

**BOARD OF LIBRARY TRUSTEES**

**TUESDAY, FEBRUARY 18, 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 JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE BOARD OF LIBRARY TRUSTEES OF JANUARY 11, 2020 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 21, 2020 (Action Item 2)
- VII. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 3, 2020 (Action Item 3)
- VIII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2020 (Item 4)

IX. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2020 (Action Item 5)

X. EXECUTIVE DIRECTOR'S REPORT

XI. 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, specifically discussing budget projections

- APPROVE PROPOSED REVISIONS TO HUMAN RESOURCES POLICY – UNLAWFUL HARASSMENT (Action Item 7)

In response to recently released workplace transparency act and other legislation, the board will review and discuss proposed revisions to the human resources unlawful harassment policy

- APPROVE PROPOSED REVISIONS TO POLICY 1.107 LEGAL CONSULTATION (Action Item 8)

In response to recently released workplace transparency act and other legislation, the board will review and discussed proposed revisions to Policy 1.107 Legal Consultation

- PERSONAL PROPERTY REPLACEMENT TAX (Action Item 9)  
The board will discuss potential changes in the collection of Personal Property Replacement Tax

XII. NEW BUSINESS

- RECOGNIZING NATIONAL AWARD RECIPIENT MARIA PAPANASTASSIOU (Item 10)

Kids' World Assistant Manager Maria Papanastassiou has been selected as a winner of this year's I Love My Librarian Award presented by the American Library Association

- FAMILY PLACE LIBRARY INITIATIVE (Item 11)

Youth Services staff will present on overview of the Family Place Library initiative which offers community families valuable resources for early literacy and learning, healthy child development and family support

- APPROVAL OF THE 2020 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2019 (Action Item 12)

Approval and discussion of the 2019 Illinois Public Library Annual Report to be filed with the Secretary of State's office

XIII. OTHER

XIV. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES; AND (21) REVIEWING CLOSED SESSION MINUTES

XV. REVIEW OF CLOSED SESSION MINUTES AND OTHER ITEM(S) FROM CLOSED SESSION FOR ACTION

XVI. ADJOURNMENT

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

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

**MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE ARLINGTON HEIGHTS MEMORIAL LIBRARY BOARD OF LIBRARY TRUSTEES HELD ON SATURDAY, JANUARY 11, 2020.**

01.20.1 A joint meeting of the Arlington Heights Village Board and the Arlington Heights Memorial Library Board of Library Trustees was called to order in the Cardinal Room of the Arlington Heights Memorial Library on Saturday, January 11, 2020, at 8:30 a.m. by Board of Library Trustees President Greg Zyck.

**PRESENT:** Village Trustees Baldino, Canty, LaBedz, Padovani and Schwingbeck; Village President Hayes; Library Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck.

**ABSENT:** Village Trustees Rosenberg, Scaletta and Tinaglia.

**ALSO PRESENT:** Randy Recklaus, Village Manager; Michael Driskell, Library Executive Director; Shannon Distel, Library Deputy Director; Donna Ekl, Library Finance Director; Mary Hastings, Library Communications and Marketing Director; Janet Moravec, Library Business Office Administrator; Julie Doren, Business Office Assistant; Melissa Cayer, Resident; Keith Moens, Resident; Arlen Gould, Resident.

Introductory remarks by Board of Library Trustees President Zyck and Village President Hayes.

01.20.2 There was no **PUBLIC COMMENT**.

Village Trustee Scaletta joined the meeting at 8:33 a.m.

01.20.3 **LIBRARY BOARD'S TOPICS OF INTEREST** – Mr. Driskell presented information on the following:

Annual statistics

A few annual statistics about the library to give an idea of how the library is being used.

- 1 million visitors
- 2 million checkouts
- 3,000 programs
- 200,000 program attendees
- 1.2 million website visits

I Love My Librarian Award – 2019 Award Winner Maria Papanastassiou

The I Love My Librarian Award is given to ten librarians across the country. Kids' World assistant manager Maria Papanastassiou 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.

### Website Changes

- Result of strategic plan
- Released early December 2019
- Redesign includes many new features for a better user experience that is more responsive and compatible with more mobile devices
- Better accessibility with the ability to increase or decrease the font size on the site, and an option to translate the site into over 100 different languages
- Better catalog search results
- Multiple filter selection capability
- Amazon style holds and lists
- Self-checkout option in the library with your mobile device
- New room booking feature for conference rooms
- Greater website security

### Newsletter Changes

Ms. Hastings highlighted recent newsletter changes.

- A smaller, more portable size
- Full bleed cover image
- Detailed registration information
- A comprehensive table of contents
- More efficiently organized program listings
- New design allows more space for news (including upcoming makerspace programming and services)
- Reduced printing costs, while maintaining the same mailing rate

### Makerspace Update

The future makerspace is located at 112 North Belmont Avenue, near Recreation Park at the corner of Belmont and Miner. The building housed the first standalone library in Arlington Heights. The makerspace will offer opportunities for hands-on experiential learning, with technology and creative equipment and supplies for use. Planned equipment offered includes laser cutters, 3D printers, embroidery, quilting and sewing machines, and computers for coding and programming small robots. A professional-grade commercial kitchen will also be included in the makerspace. The makerspace will allow entrepreneurs, small businesses, hobbyists and students to use equipment they may not have the resources or space to own. Williams Architects of Itasca is the architect for the library makerspace. The design phase is underway, with plans to finalize floor plans in early 2020. The first phase of construction involves work on the roof and HVAC system, followed by the interior renovations. The makerspace is expected to open in fall 2020.

There has been tremendous support from the Friends of the Arlington Heights Memorial Library and the Arlington Heights Memorial Library Foundation. The Foundation has

been extremely successful this year and has worked toward providing kitchen equipment. The Friends have committed to providing all of the equipment in the makerspace section of the building.

01.20.4 **VILLAGE BOARD’S TOPICS OF INTEREST** - Mr. Recklaus presented information on the following:

Village Strategic Priorities 2020-21

- Identify, Explore, and Enhance Revenue Sources while monitoring taxes
- Review and Update Affordable Housing Strategy and Regulations
- Continue Improving Building and Life Safety Processes and Procedures
- Increase Efficiencies throughout Village Processes and Procedures
- Enhance Business Development Efforts
- Explore new Sustainability Efforts
- Continue Infrastructure Improvement Efforts
- Review Impact of Changes to Cannabis Laws
- Find new way to Embrace Diversity within the Community and the Village Government

Upcoming Developments

- Projects approved or Underway
- Potential Future Developments

Building Department

- Over 18,000 Inspections performed annually
- \$171,000,000 in new construction value in 2018
- Series of departmental improvements being currently pursued

Building Department Improvements

- New Building Codes to be adopted
  - Updated technical manuals on “how to” construction issues, crowd sourced by the industry
  - Code hasn’t been updated since 2010
- Elimination of low value permits
- New Fee Structure
- Technology/Process Improvements
- Ongoing Customer Service Survey
- More proactive customer service/communication
- Great Outreach/Education

Other Village Process Improvements

- New Enterprise Resource Planning Software
- Arlington Alert
- E-Commerce
- Eliminating Unneeded Processes

- Digitization of Documents
- Better use of technology for law/code enforcement
- Parking Improvements

Planned Infrastructure Improvements

- Water Main Replacement Program
- Continued Stormwater Improvements
- Use of \$3.4 Million in Capital Bill Funds

Inclusiveness and Diversity Initiatives

- Age Friendly Initiative
- Regional Law Enforcement Minority Recruitment Effort
- Census Outreach Efforts
- Disability Accommodation Assessment

Joint Library-Village Efforts

- “Ask me anything” with the Village Nurse
- Quarterly Blood Pressure Screenings
- Resource Hour
- Upcoming Cannabis Presentation
- Possible use of the Bookmobile for Census Outreach
- Possible new “Village Manager’s Update” program

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

There being no further business to discuss, Village Trustee Scaletta moved **ADJOURNMENT**. Village Trustee Canty seconded. All were in favor and the meeting was adjourned at 9:50 a.m.

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Carole Medal, Library Board Vice President/Secretary

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Janet Moravec, Recorder

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY,  
JANUARY 21, 2020.**

01.20.01 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, January 21, 2020, at 7:30 p.m. by Trustee Carol Medal.

01.20.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Ruhl, Supplitt and Tangney.

Absent: Trustees Smart, 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; Jennifer Czajka, Programs and Exhibits Manager, Mary Jo Lepo, Senior and Accessible Services Manager; Katie Myers, Library Delivery and Accessibility Supervisor; Carol Ng-He, Exhibits Coordinator; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects; Lisa Slankard, Resident.

01.20.03 There was no **PUBLIC COMMENT**.

01.20.04 **LIAISON REPORTS**

**FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends generously approved \$2,850 for interior landscaping maintenance. They are now on social media with Facebook and Instagram. The next book sale will be in April.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell provided a report on the Foundation's in-kind donation from Bosch for hand-tools. The Foundation has informally accepted a proposal with Dremel for a large amount of equipment for the makerspace. The Foundation has planned an author event on March 4 with Melissa Isaacson, author of *State: A Team, a Triumph, a Transformation*.

01.20.05 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 17, 2019 (Action Item 1)**. Trustee Ruhl seconded. All were in favor and the minutes were approved as submitted.

01.20.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 6, 2020 (Action Item 2)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.

01.20.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2019 (Item 3)** – Mr. Driskell reported the library received \$22,046 in



tax revenue in December and \$13,927,342, 98% of the annual tax revenue budget of \$14.2 million has been received. Mr. Driskell thanked the City of Support for their \$5,000 donation that will be used to purchase an accessibility collection. \$4,044 was received from Libraries of Illinois Risk Agency (LIRA) due to claims being lower than were budgeted. The annual Per Capita Grant was received in the amount of \$93,876. With 100% of the fiscal year lapsed, 92% of the annual operating budget and 50% of the annual capital project budget have been expensed. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

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

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY DATED DECEMBER 31, 2019, IN THE AMOUNT OF \$999,715.48.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Supplitt, and Tangney. Nay: none. The motion carried.

- 01.20.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 21, 2020 (Action Item 5)** – 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 JANUARY 21, 2020, IN THE AMOUNT OF \$360,852.90.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Supplitt, and Tangney. Nay: none. The motion carried.

- 01.20.10 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted *An Evening of Korean Culture and Cuisine* at Ttowa Korean Bistro; 409 teens from District 214 gathered in conference rooms during teen finals study; 113 customers attended Vince Guaraldi’s *The Music of A Charlie Brown Christmas*; teens and adult gamers played video games at *Arcade Thunderdome*; *Jane Austen Afternoon Tea* was held in celebration of her birthday; and 50 residents created at *Cozy Winter Cottage: A Painting Workshop*. 171 customers enjoyed music play for families with *Sing Along with Jim Gill*, 58 customers attended a second performance, a supported program for children with varying abilities or children who benefit from a more controlled environment. Mr. Driskell congratulated Kids’ World assistant manager Maria Papanastassiou as a winner of this year’s I Love My Librarian Award, a prestigious national award presented by the American Library Association.

- 01.20.11 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 6)** – Andy Dogan from Williams Architects provided an update on the progress of the makerspace building project at 112

North Belmont Avenue. He specifically discussed the estimated costs and timeline for the replacement of the existing roof and HVAC systems serving the main floor of the building.

- **APPROVE PROPOSED REVISIONS TO POLICY 6.003 INTERNET ACCESS (Action Item 7)** - The board reviewed and discussed proposed revisions to Policy 6.003 Internet Access.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 6.003 INTERNET ACCESS.** Trustee Tangney seconded. All were in favor and the motion carried.

- **APPROVE PROPOSED REVISIONS TO POLICY 7.001 CODE OF CONDUCT (Action Item 8)** - The board reviewed and discussed proposed revisions to Policy 7.001 Code of Conduct, to include consideration for the legalization of recreational cannabis.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 7.001 CODE OF CONDUCT.** Trustee Ruhl seconded. All were in favor and the motion carried.

#### 01.20.12 **NEW BUSINESS**

- **STAFF PRESENTATION ON SENIOR AND ACCESSIBLE SERVICES (Item 9)**  
- Staff provided an update on the development of the Senior and Accessible Services Department over the past year and information on the programs and services they provide throughout the community.

- **STAFF PRESENTATION ON EXHIBITS (Item 10)** - Staff provided a summary of the Culinary Curiosity exhibit as well as a brief overview of the exhibits planned for 2020 including costs, scope and schedule.

- **CHANGE IN FINANCIAL REPORTING – GASB 61 DISCUSSION (Item 11)** – Mr. Driskell reported that due to the auditor’s interpretation of the Governmental Accounting Standards Board statement 61, the library will no longer be a component unit of the Village of Arlington Heights. The library will have a separately issued annual financial report, board communication, and filing with the office of the state comptroller.

#### 01.20.13 **OTHER**

- **GUEST READERS FOR STORYTIMES DURING NATIONAL LIBRARY WEEK, APRIL 19-25** – Mr. Driskell invited trustees to participate as guest readers at a storytime during National Library Week, April 19-25.

01.20.14 Trustee Ruhl 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 Supplitt seconded. All were in favor and the motion carried. The board went into closed session at 9:18 p.m.

The board returned to open session at 9:38 p.m.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 21, 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 discuss, Trustee Ruhl moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:39 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder

**BOARD OF LIBRARY TRUSTEES**

**COMMITTEE OF THE WHOLE**

02.20.01 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, February 3, 2020, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

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

Absent: Trustees Ruhl and Supplitt.

Also present: Mike Driskell, Executive Director; Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Lisa Haack, Human Resources Manager; Janet Moravec, Business Office Administrator; Lauree Harp, Arlington Heights Memorial Library Foundation.

02.20.02 There was no **PUBLIC COMMENT**.

02.20.03 **HUMAN RESOURCES STAFF PRESENTATION (Item 1)** – Human Resources staff gave a presentation on the updated evaluation process and upcoming staff satisfaction survey.

02.20.04 **HUMAN RESOURCE POLICY – UNLAWFUL HARASSMENT (Item 2)** – The committee reviewed and discussed proposed revisions to Human Resources Policy - Unlawful Harassment in response to the recently released workplace transparency act and other legislation.

02.20.05 **POLICY 1.107 LEGAL CONSULTATION (Item 3)** – The committee reviewed and discussed proposed revisions to Policy 1.107 Legal Consultation in response to the recently released workplace transparency act and other legislation.

02.20.06 **PERSONAL PROPERTY REPLACEMENT TAX (Item 4)** – Staff presented potential changes in the collection of the Person Property Replacement Tax. President Zyck requested any comments or questions be sent to both himself and Executive Director Mike Driskell before the February Board meeting.

02.20.07 **OTHER**

- Ms. Harp, Chair of the Arlington Heights Memorial Library Foundation, provided an update on the progress of the foundation.

(Action Item 3)

There being no further business to be discussed, Trustee Thanopoulos moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:12 p.m.

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Janet Moravec, Recorder

(ITEM 4)

Village of Arlington Heights

FUND 291 Memorial Library Fund

| ACCOUNT | ACCOUNT DESCRIPTION       | ***** ESTIMATED | CURRENT ACTUAL | ***** %REV | ***** ESTIMATED | YEAR-TO-DATE ACTUAL | ***** %REV | ANNUAL ESTIMATE | UNREALIZED BALANCE |
|---------|---------------------------|-----------------|----------------|------------|-----------------|---------------------|------------|-----------------|--------------------|
| 400     | Taxes                     |                 |                |            |                 |                     |            |                 |                    |
| 401     | Real Estate Taxes         |                 |                |            |                 |                     |            |                 |                    |
| 03 00   | Real Estate Tax IMRF      | 87,834          | .00            |            | 87,834          | .00                 |            | 1,054,012       | 1,054,012.00       |
| 04 00   | Real Estate Tax FICA      | 53,782          | .00            |            | 53,782          | .00                 |            | 645,390         | 645,390.00         |
| 05 00   | Real Estate Tax           | 1,057,687       | .00            |            | 1,057,687       | .00                 |            | 12,692,247      | 12,692,247.00      |
| 401 **  | Real Estate Taxes         | 1,199,303       | .00            |            | 1,199,303       | .00                 |            | 14,391,649      | 14,391,649.00      |
| 400 *** | Taxes                     | 1,199,303       | .00            |            | 1,199,303       | .00                 |            | 14,391,649      | 14,391,649.00      |
| 410     | Intergovernmental Revenue |                 |                |            |                 |                     |            |                 |                    |
| 411     | Intergovernmental         |                 |                |            |                 |                     |            |                 |                    |
| 65 00   | Per Capita Grant & Gifts  | 5,000           | .00            |            | 5,000           | .00                 |            | 60,000          | 60,000.00          |
| 70 00   | Other Grants              | 41              | .00            |            | 41              | .00                 |            | 500             | 500.00             |
| 90 00   | Contribution Ord. Library | 46              | 3,410.48       | 7414       | 46              | 3,410.48            | 7414       | 562             | 2,848.48-          |
| 411 **  | Intergovernmental         | 5,087           | 3,410.48       | 67         | 5,087           | 3,410.48            | 67         | 61,062          | 57,651.52          |
| 410 *** | Intergovernmental Revenue | 5,087           | 3,410.48       | 67         | 5,087           | 3,410.48            | 67         | 61,062          | 57,651.52          |
| 430     | Fees                      |                 |                |            |                 |                     |            |                 |                    |
| 436     | Library Fees              |                 |                |            |                 |                     |            |                 |                    |
| 72 00   | Non Resident Fees         | 208             | .00            |            | 208             | .00                 |            | 2,500           | 2,500.00           |
| 74 00   | Copier/Reader Printer Fee | 3,834           | 4,095.29       | 107        | 3,834           | 4,095.29            | 107        | 46,009          | 41,913.71          |
| 75 00   | Meeting Room Fees         | 250             | 345.00         | 138        | 250             | 345.00              | 138        | 3,000           | 2,655.00           |
| 436 **  | Library Fees              | 4,292           | 4,440.29       | 104        | 4,292           | 4,440.29            | 104        | 51,509          | 47,068.71          |
| 430 *** | Fees                      | 4,292           | 4,440.29       | 104        | 4,292           | 4,440.29            | 104        | 51,509          | 47,068.71          |
| 440     | Fines                     |                 |                |            |                 |                     |            |                 |                    |
| 442     | Library                   |                 |                |            |                 |                     |            |                 |                    |
| 20 00   | Late Charges              | 8,329           | 9,681.13       | 116        | 8,329           | 9,681.13            | 116        | 99,959          | 90,277.87          |
| 25 00   | Lost/Damaged Item Charges | 1,416           | 2,126.54       | 150        | 1,416           | 2,126.54            | 150        | 17,000          | 14,873.46          |
| 442 **  | Library                   | 9,745           | 11,807.67      | 121        | 9,745           | 11,807.67           | 121        | 116,959         | 105,151.33         |
| 440 *** | Fines                     | 9,745           | 11,807.67      | 121        | 9,745           | 11,807.67           | 121        | 116,959         | 105,151.33         |
| 460     | Interest Income           |                 |                |            |                 |                     |            |                 |                    |
| 461     | Simple Interest           |                 |                |            |                 |                     |            |                 |                    |
| 02 00   | Interest on Investments   | 6,699           | 3,105.39       | 46         | 6,699           | 3,105.39            | 46         | 80,395          | 77,289.61          |
| 461 **  | Simple Interest           | 6,699           | 3,105.39       | 46         | 6,699           | 3,105.39            | 46         | 80,395          | 77,289.61          |
| 462     | Investment Income         |                 |                |            |                 |                     |            |                 |                    |
| 10 00   | Market Value Adjustments  | 833             | .00            |            | 833             | .00                 |            | 10,000          | 10,000.00          |
| 462 **  | Investment Income         | 833             | .00            |            | 833             | .00                 |            | 10,000          | 10,000.00          |

Village of Arlington Heights  
 REVENUE REPORT  
 8% OF YEAR LAPSED

ACCOUNTING PERIOD 01/2020

Village of Arlington Heights

| FUND 291 Memorial Library Fund   |                              | ***** CURRENT ***** |           |      | ***** YEAR-TO-DATE ***** |           |      | ANNUAL     | UNREALIZED    |
|----------------------------------|------------------------------|---------------------|-----------|------|--------------------------|-----------|------|------------|---------------|
| ACCOUNT                          | ACCOUNT DESCRIPTION          | ESTIMATED           | ACTUAL    | %REV | ESTIMATED                | ACTUAL    | %REV | ESTIMATE   | BALANCE       |
| 460                              | Interest Income              |                     |           |      |                          |           |      |            |               |
| 462                              | Investment Income            |                     |           |      |                          |           |      |            |               |
| 460                              | *** Interest Income          | 7,532               | 3,105.39  | 41   | 7,532                    | 3,105.39  | 41   | 90,395     | 87,289.61     |
| 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               |                     |           |      |                          |           |      |            |               |
| 55 00                            | Premium Sponsor              | 4,166               | .00       |      | 4,166                    | .00       |      | 50,000     | 50,000.00     |
| 481                              | ** Special Events            | 4,166               | .00       |      | 4,166                    | .00       |      | 50,000     | 50,000.00     |
| 482                              | Library Other                |                     |           |      |                          |           |      |            |               |
| 482                              | ** Library Other             | 0                   | .00       |      | 0                        | .00       |      | 0          | .00           |
| 483                              | Donations                    |                     |           |      |                          |           |      |            |               |
| 70 00                            | Donations - Library          | 1,250               | 268.07    | 21   | 1,250                    | 268.07    | 21   | 15,000     | 14,731.93     |
| 483                              | ** Donations                 | 1,250               | 268.07    | 21   | 1,250                    | 268.07    | 21   | 15,000     | 14,731.93     |
| 489                              | Other                        |                     |           |      |                          |           |      |            |               |
| 90 00                            | Other Income                 | 416                 | 9,334.07  | 2244 | 416                      | 9,334.07  | 2244 | 5,000      | 4,334.07-     |
| 94 00                            | FOL Reimbursements           | 8,750               | 2,392.74  | 27   | 8,750                    | 2,392.74  | 27   | 105,000    | 102,607.26    |
| 489                              | ** Other                     | 9,166               | 11,726.81 | 128  | 9,166                    | 11,726.81 | 128  | 110,000    | 98,273.19     |
| 480                              | *** Other                    | 14,582              | 11,994.88 | 82   | 14,582                   | 11,994.88 | 82   | 175,000    | 163,005.12    |
| 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 |                              | 1,240,541           | 34,758.71 | 3    | 1,240,541                | 34,758.71 | 3    | 14,886,574 | 14,851,815.29 |

Village of Arlington Heights

| FUND 491 Capital Projects-Library   |                             | ***** CURRENT ***** |        |      | ***** YEAR-TO-DATE ***** |        |          | ANNUAL    | UNREALIZED |
|-------------------------------------|-----------------------------|---------------------|--------|------|--------------------------|--------|----------|-----------|------------|
| ACCOUNT                             | DESCRIPTION                 | ESTIMATED           | ACTUAL | %REV | ESTIMATED                | ACTUAL | ESTIMATE | BALANCE   |            |
| 460                                 | Interest Income             |                     |        |      |                          |        |          |           |            |
| 461                                 | Simple Interest             |                     |        |      |                          |        |          |           |            |
| 02 00                               | Interest on Investments     | 5,833               | .00    |      | 5,833                    | .00    | 70,000   | 70,000.00 |            |
| 461                                 | ** Simple Interest          | 5,833               | .00    |      | 5,833                    | .00    | 70,000   | 70,000.00 |            |
| 462                                 | Investment Income           |                     |        |      |                          |        |          |           |            |
| 462                                 | ** Investment Income        | 0                   | .00    |      | 0                        | .00    | 0        | .00       |            |
| 460                                 | *** Interest Income         | 5,833               | .00    |      | 5,833                    | .00    | 70,000   | 70,000.00 |            |
| 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 |                             | 5,833               | .00    |      | 5,833                    | .00    | 70,000   | 70,000.00 |            |



| FUND 291 Memorial Library Fund |     |                           | DEPT/DIV 6001 Executive Office/Administration |           |       |                        |           |       | ANNUAL   | UNENCUMB. | %              |
|--------------------------------|-----|---------------------------|---|-----------|-------|------------------------|-----------|-------|----------|-----------|----------------|
| BA ELE OBJ ACCOUNT             |     |                           | *****CURRENT*****                             |           |       | *****YEAR-TO-DATE***** |           |       | BUDGET   | BALANCE   | BDGT           |
| SUB                            | SUB | DESCRIPTION               | BUDGET  | ACTUAL    | %EXP  | BUDGET                 | ACTUAL    | %EXP  | ENCUMBR. |           |                |
| 60                             |     | Culture/Recreation        |   |           |       |                        |           |       |          |           |                |
| 601                            |     | Library                   |   |           |       |                        |           |       |          |           |                |
| 16                             |     | Library Personal Services |   |           |       |                        |           |       |          |           |                |
| 16                             | 85  | Salaries                  | 29393   | 40611.49  | 138   | 29393                  | 40611.49  | 138   | .00      | 352726    | 312114.51 12   |
| 16                             | 92  | Achievement Awards        | 333   | .00       | 0     | 333                    | .00       | 0     | .00      | 4000      | 4000.00 0      |
| 16                             | **  | Library Personal Services | 29726   | 40611.49  | 137   | 29726                  | 40611.49  | 137   | .00      | 356726    | 316114.51 11   |
| 18                             |     | Other Personal Services   |   |           |       |                        |           |       |          |           |                |
| 18                             | 05  | Overtime Civilian         | 83  | 27.74     | 33    | 83                     | 27.74     | 33    | .00      | 1000      | 972.26 3       |
| 18                             | **  | Other Personal Services   | 83  | 27.74     | 33    | 83                     | 27.74     | 33    | .00      | 1000      | 972.26 3       |
| 19                             |     | Employee Benefits         |   |           |       |                        |           |       |          |           |                |
| 19                             | 05  | Medical Insurance         | 7765  | 104968.16 | 1352- | 7765                   | 104968.16 | 1352- | .00      | 93182     | 198150.16 113- |
| 19                             | 10  | IMRF                      | 3768  | 5136.81   | 136   | 3768                   | 5136.81   | 136   | .00      | 45217     | 40080.19 11    |
| 19                             | 11  | Social Security           | 1848  | 2488.11   | 135   | 1848                   | 2488.11   | 135   | .00      | 22179     | 19690.89 11    |
| 19                             | 12  | Medicare                  | 432   | 581.89    | 135   | 432                    | 581.89    | 135   | .00      | 5187      | 4605.11 11     |
| 19                             | 53  | Flexible Spending         | 134   | 332.50    | 248   | 134                    | 332.50    | 248   | .00      | 1610      | 1277.50 21     |
| 19                             | 55  | Unemployment Compensation | 536   | .00       | 0     | 536                    | .00       | 0     | .00      | 6432      | 6432.00 0      |
| 19                             | **  | Employee Benefits         | 14483   | 96428.85  | 666-  | 14483                  | 96428.85  | 666-  | .00      | 173807    | 270235.85 56-  |
| 20                             |     | Prof Technical Services   |   |           |       |                        |           |       |          |           |                |
| 20                             | 05  | Professional Services     | 875   | .00       | 0     | 875                    | .00       | 0     | .00      | 10500     | 10500.00 0     |
| 20                             | 08  | Consulting Services       | 166   | .00       | 0     | 166                    | .00       | 0     | .00      | 2000      | 2000.00 0      |
| 20                             | 20  | Legal Services            | 1333  | .00       | 0     | 1333                   | .00       | 0     | .00      | 16000     | 16000.00 0     |
| 20                             | 40  | General Insurance         | 10641   | 114342.00 | 1075  | 10641                  | 114342.00 | 1075  | .00      | 127700    | 13358.00 90    |
| 20                             | **  | Prof Technical Services   | 13015   | 114342.00 | 879   | 13015                  | 114342.00 | 879   | .00      | 156200    | 41858.00 73    |
| 21                             |     | Property Services         |   |           |       |                        |           |       |          |           |                |
| 21                             | 65  | Other Services            | 250   | 665.25    | 266   | 250                    | 665.25    | 266   | .00      | 3000      | 2334.75 22     |
| 21                             | **  | Property Services         | 250   | 665.25    | 266   | 250                    | 665.25    | 266   | .00      | 3000      | 2334.75 22     |
| 22                             |     | Other Contractual Service |   |           |       |                        |           |       |          |           |                |
| 22                             | 01  | Advertising               | 50  | .00       | 0     | 50                     | .00       | 0     | .00      | 600       | 600.00 0       |
| 22                             | 02  | Dues                      | 556   | 740.00    | 133   | 556                    | 740.00    | 133   | .00      | 6675      | 5935.00 11     |
| 22                             | 03  | Training                  | 10310   | 20200.10  | 196   | 10310                  | 20200.10  | 196   | .00      | 123722    | 103521.90 16   |
| 22                             | 05  | Postage                   | 4245  | 6042.82   | 142   | 4245                   | 6042.82   | 142   | .00      | 50945     | 44902.18 12    |
| 22                             | 70  | Telephone Services        | 7214  | 8703.40   | 121   | 7214                   | 8703.40   | 121   | .00      | 86569     | 77865.60 10    |
| 22                             | **  | Other Contractual Service | 22375   | 35686.32  | 160   | 22375                  | 35686.32  | 160   | .00      | 268511    | 232824.68 13   |
| 30                             |     | General Supplies          |   |           |       |                        |           |       |          |           |                |
| 30                             | 05  | Office Supplies & Equip   | 738   | 343.84    | 47    | 738                    | 343.84    | 47    | .00      | 8858      | 8514.16 4      |
| 30                             | **  | General Supplies          | 738   | 343.84    | 47    | 738                    | 343.84    | 47    | .00      | 8858      | 8514.16 4      |
| 31                             |     | Public Works Supplies     |   |           |       |                        |           |       |          |           |                |
| 31                             | 85  | Small Tools and Equipment | 208   | 166.27    | 80    | 208                    | 166.27    | 80    | .00      | 2500      | 2333.73 7      |
| 31                             | **  | Public Works Supplies     | 208   | 166.27    | 80    | 208                    | 166.27    | 80    | .00      | 2500      | 2333.73 7      |

| FUND 291 Memorial Library Fund |       |                               | DEPT/DIV 6001 Executive Office/Administration |          |      |                        |          |      | ANNUAL   | UNENCUMB. | %            |
|--------------------------------|-------|-------------------------------|---|----------|------|------------------------|----------|------|----------|-----------|--------------|
| BA                             | ELE   | OBJ                           | *****CURRENT*****                             |          |      | *****YEAR-TO-DATE***** |          |      | BUDGET   | BALANCE   | BDGT         |
| SUB                            | SUB   | DESCRIPTION                   | BUDGET  | ACTUAL   | %EXP | BUDGET                 | ACTUAL   | %EXP | ENCUMBR. |           |              |
| 60                             |       | Culture/Recreation            |   |          |      |                        |          |      |          |           |              |
| 601                            |       | Library                       |   |          |      |                        |          |      |          |           |              |
|                                | 32    | Library Supplies              |   |          |      |                        |          |      |          |           |              |
|                                | 32 02 | Program Events                | 100   | .00      | 0    | 100                    | .00      | 0    | .00      | 1200      | 1200.00 0    |
|                                | 32 72 | Special Events                | 70  | .00      | 0    | 70                     | .00      | 0    | .00      | 850       | 850.00 0     |
|                                | 32 99 | Items Reimb by Employees      | 0   | 13.73    | 0    | 0                      | 13.73    | 0    | .00      | 0         | 13.73- 0     |
|                                | 32 ** | Library Supplies              | 170   | 13.73    | 8    | 170                    | 13.73    | 8    | .00      | 2050      | 2036.27 1    |
|                                | 40    | Other Charges                 |   |          |      |                        |          |      |          |           |              |
|                                | 40 96 | Operating Contingency         | 416   | .00      | 0    | 416                    | .00      | 0    | .00      | 5000      | 5000.00 0    |
|                                | 40 ** | Other Charges                 | 416   | .00      | 0    | 416                    | .00      | 0    | .00      | 5000      | 5000.00 0    |
|                                | 50    | Property                      |   |          |      |                        |          |      |          |           |              |
|                                | 50 15 | Other Equipment               | 2233  | .00      | 0    | 2233                   | .00      | 0    | .00      | 26800     | 26800.00 0   |
|                                | 50 ** | Property                      | 2233  | .00      | 0    | 2233                   | .00      | 0    | .00      | 26800     | 26800.00 0   |
| 601                            | ** ** | Library                       | 83697   | 95427.79 | 114  | 83697                  | 95427.79 | 114  | .00      | 1004452   | 909024.21 10 |
| 60                             | ** ** | Culture/Recreation            | 83697   | 95427.79 | 114  | 83697                  | 95427.79 | 114  | .00      | 1004452   | 909024.21 10 |
| DIV                            | 6001  | TOTAL *****<br>Administration | 83697   | 95427.79 | 114  | 83697                  | 95427.79 | 114  | .00      | 1004452   | 909024.21 10 |



Village of Arlington Heights

| FUND 291 Memorial Library Fund |     |                          | DEPT/DIV 6002 Executive Office/Communications & Mrkting |          |      |                        |          |      | ANNUAL   | UNENCUMB. | %         |      |
|--------------------------------|-----|--------------------------|---|----------|------|------------------------|----------|------|----------|-----------|-----------|------|
| BA                             | ELE | OBJ                      | *****CURRENT*****                                       |          |      | *****YEAR-TO-DATE***** |          |      | BUDGET   | BALANCE   | BDGT      |      |
| SUB                            | SUB | DESCRIPTION              | BUDGET  | ACTUAL   | %EXP | BUDGET                 | ACTUAL   | %EXP | ENCUMBR. | BUDGET    | BALANCE   | BDGT |
| 60                             |     | Culture/Recreation       |   |          |      |                        |          |      |          |           |           |      |
| 601                            |     | Library                  |   |          |      |                        |          |      |          |           |           |      |
|                                |     | Communications & Mrkting | 67375   | 89469.72 | 133  | 67375                  | 89469.72 | 133  | .00      | 808558    | 719088.28 | 11   |

| FUND 291 Memorial Library Fund |       |                                | DEPT/DIV 6003 Executive Office/Human Resources |          |      |                        |          |      |          | 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                       | 13996  | 19627.63 | 140  | 13996                  | 19627.63 | 140  | .00      | 167952  | 148324.37 12 |   |
|                                | 16 ** | Library Personal Services      | 13996  | 19627.63 | 140  | 13996                  | 19627.63 | 140  | .00      | 167952  | 148324.37 12 |   |
|                                | 18    | Other Personal Services        |  |          |      |                        |          |      |          |         |              |   |
|                                | 18 05 | Overtime Civilian              | 25   | 30.43    | 122  | 25                     | 30.43    | 122  | .00      | 300     | 269.57 10    |   |
|                                | 18 ** | Other Personal Services        | 25   | 30.43    | 122  | 25                     | 30.43    | 122  | .00      | 300     | 269.57 10    |   |
|                                | 19    | Employee Benefits              |  |          |      |                        |          |      |          |         |              |   |
|                                | 19 05 | Medical Insurance              | 3854   | 3854.75  | 100  | 3854                   | 3854.75  | 100  | .00      | 46257   | 42402.25 8   |   |
|                                | 19 10 | IMRF                           | 1772   | 2484.77  | 140  | 1772                   | 2484.77  | 140  | .00      | 21267   | 18782.23 12  |   |
|                                | 19 11 | Social Security                | 869  | 1138.44  | 131  | 869                    | 1138.44  | 131  | .00      | 10432   | 9293.56 11   |   |
|                                | 19 12 | Medicare                       | 203  | 266.25   | 131  | 203                    | 266.25   | 131  | .00      | 2440    | 2173.75 11   |   |
|                                | 19 50 | Employee Asst. Program         | 500  | 1966.17  | 393  | 500                    | 1966.17  | 393  | .00      | 6000    | 4033.83 33   |   |
|                                | 19 ** | Employee Benefits              | 7198   | 9710.38  | 135  | 7198                   | 9710.38  | 135  | .00      | 86396   | 76685.62 11  |   |
|                                | 21    | Property Services              |  |          |      |                        |          |      |          |         |              |   |
|                                | 21 65 | Other Services                 | 825  | 410.00   | 50   | 825                    | 410.00   | 50   | .00      | 9900    | 9490.00 4    |   |
|                                | 21 ** | Property Services              | 825  | 410.00   | 50   | 825                    | 410.00   | 50   | .00      | 9900    | 9490.00 4    |   |
|                                | 22    | Other Contractual Service      |  |          |      |                        |          |      |          |         |              |   |
|                                | 22 01 | Advertising                    | 108  | 95.00    | 88   | 108                    | 95.00    | 88   | .00      | 1300    | 1205.00 7    |   |
|                                | 22 02 | Dues                           | 266  | .00      | 0    | 266                    | .00      | 0    | .00      | 3200    | 3200.00 0    |   |
|                                | 22 03 | Training                       | 108  | 445.00   | 412  | 108                    | 445.00   | 412  | .00      | 1300    | 855.00 34    |   |
|                                | 22 55 | In Service Training            | 835  | 3687.79  | 442  | 835                    | 3687.79  | 442  | .00      | 10020   | 6332.21 37   |   |
|                                | 22 ** | Other Contractual Service      | 1317   | 4227.79  | 321  | 1317                   | 4227.79  | 321  | .00      | 15820   | 11592.21 27  |   |
|                                | 32    | Library Supplies               |  |          |      |                        |          |      |          |         |              |   |
|                                | 32 01 | Program Supplies               | 33   | .00      | 0    | 33                     | .00      | 0    | .00      | 400     | 400.00 0     |   |
|                                | 32 ** | Library Supplies               | 33   | .00      | 0    | 33                     | .00      | 0    | .00      | 400     | 400.00 0     |   |
|                                | 40    | Other Charges                  |  |          |      |                        |          |      |          |         |              |   |
|                                | 40 62 | Tuition Reimbursement          | 2083   | .00      | 0    | 2083                   | .00      | 0    | .00      | 25000   | 25000.00 0   |   |
|                                | 40 70 | Employee Recognition Prog      | 1612   | 43.87    | 3    | 1612                   | 43.87    | 3    | .00      | 19350   | 19306.13 0   |   |
|                                | 40 ** | Other Charges                  | 3695   | 43.87    | 1    | 3695                   | 43.87    | 1    | .00      | 44350   | 44306.13 0   |   |
| 601                            | ** ** | Library                        | 27089  | 34050.10 | 126  | 27089                  | 34050.10 | 126  | .00      | 325118  | 291067.90 11 |   |
| 60                             | ** ** | Culture/Recreation             | 27089  | 34050.10 | 126  | 27089                  | 34050.10 | 126  | .00      | 325118  | 291067.90 11 |   |
| DIV                            | 6003  | TOTAL *****<br>Human Resources | 27089  | 34050.10 | 126  | 27089                  | 34050.10 | 126  | .00      | 325118  | 291067.90 11 |   |

PROGRAM: GM267L  
Village of Arlington Heights

| 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   | 589.00   | 0    | 0                      | 589.00   | 0    | .00      | 0         | 589.00-  | 0    |
|                                | 20 ** | Prof Technical Services                 | 0   | 589.00   | 0    | 0                      | 589.00   | 0    | .00      | 0         | 589.00-  | 0    |
|                                | 21    | Property Services                       |   |          |      |                        |          |      |          |           |          |      |
|                                | 21 65 | Other Services                          | 416   | 473.94   | 114  | 416                    | 473.94   | 114  | .00      | 5000      | 4526.06  | 10   |
|                                | 21 ** | Property Services                       | 416   | 473.94   | 114  | 416                    | 473.94   | 114  | .00      | 5000      | 4526.06  | 10   |
|                                | 22    | Other Contractual Service               |   |          |      |                        |          |      |          |           |          |      |
|                                | 22 18 | Contr Programs & Exhibits               | 2083  | 20041.00 | 962  | 2083                   | 20041.00 | 962  | .00      | 25000     | 4959.00  | 80   |
|                                | 22 ** | Other Contractual Service               | 2083  | 20041.00 | 962  | 2083                   | 20041.00 | 962  | .00      | 25000     | 4959.00  | 80   |
|                                | 31    | Public Works Supplies                   |   |          |      |                        |          |      |          |           |          |      |
|                                | 31 85 | Small Tools and Equipment               | 166   | .00      | 0    | 166                    | .00      | 0    | .00      | 2000      | 2000.00  | 0    |
|                                | 31 ** | Public Works Supplies                   | 166   | .00      | 0    | 166                    | .00      | 0    | .00      | 2000      | 2000.00  | 0    |
|                                | 32    | Library Supplies                        |   |          |      |                        |          |      |          |           |          |      |
|                                | 32 01 | Program Supplies                        | 208   | .00      | 0    | 208                    | .00      | 0    | .00      | 2500      | 2500.00  | 0    |
|                                | 32 02 | Program Events                          | 208   | .00      | 0    | 208                    | .00      | 0    | .00      | 2500      | 2500.00  | 0    |
|                                | 32 32 | Software                                | 41  | .00      | 0    | 41                     | .00      | 0    | .00      | 500       | 500.00   | 0    |
|                                | 32 72 | Special Events                          | 833   | 2693.16  | 323  | 833                    | 2693.16  | 323  | .00      | 10000     | 7306.84  | 27   |
|                                | 32 75 | Audio Visual                            | 41  | .00      | 0    | 41                     | .00      | 0    | .00      | 500       | 500.00   | 0    |
|                                | 32 78 | Electronic Resources                    | 125   | .00      | 0    | 125                    | .00      | 0    | .00      | 1500      | 1500.00  | 0    |
|                                | 32 80 | Books                                   | 416   | 49.07    | 12   | 416                    | 49.07    | 12   | .00      | 5000      | 4950.93  | 1    |
|                                | 32 ** | Library Supplies                        | 1872  | 2742.23  | 147  | 1872                   | 2742.23  | 147  | .00      | 22500     | 19757.77 | 12   |
|                                | 50    | Property                                |   |          |      |                        |          |      |          |           |          |      |
|                                | 50 15 | Other Equipment                         | 5645  | .00      | 0    | 5645                   | .00      | 0    | .00      | 67750     | 67750.00 | 0    |
|                                | 50 55 | Other Capital Outlay                    | 16  | .00      | 0    | 16                     | .00      | 0    | .00      | 200       | 200.00   | 0    |
|                                | 50 ** | Property                                | 5661  | .00      | 0    | 5661                   | .00      | 0    | .00      | 67950     | 67950.00 | 0    |
| 601                            | ** ** | Library                                 | 10198   | 23846.17 | 234  | 10198                  | 23846.17 | 234  | .00      | 122450    | 98603.83 | 20   |
| 60                             | ** ** | Culture/Recreation                      | 10198   | 23846.17 | 234  | 10198                  | 23846.17 | 234  | .00      | 122450    | 98603.83 | 20   |
| DIV                            | 6004  | TOTAL *****<br>Paid by Gifts and Grants | 10198   | 23846.17 | 234  | 10198                  | 23846.17 | 234  | .00      | 122450    | 98603.83 | 20   |

Village of Arlington Heights

| FUND 291 Memorial Library Fund |         | DEPT/DIV 6008 Executive Office/Finance |                   |          |      |                        |          |      |          |           |           |      |
|--------------------------------|---------|--|-------------------|----------|------|------------------------|----------|------|----------|-----------|-----------|------|
| 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                               | 18845             | 25674.80 | 136  | 18845                  | 25674.80 | 136  | .00      | 226147    | 200472.20 | 11   |
|                                | 16 **   | Library Personal Services              | 18845             | 25674.80 | 136  | 18845                  | 25674.80 | 136  | .00      | 226147    | 200472.20 | 11   |
|                                | 18      | Other Personal Services                |                   |          |      |                        |          |      |          |           |           |      |
|                                | 18 05   | Overtime Civilian                      | 25                | .46      | 2    | 25                     | .46      | 2    | .00      | 300       | 299.54    | 0    |
|                                | 18 **   | Other Personal Services                | 25                | .46      | 2    | 25                     | .46      | 2    | .00      | 300       | 299.54    | 0    |
|                                | 19      | Employee Benefits                      |                   |          |      |                        |          |      |          |           |           |      |
|                                | 19 05   | Medical Insurance                      | 5506              | 5506.83  | 100  | 5506                   | 5506.83  | 100  | .00      | 66082     | 60575.17  | 8    |
|                                | 19 10   | IMRF                                   | 2385              | 3245.35  | 136  | 2385                   | 3245.35  | 136  | .00      | 28623     | 25377.65  | 11   |
|                                | 19 11   | Social Security                        | 1170              | 1531.06  | 131  | 1170                   | 1531.06  | 131  | .00      | 14040     | 12508.94  | 11   |
|                                | 19 12   | Medicare                               | 273               | 358.07   | 131  | 273                    | 358.07   | 131  | .00      | 3283      | 2924.93   | 11   |
|                                | 19 **   | Employee Benefits                      | 9334              | 10641.31 | 114  | 9334                   | 10641.31 | 114  | .00      | 112028    | 101386.69 | 10   |
|                                | 20      | Prof Technical Services                |                   |          |      |                        |          |      |          |           |           |      |
|                                | 20 05   | Professional Services                  | 475               | .00      | 0    | 475                    | .00      | 0    | .00      | 5700      | 5700.00   | 0    |
|                                | 20 **   | Prof Technical Services                | 475               | .00      | 0    | 475                    | .00      | 0    | .00      | 5700      | 5700.00   | 0    |
|                                | 21      | Property Services                      |                   |          |      |                        |          |      |          |           |           |      |
|                                | 21 36   | Equipment Rental                       | 110               | .00      | 0    | 110                    | .00      | 0    | .00      | 1326      | 1326.00   | 0    |
|                                | 21 65   | Other Services                         | 515               | 480.81   | 93   | 515                    | 480.81   | 93   | .00      | 6189      | 5708.19   | 8    |
|                                | 21 **   | Property Services                      | 625               | 480.81   | 77   | 625                    | 480.81   | 77   | .00      | 7515      | 7034.19   | 6    |
|                                | 22      | Other Contractual Service              |                   |          |      |                        |          |      |          |           |           |      |
|                                | 22 02   | Dues                                   | 68                | 400.00   | 588  | 68                     | 400.00   | 588  | .00      | 825       | 425.00    | 49   |
|                                | 22 03   | Training                               | 100               | .00      | 0    | 100                    | .00      | 0    | .00      | 1200      | 1200.00   | 0    |
|                                | 22 25   | IT/GIS Service Charge                  | 2196              | .00      | 0    | 2196                   | .00      | 0    | .00      | 26355     | 26355.00  | 0    |
|                                | 22 **   | Other Contractual Service              | 2364              | 400.00   | 17   | 2364                   | 400.00   | 17   | .00      | 28380     | 27980.00  | 1    |
| 601 ** **                      |         | Library                                | 31668             | 37197.38 | 118  | 31668                  | 37197.38 | 118  | .00      | 380070    | 342872.62 | 10   |
| 60 ** **                       |         | Culture/Recreation                     | 31668             | 37197.38 | 118  | 31668                  | 37197.38 | 118  | .00      | 380070    | 342872.62 | 10   |
| DIV 6008                       |         | TOTAL *****                            |                   |          |      |                        |          |      |          |           |           |      |
|                                |         | Finance                                | 31668             | 37197.38 | 118  | 31668                  | 37197.38 | 118  | .00      | 380070    | 342872.62 | 10   |

| FUND 291 Memorial Library Fund |       |                           | DEPT/DIV 6010 Executive Office/Information Technology |           |      |                        |           |      |          |           |           |      |
|--------------------------------|-------|---------------------------|---|-----------|------|------------------------|-----------|------|----------|-----------|-----------|------|
| BA                             | ELE   | OBJ                       | *****CURRENT*****                                     |           |      | *****YEAR-TO-DATE***** |           |      | ANNUAL   | UNENCUMB. | %         |      |
| SUB                            | SUB   | DESCRIPTION               | BUDGET  | ACTUAL    | %EXP | BUDGET                 | ACTUAL    | %EXP | ENCUMBR. | BUDGET    | BALANCE   | BDGT |
| 60                             |       | Culture/Recreation        |   |           |      |                        |           |      |          |           |           |      |
| 601                            |       | Library                   |   |           |      |                        |           |      |          |           |           |      |
|                                | 16    | Library Personal Services |   |           |      |                        |           |      |          |           |           |      |
|                                | 16 85 | Salaries                  | 57927   | 81090.10  | 140  | 57927                  | 81090.10  | 140  | .00      | 695135    | 614044.90 | 12   |
|                                | 16 ** | Library Personal Services | 57927   | 81090.10  | 140  | 57927                  | 81090.10  | 140  | .00      | 695135    | 614044.90 | 12   |
|                                | 18    | Other Personal Services   |   |           |      |                        |           |      |          |           |           |      |
|                                | 18 05 | Overtime Civilian         | 20  | 2.19      | 11   | 20                     | 2.19      | 11   | .00      | 250       | 247.81    | 1    |
|                                | 18 ** | Other Personal Services   | 20  | 2.19      | 11   | 20                     | 2.19      | 11   | .00      | 250       | 247.81    | 1    |
|                                | 19    | Employee Benefits         |   |           |      |                        |           |      |          |           |           |      |
|                                | 19 05 | Medical Insurance         | 12359   | 12359.25  | 100  | 12359                  | 12359.25  | 100  | .00      | 148311    | 135951.75 | 8    |
|                                | 19 10 | IMRF                      | 7324  | 9734.66   | 133  | 7324                   | 9734.66   | 133  | .00      | 87897     | 78162.34  | 11   |
|                                | 19 11 | Social Security           | 3592  | 4902.05   | 137  | 3592                   | 4902.05   | 137  | .00      | 43114     | 38211.95  | 11   |
|                                | 19 12 | Medicare                  | 840   | 1146.43   | 137  | 840                    | 1146.43   | 137  | .00      | 10083     | 8936.57   | 11   |
|                                | 19 ** | Employee Benefits         | 24115   | 28142.39  | 117  | 24115                  | 28142.39  | 117  | .00      | 289405    | 261262.61 | 10   |
|                                | 20    | Prof Technical Services   |   |           |      |                        |           |      |          |           |           |      |
|                                | 20 05 | Professional Services     | 585   | 54.10     | 9    | 585                    | 54.10     | 9    | .00      | 7022      | 6967.90   | 1    |
|                                | 20 08 | Consulting Services       | 378   | .00       | 0    | 378                    | .00       | 0    | .00      | 4545      | 4545.00   | 0    |
|                                | 20 ** | Prof Technical Services   | 963   | 54.10     | 6    | 963                    | 54.10     | 6    | .00      | 11567     | 11512.90  | 1    |
|                                | 21    | Property Services         |   |           |      |                        |           |      |          |           |           |      |
|                                | 21 02 | Equipment Maintenance     | 13451   | 130526.02 | 970  | 13451                  | 130526.02 | 970  | .00      | 161423    | 30896.98  | 81   |
|                                | 21 ** | Property Services         | 13451   | 130526.02 | 970  | 13451                  | 130526.02 | 970  | .00      | 161423    | 30896.98  | 81   |
|                                | 22    | Other Contractual Service |   |           |      |                        |           |      |          |           |           |      |
|                                | 22 03 | Training                  | 537   | 50.00     | 9    | 537                    | 50.00     | 9    | .00      | 6450      | 6400.00   | 1    |
|                                | 22 42 | Internet Access           | 3487  | 2086.91   | 60   | 3487                   | 2086.91   | 60   | .00      | 41846     | 39759.09  | 5    |
|                                | 22 ** | Other Contractual Service | 4024  | 2136.91   | 53   | 4024                   | 2136.91   | 53   | .00      | 48296     | 46159.09  | 4    |
|                                | 30    | General Supplies          |   |           |      |                        |           |      |          |           |           |      |
|                                | 30 05 | Office Supplies & Equip   | 31  | 86.67     | 280  | 31                     | 86.67     | 280  | .00      | 375       | 288.33    | 23   |
|                                | 30 30 | Data System Supplies      | 2100  | 2545.92   | 121  | 2100                   | 2545.92   | 121  | .00      | 25204     | 22658.08  | 10   |
|                                | 30 32 | Software Library          | 13466   | 62255.48  | 462  | 13466                  | 62255.48  | 462  | .00      | 161602    | 99346.52  | 39   |
|                                | 30 33 | Documentation Library     | 8   | .00       | 0    | 8                      | .00       | 0    | .00      | 100       | 100.00    | 0    |
|                                | 30 ** | General Supplies          | 15605   | 64888.07  | 416  | 15605                  | 64888.07  | 416  | .00      | 187281    | 122392.93 | 35   |
|                                | 31    | Public Works Supplies     |   |           |      |                        |           |      |          |           |           |      |
|                                | 31 85 | Small Tools and Equipment | 1296  | 318.82    | 25   | 1296                   | 318.82    | 25   | .00      | 15556     | 15237.18  | 2    |
|                                | 31 ** | Public Works Supplies     | 1296  | 318.82    | 25   | 1296                   | 318.82    | 25   | .00      | 15556     | 15237.18  | 2    |
|                                | 32    | Library Supplies          |   |           |      |                        |           |      |          |           |           |      |
|                                | 32 05 | Processing Supplies       | 25  | .00       | 0    | 25                     | .00       | 0    | .00      | 300       | 300.00    | 0    |
|                                | 32 32 | Software                  | 1115  | 4864.45   | 436  | 1115                   | 4864.45   | 436  | .00      | 13387     | 8522.55   | 36   |
|                                | 32 ** | Library Supplies          | 1140  | 4864.45   | 427  | 1140                   | 4864.45   | 427  | .00      | 13687     | 8822.55   | 36   |





PROGRAM: GM267L

Village of Arlington Heights

| FUND 291 Memorial Library Fund |       |                           | DEPT/DIV 6015 Executive Office/Security |          |      |                        |          |      |          |           |           |      |
|--------------------------------|-------|---------------------------|---|----------|------|------------------------|----------|------|----------|-----------|-----------|------|
| 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                  | 22342                                   | 31711.26 | 142  | 22342                  | 31711.26 | 142  | .00      | 268106    | 236394.74 | 12   |
|                                | 16 ** | Library Personal Services | 22342                                   | 31711.26 | 142  | 22342                  | 31711.26 | 142  | .00      | 268106    | 236394.74 | 12   |
|                                | 18    | Other Personal Services   |   |          |      |                        |          |      |          |           |           |      |
|                                | 18 05 | Overtime Civilian         | 166                                     | 536.99   | 324  | 166                    | 536.99   | 324  | .00      | 2000      | 1463.01   | 27   |
|                                | 18 ** | Other Personal Services   | 166                                     | 536.99   | 324  | 166                    | 536.99   | 324  | .00      | 2000      | 1463.01   | 27   |
|                                | 19    | Employee Benefits         |   |          |      |                        |          |      |          |           |           |      |
|                                | 19 05 | Medical Insurance         | 6669                                    | 6669.25  | 100  | 6669                   | 6669.25  | 100  | .00      | 80031     | 73361.75  | 8    |
|                                | 19 10 | IMRF                      | 2845                                    | 3537.85  | 124  | 2845                   | 3537.85  | 124  | .00      | 34141     | 30603.15  | 10   |
|                                | 19 11 | Social Security           | 1395                                    | 1915.18  | 137  | 1395                   | 1915.18  | 137  | .00      | 16747     | 14831.82  | 11   |
|                                | 19 12 | Medicare                  | 326                                     | 447.92   | 137  | 326                    | 447.92   | 137  | .00      | 3917      | 3469.08   | 11   |
|                                | 19 ** | Employee Benefits         | 11235                                   | 12570.20 | 112  | 11235                  | 12570.20 | 112  | .00      | 134836    | 122265.80 | 9    |
|                                | 22    | Other Contractual Service |   |          |      |                        |          |      |          |           |           |      |
|                                | 22 03 | Training                  | 41                                      | .00      | 0    | 41                     | .00      | 0    | .00      | 500       | 500.00    | 0    |
|                                | 22 ** | Other Contractual Service | 41                                      | .00      | 0    | 41                     | .00      | 0    | .00      | 500       | 500.00    | 0    |
|                                | 30    | General Supplies          |   |          |      |                        |          |      |          |           |           |      |
|                                | 30 05 | Office Supplies & Equip   | 36                                      | .00      | 0    | 36                     | .00      | 0    | .00      | 435       | 435.00    | 0    |
|                                | 30 ** | General Supplies          | 36                                      | .00      | 0    | 36                     | .00      | 0    | .00      | 435       | 435.00    | 0    |
| 601                            | ** ** | Library                   | 33820                                   | 44818.45 | 133  | 33820                  | 44818.45 | 133  | .00      | 405877    | 361058.55 | 11   |
| 60                             | ** ** | Culture/Recreation        | 33820                                   | 44818.45 | 133  | 33820                  | 44818.45 | 133  | .00      | 405877    | 361058.55 | 11   |
| DIV                            | 6015  | TOTAL *****<br>Security   | 33820                                   | 44818.45 | 133  | 33820                  | 44818.45 | 133  | .00      | 405877    | 361058.55 | 11   |



PREPARED 02/13/2020, 12:10:22  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 8% OF YEAR LAPSED

| FUND 291 Memorial Library Fund |     |                    | DEPT/DIV 6020 Executive Office/Facilities |           |      |                        |           |      | ANNUAL   | UNENCUMB. | %             |
|--------------------------------|-----|--------------------|---|-----------|------|------------------------|-----------|------|----------|-----------|---------------|
| BA                             | ELE | OBJ                | *****CURRENT*****                         |           |      | *****YEAR-TO-DATE***** |           |      | BUDGET   | BALANCE   | BDGT          |
| SUB                            | SUB | DESCRIPTION        | BUDGET                                    | ACTUAL    | %EXP | BUDGET                 | ACTUAL    | %EXP | ENCUMBR. |           |               |
| 60                             |     | Culture/Recreation |   |           |      |                        |           |      |          |           |               |
| 601                            |     | Library            |   |           |      |                        |           |      |          |           |               |
|                                |     | Executive Office   | 464437                                    | 745897.76 | 161  | 464437                 | 745897.76 | 161  | .00      | 5573788   | 4827890.24 13 |

| FUND 291 Memorial Library Fund |      |                               | DEPT/DIV 6401 User Services/Youth Services |           |      |                        |           |      | ANNUAL   | UNENCUMB. | %             |
|--------------------------------|------|-------------------------------|--|-----------|------|------------------------|-----------|------|----------|-----------|---------------|
| BA                             | ELE  | OBJ                           | *****CURRENT*****                          |           |      | *****YEAR-TO-DATE***** |           |      | BUDGET   | BALANCE   | BDGT          |
| SUB                            | SUB  | DESCRIPTION                   | BUDGET                                     | ACTUAL    | %EXP | BUDGET                 | ACTUAL    | %EXP | ENCUMBR. |           |               |
| 60                             |      | Culture/Recreation            |  |           |      |                        |           |      |          |           |               |
| 601                            |      | Library                       |  |           |      |                        |           |      |          |           |               |
| 16                             |      | Library Personal Services     |  |           |      |                        |           |      |          |           |               |
| 16                             | 85   | Salaries                      | 80096                                      | 107336.20 | 134  | 80096                  | 107336.20 | 134  | .00      | 961159    | 853822.80 11  |
| 16                             | **   | Library Personal Services     | 80096                                      | 107336.20 | 134  | 80096                  | 107336.20 | 134  | .00      | 961159    | 853822.80 11  |
| 18                             |      | Other Personal Services       |  |           |      |                        |           |      |          |           |               |
| 18                             | 05   | Overtime Civilian             | 166  | .00       | 0    | 166                    | .00       | 0    | .00      | 2000      | 2000.00 0     |
| 18                             | **   | Other Personal Services       | 166  | .00       | 0    | 166                    | .00       | 0    | .00      | 2000      | 2000.00 0     |
| 19                             |      | Employee Benefits             |  |           |      |                        |           |      |          |           |               |
| 19                             | 05   | Medical Insurance             | 10249                                      | 10249.75  | 100  | 10249                  | 10249.75  | 100  | .00      | 122997    | 112747.25 8   |
| 19                             | 10   | IMRF                          | 10145                                      | 12682.39  | 125  | 10145                  | 12682.39  | 125  | .00      | 121743    | 109060.61 10  |
| 19                             | 11   | Social Security               | 4976                                       | 6509.61   | 131  | 4976                   | 6509.61   | 131  | .00      | 59716     | 53206.39 11   |
| 19                             | 12   | Medicare                      | 1163                                       | 1522.40   | 131  | 1163                   | 1522.40   | 131  | .00      | 13966     | 12443.60 11   |
| 19                             | **   | Employee Benefits             | 26533                                      | 30964.15  | 117  | 26533                  | 30964.15  | 117  | .00      | 318422    | 287457.85 10  |
| 22                             |      | Other Contractual Service     |  |           |      |                        |           |      |          |           |               |
| 22                             | 02   | Dues                          | 373  | .00       | 0    | 373                    | .00       | 0    | .00      | 4478      | 4478.00 0     |
| 22                             | 03   | Training                      | 331  | .00       | 0    | 331                    | .00       | 0    | .00      | 3979      | 3979.00 0     |
| 22                             | 18   | Contr Programs & Exhibits     | 1581                                       | 2145.00   | 136  | 1581                   | 2145.00   | 136  | .00      | 18980     | 16835.00 11   |
| 22                             | **   | Other Contractual Service     | 2285                                       | 2145.00   | 94   | 2285                   | 2145.00   | 94   | .00      | 27437     | 25292.00 8    |
| 30                             |      | General Supplies              |  |           |      |                        |           |      |          |           |               |
| 30                             | 05   | Office Supplies & Equip       | 203  | 179.05    | 88   | 203                    | 179.05    | 88   | .00      | 2438      | 2258.95 7     |
| 30                             | **   | General Supplies              | 203  | 179.05    | 88   | 203                    | 179.05    | 88   | .00      | 2438      | 2258.95 7     |
| 32                             |      | Library Supplies              |  |           |      |                        |           |      |          |           |               |
| 32                             | 01   | Program Supplies              | 912  | 297.73    | 33   | 912                    | 297.73    | 33   | .00      | 10948     | 10650.27 3    |
| 32                             | 02   | Program Events                | 3245                                       | 1488.13   | 46   | 3245                   | 1488.13   | 46   | .00      | 38950     | 37461.87 4    |
| 32                             | 90   | Circulation Supplies          | 373  | 41.17     | 11   | 373                    | 41.17     | 11   | .00      | 4477      | 4435.83 1     |
| 32                             | **   | Library Supplies              | 4530                                       | 1827.03   | 40   | 4530                   | 1827.03   | 40   | .00      | 54375     | 52547.97 3    |
| 601                            | **   | Library                       | 113813                                     | 142451.43 | 125  | 113813                 | 142451.43 | 125  | .00      | 1365831   | 1223379.57 10 |
| 60                             | **   | Culture/Recreation            | 113813                                     | 142451.43 | 125  | 113813                 | 142451.43 | 125  | .00      | 1365831   | 1223379.57 10 |
| DIV                            | 6401 | TOTAL *****<br>Youth Services | 113813                                     | 142451.43 | 125  | 113813                 | 142451.43 | 125  | .00      | 1365831   | 1223379.57 10 |



PROGRAM: GM267L

Village of Arlington Heights

| FUND 291 Memorial Library Fund |       |                              | DEPT/DIV 6410 User Services/Info Services |           |      |                        |           |      | ANNUAL   | UNENCUMB. | %             |
|--------------------------------|-------|------------------------------|---|-----------|------|------------------------|-----------|------|----------|-----------|---------------|
| BA                             | ELE   | OBJ                          | *****CURRENT*****                         |           |      | *****YEAR-TO-DATE***** |           |      | BUDGET   | BALANCE   | BDGT          |
| SUB                            | SUB   | DESCRIPTION                  | BUDGET                                    | ACTUAL    | %EXP | BUDGET                 | ACTUAL    | %EXP | ENCUMBR. |           |               |
| 60                             |       | Culture/Recreation           |   |           |      |                        |           |      |          |           |               |
| 601                            |       | Library                      |   |           |      |                        |           |      |          |           |               |
|                                | 16    | Library Personal Services    |   |           |      |                        |           |      |          |           |               |
|                                | 16 85 | Salaries                     | 92374                                     | 110150.09 | 119  | 92374                  | 110150.09 | 119  | .00      | 1108499   | 998348.91 10  |
|                                | 16 ** | Library Personal Services    | 92374                                     | 110150.09 | 119  | 92374                  | 110150.09 | 119  | .00      | 1108499   | 998348.91 10  |
|                                | 18    | Other Personal Services      |   |           |      |                        |           |      |          |           |               |
|                                | 18 05 | Overtime Civilian            | 83  | 31.43     | 38   | 83                     | 31.43     | 38   | .00      | 1000      | 968.57 3      |
|                                | 18 ** | Other Personal Services      | 83  | 31.43     | 38   | 83                     | 31.43     | 38   | .00      | 1000      | 968.57 3      |
|                                | 19    | Employee Benefits            |   |           |      |                        |           |      |          |           |               |
|                                | 19 05 | Medical Insurance            | 12778                                     | 12778.92  | 100  | 12778                  | 12778.92  | 100  | .00      | 153347    | 140568.08 8   |
|                                | 19 10 | IMRF                         | 11686                                     | 12112.77  | 104  | 11686                  | 12112.77  | 104  | .00      | 140241    | 128128.23 9   |
|                                | 19 11 | Social Security              | 5732                                      | 6857.56   | 120  | 5732                   | 6857.56   | 120  | .00      | 68789     | 61931.44 10   |
|                                | 19 12 | Medicare                     | 1340                                      | 1603.73   | 120  | 1340                   | 1603.73   | 120  | .00      | 16088     | 14484.27 10   |
|                                | 19 ** | Employee Benefits            | 31536                                     | 33352.98  | 106  | 31536                  | 33352.98  | 106  | .00      | 378465    | 345112.02 9   |
|                                | 22    | Other Contractual Service    |   |           |      |                        |           |      |          |           |               |
|                                | 22 02 | Dues                         | 208                                       | 610.00    | 293  | 208                    | 610.00    | 293  | .00      | 2500      | 1890.00 24    |
|                                | 22 03 | Training                     | 275                                       | .00       | 0    | 275                    | .00       | 0    | .00      | 3300      | 3300.00 0     |
|                                | 22 18 | Contr Programs & Exhibits    | 480                                       | 360.00    | 75   | 480                    | 360.00    | 75   | .00      | 5760      | 5400.00 6     |
|                                | 22 ** | Other Contractual Service    | 963                                       | 970.00    | 101  | 963                    | 970.00    | 101  | .00      | 11560     | 10590.00 8    |
|                                | 30    | General Supplies             |   |           |      |                        |           |      |          |           |               |
|                                | 30 05 | Office Supplies & Equip      | 157                                       | 130.84    | 83   | 157                    | 130.84    | 83   | .00      | 1888      | 1757.16 7     |
|                                | 30 ** | General Supplies             | 157                                       | 130.84    | 83   | 157                    | 130.84    | 83   | .00      | 1888      | 1757.16 7     |
|                                | 32    | Library Supplies             |   |           |      |                        |           |      |          |           |               |
|                                | 32 01 | Program Supplies             | 162                                       | 28.51     | 18   | 162                    | 28.51     | 18   | .00      | 1950      | 1921.49 2     |
|                                | 32 90 | Circulation Supplies         | 174                                       | 36.98     | 21   | 174                    | 36.98     | 21   | .00      | 2095      | 2058.02 2     |
|                                | 32 ** | Library Supplies             | 336                                       | 65.49     | 20   | 336                    | 65.49     | 20   | .00      | 4045      | 3979.51 2     |
| 601                            | ** ** | Library                      | 125449                                    | 144700.83 | 115  | 125449                 | 144700.83 | 115  | .00      | 1505457   | 1360756.17 10 |
| 60                             | ** ** | Culture/Recreation           | 125449                                    | 144700.83 | 115  | 125449                 | 144700.83 | 115  | .00      | 1505457   | 1360756.17 10 |
| DIV                            | 6410  | TOTAL *****<br>Info Services | 125449                                    | 144700.83 | 115  | 125449                 | 144700.83 | 115  | .00      | 1505457   | 1360756.17 10 |

| FUND 291 Memorial Library Fund |         | DEPT/DIV 6420 User Services/Customer Services |        |           |                        |        |           | ANNUAL | UNENCUMB. | %       |            |      |
|--------------------------------|---------|---|--------|-----------|------------------------|--------|-----------|--------|-----------|---------|------------|------|
| BA ELE OBJ                     | ACCOUNT | *****CURRENT*****                             |        |           | *****YEAR-TO-DATE***** |        |           | BUDGET | BALANCE   | BDGT    |            |      |
| SUB                            | SUB     | DESCRIPTION                                   | BUDGET | ACTUAL    | %EXP                   | BUDGET | ACTUAL    | %EXP   | ENCUMBR.  | BUDGET  | BALANCE    | BDGT |
| 60                             |         | Culture/Recreation                            |        |           |                        |        |           |        |           |         |            |      |
| 601                            |         | Library                                       |        |           |                        |        |           |        |           |         |            |      |
| 16                             |         | Library Personal Services                     |        |           |                        |        |           |        |           |         |            |      |
| 16 85                          |         | Salaries                                      | 118818 | 151323.96 | 127                    | 118818 | 151323.96 | 127    | .00       | 1425818 | 1274494.04 | 11   |
| 16 **                          |         | Library Personal Services                     | 118818 | 151323.96 | 127                    | 118818 | 151323.96 | 127    | .00       | 1425818 | 1274494.04 | 11   |
| 18                             |         | Other Personal Services                       |        |           |                        |        |           |        |           |         |            |      |
| 18 05                          |         | Overtime Civilian                             | 83     | 12.28     | 15                     | 83     | 12.28     | 15     | .00       | 1000    | 987.72     | 1    |
| 18 **                          |         | Other Personal Services                       | 83     | 12.28     | 15                     | 83     | 12.28     | 15     | .00       | 1000    | 987.72     | 1    |
| 19                             |         | Employee Benefits                             |        |           |                        |        |           |        |           |         |            |      |
| 19 05                          |         | Medical Insurance                             | 10071  | 10071.08  | 100                    | 10071  | 10071.08  | 100    | .00       | 120853  | 110781.92  | 8    |
| 19 10                          |         | IMRF  | 15029  | 15013.92  | 100                    | 15029  | 15013.92  | 100    | .00       | 180350  | 165336.08  | 8    |
| 19 11                          |         | Social Security                               | 7371   | 9337.23   | 127                    | 7371   | 9337.23   | 127    | .00       | 88462   | 79124.77   | 11   |
| 19 12                          |         | Medicare                                      | 1724   | 2183.65   | 127                    | 1724   | 2183.65   | 127    | .00       | 20689   | 18505.35   | 11   |
| 19 **                          |         | Employee Benefits                             | 34195  | 36605.88  | 107                    | 34195  | 36605.88  | 107    | .00       | 410354  | 373748.12  | 9    |
| 21                             |         | Property Services                             |        |           |                        |        |           |        |           |         |            |      |
| 21 65                          |         | Other Services                                | 292    | 161.10    | 55                     | 292    | 161.10    | 55     | .00       | 3513    | 3351.90    | 5    |
| 21 **                          |         | Property Services                             | 292    | 161.10    | 55                     | 292    | 161.10    | 55     | .00       | 3513    | 3351.90    | 5    |
| 22                             |         | Other Contractual Service                     |        |           |                        |        |           |        |           |         |            |      |
| 22 02                          |         | Dues  | 122    | .00       | 0                      | 122    | .00       | 0      | .00       | 1465    | 1465.00    | 0    |
| 22 03                          |         | Training                                      | 231    | 86.89     | 38                     | 231    | 86.89     | 38     | .00       | 2773    | 2686.11    | 3    |
| 22 **                          |         | Other Contractual Service                     | 353    | 86.89     | 25                     | 353    | 86.89     | 25     | .00       | 4238    | 4151.11    | 2    |
| 30                             |         | General Supplies                              |        |           |                        |        |           |        |           |         |            |      |
| 30 05                          |         | Office Supplies & Equip                       | 169    | 248.39    | 147                    | 169    | 248.39    | 147    | .00       | 2033    | 1784.61    | 12   |
| 30 **                          |         | General Supplies                              | 169    | 248.39    | 147                    | 169    | 248.39    | 147    | .00       | 2033    | 1784.61    | 12   |
| 32                             |         | Library Supplies                              |        |           |                        |        |           |        |           |         |            |      |
| 32 01                          |         | Program Supplies                              | 83     | .00       | 0                      | 83     | .00       | 0      | .00       | 1000    | 1000.00    | 0    |
| 32 90                          |         | Circulation Supplies                          | 714    | 123.32    | 17                     | 714    | 123.32    | 17     | .00       | 8574    | 8450.68    | 1    |
| 32 **                          |         | Library Supplies                              | 797    | 123.32    | 16                     | 797    | 123.32    | 16     | .00       | 9574    | 9450.68    | 1    |
| 601 ** **                      |         | Library                                       | 154707 | 188561.82 | 122                    | 154707 | 188561.82 | 122    | .00       | 1856530 | 1667968.18 | 10   |
| 60 ** **                       |         | Culture/Recreation                            | 154707 | 188561.82 | 122                    | 154707 | 188561.82 | 122    | .00       | 1856530 | 1667968.18 | 10   |
| DIV 6420                       |         | TOTAL *****<br>Customer Services              | 154707 | 188561.82 | 122                    | 154707 | 188561.82 | 122    | .00       | 1856530 | 1667968.18 | 10   |



| FUND 291 Memorial Library Fund |       |                                    | DEPT/DIV 6430 User Services/Accessible Services |          |      |                        |          |      | ANNUAL   | UNENCUMB. | %            |
|--------------------------------|-------|------------------------------------|---|----------|------|------------------------|----------|------|----------|-----------|--------------|
| BA                             | ELE   | OBJ                                | *****CURRENT*****                               |          |      | *****YEAR-TO-DATE***** |          |      | BUDGET   | BALANCE   | BDGT         |
| SUB                            | SUB   | DESCRIPTION                        | BUDGET  | ACTUAL   | %EXP | BUDGET                 | ACTUAL   | %EXP | ENCUMBR. |           |              |
| 60                             |       | Culture/Recreation                 |   |          |      |                        |          |      |          |           |              |
| 601                            |       | Library                            |   |          |      |                        |          |      |          |           |              |
|                                | 16    | Library Personal Services          |   |          |      |                        |          |      |          |           |              |
|                                | 16 85 | Salaries                           | 19045   | 24880.03 | 131  | 19045                  | 24880.03 | 131  | .00      | 228551    | 203670.97 11 |
|                                | 16 ** | Library Personal Services          | 19045   | 24880.03 | 131  | 19045                  | 24880.03 | 131  | .00      | 228551    | 203670.97 11 |
|                                | 19    | Employee Benefits                  |   |          |      |                        |          |      |          |           |              |
|                                | 19 05 | Medical Insurance                  | 973   | 973.42   | 100  | 973                    | 973.42   | 100  | .00      | 11681     | 10707.58 8   |
|                                | 19 10 | IMRF                               | 2362  | 2973.66  | 126  | 2362                   | 2973.66  | 126  | .00      | 28344     | 25370.34 11  |
|                                | 19 11 | Social Security                    | 1180  | 1471.14  | 125  | 1180                   | 1471.14  | 125  | .00      | 14170     | 12698.86 10  |
|                                | 19 12 | Medicare                           | 276   | 344.05   | 125  | 276                    | 344.05   | 125  | .00      | 3314      | 2969.95 10   |
|                                | 19 ** | Employee Benefits                  | 4791  | 5762.27  | 120  | 4791                   | 5762.27  | 120  | .00      | 57509     | 51746.73 10  |
|                                | 22    | Other Contractual Service          |   |          |      |                        |          |      |          |           |              |
|                                | 22 02 | Dues                               | 43  | .00      | 0    | 43                     | .00      | 0    | .00      | 518       | 518.00 0     |
|                                | 22 03 | Training                           | 102   | .00      | 0    | 102                    | .00      | 0    | .00      | 1230      | 1230.00 0    |
|                                | 22 18 | Contr Programs & Exhibits          | 799   | 1835.00  | 230  | 799                    | 1835.00  | 230  | .00      | 9590      | 7755.00 19   |
|                                | 22 ** | Other Contractual Service          | 944   | 1835.00  | 194  | 944                    | 1835.00  | 194  | .00      | 11338     | 9503.00 16   |
|                                | 30    | General Supplies                   |   |          |      |                        |          |      |          |           |              |
|                                | 30 05 | Office Supplies & Equip            | 41  | .00      | 0    | 41                     | .00      | 0    | .00      | 500       | 500.00 0     |
|                                | 30 ** | General Supplies                   | 41  | .00      | 0    | 41                     | .00      | 0    | .00      | 500       | 500.00 0     |
|                                | 32    | Library Supplies                   |   |          |      |                        |          |      |          |           |              |
|                                | 32 01 | Program Supplies                   | 151   | .00      | 0    | 151                    | .00      | 0    | .00      | 1820      | 1820.00 0    |
|                                | 32 02 | Program Events                     | 50  | .00      | 0    | 50                     | .00      | 0    | .00      | 600       | 600.00 0     |
|                                | 32 90 | Circulation Supplies               | 87  | .00      | 0    | 87                     | .00      | 0    | .00      | 1050      | 1050.00 0    |
|                                | 32 ** | Library Supplies                   | 288   | .00      | 0    | 288                    | .00      | 0    | .00      | 3470      | 3470.00 0    |
| 601                            | ** ** | Library                            | 25109   | 32477.30 | 129  | 25109                  | 32477.30 | 129  | .00      | 301368    | 268890.70 11 |
| 60                             | ** ** | Culture/Recreation                 | 25109   | 32477.30 | 129  | 25109                  | 32477.30 | 129  | .00      | 301368    | 268890.70 11 |
| DIV                            | 6430  | TOTAL *****<br>Accessible Services | 25109   | 32477.30 | 129  | 25109                  | 32477.30 | 129  | .00      | 301368    | 268890.70 11 |

| FUND 291 Memorial Library Fund |       |                                      | DEPT/DIV 6440 User Services/Programs and Exhibits |          |      |                        |          |      | ENCUMBR. | ANNUAL BUDGET | UNENCUMB. BALANCE | % BDGT |
|--------------------------------|-------|--------------------------------------|---|----------|------|------------------------|----------|------|----------|---------------|-------------------|--------|
| BA                             | ELE   | OBJ                                  | *****CURRENT*****                                 |          |      | *****YEAR-TO-DATE***** |          |      |          |               |                   |        |
| SUB                            | SUB   | DESCRIPTION                          | BUDGET  | ACTUAL   | %EXP | BUDGET                 | ACTUAL   | %EXP |          |               |                   |        |
| 60                             |       | Culture/Recreation                   |   |          |      |                        |          |      |          |               |                   |        |
| 601                            |       | Library                              |   |          |      |                        |          |      |          |               |                   |        |
|                                | 16    | Library Personal Services            |   |          |      |                        |          |      |          |               |                   |        |
|                                | 16 85 | Salaries                             | 22074   | 26030.98 | 118  | 22074                  | 26030.98 | 118  | .00      | 264889        | 238858.02         | 10     |
|                                | 16 ** | Library Personal Services            | 22074   | 26030.98 | 118  | 22074                  | 26030.98 | 118  | .00      | 264889        | 238858.02         | 10     |
|                                | 18    | Other Personal Services              |   |          |      |                        |          |      |          |               |                   |        |
|                                | 18 05 | Overtime Civilian                    | 16  | 15.09    | 94   | 16                     | 15.09    | 94   | .00      | 200           | 184.91            | 8      |
|                                | 18 ** | Other Personal Services              | 16  | 15.09    | 94   | 16                     | 15.09    | 94   | .00      | 200           | 184.91            | 8      |
|                                | 19    | Employee Benefits                    |   |          |      |                        |          |      |          |               |                   |        |
|                                | 19 05 | Medical Insurance                    | 4984  | 4984.08  | 100  | 4984                   | 4984.08  | 100  | .00      | 59809         | 54824.92          | 8      |
|                                | 19 10 | IMRF                                 | 2792  | 3292.21  | 118  | 2792                   | 3292.21  | 118  | .00      | 33507         | 30214.79          | 10     |
|                                | 19 11 | Social Security                      | 1369  | 1548.23  | 113  | 1369                   | 1548.23  | 113  | .00      | 16435         | 14886.77          | 9      |
|                                | 19 12 | Medicare                             | 320   | 362.09   | 113  | 320                    | 362.09   | 113  | .00      | 3844          | 3481.91           | 9      |
|                                | 19 ** | Employee Benefits                    | 9465  | 10186.61 | 108  | 9465                   | 10186.61 | 108  | .00      | 113595        | 103408.39         | 9      |
|                                | 22    | Other Contractual Service            |   |          |      |                        |          |      |          |               |                   |        |
|                                | 22 02 | Dues                                 | 112   | 90.00    | 80   | 112                    | 90.00    | 80   | .00      | 1353          | 1263.00           | 7      |
|                                | 22 03 | Training                             | 117   | 20.35    | 17   | 117                    | 20.35    | 17   | .00      | 1414          | 1393.65           | 1      |
|                                | 22 18 | Contr Programs & Exhibits            | 11256   | 10297.46 | 92   | 11256                  | 10297.46 | 92   | .00      | 135077        | 124779.54         | 8      |
|                                | 22 ** | Other Contractual Service            | 11485   | 10407.81 | 91   | 11485                  | 10407.81 | 91   | .00      | 137844        | 127436.19         | 8      |
|                                | 32    | Library Supplies                     |   |          |      |                        |          |      |          |               |                   |        |
|                                | 32 02 | Program Events                       | 1671  | 2928.52  | 175  | 1671                   | 2928.52  | 175  | .00      | 20058         | 17129.48          | 15     |
|                                | 32 ** | Library Supplies                     | 1671  | 2928.52  | 175  | 1671                   | 2928.52  | 175  | .00      | 20058         | 17129.48          | 15     |
| 601                            | ** ** | Library                              | 44711   | 49569.01 | 111  | 44711                  | 49569.01 | 111  | .00      | 536586        | 487016.99         | 9      |
| 60                             | ** ** | Culture/Recreation                   | 44711   | 49569.01 | 111  | 44711                  | 49569.01 | 111  | .00      | 536586        | 487016.99         | 9      |
| DIV                            | 6440  | TOTAL *****<br>Programs and Exhibits | 44711   | 49569.01 | 111  | 44711                  | 49569.01 | 111  | .00      | 536586        | 487016.99         | 9      |

| FUND 291 Memorial Library Fund |       |                                 | DEPT/DIV 6450 User Services/Digital Services |           |      |                        |           |      | ENCUMBR. | ANNUAL BUDGET | UNENCUMB. BALANCE | % BDGT |
|--------------------------------|-------|---------------------------------|--|-----------|------|------------------------|-----------|------|----------|---------------|-------------------|--------|
| BA                             | ELE   | OBJ                             | *****CURRENT*****                            |           |      | *****YEAR-TO-DATE***** |           |      |          |               |                   |        |
| SUB                            | SUB   | DESCRIPTION                     | BUDGET                                       | ACTUAL    | %EXP | BUDGET                 | ACTUAL    | %EXP |          |               |                   |        |
| 60                             |       | Culture/Recreation              |  |           |      |                        |           |      |          |               |                   |        |
| 601                            |       | Library                         |  |           |      |                        |           |      |          |               |                   |        |
|                                | 16    | Library Personal Services       |  |           |      |                        |           |      |          |               |                   |        |
|                                | 16 85 | Salaries                        | 44114  | 60665.46  | 138  | 44114                  | 60665.46  | 138  | .00      | 529376        | 468710.54         | 12     |
|                                | 16 ** | Library Personal Services       | 44114  | 60665.46  | 138  | 44114                  | 60665.46  | 138  | .00      | 529376        | 468710.54         | 12     |
|                                | 19    | Employee Benefits               |  |           |      |                        |           |      |          |               |                   |        |
|                                | 19 05 | Medical Insurance               | 4635   | 4635.58   | 100  | 4635                   | 4635.58   | 100  | .00      | 55627         | 50991.42          | 8      |
|                                | 19 10 | IMRF                            | 5576   | 7047.92   | 126  | 5576                   | 7047.92   | 126  | .00      | 66913         | 59865.08          | 11     |
|                                | 19 11 | Social Security                 | 2735   | 3502.29   | 128  | 2735                   | 3502.29   | 128  | .00      | 32821         | 29318.71          | 11     |
|                                | 19 12 | Medicare                        | 639  | 819.13    | 128  | 639                    | 819.13    | 128  | .00      | 7676          | 6856.87           | 11     |
|                                | 19 ** | Employee Benefits               | 13585  | 16004.92  | 118  | 13585                  | 16004.92  | 118  | .00      | 163037        | 147032.08         | 10     |
|                                | 22    | Other Contractual Service       |  |           |      |                        |           |      |          |               |                   |        |
|                                | 22 02 | Dues                            | 155  | 753.00    | 486  | 155                    | 753.00    | 486  | .00      | 1863          | 1110.00           | 40     |
|                                | 22 03 | Training                        | 41   | .00       | 0    | 41                     | .00       | 0    | .00      | 500           | 500.00            | 0      |
|                                | 22 42 | Internet Access                 | 210  | .00       | 0    | 210                    | .00       | 0    | .00      | 2520          | 2520.00           | 0      |
|                                | 22 66 | Outside Reference Service       | 240  | .00       | 0    | 240                    | .00       | 0    | .00      | 2887          | 2887.00           | 0      |
|                                | 22 ** | Other Contractual Service       | 646  | 753.00    | 117  | 646                    | 753.00    | 117  | .00      | 7770          | 7017.00           | 10     |
|                                | 30    | General Supplies                |  |           |      |                        |           |      |          |               |                   |        |
|                                | 30 05 | Office Supplies & Equip         | 58   | 107.94    | 186  | 58                     | 107.94    | 186  | .00      | 700           | 592.06            | 15     |
|                                | 30 07 | Supplies Reimb by Patrons       | 58   | .00       | 0    | 58                     | .00       | 0    | .00      | 700           | 700.00            | 0      |
|                                | 30 ** | General Supplies                | 116  | 107.94    | 93   | 116                    | 107.94    | 93   | .00      | 1400          | 1292.06           | 8      |
|                                | 31    | Public Works Supplies           |  |           |      |                        |           |      |          |               |                   |        |
|                                | 31 85 | Small Tools and Equipment       | 550  | 758.22    | 138  | 550                    | 758.22    | 138  | .00      | 6600          | 5841.78           | 12     |
|                                | 31 ** | Public Works Supplies           | 550  | 758.22    | 138  | 550                    | 758.22    | 138  | .00      | 6600          | 5841.78           | 12     |
|                                | 32    | Library Supplies                |  |           |      |                        |           |      |          |               |                   |        |
|                                | 32 01 | Program Supplies                | 62   | 19.98     | 32   | 62                     | 19.98     | 32   | .00      | 750           | 730.02            | 3      |
|                                | 32 78 | Electronic Resources            | 28284  | 158974.29 | 562  | 28284                  | 158974.29 | 562  | .00      | 339411        | 180436.71         | 47     |
|                                | 32 90 | Circulation Supplies            | 131  | 33.90     | 26   | 131                    | 33.90     | 26   | .00      | 1575          | 1541.10           | 2      |
|                                | 32 ** | Library Supplies                | 28477  | 159028.17 | 558  | 28477                  | 159028.17 | 558  | .00      | 341736        | 182707.83         | 47     |
|                                | 50    | Property                        |  |           |      |                        |           |      |          |               |                   |        |
|                                | 50 15 | Other Equipment                 | 40   | .00       | 0    | 40                     | .00       | 0    | .00      | 480           | 480.00            | 0      |
|                                | 50 ** | Property                        | 40   | .00       | 0    | 40                     | .00       | 0    | .00      | 480           | 480.00            | 0      |
| 601                            | ** ** | Library                         | 87528  | 237317.71 | 271  | 87528                  | 237317.71 | 271  | .00      | 1050399       | 813081.29         | 23     |
| 60                             | ** ** | Culture/Recreation              | 87528  | 237317.71 | 271  | 87528                  | 237317.71 | 271  | .00      | 1050399       | 813081.29         | 23     |
| DIV                            | 6450  | TOTAL *****<br>Digital Services | 87528  | 237317.71 | 271  | 87528                  | 237317.71 | 271  | .00      | 1050399       | 813081.29         | 23     |



PREPARED 02/13/2020, 12:10:22  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 8% OF YEAR LAPSED

| FUND 291 Memorial Library Fund |     |                     | DEPT/DIV 6470 User Services/Collection Services |           |      |                        |           |      | ANNUAL   | UNENCUMB. | %             |
|--------------------------------|-----|---------------------|---|-----------|------|------------------------|-----------|------|----------|-----------|---------------|
| BA                             | ELE | OBJ                 | *****CURRENT*****                               |           |      | *****YEAR-TO-DATE***** |           |      | BUDGET   | BALANCE   | BDGT          |
| SUB                            | SUB | DESCRIPTION         | BUDGET  | ACTUAL    | %EXP | BUDGET                 | ACTUAL    | %EXP | ENCUMBR. |           |               |
| 60                             |     | Culture/Recreation  |   |           |      |                        |           |      |          |           |               |
| 601                            |     | Library             |   |           |      |                        |           |      |          |           |               |
|                                |     | Collection Services | 237746  | 328842.22 | 138  | 237746                 | 328842.22 | 138  | .00      | 2853045   | 2524202.78 12 |

| FUND 291 Memorial Library Fund |       |                           | DEPT/DIV 6480 User Services/Belmont Makerspace |         |      |                        |         |      | ENCUMBR. | ANNUAL BUDGET | UNENCUMB. BALANCE | % BDGT |
|--------------------------------|-------|---------------------------|--|---------|------|------------------------|---------|------|----------|---------------|-------------------|--------|
| BA                             | ELE   | OBJ                       | *****CURRENT*****                              |         |      | *****YEAR-TO-DATE***** |         |      |          |               |                   |        |
| SUB                            | SUB   | DESCRIPTION               | BUDGET   | ACTUAL  | %EXP | BUDGET                 | ACTUAL  | %EXP |          |               |                   |        |
| 60                             |       | Culture/Recreation        |  |         |      |                        |         |      |          |               |                   |        |
| 601                            |       | Library                   |  |         |      |                        |         |      |          |               |                   |        |
|                                | 16    | Library Personal Services |  |         |      |                        |         |      |          |               |                   |        |
|                                | 16 85 | Salaries                  | 34525  | .00     | 0    | 34525                  | .00     | 0    | .00      | 414303        | 414303.00         | 0      |
|                                | 16 ** | Library Personal Services | 34525  | .00     | 0    | 34525                  | .00     | 0    | .00      | 414303        | 414303.00         | 0      |
|                                | 18    | Other Personal Services   |  |         |      |                        |         |      |          |               |                   |        |
|                                | 18 05 | Overtime Civilian         | 16   | .00     | 0    | 16                     | .00     | 0    | .00      | 200           | 200.00            | 0      |
|                                | 18 ** | Other Personal Services   | 16   | .00     | 0    | 16                     | .00     | 0    | .00      | 200           | 200.00            | 0      |
|                                | 19    | Employee Benefits         |  |         |      |                        |         |      |          |               |                   |        |
|                                | 19 05 | Medical Insurance         | 2803   | 3378.33 | 121  | 2803                   | 3378.33 | 121  | .00      | 33638         | 30259.67          | 10     |
|                                | 19 10 | IMRF                      | 4366   | .00     | 0    | 4366                   | .00     | 0    | .00      | 52393         | 52393.00          | 0      |
|                                | 19 11 | Social Security           | 2141   | .00     | 0    | 2141                   | .00     | 0    | .00      | 25699         | 25699.00          | 0      |
|                                | 19 12 | Medicare                  | 500  | .00     | 0    | 500                    | .00     | 0    | .00      | 6010          | 6010.00           | 0      |
|                                | 19 ** | Employee Benefits         | 9810   | 3378.33 | 34   | 9810                   | 3378.33 | 34   | .00      | 117740        | 114361.67         | 3      |
|                                | 20    | Prof Technical Services   |  |         |      |                        |         |      |          |               |                   |        |
|                                | 20 05 | Professional Services     | 2041   | .00     | 0    | 2041                   | .00     | 0    | .00      | 24500         | 24500.00          | 0      |
|                                | 20 20 | Legal Services            | 416  | .00     | 0    | 416                    | .00     | 0    | .00      | 5000          | 5000.00           | 0      |
|                                | 20 40 | General Insurance         | 18   | 2575.00 | 4306 | 18                     | 2575.00 | 4306 | .00      | 216           | 2359.00           | -1192  |
|                                | 20 ** | Prof Technical Services   | 2475   | 2575.00 | 104  | 2475                   | 2575.00 | 104  | .00      | 29716         | 27141.00          | 9      |
|                                | 21    | Property Services         |  |         |      |                        |         |      |          |               |                   |        |
|                                | 21 02 | Equipment Maintenance     | 581  | .00     | 0    | 581                    | .00     | 0    | .00      | 6980          | 6980.00           | 0      |
|                                | 21 11 | Building Maintenance      | 2238   | .00     | 0    | 2238                   | .00     | 0    | .00      | 26866         | 26866.00          | 0      |
|                                | 21 36 | Equipment Rental          | 416  | .00     | 0    | 416                    | .00     | 0    | .00      | 5000          | 5000.00           | 0      |
|                                | 21 60 | Water and Sewer Service   | 100  | .00     | 0    | 100                    | .00     | 0    | .00      | 1200          | 1200.00           | 0      |
|                                | 21 65 | Other Services            | 2  | .00     | 0    | 2                      | .00     | 0    | .00      | 30            | 30.00             | 0      |
|                                | 21 ** | Property Services         | 3337   | .00     | 0    | 3337                   | .00     | 0    | .00      | 40076         | 40076.00          | 0      |
|                                | 22    | Other Contractual Service |  |         |      |                        |         |      |          |               |                   |        |
|                                | 22 02 | Dues                      | 131  | .00     | 0    | 131                    | .00     | 0    | .00      | 1575          | 1575.00           | 0      |
|                                | 22 03 | Training                  | 83   | .00     | 0    | 83                     | .00     | 0    | .00      | 1000          | 1000.00           | 0      |
|                                | 22 42 | Internet Access           | 125  | .00     | 0    | 125                    | .00     | 0    | .00      | 1500          | 1500.00           | 0      |
|                                | 22 ** | Other Contractual Service | 339  | .00     | 0    | 339                    | .00     | 0    | .00      | 4075          | 4075.00           | 0      |
|                                | 30    | General Supplies          |  |         |      |                        |         |      |          |               |                   |        |
|                                | 30 05 | Office Supplies & Equip   | 166  | .00     | 0    | 166                    | .00     | 0    | .00      | 2000          | 2000.00           | 0      |
|                                | 30 07 | Supplies Reimb by Patrons | 625  | .00     | 0    | 625                    | .00     | 0    | .00      | 7500          | 7500.00           | 0      |
|                                | 30 51 | Heating Fuel              | 3345   | .00     | 0    | 3345                   | .00     | 0    | .00      | 40140         | 40140.00          | 0      |
|                                | 30 ** | General Supplies          | 4136   | .00     | 0    | 4136                   | .00     | 0    | .00      | 49640         | 49640.00          | 0      |
|                                | 31    | Public Works Supplies     |  |         |      |                        |         |      |          |               |                   |        |
|                                | 31 45 | Janitorial Supplies       | 616  | .00     | 0    | 616                    | .00     | 0    | .00      | 7400          | 7400.00           | 0      |
|                                | 31 85 | Small Tools and Equipment | 1791   | .00     | 0    | 1791                   | .00     | 0    | .00      | 21500         | 21500.00          | 0      |
|                                | 31 ** | Public Works Supplies     | 2407   | .00     | 0    | 2407                   | .00     | 0    | .00      | 28900         | 28900.00          | 0      |

| 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                              |  |            |      |                        |            |        |           |          |             |    |
|                                | 50    | Property                             |  |            |      |                        |            |        |           |          |             |    |
|                                | 50 15 | Other Equipment                      | 4541   | .00        | 0    | 4541                   | .00        | 0      | .00       | 54500    | 54500.00    | 0  |
|                                | 50 ** | Property                             | 4541   | .00        | 0    | 4541                   | .00        | 0      | .00       | 54500    | 54500.00    | 0  |
| 601 ** **                      |       | Library                              | 61586  | 5953.33    | 10   | 61586                  | 5953.33    | 10     | .00       | 739150   | 733196.67   | 1  |
| 60 ** **                       |       | Culture/Recreation                   | 61586  | 5953.33    | 10   | 61586                  | 5953.33    | 10     | .00       | 739150   | 733196.67   | 1  |
| DIV 6480                       |       | TOTAL *****<br>Belmont Makerspace    | 61586  | 5953.33    | 10   | 61586                  | 5953.33    | 10     | .00       | 739150   | 733196.67   | 1  |
| DEPT 64                        |       | TOTAL *****<br>User Services         | 850649   | 1152222.02 | 136  | 850649                 | 1152222.02 | 136    | .00       | 10208366 | 9056143.98  | 11 |
| FUND 291                       |       | TOTAL *****<br>Memorial Library Fund | 1315086  | 1898119.78 | 144  | 1315086                | 1898119.78 | 144    | .00       | 15782154 | 13884034.22 | 12 |
| GRAND                          |       | TOTAL *****                          | 1315086  | 1898119.78 | 144  | 1315086                | 1898119.78 | 144    | .00       | 15782154 | 13884034.22 | 12 |

PREPARED 02/13/2020, 12:10:39  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 8% OF YEAR LAPSED

| FUND 491 Capital Projects-Library |       |                      | DEPT/DIV 6001 Executive Office/Administration |        |      |                        |        |      | ANNUAL   | UNENCUMB. | %        |      |
|-----------------------------------|-------|----------------------|---|--------|------|------------------------|--------|------|----------|-----------|----------|------|
| BA                                | ELE   | OBJ                  | *****CURRENT*****                             |        |      | *****YEAR-TO-DATE***** |        |      | BUDGET   | BALANCE   | BDGT     |      |
| SUB                               | SUB   | DESCRIPTION          | BUDGET  | ACTUAL | %EXP | BUDGET                 | ACTUAL | %EXP | ENCUMBR. | BUDGET    | BALANCE  | BDGT |
| 60                                |       | Culture/Recreation   |   |        |      |                        |        |      |          |           |          |      |
| 601                               |       | Library              |   |        |      |                        |        |      |          |           |          |      |
|                                   | 50    | Property             |   |        |      |                        |        |      |          |           |          |      |
|                                   | 50 55 | Other Capital Outlay | 6666  | .00    | 0    | 6666                   | .00    | 0    | .00      | 80000     | 80000.00 | 0    |
|                                   | 50 ** | Property             | 6666  | .00    | 0    | 6666                   | .00    | 0    | .00      | 80000     | 80000.00 | 0    |
| 601                               | ** ** | Library              | 6666  | .00    | 0    | 6666                   | .00    | 0    | .00      | 80000     | 80000.00 | 0    |
| 60                                | ** ** | Culture/Recreation   | 6666  | .00    | 0    | 6666                   | .00    | 0    | .00      | 80000     | 80000.00 | 0    |
| DIV                               | 6001  | TOTAL *****          |   |        |      |                        |        |      |          |           |          |      |
|                                   |       | Administration       | 6666  | .00    | 0    | 6666                   | .00    | 0    | .00      | 80000     | 80000.00 | 0    |



| FUND 491 Capital Projects-Library |       |                          | DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants |        |      |                        |        |      | ANNUAL   | UNENCUMB. | %          |
|-----------------------------------|-------|--------------------------|---|--------|------|------------------------|--------|------|----------|-----------|------------|
| BA                                | ELE   | OBJ                      | *****CURRENT*****                                       |        |      | *****YEAR-TO-DATE***** |        |      | BUDGET   | BALANCE   | BDGT       |
| SUB                               | SUB   | DESCRIPTION              | BUDGET  | ACTUAL | %EXP | BUDGET                 | ACTUAL | %EXP | ENCUMBR. |           |            |
| 60                                |       | Culture/Recreation       |   |        |      |                        |        |      |          |           |            |
| 601                               |       | Library                  |   |        |      |                        |        |      |          |           |            |
|                                   | 50    | Property                 |   |        |      |                        |        |      |          |           |            |
|                                   | 50 55 | Other Capital Outlay     | 4166  | .00    | 0    | 4166                   | .00    | 0    | .00      | 50000     | 50000.00 0 |
|                                   | 50 ** | Property                 | 4166  | .00    | 0    | 4166                   | .00    | 0    | .00      | 50000     | 50000.00 0 |
| 601                               | ** ** | Library                  | 4166  | .00    | 0    | 4166                   | .00    | 0    | .00      | 50000     | 50000.00 0 |
| 60                                | ** ** | Culture/Recreation       | 4166  | .00    | 0    | 4166                   | .00    | 0    | .00      | 50000     | 50000.00 0 |
| DIV                               | 6004  | TOTAL *****              |   |        |      |                        |        |      |          |           |            |
|                                   |       | Paid by Gifts and Grants | 4166  | .00    | 0    | 4166                   | .00    | 0    | .00      | 50000     | 50000.00 0 |

| FUND 491 Capital Projects-Library |       |                        | DEPT/DIV 6010 Executive Office/Information Technology |        |      |                        |        | ANNUAL | UNENCUMB. | %       |            |
|-----------------------------------|-------|------------------------|---|--------|------|------------------------|--------|--------|-----------|---------|------------|
| BA                                | ELE   | OBJ                    | *****CURRENT*****                                     |        |      | *****YEAR-TO-DATE***** |        |        | BUDGET    | BALANCE | BDGT       |
| SUB                               | SUB   | DESCRIPTION            | BUDGET  | ACTUAL | %EXP | BUDGET                 | ACTUAL | %EXP   | ENCUMBR.  |         |            |
| 60                                |       | Culture/Recreation     |   |        |      |                        |        |        |           |         |            |
| 601                               |       | Library                |   |        |      |                        |        |        |           |         |            |
|                                   | 50    | Property               |   |        |      |                        |        |        |           |         |            |
|                                   | 50 55 | Other Capital Outlay   | 1000  | .00    | 0    | 1000                   | .00    | 0      | .00       | 12000   | 12000.00 0 |
|                                   | 50 ** | Property               | 1000  | .00    | 0    | 1000                   | .00    | 0      | .00       | 12000   | 12000.00 0 |
| 601 ** **                         |       | Library                | 1000  | .00    | 0    | 1000                   | .00    | 0      | .00       | 12000   | 12000.00 0 |
| 60 ** **                          |       | Culture/Recreation     | 1000  | .00    | 0    | 1000                   | .00    | 0      | .00       | 12000   | 12000.00 0 |
| DIV 6010                          |       | TOTAL *****            |   |        |      |                        |        |        |           |         |            |
|                                   |       | Information Technology | 1000  | .00    | 0    | 1000                   | .00    | 0      | .00       | 12000   | 12000.00 0 |

| FUND 491 Capital Projects-Library |       |                                 | DEPT/DIV 6020 Executive Office/Facilities |        |      |                        |        |      | ANNUAL   | UNENCUMB. | %           |
|-----------------------------------|-------|---------------------------------|---|--------|------|------------------------|--------|------|----------|-----------|-------------|
| BA                                | ELE   | OBJ                             | *****CURRENT*****                         |        |      | *****YEAR-TO-DATE***** |        |      | BUDGET   | BALANCE   | BDGT        |
| SUB                               | SUB   | DESCRIPTION                     | BUDGET                                    | ACTUAL | %EXP | BUDGET                 | ACTUAL | %EXP | ENCUMBR. |           |             |
| 60                                |       | Culture/Recreation              |   |        |      |                        |        |      |          |           |             |
| 601                               |       | Library                         |   |        |      |                        |        |      |          |           |             |
|                                   | 50    | Property                        |   |        |      |                        |        |      |          |           |             |
|                                   | 50 15 | Other Equipment                 | 2250                                      | .00    | 0    | 2250                   | .00    | 0    | .00      | 27000     | 27000.00 0  |
|                                   | 50 55 | Other Capital Outlay            | 1250                                      | .00    | 0    | 1250                   | .00    | 0    | .00      | 15000     | 15000.00 0  |
|                                   | 50 ** | Property                        | 3500                                      | .00    | 0    | 3500                   | .00    | 0    | .00      | 42000     | 42000.00 0  |
| 601 ** **                         |       | Library                         | 3500                                      | .00    | 0    | 3500                   | .00    | 0    | .00      | 42000     | 42000.00 0  |
| 60 ** **                          |       | Culture/Recreation              | 3500                                      | .00    | 0    | 3500                   | .00    | 0    | .00      | 42000     | 42000.00 0  |
| DIV 6020                          |       | TOTAL *****<br>Facilities       | 3500                                      | .00    | 0    | 3500                   | .00    | 0    | .00      | 42000     | 42000.00 0  |
| DEPT 60                           |       | TOTAL *****<br>Executive Office | 15332                                     | .00    | 0    | 15332                  | .00    | 0    | .00      | 184000    | 184000.00 0 |

| FUND 491 Capital Projects-Library |       |                          | DEPT/DIV 6480 User Services/Belmont Makerspace |        |      |                        |        |      | ENCUMBR. | ANNUAL BUDGET | UNENCUMB. BALANCE | % BDGT |
|-----------------------------------|-------|--------------------------|--|--------|------|------------------------|--------|------|----------|---------------|-------------------|--------|
| BA                                | ELE   | OBJ                      | *****CURRENT*****                              |        |      | *****YEAR-TO-DATE***** |        |      |          |               |                   |        |
| SUB                               | SUB   | DESCRIPTION              | BUDGET   | ACTUAL | %EXP | BUDGET                 | ACTUAL | %EXP |          |               |                   |        |
| 60                                |       | Culture/Recreation       |  |        |      |                        |        |      |          |               |                   |        |
| 601                               |       | Library                  |  |        |      |                        |        |      |          |               |                   |        |
|                                   | 50    | Property                 |  |        |      |                        |        |      |          |               |                   |        |
|                                   | 50 12 | Computer Equipment       | 3750   | .00    | 0    | 3750                   | .00    | 0    | .00      | 45000         | 45000.00          | 0      |
|                                   | 50 55 | Other Capital Outlay     | 59500  | .00    | 0    | 59500                  | .00    | 0    | .00      | 714000        | 714000.00         | 0      |
|                                   | 50 ** | Property                 | 63250  | .00    | 0    | 63250                  | .00    | 0    | .00      | 759000        | 759000.00         | 0      |
| 601                               | ** ** | Library                  | 63250  | .00    | 0    | 63250                  | .00    | 0    | .00      | 759000        | 759000.00         | 0      |
| 60                                | ** ** | Culture/Recreation       | 63250  | .00    | 0    | 63250                  | .00    | 0    | .00      | 759000        | 759000.00         | 0      |
| DIV                               | 6480  | TOTAL *****              |  |        |      |                        |        |      |          |               |                   |        |
|                                   |       | Belmont Makerspace       | 63250  | .00    | 0    | 63250                  | .00    | 0    | .00      | 759000        | 759000.00         | 0      |
| DEPT                              | 64    | TOTAL *****              |  |        |      |                        |        |      |          |               |                   |        |
|                                   |       | User Services            | 63250  | .00    | 0    | 63250                  | .00    | 0    | .00      | 759000        | 759000.00         | 0      |
| FUND                              | 491   | TOTAL *****              |  |        |      |                        |        |      |          |               |                   |        |
|                                   |       | Capital Projects-Library | 78582  | .00    | 0    | 78582                  | .00    | 0    | .00      | 943000        | 943000.00         | 0      |
| GRAND                             |       | TOTAL *****              | 78582  | .00    | 0    | 78582                  | .00    | 0    | .00      | 943000        | 943000.00         | 0      |



February 18, 2020

(Action Item 5)

ACCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
January 31, 2020

FUND TOTALS

| Fund Number   | Fund Name                       | Fund Total                   |
|---|---------------------------------|------------------------------|
| 291   | General Fund - Library          | \$418,163.15                 |
| 491   | Capital Projects Fund - Library | \$877.39                     |
| <b>Total Disbursements</b>  |                                 | <b><u>\$419,040.54</u></b>   |
| <b>Payrolls Paid</b>  |                                 |                              |
| 1/3/2020  |                                 | \$291,524.54                 |
| 1/17/2020   |                                 | \$313,265.91                 |
| 1/31/2020   |                                 | \$298,476.11                 |
| <b>Total Payroll Disbursements</b>                                    |                                 | <b><u>\$903,266.56</u></b>   |
| <b>Journal Entry Expenditures by Village On Behalf Of the Library</b> |                                 |                              |
| 1/31/2020   | Group Insurance                 | 112,158.17                   |
| 1/31/2020   | IMRF                            | 102,642.86                   |
| 1/31/2020   | Social Security                 | 53,502.83                    |
| 1/31/2020   | Medicare                        | 12,512.64                    |
|   |                                 | <b><u>\$280,816.50</u></b>   |
| <b>Total Disbursed</b>  |                                 | <b><u>\$1,013,122.95</u></b> |

| CHECK                     | PAYEE                             | ACCOUNT            | DESCRIPTION               | AMOUNT    | TOTAL    |
|---------------------------|-----------------------------------|--------------------|---------------------------|-----------|----------|
| /PAYM #                   |                                   |                    |                           |           |          |
| 79874                     | ARLINGTON HTS MEMORIAL LIBRARY    | 291-0000-489.90-00 | OTHER INCOME/REBATE       | 167.31-   | 167.31-  |
| 79915                     | GROUP ADMINISTRATORS              | 291-0000-210.97-00 | FSA MED FEBRUARY          | 3,300.00  |          |
|                           |                                   | 291-0000-210.99-00 | FSA DEP FEBRUARY          | 1,169.23  | 4,469.23 |
| 79965                     | PROQUEST LLC                      | 291-0000-140.05-00 | PREPAID PREEREADER        | 914.33    | 914.33   |
| ***** DIVISION TOTAL **** |                                   |                    |                           |           | 5,216.25 |
| ***** DEPARTMENT TOTAL ** |                                   |                    |                           |           | 5,216.25 |
| DEPARTMENT: 60            | Executive Office                  | DIVISION: 01       |                           |           |          |
| 79864                     | ALBERTSONS/SAFEWAY                | 291-6001-601.22-03 | TRAVEL/TRAINING           | 13.46     | 13.46    |
| 79866                     | AMAZON.COM CREDIT                 | 291-6001-601.30-05 | OFFICE SUPPLIES           | 9.05      |          |
|                           |                                   | 291-6001-601.30-05 | OFFICE SUPPLIES           | 19.45     |          |
|                           |                                   | 291-6001-601.30-05 | OFFICE SUPPLIES           | 11.25     |          |
|                           |                                   | 291-6001-601.30-05 | OFFICE SUPPLIES           | 19.49     |          |
|                           |                                   | 291-6001-601.30-05 | OFFICE SUPPLIES           | 14.24     | 73.48    |
| 79870                     | ARLINGTON HTS CHAMBER OF COMMERCE | 291-6001-601.22-03 | MAYORS PRAYER BREAKFAST   | 120.00    | 120.00   |
| 79871                     | ARLINGTON HTS CHAMBER OF COMMERCE | 291-6001-601.22-03 | 73RD ANNUAL RECOGN&AWARDS | 300.00    | 300.00   |
| 79872                     | ARLINGTON HTS MEMORIAL LIBRARY    | 291-6001-601.22-05 | POSTAGE                   | 5.65      |          |
|                           |                                   | 291-6001-601.30-05 | OFFICE SUPPLIES           | 6.59      |          |
|                           |                                   | 291-6001-601.22-05 | POSTAGE                   | 20.05     |          |
|                           |                                   | 291-6001-601.22-03 | TRAVEL/TRAINING           | 32.00     |          |
|                           |                                   | 291-6001-601.22-05 | POSTAGE                   | 23.11     | 87.40    |
| 79873                     | ARLINGTON HTS MEMORIAL LIBRARY    | 291-6001-601.21-65 | CREDIT F/PREVIOUS FRAUD   | 169.74-   |          |
|                           |                                   | 291-6001-601.21-65 | FRAUD CHARGE, WILL BE REI | 84.99     | 84.75-   |
| 79874                     | ARLINGTON HTS MEMORIAL LIBRARY    | 291-6001-601.22-03 | PLA HOTEL RESERV-S RYAN   | 638.22    |          |
|                           |                                   | 291-6001-601.22-03 | PLA CONF - M DRISKELL     | 130.00-   |          |
|                           |                                   | 291-6001-601.22-70 | EMERGANCY TEXTING SRVS    | 4.95      |          |
|                           |                                   | 291-6001-601.22-70 | EMERGANCY TEXTING SRVS    | 5.99      |          |
|                           |                                   | 291-6001-601.22-70 | EMERGANCY TEXTING SRVS    | 14.00     |          |
|                           |                                   | 291-6001-601.22-03 | ILA LEGISLATIVE BREAKFAST | 180.00    |          |
|                           |                                   | 291-6001-601.30-05 | SLEEVES F/COFFEE CUPS     | 156.60    | 869.76   |
| 79878                     | AT & T                            | 291-6001-601.22-70 | PAST DUE BALANCE 2019     | 4,178.29- |          |
|                           |                                   | 291-6001-601.22-70 | TELE                      | 8,129.09  | 3,950.80 |
| 79883                     | BAKER & TAYLOR                    | 291-6001-601.32-99 | EMPL REIMB PURCHASE       | 37.76     |          |
|                           |                                   | 291-6001-601.32-99 | EMPL REIMB PURCHASE       | 39.92     |          |
|                           |                                   | 291-6001-601.32-99 | EMPL REIMB PURCHASE       | 24.22     | 101.90   |
| 79906                     | FINER LINE                        | 291-6001-601.30-05 | NAME BADGES               | 16.97     |          |

| CHECK                     | PAYEE                              | ACCOUNT  | DESCRIPTION   | AMOUNT   | TOTAL     |
|---------------------------|------------------------------------|--|---|--|-----------|
| /PAYM #                   |                                    |  |   |  | 16.97     |
| 79907                     | FIRST PRESBYTERIAN CHURCH          | 291-6001-601.21-65   | PARKING RENTAL F/1ST QTR  | 750.00   | 750.00    |
| 79915                     | GROUP ADMINISTRATORS               | 291-6001-601.19-53   | FSA FEES FEBRUARY   | 166.25   | 166.25    |
| 79917                     | HITEC GROUP INTERNATIONAL INC      | 291-6001-601.22-70   | TEXTNET TTY SERVS JANUARY   | 49.95  | 49.95     |
| 79921                     | ILA CONFERENCE                     | 291-6001-601.22-03   | TRUSTEE FORUM-SUPPLITT J  | 135.00   | 135.00    |
| 79929                     | INNOVATIVE USERS GROUP             | 291-6001-601.22-03   | IUG CONF REG - S MEYER  | 325.00   | 325.00    |
| 79937                     | KING, REBECCA                      | 291-6001-601.22-03<br>291-6001-601.22-05   | ALA MIDWINTER, JAN, PA<br>POSTAGE   | 205.16<br>44.45  | 249.61    |
| 79942                     | LACONI INC-MEMBERSHIP              | 291-6001-601.22-02   | LACONI DUES - AHML  | 100.00   | 100.00    |
| 79944                     | LIBRARIES OF ILLINOIS RISK AGENCY  | 291-6001-601.20-40   | GENERAL INS.112N.BELMONT  | 50.00  | 50.00     |
| 79957                     | NEOFUNDS                           | 291-6001-601.22-05   | INK FOR POSTAGE MACHINE   | 189.97   | 189.97    |
| 79958                     | NG-HE, CAROL                       | 291-6001-601.22-03   | ARLIS/NA CONF, APRIL, MO  | 135.00   | 135.00    |
| 79960                     | PACIFIC TELEMAGEMENT SERVICES      | 291-6001-601.22-70   | 2ND FLOOR PAYPHONE FEB'20   | 63.00  | 63.00     |
| 79962                     | PEREGRINE STIME NEWMAN RITZMAN &   | 291-6001-601.20-20   | LEGAL SERVS 10/1-12/31/19   | 4,612.50   | 4,612.50  |
| 79964                     | POSTMASTER                         | 291-6001-601.22-05   | POSTAGE F/LIBRARY'S MARCH   | 2,900.00   | 2,900.00  |
| 79966                     | QUILL LLC                          | 291-6001-601.31-85   | COIN SORTER FOR FINANCE   | 166.27   | 166.27    |
| 79991                     | VERIZON WIRELESS                   | 291-6001-601.22-70   | TELEPHONE 12/26-1/25  | 373.42   | 373.42    |
| 79995                     | WAREHOUSE DIRECT                   | 291-6001-601.30-05   | OFFICE SUPPLIES   | 90.20  | 90.20     |
| 79996                     | WAYNE GRIFFIN TRAVEL & CRUISE SRVS | 291-6001-601.22-03<br>291-6001-601.22-03<br>291-6001-601.22-03<br>291-6001-601.22-03<br>291-6001-601.22-03<br>291-6001-601.22-03<br>291-6001-601.22-03<br>291-6001-601.22-03<br>291-6001-601.22-03 | PLA CONF AIRFARE - MEYER<br>PLA CONF AIRFARE-HASTINGS<br>PLA AIRFARE-MIDDENDORF<br>PLA CONF AIRFARE-HARDER<br>PLA CONF AIRFARE-AICHELE<br>PLA CONF AIRFARE-RYAN<br>POINTS OF LIGHT CONF -<br>IUG CONF AIRFARE-BOBIS | 311.79<br>381.80<br>451.80<br>486.80<br>381.80<br>451.80<br>481.80<br>192.96 | 3,140.55  |
| ***** DIVISION TOTAL **** |                                    |  |   |  | 18,945.74 |

COMMUNICATIONS & MARKETING



| CHECK                     | PAYEE                          | ACCOUNT            | DESCRIPTION               | AMOUNT   | TOTAL     |
|---------------------------|--------------------------------|--------------------|---------------------------|----------|-----------|
| /PAYM #                   |                                |                    |                           |          | 59.32     |
| 79874                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6002-601.21-65 | CONSTANT CONTACT MONTHLY  | 320.00   |           |
|                           |                                | 291-6002-601.21-65 | LATER.COM INSTAGRAM SCHE- | 190.00   |           |
|                           |                                | 291-6002-601.21-65 | MEETUP.COM SUBSCRIPTION   | 69.26    |           |
|                           |                                | 291-6002-601.21-65 | BULK MAIL PERMIT MARKE-   | 235.00   |           |
|                           |                                | 291-6002-601.22-10 | BUSINESS CARDS            | 26.19    |           |
|                           |                                | 291-6002-601.22-10 | BUSINESS CARDS            | 28.19    |           |
|                           |                                | 291-6002-601.30-05 | PLASIC SIGN HOLDERS       | 256.26   |           |
|                           |                                | 291-6002-601.30-05 | STOCK ART CREDITS         | 390.00   | 1,514.90  |
| 79877                     | ASI SIGNAGE INNOVATIONS        | 291-6002-601.22-10 | BALANCE DUE, SIGNS        | 5,714.00 | 5,714.00  |
| 79889                     | BLICK ART MATERIALS            | 291-6002-601.30-05 | LOGAN FOAMWERKS FOAM      | 48.80    | 48.80     |
| 79961                     | PAULSON PRESS, INC             | 291-6002-601.22-10 | AHML NEWSLETTER FEBRUARY  | 9,954.00 | 9,954.00  |
| 79975                     | SIGNS BY TOMORROW              | 291-6002-601.31-85 | SHELF TALKERS             | 459.00   |           |
|                           |                                | 291-6002-601.22-10 | VINYL LETTERING           | 69.80    | 528.80    |
| ***** DIVISION TOTAL **** |                                |                    |                           |          | 17,819.82 |

*HUMAN RESOURCES*

| DEPARTMENT:               | PAYEE                          | ACCOUNT            | DESCRIPTION               | AMOUNT   | TOTAL    |
|---------------------------|--------------------------------|--------------------|---------------------------|----------|----------|
| 60                        | Executive Office               | DIVISION: 03       |                           |          |          |
| 79860                     | ACTION WITHOUT BORDERS         | 291-6003-601.22-01 | JOB LISTIONG AD           | 95.00    | 95.00    |
| 79873                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6003-601.40-70 | CREDIT F/TAX CHIPOTLE     | 28.13-   | 28.13-   |
| 79890                     | CAREERBUILDER                  | 291-6003-601.21-65 | EMPLOYMENT/VOLUNTEER SCRE | 410.00   | 410.00   |
| 79918                     | HR SOURCE                      | 291-6003-601.22-03 | PAYMENT F/HR CONF ROJEK G | 445.00   | 445.00   |
| 79934                     | JOHNSON, DOUGLAS A.            | 291-6003-601.22-55 | KEYNOTE SPEAKER F/STAFF   | 1,500.00 | 1,500.00 |
| 79943                     | LANDS END BUSINESS OUTFITTERS  | 291-6003-601.22-55 | C#3002606. BISTRO COOLER  | 2,187.79 | 2,187.79 |
| 79963                     | PINOTTI, JANET                 | 291-6003-601.40-70 | DSSC BOWLING EVENT, 1/30  | 72.00    | 72.00    |
| ***** DIVISION TOTAL **** |                                |                    |                           |          | 4,681.66 |

*GIFTS & GRANTS*

| DEPARTMENT: | PAYEE                          | ACCOUNT            | DESCRIPTION               | AMOUNT | TOTAL  |
|-------------|--------------------------------|--------------------|---------------------------|--------|--------|
| 60          | Executive Office               | DIVISION: 04       |                           |        |        |
| 79866       | AMAZON.COM CREDIT              | 291-6004-601.32-75 | RETURN ITEM - P NOAKES    | 25.43- |        |
|             |                                | 291-6004-601.32-80 | BOOKS - MEM OF J BERTALAN | 14.75  | 10.68- |
| 79867       | AMBIUS (19)                    | 291-6004-601.21-65 | MAINTEN SERVS JANUARY     | 236.97 |        |
|             |                                | 291-6004-601.21-65 | MAINTEN SERVS FEBRUARY    | 236.97 | 473.94 |
| 79874       | ARLINGTON HTS MEMORIAL LIBRARY | 291-6004-601.32-72 | PARK DISTRICT TRIVIA      | 120.00 |        |
|             |                                | 291-6004-601.20-05 | PROLITERACY DUES 2020     | 219.00 |        |

| CHECK                     | PAYEE                            | ACCOUNT            | DESCRIPTION               | AMOUNT   | TOTAL    |
|---------------------------|----------------------------------|--------------------|---------------------------|----------|----------|
| /PAYM #                   |                                  |                    |                           |          |          |
|                           |                                  | 291-6004-601.22-18 | STANCHION RENTAL FOR HP   | 449.20   |          |
|                           |                                  | 291-6004-601.22-18 | HP BOOK NIGHT TRIWIZARD   | 27.23    |          |
|                           |                                  | 291-6004-601.22-18 | HP BOOK NIGHT PRIZES TAX  | 1.35-    |          |
|                           |                                  | 291-6004-601.22-18 | HP BOOK NIGHT PRIZES      | 38.43    |          |
|                           |                                  | 291-6004-601.22-18 | HP BOOK NIGHT PRIZES      | 55.78    | 908.29   |
| 79875                     | ARLINGTON HTS SCHOOL DISTRICT 25 | 291-6004-601.22-18 | TRANSPORTATION F/YOUTH    | 256.66   | 256.66   |
| 79883                     | BAKER & TAYLOR                   | 291-6004-601.32-80 | BOOKS                     | 34.32    | 34.32    |
| 79887                     | BENSON, RAYMOND                  | 291-6004-601.22-18 | MOVIE CLUB, 3/12          | 350.00   | 350.00   |
| 79901                     | DISCOUNT SCHOOL SUPPLY           | 291-6004-601.22-18 | HP BOOK NIGHT CRAFT SUPPL | 215.05   | 215.05   |
| 79912                     | GIRE, DANN                       | 291-6004-601.22-18 | MOVIE CLUB, 3/12          | 350.00   | 350.00   |
| 79930                     | INTERNET ARCHIVE                 | 291-6004-601.21-65 | DIGITIZATION OF ARLINGTON | 2,331.00 | 2,331.00 |
| 79935                     | JUBAL MUSIC, LLC                 | 291-6004-601.22-18 | SUNDAY MUSICALE:SAPPHIRE  | 650.00   | 650.00   |
| 79940                     | KRIVORUK, ANNA                   | 291-6004-601.22-18 | HARRY POTTER BOOK NIGHT   | 150.00   | 150.00   |
| 79943                     | LANDS END BUSINESS OUTFITTERS    | 291-6004-601.32-72 | C#3002606. BISTRO COOLER  | 1,823.16 | 1,823.16 |
| 79983                     | TESOL INTERNATIONAL ASSOCIATION  | 291-6004-601.20-05 | TESOL CONVENTION-GOURLEY  | 370.00   | 370.00   |
| 79985                     | TINAGLIA, JOSEPH                 | 291-6004-601.22-18 | HARRY POTTER BOOK NIGHT   | 150.00   | 150.00   |
| ***** DIVISION TOTAL **** |                                  |                    |                           |          | 8,051.74 |

INFORMATION TECHNOLOGY

DEPARTMENT: 60 Executive Office  
 79866 AMAZON.COM CREDIT

DIVISION: 10

|                    |                                |                    |                           |        |       |
|--------------------|--------------------------------|--------------------|---------------------------|--------|-------|
| 291-6010-601.30-30 | SAMSUNG TONER                  | 82.49              |                           |        |       |
| 291-6010-601.30-30 | SAMSUNG TONER                  | 854.45             |                           |        |       |
| 291-6010-601.31-85 | BLUETOOTH ADAPTER              | 13.98              |                           |        |       |
| 291-6010-601.31-85 | WALL MOUNT FOR TV              | 59.99              |                           |        |       |
| 291-6010-601.30-05 | BATTERIES FOR IT               | 80.97              |                           |        |       |
| 291-6010-601.31-85 | CABLES FOR IT                  | 45.91              |                           |        |       |
| 291-6010-601.30-05 | VHB TAPE FOR COMPUTER          | 5.70               |                           |        |       |
| 291-6010-601.31-85 | FAN FOR BOOKMOBILE             | 43.99              | 1,187.48                  |        |       |
| 79872              | ARLINGTON HTS MEMORIAL LIBRARY | 291-6010-601.22-03 | TRAVEL/TRAINING           | 50.00  | 50.00 |
| 79874              | ARLINGTON HTS MEMORIAL LIBRARY | 291-6010-601.20-05 | PAYPAL PAYFLOW PRO MONTHL | 54.10  |       |
|                    |                                | 291-6010-601.22-42 | COMCAST PUBLIC INTERNET   | 346.85 |       |
|                    |                                | 291-6010-601.30-32 | YOUTUBE PREMIUM SUBSCR    | 11.99  |       |
|                    |                                | 291-6010-601.30-32 | SENSOURCE - DOOR COUNTER  | 900.00 |       |
|                    |                                | 291-6010-601.30-32 | GITHUB MONTHLY SUBSCRIPT  | 25.00  |       |
|                    |                                | 291-6010-601.30-32 | REPLACEMENT SERVER HARD   | 132.00 |       |
|                    |                                | 291-6010-601.30-32 | OFFICE 365 MONTHLY SUBSCR | 239.20 |       |

| CHECK                     | PAYEE                              | ACCOUNT            | DESCRIPTION               | AMOUNT     | TOTAL      |
|---------------------------|------------------------------------|--------------------|---------------------------|------------|------------|
| /PAYM #                   |                                    |                    |                           |            |            |
|                           |                                    | 291-6010-601.30-32 | TRELLO MONTHLY SUBSCR     | 35.00      |            |
|                           |                                    | 291-6010-601.30-32 | AMAZON FREETIME SUBSCRIP  | 4.99       |            |
|                           |                                    | 291-6010-601.30-32 | SURVEY MONKEY ANNUAL SUBS | 408.00     |            |
|                           |                                    | 291-6010-601.30-32 | GOOGLE GSUITE MONTHLY SUB | 31.92      |            |
|                           |                                    | 291-6010-601.30-32 | SPOTIFY MONTHLY SUBSCRIP  | 14.99      |            |
|                           |                                    | 291-6010-601.30-32 | RIDDLE.COM MONTHLY SUBSCR | 49.00      |            |
|                           |                                    | 291-6010-601.31-85 | PORTABLE BLUE-RAY PLAYER  | 154.95     |            |
|                           |                                    | 291-6010-601.31-85 | IPOD TOUCH F/KIDS WORLD   | 12.44      |            |
|                           |                                    | 291-6010-601.31-85 | IPOD TOUCH F/KIDS WORLD   | 211.44     | 2,606.99   |
| 79879                     | AT&T MOBILITY                      | 291-6010-601.22-42 | INTERNET ACCESS 12/28-1/  | 138.69     | 138.69     |
| 79880                     | B & H PHOTO VIDEO                  | 291-6010-601.50-12 | PROJECTOR BULBS HENDRICK- | 789.99     |            |
|                           |                                    | 291-6010-601.30-30 | EPSON INK FOR GRAPHICS    | 988.00     |            |
|                           |                                    | 291-6010-601.30-30 | TONER & INK FOR IT        | 620.98     |            |
|                           |                                    | 291-6010-601.32-32 | TOAST TITANIUM CD/DVD     | 299.95     | 2,698.92   |
| 79893                     | COMCAST                            | 291-6010-601.22-42 | BUSINESS CABLE FUBRUARY   | 21.07      | 21.07      |
| 79903                     | ENCOMIUM PUBLICATIONS              | 291-6010-601.30-32 | ENGLISH DISCOVERIES 8     | 1,000.00   | 1,000.00   |
| 79905                     | FARONICS TECHNOLOGIES USA INC      | 291-6010-601.30-32 | DEEP FREEZE KIT NA MAINT  | 1,554.00   | 1,554.00   |
| 79924                     | IMAGE SYSTEMS & BUSINESS SOLUTIONS | 291-6010-601.21-02 | EQUIPM MAINTEN            | 1,121.63   | 1,121.63   |
| 79925                     | IMPACT NETWORKING LLC              | 291-6010-601.21-02 | EQUIPM MAINTEN            | 295.78     |            |
|                           |                                    | 291-6010-601.21-02 | EQUIPM MAINTEN            | 243.66     |            |
|                           |                                    | 291-6010-601.21-02 | EQUIPM MAINTEN            | 363.91     |            |
|                           |                                    | 291-6010-601.21-02 | EQUIPM MAINTEN            | 394.16     |            |
|                           |                                    | 291-6010-601.21-02 | EQUIPM MAINTEN            | 2,092.30   | 3,389.81   |
| 79927                     | INNOVATIVE INTERFACES INC          | 291-6010-601.30-32 | RESOURCE SHARING 2020     | 30,363.45  |            |
|                           |                                    | 291-6010-601.21-02 | SIERRA MAINTEN RENEWAL'20 | 118,619.03 | 148,982.48 |
| 79928                     | INNOVATIVE INTERFACES INC          | 291-6010-601.32-32 | DATA INDEXING             | 2,400.00   | 2,400.00   |
| 79955                     | MNJ TECHNOLOGIES DIRECT INC        | 291-6010-601.21-02 | BARRACUDA 660 RENEWALS    | 2,281.68   |            |
|                           |                                    | 291-6010-601.30-32 | BARRACUDA 660 & 490 RENEW | 3,733.20   | 6,014.88   |
| 79984                     | TIMECLOCK PLUS                     | 291-6010-601.30-32 | LICENSES RENEWAL FEB'20-  | 4,560.00   | 4,560.00   |
| 79986                     | TODAYS BUSINESS SOLUTIONS          | 291-6010-601.20-05 | FAX PROGRAM 4TH QTR 2019  | 694.56     | 694.56     |
| 80000                     | WOW BUSINESS                       | 291-6010-601.22-42 | INTERNET ACCESS 1/13-2/12 | 1,458.32   |            |
|                           |                                    | 291-6010-601.22-42 | INTERNET ACCESS 1/19-2/18 | 121.98     | 1,580.30   |
| ***** DIVISION TOTAL **** |                                    |                    |                           |            | 178,000.81 |

FACILITIES

*FACILITIES*

| CHECK   | PAYEE                               | ACCOUNT            | DESCRIPTION               | AMOUNT   | TOTAL    |
|---------|-------------------------------------|--------------------|---------------------------|----------|----------|
| /PAYM # |                                     |                    |                           |          |          |
| 79861   | ADVANCE AUTO PARTS                  | 291-6020-601.21-02 | BATTERY TERMINAL          | 8.48     |          |
|         |                                     | 291-6020-601.21-02 | BATTERY                   | 122.98   | 131.46   |
| 79862   | ADVANCED DISPOSAL SERVICES          | 291-6020-601.21-11 | STANDARD SERVS JANUARY    | 3,276.75 |          |
|         |                                     | 291-6020-601.21-11 | DUMPSTER SERVS CHARGE     | 10.95    | 3,287.70 |
| 79865   | ALTORFER INDUSTRIES INC             | 291-6020-601.21-02 | GENERATOR MAINTEN         | 970.77   | 970.77   |
| 79866   | AMAZON.COM CREDIT                   | 291-6020-601.21-11 | OCCUPANCY INDICATORS      | 38.56    |          |
|         |                                     | 291-6020-601.21-11 | OCCUPANCY INDICATORS      | 77.12-   |          |
|         |                                     | 291-6020-601.31-45 | JANITORIAL SUPPLIES       | 30.66    | 7.90-    |
| 79868   | ANDERSON PEST SOLUTIONS             | 291-6020-601.21-11 | REGULAR SERVS JANUARY     | 89.00    | 89.00    |
| 79869   | AQUARIUM ADVENTURE                  | 291-6020-601.21-02 | EQUIP MAINTEN JANUARY     | 200.00   | 200.00   |
| 79872   | ARLINGTON HTS MEMORIAL LIBRARY      | 291-6020-601.21-11 | BLDG MAINTEN              | 33.96    | 33.96    |
| 79874   | ARLINGTON HTS MEMORIAL LIBRARY      | 291-6020-601.21-11 | CYLINDERS FOR HUMIDIFIERS | 1,270.80 |          |
|         |                                     | 291-6020-601.21-11 | LIGHTBULBS                | 24.77    | 1,295.57 |
| 79876   | ARLINGTON POWER EQUIPMENT           | 291-6020-601.21-02 | NEW BRUSH ASSEMBLY F/SNOW | 1,494.36 | 1,494.36 |
| 79881   | BADE SUPPLY                         | 291-6020-601.31-45 | JANITORIAL SUPPLIES       | 120.30   |          |
|         |                                     | 291-6020-601.31-45 | JANITORIAL SUPPLIES       | 2,061.30 | 2,181.60 |
| 79895   | COMPLETE TEMPERATURE SYSTEMS        | 291-6020-601.21-11 | HVAC PREVENTATIVE MAINTEN | 1,650.00 | 1,650.00 |
| 79899   | DAHME MECHANICAL INDUSTRIES         | 291-6020-601.21-11 | BOILER MAINTEN 1994 BLDG  | 800.00   | 800.00   |
| 79913   | GRAINGER INC,W W                    | 291-6020-601.21-11 | SAFETY SUPPLIES           | 192.78   |          |
|         |                                     | 291-6020-601.21-11 | MAINTEN SUPPLIES          | 727.82   | 920.60   |
| 79919   | IGS                                 | 291-6020-601.30-51 | NATURAL GAS DECEMBER      | 3,148.90 | 3,148.90 |
| 79933   | JOHNSON CONTROLS FIRE PROTECTION LP | 291-6020-601.21-11 | DEFICIENCY REPAIRS FROM   | 826.02   | 826.02   |
| 79949   | MASTER MAINTENANCE SERVICE INC      | 291-6020-601.21-11 | JANITORIAL SERVS FEBRUARY | 4,599.00 | 4,599.00 |
| 79952   | MENARDS-MOUNT PROSPECT              | 291-6020-601.21-11 | BLDG MAINTEN              | 124.01   | 124.01   |
| 79953   | MIDWEST PAPER RETRIEVER             | 291-6020-601.21-11 | RECYCLING SERVS DECEMBER  | 60.00    |          |
|         |                                     | 291-6020-601.21-11 | RECYCLING SERVS JANUARY   | 60.00    | 120.00   |
| 79959   | NICOR GAS                           | 291-6020-601.30-51 | NATURAL GAS DISTRIB DEC.  | 686.91   |          |
|         |                                     | 291-6020-601.30-51 | NATURAL GAS DISTRIB DEC.  | 356.13   | 1,043.04 |
| 79967   | R.I.C.ELECTRIC                      | 291-6020-601.21-11 | ELECTRICAL REPAIR         | 1,249.17 | 1,249.17 |
| 79968   | RAMROD DISTRIBUTORS INC             | 291-6020-601.31-45 | JANITORIAL SUPPLIES       | 955.20   | 955.20   |
| 79974   | SHERWIN ACE HARDWARE INC            | 291-6020-601.21-11 | BLDG MAINTEN              | 49.97    |          |

| CHECK                     | PAYEE                        | ACCOUNT            | DESCRIPTION              | AMOUNT   | TOTAL      |
|---------------------------|------------------------------|--------------------|--------------------------|----------|------------|
| /PAYM #                   |                              |                    |                          |          |            |
|                           |                              | 291-6020-601.21-11 | BLDG MAINTEN             | 5.98     |            |
|                           |                              | 291-6020-601.21-11 | BLDG MAINTEN             | 26.98    |            |
|                           |                              | 291-6020-601.21-11 | BLDG MAINTEN             | 76.43    |            |
|                           |                              | 291-6020-601.21-11 | BLDG MAINTEN             | 65.93    | 225.29     |
| 79978                     | STANDARD ELEVATOR CO         | 291-6020-601.21-02 | REG SERVS FEBRUARY       | 959.18   | 959.18     |
| 79979                     | STAPLES                      | 291-6020-601.31-45 | JANITORIAL SUPPLIES      | 863.51   | 863.51     |
| 79989                     | UPS                          | 291-6020-601.21-11 | BLDG MAINTEN             | 6.21     |            |
|                           |                              | 291-6020-601.21-11 | BLDG MAINTEN             | 4.54     | 10.75      |
| 79992                     | VILLAGE OF ARLINGTON HEIGHTS | 291-6020-601.21-60 | WATER/SEWER 11/6/19-1/7/ | 82.77    |            |
|                           |                              | 291-6020-601.21-60 | WATER/SEWER 10/31/19-    | 1,400.56 |            |
|                           |                              | 291-6020-601.30-50 | PETROL DECEMBER          | 352.84   | 1,836.17   |
| 79995                     | WAREHOUSE DIRECT             | 291-6020-601.21-11 | BLDG MAINTEN             | 2.38     |            |
|                           |                              | 291-6020-601.31-45 | JANITORIAL SUPPLIES      | 44.06    | 46.44      |
| ***** DIVISION TOTAL **** |                              |                    |                          |          | 29,053.80  |
| ***** DEPARTMENT TOTAL ** |                              |                    |                          |          | 256,553.57 |

*YOUTH SERVICES*

| CHECK          | PAYEE                          | ACCOUNT            | DESCRIPTION               | AMOUNT | TOTAL  |
|----------------|--------------------------------|--------------------|---------------------------|--------|--------|
| DEPARTMENT: 64 | User Services                  | DIVISION: 01       |                           |        |        |
| 79864          | ALBERTSONS/SAFEMART            | 291-6401-601.32-02 | PROGRAM EVENTS            | 165.74 | 165.74 |
| 79866          | AMAZON.COM CREDIT              | 291-6401-601.32-01 | TWEEN DIY KIT SUPPLIES    | 11.99  |        |
|                |                                | 291-6401-601.32-01 | TWEEN DIY KIT SUPPLIES    | 8.00   |        |
|                |                                | 291-6401-601.32-02 | KIDS CREATE PRGM SUPPLIES | 10.35  |        |
|                |                                | 291-6401-601.32-02 | HOMESCHOOL PRGM SUPPLIES  | 38.00  |        |
|                |                                | 291-6401-601.32-02 | CHINESE NEW YR ESCAPE RM  | 24.98  |        |
|                |                                | 291-6401-601.32-02 | SEW A FANDOM SUPPLIES     | 6.95   |        |
|                |                                | 291-6401-601.32-90 | EARPLUGS FOR HUB          | 21.18  |        |
|                |                                | 291-6401-601.30-05 | PENCIL SHARPENER          | 41.98  |        |
|                |                                | 291-6401-601.32-02 | CHINESE NEW YR ESCAPE RM  | 34.96  |        |
|                |                                | 291-6401-601.32-02 | CHINESE NEW YR ESCAPE RM  | 15.99  |        |
|                |                                | 291-6401-601.32-02 | CHINESE NEW YR ESCAPE RM  | 14.99  |        |
|                |                                | 291-6401-601.32-02 | LEGO TRAIN EVENT SUPPLIES | 55.96  |        |
|                |                                | 291-6401-601.32-02 | CHINESE NEW YR ESCAPE RM  | 21.58  |        |
|                |                                | 291-6401-601.32-02 | LEGO TRAIN EVENT PRIZES   | 59.85  |        |
|                |                                | 291-6401-601.32-02 | CHOCOLATE COINS           | 14.99  |        |
|                |                                | 291-6401-601.32-01 | TWEEN DIY KIT             | 18.97  |        |
|                |                                | 291-6401-601.32-01 | IMAGINATION STATION SPLS  | 11.97  |        |
|                |                                | 291-6401-601.32-02 | GLUE STICKS FOR LEGO EXBT | 58.20  | 470.89 |
| 79872          | ARLINGTON HTS MEMORIAL LIBRARY | 291-6401-601.32-01 | PROGRAM SUPPLIES          | 14.95  |        |
|                |                                | 291-6401-601.22-03 | TRAVEL/TRAINING           | 4.06   |        |
|                |                                | 291-6401-601.22-03 | TRAVEL/TRAINING           | 16.54  |        |
|                |                                | 291-6401-601.22-03 | TRAVEL/TRAINING           | 2.67   |        |

| CHECK                     | PAYEE                          | ACCOUNT            | DESCRIPTION                | AMOUNT | TOTAL    |
|---------------------------|--------------------------------|--------------------|----------------------------|--------|----------|
| /PAYM #                   |                                |                    |                            |        |          |
|                           |                                | 291-6401-601.32-02 | PROGRAM EVENTS             | 3.00   |          |
|                           |                                | 291-6401-601.22-03 | TRAVEL/TRAINING            | 12.88  |          |
|                           |                                | 291-6401-601.32-90 | CIRCULATION SUPPLIES       | 19.99  |          |
|                           |                                | 291-6401-601.32-02 | PROGRAM EVENTS             | 17.48  |          |
|                           |                                | 291-6401-601.32-01 | PROGRAM SUPPLIES           | 29.95  | 121.52   |
| 79873                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6401-601.32-02 | PIZZA F/TAB 1/19           | 31.62  | 31.62    |
| 79874                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6401-601.32-01 | ENCHANTED MAKEOVERS        | 16.77  |          |
|                           |                                | 291-6401-601.32-01 | PEEPS PROGRAM              | 188.16 |          |
|                           |                                | 291-6401-601.32-01 | ENCHANTED MAKEOVERS        | 71.91  |          |
|                           |                                | 291-6401-601.32-02 | CHINESE NEW YEAR PROGRAM   | 13.22  |          |
|                           |                                | 291-6401-601.32-02 | WINTER PROGRAM SUPPLIES    | 12.32  |          |
|                           |                                | 291-6401-601.32-02 | FINALS STUDY LOUNGE SNACK  | 140.43 |          |
|                           |                                | 291-6401-601.32-02 | PIZZA F/HOMEWORK HELPERS   | 26.75  |          |
|                           |                                | 291-6401-601.32-02 | WINTER PROGRAM SUPPLIES    | 12.32  | 457.24   |
| 79882                     | BAILEY, KERRY                  | 291-6401-601.32-02 | PROGRAM SUPPLIES F/TAG &   | 77.27  | 77.27    |
| 79886                     | BELFORD, AMY                   | 291-6401-601.32-02 | CHINESE NEW YEAR           | 54.17  |          |
|                           |                                | 291-6401-601.32-02 | FOOD F/FAMILY MOVIE NIGHT  | 112.91 | 167.08   |
| 79902                     | ELLISON EDUCATIONAL EQUIPMENT  | 291-6401-601.30-05 | OFFICE SUPPLIES - DIE CUT  | 31.00  | 31.00    |
| 79904                     | FAMBRO MANAGEMENT              | 291-6401-601.22-18 | CHESS CLUB, 2/23           | 100.00 | 100.00   |
| 79910                     | FUN EXPRESS LLC                | 291-6401-601.32-02 | LEGO TRAIN GAME PRIZES     | 195.65 |          |
|                           |                                | 291-6401-601.32-02 | KIDS CREATE WINTER, 1/20   | 15.91  |          |
|                           |                                | 291-6401-601.32-02 | WONDER TIME SUPPLIES       | 27.07  |          |
|                           |                                | 291-6401-601.32-02 | PLAYGROUPO SUPPLIES        | 24.33  | 262.96   |
| 79916                     | HILL, SONYA                    | 291-6401-601.32-02 | OUTREACH KIT SUPPLIES' FEB | 58.23  | 58.23    |
| 79931                     | JAWORSKI, THOMAS               | 291-6401-601.22-18 | MAXIMIZE YOUR COLLEGE      | 175.00 | 175.00   |
| 79941                     | KRUEGER, MAX                   | 291-6401-601.22-18 | 3DRD PRESENTATION, 1/27    | 150.00 | 150.00   |
| 79950                     | MATHER, EVAN                   | 291-6401-601.32-02 | TEEN JOB FAIR SUPPLIES     | 54.04  | 54.04    |
| 79993                     | VRBLIK, LISA                   | 291-6401-601.22-18 | MINECRAFT MANIA, 3/7       | 200.00 | 200.00   |
| 79995                     | WAREHOUSE DIRECT               | 291-6401-601.30-05 | OFFICE SUPPLIES            | 35.82  |          |
|                           |                                | 291-6401-601.30-05 | OFFICE SUPPLIES            | 70.25  | 106.07   |
| ***** DIVISION TOTAL **** |                                |                    |                            |        | 2,628.66 |

*SPECIALTY INFO SERVICES*

|                |                                |                    |                       |       |       |
|----------------|--------------------------------|--------------------|-----------------------|-------|-------|
| DEPARTMENT: 64 | User Services                  | DIVISION: 05       |                       |       |       |
| 79872          | ARLINGTON HTS MEMORIAL LIBRARY | 291-6405-601.22-03 | TRAVEL/TRAINING       | 19.03 | 19.03 |
| 79874          | ARLINGTON HTS MEMORIAL LIBRARY | 291-6405-601.30-05 | ARCHIVAL FILE FOLDERS | 27.13 |       |

| CHECK                     | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------------|-------|---------|-------------|--------|-------|
| /PAYM #                   |       |         |             |        | 27.13 |
| ***** DIVISION TOTAL **** |       |         |             |        | 46.16 |

INFO SERVICES

| DEPARTMENT:               | PAYEE             | ACCOUNT            | DESCRIPTION             | AMOUNT  | TOTAL  |
|---------------------------|-------------------|--------------------|-------------------------|---------|--------|
| 64                        | User Services     | DIVISION: 10       |                         |         |        |
| 79863                     | ALA MEMBERSHIP    | 291-6410-601.22-02 | ALA DUES - A LOWERY     | 218.00  | 218.00 |
| 79866                     | AMAZON.COM CREDIT | 291-6410-601.30-05 | DRY ERASE MARKERS       | 8.93    |        |
|                           |                   | 291-6410-601.30-05 | LEAD REFILLS            | 4.22    |        |
|                           |                   | 291-6410-601.30-05 | CLEANING WIPES          | 23.04   |        |
|                           |                   | 291-6410-601.32-90 | WHITEBOARD CLEANER      | 36.98   |        |
|                           |                   | 291-6410-601.32-01 | TEA CART SUPPLIES       | 28.51   |        |
|                           |                   | 291-6410-601.30-05 | OFFICE SUPPLIES         | 36.72   |        |
|                           |                   | 291-6410-601.30-05 | CLEANING SUPPLIES       | 32.53   | 170.93 |
| 79922                     | ILA MEMBERSHIP    | 291-6410-601.22-02 | ILA DUES - J MIDDENDORF | 100.00- |        |
|                           |                   | 291-6410-601.22-02 | ILA DUES - A LOWERY     | 100.00  |        |
| 79946                     | MADAY, JULIE I    | 291-6410-601.22-18 | RESUME REVIEWS JANUARY  | 360.00  | 360.00 |
| 79995                     | WAREHOUSE DIRECT  | 291-6410-601.30-05 | OFFICE SUPPLIES         | 1.00    | 1.00   |
| ***** DIVISION TOTAL **** |                   |                    |                         |         | 749.93 |

CIRCULATION

| DEPARTMENT:               | PAYEE                          | ACCOUNT            | DESCRIPTION             | AMOUNT | TOTAL  |
|---------------------------|--------------------------------|--------------------|-------------------------|--------|--------|
| 64                        | User Services                  | DIVISION: 20       |                         |        |        |
| 79866                     | AMAZON.COM CREDIT              | 291-6420-601.32-90 | FILTER FOR ESL OFFICE   | 9.19   |        |
|                           |                                | 291-6420-601.32-90 | FILTER FOR ESL WORKROOM | 29.99  |        |
|                           |                                | 291-6420-601.30-05 | HOLE PUNCH              | 10.49  |        |
|                           |                                | 291-6420-601.30-05 | FOLDING CART            | 49.00  |        |
|                           |                                | 291-6420-601.30-05 | CUBICLE MIRROR          | 15.95  |        |
|                           |                                | 291-6420-601.30-05 | STRESS RELIEF FOR STAFF | 35.37  |        |
|                           |                                | 291-6420-601.30-05 | AIR FILTER CARTRIDGE    | 37.83  | 187.82 |
| 79872                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6420-601.22-03 | TRAVEL/TRAINING         | 22.32  |        |
|                           |                                | 291-6420-601.22-03 | TRAVEL/TRAINING         | 3.22   | 25.54  |
| 79874                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6420-601.30-05 | STEEL HOOKS             | 99.75  | 99.75  |
| 79966                     | QUILL LLC                      | 291-6420-601.32-90 | FILTER FOR ESL          | 84.14  | 84.14  |
| 79972                     | SCALLON, TERESA                | 291-6420-601.22-03 | CDL RENEWAL             | 61.35  | 61.35  |
| 79988                     | UNIQUE MANAGEMENT SERVICES INC | 291-6420-601.21-65 | PLACEMENTS JANUARY      | 161.10 | 161.10 |
| ***** DIVISION TOTAL **** |                                |                    |                         |        | 619.70 |

SENIOR AND ACCESSIBLE SERVICES

| CHECK                     | PAYEE                          | ACCOUNT            | DESCRIPTION              | AMOUNT | TOTAL  |
|---------------------------|--------------------------------|--------------------|--------------------------|--------|--------|
| /PAYM #                   |                                |                    |                          |        |        |
| 79872                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6430-601.22-03 | TRAVEL/TRAINING          | 15.25  |        |
|                           |                                | 291-6430-601.22-03 | TRAVEL/TRAINING          | 2.55   | 17.80  |
| 79908                     | FLYNN,EUGENE                   | 291-6430-601.22-18 | TRAVEL PLANNING:EUROPE,  | 75.00  | 75.00  |
| 79909                     | FRENCH BATTLEFIELDS            | 291-6430-601.22-18 | THE GENERALS, 3/13       | 150.00 | 150.00 |
| 79951                     | MCNULTY,ALAYNE                 | 291-6430-601.22-18 | CREATIVE AGING:ART,3/10& | 490.00 | 490.00 |
| ***** DIVISION TOTAL **** |                                |                    |                          |        | 732.80 |

PROGRAMS AND EXHIBITS

| DEPARTMENT: | PAYEE                          | ACCOUNT            | DESCRIPTION               | AMOUNT | TOTAL    |
|-------------|--------------------------------|--------------------|---------------------------|--------|----------|
| 64          | User Services                  | DIVISION: 40       |                           |        |          |
| 79864       | ALBERTSONS/SAFEWAY             | 291-6440-601.32-02 | PROGRAM EVENTS            | 18.64  | 18.64    |
| 79866       | AMAZON.COM CREDIT              | 291-6440-601.32-02 | DAY OF SERVICE SUPPLIES   | 38.88  |          |
|             |                                | 291-6440-601.32-02 | DAY OF SERVICE SUPPLIES   | 38.88  |          |
|             |                                | 291-6440-601.32-02 | DAY OF SERVICE SUPPLIES   | 19.44  |          |
|             |                                | 291-6440-601.32-02 | TAROT 101 DECKS           | 48.42  |          |
|             |                                | 291-6440-601.32-02 | HARRY POTTER BK NIGHT     | 41.34  |          |
|             |                                | 291-6440-601.32-02 | GENERAL PROGRAM SUPPLIES  | 31.37  |          |
|             |                                | 291-6440-601.32-02 | HARRY POTTER BK NIGHT SPL | 55.44  |          |
|             |                                | 291-6440-601.32-02 | HARRY POTTER BK NIGHT SPL | 100.81 |          |
|             |                                | 291-6440-601.32-02 | HARRY POTTER BK NIGHT SPL | 199.08 |          |
|             |                                | 291-6440-601.32-02 | HARRY POTTER BK NIGHT SPL | 48.00  |          |
|             |                                | 291-6440-601.32-02 | HARRY POTTER BK NIGHT SPL | 18.99  |          |
|             |                                | 291-6440-601.32-02 | HARRY POTTER BK NIGHT SPL | 92.11  |          |
|             |                                | 291-6440-601.32-02 | HARRY POTTER BK NIGHT SPL | 27.00  |          |
|             |                                | 291-6440-601.32-02 | HARRY POTTER BK NIGHT SPL | 55.44  |          |
|             |                                | 291-6440-601.32-02 | HARRY POTTER BK NIGHT SPL | 75.56  |          |
|             |                                | 291-6440-601.32-02 | LETS MAKE MEAD SUPPLIES   | 2.44   |          |
|             |                                | 291-6440-601.32-02 | LETS MAKE MEAD SUPPLIES   | 11.98  |          |
|             |                                | 291-6440-601.32-02 | STEM EXPO SUPPLIES        | 19.99  |          |
|             |                                | 291-6440-601.32-02 | DIY COASTERS SUPPLIES     | 35.96  |          |
|             |                                | 291-6440-601.32-02 | DIY COASTERS SUPPLIES     | 87.49  |          |
|             |                                | 291-6440-601.32-02 | READERS PARTY PRIZES      | 51.96  |          |
|             |                                | 291-6440-601.32-02 | PRINCESS BRIDE SUPPLIES   | 20.97  |          |
|             |                                | 291-6440-601.32-02 | PRINCESS BRIDE SUPPLIES   | 82.76  |          |
|             |                                | 291-6440-601.32-02 | PLASTIC SLEEVES           | 11.99  | 1,216.30 |
| 79872       | ARLINGTON HTS MEMORIAL LIBRARY | 291-6440-601.22-03 | TRAVEL/TRAINING           | 4.76   |          |
|             |                                | 291-6440-601.32-02 | PROGRAM EVENTS            | 6.45   |          |
|             |                                | 291-6440-601.32-02 | PROGRAM EVENTS            | 45.93  |          |
|             |                                | 291-6440-601.32-02 | PROGRAM EVENTS            | 28.87  |          |
|             |                                | 291-6440-601.22-03 | TRAVEL/TRAINING           | 30.17  |          |
|             |                                | 291-6440-601.32-02 | PROGRAM EVENTS            | 27.93  |          |
|             |                                | 291-6440-601.32-02 | PROGRAM EVENTS            | 29.87  |          |
|             |                                | 291-6440-601.32-02 | PROGRAM EVENTS            | 43.01  |          |
|             |                                | 291-6440-601.22-03 | TRAVEL/TRAINING           | .35    |          |
|             |                                | 291-6440-601.32-02 | PROGRAM EVENTS            | 21.24  |          |



| CHECK                     | PAYEE                          | ACCOUNT            | DESCRIPTION               | AMOUNT   | TOTAL    |
|---------------------------|--------------------------------|--------------------|---------------------------|----------|----------|
| /PAYM #                   |                                |                    |                           |          | 238.58   |
| 79873                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6440-601.32-02 | PIZZA F/TEEN THUNDERDOME  | 32.45    |          |
|                           |                                | 291-6440-601.32-02 | FOOTBALL TRIVIA FOOD 1/26 | 128.06   | 160.51   |
| 79874                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6440-601.32-02 | PULSE MEETING REFRESHMENT | 116.00   |          |
|                           |                                | 291-6440-601.32-02 | CANDY F/DANN&RAYMOND      | 38.00    |          |
|                           |                                | 291-6440-601.32-02 | GOLD COINS F/CHINESE NEW  | 8.00     |          |
|                           |                                | 291-6440-601.32-02 | SUPPLIES F/HP BOOK NIGHT  | 39.47    |          |
|                           |                                | 291-6440-601.32-02 | COFFEE F/EXHIBIT CLOSING  | 107.70   |          |
|                           |                                | 291-6440-601.22-03 | LACONI MEETING-S RYAN     | 20.00    |          |
|                           |                                | 291-6440-601.32-02 | HONEY F/LET'S MAKE MEAD   | 194.09   |          |
|                           |                                | 291-6440-601.32-02 | FLEECE F/DAY OF SRVC 1/20 | 129.42   |          |
|                           |                                | 291-6440-601.32-02 | FLEECE F/DAY OF SRVC 1/20 | 359.46   |          |
|                           |                                | 291-6440-601.32-02 | CHINESE NEW YEAR OUTREACH | 46.86    |          |
|                           |                                | 291-6440-601.32-02 | CHINESE NEW YEAR OUTREACH | 40.85    |          |
|                           |                                | 291-6440-601.32-02 | HP BOOK NIGHT SUPPLIES    | 1.49-    |          |
|                           |                                | 291-6440-601.32-02 | HP BOOK NIGHT SUPPLIES    | 25.36    |          |
|                           |                                | 291-6440-601.32-02 | HP BOOK NIGHT BANNERS     | 254.28   |          |
|                           |                                | 291-6440-601.32-02 | HP BOOK NIGHT CRAFT SUPPL | 2.28-    |          |
|                           |                                | 291-6440-601.32-02 | HP BOOK NIGHT CRAFT SUPPL | 38.70    | 1,414.42 |
| 79885                     | BATES,SUZAN J                  | 291-6440-601.22-18 | MY DNA RESULTS, 2/26      | 150.00   | 150.00   |
| 79898                     | CUTCHIN,CLARK                  | 291-6440-601.22-18 | TAROT101, 2/21            | 200.00   | 200.00   |
| 79901                     | DISCOUNT SCHOOL SUPPLY         | 291-6440-601.32-02 | HP BOOK NIGHT CRAFT PAPER | 2.34     | 2.34     |
| 79932                     | JEWISH CHILD & FAMILY SERVICES | 291-6440-601.22-18 | CITIZENSHIP INTERVIEW'FEB | 125.00   | 125.00   |
| 79938                     | KITTREDGE,JULIE                | 291-6440-601.22-18 | NEW ENTREPRENEUR,3/4      | 200.00   | 200.00   |
| 79939                     | KRAYBILL,RICHARD               | 291-6440-601.22-18 | INTRO TO QUICKBOOKS,3/16  | 50.00    | 50.00    |
| 79970                     | ROUNDY'S INC                   | 291-6440-601.32-02 | PROGRAM EVENTS            | 63.43    | 63.43    |
| 79976                     | SLICK,KRISTYN                  | 291-6440-601.22-18 | COOKING DEVICES 101,2/25  | 395.00   | 395.00   |
| 79977                     | SMITH,NAHUM HUGH               | 291-6440-601.22-18 | UKULELE101,2/28&3/13      | 100.00   | 100.00   |
| 79981                     | SWANK MOVIE LICENSING USA      | 291-6440-601.22-18 | PUBLIC PERFORMANCE SITE   | 1,376.00 | 1,376.00 |
| ***** DIVISION TOTAL **** |                                |                    |                           |          | 5,710.22 |

*DIGITAL SERVICES*

|                |                   |                    |                           |        |        |
|----------------|-------------------|--------------------|---------------------------|--------|--------|
| DEPARTMENT: 64 | User Services     | DIVISION: 50       |                           |        |        |
| 79863          | ALA MEMBERSHIP    | 291-6450-601.22-02 | ALA DUES - B PARDUE       | 292.00 | 292.00 |
| 79866          | AMAZON.COM CREDIT | 291-6450-601.31-85 | TECH BAR SUPPLIES         | 6.99   |        |
|                |                   | 291-6450-601.31-85 | APPLE SUPERDRIVE - STUDIO | 75.05  |        |
|                |                   | 291-6450-601.31-85 | MICROPHONE CLIP REFUND    | 13.99- |        |

| CHECK                     | PAYEE                          | ACCOUNT            | DESCRIPTION               | AMOUNT    | TOTAL     |
|---------------------------|--------------------------------|--------------------|---------------------------|-----------|-----------|
| /PAYM #                   |                                |                    |                           |           |           |
|                           |                                | 291-6450-601.31-85 | MICROPHONE CLIP REPLACEMT | 10.99     |           |
|                           |                                | 291-6450-601.31-85 | MICROPHONE CLIP           | 13.99     |           |
|                           |                                | 291-6450-601.31-85 | MICROPHONE STAND/STUDIO   | 29.95     |           |
|                           |                                | 291-6450-601.31-85 | POP FILTER FOR STUDIO     | 17.98     |           |
|                           |                                | 291-6450-601.31-85 | SCANNER FOR STUDIO        | 208.99    |           |
|                           |                                | 291-6450-601.31-85 | SCANNER FOR STUDIO RETURN | 190.73-   |           |
|                           |                                | 291-6450-601.31-85 | CAMERA LENS FOR STUDIO    | 599.00    | 758.22    |
| 79874                     | ARLINGTON HTS MEMORIAL LIBRARY | 291-6450-601.22-02 | ALA DUES - C SMITH        | 211.00    |           |
|                           |                                | 291-6450-601.30-05 | DIGITAL SERVS STORAGE     | 107.94    |           |
|                           |                                | 291-6450-601.32-01 | GAME F/OCULUS RIFT        | 9.99      |           |
|                           |                                | 291-6450-601.32-01 | GAME F/OCULUS RIFT        | 9.99      | 338.92    |
| 79922                     | ILA MEMBERSHIP                 | 291-6450-601.22-02 | ILA DUES - C SMITH        | 100.00    | 100.00    |
| 79965                     | PROQUEST LLC                   | 291-6450-601.32-78 | PREEREADER                | 10,057.67 | 10,057.67 |
| 79980                     | STEMFINITY LLC                 | 291-6450-601.32-90 | LITTLEBITS PREMIUM KIT    | 33.90     | 33.90     |
| ***** DIVISION TOTAL **** |                                |                    |                           |           | 11,580.71 |

*COLLECTION SERVICES*

| CHECK          | PAYEE             | ACCOUNT            | DESCRIPTION  | AMOUNT | TOTAL |
|----------------|-------------------|--------------------|--------------|--------|-------|
| DEPARTMENT: 64 | User Services     | DIVISION: 70       |              |        |       |
| 79859          | ABC-CLIO LLC      | 291-6470-601.32-80 | BOOKS        | 55.60  | 55.60 |
| 79866          | AMAZON.COM CREDIT | 291-6470-601.32-75 | AV MATERIALS | 19.73  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 22.49  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 55.63  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 31.99  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 42.83  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 59.97  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 10.44  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 26.99  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 122.45 |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 34.99  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 35.00  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 4.99   |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 27.30  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 7.38   |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 27.95  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 38.75  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 33.99  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 39.98  |       |
|                |                   | 291-6470-601.32-75 | AV MATERIALS | 15.00  |       |
|                |                   | 291-6470-601.32-80 | BOOKS        | 38.94  |       |
|                |                   | 291-6470-601.32-80 | BOOKS        | 50.16  |       |
|                |                   | 291-6470-601.32-80 | BOOKS        | 36.10  |       |
|                |                   | 291-6470-601.32-80 | BOOKS        | 15.16  |       |
|                |                   | 291-6470-601.32-80 | BOOKS        | 16.99  |       |
|                |                   | 291-6470-601.32-80 | BOOKS        | 26.65  |       |

| CHECK   | PAYEE | ACCOUNT            | DESCRIPTION  | AMOUNT | TOTAL |
|---------|-------|--------------------|--------------|--------|-------|
| /PAYM # |       |                    |              |        |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 6.63   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | .59-   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 49.59  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 12.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 21.77  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 5.99   |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 20.71  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 39.95  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 38.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 17.74  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 7.51   |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 21.43  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 125.82 |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 16.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 17.69  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 41.82  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 16.96  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 34.95  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 46.93  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 49.94  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 29.79  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 189.94 |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 160.39 |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 29.12  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 13.85  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 93.28  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 85.69  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 9.93   |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 19.89  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 43.94  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 19.91  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 5.98   |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 59.92  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 17.96  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 29.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 20.03  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 14.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 7.49   |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 19.27  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 19.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 13.00  |       |
|         |       | 291-6470-601.32-95 | PERIODICALS  | 10.74  |       |
|         |       | 291-6470-601.32-95 | PERIODICALS  | 29.98  |       |
|         |       | 291-6470-601.32-95 | PERIODICALS  | 13.18  |       |
|         |       | 291-6470-601.32-95 | PERIODICALS  | 18.00  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 20.70  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 19.09  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 55.82  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 40.98  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 22.91  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 20.49  |       |

| CHECK   | PAYEE | ACCOUNT            | DESCRIPTION         | AMOUNT | TOTAL |
|---------|-------|--------------------|---------------------|--------|-------|
| /PAYM # |       |                    |                     |        |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 17.34  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 35.11  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 14.50  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 12.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 21.72  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 43.92  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 11.30  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 56.42  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 12.56  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 7.99   |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 14.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 17.18  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 16.83  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 9.15   |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 14.38  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 17.37  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 29.95  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 10.89  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 29.81  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS        | 24.96  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS        | 11.79  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS        | 13.24  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS        | 24.43  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS        | 40.86  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS        | 9.98   |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS        | 27.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS        | 24.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS        | 13.98  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS        | 27.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS        | 15.18  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS        | 20.82  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 16.50  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 14.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 9.99   |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 18.95  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 22.46  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 9.89   |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 24.30  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 31.94  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 44.98  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 23.91  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 66.36  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 7.19   |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 18.80  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 18.00  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 17.65  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 16.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 22.50  |       |
|         |       | 291-6470-601.32-80 | BOOKS               | 56.77  |       |
|         |       | 291-6470-601.30-05 | ENVELOPE POUCH      | 25.90  |       |
|         |       | 291-6470-601.32-05 | PROCESSING SUPPLIES | 9.89   |       |

| CHECK   | PAYEE | ACCOUNT            | DESCRIPTION  | AMOUNT | TOTAL |
|---------|-------|--------------------|--------------|--------|-------|
| /PAYM # |       |                    |              |        |       |
|         |       | 291-6470-601.32-95 | PERIODICALS  | 10.83  |       |
|         |       | 291-6470-601.32-95 | PERIODICALS  | 10.78  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 9.15   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 17.97  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 9.69   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 44.95  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 100.21 |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 58.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 21.10  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 13.32  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 10.33  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 10.45  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 9.99   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 99.98  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 19.95  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 34.42  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 14.95  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 73.82  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 11.98  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 34.39  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 17.05  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 11.83  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 29.08  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 35.98  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 26.28  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 34.74  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 44.98  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 89.04  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 24.40  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 18.49  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 13.59  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 11.85  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 19.90  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 19.32  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 56.58  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 4.99   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 28.94  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 9.99   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 20.98  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 29.07  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 14.44  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 25.34  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 22.66  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 13.72  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 36.04  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 15.43  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 38.95  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 16.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 30.27  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 49.95  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 19.95  |       |

| CHECK   | PAYEE | ACCOUNT            | DESCRIPTION  | AMOUNT | TOTAL |
|---------|-------|--------------------|--------------|--------|-------|
| /PAYM # |       |                    |              |        |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 119.98 |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 14.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 199.76 |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 24.18  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 24.46  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 31.98  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 12.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 34.98  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 7.83   |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 28.81  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 6.98   |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 47.71  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 25.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 29.15  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 15.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 14.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 52.00  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 15.29  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 34.26  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 14.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 51.33  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 180.46 |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 21.18  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 6.69   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 49.90  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 52.52  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 16.20  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 16.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 80.85  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 5.99   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 31.55  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 34.94  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 14.98  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 16.98  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 118.28 |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 20.54  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 43.40  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 14.97  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 17.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 19.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 12.98  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 24.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 86.56  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 11.98  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 66.46  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 35.97  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 23.00  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 31.56  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 9.96   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 151.20 |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 13.90  |       |

| CHECK   | PAYEE | ACCOUNT            | DESCRIPTION  | AMOUNT | TOTAL |
|---------|-------|--------------------|--------------|--------|-------|
| /PAYM # |       |                    |              |        |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 24.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 18.58  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 16.95  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 31.74  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 40.31  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 29.42  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 6.99   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 11.32  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 19.92  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 33.98  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 10.49  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 40.94  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 28.85  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 7.99   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 2.72   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 11.59  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 25.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 25.19  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 15.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 12.20  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 51.07  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 45.75  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 14.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 25.00  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 27.95  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 15.73  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 24.95  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 7.19   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 17.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 12.02  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 25.20  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 22.03  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 39.52  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 16.19  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 46.48  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 46.26  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 29.18  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 69.95  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 11.49  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 14.99  |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 9.99   |       |
|         |       | 291-6470-601.32-80 | BOOKS        | 34.36  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 8.91   |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 11.31  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 23.98  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 28.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 26.92  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 53.98  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 21.99  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 70.00  |       |
|         |       | 291-6470-601.32-75 | AV MATERIALS | 29.95  |       |

| CHECK   | PAYEE                          | ACCOUNT            | DESCRIPTION               | AMOUNT  | TOTAL    |
|---------|--------------------------------|--------------------|---------------------------|---------|----------|
| /PAYM # |                                |                    |                           |         |          |
|         |                                | 291-6470-601.32-75 | AV MATERIALS              | 61.99   |          |
|         |                                | 291-6470-601.32-75 | AV MATERIALS              | 10.50   |          |
|         |                                | 291-6470-601.32-75 | AV MATERIALS              | 40.00   |          |
|         |                                | 291-6470-601.32-75 | AV MATERIALS              | 97.22   |          |
|         |                                | 291-6470-601.32-75 | AV MATERIALS              | 25.96   |          |
|         |                                | 291-6470-601.32-75 | AV MATERIALS              | 15.89   |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 14.94   |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 14.99   |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 29.98   |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 12.99   |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 9.73    |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 8.99    |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 8.72    |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 12.99   |          |
|         |                                | 291-6470-601.32-05 | PROCESSING SUPPLIES       | 37.49   |          |
|         |                                | 291-6470-601.32-05 | PROCESSING SUPPLIES       | 15.98   |          |
|         |                                | 291-6470-601.30-05 | OFFICE SUPPLIES           | 14.97   | 8,943.93 |
| 79872   | ARLINGTON HTS MEMORIAL LIBRARY | 291-6470-601.32-95 | PERIODICALS               | 38.97   |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 38.97   | 77.94    |
| 79873   | ARLINGTON HTS MEMORIAL LIBRARY | 291-6470-601.32-75 | AV MTLs                   | 35.00   |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 195.00  |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 32.97   | 262.97   |
| 79874   | ARLINGTON HTS MEMORIAL LIBRARY | 291-6470-601.30-05 | DATE STAMP                | 84.00   |          |
|         |                                | 291-6470-601.30-33 | CATALOGER'S DESKTOP SUBSC | 525.00  |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 15.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 14.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 15.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 71.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 64.92   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 15.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 109.90  |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 71.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 60.00   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 99.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 99.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 99.99   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 110.64  |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 48.52   |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 119.00- |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 119.00- |          |
|         |                                | 291-6470-601.32-75 | AV MTLs                   | 39.98   |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 116.89  |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 36.90   |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 30.95   |          |
|         |                                | 291-6470-601.32-80 | BOOKS                     | 150.00  |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 11.99   |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 12.67   |          |
|         |                                | 291-6470-601.32-95 | PERIODICALS               | 10.73   |          |



| CHECK   | PAYEE          | ACCOUNT            | DESCRIPTION | AMOUNT   | TOTAL    |
|---------|----------------|--------------------|-------------|----------|----------|
| /PAYM # |                |                    |             |          |          |
|         |                | 291-6470-601.32-95 | PERIODICALS | 60.00    |          |
|         |                | 291-6470-601.32-95 | PERIODICALS | 17.94    |          |
|         |                | 291-6470-601.32-95 | PERIODICALS | 26.30    |          |
|         |                | 291-6470-601.32-95 | PERIODICALS | 5.00     | 1,791.24 |
| 79883   | BAKER & TAYLOR | 291-6470-601.32-80 | BOOKS       | 257.12   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 568.25   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 348.24   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 169.98   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 301.15   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 781.90   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 1,430.37 |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 1,358.52 |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 20.23    |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 384.69   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 377.39   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 1,116.46 |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 462.53   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 373.50   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 332.17   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 317.03   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 460.30   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 84.76    |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 110.88   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 350.64   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 288.61   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 206.78   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 146.97   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 511.19   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 225.98   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 310.19   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 175.67   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 138.49   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 191.73   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 569.35   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 143.22   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 162.36   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 601.96   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 212.90   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 162.42   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 603.82   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 164.13   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 174.10   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 91.81    |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 271.12   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 207.01   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 219.58   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 333.55   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 107.67   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 618.17   |          |
|         |                | 291-6470-601.32-80 | BOOKS       | 608.64   |          |

| CHECK   | PAYEE | ACCOUNT            | DESCRIPTION | AMOUNT   | TOTAL |
|---------|-------|--------------------|-------------|----------|-------|
| /PAYM # |       |                    |             |          |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 310.01   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 131.78   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 884.51   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 150.48   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 2,100.42 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 260.84   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 254.60   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 584.35   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 236.90   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 67.20    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 110.20   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 95.00    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 193.80   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 79.80    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 95.00    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 110.20   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 125.40   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 26.60    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 34.20    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 163.40   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 91.20    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 98.80    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 136.80   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 273.60   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 95.00    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 106.40   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 7.60     |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 334.40   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 345.80   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 201.40   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 76.00    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 49.40    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 95.00    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 29.60-   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 121.60   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 155.80   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 148.20   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 110.20   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 509.20   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 79.80    |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 114.00   |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 136.80   |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 132.65   |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 229.89   |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 66.32    |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 18.00-   |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 9.33-    |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 75.38    |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 403.11   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 320.24   |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 246.64   |       |

| CHECK   | PAYEE | ACCOUNT            | DESCRIPTION | AMOUNT | TOTAL |
|---------|-------|--------------------|-------------|--------|-------|
| /PAYM # |       |                    |             |        |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 132.54 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 441.11 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 220.94 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 461.58 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 217.83 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 30.45  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 63.48  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 56.17  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 400.09 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 524.86 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 267.69 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 397.06 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 130.09 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 303.04 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 289.47 |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 26.60  |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 133.00 |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 79.80  |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 141.05 |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 98.80  |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 110.20 |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 79.80  |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 89.60  |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 45.60  |       |
|         |       | 291-6470-601.22-85 | PROC SERVS  | 106.40 |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 35.26  |       |
|         |       | 291-6470-601.32-75 | AV MTLs     | 347.52 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 551.10 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 712.66 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 155.84 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 307.66 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 268.30 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 335.12 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 326.59 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 199.42 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 791.95 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 230.03 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 240.11 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 241.77 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 405.46 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 109.24 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 263.45 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 388.68 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 385.57 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 27.82  |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 174.64 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 294.38 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 131.50 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 541.47 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 481.62 |       |
|         |       | 291-6470-601.32-80 | BOOKS       | 561.35 |       |

| CHECK   | PAYEE                        | ACCOUNT            | DESCRIPTION | AMOUNT | TOTAL     |
|---------|------------------------------|--------------------|-------------|--------|-----------|
| /PAYM # |                              |                    |             |        |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 663.69 |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 103.43 |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 140.42 |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 271.69 |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 317.86 |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 73.28  |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 423.62 |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 292.61 |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 122.99 |           |
|         |                              | 291-6470-601.32-80 | BOOKS       | 177.54 |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 92.35  |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 57.00  |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 201.40 |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 79.80  |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 38.00  |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 142.90 |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 129.20 |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 39.15  |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 95.00  |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 83.60  |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 30.40  |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 152.00 |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 186.20 |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 285.00 |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 76.00  |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 114.00 |           |
|         |                              | 291-6470-601.22-85 | PROC SERVS  | 5.60-  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 88.41  | 45,600.22 |
| 79884   | BAKER & TAYLOR ENTERTAINMENT | 291-6470-601.32-75 | AV MTLs     | 64.71  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 61.49  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 130.34 |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 21.28  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 46.57  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 182.90 |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 53.55  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 89.66  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 210.65 |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 9.34   |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 63.07  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 114.81 |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 165.53 |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 11.99  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 129.26 |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 74.04  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 196.10 |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 55.25  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 34.99  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 90.12  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 70.42  |           |
|         |                              | 291-6470-601.32-75 | AV MTLs     | 69.64  |           |

| CHECK   | PAYEE                    | ACCOUNT            | DESCRIPTION         | AMOUNT   | TOTAL    |
|---------|--------------------------|--------------------|---------------------|----------|----------|
| /PAYM # |                          |                    |                     |          |          |
|         |                          | 291-6470-601.32-75 | AV MTLs             | 34.14    | 1,979.85 |
| 79888   | BI RESEARCH              | 291-6470-601.32-95 | PERIODICALS         | 100.00   | 100.00   |
| 79891   | CENTER POINT LARGE PRINT | 291-6470-601.32-80 | BOOKS               | 224.63   |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 50.64    | 275.27   |
| 79892   | CHICAGO TRIBUNE          | 291-6470-601.32-95 | PERIODICALS         | 700.00   |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 980.00   |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 727.48   |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 727.48   | 3,134.96 |
| 79894   | COMIX REVOLUTION         | 291-6470-601.32-80 | BOOKS               | 22.94    | 22.94    |
| 79896   | COOKING LIGHT            | 291-6470-601.32-95 | PERIODICALS         | 20.00    | 20.00    |
| 79897   | COX SUBSCRIPTIONS,W T    | 291-6470-601.32-95 | PERIODICALS         | 231.75   |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 1,411.07 |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 24.29    |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 40.43    |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 29.33    |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 60.71    |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 45.54    |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 137.66-  |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 135.60   |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 1,597.32 |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 232.76-  |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 232.76-  |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 60.66-   |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | .03-     |          |
|         |                          | 291-6470-601.32-95 | PERIODICALS         | 18.22-   | 2,893.95 |
| 79900   | DEMCO INC                | 291-6470-601.32-05 | PROCESSING SUPPLIES | 66.17    | 66.17    |
| 79911   | GALE/CENGAGE LEARNING    | 291-6470-601.32-80 | BOOKS               | 99.17    |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 51.18    |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 49.58    |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 25.59    |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 27.19    |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 25.59    |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 26.39    |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 137.55   |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 60.78    |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 25.59    |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 49.58    |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 29.59    |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 534.26   |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 314.30   |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 99.17    |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 50.38    |          |
|         |                          | 291-6470-601.32-80 | BOOKS               | 65.22    |          |

| CHECK   | PAYEE                             | ACCOUNT            | DESCRIPTION             | AMOUNT    | TOTAL     |
|---------|-----------------------------------|--------------------|-------------------------|-----------|-----------|
| /PAYM # |                                   |                    |                         |           |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 98.21     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 45.73     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 80.96     | 1,896.01  |
| 79914   | GREY HOUSE PUBLISHING             | 291-6470-601.32-95 | PERIODICALS             | 251.05    | 251.05    |
| 79920   | IL INST CONTINUING LEGAL EDUC     | 291-6470-601.32-80 | BOOKS                   | 123.75    |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 26.25     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 26.25     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 56.25     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 123.75    |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 131.25    | 487.50    |
| 79923   | ILLINOIS HEARTLAND LIBRARY SYSTEM | 291-6470-601.20-81 | FY2020 3RD QUARTER OCLC | 15,544.19 | 15,544.19 |
| 79926   | INGRAM LIBRARY SERVICES           | 291-6470-601.32-80 | BOOKS                   | 64.89     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 25.20     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 3.90      |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 58.13     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 60.38     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 89.83     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 80.40     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 21.54     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 11.70     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 13.80     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 18.90     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 77.87     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 15.84     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 32.16     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 99.13     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 307.76    |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 17.38     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 57.85     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 147.80    |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 13.13     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 5.39      |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 84.64     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 83.90     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 49.77     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 33.56     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 186.01    |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 123.36    |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 68.36     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 102.26    |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 165.80    |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 121.18    |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 123.00    |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 65.09     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 53.62     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 70.69     |           |
|         |                                   | 291-6470-601.32-80 | BOOKS                   | 52.53     |           |

| CHECK   | PAYEE                               | ACCOUNT            | DESCRIPTION          | AMOUNT   | TOTAL    |
|---------|-------------------------------------|--------------------|----------------------|----------|----------|
| /PAYM # |                                     |                    |                      |          |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 149.80   |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 137.70   |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 46.20    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 156.68   |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 75.95    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 83.80    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 39.50    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 22.04    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 28.15    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 49.78    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 154.12   |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 106.08   |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 25.20    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 21.54    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 20.70    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 21.54    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 19.02-   |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 16.61-   |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 59.56    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 391.66   |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 270.92   |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 59.38    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 160.34   |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 43.15    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 18.90    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 13.80    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 7.18     |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 15.60    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 21.54    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 7.18     |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 88.23    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 61.66    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 64.64    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 29.90    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 989.21   |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 84.53    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 30.53    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 173.27   |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 11.39    |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 41.38    | 6,353.85 |
| 79936   | KANOPY INC                          | 291-6470-601.32-75 | AV MTL5              | 474.00   | 474.00   |
| 79945   | LIBRARY FURNITURE INTERNATIONAL INC | 291-6470-601.32-90 | SHELVING             | 549.00   | 549.00   |
| 79947   | MANUFACTURERS NEWS INC              | 291-6470-601.32-80 | BOOKS                | 222.00   | 222.00   |
| 79948   | MARCIVE INC                         | 291-6470-601.22-85 | AUTHORITY PROCESSING | 770.34   | 770.34   |
| 79954   | MIDWEST TAPE                        | 291-6470-601.32-75 | AV MTL5              | 9,777.99 |          |
|         |                                     | 291-6470-601.32-80 | BOOKS                | 3,159.56 |          |

| CHECK   | PAYEE                            | ACCOUNT            | DESCRIPTION       | AMOUNT   | TOTAL     |
|---------|----------------------------------|--------------------|-------------------|----------|-----------|
| /PAYM # |                                  |                    |                   |          |           |
|         |                                  | 291-6470-601.32-80 | BOOKS             | 38.15-   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 38.14-   |           |
|         |                                  | 291-6470-601.22-85 | PROC SERVs        | 1,984.21 |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 209.17   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 301.57   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 895.68   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 3,462.53 |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 227.38   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 404.89   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 712.88   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 751.41   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 1,832.42 |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 465.31   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 612.25   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 188.51   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 154.61   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 1,473.60 |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 1,344.19 |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 1,393.72 |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 773.08   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 735.33   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 41.99    |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 587.76   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 1,006.91 |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 279.90   |           |
|         |                                  | 291-6470-601.22-85 | PROC SERVs        | 6.00-    |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 1,043.96 |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 368.73   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 1,378.00 |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 2,424.33 | 37,909.58 |
| 79956   | MULTICULTURAL BOOKS & VIDEOS     | 291-6470-601.32-75 | AV MTLs           | 87.18    | 87.18     |
| 79969   | RECORDED BOOKS INC               | 291-6470-601.32-75 | AV MTLs           | 379.73   |           |
|         |                                  | 291-6470-601.32-75 | AV MTLs           | 82.20    | 461.93    |
| 79971   | RUSSIAN PUBLISHING HOUSE LTD     | 291-6470-601.32-80 | BOOKS             | 50.61    | 50.61     |
| 79973   | SCHAUMBURG TOWNSHIP DIST LIBRARY | 291-6470-601.21-64 | INTERLIBRARY LOAN | 10.00    | 10.00     |
| 79982   | TENNESSEE GENEALOGICAL SOCIETY   | 291-6470-601.32-95 | PERIODICALS       | 25.00    | 25.00     |
| 79987   | TSAI FONG BOOKS INC              | 291-6470-601.32-80 | BOOKS             | 45.25    |           |
|         |                                  | 291-6470-601.32-80 | BOOKS             | 326.79   |           |
|         |                                  | 291-6470-601.32-80 | BOOKS             | 166.91   | 538.95    |
| 79990   | VALUE LINE PUBLISHING LLC        | 291-6470-601.32-95 | PERIODICALS       | 407.00   | 407.00    |
| 79994   | WALL STREET JOURNAL              | 291-6470-601.32-95 | PERIODICALS       | 599.88   |           |
|         |                                  | 291-6470-601.32-95 | PERIODICALS       | 539.88   | 1,139.76  |
| 79995   | WAREHOUSE DIRECT                 | 291-6470-601.30-05 | OFFICE SUPPLIES   | 18.79    |           |



PREPARED 02/18/20, 08:42 AM  
PROGRAM GM348U5  
DEPARTMENT: 64 User Services

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

PAGE 27  
ACCOUNTING PERIOD 2/2020

| CHECK                     | PAYEE                          | ACCOUNT            | DESCRIPTION         | AMOUNT   | TOTAL          |
|---------------------------|--------------------------------|--------------------|---------------------|----------|----------------|
| /PAYM #                   |                                |                    |                     |          |                |
|                           |                                | 291-6470-601.32-05 | PROCESSING SUPPLIES | 1,666.84 | 1,685.63       |
| 79997                     | WHITE PAPERS                   | 291-6470-601.32-80 | BOOKS               | 28.94    | 28.94          |
| 79999                     | WORTH                          | 291-6470-601.32-95 | PERIODICALS         | 75.00    | 75.00          |
| 80001                     | YBP LIBRARY SERVICES           | 291-6470-601.32-80 | BOOKS               | 34.96    |                |
|                           |                                | 291-6470-601.32-80 | BOOKS               | 35.00    |                |
|                           |                                | 291-6470-601.32-80 | BOOKS               | 62.63    | 132.59         |
| ***** DIVISION TOTAL **** |                                |                    |                     |          | 134,325.15     |
|                           |                                |                    |                     |          | <i>BELMONT</i> |
| DEPARTMENT: 64            | User Services                  | DIVISION: 80       |                     |          |                |
| 79998                     | WILLIAMS ASSOCIATES ARCHITECTS | 491-6480-601.50-55 | PROF SERVS DECEMBER | 877.39   |                |
| ***** DIVISION TOTAL **** |                                |                    |                     |          | 877.39         |
| ***** DEPARTMENT TOTAL ** |                                |                    |                     |          | 157,270.72     |
| ***** GRAND TOTAL ****    |                                |                    |                     |          | 419,040.54     |

February 18, 2020

**Arlington Heights Memorial Library  
American Express Card Summary  
1/31/2020**

| #  | CARDHOLDER | COUNT             | ACCOUNT   | AMOUNT      | DESCRIPTION   | VENDOR                |
|----|------------|-------------------|-----------|-------------|---|-----------------------|
|    |            | 101               |           |             |   |                       |
| 1  | Czajka     |                   | 6001-2203 | \$ 638.22   | PLA Hotel Reservation - S Ryan  | HOTELSCOM90050726789  |
| 2  | Czajka     |                   | 6440-3202 | \$ 116.00   | PULSE meeting refreshments 1/24   | PANERA BREAD #203287  |
| 3  | Czajka     |                   | 6440-3202 | \$ 38.00    | Candy for Dann&Raymond Oscar Night  | DOLLAR TREE 00000441  |
| 4  | Czajka     |                   | 6440-3202 | \$ 8.00     | Gold coins for Chinese New Year 1/19  | PARTY CITY 196        |
| 5  | Czajka     |                   | 6440-3202 | \$ 39.47    | Harry Potter Book Night Supplies  | JOANN STORES #2113 0  |
| 6  | Czajka     |                   | 6440-3202 | \$ 107.70   | Coffee for Exhibit Closing Reception 1/5  | STARBUCKS STORE 0226  |
| 7  | Driskell   | 291-0000-489-9000 |           | \$ (167.31) | Other Income/Rebate   | CORPORATE CASHBACK CR |
| 8  | Driskell   |                   | 6001-2203 | \$ (130.00) | PLA Conference - refund for student rate - M Driskell                                   | PLA                   |
| 9  | Driskell   |                   | 6001-2270 | \$ 4.95     | Emergency Texting Service - Keyword   | ONTIMETEL DIALMYCAL   |
| 10 | Driskell   |                   | 6001-2270 | \$ 5.99     | Emergency Texting Service - Vanity Number   | ONTIMETEL DIALMYCAL   |
| 11 | Driskell   |                   | 6001-2270 | \$ 14.00    | Emergency Texting Service - Inbound Texting   | ONTIMETEL DIALMYCAL   |
| 12 | Driskell   |                   | 6002-2165 | \$ 320.00   | Constant Contact Monthly Service  | EIG*CONSTANTCONTACT.  |
| 13 | Driskell   |                   | 6002-2165 | \$ 190.00   | Later.com Instagram Scheduling Service Annual Billing                                   | LATER.COM PREMIUM     |
| 14 | Driskell   |                   | 6004-3272 | \$ 120.00   | Park District Trivia Night  | ACT*AH PARK DISTRICT  |
| 15 | Dworianyn  |                   | 6010-2005 | \$ 54.10    | PayPal Payflow Pro Monthly Subscription   | PAYFLOW/PAYPAL 0045   |
| 16 | Dworianyn  |                   | 6010-2242 | \$ 346.85   | Comcast Public Internet   | COMCAST CHICAGO       |
| 17 | Dworianyn  |                   | 6010-3032 | \$ 11.99    | YouTube Premium Subscription  | GOOGLE *YOUTUBEPREMI  |
| 18 | Dworianyn  |                   | 6010-3032 | \$ 900.00   | Sensource - Door Counter Software   | IN *SENSOURCE, INC.   |
| 19 | Dworianyn  |                   | 6010-3032 | \$ 25.00    | Github Monthly Subscription   | GITHUB                |
| 20 | Dworianyn  |                   | 6010-3032 | \$ 132.00   | Replacement Server Hard Drive   | CALHOUN TECHNOLOGIES  |
| 21 | Dworianyn  |                   | 6010-3032 | \$ 239.20   | Office 365 Monthly Subscription   | MNJTECHNOLOGIESDIREC  |
| 22 | Dworianyn  |                   | 6010-3032 | \$ 35.00    | Trello Monthly Subscription   | TRELLO.COM, ATLASSIA  |
| 23 | Dworianyn  |                   | 6010-3032 | \$ 4.99     | Amazon Freetime Subscription  | AMZNFREETIME*MDSNA5Z  |
| 24 | Dworianyn  |                   | 6010-3032 | \$ 408.00   | Survey Monkey Annual Subscription   | SMK*SURVEYMONKEY.COM  |
| 25 | Dworianyn  |                   | 6010-3032 | \$ 31.92    | Google Gsuite Monthly Subscription  | GOOGLE *GSUITE_AHML.  |
| 26 | Dworianyn  |                   | 6010-3032 | \$ 14.99    | Spotify Monthly Subscription  | SPOTIFY USA           |
| 27 | Dworianyn  |                   | 6010-3032 | \$ 49.00    | Riddle.com Monthly Subscription   | RIDDLE.COM SUBSCRIPT  |
| 28 | Ekl        |                   | 6001-2203 | \$ 180.00   | ILA Legislative Breakfast - M Driskell, S Distel, D Ekl, J Moravec, J Supplitt, D Smart | ILLINOIS LIBRARY ASS  |
| 29 | Ekl        |                   | 6001-3005 | \$ 156.60   | Sleeves for Coffee Cups   | THE WEBSTAUANT STOR   |
| 30 | Ekl        |                   | 6002-2165 | \$ 69.26    | Subscription to Meetup.com  | MEETUP ORG SUB 6M     |
| 31 | Ekl        |                   | 6002-2165 | \$ 235.00   | Bulk Mail Permit Marketing Mail Fee   | USPS PO 1602820004 0  |
| 32 | Ekl        |                   | 6002-2210 | \$ 26.19    | Business Cards  | VISTAPR*VISTAPRINT.C  |
| 33 | Ekl        |                   | 6002-2210 | \$ 28.19    | Business Cards  | VISTAPR*VISTAPRINT.C  |
| 34 | Ekl        |                   | 6002-3005 | \$ 256.26   | Plastic Sign Holders  | North American Plast  |
| 35 | Ekl        |                   | 6002-3005 | \$ 390.00   | Stock Art Credits   | CKO*WWW.ISTOCKPHOTO.  |
| 36 | Ekl        |                   | 6004-2005 | \$ 219.00   | Proliteracy Membership for 2020   | SPL*DEVELOPMENT REVE  |
| 37 | Ekl        |                   | 6004-2218 | \$ 449.20   | Stanchion rental for Harry Potter Book Night  | PARTY PLUS EVENTS 93  |
| 38 | Ekl        |                   | 6004-2218 | \$ 27.23    | Harry Potter Book Night Triwizard Cup   | TARGET.COM * 3991     |
| 39 | Ekl        |                   | 6004-2218 | \$ (1.35)   | Harry Potter Book Night Prizes - tax refund   | JELLY BELLY CANDY CO  |
| 40 | Ekl        |                   | 6004-2218 | \$ 38.43    | Harry Potter Book Night Prizes  | JELLY BELLY CANDY CO  |
| 41 | Ekl        |                   | 6004-2218 | \$ 55.78    | Harry Potter Book Night Prizes  | PAYPAL *CHENQINGLON   |
| 42 | Ekl        |                   | 6010-3185 | \$ 154.95   | Portable Blu-Ray Player   | WALMART.COM           |
| 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        |                   | 6020-2111 | \$ 1,270.80 | Cylinders for humidifiers   | AFFILIATED PARTS LLC  |
| 46 | Ekl        |                   | 6020-2111 | \$ 24.77    | Lightbulbs  | 1000Bulbs Garland     |
| 47 | Ekl        |                   | 6401-3201 | \$ 16.77    | Enchanted Makeovers No-Sew Capes  | JOANN STORES ONLINE.  |
| 48 | Ekl        |                   | 6401-3201 | \$ 188.16   | Peeps Program   | PEEPS RETAIL STORE,   |
| 49 | Ekl        |                   | 6401-3201 | \$ 71.91    | Enchanted Makeovers No-Sew Capes  | JOANN STORES ONLINE.  |
| 50 | Ekl        |                   | 6401-3202 | \$ 13.22    | Chinese New Year Program Supplies   | MICHAELS #9490        |
| 51 | Ekl        |                   | 6401-3202 | \$ (12.32)  | Winter Program Supplies - return  | MICHAELS #9490        |
| 52 | Ekl        |                   | 6401-3202 | \$ 140.43   | Finals Study Lounge Snacks  | SAMSLUB.COM#6279 62   |
| 53 | Ekl        |                   | 6401-3202 | \$ 26.75    | Pizza for Homework Helpers  | ROSATI'S PIZZA 0065   |
| 54 | Ekl        |                   | 6401-3202 | \$ 12.32    | Winter Program Supplies   | MICHAELS #9490        |
| 55 | Ekl        |                   | 6405-3005 | \$ 27.13    | Archival File Folders   | GAYLORD BROS INC      |
| 56 | Ekl        |                   | 6420-3005 | \$ 99.75    | Steel Hooks   | WOODWORKER EXPRESS I  |
| 57 | Ekl        |                   | 6440-2203 | \$ 20.00    | "Planning Successful Author Events" Laconi Meeting - S Ryan                             | EB *PLANNING SUCESS   |
| 58 | Ekl        |                   | 6440-3202 | \$ 194.09   | Honey for Let's Make Mead 1/31  | THE WEBSTAUANT STOR   |
| 59 | Ekl        |                   | 6440-3202 | \$ 129.42   | Fleece for Day of Service 1/20  | JOANN STORES ONLINE.  |
| 60 | Ekl        |                   | 6440-3202 | \$ 359.46   | Fleece for Day of Service 1/20  | JOANN STORES ONLINE.  |
| 61 | Ekl        |                   | 6440-3202 | \$ 46.86    | Chinese New Year Outreach Giveaways   | PARTY CITY 1002       |
| 62 | Ekl        |                   | 6440-3202 | \$ 40.85    | Chinese New Year Outreach Giveaways   | SEES CANDIES MO       |
| 63 | Ekl        |                   | 6440-3202 | \$ (1.49)   | Harry Potter Book Night Supplies - tax refund   | OFFICESUPPLY.COM      |
| 64 | Ekl        |                   | 6440-3202 | \$ 25.36    | Harry Potter Book Night Supplies  | OFFICESUPPLY.COM      |
| 65 | Ekl        |                   | 6440-3202 | \$ 254.28   | Harry Potter Book Night Banners   | S&S WORLDWIDE, INC.   |
| 66 | Ekl        |                   | 6440-3202 | \$ (2.28)   | Harry Potter Book Night Craft Supplies - tax refund                                     | ETSY.COM              |
| 67 | Ekl        |                   | 6440-3202 | \$ 38.70    | Harry Potter Book Night Craft Supplies  | ETSY.COM              |
| 68 | Ekl        |                   | 6450-2202 | \$ 211.00   | ALA Membership - C Smith  | AMERLIBASSOC ECOMMER  |

| #   | CARDHOLDER | ACCOUNT   | AMOUNT              | DESCRIPTION                      | VENDOR               |
|-----|------------|-----------|---------------------|----------------------------------|----------------------|
| 69  | Eki        | 6450-3005 | \$ 107.94           | Digital Services Storage         | THE CONTAINER STORE  |
| 70  | Eki        | 6450-3201 | \$ 9.99             | Game for Oculus Rift             | OCULUS *6PGR2QN9Y2   |
| 71  | Eki        | 6450-3201 | \$ 9.99             | Game for Oculus Rift             | OCULUS *QNQR2QN9Y2   |
| 72  | Eki        | 6470-3005 | \$ 84.00            | Date Stamp                       | STAMP CONNECTION     |
| 73  | Szymanek   | 6470-3033 | \$ 525.00           | Cataloger's Desktop Subscription | LIB OF CONGRESS 0000 |
| 74  | Szymanek   | 6470-3275 | \$ 15.99            | AV Materials                     | NETFLIX.COM          |
| 75  | Szymanek   | 6470-3275 | \$ 14.99            | AV Materials                     | HBO NOW (855) 942-66 |
| 76  | Szymanek   | 6470-3275 | \$ 15.99            | AV Materials                     | NETFLIX.COM          |
| 77  | Szymanek   | 6470-3275 | \$ 71.99            | AV Materials                     | MOBILE BEACON        |
| 78  | Szymanek   | 6470-3275 | \$ 64.92            | AV Materials                     | SP * MATER SPEI      |
| 79  | Szymanek   | 6470-3275 | \$ 15.99            | AV Materials                     | NETFLIX.COM          |
| 80  | Szymanek   | 6470-3275 | \$ 109.90           | AV Materials                     | SHOWTIME             |
| 81  | Szymanek   | 6470-3275 | \$ 71.99            | AV Materials                     | MOBILE BEACON        |
| 82  | Szymanek   | 6470-3275 | \$ 60.00            | AV Materials                     | WTTW CHANNEL 11      |
| 83  | Szymanek   | 6470-3275 | \$ 99.99            | AV Materials                     | CBS ALL ACCESS       |
| 84  | Szymanek   | 6470-3275 | \$ 99.99            | AV Materials                     | CBS ALL ACCESS       |
| 85  | Szymanek   | 6470-3275 | \$ 99.99            | AV Materials                     | CBS ALL ACCESS       |
| 86  | Szymanek   | 6470-3275 | \$ 110.64           | AV Materials                     | SP * LIMITED RUN     |
| 87  | Szymanek   | 6470-3275 | \$ 48.52            | AV Materials                     | SP * SUPER RARE GAME |
| 88  | Szymanek   | 6470-3275 | \$ (119.00)         | AV Materials                     | AMAZON PRIME         |
| 89  | Szymanek   | 6470-3275 | \$ (119.00)         | AV Materials                     | AMAZON PRIME         |
| 90  | Szymanek   | 6470-3275 | \$ 39.98            | AV Materials                     | SLING.COM            |
| 91  | Szymanek   | 6470-3280 | \$ 116.89           | Books                            | SP * SLUMBERKINS     |
| 92  | Szymanek   | 6470-3280 | \$ 36.90            | Books                            | MASON DIXON KNITTING |
| 93  | Szymanek   | 6470-3280 | \$ 30.95            | Books                            | BARNES&NOBLE.COM-BN  |
| 94  | Szymanek   | 6470-3280 | \$ 150.00           | Books                            | NATIONAL CARE PLANNI |
| 95  | Szymanek   | 6470-3295 | \$ 11.99            | Periodicals                      | DOWN EAST PROMO ITEM |
| 96  | Szymanek   | 6470-3295 | \$ 12.67            | Periodicals                      | PAYPAL *ROBINTAYLOR  |
| 97  | Szymanek   | 6470-3295 | \$ 10.73            | Periodicals                      | WWW.MAGS-UK.COM      |
| 98  | Szymanek   | 6470-3295 | \$ 60.00            | Periodicals                      | KINFOLK MAGAZINE     |
| 99  | Szymanek   | 6470-3295 | \$ 17.94            | Periodicals                      | STAMPINGTON & COMPAN |
| 100 | Szymanek   | 6470-3295 | \$ 26.30            | Periodicals                      | WWW.MAGS-UK.COM      |
| 101 | Szymanek   | 6470-3295 | \$ 5.00             | Periodicals                      | BT*ALTPRESS MEDIA    |
|     |            |           | <u>\$ 11,156.90</u> |                                  |                      |

February 21, 2020

**Arlington Heights Memorial Library**  
**Mastercard Summary**  
**1/31/2020**

| <u>CARDHOLDER</u> | <u>ACCOUNT</u> | <u>AMOUNT</u>    | <u>DESCRIPTION</u>                         | <u>VENDOR</u>                    |
|-------------------|----------------|------------------|--|----------------------------------|
| Count             | 9              |                  |  |                                  |
| S Distel          | 6001-2165      | \$ (169.74)      | Credit for previous fraud charge           |                                  |
|                   | 6001-2165      | \$ 84.99         | Fraud charge, will be reimbursed by vendor |                                  |
|                   | 6003-4070      | \$ (28.13)       | Credit for tax                             | Chipotle                         |
|                   | 6401-3202      | \$ 31.62         | Pizza for TAB 1/19                         | Rosati's Pizza                   |
|                   | 6440-3202      | \$ 32.45         | Pizza for Teen Thunderdome 12/30           | Domino's Pizza                   |
|                   | 6440-3202      | \$ 128.06        | Football Trivia Food 1/26                  | Gatsby's Pizza                   |
| M Szymanek        | 6470-3275      | \$ 35.00         | AV Materials                               | Eardley Public, Elizabeth Claire |
|                   | 6470-3295      | \$ 195.00        | Periodicals                                | Forbes Newsletters               |
|                   | 6470-3295      | \$ 32.97         | Periodicals                                | Magazine Store                   |
|                   |                | <u>\$ 342.22</u> |  |                                  |

February 21, 2020

**Arlington Heights Memorial Library  
Special Funds Summary  
1/31/2020**

Count 33

Check #1560 - AHML 100-80-00 \$ 45,000.00 Transfer to Disbursement S Beckman

| #                                       | Account             | Amount           | Description          | Staff      |
|---|---------------------|------------------|----------------------|------------|
| <b>Check # 1561 – AHML – Petty Cash</b> |                     |                  |                      |            |
| 1                                       | 1/6/2020 6401-3201  | \$ 14.95         | Program Supplies     | R King     |
| 2                                       | 6401-2203           | \$ 4.06          | Travel/Training      | R King     |
| 3                                       | 6401-2203           | \$ 16.54         | Travel/Training      | K McGuire  |
| 4                                       | 6001-2205           | \$ 5.65          | Postage              | J Doren    |
| 5                                       | 1/13/2020 6440-2203 | \$ 4.76          | Travel/Training      | K Henry    |
| 6                                       | 6440-3202           | \$ 21.24         | Program Events       | K Henry    |
| 7                                       | 6440-3202           | \$ 6.45          | Program Events       | K Henry    |
| 8                                       | 6440-3202           | \$ 45.93         | Program Events       | M Lepo     |
| 9                                       | 6401-2203           | \$ 2.67          | Travel/Training      | L Dakas    |
| 10                                      | 6401-3202           | \$ 3.00          | Program Events       | L Dakas    |
| 11                                      | 6440-3202           | \$ 28.87         | Program Events       | A Son      |
| 12                                      | 6401-2203           | \$ 12.88         | Travel/Training      | E Loeffler |
| 13                                      | 6430-2203           | \$ 15.25         | Travel/Training      | K Myers    |
| 14                                      | 6440-2203           | \$ 30.17         | Travel/Training      | J Czajka   |
| 15                                      | 6405-2203           | \$ 19.03         | Travel/Training      | C Shin     |
| 16                                      | 6001-3005           | \$ 6.59          | Office Supplies      | J Doren    |
| 17                                      | 6470-3295           | \$ 38.97         | Periodicals          | M Szymanek |
| 18                                      | 6430-2203           | \$ 2.55          | Travel/Training      | E Akdeniz  |
| 19                                      | 6401-3290           | \$ 19.99         | Circulation Supplies | E Mather   |
| 20                                      | 6440-3202           | \$ 27.93         | Program Events       | M Lepo     |
| 21                                      | 1/20/2020 6440-3202 | \$ 29.87         | Program Events       | M Young    |
| 22                                      | 6401-3202           | \$ 17.48         | Program Events       | A Hamilton |
| 23                                      | 6010-2203           | \$ 50.00         | Travel/Training      | B Sliwa    |
| 24                                      | 6401-3201           | \$ 29.95         | Program Supplies     | K Henry    |
| 25                                      | 1/27/2020 6001-2205 | \$ 20.05         | Postage              | J Doren    |
| 26                                      | 6470-3295           | \$ 38.97         | Periodicals          | M Szymanek |
| 27                                      | 6020-2111           | \$ 33.96         | Building Maintenance | G Leclair  |
| 28                                      | 6440-3202           | \$ 43.01         | Program Events       | S Ryan     |
| 29                                      | 6440-2203           | \$ 0.35          | Travel/Training      | S Ryan     |
| 30                                      | 2/3/2020 6001-2203  | \$ 32.00         | Travel/Training      | J Doren    |
| 31                                      | 6001-2205           | \$ 23.11         | Postage              | J Doren    |
| 32                                      | 6420-2203           | \$ 22.32         | Travel/Training      | S Meyer    |
| 33                                      | 6420-2203           | \$ 3.22          | Travel/Training      | M Maier    |
|   |                     | <u>\$ 671.77</u> |                      |            |

To: Board of Library Trustees  
From: Mike Driskell  
Date: February 18, 2020  
Re: Unlawful Harassment Policy

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New legislation, effective January 1, 2020, amends existing laws including the Illinois Human Rights Act (IHRA), the Victims' Economic Security and Safety Act (VESSA), the State Officials and Employee Ethics Act (SOEEA), Workplace Transparency Act (WTA) and the Illinois Government Ethics Act (IGEA). This new legislation makes significant changes to various Illinois discrimination and ethics laws, resulting in required changes in our Unlawful Harassment Policy. The attached proposed policy includes significant changes to our Unlawful Harassment Policy and is compliant with the new laws. This policy has been reviewed by our human resources attorney (provided through HR Source), insurance attorney (provided through LIRA) and our library attorney.

In addition to the content changes in the policy, we are also proposing to change the title from the Unlawful Harassment Policy to the Non-Discrimination and Anti-Harassment Policy.

Changes proposed in this policy reflect the discussion at the February 3 Committee of the Whole meeting, and further discussion with the library attorney.

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

## **Proposed: NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

### **Objective**

Arlington Heights Memorial Library strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the organization should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. The library will not tolerate unlawful discrimination or harassment, including sexual harassment, which are illegal under the Illinois Human Rights Act (IHRA) and Title VII of the U.S. Civil Rights Act of 1964 (Title VII). Through enforcement of this policy and by education of employees, the library will seek to prevent, correct and discipline behavior that violates this policy.

All employees, particularly those in a supervisory or management capacity, are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. The library considers any type of harassment to be a major offense. Violation of this policy is subject to disciplinary action up to and including termination.

### **Prohibited Conduct Under This Policy**

The library, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

#### **Discrimination**

Discrimination consists of employment actions taken against an individual based on a characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status or any other category protected by applicable law. Discrimination occurs when an individual is treated differently or unequally because the individual is a member of a protected group.

#### **Harassment**

Harassment consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status such as race, color, ancestry, national origin, citizenship status, religion, sex, pregnancy, sexual orientation, gender identity, age, disability, marital status, military or veteran status, genetic information, order of protection status or any other category protected by applicable law. Employer will not tolerate harassing conduct that affects tangible job benefits, interferes unreasonably with

an individual's work performance or creates an intimidating, hostile or offensive working environment.

The conduct forbidden by this policy specifically includes, but is not limited to: (a) epithets, slurs, negative stereotypes or intimidating acts that are based on a person's protected status; and (b) written or graphic material circulated within or posted within the workplace that shows hostility toward a person because of their protected status.

## **Sexual Harassment**

Sexual harassment, both overt and subtle, is demeaning and is strictly prohibited. Sexual harassment as defined by law, consists of unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when made to an employee where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
3. Such conduct has the purpose or effect of substantial interference with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment, as defined above, may include but is not limited to:

- Verbal: innuendoes, suggestive comments, jokes of a sexual nature or requests for any type of sexual favor
- Non-verbal: suggestive or insulting sounds (whistling, "catcalls," kissing noises), leering, obscene/suggestive body gestures, notes, photos, text messages or other forms of communication that are sexual in nature.
- Visual: displaying posters, signs, pin-ups or slogans of a sexual nature.
- Physical: unwelcome physical contact such as touching, hugging, kissing, pinching, brushing the body, coerced sexual intercourse or assault.

The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Harassment can occur between members of different genders, the same gender or by people who do not identify with one gender or another. It is helpful for the victim to inform a harasser directly that the conduct is unwelcome and must stop, but if they are uncomfortable confronting the alleged harasser, an employee is not obligated to do so.



All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim. Supervisors and managers who witness harassing or discriminatory behavior must immediately report this as described below.

### **Investigation Procedure**

An employee who believes that they have been subjected to sexual or other types of harassment or discrimination, or who has witnessed harassment or discrimination, should immediately submit a complaint to their supervisor, any other manager or supervisor, Security Department, Human Resources or the executive director.

- Complaints of discriminating or harassing actions by a library staff member shall be reported to Human Resources and/or the Library Administrative Team.
- Complaints of discriminating or harassing actions by a customer shall be reported to the Security Department and/or the Library Administrative Team.
- If the employee believes that Human Resources and/or the Library Administrative Team condones the behavior or ignores the complaint, the employee should notify the President of the Board of Library Trustees of their complaint.

If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to Human Resources or Security Department as applicable. If a manager or supervisor believes that Human Resources or Security Department condones the behavior or ignores the complaint, the manager or supervisor should report the complaint to the executive director or President of the Board of Library Trustees, as appropriate. The Human Resources and Security Departments shall promptly investigate all complaints and make all reasonable efforts to resolve the matter.

A substantiated complaint against an employee will subject the employee to disciplinary action, up to and including termination. If an investigation results in a finding that the complainant falsely accused another of harassment or discrimination knowingly or in a malicious manner, the complainant will be subject to appropriate discipline, including the possibility of discharge.

### **Board of Library Trustees**

In the event the sexual harassment is made by a library trustee and directed at another library trustee, the affected library trustee should contact the library's attorney to request an independent third-party investigation.

## **Confidentiality**

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the employer's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. The library may use third parties, such as their attorneys, to conduct an investigation into a harassment or discrimination complaint.

## **Retaliation Prohibited**

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Lodging a bona fide complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Any form of retaliation against an employee who reports harassment or discrimination or participates in an investigation is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employees Act, the Illinois Whistleblower Act, Title VII of the Civil Rights Act of 1964 and library policy. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline, up to and including termination.

## **Alternative legal remedies**

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, an employee has the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint.

Contact Information:

Illinois Department of Human Rights (IDHR)

- Chicago: 312-814-6200 or 800-662-3942; TTY: 866-740-3953
- Springfield: 217-785-5100; TTY: 866-740-3953
- Marion: 618-993-7463; TTY: 866-740-3953

Illinois Human Rights Commission (IHRC)

- Chicago: 312-814-6269; TTY: 312-814-4760
- Springfield: 217-785-4350; TTY: 217-557-1500

## United States Equal Employment Opportunity Commission (EEOC)

- Chicago: 800-669-4000; TTY: 800-869-8001

## UNLAWFUL HARASSMENT

The library is committed to providing a work environment that is free of discrimination and unlawful harassment.

### **Sexual Harassment**

Sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited. Sexual harassment encompasses a wide range of unwanted, sexually-directed behavior and has been defined in the following manner.

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
3. such conduct has the purpose or effect of unreasonable interference with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur to a victim without economic injury or termination of employment.
- The harasser's conduct must be unwelcome.

It is helpful for the victim to inform the harasser directly that the conduct is unwelcome and must stop. The victim is encouraged to and should report any sexual harassment using the procedure described in the section "Reporting Harassment."

## **Other Forms of Harassment**

Harassment is not limited to claims of sexual harassment. It can arise from inappropriate conduct based on race, color, religion, sex, pregnancy, national origin, sexual orientation, age, disability, and all other protected classifications as required by federal, state, and local law. Actions, words, jokes, or comments based on any legally protected characteristic will not be tolerated.

## **Reporting Harassment**

Any employee who wants to report an incident of unlawful harassment at work by anyone, including supervisors, co-workers, customers, or visitors, is urged to report the matter promptly to a supervisor, the Human Resources Director, or the Executive Director so that the problem can be investigated immediately. Incidents reported to a supervisor or the Executive Director must be immediately communicated to the Human Resources Director.

The Human Resources Director investigates all complaints and endeavors to handle these matters expeditiously and in a professional manner to protect the offended individual. As much as possible in order to effectively investigate, strict confidentiality is maintained for those employees reporting or providing information about unlawful harassment, as well as for the person accused. Employees making a report of harassment or participating in an investigation will not be subject to retaliation for such participation or reporting. Any personnel action taken as a result of the complaint and investigation will be authorized by the Executive Director.

The library considers any type of harassment to be a major offense. Violation of this policy is subject to disciplinary action up to and including termination of employment.

Revised effective December 19, 2017

To: Board of Library Trustees  
From: Mike Driskell  
Date: February 18, 2020  
Re: Policy 1.107 Legal Consultation

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The attached proposed changes to Policy 1.107 Legal Consultation include the authorization of individual library trustees to contact the library's attorney to request an independent third-party investigation in the event of sexual harassment between library trustees. This change is a result of the Workplace Transparency Act that went into effect on January 1, 2020.

Changes proposed in this policy reflect the discussion at the February 3 Committee of the Whole meeting, and further discussion with the library attorney.

Suggested motion: **The Board of Library Trustees approves revisions to Policy 1.107 Legal Consultation.**

## **1.107 LEGAL CONSULTATION**

Individual members of the Board of Library Trustees may directly contact the library's legal counsel under the following conditions:

1. When directed to do so by the Board of Library Trustees or president. In this case, the library trustee initiating the contact should request the attorney's opinion through the President of the Board of Library Trustees or through the executive director.
2. When ethics questions or concerns pertaining to the President of the Board of Library Trustees arise and a second trustee concurs. In this case, a copy of the attorney's opinion should be concurrently sent to the president and executive director.
3. When sexual harassment is made by a library trustee and directed at another library trustee, the affected library trustee should contact the library's attorney to request an independent third-party investigation. In this case, a copy of the attorney's opinion may be sent to the president or executive director.

At no other time may an individual trustee of the Board of Library Trustees directly contact the library's legal counsel.

## 1.107 LEGAL CONSULTATION

Individual members of the Board of Library Trustees may directly contact the library's legal counsel under the following conditions:

1. When directed to do so by the Board of Library Trustees or President. **In this case, the library trustee initiating the contact should request the attorney's opinion through the President of the Board of Library Trustees or through the executive director.**
2. When ethics questions or concerns pertaining to the President of the Board of Library Trustees arise and a second trustee concurs. **In this case, a copy of the attorney's opinion should be concurrently sent to the president and executive director.**
3. When sexual harassment is made by a library trustee and directed at another library trustee, the affected library trustee should contact the library's attorney to request an independent third-party investigation. **In this case, a copy of the attorney's opinion may be sent to the president or executive director.**

~~If direct contact is made, the member of the Board initiating the contact should request the attorney's opinion through the President of the Board of Library Trustees or through the Executive Director except when acting under Option 2, in which case a copy should be concurrently sent to the President and Executive Director.~~

At no other time may an individual trustee of the Board of Library Trustees directly contact the library's legal counsel.



To: Board of Library Trustees  
From: Mike Driskell  
Date: February 18, 2020  
Re: Personal Property Replacement Tax

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Since 1981, the Village of Arlington Heights has received Personal Property Replacement Tax revenue from the State of Illinois. This tax is paid to municipalities to replace tax dollars that were lost when the authority to impose personal property taxes on corporations, partnerships, and other business entities were taken away. By law, the library is entitled to a percentage of this tax revenue, based on the percent of tax revenue the library was levying in 1976 compared to the Village.

This was discussed briefly at the Committee of the Whole meeting on February 3. Further discussion of the tax and related questions from trustees will be addressed at the meeting.

To: Board of Library Trustees  
From: Mike Driskell  
Date: February 18, 2020  
Re: I Love My Librarian Award

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Maria Papanastassiou, Kids' World assistant manager at the Arlington Heights Memorial Library, is a winner of this year's I Love My Librarian Award. Maria is one of only ten librarians in the country to receive this prestigious national award presented by the American Library Association (ALA).

The Board of Library Trustees will recognize Maria for her leadership in transforming lives through access to education. Maria's efforts have helped position Arlington Heights Memorial Library at the forefront of serving children who are differently abled.

To: Board of Library Trustees  
From: Mike Driskell  
Date: February 18, 2020  
Re: Family Place Library Initiative

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The Family Place Library initiative offers our community families valuable resources for early literacy and learning, healthy child development and family support. Youth Services staff will present an overview of the initiative including specially designed spaces, age appropriate programming, community outreach, services and collections.

To: Board of Library Trustees

From: Shannon Distel

Cc: Mike Driskell

Date: February 18, 2020

Re: Approval of the 2020 Illinois Public Library Annual Report for 2019

Each year, the Board of Library Trustees reviews and approves the Illinois Public Library Annual Report, which is submitted electronically to the Illinois State Library.

For comparison purposes, the responses from the previous year's report are shown in bold type to the right of this year's answers. Below are items of note and areas that have increased or decreased significantly.

### **Facility/Facilities**

**6.2 a Does the library address the environmental needs of patrons on the autism spectrum? 2018 No. 2019 Yes.**

### **Collection Expenditures**

**10.2 Electronic Materials (e-books, databases, etc.) 2018-\$609,023. 2019-\$693,544.**

### **Programs & Attendance**

#### **Children's**

**15.2 Attendance 2018-63,743. 2019-49,064.**

**15.3 Passive Programs 2018-13. 2019-82.**

**15.4 Passive Program Attendance 2018-1,458. 2019-16,014.**

- Reading programs (summer, winter, 1,000 Books Before Kindergarten) moved from group programs to passive programs based on the IPLAR definition. The attendance difference from 2018 to 2019 is 123.

#### **Young Adult**

**15.1 Programs 2018-222. 2019-431.**

**15.3 Passive Programs 2018-13. 2019-57.**

**15.4 Passive Program Attendance 2018-1,325. 2019-4,283.**

- Youth outreach (schools visits) and Friday Flicks are now counted as programs. We are also counting all reading programs for teens, summer reading and 100

Books Before High School. 100 Books Before High School was not counted until 2019.)

## **Other**

**15.3 Passive Programs 2018–10. 2019-35.**

**15.4 Passive Program Attendance 2018–57,770. 2019-94,754.**

- We are now counting adult summer reading participation, exhibit tours, exhibit attendance and outreach events that offer a passive activity.

## **Registered Users**

**16.1 Total Number of Unexpired Resident Users Cards 2018–42,238. 2019–51,984.**

- The difference in total number of unexpired resident cards is due to our Unique address verification service. Cards are no longer expiring as long as the resident's address has been verified through NCOA (National Change of Address) the US Postal Service record of current addresses.

**16.2a Total Number of Unexpired Non-resident Users Cards 2018–2. 2019-5.**

**16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year? 2018-\$880. 2019-\$2,206.**

- Increase in fees collected due to additional non-residents purchasing AHML cards to utilize the library's ESL services.

**16.3 Total Number of Registered Users? 2018-42,240. 2019-51,991.**

- The increase in 2019 is a result of automatic library card renewal.

## **Resources Owned**

**17.4 E-books Held at end of the fiscal year 2018–36,064. 2019-62,826.**

**17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year 2018–36,366. 2019-45,927.**

**Report circulation, including renewals, by the material types below.**

**18.11 Use of Electronic Materials 2018–198,998. 2019-231,579.**

**18.13 Successful Retrieval of Electronic Information 2018–Unknown. 2019-352,849.**

- This is a newer question and we did not report on the figure until this year.

**18.17 Interlibrary Loans Received FROM other libraries 2018–4,510. 2019-5,427.**

## **One-on-One Tutorials**

### **19.2 Total Annual One-on-One Tutorials 2018–3,768. 2019-1,152.**

- Per the State Data Coordinator of the Illinois State Library, we should not include volunteer one-on-one tutorials. This includes all volunteer ESL, genealogy, tax assistance and homework helper sessions.

## **Staff Development & Training**

### **23.1 How much money did your library spend on staff development and training this fiscal year? 2018-\$56,163. 2019-\$25,144.**

- Harper College presented to the library's administration team on change management. The Public Library Association Annual Conference was in 2018 and Face to Face Communications and Training leadership consultants trained the management team during a 6-week training session. In 2019, the library took advantage of free training resources through the Employee Assistance Program and provided less expensive team building opportunities for the management team.

### **23.3 How many hours of training did employees receive this year? 2018-2,635.50. 2019-3,448.20.**

Suggested motion: **The Board of Library Trustees accepts the 2020 Illinois Public Library Annual Report.**

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2020  
**ARLINGTON HEIGHTS MEMORIAL LIBRARY**

**IPLAR**

**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

|   |                                    |
|---|------------------------------------|
| 1.1 ISL Control # [PLSC 151, PLSC 701]  | 30019                              |
| 1.2 ISL Branch # [PLSC 151, PLSC 701]   | 0                                  |
| 1.3a FSCS ID [PLSC 150, PLSC 700]   | IL0018                             |
| 1.3b FSCS_SEQ [PLSC 700]  | 002                                |
| 1.4a Legal Name of Library [PLSC 152]   | Arlington Heights Memorial Library |
| 1.4b If the library's name has changed, then enter the updated answer here.               |                                    |
| 1.4c Was this an official name change?  |                                    |
| 1.5a Facility Street Address [PLSC 153]   | 500 North Dunton Avenue            |
| 1.5b If the facility's street address has changed, then enter the updated answer here.    |                                    |
| 1.5c Was this a physical location change?   |                                    |
| 1.6a Facility City [PLSC 154]   | Arlington Heights                  |
| 1.6b If the facility's city has changed, then enter the updated answer here.              |                                    |
| 1.7a Facility Zip [PLSC 155]  | 60004                              |
| 1.7b If the facility's zip code has changed, then enter the updated answer here.          |                                    |
| 1.8a Mailing Address [PLSC 157]   | 500 North Dunton Avenue            |
| 1.8b If the facility's mailing address has changed, then enter the updated answer here.   |                                    |
| 1.9a Mailing City [PLSC 158]  | Arlington Heights                  |
| 1.9b If the facility's mailing city has changed, then enter the updated answer here.      |                                    |
| 1.10a Mailing Zip [PLSC 159]  | 60004                              |
| 1.10b If the facility's mailing zip code has changed, then enter the updated answer here. |                                    |
| 1.11a Library Telephone Number [PLSC 162]   | (847) 392-0100                     |
| 1.11b If the telephone number has changed, then enter the updated answer here.            |                                    |
| 1.12a Library FAX Number  | (847) 506-2650                     |
| 1.12b If the fax number has changed, then enter the updated answer here.                  |                                    |
| 1.13 Website  | http://www.ahml.info               |

**Library Director's Information**

Please enter the full name, title and e-mail address of the library director.

|                                |                     |
|--------------------------------|---------------------|
| 1.14 Name                      | Michael Driskell    |
| 1.15 Title                     | Executive Director  |
| 1.16 Library Director's E-mail | mdriskell@ahml.info |

**Library Information**

Please provide the requested information about the library type.

|  |         |
|--|---------|
| 1.17a Type of library  | Village |
| 1.17b If the library type has changed, then enter the updated answer here.                 |         |
| 1.18 Is the main library a combined public and school library?                             | No      |
| 1.19 Does your library contract with another library to RECEIVE ALL your library services? | No      |

**Contract for Services**

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

|  |  |
|--|--|
| Number of contracting libraries:         |  |
| Legal name of library you contract with: |  |

**Administrative Information**

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

|  |        |
|--|--------|
| 1.21a County in which the administrative entity is located [PLSC 161]  | Cook   |
| 1.21b If the administrative entity's county has changed, then enter the updated answer here.                 |        |
| 1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]  | No     |
| 1.22b IF YES, indicate the reason for the boundary change  |        |
| 1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]             | 75,101 |
| 1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here. |        |
| 1.23c Documentation of legal population change   |        |
| 1.24 If the population has changed from the prior year's answer, then indicate the reason.                   |        |
| 1.25a This library is currently a member of what Illinois library system?                                    | RAILS  |
| 1.25b If the library's system has changed, then enter the updated answer here.                               |        |

**Federal Public Library Criteria**

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

|  |     |
|--|-----|
| 1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof? | Yes |
| 1.27 Does this library have paid staff?  | Yes |
| 1.28 Does this library have an established schedule in which services of the staff are available to the public?      | Yes |
| 1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?               | Yes |
| 1.30 Is this library supported in whole or in part with public funds?  | Yes |
| 1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]                | Yes |

**SERVICE OUTLETS (2.1 - 2.14)**

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. If you do not have service locations beyond the central library, this section will not open for completion. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.net) so that it can be added.

|  |    |
|--|----|
| 2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]                       | 1  |
| 2.1b Total number of branch libraries [PLSC 210]                             | 1  |
| 2.2a Are any of the branch libraries a combined public and school library?   | No |
| 2.2b If YES, provide the name of the branch or branches in the box provided. |    |

**Service Outlet Name**

|          |   |                                     |                  |
|----------|---|-------------------------------------|------------------|
| Location | 2.3a Branch or Bookmobile Legal Name [PLSC 702] | 2.3b If the outlet's legal name has | 2.3c Was this an |
|----------|---|-------------------------------------|------------------|



|  |   | changed, then enter the updated answer here. | official name change? |
|--|---|--|-----------------------|
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | ARLINGTON HEIGHTS SENIOR CENTER BRANCH        |  |                       |
| ARLINGTON HEIGHTS MEM. LIB.            | ARLINGTON HEIGHTS MEMORIAL LIBRARY            |  |                       |
| ARLINGTON HEIGHTS BOOKMOBILE           | ARLINGTON HEIGHTS MEMORIAL LIBRARY BOOKMOBILE |  |                       |

**ISL Control Number**

| Location                               | 2.4 ISL Control # [PLSC 701] | 2.5 ISL Branch # [PLSC 701] |
|--|------------------------------|-----------------------------|
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | 30019                        | 3001902                     |
| ARLINGTON HEIGHTS MEM. LIB.            | 30019                        | 3001900                     |
| ARLINGTON HEIGHTS BOOKMOBILE           | 30019                        | 3001901                     |

**Street Address**

| Location                               | 2.6a Street Address [PLSC 703] | 2.6b If the outlet's street address has changed, then enter the updated answer here. | 2.6c Was this a physical location change? |
|--|--------------------------------|--|---|
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | 1801 W CENTRAL RD.             |  |   |
| ARLINGTON HEIGHTS MEM. LIB.            | 500 NORTH DUNTON AVENUE        |  |   |
| ARLINGTON HEIGHTS BOOKMOBILE           | 500 NORTH DUNTON AVENUE        |  |   |

**Address**

| Location                               | 2.7a City [PLSC 704] | 2.7b If the outlet's city has changed, then enter the updated answer here. | 2.8a Zip Code [PLSC 705] | 2.8b If the outlet's zip code has changed, then enter the updated answer here. |
|--|----------------------|--|--------------------------|--|
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | ARLINGTON HEIGHTS    |  | 60005                    |  |
| ARLINGTON HEIGHTS MEM. LIB.            | ARLINGTON HEIGHTS    |  | 60004                    |  |
| ARLINGTON HEIGHTS BOOKMOBILE           | ARLINGTON HEIGHTS    |  | 60004                    |  |

**County & Phone**

| Location                               | 2.9a County [PLSC 707] | 2.9b If the outlet's county has changed, then enter the updated answer here. | 2.10a Telephone [PLSC 708] | 2.10b If the outlet's phone number has changed, then enter the updated answer here. |
|--|------------------------|--|----------------------------|---|
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | Cook                   |  | 847-870-3710               |   |
| ARLINGTON HEIGHTS MEM. LIB.            | Cook                   |  | 8473920100                 |   |
| ARLINGTON HEIGHTS BOOKMOBILE           | Cook                   |  | 8473920100                 |   |

**Square Feet**

| Location                               | 2.11a Square Footage of Outlet [PLSC 711] | 2.11b If the facility's square footage has changed, then enter the updated answer here. | 2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report. |
|--|---|---|---|
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | 1,405                                     |   |   |
| ARLINGTON HEIGHTS MEM. LIB.            | 132,000                                   |   |   |
| ARLINGTON HEIGHTS BOOKMOBILE           | -3  |   |   |

**IDs****Hours and Attendance**

| Location                               | 2.12 Total public service hours PER YEAR for this branch or bookmobile [PLSC 713] | 2.13 Total number of weeks, during the fiscal year, this branch or bookmobile was open for service to the public [PLSC 714] | 2.14 Total annual attendance/visits in the outlet |
|--|---|---|---|
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | 2,203   | 52  | 20,663  |

|                              |       |    |         |
|------------------------------|-------|----|---------|
| ARLINGTON HEIGHTS MEM. LIB.  | 4,291 | 52 | 947,431 |
| ARLINGTON HEIGHTS BOOKMOBILE | 1,092 | 52 | 26,218  |

**ANNUAL REPORT DATA (3.1 - 3.7)**

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

|  |                    |
|--|--------------------|
| 3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206] | 01/01/2019         |
| 3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]   | 12/31/2019         |
| 3.3 Number of months in this fiscal year           | 12                 |
| 3.4 Name of person preparing this annual report    | Janet Moravec      |
| 3.5 Telephone Number of Person Preparing Report    | 847-506-2649       |
| 3.6 FAX Number                                     | 847-506-2650       |
| 3.7 E-Mail Address                                 | jmoravec@ahml.info |

**REFERENDA (4.1 - 4.11)**

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

|   |    |
|---|----|
| 4.1a Was your library involved in a referendum during the fiscal year reporting period? | No |
| 4.1b How many referenda was your library involved in?                                   |    |

**Referendum 1**

| 4.2 Referendum Type | 4.3 If Other, what was the referendum type? | 4.4 Referendum Date (mm/dd/year) | 4.5 Passed or Failed? | 4.6 Effective Date (mm/dd/year) | 4.7 Referendum ballot language documentation |
|---------------------|---|----------------------------------|-----------------------|---------------------------------|--|
|                     |   |                                  |                       |                                 |  |

**Referendum 2**

| 4.2 Referendum Type | 4.3 If Other, what was the referendum type? | 4.4 Referendum Date (mm/dd/year) | 4.5 Passed or Failed? | 4.6 Effective Date (mm/dd/year) | 4.7 Referendum ballot language documentation |
|---------------------|---|----------------------------------|-----------------------|---------------------------------|--|
|                     |   |                                  |                       |                                 |  |

**Referendum 3**

| 4.2 Referendum Type | 4.3 If Other, what was the referendum type? | 4.4 Referendum Date (mm/dd/year) | 4.5 Passed or Failed? | 4.6 Effective Date (mm/dd/year) | 4.7 Referendum ballot language documentation |
|---------------------|---|----------------------------------|-----------------------|---------------------------------|--|
|                     |   |                                  |                       |                                 |  |

**Referendum 4**

| 4.2 Referendum Type | 4.3 If Other, what was the referendum type? | 4.4 Referendum Date (mm/dd/year) | 4.5 Passed or Failed? | 4.6 Effective Date (mm/dd/year) | 4.7 Referendum ballot language documentation |
|---------------------|---|----------------------------------|-----------------------|---------------------------------|--|
|                     |   |                                  |                       |                                 |  |

**Referendum 5**

| 4.2 Referendum Type | 4.3 If Other, what was the referendum type? | 4.4 Referendum Date (mm/dd/year) | 4.5 Passed or Failed? | 4.6 Effective Date (mm/dd/year) | 4.7 Referendum ballot language documentation |
|---------------------|---|----------------------------------|-----------------------|---------------------------------|--|
|                     |   |                                  |                       |                                 |  |

**Board Action and Backdoor Referenda**

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters,

residents or property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

|  |   |
|--|---|
| 4.8 District Conversion - Effective Date (mm/dd/year)      | 0 |
| 4.9 Territory Annexation - Effective Date (mm/dd/year)     | 0 |
| 4.10a Other Action by Backdoor Referendum (please specify) | 0 |
| 4.10b Other - Effective Date (mm/dd/year)                  | 0 |
| 4.11a Other Action by Backdoor Referendum (please specify) | 0 |
| 4.11b Other - Effective Date (mm/dd/year)                  | 0 |

### CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

|   |     |
|---|-----|
| 5.1 Total number of board seats   | 7   |
| 5.2 Total number of vacant board seats  | 0   |
| 5.2b Please explain   |     |
| 5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired. | Yes |
| 5.4 IF NO, please explain   |     |

### First Member

|                                 |                        |
|---------------------------------|------------------------|
| 5.5 Name                        | John Supplitt          |
| 5.6 Trustee Position            | Treasurer              |
| 5.7 Present Term Ends (mm/year) | 04/2023                |
| 5.8 Telephone Number            | 847-506-2685           |
| 5.9 E-mail Address              | JSupplitt@ahml.info    |
| 5.10 Home Address               | 714 South Ridge Avenue |
| 5.11 City                       | Arlington Heights      |
| 5.12 State                      | IL                     |
| 5.13 Zip Code                   | 60005                  |

### Second member

|                                 |                          |
|---------------------------------|--------------------------|
| 5.5 Name                        | Marianthi Thanopoulos    |
| 5.6 Trustee Position            | Other                    |
| 5.7 Present Term Ends (mm/year) | 04/2023                  |
| 5.8 Telephone Number            | 224-762-8304             |
| 5.9 E-mail Address              | MThanopoulos@ahml.info   |
| 5.10 Home Address               | 512 South Forrest Avenue |
| 5.11 City                       | Arlington Heights        |
| 5.12 State                      | IL                       |
| 5.13 Zip Code                   | 60004                    |

### Third member

|                      |           |
|----------------------|-----------|
| 5.5 Name             | Andi Ruhl |
| 5.6 Trustee Position | Other     |

|  |                               |
|--|-------------------------------|
| <b>5.7 Present Term Ends (mm/year)</b> | <b>04/2025</b>                |
| <b>5.8 Telephone Number</b>            | <b>847-506-2684</b>           |
| <b>5.9 E-mail Address</b>              | <b>ARuhl@ahml.info</b>        |
| <b>5.10 Home Address</b>               | <b>407 East Euclid Avenue</b> |
| <b>5.11 City</b>                       | <b>Arlington Heights</b>      |
| <b>5.12 State</b>                      | <b>IL</b>                     |
| <b>5.13 Zip Code</b>                   | <b>60004</b>                  |

**Fourth member**

|  |                                   |
|--|-----------------------------------|
| <b>5.5 Name</b>                        | <b>Carole Medal</b>               |
| <b>5.6 Trustee Position</b>            | <b>Vice-President</b>             |
| <b>5.7 Present Term Ends (mm/year)</b> | <b>04/2021</b>                    |
| <b>5.8 Telephone Number</b>            | <b>847-506-2683</b>               |
| <b>5.9 E-mail Address</b>              | <b>CMedal@ahml.info</b>           |
| <b>5.10 Home Address</b>               | <b>44 North Vail Avenue, #409</b> |
| <b>5.11 City</b>                       | <b>Arlington Heights</b>          |
| <b>5.12 State</b>                      | <b>IL</b>                         |
| <b>5.13 Zip Code</b>                   | <b>60005</b>                      |

**Fifth member**

|  |                             |
|--|-----------------------------|
| <b>5.5 Name</b>                        | <b>Greg Zyck</b>            |
| <b>5.6 Trustee Position</b>            | <b>President</b>            |
| <b>5.7 Present Term Ends (mm/year)</b> | <b>04/2025</b>              |
| <b>5.8 Telephone Number</b>            | <b>847-507-2336</b>         |
| <b>5.9 E-mail Address</b>              | <b>GZyck@ahml.info</b>      |
| <b>5.10 Home Address</b>               | <b>17 West Waverly Road</b> |
| <b>5.11 City</b>                       | <b>Arlington Heights</b>    |
| <b>5.12 State</b>                      | <b>IL</b>                   |
| <b>5.13 Zip Code</b>                   | <b>60004</b>                |

**Sixth member**

|  |                                   |
|--|-----------------------------------|
| <b>5.5 Name</b>                        | <b>Christine Tangney</b>          |
| <b>5.6 Trustee Position</b>            | <b>Other</b>                      |
| <b>5.7 Present Term Ends (mm/year)</b> | <b>04/2021</b>                    |
| <b>5.8 Telephone Number</b>            | <b>847-506-2686</b>               |
| <b>5.9 E-mail Address</b>              | <b>CTangney@ahml.info</b>         |
| <b>5.10 Home Address</b>               | <b>603 East Thorntree Terrace</b> |
| <b>5.11 City</b>                       | <b>Arlington Heights</b>          |
| <b>5.12 State</b>                      | <b>IL</b>                         |
| <b>5.13 Zip Code</b>                   | <b>60004</b>                      |

**Seventh member**

|  |                         |
|--|-------------------------|
| <b>5.5 Name</b>                        | <b>Debbie Smart</b>     |
| <b>5.6 Trustee Position</b>            | <b>Other</b>            |
| <b>5.7 Present Term Ends (mm/year)</b> | <b>04/2023</b>          |
| <b>5.8 Telephone Number</b>            | <b>847-494-3707</b>     |
| <b>5.9 E-mail Address</b>              | <b>DSmart@ahml.info</b> |

|                          |   |
|--------------------------|---|
| <b>5.10 Home Address</b> | <b>200 West Campbell Street, Unit 601</b> |
| <b>5.11 City</b>         | <b>Arlington Heights</b>                  |
| <b>5.12 State</b>        | <b>IL</b>                                 |
| <b>5.13 Zip Code</b>     | <b>60005</b>                              |

**Eighth member**

|  |                              |
|--|------------------------------|
| <b>5.5 Name</b>                        | <b>David F Unumb</b>         |
| <b>5.6 Trustee Position</b>            | <b>Other</b>                 |
| <b>5.7 Present Term Ends (mm/year)</b> | <b>04/2017</b>               |
| <b>5.8 Telephone Number</b>            | <b>847-593-7538</b>          |
| <b>5.9 E-mail Address</b>              | <b>DUnumb@gmail.com</b>      |
| <b>5.10 Home Address</b>               | <b>929 East Golf Road #4</b> |
| <b>5.11 City</b>                       | <b>Arlington Heights</b>     |
| <b>5.12 State</b>                      | <b>IL</b>                    |
| <b>5.13 Zip Code</b>                   | <b>60005</b>                 |

**Ninth member**

|  |  |
|--|--|
| <b>5.5 Name</b>                        |  |
| <b>5.6 Trustee Position</b>            |  |
| <b>5.7 Present Term Ends (mm/year)</b> |  |
| <b>5.8 Telephone Number</b>            |  |
| <b>5.9 E-mail Address</b>              |  |
| <b>5.10 Home Address</b>               |  |
| <b>5.11 City</b>                       |  |
| <b>5.12 State</b>                      |  |
| <b>5.13 Zip Code</b>                   |  |

**FACILITY/FACILITIES (6.1-6.4)**

Please provide the requested information about the library's facilities.

|   |   |
|---|---|
| <b>6.1a Total square footage of the main library building [PLSC 711]</b>  | <b>132,000</b>  |
| <b>6.1b If the main library's square footage has changed, then enter the updated answer here.</b>   |   |
| <b>6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.</b> |   |
| <b>6.2a Does the library address the environmental needs of patrons on the autism spectrum?</b>   | <b>Yes</b>  |
| <b>6.2b If so, please describe</b>  | <b>Quiet room upon request, early entry for programming, noise-canceling headphones, lap weights, fidget toys</b> |
| <b>6.3a Total Number of Meeting Rooms</b>   | <b>2</b>  |
| <b>6.3b Total number of times meeting room(s) used by the public during the fiscal year</b>   | <b>193</b>  |
| <b>6.4a Total Number of Study Rooms</b>   | <b>14</b>   |
| <b>6.4b Total number of times study room(s) used by the public during the fiscal year</b>   | <b>17,829</b>   |

**ASSETS AND LIABILITIES (7.1 - 7.13)**

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

**Property**

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

|  |              |
|--|--------------|
| 7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? | \$41,729,748 |
| 7.2 During the last fiscal year, did the library acquire any real and/or personal property?  | Yes          |

**IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)**

|   |   |
|---|---|
| 7.3 Purchase  | \$0   |
| 7.4 Legacy  | \$0   |
| 7.5 Gift  | \$2,167,500   |
| 7.6 Other   | \$0   |
| 7.7 Provide a general description of the property acquired. | 112 North Belmont Avenue, Arlington Heights, IL 60004 (4335 Square Foot Building) |

**Fiscal Accumulations**

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

|  |  |
|--|--|
| 7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?                      | Yes  |
| 7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. | Operating:\$8,036,228 Capital: \$5,684,891 For current and future liabilities and capital projects |

**Liabilities**

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

|  |  |
|--|--|
| 7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?           | Yes  |
| 7.11 IF YES, what is the total amount of the outstanding liabilities?  | \$614,420  |
| 7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. | Accrued payroll: \$393,457 Accounts payable: \$220,963 |

**OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)**

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

**Local Government**

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

|  |              |
|--|--------------|
| 8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) | \$13,927,291 |
| 8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?  | No           |
| 8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the   | \$2,111      |

public library, except capital income from bond sales.)

### State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

**Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).**

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

|   |          |
|---|----------|
| 8.2 Per capita grant  | \$93,876 |
| 8.3 Equalization aid grant  | \$0      |
| 8.4 Personal property replacement tax                               | \$0      |
| 8.5 Other State Government funds received                           | \$0      |
| 8.6 If Other, please specify  | 0        |
| 8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301] | \$93,876 |

### Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.net).

|   |     |
|---|-----|
| 8.8 LSTA funds received   | \$0 |
| 8.9 E-Rate funds received   | \$0 |
| 8.10 Other federal funds received                                 | \$0 |
| 8.11 If Other, please specify                                     | 0   |
| 8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302] | \$0 |

### Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

|  |           |
|--|-----------|
| 8.13 Monetary Gifts and Donations                                  | \$7,400   |
| 8.14 Other receipts intended to be used for operating expenditures | \$391,126 |
| 8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]             | \$398,526 |
| 8.16 Other non-capital receipts placed in reserve funds            | \$0       |

### Total Operating Receipts

|   |              |
|---|--------------|
| 8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLSC 304] | \$14,419,693 |
|---|--------------|

### Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year...", or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

|   |                               |
|---|-------------------------------|
| 8.18a The library safeguards its funds using which option?  | Surety Bond                   |
| 8.18b Proof of Certificate of Insurance for Library Funds   | -1 Have Surety Bond           |
| 8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?              | \$7,200,000                   |
| 8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law? | Yes                           |
| 8.21 The designated custodian of the library's funds is:  | Municipal Corporate Authority |

#### OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

**Include:** Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

**Exclude:** Do not report the value of free items, estimated costs, and capital expenditures.

**NOTE:** Round answers to the nearest whole dollar.

#### STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

**NOTE:** Round answers to the nearest whole dollar.

|   |              |
|---|--------------|
| 9.1 Salaries and wages for all library staff [PLSC 350]   | \$7,598,668  |
| 9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351] | \$2,531,873  |
| 9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.                                       |              |
| 9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]   | \$10,130,541 |

#### COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

**NOTE:** Round answers to the nearest whole dollar.

|  |  |
|--|--|
| 10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]                      | \$638,262  |
| 10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]                  | \$693,544  |
| 10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]                  | \$304,959  |
| 10.3b Please provide an explanation of the other types of material expenditures. | CDs, DVDs, Blu-Rays, Video Games, Spoken Audio Toys, Library of Things |
| 10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]               | \$1,636,765  |



**OTHER OPERATING EXPENDITURES (11.1 - 11.2)**

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

**NOTE: Round answers to the nearest whole dollar.**

|   |              |
|---|--------------|
| 11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357] | \$1,918,165  |
| 11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]  | \$13,685,471 |

**CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)**

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

**Capital Revenue**

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE: Round answers to the nearest whole dollar.**

|  |                 |
|--|-----------------|
| 12.1a Local Government: Capital Income from Bond Sales             | \$0             |
| 12.1b Local Government: Other                                      | \$0             |
| 12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]            | \$0             |
| 12.2 State Government [PLSC 401]                                   | \$0             |
| 12.3 Federal Government [PLSC 402]                                 | \$0             |
| 12.4 Other Capital Revenue [PLSC 403]                              | \$110,158       |
| 12.5 If Other, please specify                                      | Interest Income |
| 12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404] | \$110,158       |

**Capital Expenditures**

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE: Round answers to the nearest whole dollar.**

|  |          |
|--|----------|
| 12.7 Total Capital Expenditures [PLSC 405] | \$80,001 |
|--|----------|

**PERSONNEL (13.1 - 13.46)**

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

**Group A**

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

| Summary                                 | 23                                  | 23               | \$751.25              | 834.50 |
|---|-------------------------------------|------------------|-----------------------|--------|
| 13.1 Position Title                     | 13.2 Primary Work Area              | 13.3 Hourly Rate | 13.4 Total Hours/Week |        |
| Deputy Director                         | Assistant Library Director          | \$53.85          | 37.50                 |        |
| Collection Services Manager             | Collection Development Acquisitions | \$46.29          | 37.50                 |        |
| Youth Services Manager                  | Children's Services                 | \$38.86          | 37.50                 |        |
| Info Services Manager                   | Adult Services                      | \$44.28          | 37.50                 |        |
| Assistant Manager Children's Services   | Children's Services                 | \$36.50          | 37.50                 |        |
| Electronic Resources Librarian          | Automation/Technology/Systems       | \$38.42          | 37.50                 |        |
| Cataloging Supervisor                   | Cataloging                          | \$36.86          | 37.50                 |        |
| Collection Librarian                    | Collection Development Acquisitions | \$35.02          | 37.50                 |        |
| Youth Programs and Exhibits Coordinator | Children's Services                 | \$33.70          | 37.50                 |        |
| Cataloging Librarian                    | Collection Development Acquisitions | \$32.84          | 37.50                 |        |
| Services Supervisor                     | Children's Services                 | \$31.00          | 37.50                 |        |
| Services Supervisor                     | Young Adult Services                | \$29.88          | 37.50                 |        |
| Collection Supervisor                   | Collection Development Acquisitions | \$29.27          | 37.50                 |        |
| Services Supervisor                     | Adult Services                      | \$29.25          | 37.50                 |        |
| Information Librarian                   | Children's Services                 | \$27.46          | 37.50                 |        |
| Information Librarian                   | Young Adult Services                | \$26.36          | 37.50                 |        |
| Information Librarian                   | Adult Services                      | \$26.36          | 37.50                 |        |
| Information Librarian                   | Adult Services                      | \$26.36          | 37.50                 |        |
| Collection Librarian                    | Collection Development Acquisitions | \$26.16          | 37.50                 |        |
| Information Librarian                   | Adult Services                      | \$25.90          | 37.50                 |        |
| Information Librarian                   | Children's Services                 | \$24.57          | 37.50                 |        |
| Information Librarian                   | Children's Services                 | \$25.79          | 25.00                 |        |
| Information Librarian                   | Adult Services                      | \$26.27          | 22.00                 |        |

**Group A Total**

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]

20.86

**Group A hidden group hours**

**Group B**

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

| Summary | 13.6 Position Title | 13.7 Primary Work Area | 13.8 Education Level | 13.9 Hourly Rate | 13.10 Total Hours/Week |
|---------|---------------------|------------------------|----------------------|------------------|------------------------|
|         |                     |                        |                      |                  |                        |

**Group B Total**

|  |       |
|--|-------|
| 13.11 Total Group B: FTE Other Librarians (13.10/40) |       |
| 13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251] | 20.86 |

**Group C**

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

|   |          |
|---|----------|
| 13.13 Total hours worked in a typical week by all Group C employees | 3,452.00 |
| 13.14 Minimum hourly rate actually paid                             | \$14.79  |
| 13.15 Maximum hourly rate actually paid                             | \$67.95  |
| 13.16 Total FTE Group C employees (13.13 / 40)                      | 86.30    |

**Group D**

This category includes full-time and part-time pages or shelvers.

|   |          |
|---|----------|
| 13.17 Total hours worked in a typical week by all Group D employees | 1,099.50 |
| 13.18 Minimum hourly rate actually paid                             | \$10.42  |
| 13.19 Maximum hourly rate actually paid                             | \$18.92  |
| 13.20 Total FTE Group D employees (13.17 / 40)                      | 27.49    |

**Group E**

This category includes full-time and part-time building maintenance, security or plant operation employees.

|   |         |
|---|---------|
| 13.21 Total hours worked in a typical week by all Group E employees                             | 519.00  |
| 13.22 Minimum hourly rate actually paid   | \$12.55 |
| 13.23 Maximum hourly rate actually paid   | \$52.11 |
| 13.24 Total FTE Group E employees (13.21 / 40)  | 12.98   |
| 13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252] | 126.76  |
| 13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]                                       | 147.62  |

**Librarian Vacancies**

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

| Summary | 13.27 Position Title | 13.28 Primary Work Area | 13.29 Education Level | 13.30 Total Hours/Week | 13.31 Number of Weeks Vacant during report period. | 13.32 Annual Salary Range Minimum | 13.33 Annual Salary Range Maximum |
|---------|----------------------|-------------------------|-----------------------|------------------------|--|-----------------------------------|-----------------------------------|
|         |                      |                         |                       |                        |  |                                   |                                   |

**Newly Created Librarian Positions**

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

| Summary | 13.34 Position Title | 13.35 Primary Work Area | 13.36 Education Level | 13.37 Total Hours/Week | 13.38 Current Status: Filled or Unfilled | 13.39 Date Filled (mm/year, if applicable) |
|---------|----------------------|-------------------------|-----------------------|------------------------|--|--|
|         |                      |                         |                       |                        |  |  |

#### Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

| Summary | 13.40 Position Title            | 13.41 Primary Work Area | 13.42 Education Level            | 13.43 Total Hours/Week | 13.44 Date Eliminated (mm/year) | 13.45 Last Annual Salary Paid | 13.46 Reason Eliminated |
|---------|---------------------------------|-------------------------|----------------------------------|------------------------|---------------------------------|-------------------------------|-------------------------|
| 2       |                                 |                         |                                  | 37.50                  | 2                               | \$39,792                      | 2                       |
|         | Specialty Info Services Manager | Adult Services          | Master's Degree (ALA accredited) | <sup>1</sup> 37.50     | 12/2019                         | <sup>2</sup> \$79,560         | Restructure             |
|         | Information Librarian (Sub)     | Adult Services          | Master's Degree (ALA accredited) |                        | 12/2019                         | \$24                          | Unable to fill          |

#### SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

|  |         |
|--|---------|
| 14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]  | 4,291   |
| 14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES   | 3,295   |
| 14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]                     | 7,586   |
| 14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714] | 52      |
| 14.3 Total annual visits/attendance in the library [PLSC 501]  | 994,312 |

**PROGRAMS & ATTENDANCE (15.1 - 15.17)****Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

**Note:** Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

**Passive Programs:**

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

|  | 15.1 Programs  | 15.2 Attendance | 15.3 Passive Programs | 15.4 Passive Program Attendance |
|--|--|-----------------|-----------------------|---------------------------------|
| Children's   | 1,433  | 49,064          | 82                    | 16,014                          |
| Young Adult  | 431  | 12,616          | 57                    | 4,283                           |
| Other  | 1,450  | 28,570          | 35                    | 94,754                          |
| Total  | 3,314  | 90,250          | 174                   | 115,051                         |
| 15.17a Did the library provide any special programming for patrons on the autism spectrum? | Yes  |                 |                       |                                 |
| 15.17b Please describe the programming provided.   | Monthly Sensory Storytime, Monthly Early Intervention Playgroup, Sensory-Friendly Movie Night, Our Time: Family and Friends in Therapy |                 |                       |                                 |

**REGISTERED USERS (16.1 - 16.4)**

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

**Note:** Files should have been purged within the past three (3) years.

|   |            |
|---|------------|
| 16.1 Total Number of Unexpired Resident Users Cards   | 51,984     |
| 16.2a Total Number of Unexpired Non-resident Users Cards  | 5          |
| 16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year? | \$2,206.00 |
| 16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]   | 51,989     |
| 16.4 Is your library's registered user/patron file purged a minimum of one time every three years?                            | Yes        |

**RESOURCES OWNED (17.1 - 17.9)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

|  |         |
|--|---------|
| 17.1 Print Materials [PLSC 450]  | 215,465 |
| 17.2 Current Print Serial Subscriptions [PLSC 460]                                   | 785     |
| 17.3 Total Print Materials (17.1+17.2)   | 216,250 |
| 17.4 E-books Held at end of the fiscal year [PLSC 451]                               | 62,826  |
| 17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]     | 30,352  |
| 17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453] | 45,927  |
| 17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]          | 40,263  |
| 17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]      | 12,890  |

**Electronic Collections**

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

**Note:** The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

|  |     |
|--|-----|
| 17.7 Local/Other Cooperative agreements [PLSC 456]         | 100 |
| 17.8 State (state government or state library) [PLSC 457]  | 13  |
| 17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458] | 113 |

**USE OF RESOURCES (18.1 - 18.17)**

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

|  |           |
|--|-----------|
| 18.1 Number of adult materials loaned                      | 1,097,007 |
| 18.2 Number of young adult materials loaned                | 29,178    |
| 18.3 Number of children's materials loaned [PLSC 551]      | 791,018   |
| 18.4 Total number of materials loaned (18.1 + 18.2 + 18.3) | 1,917,203 |

**Report circulation, including renewals, by the material types below.**

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

|   |           |
|---|-----------|
| 18.5 Books- Physical  | 957,840   |
| 18.6 Videos/DVDs- Physical  | 471,293   |
| 18.7 Audios (include music)- Physical                             | 103,175   |
| 18.8 Magazines/Periodicals- Physical                              | 47,502    |
| 18.9 Other Items- Physical  | 100,387   |
| 18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]            | 1,680,197 |
| 18.11 Use of Electronic Materials [PLSC 552]                      | 231,579   |
| 18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]     | 1,911,776 |
| 18.13 Successful Retrieval of Electronic Information [PLSC 554]   | 352,849   |
| 18.14 Electronic Content Use (18.11+18.13) [PLSC 555]             | 584,428   |
| 18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]         | 2,264,625 |
| 18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]   | 6,339     |
| 18.17 Interlibrary Loans Received FROM other libraries [PLSC 576] | 5,427     |

### PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

#### Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

**NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"**

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

|   |         |
|---|---------|
| 19.1 Total Annual Reference Transactions [PLSC 502] | 195,503 |
|---|---------|

#### One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

|  |       |
|--|-------|
| 19.2 Total Annual One-on-One Tutorials | 1,152 |
|--|-------|

### AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

|  |     |
|--|-----|
| 20.1 Total number of ALL computers in the library  | 402 |
| 20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library) | 150 |
| 20.3 Is your library's catalog automated?  | Yes |
| 20.4 Is your library's catalog accessible via the web?   | Yes |
| 20.5 Does your library have a telecommunications messaging device for the hearing impaired?      | Yes |

**INTERNET (21.1 - 21.9)**

This section collects information about internet services in the library facility. Please provide the requested information below.

|  |                      |
|--|----------------------|
| 21.1 Does your library have Internet access?   | Yes                  |
| 21.2a What is the maximum speed of your library's Internet connection? (Select one)                    | Other (specify)      |
| 21.2b If Other, please specify   | 1,000                |
| 21.3 What is the monthly cost of the library's internet access?  | \$355                |
| 21.4 Number of Internet Computers Available for Public Use [PLSC 650]                                  | 118                  |
| 21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]                        | 108,216              |
| 21.6 Wireless Sessions Per Year [PLSC 652]   | 447,768              |
| 21.7 Does your library utilize Internet filters on some or all of the public access computers?         | Yes                  |
| 21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? | Yes                  |
| 21.9 Number of website visits or sessions to your library website [PLSC 653]                           | 1,219,817 --Select-- |

**E-RATE (22.1 - 22.3)**

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

|  |                                     |
|--|-------------------------------------|
| 22.1 Did your library apply directly for E-rate discounts for the fiscal year?                           | No                                  |
| 22.2a If YES, did your library apply for Category 1, Category 2 or both?                                 |                                     |
| 22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period? |                                     |
| 22.3 If NO, why did your library NOT participate in the E-rate program?                                  | Searchable content is not filtered. |

**STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)**

This section focuses on staff development and training. Please provide the requested information below.

|  |          |
|--|----------|
| 23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.) | \$25,144 |
| 23.2 Does the above amount include travel expenses?  | No       |
| 23.3 How many hours of training did employees receive this year?   | 3,448.20 |
| 23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?                              | Yes      |
| 23.5 Would you like to receive autism training at your library?  | Yes      |

**COMMENTS AND SUGGESTIONS (24.1-24.3)**

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

|   |  |
|---|--|
| 24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?     |  |
| 24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware? |  |
| 24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).                      |  |



**PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)**

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

**NOTE: If there ARE any errors or discrepancies, please list and explain fully.**

|  |  |
|--|--|
| 25.1 Were the secretary's records found to be complete and accurate? |  |
| 25.2 If NO, please list and explain any errors or discrepancies.     |  |
| 25.3 First board member completing the audit                         |  |
| 25.4 Second board member completing the audit                        |  |
| 25.5 Date the Secretary's Audit was completed                        |  |

**IPLAR CERTIFICATION**

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

|                  | Electronic Signature | Date |
|------------------|----------------------|------|
| Library Director |                      |      |
| President        |                      |      |
| Secretary        |                      |      |

**IPLAR SUBMISSION REMINDERS**

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

**NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.net).**

<sup>1</sup>, 13.46 Substitute Position 4-20 hours per week as needed (0-2020-02-06)

<sup>2</sup>, 13.46 \$24.57/hr (0-2020-02-06)

# Executive Director's Report

## February 2020

### What's New @ AHML

#### New & Popular

There's been a big change to the *Marketplace*, now called *New & Popular*. The most popular collection, fiction, was moved to the front of the space and sight lines were improved. On the same day, the *Hot Picks* collection debuted. Within the first week, over 70% of the collection was checked out.



#### Ciphers & Codes

Digital Media Specialist Chris Smith coordinated a new Tech Bar theme, *Ciphers & Codes*. The theme features weekly cipher puzzles and supplies for customers to make their own decoder wheels. It also features a 3D printed cryptex puzzle. Once solved, customers can redeem their answer for a 3D printed coin.



## **Introducing Udemy!**

Udemy provides our customers with an online learning product that is a strong alternative to Lynda.com. In addition to remote access for AHML cardholders, one added benefit that Lynda.com lacked and Udemy provides, is access for anyone within the building. We will be among the first public libraries in the country to offer Udemy to our community!

## **New Databases**

As part of the three-year license signed with Gale for Udemy, we also gained access to a package of 14 new Gale research databases focusing on topics including literature, business, health, nursing, women's issues, environmental issues and education, as well as a general interest database providing access to Spanish- and Portuguese-language scholarly articles. The new databases are:

- Gale Access
- Gale Academic OneFile
- Biography and Genealogy Master Index
- Gale Literature: Contemporary Authors Online, Book Review Index and LitFinder
- Gale In Context: Environmental Studies
- Gale OneFile: Health and Medicine, Nursing and Allied Health, Educator's Reference Complete, News, Business, Contemporary Women's Issues and Informe Academico

## **Diversity and Inclusion**

### **Hub and ESL Outreach**

Teen Librarian Evan Mather and Bilingual Advisor Catalina Shin collaborated on their monthly service projects with District 214's Newcomer students; high school students who have recently arrived to the United States and are new to the English language. A group of 17 teens worked on three different service projects: fleece hats to donate to *JOURNEYS | The Road Home*, decorated pillowcases for children affected by HIV and birthday cards for children spending their birthdays in the hospital.



## MLK Day of Service

Eighty-seven community members of varying ages gathered in the Hendrickson Room on January 20 to celebrate Martin Luther King Jr. by “giving back” through a variety of service projects. This drop-in event was created and facilitated by Programs and Exhibits Specialist Megan Young and Teen Services Advisor Kate Henry with help from Info Services Librarian Becky Thornton, who facilitated a bookmark making activity benefitting Chicago not-for-profit Liberation Library. The library strengthened our connection with *JOURNEYS | The Road Home*, by making blankets for individuals experiencing homelessness. Volunteers from Baha’i Temple staffed our welcome table.



## Participation by the Numbers

- Day of Service Partners: 4
- Participant Time Sheets collected: 34
- Average Service Time per participant: 1 hour, 45 minutes
- Total Service Time: 49 hours, 27 minutes
- Number interested in learning more about AHML’s volunteer program: 13

## ***H.O.L.A!***

Bilingual Advisor Catalina Shin hosted the *H.O.L.A Hispanic Outreach for Library Access* group meeting and welcomed 17 attendees this month. She also began facilitating our *Habelmos Espanol* class, with a total of 36 attendees at the first two meetings.

## **Easier Assistance in the Studio**

Although the Studio is a self-guided space, customers routinely require assistance with projects. Exiting the Studios to ask for help can be difficult for less mobile Studio users. Digital Media Specialist Chris Smith added desktop chat icons to each Studio computer so users can request aid remotely and easily.

## Chinese New Year Celebration

Circulation Assistant Mary Weber, Youth Outreach Specialist Emily Muszynski and Programs and Exhibits' Specialists Megan Young and Tracy Recklaus represented the library at the Vail Street Jewel's *Chinese New Year Celebration* on January 19. This was our third year participating in the family friendly event, which had people of all-ages making rat lanterns to celebrate 2020's *Year of the Rat*. One hundred visitors enjoyed a display of books on the *Chinese New Year* and red 'good luck' envelopes of chocolate coins.



## LoT Assistive Devices

Senior and Accessible Services Supervisor Katie Myers attended the *Wheeling Township Advisory Council on Disabilities* and shared some of the library's latest additions to the Library of Things (LoT) assistive devices collection. They were especially interested to learn about the free ScripTalk station for qualifying individuals. A future meeting will be held at the library to highlight some of our LoT assistive devices.

## Library Highlights

### Makerspace Night

Circulation Assistant Viola Starenda and Youth Outreach Librarian Emily Loeffler promoted the library's large collection of STEM kits at the Riley School Makerspace Night. Bookmarks and notebooks promoting reading were very popular.



### Teen Finals Study Lounge, Semester One in the Books!

A total of 1,969 teens used the library this winter during their first semester final exams. High school students from District 214 and St. Viator High School visited the library. They enjoyed big study tables, brain-fueling snacks and even a visit from Gracie the dog on January 15 to help them through their stressful week. Additionally, Teen Services staff took the show on the road and brought stress-relieving activities to students at District 214. In 2018, approximately 1500 teens took advantage of the study lounge.



*"I can't wait till I'm thirteen." - a kid dropping by the HUB to get a graphic novel*

## Citizens Utility Board Clinic

Info Services Librarian Becky Thornton hosted a Utility Bill Clinic with outreach staff from the Citizens Utility Board. Customers were able to sign up for 20-minute one-on-one sessions with representatives to answer questions about their bills and learn about the steps required to address their concerns. The program was filled to capacity with 20 appointments for our community members.



## Better Resumes for Applying Online

Presenter Denis Curtin returned to the library for a session of his popular presentation, “Better Resumes for Applying Online.” Info Services Librarian Alison Lowery coordinated this program, with 111 attendees. The topic is an important one, focusing on how applicant tracking system software (ATS) operates when people submit resumes online. Participants learned about strategies for writing and formatting resumes so that they will successfully make it past the ATS to a human—an essential feat in their job search.

## One-on-One Appointments

During January, Digital Services staff conducted the highest number of one-on-one appointments in over three years with 63 appointments. On many days, Digital Services Advisors would meet with three different customers. Digital Services Advisor Lee Anne Davis hosted an appointment with an 11-year-old customer to learn basic Excel. He wanted to learn Excel because his father uses it in his finance job.

## Targeted Marketing for Business Services

Business Services Advisor Diane Malik increased targeted marketing towards businesses and nonprofit customers for the library's services, reaching hundreds of community members. In addition to an Arlington Heights Chamber of Commerce e-blast, Diane worked with the Village's Business & Economic Development department to include featured information about the library's upcoming events and services.

### Upcoming Business Programs at Arlington Heights Memorial Library

Register online, no library required.



#### How to Get Money for Your Business

Wednesday, January 22  
6:30 - 8:00 pm

Learn about the importance of getting funding for your business from Craig Feldman, Managing Partner, Bloom Lending. Discuss why working capital, positive cash flow and equipment leasing are crucial to the success of your business. Learn about different types of funding programs for all types of businesses, regardless of your credit score, and about the required documents needed to apply for funding. [Register online.](#)

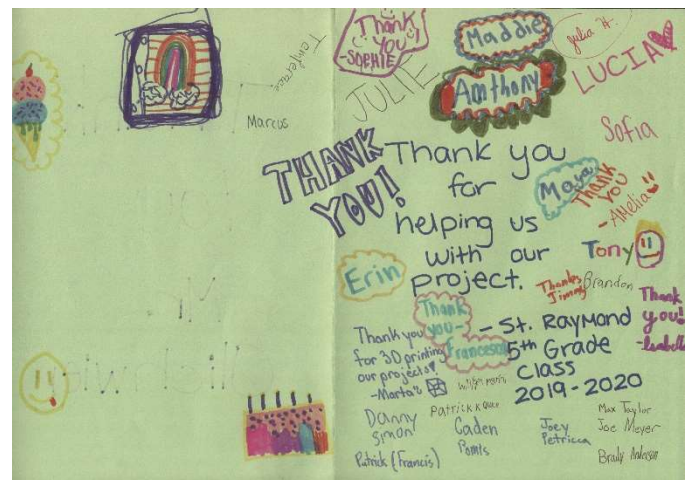
## Preschool and Childcare

Thirty-nine schools from Arlington Heights and nearby villages visited the library on January 15 for the popular event *Preschool and Childcare Information Night*. Approximately 200 customers had the opportunity to talk to directors and teachers. There were many positive comments from exhibitors and attendees:

- *Thanks for hosting the Preschool Information Night once again. Our school has found it to be a very valuable event for spreading the word about our programs for young children and their families. Your efforts with this event are to be commended.*
- *Thanks again for a great Preschool Fair Night last night. It is always a great time to meet families.*
- *Thanks again for such a well-run event at the library on Wednesday. It's always great exposure and promotion for my classes.*
- *What a great service for parents in our community!*

## 3D Printing for St. Raymond School Class

Technology Instruction Coordinator David Olichwier collaborated with a teacher from St. Raymond School who was using 3D design work in her fifth-grade class. The students used TinkerCad to design their objects, and David provided them with troubleshooting tips for their models. David then printed the models since the school lacks a 3D printer. David received a thank you card from the class in appreciation!





### District 25 Studio Tours

During the week of January 27, Digital Media Specialist Chris Smith provided three tours to students from District 25 schools. Chris showed 110 Ivy Hill fifth graders and 60 Thomas Middle School eighth graders the recording booth, digitization kits, backdrops and other hardware regularly used in the Studio.



### Chinese New Year Escape Room

Second and third graders celebrated the *Year of the Rat* at the Chinese New Year Escape Room on January 24. Teen Advisor Mariel Fechik and Kids' World Advisor Amy Belford designed the challenges based on the Chinese zodiac story. With the help of Tween Librarian Kerry Bailey, groups worked together using clues to unlock a treasure chest filled with gold Chinese coins. Each team succeeded, and enjoyed a feast of oranges, fortune cookies and chocolate coins. The successful teams posed in their Dragon masks!



## Never Felt(ing) Better

Programs and Exhibits Specialist Megan Young invited Natasha Lehrer of Esther's Place to teach needle felting through a simple project – adorable winter foxes on January 29. Attendee ranged in age from older teens to adults in their 20's and 30's and students and the instructor alike proudly shared their creations on Instagram.



## Let's Make Mead!

Twenty-two residents enjoyed this mead-making workshop led by experienced hobbyist Porter Green on January 31. Programs and Exhibits Specialist Sam Ryan worked with Porter to create this workshop, introducing food and beverage enthusiasts to 'honey-wine', sometimes referred to as the ancestor of fermented drinks. Program attendees learned about the beverage's history, sampled a variety of honeys and took home recipes. Asked "What attracted you to the program?" attendee answers confirmed that our customers look to us to learn new things:

- *"It is something different that I never heard of."*
- *"Learn something new - I have heard of mead but did not really know what it is."*

### **Soups and Stews with Chef Dave**

One-hundred and sixteen attendees were treated to Chef Dave Esau's soups and stews cooking demonstration on January 21. Programs and Exhibits Specialist Tracy Recklaus with volunteer Nancy Hoban assisted Dave in serving samples of each recipe demonstrated. Customers were very excited to have Dave back and shared praise following the event and by survey: *"Dave is energetic, engaging, interesting, and knowledgeable and I learn so very much from his insightful and instructional programs."*

### **Tidy Up: Home & Legacy with Krystin Ivey**

One-hundred and twenty-three guests attended the KonMari certified instructor Krystin Ivey's newest workshop on January 28. Attendees learned how to organize and honor sentimental home and legacy items using the KonMari method. Customers shared thoughtful feedback that indicated the program met a significant need. When asked "What attracted you to the program?":

- *The need to be better organized.*
- *Ideas for what to do with meaningful stuff you have but know you just cannot keep forever.*
- *The size of my house and the quantity of my items.*

### **The Envelope Please...Dann & Raymond's Oscars Night Returns**

Programs and Exhibits specialists Megan Young and Tracy Recklaus rolled out the red carpet for Dann & Raymond's beloved annual Oscar Night on January 30. One-hundred and seventy attendees enjoyed candy, popcorn and Oscar predictions from their favorite local film critics. Customers received a ballot to cast their own votes. Dann Gire snapped this photo of the audience which he shared on Facebook, praising the great crowd at AHML. One attendee shared via survey: *"I am so grateful that AHML brings this quality experience to us."*



## **Village of Arlington Heights presents Cannabis: What You Need to Know**

In response to the legalization of recreational cannabis effective January 1, 2020, Programs and Exhibits staff partnered with Village of Arlington Heights staff to offer an informational event on the topic on January 23. Programs and Exhibits' Sam Ryan coordinated with Village Manager Randy Recklaus to assemble three panelists - Recklaus, Village of Arlington Heights In-House Council Robin Ward and Chief of Police Nick Pecora. Seventy attendees heard the panel discuss how the Village prepared for the law locally and answer attendee questions.



## **Bookmobile in Disguise**

To help promote the upcoming Harry Potter Book Night, Renu Khurpa, Bookmobile Assistant, and Bookmobile Drivers Alex Esau and Al Garcia, collaborated with Programs and Exhibits Specialist Sam Ryan and Info Services Librarian Alison Lowery to turn the bookmobile into the Knight Bus for two weeks. The bookmobile was decorated in purple, with “candles”, a chandelier and the shrunken head.



## **Staff Development**

### **ALA Midwinter**

Kids' World Assistant Manager Maria Papanastassiou attended ALA Midwinter Conference to be honored at the *2019 I Love My Librarian* awards.



Early Literacy Services Supervisor Rebecca King attended to participate in her committee work as part of the *ALSC Library Service to Underserved Children and Their Caregivers Committee* and for the *(Pura) Belpré Award Selection Committee*.

### **Students and New Professionals Forum**

Carol Ng-He, Exhibit Coordinator accepted an invitation to serve as the co-manager for the new *Students and New Professionals Forum (SANP)* of the Illinois Library Association. The Forum represents the interests of students and new library professionals in our state and provides a forum for discussion on issues concerning the demographic. She will co-facilitate the forum's first meeting on February 13 and assist in writing bylaws for the ILA Executive Board's approval.

### **LACONI Governing Board**

After joining LACONI's Governing Board in 2019, the members of the board invited Programs and Exhibits Manager Jennifer Czajka to serve as Vice President beginning in January 2020. This begins a three-year commitment to the Governing Board to be followed by President (2021) and Past President (2022) positions.

### **ATLAS**

Lisa Bobis attended the ATLAS Middle Managers Round Table (AMMRT) in January. The focus at AMMRT is on issues and best practices of library middle management.

## **Ready for Voter Registration!**

Seven of our newer Info Services staff members were trained and sworn in to be deputy registrars and received voters registration training. The remaining Info Services staff received refresher training for voters' registration.

## **ELSUM Meeting**

Digital Services Librarian Bill Pardue attended an Electronic Subscription Managers Network Group (ELSUM) meeting at the Barrington Area Library. A significant part of the meeting focused on online learning products and Bill shared the library's progress towards setting up UdeMy access. Also discussed, was how to best provide access to third-party vendors' privacy policies for electronic resources.

## **Responding Online to the 2020 Census: What Libraries Need to Know**

Digital Services Manager Jack Bower, with staff from Info Services, attended a webinar presented by ALA to orient library staff to the 2020 Census questionnaire, the online response system, common questions and tips for libraries. This information will be used for training and preparing staff for the 2020 Census that begins in March.

## **Community Impact**

### **Talking Book Program**

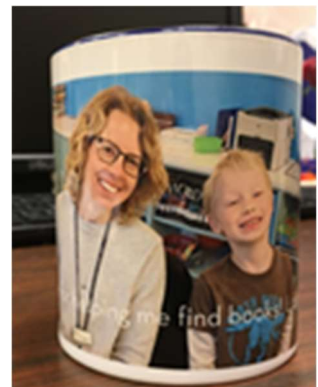
Our newest Talking Book customer recently moved to Luther Village after losing her husband. She shared with Senior and Accessibility Advisor Janet McDonnell that she had always been an avid reader until macular degeneration made reading impossible. She is very excited about getting started in the program and thinks it will help her adjust to her new life.

### **Collection Success Stories**

Collection Supervisor Violet Jaffe spoke with a customer who was very happy to get video games for her son. They had just gotten an apartment after being in a shelter and it was a way for him to get back to normal life.

### **Customer Appreciation**

One of our regular Tuesday customers, a young boy who visits the library with his grandmother, presented Amy Belford, Kids' World Advisor, a mug featuring a picture of the two of them at the Kids' World desk. Paul loves planes and making paper airplanes for Amy. They have bonded this past year, so he will be missed when he is in school full-time next year!



# January 2020

## Service Point Traffic

**Total visits**  
**82,979** ↓ -1%  
 84,197 last year

**Main Library visits**  
**80,040** ↓ -2%  
 81,657 last year

**Sr Center Visits**  
**1,487** ▬ -0.20%  
 1,490 last year

**Bookmobile Visits\***  
**1,452** ↑ 38.29%  
 1,050 last year

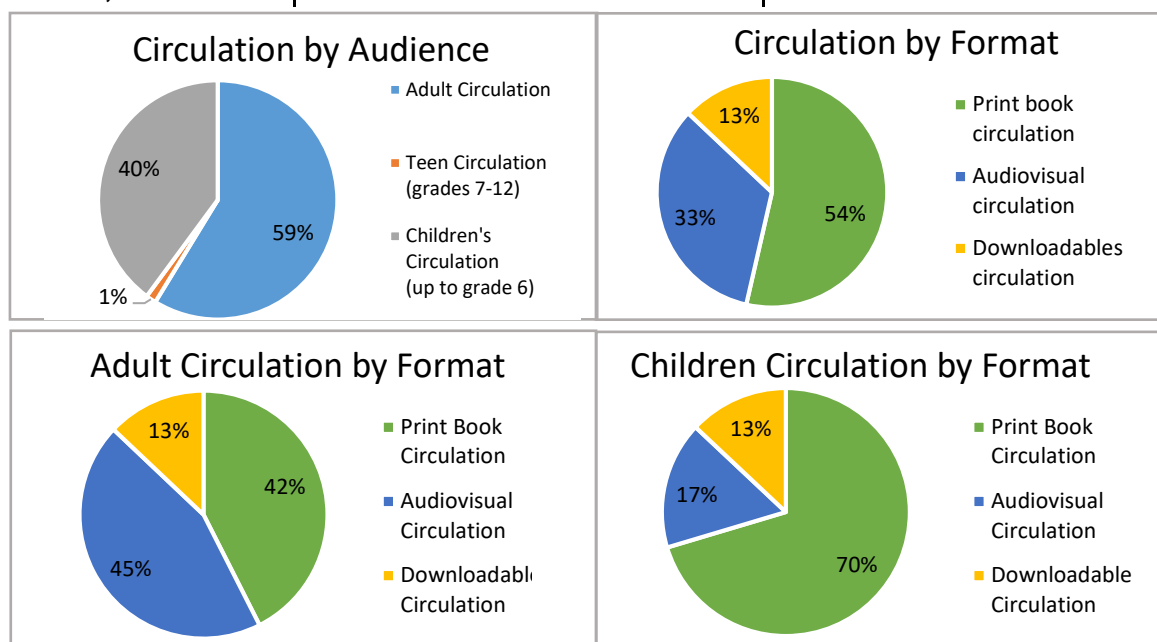
## Circulation

**Total Circulation**  
**154,263** ↓ -7%  
 166,091 last year

**Card Holders** □  
**61,235**

**Library Cards Issued**  
 Resident **314** ↓ -1.26%  
 (issued) 318 last year  
 Non-Resident **156** ↑ 11.43%  
 (Registered) 140 last year

**Interlibrary Loan**  
 Borrowed **479** ↑ 16.26%  
 412 last year  
 Lent **724** ↑ 10.37%  
 656 last year



## Programs

**Program Attendance**  
**7,428** ↑ 12%  
 6,624 last year

**Number of Programs**  
**276** ↑ 7%  
 257 last year

**Cost of Programs**  
**\$6,626**  
 \$1,600 funded by FOL

**General Satisfaction**  
**4.7/5**

## Questions

**Reference Questions**  
**15,719** ↓ -12%  
 17,819 last year

**Reference Questions\***  
 (via call center)  
**4,386** ↓ -26%  
 5,928 last year

**Chat sessions\***  
**567** ↑ 26.56%  
 448 last year

## Technology Usage

**Public Computer Use**  
**8,665** ▬ 0.54%  
 8,618 last year

**Website Visits\***  
**148,284** ↑ 44.94%  
 102,304 last year

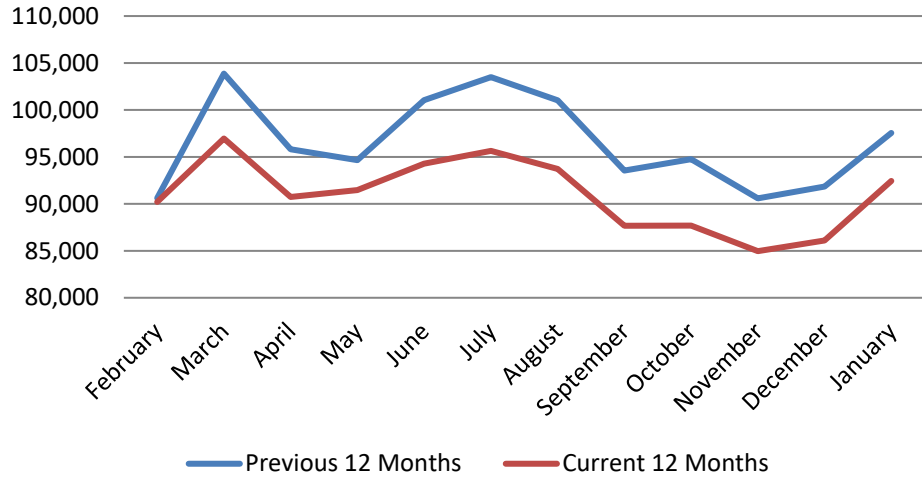
**Self Checkout**  
 (% of total checkouts)  
**64%** ↓ -1.60%  
 66% last year

**AHML - DASHBOARD - January 2020**

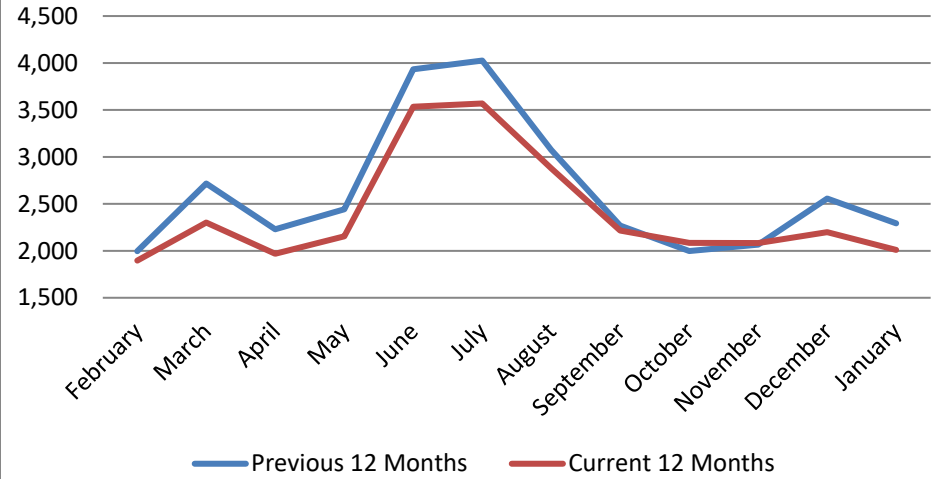
|                                     | January 2020 | January 2019 | % change from last January | January 2020 | January 2019 | % change from last YTD |
|-------------------------------------|--------------|--------------|----------------------------|--------------|--------------|------------------------|
| Total circulation                   | 154,263      | 166,091      | -7%                        | 154,263      | 166,091      | -7%                    |
| Adult circulation                   | 92,438       | 97,554       | -5%                        | 92,438       | 97,554       | -5%                    |
| Teen circulation                    | 2,009        | 2,293        | -12%                       | 2,009        | 2,293        | -12%                   |
| Children circulation                | 59,816       | 66,244       | -10%                       | 59,816       | 66,244       | -10%                   |
| Print book circulation              | 77,680       | 84,236       | -8%                        | 77,680       | 84,236       | -8%                    |
| Audiovisual circulation             | 44,177       | 52,587       | -16%                       | 44,177       | 52,587       | -16%                   |
| Downloadables circulation           | 23,119       | 20,373       | 13%                        | 23,119       | 20,373       | 13%                    |
| Self-check as % of main floor circ  | 64%          | 66%          | -2%                        | 64%          | 66%          | -2%                    |
| Circulation to reciprocal borrowers | 10,206       | 10,363       | -2%                        | 10,206       | 10,363       | -2%                    |
| ILLs borrowed for our customers     | 479          | 412          | 16%                        | 479          | 412          | 16%                    |
| ILLS lent to other libraries        | 724          | 656          | 10%                        | 724          | 656          | 10%                    |
| Resident cards issued               | 314          | 318          | -1%                        | 314          | 318          | -1%                    |
| Reciprocal cards registered         | 156          | 140          | 11%                        | 156          | 140          | 11%                    |
| Reference questions                 | 15,719       | 17,819       | -12%                       | 15,719       | 17,819       | -12%                   |
| Number of programs                  | 276          | 257          | 7%                         | 276          | 257          | 7%                     |
| Program attendance                  | 7,428        | 6,624        | 12%                        | 7,428        | 6,624        | 12%                    |
| Public computer use                 | 8,665        | 8,618        | 1%                         | 8,665        | 8,618        | 1%                     |
| Website visits                      | 148,284      | 102,304      | 45%                        | 148,284      | 102,304      | 45%                    |
| In-person visitors                  | 82,979       | 84,197       | -1%                        | 82,979       | 84,197       | -1%                    |
| New & Popular - % of adult coll     | 7.7%         | 8.3%         | -7%                        | 7.7%         | 8.3%         | -7%                    |
| New & Popular - % of circ           | 32.5%        | 33.7%        | -4%                        | 32.5%        | 33.7%        | -4%                    |
| Kids' New & Popular - % of KW coll  | 4.3%         | 4.5%         | -4%                        | 4.3%         | 4.5%         | -4%                    |
| Kids' New & Popular - % of circ     | 15.0%        | 14.9%        | 1%                         | 15.0%        | 14.9%        | 1%                     |
| Individual Staff Sessions           | 95           | 92           | 3%                         | 95           | 92           | 3%                     |
| Volunteer hours                     | 2,282        | 2,113        | 8%                         | 2,282        | 2,113        | 8%                     |



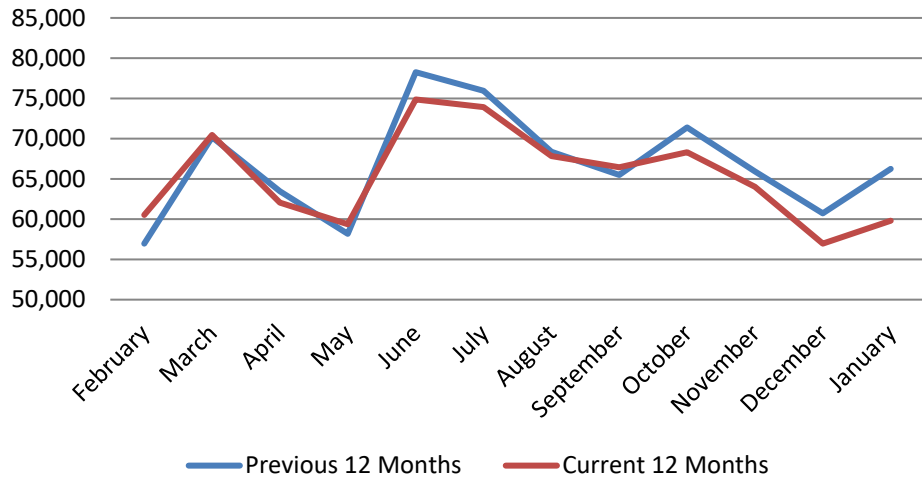
### Adult Circulation



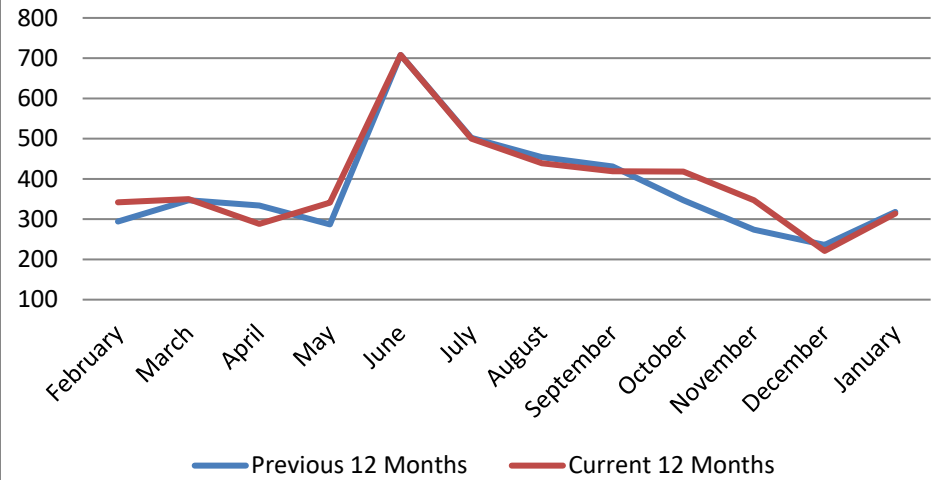
### Teen Circulation

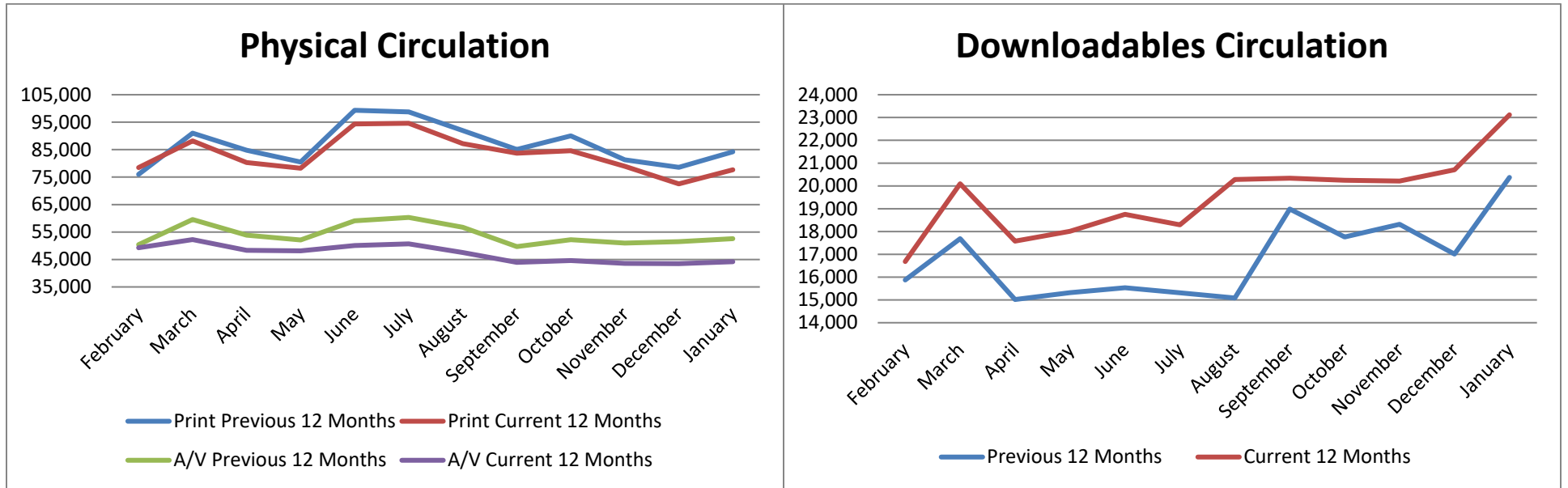


### Children's Circulation



### Resident Library Cards Issued

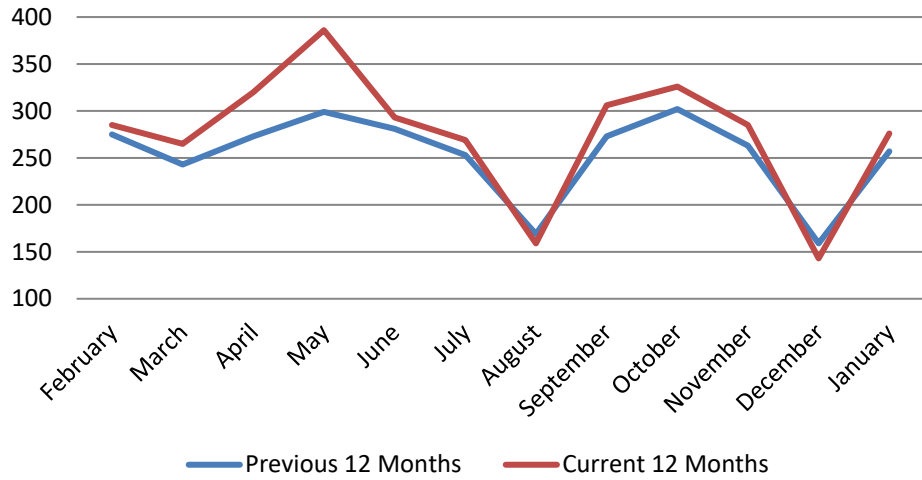




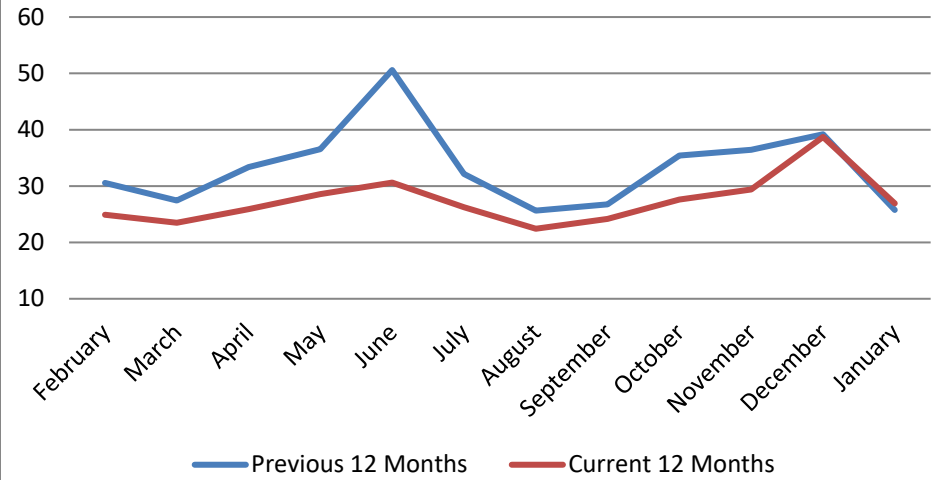
### Notes Relating to Circulation

- With 5,302 checkouts this month, our customers are interacting with 8.4% more bookmobile materials than last year at this time. The addition of collaborative visits and better weather helped customers engage with us in many ways throughout our community.
- Equipment checkouts increased again this month, up 59.56% over this month last year. With 744 total Library of Things checkouts in January, customers continue to discover what new ‘things’ we are offering to support their unique interests.
- With 1,632 total checkouts this month, our Senior Center customers visiting our reading room checked out 14.6% more materials with volunteers and staff and 30.1% more materials using our self-check compared to last year.
- The number of ILL materials received for our customers increased by 9.0%. The number of items sent to other libraries increased 9.5% compared to this month last year.
- eStuff usage is up 13.5% compared to the previous year, with 23,119 total checkouts.

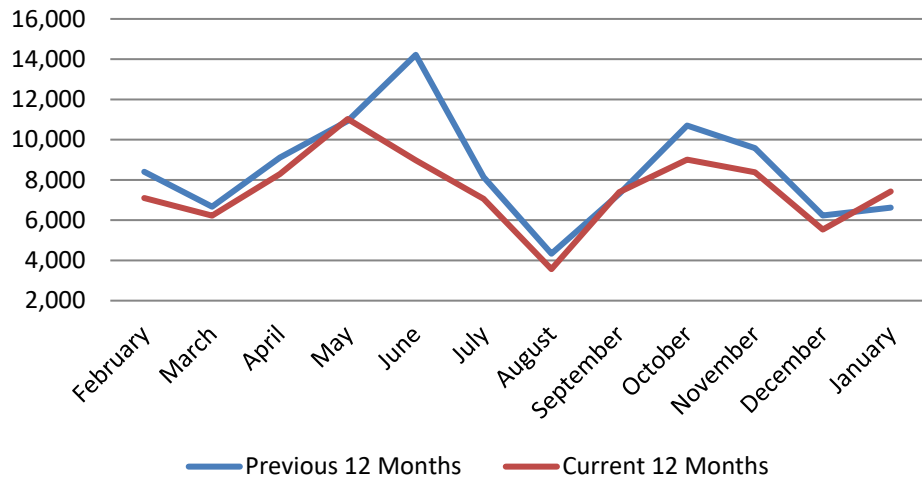
### Program Sessions



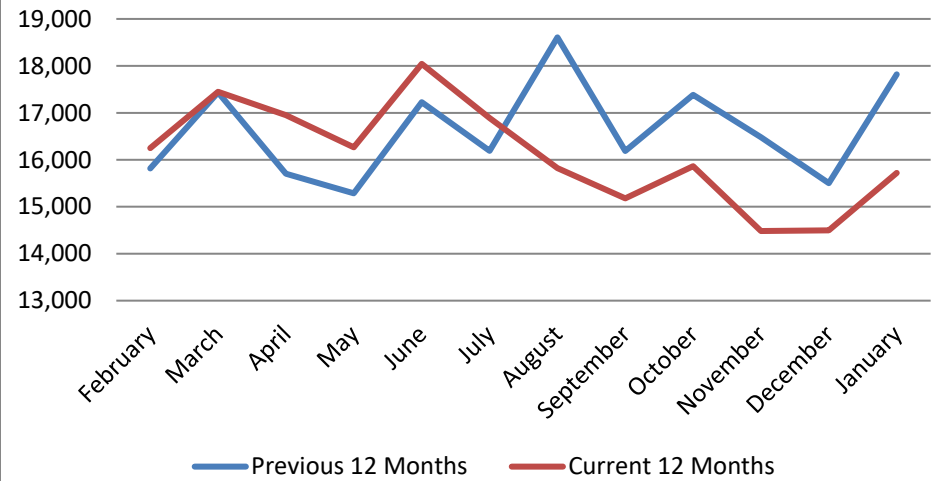
### Attendance Per Program



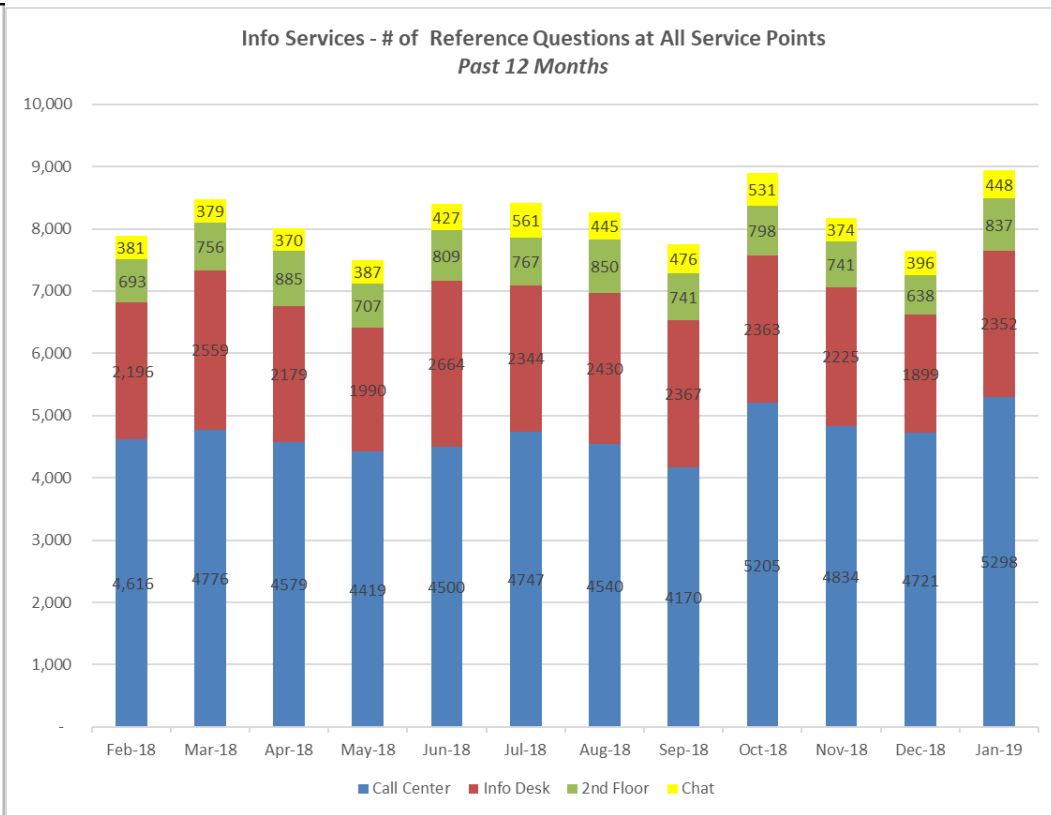
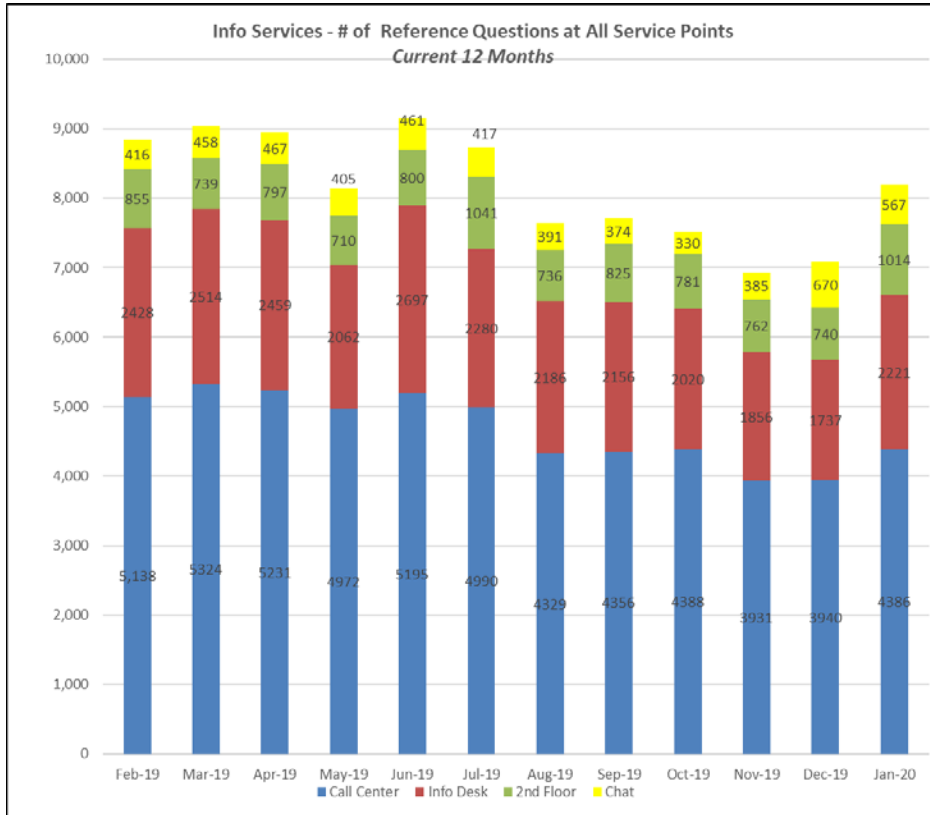
### Program Attendance



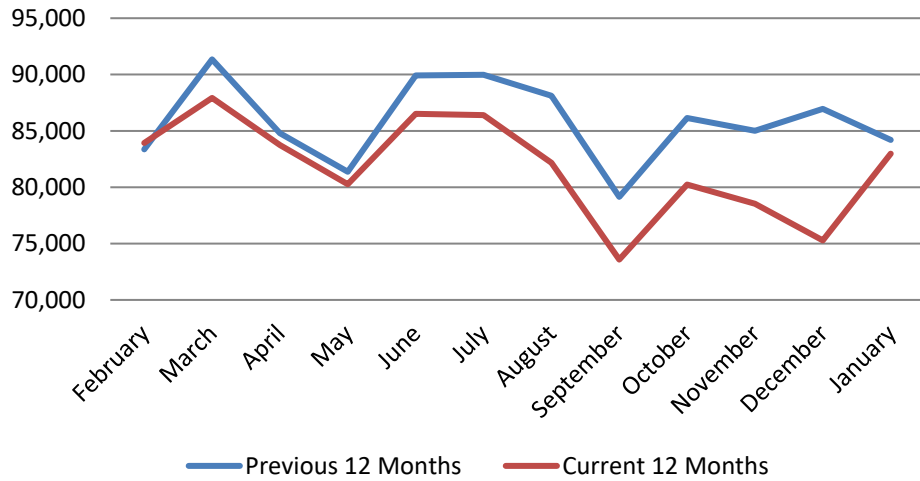
### Reference Questions (Library Wide)



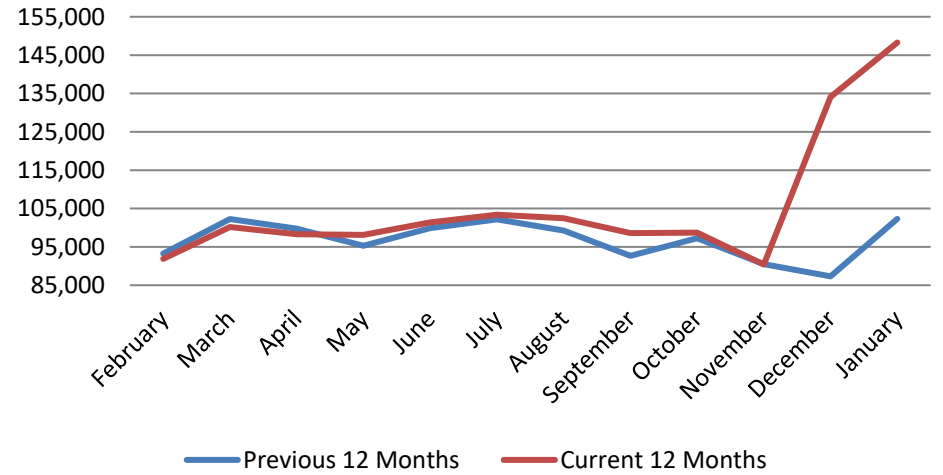
The charts below illustrate the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.



### In-person Attendance



### Website Visits



### Public Computer Use

