

BOARD OF LIBRARY TRUSTEES

**TUESDAY, JANUARY 21, 2020
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 DECEMBER 17, 2019 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 6, 2020 (Action Item 2)
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2019 (Item 3)
- VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2019 (Action Item 4)

I. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED
JANUARY 21, 2020 (Action Item 5)

II. EXECUTIVE DIRECTOR'S REPORT

III. OLD BUSINESS

- MAKERSPACE PROJECT UPDATE (Item 6)

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

- APPROVE PROPOSED REVISIONS TO POLICY 6.003
INTERNET ACCESS (Action Item 7)

The board will review and discuss proposed revisions to Policy 6.003 Internet Access

- APPROVE PROPOSED REVISIONS TO POLICY 7.001 CODE
OF CONDUCT (Action Item 8)

The board will review and discuss proposed revisions to Policy 7.001 Code of Conduct

IV. NEW BUSINESS

- STAFF PRESENTATION ON SENIOR AND ACCESSIBLE
SERVICES (Item 9)

We will provide an update on the development of the department over the past year and information on the programs and services they provide throughout the community

- STAFF PRESENTATION ON EXHIBITS (Item 10)

We will provide a wrap up of the Culinary Curiosity exhibit as well as a brief overview of the exhibits planned for 2020

- CHANGE IN FINANCIAL REPORTING - GASB 61
DISCUSSION (Item 11)

We will share effects of Governmental Accounting Standards Board statement 61 on financial reporting

V. OTHER

- GUEST READERS FOR STORYTIMES DURING NATIONAL LIBRARY WEEK, APRIL 19-25

- VI. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES; AND (21) REVIEWING CLOSED SESSION MINUTES
- VII. REVIEW OF CLOSED SESSION MINUTES AND OTHER ITEM(S) FROM CLOSED SESSION FOR ACTION
- VIII. 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, DECEMBER 17, 2019.

12.19.01 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, December 17, 2019, at 7:30 p.m. by President Greg Zyck.

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

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Jolie Duncan, Info Services Manager; Jennifer Czajka, Programs and Exhibits Manager; Patricia Aichele, Communications and Marketing Specialist; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Andy Dogan, Williams Architects; Brian Repsher, Friends of the Arlington Heights Memorial Library; Lisa Slankard, Resident.

12.19.03 There was no **PUBLIC COMMENT**.

12.19.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends generously approved an \$8,200 wish list request.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell provided a report on the Foundation’s fund-raising plans for early 2020.

12.19.05 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 19, 2019 (Action Item 1)**. Trustee Supplitt seconded. With Trustee Smart abstaining, all were in favor and the minutes were approved as corrected.

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

12.19.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2019 (Item 3)** – Mr. Driskell reported the library received \$44,716 in tax revenue in November, 97.6% of the annual tax revenue budget of \$14.2 million has been received year-to-date. The Friends of the Library submitted a check to the library in the amount of \$3,500 and the Foundation submitted a check in the amount of \$890 in November; Mr. Driskell thanked them for their continued support. 92% of the fiscal year has lapsed; 85% of the annual operating budget and 41% of the annual capital

project budget has been expensed to date. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

- 12.19.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2019 (Action Item 4)** – Mr. Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY DATED NOVEMBER 30, 2019, IN THE AMOUNT OF \$1,205,098.84.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

- 12.19.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the introduction of the new Veteran and Armed Forces library cards at the 9th annual Veterans Celebration and Breakfast at the Lutheran Home. One hundred and fifty-one residents registered for the new card, twelve veterans registered for their very first Arlington Heights Memorial Library card. Genealogy and Local History staff coordinated the digitization of the full run (1966-1970) of the *Arlington Day* newspaper. Staff hosted “El Cafecito” where the Northwest Hispanic Chamber of Commerce facilitated bringing 36 community members and business owners together to network and share their experiences. Over 500 customers visited the library to celebrate diversity in our community at Celebrate Our Cultures Fair. Eighty-five attendees, including veterans and their families, enjoyed an Arlingtones performance and Veterans Day Reception. The library partnered with the Illinois Department of Employment Security (IDES) to host an all-industry job fair. The event saw 46 job offers and employers reported they expected 113 hires resulting from the fair within the next year. Staff delivered outreach to approximately sixty John Hersey High School students in entrepreneurship classes about library resources and their real-world business applications.

12.19.10 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 5)** – Andy Dogan from Williams Architects provided an update on the progress of the makerspace building project at 112 North Belmont Avenue.

- **APPROVAL OF FY2020 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Action Item 6)** - The board reviewed a draft of the Illinois State Library FY2020 Public Library Per Capita Grant application.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES FY2020 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION.** Trustee Tangney seconded. All were in favor and the motion carried.

- **APPROVAL OF REVISIONS TO HUMAN RESOURCES POLICY – HIRING OF RELATIVES (Action Item 7)** - The board reviewed proposed revisions to Human Resources Policy – Hiring of Relatives to include removing the restriction of prohibiting family members from working in the same department

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO HUMAN RESOURCES POLICY – HIRING OF RELATIVES.**

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

- **APPROVAL OF REVISIONS TO HUMAN RESOURCES POLICY – ALCOHOL AND DRUG USE (Action Item 8)** - The board reviewed proposed revisions to Human Resources Policy – Alcohol and Drug Use to include prohibiting the possession, use, or being under the influence of cannabis or THC-infused products while at work.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO HUMAN RESOURCES POLICY – ALCOHOL AND DRUG USE.**

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

- **APPROVAL OF REVISIONS TO POLICY 1.105 MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND CONFERENCE ATTENDANCE (Action Item 9)** - The board reviewed proposed revisions to Policy 1.105 Membership in Professional Associations and Conference Attendance to clarify the policy and reflect equity for staff participation in professional associations

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 1.105 MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS AND CONFERENCE ATTENDANCE.** Trustee Tangney seconded.

All were in favor and the motion carried.

12.19.11 NEW BUSINESS

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

Staff presented statistics and highlights from the library's 2019 One Book, One Village program.

12.19.12 OTHER

- **NEWSLETTER REDESIGN PREVIEW** – Ms. Hastings highlighted new features of the library newsletter effective January 2020.

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

Trustees shared possible discussion topics for the annual joint breakfast meeting with the Arlington Heights Village Board.

- Mr. Driskell recognized Kids' World assistant manager Maria Papanastassiou's achievement of being one of only ten librarians nationwide to receive the American Library Association's I Love My Librarian Award. Mr. Driskell also recognized communications and marketing specialist Pat Aichele for her work on putting the award entry together.

- Mr. Driskell shared that C.I.T.Y. of Support, an Illinois Not-For-Profit that supports children with special needs and their families, is donating \$10,000 to start an accessibility collection for children.

12.19.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUE.** Trustee Ruhl seconded. All were in favor and the motion carried. The board went into closed session at 9:16 p.m.

The board returned to open session at 10:16 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF DECEMBER 17, 2019.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES A MERIT INCREASE OF 3.75% FOR MIKE DRISKELL, EXECUTIVE DIRECTOR OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT.** Trustee Smart seconded. All were in favor and the meeting was adjourned at 10:18 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

01.20.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:30 p.m. on Monday, January 6, 2020, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

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

Absent: Trustee Ruhl.

Also present: Mike Driskell, Executive Director; Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Rich Dworianyn, Information Technology Manager; Janet Moravec, Business Office Administrator; Lauree Harp, Arlington Heights Memorial Library Foundation; Melissa Cayer, Resident.

01.20.02 **PUBLIC COMMENT** – Ms. Cayer inquired about board information being available on social media.

01.20.03 **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION UPDATE (Item 1)** – Ms. Harp, Chair of the Arlington Heights Memorial Library Foundation, provided an update on the progress of the foundation.

01.20.04 **STAFF PRESENTATION ON NEW WEBSITE (Item 2)** – Staff highlighted changes in the website, catalog, and program management system.

01.20.05 **POLICY 6.003 INTERNET ACCESS DISCUSSION (Item 3)** – The committee reviewed and discussed proposed revisions to Policy 6.003 Internet Access regarding internet filtering and access.

01.20.06 **PROPOSED REVISIONS TO POLICY 7.001 CODE OF CONDUCT (Item 4)** – The committee reviewed and discussed proposed revisions to Policy 7.001 Code of Conduct including Illinois recreational cannabis legalization and other updates.

01.20.07 **OTHER**

- Trustee Thanopoulos commented on an American Library Association article *Your Library's Story: Taking control of the narrative*.

01.20.08 Trustee Supplitt moved **THE COMMITTEE OF THE WHOLE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE**

PURPOSE OF DISCUSSING PERSONNEL ISSUES. Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 8:24 p.m.

The board returned to open session at 8:50 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 6, 2020.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to be discussed, Trustee Tangney moved **ADJOURNMENT.** Trustee Smart seconded. All were in favor and the meeting was adjourned at 8:51 p.m.

Janet Moravec, Recorder

ITEM 3

Village of Arlington Heights

FUND 291 Memorial Library Fund									
ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,673	1,294.02	2	800,076	782,011.42	98	800,076	18,064.58
04 00	Real Estate Tax FICA	41,296	800.75	2	495,552	484,340.28	98	495,552	11,211.72
05 00	Real Estate Tax	1,079,469	20,951.46	2	12,953,529	12,660,990.86	98	12,953,529	292,538.14
401	** Real Estate Taxes	1,187,438	23,046.23	2	14,249,157	13,927,342.56	98	14,249,157	321,814.44
400	*** Taxes	1,187,438	23,046.23	2	14,249,157	13,927,342.56	98	14,249,157	321,814.44
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		60,000	93,876.25	157	60,000	33,876.25-
70 00	Other Grants	49	.00		500	.00		500	500.00
75 00	Other Restricted	57	.00		563	.00		563	563.00
90 00	Contribution Ord. Library	0	.00		0	2,110.90		0	2,110.90-
411	** Intergovernmental	5,106	.00		61,063	95,987.15	157	61,063	34,924.15-
410	*** Intergovernmental Revenue	5,106	.00		61,063	95,987.15	157	61,063	34,924.15-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	212	.00		2,500	2,206.00	88	2,500	294.00
74 00	Copier/Reader Printer Fee	3,750	3,980.50	106	45,000	46,793.77	104	45,000	1,793.77-
75 00	Meeting Room Fees	213	285.00	134	2,534	3,900.00	154	2,534	1,366.00-
436	** Library Fees	4,175	4,265.50	102	50,034	52,899.77	106	50,034	2,865.77-
430	*** Fees	4,175	4,265.50	102	50,034	52,899.77	106	50,034	2,865.77-
440	Fines								
442	Library								
20 00	Late Charges	11,503	8,303.31	72	137,959	91,676.00	67	137,959	46,283.00
25 00	Lost/Damaged Item Charges	1,424	1,230.51	86	17,000	15,874.41	93	17,000	1,125.59
442	** Library	12,927	9,533.82	74	154,959	107,550.41	69	154,959	47,408.59
440	*** Fines	12,927	9,533.82	74	154,959	107,550.41	69	154,959	47,408.59
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	3,097	3,191.83	103	37,120	94,539.78	255	37,120	57,419.78-
461	** Simple Interest	3,097	3,191.83	103	37,120	94,539.78	255	37,120	57,419.78-
462	Investment Income								
10 00	Market Value Adjustments	0	.00		0	22,704.57		0	22,704.57-
462	** Investment Income	0	.00		0	22,704.57		0	22,704.57-

Village of Arlington Heights

FUND 291 Memorial Library Fund									
ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460 ***	Interest Income	3,097	3,191.83	103	37,120	117,244.35	316	37,120	80,124.35-
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	424	684.01	161	5,000	5,068.64	101	5,000	68.64-
483 **	Donations	424	684.01	161	5,000	5,068.64	101	5,000	68.64-
489	Other								
90 00	Other Income	722	4,736.65	656	8,565	20,444.92	239	8,565	11,879.92-
94 00	FOL Reimbursements	5,424	5,818.64	107	65,000	85,027.59	131	65,000	20,027.59-
489 **	Other	6,146	10,555.29	172	73,565	105,472.51	143	73,565	31,907.51-
480 ***	Other	6,570	11,239.30	171	78,565	110,541.15	141	78,565	31,976.15-
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	1,219,313	51,276.68	4	14,630,898	14,411,565.39	99	14,630,898	219,332.61

Village of Arlington Heights
 REVENUE REPORT
 100% OF YEAR LAPSED

ACCOUNTING PERIOD 12/2019

Village of Arlington Heights

FUND 491 Capital Projects-Library									
ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	.00		15,000	58,933.45	393	15,000	43,933.45-
461	** Simple Interest	1,250	.00		15,000	58,933.45	393	15,000	43,933.45-
462	Investment Income								
10 00	Market Value Adjustments	0	.00		0	35,044.46		0	35,044.46-
462	** Investment Income	0	.00		0	35,044.46		0	35,044.46-
460	*** Interest Income	1,250	.00		15,000	93,977.91	627	15,000	78,977.91-
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL	Capital Projects-Library	1,250	.00		15,000	93,977.91	627	15,000	78,977.91-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	41832	25644.99	61	501907	338500.92	67	.00	501907	163406.08	67
	16 92	Achievement Awards	337	.00	0	4000	2000.00	50	.00	4000	2000.00	50
	16 **	Library Personal Services	42169	25644.99	61	505907	340500.92	67	.00	505907	165406.08	67
	18	Other Personal Services										
	18 05	Overtime Civilian	74	317.56	429	800	1676.86	210	.00	800	876.86-	210
	18 **	Other Personal Services	74	317.56	429	800	1676.86	210	.00	800	876.86-	210
	19	Employee Benefits										
	19 05	Medical Insurance	5082	*100796.42-	1983-	60885	48507.04-	80-	.00	60885	109392.04	80-
	19 10	IMRF	4195	2598.84	62	50241	34051.68	68	.00	50241	16189.32	68
	19 11	Social Security	2595	1585.27	61	31118	20647.88	66	.00	31118	10470.12	66
	19 12	Medicare	612	370.75	61	7278	4828.90	66	.00	7278	2449.10	66
	19 53	Flexible Spending	191	166.25	87	2259	2171.75	96	.00	2259	87.25	96
	19 55	Unemployment Compensation	752	.00	0	9024	4627.84	51	.00	9024	4396.16	51
	19 **	Employee Benefits	13427	96075.31-	716-	160805	17821.01	11	.00	160805	142983.99	11
	20	Prof Technical Services										
	20 05	Professional Services	587	.00	0	7000	.00	0	.00	7000	7000.00	0
	20 08	Consulting Services	174	.00	0	2000	.00	0	.00	2000	2000.00	0
	20 20	Legal Services	1337	.00	0	16000	18339.15	115	.00	16000	2339.15-	115
	20 40	General Insurance	10549	.00	0	126500	107028.00	85	.00	126500	19472.00	85
	20 81	OCLC Services	5114	.00	0	61324	61271.29	100	.00	61324	52.71	100
	20 **	Prof Technical Services	17761	.00	0	212824	186638.44	88	.00	212824	26185.56	88
	21	Property Services										
	21 65	Other Services	840	1116.04	133	10036	11442.37	114	.00	10036	1406.37-	114
	21 **	Property Services	840	1116.04	133	10036	11442.37	114	.00	10036	1406.37-	114
	22	Other Contractual Service										
	22 01	Advertising	50	.00	0	600	135.00	23	.00	600	465.00	23
	22 02	Dues	520	.00	0	6185	4722.00	76	.00	6185	1463.00	76
	22 03	Training	11187	2333.39	21	134244	77282.01	58	.00	134244	56961.99	58
	22 05	Postage	3862	3031.65	79	46300	40533.59	88	.00	46300	5766.41	88
	22 42	Internet Access	2322	2043.82	88	27831	28528.38	103	.00	27831	697.38-	103
	22 70	Telephone Services	6090	18353.03	301	73069	97707.38	134	.00	73069	24638.38-	134
	22 **	Other Contractual Service	24031	25761.89	107	288229	248908.36	86	.00	288229	39320.64	86
	30	General Supplies										
	30 05	Office Supplies & Equip	740	173.13	23	8858	5673.84	64	.00	8858	3184.16	64
	30 **	General Supplies	740	173.13	23	8858	5673.84	64	.00	8858	3184.16	64
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	212	.00	0	2500	1049.85	42	.00	2500	1450.15	42
	31 **	Public Works Supplies	212	.00	0	2500	1049.85	42	.00	2500	1450.15	42

**Village will charge expense!
 \$105,550.00 in P13 -
 P12 soft close*

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	80	.00	0	850	915.20	108	.00	850	65.20-	108
	32 99	Items Reimb by Employees	0	42.43-	0	0	41.81-	0	.00	0	41.81	0
	32 **	Library Supplies	80	42.43-	53-	850	873.39	103	.00	850	23.39-	103
	40	Other Charges										
	40 96	Operating Contingency	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	40 **	Other Charges	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	50	Property										
	50 15	Other Equipment	2087	2926.00	140	25000	31991.84	128	.00	25000	6991.84-	128
	50 **	Property	2087	2926.00	140	25000	31991.84	128	.00	25000	6991.84-	128
601	** **	Library	101845	40178.13-	40-	1220809	846576.88	69	.00	1220809	374232.12	69
60	** **	Culture/Recreation	101845	40178.13-	40-	1220809	846576.88	69	.00	1220809	374232.12	69
DIV	6001	TOTAL ***** Administration	101845	40178.13-	40-	1220809	846576.88	69	.00	1220809	374232.12	69

+ 105,550.00 * see page 2
 \$65,371.87

FUND 291 Memorial Library Fund		DEPT/DIV 6002 Executive Office/Communications & Mrkting											
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			Culture/Recreation										
601			Library										
	16		Library Personal Services										
	16	85	Salaries	33511	29616.24	88	402121	380436.92	95	.00	402121	21684.08	95
	16	**	Library Personal Services	33511	29616.24	88	402121	380436.92	95	.00	402121	21684.08	95
	18		Other Personal Services										
	18	05	Overtime Civilian	31	20.75	67	350	104.37	30	.00	350	245.63	30
	18	**	Other Personal Services	31	20.75	67	350	104.37	30	.00	350	245.63	30
	19		Employee Benefits										
	19	05	Medical Insurance	4775	6598.70	138	57300	79184.40	138	.00	57300	21884.40-	138
	19	10	IMRF	3358	2966.66	88	40252	38092.31	95	.00	40252	2159.69	95
	19	11	Social Security	2085	1785.99	86	24932	22995.47	92	.00	24932	1936.53	92
	19	12	Medicare	496	417.70	84	5831	5378.01	92	.00	5831	452.99	92
	19	**	Employee Benefits	10714	11769.05	110	128315	145650.19	114	.00	128315	17335.19-	114
	20		Prof Technical Services										
	20	05	Professional Services	1549	.00	0	18500	3257.00	18	.00	18500	15243.00	18
	20	**	Prof Technical Services	1549	.00	0	18500	3257.00	18	.00	18500	15243.00	18
	21		Property Services										
	21	02	Equipment Maintenance	148	.00	0	1710	1760.00	103	.00	1710	50.00-	103
	21	65	Other Services	1443	1059.26	73	17217	6369.40	37	.00	17217	10847.60	37
	21	**	Property Services	1591	1059.26	67	18927	8129.40	43	.00	18927	10797.60	43
	22		Other Contractual Service										
	22	02	Dues	83	.00	0	930	628.00	68	.00	930	302.00	68
	22	03	Training	6	6.32	105	50	52.56	105	.00	50	2.56-	105
	22	10	Printing	16743	5139.63	31	200905	186767.29	93	.00	200905	14137.71	93
	22	**	Other Contractual Service	16832	5145.95	31	201885	187447.85	93	.00	201885	14437.15	93
	30		General Supplies										
	30	05	Office Supplies & Equip	1301	3433.98	264	15579	17738.33	114	.00	15579	2159.33-	114
	30	**	General Supplies	1301	3433.98	264	15579	17738.33	114	.00	15579	2159.33-	114
	31		Public Works Supplies										
	31	85	Small Tools and Equipment	500	.00	0	6000	5110.93	85	.00	6000	889.07	85
	31	**	Public Works Supplies	500	.00	0	6000	5110.93	85	.00	6000	889.07	85
	32		Library Supplies										
	32	72	Special Events	830	644.20	78	9883	4435.41	45	.00	9883	5447.59	45
	32	**	Library Supplies	830	644.20	78	9883	4435.41	45	.00	9883	5447.59	45
601	**	**	Library	66859	51689.43	77	801560	752310.40	94	.00	801560	49249.60	94
60	**	**	Culture/Recreation	66859	51689.43	77	801560	752310.40	94	.00	801560	49249.60	94
DIV	6002	TOTAL	***** Communications & Mrkting	66859	51689.43	77	801560	752310.40	94	.00	801560	49249.60	94

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	13728	12576.70	92	164692	164727.75	100	.00	164692	35.75-	100
	16 **	Library Personal Services	13728	12576.70	92	164692	164727.75	100	.00	164692	35.75-	100
	18	Other Personal Services										
	18 05	Overtime Civilian	25	.00	0	300	701.37	234	.00	300	401.37-	234
	18 **	Other Personal Services	25	.00	0	300	701.37	234	.00	300	401.37-	234
	19	Employee Benefits										
	19 05	Medical Insurance	3423	3957.08	116	40955	47484.96	116	.00	40955	6529.96-	116
	19 10	IMRF	1383	1258.94	91	16486	16178.69	98	.00	16486	307.31	98
	19 11	Social Security	861	716.52	83	10211	9468.90	93	.00	10211	742.10	93
	19 12	Medicare	199	167.57	84	2388	2214.44	93	.00	2388	173.56	93
	19 50	Employee Asst. Program	936	.00	0	11155	5820.16	52	.00	11155	5334.84	52
	19 **	Employee Benefits	6802	6100.11	90	81195	81167.15	100	.00	81195	27.85	100
	21	Property Services										
	21 65	Other Services	875	904.75	103	10500	9614.00	92	.00	10500	886.00	92
	21 **	Property Services	875	904.75	103	10500	9614.00	92	.00	10500	886.00	92
	22	Other Contractual Service										
	22 01	Advertising	112	.00	0	1300	245.00	19	.00	1300	1055.00	19
	22 02	Dues	279	.00	0	3315	2659.00	80	.00	3315	656.00	80
	22 03	Training	85	4.99	6	910	1223.95	135	.00	910	313.95-	135
	22 55	In Service Training	625	.00	0	7500	7898.32	105	.00	7500	398.32-	105
	22 **	Other Contractual Service	1101	4.99	1	13025	12026.27	92	.00	13025	998.73	92
	32	Library Supplies										
	32 01	Program Supplies	124	.00	0	1400	.00	0	.00	1400	1400.00	0
	32 **	Library Supplies	124	.00	0	1400	.00	0	.00	1400	1400.00	0
	40	Other Charges										
	40 62	Tuition Reimbursement	2087	8373.60	401	25000	20122.78	81	.00	25000	4877.22	81
	40 70	Employee Recognition Prog	1618	7195.18	445	19350	14096.97	73	.00	19350	5253.03	73
	40 **	Other Charges	3705	15568.78	420	44350	34219.75	77	.00	44350	10130.25	77
601	** **	Library	26360	35155.33	133	315462	302456.29	96	.00	315462	13005.71	96
60	** **	Culture/Recreation	26360	35155.33	133	315462	302456.29	96	.00	315462	13005.71	96
DIV	6003	TOTAL ***** Human Resources	26360	35155.33	133	315462	302456.29	96	.00	315462	13005.71	96

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
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										
	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	424	585.12	138	5000	7866.39	157	.00	5000	2866.39-	157
	21 **	Property Services	424	585.12	138	5000	7866.39	157	.00	5000	2866.39-	157
	22	Other Contractual Service										
	22 10	Printing	0	.00	0	0	342.56	0	.00	0	342.56-	0
	22 18	Contr Programs & Exhibits	1674	.00	0	20000	35347.43	177	.00	20000	15347.43-	177
	22 **	Other Contractual Service	1674	.00	0	20000	35689.99	178	.00	20000	15689.99-	178
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	424	.00	0	5000	343.14	7	.00	5000	4656.86	7
	32 02	Program Events	572	.00	0	6820	7971.65	117	.00	6820	1151.65-	117
	32 32	Software	125	.00	0	1500	.00	0	.00	1500	1500.00	0
	32 72	Special Events	837	.00	0	10000	19121.95	191	.00	10000	9121.95-	191
	32 75	Audio Visual	174	.00	0	2000	765.25	38	.00	2000	1234.75	38
	32 78	Electronic Resources	125	.00	0	1500	.00	0	.00	1500	1500.00	0
	32 80	Books	424	.00	0	5000	605.32	12	.00	5000	4394.68	12
	32 90	Circulation Supplies	0	.00	0	0	890.25	0	.00	0	890.25-	0
	32 **	Library Supplies	2681	.00	0	31820	29697.56	93	.00	31820	2122.44	93
	50	Property										
	50 15	Other Equipment	212	.00	0	2500	2624.29	105	.00	2500	124.29-	105
	50 55	Other Capital Outlay	212	.00	0	2500	.00	0	.00	2500	2500.00	0
	50 **	Property	424	.00	0	5000	2624.29	53	.00	5000	2375.71	53
601	**	** Library	5627	585.12	10	66820	76676.23	115	.00	66820	9856.23-	115
60	**	** Culture/Recreation	5627	585.12	10	66820	76676.23	115	.00	66820	9856.23-	115
DIV	6004	TOTAL ***** Paid by Gifts and Grants	5627	585.12	10	66820	76676.23	115	.00	66820	9856.23-	115

FUND 291 Memorial Library Fund		DEPT/DIV 6010 Executive Office/Information Technology										
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	56179	51883.80	92	674093	679867.74	101	.00	674093	5774.74-	101
	16 **	Library Personal Services	56179	51883.80	92	674093	679867.74	101	.00	674093	5774.74-	101
	18	Other Personal Services										
	18 05	Overtime Civilian	30	3.10	10	250	232.20	93	.00	250	17.80	93
	18 **	Other Personal Services	30	3.10	10	250	232.20	93	.00	250	17.80	93
	19	Employee Benefits										
	19 05	Medical Insurance	12551	11625.09	93	150601	139501.08	93	.00	150601	11099.92	93
	19 10	IMRF	5624	5057.54	90	67477	65020.26	96	.00	67477	2456.74	96
	19 11	Social Security	3492	3157.64	90	41794	40883.52	98	.00	41794	910.48	98
	19 12	Medicare	820	738.47	90	9774	9561.35	98	.00	9774	212.65	98
	19 **	Employee Benefits	22487	20578.74	92	269646	254966.21	95	.00	269646	14679.79	95
	20	Prof Technical Services										
	20 05	Professional Services	526	214.08	41	6290	6967.48	111	.00	6290	677.48-	111
	20 08	Consulting Services	387	.00	0	4545	.00	0	.00	4545	4545.00	0
	20 **	Prof Technical Services	913	214.08	23	10835	6967.48	64	.00	10835	3867.52	64
	21	Property Services										
	21 02	Equipment Maintenance	12334	2306.97	19	147898	158971.85	108	.00	147898	11073.85-	108
	21 **	Property Services	12334	2306.97	19	147898	158971.85	108	.00	147898	11073.85-	108
	22	Other Contractual Service										
	22 03	Training	43	.00	0	450	232.44	52	.00	450	217.56	52
	22 **	Other Contractual Service	43	.00	0	450	232.44	52	.00	450	217.56	52
	30	General Supplies										
	30 05	Office Supplies & Equip	34	.00	0	375	339.10	90	.00	375	35.90	90
	30 30	Data System Supplies	3191	1345.64	42	38204	26132.68	68	.00	38204	12071.32	68
	30 32	Software Library	14157	5444.02	39	169829	120956.67	71	.00	169829	48872.33	71
	30 33	Documentation Library	21	.00	0	175	.00	0	.00	175	175.00	0
	30 **	General Supplies	17403	6789.66	39	208583	147428.45	71	.00	208583	61154.55	71
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1110	362.49	33	13276	7823.12	59	.00	13276	5452.88	59
	31 **	Public Works Supplies	1110	362.49	33	13276	7823.12	59	.00	13276	5452.88	59
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	300	12.00	4	.00	300	288.00	4
	32 32	Software	910	.00	0	10887	7786.74	72	.00	10887	3100.26	72
	32 **	Library Supplies	935	.00	0	11187	7798.74	70	.00	11187	3388.26	70
	50	Property										
	50 12	Computer Equipment	3142	2808.76	89	37649	27796.08	74	.00	37649	9852.92	74
	50 15	Other Equipment	0	.00	0	0	143.50	0	.00	0	143.50-	0
	50 **	Property	3142	2808.76	89	37649	27939.58	74	.00	37649	9709.42	74

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										
601	** **	Library	114576	84947.60	74	1373867	1292227.81	94	.00	1373867	81639.19	94
60	** **	Culture/Recreation	114576	84947.60	74	1373867	1292227.81	94	.00	1373867	81639.19	94
DIV	6010	TOTAL *****										
		Information Technology	114576	84947.60	74	1373867	1292227.81	94	.00	1373867	81639.19	94

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	23293	20892.80	90	279406	270387.09	97	.00	279406	9018.91 97
	16 **	Library Personal Services	23293	20892.80	90	279406	270387.09	97	.00	279406	9018.91 97
	18	Other Personal Services									
	18 05	Overtime Civilian	174	401.25	231	2000	1986.47	99	.00	2000	13.53 99
	18 **	Other Personal Services	174	401.25	231	2000	1986.47	99	.00	2000	13.53 99
	19	Employee Benefits									
	19 05	Medical Insurance	5346	5036.10	94	64053	60433.20	94	.00	64053	3619.80 94
	19 10	IMRF	2339	1856.21	79	27969	24186.82	87	.00	27969	3782.18 87
	19 11	Social Security	1450	1244.93	86	17323	15996.09	92	.00	17323	1326.91 92
	19 12	Medicare	344	291.14	85	4051	3741.04	92	.00	4051	309.96 92
	19 **	Employee Benefits	9479	8428.38	89	113396	104357.15	92	.00	113396	9038.85 92
	22	Other Contractual Service									
	22 03	Training	299	.00	0	3500	855.00	24	.00	3500	2645.00 24
	22 **	Other Contractual Service	299	.00	0	3500	855.00	24	.00	3500	2645.00 24
	30	General Supplies									
	30 05	Office Supplies & Equip	313	.00	0	3635	31.28	1	.00	3635	3603.72 1
	30 **	General Supplies	313	.00	0	3635	31.28	1	.00	3635	3603.72 1
601 ** **		Library	33558	29722.43	89	401937	377616.99	94	.00	401937	24320.01 94
60 ** **		Culture/Recreation	33558	29722.43	89	401937	377616.99	94	.00	401937	24320.01 94
DIV 6015		TOTAL ***** Security	33558	29722.43	89	401937	377616.99	94	.00	401937	24320.01 94

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	462630	246238.93	53	5544355	4968897.12	90	.00	5544355	575457.88	90

+105,550.00

 *351,788.93

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	81780	69760.42	85	981349	884984.04	90	.00	981349	96364.96	90
	16 **	Library Personal Services	81780	69760.42	85	981349	884984.04	90	.00	981349	96364.96	90
	18	Other Personal Services										
	18 05	Overtime Civilian	174	.00	0	2000	.00	0	.00	2000	2000.00	0
	18 **	Other Personal Services	174	.00	0	2000	.00	0	.00	2000	2000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10464	9905.07	95	125568	118860.84	95	.00	125568	6707.16	95
	19 10	IMRF	8187	6555.61	80	98233	79410.28	81	.00	98233	18822.72	81
	19 11	Social Security	5074	4214.97	83	60844	54143.40	89	.00	60844	6700.60	89
	19 12	Medicare	1195	985.76	83	14230	12662.61	89	.00	14230	1567.39	89
	19 **	Employee Benefits	24920	21661.41	87	298875	265077.13	89	.00	298875	33797.87	89
	21	Property Services										
	21 02	Equipment Maintenance	48	.00	0	455	142.89	31	.00	455	312.11	31
	21 **	Property Services	48	.00	0	455	142.89	31	.00	455	312.11	31
	22	Other Contractual Service										
	22 02	Dues	375	.00	0	4478	3155.00	71	.00	4478	1323.00	71
	22 03	Training	220	97.36	44	2541	2126.97	84	.00	2541	414.03	84
	22 **	Other Contractual Service	595	97.36	16	7019	5281.97	75	.00	7019	1737.03	75
	30	General Supplies										
	30 05	Office Supplies & Equip	203	.00	0	2414	1732.07	72	.00	2414	681.93	72
	30 **	General Supplies	203	.00	0	2414	1732.07	72	.00	2414	681.93	72
	32	Library Supplies										
	32 01	Program Supplies	916	2173.81	237	10948	10185.80	93	.00	10948	762.20	93
	32 02	Program Events	2031	2313.14	114	24339	20219.34	83	.00	24339	4119.66	83
	32 90	Circulation Supplies	374	92.39	25	4433	4003.56	90	.00	4433	429.44	90
	32 **	Library Supplies	3321	4579.34	138	39720	34408.70	87	.00	39720	5311.30	87
601	** **	Library	111041	96098.53	87	1331832	1191626.80	90	.00	1331832	140205.20	90
60	** **	Culture/Recreation	111041	96098.53	87	1331832	1191626.80	90	.00	1331832	140205.20	90
DIV	6401	TOTAL ***** Youth Services	111041	96098.53	87	1331832	1191626.80	90	.00	1331832	140205.20	90

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	45346	32237.84	71	544031	449955.89	83	.00	544031	94075.11	83
	16 **	Library Personal Services	45346	32237.84	71	544031	449955.89	83	.00	544031	94075.11	83
	18	Other Personal Services										
	18 05	Overtime Civilian	49	.00	0	500	59.90	12	.00	500	440.10	12
	18 **	Other Personal Services	49	.00	0	500	59.90	12	.00	500	440.10	12
	19	Employee Benefits										
	19 05	Medical Insurance	11404	8294.66	73	136782	99535.92	73	.00	136782	37246.08	73
	19 10	IMRF	4540	3320.36	73	54458	44136.25	81	.00	54458	10321.75	81
	19 11	Social Security	2820	1992.44	71	33730	26453.49	78	.00	33730	7276.51	78
	19 12	Medicare	661	465.98	71	7888	6186.68	78	.00	7888	1701.32	78
	19 **	Employee Benefits	19425	14073.44	73	232858	176312.34	76	.00	232858	56545.66	76
	22	Other Contractual Service										
	22 02	Dues	255	.00	0	3049	1396.00	46	.00	3049	1653.00	46
	22 03	Training	323	46.92	15	3788	1761.89	47	.00	3788	2026.11	47
	22 18	Contr Programs & Exhibits	424	240.00	57	5000	4710.00	94	.00	5000	290.00	94
	22 **	Other Contractual Service	1002	286.92	29	11837	7867.89	67	.00	11837	3969.11	67
	30	General Supplies										
	30 05	Office Supplies & Equip	83	742.41	895	930	1769.02	190	.00	930	839.02-	190
	30 **	General Supplies	83	742.41	895	930	1769.02	190	.00	930	839.02-	190
	32	Library Supplies										
	32 01	Program Supplies	0	15.49	0	0	1112.06	0	.00	0	1112.06-	0
	32 02	Program Events	409	.00	0	4820	323.65	7	.00	4820	4496.35	7
	32 90	Circulation Supplies	142	.00	0	1649	110.59	7	.00	1649	1538.41	7
	32 **	Library Supplies	551	15.49	3	6469	1546.30	24	.00	6469	4922.70	24
601 ** **		Library	66456	47356.10	71	796625	637511.34	80	.00	796625	159113.66	80
60 ** **		Culture/Recreation	66456	47356.10	71	796625	637511.34	80	.00	796625	159113.66	80
DIV 6405		TOTAL *****	66456	47356.10	71	796625	637511.34	80	.00	796625	159113.66	80
		Business & Specialty Serv	66456	47356.10	71	796625	637511.34	80	.00	796625	159113.66	80

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	46072	61956.27	135	797514	761048.12	95	.00	797514	36465.88	95
	16 **	Library Personal Services	46072	61956.27	135	797514	761048.12	95	.00	797514	36465.88	95
	18	Other Personal Services										
	18 05	Overtime Civilian	87	5.86	7	1000	432.30	43	.00	1000	567.70	43
	18 **	Other Personal Services	87	5.86	7	1000	432.30	43	.00	1000	567.70	43
	19	Employee Benefits										
	19 05	Medical Insurance	8186	7452.58	91	98122	89430.96	91	.00	98122	8691.04	91
	19 10	IMRF	4540	4951.77	109	84892	60563.79	71	.00	84892	24328.21	71
	19 11	Social Security	2821	3731.95	132	49446	46215.06	94	.00	49446	3230.94	94
	19 12	Medicare	662	872.75	132	11564	10808.27	94	.00	11564	755.73	94
	19 **	Employee Benefits	16209	17009.05	105	244024	207018.08	85	.00	244024	37005.92	85
	22	Other Contractual Service										
	22 02	Dues	63	.00	0	668	420.00	63	.00	668	248.00	63
	22 03	Training	169	.00	0	1951	1520.79	78	.00	1951	430.21	78
	22 **	Other Contractual Service	232	.00	0	2619	1940.79	74	.00	2619	678.21	74
	30	General Supplies										
	30 05	Office Supplies & Equip	137	582.94	426	1567	1382.05	88	.00	1567	184.95	88
	30 **	General Supplies	137	582.94	426	1567	1382.05	88	.00	1567	184.95	88
	32	Library Supplies										
	32 01	Program Supplies	67	.00	0	804	344.98	43	.00	804	459.02	43
	32 **	Library Supplies	67	.00	0	804	344.98	43	.00	804	459.02	43
601 ** **		Library	62804	79554.12	127	1047528	972166.32	93	.00	1047528	75361.68	93
60 ** **		Culture/Recreation	62804	79554.12	127	1047528	972166.32	93	.00	1047528	75361.68	93
DIV 6410		TOTAL ***** Info Services	62804	79554.12	127	1047528	972166.32	93	.00	1047528	75361.68	93

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	122312	87637.35	72	1222951	1255323.98	103	.00	1222951	32372.98-	103
	16 **	Library Personal Services	122312	87637.35	72	1222951	1255323.98	103	.00	1222951	32372.98-	103
	18	Other Personal Services										
	18 05	Overtime Civilian	87	15.34	18	1000	96.53	10	.00	1000	903.47	10
	18 **	Other Personal Services	87	15.34	18	1000	96.53	10	.00	1000	903.47	10
	19	Employee Benefits										
	19 05	Medical Insurance	8834	7460.36	85	105931	89524.32	85	.00	105931	16406.68	85
	19 10	IMRF	12089	6761.35	56	114513	95810.92	84	.00	114513	18702.08	84
	19 11	Social Security	7485	5368.52	72	74061	76075.57	103	.00	74061	2014.57-	103
	19 12	Medicare	1757	1255.56	72	17321	17791.99	103	.00	17321	470.99-	103
	19 **	Employee Benefits	30165	20845.79	69	311826	279202.80	90	.00	311826	32623.20	90
	21	Property Services										
	21 65	Other Services	1052	623.10	59	12602	6844.00	54	.00	12602	5758.00	54
	21 **	Property Services	1052	623.10	59	12602	6844.00	54	.00	12602	5758.00	54
	22	Other Contractual Service										
	22 02	Dues	56	.00	0	562	260.00	46	.00	562	302.00	46
	22 03	Training	156	58.25	37	1773	961.76	54	.00	1773	811.24	54
	22 **	Other Contractual Service	212	58.25	28	2335	1221.76	52	.00	2335	1113.24	52
	30	General Supplies										
	30 05	Office Supplies & Equip	167	259.65	156	1883	1212.75	64	.00	1883	670.25	64
	30 07	Supplies Reimb by Patrons	170	.00	0	2040	1977.11	97	.00	2040	62.89	97
	30 **	General Supplies	337	259.65	77	3923	3189.86	81	.00	3923	733.14	81
	32	Library Supplies										
	32 90	Circulation Supplies	756	275.54	36	9017	7848.30	87	.00	9017	1168.70	87
	32 **	Library Supplies	756	275.54	36	9017	7848.30	87	.00	9017	1168.70	87
601	** **	Library	154921	109715.02	71	1563654	1553727.23	99	.00	1563654	9926.77	99
60	** **	Culture/Recreation	154921	109715.02	71	1563654	1553727.23	99	.00	1563654	9926.77	99
DIV	6420	TOTAL ***** Customer Services	154921	109715.02	71	1563654	1553727.23	99	.00	1563654	9926.77	99

FUND 291 Memorial Library Fund		DEPT/DIV 6440 User Services/Programs and Exhibits										
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	21809	17145.28	79	261631	208544.34	80	.00	261631	53086.66	80
	16 **	Library Personal Services	21809	17145.28	79	261631	208544.34	80	.00	261631	53086.66	80
	18	Other Personal Services										
	18 05	Overtime Civilian	24	10.60	44	200	80.41	40	.00	200	119.59	40
	18 **	Other Personal Services	24	10.60	44	200	80.41	40	.00	200	119.59	40
	19	Employee Benefits										
	19 05	Medical Insurance	5188	4827.65	93	62256	57931.80	93	.00	62256	4324.20	93
	19 10	IMRF	2187	1817.40	83	26189	20841.60	80	.00	26189	5347.40	80
	19 11	Social Security	1360	1069.84	79	16221	12269.57	76	.00	16221	3951.43	76
	19 12	Medicare	318	250.22	79	3794	2869.49	76	.00	3794	924.51	76
	19 **	Employee Benefits	9053	7965.11	88	108460	93912.46	87	.00	108460	14547.54	87
	22	Other Contractual Service										
	22 02	Dues	125	361.00	289	1401	1006.00	72	.00	1401	395.00	72
	22 03	Training	96	43.00	45	1053	1146.06	109	.00	1053	93.06	109
	22 18	Contr Programs & Exhibits	15150	74.70	1	181800	91369.26	50	.00	181800	90430.74	50
	22 **	Other Contractual Service	15371	478.70	3	184254	93521.32	51	.00	184254	90732.68	51
	32	Library Supplies										
	32 01	Program Supplies	25	100.12	401	300	156.08	52	.00	300	143.92	52
	32 02	Program Events	3218	3264.40	101	38572	29794.18	77	.00	38572	8777.82	77
	32 **	Library Supplies	3243	3364.52	104	38872	29950.26	77	.00	38872	8921.74	77
601 ** **		Library	49500	28964.21	59	593417	426008.79	72	.00	593417	167408.21	72
60 ** **		Culture/Recreation	49500	28964.21	59	593417	426008.79	72	.00	593417	167408.21	72
DIV 6440		TOTAL ***** Programs and Exhibits	49500	28964.21	59	593417	426008.79	72	.00	593417	167408.21	72

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	43255	39193.92	91	519038	521395.22	101	.00	519038	2357.22-	101
	16 **	Library Personal Services	43255	39193.92	91	519038	521395.22	101	.00	519038	2357.22-	101
	18	Other Personal Services										
	18 05	Overtime Civilian	12	.00	0	100	.00	0	.00	100	100.00	0
	18 **	Other Personal Services	12	.00	0	100	.00	0	.00	100	100.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	4438	4453.58	100	53168	53442.96	101	.00	53168	274.96-	101
	19 10	IMRF	4337	3727.62	86	51956	48198.31	93	.00	51956	3757.69	93
	19 11	Social Security	2689	2454.74	91	32180	31702.33	99	.00	32180	477.67	99
	19 12	Medicare	629	574.08	91	7526	7414.42	99	.00	7526	111.58	99
	19 **	Employee Benefits	12093	11210.02	93	144830	140758.02	97	.00	144830	4071.98	97
	22	Other Contractual Service										
	22 02	Dues	172	.00	0	2020	1744.00	86	.00	2020	276.00	86
	22 03	Training	37	28.39	77	400	314.21	79	.00	400	85.79	79
	22 66	Outside Reference Service	235	.00	0	2765	2773.62	100	.00	2765	8.62-	100
	22 **	Other Contractual Service	444	28.39	6	5185	4831.83	93	.00	5185	353.17	93
	30	General Supplies										
	30 05	Office Supplies & Equip	69	200.50	291	707	570.99	81	.00	707	136.01	81
	30 07	Supplies Reimb by Patrons	74	193.73	262	800	424.67	53	.00	800	375.33	53
	30 **	General Supplies	143	394.23	276	1507	995.66	66	.00	1507	511.34	66
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	424	1173.99	277	5000	5217.63	104	.00	5000	217.63-	104
	31 **	Public Works Supplies	424	1173.99	277	5000	5217.63	104	.00	5000	217.63-	104
	32	Library Supplies										
	32 01	Program Supplies	68	.00	0	750	571.88	76	.00	750	178.12	76
	32 78	Electronic Resources	28593	2532.50	9	343072	340500.43	99	.00	343072	2571.57	99
	32 90	Circulation Supplies	146	385.02	264	1675	1575.27	94	.00	1675	99.73	94
	32 **	Library Supplies	28807	2917.52	10	345497	342647.58	99	.00	345497	2849.42	99
	50	Property										
	50 15	Other Equipment	306	838.68	274	3606	2954.43	82	.00	3606	651.57	82
	50 **	Property	306	838.68	274	3606	2954.43	82	.00	3606	651.57	82
601	** **	Library	85484	55756.75	65	1024763	1018800.37	99	.00	1024763	5962.63	99
60	** **	Culture/Recreation	85484	55756.75	65	1024763	1018800.37	99	.00	1024763	5962.63	99
DIV	6450	TOTAL ***** Digital Services	85484	55756.75	65	1024763	1018800.37	99	.00	1024763	5962.63	99

FUND 291 Memorial Library Fund		DEPT/DIV 6470 User Services/Collection Services										
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	72681	66870.29	92	872150	871001.30	100	.00	872150	1148.70	100
	16 **	Library Personal Services	72681	66870.29	92	872150	871001.30	100	.00	872150	1148.70	100
	18	Other Personal Services										
	18 05	Overtime Civilian	18	.00	0	150	142.90	95	.00	150	7.10	95
	18 **	Other Personal Services	18	.00	0	150	142.90	95	.00	150	7.10	95
	19	Employee Benefits										
	19 05	Medical Insurance	17683	15024.21	85	212130	180290.52	85	.00	212130	31839.48	85
	19 10	IMRF	7277	6693.74	92	87302	87201.87	100	.00	87302	100.13	100
	19 11	Social Security	4507	3979.46	88	54073	51926.38	96	.00	54073	2146.62	96
	19 12	Medicare	1063	930.67	88	12646	12144.06	96	.00	12646	501.94	96
	19 **	Employee Benefits	30530	26628.08	87	366151	331562.83	91	.00	366151	34588.17	91
	21	Property Services										
	21 64	Access Services	299	115.00	39	3500	8165.92	233	.00	3500	4665.92-	233
	21 **	Property Services	299	115.00	39	3500	8165.92	233	.00	3500	4665.92-	233
	22	Other Contractual Service										
	22 02	Dues	212	.00	0	2478	1260.00	51	.00	2478	1218.00	51
	22 03	Training	87	.00	0	1000	1296.88	130	.00	1000	296.88-	130
	22 85	Processing Services	8972	3078.64	34	107565	80063.42	74	.00	107565	27501.58	74
	22 **	Other Contractual Service	9271	3078.64	33	111043	82620.30	74	.00	111043	28422.70	74
	30	General Supplies										
	30 05	Office Supplies & Equip	125	150.38	120	1500	1935.07	129	.00	1500	435.07-	129
	30 33	Documentation Library	68	.00	0	717	716.00	100	.00	717	1.00	100
	30 **	General Supplies	193	150.38	78	2217	2651.07	120	.00	2217	434.07-	120
	32	Library Supplies										
	32 03	Binding	24	.00	0	200	.00	0	.00	200	200.00	0
	32 05	Processing Supplies	2500	519.91	21	30000	18593.73	62	.00	30000	11406.27	62
	32 75	Audio Visual	44589	43247.91	97	534980	488167.16	91	.00	534980	46812.84	91
	32 80	Books	60223	44556.70	74	722676	695774.08	96	.00	722676	26901.92	96
	32 90	Circulation Supplies	500	77.66	16	6000	5605.17	93	.00	6000	394.83	93
	32 95	Periodicals	11064	1122.74	10	132735	124568.97	94	.00	132735	8166.03	94
	32 **	Library Supplies	118900	89524.92	75	1426591	1332709.11	93	.00	1426591	93881.89	93
601 ** **		Library	231892	186367.31	80	2781802	2628853.43	95	.00	2781802	152948.57	95
60 ** **		Culture/Recreation	231892	186367.31	80	2781802	2628853.43	95	.00	2781802	152948.57	95
DIV 6470		TOTAL *****										
		Collection Services	231892	186367.31	80	2781802	2628853.43	95	.00	2781802	152948.57	95

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace					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	3599	.00	0	14396	.00	0	.00	14396	14396.00 0
	16 **	Library Personal Services	3599	.00	0	14396	.00	0	.00	14396	14396.00 0
	19	Employee Benefits									
	19 10	IMRF	455	.00	0	1820	.00	0	.00	1820	1820.00 0
	19 11	Social Security	224	.00	0	893	.00	0	.00	893	893.00 0
	19 12	Medicare	52	.00	0	208	.00	0	.00	208	208.00 0
	19 **	Employee Benefits	731	.00	0	2921	.00	0	.00	2921	2921.00 0
	20	Prof Technical Services									
	20 05	Professional Services	3986	1984.69-	50-	15950	10266.00	64	.00	15950	5684.00 64
	20 20	Legal Services	2000	.00	0	8000	.00	0	.00	8000	8000.00 0
	20 40	General Insurance	50	.00	0	200	423.00	212	.00	200	223.00- 212
	20 **	Prof Technical Services	6036	1984.69-	33-	24150	10689.00	44	.00	24150	13461.00 44
	21	Property Services									
	21 11	Building Maintenance	0	1840.00	0	0	1840.00	0	.00	0	1840.00- 0
	21 60	Water and Sewer Service	150	.00	0	600	.00	0	.00	600	600.00 0
	21 65	Other Services	6	.00	0	30	30.00	100	.00	30	.00 100
	21 **	Property Services	156	1840.00	1180	630	1870.00	297	.00	630	1240.00- 297
	30	General Supplies									
	30 51	Heating Fuel	3910	.00	0	15640	1907.66	12	.00	15640	13732.34 12
	30 **	General Supplies	3910	.00	0	15640	1907.66	12	.00	15640	13732.34 12
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	8	.00	0	32	32.12	100	.00	32	.12- 100
	31 **	Public Works Supplies	8	.00	0	32	32.12	100	.00	32	.12- 100
	50	Property									
	50 55	Other Capital Outlay	2350-	.00	0	0	.00	0	.00	0	.00 0
	50 **	Property	2350-	.00	0	0	.00	0	.00	0	.00 0
601 ** **		Library	12090	144.69-	1-	57769	14498.78	25	.00	57769	43270.22 25
60 ** **		Culture/Recreation	12090	144.69-	1-	57769	14498.78	25	.00	57769	43270.22 25
DIV 6480		TOTAL ***** Belmont Makerspace	12090	144.69-	1-	57769	14498.78	25	.00	57769	43270.22 25
DEPT 64		TOTAL ***** User Services	793079	623909.82	79	9423653	8679893.90	92	.00	9423653	743759.10 92
FUND 291		TOTAL ***** Memorial Library Fund	1255709	870148.75	69	14968008	13648791.02	91	.00	14968008	1319216.98 91
GRAND		TOTAL *****	1255709	870148.75	69	14968008	13648791.02	91	.00	14968008	1319216.98 91

+105,550.00

\$975,698.75

+105,550.00

13,754,341.02

* see page 2

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	2587	.00	0	31000	17475.00	56	.00	31000	13525.00	56
	50 55	Other Capital Outlay	4700	.00	0	56290	48690.00	87	.00	56290	7600.00	87
	50 **	Property	7287	.00	0	87290	66165.00	76	.00	87290	21125.00	76
601 ** **		Library	7287	.00	0	87290	66165.00	76	.00	87290	21125.00	76
60 ** **		Culture/Recreation	7287	.00	0	87290	66165.00	76	.00	87290	21125.00	76
DIV 6020		TOTAL *****										
		Facilities	7287	.00	0	87290	66165.00	76	.00	87290	21125.00	76
DEPT 60		TOTAL *****										
		Executive Office	13111	.00	0	157090	66165.00	42	.00	157090	90925.00	42

FUND 491 Capital Projects-Library			DEPT/DIV 6480 User Services/Belmont Makerspace						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									
	20	Prof Technical Services									
	20 05	Professional Services	0	3958.89	0	0	3958.89	0	.00	0	3958.89- 0
	20 **	Prof Technical Services	0	3958.89	0	0	3958.89	0	.00	0	3958.89- 0
	50	Property									
	50 55	Other Capital Outlay	9400	9000.00	96	28200	9000.00	32	.00	28200	19200.00 32
	50 **	Property	9400	9000.00	96	28200	9000.00	32	.00	28200	19200.00 32
601	** **	Library	9400	12958.89	138	28200	12958.89	46	.00	28200	15241.11 46
60	** **	Culture/Recreation	9400	12958.89	138	28200	12958.89	46	.00	28200	15241.11 46
DIV	6480	TOTAL *****									
		Belmont Makerspace	9400	12958.89	138	28200	12958.89	46	.00	28200	15241.11 46
DEPT	64	TOTAL *****									
		User Services	9400	12958.89	138	28200	12958.89	46	.00	28200	15241.11 46
FUND	491	TOTAL *****									
		Capital Projects-Library	22511	12958.89	58	185290	79123.89	43	.00	185290	106166.11 43
GRAND		TOTAL *****	22511	12958.89	58	185290	79123.89	43	.00	185290	106166.11 43

January 21, 2020

(Action Item 4)

ACCOUNTS PAYABLE - CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
December 31, 2019

Fund Number	Fund Name	Fund Total
291	General Fund - Library (December Invoices)	\$206,553.73
491	Capital Projects Fund - Library (December Invoices)	\$10,974.20
Total Disbursements		<u>\$217,527.93</u>
Payrolls Paid		
12/7/2019		\$283,993.70
12/21/2019		\$296,590.18
		<u>\$580,583.88</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
12/31/2019	Group Insurance	\$105,550.00
12/31/2019	IMRF	\$53,127.60
12/31/2019	Social Security	\$34,789.77
12/31/2019	Medicare	\$8,136.30
		<u>\$201,603.67</u>
Total Disbursed		<u><u>\$999,715.48</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
79698	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION DECEMBER	99.84	99.84
79706	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-140.05-00	PLA CONF REG - S RYAN	305.00	
		291-0000-489.90-00	CORPORATE CASHBACK REBATE	106.89-	
		291-0000-140.05-00	PLA CONF REG-D OLICHWIER	305.00	
		291-0000-140.05-00	PLA CONF REG-J MIDDENDORF	305.00	
		291-0000-140.05-00	ALA MIDWINTER REG-R KING	278.00	
		291-0000-140.05-00	POINTS OF LIGHT-J BEGICH	251.74	
		291-0000-140.05-00	PLA CONF REG - B THORNTON	305.00	
		291-0000-140.05-00	POINTS/LIGHT REG-J.BEGICH	470.00	
		291-0000-140.05-00	PLA LODGING - B THORNTON	664.50	
		291-0000-140.05-00	ADMINISTRATION EVENT	1,500.00	4,277.35
79733	FRIENDS OF THE LIBRARY	291-0000-489.90-00	2019 FOL BAG SALES	380.00	380.00
79738	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED JANUARY	4,950.00	
		291-0000-210.99-00	FSA DEP JANUARY	1,753.85	6,703.85
***** DIVISION TOTAL ****					11,461.04
***** DEPARTMENT TOTAL **					11,461.04

DEPARTMENT: 60 Executive Office

DIVISION: 01

79699	ALBERTSONS/SAFEWAY	291-6001-601.30-05	OFFICE SUPPLIES	17.47	
		291-6001-601.22-03	TRAVEL/TRAINING	5.98	
		291-6001-601.22-03	TRAVEL/TRAINING	13.96	37.41
79701	AMAZON.COM CREDIT	291-6001-601.30-05	OFFICE SUPPLIES	43.26	
		291-6001-601.30-05	OFFICE SUPPLIES	29.35	
		291-6001-601.30-05	FIRST AID KIT	7.30	79.91
79704	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	TRAVEL/TRAINING	44.08	
		291-6001-601.22-05	POSTAGE	8.30	
		291-6001-601.22-05	POSTAGE	23.35	
		291-6001-601.22-03	TRAVEL/TRAINING	28.86	
		291-6001-601.22-03	TRAVEL/TRAINING	26.91	
		291-6001-601.22-03	TRAVEL/TRAINING	32.00	163.50
79705	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.21-65	FRAUDULENT CHARGE - WILL	169.74	
		291-6001-601.22-03	THANK YOU PIZZA FOR STAFF	149.10	318.84
79706	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-70	EMERG CLOSING TEXT NOTIF	5.99	
		291-6001-601.22-70	EMERG CLOSING TEXT NOTIF	14.00	
		291-6001-601.22-42	COMCAST PUBLIC INTERNET	346.85	
		291-6001-601.21-65	CHECKS FOR FINANCE REFUND	3.48-	
		291-6001-601.22-03	FOOD BOARD & FOL MEETING	137.50	
		291-6001-601.21-65	BUSINESS PRIME FINANCE	100.00	600.86
79709	AT & T	291-6001-601.22-70	TELE	6,254.41	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					6,254.41
79710	AT & T	291-6001-601.22-70	PAST DUE BALANCE 2019	11,703.51	11,703.51
79711	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	47.02	
		291-6001-601.32-99	EMPL REIMB PURCHASE	15.60	62.62
79738	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES JANUARY	166.25	166.25
79752	LIBRARY FURNITURE INTERNATIONAL INC	291-6001-601.50-15	ESL DESK F/FIRST FLOOR	2,926.00	2,926.00
79763	MORNEAU SHEPELL LIMITED	291-6001-601.22-03	WORKPLACE LEARNING SOLUT	1,895.00	1,895.00
79772	POSTMASTER	291-6001-601.22-05	POSTAGE F/FEBRUARY NEWSLE	3,000.00	3,000.00
79775	QUILL LLC	291-6001-601.30-05	OFFICE SUPPLIES	4.59	4.59
79800	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 11/26-12/25	375.12	375.12
79801	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	71.16	
		291-6001-601.32-99	EMPL PURCHASE CLOTHING	126.84	198.00
79803	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 12/13-	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS 12/19-	121.98	1,696.97
***** DIVISION TOTAL ****					29,482.99

COMMUNICATIONS AND MARKETING

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 02			
79701	AMAZON.COM CREDIT	291-6002-601.30-05	FOLDER ORGANIZER	29.98	
		291-6002-601.30-05	HOLIDAY RUBBER STAMPS	26.97	
		291-6002-601.30-05	ENVELOPES	39.50	96.45
79706	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	CONSTANT CONTACT BILLING	320.00	
		291-6002-601.21-65	FACEBOOK ADVERTISING	3.79	
		291-6002-601.21-65	NEWSLETTER ONLINE PORTAL	474.00	
		291-6002-601.21-65	NEWSLETTER ONLINE PORTAL	.26	
		291-6002-601.21-65	FACEBOOK ADVERTISING	26.21	
		291-6002-601.21-65	MAIL PERMIT IMPRINT FEE	235.00	
		291-6002-601.22-10	FOUNDATION BUSINESS CARDS	50.39	
		291-6002-601.22-10	BUSINESS CARDS	50.39	
		291-6002-601.30-05	GLITTER FOR GRAPHICS	35.96	1,196.00
79707	ARTGRAFIX/STOVER GRAPHICS	291-6002-601.30-05	BLACK FOAM BOARD	1,057.77	1,057.77
79715	CARDINAL COLORGROUP	291-6002-601.22-10	WINTER READING LOGS	1,250.00	1,250.00
79739	HASTINGS, MARY	291-6002-601.22-03	TRAVEL/TRAINING	6.32	6.32
79753	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER ORDER	2,243.80	2,243.80
79762	MOBILE PRINT	291-6002-601.22-10	NEW VOLUNTEER BROCHURE	243.62	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					243.62
79789	SIGNS BY TOMORROW	291-6002-601.22-10	VAN BRANDING	3,620.00	3,620.00
79805	4ALL PROMOTIONS	291-6002-601.32-72	CLEANING CLOTH GIVEAWAYS	644.20	644.20
***** DIVISION TOTAL ****					10,358.16

HUMAN RESOURCES

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
DEPARTMENT: 60 Executive Office		DIVISION: 03			
79699	ALBERTSONS/SAFEWAY	291-6003-601.40-70	DSSC STAFF PIE, 11/12	103.88	
		291-6003-601.40-70	VOLUNTEER PIE PARTY, 11/12	3.99	107.87
79701	AMAZON.COM CREDIT	291-6003-601.40-70	TEEN VOLUNTEER GIFTS	205.78	
		291-6003-601.40-70	TEEN VOLUNTEER GIFTS	14.99	
		291-6003-601.40-70	TEEN VOLUNTEER GIFTS	14.99	
		291-6003-601.40-70	MAGNETS/SHOUT OUT BOARD	25.98	
		291-6003-601.40-70	DSSC ORNAMENTS	44.32	306.06
79704	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-03	TRAVEL/TRAINING	4.99	
		291-6003-601.40-70	VOLUNTEER RECOGNITION	41.63	46.62
79705	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	TEEN VOLUNTEER LUNCH	278.13	278.13
79706	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.21-65	SURVEY MONKEY SUBSCRIPT	384.00	
		291-6003-601.40-70	THANK YOU GIFT CARDS/VOL	1,250.00	1,634.00
79714	BOWER, JACK	291-6003-601.40-62	TUITION REIMBURSEMENT	879.00	879.00
79716	CAREERBUILDER	291-6003-601.21-65	EMPL & VOL SCREENING	420.75	420.75
79728	DRISKELL, MIKE	291-6003-601.40-62	TUITION REIMBURSEMENT	2,450.00	2,450.00
79729	ESAU, ALEXANDER D.	291-6003-601.40-62	TUITION REIMBURSEMENT	445.20	445.20
79737	GROSSMAN, DANIEL J.	291-6003-601.40-62	TUITION REIMBURSEMENT	1,785.00	1,785.00
79740	HILL, SONYA	291-6003-601.40-62	TUITION REIMBURSEMENT	995.40	995.40
79759	MEYER, SHANNON	291-6003-601.40-62	TUITION REIMBURSEMENT	879.00	879.00
79767	NORTHWEST COMMUNITY HOSPITAL	291-6003-601.21-65	CONSORTIUM MEMBERSHIP	100.00	100.00
79771	PINOTTI, JANET	291-6003-601.40-70	DSSC GINGERBREAD HOUSES,	78.60	78.60
79781	ROUNDY'S INC	291-6003-601.40-70	DSSC PIE DAY, 11/12	67.07	67.07
79782	ROUNTREE, MARGARET E.	291-6003-601.40-70	DSSC CHILI COOK OFF	65.82	65.82
79785	SCHEINER, ELIZABETH	291-6003-601.40-62	TUITION REIMBURSEMENT	940.00	940.00
***** DIVISION TOTAL ****					11,478.52

GIFTS AND GRANTS

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
79711	BAKER & TAYLOR	291-6004-601.32-80	BOOKS	123.99	
		291-6004-601.32-80	BOOKS	123.99-	
79747	INTERNET ARCHIVE	291-6004-601.21-65	DIGITIZATION OF ARLINGRON	585.12	585.12
***** DIVISION TOTAL ****					585.12

INFORMATION TECHNOLOGY

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 10			
79701	AMAZON.COM CREDIT	291-6010-601.30-30	PRINTER TONER	367.64	
		291-6010-601.31-85	SHELVES IPOD LANYARDS	113.50	
		291-6010-601.50-12	EPSON PRINTERS	773.79	
		291-6010-601.50-12	TV FOR DIRECTOR'S OFFICE	799.99	2,054.92
79706	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.20-05	GODADDY SSL CERT RENEWAL	159.98	
		291-6010-601.20-05	PAYPAL PAYFLOW PRO	54.10	
		291-6010-601.30-32	GOOGLE YOUTUBE PREMIUM	11.99	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIPT	25.00	
		291-6010-601.30-32	TRELLO MONTHLY SUBSCRIPT	35.00	
		291-6010-601.30-32	AMAZON FREETIME SUBSCRIPT	4.99	
		291-6010-601.30-32	GIGABLAST SPELLING TOOL	100.00	
		291-6010-601.30-32	GOOGLE G-SUITE SUBSCRIPT	27.67	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCRIPT	14.99	
		291-6010-601.30-32	BLACKFIRE.IO SUBSCRIPTION	129.00	
		291-6010-601.30-32	RIDDLE.COM SUBSCRIPTION	49.00	
		291-6010-601.31-85	IPOD TOUCH FOR KW REFUND	12.44-	
		291-6010-601.31-85	IPOD TOUCH FOR KW	211.44	
		291-6010-601.31-85	LABEL MAKER FOR COLL SRVS	49.99	860.71
79719	CDW GOVERNMENT INC	291-6010-601.50-12	REPLACEMENT DIGITAL DISPL	1,234.98	1,234.98
79745	IMPACT NETWORKING LLC	291-6010-601.30-30	PAPER THROUGH OUT BLDG	958.50	
		291-6010-601.21-02	EQUIPM MAINTEN	1,256.37	
		291-6010-601.21-02	EQUIPM MAINTEN	7.74	
		291-6010-601.21-02	EQUIPM MAINTEN	308.98	
		291-6010-601.21-02	EQUIPM MAINTEN	470.07	
		291-6010-601.21-02	EQUIPM MAINTEN	263.81	
		291-6010-601.30-30	COPIER TONERS	19.50	3,284.97
79764	NAS SOFTWARE INC	291-6010-601.30-32	IELTS & SUCTOMER SERVS	982.00	982.00
79773	PROQUEST LLC	291-6010-601.30-32	LIBRARY THING F/LIBRARIES	4,064.38	4,064.38
***** DIVISION TOTAL ****					12,481.96

FACILITIES

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 20			
79697	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SRVS DECEMBER	2,969.39	
		291-6020-601.21-11	DUMPSTER 11/1-11/25/2019	487.72	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					3,457.11
79700	ALTORFER INDUSTRIES INC	291-6020-601.21-02	GENERATOR SERVS	189.00	
		291-6020-601.21-02	GENERATOR SERVS	516.00	705.00
79701	AMAZON.COM CREDIT	291-6020-601.31-45	CLEANING WIPES	63.28	
		291-6020-601.21-11	OCCUPANCY INDICATORS	77.12	140.40
79702	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVS DECEMBER	89.00	89.00
79703	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINTEN DECEMBER	200.00	200.00
79706	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	163.60	163.60
79722	COMED	291-6020-601.30-51	HEATING 11/5-12/9/2019	1.64	
		291-6020-601.30-51	HEATING 11/5-12/6/2019	191.86	193.50
79730	ESPOSITO PIANO SERVICE	291-6020-601.21-11	PIANO TUNING	115.00	115.00
79731	FIRST POINT MECHANICAL SERVICES	291-6020-601.21-11	ANNUAL BOILER MAINTEN	1,558.25	
		291-6020-601.21-11	ANNUAL BOILER MAINTEN	5,430.00	6,988.25
79736	GLOBAL EQUIPMENT COMPANY INC	291-6020-601.21-11	BIKE RACK FOR CAGE	313.85	313.85
79741	IGS	291-6020-601.30-51	NATURAL GAS NOVEMBER	3,168.15	3,168.15
79744	ILLINOIS OFFICE-STATE FIRE MARSHAL	291-6020-601.21-11	CERTIFICATE & INSPECTION	140.00	140.00
79758	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTEN	218.17	218.17
79760	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SRVS NOVEMBER	60.00	
		291-6020-601.21-11	RECYCLING SRVS OCTOBER	60.00	120.00
79768	NORTHWEST ELECTRICAL SUPPLY CO	291-6020-601.21-11	CUTLER HAMMER	34.17	34.17
79777	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	77.37	77.37
79787	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINT	6.99	
		291-6020-601.21-11	BLDG MAINT	6.99	
		291-6020-601.21-11	BLDG MAINT	49.95	
		291-6020-601.21-11	BLDG MAINT	23.18	87.11
79790	STEP N' WASH, INC	291-6020-601.21-11	STEP STOOLS F/WASHROOMS	1,863.80	1,863.80
79793	TENNANT SALES AND SERVICE COMPANY	291-6020-601.21-11	BRUSHES F/SWEEPER	1,128.15	1,128.15
***** DIVISION TOTAL ****					19,202.63
***** DEPARTMENT TOTAL **					83,589.38

YOUTH SERVICES

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
79699	ALBERTSONS/SAFEWAY	291-6401-601.32-02	PROGRAM EVENTS	98.75	
		291-6401-601.32-02	PROGRAM EVENTS	94.49	193.24
79701	AMAZON.COM CREDIT	291-6401-601.32-01	GAME FOR THE HUB	5.44	
		291-6401-601.32-01	GAME FOR THE HUB	5.44-	
		291-6401-601.32-01	GAME FOR THE HUB	7.99-	
		291-6401-601.32-01	GAME FOR THE HUB	11.99	
		291-6401-601.32-01	GAME FOR THE HUB	24.99	
		291-6401-601.32-01	GAMES FOR THE HUB	190.22	
		291-6401-601.32-01	GAMES FOR THE HUB	40.98	
		291-6401-601.32-01	GAMES FOR THE HUB	27.98	
		291-6401-601.32-01	PROGRAM SUPPLIES	41.98	
		291-6401-601.32-01	DRY ERASE MARKERS	28.56	
		291-6401-601.32-01	PROGRAM SUPPLIES	392.90	
		291-6401-601.32-01	PROGRAM SUPPLIES	23.99	
		291-6401-601.32-01	PROGRAM SUPPLIES	6.10	
		291-6401-601.32-01	SCARVES FOR STORYTIME	69.95	
		291-6401-601.32-02	SUPPLIES FOR OUTREACH	10.29	
		291-6401-601.32-02	TEEN GIVEAWAYS	239.96	
		291-6401-601.32-02	TEEN GIVEAWAYS	229.90	
		291-6401-601.32-02	TEEN GIVEAWAYS	75.96	
		291-6401-601.32-90	SCHOOL SUPPLIES FOR HUB	31.08	
		291-6401-601.32-01	TEEN DIY CRAFT SUPPLIES	52.13	
		291-6401-601.32-02	WINTER READING SUPPLIES	31.67	
		291-6401-601.32-01	DIY KIT SUPPLIES	107.29	1,629.93
79704	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	TRAVEL/TRAINING	15.78	
		291-6401-601.22-03	TRAVEL/TRAINING	20.30	
		291-6401-601.22-03	TRAVEL/TRAINING	24.71	
		291-6401-601.32-01	PROGRAM SUPPLIES	11.97	
		291-6401-601.32-01	PROGRAM SUPPLIES	20.70	
		291-6401-601.22-03	TRAVEL/TRAINING	5.22	
		291-6401-601.32-01	PROGRAM SUPPLIES	10.00	
		291-6401-601.22-03	TRAVEL/TRAINING	31.35	
		291-6401-601.32-01	PROGRAM SUPPLIES	16.36	156.39
79706	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-01	PROGRAM SUPPLIES FOR HUB	18.99	
		291-6401-601.32-01	PROGRAM SUPPLIES FOR HUB	62.86	
		291-6401-601.32-01	TOYS FOR KW PLAY SPACES	256.25	
		291-6401-601.32-01	FLEECE FOR DIY KITS	39.92	
		291-6401-601.32-01	FLEECE FOR DIY KITS	39.90	
		291-6401-601.32-01	DOLL HOUSE FAMILIES	209.71	
		291-6401-601.32-01	THANK YOU CARD SUPPLIES	15.94	643.57
79726	DEMCO INC	291-6401-601.32-90	HANG-UP BAGS FOR CIRCULA-	61.31	61.31
79727	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-01	PLAYGROUP ITEMS & TABLE	108.22	108.22
79734	FUN EXPRESS LLC	291-6401-601.32-01	PLAYGROUP ITEMS & TABLE-	50.70	
		291-6401-601.32-02	PLAYGROUP ITEMS & TABLE-	26.70	77.40
79750	LAKESHORE LEARNING MATERIALS	291-6401-601.32-01	BINS F/PLAYGROUP & TABLE	162.38	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-01	PLAYGROUP ITEMS & BABY	99.91	262.29
79781	ROUNDY'S INC	291-6401-601.32-01	PROGRAM SUPPLIES	38.93	
		291-6401-601.32-02	PROGRAM EVENTS	22.02	60.95
79806	4IMPRINT	291-6401-601.32-02	TEEN GIVEAWAYS	1,483.40	1,483.40
***** DIVISION TOTAL ****					4,676.70

SPECIALTY INFO SERVICES

DEPARTMENT:		DIVISION:			
64	User Services	05			
79701	AMAZON.COM CREDIT	291-6405-601.30-05	OFFICE SUPPLIES	25.98	
		291-6405-601.30-05	ESL OFFICE SUPPLIES	39.98	
		291-6405-601.30-05	OFFICE SUPPLIES	388.69	
		291-6405-601.30-05	OFFICE SUPPLIES	96.88	
		291-6405-601.30-05	OFFICE SUPPLIES	144.18	
		291-6405-601.30-05	OFFICE SUPPLIES	3.70	699.41
79704	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAVEL/TRAINING	41.18	
		291-6405-601.22-03	TRAVEL/TRAINING	5.74	
		291-6405-601.32-01	PROGRAM SUPPLIES	15.49	62.41
79754	MADAY,JULIE I	291-6405-601.22-18	RESUME REVIEWS DECEMBER	240.00	240.00
79801	WAREHOUSE DIRECT	291-6405-601.30-05	OFFICE SUPPLIES	43.00	43.00
***** DIVISION TOTAL ****					1,044.82

INFO SERVICES

DEPARTMENT:		DIVISION:			
64	User Services	10			
79701	AMAZON.COM CREDIT	291-6410-601.30-05	OFFICE SUPPLIES	14.03	
		291-6410-601.30-05	OFFICE SUPPLIES	6.40	
		291-6410-601.30-05	OFFICE SUPPLIES	6.91	
		291-6410-601.30-05	OFFICE SUPPLIES	2.95	
		291-6410-601.30-05	OFFICE SUPPLIES	22.22	
		291-6410-601.30-05	OFFICE SUPPLIES	11.46	
		291-6410-601.30-05	OFFICE SUPPLIES	29.39	
		291-6410-601.30-05	CLEANING SUPPLIES	9.49	
		291-6410-601.30-05	OFFICE SUPPLIES	302.63	405.48
79801	WAREHOUSE DIRECT	291-6410-601.30-05	OFFICE SUPPLIES	177.46	177.46
***** DIVISION TOTAL ****					582.94

CIRCULATION

DEPARTMENT:		DIVISION:			
64	User Services	20			
79701	AMAZON.COM CREDIT	291-6420-601.32-90	OFFICE SUPPLIES	36.31	
		291-6420-601.32-90	CIRCULATION SUPPLIES	40.77	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.32-90	CIRCULATION SUPPLIES	10.09	
		291-6420-601.32-90	CIRCULATION SUPPLIES	50.74	
		291-6420-601.30-05	QUICK FOLD TABLE	72.90	
		291-6420-601.30-05	QUICK FOLD TABLE	21.00	
		291-6420-601.32-90	CIRCULATION SUPPLIES	51.83	283.64
79704	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAVEL/TRAINING	30.50	
		291-6420-601.22-03	TRAVEL/TRAINING	27.75	58.25
79726	DEMCO INC	291-6420-601.30-05	CLEAR CORNER POCKETS	30.24	30.24
79774	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SERVS	108.00	
		291-6420-601.21-65	DELIVERY SERVS	64.80	
		291-6420-601.21-65	DELIVERY SERVS	109.00	
		291-6420-601.21-65	DELIVERY SERVS	108.00	
		291-6420-601.21-65	DELIVERY SERVS	108.00	497.80
79798	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS DECEMBER	125.30	125.30
79801	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	135.51	
		291-6420-601.32-90	CIRC SUPPLIES	85.80	221.31
***** DIVISION TOTAL ****					1,216.54

SENIOR AND ACCESSIBLE SERVICES

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 30			
79701	AMAZON.COM CREDIT	291-6430-601.30-05	SAS OFFICE ORGANIZERS	28.06	
		291-6430-601.30-05	SAS ORGANIZERS	111.87	139.93
79704	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.22-03	TRAVEL/TRAINING	16.36	16.36
79780	RON LASLEY ASSOCIATES	291-6430-601.32-90	CLAX FOLDING CART	488.20	488.20
79801	WAREHOUSE DIRECT	291-6430-601.30-05	OFFICE SUPPLIES	26.42	
		291-6430-601.32-90	CIRC SUPPLIES	6.51	32.93
***** DIVISION TOTAL ****					677.42

PROGRAMS AND EXHIBITS

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
79699	ALBERTSONS/SAFEWAY	291-6440-601.32-02	PROGRAM EVENTS	155.85	
		291-6440-601.32-02	PROGRAM EVENTS	306.80	462.65
79701	AMAZON.COM CREDIT	291-6440-601.32-01	PROGRAM SUPPLIES/DECOR	97.74	
		291-6440-601.32-02	PAPER GOODS FOR PROGRAMS	508.97	
		291-6440-601.32-02	PAPER GOODS FOR PROGRAMS	14.94	
		291-6440-601.32-02	KIDS WORLD PROGRAM	16.70	
		291-6440-601.32-02	ESCAPE ROOM SUPPLIES	15.98	
		291-6440-601.32-02	PROGRAM SUPPLIES	36.53	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PROGRAM SUPPLIES	57.97	
		291-6440-601.32-02	ESCAPE ROOM SUPPLIES	25.70	774.53
79704	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	17.48	
		291-6440-601.32-02	PROGRAM EVENTS	47.16	
		291-6440-601.32-02	PROGRAM EVENTS	49.18	
		291-6440-601.32-02	PROGRAM EVENTS	42.97	
		291-6440-601.32-02	PROGRAM EVENTS	5.82	
		291-6440-601.32-02	PROGRAM EVENTS	17.00	
		291-6440-601.32-02	PROGRAM EVENTS	17.41	
		291-6440-601.32-02	PROGRAM EVENTS	20.00	
		291-6440-601.32-02	PROGRAM EVENTS	17.99	
		291-6440-601.32-02	PROGRAM EVENTS	40.00	
		291-6440-601.32-02	PROGRAM EVENTS	10.76	
		291-6440-601.32-02	PROGRAM EVENTS	8.00	
		291-6440-601.32-02	PROGRAM EVENTS	42.84	
		291-6440-601.32-02	PROGRAM EVENTS	27.00	
		291-6440-601.22-18	THE ARCADE AGE POSTAGE	14.70	
		291-6440-601.32-02	PROGRAM EVENTS	44.17	
		291-6440-601.32-01	PROGRAM SUPPLIES	2.38	
		291-6440-601.32-02	PROGRAM EVENTS	33.96	
		291-6440-601.32-02	PROGRAM EVENTS	19.99	
		291-6440-601.32-02	PROGRAM EVENTS	32.27	511.08
79705	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	JANE AUSTEN TEA COOKIES	77.40	
		291-6440-601.32-02	BOOKS AND BREWS 12/11/19	40.00	117.40
79706	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-02	ALA/PLA DUES - S RYAN	166.00	
		291-6440-601.22-03	OUTSIDE BOX PROG WEBINAR	43.00	
		291-6440-601.32-02	MAKANI REFRESHMENTS 12/15	39.37	
		291-6440-601.32-02	COOKIE JAR SUPPLIES 12/15	24.00	
		291-6440-601.32-02	COOKIE JAR SUPPLIES 12/15	70.04	
		291-6440-601.22-18	MAGO GIFT CARD - CC PRIZE	60.00	
		291-6440-601.32-02	SNACKS FOR TEEN FINALS	224.15	
		291-6440-601.32-02	BOOKS 'N BITES SUPPLIES	7.19	633.75
79708	ASSOCIATION OF CHILDRENS MUSEUMS	291-6440-601.22-02	ACM DUES - C NG-HE	125.00	125.00
79727	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	PROGRAM SUPPLIES	47.13	47.13
79751	LEPO,MARY JO	291-6440-601.32-02	PROGRAM SUPPLIES FOR MEMO	97.12	97.12
79765	NG-HE,CAROL	291-6440-601.22-02	ARLIS/NA DUES REIMBURSEM	70.00	70.00
79781	ROUNDY'S INC	291-6440-601.32-02	PROGRAM EVENTS	169.10	
		291-6440-601.32-02	PROGRAM EVENTS	375.20	544.30
79797	ULINE	291-6440-601.32-02	PROGRAM SUPPLIES	460.26	460.26
***** DIVISION TOTAL ****					3,843.22

DIGITAL SERVICES

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
79701	AMAZON.COM CREDIT	291-6450-601.32-90	OFFICE SUPPLIES	226.36	
		291-6450-601.32-90	OFFICE SUPPLIES	145.50	
		291-6450-601.30-05	PENS	24.99	
		291-6450-601.30-05	OFFICE SUPPLIES	11.06	
		291-6450-601.30-07	CD-R FOR DIGITAL SRVS	33.76	
		291-6450-601.30-07	CD-R FOR DIGITAL SRVS	33.76-	
		291-6450-601.30-07	CD-R FOR DIGITAL SRVS	33.77	
		291-6450-601.32-90	REPLACEMENT CASE FOR NOOK	11.99	
		291-6450-601.30-07	FLASH DRIVES	159.96	
		291-6450-601.32-90	OFFICE SUPPLIES	56.59-	
		291-6450-601.32-90	OFFICE SUPPLIES	57.76	
		291-6450-601.30-05	OFFICE SUPPLIES	67.97	
		291-6450-601.30-05	OFFICE SUPPLIES	34.32	
		291-6450-601.31-85	STUDIO DSLR CAMERA	1,173.99	
		291-6450-601.30-05	DOORBELL FOR TLC DESK	11.04	
		291-6450-601.50-15	TECH FOR YOUTH SRVS PRGMS	299.70	
		291-6450-601.50-15	TECH FOR YOUTH SRVS PRGMS	209.98	
		291-6450-601.31-85	PROJECTOR REPLACEMENT PCS	10.07	
		291-6450-601.31-85	PROJECTOR REPLACEMENT PCS	10.07-	2,411.80
79704	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.22-03	TRAVEL/TRAINING	28.39	28.39
79706	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.50-15	3D PRINTER FILAMENT	329.00	329.00
79776	RAILS	291-6450-601.32-78	GALE VIRTUAL REFERENCE	82.50	82.50
79796	TUMBLEWEED PRESS INC	291-6450-601.32-78	TUMBLEMATH PLATINUM SUBSC	2,450.00	2,450.00
79801	WAREHOUSE DIRECT	291-6450-601.30-05	OFFICE SUPPLIES	51.12	51.12
***** DIVISION TOTAL ****					5,352.81

COLLECTION SERVICES

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
DEPARTMENT: 64	User Services	DIVISION: 70			
79696	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	55.60	55.60
79701	AMAZON.COM CREDIT	291-6470-601.32-75	AV MATERIALS	.42-	
		291-6470-601.32-75	AV MATERIALS	29.35	
		291-6470-601.32-75	AV MATERIALS	29.58	
		291-6470-601.32-75	AV MATERIALS	159.60	
		291-6470-601.32-75	AV MATERIALS	114.95	
		291-6470-601.32-75	AV MATERIALS	79.98	
		291-6470-601.32-75	AV MATERIALS	58.99	
		291-6470-601.32-75	AV MATERIALS	32.99	
		291-6470-601.32-75	AV MATERIALS	28.56	
		291-6470-601.32-75	AV MATERIALS	24.95	
		291-6470-601.32-75	AV MATERIALS	8.99	
		291-6470-601.32-75	AV MATERIALS	20.72	
		291-6470-601.32-80	BOOKS	28.86	
		291-6470-601.32-80	BOOKS	61.90	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	12.00	
		291-6470-601.32-80	BOOKS	102.23	
		291-6470-601.32-80	BOOKS	8.82	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	15.58	
		291-6470-601.32-95	PERIODICALS	10.99	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	10.38	
		291-6470-601.32-95	PERIODICALS	17.97	
		291-6470-601.32-95	PERIODICALS	17.98	
		291-6470-601.32-95	PERIODICALS	14.43	
		291-6470-601.32-95	PERIODICALS	16.98	
		291-6470-601.32-95	PERIODICALS	27.23	
		291-6470-601.32-80	BOOKS	109.68	
		291-6470-601.32-80	BOOKS	18.48	
		291-6470-601.32-80	BOOKS	26.49	
		291-6470-601.32-80	BOOKS	14.00	
		291-6470-601.32-80	BOOKS	13.50	
		291-6470-601.32-80	BOOKS	15.56	
		291-6470-601.32-80	BOOKS	9.21	
		291-6470-601.32-80	BOOKS	10.48	
		291-6470-601.32-80	BOOKS	21.40	
		291-6470-601.32-80	BOOKS	7.58	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	24.94	
		291-6470-601.32-80	BOOKS	18.12	
		291-6470-601.32-80	BOOKS	13.97	
		291-6470-601.32-80	BOOKS	24.42	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	49.95	
		291-6470-601.32-80	BOOKS	10.49	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	42.06	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	10.96	
		291-6470-601.32-80	BOOKS	30.40	
		291-6470-601.32-80	BOOKS	50.00	
		291-6470-601.32-80	BOOKS	18.34	
		291-6470-601.32-80	BOOKS	8.07	
		291-6470-601.32-80	BOOKS	25.13	
		291-6470-601.32-80	BOOKS	12.74	
		291-6470-601.32-80	BOOKS	59.96	
		291-6470-601.32-80	BOOKS	19.10	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-75	AV MATERIALS	33.94	
		291-6470-601.32-75	AV MATERIALS	19.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	40.00	
		291-6470-601.32-75	AV MATERIALS	50.77	
		291-6470-601.32-75	AV MATERIALS	18.32	
		291-6470-601.32-75	AV MATERIALS	159.96	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	13.09	
		291-6470-601.32-75	AV MATERIALS	21.98	
		291-6470-601.32-75	AV MATERIALS	41.21	
		291-6470-601.32-75	AV MATERIALS	99.00	
		291-6470-601.32-75	AV MATERIALS	196.77	
		291-6470-601.32-75	AV MATERIALS	119.97	
		291-6470-601.32-75	AV MATERIALS	22.46	
		291-6470-601.32-75	AV MATERIALS	79.99	
		291-6470-601.32-75	AV MATERIALS	8.44	
		291-6470-601.32-75	AV MATERIALS	13.99	
		291-6470-601.32-75	AV MATERIALS	17.98	
		291-6470-601.32-75	AV MATERIALS	21.94	
		291-6470-601.32-75	AV MATERIALS	9.78	
		291-6470-601.32-75	AV MATERIALS	31.36	
		291-6470-601.32-75	AV MATERIALS	5.32	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	135.57	
		291-6470-601.32-75	AV MATERIALS	25.90	
		291-6470-601.32-75	AV MATERIALS	16.00	
		291-6470-601.32-75	AV MATERIALS	22.89	
		291-6470-601.32-75	AV MATERIALS	59.98	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	98.24	
		291-6470-601.32-80	BOOKS	19.52	
		291-6470-601.32-80	BOOKS	10.46	
		291-6470-601.32-80	BOOKS	15.87	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.30-05	OFFICE SUPPLIES	150.38	
		291-6470-601.32-75	AV MATERIALS	17.92	
		291-6470-601.32-75	AV MATERIALS	35.00	
		291-6470-601.32-75	AV MATERIALS	13.95	
		291-6470-601.32-75	AV MATERIALS	50.36	
		291-6470-601.32-75	AV MATERIALS	53.50	
		291-6470-601.32-75	AV MATERIALS	19.98	
		291-6470-601.32-75	AV MATERIALS	16.82	
		291-6470-601.32-75	AV MATERIALS	22.44	
		291-6470-601.32-75	AV MATERIALS	58.94	
		291-6470-601.32-75	AV MATERIALS	17.90	
		291-6470-601.32-75	AV MATERIALS	34.99	
		291-6470-601.32-75	AV MATERIALS	14.94	
		291-6470-601.32-75	AV MATERIALS	15.98	
		291-6470-601.32-75	AV MATERIALS	13.11	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	20.49	
		291-6470-601.32-80	BOOKS	27.64	
		291-6470-601.32-80	BOOKS	17.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	25.65	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	25.90	
		291-6470-601.32-80	BOOKS	34.99	
		291-6470-601.32-80	BOOKS	26.99	
		291-6470-601.32-80	BOOKS	19.23	
		291-6470-601.32-80	BOOKS	15.16	
		291-6470-601.32-80	BOOKS	12.51	
		291-6470-601.32-80	BOOKS	18.25	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	30.09	
		291-6470-601.32-80	BOOKS	12.53	
		291-6470-601.32-80	BOOKS	8.96	
		291-6470-601.32-95	PERIODICALS	14.28	
		291-6470-601.32-95	PERIODICALS	13.98	
		291-6470-601.32-95	PERIODICALS	9.64	
		291-6470-601.32-95	PERIODICALS	9.24	
		291-6470-601.32-95	PERIODICALS	13.70	
		291-6470-601.32-95	PERIODICALS	21.69	
		291-6470-601.32-75	AV MATERIALS	23.19	
		291-6470-601.32-75	AV MATERIALS	14.57	
		291-6470-601.32-75	AV MATERIALS	11.96	
		291-6470-601.32-75	AV MATERIALS	16.09	
		291-6470-601.32-75	AV MATERIALS	13.68	
		291-6470-601.32-75	AV MATERIALS	20.30	
		291-6470-601.32-75	AV MATERIALS	112.75	
		291-6470-601.32-75	AV MATERIALS	7.42	
		291-6470-601.32-75	AV MATERIALS	7.27	
		291-6470-601.32-75	AV MATERIALS	13.49	
		291-6470-601.32-75	AV MATERIALS	36.55	
		291-6470-601.32-75	AV MATERIALS	9.98	
		291-6470-601.32-75	AV MATERIALS	37.54	
		291-6470-601.32-75	AV MATERIALS	19.52	
		291-6470-601.32-75	AV MATERIALS	16.99	
		291-6470-601.32-75	AV MATERIALS	23.98	
		291-6470-601.32-75	AV MATERIALS	11.26	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	49.99	
		291-6470-601.32-75	AV MATERIALS	21.98	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	8.44	
		291-6470-601.32-75	AV MATERIALS	26.70	
		291-6470-601.32-75	AV MATERIALS	49.99	
		291-6470-601.32-75	AV MATERIALS	15.95	
		291-6470-601.32-75	AV MATERIALS	194.91	
		291-6470-601.32-75	AV MATERIALS	156.46	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	119.97	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	50.24	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	68.64	
		291-6470-601.32-75	AV MATERIALS	97.92	
		291-6470-601.32-75	AV MATERIALS	286.50	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	10.12	
		291-6470-601.32-75	AV MATERIALS	39.00	
		291-6470-601.32-75	AV MATERIALS	119.94	
		291-6470-601.32-75	AV MATERIALS	36.98	
		291-6470-601.32-75	AV MATERIALS	27.92	
		291-6470-601.32-75	AV MATERIALS	47.45	
		291-6470-601.32-75	AV MATERIALS	43.96	
		291-6470-601.32-75	AV MATERIALS	10.00	
		291-6470-601.32-75	AV MATERIALS	8.32	
		291-6470-601.32-75	AV MATERIALS	16.27	
		291-6470-601.32-75	AV MATERIALS	52.49	
		291-6470-601.32-75	AV MATERIALS	13.35	
		291-6470-601.32-75	AV MATERIALS	16.27	
		291-6470-601.32-75	AV MATERIALS	13.34	
		291-6470-601.32-75	AV MATERIALS	58.99	
		291-6470-601.32-75	AV MATERIALS	31.47	
		291-6470-601.32-75	AV MATERIALS	9.89	
		291-6470-601.32-75	AV MATERIALS	55.71	
		291-6470-601.32-75	AV MATERIALS	95.38	
		291-6470-601.32-95	PERIODICALS	13.01	
		291-6470-601.32-80	BOOKS	10.00	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	29.99	
		291-6470-601.32-80	BOOKS	131.57	
		291-6470-601.32-80	BOOKS	19.09	
		291-6470-601.32-80	BOOKS	21.21	
		291-6470-601.32-80	BOOKS	10.98	
		291-6470-601.32-80	BOOKS	7.55	
		291-6470-601.32-80	BOOKS	45.19	
		291-6470-601.32-80	BOOKS	24.11	
		291-6470-601.32-80	BOOKS	43.12	
		291-6470-601.32-80	BOOKS	53.99	
		291-6470-601.32-80	BOOKS	26.99	
		291-6470-601.32-80	BOOKS	33.35	
		291-6470-601.32-80	BOOKS	23.98	
		291-6470-601.32-80	BOOKS	99.90	7,150.59
79704	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-95	PERIODICALS	22.98	
		291-6470-601.32-95	PERIODICALS	37.97	73.94
79705	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PROCESSING SUPPLIES	134.09	134.09
79706	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	119.00	
		291-6470-601.32-75	AV MATERIALS	119.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	23.06	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	69.99	
		291-6470-601.32-75	AV MATERIALS	23.15	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	69.99	
		291-6470-601.32-75	AV MATERIALS	39.98	
		291-6470-601.32-75	AV MATERIALS	200.00	
		291-6470-601.32-80	BOOKS	27.45	
		291-6470-601.32-80	BOOKS	111.79	
		291-6470-601.32-80	BOOKS	37.58	
		291-6470-601.32-80	BOOKS	199.00	
		291-6470-601.32-95	PERIODICALS	28.45	
		291-6470-601.32-95	PERIODICALS	25.48	
		291-6470-601.32-95	PERIODICALS	24.21	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	35.47	
		291-6470-601.32-95	PERIODICALS	5.00	
		291-6470-601.32-95	PERIODICALS	32.25	1,271.80
79711	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	20.99	
		291-6470-601.32-75	AV MTLs	162.73	
		291-6470-601.32-75	AV MTLs	22.10	
		291-6470-601.32-80	BOOKS	156.20	
		291-6470-601.32-80	BOOKS	127.62	
		291-6470-601.32-80	BOOKS	459.52	
		291-6470-601.32-80	BOOKS	193.14	
		291-6470-601.32-80	BOOKS	48.26	
		291-6470-601.32-80	BOOKS	165.44	
		291-6470-601.32-80	BOOKS	372.80	
		291-6470-601.32-80	BOOKS	663.02	
		291-6470-601.32-80	BOOKS	345.33	
		291-6470-601.32-80	BOOKS	155.05	
		291-6470-601.32-80	BOOKS	340.94	
		291-6470-601.32-80	BOOKS	66.96	
		291-6470-601.32-80	BOOKS	295.89	
		291-6470-601.32-80	BOOKS	45.40	
		291-6470-601.32-80	BOOKS	389.21	
		291-6470-601.32-80	BOOKS	35.62	
		291-6470-601.32-80	BOOKS	93.05	
		291-6470-601.32-80	BOOKS	280.11	
		291-6470-601.32-80	BOOKS	372.76	
		291-6470-601.32-80	BOOKS	296.21	
		291-6470-601.32-80	BOOKS	172.00	
		291-6470-601.32-80	BOOKS	53.20	
		291-6470-601.32-80	BOOKS	162.08	
		291-6470-601.32-80	BOOKS	257.57	
		291-6470-601.32-80	BOOKS	262.91	
		291-6470-601.32-80	BOOKS	532.51	
		291-6470-601.32-80	BOOKS	136.99	
		291-6470-601.32-80	BOOKS	27.36-	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	54.72-	
		291-6470-601.32-80	BOOKS	1,306.28	
		291-6470-601.32-80	BOOKS	52.11	
		291-6470-601.32-80	BOOKS	386.68	
		291-6470-601.32-80	BOOKS	202.23	
		291-6470-601.32-80	BOOKS	104.87	
		291-6470-601.32-80	BOOKS	404.46	
		291-6470-601.32-80	BOOKS	192.45	
		291-6470-601.32-80	BOOKS	275.27	
		291-6470-601.32-80	BOOKS	140.74	
		291-6470-601.32-80	BOOKS	73.74	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	44.80	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	37.30-	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	5.60	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	243.20	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.32-80	BOOKS	112.46	
		291-6470-601.32-80	BOOKS	256.69	
		291-6470-601.32-80	BOOKS	37.41	
		291-6470-601.32-80	BOOKS	96.20	
		291-6470-601.32-80	BOOKS	527.06	
		291-6470-601.32-80	BOOKS	889.12	
		291-6470-601.32-80	BOOKS	106.04	
		291-6470-601.32-80	BOOKS	196.79	
		291-6470-601.32-80	BOOKS	73.07	
		291-6470-601.32-80	BOOKS	218.26	
		291-6470-601.32-80	BOOKS	161.23	
		291-6470-601.32-80	BOOKS	369.28	
		291-6470-601.32-80	BOOKS	199.47	
		291-6470-601.32-80	BOOKS	310.94	
		291-6470-601.32-80	BOOKS	582.95	
		291-6470-601.32-80	BOOKS	136.99-	
		291-6470-601.32-75	AV MATERIALS	18.12	
		291-6470-601.32-75	AV MATERIALS	22.11	
		291-6470-601.32-75	AV MATERIALS	24.87	15,173.34
79712	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MATERIALS	59.45	
		291-6470-601.32-75	AV MATERIALS	466.49	
		291-6470-601.32-75	AV MATERIALS	61.54	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	251.00	
		291-6470-601.32-75	AV MATERIALS	813.76	
		291-6470-601.32-75	AV MATERIALS	11.88	
		291-6470-601.32-75	AV MATERIALS	60.48	
		291-6470-601.32-75	AV MATERIALS	21.21	
		291-6470-601.32-75	AV MATERIALS	25.48	
		291-6470-601.32-75	AV MATERIALS	105.47	
		291-6470-601.32-75	AV MATERIALS	27.07	
		291-6470-601.32-75	AV MATERIALS	55.98	1,959.81
79713	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	510.92	
		291-6470-601.32-80	BOOKS	6,185.67	
		291-6470-601.32-80	BOOKS	3,082.59	
		291-6470-601.32-75	AV MTLs	1,443.06	
		291-6470-601.32-75	AV MTLs	2,656.50	
		291-6470-601.32-80	BOOKS	407.96	
		291-6470-601.32-80	BOOKS	71.99	
		291-6470-601.32-80	BOOKS	4,110.14	
		291-6470-601.32-75	AV MTLs	2,550.78	
		291-6470-601.32-75	AV MTLs	4,298.39	
		291-6470-601.32-80	BOOKS	3,468.30	
		291-6470-601.32-80	BOOKS	160.00	
		291-6470-601.32-75	AV MTLs	57.00	
		291-6470-601.32-75	AV MTLs	9.96	
		291-6470-601.32-80	BOOKS	103.98	
		291-6470-601.32-80	BOOKS	1,198.36	
		291-6470-601.32-75	AV MTLs	737.93	31,053.53
79717	CAVENDISH SQUARE PUBLISHING	291-6470-601.32-80	BOOKS	177.93	177.93
79718	CCH INCORPORATED	291-6470-601.32-80	BOOKS	172.41	172.41
79720	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	151.92	
		291-6470-601.32-80	BOOKS	50.64	202.56
79721	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	140.00	140.00
79723	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	33.91	33.91
79724	COX SUBSCRIPTIONS, W T	291-6470-601.32-95	PERIODICALS	160.06	
		291-6470-601.32-95	PERIODICALS	45.54	205.60
79726	DEMCO INC	291-6470-601.32-05	PROC SUPPLIES	131.12	131.12
79732	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	41.63	
		291-6470-601.32-80	BOOKS	411.20	
		291-6470-601.32-80	BOOKS	62.87	515.70
79735	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	588.62	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	25.59	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	624.05	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	46.48	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	80.96	1,559.67
79742	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	131.25	131.25
79743	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SERVS/NOVEMBER	115.00	115.00
79746	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	435.20	
		291-6470-601.32-80	BOOKS	27.58	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	56.97	
		291-6470-601.32-80	BOOKS	255.92	
		291-6470-601.32-80	BOOKS	54.34	
		291-6470-601.32-80	BOOKS	186.56	
		291-6470-601.32-80	BOOKS	40.71	
		291-6470-601.32-80	BOOKS	26.97	
		291-6470-601.32-80	BOOKS	27.59	
		291-6470-601.32-80	BOOKS	61.07	
		291-6470-601.32-80	BOOKS	119.32	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	182.87	
		291-6470-601.32-80	BOOKS	116.91	
		291-6470-601.32-80	BOOKS	9.57	
		291-6470-601.32-80	BOOKS	198.88	
		291-6470-601.32-80	BOOKS	145.17	
		291-6470-601.32-80	BOOKS	61.48	
		291-6470-601.32-80	BOOKS	89.51	
		291-6470-601.32-80	BOOKS	36.18	
		291-6470-601.32-80	BOOKS	115.39	
		291-6470-601.32-80	BOOKS	15.54	
		291-6470-601.32-80	BOOKS	11.97	
		291-6470-601.32-80	BOOKS	123.86	
		291-6470-601.32-80	BOOKS	118.01	
		291-6470-601.32-80	BOOKS	26.97-	
		291-6470-601.32-80	BOOKS	31.60	
		291-6470-601.32-80	BOOKS	10.80	
		291-6470-601.32-80	BOOKS	63.31	
		291-6470-601.32-80	BOOKS	100.47	
		291-6470-601.32-80	BOOKS	9.00	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-80	BOOKS	44.05	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	47.89	
		291-6470-601.32-80	BOOKS	132.48	
		291-6470-601.32-80	BOOKS	64.25	
		291-6470-601.32-80	BOOKS	46.09	
		291-6470-601.32-80	BOOKS	35.62	
		291-6470-601.32-80	BOOKS	70.19	
		291-6470-601.32-80	BOOKS	193.69	3,493.56
79748	J.D. POWER	291-6470-601.32-95	PERIODICALS	90.00	90.00
79749	KANOPY INC	291-6470-601.32-75	AV MTLs	468.00	468.00
79750	LAKESHORE LEARNING MATERIALS	291-6470-601.32-75	AV MTLs	36.97	36.97
79755	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	217.00	217.00
79756	MARCIVE INC	291-6470-601.22-85	AUTHORITY NOTIFICATION	142.40	142.40
79757	MCHENRY COUNTY IL GENEALOG SOCIETY	291-6470-601.32-95	PERIODICALS	30.00	30.00
79761	MIDWEST TAPE	291-6470-601.32-80	BOOKS	2,554.32	
		291-6470-601.32-75	AV MTLs	8,198.09	
		291-6470-601.22-85	PROC SERVs	1,570.34	
		291-6470-601.32-75	AV MTLs	565.27	
		291-6470-601.32-75	AV MTLs	699.74	
		291-6470-601.32-75	AV MTLs	2,511.60	
		291-6470-601.32-75	AV MTLs	52.47	
		291-6470-601.32-75	AV MTLs	891.35	
		291-6470-601.32-75	AV MTLs	976.11	
		291-6470-601.32-75	AV MTLs	237.41	
		291-6470-601.32-75	AV MTLs	537.76	
		291-6470-601.32-75	AV MTLs	426.03	
		291-6470-601.32-75	AV MTLs	71.95	
		291-6470-601.32-75	AV MTLs	187.45	
		291-6470-601.32-75	AV MTLs	832.66	
		291-6470-601.32-75	AV MTLs	3,082.08	
		291-6470-601.32-75	AV MTLs	39.72	
		291-6470-601.32-75	AV MTLs	23.98	
		291-6470-601.32-75	AV MTLs	1,249.01	
		291-6470-601.32-75	AV MTLs	1,680.29	
		291-6470-601.32-75	AV MTLs	367.35-	26,020.28
79766	NORTH SUBURBAN GENEALOGICAL SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	25.00
79769	OFFICE DEPOT BUSINESS ACCOUNT	291-6470-601.32-05	PROC SUPPLIES	90.74	90.74
79770	OK MAGAZINE	291-6470-601.32-95	PERIODICALS	46.28	46.28
79778	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	385.71	385.71
79779	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	112.18	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					112.18
79783	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	207.42	
		291-6470-601.32-80	BOOKS	131.48	338.90
79784	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	40.51	40.51
79788	SHOWCASES	291-6470-601.32-05	PROC SUPPLIES	156.17	156.17
79791	TASTE OF HOME BOOKS/TRUSTED MEDIA	291-6470-601.32-80	BOOKS	139.92	139.92
79792	TEACHING COMPANY	291-6470-601.32-75	AV MTLs	399.90	
		291-6470-601.32-75	AV MTLs	84.95	484.85
79794	TENNESSEE GENEALOGICAL SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	25.00
79795	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	50.25	
		291-6470-601.32-80	BOOKS	163.96	214.21
79797	ULINE	291-6470-601.32-90	ULINE QUIET TAPE	77.66	77.66
79799	UNIVERSITY OF ILLINOIS PRESS	291-6470-601.32-95	PERIODICALS	75.00	75.00
79801	WAREHOUSE DIRECT	291-6470-601.32-05	PROC SUPPLIES	7.79	7.79
79804	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	32.88	32.88

***** DIVISION TOTAL ***** 93,008.86

BELMONT

DEPARTMENT:		DIVISION:			
64	User Services	80			
79725	CROWTHER ROOFING & SHEET METAL INC	291-6480-601.21-11	ROOF LEAK INVESTIGATION &	1,100.00	1,100.00
79786	SHALES MCNUTT CONSTRUCTION	491-6480-601.50-55	CONSTRUCTION CONSULTANT	9,000.00	9,000.00
79802	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.20-05	PROF SERVS NOVEMBER	1,974.20	

***** DIVISION TOTAL ***** 12,074.20

***** DEPARTMENT TOTAL ** 122,477.51

***** GRAND TOTAL ***** 217,527.93

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	206,553.73
491	Capital Projects-Library	10,974.20
**** TOTAL ALL FUNDS ****		217,527.93

January 21, 2020

**Arlington Heights Memorial Library
American Express Card Summary
12/31/2019**

#	Count	81	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
1			Czajka	291-0000-140-05-00	\$ 305.00	PLA Conference - S Ryan	PLA
2			Czajka	6440-2202	\$ 166.00	ALA and PLA Dues - S Ryan	AMERLIBASSOC ECOMMER
3			Czajka	6440-2203	\$ 43.00	Outside the Box Programs Webinar	AMERLIBASSOC ECOMMER
4			Czajka	6440-3202	\$ 39.37	Makani Performance Refreshments	ALDI 40092 000000000
5			Czajka	6440-3202	\$ 24.00	Make a Cookie Jar Decorations	DOLLAR TREE 00000487
6			Czajka	6440-3202	\$ 70.04	Make a Cookie Jar Decorations	JOANN STORES #2113 0
7			Driskell	291-0000-489-9000	\$ (106.89)	Other Income/Rebate	CORPORATE CASHBACK CR
8			Driskell	6001-2270	\$ 5.99	Emergency Weather Closing Text Notifications	ONTIMETEL DIALMYCAL
9			Driskell	6001-2270	\$ 14.00	Emergency Weather Closing Text Notifications	ONTIMETEL DIALMYCAL
10			Driskell	6002-2165	\$ 320.00	Constant Contact Monthly Billing	EIG*CONSTANTCONTACT.
11			Driskell	6002-2165	\$ 3.79	Facebook Advertising	FACEBK *DYWUVN6922
12			Driskell	6002-2165	\$ 474.00	Newsletter Online Portal	ISSUU
13			Driskell	6002-2165	\$ 0.26	Newsletter Online Portal	ISSUU
14			Driskell	6002-2165	\$ 26.21	Facebook Advertising	FACEBK *ZXZQKNW822
15			Driskell	6003-2165	\$ 384.00	Survey Monkey Subscription for HR	SMK*SURVEYMONKEY.COM
16			Dworianyn	6001-2242	\$ 346.85	Comcast Public Internet	COMCAST CHICAGO
17			Dworianyn	6010-2005	\$ 159.98	Godaddy SSL Certificate Renewal	GODADDY.COM
18			Dworianyn	6010-2005	\$ 54.10	PayPal Payflow Pro	PAYFLOW/PAYPAL 0045
19			Dworianyn	6010-3032	\$ 11.99	Google Youtube Premium	GOOGLE *YOUTUBEPREMI
20			Dworianyn	6010-3032	\$ 25.00	Github Monthly Subscription	GITHUB
21			Dworianyn	6010-3032	\$ 35.00	Trello Monthly Subscription	TRELLO.COM, ATASSIA
22			Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMZNFREETIME*GC9NV8Z
23			Dworianyn	6010-3032	\$ 100.00	Gigablast Spelling Tool	GIGABLAST INC 0494
24			Dworianyn	6010-3032	\$ 27.67	Google G-Suite Subscription	GOOGLE*GSUITE AHML.N
25			Dworianyn	6010-3032	\$ 14.99	Spotify Monthly Subscription	SPOTIFY USA
26			Dworianyn	6010-3032	\$ 129.00	Blackfire.io Monthly Subscription	BLACKFIREIO INC.
27			Dworianyn	6010-3032	\$ 49.00	Riddle.com Monthly Subscription	RIDDLE.COM SUBSCRIPT
28			Ekl	291-0000-140-05-00	\$ 305.00	PLA Conference - D Olichwier	PLA
29			Ekl	291-0000-140-05-00	\$ 305.00	PLA Conference - J Middendorf	PLA
30			Ekl	291-0000-140-05-00	\$ 278.00	ALA Midwinter - R King	AMER LIB ASSOC-CAREE
31			Ekl	291-0000-140-05-00	\$ 251.74	Points of Light Conference Hotel - J Begich	HILTON WASHINGTON DC
32			Ekl	291-0000-140-05-00	\$ 305.00	PLA Conference - B Thornton	PLA
33			Ekl	291-0000-140-05-00	\$ 470.00	Points of Light Conference - J Begich	2020 POINTS OF LIGHT
34			Ekl	291-0000-140-05-00	\$ 664.50	PLA Lodging - B Thornton	AIRBNB * HMFYHZTPB4
35			Ekl	291-0000-140-05-00	\$ 1,500.00	Administration Gala	ARLINGTON HEIGHTS CH
36			Ekl	6001-2165	\$ (3.48)	Checks for Finance (Tax Refund)	WAL-MART CHECK PRINT
37			Ekl	6001-2203	\$ 137.50	Food for Board Meeting and FOL Meeting	THE BAKESTER 00-0803
38			Ekl	6002-2165	\$ 235.00	Mail Permit Imprint Fee	USPS PO 1602820004 0
39			Ekl	6002-2210	\$ 50.39	Foundation Business Cards	VISTAPR*VISTAPRINT.C
40			Ekl	6002-2210	\$ 50.39	Business Cards	VISTAPR*VISTAPRINT.C
41			Ekl	6002-3005	\$ 35.96	Glitter for Graphics	WALMART.COM
42			Ekl	6003-4070	\$ 1,250.00	Thank You Giftcards for Volunteers	STARBUCKS CORP SALES
43			Ekl	6010-3185	\$ (12.44)	iPod Touch for Kids World (Tax Refund)	APPLE.COM/US
44			Ekl	6010-3185	\$ 211.44	iPod Touch for Kids World	APPLE.COM/US
45			Ekl	6010-3185	\$ 49.99	Replacement Part for Technical Services	PAYPAL *EBAY DDWD63E
46			Ekl	6020-2111	\$ 163.60	Maintenance Supplies	LIGHT INDUST
47			Ekl	6401-3201	\$ 18.99	Program Supplies for Hub	TARGET.COM * 3991
48			Ekl	6401-3201	\$ 62.86	Program Supplies for Hub	TARGET.COM * 3991
49			Ekl	6401-3201	\$ 256.25	Toys for Kids World	FAT BRAIN * FATBRAIN
50			Ekl	6401-3201	\$ 39.92	Fleece for DIY Kit	JOANN STORES ONLINE.
51			Ekl	6401-3201	\$ 39.90	Fleece for DIY Kit	JOANN STORES ONLINE.
52			Ekl	6401-3201	\$ 209.71	Doll Families for Kids World	KAPLAN EARLY LEARNIN
53			Ekl	6401-3201	\$ 15.94	Thank You Card-Making Supplies	MICHAELS #9490
54			Ekl	6440-2218	\$ 60.00	Mago Giftcard - Culinary Curiosity Prize	PAYPAL *FWHGINC
55			Ekl	6440-3202	\$ 224.15	Snacks for Teen Finals	SAMSLUB.COM#6279 62
56			Ekl	6440-3202	\$ 7.19	Books n Bites Program Supplies	TARGET.COM * 3991
57			Ekl	6450-5015	\$ 329.00	3D Printer Filament	SP * 3D UNIVERSE
58			Szymanek	6001-2165	\$ 100.00	Prime Business (Finance)	B2B PRIME*9Y12A6LI3
59			Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
60	Szymanek	6470-3275	\$ 14.99	AV Materials	HBO NOW (855) 942-66
61	Szymanek	6470-3275	\$ 119.00	AV Materials	AMAZON PRIME*CI21N9B
62	Szymanek	6470-3275	\$ 119.00	AV Materials	AMAZON PRIME*E988Q92
63	Szymanek	6470-3275	\$ 23.06	AV Materials	DIGITAL STORES. DIGI
64	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
65	Szymanek	6470-3275	\$ 69.99	AV Materials	DISNEYPLUS
66	Szymanek	6470-3275	\$ 23.15	AV Materials	CEDILLE RECORDS 0265
67	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
68	Szymanek	6470-3275	\$ 69.99	AV Materials	DISNEYPLUS
69	Szymanek	6470-3275	\$ 39.98	AV Materials	SLING.COM
70	Szymanek	6470-3275	\$ 200.00	AV Materials	B2B PRIME*9Y12A6LI3
71	Szymanek	6470-3280	\$ 27.45	Books	SP * WORD ON FIRE
72	Szymanek	6470-3280	\$ 111.79	Books	NATIONAL GENEALOGICA
73	Szymanek	6470-3280	\$ 37.58	Books	PGSA GENEALOGY
74	Szymanek	6470-3280	\$ 199.00	Books	B2B PRIME*9Y12A6LI3
75	Szymanek	6470-3295	\$ 28.45	Periodicals	MY MAG STORE 6500000
76	Szymanek	6470-3295	\$ 25.48	Periodicals	MY MAG STORE 6500000
77	Szymanek	6470-3295	\$ 24.21	Periodicals	FORKSOVERKNIVES.COM
78	Szymanek	6470-3295	\$ 17.99	Periodicals	COOKINGWITHPAULADEEN
79	Szymanek	6470-3295	\$ 35.47	Periodicals	MY MAG STORE 6500000
80	Szymanek	6470-3295	\$ 5.00	Periodicals	BT*ALTPRESS MEDIA
81	Szymanek	6470-3295	\$ 32.25	Periodicals	WWW.MAGS-UK.COM
			<u>\$ 11,610.64</u>		

January 21, 2020

**Arlington Heights Memorial Library
Mastercard Summary
12/31/2019**

Count	6			
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
S Distel	6001-2165	\$ 169.74	Fraud Charge - will be reimbursed by bank	
	6001-2203	\$ 149.10	Thank You Pizza for Staff	Tortorice's Pizza
	6003-4070	\$ 278.13	Teen Volunteer Recognition Lunch	Chipotle
	6440-3202	\$ 77.40	Cookies for Jane Austen Tea Party 12/8	Tag's Bakery
	6440-3202	\$ 40.00	Books and Brews 12/11	Eddie's Restaurant
	6470-3205	\$ 134.09	Processing Supplies	Un-Du Products Inc.
		<u>\$ 848.46</u>		

January 21, 2020

**Arlington Heights Memorial Library
Special Funds Summary
12/31/2019**

Count 47

#		Account	Amount	Description	Staff
Check # 1559 – AHML – Petty Cash					
1	12/2/2019	6001-2203	\$ 44.08	Travel/Training	L Bobis
2	12/9/2019	6440-3202	\$ 17.48	Program Events	C Caputo
3		6440-3202	\$ 47.16	Program Events	T Karim
4		6405-2203	\$ 41.18	Travel/Training	C Shin
5		6001-2205	\$ 8.30	Postage	G Rojek
6		6003-2203	\$ 4.99	Travel/Training	G Rojek
7		6440-3202	\$ 49.18	Program Events	M Vela
8		6401-2203	\$ 15.78	Travel/Training	K Bailey
9		6401-2203	\$ 20.30	Travel/Training	R King
10		6470-3280	\$ 12.99	Books	M Szymanek
11		6470-3295	\$ 22.98	Periodicals	M Szymanek
12		6401-2203	\$ 24.71	Travel/Training	E Loeffler
13		6440-3202	\$ 42.97	Program Events	M Young
14		6450-2203	\$ 28.39	Travel/Training	B Pardue
15		6440-3202	\$ 5.82	Program Events	S Hollars
16		6401-3201	\$ 11.97	Program Supplies	K Henry
17		6440-3202	\$ 17.00	Program Events	K Bailey
18		6401-3201	\$ 20.70	Program Supplies	K Bailey
19		6001-2205	\$ 23.35	Postage	J Doren
20		6440-3202	\$ 17.41	Program Events	M Vela
21	12/16/2019	6001-2203	\$ 28.86	Travel/Training	C Ng-He
22		6430-2203	\$ 16.36	Travel/Training	K Myers
23		6440-3202	\$ 20.00	Program Events	A Stanfield
24		6440-3202	\$ 17.99	Program Events	T Recklaus
25		6420-2203	\$ 30.50	Travel/Training	M Williams
26		6420-2203	\$ 27.75	Travel/Training	M Williams
27		6440-3202	\$ 40.00	Program Events	A Duffey
28		6440-3202	\$ 10.76	Program Events	M Young
29	12/23/2019	6001-2203	\$ 26.91	Travel/Training	J Doren
30		6440-3202	\$ 8.00	Program Events	K Bailey
31		6440-3202	\$ 42.84	Program Events	C Caputo
32		6440-3202	\$ 27.00	Program Events	T Karim
33		6401-2203	\$ 5.22	Travel/Training	E Muszynski
34		6001-2003	\$ 32.00	Travel/Training	J Doren
35		6440-2218	\$ 14.70	The Arcade Age Postage	C Ng-He
36		6401-3201	\$ 10.00	Program Supplies	M Morsches
37		6440-3202	\$ 44.17	Program Events	K Bailey
38		6440-3201	\$ 2.38	Program Supplies	K Bailey
39		6405-2203	\$ 5.74	Travel/Training	D Malik
40		6405-3201	\$ 15.49	Program Supplies	D Malik
41		6003-4070	\$ 41.63	Employee Recognition Program (Vol)	J Middendorf
42		6401-2203	\$ 31.35	Travel/Training	T Dantis
43	12/30/2019	6440-3202	\$ 33.96	Program Events	C Shin
44		6440-3202	\$ 19.99	Program Events	M Young
45		6440-3202	\$ 32.27	Program Events	J Pinotti
46	1/2/2020	6401-3201	\$ 16.36	Program Supplies	K Bailey
47		6470-3295	\$ 37.97	Periodicals	M Szymanek
			<u>\$ 1,116.94</u>		

January 21, 2020

(Action Item 5)

**ACCOUNTS PAYABLE - CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
January 21, 2020**

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library (January Invoices)	\$69,328.36
491	Capital Projects Fund - Library (January Invoices)	\$0.00
Total Disbursements		<u>\$69,328.36</u>
Payrolls Paid 1/3/2020		\$291,524.54
		<u>\$291,524.54</u>
Total Disbursed		<u><u>\$360,852.90</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
79814	BIBLIOTHECA LLC	291-0000-140.05-00	PREPAID BIBLIOTHECA AV MT	916.67	916.67
***** DIVISION TOTAL ****					916.67
***** DEPARTMENT TOTAL **					916.67

DEPARTMENT:	60	Executive Office	DIVISION:	01			
79810	ARLINGTON HTS CHAMBER OF COMMERCE	291-6001-601.22-02	2020 CONNECTION DUES	640.00	640.00		
79811	ARTHUR J GALLAGHER RISK MANAGMENT	291-6001-601.20-40	RENEWAL PREMIUM	7,200.00	7,200.00		
79812	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	6.61	6.61		
79817	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE JANUARY	2,859.59	2,859.59		
79829	INNOVATIVE USERS GROUP	291-6001-601.22-03	IUG CONF REG - L BOBIS	325.00	325.00		
79846	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAYPHONE JAN'20	63.00	63.00		
79855	WAYNE GRIFFIN TRAVEL & CRUISE SRVS	291-6001-601.22-03	ALA/YALSA CONF AIRFARE	399.60	898.40		
		291-6001-601.22-03	ALA/YALSA CONF AIRFARE	498.80			
***** DIVISION TOTAL ****					11,992.60		

COMMUNICATIONS AND MARKETING

DEPARTMENT:	60	Executive Office	DIVISION:	02			
79817	CARDINAL COLORGROUP	291-6002-601.22-10	PRINTING JANUARY	10,700.00	10,700.00		
***** DIVISION TOTAL ****					10,700.00		

GIFTS AND GRANTS

DEPARTMENT:	60	Executive Office	DIVISION:	04			
79813	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB, 2/13	350.00	350.00		
79822	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB, 2/13	350.00	350.00		
79831	JACKSON, FRUTELAND	291-6004-601.22-18	SUNDAY MUSICALE:BLUES, 2/9	400.00	400.00		
79835	KROHN, DEB	291-6004-601.22-18	HARRY POTTER BOOK NIGHT	300.00	300.00		
79841	MELE, ANTHONY	291-6004-601.22-18	TRIVIA F/HP BOOK NIGHT,	100.00	100.00		
***** DIVISION TOTAL ****					1,500.00		

FINANCE

DEPARTMENT:	60	Executive Office	DIVISION:	08
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FINANCE

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
79827	IL GOVERNMENT FINANCE OFFICERS ASS	291-6008-601.22-02	IGFOA DUES - D EKL	400.00	400.00
***** DIVISION TOTAL ****					400.00

DEPARTMENT: 60 Executive Office DIVISION: 10

79858	ZOOBEAN INC	291-6010-601.30-32	LICENSE 2020	2,256.00	2,256.00
***** DIVISION TOTAL ****					2,256.00

INFORMATION TECHNOLOGY

DEPARTMENT: 60 Executive Office DIVISION: 20

79834	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6020-601.21-02	FIRE ALARM MONITORING	261.23	261.23
79839	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SRVS JANUARY	4,599.00	4,599.00
79849	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTEN	6.77	6.77
79851	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVS JANUARY	959.18	959.18
***** DIVISION TOTAL ****					5,826.18
***** DEPARTMENT TOTAL **					32,674.78

FACILITIES

DEPARTMENT: 64 User Services DIVISION: 01

79821	FAMBRO MANAGEMENT	291-6401-601.22-18	CHESS CLUB, 1/26	100.00	100.00
79842	MILLER, OLIVIA R.	291-6401-601.22-18	TWEEN PAINTING NIGHT, 1/23	150.00	150.00
79845	NORTHERN IL LEGO TRAIN CLUB	291-6401-601.22-18	LEGO TRAIN EXHIBIT, 2/15-	695.00	695.00
79853	VRABLIK, LISA	291-6401-601.22-18	MINECRAFT MANIA, 1/4	200.00	200.00
79854	VRABLIK, LISA	291-6401-601.22-18	MINECRAFT MANIA, 2/8	200.00	200.00
79856	WENTZ, KATHLEEN	291-6401-601.22-18	HOMESCHOOL WORKSHOP, 2/10	175.00	175.00
***** DIVISION TOTAL ****					1,520.00

YOUTH SERVICES

DEPARTMENT: 64 User Services DIVISION: 10

79807	ALA MEMBERSHIP	291-6410-601.22-02	ALA DUES - J MIDDENDORF	292.00	292.00
79828	ILA MEMBERSHIP	291-6410-601.22-02	ILA DUES - J MIDDENDORF	100.00	100.00
***** DIVISION TOTAL ****					392.00

INFO SERVICES

DEPARTMENT: 64 User Services DIVISION: 30

SENIOR AND ACCESSIBLE SERVICES

SENIOR AND ACCESSIBLE SERVICES

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
79818	CHIDLOW, JOELLE	291-6430-601.22-18	CREATIVE AGING: ART, 2/19	230.00	230.00
79826	HUBER, LEE	291-6430-601.22-18	ABC'S OF SOCIAL MEDIA/16	50.00	50.00
79840	MCNULTY, ALAYNE	291-6430-601.22-18	CREATIVE AGING: ART, 2/18	490.00	490.00
79848	RIDDLE, JENNIFER	291-6430-601.22-18	SALLY FIELD: ONE WOMAN	350.00	350.00

***** DIVISION TOTAL ****

1,120.00

PROGRAMS AND EXHIBITS

DEPARTMENT:		DIVISION:			
64	User Services	40			
79808	AMERICAN ALLIANCE OF MUSEUMS	291-6440-601.22-02	AAM DUES - C NG-HE	90.00	90.00
79809	ANDERSON, STEPHANIE	291-6440-601.22-18	YULETIDE BALL, 2/8 HP BOOK	1,000.00	1,000.00
79815	BOWEY, JAMES A.	291-6440-601.22-18	EXHIBIT 1ST PAYMENT: WHEN	1,750.00	1,750.00
79816	BOWEY, JAMES A.	291-6440-601.22-18	EXHIBIT 2ND PAYMENT: WHEN	1,750.00	1,750.00
79819	CURTIN, DENIS	291-6440-601.22-18	BETTER RESUMES F/APPLYING	200.00	200.00
79823	GREEN, PORTER	291-6440-601.22-18	LET'S MAKE MEAD!, 1/31	250.00	250.00
79824	GUICO, KARINA	291-6440-601.22-18	QUILLED HEART VALENTINES	250.00	250.00
79825	HOFFMAN, REBECCA	291-6440-601.22-18	HARNESS FACEBOOK F/BUSINE	175.00	175.00
79830	IVEY, KRISTYN	291-6440-601.22-18	TIDY UP: HOME&LEGACY, 1/28	500.00	500.00
79832	JEWISH CHILD & FAMILY SERVICES	291-6440-601.22-18	CITIZENSHIP INTERVIEW, JAN	125.00	125.00
79836	LEWIS, NATASHA	291-6440-601.22-18	NEVER FELTING BETTER, 1/29	400.00	400.00
79843	MOTION PICTURE LICENSING CORP	291-6440-601.22-18	MPLC UMBRELLA LICENSE	251.46	251.46
79857	WILLIAMS, JEFFREY N.	291-6440-601.22-18	BUSINESS AFTER 50, 2/10	150.00	150.00

***** DIVISION TOTAL ****

6,891.46

DIGITAL SERVICES

DEPARTMENT:		DIVISION:			
64	User Services	50			
79828	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES - B PARDUE	150.00	150.00
79833	JO-ANN STORES, LLC	291-6450-601.32-78	CREATIVEBUG ENTERPRISE	2,366.00	2,366.00
79837	LIBRARIES FIRST	291-6450-601.32-78	LEXISNEXIS SUBSCR 2020	7,197.00	7,197.00
79844	NEW READERS PRESS	291-6450-601.32-78	NEWS F/YOU ONLINE NETWORK	239.05	

PREPARED 01/21/20, 10:35 AM
PROGRAM GM348U5
DEPARTMENT: 64

User Services

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

PAGE 4
ACCOUNTING PERIOD 1/2020

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					239.05
79850	SPRINGSHARE LLC	291-6450-601.32-78	QUESTIONPOINT LICENSE	2,873.00	2,873.00
79852	TUMBLEWEED PRESS INC	291-6450-601.32-78	TUMBLEPLATINUM SUBSCR	702.09	702.09
***** DIVISION TOTAL ****					13,527.14

COLLECTION SERVICES

DEPARTMENT:		USER SERVICES	DIVISION:			
79814	BIBLIOTHECA LLC		70	291-6470-601.32-75	AV MTLs	4,583.33
79820	EBSco INFORMATION SERVICES			291-6470-601.32-95	PERIODICALS	3,397.00
79838	LIBRARY JOURNAL			291-6470-601.32-95	PERIODICALS	157.99
				291-6470-601.32-95	PERIODICALS	157.99
79847	POLONIA BOOKSTORE INC			291-6470-601.32-95	PERIODICALS	1,415.00
***** DIVISION TOTAL ****						9,711.31

BELMONT

DEPARTMENT:	64	User Services	DIVISION:	80		
79811	ARTHUR J GALLAGHER RISK MANAGMENT			291-6480-601.20-40	NEW BUSINESS PREMIUM	2,575.00
***** DIVISION TOTAL ****						2,575.00
***** DEPARTMENT TOTAL **						35,736.91
***** GRAND TOTAL *****						69,328.36

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	69,328.36
**** TOTAL ALL FUNDS ****		69,328.36

To: Board of Library Trustees
From: Mike Driskell
Date: January 21, 2020
Re: Makerspace Project Update

Staff and representatives from Williams Architects will provide an update on the progress of the makerspace building project at 112 North Belmont Avenue, specifically discussing the roof and HVAC components of the project. These two elements will be the first areas to be improved. Williams will present estimated costs and timeline of the project elements and next steps in the process.

To: Board of Library Trustees
From: Mike Driskell
Date: January 21, 2020
Re: Policy 6.003 Internet Access

Attached are proposed changes to Policy 6.003 Internet Access, a result of the internet filtering and access discussion at the January Committee of the Whole meeting.

Suggested motion: **The Board of Library Trustees approves revisions to Policy 6.003 Internet Access.**

6.003 INTERNET ACCESS

The First Amendment of the United States Constitution protects the rights of citizens from governmental intrusion into what they see, hear, view and read. It also applies to people accessing content on the internet. With the exception of the public computers in Kids' World and the Hub, the library's public computers do not have filtering software.

On public computers in Kids' World and the Hub, the library uses an internet filtering service that blocks websites that it identifies as inappropriate, but may not block access to all materials considered offensive by some individuals. Therefore, the library cannot provide complete assurance about the appropriateness of internet content for any particular age group.

The library affirms the right and responsibility of parents and caregivers to decide which library resources are appropriate for their children and to monitor their children's use of library resources, including internet use. In the case of minors, internet use in the library is the responsibility of the user and the parent or guardian.

The library assumes responsibility only for the information contained on the Arlington Heights Memorial Library website.

The library reserves the right to suspend the use of its computers and/or the library by anyone who uses library computing equipment, electronic devices or a network for an illegal purpose or for a purpose in violation of the standards outlined in Policy 7.001 – Library's Code of Conduct.

This policy is reviewed annually by the Board of Library Trustees.

6.003 INTERNET ACCESS

The First Amendment of the United States Constitution protects the rights of citizens from governmental intrusion into what they see, hear, view and read. It also applies to people accessing content on the Internet. With the exception of the public computers in Kids' World and the Hub, the library's public computers do not have filtering software.

On ~~The~~ public computers in Kids' World and the Hub, **the library uses an internet filtering service that blocks websites that it identifies as inappropriate, but may not block access to all materials considered offensive by some individuals** ~~are filtered to limit access to known sexually explicit material. Even with filtering software in place, there can be no~~ **Therefore, the library cannot provide** complete assurance about the appropriateness of Internet content for any particular age group.

The library affirms the right and responsibility of parents and caregivers to decide which library resources are appropriate for their children and to monitor their children's use of library resources, including internet use. In the case of minors, internet use in the library is the responsibility of the user and the parent or guardian.

~~Parents have the option of restricting their children under the age of twelve to using only the filtered computers in Kids' World. Use of the library's wireless network is also filtered in Kids' World and the Hub.~~

~~Much of the library's computing equipment can be used to access the Internet. The library assumes responsibility only for the information contained on the websites of the Arlington Heights Memorial Library website.~~

The library reserves the right to suspend the use of its computers and/or the library by anyone who uses library computing equipment, electronic devices or a network for an illegal purpose or for a purpose in violation of the standards outlined in Policy 7.001 – Library's Code of Conduct.

This policy is reviewed annually by the Board of Library Trustees.

To: Board of Library Trustees
From: Mike Driskell
Date: January 21, 2020
Re: Policy 7.001 Code of Conduct

The attached proposed changes to Policy 7.001 Code of Conduct consider the legalization of recreational cannabis that are now in effect, along with other changes and updates for consideration.

Suggested motion: **The Board of Library Trustees approves revisions to Policy 7.001 Code of Conduct.**

7.001 CODE OF CONDUCT

The Board of Library Trustees of the Arlington Heights Memorial Library seeks to provide and ensure a welcoming environment, including quiet areas for study and work, which is conducive to the appropriate use of the facilities and services including, but not limited to:

- any library facility;
- property owned by the library or used to run library programs¹; or
- library rented, leased or owned vehicles.

We expect our customers to treat all people and property with respect. This includes, but is not limited to:

- Engaging in conversation and behaviors in a manner that does not: disturb, offend, harass, or threaten the safety of others. This includes phone, chat and electronic communication
- Damage property or threaten to damage the property of others
- Using library items, furnishings, equipment and facilities only for their intended function, in a manner that does not interfere with others' use and does not damage or threaten to damage library property
- Attending to personal belongings. The responsibility for loss or damage to unattended personal belongings rests with the customer. Customers may not leave personal belongings when leaving library facilities
- Following all library policies, including but not limited to policies on:
 - Unattended and/or Unsupervised Children
 - Soliciting or Posting and Distributing Materials on Library Property
 - Vulnerable Adults
 - Meeting Rooms - Public Use
 - Internet Access
 - Library Parking Lot

Examples of conduct and actions that are not permitted anywhere on the library's property include but are not limited to:

- Smoking, including smokeless tobacco, herbal products and e-cigarettes, except in designated area(s)
- Possessing, consuming, distributing or being under the influence of alcohol, cannabis, cannabis or THC-infused products, illegal drugs or other controlled substances without a prescription
- Eating meals or drinking beverages from containers without lids, except in areas designated for this use
- Prolonged or habitual sleeping
- Loitering in the entrances, lobbies, restrooms or any other non-study area for more than 15 minutes
- Using the restrooms for anything other than their intended purpose
- Disrupting others' use of library facilities or services due to personal hygiene or excessive odor so offensive as to constitute a nuisance to other patrons or library staff

The library reserves the right to require anyone violating the Code of Conduct to leave library property. Serious or repeated misconduct may lead to further suspension from the library and to legal action or criminal prosecution. Those wishing to appeal suspensions may do so by writing to the Board of Library Trustees at the library's address.

¹ The consumption of alcohol at library programs hosted by the library wherein alcohol is served by the library or with the library's permission is exempted from this policy.

7.001 CODE OF CONDUCT

The Board of Library Trustees of the Arlington Heights Memorial Library seeks to provide and ensure a welcoming environment, including quiet areas for study and work, which is conducive to the appropriate use of the facilities and services **including, but not limited to:**

- **any library facility;**
- **property owned by the library or used to run library programs¹; or**
- **library rented, leased or owned vehicles.**

We expect our customers to treat all people and property with respect. This includes, but is not limited to:

- Engaging in conversation and behaviors in a manner that does not: disturb, offend, ~~or~~ harass, ~~others~~; or threaten the safety of others. **This includes phone, chat and electronic communication;**
- ~~D~~amage property or threaten to damage the property of others
- Using library items, furnishings, equipment and facilities only for their intended function, in a manner that does not interfere with others' use and does not damage or threaten to damage library property
- Attending to personal belongings. The responsibility for loss or damage to unattended personal belongings rests with the customer. **Customers may not leave personal belongings when leaving library facilities**
- Following all library policies, including but not limited to policies on:
 - **Unattended and/or** Unsupervised Children
 - Soliciting, ~~or~~ Posting **and** ~~or~~ Distributing Materials on Library Property
 - **Vulnerable Adults**
 - Meeting Rooms - **Public Use Regulations**
 - Internet Access
 - Library Parking Lot

Examples of conduct and actions that are not permitted anywhere on the library's property include but are not limited to:

- Smoking, including smokeless tobacco, herbal products and e-cigarettes, except in designated area(s)-
- Possessing, consuming, **distributing** or being under the influence of alcohol, **cannabis, cannabis or THC-infused products**, ~~or~~ illegal drugs **or other controlled substances without a prescription** Use, possession or smoking of marijuana is not permitted on any library property.
- Eating meals or drinking beverages from containers without lids, except in areas designated for this use
- Prolonged or habitual sleeping
- Loitering in the entrances, lobbies, restrooms or any other non-study area for more than 15 minutes
- Using the restrooms for **anything** other than their intended purpose
- Disrupting others' use of library facilities or services due to personal hygiene or excessive ~~body~~ odor **so offensive as to constitute a nuisance to other patrons or library staff**

The library reserves the right to require anyone violating the Code of Conduct to leave library property. Serious or repeated misconduct may lead to further suspension from the library and to legal action or criminal prosecution. Those wishing to appeal suspensions may do so by writing to the Board of Library Trustees at the library's address.

¹ **The consumption of alcohol at library programs hosted by the library wherein alcohol is served by the library or with the library's permission is exempted from this policy.**

To: Board of Library Trustees
From: Mike Driskell
Date: January 21, 2020
Re: Senior and Accessible Service Update

Staff from the Senior and Accessible Services department will provide the board with an update on the development of the department over the past year, and information on the programs and services they provide in the main library, Senior Center and throughout the community.

To: Board of Library Trustees
From: Mike Driskell
Date: January 21, 2020
Re: Exhibits presentation

Staff will provide a wrap up of the Culinary Curiosity exhibit as well as a brief overview of the exhibits planned for 2020 including costs, scope and schedule.

To: Board of Library Trustees
From: Mike Driskell
Date: January 21, 2020
Re: Financial Reporting change

Every five years, the Village goes out to bid for auditing services to review financial records for the Village and library. Since we are tied to the Village operationally, we have historically used the same auditing firm. For 2020-2025, the selected auditors are changing from Lauterbach & Amen to Sikich. These two firms interpret the Governmental Accounting Standards Board statement 61 (GASB 61) in how it relates to the library being a component unit of the Village differently. Sikich's interpretation is that we cannot be a component unit because a) we have a separately elected board that is responsible for the approval of our tax levy and b) reporting separately is not a financial burden on the library. Library staff's interpretation of this statement is consistent with the interpretation provided by Sikich. This adjustment was anticipated with the change in auditors.

Because of this, we will not be included as a component unit of the Village going forward, but will issue our own annual financial report, board communication, and filing with the office of the state comptroller. Operationally, this is not a significant change and will not affect our relationship with the Village or the level of service they provide. The Village will continue to levy our taxes and we will continue to deliver a short speech in front of the Village board each November.

I have attached a letter from our auditor, Sikich, providing more details with their understanding of the statement.

Arlington Heights Memorial Library

Effects of GASB Statement No. 61 on Financial Statement Presentation

In November 2010, GASB issued **GASB Statement No. 61, *The Financial Reporting Entity: Omnibus***, which amended GASB Statement No. 14 and refined the criteria for including component units and how to report component units. GASB S-61 became effective for fiscal years ending June 30, 2013 (for AHML, this became effective for the fiscal year ending December 31, 2013).

As it pertains to Libraries, in application, the following is understood based on the guidelines set forth by this standard:

For Village Libraries with a separately elected Board, the Library is not considered a component unit because the Village Board's approval/acceptance of the Library's appropriation and tax levy is done in a ministerial capacity. It is important to note that even in situations where a Village provides administrative support to a Library (i.e. payroll processing or employee benefit management), this does not still meet the definition of a financial burden that would require the Library to be presented as a component unit within the Village's financial statements.

Based on this understanding, the Arlington Heights Memorial Library should not be included as a component unit in the Village's financial statements, rather, should issue its own set of financial statements, exclusive of the Village.

Operationally, there will be no change for the Library as this standard addresses financial statement presentation only. The Library will have a separately issued annual financial report, board communication, and filing with the office of the state comptroller.

Executive Director's Report January 2020

Diversity and Inclusion

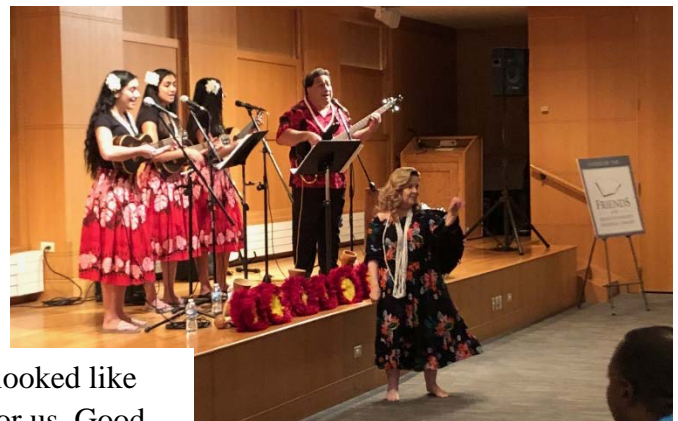
Celebrating Culture and Cuisine at Ttowa Korean Bistro

Ttowa Korean Bistro opened their doors to 30 library customers on December 9 to share an overview of Korean Culture through food. Owner and Chef Terry Park and his staff, with help from Sam Ryan, Programs and Exhibits Specialist and Jennifer Czajka, Programs and Exhibits Manager, began the family-style service, serving seven different dishes. The large tables, with shared food, built camaraderie with conversations between neighbors bustling throughout the event. Feedback was incredibly positive. A majority told staff Jennifer and Sam how much they value their library and the variety of library programs offered.



Sunday Musicale Series Featuring Makani

Makani performed a traditional Hawaiian holiday celebration on December 15. 111 customers attended and enjoyed the music, dance and interactive elements of the program including Hawaiian treats and leis. Attendees shared positive praise for this performance and the entire series, sponsored by the Friends of the Library.



“Very polished performers who looked like they were enjoying performing for us. Good getting the audience involved too.”

“The entire Sunday Musicale program has been stellar. We try to not miss any of these performances.”

English as a Second Language

Our ESL End-of-the-Year Celebrations were held on December 19. Over 100 customers, a mix of students, tutors and families attended. Feedback was incredibly positive, students enjoy the chance to talk to other students and native speakers, and tutors enjoy meeting other volunteers and participants in our program. In our ESL/Literacy Office there are 255 active students who come from 30 different first languages. The top five first languages are Japanese, Korean, Spanish, Russian and Polish.

Outreach and Engagement

Bookmobile staff collaborated with Evan Mather, from Teen Services, for two visits to Forest View, seeing both Newcomer Center and Vanguard School students. These visits were set up to offer teens reading material for their holiday break.



The bookmobile and Catalina Shin, our Bilingual Advisor, have visited Misión San Juan Diego six months in a row now and are becoming a regular fixture at the mass monthly. This month we signed up six reciprocal borrower cards and registered two new resident library cards.

Library Highlights

Teen Finals Study

We offered teen finals study rooms during District 214 final exams. We had 409 teens use the conference rooms during finals week. Conference rooms averaged 142 reservations per day and 84% capacity during finals week.

Census 2020 Preparation

Info Services Librarian Becky Thornton, ESL staff and Digital Services Manager Jack Bower are working to prepare the library for the 2020 census. Jack will be coordinating with Information Technology staff to establish two dedicated census computer stations, one near the Marketplace, and one in the ESL office, for customers to easily take the census with as few barriers as possible. Jack coordinated with Illinois State Library Chief Deputy Director Joe Natale, who heads the State Library's census efforts, to present on libraries' role in the census at the library's staff training day.

Sing Along with Jim Gill

Popular children’s musician Jim Gill performed for 171 excited customers on December 28. Families danced, sang and did finger plays during his many high-energy songs. Fifty-eight customers attended the second performance, a supported sing-along specifically designed to keep a child’s attention. The supported concert offered fidget toys and lap weights, as well as a representative from C.I.T.Y. of Support. One customer shared that her child was overwhelmed by the first performance, but completely engaged in the supported concert – even sitting in the front row!



Storytime with Author Sherri Rinker

Author Sherri Rinker entertained 141 library customers on December 14 sharing how bedtime with her son inspired her well-known and loved book *Goodnight, Goodnight, Construction Site*. She then read her latest book, *Three Cheers for Kid McGear!* Afterwards, she signed books and shared more stories with children, parents and grandparents, some traveling from Door County just to see her. Rinker’s visit was presented at no cost to the library through collaboration with The Book Stall.



Chef Rose Bakes with Vegetables

As part of Culinary Curiosity, Programs and Exhibits Specialist Tracy Recklaus invited Chef Rose Deneen to the library on December 5 to demonstrate from her current cookbook, *Baking with Vegetables*. Ninety-one attendees sampled a variety of recipes prepared by the chef. Attendees requested we bring back Chef Rose who is equally eager to return to share more of her culinary expertise with our community. Following her program, she visited the exhibit and showed us her favorite item - the Universal Stove.

Vince Garaldi's A Charlie Brown Christmas

The Mick Archer trio performed holiday jazz favorite - Vince Garaldi's *A Charlie Brown Christmas* - plus additional holiday favorites, on December 7. Of the one hundred and thirteen attendees, one brought a Charlie Brown plush sharing that at 70 years old, Charlie Brown still always brings her joy. She attended with two friends from Grayslake and danced in the aisles and in the front during the performance.



Star Wars Escape Room

Kids' World Advisor Meg Ramsland and Tween Librarian Kerry Bailey transformed the Lindsey Room into a galaxy far, far away for a Star Wars-themed escape room on December 30. Over the course of four sessions, 38 tweens worked together to solve puzzles, decipher the galactic standard alphabet and crack codes. Through teamwork, problem solving and persistence, all teams successfully intercepted the Order's attack plans and communicated them to the Rebellion in the nick of time.

Advanced Mindfulness and Meditation

On December 7, forty-one customers attended our second Mindfulness event offered this winter, led by Arlington Heights Park District instructor Mark Zelko.

Programs and Exhibits Specialist Megan Young hosted both sessions, noting many December attendees had also attended Beginning Mindfulness, offered in November. This class, offered in a dimly lit Hendrickson Room, introduced some new exercises and allowed attendees more time to actively practice mindfulness techniques. Mindfulness is welcome skill any time of year and especially during a holiday season and more dormant winter months. Attendees were grateful for the time and space to learn more about it and practice these techniques.



"This library is the best use of my tax dollars."

Arcade Thunderdome for Teens

The cardboard planetarium returned to the Hendrickson Room on Monday, December 30 for the Arcade Thunderdome for Teens led by Teen Advisors Kate Henry and Mariel Fechik. Eleven teens took a break from their winter vacation to participate in the library program, where they enjoyed pizza, making video game Perler bead art, and to play Super Smash Bros. Ultimate inside of the cardboard planetarium. The teens were very impressed with the setup — crowding into the planetarium to see the games projected up onto the dome ceiling. The program encouraged teens to hang out and socialize during their time off of school with teens rotating through different stations of activities with their friends.

“This is so entertaining! I’m so glad we stopped by.”



“I haven’t seen this game in forever!”



“This was really fun; Thank you!”

Arcade Thunderdome for Adults!

On December 29, 18 adults came out for an afternoon of video game play curated and hosted by Programs and Exhibits Specialist Megan Young. The social event was designed to appeal to people in their 20s and 30s, though inclusive for everyone who loves games. Attendees alternating popping into the dome and playing on the different consoles available throughout the Hendrickson Room (Sega Genesis, Nintendo, Switch, Oculus Go, Bloxels). And perhaps most gratifying to see, some customers who are now aged out of the Hub attended the event!

Veterans Memorial Committees’ Generational Time Capsule Project

Digital Services Manager Jack Bower consulted with Chairman of the Veterans Memorial Committee of Arlington Heights Greg Padovani on the committee’s Generational Time Capsule project. They selected the best archival Blu-ray DVDs for the 100-year time capsule project and offered use of the Studio and Digital Services staff to assist community groups in transferring content for posterity onto DVD. Community groups must submit the portions for this project to the committee by April 15, for the content to be locked inside the time capsule on Veterans Day 2020.

Make a Cookie Jar “Pop-Up”

On December 15, the Pop-Up event *Make a Cookie Jar* invited customers to fill a mason jar with the ingredients to bake chocolate chip cookies. Programs and Exhibits staff Tracy Recklaus and Jennifer Czajka led more than 300 people of every age to make their own jars to take home. They layered chocolate chips, brown sugar, white sugar and a flour mix to top it off. A variety of bows and tags were available to decorate their jars - a perfect gift handmade at the library.



Kids in the Kitchen

Eighteen first and second graders participated in a cooking program developed and delivered by Youth Programs Specialist Maureen Vela and Kids' World Advisor Amy Belford on December 12. While making apple turnovers and cherry lemonade, kids learned about basic kitchen and food safety, the tools used for baking and how to use them. Participants took turns measuring and mixing ingredients for the filling and assembling turnovers.

Making the Most of Social Security

Info Services Librarian Barb Powers brought Certified Financial Planner Mike Heatwole to the library on December 4 to present on the ins and outs of Social Security. Social Security is our country's single largest federal program and the sole means of support for many retirees. As we see a constant need for providing information about logistics as well as customizable strategies, programs like this meet a vital information need in our community.

“Your staff is incredible and resources amazing! I've been in the Studios multiple times, each time with different staff and am so impressed with their knowledge, patience and approachable demeanor on a subject matter I have little to no understanding of. Thank you AHML!!!”

Business Builders

The Arlington Heights Chamber of Commerce's December meeting was held at the library, where Business Services Librarian Diane Malik and Info Services Supervisor Elizabeth Ludemann discussed library business databases and resources, such as the Illinois Career Information System, Consumer's Checkbook, Check Illinois Public Records and various online skill learning resources. Many attendees said they were impressed at how much they could do through the Arlington Heights Memorial Library.

Jane Austen Tea

The Info Advisors hosted a Jane Austen Tea on December 8 in celebration of Jane Austen's birthday. The advisors booktalked various modern retellings of Jane Austen classics, served a high tea and led a Jane Austen-inspired craft.

Feedback from customers included:

"Lovely program! How nice to meet a group of ladies who love Jane Austen and reading. I am excited to read some of the recommendations made by the staff – maybe even gift some! Thank you for such a nice afternoon! P.S. Love the craft!"



Cozy Winter Painting

Art instructor Christine Thornton of *Hello Art Studio* returned to teach two adult painting classes with a winter theme on December 14. More than 50 residents came out to paint. Attendees learned a variety of watercolor pencil techniques and took home a scene of a cozy winter cottage, ready to hang or frame. They shared positive feedback, which helps us build our creative class offering, including....

What attracted you to this program?

- *I took a class from the same instructor earlier this year and she was terrific and I had a lot of fun*
- *Christine is a very good teacher and has a real personality that made people feel relaxed*
- *I like a fun creative workshop*
- *Painting to relax and unwind*

What did you enjoy most about this program?

- *Being able to try things for myself. She was an excellent teacher and very encouraging!*
- *Learning more about an artistic/creative skill*
- *Painting using a different medium: water color pencils*
- *Trying something new.*
- *My finished product—my watercolor painting*
- *For me it was a very refreshing and relaxing time.*



“The library keeps finding new things that I truly enjoy.”

Staff Development

I Love My Librarian Award Winner

*I Love My
Librarian!*
Award



2019 Award Winner
Maria Papanastassiou
ARLINGTON HEIGHTS MEMORIAL LIBRARY

Kids' World assistant manager Maria Papanastassiou was the recipient of the I Love My Librarian award. This award is given to ten librarians across the country. Maria was one of about 2,000 nominees for the award. Recognized for her leadership in transforming lives through access to education, Ms. Papanastassiou's efforts have helped position the library at the forefront of serving children who are differently abled. Her work, passion and dedication has helped families with diverse needs find a home at the library.

Body Language Training

Digital Services Supervisor Gregory Berger virtually attended a webinar presented by the Homeless Training Institute on positive body language when working with customers.

Metrics for December 2019

Service Point Traffic

Total visits
75,281 ↓ -3%
 77,507 last year

Main Library visits
72,510 ↓ -3%
 74,707 last year

Sr Center Visits
1,522 ↑ 1.67%
 1,497 last year

Bookmobile Visits
1,249 ↓ -4.14%
 1,303 last year

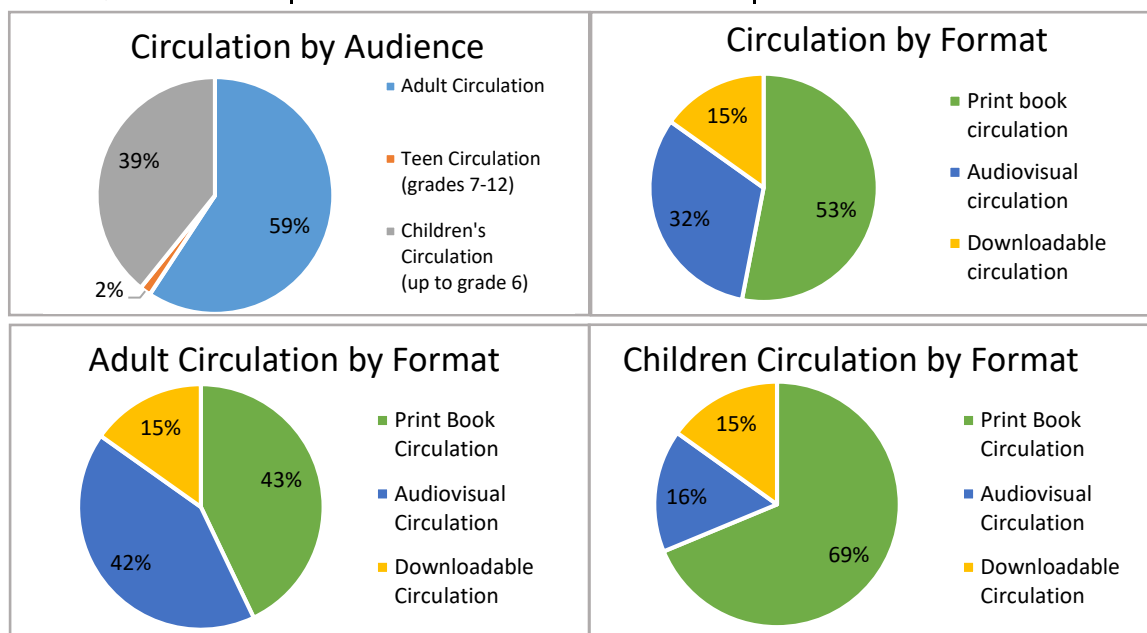
Circulation

Total Circulation
145,237 ↓ -6%
 155,119 last year

Card Holders
60,902

Library Cards Issued
 Resident **221** ↓ -6.36%
 (issued) 236 last year
 Non-Resident **103** ↓ -22.56%
 (Registered) 133 last year

Interlibrary Loan
 Borrowed **322** ↑ 5.23%
 306 last year
 Lent **376** ↓ -5.29%
 397 last year



Programs

Program Attendance
5,435 ↓ -13%
 6,234 last year

Number of Programs
139 ↓ -13%
 159 last year

Cost of Programs
\$8,583
 \$1,975 funded by FOL

General Satisfaction
4.7/5

Questions

Reference Questions
14,496 ↓ -6%
 15,501 last year

Reference Questions
 (via call center)
3,940 ↓ -17%
 4,721 last year

Chat sessions
670 ↑ 69.19%
 396 last year

Technology Usage

Public Computer Use
7,678 ↓ -10.94%
 8,621 last year

Website Visits
134,074 ↑ 53.55%
 87,314 last year

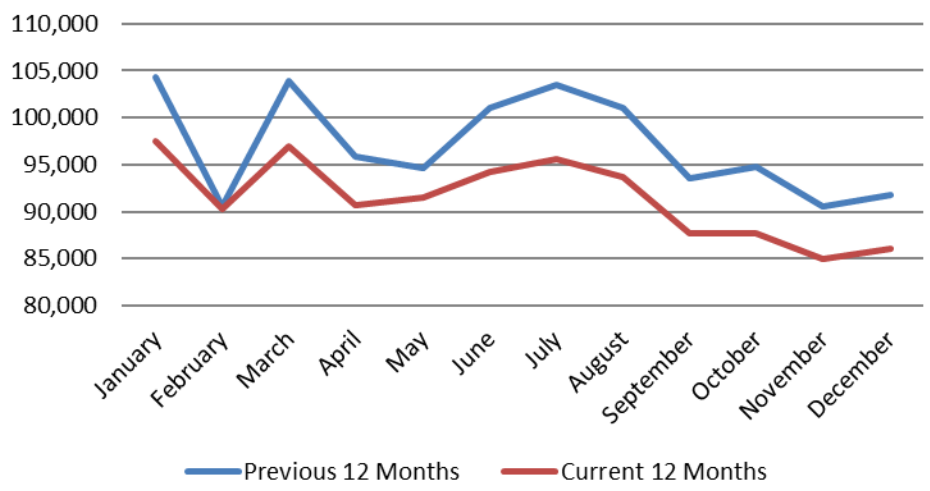
Self Checkout
 (% of total checkouts)
64% ↓ -1.90%
 66% last year

* Chat sessions and website visits were up this month due to the new website rollout (Dec 3).

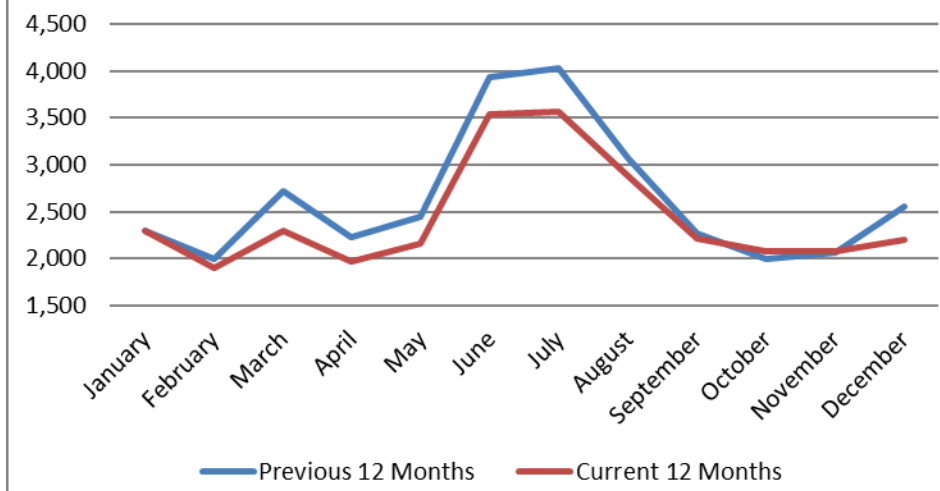
AHML - DASHBOARD - December 2019

	December 2019	December 2018	% change from last December	Jan 2019-Dec 2019	Jan 2018-Dec 2018	% change from last YTD
Total circulation	145,237	155,119	-6%	1,917,185	1,998,330	-4%
Adult circulation	86,094	91,839	-6%	1,097,006	1,165,574	-6%
Teen circulation	2,199	2,556	-14%	29,178	31,598	-8%
Children circulation	56,962	60,724	-6%	791,019	801,158	-1%
Print book circulation	72,528	78,554	-8%	1,005,342	1,044,411	-4%
Audiovisual circulation	43,478	51,506	-16%	574,468	656,386	-12%
Downloadables circulation	20,708	17,012	22%	231,579	198,998	16%
Self-check as % of main floor circ	64%	66%	-2%	66%	67%	-1%
Circulation to reciprocal borrowers	9,181	9,791	-6%	119,094	118,954	0%
ILLs borrowed for our customers	322	306	5%	5,427	4,510	20%
ILLS lent to other libraries	376	397	-5%	6,339	6,463	-2%
Resident cards issued	221	236	-6%	4,691	4,614	2%
Reciprocal cards registered	103	133	-23%	1,863	2,066	-10%
Reference questions	14,496	15,501	-6%	195,503	198,277	-1%
Number of Programs	139	159	-13%	3,290	3,064	7%
Program attendance	5,435	6,234	-13%	89,079	105,330	-15%
Public computer use	7,678	8,621	-11%	108,216	122,697	-12%
Website visits	134,074	87,314	54%	1,219,817	1,166,116	5%
In-person visitors	75,281	77,507	-3%	982,781	1,027,617	-4%
Marketplace - % of adult coll	7.8%	8.4%	-8%	8.1%	8.6%	-6%
Marketplace - % of circ	34.0%	34.1%	0%	34.1%	34.5%	-1%
Kids' Mktplace - % of KW coll	4.6%	4.2%	7%	4.6%	4.6%	0%
Kids' Mktplace - % of circ	16.0%	14.5%	9%	15.8%	14.9%	5%
Volunteer hours	1,993	2,003	-1%	30,112	28,186	6%

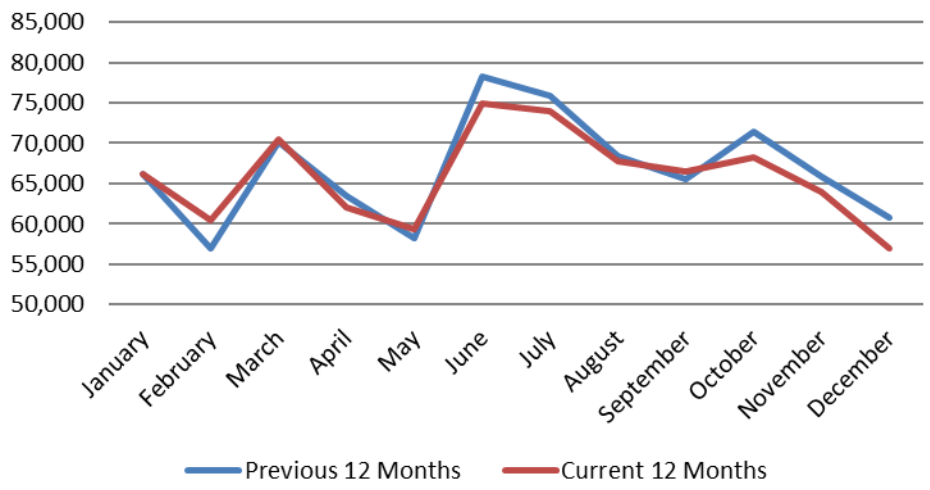
Adult Circulation



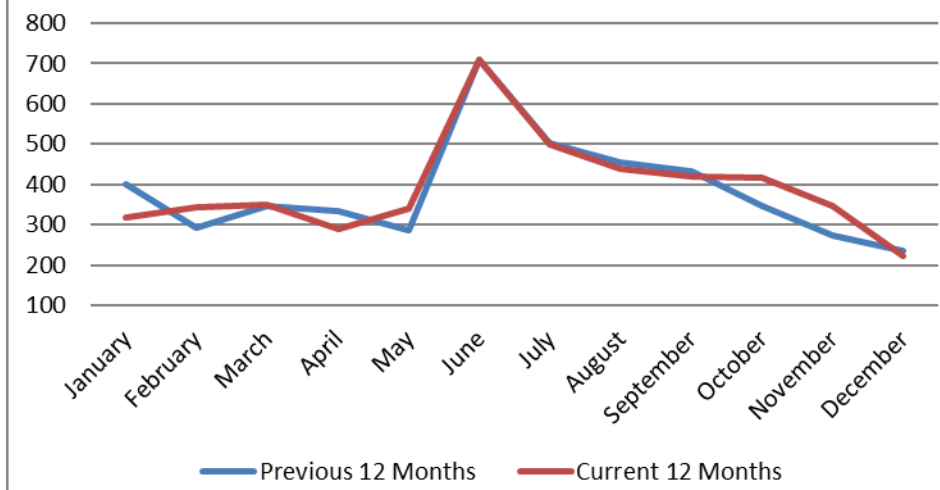
Teen Circulation

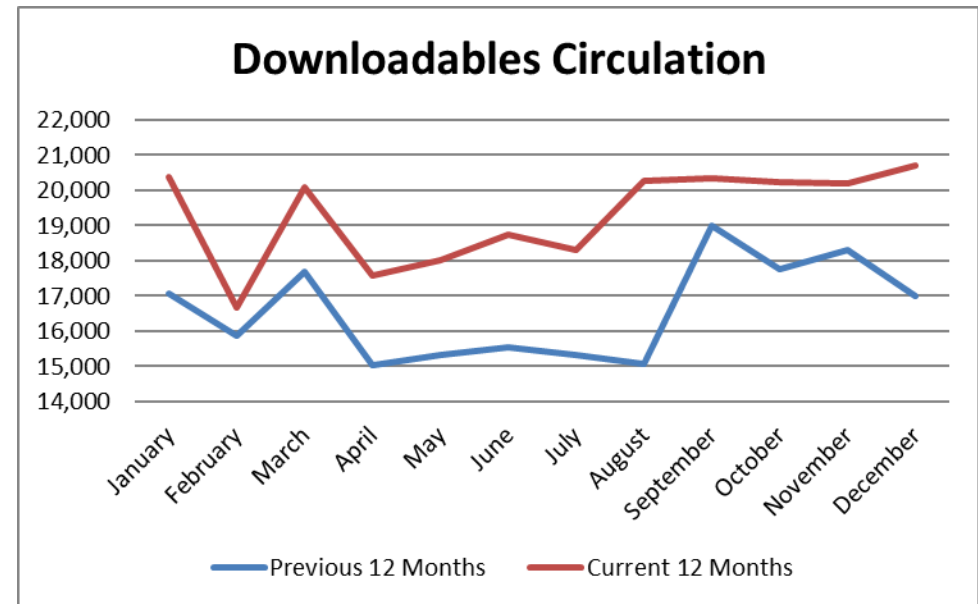
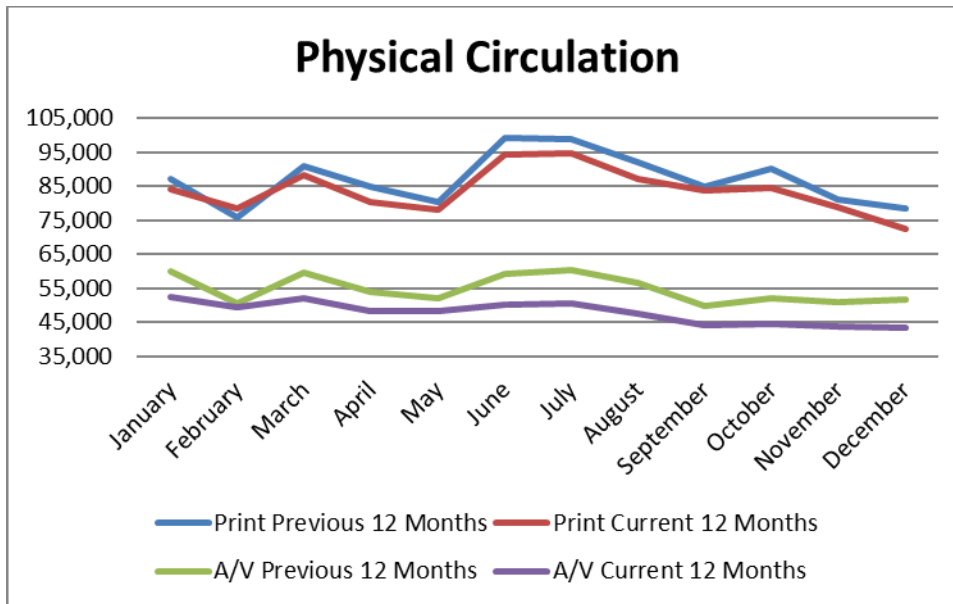


Children's Circulation



Resident Library Cards Issued

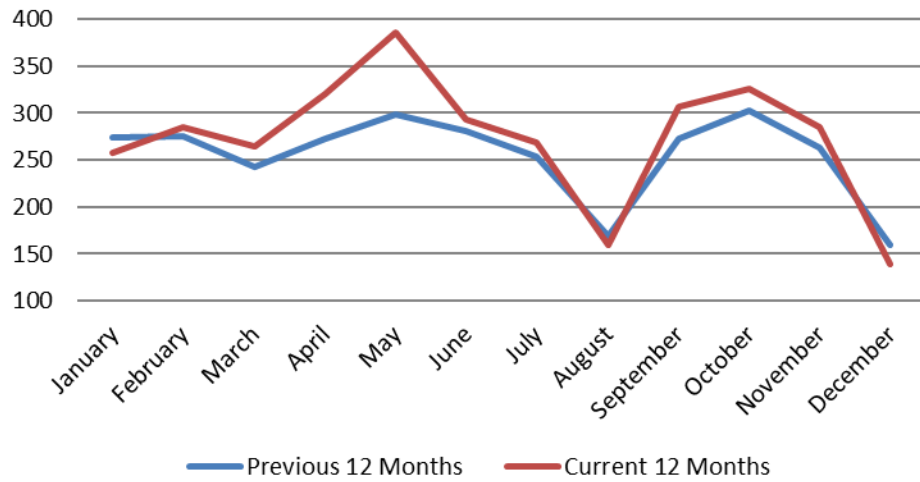




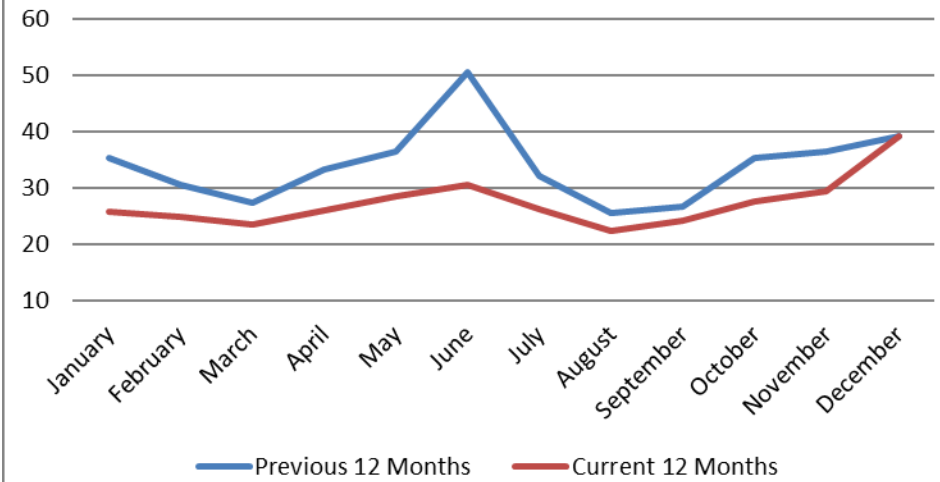
Notes Relating to Circulation

- Interlibrary loan (ILL) borrowing (items requested by our customers) was up 12% compared to the same month last year and borrowing is up overall 10.9% compared to last year. ILL lending (items sent to other libraries) was down 5.5% compared to last year same month, and lending was down overall 2.4% compared to last year.
- Magazines and periodical checkouts are up across both adult and youth collections this month, with 4,060 adult checkouts (+2.1%) and 263 youth checkouts (+5.6%).
- Once again, our drive-up window was busy in 2019. Staff checked out 128,940 total items to 75,948 customers throughout the year. This was an increase of 0.5% customers, but a decrease of 1% less items over last year. Checkouts at the drive-up window represented 6.7% of our total checkouts library-wide.
- Equipment checkouts increased again this month, up 109% over this month last year. With 685 total Library of Things checkouts in December, customers continue to discover what new ‘things’ we are offering to support their unique interests.
- 2019 eStuff usage increased significantly (+16.6%), with eMagazines accounting for the largest part of that growth.

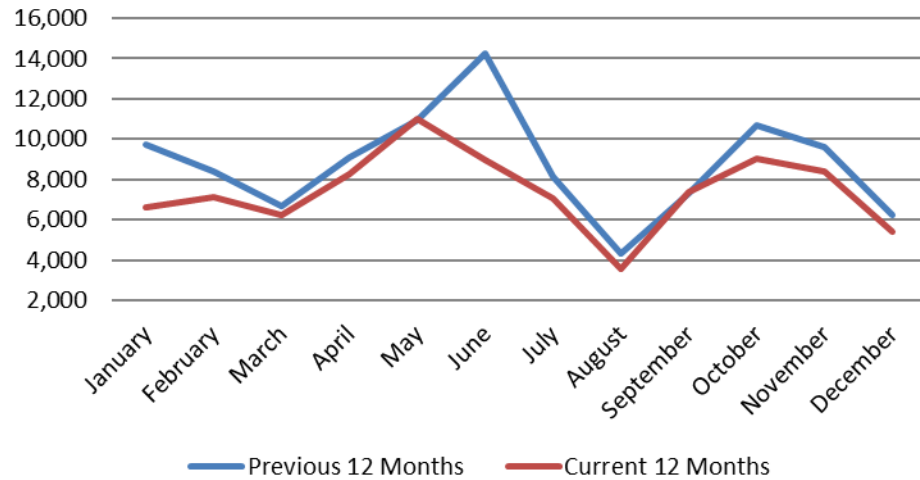
Program Sessions



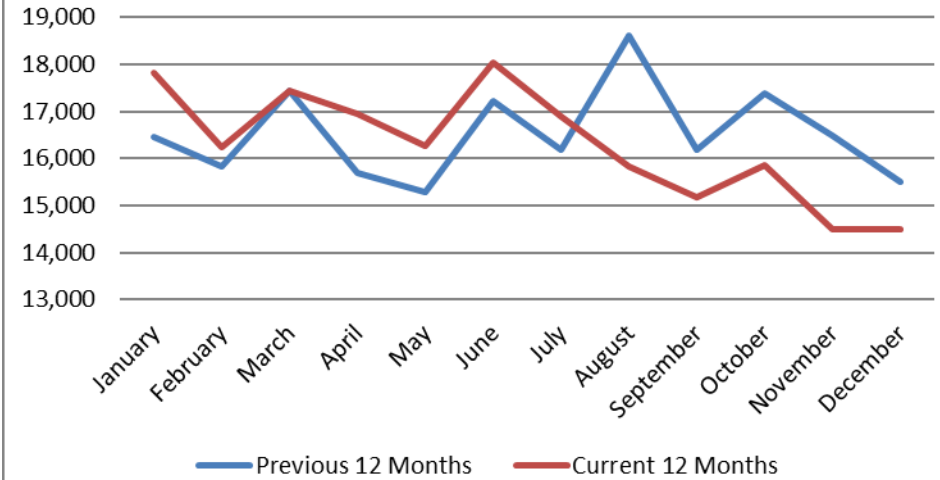
Attendance Per Program



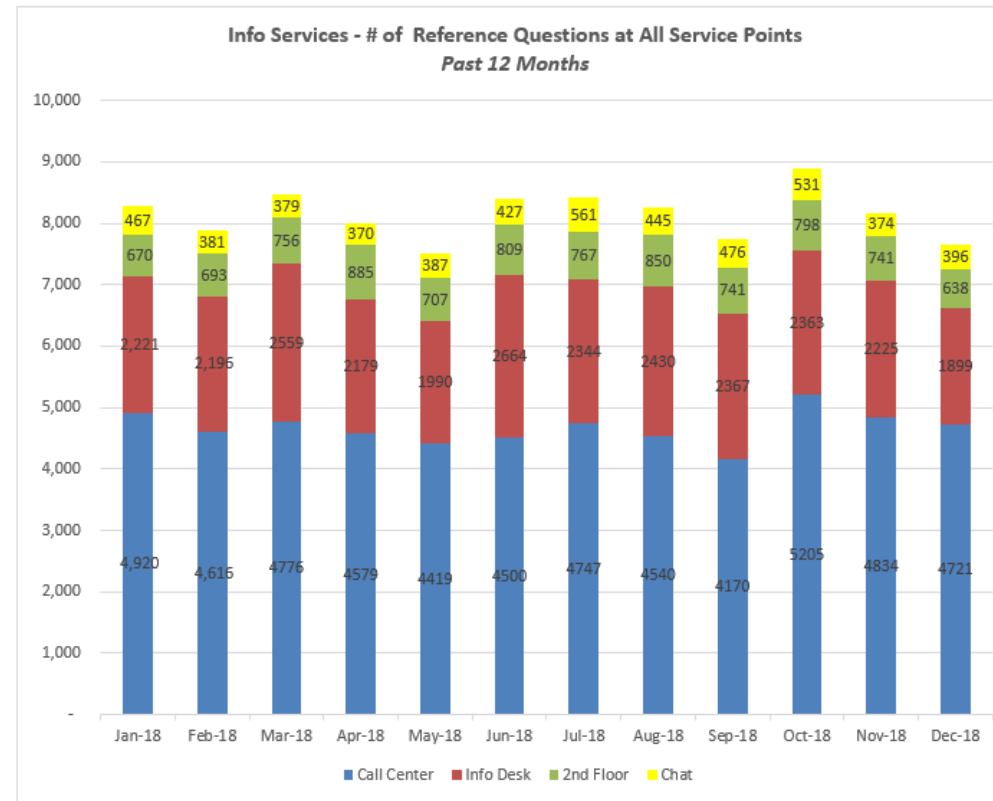
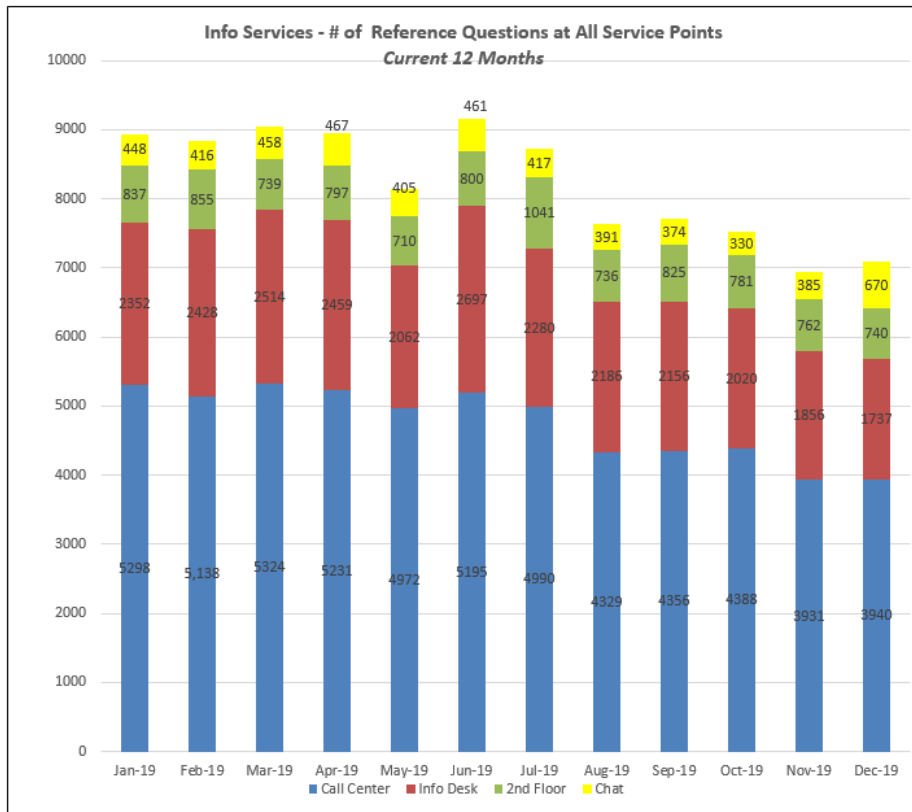
Program Attendance



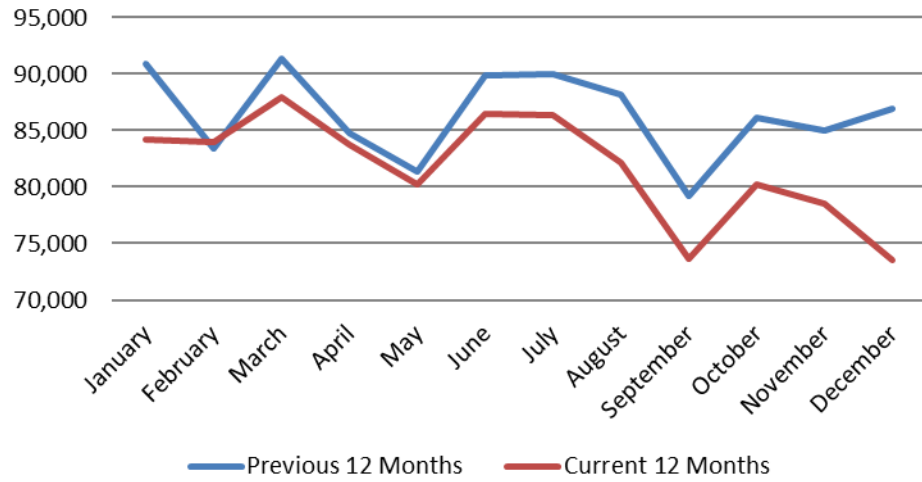
Reference Questions (Library Wide)



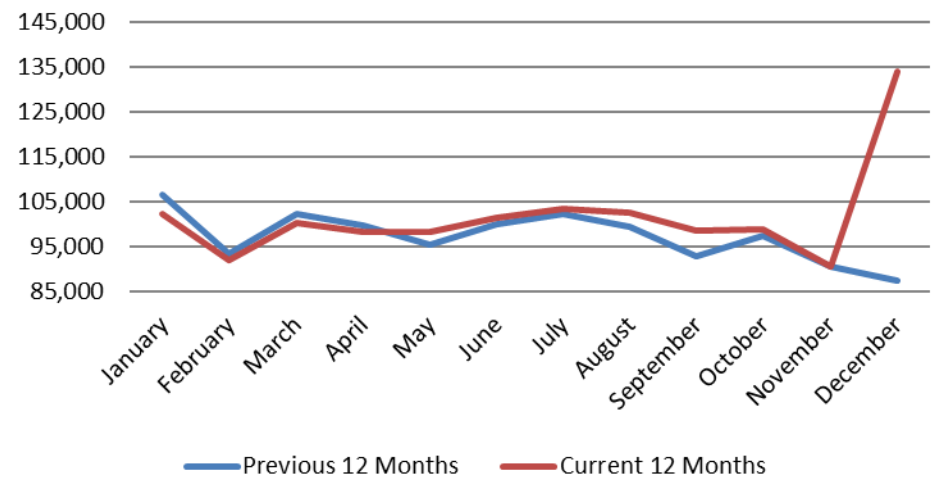
The charts below illustrate the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.



In-person Attendance



Website Visits



Public Computer Use

