

**BOARD OF LIBRARY TRUSTEES**

**7:30 P.M.                    TUESDAY, NOVEMBER 15, 2016 BOARD ROOM**

**- AGENDA -**

- I.     CALL TO ORDER
- II.    ROLL CALL
- III.   PUBLIC COMMENT
- IV.    APPROVAL OF THE MINUTES OF THE JOINT MEETING  
OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD  
OF COMMISSIONERS AND THE BOARD OF LIBRARY  
TRUSTEES OF OCTOBER 15, 2016 (Action Item 1)
- V.     APPROVAL OF THE MINUTES OF THE REGULAR BOARD  
MEETING OF OCTOBER 25, 2016 (Action Item 2)
- VI.    REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD  
ENDED OCTOBER 31, 2016 (Item 3)
- VII.   REVIEW OF THE CHECK REGISTER FOR THE PERIOD  
ENDED OCTOBER 31, 2016 (Action Item 4)
- VIII.  EXECUTIVE DIRECTOR'S REPORT
- IX.    UNFINISHED BUSINESS
- X.     NEW BUSINESS

- STAFF PRESENTATION – INCREASING LIBRARY USE AMONG RESIDENTS LIVING IN THE SOUTHERN PART OF ARLINGTON HEIGHTS (Item 5)

A presentation of an action plan for increasing use of the library by those living in the southern part of the Village.

- APPROVAL OF FY2017 PER CAPITA GRANT APPLICATION (Action Item 6)

A review of the draft Illinois State Library FY2017 Public Library Per Capita Grant application.

XI. COMMITTEE REPORTS (As appropriate)

(A) BUILDING (Trustee Unumb)

(B) FINANCE (Trustee Zyck)

(C) HUMAN RESOURCES (Trustee Zyck)

(D) POLICY (Trustee Nelson)

- LOCAL GOVERNMENT EXPENSE CONTROL ACT (Action Item 7)

Introduction of Resolution 16-06 in accordance with the Local Government Expense Control Act and changes to Policy 1.105— MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND CONFERENCE ATTENDANCE to indicate compliance with the Act.

- STRATEGIC PLANNING COMMITTEE MEMBERS (Action Item 8)

Discussion of the effectiveness of the current composition of the Strategic Planning Committee with respect to administrative staff being included as voting members.

(E) STRATEGIC PLANNING (Trustee Brody Garkisch)

- XII. FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)
- XIII. OTHER
- XIV. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (5) TO DISCUSS THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY
- XV. ITEM(S) FROM CLOSED SESSION FOR ACTION
- XVI. ADJOURNMENT

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

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

MINUTES OF THE JOINT BOARD MEETING  
BETWEEN  
ARLINGTON HEIGHTS PARK DISTRICT  
AND  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
Arlington Lakes Golf Club  
1211 S. New Wilke Dr., Arlington Heights, IL  
October 15, 2016  
8:30 a.m.

DRAFT

Meeting was called to order at 8:35 a.m. by Park Board President Leno.

In attendance from the Arlington Heights Park District:

Commissioners Present

Tim Gelinias  
Myles Naughton  
Rob Nesvasil, Vice President  
Maryfran Leno, President

Commissioners Absent

W. Ploger

Staff Present

Rick Hanetho, Executive Director; Brian Meyer, Director of Recreation and Facilities; Cheryl Mosqueda, Director of Finance and Personnel; Division Manager of Recreation Facilities, Steve Neill

In attendance from the Arlington Heights Library:

Trustees Present

Debbie Smart, President  
Deborah Nelson, Vice President/Secretary (8:57 a.m.)  
Carole Medal  
Marianthi Thanopoulos  
David Unumb  
Greg Zyck, Treasurer

Trustees Absent

Joan Brody Garkisch

Staff Present

Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Deb Whisler, Communications and Marketing Director

Library Expansion of Services:

Executive Director Kuhl shared that the Library is constantly assessing and exploring ways to expand its reach to the people they serve. There are no immediate plans for brick-and-mortar expansion as the Library continues to monitor and evaluate the changing demographics of the community.

Park District Board President Leno shared the Park District interest in collaborating with the Library if and when expansion plans become formalized. President Leno also shared the importance of collaborative planning as early as possible in the process. As a long range planning consideration, President Leno suggested Frontier Park as a possible location for the library to expand services.



Discussion continued summarizing various partnerships and collaborative efforts that have been successful. Several members of both boards and staff emphasized the importance of communicating and messaging our joint efforts to the public. Staff should investigate a joint branding strategy for our collaborative efforts.

Park District Board President Leno summarized the meeting with the following:

1. Continued focus on enhancing and expanding collaborative programming and services.
2. Explore efforts to brand and message our partnership to expand the awareness, impact, and benefits to the community as a whole.
3. Proactive communication related to opportunities to expand collaborative efforts related to long range planning and expansion of services for both organizations.
4. Consider revisiting the past agreement with Historical Museum and Historical Society.

Library Board of Trustee and President Debbie Smart shared information regarding the Library's third annual *One Book One Village* community wide reading program.

On behalf of the Library Board of Trustees, President Smart wished the Park District good luck as 2016 National Gold Medal Finalist and emphasized the strong history of cooperation and collaboration between the two organizations.

ADJOURNMENT

With no further business the meeting adjourned at 9:49 a.m.

---

Maryfran H. Leno, President  
Board of Commissioners  
Arlington Heights Park District

---

Richard A. Hanetho, Secretary  
Board of Commissioners  
Arlington Heights Park District

---

Date Approved

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, OCTOBER 25, 2016.**

10.16.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, October 25, 2016, at 7:30 p.m. by President Debbie Smart.

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

Absent: None.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Diane Schultz, Director of Human Resources; Michael Kelly, Director of Finance; Sarah Shaw, Digital Services Manager; Diane Accurso, Public Information Editor; Janet Moravec, Business Office Administrator; Karen Cullotta, Chicago Tribune; Jeanne M. Filipp, Resident.

10.16.03 There was no **PUBLIC COMMENT**.

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

10.16.05 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF OCTOBER 17, 2016 (Action Item 2)**. Trustee Nelson seconded. With Trustee Brody Garkisch abstaining, all were in favor and the minutes were approved as amended.

10.16.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2016 (Item 3)** – Mr. Kuhl reported 75% of the year has lapsed and cash equivalents for September were \$20,519,384; last year cash equivalents were \$18,689,611. Real Estate Taxes received in September were just over \$78,000 bringing the total tax revenues received to date to 98.9% of the budgeted tax revenues for the year. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

10.16.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2016 (Action Item 4)** – Mr. Kuhl provided information in response to trustees' questions about individual expenditures.

Trustee Unumb moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED SEPTEMBER 30, 2016, IN THE AMOUNT OF \$1,389,612.74**. Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: none. The motion carried.

10.16.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted a newly approved Cook County Board ordinance requiring that all employees earn sick time; installation of the new library sign; tween programming; District 214 Newcomer Center partnership; and staff involvement at the recent Illinois Library Association annual conference.

10.16.09 **UNFINISHED BUSINESS**

- **AMENDED APPROVAL OF CHECK REGISTER DATED APRIL 30, 2016**

(**Action Item 5**) – Mr. Kuhl explained at the May meeting, the board approved the check register dated April 30, 2016 in the amount of \$1,116,836.70. The third payroll disbursements that occurred on April 29, 2016 were included on the summary sheet but were not included in the total the board approved. An amended motion was passed with the corrected total.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED APRIL 30, 2016 IN THE AMOUNT OF \$1,382,550.64 AMENDING THE ACTION TAKEN AT THE MAY 17, 2016 MEETING AND REFLECTIVE OF THE CORRECTED TOTAL.**

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

10.16.10 **NEW BUSINESS**

- **AUTHORIZATION TO EXTEND HOURS OF SERVICE – POLICY 5.001**

(**Action Item 6**) – Mr. Andrykowski explained with initial studies beginning in 2013, staff completed a study of customer use during the extended hours pilot. After a six-month pilot period staff observed strong use of the library during the six additional hours of weekend service. Considering the observed and potential impact of the additional hours of direct service to the community, and considering that cost could be managed within the current planned budget, staff recommended the six hours be permanently added to Policy 5.001 Hours of Service.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE EXTENDED WEEKEND SERVICES HOURS AND AMENDS POLICY 5.001 HOURS OF SERVICE ACCORDINGLY.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

10.16.11 **COMMITTEE REPORTS**

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

(**B**) **FINANCE (Trustee Zyck)** – Trustee Zyck reported the committee met most recently on Thursday, September 29.

- **PROPOSED 2016 TAX LEVY (Action Item 7)** – Trustee Zyck reported the committee is proposing a 0% increase over the extended 2015 levy, in the amount of \$13,830,091. The board reviewed the truth in taxation calculation which identifies how the library levy will be presented in the Village of Arlington Heights documentation.

The Finance Committee recommends **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2016 TAX LEVY IN THE AMOUNT OF \$13,830,091.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: none. The motion carried.

- **ADOPTION OF 2017 BUDGET (Action Item 8)** – Trustee Zyck reported the committee met on September 22 and 29 to review the budget. The 2017 budget, dated September 29, 2016, was reviewed by the full board at its special meeting on Monday, October 17.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2017 BUDGET AS PRESENTED.** Trustee Nelson seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: none. The motion carried.

- **REPORT ON STATUS OF NON-DESIGNATED DONATIONS (Action Item 9)** – Mr. Kuhl identified a desire to better track and utilize cash donations to the library by individuals and organizations. He discussed a mechanism which would allow for donated funds to be used and recognized more meaningfully and provide a small source of funding for items not typically purchased with tax dollars.

After discussion, the item was referred to the Policy Committee for further review.

**(C) HUMAN RESOURCES (Trustee Zyck)** – Trustee Zyck reported the committee met immediately prior to the regular October board meeting.

- **BEREAVEMENT AND PERSONAL LEAVE AND OVERTIME AND COMPENSATORY TIME POLICIES (Action Item 10)** – Ms. Schultz shared information regarding a new law in Illinois which requires granting leave time when an employee's child dies. The library was already in compliance because of how staff are allowed to use leave allowances; however, staff recommended the addition of language to Human Resources *Bereavement and Personal Leave* policy. The proposed new language was reviewed by legal counsel for Management Association.

Ms. Schultz reported on changes in the Fair Labor Standards Act and the impact on timekeeping and pay cycles for employees. Staff recommended one change of substance to the *Overtime and Compensatory Time* policy, to limit the window in which comp time may be taken from the current 90 days to 30 days. A number of recommended changes to the policy were purely to simplify language.

The Human Resources Committee recommends **THE BOARD OF LIBRARY TRUSTEES APPROVES POLICIES BEREAVEMENT AND PERSONAL LEAVE AND OVERTIME AND COMPENSATORY TIME AS REVISED.** No second was required as the motion came from committee. All were in favor and the motion carried.

**(D) POLICY – (Trustee Nelson)** – Trustee Nelson reported the committee met twice in September.

**- AVAILABILITY OF BOARD MATERIALS TO THE PUBLIC (Action Item 11)**

– Trustee Nelson reported the committee discussed ways to increase the availability of board materials to members of the public. As part of those discussions many options were weighed and the practices of the other public bodies in the Village were considered. After much discussion, the committee brought forward the following recommendations:

- That an enhanced agenda containing a brief synopsis of each item replace the current agenda format for all board and committee meetings
- That hard copies of board packets be available for the public at meetings
- That electronic copies of board packets be posted on the library’s website the day after meetings or as soon as practical
- That board highlights summarizing the actions taken at the board meeting be posted on the library’s website the day after meetings or as soon as practical

The Policy Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZE STAFF TO TAKE THE FOLLOWING STEPS TO INCREASE THE PUBLIC AVAILABILITY OF BOARD MATERIALS: 1) REPLACE THE CURRENT AGENDA TEMPLATE WITH AN ENHANCED AGENDA THAT INCLUDES A SHORT SYNOPSIS OF EACH ITEM FOR BOARD AND COMMITTEE MEETINGS; 2) MAKE HARD COPIES OF BOARD PACKETS AVAILABLE TO MEMBERS OF THE PUBLIC WHO ATTEND BOARD MEETINGS; 3) POST BOARD PACKETS ONLINE FOLLOWING EACH BOARD MEETING; AND 4) POST ONLINE AND IN THE BUILDING BOARD HIGHLIGHTS THAT SUMMARIZE ACTIONS TAKEN BY THE BOARD FOLLOWING EACH BOARD MEETING. ITEMS MAY BE EXCLUDED FROM THESE PUBLIC POSTINGS AT THE DISCRETION OF THE EXECUTIVE DIRECTOR IN CONSULTATION WITH THE PRESIDENT OF THE BOARD OF LIBRARY TRUSTEES AND THE LIBRARY’S LEGAL COUNSEL AS NECESSARY.** No second was required as the motion came from committee.

After discussion, it was recommended to amend the motion to remove the availability of hard copies of board packets at meetings.

Trustee Unumb moved **TO AMEND THE RECOMMENDED MOTION TO EXCLUDE “2) MAKE HARD COPIES OF BOARD PACKETS AVAILABLE TO MEMBERS OF THE PUBLIC WHO ATTEND BOARD MEETINGS;”.** Trustee Zyck seconded. The following answered Aye: Trustees Nelson, Thanopoulos, Unumb, Zyck and Smart. Nay: Trustees Brody Garkisch and Medal. The motion carried.

The amended motion recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZE STAFF TO TAKE THE FOLLOWING STEPS TO INCREASE THE PUBLIC AVAILABILITY OF BOARD MATERIALS: 1) REPLACE THE CURRENT AGENDA TEMPLATE WITH AN ENHANCED AGENDA THAT INCLUDES A SHORT SYNOPSIS OF EACH ITEM FOR BOARD AND COMMITTEE MEETINGS; 2) POST BOARD PACKETS ONLINE FOLLOWING EACH BOARD MEETING; AND 3) POST ONLINE AND IN THE BUILDING BOARD HIGHLIGHTS THAT SUMMARIZE ACTIONS TAKEN BY THE BOARD FOLLOWING EACH BOARD MEETING. ITEMS MAY BE**

**EXCLUDED FROM THESE PUBLIC POSTINGS AT THE DISCRETION OF THE EXECUTIVE DIRECTOR IN CONSULTATION WITH THE PRESIDENT OF THE BOARD OF LIBRARY TRUSTEES AND THE LIBRARY'S LEGAL COUNSEL AS NECESSARY.** All were in favor and the motion carried.

**(E) STRATEGIC PLANNING (Trustee Brody Garkisch)** – Trustee Brody Garkisch reported the committee met on Friday, October 14.

- **STRATEGIC VISIONING (Action Item 12)** – Trustee Brody Garkisch reported the committee and select staff met to participate in “strategic visioning” by brainstorming ideas for initiatives surrounding the library’s Vision and Priorities. Ideas were to focus on very big, longer term ideas that could be worked toward over a number of years. Of particular interest were ideas that would help equalize library services geographically and across all demographics of Arlington Heights. Next steps will be to review and study the ideas discussed and work with the committee to determine which should become an area of focus.

10.16.12 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Trustee Unumb)** – Trustee Unumb reported the Friends of the Library (FOL) Fantastic Fall Used Book Sale is scheduled for October 29 and 30; the Friends discussed the purchase of books bags for sales; and the Friends have \$114,067 in available funds.

10.16.13 **OTHER**

- President Smart stated that she would like to remember with thanks past library board member and long-time Friends of the Library volunteer Phyllis Deming Parlee for her many years of service to the library and the Arlington Heights community.

- A report was given on the 2016 Illinois Library Association annual conference, held October 18-20 in Rosemont.

There being no further business to discuss, Trustee Unumb moved **ADJOURNMENT.** Trustee Nelson seconded. All were in favor and the meeting was adjourned at 9:14 p.m.

---

Deborah A. Nelson, Vice President/Secretary

---

Janet Moravec, Recorder

Village of Arlington Heights  
 REVENUE REPORT  
 83% OF YEAR LAPSED

(Item 3)

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	68,881	.00		688,810	817,949.13	119	826,581	8,631.87
04 00	Real Estate Tax FICA	44,991	.00		449,910	534,190.57	119	539,894	5,703.43
05 00	Real Estate Tax	1,027,223	.00		10,272,230	12,196,130.27	119	12,326,684	130,553.73
401	** Real Estate Taxes	1,141,095	.00		11,410,950	13,548,269.97	119	13,693,159	144,889.03
400	*** Taxes	1,141,095	.00		11,410,950	13,548,269.97	119	13,693,159	144,889.03
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	7,750	.00		77,500	57,891.61	75	93,000	35,108.39
70 00	Other Grants	416	.00		4,160	1,500.00	36	5,000	3,500.00
90 00	Contribution Ord. Library	83	.00		830	3,672.87	443	1,000	2,672.87-
411	** Intergovernmental	8,249	.00		82,490	63,064.48	77	99,000	35,935.52
410	*** Intergovernmental Revenue	8,249	.00		82,490	63,064.48	77	99,000	35,935.52
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	70	430.00	614	700	3,519.00	503	850	2,669.00-
74 00	Copier/Reader Printer Fee	3,166	3,493.95	110	31,660	35,775.29	113	38,000	2,224.71
75 00	Meeting Room Fees	375	135.00	36	3,750	2,560.00	68	4,500	1,940.00
436	** Library Fees	3,611	4,058.95	112	36,110	41,854.29	116	43,350	1,495.71
430	*** Fees	3,611	4,058.95	112	36,110	41,854.29	116	43,350	1,495.71
440	Fines								
442	Library								
20 00	Late Charges	11,583	11,939.11	103	115,830	121,655.68	105	139,000	17,344.32
25 00	Lost/Damaged Item Charges	1,666	1,471.06	88	16,660	14,397.80	86	20,000	5,602.20
442	** Library	13,249	13,410.17	101	132,490	136,053.48	103	159,000	22,946.52
440	*** Fines	13,249	13,410.17	101	132,490	136,053.48	103	159,000	22,946.52
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,083	2,828.34	136	20,830	30,114.94	145	25,000	5,114.94-
461	** Simple Interest	2,083	2,828.34	136	20,830	30,114.94	145	25,000	5,114.94-
462	Investment Income								
10 00	Market Value Adjustments	0	364.62		0	14,831.70		0	14,831.70-
462	** Investment Income	0	364.62		0	14,831.70		0	14,831.70-

Village of Arlington Heights  
 REVENUE REPORT  
 83% OF YEAR LAPSED

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,083	3,192.96	153	20,830	44,946.64	216	25,000	19,946.64-
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	83	.00		830	446.35	54	1,000	553.65
483	** Donations	83	.00		830	446.35	54	1,000	553.65
489	Other								
90 00	Other Income	666	669.26	101	6,660	8,888.37	134	8,000	888.37-
93 00	Donations Genealogy	41	.00		410	250.00	61	500	250.00
94 00	FOL Reimbursements	5,416	2,070.31	38	54,160	29,762.54	55	65,000	35,237.46
489	** Other	6,123	2,739.57	45	61,230	38,900.91	64	73,500	34,599.09
480	*** Other	6,206	2,739.57	44	62,060	39,347.26	63	74,500	35,152.74
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,174,493	23,401.65	2	11,744,930	13,873,536.12	118	14,094,009	220,472.88



Village of Arlington Heights  
 REVENUE REPORT  
 83% OF YEAR LAPSED

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	166	152.53	92	1,660	6,720.15	405	2,000	4,720.15-
461	** Simple Interest	166	152.53	92	1,660	6,720.15	405	2,000	4,720.15-
462	Investment Income								
10 00	Market Value Adjustments	0	118.53		0	5,501.68		0	5,501.68-
462	** Investment Income	0	118.53		0	5,501.68		0	5,501.68-
460	*** Interest Income	166	271.06	163	1,660	12,221.83	736	2,000	10,221.83-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		1,458,330	1,750,000.00	120	1,750,000	.00
491	** Other Financing Sources	145,833	.00		1,458,330	1,750,000.00	120	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		1,458,330	1,750,000.00	120	1,750,000	.00
FUND TOTAL Capital Projects-Library		145,999	271.06		1,459,990	1,762,221.83	121	1,752,000	10,221.83-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration					ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 01	Executive Director	11339	11121.22	98	113390	119388.06	105	.00	136071	16682.94 88
	16 17	Deputy Director	8737	8134.38	93	87370	89495.37	102	.00	104852	15356.63 85
	16 43	Business Office Adminr	4637	4239.83	91	46370	45841.99	99	.00	55653	9811.01 82
	16 51	Clerk IV	3719	3424.20	92	37190	37080.35	100	.00	44636	7555.65 83
	16 92	Achievement Awards	166	500.00	301	1660	2000.00	121	.00	2000	.00 100
	16 **	Library Personal Services	28598	27419.63	96	285980	293805.77	103	.00	343212	49406.23 86
	18	Other Personal Services									
	18 05	Overtime Civilian	0	51.28	0	0	102.73	0	.00	0	102.73- 0
	18 **	Other Personal Services	0	51.28	0	0	102.73	0	.00	0	102.73- 0
	19	Employee Benefits									
	19 05	Medical Insurance	9593	5149.00	54	95930	51490.00	54	.00	115118	63628.00 45
	19 10	IMRF	3716	3525.08	95	37160	38152.27	103	.00	44596	6443.73 86
	19 11	Social Security	1773	1597.38	90	17730	17329.34	98	.00	21279	3949.66 81
	19 12	Medicare	414	373.59	90	4140	4052.77	98	.00	4977	924.23 81
	19 53	Flexible Spending	191	171.00	90	1910	1891.00	99	.00	2300	409.00 82
	19 55	Unemployment Compensation	833	.00	0	8330	.00	0	.00	10000	10000.00 0
	19 **	Employee Benefits	16520	10816.05	66	165200	112915.38	68	.00	198270	85354.62 57
	20	Prof Technical Services									
	20 05	Professional Services	1250	5000.00	400	12500	11053.34	88	.00	15000	3946.66 74
	20 08	Consulting Services	333	.00	0	3330	.00	0	.00	4000	4000.00 0
	20 20	Legal Services	1333	1365.00	102	13330	5947.50	45	.00	16000	10052.50 37
	20 40	General Insurance	11708	.00	0	117080	124001.00	106	.00	140500	16499.00 88
	20 81	OCLC Services	5534	16172.70	292	55340	54153.08	98	.00	66408	12254.92 82
	20 **	Prof Technical Services	20158	22537.70	112	201580	195154.92	97	.00	241908	46753.08 81
	21	Property Services									
	21 65	Other Services	707	1557.44	220	7070	6895.70	98	.00	8489	1593.30 81
	21 **	Property Services	707	1557.44	220	7070	6895.70	98	.00	8489	1593.30 81
	22	Other Contractual Service									
	22 01	Advertising	83	.00	0	830	544.55	66	.00	1000	455.45 55
	22 02	Dues	1184	2960.00	250	11840	12772.00	108	.00	14216	1444.00 90
	22 03	Training	9083	4300.35	47	90830	79346.08	87	.00	109000	29653.92 73
	22 05	Postage	3954	3290.42	83	39540	33379.11	84	.00	47455	14075.89 70
	22 42	Internet Services	2335	2944.17	126	23350	22282.90	95	.00	28021	5738.10 80
	22 70	Telephone Services	3256	5226.00	161	32560	37391.77	115	.00	39083	1691.23 96
	22 **	Other Contractual Service	19895	18720.94	94	198950	185716.41	93	.00	238775	53058.59 78
	30	General Supplies									
	30 05	Office Supplies & Equip	701	513.02	73	7010	4363.32	62	.00	8414	4050.68 52
	30 **	General Supplies	701	513.02	73	7010	4363.32	62	.00	8414	4050.68 52

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	416	.00	0	4160	75.03	2	.00	5000	4924.97 2
	31 **	Public Works Supplies	416	.00	0	4160	75.03	2	.00	5000	4924.97 2
	32	Library Supplies									
	32 50	Innovation	1667-	.00	0	8330	.00	0	.00	5000	5000.00 0
	32 72	Special Events	2237	760.08	34	22370	14547.72	65	.00	26850	12302.28 54
	32 99	Items Reimb by Employees	0	596.85-	0	0	107.49-	0	.00	0	107.49 0
	32 **	Library Supplies	570	163.23	29	30700	14440.23	47	.00	31850	17409.77 45
	40	Other Charges									
	40 96	Operating Contingency	416	.00	0	4160	.00	0	.00	5000	5000.00 0
	40 **	Other Charges	416	.00	0	4160	.00	0	.00	5000	5000.00 0
	50	Property									
	50 15	Other Equipment	56391	3529.48	6	563910	87699.21	16	.00	676701	589001.79 13
	50 **	Property	56391	3529.48	6	563910	87699.21	16	.00	676701	589001.79 13
601	** **	Library	144372	85308.77	59	1468720	901168.70	61	.00	1757619	856450.30 51
60	** **	Culture/Recreation	144372	85308.77	59	1468720	901168.70	61	.00	1757619	856450.30 51
DIV	6001	TOTAL ***** Administration	144372	85308.77	59	1468720	901168.70	61	.00	1757619	856450.30 51

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	21	Dir. of Communications	7605	7033.26	93	76050	77457.19	102	.00	91260	13802.81 85
16	23	Graphic Supervisor	5906	5499.42	93	59060	60465.06	102	.00	70883	10417.94 85
16	48	Library Assistant I	2166	2116.68	98	21660	22139.66	102	.00	26003	3863.34 85
16	50	Graphics Designer	3224	2981.56	93	32240	31891.00	99	.00	38688	6797.00 82
16	79	Publication Editor	2783	2824.04	102	27830	28701.23	103	.00	33404	4702.77 86
16	80	Communications Assistant	1967	1787.88	91	19670	19604.78	100	.00	23608	4003.22 83
16	**	Library Personal Services	23651	22242.84	94	236510	240258.92	102	.00	283846	43587.08 85
18		Other Personal Services									
18	05	Overtime Civilian	0	7.45	0	0	14.90	0	.00	0	14.90- 0
18	**	Other Personal Services	0	7.45	0	0	14.90	0	.00	0	14.90- 0
19		Employee Benefits									
19	05	Medical Insurance	4201	3985.00	95	42010	39850.00	95	.00	50412	10562.00 79
19	10	IMRF	3091	2908.11	94	30910	31403.70	102	.00	37100	5696.30 85
19	11	Social Security	1466	1321.99	90	14660	14299.61	98	.00	17598	3298.39 81
19	12	Medicare	343	309.18	90	3430	3344.39	98	.00	4116	771.61 81
19	**	Employee Benefits	9101	8524.28	94	91010	88897.70	98	.00	109226	20328.30 81
20		Prof Technical Services									
20	05	Professional Services	4406	.00	0	44060	.00	0	.00	52875	52875.00 0
20	**	Prof Technical Services	4406	.00	0	44060	.00	0	.00	52875	52875.00 0
21		Property Services									
21	02	Equipment Maintenance	154	340.00	221	1540	1010.00	66	.00	1850	840.00 55
21	65	Other Services	717	619.68	86	7170	8959.41	125	.00	8614	345.41- 104
21	**	Property Services	871	959.68	110	8710	9969.41	115	.00	10464	494.59 95
22		Other Contractual Service									
22	02	Dues	140	275.00	196	1400	1703.00	122	.00	1690	13.00- 101
22	03	Training	74	.00	0	740	996.80	135	.00	888	108.80- 112
22	10	Printing	13104	15555.90	119	131040	115645.85	88	.00	157255	41609.15 74
22	**	Other Contractual Service	13318	15830.90	119	133180	118345.65	89	.00	159833	41487.35 74
30		General Supplies									
30	05	Office Supplies & Equip	1216	624.81	51	12160	8770.81	72	.00	14600	5829.19 60
30	**	General Supplies	1216	624.81	51	12160	8770.81	72	.00	14600	5829.19 60
31		Public Works Supplies									
31	85	Small Tools and Equipment	677	.00	0	6770	5728.22	85	.00	8134	2405.78 70
31	**	Public Works Supplies	677	.00	0	6770	5728.22	85	.00	8134	2405.78 70
32		Library Supplies									
32	01	Program Supplies	83	138.45	167	830	138.45	17	.00	1000	861.55 14
32	72	Special Events	691	382.20	55	6910	5705.91	83	.00	8300	2594.09 69
32	**	Library Supplies	774	520.65	67	7740	5844.36	76	.00	9300	3455.64 63

PREPARED 11/10/2016, 16:48:26  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 83% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
601	**	** Library	54014	48710.61	90	540140	477829.97	89	.00	648278	170448.03 74	
60	**	** Culture/Recreation	54014	48710.61	90	540140	477829.97	89	.00	648278	170448.03 74	
DIV	6002	TOTAL ***** Communications & Mrkting	54014	48710.61	90	540140	477829.97	89	.00	648278	170448.03 74	

FUND 291 Memorial Library Fund		DEPT/DIV 6003 Executive Office/Human Resources							ANNUAL	UNENCUMB.	%	
BA ELE OBJ	ACCOUNT	*****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 22		Dir. of Human Resources	7274	6514.91	90	72740	75874.37	104	.00	87298	11423.63	87
16 51		Clerk IV	3627	3382.23	93	36270	35905.58	99	.00	43524	7618.42	83
16 53		Volunteer Coordinator	1976	1833.71	93	19760	20722.18	105	.00	23712	2989.82	87
16 **		Library Personal Services	12877	11730.85	91	128770	132502.13	103	.00	154534	22031.87	86
18		Other Personal Services										
18 05		Overtime Civilian	0	8.39	0	0	8.39	0	.00	0	8.39-	0
18 **		Other Personal Services	0	8.39	0	0	8.39	0	.00	0	8.39-	0
19		Employee Benefits										
19 05		Medical Insurance	2337	2217.00	95	23370	22170.00	95	.00	28044	5874.00	79
19 10		IMRF	1683	1534.33	91	16830	17319.18	103	.00	20198	2878.82	86
19 11		Social Security	798	692.37	87	7980	7849.80	98	.00	9581	1731.20	82
19 12		Medicare	186	161.93	87	1860	1835.96	99	.00	2241	405.04	82
19 50		Employee Asst. Program	516	.00	0	5160	5817.00	113	.00	6200	383.00	94
19 **		Employee Benefits	5520	4605.63	83	55200	54991.94	100	.00	66264	11272.06	83
21		Property Services										
21 65		Other Services	812	405.00	50	8120	3795.00	47	.00	9750	5955.00	39
21 **		Property Services	812	405.00	50	8120	3795.00	47	.00	9750	5955.00	39
22		Other Contractual Service										
22 01		Advertising	75	.00	0	750	90.00	12	.00	900	810.00	10
22 02		Dues	211	190.00-	90-	2110	2465.00	117	.00	2540	75.00	97
22 03		Training	67	52.00	78	670	859.06	128	.00	810	49.06-	106
22 55		In Service Training	502	.00	0	5020	3958.26	79	.00	6035	2076.74	66
22 **		Other Contractual Service	855	138.00-	16-	8550	7372.32	86	.00	10285	2912.68	72
32		Library Supplies										
32 01		Program Supplies	395	63.56	16	3950	3880.79	98	.00	4750	869.21	82
32 **		Library Supplies	395	63.56	16	3950	3880.79	98	.00	4750	869.21	82
40		Other Charges										
40 62		Tuition Reimbursement	833	.00	0	8330	1488.38	18	.00	10000	8511.62	15
40 70		Employee Recognition Prog	883	.00	0	8830	10326.14	117	.00	10600	273.86	97
40 **		Other Charges	1716	.00	0	17160	11814.52	69	.00	20600	8785.48	57
601 ** **		Library	22175	16675.43	75	221750	214365.09	97	.00	266183	51817.91	81
60 ** **		Culture/Recreation	22175	16675.43	75	221750	214365.09	97	.00	266183	51817.91	81
DIV 6003		TOTAL ***** Human Resources	22175	16675.43	75	221750	214365.09	97	.00	266183	51817.91	81

FUND 291 Memorial Library Fund		DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants							ANNUAL	UNENCUMB.	%	
BA ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****							
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
21		Property Services										
21 65		Other Services	416	400.00	96	4160	9918.39	238	.00	5000	4918.39-	198
21 **		Property Services	416	400.00	96	4160	9918.39	238	.00	5000	4918.39-	198
22		Other Contractual Service										
22 18		Contr Programs & Exhibits	1666	.00	0	16660	19680.50	118	.00	20000	319.50	98
22 **		Other Contractual Service	1666	.00	0	16660	19680.50	118	.00	20000	319.50	98
30		General Supplies										
30 05		Office Supplies & Equip	0	.00	0	0	100.00	0	.00	0	100.00-	0
30 **		General Supplies	0	.00	0	0	100.00	0	.00	0	100.00-	0
31		Public Works Supplies										
31 85		Small Tools and Equipment	416	.00	0	4160	.00	0	.00	5000	5000.00	0
31 **		Public Works Supplies	416	.00	0	4160	.00	0	.00	5000	5000.00	0
32		Library Supplies										
32 01		Program Supplies	416	.00	0	4160	3233.36	78	.00	5000	1766.64	65
32 02		Program Events	416	1400.00	337	4160	4739.04	114	.00	5000	260.96	95
32 32		Software	125	.00	0	1250	.00	0	.00	1500	1500.00	0
32 72		Special Events	833	.00	0	8330	16429.74	197	.00	10000	6429.74-	164
32 75		Audio Visual	166	.00	0	1660	1344.38	81	.00	2000	655.62	67
32 78		Electronic Resources	125	.00	0	1250	.00	0	.00	1500	1500.00	0
32 80		Books	416	.00	0	4160	1292.62	31	.00	5000	3707.38	26
32 **		Library Supplies	2497	1400.00	56	24970	27039.14	108	.00	30000	2960.86	90
50		Property										
50 15		Other Equipment	416	.00	0	4160	.00	0	.00	5000	5000.00	0
50 **		Property	416	.00	0	4160	.00	0	.00	5000	5000.00	0
601 ** **		Library	5411	1800.00	33	54110	56738.03	105	.00	65000	8261.97	87
60 ** **		Culture/Recreation	5411	1800.00	33	54110	56738.03	105	.00	65000	8261.97	87
DIV 6004		TOTAL ***** Paid by Gifts and Grants	5411	1800.00	33	54110	56738.03	105	.00	65000	8261.97	87

FUND 291 Memorial Library Fund		DEPT/DIV 6008 Executive Office/Finance						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 24		Accounting Supervisor	5208	5106.57	98	52080	53262.88	102	.00	62498	9235.12	85
16 29		Finance Director	8064	7556.56	94	80640	83073.41	103	.00	96779	13705.59	86
16 48		Library Assistant I	4031	3692.12	92	40310	39651.05	98	.00	48380	8728.95	82
16 51		Clerk IV	2404	.00	0	24040	.00	0	.00	28858	28858.00	0
16 57		Clerk II	1599	1729.13	108	15990	16417.65	103	.00	19188	2770.35	86
16 **		Library Personal Services	21306	18084.38	85	213060	192404.99	90	.00	255703	63298.01	75
18		Other Personal Services										
18 05		Overtime Civilian	0	45.69	0	0	45.69	0	.00	0	45.69-	0
18 **		Other Personal Services	0	45.69	0	0	45.69	0	.00	0	45.69-	0
19		Employee Benefits										
19 05		Medical Insurance	1687	1600.00	95	16870	16000.00	95	.00	20244	4244.00	79
19 10		IMRF	2785	2369.59	85	27850	25283.91	91	.00	33420	8136.09	76
19 11		Social Security	1321	1081.77	82	13210	11496.66	87	.00	15854	4357.34	73
19 12		Medicare	309	252.99	82	3090	2688.55	87	.00	3708	1019.45	73
19 **		Employee Benefits	6102	5304.35	87	61020	55469.12	91	.00	73226	17756.88	76
20		Prof Technical Services										
20 05		Professional Services	425	.00	0	4250	5100.00	120	.00	5100	.00	100
20 **		Prof Technical Services	425	.00	0	4250	5100.00	120	.00	5100	.00	100
21		Property Services										
21 36		Equipment Rental	104	230.00	221	1040	1743.98	168	.00	1252	491.98-	139
21 65		Other Services	25	.00	0	250	.00	0	.00	310	310.00	0
21 **		Property Services	129	230.00	178	1290	1743.98	135	.00	1562	181.98-	112
22		Other Contractual Service										
22 02		Dues	110	.00	0	1100	1139.00	104	.00	1330	191.00	86
22 03		Training	100	.00	0	1000	.00	0	.00	1200	1200.00	0
22 25		IT/GIS Service Charge	1963	1916.67	98	19630	19166.70	98	.00	23562	4395.30	81
22 **		Other Contractual Service	2173	1916.67	88	21730	20305.70	93	.00	26092	5786.30	78
601 ** **		Library	30135	25581.09	85	301350	275069.48	91	.00	361683	86613.52	76
60 ** **		Culture/Recreation	30135	25581.09	85	301350	275069.48	91	.00	361683	86613.52	76
DIV 6008		TOTAL ***** Finance	30135	25581.09	85	301350	275069.48	91	.00	361683	86613.52	76



FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	25	Department Manager II	7271	6770.38	93	72710	74468.74	102	.00	87263	12794.26 85	
16	26	Department Manager I	5804	5403.82	93	58040	59413.94	102	.00	69654	10240.06 85	
16	28	Web Developer	10029	9279.88	93	100290	102101.78	102	.00	120355	18253.22 85	
16	44	Library Assistant III	4905	4536.96	93	49050	49888.77	102	.00	58871	8982.23 85	
16	49	Computer Technician	9004	8327.44	93	90040	89279.01	99	.00	108050	18770.99 83	
16	54	Clerk III	7836	6843.79	87	75822	73028.99	96	.00	91496	18467.01 80	
16	68	LAN Administrator	6015	5564.52	93	60150	61187.90	102	.00	72189	11001.10 85	
16	**	Library Personal Services	50864	46726.79	92	506102	509369.13	101	.00	607878	98508.87 84	
18		Other Personal Services										
18	05	Overtime Civilian	0	30.21	0	0	30.21	0	.00	0	30.21- 0	
18	**	Other Personal Services	0	30.21	0	0	30.21	0	.00	0	30.21- 0	
19		Employee Benefits										
19	05	Medical Insurance	12948	12282.00	95	129480	122820.00	95	.00	155376	32556.00 79	
19	10	IMRF	6338	5854.19	92	63380	64033.93	101	.00	76062	12028.07 84	
19	11	Social Security	3154	2779.48	88	31382	30423.28	97	.00	37689	7265.72 81	
19	12	Medicare	737	650.05	88	7334	7115.25	97	.00	8814	1698.75 81	
19	**	Employee Benefits	23177	21565.72	93	231576	224392.46	97	.00	277941	53548.54 81	
20		Prof Technical Services										
20	05	Professional Services	350	973.70	278	3500	3969.51	113	.00	4210	240.49 94	
20	08	Consulting Services	375	.00	0	3750	.00	0	.00	4500	4500.00 0	
20	**	Prof Technical Services	725	973.70	134	7250	3969.51	55	.00	8710	4740.49 46	
21		Property Services										
21	02	Equipment Maintenance	11031	2058.22	19	110310	133886.44	121	.00	132376	1510.44- 101	
21	**	Property Services	11031	2058.22	19	110310	133886.44	121	.00	132376	1510.44- 101	
22		Other Contractual Service										
22	02	Dues	31	.00	0	310	329.00	106	.00	378	49.00 87	
22	03	Training	37	.00	0	370	71.44	19	.00	450	378.56 16	
22	**	Other Contractual Service	68	.00	0	680	400.44	59	.00	828	427.56 48	
30		General Supplies										
30	05	Office Supplies & Equip	31	.00	0	310	336.83	109	.00	375	38.17 90	
30	30	Data System Supplies	4101	3551.92	87	41010	32443.84	79	.00	49216	16772.16 66	
30	32	Software Library	11676	1561.13	13	116760	108586.78	93	.00	140121	31534.22 78	
30	33	Documentation Library	62	13.00	21	620	515.99	83	.00	750	234.01 69	
30	**	General Supplies	15870	5126.05	32	158700	141883.44	89	.00	190462	48578.56 75	
31		Public Works Supplies										
31	85	Small Tools and Equipment	1343	616.09	46	13430	9071.52	68	.00	16127	7055.48 56	
31	**	Public Works Supplies	1343	616.09	46	13430	9071.52	68	.00	16127	7055.48 56	

FUND 291 Memorial Library Fund		DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE OBJ	*****CURRENT*****		*****YEAR-TO-DATE*****		ENCUMBR.	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	1000	1158.41	116	.00	1200
	32 32	Software	2899	10.61	0	28990	35108.08	121	.00	34794
	32 **	Library Supplies	2999	10.61	0	29990	36266.49	121	.00	35994
	50	Property								
	50 12	Computer Equipment	27144	2435.00	9	271440	285390.93	105	.00	325734
	50 15	Other Equipment	1057	.00	0	10570	.00	0	.00	12686
	50 **	Property	28201	2435.00	9	282010	285390.93	101	.00	338420
601	** **	Library	134278	79542.39	59	1340048	1344660.57	100	.00	1608736
60	** **	Culture/Recreation	134278	79542.39	59	1340048	1344660.57	100	.00	1608736
DIV	6010	TOTAL ***** Information Technology	134278	79542.39	59	1340048	1344660.57	100	.00	1608736

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security					ANNUAL	UNENCUMB.	%		
BA	ELE	OBJ	*****CURRENT*****	*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT			
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 63	Security Supervisor	5616	5159.16	92	56160	57237.51	102	.00	67392	10154.49	85
	16 66	Security Guard	13645	12901.94	95	134890	135413.25	100	.00	162186	26772.75	84
	16 **	Library Personal Services	19261	18061.10	94	191050	192650.76	101	.00	229578	36927.24	84
	18	Other Personal Services										
	18 05	Overtime Civilian	0	165.43	0	0	188.29	0	.00	0	188.29-	0
	18 **	Other Personal Services	0	165.43	0	0	188.29	0	.00	0	188.29-	0
	19	Employee Benefits										
	19 05	Medical Insurance	4451	4222.00	95	44510	42220.00	95	.00	53412	11192.00	79
	19 10	IMRF	2078	1933.55	93	20780	21182.24	102	.00	24946	3763.76	85
	19 11	Social Security	1193	1087.75	91	11834	11533.17	98	.00	14234	2700.83	81
	19 12	Medicare	279	254.41	91	2768	2697.26	97	.00	3329	631.74	81
	19 **	Employee Benefits	8001	7497.71	94	79892	77632.67	97	.00	95921	18288.33	81
	22	Other Contractual Service										
	22 03	Training	41	.00	0	410	108.00	26	.00	500	392.00	22
	22 **	Other Contractual Service	41	.00	0	410	108.00	26	.00	500	392.00	22
	30	General Supplies										
	30 05	Office Supplies & Equip	18	.00	0	180	196.44	109	.00	225	28.56	87
	30 **	General Supplies	18	.00	0	180	196.44	109	.00	225	28.56	87
601	** **	Library	27321	25724.24	94	271532	270776.16	100	.00	326224	55447.84	83
60	** **	Culture/Recreation	27321	25724.24	94	271532	270776.16	100	.00	326224	55447.84	83
DIV	6015	TOTAL ***** Security	27321	25724.24	94	271532	270776.16	100	.00	326224	55447.84	83

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									
	16	Library Personal Services									
	16 60	Clerk I	4510	4052.00	90	43126	41627.22	97	.00	52154	10526.78 80
	16 69	Maintenance Supervisor	8151	7404.70	91	81510	82448.82	101	.00	97812	15363.18 84
	16 72	Maintenance Worker	19511	17911.52	92	195110	193809.37	99	.00	234138	40328.63 83
	16 **	Library Personal Services	32172	29368.22	91	319746	317885.41	99	.00	384104	66218.59 83
	18	Other Personal Services									
	18 05	Overtime Civilian	208	314.11	151	2080	1342.87	65	.00	2500	1157.13 54
	18 **	Other Personal Services	208	314.11	151	2080	1342.87	65	.00	2500	1157.13 54
	19	Employee Benefits									
	19 05	Medical Insurance	9642	9146.00	95	96420	91460.00	95	.00	115704	24244.00 79
	19 10	IMRF	3615	3349.90	93	36150	36413.28	101	.00	43386	6972.72 84
	19 11	Social Security	2007	1720.37	86	19948	18619.12	93	.00	23969	5349.88 78
	19 12	Medicare	469	402.35	86	4662	4354.55	93	.00	5607	1252.45 78
	19 **	Employee Benefits	15733	14618.62	93	157180	150846.95	96	.00	188666	37819.05 80
	21	Property Services									
	21 02	Equipment Maintenance	2179	.00	0	21790	30450.79	140	.00	26156	4294.79- 116
	21 07	Vehicle Equipment Maint	510	.00	0	5100	8716.80	171	.00	6121	2595.80- 142
	21 11	Building Maintenance	19657	24071.08	123	196570	191098.23	97	.00	235894	44795.77 81
	21 36	Equipment Rental	162	.00	0	1620	116.00	7	.00	1950	1834.00 6
	21 60	Water and Sewer Service	1372	.00	0	13720	14763.19	108	.00	16472	1708.81 90
	21 **	Property Services	23880	24071.08	101	238800	245145.01	103	.00	286593	41447.99 86
	22	Other Contractual Service									
	22 03	Training	36	269.38	748	360	275.59	77	.00	432	156.41 64
	22 **	Other Contractual Service	36	269.38	748	360	275.59	77	.00	432	156.41 64
	30	General Supplies									
	30 50	Petroleum Products	542	209.15	39	5420	1838.33	34	.00	6507	4668.67 28
	30 51	Heating Fuel	6666	7864.97	118	66660	41988.90	63	.00	80000	38011.10 53
	30 **	General Supplies	7208	8074.12	112	72080	43827.23	61	.00	86507	42679.77 51
	31	Public Works Supplies									
	31 45	Janitorial Supplies	1948	.00	0	19480	21460.03	110	.00	23387	1926.97 92
	31 **	Public Works Supplies	1948	.00	0	19480	21460.03	110	.00	23387	1926.97 92
	50	Property									
	50 15	Other Equipment	1291	.00	0	12910	13433.58	104	.00	15500	2066.42 87
	50 **	Property	1291	.00	0	12910	13433.58	104	.00	15500	2066.42 87
601	**	** Library	82476	76715.53	93	822636	794216.67	97	.00	987689	193472.33 80
60	**	** Culture/Recreation	82476	76715.53	93	822636	794216.67	97	.00	987689	193472.33 80
DIV	6020	TOTAL ***** Facilities	82476	76715.53	93	822636	794216.67	97	.00	987689	193472.33 80



FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	25	Department Manager II	6691	.00	0	66910	.00	0	.00	80301	80301.00 0
16	33	Librarian IV	4325	4371.04	101	43250	46687.07	108	.00	51909	5221.93 90
16	36	Librarian III	23138	22129.84	96	230958	241599.82	105	.00	277235	35635.18 87
16	39	Librarian II	1206	2846.39	236	11860	29485.34	249	.00	14274	15211.34- 207
16	48	Library Assistant I	24385	25172.41	103	241902	260127.84	108	.00	290675	30547.16 90
16	54	Clerk III	1440	1409.25	98	14400	14827.74	103	.00	17282	2454.26 86
16	57	Clerk II	1716	1529.73	89	17160	17407.21	101	.00	20598	3190.79 85
16	60	Clerk I	1465	.00	0	14650	15690.70	107	.00	17591	1900.30 89
16	**	Library Personal Services	64366	57458.66	89	641090	625825.72	98	.00	769865	144039.28 81
18		Other Personal Services									
18	05	Overtime Civilian	0	14.16	0	0	14.16	0	.00	0	14.16- 0
18	**	Other Personal Services	0	14.16	0	0	14.16	0	.00	0	14.16- 0
19		Employee Benefits									
19	05	Medical Insurance	6478	6145.00	95	64780	61450.00	95	.00	77736	16286.00 79
19	10	IMRF	7357	6802.81	93	73570	71024.93	97	.00	88291	17266.07 80
19	11	Social Security	3991	3470.70	87	39750	37918.59	95	.00	47733	9814.41 79
19	12	Medicare	933	811.66	87	9292	8867.81	95	.00	11165	2297.19 79
19	**	Employee Benefits	18759	17230.17	92	187392	179261.33	96	.00	224925	45663.67 80
21		Property Services									
21	02	Equipment Maintenance	237	200.00	84	2370	2369.98	100	.00	2850	480.02 83
21	**	Property Services	237	200.00	84	2370	2369.98	100	.00	2850	480.02 83
22		Other Contractual Service									
22	02	Dues	271	586.00	216	2710	2220.35	82	.00	3255	1034.65 68
22	03	Training	294	243.25	83	2940	1816.54	62	.00	3528	1711.46 52
22	18	Contr Programs & Exhibits	2034	5515.00	271	20340	14569.99	72	.00	24411	9841.01 60
22	**	Other Contractual Service	2599	6344.25	244	25990	18606.88	72	.00	31194	12587.12 60
30		General Supplies									
30	05	Office Supplies & Equip	220	377.57	172	2200	1426.82	65	.00	2650	1223.18 54
30	**	General Supplies	220	377.57	172	2200	1426.82	65	.00	2650	1223.18 54
32		Library Supplies									
32	01	Program Supplies	557	740.34	133	5570	4054.70	73	.00	6684	2629.30 61
32	02	Program Events	2729	1553.16	57	27290	25188.11	92	.00	32748	7559.89 77
32	90	Circulation Supplies	166	.00	0	1660	568.70	34	.00	2000	1431.30 28
32	**	Library Supplies	3452	2293.50	66	34520	29811.51	86	.00	41432	11620.49 72
601	**	** Library	89633	83918.31	94	893562	857316.40	96	.00	1072916	215599.60 80
60	**	** Culture/Recreation	89633	83918.31	94	893562	857316.40	96	.00	1072916	215599.60 80
DIV	6401	TOTAL ***** Youth Services	89633	83918.31	94	893562	857316.40	96	.00	1072916	215599.60 80

FUND 291 Memorial Library Fund		DEPT/DIV 6405 User Services/Business & Specialty Serv							ANNUAL	UNENCUMB.	%	
BA ELE OBJ	ACCOUNT	*****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 26		Department Manager I	6553	6061.14	93	65530	66648.77	102	.00	78644	11995.23	85
16 36		Librarian III	5365	5027.86	94	53650	55334.02	103	.00	64389	9054.98	86
16 44		Library Assistant III	4875	4568.44	94	48750	50223.36	103	.00	58500	8276.64	86
16 45		Library Assistant II	4871	4506.30	93	48710	49611.62	102	.00	58461	8849.38	85
16 48		Library Assistant I	10605	11479.93	108	106050	103940.80	98	.00	127260	23319.20	82
16 51		Clerk IV	3686	2699.89	73	36860	27826.39	76	.00	44242	16415.61	63
16 **		Library Personal Services	35955	34343.56	96	359550	353584.96	98	.00	431496	77911.04	82
18		Other Personal Services										
18 05		Overtime Civilian	0	22.46	0	0	29.95	0	.00	0	29.95-	0
18 **		Other Personal Services	0	22.46	0	0	29.95	0	.00	0	29.95-	0
19		Employee Benefits										
19 05		Medical Insurance	5092	4830.00	95	50920	48300.00	95	.00	61104	12804.00	79
19 10		IMRF	4423	4351.78	98	44230	44784.59	101	.00	53077	8292.41	84
19 11		Social Security	2229	2052.06	92	22290	21225.62	95	.00	26753	5527.38	79
19 12		Medicare	521	479.91	92	5210	4963.94	95	.00	6257	1293.06	79
19 **		Employee Benefits	12265	11713.75	96	122650	119274.15	97	.00	147191	27916.85	81
22		Other Contractual Service										
22 02		Dues	94	.00	0	940	564.00	60	.00	1135	571.00	50
22 03		Training	119	24.67	21	1190	506.69	43	.00	1431	924.31	35
22 18		Contr Programs & Exhibits	566	375.00	66	5660	2610.24	46	.00	6800	4189.76	38
22 **		Other Contractual Service	779	399.67	51	7790	3680.93	47	.00	9366	5685.07	39
32		Library Supplies										
32 02		Program Events	834	205.53	25	8340	5781.14	69	.00	10017	4235.86	58
32 90		Circulation Supplies	115	.00	0	1150	784.43	68	.00	1381	596.57	57
32 **		Library Supplies	949	205.53	22	9490	6565.57	69	.00	11398	4832.43	58
601 ** **		Library	49948	46684.97	94	499480	483135.56	97	.00	599451	116315.44	81
60 ** **		Culture/Recreation	49948	46684.97	94	499480	483135.56	97	.00	599451	116315.44	81
DIV 6405		TOTAL *****										
		Business & Specialty Serv	49948	46684.97	94	499480	483135.56	97	.00	599451	116315.44	81

FUND 291 Memorial Library Fund		DEPT/DIV 6420 User Services/Customer Services							ANNUAL	UNENCUMB.	%
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	05	Customer Service Manager	6591	6948.16	105	65910	76445.91	116	.00	79092	2646.09 97
16	07	Customer Service Assc.	18250	15549.26	85	180852	166152.64	92	.00	217357	51204.36 76
16	16	Lib Asst I Circulation	17984	12871.58	72	179840	170536.84	95	.00	215808	45271.16 79
16	26	Department Manager I	6535	.00	0	65350	.00	0	.00	78429	78429.00 0
16	39	Librarian II	20746	20913.76	101	206682	225456.99	109	.00	248172	22715.01 91
16	46	Library Asst I Mags/News	11922	10970.10	92	119220	117017.99	98	.00	143074	26056.01 82
16	51	Clerk IV	12924	12268.01	95	129240	142101.01	110	.00	155090	12988.99 92
16	52	Clerk IV Circulation	3927	3230.66	82	39270	36284.05	92	.00	47126	10841.95 77
16	54	Clerk III	10019	8656.74	86	98542	90588.81	92	.00	118578	27989.19 76
16	55	Clerk III Circulation	35735	29225.40	82	354418	324059.63	91	.00	425894	101834.37 76
16	58	Clerk II Circulation	1847	1893.94	103	18470	21530.98	117	.00	22170	639.02 97
16	59	Clerk II Call Center	14000	13914.77	99	137660	138696.71	101	.00	165667	26970.29 84
16	75	Library Page II	41142	34465.18	84	410224	383191.94	93	.00	492510	109318.06 78
16	**	Library Personal Services	201622	170907.56	85	2005678	1892063.50	94	.00	2408967	516903.50 79
18		Other Personal Services									
18	05	Overtime Civilian	0	41.93	0	0	90.70	0	.00	0	90.70- 0
18	**	Other Personal Services	0	41.93	0	0	90.70	0	.00	0	90.70- 0
19		Employee Benefits									
19	05	Medical Insurance	21102	20016.00	95	211020	200160.00	95	.00	253224	53064.00 79
19	10	IMRF	20193	17953.23	89	201930	200085.58	99	.00	242324	42238.42 83
19	11	Social Security	12501	10413.64	83	124356	115490.36	93	.00	149357	33866.64 77
19	12	Medicare	2924	2435.42	83	29086	27009.72	93	.00	34932	7922.28 77
19	**	Employee Benefits	56720	50818.29	90	566392	542745.66	96	.00	679837	137091.34 80
21		Property Services									
21	02	Equipment Maintenance	11	.00	0	110	61.41	56	.00	140	78.59 44
21	64	Access Services	352	168.05-	48-	3520	1339.65	38	.00	4225	2885.35 32
21	65	Other Services	1793	1676.80	94	14824	20554.30	139	.00	18410	2144.30- 112
21	**	Property Services	2156	1508.75	70	18454	21955.36	119	.00	22775	819.64 96
22		Other Contractual Service									
22	02	Dues	225	.00	0	2250	2558.00	114	.00	2705	147.00 95
22	03	Training	331	369.99	112	3310	1509.11	46	.00	3979	2469.89 38
22	18	Contr Programs & Exhibits	8611	2420.00	28	86110	63961.74	74	.00	103332	39370.26 62
22	**	Other Contractual Service	9167	2789.99	30	91670	68028.85	74	.00	110016	41987.15 62
30		General Supplies									
30	05	Office Supplies & Equip	230	206.61	90	2300	1523.00	66	.00	2761	1238.00 55
30	07	Supplies Reimb by Patrons	183	.00	0	1830	.00	0	.00	2200	2200.00 0
30	**	General Supplies	413	206.61	50	4130	1523.00	37	.00	4961	3438.00 31
32		Library Supplies									
32	01	Program Supplies	121	.00	0	1210	1235.25	102	.00	1454	218.75 85
32	02	Program Events	711	348.96	49	7110	5438.14	77	.00	8540	3101.86 64
32	90	Circulation Supplies	798	509.08	64	7980	3513.79	44	.00	9583	6069.21 37



PREPARED 11/10/2016, 16:48:26  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 83% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services					ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	32	** Library Supplies	1630	858.04	53	16300	10187.18	63	.00	19577	9389.82 52
601	**	** Library	271708	227131.17	84	2702624	2536594.25	94	.00	3246133	709538.75 78
60	**	** Culture/Recreation	271708	227131.17	84	2702624	2536594.25	94	.00	3246133	709538.75 78
DIV	6420	TOTAL ***** Customer Services	271708	227131.17	84	2702624	2536594.25	94	.00	3246133	709538.75 78

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	5513	5509.24	100	55130	57904.06	105	.00	66164	8259.94 88
16	30	Digital Media Specialist	4025	3008.84	75	40250	40217.04	100	.00	48302	8084.96 83
16	33	Librarian IV	6355	5763.00	91	63550	63393.00	100	.00	76265	12872.00 83
16	36	Librarian III	8305	7757.86	93	83050	85290.96	103	.00	99665	14374.04 86
16	48	Library Assistant I	13722	14435.96	105	136064	150473.96	111	.00	163510	13036.04 92
16	54	Clerk III	1118	1060.88	95	11180	10371.06	93	.00	13424	3052.94 77
16	**	Library Personal Services	39038	37535.78	96	389224	407650.08	105	.00	467330	59679.92 87
19		Employee Benefits									
19	05	Medical Insurance	4024	3817.00	95	40240	38170.00	95	.00	48288	10118.00 79
19	10	IMRF	4682	4722.84	101	46820	49950.37	107	.00	56187	6236.63 89
19	11	Social Security	2420	2286.19	95	24128	24901.27	103	.00	28975	4073.73 86
19	12	Medicare	565	534.67	95	5634	5823.79	103	.00	6776	952.21 86
19	**	Employee Benefits	11691	11360.70	97	116822	118845.43	102	.00	140226	21380.57 85
21		Property Services									
21	02	Equipment Maintenance	25	.00	0	250	.00	0	.00	300	300.00 0
21	**	Property Services	25	.00	0	250	.00	0	.00	300	300.00 0
22		Other Contractual Service									
22	02	Dues	163	.00	0	1630	1182.00	73	.00	1965	783.00 60
22	03	Training	54	6.04	11	540	191.27	35	.00	650	458.73 29
22	18	Contr Programs & Exhibits	500	1020.00	204	5000	5380.00	108	.00	6000	620.00 90
22	66	Outside Reference Service	183	.00	0	1830	2450.00	134	.00	2200	250.00- 111
22	**	Other Contractual Service	900	1026.04	114	9000	9203.27	102	.00	10815	1611.73 85
30		General Supplies									
30	05	Office Supplies & Equip	58	77.94-	134-	580	380.21	66	.00	700	319.79 54
30	07	Supplies Reimb by Patrons	75	.00	0	750	1086.85	145	.00	900	186.85- 121
30	**	General Supplies	133	77.94-	59-	1330	1467.06	110	.00	1600	132.94 92
31		Public Works Supplies									
31	85	Small Tools and Equipment	300	.00	0	3000	4442.95	148	.00	3600	842.95- 123
31	**	Public Works Supplies	300	.00	0	3000	4442.95	148	.00	3600	842.95- 123
32		Library Supplies									
32	01	Program Supplies	125	.00	0	1250	72.66	6	.00	1500	1427.34 5
32	78	Electronic Resources	24663	17970.86	73	246630	293396.78	119	.00	295960	2563.22 99
32	90	Circulation Supplies	116	225.90	195	1160	1501.19	129	.00	1400	101.19- 107
32	**	Library Supplies	24904	18196.76	73	249040	294970.63	118	.00	298860	3889.37 99
50		Property									
50	15	Other Equipment	148	.00	0	1480	1990.59	135	.00	1776	214.59- 112
50	**	Property	148	.00	0	1480	1990.59	135	.00	1776	214.59- 112
601	**	** Library	77139	68041.34	88	770146	838570.01	109	.00	924507	85936.99 91

PREPARED 11/10/2016, 16:48:26  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 83% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
60	**	** Culture/Recreation	77139	68041.34	88	770146	838570.01	109	.00	924507	85936.99 91
DIV	6450	TOTAL ***** Digital Services	77139	68041.34	88	770146	838570.01	109	.00	924507	85936.99 91

FUND 291 Memorial Library Fund		DEPT/DIV 6470 User Services/Collection Services							ANNUAL	UNENCUMB.	%
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16 06		Collection Services Mangr	8061	7404.70	92	80610	81581.31	101	.00	96740	15158.69 84
16 33		Librarian IV	5616	5159.16	92	56160	56737.51	101	.00	67392	10654.49 84
16 36		Librarian III	11232	10318.32	92	112320	113975.02	102	.00	134784	20808.98 85
16 39		Librarian II	8745	8147.20	93	87450	89575.83	102	.00	104949	15373.17 85
16 41		Head Acquisitions	4225	3908.26	93	42250	42975.53	102	.00	50700	7724.47 85
16 48		Library Assistant I	2568	2338.90	91	25680	26417.64	103	.00	30826	4408.36 86
16 51		Clerk IV	3614	3283.02	91	36140	35135.35	97	.00	43368	8232.65 81
16 54		Clerk III	21307	16582.28	78	213070	191134.78	90	.00	255685	64550.22 75
16 75		Library Page II	2969	2173.72	73	29690	25110.31	85	.00	35637	10526.69 71
16 **		Library Personal Services	68337	59315.56	87	683370	662643.28	97	.00	820081	157437.72 81
18		Other Personal Services									
18 05		Overtime Civilian	0	22.86	0	0	22.86	0	.00	0	22.86- 0
18 **		Other Personal Services	0	22.86	0	0	22.86	0	.00	0	22.86- 0
19		Employee Benefits									
19 05		Medical Insurance	17017	16141.00	95	170170	161410.00	95	.00	204204	42794.00 79
19 10		IMRF	8916	7755.53	87	89160	86638.54	97	.00	106994	20355.46 81
19 11		Social Security	4237	3524.33	83	42370	39464.74	93	.00	50845	11380.26 78
19 12		Medicare	990	824.25	83	9900	9229.66	93	.00	11891	2661.34 78
19 **		Employee Benefits	31160	28245.11	91	311600	296742.94	95	.00	373934	77191.06 79
22		Other Contractual Service									
22 02		Dues	202	135.00	67	2020	1481.00	73	.00	2430	949.00 61
22 03		Training	101	.00	0	1010	208.81	21	.00	1212	1003.19 17
22 85		Processing Services	7666	7616.10	99	76660	69317.33	90	.00	92000	22682.67 75
22 **		Other Contractual Service	7969	7751.10	97	79690	71007.14	89	.00	95642	24634.86 74
30		General Supplies									
30 05		Office Supplies & Equip	133	27.56	21	1330	1066.05	80	.00	1600	533.95 67
30 33		Documentation Library	58	.00	0	580	710.00	122	.00	705	5.00- 101
30 **		General Supplies	191	27.56	14	1910	1776.05	93	.00	2305	528.95 77
32		Library Supplies									
32 03		Binding	41	.00	0	410	.00	0	.00	500	500.00 0
32 05		Processing Supplies	2750	1789.63	65	27500	19278.14	70	.00	33000	13721.86 58
32 75		Audio Visual	43811	39654.88	91	438110	361488.54	83	.00	525735	164246.46 69
32 80		Books	60405	55794.73	92	604050	569352.21	94	.00	724860	155507.79 79
32 90		Circulation Supplies	175	.00	0	1750	349.00	20	.00	2100	1751.00 17
32 95		Periodicals	10799	36644.03	339	107990	112881.60	105	.00	129593	16711.40 87
32 **		Library Supplies	117981	133883.27	114	1179810	1063349.49	90	.00	1415788	352438.51 75
601 ** **		Library	225638	229245.46	102	2256380	2095541.76	93	.00	2707750	612208.24 77
60 ** **		Culture/Recreation	225638	229245.46	102	2256380	2095541.76	93	.00	2707750	612208.24 77

DIV 6470 TOTAL \*\*\*\*\*

PREPARED 11/10/2016, 16:48:26  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 83% 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	225638	229245.46	102	2256380	2095541.76	93	.00	2707750	612208.24 77
DEPT	64	TOTAL *****									
		User Services	714066	655021.25	92	7122192	6811157.98	96	.00	8550757	1739599.02 80

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	1458330	1750000.00	120	.00	1750000	.00 100
	90 **	Other Financing Uses	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00 100
601 ** **		Library	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00 100
60 ** **		Culture/Recreation	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00 100
DIV 6901		TOTAL ***** Non Operating	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00 100
DEPT 69		TOTAL ***** Non Operating	145833	.00	0	1458330	1750000.00	120	.00	1750000	.00 100
FUND 291		TOTAL ***** Memorial Library Fund	1360081	1015079.31	75	13600808	12895982.65	95	.00	16322169	3426186.35 79
GRAND		TOTAL *****	1360081	1015079.31	75	13600808	12895982.65	95	.00	16322169	3426186.35 79

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	55 Other Capital Outlay	12916	.00	0	129160	105456.00	82	.00	155000	49544.00 68
	50	** Property	12916	.00	0	129160	105456.00	82	.00	155000	49544.00 68
601	**	** Library	12916	.00	0	129160	105456.00	82	.00	155000	49544.00 68
60	**	** Culture/Recreation	12916	.00	0	129160	105456.00	82	.00	155000	49544.00 68
DIV	6001	TOTAL ***** Administration	12916	.00	0	129160	105456.00	82	.00	155000	49544.00 68

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities					ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 15	Other Equipment	22250	15467.50	70	222500	30935.00	14	.00	267000	236065.00 12
	50 55	Other Capital Outlay	61083	3077.40	5	595830	70951.86	12	.00	718000	647048.14 10
	50 **	Property	83333	18544.90	22	818330	101886.86	13	.00	985000	883113.14 10
601 ** **		Library	83333	18544.90	22	818330	101886.86	13	.00	985000	883113.14 10
60 ** **		Culture/Recreation	83333	18544.90	22	818330	101886.86	13	.00	985000	883113.14 10
DIV 6020		TOTAL ***** Facilities	83333	18544.90	22	818330	101886.86	13	.00	985000	883113.14 10
DEPT 60		TOTAL ***** Executive Office	96249	18544.90	19	947490	207342.86	22	.00	1140000	932657.14 18
FUND 491		TOTAL ***** Capital Projects-Library	96249	18544.90	19	947490	207342.86	22	.00	1140000	932657.14 18
GRAND		TOTAL *****	96249	18544.90	19	947490	207342.86	22	.00	1140000	932657.14 18



November 15, 2016

(Action Item 4)

ACCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
October 31, 2016

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$308,596.27
491	Capital Projects Fund - Library	\$18,544.90
Total Disbursements		<u>\$327,141.17</u>

Payrolls Paid

10/14/2016		\$264,896.54
10/28/2016		\$269,022.36
		<u>\$533,918.90</u>

Journal Entry Expenditures by Village On Behalf Of the Library

10/31/2016	Group Insurance	\$89,550.00
10/31/2016	IMRF	\$63,060.94
10/31/2016	Social Security	\$32,028.03
10/31/2016	Medicare	\$7,490.41
		<u>\$192,129.38</u>

Voided Checks

<u>Check No.</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>
72997	5/17/2016	Gabriela Rojek	\$190.00
73180	6/21/2016	Pam Schwarting	\$110.15
			<u>(\$300.15)</u>

Total Disbursed

\$1,052,889.30

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
73828	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-OCTOBER	99.84	99.84
73844	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	55.11-	55.11-
73889	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED-NOVEMBER 2016 FSA DEP-NOVEMBER 2016	3,428.16 384.62	3,812.78
73907	LACONI INC-MEMBERSHIP	291-0000-140.05-00	PREPAID AHML DUES	100.00	100.00
73922	MNJ TECHNOLOGIES DIRECT INC	291-0000-140.05-00	ANNUAL RENEWAL OF VMWARE	6,021.00	6,021.00
73924	MORNINGSTAR INC	291-0000-140.05-00	PREPAID MORNINGSTAR	8,564.42	8,564.42
73941	RECORD INFORMATION SERVICES INC	291-0000-140.05-00	52 WK SUBSCRIPTION TO THE	1,475.00	1,475.00
73946	S&P GLOBAL MARKET INTELLIGENCE LLC	291-0000-140.05-00	PREPAID S&P'S NET ADVANT-	1,083.33	1,083.33
***** DIVISION TOTAL ****					21,101.26
***** DEPARTMENT TOTAL **					21,101.26
DEPARTMENT: 60	Executive Office	DIVISION: 01			
73831	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES-J ANDRYKOWSKI	260.00	260.00
73833	ALIBRIS	291-6001-601.32-99	EMP REIMBURSED PURCHASE	137.50	137.50
73836	AMAZON.COM CREDIT	291-6001-601.32-72 291-6001-601.30-05 291-6001-601.30-05	OBOV-DRINKING STRAWS 36" OSCILLATING FAN FLASH DRIVE, CANON CALCU-	29.25 79.50 62.40	171.15
73840	ANDRYKOWSKI, JEREMY	291-6001-601.22-03 291-6001-601.22-03	ULC ANNUAL FORUM-J ANDRY- HARWOOD INSTITUTE-J ANDRY	580.33 1,470.73	2,051.06
73842	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.32-99 291-6001-601.32-72 291-6001-601.32-72 291-6001-601.22-03 291-6001-601.32-72 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03	TRAV/TRAIN-J MORAVEC TRAV/TRAIN-D HALPIN EMP REIMBURSED PURCHASE- SPEC EVENTS-K MCCOY SPEC EVENTS-K MCCOY TRAV/TRAIN-D SMART SPEC EVENTS-K MCCOY TRAV/TRAIN-J MORAVEC TRAV/TRAIN-D HALPIN TRAV/TRAIN-J KUHL TRAV/TRAIN-K ZSUPAN TRAV/TRAIN-B TRZOP TRAV/TRAIN-M JASINSKI	28.00 9.00 17.98 43.93 49.84 45.00 38.21 28.00 44.96 45.00 14.58 23.64 30.00	418.14
73843	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.32-72	OBOV-BOOK DISCUSSION ON	199.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					199.20
73844	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	ULC CONF HOUSING-J KUHL	351.72	
		291-6001-601.22-02	INNOVATIVE USERS GROUP-	100.00	
		291-6001-601.30-05	USB FLASH DRIVE	39.00	490.72
73846	AT & T	291-6001-601.22-70	TELE	5,210.72	
		291-6001-601.22-42	INTERNET ACCESS	1,206.42	
		291-6001-601.22-42	INTERNET ACCESS 8/28/2016	134.40	6,551.54
73849	BAKER & TAYLOR	291-6001-601.32-99	EMP REIMBURSED PURCHASE	61.78	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	25.99	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	74.33	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	23.27	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	40.34	225.71
73850	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.69	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	44.08	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	44.08	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	29.39	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	33.80	77.88
73861	COMCAST	291-6001-601.21-65	TV IN BUSINESS CENTER,	21.10	
		291-6001-601.22-42	INTERNET ACCESS 10/23/16-	249.35	270.45
73862	COMDATA CORPORATION	291-6001-601.32-72	OBOV-SPEC EVENTS	8.90	8.90
73867	CZAJKA, JENNIFER	291-6001-601.22-03	ULC-J CZAJKA	669.73	669.73
73868	DANTIS, PATRICIA	291-6001-601.22-03	ILA CONF-T DANTIS	66.30	66.30
73875	DISCOUNT SCHOOL SUPPLY	291-6001-601.32-72	OBOV-EYE STICKERS, GLUE	32.68	32.68
73876	DISTEL, SHANNON	291-6001-601.22-03	ILA CONF-S DISTEL	81.30	81.30
73880	FINER LINE	291-6001-601.30-05	NAME BADGES	12.95	12.95
73881	FIRST CLASS TRAVEL	291-6001-601.32-72	OBOV-ERIC WEINER-AIRFARE	333.10	333.10
73882	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING RENTAL-3RD	650.00	650.00
73884	FOND DU LAC	291-6001-601.50-15	2 CORE BOOKDROP LINERS	221.52	221.52
73889	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-NOVEMBER 2016	171.00	171.00
73891	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVICES	49.95	49.95
73893	IL DEPT OF CENTRAL MANAGEMENT SERVS	291-6001-601.22-42	INTERNET ACCESS-AUGUST	600.00	
		291-6001-601.22-42	INTERNET ACCESS-SEPTEMBER	600.00	1,200.00
73895	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES-AHML	350.00	350.00
73896	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6001-601.20-81	OCLC-2ND QTR AUG-SEPT-OCT	16,172.70	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					16,172.70
73900	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	34.11	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	19.75	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	35.94	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	10.16	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.99	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	8.33	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	9.74	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	37.28	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	9.59	176.89
73906	KUHL, JASON	291-6001-601.22-03	ULC-J KUHL	184.90	184.90
73909	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERV	4.75	4.75
73912	LIBRARY FURNITURE INTERNATIONAL INC	291-6001-601.50-15	50% DEPOSIT-OPTO 4-WAY	2,828.00	2,828.00
73928	ORIENTAL TRADING COMPANY INC	291-6001-601.32-72	OBOV-2 GEOMETRIC JEWELS	24.97	24.97
73929	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	SECOND FLOOR PAY PHONE	63.00	63.00
73930	PAPANASTASSIOU, MARIA	291-6001-601.22-03	ILA CONF-M PAPANASTASSIOU	87.12	87.12
73932	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SERVS/JULY-SEPTEMBER	1,365.00	1,365.00
73937	PRODUCT ARCHITECTURE + DESIGN	291-6001-601.20-05	BRANCH LIBRARY STUDY	5,000.00	5,000.00
73939	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	77.30	
		291-6001-601.22-05	POSTAGE	77.30	
		291-6001-601.22-05	POSTAGE	77.30	
		291-6001-601.22-05	POSTAGE	77.30	309.20
73953	SISSORS, JAN	291-6001-601.22-03	ILA CONF-J SISSORS	104.68	104.68
73956	SON, ALICE	291-6001-601.22-03	ILA CONF-A SON	81.30	81.30
73964	U S TOY CO/CONSTRUCTIVE PLAY	291-6001-601.50-15	4 LED LIGHT	479.96	479.96
73966	URBAN LIBRARIES COUNCIL	291-6001-601.22-02	ULC DUES, 3RD QTLY PMT	2,250.00	2,250.00
73967	VAN METER MAILING	291-6001-601.22-05	POSTAGE	2,981.22	2,981.22
73969	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 8/26-9/25/2016	248.65	248.65
73972	WAREHOUSE DIRECT	291-6001-601.30-05	OFF SUPPS	337.16	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	108.52	445.68
73973	WHISLER, DEBORA	291-6001-601.22-03	ULC CONF-D WHISLER	464.21	464.21
73976	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 10/19/16-	154.00	154.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\*\*

48,127.01

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Marketing and Communications</i>		
73836	AMAZON.COM CREDIT	291-6002-601.32-01	JUMBO CRAFT STICKS	98.04	98.04
73842	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.32-01	PROG SUPPS-A HARDER	40.41	40.41
73844	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.30-05	24-DARK GRAY PEN CUPS	144.00	664.00
		291-6002-601.30-05	60 CREDITS ONLINE USAGE	520.00	
73857	CARDINAL COLORPRINT	291-6002-601.22-10	PROGRAM REMINDERS, NOT AT	2,136.00	12,275.00
		291-6002-601.22-10	LIBRARY NEWSLETTER-NOVEM-	10,139.00	
73923	MOBILE PRINT	291-6002-601.22-10	LITERACY BROCHURES	642.26	3,280.90
		291-6002-601.22-10	EMERGENCY FLIP CARDS	156.29	
		291-6002-601.22-10	SUSPENSION FORMS	139.68	
		291-6002-601.22-10	LETTERHEAD, ENVELOPES	1,501.56	
		291-6002-601.22-10	STORYTIME STICKERS	841.11	
73944	ROTARY CLUB/ARLINGTON HTS	291-6002-601.22-02	QUARTERLY DUES-Q3 2016	275.00	275.00
73947	SCHLESINGER MACHINERY INC	291-6002-601.21-02	CUTTER REPAIR-BLADE SHARP	340.00	340.00
73967	VAN METER MAILING	291-6002-601.21-65	OTHER SERVS	619.68	619.68
73978	4ALL PROMOTIONS	291-6002-601.32-72	PUMPKIN STRESS BALL	382.20	382.20
***** DIVISION TOTAL *****					17,975.23

*Human Resources*

DEPARTMENT: 60 Executive Office	DIVISION: 03				
73836	AMAZON.COM CREDIT	291-6003-601.22-03	TRAV/TRAIN	52.00	52.00
73844	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.32-01	PAPER GOODS FOR STOP BY	63.56	63.56
73847	AURICO REPORTS	291-6003-601.21-65	SEPTEMBER 2016 SERVICES	252.00	405.00
		291-6003-601.21-65	OTHER SERVS-OCTOBER 2016	153.00	
***** DIVISION TOTAL *****					520.56

*Gifts and Grants*

DEPARTMENT: 60 Executive Office	DIVISION: 04				
73852	BENSON, RAYMOND	291-6004-601.32-02	MOVIE CLUB 11/17/16	350.00	350.00
73853	BENSON, RAYMOND	291-6004-601.32-02	MOVIE CLUB 12/8/16	350.00	350.00
73888	GIRE, DANN	291-6004-601.32-02	MOVIE CLUB 11/17/2016	350.00	700.00
		291-6004-601.32-02	MOVIE CLUB 12/8/2016	350.00	
73897	ILLINOIS RIP CHORDS	291-6004-601.21-65	ILLINOIS RIP CHORDS-	400.00	400.00
***** DIVISION TOTAL *****					1,800.00

PREPARED 11/16/16, 02:11 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 60 Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
 Village of Arlington Heights  
 DIVISION: 08

PAGE 5  
 ACCOUNTING PERIOD 11/2016

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Finance</i>		
73845	ASCENTIS CORPORATION	291-6008-601.21-36	ASCENTIS CLOCK RENTAL	115.00	115.00
***** DIVISION TOTAL ****					115.00
			<i>Information Technology</i>		
DEPARTMENT: 60	Executive Office	DIVISION: 10			
73843	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.31-85	USB FLASH DRIVES FOR IT	73.54	73.54
73844	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	MONTHLY SUBSCRIPTION TO	199.00	
		291-6010-601.30-32	NETFLIX MONTHLY SUBSCRIP-	11.99	
		291-6010-601.30-32	PLANNING POD MONTHLY SUBS	19.99	
		291-6010-601.31-85	iPAD ADAPTERS-ARMODILO	122.53	
		291-6010-601.31-85	FOREIGN TRANSACTION FEE	3.30	
		291-6010-601.30-32	MONTHLY RENEWAL OF GIT-	25.00	
		291-6010-601.31-85	WIRELESS DISPLAY ADAPTER	49.95	
		291-6010-601.31-85	MINI DISPLAY PORT TO HDMI	26.97	
		291-6010-601.31-85	ROOM ALERT TEMP MONITOR-	185.00	
		291-6010-601.31-85	SANDISK CRUZER 64GB FLASH	15.49	
		291-6010-601.31-85	REPLACEMENT MOBILE HOT-	24.99	
		291-6010-601.31-85	REPLACEMENT POWER SUPPLY	39.99	
		291-6010-601.31-85	DIGIOCEAN FLASH DRIVES	25.45	
		291-6010-601.20-05	MONTHLY PAYFLOW PRO RENEW	54.10	
		291-6010-601.20-05	PAY PER CLICK WEBSITE TES	10.00	
		291-6010-601.20-05	PAY PER CLICK WEBSITE TES	20.00	
		291-6010-601.30-32	MONTHLY TRELLO RENEWAL	50.00	
		291-6010-601.30-32	NETFLIX MONTHLY SUBSCRIP-	11.99	
		291-6010-601.32-32	MINECRAFT LICENSE FOR OCU	10.61	
		291-6010-601.30-32	APPLE DEVELOPER PROGRAM	105.19	
		291-6010-601.30-32	MONTHLY SPOTIFY RENEWAL	9.99	
		291-6010-601.30-30	SAMSUNG MLT-D203L TONER	175.48	
		291-6010-601.30-32	NETFLIX MONTHLY SUBSCRIP	11.99	
		291-6010-601.30-30	EPSON BACKLIGHT FILM	97.75	1,306.75
73845	ASCENTIS CORPORATION	291-6010-601.30-32	ASCENTIS TIME-TAX CREDIT	63.28-	
		291-6010-601.30-32	ASCENTIS TIME-OCTOBER	649.60	586.32
73848	B & H PHOTO VIDEO	291-6010-601.30-30	TONER	1,184.76	
		291-6010-601.31-85	TP-LINK PORT SWITCH	48.88	
		291-6010-601.30-30	TONER	400.00	1,633.64
73858	CDW GOVERNMENT INC	291-6010-601.30-30	TONER	445.55	
		291-6010-601.30-30	1 TONER	153.61	
		291-6010-601.30-30	3 TONERS	460.83	
		291-6010-601.30-30	4 TONERS	614.44	1,674.43
73860	CISCO WEBEX LLC	291-6010-601.30-32	VIDEO CONFERENCING SUBS-	99.00	99.00
73879	ENCOMIUM PUBLICATIONS	291-6010-601.30-32	RENEW PRACTICAL WRITING	400.00	400.00
73898	IMPACT NETWORKING LLC	291-6010-601.21-02	OVERAGE CHG 7/3-10/2/2016	938.47	

PREPARED 11/16/16, 02:11 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 60 Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
 Village of Arlington Heights  
 DIVISION: 10

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.21-02	BASE CHG 10/9-11/8/2016	401.70	
		291-6010-601.21-02	OVERAGE CHG 7/9-10/8/2016	188.05	
		291-6010-601.21-02	BASE CHG 10/19-11/18/2016	115.00	
		291-6010-601.30-30	TONER	19.50	1,662.72
73922	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	CISCO CATALYST ETHERNET	2,435.00	
		291-6010-601.30-32	1 YR ENERGIZER UPDATES	333.00	
		291-6010-601.21-02	1 YR INSTANT REPLACEMENT	415.00	3,183.00
73963	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	COST PER FAX PROGRAM-3RD	889.60	889.60
73975	WIRED	291-6010-601.30-33	DOCUMENTATION LIBRARY	13.00	13.00
***** DIVISION TOTAL ****					11,522.00

*Facilities*

DEPARTMENT:		DIVISION:			
60	Executive Office	20			
73826	ACRES GROUP	291-6020-601.21-11	LAWN MAINTENANCE-NOVEMBER	393.96	393.96
73827	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVICE-OCTOBER	2,091.96	2,091.96
73837	AMERAPRODUCTS INC	291-6020-601.21-11	BABY CHANGING STATION	999.99	999.99
73839	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	SERVICE MONTH-OCTOBER	89.00	89.00
73842	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.22-03	TRAV/TRAIN-T SCUDERI	15.00	
		291-6020-601.22-03	TRAV/TRAIN-C CUTINELLO	46.55	
		291-6020-601.22-03	TRAV/TRAIN-G SANCHEZ	13.50	
		291-6020-601.22-03	TRAV/TRAIN-L VARGAS	12.50	87.55
73844	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	CIRCUIT BREAKER FINDER	43.09	
		291-6020-601.21-11	CIRCUIT BREAKER	114.97	
		291-6020-601.22-03	REGISTRATION FOR TRADE	125.00	
		291-6020-601.21-11	WASTE CONTAINERS	336.40	619.46
73856	CANINE DETECTION & INSPECTION SERVS	291-6020-601.21-11	6 HOURS CANINE DETECTION	2,700.00	2,700.00
73863	COMED	291-6020-601.30-51	9/9/16-10/10/16 HEATING	10.13	
		291-6020-601.30-51	9/12/16-10/10/16 HEATING	34.58	44.71
73873	DEGRAF CONCRETE CONSTRUCTION INC	291-6020-601.21-11	REMOVE/REPLACE 2ND FLOOR	2,394.88	2,394.88
73892	IGS	291-6020-601.30-51	NATURAL GAS-SEPTEMBER	3,791.97	
		291-6020-601.30-51	NATURAL GAS-AUGUST 2016	2,889.55	6,681.52
73916	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE FOR	4,599.00	4,599.00
73918	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	AJAX, DUCK TAPE, CARPET	9.68	9.68
73919	MIDCO INC	491-6020-601.50-15	ADDING CAMERAS, IP RECORD-	15,467.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					15,467.50
73925	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIBUTION	999.90	
		291-6020-601.30-51	NATURAL GAS DISTRIBUTION	138.84	1,138.74
73926	NOFFS SELF STORAGE INC	291-6020-601.21-11	DECEMBER 2016-PARADE VE-	73.00	73.00
73940	R I C ELECTRIC	291-6020-601.21-11	SCAN AND DRILL HOLES TO	9,977.83	9,977.83
73952	SHERWIN HARDWARE INC	291-6020-601.21-11	LED BULBS, SCREWDRIVERS	125.39	
		291-6020-601.21-11	DRILL BITS	21.66	
		291-6020-601.21-11	TAPE, EXT BARS, VINYL BUM	90.29	
		291-6020-601.21-11	PEAK WASH/DEICER	9.98	247.32
73968	VARGAS,LEONEL	291-6020-601.22-03	ISSA TRADE SHOW-L VARGAS	56.83	56.83
73970	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL/SEPTEMBER 2016	209.15	209.15
73974	WIGHT & COMPANY	491-6020-601.50-55	PARKING IMPROVEMENTS-	3,077.40	3,077.40
***** DIVISION TOTAL ****					50,959.48
***** DEPARTMENT TOTAL **					131,019.28

*Kids' World*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 01			
73829	AFTERSCHOOL ENRICHMENT SOLUTIONS	291-6401-601.22-18	CHESS CLUB-12/18/2016	100.00	100.00
73830	AFTERSCHOOL ENRICHMENT SOLUTIONS	291-6401-601.22-18	CHESS CLUB-11/20/2016	100.00	100.00
73831	ALA MEMBERSHIP	291-6401-601.22-02	ALA DUES-K DEVITT	226.00	
		291-6401-601.22-02	ALA DUES-L PRIEST	260.00	486.00
73832	ALASTORE	291-6401-601.22-03	MAKING THE LIBRARY WORK	58.50	
		291-6401-601.32-01	CLUB PROGS FOR TEENS,SU-	150.80	209.30
73835	AMAZING MINDS LLC	291-6401-601.22-18	ALL ABOUT WHALES-12/28/16	200.00	200.00
73836	AMAZON.COM CREDIT	291-6401-601.32-02	HALLOWEEN CRAFT SHAPES,	65.51	
		291-6401-601.32-02	BLACK POLYPRO WEBBING,	18.67	
		291-6401-601.32-02	POSTER BOARD	29.19	
		291-6401-601.32-02	ZEN PIPE CLEANERS	5.48	
		291-6401-601.32-02	CODE MASTER GAME	39.99	
		291-6401-601.32-02	ULTIMATE MASTERMINDS GAME	14.19	173.03
73841	AQUARIUM ADVENTURE	291-6401-601.21-02	EQUIP MAINT-OCTOBER 2016	200.00	200.00
73842	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	PROG EVENTS-M PAPANASTASS	6.59	
		291-6401-601.22-03	TRAV/TRAIN-M YOUNG	46.44	
		291-6401-601.22-03	TRAV/TRAIN-T DANTIS	30.22	
		291-6401-601.22-03	TRAV/TRAIN-T DANTIS	17.59	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-02	PROG EVENTS-S HOLLARS	21.93	
		291-6401-601.22-03	TRAV/TRAIN-A SON	7.34	
		291-6401-601.32-02	PROG EVENTS-A SON	22.32	
		291-6401-601.22-03	TRAV/TRAIN-A SON	48.92	
		291-6401-601.22-03	TRAV/TRAIN-A BELFORD	25.60	
		291-6401-601.32-02	PROG EVENTS-A BELFORD	24.72	
		291-6401-601.32-02	PROG EVENTS-L PRIEST	44.73	
		291-6401-601.32-01	PROG SUPPS-P SPARREO	9.98	
		291-6401-601.32-02	PROG EVENTS-S HOLLARS	25.51	
		291-6401-601.32-02	PROG EVENTS-P SPARREO	35.52	
		291-6401-601.32-02	PROG EVENTS-S HILL	39.89	
		291-6401-601.32-01	PROG SUPPS-S HILL	10.99	
		291-6401-601.32-02	PROG EVENTS-M VELA	46.94	
		291-6401-601.22-03	TRAV/TRAIN-D NAPRAVNIK	4.32	
		291-6401-601.32-02	PROG EVENTS-D NAPRAVNIK	19.49	
		291-6401-601.22-03	TRAV/TRAIN-D NAPRAVNIK	4.32	
		291-6401-601.32-02	PROG EVENTS-A BELFORD	39.90	533.26
73843	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	PROG EVENTS	262.50	262.50
73844	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	TAB-PROGRAM SUPPLIES	67.20	
		291-6401-601.30-05	RED STICKY TAPE	23.40	90.60
73874	DEMCO INC	291-6401-601.30-05	LIBRARIAN'S DESK CALENDAR	21.40	21.40
73875	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-01	PRE-WRITING SKILL SET,	133.91	133.91
73877	DOHERTY, LAURA	291-6401-601.22-18	CHILDRENS CONCERT ON	500.00	500.00
73878	ELLISON EDUCATIONAL EQUIPMENT	291-6401-601.30-05	DIE CUT HALLOWEEN COMBO,	75.00	75.00
73895	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES-T DANTIS	100.00	100.00
73908	LAKESHORE LEARNING MATERIALS	291-6401-601.32-01	5 SETS OF CRAFT TRAYS	83.19	83.19
73915	MADCAP PRODUCTIONS	291-6401-601.22-18	PUPPET PERFORMANCE ON	765.00	765.00
73927	OFFICE DEPOT BUSINESS ACCOUNT	291-6401-601.30-05	2 FOLDING CARTS, STORAGE	77.99	77.99
73928	ORIENTAL TRADING COMPANY INC	291-6401-601.32-02	BRACELETS, RUBBER DUCKS,	222.18	
		291-6401-601.32-02	MINI ALPINE TABLETOP HATS	11.98	
		291-6401-601.32-01	60 ASSORTED TABLECOVERS	81.00	315.16
73938	PURCHASE ADVANTAGE CARD	291-6401-601.32-02	TAG OPEN HOUSE, TAG @ FARM	488.73	
		291-6401-601.30-05	OFF SUPPS	5.98	494.71
73945	ROY, KARI ANNE	291-6401-601.22-18	KA HOLT AUTHOR APPEARANCE	3,350.00	3,350.00
73954	SMILEMAKERS	291-6401-601.32-01	STICKERS, BUBBLES, PENCILS	70.52	70.52
73964	U S TOY CO/CONSTRUCTIVE PLAY	291-6401-601.32-01	COLOR MAGNA TILES, AGATE	199.95	

PREPARED 11/16/16, 02:11 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
 Village of Arlington Heights  
 DIVISION: 01

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					199.95
73971	VOCAL GYMNASIUM	291-6401-601.22-18	CHILDREN'S CONCERT	500.00	500.00
73972	WAREHOUSE DIRECT	291-6401-601.30-05	OFF SUPPS	173.80	173.80
***** DIVISION TOTAL ****					9,215.32

*Program Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 05			
73842	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAV/TRAIN-K ZSUPAN	11.12	
		291-6405-601.32-02	PROG EVENTS-K ZSUPAN	10.00	
		291-6405-601.32-02	PROG EVENTS-J KITTREDGE	18.99	
		291-6405-601.32-02	PROG EVENTS-S DISTEL	46.90	
		291-6405-601.22-03	TRAV/TRAIN-S DISTEL	9.99	
		291-6405-601.22-03	TRAV/TRAIN-K ZSUPAN	3.56	100.56
73862	COMDATA CORPORATION	291-6405-601.32-02	PROG EVENTS	4.09	4.09
73869	DASSOW,DIANE	291-6405-601.22-18	GATHER FAMILY STORIES	150.00	150.00
73885	FRENCH BATTLEFIELDS	291-6405-601.22-18	PEARL HARBOR-A DAY OF	100.00	100.00
73911	LEPO,MARY JO	291-6405-601.32-02	SENIOR SPEED DATING RE-	64.09	64.09
73938	PURCHASE ADVANTAGE CARD	291-6405-601.32-02	CO-WORKING PROGRAM, TAX	17.30	17.30
73959	SWIDERSKI,ANN	291-6405-601.22-18	ESL WRITING CLASS ON	125.00	125.00
73972	WAREHOUSE DIRECT	291-6405-601.32-02	PROG EVENTS	44.26	44.26
***** DIVISION TOTAL ****					605.30

*Customer Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
73825	ABRAHAMSEN,SHELBY	291-6420-601.22-18	BULLET JOURNALING 101 ON	250.00	250.00
73832	ALASTORE	291-6420-601.22-03	HOW TO DELIVER GREAT LIB-	108.00	
		291-6420-601.22-03	36 ADULT PROGRAM IDEAS	60.00	168.00
73836	AMAZON.COM CREDIT	291-6420-601.32-90	CC-THERMAL PAPER	71.80	71.80
73838	AMIGOS LIBRARY SERVICES	291-6420-601.22-03	LIBRARY MGMT FOR BEGIN-	130.00	130.00
73842	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAV/TRAIN-S MEYER	15.00	
		291-6420-601.22-03	TRAV/TRAIN-S MEYER	34.97	
		291-6420-601.22-03	TRAV/TRAIN-F PRISBY	15.00	
		291-6420-601.22-03	TRAV/TRAIN-T SCALLON	7.02	
		291-6420-601.32-02	PROG EVENTS-K MCCOY	39.96	111.95
73886	FROSTBURG STATE UNIVERSITY	291-6420-601.21-64	ACCESS SERVS	15.00	

PREPARED 11/16/16, 02:11 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
 Village of Arlington Heights  
 DIVISION: 20

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					15.00
73890	HAZELNUTS LLC	291-6420-601.22-18	BREAD MAKING INSTRUCTION-	530.00	530.00
73896	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS-AUGUST 2016	43.00-	193.00-
		291-6420-601.21-64	ACCESS SERVS-SEPTEMBER	150.00-	
73902	KANSAS CITY PUBLIC LIBRARY	291-6420-601.21-64	ACCESS SERVS	24.95	24.95
73903	KNABB, JACOB S	291-6420-601.32-02	WRITER'S INK-11/9/2016	150.00	150.00
73904	KNABB, JACOB S	291-6420-601.32-02	WRITER'S INK-12/4/2016	150.00	150.00
73905	KNECHT, LAURA	291-6420-601.22-18	AP-GREETING CARD CALLIGRA	300.00	300.00
73914	MADAY, JULIE I	291-6420-601.22-18	RESUME REVIEWS-OCTOBER	90.00	90.00
73917	MEADOWS, AMY	291-6420-601.22-18	AP-HOLIDAY TRADITIONS	250.00	250.00
73931	PAUPERS ART GUILD	291-6420-601.22-18	AP-ART IN THE MAKING-	400.00	400.00
73936	PRO LIBRA ASSOCIATES INC	291-6420-601.21-65	OTHER SERVS	461.25	
		291-6420-601.21-65	OTHER SERVS	461.25	
		291-6420-601.21-65	OTHER SERVS	450.00	1,372.50
73938	PURCHASE ADVANTAGE CARD	291-6420-601.32-02	PROG EVENTS	9.00	9.00
73957	STAPLES ADVANTAGE	291-6420-601.32-90	IL-REMOVABLE LABELS	358.80	358.80
73961	THROWN ELEMENTS POTTERY	291-6420-601.22-18	AP-ART IN THE MAKING	600.00	600.00
73962	TMU LOGISTICS LLC	291-6420-601.30-05	IS-SANITIZER WIPES	54.82	54.82
73965	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	OCTOBER 2016 PLACEMENTS	304.30	304.30
73972	WAREHOUSE DIRECT	291-6420-601.30-05	IS-OFF SUPPS	77.08	
		291-6420-601.30-05	CC-OFF SUPPS	74.71	
		291-6420-601.32-90	IS-CIRC SUPPS	78.48	230.27
***** DIVISION TOTAL ****					5,378.39

*Digital Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50			
73834	ALLDATA	291-6450-601.32-78	LIBRARY-REPAIR SERIES-	1,500.00	1,500.00
73842	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.22-03	TRAV/TRAIN-D OLIICHWIER	6.04	6.04
73870	DAVIDSON, SCOTT	291-6450-601.22-18	BUYING A NEW PC 11/21/16	140.00	140.00
73871	DAVIDSON, SCOTT	291-6450-601.22-18	WINDOWS 10 11/28/16	140.00	140.00
73872	DAVIDSON, SCOTT	291-6450-601.22-18	WINDOWS 10 12/17/16	140.00	

PREPARED 11/16/16, 02:11 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
 Village of Arlington Heights  
 DIVISION: 50

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					140.00
73924	MORNINGSTAR INC	291-6450-601.32-78	MORNINGSTAR	778.58	778.58
73934	PLUNKETT RESEARCH LTD	291-6450-601.32-78	PLUNKETT RESEARCH-ONLINE	2,900.00	2,900.00
73946	S&P GLOBAL MARKET INTELLIGENCE LLC	291-6450-601.32-78	S&P'S NET ADVANTAGE	11,916.67	11,916.67
73949	SCHROEDER, JOHN	291-6450-601.22-18	INTRO TO HTML 11/22/2016	200.00	200.00
73950	SCHROEDER, JOHN	291-6450-601.22-18	INTRO TO CSS 11/29/2016	200.00	200.00
73951	SCHROEDER, JOHN	291-6450-601.22-18	INTRO TO JAVASCRIPT	200.00	200.00
73960	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFO CHARGES	875.61	875.61
73972	WAREHOUSE DIRECT	291-6450-601.32-90	CIRC SUPPS	147.96	147.96
***** DIVISION TOTAL ****					19,144.86

*Collection Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 70			
73824	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	52.32	52.32
73836	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	9.98	
		291-6470-601.32-75	AV MTLs	41.81	
		291-6470-601.32-75	AV MTLs	62.47	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	126.91	
		291-6470-601.32-75	AV MTLs	26.99	
		291-6470-601.32-75	AV MTLs	20.44	
		291-6470-601.32-75	AV MTLs	41.28	
		291-6470-601.32-75	AV MTLs	99.96	
		291-6470-601.32-75	AV MTLs	23.98	
		291-6470-601.32-75	AV MTLs	92.60	
		291-6470-601.32-75	AV MTLs	143.97	
		291-6470-601.32-75	AV MTLs	41.97	
		291-6470-601.32-75	AV MTLs	20.50	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	99.80	
		291-6470-601.32-75	AV MTLs	80.49	
		291-6470-601.32-75	AV MTLs	69.98	
		291-6470-601.32-75	AV MTLs	89.95	
		291-6470-601.32-75	AV MTLs	53.20	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	13.84	
		291-6470-601.32-75	AV MTLs	61.43	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	25.47	
		291-6470-601.32-75	AV MTLs	205.14	
		291-6470-601.32-75	AV MTLs	27.44	

PREPARED 11/16/16, 02:11 PM  
PROGRAM GM348U5  
DEPARTMENT: 64            User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	30.00	
		291-6470-601.32-75	AV MTLs	26.96	
		291-6470-601.32-75	AV MTLs	34.54	
		291-6470-601.32-75	AV MTLs	27.97	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	159.99	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	21.06	
		291-6470-601.32-75	AV MTLs	26.19	
		291-6470-601.32-75	AV MTLs	196.00	
		291-6470-601.32-75	AV MTLs	34.77	
		291-6470-601.32-75	AV MTLs	117.57	
		291-6470-601.32-75	AV MTLs	58.40	
		291-6470-601.32-75	AV MTLs	9.66	
		291-6470-601.32-75	AV MTLs	9.96	
		291-6470-601.32-75	AV MTLs	18.49	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	14.17-	
		291-6470-601.32-75	AV MTLs	.88-	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	17.03	
		291-6470-601.32-75	AV MTLs	19.15	
		291-6470-601.32-75	AV MTLs	11.59	
		291-6470-601.32-75	AV MTLs	27.99	
		291-6470-601.32-75	AV MTLs	95.97	
		291-6470-601.32-75	AV MTLs	32.81	
		291-6470-601.32-75	AV MTLs	11.81	
		291-6470-601.32-75	AV MTLs	11.38	
		291-6470-601.32-75	AV MTLs	33.46	
		291-6470-601.32-75	AV MTLs	12.19	
		291-6470-601.32-75	AV MTLs	26.22	
		291-6470-601.32-75	AV MTLs	64.08	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	15.96	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	87.98	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	71.97	
		291-6470-601.32-75	AV MTLs	19.98	
		291-6470-601.32-80	BOOKS	12.20	
		291-6470-601.32-80	BOOKS	38.51	
		291-6470-601.32-80	BOOKS	13.42	
		291-6470-601.32-80	BOOKS	49.06	
		291-6470-601.32-80	BOOKS	34.92	
		291-6470-601.32-80	BOOKS	22.95	
		291-6470-601.32-80	BOOKS	9.59	
		291-6470-601.32-80	BOOKS	31.49	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	19.33	
		291-6470-601.32-80	BOOKS	17.26	
		291-6470-601.32-80	BOOKS	26.97	

PREPARED 11/16/16, 02:11 PM  
PROGRAM GM348U5  
DEPARTMENT: 64            User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	37.05	
		291-6470-601.32-80	BOOKS	19.26	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	54.89	
		291-6470-601.32-80	BOOKS	21.94	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	48.60	
		291-6470-601.32-80	BOOKS	16.58	
		291-6470-601.32-80	BOOKS	24.21	
		291-6470-601.32-80	BOOKS	9.34	
		291-6470-601.32-95	PERIODICALS	21.92	
		291-6470-601.32-95	PERIODICALS	9.93	
		291-6470-601.32-95	PERIODICALS	11.94	
		291-6470-601.32-95	PERIODICALS	16.88	
		291-6470-601.32-75	AV MTLs	23.77	
		291-6470-601.32-75	AV MTLs	12.49	
		291-6470-601.32-75	AV MTLs	81.90	
		291-6470-601.32-75	AV MTLs	12.72	
		291-6470-601.32-75	AV MTLs	56.45	
		291-6470-601.32-75	AV MTLs	5.20	
		291-6470-601.32-75	AV MTLs	28.97	
		291-6470-601.32-75	AV MTLs	6.59	
		291-6470-601.32-75	AV MTLs	15.98	
		291-6470-601.32-75	AV MTLs	79.98	
		291-6470-601.32-75	AV MTLs	23.64	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	19.98	
		291-6470-601.32-75	AV MTLs	46.61	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	13.73	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	18.49	
		291-6470-601.32-75	AV MTLs	53.97	
		291-6470-601.32-75	AV MTLs	32.94	
		291-6470-601.32-75	AV MTLs	89.64	
		291-6470-601.32-75	AV MTLs	380.97	
		291-6470-601.32-75	AV MTLs	89.64	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	340.02	
		291-6470-601.32-75	AV MTLs	209.00	
		291-6470-601.32-75	AV MTLs	149.88	
		291-6470-601.32-75	AV MTLs	159.93	
		291-6470-601.32-75	AV MTLs	22.99	
		291-6470-601.32-75	AV MTLs	139.96	
		291-6470-601.32-75	AV MTLs	63.73	
		291-6470-601.32-75	AV MTLs	31.71	
		291-6470-601.32-75	AV MTLs	38.28	
		291-6470-601.32-75	AV MTLs	19.26	
		291-6470-601.32-75	AV MTLs	298.32	
		291-6470-601.32-75	AV MTLs	132.20	
		291-6470-601.32-75	AV MTLs	197.96	

PREPARED 11/16/16, 02:11 PM  
PROGRAM GM348U5  
DEPARTMENT: 64

User Services

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

PAGE 14  
ACCOUNTING PERIOD 11/2016

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	92.97	
		291-6470-601.32-75	AV MTLs	113.18	
		291-6470-601.32-75	AV MTLs	18.95	
		291-6470-601.32-75	AV MTLs	108.15	
		291-6470-601.32-75	AV MTLs	197.96	
		291-6470-601.32-75	AV MTLs	19.00	
		291-6470-601.32-75	AV MTLs	551.85	
		291-6470-601.32-75	AV MTLs	15.75	
		291-6470-601.32-75	AV MTLs	21.98	
		291-6470-601.32-75	AV MTLs	26.55	
		291-6470-601.32-75	AV MTLs	11.34	
		291-6470-601.32-75	AV MTLs	24.48	
		291-6470-601.32-75	AV MTLs	5.45	
		291-6470-601.32-75	AV MTLs	19.90	
		291-6470-601.32-75	AV MTLs	32.00	
		291-6470-601.32-75	AV MTLs	49.96	
		291-6470-601.32-75	AV MTLs	99.99	
		291-6470-601.32-75	AV MTLs	20.28	
		291-6470-601.32-75	AV MTLs	59.70	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	14.79	
		291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	1.44-	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	69.99	
		291-6470-601.32-75	AV MTLs	7.69	
		291-6470-601.32-75	AV MTLs	9.38	
		291-6470-601.32-75	AV MTLs	20.50	
		291-6470-601.32-75	AV MTLs	95.98	
		291-6470-601.32-75	AV MTLs	30.57	
		291-6470-601.32-75	AV MTLs	29.56	
		291-6470-601.32-75	AV MTLs	.21-	
		291-6470-601.32-75	AV MTLs	35.00	
		291-6470-601.32-75	AV MTLs	201.26	
		291-6470-601.32-75	AV MTLs	102.73	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	52.01	
		291-6470-601.32-80	BOOKS	24.21	
		291-6470-601.32-80	BOOKS	29.98	
		291-6470-601.32-80	BOOKS	58.48	
		291-6470-601.32-80	BOOKS	48.00	
		291-6470-601.32-80	BOOKS	114.69	
		291-6470-601.32-80	BOOKS	39.96	
		291-6470-601.32-80	BOOKS	32.46	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	31.68	
		291-6470-601.32-80	BOOKS	27.98	
		291-6470-601.32-80	BOOKS	12.89	

PREPARED 11/16/16, 02:11 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	14.16	
		291-6470-601.32-80	BOOKS	8.98	
		291-6470-601.32-80	BOOKS	29.15	
		291-6470-601.32-80	BOOKS	9.89	
		291-6470-601.32-80	BOOKS	46.30	
		291-6470-601.32-80	BOOKS	22.94	
		291-6470-601.32-80	BOOKS	66.12	
		291-6470-601.32-80	BOOKS	35.96	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	14.46	
		291-6470-601.32-80	BOOKS	16.50	
		291-6470-601.32-80	BOOKS	15.15	
		291-6470-601.32-80	BOOKS	8.28	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	30.10	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	17.85	
		291-6470-601.32-80	BOOKS	44.05	
		291-6470-601.32-80	BOOKS	24.25	
		291-6470-601.32-80	BOOKS	30.10	
		291-6470-601.32-80	BOOKS	53.44	
		291-6470-601.32-80	BOOKS	47.58	
		291-6470-601.32-80	BOOKS	35.27	
		291-6470-601.32-80	BOOKS	18.76	
		291-6470-601.32-80	BOOKS	14.29	
		291-6470-601.32-80	BOOKS	39.45	
		291-6470-601.32-80	BOOKS	26.04	
		291-6470-601.32-80	BOOKS	57.90	
		291-6470-601.32-80	BOOKS	30.98	
		291-6470-601.32-80	BOOKS	7.91	
		291-6470-601.32-80	BOOKS	25.00	
		291-6470-601.32-80	BOOKS	41.12	
		291-6470-601.32-80	BOOKS	18.95	
		291-6470-601.32-80	BOOKS	17.69	
		291-6470-601.32-80	BOOKS	18.93	
		291-6470-601.32-80	BOOKS	23.47	
		291-6470-601.32-80	BOOKS	19.50	
		291-6470-601.32-80	BOOKS	12.77	
		291-6470-601.32-80	BOOKS	12.51	
		291-6470-601.32-80	BOOKS	25.97	
		291-6470-601.32-80	BOOKS	6.29	
		291-6470-601.32-80	BOOKS	15.07	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-80	BOOKS	23.65	
		291-6470-601.32-80	BOOKS	54.00	
		291-6470-601.32-80	BOOKS	11.90	
		291-6470-601.32-80	BOOKS	20.34	
		291-6470-601.32-80	BOOKS	86.74	
		291-6470-601.32-95	PERIODICALS	9.14	
		291-6470-601.32-05	WIPES	27.04	10,843.95
73843	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTL5	24.95	



PREPARED 11/16/16, 02:11 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64                      User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					24.95
73844	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	6-DISC DVD CASES	146.00	
		291-6470-601.32-05	6 DISC DVD CASES CHARGED	146.00	
		291-6470-601.32-05	REFUND	146.00-	
		291-6470-601.32-75	AV MTLs	87.00	
		291-6470-601.32-75	AV MTLs	43.35	
		291-6470-601.32-80	BOOKS	2.33	
		291-6470-601.32-80	BOOKS	46.61-	
		291-6470-601.32-75	AV MTLs	180.52	
		291-6470-601.32-75	AV MTLs	156.41	
		291-6470-601.32-95	PERIODICALS	7.99	
		291-6470-601.32-75	AV MTLs	25.95	
		291-6470-601.32-75	AV MTLs	8.63	
		291-6470-601.32-75	AV MTLs	24.30	
		291-6470-601.32-80	BOOKS	25.48	
		291-6470-601.32-80	BOOKS	14.49	
		291-6470-601.32-80	BOOKS	17.98	
		291-6470-601.32-80	BOOKS	25.48	
		291-6470-601.32-75	AV MTLs	24.90	
		291-6470-601.32-75	AV MTLs	95.25	
		291-6470-601.32-80	BOOKS	75.40	
		291-6470-601.32-95	PERIODICALS	99.00	
		291-6470-601.32-75	AV MTLs	59.98	
		291-6470-601.32-80	BOOKS	165.59	1,239.42
73849	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	46.91	
		291-6470-601.32-75	AV MTLs	450.95	
		291-6470-601.32-75	AV MTLs	546.65	
		291-6470-601.32-75	AV MTLs	104.02	
		291-6470-601.32-75	AV MTLs	261.12	
		291-6470-601.32-75	AV MTLs	44.21	
		291-6470-601.32-80	BOOKS	37.90	
		291-6470-601.32-80	BOOKS	185.26	
		291-6470-601.32-80	BOOKS	458.77	
		291-6470-601.32-80	BOOKS	198.80	
		291-6470-601.32-80	BOOKS	627.12	
		291-6470-601.32-80	BOOKS	1,087.75	
		291-6470-601.32-80	BOOKS	378.08	
		291-6470-601.32-80	BOOKS	374.84	
		291-6470-601.32-80	BOOKS	423.89	
		291-6470-601.32-80	BOOKS	630.39	
		291-6470-601.32-80	BOOKS	138.48	
		291-6470-601.32-80	BOOKS	458.58	
		291-6470-601.32-80	BOOKS	214.41	
		291-6470-601.32-80	BOOKS	63.92	
		291-6470-601.32-80	BOOKS	1,629.57	
		291-6470-601.32-80	BOOKS	1,070.32	
		291-6470-601.32-80	BOOKS	69.87	
		291-6470-601.32-80	BOOKS	164.91	
		291-6470-601.32-80	BOOKS	101.73	
		291-6470-601.32-80	BOOKS	960.00	

PREPARED 11/16/16, 02:11 PM  
PROGRAM GM348U5  
DEPARTMENT: 64            User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	113.19	
		291-6470-601.32-80	BOOKS	172.62	
		291-6470-601.32-80	BOOKS	205.82	
		291-6470-601.32-80	BOOKS	184.90	
		291-6470-601.32-80	BOOKS	272.33	
		291-6470-601.32-80	BOOKS	1,032.06	
		291-6470-601.32-80	BOOKS	345.24	
		291-6470-601.32-80	BOOKS	741.66	
		291-6470-601.32-80	BOOKS	366.41	
		291-6470-601.32-80	BOOKS	306.48	
		291-6470-601.32-80	BOOKS	173.57	
		291-6470-601.32-80	BOOKS	491.48	
		291-6470-601.32-80	BOOKS	798.63	
		291-6470-601.32-80	BOOKS	261.02	
		291-6470-601.32-80	BOOKS	9.65	
		291-6470-601.32-80	BOOKS	454.73	
		291-6470-601.32-80	BOOKS	700.78	
		291-6470-601.32-80	BOOKS	202.43	
		291-6470-601.32-80	BOOKS	840.50	
		291-6470-601.32-80	BOOKS	930.49	
		291-6470-601.32-80	BOOKS	1,258.81	
		291-6470-601.32-80	BOOKS	344.73	
		291-6470-601.32-80	BOOKS	106.88	
		291-6470-601.32-80	BOOKS	424.87	
		291-6470-601.32-80	BOOKS	315.24	
		291-6470-601.32-80	BOOKS	1,125.97	
		291-6470-601.32-80	BOOKS	509.17	
		291-6470-601.32-80	BOOKS	368.43	
		291-6470-601.32-80	BOOKS	1,468.11	
		291-6470-601.32-80	BOOKS	260.60	
		291-6470-601.32-80	BOOKS	82.64	
		291-6470-601.32-80	BOOKS	452.73	
		291-6470-601.32-80	BOOKS	456.11	
		291-6470-601.32-80	BOOKS	57.91	
		291-6470-601.32-80	BOOKS	369.82	
		291-6470-601.32-80	BOOKS	47.05	
		291-6470-601.32-80	BOOKS	884.11	
		291-6470-601.32-80	BOOKS	908.51	
		291-6470-601.32-80	BOOKS	176.13	
		291-6470-601.32-80	BOOKS	374.80	
		291-6470-601.32-80	BOOKS	423.86	
		291-6470-601.32-80	BOOKS	130.73	
		291-6470-601.32-80	BOOKS	918.35	
		291-6470-601.32-80	BOOKS	160.79	
		291-6470-601.32-80	BOOKS	458.49	
		291-6470-601.32-80	BOOKS	1,917.69	
		291-6470-601.32-80	BOOKS	1,331.87	
		291-6470-601.32-80	BOOKS	157.67	
		291-6470-601.32-80	BOOKS	833.89	
		291-6470-601.32-80	BOOKS	227.96	
		291-6470-601.32-80	BOOKS	448.83	

PREPARED 11/16/16, 02:11 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64                      User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	244.59	
		291-6470-601.22-85	PROC SERVS	148.20	
		291-6470-601.22-85	PROC SERVS	54.35	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	88.55	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	274.75	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	274.75	
		291-6470-601.22-85	PROC SERVS	151.20	
		291-6470-601.22-85	PROC SERVS	592.80	
		291-6470-601.22-85	PROC SERVS	46.40	
		291-6470-601.22-85	PROC SERVS	224.20	
		291-6470-601.22-85	PROC SERVS	364.80	
		291-6470-601.22-85	PROC SERVS	281.20	
		291-6470-601.22-85	PROC SERVS	126.55	
		291-6470-601.22-85	PROC SERVS	187.35	
		291-6470-601.22-85	PROC SERVS	145.60	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	323.00	
		291-6470-601.22-85	PROC SERVS	258.40	
		291-6470-601.22-85	PROC SERVS	201.40	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	262.20	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	78.40	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	482.60	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	193.80	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	202.55	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	340.50	
		291-6470-601.22-85	PROC SERVS	524.40	
		291-6470-601.22-85	PROC SERVS	5.60-	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.32-75	AV MTLs	60.78	
		291-6470-601.32-75	AV MTLs	72.89	
		291-6470-601.32-75	AV MTLs	518.58	
		291-6470-601.32-80	BOOKS	652.22	
		291-6470-601.32-80	BOOKS	99.65	
		291-6470-601.32-80	BOOKS	449.78	
		291-6470-601.32-80	BOOKS	334.57	
		291-6470-601.32-80	BOOKS	1,389.63	
		291-6470-601.32-80	BOOKS	104.36	
		291-6470-601.32-80	BOOKS	585.89	

PREPARED 11/16/16, 02:11 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64                      User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	485.79	
		291-6470-601.32-80	BOOKS	234.68	
		291-6470-601.32-80	BOOKS	111.39	
		291-6470-601.32-80	BOOKS	893.91	
		291-6470-601.32-80	BOOKS	33.29	
		291-6470-601.32-80	BOOKS	170.93	
		291-6470-601.32-80	BOOKS	218.32	
		291-6470-601.32-80	BOOKS	91.39	
		291-6470-601.32-80	BOOKS	34.48	
		291-6470-601.22-85	PROC SERV	155.80	
		291-6470-601.22-85	PROC SERV	38.00	
		291-6470-601.22-85	PROC SERV	324.15	
		291-6470-601.22-85	PROC SERV	41.80	
		291-6470-601.22-85	PROC SERV	162.40	50,738.41
73850	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTL	446.82	
		291-6470-601.32-75	AV MTL	307.63	
		291-6470-601.32-75	AV MTL	17.81	
		291-6470-601.32-75	AV MTL	3,661.28	
		291-6470-601.32-75	AV MTL	289.59	
		291-6470-601.32-75	AV MTL	396.81	
		291-6470-601.32-75	AV MTL	144.09	
		291-6470-601.32-75	AV MTL	134.18	
		291-6470-601.32-75	AV MTL	88.49	
		291-6470-601.32-75	AV MTL	3,528.12	
		291-6470-601.32-75	AV MTL	23.01	
		291-6470-601.32-75	AV MTL	38.19	
		291-6470-601.32-75	AV MTL	361.88	
		291-6470-601.32-75	AV MTL	399.64	
		291-6470-601.32-75	AV MTL	159.01	
		291-6470-601.32-75	AV MTL	62.17	
		291-6470-601.32-75	AV MTL	9.33	
		291-6470-601.32-75	AV MTL	504.07	
		291-6470-601.32-75	AV MTL	119.07	
		291-6470-601.32-75	AV MTL	755.93	
		291-6470-601.32-75	AV MTL	237.79	
		291-6470-601.32-75	AV MTL	11.88	
		291-6470-601.32-75	AV MTL	253.46	
		291-6470-601.32-75	AV MTL	48.68	
		291-6470-601.32-75	AV MTL	240.53	
		291-6470-601.32-75	AV MTL	22.04	
		291-6470-601.32-75	AV MTL	3,415.69	
		291-6470-601.32-75	AV MTL	322.79	
		291-6470-601.32-75	AV MTL	11.88	
		291-6470-601.32-75	AV MTL	85.36	
		291-6470-601.32-75	AV MTL	34.47	
		291-6470-601.32-75	AV MTL	911.06	
		291-6470-601.32-75	AV MTL	435.83	17,434.50
73851	BARNES & NOBLE INC	291-6470-601.32-75	AV MTL	971.67	
		291-6470-601.32-75	AV MTL	526.32	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL5	440.85	
		291-6470-601.32-75	AV MTL5	805.37	2,744.21
73854	BIBLIOTHECA +3M	291-6470-601.32-75	eAUDIOBOOKS-SEPTEMBER	793.88	
		291-6470-601.32-80	eBOOKS-SEPTEMBER 2016	4,635.67	
		291-6470-601.32-75	eAUDIOBOOKS-SEPTEMBER	525.00	
		291-6470-601.32-80	eBOOKS-SEPTEMBER 2016	132.92	
		291-6470-601.32-75	eAUDIOBOOKS-SEPTEMBER	119.99	
		291-6470-601.32-80	eBOOKS-SEPTEMBER 2016	268.47	6,475.93
73855	BRODART CO	291-6470-601.32-05	BOOK JACKET COVER	1,311.15	1,311.15
73859	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	113.25	113.25
73864	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	58.84	58.84
73865	CONSUMERS CHECKBOOK	291-6470-601.32-95	PERIODICALS	28.00	28.00
73866	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	1,488.72	
		291-6470-601.32-95	PERIODICALS	20,489.01	
		291-6470-601.32-95	PERIODICALS	25.25	
		291-6470-601.32-95	PERIODICALS	40.47	22,043.45
73883	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	132.55	132.55
73887	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	81.57	
		291-6470-601.32-80	BOOKS	375.88	
		291-6470-601.32-80	BOOKS	60.78	
		291-6470-601.32-80	BOOKS	270.31	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	80.77	
		291-6470-601.32-80	BOOKS	111.96	
		291-6470-601.32-80	BOOKS	58.38	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	99.71	
		291-6470-601.32-80	BOOKS	79.17	
		291-6470-601.32-80	BOOKS	79.97	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	55.18	
		291-6470-601.32-80	BOOKS	117.63	1,751.04
73894	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	66.75	
		291-6470-601.32-80	BOOKS	126.75	
		291-6470-601.32-80	BOOKS	134.25	327.75
73895	ILA MEMBERSHIP	291-6470-601.22-02	ILA DUES-M BYLINSKA	135.00	135.00
73899	INFORMATION TODAY INC	291-6470-601.32-95	PERIODICALS	199.95	

PREPARED 11/16/16, 02:11 PM  
PROGRAM GM348U5  
DEPARTMENT: 64            User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					199.95
73900	INGRAM LIBRARY SERVICES	291-6470-601.32-75	AV MTLs	19.22	
		291-6470-601.32-80	BOOKS	35.60	
		291-6470-601.32-80	BOOKS	23.70	
		291-6470-601.32-80	BOOKS	16.38	
		291-6470-601.32-80	BOOKS	29.98	
		291-6470-601.32-80	BOOKS	40.63	
		291-6470-601.32-80	BOOKS	48.37	
		291-6470-601.32-80	BOOKS	8.37	
		291-6470-601.32-80	BOOKS	50.13	
		291-6470-601.32-80	BOOKS	16.38	
		291-6470-601.32-80	BOOKS	63.75	
		291-6470-601.32-80	BOOKS	37.77	
		291-6470-601.32-80	BOOKS	17.96	
		291-6470-601.32-80	BOOKS	43.98	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	38.93	
		291-6470-601.32-80	BOOKS	83.94	
		291-6470-601.32-80	BOOKS	48.80	
		291-6470-601.32-80	BOOKS	28.00	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	30.57	
		291-6470-601.32-80	BOOKS	80.50	
		291-6470-601.32-80	BOOKS	176.26	
		291-6470-601.32-80	BOOKS	15.32	
		291-6470-601.32-80	BOOKS	120.46	
		291-6470-601.32-80	BOOKS	138.35	
		291-6470-601.32-80	BOOKS	212.45	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	21.58	
		291-6470-601.32-80	BOOKS	22.77	
		291-6470-601.32-80	BOOKS	128.42	
		291-6470-601.32-80	BOOKS	37.15	
		291-6470-601.32-80	BOOKS	399.04	
		291-6470-601.32-80	BOOKS	150.91	
		291-6470-601.32-80	BOOKS	29.36	
		291-6470-601.32-80	BOOKS	54.26	
		291-6470-601.32-80	BOOKS	16.77	
		291-6470-601.32-80	BOOKS	73.49	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	53.34	
		291-6470-601.32-80	BOOKS	18.56	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	345.34	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	36.87	
		291-6470-601.32-80	BOOKS	20.32	
		291-6470-601.32-80	BOOKS	31.64	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	255.60	
		291-6470-601.32-80	BOOKS	19.22	

PREPARED 11/16/16, 02:11 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	113.80	
		291-6470-601.32-80	BOOKS	161.79	3,497.58
73901	JANWAY COMPANY USA INC	291-6470-601.32-05	SMALL ZIPPER HANGING	280.99	280.99
73910	LAW BULLETIN PUBLISHING CO	291-6470-601.32-80	BOOKS	86.11	86.11
73913	LIBRARY JOURNAL	291-6470-601.32-95	PERIODICALS	157.99	157.99
73920	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	157.38	
		291-6470-601.32-75	AV MTLs	814.19	
		291-6470-601.32-75	AV MTLs	413.80	
		291-6470-601.32-75	AV MTLs	5,084.33	
		291-6470-601.32-75	AV MTLs	195.62	6,665.32
73921	MILK STREET MAGAZINE	291-6470-601.32-95	PERIODICALS	19.95	19.95
73933	PHOTOGRAPHIC SOCIETY OF AMERICA	291-6470-601.32-95	PERIODICALS	45.00	45.00
73935	PRICE DIGESTS	291-6470-601.32-95	PERIODICALS	87.95	87.95
73942	RECORDED BOOKS INC	291-6470-601.32-95	PERIODICALS	3,600.00	
		291-6470-601.32-95	PERIODICALS	9,992.35	
		291-6470-601.32-95	PERIODICALS	188.82	13,781.17
73943	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	58.47	58.47
73948	SCHOLASTIC INC	291-6470-601.32-95	PERIODICALS	18.67	18.67
73955	SOAP OPERA DIGEST	291-6470-601.32-95	PERIODICALS	87.88	87.88
73958	SUN MAGAZINE	291-6470-601.32-95	PERIODICALS	45.00	45.00
73972	WAREHOUSE DIRECT	291-6470-601.30-05	OFF SUPPS	27.56	
		291-6470-601.32-05	PROC SUPPS	24.45	52.01
73977	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	43.50	
		291-6470-601.32-80	BOOKS	94.50	
***** DIVISION TOTAL ****					140,676.76
***** DEPARTMENT TOTAL **					175,020.63
***** GRAND TOTAL *****					327,141.17

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	308,596.27
491	Capital Projects-Library	18,544.90
**** TOTAL ALL FUNDS ****		327,141.17



November 15, 2016

**Arlington Heights Memorial Library  
Special Funds Summary  
10/31/2016**

	<b>Account</b>	<b>Amount</b>	<b>Description</b>	<b>Staff</b>
<b>Check #1450-AHML - Petty Cash</b>				
Petty Cash 10/3/2016	6401-3202	\$ 6.59	Program Events	M Papanastassiou
	6401-2203	\$ 46.44	Travel/Training	M Young
	6401-2203	\$ 30.22	Travel/Training	T Dantis
	6401-2203	\$ 17.59	Travel/Training	T Dantis
Petty Cash 10/10/2016	6020-2203	\$ 15.00	Travel/Training	T Scuderi
	6401-3202	\$ 21.93	Program Events	S Hollars
	6401-2203	\$ 7.34	Travel/Training	A Son
	6401-3202	\$ 22.32	Program Events	A Son
	6401-2203	\$ 48.92	Travel/Training	A Son
	6401-2203	\$ 25.60	Travel/Training	A Belford
	6401-3202	\$ 24.72	Program Events	A Belford
	6401-3202	\$ 44.73	Program Events	L Priest
	6450-2203	\$ 6.04	Travel/Training	D Olichwier
	6001-2203	\$ 28.00	Travel/Training	J Moravec
	6001-2203	\$ 9.00	Travel/Training	D Halpin
Petty Cash 10/17/2016	6001-3299	\$ 17.98	Employee Reimbursi	D Halpin
	6420-2203	\$ 15.00	Travel/Training	S Meyer
	6420-2203	\$ 34.97	Travel/Training	S Meyer
	6420-2203	\$ 15.00	Travel/Training	F Prisby
	6401-3201	\$ 9.98	Program Supplies	P Sparreo
	6401-3202	\$ 25.51	Program Events	S Hollars
	6401-3202	\$ 35.52	Program Events	P Sparreo
	6001-3272	\$ 43.93	Special Events	K McCoy
	6420-2203	\$ 7.02	Travel/Training	T Scallon
	6405-2203	\$ 11.12	Travel/Training	K Zsupan
	6405-3202	\$ 10.00	Program Events	K Zsupan
	6001-3272	\$ 49.84	Special Events	K McCoy
	6405-3202	\$ 18.99	Program Events	J Kittredge
Petty Cash 10/24/2016	6001-2203	\$ 45.00	Travel/Training	D Smart
	6401-3202	\$ 39.89	Program Events	S Hill
	6401-3201	\$ 10.99	Program Supplies	S Hill
	6401-3202	\$ 46.94	Program Events	M Vela
Petty Cash 10/31/2016	6001-3272	\$ 38.21	Special Events	K McCoy
	6001-2203	\$ 28.00	Travel/Training	J Moravec
	6002-3201	\$ 40.41	Program Supplies	A Harder
	6021-2203	\$ 46.55	Travel/Training	C Cutinello
	6020-2203	\$ 13.50	Travel/Training	G Sanchez
	6020-2203	\$ 12.50	Travel/Training	L Vargas
	6405-3202	\$ 46.90	Program Events	S Distel
	6001-2203	\$ 44.96	Travel/Training	D Halpin
	6401-2203	\$ 4.32	Travel/Training	D Napravnik
	6401-3202	\$ 19.49	Program Events	D Napravnik
	6401-2203	\$ 4.32	Travel/Training	D Napravnik
	6405-2203	\$ 9.99	Travel/Training	S Distel
	6401-3202	\$ 39.90	Program Events	A Belford
	6420-3202	\$ 39.96	Program Events	K McCoy
	6001-2203	\$ 45.00	Travel/Training	J Kuhl
	6405-2203	\$ 3.56	Travel/Training	K Zsupan
	6001-2203	\$ 14.58	Travel/Training	K Zsupan
	6001-2203	\$ 23.64	Travel/Training	B Trzop
	6001-2203	\$ 30.00	Travel/Training	M Jasinski
		<u>\$ 1,297.91</u>		

November 15, 2016

**Arlington Heights Memorial Library  
American Express Card Summary  
10/31/2016**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
J. Kuhl	489-90-00	\$ (55.11)	AMEX Cash back rebate	Other Income/Rebate
	6001-2203	\$ 351.72	Kansas City Marriott Downtown	Housing for ULC Conference for J. Kuhl/ Kansas City - October 2016
M. Driskell	6010-3032	\$ 199.00	OptimalWorkshop.com	Monthly subscription to Optimal Workshop website testing tools
	6010-3032	\$ 11.99	Netflix.com	Netflix monthly subscription for Digital Services Roku devices
	6010-3032	\$ 19.99	PlanningPod.com	Planning Pod monthly account subscription - Sept.
	6001-2202	\$ 100.00	Innovative Users Group	Renewal of Institutional Membership
	6010-3185	\$ 122.53	Armodilo Display Solutions	iPad adapters for Armodilo mounts for KW tech bar
	6010-3185	\$ 3.30	Armodilo Display Solutions	Foreign Transaction Fee
	6010-3032	\$ 25.00	GitHub.com	Monthly renewal of Git-Hub subscription for IT
	6010-3185	\$ 49.95	Amazon	Wireless display adapter for Microsoft Surface
	6010-3185	\$ 26.97	Amazon	Mini DisplayPort to HDMI adapter
	6010-3185	\$ 185.00	Amazon	Room alert temp monitoring device for server room
	6010-3185	\$ 15.49	Amazon	SanDisk Cruzer 64GB flash drive for ESL
	6010-3185	\$ 24.99	PayPal	Replacement mobile hotspot for bookmobile
	6010-3185	\$ 39.99	PayPal	Replacement power supply for server
	6010-3185	\$ 73.54	Amazon	USB flash drives for IT
	6010-3185	\$ 25.45	Amazon	DigiOcean flash drives for library staff (pack of 5)
	6010-2005	\$ 54.10	PayPal	Monthly payflow pro renewal for website ecommerce
	6010-2005	\$ 10.00	Mechanical Turk	Pay per click website testing survey
	6010-2005	\$ 20.00	Mechanical Turk	Pay per click website testing survey
	6010-3032	\$ 50.00	Trello.com	Monthly Trello renewal for DSG
	6010-3032	\$ 11.99	Netflix.com	Netflix monthly subscription for Digital Services Roku devices
	6010-3232	\$ 10.61	Microsoft Store	Minecraft license for Oculus computer
	6010-3032	\$ 105.19	Apple Store	apple developer program membership renewal
	6010-3032	\$ 9.99	Spotify.com	Monthly Spotify renewal for Teens
	6010-3030	\$ 175.48	Amazon	Samsung MLT-D203L toner for public printer
	6010-3032	\$ 11.99	Netflix.com	Netflix monthly subscription for Digital Services Roku devices
J. Moravec	6020-2111	\$ 43.09	Testequipmentdepot.com	Circuit Breaker Finder
	6002-3005	\$ 144.00	Poppin.com	24-Dark Gray Pen Cups
	6020-2111	\$ 114.97	Safe Circuits Inc.	Circuit Breaker
	6401-3202	\$ 67.20	Jet.com	TAB -Programs
	6002-3005	\$ 520.00	iStockPhoto.com	60 Credits Online Usage
	6003-3201	\$ 63.56	Party City	Paper Goods for Stop by for Pie
	6020-2203	\$ 125.00	ISS/Interclean	Registration for Trade Show Oct. 25-28 2016
	6020-2111	\$ 336.40	Webstaurantstore.com	Waste Containers
	6010-3030	\$ 97.75	eBay	Epson Backlight Film
	6401-3005	\$ 23.40	JoAnn	Red Sticky Tape
C. Bell	6470-3205	\$ 146.00	Inkntech.com	6-Disc DVD Cases
	6001-3005	\$ 39.00	Walmart .com	USB Flash Drive
	6470-3205	\$ 146.00	Inkntech.com	6-Disc DVD Cases (Charged again)
	6470-3205	\$ (146.00)	Inkntech.com	Refund
M. Shultz	6470-3275	\$ 87.00	Tugg.com	AV Mtls
	6470-3275	\$ 43.35	Carly Rae Jepsen	AV Mtls
	6470-3280	\$ 2.33	Barnes & Noble	Books
	6470-3280	\$ (46.61)	Barnes & Noble	Books
	6470-3275	\$ 180.52	BBC America shop	AV Mtls
	6470-3275	\$ 156.41	BBC America shop	AV Mtls
	6470-3295	\$ 7.99	F+W Consumers	Periodicals
	6470-3275	\$ 25.95	Spiritual Cinema	AV Mtls
	6470-3275	\$ 8.63	Living Waters Publications	AV Mtls
	6470-3275	\$ 24.30	Kunaki LLC	AV Mtls
	6470-3280	\$ 25.48	Consumer Reports	Books
	6470-3280	\$ 14.49	Consumer Reports	Books
	6470-3280	\$ 17.98	Consumer Reports	Books
	6470-3280	\$ 25.48	Consumer Reports	Books
	6470-3275	\$ 24.90	Ellinas Multimedia	AV Mtls
	6470-3275	\$ 95.25	Rolling Stones	AV Mtls
	6470-3280	\$ 75.40	The American Radio	Books
	6470-3295	\$ 99.00	Brinker Advisory Service	Periodicals
	6470-3275	\$ 59.98	Fishflix.com	AV Mtls
	6470-3280	\$ 165.59	PayPal	Books
	Total	\$ 4,492.94		

November 15, 2016

Arlington Heights Memorial Library  
Master Card Summary  
10/31/2016

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M Kelly	6001-3272	\$199.20	Francesca's Tavola	OBOV- Book Discussion 10/10/16
	6401-3202	\$262.50	Sweet T's	Program Events
M Schultz	6470-3275	\$24.95	Night Sky Ventures Inc.	AV Mtls
	Total	<u>\$486.65</u>		

**To:** Board of Library Trustees

**From:** Jason Kuhl

**Date:** 11/8/2016

**Re:** Action Plan for Increasing Library Use Among Residents in Southern  
Arlington Heights

---

For nearly a year, a staff task force has been investigating how to increase library use among residents living in the southern part of the Village. They have identified three goals that we believe 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

Attached, you will find a brief report which will be discussed in more detail at your meeting.

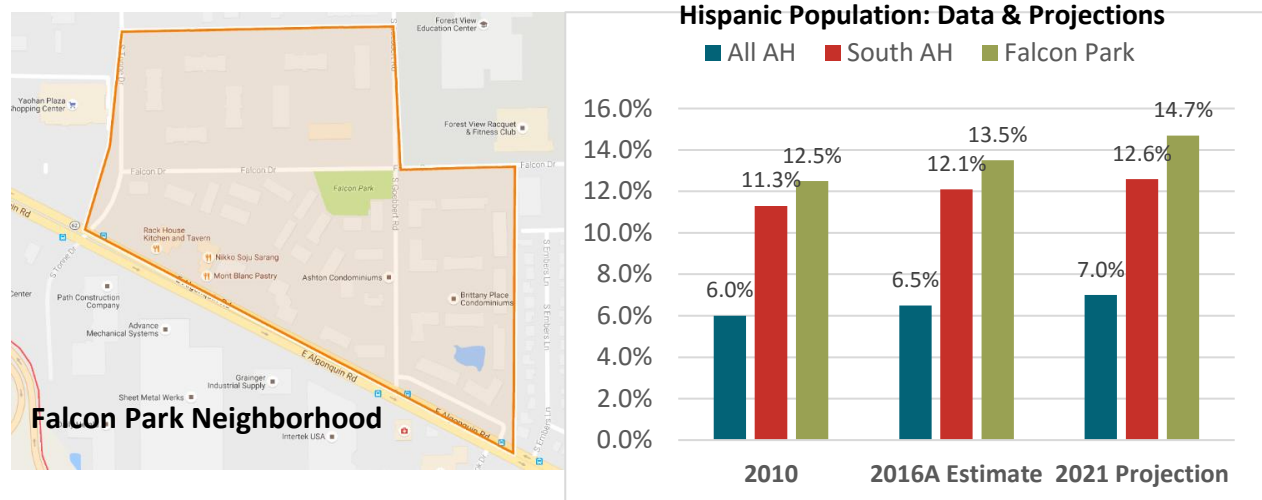
At the Board of Library Trustees' August 2015 committee of the whole meeting, the board discussed the low use of library services by residents of Southern Arlington Heights (south of Central Road). In October 2015, our task force was charged with investigating how to increase library use by our Southern residents.

**Goals:** Based on AHML's 2015 Community Feedback Report, area resident Census and consumer marketing data, AHML staff observations and school district data, we recommend the following to increase library use by our village's Southern residents:

- 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

As part of the 2015 Community Feedback Report review, 49% of Southern village residents were library cardholders versus the village-wide rate of over 65%. Library use data analysis revealed that when Southern village residents are cardholders, they use the library just as much as their Northern (north of Palatine Road) counterparts. Also, Southern bookmobile visitors check out more items/visit than in any other region. These measurements suggest that simply increasing the number of Southern library cardholders will increase library use by our Southern residents.

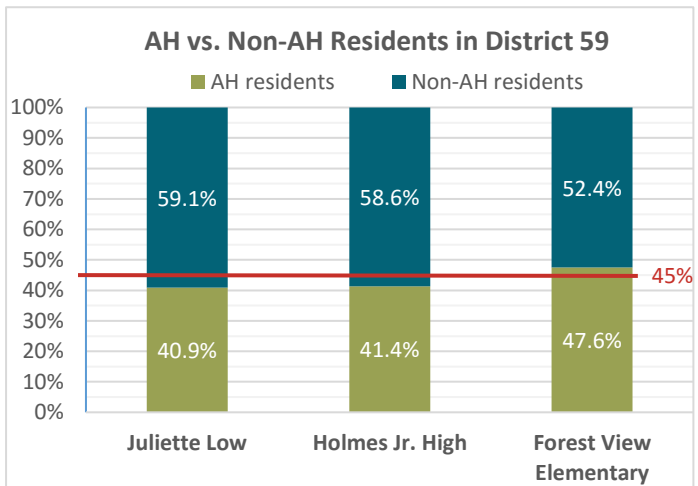
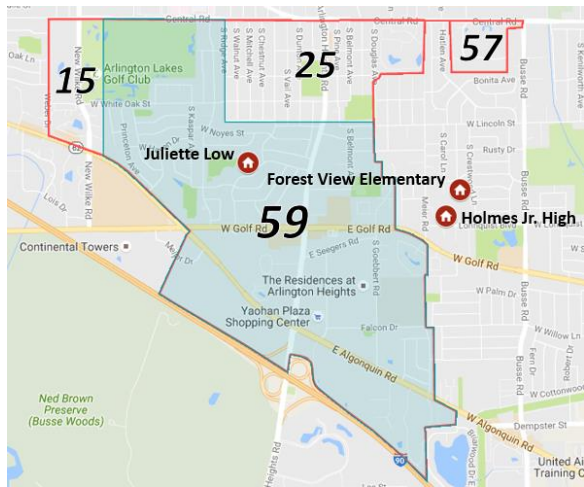
For some time, our Bookmobile and Outreach staff have been serving newly-arrived and first-generation residents to the U.S. in Southern Arlington Heights' multi-unit complexes. Some of these residents participated in the 2015 Community Feedback survey (83 of 360 responses from Southern residents listed non-English language(s) spoken at home). As the Falcon Park bookmobile stop is AHML's southernmost service point, we decided to compare the Census and projection data on ethnicity and language for the Falcon Park neighborhood with the village's and with that of Southern Arlington Heights.



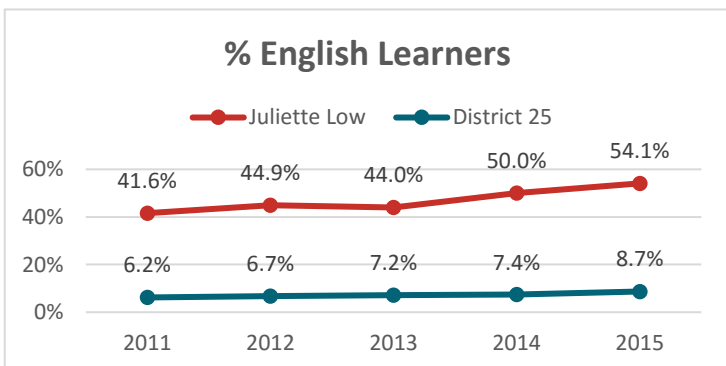
Looking at 2016A Census estimate and 2021 projection data for the village of Arlington Heights, our village's Hispanic ethnicity is expected to grow 8.5%. In comparison, our Southern Arlington Heights area's Hispanic ethnicity is expected to grow 3.0%, while the Falcon Park neighborhood's Hispanic ethnicity is expected to grow 11%. From the same projection data, our village's "Spanish or Spanish Creole language(s) spoken at home" is expected to grow 0.43%. Southern Arlington Heights' Spanish language projection is expected to drop 1.95% (note: overall Southern Arlington Heights population is projected to drop by 1.0%), while Falcon Park's Spanish language projection is expected to grow 3.91%. Our village's Hispanic community is one cultural group our staff is aware of from other sources but don't observe using library services. AHML School Services and Outreach staff have long communicated AHML's village-wide need for Hispanic services staff.

Looking at the commonalities between Falcon Park's card holders and non-cardholders, the neighborhood's non-cardholder Census data shows them as a mix of new and established village residents with low-to-modest household incomes. Consumer marketing data places these cardholders and non-cardholders in the same marketing segments, suggesting that AHML's existing collections and services can appeal to non-cardholders' needs and interests.

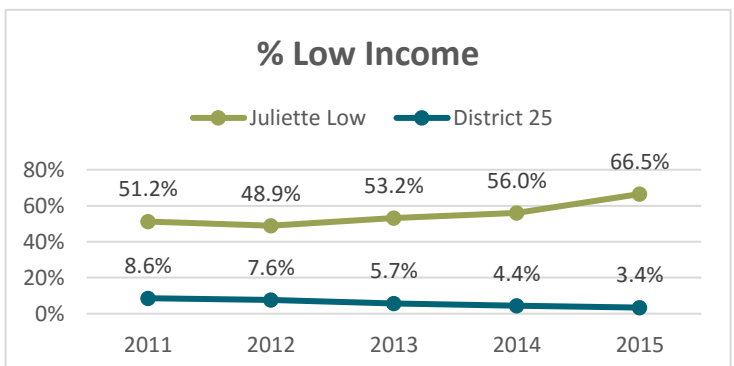
During the 2015 Community Feedback survey's focus groups, Southern Arlington Heights' parents asked AHML to expand service to CCSD59. Juliette Low is the only CCSD59 school to receive AHML in-school services, since it is located in Arlington Heights. As of September 2016, Forest View Elementary enrollment has passed our 45% service minimum. Currently, between FV and Holmes, a total of 418 Arlington Heights-resident students do not receive in-school AHML service and possibly do not have AHML library cards.



CCSD59's Juliette Low versus District 25's English language learner and economic statistics further illustrate how culturally-sensitive primary language outreach could connect with Southern resident families.



English learners are students whose English proficiency is not yet sufficient to provide the students with the ability to successfully participate & achieve in classroom settings.



Low income is the percentage of students eligible to receive free or reduced-price lunches, live in substitute care, or whose families receive public aid.

**Action items:** We recommend the following to accomplish our recommended goals:

- Library card sign-up tables year-round at village and CCSD59 events and locations throughout Southern Arlington Heights; Goal: Increase Southern Arlington Heights cardholder rate to 60%
- Hire a bilingual library employee singularly charged with outreach to our village's Hispanic families
- Organize appropriate AHML staff to reach out to CCSD59 and other neighboring community organizations to increase public library access for CCSD59's students and families

(Action Item 6)

**To:** Board of Library Trustees

**From:** Jason Kuhl

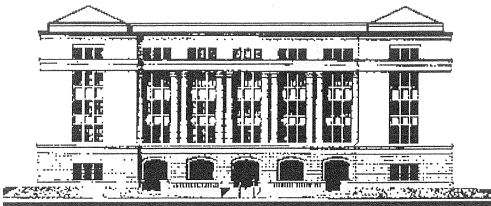
**Date:** November 8, 2016

**Re:** Illinois State Library FY2017 Public Library Per Capita Grant

---

Attached please find a draft of AHML's Illinois State Library FY2017 Public Library Per Capita Grant application.

Suggested motion: **The Board of Library Trustees approves the Illinois State Library FY2017 Public Library Per Capita Grant application as presented.**



JESSE WHITE • Secretary of State & State Librarian  
 Illinois State Library, Gwendolyn Brooks Building  
 300 S. Second St., Springfield, IL 62701-1796

**WWW.CYBERDRIVEILLINOIS.COM**

**Illinois State Library**

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
 EQUALIZATION AID GRANTS APPLICATION**

If the library does not have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library, the application will not be reviewed or considered for funding.

Enter initials to confirm authorization to submit this application, and that you have read and understand the Program Overview and Administrative Rules for this grant offering from the Illinois State Library. If initials have not been entered (typed) on this line, the application will not be reviewed or considered for funding by the State Library.

    JFK            11/16/2016    
 \_\_\_\_\_  
 Initials                      Date

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: Arlington Heights Memorial Library

2. Library's Control Number: 30019 Branch Number: 00

3. Contact Information of Person completing this grant application:

Preparer's Name: Mr Jason Kuhl  
(Prefix) (First Name) (Last Name)

Preparer's Title: Executive Director

Preparer's Phone Number: 847-506-2612

Preparer's Email Address: JKuhl@ahml.info

4. Population Served: 75,101

All changes in population must be documented, and that documentation must be attached as a separate document(s) and electronically submitted along with this application. Documentation should include one of the following:

- Any U.S. Census documentation (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial documentation. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions about what documentation should be included.



5. **Standards Chapter Review:** As per the requirements, the library administration and board of trustees must review Chapter 6, "Access," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014. (75ILCS 10/8.1,1)*. Provide a short narrative describing the library's progress toward meeting the standards, including any changes that were made as a result of the review.

AHML meets or exceeds all standards in Chapter 6. Our 85 hours of service are fixed and prominently displayed and viewable from outside the main entrances to the library. Our hours are also listed in our monthly newsletter, on every page of our website and on our mobile app. Our website, ahml.info, is updated daily. It is available 24/7, along with our catalog, our mobile app, most databases and 24-hour chat service. All basic services are available all hours the library is open.

We ensure all materials are available to all customers—one of our formal, board approved values is "Free and Equal Access: all individuals have the right to choose for themselves what to read, hear, or view." We participate in the lending and borrowing of materials from other libraries. We promote this service in person, on our website and our online catalog. Customers can easily request materials in person, by email, by phone, chat or online. All of our holdings are compliant with MARC standards. All items, including eMaterials, are searchable through the library's catalog, both onsite and remotely. A record of our holdings is available through OCLC.

We provide a number of auxiliary aids to assist persons with disabilities including magnifying lenses of different strengths and sizes for in-library and at home use. We also have a sound amplifier for in-library use and our main meeting rooms have hearing loop technology. We provide materials with closed captioned formatting and also have a large collection of audiobooks available for check out. We provide a motorized scooter for customers who may have difficulty getting around.

We have 132 public use computers and a 100/20 Mbps Internet line dedicated to public Internet use which currently meets the needs of our customers. We base the Internet line size off of usage, and we currently use around 75% on average. As we see that number increase, we increase the bandwidth. Our website address and telephone number are listed on all electronic and written promotional materials and correspondences. Our telephone and fax numbers are prominently displayed on every page of our website and online catalog and are also displayed on our mobile app. We have written policies for Internet use, retention of patron records, and meeting room use.

6. **Trustees:** Describe how the library meets the needs of the community as a provider of educational programs and training opportunities. Include a description of how the library can integrate new technologies and include one activity that fosters increased resource sharing.

Meeting the needs of community members through educational programs and training opportunities is a core value of AHML. In 2015, this meant offering 3,035 programs and technology classes with 96,447 participants. In 2016, our priority to serve customers through programming manifested in a reallocation of staff resources and a newly formed department, Programs and Exhibits. This unique library-wide approach to programming brings together a core of library professionals and programmers serving all library audiences.

At AHML, our vision of partnering with our customers to help them develop skills they need to succeed in all stages of their lives has involved the introduction, training, and support of a nearly constant stream of new technologies. This year alone we have introduced Roku devices, Oculus Rift, Pro Tools, Adobe Creative Cloud, Google cardboard, Windows 10, Office 16, and 3D printing. But our role extends beyond simply bringing these new devices and software programs to our customers. We take a multi-faceted approach when integrating new technologies that can include classes, programs, in-library assistance via short interactions or one-on-one appointments, online tutorials, and help guides. By offering multiple ways for customers to learn how to use new technologies, customers are able to choose a learning style that works best for their individual needs leading to wider adoption and more effective use of the technology.

We foster resource sharing by participating in efforts to share physical collections, spaces, and online and digital resources. In September of 2016 we removed format-specific limits for reciprocal borrowers. Non-residents who register their home library card with us can now checkout a total of ten items of any format. This includes popular items such as DVDs, Blu-rays and video games. The benefits of doing this include getting more materials into our neighboring customers' hands and maximizing the use of our collection.

7. **Technology:** Having completed the EDGE Assessment, describe the impact that the EDGE Assessment has had on the library, and include at least one example of how the library has used, or plans to use the information gleaned from the assessment.

We were a soft launch library for the EDGE Assessment and completed it in 2013. The assessment provided confirmation that the publically accessible technology available to our residents is more than adequate to meet community needs. As a result of the assessment, we developed core technology competencies for all staff to ensure all public service staff can assist customers with basic technology questions.

8. **Education and Training:** Describe current or potential collaborative efforts that have benefited, or will benefit local library patrons and patrons in neighboring communities.

We are dedicated to supporting community learning at all life stages. Our educational programming begins at birth with a strong commitment to fostering early literacy, including programming targeted to unique audiences. As an example, in partnership with a local speech pathologist we are able to offer an inclusive playgroup, which provides additional support for children who receive therapy services, ages 0-5. In this space, library staff and varying professionals offer families the support and accommodations they need to ensure their children's learning success.

In addition, our close work with local schools, supporting educational curricula, has resulted in many beneficial partnership programs. Of note, together with local Thomas Middle School, library staff and school faculty have created a 3D Research and Design class. We co-develop curriculum, arrange field trips for presentations by industry specialists, organize in-library assignments, and facilitate the students' final Shark Tank-style presentations at the library. This exemplifies the level of educational programming we work to achieve with community partners.

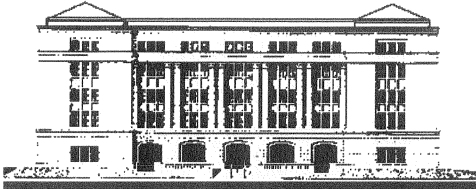
In catering educational opportunities and training to our adult customers, we partner with many agencies and businesses to develop content catered to differing goals and interests at different life stages. One major partner is our Arlington Heights Senior Center where we work with senior volunteers to provide a wide range of technology classes to senior customers, positively impacting the learning and quality of life for hundreds annually.

9. **Outreach:** Provide a brief description of the library's current or planned involvement with services available through the Illinois State Library Talking Book and Braille Service (TBBS). For more information about the services offered by TBBS, please visit <http://www.ilbph.org/>

We are actively involved with TBBS. We assist around 15 qualified residents as they apply for service each year and provide ongoing readers advisory assistance for enrolled program participants in skilled care facilities we visit. We order talking books for enrolled residents who wish to participate in book discussions and assist residents in resolving issues with program selections or equipment as needed.

10. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of *Serving Our Public 3.0: Standards for Illinois Public Libraries*. Use general categories in identifying actual planned expenditures.

\$93,876.25 for materials



JESSE WHITE • Secretary of State & State Librarian  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**WWW.CYBERDRIVEILLINOIS.COM**

## Illinois Public Library Per Capita Grant Expenditures Report

*Per Capita Grant funds must be obligated by June 30 and expended by August 15.*

Library Name: Arlington Heights Memorial Library City: Arlington Heights

Control Number: 30019 Branch Number: 00

Fiscal Year: 2015 Exact amount of Per Capita Grant received: \$93,876.25

### CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (materials for all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.)  
\$93,876.25

Programs (Summer Reading, Mom & Tot, educational, instructional, etc.)

Personnel

Electronic Access (databases, resource sharing, LLSAPs, system fees, etc.)

Continuing Education (staff and/or board)

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

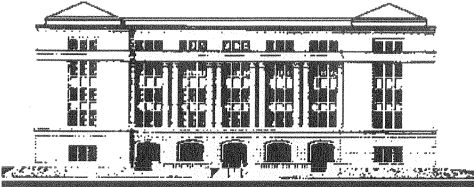
Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)



JESSE WHITE • Secretary of State & State Librarian  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**WWW.CYBERDRIVEILLINOIS.COM**

## Illinois Public Library Equalization Aid Grant Expenditures Report

*Equalization Aid Grant funds must be obligated by June 30 and expended by August 15.*

Library Name: Arlington Heights Memorial Library City: Arlington Heights

Control Number: 30019 Branch Number: 00

Fiscal Year: 2015 Exact amount of Equalization Grant received: \$0.00

### CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (*all ages, genres and formats, including electronic resources, books on tape, DVD's, CD's, etc.*)

Programs (*Summer Reading, Mom & Tot, educational, instructional etc.*)

Personnel

Electronic Access (*databases, resource sharing, LLSAPs, system fees, etc.*)

Continuing Education (*staff and/or board*)

Equipment (office equipment, computer software and hardware, etc.)

Travel

Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic re-modeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, Shelving, association fees, lawn maintenance, etc.)

**To:** Board of Library Trustees  
**From:** Jason Kuhl  
**Date:** 11/8/2016  
**Re:** Local Government Expense Control Act

---

The Policy Committee will be discussing this agenda item at its meeting just prior to the board meeting on November 15. With the exception of minor wording changes, this memo is identical to the one that will be considered by the committee.

The Local Government Expense Control Act (50 ILCS 150/1) is a new statute regulating reimbursement to trustees and employees for expenses incurred on library business. It applies to libraries and other units of local government.

The key elements/requirement of the Act:

- Adopt a Resolution regulating reimbursement of expenses;
- Approve by roll call vote expenses of employees which exceed the maximum allowable reimbursement established by the Resolution;
- Approve by roll call vote any reimbursement to a trustee;
- Reimbursing expenses for entertainment is prohibited. Entertainment is defined as including by not limited to shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

A copy of the Act is attached (attachment 1) along with the proposed resolution and supporting exhibits (attachment 2).

The most significant change to our current procedures as a result of the Act will be the roll call vote required for any reimbursement to trustees. Until now, trustee reimbursements were handled just like those for staff—they were included on the check register and voted on as part of that approval process. Since the check register is approved by a roll call vote, this process technically complies with the Act. The spirit of the Act, however, is that



these reimbursements be called out and voted on individually, so upon approval of the resolution they will be handled in that manner.

We already have tight controls on reimbursements for travel in place, so there will be few additional changes to our day-to-day processes. Our reimbursement forms only needed the addition of the person's job title to comply, and we have made that change. As part of the annual budgeting process we assemble a list of conferences with maximum amounts reimbursable to attendees that are based in part on the U.S. General Services Administration's recommendations (see attachment 3 for the guidelines from 2016). The amounts indicated in Exhibit A of the Resolution (Permitted Travel Expenses) do not replace these more conservative guidelines distributed each year and in no way indicate the library will reimburse up to these amounts. They simply represent the threshold for which a roll call vote would be required for reimbursement to employees.

To indicate compliance with the Act, POLICY 1.105—MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND CONFERENCE ATTENDANCE has been edited slightly. The proposed edits are attached (attachment 4).

**Suggested motion: The Policy Committee recommends the Board of Library Trustees adopt Resolution 16-06—RESOLUTION REGULATING REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES as presented and approve the resulting changes to POLICY 1.105—MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND CONFERENCE ATTENDANCE as indicated.**

**Information maintained by the Legislative Reference Bureau**

Updating the database of the Illinois Compiled Statutes (ILCS) is an ongoing process. Recent laws may not yet be included in the ILCS database, but they are found on this site as [Public Acts](#) soon after they become law. For information concerning the relationship between statutes and Public Acts, refer to the [Guide](#).

Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

**LOCAL GOVERNMENT  
(50 ILCS 150/) Local Government Travel Expense Control Act.**

(50 ILCS 150/1)

(This Section may contain text from a Public Act with a delayed effective date )

Sec. 1. Short title. This Act may be cited as the Local Government Travel Expense Control Act.

(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/5)

(This Section may contain text from a Public Act with a delayed effective date )

Sec. 5. Definitions. As used in this Act:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.

"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.  
(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/10)

(This Section may contain text from a Public Act with a delayed effective date )

Sec. 10. Regulation of travel expenses. All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required under Section 20 of this Act. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances. On and after 180 days after the effective date of this Act of the 99th General Assembly, no travel, meal, or lodging expense shall be approved or paid by a local public agency unless regulations have been adopted under this Section.

(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/15)

(This Section may contain text from a Public Act with a delayed effective date )

Sec. 15. Approval of expenses. On or after 60 days after the effective date of this Act of the 99th General Assembly, expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of the governing board or corporate authorities of the local public agency, may only be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency.

(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/20)

(This Section may contain text from a Public Act with a delayed effective date )

Sec. 20. Documentation of expenses. Before an expense for travel, meals, or lodging may be approved under Section 15 of this Act, the following minimum documentation must first be submitted, in writing, to the governing board or corporate authorities:

(1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;

(2) the name of the individual who received or is requesting the travel, meal, or lodging expense;

(3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and

(4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.

(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/25)

(This Section may contain text from a Public Act with a delayed effective date )

Sec. 25. Entertainment expenses. No local public agency may reimburse any governing board member, employee, or officer for any entertainment expense.

(Source: P.A. 99-604, eff. 1-1-17.)

Arlington Heights Memorial Library  
11/15/16

**RESOLUTION NO. 16-06**

**RESOLUTION REGULATING REIMBURSEMENT OF  
TRAVEL, MEAL AND LODGING EXPENSES**

**Recitals and Definitions**

- 1. Requirement.** This Resolution is adopted by the Board of Library Trustees of the Arlington Heights Memorial Library responsive to the requirements of The Local Government Travel Expense Control Act (the Act), 50 ILCS 150/1.
- 2. Reimbursable Rates.** The Library shall reimburse permitted expenses as set forth on the attached Exhibit A.
- 3. Reimbursement Request Form.** The Library shall only approve reimbursement of expenses if a Library Trustee or employee submits expenses on the Library's Expense Report (for amounts over \$50) or Petty Cash Reimbursement Form (for amounts \$50 and under). (Exhibits B and C).
- 4. Entertainment Expenses.** The Library shall not reimburse any Library Trustee or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.
- 5. Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may be approved only by a roll call vote at an open meeting of the Board of Library Trustees:
  - a. Any reimbursable expenses of an employee that exceeds the maximum allowed;
  - b. Any reimbursable expense of a Library Trustee.
- 6. Forms.** The Executive Director is authorized to develop such additional forms as the Executive Director deems helpful consistent with this Resolution and the Act.
- 7. Conflict.** All resolutions or part of resolutions conflicting with any provision of this Resolution be and the same are repealed.

**8. Effective Date.** This Resolution shall be in full force and effect from and after its adoption.

Adopted November 15, 2016, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Debbie Smart, President  
Board of Library Trustees of the  
Arlington Heights Memorial Library

ATTEST:

\_\_\_\_\_  
Deborah A Nelson  
Vice President/Secretary  
Board of Library Trustees of the  
Arlington Heights Memorial Library

### EXHIBIT A--Permitted Travel Expenses

Among the requirements of The Local Government Travel Expense Control Act (The Act), 50 ILCS 150/1 is the establishment of a schedule of expenses permitted to be reimbursed to staff for travel, including transportation, meals, and lodging which are reasonably necessary for library business. Examples of expenses which may be reimbursed include expenses for conferences, meetings, or any other events or programs consistent with the library's mission.

In accordance with The Act, the amounts in this policy represent the maximum allowable reimbursement to staff without a roll call vote of the Board of Library Trustees. The actual amount reimbursable for each event will vary based upon its location and the availability of funds for reimbursement. Also in accordance with The Act, no expense will be reimbursable to trustees without a roll call vote of the Board of Library Trustees.

The maximum reimbursable amounts are as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of travel
Baggage (Air Travel)	Actual reasonable rate for one standard-sized piece of luggage per flight.
Rental Car	Lowest reasonable rate (midsize vehicle)
Rail or Bus	Lowest reasonable rate (cost shall not exceed that of airfare)
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate plus applicable gratuity
Parking (at Venue)	Actual reasonable rate for self-park at venue (conference center, hotel, etc.).
Parking (at Airport)	Actual reasonable rate (total cost of driving including mileage, tolls, and parking shall not exceed that of taxi)
Tolls	Actual reasonable rate

### Maximum Reimbursable Rate for Lodging

- Lodging will be reimbursed at the actual reasonable rate for a single occupancy standard room to a maximum of \$425 per night.
- No expenses for lodging in Cook, DuPage, Kane, Lake, McHenry, and Will counties in Illinois will be reimbursed.
- Reimbursement for lodging for single-day events within a 140-mile radius of Arlington Heights will be at the discretion of the Executive Director.
- Only the cost of the room and associated taxes and fees will be reimbursed.
- Examples of charges that will not be reimbursed are in-room entertainment such as pay-per-view movies, internet access, and any damages that are assessed.
- Meals charged to the room will be counted against the maximum reimbursable rate for meals as outlined below.

**Maximum Reimbursable Rate for Meals**

Actual costs for meals and gratuity will be reimbursed up to a maximum average of \$85 per day for the duration of the event. Purchases of alcoholic beverages will not be reimbursed.

**Maximum Reimbursable Rate for Registration**

Registration fees for conferences, pre-conferences, and fee-based events associated with conferences are reimbursed at the early-bird member rate (if applicable). Registration for other events is reimbursable at the lowest reasonable rate.

## AHML Expense Report

NAME \_\_\_\_\_ JOB TITLE \_\_\_\_\_

DATE: \_\_\_\_\_

Expenses for \_\_\_\_\_

List Conference and Where Held (City/State )

DAY	Airport Transport	Lodging	Car Allowance		Meals	Miscellaneous Expenses		DAILY TOTAL
			# of Miles	Calculated Allowance		Describe (Tips, Taxis, etc.)	Amount	
<b>SUN</b>				0.00				
	Date							
	0.00	0.00		0.00	0.00		0.00	0.00
<b>MON</b>				0.00				
	Date							
	0.00	0.00		0.00	0.00		0.00	0.00
<b>TUE</b>				0.00				
	Date							
	0.00	0.00		0.00	0.00		0.00	0.00
<b>WED</b>				0.00				
	Date							
	0.00	0.00		0.00	0.00		0.00	0.00
<b>THU</b>				0.00				
	Date							
	0.00	0.00		0.00	0.00		0.00	0.00
<b>FRI</b>				0.00				
	Date							
	0.00	0.00		0.00	0.00		0.00	0.00
<b>SAT</b>				0.00				
	Date							
	0.00	0.00		0.00	0.00		0.00	0.00
<b>Totals</b>	0.00	0.00		0.00	0.00		0.00	0.00

Account Code: \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

**Attach all receipts.**





# Petty Cash Reimbursement Form

1. Complete form with required approvals.
2. Attach receipts to form with paperclip.
3. Bring to Finance Department for reimbursement.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Account: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Purpose: \_\_\_\_\_ Amount: \_\_\_\_\_

Account: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Purpose: \_\_\_\_\_ Amount: \_\_\_\_\_

Account: \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Purpose: \_\_\_\_\_ Amount: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Total: \_\_\_\_\_

Finance Dept.: \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**TRAVEL EXPENSES FOR MAJOR CONFERENCES**  
**For Budget Preparation CY 2016**  
**June 9, 2015**

**Guidelines**

- Do not add the 1% inflation on to your Travel & Training budget. Use the actual travel costs provided here.
- An Add-on is needed for all requests for staff to attend major conferences.
- The library pays only the cost of “Early Bird Registration” (if registration doesn’t make the cut-off for “early bird”, the employee pays the difference unless there are special circumstances).
- Meal functions included in registration are considered part of the per diem.
- The per diem rate for local conferences is \$71, except for Reaching Forward. The per diem rates for out-of-town conferences are as noted. The per diem rate covers the cost of food, tips, baggage fees, etc. Per diem rates indicate maximum amounts. Reimbursements are for actual expenses up to the per diem amount.
- Airport transportation to and from the airports is reimbursable, up to \$200 per conference, and should be budgeted in addition to the per diem.
- All airfare is based on departure from O’Hare on United Airlines. American prices are usually very similar.
- First Class Travel charges a \$25 service charge per ticket, which **is not** included in the quotes. Price estimates for CY 2016 were provided by Rita at First Class Travel, 847-392-6320.

## MAJOR CONFERENCES – CY 2016

### January 2016

**American Library Association (ALA) Midwinter Conf. 2016**, January 8 – 12, Boston, MA (Boston Convention and Exhibition Center)

Registration	\$190 (Estimate)
Airfare	\$250 + \$25 (service charge) = \$275
Airport Transportation	\$200
Per Diem	\$71
Lodging	\$313 per night @ 3 nights = \$939

**Opening Minds 2016**, January 20 – 23, Chicago, IL (Hyatt Regency at McCormick Place, 2233 South Martin Luther King Drive, Chicago, IL 60616)

Registration	\$125
Transportation	\$35 per day (Estimated mileage – 60 miles at \$0.575 = \$35 per day or public transportation)
Parking	\$19
Per Diem	\$71

### March 2016

**SXSWedu 2016**, March 4 – 13 or 11 – 20, Austin, TX (Hilton Austin Downtown, 500 East 4th Street)

Registration	\$825 (Estimate)
Airfare	\$475 + \$25 (service charge) = \$500
Airport Transportation	\$200
Per Diem	\$71
Lodging	\$355 per night @ 3 nights = \$1,065

**Computers in Libraries 2016**, March 8 – 10, Washington, DC (Hilton Washington, 1919 Connecticut Ave., NW)

Registration	\$489 (Estimate)
Airfare	\$460 + \$25 (service charge) = \$485
Airport Transportation	\$200
Per Diem	\$71
Lodging	\$289 per night @ 3 nights = \$867

**Love is Murder Mystery Conference 2016**, March 11 – 13, Rosemont, IL (The Embassy Suites, 5500 North River Road)

Registration	\$279
Transportation	\$19 per day (Estimated mileage – 23 miles at \$0.575 = \$14 or public transportation)
Parking	\$5 per day
Per Diem	\$71

**Innovative Users Group (IUG) Conference 2016**, March 15 – 18, San Francisco, CA (Hilton Union Square, 333 O'Farrell Street)

Registration	\$300 (Estimate)
Airfare	\$530 + \$25 (service charge) = \$555
Airport Transportation	\$200
Per Diem	\$71
Lodging	\$249 per night @ 3 nights = \$747

**Library Technology Conference 2016**, March 16 – 17, St. Paul, MN

Registration	\$140 (Estimate)
Airfare	\$250 + \$25 (service charge) = \$275
Airport Transportation	\$200
Per Diem	\$71
Lodging	\$108 per night @ 2 nights = \$216

**Aging in America Conference 2016**, March 20 – 24, Washington, DC

Registration	\$590 (Estimate)
Airfare	\$460+ \$25 (service charge) = \$485
Airport Transportation	\$200
Per Diem	\$71
Lodging	\$239 per night @ 3 nights = \$717

**April 2016**

**Electronic Resources & Libraries Conference 2016**, April 3 – 6, Austin, TX (AT&T Executive Education & Conference Center, University of Texas, Austin Campus, 1900 University Ave.)

Registration	\$385 (Estimate)
Airfare	\$475 + \$25 (service charge) = \$500
Airport Transportation	\$200
Per Diem	\$71
Lodging	\$355 per night @ 3 nights = \$1,065

**Public Library Association (PLA) 2016**, April 5 – 9, Denver, CO (Colorado Convention Center)

Registration:	\$255
Airfare	\$360 + \$25 (service charge) = \$385
Airport Transportation	\$200
Per Diem	\$66
Lodging	\$158 per night @ 3 nights = \$474

**Commission on Adult Basic Education (COABE) 2016**, April 11 – 13, Dallas, TX (Sheraton Hotel in downtown Dallas)

Registration	\$420
Airfare	\$225 + \$25 (service charge) = \$250
Airport Transportation	\$200
Per Diem	\$71
Lodging	\$189 per night @ 3 nights = \$567

## **May 2016**

### **InterActivity Conference 2016, May 5 – 7, Norwalk, CT**

Registration	\$500 (Estimate)
Airfare	\$1,285 + \$25 (service charge) = \$1,310
Airport Transportation	\$200
Per Diem	\$71
Lodging	\$129 per night @ 3 nights = \$387

### **Reaching Forward 2016, May 6, Rosemont, IL (Donald E. Stephens Convention Center, 5555 North River Road)**

Registration	\$140 (Estimate)
Transportation	\$32 (Estimated mileage – 32 miles @ \$0.575 = \$19 or public transportation)
Parking	\$13

### **BookExpo America 2016, May 12 – 14, Chicago, IL (McCormick Place)**

Registration	\$125 (Estimate)
Transportation	\$56 per day (Estimated mileage – 60 miles at \$0.575 = \$35 or public transportation)
Parking	\$21 per day parking
Per Diem	\$71

### **Chicago Northside Mini Maker Faire 2016, May, Chicago, IL, (Carl Schurz High School, 3601 North Milwaukee Avenue)**

Registration	\$10 (Estimate)
Transportation	\$23 per day (Estimated mileage – 39 miles @ \$0.575 = \$23 or public transportation)
Per Diem	\$71

## **June 2016**

### **Digital Media and Learning (DML) 2016, June (TBD), Los Angeles, CA (TBD)**

Registration:	\$150 (Estimate)
Airfare	\$316 + \$25 (service charge) = \$341
Airport Transportation	\$200
Per Diem	\$71
Lodging	\$199 per night @ 3 nights = \$597

### **American Library Association Conference (ALA) 2016, June 23 – 26, Orlando, FL (Orange County Convention Center)**

Registration	\$255 (Estimate)
Airfare	\$300 + \$25 (service charge) = \$325
Airport Transportation	\$200
Per Diem	\$56
Lodging	\$180 per night @ 3 nights = \$540

**Printers Row Lit Fest 2016**, June, Chicago, IL (corner of Congress and Dearborn)

Registration	\$30 (Estimate)
Transportation	\$32 per day (Estimated mileage – 54 miles @ \$0.575 = \$32 or public transportation)
Parking	\$10
Per Diem	\$71

**Games, Learning, Society Conference 2016**, June, Madison, WI (UW Memorial Union, 800 Langdon Street)

Registration	\$450 (Estimate)
Transportation	Estimated mileage 254 miles @ \$0.575 = \$147
Parking	\$10 per day
Per Diem	\$56
Lodging	\$149 per night @ 2 nights = \$298

**WILIUG 2016** (June or July), TBD Grayslake, IL, Palos Hills, IL, Milwaukee, WI or Waukesha, WI

Registration	\$40 (Estimate)
Transportation	\$23 - \$105 (Estimated mileage 40 - 182 miles @ \$0.575)
Parking	\$5
Per Diem	\$56 - 71

**August 2016**

**An Event Apart**, August or September TBD, Chicago, IL (Westin Chicago River North, 320 North Dearborn Street)

Registration	\$995 (Estimate)
Transportation	\$31 (Estimated mileage – 53 miles @ \$0.575 = \$31 or public transportation)
Parking	\$52
Per Diem	\$71

**September 2016**

**ALSC National Institute**, September 15 – 17, Charlotte, NC

Registration	\$175 (Estimate)
Airfare	\$195 + \$25 (service charge) = \$220
Airport Transportation	\$200
Per Diem	\$51
Lodging	\$199 per night @ 3 nights = \$597

**October 2016**

**Illinois Library Association (ILA) 2016**, October 18 – 20, Chicago, Illinois (Donald E. Stephens Convention Center, 5555 North River Road)

Registration	\$200 (Estimate)
Transportation	\$32 (Estimated mileage – 32 miles @ \$0.575 = \$19 or public transportation)
Parking	\$13
Per Diem	\$71

**ISLMA (Illinois School Library Media Association) 2016**, Mid-October, Tinley Park, IL

Registration	\$165 (Estimate)
Transportation	\$65 (Estimated mileage – 112 miles @ \$0.575 = \$65 or public transportation)
Per Diem	\$71

**ABOS (Association of Bookmobile and Outreach Services) October**, Cincinnati or Columbus, Ohio TBD

Registration	\$250 (Estimate)
Airfare	\$706 or \$217
Airport Transportation	\$200
Per Diem	\$56
Lodging	\$105 or \$160 per night @ 3 nights = \$315 or \$480

**YALSA (YA Symposium) 2016**, November 7 – 8, Louisville or Pittsburg TBD

Registration	\$245 (Estimate)
Airfare	\$175 + \$25 (service charge) = \$200 or \$214 + \$25 (service charge) = \$239
Airport Transportation	\$200
Per Diem	\$61 or \$71
Lodging	\$180 or \$280 per night @ 2 nights = \$360 or \$560

*All conferences are approved for a maximum of three nights unless authorized by your director.*

*Please be responsible with all expenses.*

*Per Diem rates from gsa.gov*

## **1.105 MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND CONFERENCE ATTENDANCE**

### **TRUSTEES:**

Every library trustee should be a member of the Illinois Library Association (ILA), the American Library Association (ALA) and the divisions of ALA which are of interest to the board. The library will make payment of these dues for the members with approval by the Board of Library Trustees.

At least once during each term of office, every library board member should attend one of the following: an annual conference of the American Library Association, a Public Library Association national conference, or an Illinois Library Association conference. Expenses for the trip should be included in the library budget, and the privilege should be rotated among board members from year to year, giving all a part in the educational benefits of the national meetings.

Board members are also encouraged to participate in other state and regional conferences and workshops as appropriate and costs associated with attendance may be covered in an amount approved by the board. ***A roll call vote of the board is required for any reimbursement of travel expenses for trustees in accordance with the Local Government Travel Expense Control Act, 50 ILCS 150/1***

### **STAFF:**

Dues for membership in ILA, ALA, and up to two ALA divisions may be paid by the library if approved in advance by the executive director. In most circumstances, one of those divisions should be the Public Library Association (PLA) and the second should be the division most applicable to the individual staff member's position with the library.

Whenever possible, time with pay is allowed to staff members to attend library conferences and other professional meetings. The library may contribute to the expenses of officially designated representatives. ***Reimbursement of travel expenses will be made in accordance with the Local Government Travel Expense Control Act, 50 ILCS 150/1.*** Insofar as possible, those who take an active part in the meetings or are involved in presenting a program or the organization of committee work will be given priority. Requests for permission to attend professional library meetings and conferences should be made to the appropriate supervisor with final approval made by the executive director.



**To:** Board of Library Trustees  
**From:** Jason Kuhl  
**Date:** 11/8/2016  
**Re:** Strategic Planning Committee Members

---

The Policy Committee will be discussing this agenda item at its meeting just prior to the board meeting on November 15. With the exception of minor wording changes, this memo is identical to the one that will be considered by the committee.

With recent changes to our administrative staff structure, we have taken a closer look at the composition of the Strategic Planning Committee, particularly with respect to the role of staff as voting members. While other committees often have staff present in an advisory capacity (the Facilities Manager at Building Committee meetings, for example), no other committee has staff as voting members. For several reasons that we will discuss at your meeting, it is our recommendation that staff be removed as voting parts of the committee.

Committee composition is not part of library policy—the only references to it are with respect to the president’s role in appointing committee members (Policy 1.101 Article II, Section 3 and Article IV, Section 3). However, it would be beneficial to discuss this change before taking any action, and the Policy Committee is an appropriate place to begin.

## Executive Director's Report

### November 2016

#### Facilities and Operations

---

##### Circulation News

- Circulation was down 3.9% compared to last October, and down 3.3% for the fiscal year to date.
- Our electronic items continued to trend upward with 22,848 checked out in October, representing 12.2% of all checkouts for the month. Use of Tumblebooks again drove this surge with 12,136 checkouts.
- Promotion, collection location, and arrangement help drive circulation. Here are some recent examples:
  - Adult book discussion kit circulation was at a year high of 1,147. This was a 24.1% increase over October 2015. This could be due in part to one of the Dunton displays featuring book discussion titles.
  - The circulation of Kids' World holiday items was down 18% from last October and down 3.8% for the FYTD. The book collection was shifted and split in half at the end of 2015, with only the upcoming holiday books displayed near the KW picture books. We are doing this holiday collection shift twice a year. Although the other holiday books are still available they are in a lower traffic area. We'll keep an eye on this collection during the upcoming busy holiday season and evaluate this process in 2017.
  - Circulation of World Language books for kids was up 6.4% from last October. We recently reorganized the collection, which makes it more intuitive for customers to find items.
- Although resident library cards issued this October were down 23.6% from last year, the decline was due to more District 25 cards issued in October of 2015. On the same note, AH cards issued in September of 2016 were higher than September of 2015 because we processed more District 25 cards this September than last year.

## Programs

---

### One Book, One Village

Throughout September and October, **One Book, One Village programs** have invited customers to celebrate creativity and genius in a variety of engaging ways. Of note were presentations and performers centered around geniuses who have had tremendous impact on their fields - Julia Child, Harry Houdini and Nikola Tesla. Some programs invited customers to indulge their senses and get social while focusing on the book's elements of travel and exploration. Most well-received were: **Pop-Up Genius Coffee Bar**, presented in partnership with Intelligentsia Coffee, where library visitors learned why place is so important in the production of coffee and tasted blends from different regions. A **Wine Tasting** at local Vintages provided a similar experience for residents 21+ who wanted to learn more about wine and place. Eric Weiner refers to both coffee and wine as he weaves his tale of finding genius where it manifests in *The Geography of Genius*.

The OBOV exhibit, **Building da Vinci**, the centerpiece is a custom built catapult designed by da Vinci, has been a hit. Though never built in his time, two local engineers took on the challenge to produce a working catapult from the simple, famous drawing. They visited on three occasions, offering customers of all-ages a chance to "Try-It." More than 400 customers tested its launching capabilities, guessing which of the soft ammunition items (marshmallows, ping pong balls, rubber duckies, foam pumpkins, etc) would go farthest. Siblings challenged one another, parents joined their kids, and nearby adults flocked to watch the flurry of activity pop-up on Main Street, anxious to talk to the builders about the woodwork or craftsmanship of the model.

AHML facilitated national radio hosts, Jim DeRogatis and Greg Kot, as they created a live version of their WBEZ program Sound Opinions centered around the concept of Eric Weiner's search for genius in the book. **Punk Rock 1977: The Sound of Genius** attracted 155 eager music fans to Metropolis Performing Arts Center for an evening with Jim and Greg. The hosts shared why punk music flourished in a certain time, 1977, and was concentrated in specific places, New York and London.

On November 3, Eric Weiner visited Arlington Heights with two events during his day. 130 students and teachers welcomed him to Rolling Meadows High School where he discussed the history of identifying and recognizing geniuses and what elements of genius can be fostered in today's world - particularly how schools succeed in fostering this. He complimented the student's questions, noting "Wow. These are really good questions, better than most older people's!" At the library's **An Evening with Eric Weiner**, 180 customers welcomed the author who engaged in an interview-style program facilitated by our community guest, Mary Luckritz of Rolling Meadows High School. Her questions

with those of members of the audience painted a broader picture of Eric as a writer and foreign correspondent, while also focusing on central ideas of *The Geography of Genius*. Dozens of attendees waited to have books signed by the author who spent time with each of them. While in line, attendees shared praise for the book selection, most having read along with OBOV all three years. Some remarked that they would not have picked it up on their own and are so glad they did. Overall, customers are anxious to see what we choose for next year's community read telling us the spirit of the initiative is really resonating with Arlington Heights readers and teachers.

### Halloween Fun!

On October 26, we held Halloween Fun in Kids' World for 352 customers who engaged in a variety of games and crafts. This is the fourth year we have hosted this program, with an increase in attendance each year. It always serves to remind us how the AHML library users like to come together as community in this building.



### Senior Speed Dating

AHML collaborated with the Arlington Heights Senior Center to plan and host the first ever speed dating event for those 70 and up at the Senior Center. The eighteen men and women who participated each had an opportunity to share five minutes of private conversation with nine dates. To make a match, both the man and woman had to select one another. A thank you letter with match results were mailed to all participants following the event. Attendees shared that it was a wonderful, fun experience. Several participants said that it was great to have a chance to take a risk and try something new. By a show of hands

at the end of the dates, everyone indicated they would try it again. One resident said “I had a great time. It was really exciting to be a part of this.”





## In the Community

---

### Tech Tuesdays

On Tuesday, October 25, we visited Buffalo Grove High School for their inaugural Tech Tuesday. This also marked our first visit to BGHS for high school outreach. We engaged 65 teens in the library with the Hub's STEM Kits. BGHS librarian Glenn Gotrik asked if we would like to continue this monthly outreach to support Tech Tuesdays as we do at Hersey.



## Staff Recognition

---



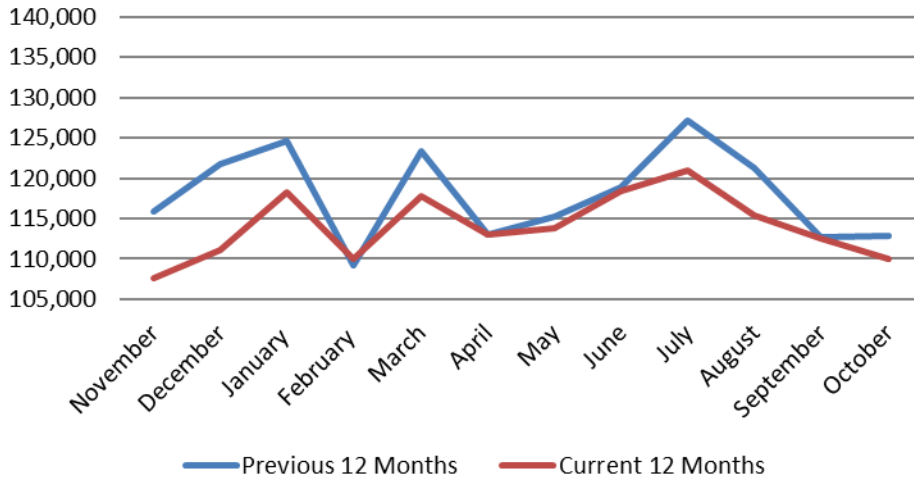
### Crosman Memorial Award

As mentioned in an earlier report, Trixie Dantis was presented with the Crosman Memorial Award at the Illinois Library Association Annual Conference in October.

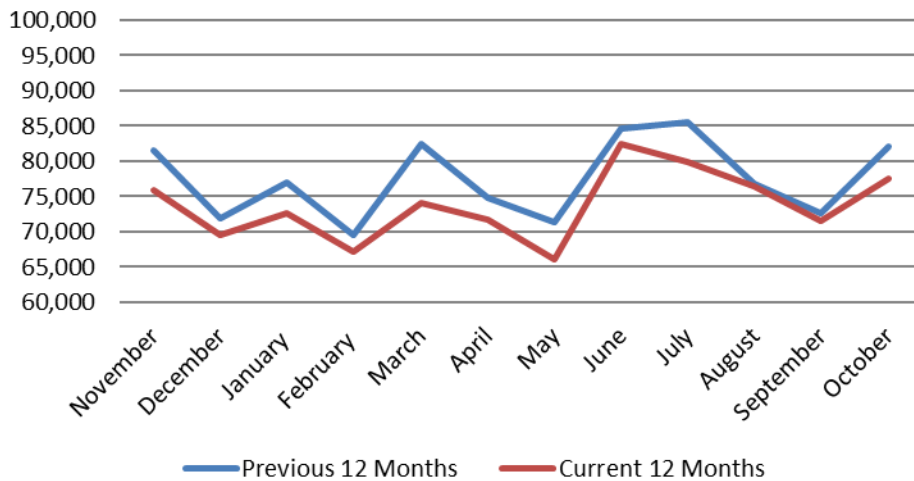
### AHML - DASHBOARD - OCTOBER 2016

	Oct 2016	Oct 2015	% change from last Oct	Jan 2016- Oct 2016	Jan 2015- Oct 2015	% change from last YTD
Total circulation	189,592	197,307	-4%	1,916,646	1,982,448	-3%
Adult circulation	109,972	112,837	-3%	1,150,312	1,178,205	-2%
Teen circulation	2,134	2,462	-13%	26,719	27,660	-3%
Children circulation	77,486	82,008	-6%	739,615	776,583	-5%
Print book circulation	94,115	100,025	-6%	945,315	977,655	-3%
Audiovisual circulation	64,362	70,744	-9%	707,747	773,539	-9%
Downloadables circulation	22,848	17,290	32%	170,924	130,395	31%
Self-check as % of main floor circ	64%	63%	1%	64%	63%	1%
Circulation to reciprocal borrowers	10,570	8,526	24%	94,819	82,582	15%
ILLs borrowed for our customers	367	533	-31%	4,829	5,438	-11%
ILLS lent to other libraries	700	751	-7%	7,609	8,132	-6%
Resident cards issued	340	445	-24%	4,374	4,421	-1%
Reciprocal cards registered	177	208	-15%	1,962	1,924	2%
Reference questions	14,848	15,374	-3%	155,266	150,063	3%
Program attendance	8,783	9,872	-11%	78,481	79,941	-2%
First-time attendees at programs	213	275	-23%	2,473	2,380	4%
% of target audience attending	64%	70%	-6%	67%	71%	-4%
% of progs meeting target audience #	86%	79%	7%	82%	79%	3%
Public computer use	11,055	10,375	7%	109,046	106,609	2%
Website visits	99,279	118,272	-16%	1,060,808	1,234,159	-14%
In-person visitors	85,069	82,959	3%	874,171	852,324	3%
Marketplace - % of adult coll / of circ	8% / 35%	8% / 33%	0% / 2%	8% / 34%	8% / 30%	0% / 4%
Kids' Mktplace - % of KW coll / of circ	5% / 15%	5% / 13%	0% / 2%	5% / 15%	5% / 13%	0% / 2%
Volunteer hours	2,409	2,507	-4%	25,375	24,413	4%

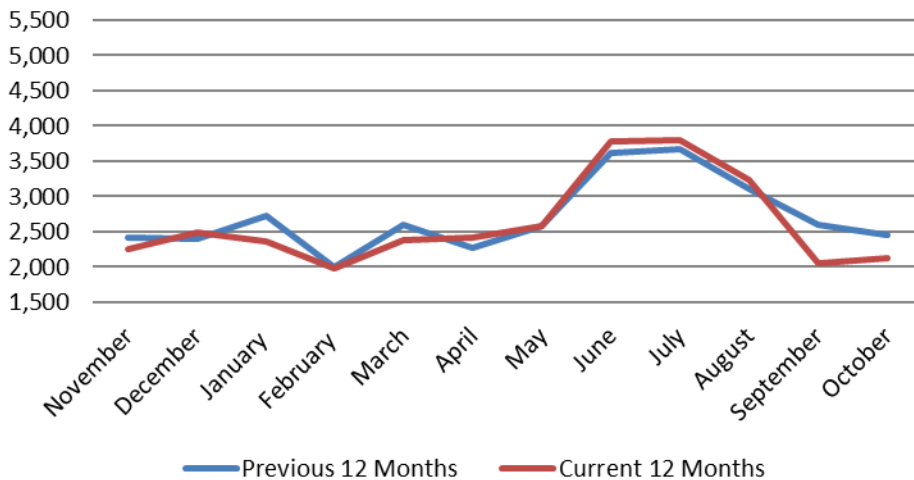
### Adult Circulation



### Children's Circulation

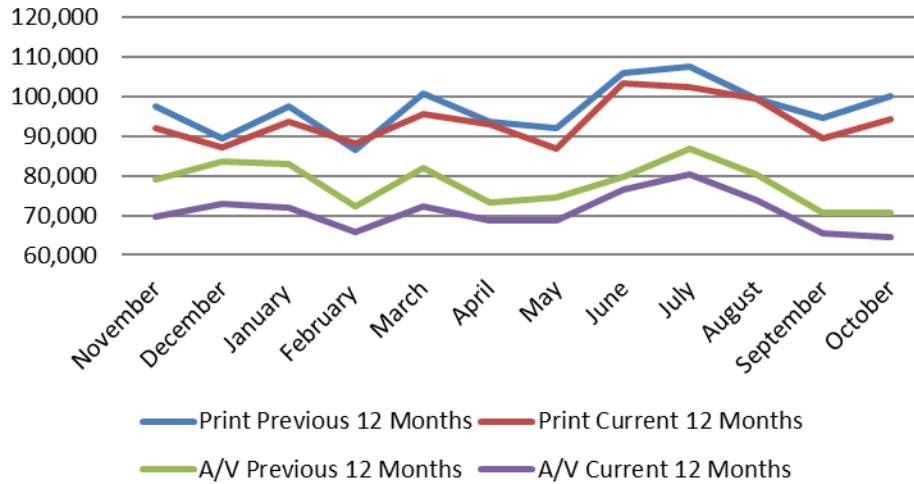


### Teen Circulation

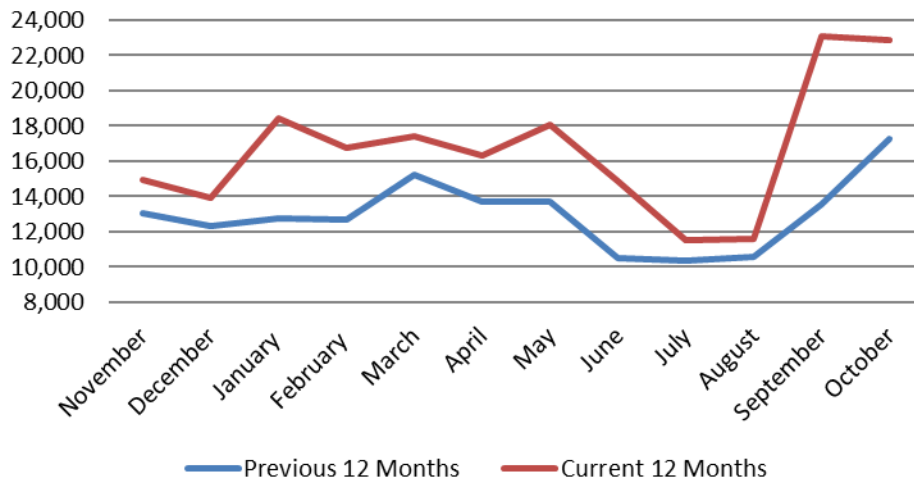




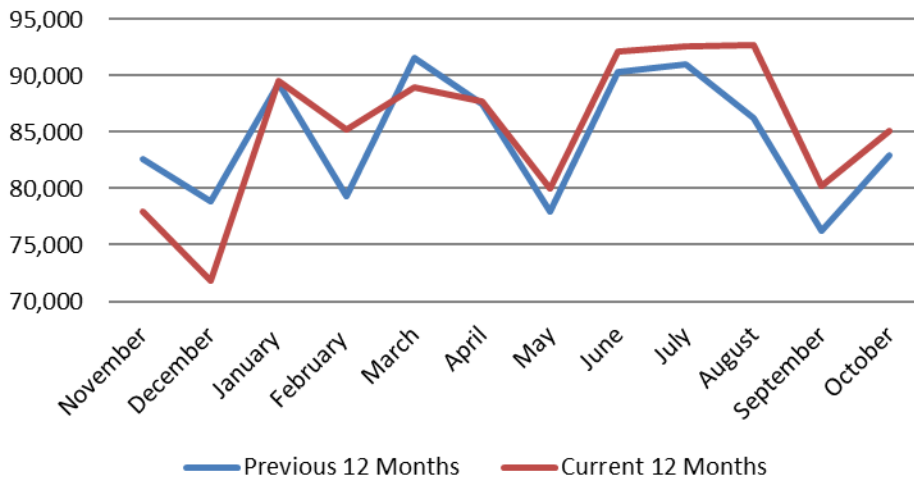
## Physical Circulation



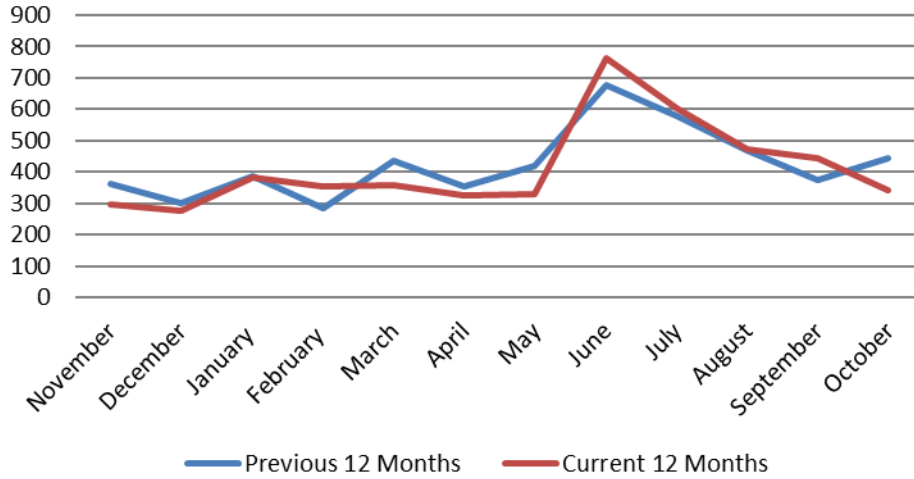
## Downloadables Circulation



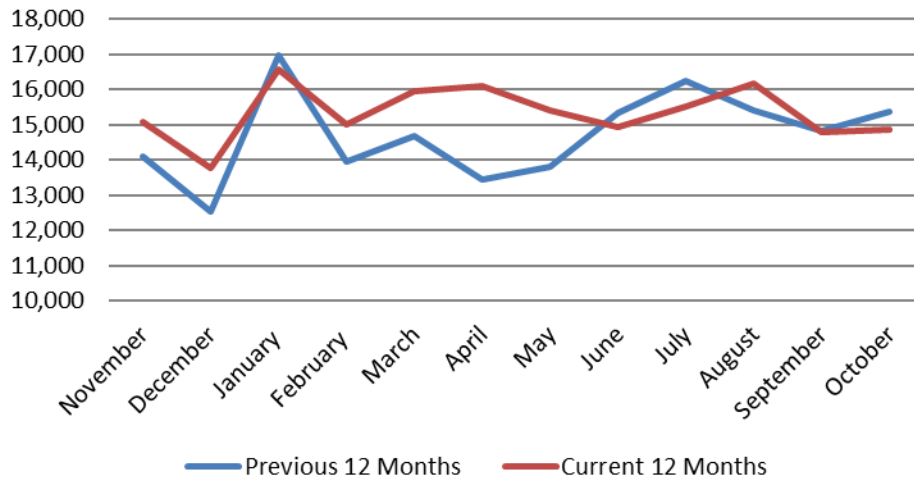
## In-person Attendance



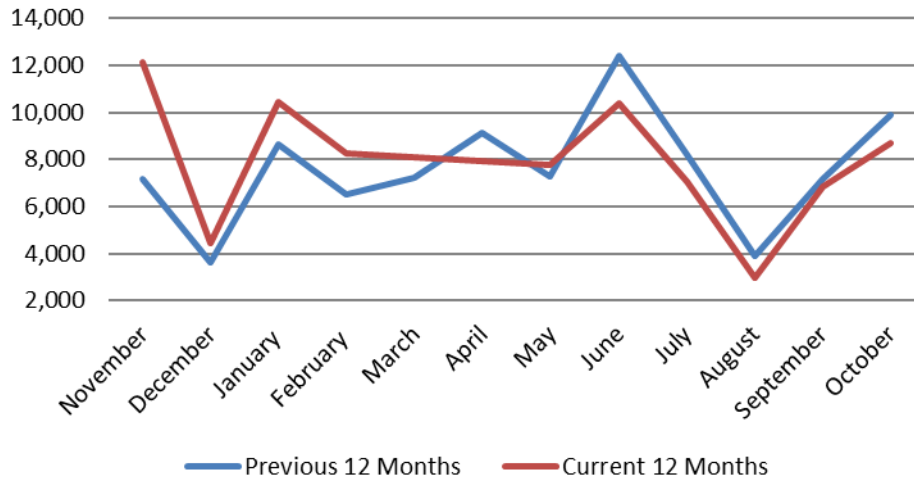
## Resident Library Cards Issued



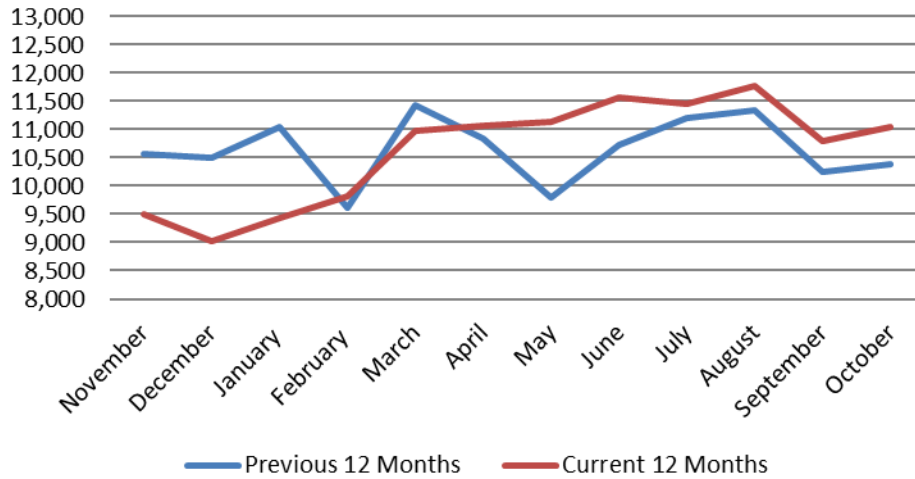
## Reference Questions



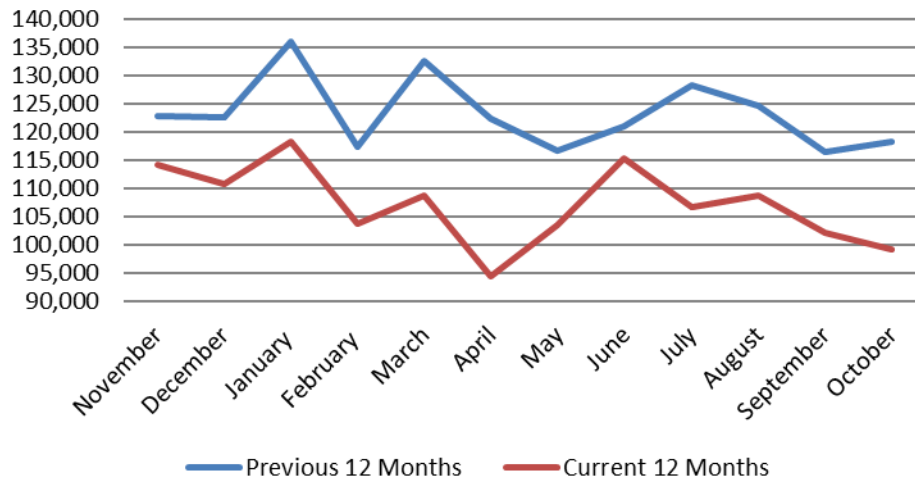
## Program Attendance



## Public Computer Use



## Website Visits



# ALA President Julie Todaro releases statement on Libraries, the Association, Diversity and Inclusion

---



For Immediate Release  
Tue, 11/15/2016

## Contact:

Macey Morales  
Deputy Director  
Public Awareness Office  
American Library Association  
[mmorales@ala.org](mailto:mmorales@ala.org)

CHICAGO – Today American Library Association President Julie Todaro released the following statement regarding the invaluable role libraries and librarians will play within their communities as many search for common ground after the election.

"After a contentious campaign season filled with divisive rhetoric, we are now hearing from our members and in the news media about incidents of bigotry and harassment within our communities. From children acting out in schools to adults participating in violent acts, it is clear that our nation is struggling in the wake of this election.

"During times like these, our nation's 120,000 public, academic, school and special libraries are invaluable allies inspiring understanding and community healing. Libraries provide a safe place for individuals of all ages and backgrounds and for difficult discussions on social issues. Our nation's libraries serve all community members, including people of color, immigrants, people with disabilities, and the most vulnerable in our communities, offering services and educational resources that transform communities, open minds and promote inclusion and diversity.

"As an association representing these libraries, librarians and library workers, ALA believes that the struggle against racism, prejudice, stereotyping, and discrimination is central to our mission. As we have throughout our 140 year-long history, we will continue to support efforts to abolish intolerance and cultural invisibility, stand up for all the members of the communities we serve, and promote understanding and inclusion through our work."

# PLA President Felton Thomas Jr. releases statement on public libraries and inclusiveness

---



For Immediate Release  
Tue, 11/15/2016

## Contact:

Kara O'Keefe  
Manager, Marketing and Membership  
Public Library Association (PLA)  
[kokeefe@ala.org](mailto:kokeefe@ala.org)

CHICAGO – Public Library Association (PLA) President Felton Thomas Jr. released the following statement in response to the divisive election season and the post-election challenges our communities face. This message is in support of the [statement](#) released earlier today by the American Library Association.

“Inclusiveness is a core value of the Public Library Association. The public library has an unparalleled ability to bring people and knowledge together, especially in times of uncertainty and division. We are places of learning, free inquiry and free speech for people of all ages and backgrounds.

As such, our nation’s public libraries stand as a bulwark to intolerance and a beacon of opportunity. We are committed to ensuring a safe place for all that reflects and serves the diversity of our nation in our collections, programs and services. With thousands of public libraries in towns and neighborhoods across the country, we invite community conversations and action that further understanding and address local needs.”

PLA will work to develop resources that public libraries can use to support these critical conversations in their communities. Members will be apprised of all future developments as they become available.

The [Public Library Association](#) (PLA) is the largest association dedicated to supporting the unique and evolving needs of public library professionals. Founded in 1944, PLA serves nearly 9,000 members in public libraries large and small in communities across the United States and Canada, with a growing presence around the world. PLA strives to help its members shape the essential institution of public libraries by serving as an indispensable ally for public library leaders. For more information about PLA, contact the PLA office at 1 (800) 545-2433, ext.5PLA, or visit [www.pla.org](http://www.pla.org).