

**BOARD OF LIBRARY TRUSTEES**

**TUESDAY, SEPTEMBER 17, 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 AUGUST 20, 2019 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 10, 2019 (Action Item 2)
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2019 (Item 3)
- VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 2019 (Action Item 4)
- IX. EXECUTIVE DIRECTOR'S REPORT

X. OLD BUSINESS

- ARCHITECTURAL DESIGN SERVICES SELECTION

(Action Item 5)

Presentation and selection of the architectural design services for the rehabilitation and renovation of the building located at 112 North Belmont Avenue

- ADOPTION OF 2019 BUDGET AMENDMENT (Action Item 6)

Adoption of budget amendment to include expenses for Belmont makerspace project

XI. NEW BUSINESS

- APPROVAL OF VETERAN AND ARMED FORCES LIBRARY CARD (Action Item 7)

Approval of 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

- FY2020 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT UPDATE (Item 8)

Staff will provide an update on the Illinois State Library FY2020 Public Library Per Capita Grant requirements and application

XII. OTHER

XIII. 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, AUGUST 20, 2019.**

08.19.01 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, August 20, 2019, at 7:30 p.m. by President Greg Zyck.

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

Absent: Trustees Medal and Supplitt.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Jolie Duncan, Info Services Manager; Patricia Aichele, Communications and Marketing Specialist; Janet Moravec, Business Office Administrator; Lisa Slankard, Resident; Melissa Cayer, Resident.

08.19.03 **PUBLIC COMMENT** – Ms. Cayer inquired about the availability of the library’s financial statements.

08.19.04 Trustee Ruhl moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 16, 2019 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

08.19.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2019 (Item 2)** – Mr. Driskell reported the library received \$2.5 million in tax revenue in July, 70.8% of the annual tax revenue budget of \$14.2 million has been received year-to-date. 58% of the fiscal year has lapsed; 56% 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.

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

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED JULY 31, 2019, IN THE AMOUNT OF \$1,092,915.01**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

08.19.07 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted new quiet areas identified with signage throughout the library; an accessible workstation has been added to the public computer area; 225 people enjoyed an Evening with Robert Kurson, best-selling author of *Rocket Men*; 148 active teen volunteers contributed nearly 1,500 hours

to their community through staff-facilitated Summer Volunteer Squads; 812 attendees of every age celebrated our fourth annual FanCon; Star Parties at Nickol Knoll in partnership with the Arlington Heights Park District saw 82 stargazers; and 94 people packed Eddie's Restaurant for an event honoring the life and times of local sports casting legend Chet Coppock.

#### 08.19.08 **OLD BUSINESS**

- **POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 4)** – Mr. Driskell presented proposed revisions to Policy 1.101 Rules of the Board of Library Trustees to include the Arlington Heights Memorial Library Foundation as an organization with a dedicated liaison and to adjust the order of business at regular board meetings to move the liaison reports to earlier on the agenda.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

#### 08.19.09 **NEW BUSINESS**

- **STAFF PRESENTATION ON ONE BOOK, ONE VILLAGE SELECTION *THE FEATHER THIEF: BEAUTY, OBSESSION, AND THE NATURAL HISTORY HEIST OF THE CENTURY* BY KIRK WALLACE JOHNSON (Item 5)** – Staff gave a presentation on the 2019 One Book, One Village title selected by a first-time community vote.

- **UPDATE ON ARCHITECTURAL DESIGN SERVICES SELECTION (Item 6)** – Mr. Driskell gave an update on the selection of the architectural design services for the rehabilitation and renovation of the building located at 112 North Belmont Avenue.

Trustee Smart left the meeting at 8:13 p.m.

#### 08.19.10 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends are off for the summer months.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – There was no representative present and no report was given.

#### 08.19.11 **OTHER**

- **DISCUSSION ITEMS FOR PARK DISTRICT BREAKFAST MEETING – SATURDAY, SEPTEMBER 21, 8:30 A.M.** - Trustees shared possible discussion

topics for the annual joint breakfast meeting with the Arlington Heights Park District Board of Commissioners.

- President Zyck commented on the new stops signs that have been installed at the corner of Dunton Avenue and St. James Street.
  
- Ms. Ekl gave an overview of the presentation she and Trustee Smart gave at the recent American Library Association Annual Conference in Washington D.C. covering finances, budgeting and forecasting in libraries. They have been accepted to present their program at the Public Library Association Conference in Nashville in February 2020.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:26 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder

## BOARD OF LIBRARY TRUSTEES

### COMMITTEE OF THE WHOLE

09.19.01 A meeting of the Board of Library Trustees of the Arlington Heights Memorial Library Committee of the Whole was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Tuesday, September 10, 2019, at 7:30 p.m. by President Zyck.

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

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; Julie Doren, Business Office Assistant; Lisa Slankard, Resident; Melissa Cayer, Resident.

09.19.02 There was no **PUBLIC COMMENT**.

09.19.03 **2019 BUDGET AMENDMENT (Item 1)** – President Zyck invited Ms. Ekl to join the table. Staff presented an amendment to the 2019 budget to include 2019 expenses for the Belmont makerspace project.

09.19.04 **REVIEW OF THE DRAFT OF THE 2020 BUDGET (Item 2)** – Staff presented a first draft of the 2020 budget for consideration by the committee.

#### Budget Summary

Total Revenue [Combined Funds Revenue Projection] = \$15,200,491

General Fund Operating Expenditure Budget = \$15,785,727

Transfer from General Fund to Capital Projects Fund = \$0

Capital Projects Fund Expenditure Budget = \$1,071,200

Total Expenditure Budget = \$16,856,927

Difference between Total Revenue and Total Expenditure Budget = (\$1,656,436)

Per 2020 Budget Targets, the maximum increase in the operating budget, excluding property, is 5.73%. The proposed 2020 budget for operating expenditures, net of property, is \$15,785,727. The proposed budget is \$40,002 below the target.

### Revenue Projections

For real estate taxes, staff have assumed a 2019 levy equal to a 1% increase on the 2018 extended levy. Intergovernmental revenue includes a Per Capita Grant. The Friends of the Library revenue request will be approximately \$105,000. The Arlington Heights Memorial Library Foundation is in the process of securing a \$150,000 donation. Overall, staff are budgeting a 3.4% revenue increase in 2020 compared to the library's 2019 budget.

### Personal Services and the Full-Time Equivalency (FTE)

The budget target for personal services set by Committee of the Whole and adopted by the board on June 18, 2019, was a maximum increase of 6.85% excluding medical insurance, initially set at 8%. While making adjustments to the overall staffing structure to accommodate changing priorities, services and usage patterns, the 2020 budget shows an increase in the budgeted full-time equivalency of 2.41, to 166.4, compared to the 2019 budget. Personal services is proposed to increase by 5.3% for the 2020 budget compared to the 2019 budget.

### Overtime

Overtime budgets for all departments are based on 2019 experience through June and consideration of the 2020 proposed staff increase of 2.41 FTEs.

### Medical Insurance

The Village of Arlington Heights has renewed the medical insurance agreement with a 3.5% increase. Within departmental budgets, medical insurance has been budgeted based on the current specific medical coverages selected by the full time employees within each division as of June 2019.

### IMRF

The Illinois Municipal Retirement Fund (IMRF) estimate by the Village for 2020 is 12.64%, up from 10.01% in 2019. IMRF costs fluctuate with the rate of return increase and decreases.

### Budget Additions

The Library Administrative Team (LAT) reviewed add-on requests and transfer requests submitted by department managers. An add-on request is required for more than 1% in a budget account, or for any new service or program. This threshold, set by the board, ensures thorough and consistent analysis of all account lines.

### Capital Projects

Most items were recommended in the engineering assessment or by the Board of Library Trustees, and all are considered part of the library's strategic plan.

- ESL office move from second floor to first floor
- Info desk, including ADA compliant, increase visibility to customers from entrances
- Creston System Hearing Loop programming, Hendrickson Room

- Liebert computer room, evaporation unit replacement
- Second floor vending area remodel
- Belmont makerspace repairs
- Belmont makerspace buildout
- Belmont makerspace computers, iPads, laptops
- Belmont makerspace commercial kitchen

### Services and Collections

Expenditures in services and collections for the fiscal year 2020 will reflect the board's priorities of timely access to new and popular materials, technology instruction, inclusion, and popular programs for all populations represented in Arlington Heights. The strategic plan was a top consideration while evaluating this area. Items to note:

- Exhibits
- Tech Bar
- Electronic databases
- Library of Things
- Wayfinding, digital signage, signage
- One Book, One Village
- ESL Department prominence
- Author visits
- Info Desk, Customer Service Visibility
- Programs

Friends of the Library has committed to provide supplementary funding for exhibits and programs.

### Travel and Training

The budget for travel and training for large conferences is centralized in the administrative budget to help determine appropriate staff attendance at the conferences based on the library's needs. Historically, this account has been underspent. In 2019, travel and training expenses are expected to be 29.3% underspent. The 2020 budget has been slightly reduced in this category to reflect actual expenditures.

### 09.19.05 **OTHER**

- The committee discussed the Illinois Library Association Nominating Committee seeking candidates for the 2020-2021 Executive Board election.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:20 p.m.

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Janet Moravec, Recorder



(Item 3)

Village of Arlington Heights  
REVENUE REPORT  
67% OF YEAR LAPSED

Village of Arlington Heights

FUND 291 Memorial Library Fund		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,673	207,505.00	311	533,384	774,219.99	145	800,076	25,856.01
04 00	Real Estate Tax FICA	41,296	128,524.78	311	330,368	479,520.83	145	495,552	16,031.17
05 00	Real Estate Tax	1,079,460	3,359,582.36	311	8,635,680	12,534,837.77	145	12,953,529	418,691.23
401	** Real Estate Taxes	1,187,429	3,695,612.14	311	9,499,432	13,788,578.59	145	14,249,157	460,578.41
400	*** Taxes	1,187,429	3,695,612.14	311	9,499,432	13,788,578.59	145	14,249,157	460,578.41
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		40,000	93,876.25	235	60,000	33,876.25-
70 00	Other Grants	41	.00		328	.00		500	500.00
75 00	Other Restricted	46	.00		368	.00		563	563.00
90 00	Contribution Ord. Library	0	2,110.90		0	2,110.90		0	2,110.90-
411	** Intergovernmental	5,087	2,110.90	42	40,696	95,987.15	236	61,063	34,924.15-
410	*** Intergovernmental Revenue	5,087	2,110.90	42	40,696	95,987.15	236	61,063	34,924.15-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		1,664	1,764.00	106	2,500	736.00
74 00	Copier/Reader Printer Fee	3,750	3,989.57	106	30,000	29,713.49	99	45,000	15,286.51
75 00	Meeting Room Fees	211	275.00	130	1,688	2,950.00	175	2,534	416.00-
436	** Library Fees	4,169	4,264.57	102	33,352	34,427.49	103	50,034	15,606.51
430	*** Fees	4,169	4,264.57	102	33,352	34,427.49	103	50,034	15,606.51
440	Fines								
442	Library								
20 00	Late Charges	11,496	9,026.70	79	91,968	59,121.33	64	137,959	78,837.67
25 00	Lost/Damaged Item Charges	1,416	1,593.29	113	11,328	10,690.37	94	17,000	6,309.63
442	** Library	12,912	10,619.99	82	103,296	69,811.70	68	154,959	85,147.30
440	*** Fines	12,912	10,619.99	82	103,296	69,811.70	68	154,959	85,147.30
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	3,093	3,782.44	122	24,744	37,444.72	151	37,120	324.72-
461	** Simple Interest	3,093	3,782.44	122	24,744	37,444.72	151	37,120	324.72-
462	Investment Income								
10 00	Market Value Adjustments	0	246.33		0	19,846.76		0	19,846.76-
462	** Investment Income	0	246.33		0	19,846.76		0	19,846.76-

Village of Arlington Heights  
 REVENUE REPORT  
 67% OF YEAR LAPSED

ACCOUNTING PERIOD 08/2019

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
462	Investment Income								
460	*** Interest Income	3,093	4,028.77	130	24,744	57,291.48	232 37,120	20,171.48-	
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00	0	.00	
470	*** Sales Reimbursable Rents	0	.00		0	.00	0	.00	
480	Other								
481	Special Events								
481	** Special Events	0	.00		0	.00	0	.00	
482	Library Other								
482	** Library Other	0	.00		0	.00	0	.00	
483	Donations								
70 00	Donations - Library	416	343.17	83	3,328	1,790.02	54 5,000	3,209.98	
483	** Donations	416	343.17	83	3,328	1,790.02	54 5,000	3,209.98	
489	Other								
90 00	Other Income	713	1,099.03	154	5,704	11,265.75	198 8,565	2,700.75-	
94 00	FOL Reimbursements	5,416	.00		43,328	46,249.07	107 65,000	18,750.93	
489	** Other	6,129	1,099.03	18	49,032	57,514.82	117 73,565	16,050.18	
480	*** Other	6,545	1,442.20	22	52,360	59,304.84	113 78,565	19,260.16	
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	3,718,078.57	305	9,753,880	14,105,401.25	145 14,630,898	525,496.75	

Village of Arlington Heights  
 REVENUE REPORT  
 67% OF YEAR LAPSED

ACCOUNTING PERIOD 08/2019

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	1,661.40	133	10,000	40,644.01	15,000	25,644.01-	
461	** Simple Interest	1,250	1,661.40	133	10,000	40,644.01	15,000	25,644.01-	
462	Investment Income								
10 00	Market Value Adjustments	0	3,156.76		0	27,351.89	0	27,351.89-	
462	** Investment Income	0	3,156.76		0	27,351.89	0	27,351.89-	
460	*** Interest Income	1,250	4,818.16	386	10,000	67,995.90	15,000	52,995.90-	
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00	0	.00	
490	*** Other Financing Sources	0	.00		0	.00	0	.00	
FUND TOTAL Capital Projects-Library		1,250	4,818.16	386	10,000	67,995.90	15,000	52,995.90-	

PREPARED 09/12/2019, 16:17:40  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
67% OF YEAR LAPSED

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REPORT SELECTIONS

Fiscal year . . . . . : 2019  
Fund . . . . . : 291  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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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	36100.30	86	334600	235905.77	71	.00	501907
16	92	Achievement Awards	333	.00	0	2664	1500.00	56	.00	4000
16	**	Library Personal Services	42158	36100.30	86	337264	237405.77	70	.00	505907
18		Other Personal Services								
18	05	Overtime Civilian	66	510.47	773	528	1321.50	250	.00	800
18	**	Other Personal Services	66	510.47	773	528	1321.50	250	.00	800
19		Employee Benefits								
19	05	Medical Insurance	5073	4753.58	94	40584	38028.64	94	.00	60885
19	10	IMRF	4186	3664.73	88	33488	23746.38	71	.00	50241
19	11	Social Security	2593	2250.05	87	20744	14329.26	69	.00	31118
19	12	Medicare	606	526.22	87	4848	3351.18	69	.00	7278
19	53	Flexible Spending	188	161.50	86	1504	1525.25	101	.00	2259
19	55	Unemployment Compensation	752	.00	0	6016	4627.84	77	.00	9024
19	**	Employee Benefits	13398	11356.08	85	107184	85608.55	80	.00	160805
20		Prof Technical Services								
20	05	Professional Services	583	.00	0	4664	10266.00	220	.00	7000
20	08	Consulting Services	166	.00	0	1328	.00	0	.00	2000
20	20	Legal Services	1333	.00	0	10664	15512.50	146	.00	16000
20	40	General Insurance	10541	.00	0	84328	107228.00	127	.00	126500
20	81	OCLC Services	5110	.00	0	40880	45727.10	112	.00	61324
20	**	Prof Technical Services	17733	.00	0	141864	178733.60	126	.00	212824
21		Property Services								
21	65	Other Services	836	1635.60	196	6688	7617.90	114	.00	10036
21	**	Property Services	836	1635.60	196	6688	7617.90	114	.00	10036
22		Other Contractual Service								
22	01	Advertising	50	.00	0	400	135.00	34	.00	600
22	02	Dues	515	430.00	84	4120	3097.00	75	.00	6185
22	03	Training	11187	1831.75	16	89496	58426.93	65	.00	134244
22	05	Postage	3858	5850.95	152	30864	26039.84	84	.00	46300
22	42	Internet Services	2319	2264.53	98	18552	20209.68	109	.00	27831
22	70	Telephone Services	6089	7364.73	121	48712	57082.17	117	.00	73069
22	**	Other Contractual Service	24018	17741.96	74	192144	164990.62	86	.00	288229
30		General Supplies								
30	05	Office Supplies & Equip	738	883.64	120	5904	4941.20	84	.00	8858
30	**	General Supplies	738	883.64	120	5904	4941.20	84	.00	8858
31		Public Works Supplies								
31	85	Small Tools and Equipment	208	.00	0	1664	1081.97	65	.00	2500
31	**	Public Works Supplies	208	.00	0	1664	1081.97	65	.00	2500

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 72	Special Events	70	116.12	166	560	543.30	97	.00	850	306.70	64
	32 99	Items Reimb by Employees	0	.00	0	0	41.81	0	.00	0	41.81	0
	32 **	Library Supplies	70	116.12	166	560	501.49	90	.00	850	348.51	59
	40	Other Charges										
	40 96	Operating Contingency	416	.00	0	3328	.00	0	.00	5000	5000.00	0
	40 **	Other Charges	416	.00	0	3328	.00	0	.00	5000	5000.00	0
	50	Property										
	50 15	Other Equipment	2083	5975.54	287	16664	13732.54	82	.00	25000	11267.46	55
	50 **	Property	2083	5975.54	287	16664	13732.54	82	.00	25000	11267.46	55
601	** **	Library	101724	74319.71	73	813792	695935.14	86	.00	1220809	524873.86	57
60	** **	Culture/Recreation	101724	74319.71	73	813792	695935.14	86	.00	1220809	524873.86	57
DIV	6001	TOTAL ***** Administration	101724	74319.71	73	813792	695935.14	86	.00	1220809	524873.86	57

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	33510	44457.21	133	268080	262371.85	98	.00	402121	139749.15	65
	16 **	Library Personal Services	33510	44457.21	133	268080	262371.85	98	.00	402121	139749.15	65
	18	Other Personal Services										
	18 05	Overtime Civilian	29	14.26	49	232	63.33	27	.00	350	286.67	18
	18 **	Other Personal Services	29	14.26	49	232	63.33	27	.00	350	286.67	18
	19	Employee Benefits										
	19 05	Medical Insurance	4775	6598.70	138	38200	52789.60	138	.00	57300	4510.40	92
	19 10	IMRF	3354	4451.62	133	26832	26269.86	98	.00	40252	13982.14	65
	19 11	Social Security	2077	2703.79	130	16616	15878.95	96	.00	24932	9053.05	64
	19 12	Medicare	485	632.36	130	3880	3713.63	96	.00	5831	2117.37	64
	19 **	Employee Benefits	10691	14386.47	135	85528	98652.04	115	.00	128315	29662.96	77
	20	Prof Technical Services										
	20 05	Professional Services	1541	.00	0	12328	2945.00	24	.00	18500	15555.00	16
	20 **	Prof Technical Services	1541	.00	0	12328	2945.00	24	.00	18500	15555.00	16
	21	Property Services										
	21 02	Equipment Maintenance	142	440.00	310	1136	1320.00	116	.00	1710	390.00	77
	21 65	Other Services	1434	274.57	19	11472	3800.19	33	.00	17217	13416.81	22
	21 **	Property Services	1576	165.43	11	12608	5120.19	41	.00	18927	13806.81	27
	22	Other Contractual Service										
	22 02	Dues	77	.00	0	616	.00	0	.00	930	930.00	0
	22 03	Training	4	.00	0	32	36.24	113	.00	50	13.76	73
	22 10	Printing	16742	11600.55	69	133936	115684.68	86	.00	200905	85220.32	58
	22 **	Other Contractual Service	16823	11600.55	69	134584	115720.92	86	.00	201885	86164.08	57
	30	General Supplies										
	30 05	Office Supplies & Equip	1298	1093.22	84	10384	9740.69	94	.00	15579	5838.31	63
	30 **	General Supplies	1298	1093.22	84	10384	9740.69	94	.00	15579	5838.31	63
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	500	.00	0	4000	4755.64	119	.00	6000	1244.36	79
	31 **	Public Works Supplies	500	.00	0	4000	4755.64	119	.00	6000	1244.36	79
	32	Library Supplies										
	32 72	Special Events	823	644.20	78	6584	2018.22	31	.00	9883	7864.78	20
	32 **	Library Supplies	823	644.20	78	6584	2018.22	31	.00	9883	7864.78	20
601	** **	Library	66791	72361.34	108	534328	501387.88	94	.00	801560	300172.12	63
60	** **	Culture/Recreation	66791	72361.34	108	534328	501387.88	94	.00	801560	300172.12	63
DIV	6002	TOTAL ***** Communications & Mrkting	66791	72361.34	108	534328	501387.88	94	.00	801560	300172.12	63

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	13724	18964.36	138	109792	114199.69	104	.00	164692	50492.31	69
16	**	Library Personal Services	13724	18964.36	138	109792	114199.69	104	.00	164692	50492.31	69
18		Other Personal Services										
18	05	Overtime Civilian	25	11.88	48	200	627.53	314	.00	300	327.53-	209
18	**	Other Personal Services	25	11.88	48	200	627.53	314	.00	300	327.53-	209
19		Employee Benefits										
19	05	Medical Insurance	3412	3957.08	116	27296	31656.64	116	.00	40955	9298.36	77
19	10	IMRF	1373	1899.54	138	10984	11113.42	101	.00	16486	5372.58	67
19	11	Social Security	850	1098.84	129	6800	6584.50	97	.00	10211	3626.50	65
19	12	Medicare	199	256.97	129	1592	1539.89	97	.00	2388	848.11	65
19	50	Employee Asst. Program	929	.00	0	7432	5820.16	78	.00	11155	5334.84	52
19	**	Employee Benefits	6763	7212.43	107	54104	56714.61	105	.00	81195	24480.39	70
21		Property Services										
21	65	Other Services	875	888.75	102	7000	4382.25	63	.00	10500	6117.75	42
21	**	Property Services	875	888.75	102	7000	4382.25	63	.00	10500	6117.75	42
22		Other Contractual Service										
22	01	Advertising	108	.00	0	864	245.00	28	.00	1300	1055.00	19
22	02	Dues	276	.00	0	2208	2659.00	120	.00	3315	656.00	80
22	03	Training	75	457.53	610	600	1097.04	183	.00	910	187.04-	121
22	55	In Service Training	625	.00	0	5000	7898.32	158	.00	7500	398.32-	105
22	**	Other Contractual Service	1084	457.53	42	8672	11899.36	137	.00	13025	1125.64	91
32		Library Supplies										
32	01	Program Supplies	116	.00	0	928	.00	0	.00	1400	1400.00	0
32	**	Library Supplies	116	.00	0	928	.00	0	.00	1400	1400.00	0
40		Other Charges										
40	62	Tuition Reimbursement	2083	3818.75	183	16664	11749.18	71	.00	25000	13250.82	47
40	70	Employee Recognition Prog	1612	493.03	31	12896	3487.03	27	.00	19350	15862.97	18
40	**	Other Charges	3695	4311.78	117	29560	15236.21	52	.00	44350	29113.79	34
601	** **	Library	26282	31846.73	121	210256	203059.65	97	.00	315462	112402.35	64
60	** **	Culture/Recreation	26282	31846.73	121	210256	203059.65	97	.00	315462	112402.35	64
DIV	6003	TOTAL ***** Human Resources	26282	31846.73	121	210256	203059.65	97	.00	315462	112402.35	64



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	798.00- 0
20	**	Prof Technical Services	0	.00	0	0	798.00	0	.00	0	798.00- 0
21		Property Services									
21	65	Other Services	416	236.97	57	3328	4906.41	147	.00	5000	93.59 98
21	**	Property Services	416	236.97	57	3328	4906.41	147	.00	5000	93.59 98
22		Other Contractual Service									
22	10	Printing	0	.00	0	0	342.56	0	.00	0	342.56- 0
22	18	Contr Programs & Exhibits	1666	7650.00	459	13328	30566.65	229	.00	20000	10566.65- 153
22	**	Other Contractual Service	1666	7650.00	459	13328	30909.21	232	.00	20000	10909.21- 155
31		Public Works Supplies									
31	85	Small Tools and Equipment	416	.00	0	3328	.00	0	.00	5000	5000.00 0
31	**	Public Works Supplies	416	.00	0	3328	.00	0	.00	5000	5000.00 0
32		Library Supplies									
32	01	Program Supplies	416	.00	0	3328	201.50	6	.00	5000	4798.50 4
32	02	Program Events	568	435.53	77	4544	6959.62	153	.00	6820	139.62- 102
32	32	Software	125	.00	0	1000	.00	0	.00	1500	1500.00 0
32	72	Special Events	833	3937.34	473	6664	19121.95	287	.00	10000	9121.95- 191
32	75	Audio Visual	166	35.58	21	1328	238.48	18	.00	2000	1761.52 12
32	78	Electronic Resources	125	.00	0	1000	.00	0	.00	1500	1500.00 0
32	80	Books	416	343.17	83	3328	872.09	26	.00	5000	4127.91 17
32	**	Library Supplies	2649	4751.62	179	21192	27393.64	129	.00	31820	4426.36 86
50		Property									
50	15	Other Equipment	208	.00	0	1664	2051.98	123	.00	2500	448.02 82
50	55	Other Capital Outlay	208	.00	0	1664	.00	0	.00	2500	2500.00 0
50	**	Property	416	.00	0	3328	2051.98	62	.00	5000	2948.02 41
601	** **	Library	5563	12638.59	227	44504	66059.24	148	.00	66820	760.76 99
60	** **	Culture/Recreation	5563	12638.59	227	44504	66059.24	148	.00	66820	760.76 99
DIV	6004	TOTAL ***** Paid by Gifts and Grants	5563	12638.59	227	44504	66059.24	148	.00	66820	760.76 99

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance							ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	19718	24319.76	123	157744	158323.91	100	.00	236619	78295.09 67	
16	**	Library Personal Services	19718	24319.76	123	157744	158323.91	100	.00	236619	78295.09 67	
18		Other Personal Services										
18	05	Overtime Civilian	83	.44	1	664	3.98	1	.00	1000	996.02 0	
18	**	Other Personal Services	83	.44	1	664	3.98	1	.00	1000	996.02 0	
19		Employee Benefits										
19	05	Medical Insurance	4018	6490.38	162	32144	51923.04	162	.00	48218	3705.04- 108	
19	10	IMRF	1973	2397.34	122	15784	15811.58	100	.00	23686	7874.42 67	
19	11	Social Security	1222	1438.68	118	9776	9257.09	95	.00	14670	5412.91 63	
19	12	Medicare	285	336.47	118	2280	2165.05	95	.00	3431	1265.95 63	
19	**	Employee Benefits	7498	10662.87	142	59984	79156.76	132	.00	90005	10848.24 88	
20		Prof Technical Services										
20	05	Professional Services	475	.00	0	3800	5400.00	142	.00	5700	300.00 95	
20	**	Prof Technical Services	475	.00	0	3800	5400.00	142	.00	5700	300.00 95	
21		Property Services										
21	36	Equipment Rental	106	356.76	337	848	1019.52	120	.00	1280	260.48 80	
21	65	Other Services	25	.00	0	200	.00	0	.00	310	310.00 0	
21	**	Property Services	131	356.76	272	1048	1019.52	97	.00	1590	570.48 64	
22		Other Contractual Service										
22	02	Dues	62	.00	0	496	100.00	20	.00	750	650.00 13	
22	03	Training	100	921.68	922	800	1103.38	138	.00	1200	96.62 92	
22	25	IT/GIS Service Charge	2091	2091.67	100	16728	16733.36	100	.00	25100	8366.64 67	
22	**	Other Contractual Service	2253	3013.35	134	18024	17936.74	100	.00	27050	9113.26 66	
601	** **	Library	30158	38353.18	127	241264	261840.91	109	.00	361964	100123.09 72	
60	** **	Culture/Recreation	30158	38353.18	127	241264	261840.91	109	.00	361964	100123.09 72	
DIV	6008	TOTAL ***** Finance	30158	38353.18	127	241264	261840.91	109	.00	361964	100123.09 72	

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	56174	77775.49	139	449392	472434.95	105	.00	674093	201658.05	70
16	**	Library Personal Services	56174	77775.49	139	449392	472434.95	105	.00	674093	201658.05	70
18		Other Personal Services										
18	05	Overtime Civilian	20	32.05	160	160	190.79	119	.00	250	59.21	76
18	**	Other Personal Services	20	32.05	160	160	190.79	119	.00	250	59.21	76
19		Employee Benefits										
19	05	Medical Insurance	12550	11625.09	93	100400	93000.72	93	.00	150601	57600.28	62
19	10	IMRF	5623	7402.04	132	44984	45089.92	100	.00	67477	22387.08	67
19	11	Social Security	3482	4701.82	135	27856	28443.48	102	.00	41794	13350.52	68
19	12	Medicare	814	1099.57	135	6512	6652.03	102	.00	9774	3121.97	68
19	**	Employee Benefits	22469	24828.52	111	179752	173186.15	96	.00	269646	96459.85	64
20		Prof Technical Services										
20	05	Professional Services	524	266.48	51	4192	2880.78	69	.00	6290	3409.22	46
20	08	Consulting Services	378	.00	0	3024	.00	0	.00	4545	4545.00	0
20	**	Prof Technical Services	902	266.48	30	7216	2880.78	40	.00	10835	7954.22	27
21		Property Services										
21	02	Equipment Maintenance	12324	2555.73	21	98592	145646.35	148	.00	147898	2251.65	99
21	**	Property Services	12324	2555.73	21	98592	145646.35	148	.00	147898	2251.65	99
22		Other Contractual Service										
22	03	Training	37	.00	0	296	232.44	79	.00	450	217.56	52
22	**	Other Contractual Service	37	.00	0	296	232.44	79	.00	450	217.56	52
30		General Supplies										
30	05	Office Supplies & Equip	31	.00	0	248	224.17	90	.00	375	150.83	60
30	30	Data System Supplies	3183	134.49	4	25464	18870.68	74	.00	38204	19333.32	49
30	32	Software Library	14152	8050.97	57	113216	108843.12	96	.00	169829	60985.88	64
30	33	Documentation Library	14	.00	0	112	.00	0	.00	175	175.00	0
30	**	General Supplies	17380	7916.48	46	139040	127937.97	92	.00	208583	80645.03	61
31		Public Works Supplies										
31	85	Small Tools and Equipment	1106	29.89	3	8848	5665.44	64	.00	13276	7610.56	43
31	**	Public Works Supplies	1106	29.89	3	8848	5665.44	64	.00	13276	7610.56	43
32		Library Supplies										
32	05	Processing Supplies	25	.00	0	200	12.00	6	.00	300	288.00	4
32	32	Software	907	.00	0	7256	4818.64	66	.00	10887	6068.36	44
32	**	Library Supplies	932	.00	0	7456	4830.64	65	.00	11187	6356.36	43
50		Property										
50	12	Computer Equipment	3137	.00	0	25096	17931.57	72	.00	37649	19717.43	48
50	**	Property	3137	.00	0	25096	17931.57	72	.00	37649	19717.43	48

PREPARED 09/12/2019, 16:17:40  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 67% OF YEAR LAPSED

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	113404.64	99	915848	950937.08	104	.00	1373867	422929.92 69
60	**	** Culture/Recreation	114481	113404.64	99	915848	950937.08	104	.00	1373867	422929.92 69
DIV	6010	TOTAL ***** Information Technology	114481	113404.64	99	915848	950937.08	104	.00	1373867	422929.92 69

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	30716.26	132	186264	187822.10	101	.00	279406	91583.90 67	
	16 **	Library Personal Services	23283	30716.26	132	186264	187822.10	101	.00	279406	91583.90 67	
	18	Other Personal Services										
	18 05	Overtime Civilian	166	243.08	146	1328	1169.61	88	.00	2000	830.39 59	
	18 **	Other Personal Services	166	243.08	146	1328	1169.61	88	.00	2000	830.39 59	
	19	Employee Benefits										
	19 05	Medical Insurance	5337	5036.10	94	42696	40288.80	94	.00	64053	23764.20 63	
	19 10	IMRF	2330	2744.65	118	18640	16832.64	90	.00	27969	11136.36 60	
	19 11	Social Security	1443	1837.73	127	11544	11127.59	96	.00	17323	6195.41 64	
	19 12	Medicare	337	429.79	128	2696	2602.44	97	.00	4051	1448.56 64	
	19 **	Employee Benefits	9447	10048.27	106	75576	70851.47	94	.00	113396	42544.53 63	
	22	Other Contractual Service										
	22 03	Training	291	.00	0	2328	.00	0	.00	3500	3500.00 0	
	22 **	Other Contractual Service	291	.00	0	2328	.00	0	.00	3500	3500.00 0	
	30	General Supplies										
	30 05	Office Supplies & Equip	302	.00	0	2416	31.28	1	.00	3635	3603.72 1	
	30 **	General Supplies	302	.00	0	2416	31.28	1	.00	3635	3603.72 1	
601 ** **		Library	33489	41007.61	123	267912	259874.46	97	.00	401937	142062.54 65	
60 ** **		Culture/Recreation	33489	41007.61	123	267912	259874.46	97	.00	401937	142062.54 65	
DIV 6015		TOTAL ***** Security	33489	41007.61	123	267912	259874.46	97	.00	401937	142062.54 65	



PREPARED 09/12/2019, 16:17:40  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 67% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	461975	492728.48	107	3695800	3586531.03	97	.00	5544355	1957823.97	65

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth 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	81779	114200.68	140	654232	604473.31	92	.00	981349	376875.69 62
16	**	Library Personal Services	81779	114200.68	140	654232	604473.31	92	.00	981349	376875.69 62
18		Other Personal Services									
18	05	Overtime Civilian	166	.00	0	1328	.00	0	.00	2000	2000.00 0
18	**	Other Personal Services	166	.00	0	1328	.00	0	.00	2000	2000.00 0
19		Employee Benefits									
19	05	Medical Insurance	10464	9905.07	95	83712	79240.56	95	.00	125568	46327.44 63
19	10	IMRF	8186	9616.85	118	65488	53572.40	82	.00	98233	44660.60 55
19	11	Social Security	5070	6953.40	137	40560	37185.81	92	.00	60844	23658.19 61
19	12	Medicare	1185	1626.22	137	9480	8696.76	92	.00	14230	5533.24 61
19	**	Employee Benefits	24905	28101.54	113	199240	178695.53	90	.00	298875	120179.47 60
21		Property Services									
21	02	Equipment Maintenance	37	27.78	75	296	35.68	12	.00	455	419.32 8
21	**	Property Services	37	27.78	75	296	35.68	12	.00	455	419.32 8
22		Other Contractual Service									
22	02	Dues	373	607.00	163	2984	3055.00	102	.00	4478	1423.00 68
22	03	Training	211	104.05	49	1688	1468.28	87	.00	2541	1072.72 58
22	**	Other Contractual Service	584	711.05	122	4672	4523.28	97	.00	7019	2495.72 64
30		General Supplies									
30	05	Office Supplies & Equip	201	216.79	108	1608	1108.07	69	.00	2414	1305.93 46
30	**	General Supplies	201	216.79	108	1608	1108.07	69	.00	2414	1305.93 46
32		Library Supplies									
32	01	Program Supplies	912	2074.34	227	7296	5645.26	77	.00	10948	5302.74 52
32	02	Program Events	2028	189.06	9	16224	12841.92	79	.00	24339	11497.08 53
32	90	Circulation Supplies	369	41.92	11	2952	3808.17	129	.00	4433	624.83 86
32	**	Library Supplies	3309	2305.32	70	26472	22295.35	84	.00	39720	17424.65 56
601	**	** Library	110981	145563.16	131	887848	811131.22	91	.00	1331832	520700.78 61
60	**	** Culture/Recreation	110981	145563.16	131	887848	811131.22	91	.00	1331832	520700.78 61
DIV	6401	TOTAL ***** Youth Services	110981	145563.16	131	887848	811131.22	91	.00	1331832	520700.78 61



FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv							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	45335	48342.54	107	362680	321447.05	89	.00	544031	222583.95 59	
16	**	Library Personal Services	45335	48342.54	107	362680	321447.05	89	.00	544031	222583.95 59	
18		Other Personal Services										
18	05	Overtime Civilian	41	.00	0	328	59.90	18	.00	500	440.10 12	
18	**	Other Personal Services	41	.00	0	328	59.90	18	.00	500	440.10 12	
19		Employee Benefits										
19	05	Medical Insurance	11398	8294.66	73	91184	66357.28	73	.00	136782	70424.72 49	
19	10	IMRF	4538	4695.18	104	36304	31357.57	86	.00	54458	23100.43 58	
19	11	Social Security	2810	2869.98	102	22480	18831.14	84	.00	33730	14898.86 56	
19	12	Medicare	657	671.21	102	5256	4404.06	84	.00	7888	3483.94 56	
19	**	Employee Benefits	19403	16531.03	85	155224	120950.05	78	.00	232858	111907.95 52	
22		Other Contractual Service										
22	02	Dues	254	672.00	265	2032	1136.00	56	.00	3049	1913.00 37	
22	03	Training	315	291.90	93	2520	1091.73	43	.00	3788	2696.27 29	
22	18	Contr Programs & Exhibits	416	210.00	51	3328	3330.00	100	.00	5000	1670.00 67	
22	**	Other Contractual Service	985	1173.90	119	7880	5557.73	71	.00	11837	6279.27 47	
30		General Supplies										
30	05	Office Supplies & Equip	77	.00	0	616	975.41	158	.00	930	45.41- 105	
30	**	General Supplies	77	.00	0	616	975.41	158	.00	930	45.41- 105	
32		Library Supplies										
32	01	Program Supplies	0	.00	0	0	874.66	0	.00	0	874.66- 0	
32	02	Program Events	401	.00	0	3208	323.65	10	.00	4820	4496.35 7	
32	90	Circulation Supplies	137	41.93	31	1096	70.76	7	.00	1649	1578.24 4	
32	**	Library Supplies	538	41.93	8	4304	1269.07	30	.00	6469	5199.93 20	
601	** **	Library	66379	66089.40	100	531032	450259.21	85	.00	796625	346365.79 57	
60	** **	Culture/Recreation	66379	66089.40	100	531032	450259.21	85	.00	796625	346365.79 57	
DIV	6405	TOTAL ***** Business & Specialty Serv	66379	66089.40	100	531032	450259.21	85	.00	796625	346365.79 57	

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	46063	94190.07	205	613253	514139.91	84	.00	797514	283374.09	65
16	**	Library Personal Services	46063	94190.07	205	613253	514139.91	84	.00	797514	283374.09	65
18		Other Personal Services										
18	05	Overtime Civilian	83	48.29	58	664	246.21	37	.00	1000	753.79	25
18	**	Other Personal Services	83	48.29	58	664	246.21	37	.00	1000	753.79	25
19		Employee Benefits										
19	05	Medical Insurance	8176	7452.58	91	65408	59620.64	91	.00	98122	38501.36	61
19	10	IMRF	4536	7237.42	160	66744	41034.43	62	.00	84892	43857.57	48
19	11	Social Security	2810	5703.03	203	38195	31339.10	82	.00	49446	18106.90	63
19	12	Medicare	657	1333.75	203	8931	7329.29	82	.00	11564	4234.71	63
19	**	Employee Benefits	16179	21726.78	134	179278	139323.46	78	.00	244024	104700.54	57
22		Other Contractual Service										
22	02	Dues	55	.00	0	440	150.00	34	.00	668	518.00	23
22	03	Training	162	273.39	169	1296	1071.58	83	.00	1951	879.42	55
22	**	Other Contractual Service	217	273.39	126	1736	1221.58	70	.00	2619	1397.42	47
30		General Supplies										
30	05	Office Supplies & Equip	130	78.14	60	1040	625.09	60	.00	1567	941.91	40
30	**	General Supplies	130	78.14	60	1040	625.09	60	.00	1567	941.91	40
32		Library Supplies										
32	01	Program Supplies	67	.00	0	536	204.27	38	.00	804	599.73	25
32	**	Library Supplies	67	.00	0	536	204.27	38	.00	804	599.73	25
601	**	** Library	62739	116316.67	185	796507	655760.52	82	.00	1047528	391767.48	63
60	**	** Culture/Recreation	62739	116316.67	185	796507	655760.52	82	.00	1047528	391767.48	63
DIV	6410	TOTAL ***** Info Services	62739	116316.67	185	796507	655760.52	82	.00	1047528	391767.48	63

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	122308	134680.54	110	733715	900556.39	123	.00	1222951	322394.61 74
16	**	Library Personal Services	122308	134680.54	110	733715	900556.39	123	.00	1222951	322394.61 74
18		Other Personal Services									
18	05	Overtime Civilian	83	18.91	23	664	61.05	9	.00	1000	938.95 6
18	**	Other Personal Services	83	18.91	23	664	61.05	9	.00	1000	938.95 6
19		Employee Benefits									
19	05	Medical Insurance	8827	7460.36	85	70616	59682.88	85	.00	105931	46248.12 56
19	10	IMRF	12080	10161.14	84	66184	68422.55	103	.00	114513	46090.45 60
19	11	Social Security	7481	8297.23	111	44133	54362.11	123	.00	74061	19698.89 73
19	12	Medicare	1749	1940.44	111	10317	12713.60	123	.00	17321	4607.40 73
19	**	Employee Benefits	30137	27859.17	92	191250	195181.14	102	.00	311826	116644.86 63
21		Property Services									
21	65	Other Services	1050	636.50	61	8400	4595.35	55	.00	12602	8006.65 37
21	**	Property Services	1050	636.50	61	8400	4595.35	55	.00	12602	8006.65 37
22		Other Contractual Service									
22	02	Dues	46	.00	0	368	160.00	44	.00	562	402.00 29
22	03	Training	147	146.40	100	1176	506.07	43	.00	1773	1266.93 29
22	**	Other Contractual Service	193	146.40	76	1544	666.07	43	.00	2335	1668.93 29
30		General Supplies									
30	05	Office Supplies & Equip	156	28.38	18	1248	504.53	40	.00	1883	1378.47 27
30	07	Supplies Reimb by Patrons	170	.00	0	1360	1977.11	145	.00	2040	62.89 97
30	**	General Supplies	326	28.38	9	2608	2481.64	95	.00	3923	1441.36 63
32		Library Supplies									
32	90	Circulation Supplies	751	830.65	111	6008	5059.42	84	.00	9017	3957.58 56
32	**	Library Supplies	751	830.65	111	6008	5059.42	84	.00	9017	3957.58 56
601	**	Library	154848	164200.55	106	944189	1108601.06	117	.00	1563654	455052.94 71
60	**	Culture/Recreation	154848	164200.55	106	944189	1108601.06	117	.00	1563654	455052.94 71
DIV	6420	TOTAL ***** Customer Services	154848	164200.55	106	944189	1108601.06	117	.00	1563654	455052.94 71

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services								
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	14452	23706.09	164	115616	124638.69	108	.00	173435	48796.31 72
16	**	Library Personal Services	14452	23706.09	164	115616	124638.69	108	.00	173435	48796.31 72
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	13288	10054.56	76	.00	19933	9878.44 50
19	10	IMRF	1446	2267.22	157	11568	12328.70	107	.00	17361	5032.30 71
19	11	Social Security	896	1396.70	156	7168	7443.58	104	.00	10753	3309.42 69
19	12	Medicare	209	326.62	156	1672	1740.76	104	.00	2515	774.24 69
19	**	Employee Benefits	4212	5247.36	125	33696	31567.60	94	.00	50562	18994.40 62
22		Other Contractual Service									
22	02	Dues	24	.00	0	192	.00	0	.00	293	293.00 0
22	03	Training	35	7.66	22	280	260.74	93	.00	422	161.26 62
22	**	Other Contractual Service	59	7.66	13	472	260.74	55	.00	715	454.26 37
30		General Supplies									
30	05	Office Supplies & Equip	0	59.53	0	0	59.53	0	.00	0	59.53- 0
30	**	General Supplies	0	59.53	0	0	59.53	0	.00	0	59.53- 0
32		Library Supplies									
32	90	Circulation Supplies	129	.00	0	1032	339.88	33	.00	1551	1211.12 22
32	**	Library Supplies	129	.00	0	1032	339.88	33	.00	1551	1211.12 22
601	**	** Library	18852	29020.64	154	150816	156867.48	104	.00	226263	69395.52 69
60	**	** Culture/Recreation	18852	29020.64	154	150816	156867.48	104	.00	226263	69395.52 69
DIV	6430	TOTAL ***** Accessible Services	18852	29020.64	154	150816	156867.48	104	.00	226263	69395.52 69

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	21802	18044.55	83	174416	141779.00	81	.00	261631	119852.00	54
16	**	Library Personal Services	21802	18044.55	83	174416	141779.00	81	.00	261631	119852.00	54
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	128	.00	0	.00	200	200.00	0
18	**	Other Personal Services	16	.00	0	128	.00	0	.00	200	200.00	0
19		Employee Benefits										
19	05	Medical Insurance	5188	4827.65	93	41504	38621.20	93	.00	62256	23634.80	62
19	10	IMRF	2182	1806.25	83	17456	14050.25	81	.00	26189	12138.75	54
19	11	Social Security	1351	1067.21	79	10808	8277.38	77	.00	16221	7943.62	51
19	12	Medicare	316	249.59	79	2528	1935.80	77	.00	3794	1858.20	51
19	**	Employee Benefits	9037	7950.70	88	72296	62884.63	87	.00	108460	45575.37	58
22		Other Contractual Service										
22	02	Dues	116	280.00	241	928	570.00	61	.00	1401	831.00	41
22	03	Training	87	158.41	182	696	849.45	122	.00	1053	203.55	81
22	18	Contr Programs & Exhibits	15150	3720.00	25	121200	71183.23	59	.00	181800	110616.77	39
22	**	Other Contractual Service	15353	4158.41	27	122824	72602.68	59	.00	184254	111651.32	39
32		Library Supplies										
32	01	Program Supplies	25	.00	0	200	55.96	28	.00	300	244.04	19
32	02	Program Events	3214	2010.32	63	25712	19567.48	76	.00	38572	19004.52	51
32	**	Library Supplies	3239	2010.32	62	25912	19623.44	76	.00	38872	19248.56	51
601	**	Library	49447	32163.98	65	395576	296889.75	75	.00	593417	296527.25	50
60	**	Culture/Recreation	49447	32163.98	65	395576	296889.75	75	.00	593417	296527.25	50
DIV	6440	TOTAL ***** Programs and Exhibits	49447	32163.98	65	395576	296889.75	75	.00	593417	296527.25	50

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	43253	61663.20	143	346024	366954.71	106	.00	519038	152083.29 71
	16 **	Library Personal Services	43253	61663.20	143	346024	366954.71	106	.00	519038	152083.29 71
	18	Other Personal Services									
	18 05	Overtime Civilian	8	.00	0	64	.00	0	.00	100	100.00 0
	18 **	Other Personal Services	8	.00	0	64	.00	0	.00	100	100.00 0
	19	Employee Benefits									
	19 05	Medical Insurance	4430	4453.58	101	35440	35628.64	101	.00	53168	17539.36 67
	19 10	IMRF	4329	5715.60	132	34632	33713.47	97	.00	51956	18242.53 65
	19 11	Social Security	2681	3782.06	141	21448	22242.54	104	.00	32180	9937.46 69
	19 12	Medicare	627	884.52	141	5016	5202.00	104	.00	7526	2324.00 69
	19 **	Employee Benefits	12067	14835.76	123	96536	96786.65	100	.00	144830	48043.35 67
	22	Other Contractual Service									
	22 02	Dues	168	172.00	102	1344	1259.00	94	.00	2020	761.00 62
	22 03	Training	33	71.18	216	264	260.65	99	.00	400	139.35 65
	22 66	Outside Reference Service	230	.00	0	1840	2773.62	151	.00	2765	8.62- 100
	22 **	Other Contractual Service	431	243.18	56	3448	4293.27	125	.00	5185	891.73 83
	30	General Supplies									
	30 05	Office Supplies & Equip	58	399.99-	690-	464	330.39	71	.00	707	376.61 47
	30 07	Supplies Reimb by Patrons	66	77.98	118	528	113.97	22	.00	800	686.03 14
	30 **	General Supplies	124	322.01-	260-	992	444.36	45	.00	1507	1062.64 30
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	416	.00	0	3328	2629.83	79	.00	5000	2370.17 53
	31 **	Public Works Supplies	416	.00	0	3328	2629.83	79	.00	5000	2370.17 53
	32	Library Supplies									
	32 01	Program Supplies	62	.00	0	496	571.88	115	.00	750	178.12 76
	32 78	Electronic Resources	28589	5469.83	19	228712	324525.34	142	.00	343072	18546.66 95
	32 90	Circulation Supplies	139	53.31	38	1112	586.10	53	.00	1675	1088.90 35
	32 **	Library Supplies	28790	5523.14	19	230320	325683.32	141	.00	345497	19813.68 94
	50	Property									
	50 15	Other Equipment	300	405.22	135	2400	1838.10	77	.00	3606	1767.90 51
	50 **	Property	300	405.22	135	2400	1838.10	77	.00	3606	1767.90 51
601	** **	Library	85389	82348.49	96	683112	798630.24	117	.00	1024763	226132.76 78
60	** **	Culture/Recreation	85389	82348.49	96	683112	798630.24	117	.00	1024763	226132.76 78
DIV	6450	TOTAL *****									
		Digital Services	85389	82348.49	96	683112	798630.24	117	.00	1024763	226132.76 78

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services							ANNUAL	UNENCUMB.	%
BA E	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	72679	99396.89	137	581432	605346.35	104	.00	872150	266803.65	69
16	**	Library Personal Services	72679	99396.89	137	581432	605346.35	104	.00	872150	266803.65	69
18		Other Personal Services										
18	05	Overtime Civilian	12	6.28	52	96	85.78	89	.00	150	64.22	57
18	**	Other Personal Services	12	6.28	52	96	85.78	89	.00	150	64.22	57
19		Employee Benefits										
19	05	Medical Insurance	17677	15024.21	85	141416	120193.68	85	.00	212130	91936.32	57
19	10	IMRF	7275	9950.28	137	58200	60603.97	104	.00	87302	26698.03	69
19	11	Social Security	4506	5975.87	133	36048	36118.23	100	.00	54073	17954.77	67
19	12	Medicare	1053	1397.57	133	8424	8447.04	100	.00	12646	4198.96	67
19	**	Employee Benefits	30511	32347.93	106	244088	225362.92	92	.00	366151	140788.08	62
21		Property Services										
21	64	Access Services	291	621.00	213	2328	5870.65	252	.00	3500	2370.65-	168
21	**	Property Services	291	621.00	213	2328	5870.65	252	.00	3500	2370.65-	168
22		Other Contractual Service										
22	02	Dues	206	515.00	250	1648	885.00	54	.00	2478	1593.00	36
22	03	Training	83	60.00	72	664	858.50	129	.00	1000	141.50	86
22	85	Processing Services	8963	5997.32	67	71704	52198.87	73	.00	107565	55366.13	49
22	**	Other Contractual Service	9252	6572.32	71	74016	53942.37	73	.00	111043	57100.63	49
30		General Supplies										
30	05	Office Supplies & Equip	125	318.09	255	1000	1438.33	144	.00	1500	61.67	96
30	33	Documentation Library	59	.00	0	472	716.00	152	.00	717	1.00	100
30	**	General Supplies	184	318.09	173	1472	2154.33	146	.00	2217	62.67	97
32		Library Supplies										
32	03	Binding	16	.00	0	128	.00	0	.00	200	200.00	0
32	05	Processing Supplies	2500	967.01	39	20000	13402.25	67	.00	30000	16597.75	45
32	75	Audio Visual	44581	23186.02	52	356648	296531.29	83	.00	534980	238448.71	55
32	80	Books	60223	39660.19	66	481784	448966.34	93	.00	722676	273709.66	62
32	90	Circulation Supplies	500	464.50	93	4000	4859.27	122	.00	6000	1140.73	81
32	95	Periodicals	11061	4321.95	39	88488	91585.03	104	.00	132735	41149.97	69
32	**	Library Supplies	118881	68599.67	58	951048	855344.18	90	.00	1426591	571246.82	60
601	** **	Library	231810	207862.18	90	1854480	1748106.58	94	.00	2781802	1033695.42	63
60	** **	Culture/Recreation	231810	207862.18	90	1854480	1748106.58	94	.00	2781802	1033695.42	63
DIV	6470	TOTAL ***** Collection Services	231810	207862.18	90	1854480	1748106.58	94	.00	2781802	1033695.42	63
DEPT	64	TOTAL ***** User Services	780445	843565.07	108	6243560	6026246.06	97	.00	9365884	3339637.94	64
FUND	291	TOTAL ***** Memorial Library Fund	1242420	1336293.55	108	9939360	9612777.09	97	.00	14910239	5297461.91	65

PREPARED 09/12/2019, 16:17:49  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
67% OF YEAR LAPSED

PAGE 1  
ACCOUNTING PERIOD 08/2019

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REPORT SELECTIONS

Fiscal year . . . . . : 2019  
Fund . . . . . : 491  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	15 Other Equipment	4750	.00	0	38000	.00	0	.00	57000	57000.00	0
	50	** Property	4750	.00	0	38000	.00	0	.00	57000	57000.00	0
601	**	** Library	4750	.00	0	38000	.00	0	.00	57000	57000.00	0
60	**	** Culture/Recreation	4750	.00	0	38000	.00	0	.00	57000	57000.00	0
DIV	6001	TOTAL ***** Administration	4750	.00	0	38000	.00	0	.00	57000	57000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	15 Other Equipment	1066	.00	0	8528	.00	0	.00	12800	12800.00	0
	50	** Property	1066	.00	0	8528	.00	0	.00	12800	12800.00	0
601	**	** Library	1066	.00	0	8528	.00	0	.00	12800	12800.00	0
60	**	** Culture/Recreation	1066	.00	0	8528	.00	0	.00	12800	12800.00	0
DIV	6010	TOTAL ***** Information Technology	1066	.00	0	8528	.00	0	.00	12800	12800.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	2583	.00	0	20664	675.00	3	.00	31000	30325.00	2
	50 55	Other Capital Outlay	4690	.00	0	37520	48690.00	130	.00	56290	7600.00	87
	50 **	Property	7273	.00	0	58184	49365.00	85	.00	87290	37925.00	57
601 ** **		Library	7273	.00	0	58184	49365.00	85	.00	87290	37925.00	57
60 ** **		Culture/Recreation	7273	.00	0	58184	49365.00	85	.00	87290	37925.00	57
DIV 6020		TOTAL ***** Facilities	7273	.00	0	58184	49365.00	85	.00	87290	37925.00	57
DEPT 60		TOTAL ***** Executive Office	13089	.00	0	104712	49365.00	47	.00	157090	107725.00	31
FUND 491		TOTAL ***** Capital Projects-Library	13089	.00	0	104712	49365.00	47	.00	157090	107725.00	31
GRAND		TOTAL *****	13089	.00	0	104712	49365.00	47	.00	157090	107725.00	31

September 17, 2019

(Action Item 4)

**ACCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
August 31, 2019**

**FUND TOTALS**

<b>Fund Number</b>	<b>Fund Name</b>	<b>Fund Total</b>
291	General Fund - Library	<b>\$241,394.95</b>
491	Capital Projects Fund - Library	<b>\$0.00</b>
<b>Total Disbursements</b>		<b><u>\$241,394.95</u></b>
<b>Payrolls Paid</b>		
8/2/2019		<b>\$296,757.33</b>
8/16/2019		<b>\$288,215.31</b>
8/30/2019		<b><u>\$287,279.08</u></b>
		<b><u>\$872,251.72</u></b>
<b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
8/31/2019	Group Insurance	<b>\$105,550.00</b>
8/31/2019	IMRF	<b>78,088.53</b>
8/31/2019	Social Security	<b>52,727.39</b>
8/31/2019	Medicare	<b><u>12,331.30</u></b>
		<b><u>\$248,697.22</u></b>
<b>Total Disbursed</b>		<b><u><u>\$1,362,343.89</u></u></b>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
79100	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION - AUGUST	149.76	149.76
79112	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	129.39-	129.39-
79158	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED SEPTEMBER FSA DEP SEPTEMBER	2,331.59 2,115.40	4,446.99
79190	MORNINGSTAR INC	291-0000-140.05-00	PREPAID MORNINGSTAR ELECT	9,359.17	9,359.17
79208	PROQUEST LLC	291-0000-140.05-00	PREPAID PROQUEST NEW YORK	7,557.76	7,557.76
79216	SCHOLASTIC LIBRARY	291-0000-140.05-00	PREPAID SCHOLASTIC BOOKFL	5,628.00	5,628.00
***** DIVISION TOTAL ****					27,012.29
***** DEPARTMENT TOTAL **					27,012.29

DEPARTMENT: 60

Executive Office

DIVISION: 01

79101	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES - D EKL	235.00	
		291-6001-601.22-02	ALA DUES - M THANOPOULOS	195.00	430.00
79110	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.32-72	SPECIAL EVENTS	31.98	
		291-6001-601.22-05	POSTAGE	8.30	40.28
79112	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-42	MONTHLY INTERNET SUBS	346.85	
		291-6001-601.32-72	DIRECTOR'S LUNCH-DRISKELL	84.14	
		291-6001-601.22-03	RIPL CONF HOTEL-CZAJKA	372.68	
		291-6001-601.22-03	PLAY MAKE LEARN CONF-LOEF	320.00	
		291-6001-601.50-15	FAMILY PLACE WORKSHOP	3,440.00	
		291-6001-601.22-03	ALA CONF - R THORNTON	175.00	4,738.67
79113	AT & T	291-6001-601.22-70	TELE	6,927.03	6,927.03
79114	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 6/28-7/27	138.69	138.69
79116	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	8.39	
		291-6001-601.32-99	EMPL REIMB PURCHASE	34.33	42.72
79119	BEDNAREK, BRYAN	291-6001-601.22-03	PLAY MAKE LEARN 2019, WI	258.19	258.19
79124	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE SEPTEMBER	2,817.99	2,817.99
79130	COMCAST	291-6001-601.21-65	BUSINESS CABLE SEPTEMBER	21.00	21.00
79136	CZAJKA, JENNIFER	291-6001-601.22-03	RESEARCH INST CONF, MI	326.79	326.79
79145	FINER LINE	291-6001-601.30-05	NAME BADGES	16.36	16.36
79158	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES SEPTEMBER	161.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					161.50
79163	ILA CONFERENCE	291-6001-601.22-03	ILA CONF - K BAILEY	257.00	257.00
79169	INTERIOR INVESTMENTS LLC	291-6001-601.50-15 291-6001-601.50-15	WORK SURFACE COLLECT.SRVS CHAIRS	233.33 2,302.21	2,535.54
79170	JANWAY COMPANY USA INC	291-6001-601.30-05	ACCESS BADGE LANYARDS	745.56	745.56
79177	LOEFFLER, EMILY A	291-6001-601.22-03	PLAY MAKE LEARN CONF, WI	151.02	151.02
79189	MORAVEC, JANET	291-6001-601.22-03	OPEN MIKE AUGUST 2019	71.07	71.07
79192	MOUNT PROSPECT PAINT INC	291-6001-601.21-65	REPLACEMENT F/CHECK78917	1,119.78	1,119.78
79201	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAYPHONE SEPT	63.00	63.00
79224	UPS	291-6001-601.22-05	POSTAGE	24.66	24.66
79225	US POSTAL SERVICE-NEOPOST POSTAGE	291-6001-601.22-05	ACC7900044080283512	3,000.00	3,000.00
79226	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 7/26-8/25	374.70	374.70
79229	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	121.72	121.72
79230	WOW BUSINESS	291-6001-601.22-42 291-6001-601.22-42	INTERNET ACCESS 8/19-9/18 INTERNET ACCESS 8/13-9/12	204.00 1,574.99	1,778.99
***** DIVISION TOTAL ****					26,162.26

*Communications and Marketing*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 02			
79103	AMAZON.COM CREDIT	291-6002-601.30-05	TAPE	50.95	50.95
79112	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65 291-6002-601.21-65 291-6002-601.22-10 291-6002-601.22-10 291-6002-601.30-05 291-6002-601.22-10 291-6002-601.22-10 291-6002-601.22-10 291-6002-601.22-10 291-6002-601.30-05 291-6002-601.30-05	CONSTANT CONTACT BILLING FACEBOOK ADD BUSINESS CARDS BUSINESS CARDS FOAM SHEETS FOR OBOV BUSINESS CARDS STICKERS FOR OBOV BOOKMOBILE STICKERS FOAMBOARD F/DISPLAY FURNI ACRYLIC SIGN HOLDERS	300.00 50.43 26.19 26.19 51.92 15.19 136.00 582.12 719.09 113.73	2,020.86
79124	CARDINAL COLORGROUP	291-6002-601.22-10	PRINTING SEPTEMBER	9,986.00	9,986.00
79187	MOBILE PRINT	291-6002-601.22-10	OBOV 2019 BROCHURE	863.45	863.45
79215	SCHLESINGER MACHINERY INC	291-6002-601.21-02	CUTTER BLADE SHARPENING	440.00	440.00
79218	SIGNS BY TOMORROW	291-6002-601.30-05	SIGNS FOR BUSINESS CENTER	132.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					132.60
79229	WAREHOUSE DIRECT	291-6002-601.30-05	OFFICE SUPPLIES	24.93	24.93
79233	4ALL PROMOTIONS	291-6002-601.32-72	CLEANING CLOTH GIVEAWAYS	644.20	644.20
***** DIVISION TOTAL *****					14,162.99

*Human Resources*

DEPARTMENT: 60 Executive Office	DIVISION: 03				
79102 ALBERTSONS/SAFEWAY	291-6003-601.40-70	VOLUNTEER OARTY SUPPLIES		68.43	68.43
79110 ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	DSSC SUPPLIES		23.09	
	291-6003-601.40-70	PROGRAM SUPPLIES		6.98	
	291-6003-601.22-03	TRAVEL/TRAINING		12.53	42.60
79111 ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	DESSERTS F/VOLUNTEER SRVS		237.24	237.24
79112 ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-03	EMPLOYMENT LAW CONF-HAACK		445.00	445.00
79120 BEGICH, JENNIFER	291-6003-601.40-70	VOLUNTEER RECOGN EVENT		85.66	85.66
79125 CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT&VOL.SCREENING		888.75	888.75
79184 MEYER, SHANNON	291-6003-601.40-62	TUITION REIMBURSEMENT		879.00	879.00
79197 NG-HE, CAROL	291-6003-601.40-62	TUITION REIMBURSEMENT		474.00	474.00
79212 ROUNDY'S INC	291-6003-601.40-70	DSSC, SOMYA 7/31		71.63	71.63
79214 SCHEINER, ELIZABETH	291-6003-601.40-62	TUITION REIMBURSEMENT		1,776.25	1,776.25
79231 YOUNG, MEGAN	291-6003-601.40-62	TUITION REIMBURSEMENT		689.50	689.50
***** DIVISION TOTAL *****					5,658.06

*Gifts and Grants*

DEPARTMENT: 60 Executive Office	DIVISION: 04				
79102 ALBERTSONS/SAFEWAY	291-6004-601.32-02	SVS PIZZA PARTY, 7/23		52.20	
	291-6004-601.32-02	SPROUT SQUAD SVS, 7/30		9.67	61.87
79103 AMAZON.COM CREDIT	291-6004-601.32-75	AV MTLs (MEMORY L.CESARIO)		35.58	
	291-6004-601.32-80	BOOKS		33.99	
	291-6004-601.32-80	BOOKS		34.99	
	291-6004-601.32-02	IPAD GIVEAWAY LC SIGNUP		249.00	353.56
79104 AMBIUS (19)	291-6004-601.21-65	MANTEN SRVS - SEPTEMBER		236.97	236.97
79110 ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	PROGRAM EVENTS		41.69	
	291-6004-601.32-02	PROGRAM EVENTS		43.05	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					84.74
79115	AUTHORS UNBOUND AGENCY	291-6004-601.22-18	OBOV K.WALLACE EVENT10/10	5,000.00	5,000.00
79116	BAKER & TAYLOR	291-6004-601.32-80	BOOKS	69.82	
		291-6004-601.32-80	BOOKS	154.09	
		291-6004-601.32-80	BOOKS	15.31	239.22
79121	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB, 10/3	350.00	350.00
79139	DIMENSION CRAFT INC	291-6004-601.22-18	TRANSFER OF SHOW CASES	950.00	950.00
79154	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB, 10/03	350.00	350.00
79168	INGRAM LIBRARY SERVICES	291-6004-601.32-80	BOOKS	34.97	34.97
79206	PONTICELLI, ALFONSO	291-6004-601.22-18	SUNDAY MUSICAL, 10/13	1,000.00	1,000.00
79212	ROUNDY'S INC	291-6004-601.32-02	SVS PIZZA PARTY, 7/23	39.92	39.92
79234	4IMPRINT	291-6004-601.32-72	FIRST LIBRARY CARD WALLET	3,937.34	3,937.34
***** DIVISION TOTAL ****					12,638.59

*Finance*

DEPARTMENT: 60 Executive Office  
 79112 ARLINGTON HTS MEMORIAL LIBRARY

DIVISION:	08				
291-6008-601.22-03	SKILLPATH CONF-BECKMAN &		298.00		
291-6008-601.22-03	IGFOA HOTEL - D EKL		273.68		
291-6008-601.22-03	IGFOA CONF - D EKL		350.00		921.68
79194	NEOPOST USA INC	291-6008-601.21-36	PREMIER MAINT & METER	356.76	356.76

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

*Information Technology*

DEPARTMENT: 60 Executive Office  
 79112 ARLINGTON HTS MEMORIAL LIBRARY

DIVISION:	10				
291-6010-601.30-32	YOUTUBE PREMIUM SUBS		11.99		
291-6010-601.30-32	GITHUB SUBS		25.00		
291-6010-601.20-05	GODADDY SSL RENEWAL		62.38		
291-6010-601.30-32	TRELLO MONTHLY SUBS		35.00		
291-6010-601.30-32	AMAZON FREETIME MONTHLY		4.99		
291-6010-601.20-05	PAYPAL PAYFLOW PRO MONTH-		54.10		
291-6010-601.30-32	SPOTIFY MONTHLY SUBS		14.99		
291-6010-601.30-32	BLACKFIRE WEBSITE TESTING		129.00		
291-6010-601.30-32	RIDDLE.COM SUBS		49.00		386.45
79116	BAKER & TAYLOR	291-6010-601.30-32	SOFTWARE LIBRARY	2,635.00	2,635.00
79167	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPM MAINTEN	445.30	
		291-6010-601.30-30	COPIER SUPPLIES	19.50	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.21-02	EQUIPMENT MAINT	804.00	
		291-6010-601.21-02	EQUIPMENT MAINT	453.88	
		291-6010-601.30-30	COPIER SUPPLIES	19.50	
		291-6010-601.21-02	EQUIPMENT MAINT	287.55	2,029.73
79186	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.30-32	BARRACUDA EMAIL SECURITY	2,672.00	
		291-6010-601.21-02	BARRACUDA EMAIL SECURITY	565.00	3,237.00
79188	MONOPRICE INC	291-6010-601.31-85	CABLES FOR IT	29.89	29.89
79213	SCANDIT INC	291-6010-601.30-32	SCANDIT BARCODE SCANNER	2,474.00	2,474.00
79222	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	PROF SRVS	150.00	150.00
***** DIVISION TOTAL ****					10,942.07

Facilities

		291-6020-601.21-11	LAWN MAINT JULY	907.50	
		291-6020-601.21-11	LAWN MAINT SEPTEMBER	907.50	1,815.00
79098	ADVANCE AUTO PARTS	291-6020-601.21-07	NEW HUBCAPS FOR TRANSIT	39.99	39.99
79099	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SRVS AUGUST	2,966.31	2,966.31
79106	AMERICAN MUDJACKING CO.	291-6020-601.21-11	CONCRETE RAISING WORKS	875.00	875.00
79108	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT JULY	200.00	
		291-6020-601.21-02	EQUIP MAINTEN AUGUST	200.00	400.00
79109	ARLINGTON HEIGHTS FORD	291-6020-601.21-07	TRANSIT OIL CHANGE	50.95	
		291-6020-601.21-07	TRUCK OIL CHANGE	45.35	96.30
79110	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.30-51	DEPOSIT #1 BELMONT ELECTR	513.33	
		291-6020-601.30-51	HEATING 6/27-7/9/2019	308.89	
		291-6020-601.30-51	DEPOSIT #2 BELMONT ELECTR	513.33	
		291-6020-601.30-51	HEATING 7/9-8/7/2019	572.11	
		291-6020-601.21-11	BLDG MAINTEN	6.61	
		291-6020-601.21-11	BLDG MANTEN	35.98	1,950.25
79112	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTEN SUPPLIES	178.94	178.94
79126	CARRIER CORPORATION	291-6020-601.21-11	SF125863 CHILLER RENEDIAL	12,732.00	12,732.00
79131	COMED	291-6020-601.30-51	HEATING 7/9-8/8/2019	29.51	
		291-6020-601.30-51	HEATING 7/9-8/8/2019	1.64	31.15
79133	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	PREVENTATIVE MAINTENANCE	1,650.00	
		291-6020-601.21-11	PREVENTATIVE MAINTENANCE	2,137.00	
		291-6020-601.21-11	HVAC SRVS	2,699.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	HVAC REPAIR	2,528.00	9,014.00
79142	ESPOSITO PIANO SERVICE	291-6020-601.21-11	TUNING 1 PIANO	110.00	110.00
79143	FE MORAN SECURITY SOLUTIONS	291-6020-601.21-02	BULGAR ALARM MONIT SRVC	105.00	
		291-6020-601.21-02	ELEVATOR EMERG MONIT SRVS	60.00	
		291-6020-601.21-02	ELEVATOR EMERG MONIT SRVS	60.00	225.00
79146	FLUORECYCLE INC	291-6020-601.21-11	BULB RECYCLING	1,465.08	1,465.08
79155	GLOBAL EQUIPMENT COMPANY INC	291-6020-601.21-11	MAINTEN SUPPLIES	165.90	165.90
79156	GRAINGER INC,W W	291-6020-601.21-11	MAINTEN SUPPLIES	912.00	
		291-6020-601.21-11	MAINTEN SUPPLIES	461.76	
		291-6020-601.21-11	MAINTEN SUPPLIES	146.40	1,520.16
79161	IGS	291-6020-601.30-51	NATURAL GAS - JULY	1,863.41	1,863.41
79166	ILLINOIS OFFICE-STATE FIRE MARSHAL	291-6020-601.21-02	CERTIFICATE FEE - BOILER	70.00	
		291-6020-601.21-02	CERTIFICATE & INSPECTION	100.00	170.00
79181	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SRVS SEPTEMBER	4,599.00	4,599.00
79183	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINT	58.48	58.48
79191	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	WHITE PAINT	155.96	
		291-6020-601.21-11	WHITALL BROWN PAINT	111.98	267.94
79198	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIB JULY	166.88	
		291-6020-601.30-51	NATURAL GAS DISTRIB JULY	610.23	
		291-6020-601.30-51	NATURAL GAS DISTR AUGUST	660.46	
		291-6020-601.30-51	NATURAL GAS DISTR AUGUST	166.55	1,604.12
79199	NOFFS SELF STORAGE INC	291-6020-601.21-11	PARADE VEHICLE STORAGE	76.00	76.00
79204	PIKE SYSTEMS INC	291-6020-601.21-11	MAINTEN SUPPLIES	771.22	
		291-6020-601.31-45	JANITORIAL SUPPLIES	169.15	940.37
79217	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINT	12.16	
		291-6020-601.21-11	BLDG MAINT	32.34	
		291-6020-601.21-11	BLDG MAINT	7.60	
		291-6020-601.21-11	BLDG MAINT	29.97	
		291-6020-601.21-11	BLDG MAINT	16.49	
		291-6020-601.21-11	BLDG MAINT	25.74	
		291-6020-601.21-11	BLDG MAINTEN	46.02	170.32
79219	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SRVS AUGUST	959.18	
		291-6020-601.21-02	REG SRVS SEPTEMBER	959.18	1,918.36
79220	STAPLES	291-6020-601.21-11	BLDG MAINTEN	458.97	458.97
79227	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - JULY	495.45	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					495.45
79232	1000BULBS.COM	291-6020-601.21-11	MAINTEN SUPPLIES	669.55	
		291-6020-601.21-11	MAINTEN SUPPLIES	1,034.34	
		291-6020-601.21-11	MAINTEN SUPPLIES	767.11	2,471.00
***** DIVISION TOTAL ****					48,678.50
***** DEPARTMENT TOTAL **					119,520.91
			<i>Youth services</i>		
DEPARTMENT: 64	User Services	DIVISION: 01			
79101	ALA MEMBERSHIP	291-6401-601.22-02	ALA DUES - K BAILEY	270.00	
		291-6401-601.22-02	ALA DUES - C CAPUTO	237.00	507.00
79102	ALBERTSONS/SAFEWAY	291-6401-601.32-02	SUMMER READING PRIZES,	16.57	16.57
79103	AMAZON.COM CREDIT	291-6401-601.32-01	AUGUST VOLUNTEER KIT	77.00	
		291-6401-601.30-05	OFFICE SUPPLIES	5.92	82.92
79110	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	PROGRAM EVENTS	2.49	
		291-6401-601.22-03	TRAVEL/TRAINING	5.45	
		291-6401-601.22-03	TRAVEL/TRAINING	13.69	
		291-6401-601.32-01	PROGRAM SUPPLIES	39.99	
		291-6401-601.32-02	PROGRAM EVENTS	50.00	
		291-6401-601.22-03	TRAVEL/TRAINING	19.90	
		291-6401-601.22-03	TRAVEL/TRAINING	4.18	
		291-6401-601.22-03	TRAVEL/TRAINING	1.28	
		291-6401-601.22-03	TRAVEL/TRAINING	5.11	
		291-6401-601.30-05	OFFICE SUPPLIES	42.49	
		291-6401-601.22-03	TRAVEL/TRAINING	19.90	
		291-6401-601.22-03	TRAVEL/TRAINING	6.03	
		291-6401-601.22-03	TRAVEL/TRAINING	16.53	
		291-6401-601.22-03	TRAVEL/TRAINING	11.98	
		291-6401-601.32-01	PROGRAM SUPPLIES	17.97	256.99
79112	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-01	FAMILY PLACE TOYS	423.55	
		291-6401-601.32-01	FAMILY PLACE WRITING CEN-	466.94	
		291-6401-601.30-05	RED TAPE	2.50	
		291-6401-601.32-01	FAMILY PLACE TOYS	189.95	
		291-6401-601.30-05	RED TAPE	42.45	1,120.39
79138	DEMCO INC	291-6401-601.30-05	2020 YS DESK CALENDAR	24.35	24.35
79140	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-01	TOYS FOR THE FLOOR IN KW	205.68	
		291-6401-601.32-01	FAMILY PLACE LIBRARY TOYS	125.84	331.52
79164	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - E LOEFFLER	100.00	100.00
79175	LAKESHORE LEARNING MATERIALS	291-6401-601.32-01	FAMILY PLACE TOYS	527.42	527.42
79207	PRIEST, LYNNE	291-6401-601.32-02	SUMMER READING PROGRAM	120.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					120.00
79229	WAREHOUSE DIRECT	291-6401-601.21-02	EQUIP MAINTEN	27.78	
		291-6401-601.30-05	OFFICE SUPPLIES	104.08	
		291-6401-601.32-90	CIRCULATION SUPPLIES	41.92	173.78

\*\*\*\*\* DIVISION TOTAL \*\*\*\* 3,260.94

*Specialty Info Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 05			
79110	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-90	CIRCULATION SUPPLIES	41.93	
		291-6405-601.22-03	TRAVEL/TRAINING	4.18	
		291-6405-601.22-03	TRAVEL/TRAINING	28.88	74.99
79112	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-02	ALA DUES - E LUDEMAN	270.00	
		291-6405-601.22-02	ALA DUES - R THORNTON	252.00	
		291-6405-601.22-03	BUILD A GREAT TEAM-KARIM	21.60	543.60
79178	MADAY, JULIE I	291-6405-601.22-18	RESUME REVIEWS AUGUST	210.00	210.00
79200	NW HISPANIC CHAMBER OF COMMERCE	291-6405-601.22-02	ONE YEAR AHML MEMBERSHIP	150.00	150.00
79221	THORNTON, REBECCA	291-6405-601.22-03	EQUITY IN ACTION ONLINE	237.24	237.24

\*\*\*\*\* DIVISION TOTAL \*\*\*\* 1,215.83

*Info Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 10			
79103	AMAZON.COM CREDIT	291-6410-601.30-05	WIPES FOR CALL CENTER	11.52	
		291-6410-601.30-05	CLEANER FOR CALL CENTER	11.70	23.22
79110	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	TRAVEL/TRAINING	26.15	26.15
79112	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	AART PROGRAM - SCHWARTING	10.00	
		291-6410-601.22-03	ECOURSE - DUNCAN J	237.24	247.24
79152	GARVEYS OFFICE PRODUCTS	291-6410-601.30-05	CALL CENTER - RUBER BANDS	14.24	14.24
79229	WAREHOUSE DIRECT	291-6410-601.30-05	OFFICE SUPPLIES	40.68	40.68

\*\*\*\*\* DIVISION TOTAL \*\*\*\* 351.53

*Circulation*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
79103	AMAZON.COM CREDIT	291-6420-601.32-90	WHITE BOARD MARKER/ERASER	58.88	
		291-6420-601.32-90	WHITE BOARD MARKER/ERASER	26.86	85.74
79110	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	CIRCULATION SUPPLIES	6.98	6.98
79112	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	LIBRARY CARD SIGN UP PROM	179.71	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.22-03	BUILD A GREAT TEAM-MEYER+	86.40	266.11
79150	GARCIA,ALBERT	291-6420-601.22-03	CDL RENEWAL	60.00	60.00
79209	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SRVS	109.00	
		291-6420-601.21-65	DELIVERY SRVS	110.00	
		291-6420-601.21-65	DELIVERY SRVS	110.00	
		291-6420-601.21-65	DELIVERY SRVS	109.00	
		291-6420-601.21-65	DELIVERY SRVS	109.00	547.00
79211	RON LASLEY ASSOCIATES	291-6420-601.32-90	CLAX CART WITH 2 FOLDING	484.00	484.00
79223	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS AUGUST	89.50	89.50
79229	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	28.38	
		291-6420-601.32-90	CIRCULATION SUPPLIES	74.22	102.60

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *Senior and Accessible Services* 1,641.93

DEPARTMENT:	64	User Services	DIVISION:	30		
79110	ARLINGTON HTS	MEMORIAL LIBRARY	291-6430-601.22-03	TRAVEL/TRAINING	7.66	7.66
79111	ARLINGTON HTS	MEMORIAL LIBRARY	291-6430-601.30-05	EXPLORE8 USER GUIDE	20.00	20.00
79229	WAREHOUSE DIRECT		291-6430-601.30-05	OFFICE SUPPLIES	39.53	39.53

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *programs and exhibits* 67.19

DEPARTMENT:	64	User Services	DIVISION:	40		
79102	ALBERTSONS/SAFEWAY		291-6440-601.32-02	COOKBOOK BOOK CLUB, 7/27	39.67	
			291-6440-601.32-02	TEEN FILM FEST, 8/9	429.87	
			291-6440-601.32-02	ASTRONAUT PROGRAM, 7/25	13.99	483.53
79103	AMAZON.COM CREDIT		291-6440-601.32-02	TEEN FILM FEST SNACKS	8.99	
			291-6440-601.32-02	TEA REX PARTY TEAS	14.99	
			291-6440-601.32-02	FRIENDS TRIVIA - 10/17/19	9.95	
			291-6440-601.32-02	FRIENDS TRIVIA - 10/17/19	87.99	121.92
79107	AMIRPOUR,SANAZ		291-6440-601.22-18	MOM'S TURN SELF-CARE,9/22	200.00	200.00
79110	ARLINGTON HTS	MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	25.87	
			291-6440-601.32-02	PROGRAM EVENTS	22.15	
			291-6440-601.22-03	TRAVEL/TRAINING	33.41	
			291-6440-601.32-02	PROGRAM EVENTS	9.00	
			291-6440-601.32-02	PROGRAM EVENTS	46.30	
			291-6440-601.32-02	PROGRAM EVENTS	28.90	
			291-6440-601.32-02	PROGRAM EVENTS	35.97	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PROGRAM EVENTS	42.23	
		291-6440-601.32-02	PROGRAM EVENTS	42.98	
		291-6440-601.32-02	PROGRAM EVENTS	36.93	
		291-6440-601.32-02	PROGRAM EVENTS	40.71	
		291-6440-601.32-02	PROGRAM EVENTS	29.12	
		291-6440-601.32-02	PROGRAM EVENTS	7.92	
		291-6440-601.32-02	PROGRAM EVENTS	9.00	
		291-6440-601.32-02	PROGRAM EVENTS	16.87	
		291-6440-601.32-02	PROGRAM EVENTS	4.99	
		291-6440-601.32-02	PROGRAM EVENTS	4.27	436.62
79111	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PIZZA F/DICE GUILD,7/29	51.91	
		291-6440-601.32-02	PIZZA F/TAB VOLUNTEERS	27.98	
		291-6440-601.32-02	BOOKS & BREWS APPETIZERS,	40.00	119.89
79112	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	BYOB APPETIZERS, 8/21	137.00	
		291-6440-601.32-02	STAR PARTY SNACKS, 8/1	56.52	
		291-6440-601.32-02	FANCON AUTHOR LUNCH	9.00	
		291-6440-601.22-02	ALA DUES - J CZAJKA	280.00	
		291-6440-601.32-02	COOKBOOK BOOK CLUB, 7/27	225.00	707.52
79122	BENSON,RAYMOND	291-6440-601.22-18	THE SHINING, 10/15	100.00	100.00
79128	CHICAGO ORNITHOLOGICAL SOCIETY	291-6440-601.22-18	BIRDING 101, 9/26	100.00	100.00
79129	CHIDLOW,JOELLE	291-6440-601.22-18	CREATIVE AGING, 10/16	230.00	230.00
79141	DUDEK,DEBRA M	291-6440-601.22-18	STORIES IN STONE, 10/4	175.00	175.00
79147	FRANCESCA'S TAVOLA	291-6440-601.32-02	OBOV OFF-SITE DISC,10/3	233.00	233.00
79151	GARDINER,MARIEL	291-6440-601.22-18	GLOW UP TEEN PROGRAM,9/22	200.00	200.00
79160	HOWE,REBECCA	291-6440-601.22-18	INTRO BIRD DRAWING,9/21	300.00	300.00
79171	JEANNIE B MUSIC LLC	291-6440-601.22-18	1000 BOOKS CELEBRATION,	1,200.00	1,200.00
79172	JEWISH CHILD & FAMILY SERVICES	291-6440-601.22-18	CITIZENSHIP INTERV,9/18	125.00	125.00
79174	KAREN CHAN FINANCIAL EDUCATION	291-6440-601.22-18	PLAN WELL TO AGE WELL9/17	200.00	200.00
79179	MANE IN HEAVEN	291-6440-601.22-18	MINI HORSES, 10/5	200.00	200.00
79182	MCNULTY,ALAYNE	291-6440-601.22-18	CREATIVE AGING,10/15&29	490.00	490.00
79193	MYERS,KATHERINE M.	291-6440-601.32-02	FOOD FOR PLAN WELL TO AGE	68.25	68.25
79197	NG-HE,CAROL	291-6440-601.22-03	LYRASIS WORKSHOP, 9/5	125.00	125.00
79203	PAPANASTASSIOU,MARIA	291-6440-601.32-02	MOM'S TURN BEAUTY HACKS	153.00	153.00
79228	VRABLIK,LISA	291-6440-601.22-18	MINECRAFT X 2, 10/5	400.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					400.00
***** DIVISION TOTAL ****					6,368.73

*Digital Services*

DEPARTMENT:	64	User Services	DIVISION:	50			
79101	ALA MEMBERSHIP		291-6450-601.22-02	ALA DUES - D OLICHWIER	172.00		172.00
79103	AMAZON.COM CREDIT		291-6450-601.30-07	FLASH DRIVES	77.98		77.98
79110	ARLINGTON HTS MEMORIAL LIBRARY		291-6450-601.22-03	TRAVEL/TRAINING	10.44		
			291-6450-601.50-15	OTHER EQUIPMENT	5.23		
			291-6450-601.22-03	TRAVEL/TRAINING	15.00		
			291-6450-601.22-03	TRAVEL/TRAINING	17.40		
			291-6450-601.22-03	TRAVEL/TRAINING	28.34		76.41
79190	MORNINGSTAR INC		291-6450-601.32-78	MORNINGSTAR ELECTR RESOUR	850.83		850.83
79216	SCHOLASTIC LIBRARY		291-6450-601.32-78	TEACHABLES SIT MM	1,805.00		
			291-6450-601.32-78	BOOKFLIX GOLD SUBSCR	2,814.00		4,619.00
79229	WAREHOUSE DIRECT		291-6450-601.32-90	CIRCULATION SUPPLIES	53.31		53.31
***** DIVISION TOTAL ****							5,849.53

*Collection Services*

DEPARTMENT:	64	User Services	DIVISION:	70			
79101	ALA MEMBERSHIP		291-6470-601.22-02	ALA DUES - C ROSSIN	220.00		
			291-6470-601.22-02	ALA DUES - M BYLINSKA	295.00		515.00
79103	AMAZON.COM CREDIT		291-6470-601.32-75	AV MTLs	32.13		
			291-6470-601.32-75	AV MTLs	55.99		
			291-6470-601.32-75	AV MTLs	11.69		
			291-6470-601.32-75	AV MTLs	16.99		
			291-6470-601.32-75	AV MTLs	28.74		
			291-6470-601.32-75	AV MTLs	39.88		
			291-6470-601.32-75	AV MTLs	18.36		
			291-6470-601.32-75	AV MTLs	70.98		
			291-6470-601.32-75	AV MTLs	26.99		
			291-6470-601.32-75	AV MTLs	8.99		
			291-6470-601.32-75	AV MTLs	17.00		
			291-6470-601.32-75	AV MTLs	14.99		
			291-6470-601.32-75	AV MTLs	20.34		
			291-6470-601.32-75	AV MTLs	29.00		
			291-6470-601.32-75	AV MTLs	37.89		
			291-6470-601.32-75	AV MTLs	22.89		
			291-6470-601.32-75	AV MTLs	10.99		
			291-6470-601.32-75	AV MTLs	34.51		
			291-6470-601.32-75	AV MTLs	17.73		
			291-6470-601.32-75	AV MTLs	13.98		

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLS	12.96	
		291-6470-601.32-75	AV MTLS	27.69	
		291-6470-601.32-75	AV MTLS	17.98	
		291-6470-601.32-75	AV MTLS	29.95	
		291-6470-601.32-75	AV MTLS	35.04	
		291-6470-601.32-75	AV MTLS	319.68	
		291-6470-601.32-75	AV MTLS	14.45	
		291-6470-601.32-75	AV MTLS	11.98	
		291-6470-601.32-75	AV MTLS	4.99	
		291-6470-601.32-75	AV MTLS	40.35	
		291-6470-601.32-75	AV MTLS	40.65	
		291-6470-601.32-75	AV MTLS	11.57	
		291-6470-601.32-75	AV MTLS	37.44	
		291-6470-601.32-75	AV MTLS	7.06	
		291-6470-601.32-75	AV MTLS	9.99	
		291-6470-601.32-75	AV MTLS	13.50	
		291-6470-601.32-75	AV MTLS	37.79	
		291-6470-601.32-75	AV MTLS	43.94	
		291-6470-601.32-75	AV MTLS	9.29	
		291-6470-601.32-75	AV MTLS	14.99	
		291-6470-601.32-75	AV MTLS	18.80	
		291-6470-601.32-75	AV MTLS	28.54	
		291-6470-601.32-75	AV MTLS	18.99	
		291-6470-601.32-75	AV MTLS	12.39	
		291-6470-601.32-75	AV MTLS	26.58	
		291-6470-601.32-75	AV MTLS	44.93	
		291-6470-601.32-75	AV MTLS	59.99	
		291-6470-601.32-75	AV MTLS	18.61	
		291-6470-601.32-80	BOOKS	59.99	
		291-6470-601.32-80	BOOKS	10.00	
		291-6470-601.32-80	BOOKS	10.83	
		291-6470-601.32-80	BOOKS	9.58	
		291-6470-601.32-80	BOOKS	29.60	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	16.33	
		291-6470-601.32-80	BOOKS	9.84	
		291-6470-601.32-80	BOOKS	5.38	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	15.70	
		291-6470-601.32-80	BOOKS	126.96	
		291-6470-601.32-80	BOOKS	38.95	
		291-6470-601.32-80	BOOKS	9.34	
		291-6470-601.32-80	BOOKS	15.19	
		291-6470-601.32-80	BOOKS	30.58	
		291-6470-601.32-80	BOOKS	10.39	
		291-6470-601.32-80	BOOKS	12.02	
		291-6470-601.32-80	BOOKS	12.40	
		291-6470-601.32-80	BOOKS	9.76	
		291-6470-601.32-80	BOOKS	10.00-	
		291-6470-601.32-80	BOOKS	11.08	
		291-6470-601.32-80	BOOKS	23.51	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	20.14	
		291-6470-601.32-95	PERIODICALS	10.50	
		291-6470-601.32-95	PERIODICALS	32.78	
		291-6470-601.32-95	PERIODICALS	15.39	
		291-6470-601.32-95	PERIODICALS	9.64	
		291-6470-601.32-95	PERIODICALS	16.49	
		291-6470-601.32-95	PERIODICALS	15.38	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	18.19	
		291-6470-601.32-80	BOOKS	11.84	
		291-6470-601.32-80	BOOKS	9.02	
		291-6470-601.32-80	BOOKS	23.98	
		291-6470-601.32-80	BOOKS	49.99	
		291-6470-601.32-80	BOOKS	18.94	
		291-6470-601.32-80	BOOKS	14.77	
		291-6470-601.32-80	BOOKS	7.89	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	14.44	
		291-6470-601.32-80	BOOKS	19.75	
		291-6470-601.32-80	BOOKS	18.95	
		291-6470-601.32-80	BOOKS	9.13	
		291-6470-601.32-80	BOOKS	17.59	
		291-6470-601.32-80	BOOKS	25.80	
		291-6470-601.32-80	BOOKS	27.54	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-80	BOOKS	17.81	
		291-6470-601.32-80	BOOKS	39.90	
		291-6470-601.32-80	BOOKS	12.28	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	9.91	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-75	AV MTLs	139.86-	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	339.98	
		291-6470-601.32-75	AV MTLs	24.48	
		291-6470-601.32-75	AV MTLs	28.02	
		291-6470-601.32-75	AV MTLs	33.91	
		291-6470-601.32-75	AV MTLs	16.87	
		291-6470-601.32-75	AV MTLs	9.96	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	24.48	
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	32.84	
		291-6470-601.32-75	AV MTLs	35.14	
		291-6470-601.32-75	AV MTLs	24.95	
		291-6470-601.32-75	AV MTLs	14.83	
		291-6470-601.32-75	AV MTLs	11.07	
		291-6470-601.32-75	AV MTLs	23.90	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	138.47	
		291-6470-601.32-75	AV MTLs	14.78	
		291-6470-601.32-75	AV MTLs	33.59	
		291-6470-601.32-75	AV MTLs	36.69	
		291-6470-601.32-75	AV MTLs	10.29	
		291-6470-601.32-75	AV MTLs	9.84	
		291-6470-601.32-75	AV MTLs	44.30	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-95	PERIODICALS	19.98	
		291-6470-601.32-95	PERIODICALS	16.99	
		291-6470-601.32-95	PERIODICALS	12.53	
		291-6470-601.32-95	PERIODICALS	12.98	
		291-6470-601.32-80	BOOKS	22.55	
		291-6470-601.32-80	BOOKS	19.45	
		291-6470-601.32-80	BOOKS	20.57	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	13.56	
		291-6470-601.32-80	BOOKS	19.96	
		291-6470-601.32-80	BOOKS	14.75	
		291-6470-601.32-80	BOOKS	157.08	
		291-6470-601.32-80	BOOKS	22.53	
		291-6470-601.32-80	BOOKS	10.82	
		291-6470-601.32-80	BOOKS	33.99	
		291-6470-601.32-80	BOOKS	36.88	
		291-6470-601.32-75	AV MATERIALS	46.98-	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	27.36	
		291-6470-601.32-75	AV MATERIALS	26.40	
		291-6470-601.32-75	AV MATERIALS	32.84-	
		291-6470-601.32-75	AV MATERIALS	25.38	
		291-6470-601.32-75	AV MATERIALS	61.67	
		291-6470-601.32-75	AV MATERIALS	19.09	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	33.94	
		291-6470-601.32-75	AV MATERIALS	14.57	
		291-6470-601.32-75	AV MATERIALS	27.99	
		291-6470-601.32-75	AV MATERIALS	45.81	
		291-6470-601.32-75	AV MATERIALS	12.19	
		291-6470-601.32-75	AV MATERIALS	17.55	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	15.98	
		291-6470-601.32-75	AV MATERIALS	17.32	
		291-6470-601.32-75	AV MATERIALS	17.39	
		291-6470-601.32-95	PERIODICALS	13.98	
		291-6470-601.30-05	OFFICE SUPPLIES	125.94	
		291-6470-601.32-80	BOOKS	12.04	
		291-6470-601.32-80	BOOKS	24.18	
		291-6470-601.32-80	BOOKS	19.88	
		291-6470-601.32-80	BOOKS	62.07	
		291-6470-601.32-80	BOOKS	24.96	
		291-6470-601.32-80	BOOKS	15.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	16.66	
		291-6470-601.32-80	BOOKS	11.58	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	13.37	
		291-6470-601.32-80	BOOKS	14.97	
		291-6470-601.32-95	PERIODICALS	14.98	
		291-6470-601.32-95	PERIODICALS	10.61	
		291-6470-601.32-95	PERIODICALS	12.48	
		291-6470-601.32-95	PERIODICALS	8.60	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	22.89	
		291-6470-601.32-75	AV MTLs	40.00	
		291-6470-601.32-75	AV MTLs	23.97	
		291-6470-601.32-75	AV MTLs	22.99	4,758.53
79105	AMERICAN LIBRARY ASSOCIATION	291-6470-601.32-80	BOOKS	73.79	73.79
79110	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	5.00	5.00
79111	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	17.32	
		291-6470-601.32-95	PERIODICALS	199.00	
		291-6470-601.32-95	PERIODICALS	41.82	258.14
79112	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	BINDERS	20.04	
		291-6470-601.22-03	LACONI WORKSHOP - BOBIS	60.00	
		291-6470-601.32-80	BOOKS	163.05	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	1.87-	
		291-6470-601.32-95	PERIODICALS	103.99	
		291-6470-601.32-75	AV MTLs	223.08	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	14.49	
		291-6470-601.32-95	PERIODICALS	15.00	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-95	PERIODICALS	240.00	
		291-6470-601.32-80	BOOKS	68.45	
		291-6470-601.32-95	PERIODICALS	49.40	
		291-6470-601.32-95	PERIODICALS	23.00	
		291-6470-601.32-95	PERIODICALS	49.00	
		291-6470-601.32-95	PERIODICALS	406.00	
		291-6470-601.32-75	AV MTLs	249.32	
		291-6470-601.32-75	AV MTLs	69.00	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-95	PERIODICALS	16.49	
		291-6470-601.32-95	PERIODICALS	14.49	
		291-6470-601.32-95	PERIODICALS	44.96	
		291-6470-601.32-95	PERIODICALS	112.41	
		291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-75	AV MTLs	212.46	
		291-6470-601.32-75	AV MTLs	65.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	39.86	
		291-6470-601.32-95	PERIODICALS	99.00	
		291-6470-601.32-75	AV MTLs	35.70	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-95	PERIODICALS	14.49	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-75	AV MTLs	96.91	
		291-6470-601.32-75	AV MTLs	211.44	
		291-6470-601.32-95	PERIODICALS	30.98	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-95	PERIODICALS	5.00	
		291-6470-601.32-95	PERIODICALS	40.00	3,051.05
79116	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	107.49	
		291-6470-601.32-80	BOOKS	1,281.17	
		291-6470-601.32-80	BOOKS	766.89	
		291-6470-601.32-80	BOOKS	157.38	
		291-6470-601.32-80	BOOKS	504.58	
		291-6470-601.32-80	BOOKS	38.76	
		291-6470-601.32-80	BOOKS	172.02	
		291-6470-601.32-80	BOOKS	862.66	
		291-6470-601.32-80	BOOKS	305.76	
		291-6470-601.32-80	BOOKS	388.75	
		291-6470-601.32-80	BOOKS	356.67	
		291-6470-601.32-80	BOOKS	1,460.51	
		291-6470-601.32-80	BOOKS	73.56	
		291-6470-601.32-80	BOOKS	276.62	
		291-6470-601.32-80	BOOKS	41.43	
		291-6470-601.32-80	BOOKS	200.30	
		291-6470-601.32-80	BOOKS	191.65	
		291-6470-601.32-80	BOOKS	225.24	
		291-6470-601.32-80	BOOKS	348.19	
		291-6470-601.32-80	BOOKS	712.47	
		291-6470-601.32-80	BOOKS	451.35	
		291-6470-601.32-75	AV MTLs	59.69	
		291-6470-601.32-75	AV MTLs	35.92	
		291-6470-601.32-75	AV MTLs	317.84	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	429.40	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	141.75	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	103.75	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	84.00	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	174.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.32-80	BOOKS	25.40	
		291-6470-601.32-80	BOOKS	634.47	
		291-6470-601.32-80	BOOKS	387.56	
		291-6470-601.32-80	BOOKS	850.09	
		291-6470-601.32-80	BOOKS	461.76	
		291-6470-601.32-80	BOOKS	35.47	
		291-6470-601.32-80	BOOKS	454.85	
		291-6470-601.32-80	BOOKS	43.44	
		291-6470-601.32-80	BOOKS	45.72	
		291-6470-601.32-80	BOOKS	325.08	
		291-6470-601.32-80	BOOKS	15.87	
		291-6470-601.32-80	BOOKS	184.76	
		291-6470-601.32-80	BOOKS	202.07	
		291-6470-601.32-80	BOOKS	109.12	
		291-6470-601.32-80	BOOKS	168.17	
		291-6470-601.32-80	BOOKS	233.94	
		291-6470-601.32-80	BOOKS	288.78	
		291-6470-601.32-80	BOOKS	290.53	
		291-6470-601.32-80	BOOKS	1,109.72	
		291-6470-601.32-80	BOOKS	125.50	
		291-6470-601.32-80	BOOKS	234.91	
		291-6470-601.32-80	BOOKS	1,018.91	
		291-6470-601.32-80	BOOKS	24.48	
		291-6470-601.32-80	BOOKS	19.11	
		291-6470-601.32-80	BOOKS	1,317.93	
		291-6470-601.32-80	BOOKS	69.91	
		291-6470-601.32-80	BOOKS	456.57	
		291-6470-601.32-80	BOOKS	247.21	
		291-6470-601.32-80	BOOKS	182.00	
		291-6470-601.32-80	BOOKS	192.51	
		291-6470-601.32-80	BOOKS	743.42	
		291-6470-601.32-80	BOOKS	143.67	
		291-6470-601.32-80	BOOKS	387.95	
		291-6470-601.32-80	BOOKS	476.85	
		291-6470-601.32-80	BOOKS	525.93	
		291-6470-601.32-80	BOOKS	366.83	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	311.60	
		291-6470-601.22-85	PROC SERVS	28.90	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	19.00	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	283.15	
		291-6470-601.22-85	PROC SERVS	364.80	
		291-6470-601.22-85	PROC SERVS	344.30	
		291-6470-601.22-85	PROC SERVS	110.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	102.25	
		291-6470-601.32-75	AV MTLs	69.07	
		291-6470-601.32-75	AV MTLs	58.02	25,874.78
79117	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	313.27	
		291-6470-601.32-75	AV MTLs	992.84	
		291-6470-601.32-75	AV MTLs	53.23	
		291-6470-601.32-75	AV MTLs	45.09	
		291-6470-601.32-75	AV MTLs	619.93	
		291-6470-601.32-75	AV MTLs	1,136.98	
		291-6470-601.32-75	AV MTLs	196.13	
		291-6470-601.32-75	AV MTLs	614.10	
		291-6470-601.32-75	AV MTLs	273.36-	
		291-6470-601.32-75	AV MTLs	89.46	
		291-6470-601.32-75	AV MTLs	1,185.29	
		291-6470-601.32-75	AV MTLs	165.06	
		291-6470-601.32-75	AV MTLs	468.11	
		291-6470-601.32-75	AV MTLs	41.57	
		291-6470-601.32-75	AV MTLs	19.32	
		291-6470-601.32-75	AV MTLs	207.47	
		291-6470-601.32-75	AV MTLs	3,597.42	
		291-6470-601.32-75	AV MTLs	273.42	
		291-6470-601.32-75	AV MTLs	50.20	
		291-6470-601.32-75	AV MTLs	141.39	
		291-6470-601.32-75	AV MTLs	270.33	10,207.25
79118	BARRONS	291-6470-601.32-95	PERIODICALS	239.88	239.88
79123	BIBLIOTHECA LLC	291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-75	AV MTLs	5,352.96	
		291-6470-601.32-80	BOOKS	7,289.87	
		291-6470-601.32-80	BOOKS	2,235.76	
		291-6470-601.32-75	AV MTLs	162.94	15,058.52
79127	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	25.32	
		291-6470-601.32-80	BOOKS	151.92	177.24
79132	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	42.89	42.89
79134	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	159.97	
		291-6470-601.32-95	PERIODICALS	232.76-	
		291-6470-601.32-95	PERIODICALS	30.34	
		291-6470-601.32-95	PERIODICALS	131.56-	
		291-6470-601.32-95	PERIODICALS	133.58	
		291-6470-601.32-95	PERIODICALS	35.42	
		291-6470-601.32-95	PERIODICALS	33.36-	
		291-6470-601.32-95	PERIODICALS	30.35	
		291-6470-601.32-95	PERIODICALS	29.35	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	75.84	
		291-6470-601.32-95	PERIODICALS	60.72-	
		291-6470-601.32-95	PERIODICALS	21.20-	15.25
79135	CREIGHTON UNIVERSITY	291-6470-601.21-64	ILL #197571342	15.00	15.00
79137	DECATUR GENEALOGICAL SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	25.00
79138	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	222.55	
		291-6470-601.32-05	PROCESSING SUPPLIES	90.77	313.32
79144	FILMTOOLS	291-6470-601.32-05	PROCESSING SUPPLIES	560.00	560.00
79148	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	25.60	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	1,441.34	
		291-6470-601.32-80	BOOKS	135.96	
		291-6470-601.32-80	BOOKS	411.07	
		291-6470-601.32-80	BOOKS	48.79	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	25.60	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	48.00	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	31.19	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	44.98	2,657.80
79149	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	278.33	278.33
79152	GARVEYS OFFICE PRODUCTS	291-6470-601.32-05	PROCESSING SUPPLIES	24.96	24.96
79153	GENEALOGY SOCIETY OF SOUTH IL	291-6470-601.32-95	PERIODICALS	40.00	40.00
79157	GREY HOUSE PUBLISHING	291-6470-601.32-80	BOOKS	367.95	367.95
79159	HERB QUARTERLY	291-6470-601.32-95	PERIODICALS	33.00	33.00
79162	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	93.75	
		291-6470-601.32-80	BOOKS	22.50	
		291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	131.25	378.75
79165	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SRVS - JULY	591.00	591.00
79168	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	21.55	

PREPARED 09/17/19, 12:28 AM  
 PROGRAM GM348US  
 DEPARTMENT: 64            User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	45.79	
		291-6470-601.32-80	BOOKS	106.80	
		291-6470-601.32-80	BOOKS	39.55	
		291-6470-601.32-80	BOOKS	63.51	
		291-6470-601.32-80	BOOKS	89.50	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	216.98	
		291-6470-601.32-80	BOOKS	45.48	
		291-6470-601.32-80	BOOKS	49.50	
		291-6470-601.32-80	BOOKS	159.37	
		291-6470-601.32-80	BOOKS	110.69	
		291-6470-601.32-80	BOOKS	14.69	
		291-6470-601.32-80	BOOKS	24.57	
		291-6470-601.32-80	BOOKS	35.56	
		291-6470-601.32-80	BOOKS	58.17	
		291-6470-601.32-80	BOOKS	25.39	
		291-6470-601.32-80	BOOKS	95.97	
		291-6470-601.32-80	BOOKS	61.70	
		291-6470-601.32-80	BOOKS	25.19	
		291-6470-601.32-80	BOOKS	96.94	
		291-6470-601.32-80	BOOKS	45.87	
		291-6470-601.32-80	BOOKS	22.77	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	8.40	
		291-6470-601.32-80	BOOKS	30.06	
		291-6470-601.32-80	BOOKS	32.18	
		291-6470-601.32-80	BOOKS	46.77	
		291-6470-601.32-80	BOOKS	84.27	
		291-6470-601.32-80	BOOKS	65.29	
		291-6470-601.32-80	BOOKS	112.19	
		291-6470-601.32-80	BOOKS	81.87	
		291-6470-601.32-80	BOOKS	56.85	
		291-6470-601.32-80	BOOKS	117.64	
		291-6470-601.32-80	BOOKS	27.03	
		291-6470-601.32-80	BOOKS	89.95	
		291-6470-601.32-80	BOOKS	12.58	
		291-6470-601.32-80	BOOKS	82.78	
		291-6470-601.32-80	BOOKS	21.56	
		291-6470-601.32-80	BOOKS	27.10	
		291-6470-601.32-80	BOOKS	14.68	
		291-6470-601.32-80	BOOKS	10.17	
		291-6470-601.32-80	BOOKS	11.29	
		291-6470-601.32-80	BOOKS	64.58	
		291-6470-601.32-80	BOOKS	341.36	
		291-6470-601.32-80	BOOKS	89.48	2,981.36
79173	JUILLIARD SCHOOL	291-6470-601.21-64	ILL #197724645	15.00	15.00
79176	LIBRARY STORE INC,THE	291-6470-601.32-05	PROCESSING SUPPLIES	48.69	



PREPARED 09/17/19, 12:28 AM  
 PROGRAM GM348U5  
 DEPARTMENT: 64            User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					48.69
79180	MARCIVE INC	291-6470-601.22-85	ID:AHLI,AUTHORITY PROCESS	1,987.02	1,987.02
79185	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	816.07	
		291-6470-601.32-75	AV MTLs	703.32	
		291-6470-601.32-75	AV MTLs	594.07	2,113.46
79195	NEW WORLD PUBLICATIONS	291-6470-601.32-95	PERIODICALS	25.00	25.00
79196	NEW YORK TIMES CO,THE	291-6470-601.32-95	PERIODICALS	1,053.00	1,053.00
79202	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	PERIODICALS	224.60	224.60
79205	PIONEER PRESS	291-6470-601.32-95	PERIODICALS	91.00	91.00
79208	PROQUEST LLC	291-6470-601.32-95	RNP NEW YORK TIMES	687.07	687.07
79210	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	340.86	
		291-6470-601.32-75	AV MTLs	319.93	660.79
79220	STAPLES	291-6470-601.32-90	REMOVABLE LABELS FOR ILL	464.50	464.50
79229	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	192.15	
***** DIVISION TOTAL ****					76,106.07
***** DEPARTMENT TOTAL **					94,861.75
***** GRAND TOTAL *****					241,394.95

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	241,394.95
**** TOTAL ALL FUNDS ****		241,394.95

**Arlington Heights Memorial Library  
Special Funds Summary  
8/31/2019**

Count 54

	<b>Account</b>	<b>Amount</b>	<b>Description</b>	<b>Staff</b>
	<b>Check # 1551 - Comed</b>	6020-3051	\$ 1,907.66 Belmont Electricity	D Ekl
	<b>Check # 1552 – AHML – Petty Cash</b>			
8/5/2019	6440-3202	\$ 25.87	Program Events	L Draftz
	6401-3202	\$ 2.49	Program Events	R King
	6401-3201	\$ 17.97	Program Supplies	R King
	6401-2203	\$ 5.45	Travel/Training	R King
	6401-2203	\$ 13.69	Travel/Training	E Loeffler
	6440-3202	\$ 22.15	Program Events	E Loeffler
	6001-3272	\$ 31.98	Special Events	S Distel
	6450-2203	\$ 10.44	Travel/Training	D Olichwier
	6405-3290	\$ 41.93	Circulation Supplies	T Karim
	6405-2203	\$ 4.18	Travel/Training	T Karim
	6450-5015	\$ 5.23	Other Equipment	K Bower
	6440-2203	\$ 33.41	Travel/Training	J Czajka
	6401-3201	\$ 39.99	Program Supplies	R King
8/12/2019	6440-3202	\$ 9.00	Program Events	K Bailey
	6004-3202	\$ 41.69	Program Events	A Son
	6440-3202	\$ 46.30	Program Events	A Son
	6440-3202	\$ 28.90	Program Events	A Son
	6401-3202	\$ 50.00	Program Events	A Son
	6401-2203	\$ 19.90	Travel/Training	K McGuire
	6020-2111	\$ 6.61	Building Maintenance	J Hawkins
	6430-2203	\$ 7.66	Travel/Training	K Myers
8/19/2019	6440-3202	\$ 35.97	Program Events	L Draftz
	6440-3202	\$ 42.23	Program Events	L Draftz
	6401-2203	\$ 4.18	Travel/Training	E Loeffler
	6004-3202	\$ 43.05	Program Events	E Loeffler
	6401-2203	\$ 1.28	Travel/Training	J Pinotti
	6440-3202	\$ 42.98	Program Events	J Pinotti
	6440-3202	\$ 36.93	Program Events	S Hill
8/26/2019	6401-2203	\$ 5.11	Travel/Training	L Dakas
	6410-2203	\$ 26.15	Travel/Training	J Duncan
	6401-3005	\$ 42.49	Office Supplies	K McGuire
	6450-2203	\$ 15.00	Travel/Training	G Berger
	6003-4070	\$ 23.09	DSSC Supplies	J Pinotti
	6450-2203	\$ 17.40	Travel/Training	D Olichwier
	6440-3202	\$ 40.71	Program Events	E Mather
	6440-3202	\$ 29.12	Program Events	E Mather
	6401-2203	\$ 19.90	Travel/Training	E Mather
	6401-2203	\$ 6.03	Travel/Training	M Ramsland
	6440-3202	\$ 7.92	Program Events	M Ramsland
	6440-3202	\$ 9.00	Program Events	S Hill
	6003-4070	\$ 6.98	Program Supplies	J Begich
	6003-2203	\$ 12.53	Travel/Training	J Begich
	6001-2205	\$ 8.30	Postage	G Rojek
8/29/2019	6440-3202	\$ 16.87	Program Events	A Duffey
	6420-3290	\$ 6.98	Circulation Supplies	R Moravec
	6450-2203	\$ 28.34	Travel/Training	B Bednarek
	6020-2111	\$ 35.98	Building Maintenance	G Leclair
	6440-3202	\$ 4.99	Program Events	M Young
	6470-3295	\$ 5.00	Periodicals	M Szymanek
	6440-3202	\$ 4.27	Program Events	S Hollars
	6405-2203	\$ 28.88	Travel/Training	C Shin
	6401-2203	\$ 16.53	Travel/Training	E Loeffler
	6401-2203	\$ 11.98	Travel/Training	A Son
		<u>\$ 3,008.67</u>		

September 17, 2019

**Arlington Heights Memorial Library  
American Express Card Summary  
8/31/2019**

Count	89				
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>	
	489-90-00	\$ (129.39)	Other Income/Rebate	AMEX Cash back rebate	
R. Dworianyn	6010-3032	\$ 11.99	YouTube Premium Subscription	GOOGLE-YOUTUBE PREM	
R. Dworianyn	6010-3032	\$ 25.00	Github Subscription	GITHUB	
R. Dworianyn	6010-2005	\$ 62.38	GoDaddy SSL Renewal	GODADDY.COM	
R. Dworianyn	6001-2242	\$ 346.85	Monthly Internet Subscription	COMCAST CHICAGO	
R. Dworianyn	6010-3032	\$ 35.00	Trello Monthly Subscription	TRELLO.COM, ATLIASSIA	
R. Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Monthly Subscription	AMZNFREETIME*MA61C65	
R. Dworianyn	6010-2005	\$ 54.10	PayPal Payflow Pro Monthly Subscription	PAYFLOW/PAYPAL 0045	
R. Dworianyn	6010-3032	\$ 14.99	Spotify Monthly Subscription	SPOTIFY USA	
R. Dworianyn	6010-3032	\$ 129.00	Blackfire Website Testing Software	BLACKFIREIO INC.	
R. Dworianyn	6010-3032	\$ 49.00	Riddle.com Subscription	RIDDLE.COM SUBSCRIPT	
M. Driskell	6002-2165	\$ 300.00	Constant Contact Billing	EIG*CONSTANTCONTACT.	
M. Driskell	6001-3272	\$ 84.14	Director's Lunch - M Driskell	COOPERS HAWK ARLGNTN	
M. Driskell	6002-2165	\$ 50.43	Facebook Advertising	FACEBK *Z3MJ2LS822	
J. Czajka	6440-3202	\$ 137.00	BYOB Appetizers 8/21	FOX AND HOUND #65060	
J. Czajka	6001-2203	\$ 372.68	RIPL Conference Hotel - J Czajka	COURTYARD 16M	
J. Czajka	6440-3202	\$ 56.52	Star Party Snacks 8/1	JEWEL-OSCO 34	
J. Czajka	6440-3202	\$ 9.00	Fan Con Author Lunch	TTOWA RESTAURANT	
J. Czajka	6440-2202	\$ 280.00	ALA, PLA, LLAMA Dues - J Czajka	AMERLIBASSOC ECOMMER	
J. Czajka	6440-3202	\$ 225.00	Cookbook Book Club 7/27	RELISH CATERING KITC	
D. Ekl	6410-2203	\$ 10.00	AART Program - P Schwarting	EB *EARWORMS FOR BOO	
D. Ekl	6003-2203	\$ 445.00	Employment Law Conference - L Haack	MGMT ASSC OF IL	
D. Ekl	6401-3201	\$ 423.55	Family Place Toys	CONSTRUCTPLAYTHINGS.	
D. Ekl	6002-2210	\$ 26.19	Business Cards	VISTAPR*VISTAPRINT.C	
D. Ekl	6420-3290	\$ 179.71	Library Card Sign Up Promotions	AMERICAN LIBRARY	
D. Ekl	6420-2203	\$ 86.40	Build a Great Team - S Meyer	AMERICAN LIBRARY	
D. Ekl	6405-2203	\$ 21.60	Build a Great Team - T Karim	AMERICAN LIBRARY	
D. Ekl	6401-3201	\$ 466.94	Family Place Writing Center and accessories	LAKESHORE LEARNING M	
D. Ekl	6401-3005	\$ (2.50)	Red Tape	SCRAPBOOK.COM	
D. Ekl	6401-3201	\$ 189.95	Family Place Toys	LAKESHORE LEARNING M	
D. Ekl	6470-3205	\$ 20.04	Binders	GARVEYS OFFICE PRODU	
D. Ekl	6002-2210	\$ 26.19	Business Cards	VISTAPR*VISTAPRINT.C	
D. Ekl	6001-2203	\$ 320.00	Play Make Learn Conference - E Loeffler	WISCONSIN UNION HOTE	
D. Ekl	6401-3005	\$ 42.45	Red Tape	SCRAPBOOK.COM	
D. Ekl	6020-2111	\$ 178.94	Maintenance Supplies	J A MAC, INC.*J A MA	
D. Ekl	6008-2203	\$ 298.00	SkillPath Conference - S Beckman and L Plakhotkyuk	SKILLPATH / NATIONAL	
D. Ekl	6470-2203	\$ 60.00	LACONI Workshop - L Bobis	EB *TECHNICAL SERVIC	
D. Ekl	6001-5015	\$ 3,440.00	Family Place Workshop Furniture	COMMUNITY PRODU Comm	
D. Ekl	6002-3005	\$ 51.92	Foam Sheets for OBOV	JOANN STORES ONLINE.	
D. Ekl	6002-2210	\$ 15.19	Business Cards	VISTAPR*VISTAPRINT.C	
D. Ekl	6002-2210	\$ 136.00	Stickers for OBOV	STICKER MULE	
D. Ekl	6002-2210	\$ 582.12	Bookmobile Stickers	4IMPRINT	
D. Ekl	6405-2202	\$ 270.00	ALA Dues - E Ludeman	AMERLIBASSOC ECOMMER	
D. Ekl	6450-2202	\$ 252.00	ALA, PLA, RUSA Dues - R Thornton	AMERLIBASSOC ECOMMER	
D. Ekl	6001-2203	\$ 175.00	ALA Social Justice Conference - R Thornton	AMERLIBASSOC ECOMMER	
D. Ekl	6410-2203	\$ 237.24	eCourse - J Duncan	EB *EQUITY IN ACTION	
D. Ekl	6002-3005	\$ 719.09	Foamboard for Display Furniture	BT*FOAMCORE HEAVEN	
D. Ekl	6002-3005	\$ 113.73	Acrylic Sign Holders	DISPLAYS2GO	
D. Ekl	6008-2203	\$ 273.68	IGFOA Hotel -D Ekl	HILTON ADVPURCH80023	
D. Ekl	6008-2203	\$ 350.00	IGFOA Conference - D Ekl	ILLINOIS GOVERNMENT	
M. Szymanek	6470-3280	\$ 163.05	Books	Scholastic Education	
M. Szymanek	6470-3275	\$ 39.99	AV Materials	TARGET.COM * 3991	
M. Szymanek	6470-3275	\$ (1.87)	AV Materials	GAMESTOP.COM GameSto	
M. Szymanek	6470-3295	\$ 103.99	Periodicals	PAYPAL *NATIONALRES	
M. Szymanek	6470-3275	\$ 223.08	AV Materials	PBS EDUCATION SALES	
M. Szymanek	6470-3295	\$ 17.99	Periodicals	BAKE FROM SCRATCH	

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
M. Szymanek	6470-3295	\$ 14.49	Periodicals	MY MAG STORE 6500000
M. Szymanek	6470-3295	\$ 15.00	Periodicals	PAYPAL *KYGENSOC
M. Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
M. Szymanek	6470-3295	\$ 240.00	Periodicals	THE CHARTIST
M. Szymanek	6470-3280	\$ 68.45	Books	CONSUMER REPORT BOOK
M. Szymanek	6470-3295	\$ 49.40	Periodicals	HARVARD BUS PUBLISHI
M. Szymanek	6470-3295	\$ 23.00	Periodicals	OXYGEN MAGAZINE SUB
M. Szymanek	6470-3295	\$ 49.00	Periodicals	IPM*INVESTORPLACE ME
M. Szymanek	6470-3295	\$ 406.00	Periodicals	Financial Times Ltd
M. Szymanek	6470-3275	\$ 249.32	AV Materials	MUSICTODAY INC Music
M. Szymanek	6470-3275	\$ 69.00	AV Materials	PBS EDUCATION SALES
M. Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX, INC.
M. Szymanek	6470-3295	\$ 16.49	Periodicals	MY MAG STORE 6500000
M. Szymanek	6470-3295	\$ 14.49	Periodicals	MY MAG STORE 6500000
M. Szymanek	6470-3295	\$ 44.96	Periodicals	SP * RPIPRESS STORE
M. Szymanek	6470-3295	\$ 112.41	Periodicals	INTERMEDIA BRAND MAR
M. Szymanek	6470-3295	\$ 40.00	Periodicals	DM LUXURY LLC 650000
M. Szymanek	6470-3275	\$ 212.46	AV Materials	PBS EDUCATION SALES
M. Szymanek	6470-3275	\$ 65.99	AV Materials	BESTBUYCOM8056371026
M. Szymanek	6470-3275	\$ 39.86	AV Materials	GameStop 000000480
M. Szymanek	6470-3295	\$ 99.00	Periodicals	NEWSWEEK MAGAZINE
M. Szymanek	6470-3275	\$ 35.70	AV Materials	SP * CLINT BLACK SHO
M. Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
M. Szymanek	6470-3295	\$ 40.00	Periodicals	MDC*MAGNOLIA JOURNAL
M. Szymanek	6470-3295	\$ 14.49	Periodicals	MY MAG STORE 6500000
M. Szymanek	6470-3295	\$ 20.00	Periodicals	SP * MAGNOLIA MARKET
M. Szymanek	6470-3280	\$ 12.99	Books	AMAZON PRIME
M. Szymanek	6470-3275	\$ 96.91	AV Materials	MUSIC GLUE LTD.
M. Szymanek	6470-3275	\$ 211.44	AV Materials	B&H PHOTO 800-606-69
M. Szymanek	6470-3295	\$ 30.98	Periodicals	BAKE FROM SCRATCH
M. Szymanek	6470-3275	\$ 39.98	AV Materials	SLING.COM
M. Szymanek	6470-3295	\$ 5.00	Periodicals	BT*ALTPRESS MEDIA
M. Szymanek	6470-3295	\$ 40.00	Periodicals	DUN MAGAZINE
		<u>\$ 14,498.12</u>		

September 17, 2019

**Arlington Heights Memorial Library  
Mastercard Summary  
8/31/2019**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
Count	8			
S Distel	6440-3202	\$ 51.91	Pizza for Dice Guild -7/29	Domino's Pizza
	6430-3005	\$ 20.00	Explore8 User Guide	Humanware
	6003-4070	\$ 237.24	Desserts for Volunteer Services 40th Celebration	Kilwins
	6440-3202	\$ 27.98	Pizza for TAB Volunteers at Teen Film Fest	Domino's Pizza
	6440-3202	\$ 40.00	Books and Brews Appetizers 8/14	Eddie's
M Szymanek	6470-3295	\$ 17.32	Periodicals	Future Publishing
	6470-3295	\$ 199.00	Periodicals	Motley Fool
	6470-3295	\$ 41.82	Perodicals	Future Publishing

\$ 635.27

To: Board of Library Trustees  
From: Mike Driskell  
Date: September 17, 2019  
Re: Architect Selection for Makerspace Project

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In order to begin the development of the Arlington Heights Memorial Library's makerspace project, a Request for Qualifications (RFQ) was made public to provide the library with proposals outlining qualifications and experience of interested architectural firms. This memo summarizes the process and provides the Board of Library Trustees with a recommendation from library staff on the selection of a firm to begin the design, renovation and repair of the property.

The recommendation of the architect and design services for the makerspace project outlined below follow the procurement procedures outlined in the Local Government Professional Services Selection Act (50 ILCS 510). This act requires that we gather qualifications and identify the top three firms most qualified to provide services and rank them in order of qualifications. We then can further refine scope and enter into negotiations with the highest qualified firm. If we are unable to negotiate a satisfactory contract with the firm, negotiations will be terminated and we will begin negotiations with the next preferred firm. We have reached a satisfactory agreement with our most qualified firm, Williams Architects.

A Request for Qualifications was made public on July 22, 2019 with a deadline of August 13, 2019. RFQs were sent to 15 architectural firms that had previously been identified as firms we wanted to submit based on previous experience working with them, expertise in the library industry, or exceptional design qualifications. In addition, 31 firms requested the RFQ, for a total of 46 firms reviewing the request.

As part of the process, we provided the option for site visits. Thirteen firms took advantage of the opportunity to tour the Belmont building and meet the administrative team.

Of the 46 firms, we received proposals from 11 firms. Proposals included a range of information including previous work, references, company history, and individual qualifications. Some of the proposals included sample conceptual drawings, suggestions, or ideas based on the information provided in the RFQ.

In accordance with the Local Government Professional Services Selection Act, firms were evaluated on their relevant experience and qualifications, and we entered into negotiations with the highest qualified firm. A group of ten staff members from different library service areas ranked the architects and proposals based on aspects of experience and qualifications including:

Company stability and longevity	Design style in previous work
Makerspace experience	Relevant library experience
Commercial/Demonstration kitchen experience	Quality of proposal and response to RFQ

The top three architect proposals, in order of ranking, from the evaluation are:

Williams Architects  
Product Architecture +  
Design  
Michael C. Barnes  
Architect

Eight out of ten of the library staff ranked Williams Architects as their highest-ranked firm. Williams Architects ranked high in the evaluation due to a number of factors, including relevant experience with makerspaces and food service, demonstration/commercial kitchens, extensive relevant experience, in-house expertise and library designs, among other qualifications. In addition to the initial evaluation, Williams Architects has been responsive to our questions, is available to take this project on immediately, and can work within our budget and timeline.

References provided in the proposal provided positive feedback about the firm, with an overall recommendation to work with the firm.

Library staff recommends Williams Architects for the Board of Library Trustees' consideration and approval. Representatives from Williams Architects will be present at the board meeting to meet the board and answer questions.



Below are a few current and past projects by Williams Architects:

VILLA PARK, ILLINOIS

## VILLA PARK PUBLIC LIBRARY



- Relevant Features:
- Digital Media Labs
  - Sound Studio
  - Maker Space Room
  - New Lighting
  - Mechanical Systems
  - Drive-up Book Return



NAPERVILLE, ILLINOIS

## NICHOLS LIBRARY RENOVATION



- Relevant Features:
- Makerspace
  - Tech Buffet
  - Open Play
  - Computer Lab
  - Children Services
  - Staff Lounge
  - Training Lab
  - Children's Collection
  - Kitchen
  - Staff Lounge
  - Head of Children's Office



NAPERVILLE, ILLINOIS

# 95TH STREET LIBRARY RENOVATIONS



Relevant Features:

- Makerspace
- Tech Buffet
- Teen Area
- Computer Lab
- Play Area
- Children's Programming Room
- Lobby

WESTERVILLE, OHIO

# COMMUNITY CENTER EXPANSION



Relevant Features:

- Makerspace
- Kitchen
- Photolab
- E-Sports
- Senior Center
- Hospitality
- Fitness Rooms
- Group X
- Gymnasium / Athletics
- Aquatics
- General Support



Demonstration Kitchens



CHICAGO



MILWAUKEE

**Suggested motion: 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.**



To: Board of Library Trustees  
From: Mike Driskell and Donna Ekl  
Date: September 17, 2019  
Re: 2019 Budget Amendment

We are requesting a budget amendment to the 2019 budget. This amendment will increase the 2019 operating budget by \$57,769, from \$14,910,240 to \$14,968,009. It will also increase the 2019 capital projects budget by \$28,200, from \$157,090 to \$185,290.

The proposed budget change includes the addition of department 6480, the Belmont Makerspace located at 112 N. Belmont Ave., Arlington Heights, IL.

Operating expenditures include closing fees, an engineering assessment, three-months of salaries for two part-time facilities staff, legal services, architect fees, water service, sewer service, heating, and electricity.

Capital expenditures include construction/permit documents, specifications for the build-out, specifications for replacement of the roof system, and specifications to replace the HVAC system.

**Suggested motion: The Board of Library Trustees adopts the September 17, 2019 budget amendment.**

## REQUEST FOR BUDGET AMENDMENT

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

<b>REQUESTED BY:</b> Donna Ekl	<b>DEPARTMENT:</b> Finance	<b>DATE:</b> September 17, 2019
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REVENUE ACCOUNT(S)	ACCOUNT NAME(S)	CURRENT BUDGET	AMOUNT OF AMENDMENT	AMENDED BUDGET
EXPENDITURE ACCOUNT(S)	ACCOUNT NAMES(S)	CURRENT BUDGET	AMOUNT OF AMENDMENT	AMENDED BUDGET
291-6480-601.16-85	Salaries, Belmont Makerspace	0	14,396	14,396
291-6480-601.19-10	IMRF, Belmont Makerspace	0	1820	1820
291-6480-601.19-11	Social Security, Belmont Makerspace	0	893	893
291-6480-601.19-12	Medicare, Belmont Makerspace	0	208	208
291-6480-601.20-05	Professional Services, Belmont Makerspace	0	15,950	15,950
291-6480-601.20-20	Legal Services, Belmont Makerspace	0	8,000	8,000
291-6480-601.20-40	General Insurance, Belmont Makerspace	0	200	200
291-6480-601.21-60	Water & Sewer, Belmont Makerspace	0	600	600
291-6480-601.21-65	Bank Fees, Belmont Makerspace	0	30	30
291-6480-601.30-51	Heating, Fuel, Electric, Belmont Makerspace	0	15,640	15,640
291-6480-601.31-85	Small Tools & Eqpt., Belmont Makerspace	0	32	32
491-6480-601.50-55	Other Capital Outlay, Belmont Makerspace	0	28,200	28,200
	Total 2019 Expenditures, Belmont Makerspace	0	\$ 85,969	\$ 85,969

**EXPLANATION:** The net change of this budget amendment is \$85,969. With the acquisition of 112 N. Belmont in 2019, a new budget account has been created with 2019 expenditures added. Salaries include two maintenance assistants for three months in 2019 to assist with remodeling and repairing the building, a total of \$17,317 in personal services. Professional services includes \$6,000 in closing fees, \$4,500 for an engineering assessment, and \$5,450 for architect fees to kickoff, data collection, project definition, and design. The total for contractual services is \$24,780. Heating, fuel, and electric are estimated at \$15,640, and small tools and equipment is estimated at \$32. The total for commodities is \$15,672. The total operating expenditures for account 6480, Belmont Makerspace, in 2019 is \$57,769.00. Capital Outlay includes construction and permit documents and specifications for the build out at \$15,700. It also includes specs at \$4,500 for the replacement of the roof system, and specs at \$8,000 to replace the HVAC system. The total capital project expenditures for 6480 is \$28,200.

SIGNATURES	TITLE
<b>DIRECTOR OF FINANCE:</b>	<b>DATE:</b>
<b>EXECUTIVE DIRECTOR:</b>	<b>DATE:</b>
<b>BOARD APPROVAL:</b>	<b>DATE:</b>

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

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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: Shannon Distel  
Date: September 17, 2019  
Re: FY2020 Per Capita Grant Requirements

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Attached please find the FY2020 Illinois Public Library Per Capita Grant requirements. The deadline for the Per Capita Grant has normally been January 15. At this time, the application has not yet been made available. In preparation for compliance of the requirements, see the notes below.

- **Trustees — Will review chapters 11-Appendices of the “TRUSTEE FACTS FILE THIRD EDITION”:**

[https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trustee\\_facts.pdf](https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trustee_facts.pdf)

Please read and review prior to the October board meeting.

- **Education — Staff and trustees will complete at least one free online education opportunity focusing on organizational management. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.**

Please review at least one of the following free online educational opportunities prior to the October board meeting.

- [Librarian Evolution: Libraries Thrive When We Change](#)
  - [Purposeful Innovation: Idea Management for Libraries](#)
  - [Above and Beyond: Developing a Culture of Organizational Citizenship](#)
  - [Incubate Leadership @Your Library](#)
  - [Build Your Learning Culture: The Whole Organization Approach](#)
- **Outreach — Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.**

Please read and review prior to the October board meeting.



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

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**Illinois State Library**  
**FY2018 – FY2020 REQUIREMENTS**  
**ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION GRANTS**

**FY2018 Requirements**

**Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

**Standards Chapter Review** — Library staff will review and report on progress in meeting Chapter 12, "Safety," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

**Trustees** — Will review chapters 1-5 of the "TRUSTEE FACTS FILE THIRD EDITION":  
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

**Continuing Education** — Staff and trustees will complete at least one free online education opportunity focusing on safety in the library. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

**Outreach** — Library staff and trustees will familiarize themselves with services provided by the Illinois State Library Literacy program: <http://www.cyberdriveillinois.com/departments/library/literacy/home.html>.

**FY2019 Requirements**

**Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1 of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act.

**Standards Chapter Review** — Library staff will review and report on progress in meeting Chapter 8, "Public Services: Reference and Reader's Advisory Services," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

**Trustees** — Will review chapters 6-10 of the "TRUSTEE FACTS FILE THIRD EDITION":  
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

**Education** — Staff and trustees will complete at least one free online education opportunity focusing on meeting the needs the patrons with challenges or disabilities. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

**Outreach** — Library staff and trustees will familiarize themselves with services provided by the Illinois Veterans' History Project: <http://www.cyberdriveillinois.com/departments/library/public/veteransproject.html>.

## FY2020

**Annual Report** — The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1, of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library's receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

**Standards Chapter Review** — Library staff will review and report on progress in meeting Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter, and report on your findings.

**Trustees** — Will review chapters 11-Appendices of the "TRUSTEE FACTS FILE THIRD EDITION":  
<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

**Education** — Staff and trustees will complete at least one free online education opportunity focusing on organizational management. Providers may include but are not limited to the Illinois State Library, an Illinois Library System, ALA, PLA, ILA and other state libraries.

**Outreach** — Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.

# TRUSTEE FACTS FILE

THIRD EDITION

Robert P. Doyle and Robert N. Knight, editors  
*Illinois Library Association and Illinois State Library*

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## *Preface*

The third edition of the *Trustee Facts File* is meant to provide a broad overview of the duties, responsibilities, and tasks of the public library trustee.

The following resources will be of great help to the interested and educated trustee:

- *Illinois Library Laws and Regulations*, published by the Illinois Library Association
- annual calendar of actions to be taken at board meetings, including financial calendar
- monthly report from your director
- monthly financial reports from your treasurer and director
- copy of your annual budget
- policy handbook, which should include your bylaws
- *ILA Reporter*, the bimonthly ILA newsletter free to all ILA members
- your system's newsletter
- *Insight*, the Illinois Secretary of State and State Librarian newsletter

Additionally, the ILA, the state library, and regional library systems periodically offer workshops and seminars to library staff and trustees. These are important sources of continuing education for trustees.

Being a trustee is an important role in providing an essential service to our communities. Congratulations on accepting this job, and good luck in carrying it out.



## Acknowledgements

The authors of this publication wish to recognize the leadership and vision of the director of Illinois State Library, Jean Wilkins, and Jesse White, Illinois Secretary of State and State Librarian, who have long recognized the vital role that library trustees play in the provision of quality library service.

This publication was developed with the assistance of the following individuals, who reviewed drafts and offered many helpful suggestions: Kathleen Balcom, Peggy Hamil, John Keister, Mary Jane Kepner, Kip Kolkmeier, Kristy Mangel, Richard C. McCarthy, Pat Norris, Beverly J. Obert, Chris Watkins, and Safaa Zazour.

Trustee handbooks from many other states were consulted in the preparation of this publication. In particular, we would like to give a special note of thanks to the authors of the following publications:

*Georgia Public Library Trustees Handbook*, second ed. Atlanta, Ga.: Georgia State Library, 1995.

*Massachusetts Public Library Trustee Handbook: A Publication of the Commonwealth of Massachusetts Board of Library Commissioners*. Boston: Massachusetts Board of Library Commissioners, 2000.

*New Jersey Public Libraries: A Manual for Trustees*, rev. ed. Trenton, N.J.: New Jersey State Library, New Jersey Library Association, and New Jersey Library Trustee Association, 2002.

*Handbook for Library Trustees of New York State*, millennium ed. Bellport, N.Y.: Suffolk Cooperative Library System, 2000.

*Trustee Tool Kit for Library Leadership*. Sacramento, Calif.: California Association of Library Trustees and Commissioners, 1998.

*Michigan Public Library Trustee Manual*. Lansing, Mich.: Library of Michigan, 1998.

*Montana Public Library Trustee Handbook*. Helena, Mont.: Montana State Library, 2001.

*A Handbook for Public Library Trustees*, Fourth Edition. Harrisburg, Pa.: Commonwealth Libraries, 1993.

*Tennessee Public Library Trustee Manual*. Nashville, Tenn.: Tennessee State Library and Archives, 2002.

*Public Library Trustee: Summary Manual*. Olympia, Wash.: Washington State Library, 2002.

*Trustee Essentials: A Handbook for Wisconsin Public Library Trustees*. Madison: Wisconsin Department of Public Instruction, 2002.

# Chapter 11

## FUNDRAISING



The bulk of funding for public libraries in our communities comes from local property tax revenue. This is as it should be; public libraries are truly people's institutions, administered for the benefit of the local community and its residents.

Today, many local and state governments face mounting financial pressures, to which they often respond by curtailing the annual growth of public funding. Now more than ever, it is important for libraries to seek additional sources of funding through grants and fundraising campaigns.

For libraries experiencing financial limitations, library administrators should pursue relevant grant opportunities aggressively. For information about accessing federal and state grant money, see Chapter 10, "Budgeting and Financial Management."

Library trustees and staff should also consider fundraising options when the need to supplement standard appropriations looms large.

### *To Incorporate or Not?*

---

In Chapter 10, "Budgeting and Financial Management," you read that a public library can receive charitable donations in its role as a sovereign political entity or part thereof. Donations vest in the library board of trustees, and the board becomes the special trustee of the donated property. No special legal steps or fees are required to raise funds on this basis.

Many libraries, however, find that they have strong incentives to set up a tax-exempt charitable foundation under Internal Revenue Service (IRS) Code §501(c)(3). Many donors, especially corporations and foundations, give only to IRS-qualified foundations to ensure the tax-deductible status of their contributions. Moreover, corporations offer employee matching-gift programs only to 501(c)(3) or similar incorporations. Because a foundation is permanent, its existence may encourage planned, annual giving as well as memorial or other bequests.

The downsides of the 501(c)(3) foundation are that the library must:

- allocate startup funds for fees related to setting up a foundation, including attorney fees, incorporation fees, and other costs.
- budget annual costs related to the foundation, such as attorney fees and preparation fees for tax returns and annual reports.
- provide staff to administer foundation activities as well as space dedicated to foundation operations.

## An Alternative: The Fund for Illinois Libraries

For small libraries, the costs related to foundation incorporation may be too large to justify the foundation approach to fundraising. Similarly, libraries whose fundraising needs are largely focused on a one-time project such as a building program may not wish to incur the overhead of incorporating. Such libraries may be able to take an alternative approach by using the Fund for Illinois Libraries.

The Fund for Illinois Libraries, a 501(c)(3) foundation, was created by the Illinois Library System Director's Organization (ILSDO) to serve as a clearinghouse for corporations or individuals wishing to make donations only to tax-exempt foundations. ILSDO will process the original donation and issue a check to the library that the donor wishes to have the money. For more information, go online to [http://www.illinoislibrarysystems.info/on\\_fund.html](http://www.illinoislibrarysystems.info/on_fund.html).

## The Charitable Foundation

When the library board concludes that setting up a charitable foundation is in its best interests, the board is well advised to consult an attorney or CPA who has experience with tax-exempt foundations.

Additionally, a detailed description of the incorporation process is available online at the Illinois State Library Administrative Ready Reference Menu, [http://www.cyberdriveillinois.com/departments/library/what\\_we\\_have/read\\_yref/index.htm](http://www.cyberdriveillinois.com/departments/library/what_we_have/read_yref/index.htm): select **Charitable Giving**. Then select **Steps for Organizing a Not-for-Profit Corporation**.

## A Board of Directors

A tax-exempt foundation is administered by its own board of directors. Choosing the individuals to serve on this board is critically important to the ultimate success of fundraising activities. This selection task typically falls to the library board of trustees.

Each candidate for membership on the foundation board of directors should be a responsible community member who is familiar with the role of the public library in the community and is willing to devote time to his or her foundation involvement. Foundation board members control investment of donated funds, so at least some of the members should have solid financial experience. Members should also have strong connections in the community so they bring a base of contacts for potential donors.

## *Fundraising Campaigns*

As a trustee of a public library, one of your primary responsibilities is to advocate for resources that the library needs to carry out its mission. In other chapters of this

book, you have considered how to go about negotiating budgets with municipal officials or how to request state or federal grants. Your fiduciary role as trustee may also require you to go among your neighbors in the community to ask for money.

The library director shares fundraising responsibilities with members of the library board. Obviously board members and the director will want to coordinate their fundraising activities.

Small or mid-sized libraries will probably do best to dispense with the services of professional fundraisers. Donors may prove more generous if they feel that all their giving goes directly to support the library. On the other hand, a large library may need to rely on professional services.

As with other endeavors, fundraising requires careful, thoughtful planning. The way in which you and other library official approach the community "with hat in hand" could make a big difference in the ultimate results of a fundraising campaign. The following list summarizes points for conducting a successful fundraising campaign.

### *Tips for Successful Fundraising...*

- Identify a specific monetary need. Develop a convincing justification for the need, and state it clearly and succinctly.
- Set and publicize a monetary goal for the campaign; the figure chosen should be feasible within the community's means.
- Budget costs for the fundraising campaign; these are likely to include publicity materials, media time for publicity, and perhaps personnel.
- Set up a campaign timetable with specific monetary goals aligned to specific "mileposts."
- Work to identify potential donors within the community. If possible, elicit commitments for significant contributions before publicizing the campaign. The campaign can then kick off with the announcement of "leading donors."
- Seek endorsements from community leaders.
- Carefully assign responsibilities for all aspects of the campaign; solicit volunteer support to as full an extent as possible.
- Develop attractive, interesting brochures, posters, gift cards, mailings, and other materials to publicize and implement the campaign.
- Plan exhibits in prominent public places.
- Implement an effective public relations campaign in community media before and during the campaign.
- Don't extend fundraising beyond the stated end date; it is more effective to start up a new campaign later than to break faith with the public by extending the end date.

## From the Donors' Point of View

People's motivations for giving to charitable causes vary widely, but nearly all donors expect a few modest benefits in return. Most donors expect to receive some kind of acknowledgment of their gift. They want to feel assured that the money will be used for designated purposes and not be used up by incidental costs such as fundraisers' fees. They want to have confidence in the competence and propriety of the charitable organization's managers. And donors want to receive the maximum tax advantages allowed by law for their donations.

By considering fundraising activities from the donors' point of view, you and your fellow fundraisers on the board of trustees and the staff can maximize the appeal of a fund drive to potential donors. Put simply, you want your donors to feel great about the act of giving—so they will give and give again.

The following list identifies positive ways to communicate with your potential donor base in the community during a fundraising campaign.

### **Fundraising with Donors in Mind...**

- Provide a clear statement of the goals of the campaign and what the library intends to use the money for.
- Publicize a positive, appealing message, rather than a negative message accompanied by scare tactics or prophecies of doom.
- Accept "no" as an answer; many people dislike being harassed by fundraisers and some will turn against even a worthy organization if it uses overly aggressive solicitation tactics.
- Be prepared to provide up-to-date financial reports of the library upon request.
- Be prepared to identify the board of trustees and library director upon request.
- Assure donors that their contribution will be treated confidentially and that data about them will not be given or sold to other organizations.
- Give donors the opportunity to use the widest possible variety of payment methods; accept pledges to pay within a specific period of time. Allocate staff to follow up on unpaid pledges, and build a 10-percent nonpayment rate into your financial calculations.
- Acknowledge every gift with a personalized "thank-you" letter, clearly stating the tax deductibility status of the gift.

## *Friends of the Library and Fundraising*

Many public libraries are fortunate to have the support of a Friends of the Library organization. The range of activities of most Friends' groups can vary, but they are often focused on fundraising activities such as book sales, bake sales, or membership dues. To encourage donations, some Friends groups have established themselves as tax-exempt charitable foundations and have become very successful fundraising auxiliaries for the library. For best results, Friends, trustees, and the library director should carefully coordinate fundraising activities.

## *Resources*

- Crowther, Janet H., and Barry Trott. *Partnering with Purpose: A Guide to Strategic Partnership Development for Libraries and Other Organizations*. Westport, Conn.: Libraries Unlimited, 2004.
- Grant Thornton, LLP. *Planned Giving: A Board Member's Perspective*, revised. Washington, D.C.: Board Source, 2003.
- Greenfield, James M. *Board Source, Governance Series Booklets, #4: Fundraising Responsibilities of Nonprofit Boards*. Washington, D.C.: Board Source, 2003.
- Herring, Mark Y. *Raising Funds with Friends Groups: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, 2004.
- Schumacher, Edward. *Capital Campaigns: Constructing a Successful Fundraising Drive*. Washington, D.C.: Board Source, 2001.
- Steele, Victoria, and Stephen D. Elder. *Becoming a Fundraiser: The Principles and Practice of Library Development*, second ed. Chicago: American Library Association, 2000.
- Swan, James. *Fundraising for Libraries: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, 2002.
- Worth, George. *Fearless Fundraising for Nonprofit Boards*, revised ed. Washington, D.C.: Board Source, 2003.



# Chapter 12

## ADVOCACY



Get your crystal ball out of storage and dust it off. Which vision of the future do you see for your library?

The Bright Future	The Bleak Future
The library facility looks ample, well lit, and attractive. No signs of aging or wear are apparent.	The library facility is cramped and drab; obviously, no updating or renovation has been undertaken for a long time.
A number of staff members are in evidence, and they look relaxed and focused.	The one staff member on the scene looks harried and overwhelmed.
A random scan in the stacks turns up many titles published in the last 5 years, with few older than 20 years; items are neatly and properly arranged.	A random scan in the stacks reveals many distressed books with worn bindings and few books published in the last 5 years. Also, many items appear to be misshelved.
Plenty of computer workstations are visible in the patron area; most, but not all, are occupied.	The two computers available for patrons look outdated, and one appears to be out of order; at the other is a long line of irritated patrons.
The line at checkout is short and moves quickly; several checkout stations are staffed, and the entire circulation operation seems to be humming with efficiency.	Patrons lined up at the checkout desk are subject to a heated exchange between a library staff member and a patron who claims that a recently returned book was not checked-in properly.

As a library trustee, you have a special opportunity to help usher in a bright future for your library. Conversely, if you and your fellow trustees coast along, doing as little as possible, your negligence, if not checked, could bring about a bleaker future.

## *Trustees and Advocacy*

You and your fellow trustees have an important, special role to play: that of being an advocate for the library within the community and, especially, in interactions with government officials, business leaders, and other decision-makers. In general, we refer to this aspect of trustee responsibilities as *advocacy*.

You and the individuals with whom you share trustee responsibilities are in a unique position to advocate for the library. Because you are not paid employees of the library, you have no vested interests in any particular policies. Moreover, as library users yourselves, you view library services pretty much from the viewpoint of patrons—as opposed to the point of view of library professionals, for example. You are also taxpayers and voters in the local political entity (or in any one of the constituent political entities) and thus stakeholders in the public library.

One aspect of advocacy is public relations, which embraces all the ways the library administration publicizes its services in the community. The topic of public relations is considered in Chapter 13, which follows.

The focus in this chapter is advocacy among government officials who directly affect the library by their decision-making capabilities: municipal officials, state legislators, and state constitutional officers, as well as members of the U.S. Congress and other federal officials.

### **Identify Decision-Makers**

The first step of effective advocacy is identifying the people in a position to affect the fate of the library's plans for providing service to the community. Local officials most directly hold the purse strings for public libraries, since libraries' primary funding comes from local property taxes. State officials may also have a major impact on Illinois libraries. They fund and oversee the Illinois State Library and allocate money for state library grants.

Federal lawmakers and officials make an impact on our Illinois libraries, too. As you have seen in Chapter 10, "Budgeting and Financial Management," the U.S. Congress funds grants to libraries through the LSTA program. Federal e-rate funding helps public libraries in Illinois pay for technologies such as Internet connections and phones, as outlined in Chapter 6, "Intellectual Freedom."

While advocacy issues frequently center on money or power, it is important to remember that library advocates must also articulately advocate for our basic principles, such as access to information and intellectual freedom. The following chart lists government officials at various levels of government who may be decision-makers for public libraries.

Governmental Level	Officials
Local	Mayor(s), city council members, township supervisors, county commissioners
State	Legislative representatives, including local members of the Illinois House and Senate; the governor; the secretary of state
Federal	U.S. representative of the congressional district in which the library resides and the state's two U.S. senators; the President

You and the other trustees, collectively, can obtain an up-to-date roster of local, state, and federal officials of concern to your library. The ILA Web site ([www.ila.org](http://www.ila.org)) includes contact information such as mailing address, office phone and fax numbers, and e-mail addresses.

### **Advocacy Among Governmental Officials**

A library board of trustees can make an important investment in the library's future by cultivating close, cordial working relationships with key government officials. This advocacy work requires time, commitment, careful coordination among board members, continual effort, and at least a little finesse. The board will probably want to designate specific trustees to stay in touch with specific officials. Following are some guidelines for the board and its representatives.

#### ***Cultivating Relationships with Government Officials...***

- Stay current: know who the key players are and how to contact them.
- Identify officials' key staff members and cultivate relationships with them.
- Add officials to the library and Friends of the Library mailing lists.
- Make personal contacts with officials by phone or personal letter.
- Invite officials to library functions, especially those that highlight or showcase programs and services.



- Become familiar with the political process; learn about
  - ♦ the functioning of the town or city council or the county board of commissioners.
  - ♦ the legislative process at the state level.
- Know the timing of an issue, such as when the Illinois General Assembly is in session, or a local official or body is likely to act.
- Reinforce relationships by attending advocacy days in Springfield and Washington, D.C., and personally lobbying officials.

## When a Particular Political Issue Looms Large

Suppose the time comes when the library board identifies a pending proposal for legislative action that could have a significant impact on the local library and public libraries in the state or region. The board may opt to swing into political action; if the trustees have worked carefully to develop a network of relationships with key government officials, the board will already have “a leg up” in its lobbying campaign.

### *Lobbying for a Particular Proposal...*

- Contact the local state representative and state senator. If feasible, request a personal appointment for the board’s designated representative.
- At the beginning of the appointment or phone conversation, identify yourself, your library, and the community in which you live.
- Identify the issue with which the library board is concerned; provide the following information:
  - ♦ official number of the bill in question
  - ♦ a very brief description of the bill
  - ♦ why the library board supports or opposes the measure
  - ♦ a very brief analysis of what the effects of the bill’s passage or rejection might be on the library and other local public libraries
- Sum up the library board’s position, listen attentively to the official’s response, and then respectfully request his or her support.
- Submit a one-page summary—for example, a bullet list—of your presentation in writing. If the contact is a phone conversation, include the summary as an attachment to your follow-up thank-you letter.
- Follow up the visit or phone conversation with a personal thank-you letter, regardless of outcome.

There are definite “do’s” and “don’ts” of governmental advocacy. Avoid these actions and behaviors:

### *Advocacy No-No’s...*

- Wasting an official’s time by showing up late for an appointment
- Communicating by form letters or any other “canned” format
- Deluging officials with programmed e-mails, phone calls, letters, or other communications (A spontaneous outpouring from the public, on the other hand, is a hallowed democratic tradition, and often proves quite effective.)
- Being wordy and unfocused
- Making negative generalizations or insinuations about politicians
- Attempting to disguise costs of proposed legislation
- Characterizing the official’s record or previous votes in a negative way
- Demanding, rather than requesting, the official’s support
- Threatening to mobilize opposition at the next election
- Failing to send a written letter of thanks in response to a favorable gesture, such as making time available for a meeting

No matter the outcome on a particular issue, seek always to maintain cordial relations with key governmental officials.

## *Ways to Stay “In the Loop”*

In addition to establishing contact and cultivating relationships with key government officials, you can make use of opportunities for advocacy that are provided by library organizations and associations.

### **Legislative Days**

The American Library Association (ALA) and the Illinois Library Association (ILA) annually sponsor “legislative days” in Washington, D.C., and Springfield, to provide a forum for library advocates to meet with various lawmakers. The events include oral briefings and written materials. Visit the ALA Web site, <http://www.ala.org>, and the ILA Web site, <http://www.ila.org> for more information.

### **Calls for Action**

The ALA and the ILA occasionally call on members to contact their legislators about a given issue. The library board of trustees should consider making a concerted response to each such call for action.

## *Resources*

Your library system should be your first stop in obtaining legislative information on both the state and the federal levels. The library system can also coordinate local issues affecting more than just your library.

The ILA, through its Public Policy Committee, issues pertinent information via direct e-mail announcements to ILA members. Another advocacy resource is available on the ILA Web site: go online to <http://www.ila.org> and select **Advocacy**.



The ALA continually monitors legislative action in the U.S. Congress. To keep current, consult the "Issues and Advocacy" page of the ALA Web site. The ALA Washington Office is a particularly useful source of federal legislative information relevant to libraries. Publications that can be obtained from the Washington Office Web site at <http://www.ala.org/ala/washoff/washingtonoffice.htm> include

- *ALAWON*, the ALA Washington Office Electronic Newline.
- The *Legislative Scorecard*, an annual publication with a state-by-state breakdown of cosponsors of federal library legislation.
- The *ALA Federal Legislative Policy Handbook*.

## Specific Titles

- Crowther, Janet H., and Barry Trott. *Partnering with Purpose: A Guide to Strategic Partnership Development for Libraries and Other Organizations*. Westport, Conn.: Libraries Unlimited, 2004.
- Doyle, Robert P. *Illinois Library Today: Libraries Build Community*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/today.htm>.)
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## Legislative Terms

In order to be an effective advocate, you need to know the language of government. The following is a list of basic terms used to describe the people, places, and processes of government. Review these terms to better understand the legislative process, and use these terms to better communicate with your public officials.

**Act:** A bill that has been made law by passing both houses of the legislature, and that has been signed by the governor, filed without the governor's signature, or passed by both houses of the legislature over the governor's veto.

**Administrative Rule:** Any agency directive, standard, regulation, or statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of any agency.

**Amendment:** Any alteration made, or proposed to be made, in a bill or motion by adding, changing, substituting, or omitting.

**Appropriation:** A law which details how the government's money will be spent.

**Back Door Referendum:** A limitation on the power of government to take certain actions that a political subdivision has already initiated. The Illinois Compiled Statutes (10 Ill. Comp. Stat. Ann. 5/28-2) define this as the submission of a public question to the voters of a political subdivision, initiated by a petition of the voters, to determine whether an action by the government shall be adopted or rejected. If a majority of the voters oppose the action in the referendum, the government is precluded from taking that action. The law specifies which actions may be subject to back door referendums.

**Bicameral:** A legislature consisting of two houses, typically the senate and the house of representatives.

**Bill:** A measure that creates new law, amends or repeals existing law, appropriates money, prescribes fees, transfers functions from one agency to another, provides penalties, or takes other action. The proposed law is introduced during a session for consideration by the legislature, and is identified numerically in order of its presentation.

**Budget:** Legislation which details both the receipt and allocation of state funds. The governor annually presents a proposed budget for consideration by the legislature. The legislature may accept or alter any portion of the governor's proposed budget, and must pass the budget as one or more individual bills. The governor may then accept the budget as passed by the legislature, or make changes to all or some of the individual line items contained in the budget. Finally, the legisla-

ture may accept any changes by the governor on a simple majority vote, or restore funding to the levels originally passed by overriding the governor's changes on a supermajority vote.

**Calendar:** A listing of the bills (and other proposed legislative matters) pending in the chamber. The calendar also lists meetings of committees scheduled for that day or for the next several days. Calendars are available to the public each day the legislature is in regular session.

**Capitol:** The state house, or capitol building. Its address is: 207 State House, Springfield, IL 62706.

**Caucus:** "Caucus" is used as both a noun and a verb. A caucus, *n.*, is a group of people who share something in common (e.g. they are members of the same political party, such as the "Senate Republican Caucus" or the "House Democratic Caucus," or come from the same area of the state, such as the "Downstate Caucus," or share something else in common, such as the "Sportsman Caucus"). When these people caucus, *v.*, they meet to discuss policy questions, to select caucus leaders, and to take positions as a group on legislative proposals.

**Chairman:** The legislator appointed by the chamber's presiding officer to serve as the presiding officer of a particular committee.

**Chamber:** The room where legislators gather as a body to formally conduct state business; the House or Senate floor. It may also be used to refer collectively to all legislators in a particular house of the legislature.

**Commissions:** Often composed of both legislators and public members, they are primarily created to study and propose legislation on specific and usually more complex issues. Commissions can be either temporary or permanent.

**Committee of the Whole:** The entire membership of the house or senate, which may be convened to hear testimony on bills of particular importance.

**Companion Bill:** One of two identical bills introduced in both houses.

**Conference Committee:** A committee set up for the sole purpose of reconciling disagreements between the House and Senate on amendments to a bill. Conference committees do not typically meet as a group, but rather a majority of the members are required to sign any agreement which then may be presented for a final vote in each chamber.

**Conflict of Interest:** Any interest, financial or otherwise, any business or professional activity, or any obligation which is incompatible with the proper discharge of a person's public duties.

**Constitutional Officers:** Officials who serve state-wide in positions created by the Illinois constitution including the governor, lieutenant governor, attorney general, secretary of state, comptroller, treasurer, and auditor general. All except the auditor general are elected positions.

**Constituent:** A person residing within an elected official's district or area of representation.

**Convene:** To assemble or call together.

**Cosponsor:** Two or more legislators proposing a bill or resolution.

**District:** That division of the state represented by a legislator which is distinguished numerically and determined on the basis of population. The area of a district is supposed to be geographically both compact and contiguous.

**Executive Branch:** The branch of state government led by the governor and comprised of state departments, agencies, boards and commissions which are responsible for the execution, implementation and enforcement of state laws.

**First Reading:** The recitation on the chamber floor of a bill or resolution's number, title, and brief description as read by the clerk of the chamber upon introduction in either house. After the first reading, the measure is referred to the chamber's rules committee by the chamber's presiding officer. The bill or resolution may then be referred to a relevant substantive committee. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

**Fiscal Note:** Statement as to the estimated cost of legislation having a fiscal impact. The fiscal impact note is prepared and filed with the clerk of the chamber by the appropriate state agency or department. If a fiscal note has been requested by a legislator, the legislation cannot be considered until the fiscal note has been properly filed.

**Floor:** A colloquialism describing the interior of either chamber, sometimes distinguishing the membership from the presiding officer; matters before the full chamber may be referred to as "on the floor."

**Gallery:** Areas of both chambers where public visitors may observe the legislature in session.

**HB:** House Bill.

**Hearing:** A public meeting of a legislative committee held for the purpose of taking testimony concerning proposed legislation. Typically following testimony and an opportunity for questions, committee members will vote on the matter.

**House of Representatives:** The legislative body of 118 members, called representatives, each of whom represents a district of approximately 107,000 Illinois citizens.

**Joint Session:** Joint sessions are meetings of the House and Senate together that are primarily ceremonial; for example, to hear the governor's state of the state and budget addresses, or to hear a distinguished guest. Bills are never passed in a joint session.

**Journal:** The printed daily proceedings of each chamber.

**Judicial Branch:** The branch of State government made up of the Illinois Supreme Court, five districts of the appellate courts with fifty-three judges, and twenty-two judicial circuits that have 852 circuit and associate judges. The Illinois Supreme Court interprets the Illinois Constitution and laws, and hears final arguments in certain civil and criminal cases.

**Leadership:** The presiding elected officers of each house; the president of the Senate and the speaker of the House. They are elected by a majority of the members of their respective chambers when the body organizes for a legislative session following a general election. "Leadership" also refers to the minority leaders in each chamber, who are elected by a majority vote of their respective caucuses. On occasion, "leadership" is also meant to refer to assistant majority and minority leaders who are appointed by the presiding officers and minority leaders.

**Legislative Branch:** The branch of state government comprised of the Illinois General Assembly and various support agencies responsible for the passage of laws.

**Legislative Liaison:** A person designated by a state agency to act as its "lobbyist." The liaisons are not registered as lobbyists and on occasion have access to the floors of both chambers.

**Legislative Reference Bureau:** The Legislative Reference Bureau, often simply referred to as "LRB," is comprised of attorneys paid by the state who assist legislators in drafting proposed bills and resolutions. Between sessions, this bill-drafting agency studies Illinois statutes for inconsistencies and mistakes, and suggests ways to simplify statutes.

**Line Item Veto:** The governor may veto an item in an appropriation bill without vetoing the entire bill, and may also increase or decrease a particular appropriation. These actions are subject to acceptance or override by the legislature.

**Local Government:** Under the Illinois Constitution, local governments include general purpose units such as counties (102 in the state), townships (85 counties have them), and municipalities (1,291), and special purpose units including school, park, fire, library, and sewage special districts. There are a total of 6903 units of local government in Illinois.

**Lobbyist:** A person who is employed by an individual, organization, association or business to represent its interests before the legislature. The term derives from the fact that lobbyists usually frequent the areas (lobbies) adjacent to the chambers of the senate and the house, either seeking to buttonhole legislators as they walk to and from the chambers or await legislative action which might affect their clients' interests. Individual citizens may also "lobby" their legislators on matters of concern to them. Illinois law requires persons (excluding public employees, officials and staff) who seek to encourage the passage, defeat, or modification of legislation to register as lobbyists.

**Majority Leader:** A legislator selected by the speaker of the House. Sometimes this person is responsible for the development and implementation of the caucus agenda, the debate on bills which the party supports or documentation, decisions on floor tactics, and assisting in the selection of committee members of the party.

**Minority Leader:** A legislator elected by his or her peers to lead the party in the minority in his or her house and having similar duties as the majority leader.

**Minority Spokesperson:** Designated by the minority leader, this person serves as the chief spokesperson for the minority members of a standing committee.

**Motion:** A formal procedural proposal offered by a legislator requesting that the body take a particular action.

**Passage:** Favorable action on a measure before either house.

**Penalty Clauses:** Sections of bills which lay out criminal or civil penalties for violation of the law.

**Per diem:** Literally meaning "For the day." It is a set payment to legislators for travel, food and lodging expenses when the Legislature is in regular session.

**Perfunctory Session:** An abbreviated but official meeting of either chamber in order to conduct procedural business and other "Housekeeping chores." An example would be introduction of bills and filing of motions. No roll call votes are permitted in perfunctory sessions and typically legislators do not come to the Capitol in Springfield.

**Point of Inquiry:** A request from a legislator on the floor, or from a committee member in committee, asking a question regarding the status of a legislative matter or applicable rule. Typically, such questions are about issues such as parliamentary procedure.

**Point of Order:** A request from a legislator on the floor, or from a committee member in committee, requesting a ruling from the presiding officer regarding the application of the rules or calling attention to a breach of order or the rules.

**Point of Personal Privilege:** A way in which a legislator can get the immediate attention of the presiding officer on the floor of either chamber. It is typically used to introduce guests or recognize a particular person or issue.

**Postponed Consideration:** Legislation that has not received the required number of votes for passage may, at the request of the sponsor, be placed on the order of “postponed consideration,” where it can be given a second opportunity for passage at a later time. In order to be placed on postponed consideration the matter must have received a minimum number of votes as established by rule.

**President of the Senate:** The presiding officer of the Senate, elected by a majority of the members of the Senate when that body organizes at the beginning of its two year general assembly term.

**Presiding Officer:** Specifically meaning the speaker of the House and president of the Senate, but also meaning any legislator asked by the speaker or president to preside over a particular session or committee.

**Primary Election:** A preliminary election in which only registered voters who self-identify as belonging to an established political party vote to nominate that party’s candidates for office.

**Quorum:** The minimum number of members required to be present before business can be transacted. The presence of a majority of the elected members in the chamber constitutes a quorum; 60 members in the House and 30 members in the Senate.

**Reapportionment:** Periodic redrawing of the geographic areas within the state into districts for election purposes from which legislators are elected.

**Recess:** Recess is the period of time when the Illinois General Assembly or either of its houses is not in session after once being convened. Recesses include stated periods, such as those for lunch, and informal periods, when the members await the presiding officer’s call to return. An informal recess may be necessitated by a caucus, or while the House awaits the arrival of the Senate for a joint session.

**Reconsideration:** Motion which, when approved, gives rise to another vote annulling or reaffirming an action previously taken.

**Referendum:** The submission of a proposed public measure or law to the vote of the people for ratification or rejection. The manner in which this is done by library boards is prescribed by Illinois law.

**Regular Session:** A session day in which legislators are expected to be at the Capitol for the conduct of legislative business. Contrasted with a perfunctory session day.

**Roll Calls:** A roll call electronically records “for the record” each individual legislator’s vote on third readings, as well as on contested amendments or motions. A “verified” roll call is when each legislator is specifically called by name and asked to orally confirm their vote as recorded.

**Rules:** Rules are procedures adopted by each chamber governing its organization, conduct, order of business, bill procedure, and so forth.

**Rules Committee:** Comprised of legislators in leadership from both parties but controlled by the majority party. Its most powerful function is to assign, or refuse to assign, bills and resolutions to substantive committees for a hearing or for consideration on the floor.

**SB:** Senate Bill.

**Second Reading:** Like First Reading, a recitation of the bill or resolution’s number, title, and brief description by the clerk of the chamber. Second Reading occurs after the measure has been referred to committee, worked on, and reported back to the floor for a vote. It is also the stage at which bills may be amended on the floor. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

**Senate:** The legislative body consisting of fifty-nine members, called senators, each representing districts of approximately 215,000 Illinois citizens.

**Session:** The period of time in which the Illinois General Assembly officially convenes. The regular session begins in January and typically ends around June 1st. The Veto session is typically six days in November. Special sessions may be convened at the call of the governor or the legislative leaders.

**Shell Bill:** A bill with no substantive language, but used as a “placeholder,” if needed, to introduce new legislative initiatives at a later date.

**Sine Die:** Final adjournment. No date is set for reconvening. A two year general assembly term ends when the Legislature adjourns sine die.

**Speaker of the House:** The presiding officer of the Illinois House of Representatives, elected by a majority of the members of the house when the house organizes at the beginning of its two year general assembly term.

**Special Session:** Called by either the governor or the joint leadership of both houses. Special sessions address specific issues such as emergency budget matters.

**Sponsor:** The legislator(s) who introduces a measure. The name of this person is printed at the top of the measure. In very rare occasions, a committee may also act as sponsor of a legislative measure.

**Statute:** A codified law. “Codify” means “to arrange laws systematically.” A codified law is one that has been

incorporated into that section of the Illinois Compiled Statutes that it amends, modifies, or accompanies.

**Sunset:** The provision of a legislative matter which calls for the automatic repeal of the measure at a certain date or upon the happening of some event.

**Sunshine Laws:** Meant to refer to a variety of laws which call for openness in government including the Illinois Open Meetings Act and the Freedom of Information Act, but also many other acts which detail how public business is to be conducted.

**Table:** To table is a procedural motion to prevent a bill, resolution or other motion from being considered. There are also methods for a tabled bill to be reactivated.

**Third Reading:** As in First or Second Readings, a recitation of a measure's number, title, and brief description by the clerk of the chamber on the floor before final consideration by either house. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

**Veto:** Action by the governor in disapproval of a measure. On substantive (non-appropriation) bills, the governor may "total veto" a bill, which means that he/she disapproves of it in its entirety, or "amendatorily veto" a bill, which means that he/she would accept the legislation if the amendatory changes were made. The legislature can override a total veto or amendatory veto by a three-fifths supermajority vote, or may accept the changes of an amendatory veto by a simple majority vote. On appropriation bills, the governor may totally veto the bill, or make line item changes to delete a particular line item appropriation, or increase or decrease a line item. Again the legislature may override the governor's veto of any line item appropriation by a supermajority vote, or accept the veto by a simple majority.



## Chapter 13

# PUBLIC RELATIONS



Public relations (PR) embraces all the ways a library publicizes its programs and services in the community. The main goal of public relations is to raise people's awareness about the role (or potential role) of the library in their lives and in the community. A good public relations program will mobilize support among civic organizations, business leaders, taxpayers and voters generally.

### ***A Formal Public Relations Policy***

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Expressing sincere intent to foster good public relations isn't enough; the library board of trustees needs to plan, budget, and implement a carefully thought-out PR policy on an annual basis. To make an effective plan, the board needs to maintain various contacts in the community and look for good PR opportunities, as well as work closely with library staff who plan and present regular library programming.

Based on a number of inputs, especially including events suggested by community contacts, the board must budget adequate funds. Part of the budget might detail specific events and campaigns, but a significant portion of funds should be reserved for "ad-hoc" PR activities of which the board may not be aware until later in the fiscal year.

To target successful PR outreach, the board should develop contacts widely in the community, as suggested in the following list.

#### ***Cultivate Contacts among Groups in the Community...***

- Business groups, such as the Chamber of Commerce, and individual business leaders

There is nothing wrong with focusing public relations or fundraising efforts on larger companies in the library service area. They may be in a position to contribute generously to the library and may have a large captive audience in their employee base.

- Associations for ethnic groups with strong representation in the library service area
- Civic organizations, such as the League of Women Voters
- Service organizations, such as the Rotary Club
- Literacy advocacy groups
- Churches, synagogues, and mosques
- Professionals in the news media

- Administrators and faculty of schools
- School PTA's
- Youth service organizations, such as Boy Scouts and Girl Scouts
- Book clubs
- Senior citizen centers

## Media

Obviously, there are many ways to communicate with the public. Most have associated costs. A good public relations program should use a wide variety of media, but choices may be limited somewhat by budget constraints.

The costs of having trustees or staff make presentations to local civic or other groups are minimal, and a good public relations program will make use of these opportunities to the fullest extent.

A few communications media that may be useful in a PR campaign are suggested here.

### *Types of Media To Use in PR Campaigns...*

- Bookmarks—"freebies" to give out in the library and in local bookstores
- Brochures
- Posters
- Displays and exhibits in public places
- Photographs
- Local newspapers, magazines
- Dedicated Web site for the library
- Radio
- Television (network or cable)

## Making Public Presentations

Suppose you are the designated representative to make a presentation on behalf of the public library to a local civic group. A few helpful tips follow.

### *Tips for Effective Presentations...*

- At the start, acknowledge the group and express appreciation for the invitation to speak.
- Explain your role as a trustee of the library.
- Make use of graphics; for example, a short slide show highlighting library facilities, holdings, programs, and staff would be a good audience warm-up.
- Incorporate anecdotes and stories to enliven content.
- Present the library in a positive light; highlight plans for expansion of services and programs or improvements in facilities.
- Illustrate ways in which the library is making good use of the public funding on which it depends.
- Highlight the library's technological services, if appropriate.
- Emphasize the commitment of public libraries to freedom of information and equality of access to information.

- Give audience members an opportunity to ask questions; answer as honestly as possible.
- Distribute copies of the library's latest newsletter or a brochure that summarizes the library's programs and services.
- Be sure to cite the URL (universal resource locator—the online address) of the library Web site, if one exists.
- Always maintain a cordial, friendly demeanor.

## Learning from the Public

In contacts and communications with various sectors of the public, library administrators hope to receive glowing reports about community members' library experiences. If the response is otherwise—for example, facilities or services are perceived as inadequate, staff as unfriendly and unresponsive, the collection as poorly maintained—then you and the other trustees and library staff should seize the opportunity to put things right.

Public dissatisfaction might cloak ultimate support for expanded funding for library programs and services. The board of trustees might reorient the library's public relations program to convincing community members that their concerns can be addressed by an expanded program and to developing a fundraising campaign.

If staff relations with the community appear to be a problem, discuss this issue with the library director. It may be advisable to launch a staff training program. To plan and carry out such a program, seek assistance from your library system, the state library, and associations such as the ILA and ALA.

## *Friends of the Library*

The Friends of the Libraries, U.S.A., is a membership organization whose mission is to help preserve and strengthen libraries. For more information, go online to the group's Web site at <http://www.folusa.org>.

Local Friends of the Libraries chapters work closely with library staff and trustees to publicize the library's programs and services and to advocate for library support. For these reasons, the board of trustees should codify a policy on using services of Friends of the Libraries and other volunteers. The board should maintain close ties and communications with the local Friends chapter.

## *Help from Associations*

The ALA and ILA occasionally sponsor campaigns to showcase services of public libraries. Visit the Web sites of these organizations to check for such resources.

For example, ALA sponsors the Campaign for America's Libraries, known as "@ your library," an ongoing public education campaign to communicate the value

of public libraries and librarians to the public. To find out more, go to the ALA Web site ([www.ala.org](http://www.ala.org)), click the **Libraries and You** tab, and select **About @ your library**.

## *Resources*

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- Buschman, John E. *Dismantling the Public Sphere: Situating and Sustaining Librarianship in the Age of the New Public Philosophy*. Westport, Conn.: Libraries Unlimited, 2003.
- Jones, Patrick. *Running a Successful Library Card Campaign: A How-to-Do-It Manual*, second ed. New York: Neal-Schuman Publishers, 2002.
- Matthews, Joseph R. *Measuring for Results: The Dimensions of Public Library Effectiveness*. Westport, Conn.: Libraries Unlimited, 2003.
- Walters, Suzanne. *Library Marketing That Works!* New York: Neal-Schuman Publishers, 2004.
- Wolfe, Lisa A. *Library Public Relations, Promotions, and Communications: A How-to-Do-It Manual*, second ed. New York: Neal-Schuman Publishers, 2003.





# TRUSTEE CONTINUING EDUCATION



If you have read the preceding chapters in this book, you are well aware of the need to hone knowledge and skills in a number of diverse areas to function effectively as a library trustee. During your tenure on the board, you will likely be confronted by changes in the community, technological innovations, and shifting political and cultural currents; keeping yourself up-to-date will pose a considerable challenge. To answer this challenge, you should plan to take advantage of opportunities for continuing education.

Here are a few basic ideas for trustee continuing education.

- Use the chapters of this book to conduct trustee education “classes” on a regular basis.
- Ask the library director to conduct seminars for trustees (and others, as appropriate) on topics such as Intellectual Freedom, Patron Privacy, Collection Maintenance, Library Resources, or Internet Use Policy.
- Visit other libraries in the library system or state and request meetings with the library director and trustees of those libraries; attend board meetings of other libraries.
- Ask an attorney to give a presentation on legal issues related to libraries and library trusteeship.
- Join the American Library Association (ALA) and the Illinois Library Association (ILA). The cost for these memberships are appropriate to pay from the library’s budget.
- Attend one or more library workshops or conferences annually.

## *Budget*

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Don’t overlook trustee continuing education when developing the annual budget. Include funds for trustee memberships in associations, attendance at workshops and conferences, book purchases, and other relevant expenses.

Develop guidelines for trustee and staff continuing education expenses so participants are clear about what expenses will be reimbursed and what documentation is required for accounting purposes.

The remainder of this chapter is a list of resources that may be useful in planning trustee continuing education.

## Resources

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- Information Resources for Public Library Trustees  
An independently maintained list of useful links at <http://web.syr.edu/~jryan/infopro/trustee.html#Guides>
- Illinois State Library/Trustee Information Page (TIP)  
Go online to [http://www.cyberdriveillinois.com/departments/library/what\\_we\\_do/trustee.html](http://www.cyberdriveillinois.com/departments/library/what_we_do/trustee.html)
- Various topics offered at the Illinois State Library  
Administrative Ready Reference Web page  
Go online to [http://www.cyberdriveillinois.com/departments/library/what\\_we\\_have/readyref/index.htm](http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm)
- *Illinois Library Laws & Regulations* (copyright 2004).  
Available for purchase, <http://www.ila.org/pub/order.htm>
- *Serving Our Public: Standards for Illinois Public Libraries*, revised edition  
At the Administrative Ready Reference Web page, select **Serving Our Public**.
- The American Library Trustee Association (ALTA), an excellent resource for conferences and workshops  
Go online to <http://www.ala.org/ala/alta/alta.htm>
- The Illinois Library Association Web site  
Go online to <http://www.ila.org/>
- The Illinois Library Systems Web site  
Go online to <http://www.illinoislibrarysystems.info/>
- Wright, George B. *Beyond Nominating: A Guide to Gaining and Sustaining Successful Not-For-Profit-Boards*. Portland, Ore.: C3 Publications, 1996.
- Appendix G, "Selected Resources"
- For **Advocacy** topics, see the Resources section at the end of Chapter 12, "Advocacy."

# APPENDICES



## *Appendix A*

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### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted by the ALA Council, June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council. Reprinted with permission from the American Library Association.

### ***Interpretations to the Library Bill of Rights and policy guidance regarding intellectual freedom concerns***

Over the years, questions have arisen concerning the application of the *Library Bill of Rights* principles to specific library practices. For example, a 1951 Peoria, Illinois, case involving films in the public library required the association to clarify the application of the *Library Bill of Rights* to non-print materials. A recommendation by the Intellectual Freedom and the Audio-Visual Board resulted in the ALA Council's adding an interpretive footnote explaining that the *Library Bill of Rights* applies to all materials and media of communication used or collected by libraries.

To date, the following interpretations have been adopted by the ALA Council and are available at the ALA Web site, [www.ala.org/oif](http://www.ala.org/oif):

- Access for Children and Young People to Videotapes and Other Nonprint Formats
- Access to Electronic Information, Services, and Networks
- Access to Library Resources and Services regardless of Gender or Sexual Orientation
- Access to Resources and Services in the School Library Media Program
- Challenged Materials
- Diversity in Collection Development
- Economic Barriers to Information Access
- Evaluating Library Collections
- Exhibit Spaces and Bulletin Boards
- Expurgation of Library Materials
- Free Access to Libraries for Minors
- Intellectual Freedom Principles for Academic Libraries
- Library-Initiated Programs as a Resource
- Meeting Rooms
- Privacy
- Restricted Access to Library Materials
- Statement on Labeling
- The Universal Right to Free Expression

In addition, the ALA provides the following policy guidance regarding intellectual freedom concerns:

- Dealing with Concerns about Library Resources
- Developing a Confidentiality Policy
- Guidelines and Consideration for Developing a Public Library Internet Use Policy
- Guidelines for the Development of Policies and Procedures regarding User Behavior and Library Usage
- Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities
- Policy on Confidentiality of Library Records
- Policy concerning the Confidentiality of Personally Identifiable Information about Library Users
- Policy on Government Intimidation

## ***Appendix B***

### **The Freedom to Read**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them.

To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.*

*Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.*

*A Joint Statement by: American Library Association & Association of American Publishers.*

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## Appendix C

### Freedom to View Statement

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990.

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## Appendix D

### Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners — informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted by the ALA Council, February 3, 1999.

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## *Appendix E*

### **Code of Ethics**

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council, June 28, 1995.

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## Appendix F

### Ethics Statement for Public Library Trustees

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988, and approval of the amendment by the Board of Directors of the Public Library Association, January 1989.

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## Appendix G

### Selected Resources

#### Library Periodicals

- ALTA Newsletter*. Chicago: Association for Library Trustees and Advocates, free as an ALTA member.
- American Libraries*. Chicago: American Library Association, free monthly as an ALA member.
- Doyle, Robert P. *Illinois Library Today: Libraries Build Community*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/today.htm>.)
- \_\_\_\_\_. *The Internet and Our Children: A Community Partnership*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/internet.htm>.)
- \_\_\_\_\_. *Library Advocacy: Influencing Decision Makers*. Chicago: Illinois Library Association and the American Library Association, 1999. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/advocacy.htm>.)
- \_\_\_\_\_. *Privacy & Confidentiality in Libraries*. Chicago: Illinois Library Association and the American Library Association, 2002. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/privacy.htm>.)
- ILA Reporter*. Chicago: Illinois Library Association, free bimonthly as an ILA member.
- Library Journal*. New York: Bowker, semimonthly.
- Miller, Ellen G. "Advocacy ABCs for trustees," *American Libraries*, September 2001, pp. 56-59.
- \_\_\_\_\_. "Getting the Most from Your Boards and Advisory Councils," *Library Administration & Management*, Vol. 15 No. 4, Fall 2001, pp. 204-13.
- Public Libraries*. Chicago: American Library Association, free quarterly as a PLA member.

#### Non-print materials

- Advocacy Now!* Videocassette. 16 min. Chicago: American Library Association, 1996.
- Building a Successful Team: A Guide to Nonprofit Board Development*. 30 min. Washington, D.C.: Board Source, 2001.
- Campbell, Sharon and Phillip B. Lenzini, eds. *Administrative Ready Reference: CD-Rom*. Springfield, Ill.: Illinois State Library, 1999.
- Illinois Public Library Statistics: CD-Rom*. Springfield, Ill.: Illinois State Library, annual.
- Meeting the Challenge: An Orientation to Nonprofit Board Service*. 35 min. Washington, D.C.: Board Source, 1998.

## Organizations

### NATIONAL

#### American Library Association (ALA)

American Library Association, the oldest and largest library association in the world, which includes the Association for Library Trustees and Advocates (supports, encourages, and provides information for trustees of libraries) and the Public Library Association (strengthens public libraries and their contribution to the communities they serve).

*American Library Association*

50 E. Huron St.

Chicago, IL 60611-2795

phone: (312) 944-6780 or 800-545-2433

fax: (312) 944-3897

<http://www.ala.org>

#### American Library Association Washington Office

The ALA Washington Office is charged with tracking and influencing policy issues, legislation, and regulations of importance to the library field and the public.

*ALA Washington Office*

1301 Pennsylvania Ave., NW, Ste. 403

Washington, DC 20004-1701

phone: (202) 628-8410 or 800-941-8478

fax: (202) 628-8419

e-mail: [alawash@alawash.org](mailto:alawash@alawash.org)

<http://www.ala.org/washoff/>

#### Friends of Libraries USA (FOLUSA)

Friends of Libraries USA, a national group which supports and encourages the activities of Friends of Libraries around the nation.

*Friends of Libraries USA*

1420 Walnut St., #450

Philadelphia, PA 19102

phone: (215) 790-1674 or 800-936-5872

fax: (215) 545-3821

e-mail: [folusa@folusa.org](mailto:folusa@folusa.org)

<http://www.folusa.org>

#### Urban Libraries Council (ULC)

Urban Libraries Council is an association of public libraries in metropolitan areas and the corporations that serve them.

*Urban Libraries Council*

1603 Orrington Ave., Ste. 1080

Evanston, IL 60201

phone: (847) 866-9999

fax: (847) 866-9989

e-mail: [info@urbanlibraries.org](mailto:info@urbanlibraries.org)

<http://www.urbanlibraries.org>

## STATE

#### Illinois Library Association

Illinois Library Association (ILA) is an independent not-for-profit professional organization dedicated to the advocacy of libraries and the furthering of the library profession through continuing education, relevant publications, marketing activities, and networking opportunities. Established in 1896, ILA encompasses membership ranging from students to trustees to library assistants as well as librarians. It is the third largest state library association in the nation, with members in academic, public, school, government, corporate, and special libraries.

*Illinois Library Association*

33 West Grand Avenue, Suite 301

Chicago, IL 60610-4306

phone: (312) 644-1896

fax: (312) 644-1899

e-mail: [ila@ila.org](mailto:ila@ila.org)

<http://www.ila.org>

#### Illinois State Library

Established in 1839, the Illinois State Library fulfills a twofold mission: to serve as the library for state government officials and employees and to coordinate library services throughout the state.

As the library for state government, the Illinois State Library maintains a collection of more than five million items, with strengths in the areas of government, public policy, transportation, education and other topics of interest to state government. The state library collection includes:

- an extensive maps collection, one of the largest in the country.
- Illinois State government publications. In its Illinois Documents Program, the library catalogs and retains three copies of every Illinois state government publication; one of these copies is archival, non-circulating. Additionally, the library distributes thirty+ copies to other Illinois depository libraries in the state and selected libraries beyond the state's boundaries.
- access to all federal documents, tangible and electronic, that are distributed by the U.S. Government Printing Office. The state library is one of fifty-three regional depository libraries in the country.
- information on patents and trademarks. The Illinois State Library is one of eighty-six Patent and Trademark libraries in the country.
- works by Illinois authors.
- the Talking Book and Braille Service, a division of the Illinois State Library, is a network that consists of the regional in Springfield and five talking book centers that provide a full range of library services specializing in braille and talking books.

State library staff members respond to all types of reference inquiries relating to activities of state government and provide research facilities for on-site use by state employees. All resources of the Illinois State Library are accessible to the citizens of Illinois either through their local library or by visiting the state library in Springfield. The state library participates in the ILLINET Online shared online catalog and OCLC to make its collection available in Illinois and beyond.

Through the Illinois State Library, the Secretary of State/State Librarian awards grants to local and regional library institutions to enhance, improve, and supplement local initiatives. These programs include:

- formula based grants to public libraries, school libraries and library systems;
- competitive grant programs for public library construction and local literacy projects;
- funding for library technology initiatives including computers and related equipment for use in all types of libraries, access to electronic information resources, and support for advanced telecommunications networks and digitization of special library collections; and
- grants of federal funds to local libraries under the Library Services and Technology Act.

*Illinois State Library (ISL)*

300 S. Second St.  
Springfield, IL 62701-1796  
phone: (217) 782-2994  
phone: 800-665-5576  
fax: (217) 785-4326  
e-mail: jwilkins@ilsos.net  
<http://www.cyberdriveillinois.com/departments/library/home.html>

## REGIONAL

Illinois library systems

In August 1965, the Illinois General Assembly established library systems "to encourage the improvement of free public libraries and to encourage cooperation among all types of libraries promoting the sharing of library resources." Today, ten Illinois library systems cover all of Illinois and have built neighborhoods of library cooperation for resource sharing and mutual assistance to carry out this policy. Locally elected boards that represent the diversity of their membership govern library systems and tailor programs to reflect local needs and improve library service. Library systems help save taxpayers money and improve library service to the citizens of the state through numerous cooperative programs. In 2003, the Illinois library systems

- operated shared computer catalogs for more than 1,200 libraries containing information on more than 43 million books, videos, compact discs, etc.;
- traveled more than 2,000,000 miles to deliver materials to library users; and
- offered more than 2,400 continuing education and training events to more than 27,000 participants.

*Alliance Library System (ALS)*

600 High Point Ln.  
East Peoria, IL 61611  
phone: (309) 694-9200 or 800-700-4857  
fax: (309) 694-9230  
Kitty M. Pope, Executive Director, x 2101  
e-mail: [kpope@alliancelibrarysystem.com](mailto:kpope@alliancelibrarysystem.com)  
<http://www.alliancelibrarysystem.com>

*Chicago Public Library System (CPLS)*

400 S. State St.  
Chicago, IL 60605-1203  
phone: (312) 747-4090  
fax: (312) 747-4968  
Mary Dempsey, Executive Director  
e-mail: [mdempsey@chipublib.org](mailto:mdempsey@chipublib.org)  
<http://www.chipublib.org>

*DuPage Library System (DLS)*

127 S. First St.  
Geneva, IL 60134-2771  
phone: (630) 232-8457  
fax: (630) 232-0699  
Shirley May Byrnes, Executive Director, x201  
e-mail: [sbyrnes@dupagels.lib.il.us](mailto:sbyrnes@dupagels.lib.il.us)  
<http://www.dupagels.lib.il.us>

*Lewis & Clark Library System (LCLS)*

425 Goshen Rd.  
Edwardsville, IL 62025-3045  
phone: (618) 656-3216 or 800-642-9545  
fax: (618) 656-9401  
Susan Lucco, Executive Director  
e-mail: [susanl@lcls.org](mailto:susanl@lcls.org)  
<http://www.lcls.lib.il.us>

*Lincoln Trail Libraries System (LTLS)*

1704 W. Interstate Dr.  
Champaign, IL 61822-1068  
phone: (217) 352-0047  
fax: (217) 352-7153  
Jan Ison, Executive Director, x221  
e-mail: [jison@lincolntrail.info](mailto:jison@lincolntrail.info)  
<http://www.lincolntrail.info>

*Metropolitan Library System (MLS)*

125 Tower Dr.  
 Burr Ridge, IL 60527-5783  
 phone: (630) 734-5000 or 800-310-5509  
 fax: (630) 734-5050  
 Alice M. Calabrese, Executive Director  
 e-mail: calabrese@mls.lib.il.us  
<http://www.mls.lib.il.us>

*Chicago office*

224 S. Michigan Ave., Ste. 400  
 Chicago, IL 60604-2501  
 phone: (312) 341-8500  
 fax: (312) 341-1985  
 Alice M. Calabrese, Executive Director  
 e-mail: calabrese@mls.lib.il.us  
<http://www.mls.lib.il.us>

*North Suburban Library System (NSLS)*

200 W. Dundee Rd.  
 Wheeling, IL 60090-2799  
 phone: (847) 459-1300  
 fax: (847) 459-0380  
 Sarah Ann Long, Executive Director, x7125  
 e-mail: slong@nsls.info  
<http://www.nsls.info>

*Prairie Area Library System (PALS)*

Robert McKay, Director

*Coal Valley Service Center*

220 W. 23rd Ave.  
 Coal Valley, IL 61240  
 phone: (877) 542-7257  
 fax: (309) 799-7916  
 e-mail: pals@palsnet.info  
<http://www.palsnet.info>

*Rockford Service Center*

4021 Morsay Dr  
 Rockford, IL 61107  
 phone: (877) 542-7257  
 fax: (815) 229-6843  
 e-mail: pals@palsnet.info  
<http://www.palsnet.info>

*Shorewood Service Center*

405 Earl Road  
 Shorewood, IL 60431  
 phone: (877) 542-7257  
 fax: (815) 725-0930  
 e-mail: pals@palsnet.info  
<http://www.palsnet.info>

*Rolling Prairie Library System (RPLS)*

345 W. Eldorado St.  
 Decatur, IL 62522-2114  
 phone: (217) 429-2586  
 fax: (217) 428-1852  
 Robert Plotzke, Executive Director  
 e-mail: bobp@rpls.ws  
<http://www.rpls.ws>

*Shawnee Library System (ShLS)*

607 S. Greenbriar Rd.  
 Carterville, IL 62918-1600  
 phone: (618) 985-3711 or 800-455-4374  
 fax: (618) 985-4211  
 Thomas Joe Harris, Executive Director  
 e-mail: joe@shawls.lib.il.us  
<http://www.shawls.lib.il.us>

**Web sites**

American Library Association

<http://www.ala.org>

Association for Library Trustees and Advocates

<http://www.ala.org/alta>

Benton Foundation

<http://www.benton.org>

Board Source

<http://www.boardsource.org>

Electronic Frontier Foundation

<http://www.eff.org/>

Every Library in Illinois

<http://eliillinois.org>

Friends of Libraries USA

<http://www.folusa.com>

Illinois Library Association

<http://www.ila.org>

Illinois Library Systems

<http://www.illinoislibrarysystems.info>

Illinois School Library Media Association

<http://www.islma.org/>

Illinois State Library

<http://www.cyberdriveillinois.com/departments/library/home.html>

Illinois State Library/Administrative Ready Reference Menu

[http://www.cyberdriveillinois.com/departments/library/what\\_we\\_have/readyref/index.htm](http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm)

Institute for Museum and Library Services

**<http://www.ims.gov/>**

Public Library Association

**<http://www.pla.org/>**

Urban Libraries Council

**<http://www.urbanlibraries.org/>**

***Internet dictionaries, encyclopedias, and other resources***

ACQWEB:

**<http://acqweb.library.vanderbilt.edu/>**

Information Resources for Information Professionals:

**<http://web.syr.edu/~jryan/infopro>**

ODLIS (Online Dictionary of Library and Information Science):

**<http://vax.wcsu.edu/library/odlis.html>**

Webopedia: (Computer and Internet Technology site)

**<http://webopedia.internet.com>**

**NOTE**

Many issues involving libraries pass through the U.S.

Congress and the Illinois General Assembly each year. For

current information including an overview of the legisla-

tive session and specific legislation, please go the ILA Web

site, **<http://www.ila.org/advocacy/index.htm>**.





# GLOSSARY & ACRONYMS



## A

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**AALL:** American Association of Law Libraries. Promotes and enhances the value of law libraries to the legal and public communities, fosters the profession of law librarianship, and provides leadership in the field of legal information. <http://www.aall.org>.

**AAP:** Association of American Publishers. With some 310 members located throughout the United States, is the principal trade association of the book publishing industry. <http://www.publishers.org>.

**Abstract:** A summary of the main point of an article, as opposed to its full text.

**Academic Library:** Any library within a publicly or privately owned institution of higher learning.

**Accredited Library School:** An administrative unit (school, college, or department) in an institution of higher education offering one or more programs that lead to an ALA-accredited Library and Information Studies master's degree. The American Library Association accredits programs, but does not accredit schools.

**ACRL:** Association of College and Research Libraries. The largest division of the American Library Association (ALA). It is an association of academic librarians and other interested individuals dedicated to enhancing the ability of academic library and information professionals to serve the information needs of the higher education community and to improve learning, teaching, and research. <http://www.ala.org/acrl>.

**ADA:** Americans with Disabilities Act. This act gives civil rights protections to individuals with disabilities. It impacts libraries as service providers and as employers. <http://www.ada.gov>.

**AJL:** Association of Jewish Libraries. Promotes Jewish literacy through enhancement of libraries and library resources and through leadership for the profession and practitioners of Judaica librarianship. <http://www.jewishlibraries.org/>.

**ALA:** American Library Association. The oldest and largest library association in the world. <http://www.ala.org>.

**ALISE:** Association for Library and Information Science Education. Promotes excellence in research, teaching, and service for library and information science education. <http://www.alise.org/>.



**ALS:** Alliance Library System, one of the several regional library systems in Illinois. <http://www.alliancelibrarysystem.com>.

**ALTA:** Association for Library Trustees and Advocates. A division of ALA which supports, encourages, and provides information for trustees of libraries. <http://www.ala.org/alta>.

**ANSI:** American National Standards Institute. The national clearinghouse for voluntary standards development in the U.S. <http://www.ansi.org>.

**Appropriations:** Public funds set aside for a specific purpose; an appropriation amount gives the library board the authority to spend the funds. The appropriation amount includes money that will be spent from all sources—tax levy, state or federal funds, interest, donations and endowments, and other library revenue including but not limited to fines and fees.

**Appropriation Ordinance:** The document that gives the corporate authority (municipality, township, library district) the authority to spend the money that will be legally received.

**ARL:** Association of Research Libraries. A not-for-profit membership organization comprised of the leading research libraries in North America. Its mission is to shape and influence forces affecting the future of research libraries in the process of scholarly communication. <http://www.arl.org>.

**ASIS&T:** American Society for Information Science and Technology. Since 1937, ASIS&T has been the society for information professionals leading the search for new and better theories, techniques, and technologies to improve access to information. <http://www.asis.org/>.

**Assessed Valuation:** A percentage of the market value which the assessor places on property for tax purposes. It includes land and buildings and improvements to buildings.

**Audit:** A systematic examination of the financial records of an organization conducted as a rule by an external party to verify the accuracy and determine conformance to established financial criteria. A written report of such an examination.

## B

**Barcode:** A printed horizontal strip of vertical bars used for identifying specific items or users. The codes, which represent numerical data, are read by a bar code reader and interpreted via software or hardware decoders. In libraries, barcodes are affixed to both books and library cards to assist in circulation and collection control.

**Bandwidth:** The size or capacity of a data line or system.

**Bibliographic Control:** A systematic way of organizing materials so they can be identified and found readily by author, title, subject, or some other way.

**Bibliographic Record:** A set of information that describes and catalogs a book or other library material retrieved from library collections.

**Bibliography:** A list of documents which usually have something in common, such as authorship or relevance to a given subject.

**Bond:** A certificate or evidence of a debt on which the issuing governmental body promises to pay the bondholders a specified amount of interest for a specified length of time, and to repay the loan on the expiration date.

**Boundaries, library:** The legally defined, limited geographical area from which the library board can require tax support for the purpose of providing library service.

**BPH:** Blind and Physically Handicapped.

**Browser:** A software program that translates information from the Internet for display.

**Budgeting:** The development of a plan for the coordination of revenue and expenditures.

**Bylaws:** A law, ordinance, or regulation made by a public or private corporation, or an association or unincorporated society, for the regulation of its own local or internal affairs and its dealings with others or for the government of its members.

## C

**CALL:** Chicago Association of Law Libraries. A chapter of the American Association of Law Libraries. A non-profit organization comprised of law librarians and other information professionals in the greater Chicago area. It was formed as a chapter of the American Association of Law Libraries (AALL) in 1947 to promote librarianship and information services, to develop and increase the usefulness of law libraries and to foster a spirit of cooperation among the members of the profession. <http://www.aallnet.org/chapter/call>.

**Call Numbers:** The classification numbers of an item of library material, used to mark the item, shelve it properly, list it in the catalog, and enable the patron to find it. The Dewey Decimal and the Library of Congress are two classification systems.

**Cataloging:** The process of describing an item in the collection and assigning a classification (call) number.

**CBC:** Children's Book Council. A non-profit trade organization dedicated to encouraging literacy and the use

and enjoyment of children's books, and is the official sponsor of Young People's Poetry Week and Children's Book Week each year. The Council's members include U.S. publishers and packagers of trade books for children and young adults. <http://www.cbcbooks.org/>.

**CD-ROM (Compact Disc Read Only Memory):** A compact disc containing data that can be read by a computer.

**CE:** Continuing education. A program of courses or seminars for adults.

**Certification:** Signed document attesting to the accuracy and truth of a resolution or report.

**Circulation:** Circulation is the statistical total of items loaned to users. The circulation desk is the place in the library where you check out, renew, and return library materials. You may also place an item on hold, or report an item missing from the shelves.

**CIS:** Congressional Information Service. Provides indexing for U.S. Congressional hearings, reports, committee prints, and papers. <http://thomas.loc.gov/>.

**Citation:** A reference or footnote to a book, a magazine or journal article, or another source. It contains all the information necessary to identify and locate the work, including author, title, publisher, date, volume, issue number, and pages.

**CLIR:** Council on Library and Information Resources. An independent, nonprofit organization, works to expand access to information, however recorded and preserved, as a public good. <http://www.clir.org>.

**CMS:** Central Management Services. Illinois state agency responsible for telecommunications, etc. <http://www.state.il.us/cms/>.

**CODSULI:** Council of Directors of State University Libraries in Illinois.

**Collection Development:** A planned process of selecting, acquiring, and withdrawing library materials to provide a collection that is effective in meeting the needs of a library's community; cooperative collection development refers to a group of libraries working together in selecting and acquiring library material.

**Conflict of Interest:** As defined in 50 Ill. Comp. Stat. Ann. 105/3 et seq., it is having an interest in any contract or the performance of any work in the making or letting of which such public official (library director or trustee) may be called upon to act or vote. The statute also prohibits accepting or offering to receive any money or thing of value as a gift or bribe or means of influencing a vote or action.

**Consortium:** A group of libraries who use their collective buying power to achieve efficiency and economies of scale or who join together to provide a service.

**Controlled Vocabulary:** Standardized terms used in searching a specific database. These terms differ for each database.

**Cooperative Collection Development:** A system for coordinating selection and purchase of materials between two or more libraries to avoid unnecessary duplication and to complement the collections in particular libraries.

**Copyright:** A right of intellectual property, whereby authors obtain, for a limited time, certain exclusive rights to their works; in the United States, copyright is exclusively federal law, and derives from the "copyright clause" of the U.S. Constitution (article 1, section 8, clause 8), which provides the U.S. Congress with the power "to promote. . . science and useful arts by securing for limited times to authors . . . the exclusive right to their . . . writings. . . ."

**COSLA:** Chief Officers of State Library Agencies. An independent organization of the chief officers of state and territorial agencies designated as the state library administrative agency and responsible for statewide library development. <http://www.cosla.org>.

**CPL:** Chicago Public Library. <http://www.chipublib.org>.

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## D

**Database:** A collection of information stored in an electronic format that can be searched by a computer.

**Depository Library:** A library designated to receive all or part of the publications of federal, state, or local governments.

**Descriptor:** A word that describes the subject of an article or book; used in many computer databases to facilitate searching.

**Dewey Decimal Classification:** A system for classifying and shelving books using a scheme of ten divisions, from 000 to 900. Each of the ten divisions contains ten subdivisions. Named after Melville Dewey, pioneer in library science.

**Dial-up Access:** Internet access using a modem and a telephone line instead of a high-speed data line.

**Download:** To transfer information from a computer to a computer disk; to transfer information from one computer to another computer using a modem.

**DLS:** DuPage Library System, one of the several regional library systems in Illinois. <http://www.dupagels.lib.il.us>.

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**E**

**E-book (electronic book):** A book published and available in electronic form.

**EEOC:** Equal Employment Opportunity Commission. Provides oversight and coordination of all federal equal employment opportunity regulations, practices, and policies. <http://www.eeoc.gov/>.

**Equalization:** The result of the assessed valuation being multiplied by the multiplier.

**Equalization Factor (the multiplier):** The number that is used to make property assessments uniform throughout the state. Corporate authorities are assigned multipliers by the Illinois Department of Revenue.

**E & A:** Educate and Automate grants are available to all types of libraries, provided they are members of a regional library system. The primary focus of the state funded Educate and Automate grant is to purchase equipment based on grant categories.

**ELI:** Every Library in Illinois. This is an online directory of Illinois libraries. <http://www.eliillinois.org/>.

**E-rate:** A federal program that reimburses libraries for certain telecommunication costs.

**ERIC:** Education Resources Information Center. A national information system established to provide access to research and development reports relevant to education. <http://eric.ed.gov/>.

**Ex Officio:** 'Because of an office.' As applied to mayors and other officials serving on boards of trustees of libraries; provides full membership without a vote.

**Expenditure:** The expenses involved in running the library including salaries and wages, library materials, utilities, etc.

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**F**

**Fiber-optics:** A data line that uses pure strands to carry light, as opposed to copper wire, which carries electrical impulses. Though more expensive than copper wire, clean data transmission and reduced maintenance costs are the result.

**FICA:** Federal Insurance Contributions Act. Under the provisions of FICA, an equal amount is paid by the employer and the employee (now 7.65 percent each, of which 1.45 percent goes to Medicare). <http://www.ssa.gov/mystatement/fica.htm>.

**Find-It! Illinois:** Web portal to Illinois governmental and library information. <http://findit.ilsos.net/>.

**Firewall:** A gateway used to protect a server or a network from unauthorized access. A firewall generally consists of both hardware and software components.

**FOLUSA:** Friends of Libraries USA. A national group which supports and encourages the activities of Friends of Libraries around the nation. <http://www.folusa.com>.

**FTE:** Full-time equivalency. A measure used in human resources to indicate the number of full-time workers who would be employed if the hours worked by all employees (full and part-time) were added together and divided by the number of hours in the library's standard work week; if the library's work week is 40 hours per week, two people each working 20 hours per week equals one FTE.

**FTRF:** The Freedom to Read Foundation. Established to promote and defend the right to express ideas without governmental interference, and to read and listen to the ideas of others; to foster libraries and institutions wherein every individual's First Amendment freedoms are fulfilled; and to support the right of libraries to include in their collections and make available any work which they may legally acquire. <http://www.ala.org/ala/ourassociation/othergroups/ftrf>.

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**G**

**GILS:** Global Information Locator Service or Government Information Locator Service. GILS is an open, low-cost, and scalable standard for searching basic information descriptions. It's designed so that organizations can help searchers find collections of information, as well as specific information in the collections.

**Gopher:** A menu-driven computer system that allows you to access information on the Internet.

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**H**

**Hardware:** The bolts, nuts, boards, chips, wires, transformers, circuits, etc. in a computer; the physical components of a computer system.

**HECA:** Higher Education Cooperation Act. Grants funds administered by the Illinois Board of Higher Education.

**Hold:** A "hold" or reserve guarantees that a book checked out to another person will be saved for you when it is returned. "Holds" on any regularly circulating library materials may be placed through the circulation or check-out desk and, in many libraries, online.

**Holdings:** The materials of all types owned by a library.

**Homepage:** The first page a user sees at an Internet Web site.

**HSLI:** Health Science Librarians of Illinois. A statewide organization for librarians and others interested in health sciences. HSLI promotes professional and educational development of its members. HSLI strives to

strengthen multitype library cooperation within the state and the region. <http://hsli.org/>.

**HTML:** Hypertext Markup Language. The “language” or technique used to create Internet Web pages.

**Hyperlink:** A predefined linkage between associated concepts or chunks of information, such as words or graphics in a document, that leads the reader to the related text when the hyperlink is selected. (See also hypertext.)

**Hypermedia:** Various forms of information, such as text, graphics, video, and voice, used as elements in a hypertext system.

**Hypertext:** The dynamic linking of associated concepts among and within documents, so that the reader can easily move from one concept to another related concept. An example could be any computerized document that can lead the reader to various related information through hyperlinks.

**IBBY:** International Board on Books for Young People. A nonprofit organization which represents an international network of people from all over the world who are committed to bringing books and children together. <http://www.ibby.org/>.

**IBHE:** Illinois Board of Higher Education. Coordinates higher education in Illinois. <http://www.ibhe.state.il.us>.

**ICB:** Illinois Center for the Book, an affiliate of the Center for the Book in the Library of Congress, is a nonprofit organization promoting books, book arts, libraries and reading in Illinois. <http://www.library.sos.state.il.us/library/isl/reading/icb.html>.

**ICCB:** Illinois Community College Board. The state coordinating board for community colleges; administers the Public Community College Act in a manner that maximizes the ability of the community colleges to serve their communities. <http://www.iccb.state.il.us>.

**ICCMP:** Illinois Cooperative Collection Management Program. Founded on a commitment to a shared statewide academic collection, the consortium works to meet the diverse information needs of faculty, students, and other library users in Illinois by encouraging cooperative library activity in order to make the best use of its resources. <http://www.niulib.niu.edu/ccm/>.

**ICN:** Illinois Century Network. The telecommunications backbone for public and private not-for-profit schools and colleges, libraries, museums, and government agencies to enhance the sharing of educational and knowledge resources by providing high-speed and cost-effective connectivity. <http://www.illinois.net/>.

**Icon:** A small symbol on a computer screen that represents a computer operation or data file.

**IDAL:** Illinois Digital Academic Library acts on behalf of academic libraries in Illinois as consortial agent for the evaluation, selection, and provision of electronic full-text, citation databases, and digital image resources. <http://www.idal.illinois.edu/>.

**IFLA:** International Federation of Library Associations and Institutions. The leading international body representing the interests of library and information services and their users; it is the global voice of the library and information profession. <http://www.ifla.org/>.

**IGI:** Illinois Government Information. A search engine that indexes State of Illinois Web servers. <http://www.finditillinois.org/Findit/start.htm>.

**ILA:** Illinois Library Association: Provides leadership for the development, promotion, and improvement of library services in Illinois and for the library community, in order to enhance learning and ensure access for all. <http://www.ila.org>.

**ILCSO:** Illinois Library Computer Systems Organization. The ILCSO mission is to enhance and expand access to and effectively utilize information resources through collaborative partnerships among ILCSO members and with the Illinois Library community. <http://www.ilcso.uiuc.edu/ilcso.html>.

**ILDS:** Illinois Library Delivery System; Intersystems Library Delivery System. Dedicated surface delivery system funded by the Illinois State Library.

**Ill. Comp. Stat. Ann.:** *Illinois Compiled Statutes*, the general and permanent laws of the State of Illinois, recodified under Public Act 86-523 and Public Act 87-1005.

**ILLINET:** Illinois Library and Information Network. Formed in 1975, this cooperative alliance shares resources to fill the needs of library patrons. <http://www.cyberdriveillinois.com/library/illinet.html>.

**ILLINET Interlibrary Loan Code:** The rules governing interlibrary loan within the ILLINET libraries. The revised code was approved by the Illinois State Library Advisory Committee, endorsed by the Illinois library systems, and adopted by the Illinois State Library, effective September 2000.

**ILSDO:** Illinois Library Systems Directors Organization. A tax exempt 501(c)(3) organization formed to promote the development of libraries and library systems in Illinois and to encourage the improvement of library service to all Illinois residents. The members are the executive directors of the Illinois library systems, and they meet bimonthly to develop cooperative projects and discuss issues of mutual concern. <http://www.illinoislibrarysystems.info>.



**IMLS:** Institute for Museum and Library Services. The federal agency which administers the Library Services and Technology Act (LSTA) grants and associated funding. <http://www.imls.gov>.

**IMRF:** Illinois Municipal Retirement Fund. IMRF was established under statutes adopted by the Illinois General Assembly and governed by a board of seven trustees who must also be participating members. Many, but not all, Illinois public libraries participate in IMRF. Employers and employees contribute to the fund. <http://www.imrf.org>.

**Intellectual Freedom:** The right of individuals to exercise their freedom of inquiry, exclusive of invasion of privacy; this right is supported by the American Library Association and individual libraries through their commitment to principles expressed in the *Library Bill of Rights* and *The Freedom to Read* statement.

**Interlibrary Loan (ILL):** A service that allows you to borrow materials from other libraries through your own library.

**Internet:** The international network of computer networks which provides three basic services: electronic mail, or e-mail, an online message service between computer users; remote logon, which is the ability to connect to and use services on computers at other sites; and file transfer protocol, or FTP, which allows users to move files from one computer to another. (See also WWW.)

**IO:** ILLINET Online: The ILLINET Online database contains more than seven million bibliographic records and more than 21 million item records, representing the cataloging of the 56 members of the Illinois Library Computer Systems Organization.

**IOUG:** Illinois OCLC Users Group. Promotes the use of WorldCat and OCLC Services for libraries and educational institutions in Illinois for educational, literary, scientific and research purposes. [http://www.cyberdriveillinois.com/departments/library/who\\_we\\_are/OCLC/who\\_we\\_are/ioug\\_committee.html](http://www.cyberdriveillinois.com/departments/library/who_we_are/OCLC/who_we_are/ioug_committee.html)

**Illinois Funds:** Provides custodians of public funds with an investment opportunity which enables the custodians to earn a competitive rate of return on fully collateralized investments, while maintaining immediate access to invested funds. <http://www.illinoisfunds.com>.

**IRA:** International Reading Association. A professional membership organization dedicated to promoting high levels of literacy for all by improving the quality of reading instruction, disseminating research and information about reading, and encouraging the lifetime reading habit. <http://www.reading.org/>.

**I-READ:** Illinois Reading Enrichment and Development. The summer reading program sponsored by the Illinois Library Association. <http://www.ila.org/pub/iread.htm>.

**ISBE:** Illinois State Board of Education. Sets educational policies and guidelines for Illinois public and private schools, preschool through grade 12, as well as for adult and vocational education. <http://www.isbe.state.il.us/>.

**ISBN:** International Standard Book Number. A unique numerical identifier for each book or monograph publication.

**ISL:** Illinois State Library: The agency which serves the library and information needs of all branches of state government and, as a libraries' library, provides backup interlibrary loan and reference as well as consultative services for libraries of all types in the state. The state library coordinates the statewide library network and administers state and federal programs of financial assistance. <http://www.cyberdriveillinois.com/departments/library/home.html>.

**ISLAC:** Illinois State Library Advisory Committee. Established by Illinois law, the committee includes not only representatives from all types of libraries, but also other individuals who represent groups of library users. [http://www.cyberdriveillinois.com/departments/library/who\\_we\\_are/committee\\_list.html](http://www.cyberdriveillinois.com/departments/library/who_we_are/committee_list.html).

**ISLMA:** Illinois School Library Media Association. Promotes lifelong learning by the students of Illinois. ISLMA will provide leadership and support for the development, promotion, and improvement of school library media programs and the school library media profession in Illinois. <http://www.islma.org/>.

**ISN:** Illinois Satellite Network. A consortium of educational institutions and regional library systems who are interested in serving the needs of professional engineers, computer scientists, and technicians by offering satellite programs designed to help participants update their current skills or expand their knowledge base. <http://www.engr.uiuc.edu/OCEE/isn/>.

**ISP:** Internet Service Provider. A vendor that provides access to the Internet, plus other services such as e-mail.

## L

**Live and Learn:** a category of grants from the Illinois Secretary of State and State Librarian.

**LACONI:** Library Administrators Conference of Northern Illinois. Provides opportunity for public library administrators to meet together to share experiences, discuss

- problems, consider solutions, and benefit from programs of common interest. <http://www.laconi.org/>.
- LAN:** Local Area Network: A direct connection of computers by some type of cable.
- LC:** Library of Congress. A library established as the research library for the U.S. Congress, it acts as the national library. <http://www.loc.gov>.
- LCLS:** Lewis and Clark Library System, one of the several regional library systems in Illinois. <http://www.lcls.org>.
- Levy Ordinance:** The document that specifies the amount of tax money the municipality or library district is legally entitled to receive.
- Liability:** A broad term meaning legal obligation, responsibility, or debt.
- Liability Insurance:** To contract for protection against risks resulting from the use of the premises, whether public or private, and also those risks arising out of the practice of professions, including librarianship and trusteeship.
- LIBRAS:** A consortium of seventeen private college and university libraries located in the Chicago metropolitan area, focusing on promoting library cooperation, continuing education, networking, and the sharing of knowledge among membership. <http://www.libras-inc.org/>.
- Library of Congress Classification:** A system developed by the Library of Congress for organizing and shelving materials based on the alphabet. It is used instead of the Dewey Decimal System in many academic libraries and other libraries with large, specialized collections.
- Library System:** A group of libraries of more than one type (academic, public, institutional, school, special), the cooperative activities of which are specified by a plan approved by the state librarian.
- LISAP:** Local Library System Automation Program. Regional database coordinated by the Illinois library systems. <http://www.illinoislibrarysystems.info>.
- LRC:** Library Research Center. Supports the work of libraries, library associations, library vendors, and foundations. Based at the Graduate School of Library and Information Science at the University of Illinois, Urbana-Champaign, the LRC specializes in social science approaches to data collection and analysis. <http://lrc.lis.uiuc.edu/>.
- LTLS:** Lincoln Trail Libraries System, one of the several regional library systems in Illinois. <http://www.lincolntrail.info>.
- LSCA:** Library Services and Construction Act.
- LSTA:** Library Services and Technology Act. Federal legislation providing funds for public library development under law; or any other nonprofit organization engaged in the provision of cooperative library services.
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- ## M
- MARC:** MACHine Readable Cataloging. A standard bibliographic format developed at the Library of Congress for the exchange of machine readable bibliographic information.
- Menu:** On computers, menu refers to a list of options available to you.
- METS:** Metropolitan Library Systems. A continuing education cooperative that includes the DuPage, Metropolitan, North Suburban, and Prairie Area Library Systems.
- Microfilm:** See Microforms.
- Microforms:** A reduced-size photographic reproduction of printed information on reel-to-reel film (microfilm) film cards (microfiche), or opaque pages that can be read with a microform reader/printer.
- Mill Rate:** The tax rate expressed in mills and applied to each dollar of equalized assessed valuation. A mill is one tenth of a cent.
- MLA:** Medical Library Association. Dedicated to improving excellence and leadership of the health information professional to foster the art and science of health information services. <http://www.mlanet.org>.
- MLA:** Modern Language Association. Founded in 1883 by teachers and scholars, the Modern Language Association promotes the study and teaching of language and literature. <http://www.mla.org>.
- MLA:** Music Library Association. Professional organization in the United States devoted to music librarianship and to all aspects of music materials in libraries. <http://www.musiclibraryassoc.org/>.
- MLS, MALS, MSLS, etc.:** Master's degree in library science.
- MLS:** Metropolitan Library System, one of the several regional library systems in Illinois. <http://www.mls.lib.il.us>.
- Multitype Library Network:** A group of libraries of more than one type (academic, public, institutional, school, special) the cooperative activities of which are specified by a plan approved by the state librarian.
- Modem:** Computer hardware that connects a computer to other computers through a telephone line and appropriate software. (See Network).

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**N**

**NCATE:** National Council for Accreditation of Teacher Education. A nonprofit, nongovernmental organization which establishes rigorous standards for teacher education and school library media specialist programs, holds accredited institutions accountable for meeting these standards, and encourages unaccredited schools to demonstrate the quality of their programs by working for and achieving professional accreditation. <http://www.ncate.org/>.

**NCLIS:** U.S. National Commission on Libraries and Information Science. A permanent, independent agency of the federal government charged with advising the executive and legislative branches and other public and private organizations on national library and information policies and plans. <http://www.nclis.gov/>.

**NCTE:** National Council of Teachers of English. Works to advance teaching, research, and student achievement in English language arts at all scholastic levels. <http://www.ncte.org>.

**NEH:** National Endowment for the Humanities. An independent grant-making agency of the United States government dedicated to supporting research, education, preservation, and public programs in the humanities. <http://www.neh.fed.us/>.

**Network:** A communication system made up of computers which are connected. This arrangement allows information transfer from one computer to another in "real time." (See also Local Area Network and Wide Access Network).

**NILRC:** Network of Illinois Learning Resources in Community Colleges. One of the oldest community college learning resources cooperatives in the nation. <http://www.nilrc.org>.

**NISO:** National Information Standards Organization. A nonprofit association accredited by the American National Standards Institute (ANSI); NISO identifies, develops, maintains, and publishes technical standards to manage information in our changing and ever more digital environment. NISO standards apply both traditional and new technologies to the full range of information-related needs, including retrieval, re-purposing, storage, metadata, and preservation. <http://www.niso.org/>.

**NLS:** National Library Service for the Blind and Physically Handicapped. Administers the free program that loans recorded and braille books and magazines, music scores in braille and large print, and specially designed playback equipment to residents of the United States who are unable to read or use standard print materials

because of visual or physical impairment. <http://www.loc.gov/nls/>.

**NLW:** National Library Week. A national observance sponsored by the American Library Association (ALA) and libraries across the country each April. It is a time to celebrate the contributions of our nation's libraries and librarians and to promote library use and support. [http://www.ala.org/ala/pio/factsheets/National\\_Library\\_Week.htm](http://www.ala.org/ala/pio/factsheets/National_Library_Week.htm)

**Nonresident fee cards:** Illinois public libraries may sell cards to persons who reside outside of the library's tax supported boundary area. (See 75 Ill. Comp. Ann. 5/4-7 for municipal libraries and 15 Ill. Comp. Stat. Ann. 30.55.60 for district libraries.)

**NREN:** National Research and Education Network. The realization of an interconnected gigabit computer network devoted to high performance computing and communications. <http://www.nren.nasa.gov/>.

**NSLS:** North Suburban Library System, one of the several regional library systems in Illinois. <http://www.nsls.info>.

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**O**

**OCLC:** Online Computer Library Center, Inc. A not-for-profit computer library service research organization providing a family of information systems to more than 6,000 libraries in the U.S. and Europe. OCLC operates online computer and telecommunications systems that support most major library activities, e.g., cataloging, interlibrary loan, acquisitions, etc. <http://www.oclc.org/>.

**OIF:** Office for Intellectual Freedom (ALA). Charged with implementing ALA policies concerning the concept of intellectual freedom as embodied in the *Library Bill of Rights*, the association's basic policy on free access to libraries and library materials. The office's goal to educate librarians and the general public about the nature and importance of intellectual freedom in libraries. <http://www.ala.org/oif/>.

**OPAC:** Online Public Access Catalog. A computerized database which usually can be searched by various search methods such as author, title, subject, or call number to find out what a library owns. Online catalogs will display the call number and the location of the material.

**Open Meetings Act:** An Illinois law outlining the conduct of governmental business in regard to public meetings. (See Ill. Comp. Stat. Ann. 120/1 to 120/6.)

**Ordinance:** A law of a municipal government or taxing entity, such as city, village, or library district.

**OSHA:** Occupational Safety and Health Administration. A federal agency dedicated to saving lives, preventing injuries, and protect the health of America's workers. <http://www.osha.gov/>.

**Output Measures:** Methods devised for measuring a library's performance, as determined by use of the library's resources and services.

## P

**PALS:** Prairie Area Library System, one of the several regional library systems in Illinois. <http://www.pal-snet.info>.

**Per capita:** For each of the number of inhabitants of a municipality or county, as shown by the latest census; or the result of any special census taken by the U.S. Census Bureau subsequent to its latest effective census.

**PLA:** Public Library Association, a division of ALA, enhances the development and effectiveness of public library staff and public library services. <http://www.pla.org/>.

## R

**Reciprocal Borrowing:** An agreement whereby two or more libraries extend borrowing privileges to each other's patrons.

**REFORMA:** National Association to Promote Library Services to the Spanish Speaking. Established in 1971 as an affiliate of the American Library Association (ALA), REFORMA has actively sought to promote the development of library collections to include Spanish-language and Latino-oriented materials; the recruitment of more bilingual and bicultural library professionals and support staff; the development of library services and programs that meet the needs of the Latino community; the establishment of a national information and support network among individuals who share our goals; the education of the U.S. Latino population in regards to the availability and types of library services; and lobbying efforts to preserve existing library resource centers serving the interests of Latinos. <http://www.reforma.org/>.

**Remote Access:** A phrase used to describe the connection of one computer to another computer located in different places.

**Reserve:** A library service that manages the circulation of certain required course materials selected by instructors or professors. It is also used interchangeably with the term "Hold" in some libraries.

**Resolution:** A formal statement of a decision for action by the library board.

**Revenue:** The library's income from all sources including tax levies, fines, fees, and gifts.

**RFP:** A Request For Proposals to accomplish a project.

**RIF:** Reading is Fundamental. The nation's largest non-profit children's literacy organization. <http://www.rif.org/>.

**RLG:** Research Libraries Group. A not-for-profit membership corporation of more than 160 universities, national libraries, archives, historical societies, and other institutions conceived to help achieve the economies and power of service that come from pooling resources, expertise, and operations. <http://www.rlg.org/>.

**Router:** A kind of switch to direct traffic within a computer network or to the Internet.

**RPLS:** Rolling Prairie Library System, one of the several regional library systems in Illinois. <http://www.rpls.ws>.

## S

**SAA:** Society of American Archivists. North America's oldest and largest national archival professional association. <http://www.archivists.org/>.

**Serial:** A library term for periodicals or magazine.

**Serial Line Internet Protocol (SLIP):** Software that emulates an ethernet connection to the Internet through a modem.

**ShLS:** Shawnee Library System, one of the several regional library systems in Illinois. <http://www.shawls.lib.il.us>.

**SILC:** Statewide Illinois Library Catalog. The Statewide Illinois Library Catalog provides access to the collections of Illinois libraries through a single, easy-to-search database, with the ability to expand your search to a subgroup of Illinois libraries, all Illinois libraries, or the world through the WorldCat database.

**SILRC:** Southern Illinois Resources Cooperative. A not-for-profit corporation composed of members representing institutions of higher learning and library systems in the Southern Illinois area. <http://www.silrc.org/>.

**SLA:** Special Libraries Association. The international association representing the interests of thousands of information professionals in over seventy countries. <http://www.sla.org/>.

**Special Library:** A library or information center of a business, an association, a government, hospital, or other nonprofit or profit institution, which provides the organization with information, library materials, and research services.

**SSLI:** Society of School Librarians International. Dedicated to the development of school library



programs to meet the needs of a literate citizenry in an information society.

<http://falcon.jmu.edu/~ramseyil/sslihome.htm>.

**Stacks:** The area where library collections are shelved.

**Standards:** Generally accepted criteria developed at regional, state, and national levels suggesting or requiring certain minimums deemed essential for proper operation of libraries.

**Subject Heading:** A term or phrase used in indexes and library catalogs to group together materials on the same topic. Also called controlled vocabulary, descriptors, or thesaurus.

## T

**T-1:** A data line that carries information at 1.5 megabytes a second or more. T-1 lines can use either frame relay or ATM.

**T-3:** A data line that carries information at 45 megabytes a second or more. T-3 lines can use either frame relay or ATM.

**Tax Levy:** The actual amount of property tax dollars that the library board determines is needed to run the library.

**Tax Rate:** The percentage levied for the library per \$100 of equalized assessed valuation to equal the amount of the tax levy.

**TDD:** Telecommunications Device for the Deaf.

**Technical Processing:** The preparation of a book or other item for placement in a library collection so as to be readily identified and available for use.

**Terminal:** One station that is part of a computer system.

**Thesaurus:** A list of categorized terms, such as synonyms and related words.

**Tort:** A violation of a duty imposed by general law; a civil wrong that does not involve a contract; a legal duty owed by one person to another; a breach of that duty and harm done as a direct result of the action. Examples, negligence, battery, and libel.

**Trustee:** A person appointed or elected to a public library board for a specific term of office. The board functions in accordance with Illinois library laws.

**TTY:** Teletypewriter. A low-speed teleprinter that allows hearing impaired individuals to communicate with a typewriter and phone line.

## U

**Upload:** To transfer information from a computer system or a microcomputer to another computer system or a larger computer system.

**ULC:** Urban Libraries Council. An association of public

libraries in metropolitan areas and the corporations that serve them. <http://www.urbanlibraries.org/>.

## V

**Vertical file:** Literally the upright office files used to hold pamphlets, brochures, articles, pictures, and other items most easily organized by filing.

**V-TEL:** Video conferencing system which uses the telephone lines to transmit picture and sound.

## W

**WAN:** Wide Area Network: Local area networks connected together by using telephones or other types of communications equipment. (See also LAN.)

**Weeding:** Disposing of books and other library materials no longer up-to-date or useful to the patrons of the library. Weeding keeps a collection current, makes way for new material, and provides ongoing evaluation of the library's material and its use.

**WHCLIS:** White House Conference on Libraries and Information Science. A conference affiliated with the U.S. National Commission on Libraries and Information Science.

**WiFi:** Wireless Fidelity. A wireless technology where WiFi enabled computers can send and receive data indoors or out when within range of a base system.

**WWW (World Wide Web):** The universe of information available on many computers spread throughout the world and connected to the Internet network. HTTP, the Hypertext Transport Protocol, is used to access the information. This protocol allows users to explore and to create their own paths through written, visual, and audio information and to "jump" or "link" from topic to topic. Also known as the Web or W3. It incorporates a variety of Internet tools into one method of access, such as one of the following Web browsers: Netscape, Mosaic, Lynx, or Microsoft Internet Explorer.

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## *Accounting Terms*

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*A big part of understanding the financial side of libraries consists of nothing more than learning a few accounting terms. Once you're familiar with basic terms, you'll be better prepared to make sense of basic written reports and better able to communicate with others about important financial information.*

**Accounting:** General term that refers to the overall process of tracking your library's income and expenses, and then using these numbers in various calculations and formulas to answer specific questions about the library's financial status.

**Accounts Payable:** Amounts that your library owes. For example, unpaid utility bills and purchases your library made on credit would be included in your accounts payable.

**Accounts Receivable:** Amounts owed to your library that you expect to receive.

**Accrual Basis Accounting:** System of accounting, generally acknowledged as appropriate for businesses and nonprofit organizations, which recognizes revenues and associated expenses in the accounting period in which the revenues were earned. For example, in ILA the revenues for conferences and other similar events are recognized in the accounting period in which they take place, even though registrations and exhibits may have been paid in a previous period.

**Allocation Budgeting:** A system of budgeting familiar to most academic librarians, where a parent institution allocates a certain amount for the use of a unit, such as the library, and the budget officer in the unit is responsible for keeping expenses within the allocation.

**Amortization:** The depreciation of an (usually) intangible asset (e.g., computer software) or repayment of a loan or mortgage over a fixed period of time.

**Arrears:** Bills which should have been paid. For example, if you have forgotten to pay your last three months' rent, then you are said to be three months in arrears on your rent.

**Assets:** Assets represent what a library owns or is due. Equipment, vehicles, buildings, creditors, money in the bank, and cash are all examples of the assets of a business. Typical breakdown is 'current assets' and 'noncurrent assets.' Most noncurrent assets are fixed assets. Fixed refers to equipment, buildings, plant, vehicles, etc. Current refers to cash, money in the bank, debtors, or assets that will convert to cash within a year.

**Audit:** An independent process of reviewing, verifying, and examining financial records for the purpose of expressing an opinion on the financial statements.

**Audit Trail:** A list of transactions in the order they occurred.

**Balance Sheet:** A statement listing a library's assets, liabilities, and net worth, or equity (the difference between the value of the assets and the liabilities) at a given point in time.

**Board Designated Endowment Fund:** Resources set aside for board designated purposes.

**Capital Assets:** See Fixed Assets.

**Capital Gain:** Refers to any profit realized upon the sale of an asset such as a security, mutual fund, portfolio, etc.

**Cash Basis Accounting:** Accounts for income and expenses when actually received or paid.

**Cash Flow:** A report which shows the flow of money in and out over a period of time.

**Closing the Books:** A term used to describe the journal entries necessary to close the sales and expense accounts at year end by posting their balances to the profit and loss account, and ultimately to close the profit and loss account by posting its balance to a capital or other account.

**Current Assets:** These include money in the bank, petty cash, money received but not yet banked, money owed or that will convert to cash within a year.

**Deferred Revenues:** In ILA, cash received for items such as membership dues, periodical subscriptions and/or registration fees, a portion of which has been paid to provide all or part of those goods or services after the current financial reporting period. Some of these revenues have not yet been earned; therefore they are deferred to another period when services or goods are provided. Conference revenues are an example.

**Depreciation:** Expense recorded for the wear and tear of an asset over its estimated useful life. The amount or percentage it decreases by is called depreciation. This can be calculated at the end of every accounting period (usually a year) by a straight line or accelerated method. It is shown in the profit and loss statement as depreciation expense and in the balance sheet as accumulated depreciation.

**Double-entry Accounting:** A system of accounting that records each business transaction in two or more accounts (once as a debit and once as a credit) and thereby provides self balancing (debits must equal credits).

**Encumbrance:** A claim or lien (e.g., a mortgage is an encumbrance on a property). Also, any money set aside (i.e., reserved) for any purpose, or an anticipated expenditure to which the entity has committed.

**Endowment Fund (Long-Term Investment):** An established fund of cash, securities, or other assets to provide income for the maintenance of a not-for-profit organization. The use of income from the endowment fee may be temporarily restricted, or unrestricted. Endowment funds generally are established to provide a permanent endowment, which is to provide a permanent source of income. The principle of a permanent endowment must be maintained permanently (i.e., not used up, expended, or otherwise exhausted as restricted by the donor) and is classified as permanently restricted net assets.

An endowment may also be in the form of a term endowment, which is to provide income for a specified period. The principal of a term endowment must be maintained for a specified term as restricted by the donor and is classified as temporarily restricted net assets.

An organization's governing board may earmark a portion of its unrestricted net assets as a board-designated endowment (sometimes called funds functioning as endowment or quasi-endowment funds) to be invested to provide income for a long but unspecified period. The principal of a board-designated endowment, which results from an internal designation, is not donor-restricted and is classified as unrestricted net assets.

**Exempt Staff:** Staff, usually supervisory, who are not paid for overtime work. Defined by the Federal Labor Standards Act.

**Fiscal Year (FY):** The term used for the accounting year. The period is usually twelve months, which can begin during any month of the calendar year (e.g., ILA's Fiscal Year is July 1 to June 30; the Illinois State Government's Fiscal Year is July 1 to June 30; and the U.S. Federal Government's Fiscal Year is October 1 to September 30).

**Fixed Assets:** These consist of anything which a library owns or buys for use within the library and which still retains a value at year end. They usually consist of major items like land, buildings, equipment, and vehicles, but can include smaller items.

**GAAP:** Generally Accepted Accounting Principles.

**Invoice:** A written record of a transaction, often submitted to a customer or client when requesting payment. Invoices are sometimes called bills or statements, though the latter term has a separate meaning (see Statement).



- Journal(s):** A book or set of books in which your transactions are first entered.
- Journal Entries:** A term used to describe the transactions recorded in a journal by use of double entry accounting.
- Ledger:** Physical collection of related financial information, such as assets, liabilities, equity, revenues, and expenses in a general ledger; or accounts receivable and accounts payable amounts by customer or vendor, respectively, in a subsidiary ledger.
- Liabilities:** These include bank overdrafts, loans taken out, and money owed to suppliers. Liabilities are included on the right hand side of the balance sheet and normally consist of accounts which have a credit balance.
- Long-Term Investments:** Assets (investments) held for an extended period of time – usually five years or longer – in order to meet the needs of an established or anticipated long-developing goal.
- Net Assets:** The assets of an organization less its liabilities; also called fund balance.
- Net Income:** Gross income less expenses; it represents the profit for a given year.
- Nonexempt Staff:** Staff, usually support staff, who are paid for overtime work. Defined by the Federal Labor Standards Act.
- Not-for-Profit Organization:** An entity that possesses the following characteristics that distinguish it from a business enterprise: a) contributions of significant amounts of resources from resource providers who do not expect commensurate proportionate pecuniary return; b) operating purposes other than to provide goods or services at a profit; and c) absence of ownership interests like these of business enterprises. Not-for-profit organizations have those characteristics in varying degrees.
- Overhead:** These are the ongoing costs which cannot be attributed to a specific activity, but are necessary costs for running the library. They consist entirely of expense accounts (e.g., rent, insurance, staff wages, etc.). Also called indirect expenses or costs.
- Permanent Restriction:** A donor-imposed restriction that stipulates that resources be maintained permanently but permits the organization to use up or expend part or all of the income (or other economic benefits) derived from the donated assets.
- Permanently Restricted Net Assets:** The part of the net assets of a not-for-profit organization resulting a) from contributions and other inflows of assets whose use by the organization is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the organization; b) from other asset enhancements and diminishments subject to the same kinds of stipulations; and c) from reclassifications from (or to) other classes of net assets as a consequence of donor-imposed stipulations.
- PO:** Purchase Order.
- Posting:** The transfer of entries made in a journal to a ledger.
- Prepaid Expense:** Cash disbursed in payment of goods or services to be used in future accounting periods; also called deferred expense.
- Principal:** A base amount of funds used to invest for the purpose of generating income in the form of interest, dividends, value, etc.
- Realized Gain/Loss:** Refers to the difference between the amount received from a sale of a security, fund, portfolio, etc., and the basis (cost) of the same.
- Statement:** Formal written summary of outstanding (unpaid) invoices. Unlike an invoice, a statement is not generally used as a formal request for payment, but is more of a reminder to a customer or client that payment is due.
- Temporarily Restricted Net Assets:** The part of the net assets of a not-for-profit organization resulting a) from contributions and other inflows of assets whose use by the organization is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the organization pursuant to those stipulations; b) from other asset enhancements and diminishments subject to the same kinds of stipulations; and c) from reclassifications to (or from) other classes of net assets as a consequence of donor-imposed stipulations, their expiration by passage of time, or their fulfillment and removal by actions of the organization pursuant to those stipulations.
- Temporary Restriction:** A donor-imposed restriction that permits the donee organization to use up or expend the donated assets as specified and is satisfied either by the passage of time or by actions of the organization.
- Total Return:** Refers to the combination of all interest, dividends, and capital gains and losses of a fund over the fund's beginning price or value.
- Transfers:** The movement of expenses from one fund to another, usually as a result of an activity or service performed by one unit for the other.

**Unrealized Gain/Loss:** Refers to the gain/loss in the value of a security, fund, portfolio, etc., prior to the sale/liquidation of all or a portion of the same.

**Unrestricted Net Assets:** The part of net assets of a not-for-profit organization that is neither permanently restricted nor temporarily restricted by donor-imposed stipulations.

**Unrestricted Support:** Revenues or gains from contributions that are not restricted by donors.

## *Fundraising Terms*

**Acknowledgment Letter:** A letter sent by an organization to the donor expressing appreciation for a gift and identifying the use that will be made of the gift. An acknowledgement letter may be a form letter, but it is usually personalized.

**Annual Fund:** The primary purpose of the annual fund campaign is to secure a dependable increasing stream of income from an ever-broadening group of donors. The four methods for raising annual funds are direct mail, phone-a-thons, special events, and personal solicitations. The objectives of an annual fund are to acquire new donors, renew current donors, and increase the size of each year's gift.

**Bequest:** A transfer, by will, of personal property such as cash, securities, or other tangible property. A testamentary gift.

**Campaign:** An organized effort to raise funds through solicitation by volunteers, direct mail, or both.

**Campaign Materials:** General term used to denote campaign forms of all kinds: materials required for campaign workers, fact sheets, prospect lists, and numerous other items essential to the effective functioning of a campaign; printed materials such as pamphlets, brochures, leaflets, and flyers used to advance a campaign.

**Capital Campaign:** A campaign to raise substantial funds to finance major building projects, to supplement endowment funds, and to meet other needs demanding extensive outlays of capital.

**Certified Fundraising Executive (CFRE):** A credential granted to a fundraiser by the National Society of Fundraising Executives, which is based upon performance as a fundraising executive, knowledge of the fundraising field, tenure as a fundraiser (minimum of five years), education, and service to the profession.

**Contribution/Gift/Donation:** A "contribution" or "gift" refers to a monetary transfer to an organization while a "donation" refers to goods and services (e.g., a gift of securities, a donation of books).

**Development:** A term used to define the total process of organizational or institutional fundraising, frequently inclusive of public relations and (in educational institutions) alumni(ae) affairs.

**Development Communications:** Through the use of a wide range of targeted publications, development communications educate and motivate donors, provide a sense of belonging, family, and pride in the institution.

Raising donor sights and focusing attention on institutional priorities are key goals of development communications. Quality and variety of materials produced and a thoughtful plan for the timing and distribution of publications is important to the success of this effort.

**Direct Mail:** A mass mail appeal often using rented mailing lists soliciting individuals for small amounts of money, usually \$10-\$1,000. Most direct mail appeals contain a letter, a brochure about the organization, and a business reply envelope (BRE).

**Donation:** see Contribution/Gift/Donation.

**Donor Profile:** A description of basic information about an individual donor through research.

**Donor Recognition:** The policy and practice of recognizing gifts, first through immediate acknowledgement by card or letter, and subsequently through personalized notes, personal expressions of appreciation directly to donors, published lists of contributors, and in other appropriate ways.

**Endowment:** Interest-earning fund in which the principal is retained to earn interest indefinitely. The interest earned is used to fund the program, scholarship, or purpose designated by the donor. Assets owned and invested by a nonprofit from which generally only the income can be expended for operations. Endowments can be restricted for particular purposes.

**Feasibility Study/ Planning Study:** An objective survey of an organization's fundraising potential that measures the strength of its case and the availability of its leaders, workers, and prospective donors. A written report includes the study findings, recommendations, and (when the goal is feasible) a campaign plan, timetable, and budget. The study is usually conducted by fundraising counsel.

**Gifts:** see Contribution/Gift/Donation.

**Major Gift:** A large gift, generally meant as one for capital purposes (probably a gift of \$10,000 or greater).

**NSFRE:** National Society of Fundraising Executives.

**Philanthropy:** The philosophy and practice of giving to nonprofit organizations through financial and other contributions; all voluntary giving, voluntary getting, voluntary service, and voluntary association and initiative.

**Planned Gift:** Part of the major gift strategy for an individual, generally through a bequest or trust.

**Prospect Research:** The continuing search for new and pertinent information concerning donor prospects already on record and for identification of potential

donors — individuals, foundations, corporations — not yet listed, utilizing numerous reference sources.

**Restricted Gifts:** These are gifts where the donor has identified a particular purpose ("restriction") for the money.

**Special Events:** Special events are opportunities for increased public visibility, cultivation of new prospects, education about the organization and its mission, and active roles for key volunteers. They can be but are not always fundraisers and are always seen as tools for involvement and interest-building. Some events over time become the mainstay of an organization's yearly source of operating revenue. Examples are "plate dinners" and marathon events. Corporations often name or sponsor such an event.

**Sponsorship:** Corporations will often sponsor an event. For that sponsorship, the company is given a certain amount of advertising and publicity based on the amount of the sponsorship. Sometimes the event is titled with a lead sponsor gift.

**Stewardship:** Stewardship is the process of providing major donors with information on how their gifts are being used. Most often this takes the form of reports written about research, organization accomplishments, or endowed funds. Reports are provided routinely in an effort to maintain ongoing relationships with donors and lay the groundwork for new gift requests.

**Unrestricted Gifts:** These are gifts that come to an organization for no specific purpose and can be used by the institution wherever deemed most needed.



## *Human Resources Terms*

**401(a):** This is a qualified pension plan if certain federal requirements are met. These include minimum participation requirement, minimum vesting standards, contribution limits, and nondiscrimination rules.

**401(k):** Cash or Deferred Arrangements (CODA). An optional means of saving money for retirement. Money is deducted from each paycheck, pre-tax, and deposited in an account that is set aside until the employee retires.

**403(b):** Tax Sheltered Annuities. This is an annuity contract that is purchased under a qualified plan covering employees of an educational institution designated under federal law. There are specific requirements in order to make sure the plan is qualified, which are also described by federal law. Libraries might offer Invesco, Dreyfus, Vanguard, Fidelity, Scudder, T. Rowe Price, Valic, Copeland Companies, American Century Investors, and TIAA-CREF.

**457:** Deferred Compensation Plan. A retirement plan in the form of an annuity or mutual fund for the employees of public-sector employers such as state and local governments and for tax-exempt organizations.

**1099:** Refers to a set of forms that are used to show different types of income other than wages paid by libraries to contractors.

**Accruals (Leave):** Any hours that employees accumulate for use at another time in the form of earned vacation time or sick leave, for example.

**ADA:** Americans with Disabilities Act.

**Affirmative Action (AA):** United States regulations require employers active as federal contractors or subcontractors to prepare affirmative action plans that are intended to provide equal employment representation within their workforce, with respect to ethnicity, gender, and age.

**After-Tax Deduction:** A deduction from pay that does not reduce the taxable wages (also called a “post-tax contribution”).

**Age Discrimination in Employment Act:** Prohibits discrimination against persons aged forty and over; identifies compulsory retirement for some workers; covers employers with more than twenty-five employees.

**Alien:** A citizen of a foreign country; also called a “foreign national.” Any person not a citizen or national of the United States.

**Before-Tax Deductions:** Deductions taken out of an employee’s gross pay, before tax withholdings are made (though FICA withholding and most state and local withholdings will still be based on employee’s gross pay before deductions).

**Benefits:** Insurance packages and other plans offered to employees in addition to salary. Benefits may include health insurance, life insurance plans, flexible spending accounts, 401K plans, short-term disability, long-term disability, long-term care, etc.

**Civil Rights Act (amended by EEOA in 1972):** Prohibits discrimination on the basis of race, color, religion, sex, or national origin, establishes the EEOC; covers employers with fifteen or more employees, employment agencies, and labor unions.

**COBRA:** Consolidated Omnibus Budget Reconciliation Act of 1985. Legislation that requires employers to offer continued health care coverage for a limited period to employees and their dependents who lose benefits coverage under certain defined conditions such as voluntary termination, divorce, becoming an overage dependent, or retirement. Any individual, whether employee or dependent, who is covered under a health plan at the time of a qualifying event, has the option to elect COBRA coverage. Under current law, the period of eligibility for health insurance under COBRA is six months.

**COLA:** Cost-of-living adjustment.

**Compensation:** The process by which a worker is remunerated for services rendered to, or work performed on behalf of a business entity.

**Compensatory Time Off:** Unpaid time off in lieu of overtime pay. Under certain circumstances a public employer may pay overtime for an employee with compensatory time off instead of cash.

**CREF:** College Retirement Equities Fund.

**Deduction:** Any amount taken from an employee’s paycheck each pay period. Deductions may include health or medical benefits, union dues, and so on.

**Deferred Compensation:** The postponement of a wage payment, generally used to describe the portion of wages that employees set aside for retirement, usually on a pretax basis.

**Defined Benefit Plan:** A plan under which there is a formula for the calculation of an employee’s retirement benefits, usually based on the employee’s earnings and length of service.

**Defined Contribution Plan:** A plan that provides for an account for each participant, with retirement benefits based on actual contributions to the account.

**Direct Deposit:** The electronic transfer of payments to any bank in the U.S. which is a member of an automated clearinghouse.

**Disability:** A physical or mental impairment, which substantially limits one or more major life activity, a record of having such an impairment, or being perceived as having such impairment.

**Discrimination:** Illegal treatment of a person or group of persons based on race, sex, or other prohibited factor. In the context of employee benefits, favoring highly compensated employees in contributions and benefits under an employer's plan.

**Early Retirement Age:** The minimum age an individual can receive Social Security benefits. Under current law, the earliest age an individual can receive Social Security benefits is sixty-two.

**Earnings:** The amount owed to an employee based on salary, hours worked, or other calculation routines, plus other types of compensation and holiday, vacation, and bonus pay.

**EEO-Equal Employment Opportunity:** A series of laws that ensures people of all races, sexes, creeds, and abilities have an equal opportunity to work. Public employers are required to complete a series of EEO reports each year.

**EEOC:** Equal Employment Opportunity Commission. The federal agency that enforces the Civil Rights Act of 1964, the Equal Pay Act, and the Age Discrimination in Employment Act. In the United States, the EEOC requires that most companies file one or more reports from a series named EEO-1 through EEO-9. These reports include counts by federal employment categories of male and female employees in certain ethnic groups.

**EFT:** Electronic Funds Transfer. Generally used in the context of the electronic remittance of federal/state taxes. Also select wire transfers of money (benefits, certain vendors, etc.) made by the library.

**EIN:** Employer Identification Number. In the United States a library or nonprofit is typically defined as an enterprise that has a unique federal Employer Identification Number (EIN) for payroll tax reporting purposes.

**Employee:** A worker performing services in exchange for compensation who meets the common law test. See also "Independent Contractor." Under Common Law,

anyone who performs services for an individual or company (employer), where the employer can control what will be done and how it will be done. This applies even when you give the employee freedom of action.

**Employee Deductions:** Income that is withheld from an employee's paycheck for benefits, and other authorized reasons.

**Employer:** The entity or individual that controls the work that is performed by its workers and provides compensation to these workers in exchange for the services they provide.

**EPLI:** Employment Practices Liability Insurance. The policies cover a wide spectrum of employment-related claims and offer loss prevention programs to help minimize the risk of those claims, such as sexual harassment, wrongful termination, discrimination, statute violation, negligent hiring, negligent supervision, negligent promotion, negligent retention, disabilities, breach of contract, loss of consortium, emotional distress, invasion of privacy, drug testing, mental anguish, libel, and slander.

**Equal Pay Act (amendment to FLSA):** EPA. A federal law requiring that men and women receive equal pay for work requiring equal effort, skill, and responsibility under similar working conditions.

**ERISA:** Employee Retirement Income Security Act of 1974. A federal law that governs certain pension and benefit plans of private employers.

**Exempt Employee:** An employee who need not be paid overtime pay.

**Exemption:** Usually known as a personal withholding allowance, and not to be confused with number of dependents. You can usually claim one of the following: yourself and a spouse (0, 1, or 2), blind, or over sixty-five years old.

**Expatriate Employee:** A U.S. citizen living and working in a foreign country for a U.S. company or business.

**Fair Labor Standards Act of 1938:** FLSA. A federal regulation governing several time and labor issues. FLSA overtime requires that all nonexempt employees be paid at a rate of time-and-one-half for all hours over forty physically worked during a workweek. This requirement may be superseded by state or local laws when the lesser law is to the greater benefit of the employee, or by union contract. An FLSA workweek is a permanently established, regular workweek for a group of employees. The law also contains a number of other provisions such as the minimum wage and child labor.

**Family Medical Leave Act of 1993:** FMLA. A federal regulation that protects health benefits and job restoration for employees who must take a leave from work to care for themselves or family members. FMLA regulations contain provisions regarding employer coverage, employee eligibility and entitlement, notice and certification, continuation of health benefits, and job restoration.

**FICA:** Federal Insurance Contributions Act. FICA refers to the combined taxes of Social Security, disability, and Medicare hospital insurance. It is the amount withheld from an employee's paycheck which goes towards providing social security benefits. The amount withheld from each employee's paycheck is matched by a contribution from the employer. Both employee and employer contributions are deposited at regular intervals with a federal agency or designated bank.

**FIT:** Federal Income Tax. FIT is the amount withheld from an employee's paycheck which goes toward their federal income tax liability at the end of the year.

**FITW:** Federal Income Tax Withholding. Federal income tax that is withheld from wages at the time of payment. Also refers to wages and benefits that are subject to federal income tax withholding.

**Flat Tax Withholding:** A flat 28 percent federal income tax withholding rate for supplemental wages. See also "Supplemental Wages."

**FLSA:** See Fair Labor Standards Act of 1938.

**FMLA:** See Family Medical Leave Act of 1993.

**FTE:** Full Time Equivalency. A measurement of workload. One full-time equivalency equals forty hours of work per week. This term is used in the context of staffing requirements, benefit accruals, and project scheduling.

**Funeral Leave or Bereavement Leave:** Time off from work granted to attend the funeral services of family members or other approved individuals.

**FUTA:** Federal Unemployment Tax Act. An amount which must be paid into a federal government unemployment fund by an employer for each employee. The payment is taken as a certain percentage of an employee's earnings, up to a certain ceiling.

**Garnishee:** In the context of wage garnishments, the garnishee is the employer responsible for honoring an order to attach an employee's wages.

**Garnishment:** An involuntary transfer of wages to a creditor or other agency assigned to collect a debt.

**Gross Wages:** The total amount of regular wages and the fair market value of benefits provided to an employee by the employer.

**Group-Term Life Insurance:** A term-life insurance policy that is provided to employees by the employer. Employees may pay for all, none, or a portion of the cost of the insurance.

**Hardship Withdrawal:** Withdrawals from a 403(b) or other qualified plan if the participant has an immediate and significant financial need and other resources are not available.

**Health Care Financing Administration:** HCFA. A federal agency within the Department of Health and Human Services that is responsible for the administration of the Medicare/Medicaid programs and all related employer reporting requirements.

**Hire:** Hiring someone into the company is the process of making an applicant an employee. The hire process includes gathering personal information, recording payroll data, assigning benefit programs, etc.

**HMO:** Health Maintenance Organization. Kaiser is an example of this type of health service.

**Hourly Employee:** An employee whose wages are based on an hourly rate. Such employees are usually paid an overtime rate of time-and-a-half for hours worked beyond their regular weekly hours.

**Hours Worked:** FLSA wages are determined by the number of hours an employee actually works. "Hours not worked" are not governed by the FLSA, even if they are considered "work time" or "paid time" by the employer. Thus, holidays, sick days, or other days off do not count as FLSA hours worked.

**HR:** Human Resources.

**I-9:** Employment eligibility verification form required by the Immigration and Naturalization Service.

**Immigrant:** An alien admitted to the United States as a lawful permanent resident. Immigrants are those persons lawfully accorded the privilege of residing permanently in the United States. They may be issued immigrant visas by the Department of State overseas or adjusted to permanent resident status by the Immigration and Naturalization Service in the United States.

**Immigration Act of 1990:** Public Law 101-649 (Act of November 29, 1990), which increased total immigration to the United States under an overall flexible cap; revised all grounds for exclusion and deportation; authorized temporary protected status to aliens of designated countries; revised and established new nonimmigrant admission categories; revised and extended the Visa Waiver Pilot Program; and revised naturalization authority and requirements.

**Immigration Reform and Control Act (IRCA) of 1986:**

Public Law 99-603 (Act of 11/6/86), which was passed in order to control and deter illegal immigration to the United States. Its major provisions stipulate legalization of undocumented aliens, legalization of certain agricultural workers, sanctions for employers who knowingly hire undocumented workers, and increased enforcement at U.S. borders. It also prohibits discrimination in hiring, recruitment, or discharge of employees based on their national origin or citizenship.

**Impute:** The process by which tax is withheld after wages or benefits are received by employees.

**IMRF Illinois Municipal Retirement Fund:** Since 1941, IMRF has provided employees of local governments and school districts in Illinois (with the exemption of the City of Chicago and Cook County) with a system for the payment of retirement, disability, and death benefits.

**Incentive Plans:** Pay plans that are formula-driven based on the expected results defined at the beginning of a performance cycle. Incentive plans can be designed for the individual worker or at group levels such as teams, business units, divisions, or company-wide.

**Independent Contractor:** A non-employee who provides services for the employer. The employer exercises no substantial control over who will do the work, when the work will be done, and how the work will be done (see 1099 for reporting requirements).

**INS:** Immigration and Naturalization Service.

**IRA:** Individual Retirement Arrangement. This is a way for individual taxpayers to save for retirement in addition to or instead of a qualified employer plan.

**IRCA:** See Immigration Reform and Control Act (IRCA) of 1986.

**IRS:** Internal Revenue Service.

**Leave of Absence (LOA):** A temporary absence from work for a specific reason. Reasons include maternity, child care, death of family member, etc.

**Matching Contribution:** Employer contribution to a defined contribution plan for the benefit of an employee contingent on a contribution made by that employee; e.g., the employer matches dollar-for-dollar an employee's pretax contributions to a 403(b) plan up to 3 percent of compensation.

**Medicare:** A federal or state medical care program provided to qualifying individuals at no cost. Medical expense payment provision for people sponsored by Social Security.

**Minimum Wage:** Under the 1996 amendments to the Fair Labor Standards Act, the current minimum hourly wage for employees of covered employers increased to \$5.15 per hour on 10-1-97.

**Naturalization:** The conferring, by any means, of citizenship upon a person after birth.

**Net Pay:** Also known as "take-home pay" — the portion of wages that remains after taxes and other deductions from pay.

**Nondiscrimination Testing:** IRS-prescribed tests to determine if employer-provided benefits plans disproportionately favor highly compensated or key employees of the employer.

**Non-Resident Alien:** For federal income tax withholding purposes, a non-U.S. citizen who has not met one of the two residency tests and who is subject to U.S. taxes on income derived from U.S. sources. Any person in this country on a visa which is not issued as a resident alien or immigrant type.

**Normal Retirement Age:** Age at which individuals may qualify for full Social Security benefits, currently age sixty-five.

**OASDI:** Old-Age Survivors Disability Insurance (the social security part of FICA).

**Obligee:** In the context of child support withholding, the obligee is the individual to whom child support is owed.

**Obligor:** In the context of child support withholding, the obligor is the individual (or employee) who owes the child support.

**OSHA:** Occupational Safety and Health Act. A series of federal laws that ensures all workplaces are safe and non-threatening to one's health. OSHA requires the submission of several annual reports and may inspect the workplace at regular intervals.

**Overtime:** Generally, hours actually worked over forty in a workweek that are payable at a rate higher than the regular rate (usually the statutory overtime rate of 1.5 x regular rate).

**Personal Leave:** Time off from work, possibly with pay and with limits.

**PPO:** Preferred Provider Organization.

**Pre-tax Deduction:** A deduction from pay that reduces the taxable wages.

**Public Sector:** Employers and employees of state and local governments or political subdivisions.



**Qualified Pension Plan:** An employee benefits plan that meets IRC 401(a) requirements (e.g. passes nondiscrimination tests). A written plan that the employer establishes for the exclusive benefit of the employees and beneficiaries.

**Reasonable Accommodation:** Used in connection with affirmative action for disabled persons: Changes in the job or workplace which enable the person with a disability to perform the job for which they are otherwise qualified. Such accommodations should be such that they do not create a business hardship and may involve such actions as adjusting the physical environment, equipment, schedules, or procedures. Used in connection with discrimination based on religion: Requirement that employer grant an employee time off for religious reasons. These accommodations may be adjustments to hours or days worked or other similar actions which will make it possible for employees to fulfill their religious obligations.

**Regular Time:** An employee's normal (scheduled/shift) work hours.

**Remuneration:** Compensation or pay to employees for services rendered.

**Replacement Check:** A manually prepared check issued as a substitute for a lost or stolen check.

**Resident Alien:** For federal tax withholding purposes, an individual who passes either the lawful permanent resident ("green card") test or the "substantial presence" test.

**RFQ:** Request for Quote. Process by which a library solicits a vendor for a product or service. Also known as Request for Bid or Request for Proposal.

**Salaried Employee:** An employee who is paid a fixed salary for a certain time period. Salaried employees are usually not subject to overtime pay and a daily time card is not filled out.

**Salaried Nonexempt:** An employee who is paid on a salary basis rather than an hourly basis. However, overtime pay must be paid to the employee based upon responsibilities of the position.

**Sick Leave Pay:** Pay given an employee for a time period not worked due to illness or injury.

**Social Security:** An insurance plan, relating to life insurance and old age pensions, offered/required by the federal government to specified groups of the population, on a contributory basis.

**SPO:** Standing Purchase Order. Mechanism for making multiple purchases from the same vendor.

**SRA:** Salary Reduction Agreement. Also used to define a type of Tax Deferred Annuity called Supplemental Retirement Annuity.

**SSN:** Social Security Number. The unique number assigned by the Social Security Administration to each individual's Social Security account.

**State Tax Withholding:** Most states require employers to make deductions from employee's paychecks for state income taxes. Each state has its own tax rates and procedures, and there is little or no consistency from one state to another. Several states have no state income tax at all. The Illinois current flat individual income tax rate of 3 percent has been in effect since July 1, 1989.

**Supplemental Wages:** Specific wage payments from which the employer may withhold a flat 28 percent for federal income tax.

**TDA or TSA:** Tax-Deferred Annuity or Tax-Sheltered Annuity. An annuity providing retirement income to employees of certain public schools and certain tax-exempt organizations.

**Termination:** The end of an employee's employment with the library. The action of termination may include a reason of retirement.

**TIAA-CREF:** Teacher's Insurance and Annuity Association-College Retirement Equities Fund, one of the largest pension programs in the United States.

**TIN:** Taxpayer Identification Number. See also SSN.

**UIFSA:** Uniform Interstate Family Support Act. A uniform state law that contains a provision requiring employers to enforce child support withholding orders directly issued to them from all other states and U.S. territories. Under legislation enacted in 1996, and effective in 1998, all states must adopt UIFSA.

**Undue Hardship:** In order for an employer to legally refuse to accommodate an applicant's or an employee's disability or religious beliefs, the employer must be able to show that such an accommodation would place a severe burden on the operation of the business.

**URESAs:** Uniform Reciprocal Enforcement Support Act. A model state law that, if adopted by a state, requires its central registry to accept and process child support withholding orders issued by all states and U.S. territories. Once processed by the responding state's central registry, the order is "domesticated" and the law of the employee's work state is reflected in the income withholding order.

**USERRA:** Uniformed Services Employment Reemployment Rights Act. Provides enhanced leave rights and job protections for employees absent for military duty. It prohibits discrimination in employment and retaliation against any person who was, is, or applies to be a member of a “uniformed service,” or who performs or has an obligation to perform “service in a uniformed service.” USERRA further provides that you must grant a leave of absence for up to five years to any person who is absent from a job because of service in the uniformed services. In addition, you ordinarily must reinstate the returning veteran to the position the person would have held if their employment had not been interrupted by military service.

**Visa Types:** The types of endorsements given by an authorized representative of a country to foreigners wishing entrance to the country for various purposes. Type of visa indicates the desired purpose and carries with it certain restrictions pertaining to various activities such as employment.

**W-2 Forms:** Wage and Tax Statement. The form used to report wages, tips and other compensation, withheld income and social security taxes, and advance earned income credit payments to the IRS, the Social Security Administration, and the employee.

**W-4 Forms:** Employee’s Withholding Allowance Certificate. Required by federal law to be on file with the Payroll Office before any salary or wage payments are made.

**Wage Garnishment Act:** Title III of the Consumer Credit Protection Act; limits amount of an employee’s earnings which may be garnished and protects the employee from being fired if pay is garnished for debt.

**Wages:** Amount earned by an employee, before tax withholding and deductions, for a certain period of service.

**Withholding:** Amounts deducted from an employee’s wages for federal, state, and local taxes.

**Worker:** Workers can be defined as anyone who performs functions for the organization and receives compensation from the organization’s operating expense funds in return. Workers can be direct employees or independent contractors (includes individuals contracting business directly from the company or through an agency).

**Worker’s Compensation:** Benefits provided to employees who suffer work related injuries or illness. Also provides benefits for the survivors of employees who have been killed on the job.

**Workweek:** Any seven consecutive days or 168 consecutive hours. The workweek is the basis for determining the total overtime pay that is due employees under FLSA.

**YTD:** Year to Date. Selected dollar and hour balances computed since the start of the calendar year or since start-up of the balance, whichever is most recent. These balances are zeroed before the start of the next calendar year.

## *Public Relations Terms*

**Advertising:** The process of gaining the public's attention through paid media announcements.

**Analyst:** An individual representing a trade or professional association who reviews and comments publicly on products, services, and companies.

**B-roll:** Film or television footage that plays while an announcer speaks over it.

**Bio:** Biography (usually a brief synopsis of a person's credentials).

**Boilerplate:** Standard wording about a library that usually appears near the bottom of press releases.

**Brand:** A name, sign, or symbol used to identify your services and to differentiate them from others. For example, @ your library.

**Buzz:** Media and public attention given to a library, its products, or services.

**Byline:** Author's name given at the beginning of an article.

**Collateral:** Secondary documents that accompany or support PR deliverables.

**Communications Audit:** A systematic survey of members of a target audience to determine awareness of or reaction to a library product or service.

**Copy:** Words for an article, press release, report, etc.

**Direct Mail:** Communication sent by post or e-mail to a targeted audience.

**e-zine:** Online newsletter or magazine.

**Fact Sheet:** A short (generally one-page) document that provides a "snapshot" look at a library and its products and services.

**FAQ (Frequently Asked Questions):** A list of questions and answers for the media pertaining to a press release; often included in a press kit.

**Font:** Computer or Internet typeface. (Though it is technically interchangeable with "typeface," font actually means a *specific instance of a typeface* including point size, pitch (width), and spacing; for example, "Helvetica, 10 pt. with pitch value of 9.")

**Goal:** The primary result a library is attempting to achieve through its public relations efforts.

**Headline:** The title of an article or press release.

**Hit:** A visit to a particular page on a Web site by a Web visitor.

**House Organ:** A newsletter produced by a library for the employees of that library.

**Hype/hyperbole:** Overdone exaggeration.

**Inverted Pyramid:** The journalistic style of writing where the most important information is written first, followed by information of decreasing importance (this allows the reader to stop reading having gained the most important information; it also allows editors to cut or edit the story from the bottom up without omitting vital information).

**Jargon:** Language known primarily to members of a specific group, company, or industry.

**Key Influencers:** Individuals, groups, or publications whose opinion or coverage of a library product, service, or facility can significantly affect public perception within a specific market.

**Link:** A portal to another Web site or to another area within a Web site.

**Marketing:** The function of promoting, selling, or distributing a product or service.

**Media Coverage:** Mention in the media of a library, its products, or services.

**Media Relations:** The function of gaining positive media attention and coverage.

**Pass-along Rate:** The number of times a received document (article, newsletter, brochure, report, etc.) is shared with other individuals.

**Pitch:** A prepared sales presentation, usually one-on-one. (In public relations, pitch generally refers to an attempt to get positive coverage or analyst review).

**PMS (Pantone Matching System):** Acronym given to color codes associated with a specific ink color library. Print shops often refer to a PMS color such as "PMS 328," a teal color.

**Press Kit:** Several press deliverables combined in one package (usually a folder).

**Press Release:** A paper or electronic document submitted to the media with the intent of gaining media coverage.

**Proofread:** Carefully reading a document to remove errors.

**Public Relations (PR):** The function of creating and maintaining a public image or identity.

**Public Relations Plan:** A document that details specific actions to achieve a public relations result.

**Q&A/rude Q&A:** A document that lists predictions of difficult questions that may be posed to a library spokesperson, and the best answers the spokesperson can give to answer the questions and meet the library's objectives.

**Retraction:** Media correction of information previously and erroneously reported.

**Running Columns:** Regularly appearing articles of a specific theme or topic in a publication.

**Sans Serif/Serif:** These terms apply to typeface and whether a particular typeface has "tails" on it or not. Serif typefaces have "tails" on them —Times Roman is an example of a serif typeface. Sans serif typefaces have no tails; Arial and Helvetica are examples of sans serif typefaces.

Here is an example of sans serif.

**Here is an example of serif.**

**Script:** Prepared speech written on paper.

**Self-mailer:** A brochure or other document that contains postal information (return address, bulk mail insignia, or room for postage) and room for an address label so that it can be mailed by itself, without having to place it in an envelope.

**Shelf-life:** How long a document is held onto by the receiver.

**Strategic Partner:** A library or organization that another library or organization aligns itself with to benefit both parties.

**Strategies:** Methods used to accomplish objectives.

**Tactics:** Action items to support strategies and objectives.

**Tag Line:** A sentence or phrase that provides a description of an organization's position (e.g., Red Cross: *We Save Lives*).

**Target Audience:** The key groups or individuals that a library most wants to receive its public relations messages.

**Trade Publication:** A magazine, newspaper, or newsletter published by members of a specific industry.

**Typeface:** Printing type (e.g., Helvetica, Times New Roman, Courier).

**URL:** Uniform Resource Locator. When someone asks for your URL, they're asking for your Web site address.

**White Paper:** A technical or research document that explains or advocates how a library product or service functions and its purpose.



## Executive Director's Report September 2019

### What's New @ AHML

#### Computer Lab Quiet Signage

After several customer and staff requests, a quiet area sign was posted in the Public Computer Lab. The lab has always been a quiet area, but the designation was not always apparent to its users. The sign helps set expectations of conduct, and works towards the Access and Experiences goal in the library's strategic plan to better define quiet spaces (Goal 3, Strategy 4: Create a separate quiet space accessible to all library users)



#### Go Green. Save Green. Tech Bar Theme

With design help from Colleen Kelly, Graphic Designer, and setup help from IT, Digital Services Manager Jack Bower developed the Fall Tech Bar theme to show customers ways in which they can simultaneously save energy and money with technology. The Tech Bar, which debuted September 3, consists of four stations:

- A demo Nest smart thermostat connected with an iPad for app access for customers to explore the features and benefits of internet-connected thermostats.
- A FLIR C2 thermal camera for customers to understand the concept of checking their homes for proper sealing and insulation.
- A Kill-A-Watt electricity meter connected to a fan for customers to understand how electricity meters work and can be used to audit their personal electronics' consumption.
- A hand-crank generator to power a USB light for customers to appreciate the energy that goes into powering their devices and appliances.



In addition to the obvious values that the theme encourages, environmentalism, fiscal responsibility and technology literacy, it also promotes items in our Library of Things collection. We lend Kill-A-Watt meters and Thermal Leak Detectors currently, and when this theme is taken down, the FLIR C2 Thermal Camera will begin circulating.

## **Return of Alldata Pro**

Arlington Heights' gearheads doubly rejoice! Several customers have commented that, despite the availability of the library's newer Auto Repair Source database for at-home (and in-garage) use, they preferred the search and browsing features of Alldata Pro that it replaced, even though it only allowed in-library access. In response, the library resumed its subscription to Alldata Pro.

## **Diversity and Inclusion**

### **Noise Canceling Headphones**

Working with Senior and Accessible Services staff, Digital Services added four Audio Technica noise-canceling headphones to our circulating equipment. These devices are available for users with sensory sensitivities and auditory processing disorders. Two sets are reserved for in-library use and two sets circulate outside the library in our Library of Things collection.

### **Outreach and Bookmobile Services to Spanish-Speaking Community**



Mary Klopp, Circulation Assistant, and Catalina Shin, Bilingual Advisor, joined our Volunteer, Lia, and Palatine Public Library staff for a visit to Misión San Juan Diego, a large church community of mostly Spanish-speaking community members. We met with 31 people, providing information and material about ESL programs, answering questions about using their library cards with us, promoting bookmobile visits, etc., and registering five library cards.

After attending their 8/4/19 festival, we were invited to bring our bookmobile with the opportunity to start a once-a-month stop. This is the first time that the bookmobile has reached out to this community located in the north side of Arlington Heights. The location will now be in regular rotation for the bookmobile's services.

Backstretch ended with a higher volume than last year. It was a great year for many of the speaking Spanish-speaking customers to have Al Garcia, Bookmobile Driver, and Catalina Shin, Bilingual Advisor, there to help with any questions...and crafts!



## **Supported Bubble Show**

To deliver more inclusive programming, Youth Services coordinated a program that welcomed families who would benefit from a more controlled environment. Staff added an additional session of *Ben's Bubble Show* with limited registration and other supportive resources, like noise-reduction headphones and lap weights. The performer adjusted his presentation to accommodate the nineteen participants with elements of movement and participation catering to their level of comfort. Each child could pop bubbles or even be in a giant bubble. Two families who attended *Our Time: Caregivers, Coffee and Play* later in the month mentioned how much they appreciated a program where everyone felt welcome despite sensory processing challenges. The *Supported Bubble Show* was followed by a larger presentation of *Ben's Bubble Show* for an audience of 157 customers.



## **We Need Diverse Books**

Kids' World Advisor Meg Ramsland was accepted as a volunteer reader for We Need Diverse Books to help vet books featured in the OurStory app, a tool to help users discover diverse books. OurStory is a book discovery tool that celebrates diversity and strives to include a wide array of titles with diverse content and by creators from marginalized communities.



## Department Highlights

### One Book, One Village at the Farmer's Market



Joan Lasky, Info Services Advisor, represented the library at the Farmer's Market to promote *The Feather Thief*, this year's One Book, One Village selection. She interacted with 30 people and checked out 9 books.

### Code Camp

Code Camp was a 4-day intensive program that taught tweens the basics of coding and computer science. Ten participants designed music videos, programmed the computer to play musical notes and built an interactive music display



### Summer Reading Challenge

This year the library offered a centralized location in the Marketplace for all ages to sign up and participate in the summer literacy initiative. A total of 5,405 customers participated in the reading program this year, compared to 5,303 in 2018. Both the teen and adult age groups saw increases in registration. Staff saw more parents registering for the adult program when signing up their children. Teen Services staff continued the library's partnership with District 214 high schools, incorporating the summer reading challenge into students' required summer reading assignment.



### **Farewell Lynda**

After extended discussion with the vendor, Digital Services and Information Technologies staff have determined that Lynda.com's transition to LinkedIn Learning will render the online tutorial service incompatible with the library's authentication system. The library will cease to offer Lynda.com as of November 3. The library currently offers Gale Courses, Treehouse and GCFLearnFree which offer similar coverage of software, technology and business topics.

### **Kanopy and hoopla**

Violet Jaffe, Collection Supervisor, and Candy Rossin, Collection Specialist, increased the lending limit from eight to ten items per customer, per month for hoopla and Kanopy.

### **Yoga in the Park**

This was the third year the library and the Arlington Heights Park District partnered to offer summer yoga, providing instruction to those new to the practice as well as experienced yogis who enjoy the opportunity to practice in a beautiful outdoor space - the lawn of the Arlington Heights Historic Museum. This summer, 95 adults attended the 3 sessions led by park instructor Lynn Minuskin.

### **Death Cafe Making an Impact**

The third quarterly Death Café continued on a Sunday afternoon with 22 customers attending. This dialogue driven event continues to connect community members in open discussion around an often taboo, though universal, subject. One attendee shared that the program provided a supportive forum to discuss aging and end of life planning.

### **Library of Things**

Sixteen items were added to the Library of Things.

They include:

- iBill currency reader for low vision customers
- Several board games recommended by teen staff and customers
- CD/cassette boombox
- Heat press
- Moisture Meter



### **BYOB - Bring Your Own Board Game**

Our second summer event geared toward community members in their 20s and 30s offered a casual night of board game play at Fox & Hound Bar and Grill. Fifteen attendees enjoyed the relaxed nature of the program and had fun meeting each other and playing a variety of games - even one game checked out from the Library of Things collection!



### **Census Training**

In support of the library's strategic plan to raise awareness for the 2020 Census, the library hosted Census Bureau staff who provided training to their new staff and workers. The library was able to accommodate the request for all-day usage of rooms over the course of seven days. Partnerships like this allow the library to position itself as a hub for community information and resources.

### **Vinyl Swap & Storytelling**



Nine attended a new program geared to connect music lovers through listening to and sharing their own stories about the music they love. Vinyl Swap and Storytelling invited community members to create the events content by bringing their own records to listen to and by encouraging sharing on the topics of favorite artists, albums and more. Digital Services Assistant Charlie Crane and Programs & Exhibits Manager Jennifer Czajka kept records flipping and conversation going with the help of conversation starters. The format succeeded in keeping everybody engaged in talking music all night while we were listening. Attendees were very complimentary, multiple commenting throughout the program how impressed they were with the ambiance, the conversation, and just the idea. Because the event was not targeted at any one age group but at a shared experience, the event brought together music listeners and lovers across generations who shared respectfully. Positive customer comments included:

- *Just to compliment & thank whoever scheduled set/up last night's Vinyl Records Swap. Admittedly a "niche" type event but just the same, as informative, fun, & enjoyable as any AHML presentation I've attended and thankful to say, have at AHML, many. (I think I can find the Hendrickson Rm blindfolded.)*
- *[Facilitators were] both very easy to approach and carry a conversation*

### **Meet Picture Book Author Dean Robbins**

Author Dean Robbins offered an engaging presentation to 30 library customers. As a boy, Dean was intrigued by space, flying and the possibility of becoming an astronaut. This all changed when he discovered he was afraid of flying. Fortunately, he discovered his talent for writing. In his latest book, *The Astronaut Who Painted the Moon*, Dean tells the story of Alan Bean, who was not only an astronaut but an artist as well.



### **Share 25**

Library staff participated in District 25's one-day teacher conference. *Share 25* serves as an orientation and a professional development opportunity for new and returning teachers to the school district. Youth Services and Digital Services staff provided four sessions about library and school services, database instruction, new diverse books for the classroom and STEM toy/kit demonstration.

### **Teen Film Fest**

Teen filmmakers and attendees walked the red carpet for the 13th Annual Teen Film Fest. Ninety-two attendees watched twelve teen-created films screened for the event that ranged from psychological thrillers about a writer's dive into madness to an original song appreciating jellybeans. The films were judged by Mary Luckritz (English and Fine Arts Division Head at Rolling Meadows High School), Jeevan Acharya (2018 Teen Film Fest Overall winner) and Matt Lauterbach (the library's Filmmaker in Residence earlier this year). In the Hub, the Teen Advisory Board hosted the official After Party for the Fest to celebrate teen filmmaking.



## Bookmobile in the community



The bookmobile joined the community in support of National Night Out, the local anti-crime effort to strengthen neighborhood spirit and community relations and Mane Event, the annual summer block party-style fun supported by a partnership between the Arlington Heights Chamber of Commerce and the Village of Arlington Heights. Staff connected with 700 customers at National Night Out and 300 customers at Mane Event!



For the first time, the bookmobile visited the Arlington Heights Farmers Market. After positive customer response, the bookmobile will be returning in September in support of Library Card Signup Month. One customer commented: 'You get books ...and nostalgia. I haven't been on a Bookmobile since I was a kid.'



## **Staff Development**

## **HOLA - Hispanic Outreach and Library Access**

Bilingual Advisor Catalina Shin helped start a new work group for those doing Hispanic-focused outreach called *HOLA – Hispanic Outreach and Library Access*. This work group will be meeting for the first time in September.

## **Play, Make, Learn**

Bryan Bednarek, Digital Media Specialist, and Emily Loeffler, Youth Outreach Librarian, attended the *Play Make Learn Conference* in Madison, Wisconsin. Sessions revolved around makerspace technology, observing and assessing learning in makerspaces, the latest research on education and the role and value of games in learning.

## **Library Podcast**

Digital Services Supervisor Gregory Berger, Digital Media Specialist Bryan Bednarek, and Info Services Supervisor Pam Schwarting attended the program “Earworms for Bookworms: Podcasting in Libraries” hosted by the Adult Reading Roundtable group at Ela Area Public Library.

## **LACONI**

Jennifer Czajka, Programs & Exhibits Manager, co-planned an August LACONI-OPP (Outreach, Promotions, Programming) professional development event - Reimagining Audience Engagement, presented by Colin Hanson of Museum Hack. 62 library professionals attended the event held at Northbrook Public Library. Colin shared background of Museum Hack’s mission and work, detailing the many ways they’ve been successful in reaching people to provide a truly unexpected experience in major museums (Colin works out of the Art Institute of Chicago), plus led activities which helped library staff consider how Museum Hack’s “Four Pillars of Every Experience” could be applied in library settings.

## **RAILS Technical Services Networking Group**

Lisa Bobis, Collection Services Manager, is the new facilitator of the RAILS Technical Services Networking Group. After a 2-year hiatus, the group met at AHML with over 50 people in attendance.

## **MLIS Graduate**

Megan Young, Programs and Exhibits Specialist, and Chris Smith, Digital Services Advisor, completed the MLIS program at the University of Alabama. Megan graduated on August 3 and Chris completed the program earlier in the year, graduating in April.

# Metrics for August 2019

## Service Point Traffic

**Total visits**  
**82,168** ↓ -7%  
 88,121 last year

**Main Library visits**  
**76,671** ↓ -8%  
 83,526 last year

**Sr Center Visits\***  
**1,860** ↓ -7.42%  
 2,009 last year

**Bookmobile Visits\*\***  
**3,637** ↑ 40.64%  
 2,586 last year

## Circulation

**Total Circulation**  
**164,434** ↓ -5%  
 172,473 last year

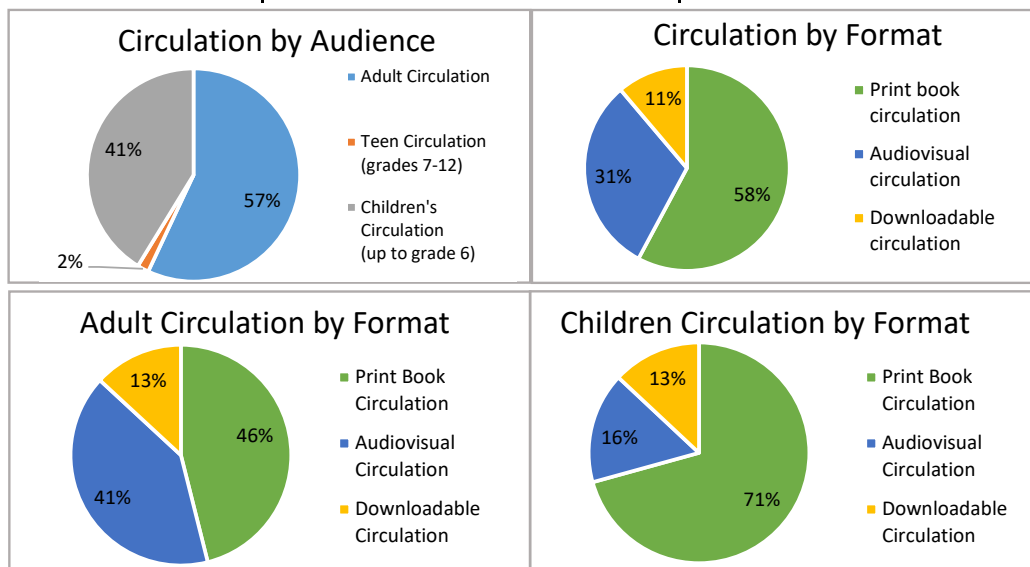
**Card Holders**  
**59,488**

**Library Cards Issued**  
 Resident **439** ↓ -3.30%  
 (issued) 454 last year

Non-Resident **174** ↓ -14.71%  
 (Registered) 204 last year

**Interlibrary Loan**  
 Borrowed **498** ↑ 18.29%  
 421 last year

Lent **706** ↑ 12.96%  
 625 last year



## Programs

**Program Attendance\*\*\***  
**3,566** ↓ -18%  
 4,334 last year

**Number of Programs**  
**159** ↓ -6%  
 169 last year

**Cost of Programs**  
**\$4,710**  
 \$0 funded by FOL

**General Satisfaction**  
**4.87/5**

## Questions

**Reference Questions\*\*\*\***  
**15,821** ↓ -15%  
 18,607 last year

**Reference Questions**  
 (via call center)  
**4,329** ↓ -5%  
 4,540 last year

**Chat sessions**  
**391** ↓ -12.13%  
 445 last year

## Technology Usage

**Public Computer Use\*\*\*\*\***  
**9,649** ↓ -13.03%  
 11,094 last year

**Website Visits**  
**102,459** ↑ 3.23%  
 99,255 last year

**Self Checkout**  
 (% of total checkouts)  
**66%** = -0.30%  
 67% last year

\* Although Senior Center overall visits are down, program attendance at the Senior Center is up 12% for August and 8% for the year.

\*\* Increase in Bookmobile numbers are due to our first visits to Mision San Juan Diego and the Farmer's Market, as well as a higher-than-usual turnout at Backstretch, but mainly it was due to Mane Event and National Night Out, which brought out more people than we have seen in the past.

\*\*\* Fewer adult programs compared to 2018, 2 fewer storytimes this month compared to 2018, some schools started earlier this year

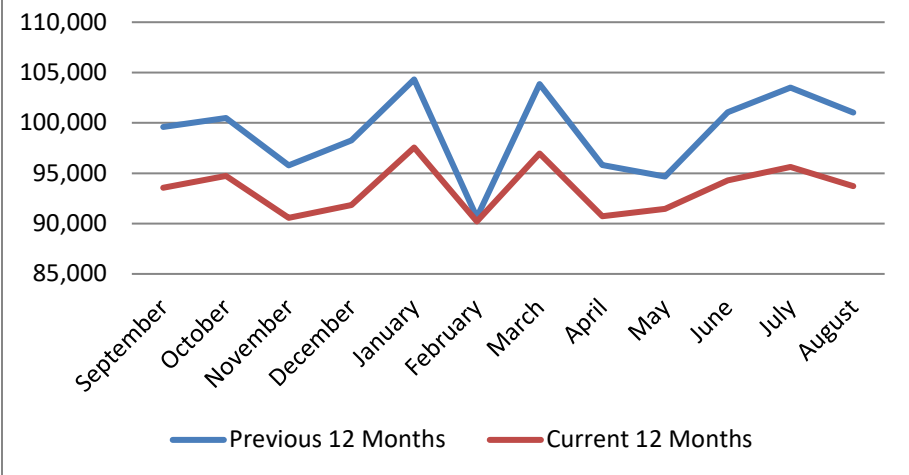
\*\*\*\* Questions were down across all service points, indicating it was a slower month all around. Year to Date, we are 1% up for chat questions.

\*\*\*\*\* Public computer usage continues to show a decrease in the number of sessions due to changes enacted late last year which extended session length. Overall, utilization of public computers is up approximately 3%.

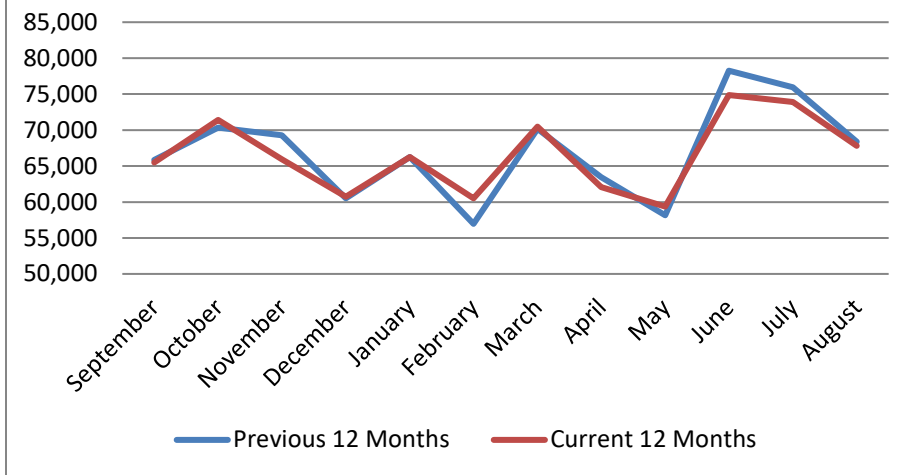
**AHML - DASHBOARD - August 2019**

	August 2019	August 2018	% change from last August	Jan 2019-August 2019	Jan 2018-August 2018	% change from last YTD
Total circulation	164,434	172,473	-5%	1,306,444	1,355,155	-4%
Adult circulation	93,724	101,028	-7%	750,577	794,846	-6%
Teen circulation	2,879	3,074	-6%	20,596	22,710	-9%
Children circulation	67,831	68,371	-1%	535,271	537,599	0%
Print book circulation	87,213	91,968	-5%	685,595	709,489	-3%
Audiovisual circulation	47,532	56,713	-16%	398,842	452,020	-12%
Downloadables circulation	20,281	15,086	34%	150,072	126,921	18%
Self-check as % of main floor circ	66%	67%	0%	66%	67%	-1%
Circulation to reciprocal borrowers	9,883	10,629	-7%	81,675	80,607	1%
ILLs borrowed for our customers	498	421	18%	3,959	3,066	29%
ILLS lent to other libraries	706	625	13%	4,190	4,374	-4%
Resident cards issued	439	454	-3%	3,286	3,326	-1%
Reciprocal cards registered	174	204	-15%	1,313	1,428	-8%
Reference questions	15,821	18,607	-15%	135,483	132,723	2%
Number of Programs	159	169	-6%	2,234	2,067	8%
Program attendance	3,566	4,334	-18%	58,864	71,513	-18%
Public computer use	9,649	11,094	-13%	73,983	85,061	-13%
Website visits	102,459	99,255	3%	798,013	798,388	0%
In-person visitors	82,168	88,121	-7%	675,158	699,810	-4%
Marketplace - % of adult coll	8.3%	8.7%	-5%	8.3%	8.6%	-4%
Marketplace - % of circ	33.1%	34.1%	-3%	34.3%	34.5%	0%
Kids' Mktplace - % of KW coll	4.3%	4.5%	-4%	4.6%	4.7%	-2%
Kids' Mktplace - % of circ	15.5%	14.5%	6%	15.8%	15.0%	5%
Individual Staff Sessions	325	285	12%	3397	2533	25%
Volunteer hours	2,660	2,855	-7%	20,553	19,184	7%

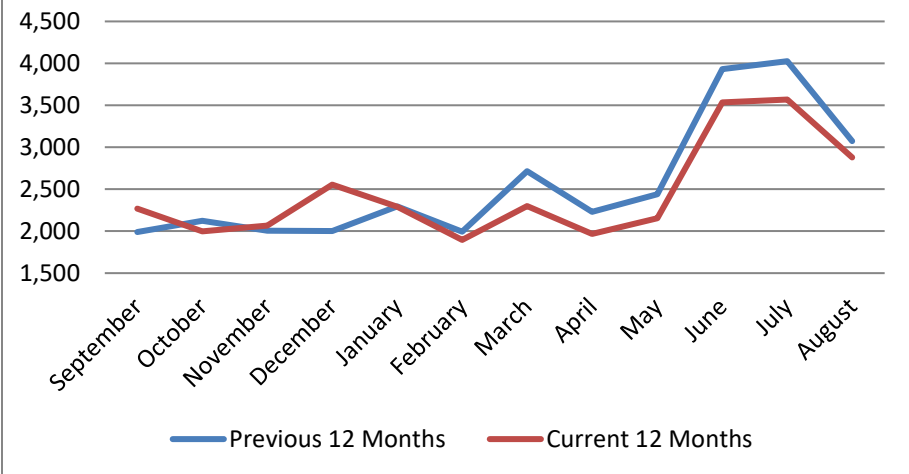
### Adult Circulation



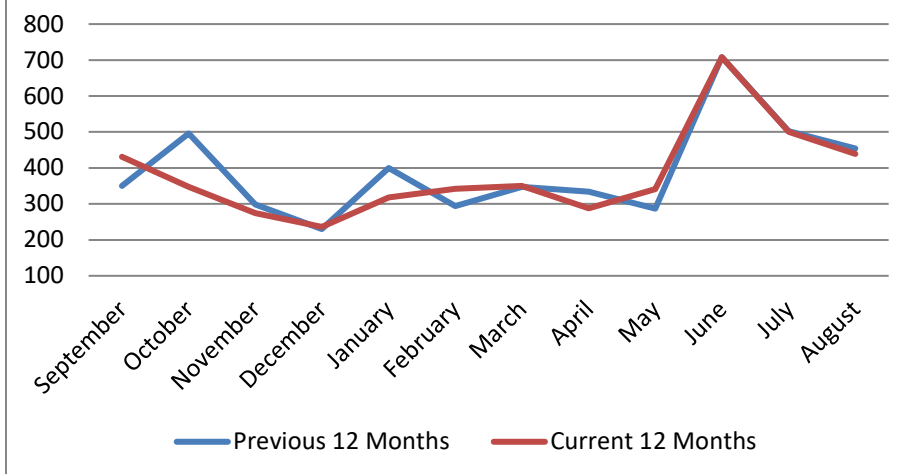
### Children's Circulation

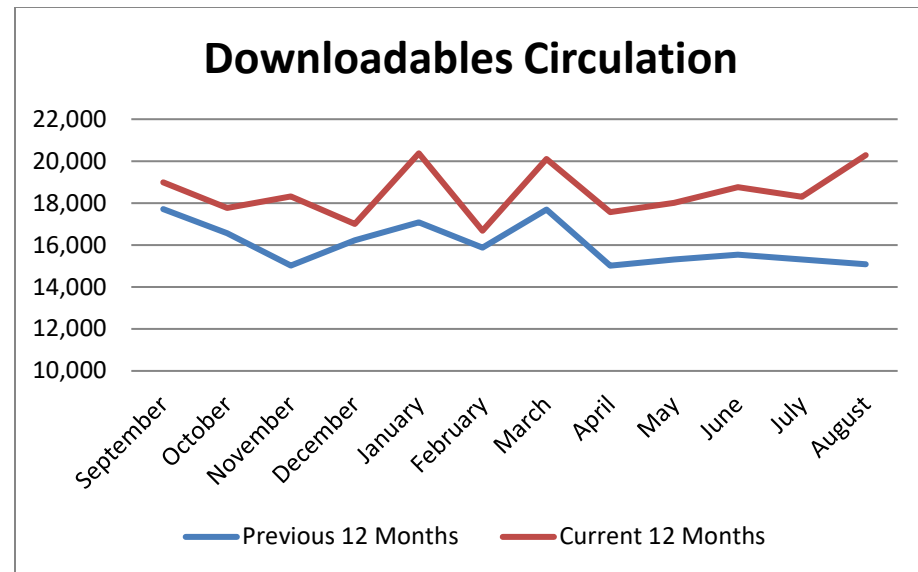
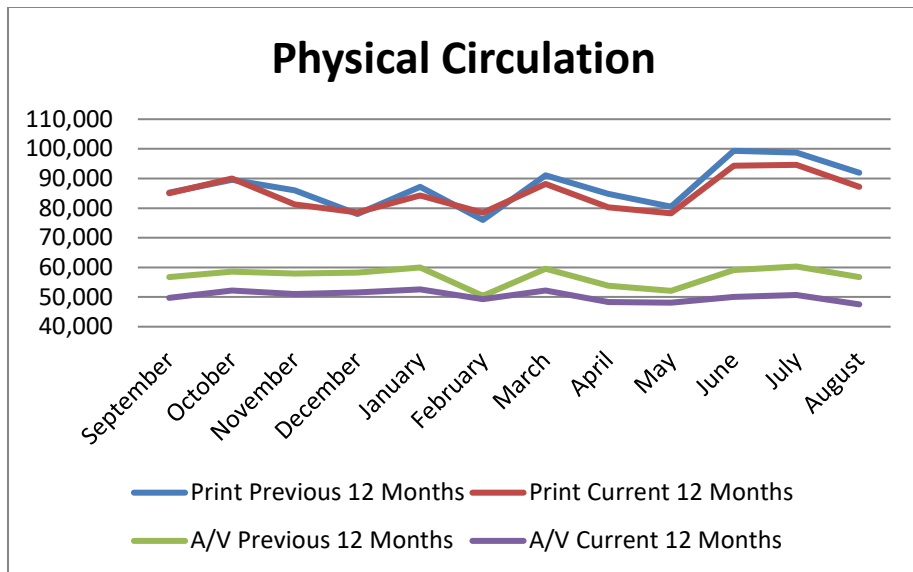


### Teen Circulation



### Resident Library Cards Issued

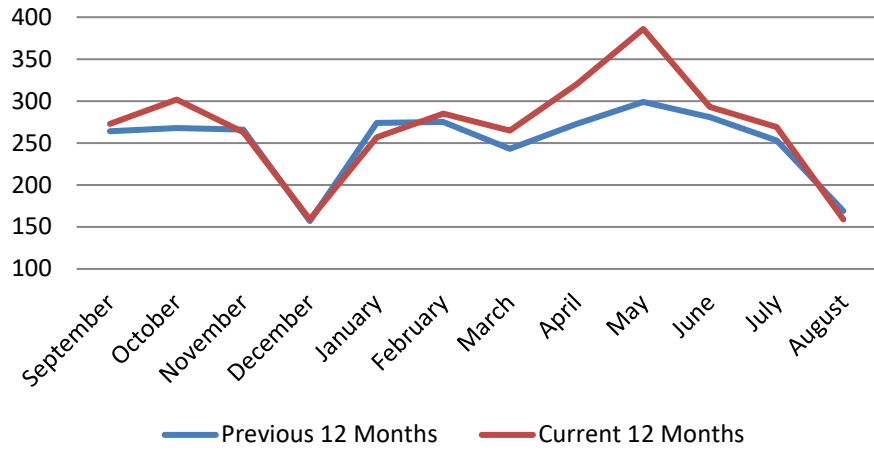




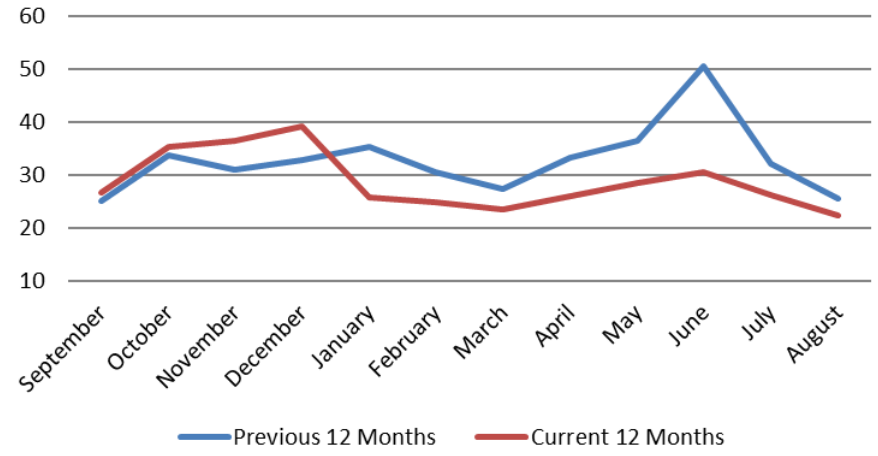
## Notes Relating to Circulation

- Children’s fiction audiobooks experienced an increase in checkouts in August. Representing just 0.2% of the total collection, the 372 checkouts this month was an increase of 27.8% over last August.
- Continued outreach services to youth audiences and the start of the school year may have helped bookmobile youth materials gain a slight increase this month over last August, up 0.1% for the month.
- With 20,281 total checkouts, electronic checkouts are up 34.4% over last August and 18.2% year-to-date. Of particular note, total eBook use post-Overdrive (5,822) is slightly higher than August 2018 (4,906).

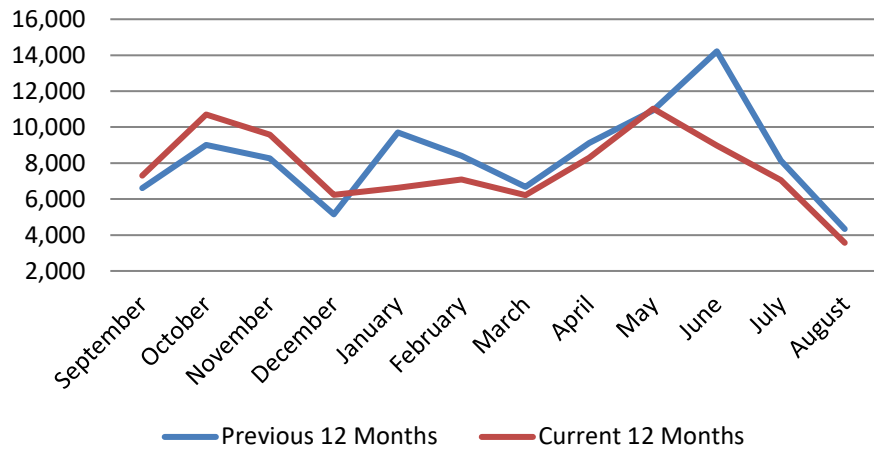
### Program Sessions



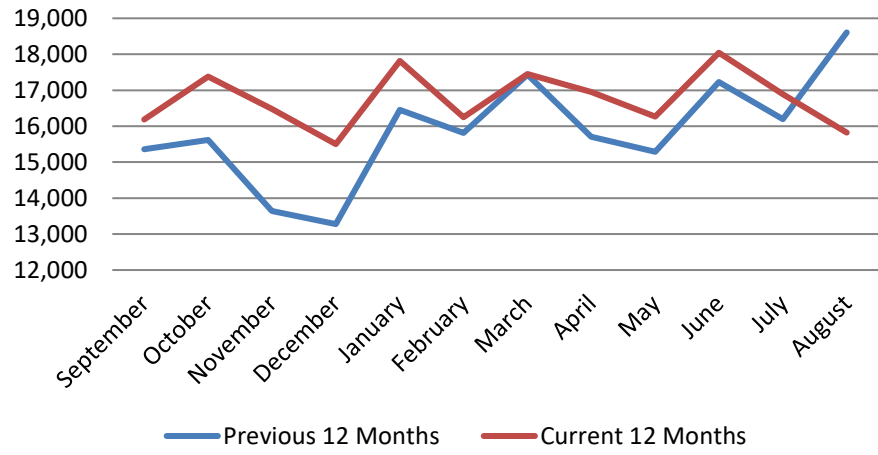
### Attendance Per Program



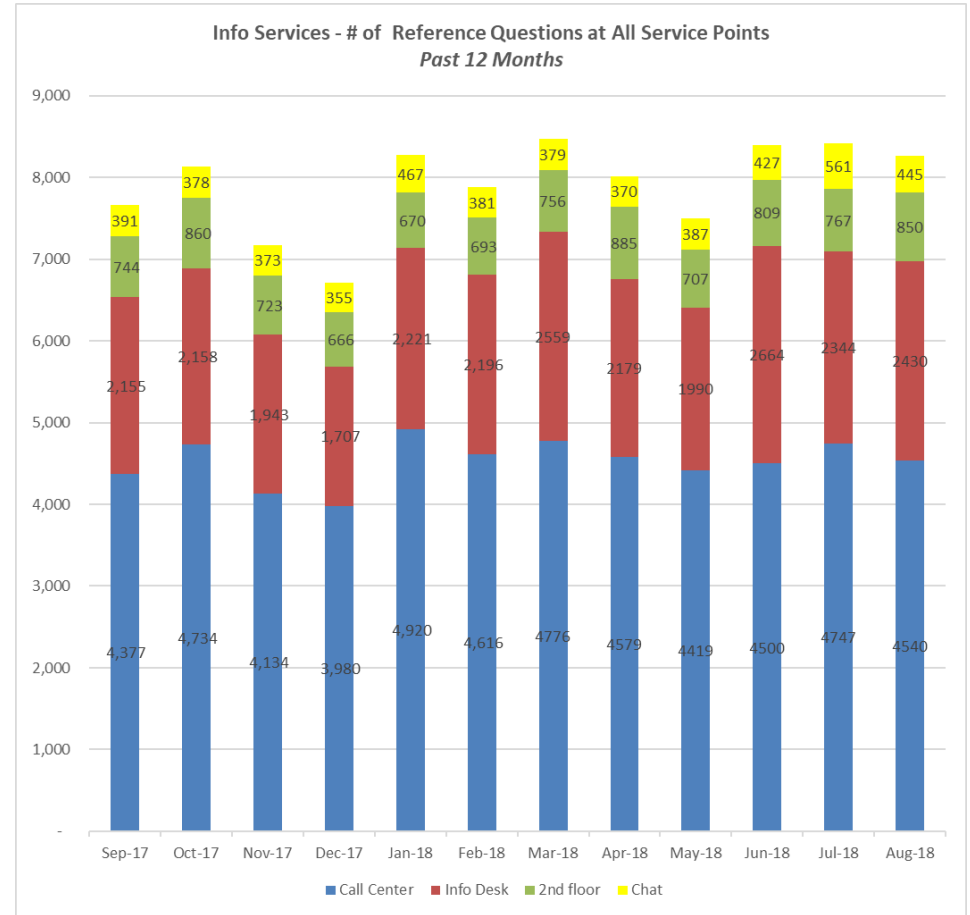
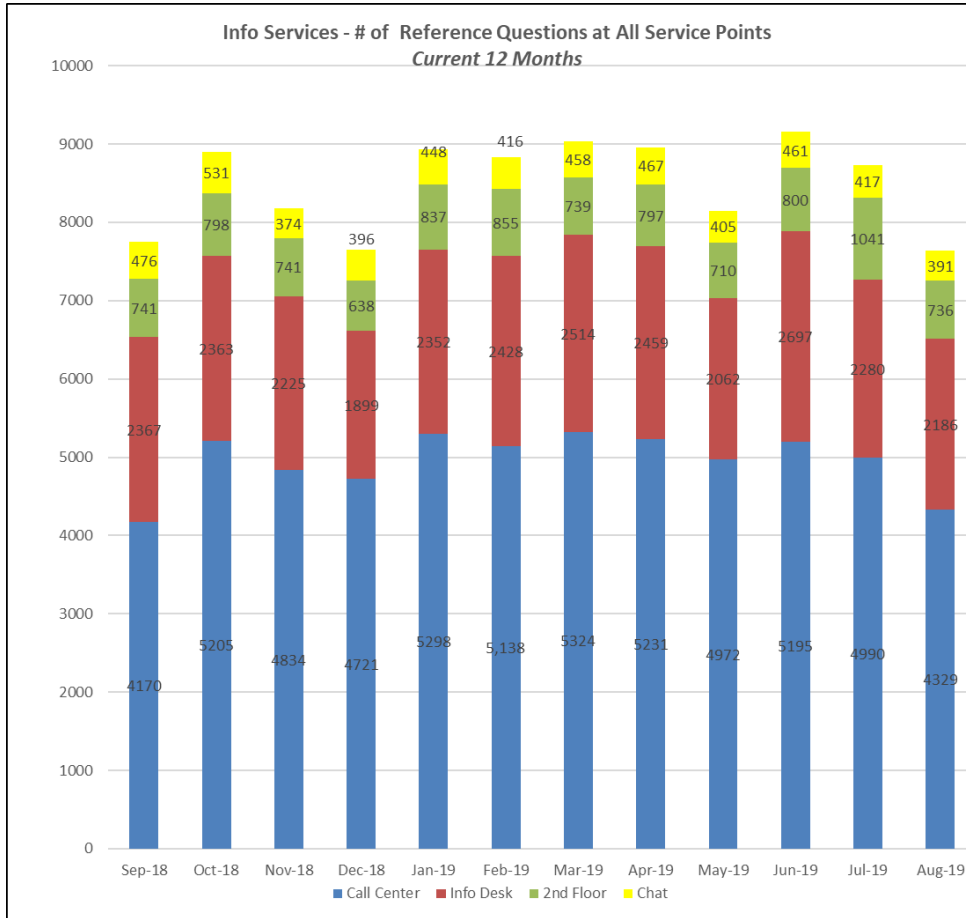
### Program Attendance



### Reference Questions (Library Wide)

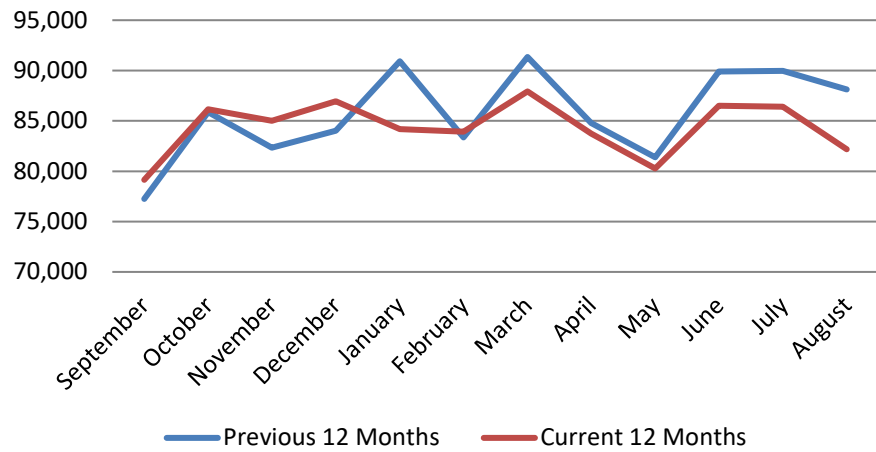


The charts below illustrate the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.

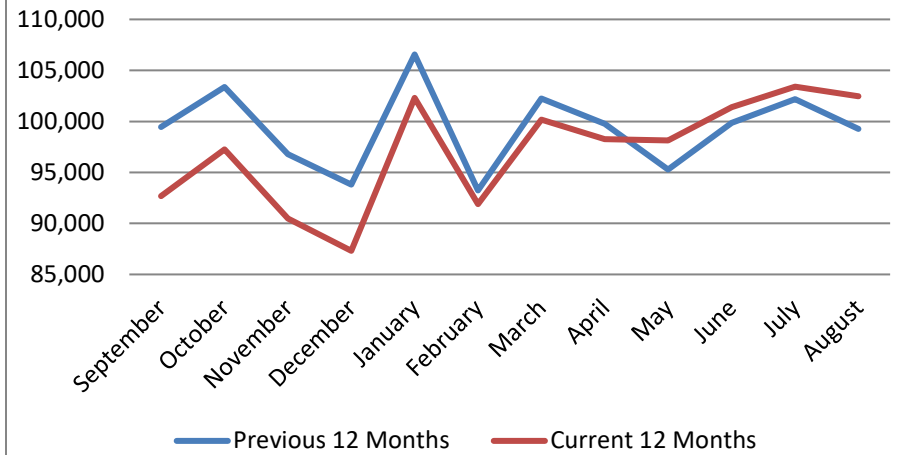




### In-person Attendance



### Website Visits



### Public Computer Use

