management company for four out of the five apartments continues to be very receptive to our phone calls and has addressed a number of residential concerns. I have asked them for an update on their spring projects.

We have submitted a proposal to present at the 2017 Joint Annual Conference of the Illinois Association of School Boards, Illinois Association of School Administrators (IASA), and Illinois Association of School Business Officials (Illinois ASBO) in order to highlight the opportunities that can come about when community-based groups collaborate with one another and create wraparound services for its residents.

I have had a number of neighbors share that they can see positive changes occurring at the Dryden Place Apartments.

Many thanks to all of our partners that have helped us in making this initiative so successful. Mary Lee has been an outstanding community liaison for the families.

It definitely takes a village...

Institute of Museum and Library Services (IMLS) and the President's Proposed FY18 Budget

As you are probably aware, the President's proposed budget for FY18 completely eliminates the Institute of Museum and Library Services (IMLS) – the sole source of federal funding to libraries. Of course, this comes at the same time as the Illinois legislature is considering many bills that would freeze local funding as well, so libraries in our state would be facing a blow to both sides of the funding picture. Below is a press release issued by Dr. Kathryn K. Matthew, director of IMLS:

Institute of Museum and Library Services Issues Statement on the President's Proposed FY 18 Budget

Since its inception 20 years ago, the grants and programs the Institute of Museum and Library Services has administered have provided critical support that has enabled museums and libraries across the country to make a tremendous difference in their

communities. The institutions we serve provide vital resources that contribute significantly to Americans' economic development, education, health, and well-being whether by facilitating family learning and catalyzing community change or stimulating economic development through job training and skills development. Our agency's support enables museums and libraries to offer learning experiences for students and families as well as increase care for and access to the nation's collections that are entrusted to museums and libraries by the public.

We've invested in rural and smaller communities by supporting basic infrastructure and the development of libraries as local community hubs for broadband connectivity and digital literacy training, which has helped hundreds of residents gain job-related skills and, in many cases, find employment. In summary, our grants and programs support libraries and museums as essential contributors to improving Americans' quality of life.

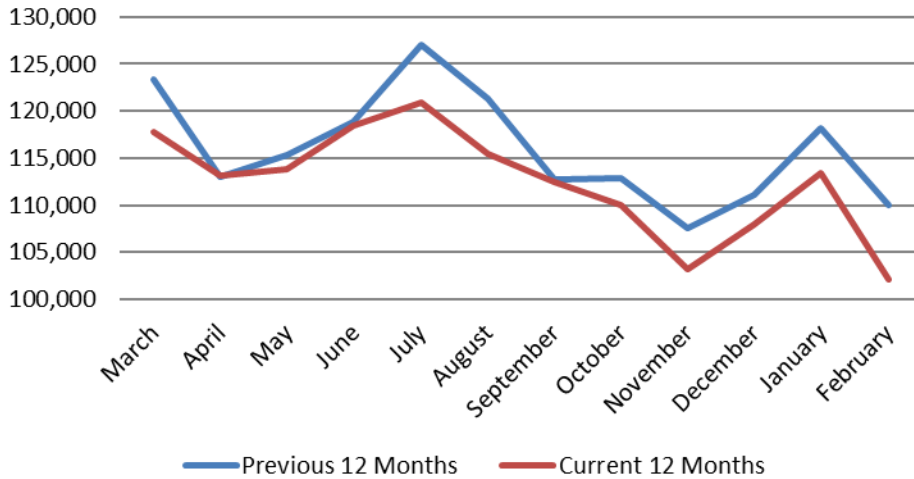
More than \$214 million of our \$230 million FY 2016 enacted budget targets museums and libraries directly through our grant programs. This includes \$155 million for library services to every state and territory in the country through a population-based formula grant program.

As Congress now begins its work on the FY 2018 budget, our agency will continue to work closely with the Office of Management and Budget. More importantly, we will continue to remain steadfast in our work on behalf of the millions of Americans touched by the services of libraries and museums each day.

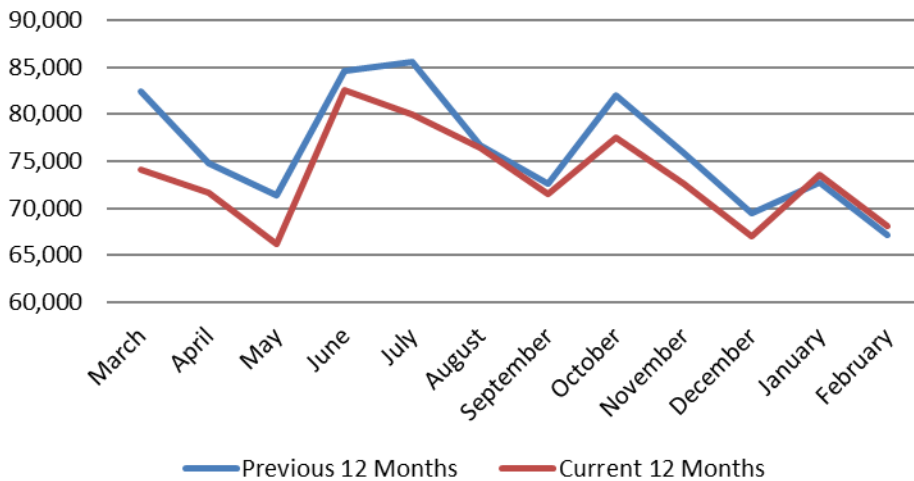
AHML - DASHBOARD - FEBRUARY 2017

	Feb 2017	Feb 2016	% change from last Feb	Jan 2017- Feb 2017	Jan 2016- Feb 2016	% change from last YTD
Total circulation	172,055	179,149	-4%	360,999	372,456	-3%
Adult circulation	102,054	110,065	-7%	215,446	228,296	-6%
Teen circulation	1,910	1,987	-4%	3,929	4,356	-10%
Children circulation	68,091	67,097	1%	141,624	139,804	1%
Print book circulation	82,975	88,007	-6%	173,800	181,546	-4%
Audiovisual circulation	59,820	65,777	-9%	127,464	137,828	-8%
Downloadables circulation	21,224	16,727	27%	42,436	35,186	21%
Self-check as % of main floor circ	66%	62%	4%	65%	63%	2%
Circulation to reciprocal borrowers	10,610	8,016	32%	21,848	16,200	35%
ILLs borrowed for our customers	312	528	-41%	724	1,036	-30%
ILLS lent to other libraries	705	776	-9%	1,425	1,628	-12%
Resident cards issued	312	355	-12%	742	737	1%
Reciprocal cards registered	178	219	-19%	368	418	-12%
Reference questions	14,739	15,000	-2%	30,732	31,556	-3%
Number of Programs	234	274	-15%	460	499	-8%
Program attendance	14,165	8,268	71%	25,096	18,709	34%
First-time attendees at programs	280	227	23%	576	587	-2%
% of target audience attending	57%	71%	-14%	54%	67%	-13%
% of progs meeting target audience #	89%	76%	13%	85%	77%	8%
Public computer use	9,921	9,817	1%	20,867	19,241	8%
Website visits	101,913	103,853	-2%	215,467	222,049	-3%
In-person visitors	87,201	85,242	2%	181,391	174,750	4%
Marketplace - % of adult coll / of circ	9% / 34%	8% / 33%	1% / 1%	9% / 34%	8% / 34%	1% / 0%
Kids' Mktplace - % of KW coll / of circ	5% / 16%	5% / 14%	0% / 2%	5% / 15%	5% / 15%	0% / 0%
Volunteer hours	2,357	2,505	-6%	4,465	4,619	-3%

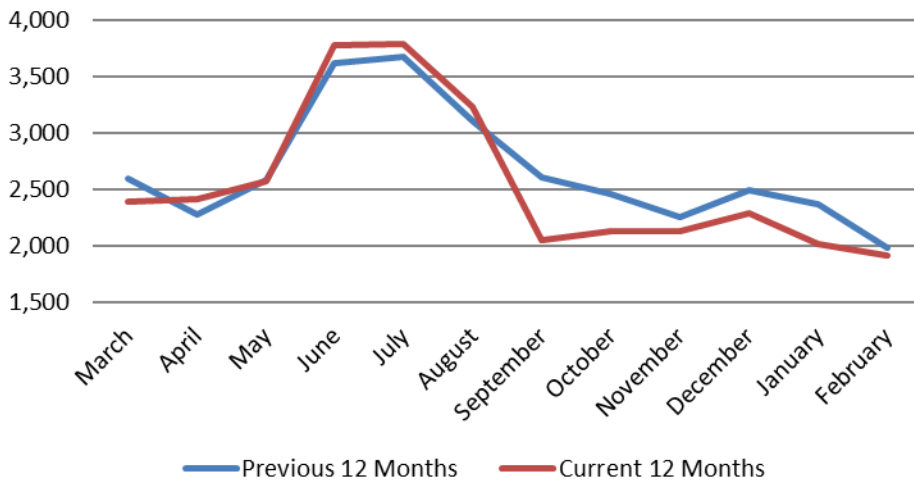
Adult Circulation



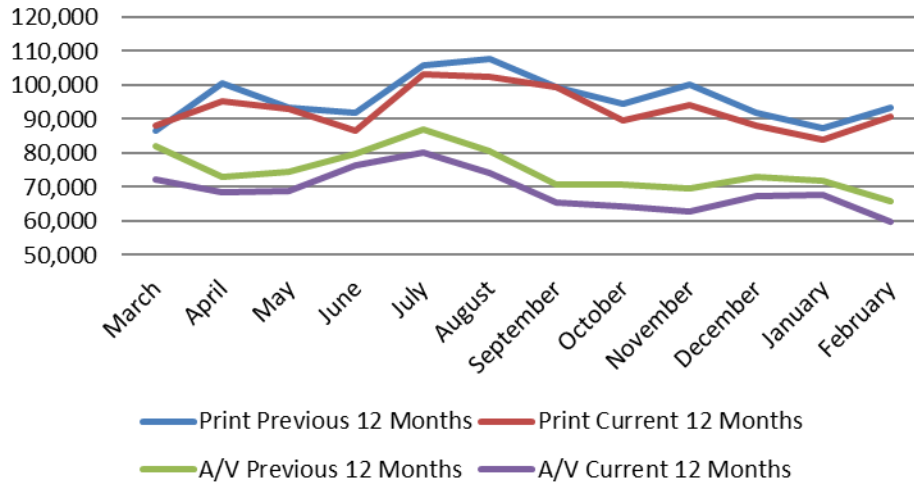
Children's Circulation



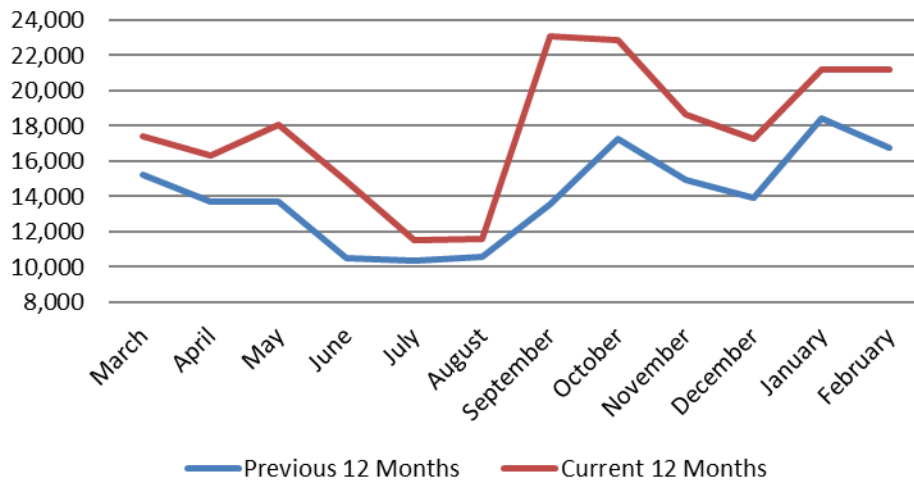
Teen Circulation



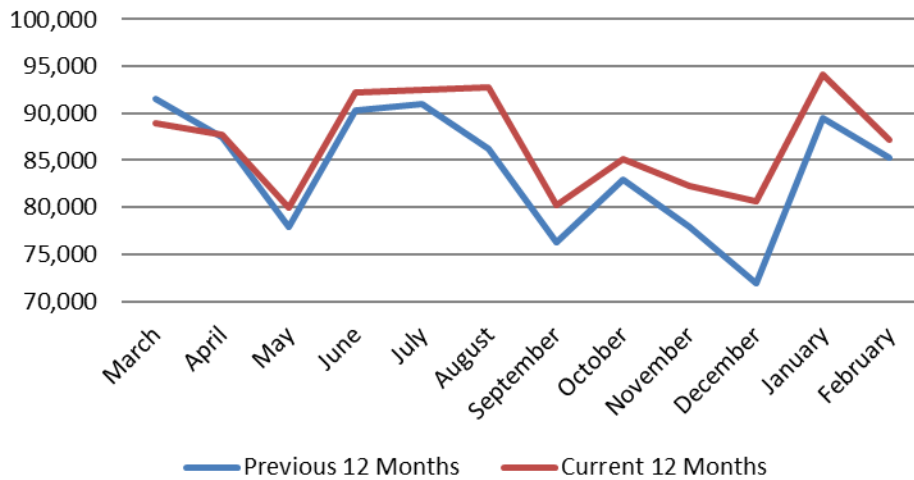
Physical Circulation

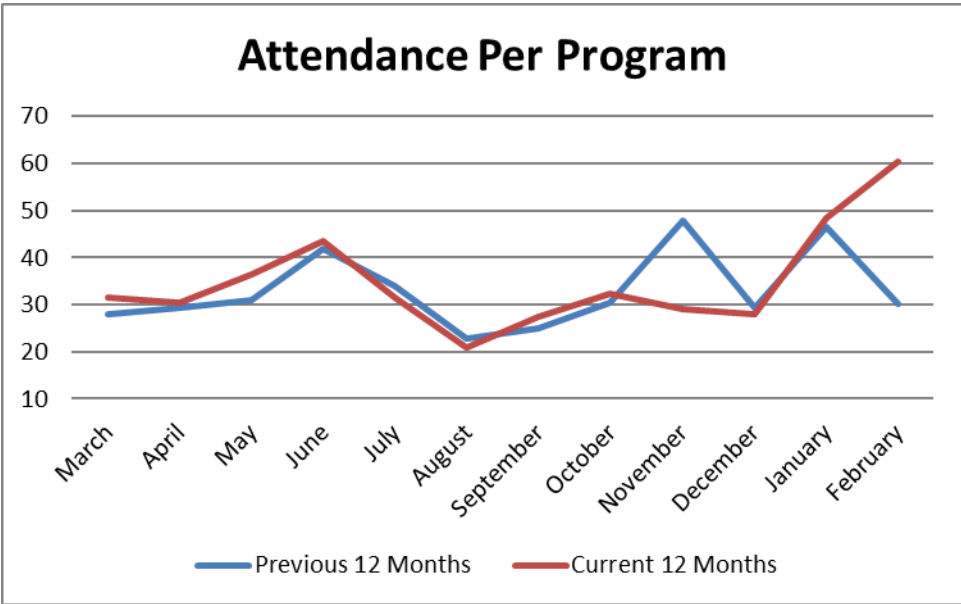
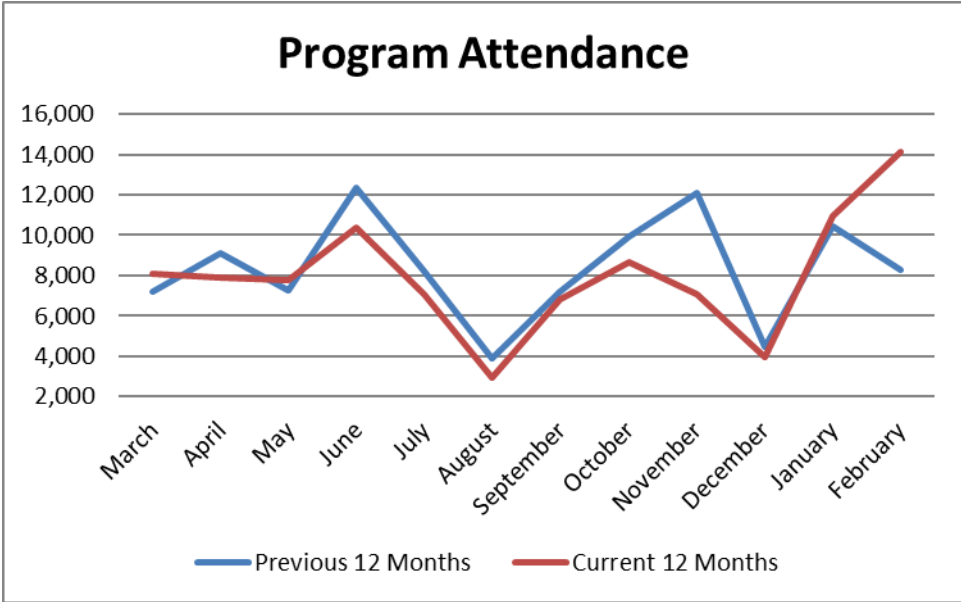
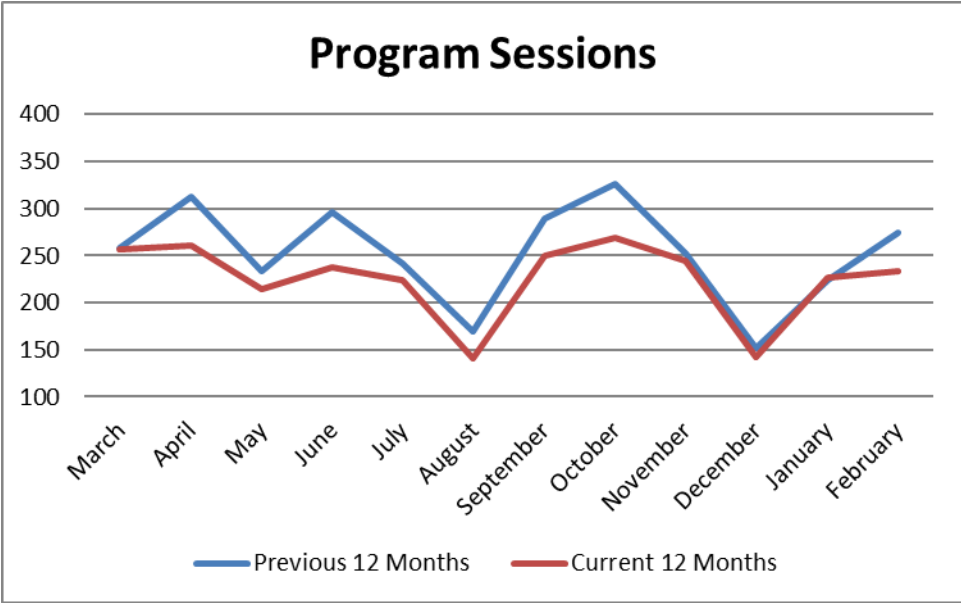


Downloadables Circulation

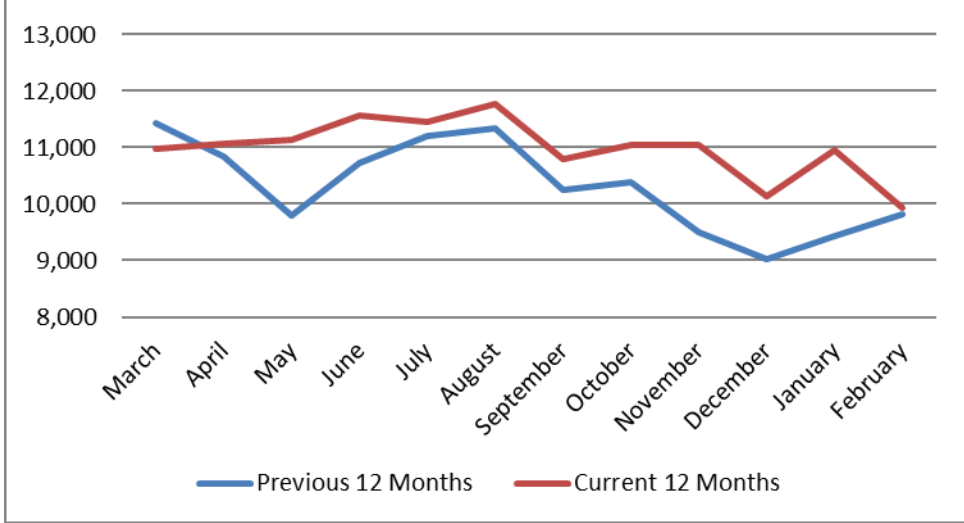


In-person Attendance

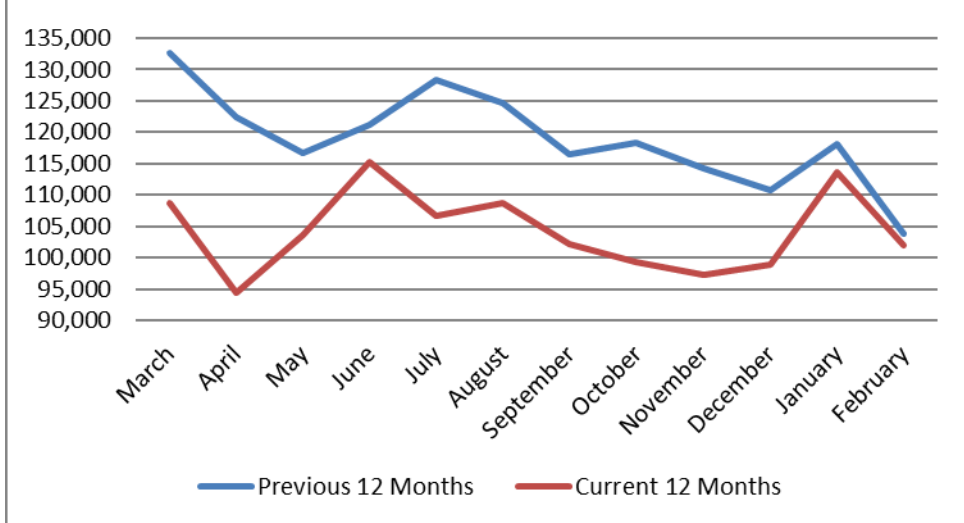




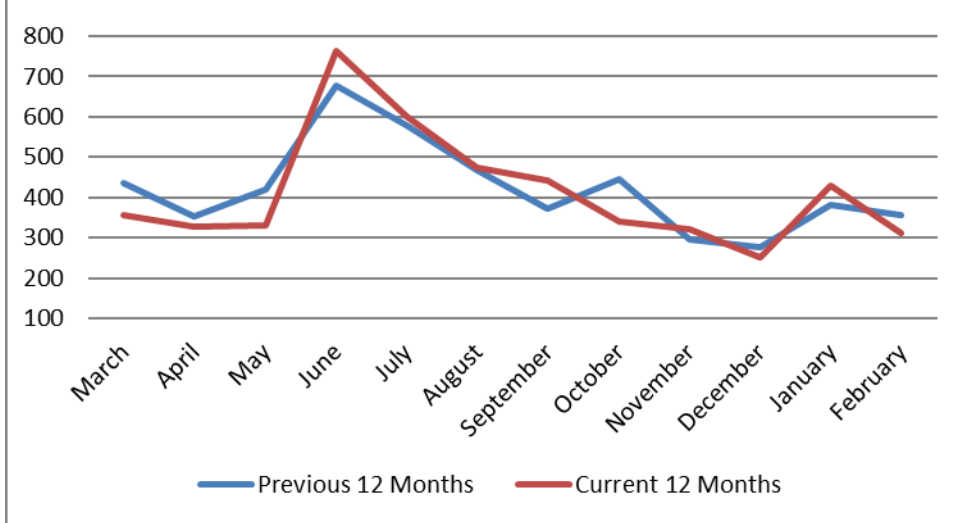
Public Computer Use



Website Visits



Resident Library Cards Issued



Reference Questions

