

**BOARD OF LIBRARY TRUSTEES**

**7:30 P.M.**

**TUESDAY, MAY 16, 2017**

**BOARD ROOM**

**- AGENDA -**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 18, 2017 (Action Item 1)
- IV. OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES
- V. ADJOURNMENT OF THE 2015-2017 BOARD AND CONVENING OF THE 2017-2019 BOARD
- VI. ROLL CALL
- VII. PUBLIC COMMENT
- VIII. ELECTION OF OFFICERS
- IX. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2017 (Item 2)
- X. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2017 (Action Item 3)
- XI. EXECUTIVE DIRECTOR'S REPORT
- XII. UNFINISHED BUSINESS

- LIBRARY STRATEGIES PROPOSAL FOR BOARD DEVELOPMENT CONSULTING (Action Item 4)

We will be presenting a proposal from Library Strategies, a consulting group of the not-for-profit Friends of the Saint Paul Public Library, for a board development session.

XIII. NEW BUSINESS

- 2017 BUDGET AMENDMENT (Action Item 5)

We are requesting approval of a budget amendment to the 2017 Budget. This amendment will reallocate funds in order to: 1) add a full-time Community Engagement Liaison to the Specialty Info Services budget; and 2) increase the budgeted hours from 15 to 25 for a currently vacant position that will be filled as a bilingual Specialty Info Services Advisor. The dollars are being allocated from the Operating Contingency budget lines included in the Administration budget for expansion of services operating expenses, so this proposed budget amendment is a net \$0 change.

XIV. COMMITTEE REPORTS (As appropriate)

(A) BUILDING

- AUTHORIZATION TO SEEK BIDS FOR PUBLIC COMPUTER HVAC MODIFICATIONS (Action Item 6)

As part of the 2017 budget, the Board of Library Trustees approved \$149,500 to make modifications that will improve airflow and ventilation in the public computer area. We are requesting authorization to seek bids for that work, which will likely be substantially less than the budgeted amount.

- AUTHORIZATION TO ACCEPT PARKING IMPROVEMENTS PROJECT BID (Action Item 7)

Over the past several months, we have been working to prepare the final pricing for a parking lot improvement project. On April 27, a public bid opening was held and the vetting of those bids has now been completed. We are seeking authorization to move forward with the project by accepting the base bid and the lighting alternate.

(B) FINANCE (Trustee Zyck)

(C) HUMAN RESOURCES (Trustee Zyck)

(D) POLICY

(E) STRATEGIC PLANNING (Trustee Brody Garkisch)

- RECOMMENDED MAJOR INITIATIVES: 2017-2018 (Action Item 8)

At its April meeting, the Strategic Planning Committee reviewed a list of major initiatives being recommended by the Library Management team for the remainder of 2017 and 2018 based upon a list of ideas generated by the committee and staff work groups. The committee moved to support the continued exploration of these initiatives.

XV. FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

XVI. OTHER

- SCHEDULE JOINT MEETING WITH PARK DISTRICT BOARD (Saturday morning in the Fall)

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

XVIII. ITEM(S) FROM CLOSED SESSION FOR ACTION

XIX. ADJOURNMENT

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

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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, APRIL 18, 2017.**

- 04.17.01 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, April 18, 2017, at 7:30 p.m. by President Debbie Smart.
- 04.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Nelson, Thanopoulos, Unumb, Zyck and Smart.

Absent: Trustee Medal.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Michael Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Michael Kelly, Director of Finance; Deb Whisler, Director of Communications and Marketing; Colleen Kelly, Graphic Designer; Janet Moravec, Business Office Administrator; John Supplitt, Resident; Christine Tangney, Resident; Mike Dennehey, Resident; Bill Nelson, Resident; Jean Nelson, Resident; Wyatt Nelson, Resident; Kim Narvaiz, Resident; Maureen Cooke, Resident; Melissa Cayer, Resident.

- 04.17.03 **PUBLIC COMMENT** – Resident Melissa Cayer requested board members fill out time sheets. President Smart responded the request would be taken under consideration.
- 04.17.04 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 21, 2017 (Action Item 1)**. Trustee Nelson seconded. All were in favor and the minutes were approved as submitted.
- 04.17.05 **RESOLUTION HONORING THE SERVICE OF DEBORAH A. NELSON (Action Item 2)** - President Smart read *Resolution 17-01 Honoring the Service of Deborah A. Nelson*, who retires from the Board of Library Trustees after nine years of service, including her leadership as board treasurer, chair of the Finance Committee, and chair of the Long Range/Strategic Planning Committee.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 17-01 HONORING THE SERVICE OF DEBORAH A NELSON.** Trustee Unumb seconded. All were in favor and the motion carried.

- 04.17.06 **RESOLUTION HONORING THE SERVICE OF DAVID F. UNUMB (Action Item 3)** - President Smart read *Resolution 17-02 Honoring the Service of David F. Unumb*, for over 20 years, beginning in 1983, and continuing over four different decades. He served as president of the board from 1989 to 1991; oversaw the hiring of three executive directors, and was a leader on the Building, Personnel and Long Range Planning Committees.

Trustee Nelson moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 17-02 HONORING THE SERVICE OF DAVID F. UNUMB.**

Trustee Thanopoulos seconded. All were in favor and the motion carried.

04.17.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2017 (Item 4)** – Mr. Kuhl reported 25% of the year has lapsed and cash equivalents for March were \$18,208,858; last year cash equivalents were \$18,076,747. Real estate tax revenue received during the month of March was just over \$4.8 million; bringing the year to date total over \$7.3 million. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

04.17.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2017 (Action Item 5)** – Mr. Kuhl provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY, DATED MARCH 31, 2017, IN THE AMOUNT OF \$1,451,895.18.**

Trustee Unumb seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Nelson, Thanopoulos, Unumb, Zyck, and Smart. Nay: none. The motion carried.

04.17.09 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl gave an update on the library's parking/garage improvements project; announced the hiring of Finance Director Kelly Spokas who will begin June 5; and gave a summary of a recent Freedom of Information Act request and the impact on library operations. He also gave an update from the Illinois Library Association (ILA) on recent legislation effecting libraries and the announcement of the retirement of ILA Executive Director Bob Doyle

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

04.17.11 **NEW BUSINESS**

- **LIBRARY STRATEGIES PROPOSAL FOR BOARD DEVELOPMENT CONSULTING (Action Item 6)** – Staff presented a proposal from Library Strategies, a consulting group of the not-for-profit Friends of the Saint Paul Public Library, for a half-day board development session. After discussion, the board will continue its review of the proposal after the new Board of Library Trustees convenes in May with two newly elected trustees and in advance of preparing a new 3-year strategic plan.

04.17.12 **RESOLUTION 17-03 (Action Item 7)** - President Smart read *Resolution 17-03 Honoring the Service of Debora Whisler*, who will retire May 5 after serving 27 years as the Director of Communications and Marketing.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 17-03 HONORING THE SERVICE OF DEBORA WHISLER.** Trustee Zyck seconded. All were in favor and the motion carried.

04.17.13 **COMMITTEE REPORTS**

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

- **NEXT MEETING: MONDAY, MAY 15, 4:30 P.M.**

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

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

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

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

- **NEXT MEETING: WEDNESDAY, APRIL 19, 6:45 P.M.**

04.17.14 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** – Trustee Unumb reported on the election of new board members; the Friends have \$106,662 in available funds; and the approval of a \$4,000 wish list request to support the annual Teen Summer Volunteer Squad Program. President Smart and Mr. Kuhl discussed with the Friends a Memorandum of Understanding, which would confirm the operational relationship and reciprocal commitments of the Friends and the library.

04.17.15 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 8:44 p.m.

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Deborah A. Nelson, Vice President/Secretary

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Janet Moravec, Recorder

Village of Arlington Heights  
 REVENUE REPORT  
 33% OF YEAR LAPSED

(Item 2)

ACCOUNTING PERIOD 04/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund

| ACCOUNT | ACCOUNT DESCRIPTION       | ***** ESTIMATED | CURRENT ACTUAL | ***** %REV | ***** ESTIMATED | YEAR-TO-DATE ACTUAL | ***** %REV | ANNUAL ESTIMATE | UNREALIZED BALANCE |
|---------|---------------------------|-----------------|----------------|------------|-----------------|---------------------|------------|-----------------|--------------------|
| 400     | Taxes                     |                 |                |            |                 |                     |            |                 |                    |
| 401     | Real Estate Taxes         |                 |                |            |                 |                     |            |                 |                    |
| 03 00   | Real Estate Tax IMRF      | 66,750          | 3,087.38       | 5          | 267,000         | 427,112.49          | 160        | 801,000         | 373,887.51         |
| 04 00   | Real Estate Tax FICA      | 34,666          | 1,603.43       | 5          | 138,664         | 221,821.21          | 160        | 416,000         | 194,178.79         |
| 05 00   | Real Estate Tax           | 1,051,090       | 48,615.90      | 5          | 4,204,360       | 6,725,603.96        | 160        | 12,613,091      | 5,887,487.04       |
| 401 **  | Real Estate Taxes         | 1,152,506       | 53,306.71      | 5          | 4,610,024       | 7,374,537.66        | 160        | 13,830,091      | 6,455,553.34       |
| 400 *** | Taxes                     | 1,152,506       | 53,306.71      | 5          | 4,610,024       | 7,374,537.66        | 160        | 13,830,091      | 6,455,553.34       |
| 410     | Intergovernmental Revenue |                 |                |            |                 |                     |            |                 |                    |
| 411     | Intergovernmental         |                 |                |            |                 |                     |            |                 |                    |
| 65 00   | Per Capita Grant & Gifts  | 5,000           | .00            |            | 20,000          | .00                 |            | 60,000          | 60,000.00          |
| 70 00   | Other Grants              | 250             | .00            |            | 1,000           | .00                 |            | 3,000           | 3,000.00           |
| 90 00   | Contribution Ord. Library | 83              | .00            |            | 332             | .00                 |            | 1,000           | 1,000.00           |
| 411 **  | Intergovernmental         | 5,333           | .00            |            | 21,332          | .00                 |            | 64,000          | 64,000.00          |
| 410 *** | Intergovernmental Revenue | 5,333           | .00            |            | 21,332          | .00                 |            | 64,000          | 64,000.00          |
| 430     | Fees                      |                 |                |            |                 |                     |            |                 |                    |
| 436     | Library Fees              |                 |                |            |                 |                     |            |                 |                    |
| 72 00   | Non Resident Fees         | 100             | .00            |            | 400             | 860.00              | 215        | 1,200           | 340.00             |
| 74 00   | Copier/Reader Printer Fee | 3,166           | 3,703.42       | 117        | 12,664          | 15,051.26           | 119        | 38,000          | 22,948.74          |
| 75 00   | Meeting Room Fees         | 333             | 225.00         | 68         | 1,332           | 1,435.00            | 108        | 4,000           | 2,565.00           |
| 436 **  | Library Fees              | 3,599           | 3,928.42       | 109        | 14,396          | 17,346.26           | 121        | 43,200          | 25,853.74          |
| 430 *** | Fees                      | 3,599           | 3,928.42       | 109        | 14,396          | 17,346.26           | 121        | 43,200          | 25,853.74          |
| 440     | Fines                     |                 |                |            |                 |                     |            |                 |                    |
| 442     | Library                   |                 |                |            |                 |                     |            |                 |                    |
| 20 00   | Late Charges              | 11,583          | 10,520.63      | 91         | 46,332          | 46,528.86           | 100        | 139,000         | 92,471.14          |
| 25 00   | Lost/Damaged Item Charges | 1,666           | 1,042.78       | 63         | 6,664           | 5,473.16            | 82         | 20,000          | 14,526.84          |
| 442 **  | Library                   | 13,249          | 11,563.41      | 87         | 52,996          | 52,002.02           | 98         | 159,000         | 106,997.98         |
| 440 *** | Fines                     | 13,249          | 11,563.41      | 87         | 52,996          | 52,002.02           | 98         | 159,000         | 106,997.98         |
| 460     | Interest Income           |                 |                |            |                 |                     |            |                 |                    |
| 461     | Simple Interest           |                 |                |            |                 |                     |            |                 |                    |
| 02 00   | Interest on Investments   | 2,291           | 2,308.87       | 101        | 9,164           | 10,188.05           | 111        | 27,500          | 17,311.95          |
| 461 **  | Simple Interest           | 2,291           | 2,308.87       | 101        | 9,164           | 10,188.05           | 111        | 27,500          | 17,311.95          |
| 462     | Investment Income         |                 |                |            |                 |                     |            |                 |                    |
| 10 00   | Market Value Adjustments  | 0               | 2,211.37       |            | 0               | 6,880.74            |            | 0               | 6,880.74-          |
| 462 **  | Investment Income         | 0               | 2,211.37       |            | 0               | 6,880.74            |            | 0               | 6,880.74-          |



Village of Arlington Heights  
 REVENUE REPORT  
 33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund

| ACCOUNT                          | ACCOUNT DESCRIPTION          | ***** ESTIMATED | CURRENT ACTUAL | ***** %REV | ***** ESTIMATED | YEAR-TO-DATE ACTUAL | ***** %REV | ANNUAL ESTIMATE | UNREALIZED BALANCE |
|----------------------------------|------------------------------|-----------------|----------------|------------|-----------------|---------------------|------------|-----------------|--------------------|
| 460                              | Interest Income              |                 |                |            |                 |                     |            |                 |                    |
| 462                              | Investment Income            |                 |                |            |                 |                     |            |                 |                    |
| 460                              | *** Interest Income          | 2,291           | 4,520.24       | 197        | 9,164           | 17,068.79           | 186        | 27,500          | 10,431.21          |
| 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              | 25.00          | 30         | 332             | 10,075.00           | 3035       | 1,000           | 9,075.00-          |
| 483                              | ** Donations                 | 83              | 25.00          | 30         | 332             | 10,075.00           | 3035       | 1,000           | 9,075.00-          |
| 489                              | Other                        |                 |                |            |                 |                     |            |                 |                    |
| 90 00                            | Other Income                 | 666             | 1,055.82       | 159        | 2,664           | 3,466.88            | 130        | 8,000           | 4,533.12           |
| 93 00                            | Donations Genealogy          | 41              | .00            |            | 164             | .00                 |            | 500             | 500.00             |
| 94 00                            | FOL Reimbursements           | 5,416           | 12,361.16      | 228        | 21,664          | 27,353.91           | 126        | 65,000          | 37,646.09          |
| 489                              | ** Other                     | 6,123           | 13,416.98      | 219        | 24,492          | 30,820.79           | 126        | 73,500          | 42,679.21          |
| 480                              | *** Other                    | 6,206           | 13,441.98      | 217        | 24,824          | 40,895.79           | 165        | 74,500          | 33,604.21          |
| 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       | 86,760.76      | 7          | 4,732,736       | 7,501,850.52        | 159        | 14,198,291      | 6,696,440.48       |

Village of Arlington Heights  
 REVENUE REPORT  
 33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2017

Village of Arlington Heights

| FUND 491 Capital Projects-Library   |                             |                 |                |            |                 |                     |            |                 |                    |
|-------------------------------------|-----------------------------|-----------------|----------------|------------|-----------------|---------------------|------------|-----------------|--------------------|
| ACCOUNT                             | ACCOUNT DESCRIPTION         | ***** ESTIMATED | CURRENT ACTUAL | ***** %REV | ***** ESTIMATED | YEAR-TO-DATE ACTUAL | ***** %REV | ANNUAL ESTIMATE | UNREALIZED BALANCE |
| 460                                 | Interest Income             |                 |                |            |                 |                     |            |                 |                    |
| 461                                 | Simple Interest             |                 |                |            |                 |                     |            |                 |                    |
| 02 00                               | Interest on Investments     | 500             | 262.27         | 53         | 2,000           | 9,636.55            | 482        | 6,000           | 3,636.55-          |
| 461                                 | ** Simple Interest          | 500             | 262.27         | 53         | 2,000           | 9,636.55            | 482        | 6,000           | 3,636.55-          |
| 462                                 | Investment Income           |                 |                |            |                 |                     |            |                 |                    |
| 10 00                               | Market Value Adjustments    | 0               | 1,032.86       |            | 0               | 3,691.61            |            | 0               | 3,691.61-          |
| 462                                 | ** Investment Income        | 0               | 1,032.86       |            | 0               | 3,691.61            |            | 0               | 3,691.61-          |
| 460                                 | *** Interest Income         | 500             | 1,295.13       | 259        | 2,000           | 13,328.16           | 666        | 6,000           | 7,328.16-          |
| 490                                 | Other Financing Sources     |                 |                |            |                 |                     |            |                 |                    |
| 491                                 | Other Financing Sources     |                 |                |            |                 |                     |            |                 |                    |
| 05 00                               | Operating Transfer In       | 145,833         | .00            |            | 583,332         | 1,750,000.00        | 300        | 1,750,000       | .00                |
| 491                                 | ** Other Financing Sources  | 145,833         | .00            |            | 583,332         | 1,750,000.00        | 300        | 1,750,000       | .00                |
| 490                                 | *** Other Financing Sources | 145,833         | .00            |            | 583,332         | 1,750,000.00        | 300        | 1,750,000       | .00                |
| FUND TOTAL Capital Projects-Library |                             | 146,333         | 1,295.13       | 1          | 585,332         | 1,763,328.16        | 301        | 1,756,000       | 7,328.16-          |

| FUND 291 Memorial Library Fund |     |                           | DEPT/DIV 6001 Executive Office/Administration |          |      |                        |           |      |          |           |           |      |
|--------------------------------|-----|---------------------------|---|----------|------|------------------------|-----------|------|----------|-----------|-----------|------|
| BA                             | ELE | OBJ                       | *****CURRENT*****                             |          |      | *****YEAR-TO-DATE***** |           |      | ANNUAL   | UNENCUMB. | %         |      |
| SUB                            | SUB | DESCRIPTION               | BUDGET  | ACTUAL   | %EXP | BUDGET                 | ACTUAL    | %EXP | ENCUMBR. | BUDGET    | BALANCE   | BDGT |
| 60                             |     | Culture/Recreation        |   |          |      |                        |           |      |          |           |           |      |
| 601                            |     | Library                   |   |          |      |                        |           |      |          |           |           |      |
| 16                             |     | Library Personal Services |   |          |      |                        |           |      |          |           |           |      |
| 16 01                          |     | Executive Director        | 12204   | 11321.38 | 93   | 48816                  | 50896.17  | 104  | .00      | 146453    | 95556.83  | 35   |
| 16 02                          |     | Dir. Library Operations   | 8333  | 7745.20  | 93   | 33332                  | 32917.10  | 99   | .00      | 100000    | 67082.90  | 33   |
| 16 17                          |     | Deputy Director           | 9032  | 8459.76  | 94   | 36128                  | 37987.58  | 105  | .00      | 108391    | 70403.42  | 35   |
| 16 36                          |     | Librarian III             | 6777  | 6061.14  | 89   | 20331                  | 19698.71  | 97   | .00      | 74552     | 54853.29  | 26   |
| 16 43                          |     | Business Office Adminr    | 4746  | 4390.50  | 93   | 18984                  | 19601.30  | 103  | .00      | 56963     | 37361.70  | 34   |
| 16 51                          |     | Clerk IV                  | 3796  | 3487.50  | 92   | 15184                  | 15773.94  | 104  | .00      | 45552     | 29778.06  | 35   |
| 16 92                          |     | Achievement Awards        | 166   | 500.00   | 301  | 664                    | 2000.00   | 301  | .00      | 2000      | .00       | 100  |
| 16 **                          |     | Library Personal Services | 45054   | 41965.48 | 93   | 173439                 | 178874.80 | 103  | .00      | 533911    | 355036.20 | 34   |
| 18                             |     | Other Personal Services   |   |          |      |                        |           |      |          |           |           |      |
| 18 05                          |     | Overtime Civilian         | 16  | 10.98    | 69   | 64                     | 45.86     | 72   | .00      | 200       | 154.14    | 23   |
| 18 **                          |     | Other Personal Services   | 16  | 10.98    | 69   | 64                     | 45.86     | 72   | .00      | 200       | 154.14    | 23   |
| 19                             |     | Employee Benefits         |   |          |      |                        |           |      |          |           |           |      |
| 19 05                          |     | Medical Insurance         | 5121  | 4985.67  | 97   | 20484                  | 19942.68  | 97   | .00      | 61466     | 41523.32  | 32   |
| 19 10                          |     | IMRF                      | 4704  | 5118.20  | 109  | 18816                  | 21219.11  | 113  | .00      | 56462     | 35242.89  | 38   |
| 19 11                          |     | Social Security           | 2786  | 2473.94  | 89   | 10724                  | 10276.02  | 96   | .00      | 33024     | 22747.98  | 31   |
| 19 12                          |     | Medicare                  | 635   | 578.58   | 91   | 2442                   | 2403.23   | 98   | .00      | 7535      | 5131.77   | 32   |
| 19 53                          |     | Flexible Spending         | 200   | 161.50   | 81   | 800                    | 847.50    | 106  | .00      | 2400      | 1552.50   | 35   |
| 19 55                          |     | Unemployment Compensation | 833   | .00      | 0    | 3332                   | .00       | 0    | .00      | 10000     | 10000.00  | 0    |
| 19 **                          |     | Employee Benefits         | 14279   | 13317.89 | 93   | 56598                  | 54688.54  | 97   | .00      | 170887    | 116198.46 | 32   |
| 20                             |     | Prof Technical Services   |   |          |      |                        |           |      |          |           |           |      |
| 20 05                          |     | Professional Services     | 1250  | 5000.00  | 400  | 5000                   | .00       | 0    | .00      | 15000     | 15000.00  | 0    |
| 20 08                          |     | Consulting Services       | 333   | .00      | 0    | 1332                   | .00       | 0    | .00      | 4000      | 4000.00   | 0    |
| 20 20                          |     | Legal Services            | 1333  | .00      | 0    | 5332                   | .00       | 0    | .00      | 16000     | 16000.00  | 0    |
| 20 40                          |     | General Insurance         | 10578   | .00      | 0    | 42312                  | 113250.00 | 268  | .00      | 126945    | 13695.00  | 89   |
| 20 81                          |     | OCLC Services             | 5419  | 16172.70 | 298  | 21676                  | 32345.40  | 149  | .00      | 65028     | 32682.60  | 50   |
| 20 **                          |     | Prof Technical Services   | 18913   | 11172.70 | 59   | 75652                  | 145595.40 | 193  | .00      | 226973    | 81377.60  | 64   |
| 21                             |     | Property Services         |   |          |      |                        |           |      |          |           |           |      |
| 21 65                          |     | Other Services            | 705   | 526.64   | 75   | 2820                   | 2718.54   | 96   | .00      | 8464      | 5745.46   | 32   |
| 21 **                          |     | Property Services         | 705   | 526.64   | 75   | 2820                   | 2718.54   | 96   | .00      | 8464      | 5745.46   | 32   |
| 22                             |     | Other Contractual Service |   |          |      |                        |           |      |          |           |           |      |
| 22 01                          |     | Advertising               | 83  | 209.25   | 252  | 332                    | 209.25    | 63   | .00      | 1000      | 790.75    | 21   |
| 22 02                          |     | Dues                      | 1089  | 8285.00  | 761  | 4356                   | 9415.19   | 216  | .00      | 13077     | 3661.81   | 72   |
| 22 03                          |     | Training                  | 10208   | 8484.66  | 83   | 40832                  | 29509.74  | 72   | .00      | 122500    | 92990.26  | 24   |
| 22 05                          |     | Postage                   | 4119  | 3449.12  | 84   | 16476                  | 16614.11  | 101  | .00      | 49438     | 32823.89  | 34   |
| 22 42                          |     | Internet Services         | 2341  | 3672.40  | 157  | 9364                   | 11919.97  | 127  | .00      | 28101     | 16181.03  | 42   |
| 22 70                          |     | Telephone Services        | 3562  | 2889.92  | 81   | 14248                  | 18105.58  | 127  | .00      | 42755     | 24649.42  | 42   |
| 22 **                          |     | Other Contractual Service | 21402   | 26990.35 | 126  | 85608                  | 85773.84  | 100  | .00      | 256871    | 171097.16 | 33   |
| 30                             |     | General Supplies          |   |          |      |                        |           |      |          |           |           |      |
| 30 05                          |     | Office Supplies & Equip   | 694   | 376.20   | 54   | 2776                   | 808.61    | 29   | .00      | 8333      | 7524.39   | 10   |
| 30 **                          |     | General Supplies          | 694   | 376.20   | 54   | 2776                   | 808.61    | 29   | .00      | 8333      | 7524.39   | 10   |

| FUND 291 Memorial Library Fund |      |                               | DEPT/DIV 6001 Executive Office/Administration |          |      |                        |           |      |          |           |            |      |
|--------------------------------|------|-------------------------------|---|----------|------|------------------------|-----------|------|----------|-----------|------------|------|
| BA                             | ELE  | OBJ                           | *****CURRENT*****                             |          |      | *****YEAR-TO-DATE***** |           |      | ANNUAL   | UNENCUMB. | %          |      |
| SUB                            | SUB  | DESCRIPTION                   | BUDGET  | ACTUAL   | %EXP | BUDGET                 | ACTUAL    | %EXP | ENCUMBR. | BUDGET    | BALANCE    | BDGT |
| 60                             |      | Culture/Recreation            |   |          |      |                        |           |      |          |           |            |      |
| 601                            |      | Library                       |   |          |      |                        |           |      |          |           |            |      |
| 31                             |      | Public Works Supplies         |   |          |      |                        |           |      |          |           |            |      |
| 31                             | 85   | Small Tools and Equipment     | 416   | .00      | 0    | 1664                   | 241.26    | 15   | .00      | 5000      | 4758.74    | 5    |
| 31                             | **   | Public Works Supplies         | 416   | .00      | 0    | 1664                   | 241.26    | 15   | .00      | 5000      | 4758.74    | 5    |
| 32                             |      | Library Supplies              |   |          |      |                        |           |      |          |           |            |      |
| 32                             | 72   | Special Events                | 2070  | 288.00   | 14   | 8280                   | 11440.94  | 138  | .00      | 24850     | 13409.06   | 46   |
| 32                             | 99   | Items Reimb by Employees      | 0   | 9.83-    | 0    | 0                      | 709.60    | 0    | .00      | 0         | 709.60-    | 0    |
| 32                             | **   | Library Supplies              | 2070  | 278.17   | 13   | 8280                   | 12150.54  | 147  | .00      | 24850     | 12699.46   | 49   |
| 40                             |      | Other Charges                 |   |          |      |                        |           |      |          |           |            |      |
| 40                             | 96   | Operating Contingency         | 9370  | .00      | 0    | 44776                  | .00       | 0    | .00      | 119745    | 119745.00  | 0    |
| 40                             | **   | Other Charges                 | 9370  | .00      | 0    | 44776                  | .00       | 0    | .00      | 119745    | 119745.00  | 0    |
| 50                             |      | Property                      |   |          |      |                        |           |      |          |           |            |      |
| 50                             | 15   | Other Equipment               | 27148   | .00      | 0    | 108592                 | 5119.44   | 5    | .00      | 325787    | 320667.56  | 2    |
| 50                             | **   | Property                      | 27148   | .00      | 0    | 108592                 | 5119.44   | 5    | .00      | 325787    | 320667.56  | 2    |
| 601                            | **   | ** Library                    | 140067  | 94638.41 | 68   | 560269                 | 486016.83 | 87   | .00      | 1681021   | 1195004.17 | 29   |
| 60                             | **   | ** Culture/Recreation         | 140067  | 94638.41 | 68   | 560269                 | 486016.83 | 87   | .00      | 1681021   | 1195004.17 | 29   |
| DIV                            | 6001 | TOTAL *****<br>Administration | 140067  | 94638.41 | 68   | 560269                 | 486016.83 | 87   | .00      | 1681021   | 1195004.17 | 29   |

| FUND 291 Memorial Library Fund |         |                           | DEPT/DIV 6002 Executive Office/Communications & Mrkting |          |      |          |           |      | ANNUAL BUDGET | UNENCUMB. BALANCE | % BDT     |      |
|--------------------------------|---------|---------------------------|---|----------|------|----------|-----------|------|---------------|-------------------|-----------|------|
| BA ELE OBJ                     | ACCOUNT | *****CURRENT*****         | *****YEAR-TO-DATE*****                                  |          |      | ENCUMBR. |           |      |               |                   |           |      |
| 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   | 31236    | 32396.99  | 104  | .00           | 93718             | 61321.01  | 35   |
| 16                             | 23      | Graphic Supervisor        | 6106  | 5636.92  | 92   | 24424    | 25331.77  | 104  | .00           | 73280             | 47948.23  | 35   |
| 16                             | 48      | Library Assistant I       | 2254  | 2154.10  | 96   | 9016     | 9912.43   | 110  | .00           | 27056             | 17143.57  | 37   |
| 16                             | 50      | Graphics Designer         | 3277  | 3010.24  | 92   | 13108    | 13599.70  | 104  | .00           | 39329             | 25729.30  | 35   |
| 16                             | 79      | Publication Editor        | 2877  | 2923.09  | 102  | 11508    | 12235.82  | 106  | .00           | 34529             | 22293.18  | 35   |
| 16                             | 80      | Communications Assistant  | 2003  | 1589.42  | 79   | 8012     | 7826.71   | 98   | .00           | 24045             | 16218.29  | 33   |
| 16                             | **      | Library Personal Services | 24326   | 22522.87 | 93   | 97304    | 101303.42 | 104  | .00           | 291957            | 190653.58 | 35   |
| 18                             |         | Other Personal Services   |   |          |      |          |           |      |               |                   |           |      |
| 18                             | 05      | Overtime Civilian         | 33  | 68.76    | 208  | 132      | 168.08    | 127  | .00           | 400               | 231.92    | 42   |
| 18                             | **      | Other Personal Services   | 33  | 68.76    | 208  | 132      | 168.08    | 127  | .00           | 400               | 231.92    | 42   |
| 19                             |         | Employee Benefits         |   |          |      |          |           |      |               |                   |           |      |
| 19                             | 05      | Medical Insurance         | 4098  | 3985.00  | 97   | 16392    | 15940.00  | 97   | .00           | 49187             | 33247.00  | 32   |
| 19                             | 10      | IMRF                      | 3006  | 2787.81  | 93   | 12024    | 12521.60  | 104  | .00           | 36078             | 23556.40  | 35   |
| 19                             | 11      | Social Security           | 1510  | 1348.15  | 89   | 6040     | 6073.05   | 101  | .00           | 18126             | 12052.95  | 34   |
| 19                             | 12      | Medicare                  | 353   | 315.31   | 89   | 1412     | 1420.41   | 101  | .00           | 4239              | 2818.59   | 34   |
| 19                             | **      | Employee Benefits         | 8967  | 8436.27  | 94   | 35868    | 35955.06  | 100  | .00           | 107630            | 71674.94  | 33   |
| 20                             |         | Prof Technical Services   |   |          |      |          |           |      |               |                   |           |      |
| 20                             | 05      | Professional Services     | 4406  | .00      | 0    | 17624    | 23200.00  | 132  | .00           | 52875             | 29675.00  | 44   |
| 20                             | **      | Prof Technical Services   | 4406  | .00      | 0    | 17624    | 23200.00  | 132  | .00           | 52875             | 29675.00  | 44   |
| 21                             |         | Property Services         |   |          |      |          |           |      |               |                   |           |      |
| 21                             | 02      | Equipment Maintenance     | 154   | .00      | 0    | 616      | 348.00    | 57   | .00           | 1850              | 1502.00   | 19   |
| 21                             | 65      | Other Services            | 826   | 625.20   | 76   | 3304     | 4252.54   | 129  | .00           | 9912              | 5659.46   | 43   |
| 21                             | **      | Property Services         | 980   | 625.20   | 64   | 3920     | 4600.54   | 117  | .00           | 11762             | 7161.46   | 39   |
| 22                             |         | Other Contractual Service |   |          |      |          |           |      |               |                   |           |      |
| 22                             | 02      | Dues                      | 140   | .00      | 0    | 560      | 600.00    | 107  | .00           | 1690              | 1090.00   | 36   |
| 22                             | 03      | Training                  | 7   | .00      | 0    | 28       | 20.00     | 71   | .00           | 90                | 70.00     | 22   |
| 22                             | 10      | Printing                  | 13104   | 20800.06 | 159  | 52416    | 45893.97  | 88   | .00           | 157255            | 111361.03 | 29   |
| 22                             | **      | Other Contractual Service | 13251   | 20800.06 | 157  | 53004    | 46513.97  | 88   | .00           | 159035            | 112521.03 | 29   |
| 30                             |         | General Supplies          |   |          |      |          |           |      |               |                   |           |      |
| 30                             | 05      | Office Supplies & Equip   | 1227  | 1260.61  | 103  | 4908     | 6039.75   | 123  | .00           | 14725             | 8685.25   | 41   |
| 30                             | **      | General Supplies          | 1227  | 1260.61  | 103  | 4908     | 6039.75   | 123  | .00           | 14725             | 8685.25   | 41   |
| 31                             |         | Public Works Supplies     |   |          |      |          |           |      |               |                   |           |      |
| 31                             | 85      | Small Tools and Equipment | 677   | .00      | 0    | 2708     | 676.50    | 25   | .00           | 8134              | 7457.50   | 8    |
| 31                             | **      | Public Works Supplies     | 677   | .00      | 0    | 2708     | 676.50    | 25   | .00           | 8134              | 7457.50   | 8    |
| 32                             |         | Library Supplies          |   |          |      |          |           |      |               |                   |           |      |
| 32                             | 01      | Program Supplies          | 83  | .00      | 0    | 332      | .00       | 0    | .00           | 1000              | 1000.00   | 0    |
| 32                             | 72      | Special Events            | 691   | 228.17   | 33   | 2764     | 264.16    | 10   | .00           | 8300              | 8035.84   | 3    |
| 32                             | **      | Library Supplies          | 774   | 228.17   | 30   | 3096     | 264.16    | 9    | .00           | 9300              | 9035.84   | 3    |

PREPARED 05/12/2017, 11:00:49  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 33% OF YEAR LAPSED

PAGE 5  
 ACCOUNTING PERIOD 04/2017

| FUND 291 Memorial Library Fund |       |                          | DEPT/DIV 6002 Executive Office/Communications & Mrkting |          |      |                        |           |      |          |        |           |      |
|--------------------------------|-------|--------------------------|---|----------|------|------------------------|-----------|------|----------|--------|-----------|------|
| BA                             | ELE   | OBJ                      | *****CURRENT*****                                       |          |      | *****YEAR-TO-DATE***** |           |      |          | ANNUAL | UNENCUMB. | %    |
| SUB                            | SUB   | DESCRIPTION              | BUDGET  | ACTUAL   | %EXP | BUDGET                 | ACTUAL    | %EXP | ENCUMBR. | BUDGET | BALANCE   | BDGT |
| 60                             |       | Culture/Recreation       |   |          |      |                        |           |      |          |        |           |      |
| 601                            |       | Library                  |   |          |      |                        |           |      |          |        |           |      |
| 601                            | ** ** | Library                  | 54641   | 53941.94 | 99   | 218564                 | 218721.48 | 100  | .00      | 655818 | 437096.52 | 33   |
| 60                             | ** ** | Culture/Recreation       | 54641   | 53941.94 | 99   | 218564                 | 218721.48 | 100  | .00      | 655818 | 437096.52 | 33   |
| DIV                            | 6002  | TOTAL *****              |   |          |      |                        |           |      |          |        |           |      |
|                                |       | Communications & Mrkting | 54641   | 53941.94 | 99   | 218564                 | 218721.48 | 100  | .00      | 655818 | 437096.52 | 33   |

| 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   | 29680                  | 30636.96  | 103  | .00      | 89045     | 58408.04  | 34   |
| 16                             | 51   | Clerk IV                       | 3708   | 3489.69  | 94   | 14832                  | 15533.17  | 105  | .00      | 44496     | 28962.83  | 35   |
| 16                             | 53   | Volunteer Coordinator          | 2029   | 2131.22  | 105  | 8116                   | 8596.94   | 106  | .00      | 24357     | 15760.06  | 35   |
| 16                             | **   | Library Personal Services      | 13157  | 12436.55 | 95   | 52628                  | 54767.07  | 104  | .00      | 157898    | 103130.93 | 35   |
| 18                             |      | Other Personal Services        |  |          |      |                        |           |      |          |           |           |      |
| 18                             | 05   | Overtime Civilian              | 16   | .00      | 0    | 64                     | 85.96     | 134  | .00      | 200       | 114.04    | 43   |
| 18                             | **   | Other Personal Services        | 16   | .00      | 0    | 64                     | 85.96     | 134  | .00      | 200       | 114.04    | 43   |
| 19                             |      | Employee Benefits              |  |          |      |                        |           |      |          |           |           |      |
| 19                             | 05   | Medical Insurance              | 2670   | 2596.00  | 97   | 10680                  | 10384.00  | 97   | .00      | 32049     | 21665.00  | 32   |
| 19                             | 10   | IMRF                           | 1625   | 1534.66  | 94   | 6500                   | 6768.82   | 104  | .00      | 19509     | 12740.18  | 35   |
| 19                             | 11   | Social Security                | 816  | 735.84   | 90   | 3264                   | 3255.03   | 100  | .00      | 9802      | 6546.97   | 33   |
| 19                             | 12   | Medicare                       | 191  | 172.09   | 90   | 764                    | 761.24    | 100  | .00      | 2292      | 1530.76   | 33   |
| 19                             | 50   | Employee Asst. Program         | 520  | 3603.33  | 693  | 2080                   | 5578.33   | 268  | .00      | 6250      | 671.67    | 89   |
| 19                             | **   | Employee Benefits              | 5822   | 8641.92  | 148  | 23288                  | 26747.42  | 115  | .00      | 69902     | 43154.58  | 38   |
| 21                             |      | Property Services              |  |          |      |                        |           |      |          |           |           |      |
| 21                             | 65   | Other Services                 | 2037   | 5280.00  | 259  | 8148                   | 16026.00  | 197  | .00      | 24450     | 8424.00   | 66   |
| 21                             | **   | Property Services              | 2037   | 5280.00  | 259  | 8148                   | 16026.00  | 197  | .00      | 24450     | 8424.00   | 66   |
| 22                             |      | Other Contractual Service      |  |          |      |                        |           |      |          |           |           |      |
| 22                             | 01   | Advertising                    | 75   | .00      | 0    | 300                    | 1090.49   | 364  | .00      | 900       | 190.49-   | 121  |
| 22                             | 02   | Dues                           | 221  | .00      | 0    | 884                    | 199.00    | 23   | .00      | 2655      | 2456.00   | 8    |
| 22                             | 03   | Training                       | 67   | 141.88   | 212  | 268                    | 141.88    | 53   | .00      | 810       | 668.12    | 18   |
| 22                             | 55   | In Service Training            | 375  | .00      | 0    | 1500                   | 6043.94   | 403  | .00      | 4500      | 1543.94-  | 134  |
| 22                             | **   | Other Contractual Service      | 738  | 141.88   | 19   | 2952                   | 7475.31   | 253  | .00      | 8865      | 1389.69   | 84   |
| 40                             |      | Other Charges                  |  |          |      |                        |           |      |          |           |           |      |
| 40                             | 62   | Tuition Reimbursement          | 833  | .00      | 0    | 3332                   | .00       | 0    | .00      | 10000     | 10000.00  | 0    |
| 40                             | 70   | Employee Recognition Prog      | 1320   | 4002.74  | 303  | 5280                   | 13311.45  | 252  | .00      | 15850     | 2538.55   | 84   |
| 40                             | **   | Other Charges                  | 2153   | 4002.74  | 186  | 8612                   | 13311.45  | 155  | .00      | 25850     | 12538.55  | 52   |
| 601                            | **   | ** Library                     | 23923  | 30503.09 | 128  | 95692                  | 118413.21 | 124  | .00      | 287165    | 168751.79 | 41   |
| 60                             | **   | ** Culture/Recreation          | 23923  | 30503.09 | 128  | 95692                  | 118413.21 | 124  | .00      | 287165    | 168751.79 | 41   |
| DIV                            | 6003 | TOTAL *****<br>Human Resources | 23923  | 30503.09 | 128  | 95692                  | 118413.21 | 124  | .00      | 287165    | 168751.79 | 41   |

| FUND 291 Memorial Library Fund |       |   | DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants |         |      |                        |          |      | ANNUAL BUDGET | UNENCUMB. BALANCE | % BDGT        |
|--------------------------------|-------|---|---|---------|------|------------------------|----------|------|---------------|-------------------|---------------|
| BA                             | ELE   | OBJ                                     | *****CURRENT*****                                       |         |      | *****YEAR-TO-DATE***** |          |      |               |                   |               |
| SUB                            | SUB   | DESCRIPTION                             | BUDGET  | ACTUAL  | %EXP | BUDGET                 | ACTUAL   | %EXP | ENCUMBR.      |                   |               |
| 60                             |       | Culture/Recreation                      |   |         |      |                        |          |      |               |                   |               |
| 601                            |       | Library                                 |   |         |      |                        |          |      |               |                   |               |
|                                | 21    | Property Services                       |   |         |      |                        |          |      |               |                   |               |
|                                | 21 65 | Other Services                          | 416   | .00     | 0    | 1664                   | 1351.98  | 81   | .00           | 5000              | 3648.02 27    |
|                                | 21 ** | Property Services                       | 416   | .00     | 0    | 1664                   | 1351.98  | 81   | .00           | 5000              | 3648.02 27    |
|                                | 22    | Other Contractual Service               |   |         |      |                        |          |      |               |                   |               |
|                                | 22 18 | Contr Programs & Exhibits               | 416   | .00     | 0    | 1664                   | 15725.00 | 945  | .00           | 5000              | 10725.00- 315 |
|                                | 22 ** | Other Contractual Service               | 416   | .00     | 0    | 1664                   | 15725.00 | 945  | .00           | 5000              | 10725.00- 315 |
|                                | 31    | Public Works Supplies                   |   |         |      |                        |          |      |               |                   |               |
|                                | 31 85 | Small Tools and Equipment               | 416   | .00     | 0    | 1664                   | .00      | 0    | .00           | 5000              | 5000.00 0     |
|                                | 31 ** | Public Works Supplies                   | 416   | .00     | 0    | 1664                   | .00      | 0    | .00           | 5000              | 5000.00 0     |
|                                | 32    | Library Supplies                        |   |         |      |                        |          |      |               |                   |               |
|                                | 32 01 | Program Supplies                        | 416   | .00     | 0    | 1664                   | .00      | 0    | .00           | 5000              | 5000.00 0     |
|                                | 32 02 | Program Events                          | 416   | 60.88   | 15   | 1664                   | 60.88    | 4    | .00           | 5000              | 4939.12 1     |
|                                | 32 32 | Software                                | 208   | .00     | 0    | 832                    | .00      | 0    | .00           | 2500              | 2500.00 0     |
|                                | 32 72 | Special Events                          | 833   | 1423.02 | 171  | 3332                   | 5634.12  | 169  | .00           | 10000             | 4365.88 56    |
|                                | 32 75 | Audio Visual                            | 416   | .00     | 0    | 1664                   | .00      | 0    | .00           | 5000              | 5000.00 0     |
|                                | 32 78 | Electronic Resources                    | 208   | .00     | 0    | 832                    | .00      | 0    | .00           | 2500              | 2500.00 0     |
|                                | 32 80 | Books                                   | 416   | 20.69   | 5    | 1664                   | 2726.02  | 164  | .00           | 5000              | 2273.98 55    |
|                                | 32 ** | Library Supplies                        | 2913  | 1504.59 | 52   | 11652                  | 8421.02  | 72   | .00           | 35000             | 26578.98 24   |
|                                | 50    | Property                                |   |         |      |                        |          |      |               |                   |               |
|                                | 50 15 | Other Equipment                         | 416   | .00     | 0    | 1664                   | 9995.26  | 601  | .00           | 5000              | 4995.26- 200  |
|                                | 50 ** | Property                                | 416   | .00     | 0    | 1664                   | 9995.26  | 601  | .00           | 5000              | 4995.26- 200  |
| 601                            | ** ** | Library                                 | 4577  | 1504.59 | 33   | 18308                  | 35493.26 | 194  | .00           | 55000             | 19506.74 65   |
| 60                             | ** ** | Culture/Recreation                      | 4577  | 1504.59 | 33   | 18308                  | 35493.26 | 194  | .00           | 55000             | 19506.74 65   |
| DIV                            | 6004  | TOTAL *****<br>Paid by Gifts and Grants | 4577  | 1504.59 | 33   | 18308                  | 35493.26 | 194  | .00           | 55000             | 19506.74 65   |



| FUND 291 Memorial Library Fund |      |                           | DEPT/DIV 6008 Executive Office/Finance |          |      |                        |           |      |          | ANNUAL | UNENCUMB. | %    |
|--------------------------------|------|---------------------------|--|----------|------|------------------------|-----------|------|----------|--------|-----------|------|
| BA                             | ELE  | OBJ                       | *****CURRENT*****                      |          |      | *****YEAR-TO-DATE***** |           |      |          |        |           |      |
| SUB                            | SUB  | DESCRIPTION               | BUDGET                                 | ACTUAL   | %EXP | BUDGET                 | ACTUAL    | %EXP | ENCUMBR. | BUDGET | BALANCE   | BDGT |
| 60                             |      | Culture/Recreation        |  |          |      |                        |           |      |          |        |           |      |
| 601                            |      | Library                   |  |          |      |                        |           |      |          |        |           |      |
| 16                             |      | Library Personal Services |  |          |      |                        |           |      |          |        |           |      |
| 16                             | 24   | Accounting Supervisor     | 5349                                   | .00      | 0    | 21396                  | .00       | 0    | .00      | 64193  | 64193.00  | 0    |
| 16                             | 29   | Finance Director          | 8390                                   | 7858.80  | 94   | 33560                  | 35289.04  | 105  | .00      | 100691 | 65401.96  | 35   |
| 16                             | 48   | Library Assistant I       | 4059                                   | 3710.40  | 91   | 16236                  | 16750.97  | 103  | .00      | 48710  | 31959.03  | 34   |
| 16                             | 51   | Clerk IV                  | 1744                                   | .00      | 0    | 6976                   | .00       | 0    | .00      | 20933  | 20933.00  | 0    |
| 16                             | 57   | Clerk II                  | 1609                                   | 2218.10  | 138  | 6436                   | 9183.57   | 143  | .00      | 19318  | 10134.43  | 48   |
| 16                             | **   | Library Personal Services | 21151                                  | 13787.30 | 65   | 84604                  | 61223.58  | 72   | .00      | 253845 | 192621.42 | 24   |
| 18                             |      | Other Personal Services   |  |          |      |                        |           |      |          |        |           |      |
| 18                             | 05   | Overtime Civilian         | 16                                     | 100.53   | 628  | 64                     | 420.39    | 657  | .00      | 200    | 220.39-   | 210  |
| 18                             | **   | Other Personal Services   | 16                                     | 100.53   | 628  | 64                     | 420.39    | 657  | .00      | 200    | 220.39-   | 210  |
| 19                             |      | Employee Benefits         |  |          |      |                        |           |      |          |        |           |      |
| 19                             | 05   | Medical Insurance         | 3054                                   | 2970.00  | 97   | 12216                  | 11880.00  | 97   | .00      | 36659  | 24779.00  | 32   |
| 19                             | 10   | IMRF                      | 2612                                   | 1738.82  | 67   | 10448                  | 7631.94   | 73   | .00      | 31349  | 23717.06  | 24   |
| 19                             | 11   | Social Security           | 1312                                   | 843.05   | 64   | 5248                   | 3703.85   | 71   | .00      | 15751  | 12047.15  | 24   |
| 19                             | 12   | Medicare                  | 308                                    | 197.16   | 64   | 1232                   | 866.23    | 70   | .00      | 3701   | 2834.77   | 23   |
| 19                             | **   | Employee Benefits         | 7286                                   | 5749.03  | 79   | 29144                  | 24082.02  | 83   | .00      | 87460  | 63377.98  | 28   |
| 20                             |      | Prof Technical Services   |  |          |      |                        |           |      |          |        |           |      |
| 20                             | 05   | Professional Services     | 437                                    | .00      | 0    | 1748                   | .00       | 0    | .00      | 5250   | 5250.00   | 0    |
| 20                             | **   | Prof Technical Services   | 437                                    | .00      | 0    | 1748                   | .00       | 0    | .00      | 5250   | 5250.00   | 0    |
| 21                             |      | Property Services         |  |          |      |                        |           |      |          |        |           |      |
| 21                             | 36   | Equipment Rental          | 183                                    | 115.00   | 63   | 732                    | 1187.00   | 162  | .00      | 2200   | 1013.00   | 54   |
| 21                             | 65   | Other Services            | 807                                    | 4907.10  | 608  | 3228                   | 24462.50  | 758  | .00      | 9685   | 14777.50- | 253  |
| 21                             | **   | Property Services         | 990                                    | 5022.10  | 507  | 3960                   | 25649.50  | 648  | .00      | 11885  | 13764.50- | 216  |
| 22                             |      | Other Contractual Service |  |          |      |                        |           |      |          |        |           |      |
| 22                             | 02   | Dues                      | 85                                     | .00      | 0    | 340                    | 680.00    | 200  | .00      | 1025   | 345.00    | 66   |
| 22                             | 03   | Training                  | 100                                    | .00      | 0    | 400                    | .00       | 0    | .00      | 1200   | 1200.00   | 0    |
| 22                             | 25   | IT/GIS Service Charge     | 1974                                   | 1975.00  | 100  | 7896                   | 7900.00   | 100  | .00      | 23690  | 15790.00  | 33   |
| 22                             | **   | Other Contractual Service | 2159                                   | 1975.00  | 92   | 8636                   | 8580.00   | 99   | .00      | 25915  | 17335.00  | 33   |
| 601                            | **   | ** Library                | 32039                                  | 26633.96 | 83   | 128156                 | 119955.49 | 94   | .00      | 384555 | 264599.51 | 31   |
| 60                             | **   | ** Culture/Recreation     | 32039                                  | 26633.96 | 83   | 128156                 | 119955.49 | 94   | .00      | 384555 | 264599.51 | 31   |
| DIV                            | 6008 | TOTAL *****<br>Finance    | 32039                                  | 26633.96 | 83   | 128156                 | 119955.49 | 94   | .00      | 384555 | 264599.51 | 31   |

| 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   | 27664                  | 26708.01  | 97   | .00      | 83000     | 56291.99  | 32 |
| 16                             | 26  | Department Manager I      | 6000  | 5619.96  | 94   | 24000                  | 25235.78  | 105  | .00      | 72006     | 46770.22  | 35 |
| 16                             | 28  | Web Developer             | 10304   | 8718.50  | 85   | 41216                  | 28892.85  | 70   | .00      | 123654    | 94761.15  | 23 |
| 16                             | 44  | Library Assistant III     | 5037  | 4786.50  | 95   | 20148                  | 21536.32  | 107  | .00      | 60455     | 38918.68  | 36 |
| 16                             | 49  | Computer Technician       | 9246  | 8519.20  | 92   | 36984                  | 38364.70  | 104  | .00      | 110963    | 72598.30  | 35 |
| 16                             | 54  | Clerk III                 | 7855  | 6760.18  | 86   | 31420                  | 32167.97  | 102  | .00      | 94262     | 62094.03  | 34 |
| 16                             | 68  | LAN Administrator         | 6178  | 5703.64  | 92   | 24712                  | 25631.60  | 104  | .00      | 74147     | 48515.40  | 35 |
| 16                             | **  | Library Personal Services | 51536   | 45954.14 | 89   | 206144                 | 198537.23 | 96   | .00      | 618487    | 419949.77 | 32 |
| 18                             |     | Other Personal Services   |   |          |      |                        |           |      |          |           |           |    |
| 18                             | 05  | Overtime Civilian         | 41  | 10.32    | 25   | 164                    | 10.32     | 6    | .00      | 500       | 489.68    | 2  |
| 18                             | **  | Other Personal Services   | 41  | 10.32    | 25   | 164                    | 10.32     | 6    | .00      | 500       | 489.68    | 2  |
| 19                             |     | Employee Benefits         |   |          |      |                        |           |      |          |           |           |    |
| 19                             | 05  | Medical Insurance         | 11553   | 11231.00 | 97   | 46212                  | 44924.00  | 97   | .00      | 138643    | 93719.00  | 32 |
| 19                             | 10  | IMRF                      | 6086  | 5671.99  | 93   | 24344                  | 23745.14  | 98   | .00      | 73041     | 49295.86  | 33 |
| 19                             | 11  | Social Security           | 3198  | 2737.26  | 86   | 12792                  | 11976.55  | 94   | .00      | 38378     | 26401.45  | 31 |
| 19                             | 12  | Medicare                  | 749   | 640.17   | 86   | 2996                   | 2800.98   | 94   | .00      | 8991      | 6190.02   | 31 |
| 19                             | **  | Employee Benefits         | 21586   | 20280.42 | 94   | 86344                  | 83446.67  | 97   | .00      | 259053    | 175606.33 | 32 |
| 20                             |     | Prof Technical Services   |   |          |      |                        |           |      |          |           |           |    |
| 20                             | 05  | Professional Services     | 350   | 849.62   | 243  | 1400                   | 1201.46   | 86   | .00      | 4210      | 3008.54   | 29 |
| 20                             | 08  | Consulting Services       | 1625  | .00      | 0    | 6500                   | .00       | 0    | .00      | 19500     | 19500.00  | 0  |
| 20                             | **  | Prof Technical Services   | 1975  | 849.62   | 43   | 7900                   | 1201.46   | 15   | .00      | 23710     | 22508.54  | 5  |
| 21                             |     | Property Services         |   |          |      |                        |           |      |          |           |           |    |
| 21                             | 02  | Equipment Maintenance     | 12163   | 8397.41  | 69   | 48652                  | 126105.70 | 259  | .00      | 145963    | 19857.30  | 86 |
| 21                             | **  | Property Services         | 12163   | 8397.41  | 69   | 48652                  | 126105.70 | 259  | .00      | 145963    | 19857.30  | 86 |
| 22                             |     | Other Contractual Service |   |          |      |                        |           |      |          |           |           |    |
| 22                             | 02  | Dues                      | 27  | .00      | 0    | 108                    | .00       | 0    | .00      | 329       | 329.00    | 0  |
| 22                             | 03  | Training                  | 37  | .00      | 0    | 148                    | 63.34     | 43   | .00      | 450       | 386.66    | 14 |
| 22                             | **  | Other Contractual Service | 64  | .00      | 0    | 256                    | 63.34     | 25   | .00      | 779       | 715.66    | 8  |
| 30                             |     | General Supplies          |   |          |      |                        |           |      |          |           |           |    |
| 30                             | 05  | Office Supplies & Equip   | 31  | 27.30    | 88   | 124                    | 27.30     | 22   | .00      | 375       | 347.70    | 7  |
| 30                             | 30  | Data System Supplies      | 4142  | 3088.76  | 75   | 16568                  | 11822.87  | 71   | .00      | 49707     | 37884.13  | 24 |
| 30                             | 32  | Software Library          | 14404   | 8331.74  | 58   | 57616                  | 91173.01  | 158  | .00      | 172852    | 81678.99  | 53 |
| 30                             | 33  | Documentation Library     | 52  | .00      | 0    | 208                    | .00       | 0    | .00      | 625       | 625.00    | 0  |
| 30                             | **  | General Supplies          | 18629   | 11447.80 | 62   | 74516                  | 103023.18 | 138  | .00      | 223559    | 120535.82 | 46 |
| 31                             |     | Public Works Supplies     |   |          |      |                        |           |      |          |           |           |    |
| 31                             | 85  | Small Tools and Equipment | 1149  | 2311.26  | 201  | 4596                   | 4624.03   | 101  | .00      | 13791     | 9166.97   | 34 |
| 31                             | **  | Public Works Supplies     | 1149  | 2311.26  | 201  | 4596                   | 4624.03   | 101  | .00      | 13791     | 9166.97   | 34 |

| 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                      | 400    | .00       | 0      | .00       | 1200    |
| 32                             | 32   | Software                              | 1565  | .00       | 0                      | 6260   | 6055.35   | 97     | .00       | 18783   |
| 32                             | **   | Library Supplies                      | 1665  | .00       | 0                      | 6660   | 6055.35   | 91     | .00       | 19983   |
| 50                             |      | Property                              |   |           |                        |        |           |        |           |         |
| 50                             | 12   | Computer Equipment                    | 6845  | 3164.98   | 46                     | 27380  | 22727.94  | 83     | .00       | 82149   |
| 50                             | 15   | Other Equipment                       | 1066  | 12800.00  | 1201                   | 4264   | 12800.00  | 300    | .00       | 12800   |
| 50                             | **   | Property                              | 7911  | 15964.98  | 202                    | 31644  | 35527.94  | 112    | .00       | 94949   |
| 601                            | **   | ** Library                            | 116719  | 105215.95 | 90                     | 466876 | 558595.22 | 120    | .00       | 1400774 |
| 60                             | **   | ** Culture/Recreation                 | 116719  | 105215.95 | 90                     | 466876 | 558595.22 | 120    | .00       | 1400774 |
| DIV                            | 6010 | TOTAL *****<br>Information Technology | 116719  | 105215.95 | 90                     | 466876 | 558595.22 | 120    | .00       | 1400774 |

| FUND 291 Memorial Library Fund |         | DEPT/DIV 6015 Executive Office/Security |                   |          |      |                        |           | 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                             | 63      | Security Supervisor                     | 5728              | 5262.40  | 92   | 22912                  | 23654.99  | 103    | .00       | 68746   | 45091.01 34  |
| 16                             | 66      | Security Guard                          | 14615             | 14042.69 | 96   | 58460                  | 63619.24  | 109    | .00       | 175390  | 111770.76 36 |
| 16                             | **      | Library Personal Services               | 20343             | 19305.09 | 95   | 81372                  | 87274.23  | 107    | .00       | 244136  | 156861.77 36 |
| 18                             |         | Other Personal Services                 |                   |          |      |                        |           |        |           |         |              |
| 18                             | 05      | Overtime Civilian                       | 62                | 171.02   | 276  | 248                    | 784.39    | 316    | .00       | 750     | 34.39- 105   |
| 18                             | **      | Other Personal Services                 | 62                | 171.02   | 276  | 248                    | 784.39    | 316    | .00       | 750     | 34.39- 105   |
| 19                             |         | Employee Benefits                       |                   |          |      |                        |           |        |           |         |              |
| 19                             | 05      | Medical Insurance                       | 4533              | 4407.00  | 97   | 18132                  | 17628.00  | 97     | .00       | 54404   | 36776.00 32  |
| 19                             | 10      | IMRF                                    | 2207              | 2089.75  | 95   | 8828                   | 9482.60   | 107    | .00       | 26489   | 17006.40 36  |
| 19                             | 11      | Social Security                         | 1265              | 1160.96  | 92   | 5060                   | 5273.41   | 104    | .00       | 15183   | 9909.59 35   |
| 19                             | 12      | Medicare                                | 295               | 271.53   | 92   | 1180                   | 1233.32   | 105    | .00       | 3551    | 2317.68 35   |
| 19                             | **      | Employee Benefits                       | 8300              | 7929.24  | 96   | 33200                  | 33617.33  | 101    | .00       | 99627   | 66009.67 34  |
| 22                             |         | Other Contractual Service               |                   |          |      |                        |           |        |           |         |              |
| 22                             | 03      | Training                                | 41                | .00      | 0    | 164                    | 20.59     | 13     | .00       | 500     | 479.41 4     |
| 22                             | **      | Other Contractual Service               | 41                | .00      | 0    | 164                    | 20.59     | 13     | .00       | 500     | 479.41 4     |
| 30                             |         | General Supplies                        |                   |          |      |                        |           |        |           |         |              |
| 30                             | 05      | Office Supplies & Equip                 | 18                | .00      | 0    | 72                     | 37.92     | 53     | .00       | 225     | 187.08 17    |
| 30                             | **      | General Supplies                        | 18                | .00      | 0    | 72                     | 37.92     | 53     | .00       | 225     | 187.08 17    |
| 601                            | **      | Library                                 | 28764             | 27405.35 | 95   | 115056                 | 121734.46 | 106    | .00       | 345238  | 223503.54 35 |
| 60                             | **      | Culture/Recreation                      | 28764             | 27405.35 | 95   | 115056                 | 121734.46 | 106    | .00       | 345238  | 223503.54 35 |
| DIV                            | 6015    | TOTAL *****<br>Security                 | 28764             | 27405.35 | 95   | 115056                 | 121734.46 | 106    | .00       | 345238  | 223503.54 35 |

| 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                                      | 3760.37  | 80   | 18896                  | 18929.06  | 100  | .00      | 56698     | 37768.94  | 33   |
|                                | 16 69 | Maintenance Supervisor    | 8222                                      | 7552.86  | 92   | 32888                  | 34069.74  | 104  | .00      | 98667     | 64597.26  | 35   |
|                                | 16 72 | Maintenance Worker        | 19804                                     | 18236.73 | 92   | 79216                  | 81895.98  | 103  | .00      | 237658    | 155762.02 | 35   |
|                                | 16 ** | Library Personal Services | 32750                                     | 29549.96 | 90   | 131000                 | 134894.78 | 103  | .00      | 393023    | 258128.22 | 34   |
|                                | 18    | Other Personal Services   |   |          |      |                        |           |      |          |           |           |      |
|                                | 18 05 | Overtime Civilian         | 208                                       | 368.01   | 177  | 832                    | 1509.44   | 181  | .00      | 2500      | 990.56    | 60   |
|                                | 18 ** | Other Personal Services   | 208                                       | 368.01   | 177  | 832                    | 1509.44   | 181  | .00      | 2500      | 990.56    | 60   |
|                                | 19    | Employee Benefits         |   |          |      |                        |           |      |          |           |           |      |
|                                | 19 05 | Medical Insurance         | 8986                                      | 8735.00  | 97   | 35944                  | 34940.00  | 97   | .00      | 107837    | 72897.00  | 32   |
|                                | 19 10 | IMRF                      | 3458                                      | 3227.84  | 93   | 13832                  | 14485.37  | 105  | .00      | 41503     | 27017.63  | 35   |
|                                | 19 11 | Social Security           | 2043                                      | 1722.68  | 84   | 8172                   | 7905.06   | 97   | .00      | 24522     | 16616.94  | 32   |
|                                | 19 12 | Medicare                  | 477                                       | 402.91   | 85   | 1908                   | 1848.82   | 97   | .00      | 5735      | 3886.18   | 32   |
|                                | 19 ** | Employee Benefits         | 14964                                     | 14088.43 | 94   | 59856                  | 59179.25  | 99   | .00      | 179597    | 120417.75 | 33   |
|                                | 21    | Property Services         |   |          |      |                        |           |      |          |           |           |      |
|                                | 21 02 | Equipment Maintenance     | 3435                                      | 1477.59  | 43   | 13740                  | 22132.69  | 161  | .00      | 41231     | 19098.31  | 54   |
|                                | 21 07 | Vehicle Equipment Maint   | 693                                       | 5477.17  | 790  | 2772                   | 5933.29   | 214  | .00      | 8326      | 2392.71   | 71   |
|                                | 21 11 | Building Maintenance      | 21016                                     | 38983.82 | 186  | 84064                  | 78079.97  | 93   | .00      | 252193    | 174113.03 | 31   |
|                                | 21 36 | Equipment Rental          | 83  | .00      | 0    | 332                    | .00       | 0    | .00      | 1000      | 1000.00   | 0    |
|                                | 21 60 | Water and Sewer Service   | 1372                                      | .00      | 0    | 5488                   | 1222.91   | 22   | .00      | 16472     | 15249.09  | 7    |
|                                | 21 ** | Property Services         | 26599                                     | 45938.58 | 173  | 106396                 | 107368.86 | 101  | .00      | 319222    | 211853.14 | 34   |
|                                | 22    | Other Contractual Service |   |          |      |                        |           |      |          |           |           |      |
|                                | 22 03 | Training                  | 36  | .00      | 0    | 144                    | .00       | 0    | .00      | 432       | 432.00    | 0    |
|                                | 22 ** | Other Contractual Service | 36  | .00      | 0    | 144                    | .00       | 0    | .00      | 432       | 432.00    | 0    |
|                                | 30    | General Supplies          |   |          |      |                        |           |      |          |           |           |      |
|                                | 30 50 | Petroleum Products        | 542                                       | 159.84   | 30   | 2168                   | 604.49    | 28   | .00      | 6507      | 5902.51   | 9    |
|                                | 30 51 | Heating Fuel              | 5666                                      | 5981.60  | 106  | 22664                  | 18232.99  | 80   | .00      | 68000     | 49767.01  | 27   |
|                                | 30 ** | General Supplies          | 6208                                      | 6141.44  | 99   | 24832                  | 18837.48  | 76   | .00      | 74507     | 55669.52  | 25   |
|                                | 31    | Public Works Supplies     |   |          |      |                        |           |      |          |           |           |      |
|                                | 31 45 | Janitorial Supplies       | 1948                                      | 2237.57  | 115  | 7792                   | 10034.51  | 129  | .00      | 23387     | 13352.49  | 43   |
|                                | 31 ** | Public Works Supplies     | 1948                                      | 2237.57  | 115  | 7792                   | 10034.51  | 129  | .00      | 23387     | 13352.49  | 43   |
|                                | 50    | Property                  |   |          |      |                        |           |      |          |           |           |      |
|                                | 50 15 | Other Equipment           | 2216                                      | .00      | 0    | 8864                   | 2474.00   | 28   | .00      | 26600     | 24126.00  | 9    |
|                                | 50 ** | Property                  | 2216                                      | .00      | 0    | 8864                   | 2474.00   | 28   | .00      | 26600     | 24126.00  | 9    |
| 601                            | **    | ** Library                | 84929                                     | 98323.99 | 116  | 339716                 | 334298.32 | 98   | .00      | 1019268   | 684969.68 | 33   |
| 60                             | **    | ** Culture/Recreation     | 84929                                     | 98323.99 | 116  | 339716                 | 334298.32 | 98   | .00      | 1019268   | 684969.68 | 33   |
| DIV                            | 6020  | TOTAL *****<br>Facilities | 84929                                     | 98323.99 | 116  | 339716                 | 334298.32 | 98   | .00      | 1019268   | 684969.68 | 33   |

PREPARED 05/12/2017, 11:00:49  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 33% OF YEAR LAPSED

| FUND 291 Memorial Library Fund |     |                    | DEPT/DIV 6020 Executive Office/Facilities |           |      |                        |            |      | ANNUAL   | UNENCUMB. | %             |
|--------------------------------|-----|--------------------|---|-----------|------|------------------------|------------|------|----------|-----------|---------------|
| BA                             | ELE | OBJ                | *****CURRENT*****                         |           |      | *****YEAR-TO-DATE***** |            |      | BUDGET   | BALANCE   | BDGT          |
| SUB                            | SUB | DESCRIPTION        | BUDGET                                    | ACTUAL    | %EXP | BUDGET                 | ACTUAL     | %EXP | ENCUMBR. |           |               |
| 60                             |     | Culture/Recreation |   |           |      |                        |            |      |          |           |               |
| 601                            |     | Library            |   |           |      |                        |            |      |          |           |               |
| DEPT                           | 60  | TOTAL *****        |   |           |      |                        |            |      |          |           |               |
|                                |     | Executive Office   | 485659                                    | 438167.28 | 90   | 1942637                | 1993228.27 | 103  | .00      | 5828839   | 3835610.73 34 |

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

| FUND 291 Memorial Library Fund |       |                           | DEPT/DIV 6405 User Services/Business & Specialty Serv |          |      |                        |           |      |          |           |           |      |
|--------------------------------|-------|---------------------------|---|----------|------|------------------------|-----------|------|----------|-----------|-----------|------|
| BA ELE OBJ ACCOUNT             |       |                           | *****CURRENT*****                                     |          |      | *****YEAR-TO-DATE***** |           |      | ANNUAL   | UNENCUMB. | %         |      |
| SUB                            | SUB   | DESCRIPTION               | BUDGET  | ACTUAL   | %EXP | BUDGET                 | ACTUAL    | %EXP | ENCUMBR. | BUDGET    | BALANCE   | BDGT |
| 60                             |       | Culture/Recreation        |   |          |      |                        |           |      |          |           |           |      |
| 601                            |       | Library                   |   |          |      |                        |           |      |          |           |           |      |
|                                | 16    | Library Personal Services |   |          |      |                        |           |      |          |           |           |      |
|                                | 16 26 | Department Manager I      | 6730  | 5793.84  | 86   | 26920                  | 22061.02  | 82   | .00      | 80765     | 58703.98  | 27   |
|                                | 16 36 | Librarian III             | 26965   | 22056.73 | 82   | 107860                 | 99868.00  | 93   | .00      | 323588    | 223720.00 | 31   |
|                                | 16 39 | Librarian II              | 9275  | 8693.47  | 94   | 37100                  | 31727.16  | 86   | .00      | 111300    | 79572.84  | 29   |
|                                | 16 44 | Library Assistant III     | 5072  | 4682.64  | 92   | 20288                  | 21043.33  | 104  | .00      | 60874     | 39830.67  | 35   |
|                                | 16 45 | Library Assistant II      | 5003  | 4618.98  | 92   | 20012                  | 20757.25  | 104  | .00      | 60047     | 39289.75  | 35   |
|                                | 16 48 | Library Assistant I       | 13854   | 9318.10  | 67   | 55416                  | 41647.03  | 75   | .00      | 166253    | 124605.97 | 25   |
|                                | 16 51 | Clerk IV                  | 3234  | 2579.82  | 80   | 12936                  | 11004.99  | 85   | .00      | 38817     | 27812.01  | 28   |
|                                | 16 60 | Clerk I                   | 296   | .00      | 0    | 1184                   | .00       | 0    | .00      | 3552      | 3552.00   | 0    |
|                                | 16 ** | Library Personal Services | 70429   | 57743.58 | 82   | 281716                 | 248108.78 | 88   | .00      | 845196    | 597087.22 | 29   |
|                                | 18    | Other Personal Services   |   |          |      |                        |           |      |          |           |           |      |
|                                | 18 05 | Overtime Civilian         | 41  | .00      | 0    | 164                    | .00       | 0    | .00      | 500       | 500.00    | 0    |
|                                | 18 ** | Other Personal Services   | 41  | .00      | 0    | 164                    | .00       | 0    | .00      | 500       | 500.00    | 0    |
|                                | 19    | Employee Benefits         |   |          |      |                        |           |      |          |           |           |      |
|                                | 19 05 | Medical Insurance         | 9964  | 9685.00  | 97   | 39856                  | 38740.00  | 97   | .00      | 119579    | 80839.00  | 32   |
|                                | 19 10 | IMRF                      | 8285  | 7063.63  | 85   | 33140                  | 29734.49  | 90   | .00      | 99424     | 69689.51  | 30   |
|                                | 19 11 | Social Security           | 4369  | 3423.95  | 78   | 17476                  | 14499.45  | 83   | .00      | 52433     | 37933.55  | 28   |
|                                | 19 12 | Medicare                  | 1021  | 800.72   | 78   | 4084                   | 3390.92   | 83   | .00      | 12263     | 8872.08   | 28   |
|                                | 19 ** | Employee Benefits         | 23639   | 20973.30 | 89   | 94556                  | 86364.86  | 91   | .00      | 283699    | 197334.14 | 30   |
|                                | 22    | Other Contractual Service |   |          |      |                        |           |      |          |           |           |      |
|                                | 22 02 | Dues                      | 363   | 416.00   | 115  | 1452                   | 1231.00   | 85   | .00      | 4358      | 3127.00   | 28   |
|                                | 22 03 | Training                  | 401   | 306.87   | 77   | 1604                   | 812.38    | 51   | .00      | 4819      | 4006.62   | 17   |
|                                | 22 18 | Contr Programs & Exhibits | 600   | 90.00    | 15   | 2400                   | 1350.00   | 56   | .00      | 7200      | 5850.00   | 19   |
|                                | 22 ** | Other Contractual Service | 1364  | 812.87   | 60   | 5456                   | 3393.38   | 62   | .00      | 16377     | 12983.62  | 21   |
|                                | 30    | General Supplies          |   |          |      |                        |           |      |          |           |           |      |
|                                | 30 05 | Office Supplies & Equip   | 25  | .00      | 0    | 100                    | 9.00      | 9    | .00      | 310       | 301.00    | 3    |
|                                | 30 ** | General Supplies          | 25  | .00      | 0    | 100                    | 9.00      | 9    | .00      | 310       | 301.00    | 3    |
|                                | 32    | Library Supplies          |   |          |      |                        |           |      |          |           |           |      |
|                                | 32 01 | Program Supplies          | 529   | 19.58    | 4    | 2116                   | 371.67    | 18   | .00      | 6353      | 5981.33   | 6    |
|                                | 32 02 | Program Events            | 278   | 111.47   | 40   | 1112                   | 421.61    | 38   | .00      | 3341      | 2919.39   | 13   |
|                                | 32 90 | Circulation Supplies      | 183   | .00      | 0    | 732                    | 972.00    | 133  | .00      | 2203      | 1231.00   | 44   |
|                                | 32 ** | Library Supplies          | 990   | 131.05   | 13   | 3960                   | 1765.28   | 45   | .00      | 11897     | 10131.72  | 15   |
| 601 ** **                      |       | Library                   | 96488   | 79660.80 | 83   | 385952                 | 339641.30 | 88   | .00      | 1157979   | 818337.70 | 29   |
| 60 ** **                       |       | Culture/Recreation        | 96488   | 79660.80 | 83   | 385952                 | 339641.30 | 88   | .00      | 1157979   | 818337.70 | 29   |
| DIV 6405                       |       | TOTAL *****               | 96488   | 79660.80 | 83   | 385952                 | 339641.30 | 88   | .00      | 1157979   | 818337.70 | 29   |
|                                |       | Business & Specialty Serv | 96488   | 79660.80 | 83   | 385952                 | 339641.30 | 88   | .00      | 1157979   | 818337.70 | 29   |



| FUND 291 Memorial Library Fund |         |                           | DEPT/DIV 6420 User Services/Customer Services |           |      |        |           |           |          |         |            |      |
|--------------------------------|---------|---------------------------|---|-----------|------|--------|-----------|-----------|----------|---------|------------|------|
| BA ELE OBJ                     | ACCOUNT | *****CURRENT*****         | *****YEAR-TO-DATE*****                        |           |      |        | ANNUAL    | UNENCUMB. | %        |         |            |      |
| SUB                            | SUB     | DESCRIPTION               | BUDGET  | ACTUAL    | %EXP | BUDGET | ACTUAL    | %EXP      | ENCUMBR. | BUDGET  | BALANCE    | BDGT |
| 60                             |         | Culture/Recreation        |   |           |      |        |           |           |          |         |            |      |
| 601                            |         | Library                   |   |           |      |        |           |           |          |         |            |      |
| 16                             |         | Library Personal Services |   |           |      |        |           |           |          |         |            |      |
| 16 05                          |         | Customer Service Manager  | 7715  | 7226.08   | 94   | 30860  | 32447.88  | 105       | .00      | 92584   | 60136.12   | 35   |
| 16 07                          |         | Customer Service Assc.    | 13301   | 10941.51  | 82   | 53204  | 52427.35  | 99        | .00      | 159612  | 107184.65  | 33   |
| 16 16                          |         | Lib Asst I Circulation    | 15771   | 13458.81  | 85   | 63084  | 60308.03  | 96        | .00      | 189264  | 128955.97  | 32   |
| 16 26                          |         | Department Manager I      | 6040  | 5315.38   | 88   | 24160  | 22098.83  | 92        | .00      | 72491   | 50392.17   | 31   |
| 16 33                          |         | Librarian IV              | 4597  | 4655.16   | 101  | 18388  | 19784.43  | 108       | .00      | 55169   | 35384.57   | 36   |
| 16 39                          |         | Librarian II              | 5490  | 5060.90   | 92   | 21960  | 28874.78  | 132       | .00      | 65887   | 37012.22   | 44   |
| 16 46                          |         | Library Asst I Mags/News  | 15191   | 13398.66  | 88   | 60764  | 58560.94  | 96        | .00      | 182293  | 123732.06  | 32   |
| 16 48                          |         | Library Assistant I       | 15568   | 17118.37  | 110  | 62272  | 61691.73  | 99        | .00      | 186823  | 125131.27  | 33   |
| 16 51                          |         | Clerk IV                  | 7436  | 6936.07   | 93   | 29744  | 32281.67  | 109       | .00      | 89242   | 56960.33   | 36   |
| 16 52                          |         | Clerk IV Circulation      | 4093  | 2237.29   | 55   | 16372  | 12715.83  | 78        | .00      | 49127   | 36411.17   | 26   |
| 16 54                          |         | Clerk III                 | 0   | .00       | 0    | 0      | 5009.32   | 0         | .00      | 0       | 5009.32-   | 0    |
| 16 55                          |         | Clerk III Circulation     | 34287   | 30929.85  | 90   | 137148 | 136738.34 | 100       | .00      | 411447  | 274708.66  | 33   |
| 16 57                          |         | Clerk II                  | 3940  | 2908.61   | 74   | 15760  | 11700.89  | 74        | .00      | 47285   | 35584.11   | 25   |
| 16 58                          |         | Clerk II Circulation      | 1917  | 1431.50   | 75   | 7668   | 7074.83   | 92        | .00      | 23015   | 15940.17   | 31   |
| 16 59                          |         | Clerk II Call Center      | 35885   | 23620.54  | 66   | 143540 | 111680.97 | 78        | .00      | 430631  | 318950.03  | 26   |
| 16 75                          |         | Library Page II           | 36846   | 33677.42  | 91   | 147384 | 154957.25 | 105       | .00      | 442153  | 287195.75  | 35   |
| 16 **                          |         | Library Personal Services | 208077  | 178916.15 | 86   | 832308 | 808353.07 | 97        | .00      | 2497023 | 1688669.93 | 32   |
| 18                             |         | Other Personal Services   |   |           |      |        |           |           |          |         |            |      |
| 18 05                          |         | Overtime Civilian         | 83  | 204.72    | 247  | 332    | 749.30    | 226       | .00      | 1000    | 250.70     | 75   |
| 18 **                          |         | Other Personal Services   | 83  | 204.72    | 247  | 332    | 749.30    | 226       | .00      | 1000    | 250.70     | 75   |
| 19                             |         | Employee Benefits         |   |           |      |        |           |           |          |         |            |      |
| 19 05                          |         | Medical Insurance         | 20234   | 19669.00  | 97   | 80936  | 78676.00  | 97        | .00      | 242819  | 164143.00  | 32   |
| 19 10                          |         | IMRF                      | 19565   | 17287.08  | 88   | 78260  | 79185.94  | 101       | .00      | 234791  | 155605.06  | 34   |
| 19 11                          |         | Social Security           | 12906   | 10904.23  | 85   | 51624  | 50036.39  | 97        | .00      | 154879  | 104842.61  | 32   |
| 19 12                          |         | Medicare                  | 3022  | 2550.07   | 84   | 12088  | 11701.87  | 97        | .00      | 36275   | 24573.13   | 32   |
| 19 **                          |         | Employee Benefits         | 55727   | 50410.38  | 91   | 222908 | 219600.20 | 99        | .00      | 668764  | 449163.80  | 33   |
| 21                             |         | Property Services         |   |           |      |        |           |           |          |         |            |      |
| 21 02                          |         | Equipment Maintenance     | 46  | .00       | 0    | 184    | .00       | 0         | .00      | 555     | 555.00     | 0    |
| 21 64                          |         | Access Services           | 291   | 325.23    | 112  | 1164   | 144.23    | 12        | .00      | 3500    | 3355.77    | 4    |
| 21 65                          |         | Other Services            | 260   | 161.10    | 62   | 1040   | 2328.60   | 224       | .00      | 3129    | 800.40     | 74   |
| 21 **                          |         | Property Services         | 597   | 486.33    | 82   | 2388   | 2472.83   | 104       | .00      | 7184    | 4711.17    | 34   |
| 22                             |         | Other Contractual Service |   |           |      |        |           |           |          |         |            |      |
| 22 02                          |         | Dues                      | 159   | 29.17     | 18   | 636    | 539.17    | 85        | .00      | 1916    | 1376.83    | 28   |
| 22 03                          |         | Training                  | 344   | 202.71    | 59   | 1376   | 339.20    | 25        | .00      | 4133    | 3793.80    | 8    |
| 22 **                          |         | Other Contractual Service | 503   | 231.88    | 46   | 2012   | 878.37    | 44        | .00      | 6049    | 5170.63    | 15   |
| 30                             |         | General Supplies          |   |           |      |        |           |           |          |         |            |      |
| 30 05                          |         | Office Supplies & Equip   | 429   | 102.57    | 24   | 1716   | 699.16    | 41        | .00      | 5156    | 4456.84    | 14   |
| 30 07                          |         | Supplies Reimb by Patrons | 166   | .00       | 0    | 664    | .00       | 0         | .00      | 2000    | 2000.00    | 0    |
| 30 **                          |         | General Supplies          | 595   | 102.57    | 17   | 2380   | 699.16    | 29        | .00      | 7156    | 6456.84    | 10   |

| 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   | 47.96     | 8    | 2324                   | 1343.53    | 58     | .00       | 6973    | 5629.47 19    |
|                                | 32 90 | Circulation Supplies | 938   | 26.52     | 3    | 3752                   | 861.20     | 23     | .00       | 11256   | 10394.80 8    |
|                                | 32 ** | Library Supplies     | 1519  | 74.48     | 5    | 6076                   | 2204.73    | 36     | .00       | 18229   | 16024.27 12   |
| 601                            | ** ** | Library              | 267101  | 230426.51 | 86   | 1068404                | 1034957.66 | 97     | .00       | 3205405 | 2170447.34 32 |
| 60                             | ** ** | Culture/Recreation   | 267101  | 230426.51 | 86   | 1068404                | 1034957.66 | 97     | .00       | 3205405 | 2170447.34 32 |
| DIV                            | 6420  | TOTAL *****          |   |           |      |                        |            |        |           |         |               |
|                                |       | Customer Services    | 267101  | 230426.51 | 86   | 1068404                | 1034957.66 | 97     | .00       | 3205405 | 2170447.34 32 |

| FUND 291 Memorial Library Fund |         | DEPT/DIV 6440 User Services/Programs and Exhibits |         |              |      |        |           | 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                             | 6117    | 5646.66      | 92   | 24468  | 23998.31  | 98      | .00       | 73407  | 49408.69  | 33 |
| 16                             | 36      | Librarian III                                     | 14722   | 8659.18      | 59   | 58888  | 36920.96  | 63      | .00       | 176665 | 139744.04 | 21 |
| 16                             | 48      | Library Assistant I                               | 4883    | 4551.19      | 93   | 19532  | 18518.65  | 95      | .00       | 58597  | 40078.35  | 32 |
| 16                             | 51      | Clerk IV  | 6053    | 5744.37      | 95   | 24212  | 22881.48  | 95      | .00       | 72644  | 49762.52  | 32 |
| 16                             | 60      | Clerk I   | 1194    | .00          | 0    | 4776   | .00       | 0       | .00       | 14334  | 14334.00  | 0  |
| 16                             | **      | Library Personal Services                         | 32969   | 24601.40     | 75   | 131876 | 102319.40 | 78      | .00       | 395647 | 293327.60 | 26 |
| 18                             |         | Other Personal Services                           |         |              |      |        |           |         |           |        |           |    |
| 18                             | 05      | Overtime Civilian                                 | 16      | .00          | 0    | 64     | .00       | 0       | .00       | 200    | 200.00    | 0  |
| 18                             | **      | Other Personal Services                           | 16      | .00          | 0    | 64     | .00       | 0       | .00       | 200    | 200.00    | 0  |
| 19                             |         | Employee Benefits                                 |         |              |      |        |           |         |           |        |           |    |
| 19                             | 05      | Medical Insurance                                 | 7436    | 7229.00      | 97   | 29744  | 28916.00  | 97      | .00       | 89236  | 60320.00  | 32 |
| 19                             | 10      | IMRF  | 2744    | 3035.82      | 111  | 10976  | 12236.19  | 112     | .00       | 32939  | 20702.81  | 37 |
| 19                             | 11      | Social Security                                   | 2045    | 1479.80      | 72   | 8180   | 5985.05   | 73      | .00       | 24543  | 18557.95  | 24 |
| 19                             | 12      | Medicare  | 478     | 346.09       | 72   | 1912   | 1399.72   | 73      | .00       | 5740   | 4340.28   | 24 |
| 19                             | **      | Employee Benefits                                 | 12703   | 12090.71     | 95   | 50812  | 48536.96  | 96      | .00       | 152458 | 103921.04 | 32 |
| 22                             |         | Other Contractual Service                         |         |              |      |        |           |         |           |        |           |    |
| 22                             | 02      | Dues  | 62      | .00          | 0    | 248    | 328.00    | 132     | .00       | 753    | 425.00    | 44 |
| 22                             | 03      | Training  | 138     | 94.44        | 68   | 552    | 567.38    | 103     | .00       | 1660   | 1092.62   | 34 |
| 22                             | 18      | Contr Programs & Exhibits                         | 13680   | 6596.66      | 48   | 54720  | 37655.83  | 69      | .00       | 164169 | 126513.17 | 23 |
| 22                             | **      | Other Contractual Service                         | 13880   | 6691.10      | 48   | 55520  | 38551.21  | 69      | .00       | 166582 | 128030.79 | 23 |
| 32                             |         | Library Supplies                                  |         |              |      |        |           |         |           |        |           |    |
| 32                             | 01      | Program Supplies                                  | 25      | .00          | 0    | 100    | .00       | 0       | .00       | 303    | 303.00    | 0  |
| 32                             | 02      | Program Events                                    | 4232    | 8819.83      | 208  | 16928  | 17382.44  | 103     | .00       | 50795  | 33412.56  | 34 |
| 32                             | **      | Library Supplies                                  | 4257    | 8819.83      | 207  | 17028  | 17382.44  | 102     | .00       | 51098  | 33715.56  | 34 |
| 601                            | ** **   | Library   | 63825   | 52203.04     | 82   | 255300 | 206790.01 | 81      | .00       | 765985 | 559194.99 | 27 |
| 60                             | ** **   | Culture/Recreation                                | 63825   | 52203.04     | 82   | 255300 | 206790.01 | 81      | .00       | 765985 | 559194.99 | 27 |
| DIV                            | 6440    | TOTAL *****<br>Programs and Exhibits              | 63825   | 52203.04     | 82   | 255300 | 206790.01 | 81      | .00       | 765985 | 559194.99 | 27 |

| 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   | 24468                  | 26313.51  | 108  | .00      | 73410     | 47096.49 36  |
|                                | 16 30 | Digital Media Specialist  | 4133   | 3798.10  | 92   | 16532                  | 17054.92  | 103  | .00      | 49599     | 32544.08 34  |
|                                | 16 33 | Librarian IV              | 6399   | 5763.00  | 90   | 25596                  | 26022.68  | 102  | .00      | 76792     | 50769.32 34  |
|                                | 16 36 | Librarian III             | 8614   | 8038.06  | 93   | 34456                  | 36168.89  | 105  | .00      | 103373    | 67204.11 35  |
|                                | 16 48 | Library Assistant I       | 14942  | 14229.84 | 95   | 59768                  | 64684.24  | 108  | .00      | 179310    | 114625.76 36 |
|                                | 16 54 | Clerk III                 | 1149   | 1065.22  | 93   | 4596                   | 4569.55   | 99   | .00      | 13790     | 9220.45 33   |
|                                | 16 ** | Library Personal Services | 41354  | 38761.56 | 94   | 165416                 | 174813.79 | 106  | .00      | 496274    | 321460.21 35 |
|                                | 18    | Other Personal Services   |  |          |      |                        |           |      |          |           |              |
|                                | 18 05 | Overtime Civilian         | 8  | .00      | 0    | 32                     | .00       | 0    | .00      | 100       | 100.00 0     |
|                                | 18 ** | Other Personal Services   | 8  | .00      | 0    | 32                     | .00       | 0    | .00      | 100       | 100.00 0     |
|                                | 19    | Employee Benefits         |  |          |      |                        |           |      |          |           |              |
|                                | 19 05 | Medical Insurance         | 4390   | 4267.00  | 97   | 17560                  | 17068.00  | 97   | .00      | 52681     | 35613.00 32  |
|                                | 19 10 | IMRF                      | 4819   | 4609.73  | 96   | 19276                  | 20767.48  | 108  | .00      | 57832     | 37064.52 36  |
|                                | 19 11 | Social Security           | 2564   | 2367.49  | 92   | 10256                  | 10688.69  | 104  | .00      | 30775     | 20086.31 35  |
|                                | 19 12 | Medicare                  | 599  | 553.71   | 92   | 2396                   | 2499.81   | 104  | .00      | 7197      | 4697.19 35   |
|                                | 19 ** | Employee Benefits         | 12372  | 11797.93 | 95   | 49488                  | 51023.98  | 103  | .00      | 148485    | 97461.02 34  |
|                                | 22    | Other Contractual Service |  |          |      |                        |           |      |          |           |              |
|                                | 22 02 | Dues                      | 164  | 318.00   | 194  | 656                    | 738.00    | 113  | .00      | 1975      | 1237.00 37   |
|                                | 22 03 | Training                  | 54   | .00      | 0    | 216                    | .00       | 0    | .00      | 650       | 650.00 0     |
|                                | 22 66 | Outside Reference Service | 183  | .00      | 0    | 732                    | 2554.13   | 349  | .00      | 2200      | 354.13- 116  |
|                                | 22 ** | Other Contractual Service | 401  | 318.00   | 79   | 1604                   | 3292.13   | 205  | .00      | 4825      | 1532.87 68   |
|                                | 30    | General Supplies          |  |          |      |                        |           |      |          |           |              |
|                                | 30 05 | Office Supplies & Equip   | 58   | .00      | 0    | 232                    | 470.95    | 203  | .00      | 700       | 229.05 67    |
|                                | 30 07 | Supplies Reimb by Patrons | 75   | 92.56    | 123  | 300                    | 92.56     | 31   | .00      | 900       | 807.44 10    |
|                                | 30 ** | General Supplies          | 133  | 92.56    | 70   | 532                    | 563.51    | 106  | .00      | 1600      | 1036.49 35   |
|                                | 31    | Public Works Supplies     |  |          |      |                        |           |      |          |           |              |
|                                | 31 85 | Small Tools and Equipment | 512  | 76.94    | 15   | 2048                   | 3153.11   | 154  | .00      | 6149      | 2995.89 51   |
|                                | 31 ** | Public Works Supplies     | 512  | 76.94    | 15   | 2048                   | 3153.11   | 154  | .00      | 6149      | 2995.89 51   |
|                                | 32    | Library Supplies          |  |          |      |                        |           |      |          |           |              |
|                                | 32 01 | Program Supplies          | 125  | .00      | 0    | 500                    | .00       | 0    | .00      | 1500      | 1500.00 0    |
|                                | 32 78 | Electronic Resources      | 25810  | 34915.09 | 135  | 103240                 | 221411.34 | 215  | .00      | 309725    | 88313.66 72  |
|                                | 32 90 | Circulation Supplies      | 123  | 124.65   | 101  | 492                    | 905.25    | 184  | .00      | 1477      | 571.75 61    |
|                                | 32 ** | Library Supplies          | 26058  | 35039.74 | 135  | 104232                 | 222316.59 | 213  | .00      | 312702    | 90385.41 71  |
|                                | 50    | Property                  |  |          |      |                        |           |      |          |           |              |
|                                | 50 15 | Other Equipment           | 950  | 315.00   | 33   | 3800                   | 1643.36   | 43   | .00      | 11410     | 9766.64 14   |
|                                | 50 ** | Property                  | 950  | 315.00   | 33   | 3800                   | 1643.36   | 43   | .00      | 11410     | 9766.64 14   |
| 601                            | ** ** | Library                   | 81788  | 86401.73 | 106  | 327152                 | 456806.47 | 140  | .00      | 981545    | 524738.53 47 |
| 60                             | ** ** | Culture/Recreation        | 81788  | 86401.73 | 106  | 327152                 | 456806.47 | 140  | .00      | 981545    | 524738.53 47 |

PREPARED 05/12/2017, 11:00:49  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 33% 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  | 86401.73 | 106  | 327152                 | 456806.47 | 140    | .00       | 981545  | 524738.53 47 |



PREPARED 05/12/2017, 11:00:49  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 33% OF YEAR LAPSED

| FUND 291 Memorial Library Fund |     |                     | DEPT/DIV 6470 User Services/Collection Services |           |      |                        |            |      | ANNUAL   | UNENCUMB. | %             |
|--------------------------------|-----|---------------------|---|-----------|------|------------------------|------------|------|----------|-----------|---------------|
| BA                             | ELE | OBJ                 | *****CURRENT*****                               |           |      | *****YEAR-TO-DATE***** |            |      | BUDGET   | BALANCE   | BDGT          |
| SUB                            | SUB | DESCRIPTION         | BUDGET  | ACTUAL    | %EXP | BUDGET                 | ACTUAL     | %EXP | ENCUMBR. |           |               |
| 60                             |     | Culture/Recreation  |   |           |      |                        |            |      |          |           |               |
| 601                            |     | Library             |   |           |      |                        |            |      |          |           |               |
|                                |     | Collection Services | 220541  | 194160.66 | 88   | 882164                 | 830570.11  | 94   | .00      | 2646639   | 1816068.89 31 |
| DEPT                           | 64  | TOTAL *****         |   |           |      |                        |            |      |          |           |               |
|                                |     | User Services       | 729743  | 642852.74 | 88   | 2918972                | 2898213.68 | 99   | .00      | 8757553   | 5859339.32 33 |

| FUND 291 Memorial Library Fund |       |                                      | DEPT/DIV 6901 Non Operating/Non Operating |            |      |                        |            | ANNUAL | UNENCUMB. | %        |
|--------------------------------|-------|--------------------------------------|---|------------|------|------------------------|------------|--------|-----------|----------|
| BA                             | ELE   | OBJ                                  | *****CURRENT*****                         |            |      | *****YEAR-TO-DATE***** |            | BUDGET | BALANCE   | BDGT     |
| SUB                            | SUB   | DESCRIPTION                          | BUDGET                                    | ACTUAL     | %EXP | BUDGET                 | ACTUAL     | %EXP   | ENCUMBR.  |          |
| 60                             |       | Culture/Recreation                   |   |            |      |                        |            |        |           |          |
| 601                            |       | Library                              |   |            |      |                        |            |        |           |          |
|                                | 90    | Other Financing Uses                 |   |            |      |                        |            |        |           |          |
|                                | 90 05 | Operating Transfer Out               | 145833                                    | .00        | 0    | 583332                 | 1750000.00 | 300    | .00       | 1750000  |
|                                | 90 ** | Other Financing Uses                 | 145833                                    | .00        | 0    | 583332                 | 1750000.00 | 300    | .00       | 1750000  |
| 601 ** **                      |       | Library                              | 145833                                    | .00        | 0    | 583332                 | 1750000.00 | 300    | .00       | 1750000  |
| 60 ** **                       |       | Culture/Recreation                   | 145833                                    | .00        | 0    | 583332                 | 1750000.00 | 300    | .00       | 1750000  |
| DIV 6901                       |       | TOTAL *****<br>Non Operating         | 145833                                    | .00        | 0    | 583332                 | 1750000.00 | 300    | .00       | 1750000  |
| DEPT 69                        |       | TOTAL *****<br>Non Operating         | 145833                                    | .00        | 0    | 583332                 | 1750000.00 | 300    | .00       | 1750000  |
| FUND 291                       |       | TOTAL *****<br>Memorial Library Fund | 1361235                                   | 1081020.02 | 79   | 5444941                | 6641441.95 | 122    | .00       | 16336392 |
| GRAND                          |       | TOTAL *****                          | 1361235                                   | 1081020.02 | 79   | 5444941                | 6641441.95 | 122    | .00       | 16336392 |



PREPARED 05/12/2017, 11:00:59  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 33% OF YEAR LAPSED

| FUND 491 Capital Projects-Library |       |                    | DEPT/DIV 6001 Executive Office/Administration |        |      |                        |        |      | ANNUAL   | UNENCUMB. | %           |
|-----------------------------------|-------|--------------------|---|--------|------|------------------------|--------|------|----------|-----------|-------------|
| BA                                | ELE   | OBJ                | *****CURRENT*****                             |        |      | *****YEAR-TO-DATE***** |        |      | BUDGET   | BALANCE   | BDGT        |
| SUB                               | SUB   | DESCRIPTION        | BUDGET  | ACTUAL | %EXP | BUDGET                 | ACTUAL | %EXP | ENCUMBR. |           |             |
| 60                                |       | Culture/Recreation |   |        |      |                        |        |      |          |           |             |
| 601                               |       | Library            |   |        |      |                        |        |      |          |           |             |
|                                   | 50    | Property           |   |        |      |                        |        |      |          |           |             |
|                                   | 50 15 | Other Equipment    | 50000   | .00    | 0    | 200000                 | .00    | 0    | .00      | 600000    | 600000.00 0 |
|                                   | 50 ** | Property           | 50000   | .00    | 0    | 200000                 | .00    | 0    | .00      | 600000    | 600000.00 0 |
| 601                               | ** ** | Library            | 50000   | .00    | 0    | 200000                 | .00    | 0    | .00      | 600000    | 600000.00 0 |
| 60                                | ** ** | Culture/Recreation | 50000   | .00    | 0    | 200000                 | .00    | 0    | .00      | 600000    | 600000.00 0 |
| DIV                               | 6001  | TOTAL *****        |   |        |      |                        |        |      |          |           |             |
|                                   |       | Administration     | 50000   | .00    | 0    | 200000                 | .00    | 0    | .00      | 600000    | 600000.00 0 |

PREPARED 05/12/2017, 11:00:59  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 33% OF YEAR LAPSED

| FUND 491 Capital Projects-Library |       |                          | DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants |        |      |                        |          |      |          | ANNUAL  | UNENCUMB. | % |
|-----------------------------------|-------|--------------------------|---|--------|------|------------------------|----------|------|----------|---------|-----------|---|
| BA                                | ELE   | OBJ                      | *****CURRENT*****                                       |        |      | *****YEAR-TO-DATE***** |          |      | BUDGET   | BALANCE | BDGT      |   |
| SUB                               | SUB   | DESCRIPTION              | BUDGET  | ACTUAL | %EXP | BUDGET                 | ACTUAL   | %EXP | ENCUMBR. |         |           |   |
| 60                                |       | Culture/Recreation       |   |        |      |                        |          |      |          |         |           |   |
| 601                               |       | Library                  |   |        |      |                        |          |      |          |         |           |   |
|                                   | 50    | Property                 |   |        |      |                        |          |      |          |         |           |   |
|                                   | 50 55 | Other Capital Outlay     | 833   | .00    | 0    | 3332                   | 10000.00 | 300  | .00      | 10000   | .00 100   |   |
|                                   | 50 ** | Property                 | 833   | .00    | 0    | 3332                   | 10000.00 | 300  | .00      | 10000   | .00 100   |   |
| 601 ** **                         |       | Library                  | 833   | .00    | 0    | 3332                   | 10000.00 | 300  | .00      | 10000   | .00 100   |   |
| 60 ** **                          |       | Culture/Recreation       | 833   | .00    | 0    | 3332                   | 10000.00 | 300  | .00      | 10000   | .00 100   |   |
| DIV 6004                          |       | TOTAL *****              |   |        |      |                        |          |      |          |         |           |   |
|                                   |       | Paid by Gifts and Grants | 833   | .00    | 0    | 3332                   | 10000.00 | 300  | .00      | 10000   | .00 100   |   |

| FUND 491 Capital Projects-Library |       |                        | 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                |   |        |      |                        |          |      |          |           |            |
|                                   | 50    | Property               |   |        |      |                        |          |      |          |           |            |
|                                   | 50 12 | Computer Equipment     | 2683  | .00    | 0    | 10732                  | 25288.00 | 236  | .00      | 32200     | 6912.00 79 |
|                                   | 50 ** | Property               | 2683  | .00    | 0    | 10732                  | 25288.00 | 236  | .00      | 32200     | 6912.00 79 |
| 601 ** **                         |       | Library                | 2683  | .00    | 0    | 10732                  | 25288.00 | 236  | .00      | 32200     | 6912.00 79 |
| 60 ** **                          |       | Culture/Recreation     | 2683  | .00    | 0    | 10732                  | 25288.00 | 236  | .00      | 32200     | 6912.00 79 |
| DIV 6010                          |       | TOTAL *****            |   |        |      |                        |          |      |          |           |            |
|                                   |       | Information Technology | 2683  | .00    | 0    | 10732                  | 25288.00 | 236  | .00      | 32200     | 6912.00 79 |

| FUND 491 Capital Projects-Library |       |   | DEPT/DIV 6020 Executive Office/Facilities |           |      |                        |          |      |          |           |            |      |
|-----------------------------------|-------|---|---|-----------|------|------------------------|----------|------|----------|-----------|------------|------|
| BA                                | ELE   | OBJ                                     | *****CURRENT*****                         |           |      | *****YEAR-TO-DATE***** |          |      | ANNUAL   | UNENCUMB. | %          |      |
| SUB                               | SUB   | DESCRIPTION                             | BUDGET                                    | ACTUAL    | %EXP | BUDGET                 | ACTUAL   | %EXP | ENCUMBR. | BUDGET    | BALANCE    | BDGT |
| 60                                |       | Culture/Recreation                      |   |           |      |                        |          |      |          |           |            |      |
| 601                               |       | Library                                 |   |           |      |                        |          |      |          |           |            |      |
|                                   | 50    | Property                                |   |           |      |                        |          |      |          |           |            |      |
|                                   | 50 15 | Other Equipment                         | 9416                                      | 32890.80- | 349- | 37664                  | 24341.87 | 65   | .00      | 113000    | 88658.13   | 22   |
|                                   | 50 55 | Other Capital Outlay                    | 131625                                    | 8195.45   | 6    | 526500                 | 19779.34 | 4    | .00      | 1579500   | 1559720.66 | 1    |
|                                   | 50 ** | Property                                | 141041                                    | 24695.35- | 18-  | 564164                 | 44121.21 | 8    | .00      | 1692500   | 1648378.79 | 3    |
| 601                               | ** ** | Library                                 | 141041                                    | 24695.35- | 18-  | 564164                 | 44121.21 | 8    | .00      | 1692500   | 1648378.79 | 3    |
| 60                                | ** ** | Culture/Recreation                      | 141041                                    | 24695.35- | 18-  | 564164                 | 44121.21 | 8    | .00      | 1692500   | 1648378.79 | 3    |
| DIV                               | 6020  | TOTAL *****<br>Facilities               | 141041                                    | 24695.35- | 18-  | 564164                 | 44121.21 | 8    | .00      | 1692500   | 1648378.79 | 3    |
| DEPT                              | 60    | TOTAL *****<br>Executive Office         | 194557                                    | 24695.35- | 13-  | 778228                 | 79409.21 | 10   | .00      | 2334700   | 2255290.79 | 3    |
| FUND                              | 491   | TOTAL *****<br>Capital Projects-Library | 194557                                    | 24695.35- | 13-  | 778228                 | 79409.21 | 10   | .00      | 2334700   | 2255290.79 | 3    |
| GRAND                             |       | TOTAL *****                             | 194557                                    | 24695.35- | 13-  | 778228                 | 79409.21 | 10   | .00      | 2334700   | 2255290.79 | 3    |

May 16, 2017

(Action Item 3)

ACCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
April 30, 2017

FUND TOTALS

| Fund Number   | Fund Name                       | Fund Total            |
|---|---------------------------------|-----------------------|
| 291   | General Fund - Library          | \$357,211.34          |
| 491   | Capital Projects Fund - Library | \$8,195.45            |
| <b>Total Disbursements</b>  |                                 | <b>\$365,406.79</b>   |
| <b>Payrolls Paid</b>  |                                 |                       |
| 4/14/2017   |                                 | \$274,417.19          |
| 4/28/2017   |                                 | \$270,941.15          |
|   |                                 | <b>\$545,358.34</b>   |
| <b>Journal Entry Expenditures by Village On Behalf Of the Library</b> |                                 |                       |
| 4/30/2017   | Group Insurance                 | \$94,016.67           |
| 4/30/2017   | IMRF                            | \$61,431.11           |
| 4/30/2017   | Social Security                 | \$32,689.05           |
| 4/30/2017   | Medicare                        | \$7,644.96            |
|   |                                 | <b>\$195,781.79</b>   |
| <b>Voided Checks</b>  |                                 |                       |
| <u>Check No.</u>  | <u>Date</u> <u>Payee</u>        | <u>Amount</u>         |
| 74727   | 4/18/2017 Dr Linda Sasser       | \$350.00              |
|   |                                 | <b>(\$350.00)</b>     |
| <b>Total Disbursed</b>  |                                 | <b>\$1,106,196.92</b> |

| CHECK                     | PAYEE                          | ACCOUNT                                  | DESCRIPTION  | AMOUNT               | TOTAL     |
|---------------------------|--------------------------------|--|--|----------------------|-----------|
| /PAYM #                   |                                |  |  |                      |           |
| 74759                     | AFLAC WORLD HEADQUARTERS       | 291-0000-210.89-00                       | APRIL 2017-AFLAC DEDUC-                                | 99.84                | 99.84     |
| 74769                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-0000-489.90-00                       | OTHER INCOME-REBATE                                    | 90.49-               | 90.49-    |
| 74818                     | GROUP ADMINISTRATORS           | 291-0000-210.98-00<br>291-0000-210.94-00 | FSA MED-MAY 2017<br>FSA DEP-MAY 2017                   | 3,496.78<br>769.24   | 4,266.02  |
| 74831                     | INFOGROUP                      | 291-0000-140.05-00                       | PREPAID REFERENCE USA                                  | 3,250.00             | 3,250.00  |
| 74855                     | NORTHWEST MUNICIPAL CONFERENCE | 291-0000-140.05-00                       | PREPAID EAP PROGRAM                                    | 1,801.67             | 1,801.67  |
| 74866                     | PROQUEST LLC                   | 291-0000-140.05-00<br>291-0000-140.05-00 | PREPAID GLOBAL NEWSSTREAM<br>PREPAID CULTURE GRAMS,AN- | 4,133.33<br>2,553.33 | 6,686.66  |
| 74891                     | VALUE LINE PUBLISHING LLC      | 291-0000-140.05-00                       | PREPAID-VALUE LINE RE-                                 | 2,916.67             | 2,916.67  |
| ***** DIVISION TOTAL **** |                                |  |  |                      | 18,930.37 |
| ***** DEPARTMENT TOTAL ** |                                |  |  |                      | 18,930.37 |

| DEPARTMENT: | 60                               | Executive Office | DIVISION:          | 01                        |        |          |
|-------------|----------------------------------|------------------|--------------------|---------------------------|--------|----------|
| 74761       | ALA CONFERENCE REGISTRATION DEPT |                  | 291-6001-601.22-03 | ALA CONF-A SON            | 285.00 |          |
|             |                                  |                  | 291-6001-601.22-03 | ALA CONF-B PARDUE         | 285.00 |          |
|             |                                  |                  | 291-6001-601.22-03 | ALA CONF-J ANDRYKOWSKI    | 410.00 |          |
|             |                                  |                  | 291-6001-601.22-03 | ALA PROGRAM-D BILLING     | 150.00 |          |
|             |                                  |                  | 291-6001-601.22-03 | ALA PROGRAM-M KLEAN       | 150.00 |          |
|             |                                  |                  | 291-6001-601.22-03 | ALA CONF-M YOUNG          | 150.00 |          |
|             |                                  |                  | 291-6001-601.22-03 | ALA CONF-L PRIEST         | 285.00 |          |
|             |                                  |                  | 291-6001-601.22-03 | ALA CONF-M PAPANASTASSIOU | 285.00 |          |
|             |                                  |                  | 291-6001-601.22-03 | ALA CONF-J DUNCAN         | 285.00 | 2,285.00 |
| 74762       | ALA MEMBERSHIP                   |                  | 291-6001-601.22-02 | ALA DUES-D SMART          | 190.00 |          |
|             |                                  |                  | 291-6001-601.22-02 | ALA DUES-G ZYCK           | 190.00 |          |
|             |                                  |                  | 291-6001-601.22-02 | ALA DUES-J BRODY-GARKISCH | 190.00 | 570.00   |
| 74763       | ALIBRIS                          |                  | 291-6001-601.32-99 | EMP REIMBURSED PURCHASE   | 208.95 |          |
|             |                                  |                  | 291-6001-601.32-99 | EMP REIMBURSED PURCHASE   | 140.60 |          |
|             |                                  |                  | 291-6001-601.32-99 | EMP REIMBURSED PURCHASE   | 135.50 | 485.05   |
| 74764       | AMAZON.COM CREDIT                |                  | 291-6001-601.22-03 | TRAV/TRAIN-TRUSTEE BOOKS  | 163.98 |          |
|             |                                  |                  | 291-6001-601.30-05 | PENS                      | 14.47  |          |
|             |                                  |                  | 291-6001-601.30-05 | FOLDER TABS, ERASER CAPS, | 53.26  |          |
|             |                                  |                  | 291-6001-601.30-05 | COIN TOTES                | 25.99  |          |
|             |                                  |                  | 291-6001-601.30-05 | PENS                      | 11.65  | 269.35   |
| 74767       | ARLINGTON HTS MEMORIAL LIBRARY   |                  | 291-6001-601.22-05 | POSTAGE-J MORAVEC         | 29.40  |          |
|             |                                  |                  | 291-6001-601.22-03 | TRAV/TRAIN-S DISTEL       | 42.06  |          |
|             |                                  |                  | 291-6001-601.22-03 | TRAV/TRAIN-J MORAVEC      | 12.00  |          |

| CHECK   | PAYEE                               | ACCOUNT            | DESCRIPTION               | AMOUNT    | TOTAL     |
|---------|-------------------------------------|--------------------|---------------------------|-----------|-----------|
| /PAYM # |                                     |                    |                           |           |           |
|         |                                     | 291-6001-601.22-03 | TRAV/TRAIN-J MORAVEC      | 49.68     |           |
|         |                                     | 291-6001-601.22-03 | TRAV/TRAIN-J MORAVEC      | 28.00     |           |
|         |                                     | 291-6001-601.22-05 | POSTAGE-D HALPIN          | 14.70     |           |
|         |                                     | 291-6001-601.22-05 | POSTAGE-D HALPIN          | 49.00     | 224.84    |
| 74769   | ARLINGTON HTS MEMORIAL LIBRARY      | 291-6001-601.22-03 | REGISTRATION-D WHISLER &  | 60.00     |           |
|         |                                     | 291-6001-601.30-05 | KEURIG                    | 215.48    |           |
|         |                                     | 291-6001-601.30-05 | CLEANING ROLLERS & KIT    | 37.75     |           |
|         |                                     | 291-6001-601.22-03 | INTRO TO LEGAL MTLs-INFO  | 175.00    |           |
|         |                                     | 291-6001-601.22-03 | ALA CONF-D SMART & J BRO- | 300.00    | 788.23    |
| 74772   | AT & T                              | 291-6001-601.22-70 | TELE 3/17-4/16/17         | 2,560.13  |           |
|         |                                     | 291-6001-601.22-42 | INTERNET ACCESS           | 1,208.41  | 3,768.54  |
| 74773   | AT&T MOBILITY                       | 291-6001-601.22-42 | 2/28-3/27/17 INTERNET     | 135.00    | 135.00    |
| 74777   | BAKER & TAYLOR                      | 291-6001-601.32-99 | EMP REIMBURSED PURCHASE   | 17.89     |           |
|         |                                     | 291-6001-601.32-99 | EMP REIMBURSED PURCHASE   | 14.76     |           |
|         |                                     | 291-6001-601.32-99 | EMP REIMBURSED PURCHASE   | 39.76     |           |
|         |                                     | 291-6001-601.32-99 | EMP REIMBURSED PURCHASE   | 22.71     | 95.12     |
| 74778   | BAKER & TAYLOR ENTERTAINMENT        | 291-6001-601.32-99 | EMP REIMBURSED PURCHASE   | 70.55     |           |
|         |                                     | 291-6001-601.32-99 | EMP REIMBURSED PURCHASE   | 70.55     | 141.10    |
| 74780   | BECKMAN, SUSAN                      | 291-6001-601.22-03 | IUG CONF-S BECKMAN        | 987.75    | 987.75    |
| 74795   | COMCAST                             | 291-6001-601.21-65 | OTHER SERVS               | 21.03     | 21.03     |
| 74807   | FINER LINE                          | 291-6001-601.30-05 | 9 NAME BADGES             | 13.32     | 13.32     |
| 74814   | GARVEYS OFFICE PRODUCTS             | 291-6001-601.30-05 | PENS                      | 4.28      | 4.28      |
| 74818   | GROUP ADMINISTRATORS                | 291-6001-601.19-53 | FSA FEES-MAY 2017         | 161.50    | 161.50    |
| 74819   | GTS EDUCATIONAL EVENTS              | 291-6001-601.22-03 | VOLUNTEER ENGAGEMENT LEAD | 510.00    | 510.00    |
| 74824   | IL DEPT OF CENTRAL MANAGEMENT SERVS | 291-6001-601.22-42 | INTERNET ACCESS-MARCH     | 600.00    | 600.00    |
| 74826   | ILA MEMBERSHIP                      | 291-6001-601.22-02 | ILA DUES-J GARKISCH       | 75.00     |           |
|         |                                     | 291-6001-601.22-02 | ILA DUES-D SMART          | 75.00     |           |
|         |                                     | 291-6001-601.22-02 | ILA DUES-G ZYCK           | 75.00     |           |
|         |                                     | 291-6001-601.22-02 | ILA DUES-J ANDRYKOWSKI    | 200.00    | 425.00    |
| 74827   | ILLINOIS HEARTLAND LIBRARY SYSTEM   | 291-6001-601.20-81 | FY2017-4TH QUARTER OCLC   | 16,172.70 | 16,172.70 |
| 74832   | INGRAM LIBRARY SERVICES             | 291-6001-601.32-99 | EMP REIMBURSED PURCHASE   | 14.66     |           |
|         |                                     | 291-6001-601.32-99 | EMP REIMBURSED PURCHASE   | 26.00     |           |
|         |                                     | 291-6001-601.32-72 | SPEC EVENTS               | 288.00    |           |
|         |                                     | 291-6001-601.32-99 | EMP REIMBURSED PURCHASE   | 9.03      | 337.69    |
| 74833   | JASINSKI, MARGARET                  | 291-6001-601.22-03 | IUG CONF-M JASINSKI       | 1,124.80  |           |

| CHECK                     | PAYEE                         | ACCOUNT            | DESCRIPTION               | AMOUNT   | TOTAL     |
|---------------------------|-------------------------------|--------------------|---------------------------|----------|-----------|
| /PAYM #                   |                               |                    |                           |          | 1,124.80  |
| 74836                     | KRUEGER, CHRIS                | 291-6001-601.22-03 | IUG CONF-C KRUEGER        | 1,072.80 | 1,072.80  |
| 74837                     | KUHL, JASON                   | 291-6001-601.22-03 | ILA BOARD MTG-J KUHL      | 179.76   | 179.76    |
| 74838                     | LANGUAGE LINE SERVICES        | 291-6001-601.21-65 | OTHER SERVS-MARCH 2017    | 4.75     | 4.75      |
| 74849                     | MONAHAN, MICHAEL              | 291-6001-601.22-03 | ALA CONF REGISTRATION     | 285.00   | 285.00    |
| 74859                     | PACIFIC TELEMAGEMENT SERVICES | 291-6001-601.22-70 | MAY 2017-2ND FLOOR PAY    | 63.00    | 63.00     |
| 74860                     | PADDOCK PUBLICATIONS INC      | 291-6001-601.22-01 | ADVERTISING               | 60.75    |           |
|                           |                               | 291-6001-601.22-01 | ADVERTISING               | 148.50   | 209.25    |
| 74864                     | POWERS, BARBARA               | 291-6001-601.22-03 | ALA CONF-B POWERS         | 175.00   | 175.00    |
| 74868                     | QUICK DELIVERY SERVICE INC    | 291-6001-601.22-05 | POSTAGE                   | 135.20   |           |
|                           |                               | 291-6001-601.22-05 | POSTAGE                   | 135.20   |           |
|                           |                               | 291-6001-601.22-05 | POSTAGE                   | 135.20   |           |
|                           |                               | 291-6001-601.22-05 | POSTAGE                   | 136.50   |           |
|                           |                               | 291-6001-601.22-05 | POSTAGE                   | 136.50   | 678.60    |
| 74889                     | URBAN LIBRARIES COUNCIL       | 291-6001-601.22-02 | 2017-1ST QUARTER DUES     | 2,250.00 | 2,250.00  |
| 74892                     | VAN METER MAILING             | 291-6001-601.22-05 | MAY 2017 POSTAGE          | 2,758.57 | 2,758.57  |
| 74894                     | VERIZON WIRELESS              | 291-6001-601.22-70 | 3/26-4/25/17 TELEPHONE    | 266.79   | 266.79    |
| 74899                     | WILIUG-C/O RACHEL ROHLF       | 291-6001-601.22-02 | 2017/2018 WILIUG DUES     | 40.00    | 40.00     |
| 74900                     | WOW BUSINESS                  | 291-6001-601.22-42 | INTERNET ACCESS 4/13/2017 | 1,574.99 |           |
|                           |                               | 291-6001-601.22-42 | INTERNET ACCESS 4/19/2017 | 154.00   | 1,728.99  |
| 74903                     | ZSUPAN, KATALIN               | 291-6001-601.22-03 | COABE CONF-K ZSUPAN       | 1,033.83 | 1,033.83  |
| ***** DIVISION TOTAL **** |                               |                    |                           |          | 39,866.64 |

*Marketing and Communications*

| DEPARTMENT: | PAYEE                          | ACCOUNT            | DESCRIPTION               | AMOUNT | TOTAL  |
|-------------|--------------------------------|--------------------|---------------------------|--------|--------|
| 60          | Executive Office               |                    |                           |        |        |
| 74760       | AIR EXPRESSIONS INC            | 291-6002-601.32-72 | 2 MEDIUM FLOOR BOUQUETS   | 53.00  |        |
|             |                                | 291-6002-601.32-72 | 5 LARGE FLOOR BOUQUETS    | 140.00 | 193.00 |
| 74764       | AMAZON.COM CREDIT              | 291-6002-601.30-05 | BADGE LABELS              | 65.04  |        |
|             |                                | 291-6002-601.32-72 | PLEATED FLAGS, SILVER NAP | 52.67  | 117.71 |
| 74767       | ARLINGTON HTS MEMORIAL LIBRARY | 291-6002-601.32-72 | SPEC EVENTS-D WHISLER     | 35.50  | 35.50  |
| 74769       | ARLINGTON HTS MEMORIAL LIBRARY | 291-6002-601.30-05 | ENVELOPES, PENS & EMBOSS- | 192.27 |        |
|             |                                | 291-6002-601.30-05 | BRUSH PENS                | 27.60  |        |
|             |                                | 291-6002-601.30-05 | 60 CREDITS FOR PHOTOS     | 520.00 |        |



| CHECK                     | PAYEE                       | ACCOUNT            | DESCRIPTION               | AMOUNT    | TOTAL     |
|---------------------------|-----------------------------|--------------------|---------------------------|-----------|-----------|
| /PAYM #                   |                             |                    |                           |           |           |
|                           |                             | 291-6002-601.22-10 | 1000 3"X3" CUSTOM BUTTONS | 275.00    |           |
|                           |                             | 291-6002-601.30-05 | FONTS                     | 190.29    |           |
|                           |                             | 291-6002-601.30-05 | TAX REMOVAL               | 11.19-    | 1,193.97  |
| 74782                     | BENSON,BRIAN                | 291-6002-601.30-05 | VARIOUS INVITATION ENVE-  | 174.60    | 174.60    |
| 74789                     | CARDINAL COLORPRINT         | 291-6002-601.22-10 | FEBRUARY 2017 NEWSLETTER  | 10,139.00 |           |
|                           |                             | 291-6002-601.22-10 | MAY 2017 NEWSLETTER       | 10,053.00 | 20,192.00 |
| 74804                     | DIDAX EDUCATIONAL RESOURCES | 291-6002-601.30-05 | COUNTING CUBE SET         | 102.00    | 102.00    |
| 74848                     | MOBILE PRINT                | 291-6002-601.22-10 | VOLUNTEER LUNCH INVITA-   | 185.50    |           |
|                           |                             | 291-6002-601.22-10 | DISTRICT 25 INVITATIONS   | 147.56    | 333.06    |
| 74892                     | VAN METER MAILING           | 291-6002-601.21-65 | OTHER SERVS               | 625.20    | 625.20    |
| ***** DIVISION TOTAL **** |                             |                    |                           |           | 22,967.04 |

*Human Resources*

| DEPARTMENT:               | EXECUTIVE OFFICE               | DIVISION:          |                           |          |           |
|---------------------------|--------------------------------|--------------------|---------------------------|----------|-----------|
| 60                        | Executive Office               | 03                 |                           |          |           |
| 74764                     | AMAZON.COM CREDIT              | 291-6003-601.22-03 | TRAV/TRAIN-BOOKS          | 52.00    |           |
|                           |                                | 291-6003-601.22-03 | TRAV/TRAIN                | 89.88    | 141.88    |
| 74768                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6003-601.40-70 | VOLUNTEER GIFT CARDS-     | 2,113.37 | 2,113.37  |
| 74769                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6003-601.40-70 | JOURNAL SETS              | 1,889.37 | 1,889.37  |
| 74774                     | AURICO REPORTS                 | 291-6003-601.21-65 | APRIL 2017 SERVICES       | 280.00   | 280.00    |
| 74842                     | MANAGEMENT ASSOCIATION OF ILL  | 291-6003-601.21-65 | BENCHMARKING-PROJECT BAL- | 5,000.00 | 5,000.00  |
| 74855                     | NORTHWEST MUNICIPAL CONFERENCE | 291-6003-601.19-50 | EAP PROGRAM-MAY-DEC 2017  | 3,603.33 | 3,603.33  |
| ***** DIVISION TOTAL **** |                                |                    |                           |          | 13,027.95 |

*Gifts and Grants*

| DEPARTMENT:               | EXECUTIVE OFFICE               | DIVISION:          |                           |          |          |
|---------------------------|--------------------------------|--------------------|---------------------------|----------|----------|
| 60                        | Executive Office               | 04                 |                           |          |          |
| 74764                     | AMAZON.COM CREDIT              | 291-6004-601.32-72 | BLACK PICTURE FRAME       | 14.95    | 14.95    |
| 74768                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6004-601.32-72 | VOLUNTEER AWARD PIN       | 20.92    |          |
|                           |                                | 291-6004-601.32-72 | VOLUNTEER OF YEAR GIFT    | 54.39    | 75.31    |
| 74769                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6004-601.32-72 | 9-BOOK PINS               | 79.76    |          |
|                           |                                | 291-6004-601.32-72 | JOURNAL SETS              | 1,200.00 | 1,279.76 |
| 74821                     | HILL,SONYA                     | 291-6004-601.32-02 | SVS SPROUT SQUAD SUPPLIES | 60.88    | 60.88    |
| 74832                     | INGRAM LIBRARY SERVICES        | 291-6004-601.32-80 | MEM DONATION-KELLY TRECKA | 20.69    | 20.69    |
| ***** DIVISION TOTAL **** |                                |                    |                           |          | 1,451.59 |

| CHECK          | PAYEE                | ACCOUNT            | DESCRIPTION       | AMOUNT   | TOTAL    |
|----------------|----------------------|--------------------|-------------------|----------|----------|
| <i>Finance</i> |                      |                    |                   |          |          |
| 74756          | ACCOUNTEMPS          | 291-6008-601.21-65 | OTHER SERVS       | 1,035.80 |          |
|                |                      | 291-6008-601.21-65 | OTHER SERVS       | 828.64   |          |
|                |                      | 291-6008-601.21-65 | OTHER SERVS       | 1,903.28 |          |
|                |                      | 291-6008-601.21-65 | OTHER SERVS       | 1,139.38 | 4,907.10 |
| 74771          | ASCENTIS CORPORATION | 291-6008-601.21-36 | TIME CLOCK RENTAL | 115.00   | 115.00   |

\*\*\*\*\* DIVISION TOTAL \*\*\*\* 5,022.10

| DEPARTMENT: 60 Executive Office |                                | DIVISION: 10       |                           |          |          |
|---------------------------------|--------------------------------|--------------------|---------------------------|----------|----------|
| <i>Information Technology</i>   |                                |                    |                           |          |          |
| 74764                           | AMAZON.COM CREDIT              | 291-6010-601.30-05 | ZEBRA PENCILS             | 27.30    |          |
|                                 |                                | 291-6010-601.30-30 | EPSON MATTE PAPER         | 89.25    |          |
|                                 |                                | 291-6010-601.31-85 | SAMSUNG 850 EVO           | 375.96   |          |
|                                 |                                | 291-6010-601.30-30 | TONER, BATTERIES          | 918.73   | 1,411.24 |
| 74769                           | ARLINGTON HTS MEMORIAL LIBRARY | 291-6010-601.20-05 | FEE FOR SALE OF COMPUTERS | 24.50    |          |
|                                 |                                | 291-6010-601.30-30 | INK CARTRIDGE-GRAPHICS    | 267.95   |          |
|                                 |                                | 291-6010-601.30-32 | ANNUAL RENEWAL-ONLINE     | 119.64   |          |
|                                 |                                | 291-6010-601.30-32 | TRELLO MONTHLY SUBSCRIP-  | 72.00    |          |
|                                 |                                | 291-6010-601.31-85 | IMAC INTEL 27" ADHESIVE   | 47.85    |          |
|                                 |                                | 291-6010-601.31-85 | HP LASERJET 5200 FUSER    | 47.89    |          |
|                                 |                                | 291-6010-601.31-85 | F6 QUIET BRAIDED SLEEVES- | 72.73    |          |
|                                 |                                | 291-6010-601.30-32 | MONTHLY WEBEX SUBSCRIP-   | 99.00    |          |
|                                 |                                | 291-6010-601.31-85 | ADHESIVE STRIPS & WHEELS- | 67.75    |          |
|                                 |                                | 291-6010-601.31-85 | 64 VBIT DRIVER KIT/NEW &  | 94.40    |          |
|                                 |                                | 291-6010-601.50-12 | SAMSUNG 850 EVO 1TB 2.5"  | 324.99   |          |
|                                 |                                | 291-6010-601.30-32 | GITHUB MONTHLY SUBSCRIP-  | 25.00    |          |
|                                 |                                | 291-6010-601.31-85 | PRO XPRESS WIRELESS MONO- | 577.41   |          |
|                                 |                                | 291-6010-601.30-32 | MONTHLY SPOTIFY SUBSCRIP- | 9.99     |          |
|                                 |                                | 291-6010-601.31-85 | LAPTOP LOCKS,THERMAL SEN- | 217.36   |          |
|                                 |                                | 291-6010-601.30-30 | HP 29X BLACK HIGH YIELD   | 110.33   |          |
|                                 |                                | 291-6010-601.30-30 | EPSON ENHANCED MATTE 44"  | 480.00   |          |
|                                 |                                | 291-6010-601.30-32 | MONTHLY AMAZON FREE TIME  | 9.99     |          |
|                                 |                                | 291-6010-601.50-12 | CRUCIAL MX300 2TB INTER-  | 549.99   |          |
|                                 |                                | 291-6010-601.30-32 | MONTHLY PAYFLOW PRO SUB-  | 54.10    | 3,272.87 |
| 74771                           | ASCENTIS CORPORATION           | 291-6010-601.30-32 | MAY 2017 ASCENTIS         | 630.00   | 630.00   |
| 74793                           | CISCO WEBEX LLC                | 291-6010-601.30-32 | VIDEO CONFERENCING SUB-   | 99.00    | 99.00    |
| 74798                           | COMPENDIUM LIBRARY SERVICES    | 291-6010-601.30-32 | DESK TRACKER RENEWAL      | 1,885.27 | 1,885.27 |
| 74802                           | DELL MARKETING L.P.            | 291-6010-601.31-85 | DELL 9-CELL BATTERIES     | 809.91   | 809.91   |
| 74829                           | IMPACT NETWORKING LLC          | 291-6010-601.21-02 | OVER CHG-12/29/16-3/28/17 | 56.52    |          |
|                                 |                                | 291-6010-601.30-30 | TONER                     | 19.50    |          |
|                                 |                                | 291-6010-601.21-02 | BASE RATE 3/28-4/28/17    | 341.87   |          |
|                                 |                                | 291-6010-601.21-02 | OVER CHG 1/9-4/8/17       | 300.11   |          |
|                                 |                                | 291-6010-601.21-02 | BASE RATE 4/9-5/8/17      | 313.50   |          |

| CHECK                     | PAYEE                             | ACCOUNT            | DESCRIPTION               | AMOUNT    | TOTAL     |
|---------------------------|-----------------------------------|--------------------|---------------------------|-----------|-----------|
| /PAYM #                   |                                   |                    |                           |           |           |
|                           |                                   | 291-6010-601.21-02 | OVER CHG 1/3-4/2/17       | 1,230.01  |           |
|                           |                                   | 291-6010-601.50-15 | 2 KYOCERA COPIERS         | 12,800.00 |           |
|                           |                                   | 291-6010-601.21-02 | BASE RATE 4/19-5/18/2017  | 115.00    | 15,176.51 |
| 74840                     | LINDENMEYR MUNROE                 | 291-6010-601.30-30 | COPIER PAPER              | 1,203.00  | 1,203.00  |
| 74847                     | MNJ TECHNOLOGIES DIRECT INC       | 291-6010-601.21-02 | BARRACUDA INSTANT REPLACE | 989.00    |           |
|                           |                                   | 291-6010-601.30-32 | BARRACUDA ENERGIZE        | 1,199.00  |           |
|                           |                                   | 291-6010-601.50-12 | APPLE MACBOOK AIR, APPLE  | 2,290.00  | 4,478.00  |
| 74865                     | PROQUEST INFORMATION AND LEARNING | 291-6010-601.30-32 | SYNDETTICS PROFESSIONAL   | 3,255.00  | 3,255.00  |
| 74867                     | PURCHASE ADVANTAGE CARD           | 291-6010-601.21-02 | EQUIP MAINT               | 7.90      | 7.90      |
| 74886                     | TODAYS BUSINESS SOLUTIONS         | 291-6010-601.21-02 | ANNUAL SERVICE AGREEMENT- | 4,225.00  |           |
|                           |                                   | 291-6010-601.30-32 | MAINT AND RE-LICENSING    | 873.75    |           |
|                           |                                   | 291-6010-601.20-05 | COST PER FAX PROGRAM      | 825.12    |           |
|                           |                                   | 291-6010-601.21-02 | SCAN SYSTEM ANNUAL LI-    | 795.00    | 6,718.87  |
| 74901                     | XEROX CORPORATION                 | 291-6010-601.21-02 | BILLABLE PRINTS           | 8.38      |           |
|                           |                                   | 291-6010-601.21-02 | EXCESS PRINT CHARGES      | 15.12     | 23.50     |
| ***** DIVISION TOTAL **** |                                   |                    |                           |           | 38,971.07 |

Facilities

|       |                                  |                    |                           |          |          |
|-------|----------------------------------|--------------------|---------------------------|----------|----------|
| 74757 | ACRES GROUP                      | 291-6020-601.21-11 | APRIL 2017 LAWN MAINTEN-  | 856.75   |          |
|       |                                  | 291-6020-601.21-11 | MAY 2017-LAWN MAINTENANCE | 856.75   | 1,713.50 |
| 74758 | ADVANCED DISPOSAL SERVICES       | 291-6020-601.21-11 | APRIL 2017-STANDARD SER-  | 2,065.45 | 2,065.45 |
| 74764 | AMAZON.COM CREDIT                | 291-6020-601.21-11 | WATER FILTERS             | 103.56   |          |
|       |                                  | 291-6020-601.31-45 | MATS                      | 189.97   |          |
|       |                                  | 291-6020-601.21-11 | AIR PURIFIER              | 222.00   | 515.53   |
| 74765 | ANDERSON PEST SOLUTIONS          | 291-6020-601.21-11 | APRIL 2017 SERVICE        | 89.00    | 89.00    |
| 74766 | AQUARIUM ADVENTURE               | 291-6020-601.21-02 | MARCH 2017-EQUIP MAINT    | 200.00   |          |
|       |                                  | 291-6020-601.21-02 | APRIL 2017-EQUIP MAINT    | 200.00   | 400.00   |
| 74769 | ARLINGTON HTS MEMORIAL LIBRARY   | 291-6020-601.21-11 | HB IVES ELBOW CATCH       | 6.41     |          |
|       |                                  | 291-6020-601.21-02 | MITEL EAR CUSHIONS FOR    | 19.80    | 26.21    |
| 74770 | ARLINGTON POWER EQUIPMENT        | 291-6020-601.21-11 | WHEEL REPAIR FOR SWEEPER  | 35.39    | 35.39    |
| 74776 | BADE SUPPLY                      | 291-6020-601.31-45 | MULTIFOLD TOWELS, BATH-   | 1,569.04 | 1,569.04 |
| 74788 | CALL THE UNDERGROUND-OASIS IRRIG | 291-6020-601.21-11 | TURN ON AND REPAIR LAWN   | 836.24   | 836.24   |
| 74792 | CINTAS FIRE PROTECTION           | 291-6020-601.21-11 | FIRE EXTINGUISHER SERVICE | 920.84   |          |

| CHECK   | PAYEE                              | ACCOUNT            | DESCRIPTION               | AMOUNT   | TOTAL     |
|---------|------------------------------------|--------------------|---------------------------|----------|-----------|
| /PAYM # |                                    |                    |                           |          | 920.84    |
| 74796   | COMED                              | 291-6020-601.30-51 | HEATING 3/10-4/10/2017    | 158.05   | 158.05    |
| 74799   | COMPLETE TEMPERATURE SYSTEMS       | 291-6020-601.21-11 | REPLACE #10 VALVE         | 1,113.00 |           |
|         |                                    | 291-6020-601.21-11 | REPLACE 3 WAY VALVES      | 2,492.50 |           |
|         |                                    | 291-6020-601.21-11 | REPLACE PRESSURE SWITCH   | 112.00   |           |
|         |                                    | 291-6020-601.21-11 | PREVENTATIVE MAINTENANCE  | 2,137.00 |           |
|         |                                    | 291-6020-601.21-11 | INSPECTION OF HVAC EQUIP- | 1,650.00 |           |
|         |                                    | 291-6020-601.21-11 | REPAIR LEAKS AT SKY LIGHT | 367.50   |           |
|         |                                    | 291-6020-601.21-11 | SERVICE CALL FOR BOILER   | 1,778.00 |           |
|         |                                    | 291-6020-601.21-11 | REPLACED NEW PUMP MOTOR   | 1,617.72 | 11,267.72 |
| 74801   | DEFRANCO PLUMBING                  | 291-6020-601.21-11 | ROD SEWER LINES FOR WASH- | 475.00   | 475.00    |
| 74809   | FRIES AUTOMOTIVE SERVICES          | 291-6020-601.21-07 | BOOKMOBILE BRAKES & POWER | 3,175.63 | 3,175.63  |
| 74815   | GRAINGER INC,W W                   | 291-6020-601.21-11 | COOLING TOWER BELTS       | 391.68   |           |
|         |                                    | 291-6020-601.21-11 | DIMMABLE LIGHT BULBS      | 1,039.50 |           |
|         |                                    | 291-6020-601.21-11 | FLUORESCENT LIGHT BULBS   | 226.50   | 1,657.68  |
| 74823   | IGS                                | 291-6020-601.30-51 | NATURAL GAS-MARCH 2017    | 4,393.96 | 4,393.96  |
| 74828   | ILLINOIS OFFICE-STATE FIRE MARSHAL | 291-6020-601.21-02 | BOILER INSPECTION & CERT- | 300.00   | 300.00    |
| 74844   | MASTER MAINTENANCE SERVICE INC     | 291-6020-601.21-11 | MAY 2017 JANITORIAL SER-  | 4,599.00 | 4,599.00  |
| 74845   | MENARDS-MOUNT PROSPECT             | 291-6020-601.21-11 | COPPER COUPLING & PIPE    | 50.37    | 50.37     |
| 74851   | NICOR GAS                          | 291-6020-601.30-51 | NATURAL GAS DISTRIBUTION  | 444.85   |           |
|         |                                    | 291-6020-601.30-51 | NATURAL GAS DISTRIBUTION  | 984.74   | 1,429.59  |
| 74853   | NOFFS SELF STORAGE INC             | 291-6020-601.21-11 | JUNE 2017-PARADE VEHICLE  | 75.40    | 75.40     |
| 74856   | OAK BROOK MECHANICAL SERVICES      | 291-6020-601.21-11 | ADD 40 LBS OF REFRIGERANT | 438.89   |           |
|         |                                    | 291-6020-601.21-11 | REPLACE SUCTION TRANS-    | 554.55   |           |
|         |                                    | 291-6020-601.21-11 | WINTER WORK ON 2 CARRIER  | 8,906.00 |           |
|         |                                    | 291-6020-601.21-11 | REPLACE DEFECTIVE OIL     | 3,188.00 | 13,087.44 |
| 74863   | POMPS TIRE                         | 291-6020-601.21-07 | NEW TIRES-BOOKMOBILE      | 2,301.54 | 2,301.54  |
| 74869   | R E WHITTAKER CO INC               | 291-6020-601.21-11 | CRYSTAL QUICK RESTORE     | 146.00   | 146.00    |
| 74870   | R I C ELECTRIC                     | 291-6020-601.21-11 | 20 FLOOR BOX OUTLET       | 811.20   | 811.20    |
| 74876   | SHERWIN HARDWARE INC               | 291-6020-601.21-11 | MEDIUM HOOK, ANT BAIT     | 19.97    |           |
|         |                                    | 291-6020-601.21-11 | BATTERIES                 | 27.98    |           |
|         |                                    | 291-6020-601.21-11 | SANDPAPER, PUNCH PIN, FIL | 14.97    |           |
|         |                                    | 291-6020-601.21-11 | GORILLA TAPE, SCREWDRIVER | 74.94    |           |
|         |                                    | 291-6020-601.21-11 | BRITA FILTER,CARPET KNIFE | 31.96    |           |
|         |                                    | 291-6020-601.21-11 | BOLTS, MINI SCREWDRIVER   | 19.74    | 189.56    |
| 74879   | STANDARD ELEVATOR CO               | 291-6020-601.21-02 | FRONT ELEVATOR REPAIR     | 348.90   |           |

| CHECK                     | PAYEE                        | ACCOUNT            | DESCRIPTION               | AMOUNT   | TOTAL      |
|---------------------------|------------------------------|--------------------|---------------------------|----------|------------|
| /PAYM #                   |                              |                    |                           |          |            |
|                           |                              | 291-6020-601.21-02 | CREDIT FOR INV 19165 &    | 522.35-  |            |
|                           |                              | 291-6020-601.21-02 | REGULAR SERVICE-APRIL     | 931.24   | 757.79     |
| 74880                     | SUPPLYWORKS                  | 291-6020-601.31-45 | GOJO FOAM SOAP            | 478.56   | 478.56     |
| 74890                     | VALSPAR PRO SOLUTIONS        | 291-6020-601.21-11 | PAINT                     | 144.54   |            |
|                           |                              | 291-6020-601.21-11 | PAINT                     | 230.88   | 375.42     |
| 74895                     | VILLAGE OF ARLINGTON HEIGHTS | 291-6020-601.30-50 | MARCH 2017-PETROL         | 159.84   | 159.84     |
| 74897                     | WAREHOUSE DIRECT             | 291-6020-601.21-11 | CHAIR MATS                | 256.64   | 256.64     |
| 74898                     | WIGHT & COMPANY              | 491-6020-601.50-55 | PARKING LOT IMPROVEMENTS- | 8,195.45 | 8,195.45   |
| ***** DIVISION TOTAL **** |                              |                    |                           |          | 62,513.04  |
| ***** DEPARTMENT TOTAL ** |                              |                    |                           |          | 183,819.43 |

*Specialty Info Services*

| DEPARTMENT:               | 64                             | User Services | DIVISION:          | 05                          |        |        |
|---------------------------|--------------------------------|---------------|--------------------|-----------------------------|--------|--------|
| 74767                     | ARLINGTON HTS MEMORIAL LIBRARY |               | 291-6405-601.22-03 | TRAV/TRAIN-L DAKAS          | 13.53  |        |
|                           |                                |               | 291-6405-601.22-03 | TRAV/TRAIN-E LUDEMANN       | 19.15  |        |
|                           |                                |               | 291-6405-601.32-02 | PROG EVENTS-S HILL          | 20.27  |        |
|                           |                                |               | 291-6405-601.32-02 | PROG EVENTS-S HILL          | 10.37  |        |
|                           |                                |               | 291-6405-601.22-03 | TRAV/TRAIN-S MAYER          | 27.07  |        |
|                           |                                |               | 291-6405-601.32-02 | PROG EVENTS-A SON           | 14.99  |        |
|                           |                                |               | 291-6405-601.32-01 | PROG SUPPS-A SON            | 19.58  |        |
|                           |                                |               | 291-6405-601.22-03 | TRAV/TRAIN-S MAYER          | 17.12  |        |
|                           |                                |               | 291-6405-601.32-02 | PROG EVENTS-S MAYER         | 10.27  | 152.35 |
| 74768                     | ARLINGTON HTS MEMORIAL LIBRARY |               | 291-6405-601.32-02 | TAB MEETING 3/26/17         | 27.75  | 27.75  |
| 74769                     | ARLINGTON HTS MEMORIAL LIBRARY |               | 291-6405-601.22-03 | LACONI-MMS TRAINING         | 30.00  | 30.00  |
| 74787                     | CALIFA GROUP                   |               | 291-6405-601.22-03 | WEBINAR-M MONAHAN           | 200.00 | 200.00 |
| 74826                     | ILA MEMBERSHIP                 |               | 291-6405-601.22-02 | ILA DUES-M YOUNG            | 25.00  | 25.00  |
| 74841                     | MADAY, JULIE I                 |               | 291-6405-601.22-18 | APRIL 2017 RESUME REVIEWS   | 90.00  | 90.00  |
| 74849                     | MONAHAN, MICHAEL               |               | 291-6405-601.22-02 | ALA, PLA, LLAMA DUES-M MON- | 260.00 | 260.00 |
| 74864                     | POWERS, BARBARA                |               | 291-6405-601.22-02 | ALA DUES-B POWERS           | 131.00 | 131.00 |
| 74867                     | PURCHASE ADVANTAGE CARD        |               | 291-6405-601.32-02 | INKLINGS-4/2017, SUPPLIES   | 27.82  | 27.82  |
| ***** DIVISION TOTAL **** |                                |               |                    |                             | 943.92 |        |

| CHECK                     | PAYEE                             | ACCOUNT            | DESCRIPTION               | AMOUNT  | TOTAL  |
|---------------------------|-----------------------------------|--------------------|---------------------------|---------|--------|
| <i>Customer Services</i>  |                                   |                    |                           |         |        |
| 74764                     | AMAZON.COM CREDIT                 | 291-6420-601.30-05 | COMPUTER REAR VIEW MIRROR | 13.59   |        |
|                           |                                   | 291-6420-601.30-05 | IS-ERASER CAPS            | 4.89    |        |
|                           |                                   | 291-6420-601.32-90 | IS-DRY ERASE ERASERS      | 26.52   | 45.00  |
| 74767                     | ARLINGTON HTS MEMORIAL LIBRARY    | 291-6420-601.32-01 | PROG SUPPS-M MORSCHES     | 5.00    |        |
|                           |                                   | 291-6420-601.32-01 | PROG SUPPS-B WEINER       | 16.50   |        |
|                           |                                   | 291-6420-601.22-03 | TRAV/TRAIN-K MYERS        | 25.00   |        |
|                           |                                   | 291-6420-601.22-03 | TRAV/TRAIN-T SCALLON      | 13.90   |        |
|                           |                                   | 291-6420-601.22-03 | TRAV/TRAIN-A SON          | 31.78   |        |
|                           |                                   | 291-6420-601.32-01 | PROG SUPPS-A HAMILTON     | 21.48   |        |
|                           |                                   | 291-6420-601.22-02 | LLAMA DUES-J DUNCAN       | 29.17   |        |
|                           |                                   | 291-6420-601.22-03 | TRAV/TRAIN-J SISSORS      | 13.29   | 156.12 |
| 74769                     | ARLINGTON HTS MEMORIAL LIBRARY    | 291-6420-601.22-03 | SUPERVISING BOOKS         | 118.74  | 118.74 |
| 74814                     | GARVEYS OFFICE PRODUCTS           | 291-6420-601.30-05 | IS-PENCILS                | 2.97    |        |
|                           |                                   | 291-6420-601.30-05 | CC-RUBBERBANDS            | 46.32   | 49.29  |
| 74827                     | ILLINOIS HEARTLAND LIBRARY SYSTEM | 291-6420-601.21-64 | FEBRUARY 2017 ACCESS      | 191.77- |        |
|                           |                                   | 291-6420-601.21-64 | MARCH 2017 ACCESS SERVS   | 530.00  | 338.23 |
| 74839                     | LARAMIE COUNTY LIBRARY SYSTEM     | 291-6420-601.21-64 | ACCESS SERVS              | 2.00    | 2.00   |
| 74867                     | PURCHASE ADVANTAGE CARD           | 291-6420-601.30-05 | OFF SUPPS                 | 9.47    |        |
|                           |                                   | 291-6420-601.32-01 | PROG SUPPS                | 4.98    | 14.45  |
| 74888                     | UNIQUE MANAGEMENT SERVICES INC    | 291-6420-601.21-65 | APRIL PLACEMENTS          | 161.10  | 161.10 |
| 74897                     | WAREHOUSE DIRECT                  | 291-6420-601.30-05 | IS-OFFICE SUPPS           | 23.93   |        |
|                           |                                   | 291-6420-601.30-05 | CC-OFFICE SUPPS           | 1.40    | 25.33  |
| ***** DIVISION TOTAL **** |                                   |                    |                           |         | 910.26 |

*Programs and Exhibits*

| DEPARTMENT: | PAYEE                          | DIVISION:          | DESCRIPTION                | AMOUNT | TOTAL  |
|-------------|--------------------------------|--------------------|----------------------------|--------|--------|
| 64          | User Services                  | 40                 |                            |        |        |
| 74755       | ABRAHAMSEN, SHELBY             | 291-6440-601.22-18 | BULLET JOURNALING 2.0      | 300.00 | 300.00 |
| 74764       | AMAZON.COM CREDIT              | 291-6440-601.32-02 | PARTY BLOWERS              | 12.99  |        |
|             |                                | 291-6440-601.32-02 | STICKERS, DISPLAY BOXES,   | 76.41  |        |
|             |                                | 291-6440-601.32-02 | SCISSORS                   | 4.10   |        |
|             |                                | 291-6440-601.32-02 | AP-METAL BIKE BOTTLE       | 13.12  |        |
|             |                                | 291-6440-601.32-02 | AP-PAINT BRUSHES           | 100.24 |        |
|             |                                | 291-6440-601.32-02 | STAR WARS BOOKMARKS        | 41.85  |        |
|             |                                | 291-6440-601.32-02 | BABY CARE PLAY MAT,        | 121.75 |        |
|             |                                | 291-6440-601.32-02 | BRUSHES, SHIMMER ART, SUN  | 179.32 |        |
|             |                                | 291-6440-601.32-02 | POCKET FOLDERS, TEA LIGHTS | 116.72 | 666.50 |
| 74767       | ARLINGTON HTS MEMORIAL LIBRARY | 291-6440-601.32-02 | PROG EVENTS-A BELFORD      | 21.68  |        |
|             |                                | 291-6440-601.32-02 | PROG EVENTS-S HOLLARS      | 11.00  |        |
|             |                                | 291-6440-601.32-02 | PROG EVENTS-M PAPANASTAS-  | 35.31  |        |

| CHECK   | PAYEE                          | ACCOUNT            | DESCRIPTION                | AMOUNT   | TOTAL    |
|---------|--------------------------------|--------------------|----------------------------|----------|----------|
| /PAYM # |                                |                    |                            |          |          |
|         |                                | 291-6440-601.32-02 | PROG EVENTS-K DEVITT       | 33.89    |          |
|         |                                | 291-6440-601.32-02 | PROG EVENTS-A SON          | 3.49     |          |
|         |                                | 291-6440-601.22-03 | TRAV/TRAIN-N MURRAY        | 9.79     |          |
|         |                                | 291-6440-601.32-02 | PROG EVENTS-T DANTIS       | 30.98    |          |
|         |                                | 291-6440-601.32-02 | PROG EVENTS-A KARWOWSKA    | 16.94    |          |
|         |                                | 291-6440-601.32-02 | PROG EVENTS-C GIOVANNELLI  | 49.94    | 213.02   |
| 74768   | ARLINGTON HTS MEMORIAL LIBRARY | 291-6440-601.32-02 | TWEEN vs TEEN SMASH BROS   | 64.16    |          |
|         |                                | 291-6440-601.32-02 | BOOKS & BREWS 4/12/17      | 40.00    | 104.16   |
| 74769   | ARLINGTON HTS MEMORIAL LIBRARY | 291-6440-601.32-02 | TOY VENDING MACHINE, TOY   | 281.76   |          |
|         |                                | 291-6440-601.32-02 | WIDE MOUTH JARS            | 29.98    |          |
|         |                                | 291-6440-601.32-02 | COMMUNITY SCREENING-RADI-  | 150.00   |          |
|         |                                | 291-6440-601.32-02 | TABLE COVERS               | 52.52    |          |
|         |                                | 291-6440-601.32-02 | FILTER CARBON, SAND        | 21.21    |          |
|         |                                | 291-6440-601.32-02 | COFFEE CUPS                | 33.35    |          |
|         |                                | 291-6440-601.32-02 | MINI FERNS-DIY             | 74.58    |          |
|         |                                | 291-6440-601.32-02 | PROG SUPPS                 | 98.96    |          |
|         |                                | 291-6440-601.32-02 | SQUEEGEE'S                 | 14.67    |          |
|         |                                | 291-6440-601.32-02 | MINI RED TREAT BAGS        | 27.89    |          |
|         |                                | 291-6440-601.32-02 | COFFEE TRAVELER            | 31.90    |          |
|         |                                | 291-6440-601.22-18 | INSURANCE PAYMENT ONLY     | 50.00    |          |
|         |                                | 291-6440-601.22-18 | PETER BROWN AUTHOR LUNCH   | 70.85    |          |
|         |                                | 291-6440-601.32-02 | PAPER GOODS-PETER BROWN    | 23.93    |          |
|         |                                | 291-6440-601.32-02 | SWEETS TABLE-PETER BROWN   | 208.00   |          |
|         |                                | 291-6440-601.22-18 | ACCOMMODATIONS FOR PETER   | 720.92   |          |
|         |                                | 291-6440-601.22-03 | 2 TICKETS-PROF DEVELOP-    | 20.00    |          |
|         |                                | 291-6440-601.32-02 | BEVERAGES, 4/12 PETER      | 59.80    | 1,970.32 |
| 74781   | BELFORD, AMY                   | 291-6440-601.22-03 | C2E2 CONF-A BELFORD        | 64.65    | 64.65    |
| 74785   | BLICK ART MATERIALS            | 291-6440-601.32-02 | FOAM BOARD, ORIGAMI PAPER, | 1,024.26 | 1,024.26 |
| 74786   | BROWN, PETER                   | 291-6440-601.22-18 | PETER BROWN AUTHOR VISIT   | 614.41   | 614.41   |
| 74794   | CLESEN, REBECCA                | 291-6440-601.22-18 | BILINGUAL STORYTIMES IN    | 300.00   | 300.00   |
| 74805   | DISCOUNT SCHOOL SUPPLY         | 291-6440-601.32-02 | FINGER PAINT               | 27.49    |          |
|         |                                | 291-6440-601.32-02 | PAPER FANS, FOAM, PAPER,   | 71.93    | 99.42    |
| 74810   | FUNNY VALENTINE PRESS          | 291-6440-601.22-18 | GOLDEN AGE OF RADIO        | 250.00   | 250.00   |
| 74811   | GABRIEL INC, EDGAR             | 291-6440-601.22-18 | PERFORMANCE 6/11/2017      | 1,000.00 | 1,000.00 |
| 74813   | GAROON, ANN                    | 291-6440-601.22-18 | ADULTING: GET A JOB ON     | 100.00   | 100.00   |
| 74814   | GARVEYS OFFICE PRODUCTS        | 291-6440-601.32-02 | COLOR CODING LABELS        | 14.10    | 14.10    |
| 74820   | GUICO, KARINA                  | 291-6440-601.22-18 | AP-PAPER QUILLING FOR BE-  | 300.00   | 300.00   |
| 74822   | HOUSE OF MUSIC & ENTERTAINMENT | 291-6440-601.22-18 | CHA CHA CHA PROGRAM        | 200.00   |          |

| CHECK                     | PAYEE                        | ACCOUNT            | DESCRIPTION                | AMOUNT   | TOTAL     |
|---------------------------|------------------------------|--------------------|----------------------------|----------|-----------|
| /PAYM #                   |                              |                    |                            |          | 200.00    |
| 74830                     | IMPROV PLAYHOUSE THEATER INC | 291-6440-601.22-18 | PERFORMANCE ON 6/17/2017   | 500.00   | 500.00    |
| 74854                     | NORTH SHORE DANCING INC      | 291-6440-601.22-18 | CHA CHA CHA PROGRAM        | 410.48   | 410.48    |
| 74857                     | OKNER, SARAH                 | 291-6440-601.22-18 | LIFE-JAPANESE AMERICAN     | 250.00   | 250.00    |
| 74858                     | ORIENTAL TRADING COMPANY INC | 291-6440-601.32-02 | NAMETAGS, MAGNIFYING GLASS | 44.90    |           |
|                           |                              | 291-6440-601.32-02 | STAR WARS ERASERS          | 63.92    |           |
|                           |                              | 291-6440-601.32-02 | GLOBE STRESS BALLS, MEDALS | 5,250.33 | 5,359.15  |
| 74861                     | PODGORSKI, ROBERT            | 291-6440-601.22-18 | BECOME THE ULTIMATE NET-   | 150.00   | 150.00    |
| 74867                     | PURCHASE ADVANTAGE CARD      | 291-6440-601.32-02 | PRANKS PROGRAM, BREAD IN A | 117.37   | 117.37    |
| 74874                     | SASSER, LINDA                | 291-6440-601.22-18 | AP-HEALTH BRAIN PROGRAM    | 350.00   | 350.00    |
| 74878                     | SMILEMAKERS                  | 291-6440-601.32-02 | STAR WARS STICKERS         | 44.94    | 44.94     |
| 74881                     | SWIDERSKI, ANN               | 291-6440-601.22-18 | ESL WRITING CLASS 5/30/17  | 130.00   | 130.00    |
| 74882                     | SWISLOW, WILLIAM             | 291-6440-601.22-18 | ART OF HENRY DARGER        | 100.00   | 100.00    |
| 74883                     | TAN, JAMES                   | 291-6440-601.22-18 | AP-NIGHT AT THE LAKE DE-   | 300.00   | 300.00    |
| 74887                     | TORRES, CRISPIN G            | 291-6440-601.22-18 | GROWING UP TRANS 6/1/2017  | 200.00   | 200.00    |
| 74893                     | VELA, MAUREEN                | 291-6440-601.32-02 | PROG SUPPS                 | 78.15    | 78.15     |
| 74896                     | VRABLIK, LISA                | 291-6440-601.22-18 | MINECRAFT MANIA 6/2/17 &   | 300.00   | 300.00    |
| ***** DIVISION TOTAL **** |                              |                    |                            |          | 15,510.93 |

*Digital Services*

|       |                                |                    |                           |        |        |
|-------|--------------------------------|--------------------|---------------------------|--------|--------|
| 74762 | ALA MEMBERSHIP                 | 291-6450-601.22-02 | ALA DUES-B BEDNAREK       | 68.00  | 68.00  |
| 74764 | AMAZON.COM CREDIT              | 291-6450-601.32-90 | CAVI WIPES                | 59.28  |        |
|       |                                | 291-6450-601.30-07 | CD/DVD CASES              | 17.96  |        |
|       |                                | 291-6450-601.31-85 | VIEW MASTER               | 27.00  | 104.24 |
| 74768 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6450-601.32-78 | ELECTRONIC RESOURCES      | 680.30 | 680.30 |
| 74775 | B & H PHOTO VIDEO              | 291-6450-601.50-15 | MOOG THEREMINI VALUE PACK | 315.00 |        |
|       |                                | 291-6450-601.31-85 | VANGUARD SBH-30 BALL HEAD | 49.94  | 364.94 |
| 74814 | GARVEYS OFFICE PRODUCTS        | 291-6450-601.30-07 | EARBUDS                   | 62.70  |        |
|       |                                | 291-6450-601.32-90 | WIPES, GLOVES             | 65.37  | 128.07 |
| 74826 | ILA MEMBERSHIP                 | 291-6450-601.22-02 | ILA DUES-B BEDNAREK       | 100.00 |        |



| CHECK                     | PAYEE                               | ACCOUNT            | DESCRIPTION               | AMOUNT   | TOTAL     |
|---------------------------|-------------------------------------|--------------------|---------------------------|----------|-----------|
| /PAYM #                   |                                     |                    |                           |          |           |
|                           |                                     | 291-6450-601.22-02 | ILA DUES-S SHAW           | 150.00   | 250.00    |
| 74831                     | INFOGROUP                           | 291-6450-601.32-78 | REFERENCE USA PACKAGE     | 9,750.00 | 9,750.00  |
| 74866                     | PROQUEST LLC                        | 291-6450-601.32-78 | FOLD3 LIBRARY EDITION     | 3,310.00 |           |
|                           |                                     | 291-6450-601.32-78 | GLOBAL NEWSSTREAM MAY-DEC | 8,266.67 |           |
|                           |                                     | 291-6450-601.32-78 | CULTURE GRAMS,ANCESTRY,   | 5,106.67 | 16,683.34 |
| 74884                     | THERAPEUTIC RESEARCH CENTER LLC     | 291-6450-601.32-78 | NATURAL MEDICINES DATA-   | 1,075.00 | 1,075.00  |
| 74885                     | THOMSON REUTERS-WEST PAYMENT CENTER | 291-6450-601.32-78 | WEST INFO CHARGES MARCH   | 893.12   | 893.12    |
| 74891                     | VALUE LINE PUBLISHING LLC           | 291-6450-601.32-78 | VALUE LINE RESEARCH       | 5,833.33 | 5,833.33  |
| 74897                     | WAREHOUSE DIRECT                    | 291-6450-601.30-07 | REIMBURSED SUPPLIES       | 11.90    | 11.90     |
| ***** DIVISION TOTAL **** |                                     |                    |                           |          | 35,842.24 |

Collection Services

| ACCOUNT            | DESCRIPTION | AMOUNT |
|--------------------|-------------|--------|
| DIVISION: 70       |             |        |
| 291-6470-601.32-75 | AV MTL5     | 12.99  |
| 291-6470-601.32-75 | AV MTL5     | 45.54  |
| 291-6470-601.32-75 | AV MTL5     | 29.96  |
| 291-6470-601.32-75 | AV MTL5     | 39.99  |
| 291-6470-601.32-75 | AV MTL5     | 26.68  |
| 291-6470-601.32-75 | AV MTL5     | 9.99   |
| 291-6470-601.32-75 | AV MTL5     | 27.98  |
| 291-6470-601.32-75 | AV MTL5     | 51.92  |
| 291-6470-601.32-75 | AV MTL5     | 7.39   |
| 291-6470-601.32-75 | AV MTL5     | 15.65  |
| 291-6470-601.32-75 | AV MTL5     | 33.06  |
| 291-6470-601.32-75 | AV MTL5     | 24.98  |
| 291-6470-601.32-75 | AV MTL5     | 37.93  |
| 291-6470-601.32-75 | AV MTL5     | 66.19  |
| 291-6470-601.32-75 | AV MTL5     | 6.59   |
| 291-6470-601.32-75 | AV MTL5     | 72.09  |
| 291-6470-601.32-75 | AV MTL5     | 24.96  |
| 291-6470-601.32-75 | AV MTL5     | 21.82  |
| 291-6470-601.32-75 | AV MTL5     | 25.83  |
| 291-6470-601.32-75 | AV MTL5     | 90.51  |
| 291-6470-601.32-75 | AV MTL5     | 44.14  |
| 291-6470-601.32-75 | AV MTL5     | 109.75 |
| 291-6470-601.32-75 | AV MTL5     | 84.81  |
| 291-6470-601.32-75 | AV MTL5     | 37.65  |
| 291-6470-601.32-75 | AV MTL5     | 17.99  |
| 291-6470-601.32-75 | AV MTL5     | 21.39  |
| 291-6470-601.32-75 | AV MTL5     | 36.73  |
| 291-6470-601.32-75 | AV MTL5     | 24.43  |
| 291-6470-601.32-75 | AV MTL5     | 27.98  |
| 291-6470-601.32-75 | AV MTL5     | 19.67  |

| CHECK   | PAYEE | ACCOUNT            | DESCRIPTION | AMOUNT | TOTAL |
|---------|-------|--------------------|-------------|--------|-------|
| /PAYM # |       |                    |             |        |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 13.37  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 34.98  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 29.98  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 9.99   |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 39.96  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 18.48  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 119.97 |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 19.00  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 18.10  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 12.19  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 56.61  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 8.77   |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 42.00  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 45.70  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 23.98  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 18.38  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 39.38  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 48.39  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 38.82  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 9.69   |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 19.98  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 102.65 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 85.45  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 18.65  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 7.18   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 59.22  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 17.94  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 19.95  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 14.97  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 25.30  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 233.78 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 17.49  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 6.49   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 62.50  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 10.53  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 38.36  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 8.99   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 62.04  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 36.20  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 25.30  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 50.64  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 35.98  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 21.47  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 15.93  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 14.95  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 51.88  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 21.18  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 20.45  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 8.67   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 41.60  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 64.80  |       |

| CHECK   | PAYEE | ACCOUNT            | DESCRIPTION | AMOUNT | TOTAL |
|---------|-------|--------------------|-------------|--------|-------|
| /PAYM # |       |                    |             |        |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 6.99   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 212.37 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 23.87  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 10.82  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 9.96   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 13.86  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 19.97  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 6.64   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 21.94  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 110.16 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 12.89  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 89.28  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 147.10 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 77.92  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 21.46  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 67.59  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 20.97  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 78.24  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 52.20  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 115.44 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 13.43  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 21.98  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 45.12  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 15.91  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 19.97  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 15.09  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 13.48  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 69.80  |       |
|         |       | 291-6470-601.32-95 | PERIODICALS | 17.45  |       |
|         |       | 291-6470-601.32-95 | PERIODICALS | 23.98  |       |
|         |       | 291-6470-601.32-95 | PERIODICALS | 38.97  |       |
|         |       | 291-6470-601.32-95 | PERIODICALS | 6.14   |       |
|         |       | 291-6470-601.32-95 | PERIODICALS | 7.94   |       |
|         |       | 291-6470-601.32-95 | PERIODICALS | 13.93  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 8.15   |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 32.36  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 13.98  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 34.35  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 22.99  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 43.98  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 131.36 |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 143.97 |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 14.99  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 9.94   |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 11.99  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 35.92  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 59.50  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 19.98  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 14.65  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 11.29  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 14.99  |       |

| CHECK   | PAYEE | ACCOUNT            | DESCRIPTION | AMOUNT | TOTAL |
|---------|-------|--------------------|-------------|--------|-------|
| /PAYM # |       |                    |             |        |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 41.67  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 29.97  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 23.99  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 53.11  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 40.85  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 7.80   |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 17.99  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 42.35  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 35.93  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 129.78 |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 23.88  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 39.95  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 79.80  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 44.95  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 17.88  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 14.99  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 29.39  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 41.62  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 108.18 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 29.89  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 88.84  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 13.55  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 9.31   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 9.48   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 44.22  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 154.02 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 15.51  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 62.59  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 48.36  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 46.72  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 10.97  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 41.66  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 11.96  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 72.12  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 87.15  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 111.60 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 31.92  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 51.94  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 114.57 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 11.29  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 19.72  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 5.47   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 22.49  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 21.50  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 17.32  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 157.89 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 13.15  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 29.11  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 16.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 12.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 177.81 |       |

| CHECK   | PAYEE                          | ACCOUNT            | DESCRIPTION               | AMOUNT | TOTAL    |
|---------|--------------------------------|--------------------|---------------------------|--------|----------|
| /PAYM # |                                |                    |                           |        |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 25.80  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 9.05   |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 22.51  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 32.64  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 36.00  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 39.18  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 48.48  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 13.99  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 16.48  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 28.49  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 16.92  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 69.63  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 46.88  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 69.66  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 22.96  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 11.00  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 17.14  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 48.98  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 7.99   |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 9.98   |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 101.70 |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 14.19  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 14.51  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 17.38  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 104.50 |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 111.61 |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 85.08  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 47.97- |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 18.74  |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 27.87  |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 9.24   |          |
|         |                                | 291-6470-601.32-05 | 3D GLASSES                | 11.49  | 8,480.39 |
| 74767   | ARLINGTON HTS MEMORIAL LIBRARY | 291-6470-601.32-95 | PERIODICALS-M JASINSKI    | 9.98   | 9.98     |
| 74768   | ARLINGTON HTS MEMORIAL LIBRARY | 291-6470-601.32-75 | AV MTLs                   | 26.95  |          |
|         |                                | 291-6470-601.32-75 | FOREIGN TRANSACTION FEE-  | .53    |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS-FOREIGN TRANS | 13.60  |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 27.00  |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 254.96 | 323.04   |
| 74769   | ARLINGTON HTS MEMORIAL LIBRARY | 291-6470-601.32-75 | AV MTLs                   | 4.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 4.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 4.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 4.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 4.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 23.95  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 2.38-  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 7.02-  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 1.48-  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | .88-   |          |

| CHECK   | PAYEE          | ACCOUNT            | DESCRIPTION | AMOUNT   | TOTAL    |
|---------|----------------|--------------------|-------------|----------|----------|
| /PAYM # |                |                    |             |          |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 47.57    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 28.90    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 54.98    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 140.41   |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 113.95   |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 13.29    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 17.55    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 29.50    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 4.99     |          |
|         |                | 291-6470-601.32-95 | PERIODICALS | 99.00    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 11.99    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 11.99    |          |
|         |                | 291-6470-601.32-95 | PERIODICALS | 37.99    |          |
|         |                | 291-6470-601.32-95 | PERIODICALS | 15.00    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 7.99     |          |
|         |                | 291-6470-601.32-95 | PERIODICALS | 11.99    |          |
|         |                | 291-6470-601.32-95 | PERIODICALS | 12.95    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 29.95    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 156.99   |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 4.99     |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 4.99     |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 4.99     |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 4.99     |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 4.99     |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 4.99     |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 22.35    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 312.00   | 1,248.41 |
| 74777   | BAKER & TAYLOR | 291-6470-601.32-75 | AV MTLs     | 30.25    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 11.88    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 178.77   |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 49.19    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 44.85    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 41.44    |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 437.16   |          |
|         |                | 291-6470-601.32-75 | AV MTLs     | 57.27    |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 186.47   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 1,895.85 |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 1,752.00 |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 273.44   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 139.39   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 430.53   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 237.43   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 385.89   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 406.72   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 340.83   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 327.37   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 398.91   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 406.89   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 189.09   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 561.96   |          |

| CHECK   | PAYEE | ACCOUNT            | DESCRIPTION | AMOUNT   | TOTAL |
|---------|-------|--------------------|-------------|----------|-------|
| /PAYM # |       |                    |             |          |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 1,358.96 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 1,215.10 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 191.20   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 297.69   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 235.00   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 677.19   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 239.88   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 170.10   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 279.74   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 369.89   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 1,184.00 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 246.87   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 526.28   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 274.93   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 158.53   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 200.31   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 1,102.25 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 143.16   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 47.39    |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 94.10    |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 460.14   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 6.76     |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 118.91   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 407.92   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 1,226.27 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 598.09   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 463.00   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 242.38   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 890.34   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 1,381.22 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 552.53   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 765.23   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 87.17    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 121.60   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 95.00    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 277.40   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 79.80    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 634.60   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 541.90   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 11.20    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 53.20    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 459.80   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 330.60   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 2.30-    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 65.75    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 129.20   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 98.80    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 24.75-   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 3.80-    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 329.90   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 7.60     |       |

| CHECK   | PAYEE | ACCOUNT            | DESCRIPTION | AMOUNT   | TOTAL |
|---------|-------|--------------------|-------------|----------|-------|
| /PAYM # |       |                    |             |          |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 117.80   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 30.40    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 11.40    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 45.60    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 274.75   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 79.80    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 365.95   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 111.35   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 186.20   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 201.40   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 123.20   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 505.40   |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 38.69    |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 33.13    |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 410.24   |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 149.73   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 660.05   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 749.49   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 450.65   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 333.49   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 2,149.31 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 302.05   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 118.42   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 189.74   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 341.04   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 255.38   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 52.30    |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 482.16   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 1,835.82 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 402.97   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 499.25   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 2,178.36 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 413.14   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 240.49   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 489.96   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 117.34   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 1,052.24 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 950.06   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 337.82   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 670.48   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 182.60   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 226.00   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 14.13-   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 254.30   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 126.17   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 179.67   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 68.48    |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 345.65   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 148.20   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 190.00   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 129.20   |       |



| CHECK   | PAYEE                        | ACCOUNT            | DESCRIPTION | AMOUNT   | TOTAL     |
|---------|------------------------------|--------------------|-------------|----------|-----------|
| /PAYM # |                              |                    |             |          |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 212.80   |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 107.55   |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 129.20   |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 15.20    |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 462.10   |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 112.00   |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 246.65   |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 7.60-    |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 129.20   |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 55.16    |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 227.79   |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 726.66   |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 204.48   |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 550.18   |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 332.91   |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 234.60   |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 139.23   |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 570.53   |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 179.75   |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 72.20    |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 15.20    |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 60.80    |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 97.30    |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 15.20-   | 52,853.49 |
| 74778   | BAKER & TAYLOR ENTERTAINMENT | 291-6470-601.32-75 | AV MTLs     | 1,934.80 |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 12.73    |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 4,505.37 |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 329.50   |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 144.83   |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 181.72   |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 44.92    |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 261.50   |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 22.01    |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 74.61    |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 182.83   |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 3,507.07 |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 438.38   |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 34.30    |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 12.73    |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 154.28   |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 25.70    |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 2,969.13 |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 90.52    |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 35.38    |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 303.63   | 15,265.94 |
| 74779   | BARNES & NOBLE INC           | 291-6470-601.32-75 | AV MTLs     | 692.76   |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 1,232.93 |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 349.93   |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 319.39   |           |

| CHECK   | PAYEE                         | ACCOUNT            | DESCRIPTION             | AMOUNT   | TOTAL    |
|---------|-------------------------------|--------------------|-------------------------|----------|----------|
| /PAYM # |                               |                    |                         |          |          |
|         |                               | 291-6470-601.32-75 | AV MTLs                 | 382.37   |          |
|         |                               | 291-6470-601.32-75 | AV MTLs                 | 827.72   | 3,805.10 |
| 74783   | BIBLIOTHECA +3M               | 291-6470-601.32-75 | eAUDIOBOOKS-MARCH 2017  | 982.86   |          |
|         |                               | 291-6470-601.32-80 | eBOOKS-MARCH 2017       | 3,734.85 |          |
|         |                               | 291-6470-601.32-75 | eAUDIOBOOKS-MARCH 2017  | 170.48   |          |
|         |                               | 291-6470-601.32-80 | eBOOKS-MARCH 2017       | 1,989.30 |          |
|         |                               | 291-6470-601.32-80 | eBOOKS-MARCH 2017       | 14.99    | 6,892.48 |
| 74784   | BLACKSTONE AUDIO INC          | 291-6470-601.32-75 | AV MTLs                 | 12.95    | 12.95    |
| 74790   | CENTER POINT LARGE PRINT      | 291-6470-601.32-80 | BOOKS                   | 68.31    | 68.31    |
| 74791   | CHICAGO SUN TIMES             | 291-6470-601.32-95 | PERIODICALS             | 832.00   | 832.00   |
| 74797   | COMIX REVOLUTION              | 291-6470-601.32-80 | BOOKS                   | 31.91    |          |
|         |                               | 291-6470-601.32-80 | BOOKS                   | 21.94    | 53.85    |
| 74800   | COX SUBSCRIPTIONS,W T         | 291-6470-601.32-95 | PERIODICALS             | 150.76   |          |
|         |                               | 291-6470-601.32-95 | PERIODICALS             | 18.22-   |          |
|         |                               | 291-6470-601.32-95 | PERIODICALS             | 70.00-   |          |
|         |                               | 291-6470-601.32-95 | PERIODICALS             | 12.60-   | 49.94    |
| 74803   | DEMCO INC                     | 291-6470-601.32-05 | COLOR CODED PAPER TAPE, | 102.85   | 102.85   |
| 74806   | DR OZ THE GOOD LIFE           | 291-6470-601.32-95 | PERIODICALS             | 27.97    | 27.97    |
| 74808   | FOCUS BOOKSTORE               | 291-6470-601.32-80 | BOOKS                   | 17.84    | 17.84    |
| 74812   | GALE/CENGAGE LEARNING         | 291-6470-601.32-80 | BOOKS                   | 24.79    |          |
|         |                               | 291-6470-601.32-80 | BOOKS                   | 160.74   |          |
|         |                               | 291-6470-601.32-80 | BOOKS                   | 55.98    |          |
|         |                               | 291-6470-601.32-80 | BOOKS                   | 79.17    |          |
|         |                               | 291-6470-601.32-80 | BOOKS                   | 25.59    |          |
|         |                               | 291-6470-601.32-80 | BOOKS                   | 62.38    |          |
|         |                               | 291-6470-601.32-80 | BOOKS                   | 65.22    |          |
|         |                               | 291-6470-601.32-80 | BOOKS                   | 80.96    |          |
|         |                               | 291-6470-601.32-80 | BOOKS                   | 25.59    |          |
|         |                               | 291-6470-601.32-80 | BOOKS                   | 98.21    |          |
|         |                               | 291-6470-601.32-80 | BOOKS                   | 27.19    |          |
|         |                               | 291-6470-601.32-80 | BOOKS                   | 57.58    | 763.40   |
| 74816   | GREAT COURSES                 | 291-6470-601.32-75 | AV MTLs                 | 34.95    |          |
|         |                               | 291-6470-601.32-75 | AV MTLs                 | 34.95    |          |
|         |                               | 291-6470-601.32-75 | AV MTLs                 | 432.64   | 502.54   |
| 74817   | GREY HOUSE PUBLISHING         | 291-6470-601.32-95 | PERIODICALS             | 467.05   | 467.05   |
| 74825   | IL INST CONTINUING LEGAL EDUC | 291-6470-601.32-80 | BOOKS                   | 108.00   |          |
|         |                               | 291-6470-601.32-80 | BOOKS                   | 146.25   | 254.25   |
| 74826   | ILA MEMBERSHIP                | 291-6470-601.22-02 | ILA DUES-C ROSSIN       | 150.00   |          |

| CHECK   | PAYEE                   | ACCOUNT            | DESCRIPTION | AMOUNT   | TOTAL  |
|---------|-------------------------|--------------------|-------------|----------|--------|
| /PAYM # |                         |                    |             |          | 150.00 |
| 74832   | INGRAM LIBRARY SERVICES | 291-6470-601.32-75 | AV MTLs     | 136.51   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 166.85   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 19.18    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 105.16   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 51.68    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 68.43    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 47.96    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 201.96   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 173.39   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 251.82   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 46.12    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 47.55    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 18.14    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 303.55   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 58.76    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 25.34    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 77.29    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 23.67    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 62.52    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 158.84   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 123.68   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 19.16    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 5.99     |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 153.40   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 113.64   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 1,123.73 |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 14.99    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 43.76    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 357.51   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 300.19   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 132.13   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 100.05   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 19.20    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 81.34    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 65.86    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 217.22   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 23.97    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 429.03   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 123.12   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 62.85    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 37.76    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 79.40    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 65.61    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 79.98    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 316.07   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 43.12    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 233.73   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 57.48    |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 120.17   |        |
|         |                         | 291-6470-601.32-80 | BOOKS       | 161.57   |        |

| CHECK                     | PAYEE                               | ACCOUNT            | DESCRIPTION             | AMOUNT   | TOTAL      |
|---------------------------|-------------------------------------|--------------------|-------------------------|----------|------------|
| /PAYM #                   |                                     |                    |                         |          |            |
|                           |                                     | 291-6470-601.32-80 | BOOKS                   | 126.32   |            |
|                           |                                     | 291-6470-601.32-80 | BOOKS                   | 74.88    |            |
|                           |                                     | 291-6470-601.32-80 | BOOKS                   | 59.90    | 7,011.53   |
| 74834                     | KANOPY LLC                          | 291-6470-601.32-75 | AV MTLs                 | 9.00     | 9.00       |
| 74835                     | KAPCO                               | 291-6470-601.32-05 | KAPBOND ACID FREE GLUE  | 59.77    | 59.77      |
| 74843                     | MANUFACTURERS NEWS INC              | 291-6470-601.32-80 | BOOKS                   | 156.90   | 156.90     |
| 74846                     | MIDWEST TAPE                        | 291-6470-601.32-75 | AV MTLs                 | 444.54   |            |
|                           |                                     | 291-6470-601.32-75 | AV MTLs                 | 158.86   |            |
|                           |                                     | 291-6470-601.32-75 | AV MTLs                 | 360.62   |            |
|                           |                                     | 291-6470-601.32-75 | AV MTLs                 | 651.42   |            |
|                           |                                     | 291-6470-601.32-75 | AV MTLs                 | 6,436.15 | 8,051.59   |
| 74850                     | MORNINGSTAR INC                     | 291-6470-601.32-95 | PERIODICALS             | 185.00   | 185.00     |
| 74852                     | NO LOAD FUND INVESTOR               | 291-6470-601.32-95 | PERIODICALS             | 169.00   | 169.00     |
| 74858                     | ORIENTAL TRADING COMPANY INC        | 291-6470-601.32-05 | DIY LUNCH BOX TIN       | 13.98    | 13.98      |
| 74862                     | POLYLINE LLC                        | 291-6470-601.32-05 | SINGLE DVD CASES, JEWEL | 532.80   | 532.80     |
| 74871                     | RECORDED BOOKS INC                  | 291-6470-601.32-95 | PERIODICALS             | 93.29-   |            |
|                           |                                     | 291-6470-601.32-95 | PERIODICALS             | 18.74-   |            |
|                           |                                     | 291-6470-601.32-75 | AV MTLs                 | 74.20    |            |
|                           |                                     | 291-6470-601.32-75 | AV MTLs                 | 99.00    |            |
|                           |                                     | 291-6470-601.32-75 | AV MTLs                 | 62.20    | 123.37     |
| 74872                     | REGENT BOOK CO INC                  | 291-6470-601.32-80 | BOOKS                   | 41.83    | 41.83      |
| 74873                     | ROWMAN & LITTLEFIELD PUBLISHING GRP | 291-6470-601.32-80 | BOOKS                   | 45.45    | 45.45      |
| 74875                     | SCHOLASTIC LIBRARY                  | 291-6470-601.32-80 | BOOKS                   | 36.40    | 36.40      |
| 74877                     | SHOWCASES                           | 291-6470-601.32-05 | VINYL CD ALBUMS, POLY   | 492.43   | 492.43     |
| 74885                     | THOMSON REUTERS-WEST PAYMENT CENTER | 291-6470-601.32-80 | BOOKS                   | 222.06   | 222.06     |
| 74902                     | YBP LIBRARY SERVICES                | 291-6470-601.32-80 | BOOKS                   | 77.50    |            |
|                           |                                     | 291-6470-601.32-80 | BOOKS                   | 39.25    |            |
| ***** DIVISION TOTAL **** |                                     |                    |                         |          | 109,449.64 |
| ***** DEPARTMENT TOTAL ** |                                     |                    |                         |          | 162,656.99 |
| ***** GRAND TOTAL *****   |                                     |                    |                         |          | 365,406.79 |

FUND TOTALS

| FUND                      | FUND NAME                | FUND TOTAL |
|---------------------------|--------------------------|------------|
| 291                       | Memorial Library Fund    | 357,211.34 |
| 491                       | Capital Projects-Library | 8,195.45   |
| **** TOTAL ALL FUNDS **** |                          | 365,406.79 |

May 16, 2017

Arlington Heights Memorial Library  
Special Funds Summary  
4/30/2016

| Account                              | Amount           | Description      | Staff                |
|--------------------------------------|------------------|------------------|----------------------|
| <b>Check #1468-AHML - Petty Cash</b> |                  |                  |                      |
| 4/10/2017 6405-2203                  | \$ 13.53         | Travel/Training  | L Dakas              |
| 6405-2203                            | \$ 19.15         | Travel/Training  | E Ludemann           |
| 6420-3201                            | \$ 5.00          | Program Supplies | M Morsches           |
| 6405-3202                            | \$ 20.27         | Program Events   | S Hill               |
| 6405-3202                            | \$ 10.37         | Program Events   | S Hill               |
| 4/17/2017 6470-3295                  | \$ 9.98          | Periodicals      | M Jasinski           |
| 6440-3202                            | \$ 21.68         | Program Events   | A Belford            |
| 6440-3202                            | \$ 11.00         | Program Events   | S Hollars            |
| 6001-2205                            | \$ 29.40         | Postage          | J Moravec            |
| 6420-3201                            | \$ 16.50         | Program Supplies | B Weiner             |
| 4/24/2017 6440-3202                  | \$ 35.31         | Program Events   | M Papanastassiou     |
| 6420-2203                            | \$ 25.00         | Travel/Training  | K Myers              |
| 6405-2203                            | \$ 27.07         | Travel/Training  | S Mayer              |
| 6002-3272                            | \$ 35.50         | Special Events   | D Whisler            |
| 6440-3202                            | \$ 33.89         | Program Events   | K Devitt             |
| 6420-2203                            | \$ 13.90         | Travel/Training  | T Scallon            |
| 6420-2203                            | \$ 31.78         | Travel/Training  | A Son                |
| 6440-3202                            | \$ 3.49          | Program Events   | A Son                |
| 6405-3202                            | \$ 14.99         | Program Events   | A Son                |
| 6405-3201                            | \$ 19.58         | Program Supplies | A Son                |
| 6405-2203                            | \$ 17.12         | Travel/Training  | S Mayer              |
| 6405-3202                            | \$ 10.27         | Program Events   | S Mayer              |
| 6420-3201                            | \$ 21.48         | Program Supplies | A Hamilton           |
| 4/27/2017 6001-2203                  | \$ 42.06         | Travel/Training  | S Distel             |
| 6001-2203                            | \$ 12.00         | Travel/Training  | J Moravec            |
| 6001-2203                            | \$ 49.68         | Travel/Training  | J Moravec            |
| 6001-2203                            | \$ 28.00         | Travel/Training  | J Moravec            |
| 6001-2205                            | \$ 14.70         | Postage          | D Halpin             |
| 6001-2205                            | \$ 49.00         | Postage          | D Halpin             |
| 6420-2202                            | \$ 29.17         | LLAMA Dues       | J Duncan             |
| 6420-2203                            | \$ 13.29         | Travel/Training  | J Sissors            |
| 6440-2203                            | \$ 9.79          | Travel/Training  | N Murray             |
| 6440-3202                            | \$ 30.98         | Prog Events      | T Dantis             |
| 6440-3202                            | \$ 16.94         | Prog Events      | A Karwowska          |
| 6440-3202                            | \$ 49.94         | Prog Events      | C Giovannelli-Caputo |
|                                      | <u>\$ 791.81</u> |                  |                      |

May 16, 2017

**Arlington Heights Memorial Library  
American Express Card Summary  
4/30/2017**

| <u>CARDHOLDER</u> | <u>ACCOUNT</u> | <u>AMOUNT</u> | <u>VENDOR</u>          | <u>DESCRIPTION</u>   |
|-------------------|----------------|---------------|------------------------|--|
| J. Kuhl           | 489-90-00      | \$ (90.49)    | AMEX Cash back rebat   | Other Income/Rebate  |
| M. Driskell       | 6010-2005      | \$ 24.50      | eBay                   | Payment for sales of computers in online auction                 |
|                   | 6010-3030      | \$ 267.95     | Amazon                 | Epson Printer ink cartridge for Graphics large format printer    |
|                   | 6001-2203      | \$ 60.00      | Arlington Heights Chan | Registration of D. Whisler and M. Driskell to legislative lunch  |
|                   | 6010-3032      | \$ 119.64     | ProProf.com            | Annual renewal of online quiz building software                  |
| R. Dworianyn      | 6010-3032      | \$ 72.00      | Trello                 | Trello Monthly Subscription                                      |
|                   | 6010-3185      | \$ 47.85      | iFixit                 | iMac Intel 27" Adhesive Strips and Opening Tool                  |
|                   | 6010-3185      | \$ 47.89      | eBay.com               | HP LaserJet 5200 Fuser Driver Assembly                           |
|                   | 6010-3185      | \$ 72.73      | CableOrganizer.com     | F6 Quiet Noiseless Braided Sleeves 100Ft Spool                   |
|                   | 6010-3032      | \$ 99.00      | WebEx.com              | Monthly WebEx Subscription - Feb                                 |
|                   | 6010-3185      | \$ 67.75      | iFixit                 | Adhesive Strips and Wheels for iMAC Hard Drive Swap              |
|                   | 6010-3185      | \$ 94.40      | iFixit                 | 64 Vbit Driver Kit/New & Optical Drive                           |
|                   | 6010-5012      | \$ 324.99     | Amazon                 | Samsung 850 EVO 1TB 2.5" SSD                                     |
|                   | 6010-3032      | \$ 25.00      | GitHub                 | Github Monthly Subscription for IT                               |
|                   | 6010-3185      | \$ 577.41     | Amazon                 | Samsung Pro Xpress Wireless Monochrome Printer                   |
|                   | 6010-3032      | \$ 9.99       | Spotify                | Monthly Spotify Subscripiting                                    |
|                   | 6010-3185      | \$ 217.36     | Amazon                 | Laptop Locks, Thermal sensors Drive Bracket Converter, Batteries |
|                   | 6010-3030      | \$ 110.33     | Amazon                 | HP 29X Black High Yield Laser Jet Toner                          |
|                   | 6010-3030      | \$ 480.00     | Amazon                 | Epson Enhanced Matte 44" Paper                                   |
|                   | 6010-3032      | \$ 9.99       | Amazon                 | Monthly Amazon Free Time Subscription                            |
|                   | 6010-5012      | \$ 549.99     | Amazon                 | Crucial MX300 2TB Internal Solid State Drive                     |
|                   | 6010-3032      | \$ 54.10      | PayPal                 | Monthly PayFlow Pro Subscription                                 |
| J. Moravec        | 6020-2111      | \$ 6.41       | Ace Hardware           | HB Ives Elbow Catch  |
|                   | 6004-3272      | \$ 79.76      | Brown Industries       | 9-Book Pins  |
|                   | 6004-3272      | \$ 1,200.00   | Blueberry Ink          | Journal Sets   |
|                   | 6003-4070      | \$ 1,889.37   | Blueberry Ink          | Journal Sets   |
|                   | 6002-3005      | \$ 192.27     | Paper Source           | Envelopes, Pens & Embossing Powder                               |
|                   | 6440-3202      | \$ 281.76     | Gum Ball Machine Fact  | Toy Vending Machine, Toy Capsules & Tokens                       |
|                   | 6002-3005      | \$ 27.60      | Jet Pens               | Brush Pens   |
|                   | 6440-3202      | \$ 29.98      | Target                 | Wide Mouth Jars  |
|                   | 6002-3005      | \$ 520.00     | iStockPhoto            | 60 Credits for Photos  |
|                   | 6440-3202      | \$ 150.00     | Squareup               | Community Screening-Radical Grace Film                           |
|                   | 6020-2102      | \$ 19.80      | Global Teck            | Mitel Ear Cushions for Call Center (Cordless Headsets)           |
|                   | 6440-3202      | \$ 52.52      | Walmart                | Table Covers   |
|                   | 6440-3202      | \$ 21.21      | PetSmart               | Filter Carbon, Sand  |
|                   | 6001-3005      | \$ 215.48     | eBay                   | Keurig   |
|                   | 6002-2210      | \$ 275.00     | Sticker Mule           | 1,000 3"x3" Custom Buttons                                       |
|                   | 6440-3202      | \$ 33.35      | Office Supply          | Coffee Cups  |
|                   | 6440-3202      | \$ 74.58      | Jet                    | Mini Ferns-DIY   |
|                   | 6440-3202      | \$ 98.96      | Walmart                | Program Supplies   |
|                   | 6002-3005      | \$ 190.29     | My Fonts               | Fonts  |
|                   | 6002-3005      | \$ (11.19)    | My Fonts               | Tax Removal  |
|                   | 6001-3005      | \$ 37.75      | ID Zone South          | Cleaning Rollers & Kit   |
|                   | 6440-3202      | \$ 14.67      | Walmart                | Squeegee's   |
|                   | 6440-3202      | \$ 27.89      | Party City             | Mini Red Treat Bags  |

M. Schultz

|           |    |                  |                             |   |
|-----------|----|------------------|-----------------------------|---|
| 6405-2203 | \$ | 30.00            | Eventbrite                  | LACONI-MMS Training 5/12/2017                                       |
| 6001-2203 | \$ | 175.00           | Library Juice Academy       | Registration for Intro to Legal Materials for Info Pro for T Spicer |
| 6001-2203 | \$ | 300.00           | ALA                         | ALA Conference Reg. for Trustees Smart, Garkisch-Chicago IL, 6/22-  |
| 6420-2203 | \$ | 118.74           | ALA Store                   | Supervising Books   |
| 6470-3275 | \$ | 4.99             | Acorn Media                 | AV Mtls   |
| 6470-3275 | \$ | 4.99             | Acorn Media                 | AV Mtls   |
| 6470-3275 | \$ | 4.99             | Acorn Media                 | AV Mtls   |
| 6470-3275 | \$ | 4.99             | Acorn Media                 | AV Mtls   |
| 6470-3275 | \$ | 4.99             | Acorn Media                 | AV Mtls   |
| 6470-3275 | \$ | 23.95            | Patrol                      | AV Mtls   |
| 6470-3280 | \$ | (2.38)           | 5% Savings Barnes and Books |   |
| 6470-3280 | \$ | (7.02)           | 5% Savings Barnes and Books |   |
| 6470-3280 | \$ | (1.48)           | 5% Savings Barnes and Books |   |
| 6470-3280 | \$ | (0.88)           | 5% Savings Barnes and Books |   |
| 6470-3280 | \$ | 47.57            | Barnes & Noble              | Books   |
| 6470-3275 | \$ | 28.90            | Heart ADV/Health            | AV Mtls   |
| 6470-3275 | \$ | 54.98            | The Right Stuf              | AV Mtls   |
| 6470-3275 | \$ | 140.41           | Barnes & Noble              | AV Mtls   |
| 6470-3275 | \$ | 113.95           | CinemaGuils                 | AV Mtls   |
| 6470-3275 | \$ | 13.29            | Target                      | AV Mtls   |
| 6470-3275 | \$ | 17.55            | Barnes & Noble              | AV Mtls   |
| 6470-3275 | \$ | 29.50            | Barnes & Noble              | AV Mtls   |
| 6470-3275 | \$ | 4.99             | Acorn Media                 | AV Mtls   |
| 6470-3295 | \$ | 99.00            | Weiss Research              | Periodicals   |
| 6470-3275 | \$ | 11.99            | Netflix                     | AV Mtls   |
| 6470-3275 | \$ | 11.99            | Netflix                     | AV Mtls   |
| 6470-3295 | \$ | 37.99            | Super Skull                 | Periodicals   |
| 6470-3295 | \$ | 15.00            | PayPal                      | Periodicals   |
| 6470-3275 | \$ | 7.99             | F+W Consumer Sales          | AV Mtls   |
| 6470-3295 | \$ | 11.99            | Netflix                     | Periodicals   |
| 6470-3295 | \$ | 12.95            | Baker's Catalogue           | Periodicals   |
| 6470-3275 | \$ | 29.95            | The Education Center        | AV Mtls   |
| 6470-3275 | \$ | 156.99           | PayPal                      | AV Mtls   |
| 6470-3275 | \$ | 4.99             | Acorn Media                 | AV Mtls   |
| 6470-3275 | \$ | 4.99             | Acorn Media                 | AV Mtls   |
| 6470-3275 | \$ | 4.99             | Acorn Media                 | AV Mtls   |
| 6470-3275 | \$ | 4.99             | Acorn Media                 | AV Mtls   |
| 6470-3275 | \$ | 4.99             | Acorn Media                 | AV Mtls   |
| 6470-3275 | \$ | 4.99             | Acorn Media                 | AV Mtls   |
| 6470-3275 | \$ | 22.35            | Digital Stores              | AV Mtls   |
| 6470-3275 | \$ | 312.00           | Ro Co Films                 | AV Mtls   |
| 6470-3275 | \$ | 254.96           | Game Stop                   | AV Mtls   |
| 6440-3202 | \$ | 31.90            | Starbucks                   | Coffee Traveler   |
| 6440-2218 | \$ | 50.00            | Orbitz                      | \$50 insurance payment only for Peter Brown                         |
| 6440-2218 | \$ | 70.85            | Ttowa                       | Peter Brown author lunch with staff                                 |
| 6440-3202 | \$ | 23.93            | Party City                  | Paper goods for Peter Brown event                                   |
| 6440-3202 | \$ | 208.00           | Sweet T's Bakery & Cal      | Sweets table for Peter Brown event                                  |
| 6440-2218 | \$ | 720.92           | Hampton Inn & Suites        | Accommodations for Peter Brown                                      |
| 6440-2203 | \$ | 20.00            | Eventbrite                  | 2-Tickets- Prof. Development (Dealing in Diversity)                 |
| 6440-3202 | \$ | 59.80            | Trader Joe's                | Beverages; 4//12 Peter Brown author event                           |
|           | \$ | <u>11,982.35</u> |                             |   |

J. Czajka



May 16, 2017

Arlington Heights Memorial Library  
Master Card Summary  
4/30/2017

| <u>CARDHOLDER</u> | <u>ACCOUNT</u> | <u>AMOUNT</u> | <u>VENDOR</u>           | <u>DESCRIPTION</u>              |
|-------------------|----------------|---------------|-------------------------|---------------------------------|
| M Kelly           | 6405-3202      | \$27.75       | Rosati's Pizza          | TAB Meeting 3/26                |
|                   | 6004-3272      | \$20.92       | Presidents VOL          | Volunteer Award pin             |
|                   | 6440-3202      | \$64.16       | Dominos                 | Tween V Teen Smash Bros Tournam |
|                   | 6004-3272      | \$54.39       | GiftCards.com           | VOY Gift Card                   |
|                   | 6003-4070      | \$2,113.37    | GiftCards.com           | Vol Gift Cards Varying amounts  |
|                   | 6440-3202      | \$40.00       | Eddies Restaurant       | Book and Brews 4/12/17          |
| M Schultz         | 6470-3275      | \$26.95       | Cavalial Inc            | AV Mtls                         |
|                   | 6470-3275      | \$0.53        | Foreign Transaction Fee | AV Mtls                         |
|                   | 6450-3278      | \$680.30      | Arkiv Digital           | Electronic Recourses            |
|                   | 6470-3295      | \$13.60       | Foreign Transaction Fee | Periodicals                     |
|                   | 6470-3295      | \$27.00       | SP Magazine             | Periodicals                     |
|                   |                | Total         | <u>\$3,068.97</u>       |                                 |

**To:** Board of Library Trustees  
**From:** Jason Kuhl  
**Date:** May 12, 2017  
**Re:** Library Strategies Proposal for Board Development Consulting

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At your April meeting, we discussed a proposal from Library Strategies for a half-day board development session. The board tabled the discussion until this month in order to allow the new trustees to participate. Attached, you will find the memo from your April board materials and the proposal from Library Strategies.

In response to some of the questions/concerns voiced at the April meeting:

- This session would not duplicate standard training available to trustees elsewhere, but would be a customized analysis of the board's existing roles, procedures, workflows, etc. with an eye toward maximizing the board's impact. While other training focuses on communicating legal requirements and a standard set of best practices, this consulting would focus on what is most effective for our specific set of circumstances. The board would be involved with determining the scope and goals of the engagement.
- While a half-day session is recommended as the most efficient and cost-effective solution, Library Strategies is open to whatever scheduling options work best for the board. Their specific answer to my query was:

*"...we could split it into two days, or do an intense 3 hours with an extra hour for anyone who can stay, or a multitude of other options. I just want to make sure we have enough "face" time without adding a lot of cost to you for making multiple trips. But we are pretty flexible here."*

As before, since board approval is not required for unbudgeted expenditures under \$10,000, I am not seeking board action on the

expenditure, but I am looking for affirmation of the board's desire to engage Library Strategies for board development consultation work as outlined in their proposal, with the specific scheduling to be determined by the board.

**To:** Board of Library Trustees  
**From:** Jason Kuhl  
**Date:** April 14, 2017  
**Re:** Library Strategies Proposal for Board Development Consulting

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Attached, please find a proposal from Library Strategies for a half-day board development session. As discussed last month, such a session could be beneficial given the turnover the board has seen over the past few election cycles.

Library Strategies is a consulting group of the not-for-profit organization The Friends of the Saint Paul Public Library. It was formally established in 2007 to provide services solely to libraries and library organizations across the country and internationally. The two principal consultants for board development, Stu Wilson and Peter Pearson, are both well known in the library community, and I have heard Peter speak at several library conferences.

As outlined in the proposal, the areas to be covered are:

- The roles, responsibilities, and ethics of Library Trustees
- Effective committees and board operations
- Board evaluations and self-assessments
- Board, Director and staff relationships

Outcomes include:

1. Clearer understanding by all Trustees about their roles and responsibilities
2. Stronger working relationships among the Board and staff
3. Recommendations and next steps for improving board operations and effectiveness

Further determination of content and form will be made based on discussions Library Strategies will have with representatives from the board and me.

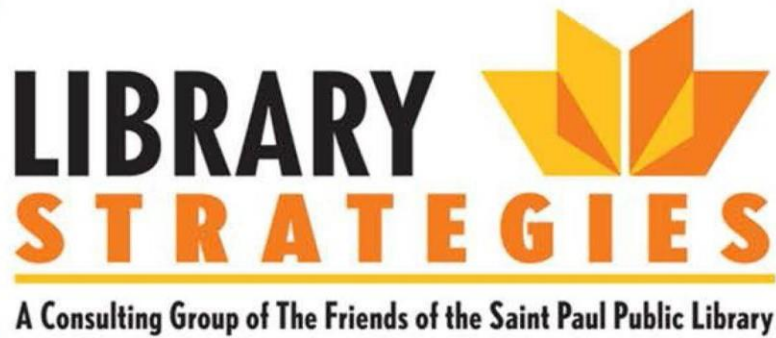
Library Strategies provided a similar session for the Lincolnwood Public Library in 2015. I spoke with the director there who was very happy with the process and results.

Cost of the session is \$1,950 plus travel expenses, which are estimated at \$700, for a total estimated cost of \$2,650. Since board approval is not required for unbudgeted expenditures under \$10,000, I am not seeking board action on the expenditure, but I am looking for affirmation of the board's desire to engage Library Strategies for board development consultation work as outlined in their proposal.

A proposal to the

# Arlington Heights Memorial Library

April 11, 2017



# A Proposal to the Arlington Heights Memorial Library for Board Development

## Overview

Library Strategies is pleased to submit a proposal to assist the Arlington Heights Memorial Library (“the Library”) in Arlington Heights, Illinois, in its efforts to advance the professional development of its Board of Trustees. Library Strategies proposes to design and facilitate a half day professional development meeting for the Library Board and lead staff. The session is tailored to the specific needs, opportunities and challenges of the Library. The goal of the retreat is to emerge with a strong, shared understanding among the Board members on their roles and responsibilities, as well as building a cohesive cohort among the current Board membership.

## Library Strategies Consulting Group

Library Strategies is a consulting group of the not-for-profit organization, The Friends of the Saint Paul Public Library. It was formally established in 2007 to provide services solely to libraries and library organizations across the country and internationally. Library Strategies is the *only* consulting group in the country based in a library organization.

Our consultants are leaders in the national library community who offer a wide range of practical skills and decades of successful experience in many areas, including strategic planning; advocacy; marketing; Friends and foundations; board training and development; facilities studies; all aspects of fundraising, including development planning, feasibility studies, and capital campaigns; and many other services critical to the successful growth of libraries and library organizations. A partial listing of Library Strategies clients is attached in the Appendix.

Library Strategies was created in response to increasing requests of The Friends of the Saint Paul Public Library for advice and consulting support from libraries across the country. The Friends serves as the foundation for the Saint Paul Public Library in Minnesota. Because of its private fundraising, advocacy, public awareness and cultural programming, The Friends is recognized as a national model for providing unique and comprehensive support for the Saint Paul Public Library. In 2013, Library Strategies published, through the American Library Association, *Beyond Book Sales*, a comprehensive guide to library fundraising. Because of our commitment solely to libraries, our extensive experience, and deep staff, we can provide expert and comprehensive assistance to our clients.

## The Board Development Session

Library Strategies will design and facilitate a board development session for the Library based on best practices for libraries and boards – but tailored to meet the Library’s explicit needs. The session will be developed following phone interviews with the Director and Board Chair, and a review of various Board governance documents and current structures and practices.

Library Board Trustees, the Library Director, and perhaps selected key staff or other stakeholders, would be expected to participate in the 3- to 4-hour session.

Areas expected to be covered in the retreat are:

- **The roles, responsibilities, and ethics of Library Trustees**
- **Effective committees and board operations**
- **Board evaluations and self-assessments**
- **Board, Director and staff relationships**

Other specific topics, such as more in-depth discussion of Friends and Foundation roles or a discussion of pertinent library trends, also may be covered as determined by the Library.

The session will consist of a mix of presentations by the consultant, and discussions and exercises for the participants, facilitated by the consultant. The content and form will be further determined based on initial information gathering and advance discussions with the Library Director and Board Chair to further define meaningful outcomes and results. The session typically concludes with defining any critical next steps for the Library and Board.

Outcomes for the Board development session will include:

- 1) Clearer understanding by all Trustees on their roles and responsibilities**
- 2) Stronger working relationships among the Board and staff**
- 3) Recommendations and next steps for improving board operations and effectiveness**

## Ongoing Assistance

As a follow-up to this project, Library Strategies would be pleased to provide ongoing technical assistance and support to ensure continued success for the Board. The technical assistance could take many forms, including a quarterly half-hour check-in via remote access to answer any follow-up questions arising from the development session. For instance, this could include advice on restructuring and streamlining committee structures.

Additional consultation on an as-needed basis could include assistance in drafting documents, policies, or other materials; providing research on critical issues or topics; or recommendations on structuring annual board evaluations.

## Timeline and Budget

An agreement at least one month prior to the desired date for the professional development would be needed. The availability of one of the lead consultants and the entire Board for the development session would largely determine the timeline, and Library Strategies is likely to be able to accommodate the Library's schedule.



The projected budget is as follows:

| <u>Consulting Fees for Development Session</u>  | <u>Consultant Hours/Fees</u> |
|---|------------------------------|
| Session Planning - Information gathering, discussions with Library leaders, and session preparation | 6 hours                      |
| Development Session (4-hours plus pre- and post- on-site prep)                                      | 6 hours                      |
| Follow-up to the Development Session  | 1 hour                       |
| <b>Total consulting hours: 13 @ \$150/hour</b>  | <b>\$1,950</b>               |

### Estimated Expenses

|  |              |
|--|--------------|
| Airfare (1 round trip, St. Paul to O'Hare) | \$350        |
| Car Rental (1 trip)                        | \$150        |
| Hotel (1 night @ \$150/night)              | \$150        |
| Meals (1 day @ \$50/day)                   | \$50         |
| <b>Total Expenses:</b>                     | <b>\$700</b> |

### **TOTAL ESTIMATED FEES AND EXPENSES: \$2,650**

Please note that Library Strategies does not charge for travel time. Additionally, only actual expenses are billed, and thus listed above are simply estimates not final expenses.

### On-going Professional Development Assistance

Library Strategies would be pleased to provide additional assistance and board consultation following the professional development session on an as-needed basis at the rate of \$150/hour.

### Proposed Payment Schedule

Library Strategies requests a \$500 retainer upon signing of a Memorandum of Agreement. The Library will be presented with an invoice for the remainder of the fees and expenses upon completion of the project. If on-going consultation is arranged, the Library would be billed monthly for services provided.

## **Project Consultant**

Depending on schedules, the Library Strategies consultant leading and facilitating the project for the Library would be Stu Wilson or Peter Pearson.



**STU WILSON** is a Principal Consultant with Library Strategies. He was the Director of the Friends of the Hennepin County Library (Minneapolis) and Vice President of The Friends of the Saint Paul Public Library. Wilson has over 25 years of board and management experience with libraries and nonprofit organizations. He has developed numerous library strategic plans, and has served on and worked with many library boards.



**PETER PEARSON** is a Lead Consultant with Library Strategies. He recently retired as the President of The Friends of the Saint Paul Public Library, an organization he led for over 25 years. Pearson is recognized as one of the most successful library fundraisers and advocates in the country. He is a respected leader in the library industry, has served on numerous national library boards and is a frequent speaker at regional and national conferences.

## Conclusion

Library Strategies would be pleased to assist the Arlington Heights Memorial Library in providing targeted professional development services for the Board of Trustees. We believe that the process outlined in this proposal will help focus the Library Board in understanding its roles and responsibilities, and increasing the Board's effectiveness.

## References

Available on request.

## Contact

**Stu Wilson, Principal**

651-253-3231

[stu@thefriends.org](mailto:stu@thefriends.org)

Library Strategies Consulting Group  
The Friends of the Saint Paul Public Library  
1080 Montreal Avenue, Suite 2  
St. Paul, MN 55116  
[www.LibraryStrategiesConsulting.org](http://www.LibraryStrategiesConsulting.org)

## APPENDIX: Partial List of Recent Clients

Alexander Mitchell Public Library (SD)  
American Library Association  
Anchorage Public Library Foundation (AK)  
Anoka County Library (MN)  
Appleton Public Library (WI)  
Arlington Public Library (TX)  
Bayport Public Library and Foundation (MN)  
Bozeman Public Library (MT)  
Brentwood Library (TN)  
Bud Werner Memorial Library (CO)  
Carver County Library (MN)  
Chattahoochee Valley Libraries (GA)  
Cherry Valley Public Library (IL)  
Cincinnati Public Library (OH)  
Clarksville-Montgomery County Library (TN)  
Cleveland Public Library Foundation (OH)  
Commerce Township Public Library (MI)  
Decatur Public Library (IL)  
Deforest Area Public Library (WI)  
Dominican University (IL)  
Dorothy Bramlage Public Library (KS)  
Duluth Public Library (MN)  
DeForest Public Library (WI)  
El Paso Public Library (TX)  
Foundation for Sarasota County Libraries (FL)  
Friends of the Dallas Public Library (TX)  
Friends of the Osceola Public Library (WI)  
Friends of the Inver Glen Library (MN)  
Frisco Library Foundation (TX)  
Gardiner Community Library (MT)  
Georgia Library Service (GA)  
Green Gold Library System (LA)  
Grosse Pointe Public Library (MI)  
Gwinnett County Public Library (GA)  
Houston Public Library and Foundation (TX)  
Hudson Area Joint Library (WI)  
Huntsville Library Foundation (AL)  
IREX – Moldova  
IREX – Romania  
Indian Trails Public Library District (IL)  
James J. Hill Reference Library (MN)  
Lake Agassiz Regional Library (MN)  
Lake City Public Library (MN)  
Library Foundation for Sarasota County (FL)  
*Library Journal/Reed Business Systems*  
Little Free Libraries (WI)  
Lincolnwood Public Library District (IL)  
Louisville Free Public Library (KY)  
Louisiana State Library  
Madison Public Library Foundation (WI)  
Mendon Public Library (NY)  
Metropolitan Library Service Agency (MN)  
Mid-Wisconsin Library System  
Minnesota Association of Library Friends  
Muskogee Public Library (OK)  
Muscogee Public Library Foundation (GA)  
Nebraska State Library  
Newark Public Library (NJ)  
New Hampshire Library Trustees Association  
New Jersey Library Association  
Normal Public Library (IL)  
Norman Public Library System (OK)  
Northeastern Pennsylvania Library Association  
Park Rapids Area Library (MN)  
Park Ridge Public Library (IL)  
Petersburg Public Library (VA)  
Polson Public Library (MT)  
Public Library Association  
Racine Public Library (WI)  
Rice Lake Public Library (WI)  
Sarasota County Libraries Foundation (FL)  
SELCO/SELS Regional Library System (MN)  
SE Florida Library Network (FL)  
SE New York Library Resource Center  
SOLINET (SE Regional Library System – US)  
Stark County Library (OH)  
St. Helena Public Library (CA)  
South Central Wisconsin Library System  
Southeastern Wisconsin Library System  
Stillwater Public Library and Foundation (MN)  
Texas School Library Summit/Reed Business  
Tulsa Public Library (OK)  
Traverse de Sioux Regional Library (MN)  
Tulsa Public Library (OK)  
Vaughn Public Library (WI)  
Wadsworth Public Library (NY)  
Washington County Library System (MN)  
Watertown Public Library (WI)  
White Plains Public Library (NY)  
Wilbraham Public Library (MA)  
Williamsport Public Library (PA)  
Winter Park Public Library (FL)  
Wisconsin Dept. of Public Instruction  
Worcester Public Library Foundation (MA)  
Wyoming Library Association (WY)  
Yonkers Public Library (NY)

*Library Strategies has also conducted Leadership and Capacity Building Institutes for 43 libraries and literacy organizations in WI, MN and ND.*

**To:** Board of Library Trustees  
**From:** Jeremy Andrykowski  
**CC:** Jason Kuhl  
**Date:** May 12, 2017  
**Re:** 2017 Budget Amendment

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In order to better respond to the needs in our community and reach marginalized demographics in Arlington Heights, we are seeking approval of a budget amendment to the 2017 Budget. This amendment will reallocate funds in order to:

- 1) add a full-time Community Engagement Liaison to the Specialty Info Services budget
- 2) increase the budgeted hours from 15 to 25 for a currently vacant position that will be filled as a bilingual Specialty Info Services Advisor.

The dollars are being allocated from the Operating Contingency budget lines included in the Administration budget for expansion of services operating expenses, so this proposed budget amendment is a net \$0 change.

At the beginning of 2017, AHML's Values were amended to include a component of diversity and inclusion stating, "we cultivate an inclusive atmosphere, celebrate our diversity, and create an environment for the open exchange of differing ideas and points of view." In order to take proactive steps in reaching the marginalized residents and commit to our stated values, we must reach beyond our walls into the community with a targeted focus on engaging the diverse cultures who may need our library services the most.

In November of 2016, we presented to the board an action plan for increasing library use among residents in southern Arlington Heights. It included three goals that will have the greatest impact and offer the most sustainable growth:

- Increasing the number of library cardholders in Southern Arlington Heights
- Building connections with southern Arlington Heights' Hispanic community

- Expanding AHML's connection with Community Consolidated School District 59

One of the key action items recommended to accomplish these goals was to hire a bilingual library employee who is focused on connecting with the Hispanic community in Arlington Heights.

Also brought to light through our research and discussed at previous board meetings, is a gap in service to various multicultural and immigrant communities in northern Arlington Heights, including a growing South Asian population. Along with adjustments to our bookmobile schedule already implemented, there is a need for additional outreach and programs to these marginalized communities.

We have been researching the most effective approach to reaching these demographics. This includes census and community data, as well as direct discussion and analysis with comparable libraries that are more experienced in overcoming multicultural barriers, including: Gail Borden, Skokie, and Addison Public Libraries. Each of these libraries make effective use of dedicated community engagement and outreach professionals.

We have made adjustments to begin addressing these problems. For example, we kept a position in the ESL office unfilled so it could be analyzed and evaluated. We are now in the process of filling that position with a Specialty Info Services Advisor that is bilingual in English and Spanish. This position will not only work in the ESL office, but will also assist with other opportunities, such as community engagement in the southern portion of Arlington Heights and at the backstretch over summer (primarily Spanish speaking residents). We recommend increasing the budgeted hours for this position from 15 to 25 using funds earmarked for expansion of service in the 2017 budget.

In order to more fully develop relationships with organizations and individuals, to more accurately identify and respond to the needs of underserved audiences, and to meet our commitment to our library service values, we also recommend allocating expansion of service funds to hiring a full-time bilingual Community Engagement Advisor.

Suggested motion: **The Board of Library Trustees adopts the budget amendment dated May 16, 2017.**

## REQUEST FOR BUDGET AMENDMENT – 2017

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

|                                |                     |                    |
|--------------------------------|---------------------|--------------------|
| REQUESTED BY: Michael L. Kelly | DEPARTMENT: Finance | DATE: May 16, 2017 |
|--------------------------------|---------------------|--------------------|

### AMOUNTS TO BE MODIFIED

| EXPENDITURE ACCOUNT(S) | ACCOUNT NAMES(S)      | CURRENT BUDGET | AMOUNT OF AMENDMENT | AMENDED BUDGET |
|------------------------|-----------------------|----------------|---------------------|----------------|
| 291-6405-601.19-10     | IMRF                  | 53,588         | 2,650               | 56,238         |
| 291-6405-601.19-11     | Social Security       | 26,324         | 760                 | 27,084         |
| 291-6405-601.19-12     | Medicare              | 6,156          | 178                 | 6,334          |
| 291-6405-601.16-44     | Library Assistant III | 59,360         | 28,505              | 87,865         |
| 291-6405-601.16-51     | Clerk IV              | 35,992         | 6,136               | 42,128         |
| 291-6001-601.40-96     | Operating Contingency | 119,745        | (38,229)            | 81,516         |

**EXPLANATION:** The net change of this budget amendment is \$0. This budget amendment requests the reallocation of our operating contingency budget in the Administration Division, established for expansion of services, to the Specialty Info Services Division, for a full-time Community Engagement Liaison [account 16-44] and for 10 hours to add to a 15-hour open position for a part-time Specialty Info Services Advisor, bilingual [16-51]. These positions will allow us to more fully develop relationships with organizations and individuals within the village, to accurately identify and respond to the needs of underserved audiences

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

To: Board of Library Trustees

From: Mike Driskell and Gary Leclair

CC: Jason Kuhl

Date: May 11, 2017

Re: Authorization to seek bids for public computer HVAC modifications

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The Building Committee will be discussing this agenda item at its meeting on Monday, May 15. With the exception of minor wording changes, this memo is identical to the one that will be considered by the committee.

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

Our facilities manager has been working with 20/10 Engineering to design a new ventilation system to reduce odors in the public computer area. 20/10 Engineering has provided us with drawings and specifications that we can use to seek bids for the system. We expect this system, as designed, to cost substantially less than the budgeted amount. With the design phase of this project complete, we would like to seek bids for the installation of this system.

**Suggested Motion: The Building Committee recommends the Board of Library Trustees authorize staff to seek bids to modify the HVAC system to reduce odors in the public computer area as recommended by 20/10 Engineering.**



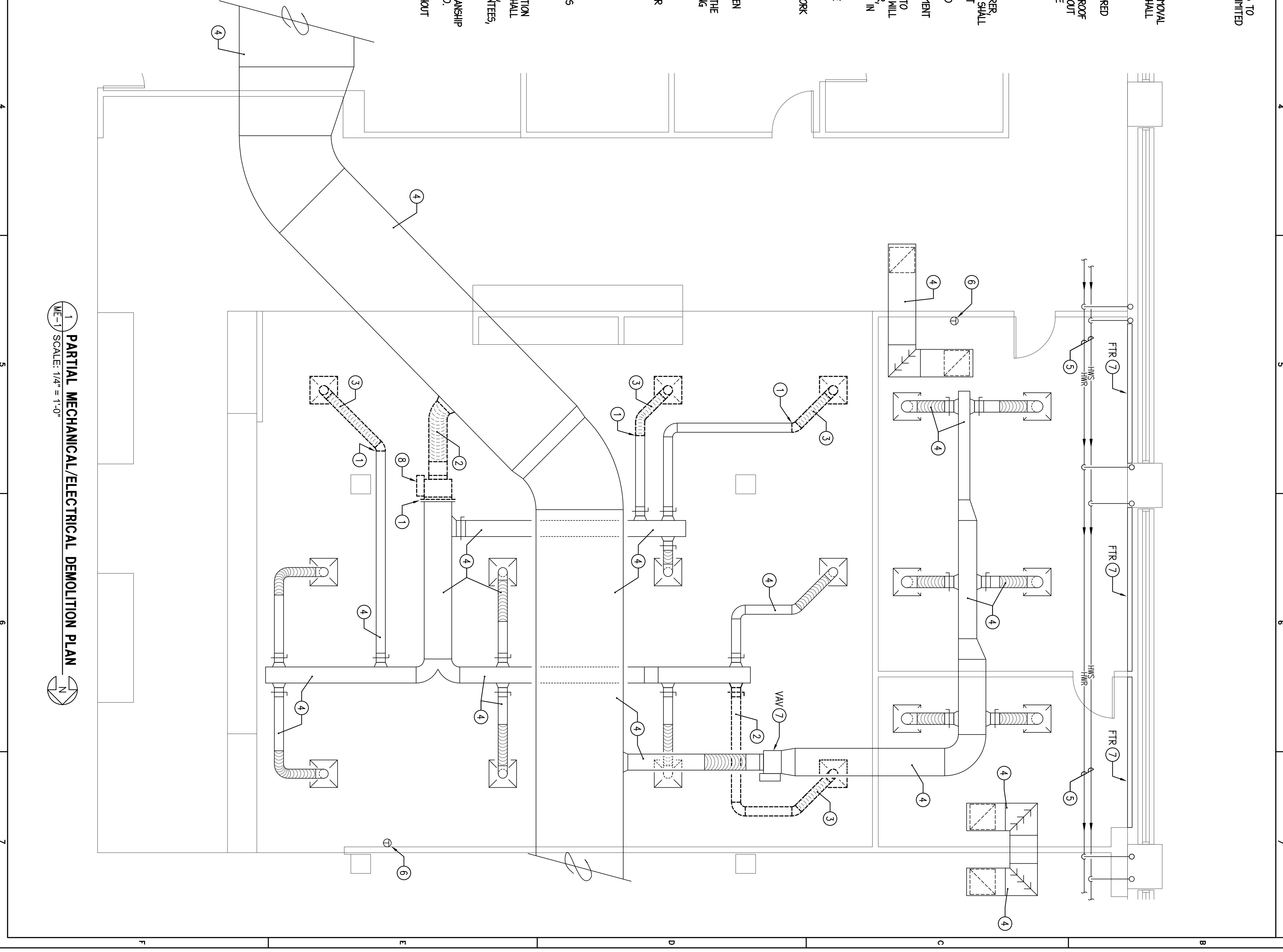
**GENERAL REMODELING NOTES - ALL CONTRACTORS**

1. ALL WORK SHOWN ON DRAWINGS SHALL BE CONSIDERED NEW AND IN CONTRACT UNLESS SPECIFICALLY INDICATED OTHERWISE.
2. DRAWINGS ARE GENERALLY DIAGNOSTIC. ROUTING OF PIPING, DUCTWORK, CONDUITS, RACEWAYS, ETC., AS SHOWN ON DRAWINGS, DOES NOT INTEND TO SHOW EVERY RISE, DROP, OFFSET, FITTING NOR EVERY STRUCTURAL ELEMENT THAT MAY BE ENCOUNTERED DURING THE INSTALLATION OF THIS WORK. EACH CONTRACTOR SHALL MAKE ANY REQUIRED CHANGES FROM THE GENERAL ROUTING SHOWN ON THESE DRAWINGS, SUCH AS OFFSETS, BENDS OR CHANGES IN ELEVATION DUE TO COORDINATION WITH THE WORK OF OTHER TRADES AND BUILDING CONSTRUCTION. ALL CHANGES SHALL BE MADE WITHOUT ADDITIONAL COST TO THE OWNER OR DELAY IN COMPLETION DATE OF THE PROJECT.
3. IT IS INTENDED THAT EQUIPMENT SHALL BE LOCATED SYMMETRICALLY WITH THE ARCHITECTURAL ELEMENTS OF THE BUILDING, NOTWITHSTANDING THE FACT THAT LOCATIONS INDICATED BY THESE DRAWINGS MAY BE DISTORTED FOR CLARITY OF REPRESENTATION.
4. CONTRACTOR SHALL CHECK DRAWINGS OF OTHER TRADES TO VERIFY THAT SPACES IN WHICH THEIR WORK WILL BE INSTALLED ARE CLEAR OF OBSTRUCTIONS. WORK SHALL BE INSTALLED TO MAINTAIN MAXIMUM HEADROOM AND SPACE CONDITIONS AT ALL POINTS IN THE BUILDING. WHERE HEADROOM OR SPACE CONDITIONS APPEAR ADEQUATE, CONTRACTOR SHALL NOTIFY OWNER/ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE INSTALLATION OF THEIR WORK.
5. CONTRACTOR SHALL FURNISH OTHER TRADES ADVANCE INFORMATION AND/OR SHOP DRAWINGS ON LOCATIONS AND SIZES OF PIPING, DUCTWORK, CONDUIT, RACEWAYS, EQUIPMENT FRAMES, BOXES, SLEEVES AND OPENINGS, ETC. NEEDED FOR THEIR WORK TO PERMIT OTHER TRADES AFFECTED TO INSTALL THEIR WORK PROPERLY AND WITHOUT DELAY.
6. WHERE THERE IS EVIDENCE THAT WORK OF ONE TRADE WILL INTERFERE WITH WORK OF OTHER TRADES, ALL TRADES SHALL MEET ON JOB SITE TO WORK OUT SPACE CONDITIONS AND MAKE SATISFACTORY ADJUSTMENTS TO INSTALLATION OF THE NEW WORK. CONTRACTORS SHALL VERIFY EXACT LOCATIONS OF ALL DEVICES AND EQUIPMENT WITH FIELD CONDITIONS, SHOP DRAWINGS, AND WORK OF OTHER TRADES PRIOR TO ROUGH-IN. EACH CONTRACTOR SHALL BE RESPONSIBLE, AT THEIR OWN EXPENSE, FOR THE REMOVAL AND REINSTALLATION OF ANY PART OF THEIR WORK IF SAME WAS INSTALLED WITHOUT CONSULTING WITH OTHER TRADES BEFORE INSTALLING THEIR WORK.
7. CONTRACTOR SHALL PROVIDE SLEEVES IN BEAMS, FLOORS, CEILING AND WALLS AS SHOWN ON THE DRAWINGS, AS REQUIRED BY JOB SITE CONDITIONS, AND/OR AS SPECIFIED, WHEN INSTALLING THEIR WORK. ALL BEAMS AND COLUMNS WHICH ARE REQUIRED TO BE SLEEVED SHALL BE CUT AND REINFORCED AS REQUIRED BY FIELD CONDITIONS AND LOCATIONS AND SIZES SHALL BE CHECKED AND APPROVED BY ARCHITECT BEFORE CONTRACTOR CUTS ANY STRUCTURAL BUILDING MEMBER.
8. THE SEQUENCE FOR THE INSTALLATION OF ALL WORK SHALL BE COORDINATED BETWEEN ALL CONTRACTORS ON THE PROJECT AND IN STRICT ACCORDANCE WITH ARCHITECT/ENGINEER AND OWNER'S STIPULATION AS DIRECTED.
9. CONTRACTOR SHALL REFER TO THE ARCHITECTURAL AND STRUCTURAL CONTRACT DRAWINGS (BEFORE SUBMITTING THEIR BIDS) TO FAMILIARIZE THEMSELVES WITH THE EXTENT OF THE GENERAL CONTRACTOR'S WORK, CEILING HEIGHTS AND CLEARANCE FOR INSTALLING THEIR WORK.
10. CONTRACTOR SHALL BE RESPONSIBLE AND PAY FOR ALL CORING, CUTTING, PATCHING, REPAIRING, RENOVATING AND REMOVAL/REPLACEMENT OF NEW OR EXISTING BUILDING CONSTRUCTION REQUIRED TO ACCOMMODATE THE INSTALLATION OR REMOVAL OF THEIR WORK. ALL PATCHING, REPAIRING AND RENOVATING WORK SHALL BE PERFORMED BY THESE REGULARLY INVOLVED IN THAT TRADE AND SHALL MATCH THE ADJACENT CONSTRUCTION AS CLOSELY AS POSSIBLE. CARE SHALL BE TAKEN SO AS NOT TO DAMAGE ANY EXISTING BUILDING CONSTRUCTION OR ITEMS THAT ARE TO REMAIN. ANY EXISTING FINISHES THAT ARE DAMAGED DURING THE INSTALLATION OF NEW WORK OR REMOVAL OF EXISTING WORK SHALL BE REPAIRED, REPLACED AND PAID FOR BY THE INSTALLING CONTRACTOR. TO THE SATISFACTION OF THE ARCHITECT AND OWNER. REFER TO ARCHITECTURAL DRAWINGS FOR EXISTING BUILDING CONSTRUCTION THAT IS TO REMAIN AND THEREFOR, SUBJECT TO PATCHING, REPAIRING, RENOVATING, AND REMOVAL/REPLACEMENT. (NOTE: CONTRACTOR SHALL VERIFY EXISTING BUILDING'S ROOF WARRANTY AND EMPLOY OTHER SUBCONTRACTOR(S) AS REQUIRED BY ROOF MANUFACTURER'S REPRESENTATIVE SO AS NOT TO VOID OWNER'S ROOF WARRANTY.)
11. SOME OF THE EXISTING ITEMS AND EQUIPMENT SCHEDULED TO BE REMOVED SHALL BE TURNED OVER TO THE OWNER. ANY ITEMS THAT THE OWNER WANTS TO RETAIN SHALL BE REMOVED CAREFULLY SO AS NOT TO DAMAGE THEM. ALL OTHER ITEMS TO BE REMOVED SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND REMOVED FROM THE SITE.
12. CONTRACTOR SHALL BE RESPONSIBLE FOR THEIR OWN CLEAN-UP DURING CONSTRUCTION. IF CONTRACTOR FAILS TO PROVIDE SUCH CLEAN-UP, THE ARCHITECT/ENGINEER WILL DIRECT ANOTHER CONTRACTOR TO PERFORM THE CLEAN-UP AND THE NEGLIGENT CONTRACTOR SHALL PAY THE ASSOCIATED BACK-CHARGES AS DETERMINED APPROPRIATE BY THE ARCHITECT/ENGINEER.
13. CONTRACTOR SHALL INSTALL ALL AUXILIARY SUPPORTING STEEL AS REQUIRED FOR THE SUPPORTING OF THEIR PIPING, DUCTWORK, CONDUIT, TANKS, EQUIPMENT, ETC. ALL SUPPORTING STEEL FOR ITEMS ABOVE A SUSPENDED CEILING SHALL BE FROM BUILDING STRUCTURAL MEMBERS ONLY.
14. IT IS MANDATORY THAT THE COMPLETE EXISTING BUILDING REMAIN IN CONTINUOUS AND NON-INTERRUPTED OPERATION DURING REMODELING/ALTERING OF SAID EXISTING BUILDING. THE SPECIFIC AREAS(S) BEING REPROBATED/ALTERED AT ANY SCHEDULED TIME ARE OTHERWISE EXCLUSIVE OF THIS STATEMENT. SERVICES TO EXISTING BUILDING SHALL BE KEPT IN CONTINUOUS OPERATION INCLUDING POWER, SIGNAL SYSTEMS, LIGHTING, TELEPHONE, HEATING, COOLING, VENTILATING, TEMPERATURE CONTROL, SEWERS AND HOT AND COLD WATER. ANY ABSOLUTELY NECESSARY INTERRUPTION OF THESE SERVICES TO ACCOMPLISH CONTRACT WORK SHALL BE ARRANGED WITH THE OWNER A MINIMUM OF TEN (10) WORKING DAYS IN ADVANCE. SUCH INTERRUPTIONS SHALL BE KEPT TO AN ABSOLUTE MINIMUM AS FAR AS THE INTERVAL IS INVOLVED AND TEMPORARY SERVICES SHALL BE FURNISHED AND INSTALLED UNDER THIS CONTRACT WHERE NECESSARY TO ACCOMPLISH THIS PURPOSE. TEMPORARIES SHALL BE REMOVED BY THE CONTRACTOR ONLY AFTER NEW PERMANENT SERVICES ARE INSTALLED AND FULLY OPERATIONAL.

15. UNLESS INDICATED OTHERWISE, THE ARCHITECT/ENGINEER MAKES NO REPRESENTATION AS TO WHETHER OR NOT ANY HAZARDOUS OR CONTAMINATED MATERIALS (INCLUDING BUT NOT LIMITED TO ASBESTOS, PCB'S, CONTAMINATED SOILS, ETC.) ARE PRESENT WITHIN THE EXISTING BUILDING OR ON THE SITE. WORK SHOWN ON THE DRAWINGS AND/OR INDICATED IN THE SPECIFICATIONS SHALL NOT BE CONSIDERED TO CALL FOR CONTACT WITH ANY OF THESE MATERIALS. IF THESE MATERIALS ARE ENCOUNTERED OR SUSPECTED, THE CONTRACTOR SHALL NOT DISTURB THEM AND SHALL CONTACT THE ARCHITECT/ENGINEER IMMEDIATELY.
16. WHERE WORK CALLED FOR ON THE DRAWINGS OR IN THE SPECIFICATIONS INVOLVES THE REMOVAL OR RELOCATION OF PIPING OR EQUIPMENT CONTAINING REFRIGERANT, ALL REFRIGERANT SHALL BE RECOVERED BY APPROVED METHODS PER EPA REGULATIONS.
17. CONTRACTOR SHALL STORE ALL MATERIALS AND EQUIPMENT SHIPPED TO THE SITE IN A PROTECTED AREA. IF MATERIAL IS STORED OUTSIDE OF THE BUILDING, IT MUST BE STORED OFF THE GROUND A MINIMUM OF SIX INCHES (6") SET ON 6 X 6 PLANKS AND/OR WOOD PALLETS. ALL MATERIAL AND EQUIPMENT MUST BE COMPLETELY COVERED WITH WATERPROOF TARP'S OR VISQUIN. ALL PIPING AND DUCTWORK WILL HAVE THE ENDS CLOSED TO KEEP OUT DIRT AND OTHER DEBRIS. NO EQUIPMENT WILL BE ALLOWED TO BE STORED OUTSIDE THE BUILDING ON THE SITE UNLESS IT IS SUPPORTED OFF THE GROUND AND COMPLETELY PROTECTED WITH WEATHERPROOF COVERS.
18. THE DRAWINGS, SCHEDULES AND SPECIFICATIONS HAVE BEEN PREPARED USING ONE MANUFACTURER FOR EACH PIECE OF EQUIPMENT AS THE BASIS FOR DIMENSIONAL DESIGN. IF THE CONTRACTOR PURCHASES EQUIPMENT FROM A SCHEDULED ACCEPTABLE MANUFACTURER, BUT NOT THE SCHEDULED MANUFACTURER USED FOR THE BASE DESIGN, THE CONTRACTOR SHALL BE RESPONSIBLE FOR CHECKING ALL THE DIMENSIONS OF THE EQUIPMENT TO VERIFY THAT IT WILL FIT IN THE SPACE SHOWN ON THE DRAWINGS. MINOR DEVIATIONS IN DIMENSIONS WILL BE PERMITTED, PROVIDED THE RATINGS MEET THOSE SHOWN ON THE DRAWINGS AND EQUIPMENT WILL PHYSICALLY FIT INTO THE SPACE ALLOCATED WITH SUITABLE ACCESS AROUND EQUIPMENT FOR OPERATION AND MAINTENANCE OF THE EQUIPMENT. WHEN EQUIPMENT SUBMITTED FOR REVIEW DOES NOT MEET THE PHYSICAL SIZE OR ARRANGEMENT OF THAT SCHEDULED AND SPECIFIED, CONTRACTOR SHALL PAY FOR ALL ALTERATIONS REQUIRED TO ACCOMMODATE SUCH EQUIPMENT AT NO ADDITIONAL COST TO THE OWNER. CONTRACTOR WILL ALSO PAY ALL COSTS FOR ADDITIONAL WORK REQUIRED BY OTHER CONTRACTORS, OWNER, ARCHITECT OR ENGINEER TO MAKE CHANGES WHICH WOULD ALLOW THE EQUIPMENT TO FIT IN THE SPACE AND FUNCTION AS INTENDED.
19. CONTRACTOR AND/OR MANUFACTURER SHALL VERIFY THAT THE CHARACTERISTICS OF THE EQUIPMENT HE SUBMITS FOR REVIEW MEET THE CAPACITY AND DUTY SPECIFIED. WHEN EQUIPMENT SUBMITTED FOR REVIEW REQUIRES MODIFICATIONS TO THE WORK OF OTHER CONTRACTORS, SUBMITTING CONTRACTOR SHALL PAY FOR ALL COSTS FOR ADDITIONAL WORK REQUIRED BY OTHER CONTRACTORS, OWNER, ARCHITECT OR ENGINEER TO MAKE CHANGES WHICH WOULD ALLOW THE EQUIPMENT FUNCTION SAFELY AND PROPERLY.
20. CONTRACTOR SHALL FIELD VERIFY THE SIZE OF EXISTING OPENINGS, WINDOWS, DOORS, CORRIDORS, ROOMS, ETC. FOR ACCESS OF THE NEW EQUIPMENT INTO OR REMOVAL OF EXISTING EQUIPMENT FROM THE BUILDING. IF OPENINGS ARE TOO SMALL FOR ACCESS, THEN CONTRACTOR SHALL, AT HIS OWN EXPENSE, PROVIDE NEW OR ENLARGED OPENINGS AND RESTORE SAME TO ORIGINAL SIZE AND CONDITION. CONTRACTOR MAY ELECT TO ORDER THE EQUIPMENT DISASSEMBLED AND/OR WITH SPLIT HOUSING FOR ENTRANCE INTO THE EXISTING SPACE OR BUILDING. CONTRACTOR SHALL REASSEMBLE EQUIPMENT AFTER IT IS IN THE SPACE AT HIS OWN EXPENSE.
21. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND THEIR ASSOCIATED FEES.
22. CONTRACTOR SHALL SUBMIT ELECTRONIC COPIES OF SHOP DRAWINGS OF ALL EQUIPMENT, DIFFUSERS, REGISTERS, TEMPERATURE CONTROL SYSTEM, VAV BOXES AND ELECTRICAL DEVICES TO ENGINEER FOR APPROVAL PRIOR TO ORDERING ANY ITEMS OR FABRICATING ANY DUCTWORK.
23. CONTRACTOR SHALL PROVIDE OWNER TRAINING ON ALL EQUIPMENT AND BUILDING SYSTEMS PROVIDED/ALTERED BY HIS WORK. TRAINING SHALL BE ACCOMPLISHED DURING THE DECOMMISSIONING FOR THAT PURPOSE, NOT IN CONJUNCTION WITH SERVICE WORK.
24. AT COMPLETION OF PROJECT, CONTRACTOR SHALL SUBMIT ELECTRONIC COPIES OF OPERATION AND MAINTENANCE MANUALS FOR ALL WORK PROVIDED BY HIM ON PROJECT. MANUALS SHALL BE CLEARLY ORGANIZED AND CONTAIN COPIES OF APPROVED EQUIPMENT, SHOP DRAWINGS, EQUIPMENT PARTS LISTS, SERVICE CONTACTS, CONTRACTOR AND MANUFACTURER WARRANTIES, AND 'AS BUILT' FLOOR PLANS.
25. CONTRACTOR SHALL PROVIDE WARRANTY FOR ALL MATERIAL AND GUARANTEE ALL WORKMANSHIP PROVIDED BY HIM FOR 1 (ONE) YEAR FROM SUBSTANTIAL COMPLETION OF WORK INVOLVED.
26. CONTRACTOR SHALL MAINTAIN A CURRENT CITY OF ARLINGTON HEIGHTS LICENSE THROUGHOUT ALL PHASES OF CONSTRUCTION. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO COORDINATE ALL INSPECTIONS WITH THE CITY OF ARLINGTON HEIGHTS. THE CITY OF ARLINGTON HEIGHTS REQUIRES MINIMUM ONE DAY PRIOR NOTICE FOR ALL INSPECTIONS.

**DRAWING NOTES: (TYPICAL FOR THIS DRAWING ONLY)**

- 1 NEW CONNECTION TO BE MADE AT THIS LOCATION. REMOVE ALL DUCTWORK, DIFFUSERS, REGISTERS, HANGERS, INSULATION, ETC. SHOWN DASHED BEYOND THIS POINT.
- 2 REMOVE ALL DUCTWORK, DIFFUSERS, REGISTERS, HANGERS, INSULATION, ETC. SHOWN DASHED AND CAP AT MAIN.
- 3 REMOVE ALL DUCTWORK, DIFFUSERS, REGISTERS, HANGERS, INSULATION, ETC. SHOWN DASHED.
- 4 EXISTING DUCTWORK, DIFFUSERS, REGISTERS, AND GRILLES TO REMAIN.
- 5 EXISTING PIPING AND VALVING TO REMAIN.
- 6 EXISTING THERMOSTAT TO REMAIN.
- 7 EXISTING HVAC EQUIPMENT TO REMAIN.
- 8 REMOVE EXISTING VAV BOX AND ASSOCIATED DUCTWORK, HANGERS, SUPPORTS, CONTROLS, ETC.



**ME-1 PARTIAL MECHANICAL/ELECTRICAL DEMOLITION PLAN**  
SCALE: 1/4" = 1'-0"

|                                       |                      |
|---------------------------------------|----------------------|
| <b>Revisions:</b>                     | <b>Issue Date:</b>   |
| APR. 28, 2017 - ISSUED FOR BID/PERMIT | APR. 28, 2017        |
|                                       | Drawn By: 20/70      |
|                                       | Job Number: 1543-A-5 |

**2017 COMPUTER ROOM IMPROVEMENTS**  
**ARLINGTON HEIGHTS MEMORIAL LIBRARY**  
 500 N. DUNTON AVE.  
 ARLINGTON HEIGHTS, ILLINOIS 60004



Mechanical - Electrical Engineers  
 1216 Tower Road  
 Schaumburg, Illinois 60173  
 847.882.2010  
 Fax 847.882.2201

**2010 ENGINEERING GROUP LLC**

**GENERAL NOTES - ALL TRADES:**

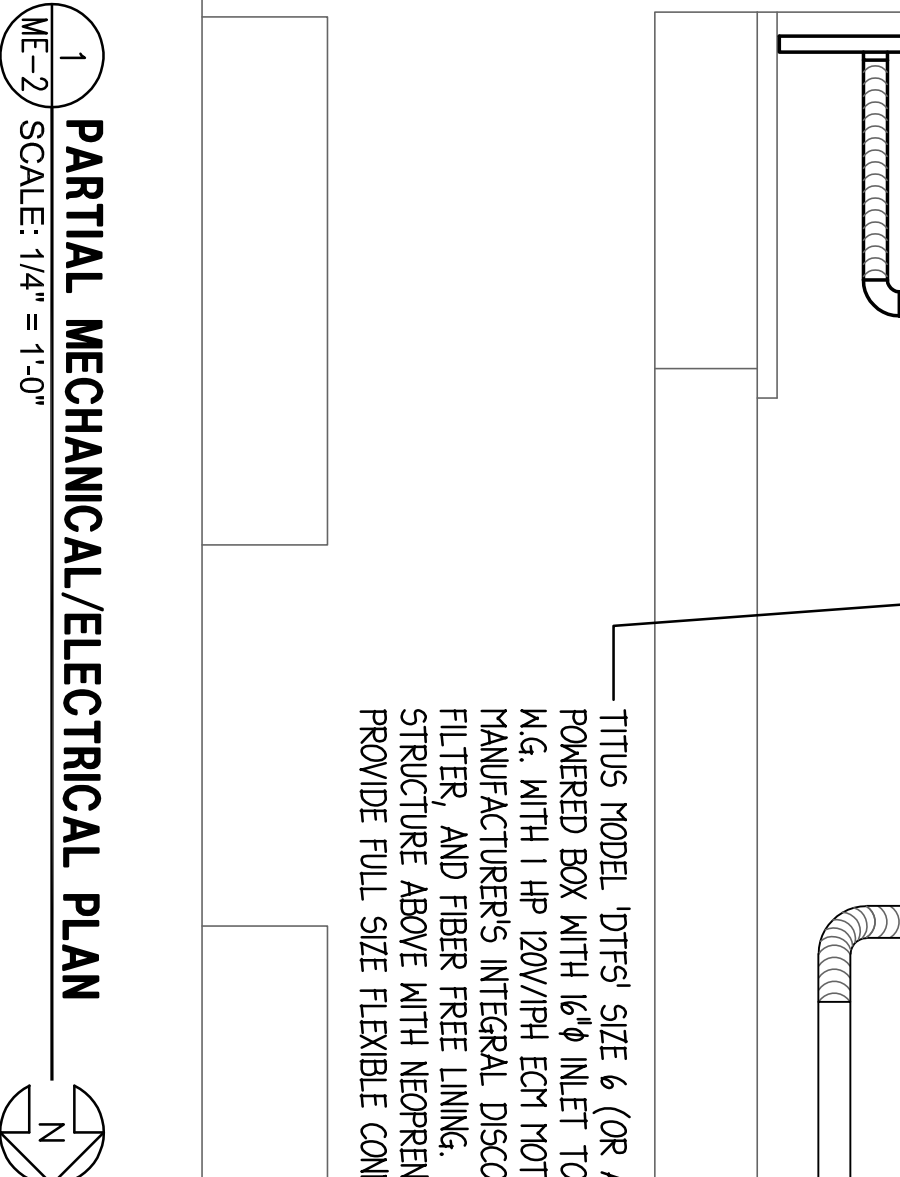
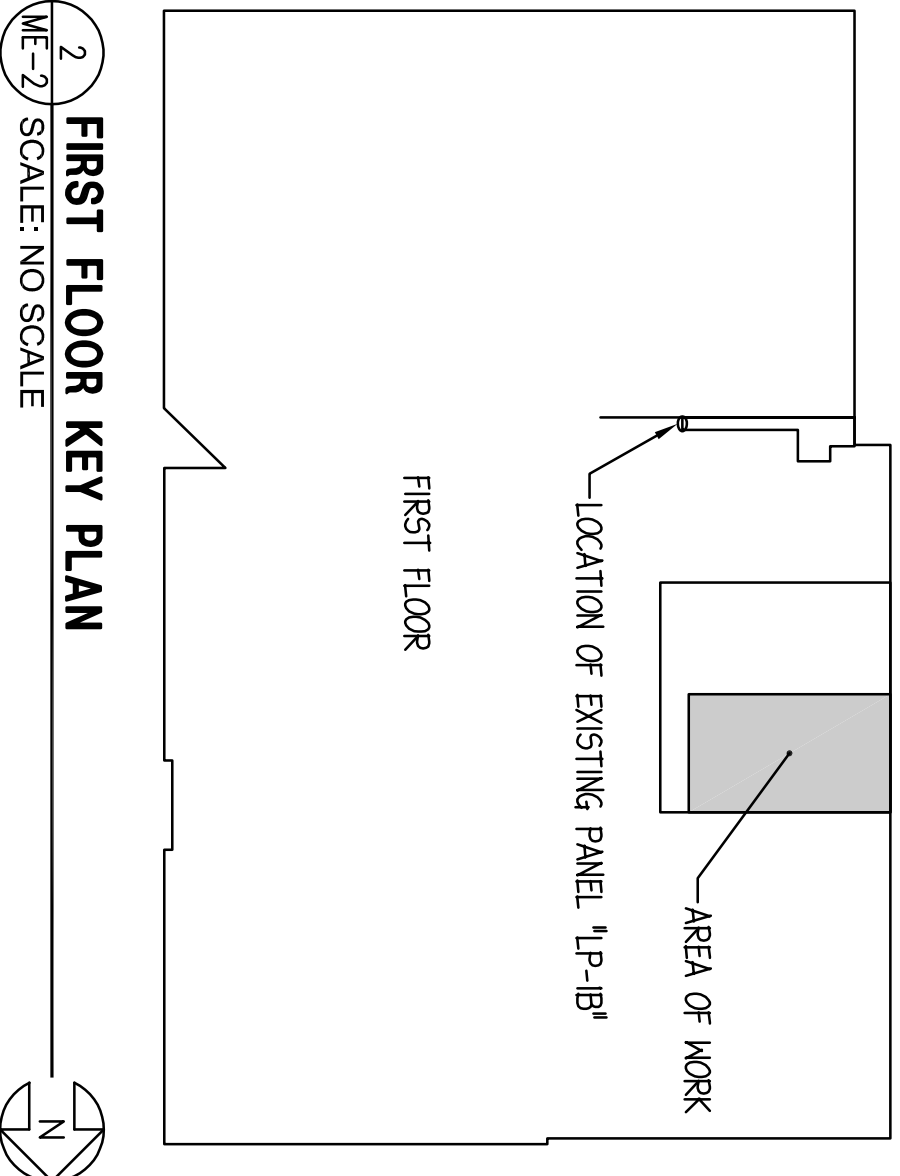
1. ALL NEW WORK AND MATERIALS SHALL CONFORM TO VILLAGE OF ARLINGTON HEIGHTS AND ARLINGTON HEIGHT THERMAL LIBRARY BUILDING STANDARDS.
2. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL REQUIRED PERMITS AND INSPECTIONS AND PAYING THEIR ASSOCIATED FEES.
3. NOISE AND VIBRATION WILL NOT BE TOLERATED. CONTRACTOR SHALL BID ON FURNISHING EVERY DETAIL TO ASSURE THIS END.
4. PATCH AND REFINISH ALL DAMAGED INSULATED SURFACES OF ALL EXISTING DUCTWORK, PIPING AND ASSOCIATED FITTINGS TO MATCH EXISTING WHERE NEW CONNECTIONS ARE BEING MADE.
5. CONTRACTORS SHALL PROVIDE A ONE YEAR WARRANTY ON ALL MATERIALS, EQUIPMENT AND LABOR FROM DATE OF SUBSTANTIAL COMPLETION OF WORK.
6. THE LOCATIONS SHOWN FOR ALL DIFFUSERS, REGISTERS AND GRILLES, ETC. ARE DIAGNOSTIC. EXACT LOCATION SHALL BE DETERMINED FROM THE REFLECTED CEILING PLANS AND/OR ON THE JOB SITE BY THE ARCHITECT/ENGINEER REPRESENTATIVES.
7. EXCEPT AS NOTED OTHERWISE, ALL SUPPLY, RETURN, AND EXHAUST DUCTWORK SHALL BE GALVANIZED SHEET METAL WITH SEALED JOINTS CONSTRUCTED AND INSTALLED IN ACCORDANCE WITH CURRENT SMACNA MANUAL. SIZES SHOWN ARE INSIDE FACE TO INSIDE FACE.
8. ROUND EXPOSED SUPPLY OR RETURN DUCTWORK SHALL BE SINGLE WALL SPIRAL GALVANIZED.
9. THE GAUGES OF IRON FOR DUCTS AND CASINGS AND SIZE OF STRUCTURAL REINFORCING ANGLES FOR DUCTS AND CASING SHALL BE SUCH AS TO PROVIDE ABSOLUTELY AIR TIGHT CONSTRUCTION FREE FROM PULSATION, DEFORMATION, OR VIBRATION AT NORMAL OPERATING PRESSURES.
10. ALL NEW CONCEALED SUPPLY DUCTWORK OUTSIDE SHALL BE EXTERNALLY INSULATED 1 1/2" THICK WITH FLEXIBLE FIBERGLASS INSULATION WITH VAPOR BARRIER JACKET.
11. ALL ROUND CONCEALED FLEXIBLE DUCT SHALL BE MIREPOD OR THERMOFLEX FACTORY INSULATED 1" THICK THAWMUT OF 5'-0" LONG TO DIFFUSERS/REGISTERS, MAXIMUM OF 3'-0" LONG TO VAV OR FAN POWERED BOXES. FLEXIBLE DUCT MAY BE UTILIZED ONLY WHERE CONCEALED ABOVE ACCESSIBLE CEILING.
12. PROVIDE MANUAL VOLUME DAMPERS AT EACH BRANCH DUCT TAKEOFF IN SUPPLY DUCTWORK (DOWNSTREAM OF VAV BOXES) AND IN RETURN/EXHAUST DUCTWORK. PROVIDE TURNING VANES IN ALL SQUARE DUCT ELBOWS.
13. PAINT ALL INTERIOR DUCTWORK VISIBLE THROUGH AIR INLETS OR OUTLETS FLAT BLACK.
14. BALANCE DUCT SYSTEMS TO ACCOMPLISH AIR QUANTITIES SHOWN AT ALL INLETS/OUTLETS (NEW AND EXISTING) AS SHOWN ON DRAWING AND SUBMIT TEST REPORT FOR REVIEW BY OWNER AND ENGINEER.
15. ALL TEMPERATURE CONTROL WORK SHALL MATCH JOHNSON CONTROLS HETASYS SYSTEM CURRENTLY INSTALLED IN BUILDING. REGISTION TO EXISTING SYSTEM TO BE PERFORMED BY LABELAND HVAC AUTOMATION, INC., FRED PARKINELL, 847-484-9897, LABELANDHVACAUTOMATION.COM.
16. LOW VOLTAGE WIRING SHALL BE UL LISTED AND PLUMB RATED (LOW SMOKE PRODUCING). WIRING SHALL BE CONCEALED IN WALLS AND MAY BE INSTALLED WITHOUT CONDUIT ABOVE ACCESSIBLE LAY-IN CEILING SPACES ONLY.
17. ALL NEW CIRCUIT BREAKERS SHALL BE BOLT-ON BREAKERS (0.000 A.I.C.) COMPATIBLE WITH EXISTING PANELBOARD. PROVIDE TYPICAL DIRECTORIES IN ALL PANELS.
18. THIS CONTRACTOR SHALL MAKE NECESSARY MODIFICATIONS AND ADJUSTMENTS TO ALL ELECTRICAL ITEMS AND EQUIPMENT AS MAY BE REQUIRED BY THIS WORK.

**DRAWING NOTES: (TYPICAL FOR THIS DRAWING ONLY.)**

1. EXISTING DUCTWORK, DIFFUSERS, AND REGISTERS TO REMAIN.
2. MAKE NEW CONNECTION TO EXISTING DUCTWORK AT THIS LOCATION
3. PROVIDE 2 #10 AWG, 1 #10 AWG GROUND IN 3/4" CONDUIT TO AVAILABLE CIRCUIT IN EXISTING PANEL "1P-1B". PROVIDE NEW 30 AMP SINGLE POLE CIRCUIT BREAKER COMPATIBLE WITH EXISTING PANEL. CIRCUIT NUMBER SHOWN FOR REFERENCE ONLY. VERIFY AVAILABLE CIRCUITS IN FIELD.

**HVAC SYMBOLS AND ABBREVIATIONS**

| Symbol                          | Description  |
|---------------------------------|--|
| CFM                             | CUBIC FEET PER MINUTE                                |
| FTR                             | FINNED TUBE RADIATION                                |
| HP                              | HORSEPOWER   |
| PH                              | PHASE  |
| TYP.                            | TYPICAL  |
| VAV                             | VARIABLE AIR VOLUME BOX                              |
| HMS                             | HOT WATER SUPPLY                                     |
| HMR                             | HOT WATER RETURN                                     |
| (Symbol with dashed line)       | FLEXIBLE DUCT CONNECTION                             |
| (Symbol with diagonal lines)    | MANUAL SINGLE BLADE OR OPPOSED BLADE DAMPER          |
| (Symbol with arrow)             | AIR FLOW   |
| (Symbol with 12x24)             | DUCT SIZE FREE AREA (1ST FIGURE, SIDE OF DUCT SHOWN) |
| (Symbol with cross-hatch)       | CROSS-SECTION OF SUPPLY OR OUTSIDE AIR INTAKE DUCT   |
| (Symbol with diagonal lines)    | CROSS-SECTION OF RETURN OR EXHAUST DUCT              |
| (Symbol with 90° elbow)         | 90° ELBOW WITH TURNING VANES                         |
| (Symbol with 90° branch)        | 90° BRANCH TAKE-OFF W/45 DEGREE ENTRY                |
| (Symbol with spiral)            | ROUND FLEXIBLE DUCT                                  |
| (Symbol with square)            | SQUARE OR RECTANGLE DUCT TRANSITION                  |
| (Symbol with square and circle) | SQUARE OR RECTANGLE TO ROUND DUCT TRANSITION         |
| (Symbol with circle)            | WALL THERMOSTAT OR TEMPERATURE SENSOR                |
| (Symbol with circle and dash)   | ROUND  |
| (Symbol with circle and dash)   | PIPING, DUCTWORK, OR EQUIPMENT TO BE REMOVED         |



REMOVE EXISTING GLASS/PANEL FROM TOP MOST STOREFRONT WINDOW SYSTEM, DELIVER TO OWNER, AND INSTALL NEW GREENHECK MODEL EHL-501 MIND DRIVEN RAIN LOUVER (OR APPROVED EQUAL) WITH BIRDSCREEN IN TOP PORTION OF STOREFRONT WINDOW SYSTEM (APPROX. 4'x35" FIELD MEASURE). SEAL WEATHER TIGHT. PROVIDE CLASSIC BRONZE (G109) STAIR TOP FINISH TO MATCH EXISTING INTAKE LOUVERS. COORDINATE WITH OWNER.

TRANSITION FROM FULL SIZE OF FAN TO FULL SIZE OF LOUVER. INSULATE ALL DUCTWORK DOWN STREAM OF FAN WITH 2" THICK 3.0 LB/CF RIGID BOARD INSULATION WITH ALL SERVICE JACKET

GREENHECK MODEL 154-140-VF (OR APPROVED EQUAL) SQUARE INLINE EXHAUST FAN TO DISCHARGE 2750 CFM AT 0.5" W.G. WITH 1 HP 120V/PH ECM MOTOR. PROVIDE MANUFACTURER'S INTEGRAL DISCONNECT SWITCH, GRAVITY BACKDRAFT DAMPER, AND SPRING VIBRATION ISOLATORS. STEEL ROD SUSPEND FROM STRUCTURE ABOVE AND PROVIDE FULL SIZE FLEXIBLE CONNECTION AT INLET/DISCHARGE OF FAN. BAS CONTRACTOR TO START/STOP FAN BASED ON BUILDING OCCUPANCY SCHEDULE

TITUS MODEL 50P (OR EQUAL) WITH 22x22 NECK AND 1/2x1/2x1 LATTICE

BALANCE EXISTING DIFFUSER TO 250 CFM (TYP. 7)

WIRE EXISTING TEMPERATURE SENSOR TO NEW FAN POWERED BOX CONTROLLER

TITUS MODEL 10TFS SIZE 6 (OR APPROVED EQUAL) FAN POWERED BOX WITH 1/2" INLET TO DISCHARGE 2400 CFM AT 0.5" W.G. WITH 1 HP 120V/PH ECM MOTOR. PROVIDE MANUFACTURER'S INTEGRAL DISCONNECT SWITCH, INDICED AIR FILTER, AND FIBER FREE LINING. STEEL ROD SUSPEND FROM STRUCTURE ABOVE WITH NEPRENE VIBRATION ISOLATORS AND PROVIDE FULL SIZE FLEXIBLE CONNECTION AT DISCHARGE

**ME-2**

Job Number: 1543-A-6  
Drawn By: 20/10  
Issue Date: APR 28, 2017

**Revisions:**

|              |                         |
|--------------|-------------------------|
| APR 28, 2017 | - ISSUED FOR BID/PERMIT |
|--------------|-------------------------|

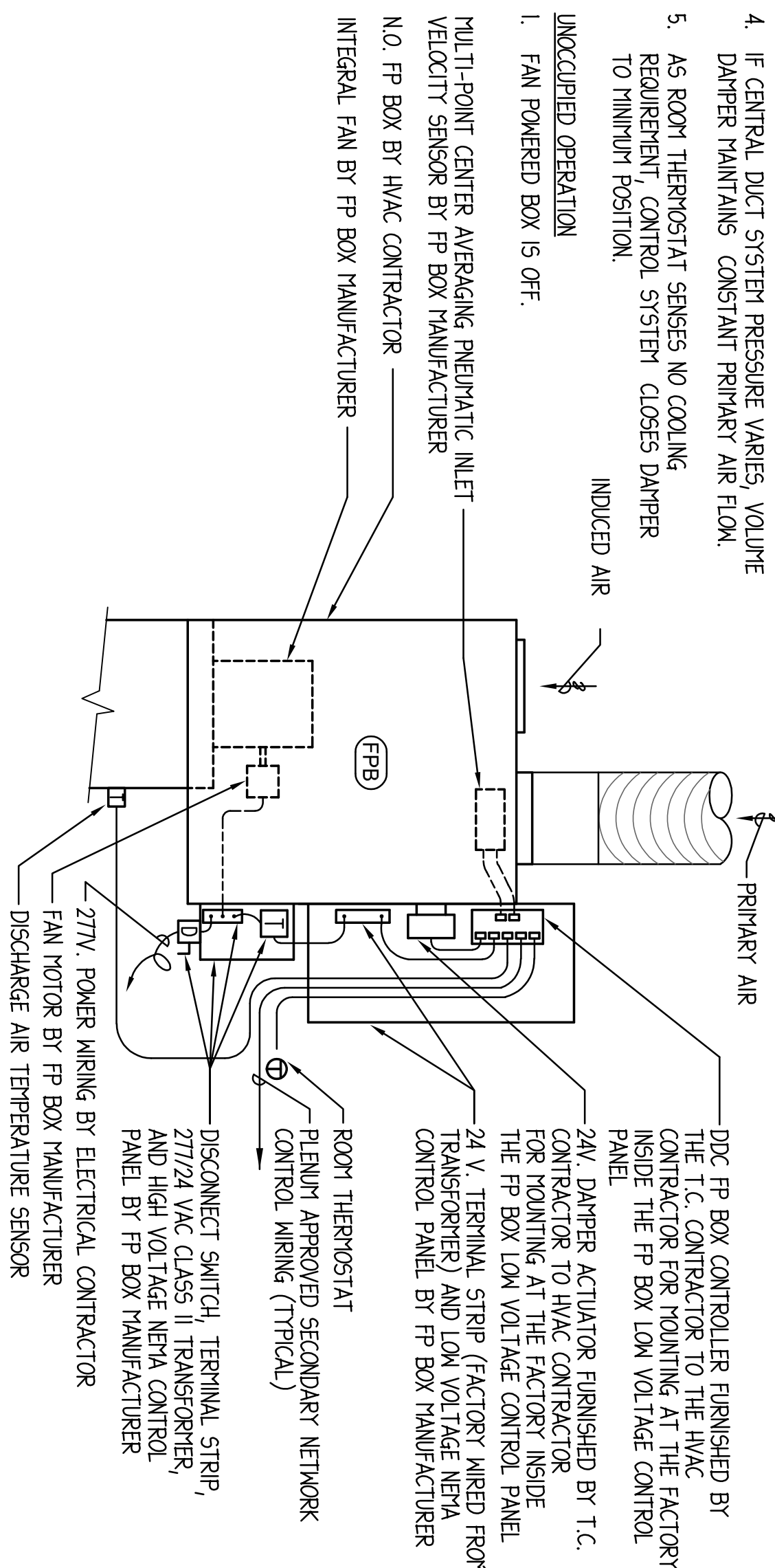
**2017 COMPUTER ROOM IMPROVEMENTS**  
**ARLINGTON HEIGHTS MEMORIAL LIBRARY**  
500 N. DUNTON AVE.  
ARLINGTON HEIGHTS, ILLINOIS 60004

Mechanical - Electrical Engineers  
1216 Tower Road  
Schaumburg, Illinois 60173  
847.882.2010  
Fax 847.882.2201

**2010 ENGINEERING GROUP LLC**

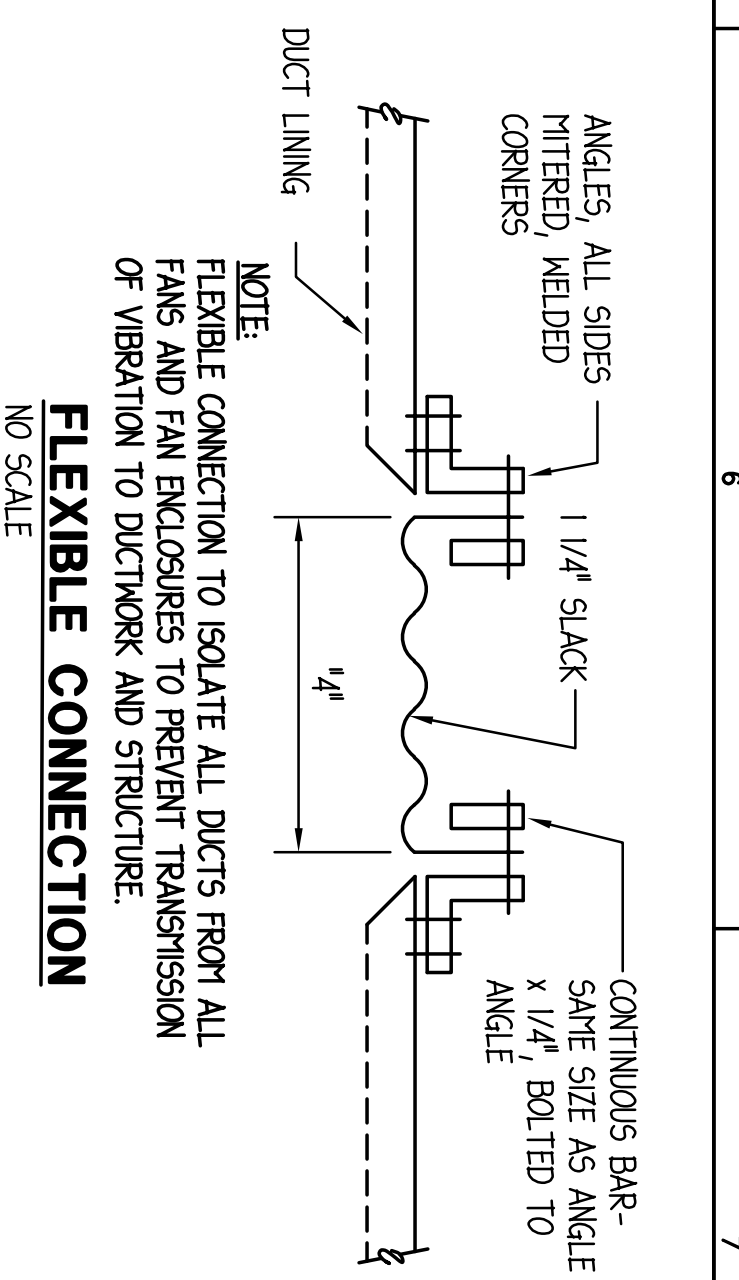
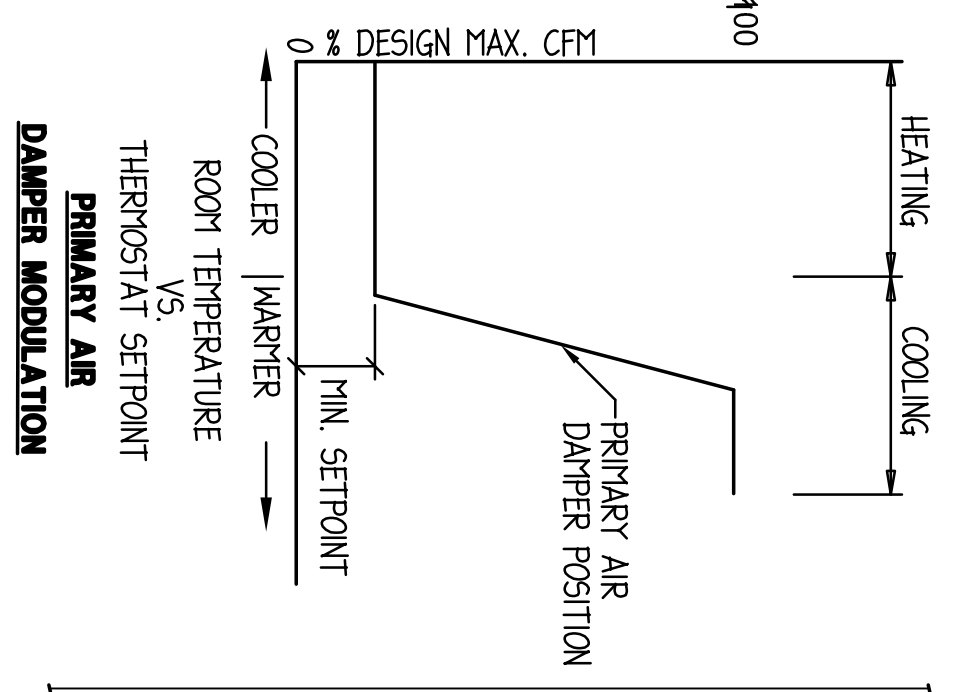
**FAN POWERED BOX CONTROL SEQUENCE**

- OCCUPIED OPERATION
1. FAN POWERED BOX FAN OPERATES CONTINUOUSLY.
  2. WHEN PRIMARY AIR SYSTEM IS OPERATING, THERMOSTAT MODULATES PRIMARY VARIABLE VOLUME DAMPER TO PROPORTION AIR FLOW FROM CENTRAL SYSTEM.
  3. AS ROOM THERMOSTAT SENSES REDUCED COOLING DEMAND, VOLUME DAMPER CLOSES TO MAINTAIN MINIMUM SETPOINT AS DIAGRAMMED.
  4. IF CENTRAL DUCT SYSTEM PRESSURE VARIES, VOLUME DAMPER MAINTAINS CONSTANT PRIMARY AIR FLOW.
  5. AS ROOM THERMOSTAT SENSES NO COOLING REQUIREMENT, CONTROL SYSTEM CLOSES DAMPER TO MINIMUM POSITION.



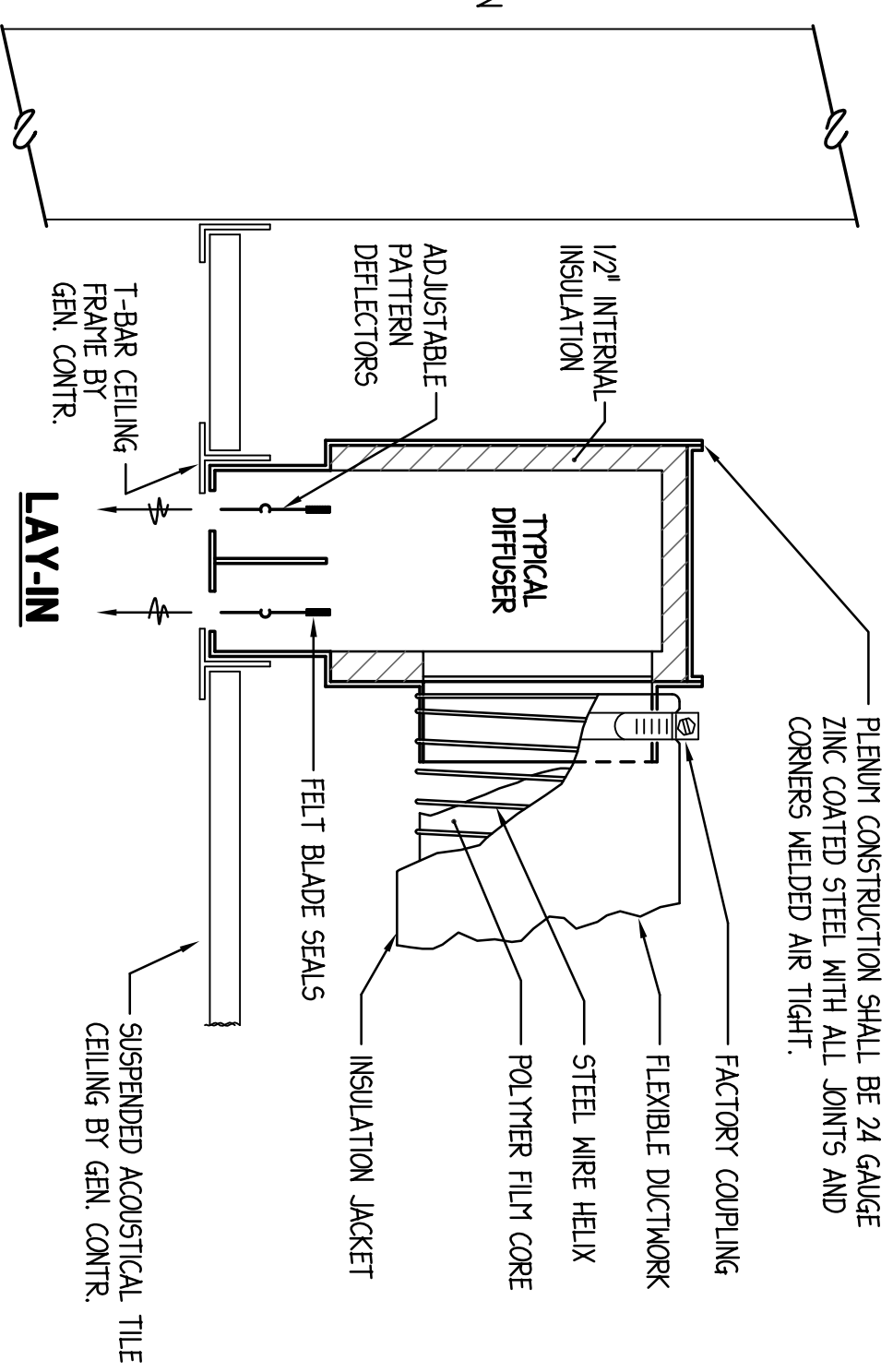
**CONSTANT VOLUME FAN POWERED BOX CONTROL SEQUENCES AND SCHEMATIC DIAGRAM**  
NO SCALE

- NOTES:
1. ALL WORK SHOWN ABOVE SHALL BE BY T.C. CONTRACTOR UNLESS SPECIFICALLY NOTED OTHERWISE
  2. FP BOX SHALL BE COMPLETE WITH BOX MANUFACTURER'S STANDARD AIRFLOW VELOCITY PRESSURE SENSOR AND CONTROL TRANSFORMER.



**NOTE:**  
FLEXIBLE CONNECTION TO ISOLATE ALL DUCTS FROM ALL FANS AND FAN ENCLOSURES TO PREVENT TRANSMISSION OF VIBRATION TO DUCTWORK AND STRUCTURE.

**FLEXIBLE CONNECTION**  
NO SCALE



**LINEAR BOOT TYPE DIFFUSER DETAIL**  
NO SCALE

**ME-3**

Issue Date: APR 28, 2017  
 Drawn By: 20/70  
 Job Number: 1543-A-3

**Revisions:**

|                                      |
|--------------------------------------|
| APR 28, 2017 - ISSUED FOR BID/PERMIT |
|                                      |
|                                      |
|                                      |
|                                      |

**2017 COMPUTER ROOM IMPROVEMENTS**  
**ARLINGTON HEIGHTS MEMORIAL LIBRARY**  
 500 N. DUNTON AVE.  
 ARLINGTON HEIGHTS, ILLINOIS 60004

Mechanical - Electrical Engineers  
 1216 Tower Road  
 Schaumburg, Illinois 60173  
 847.882.2010  
 Fax 847.882.2201

**2010 ENGINEERING GROUP LLC**

To: Board of Library Trustees  
From: Mike Driskell  
CC: Jason Kuhl  
Date: May 12, 2017  
Re: Authorization to Accept Parking Improvements Project Bid

The Building Committee will be discussing this agenda item at its meeting on Monday, May 15. With the exception of minor wording changes, this memo is identical to the one that will be considered by the committee.

Over the past several months, we have been working with the architects and our construction manager to prepare the final pricing for our parking lot improvement project.

On April 27, the library hosted the bid opening for the project led by Steve Hendrickson of Shales McNutt Construction (SMC). Since this time, SMC has reviewed the bids, discussed the scope of work and adherence to the contract with the low bidders, and submitted a Recommendation of Award to library staff. We have reviewed this recommendation and are presenting it to you today to seek authorization to proceed with the project.

Below is the summary of the various components of the project with the most recent estimated and final costs:

|   | <b>Estimate</b>    | <b>Bid</b>         |
|---|--------------------|--------------------|
| Base bid construction cost                    | \$839,746          | \$923,421          |
| Pre-construction (design and bid process)     | \$9,400            | \$9,400            |
| Miscellaneous allowances*                     | \$171,597          | \$124,978          |
| Contingency                                   | \$41,987           | \$41,000           |
| <b>Parking Lot Improvement Base Bid total</b> | <b>\$1,062,730</b> | <b>\$1,098,799</b> |
| Lighting Alternate construction cost          | \$100,450          | \$72,350           |
| Miscellaneous allowances                      | \$10,015           | \$7,144            |
| Contingency                                   | \$5,023            | \$3,600            |
| <b>Lighting Alternate total</b>               | <b>\$115,488</b>   | <b>\$83,094</b>    |
| <b>Total Amount (Base bid + Alternate 1)</b>  | <b>\$1,178,218</b> | <b>\$1,181,893</b> |

\* Some miscellaneous allowances were moved into the construction cost package for the bid process

### **Surface treatment**

The surfaces in the parking lot and garage will help differentiate vehicular traffic areas and pedestrian traffic areas by the treatment of the asphalt. Areas designated for pedestrian traffic will use a stamped asphalt treatment and a colored coating. In the main parking lot, where vehicular traffic intersects with pedestrian traffic, the stamped asphalt gives the driver tactile feedback, similar to the rumble strips on a highway. This surface treatment will notify the driver that pedestrians also occupy the space, and caution should be taken.

There are areas in the garage, designated for the pedestrian walkway, which are made of concrete and are in good condition. In these cases, the concrete will be left in place, since it is a superior material, and will be treated to a coating to match the surrounding asphalt.

### **Signage**

Funds are included in the base bid for permanent wayfinding signage to control traffic flow. The architect will be working with our Graphics Artist to develop new signage to be placed throughout the traffic pattern of the parking lot and garage, including entrance and exit signs. Please see the attached renderings for a general idea of which signs will be added or replaced, and the general design.

### **Alternate Lighting package**

The bid package includes an alternate bid to replace all of the overhead lighting in the underground garage. The current lighting is approximately 15 years old, and was originally equipped with metal halide bulbs and ballasts. The metal halide bulbs and ballasts were costly to replace, and did not provide sufficient brightness, therefore, the light fixtures were retrofitted with compact fluorescent (CFL) bulbs approximately 6 years ago. This helped with the dim lighting and cost issues.

The proposal to replace the lighting fixtures during this project stems from the need for brighter, more reliable and efficient lighting in the garage. The benefits are outlined below:

**Brightness:**

The current fixtures have a lens over the lamp that is clouding after the 15 years they have been in place. This is similar to the headlight lens of a car after a number of years of age. The cloudiness greatly reduces the brightness and effectiveness of the fixture.

The proposed fixtures contain LED lamps. These lamps have a brightness rating of 3455 lumens, while the current CFL lamps are rated at 2800 lumens. Considering the clouded lenses on the current fixtures, we should see a significant improvement to the brightness in the garage with the new lighting.

**Safety:**

As mentioned above, safety is the focus of this project, and increasing the brightness of the underground space would have a large impact on safety in the garage. The new fixtures use LED technology, which is not only brighter, but the lifespan of the lamp is much longer. Typical life span of the bulbs that we currently use is around 8,000 hours. The manufacturer rates the new LED lamps at 100,000 hours. This means less time that our staff spend on ladders in the flow of traffic changing lamps, making it a safer work environment for our staff, and fewer obstacles for our customers.

**Efficiency:**

The current light fixtures use an older technology lamp that generates less light per watt of electricity when compared to the LED technology. The current lamps use 40 watts of electricity for 2800 lumens of light output. The proposed LED lamps use 30 watts of electricity for 3455 lumens of light output. That equates to a 23% increase in light output and a 25% decrease in energy consumption.

**Customer impact:**

Replacing these fixtures now during this project will prevent further disruption of service if we decide to replace or need to service them in the future.

If the alternate were not accepted, in the future we would likely update the lamps in the current fixtures from CFL to LED. We would also replace the lenses on the fixtures with new, clear lenses, if available. It would make sense to address the lighting issue now, since we will already be redirecting traffic, rather than disturbing the traffic flow again in the future.

The cost to complete the replacement of the lighting in the underground garage was estimated at \$115,487 and proposed by the low bidder at \$83,094. For the reasons outlined here, we recommend proceeding with this alternate.

### **Contingency**

\$41,000 of the base bid and \$3,600 in the alternate package has been included as contingency for unanticipated expenditures. These amounts are recommended by SMC and represent approximately 5% of the hard construction costs of the project.

### **Notes about the project schedule and impact**

If approved, this project will begin at the end of July and continue through the end of September (see project timeline attached). Since this project will be in high traffic areas, disruption of service will be inevitable. We will do our best to keep services such as the drive up window and drop boxes available at all times. During the work, we will close off appropriate sections of the parking lot and garage and redirect traffic as needed. We will only close necessary areas, and expect to have at least 50% of library parking spaces available throughout the project. We will work with the Communications and Marketing team to communicate any closures or reduced availability of the underground lot to our customers via signage, website and social media outlets, providing them with alternate parking locations.

**Recommended motion #1: The Building Committee recommends the Board of Library Trustees accept the recommendation from Shales McNutt Construction for the base bid package, for an amount not to exceed \$1,098,799.**

**Recommended motion #2: The Building Committee recommends the Board of Library Trustees accept the Alternate No 1 A package to replace the lighting in the underground garage for an amount not to exceed \$83,094.**





May 15, 2017

Mr. Jason Kuhl  
Executive Director  
Arlington Heights Memorial Library  
500 N. Dunton Avenue  
Arlington Heights, IL 60004-5910

Re: Arlington Heights Memorial Library - Parking/Garage Improvements Project  
Recommendations of Award

Dear Mr. Kuhl,

Shales McNutt Construction received bid proposals on behalf of the library district on April 27, 2017 for the following bid packages:

**BP #02A - Site Development, BP #02B - Landscaping/Irrigation, BP #06A- Carpentry & General Trades, BP #08 - Storefront, BP #09A - Painting, BP #09B - Acoustical Ceilings, BP #026- Electrical**

We have had an opportunity to discuss with the apparent low bidder their respective scope of work and adherence to the contract documents. Based on the information received during the discussion and review, we have attached a recommendation of award for the packages represented above.

It is our intent, with board approval, to provide a Notice to Proceed to the contractors listed on Wednesday, May 17, 2017 and proceed into the construction phase of the project.

We thank you in advance for your time and consideration in this matter.

Sincerely,

*Steve Hendrickson*

Steve Hendrickson  
Shales McNutt Construction

Arlington Heights Memorial Library  
 Parking/Garage Improvements  
 ROA Options



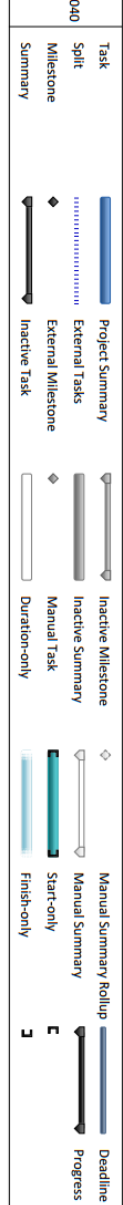
| Trade Item  | DD Budget (REV 2/8/2017 Dwg.) |        | Alternate No. 1  |        | Bid Day |                    | Alternate No. 1A |                 |
|---|-------------------------------|--------|------------------|--------|---------|--------------------|------------------|-----------------|
|   | Feb-17                        | Jan-17 | Jan-17           | Apr-17 | Apr-17  | Bid Day            | Bid Day          | Bid Day         |
| Site Development (Abbey Parking)                              | \$452,991                     |        |                  |        |         | \$582,950          |                  |                 |
| Landscaping/Irrigation (Landworks)                            | \$32,000                      |        |                  |        |         | \$43,463           |                  |                 |
| Carpentry/General Trades (Ostrander)                          | \$122,665                     |        |                  |        |         | \$178,250          |                  |                 |
| Storefront (McHenry County Glass)                             | \$33,000                      |        |                  |        |         | \$32,988           |                  |                 |
| Acoustical Ceilings (in Carpentry/General Trades)             | \$87,000                      |        |                  |        |         | \$0                |                  |                 |
| Painting (Nedrow)   | \$52,440                      |        | \$5,000          |        |         | \$36,900           |                  | \$0             |
| Electrical (Carey)  | \$59,650                      |        | \$95,450         |        |         | \$48,870           |                  | \$72,350        |
| <b>Sub-Total</b>  | <b>\$839,746</b>              |        | <b>\$100,450</b> |        |         | <b>\$923,421</b>   |                  | <b>\$72,350</b> |
| SMC Field/Office Administration (Part-Time Field Supervision) |                               |        |                  |        |         |                    |                  |                 |
| Pre-Construction  | \$38,000                      |        | \$0              |        |         | \$38,000           |                  | \$0             |
| General Req'd/Project Clean-Up/Traffic Control (Lump Sum)     | \$9,400                       |        | \$9,400          |        |         | \$9,400            |                  | \$0             |
| Unsuitable Soil Allowance                                     | \$20,000                      |        | \$3,000          |        |         | \$20,000           |                  | \$3,000         |
| Testing Allowance   | \$10,000                      |        | \$10,000         |        |         | \$10,000           |                  | \$0             |
| "Other" Signage Allowance (Wight Budget)                      | \$3,000                       |        | \$3,000          |        |         | \$3,000            |                  | \$0             |
| Design Contingency (0%)                                       | \$42,000                      |        | \$0              |        |         | \$0                |                  | \$0             |
| Construction Contingency (Converted to Lump Sum at Bid)       | \$0                           |        | \$5,023          |        |         | \$41,000           |                  | \$3,600         |
| Performance & Payment Bonds (1.25%)                           | \$8,740                       |        | \$1,256          |        |         | \$0                |                  | \$0             |
| O&P/Insurance (5.5%)  | \$49,857                      |        | \$5,759          |        |         | \$53,978           |                  | \$4,144         |
| <b>Sub-Total</b>  | <b>\$222,984</b>              |        | <b>\$15,037</b>  |        |         | <b>\$175,378</b>   |                  | <b>\$10,744</b> |
| <b>TOTAL PROJECT BUDGET</b>                                   | <b>\$1,062,730</b>            |        | <b>\$115,487</b> |        |         | <b>\$1,098,799</b> |                  | <b>\$83,094</b> |

| BASE BID ROA      |                 |
|-------------------|-----------------|
| BUDGET            | \$ 1,062,730.00 |
| BUDGET TOTALS     | \$ 1,062,730.00 |
| BID DAY BASE BIDS | \$ 1,098,799.00 |
| BID DAY TOTALS    | \$ 1,098,799.00 |
| BID DAY TOTAL     | \$ 1,062,730.00 |
| BUDGET TOTAL      | \$ 36,059.00    |

| BASE BID W/ALTERNATE 1A ROA                   |                 |
|---|-----------------|
| BUDGET  | \$ 1,062,730.00 |
| ALTERNATE NO. 1A (Change Out Garage Lighting) | \$ 115,487.00   |
| BUDGET TOTALS                                 | \$ 1,178,217.00 |
| BID DAY BASE BIDS                             | \$ 1,098,799.00 |
| ALTERNATE No. 1A (Change Out Garage Lighting) | \$ 83,094.00    |
| BID DAY TOTALS                                | \$ 1,181,893.00 |
| BID DAY TOTAL                                 | \$ 1,181,893.00 |
| BUDGET TOTAL                                  | \$ 3,676.00     |

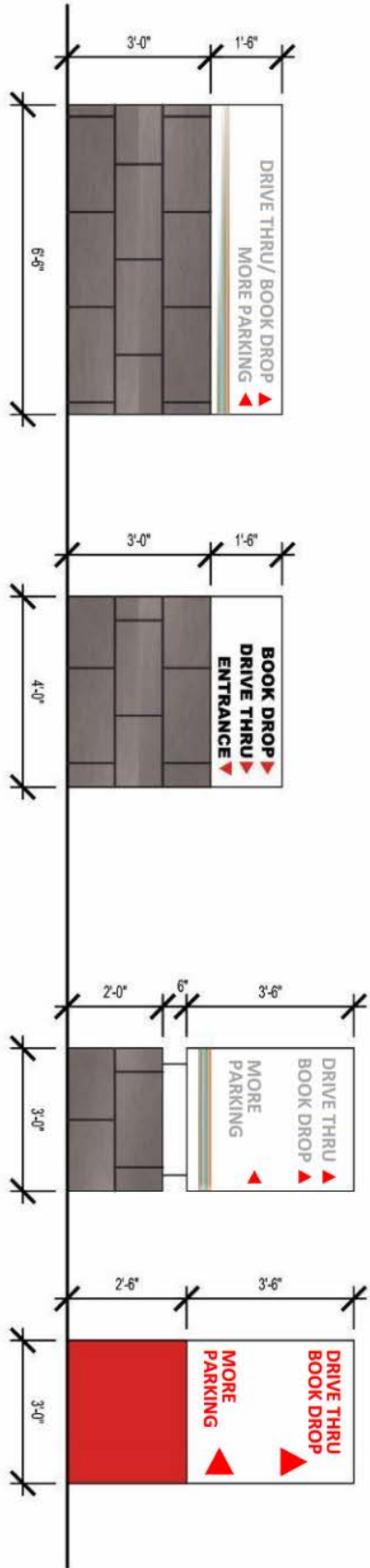
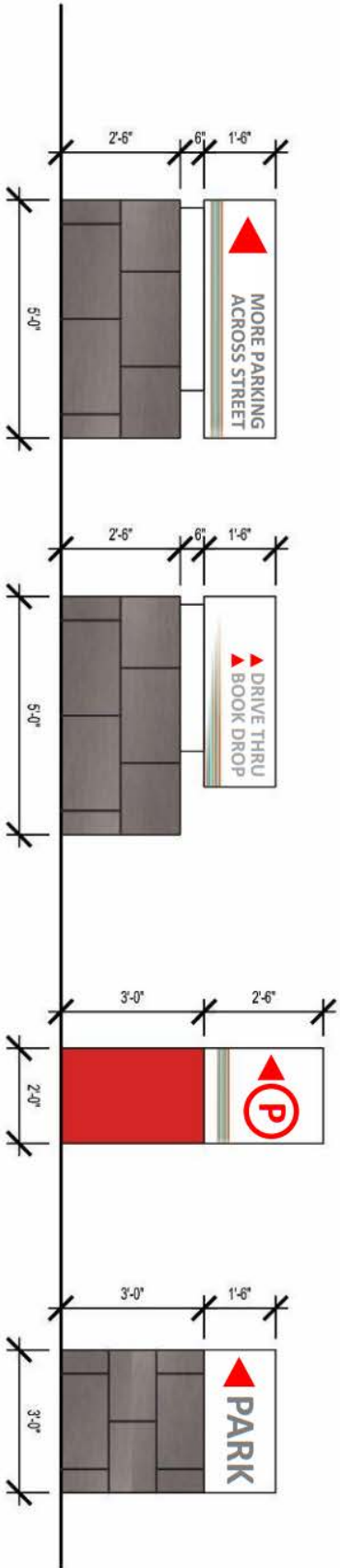
### Arlington Heights Memorial Library Parking/Garage Improvements Overall Phase Proposed Construction Schedule

| ID | Task Name                              | Duration       | Start              | Finish             | April | May | June | July | August | September |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
|----|--|----------------|--------------------|--------------------|-------|-----|------|------|--------|-----------|------|------|------|-----|------|------|------|-----|-----|------|------|------|-----|------|------|------|-----|------|------|------|--|--|--|--|--|--|--|--|
|    | <b>% Complete: 0%</b>                  | <b>120d</b>    |                    |                    | 4/2   | 4/9 | 4/16 | 4/23 | 4/30   | 5/7       | 5/14 | 5/21 | 5/28 | 6/4 | 6/11 | 6/18 | 6/25 | 7/2 | 7/9 | 7/16 | 7/23 | 7/30 | 8/6 | 8/13 | 8/20 | 8/27 | 9/3 | 9/10 | 9/17 | 9/24 |  |  |  |  |  |  |  |  |
| 4  | <b>Bidding</b>                         | <b>12 days</b> | <b>Mon 4/10/17</b> | <b>Tue 4/25/17</b> |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 5  | <b>Complete Permit Review</b>          | <b>20 days</b> | <b>Mon 4/10/17</b> | <b>Fri 5/5/17</b>  |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 23 | <b>Pre-Bid (7:00 a.m.)</b>             | <b>1 day</b>   | <b>Tue 4/18/17</b> | <b>Tue 4/18/17</b> |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 24 | <b>Bid Opening (9:30 a.m.)</b>         | <b>1 day</b>   | <b>Tue 4/25/17</b> | <b>Tue 4/25/17</b> |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 6  | <b>Bid Review Period</b>               | <b>10 days</b> | <b>Wed 4/26/17</b> | <b>Tue 5/9/17</b>  |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 7  | <b>Recommendations to AHML</b>         | <b>1 day</b>   | <b>Wed 5/10/17</b> | <b>Wed 5/10/17</b> |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 8  | <b>Notice to Proceed/Contracts</b>     | <b>5 days</b>  | <b>Thu 5/11/17</b> | <b>Wed 5/17/17</b> |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 9  | <b>Submittals/Material Procurement</b> | <b>12 wks</b>  | <b>Thu 5/18/17</b> | <b>Wed 8/9/17</b>  |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 12 | <b>Storefront Entry Modifications</b>  | <b>3 wks</b>   | <b>Thu 7/27/17</b> | <b>Wed 8/16/17</b> |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 3  | <b>Stamped Paving</b>                  | <b>2 wks</b>   | <b>Mon 8/7/17</b>  | <b>Fri 8/18/17</b> |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 13 | <b>Ceiling Systems</b>                 | <b>3 wks</b>   | <b>Mon 8/21/17</b> | <b>Fri 9/8/17</b>  |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 14 | <b>Painting</b>                        | <b>3 wks</b>   | <b>Mon 8/21/17</b> | <b>Fri 9/8/17</b>  |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 16 | <b>New Exterior Façade Framing</b>     | <b>1.5 wks</b> | <b>Mon 8/21/17</b> | <b>Wed 8/30/17</b> |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 20 | <b>Garage Standard Pavement</b>        | <b>1 wk</b>    | <b>Mon 8/21/17</b> | <b>Fri 8/25/17</b> |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 1  | <b>Exterior Lot/South</b>              | <b>4 wks</b>   | <b>Mon 8/28/17</b> | <b>Fri 9/22/17</b> |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 10 | <b>Lighting</b>                        | <b>2 wks</b>   | <b>Mon 8/28/17</b> | <b>Fri 9/8/17</b>  |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 2  | <b>New Exterior Façade Panels</b>      | <b>2 wks</b>   | <b>Wed 8/30/17</b> | <b>Wed 9/13/17</b> |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |
| 11 | <b>Signage</b>                         | <b>1 wk</b>    | <b>Mon 9/11/17</b> | <b>Fri 9/15/17</b> |       |     |      |      |        |           |      |      |      |     |      |      |      |     |     |      |      |      |     |      |      |      |     |      |      |      |  |  |  |  |  |  |  |  |



Project: AHML Overall Phases 040  
Date: Mon 4/3/17

Page 1  
Mon 4/3/17



**To:** Board of Library Trustees  
**From:** Jason Kuhl  
**Date:** May 12, 2017  
**Re:** Recommended Major Initiatives: 2017 - 2018

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At its April meeting, the Strategic Planning Committee reviewed a list of major initiatives recommend by the Library Management team for the remainder of 2017 and 2018 based upon a list of ideas generated by the committee and staff work groups.

A point of discussion by the committee was what adoption of the plan by the committee and board means. Specifically, there was concern that adoption or approval of the plan would imply full approval of each initiative or project contained in it. I want to clarify that is not the case or the intent. The purpose of the plan is to limit the scope of major initiatives that we explore during 2017 and 2018 and to ensure that the board is supportive of the proposed direction. We are looking for the board's assurance that:

- 1) none of these initiatives are non-starters in concept; and
- 2) there are no other major initiative(s) that the board would like to see us explore in addition to or in place of those outlined here.

As reflected in the motion at the end of this memo, the committee moved to support the continued exploration of these initiatives.

### **Brief Overview of the Process**

1. The Strategic Planning Committee held two brainstorming sessions to generate ideas for major initiatives that aligned with the library's vision and priorities.
2. Workgroups consisting of 21 individuals from throughout the library met to generate more ideas. A workgroup was assigned to each priority.

3. Steps #1 and #2 resulted in a list of 152 ideas
4. The groups then sorted the ideas by general ideas about the resources that will need to be devoted to each and grouped them into three categories based on that analysis:
  - **Significant long-term, resource-intensive projects:** Involve substantial planning, resources, and board involvement. Likely to take multiple years to plan and implement
  - **Medium projects:** Could take a full year or more to implement, involve changes to policy, communication to the public, etc.
  - **Short-term projects:** Completed in under a year with minimal resources, board involvement, communication to the public, etc.
5. The Library Management Team (all managers and administrators) reviewed the entire list and narrowed it to the attached list of recommended initiatives for the remainder of 2017 and 2018. The most important consideration in making these recommendations is the benefit to the public. Care was given to address gaps in our existing service. Once a slate of activities was identified based on these criteria, it was further narrowed to represent a portfolio of new initiatives that can reasonably be accomplished in the time-period under consideration without diminishing existing service too significantly.

### **Next Steps**

The Library Management Team's recommendation to the committee is attached.

As noted, our recommendation is based upon our view of:

- 1) what will be most impactful to the community based upon current needs and priorities; and
- 2) to a lesser extent, what can reasonably be accomplished in the specified time-period.

To the latter point, we believe this is a very ambitious slate of new initiatives that will require significant resources (both new and reallocated) to accomplish.

Once the board has taken action on the plan, we will assign a project lead for each item. The initial work of the project leads will be to determine more specifically what resources we need to accomplish each initiative. We hope to have that step completed by the end of June so we can incorporate the information into the planning of the 2018 budget and better weigh the benefits of each initiative relative to its costs. Each initiative will come through the committees and board for discussion and approval as appropriate before implementation.

As a reminder, we hope to work with a facilitator during 2017 and early 2018 to develop a full strategic plan that will go into effect in mid-2018 for budgeting and planning and 2019 for the start of implementation.

### **Final Thoughts**

Our recommendation is presented with a very brief description of the item and the most significant internal impact(s). These are by no means comprehensive. Each item on the list will have an impact on library resources in some way. Even those that might appear simple and straightforward come with a cost, as they will require resources (time, money, staff, advertising space, etc.) that are currently used for other things. Ultimately, that is why having the board's input and support for a plan is so important as we look to make decisions about how to allocate our limited resources.

Motion from committee: **The Strategic Planning Committee recommends the Board of Library Trustees supports library staff's exploration and advancement of *Recommended Major Initiatives: 2017-2018* as outlined.**



# Recommended Major Initiatives: 2017-2018

## Significant Long-term, Resource-intensive Projects

### 1. Expand and deepen Literacy/ESL/Citizenship/Immigrant Services program

We do not currently have a comprehensive strategy for our ESL services and how they relate to the rest of the library service and a broader need for service targeted to recent immigrants and those seeking citizenship. **Significant internal impact:** marketing resources, staff, space, budget.

### 2. Create a makerspace with a unique identity (e.g. Boombox, Bubbler, etc.)

This would have been incorporated into a branch location. **Significant internal impact:** marketing resources, staff, space, budget.

### 3. Create a defined space for tweens

We are making headway with this audience, but the lack of a specific space for this group that is not old enough for the Hub but too old to be excited by Kids' World is a major hurdle. **Significant internal impact:** marketing resources, staff, space, budget.

## “Medium” Projects

### 4. Create a “library of things” to circulate (tools, gardening supplies, cooking supplies, crafting supplies, etc.)

A key component of this initiative would be taking community input—particularly from underserved audiences—to inform what items to include. **Significant internal impact:** budget.

### 5. Expanded focus on residents who live in multifamily complexes

This could include working directly with apartment complexes to provide services to residents, holding programming there, and/or do targeted marketing and promotion. **Significant internal impact:** staff and budget.

### 6. Explore and, if feasible, implement the elimination of overdue charges

Because library overdue charges are negligible, they provide little incentive for most people to return their items on time, and disproportionately impact those individuals who are least in a position to pay them. This creates a barrier to service for those we are most trying to reach. Many libraries nationally, and several locally, have eliminated overdue charges. Please see the attached article from the most recent *Library Journal*. **Significant internal impact:** budget.

**7. Offer passport service**

The post office is currently the only place in Arlington Heights to obtain a passport, and scheduling is difficult and inconvenient. We often receive inquiries from the public as to why we do not offer a passport service. Many libraries have started offering this service and reported that in addition to the benefit to the public, it has become a solid revenue stream. **Significant internal impact:** staff.

**8. Become a Family Place library**

The Family Place Libraries initiative promotes a national model for transforming public libraries into welcoming, developmentally appropriate early learning environments for very young children, their parents and caregivers. Libraries interested in becoming Family Place libraries are required to send a librarian and an administrator to a three-day training institute and to participate in seven hours of online training. Within 18 months, the library is expected to implement the program to the satisfaction of a member of their national staff who will visit the library. Additional information is attached. **Significant internal impact:** budget.

**9. Pilot and expand user driven and designed programs to lean on the community for content and tie into community passions and skills**

This fundamental shift in how we create programming—by programming with the community and not for them—is a key to increased connection and impact. More user driven programs will strengthen relationships of residents with the library and with each other, and can even assist us in broadening the scope of our work toward Inspiring Understanding. **Significant internal impact:** marketing resources and staff.

**10. Begin an Artist in Residence series**

Inviting working artists to collaborate with AHML “in residency” will allow us to create custom, hands-on program content that connects many ages and audiences through similar experiences and inspires creativity. It is also a great opportunity to affirm our commitment to the arts by telling the library’s story as it relates to each different artist and experience presented. **Significant internal impact:** marketing resources and staff.

**11. Increase bookmobile service**

In particular, we would focus on using the bookmobile for programs and events in the community and adding regular routes on weekends. This would require adding staff, particularly those with commercial driver’s licenses. **Significant internal impact:** staff.

**12. Signage in other languages**

We would need to determine which signs and which languages. **Significant internal**

**impact:** budget.

**13. Focus on relationship with Latino community**

Would focus outreach efforts on this underserved and growing community. **Significant internal impact:** staff and budget.

## Short-term Projects

**14. Maximize social media presence**

Could include expanding to more sites and posting more regularly to drive program interest and tell the library's story. **Significant internal impact:** staff.

**15. Create a special needs collection**

We have applied for a \$10,000 grant to begin this collection. **Significant internal impact:** budget.

**16. Increase storytimes at AHML and off site on weekends and evenings**

Could involve an increase in staff hours. **Significant internal impact:** staff and budget.

**17. Library card signup initiatives**

Currently, we do not have any organized library card sign up initiatives during the year. **Significant internal impact:** marketing resources, staff, and budget.

**18. Increase copy to hold ratio for A/V items**

We have been slowly working toward this, but recommend doing it fully. **Significant internal impact:** budget.

**19. Evaluate world languages collection and explore expanding languages/types of material**

Could involve new sources from which to purchase material, new furniture, etc. **Significant internal impact:** space and budget.

**20. Develop a process for customer curated adult picks**

We recently began offering a similar service for youth material. **Significant internal impact:** little.

**21. More after-hours events**

There are many types of events that are best presented after hours on weekends. **Significant internal impact:** staff.

**22. Promotional materials in other languages**

Would need to identify the materials and the languages. **Significant internal impact:** staff and budget.

**23. Fine forgiveness**

This would start everyone with a “clean slate” and would also be a first step in a program to eliminate overdue charges. **Significant internal impact:** budget.

## Executive Director's Report May 2017

### Facilities and Operations

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#### Circulation News

- In April 2017, our total circulation was 169,891, which was a 9.3% decrease from April 2016. Year to date circulation is down 3.6%.
- Our self-check stations were used to check out 65.8 % of all items in the main library, which was a 2.6% increase over April of 2016.
- Kids and Adult video game circulation was down 23% and 14.7% respectively from last April. We will continue to monitor if this is a trend, which could be due to the increased popularity of mobile and online gaming.

#### New Digital Offerings

We are among the first public libraries nationwide (and the first in the area) to offer **Kanopy**—an on-demand video streaming service that offers primarily educational films and documentaries, as well as a few specialty collections like the Criterion Collection.

We have also added an **Acorn TV** subscription to our Roku. Acorn is a British TV streaming app offering shows like Doc Martin, Murdoch Mysteries, and Poirot.

#### Holds Ratios

In response to last fall's customer satisfaction survey, we changed the DVD and Blu-ray holds-to-copy ratios to 6-to-1 (previously, the ratio was 8-to-1). This means that customers in the hold queue will get a copy of a popular movie more quickly. We will continue to adjust to balance customer needs and budget constraints, keeping in line with industry best practices.

#### AARP Tax Appointments for Seniors

In April, we concluded AARP tax appointments for 2017. We assisted 320 customers, 31% more customers than in 2016.

*"As a taxpayer I am pleased that the library offers this service. The AHML staff was accommodating and organized. The AARP volunteers were hardworking and explained everything so well. I am so thankful. Please continue this service next year."*

**Bike Locks**

We made bike locks available for checkout earlier this month. Last summer, a number of customers had asked if we offered these, so we are now prepared to say 'Yes, we do!' Two locks were checked out during the first week.

**Grants and Development**

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**Public Sector Energy Efficiency Rebate**

Because of the installation of our three new high efficiency boilers, we were awarded a rebate of \$60,375 from the Illinois Department of Commerce & Economic Opportunity Office of Energy & Recycling as part of its Public Sector Energy Efficiency program.

**Best Buy Digital Literacy Grant**

It was determined that the library does not qualify for a \$10,000 Best Buy Digital Literacy Grant. Grant proposals we had been discussing included working with Miner School to deliver targeted programming to students with disabilities or robotics fabrication or digital media production with ELL students in District 214. Though the library does not qualify on its own, we will explore applying as part of a partnership if the grant is offered in 2018.

**Vernon Library Grant for English Proficiency**

We are researching if the library's tax exempt status is acceptable to apply for a Vernon Library Grant of up to \$5,000 for programs that help new immigrants achieve English literacy and proficiency.

**New Tool for Researching Grants**

In April, we subscribed to a database called Pivot, a major resource for researching grants

and funding opportunities. Pivot's licensing permits access to the public, so a link has been added to the library's research/database page. Customers can use Pivot to research grant sources for organizations, small businesses and individuals. AHML staff (those with ahml.info email addresses) have the added benefit of being able to create a profile to keep track of potential funding sources, etc.

### Illinois Library Association Awards

The deadline for Illinois Library Association awards nominations has been extended. At least one nomination for an AHML staff member has been submitted.

## Inspiring Understanding

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Work relating to Inspiring Understanding in April:

- **Summer newsletter column** - My summer newsletter column revisits the Inspiring Understanding theme with the public, tying in concepts of 2017 Summer Reading theme, "Build a Better World"
- **Inspiring Understanding web page to launch** -- A static page affirming our commitment to inclusion, diversity, and Inspiring Understanding will launch May 22, ahead of summer newsletters arriving in homes and businesses.
- **Increased focus on Spanish-speaking families:**
  - Two outreach visits at Forest View Educational Center
  - Participation in District 214's Bilingual Parent Night
  - Week of the Young Child Community Expo, where staff engaged 50 customers in Spanish
  - Spanish language library tour for teens being served by Heartland Alliance
  - We are reallocating hours from a vacant position toward a Specialty Info Services Advisor (Bilingual – English/Spanish).
- **Staff learning**
  - A group of managers and supervisors have begun exploring Cultural Intelligence (CQ) through a series of Urban Library Council webinars.
  - Key program staff are participating in ALA's Library's Transforming Communities initiative, learning the tools for effective dialogue-based

programming through webinars. This will culminate in a pre-conference at ALA Annual Conference in June and be developed into a training for all program staff.

- **Cultural programming** - Book Fiesta celebrated children and books on El Día de Los Niños/El Día de Los Libros (Children's Day/Book Day)

## Programs

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### Peter Brown Author Visit

During his four-day trip to Arlington Heights, award-winning author and illustrator Peter Brown presented to **3,720 students** at eleven schools, comprising our furthest author reach into schools. District 25 enthusiastically promoted Peter's visit on social media, and District 59, District 21 and two private schools - St. James and Our Lady of the Wayside - were grateful to participate. Peter also reached an eager audience of 228 in the library's Hendrickson Room, and signed hundreds of books during his visit. When asked about the value of author visits, we learned:

From our school librarian partners:

*"There is an unmeasurable amount of value that comes with an author visit. We plan and prep for months with students before hand. They get excited, invested in reading the books, and truly enjoy the time they get with someone "famous" that they KNOW through his or her books."*

*"[Author visits] bring authenticity to much of what we teach - the process of creating, writing, editing, etc. It puts a face to a name and brings the books alive for the students. The stories author's tell always resonate."*

From families attending the library event:

*"My son and I are huge Peter Brown fans!! It was an excellent evening. We loved his connections to his early childhood art and how this influenced him becoming a children's book author/illustrator. It meant a lot to my son!!! Thank you very much!!!"*

*"Excellent presentation! I loved the visuals, sound effects and insight into the books. Great variety of presentation techniques as well: reading a book, showing how to draw the robot, and background behind each book with visuals. It was very engaging!"*



Following Peter's visit, the library hosted a Tween discussion of his first chapter book, *The Wild Robot*. The group had a great time discussing, making perler bead robots, snacking and drinking a special robot snack."



### **Sew a Bunny**

Once again, hand-sewing for tweens was a success. Twenty tweens learned knot-tying basics as well as how to whipstitch, then made colorful felt Peep bunnies.

**LEGO Tower Building** - More than 60 attended this STEM building event, challenging them not only to build a tower, but to develop strategies to prevent it from falling down. A testing station was developed to see if each building could withstand an earthquake. Staff helped kids test and then measure their building. Participants could improve their structure if it didn't hold up after the shaking, encouraging critical thinking and problem solving, all while having fun with Legos.

### **Eth-Noh-Tec**

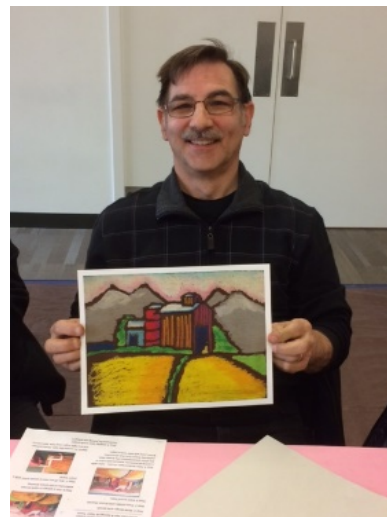
Our Saturday Evening Family programming series presented Eth-Noh-Tec, an award-winning mixture of music and storytelling. The mythological stories and folktales performed are based in Pan-Asian mythology and their message of inclusion and acceptance for all engaged all ages in attendance.

### **Creative Aging Programs**

We held *Art with Alayne* in April. The program was developed with the goal of providing older adults, with no prior art experience, the opportunity to engage in creative activities.

In our initial class of 20 students, 15 students responded to our survey and 14 surveyed said they learned a new skill they would use in the future.

*“One of the best programs I have attended at AHML in the 24 years I have been coming.”*



### **Book Fiesta**

This multicultural family program celebrated children and books on El Día de Los Niños/El Día de Los Libros (Children’s Day/Book Day). 263 attendees enjoyed sampling cookies from around the world, hearing bilingual stories in Spanish, Polish, Greek, German, and Korean, and engaging in games and art activities celebrating books and a variety of cultures. One customer commented that she really appreciates the library offering children’s

programming in other languages and creating opportunities to celebrate and learn about other cultures and experiences.

### **National Poetry Month Highlights:**

#### **Color Poems**

Nine K-1<sup>st</sup> graders celebrated National Poetry Month with poetry games and a lesson in color poems - accordion style books of poetry.

#### **Poetry and Pie**

2<sup>nd</sup> and 3<sup>rd</sup> graders gathered to read poems by Shel Silverstein and Jack Prelutsky, make acrostic poems, decorate their creations, and enjoy cherry pie. Participants brought a great combination of literacy skills and creativity resulting in entertaining poems.

#### **Open Mic Night: Poetry Edition**

The epitome of an intergenerational experience, participants at April's Open Mic Night ranged in age from 4 to 92, and everybody contributed. Published poet and artist, Anna Blankenberger, served as emcee, enthusiastically promoting the value of poetry. Some participants recited personal, hand-written poems while others opted to perform poems from the books on display.



#### **Sound Opinions on Bob Dylan**

Jim DeRogatis and Greg Kot, hosts of nationally broadcast Sound Opinions, returned to Metropolis Performing Arts Center for another successful music event. 274 attendees arrived eager to spend an evening exploring iconic Bob Dylan as songwriter and poet. The topic and hosts attracted a broad range of age groups, and the questions asked by the audience were thoughtful, engaging and challenging - all were excited and thanked us for bringing such high caliber programming.

*"Didn't realize we had such great presenters local to Chicago. Hope you can do more of these!"*

*"A four-star effort by the staff of the AHML; on-site staff was uniformly tremendous; utilization of the Metropolis definitely adds topspin to AHML initiatives like that and gives the tax-paying residents of Arl Hgts a sense of proper value for our dollars."*

*"Keep doing it. I love living in a town that offers so much. I love learning. Thank you!"*

**Breakbeat Poets with Kevin Coval**

Intended to be a performance from his book *Breakbeat Poets*, hip-hop poet, author, and founder of Louder Than a Bomb, Kevin Coval improvised to create a more intimate workshop. In this setting, he invited all participants to introduce themselves, facilitated a discussion about hip-hop and poetry, and led a writing exercise in which attendees wrote an ode - then every participant shared theirs without hesitation. Customers who arrived with little knowledge of hip-hop left and empowered by its positive culture. Daily Herald's Eileen O. Daday participated in much of the workshop, resulting in a thoughtful story in the *Daily Herald*.

Days later, Kevin appeared on *The Daily Show with Trevor Noah*, reinforcing this as an excellent example of the innovative programming we are aiming for as a library and community space.

**Verse Journalism Workshop**

This workshop delivered by SAIC Writing faculty, Quraysh Ali Lansana, focused on poetry technique created by Pulitzer Prize winner Gwendolyn Brooks. The 11 participants (one teen) were at first hesitant to participate, but all were engaged and participatory by program end. The workshop touched on topics of racism, gun violence, and media bias and guided participants through a process for “reporting” the news through a poem, including using a variety of perspectives. A powerful video exploring racism and media bias got participants writing and talking. Several

stayed afterward to chat with the instructor, and gave positive feedback.



*“Great to learn something new. I am going to pass along his info to the high school. I think it would be a great program for District 214.”*

### **Earth Week highlights:**

#### **Make Your Own Black Gold**

Customers enjoyed learning how to turn kitchen waste into life-giving compost. Lynn Bement, the Compost Queen, was able to simplify the complex process for attendees. Customers found her engaging presentation style encouraging and highly informative.

*“Learned a lot about environmental issues that we all can help with.”*

#### **The Buzz About Beekeeping!**

Thirty-six people attended an engaging informational program with local beekeeper Hans Burkert. Audience interest was demonstrated during a Q&A session that lasted 40 minutes. Attendees also enjoyed a honey tasting and stayed to talk to one another for a long time - a sign of a great experience.

#### **Create a Crafty Clutch**

Twenty-six crafters gathered to upcycle magazines into useful clutch bags. In addition to a sense of environmentally friendly accomplishment, participants enjoyed immersing themselves in conversation with one another - some exchanging information so they can attend future programs together. Though targeted to teens

and adults, several children participated, working with their parent to craft a clutch together. All requested more craft projects.

*“Please have more adult craft programs on Saturdays and Sundays in the afternoon”*

*“I greatly appreciate the fact that I could participate with my 8 year old daughter - it was fun mother/daughter activity.”*



## In the Community

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### Oculus Demonstrations at High Schools

We demoed Oculus at Rolling Meadows High School, Buffalo Grove High School, and John Hersey High School this month. Students were able to explore the Oculus, learn about how it works, and learn how they can use it in the library.

### Harper College Career Expo

We attended the Harper College's Career Expo earlier this month where we demoed various library tech, including some of our robots.

### Arlington Heights Chamber of Commerce Business Builder Event

We made connections at the Business Builder Chamber of Commerce event on April 26. These networking and informational meetings give businesses in Arlington Heights the opportunity to learn more about the business landscape, problem solve, conduct referrals and more.

### Earth Day Fair at Olive Mary Stitt School

We delivered a drop-in outreach program at the Earth Day Fair at Olive Mary Stitt School. 120 people visited our station where a scientist talked with students and their parents via Skype about the science of composting. Students also received a composting kit with a live worm.

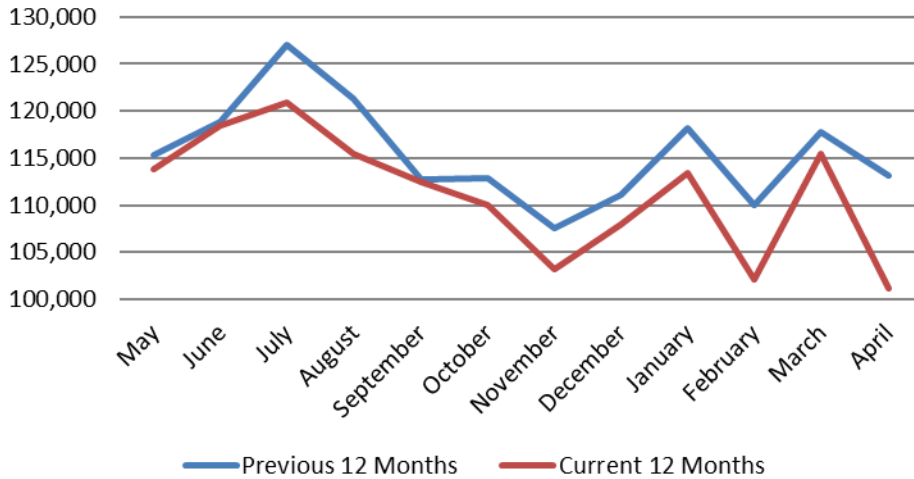


### AHML - DASHBOARD - APRIL 2017

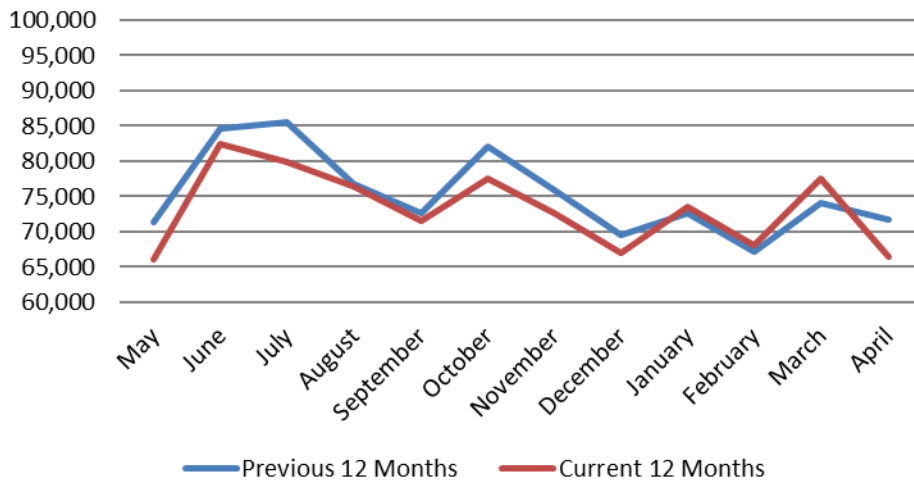
|   | Apr 2017 | Apr 2016 | % change<br>from last Apr | Jan 2017-<br>Apr 2017 | Jan 2016-<br>Apr 2016 | % change<br>from last YTD |
|---|----------|----------|---------------------------|-----------------------|-----------------------|---------------------------|
| Total circulation                       | 169,891  | 187,227  | -9%                       | 726,516               | 753,975               | -4%                       |
| Adult circulation                       | 101,080  | 113,091  | -11%                      | 431,998               | 459,202               | -6%                       |
| Teen circulation                        | 2,334    | 2,414    | -3%                       | 8,817                 | 9,159                 | -4%                       |
| Children circulation                    | 66,477   | 71,722   | -7%                       | 285,701               | 285,614               | 0%                        |
| Print book circulation                  | 86,100   | 92,929   | -7%                       | 356,186               | 369,879               | -4%                       |
| Audiovisual circulation                 | 60,899   | 68,600   | -11%                      | 259,487               | 278,648               | -7%                       |
| Downloadables circulation               | 14,787   | 16,322   | -9%                       | 75,892                | 68,927                | 10%                       |
| Self-check as % of main floor circ      | 66%      | 63%      | 3%                        | 65%                   | 63%                   | 2%                        |
| Circulation to reciprocal borrowers     | 11,114   | 8,867    | 25%                       | 45,547                | 33,755                | 35%                       |
| ILLs borrowed for our customers         | 412      | 500      | -18%                      | 1,600                 | 1,977                 | -19%                      |
| ILLS lent to other libraries            | 617      | 787      | -22%                      | 2,759                 | 3,226                 | -14%                      |
| Resident cards issued                   | 329      | 327      | 1%                        | 1,437                 | 1,421                 | 1%                        |
| Reciprocal cards registered             | 178      | 223      | -20%                      | 808                   | 902                   | -10%                      |
| Reference questions                     | 15,614   | 16,098   | -3%                       | 64,728                | 63,610                | 2%                        |
| Number of Programs                      | 274      | 261      | 5%                        | 1,030                 | 1,018                 | 1%                        |
| Program attendance                      | 13,480   | 7,917    | 70%                       | 47,740                | 34,706                | 38%                       |
| First-time attendees at programs        | 197      | 301      | -35%                      | 1,126                 | 1,144                 | -2%                       |
| % of target audience attending          | 64%      | 61%      | 3%                        | 58%                   | 66%                   | -8%                       |
| % of progs meeting target audience #    | 80%      | 98%      | -18%                      | 85%                   | 84%                   | 1%                        |
| Public computer use                     | 10,742   | 11,072   | -3%                       | 43,609                | 41,279                | 6%                        |
| Website visits                          | 103,984  | 94,423   | 10%                       | 431,110               | 425,129               | 1%                        |
| In-person visitors                      | 82,499   | 87,684   | -6%                       | 357,874               | 351,426               | 2%                        |
| Marketplace - % of adult coll / of circ | 9% / 35% | 9% / 34% | 0% / 1%                   | 9% / 35%              | 8% / 34%              | 1% / 1%                   |
| Kids' Mktplace - % of KW coll / of circ | 5% / 17% | 5% / 15% | 0% / 2%                   | 5% / 16%              | 5% / 15%              | 0% / 1%                   |
| Volunteer hours                         | 2,345    | 2,538    | -8%                       | 9,275                 | 9,632                 | -4%                       |



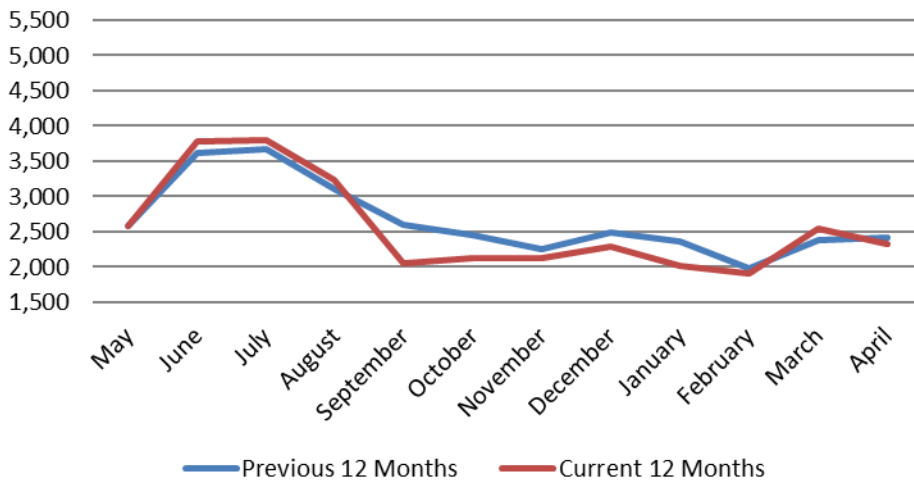
### Adult Circulation



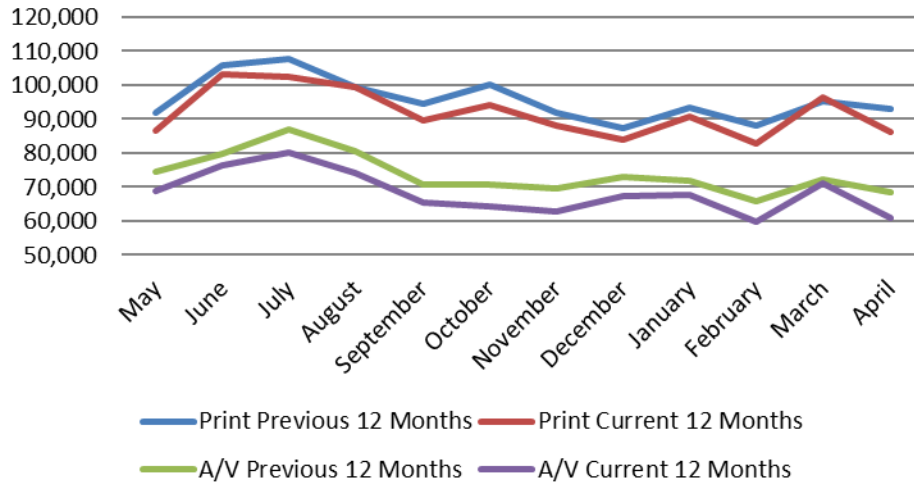
### Children's Circulation



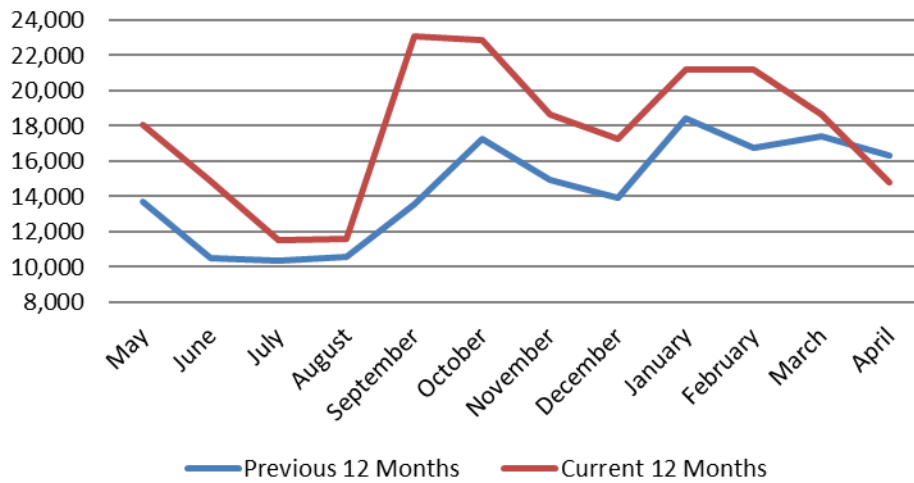
### Teen Circulation



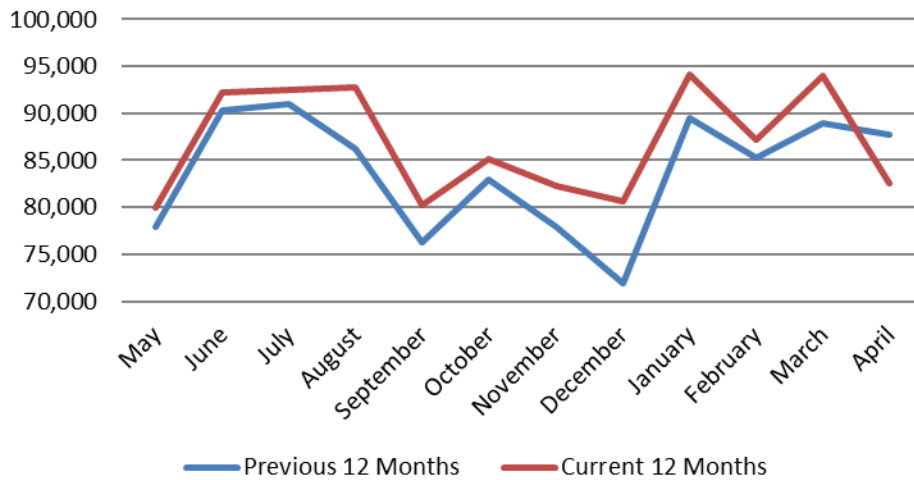
## Physical Circulation

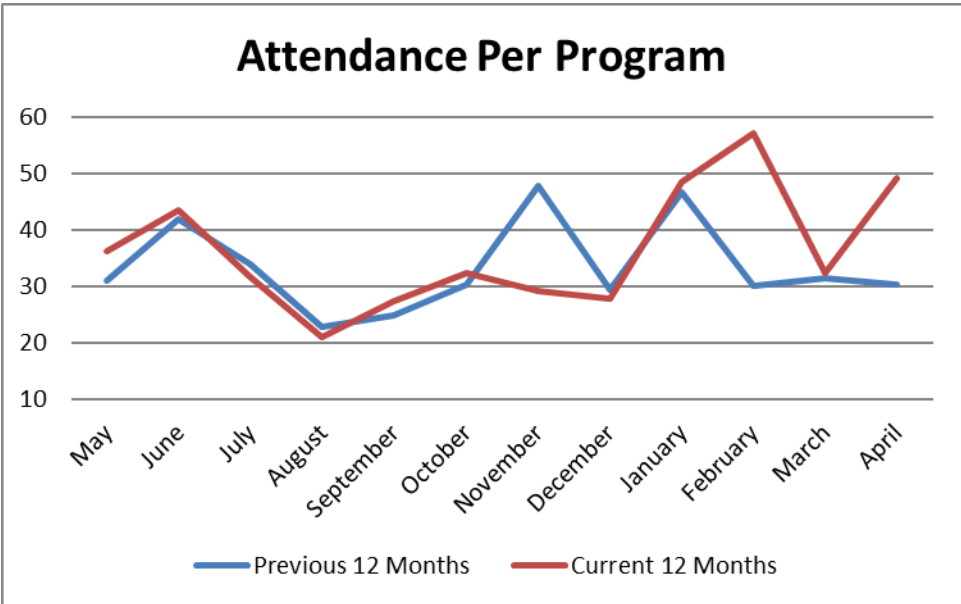
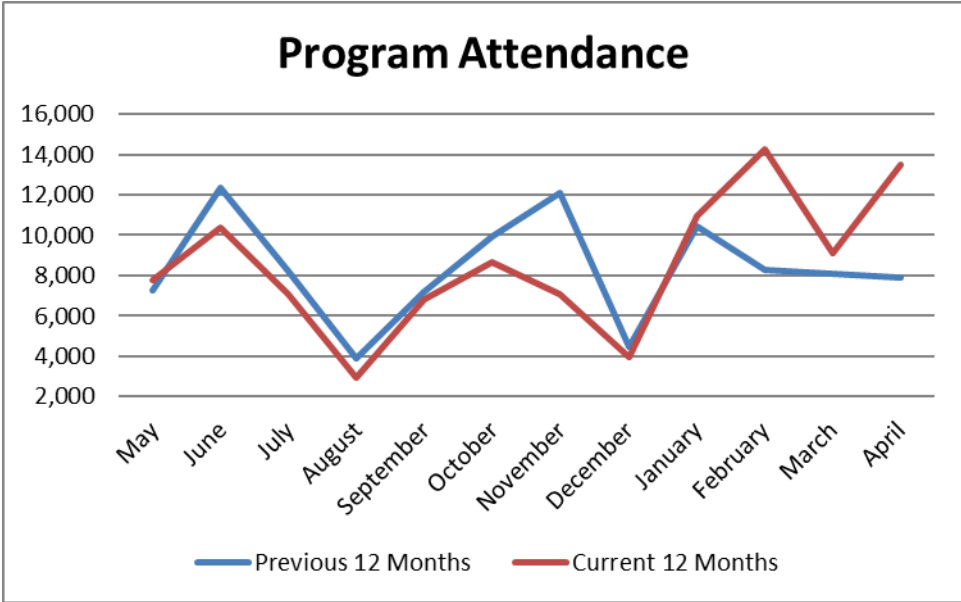
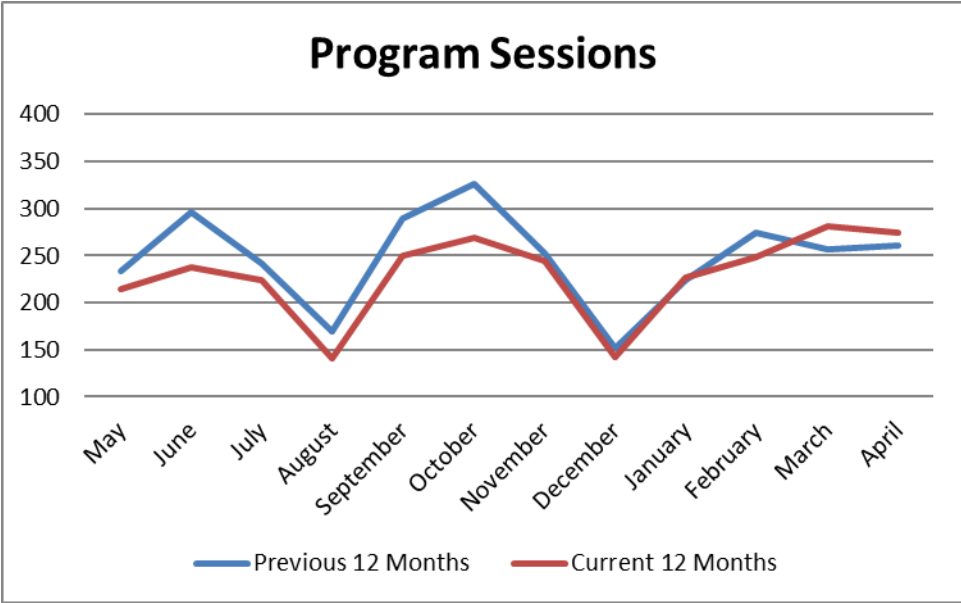


## Downloadables Circulation

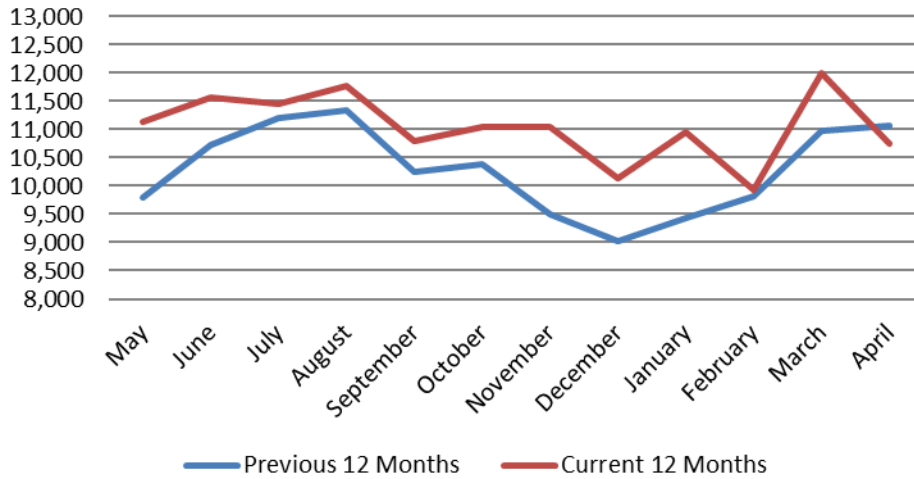


## In-person Attendance

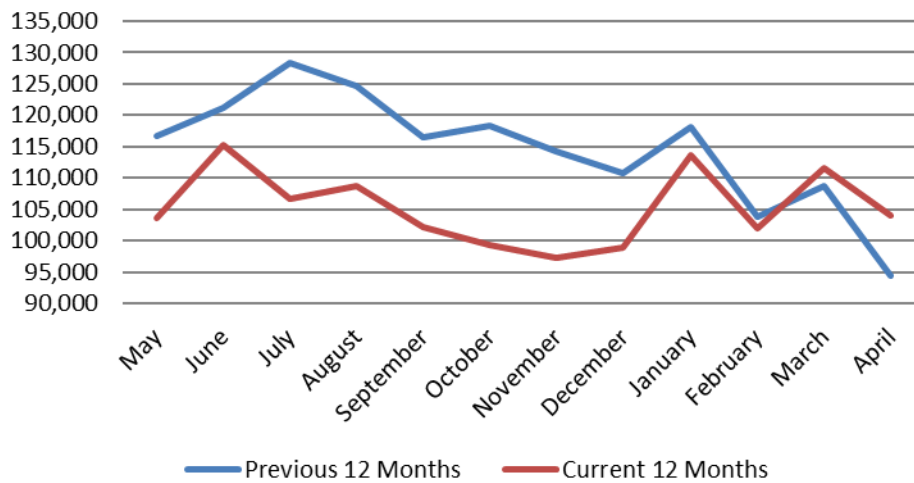




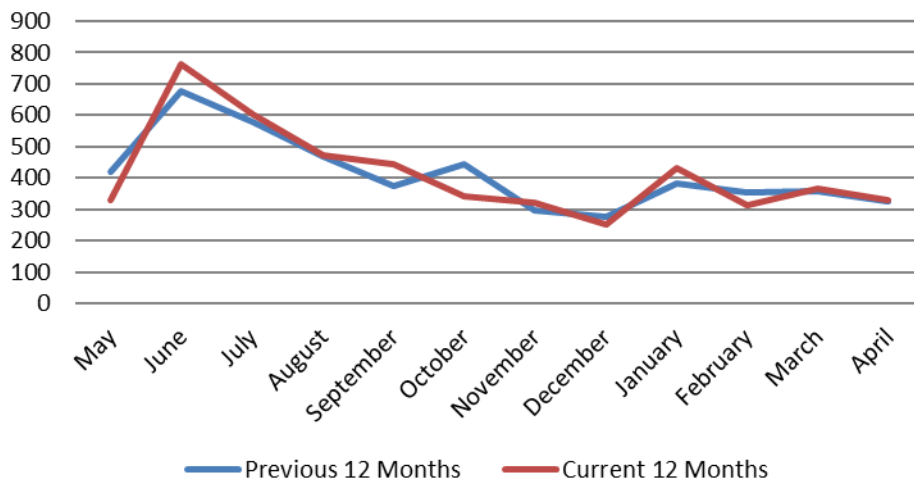
## Public Computer Use



## Website Visits



## Resident Library Cards Issued



# Reference Questions

