

BOARD OF LIBRARY TRUSTEES

TUESDAY, OCTOBER 15, 2019
7:30 P.M.

RICHARD FRISBIE BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. LIAISON REPORTS
 - FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY
 - ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION
- V. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 17, 2019 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF SEPTEMBER 21, 2019 (Action Item 2)
- VII. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 23, 2019 (Action Item 3)

VIII. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 7, 2019 (Action Item 4)

IX. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2019 (Item 5)

X. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2019 (Action Item 6)

XI. EXECUTIVE DIRECTOR'S REPORT

XII. OLD BUSINESS

- ADOPTION OF 2020 BUDGET (Action Item 7)

Staff will present a proposed budget for 2020 for adoption by the board

- ADOPTION OF 2019 TAX LEVY (Action Item 8)

Staff will present a proposed tax levy for 2019 for adoption by the board

- REVISION TO POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE (Action Item 9)

Staff will present proposed revisions to Policy 5.002 Issuance of Library Cards and Conditions of Use including the creation of a veteran and armed forces special use card

- REVISION TO POLICY 5.004 FEES AND CHARGES (Action Item 10)

Staff will present proposed revisions to Policy 5.004 Fees and Charges that include adjusting copy machine and printer charges

- NAMED RECOGNITION POLICY (Action Item 11)

In an effort to recognize outstanding service or significant financial or in-kind contributions to the library, staff will present a draft of a new policy for naming recognition for contributions to the library directly, or through the Arlington Heights Memorial Library Foundation or Friends of the Library organizations

XIII. NEW BUSINESS

- GENERATIONAL TIME CAPSULE PROJECT (Item 12)
Greg Padavani, Chairman of the Veterans Memorial Committee of
Arlington Heights, will give a presentation on the Generational
Time Capsule Project

XIV. OTHER

XV. ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, SEPTEMBER 17, 2019.

09.19.01 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, September 17, 2019, at 7:30 p.m. by President Greg Zyck.

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

Absent: Trustees Ruhl and Tangney.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Andy Dogan, Williams Architects; Lisa Slankard, Resident; JoAnne Gunderson, Resident.

09.19.03 There was no **PUBLIC COMMENT**.

09.19.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends met on September 3 and are making changes to their boutique, moving from a donation model to a sales model and increasing marketing of their book sales and accepting credit cards. Their next meeting is Tuesday, October 1.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Foundation met on August 14 and are considering an annual appeal for donations. They will be creating a Facebook page and finalizing their website. There are two new members: Cindy Harris and Frank Lee. Their next meeting is Thursday, September 19.

Trustee Ruhl joined the meeting at 7:32 p.m.

09.19.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 20, 2019 (Action Item 1)**. Trustee Thanopoulos seconded. All were in favor and the minutes were approved as submitted.

09.19.06 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 10, 2019 (Action Item 2)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

09.19.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2019 (Item 3)** – Mr. Driskell reported the library received \$3,695,612 in tax revenue in August, 96.8% of the annual tax revenue budget of \$14.2 million has been received year-to-date. The library received \$2,110 through the Village of Arlington Heights' land use ordinance. 67% of the fiscal year has lapsed; 64% 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.

09.19.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 2019 (Action Item 4)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER DATED AUGUST 31, 2019, IN THE AMOUNT OF \$1,362,343.89.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Thanopoulos and Zyck. Nay: none. The motion carried.

09.19.09 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted computer lab quiet area signage; Go Green, Save Green. Tech Bar Theme; addition of noise-canceling headphones for users with sensory sensitivities and auditory processing disorders; 5,405 customers participated in the summer reading challenge; 92 attendees viewed twelve teen-created films screened at the 13th Annual Teen Film Fest; and bookmobile staff connected with 700 customers at National Night Out, 300 customers at the Mane Event, and for the first time visited the Arlington Heights Farmers Market.

09.19.10 **OLD BUSINESS**

- **ARCHITECTURAL DESIGN SERVICES SELECTION (Action Item 5)** – Mr. Driskell summarized the process used for the selection of a firm to provide architectural design services to begin the design, renovation and repair of the property located at 112 North Belmont Avenue. Library staff recommended Williams Architects for the board's consideration and approval. Andy Dogan from Williams Architects presented an overview of the firm and some of its current and past projects as well as its proposal for the Belmont makerspace project.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO A CONTRACT WITH WILLIAMS ARCHITECTS, UPON REVIEW BY THE LIBRARY ATTORNEY, IN AN AMOUNT NOT TO EXCEED \$56,900.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Thanopoulos and Zyck. Nay: none. The motion carried.

- **ADOPTION OF 2019 BUDGET AMENDMENT (Action Item 6)** – Staff requested a budget amendment to the 2019 budget to include expenses for the Belmont makerspace project.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE SEPTEMBER 17, 2019 BUDGET AMENDMENT.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Thanopoulos and Zyck. Nay: none. The motion carried.

09.19.11 **NEW BUSINESS**

- **APPROVAL OF VETERAN AND ARMED FORCES LIBRARY CARD (Action Item 7)** – The board was supportive of the creation of a card recognizing the service of past or current members of the United States Armed Forces residing in Arlington Heights.

- **FY2020 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION UPDATE (Item 8)** – Staff provided an update on the Illinois State Library FY2020 Public Library Per Capita Grant application. The application will be completed in early December and included in the December board packet for review and approval by the board.

09.19.12 **OTHER**

- Mr. Driskell will be out of the office September 24-27.
- Trustee Medal has been named the 2019 Information and Library Science Distinguished Alumni winner from Indiana University.
- Trustee Smart has been named an American Library Association awards jury member.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT.** Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 9:05 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE ARLINGTON HEIGHTS MEMORIAL LIBRARY BOARD OF LIBRARY TRUSTEES HELD ON SATURDAY, SEPTEMBER 21, 2019.

09.19.01 A joint breakfast meeting of the Arlington Heights Park District Board of Commissioners and the Arlington Heights Memorial Library Board of Library Trustees was called to order in the Cardinal Room of the Arlington Heights Memorial Library on Saturday, September 21, 2019, at 8:30 a.m. by Board of Library Trustees President Greg Zyck.

PRESENT: Park District Commissioners Leno, Owen, Nesvacil and Ploger; Library Trustees Ruhl, Medal, Smart, Tangney, Thanopoulos and Zyck

ABSENT: Park District Commissioner Gelinis and Library Trustee Supplitt

ALSO PRESENT: Steve Scholten, Park District Interim Executive Director; Brian Meyer, Park District Director of Recreation and Facilities; Ben Rea, Park District Director of Parks and Planning; Steve Neill, Park District Superintendent of Recreation Facilities; Mike Driskell, Library Executive Director; Shannon Distel, Library Deputy Director; Donna Ekl, Library Director of Finance; Janet Moravec, Library Business Office Administrator; Julie Doren, Library Business Office Assistant; Ki Kaden, Resident; Margaret Kaden, Resident; Emma Kaden, Resident.

09.19.02 **LIBRARY TRUSTEES' TOPICS OF INTEREST** – Mr. Driskell highlighted:

One Book, One Village Community Read – *The Feather Thief* by Kirk Wallace Johnson
For the first time, the Arlington Heights community selected the book for One Book, One Village (OBOV) from three book titles. OBOV 2019 will culminate with a visit by the author on Thursday, October 10.

Strategic Plan 2018-2022

Community Connections: Foster increased connections across and throughout our varied communities.

This past year, the library has participated in many community events and organizations:

- National Night Out
- Picnic in the Park
- Arlington Heights Farmer's Market
- Mane Event
- Backstretch
- Autism Home Support Services (AHSS)

In addition, the library has created a new position, community engagement liaison, to increase community connections.

Digital Directions: Refine digital and technology services to enhance ease of use and raise the Library's profile as a technology leader in the community.

The Arlington Heights Memorial Library acquired the original library building located at 112 North Belmont Avenue to create a technology-oriented makerspace to meet the needs of a broader range of audiences.

Library and Park District Partnerships in 2019

- Star Parties at Nickol Knoll in July and August
- Backyard BBQ cooking demonstration
- Piloted tandem book discussion group with Arlington Heights Historical Society
- Yoga in the Park on the lawn at the Arlington Heights Historical Museum
- Movies in the Park
- Arlington Heights Garden Club Walk and Unique Boutique
- Storytimes in the Park held at Pioneer and Frontier Parks
- Bookmobile visits at local parks and events
- Arlington Heights Fitness Expo at Camelot Park
- Lake Arlington's Migratory Bird Day

Potential Future Park District Partnerships

In 2020, library staff are interested in developing additional opportunities:

- Podcast: *This Big Village* focusing on Arlington Heights' history, including episodes featuring Arlington Heights Park District's history
- Coaching Pack: a list of intramural coaching resources at the library
- Summer Reading Challenge and library card sign-ups at Arlington Heights Park District locations

Additional Park District Partnership Opportunity

Additional park district partnership opportunities may arise as library staff develop the Belmont makerspace project

09.19.03 **PARK DISTRICT COMMISSIONERS' TOPICS OF INTEREST** – Mr. Meyer and Mr. Rea highlighted:

Arlington Ridge Center (formerly Olympic Indoor Swim Center) - Soft opening in December, programming begins January 2020

Park District staff gave an overview of the renovations at the Arlington Ridge Center (ARC)

- Aquatic center will have upgraded heated pools with LED lighting
- New – Wellness/Instructional Pool kept at 92 degrees and will offer programming for swim lessons, water exercise, and open swim time
- New – Double Gymnasium featuring two regulation sized high school basketball courts
- Ridge Fitness will offer over 5,000 square feet of state-of-the-art equipment
- Indoor Walking/Running Track
- Childcare will be available at no additional cost to members
- Concession area

Charter rates will be available until 30 days after ARC opens; target date January 2020

Recreation Park

Park District staff also talked about possible improvements to Recreation Park through an Illinois Department of Natural Resources OSLAD Grant. Possible improvements include:

- Inclusive playground
- Fitness equipment
- Creation of a complete six-foot wide trail loop
- Relocating the basketball courts
- Planting beds for native plants
- Relocate skate park previously at Olympic Recreation Center

09.19.04 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 9:32 a.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

09.19.01 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, September 23, 2019, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

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

Absent: Trustees Medal and Ruhl.

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

09.19.02 There was no **PUBLIC COMMENT**.

09.19.03 **REVIEW OF THE 2020 BUDGET (Item 1)** – President Zyck invited Ms. Ekl to join the table. Ms. Ekl presented a second draft of the 2020 budget.

Budget Summary

Total general fund revenue projection = \$14,886,574

Proposed general fund operating expenditures budget = \$15,844,499

Proposed transfer from general fund to capital projects fund = \$0

Capital projects fund revenue projection = \$70,000

Proposed capital projects fund expenditures budget = \$943,000

Total combined funds revenue projection = \$14,956,574

Proposed total combined funds expenditure budget = \$16,787,499

Difference between total revenue projection and proposed total expenditure budget = (\$1,830,924)

Trustee Ruhl joined the meeting at 7:37 p.m.

Ms. Ekl highlighted the second draft of the 2020 budget includes a recommended 0% levy increase. The Arlington Heights Memorial Library Foundation has committed to securing \$50,000 and an in-kind donation of goods and services up to \$100,000 for the Belmont makerspace commercial kitchen. The Village of Arlington Heights notified staff of an increase of \$50,292, to cover retired library employees who use accrued sick time to pay for medical insurance, to the medical insurance budget. The personal services budget is set to increase by 5.7% for the 2020 budget compared to the 2019 budget.

- 09.19.04 **LONG RANGE FISCAL PLAN (Item 2)** – Ms. Ekl presented two long range fiscal plans. The first plan proposes a 0% tax levy increase over the 2018 extended levy by Cook County and the second plan proposes a 1% increase. The committee discussed the tax levy options and their impact on the long range fiscal plan. After discussion, the committee was in favor of a 0% tax levy increase.
- 09.19.05 There were no **OTHER** items to be discussed.

There being no further business to be discussed, Trustee Smart moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 7:54 p.m.

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 10.19.01 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, October 7, 2019, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

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

Absent: Trustees Ruhl and Thanopoulos.

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

- 10.19.02 There was no **PUBLIC COMMENT**.
- 10.19.03 **REVIEW OF THE PROPOSED BUDGET FOR 2020 (Item 1)** - President Zyck invited Ms. Ekl to join the table.
- Ms. Ekl highlighted the third draft of the 2020 budget includes a reduction in medical insurance of \$55,693. The Friends of the Library makerspace gift was adjusted from \$70,000 to \$62,500 and \$6,000 was added for makerspace consumables.
- 10.19.04 **PROPOSED 2019 TAX LEVY (Item 2)** – The committee confirmed its decision of a 0% tax levy increase over the 2018 extended levy by Cook County.
- 10.19.05 **BUDGET NARRATIVE DRAFT (Item 3)** – The committee reviewed a draft of the budget narrative to be included in the Village of Arlington Heights budget book.
- 10.19.06 **PROPOSED REVISIONS TO POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE (Item 4)** – The committee reviewed proposed revisions to Policy 5.002 Issuance of Library Cards and Conditions of Use including the creation of a veteran and armed forces special use card. 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.
- 10.19.07 **PROPOSED REVISIONS TO POLICY 5.004 FEES AND CHARGES (Item 5)** – The committee reviewed proposed revisions to Policy 5.004 Fees and Charges including the adjustment of copy machine and printer charges. The committee of was in favor of the proposed revisions.

- 10.19.08 **REVIEW OF POLICY 6.003 INTERNET ACCESS (Item 6)** – 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.
- 10.19.09 **NAMED RECOGNITION POLICY (Item 7)** – The committee reviewed a draft of a new policy for naming recognition to acknowledge outstanding service or significant financial or in-kind contributions to the library directly or through the Arlington Heights Memorial Library Foundation or Friends of the Library organization. The committee of was in favor of the proposed policy with minor revisions.

10.19.10 **OTHER**

- President Zyck commented he will not be in attendance at the October board meeting to vote, but is in favor of the proposed 2020 budget and 2019 tax levy with a 0% increase.

There being no further business to be discussed, Trustee Smart moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:30 p.m.

Janet Moravec, Recorder

Village of Arlington Heights
 REVENUE REPORT
 75% OF YEAR LAPSED

ITEM 5

ACCOUNTING PERIOD 09/2019

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
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,673	741.39	1	600,057	774,961.38	129	800,076	25,114.62
04 00	Real Estate Tax FICA	41,296	454.12	1	371,664	479,974.95	129	495,552	15,577.05
05 00	Real Estate Tax	1,079,460	12,008.96	1	9,715,140	12,546,846.73	129	12,953,529	406,682.27
401 **	Real Estate Taxes	1,187,429	13,204.47	1	10,686,861	13,801,783.06	129	14,249,157	447,373.94
400 ***	Taxes	1,187,429	13,204.47	1	10,686,861	13,801,783.06	129	14,249,157	447,373.94
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		45,000	93,876.25	209	60,000	33,876.25-
70 00	Other Grants	41	.00		369	.00		500	500.00
75 00	Other Restricted	46	.00		414	.00		563	563.00
90 00	Contribution Ord. Library	0	.00		0	2,110.90		0	2,110.90-
411 **	Intergovernmental	5,087	.00		45,783	95,987.15	210	61,063	34,924.15-
410 ***	Intergovernmental Revenue	5,087	.00		45,783	95,987.15	210	61,063	34,924.15-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	442.00	213	1,872	2,206.00	118	2,500	294.00
74 00	Copier/Reader Printer Fee	3,750	4,995.73	133	33,750	34,709.22	103	45,000	10,290.78
75 00	Meeting Room Fees	211	180.00	85	1,899	3,130.00	165	2,534	596.00-
436 **	Library Fees	4,169	5,617.73	135	37,521	40,045.22	107	50,034	9,988.78
430 ***	Fees	4,169	5,617.73	135	37,521	40,045.22	107	50,034	9,988.78
440	Fines								
442	Library								
20 00	Late Charges	11,496	7,417.36	65	103,464	66,538.69	64	137,959	71,420.31
25 00	Lost/Damaged Item Charges	1,416	1,369.99	97	12,744	12,060.36	95	17,000	4,939.64
442 **	Library	12,912	8,787.35	68	116,208	78,599.05	68	154,959	76,359.95
440 ***	Fines	12,912	8,787.35	68	116,208	78,599.05	68	154,959	76,359.95
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	3,093	4,429.10	143	27,837	41,873.82	150	37,120	4,753.82-
461 **	Simple Interest	3,093	4,429.10	143	27,837	41,873.82	150	37,120	4,753.82-
462	Investment Income								
10 00	Market Value Adjustments	0	.00		0	19,846.76		0	19,846.76-
462 **	Investment Income	0	.00		0	19,846.76		0	19,846.76-

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	4,429.10	143	27,837	61,720.58	222	37,120	24,600.58-
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 Special Events								
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	22.70	6	3,744	1,812.72	48	5,000	3,187.28
483	** Donations	416	22.70	6	3,744	1,812.72	48	5,000	3,187.28
489	Other								
90 00	Other Income	713	801.21	112	6,417	12,066.96	188	8,565	3,501.96-
94 00	FOL Reimbursements	5,416	17,899.95	331	48,744	64,149.02	132	65,000	850.98
489	** Other	6,129	18,701.16	305	55,161	76,215.98	138	73,565	2,650.98-
480	*** Other	6,545	18,723.86	286	58,905	78,028.70	133	78,565	536.30
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	50,762.51	4	10,973,115	14,156,163.76	129	14,630,898	474,734.24

Village of Arlington Heights
 REVENUE REPORT
 75% OF YEAR LAPSED

ACCOUNTING PERIOD 09/2019

Village of Arlington Heights

FUND 491 Capital Projects-Library		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	14,337.26	1147	11,250	54,981.27	489	15,000	39,981.27-
461	** Simple Interest	1,250	14,337.26	1147	11,250	54,981.27	489	15,000	39,981.27-
462	Investment Income								
10 00	Market Value Adjustments	0	2,913.17		0	30,265.06		0	30,265.06-
462	** Investment Income	0	2,913.17		0	30,265.06		0	30,265.06-
460	*** Interest Income	1,250	17,250.43	1380	11,250	85,246.33	758	15,000	70,246.33-
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	17,250.43	1380	11,250	85,246.33	758	15,000	70,246.33-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	41825	25641.13	61	376425	261546.90	70	.00	501907	240360.10 52
16	92	Achievement Awards	333	500.00	150	2997	2000.00	67	.00	4000	2000.00 50
16	**	Library Personal Services	42158	26141.13	62	379422	263546.90	70	.00	505907	242360.10 52
18		Other Personal Services									
18	05	Overtime Civilian	66	34.97	53	594	1356.47	228	.00	800	556.47- 170
18	**	Other Personal Services	66	34.97	53	594	1356.47	228	.00	800	556.47- 170
19		Employee Benefits									
19	05	Medical Insurance	5073	4753.58	94	45657	42782.22	94	.00	60885	18102.78 70
19	10	IMRF	4186	2570.17	61	37674	26316.55	70	.00	50241	23924.45 52
19	11	Social Security	2593	1600.82	62	23337	15930.08	68	.00	31118	15187.92 51
19	12	Medicare	606	374.37	62	5454	3725.55	68	.00	7278	3552.45 51
19	53	Flexible Spending	188	166.75	89	1692	1692.00	100	.00	2259	567.00 75
19	55	Unemployment Compensation	752	.00	0	6768	4627.84	68	.00	9024	4396.16 51
19	**	Employee Benefits	13398	9465.69	71	120582	95074.24	79	.00	160805	65730.76 59
20		Prof Technical Services									
20	05	Professional Services	583	10266.00-1761-		5247	.00	0	.00	7000	7000.00 0
20	08	Consulting Services	166	.00	0	1494	.00	0	.00	2000	2000.00 0
20	20	Legal Services	1333	.00	0	11997	15512.50	129	.00	16000	487.50 97
20	40	General Insurance	10541	200.00-	2-	94869	107028.00	113	.00	126500	19472.00 85
20	81	OCLC Services	5110	.00	0	45990	45727.10	99	.00	61324	15596.90 75
20	**	Prof Technical Services	17733	10466.00-	59-	159597	168267.60	105	.00	212824	44556.40 79
21		Property Services									
21	65	Other Services	836	119.55	14	7524	7737.45	103	.00	10036	2298.55 77
21	**	Property Services	836	119.55	14	7524	7737.45	103	.00	10036	2298.55 77
22		Other Contractual Service									
22	01	Advertising	50	.00	0	450	135.00	30	.00	600	465.00 23
22	02	Dues	515	.00	0	4635	3097.00	67	.00	6185	3088.00 50
22	03	Training	11187	6439.20	58	100683	64866.13	64	.00	134244	69377.87 48
22	05	Postage	3858	2825.02	73	34722	28864.86	83	.00	46300	17435.14 62
22	42	Internet Services	2319	2214.53	96	20871	22424.21	107	.00	27831	5406.79 81
22	70	Telephone Services	6089	6843.61	112	54801	63925.78	117	.00	73069	9143.22 88
22	**	Other Contractual Service	24018	18322.36	76	216162	183312.98	85	.00	288229	104916.02 64
30		General Supplies									
30	05	Office Supplies & Equip	738	199.55	27	6642	5140.75	77	.00	8858	3717.25 58
30	**	General Supplies	738	199.55	27	6642	5140.75	77	.00	8858	3717.25 58
31		Public Works Supplies									
31	85	Small Tools and Equipment	208	32.12-	15-	1872	1049.85	56	.00	2500	1450.15 42
31	**	Public Works Supplies	208	32.12-	15-	1872	1049.85	56	.00	2500	1450.15 42

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	32	Library Supplies									
	32	72 Special Events	70	10.48	15	630	553.78	88	.00	850	296.22 65
	32	99 Items Reimb by Employees	0	13.14	0	0	28.67-	0	.00	0	28.67 0
	32	** Library Supplies	70	23.62	34	630	525.11	83	.00	850	324.89 62
	40	Other Charges									
	40	96 Operating Contingency	416	.00	0	3744	.00	0	.00	5000	5000.00 0
	40	** Other Charges	416	.00	0	3744	.00	0	.00	5000	5000.00 0
	50	Property									
	50	15 Other Equipment	2083	5234.36	251	18747	18966.90	101	.00	25000	6033.10 76
	50	** Property	2083	5234.36	251	18747	18966.90	101	.00	25000	6033.10 76
601	**	** Library	101724	49043.11	48	915516	744978.25	81	.00	1220809	475830.75 61
60	**	** Culture/Recreation	101724	49043.11	48	915516	744978.25	81	.00	1220809	475830.75 61
DIV	6001	TOTAL ***** Administration	101724	49043.11	48	915516	744978.25	81	.00	1220809	475830.75 61

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	33510	29222.57	87	301590	291594.42	97	.00	402121	110526.58 73
	16 **	Library Personal Services	33510	29222.57	87	301590	291594.42	97	.00	402121	110526.58 73
	18	Other Personal Services									
	18 05	Overtime Civilian	29	7.94	27	261	71.27	27	.00	350	278.73 20
	18 **	Other Personal Services	29	7.94	27	261	71.27	27	.00	350	278.73 20
	19	Employee Benefits									
	19 05	Medical Insurance	4775	6598.70	138	42975	59388.30	138	.00	57300	2088.30- 104
	19 10	IMRF	3354	2925.99	87	30186	29195.85	97	.00	40252	11056.15 73
	19 11	Social Security	2077	1760.76	85	18693	17639.71	94	.00	24932	7292.29 71
	19 12	Medicare	485	411.80	85	4365	4125.43	95	.00	5831	1705.57 71
	19 **	Employee Benefits	10691	11697.25	109	96219	110349.29	115	.00	128315	17965.71 86
	20	Prof Technical Services									
	20 05	Professional Services	1541	312.00	20	13869	3257.00	24	.00	18500	15243.00 18
	20 **	Prof Technical Services	1541	312.00	20	13869	3257.00	24	.00	18500	15243.00 18
	21	Property Services									
	21 02	Equipment Maintenance	142	.00	0	1278	1320.00	103	.00	1710	390.00 77
	21 65	Other Services	1434	329.83	23	12906	4130.02	32	.00	17217	13086.98 24
	21 **	Property Services	1576	329.83	21	14184	5450.02	38	.00	18927	13476.98 29
	22	Other Contractual Service									
	22 02	Dues	77	575.00	747	693	575.00	83	.00	930	355.00 62
	22 03	Training	4	.00	0	36	36.24	101	.00	50	13.76 73
	22 10	Printing	16742	25375.17	152	150678	141059.85	94	.00	200905	59845.15 70
	22 **	Other Contractual Service	16823	25950.17	154	151407	141671.09	94	.00	201885	60213.91 70
	30	General Supplies									
	30 05	Office Supplies & Equip	1298	1321.01	102	11682	11061.70	95	.00	15579	4517.30 71
	30 **	General Supplies	1298	1321.01	102	11682	11061.70	95	.00	15579	4517.30 71
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	500	.00	0	4500	4755.64	106	.00	6000	1244.36 79
	31 **	Public Works Supplies	500	.00	0	4500	4755.64	106	.00	6000	1244.36 79
	32	Library Supplies									
	32 72	Special Events	823	779.06	95	7407	2797.28	38	.00	9883	7085.72 28
	32 **	Library Supplies	823	779.06	95	7407	2797.28	38	.00	9883	7085.72 28
601 ** **		Library	66791	69619.83	104	601119	571007.71	95	.00	801560	230552.29 71
60 ** **		Culture/Recreation	66791	69619.83	104	601119	571007.71	95	.00	801560	230552.29 71
DIV 6002		TOTAL ***** Communications & Mrkting	66791	69619.83	104	601119	571007.71	95	.00	801560	230552.29 71

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources					ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	13724	12702.14	93	123516	126901.83	103	.00	164692	37790.17 77
16	**	Library Personal Services	13724	12702.14	93	123516	126901.83	103	.00	164692	37790.17 77
18		Other Personal Services									
18	05	Overtime Civilian	25	10.02	40	225	637.55	283	.00	300	337.55- 213
18	**	Other Personal Services	25	10.02	40	225	637.55	283	.00	300	337.55- 213
19		Employee Benefits									
19	05	Medical Insurance	3412	3957.08	116	30708	35613.72	116	.00	40955	5341.28 87
19	10	IMRF	1373	1272.49	93	12357	12385.91	100	.00	16486	4100.09 75
19	11	Social Security	850	724.93	85	7650	7309.43	96	.00	10211	2901.57 72
19	12	Medicare	199	169.53	85	1791	1709.42	95	.00	2388	678.58 72
19	50	Employee Asst. Program	929	.00	0	8361	5820.16	70	.00	11155	5334.84 52
19	**	Employee Benefits	6763	6124.03	91	60867	62838.64	103	.00	81195	18356.36 77
21		Property Services									
21	65	Other Services	875	1017.75	116	7875	5400.00	69	.00	10500	5100.00 51
21	**	Property Services	875	1017.75	116	7875	5400.00	69	.00	10500	5100.00 51
22		Other Contractual Service									
22	01	Advertising	108	.00	0	972	245.00	25	.00	1300	1055.00 19
22	02	Dues	276	.00	0	2484	2659.00	107	.00	3315	656.00 80
22	03	Training	75	.00	0	675	1097.04	163	.00	910	187.04- 121
22	55	In Service Training	625	.00	0	5625	7898.32	140	.00	7500	398.32- 105
22	**	Other Contractual Service	1084	.00	0	9756	11899.36	122	.00	13025	1125.64 91
32		Library Supplies									
32	01	Program Supplies	116	.00	0	1044	.00	0	.00	1400	1400.00 0
32	**	Library Supplies	116	.00	0	1044	.00	0	.00	1400	1400.00 0
40		Other Charges									
40	62	Tuition Reimbursement	2083	.00	0	18747	11749.18	63	.00	25000	13250.82 47
40	70	Employee Recognition Prog	1612	599.08	37	14508	4086.11	28	.00	19350	15263.89 21
40	**	Other Charges	3695	599.08	16	33255	15835.29	48	.00	44350	28514.71 36
601	** **	Library	26282	20453.02	78	236538	223512.67	95	.00	315462	91949.33 71
60	** **	Culture/Recreation	26282	20453.02	78	236538	223512.67	95	.00	315462	91949.33 71
DIV	6003	TOTAL ***** Human Resources	26282	20453.02	78	236538	223512.67	95	.00	315462	91949.33 71

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund		DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	
60		Culture/Recreation								
601		Library								
20		Prof Technical Services								
20	05	Professional Services	0	.00	0	0	798.00	0	.00	0
20	**	Prof Technical Services	0	.00	0	0	798.00	0	.00	0
21		Property Services								
21	65	Other Services	416	236.97	57	3744	5143.38	137	.00	5000
21	**	Property Services	416	236.97	57	3744	5143.38	137	.00	5000
22		Other Contractual Service								
22	10	Printing	0	.00	0	0	342.56	0	.00	0
22	18	Contr Programs & Exhibits	1666	1107.75	67	14994	31674.40	211	.00	20000
22	**	Other Contractual Service	1666	1107.75	67	14994	32016.96	214	.00	20000
31		Public Works Supplies								
31	85	Small Tools and Equipment	416	.00	0	3744	.00	0	.00	5000
31	**	Public Works Supplies	416	.00	0	3744	.00	0	.00	5000
32		Library Supplies								
32	01	Program Supplies	416	.00	0	3744	201.50	5	.00	5000
32	02	Program Events	568	.00	0	5112	6959.62	136	.00	6820
32	32	Software	125	.00	0	1125	.00	0	.00	1500
32	72	Special Events	833	.00	0	7497	19121.95	255	.00	10000
32	75	Audio Visual	166	.00	0	1494	238.48	16	.00	2000
32	78	Electronic Resources	125	.00	0	1125	.00	0	.00	1500
32	80	Books	416	22.70	6	3744	894.79	24	.00	5000
32	**	Library Supplies	2649	22.70	1	23841	27416.34	115	.00	31820
50		Property								
50	15	Other Equipment	208	.00	0	1872	2051.98	110	.00	2500
50	55	Other Capital Outlay	208	.00	0	1872	.00	0	.00	2500
50	**	Property	416	.00	0	3744	2051.98	55	.00	5000
601	** **	Library	5563	1367.42	25	50067	67426.66	135	.00	66820
60	** **	Culture/Recreation	5563	1367.42	25	50067	67426.66	135	.00	66820
DIV	6004	TOTAL ***** Paid by Gifts and Grants	5563	1367.42	25	50067	67426.66	135	.00	66820

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance					ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	19718	16715.91	85	177462	175039.82	99	.00	236619	61579.18 74
	16 **	Library Personal Services	19718	16715.91	85	177462	175039.82	99	.00	236619	61579.18 74
	18	Other Personal Services									
	18 05	Overtime Civilian	83	1.55	2	747	5.53	1	.00	1000	994.47 1
	18 **	Other Personal Services	83	1.55	2	747	5.53	1	.00	1000	994.47 1
	19	Employee Benefits									
	19 05	Medical Insurance	4018	6490.38	162	36162	58413.42	162	.00	48218	10195.42- 121
	19 10	IMRF	1973	1673.42	85	17757	17485.00	99	.00	23686	6201.00 74
	19 11	Social Security	1222	986.39	81	10998	10243.48	93	.00	14670	4426.52 70
	19 12	Medicare	285	230.70	81	2565	2395.75	93	.00	3431	1035.25 70
	19 **	Employee Benefits	7498	9380.89	125	67482	88537.65	131	.00	90005	1467.35 98
	20	Prof Technical Services									
	20 05	Professional Services	475	.00	0	4275	5400.00	126	.00	5700	300.00 95
	20 **	Prof Technical Services	475	.00	0	4275	5400.00	126	.00	5700	300.00 95
	21	Property Services									
	21 36	Equipment Rental	106	.00	0	954	1019.52	107	.00	1280	260.48 80
	21 65	Other Services	25	.00	0	225	.00	0	.00	310	310.00 0
	21 **	Property Services	131	.00	0	1179	1019.52	87	.00	1590	570.48 64
	22	Other Contractual Service									
	22 02	Dues	62	.00	0	558	100.00	18	.00	750	650.00 13
	22 03	Training	100	50.88	51	900	1154.26	128	.00	1200	45.74 96
	22 25	IT/GIS Service Charge	2091	2091.67	100	18819	18825.03	100	.00	25100	6274.97 75
	22 **	Other Contractual Service	2253	2142.55	95	20277	20079.29	99	.00	27050	6970.71 74
601 ** **		Library	30158	28240.90	94	271422	290081.81	107	.00	361964	71882.19 80
60 ** **		Culture/Recreation	30158	28240.90	94	271422	290081.81	107	.00	361964	71882.19 80
DIV 6008	TOTAL *****	Finance	30158	28240.90	94	271422	290081.81	107	.00	361964	71882.19 80

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	56174	51671.84	92	505566	524106.79	104	.00	674093	149986.21 78
	16 **	Library Personal Services	56174	51671.84	92	505566	524106.79	104	.00	674093	149986.21 78
	18	Other Personal Services									
	18 05	Overtime Civilian	20	12.51	63	180	203.30	113	.00	250	46.70 81
	18 **	Other Personal Services	20	12.51	63	180	203.30	113	.00	250	46.70 81
	19	Employee Benefits									
	19 05	Medical Insurance	12550	11625.09	93	112950	104625.81	93	.00	150601	45975.19 70
	19 10	IMRF	5623	4955.76	88	50607	50045.68	99	.00	67477	17431.32 74
	19 11	Social Security	3482	3083.10	89	31338	31526.58	101	.00	41794	10267.42 75
	19 12	Medicare	814	721.03	89	7326	7373.06	101	.00	9774	2400.94 75
	19 **	Employee Benefits	22469	20384.98	91	202221	193571.13	96	.00	269646	76074.87 72
	20	Prof Technical Services									
	20 05	Professional Services	524	254.09	49	4716	3134.87	67	.00	6290	3155.13 50
	20 08	Consulting Services	378	.00	0	3402	.00	0	.00	4545	4545.00 0
	20 **	Prof Technical Services	902	254.09	28	8118	3134.87	39	.00	10835	7700.13 29
	21	Property Services									
	21 02	Equipment Maintenance	12324	1933.38	16	110916	147579.73	133	.00	147898	318.27 100
	21 **	Property Services	12324	1933.38	16	110916	147579.73	133	.00	147898	318.27 100
	22	Other Contractual Service									
	22 03	Training	37	.00	0	333	232.44	70	.00	450	217.56 52
	22 **	Other Contractual Service	37	.00	0	333	232.44	70	.00	450	217.56 52
	30	General Supplies									
	30 05	Office Supplies & Equip	31	114.93	371	279	339.10	122	.00	375	35.90 90
	30 30	Data System Supplies	3183	2752.65	87	28647	21623.33	76	.00	38204	16580.67 57
	30 32	Software Library	14152	2068.97	15	127368	110912.09	87	.00	169829	58916.91 65
	30 33	Documentation Library	14	.00	0	126	.00	0	.00	175	175.00 0
	30 **	General Supplies	17380	4936.55	28	156420	132874.52	85	.00	208583	75708.48 64
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	1106	1069.58	97	9954	6735.02	68	.00	13276	6540.98 51
	31 **	Public Works Supplies	1106	1069.58	97	9954	6735.02	68	.00	13276	6540.98 51
	32	Library Supplies									
	32 05	Processing Supplies	25	.00	0	225	12.00	5	.00	300	288.00 4
	32 32	Software	907	.00	0	8163	4818.64	59	.00	10887	6068.36 44
	32 **	Library Supplies	932	.00	0	8388	4830.64	58	.00	11187	6356.36 43
	50	Property									
	50 12	Computer Equipment	3137	3119.21	99	28233	21050.78	75	.00	37649	16598.22 56
	50 **	Property	3137	3119.21	99	28233	21050.78	75	.00	37649	16598.22 56

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology					ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
601	** **	Library	114481	83382.14	73	1030329	1034319.22	100	.00	1373867	339547.78 75
60	** **	Culture/Recreation	114481	83382.14	73	1030329	1034319.22	100	.00	1373867	339547.78 75
DIV	6010	TOTAL ***** Information Technology	114481	83382.14	73	1030329	1034319.22	100	.00	1373867	339547.78 75

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	23283	20476.90	88	209547	208299.00	99	.00	279406	71107.00 75
	16 **	Library Personal Services	23283	20476.90	88	209547	208299.00	99	.00	279406	71107.00 75
	18	Other Personal Services									
	18 05	Overtime Civilian	166	146.84	89	1494	1316.45	88	.00	2000	683.55 66
	18 **	Other Personal Services	166	146.84	89	1494	1316.45	88	.00	2000	683.55 66
	19	Employee Benefits									
	19 05	Medical Insurance	5337	5036.10	94	48033	45324.90	94	.00	64053	18728.10 71
	19 10	IMRF	2330	1850.60	79	20970	18683.24	89	.00	27969	9285.76 67
	19 11	Social Security	1443	1203.37	83	12987	12330.96	95	.00	17323	4992.04 71
	19 12	Medicare	337	281.43	84	3033	2883.87	95	.00	4051	1167.13 71
	19 **	Employee Benefits	9447	8371.50	89	85023	79222.97	93	.00	113396	34173.03 70
	22	Other Contractual Service									
	22 03	Training	291	.00	0	2619	.00	0	.00	3500	3500.00 0
	22 **	Other Contractual Service	291	.00	0	2619	.00	0	.00	3500	3500.00 0
	30	General Supplies									
	30 05	Office Supplies & Equip	302	.00	0	2718	31.28	1	.00	3635	3603.72 1
	30 **	General Supplies	302	.00	0	2718	31.28	1	.00	3635	3603.72 1
601	** **	Library	33489	28995.24	87	301401	288869.70	96	.00	401937	113067.30 72
60	** **	Culture/Recreation	33489	28995.24	87	301401	288869.70	96	.00	401937	113067.30 72
DIV	6015	TOTAL ***** Security	33489	28995.24	87	301401	288869.70	96	.00	401937	113067.30 72

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities					ANNUAL	UNENCUMB.	%		
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	461975	366604.43	79	4157775	3953135.46	95	.00	5544355	1591219.54	71

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund		DEPT/DIV 6401 User Services/Youth Services						ANNUAL	UNENCUMB.	%	
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	81779	69353.53	85	736011	673826.84	92	.00	981349	307522.16 69
	16 **	Library Personal Services	81779	69353.53	85	736011	673826.84	92	.00	981349	307522.16 69
	18	Other Personal Services									
	18 05	Overtime Civilian	166	.00	0	1494	.00	0	.00	2000	2000.00 0
	18 **	Other Personal Services	166	.00	0	1494	.00	0	.00	2000	2000.00 0
	19	Employee Benefits									
	19 05	Medical Insurance	10464	9905.07	95	94176	89145.63	95	.00	125568	36422.37 71
	19 10	IMRF	8186	6297.66	77	73674	59870.06	81	.00	98233	38362.94 61
	19 11	Social Security	5070	4183.49	83	45630	41369.30	91	.00	60844	19474.70 68
	19 12	Medicare	1185	978.40	83	10665	9675.16	91	.00	14230	4554.84 68
	19 **	Employee Benefits	24905	21364.62	86	224145	200060.15	89	.00	298875	98814.85 67
	21	Property Services									
	21 02	Equipment Maintenance	37	.00	0	333	35.68	11	.00	455	419.32 8
	21 **	Property Services	37	.00	0	333	35.68	11	.00	455	419.32 8
	22	Other Contractual Service									
	22 02	Dues	373	100.00	27	3357	3155.00	94	.00	4478	1323.00 71
	22 03	Training	211	171.35	81	1899	1639.63	86	.00	2541	901.37 65
	22 **	Other Contractual Service	584	271.35	47	5256	4794.63	91	.00	7019	2224.37 68
	30	General Supplies									
	30 05	Office Supplies & Equip	201	267.76	133	1809	1375.83	76	.00	2414	1038.17 57
	30 **	General Supplies	201	267.76	133	1809	1375.83	76	.00	2414	1038.17 57
	32	Library Supplies									
	32 01	Program Supplies	912	1500.50	165	8208	7145.76	87	.00	10948	3802.24 65
	32 02	Program Events	2028	463.11	23	18252	13305.03	73	.00	24339	11033.97 55
	32 90	Circulation Supplies	369	51.99	14	3321	3860.16	116	.00	4433	572.84 87
	32 **	Library Supplies	3309	2015.60	61	29781	24310.95	82	.00	39720	15409.05 61
601	** **	Library	110981	93272.86	84	998829	904404.08	91	.00	1331832	427427.92 68
60	** **	Culture/Recreation	110981	93272.86	84	998829	904404.08	91	.00	1331832	427427.92 68
DIV	6401	TOTAL ***** Youth Services	110981	93272.86	84	998829	904404.08	91	.00	1331832	427427.92 68

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	45335	31409.12	69	408015	352856.17	87	.00	544031	191174.83 65
	16 **	Library Personal Services	45335	31409.12	69	408015	352856.17	87	.00	544031	191174.83 65
	18	Other Personal Services									
	18 05	Overtime Civilian	41	.00	0	369	59.90	16	.00	500	440.10 12
	18 **	Other Personal Services	41	.00	0	369	59.90	16	.00	500	440.10 12
	19	Employee Benefits									
	19 05	Medical Insurance	11398	8294.66	73	102582	74651.94	73	.00	136782	62130.06 55
	19 10	IMRF	4538	3115.22	69	40842	34472.79	84	.00	54458	19985.21 63
	19 11	Social Security	2810	1838.29	65	25290	20669.43	82	.00	33730	13060.57 61
	19 12	Medicare	657	429.91	65	5913	4833.97	82	.00	7888	3054.03 61
	19 **	Employee Benefits	19403	13678.08	71	174627	134628.13	77	.00	232858	98229.87 58
	22	Other Contractual Service									
	22 02	Dues	254	.00	0	2286	1136.00	50	.00	3049	1913.00 37
	22 03	Training	315	129.82	41	2835	1221.55	43	.00	3788	2566.45 32
	22 18	Contr Programs & Exhibits	416	360.00	87	3744	3690.00	99	.00	5000	1310.00 74
	22 **	Other Contractual Service	985	489.82	50	8865	6047.55	68	.00	11837	5789.45 51
	30	General Supplies									
	30 05	Office Supplies & Equip	77	51.20	67	693	1026.61	148	.00	930	96.61- 110
	30 **	General Supplies	77	51.20	67	693	1026.61	148	.00	930	96.61- 110
	32	Library Supplies									
	32 01	Program Supplies	0	122.74	0	0	997.40	0	.00	0	997.40- 0
	32 02	Program Events	401	.00	0	3609	323.65	9	.00	4820	4496.35 7
	32 90	Circulation Supplies	137	.00	0	1233	70.76	6	.00	1649	1578.24 4
	32 **	Library Supplies	538	122.74	23	4842	1391.81	29	.00	6469	5077.19 22
601	** **	Library	66379	45750.96	69	597411	496010.17	83	.00	796625	300614.83 62
60	** **	Culture/Recreation	66379	45750.96	69	597411	496010.17	83	.00	796625	300614.83 62
DIV	6405	TOTAL ***** Business & Specialty Serv	66379	45750.96	69	597411	496010.17	83	.00	796625	300614.83 62

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services					ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	46063	60041.80	130	659316	574181.71	87	.00	797514	223332.29	72
	16 **	Library Personal Services	46063	60041.80	130	659316	574181.71	87	.00	797514	223332.29	72
	18	Other Personal Services										
	18 05	Overtime Civilian	83	42.54	51	747	288.75	39	.00	1000	711.25	29
	18 **	Other Personal Services	83	42.54	51	747	288.75	39	.00	1000	711.25	29
	19	Employee Benefits										
	19 05	Medical Insurance	8176	7452.58	91	73584	67073.22	91	.00	98122	31048.78	68
	19 10	IMRF	4536	4604.06	102	71280	45638.49	64	.00	84892	39253.51	54
	19 11	Social Security	2810	3610.53	129	41005	34949.63	85	.00	49446	14496.37	71
	19 12	Medicare	657	844.39	129	9588	8173.68	85	.00	11564	3390.32	71
	19 **	Employee Benefits	16179	16511.56	102	195457	155835.02	80	.00	244024	88188.98	64
	22	Other Contractual Service										
	22 02	Dues	55	270.00	491	495	420.00	85	.00	668	248.00	63
	22 03	Training	162	240.00	148	1458	1311.58	90	.00	1951	639.42	67
	22 **	Other Contractual Service	217	510.00	235	1953	1731.58	89	.00	2619	887.42	66
	30	General Supplies										
	30 05	Office Supplies & Equip	130	100.90	78	1170	725.99	62	.00	1567	841.01	46
	30 **	General Supplies	130	100.90	78	1170	725.99	62	.00	1567	841.01	46
	32	Library Supplies										
	32 01	Program Supplies	67	66.97	100	603	271.24	45	.00	804	532.76	34
	32 **	Library Supplies	67	66.97	100	603	271.24	45	.00	804	532.76	34
601	** **	Library	62739	77273.77	123	859246	733034.29	85	.00	1047528	314493.71	70
60	** **	Culture/Recreation	62739	77273.77	123	859246	733034.29	85	.00	1047528	314493.71	70
DIV	6410	TOTAL ***** Info Services	62739	77273.77	123	859246	733034.29	85	.00	1047528	314493.71	70

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	122308	85257.17	70	856023	985813.56	115	.00	1222951	237137.44 81
16	**	Library Personal Services	122308	85257.17	70	856023	985813.56	115	.00	1222951	237137.44 81
18		Other Personal Services									
18	05	Overtime Civilian	83	6.69	8	747	67.74	9	.00	1000	932.26 7
18	**	Other Personal Services	83	6.69	8	747	67.74	9	.00	1000	932.26 7
19		Employee Benefits									
19	05	Medical Insurance	8827	7460.36	85	79443	67143.24	85	.00	105931	38787.76 63
19	10	IMRF	12080	6615.33	55	78264	75037.88	96	.00	114513	39475.12 66
19	11	Social Security	7481	5210.52	70	51614	59572.63	115	.00	74061	14488.37 80
19	12	Medicare	1749	1218.69	70	12066	13932.29	116	.00	17321	3388.71 80
19	**	Employee Benefits	30137	20504.90	68	221387	215686.04	97	.00	311826	96139.96 69
21		Property Services									
21	65	Other Services	1050	489.95	47	9450	5085.30	54	.00	12602	7516.70 40
21	**	Property Services	1050	489.95	47	9450	5085.30	54	.00	12602	7516.70 40
22		Other Contractual Service									
22	02	Dues	46	.00	0	414	160.00	39	.00	562	402.00 29
22	03	Training	147	104.80	71	1323	610.87	46	.00	1773	1162.13 35
22	**	Other Contractual Service	193	104.80	54	1737	770.87	44	.00	2335	1564.13 33
30		General Supplies									
30	05	Office Supplies & Equip	156	64.99	42	1404	569.52	41	.00	1883	1313.48 30
30	07	Supplies Reimb by Patrons	170	.00	0	1530	1977.11	129	.00	2040	62.89 97
30	**	General Supplies	326	64.99	20	2934	2546.63	87	.00	3923	1376.37 65
32		Library Supplies									
32	90	Circulation Supplies	751	136.19	18	6759	5195.61	77	.00	9017	3821.39 58
32	**	Library Supplies	751	136.19	18	6759	5195.61	77	.00	9017	3821.39 58
601	**	** Library	154848	106564.69	69	1099037	1215165.75	111	.00	1563654	348488.25 78
60	**	** Culture/Recreation	154848	106564.69	69	1099037	1215165.75	111	.00	1563654	348488.25 78
DIV	6420	TOTAL ***** Customer Services	154848	106564.69	69	1099037	1215165.75	111	.00	1563654	348488.25 78

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services					ANNUAL	UNENCUMB.	%			
BA ELE OBJ ACCOUNT			*****CURRENT*****		*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT			
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	%	BDGT
60		Culture/Recreation											
601		Library											
16		Library Personal Services											
16	85	Salaries	14452	15928.36	110	130068	140567.05	108	.00	173435	32867.95	81	
16	**	Library Personal Services	14452	15928.36	110	130068	140567.05	108	.00	173435	32867.95	81	
18		Other Personal Services											
18	05	Overtime Civilian	0	.00	0	0	1.04	0	.00	0	1.04-	0	
18	**	Other Personal Services	0	.00	0	0	1.04	0	.00	0	1.04-	0	
19		Employee Benefits											
19	05	Medical Insurance	1661	1256.82	76	14949	11311.38	76	.00	19933	8621.62	57	
19	10	IMRF	1446	1526.46	106	13014	13855.16	107	.00	17361	3505.84	80	
19	11	Social Security	896	936.32	105	8064	8379.90	104	.00	10753	2373.10	78	
19	12	Medicare	209	218.98	105	1881	1959.74	104	.00	2515	555.26	78	
19	**	Employee Benefits	4212	3938.58	94	37908	35506.18	94	.00	50562	15055.82	70	
22		Other Contractual Service											
22	02	Dues	24	.00	0	216	.00	0	.00	293	293.00	0	
22	03	Training	35	10.03	29	315	270.77	86	.00	422	151.23	64	
22	**	Other Contractual Service	59	10.03	17	531	270.77	51	.00	715	444.23	38	
30		General Supplies											
30	05	Office Supplies & Equip	0	.00	0	0	59.53	0	.00	0	59.53-	0	
30	**	General Supplies	0	.00	0	0	59.53	0	.00	0	59.53-	0	
32		Library Supplies											
32	90	Circulation Supplies	129	.00	0	1161	339.88	29	.00	1551	1211.12	22	
32	**	Library Supplies	129	.00	0	1161	339.88	29	.00	1551	1211.12	22	
601	** **	Library	18852	19876.97	105	169668	176744.45	104	.00	226263	49518.55	78	
60	** **	Culture/Recreation	18852	19876.97	105	169668	176744.45	104	.00	226263	49518.55	78	
DIV	6430	TOTAL ***** Accessible Services	18852	19876.97	105	169668	176744.45	104	.00	226263	49518.55	78	

FUND 291 Memorial Library Fund		DEPT/DIV 6440 User Services/Programs and Exhibits						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	
60		Culture/Recreation								
601		Library								
16		Library Personal Services								
16	85	Salaries	21802	14902.13	68	196218	156681.13	80	.00	261631
16	**	Library Personal Services	21802	14902.13	68	196218	156681.13	80	.00	261631
18		Other Personal Services								
18	05	Overtime Civilian	16	7.65	48	144	7.65	5	.00	200
18	**	Other Personal Services	16	7.65	48	144	7.65	5	.00	200
19		Employee Benefits								
19	05	Medical Insurance	5188	4827.65	93	46692	43448.85	93	.00	62256
19	10	IMRF	2182	1492.46	68	19638	15542.71	79	.00	26189
19	11	Social Security	1351	877.63	65	12159	9155.01	75	.00	16221
19	12	Medicare	316	205.26	65	2844	2141.06	75	.00	3794
19	**	Employee Benefits	9037	7403.00	82	81333	70287.63	86	.00	108460
22		Other Contractual Service								
22	02	Dues	116	.00	0	1044	570.00	55	.00	1401
22	03	Training	87	98.35	113	783	947.80	121	.00	1053
22	18	Contr Programs & Exhibits	15150	8271.59	55	136350	79454.82	58	.00	181800
22	**	Other Contractual Service	15353	8369.94	55	138177	80972.62	59	.00	184254
32		Library Supplies								
32	01	Program Supplies	25	.00	0	225	55.96	25	.00	300
32	02	Program Events	3214	2082.64	65	28926	21650.12	75	.00	38572
32	**	Library Supplies	3239	2082.64	64	29151	21706.08	75	.00	38872
601	** **	Library	49447	32765.36	66	445023	329655.11	74	.00	593417
60	** **	Culture/Recreation	49447	32765.36	66	445023	329655.11	74	.00	593417
DIV	6440	TOTAL ***** Programs and Exhibits	49447	32765.36	66	445023	329655.11	74	.00	593417

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund		DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	
60		Culture/Recreation								
601		Library								
16		Library Personal Services								
16	85	Salaries	43253	39157.89	91	389277	406112.60	104	.00	519038 112925.40 78
16	**	Library Personal Services	43253	39157.89	91	389277	406112.60	104	.00	519038 112925.40 78
18		Other Personal Services								
18	05	Overtime Civilian	8	.00	0	72	.00	0	.00	100 100.00 0
18	**	Other Personal Services	8	.00	0	72	.00	0	.00	100 100.00 0
19		Employee Benefits								
19	05	Medical Insurance	4430	4453.58	101	39870	40082.22	101	.00	53168 13085.78 75
19	10	IMRF	4329	3689.68	85	38961	37403.15	96	.00	51956 14552.85 72
19	11	Social Security	2681	2386.75	89	24129	24629.29	102	.00	32180 7550.71 77
19	12	Medicare	627	558.20	89	5643	5760.20	102	.00	7526 1765.80 77
19	**	Employee Benefits	12067	11088.21	92	108603	107874.86	99	.00	144830 36955.14 75
22		Other Contractual Service								
22	02	Dues	168	385.00	229	1512	1644.00	109	.00	2020 376.00 81
22	03	Training	33	.00	0	297	260.65	88	.00	400 139.35 65
22	66	Outside Reference Service	230	.00	0	2070	2773.62	134	.00	2765 8.62- 100
22	**	Other Contractual Service	431	385.00	89	3879	4678.27	121	.00	5185 506.73 90
30		General Supplies								
30	05	Office Supplies & Equip	58	14.68	25	522	345.07	66	.00	707 361.93 49
30	07	Supplies Reimb by Patrons	66	.00	0	594	113.97	19	.00	800 686.03 14
30	**	General Supplies	124	14.68	12	1116	459.04	41	.00	1507 1047.96 31
31		Public Works Supplies								
31	85	Small Tools and Equipment	416	1150.12	277	3744	3779.95	101	.00	5000 1220.05 76
31	**	Public Works Supplies	416	1150.12	277	3744	3779.95	101	.00	5000 1220.05 76
32		Library Supplies								
32	01	Program Supplies	62	.00	0	558	571.88	103	.00	750 178.12 76
32	78	Electronic Resources	28589	4422.20	16	257301	328947.54	128	.00	343072 14124.46 96
32	90	Circulation Supplies	139	419.07	302	1251	1005.17	80	.00	1675 669.83 60
32	**	Library Supplies	28790	4841.27	17	259110	330524.59	128	.00	345497 14972.41 96
50		Property								
50	15	Other Equipment	300	32.65	11	2700	1870.75	69	.00	3606 1735.25 52
50	**	Property	300	32.65	11	2700	1870.75	69	.00	3606 1735.25 52
601	** **	Library	85389	56669.82	66	768501	855300.06	111	.00	1024763 169462.94 84
60	** **	Culture/Recreation	85389	56669.82	66	768501	855300.06	111	.00	1024763 169462.94 84
DIV	6450	TOTAL ***** Digital Services	85389	56669.82	66	768501	855300.06	111	.00	1024763 169462.94 84

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	72679	66112.26	91	654111	671458.61	103	.00	872150	200691.39	77
16	**	Library Personal Services	72679	66112.26	91	654111	671458.61	103	.00	872150	200691.39	77
18		Other Personal Services										
18	05	Overtime Civilian	12	10.29	86	108	96.07	89	.00	150	53.93	64
18	**	Other Personal Services	12	10.29	86	108	96.07	89	.00	150	53.93	64
19		Employee Benefits										
19	05	Medical Insurance	17677	15024.21	85	159093	135217.89	85	.00	212130	76912.11	64
19	10	IMRF	7275	6618.90	91	65475	67222.87	103	.00	87302	20079.13	77
19	11	Social Security	4506	3933.08	87	40554	40051.31	99	.00	54073	14021.69	74
19	12	Medicare	1053	919.83	87	9477	9366.87	99	.00	12646	3279.13	74
19	**	Employee Benefits	30511	26496.02	87	274599	251858.94	92	.00	366151	114292.06	69
21		Property Services										
21	64	Access Services	291	681.00	234	2619	6551.65	250	.00	3500	3051.65-	187
21	**	Property Services	291	681.00	234	2619	6551.65	250	.00	3500	3051.65-	187
22		Other Contractual Service										
22	02	Dues	206	225.00	109	1854	1110.00	60	.00	2478	1368.00	45
22	03	Training	83	132.16	159	747	990.66	133	.00	1000	9.34	99
22	85	Processing Services	8963	10547.55	118	80667	62746.42	78	.00	107565	44818.58	58
22	**	Other Contractual Service	9252	10904.71	118	83268	64847.08	78	.00	111043	46195.92	58
30		General Supplies										
30	05	Office Supplies & Equip	125	.00	0	1125	1438.33	128	.00	1500	61.67	96
30	33	Documentation Library	59	.00	0	531	716.00	135	.00	717	1.00	100
30	**	General Supplies	184	.00	0	1656	2154.33	130	.00	2217	62.67	97
32		Library Supplies										
32	03	Binding	16	.00	0	144	.00	0	.00	200	200.00	0
32	05	Processing Supplies	2500	1991.89	80	22500	15394.14	68	.00	30000	14605.86	51
32	75	Audio Visual	44581	59801.05	134	401229	356332.34	89	.00	534980	178647.66	67
32	80	Books	60223	73322.99	122	542007	522289.33	96	.00	722676	200386.67	72
32	90	Circulation Supplies	500	85.60	17	4500	4944.87	110	.00	6000	1055.13	82
32	95	Periodicals	11061	4855.31	44	99549	96440.34	97	.00	132735	36294.66	73
32	**	Library Supplies	118881	140056.84	118	1069929	995401.02	93	.00	1426591	431189.98	70
601	**	Library	231810	244261.12	105	2086290	1992367.70	96	.00	2781802	789434.30	72
60	**	Culture/Recreation	231810	244261.12	105	2086290	1992367.70	96	.00	2781802	789434.30	72
DIV	6470	TOTAL ***** Collection Services	231810	244261.12	105	2086290	1992367.70	96	.00	2781802	789434.30	72

FUND 291 Memorial Library Fund		DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%			
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****	*****YEAR-TO-DATE*****								
SUB	SUB	DESCRIPTION		BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			Culture/Recreation										
601			Library										
16			Library Personal Services										
16	85		Salaries	3599	.00	0	3599	.00	0	.00	14396	14396.00	0
16	**		Library Personal Services	3599	.00	0	3599	.00	0	.00	14396	14396.00	0
19			Employee Benefits										
19	10		IMRF	455	.00	0	455	.00	0	.00	1820	1820.00	0
19	11		Social Security	223	.00	0	223	.00	0	.00	893	893.00	0
19	12		Medicare	52	.00	0	52	.00	0	.00	208	208.00	0
19	**		Employee Benefits	730	.00	0	730	.00	0	.00	2921	2921.00	0
20			Prof Technical Services										
20	05		Professional Services	3988	10266.00	257	3988	10266.00	257	.00	15950	5684.00	64
20	20		Legal Services	2000	.00	0	2000	.00	0	.00	8000	8000.00	0
20	40		General Insurance	50	423.00	846	50	423.00	846	.00	200	223.00	212
20	**		Prof Technical Services	6038	10689.00	177	6038	10689.00	177	.00	24150	13461.00	44
21			Property Services										
21	60		Water and Sewer Service	150	.00	0	150	.00	0	.00	600	600.00	0
21	65		Other Services	8	30.00	375	8	30.00	375	.00	30	.00	100
21	**		Property Services	158	30.00	19	158	30.00	19	.00	630	600.00	5
30			General Supplies										
30	51		Heating Fuel	3910	1907.66	49	3910	1907.66	49	.00	15640	13732.34	12
30	**		General Supplies	3910	1907.66	49	3910	1907.66	49	.00	15640	13732.34	12
31			Public Works Supplies										
31	85		Small Tools and Equipment	8	32.12	402	8	32.12	402	.00	32	.12	100
31	**		Public Works Supplies	8	32.12	402	8	32.12	402	.00	32	.12	100
50			Property										
50	55		Other Capital Outlay	7050	.00	0	7050	.00	0	.00	28200	28200.00	0
50	**		Property	7050	.00	0	7050	.00	0	.00	28200	28200.00	0
601	**	**	Library	21493	12658.78	59	21493	12658.78	59	.00	85969	73310.22	15
60	**	**	Culture/Recreation	21493	12658.78	59	21493	12658.78	59	.00	85969	73310.22	15
DIV	6480		TOTAL ***** Belmont Makerspace	21493	12658.78	59	21493	12658.78	59	.00	85969	73310.22	15
DEPT	64		TOTAL ***** User Services	801938	689094.33	86	7045498	6715340.39	95	.00	9451853	2736512.61	71
FUND	291		TOTAL ***** Memorial Library Fund	1263913	1055698.76	84	11203273	10668475.85	95	.00	14996208	4327732.15	71
GRAND			TOTAL *****	1263913	1055698.76	84	11203273	10668475.85	95	.00	14996208	4327732.15	71

PREPARED 10/10/2019, 11:28:10
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 75% OF YEAR LAPSED

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 15	Other Equipment	4750	.00	0	42750	.00	0	.00	57000	57000.00 0
	50 **	Property	4750	.00	0	42750	.00	0	.00	57000	57000.00 0
601 ** **		Library	4750	.00	0	42750	.00	0	.00	57000	57000.00 0
60 ** **		Culture/Recreation	4750	.00	0	42750	.00	0	.00	57000	57000.00 0
DIV 6001		TOTAL *****									
		Administration	4750	.00	0	42750	.00	0	.00	57000	57000.00 0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 15	Other Equipment	2583	.00	0	23247	675.00	3	.00	31000	30325.00 2
	50 55	Other Capital Outlay	4690	10985.00	234	42210	59675.00	141	.00	56290	3385.00- 106
	50 **	Property	7273	10985.00	151	65457	60350.00	92	.00	87290	26940.00 69
601 ** **		Library	7273	10985.00	151	65457	60350.00	92	.00	87290	26940.00 69
60 ** **		Culture/Recreation	7273	10985.00	151	65457	60350.00	92	.00	87290	26940.00 69
DIV 6020		TOTAL ***** Facilities	7273	10985.00	151	65457	60350.00	92	.00	87290	26940.00 69
DEPT 60		TOTAL ***** Executive Office	13089	10985.00	84	117801	60350.00	51	.00	157090	96740.00 38
FUND 491		TOTAL ***** Capital Projects-Library	13089	10985.00	84	117801	60350.00	51	.00	157090	96740.00 38
GRAND		TOTAL *****	13089	10985.00	84	117801	60350.00	51	.00	157090	96740.00 38

October 15, 2019

(Action Item 6)

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

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$297,837.61
491	Capital Projects Fund - Library	\$10,985.00
Total Disbursements		<u>\$308,822.61</u>
Payrolls Paid		
9/13/2019		\$288,955.44
9/27/2019		\$280,408.39
		<u>\$569,363.83</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
9/30/2019	Group Insurance	\$105,550.00
9/30/2019	IMRF	51,935.19
9/30/2019	Social Security	34,083.08
9/30/2019	Medicare	7,971.11
		<u>\$199,539.38</u>
Total Disbursed		<u><u>\$1,077,725.82</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
79238	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION - SEPT	99.84	99.84
79252	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	163.47-	
		291-0000-140.05-00	PLA CONF-M DRISKELL	305.00	
		291-0000-140.05-00	PLA CONF-V JAFFE	305.00	
		291-0000-140.05-00	PLA CONF-L BOBIS	305.00	
		291-0000-140.05-00	SXSW CONF-J CZAJKA	895.00	
		291-0000-140.05-00	PLA CONF-A HARDER	305.00	
		291-0000-140.05-00	PLA CONF-P AICHELE	305.00	
		291-0000-140.05-00	PLA CONF-D EKL	305.00	
		291-0000-140.05-00	PLA CONF-M HASTINGS	305.00	
		291-0000-140.05-00	PLA CONF-J BOWER	895.00	3,761.53
79271	CHARLES M. SCHULZ MUSEUM & RESEARCH	291-0000-140.05-00	FIRST INSTALLMENT EXHIBIT	4,250.00	4,250.00
79294	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED OCTOBER	3,213.14	
		291-0000-210.99-00	FSA DEP OCTOBER	1,153.85	4,366.99
***** DIVISION TOTAL ****					12,478.36
***** DEPARTMENT TOTAL **					12,478.36
DEPARTMENT: 60	Executive Office	DIVISION: 01			
79243	AMAZON.COM CREDIT	291-6001-601.30-05	OFFICE SUPPLIES	43.99	
		291-6001-601.30-05	OFFICE SUPPLIES	25.84	
		291-6001-601.30-05	OFFICE SUPPLIES	19.22	
		291-6001-601.30-05	OFFICE SUPPLIES	21.98	
		291-6001-601.30-05	OFFICE SUPPLIES	21.98-	
		291-6001-601.30-05	OFFICE SUPPLIES	17.95	
		291-6001-601.30-05	OFFICE SUPPLIES	14.77	
		291-6001-601.30-05	OFFICE SUPPLIES	29.46	
		291-6001-601.30-05	BANK BAG FOR FINANCE	3.99	
		291-6001-601.30-05	OFFICE SUPPLIES	28.00	183.22
79246	AMERICAN LIBRARY ASSOCIATION-MACS R	291-6001-601.22-03	YALSA CONF - A SON	248.00	248.00.
79250	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAVEL/TRAINING	45.70	
		291-6001-601.32-72	SPECIAL EVENTS	10.48	
		291-6001-601.22-03	TRAVEL/TRAINING	34.42	90.60
79252	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-42	COMCAST INTERNET SRVS	346.85	
		291-6001-601.50-15	STAFF ROOM FURNITURE	757.98	
		291-6001-601.22-03	TRAVEL/TRAINING - D EKL	8.14	
		291-6001-601.50-15	STANDING DESKS F/CALL CEN	872.06	1,985.03
79256	AT & T	291-6001-601.22-70	TELE	6,355.96	6,355.96
79257	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 7/28-8/27	138.69	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					138.69
79260	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	16.43	
		291-6001-601.32-99	EMPL REIMB PURCHASE	17.49	
		291-6001-601.32-99	EMPL REIMB PURCHASE	13.14	47.06
79266	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE	2,825.02	2,825.02
79274	COMCAST	291-6001-601.21-65	BUSINESS CABLE OCTOBER	21.00	21.00
79284	EKL, DONNA	291-6001-601.22-03	IGFOA	167.94	167.94
79285	FINER LINE	291-6001-601.30-05	NAME BADGES	16.33	16.33
79287	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING RENTAL F/4TH QTR	750.00	750.00
79294	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES OCTOBER	166.75	166.75
79296	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SEPTEMBER	49.95	49.95
79301	ILA CONFERENCE	291-6001-601.22-03	ILA CONF - S DISTEL +14	3,110.00	
		291-6001-601.22-03	ILA CONF - R THORNTON+4	750.00	
		291-6001-601.22-03	ILA CONF - T KARIM +4	846.00	
		291-6001-601.22-03	ILA CONF - C MEDAL	257.00	
		291-6001-601.22-03	ILA CONF - A GARCIA +3	600.00	
		291-6001-601.22-03	ILA CONF - S RYAN	150.00	
		291-6001-601.22-03	ILA CONF - M SIDOR +2	111.00	
		291-6001-601.22-03	ILA CONF - G ZYCK	37.00	
		291-6001-601.22-03	ILA CONF - D UNUMB	37.00	
		291-6001-601.22-03	ILA CONF - J MORAVEC	37.00	5,935.00
79327	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAYPHONE OCT'19	63.00	63.00
79340	SCHOOL OUTFITTERS	291-6001-601.50-15	WHITE BOARDS F/CONFERENCE	3,604.32	3,604.32
79357	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 8/26-9/25	374.70	374.70
79364	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 9/19-	154.00	
		291-6001-601.22-42	INTERNET ACCESS 9/13-	1,574.99	1,728.99
***** DIVISION TOTAL ****					24,751.56

79239	ALA MEMBERSHIP	291-6002-601.22-02	ALA DUES - M HASTINGS	275.00	275.00
79243	AMAZON.COM CREDIT	291-6002-601.30-05	KEYBOARD CLEANER	5.91	
		291-6002-601.30-05	MONTHLY PLANNER	42.32	48.23
79247	AMERICAN MARKETING ASSOCIATION	291-6002-601.22-02	AMA DUES - M HASTINGS	300.00	300.00
79252	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	CONSTANT CONTACT MONTHLY	320.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6002-601.21-65	FACEBOOK ADVER	9.83	
		291-6002-601.20-05	STOCK ART	312.00	
		291-6002-601.22-10	1000 BOOKS STICKERS	185.00	
		291-6002-601.22-10	100 BOOKS NAMEPLATE	441.00	
		291-6002-601.22-10	STICKERS FOR OBOV	8.00-	
		291-6002-601.22-10	BUSINESS CARDS	66.59	
		291-6002-601.22-10	BUSINESS CARDS	39.19	
		291-6002-601.22-10	BUSINESS CARDS	46.39	
		291-6002-601.30-05	FOAMBOARD F/DISPLAY FURNI	40.14-	
		291-6002-601.30-05	SMALL PARTS ORGANIZER	89.98	
		291-6002-601.30-05	GIFT STICKERS F/KIDS BOOK	10.81-	1,451.03
79254	ARTGRAFIX/STOVER GRAPHICS	291-6002-601.30-05	BLACK FOAM BOARD	1,057.45	1,057.45
79255	ASI SIGNAGE INNOVATIONS	291-6002-601.22-10	PERMANENT SIGN ADDITIONS&	9,679.00	9,679.00
79266	CARDINAL COLORGROUP	291-6002-601.22-10	PRINTING	14,451.00	
		291-6002-601.22-10	CULINARY EXHIBIT BROCHURE	475.00	14,926.00
79295	HASTINGS, MARY	291-6002-601.32-72	COOLING CLOTHS F/STAFF&	134.91	134.91
79342	SIGNS BY TOMORROW	291-6002-601.30-05	OUTDOOR BOOKDROP SIGNS	176.30	176.30
79366	4ALL PROMOTIONS	291-6002-601.32-72	CLEANING CLOTH GIVEAWAYS	644.15	644.15
***** DIVISION TOTAL ****					28,692.07

DEPARTMENT: 60 Executive Office

DIVISION: 03

Human Resources

79250	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	DSSC PROGRAM	14.37	
		291-6003-601.40-70	DSSC PROGRAM	35.43	
		291-6003-601.40-70	DSSC PROGRAM	26.97	
		291-6003-601.40-70	DSSC PROGRAM	22.78	99.55
79252	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	DSSC GRILL RENTAL, 9/27	258.51	258.51
79267	CAREERBUILDER	291-6003-601.21-65	EMPL&VOLUNTEER SCREENING	1,017.75	1,017.75
79331	PRISBY, FRANCIE	291-6003-601.40-70	DSSC BBQ	241.02	241.02

***** DIVISION TOTAL ****

Gifts and Grants

1,616.83

DEPARTMENT: 60 Executive Office

DIVISION: 04

79244	AMBIUS (19)	291-6004-601.21-65	MAINTEN SRVS OCTOBER	236.97	236.97
79260	BAKER & TAYLOR	291-6004-601.32-80	BOOKS	22.70	22.70
79272	CHERTOK, ELIZABETH	291-6004-601.22-18	SUNDAY MUSICALE, 11/17	660.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					660.00
79367	4IMPRINT	291-6004-601.22-18	CULINARY CURIOSITY GIVE-	447.75	447.75
***** DIVISION TOTAL ****					1,367.42

DEPARTMENT: 60 Executive Office
79250 ARLINGTON HTS MEMORIAL LIBRARY

DIVISION: 08
291-6008-601.22-03 TRAVEL/TRAINING
291-6008-601.22-03 TRAVEL/TRAINING

37.04
13.84
50.88

***** DIVISION TOTAL ****

Finance

50.88

DEPARTMENT: 60 Executive Office
79243 AMAZON.COM CREDIT

DIVISION: 10
291-6010-601.31-85 TV WALL MOUNT
291-6010-601.31-85 ACCESSIBLE COMPUTER EQUIP
291-6010-601.31-85 ACCESSIBLE COMPUTER EQUIP
291-6010-601.50-12 DVI TO HDMI ADAPTERS
291-6010-601.30-30 SAMSUNG 203E TONER
291-6010-601.31-85 PHONE CHARGERS FOR HUB
291-6010-601.31-85 PHONE CHARGERS FOR HUB
291-6010-601.31-85 RAM FOR GRAPHICS COMPUTER
291-6010-601.31-85 RAM FOR GRAPHICS IMAC
291-6010-601.50-12 REPLACEMENT KEYBOARDS
291-6010-601.50-12 REPLACEMENT KEYBOARDS
291-6010-601.50-12 SURFACE LAPTOP FOR STAFF
291-6010-601.30-05 WHITE BOARD WIPES
291-6010-601.30-05 IT OFFICE SUPPLIES
291-6010-601.30-05 IT OFFICE SUPPLIES
291-6010-601.30-05 IT OFFICE SUPPLIES
291-6010-601.30-05 IT OFFICE SUPPLIES
291-6010-601.50-12 CHARGER CABLES
291-6010-601.50-12 CHARGER CABLES

92.99
118.00
129.32
55.32
854.45
58.84
145.22
165.98
269.98
204.75
51.56
698.69
8.99
32.88
2.35
2.89
47.92
23.98
11.99

2,976.10

79252 ARLINGTON HTS MEMORIAL LIBRARY

291-6010-601.20-05 GODADDY SSL CERTIFICATE
291-6010-601.20-05 PAYPAL PAYFLOW PRO
291-6010-601.30-32 YOUTUBE PREMIUM SUBS
291-6010-601.30-32 GITHUB MONTHLY SUBS
291-6010-601.30-32 PDQ DEPLOY&INVENTORY SUBS
291-6010-601.30-32 ZOOM TEXT LICENSE
291-6010-601.30-32 TRELLO MONTHLY SUBS
291-6010-601.30-32 AMAZON FREETIME SUBS
291-6010-601.30-32 HOEFLER FONTS
291-6010-601.30-32 SPOTIFY
291-6010-601.30-32 BLACKFIRE.IO SUBS
291-6010-601.30-32 RIDDLE.COM SUBS
291-6010-601.50-12 CATCHBOX THROWABLE MICRO-
291-6010-601.31-85 EAR PIECE F/CALL CENTER
291-6010-601.50-12 COMPUTER F/ STAFF

199.99
54.10
11.99
25.00
900.00
750.00
35.00
4.99
149.00
14.99
129.00
49.00
649.00
89.25
992.07

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.50-12	COMPUTER F/ STAFF	31.86	4,085.24
79258	B & H PHOTO VIDEO	291-6010-601.30-05	MOUSE PADS	19.90	
		291-6010-601.30-30	MAINTEN BOX F/GRAPHICS	299.84	
		291-6010-601.30-30	TONER F/SENIOR CENTER	188.00	
		291-6010-601.30-30	ROLL PAPER F/GRAPHICS	375.96	883.70
79305	IMPACT NETWORKING LLC	291-6010-601.30-30	PAPER THROUGH OUT BLDG	1,034.40	
		291-6010-601.21-02	EQUIPMENT MAINTEN	884.88	
		291-6010-601.21-02	EQUIPMENT MAINTEN	199.91	
		291-6010-601.21-02	EQUIPMENT MAINTEN	543.55	
		291-6010-601.21-02	EQUIPMENT MAINTEN	305.04	2,967.78
79323	NEWEGG BUSINESS	291-6010-601.50-12	MONITOR F/ B JARED	399.99	399.99
***** DIVISION TOTAL ****					11,312.81

Facilities

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office				
79236	ACRES GROUP	291-6020-601.21-11	LANDSCAPE MAINTEN	907.50	907.50
79237	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SRVS SEPTEMBER	2,965.00	2,965.00
79243	AMAZON.COM CREDIT	291-6020-601.21-11	MAINTENANCE SUPPLIES	10.97	
		291-6020-601.31-45	JANITORIAL SUPPLIES	124.95	135.92
79248	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SRVS SEPTEMBER	89.00	89.00
79249	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT SEPTEMBER	200.00	200.00
79252	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	320.59	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	6.84	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	320.66	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	80.64	
		291-6020-601.21-11	ROOF HATCH SAFETY RAILING	1,374.00	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	290.09	
		291-6020-601.31-45	JANITORIAL SUPPLIES	507.47	2,886.61
79259	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	2,055.70	
		291-6020-601.31-45	JANITORIAL SUPPLIES	20.00	2,075.70
79268	CARRIER CORPORATION	291-6020-601.21-11	NORTH CHILLER OIL PUMP	6,581.00	
		291-6020-601.21-11	CHILLER REMEDIAL WORK	3,718.00	10,299.00
79275	COMED	291-6020-601.30-51	HEATING 8/8-9/6/2019	1.64	
		291-6020-601.30-51	HEATING 8/8-9/6/2019	29.58	31.22
79279	DAHME MECHANICAL INDUSTRIES	291-6020-601.50-15	ADD ON-PUMP SYSTEM 6	3,361.00	3,361.00
79286	FIRE PROTECTION COMPANY	491-6020-601.50-55	SPRINKLER MAIN REPLAC	10,985.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					10,985.00
79289	FULL SOURCE	291-6020-601.21-11	MAINT SUPPLIES	160.97	160.97
79293	GLOBAL EQUIPMENT COMPANY INC	291-6020-601.21-11	MAINT SUPPLIES	47.39	47.39
79297	HOH WATER TECHNOLOGY INC	291-6020-601.21-11	MAINTEN SUPPLIES	250.06	384.25
		291-6020-601.21-11	COOLING TOWER CHEMICALS	134.19	
79299	IGS	291-6020-601.30-51	NATURAL GAS - AUGUST	2,093.47	2,093.47
79311	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6020-601.21-02	FIRE ALARM MONITORINGS	261.23	261.23
79317	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SRVS OCTOBER	4,599.00	4,599.00
79319	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTEN	79.98	156.41
		291-6020-601.21-11	BLDG MAINTEN	76.43	
79322	NATIONWIDE POWER SOLUTIONS	291-6020-601.21-02	UPS SRVS AGREEMENT	3,444.00	3,444.00
79324	NOFFS SELF STORAGE INC	291-6020-601.21-11	PARADE VEHICLE STORAGE	76.00	76.00
79334	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	857.26	875.80
		291-6020-601.31-45	JANITORIAL SUPPLIES	18.54	
79341	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTEN	98.64	227.05
		291-6020-601.21-11	BLDG MAINTEN	57.11	
		291-6020-601.21-11	BLDG MAINTEN	24.97	
		291-6020-601.21-11	BLDG MAINTEN	27.97	
		291-6020-601.21-11	BLDG MAINTEN	9.99	
		291-6020-601.21-11	BLDG MAINTEN	8.37	
79346	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SRVS OCTOBER	959.18	959.18
79347	STAPLES	291-6020-601.31-45	JANITORIAL SUPPLIES	919.04	919.04
79356	UPS	291-6020-601.21-11	MAINTEN SUPPLIES	7.92	7.92
79358	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - AUGUST	290.58	6,960.87
		291-6020-601.21-60	WATER/SEWER 6/27-8/30	6,587.52	
		291-6020-601.21-60	WATER/SEWER 7/9-9/4	82.77	
***** DIVISION TOTAL ****					55,108.53
***** DEPARTMENT TOTAL **					122,900.10
					<i>Youth Services</i>
DEPARTMENT: 64	User Services	DIVISION: 01			
79243	AMAZON.COM CREDIT	291-6401-601.32-90	SUPPLIES FOR OUTREACH	51.99	
		291-6401-601.30-05	OFFICE SUPPLIES	29.98	
		291-6401-601.30-05	CLEAR CONTACT PAPER	25.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.30-05	BOOK RUBBER BANDS	15.98	
		291-6401-601.32-01	FAMILY PLACE TOYS	72.36	
		291-6401-601.32-01	GAMES FOR TWEEN AREA	43.50	
		291-6401-601.32-01	GAMES FOR TWEEN AREA	10.99	
		291-6401-601.32-01	GAMES FOR TWEEN AREA	31.99	
		291-6401-601.32-01	FAMILY PLACE TOYS	78.48	
		291-6401-601.32-01	FAMILY PLACE TOYS	9.29	
		291-6401-601.32-01	FAMILY PLACE TOYS	34.97	
		291-6401-601.32-01	FAMILY PLACE TOYS	17.09	
		291-6401-601.32-01	FAMILY PLACE TOYS	102.99	
		291-6401-601.32-01	FAMILY PLACE TOYS	87.97	
		291-6401-601.32-02	OUTREACH KIT SUPPLIES	19.99	
		291-6401-601.32-02	PRIZE WHEEL FOR OUTREACH	46.95	
		291-6401-601.32-01	FAMILY PLACE SUPPLIES	40.94	
		291-6401-601.32-01	FAMILY PLACE SUPPLIES	41.70	
		291-6401-601.32-01	FAMILY PLACE SUPPLIES	11.95	
		291-6401-601.32-02	OCTOBER OUTREACH SUPPLIES	25.98	801.08
79250	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	TRAVEL/TRAINING	45.76	
		291-6401-601.32-01	PROGRAM SUPPLIES	4.00	
		291-6401-601.22-03	TRAVEL/TRAINING	33.47	
		291-6401-601.22-03	TRAVEL/TRAINING	10.21	
		291-6401-601.22-03	TRAVEL/TRAINING	16.88	
		291-6401-601.32-02	PROGRAM EVENTS	18.48	
		291-6401-601.32-01	PROGRAM SUPPLIES	25.93	
		291-6401-601.22-03	TRAVEL/TRAINING	1.28	
		291-6401-601.22-03	TRAVEL/TRAINING	22.62	
		291-6401-601.22-03	TRAVEL/TRAINING	34.92	
		291-6401-601.22-03	TRAVEL/TRAINING	6.21	219.76
79252	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	LIBRARY CARD SIGNUP MONTH	25.27-	
		291-6401-601.32-02	LIBRARY CARD SIGNUP MONTH	271.87	246.60
79281	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-02	CARDSTOCK F/OUTREACH TOUR	19.38	
		291-6401-601.32-01	PLAYGROUP ART SUPPLIES	99.47	
		291-6401-601.32-01	NEWSPRINT SHEETS F/I CAN	46.05	164.90
79290	FUN EXPRESS LLC	291-6401-601.32-02	SUPPLIES F/OUTREACH TOUR	77.58	77.58
79302	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - T DANTIS	100.00	100.00
79314	LAKESHORE LEARNING MATERIALS	291-6401-601.32-01	FAMILY PLACE TOYS	117.22	117.22
79325	NOODLE SOUP	291-6401-601.32-01	FPL PARENT CHILD WORKSHOP	149.25	149.25
79328	PAPANASTASSIOU,MARIA	291-6401-601.32-01	FPL TOYS	271.25	271.25
79333	QUILL LLC	291-6401-601.32-02	ICE CREAM SOCIAL OUTREACH	8.15	8.15
79355	UNITED WAY WORLDWIDE	291-6401-601.32-01	FAMILY PLACE PARENT HAND	203.11	203.11
79361	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	195.81	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					195.81

***** DIVISION TOTAL **** *Specialty Info Services* 2,554.71

DEPARTMENT:	64 User Services	DIVISION:	05		
79243	AMAZON.COM CREDIT	291-6405-601.30-05	OFFICE SUPPLIES	33.41	
		291-6405-601.32-01	PROGRAM SUPPLIES	100.15	
		291-6405-601.32-01	PROGRAM SUPPLIES	1.56-	
		291-6405-601.30-05	OFFICE SUPPLIES	6.75	138.75
79250	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAVEL/TRAINING	42.76	
		291-6405-601.22-03	TRAVEL/TRAINING	42.34	
		291-6405-601.22-03	TRAVEL/TRAINING	14.44	
		291-6405-601.22-03	TRAVEL/TRAINING	30.28	129.82
79316	MADAY, JULIE I	291-6405-601.22-18	RESUME REVIEWS SEPTEMBER	360.00	360.00
79361	WAREHOUSE DIRECT	291-6405-601.30-05	OFFICE SUPPLIES	11.04	
		291-6405-601.32-01	PROGRAM SUPPLIES	24.15	35.19

***** DIVISION TOTAL **** *Info Services* 663.76

DEPARTMENT:	64 User Services	DIVISION:	10		
79239	ALA MEMBERSHIP	291-6410-601.22-02	ALA DUES - J DUNCAN	270.00	270.00
79243	AMAZON.COM CREDIT	291-6410-601.30-05	OFFICE SUPPLIES	12.49	
		291-6410-601.30-05	OFFICE SUPPLIES	30.70	
		291-6410-601.32-01	BOOK DISCUSSION SUPPLIES	29.96	
		291-6410-601.30-05	DRY ERASE MARKERS	6.88	
		291-6410-601.32-01	PAPER DISPOSABLE CUPS	19.99	100.02
79250	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.32-01	PROGRAM SUPPLIES	17.02	17.02
79252	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	ARRTCOON CONF	240.00	240.00
79361	WAREHOUSE DIRECT	291-6410-601.30-05	OFFICE SUPPLIES	50.83	50.83

***** DIVISION TOTAL **** *Circulation* 677.87

DEPARTMENT:	64 User Services	DIVISION:	20		
79243	AMAZON.COM CREDIT	291-6420-601.32-90	TABLE CLOTH CLIP	6.85	
		291-6420-601.32-90	CIRCULATION SUPPLIES	22.29	
		291-6420-601.32-90	DASHBOARD MEMO PAD	9.38	
		291-6420-601.30-05	FAN FOR CIRCULATION	64.99	103.51
79250	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAVEL/TRAINING	13.45	

PREPARED 10/15/19, 10:54 AM
PROGRAM GM348U5
DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.22-03	TRAVEL/TRAINING	46.38	
		291-6420-601.22-03	TRAVEL/TRAINING	44.97	104.80
79252	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	LIBRARY CARD SIGNUP MONTH	15.31-	15.31-
79332	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SRVS	86.40	
		291-6420-601.21-65	DELIVERY SRVS	107.60	
		291-6420-601.21-65	DELIVERY SRVS	108.00	302.00
79354	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS SEPTEMBER	187.95	187.95
79361	WAREHOUSE DIRECT	291-6420-601.32-90	CIRCULATION SUPPLIES	112.98	112.98

***** DIVISION TOTAL **** *Senior and Accessible Services* 795.93

DEPARTMENT: 64 User Services DIVISION: 30
79250 ARLINGTON HTS MEMORIAL LIBRARY 291-6430-601.22-03 TRAVEL/TRAINING 10.03 10.03

***** DIVISION TOTAL **** *Programs* 10.03

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
79240	ALBERTSONS/SAFEWAY	291-6440-601.32-02	PROGRAM EVENTS	32.95	32.95
79241	ALESSIO, AMY	291-6440-601.22-18	VINTAGE HOLIDAY FOODS,	235.00	235.00
79242	AMANO, HUGH	291-6440-601.22-18	LET'S MAKE RAMEN, 10/24	600.00	600.00
79243	AMAZON.COM CREDIT	291-6440-601.32-02	PROGRAM SUPPLIES	8.98	
		291-6440-601.32-02	PROGRAM SUPPLIES	10.84	
		291-6440-601.32-02	TEA REX PARTY TEAS	14.99	
		291-6440-601.32-02	SEW A DRAWSTRING SUPPLIES	6.99	
		291-6440-601.32-02	TEA REX PARTY SUPPLIES	33.66	
		291-6440-601.32-02	TEA REX PARTY TEAS	14.99-	
		291-6440-601.32-02	PUT A BIRD ON IT SUPPLIES	278.33	
		291-6440-601.32-02	PROGRAM SUPPLIES	97.59	
		291-6440-601.32-02	PROGRAM SUPPLIES	87.58	
		291-6440-601.32-02	BOARD GAME NIGHT SUPPLIES	16.99	
		291-6440-601.32-02	BOARD GAME NIGHT SUPPLIES	143.94	
		291-6440-601.32-02	BOARD GAME NIGHT SUPPLIES	25.48	
		291-6440-601.32-02	SHARPIES FOR TWEEN PRGM	1.35-	
		291-6440-601.22-18	MOVIE FOR MOVIE SCREENING	16.59	
		291-6440-601.32-02	CANDLE MAKING SUPPLIES	11.18	
		291-6440-601.32-02	SHARPIES FOR BK DISCUSS	18.17	
		291-6440-601.32-02	SCAVENGER HUNT TREASURE	6.99	
		291-6440-601.32-02	CULINARY CURIOSITY KIT	11.95	
		291-6440-601.32-02	HALLOWEEN CRAFT SUPPLIES	15.45	
		291-6440-601.32-02	HALLOWEEN CRAFT SUPPLIES	90.89	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	MEMORY CAFE PRGM MATERIAL	16.99	897.24
79245	AMERICAN EAGLE PRODUCTIONS	291-6440-601.22-18	DEPOSIT CHARLOTTE'S WEB,	200.00	200.00
79250	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	ABBEY ROAD PROGRAM, 9/23	300.00	
		291-6440-601.22-03	TRAVEL/TRAINING	32.76	
		291-6440-601.32-02	PROGRAM EVENTS	27.93	
		291-6440-601.32-02	PROGRAM EVENTS	26.15	
		291-6440-601.32-02	PROGRAM EVENTS	25.43	
		291-6440-601.22-03	TRAVEL/TRAINING	32.64	
		291-6440-601.32-02	PROGRAM EVENTS	15.33	
		291-6440-601.32-02	PROGRAM EVENTS	11.46	
		291-6440-601.32-02	PROGRAM EVENTS	4.40	
		291-6440-601.32-02	PROGRAM EVENTS	16.85	
		291-6440-601.32-02	PROGRAM EVENTS	30.16	
		291-6440-601.32-02	PROGRAM EVENTS	5.37	
		291-6440-601.22-03	TRAVEL/TRAINING	32.95	
		291-6440-601.32-02	PROGRAM EVENTS	14.74	576.17
79251	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	OBOV STAFF EVENT, 8/27	50.00	50.00
79252	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	COFFEE F/THE PUBLIC, 9/14	59.97	
		291-6440-601.32-02	PROGRAM REFRESHMENTS, 9/8	63.81	
		291-6440-601.32-02	VINYL NIGHT REFRESH, 8/29	22.93	
		291-6440-601.32-02	BOARD GAME F/PROGRAM	24.56	
		291-6440-601.32-02	TABLE COVER F/PROGRAM	51.65	
		291-6440-601.32-02	TEA REX PARTY SUPPLIES	2.75	
		291-6440-601.32-02	TEA REX PARTY SUPPLIES	35.66	
		291-6440-601.32-02	SEW A DRAWSTRING BAG SUP-	57.02	318.35
79253	ARLINGTONES	291-6440-601.22-18	VETERAN'S DAY PERF, 11/9	350.00	350.00
79262	BATES, SUZAN J	291-6440-601.22-18	WHICH DNA KIT TO BUY, 11/6	150.00	150.00
79264	BLICK ART MATERIALS	291-6440-601.32-02	SUPPLIES F/CANDLE MAKING	13.73	13.73
79273	CHIDLOW, JOELLE	291-6440-601.22-18	CREATIVE AGING, 11/15	230.00	230.00
79281	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	HALLOWEEN FUN CRAFT SUPPL	99.82	99.82
79282	DONLEA, CHARLIE	291-6440-601.22-18	MYSTERY BOOK DISC VISIT,	250.00	250.00
79290	FUN EXPRESS LLC	291-6440-601.32-02	RECIPE BOXES F/RECIPE BOX	65.12	65.12
79291	FUTURE FOUNDERS FOUNDATION	291-6440-601.22-18	LIKE A BOSS, 11/19	150.00	150.00
79298	HOME BAR CHICAGO	291-6440-601.22-18	BAD ART NIGHT, 10/16	250.00	250.00
79304	IMAGES BY DAVID KAY, LTD	291-6440-601.22-18	NATURE PHOTOGRAPHY, 10/20	150.00	150.00
79309	JEWISH CHILD & FAMILY SERVICES	291-6440-601.22-18	JOB SEEKING F/PEOPLE WITH	150.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					150.00
79310	JEWISH CHILD & FAMILY SERVICES	291-6440-601.22-18	CITIZENSHIP INTERVIEW,OCT	125.00	125.00
79318	MCNULTY,ALAYNE	291-6440-601.22-18	CREATIVE AGING:ART,11/12&	490.00	490.00
79329	PARROT STARS, INC	291-6440-601.22-18	PARROT STARS, 10/19	150.00	150.00
79330	PASTER,EMILY	291-6440-601.22-18	PRESERVING YOUR FOOD,11/5	250.00	250.00
79336	RON LASLEY ASSOCIATES	291-6440-601.32-02	PROGRAM OUTREACH CART	242.00	242.00
79337	ROUNDY'S INC	291-6440-601.32-02	ESL TEA&TALK, 9/11	26.19	26.19
79344	SON,ALICE	291-6440-601.32-02	TEEN PROGRAM TAB 9/8 HUB	176.01	176.01
79359	VRABLIK,LISA	291-6440-601.22-18	MINECRAFT 2 PROGRAMS,11/2	400.00	400.00
79360	WALLMARK,LAURIE	291-6440-601.22-18	AUTHOR VISIT,11/13-15/19	3,600.00	3,600.00
79362	WARNER,JENNIFER A.	291-6440-601.22-18	GENEALOGY MILITARY,11/8	150.00	150.00
79365	WYLLY,DAVID	291-6440-601.22-18	MEDICARE 101, 11/18	75.00	75.00
***** DIVISION TOTAL ****					10,452.58

Digital Services

79239	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES - G BERGER	285.00	285.00
79243	AMAZON.COM CREDIT	291-6450-601.30-05	OFFICE SUPPLIES	10.39	
		291-6450-601.31-85	USB-C HUB FOR TLC DESK	52.14	
		291-6450-601.31-85	DIGITAL RECORDER/PODCAST	247.99	
		291-6450-601.31-85	NOISE CANCELING HEADPHONE	300.00	
		291-6450-601.50-15	TECH BAR ITEMS	19.51	
		291-6450-601.50-15	TECH BAR ITEMS	12.88	
		291-6450-601.32-90	HAND SANITIZING WIPES	353.10	
		291-6450-601.50-15	TECH BAR ITEMS	19.77	
		291-6450-601.50-15	TECH BAR ITEMS	19.51-	
		291-6450-601.32-90	WEBCAM COVERS	25.98	
		291-6450-601.32-90	CIRCULATION SUPPLIES	111.09	
		291-6450-601.32-90	CIRCULATION SUPPLIES	71.10-	1,062.24
79252	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	HI PLAYER STUDIO DIGITIZ	549.99	549.99
79283	EBSCO INFORMATION SERVICES	291-6450-601.32-78	MYHERITAGE 1/8/19-7/31/20	3,647.00	3,647.00
79302	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES - G BERGER	100.00	100.00
79361	WAREHOUSE DIRECT	291-6450-601.30-05	OFFICE SUPPLIES	4.29	4.29
79363	WORLD BOOK SCHOOL AND LIBRARY	291-6450-601.32-78	L7320 ONLINE DISCOVER	775.20	

PREPARED 10/15/19, 10:54 AM
 PROGRAM GM348U5
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					775.20

***** DIVISION TOTAL **** *Collection Services* 6,423.72

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 70			
79235	ABDO-SPOTLIGHT-MAGIC WAGON	291-6470-601.32-80	BOOKS	479.76	479.76
79243	AMAZON.COM CREDIT	291-6470-601.32-80	BOOKS	15.03	
		291-6470-601.32-80	BOOKS	44.98	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	19.61	
		291-6470-601.32-80	BOOKS	11.88	
		291-6470-601.32-80	BOOKS	29.90	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	11.19	
		291-6470-601.32-80	BOOKS	8.76	
		291-6470-601.32-80	BOOKS	12.50	
		291-6470-601.32-80	BOOKS	12.79	
		291-6470-601.32-80	BOOKS	17.48	
		291-6470-601.32-80	BOOKS	15.80	
		291-6470-601.32-80	BOOKS	19.23	
		291-6470-601.32-80	BOOKS	44.97	
		291-6470-601.32-80	BOOKS	8.96	
		291-6470-601.32-80	BOOKS	14.12	
		291-6470-601.32-80	BOOKS	63.57	
		291-6470-601.32-80	BOOKS	20.33	
		291-6470-601.32-80	BOOKS	24.96	
		291-6470-601.32-80	BOOKS	33.24	
		291-6470-601.32-80	BOOKS	40.00	
		291-6470-601.32-80	BOOKS	25.16	
		291-6470-601.32-80	BOOKS	20.72	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	9.92	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	14.46	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	97.68	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	47.88	
		291-6470-601.32-75	AV MATERIALS	31.96	
		291-6470-601.32-75	AV MATERIALS	16.84	
		291-6470-601.32-75	AV MATERIALS	28.77	
		291-6470-601.32-75	AV MATERIALS	135.47	
		291-6470-601.32-75	AV MATERIALS	59.39	
		291-6470-601.32-75	AV MATERIALS	35.87	
		291-6470-601.32-75	AV MATERIALS	10.15	
		291-6470-601.32-75	AV MATERIALS	26.42	
		291-6470-601.32-75	AV MATERIALS	13.05	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	10.97	
		291-6470-601.32-75	AV MATERIALS	101.52	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	34.99	
		291-6470-601.32-75	AV MATERIALS	12.48	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	10.94	
		291-6470-601.32-75	AV MATERIALS	9.96	
		291-6470-601.32-75	AV MATERIALS	10.29	
		291-6470-601.32-75	AV MATERIALS	14.86	
		291-6470-601.32-75	AV MATERIALS	17.48	
		291-6470-601.32-75	AV MATERIALS	21.57	
		291-6470-601.32-75	AV MATERIALS	44.94	
		291-6470-601.32-75	AV MATERIALS	37.66	
		291-6470-601.32-75	AV MATERIALS	34.52	
		291-6470-601.32-75	AV MATERIALS	39.95	
		291-6470-601.32-75	AV MATERIALS	29.51	
		291-6470-601.32-75	AV MATERIALS	27.73	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	24.99	
		291-6470-601.32-75	AV MATERIALS	22.27	
		291-6470-601.32-75	AV MATERIALS	36.55	
		291-6470-601.32-75	AV MATERIALS	89.97	
		291-6470-601.32-75	AV MTLs	24.95	
		291-6470-601.32-75	AV MTLs	29.97	
		291-6470-601.32-75	AV MTLs	20.82	
		291-6470-601.32-75	AV MTLs	67.99	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	49.94	
		291-6470-601.32-75	AV MTLs	119.97	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	41.48	
		291-6470-601.32-75	AV MTLs	11.39	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	25.58	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	29.97	
		291-6470-601.32-75	AV MTLs	29.56	
		291-6470-601.32-75	AV MTLs	53.70	
		291-6470-601.32-75	AV MTLs	20.98	
		291-6470-601.32-75	AV MTLs	45.67	
		291-6470-601.32-75	AV MTLs	54.99	
		291-6470-601.32-75	AV MTLs	87.92	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	15.88	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	91.87	
		291-6470-601.32-75	AV MTLs	42.08	
		291-6470-601.32-75	AV MTLs	34.98	
		291-6470-601.32-75	AV MTLs	26.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	18.26	
		291-6470-601.32-75	AV MTLs	719.88	
		291-6470-601.32-75	AV MATERIALS	40.93	
		291-6470-601.32-75	AV MATERIALS	40.20-	
		291-6470-601.32-75	AV MATERIALS	37.99	
		291-6470-601.32-75	AV MATERIALS	13.04	
		291-6470-601.32-75	AV MATERIALS	19.98	
		291-6470-601.32-75	AV MATERIALS	23.89	
		291-6470-601.32-75	AV MATERIALS	17.98	
		291-6470-601.32-75	AV MATERIALS	39.90	
		291-6470-601.32-75	AV MATERIALS	30.07	
		291-6470-601.32-75	AV MATERIALS	9.48	
		291-6470-601.32-75	AV MATERIALS	119.96	
		291-6470-601.32-75	AV MATERIALS	18.77	
		291-6470-601.32-75	AV MATERIALS	19.95	
		291-6470-601.32-75	AV MATERIALS	5.55	
		291-6470-601.32-75	AV MATERIALS	42.45	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	24.99	
		291-6470-601.32-75	AV MATERIALS	25.49	
		291-6470-601.32-75	AV MATERIALS	16.98	
		291-6470-601.32-75	AV MATERIALS	305.64	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	43.96	
		291-6470-601.32-75	AV MATERIALS	23.47	
		291-6470-601.32-75	AV MATERIALS	119.98	
		291-6470-601.32-75	AV MATERIALS	159.90	
		291-6470-601.32-75	AV MATERIALS	23.19	
		291-6470-601.32-75	AV MATERIALS	55.07	
		291-6470-601.32-75	AV MATERIALS	24.88	
		291-6470-601.32-75	AV MATERIALS	7.08	
		291-6470-601.32-75	AV MATERIALS	15.98	
		291-6470-601.32-75	AV MATERIALS	159.88	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-80	BOOKS	14.65	
		291-6470-601.32-80	BOOKS	25.78	
		291-6470-601.32-05	PROCESSING SUPPLIES	19.40	
		291-6470-601.32-05	PROCESSING SUPPLIES	15.98	
		291-6470-601.32-90	SHARPIE HIGHLIGHTERS	24.48	
		291-6470-601.32-90	ECO-LITE #4 BUBBLE MAILER	47.22	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	28.51	
		291-6470-601.32-80	BOOKS	50.00	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	18.54	
		291-6470-601.32-80	BOOKS	17.94	
		291-6470-601.32-80	BOOKS	47.96	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	7.41	
		291-6470-601.32-80	BOOKS	16.81	
		291-6470-601.32-80	BOOKS	12.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	42.78	
		291-6470-601.32-80	BOOKS	10.85	
		291-6470-601.32-80	BOOKS	9.66	
		291-6470-601.32-80	BOOKS	9.61	
		291-6470-601.32-80	BOOKS	31.18	
		291-6470-601.32-80	BOOKS	5.57	
		291-6470-601.32-80	BOOKS	19.06	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	11.64	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	11.12	
		291-6470-601.32-80	BOOKS	33.08	
		291-6470-601.32-80	BOOKS	5.48	
		291-6470-601.32-80	BOOKS	15.61	
		291-6470-601.32-80	BOOKS	7.63	
		291-6470-601.32-80	BOOKS	26.92	
		291-6470-601.32-80	BOOKS	18.33	
		291-6470-601.32-80	BOOKS	26.99	
		291-6470-601.32-80	BOOKS	17.83	
		291-6470-601.32-80	BOOKS	29.50	
		291-6470-601.32-80	BOOKS	35.13	
		291-6470-601.32-05	PROCESSING SUPPLIES	6.57	
		291-6470-601.32-05	OFFICE SUPPLIES	38.85	
		291-6470-601.32-75	AV MATERIALS	13.98	
		291-6470-601.32-75	AV MATERIALS	11.29	
		291-6470-601.32-75	AV MATERIALS	11.98	
		291-6470-601.32-75	AV MATERIALS	74.97	
		291-6470-601.32-75	AV MATERIALS	15.47	
		291-6470-601.32-75	AV MATERIALS	9.98	
		291-6470-601.32-75	AV MATERIALS	9.49	
		291-6470-601.32-75	AV MATERIALS	6.59	
		291-6470-601.32-75	AV MATERIALS	19.96	
		291-6470-601.32-75	AV MATERIALS	9.10	
		291-6470-601.32-75	AV MATERIALS	95.90	
		291-6470-601.32-75	AV MATERIALS	101.99	
		291-6470-601.32-75	AV MATERIALS	46.51	
		291-6470-601.32-75	AV MATERIALS	29.79	
		291-6470-601.32-75	AV MATERIALS	39.98	
		291-6470-601.32-80	BOOKS	38.11	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	16.41	
		291-6470-601.32-80	BOOKS	7.68	
		291-6470-601.32-80	BOOKS	13.76	
		291-6470-601.32-80	BOOKS	15.68	
		291-6470-601.32-80	BOOKS	13.43	
		291-6470-601.32-80	BOOKS	25.94	
		291-6470-601.32-80	BOOKS	7.04	
		291-6470-601.32-80	BOOKS	107.95	
		291-6470-601.32-80	BOOKS	12.64	
		291-6470-601.32-80	BOOKS	23.11	
		291-6470-601.32-80	BOOKS	12.92	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	26.77	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	9.22	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	9.22	
		291-6470-601.32-80	BOOKS	25.89	
		291-6470-601.32-80	BOOKS	26.99	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	29.97	
		291-6470-601.32-80	BOOKS	45.00	
		291-6470-601.32-95	PERIODICALS	14.98	
		291-6470-601.32-95	PERIODICALS	11.45	
		291-6470-601.32-95	PERIODICALS	12.78	
		291-6470-601.32-95	PERIODICALS	14.57	
		291-6470-601.32-75	AV MATERIALS	11.29	
		291-6470-601.32-75	AV MATERIALS	6.79	
		291-6470-601.32-75	AV MATERIALS	17.02	
		291-6470-601.32-75	AV MATERIALS	83.72	
		291-6470-601.32-75	AV MATERIALS	19.67	
		291-6470-601.32-75	AV MATERIALS	179.97	
		291-6470-601.32-75	AV MATERIALS	19.95	
		291-6470-601.32-75	AV MATERIALS	9.48	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	101.88	
		291-6470-601.32-80	BOOKS	64.32	
		291-6470-601.32-80	BOOKS	11.64	
		291-6470-601.32-80	BOOKS	8.44	
		291-6470-601.32-80	BOOKS	11.00	
		291-6470-601.32-80	BOOKS	15.96	
		291-6470-601.32-80	BOOKS	10.38	
		291-6470-601.32-80	BOOKS	48.49	
		291-6470-601.32-80	BOOKS	19.98	
		291-6470-601.32-80	BOOKS	28.88	
		291-6470-601.32-80	BOOKS	12.25	
		291-6470-601.32-80	BOOKS	13.96	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	16.28	
		291-6470-601.32-80	BOOKS	25.71	
		291-6470-601.32-80	BOOKS	11.44	
		291-6470-601.32-80	BOOKS	12.48	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	18.80	
		291-6470-601.32-80	BOOKS	29.74	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	9.66	
		291-6470-601.32-80	BOOKS	11.49	
		291-6470-601.32-75	AV MATERIALS	446.88	
		291-6470-601.32-75	AV MATERIALS	165.15	
		291-6470-601.32-75	AV MATERIALS	44.99	
		291-6470-601.32-75	AV MATERIALS	44.46	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	77.95	
		291-6470-601.32-75	AV MATERIALS	55.98	
		291-6470-601.32-75	AV MATERIALS	23.98	
		291-6470-601.32-75	AV MATERIALS	23.18	
		291-6470-601.32-75	AV MATERIALS	41.86	
		291-6470-601.32-75	AV MATERIALS	13.69	
		291-6470-601.32-75	AV MATERIALS	7.19	
		291-6470-601.32-75	AV MATERIALS	33.88	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	12.50	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	283.70	
		291-6470-601.32-75	AV MATERIALS	124.80	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	5.71	
		291-6470-601.32-75	AV MATERIALS	28.78	
		291-6470-601.32-75	AV MATERIALS	22.00-	
		291-6470-601.32-75	AV MATERIALS	8.87	
		291-6470-601.32-75	AV MATERIALS	23.19	
		291-6470-601.32-75	AV MATERIALS	11.57	
		291-6470-601.32-75	AV MATERIALS	39.90	
		291-6470-601.32-75	AV MATERIALS	39.90	
		291-6470-601.32-75	AV MATERIALS	20.51	
		291-6470-601.32-75	AV MATERIALS	26.04	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	33.98	
		291-6470-601.32-75	AV MATERIALS	29.92	
		291-6470-601.32-75	AV MATERIALS	12.50-	
		291-6470-601.32-75	AV MATERIALS	24.99	
		291-6470-601.32-75	AV MATERIALS	39.90	
		291-6470-601.32-75	AV MATERIALS	149.82	
		291-6470-601.32-75	AV MATERIALS	99.98	
		291-6470-601.32-75	AV MATERIALS	152.82	
		291-6470-601.32-75	AV MATERIALS	12.14	
		291-6470-601.32-75	AV MATERIALS	42.48	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	12.50	
		291-6470-601.32-75	AV MATERIALS	57.44	
		291-6470-601.32-75	AV MATERIALS	28.93	
		291-6470-601.32-75	AV MATERIALS	24.52	
		291-6470-601.32-75	AV MATERIALS	12.69	
		291-6470-601.32-75	AV MATERIALS	118.48	
		291-6470-601.32-75	AV MATERIALS	9.96	
		291-6470-601.32-75	AV MATERIALS	203.00	
		291-6470-601.32-75	AV MATERIALS	25.94	
		291-6470-601.32-75	AV MATERIALS	124.80	
		291-6470-601.32-75	AV MATERIALS	15.75	
		291-6470-601.32-75	AV MATERIALS	16.98	
		291-6470-601.32-75	AV MATERIALS	23.25	
		291-6470-601.32-75	AV MATERIALS	59.09	
		291-6470-601.32-75	AV MATERIALS	27.58	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	13.22-	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	49.90	
		291-6470-601.32-80	BOOKS	18.47	
		291-6470-601.32-80	BOOKS	10.77	
		291-6470-601.32-80	BOOKS	10.84	
		291-6470-601.32-80	BOOKS	15.56	
		291-6470-601.32-80	BOOKS	21.99	
		291-6470-601.32-80	BOOKS	14.79	
		291-6470-601.32-80	BOOKS	14.82	
		291-6470-601.32-80	BOOKS	37.30	
		291-6470-601.32-80	BOOKS	43.98	
		291-6470-601.32-80	BOOKS	13.38	
		291-6470-601.32-80	BOOKS	14.80	
		291-6470-601.32-80	BOOKS	15.62	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	62.07-	
		291-6470-601.32-80	BOOKS	130.20	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	12.83	
		291-6470-601.32-80	BOOKS	14.17	
		291-6470-601.32-80	BOOKS	36.45	
		291-6470-601.32-80	BOOKS	29.98	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	15.67	
		291-6470-601.32-80	BOOKS	78.99	
		291-6470-601.32-80	BOOKS	6.08	
		291-6470-601.32-80	BOOKS	20.85	
		291-6470-601.32-80	BOOKS	28.47	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	12.15	
		291-6470-601.32-80	BOOKS	125.88	
		291-6470-601.32-80	BOOKS	10.35	
		291-6470-601.32-80	BOOKS	15.94	
		291-6470-601.32-80	BOOKS	11.66	
		291-6470-601.32-80	BOOKS	19.98	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	13.95	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	13.46	
		291-6470-601.32-95	PERIODICALS	11.44	
		291-6470-601.32-95	PERIODICALS	12.44	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	14.94	
		291-6470-601.32-95	PERIODICALS	24.88	
		291-6470-601.32-95	PERIODICALS	12.98	
		291-6470-601.32-75	AV MATERIALS	1.90-	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	35.68	
		291-6470-601.32-75	AV MATERIALS	79.98	
		291-6470-601.32-75	AV MATERIALS	24.95	
		291-6470-601.32-75	AV MATERIALS	28.58	
		291-6470-601.32-75	AV MATERIALS	25.00	
		291-6470-601.32-75	AV MATERIALS	9.95	
		291-6470-601.32-75	AV MATERIALS	36.72	
		291-6470-601.32-75	AV MATERIALS	23.19	
		291-6470-601.32-75	AV MATERIALS	149.97	
		291-6470-601.32-75	AV MATERIALS	42.00	
		291-6470-601.32-75	AV MATERIALS	24.00	
		291-6470-601.32-75	AV MATERIALS	16.24	
		291-6470-601.32-75	AV MATERIALS	50.94	
		291-6470-601.32-75	AV MATERIALS	12.98	
		291-6470-601.32-75	AV MATERIALS	23.19	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	.95-	
		291-6470-601.32-80	BOOKS	17.00	
		291-6470-601.32-80	BOOKS	29.97	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	15.74	
		291-6470-601.32-80	BOOKS	34.88	
		291-6470-601.32-80	BOOKS	58.50	12,909.10
79250	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	40.97	40.97
79252	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-02	ALA & PLA DUES-L BOBIS	225.00	
		291-6470-601.22-03	LACONI TECH SRVS WORKSHOP	26.61-	
		291-6470-601.22-03	LACONI TECH SRVS WORKSHOP	3.39-	
		291-6470-601.32-05	PROCESSING SUPPLIES	32.00	
		291-6470-601.32-75	AV MTLs	187.49	
		291-6470-601.32-75	AV MTLs	30.00	
		291-6470-601.32-75	AV MTLs	20.04	
		291-6470-601.32-75	AV MTLs	83.13	
		291-6470-601.32-75	AV MTLs	72.13	
		291-6470-601.32-75	AV MTLs	83.13	
		291-6470-601.32-75	AV MTLs	39.14	
		291-6470-601.32-75	AV MTLs	83.13	
		291-6470-601.32-75	AV MTLs	44.65	
		291-6470-601.32-75	AV MTLs	239.00	
		291-6470-601.32-75	AV MTLs	51.20	
		291-6470-601.32-75	AV MTLs	32.98	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	44.65	
		291-6470-601.32-75	AV MTLs	103.02	
		291-6470-601.32-75	AV MTLs	52.02	
		291-6470-601.32-75	AV MTLs	30.98	
		291-6470-601.32-75	AV MTLs	76.00	
		291-6470-601.32-75	AV MTLs	39.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	49.99	
		291-6470-601.32-75	AV MTLs	9.37-	
		291-6470-601.32-75	AV MTLs	1.87-	
		291-6470-601.32-75	AV MTLs	100.00	
		291-6470-601.32-75	AV MTLs	33.94	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	52.45	
		291-6470-601.32-95	PERIODICALS	28.93	
		291-6470-601.32-95	PERIODICALS	97.00	
		291-6470-601.32-95	PERIODICALS	18.73	
		291-6470-601.32-95	PERIODICALS	5.00	2,033.41
79260	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	244.90	
		291-6470-601.32-80	BOOKS	1,736.37	
		291-6470-601.32-80	BOOKS	81.93	
		291-6470-601.32-80	BOOKS	209.00	
		291-6470-601.32-80	BOOKS	1,143.24	
		291-6470-601.32-80	BOOKS	103.29	
		291-6470-601.32-80	BOOKS	793.12	
		291-6470-601.32-80	BOOKS	456.75	
		291-6470-601.32-80	BOOKS	616.69	
		291-6470-601.32-80	BOOKS	1,022.68	
		291-6470-601.32-80	BOOKS	304.39	
		291-6470-601.32-80	BOOKS	71.69	
		291-6470-601.32-80	BOOKS	43.97	
		291-6470-601.32-80	BOOKS	80.22	
		291-6470-601.32-80	BOOKS	187.00	
		291-6470-601.32-80	BOOKS	994.37	
		291-6470-601.32-80	BOOKS	259.33	
		291-6470-601.32-80	BOOKS	56.36	
		291-6470-601.32-80	BOOKS	509.22	
		291-6470-601.32-80	BOOKS	239.84	
		291-6470-601.32-80	BOOKS	1,635.93	
		291-6470-601.32-80	BOOKS	111.72	
		291-6470-601.32-80	BOOKS	184.24	
		291-6470-601.32-80	BOOKS	444.31	
		291-6470-601.32-80	BOOKS	1,591.18	
		291-6470-601.32-80	BOOKS	536.87	
		291-6470-601.32-80	BOOKS	50.81	
		291-6470-601.32-80	BOOKS	169.81	
		291-6470-601.32-80	BOOKS	178.51	
		291-6470-601.32-80	BOOKS	353.17	
		291-6470-601.32-80	BOOKS	179.22	
		291-6470-601.32-80	BOOKS	60.38	
		291-6470-601.32-80	BOOKS	672.89	
		291-6470-601.32-80	BOOKS	122.60	
		291-6470-601.32-80	BOOKS	436.18	
		291-6470-601.32-80	BOOKS	152.13	
		291-6470-601.32-80	BOOKS	839.09	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	318.51	
		291-6470-601.32-80	BOOKS	541.23	
		291-6470-601.32-80	BOOKS	193.52	
		291-6470-601.32-80	BOOKS	579.61	
		291-6470-601.32-80	BOOKS	102.93	
		291-6470-601.32-80	BOOKS	350.92	
		291-6470-601.32-80	BOOKS	268.40	
		291-6470-601.32-80	BOOKS	303.86	
		291-6470-601.32-80	BOOKS	249.47	
		291-6470-601.32-80	BOOKS	68.52	
		291-6470-601.32-80	BOOKS	61.03	
		291-6470-601.32-80	BOOKS	191.36	
		291-6470-601.32-80	BOOKS	451.02	
		291-6470-601.32-80	BOOKS	1,384.36	
		291-6470-601.32-80	BOOKS	502.35	
		291-6470-601.32-80	BOOKS	196.55	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	205.20	
		291-6470-601.22-85	PROC SERVS	148.20	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	168.00	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	421.80	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	539.60	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	262.20	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	254.60	
		291-6470-601.22-85	PROC SERVS	123.20	
		291-6470-601.22-85	PROC SERVS	228.00	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	202.55	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	306.30	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.22-85	PROC SERVS	634.60	
		291-6470-601.32-80	BOOKS	641.64	
		291-6470-601.32-80	BOOKS	421.87	
		291-6470-601.32-80	BOOKS	236.75	
		291-6470-601.32-80	BOOKS	265.50	
		291-6470-601.32-80	BOOKS	159.72	
		291-6470-601.32-80	BOOKS	69.18	
		291-6470-601.32-80	BOOKS	117.89	
		291-6470-601.32-80	BOOKS	56.09	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	201.01	
		291-6470-601.32-80	BOOKS	156.51	
		291-6470-601.32-80	BOOKS	409.27	
		291-6470-601.32-80	BOOKS	15.24	
		291-6470-601.32-80	BOOKS	148.22	
		291-6470-601.32-80	BOOKS	90.78	
		291-6470-601.32-80	BOOKS	313.84	
		291-6470-601.32-80	BOOKS	626.03	
		291-6470-601.32-80	BOOKS	217.85	
		291-6470-601.32-80	BOOKS	350.24	
		291-6470-601.32-80	BOOKS	170.64	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	19.00	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.32-75	AV MTLs	22.10	
		291-6470-601.32-75	AV MTLs	75.20	
		291-6470-601.32-75	AV MTLs	44.80	
		291-6470-601.32-75	AV MTLs	657.16	
		291-6470-601.32-75	AV MTLs	88.42	
		291-6470-601.32-75	AV MTLs	41.45	
		291-6470-601.32-75	AV MTLs	500.33	
		291-6470-601.22-85	PROC SRVS	137.95	
		291-6470-601.22-85	PROC SRVS	368.60	
		291-6470-601.22-85	PROC SRVS	7.60	
		291-6470-601.22-85	PROC SRVS	134.40	
		291-6470-601.22-85	PROC SRVS	198.75	
		291-6470-601.22-85	PROC SRVS	77.15	
		291-6470-601.22-85	PROC SRVS	57.00	
		291-6470-601.22-85	PROC SRVS	349.60	
		291-6470-601.22-85	PROC SRVS	539.60	
		291-6470-601.22-85	PROC SRVS	193.80	
		291-6470-601.22-85	PROC SRVS	83.60	
		291-6470-601.22-85	PROC SRVS	266.00	
		291-6470-601.22-85	PROC SRVS	110.20	
		291-6470-601.22-85	PROC SRVS	212.80	
		291-6470-601.22-85	PROC SRVS	148.20	
		291-6470-601.22-85	PROC SRVS	212.80	
		291-6470-601.22-85	PROC SRVS	182.40	
		291-6470-601.22-85	PROC SRVS	64.60	
		291-6470-601.22-85	PROC SRVS	297.55	
		291-6470-601.22-85	PROC SRVS	112.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	531.79	
		291-6470-601.32-80	BOOKS	1,079.62	
		291-6470-601.32-80	BOOKS	30.51	
		291-6470-601.32-80	BOOKS	735.31	
		291-6470-601.32-80	BOOKS	278.75	
		291-6470-601.32-80	BOOKS	139.47	
		291-6470-601.32-80	BOOKS	31.24	
		291-6470-601.32-80	BOOKS	92.50	
		291-6470-601.32-80	BOOKS	222.26	
		291-6470-601.32-80	BOOKS	386.88	
		291-6470-601.32-80	BOOKS	1,073.83	
		291-6470-601.32-80	BOOKS	532.02	
		291-6470-601.32-80	BOOKS	96.10	
		291-6470-601.32-80	BOOKS	175.36	
		291-6470-601.32-80	BOOKS	185.19	
		291-6470-601.32-80	BOOKS	103.64	
		291-6470-601.32-80	BOOKS	236.92	
		291-6470-601.32-80	BOOKS	760.98	
		291-6470-601.32-80	BOOKS	1,599.76	
		291-6470-601.32-80	BOOKS	1,389.17	
		291-6470-601.22-85	PROC SRVS	26.60	
		291-6470-601.22-85	PROC SRVS	149.35	
		291-6470-601.22-85	PROC SRVS	83.60	
		291-6470-601.22-85	PROC SRVS	300.20	
		291-6470-601.32-80	BOOKS	367.32	
		291-6470-601.32-80	BOOKS	4.75-	
		291-6470-601.32-80	BOOKS	847.58	
		291-6470-601.32-80	BOOKS	573.36	
		291-6470-601.32-80	BOOKS	583.43	
		291-6470-601.32-80	BOOKS	169.20	
		291-6470-601.32-80	BOOKS	1,223.63	
		291-6470-601.32-80	BOOKS	491.03	
		291-6470-601.32-80	BOOKS	143.65	
		291-6470-601.32-80	BOOKS	255.18	
		291-6470-601.32-80	BOOKS	153.49	
		291-6470-601.32-80	BOOKS	203.62	
		291-6470-601.32-80	BOOKS	63.92	
		291-6470-601.32-80	BOOKS	510.17	
		291-6470-601.32-80	BOOKS	802.83	
		291-6470-601.32-80	BOOKS	357.70	
		291-6470-601.32-80	BOOKS	595.45	
		291-6470-601.32-80	BOOKS	258.90	
		291-6470-601.32-80	BOOKS	89.46	
		291-6470-601.32-75	AV MTLs	33.14	
		291-6470-601.32-75	AV MTLs	500.77	
		291-6470-601.32-75	AV MTLs	88.41	
		291-6470-601.32-75	AV MTLs	22.10	
		291-6470-601.32-75	AV MTLs	132.07	
		291-6470-601.32-75	AV MTLs	398.73	
		291-6470-601.32-75	AV MTLs	13.81	57,660.07
79261	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	2,734.90	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	233.95	
		291-6470-601.32-75	AV MTLs	70.38	
		291-6470-601.32-75	AV MTLs	23.82	
		291-6470-601.32-75	AV MTLs	145.70	
		291-6470-601.32-75	AV MTLs	2,645.03	
		291-6470-601.32-75	AV MTLs	135.08	
		291-6470-601.32-75	AV MTLs	350.80	
		291-6470-601.32-75	AV MTLs	66.09	
		291-6470-601.32-75	AV MTLs	2,498.86	
		291-6470-601.32-75	AV MTLs	252.34	
		291-6470-601.32-75	AV MTLs	59.01	
		291-6470-601.32-75	AV MTLs	69.95	
		291-6470-601.32-75	AV MTLs	188.86	
		291-6470-601.32-75	AV MTLs	3,629.08	
		291-6470-601.32-75	AV MTLs	936.77	
		291-6470-601.32-75	AV MTLs	153.27	
		291-6470-601.32-75	AV MTLs	60.48	
		291-6470-601.32-75	AV MTLs	267.09	
		291-6470-601.32-75	AV MTLs	25.71	
		291-6470-601.32-75	AV MTLs	122.95	
		291-6470-601.32-75	AV MTLs	1,744.69	
		291-6470-601.32-75	AV MTLs	503.44	
		291-6470-601.32-75	AV MTLs	65.47	
		291-6470-601.32-75	AV MTLs	6.99	16,990.71
79263	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	928.50	
		291-6470-601.32-80	BOOKS	560.98	
		291-6470-601.32-80	BOOKS	45.00	
		291-6470-601.32-75	AV MTLs	65.00	
		291-6470-601.32-75	AV MTLs	5,442.04	
		291-6470-601.32-80	BOOKS	8,353.52	15,395.04
79265	BOBIS,LISA	291-6470-601.22-03	TRAVEL/TRAINING	93.84	93.84
79269	CCH INCORPORATED	291-6470-601.32-80	BOOKS	202.41	202.41
79270	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	49.34	
		291-6470-601.32-80	BOOKS	25.32	
		291-6470-601.32-80	BOOKS	101.28	
		291-6470-601.32-80	BOOKS	126.60	302.54
79276	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	30.92	30.92
79277	COMPUTYPE INC	291-6470-601.32-05	PROCESSING SUPPLIES	1,001.15	1,001.15
79278	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	30.31	
		291-6470-601.32-95	PERIODICALS	20.24-	10.07
79280	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	106.98	
		291-6470-601.32-05	PROCESSING SUPPLIES	145.95	252.93
79283	EBSO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	3,807.86	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	226.49	4,034.35
79288	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	67.97	
		291-6470-601.32-80	BOOKS	212.41	280.38
79292	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	123.96	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	121.57	
		291-6470-601.32-80	BOOKS	121.57	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	22.39	
		291-6470-601.32-80	BOOKS	24.00	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	62.38	
		291-6470-601.32-80	BOOKS	56.78	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	119.16	
		291-6470-601.32-80	BOOKS	868.55	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	21.59	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	135.96	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	27.19	2,192.90
79300	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	131.25	262.50
79303	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SRVS - AUGUST	681.00	681.00
79306	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	366.53	
		291-6470-601.32-80	BOOKS	380.53	747.06
79307	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	37.69	
		291-6470-601.32-80	BOOKS	17.40	
		291-6470-601.32-80	BOOKS	86.96	
		291-6470-601.32-80	BOOKS	102.88	
		291-6470-601.32-80	BOOKS	47.04	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	16.76	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	73.62	
		291-6470-601.32-80	BOOKS	34.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	9.03	
		291-6470-601.32-80	BOOKS	75.71	
		291-6470-601.32-80	BOOKS	29.36	
		291-6470-601.32-80	BOOKS	58.17	
		291-6470-601.32-80	BOOKS	93.43	
		291-6470-601.32-80	BOOKS	43.52	
		291-6470-601.32-80	BOOKS	57.52	
		291-6470-601.32-80	BOOKS	221.87	
		291-6470-601.32-80	BOOKS	175.43	
		291-6470-601.32-80	BOOKS	105.48	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	27.51	
		291-6470-601.32-80	BOOKS	106.74	
		291-6470-601.32-80	BOOKS	117.70	
		291-6470-601.32-80	BOOKS	131.20	
		291-6470-601.32-80	BOOKS	95.02	
		291-6470-601.32-80	BOOKS	86.03	
		291-6470-601.32-80	BOOKS	134.30	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-80	BOOKS	67.90	
		291-6470-601.32-80	BOOKS	122.91	
		291-6470-601.32-80	BOOKS	78.48	
		291-6470-601.32-80	BOOKS	156.72	
		291-6470-601.32-80	BOOKS	28.78	
		291-6470-601.32-80	BOOKS	56.69	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	278.62	
		291-6470-601.32-80	BOOKS	43.59	
		291-6470-601.32-80	BOOKS	144.20	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	290.18	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	72.88	
		291-6470-601.32-80	BOOKS	64.31	
		291-6470-601.32-80	BOOKS	17.96	
		291-6470-601.32-80	BOOKS	33.57	
		291-6470-601.32-80	BOOKS	15.79	
		291-6470-601.32-80	BOOKS	62.02	
		291-6470-601.32-80	BOOKS	50.31	
		291-6470-601.32-80	BOOKS	26.10	
		291-6470-601.32-80	BOOKS	45.08	
		291-6470-601.32-80	BOOKS	82.35	
		291-6470-601.32-80	BOOKS	860.92	
		291-6470-601.32-80	BOOKS	145.35	
		291-6470-601.32-80	BOOKS	3.59	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	24.25	
		291-6470-601.32-80	BOOKS	75.66	
		291-6470-601.32-80	BOOKS	47.35	
		291-6470-601.32-80	BOOKS	35.10	
		291-6470-601.32-80	BOOKS	62.73	
		291-6470-601.32-80	BOOKS	25.18	
		291-6470-601.32-80	BOOKS	108.24	
		291-6470-601.32-80	BOOKS	85.25	
		291-6470-601.32-80	BOOKS	10.79	
		291-6470-601.32-80	BOOKS	177.08	
		291-6470-601.32-80	BOOKS	76.47	5,733.43
79308	JANWAY COMPANY USA INC	291-6470-601.32-05	PROCESSING SUPPLIES	344.68	344.68
79312	KANOPY INC	291-6470-601.32-75	AV MTLs	513.00	
		291-6470-601.32-75	AV MTLs	422.00	935.00
79313	KIRKUS MEDIA LLC	291-6470-601.32-95	PERIODICALS	199.00	199.00
79314	LAKESHORE LEARNING MATERIALS	291-6470-601.32-75	AV MTLs	45.97	45.97
79320	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	393.83	
		291-6470-601.32-75	AV MTLs	299.12	
		291-6470-601.32-75	AV MTLs	107.17	
		291-6470-601.32-75	AV MTLs	55.96	
		291-6470-601.32-75	AV MTLs	1,887.21	
		291-6470-601.32-75	AV MTLs	177.80	
		291-6470-601.32-75	AV MTLs	411.49	
		291-6470-601.32-75	AV MTLs	7,929.18	
		291-6470-601.32-80	BOOKS	2,528.01	
		291-6470-601.32-75	AV MTLs	7,697.12	
		291-6470-601.32-80	BOOKS	2,454.12	
		291-6470-601.32-75	AV MTLs	1,063.62	
		291-6470-601.22-85	PROC SERVS	85.50	
		291-6470-601.22-85	PROC SERVS	92.25	
		291-6470-601.32-75	AV MTLs	860.59	26,042.97
79321	MULTICULTURAL BOOKS & VIDEOS	291-6470-601.32-75	AV MTLs	109.78	109.78
79326	OFFICE DEPOT BUSINESS ACCOUNT	291-6470-601.32-05	PROCESSING SUPPLIES	54.95	54.95
79335	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	82.20	
		291-6470-601.32-75	AV MTLs	337.87	
		291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-75	AV MTLs	82.20	
		291-6470-601.32-75	AV MTLs	82.20	683.47
79338	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	175.01	175.01
79339	SCHOLASTIC LIBRARY	291-6470-601.32-80	BOOKS	234.00	
		291-6470-601.32-80	BOOKS	436.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					670.80
79341	SHERWIN ACE HARDWARE INC	291-6470-601.32-90	SLIDING UTILITY KNIFE	13.90	13.90
79343	SOAP OPERA DIGEST	291-6470-601.32-95	PERIODICALS	94.96	94.96
79345	SOUTH SUB GEN & HIST SOCIETY	291-6470-601.32-95	PERIODICALS	50.00	50.00
79348	SULLIVANS LAW DIRECTORY	291-6470-601.32-80	BOOKS	112.15	112.15
79349	SURFER	291-6470-601.32-95	PERIODICALS	19.97	19.97
79350	SZYMANEK, MARIE	291-6470-601.22-03	RAILS CATALOGING BASICS	68.32	68.32
79351	TEACHING COMPANY	291-6470-601.32-75	AV MTLs	388.75	388.75
79352	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	72.95	72.95
79353	ULINE	291-6470-601.32-05	PROCESSING SUPPLIES	164.19	164.19
79361	WAREHOUSE DIRECT	291-6470-601.32-05	PROCESSING SUPPLIES	61.19	61.19
***** DIVISION TOTAL ****					151,642.55
DEPARTMENT: 64	User Services	DIVISION: 80			
79315	LIBRARIES OF ILLINOIS RISK AGENCY	291-6480-601.20-40	INS ADD-ON 112 N.BELMONT	223.00	
***** DIVISION TOTAL ****					223.00
***** DEPARTMENT TOTAL **					173,444.15
***** GRAND TOTAL ****					308,822.61

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	297,837.61
491	Capital Projects-Library	10,985.00
**** TOTAL ALL FUNDS ****		308,822.61

October 15, 2019

**Arlington Heights Memorial Library
Special Funds Summary
9/30/2019**

Count 44

	Account	Amount	Description	Staff
Check # 1553 - Gregory Alexander	6440-2218	\$ 300.00	Abbey Road Program - 9/23	S Ryan
Check # 1554 – AHML – Petty Cash				
9/3/2019	6440-3202	\$ 27.93	Program Events	J Middendorf
	6440-2203	\$ 32.76	Travel/Training	C Ng-He
9/9/2019	6401-2203	\$ 45.76	Travel/Training	R King
	6401-3201	\$ 4.00	Program Supplies	R King
	6430-2203	\$ 10.03	Travel/Training	K Myers
	6405-2203	\$ 42.76	Travel/Training	T Karim
	6405-2203	\$ 42.34	Travel/Training	E Ludemann
	6401-2203	\$ 33.47	Travel/Training	K Bailey
9/16/2019	6401-2203	\$ 10.21	Travel/Training	T Dantis
	6420-2203	\$ 13.45	Travel/Training	S Meyer
	6003-4070	\$ 14.37	DSSC Program	F Prisby
9/23/2019	6420-2203	\$ 46.38	Travel/Training	S Meyer
	6440-3202	\$ 26.15	Program Events	A Son
	6401-2203	\$ 16.88	Travel/Training	E Mather
	6440-3202	\$ 25.43	Program Events	E Mather
	6440-2203	\$ 32.64	Travel/Training	T Recklaus
	6440-3202	\$ 15.33	Program Events	T Recklaus
	6401-3202	\$ 18.48	Program Events	S Hill
	6001-2203	\$ 45.70	Travel/Training	J Doren
	6401-3201	\$ 25.93	Program Supplies	R King
9/30/2019	6405-2203	\$ 14.44	Travel/Training	D Malik
	6440-3202	\$ 11.46	Program Events	K Bailey
	6440-3202	\$ 4.40	Program Events	K Bailey
	6401-2203	\$ 1.28	Travel/Training	K Bailey
	6405-2203	\$ 30.28	Travel/Training	T Karim
	6470-3295	\$ 40.97	Periodicals	M Szymanek
	6401-2203	\$ 22.62	Travel/Training	M Papanastassiou
	6401-2203	\$ 34.92	Travel/Training	C Caputo
	6440-3202	\$ 16.85	Program Events	J Pinotti
	6401-2203	\$ 6.21	Travel/Training	J Pinotti
	6003-4070	\$ 35.43	DSSC Program	B Morgan
	6440-3202	\$ 30.16	Program Events	J Pinotti
	6001-3272	\$ 10.48	Special Events	J Doren
	6008-2203	\$ 37.04	Travel/Training	S Beckman
	6001-2203	\$ 34.42	Travel/Training	D Ekl
	6003-4070	\$ 26.97	DSSC Program	S Goswami
	6003-4070	\$ 22.78	DSSC Program	B Morgan
	6410-3201	\$ 17.02	Program Supplies	J Lasky
10/1/2019	6420-2203	\$ 44.97	Travel/Training	S Meyer
	6440-3202	\$ 5.37	Program Events	J Pinotti
	6440-2203	\$ 32.95	Travel/Training	M Young
	6440-3202	\$ 14.74	Program Events	S Hollars
	6008-2203	\$ 13.84	Travel/Training	L Plakhotnyuk
		<u>\$ 1,339.60</u>		

October 15, 2019

**Arlington Heights Memorial Library
American Express Card Summary
9/30/2019**

Count	101			
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
	489-90-00	\$ (163.47)	Other Income/Rebate	AMEX Cash back rebate
R. Dworiany	6001-2242	\$ 346.85	Comcast Internet Service	COMCAST CHICAGO
R. Dworiany	6010-2005	\$ 199.99	GoDaddy SSL Certificate	GODADDY.COM
R. Dworiany	6010-2005	\$ 54.10	PayPal PayFlow Pro	PAYFLOW/PAYPAL 0045
R. Dworiany	6010-3032	\$ 11.99	YouTube Premium Subscription	GOOGLE-YOUTUBE PREM
R. Dworiany	6010-3032	\$ 25.00	Github Monthly Subscription	GITHUB
R. Dworiany	6010-3032	\$ 900.00	PDQ Deploy	PDQCOM
R. Dworiany	6010-3032	\$ 750.00	ZoomText License	VISPERO/FREEDOM/OPT
R. Dworiany	6010-3032	\$ 35.00	Trello Monthly Subscription	TRELLO.COM, ATLIASSIA
R. Dworiany	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMZNFREETIME*T61SN61
R. Dworiany	6010-3032	\$ 149.00	Hoefler Fonts	HOEFLE & CO.
R. Dworiany	6010-3032	\$ 14.99	Spotify	SPOTIFY USA
R. Dworiany	6010-3032	\$ 129.00	Blackfire.io Subscription	BLACKFIREIO INC.
R. Dworiany	6010-3032	\$ 49.00	Riddle.com Subscription	RIDDLE.COM SUBSCRIPT
R. Dworiany	6010-5012	\$ 649.00	Catchbox Throwable Microphone	CKO*CATCHBOX
M. Driskell	291-0000-140-05-00	\$ 305.00	PLA Conference - M Driskell	PLA
M. Driskell	6001-5015	\$ 757.98	Staff Room Furniture	IKEA CHICAGO 210
M. Driskell	6002-2165	\$ 320.00	Constant Contact Monthly Service	EIG*CONSTANTCONTACT.
M. Driskell	6002-2165	\$ 9.83	Facebook Advertising	FACEBK *H8Z7FLN822
J. Czajka	6440-3202	\$ 59.97	Coffee for The Public 9/14	DD/BR #341408 Q35 34
J. Czajka	6440-3202	\$ 63.81	Dignity in Death + The Public Refreshments	TRADER JOE'S #687 Q
J. Czajka	6440-3202	\$ 22.93	Vinyl Night Refreshments 8/29	TRADER JOE'S #687 Q
D. Ekl	291-0000-140-05-00	\$ 305.00	PLA Conference - V Jaffe	PLA
D. Ekl	291-0000-140-05-00	\$ 305.00	PLA Conference - L Bobis	PLA
D. Ekl	291-0000-140-05-00	\$ 895.00	SXSW Conference - J Czajka	SXSW, LLC
D. Ekl	291-0000-140-05-00	\$ 895.00	SXSW Conference - J Bower	SXSW, LLC
D. Ekl	291-0000-140-05-00	\$ 305.00	PLA Conference - A Harder	PLA
D. Ekl	291-0000-140-05-00	\$ 305.00	PLA Conference - P Aichele	PLA
D. Ekl	291-0000-140-05-00	\$ 305.00	PLA Conference - D Ekl	PLA
D. Ekl	291-0000-140-05-00	\$ 305.00	PLA Conference - M Hastings	PLA
D. Ekl	6001-2203	\$ 8.14	Travel/Training - D Ekl	JIMMY JOHNS - 413 00
D. Ekl	6001-5015	\$ 872.06	Standing Desks for Call Center	AUTONOMOUS INC.
D. Ekl	6002-2005	\$ 312.00	Stock Art	CKO*WWW.ISTOCKPHOTO.
D. Ekl	6002-2210	\$ 185.00	1000 Books Stickers	STICKER MULE
D. Ekl	6002-2210	\$ 441.00	100 Books Nameplate	STICKER MULE
D. Ekl	6002-2210	\$ (8.00)	Stickers for OBOV	STICKER MULE
D. Ekl	6002-2210	\$ 66.59	Business Cards	VISTAPR*VISTAPRINT.C
D. Ekl	6002-2210	\$ 39.19	Business Cards	VISTAPR*VISTAPRINT.C
D. Ekl	6002-2210	\$ 46.39	Business Cards	VISTAPR*VISTAPRINT.C
D. Ekl	6002-3005	\$ (40.14)	Foamboard for Display Furniture	BT*FOAMCORE HEAVEN
D. Ekl	6002-3005	\$ 89.98	Small Parts Organizer	HOMEDEPOT.COM
D. Ekl	6002-3005	\$ (10.81)	Gift Stickers for Kids Books	STICKER MULE
D. Ekl	6003-4070	\$ 258.51	Grill Rental for DSSC 9/27	HOUSE OF RENTAL 00-0
D. Ekl	6010-3185	\$ 89.25	Ear Piece for Call Center Walkies	WWW.TECHWHOLESALE.CO
D. Ekl	6010-5012	\$ 992.07	Computer for Staff	WWW.NEWEGG.COM
D. Ekl	6010-5012	\$ 31.86	Computer for Staff	WWW.NEWEGG.COM
D. Ekl	6020-2111	\$ 320.59	Maintenance Supplies	AMERAPRODUCTS, INC 0
D. Ekl	6020-2111	\$ (6.84)	Maintenance Supplies	USA CLEAN 000000001
D. Ekl	6020-2111	\$ 320.66	Maintenance Supplies	AMERAPRODUCTS, INC 0
D. Ekl	6020-2111	\$ 80.64	Maintenance Supplies	USA CLEAN 000000001
D. Ekl	6020-2111	\$ 1,374.00	Roof Hatch Safety Railing	BIG ROCK SUPPLY BIG
D. Ekl	6020-2111	\$ 290.09	Maintenance Supplies	BATTERYSHARKS.COM
D. Ekl	6020-3145	\$ 507.47	Janitorial Supplies	BT*CLEANITSUPPLY.COM
D. Ekl	6401-3202	\$ (25.27)	Library Card Signup Month Promotions	AMERICAN LIBRARY
D. Ekl	6401-3202	\$ 271.87	Library Card Signup Month Promotions	AMERICAN LIBRARY
D. Ekl	6410-2203	\$ 240.00	ARRTCon Conference	EB *ARRTCON 2019
D. Ekl	6420-3290	\$ (15.31)	Library Card Signup Month Promotions	AMERICAN LIBRARY
D. Ekl	6440-3202	\$ 24.56	Board Game for Board Game Program	BARNES&NOBLE.COM-BN
D. Ekl	6440-3202	\$ 51.65	Table Cover for Program	Dollar Tree, Inc. 00

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
D. Ekl	6440-3202	\$ 2.75	Tea Rex Party Supplies	TARGET.COM * 3991
D. Ekl	6440-3202	\$ 35.66	Tea Rex Party Supplies	TARGET.COM * 3991
D. Ekl	6440-3202	\$ 57.02	Sew a Drawstring Bag Supplies	HOBBY LOBBY ECOMM 00
D. Ekl	6450-3185	\$ 549.99	Hi Player for Studio Digitizing	BT*INFO@PORTERSELECT
D. Ekl	6470-2202	\$ 225.00	ALA and PLA Membership - L Bobis	AMERLIBASSOC ECOMMER
D. Ekl	6470-2203	\$ (26.61)	Laconi Tech Services Workshop	EVENTBRITE
D. Ekl	6470-2203	\$ (3.39)	Laconi Tech Services Workshop	EVENTBRITE
D. Ekl	6470-3205	\$ 32.00	Processing Supplies	CUMBERLAND CONCEPTS,
M. Szymanek	6470-3275	\$ 187.49	AV Materials	TARGET.COM * 3991
M. Szymanek	6470-3275	\$ 30.00	AV Materials	PAYPAL *SUSTAINABLE
M. Szymanek	6470-3275	\$ 20.04	AV Materials	MUSIC GLUE LTD.
M. Szymanek	6470-3275	\$ 83.13	AV Materials	SP * LIMITED RUN
M. Szymanek	6470-3275	\$ 72.13	AV Materials	SP * LIMITED RUN
M. Szymanek	6470-3275	\$ 83.13	AV Materials	SP * LIMITED RUN
M. Szymanek	6470-3275	\$ 39.14	AV Materials	SP * LIMITED RUN
M. Szymanek	6470-3275	\$ 83.13	AV Materials	SP * LIMITED RUN
M. Szymanek	6470-3275	\$ 44.65	AV Materials	SP * LIMITED RUN
M. Szymanek	6470-3275	\$ 239.00	AV Materials	HOMEDEPOT.COM
M. Szymanek	6470-3275	\$ 51.20	AV Materials	PBS EDUCATION SALES
M. Szymanek	6470-3275	\$ 32.98	AV Materials	BESTBUYCOM8056434506
M. Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
M. Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
M. Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
M. Szymanek	6470-3275	\$ 44.65	AV Materials	SP * LIMITED RUN
M. Szymanek	6470-3275	\$ 103.02	AV Materials	GAMESTOP.COM GameSto
M. Szymanek	6470-3275	\$ 52.02	AV Materials	BBC AMERICA SHOP
M. Szymanek	6470-3275	\$ 30.98	AV Materials	TARGET.COM * 3991
M. Szymanek	6470-3275	\$ 76.00	AV Materials	WTTW CHANNEL 11
M. Szymanek	6470-3275	\$ 39.99	AV Materials	TARGET.COM * 3991
M. Szymanek	6470-3275	\$ 39.98	AV Materials	SLING.COM
M. Szymanek	6470-3275	\$ 49.99	AV Materials	TARGET.COM * 3991
M. Szymanek	6470-3275	\$ (9.37)	AV Materials	GAMESTOP.COM GameSto
M. Szymanek	6470-3275	\$ (1.87)	AV Materials	GAMESTOP.COM GameSto
M. Szymanek	6470-3275	\$ 100.00	AV Materials	PAYPAL *CAMERANEWSI
M. Szymanek	6470-3275	\$ 33.94	AV Materials	PBS CONSUMER SALES P
M. Szymanek	6470-3280	\$ 12.99	Books	AMAZON PRIME
M. Szymanek	6470-3295	\$ 17.99	Periodicals	BAKE FROM SCRATCH
M. Szymanek	6470-3295	\$ 52.45	Periodicals	MY MAG STORE 6500000
M. Szymanek	6470-3295	\$ 28.93	Periodicals	STAMPINGTON & COMPAN
M. Szymanek	6470-3295	\$ 97.00	Periodicals	TOTAL WEALTH INSIDER
M. Szymanek	6470-3295	\$ 18.73	Periodicals	KPC*KALMBACH PRODUCT
M. Szymanek	6470-3295	\$ 5.00	Periodicals	BT*ALTPRESS MEDIA
		<u>\$ 17,800.99</u>		

October 15, 2019

**Arlington Heights Memorial Library
Mastercard Summary
9/30/2019**

Count	1			
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
S Distel	6440-3202	\$ 50.00	OBOV Feather Thief Staff Event 8/27	Eddie's

\$ 50.00

(Action Item 7)

To: Board of Library Trustees

From: Donna Ekl

Cc: Mike Driskell

Date: October 15, 2019

Re: Adoption of the 2020 Budget

The Committee of the Whole met on September 10, 2019, September 23, 2019, and on October 7, 2019 to review drafts of the proposed 2020 budget. In the full Village of Arlington Heights budget book, the library's portion will include the cover page, organization chart, and fund summaries (included in the budget narrative).

Suggested motion: **The Board of Library Trustees adopts the 2020 Arlington Heights Memorial Library Budget.**

ARLINGTON HEIGHTS MEMORIAL LIBRARY

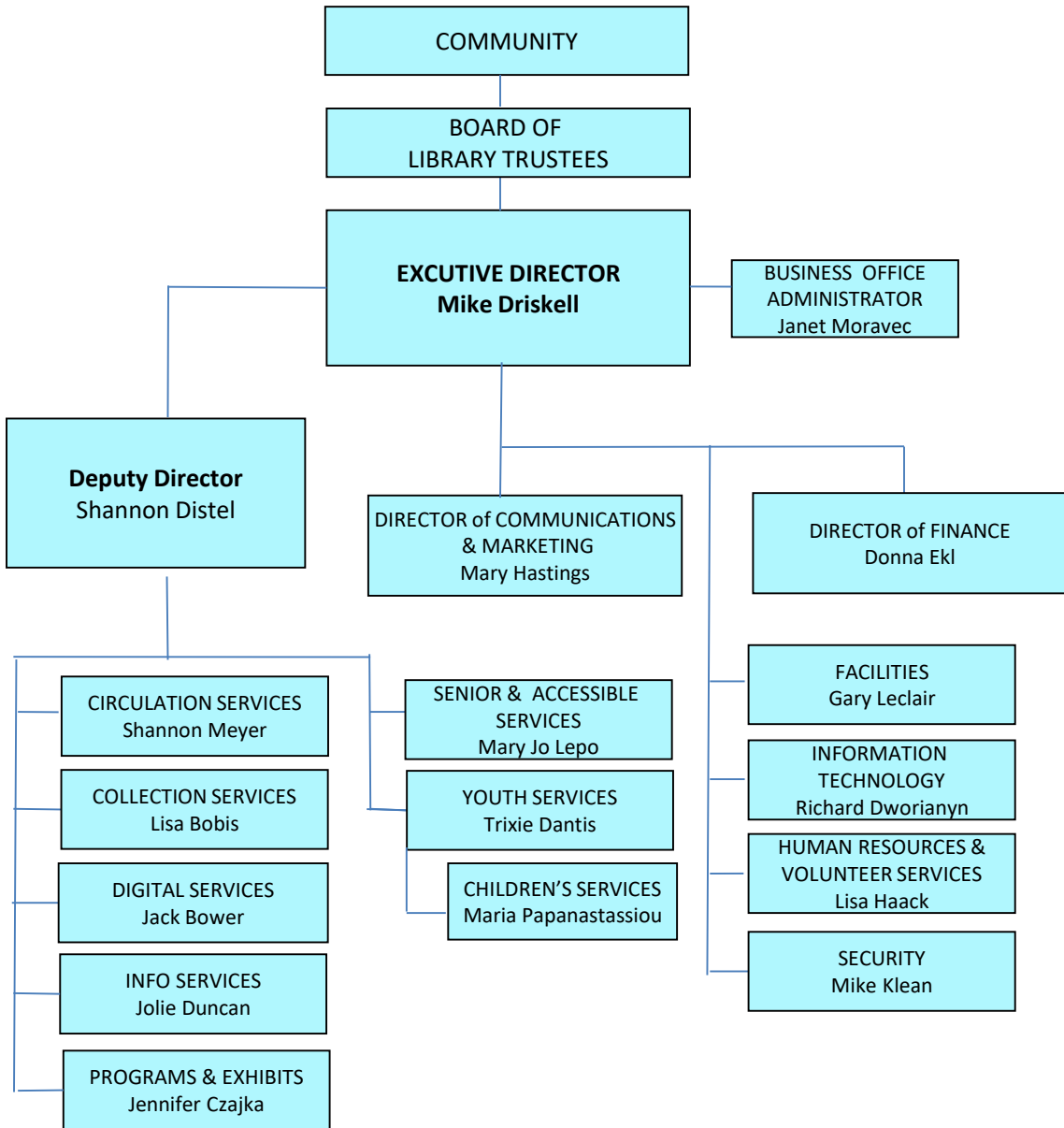
OPERATING BUDGET FOR THE FISCAL YEAR 2020 BEGINNING JANUARY 1, 2020

LIBRARY BOARD

Carole Medal
Andi Ruhl
Debbie Smart
John Supplitt
Christine Tangney
Marianthi Thanopoulos
Greg Zyck

EXECUTIVE DIRECTOR

Michael Driskell



► Fund at a Glance

The Arlington Heights Memorial Library uses two funds to account for its expenditures. The General Fund is a subcategory of the special revenue fund type and is reported under Special Revenues in the Village of Arlington Heights' financial statements. The Capital Fund accounts for a variety of capital improvements listed in the library's Long Range Fiscal Plan. The Memorial Library General and Capital Funds are for the operations of the village library, not including any debt service or capital expenditures associated with bond issues by the village for library purposes. (These items are paid for by the village and accounted for in other village funds.)

Since 1926, library funding has been derived from a special revenue tax fund set up for the purpose of maintaining a library for village residents. For the most recent fiscal year ended December 31, 2018, the library received 95.5% of its total revenue from property taxes.

LIBRARY GOVERNANCE AND STAFF

- The library is governed by an elected Board of Library Trustees consisting of seven members; standard elect unremunerated terms is six-years. Current trustees are Carole Medal, Andi Ruhl, Debbie Smart, John Supplitt, Christine Tangney, Marianthi Thanopoulos and Greg Zyck.
- The Board of Library Trustees regularly meets on the third Tuesday of each month; all meetings are open to the public. There are currently 32 staff members with Master of Library and Information Science degrees, and an additional eight staff members are enrolled in an MLIS program. As of January 1, 2019, the total full-time equivalent (FTE) of employees was 153.7.

LIBRARY VISION AND VALUES

Our Vision

The Arlington Heights Memorial Library strives to add value in our customers' lives by:

- partnering with them to develop skills they need to succeed in all stages of their lives;
- helping local businesses and community agencies thrive;
- inspiring understanding by creating occasions for the exchange of ideas, cultural experiences, and discovery; and
- offering opportunities in Arlington Heights for gathering, learning, contemplating, creating, and finding inspiration.

Our Values

We believe in:

- Unparalleled Customer Service: our best-in-class staff strives for continuous improvement by identifying and providing the services our residents and businesses need most.
- Free and Equal Access: all individuals have the right to choose for themselves what to read, hear, or view.
- Diversity and Inclusion: we cultivate an inclusive atmosphere, celebrate our diversity, and create an environment for the open exchange of differing ideas and points of view.
- Fiscal Responsibility: all decisions are weighed against the value added to the lives of our customers.
- A Focus on Arlington Heights: we are a part of the fabric of our community; all services are tailored to the unique needs of our residents and businesses.

LIBRARY FACILITY

- The Arlington Heights Memorial Library is open 85 hours weekly: 9 a.m.–10 p.m. weekdays, 9 a.m.–8:00 p.m. Saturdays, and 11 a.m.–8:00 p.m. Sundays. The drive-up window for picking up requested materials opens at 7 a.m. Monday–Friday and remains open until the library closes at 10 p.m., adding another ten hours of service at this location.
- The service point at the Arlington Heights Senior Center, located at 1801 West Central Road, Arlington Heights, is open 44.5 hours per week.
- The future makerspace service point, located at 112 N. Belmont Avenue, housed the first standalone library in Arlington Heights and was previously owned by the Village of Arlington Heights. On June 27, 2019, the building's deed transferred from the Village of Arlington Heights to the library. An architect was chosen in September of 2019, and subsequent renovations are planned for 2020. After renovations are complete, this facility will be opened 40 hours per week.
- An average of 2,778 people visit the library each day.
- On average the library issues 575 new library cards per month.
- Located at 500 North Dunton Avenue, the current library building opened in June of 1968, with 40,000 square feet. In 1978, it was expanded to over 76,000 square feet. In 1992, voter approval was given to build a 56,000-square-foot addition and to renovate the original facility. The library's second-floor addition opened in September of 1994, and renovation of the original building was completed in 1995. The current library building is 132,000 square feet.
- A second renovation of the first and second floors was completed in the spring of 2013. This renovation added a teen area, ten more small conference rooms, a digital media lab, a genealogy room, a lounge area with a fireplace, the Marketplace area for new and popular books and a variety of public spaces for exhibits and programs.
- The main floor is divided into service areas for adults, teens and children, including selections of books, movies, magazines, computers, quiet areas, CDs and a café. A computer training lab and a digital media lab are available for public classes for individuals and the business community.
- The second floor contains 14 small conference/study rooms, the Richard Frisbee board room, the Hendrickson room (with a maximum capacity of 200) available for library programs, meetings, and for use by eligible community groups, the Literacy/ESL (English as a Second Language) office, administrative offices and a staff room.
- The lower level of the building includes parking, a Friends of the Library book sorting and storage area, a book drop, a Friends of the Library donation drop box, a drive-up window and maintenance areas, including heating and ventilating equipment.
- The library underwent a Parking Lot Safety Project in 2017, improving the safety and accessibility of the underground garage.

LIBRARY COLLECTION AND EQUIPMENT

- The library's collection includes 307,622 books, magazines and audiovisual items as of August, 2019. The library has 797,518 virtual items offered both in the library and remotely. These items

include eBooks, eAudiobooks, music and movies as well as business information and magazine indexes with full-text options.

- The total circulation for the fiscal year ended December 31, 2018, was 1,998,330 items.
- Other equipment, in the Library of Things Collection, for checkout includes:
 - **Arts and Crafts:** button maker, sewing machine, shape cutters (holiday, nature, animals, basic, large alphabet,), metal stamp kit, serger, yarn ball winder, Kumihimo kit, embroidery machine, knitting looms, a knitting kit, an engraving kit, a crochet kit
 - **Assistive Devices:** print magnifier, text reader pen, electronic magnifier, personal hearing amplifier, currency reader, caregiver pager, and noise cancelling headphones
 - **Audio:** portable voice recorder, lavalier microphone, portable audio recorder, audio recording kit, microphone stand, Video mic pro, Theremin, USB microphone, USB midi controller, portable pa system, guitar pedals, Bluetooth selfie stick, and a drum machine
 - **Cameras and Accessories:** tripod, Bloggie, Power-Shot, GoPro, GoPro head mount, GoPro handlebar mount, camcorder, DSLR camera, slider, GoPro mini tripod, tripod adapter, GoPro dog harness, GoPro mic stand mount, GoPro wrist strap, Bluetooth selfie stick
 - **Entertainment:** Roku projector, record player, portable Blu-ray player, joy-con steering wheels, switch pro controller, dual-shock 4 controller, X-box controller, Bluetooth speaker, super Nintendo Classic, Nintendo Classic mini, cord cutting kit, Nintendo Switch console, apple TV, google Chromecast
 - **Technology:** kill-a-watt meter, external hard drive, iPads, flash drives, car scanner, telescope, science kits Theremin, weather, programming, tablets
 - **Games:** board games, etc.
 - **Home:** meter reader, car scanner, laser level, stud finder, thermal leak detector, knife sharpener, label maker, metal detector, light-keeper pro, engraver, fabric shaver, air quality monitor, microwave leakage meter, drill, laser measure, water quality tester, radon detector, staple gun, light bulb changer, hot glue gun, scissors sharpener, moisture meter, fabric steamer, inspection camera, heat tool, 3-hole punch
 - **Musical Instruments:** ukulele, percussion set, meditation kit, Theremin, acoustic guitar, midi controller, guitar pedals, drum machine, violin, glockenspiel, banjo, steel drum, mandolin
 - **Odds and Ends:** flash drive, umbrella, keyboard, snowbrush, bike lock, dog agility kit, puzzles, shoe stretcher, binoculars
 - **Kids:** coding, toys, technology, science, robotics, arts & crafts, learning, math, music, puzzles
- Over 100 personal computers with Internet access and office software are available for public use. Two 3-D printers are also available to the public.
- Photocopiers, a color copier, scanner, fax machines and microform reader/printers are available.
- An Optelec machine for the visually impaired, a TTY for communication for people with hearing impairments, three public computers with magnification software, walkers, and motorized scooters.

LIBRARY PROGRAMS AND SERVICES

The library adds value to the lives of residents by offering:

- eReaders such as the Kindle, Nook and Sony to borrow

- iPads, Amazon Fire tablets, Leapfrogs and AWE tablets are available to borrow from Kids' World
- Resources and classes for small businesses
- The Studio, a digital media lab consisting of a production studio and three smaller post-production rooms. Customers can create media projects for home, school or business. There is equipment for scanning photos, creating and scanning video, and recording voice or music. The lab also loans equipment such as cameras and tripods to customers who want to work on projects outside of the library.
- In 2018, 3,064 programs and events for children, teens and adults including storytimes, lectures, book discussions, concerts and large-scale exhibits with a total attendance of 105,330.
- The 2018 summer reading program saw 3,913 children and 986 teens participating in summer leisure and skill-building reading while on vacation from their classrooms. The library continues to partner with the Arlington Heights Park District, expanding the reach of this popular program to include park district day camps.
- The library's ESL/Literacy Office currently has 312 active adult students. 251 receive one-on-one tutoring. The library has 87 tutors, most of whom work with 2 students. The library is also a community partner for Read to Learn, an adult literacy/volunteer program through District 214 Community Education.
- 305 of technology sessions were offered throughout 2018.
- Fourteen conference rooms offering opportunities for gathering, learning, contemplating, creating and finding inspiration averaging 1,510 uses per month.
- In 2018, One Book, One Village, the library's fifth community reading initiative featured, *Every Note Played*, by Lisa Genova. Circulation for the book was 1,817. 1,177 people attended related programs and book discussions during the 12 week program. The 2019 One Book, One village book has been chose, *The Feather Thief*, by Kirk Wallace Johnson.
- The future library makerspace is slated to open in 2020. This 8,000 square foot facility will allow patrons to create, explore, tinker, and collaborate with resources on hand, including 3D printers, electronic cutting machines, a laser cutter, a commercial kitchen, sewing machines, and more.

LIBRARY OUTREACH

Beyond its four walls, the library provides:

- Access to the online catalog, library accounts, full-text newspaper and magazines articles and online chat service, 24 hours a day, 7 days a week at ahml.info. A resident can reserve or renew materials, receive email reminders of due dates, download eBooks and register for programs online.
- Resources for learning a new language
- Access to marketing demographics - essential for business, especially startups
- Real-time homework assistance on a wide variety of school subjects, both in English and Spanish
- Answers to reference questions by phone, instant messaging, email or via the website at ahml.info
- A newsletter highlighting services and programs is mailed to all village residences and businesses nine times a year, in addition to frequent updates on social media.
- Bookmobile service at 29 stops throughout the community and outreach services to apartment complexes, health care sites, senior independent living complexes, adult education centers, schools and to residents of the Backstretch at Arlington Park
- Home delivery of material for residents who are permanently or temporarily homebound

LIBRARY COLLABORATION

- The library is a member of the Reaching Across Illinois Library System (RAILS), a cooperative with approximately 1,300 public, academic, special and school library members. Through interlibrary loan, residents have access to vast library collections throughout the country. As a benefit of system membership, residents have reciprocal borrowing privileges with neighboring public libraries throughout Illinois.
- The library is a service partner at the Arlington Heights Senior Center, operating a reading room and computer lab at the center. Features include a collection of appealing items to check out, programs, discussion groups and free computers with Internet access and computer classes.
- The library is a LINKin partner through a shared catalog with eight other local libraries providing expedited and cost-effective access to a greatly expanded collection of material.
- The library is partnering with the Arlington Heights Park District to provide exterior book drops at Camelot and Frontier Parks and at the Arlington Heights Senior Center, giving residents in the northern and southern parts of Arlington Heights a more convenient way to return library items.
- Each year library trustees and staff members meet with their counterparts in the Village and the Park District to provide updates on current projects and discuss opportunities for resource sharing.
- For 27 years, the library and District 25 schools have partnered to present a district-wide show of student artwork at the library. This year's opening night drew in crowds from nine different schools with village and library officials greeting families and educators, and featured a performance from the South Middle School Jazz Ensemble.

MEMORIAL LIBRARY FUND

(Continued)

General Fund Summary, Audited

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual			
For the Fiscal Year Ended December 31, 2018			
	Budget		
	Original	Final	Actual
Revenues			
Taxes			
Property Taxes - General	\$ 12,470,082	12,470,082	12,304,556
Property Taxes - IMRF	908,281	908,281	896,225
Property Taxes - FICA	590,029	590,029	582,197
Intergovernmental			
State/Local Grants	61,500	61,500	103,877
Charges for Services			
Copier and Film Printer Fees	40,000	40,000	43,828
Fines and Fees	164,500	164,500	154,777
Interest	32,000	32,000	148,668
Miscellaneous			
Donations	65,000	65,000	62,488
Miscellaneous	11,500	11,500	39,163
Total Revenues	14,342,892	14,342,892	14,335,779
Expenditures			
Culture, Recreation and Education			
Executive Office	5,471,527	5,471,527	5,151,727
User Services	9,128,331	9,128,331	8,687,375
Total Expenditures	14,599,858	14,599,858	13,839,102
Excess (Deficiency) of Revenues			
Over (Under) Expenditures	(256,966)	(256,966)	496,677
Other Financing (Uses)			
Transfers Out	(1,750,000)	(1,750,000)	(1,750,000)
Changes in Fund Balance	(2,006,966)	(2,006,966)	(1,253,323)
Fund Balance - Beginning			8,633,442
Fund Balance - Ending			<u>7,380,119</u>

MEMORIAL LIBRARY FUND

(Continued)

Capital Fund Summary, Audited

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual			
For the Fiscal Year Ended December 31, 2018			
	Budget		
	Original	Final	Actual
Revenues			
Interest	\$ 15,000	15,000	100,250
Expenditures			
Capital Outlay			
Administration	-	-	14,183
Paid by Gifts and Grants	-	-	-
Information Technology	92,000	92,000	87,378
Facilities	945,300	945,300	767,499
Total Expenditures	1,037,300	1,037,300	869,060
Excess (Deficiency) of Revenues			
Over (Under) Expenditures	(1,022,300)	(1,022,300)	(768,810)
Other Financing Sources			
Transfers In	1,750,000	1,750,000	1,750,000
Changes in Fund Balance	727,700	727,700	981,190
Fund Balance - Beginning			4,673,543
Fund Balance - Ending			5,654,733

FUND SUMMARY

MEMORIAL LIBRARY FUND

291

	2017 Actual	2018 Actual	2019 Est. Actual	2019 Budget	2020 Budget	\$ Change	% Change
BEGINNING FUND BALANCE	\$9,993,427	\$8,633,442	\$7,380,119	\$7,380,119	\$8,068,870	\$688,751	9.3%
Revenues							
Taxes	\$13,744,488	\$13,782,978	\$14,106,665	\$14,249,157	\$14,391,649	\$142,492	1.0%
Intergovernmental	127,776	121,098	93,876	61,063	61,063	0	0.0%
Fees	48,728	49,659	51,509	50,034	51,509	1,475	2.9%
Fines	146,560	131,725	119,959	154,959	116,959	(38,000)	(24.5%)
Interest Income	99,409	148,668	100,438	37,120	90,395	53,275	143.5%
Other	84,098	101,651	113,650	78,565	175,000	96,435	122.7%
Total Revenues	\$14,251,059	\$14,335,779	\$14,586,097	\$14,630,898	\$14,886,575	\$255,677	1.7%
Expenditures							
Personal Services	\$9,725,517	\$10,079,278	\$10,094,347	\$10,835,260	\$11,395,205	\$559,945	5.2%
Contractual Services	1,494,406	1,598,227	1,504,846	1,681,897	1,764,894	82,997	4.9%
Commodities	2,086,256	2,007,920	2,184,654	2,294,574	2,349,785	55,211	2.4%
Other Charges	15,847	18,483	40,850	49,350	49,350	0	0.0%
Property	239,018	135,193	72,649	106,927	222,920	115,993	108.5%
Total Expenditures	\$13,561,044	\$13,839,102	\$13,897,346	\$14,968,008	\$15,782,154	\$814,146	5.4%
Revenues over (under) Expenditures	\$690,015	\$496,677	\$688,751	(\$337,110)	(\$895,579)	(\$558,469)	165.7%
Interfund Transfers Out	(2,050,000)	(1,750,000)	0	0	0	0	N/A
ENDING FUND BALANCE	\$8,633,442	\$7,380,119	\$8,068,870	\$7,043,009	\$7,173,291	\$130,282	1.8%

FUND SUMMARY

LIBRARY CAPITAL PROJECTS FUND

491

	2017 Actual	2018 Actual	2019 Est. Actual	2019 Budget	2020 Budget	\$ Change	% Change
BEGINNING FUND BALANCE	\$4,183,278	\$4,673,543	\$5,654,734	\$5,654,734	\$5,678,561	\$23,827	0.4%
Revenues							
Interest Income	48,357	100,249	116,117	70,000	70,000	0	0.0%
Total Revenues	\$48,357	\$100,249	\$116,117	\$70,000	\$70,000	\$0	0.0%
Expenditures							
Capital Items	1,308,092	869,058	92,290	157,090	943,000	785,910	500.3%
Total Expenditures	\$1,308,092	\$869,058	\$92,290	\$157,090	\$943,000	\$785,910	500.3%
Revenues over (under) Expenditures	(\$1,259,735)	(\$768,809)	\$23,827	(\$87,090)	(\$873,000)	(\$785,910)	902.4%
Interfund Transfers In	1,750,000	1,750,000	0	0	0	0	N/A
ENDING FUND BALANCE	\$4,673,543	\$5,654,734	\$5,678,561	\$5,567,644	\$4,805,561	(\$762,083)	(13.7%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Administration

6001

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6001-601.16-85	Salaries	565,585	325,758	399,611	501,907	352,726	(149,181)	(29.7%)
291-6001-601.16-92	Achievement Awards	6,000	3,000	3,500	4,000	4,000	0	0.0%
291-6001-601.18-05	Overtime Civilian	309	1,175	800	800	1,000	200	25.0%
	Salaries	571,894	329,933	403,911	506,707	357,726	(148,981)	(29.4%)
291-6001-601.19-05	Medical Insurance	59,828	65,963	57,043	60,885	93,182	32,297	53.0%
291-6001-601.19-10	IMRF	69,282	42,181	34,807	50,241	45,217	(5,024)	(10.0%)
291-6001-601.19-11	Social Security	30,305	19,621	20,941	31,118	22,179	(8,939)	(28.7%)
291-6001-601.19-12	Medicare	7,878	4,589	4,898	7,278	5,187	(2,091)	(28.7%)
291-6001-601.19-53	Flexible Spending	1,897	2,025	7,404	2,259	1,610	(649)	(28.7%)
291-6001-601.19-55	Unemployment Compensation	0	17,542	4,546	9,024	6,432	(2,592)	(28.7%)
	Fringe Benefits	169,190	151,921	129,639	160,805	173,807	13,002	8.1%
291-6001-601.20-05	Professional Services	0	26,799	7,000	7,000	10,500	3,500	50.0%
291-6001-601.20-08	Consulting Services Library	10,030	25,554	2,000	2,000	2,000	0	0.0%
291-6001-601.20-20	Legal Services	34,783	28,935	16,000	16,000	16,000	0	0.0%
291-6001-601.20-40	General Insurance	110,708	102,350	107,028	126,500	127,700	1,200	0.9%
291-6001-601.20-81	OCLC Services	62,601	60,121	61,297	61,324	0	(61,324)	(100.0%)
291-6001-601.21-65	Other Services	9,981	12,082	10,036	10,036	3,000	(7,036)	(70.1%)
291-6001-601.22-01	Advertising	463	255	375	600	600	0	0.0%
291-6001-601.22-02	Dues	17,291	16,520	5,365	6,185	6,675	490	7.9%
291-6001-601.22-03	Training	70,308	135,398	95,000	134,244	123,722	(10,522)	(7.8%)
291-6001-601.22-05	Postage	47,632	43,838	42,098	46,300	50,945	4,645	10.0%
291-6001-601.22-42	Internet Access	40,142	28,643	29,193	27,831	0	(27,831)	(100.0%)
291-6001-601.22-70	Telephone Services	53,873	75,375	86,069	73,069	86,569	13,500	18.5%
	Contractual Services	457,812	555,870	461,461	511,089	427,711	(83,378)	(16.3%)
291-6001-601.30-05	Office Supplies & Equipment	5,828	6,467	8,500	8,858	8,858	0	0.0%
291-6001-601.31-85	Small Tools & Equipment	447	893	1,500	2,500	2,500	0	0.0%
291-6001-601.32-02	Program Events	0	0	0	0	1,200	1,200	N/A
291-6001-601.32-50	Innovation	16,249	0	0	0	0	0	N/A
291-6001-601.32-72	Special Events	(58)	864	850	850	850	0	0.0%
291-6001-601.32-99	Items Reimbursed by Employees	0	705	0	0	0	0	N/A
	Commodities	22,466	8,929	10,850	12,208	13,408	1,200	9.8%
291-6001-601.40-96	Operating Contingency	0	0	1,500	5,000	5,000	0	0.0%
	Other Charges	0	0	1,500	5,000	5,000	0	0.0%
291-6001-601.50-15	Other Equipment	90,427	36,478	25,000	25,000	26,800	1,800	7.2%
	Property	90,427	36,478	25,000	25,000	26,800	1,800	7.2%
	Total Administration	1,311,789	1,083,131	1,032,361	1,220,809	1,004,452	(216,357)	(17.7%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Communications & Marketing

6002

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6002-601.16-85	Salaries	271,164	319,210	377,025	402,121	410,027	7,906	2.0%
291-6002-601.18-05	Overtime Civilian	176	2,186	81	350	100	(250)	(71.4%)
	Salaries	271,340	321,396	377,106	402,471	410,127	7,656	1.9%
291-6002-601.19-05	Medical Insurance	47,820	40,441	79,184	57,300	66,675	9,375	16.4%
291-6002-601.19-10	IMRF	33,437	41,568	37,749	40,252	51,840	11,588	28.8%
291-6002-601.19-11	Social Security	16,585	19,536	22,806	24,932	25,428	496	2.0%
291-6002-601.19-12	Medicare	3,879	4,569	5,334	5,831	5,947	116	2.0%
	Fringe Benefits	101,721	106,114	145,073	128,315	149,890	21,575	16.8%
291-6002-601.20-05	Professional Services	28,893	8,891	8,695	18,500	5,500	(13,000)	(70.3%)
291-6002-601.21-02	Equipment Maintenance	1,478	1,020	1,320	1,710	1,710	0	0.0%
291-6002-601.21-65	Other Services	9,045	8,779	7,550	17,217	17,389	172	1.0%
291-6002-601.22-02	Dues	1,391	858	782	930	786	(144)	(15.5%)
291-6002-601.22-03	Training	20	0	50	50	50	0	0.0%
291-6002-601.22-10	Printing	155,510	155,860	205,460	200,905	184,754	(16,151)	(8.0%)
	Contractual Services	196,337	175,408	223,857	239,312	210,189	(29,123)	(12.2%)
291-6002-601.30-05	Office Supplies & Equipment	16,910	12,617	15,579	15,579	15,579	0	0.0%
291-6002-601.31-85	Small Tools & Equipment	6,447	7,235	6,000	6,000	6,000	0	0.0%
291-6002-601.32-01	Program Supplies	46	986	2,088	0	700	700	N/A
291-6002-601.32-72	Special Events	7,768	7,947	9,883	9,883	16,073	6,190	62.6%
	Commodities	31,171	28,785	33,550	31,462	38,352	6,890	21.9%
	Total Communications & Marketing	600,569	631,703	779,586	801,560	808,558	6,998	0.9%

MEMORIAL LIBRARY FUND

EXPENDITURES

Human Resources

6003

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6003-601.16-85	Salaries	159,942	189,151	161,985	164,692	167,952	3,260	2.0%
291-6003-601.18-05	Overtime Civilian	593	3,106	1,196	300	300	0	0.0%
	Salaries	160,535	192,257	163,181	164,992	168,252	3,260	2.0%
291-6003-601.19-05	Medical Insurance	31,152	36,453	47,485	40,955	46,257	5,302	12.9%
291-6003-601.19-10	IMRF	19,898	30,318	15,899	16,486	21,267	4,781	29.0%
291-6003-601.19-11	Social Security	9,575	11,475	9,532	10,211	10,432	221	2.2%
291-6003-601.19-12	Medicare	2,239	2,683	2,229	2,388	2,440	52	2.2%
291-6003-601.19-50	Employee Asst. Program	5,578	5,577	6,000	11,155	6,000	(5,155)	(46.2%)
	Fringe Benefits	68,442	86,506	81,145	81,195	86,396	5,201	6.4%
291-6003-601.21-65	Other Services	22,035	10,589	10,300	10,500	9,900	(600)	(5.7%)
291-6003-601.22-01	Advertising	4,230	2,910	500	1,300	1,300	0	0.0%
291-6003-601.22-02	Dues	2,831	2,509	3,050	3,315	3,200	(115)	(3.5%)
291-6003-601.22-03	Training	467	1,362	1,150	910	1,300	390	42.9%
291-6003-601.22-55	In Service Training	6,044	6,678	7,898	7,500	10,020	2,520	33.6%
	Contractual Services	35,607	24,048	22,898	23,525	25,720	2,195	9.3%
291-6003-601.32-01	Program Supplies	0	0	200	1,400	400	(1,000)	(71.4%)
	Commodities	0	0	200	1,400	400	(1,000)	(71.4%)
291-6003-601.40-62	Tuition Reimbursement	2,513	15,516	20,000	25,000	25,000	0	0.0%
291-6003-601.40-70	Employee Recognition Program	13,334	2,967	19,350	19,350	19,350	0	0.0%
	Other Charges	15,847	18,483	39,350	44,350	44,350	0	0.0%
	Total Human Resources	280,431	321,294	306,774	315,462	325,118	9,656	3.1%

MEMORIAL LIBRARY FUND

EXPENDITURES

Paid by Gifts and Grants

6004

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6004-601.20-05	Professional Services	0	6,276	1,400	0	0	0	
291-6004-601.21-65	Other Services	3,927	6,862	4,196	5,000	5,000	0	0.0%
291-6004-601.22-10	Printing	0	0	342	0	0		
291-6004-601.22-18	Other Services - Programs/ Exhib	21,525	53,502	21,917	20,000	25,000	5,000	25.0%
	Contractual Services	25,452	66,640	27,855	25,000	30,000	5,000	20.0%
291-6004-601.30-05	Office Supplies & Equipment	0	0	0	0	0	0	N/A
291-6004-601.31-85	Small Tools and Equipment	0	0	2,000	5,000	2,000	(3,000)	(60.0%)
291-6004-601.32-01	Program Supplies	1,329	1,264	0	5,000	2,500	(2,500)	(50.0%)
291-6004-601.32-02	Program Events	7,696	2,013	6,288	6,820	2,500	(4,320)	(63.3%)
291-6004-601.32-32	Software	0	0	0	1,500	500	(1,000)	(66.7%)
291-6004-601.32-72	Special Events	17,673	17,162	14,427	10,000	10,000	0	0.0%
291-6004-601.32-75	Audio Visual	560	0	0	2,000	500	(1,500)	(75.0%)
291-6004-601.32-78	Electronic Resources	0	0	3,000	1,500	1,500	0	0.0%
291-6004-601.32-80	Books	4,347	1,547	0	5,000	5,000	0	0.0%
291-6004-601.32-95	Periodicals	15	0	0	0	0	0	N/A
	Commodities	31,620	21,986	25,715	36,820	24,500	(12,320)	(33.5%)
291-6004-601.50-15	Other Equipment	9,995	1,480	5,000	2,500	67,750	65,250	2610.0%
291-6004-600.50.55	Other Capital Outlay	0	2,281	2,500	2,500	200	(2,300)	(92.0%)
	Property	9,995	3,761	7,500	5,000	67,950	65,250	1259.0%
	Total Paid by Gifts and Grants	67,067	92,387	61,070	66,820	122,450	56,780	83.3%

MEMORIAL LIBRARY FUND

EXPENDITURES

Finance

6008

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6008-601.16-85	Salaries	207,864	229,203	236,580	236,619	226,147	(10,472)	(4.4%)
291-6008-601.18-05	Overtime Civilian	832	140	25	1,000	300	(700)	(70.0%)
	Salaries	208,696	229,343	236,605	237,619	226,447	(11,172)	(4.7%)
291-6008-601.19-05	Medical Insurance	35,640	35,733	77,885	48,218	66,082	17,864	37.0%
291-6008-601.19-10	IMRF	25,608	29,663	23,682	23,686	28,623	4,937	20.8%
291-6008-601.19-11	Social Security	12,389	13,591	13,779	14,670	14,040	(630)	(4.3%)
291-6008-601.19-12	Medicare	2,897	3,178	3,223	3,431	3,283	(148)	(4.3%)
	Fringe Benefits	76,534	82,165	118,569	90,005	112,028	22,023	24.5%
291-6008-601.20-05	Professional Services	5,250	5,400	5,400	5,700	5,700	0	0.0%
291-6008-601.21-36	Equipment Rental	2,910	1,148	1,326	1,280	1,326	46	3.6%
291-6008-601.21-65	Other Services	71,903	681	310	310	6,189	5,879	1896.5%
291-6008-601.22-02	Dues	680	680	650	750	825	75	10.0%
291-6008-601.22-03	Training	0	0	1,200	1,200	1,200	0	0.0%
291-6008-601.22-25	IT Service Charge	23,700	24,400	25,100	25,100	26,355	1,255	5.0%
	Contractual Services	104,443	32,309	33,986	34,340	41,595	7,255	21.1%
291-6008-601.30-32	Software Library	1,260	0	0	0	0	0	N/A
	Commodities	1,260	0	0	0	0	0	N/A
	Total Finance	390,933	343,817	389,160	361,964	380,070	18,106	5.0%

MEMORIAL LIBRARY FUND

EXPENDITURES

Information Technology

6010

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6010-601.16-85	Salaries	587,773	647,372	685,403	674,093	695,135	21,042	3.1%
291-6010-601.18-05	Overtime Civilian	74	756	193	250	250	0	0.0%
	Salaries	587,847	648,128	685,596	674,343	695,385	21,042	3.1%
291-6010-601.19-05	Medical Insurance	134,772	138,944	139,501	150,601	148,311	(2,290)	(1.5%)
291-6010-601.19-10	IMRF	70,737	80,396	65,445	67,477	87,897	20,420	30.3%
291-6010-601.19-11	Social Security	35,193	38,895	41,276	41,794	43,114	1,320	3.2%
291-6010-601.19-12	Medicare	8,231	9,097	9,653	9,774	10,083	309	3.2%
	Fringe Benefits	248,933	267,332	255,875	269,646	289,405	19,759	7.3%
291-6010-601.20-05	Professional Services	4,811	10,362	6,290	6,290	7,022	732	11.6%
291-6010-601.20-08	Consulting Services Library	10,887	14,992	4,545	4,545	4,545	0	0.0%
291-6010-601.21-02	Equipment Maintenance	148,156	163,180	147,898	147,898	161,423	13,525	9.1%
291-6010-601.22-03	Travel & Training	63	1,100	450	450	6,450	6,000	1333.3%
291-6010-601.22-42	Internet Access	0	0	0	0	41,846	41,846	N/A
	Contractual Services	163,917	189,634	159,183	159,183	221,286	62,103	39.0%
291-6010-601.30-05	Office Supplies & Equipment	398	103	375	375	375	0	0.0%
291-6010-601.30-30	Data System Supplies	32,891	34,170	35,000	38,204	25,204	(13,000)	(34.0%)
291-6010-601.30-32	Software Library	135,409	124,891	107,591	169,829	161,602	(8,227)	(4.8%)
291-6010-601.30-33	Documentation Library	528	0	0	175	100	(75)	(42.9%)
291-6010-601.31-85	Small Tools and Equipment	13,228	17,652	13,276	13,276	15,556	2,280	17.2%
291-6010-601.32-05	Processing Supplies	563	764	300	300	300	0	0.0%
291-6010-601.32-32	Software	35,583	6,502	10,887	10,887	13,387	2,500	23.0%
	Commodities	218,600	184,082	167,429	233,046	216,524	(16,522)	(7.1%)
291-6010-601.50-12	Computer Equipment	71,762	65,605	37,649	37,649	34,140	(3,509)	(9.3%)
291-6010-601.50-15	Other Equipment	12,800	10,782	0	0	0	0	N/A
	Property	84,562	76,387	37,649	37,649	34,140	(3,509)	(9.3%)
	Total Information Technology	1,303,859	1,365,563	1,305,732	1,373,867	1,456,740	82,873	6.0%

MEMORIAL LIBRARY FUND

EXPENDITURES

Security

6015

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6015-601.16-85	Salaries	247,965	254,460	272,199	279,406	268,106	(11,300)	(4.0%)
291-6015-601.18-05	Overtime Civilian	1,862	3,401	1,717	2,000	2,000	0	0.0%
	Salaries	249,827	257,861	273,916	281,406	270,106	(11,300)	(4.0%)
291-6015-601.19-05	Medical Insurance	52,884	57,040	60,433	64,053	80,031	15,978	24.9%
291-6015-601.19-10	IMRF	27,151	29,494	24,457	27,969	34,141	6,172	22.1%
291-6015-601.19-11	Social Security	14,965	15,428	16,117	17,323	16,747	(576)	(3.3%)
291-6015-601.19-12	Medicare	3,500	3,608	3,769	4,051	3,917	(134)	(3.3%)
	Fringe Benefits	98,500	105,570	104,776	113,397	134,836	21,439	18.9%
291-6015-601.22-03	Training	145	138	500	3,500	500	(3,000)	(85.7%)
	Contractual Services	145	138	500	3,500	500	(3,000)	(85.7%)
291-6015-601.30-05	Office Supplies & Equipment	114	76	225	3,635	435	(3,200)	(88.0%)
	Commodities	114	76	225	3,635	435	(3,200)	(88.0%)
	Total Security	348,586	363,645	379,417	401,937	405,877	3,940	1.0%

MEMORIAL LIBRARY FUND

EXPENDITURES

Facilities

6020

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6020-601.16-85	Salaries	378,496	389,506	397,573	386,360	393,062	6,702	1.7%
291-6020-601.18-05	Overtime Civilian	4,000	3,848	5,387	4,500	4,500	0	0.0%
	Salaries	382,496	393,354	402,960	390,860	397,562	6,702	1.7%
291-6020-601.19-05	Medical Insurance	104,820	99,816	100,970	113,692	106,784	(6,908)	(6.1%)
291-6020-601.19-10	IMRF	41,411	46,657	36,591	38,300	50,252	11,952	31.2%
291-6020-601.19-11	Social Security	22,232	22,865	23,606	23,954	24,649	695	2.9%
291-6020-601.19-12	Medicare	5,200	5,348	5,521	5,602	5,764	162	2.9%
	Fringe Benefits	173,663	174,686	166,688	181,548	187,449	5,901	3.3%
291-6020-601.21-02	Equipment Maintenance	39,351	61,214	44,181	44,181	49,956	5,775	13.1%
291-6020-601.21-07	Vehicle Maintenance	8,733	5,251	9,871	9,871	10,821	950	9.6%
291-6020-601.21-11	Building Maintenance	223,158	204,013	220,442	247,648	271,857	24,209	9.8%
291-6020-601.21-36	Equipment Rental	0	692	1,000	1,000	1,000	0	0.0%
291-6020-601.21-60	Water and Sewer Service	18,153	18,830	13,300	16,472	16,472	0	0.0%
291-6020-601.22-03	Travel & Training	27	320	432	432	432	0	0.0%
	Contractual Services	289,422	290,320	289,226	319,604	350,538	30,934	9.7%
291-6020-601.30-50	Petroleum Products	3,986	3,761	3,900	4,000	10,000	6,000	150.0%
291-6020-601.30-51	Heating Fuel	54,660	48,272	46,000	62,537	62,537	0	0.0%
291-6020-601.31-45	Janitorial Supplies	24,971	24,839	23,387	23,387	23,387	0	0.0%
	Commodities	83,617	76,872	73,287	89,924	95,924	6,000	6.7%
291-6020-601.50-15	Other Equipment	45,735	14,955	0	20,000	39,050	19,050	95.3%
	Property	45,735	14,955	0	20,000	39,050	19,050	95.3%
	Total Facilities	974,933	950,187	932,161	1,001,936	1,070,523	68,587	6.8%
	Total Admin Support Services	5,278,167	5,151,727	5,186,261	5,544,355	5,573,788	30,583	0.5%

MEMORIAL LIBRARY FUND

EXPENDITURES

Youth Services

6401

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6401-601.16-85	Salaries	(20)	0	823,824	981,349	961,159	(20,190)	(2.1%)
291-6401-601.18-05	Overtime Civilian	0	0	0	2,000	2,000	0	0.0%
	Salaries	(20)	0	823,824	983,349	963,159	(20,190)	(2.1%)
291-6401-601.19-05	Medical Insurance	0	0	118,861	125,568	122,997	(2,571)	(2.0%)
291-6401-601.19-10	IMRF	3,535	0	75,350	98,233	121,743	23,510	23.9%
291-6401-601.19-11	Social Security	389	0	50,981	60,844	59,716	(1,128)	(1.9%)
291-6401-601.19-12	Medicare	91	0	11,923	14,230	13,966	(264)	(1.9%)
	Fringe Benefits	4,015	0	257,115	298,875	318,422	19,547	6.5%
291-6401-601.21-02	Equipment Maintenance	0	0	8	455	0	(455)	(100.0%)
291-6401-601.22-02	Dues	0	0	3,877	4,478	4,478	0	0.0%
291-6401-601.22-03	Travel & Training	0	0	2,000	2,541	3,979	1,438	56.6%
291-6401-601.22-18	Contracted Programs & Exhibits	0	0	0	0	18,980	18,980	N/A
	Contractual Services	0	0	5,885	7,474	27,437	19,963	267.1%
291-6401-601.30-05	Office Supplies & Equipment	0	0	2,410	2,414	2,438	24	1.0%
291-6401-601.32-01	Program Supplies	0	0	10,630	10,948	10,948	0	0.0%
291-6401-601.32-02	Program Events	0	0	22,635	24,339	38,950	14,611	60.0%
291-6401-601.32-90	Circulation Supplies	0	0	4,377	4,433	4,477	44	1.0%
	Commodities	0	0	40,052	42,134	56,813	14,679	34.8%
	Total Youth Services	3,995	0	1,126,876	1,331,832	1,365,831	33,999	2.6%

MEMORIAL LIBRARY FUND

EXPENDITURES

Specialty Info Services

6405

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6405-601.16-85	Salaries	793,695	940,193	489,837	544,031	0	(544,031)	(100.0%)
291-6405-601.18-05	Overtime Civilian	291	0	120	500	0	(500)	(100.0%)
	Salaries	793,986	940,193	489,957	544,531	0	(544,531)	(100.0%)
291-6405-601.19-05	Medical Insurance	116,220	125,224	99,536	136,782	0	(136,782)	(100.0%)
291-6405-601.19-10	IMRF	95,201	119,799	47,784	54,458	0	(54,458)	(100.0%)
291-6405-601.19-11	Social Security	47,220	56,445	28,568	33,730	0	(33,730)	(100.0%)
291-6405-601.19-12	Medicare	11,043	13,201	6,681	7,888	0	(7,888)	(100.0%)
	Fringe Benefits	269,684	314,669	182,569	232,858	0	(232,858)	(100.0%)
291-6405-601.21-65	Other Services	10,284	1,852	0	0	0	0	N/A
291-6405-601.22-02	Dues	3,244	4,018	3,049	3,049	0	(3,049)	(100.0%)
291-6405-601.22-03	Travel & Training	2,766	2,749	3,788	3,788	0	(3,788)	(100.0%)
291-6405-601.22-18	Contracted Programs & Exhibits	3,145	4,410	5,000	5,000	0	(5,000)	(100.0%)
	Contractual Services	19,439	13,029	11,837	11,837	0	(11,837)	(100.0%)
291-6405-601.30-05	Office Supplies & Equipment	247	232	930	930	0	(930)	(100.0%)
291-6405-601.32-01	Program Supplies	3,538	2,502	875	0	0	0	N/A
291-6405-601.32-02	Program Events	2,467	279	4,820	4,820	0	(4,820)	(100.0%)
291-6405-601.32-90	Circulation Supplies	1,645	919	1,649	1,649	0	(1,649)	(100.0%)
	Commodities	7,897	3,932	8,274	7,399	0	(7,399)	(100.0%)
	Total Specialty Info Services	1,091,006	1,271,823	692,637	796,625	0	(796,625)	(100.0%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Info Services

6410

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6410-601.16-85	Salaries	0	0	717,715	797,514	1,108,499	310,985	39.0%
291-6410-601.18-05	Overtime Civilian	0	0	340	1,000	1,000	0	0.0%
	Salaries	0	0	718,055	798,514	1,109,499	310,985	38.9%
291-6410-601.19-05	Medical Insurance	0	0	89,431	98,122	153,347	55,225	56.3%
291-6410-601.19-10	IMRF	0	0	57,877	84,892	140,241	55,349	65.2%
291-6410-601.19-11	Social Security	0	0	43,937	49,446	68,789	19,343	39.1%
291-6410-601.19-12	Medicare	0	0	10,276	11,564	16,088	4,524	39.1%
	Fringe Benefits	0	0	201,521	244,024	378,465	134,441	55.1%
291-6410-601.22-02	Dues	0	0	640	668	2,500	1,832	274.3%
291-6410-601.22-03	Travel & Training	0	0	1,951	1,951	3,300	1,349	69.1%
291-6410-601.22-18	Contracted Programs & Exhibits	0	0	0	0	5,760	5,760	N/A
	Contractual Services	0	0	2,591	2,619	11,560	8,941	341.4%
291-6410-601.30-05	Office Supplies & Equipment	0	0	1,567	1,567	1,888	321	20.5%
291-6410-601.32-01	Program Supplies	0	0	750	804	1,950	1,146	142.5%
291-6410-601.32-90	Circulation Supplies	0	0	0	0	2,095	2,095	N/A
	Commodities	0	0	2,317	2,371	5,933	3,562	150.2%
							3,562	
	Total Info Services	0	0	924,484	1,047,528	1,505,457	459,710	43.7%

MEMORIAL LIBRARY FUND

EXPENDITURES

Circulation

6420

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6420-601.16-85	Salaries	2,384,340	2,457,889	1,348,542	1,222,951	1,425,818	202,867	16.6%
291-6420-601.18-05	Overtime Civilian	1,617	1,166	62	1,000	1,000	0	0.0%
	Salaries	2,385,957	2,459,055	1,348,604	1,223,951	1,426,818	202,867	16.6%
291-6420-601.19-05	Medical Insurance	236,028	252,581	89,524	105,931	120,853	14,922	14.1%
291-6420-601.19-10	IMRF	230,583	254,883	102,686	114,513	180,350	65,837	57.5%
291-6420-601.19-11	Social Security	145,918	148,952	80,921	74,061	88,462	14,401	19.4%
291-6420-601.19-12	Medicare	34,126	34,836	18,925	17,321	20,689	3,368	19.4%
	Fringe Benefits	646,655	691,252	292,056	311,826	410,354	98,528	31.6%
291-6420-601.21-02	Equipment Maintenance	386	158	0	0	0	0	N/A
291-6420-601.21-64	Access Services	2,230	10,955	0	0	0	0	N/A
291-6420-601.21-65	Other Services	2,497	12,108	6,652	12,602	3,513	(9,089)	(72.1%)
291-6420-601.22-02	Dues	1,718	1,713	235	562	1,465	903	160.7%
291-6420-601.22-03	Travel & Training	1,695	2,483	906	1,773	2,773	1,000	56.4%
	Contractual Services	8,526	27,417	7,793	14,937	7,751	(7,186)	(48.1%)
291-6420-601.30-05	Office Supplies & Equipment	3,847	4,673	1,883	1,883	2,033	150	8.0%
291-6420-601.30-07	Supplies Reimbursed by Patron	0	2,012	2,040	2,040	0	(2,040)	(100.0%)
291-6420-601.32-01	Program Supplies	5,275	2,020	0	0	1,000	1,000	N/A
291-6420-601.32-02	Program Events	109	0	0	0	0	0	N/A
291-6420-601.32-90	Circulation Supplies	12,606	9,253	9,017	9,017	8,574	(443)	(4.9%)
	Commodities	21,837	17,958	12,940	12,940	11,607	(1,333)	(10.3%)
	Total Circulation	3,062,975	3,195,682	1,661,393	1,563,654	1,856,530	292,876	18.7%

MEMORIAL LIBRARY FUND

EXPENDITURES

Senior and Accessibility Services (SAS)

6430

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6430-601.16-85	Salaries	0	0	172,129	173,435	228,551	55,116	31.8%
291-6430-601.18-05	Overtime Civilian	0	0	2	0	0	0	N/A
	Salaries	0	0	172,131	173,435	228,551	55,116	31.8%
291-6430-601.19-05	Medical Insurance	0	0	15,082	19,933	11,681	(8,252)	(41.4%)
291-6430-601.19-10	IMRF	0	0	17,292	17,361	28,344	10,983	63.3%
291-6430-601.19-11	Social Security	0	0	10,352	10,753	14,170	3,417	31.8%
291-6430-601.19-12	Medicare	0	0	2,421	2,515	3,314	799	31.8%
	Fringe Benefits	0	0	45,147	50,562	57,509	6,947	13.7%
291-6430-601.22-02	Dues	0	0	0	293	518	225	76.8%
291-6430-601.22-03	Travel & Training	0	0	422	422	1,230	808	191.5%
291-6430-601.2218	Contracted Programs & Exhibits	0	0	0	0	9,590	9,590	N/A
	Contractual Services	0	0	422	715	11,338	1,033	1485.7%
291-6430-601.30-05	Office Supplies & Equipment	0	0	0	0	500	500	N/A
291-6430-601.32-01	Program Supplies	0	0	0	0	1,820	1,820	N/A
291-6430-601.32-02	Program Supplies	0	0	0	0	600	600	N/A
291-6430-601.32-90	Circulation Supplies	0	0	1,551	1,551	1,050	(501)	(32.3%)
	Commodities	0	0	1,551	1,551	3,970	2,419	156.0%
	Total SAS	0	0	219,251	226,263	301,368	70,310	33.2%

MEMORIAL LIBRARY FUND

EXPENDITURES

Programs and Exhibits

6440

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6440-601.16-85	Salaries	361,703	396,519	217,832	261,631	264,889	3,258	1.2%
291-6440-601.18-05	Overtime Civilian	100	192	0	200	200	0	0.0%
	Salaries	361,803	396,711	217,832	261,831	265,089	3,258	1.2%
291-6440-601.19-05	Medical Insurance	86,748	70,356	57,932	62,256	59,809	(2,447)	(3.9%)
291-6440-601.19-10	IMRF	41,012	47,854	21,521	26,189	33,507	7,318	27.9%
291-6440-601.19-11	Social Security	21,561	23,777	12,676	16,221	16,435	214	1.3%
291-6440-601.19-12	Medicare	5,043	5,560	2,965	3,794	3,844	50	1.3%
	Fringe Benefits	154,364	147,547	95,094	108,460	113,595	5,135	4.7%
291-6440-601.22-02	Dues	948	1,391	1,000	1,401	1,353	(48)	(3.4%)
291-6440-601.22-03	Travel & Training	1,002	1,212	900	1,053	1,414	361	34.3%
291-6440-601.22-18	Contracted Programs & Exhibits	88,193	137,849	115,000	181,800	135,077	(46,723)	(25.7%)
	Contractual Services	90,143	140,452	116,900	184,254	137,844	(46,410)	(25.2%)
291-6440-601.32-01	Program Supplies	304	0	100	300	0	(300)	(100.0%)
291-6440-601.32-02	Program Events	49,162	52,310	30,000	38,572	20,058	(18,514)	(48.0%)
	Commodities	49,466	52,310	30,100	38,872	20,058	(18,814)	(48.4%)
	Total Programs and Exhibits	655,776	737,020	459,926	593,417	536,586	(56,831)	(9.6%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Digital Services

6450

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6450-601.16-85	Salaries	511,143	498,317	529,499	519,038	529,376	10,338	2.0%
291-6450-601.18-05	Overtime Civilian	0	42	0	100	0	(100)	(100.0%)
	Salaries	511,143	498,359	529,499	519,138	529,376	10,238	2.0%
291-6450-601.19-05	Medical Insurance	51,204	42,499	53,443	53,168	55,627	2,459	4.6%
291-6450-601.19-10	IMRF	58,473	58,339	48,564	51,956	66,913	14,957	28.8%
291-6450-601.19-11	Social Security	31,185	30,439	31,976	32,180	32,821	641	2.0%
291-6450-601.19-12	Medicare	7,293	7,119	7,478	7,526	7,676	150	2.0%
	Fringe Benefits	148,155	138,396	141,461	144,830	163,037	18,207	12.6%
291-6450-601.21-02	Equipment Maintenance	0	169	0	0	0	0	N/A
291-6450-601.22-02	Dues	1,581	1,671	1,893	2,020	1,863	(157)	(7.8%)
291-6450-601.22-03	Travel & Training	412	509	400	400	500	100	25.0%
291-6450-601.22-42	Internet Access	0	0	0	0	2,520	2,520	N/A
291-6450-601.22-66	Outside Reference Service	2,554	2,663	2,774	2,765	2,887	122	4.4%
	Contractual Services	4,547	5,012	5,067	5,185	7,770	2,585	49.9%
291-6450-601.30-05	Office Supplies & Equipment	674	629	650	707	700	(7)	(1.0%)
291-6450-601.30-07	Supplies Reimbursed by Patron	606	881	700	800	700	(100)	(12.5%)
291-6450-601.31-85	Small Tools and Equipment	6,065	5,712	5,000	5,000	6,600	1,600	32.0%
291-6450-601.32-01	Program Supplies	17	83	750	750	750	0	0.0%
291-6450-601.32-78	Electronic Resources	305,246	331,035	325,865	343,072	339,411	(3,661)	(1.1%)
291-6450-601.32-90	Circulation Supplies	1,820	1,646	1,500	1,675	1,575	(100)	(6.0%)
	Commodities	314,428	339,986	334,465	352,004	349,736	(2,268)	(0.6%)
291-6450-601.50-15	Other Equipment	8,299	3,612	2,500	3,606	480	(3,126)	(86.7%)
	Property	8,299	3,612	2,500	3,606	480	(3,126)	(86.7%)
	Total Digital Services	986,572	985,365	1,012,992	1,024,763	1,050,399	25,636	2.5%

MEMORIAL LIBRARY FUND

EXPENDITURES

Collection Services

6470

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6470-601.16-85	Salaries	759,297	792,019	875,850	872,150	880,262	8,112	0.9%
291-6470-601.18-05	Overtime Civilian	114	151	156	150	150	0	0.0%
	Salaries	759,411	792,170	876,006	872,300	880,412	8,112	0.9%
291-6470-601.19-05	Medical Insurance	171,084	193,851	180,290	212,130	180,624	(31,506)	(14.9%)
291-6470-601.19-10	IMRF	93,786	102,456	87,688	87,302	111,284	23,982	27.5%
291-6470-601.19-11	Social Security	45,285	47,049	52,183	54,073	54,586	513	0.9%
291-6470-601.19-12	Medicare	10,591	11,003	12,204	12,646	12,766	120	0.9%
	Fringe Benefits	320,746	354,359	332,365	366,151	359,260	(6,891)	(1.9%)
291-6470-601.20-81	Access Services	0	0	0	0	63,110	63,110	N/A
291-6470-601.21-64	Access Services	0	0	8,000	3,500	4,000	500	14.3%
291-6470-601.22-02	Dues	1,558	1,391	1,555	2,478	2,478	0	0.0%
291-6470-601.22-03	Travel & Training	869	421	1,000	1,000	1,800	800	80.0%
291-6470-601.22-85	Processing Services	96,188	75,596	100,000	107,565	108,400	835	0.8%
	Contractual Services	98,615	77,408	110,555	114,543	179,788	65,245	57.0%
291-6470-601.30-05	Office Supplies & Equipment	1,136	1,485	1,500	1,500	1,500	0	0.0%
291-6470-601.30-33	Documentation Library	716	716	716	717	717	0	0.0%
291-6470-601.32-03	Binding	0	200	0	200	200	0	0.0%
291-6470-601.32-05	Processing Supplies	25,067	18,352	22,000	30,000	30,000	0	0.0%
291-6470-601.32-75	Audio Visual	455,958	480,116	530,000	534,980	537,980	3,000	0.6%
291-6470-601.32-80	Books	701,511	653,231	710,000	722,676	722,676	0	0.0%
291-6470-601.32-90	Circulation Supplies	2,414	3,106	5,500	6,000	6,450	450	7.5%
291-6470-601.32-95	Periodicals	116,978	116,342	124,325	132,735	134,062	1,327	1.0%
	Commodities	1,303,780	1,273,548	1,394,041	1,428,808	1,433,585	4,777	0.3%
	Total Collection Services	2,482,552	2,497,485	2,712,967	2,781,802	2,853,045	71,243	2.6%

MEMORIAL LIBRARY FUND

EXPENDITURES

Belmont Makerspace

6480

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6480-601.16-85	Salaries	0	0	14,396	14,396	414,303	399,907	2777.9%
291-6480-601.18-05	Overtime Civilian	0	0	0	0	200	200	N/A
	Salaries	0	0	14,396	14,396	414,503	400,107	2779.3%
291-6480-601.19-05	Medical Insurance	0	0	0	0	33,638	33,638	N/A
291-6480-601.19-10	IMRF	0	0	1,820	1,820	52,393	50,573	2778.7%
291-6480-601.19-11	Social Security	0	0	893	893	25,699	24,806	2777.8%
291-6480-601.19-12	Medicare	0	0	208	208	6,010	5,802	2789.4%
	Fringe Benefits	0	0	2,921	2,921	117,740	114,819	3930.8%
291-6480-601.20-05	Professional Services	0	0	16,000	15,950	24,500	8,550	53.6%
291-6480-601.20-20	Legal Services	0	0	8,000	8,000	5,000	(3,000)	(37.5%)
291-6480-601.20-40	General Insurance	0	0	200	200	216	16	8.0%
291-6480-601.21-02	Equipment Maintenance	0	0	0	0	6,980	6,980	N/A
291-6480-601.21-11	Building Maintenance	0	0	0	0	26,866	26,866	N/A
291-6480-601.21-36	Equipment Rental	0	0	0	0	5,000	5,000	N/A
291-6480-601.21-60	Water and Sewer Service	0	0	600	600	1,200	600	100.0%
291-6480-601.21-65	Bank Fees	0	0	30	30	30	0	0.0%
291-6480-601.22-02	Dues	0	0	0	0	1,575	1,575	N/A
291-6480-601.22-03	Travel & Training	0	0	0	0	1,000	1,000	N/A
291-6480-601.22-42	Internet Access	0	0	0	0	1,500	1,500	N/A
	Contractual Services	0	0	24,830	24,780	73,867	49,087	198.1%
291-6480-601.30-05	Office Supplies & Equipment	0	0	0	0	2,000	2,000	N/A
291-6480-601.30-07	Supplies Reimbursed by Patrons	0	0	0	0	7,500	7,500	N/A
291-6480-601.30-51	Heating Fuel & Electric	0	0	15,640	15,640	40,140	24,500	156.6%
291-6480-601.31-45	Janitorial Supplies	0	0	0	0	7,400	7,400	N/A
291-6480-601.31-85	Small Tools & Equipment	0	0	32	32	21,500	21,468	67087.5%
	Commodities	0	0	15,672	15,672	78,540	62,868	401.1%
291-6480-601.50-15	Other Equipment	0	0	0	0	54,500	54,500	N/A
	Property	0	0	0	0	54,500	54,500	N/A
	Total Belmont Makerspace	0	0	57,819	57,769	739,150	681,381	1179.5%

MEMORIAL LIBRARY FUND

EXPENDITURES

Non-Operating

6901

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
291-6901-601.90-05	Operating Transfer Out	1,750,000	1,750,000	0	0	0	0	N/A
291-9901-591.90-05	Operating Transfer Out	300,000	0	0	0	0	0	N/A
	Non-Operating	2,050,000	1,750,000	0	0	0	0	N/A
	Total Non-Operating	2,050,000	1,750,000	0	0	0	0	N/A
	Total Memorial Library Fund	15,611,043	15,589,102	12,910,871	13,694,217	13,975,329	(399,119)	2.1%

LIBRARY CAPITAL PROJECTS FUND

EXPENDITURES

Administration

6001

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
491-6001-601.50-15	Other Equipment	0	14,183	13,000	57,000	0	(57,000)	(100.0%)
491-6001-601.50-55	Other Capital Outlay	0	0	0	0	80,000	80,000	N/A
	Capital Outlay	0	14,183	13,000	57,000	80,000	23,000	40.4%
	Total Administration	0	14,183	13,000	57,000	80,000	23,000	40.4%

Paid by Gifts and Grants

6004

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
491-6004-601.50-55	Other Capital Outlay	10,000	0	0	0	50,000	50,000	N/A
	Capital Outlay	10,000	0	0	0	50,000	50,000	N/A
	Total Paid by Gifts and Grants	10,000	0	0	0	50,000	50,000	N/A

Information Technology

6010

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
491-6010-601.50-12	Computer Equipment	25,288	87,378	0	0	0	0	N/A
491-6010-601.50-15	Other Equipment	0	0	0	12,800	0	(12,800)	(100.0%)
491-6010-601.50-55	Other Capital Outlay	0	0	0	0	12,000	12,000	N/A
	Capital Outlay	25,288	87,378	0	12,800	12,000	(12,800)	(6.3%)
	Total Information Technology	25,288	87,378	0	12,800	12,000	(7,200)	(6.3%)

Facilities

6020

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
491-6020-601.50-15	Other Equipment	60,092	146,359	23,000	31,000	27,000	(4,000)	(12.9%)
491-6020-601.50-55	Other Capital Outlay	1,212,712	621,140	56,290	56,290	15,000	(41,290)	(73.4%)
	Capital Outlay	1,272,804	767,499	79,290	87,290	42,000	(45,290)	(51.9%)
	Total Facilities	1,272,804	767,499	79,290	87,290	42,000	(45,290)	(51.9%)

Belmont Makerspace

6480

Account Number	Account Description	Actual 2017	Actual 2018	Proj. Act. 2019	Budget 2019	Budget 2020	\$ Inc / (Dec)	% Inc / (Dec)
491-6480-601.50-12	Computer Equipment	0	0	0	0	45,000	45,000	N/A
491-6480-601.50-55	Other Capital Outlay	0	0	0	28,200	714,000	685,800	2431.9%
	Capital Outlay	0	0	0	28,200	759,000	730,800	2591.5%
	Total Belmont Makerspace	0	0	0	28,200	759,000	730,800	2591.5%
	Total Memorial Library Capital Projects Fund	1,308,092	869,060	92,290	185,290	943,000	751,310	408.9%

To: Board of Library Trustees
From: Donna Ekl
CC: Mike Driskell
Date: October 15, 2019
Re: Proposed 2019 Tax Levy

In conjunction with the review of the proposed 2020 budget and long range fiscal plan [LRFP], the Board of Library Trustees will need to approve the annual tax levy. As noted in the proposed 2020 budget and LRFP, the proposed 2019 tax levy is a 0% increase over the extended 2018 levy. The attached document shows the “Truth in Taxation” calculation which compares the amount of the library’s proposed aggregate property tax levy to the amount of taxes extended for the library in the prior year.

Motion from committee: **The Board of Library Trustees adopts the 2019 tax levy in the amount of \$14,391,649.**

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
TRUTH IN TAXATION CALCULATIONS
2019 Tax Levy for the 2020 Budget with 2018 Extended Tax Levy)**

2019 EAV 2,962,301,460 (EST.)
2018 EAV 2,962,301,460

LIBRARY	EXTENDED 2018 LEVY FOR 2019 <u>BUDGET YEAR</u>	PROPOSED 2019 LEVY FOR 2020 <u>BUDGET YEAR</u>	DOLLAR <u>CHANGE</u>	% <u>CHANGE</u>	EST. 2018 LEVY <u>RATES</u>
LIBRARY	13,083,064	12,692,247	(390,817)	-2.99%	0.4285
IMRF	808,077	1,054,012	245,935	30.43%	0.0356
SOCIAL SECURITY	500,508	645,390	144,882	28.95%	0.0218
TOTAL LIBRARY TAX LEVY	14,391,649	14,391,649	0	0.00%	0.4858

Notes: IMRF and Social Security levies are based on 2020 budget figures. To present a 0% levy increase over the extended 2018 levy, the proposed 2019 Library levy equals the 2018 extended levy less the proposed 2020 IMRF and Social Security levies. The 2018 extended levy includes the 1% loss and cost applied by the County to cover successful tax appeals, tax delinquencies, and other property tax issues that decrease actual property tax collections.

To: Board of Library Trustees
From: Shannon Meyer and Shannon Distel
Cc: Mike Driskell
Date: October 15, 2019
Re: Policy 5.002 Issuance of Library Cards and Conditions of Use

As discussed at the October Committee of the Whole meeting, library staff have identified several recommended updates to Policy 5.002 Issuance of Library Cards and Conditions of Use, which are outlined below. Please note the addition of section 5, paragraph f, which outlines the Veteran and Armed Forces special use card, which was discussed at the September 2019 board meeting (original memo attached).

Suggested changes to Policy 5.002 Issuance of Library Cards and Conditions of Use.

I. Use of Materials

A. Types of Library Cards

1. Resident Cards

- *Due to the implementation of Unique's address verification services, we no longer require customers to come into the library to renew their library card. Suggested change to remove the three year time period that cards were previously issued for.*
- *Suggested addition of "current" for property bill*
- *Suggestion to remove "Resident library cards may be used only by the cardholder and family members residing at the same address." Library staff cannot enforce this.*
- *Change in language from using personal pronouns "his or her" to gender inclusive pronoun "their".*
- *Suggestion to remove the reference to limiting access to filtered internet workstations for children under 12 years of age. We no longer offer this.*

3. Non-resident Cards-Unserved Areas

- *Reducing the term of purchase cards from one year to six months. As tax bills are able to be paid annually or on a six month basis, offering this same option for purchased library cards would allow us to proactively be inclusive to all users, allowing them to visit the library and utilize the services as their financial circumstances warrant.*

4. Non-resident Cards-Dual Service

- *Update to clarify that a current full service library card from the customer's home library is required for a dual service card.*
- *Reducing the term of purchase cards from one year to six months as suggested for Non-resident Cards-Unserved Areas.*

5. Special Use Cards

a. *Staff Local Use Cards*

- *Suggested language change to include Arlington Heights Memorial Library Foundation*

d. *School Services Accounts*

- *Suggested language change to clarify the school services accounts.*

f. *Veteran and Armed Forces Cards*

- *Addition of policy for the creation of special use card for veterans and active military members*

B. Renewal of Library Cards

F. Reciprocal Borrowing Cards

- *1. Change in language from using personal pronouns "his or her" to gender inclusive pronoun "their".*
- *2. Change in language from using personal pronouns "his or her" to gender inclusive pronoun "their".*
- *3. Accurately reflect allowable RB checkouts (20) based on limits set by self-checkouts.*

Suggested motion: **The Board of Library Trustees approves revisions to Policy 5.002 Issuance of Library Cards and Conditions of Use**

5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE

I. USE OF MATERIALS

A. Types of Library Cards

1. Resident Cards

Full service resident library cards are issued without charge to persons who are age 18 or older and reside within the incorporated boundaries of the Village of Arlington Heights.

To verify residence, current government-issued photo identification with the resident's home address must be shown.

If the address on the identification is not current, one of the following items must also be shown to verify residence: current property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the resident's home address.

The cardholder listed on the account is responsible for any overdue or library item charges that accrue on the account.

A minor (under the age of 18) who resides within the incorporated boundaries of the Village of Arlington Heights may have a card at any age; however, the signature of a parent/guardian on the children's library card application form is required.

By signing the form, the parent/guardian becomes responsible for any overdue or library item charges that accrue on the account. The parent/guardian agrees to also assume responsibility for informing the child about the library items and services that he or she wishes the child to use or any limitations on use.

A one-time interim loan of four items, one of which can be non-print, will be made prior to the library's receiving a completed children's library card application and verification of home address.

In the case that custody provisions make a child's residency unclear, the parent/guardian should use their personal card to borrow items for the child.

A minor (under the age of 18) with a library card may borrow all items in the library, unless the parent/guardian selects one of the following options:

- a. A parent/guardian, using a form provided by the library, may limit a child who is under 12 years of age to borrowing library items from the Kids' World Department. When a child reaches the age of 12, the limitation expires. A library card with this option is valid for three years or until the child reaches the age of 12, whichever is earlier. A parent/guardian may change this option on their child's card at any time using a form provided by the library.

- b. A parent/guardian, using a form provided by the library, may restrict a child who is under 17 years of age from borrowing M-rated video games and DVDs that are either: R-rated, NC-17 rated or designated unrated. A parent/guardian may change this option on their child's card at any time using a form provided by the library.

If a minor has a library card with each parent (available in divorce situations only), any limits would apply to both cards.

2. Non-resident Arlington Heights Taxpayer Cards

A library card valid for one year is issued to an Arlington Heights property owner who does not reside within the Village boundaries or to a senior administrative officer of a business owning taxable property within Arlington Heights. Proof of ownership in the form of a current property tax bill must be presented at the time of application and at subsequent renewals. One non-resident taxpayer card may be issued per parcel of taxable land owned. The non-resident taxpayer card may be used by the cardholder and family members residing at the same address or partners who jointly own the parcel of land.

The card offers the same service as a resident card, including reciprocal borrowing.

The cardholder listed on the account is responsible for any overdue or library item charges that accrue on the account.

3. Non-resident Cards – Unserved Areas

A library card is issued for a fee to qualified non-residents and their family members residing at the same address. Non-resident cards are valid for six month or one year, based on the fee paid. The card offers the same service as a resident card, including reciprocal borrowing.

The cardholder listed on the account, or the parent/guardian if the cardholder is a minor (under the age of 18), is responsible for any overdue or library item charges that accrue on the account.

To qualify, the individual's principal residence must lie in an unserved area within the boundaries of Township High School District 214, and the Arlington Heights Memorial Library must be the closest public library that issues non-resident cards.

The availability of this non-resident card and the method for calculating the fee are reviewed annually in June by the Board of Library Trustees and are subject to change.

4. Non-resident Cards – Dual Service

A library card for use only at the Arlington Heights Memorial Library, is issued for a fee to non-residents and their family members residing at the same address who present their current, full-service library card from their home library. Non-resident cards are valid for six months or one

year, based on the fee paid. This card offers the same services as a resident card, but does not include reciprocal borrowing.

The cardholder listed on the account, or the parent/guardian if the cardholder is a minor (under the age of 18), is responsible for any overdue or library item charges that accrue on the account.

The availability of this non-resident card and the method for calculating the fee are reviewed annually in June by the Board of Library Trustees and are subject to change.

5. Special Use Cards

a. Staff Local Use Cards

A staff library card for use only at the Arlington Heights Memorial Library is issued as an employee benefit to staff members of the Arlington Heights Memorial Library who reside outside the incorporated boundaries of the Village of Arlington Heights. The card is valid for the duration of Arlington Heights Memorial Library employment.

The benefit is also extended to the active status, non-resident Arlington Heights Memorial Library volunteers who are formally enrolled in the library's volunteer program, the Friends of the Library Board and the Arlington Heights Memorial Library Foundation. The volunteer card is valid for one year.

This card may not be used by any other individual, and benefits do not apply to other family members.

b. Employee Lifetime Resident Cards

Employees who retire under the IMRF retirement provisions and have worked at the library for no fewer than five years are eligible to receive as a benefit a lifetime Arlington Heights Memorial Library resident card, in lieu of a one-time \$500 gift. An employee lifetime resident card offers the same services as a resident card, but does not include reciprocal borrowing.

The cardholder listed on the account is responsible for any overdue or library item charges that accrue on the account.

c. Business Library Card Accounts

A business library card account valid for one year for use at all Arlington Heights Memorial Library locations is available to businesses that operate within the incorporated boundaries of the Village of Arlington Heights. The account is established in the name of the business. As many as three employees may be authorized by the business's management to use the account.

The names of authorized card users must be submitted by the business's management when registering for the card, at each renewal or when changes in authorized users occur. The account may be used only by employees of the business who are designated on the account.

To support those non-profit organizations that serve the community, administrative offices of schools, churches, social service agencies, and government bodies located within the incorporated boundaries of the Village of Arlington Heights are eligible for business card accounts. These organizations must follow the same procedures as businesses qualifying for an account.

The business or non-profit organization is responsible for any overdue or library item charges that accrue on the account.

Individual teachers are not eligible for this account but may use the School Services program for library items if their school qualifies for service.

d. School Services Accounts

Schools eligible for outreach services, defined in policy 6.001 may borrow items through the library's school services program. The account is established in the name of the school. Items must be requested through the school media specialist.

A participating school is responsible for any library item charges that accrue on the account.

e. Temporary Library Cards

A temporary library card for use only at the Arlington Heights Memorial Library is issued to an individual who verifies temporary residence within the incorporated boundaries of the Village of Arlington Heights. Temporary residence must be for a period of at least 30 days and be verified by presenting one of the following items:

- i. A rental receipt
- ii. A letter on hotel letterhead verifying length of stay signed by the hotel manager
- iii. Mail postmarked within the past two weeks

The library card is issued for the length of the stay.

f. Veteran and Armed Forces Cards

Residents within the incorporated boundaries of the Village of Arlington Heights, who are former or current members of the United States Armed Forces, are eligible for a Veteran and Armed Forces library card. This card adheres to the benefits and limitations of the aforementioned cards, with the following added benefits applicable only at the Arlington Heights Memorial Library and the library's branches.

This card will not accrue overdue fines.

This card will allow the cardholder to print up to the cost equivalent of 100 black and white letter pages total per week for no charge.

The cardholder listed on the account is responsible for any library item charges that accrue on the account besides the charges listed above.

To qualify, eligible residents must present either their driver's license with 'Veteran' designation, officially recognized veteran or military identification cards, or official DD214 form when requesting the card or a change to a current library card account.

This card may not be used by any other individual, and benefits do not apply to family members.

B. Renewal of Library cards

1. Before a library card is renewed, the following two conditions must be met:
 - a. All outstanding overdue or library item charges must be paid and all overdue items returned.
 - b. A current government-issued photo identification with the resident's home address must be shown. If the address on the identification is not current, one of the following items must also be shown: a property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the resident's home address.
2. If a customer whose card has expired cannot verify residence, a one-time interim loan may be offered pending card renewal. Further account privileges will be suspended until renewal of the card is completed.

C. Liability for Unauthorized Use of Library Card

1. A cardholder (including the parent/guardian of a minor cardholder) is liable for all items checked out on the card.
2. If a cardholder reports to the library a lost, missing or stolen card within 48 hours of discovery, the cardholder is liable for no more than \$50.00 in overdue or library item charges that accrue on the account due to the unauthorized use of the library card.
3. A cardholder is not liable for items checked out after reporting to the library the lost, missing or stolen card.

D. Suspension of Library Card Borrowing Privileges

1. Library borrowing privileges are suspended when \$10.00 in overdue or library item charges accrue on the account. Privileges are reinstated when the account is paid below the \$10.00 threshold.

2. In special circumstances, staff members may allow a one-time interim loan to customers whose borrowing privileges have been suspended.

E. Replacement of Library Card

1. A customer's lost library card is replaced once per calendar year without charge. Additional replacements of the card during the same calendar year will cost \$1.00 per occurrence.
2. There is no charge for replacement of a worn/damaged library card.

F. Reciprocal Borrowing Cards

1. The Arlington Heights Memorial Library honors all current Illinois public library cards. Before standard reciprocal borrowing privileges are extended, a first-time reciprocal borrower must be registered in the library's customer database by showing their Illinois public library card and verifying their current address by showing a government-issued photo identification with the reciprocal borrower's home address.

If the address on the identification is not current, one of the following items must also be shown: a property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the individual's home address.

Reciprocal borrower registration is valid for three years.

2. In special circumstances, staff members may allow a first-time reciprocal borrower with a public library card who is unable to verify their current address a one-time interim loan of three items. Further borrowing privileges are suspended until the reciprocal borrower's home address is verified.
3. Reciprocal borrowers are subject to all of the policies and procedures pertaining to Arlington Heights Memorial Library cardholders, with the exception of the following limitations specified in the Arlington Heights Memorial Library Policy 5.003:
 - a. A registered reciprocal borrower may possess as many as 20 items from the library's collection at a time.
 - b. A registered reciprocal borrower may not check out library items from developing collections.
 - c. A registered reciprocal borrower may not submit hold, interlibrary loan or LINKin requests.

5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE

I. USE OF MATERIALS

A. Types of Library Cards

1. Resident Cards

Full service, ~~three-year~~ resident library cards are issued without charge to persons who are age 18 or older and reside within the incorporated boundaries of the Village of Arlington Heights.

To verify residence, current government-issued photo identification with the resident's home address must be shown.

If the address on the identification is not current, one of the following items must also be shown to verify residence: **current** a property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the resident's home address.

The cardholder listed on the account is responsible for any overdue or library item charges that accrue on the account.

~~Resident library cards may be used only by the cardholder and family members residing at the same address.~~

A minor (under the age of 18) who resides within the incorporated boundaries of the Village of Arlington Heights may have a card at any age; however, the signature of a parent/guardian on the children's library card application form is required.

By signing the form, the parent/guardian becomes responsible for any overdue or library item charges that accrue on the account. The parent/guardian agrees to also assume responsibility for informing the child about the library items and services that he or she wishes the child to use or any limitations on use.

A one-time interim loan of four items, one of which can be non-print, will be made prior to the library's receiving a completed children's library card application and verification of home address.

In the case that custody provisions make a child's residency unclear, the parent/guardian should use **their** ~~his or her~~ personal card to borrow items for the child.

A minor (under the age of 18) with a library card may borrow all items in the library, unless the parent/guardian selects one of the following options:

- a. A parent/guardian, using a form provided by the library, may limit a child who is under 12 years of age to borrowing library items from the Kids' World Department ~~and to accessing filtered Internet workstations~~. When a child reaches the age of 12, the limitation expires. A library card with this option is valid for three years or until the child reaches the age of 12, whichever is earlier. A parent/guardian may change this option on ~~their his or her~~ child's card at any time using a form provided by the library.
- b. A parent/guardian, using a form provided by the library, may restrict a child who is under 17 years of age from borrowing M-rated video games and DVDs that are either: R-rated, NC-17 rated or designated unrated. A parent/guardian may change this option on ~~their his or her~~ child's card at any time using a form provided by the library.

If a minor has a library card with each parent (available in divorce situations only), any limits would apply to both cards.

2. Non-resident Arlington Heights Taxpayer Cards

A library card valid for one year is issued to an Arlington Heights property owner who does not reside within the Village boundaries or to a senior administrative officer of a business owning taxable property within Arlington Heights. Proof of ownership in the form of a current property tax bill must be presented at the time of application and at subsequent renewals. One non-resident taxpayer card may be issued per parcel of taxable land owned. The non-resident taxpayer card may be used by the cardholder and family members residing at the same address or partners who jointly own the parcel of land.

The card offers the same service as a resident card, including reciprocal borrowing.

The cardholder listed on the account is responsible for any overdue or library item charges that accrue on the account.

3. Non-resident Cards – Unserved Areas

A library card ~~valid for one year~~ is issued for a fee to qualified non-residents and their family members residing at the same address. **Non-resident cards are valid for six month or one year, based on the fee paid.** The card offers the same service as a resident card, including reciprocal borrowing.

The cardholder listed on the account, or the parent/guardian if the cardholder is a minor (under the age of 18), is responsible for any overdue or library item charges that accrue on the account.

To qualify, the individual's principal residence must lie in an unserved area within the boundaries of Township High School District 214, and the Arlington Heights Memorial Library must be the closest public library that issues non-resident cards.

The availability of this non-resident card and the method for calculating the fee are reviewed annually in June by the Board of Library Trustees and are subject to change.

4. Non-resident Cards – Dual Service

A library card ~~valid for one year~~, for use only at the Arlington Heights Memorial Library, is issued for a fee to non-residents and their family members residing at the same address **who present their current, full-service library card from their home library. Non-resident cards are valid for six months or one year, based on the fee paid.** This card offers the same services as a resident card, but does not include reciprocal borrowing.

The cardholder listed on the account, or the parent/guardian if the cardholder is a minor (under the age of 18), is responsible for any overdue or library item charges that accrue on the account.

~~To qualify, a non-resident must reside in another library taxing district and present a current public library card or property tax bill.~~

The availability of this non-resident card and the method for calculating the fee are reviewed annually in June by the Board of Library Trustees and are subject to change.

5. Special Use Cards

a. Staff Local Use Cards

A staff library card for use only at the Arlington Heights Memorial Library is issued as an employee benefit to staff members of the Arlington Heights Memorial Library who reside outside the incorporated boundaries of the Village of Arlington Heights. The card is valid for the duration of Arlington Heights Memorial Library employment.

The benefit is also extended to the active status, non-resident Arlington Heights Memorial Library volunteers who are formally enrolled in the library's volunteer program, ~~and to the~~ Friends of the Library Board **and the Arlington Heights Memorial Library Foundation.** The volunteer card is valid for one year.

This card may not be used by any other individual, and benefits do not apply to other family members.

b. Employee Lifetime Resident Cards

Employees who retire under the IMRF retirement provisions and have worked at the library for no fewer than five years are eligible to receive as a benefit a lifetime Arlington Heights Memorial Library resident card, in lieu of a one-time \$500 gift. An employee lifetime resident card offers the same services as a resident card, but does not include reciprocal borrowing.

The cardholder listed on the account is responsible for any overdue or library item charges that accrue on the account.

c. Business Library Card Accounts

A business library card account valid for one year for use at all Arlington Heights Memorial Library locations is available to businesses that operate within the incorporated boundaries of the Village of Arlington Heights. The account is established in the name of the business. As many as three employees may be authorized by the business's management to use the account.

The names of authorized card users must be submitted by the business's management when registering for the card, at each renewal or when changes in authorized users occur. The account may be used only by employees of the business who are designated on the account.

To support those non-profit organizations that serve the community, administrative offices of schools, churches, social service agencies, and government bodies located within the incorporated boundaries of the Village of Arlington Heights are eligible for business card accounts. These organizations must follow the same procedures as businesses qualifying for an account.

The business or non-profit organization is responsible for any overdue or library item charges that accrue on the account.

Individual teachers are not eligible for this account but may use the School Services program for library items if their school qualifies for service.

d. School Services Accounts

~~Schools within the incorporated boundaries of the Village of Arlington Heights or schools that have a minimum of 45% enrollment of Arlington Heights residents are eligible for~~ **outreach services, defined in policy 6.001 may borrow** items ~~loans~~ through the library's school services program. The account is established in the name of the school. Items must be requested through the school media specialist.

A participating school is responsible for any library item charges that accrue on the account.

e. Temporary Library Cards

A temporary library card for use only at the Arlington Heights Memorial Library is issued to an individual who verifies temporary residence within the incorporated boundaries of the Village of Arlington Heights. Temporary residence must be for a period of at least 30 days and be verified by presenting one of the following items:

- i. A rental receipt
- ii. A letter on hotel letterhead verifying length of stay signed by the hotel manager
- iii. Mail postmarked within the past two weeks

The library card is issued for the length of the stay.

f. Veteran and Armed Forces Cards

Residents within the incorporated boundaries of the Village of Arlington Heights, who are former or current members of the United States Armed Forces, are eligible for a Veteran and Armed Forces library card. This card adheres to the benefits and limitations of the aforementioned cards, with the following added benefits applicable only at the Arlington Heights Memorial Library and the library's branches.

This card will not accrue overdue fines.

This card will allow the cardholder to print up to the cost equivalent of 100 black and white letter pages total per week for no charge.

The cardholder listed on the account is responsible for any library item charges that accrue on the account besides the charges listed above.

To qualify, eligible residents must present either their driver's license with 'Veteran' designation, officially recognized veteran or military identification cards, or official DD214 form when requesting the card or a change to a current library card account.

This card may not be used by any other individual, and benefits do not apply to family members.

B. Renewal of Library cards

1. Before a library card is renewed, the following two conditions must be met:
 - a. All outstanding overdue or library item charges must be paid and all overdue items returned.
 - b. A current government-issued photo identification with the resident's home address must be shown. If the address on the identification is not current, one of the following items must also be shown: a property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the resident's home address.
2. If a customer whose card has expired cannot verify residence, a one-time interim loan may be offered pending card renewal. Further account privileges will be suspended until renewal of the card is completed.

C. Liability for Unauthorized Use of Library Card

1. A cardholder (including the parent/guardian of a minor cardholder) is liable for all items checked out on the card.
2. If a cardholder reports to the library a lost, missing or stolen card within 48 hours of discovery, the cardholder is liable for no more than \$50.00 in overdue or library item charges that accrue on the account due to the unauthorized use of the library card.

3. A cardholder is not liable for items checked out after reporting to the library the lost, missing or stolen card.

D. Suspension of Library Card Borrowing Privileges

1. Library borrowing privileges are suspended when \$10.00 in overdue or library item charges accrue on the account. Privileges are reinstated when the account is paid below the \$10.00 threshold.
2. In special circumstances, staff members may allow a one-time interim loan to customers whose borrowing privileges have been suspended.

E. Replacement of Library Card

1. A customer's lost library card is replaced once per calendar year without charge. Additional replacements of the card during the same calendar year will cost \$1.00 per occurrence.
2. There is no charge for replacement of a worn/damaged library card.

F. Reciprocal Borrowing Cards

1. The Arlington Heights Memorial Library honors all current Illinois public library cards. Before standard reciprocal borrowing privileges are extended, a first-time reciprocal borrower must be registered in the library's customer database by showing **their Illinois** ~~his or her local~~ public library card and verifying **their** ~~his or her~~ current address by showing a government-issued photo identification with the reciprocal borrower's home address.

If the address on the identification is not current, one of the following items must also be shown: a property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the individual's home address.

Reciprocal borrower registration is valid for three years.

2. In special circumstances, staff members may allow a first-time reciprocal borrower with a public library card who is unable to verify **their** ~~his or her~~ current address a one-time interim loan of three items. Further borrowing privileges are suspended until the reciprocal borrower's home address is verified.
3. Reciprocal borrowers are subject to all of the policies and procedures pertaining to Arlington Heights Memorial Library cardholders, with the exception of the following limitations specified in the Arlington Heights Memorial Library Policy 5.003:
 - a. A registered reciprocal borrower may possess as many as **20** ~~ten~~ items from the library's collection at a time.

- b. A registered reciprocal borrower may not check out library items from developing collections.
- c. A registered reciprocal borrower may not submit hold, interlibrary loan or LINKin requests.

To: Board of Library Trustees
From: Shannon Meyer and Mike Driskell
Date: September 17, 2019
Re: Veteran and Armed Forces library card

In 1946, The War Memorial Committee in Arlington Heights recommended that the most suitable war memorial would be a public library “dedicated to those who served in the armed forces during World War II and in memory of those who gave their lives”. Six years later, the first standalone library was built in Arlington Heights, partially funded from a War Memorial Fund accumulated by the Veterans of Foreign Wars, the American Legion and the Community Council. From this point forward, our library would be known as the Arlington Heights Memorial Library.

We would like to carry on this dedication and continue to recognize this group of defenders of our freedom through the issuance of a special library card for military and veteran residents of Arlington Heights. Through discussions with veteran advocates, we have identified that veterans would benefit greatly from having access to free printing (with daily limits) and no fines (fees will still apply).

There are approximately 3,700 veterans and active military residents in Arlington Heights, however, we do not know how many are currently cardholders, or how many would take advantage of the benefits. With only 3,700 in the Village, we do not feel that this would reduce our fine or printing revenue significantly.

Financial impact of this change would include loss of fines and print charges. Given the average customer pays \$2.14 in fines annually, and assuming all 3,700 eligible residents took advantage of the benefits, we would have a potential loss of \$7,918 in fine revenue annually. As of right now, we have approximately \$600,000 due in fines for all customers.

Benefits of this card would only be applicable to the card-carrying member of the household, and would have the same check out limits as our standard library cards.

Changes to the library card policy will be brought to the October meeting for approval.

(Action Item 7)

Suggested motion: The Board of Library Trustees approves the creation of a fine free and limited free print card recognizing the service of past or current members of the United States Armed Forces residing in Arlington Heights.

To: Board of Library Trustees
From: Jack Bower
Cc: Mike Driskell
Date: October 15, 2019
Re: Policy 5.004 Fees and Charges - Printing Cost Adjustments

As discussed at the October Committee of the Whole meeting, below is a recommendation to the board to help address our Strategic Plan goal 1.4 “Better address the needs of customers at all income levels” and to address undercharging for ledger size copies/prints.

Color Copies/Prints

Printing is one of the few services that the library charges customers for. Many users do not have the ability to print from home. The lower the costs to print, the more opportunity that customers of all income levels would have to use this valuable resource. To help address this need, we recommend decreasing the cost of letter and legal color prints from \$0.50/page to \$0.40/page. For our most used public color copier, our vendor, Impact, charges \$0.172/color page. We currently charge \$0.50/color copy, which, including paper cost, provides the library \$0.31/page in profit. Other local libraries typically charge between \$0.25-\$0.50/color copy, so we are currently at the high end of this range.

Ledger Size Copies/Prints

Ledger paper (11”x17”) is twice the size of letter paper (8.5”x11”) and it uses on average twice as much toner. Our print vendor charges the library the cost of two letter copies for every ledger copy made, not including the cost of the more expensive paper. At our current rate of \$0.05/black and white copy, the library loses \$0.02 on every ledger copy. It is staff’s recommendation that we increase the cost of ledger size prints to the equivalent of two letter size prints. This is a reasonable standard that many other libraries use. The proposed change will bring the cost of black and white ledger copies from \$0.05 to \$0.10, and color ledger copies from \$0.40 to \$0.80.

Cost of Change

Total revenue from printing was \$43,828 in 2018. A \$0.10 decrease in color cost projects to decrease revenue 14.3% or \$6,260/year. Charging double for ledger projects to increase revenue by \$1,440/year or 3.3%. Together this stands for a net 11% printing revenue decrease. These projections do not account for an increased volume of color printing based on lower prices, which could make the changes closer to revenue neutral.

Summary of proposed changes for public printing charges:

1. Decrease the cost for letter and legal color copies and prints from \$0.50/page to \$0.40/page.
2. Increase the cost for ledger black and white and color copies and prints to \$0.10 and \$0.80 respectively.

The attached draft of Policy 5.004 Fees and Charges identifies the recommended changes.

Suggested motion: **The Board of Library Trustees approves revisions to Policy 5.004 Fees and Charges**

5.004 FEES AND CHARGES

The Board of Trustees of the Arlington Heights Memorial Library may establish fees or charges for users of the library's services. The library will make every reasonable effort, within budgetary restraints, to provide its services without fees, except as required by law. Fees will be established in accordance with the Arlington Heights Memorial Library Fees and Guidelines.

AHML Fees and Guidelines Affirmed by Board of Library Trustees

Library users may pay fees or other types of charges in cash, by check or with a credit card. AHML makes a reasonable effort not to charge fees. In determining if fees are to be charged, the following will assist in making decisions.

I. VALUES

- A. Public libraries are a public good and must be supported by public funds.
- B. Public libraries provide locally identified basic services that are free and available to all users.
- C. Libraries that cooperate and share resources are better able to meet the needs of users.

II. PRINCIPLES

- A. As part of the process of setting fees, public libraries should determine the actual cost of providing services.
- B. Public libraries should provide a mechanism to allow for exceptions in applying fees. The procedure for granting exceptions should be straightforward and not overly bureaucratic.
- C. Fees provide only a small percentage of the total public library budget.
- D. Fees shall not be established solely on the basis of format.
- E. Fees should be retained by the library.

III. CRITERIA

- A. Beyond locally identified basic services, fees may be considered for:
 - 1. Services that provide greater convenience to the customer.
 - 2. An enhanced level of service.
 - 3. Services that otherwise might not be available.
 - 4. Consumable supplies.
 - 5. Service to non-residents.
 - 6. Controlling the use of limited resources, including staff time [Adapted from statement developed by the "Fee-Based Services Committee" of the Public Library Association, 1995].

LATE CHARGES SCHEDULE

ITEM TYPE	MAXIMUM LATE CHARGE
Book Basket	\$10.00
Adult Books	10.00
Adult Audio Visual (except as noted below)	10.00
Adult Paperbacks	3.00
Adult Magazines	3.00
Adult Maps	2.00
Kids' World Books	5.00
Kids' World Audio Visual (except as noted below)	5.00
Kids' World Paperbacks	3.00
Kids' World Magazines	3.00
All DVDs and Blu-Rays	20.00
All Console Video Games	20.00
All CD-ROMs	20.00
All Electronic Readers	20.00
All Interlibrary Loan Items	10.00

The late charge for all items is 25 cents per day.

While late charges begin accruing the day after the due date, they are not charged until the fourth day after the date due. A borrower may return an item up to three days after the due date and not be charged. Developing collections may have different late charges. The library does not assess late charges for days the library is closed.

MEETING ROOM FEES

½ Hendrickson Room – no refreshments	\$.00
½ Hendrickson Room with refreshments	10.00
Full Hendrickson Room – no refreshments	50.00
Full Hendrickson Room with refreshments	75.00
Use of piano (additional)	25.00

Use of the Hendrickson Room is restricted to Arlington Heights residents only.

LOST OR DAMAGED MATERIALS & EQUIPMENT

Puzzle Piece(s) – replaced or repaired	\$ 1.00
Missing Toy, Puppet, or Puzzle Bag w/Velcro or “Sights and Sounds” Bag	3.00
Missing CD Case	3.00
Missing DVD Case	5.00
Other Missing AV Case	5.00
Missing CD-ROM Software Case	10.00
Rebinding	7.50

If a cardholder reports to the library a lost, missing or stolen card within 48 hours of discovery, the cardholder will be liable for no more than \$50.00 in late charges or lost item charges that accrue on the account due to the unauthorized use of the library card.
 (Policy 5.002, C. 2.)

COPY MACHINE AND PRINTER CHARGES

Black and white letter or legal copy	\$.05
Black and white ledger copy	.10
Color letter or legal copy	.40
Color ledger copy	.80

3D PRINTER CHARGES

3D Printer charges include a base charge for up to 5 grams of material and an additional charge for each gram thereafter.

Base charge per item	\$ 1.00 (5 grams)
Each additional gram	.25

ADDITIONAL FEES

Non Resident Library Card – The fee is determined annually by the Board of Library Trustees.

Library Card Replacements – A lost library card is replaced once per calendar year without charge. Additional replacements of the card during the same calendar year will cost \$1.00 per occurrence. (Policy 5.002, E. 1.)

5.004 FEES AND CHARGES

The Board of Trustees of the Arlington Heights Memorial Library may establish fees or charges for users of the library's services. The library will make every reasonable effort, within budgetary restraints, to provide its services without fees, except as required by law. Fees will be established in accordance with the Arlington Heights Memorial Library Fees and Guidelines.

AHML Fees and Guidelines Affirmed by Board of Library Trustees March 16, 2010

Library users may pay fees or other types of charges in cash, by check or with a credit card. AHML makes a reasonable effort not to charge fees. In determining if fees are to be charged, the following will assist in making decisions.

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- B. Public libraries provide locally identified basic services that are free and available to all users.
- C. Libraries that cooperate and share resources are better able to meet the needs of users.

II. PRINCIPLES

- A. As part of the process of setting fees, public libraries should determine the actual cost of providing services.
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 - 1. Services that provide greater convenience to the customer.
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 - 3. Services that otherwise might not be available.
 - 4. Consumable supplies.
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LATE CHARGES SCHEDULE

ITEM TYPE	MAXIMUM LATE CHARGE
Book Basket	\$10.00
Adult Books	10.00
Adult Audio Visual (except as noted below)	10.00
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Adult Magazines	3.00
Adult Maps	2.00
Kids' World Books	5.00
Kids' World Audio Visual (except as noted below)	5.00
Kids' World Paperbacks	3.00
Kids' World Magazines	3.00
All DVDs and Blu-Rays	20.00
All Console Video Games	20.00
All CD-ROMs	20.00
All Electronic Readers	20.00
All Interlibrary Loan Items	10.00

The late charge for all items is 25 cents per day.

While late charges begin accruing the day after the due date, they are not charged until the fourth day after the date due. A borrower may return an item up to three days after the due date and not be charged. Developing collections may have different late charges. The library does not assess late charges for days the library is closed.

MEETING ROOM FEES

½ Hendrickson Room – no refreshments	\$.00
½ Hendrickson Room with refreshments	10.00
Full Hendrickson Room – no refreshments	50.00
Full Hendrickson Room with refreshments	75.00
Use of piano (additional)	25.00

Use of the Hendrickson Room is restricted to Arlington Heights residents only.

LOST OR DAMAGED MATERIALS & EQUIPMENT

Puzzle Piece(s) – replaced or repaired	\$ 1.00
Missing Toy, Puppet, or Puzzle Bag w/Velcro or “Sights and Sounds” Bag	3.00
Missing CD Case	3.00
Missing DVD Case	5.00
Other Missing AV Case	5.00
Missing CD-ROM Software Case	10.00
Rebinding	7.50

If a cardholder reports to the library a lost, missing or stolen card within 48 hours of discovery, the cardholder will be liable for no more than \$50.00 in late charges or lost item charges that accrue on the account due to the unauthorized use of the library card.
 (Policy 5.002, C. 2.)

COPY MACHINE AND & PRINTER CHARGES

Black and white letter or legal copy	\$.05
Black and white ledger copy	.10
Color letter or legal copy	.40
Color ledger copy	.80

Black & White Copy	\$.05
Color Copy	— .50

3D PRINTER CHARGES

3D Printer charges include a base charge for up to 5 grams of material and an additional charge for each gram thereafter.

Base charge per item	\$ 1.00 (5 grams)
Each additional gram	.25

ADDITIONAL FEES

Non Resident Library Card – The fee is determined annually by the Board of Library Trustees.

Library Card Replacements – A lost library card is replaced once per calendar year without charge. Additional replacements of the card during the same calendar year will cost \$1.00 per occurrence. (Policy 5.002, E. 1.)

To: Board of Library Trustees
From: Michael Driskell and Mary Hastings
Date: October 15, 2019
Re: Named Recognition Policy

As discussed at the Committee of the Whole meeting on October 7, 2019, I would like to present to the board a draft policy for naming recognition for contributions to the library directly, or through the Arlington Heights Memorial Library Foundation or Friends of the Library organizations.

Suggested motion: **The Board of Library Trustees adopts Policy 2.011 Named Recognition**

Policy 2.011 Named Recognition

The Arlington Heights Memorial Library (the library) wishes to recognize individuals, families, businesses, organizations and foundations for outstanding service to the library and for significant financial contributions. This recognition may include naming rooms or spaces in a building, furnishings, equipment or library collections.

A proposal for naming recognition should be submitted to the library's executive director for consideration by the Board of Library Trustees (the board). Proposals may be submitted through the Arlington Heights Memorial Library Foundation, Friends of the Library, or directly from a potential donor.

The executive director and the board will consider and may approve naming and recognition recommendations with the following understanding:

- a. No product logos or commercial signatures are allowed in the design of any named recognition signage;
- b. If the name of the recognized individual or entity changes during the duration of the recognition, the library shall not bear the expense of altering the recognition signage to reflect the name change;
- c. Naming recognition will be acknowledged by way of a designated plaque or nameplate and will be consistent with the library's mission, image, and design requirements;
- d. Final approval of signage for named spaces will be made by the library's executive director;
- e. The terms and conditions of naming recognition shall be confirmed in writing by a Memorandum of Understanding (MOU) signed by the donor and library;
- f. The executive director and the board reserve all rights to decline any gift to the library and/or reject naming proposals.

Timing of Naming Activation

For irrevocable gifts, at the discretion of the board a name may go into effect before the gift is paid in full.

For revocable gifts, a name will not go into effect until the financial commitment by the individual or entity has been honored in full.

An MOU must be signed by the donor and the library before the library issues final approval for a naming opportunity. No publicity about a proposed naming recognition shall be made until a signed MOU is in place.

Naming Formats

Generally, facilities shall be named with a preference for functional designations. Exceptions may be considered in order to honor an individual, foundation or organization for outstanding service to the library and for significant financial contributions. A naming opportunity must be consistent with the library's mission and goals.

Naming formats will be described in the MOU.

Duration of Naming

Naming is generally granted for the useful life of the room or space, furnishings, equipment or library collection unless otherwise specified in the MOU (and subject to the terms of revocation as set forth in this policy).

For current-use gifts (that is, gifts that can be fully expended), naming terms, including duration, shall be set forth in the MOU.

If circumstances change for a named element or area, e.g., it is significantly altered; is no longer needed/ceases to exist; is replaced; is significantly renovated; or is no longer in use, the board will determine if a continuation of recognition is appropriate.

The board reserves the right to alter or terminate a naming designation under unusual or extraordinary circumstances. Factors to be considered include, but are not limited to:

1. The pledge obligation is unfulfilled and/or written off (if partial funding was received in an amount sufficient for an alternative naming opportunity, the terms of this policy shall govern any renegotiation for a suitable naming).

2. A change in family or organizational circumstances which causes the donor or other affected individual(s)/organization(s) to request a name change or revocation.
3. The name no longer embodies the mission and/or ideals of the library.

The executive director shall be responsible and have authority for developing guidelines and administrative procedures consistent with this policy.

No named recognitions given previously are affected by this policy.

To: Board of Library Trustees
From: Mike Driskell
Date: October 15, 2019
Re: Generational Time Capsule Project

Greg Padavani, Chairman of the Veterans Memorial Committee of Arlington Heights, will give a presentation on the Generational Time Capsule Project. The objective of the project is to provide the community of Arlington Heights with an ongoing opportunity for each succeeding generation to: 1) honor and remember our Fallen Heroes and Veterans and 2) communicate their hopes and desires for the future.



VETERANS MEMORIAL COMMITTEE

OF ARLINGTON HEIGHTS

410 N. Arlington Heights Rd.
Arlington Heights, IL 60004

Generational Time Capsule Project

“Messages to the Future”

Initial Concepts – September 19, 2019

Objective

To provide the community of Arlington Heights with an ongoing opportunity for each succeeding generation to:

- honor and remember our Fallen Heroes and Veterans
- communicate their hopes and desires for the future

Overview – How does it work?

Rather than create a single time capsule to be opened in 100 years, the Generational Time Capsule Project (GTCP) will use three (3) individual time capsules:

To start the GTCP, all three time capsules will be buried with the same contents developed by our community in the Year 2019.

Then....

- the first capsule will be opened in 33 years, contents displayed and shared; refilled with the new generation’s own contents; and then re-buried;
- the second capsule will be opened in 66 years, contents displayed and shared; refilled with the new generation’s own contents; and then re-buried;
- the third capsule will be opened in 100 years, contents displayed and shared; refilled with the new generation’s own contents; and then re-buried.
- Succeeding generations will, hopefully, continue this pattern.

Research of time capsule literature reveals that the most useful content is that which expresses the hopes and desires of the current generation for the future. Therefore, *“messages to the future”* will be the focus of the GTCP.

The 2019 *Messages to the Future* will come from throughout our community. Recommendations will be made to future generations to follow these same content guidelines.

For the purposes of the GTCP, a generation is measured as 33 years. So...for the parents with small children in 2019, the next generation will be represented by their grown children (who may have small children themselves – the 3rd generation).

With this multi-generational approach, each new generation will have the opportunity to learn from past generations while communicating to three generations in future. (Please see GTCP Chart below.)

Generational Time Capsule Project (GTCP)

Sending messages to the future.

Initial Concepts, Aug 17, 2019

Year	Capsule #1	Capsule #2	Capsule #3
2019 Generation 1	Buried with Generation 1 Content	Buried with Generation 1 Content	Buried with Generation 1 Content
2052 Generation 2	Opened & replaced with Gen 2 Content. Then re-buried.	Generation 1 Content	Generation 1 Content
2085 Generation 3	Generation 2 Content	Opened & replaced with Gen 3 Content. Then re-buried.	Generation 1 Content
2119 Generation 4	Generation 2 Content	Generation 3 Content	Opened & replaced with Gen 4 Content. Then re-buried.
2151 Generation 5	Opened & replaced with Gen 5 Content. Then re-buried.	Generation 3 Content	Generation 4 Content
2184 Generation 6	Generation 5 Content	Opened & replaced with Gen 6 Content. Then re-buried.	Generation 4 Content
2219 Generation 7	Generation 5 Content	Generation 6 Content	Opened & replaced with Gen 7 Content. Then re-buried.

Location

All three Generational Time Capsules (GTCs) will be buried at Memorial Park in Arlington Heights (Chestnut and Fremont Sts) at the foot of the Eternal Flame in the North quadrant. The burial site will be beneath the current bricks. Bricks placed over the burial site will be inscribed with identification of the GTCP and directions for when to open each one.

Because Memorial Park is owned by the Arlington Heights Park District, time capsule plans, ceremonies and other operations will be organized by the Veterans Memorial Committee of Arlington Heights (VMC) in coordination with the Park District and the Village of Arlington Heights.

Contributors

For the current Generation in 2019 (Generation 1 on the chart):

- the Veterans Memorial Committee (VMC) of Arlington Heights will select content that honors and remembers our Fallen Heroes and our Veterans.
- the VMC will invite messages from the community groups communicating their hopes and desires for future generations. Community groups will include:
 - Village of Arlington Heights – Mayor’s message to future generations
 - Arlington Heights Park District
 - Arlington Heights Memorial Library
 - Schools of Arlington Heights – public and private – student messages
 - Faith community of Arlington Heights
 - Civic organizations

For the future Generations:

- Future members of the Veterans Memorial Committee (VMC) of Arlington Heights will select the content that honors and remembers our Fallen Heroes and our Veterans. If the VMC no longer exists, then the organizer(s) of the annual Memorial Day Parade and Ceremony will make the selections.
- the VMC (or alternate) will invite messages from the community communicating their hopes and desires for future generations. The specific organizations, content requirements, media, etc, will be determined by each generation.

GTCP Instructions & Guidance for Future Generations

As part of the content in each time capsule (on top in fact), instructions will provide a summary of the GTCP purpose & program, directions & guidance for their contributions as well as suggestions for their instructions to the next generation.

Special bricks will be installed above each of the three time capsules identifying the GTCP, the date of interment for each time capsule and the date of disinterment for each.

At the same time, these GTCP instructions will be stored in VAH, AHML, AHPD archives with time triggers to alert future generations.

Contribution Parameters

In Fall 2019, the community will be invited to develop and submit their contributions to the GTCP. Due to space limitations, each contributing organization will be limited to one (1) DVD or CD (see below). Disks must be labeled to include information identifying the GTCP, the organization, date, place of origin and other relevant data.

Organizations intending to contribute must complete the GTCP Contribution Form and send to Greg Padovani, VMC Chair, via email at greg.padovani@gmail.com. This form will include a legal release of ownership and the right to use the content. Contributing organizations are completely responsible for their content to include but not limited to rights of usage, accuracy, appropriateness, etc. Content will be rejected if it contains positions endorsing or promoting hatred or illegal actions. The Veterans Memorial Committee of Arlington Heights reserves the right to review and reject any content.

Contributions will be considered for publication **prior to** the May 25, 2020 interment of the Time Capsules. Likely uses will include, but not limited to, posting to social media/websites, publication in news print and broadcast on Village of Arl Hts cable TV channels. Use by metropolitan, regional and National media is possible.

Media Parameters

Messages will only be allowed on DVD or CD disks. Artifacts will only be allowed in very limited circumstances.

For future generations, it is assumed that the Arlington Heights Memorial Library will possess the technology to read, display and otherwise use the content contained in the DVDs.

Because space in the time capsules will be limited, each contributor will be limited to one (1) appropriate CD or DVD in a time-resistant cover allowing for electronic messages – videos, music, scans of writing, photos, art, etc.

- **Appropriate:** CD-R, DVD-R, and DVD+R discs are projected to have a life expectancy of ~200 years or more;
- **NOT Appropriate:** CD-RW, DVD-RW, DVD+RW, DVD-RAM, CD-ROM and DVD-ROM. These discs have a life expectancy of ~25 years. Thumb drives will not be used.
- Other media or types of contributions to be assessed by the VMC on a case by case basis.

Time Capsule Procurement

All three time capsules will be selected to maintain integrity for at least 100 years. Size, material and other specifications are being developed. Manufacturing sources are being explored.

Project Timing

The target date for the burial of “Generation 1” GTCs will be on or about Memorial Day, May 25, 2020.

Formal invitations for contributions will be distributed in Fall 2019. Organizations must complete the GTCP Contribution Form and email to Greg Padovani, VMC Chair, greg.padovani@gmail.com.

All contributions must be delivered to the VMC no later than 5:00 pm CST, April 15, 2020. Contributions must be submitted on four (4) identical discs (copies) - One for each time capsule. One for record.

Financials

Initial costs to acquire the three GTC's will be finalized in the near future. Initial estimate for purchasing three capsules is \$2,000 per unit. Funds to cover those costs will be raised from the community.

Executive Director's Report October 2019

What's New @ AHML

New Hi8 Conversion, ePrintit Wireless Printing and Fax Station

Arlington Heights cardholders have the ability to convert 8mm, Super8 and 16mm film, VHS, VHS-C, Video8, Digital8, DV and Mini DV tapes to DVD or a digital format in the Studio. Digital Services recently upgraded to a combination Video8/Hi8 player to begin supporting the oft-requested Hi8 format.

We switched to the wireless printing service ePrintit, that allows customers to print to the library remotely and from their personal devices within the building. It takes fewer steps to print, enables printing of multiple documents at once, allows the ability to drag and drop files, among other benefits.

The library's free faxing is a popular and valued service to customers. During busy times, there often can be a wait to use the current station that faxing is enabled on. Upon a customer request to explore adding another fax location and after inquiring with the vendor, Digital Services enabled faxing on a second station for no charge. Now customers wanting to fax have another option when the primary fax station is in use!

Items added to the Library of Things in October:

- Fabric steamer
- Mini heat press
- Heat tool



Diversity and Inclusion

Outreach to Spanish Speakers

Bilingual Advisor Catalina Shin and Bookmobile Driver Al Garcia connected with over 60 people at the bookmobile's new monthly stop at Misión San Juan Diego engaging with visitors in both English and Spanish. We are exploring adding a laundromat to the schedule rotation for a bookmobile visit, and have offered personal tours of the library in Spanish to facilitate equal access to library resources.

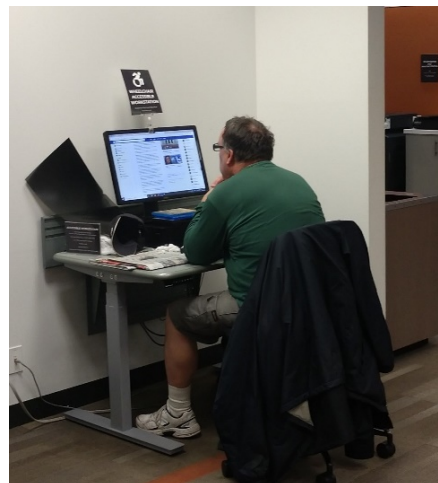
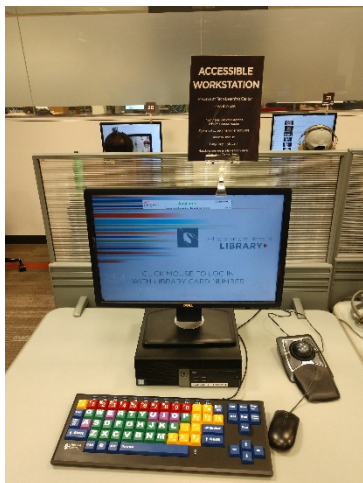
English Learners Storytime

In this program, English-learning families read, sing, talk, and play together. Each week offers new stories, with group readings every other week where grown-ups each receive a copy of the book to read aloud to the children together. It's a great way for grown-ups and kids alike to learn and practice English. The program is growing quickly: from two families (six people) on the first week to seven families (17 people) on the third!



New Accessible Workstation in Tech Learning Center

A new height-adjustable, wheelchair-accessible station was added into the tech-learning center and the existing “special needs” station was upgraded to include everything but the height-adjustable feature. Both stations have new signage, NVDA screen-reader software, ZoomText magnifier and reader software, large print key boards and track balls. Noise-canceling headphones are also available on request. Accessibility Coordinator Katie Myers and Digital Services Manager Jack Bower worked with IT, Graphics and Facilities staff to complete the stations.



Outreach and Engagement

Library Card Signup Month

We kicked off Library Card Signup Month with an outing to the Arlington International Racecourse. The library booth attracted 539 people. One young customer signed up for their first library card and we registered 14 reciprocal borrowers.



Thirty-two people stopped by the library table at Nichol Knoll Park's *Movies in the Park*.



Every Saturday in September, the bookmobile visited the Farmer's Market to promote 'Library Card Sign-Up Month'. We registered ten new Arlington Heights resident cards and signed up fifteen reciprocal borrowers.

The bookmobile participated in two block parties this month, assisting 96 customers and registering seven residents for new library cards.

Library staff partnered with the Arlington Heights Senior Center at the Dan Hampton event; Riley Elementary School for their Fall Fun Run; and Miner Elementary and Timber Ridge Schools for their open houses. There were library "pop-ups" at Pulsation Yoga and the Wheeling Township Community Center where Specialty Info Services

Advisor Diane Malik shared information about library business services. Reader's Advisor Lucy Sears and Info Services Librarian Becky Thornton promoted library resources and One Book, One Village.



Circulation staff attended the Poe School Ice Cream Social where 263 people visited the library booth to spin the wheel for a prize. Seven customers signed up for library cards, and one reciprocal borrower registered their card. Kids had a blast creating a ball-in-a-cup craft using pom-poms and a cone cup.

Circulation Assistant Mary Klopp, Info Services Librarian Alison Lowry, and Programs and Exhibits Specialist Megan Young ventured out to Harper Hullabaloo at the Harper College Campus. At one point, they assisted 83 people in 90 minutes. Cardholders were excited about available discounts in town for showing their library card. Many Harper College students do not reside in Arlington Heights, but use the library for study space and materials. Hub alumni, now college students, stopped by to say “hi”!



Working with over 30 business partners, Library Card Signup increased in popularity with the community. Responses from both businesses and residents were positive! This month 419 new customers signed up for library cards, of which 295 were adult cards, and 121 were cards for children. Library Card Signup attended 21 events and interacted with over 1,400 people. Three new businesses signed up for library cards after learning about available resources, and five businesses renewed inactive library card accounts.



The final Library Card Signup Month prizes were awarded based on a digital random drawing. Two iPads, donated by the Friends of the Library, were included in the prizes. One iPad was awarded to a cardholder who signed up in September. The second iPad was awarded to a current cardholder. A \$25 gift card, donated by local restaurant *Shakou*, was awarded to a customer with a new library card created in September. The winners were excited to claim their prizes and explore some of our upcoming programs and classes.



National Voter Registration Day Outreach

Info Services Librarian Barb Powers and Info Services Supervisor Elizabeth Ludemann planned and staffed an outreach session with the bookmobile. On National Voter Registration Day, they accompanied the bookmobile on their route, were available to register people to vote and provide information. While interaction was light, it was a great opportunity to get out into the community to spread awareness of the library as a hub of information and services, including voter registration and election information.



hoopla Limit Increase and cloudLibrary Usage

The hoopla limit increase from eight to ten items per month showed a decrease in cost compared to the three previous months, with an increase in participation. Seventy-one customers took advantage of the newly increased check out limit. Staff overseeing the discontinuation of the OverDrive platform anticipated a possible temporary drop in eBook and eAudiobook checkouts. We are happy to report that two months after the transition, we have seen in both formats higher usage than 2018. This further reinforces the decision to drop the service and demonstrates that users of this electronic content are more platform agnostic than expected.

Field Trip Support

Digital Services Librarian Bill Pardue instructed a St. James class of 7th graders how to find articles to support science fair research. Digital Media Specialist Bryan Bednarek welcomed a Prospect High School field trip from a humanities “Know Your Roots” class. He exhibited

the digitization equipment the library offers, gave a tour of the Studios and tested, using the students, how many people could fit in the vocal booth.



Genealogy Field Trip

Genealogy Librarian Jaymie Middendorf hosted 21 students from Prospect High School for a genealogy field trip. The students and teacher spent the full day at the library, visiting the Hub, Shackley Room, and Studios. Jaymie shared an overview of numerous genealogy resources, and they spent much of the day doing independent research on their semester-long projects.

Chamber of Commerce

Digital Services lent recording equipment to the Arlington Heights Chamber of Commerce for their new “Business and Bagels” series of early morning programs. Digital Media Specialist Bryan Bednarek oriented them to the equipment and assisted in the recording of the first meeting. The Chamber of Commerce will borrow the equipment twice more this year for the series and plans to edit the footage in the library’s Studio.

Acorn TV Increase

Acorn TV, a streaming service of primarily British mysteries, dramas, and comedy television shows, has seen a significant increase in usage during August and September. Video views per month were holding steady in the 300-400 range, but is now up to 1,718 in September! The increased usage comes at a moderate cost to the library because the Acorn TV catalog is “borrowed” in its entirety by a user for an entire week (which allows binge watching). The

library does not pay for each video. The usage increase is attributable to about 100 “checkouts” for the month, rendering the service very cost-effective.

Northwest Special Recreation Association Excel Training

Digital Service Manager Jack Bower delivered a Tech à la Carte Excel class for ten new staffers from the Northwest Special Recreation Association. This is NWSRA’s third training this year, strengthening our partnership.

Plan Well to Age Well Series

We recently concluded a three-part series of panel discussions, *Plan Well to Age Well*, where eleven local experts provided information on financial and legal preparedness, Medicare, social services, home care, community resources and evaluating senior living communities. There were 253 attendees at the series. The series had the added benefit of strengthening the relationship between library staff and local providers serving older adults. Staff and panelists alike said that they learned a lot from each other. The series was planned, hosted and facilitated by Senior and Accessible Services (SAS) Manager Mary Jo Lepo, SAS Supervisor Katie Myers and SAS Advisor Catherine Maxwell. Providing hosting assistance at specific sessions were Info Services librarians Barb Powers, Becky Thornton and Alison Lowery.

Blood Drive

The library worked with Heartland Blood Center to host a blood drive open to staff and the public. The event ran smoothly and surpassed donation expectations with 26 pints donated. Many customers thanked us for being a donation center, noting the location and time made it easy for them to donate. We are planning to host Heartland again in spring 2020.

One Book, One Village

Our Sixth Annual One Book, One Village (OBOV) title arrived August 15 with supporting programs and discussions beginning September 1. A selection of September OBOV highlights:

Put a Bird on It

OBOV 2019 programming kicked off when a multigenerational group of 33 people, from families to older adults, gathered in the Hendrickson Room to paint and decorate birdhouses.



At the event, many talked about the book and chatted about the upcoming author event. Multiple survey respondents requested the library repeat the program.



Birds of Prey

Programs and Exhibits Specialist Tracy Recklaus worked with Ryan Depaw from River Trail Nature Center to create a unique informational event celebrating birds of prey, complete with a live raptor. Of the 76 attendees, 11 had finished reading *The Feather Thief* and loved that Ryan made connections with and references to the book throughout his presentation.

Intro to Bird Drawing

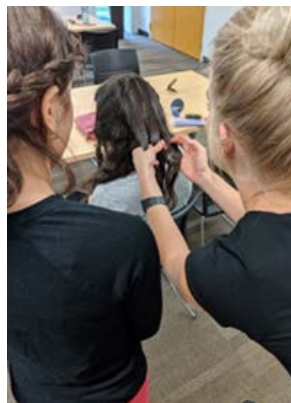
To celebrate the beauty of birds, we offered a drawing class designed for beginning and novice drawers. Two sessions were held on Saturday, September 21. The back-to-back sessions met the community's demand for art classes while keeping the class size personal for attendees. Forty-nine customers participated. Instructor Becca Howe of Blick Art, whose Master's thesis focused on bird drawing, provided hands on instruction.

Birding 101

A season of *The Feather Thief* would not have been complete without an introduction to birding. Dan Lory of the Chicago Ornithological Society treated 64 attendees to a beautiful slideshow of his birding photos. The photos demonstrated the basics of spotting, identifying and enjoying birds in a variety of places. He shared resources, such as phone apps, which help birders at any stage in their birding.

Glow Up Write Up

After speaking with teens in the Hub, Teen Advisor Sonya Hill realized teens wanted to learn how to experiment with their hair and makeup. With homecoming events quickly approaching, 19 teens (seven first-time teen program attendees) attended the program. A professional beautician demonstrated makeup techniques and various braids for specific hair-types. The program provided teens an opportunity to gain confidence in their self-care skills in a safe, fun, judgment-free setting.



1000 Books Before Kindergarten Celebration

Ninety-four customers celebrated the library's *1,000 Books Before Kindergarten* program. Customers enjoyed a performance by Jeannie B!, who incorporated a song about reading 1,000 books before kindergarten into her lineup. At the close of the performance, 15 new participants registered for the 1,000 Books program.

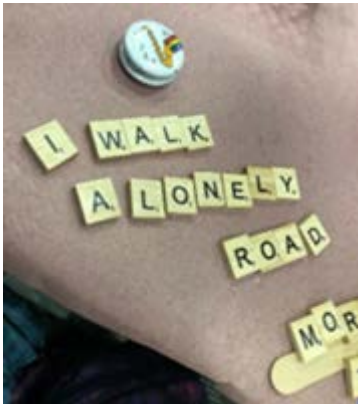


High School Outreach to Launch the School Year

School is officially back in session, and Youth Services' calendar has been full of visits with the community high schools. This month, staff continued Tinker Day visits to Buffalo Grove, John Hersey and Rolling Meadows High Schools interacting with 224 students. Youth Services staff set up in-school library spaces for students to drop in for quick and engaging activities.

This school year marks the first monthly visits with District 214 Vanguard School. Fifty students and their teachers toured the library, became familiar with resources, played games and used the virtual reality headset in the Hub. Youth Services staff also collaborated with Mount Prospect Public Library to bring activities to students at their school.

Teen Librarian Evan Mather and Bilingual Advisor Catalina Shin made their first monthly visit to District 214 Newcomer Center, where fifteen students braided paracord bracelets to donate to active duty military.



Tea Rex Party

Families enjoyed drinking tea, reading stories, and making dino-themed crafts at our Tea Rex Party. To the surprise and delight of many attendees, Kids' World Advisor Meg Ramsland wore an inflatable t-rex costume so a "real dinosaur" was able to read and interact with the kids! We used tea to paint sunsets and make salt dough fossils, and many kids were able to try tea for the first time. Thirty-five people attended and two grandmothers who brought their grandsons shared that the program was great and the perfect length of time for their family.



Advisory Social Media

In honor of the 50th Anniversary of The Beatles' Abbey Road album, Info and Digital Services staff recreated the iconic picture. The post on Instagram had 85 likes and 107 Facebook likes.

Photo Credit: Lucy Sears



Staff Development

LACONI 'Circ on Wheels and Other Duties'

Bookmobile Supervisor Teri Scallon presented at the LACONI 'Circ on Wheels and Other Duties' program at the Naperville Public Library. LACONI members were excited to hear about the many unique ways the bookmobile has made a positive impact in the community.

Staff Professional Collection

A new Staff Professional collection, located in the staff lounge, debuted in September. These titles are available for staff to check out, for up to four weeks.

Topics include:

- Business writing
- Leadership
- Librarianship
- Library Safety
- Management
- Project Management

Metrics for September 2019

Service Point Traffic

Total visits
73,579 ↓ -7%
 79,146 last year

Main Library visits
68,953 ↓ -8%
 74,934 last year

Sr Center Visits
1,700 ↓ -6.18%
 1,812 last year

Bookmobile Visits
2,926 ↑ 21.92%
 2,400 last year

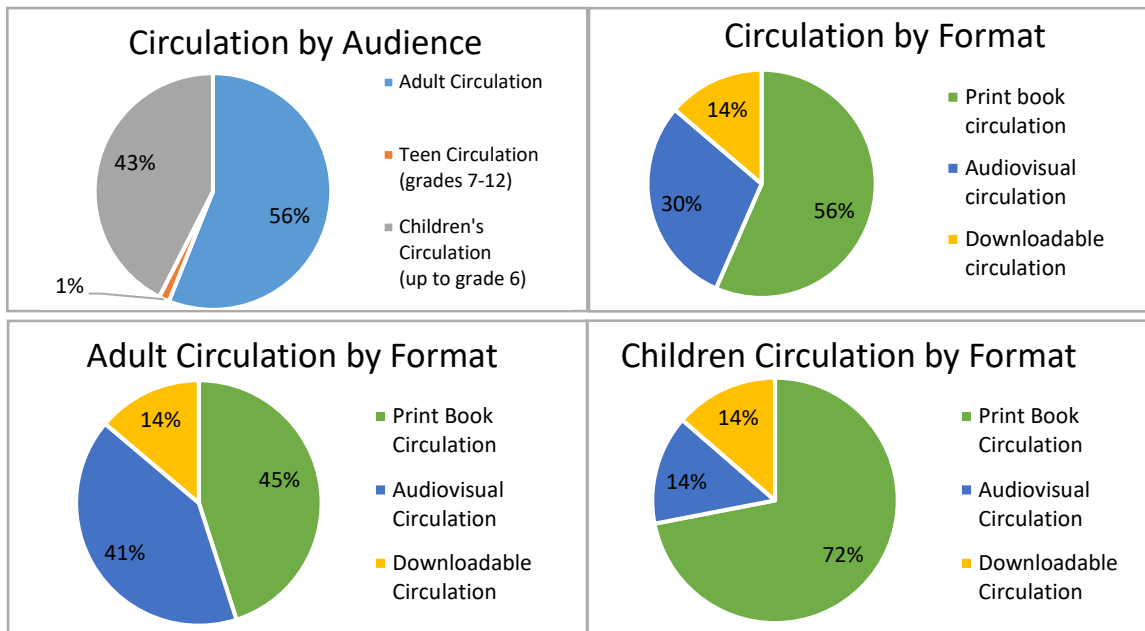
Circulation

Total Circulation
156,343 ↓ -3%
 161,321 last year

Card Holders
59,916

Library Cards Issued
 Resident **419** ↓ -2.78%
 (issued) 431 last year
 Non-Resident **191** ↑ 11.70%
 (Registered) 171 last year

Interlibrary Loan
 Borrowed **462** ↑ 25.89%
 367 last year
 Lent **654** ↑ 12.56%
 581 last year



Programs

Program Attendance
7,397 ↑ 1%
 7,305 last year

Number of Programs
306 ↑ 12%
 273 last year

Cost of Programs
\$4,555
 \$1,000 funded by FOL

General Satisfaction
4.8/5

Questions

Reference Questions
15,051 ↓ -7%
 16,189 last year

Reference Questions
 (via call center)
4,356 ↑ 4%
 4,170 last year

Chat sessions*
374 ↓ -21.43%
 476 last year

Technology Usage

Public Computer Use
9,147 ↓ -6.17%
 9,748 last year

Website Visits
98,606 ↑ 6.40%
 92,674 last year

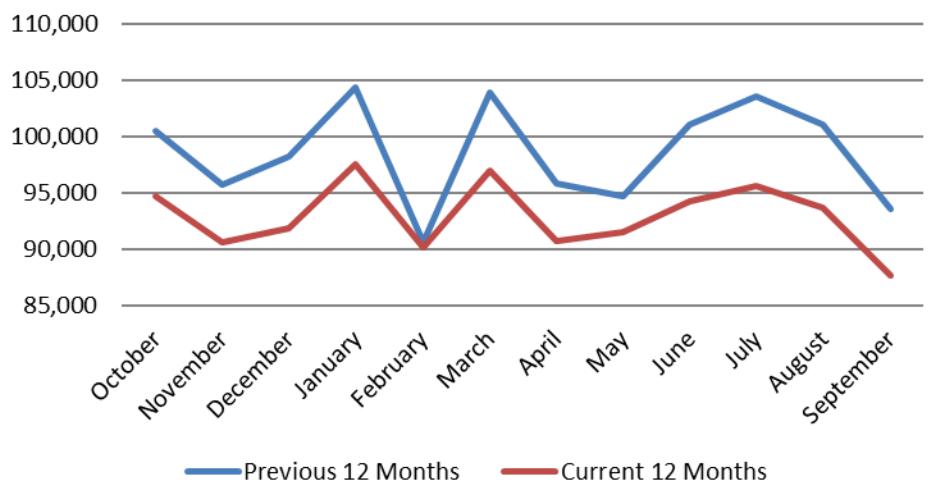
Self Checkout
 (% of total checkouts)
67% ↓ -0.70%
 67% last year

*Chat sessions were abnormally high in the 2nd half of 2018. To date, we are on par with last years numbers.

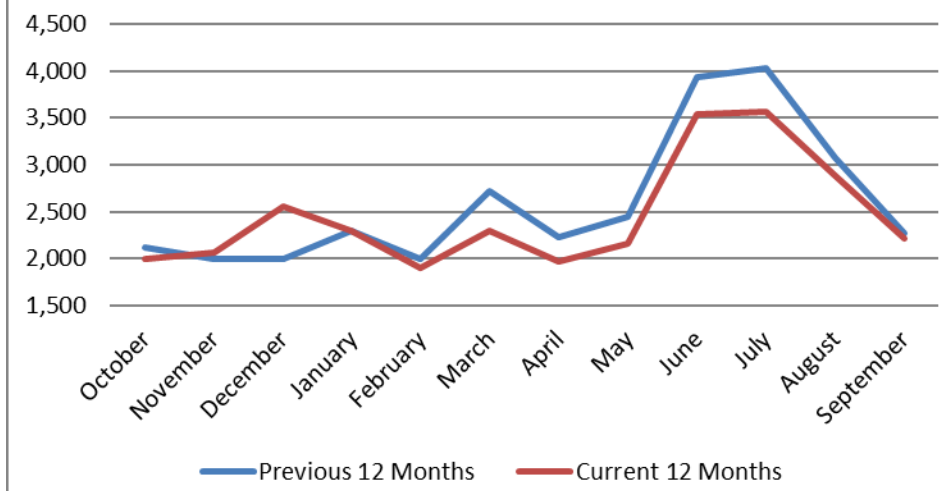
AHML - DASHBOARD - September 2019

	September 2019	September 2018	% change from last September	Jan 2019-Sep 2019	Jan 2018-Sep 2018	% change from last YTD
Total circulation	156,343	161,321	-3%	1,462,787	1,516,476	-4%
Adult circulation	87,677	93,555	-6%	838,254	888,401	-6%
Teen circulation	2,216	2,268	-2%	22,812	24,978	-9%
Children circulation	66,450	65,498	1%	601,721	603,097	0%
Print book circulation	83,679	85,056	-2%	769,274	794,545	-3%
Audiovisual circulation	43,963	49,692	-12%	442,805	501,712	-12%
Downloadables circulation	20,341	18,988	7%	170,413	145,909	17%
Self-check as % of main floor circ	67%	67%	-1%	66%	67%	-1%
Circulation to reciprocal borrowers	9,599	9,431	2%	91,274	90,038	1%
ILLs borrowed for our customers	462	367	26%	4,421	3,433	29%
ILLs lent to other libraries	654	581	13%	4,844	4,955	-2%
Resident cards issued	419	431	-3%	3,705	3,757	-1%
Reciprocal cards registered	191	171	12%	1,504	1,599	-6%
Reference questions	15,051	16,189	-7%	150,534	148,912	1%
Number of Programs	306	273	12%	2,540	2,340	9%
Program attendance	7,397	7,305	1%	66,261	78,818	-16%
Public computer use	9,147	9,748	-6%	83,130	94,809	-12%
Website visits	98,606	92,674	6%	896,619	891,062	1%
In-person visitors	73,579	79,146	-7%	748,737	778,956	-4%
Marketplace - % of adult coll	8.1%	8.6%	-6%	8.2%	8.6%	-4%
Marketplace - % of circ	32.9%	34.4%	-5%	34.2%	34.5%	-1%
Kids' Mktplace - % of KW coll	4.8%	4.4%	8%	4.6%	4.6%	-1%
Kids' Mktplace - % of circ	15.8%	14.9%	6%	15.8%	15.0%	5%
Individual Staff Sessions	102	337	-230%	1115	2870	-157%
Volunteer hours	2,303	2,088	10%	22,856	21,272	7%

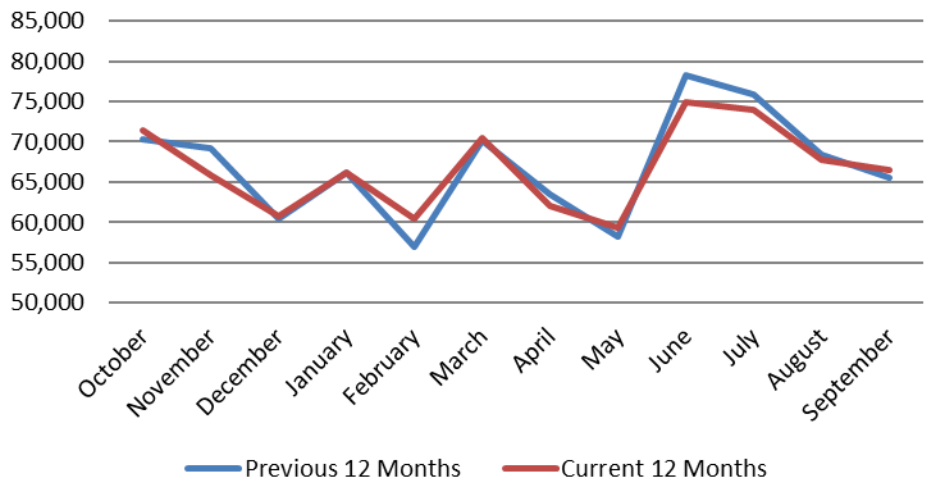
Adult Circulation



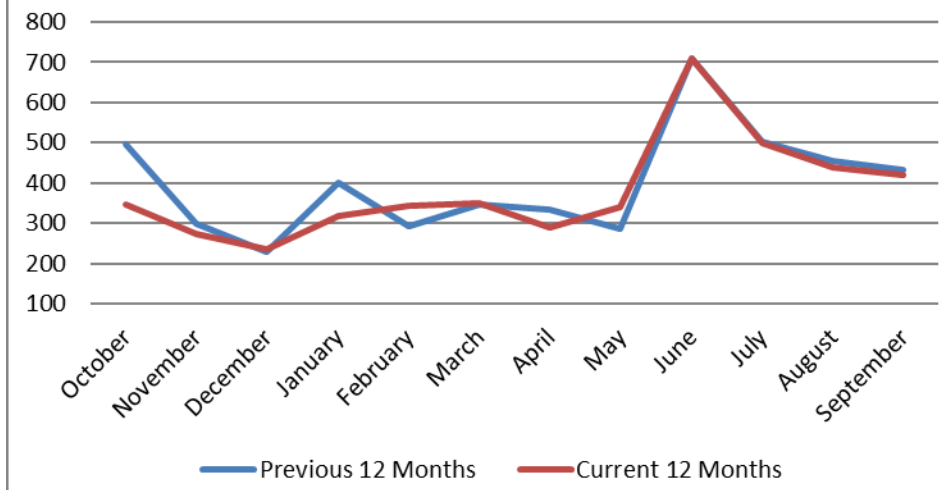
Teen Circulation

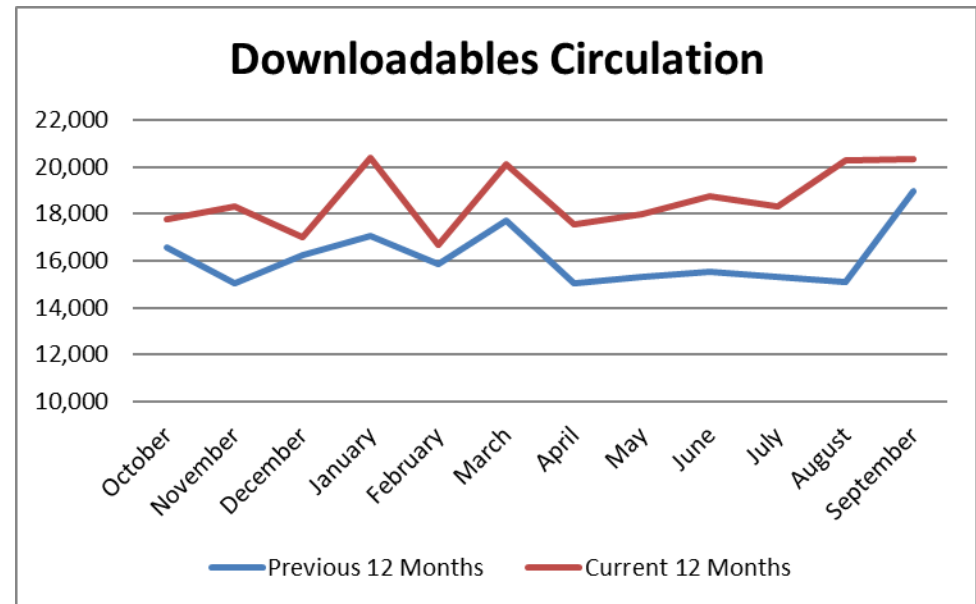
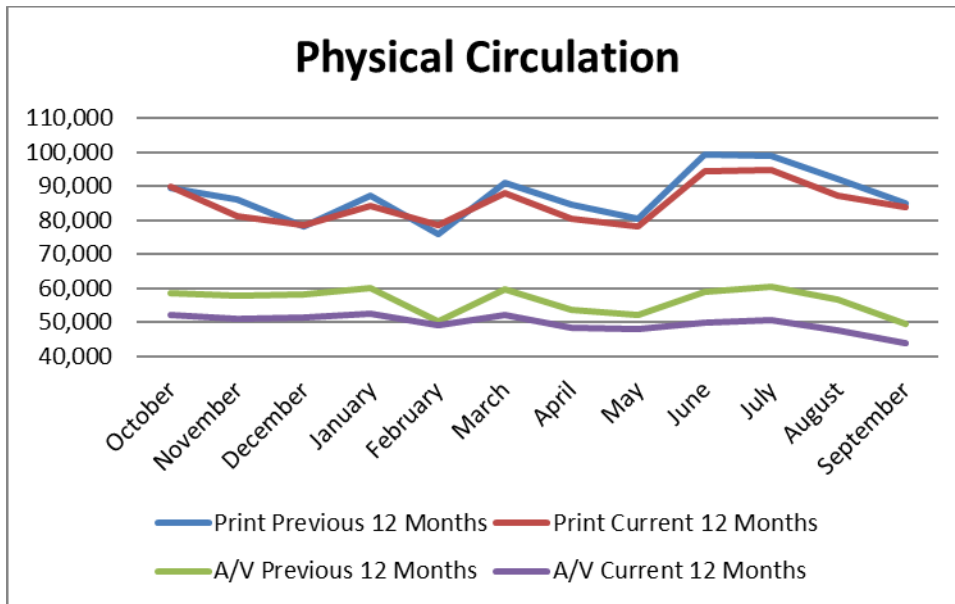


Children's Circulation



Resident Library Cards Issued

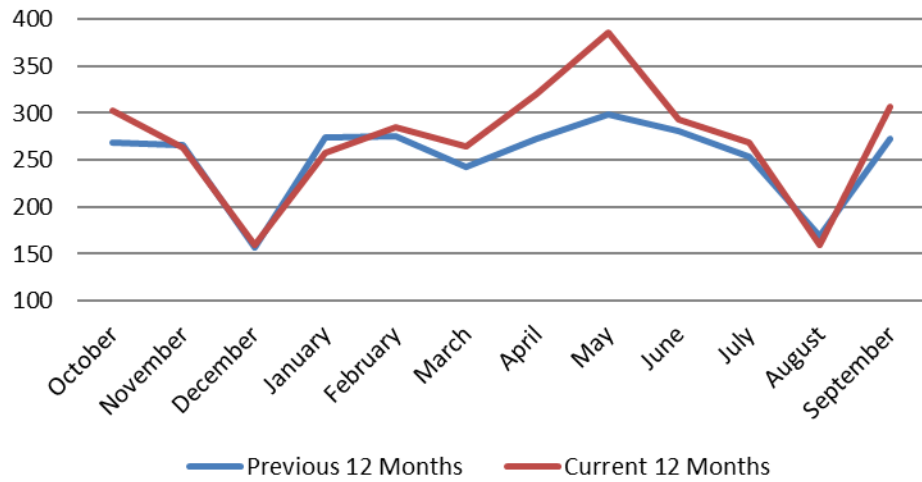




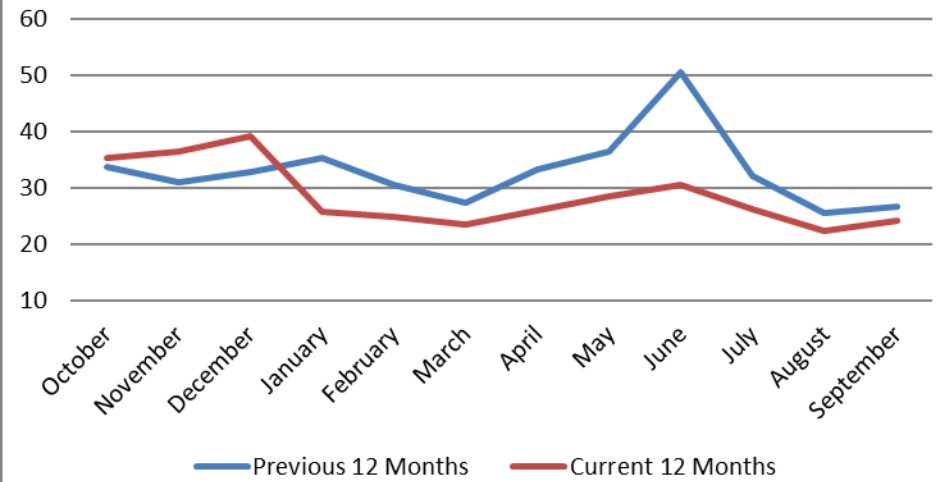
Notes Relating to Circulation

- Bookmobile stats are up this month, with adult materials circulating 7.5% higher and youth materials circulating 12.5% higher than last year. Total checkouts overall on the bookmobile are up 18.5% over last year.
- Staff checked out 10,480 total items to 6,047 customers at the drive-up window. This was an increase of 4.8% customers and 0.2% more items than last year.
- Youth material circulation increased 1.4% over last year, with 66,482 checkouts overall. This increase was spread across multiple material types, including Fiction Books (+1.1%), Fiction Audios (+8.9%), Fiction DVDs (+0.6%), Video Games (+5.0%) and Non-Fiction Books (+6.1%).
- With 20,341 total checkouts, electronic resources usage is up compared to the previous year by 3.7%.

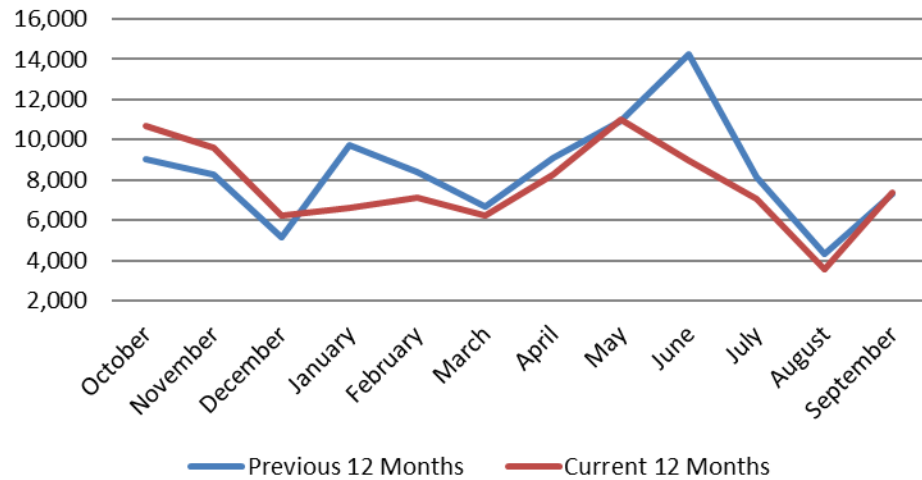
Program Sessions



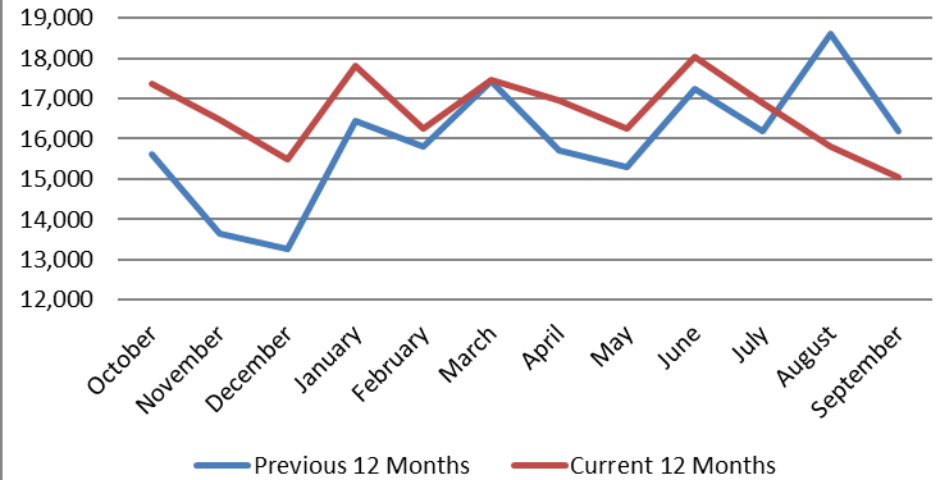
Attendance Per Program



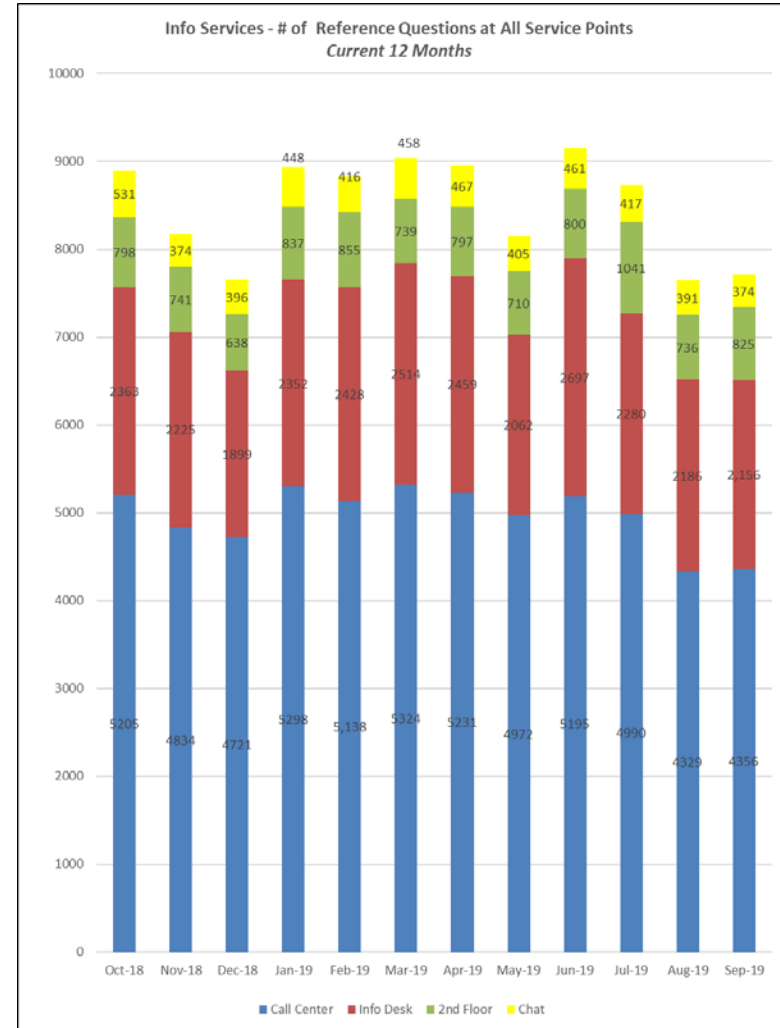
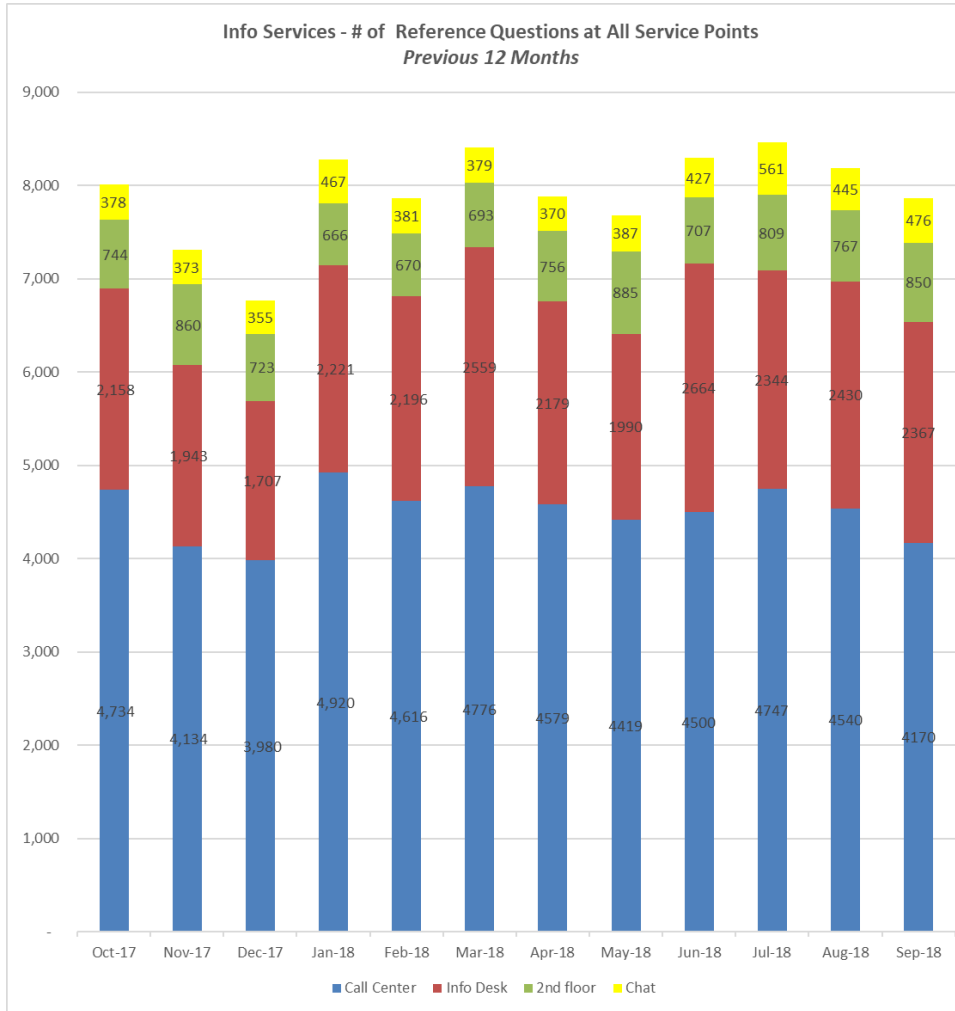
Program Attendance



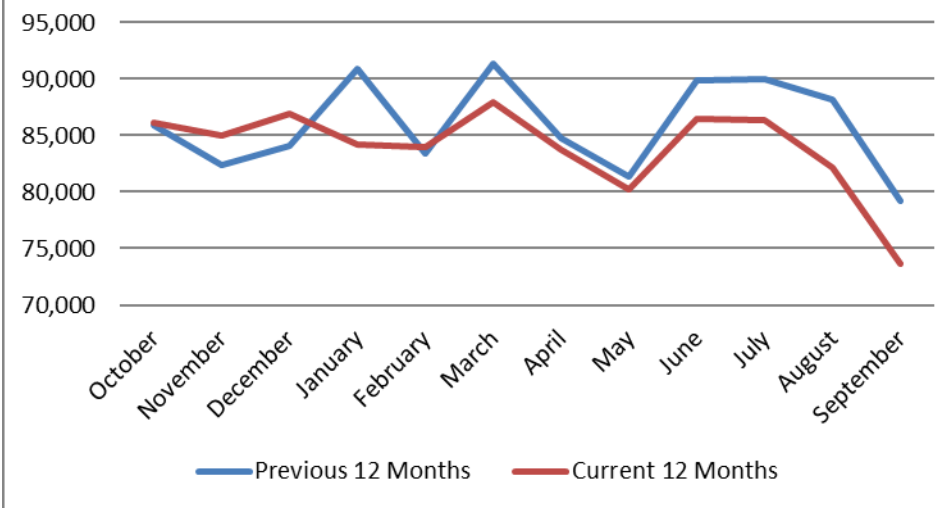
Reference Questions (Library Wide)



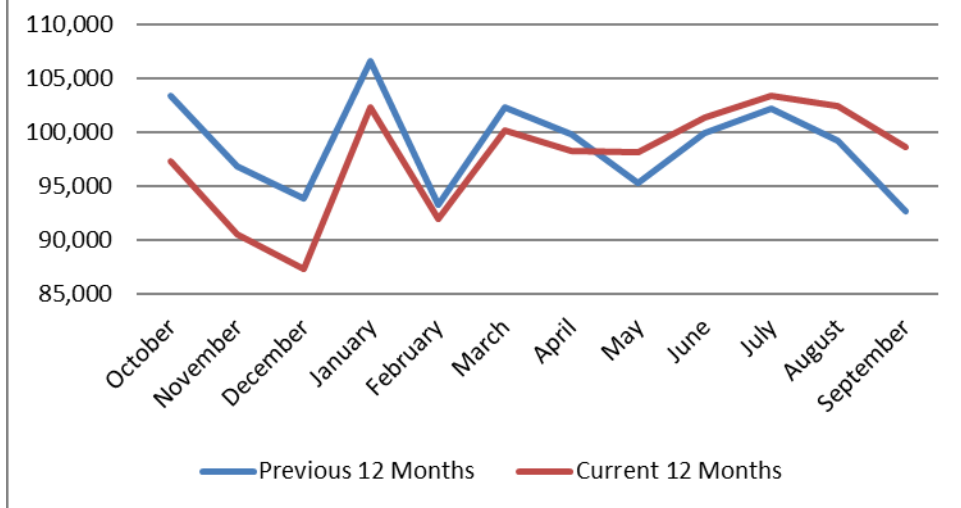
The charts below illustrate the total reference questions handles at the various Info Services points for the current 12 months and the prior 12 months.



In-person Attendance



Website Visits



Public Computer Use

