

## **BOARD OF LIBRARY TRUSTEES**

**TUESDAY, DECEMBER 17, 2019  
7:00 P.M.**

**RICHARD FRISBIE BOARD ROOM**

### **- AGENDA -**

- I. CALL TO ORDER
- II. BOARD OF LIBRARY TRUSTEES AND FRIENDS OF THE LIBRARY BOARD OF DIRECTORS MEET AND GREET
- III. ROLL CALL
- IV. PUBLIC COMMENT
- V. LIAISON REPORTS
  - FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY
  - ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION
- VI. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 19, 2019 (Action Item 1)
- VII. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF DECEMBER 2, 2019 (Action Item 2)
- VIII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2019 (Item 3)

IX. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2019 (Action Item 4)

X. EXECUTIVE DIRECTOR'S REPORT

XI. OLD BUSINESS

- MAKERSPACE PROJECT UPDATE (Item 5)

Staff and a representative from Williams Architects will provide an update on the progress of the makerspace building project at 112 North Belmont Avenue

- APPROVAL OF FY2020 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Action Item 6)

The board will review a draft of the Illinois State Library FY2020 Public Library Per Capita Grant application

- APPROVAL OF REVISIONS TO HUMAN RESOURCES POLICY – HIRING OF RELATIVES (Action Item 7)

The board will review proposed revisions to Human Resources Policy – Hiring of Relatives to include removing the restriction of prohibiting family members from working in the same department

- APPROVAL OF REVISIONS TO HUMAN RESOURCES POLICY – ALCOHOL AND DRUG USE (Action Item 8)

The board will review proposed revisions to Human Resources Policy – Alcohol and Drug Use to include prohibiting the possession, use, or being under the influence of cannabis or THC-infused products while at work

- APPROVAL OF REVISIONS TO POLICY 1.105

MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND CONFERENCE ATTENDANCE (Action Item 9)

The board will review proposed revisions to Policy 1.105 Membership in Professional Associations and Conference Attendance to clarify the policy and reflect equity for staff participation in professional associations

XII. NEW BUSINESS

- ONE BOOK, ONE VILLAGE WRAP UP (Item 10)

Staff will present statistics and highlights from the library's 2019 One Book, One Village program

XIII. OTHER

- NEWSLETTER REDESIGN PREVIEW

- DISCUSSION ITEMS FOR ARLINGTON HEIGHTS VILLAGE BOARD JOINT BREAKFAST MEETING – SATURDAY, JANUARY 11, 8:30 A.M.

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

XV. ITEM(S) FROM CLOSED SESSION FOR ACTION

XVI. ADJOURNMENT

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

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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY,  
NOVEMBER 19, 2019.**

11.19.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Tuesday, November 19, 2019, at 7:30 p.m. by President Greg Zyck.

11.19.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Supplitt, Tangney, Thanopoulos and Zyck.

Absent: Trustees Ruhl and Smart.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Trixie Dantis, Youth Services Manager; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Andy Dogan, Williams Architects; Robin LaBedz, Resident; Ted Balcom, Resident; Kathy Balcom, Resident; David Unumb, Resident; Lisa Slankard, Resident; Melissa Cayer, Resident; G. Victor Johnson, Attendee.

Trustee Supplitt moved **TO ADJUST THE AGENDA AND MOVE FORWARD  
ITEM 6 RECOGNIZING ILLINOIS LIBRARY ASSOCIATION LUMINARY  
HONOREE G. VIC JOHNSON.** Trustee Tangney seconded. All were in favor and the motion carried.

**- RECOGNIZING ILLINOIS LIBRARY LUMINARY HONOREE G. VICTOR JOHNSON (Item 6) –** The board recognized Illinois Library Luminary Honoree G. Victor Johnson as he served as a dedicated library trustee of the Arlington Heights Memorial Library from 1982 through 2013, more than thirty years! He was known for his tact, approachability and commitment to service, giving an incredible amount of time and effort to benefit libraries on the local, state and national levels. Mr. Johnson was acknowledged at an awards luncheon in October during the 2019 Illinois Library Association Annual Conference. The board thanked Mr. Johnson for his years of dedicated service.

11.19.03 There was no **PUBLIC COMMENT**.

11.19.04 **LIAISON REPORTS**

**- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY –** Mr. Driskell reported the Friends made approximately \$22,500 from their Fantastic Fall Book Sale. The Friends generously approved a \$22,950 wish list request.

**- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION –** Ms. Harp provided a state of the Foundation report for their first year.

11.19.05 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 15, 2019 (Action Item 1)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.

11.19.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2019 (Item 2)** – Mr. Driskell reported the library received \$57,796 in tax revenue in October, 97.2% of the annual tax revenue budget of \$14.2 million has been received year-to-date. The Friends of the Library provided a reimbursement of \$11,559 in October; Mr. Driskell thanked the Friends for their continued support. Library donations in October total \$2,333. 83% of the fiscal year has lapsed; 78% of the annual operating budget and 31% of the annual capital project budget has been expensed to date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

11.19.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2019 (Action Item 3)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY DATED OCTOBER 31, 2019, IN THE AMOUNT OF \$1,137,663.91**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

11.19.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted five new databases added *Alldata Pro*, *TumbleMath*, *Scholastic Teachables*, *World Book Discover*, *Fountas and Pinnell Text Levels*; a visit from Mane in Heaven's mini therapy horses which attracted over 300 people; a pumpkin carving activity with students from Newcomer Center and Vanguard School; Halloween-themed games, crafts and activities which brought 400 customers to Kids' World; and a registered nurse from Northwest Community Hospital joined a group of caregivers and their infants at Baby Play Time on October 14. Culinary Curiosity, a collaborative exhibition that celebrates the preparing and sharing of food across time and cultures, opened October 4. Arlington Heights Memorial Library is one of four partner libraries including Schaumburg Township District, Gail Borden Public Library District and Aurora Public Library to feature a uniquely themed part of the extraordinary collection. One Book, One Village celebration of Kirk Wallace Johnson's *The Feather Thief* continued with book discussions, programs, such as Hands-On Fly-Tying and a visit from beautiful birds of Parrot Stars. The signature event for the fall reading initiative was the author event *An Evening with Author Kirk Wallace Johnson* held at Forest View Auditorium where more than 330 fans and readers took a deep-dive into the stranger than fiction story.

#### 11.19.09 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 4)** – Andy Dogan from Williams Architects provided an update on the progress of the makerspace building project at 112 North Belmont Avenue.

**- FY2020 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION UPDATE (Item 5)** – Staff provided an update on the Illinois State Library FY2020. To comply with the change in the Standards Chapter Review requirement, the library director and the Board of Library Trustees will review Chapter 3, “Personnel,” of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*.

#### 11.19.10 NEW BUSINESS

##### **- APPROVAL OF TRUSTEE EXPENDITURES (Action Item 7)**

Staff presented proposed dues, travel and training expenditures for trustees in 2020.

Trustee Supplitt moved that **THE BOARD OF LIBRARY TRUSTEES APPROVES THE PROPOSED EXPENDITURES FOR TRUSTEES ZYCK, MEDAL, SUPPLITT, SMART, TANGNEY, THANOPoulos AND RUHL FOR DUES, TRAVEL AND TRAINING NOT TO EXCEED THE AMOUNT OF \$8,204.40.**

Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

#### 11.19.11 OTHER

##### **- HOLIDAY BOOK DRIVE**

The board was invited to participate in the holiday book drive to donate books to the Wheeling Township’s Adopt-a-Family program.

- Mr. Driskell reported the launch of the new library website is scheduled for December 3.

#### 11.19.12 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUE.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 9:10 p.m.

The board returned to open session at 9:28 p.m.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF NOVEMBER 19, 2019.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:29 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder

**BOARD OF LIBRARY TRUSTEES**

**COMMITTEE OF THE WHOLE**

- 12.19.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:30 p.m. on Monday, December 2, 2019, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

Upon **ROLL CALL**, the following answered Present: Trustees Medal, Smart, Thanopoulos and Zyck. Trustee Supplitt participated in the meeting by telephone due to job related business.

Absent: Trustees Ruhl and Tangney.

Also present: Mike Driskell, Executive Director; Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Trixie Dantis, Youth Services Manager; Janet Moravec, Business Office Administrator.

- 12.19.02 There was no **PUBLIC COMMENT**.

- 12.19.03 **FY2020 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Item 1)** – As part of the FY2020 Illinois Public Library Per Capita Grant requirements, the committee reviewed and discussed chapter 3, “Personnel” of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014*.

- 12.19.04 **REVISIONS TO HUMAN RESOURCES POLICY – HIRING OF RELATIVES (Item 2)** – The committee reviewed proposed revisions to Human Resources Policy – Hiring of Relatives to remove the restriction of prohibiting family members from working in the same department of the library. The committee discussed the proposed revisions; staff will make additional clarifications and bring the revised policy to the board for action at their next meeting.

- 12.19.05 **REVISIONS TO HUMAN RESOURCES POLICY – ALCOHOL AND DRUG USE (Item 3)** – The committee reviewed proposed revisions to Human Resources Policy – Alcohol and Drug Use to include prohibiting the possession, use, or being under the influence of cannabis while at work. The committee discussed the proposed revisions; staff will make additional clarifications and bring the revised policy to the board for action at their next meeting.

- 12.19.06 **PROPOSED REVISIONS TO POLICY 1.105 MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND CONFERENCE ATTENDANCE (Item 4)** – The committee reviewed proposed revisions to Policy 1.105 Membership in Professional Associations and Conference Attendance to clarify the policy and reflect

equity for staff participation in professional associations. The revised policy will be brought to the board for action at their next meeting.

12.19.07 **POLICY 6.003 INTERNET ACCESS DISCUSSION (Item 5)** – The committee reviewed Policy 6.003 Internet Access. After discussion, staff was directed to collect additional information and bring the policy back to a future Committee of the Whole meeting for further discussion.

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

There being no further business to be discussed, Trustee Smart moved **ADJOURNMENT**. Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 8:32 p.m.

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Janet Moravec, Recorder

(ITEM 3)

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL ESTIMATE	UNREALIZED BALANCE
		ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV		
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,673	2,510.79	4	733,403	780,717.40	107	800,076	19,358.60
04 00	Real Estate Tax FICA	41,296	1,554.96	4	454,256	483,539.53	106	495,552	12,012.47
05 00	Real Estate Tax	1,079,460	40,650.78	4	11,874,060	12,640,039.40	107	12,953,529	313,489.60
401	** Real Estate Taxes	1,187,429	44,716.53	4	13,061,719	13,904,296.33	107	14,249,157	344,860.67
400	*** Taxes	1,187,429	44,716.53	4	13,061,719	13,904,296.33	107	14,249,157	344,860.67
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		55,000	93,876.25	171	60,000	33,876.25-
70 00	Other Grants	41	.00		451	.00		500	500.00
75 00	Other Restricted	46	.00		506	.00		563	563.00
90 00	Contribution Ord. Library	0	.00		0	2,110.90		0	2,110.90-
411	** Intergovernmental	5,087	.00		55,957	95,987.15	172	61,063	34,924.15-
410	*** Intergovernmental Revenue	5,087	.00		55,957	95,987.15	172	61,063	34,924.15-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		2,288	2,206.00	96	2,500	294.00
74 00	Copier/Reader Printer Fee	3,750	4,374.88	117	41,250	42,813.27	104	45,000	2,186.73
75 00	Meeting Room Fees	211	300.00	142	2,321	3,615.00	156	2,534	1,081.00-
436	** Library Fees	4,169	4,674.88	112	45,859	48,634.27	106	50,034	1,399.73
430	*** Fees	4,169	4,674.88	112	45,859	48,634.27	106	50,034	1,399.73
440	Fines								
442	Library								
20 00	Late Charges	11,496	8,125.93	71	126,456	83,372.69	66	137,959	54,586.31
25 00	Lost/Damaged Item Charges	1,416	1,084.66	77	15,576	14,643.90	94	17,000	2,356.10
442	** Library	12,912	9,210.59	71	142,032	98,016.59	69	154,959	56,942.41
440	*** Fines	12,912	9,210.59	71	142,032	98,016.59	69	154,959	56,942.41
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	3,093	47,812.59	1546	34,023	91,347.95	269	37,120	54,227.95-
461	** Simple Interest	3,093	47,812.59	1546	34,023	91,347.95	269	37,120	54,227.95-
462	Investment Income								
10 00	Market Value Adjustments	0	1,056.83		0	22,704.57		0	22,704.57-
462	** Investment Income	0	1,056.83		0	22,704.57		0	22,704.57-

Village of Arlington Heights  
 REVENUE REPORT  
 92% OF YEAR LAPSED

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ACCOUNTING PERIOD 11/2019

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	***** CURRENT ACTUAL	%REV	***** ESTIMATED	***** YEAR-TO-DATE ACTUAL	%REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	3,093	48,869.42	1580	34,023	114,052.52	335	37,120	76,932.52-
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								
481	Special Events								
481	** Special Events	0	.00		0	.00		0	.00
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	416	238.26	57	4,576	4,384.63	96	5,000	615.37
483	** Donations	416	238.26	57	4,576	4,384.63	96	5,000	615.37
489	Other								
90 00	Other Income	713	2,680.84	376	7,843	15,708.27	200	8,565	7,143.27-
94 00	FOL Reimbursements	5,416	3,500.09	65	59,576	79,208.95	133	65,000	14,208.95-
489	** Other	6,129	6,180.93	101	67,419	94,917.22	141	73,565	21,352.22-
480	*** Other	6,545	6,419.19	98	71,995	99,301.85	138	78,565	20,736.85-
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		1,219,235	113,890.61	9	13,411,585	14,360,288.71	107	14,630,898	270,609.29

Village of Arlington Heights  
REVENUE REPORT  
92% OF YEAR LAPSED

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ACCOUNTING PERIOD 11/2019

## Village of Arlington Heights

FUND 491 Capital Projects-Library		ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
<hr/>											
460	Interest Income										
461	Simple Interest										
02 00	Interest on Investments			1,250	2,095.43	168	13,750	58,933.45	429	15,000	43,933.45-
461	** Simple Interest			1,250	2,095.43	168	13,750	58,933.45	429	15,000	43,933.45-
462	Investment Income										
10 00	Market Value Adjustments			0	2,033.39		0	35,044.46		0	35,044.46-
462	** Investment Income			0	2,033.39		0	35,044.46		0	35,044.46-
460	*** Interest Income			1,250	4,128.82	330	13,750	93,977.91	684	15,000	78,977.91-
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 Capital Projects-Library				1,250	4,128.82	330	13,750	93,977.91	684	15,000	78,977.91-

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PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
92% OF YEAR LAPSED

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ACCOUNTING PERIOD 11/2019

REPORT SELECTIONS

Fiscal year . . . . . : 2019  
Fund . . . . . : 291  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y

## FUND 291 Memorial Library Fund

## DEPT/DIV 6001 Executive Office/Administration

BA	ELE	OBJ	ACCOUNT	*****CURRENT*****				*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
<b>60 Culture/Recreation</b>													
601			Library										
16			Library Personal Services										
16 85			Salaries	41825	25653.27	61	460075	312855.93	68	.00	501907	189051.07	62
16 92			Achievement Awards	333	.00	0	3663	2000.00	55	.00	4000	2000.00	50
16 **			Library Personal Services	42158	25653.27	61	463738	314855.93	68	.00	505907	191051.07	62
18			Other Personal Services										
18 05			Overtime Civilian	66	.57	1	726	1359.30	187	.00	800	559.30-	170
18 **			Other Personal Services	66	.57	1	726	1359.30	187	.00	800	559.30-	170
19			Employee Benefits										
19 05			Medical Insurance	5073	4753.58	94	55803	52289.38	94	.00	60885	8595.62	86
19 10			IMRF	4186	2567.94	61	46046	31452.84	68	.00	50241	18788.16	63
19 11			Social Security	2593	1566.13	60	28523	19062.61	67	.00	31118	12055.39	61
19 12			Medicare	606	366.26	60	6666	4458.15	67	.00	7278	2819.85	61
19 53			Flexible Spending	188	156.75	83	2068	2005.50	97	.00	2259	253.50	89
19 55			Unemployment Compensation	752	.00	0	8272	4627.84	56	.00	9024	4396.16	51
19 **			Employee Benefits	13398	9410.66	70	147378	113896.32	77	.00	160805	46908.68	71
20			Prof Technical Services										
20 05			Professional Services	583	.00	0	6413	.00	0	.00	7000	7000.00	0
20 08			Consulting Services	166	.00	0	1826	.00	0	.00	2000	2000.00	0
20 20			Legal Services	1333	.00	0	14663	18339.15	125	.00	16000	2339.15-	115
20 40			General Insurance	10541	.00	0	115951	107028.00	92	.00	126500	19472.00	85
20 81			OCLC Services	5110	.00	0	56210	61271.29	109	.00	61324	52.71	100
20 **			Prof Technical Services	17733	.00	0	195063	186638.44	96	.00	212824	26185.56	88
21			Property Services										
21 65			Other Services	836	913.21	109	9196	10326.33	112	.00	10036	290.33-	103
21 **			Property Services	836	913.21	109	9196	10326.33	112	.00	10036	290.33-	103
22			Other Contractual Service										
22 01			Advertising	50	.00	0	550	135.00	25	.00	600	465.00	23
22 02			Dues	515	500.00	97	5665	4722.00	83	.00	6185	1463.00	76
22 03			Training	11187	4474.94	40	123057	74948.62	61	.00	134244	59295.38	56
22 05			Postage	3858	5812.06	151	42438	37501.94	88	.00	46300	8798.06	81
22 42			Internet Access	2319	2043.82	88	25509	26484.56	104	.00	27831	1346.44	95
22 70			Telephone Services	6089	7592.91	125	66979	79354.35	119	.00	73069	6285.35-	109
22 **			Other Contractual Service	24018	20423.73	85	264198	223146.47	85	.00	288229	65082.53	77
30			General Supplies										
30 05			Office Supplies & Equip	738	204.36	28	8118	5500.71	68	.00	8858	3357.29	62
30 **			General Supplies	738	204.36	28	8118	5500.71	68	.00	8858	3357.29	62
31			Public Works Supplies										
31 85			Small Tools and Equipment	208	.00	0	2288	1049.85	46	.00	2500	1450.15	42
31 **			Public Works Supplies	208	.00	0	2288	1049.85	46	.00	2500	1450.15	42

PREPARED 12/13/2019, 10:07:37  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
92% OF YEAR LAPSED

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ACCOUNTING PERIOD 11/2019

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
<b>60 Culture/Recreation</b>													
601		Library											
32		Library Supplies											
32	72	Special Events	70	109.84	157		770	915.20	119	.00	850	65.20-	108
32	99	Items Reimb by Employees	0	55.74-	0		0	.62	0	.00	0	.62-	0
32	**	Library Supplies	70	54.10	77		770	915.82	119	.00	850	65.82-	108
40		Other Charges											
40	96	Operating Contingency	416	.00	0		4576	.00	0	.00	5000	5000.00	0
40	**	Other Charges	416	.00	0		4576	.00	0	.00	5000	5000.00	0
50		Property											
50	15	Other Equipment	2083	2192.98	105		22913	29065.84	127	.00	25000	4065.84-	116
50	**	Property	2083	2192.98	105		22913	29065.84	127	.00	25000	4065.84-	116
601	***	Library	101724	58852.88	58		1118964	886755.01	79	.00	1220809	334053.99	73
60	***	Culture/Recreation	101724	58852.88	58		1118964	886755.01	79	.00	1220809	334053.99	73
DIV		TOTAL *****											
		Administration	101724	58852.88	58		1118964	886755.01	79	.00	1220809	334053.99	73

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DETAIL BUDGET REPORT  
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FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
BA ELE OBJ	ACCOUNT	DESCRIPTION	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 85		Salaries	33510	29412.95	88	368610	350820.68	95	.00	402121	51300.32	87
16 **		Library Personal Services	33510	29412.95	88	368610	350820.68	95	.00	402121	51300.32	87
18		Other Personal Services										
18 05		Overtime Civilian	29	5.45	19	319	83.62	26	.00	350	266.38	24
18 **		Other Personal Services	29	5.45	19	319	83.62	26	.00	350	266.38	24
19		Employee Benefits										
19 05		Medical Insurance	4775	6598.70	138	52525	72585.70	138	.00	57300	15285.70-	127
19 10		IMRF	3354	2944.78	88	36894	35125.65	95	.00	40252	5126.35	87
19 11		Social Security	2077	1772.42	85	22847	21209.48	93	.00	24932	3722.52	85
19 12		Medicare	485	414.53	86	5335	4960.31	93	.00	5831	870.69	85
19 **		Employee Benefits	10691	11730.43	110	117601	133881.14	114	.00	128315	5566.14-	104
20		Prof Technical Services										
20 05		Professional Services	1541	.00	0	16951	3257.00	19	.00	18500	15243.00	18
20 **		Prof Technical Services	1541	.00	0	16951	3257.00	19	.00	18500	15243.00	18
21		Property Services										
21 02		Equipment Maintenance	142	440.00	310	1562	1760.00	113	.00	1710	50.00-	103
21 65		Other Services	1434	860.12	60	15774	5310.14	34	.00	17217	11906.86	31
21 **		Property Services	1576	1300.12	83	17336	7070.14	41	.00	18927	11856.86	37
22		Other Contractual Service										
22 02		Dues	77	53.00	69	847	628.00	74	.00	930	302.00	68
22 03		Training	4	10.00	250	44	46.24	105	.00	50	3.76	93
22 10		Printing	16742	20088.34	120	184162	181627.66	99	.00	200905	19277.34	90
22 **		Other Contractual Service	16823	20151.34	120	185053	182301.90	99	.00	201885	19583.10	90
30		General Supplies										
30 05		Office Supplies & Equip	1298	639.26	49	14278	14304.35	100	.00	15579	1274.65	92
30 **		General Supplies	1298	639.26	49	14278	14304.35	100	.00	15579	1274.65	92
31		Public Works Supplies										
31 85		Small Tools and Equipment	500	.00	0	5500	5110.93	93	.00	6000	889.07	85
31 **		Public Works Supplies	500	.00	0	5500	5110.93	93	.00	6000	889.07	85
32		Library Supplies										
32 72		Special Events	823	.00	0	9053	3791.21	42	.00	9883	6091.79	38
32 **		Library Supplies	823	.00	0	9053	3791.21	42	.00	9883	6091.79	38
601 ***	***	Library	66791	63239.55	95	734701	700620.97	95	.00	801560	100939.03	87
60	***	Culture/Recreation	66791	63239.55	95	734701	700620.97	95	.00	801560	100939.03	87
DIV	6002	TOTAL *****										
		Communications & Mrkting	66791	63239.55	95	734701	700620.97	95	.00	801560	100939.03	87

FUND 291 Memorial Library Fund

DEPT/DIV 6003 Executive Office/Human Resources

BA ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
			BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
SUB	SUB	DESCRIPTION									

60 Culture/Recreation  
601 Library

16 Library Personal Services	13724	12620.57	92	150964	152151.05	101	.00	164692	12540.95	92
16 85 Salaries	13724	12620.57	92	150964	152151.05	101	.00	164692	12540.95	92
16 ** Library Personal Services										

18 Other Personal Services  
18 05 Overtime Civilian  
18 \*\* Other Personal Services

18 05 Overtime Civilian	25	31.54	126	275	701.37	255	.00	300	401.37-	234
18 ** Other Personal Services	25	31.54	126	275	701.37	255	.00	300	401.37-	234
18 ** Other Personal Services										

19 Employee Benefits

19 05 Medical Insurance	3412	3957.08	116	37532	43527.88	116	.00	40955	2572.88-	106
19 10 IMRF	1373	1266.48	92	15103	14919.75	99	.00	16486	1566.25	91
19 11 Social Security	850	721.20	85	9350	8752.38	94	.00	10211	1458.62	86
19 12 Medicare	199	168.66	85	2189	2046.87	94	.00	2388	341.13	86
19 50 Employee Asst. Program	929	.00	0	10219	5820.16	57	.00	11155	5334.84	52
19 ** Employee Benefits	6763	6113.42	90	74393	75067.04	101	.00	81195	6127.96	93
19 ** Employee Benefits										

21 Property Services

21 65 Other Services	875	2500.00	286	9625	8709.25	91	.00	10500	1790.75	83
21 ** Property Services	875	2500.00	286	9625	8709.25	91	.00	10500	1790.75	83
21 ** Property Services										

22 Other Contractual Service

22 01 Advertising	108	.00	0	1188	245.00	21	.00	1300	1055.00	19
22 02 Dues	276	.00	0	3036	2659.00	88	.00	3315	656.00	80
22 03 Training	75	21.80	29	825	1218.96	148	.00	910	308.96-	134
22 55 In Service Training	625	.00	0	6875	7898.32	115	.00	7500	398.32-	105
22 ** Other Contractual Service	1084	21.80	2	11924	12021.28	101	.00	13025	1003.72	92
22 ** Other Contractual Service										

32 Library Supplies

32 01 Program Supplies	116	.00	0	1276	.00	0	.00	1400	1400.00	0
32 ** Library Supplies	116	.00	0	1276	.00	0	.00	1400	1400.00	0
32 ** Library Supplies										

40 Other Charges

40 62 Tuition Reimbursement	2083	.00	0	22913	11749.18	51	.00	25000	13250.82	47
40 70 Employee Recognition Prog	1612	2910.45	181	17732	6901.79	39	.00	19350	12448.21	36
40 ** Other Charges	3695	2910.45	79	40645	18650.97	46	.00	44350	25699.03	42
40 ** Other Charges										

601 \*\*\* Library

60 \*\*\* Culture/Recreation

DIV 6003 TOTAL \*\*\*\*\*  
Human Resources

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
<b>60 Culture/Recreation</b>													
<b>601 Library</b>													
20			Prof Technical Services										
20	05		Professional Services	0	.00	0	0	798.00	0	.00	0	798.00-	0
20	**		Prof Technical Services	0	.00	0	0	798.00	0	.00	0	798.00-	0
21			Property Services										
21	65		Other Services	416	384.28	92	4576	7281.27	159	.00	5000	2281.27-	146
21	**		Property Services	416	384.28	92	4576	7281.27	159	.00	5000	2281.27-	146
22			Other Contractual Service										
22	10		Printing	0	.00	0	0	342.56	0	.00	0	342.56-	0
22	18		Contr Programs & Exhibits	1666	.00	0	18326	35347.43	193	.00	20000	15347.43-	177
22	**		Other Contractual Service	1666	.00	0	18326	35689.99	195	.00	20000	15689.99-	178
31			Public Works Supplies										
31	85		Small Tools and Equipment	416	.00	0	4576	.00	0	.00	5000	5000.00	0
31	**		Public Works Supplies	416	.00	0	4576	.00	0	.00	5000	5000.00	0
32			Library Supplies										
32	01		Program Supplies	416	19.87	5	4576	343.14	8	.00	5000	4656.86	7
32	02		Program Events	568	.00	0	6248	7971.65	128	.00	6820	1151.65-	117
32	32		Software	125	.00	0	1375	.00	0	.00	1500	1500.00	0
32	72		Special Events	833	.00	0	9163	19121.95	209	.00	10000	9121.95-	191
32	75		Audio Visual	166	218.39	132	1826	765.25	42	.00	2000	1234.75	38
32	78		Electronic Resources	125	.00	0	1375	.00	0	.00	1500	1500.00	0
32	80		Books	416	512.48-	123-	4576	605.32	13	.00	5000	4394.68	12
32	90		Circulation Supplies	0	890.25	0	0	890.25	0	.00	0	890.25-	0
32	**		Library Supplies	2649	616.03	23	29139	29697.56	102	.00	31820	2122.44	93
50			Property										
50	15		Other Equipment	208	408.46	196	2288	2624.29	115	.00	2500	124.29-	105
50	55		Other Capital Outlay	208	.00	0	2288	.00	0	.00	2500	2500.00	0
50	**		Property	416	408.46	98	4576	2624.29	57	.00	5000	2375.71	53
601	***	***	Library	5563	1408.77	25	61193	76091.11	124	.00	66820	9271.11-	114
60	***	***	Culture/Recreation	5563	1408.77	25	61193	76091.11	124	.00	66820	9271.11-	114
DIV	6004	TOTAL *****											
		Paid by Gifts and Grants	5563	1408.77	25	61193	76091.11	124	.00	66820	9271.11-	114	

FUND	291	Memorial Library Fund	
BA	ELE	OBJ	ACCOUNT
SUB	SUB	DESCRIPTION	

DEPT/DIV 6008 Executive Office/Finance  
 \*\*\*\*\*CURRENT\*\*\*\*\* YEAR-TO-DATE\*\*\*\*\* ANNUAL UNENCUMB. %  
 BUDGET ACTUAL %EXP BUDGET ACTUAL %EXP ENCUMBR. BUDGET BALANCE BDGT

60	Culture/Recreation											
601	Library											
16	Library Personal Services											
16 85	Salaries	19718	16703.51	85	216898	208503.09	96	.00	236619	28115.91	88	
16 **	Library Personal Services	19718	16703.51	85	216898	208503.09	96	.00	236619	28115.91	88	
18	Other Personal Services											
18 05	Overtime Civilian	83	.00	0	913	7.30	1	.00	1000	992.70	1	
18 **	Other Personal Services	83	.00	0	913	7.30	1	.00	1000	992.70	1	
19	Employee Benefits											
19 05	Medical Insurance	4018	6490.38	162	44198	71394.18	162	.00	48218	23176.18-	148	
19 10	IMRF	1973	1672.02	85	21703	20834.86	96	.00	23686	2851.14	88	
19 11	Social Security	1222	985.52	81	13442	12218.13	91	.00	14670	2451.87	83	
19 12	Medicare	285	230.49	81	3135	2857.58	91	.00	3431	573.42	83	
19 **	Employee Benefits	7498	9378.41	125	82478	107304.75	130	.00	90005	17299.75-	119	
20	Prof Technical Services											
20 05	Professional Services	475	.00	0	5225	5400.00	103	.00	5700	300.00	95	
20 **	Prof Technical Services	475	.00	0	5225	5400.00	103	.00	5700	300.00	95	
21	Property Services											
21 36	Equipment Rental	106	356.76	337	1166	1376.28	118	.00	1280	96.28-	108	
21 65	Other Services	25	.00	0	275	.00	0	.00	310	310.00	0	
21 **	Property Services	131	356.76	272	1441	1376.28	96	.00	1590	213.72	87	
22	Other Contractual Service											
22 02	Dues	62	.00	0	682	100.00	15	.00	750	650.00	13	
22 03	Training	100	.00	0	1100	1154.26	105	.00	1200	45.74	96	
22 25	IT/GIS Service Charge	2091	2091.67	100	23001	23008.37	100	.00	25100	2091.63	92	
22 **	Other Contractual Service	2253	2091.67	93	24783	24262.63	98	.00	27050	2787.37	90	
601 ***	Library	30158	28530.35	95	331738	346854.05	105	.00	361964	15109.95	96	
60 ***	Culture/Recreation	30158	28530.35	95	331738	346854.05	105	.00	361964	15109.95	96	
DIV	TOTAL *****											
	Finance	30158	28530.35	95	331738	346854.05	105	.00	361964	15109.95	96	

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.			
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
<b>60 Culture/Recreation</b>													
601			Library										
	16		Library Personal Services										
	16	85	Salaries	56174	51990.37	93	617914	627983.94	102	.00	674093	46109.06	93
	16	**	Library Personal Services	56174	51990.37	93	617914	627983.94	102	.00	674093	46109.06	93
	18		Other Personal Services										
	18	05	Overtime Civilian	20	8.27	41	220	229.10	104	.00	250	20.90	92
	18	**	Other Personal Services	20	8.27	41	220	229.10	104	.00	250	20.90	92
	19		Employee Benefits										
	19	05	Medical Insurance	12550	11625.09	93	138050	127875.99	93	.00	150601	22725.01	85
	19	10	IMRF	5623	4956.88	88	61853	59962.72	97	.00	67477	7514.28	89
	19	11	Social Security	3482	3102.57	89	38302	37725.88	99	.00	41794	4068.12	90
	19	12	Medicare	814	725.59	89	8954	8822.88	99	.00	9774	951.12	90
	19	**	Employee Benefits	22469	20410.13	91	247159	234387.47	95	.00	269646	35258.53	87
	20		Prof Technical Services										
	20	05	Professional Services	524	54.10	10	5764	6753.40	117	.00	6290	463.40-	107
	20	08	Consulting Services	378	.00	0	4158	.00	0	.00	4545	4545.00	0
	20	**	Prof Technical Services	902	54.10	6	9922	6753.40	68	.00	10835	4081.60	62
	21		Property Services										
	21	02	Equipment Maintenance	12324	1770.36	14	135564	156664.88	116	.00	147898	8766.88-	106
	21	**	Property Services	12324	1770.36	14	135564	156664.88	116	.00	147898	8766.88-	106
	22		Other Contractual Service										
	22	03	Training	37	.00	0	407	232.44	57	.00	450	217.56	52
	22	**	Other Contractual Service	37	.00	0	407	232.44	57	.00	450	217.56	52
	30		General Supplies										
	30	05	Office Supplies & Equip	31	.00	0	341	339.10	99	.00	375	35.90	90
	30	30	Data System Supplies	3183	1182.48	37	35013	24787.04	71	.00	38204	13416.96	65
	30	32	Software Library	14152	1683.16	12	155672	115512.65	74	.00	169829	54316.35	68
	30	33	Documentation Library	14	.00	0	154	.00	0	.00	175	175.00	0
	30	**	General Supplies	17380	2865.64	17	191180	140638.79	74	.00	208583	67944.21	67
	31		Public Works Supplies										
	31	85	Small Tools and Equipment	1106	370.12	34	12166	7460.63	61	.00	13276	5815.37	56
	31	**	Public Works Supplies	1106	370.12	34	12166	7460.63	61	.00	13276	5815.37	56
	32		Library Supplies										
	32	05	Processing Supplies	25	.00	0	275	12.00	4	.00	300	288.00	4
	32	32	Software	907	2678.61	295	9977	7786.74	78	.00	10887	3100.26	72
	32	**	Library Supplies	932	2678.61	287	10252	7798.74	76	.00	11187	3388.26	70
	50		Property										
	50	12	Computer Equipment	3137	1299.00	41	34507	24987.32	72	.00	37649	12661.68	66
	50	15	Other Equipment	0	143.50	0	0	143.50	0	.00	0	143.50-	0
	50	**	Property	3137	1442.50	46	34507	25130.82	73	.00	37649	12518.18	67

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FUND 291 Memorial Library Fund		DEPT/DIV 6010 Executive Office/Information Technology											
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			Culture/Recreation										
601			Library	114481	81590.10	71	1259291	1207280.21	96	.00	1373867	166586.79	88
60	**	**	Library	114481	81590.10	71	1259291	1207280.21	96	.00	1373867	166586.79	88
60	***	***	Culture/Recreation	114481	81590.10	71	1259291	1207280.21	96	.00	1373867	166586.79	88
DIV	6010	TOTAL *****	Information Technology	114481	81590.10	71	1259291	1207280.21	96	.00	1373867	166586.79	88

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FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
			BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 85		Salaries	23283	20651.05	89	256113	249494.29	97	.00	279406	29911.71	89
16 **		Library Personal Services	23283	20651.05	89	256113	249494.29	97	.00	279406	29911.71	89
18		Other Personal Services										
18 05		Overtime Civilian	166	90.93	55	1826	1585.22	87	.00	2000	414.78	79
18 **		Other Personal Services	166	90.93	55	1826	1585.22	87	.00	2000	414.78	79
19		Employee Benefits										
19 05		Medical Insurance	5337	5036.10	94	58707	55397.10	94	.00	64053	8655.90	87
19 10		IMRF	2330	1827.70	78	25630	22330.61	87	.00	27969	5638.39	80
19 11		Social Security	1443	1210.72	84	15873	14751.16	93	.00	17323	2571.84	85
19 12		Medicare	337	283.16	84	3707	3449.90	93	.00	4051	601.10	85
19 **		Employee Benefits	9447	8357.68	89	103917	95928.77	92	.00	113396	17467.23	85
22		Other Contractual Service										
22 03		Training	291	.00	0	3201	855.00	27	.00	3500	2645.00	24
22 **		Other Contractual Service	291	.00	0	3201	855.00	27	.00	3500	2645.00	24
30		General Supplies										
30 05		Office Supplies & Equip	302	.00	0	3322	31.28	1	.00	3635	3603.72	1
30 **		General Supplies	302	.00	0	3322	31.28	1	.00	3635	3603.72	1
601 **	***	Library	33489	29099.66	87	368379	347894.56	94	.00	401937	54042.44	87
60	***	Culture/Recreation	33489	29099.66	87	368379	347894.56	94	.00	401937	54042.44	87
DIV	6015	TOTAL *****										
		Security	33489	29099.66	87	368379	347894.56	94	.00	401937	54042.44	87

FUND 291 Memorial Library Fund

DEPT/DIV 6020 Executive Office/Facilities

FUND 291 Memorial Library Fund DEPT/DIV 6020 Executive Office/Facilities  
 BA ELE OBJ ACCOUNT \*\*\*\*\*CURRENT\*\*\*\*\* \*\*\*\*\*YEAR-TO-DATE\*\*\*\*\* ANNUAL UNENCUMB. %  
 SUB SUB DESCRIPTION BUDGET ACTUAL %EXP BUDGET ACTUAL %EXP ENCUMBR. BUDGET BALANCE BDGT

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FUND 291 Memorial Library Fund

BA ELE OBJ ACCOUNT

SUB SUB DESCRIPTION

DEPT/DIV 6020 Executive Office/Facilities

\*\*\*\*\*CURRENT\*\*\*\*\* \*\*\*\*\*YEAR-TO-DATE\*\*\*\*\*

ANNUAL UNENCUMB. %

BUDGET ACTUAL %EXP BUDGET ACTUAL %EXP ENCUMBR. BUDGET BALANCE BDGT

60 Culture/Recreation

601 Library

Executive Office

461975 362929.88 79 5081725 4722658.19 93 .00 5544355 821696.81 85

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services							ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 85		Salaries	81779	71178.17	87	899569	815223.62	91	.00	981349	166125.38	83
16 **		Library Personal Services	81779	71178.17	87	899569	815223.62	91	.00	981349	166125.38	83
18		Other Personal Services										
18 05		Overtime Civilian	166	.00	0	1826	.00	0	.00	2000	2000.00	0
18 **		Other Personal Services	166	.00	0	1826	.00	0	.00	2000	2000.00	0
19		Employee Benefits										
19 05		Medical Insurance	10464	9905.07	95	115104	108955.77	95	.00	125568	16612.23	87
19 10		IMRF	8186	6578.24	80	90046	72854.67	81	.00	98233	25378.33	74
19 11		Social Security	5070	4296.64	85	55770	49928.43	90	.00	60844	10915.57	82
19 12		Medicare	1185	1004.82	85	13035	11676.85	90	.00	14230	2553.15	82
19 **		Employee Benefits	24905	21784.77	88	273955	243415.72	89	.00	298875	55459.28	81
21		Property Services										
21 02		Equipment Maintenance	37	.00	0	407	142.89	35	.00	455	312.11	31
21 **		Property Services	37	.00	0	407	142.89	35	.00	455	312.11	31
22		Other Contractual Service										
22 02		Dues	373	.00	0	4103	3155.00	77	.00	4478	1323.00	71
22 03		Training	211	195.35	93	2321	2029.61	87	.00	2541	511.39	80
22 **		Other Contractual Service	584	195.35	34	6424	5184.61	81	.00	7019	1834.39	74
30		General Supplies										
30 05		Office Supplies & Equip	201	349.27	174	2211	1732.07	78	.00	2414	681.93	72
30 **		General Supplies	201	349.27	174	2211	1732.07	78	.00	2414	681.93	72
32		Library Supplies										
32 01		Program Supplies	912	369.95	41	10032	8011.99	80	.00	10948	2936.01	73
32 02		Program Events	2028	3904.54	193	22308	17906.20	80	.00	24339	6432.80	74
32 90		Circulation Supplies	369	51.01	14	4059	3911.17	96	.00	4433	521.83	88
32 **		Library Supplies	3309	4325.50	131	36399	29829.36	82	.00	39720	9890.64	75
601 ***		Library	110981	97833.06	88	1220791	1095528.27	90	.00	1331832	236303.73	82
60 ***		Culture/Recreation	110981	97833.06	88	1220791	1095528.27	90	.00	1331832	236303.73	82
DIV	6401	TOTAL ***** Youth Services	110981	97833.06	88	1220791	1095528.27	90	.00	1331832	236303.73	82

FUND 291 Memorial Library Fund

BA ELE OBJ SUB	ACCOUNT SUB	DESCRIPTION	DEPT/DIV 6405 User Services/Business & Specialty Serv						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
			BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60	Culture/Recreation										
601	Library										
16	Library Personal Services										
16 85	Salaries	45335	33091.93	73	498685	417718.05	84	.00	544031	126312.95	77
16 **	Library Personal Services	45335	33091.93	73	498685	417718.05	84	.00	544031	126312.95	77
18	Other Personal Services										
18 05	Overtime Civilian	41	.00	0	451	59.90	13	.00	500	440.10	12
18 **	Other Personal Services	41	.00	0	451	59.90	13	.00	500	440.10	12
19	Employee Benefits										
19 05	Medical Insurance	11398	8294.66	73	125378	91241.26	73	.00	136782	45540.74	67
19 10	IMRF	4538	3198.41	71	49918	40815.89	82	.00	54458	13642.11	75
19 11	Social Security	2810	1930.96	69	30910	24461.05	79	.00	33730	9268.95	73
19 12	Medicare	657	451.58	69	7227	5720.70	79	.00	7888	2167.30	73
19 **	Employee Benefits	19403	13875.61	72	213433	162238.90	76	.00	232858	70619.10	70
22	Other Contractual Service										
22 02	Dues	254	40.00	16	2794	1396.00	50	.00	3049	1653.00	46
22 03	Training	315	176.31	56	3465	1714.97	50	.00	3788	2073.03	45
22 18	Contr Programs & Exhibits	416	330.00-	79-	4576	4470.00	98	.00	5000	530.00	89
22 **	Other Contractual Service	985	113.69-	12-	10835	7580.97	70	.00	11837	4256.03	64
30	General Supplies										
30 05	Office Supplies & Equip	77	.00	0	847	1026.61	121	.00	930	96.61-	110
30 **	General Supplies	77	.00	0	847	1026.61	121	.00	930	96.61-	110
32	Library Supplies										
32 01	Program Supplies	0	6.67	0	0	1096.57	0	.00	0	1096.57-	0
32 02	Program Events	401	.00	0	4411	323.65	7	.00	4820	4496.35	7
32 90	Circulation Supplies	137	.00	0	1507	110.59	7	.00	1649	1538.41	7
32 **	Library Supplies	538	6.67	1	5918	1530.81	26	.00	6469	4938.19	24
601 ***	Library	66379	46860.52	71	730169	590155.24	81	.00	796625	206469.76	74
60 ***	Culture/Recreation	66379	46860.52	71	730169	590155.24	81	.00	796625	206469.76	74
DIV	6405 TOTAL *****										
	Business & Specialty Serv	66379	46860.52	71	730169	590155.24	81	.00	796625	206469.76	74

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FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services									
BA ELE OBJ	SUB SUB	ACCOUNT DESCRIPTION	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
			BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16 85		Salaries	46063	62844.59	136	751442	699091.85	93	.00	797514	98422.15	88
16 **		Library Personal Services	46063	62844.59	136	751442	699091.85	93	.00	797514	98422.15	88
18		Other Personal Services										
18 05		Overtime Civilian	83	38.92	47	913	426.44	47	.00	1000	573.56	43
18 **		Other Personal Services	83	38.92	47	913	426.44	47	.00	1000	573.56	43
19		Employee Benefits										
19 05		Medical Insurance	8176	7452.58	91	89936	81978.38	91	.00	98122	16143.62	84
19 10		IMRF	4536	4925.15	109	80352	55612.02	69	.00	84892	29279.98	66
19 11		Social Security	2810	3789.05	135	46625	42483.11	91	.00	49446	6962.89	86
19 12		Medicare	657	886.10	135	10902	9935.52	91	.00	11564	1628.48	86
19 **		Employee Benefits	16179	17052.88	105	227815	190009.03	83	.00	244024	54014.97	78
22		Other Contractual Service										
22 02		Dues	55	.00	0	605	420.00	69	.00	668	248.00	63
22 03		Training	162	45.57	28	1782	1520.79	85	.00	1951	430.21	78
22 **		Other Contractual Service	217	45.57	21	2387	1940.79	81	.00	2619	678.21	74
30		General Supplies										
30 05		Office Supplies & Equip	130	14.31	11	1430	799.11	56	.00	1567	767.89	51
30 **		General Supplies	130	14.31	11	1430	799.11	56	.00	1567	767.89	51
32		Library Supplies										
32 01		Program Supplies	67	.00	0	737	344.98	47	.00	804	459.02	43
32 **		Library Supplies	67	.00	0	737	344.98	47	.00	804	459.02	43
601 ***		Library	62739	79996.27	128	984724	892612.20	91	.00	1047528	154915.80	85
60 ***		Culture/Recreation	62739	79996.27	128	984724	892612.20	91	.00	1047528	154915.80	85
DIV		TOTAL *****										
		Info Services	62739	79996.27	128	984724	892612.20	91	.00	1047528	154915.80	85

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services							ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.			
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
<b>60 Culture/Recreation</b>													
601		Library	16 Library Personal Services	122308	94450.17	77	1100639	1167686.63	106	.00	1222951	55264.37	96
			16 85 Salaries	122308	94450.17	77	1100639	1167686.63	106	.00	1222951	55264.37	96
<b>18 Other Personal Services</b>													
			18 05 Overtime Civilian	83	8.21	10	913	81.19	9	.00	1000	918.81	8
			18 ** Other Personal Services	83	8.21	10	913	81.19	9	.00	1000	918.81	8
<b>19 Employee Benefits</b>													
			19 05 Medical Insurance	8827	7460.36	85	97097	82063.96	85	.00	105931	23867.04	78
			19 10 IMRF	12080	7307.48	61	102424	89049.57	87	.00	114513	25463.43	78
			19 11 Social Security	7481	5789.69	77	66576	70707.05	106	.00	74061	3353.95	96
			19 12 Medicare	1749	1354.11	77	15564	16536.43	106	.00	17321	784.57	96
			19 ** Employee Benefits	30137	21911.64	73	281661	258357.01	92	.00	311826	53468.99	83
<b>21 Property Services</b>													
			21 65 Other Services	1050	393.10	37	11550	6220.90	54	.00	12602	6381.10	49
			21 ** Property Services	1050	393.10	37	11550	6220.90	54	.00	12602	6381.10	49
<b>22 Other Contractual Service</b>													
			22 02 Dues	46	.00	0	506	260.00	51	.00	562	302.00	46
			22 03 Training	147	642.32-	437-	1617	903.51	56	.00	1773	869.49	51
			22 ** Other Contractual Service	193	642.32-	333-	2123	1163.51	55	.00	2335	1171.49	50
<b>30 General Supplies</b>													
			30 05 Office Supplies & Equip	156	250.19	160	1716	953.10	56	.00	1883	929.90	51
			30 07 Supplies Reimb by Patrons	170	.00	0	1870	1977.11	106	.00	2040	62.89	97
			30 ** General Supplies	326	250.19	77	3586	2930.21	82	.00	3923	992.79	75
<b>32 Library Supplies</b>													
			32 90 Circulation Supplies	751	1332.42	177	8261	7572.76	92	.00	9017	1444.24	84
			32 ** Library Supplies	751	1332.42	177	8261	7572.76	92	.00	9017	1444.24	84
601	***	** Library		154848	117703.41	76	1408733	1444012.21	103	.00	1563654	119641.79	92
60	***	** Culture/Recreation		154848	117703.41	76	1408733	1444012.21	103	.00	1563654	119641.79	92
DIV	6420	TOTAL *****	Customer Services	154848	117703.41	76	1408733	1444012.21	103	.00	1563654	119641.79	92

## FUND 291 Memorial Library Fund

BA ELE OBJ ACCOUNT  
SUB SUB DESCRIPTIONDEPT/DIV 6430 User Services/Accessible Services  
\*\*\*\*\*CURRENT\*\*\*\*\* \*YEAR-TO-DATE\*\*\*\*\*  
BUDGET ACTUAL %EXP BUDGET ACTUAL %EXPANNUAL UNENCUMB. %  
ENCUMBR. BUDGET BALANCE BDGT

## 60 Culture/Recreation

## 601 Library

## 16 Library Personal Services

## 16 85 Salaries

## 16 \*\* Library Personal Services

14452 15866.40 110 158972 172241.76 108 .00 173435 1193.24 99  
14452 15866.40 110 158972 172241.76 108 .00 173435 1193.24 99

## 18 Other Personal Services

## 18 05 Overtime Civilian

## 18 \*\* Other Personal Services

0 .00 0 0 1.04 0 .00 0 1.04- 0  
0 .00 0 0 1.04 0 .00 0 1.04- 0

## 19 Employee Benefits

## 19 05 Medical Insurance

## 19 10 IMRF

## 19 11 Social Security

## 19 12 Medicare

## 19 \*\* Employee Benefits

1661 1256.82 76 18271 13825.02 76 .00 19933 6107.98 69  
1446 1519.61 105 15906 16889.24 106 .00 17361 471.76 97  
896 932.47 104 9856 10241.26 104 .00 10753 511.74 95  
209 218.08 104 2299 2395.05 104 .00 2515 119.95 95  
4212 3926.98 93 46332 43350.57 94 .00 50562 7211.43 86

## 22 Other Contractual Service

## 22 02 Dues

## 22 03 Training

## 22 \*\* Other Contractual Service

24 .00 0 264 .00 0 .00 293 293.00 0  
35 13.17 38 385 301.69 78 .00 422 120.31 72  
59 13.17 22 649 301.69 47 .00 715 413.31 42

## 30 General Supplies

## 30 05 Office Supplies &amp; Equip

## 30 \*\* General Supplies

0 65.43 0 0 124.96 0 .00 0 124.96- 0  
0 65.43 0 0 124.96 0 .00 0 124.96- 0

## 32 Library Supplies

## 32 90 Circulation Supplies

## 32 \*\* Library Supplies

129 73.95 57 1419 438.35 31 .00 1551 1112.65 28  
129 73.95 57 1419 438.35 31 .00 1551 1112.65 28

## 601 \*\*\* Library

18852 19945.93 106 207372 216458.37 104 .00 226263 9804.63 96

## 60 \*\*\* Culture/Recreation

18852 19945.93 106 207372 216458.37 104 .00 226263 9804.63 96

DIV 6430 TOTAL \*\*\*\*\*  
Accessible Services

18852 19945.93 106 207372 216458.37 104 .00 226263 9804.63 96

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FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
<b>60 Culture/Recreation</b>													
601			Library										
16			Library Personal Services										
16 85			Salaries	21802	17381.01	80	239822	191399.06	80	.00	261631	70231.94	73
16 **			Library Personal Services	21802	17381.01	80	239822	191399.06	80	.00	261631	70231.94	73
18			Other Personal Services										
18 05			Overtime Civilian	16	5.62	35	176	69.81	40	.00	200	130.19	35
18 **			Other Personal Services	16	5.62	35	176	69.81	40	.00	200	130.19	35
19			Employee Benefits										
19 05			Medical Insurance	5188	4827.65	93	57068	53104.15	93	.00	62256	9151.85	85
19 10			IMRF	2182	1740.40	80	24002	19024.20	79	.00	26189	7164.80	73
19 11			Social Security	1351	1022.15	76	14861	11199.73	75	.00	16221	5021.27	69
19 12			Medicare	316	239.06	76	3476	2619.27	75	.00	3794	1174.73	69
19 **			Employee Benefits	9037	7829.26	87	99407	85947.35	87	.00	108460	22512.65	79
22			Other Contractual Service										
22 02			Dues	116	75.00	65	1276	645.00	51	.00	1401	756.00	46
22 03			Training	87	36.60	42	957	1103.06	115	.00	1053	50.06-	105
22 18			Contr Programs & Exhibits	15150	2034.84	13	166650	91294.56	55	.00	181800	90505.44	50
22 **			Other Contractual Service	15353	2146.44	14	168883	93042.62	55	.00	184254	91211.38	51
32			Library Supplies										
32 01			Program Supplies	25	.00	0	275	55.96	20	.00	300	244.04	19
32 02			Program Events	3214	2379.03	74	35354	26529.78	75	.00	38572	12042.22	69
32 **			Library Supplies	3239	2379.03	73	35629	26585.74	75	.00	38872	12286.26	68
601 **	***	Library		49447	29741.36	60	543917	397044.58	73	.00	593417	196372.42	67
60	***	***	Culture/Recreation	49447	29741.36	60	543917	397044.58	73	.00	593417	196372.42	67
DIV	6440	TOTAL *****											
		Programs and Exhibits		49447	29741.36	60	543917	397044.58	73	.00	593417	196372.42	67

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services							ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA ELE OBJ	ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60	Culture/Recreation											
601	Library											
16	Library Personal Services											
16 85	Salaries	43253	37981.83	88		475783	482201.30	101	.00	519038	36836.70	93
16 **	Library Personal Services	43253	37981.83	88		475783	482201.30	101	.00	519038	36836.70	93
18	Other Personal Services											
18 05	Overtime Civilian	8	.00	0		88	.00	0	.00	100	100.00	0
18 **	Other Personal Services	8	.00	0		88	.00	0	.00	100	100.00	0
19	Employee Benefits											
19 05	Medical Insurance	4430	4453.58	101		48730	48989.38	101	.00	53168	4178.62	92
19 10	IMRF	4329	3613.60	84		47619	44470.69	93	.00	51956	7485.31	86
19 11	Social Security	2681	2322.05	87		29491	29247.59	99	.00	32180	2932.41	91
19 12	Medicare	627	543.09	87		6897	6840.34	99	.00	7526	685.66	91
19 **	Employee Benefits	12067	10932.32	91		132737	129548.00	98	.00	144830	15282.00	89
22	Other Contractual Service											
22 02	Dues	168	100.00	60		1848	1744.00	94	.00	2020	276.00	86
22 03	Training	33	.00	0		363	285.82	79	.00	400	114.18	72
22 66	Outside Reference Service	230	.00	0		2530	2773.62	110	.00	2765	8.62-	100
22 **	Other Contractual Service	431	100.00	23		4741	4803.44	101	.00	5185	381.56	93
30	General Supplies											
30 05	Office Supplies & Equip	58	15.98	28		638	370.49	58	.00	707	336.51	52
30 07	Supplies Reimb by Patrons	66	.00	0		726	230.94	32	.00	800	569.06	29
30 **	General Supplies	124	15.98	13		1364	601.43	44	.00	1507	905.57	40
31	Public Works Supplies											
31 85	Small Tools and Equipment	416	12.98	3		4576	4043.64	88	.00	5000	956.36	81
31 **	Public Works Supplies	416	12.98	3		4576	4043.64	88	.00	5000	956.36	81
32	Library Supplies											
32 01	Program Supplies	62	.00	0		682	571.88	84	.00	750	178.12	76
32 78	Electronic Resources	28589	4280.81	15		314479	337967.93	108	.00	343072	5104.07	99
32 90	Circulation Supplies	139	185.08	133		1529	1190.25	78	.00	1675	484.75	71
32 **	Library Supplies	28790	4465.89	16		316690	339730.06	107	.00	345497	5766.94	98
50	Property											
50 15	Other Equipment	300	245.00	82		3300	2115.75	64	.00	3606	1490.25	59
50 **	Property	300	245.00	82		3300	2115.75	64	.00	3606	1490.25	59
601 **	** Library	85389	53754.00	63		939279	963043.62	103	.00	1024763	61719.38	94
60 **	** Culture/Recreation	85389	53754.00	63		939279	963043.62	103	.00	1024763	61719.38	94
DIV	TOTAL *****											
	Digital Services	85389	53754.00	63		939279	963043.62	103	.00	1024763	61719.38	94

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
<b>60 Culture/Recreation</b>											
601		Library									
16		Library Personal Services									
16 85		Salaries	72679	66416.35	91	799469	804131.01	101	.00	872150	68018.99
16 **		Library Personal Services	72679	66416.35	91	799469	804131.01	101	.00	872150	68018.99
18		Other Personal Services									
18 05		Overtime Civilian	12	20.45	170	132	142.90	108	.00	150	7.10
18 **		Other Personal Services	12	20.45	170	132	142.90	108	.00	150	7.10
19		Employee Benefits									
19 05		Medical Insurance	17677	15024.21	85	194447	165266.31	85	.00	212130	46863.69
19 10		IMRF	7275	6650.37	91	80025	80508.13	101	.00	87302	6793.87
19 11		Social Security	4506	3952.59	88	49566	47946.92	97	.00	54073	6126.08
19 12		Medicare	1053	924.36	88	11583	11213.39	97	.00	12646	1432.61
19 **		Employee Benefits	30511	26551.53	87	335621	304934.75	91	.00	366151	61216.25
21		Property Services									
21 64		Access Services	291	1224.66	421	3201	8050.92	252	.00	3500	4550.92-
21 **		Property Services	291	1224.66	421	3201	8050.92	252	.00	3500	4550.92-
22		Other Contractual Service									
22 02		Dues	206	.00	0	2266	1260.00	56	.00	2478	1218.00
22 03		Training	83	66.81	81	913	1296.88	142	.00	1000	296.88-
22 85		Processing Services	8963	5539.07	62	98593	76984.78	78	.00	107565	30580.22
22 **		Other Contractual Service	9252	5605.88	61	101772	79541.66	78	.00	111043	31501.34
30		General Supplies									
30 05		Office Supplies & Equip	125	329.75	264	1375	1784.69	130	.00	1500	284.69-
30 33		Documentation Library	59	.00	0	649	716.00	110	.00	717	1.00
30 **		General Supplies	184	329.75	179	2024	2500.69	124	.00	2217	283.69-
32		Library Supplies									
32 03		Binding	16	.00	0	176	.00	0	.00	200	200.00
32 05		Processing Supplies	2500	1851.87	74	27500	18073.82	66	.00	30000	11926.18
32 75		Audio Visual	44581	47283.19	106	490391	444919.25	91	.00	534980	90060.75
32 80		Books	60223	59554.07	99	662453	651217.38	98	.00	722676	71458.62
32 90		Circulation Supplies	500	582.64	117	5500	5527.51	101	.00	6000	472.49
32 95		Periodicals	11061	20326.33	184	121671	123446.23	102	.00	132735	9288.77
32 **		Library Supplies	118881	129598.10	109	1307691	1243184.19	95	.00	1426591	183406.81
601 ***	***	Library	231810	229746.72	99	2549910	2442486.12	96	.00	2781802	339315.88
60	***	Culture/Recreation	231810	229746.72	99	2549910	2442486.12	96	.00	2781802	339315.88
DIV	6470	TOTAL *****									
		Collection Services	231810	229746.72	99	2549910	2442486.12	96	.00	2781802	339315.88

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			Culture/Recreation										
601			Library										
16			Library Personal Services										
16	85		Salaries	3599	.00	0	10797	.00	0	.00	14396	14396.00	0
16	**		Library Personal Services	3599	.00	0	10797	.00	0	.00	14396	14396.00	0
19			Employee Benefits										
19	10		IMRF	455	.00	0	1365	.00	0	.00	1820	1820.00	0
19	11		Social Security	223	.00	0	669	.00	0	.00	893	893.00	0
19	12		Medicare	52	.00	0	156	.00	0	.00	208	208.00	0
19	**		Employee Benefits	730	.00	0	2190	.00	0	.00	2921	2921.00	0
20			Prof Technical Services										
20	05		Professional Services	3988	1392.49	35	11964	12250.69	102	.00	15950	3699.31	77
20	20		Legal Services	2000	.00	0	6000	.00	0	.00	8000	8000.00	0
20	40		General Insurance	50	.00	0	150	423.00	282	.00	200	223.00-	212
20	**		Prof Technical Services	6038	1392.49	23	18114	12673.69	70	.00	24150	11476.31	53
21			Property Services										
21	60		Water and Sewer Service	150	.00	0	450	.00	0	.00	600	600.00	0
21	65		Other Services	8	.00	0	24	30.00	125	.00	30	.00	100
21	**		Property Services	158	.00	0	474	30.00	6	.00	630	600.00	5
30			General Supplies										
30	51		Heating Fuel	3910	.00	0	11730	1907.66	16	.00	15640	13732.34	12
30	**		General Supplies	3910	.00	0	11730	1907.66	16	.00	15640	13732.34	12
31			Public Works Supplies										
31	85		Small Tools and Equipment	8	.00	0	24	32.12	134	.00	32	.12-	100
31	**		Public Works Supplies	8	.00	0	24	32.12	134	.00	32	.12-	100
50			Property										
50	55		Other Capital Outlay	2350-	.00	0	2350	.00	0	.00	0	.00	0
50	**		Property	2350-	.00	0	2350	.00	0	.00	0	.00	0
601	***	***	Library	12093	1392.49	12	45679	14643.47	32	.00	57769	43125.53	25
60	***	***	Culture/Recreation	12093	1392.49	12	45679	14643.47	32	.00	57769	43125.53	25
DIV	6480	TOTAL *****											
		Belmont Makerspace		12093	1392.49	12	45679	14643.47	32	.00	57769	43125.53	25
DEPT	64	TOTAL *****											
		User Services		792538	676973.76	85	8630574	8055984.08	93	.00	9423653	1367668.92	86
FUND	291	TOTAL *****											
		Memorial Library Fund		1254513	1039903.64	83	13712299	12778642.27	93	.00	14968008	2189365.73	85
GRAND		TOTAL *****											
				1254513	1039903.64	83	13712299	12778642.27	93	.00	14968008	2189365.73	85

PREPARED 12/13/2019, 10:07:47  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
92% OF YEAR LAPSED

PAGE 1  
ACCOUNTING PERIOD 11/2019

REPORT SELECTIONS

Fiscal year . . . . . : 2019  
Fund . . . . . : 491  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y

PREPARED 12/13/2019, 10:07:47

PROGRAM: GM267L

Village of Arlington Heights

DETAIL BUDGET REPORT  
92% OF YEAR LAPSEDPAGE 2  
ACCOUNTING PERIOD 11/2019

FUND 491 Capital Projects-Library

BA ELE OBJ ACCOUNT  
SUB SUB DESCRIPTION

			DEPT/DIV 6001 Executive Office/Administration								
			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT	
60 Culture/Recreation											
601 Library											
50 Property											
50 15 Other Equipment	4750	.00	0	52250	.00	0	.00	57000	57000.00	0	
50 ** Property	4750	.00	0	52250	.00	0	.00	57000	57000.00	0	
601 ** ** Library	4750	.00	0	52250	.00	0	.00	57000	57000.00	0	
60 ** ** Culture/Recreation	4750	.00	0	52250	.00	0	.00	57000	57000.00	0	
DIV 6001 TOTAL *****											
Administration	4750	.00	0	52250	.00	0	.00	57000	57000.00	0	

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PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
92% OF YEAR LAPSED

PAGE 3  
ACCOUNTING PERIOD 11/2019

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			Culture/Recreation										
601			Library										
	50		Property										
	50	15	Other Equipment	1066	.00	0	11726	.00	0	.00	12800	12800.00	0
	50	**	Property	1066	.00	0	11726	.00	0	.00	12800	12800.00	0
601	**	**	Library	1066	.00	0	11726	.00	0	.00	12800	12800.00	0
60	**	**	Culture/Recreation	1066	.00	0	11726	.00	0	.00	12800	12800.00	0
DIV	6010	TOTAL *****											
		Information Technology		1066	.00	0	11726	.00	0	.00	12800	12800.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	
60	Culture/Recreation										
601	Library										
50	Property										
50 15	Other Equipment	2583	16800.00	650	28413	17475.00	62	.00	31000	13525.00	56
50 55	Other Capital Outlay	4690	.00	0	51590	48690.00	94	.00	56290	7600.00	87
50 **	Property	7273	16800.00	231	80003	66165.00	83	.00	87290	21125.00	76
601 ***	** Library	7273	16800.00	231	80003	66165.00	83	.00	87290	21125.00	76
60	*** Culture/Recreation	7273	16800.00	231	80003	66165.00	83	.00	87290	21125.00	76
DIV	6020 TOTAL ***** Facilities	7273	16800.00	231	80003	66165.00	83	.00	87290	21125.00	76
DEPT	60 TOTAL ***** Executive Office	13089	16800.00	128	143979	66165.00	46	.00	157090	90925.00	42

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PROGRAM: GM267L

Village of Arlington Heights

## DETAIL BUDGET REPORT

92% OF YEAR LAPSED

PAGE 5

ACCOUNTING PERIOD 11/2019

FUND 491 Capital Projects-Library			DEPT/DIV 6480 User Services/Belmont Makerspace										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			Culture/Recreation										
601			Library										
	50		Property										
	50	55	Other Capital Outlay	9400	.00	0	18800	.00	0	.00	28200	28200.00	0
	50	**	Property	9400	.00	0	18800	.00	0	.00	28200	28200.00	0
601	**	**	Library	9400	.00	0	18800	.00	0	.00	28200	28200.00	0
60	***	***	Culture/Recreation	9400	.00	0	18800	.00	0	.00	28200	28200.00	0
DIV	6480	TOTAL *****											
		Belmont Makerspace		9400	.00	0	18800	.00	0	.00	28200	28200.00	0
DEPT	64	TOTAL *****											
		User Services		9400	.00	0	18800	.00	0	.00	28200	28200.00	0
FUND	491	TOTAL *****											
		Capital Projects-Library		22489	16800.00	75	162779	66165.00	41	.00	185290	119125.00	36
GRAND		TOTAL *****		22489	16800.00	75	162779	66165.00	41	.00	185290	119125.00	36

December 17, 2019

(Action Item 4)

ACCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
November 30, 2019

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$400,900.66
491	Capital Projects Fund - Library	\$16,800.00
<b>Total Disbursements</b>		<b>\$417,700.66</b>
<b>Payrolls Paid</b>		
11/8/2019		\$291,934.63
11/21/2019		\$293,279.13
		<b>\$585,213.76</b>
<b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
11/30/2019	Group Insurance	\$105,550.00
11/30/2019	IMRF	\$53,357.11
11/30/2019	Social Security	\$35,074.46
11/30/2019	Medicare	\$8,202.85
		<b>\$202,184.42</b>
<b>Total Disbursed</b>		<b>\$1,205,098.84</b>

PREPARED 12/17/19, 10:05 AM  
PROGRAM GM348U5  
DEPARTMENT: 00

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

PAGE 1  
ACCOUNTING PERIOD 12/2019

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
79551	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION NOVEMBER	99.84	99.84
79563	ANTONIO, LUCIANO N	291-0000-140.05-00	SUNDAY MUSICALE, 1/12/2020	900.00	900.00
79568	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	179.67-	
		291-0000-140.05-00	PLA CONF - D SMART	305.00	125.33
79570	ARTHUR J GALLAGHER RISK MANAGMENT	291-0000-140.05-00	RENEWAL PREMIUM & STATE	32,824.00	32,824.00
79577	BENSON, RAYMOND	291-0000-140.05-00	MOVIE CLUB, 1/9/2020	350.00	350.00
79579	BOBIS, LISA	291-0000-140.05-00	PLA AIRFARE FEB'2020	217.96	217.96
79585	CARLSON, ELIZABETH	291-0000-140.05-00	BALANCE, 1/7/2020 PROGRAM	275.00	275.00
79594	COUGHLAN COMPANIES LLC	291-0000-140.05-00	PEBBLEGO DATABASE	950.50	950.50
79596	CRADLE OF AVIATION MUSEUM	291-0000-140.05-00	FIRST PAYMENT, ARCADE AGE	10,000.00	10,000.00
79597	DAVES SPECIALTY FOODS	291-0000-140.05-00	SOUPS & STEWS, 1/21	325.00	325.00
79616	GIRE, DANN	291-0000-140.05-00	MOVIE CLUB, 1/9/2020	350.00	350.00
79618	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED DECEMBER	3,213.14	
		291-0000-210.99-00	FSA DEP DECEMBER	1,153.85	4,366.99
79624	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-0000-140.05-00	PREPAID IHLS LICENSE	5,440.50	5,440.50
79632	LIBRARIES OF ILLINOIS RISK AGENCY	291-0000-140.05-00	GENERAL INSURANCE 2020	74,268.00	
		291-0000-140.05-00	RENEWAL PREMIUM & STATE	32,824.00	
		291-0000-140.05-00	VENDOR CODE CORRECTION	32,824.00-	74,268.00
79639	MIDCO INC	291-0000-140.05-00	CAMERA SERVS AGREEMENT	10,396.00	10,396.00
79646	NICHE ACADEMY	291-0000-140.05-00	PREPAID NICHE ACADEMY2020	1,530.00	1,530.00
79648	NOFFS SELF STORAGE INC	291-0000-140.05-00	PREPAID NOFFS JANUARY	76.00	76.00
79655	PROQUEST LLC	291-0000-140.05-00	PREPAID PROQUEST ELECTR	5,824.87	5,824.87
79660	RASMUSSEN, BENTE	291-0000-140.05-00	GET HYGGE WITH IT, 1/19	200.00	200.00
***** DIVISION TOTAL ****					
***** DEPARTMENT TOTAL **					
DEPARTMENT: 60	Executive Office	DIVISION: 01	291-6001-601.22-03 LMCC CONF, ST LOUIS MO	178.40	
79552	AICHELE, PATRICIA				

148,519.99

148,519.99

PREPARED 12/17/19, 10:05 AM

PROGRAM GM348U5

DEPARTMENT: 60

Executive Office

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

PAGE 2  
ACCOUNTING PERIOD 12/2019

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
	/PAYM #				178.40
79553	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES AHML	500.00	500.00
79558	AMAZON.COM CREDIT	291-6001-601.30-05	COFFEE DECANTER	55.13	
		291-6001-601.30-05	OFFICE SUPPLIES	27.98	
		291-6001-601.30-05	OFFICE SUPPLIES	3.85	
		291-6001-601.30-05	OFFICE SUPPLIES	7.99	
		291-6001-601.30-05	OFFICE SUPPLIES	17.55	
		291-6001-601.30-05	OFFICE SUPPLIES	11.88	124.38
79560	AMERICAN LIBRARY ASSOCIATION	291-6001-601.22-03	40+ NEW REVENUE SOURCES	166.50	166.50
79566	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAVEL/TRAINING	19.04	
		291-6001-601.50-15	OTHER EQUIPMENT	40.00	
		291-6001-601.22-03	TRAVEL/TRAINING	9.00	
		291-6001-601.22-03	TRAVEL/TRAINING	21.64	
		291-6001-601.22-03	TRAVEL/TRAINING	17.13	
		291-6001-601.22-05	POSTAGE	10.04	
		291-6001-601.22-03	TRAVEL/TRAINING	46.44	
		291-6001-601.22-03	TRAVEL/TRAINING	46.10	
		291-6001-601.22-03	TRAVEL/TRAINING	32.00	
		291-6001-601.32-72	SPECIAL EVENTS	25.49	
		291-6001-601.32-72	SPECIAL EVENTS	47.63	
		291-6001-601.22-03	TRAVEL/TRAINING	42.97	
		291-6001-601.22-03	TRAVEL/TRAINING	12.99	
		291-6001-601.32-72	SPECIAL EVENTS	36.72	
		291-6001-601.22-03	TRAVEL/TRAINING	45.44	452.63
79568	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.21-65	CASHBACK PROGRAM FEE	90.00	
		291-6001-601.21-65	CASHBACK PROGRAM FEE	90.00	
		291-6001-601.22-03	REFRESHMENTS F/V JOHNSON	75.06	
		291-6001-601.22-03	STAFF TRAINING LUNCH	268.65	
		291-6001-601.22-03	STAFF TEAM BUILDING	730.00	
		291-6001-601.22-03	MEETING SUPPLIES	134.00	
		291-6001-601.22-03	MEETING SUPPLIES	107.00	
		291-6001-601.22-70	EMERG WEATHER CLOSING	19.99	
		291-6001-601.22-70	EMERG WEATHER CLOSING	50.00	
		291-6001-601.21-65	CASHBACK PROGRAM FEE	90.00	
		291-6001-601.22-42	COMCAST PUBLIC INTERNET	346.85	
		291-6001-601.21-65	CHECKS FOR FINANCE	59.19	
		291-6001-601.22-03	LMCC CONF HOTEL AICHELE	562.53	
		291-6001-601.22-03	LMCC CONF HOTEL - HARDER	562.53	
		291-6001-601.22-03	YALSA HOTEL - A SON	.01	
		291-6001-601.22-03	YALSA HOTEL - A SON	461.69	
		291-6001-601.30-05	CHECK ENDORDEMENT STAMPS	2.77-	
		291-6001-601.30-05	CHECK ENDORDEMENT STAMPS	47.17	
		291-6001-601.50-15	STAFF ROOM FURNITURE	109.62-	
		291-6001-601.50-15	STAFF ROOM FURNITURE	1,912.60	
		291-6001-601.21-65	CASHBACK PROGRAM FEE	90.00	5,584.88
79572	AT & T	291-6001-601.22-70	TELE	6,984.90	

PREPARED 12/17/19, 10:05 AM

PROGRAM GM348U5

DEPARTMENT: 60

Executive Office

## ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV

Village of Arlington Heights

DIVISION: 01

PAGE 3

ACCOUNTING PERIOD 12/2019

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
	/PAYM #				6,984.90
79575	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	35.54	
		291-6001-601.32-99	EMPL REIMB PURCHASE	15.60	
		291-6001-601.32-99	EMPL REIMB PURCHASE	42.43	93.57
79583	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE DECEMBER	2,790.16	2,790.16
79589	COMCAST	291-6001-601.21-65	BUSINESS CABLE DECEMBER	21.00	21.00
79604	EKL, DONNA	291-6001-601.22-03	NAPERVILLE LIBRARY & LIRA	61.52	61.52
79608	FINER LINE	291-6001-601.30-05	NAME BADGES	16.36	16.36
79618	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES DECEMBER	156.75	156.75
79619	HARDER, APRIL	291-6001-601.22-03	LMCC CONF, ST LOUIS	198.51	198.51
79620	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SRVS NOVEMBER	49.95	
		291-6001-601.22-70	TEXTNET TTY SRVS DECEMBER	49.95	99.90
79642	MORAVEC, JANET	291-6001-601.22-03	COSTCO TAX REIMBURSEMENT	2.36	
		291-6001-601.22-03	COSTCO TAX REIMBURSEMENT	1.28	3.64
79650	PACIFIC TELEMANAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAYPHONE DEC'19	63.00	63.00
79654	PRODUCT ARCHITECTURE + DESIGN	291-6001-601.50-15	DESK DESIGN	350.00	350.00
79671	SON, ALICE	291-6001-601.22-03	YALSA SYMPOSIUM, TN	188.87	188.87
79678	UPS	291-6001-601.22-05	POSTAGE	11.86	11.86
79680	US POSTAL SERVICE-NEOPOST POSTAGE	291-6001-601.22-05	ACC7900044080283512	3,000.00	3,000.00
79682	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 10/26-11/25	375.12	375.12
79686	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	19.22	19.22
79693	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 11/13-12/	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS 11/19-12/	121.98	1,696.97

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

*Communications and Marketing*

23,138.14

DEPARTMENT:	60	Executive Office	DIVISION:	02	
79554	ALA MEMBERSHIP		291-6002-601.22-02	ALA DUES-LSS - P AICHELE	53.00
79558	AMAZON.COM CREDIT		291-6002-601.30-05	PAPER PUNCH	141.66
			291-6002-601.30-05	X-ACTO KNIVES	59.90
79565	ARGO TRANSLATION		291-6002-601.21-65	CHILDRENS CARD APP FORM	175.00

PREPARED 12/17/19, 10:05 AM

PROGRAM GM348U5

DEPARTMENT: 60

Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
 Village of Arlington Heights  
 DIVISION: 02

PAGE 4  
 ACCOUNTING PERIOD 12/2019

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
	/PAYM #				175.00
79567	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.22-03	NWSCC MEETING - HASTINGS	10.00	10.00
79568	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	CONSTANT CONTACT MONTHLY	320.00	
		291-6002-601.21-65	FACEBOOK ADVERTISING	25.00	
		291-6002-601.21-65	FACEBOOK ADVERTISING	2.91	
		291-6002-601.21-65	FACEBOOK ADVERTISING	2.00	
		291-6002-601.21-65	FACEBOOK ADVERTISING	2.00	
		291-6002-601.21-65	FACEBOOK ADVERTISING	25.00	
		291-6002-601.21-65	FACEBOOK ADVERTISING	3.00	
		291-6002-601.21-65	FACEBOOK ADVERTISING	.21	
		291-6002-601.21-65	FACEBOOK ADVERTISING	25.00	
		291-6002-601.22-10	BUSINESS CARDS	28.19	
		291-6002-601.22-10	BUSINESS CARDS	74.77	
		291-6002-601.22-10	BUSINESS CARDS	24.19	
		291-6002-601.22-10	BUSINESS CARDS	24.19	
		291-6002-601.30-05	FONTS	329.00	885.46
79571	ASI SIGNAGE INNOVATIONS	291-6002-601.22-10	PAYMENT REMINDER, SIGNS	9,678.00	9,678.00
79583	CARDINAL COLORGROUP	291-6002-601.22-10	PRINTING DECEMBER	10,259.00	
		291-6002-601.21-65	ALTERATIONS	280.00	10,539.00
79633	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	108.70	108.70
79667	SCHLESINGER MACHINERY INC	291-6002-601.21-02	BLADE SHARPENING	440.00	440.00

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

*Human Resources*

22,090.72

DEPARTMENT: 60	Executive Office	DIVISION: 03			
79555	ALBERTSONS COMPANIES	291-6003-601.21-65	FLU SHOT CLINIC/VOUCHERS	384.00	384.00
79556	ALBERTSONS COMPANIES-OSCO DRUG 3278	291-6003-601.21-65	FLU SHOT CLINIC IN-HOUSE	1,891.00	1,891.00
79558	AMAZON.COM CREDIT	291-6003-601.40-70	HOLIDAY TREE (DSSC)	55.99	
		291-6003-601.40-70	SUGGESTION BOX	163.24	
		291-6003-601.40-70	MAGNETIC WHITEBOARD	268.39	
		291-6003-601.40-70	TURKEY MEDALS (DSSC)	30.29	
		291-6003-601.40-70	VOLUNTEER PIE SUPPLIES	46.87	
		291-6003-601.40-70	ORNAMENTS - DSSC	8.99	573.77
79566	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	EMPL RECOGN PROGRAM DSSC	29.98	
		291-6003-601.22-03	TRAVEL/TRAINING	21.80	
		291-6003-601.40-70	EMPL RECOGN PROGRAM/VOLUN	14.48	
		291-6003-601.40-70	EMPL RECOGN PROGRAM/STAFF	48.64	
		291-6003-601.40-70	EMPL RECOGN PROGRAM/STAFF	23.67	
		291-6003-601.40-70	EMPL RECOGN PROGRAM/STAFF	4.99	143.56
79568	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	STAFF THANKSGIVING DINNER	248.03	

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Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6003-601.40-70	STAFF THANKSGIVING LUNCH	1,322.60	
		291-6003-601.40-70	PIES F/VOLUNTEER EVENT	4.41-	
		291-6003-601.40-70	PIES F/VOLUNTEER EVENT	200.47	1,766.69
79584	CAREERBUILDER	291-6003-601.21-65	EMPL/VOLUNT SCREENING	225.00	225.00
79601	DOREN, JULIE	291-6003-601.40-70	STAFF HOLIDAY PARTY, 11/21	50.95	50.95
79602	DRISKELL, MIKE	291-6003-601.40-70	STAFF HOLIDAY PARTY, 11/21	57.82	57.82
79642	MORAVEC, JANET	291-6003-601.40-70	STAFF THANKSGIVING, 11/21	100.09	100.09
79665	ROUNDY'S INC	291-6003-601.40-70	HALLOWEEN SNACKS DSSC	52.47	52.47
79670	SIGNS BY TOMORROW	291-6003-601.40-70	VINYL DECORATION	186.90	186.90

*Gifts and Grants*

DEPARTMENT: 60	Executive Office	DIVISION: 04		
79558	AMAZON.COM CREDIT	291-6004-601.32-75	AV MATERIAL - L CESARIO	14.78
		291-6004-601.32-75	AV MATERIAL - L CESARIO	20.00
		291-6004-601.32-75	AV MATERIAL - L CESARIO	3.15
		291-6004-601.32-75	AV MATERIAL - P NOAKES	6.90
		291-6004-601.32-75	AV MATERIAL - S BULLIS	16.99
		291-6004-601.50-15	BLU-RAYS FOR TIME CAPSULE	408.46
		291-6004-601.32-01	OFFICE SUPPLIES FOR ESL	19.87
79559	AMBIUS (19)	291-6004-601.21-65	MAINT SERVS NOVEMBER	236.97
79568	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-75	AV MTLS	100.00
		291-6004-601.32-75	AV MTLS	24.99
		291-6004-601.32-75	AV MTLS	31.58
79627	INGRAM LIBRARY SERVICES	291-6004-601.32-80	BOOKS	328.02
		291-6004-601.32-80	BOOKS	17.50
79642	MORAVEC, JANET	291-6004-601.21-65	PIONSETTIAS/DECORATION	147.31

*Finance*

DEPARTMENT: 60	Executive Office	DIVISION: 08		
79644	NEOPOST USA INC	291-6008-601.21-36	PREMIER MAINT & METER	356.76

*Information Technology*

DEPARTMENT: 60	Executive Office	DIVISION: 10	
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PROGRAM GM348U5

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Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<b>/PAYM #</b>					
79558	AMAZON.COM CREDIT	291-6010-601.30-30	PRINTER TONER	292.99	
		291-6010-601.30-30	PRINTER TONER	228.89	
		291-6010-601.30-30	WIRELESS SCANNER	34.99	
		291-6010-601.30-30	SAMSUNG TONER	147.00	
		291-6010-601.30-30	SAMSUNG TONER	512.67	
		291-6010-601.31-85	YOUTH LAPTOP ACCESSORIES	32.98	
		291-6010-601.31-85	YOUTH LAPTOP ACCESSORIES	15.99	
		291-6010-601.31-85	YOUTH LAPTOP ACCESSORIES	93.98	
		291-6010-601.31-85	KINDLE FIRE CABLES	21.27	
		291-6010-601.31-85	ANDROID PHONE CASE SR CNR	47.94	
		291-6010-601.31-85	LIGHTNING CABLES	70.99	
		291-6010-601.31-85	OUTREACH WIRELESS SCANNER	69.98	
		291-6010-601.31-85	MACBOOK PROTECTIVE CASE	16.99	1,586.66
79567	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	GAME FOR XBOX	42.49	
		291-6010-601.30-32	GAME FOR XBOX	2.50-	
		291-6010-601.30-32	GAMES FOR PLAYSTATION	230.95	270.94
79568	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.20-05	PAYPAL PAYFLOW PRO	54.10	
		291-6010-601.30-32	YOUTUBE PREMIUM SUBSCRIP	11.99	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIP	25.00	
		291-6010-601.30-32	PARALLELS SOFTWARE	55.11	
		291-6010-601.30-32	TRELLO	35.00	
		291-6010-601.30-32	AMAZON FREETIME SUBSCRIP	4.99	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCRIP	14.99	
		291-6010-601.30-32	VOLGISTICS VOLUNTEER DATA	660.00	
		291-6010-601.32-32	ITUNES APP F/TEENS	10.61	
		291-6010-601.32-32	BLACKFIRE.IO	129.00	
		291-6010-601.32-32	RIDDLE.COM MONTHLY SUBSCR	49.00	
		291-6010-601.50-12	LAPTOP F/YOUTH SRVS OUTRE	81.19-	
		291-6010-601.50-12	LAPTOP F/YOUTH SRVS OUTRE	1,380.19	2,348.79
79573	B & H PHOTO VIDEO	291-6010-601.50-15	CALIPHONE HEADPHONES FOR	143.50	
		291-6010-601.30-30	EPSON ROLL PAPER	420.00	563.50
79625	IMPACT NETWORKING LLC	291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	EQUIPM MAINTEN	330.40	
		291-6010-601.21-02	EQUIPM MAINTEN	736.30	
		291-6010-601.21-02	EQUIPM MAINTEN	259.42	1,345.62
79641	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.30-32	OFFICE 365 LICENSES	239.20	
		291-6010-601.30-32	OFFICE 365 SOFTWARE	11.10	
		291-6010-601.30-32	BARRACUDA X300 FIREWALL R	354.84	
		291-6010-601.21-02	BARRACUDA X300 FIREWALL R	444.24	1,049.38
79656	PROVISIO LLC	291-6010-601.32-32	KIOSK SOFTWARE F/CATALOG	1,540.00	1,540.00
79673	STAPLES	291-6010-601.30-30	TONER	473.56-	473.56-
79690	WHOFI	291-6010-601.32-32	WIFI STATS TRACKING SOFT	950.00	950.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *Facilities* 9,181.33

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Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<b>/PAYM #</b>					
79550	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SRVS NOVEMBER	2,970.58	2,970.58
79558	AMAZON.COM CREDIT	291-6020-601.31-45	JANITORIAL SUPPLIES	124.95	
		291-6020-601.31-45	JANITORIAL SUPPLIES	63.89	188.84
79562	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SRVS NOVEMBER	89.00	89.00
79564	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT NOVEMBER	200.00	200.00
79574	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	2,387.80	2,387.80
79590	COMED	291-6020-601.30-51	HEATING 10/7-11/5/2019	131.64	
		291-6020-601.30-51	HEATING 10/7-11/5/2019	1.64	133.28
79592	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	CANISTER&WATER FILTER ON	679.00	
		291-6020-601.21-11	HVAC REPAIR PUMP	1,300.00	
		291-6020-601.21-11	HVAC MAINTEN BELMONT	740.00	2,719.00
79593	CONSERV FS INC	291-6020-601.21-11	SALT F/PARKING LOT/SIDEWA	2,589.25	2,589.25
79606	FE MORAN SECURITY SOLUTIONS	291-6020-601.21-02	ELEVATOR EMERG MONIT SRVS	60.00	
		291-6020-601.21-02	ELEVATOR EMERG MONIT SRVS	60.00	
		291-6020-601.21-02	BULGAR ALARM MONIT SRVS	105.00	225.00
79609	FIRE PROTECTION COMPANY	291-6020-601.21-11	FIRE SPRINKLER INSPECTION	707.50	
		291-6020-601.21-11	FIRE SPRINKLER INSPECTION	1,075.00	1,782.50
79610	FIRST POINT MECHANICAL SERVICES	491-6020-601.50-15	REPLACE LIEBERT CONDENS.	16,800.00	16,800.00
79613	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	BOOKMOBILE REPAIRS	1,754.72	1,754.72
79621	IGS	291-6020-601.30-51	NATURAL GAS OCTOBER	2,238.57	2,238.57
79637	MASTER HITCH INC	291-6020-601.21-07	REPAIR PLOW	111.35	111.35
79638	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS DECEMBER	4,599.00	4,599.00
79647	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIB NOV	387.81	
		291-6020-601.30-51	NATURAL GAS DISTRIB NOV	717.01	1,104.82
79658	R.I.C.ELECTRIC	291-6020-601.21-11	ELECTRICAL WORK	2,649.36	2,649.36
79659	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	997.78	997.78
79663	RENT RITE EQUIPMENT CO	291-6020-601.21-36	EQUIPMENT RENTAL	391.50	391.50
79668	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTEN	5.16	
		291-6020-601.21-11	BLDG MAINTEN	34.92	
		291-6020-601.21-11	BLDG MAINTEN	27.98	
		291-6020-601.21-11	BLDG MAINTEN	115.31	
		291-6020-601.21-11	BLDG MAINTEN	71.94	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<b>/PAYM #</b>					
		291-6020-601.21-11	BLDG MAINTEN	5.18	
		291-6020-601.21-11	BLDG MAINTEN	29.76	290.25
79672	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVS DECEMBER	959.18	959.18
79673	STAPLES	291-6020-601.31-45	JANITORIAL SUPPLIES	932.72	
		291-6020-601.31-45	JANITORIAL SUPPLIES	14.94-	
		291-6020-601.31-45	JANITORIAL SUPPLIES	14.94	932.72
79683	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL OCTOBER	241.35	
		291-6020-601.21-60	WATER/SEWER 9/4-11/6	82.77	
		291-6020-601.21-60	WATER/SEWER 8/30-10/31	4,191.60	
		291-6020-601.30-50	PETROL NOVEMBER	343.49	4,859.21
 <b>***** DIVISION TOTAL *****</b>					
<b>***** DEPARTMENT TOTAL **</b> <i>Youth Services</i>					
					50,973.71
					112,549.43

DEPARTMENT: 64	User Services	DIVISION: 01			
79557	ALBERTSONS/SAFEWAY	291-6401-601.32-02	PROGRAM EVENTS	93.50	
		291-6401-601.30-05	OFFICE SUPPLIES	6.00	99.50
79558	AMAZON.COM CREDIT	291-6401-601.32-02	OUTREACH SUPPLIES	15.99	
		291-6401-601.32-02	OUTREACH SUPPLIES	24.48	
		291-6401-601.32-01	WINTER PLAYHOUSE FOR KIDS	17.84	
		291-6401-601.32-01	WINTER PLAYHOUSE FOR KIDS	17.84	
		291-6401-601.32-01	TEEN DIY KIT SUPPLIES	31.99	
		291-6401-601.32-01	TEEN DIY KIT SUPPLIES	14.35	
		291-6401-601.32-01	TEEN DIY KIT SUPPLIES	16.35	138.84
79566	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	TRAVEL/TRAINING	49.94	
		291-6401-601.22-03	TRAVEL/TRAINING	15.42	
		291-6401-601.22-03	TRAVEL/TRAINING	15.95	
		291-6401-601.32-02	PROGRAM EVENTS	29.97	
		291-6401-601.22-03	TRAVEL/TRAINING	21.29	
		291-6401-601.32-01	PROGRAM SUPPLIES	26.27	
		291-6401-601.32-01	PROGRAM SUPPLIES	49.60	
		291-6401-601.22-03	TRAVEL/TRAINING	4.29	
		291-6401-601.22-03	TRAVEL/TRAINING	23.55	236.28
79568	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-01	TWEEN DIY KIT NOVEMBER	32.86	
		291-6401-601.32-01	TEEN VOLUNTEER KIT	62.79	
		291-6401-601.32-01	TEEN VOLUNTEER KIT	17.94	113.59
79614	FUN EXPRESS LLC	291-6401-601.32-01	DINOSAUR, IMAGINATION STAT	28.81	28.81
79634	LOEFFLER, EMILY A	291-6401-601.22-03	L WALLMARK AUTHOR VISITS	64.91	64.91
79664	RON LASLEY ASSOCIATES	291-6401-601.30-05	CLAX CART FOR YOUTH OUT	242.00	

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User Services

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					242.00
79676	ULINE	291-6401-601.32-90	OFFICE SUPPLIES	51.01	51.01
79686	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	101.27	
		291-6401-601.32-01	PROGRAM SUPPLIES	53.31	154.58
79695	4ALL PROMOTIONS	291-6401-601.32-02	OUTREACH GIVEAWAYS KIDS	3,740.60	3,740.60

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *Specialty Info Services* 4,870.12

DEPARTMENT:	64	User Services	DIVISION:	05	
79566	ARLINGTON HTS MEMORIAL LIBRARY		291-6405-601.22-03	TRAVEL/TRAINING	12.53
			291-6405-601.22-03	TRAVEL/TRAINING	32.02
			291-6405-601.22-03	TRAVEL/TRAINING	28.88
			291-6405-601.22-03	TRAVEL/TRAINING	46.17
			291-6405-601.22-03	TRAVEL/TRAINING	18.10
			291-6405-601.22-03	TRAVEL/TRAINING	5.68
			291-6405-601.32-01	PROGRAM SUPPLIES	6.67
			291-6405-601.22-03	TRAVEL/TRAINING	32.93
79568	ARLINGTON HTS MEMORIAL LIBRARY		291-6405-601.22-02	ITBE DUES - A DUFFEY	40.00
79635	MADAY, JULIE I		291-6405-601.22-18	RESUME REVIEWS NOVEMBER	390.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *Info Services* 612.98

DEPARTMENT:	64	User Services	DIVISION:	10	
79558	AMAZON.COM CREDIT		291-6410-601.30-05	OFFICE SUPPLIES	10.68
79566	ARLINGTON HTS MEMORIAL LIBRARY		291-6410-601.22-03	TRAVEL/TRAINING	12.64
			291-6410-601.22-03	TRAVEL/TRAINING	32.93
79686	WAREHOUSE DIRECT		291-6410-601.30-05	OFFICE SUPPLIES	3.63

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *Circulation* 59.88

DEPARTMENT:	64	User Services	DIVISION:	20	
79558	AMAZON.COM CREDIT		291-6420-601.32-90	CREDIT CARD RECEIPT PAPER	135.92
			291-6420-601.32-90	LAMINATOR PAPER REFILL	52.99
			291-6420-601.32-90	CREDIT CARD RECEIPT PAPER	118.93
			291-6420-601.30-05	STAFF NOTEPADS	84.77
			291-6420-601.30-05	STAFF NOTEPADS	99.82
			291-6420-601.32-90	CASH REGISTER PAPER	792.75
79560	AMERICAN LIBRARY ASSOCIATION		291-6420-601.22-03	SUPERVISOR WORKBOOK	59.60

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User Services

## ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
	/PAYM #				59.60
79566	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	CIRCULATION SUPPLIES	3.87	
		291-6420-601.32-90	CIRCULATION SUPPLIES	27.00	
		291-6420-601.22-03	TRAVEL/TRAINING	16.82	
		291-6420-601.22-03	TRAVEL/TRAINING	3.13	50.82
79568	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	RECEIPT PAPER	749.25	749.25
79598	DEMCO INC	291-6420-601.32-90	LINKIN TAPE	331.32	331.32
79657	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SERVS	87.20	
		291-6420-601.21-65	DELIVERY SERVS	109.00	196.20
79677	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS NOVEMBER	196.90	196.90
79686	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	65.60	
		291-6420-601.32-90	CIRCULATION SUPPLIES	10.64	76.24

\*\*\*\*\* DIVISION TOTAL \*\*\*\* 2,945.51

DEPARTMENT: 64	User Services	DIVISION: 30	
79566	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.22-03	TRAVEL/TRAINING
		291-6430-601.22-03	TRAVEL/TRAINING
		291-6430-601.22-03	TRAVEL/TRAINING
79686	WAREHOUSE DIRECT	291-6430-601.30-05	OFFICE SUPPLIES
		291-6430-601.32-90	CIRCULATION SUPPLIES

\*\*\*\*\* DIVISION TOTAL \*\*\*\* 152.55

DEPARTMENT: 64	User Services	DIVISION: 40	
79557	ALBERTSONS/SAFEWAY	291-6440-601.32-02	PROGRAM EVENTS
79558	AMAZON.COM CREDIT	291-6440-601.32-02	JANE AUSTEN TEA SUPPLIES
		291-6440-601.32-02	MAGICAL FOOD FOR MUGGLES
		291-6440-601.32-02	MAGICAL FOOD FOR MUGGLES
		291-6440-601.32-02	BIG BRO/BIG SIS PROGRAM
		291-6440-601.32-02	MULTICULTURAL FAIR FOOD
		291-6440-601.32-02	MULTICULTURAL FAIR FOOD
		291-6440-601.32-02	MULTICULTURAL FAIR FOOD
		291-6440-601.32-02	MULTICULTURAL FAIR FOOD
		291-6440-601.32-02	MULTICULTURAL FAIR FOOD
		291-6440-601.32-02	CROCHET A POT HOLDER SPLS
		291-6440-601.32-02	MULTICULTURAL FAIR SPLS
		291-6440-601.32-02	CROCHET A POT HOLDER SPLS
		291-6440-601.32-02	POP UP COOKIE JAR PROGRAM
		291-6440-601.32-02	POP UP COOKIE JAR PROGRAM

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User Services

## ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV

Village of Arlington Heights

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<b>/PAYM #</b>					
		291-6440-601.32-02	DIY GIFT PROGRAM	18.68	
		291-6440-601.32-02	JANE AUSTEN PARTY TEAS	13.99	
		291-6440-601.32-02	BOOKS N BITES SUPPLIES	9.99	
		291-6440-601.32-02	TWEEN PAINTING SUPPLIES	9.11	743.14
79561	AMIRPOUR, SANAZ	291-6440-601.22-18	EATING TIPS F/PARENTS12/1	200.00	200.00
79566	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	14.48	
		291-6440-601.32-02	PROGRAM EVENTS	15.65	
		291-6440-601.32-02	PROGRAM EVENTS	39.98	
		291-6440-601.32-02	PROGRAM EVENTS	48.00	
		291-6440-601.32-02	PROGRAM EVENTS	9.00	
		291-6440-601.32-02	PROGRAM EVENTS	18.01	
		291-6440-601.22-03	TRAVEL/TRAINING	36.60	181.72
79567	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PIZZA FOR TAB 11/10	31.62	
		291-6440-601.32-02	PIZZA FOR INKLINGS	25.44	
		291-6440-601.32-02	PIZZA FOR LIKE A BOSS	37.96	
		291-6440-601.32-02	PIZZA FOR LIKE A BOSS	12.03-	82.99
79568	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	L WALLMARK HOTEL 11/12-	432.84	
		291-6440-601.22-18	WINE&CHEESE PROGRAM, 11/6	500.00	
		291-6440-601.32-02	I'M STILL HERE SUPPLIES,	49.22	
		291-6440-601.32-02	L WALLMARK AUTHOR VISIT	18.34	
		291-6440-601.32-02	L WALLMARK AUTHOR VISIT	18.69	
		291-6440-601.32-02	L WALLMARK AUTHOR VISIT	24.21	
		291-6440-601.32-02	REFRESHMENTS F/NOVEMBER	49.89	
		291-6440-601.32-02	THANK YOU CARD PROGRAM	37.18	
		291-6440-601.32-02	DIY GIFT SUPPLIES	.85-	
		291-6440-601.32-02	DIY GIFT SUPPLIES	53.99	
		291-6440-601.32-02	POP-UP COOKIRE JAR, 12/15	392.19	
		291-6440-601.32-02	FOOD SAFETY KIT TOTE	24.99	
		291-6440-601.32-02	HOLIDAY GIFT MAKING SUPPL	19.69	1,620.38
79569	ARLINGTON HTS SCHOOL DISTRICT 25	291-6440-601.22-18	ROOM RENTAL	60.00	60.00
79599	DIMENSION CRAFT INC	291-6440-601.22-18	PORTION OF TRAVEL EXPENSE	218.75	218.75
79600	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	PAPER/MULTICULT FAIR/NOV	44.20	44.20
79605	FAMBRO MANAGEMENT	291-6440-601.22-18	CHESS CLUB, 12/29/2019	100.00	100.00
79623	ILA MEMBERSHIP	291-6440-601.22-02	ALA DUES - S RYAN	75.00	75.00
79629	JEWISH CHILD & FAMILY SERVICES	291-6440-601.22-18	CITIZENSHIP INTERVIEW PRA	125.00	125.00
79636	MALIK, DIANE N.	291-6440-601.32-02	BOOK DISCUSSION REFRESHM	71.95	71.95
79643	MOTION PICTURE LICENSING CORP	291-6440-601.22-18	MPLC UMBRELLA LICENSE	329.93	329.93
79651	PAPANASTASSIOU, MARIA	291-6440-601.32-02	PARENT'S TURN, 12/1	88.85	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
	/PAYM #				88.85
79665	ROUNDY'S INC	291-6440-601.32-02	SHIBIBG VIEWING SNACKS,	42.98	42.98
79669	SHIN, CATALINA C.	291-6440-601.32-02	EL CAFECITO BILINGUAL BUS	121.16	121.16
79681	VELA, MAUREEN	291-6440-601.32-02	101 DALMATIANS, POPCORN	65.22	65.22
79685	WALLMARK, LAURIE	291-6440-601.22-18	MEAL AUTHOR VISIT	40.36	40.36
79688	WAYNE GRIFFIN TRAVEL & CRUISE SRVS	291-6440-601.22-18	AUTHOR VISIT J KIRK SEPT	327.96	327.96
79689	WHISPERS CENTER FOR ARTISTIC EXPRES	291-6440-601.22-18	POLISH DANCING, FAIR, 11/16	100.00	100.00
79694	YOUNG, MEGAN	291-6440-601.32-02	REFRESHMENTS FOR PROGRAMS	61.79	61.79

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *Digital Services* 4,925.47

DEPARTMENT:	User Services	DIVISION:	50	
79558	AMAZON.COM CREDIT	291-6450-601.31-85	GO PRO SCREW REPLACEMENTS	6.99
		291-6450-601.32-90	OFFICE SUPPLIES	25.23
		291-6450-601.32-90	OFFICE SUPPLIES	159.85
		291-6450-601.31-85	LOT REPLACEMENT CABLE	5.99
				198.06
79568	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.30-05	OFFICE SUPPLIES	15.98
		291-6450-601.50-15	CHARGE TECH REPLACEMENT	245.00
79623	ILA MEMBERSHIP	291-6450-601.22-02	ALA DUES - D OLICHWIER	100.00
79655	PROQUEST LLC	291-6450-601.32-78	NEWSPAPERS.COM WORLD COLL	529.53
		291-6450-601.32-78	ALT-PRESSWATCH	3,751.28
				4,280.81

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *Collection Services* 4,839.85

DEPARTMENT:	User Services	DIVISION:	70	
79558	AMAZON.COM CREDIT	291-6470-601.32-80	BOOKS	12.87
		291-6470-601.32-80	BOOKS	13.71
		291-6470-601.32-80	BOOKS	32.83
		291-6470-601.32-80	BOOKS	37.56
		291-6470-601.32-80	BOOKS	10.47
		291-6470-601.32-80	BOOKS	18.87
		291-6470-601.32-80	BOOKS	16.90
		291-6470-601.32-80	BOOKS	11.99
		291-6470-601.32-80	BOOKS	37.77
		291-6470-601.32-80	BOOKS	62.91
		291-6470-601.32-80	BOOKS	21.53
		291-6470-601.32-80	BOOKS	115.00
		291-6470-601.32-80	BOOKS	29.85

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	23.30	
		291-6470-601.32-80	BOOKS	17.43	
		291-6470-601.32-80	BOOKS	12.37	
		291-6470-601.32-80	BOOKS	24.93	
		291-6470-601.32-80	BOOKS	88.00	
		291-6470-601.32-80	BOOKS	12.91	
		291-6470-601.32-80	BOOKS	12.98	
		291-6470-601.32-80	BOOKS	31.32	
		291-6470-601.32-80	BOOKS	28.52	
		291-6470-601.32-80	BOOKS	4.56	
		291-6470-601.32-80	BOOKS	25.94	
		291-6470-601.32-80	BOOKS	29.58	
		291-6470-601.32-75	AV MATERIALS	5.00	
		291-6470-601.32-75	AV MATERIALS	12.96	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	19.95	
		291-6470-601.32-75	AV MATERIALS	137.44	
		291-6470-601.32-75	AV MATERIALS	13.49	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	23.10	
		291-6470-601.32-75	AV MATERIALS	65.81	
		291-6470-601.30-05	OFFICE SUPPLIES	27.54	
		291-6470-601.32-75	AV MATERIALS	22.58	
		291-6470-601.32-75	AV MATERIALS	49.99	
		291-6470-601.32-75	AV MATERIALS	22.06	
		291-6470-601.32-75	AV MATERIAL	49.80	
		291-6470-601.32-75	AV MATERIAL	8.29	
		291-6470-601.32-75	AV MATERIAL	17.99	
		291-6470-601.32-75	AV MATERIAL	105.30	
		291-6470-601.32-75	AV MATERIAL	29.99	
		291-6470-601.32-75	AV MATERIAL	21.43	
		291-6470-601.32-75	AV MATERIAL	63.34	
		291-6470-601.32-75	AV MATERIAL	29.00	
		291-6470-601.32-75	AV MATERIAL	12.97	
		291-6470-601.32-75	AV MATERIAL	39.99	
		291-6470-601.32-75	AV MATERIAL	23.02	
		291-6470-601.32-75	AV MATERIAL	15.69	
		291-6470-601.32-75	AV MATERIAL	40.36	
		291-6470-601.32-75	AV MATERIAL	39.60	
		291-6470-601.32-75	AV MATERIAL	25.57	
		291-6470-601.32-75	AV MATERIAL	35.73	
		291-6470-601.32-75	AV MATERIAL	19.95	
		291-6470-601.32-75	AV MATERIAL	8.90	
		291-6470-601.32-75	AV MATERIAL	17.97	
		291-6470-601.32-75	AV MATERIAL	59.99	
		291-6470-601.32-75	AV MATERIAL	3.73	
		291-6470-601.32-75	AV MATERIAL	39.99	
		291-6470-601.32-75	AV MATERIAL	13.98	
		291-6470-601.32-75	AV MATERIAL	12.41	
		291-6470-601.32-75	AV MATERIAL	12.99	
		291-6470-601.32-75	AV MATERIAL	9.99	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIAL	8.85	
		291-6470-601.32-75	AV MATERIAL	35.98	
		291-6470-601.32-75	AV MATERIAL	179.97	
		291-6470-601.32-75	AV MATERIAL	50.94	
		291-6470-601.32-75	AV MATERIAL	6.89	
		291-6470-601.32-75	AV MATERIAL	10.18	
		291-6470-601.32-75	AV MATERIAL	69.98	
		291-6470-601.32-75	AV MATERIAL	45.33	
		291-6470-601.32-75	AV MATERIAL	14.99	
		291-6470-601.32-75	AV MATERIAL	24.98	
		291-6470-601.32-75	AV MATERIAL	23.19	
		291-6470-601.32-75	AV MATERIAL	179.97	
		291-6470-601.32-75	AV MATERIAL	9.90	
		291-6470-601.32-75	AV MATERIAL	179.61	
		291-6470-601.32-75	AV MATERIAL	50.94	
		291-6470-601.32-75	AV MATERIAL	80.49	
		291-6470-601.32-75	AV MATERIAL	50.94	
		291-6470-601.32-75	AV MATERIAL	12.89	
		291-6470-601.32-75	AV MATERIAL	22.58	
		291-6470-601.32-75	AV MATERIAL	34.44	
		291-6470-601.32-75	AV MATERIAL	48.30	
		291-6470-601.32-75	AV MATERIAL	4.77	
		291-6470-601.32-75	AV MATERIAL	39.32	
		291-6470-601.32-75	AV MATERIAL	7.39	
		291-6470-601.32-75	AV MATERIAL	11.96	
		291-6470-601.32-75	AV MATERIAL	42.85	
		291-6470-601.32-75	AV MATERIAL	22.97	
		291-6470-601.32-75	AV MATERIAL	30.49	
		291-6470-601.32-80	BOOKS	28.06	
		291-6470-601.32-80	BOOKS	25.49	
		291-6470-601.32-80	BOOKS	11.50	
		291-6470-601.32-80	BOOKS	27.00	
		291-6470-601.32-80	BOOKS	15.88-	
		291-6470-601.32-80	BOOKS	50.03	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	12.98	
		291-6470-601.32-80	BOOKS	11.78	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	33.01	
		291-6470-601.32-80	BOOKS	16.82	
		291-6470-601.32-80	BOOKS	20.00	
		291-6470-601.32-80	BOOKS	18.00	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	28.49	
		291-6470-601.32-80	BOOKS	15.88	
		291-6470-601.32-80	BOOKS	22.43	
		291-6470-601.32-80	BOOKS	16.97	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	35.67	
		291-6470-601.32-80	BOOKS	31.26	
		291-6470-601.32-80	BOOKS	38.19	
		291-6470-601.32-80	BOOKS	43.21	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	39.98	
		291-6470-601.32-80	BOOKS	69.90	
		291-6470-601.32-80	BOOKS	52.00	
		291-6470-601.32-80	BOOKS	20.49	
		291-6470-601.32-80	BOOKS	16.60	
		291-6470-601.32-80	BOOKS	13.93	
		291-6470-601.32-80	BOOKS	39.98	
		291-6470-601.32-80	BOOKS	22.15	
		291-6470-601.32-95	PERIODICALS	8.98	
		291-6470-601.32-95	PERIODICALS	14.98	
		291-6470-601.32-95	PERIODICALS	7.78	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	31.98	
		291-6470-601.32-95	PERIODICALS	16.49	
		291-6470-601.32-95	PERIODICALS	14.46	
		291-6470-601.32-95	PERIODICALS	14.36	
		291-6470-601.32-75	AV MATERIALS	50.18	
		291-6470-601.32-75	AV MATERIALS	16.83	
		291-6470-601.32-75	AV MATERIALS	78.00	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	27.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	11.98	
		291-6470-601.32-75	AV MATERIALS	239.94	
		291-6470-601.32-75	AV MATERIALS	203.76	
		291-6470-601.32-75	AV MATERIALS	13.15	
		291-6470-601.32-75	AV MATERIALS	39.87	
		291-6470-601.32-75	AV MATERIALS	.81-	
		291-6470-601.32-75	AV MATERIALS	.98-	
		291-6470-601.32-75	AV MATERIALS	13.69	
		291-6470-601.32-75	AV MATERIALS	27.09	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	16.79	
		291-6470-601.32-75	AV MATERIALS	76.50	
		291-6470-601.32-75	AV MATERIALS	6.89	
		291-6470-601.32-75	AV MATERIALS	9.96	
		291-6470-601.32-75	AV MATERIALS	119.98	
		291-6470-601.32-75	AV MATERIALS	58.97	
		291-6470-601.32-75	AV MATERIALS	17.79	
		291-6470-601.32-75	AV MATERIALS	37.94	
		291-6470-601.32-75	AV MATERIALS	99.88	
		291-6470-601.32-75	AV MATERIALS	49.94	
		291-6470-601.32-75	AV MATERIALS	78.74	
		291-6470-601.32-80	BOOKS	14.66	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	38.99	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	41.13	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	28.98	
		291-6470-601.32-80	BOOKS	26.00	
		291-6470-601.32-80	BOOKS	10.97	
		291-6470-601.32-80	BOOKS	12.81	
		291-6470-601.32-80	BOOKS	10.95	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	14.76	
		291-6470-601.32-80	BOOKS	16.49	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	27.95	
		291-6470-601.32-80	BOOKS	27.20	
		291-6470-601.32-80	BOOKS	39.98	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	12.88	
		291-6470-601.32-80	BOOKS	12.76	
		291-6470-601.32-80	BOOKS	22.00	
		291-6470-601.32-05	PROCESSING SUPPLIES	8.83	
		291-6470-601.32-80	BOOKS	73.48	
		291-6470-601.32-80	BOOKS	11.28	
		291-6470-601.32-80	BOOKS	12.53	
		291-6470-601.32-80	BOOKS	12.67	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	72.66	
		291-6470-601.32-80	BOOKS	16.36	
		291-6470-601.32-75	AV MATERIALS	47.96	
		291-6470-601.32-75	AV MATERIALS	359.94	
		291-6470-601.32-75	AV MATERIALS	47.31	
		291-6470-601.32-75	AV MATERIALS	100.57	
		291-6470-601.32-75	AV MATERIALS	24.95	
		291-6470-601.32-75	AV MATERIALS	18.89	
		291-6470-601.32-75	AV MATERIALS	16.98	
		291-6470-601.32-75	AV MATERIALS	9.24	
		291-6470-601.32-75	AV MATERIALS	75.21	
		291-6470-601.32-75	AV MATERIALS	29.97	
		291-6470-601.32-75	AV MATERIALS	12.59	
		291-6470-601.32-75	AV MATERIALS	171.23	
		291-6470-601.32-75	AV MATERIALS	49.57	
		291-6470-601.32-75	AV MATERIALS	4.99	
		291-6470-601.32-75	AV MATERIALS	406.08	
		291-6470-601.32-75	AV MATERIALS	30.51	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	31.38	
		291-6470-601.32-75	AV MATERIALS	98.60	
		291-6470-601.32-75	AV MATERIALS	31.29	
		291-6470-601.32-75	AV MATERIALS	89.85	
		291-6470-601.32-75	AV MATERIALS	81.64	
		291-6470-601.32-75	AV MATERIALS	17.81	
		291-6470-601.32-75	AV MATERIALS	209.11	
		291-6470-601.32-75	AV MATERIALS	23.60	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	.44-	
		291-6470-601.30-05	OFFICE SUPPLIES	32.86	
		291-6470-601.32-80	BOOKS	17.96	
		291-6470-601.32-80	BOOKS	20.97	
		291-6470-601.32-80	BOOKS	15.07	
		291-6470-601.32-80	BOOKS	28.69	
		291-6470-601.32-80	BOOKS	10.49	
		291-6470-601.32-80	BOOKS	31.72	
		291-6470-601.32-80	BOOKS	14.98	
		291-6470-601.32-80	BOOKS	12.87	
		291-6470-601.32-80	BOOKS	36.20	
		291-6470-601.32-80	BOOKS	59.97	
		291-6470-601.32-75	AV MATERIALS	12.46	
		291-6470-601.32-75	AV MATERIALS	18.74	
		291-6470-601.32-75	AV MATERIALS	9.59	
		291-6470-601.32-75	AV MATERIALS	27.52	
		291-6470-601.32-75	AV MATERIALS	5.00	
		291-6470-601.32-75	AV MATERIALS	29.20	
		291-6470-601.32-75	AV MATERIALS	26.37	
		291-6470-601.32-75	AV MATERIALS	19.94	
		291-6470-601.32-75	AV MATERIALS	26.76	
		291-6470-601.32-75	AV MATERIALS	10.00	
		291-6470-601.32-75	AV MATERIALS	13.51	
		291-6470-601.32-75	AV MATERIALS	10.00	
		291-6470-601.32-75	AV MATERIALS	14.76	
		291-6470-601.32-75	AV MATERIALS	13.25	
		291-6470-601.32-75	AV MATERIALS	50.36	
		291-6470-601.32-75	AV MATERIALS	104.86	
		291-6470-601.32-75	AV MATERIALS	45.95	
		291-6470-601.32-75	AV MATERIALS	20.74	
		291-6470-601.32-75	AV MATERIALS	12.96	
		291-6470-601.32-75	AV MATERIALS	74.92	
		291-6470-601.32-75	AV MATERIALS	19.18	
		291-6470-601.32-75	AV MATERIALS	12.84	
		291-6470-601.32-95	PERIODICALS	11.58	
		291-6470-601.32-95	PERIODICALS	34.69	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	12.18	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	13.90	
		291-6470-601.32-80	BOOKS	22.34	
		291-6470-601.32-80	BOOKS	10.50	
		291-6470-601.32-80	BOOKS	71.37	
		291-6470-601.32-80	BOOKS	17.45	
		291-6470-601.32-80	BOOKS	32.28	
		291-6470-601.32-80	BOOKS	41.22	
		291-6470-601.32-80	BOOKS	20.56	
		291-6470-601.32-80	BOOKS	19.22	
		291-6470-601.32-80	BOOKS	23.98	
		291-6470-601.32-80	BOOKS	12.80	
		291-6470-601.32-80	BOOKS	23.64	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	13.24	
		291-6470-601.32-80	BOOKS	53.96	
		291-6470-601.32-80	BOOKS	12.29	
		291-6470-601.32-80	BOOKS	12.85	
		291-6470-601.32-80	BOOKS	19.50	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-75	AV MATERIALS	6.13	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	225.48	
		291-6470-601.32-75	AV MATERIALS	9.96	
		291-6470-601.32-75	AV MATERIALS	17.98	
		291-6470-601.32-75	AV MATERIALS	8.00	
		291-6470-601.32-75	AV MATERIALS	119.97	
		291-6470-601.32-75	AV MATERIALS	29.95	
		291-6470-601.32-75	AV MATERIALS	11.96	
		291-6470-601.32-75	AV MATERIALS	115.90	
		291-6470-601.32-75	AV MATERIALS	13.51	
		291-6470-601.32-75	AV MATERIALS	14.02	
		291-6470-601.32-75	AV MATERIALS	9.75	
		291-6470-601.32-75	AV MATERIALS	12.69	
		291-6470-601.32-75	AV MATERIALS	19.49	
		291-6470-601.32-75	AV MATERIALS	157.47	
		291-6470-601.32-75	AV MATERIALS	36.14	
		291-6470-601.32-75	AV MATERIALS	25.72	
		291-6470-601.32-75	AV MATERIALS	179.67	
		291-6470-601.32-75	AV MATERIALS	12.94	
		291-6470-601.32-75	AV MATERIALS	15.95	
		291-6470-601.32-75	AV MATERIALS	31.02	10,708.77
79566	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	8.00	8.00
79567	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-80	BOOKS	119.00-	119.00-
79568	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PROCESSING SUPPLIES	3.17-	
		291-6470-601.32-05	PROCESSING SUPPLIES	45.42	
		291-6470-601.32-90	REMOVABLE LABLES	172.10	
		291-6470-601.32-75	AV MTLS	15.99	
		291-6470-601.32-75	AV MTLS	141.96	
		291-6470-601.32-75	AV MTLS	119.00-	
		291-6470-601.32-75	AV MTLS	49.98-	
		291-6470-601.32-75	AV MTLS	20.00	
		291-6470-601.32-75	AV MTLS	17.50	
		291-6470-601.32-75	AV MTLS	19.99	
		291-6470-601.32-75	AV MTLS	12.99-	
		291-6470-601.32-75	AV MTLS	12.99	
		291-6470-601.32-75	AV MTLS	12.99	
		291-6470-601.32-75	AV MTLS	119.00	
		291-6470-601.32-75	AV MTLS	59.99	
		291-6470-601.32-75	AV MTLS	119.00	
		291-6470-601.32-75	AV MTLS	299.95	

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/PAYM #					
		291-6470-601.32-75	AV MTLS	15.99	
		291-6470-601.32-75	AV MTLS	142.27	
		291-6470-601.32-75	AV MTLS	74.76	
		291-6470-601.32-75	AV MTLS	69.35	
		291-6470-601.32-75	AV MTLS	72.13	
		291-6470-601.32-75	AV MTLS	160.11	
		291-6470-601.32-75	AV MTLS	15.99	
		291-6470-601.32-75	AV MTLS	56.24	
		291-6470-601.32-75	AV MTLS	17.75	
		291-6470-601.32-75	AV MTLS	15.00	
		291-6470-601.32-75	AV MTLS	146.09	
		291-6470-601.32-75	AV MTLS	197.97	
		291-6470-601.32-75	AV MTLS	.01-	
		291-6470-601.32-75	AV MTLS	191.15	
		291-6470-601.32-75	AV MTLS	208.00	
		291-6470-601.32-75	AV MTLS	261.75	
		291-6470-601.32-75	AV MTLS	49.99	
		291-6470-601.32-75	AV MTLS	39.98	
		291-6470-601.32-75	AV MTLS	15.99	
		291-6470-601.32-80	BOOKS	119.00-	
		291-6470-601.32-80	BOOKS	20.00	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-95	PERIODICALS	272.00	
		291-6470-601.32-95	PERIODICALS	30.00	
		291-6470-601.32-95	PERIODICALS	41.28	
		291-6470-601.32-95	PERIODICALS	295.00	
		291-6470-601.32-95	PERIODICALS	10.45	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	18.49	
		291-6470-601.32-95	PERIODICALS	21.00	
		291-6470-601.32-95	PERIODICALS	5.00	
					3,259.43
79575	BAKER & TAYLOR	291-6470-601.22-85	PROC SERVS	112.00	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	410.40	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	19.00	
		291-6470-601.22-85	PROC SERVS	305.15	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	22.80	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	87.40-	
		291-6470-601.22-85	PROC SERVS	250.00-	
		291-6470-601.22-85	PROC SERVS	231.80	
		291-6470-601.22-85	PROC SERVS	140.00	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	53.20	

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<b>/PAYM #</b>					
		291-6470-601.22-85	PROC SERVS	212.80	
		291-6470-601.22-85	PROC SERVS	288.80	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	247.00	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	112.50	
		291-6470-601.32-75	AV MTLS	423.43	
		291-6470-601.32-75	AV MTLS	40.19	
		291-6470-601.32-75	AV MTLS	525.19	
		291-6470-601.32-75	AV MTLS	49.74	
		291-6470-601.32-80	BOOKS	514.21	
		291-6470-601.32-80	BOOKS	270.15	
		291-6470-601.32-80	BOOKS	177.58	
		291-6470-601.32-80	BOOKS	185.45	
		291-6470-601.32-80	BOOKS	381.97	
		291-6470-601.32-80	BOOKS	53.50	
		291-6470-601.32-80	BOOKS	1,195.86	
		291-6470-601.32-80	BOOKS	367.17	
		291-6470-601.32-80	BOOKS	286.90	
		291-6470-601.32-80	BOOKS	101.68	
		291-6470-601.32-80	BOOKS	45.30	
		291-6470-601.32-80	BOOKS	113.88	
		291-6470-601.32-80	BOOKS	405.65	
		291-6470-601.32-80	BOOKS	1,247.21	
		291-6470-601.32-80	BOOKS	145.76	
		291-6470-601.32-80	BOOKS	98.42	
		291-6470-601.32-80	BOOKS	27.06	
		291-6470-601.32-80	BOOKS	86.67	
		291-6470-601.32-80	BOOKS	1,005.69	
		291-6470-601.32-80	BOOKS	391.25	
		291-6470-601.32-80	BOOKS	190.91	
		291-6470-601.32-80	BOOKS	846.89	
		291-6470-601.32-80	BOOKS	1,176.12	
		291-6470-601.32-80	BOOKS	590.24	
		291-6470-601.32-80	BOOKS	696.74	
		291-6470-601.32-80	BOOKS	763.71	
		291-6470-601.32-80	BOOKS	660.13	
		291-6470-601.32-80	BOOKS	315.02	
		291-6470-601.32-80	BOOKS	138.38	
		291-6470-601.32-80	BOOKS	220.24	
		291-6470-601.32-80	BOOKS	361.85	
		291-6470-601.32-80	BOOKS	237.70	
		291-6470-601.32-80	BOOKS	264.32	
		291-6470-601.32-80	BOOKS	295.17	
		291-6470-601.32-80	BOOKS	209.44	
		291-6470-601.32-80	BOOKS	466.77	
		291-6470-601.32-80	BOOKS	427.75	
		291-6470-601.32-80	BOOKS	115.23	
		291-6470-601.32-80	BOOKS	163.38	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	16.73	
		291-6470-601.32-80	BOOKS	226.94	
		291-6470-601.32-75	AV MTLS	455.89	
		291-6470-601.32-75	AV MTLS	61.83	
		291-6470-601.32-75	AV MTLS	71.85	
		291-6470-601.22-85	PROC SERVS	235.60	
		291-6470-601.22-85	PROC SERVS	123.20	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	84.75	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	19.00	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	97.30	
		291-6470-601.22-85	PROC SERVS	192.30	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	41.45	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.32-80	BOOKS	797.19	
		291-6470-601.32-80	BOOKS	191.52	
		291-6470-601.32-80	BOOKS	310.81	
		291-6470-601.32-80	BOOKS	183.60	
		291-6470-601.32-80	BOOKS	249.52	
		291-6470-601.32-80	BOOKS	205.35	
		291-6470-601.32-80	BOOKS	37.92	
		291-6470-601.32-80	BOOKS	1,397.78	
		291-6470-601.32-80	BOOKS	187.45	
		291-6470-601.32-80	BOOKS	227.17	
		291-6470-601.32-80	BOOKS	224.66	
		291-6470-601.32-80	BOOKS	324.94	
		291-6470-601.32-80	BOOKS	50.32	
		291-6470-601.32-80	BOOKS	33.47	
		291-6470-601.32-80	BOOKS	106.19	
		291-6470-601.32-80	BOOKS	276.44	
		291-6470-601.32-80	BOOKS	354.04	
		291-6470-601.32-80	BOOKS	319.04	
		291-6470-601.32-80	BOOKS	269.20	
		291-6470-601.32-80	BOOKS	498.49	
		291-6470-601.32-80	BOOKS	120.21	
		291-6470-601.32-80	BOOKS	252.56	
		291-6470-601.32-80	BOOKS	55.21	
		291-6470-601.32-80	BOOKS	473.26	
		291-6470-601.32-80	BOOKS	313.69	
		291-6470-601.32-80	BOOKS	76.13	
		291-6470-601.32-80	BOOKS	62.88	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	345.85	
		291-6470-601.32-80	BOOKS	709.93	
		291-6470-601.32-80	BOOKS	327.64	
		291-6470-601.32-80	BOOKS	196.26	
		291-6470-601.32-80	BOOKS	339.80	
		291-6470-601.32-80	BOOKS	293.64	
		291-6470-601.32-80	BOOKS	249.27	
		291-6470-601.32-80	BOOKS	39.76	
		291-6470-601.32-80	BOOKS	337.75	31,926.93
79576	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLS	3,523.97	
		291-6470-601.32-75	AV MTLS	195.95	
		291-6470-601.32-75	AV MTLS	170.57	
		291-6470-601.32-75	AV MTLS	125.26	
		291-6470-601.32-75	AV MTLS	269.88	
		291-6470-601.32-75	AV MTLS	38.19	
		291-6470-601.32-75	AV MTLS	1,318.19	
		291-6470-601.32-75	AV MTLS	329.78	
		291-6470-601.32-75	AV MTLS	401.21	
		291-6470-601.32-75	AV MTLS	196.10	
		291-6470-601.32-75	AV MTLS	230.70	
		291-6470-601.32-75	AV MTLS	16.48	
		291-6470-601.32-75	AV MTLS	247.29	
		291-6470-601.32-75	AV MTLS	281.75	
		291-6470-601.32-75	AV MTLS	1,717.50	
		291-6470-601.32-75	AV MTLS	79.40	
		291-6470-601.32-75	AV MTLS	1,263.85	
		291-6470-601.32-75	AV MTLS	362.21	
		291-6470-601.32-75	AV MTLS	88.47	
		291-6470-601.32-75	AV MTLS	732.21	
		291-6470-601.32-75	AV MTLS	11.88	11,600.84
79578	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLS	1,224.87	
		291-6470-601.32-80	BOOKS	8,662.76	
		291-6470-601.32-80	BOOKS	349.97	
		291-6470-601.32-75	AV MTLS	350.91	
		291-6470-601.32-75	AV MTLS	7,692.86	
		291-6470-601.32-80	BOOKS	9,592.62	27,873.99
79579	BOBIS, LISA	291-6470-601.22-03	TRAVEL/TRAINING	66.81	66.81
79580	BOOKLIST ONLINE/ALA	291-6470-601.32-95	PERIODICALS	350.00	350.00
79581	BOTTOM LINE PERSONAL	291-6470-601.32-95	PERIODICALS	39.00	39.00
79582	BRODART CO	291-6470-601.32-05	PROCESSING SUPPLIES	414.53	414.53
79586	CCH INCORPORATED	291-6470-601.32-80	BOOKS	172.41	172.41
79587	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	303.84	303.84
79588	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	111.92	

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/PAYM #					
		291-6470-601.32-95	PERIODICALS	111.92	
		291-6470-601.32-95	PERIODICALS	111.92	335.76
79591	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	25.94	25.94
79595	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	366.01	
		291-6470-601.32-95	PERIODICALS	35.82	
		291-6470-601.32-95	PERIODICALS	20.22-	
		291-6470-601.32-95	PERIODICALS	18.22-	
		291-6470-601.32-95	PERIODICALS	20.19-	
		291-6470-601.32-95	PERIODICALS	74.82-	
		291-6470-601.32-95	PERIODICALS	60.72-	
		291-6470-601.32-95	PERIODICALS	23.28-	
		291-6470-601.32-95	PERIODICALS	20.20-	
		291-6470-601.32-95	PERIODICALS	36.44-	
		291-6470-601.32-95	PERIODICALS	82.98-	
		291-6470-601.32-95	PERIODICALS	155.85	
		291-6470-601.32-95	PERIODICALS	18.22	
		291-6470-601.32-95	PERIODICALS	13.36	
		291-6470-601.32-95	PERIODICALS	20.24-	
		291-6470-601.32-95	PERIODICALS	131.56-	
		291-6470-601.32-95	PERIODICALS	30.35	110.74
79598	DEMCO INC	291-6470-601.32-90	FLATBED CARD	410.54	
		291-6470-601.32-05	PROCESSING SUPPLIES	157.35	
		291-6470-601.30-05	PROCESSING SUPPLIES	159.79	727.68
79603	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	4,699.39	4,699.39
79607	FILMTOOLS	291-6470-601.32-05	PROCESSING SUPPLIES	733.00	
		291-6470-601.32-05	PROCESSING SUPPLIES	463.35	
		291-6470-601.32-05	PROCESSING SUPPLIES	63.42-	1,132.93
79611	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	22.09	
		291-6470-601.32-80	BOOKS	59.48	
		291-6470-601.32-80	BOOKS	59.48	141.05
79612	FRA NOI	291-6470-601.32-95	PERIODICALS	24.00	24.00
79615	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	1,020.52	
		291-6470-601.32-80	BOOKS	106.36	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	46.48	
		291-6470-601.32-80	BOOKS	51.98	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	81.57	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	27.99	1,665.81
79617	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	240.29	240.29
79622	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	26.25	
		291-6470-601.32-80	BOOKS	131.25	157.50
79624	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SRVS OCTOBER	128.00	
		291-6470-601.21-64	ANNUAL LICENSE	1,088.10	1,216.10
79626	INFORMATION TODAY INC	291-6470-601.32-95	PERIODICALS	239.50	239.50
79627	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	35.35	
		291-6470-601.32-80	BOOKS	87.64	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	19.18	
		291-6470-601.32-80	BOOKS	88.44	
		291-6470-601.32-75	AV MTLS	25.29	
		291-6470-601.32-80	BOOKS	299.64	
		291-6470-601.32-80	BOOKS	37.14	
		291-6470-601.32-80	BOOKS	109.13	
		291-6470-601.32-80	BOOKS	12.57	
		291-6470-601.32-80	BOOKS	33.84	
		291-6470-601.32-80	BOOKS	85.84	
		291-6470-601.32-80	BOOKS	246.11	
		291-6470-601.32-80	BOOKS	40.06	
		291-6470-601.32-80	BOOKS	115.80	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	7.18	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	31.06	
		291-6470-601.32-80	BOOKS	163.73	
		291-6470-601.32-80	BOOKS	107.20	
		291-6470-601.32-80	BOOKS	103.80	
		291-6470-601.32-80	BOOKS	59.29	
		291-6470-601.32-80	BOOKS	419.03	
		291-6470-601.32-80	BOOKS	39.37	
		291-6470-601.32-80	BOOKS	70.20	
		291-6470-601.32-80	BOOKS	23.37	
		291-6470-601.32-80	BOOKS	209.54	
		291-6470-601.32-80	BOOKS	390.05	
		291-6470-601.32-80	BOOKS	71.96	
		291-6470-601.32-80	BOOKS	311.94	

PREPARED 12/17/19, 10:05 AM  
PROGRAM GM348U5  
DEPARTMENT: 64

User Services

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

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ACCOUNTING PERIOD 12/2019

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	25.31	
		291-6470-601.32-80	BOOKS	234.22	
		291-6470-601.32-80	BOOKS	112.86	
		291-6470-601.32-80	BOOKS	190.79	
		291-6470-601.32-80	BOOKS	174.74	
		291-6470-601.32-80	BOOKS	77.24	
		291-6470-601.32-80	BOOKS	226.53	
		291-6470-601.32-80	BOOKS	44.35	
		291-6470-601.32-80	BOOKS	167.70	
		291-6470-601.32-80	BOOKS	125.49	
		291-6470-601.32-80	BOOKS	119.83	
		291-6470-601.32-80	BOOKS	114.38	
		291-6470-601.32-80	BOOKS	81.69	
		291-6470-601.32-80	BOOKS	99.41	
		291-6470-601.32-80	BOOKS	310.38	
		291-6470-601.32-80	BOOKS	79.61	
		291-6470-601.32-80	BOOKS	119.66	
		291-6470-601.32-80	BOOKS	15.29	
		291-6470-601.32-80	BOOKS	32.19	
		291-6470-601.32-80	BOOKS	75.55	
		291-6470-601.32-80	BOOKS	80.16	5,917.54
79628	J.D. POWER	291-6470-601.32-95	PERIODICALS	160.00	160.00
79630	KANOPY INC	291-6470-601.32-75	AV MTLS	501.00	501.00
79631	LAKESHORE LEARNING MATERIALS	291-6470-601.32-75	AV MTLS	36.98	36.98
79640	MIDWEST TAPE	291-6470-601.32-75	AV MTLS	7,732.29	
		291-6470-601.32-80	BOOKS	2,348.76	
		291-6470-601.22-85	PROC SERVS	1,164.22	
		291-6470-601.32-75	AV MTLS	873.28	
		291-6470-601.32-75	AV MTLS	693.37	
		291-6470-601.32-75	AV MTLS	1,309.65	
		291-6470-601.32-75	AV MTLS	235.05	
		291-6470-601.32-75	AV MTLS	41.98	
		291-6470-601.32-75	AV MTLS	167.94	
		291-6470-601.32-75	AV MTLS	24.99	
		291-6470-601.32-75	AV MTLS	296.86	
		291-6470-601.32-75	AV MTLS	251.81	
		291-6470-601.32-75	AV MTLS	121.71	
		291-6470-601.32-75	AV MTLS	35.99	
		291-6470-601.32-75	AV MTLS	222.46	
		291-6470-601.32-75	AV MTLS	84.65	
		291-6470-601.32-75	AV MTLS	1,513.81	
		291-6470-601.32-75	AV MTLS	84.68	17,203.50
79645	NEW YORK TIMES CO,THE	291-6470-601.32-95	PERIODICALS	1,053.00	1,053.00
79649	OK MAGAZINE	291-6470-601.32-95	PERIODICALS	46.28	46.28
79652	PETERSON'S	291-6470-601.32-80	BOOKS	50.86	

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PROGRAM GM348U5  
DEPARTMENT: 64

User Services

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

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ACCOUNTING PERIOD 12/2019

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
	/PAYM #				50.86
79653	PRO LINGUA ASSOCIATES	291-6470-601.32-75 AV MTLS		40.80	40.80
79661	RECORDED BOOKS INC	291-6470-601.32-75 AV MTLS		74.20	
		291-6470-601.32-75 AV MTLS		74.20	
		291-6470-601.32-75 AV MTLS		334.88	
		291-6470-601.32-95 PERIODICALS		11,381.00	11,864.28
79662	REGENT BOOK CO INC	291-6470-601.32-80 BOOKS		62.53	62.53
79666	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80 BOOKS		29.95	
		291-6470-601.32-80 BOOKS		432.50	462.45
79674	SUN MAGAZINE	291-6470-601.32-95 PERIODICALS		39.00	39.00
79675	TEACHING COMPANY	291-6470-601.32-75 AV MTLS		79.95	79.95
79679	UPSIDE	291-6470-601.32-95 PERIODICALS		239.00	239.00
79684	WALL STREET JOURNAL	291-6470-601.32-95 PERIODICALS		539.88	539.88
79686	WAREHOUSE DIRECT	291-6470-601.30-05 OFFICE SUPPLIES		109.56	
		291-6470-601.32-05 PROCESSING SUPPLIES		95.98	205.54
79687	WARREN-NEWPORT PUBLIC LIBRARY	291-6470-601.21-64 ILL 196968643 FEE		8.56	8.56
79692	WORLD BOOK SCHOOL AND LIBRARY	291-6470-601.32-80 BOOKS		999.00	999.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\* Belmont 136,832.39

DEPARTMENT: 64 User Services DIVISION: 80  
79691 WILLIAMS ASSOCIATES ARCHITECTS 291-6480-601.20-05 PROF SERVS OCTOBER 1,392.49

\*\*\*\*\* DIVISION TOTAL \*\*\*\* 1,392.49

\*\*\*\*\* DEPARTMENT TOTAL \*\* 156,631.24

\*\*\*\*\* GRAND TOTAL \*\*\*\*\* 417,700.66

PREPARED 12/10/19, 10:05 AM  
PROGRAM GM348U5

ACCOUNTS PAYACHECK/EFT REGISTER BY FUND  
Village of Arlington Heights

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ACCOUNTING PERIOD 12/2019

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	400,900.66
491	Capital Projects-Library	16,800.00
***** TOTAL ALL FUNDS *****		417,700.66

December 17, 2019

**Arlington Heights Memorial Library**  
**American Express Card Summary**  
**11/30/2019**

#	Count	126	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
1	Czajka	6001-2165	\$	90.00	Cashback Program Fee	CASHBACK PROGRAM FEE	
2	Czajka	6440-2218	\$	432.84	Laurie Wallmark Hotel 11/12-11/14	HAMPTON INN MT PROSP	
3	Czajka	6440-2218	\$	500.00	Wine and Cheese Program fee, 11/6	VINTAGES A FINE WINE	
4	Czajka	6440-3202	\$	49.22	I'm Still Here program supplies 11/23	OFFICEMAX/DEPOT 6066	
5	Czajka	6440-3202	\$	18.34	Laurie Wallmark author visit meal	JIMMY JOHNS - 301 00	
6	Czajka	6440-3202	\$	18.69	Laurie Wallmark author visit meal	5GUYS 0525 QSR 00000	
7	Czajka	6440-3202	\$	24.21	Laurie Wallmark author visit meal	PORTILLOS HOT DOGS #	
8	Czajka	6440-3202	\$	49.89	Refreshments for November programs	TRADER JOE'S #687 Q	
9	Driskell	291-0000-489-9000	\$	(179.67)	Other Income/Rebate	CORPORATE CASHBACK CR	
10	Driskell	6001-2165	\$	90.00	Cashback Program Fee	CASHBACK PROGRAM FEE	
11	Driskell	6001-2203	\$	75.06	Refreshments for Vic Johnson Reception	CENTRAL CONTINENTAL	
12	Driskell	6001-2203	\$	268.65	Staff Training Lunch	LASORELLA DI FRANCES	
13	Driskell	6001-2203	\$	730.00	Staff Team Building	HIDDEN KEY ROOM ESCA	
14	Driskell	6001-2203	\$	134.00	Meeting Supplies	ARMANDS PIZZERIA 000	
15	Driskell	6001-2203	\$	107.00	Meeting Supplies	ARMANDS PIZZERIA 000	
16	Driskell	6001-2270	\$	19.99	Emergency Weather Closing Text Notifications	ONTIMETEL DIALMYCAL	
17	Driskell	6001-2270	\$	50.00	Emergency Weather Closing Text Notifications	ONTIMETEL DIALMYCAL	
18	Driskell	6002-2165	\$	320.00	Constant Contact Monthly Billing	EIG*CONSTANTCONTACT.	
19	Driskell	6002-2165	\$	25.00	Facebook Advertising	FACEBK*2V8Z5PWEQ2	
20	Driskell	6002-2165	\$	2.91	Facebook Advertising	FACEBK*4X8Z5PWEQ2	
21	Driskell	6002-2165	\$	2.00	Facebook Advertising	FACEBK*ALHTVMNB42	
22	Driskell	6002-2165	\$	2.00	Facebook Advertising	FACEBK*SFXBUMJB42	
23	Driskell	6002-2165	\$	25.00	Facebook Advertising	FACEBK*UJJXUP2FQ2	
24	Driskell	6002-2165	\$	3.00	Facebook Advertising	FACEBK*UU5L2N6B42	
25	Driskell	6002-2165	\$	0.21	Facebook Advertising	FACEBK *9BECDMNEN2	
26	Driskell	6002-2165	\$	25.00	Facebook Advertising	FACEBK *ZAECDMMNEN2	
27	Dworianyn	6001-2165	\$	90.00	Cashback Program Fee	CASHBACK PROGRAM FEE	
28	Dworianyn	6001-2242	\$	346.85	Comcast Public Internet	COMCAST CHICAGO	
29	Dworianyn	6010-2005	\$	54.10	PayPal Payflow Pro	PAYFLOW/PAYPAL 0045	
30	Dworianyn	6010-3032	\$	11.99	Youtube Premium Subscription	GOOGLE *YOUTUBEPREMI	
31	Dworianyn	6010-3032	\$	25.00	Github Monthly Subscription	GITHUB	
32	Dworianyn	6010-3032	\$	55.11	Parallels Software	CBI*PARALLELS	
33	Dworianyn	6010-3032	\$	35.00	Trello	TRELLO.COM, ATLOSSIA	
34	Dworianyn	6010-3032	\$	4.99	Amazon Freetime Subscription	AMZNFREETIME*II44A35	
35	Dworianyn	6010-3032	\$	14.99	Spotify Monthly Subscription	SPOTIFY USA	
36	Dworianyn	6010-3032	\$	660.00	Volgistics Volunteer Database Renewal	VOLGISTICS INC 0230	
37	Dworianyn	6010-3232	\$	10.61	iTunes App for Teens	APPLE.COM/BILL	
38	Dworianyn	6010-3232	\$	129.00	Blackfire.io	BLACKFIREIO INC.	
39	Dworianyn	6010-3232	\$	49.00	Riddle.com Monthly Subscription	RIDDLE.COM SUBSCRIPT	
40	Ekl	291-0000-140-0500	\$	305.00	PLA Conference - D Smart	PLA	
41	Ekl	6001-2165	\$	59.19	Checks for Finance	WAL-MART CHECK PRINT	
42	Ekl	6001-2203	\$	562.53	LMCC Conference Hotel - P Aichele	HYATT REGENCY ST.LOU	
43	Ekl	6001-2203	\$	562.53	LMCC Conference Hotel - A Harder	HYATT REGENCY ST.LOU	
44	Ekl	6001-2203	\$	0.01	YALSA Hotel- A Son	SHERATON MEMPHIS DOW	
45	Ekl	6001-2203	\$	461.69	YALSA Hotel- A Son	SHERATON MEMPHIS DOW	
46	Ekl	6001-3005	\$	(2.77)	Check Endorsement Stamps for Finance	THESTAMPMAKER	
47	Ekl	6001-3005	\$	47.17	Check Endorsement Stamps for Finance	THESTAMPMAKER	
48	Ekl	6001-5015	\$	(109.62)	Staff Room Furniture	IKEA.COM 337624626	
49	Ekl	6001-5015	\$	1,912.60	Staff Room Furniture	IKEA.COM 337624626	
50	Ekl	6002-2210	\$	28.19	Business Cards	VISTAPR*VISTAPRINT.C	
51	Ekl	6002-2210	\$	74.77	Business Cards	VISTAPR*VISTAPRINT.C	
52	Ekl	6002-2210	\$	24.19	Business Cards	VISTAPR*VISTAPRINT.C	
53	Ekl	6002-2219	\$	24.19	Business Cards	VISTAPR*VISTAPRINT.C	
54	Ekl	6002-3005	\$	329.00	Fonts	MYFONTS INC	
55	Ekl	6003-4070	\$	248.03	Staff Thanksgiving Dinner	IN *TASTY CATERING	
56	Ekl	6003-4070	\$	1,322.60	Staff Thanksgiving Lunch	IN *TASTY CATERING	
57	Ekl	6003-4070	\$	(4.41)	Pies for Volunteer Event	BAKERS-SQUARE-REST #	

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
58	Ekl	6003-4070	\$ 200.47	Pies for Volunteer Event	BAKERS-SQUARE-REST #
59	Ekl	6010-5012	\$ (81.19)	Laptop for Youth Services Outreach	APPLE ONLINE USA
60	Ekl	6010-5012	\$ 1,380.19	Laptop for Youth Services Outreach	APPLE ONLINE USA
61	Ekl	6401-3201	\$ 32.86	November Tween DIY Kit	MICHAELS #9490
62	Ekl	6401-3201	\$ 62.79	Teen Volunteer Kit	JOANN STORES ONLINE.
63	Ekl	6401-3201	\$ 17.94	Teen Volunteer Kit	JOANN STORES ONLINE.
64	Ekl	6405-2202	\$ 40.00	ITBE Membership - A Duffey	ITBE ORG 00-08029634
65	Ekl	6420-3290	\$ 749.25	Receipt Paper	BT*POSPAPER.COM
66	Ekl	6440-3202	\$ 37.18	Thank You Card Program Supplies	CLEARBAGS 0848700521
67	Ekl	6440-3202	\$ (0.85)	DIY Gift Supplies	WALMART.COM
68	Ekl	6440-3202	\$ 53.99	DIY Gift Supplies	WALMART.COM
69	Ekl	6440-3202	\$ 392.19	Pop-Up Cookie Jar Program 12/15	THE WEBSTARRANT STOR
70	Ekl	6440-3202	\$ 24.99	Food Safety Kit Tote	TARGET.COM * 3991
71	Ekl	6440-3202	\$ 19.69	Holiday Gift Making Supplies	HOBBY LOBBY ECOMM 00
72	Ekl	6450-3005	\$ 15.98	Office Supplies	HOMEDEPOT.COM
73	Ekl	6450-5015	\$ 245.00	Charge Tech Replacement Cables	BLT*CHARGEYTECH
74	Ekl	6470-3205	\$ (3.17)	Processing Supplies	REALLY USEFUL BOXES
75	Ekl	6470-3205	\$ 45.42	Processing Supplies	REALLY USEFUL BOXES
76	Ekl	6470-3290	\$ 172.10	Removable Labels	ONLINE LABELS
77	Szymanek	6001-2165	\$ 90.00	Cashback Program Fee	CASHBACK PROGRAM FEE
78	Szymanek	6004-3275	\$ 100.00	AV Materials - P Noakes	EN-VISION AMERICA IN
79	Szymanek	6004-3275	\$ 24.99	AV Materials - P Noakes	ENVISIONAMERICA.COM
80	Szymanek	6004-3275	\$ 31.58	AV Materials - P Noakes	MAXI-AIDS/HEAR MORE
81	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
82	Szymanek	6470-3275	\$ 141.96	AV Materials	TARGET.COM * 3991
83	Szymanek	6470-3275	\$ (119.00)	AV Materials	AMAZON PRIME
84	Szymanek	6470-3275	\$ (49.98)	AV Materials	AMAZON PRIME
85	Szymanek	6470-3275	\$ 20.00	AV Materials	CAITLINCANTY.COM
86	Szymanek	6470-3275	\$ 17.50	AV Materials	SP * THE ELOVATERS
87	Szymanek	6470-3275	\$ 19.99	AV Materials	TARGET.COM * 3991
88	Szymanek	6470-3275	\$ (12.99)	AV Materials	AMAZON PRIME
89	Szymanek	6470-3275	\$ 12.99	AV Materials	AMAZON PRIME
90	Szymanek	6470-3275	\$ 12.99	AV Materials	AMAZON PRIME
91	Szymanek	6470-3275	\$ 119.00	AV Materials	AMAZON PRIME
92	Szymanek	6470-3275	\$ 59.99	AV Materials	BARNES&NOBLE.COM-BN
93	Szymanek	6470-3275	\$ 119.00	AV Materials	AMAZON PRIME
94	Szymanek	6470-3275	\$ 299.95	AV Materials	TARGET.COM * 3991
95	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
96	Szymanek	6470-3275	\$ 142.27	AV Materials	TURNER CLASSIC MOVIE
97	Szymanek	6470-3275	\$ 74.76	AV Materials	WALMART.COM
98	Szymanek	6470-3275	\$ 69.35	AV Materials	SP * KANYE WEST MUSI
99	Szymanek	6470-3275	\$ 72.13	AV Materials	SP * LIMITED RUN
100	Szymanek	6470-3275	\$ 160.11	AV Materials	SP * LIMITED RUN
101	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
102	Szymanek	6470-3275	\$ 56.24	AV Materials	TARGET.COM * 3991
103	Szymanek	6470-3275	\$ 17.75	AV Materials	PAYPAL *CHB LLC
104	Szymanek	6470-3275	\$ 15.00	AV Materials	BANDCAMP WILDERUN
105	Szymanek	6470-3275	\$ 146.09	AV Materials	CAROLINA BIOLOGICAL*
106	Szymanek	6470-3275	\$ 197.97	AV Materials	BESTBUYCOM8056548638
107	Szymanek	6470-3275	\$ (0.01)	AV Materials	SP * BBC SHOP US
108	Szymanek	6470-3275	\$ 191.15	AV Materials	SP * BBC SHOP US
109	Szymanek	6470-3275	\$ 208.00	AV Materials	SP * ARTIFACT PUZZLE
110	Szymanek	6470-3275	\$ 261.75	AV Materials	SP * LIMITED RUN
111	Szymanek	6470-3275	\$ 49.99	AV Materials	SP * SLUGS AND BUGS
112	Szymanek	6470-3275	\$ 39.98	AV Materials	SLING.COM
113	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
114	Szymanek	6470-3280	\$ (119.00)	Books	AMAZON PRIME
115	Szymanek	6470-3280	\$ 20.00	Books	RADIANCEFOUNDATION
116	Szymanek	6470-3280	\$ 9.99	Books	AMAZON.COM*ZE69H1YZ3
117	Szymanek	6470-3295	\$ 272.00	Periodicals	TURNAROUND LETTER
118	Szymanek	6470-3295	\$ 30.00	Periodicals	HOFFMAN MEDIA STORE
119	Szymanek	6470-3295	\$ 41.28	Periodicals	KAF*BAKER'S CATALOG
120	Szymanek	6470-3295	\$ 295.00	Periodicals	PRUDENTSPEC

<b>#</b>	<b>CARDHOLDER</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>	<b>VENDOR</b>
121	Szymanek	6470-3295	\$ 10.45	Periodicals	SP * WSJ SHOP
122	Szymanek	6470-3295	\$ 17.99	Periodicals	TASTE OF THE SOUTH
123	Szymanek	6470-3295	\$ 14.99	Periodicals	COOKINGWITHPAULADEEN
124	Szymanek	6470-3295	\$ 18.49	Periodicals	MY MAG STORE 6500000
125	Szymanek	6470-3295	\$ 21.00	Periodicals	PAYPAL *NWSGS
126	Szymanek	6470-3295	\$ 5.00	Periodicals	BT*ALTPRESS MEDIA
			<u><u>\$ 16,911.35</u></u>		

December 17, 2019

**Arlington Heights Memorial Library**  
**Mastercard Summary**  
**11/30/2019**

Count	9			
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
Distel	6002-2203	\$ 10.00	NWSCC Meeting - M Hastings	District 214
	6010-3032	\$ 42.49	Game for XBOX	Microsoft
	6010-3032	\$ (2.50)	Game for XBOX	Microsoft
	6010-3032	\$ 230.95	Games for Playstation	Playstation
	6440-3202	\$ 31.62	Pizza for TAB 11/10	Rosati's
	6440-3202	\$ 25.44	Pizza for Inklings Program	Domino's
	6440-3202	\$ 37.96	Pizza for Like a Boss	Domino's
	6440-3202	\$ (12.03)	Pizza for Like a Boss	Domino's
	6470-3280	\$ (119.00)	Books	Amazon Prime

\$ 244.93

December 17, 2019

**Arlington Heights Memorial Library**  
**Special Funds Summary**  
**11/29/2019**

Count 55

#	Account	Amount	Description	Staff
<b>Check # 1558 – AHML – Petty Cash</b>				
1	11/4/2019 6001-2203	\$ 19.04	Travel/Training	L Dakas
2	11/11/2019 6420-3290	\$ 3.87	Circulation Supplies	R Moravec
3	6401-2203	\$ 49.94	Travel/Training	L Dakas
4	6001-5015	\$ 40.00	Other Equipment	M Driskell
5	6401-2203	\$ 15.42	Travel/Training	M Ramsland
6	6430-2203	\$ 3.25	Travel/Training	E Akdeniz
7	6430-2203	\$ 2.90	Travel/Training	E Akdeniz
8	6470-3295	\$ 8.00	Periodicals	M Szymanek
9	6401-2203	\$ 15.95	Travel/Training	T Dantis
10	6405-2203	\$ 12.53	Travel/Training	D Malik
11	6430-2203	\$ 7.02	Travel/Training	J McDonnell
12	6001-2203	\$ 9.00	Travel/Training	S Distel
13	6405-2203	\$ 32.02	Travel/Training	C Shin
14	11/18/2019 6405-2203	\$ 28.88	Travel/Training	R Thornton
15	6401-3202	\$ 29.97	Program Events	S Hill
16	6440-3202	\$ 14.48	Program Events	A Gourley
17	6420-3290	\$ 27.00	Circulation Supplies	R Moravec
18	6001-2203	\$ 21.64	Travel/Training	A Garcia
19	6003-4070	\$ 29.98	Employee Recognition Program (DSSC)	S Goswami
20	6003-2203	\$ 21.80	Travel/Training	J Begich
21	6003-4070	\$ 14.48	Employee Recognition Program	J Begich
22	6001-2203	\$ 17.13	Travel/Training	J Moravec
23	6001-2205	\$ 10.04	Postage	J Doren
24	6440-3202	\$ 15.65	Program Events	M Papanastassiou
25	6401-2203	\$ 21.29	Travel/Training	E Mather
26	6401-3201	\$ 26.27	Program Supplies	A Son
27	6401-3201	\$ 49.60	Program Supplies	A Son
28	11/25/2019 6405-2203	\$ 46.17	Travel/Training	C Shin
29	6001-2203	\$ 46.44	Travel/Training	M Driskell
30	6001-2203	\$ 46.10	Travel/Training	S Distel
31	6001-2203	\$ 32.00	Travel/Training	J Doren
32	6405-2203	\$ 18.10	Travel/Training	D Malik
33	6410-2203	\$ 12.64	Travel/Training	J Duncan
34	6405-2203	\$ 5.68	Travel/Training	B Nohra
35	6003-4070	\$ 48.64	Employee Recognition Program	S Distel
36	6440-3202	\$ 39.98	Program Events	T Recklaus
37	6440-3202	\$ 48.00	Program Events	T Recklaus
38	6420-2203	\$ 16.82	Travel/Training	M Rountree
39	6405-3201	\$ 6.67	Program Supplies	A Lowery
40	11/30/2019 6440-3202	\$ 9.00	Program Events	A Belford
41	6440-3202	\$ 18.01	Program Events	J Pinotti
42	6440-2203	\$ 36.60	Travel/Training	S Ryan
43	6401-2203	\$ 4.29	Travel/Training	E Muszynski
44	6401-2203	\$ 23.55	Travel/Training	K McGuire
45	6003-4070	\$ 23.67	Employee Recognition Program	J Moravec
46	6001-3272	\$ 25.49	Special Events	J Moravec
47	6001-3272	\$ 47.63	Special Events	J Moravec
48	6001-2203	\$ 42.97	Travel/Training	J Moravec
49	6003-4070	\$ 4.99	Employee Recognition Program	J Moravec
50	6001-2203	\$ 12.99	Travel/Training	J Moravec
51	6001-3272	\$ 36.72	Special Events	J Moravec
52	6410-2203	\$ 32.93	Travel/Training	J Duncan
53	6001-2203	\$ 45.44	Travel/Training	J Duncan
54	6405-2203	\$ 32.93	Travel/Training	E Ludemann
55	6420-2203	\$ 3.13	Travel/Training	M Maier
		<u>\$ 1,314.73</u>		

To: Board of Library Trustees  
From: Mike Driskell  
Date: December 17, 2019  
Re: Update of Makerspace project

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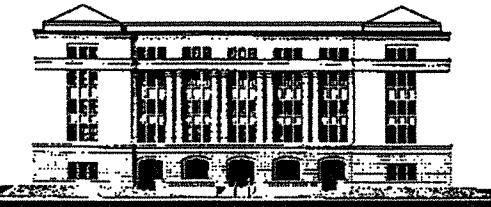
Staff and a representative from Williams Architects will provide an update on the progress of the makerspace building project at 112 North Belmont Avenue.

To: Board of Library Trustees  
From: Shannon Distel  
Date: December 17, 2019  
Re: Illinois State Library FY2020 Public Library Per Capita Grant Application

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Please find attached a draft of the library's Illinois State Library FY2020 Illinois Public Library Per Capita and Equalization Aid Grant application.

Suggested motion: **The Board of Library Trustees approves the Illinois Public Library Per Capita and Equalization Aid Grant application.**



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 GRANT APPLICATION

As required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: Arlington Heights Memorial Library

2. Library's control number: 30019 Branch number: 00

3. Contact information of the person completing this grant application:

Preparer's name: Mike Driskell  
(First name) (Last name)

Preparer's title: Executive Director

Preparer's phone number: (847) 506-2615

Preparer's email: mdriskell@ahml.info

4. Population Served: 75,101

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (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 submit appropriate and substantial supporting information, including a certified population. 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.

5. **Standards Chapter Review, Public Service:** The library director and the Board of Trustees shall review Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

The library director and the Board of Library Trustees reviewed and discussed Chapter 3, "Personnel" of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014". The library is in compliance with all personnel standards.

6. **Trustees Fact File:** The Board of Trustees shall review chapters 11-14 and all appendices of the "Trustee Facts File Third or Fourth Edition"— <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trustefacts.pdf>.

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

The library's Board of Library Trustees have reviewed chapters 11-Appendices of the "Trustee Facts File Third or Fourth Edition. There are no modifications planned for the forth-coming year.

- 7. Continuing Education:** Library staff and at least one trustee shall have completed an educational program in calendar year 2019 focusing on organization management. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System and the Illinois Library Association. The library may choose to have an in-house staff day and have someone come in to discuss organizational management. Because libraries throughout the state vary in staff size and need, the individual library will decide on the area of focus.

List the organization management program attended and indicate any modification to current practices or policies that may occur in the forthcoming year.

Staff and the Board of Library Trustees have completed at least one of the following educational programs during 2019:

Librarian Evolution: Libraries Thrive When We Change  
Purposeful Innovation: Idea Management for Libraries  
Above and Beyond: Developing a Culture of Organizational Citizenship  
Incubate Leadership @ Your Library  
Build Your Learning Culture: The Whole Organization Approach

Current practices for project management and organizational communication may be modified in the forthcoming year.

- 8. Outreach:** Having familiarized library staff and the Board of Trustees with the Illinois Digital Archives (IDA): <http://www.idaillinois.org/> and the Digital Public Library of America (DPLA): <https://dp.la/>, does the library have a collection of original source materials relevant to Illinois' history and culture that would be appropriate for possible inclusion in the DPLA and the IDA? Would the library like to receive a follow up call from the Illinois State Library? Yes  No

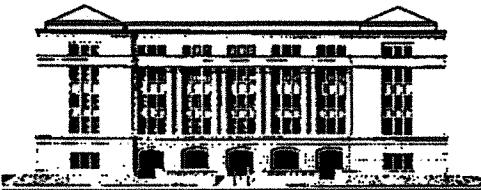
Describe the library's role in the collection, exhibition and promotion of local history in your community.

The library has a collection of original source material that is relevant to the history and culture of Arlington Heights. A follow up call from the Illinois State Library would help determine the appropriateness of possible inclusion in the DPLA and the IDA.

The Arlington Heights Memorial Library values local history as the most important aspect of the library's genealogy collection. Unique to the Arlington Heights Memorial Library, the local history collection consists of books, brochures, church records, maps, newspapers and yearbooks. The library's Genealogy and Local History Librarian is actively collecting local history materials as they become available and will continue to house the collection together for easier customer discoverability and access. The library promotes local history through programming, the collection and community partnerships. Local history and genealogy programs in 2019 included: "How To Organize All This Genealogy Stuff", "Military Records for Genealogists" and "Processing Family Papers". A partnership between the library and the Illinois State Genealogical Society resulted in the program, "Illinois State Genealogical Society: Resources and History", and a library user's family history project resulted in the program "Finding Morris: Sharing Family History".

- 9. 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

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**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: 2018

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 remodeling, 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: Shannon Distel  
CC: Mike Driskell  
Date: December 17, 2019  
Re: Human Resources Policy - Hiring of Relatives

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As discussed at the December Committee of the Whole meeting, based on requests from staff and suggestions from Human Resources, attached is a recommendation to remove the restriction of prohibiting family members from working in the same department.

Suggested motion: **The Board of Library Trustees approves revisions to Human Resources Policy – Hiring of Relatives.**

## **HIRING OF RELATIVES**

The library encourages referrals and applications from existing employee's family members. The library will avoid perceptions of favoritism and conflict of interest during the interview and hiring process.

For the purposes of this policy, a "relative" is any person who is related by blood, marriage or civil union, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. Relatives of current employees may be hired only if they will not be working directly for or supervising a relative in the same line of authority within the organization.

Library employees cannot be transferred into such reporting relationships. If a relative relationship is established after employment, individual preferences may be considered as to who will be transferred. However, the decision about what is ultimately best for the library will be made by the executive director. Relatives of the Board of Library Trustees or the executive director may not be employed at the library.

Exceptions to this policy may be granted by the executive director.

## **HIRING OF RELATIVES**

~~The employment of relatives in the same area of an organization may cause conflicts with perceived favoritism.~~

**The library encourages referrals and applications from existing employee's family members. The library will avoid perceptions of favoritism and conflict of interest during the interview and hiring process.**

For the purposes of this policy, a "relative" is any person who is related by blood, marriage or civil union, or whose relationship with the employee is similar to that of persons who are related by blood or marriage. Relatives of current employees may be hired only if:

1. ~~t~~They will not be working directly for or supervising a relative in the same line of authority within the organization. ~~This applies to any relative, higher or lower in the organization, who has the authority to review employment decisions about the relative.~~

and

2. ~~they will not be coworkers in the same department as a relative.~~

Library employees cannot be transferred into such reporting relationships. If a relative relationship is established after employment, individual preferences may be considered as to who will be transferred. However, the decision about what is ultimately best for the library will be made by the Executive Director. Relatives of the Board of Library Trustees or the Executive Director may not be employed at the library.

~~In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.~~ Exceptions to this policy may be granted by the Executive Director.

To: Board of Library Trustees  
From: Mike Driskell  
Date: December 17, 2019  
Re: Human Resources Policy - Alcohol and Drug Use

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As discussed at the December Committee of the Whole meeting, with the passage of Illinois' HB 1438 legalizing recreational cannabis going into effect January 1, 2020, we are proposing changes to our Human Resources policy regarding alcohol and drug use. These changes prohibit the possession, use, or being under the influence of cannabis or THC-infused products while at work. The attached policy includes changes recommended by the library's attorney.

**Suggested motion: The Board of Library Trustees approves revisions to Human Resources Policy – Alcohol and Drug Use, effective January 1, 2020.**

## ALCOHOL AND DRUG USE

The Arlington Heights Memorial Library (“Library”) is an alcohol and drug-free workplace.

As such, the use, sale, manufacture, possession, or distribution of alcohol, cannabis, cannabis or THC-infused products, drugs or other controlled substances without a prescription is prohibited in any library workplace including, but not limited to:

- any library facility;
- property owned by the library or used to run library programs;
- library rented, leased or owned vehicles; or
- while conducting library business.

An employee may not report to work under the influence of alcohol, cannabis, cannabis or THC-infused products, drugs or other controlled substances for which the employee does not have a prescription. Additionally, cannabis, cannabis or THC-infused products, drugs or other controlled substances an employee does not have a prescription for are not permitted in library facilities or on library property, and library funds may not be used to purchase any of the same.

Violations of this policy may lead to disciplinary action, up to and including termination of employment. If there is any doubt about the employee's alcohol or drug use on the job or while on library property, the library may require the employee to take a drug or alcohol test. Depending on the circumstances, other action(s), including but not limited to notification of appropriate law enforcement agencies may be taken with respect to a violation of this policy.

An employee must notify the library of a criminal conviction for a drug-related activity occurring in the workplace within five days of the conviction.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals. Employees with questions or concerns about substance dependency or abuse are encouraged to use the library's employee assistance program.

Employees operating a vehicle requiring a commercial driver's license (CDL) are prohibited from using illegal drugs, pursuant to federal law, at all times and are

subject to random drug and alcohol tests. Under the Federal Drug Free Workplace Act, Cannabis and Cannabis infused products are considered illegal drugs.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should contact their supervisor or Human Resources.

## **ALCOHOL AND DRUG USE**

**The Arlington Heights Memorial Library (“Library”) is an alcohol and drug-free workplace.**

**As such, the use, sale, manufacture, possession, or distribution of alcohol, cannabis, cannabis or THC-infused products, drugs or other controlled substances without a prescription is prohibited in any library workplace including, but not limited to:**

- **any library facility;**
- **property owned by the library or used to run library programs;**
- **library rented, leased or owned vehicles; or**
- **while conducting library business.**

**An employee may not report to work under the influence of alcohol, cannabis, cannabis or THC-infused products, drugs or other controlled substances for which the employee does not have a prescription. Additionally, cannabis, cannabis or THC-infused products, drugs or other controlled substances an employee does not have a prescription for are not permitted in library facilities or on library property, and library funds may not be used to purchase any of the same.**

~~The library will not tolerate the use of alcohol, intoxicants, or illegal drugs at work. While on library premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, or illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. If there is any doubt about the employee's alcohol or drug use on the job or while on library property, the library may require the employee to take a drug or alcohol test. Depending on the circumstances, other action(s), including but not limited to notification of appropriate law enforcement agencies may be taken with respect to a violation of this policy.~~

~~The library adheres to the Drug Free Workplace Act. Therefore, An employee must notify the library of a criminal conviction for a drug-related activity occurring in the workplace within five days of the conviction.~~

~~The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.~~

Employees with questions or concerns about substance dependency or abuse are encouraged to use the library's employee assistance program.

**Employees operating a vehicle requiring a commercial driver's license (CDL) are prohibited from using illegal drugs, pursuant to federal law, at all times and are subject to random drug and alcohol tests. Under the Federal Drug Free Workplace Act, Cannabis and Cannabis infused products are considered illegal drugs.**

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should contact their supervisor or the Human Resources Director.

To: Board of Library Trustees  
From: Shannon Distel  
CC: Mike Driskell  
Date: December 17, 2019  
Re: Policy 1.105 Membership in Professional Associations and Conference Attendance

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As discussed at the December Committee of the Whole meeting, attached is a recommendation to the board to clarify the policy and reflect equity for staff participation in professional associations.

Suggested motion: **The Board of Library Trustees approves revisions to Policy 1.105 Membership in Professional Associations and Conference Attendance.**

## **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 and professional development benefits of state and 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 the Illinois Library Association (ILA) and the American Library Association (ALA) and divisions with the most relevancy to the individual staff member's position with the library may be paid by the library if approved by the executive director.

Whenever possible, time with pay is allowed to staff members to attend library conferences and other professional meetings. 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 meetings and conferences should be made to the appropriate supervisor with final approval made by the executive director.

## **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 **and professional development** benefits of **state and 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 **the Illinois Library Association (ILA), and the American Library Association (ALA); and up to two ALA divisions with the most relevancy to the individual staff member's position with the library** 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: Mike Driskell  
Date: December 17, 2019  
Re: One Book One Village Wrap Up

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Staff members from the One Book, One Village Planning Committee, Jennifer Czajka, Manager of Program & Exhibits, Jolie Duncan, Manager of Info Services, and Pat Aichele, Communications and Marketing Specialist will present statistics and highlights from the library's 2019 One Book, One Village program.



# A Look Back

From start to finish, Arlington Heights readers took the journey.

## INCREASING ENGAGEMENT IN NEW WAYS

OBOV 2019 introduced a new twist: a first-time community vote. We presented a ballot of three books, inviting the community to vote in person and online. The top vote getter was our very successful 6th annual read: ***The Feather Thief: Beauty, Obsession and the Natural History Heist of the Century*** by Kirk Wallace Johnson.

### THROUGH A COMMUNITY VOTE

1,150 voters

808 opted into new, customized email list (70%)

4 email updates curated for the new list

64% open rate for "And the Winner Is" (increase of 256% over avg.)

1,439 total opens by this list with strong % of click throughs

### Compelling Videos

4 staff videos

5,600 highest Facebook reach of a single staff video

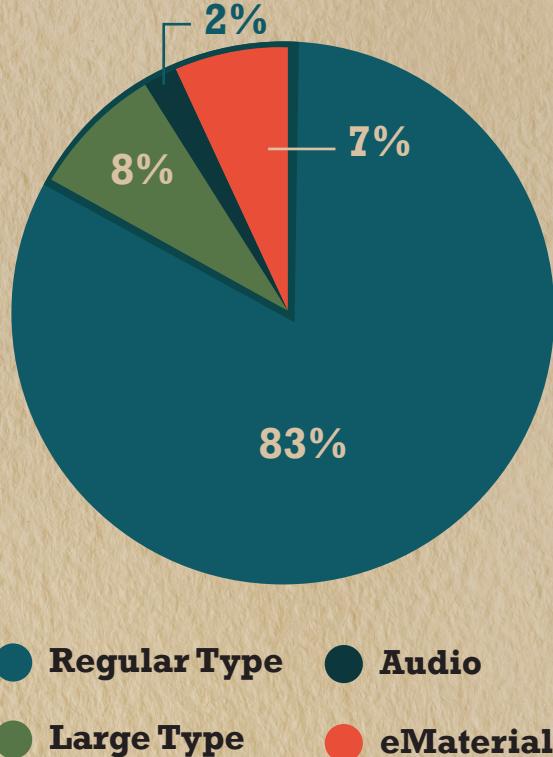
1,700 interactions & engagements (clicks, likes, shares)

3 authors who shared the videos

## HIGHEST CIRCULATION

since 2015

2,162 readers



## EXTENDING LEARNING

THROUGH PROGRAMS

- 903 attendees total
- 340 met the author
- 13 program sessions
- 2 new local partners\*
- 7 live birds in the building



**Parrot Stars** introduced 165 attendees to their beautiful birds in an educational event designed to entertain every age.

**Arlington Heights Camera Club** presented a hands-on, skill-building Nature Photography workshop for 14 adult residents.

## PROGRAM ATTENDEES

WERE OBSERVED

- expressing their creativity
- learning new skills
- connecting across generations
- sharing their love of the book
- to be more diverse in age & gender than past OBOVs!



This was an amazing class;  
I've never done anything  
like this in my life! 

## READERS CONNECTED

OVER DISCUSSIONS

- 111 attended library discussions
- 10 offered in total
- 5 in the community
- book groups
- 15 checked out book sets to host their own discussions
- 1 lucky book group met the author over dinner
- 2 new discussions

## IMPROVED STAFF ENGAGEMENT

20

staff members attended an event to discuss *The Feather Thief*, play trivia around the book and build excitement for the OBOV initiative.

## DELIVERED UNDER BUDGET

\$9,763	Collection
\$11,229	Author Visit
\$2,378	Programs & Discussions
\$2,188	Marketing/Promotion

\$5,700 of this funded by FOL



**Executive Director's Report**

December 2019

**What's New @ AHML****Veteran and Armed Forces Library Cards**

Special Veteran and Armed Forces library cards were introduced at the 9<sup>th</sup> annual Veterans Celebration and Breakfast at the Lutheran Home. This new card provides special benefits for veterans and active armed forces members living in Arlington Heights. Greg Zycy, Library Board President, Mike Driskell, Executive Director, Mary Hastings, Communications and Marketing Director, Lisa Costin, Substitute Circulation Assistant, and members of the Arlington Heights Memorial Library Foundation represented the library at the event. During the event, the first three cards were presented to veterans.



Since its introduction, the card has been popular with 151 residents registering for the unique benefits. Twelve of these veterans even registered for their very first Arlington Heights Memorial Library card due to the new service. Lisa Costin was on hand to register veterans for the benefits at the breakfast and at the Arlington's performance at the library later that afternoon. Veterans have been very enthusiastic about the card and the perks it offers. Almost 150 customers asked questions and received more information on what they need to bring in to obtain this unique Veteran card at the events. We issued ten cards at the breakfast and five at the Arlington's performance.

**New Library of Things Offerings:**

- *DJI Osmo Pocket* – A compact, 3-axis stabilized handheld camera that shoots high-quality 4K video content and images. It is a perfect device for blogging, selfies or any easy to shoot professional-looking video content.
- *Nintendo Switch Ring Fit Adventure* – The latest exercise accessory for the super popular Nintendo Switch gaming console
- *Car accessibility kit* (includes a car cane and seat belt grabber)
- *ScripTalk Station* (a prescription-reading device)
- *Paper shredder*
- *Blood pressure monitor*



A customer checked out Trivial Pursuit from the Library of Things (LOT) to avoid awkward silences with the in-laws at Thanksgiving. "It worked! Everyone had a great time and there was never a lull in conversation. Thanks for saving my holiday, LOT!"

## Local History Digitization Project

Genealogy and Local History Librarian Jaymie Middendorf coordinated the digitization of the Arlington Day newspaper. We are the sole owner of the full run of the paper, dated from 1966 to 1970. With this project, we are able to make this resource publicly available through the [Internet Archive](#).

The screenshot shows the Internet Archive's collection page for "The Arlington Day newspaper from January 1966 to June 1970 for Arlington Heights, Illinois." At the top, there is a logo for "INTERNET ARCHIVE" and a title card with the newspaper's name and its publication period. To the right are links for "Share," "Favorite," "RSS," and "Play All". Below the title, a sub-headline reads "The Arlington Day newspaper from January 1966 to June 1970 for Arlington Heights, Illinois." The main interface includes tabs for "ABOUT" and "COLLECTION", with "COLLECTION" being the active tab. It displays 50 results. A search bar says "Search this Collection" with options for "Metadata" and "Text contents". On the left, there are filters for "PART OF" (Arlington Heights Memorial Library Collection, American Libraries), "Media Type" (texts, 50), "Year" (1967, 2; 1966, 48), and "Topics & Subjects" (Arlington Heights, Newspaper, Illinois, microfilm, genealogy, local history, Wheeling Township, Elk, 50). The main area shows thumbnail previews of 10 newspaper pages arranged in two rows of five. Each preview includes the newspaper's name, publisher, and a small rating section.

## Diversity and Inclusion

### El Cafecito

Business Services' Librarian Diane Malik collaborated with Bilingual Advisor Catalina Shin and bookmobile driver Al Garcia to host "El Cafecito." Northwest Hispanic Chamber of Commerce facilitated this event to bring business owners together to network and share their experiences. Thirty-six community members attended this lively session. They exchanged contact information to see where their projects, needs or ability to help one another might overlap.



## Celebrate Hispanic Heritage

Circulation Assistant Maggie Rountree and Bilingual Advisor Catalina Shin attended *The Hispanic Heritage Celebration* at the opening night of the Windy City Bulls. With over 150 people in attendance, 76 stopped by with questions. While many visitors were not from Arlington Heights, many were interested in learning about the library's English as a Second Language (ESL) and bilingual programs. We registered five people as reciprocal borrowers.

## Celebrate Our Cultures Festival

On Saturday, November 16, over 500 customers visited the library to celebrate diversity in our community at Celebrate Our Cultures.

Programs and Exhibits Specialist Tracy Recklaus and Youth Services Program Specialist Maureen Vela collaborated with Bilingual Specialist Catalina Shin as well as staff across the library to develop and curate the event. The day kicked off with an Indian Dance Performance in the Hendrickson Room, attracting more than 200 viewers, and continued with a multicultural fair on the first floor. Attendees were given passports and encouraged to visit all nine countries to earn passport stickers, as well as visit our ESL table and enjoy individually packaged snacks from a variety of different countries.



Community members, including library staff, ESL volunteers and exchange students, hosted tables representing nine countries. Each had many unique facets of their culture on display: traditional crafts, costumes, photos, video, music and unique artifacts. ESL Advisor Allie Gourley represented the ESL office sharing information about the ESL programs with over 40 people. Bilingual Advisor Catalina Shin hosted a table to share information about Colombian culture. Circulation Assistant Viola Starenda and Material Assistant Dennis Nedkov also participated in the Multicultural Festival with tables representing the history and culture of Poland (Viola) and Bulgaria (Dennis). Dennis' picture even made it into the Daily Herald!



*"I had so much fun at the International fair today. God bless each and every one of you for all the hard work you put into it. I felt like a kid at Christmas today. I was able to relax and talk to folks I'd never seen in the area. Thank you from the bottom of my heart."*



*"My students and I thought the event was amazing! Thank you for organizing this event and inviting my students to participate."*

## Misión San Juan Diego

Bookmobile driver Al Garcia, Circulation Assistant Mary Weber and library volunteer Lia greeted 196 people at Misión San Juan Diego. Over 50 people came on to the bookmobile to talk about ESL programs, citizenship interview practices and other library programs and services.

## Library Delivery Services (LDS)

In November, we made 128 deliveries and circulated over 1,200 items. Several of our LDS customers shared their thankfulness for our service through cards, phone calls and in-person comments



Janet McDonnell, Senior and Accessible Services Advisor loads items into the library van for a visit to Waverly Inn.

## Library Highlights

### **Recipe Box Painting and Cookie Recipe Swap!**

As part of our celebration of Culinary Curiosity, developed by Program Specialists Megan Young and Tracy Recklaus, community members were invited to share beloved cookie recipes. Registrants were instructed to email or drop off their recipes ahead of time that allowed us to format and print them on beautiful, ready to bake with, recipe cards. An amazing 20 recipes were shared by attendees! At the event, 23 attendees had the chance to hand paint a recipe box with their first round of recipes ready to collect and insert. Large tables encouraged people to sit with their neighbors and light music encouraged a social atmosphere. One customer attended with her mother and they painted the recipe boxes for daughter and daughter-in-law, sharing through the generations. All tables engaged in lively conversation about cooking, painting and more. Several brave bakers got on the mic and shared details or stories about the recipe they brought which added a lot to the event. Attendees were asked to take and share photos of their new recipe boxes in their kitchen and the cookies they bake with their new recipes!

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*"I come in every week for a stack of picture books to read to my grandkids in Florida over Skype. It's my only interaction with them and I love that I can delight them each day with new, fun selection."*

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## Wine & Cheese Tasting at Vintages

On November 6, forty-four lucky community members joined us at Vintages Wine Shop where they were invited to indulge their Culinary Curiosity by exploring a variety of wines. Two distributors poured samples, shared information about the different blends and properties and answered attendee questions knowledgeably. Vintages also created a handout to guide attendees in pairing each wine with cheeses. Programs and Exhibits Specialists Megan Young and Sam Ryan mingled with attendees throughout the store and event, noting multiple couples attended for date night and a



ahml



DD Liked by livelylibrarian and 24 others

ahml That's a wrap! Jonathan, one of our two wine connoisseurs, is pictured here happily doing what he does best - pouring wine and telling us all about what makes it unique. You could almost say it's a...culinary curiosity. 😊

... few groups attended together for a girls' night out. When asked what they enjoyed most, survey respondents shared: *a local event; the quality of wines; the taste testing; Learning how to accompany different foods with wines; and Fun gathering!*

A live Instagram feed gave our customers at home a sneak peek of the wine & cheese experience. All posts increased engagement around the event and ongoing exhibit.



ahml



DD Liked by meganlwhy and 29 others

ahml One of our regular customers just enjoying the fine wines and delicious cheeses! Next week we'll have a fudge demo and tasting...see you all there? 😊 #vintages #wine

## Vintage Holiday Foods

Forty-six customers attended this unique program on November 20, paying homage to the vintage foods of our childhood holidays. Programs and Exhibits Specialist Megan Young hosted the event, presented by vintage enthusiast, foodie and librarian Amy Alessio. This trip to nostalgia, complete with samples of five different holiday treats and a take-home packet of vintage recipes, really got customers in the mood for the holidays.

## You're Going to be a Big Brother or Big Sister!

On November 14, Youth Services staff developed and presented a program for younger big brothers or big sisters ages 2-5 with adults, focusing on their special role in their growing family. Nineteen people participated in a short story time and visited activity stations, using baby dolls to demonstrate how to gently hold and handle babies. Older siblings did a simple craft to help decorate the new baby's room and wrapped a pair of socks as a gift for when the baby arrives. The program was well received, and the adults enjoyed the opportunity for hands-on activities and time to talk with their child in preparation for a new baby.

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*"Thanks so much for your time! When I get the book done that I'm revising, I plan to try to find some way to reward all of you at the AHML. I couldn't have done it without you!!!!"*

*- local author and interlibrary loan customer*

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## **Teens Getting Creative with 3D Printing**

Teen Advisor Kate Henry and Technology Instruction Coordinator David Olichwier collaborated to introduce teens to CAD (computer-aided design) software and the art of 3D modeling at the 3D Print a Planter program on November 11. Ten teens set out to create unique models that were mindfully designed to practically inhabit plants, and the results were awesome!



## **Medicare 101**

Medicare is always a relevant topic for our community members, and we continue to support interest with periodic informational programming to meet the needs of our customers. The latest session of the popular Medicare 101 program saw 86 attendees. Many attendees approached staff host Becky Thornton, an Info Services Librarian, after the program to thank us for hosting it. They expressed that they had been feeling completely overwhelmed by how much information is out there on Medicare and how complicated the system can be. We usually host this program twice a year and get many repeat attendees who report they learn more each time and feel better informed to make choices about their healthcare, and that sense of relief is invaluable.



## **Bluestem Author Laurie Wallmark**

2020 Bluestem award nominee Laurie Wallmark interacted with over 1,400 students over the course of a 3-day visit. Youth Outreach Librarian Emily Loeffler coordinated with eight area schools. Presentations touched upon Wallmark's own unique journey to becoming an author, her creative writing process, women in STEM and interactive coding activities.



## **Paper Bag Readers Theater**



On November 9, nine second and third graders transformed the Cardinal Room into a land far across the sea to perform *Where the Wild Things Are* to a crowd of their proud caregivers. The actors were randomly assigned different parts, and then spent 30 minutes creating their costumes out of paper bags with help from Kids' World Advisors Jan Pinotti and Meg Ramsland. They wore their one-of-a-kind creations to act out the Maurice Sendak classic while Meg read the story aloud. Both caregivers and children had a great time with lots of smiles, laughter and creativity.

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*"I really enjoy your Book Me suggestions. Yes, I would never have found the authors or any of the books! I love that they are audio books and when one is finished, I just go to the link and select another. This is the best service I have ever enjoyed from the library and there have been many great services. Thanks so much for all the great listens!"*

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## Arlingtones Performance & Veterans Day Reception

Arlingtones Veterans Day program on Saturday, November 9 was well attended by veterans and their families. Eighty-five attendees enjoyed a set by Arlington Heights own Arlingtones and gave glowing feedback as they socialized, ate cookies and drank cider following the performance. Programs and Exhibits Specialist Tracy Recklaus organized the event (and was serenaded by the Arlingtones!) while Substitute Circulation Assistant Lisa Costin set up a station for veterans to sign-up for the new Veteran Library cards.

*"So heartwarming and enjoyable."*



*"Great venue; Great performance"*

## Job Fair

Info Services Librarian Alison Lowery and Info Services Supervisor Elizabeth Ludemann partnered with the Illinois Department of Employment Security (IDES) to host an all-industry job fair on November 14. The partnership with IDES allows us the amazing ability to connect our community members to actual job offers from local employers. The event saw 46 job offers to our attendees —a substantial increase over last year. When asked to estimate the anticipated number of hires resulting from the fair this year, employers reported that they expected 113 hires resulting from the fair within the next year.



Job Fair – 2018 vs. 2019	2018	2019
Number of attendees	145	200
Rated the fair “excellent”	41%	54%
Onsite Interviews	37	88
Firm job offers	2	7
Provisional job offers	6	39

## Videography for Honoring Luther Village WWII Veterans

On Veterans Day, retirement community Luther Village hosted a program celebrating its community's WWII veterans. Digital Media Specialist Chris Smith assisted in video recording and photographing the event. A booklet of biographies created for the event was provided to the library for our local history collection.



## Northwest Community Hospital

Circulation Assistants Agata Ciemniak, Mary Weber, Sara Rohde and Pam Krakowiak promoted the *Culinary Curiosity Exhibit* and upcoming library programs while at the Northwest Community Hospital Wellness Fair Member Appreciation event. One hundred and eighty-two people visited their very festive booth. They answered various questions about the exhibit, the new Veteran library card and how to use eServices.



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*Great service, fast response, just like a phone call in the old days when the other end of the line was properly staffed by knowledgeable, motivated humans. Thanks!*

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## **High School Entrepreneurship Outreach**

Business Services Advisor Diane Malik partnered with Teen Services Advisor Sonya Hill to deliver outreach to John Hersey High School. On their visit, they spoke with approximately 60 students in entrepreneurship classes about library resources like Reference USA and their real-world business applications.



Hersey Business

@HerseyBusiness

Sonya and Diane from the @ahml help teach our Hersey Entrepreneurs about company and customer databases they can access for FREE through the library! [@District214](#)



9:28 AM · Nov 4, 2019 · Twitter for iPhone

## **Staff Development**

### **Electronic Subscription Managers Group Meeting**

Digital Services Librarian Bill Pardue hosted the November Electronic Subscription Managers (ELSUM) networking group meeting at the library. Participants from area libraries discussed a number of topics, including the Illinois State Library investigating the possibility of subscribing to some statewide databases, trends in patron privacy and third-party vendors and libraries' internal handouts and documentation for eResource training and awareness.

### **Trends in Collections**

Collection Supervisor Violet Jaffe and Collection Specialists Jon Kadus and Candy Rossin attended the Collection Development Networking Group at Gail Borden Public Library. Embargos and new lending models of eMaterials was the hot topic of the day!

### **Readers Advisory**

Info Services Advisors Joan Lasky, Alisa Stanfield, Sherri Tader, and Barb Weiner attended an Adult Reading Roundtable all day conference in November. Highlights from the conference included large scale book programming, new ways to reach customers through creative readers advisory ideas (a monthly subscription box, etc.), an update in Novelist and the importance of library staff championing inclusivity and diversity in displays and beyond.

### **YALSA Symposium**

Teen Services Supervisor Alice Son attended the annual Young Adult Library Services Association (YALSA) Symposium in Memphis, TN. The conference theme was *Show Up and Advocate: Supporting Teens in the Face of Adversity*. Along with librarians from Chicago Public Library and Geneva Public Library District, Alice presented a session called “Self-Care: Customer Service for the Librarian.”

### **Pura Belpré Award committee**

Early Literacy Services Supervisor Rebecca King was appointed to serve on the Pura Belpré Award committee. Co-sponsored by the Association for Library Service to Children (ALSC), a division of the American Library Association (ALA) and REFORMA, the National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking, an ALA affiliate, the award is presented annually to a Latinx writer and illustrator whose work best portrays, affirms and celebrates the Latino cultural experience in a work of literature for youth.

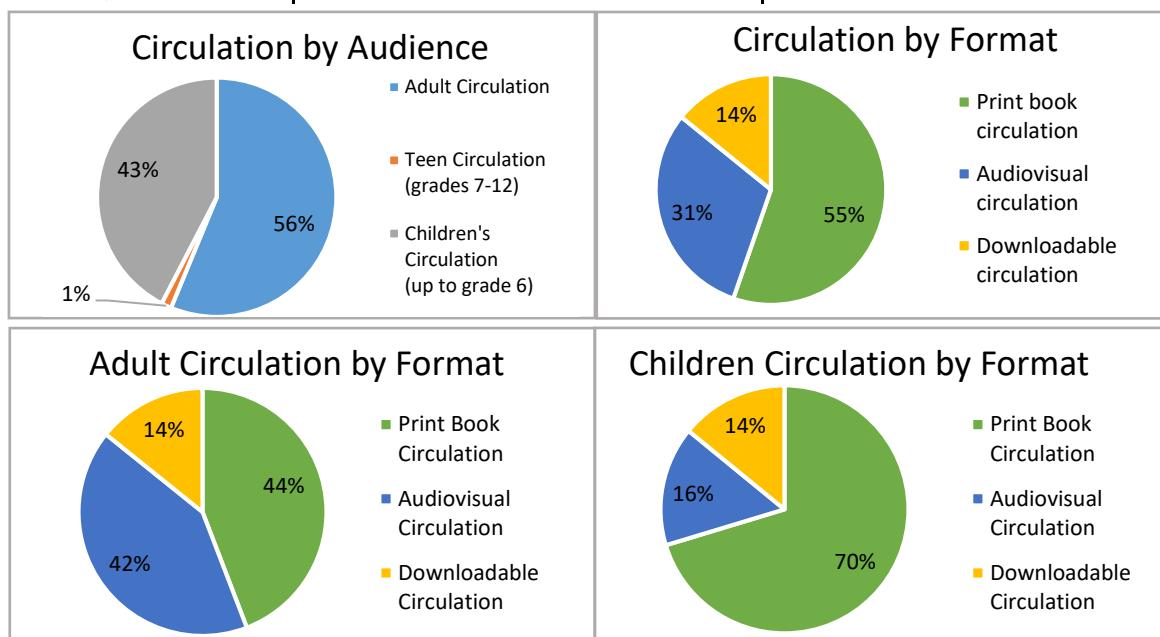
# Metrics for November 2019

## Service Point Traffic

Total visits	Main Library visits	Sr Center Visits	Bookmobile Visits
78,527 <span style="color:red">↓</span> -8% 85,007 last year	75,446 <span style="color:red">↓</span> -8% 81,708 last year	1,575 <span style="color:red">↓</span> -13.32% 1,817 last year	1,506 <span style="color:green">↑</span> 1.62% 1,482 last year

## Circulation

Total Circulation	Library Cards Issued	Interlibrary Loan
151,067 <span style="color:red">↓</span> -5% 158,586 last year	Resident (issued) 347 <span style="color:green">↑</span> 26.64% 274 last year	Borrowed 301 <span style="color:red">↓</span> -12.75% 345 last year
Card Holders 60,717	Non-Resident (Registered) 127 <span style="color:red">↓</span> -12.41% 145 last year	Lent 473 <span style="color:orange">▬</span> -0.21% 474 last year



## Programs

Program Attendance	Number of Programs	Cost of Programs	General Satisfaction
8,379 <span style="color:red">↓</span> -13% 9,580 last year	285 <span style="color:green">↑</span> 8% 263 last year	\$10,627 \$1,350 funded by FOL	4.8/5

## Questions

Reference Questions	Reference Questions (via call center)	Chat sessions
14,483 <span style="color:red">↓</span> -12% 16,481 last year	3,931 <span style="color:red">↓</span> -19% 4,834 last year	385 <span style="color:green">↑</span> 2.94% 374 last year

## Technology Usage

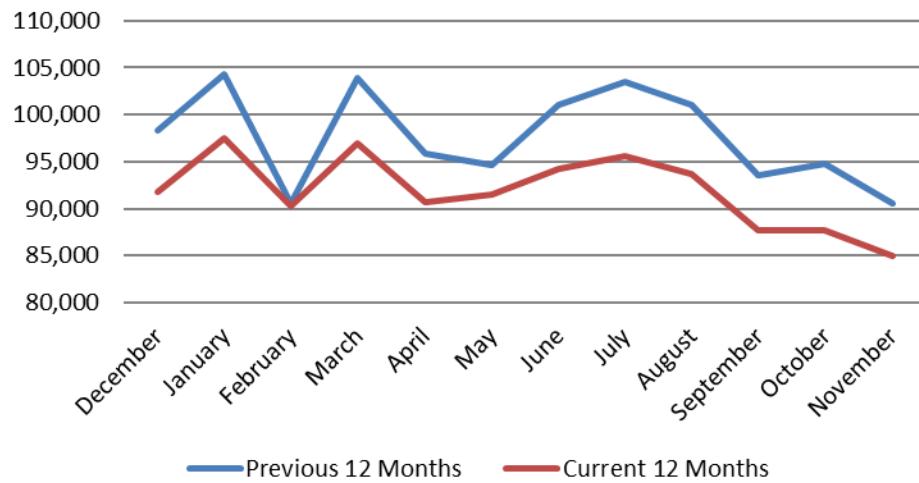
Public Computer Use	Website Visits	Self Checkout (% of total checkouts)
8,115 <span style="color:red">↓</span> -10.49% 9,066 last year	90,402 <span style="color:orange">▬</span> -0.09% 90,487 last year	66% <span style="color:orange">▬</span> -0.80% 67% last year

Note: Weather and additional 1/2 day closure for Thanksgiving contributed to the decrease in numbers this month.

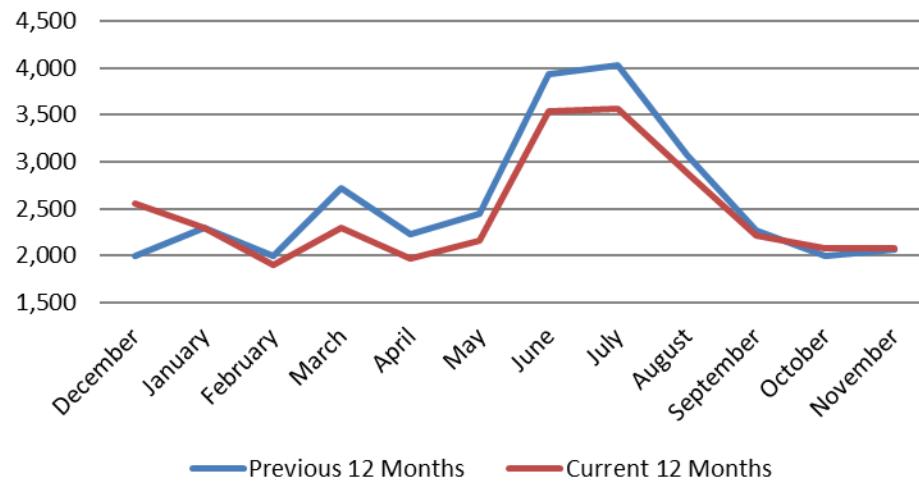
**AHML - DASHBOARD - November 2019**

	<b>November 2019</b>	<b>November 2018</b>	<b>% change from last November</b>	<b>Jan 2019-Nov 2019</b>	<b>Jan 2018-Nov 2018</b>	<b>% change from last YTD</b>
Total circulation	151,067	158,586	-5%	1,771,948	1,843,211	-4%
Adult circulation	84,964	90,586	-6%	1,010,912	1,073,735	-6%
Teen circulation	2,082	2,066	1%	26,979	29,042	-7%
Children circulation	64,021	65,934	-3%	734,057	740,434	-1%
Print book circulation	78,933	81,279	-3%	932,814	965,857	-3%
Audiovisual circulation	43,586	50,983	-15%	530,990	604,880	-12%
Downloadables circulation	20,213	18,314	10%	210,871	181,986	16%
Self-check as % of main floor circ	66%	67%	-1%	66%	67%	-1%
Circulation to reciprocal borrowers	9,465	9,354	1%	109,913	109,163	1%
ILLs borrowed for our customers	301	345	-13%	5,105	4,204	21%
ILLs lent to other libraries	473	474	0%	5,963	6,066	-2%
Resident cards issued	347	274	27%	4,470	4,378	2%
Reciprocal cards registered	127	145	-12%	1,760	1,933	-9%
Reference questions	14,483	16,481	-12%	181,007	182,776	-1%
Number of Programs	285	263	8%	3,151	2,905	8%
Program attendance	8,379	9,580	-13%	83,644	99,096	-16%
Public computer use	8,115	9,066	-10%	100,539	114,076	-12%
Website visits	90,402	90,487	0%	1,085,743	1,078,802	1%
In-person visitors	78,527	85,007	-8%	907,500	950,110	-4%
Marketplace - % of adult coll	7.9%	8.7%	-10%	8.2%	8.6%	-5%
Marketplace - % of circ	33.5%	35.1%	-5%	34.1%	34.6%	-1%
Kids' Mktplace - % of KW coll	4.6%	4.4%	4%	4.6%	4.6%	0%
Kids' Mktplace - % of circ	15.6%	14.7%	6%	15.8%	15.0%	5%
Volunteer hours	2,489	2,499	0%	28,119	26,182	7%

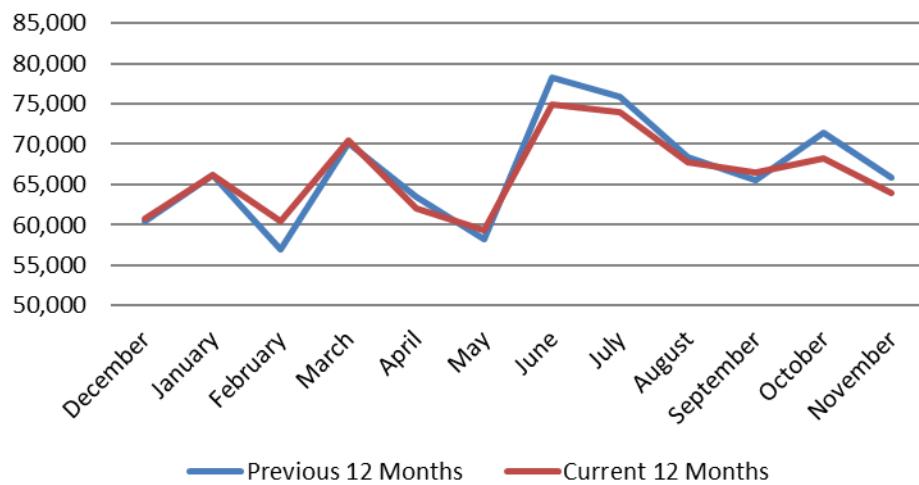
## Adult Circulation



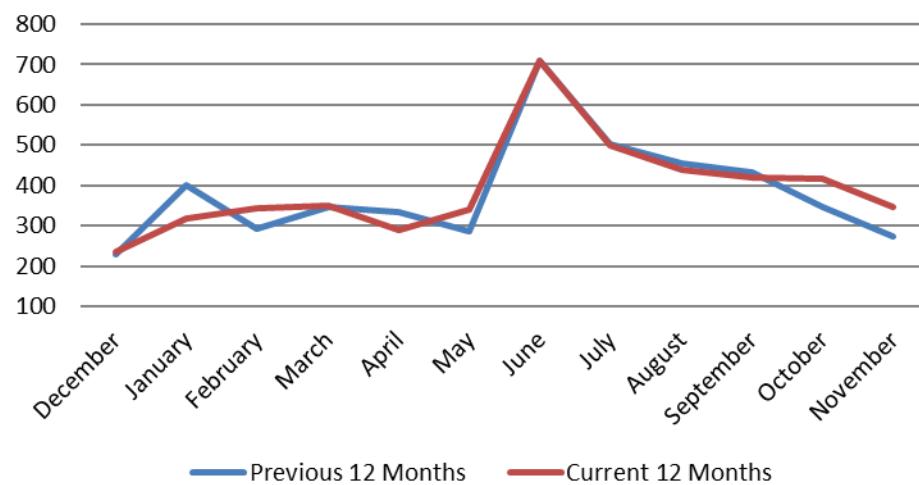
## Teen Circulation



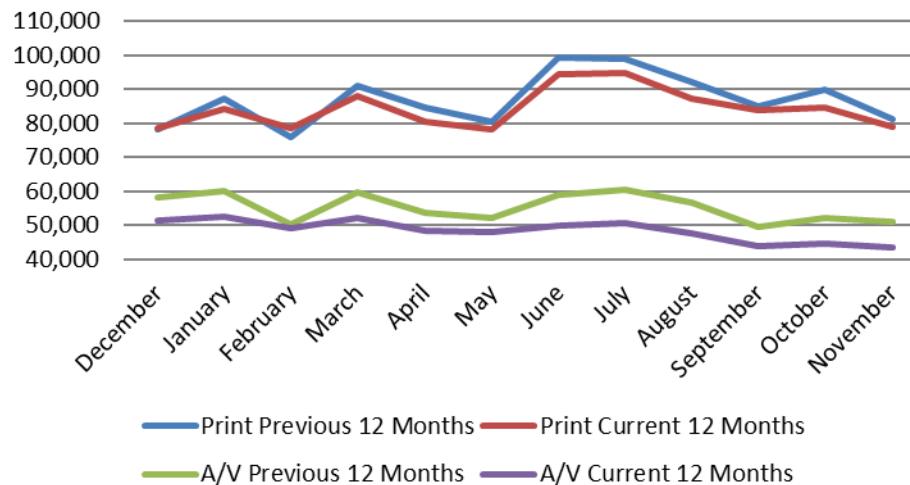
## Children's Circulation



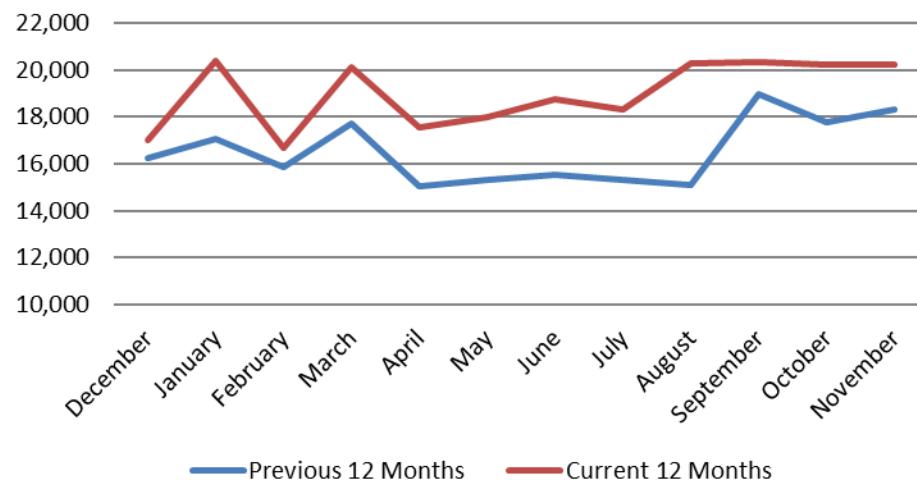
## Resident Library Cards Issued



## Physical Circulation



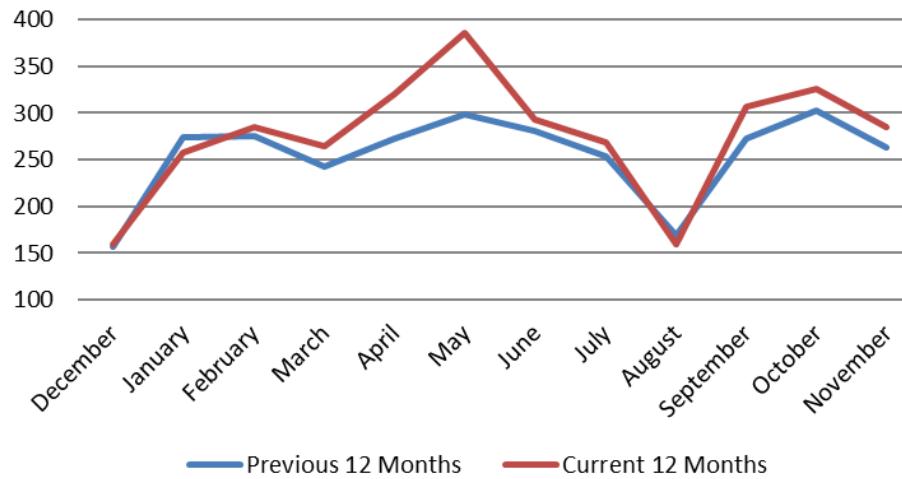
## Downloadables Circulation



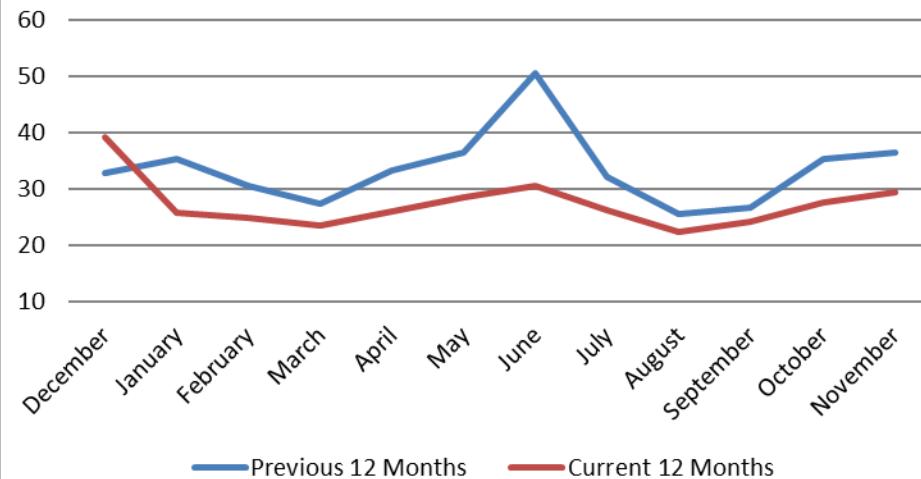
## Notes Relating to Circulation

- Magazines and periodical checkouts are up across adult and youth collections this month, with 4,145 adult checkouts (+4.1%) and 353 youth checkouts (+0.3%).
- Nonfiction items also increased across both adult and youth collections, with 20,059 adult checkouts (+2.0%) and 13,079 youth checkouts (+1.6%) this month. This increase was also seen on the bookmobile, with 351 youth nonfiction checkouts (+24.2%).
- Staff was busy at the drive-up window checking out 10,213 total items to 6,419 customers. This was an increase of 6.8% customers over last year.
- Equipment checkouts increased again this month, up 44.4% over this month last year. With 660 total Library of Things checkouts in November, customers continue to discover what new ‘things’ we are offering to support their unique interests.
- Adult graphic novels were up 16.1% for the month, teen graphic novel checkouts increased 41.1% and youth graphic novels increased 21.9% over last November.
- eStuff usage is up 10.4% compared to the previous year, with 20,213 total checkouts.

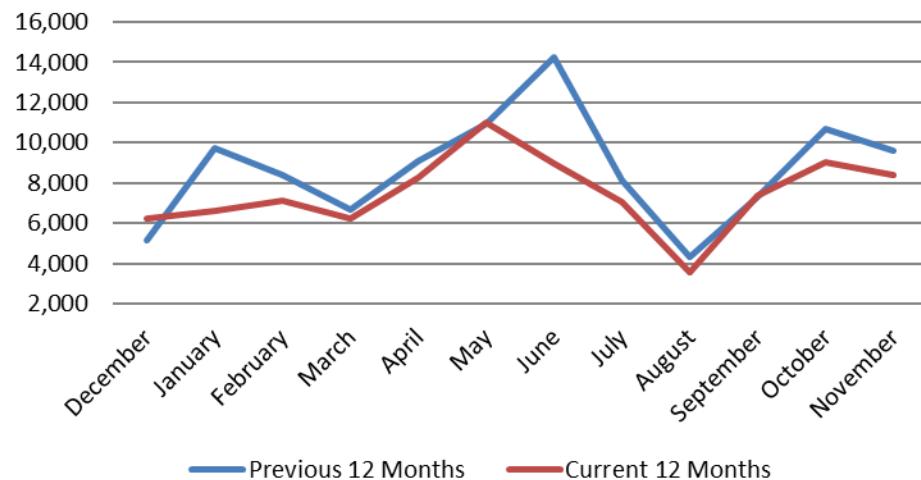
## Program Sessions



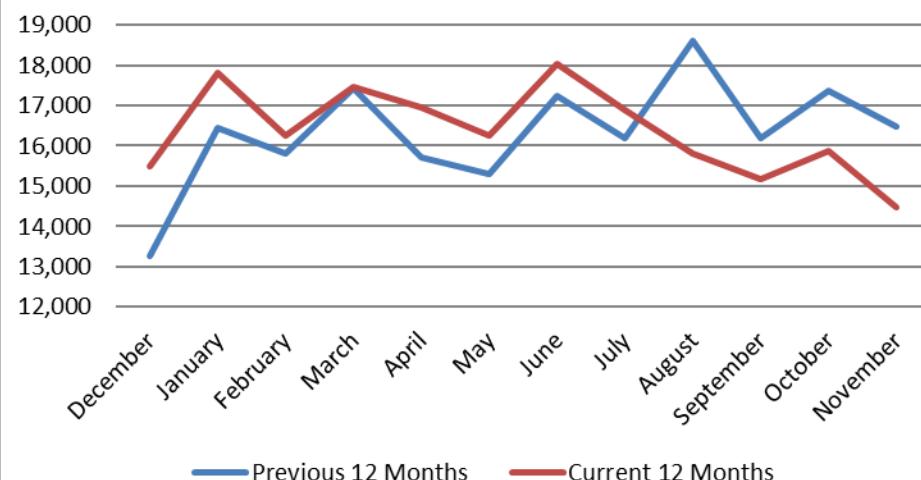
## Attendance Per Program



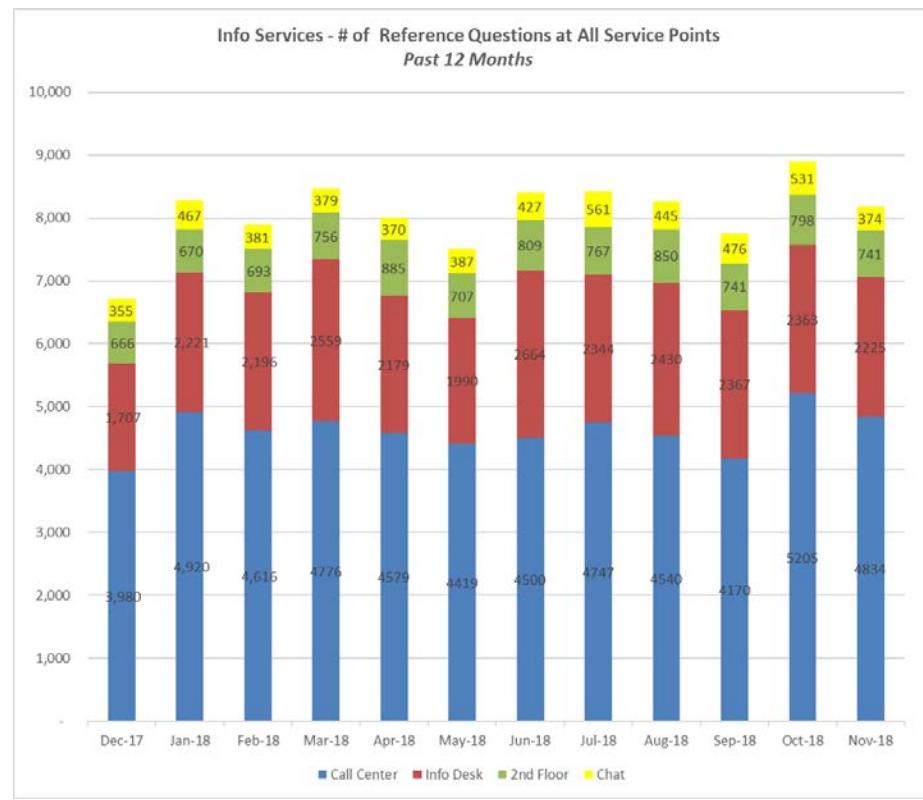
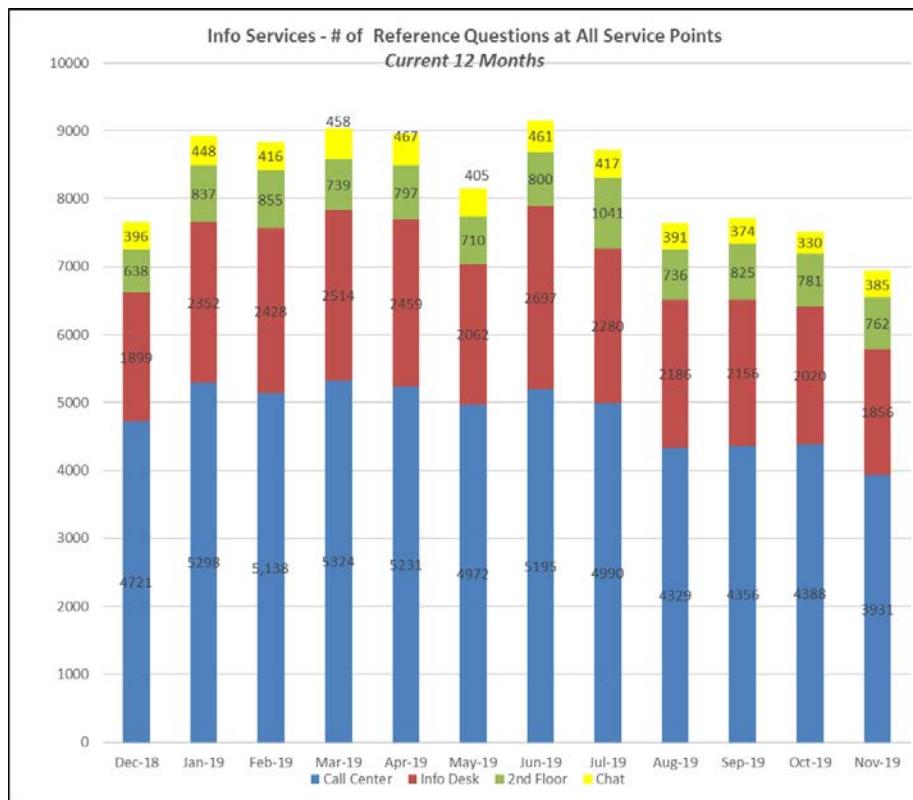
## Program Attendance



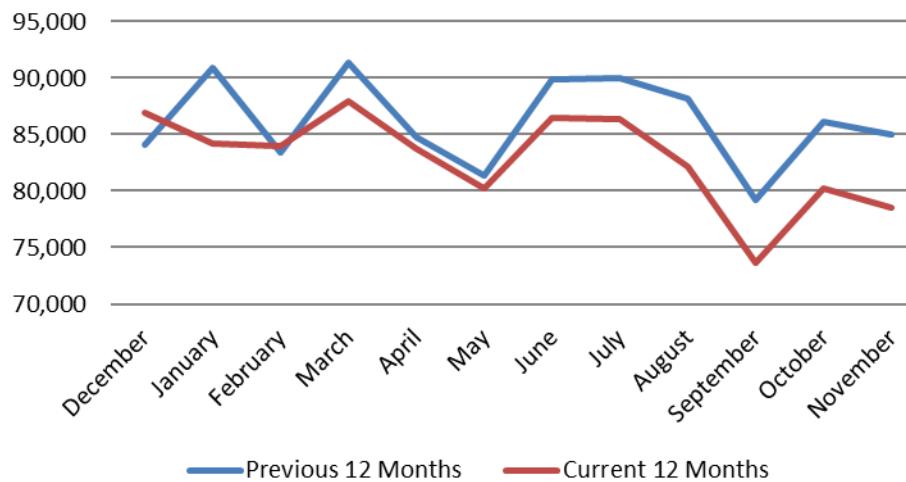
## Reference Questions (Library Wide)



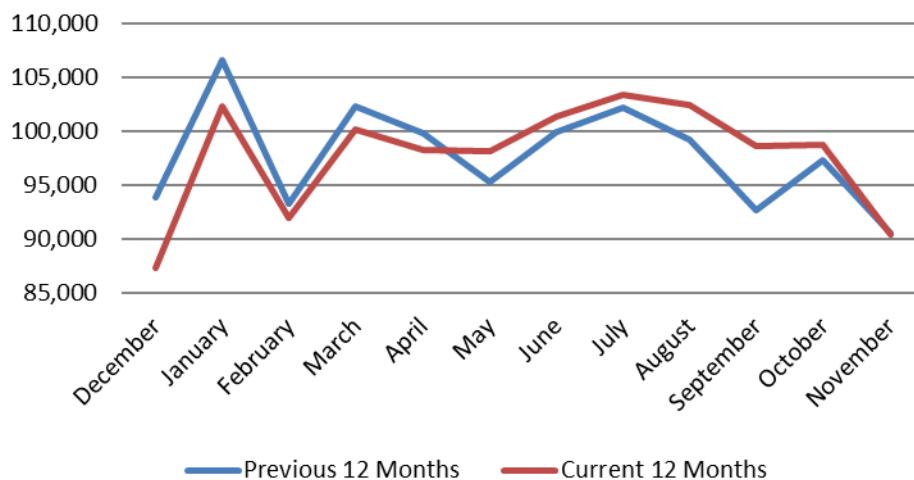
The charts below illustrate the total reference questions handled at the various Info Service points for the current 12 months and the prior 12 months.



## In-person Attendance



## Website Visits



## Public Computer Use

