

BOARD OF LIBRARY TRUSTEES

TUESDAY, APRIL 21, 2020

6:00 P.M.

(Note Time Change)

TELECONFERENCE MEETING

(Meeting may be viewed on the Library's YouTube channel [here](#))

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. LIAISON REPORTS
 - FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY
 - ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION
- V. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 18, 2020 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF MARCH 13, 2020 (Action Item 2)
- VII. APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF MARCH 24, 2020 (Action Item 3)

- VIII. APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF APRIL 6, 2020 (Action Item 4)
- IX. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 29, 2020 (Item 5)
- X. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 29, 2020 (Action Item 6)
- XI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2020 (Item 7)
- XII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2020 (Action Item 8)
- XIII. EXECUTIVE DIRECTOR'S REPORT
- XIV. OLD BUSINESS

- MAKERSPACE PROJECT UPDATE (Action Item 9)
Staff and a representative from Williams Architects will provide an updated budget proposal, including the elements of the project identified as priority at the February board meeting

- MAKERSPACE CONSTRUCTION MANAGEMENT SERVICES (Action Item 10)
Presentation of construction management services for the rehabilitation and renovation of the building located at 112 North Belmont Avenue

- PERSONAL PROPERTY REPLACEMENT TAX (Action Item 11)
The board will discuss potential changes in the collection of Personal Property Replacement Tax

- LIBRARY CLOSURE DUE TO COVID-19 (Action Item 12)
Discussion of library response to Coronavirus and impact to services and staffing

XV. NEW BUSINESS

XVI. OTHER

XVII. ADJOURNMENT

Public comment for this board meeting will be taken in advance via email. Please email comments to LibraryDirector@ahml.info. Comments will be shared during the Public Comment section of the agenda.

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.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 18, 2020.

02.20.01 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, February 18, 2020, at 7:30 p.m. by President Greg Zyck.

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

Absent: Trustee Ruhl.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Trixie Dantis; Youth Services Manager; Maria Papanastassiou, Children's Services Assistant Manager; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects; Lisa Slankard, Resident; Melissa Cayer, Resident.

02.20.03 There was no **PUBLIC COMMENT**.

Trustee Smart moved **TO ADJUST THE AGENDA TO MOVE ACTION ITEM 9 PERSONAL PROPERTY REPLACEMENT TAX AFTER ACTION ITEM 12 APPROVAL OF THE 2020 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR 2019 IN CONSIDERATION OF STAFF PRESENTATIONS ON THE AGENDA.** Trustee Supplitt seconded. All were in favor and the motion carried.

02.20.04 **LIAISON REPORTS**

FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY – Mr. Driskell reported the Friends generously approved funds for additional makerspace equipment and sponsorship of a butterfly garden totally \$5,836.

ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION – Mr. Driskell reported the Foundation hosted two “Friends-raisers” in residents’ homes. There is a meeting schedule with staff, foundation, architect and a potential kitchen equipment donor.

Trustee Ruhl joined the meeting at 7:35 p.m.

02.20.05 Trustee Smart moved **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).** Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

- 02.20.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 21, 2020 (Action Item 2)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.
- 02.20.07 Trustee Thanopoulos moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 3, 2020 (Action Item 3)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.
- 02.20.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2020 (Item 4)** – Mr. Driskell reported the library received an in lieu of land contribution ordinance payment of \$3,410 from the Village of Arlington Heights. \$3,105 in simple interest was received in the operating fund. The Friends of the Library submitted a check to the library in the amount of \$2,392; Mr. Driskell thanked them for their continued support. With 8% of the fiscal year lapsed, 12% of the annual operating budget has been expended. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.
- 02.20.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 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 31, 2020, IN THE AMOUNT OF \$1,013,122.95.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.
- 02.20.10 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the change in the Marketplace to New & Popular; the introduction of an online learning product Udemy; a service project with a group of 17 teens from District 214 Newcomer Center; 87 community members gathered to celebrate Martin Luther King Jr with a day of service; a partnership with Riley Elementary School at their Makerspace Night; 1,969 teens from District 214 and St Viator High Schools used the library to prepare for first semester final exams; digital services staff conducted 63 one-on-one appointments in January; 39 schools met with approximately 200 customers at the popular *Preschool and Childcare Information Night*; second and third graders celebrated the Year of the Rat at the *Chinese New Year Escape Room*; 116 attendees were treated to Chef Dave Esau's soups and stews cooking demonstration; 170 attendees enjoyed *The Envelope Please ... Dann & Raymond's Oscars Night*; and a partnership with the Village of Arlington Heights offered *Cannabis: What You Need to Know*.
- 02.20.11 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 6)** – Andy Dogan from Williams Architects and Mr. Driskell provided an update on the progress of the makerspace building project at 112 North Belmont Avenue. They specifically presented budget projections including estimated costs and provided detailed descriptions of different options for the buildout of the makerspace project.

- **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 reviewed and discussed proposed revisions to the human resources unlawful harassment policy. With one minor modification, the board approved the proposed revisions.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO HUMAN RESOURCES POLICY – UNLAWFUL HARASSMENT.** Trustee Smart seconded. All were in favor and the motion carried.

-**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 reviewed and discussed proposed revisions to Policy 1.107 Legal Consultation including 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.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES REVISIONS TO POLICY 1.107 LEGAL CONSULTATION.** Trustee Thanopoulos seconded. All were in favor and the motion carried.

02.20.12 NEW BUSINESS

- **RECOGNIZING NATIONAL AWARD RECIPIENT MARIA PAPANASTASSIOU (Item 10)** – The board recognized Kids’ World Assistant Manager Maria Papanastassiou as having 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 presented an overview of the Family Place Library initiative that 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)** – Mr. Driskell presented the library’s 2020 Illinois Public Library Annual Report for 2019 to be filed with the Secretary of State’s office.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE 2020 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT.** Trustee Tangney seconded. All were in favor and the motion carried.

- **PERSONAL PROPERTY REPLACEMENT TAX (Action Item 9)** – The board discussed potential changes in the collection of Personal Property Replacement Tax.

02.20.13 **OTHER**

- Trustee Smart recognized the League of Woman Voters as they celebrate 100 years and acknowledged their partnership with the community.

- Mr. Driskell shared the recently completed employee engagement survey had 87% participation.

02.20.14 Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Supplitt seconded. All were in favor and the motion carried. The board went into closed session at 9:36 p.m.

The board returned to open session at 9:46 p.m.

Trustee Smart moved **TO DESTROY THE CLOSED SESSION AUDIO RECORDINGS FROM AUGUST 15, 2017; SEPTEMBER 19, 2017; SEPTEMBER 25, 2017; OCTOBER 3, 2017; OCTOBER 17, 2017; OCTOBER 30, 2017; NOVEMBER 21, 2017; DECEMBER 19, 2017; JANUARY 16, 2018; JANUARY 29, 2018; MARCH 19, 2018; APRIL 17, 2018; MAY 7, 2018; MAY 15, 2018; JUNE 4, 2018; JUNE 19, 2018; AND JULY 17, 2018.** Trustee Medal seconded. All were in favor and the motion carried.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF FEBRUARY 18, 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 Thanopoulos moved **ADJOURNMENT.** Trustee Medal seconded. All were in favor and the meeting was adjourned at 9:49 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON FRIDAY, MARCH 13, 2020.

03.20.01 A special meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Hendrickson Room of the Arlington Heights Memorial Library on Friday, March 13, 2020, at 6:15 p.m. by President Greg Zyck.

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

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Donna Ekl, Director of Finance; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant.

03.20.03 There was no **PUBLIC COMMENT**.

03.20.04 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 29, 2020 (Action Item 1)** – Mr. Driskell provided information in response to trustees' questions about individual expenditures.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED MARCH 2020, IN THE AMOUNT OF \$277,472.09.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

03.20.05 **LIBRARY CLOSURE DUE TO COVID-19 (Action Item 2)** – The board discussed the library's response to Coronavirus and the impact to services and staffing. The board supports the executive director's decision to close the building and limit to essential staff in order to respond proactively to mitigate the risk and impact of Coronavirus. On Tuesday March 17, the library will still operate as a polling location for the 2020 Presidential Primary Election. The rest of the library building will remain closed. Staff will continue to provide some essential services during the closure while keeping staff and the community safe from exposure to Coronavirus and community spread. The board approved to pay staff for their regularly scheduled work shifts for the period March 14-29.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES TAKE A TEN MINUTE RECESS.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: Trustee Thanopoulos. The motion carried and the board recessed for a ten minutes break at 7:16 p.m.

At 7:26 p.m. the special board meeting reconvened.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND PAY TO STAFF DURING EMERGENCY CLOSING DUE TO THE CORONAVIRUS, OTHERWISE KNOWN AS COVID-19, FOR THE PERIOD OF MARCH 14 THROUGH MARCH 29.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

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

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT.** Trustee Smart seconded. All were in favor and the meeting was adjourned at 7:32 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MARCH 24, 2020.

03.20.01 A special meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Tuesday, March 24, 2020, at 6:12 p.m. by President Greg Zyck. The meeting was held virtually and hosted live on YouTube due to COVID-19 and the Illinois shelter in place order.

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

Absent: None

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

03.20.03 There was no **PUBLIC COMMENT**.

03.20.04 **LIBRARY CLOSURE DUE TO COVID-19 (Action Item 1)** – The board discussed the library’s response to Coronavirus and the impact to services and staffing. Mr. Driskell reported due to the spread of COVID-19, the library canceled all programs and suspended most services March 14-29. During the closure, chat and email services remained operational. Based on Governor Pritzker’s mandate and the Illinois Department of Health’s recommendation, planned on-site programming through May 11 have been canceled and will be replaced with select online or recorded programs. Based on the shelter in place order in effect, the building closure has been extended through April 7 while staff are continuing to improve and operate virtual services for the community. The board authorized the continued closure of the building to the public, if needed, and to pay staff their regularly scheduled hours for an extension period of the closure not to exceed 30 days from March 30, 2020.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND PAY TO EXEMPT AND NON-EXEMPT STAFF THEIR REGULARLY SCHEDULED HOURS FOR AN EXTENSION PERIOD OF CLOSURE NOT TO EXCEED 30 DAYS STARTING MARCH 30, 2020.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND THE CLOSURE OF THE LIBRARY IN RESPONSE TO THE COVID-19 PANDEMIC FOR A PERIOD NOT TO EXCEED 30 DAYS FROM MARCH 30, 2020.** Trustee Smart

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

03.20.05 **OTHER**

- President Zyck thanked staff for their amazing work during the coronavirus pandemic. Mr. Driskell also thanked staff for their support and innovative ideas in bringing services to the community in new and creative ways. Staff are also pursuing professional development opportunities with online training and webinars during the closure.

- The American Library Association's Executive Board announced the 2020 ALA Annual Conference & Exhibition scheduled for June 25-30 in Chicago has been canceled due to COVID-19.

- Mr. Driskell shared he is continuing to work with the architect on the makerspace building project.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT**. Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 6:47 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY, APRIL 6, 2020.

04.20.01 A special meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Monday, April 6, 2020, at 7:30 p.m. by President Greg Zyck. The meeting was held virtually and hosted on a live stream on the library's YouTube channel for public viewing, due to COVID-19 and the Illinois shelter in place order.

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

Absent: None

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

04.20.03 **PUBLIC COMMENT** – President Zyck shared a public comment submitted via email regarding continued closure and handling staff payment.

04.20.04 **LIBRARY CLOSURE DUE TO COVID-19 (Action Item 1)** – The board discussed the library's response to Coronavirus and the impact to services and staffing. Mr. Driskell reported the library has closed to the public and suspended in-person services March 14 - April 30 due to COVID-19. During the closure, some public services have remained operational and others have been added including chat and email customer contact points and electronic resources promotion. In addition to public services, support-related tasks will be completed during the closure including building maintenance, invoice and payroll processing, and human resources staff support. Staff have been working remotely whenever possible during the closure. In order to continue library services, be prepared for reopening, and to use the time to work on innovation for the future, staff are working on plans to prepare the building for public use while allowing for social distancing and looking at ways to adjust services to serve the community in, what will undoubtedly be, a different model of service.

On March 24, the Board of Library Trustees approved the extension of pay to staff not to exceed 30 days beyond the initial closure. This date, however, falls one day short of the pay period end, April 30. Mr. Driskell requested the board extend staff pay one additional day to align with the pay period end.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND PAY TO EXEMPT AND NON-EXEMPT STAFF THEIR REGULARLY SCHEDULED HOURS FOR AN EXTENSION PERIOD THROUGH APRIL 30, 2020.** Trustee Thanopoulos

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

Mr. Driskell presented a high level overview of work being completed during the closure.

- Deployment of mobile equipment; setup of remote email and VPN accounts; and Microsoft Office 365 deployment and training for remote staff
- Changes to the library's website to accommodate content needs
- Creation of online streaming and recorded (on demand) programming
- Electronic library card registration (214 new library cards issued during closure to-date)
- Informational resources on library website: unemployment, financial resources, small business help, job skills training and resources, community resources (mental health, social services), learning and working from home
- eBooks and downloadable video (with increased checkout limit)
- Procuring new and popular items for the collection
- Social media/email campaigns promoting eMaterials and virtual content with record open rates, engagement and follower levels and summer library newsletter writing and design
- Working on projects, staff development, and daily operations including training and documentation

Mr. Driskell also presented work being completed in preparation for the opening of the building.

- Plans to reopen the building under CDC guidelines for social distancing
- Develop innovative ways to serve the community in a changed service environment
- Determine financial direction going forward

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

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

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

Village of Arlington Heights
 REVENUE REPORT
 17% OF YEAR LAPSED

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	119,899.28	137	175,668	119,899.28	68	1,054,012	934,112.72
04 00	Real Estate Tax FICA	53,782	73,416.44	137	107,564	73,416.44	68	645,390	571,973.56
05 00	Real Estate Tax	1,057,687	1,443,808.31	137	2,115,374	1,443,808.31	68	12,692,247	11,248,438.69
401 **	Real Estate Taxes	1,199,303	1,637,124.03	137	2,398,606	1,637,124.03	68	14,391,649	12,754,524.97
400 ***	Taxes	1,199,303	1,637,124.03	137	2,398,606	1,637,124.03	68	14,391,649	12,754,524.97
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		10,000	.00		60,000	60,000.00
70 00	Other Grants	41	.00		82	.00		500	500.00
90 00	Contribution Ord. Library	46	.00		92	3,410.48	3707	562	2,848.48-
411 **	Intergovernmental	5,087	.00		10,174	3,410.48	34	61,062	57,651.52
410 ***	Intergovernmental Revenue	5,087	.00		10,174	3,410.48	34	61,062	57,651.52
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		416	.00		2,500	2,500.00
74 00	Copier/Reader Printer Fee	3,834	4,347.86	113	7,668	8,443.15	110	46,009	37,565.85
75 00	Meeting Room Fees	250	145.00	58	500	490.00	98	3,000	2,510.00
436 **	Library Fees	4,292	4,492.86	105	8,584	8,933.15	104	51,509	42,575.85
430 ***	Fees	4,292	4,492.86	105	8,584	8,933.15	104	51,509	42,575.85
440	Fines								
442	Library								
20 00	Late Charges	8,329	7,790.13	94	16,658	17,471.26	105	99,959	82,487.74
25 00	Lost/Damaged Item Charges	1,416	1,128.08	80	2,832	3,254.62	115	17,000	13,745.38
442 **	Library	9,745	8,918.21	92	19,490	20,725.88	106	116,959	96,233.12
440 ***	Fines	9,745	8,918.21	92	19,490	20,725.88	106	116,959	96,233.12
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	6,699	3,178.32	47	13,398	4,021.75-	30	80,395	84,416.75
461 **	Simple Interest	6,699	3,178.32	47	13,398	4,021.75-	30	80,395	84,416.75
462	Investment Income								
10 00	Market Value Adjustments	833	58.50	7	1,666	349.48	21	10,000	9,650.52
462 **	Investment Income	833	58.50	7	1,666	349.48	21	10,000	9,650.52

Village of Arlington Heights

FUND 291 Memorial Library Fund									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	7,532	3,236.82	43	15,064	3,672.27-	24	90,395	94,067.27
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		8,332	.00		50,000	50,000.00
481	** Special Events	4,166	.00		8,332	.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	698.80	56	2,500	966.87	39	15,000	14,033.13
483	** Donations	1,250	698.80	56	2,500	966.87	39	15,000	14,033.13
489	Other								
90 00	Other Income	416	1,713.18	412	832	11,047.25	1328	5,000	6,047.25-
94 00	FOL Reimbursements	8,750	2,642.66	30	17,500	5,035.40	29	105,000	99,964.60
489	** Other	9,166	4,355.84	48	18,332	16,082.65	88	110,000	93,917.35
480	*** Other	14,582	5,054.64	35	29,164	17,049.52	59	175,000	157,950.48
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	1,658,826.56	134	2,481,082	1,683,570.79	68	14,886,574	13,203,003.21

Village of Arlington Heights
 REVENUE REPORT
 17% OF YEAR LAPSED

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****		***** YEAR-TO-DATE *****		ANNUAL	UNREALIZED		
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	5,833	2,090.88	36	11,666	18,299.22	157	70,000	51,700.78
461	** Simple Interest	5,833	2,090.88	36	11,666	18,299.22	157	70,000	51,700.78
462	Investment Income								
10 00	Market Value Adjustments	0	1,365.91		0	2,957.94		0	2,957.94-
462	** Investment Income	0	1,365.91		0	2,957.94		0	2,957.94-
460	*** Interest Income	5,833	3,456.79	59	11,666	21,257.16	182	70,000	48,742.84
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	3,456.79	59	11,666	21,257.16	182	70,000	48,742.84

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						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	29393	26599.45	91	58786	67210.94	114	.00	352726	285515.06	19
	16 92	Achievement Awards	333	500.00	150	666	500.00	75	.00	4000	3500.00	13
	16 **	Library Personal Services	29726	27099.45	91	59452	67710.94	114	.00	356726	289015.06	19
	18	Other Personal Services										
	18 05	Overtime Civilian	83	365.62	441	166	393.36	237	.00	1000	606.64	39
	18 **	Other Personal Services	83	365.62	441	166	393.36	237	.00	1000	606.64	39
	19	Employee Benefits										
	19 05	Medical Insurance	7765	7765.17	100	15530	15530.34	100	.00	93182	77651.66	17
	19 10	IMRF	3768	3408.38	91	7536	8545.19	113	.00	45217	36671.81	19
	19 11	Social Security	1848	1642.14	89	3696	4130.25	112	.00	22179	18048.75	19
	19 12	Medicare	432	384.05	89	864	965.94	112	.00	5187	4221.06	19
	19 53	Flexible Spending	134	176.25	132	268	508.75	190	.00	1610	1101.25	32
	19 55	Unemployment Compensation	536	.00	0	1072	.00	0	.00	6432	6432.00	0
	19 **	Employee Benefits	14483	13375.99	92	28966	29680.47	103	.00	173807	144126.53	17
	20	Prof Technical Services										
	20 05	Professional Services	875	.00	0	1750	.00	0	.00	10500	10500.00	0
	20 08	Consulting Services	166	.00	0	332	.00	0	.00	2000	2000.00	0
	20 20	Legal Services	1333	.00	0	2666	.00	0	.00	16000	16000.00	0
	20 40	General Insurance	10641	6616.00	62	21282	120958.00	568	.00	127700	6742.00	95
	20 **	Prof Technical Services	13015	6616.00	51	26030	120958.00	465	.00	156200	35242.00	77
	21	Property Services										
	21 65	Other Services	250	84.99-	34-	500	580.26	116	.00	3000	2419.74	19
	21 **	Property Services	250	84.99-	34-	500	580.26	116	.00	3000	2419.74	19
	22	Other Contractual Service										
	22 01	Advertising	50	.00	0	100	.00	0	.00	600	600.00	0
	22 02	Dues	556	.00	0	1112	740.00	67	.00	6675	5935.00	11
	22 03	Training	10310	14700.39	143	20620	34900.49	169	.00	123722	88821.51	28
	22 05	Postage	4245	6049.11	143	8490	12091.93	142	.00	50945	38853.07	24
	22 70	Telephone Services	7214	4952.58	69	14428	13655.98	95	.00	86569	72913.02	16
	22 **	Other Contractual Service	22375	25702.08	115	44750	61388.40	137	.00	268511	207122.60	23
	30	General Supplies										
	30 05	Office Supplies & Equip	738	1894.28	257	1476	2238.12	152	.00	8858	6619.88	25
	30 **	General Supplies	738	1894.28	257	1476	2238.12	152	.00	8858	6619.88	25
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	208	.00	0	416	166.27	40	.00	2500	2333.73	7
	31 **	Public Works Supplies	208	.00	0	416	166.27	40	.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*****			ENCUMBR.	BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 02	Program Events	100	.00	0	200	.00	0	.00	1200	1200.00	0
	32 72	Special Events	70	.00	0	140	.00	0	.00	850	850.00	0
	32 99	Items Reimb by Employees	0	4.06	0	0	17.79	0	.00	0	17.79-	0
	32 **	Library Supplies	170	4.06	2	340	17.79	5	.00	2050	2032.21	1
	40	Other Charges										
	40 96	Operating Contingency	416	.00	0	832	.00	0	.00	5000	5000.00	0
	40 **	Other Charges	416	.00	0	832	.00	0	.00	5000	5000.00	0
	50	Property										
	50 15	Other Equipment	2233	.00	0	4466	.00	0	.00	26800	26800.00	0
	50 **	Property	2233	.00	0	4466	.00	0	.00	26800	26800.00	0
601	** **	Library	83697	74972.49	90	167394	283133.61	169	.00	1004452	721318.39	28
60	** **	Culture/Recreation	83697	74972.49	90	167394	283133.61	169	.00	1004452	721318.39	28
DIV	6001	TOTAL ***** Administration	83697	74972.49	90	167394	283133.61	169	.00	1004452	721318.39	28

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 Village of Arlington Heights

DETAIL BUDGET REPORT
 17% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
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										
		Communications & Mrkting	67375	48439.86	72	134750	137909.58	102	.00	808558	670648.42	17

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	13996	13028.67	93	27992	32656.30	117	.00	167952	135295.70	19
16	**	Library Personal Services	13996	13028.67	93	27992	32656.30	117	.00	167952	135295.70	19
18		Other Personal Services										
18	05	Overtime Civilian	25	4.96	20	50	35.39	71	.00	300	264.61	12
18	**	Other Personal Services	25	4.96	20	50	35.39	71	.00	300	264.61	12
19		Employee Benefits										
19	05	Medical Insurance	3854	3854.75	100	7708	7709.50	100	.00	46257	38547.50	17
19	10	IMRF	1772	1647.45	93	3544	4132.22	117	.00	21267	17134.78	19
19	11	Social Security	869	742.62	86	1738	1881.06	108	.00	10432	8550.94	18
19	12	Medicare	203	173.68	86	406	439.93	108	.00	2440	2000.07	18
19	50	Employee Asst. Program	500	.00	0	1000	1966.17	197	.00	6000	4033.83	33
19	**	Employee Benefits	7198	6418.50	89	14396	16128.88	112	.00	86396	70267.12	19
21		Property Services										
21	65	Other Services	825	1113.00	135	1650	1523.00	92	.00	9900	8377.00	15
21	**	Property Services	825	1113.00	135	1650	1523.00	92	.00	9900	8377.00	15
22		Other Contractual Service										
22	01	Advertising	108	.00	0	216	95.00	44	.00	1300	1205.00	7
22	02	Dues	266	.00	0	532	.00	0	.00	3200	3200.00	0
22	03	Training	108	7.36	7	216	452.36	209	.00	1300	847.64	35
22	55	In Service Training	835	654.56	78	1670	4342.35	260	.00	10020	5677.65	43
22	**	Other Contractual Service	1317	661.92	50	2634	4889.71	186	.00	15820	10930.29	31
32		Library Supplies										
32	01	Program Supplies	33	56.82	172	66	56.82	86	.00	400	343.18	14
32	**	Library Supplies	33	56.82	172	66	56.82	86	.00	400	343.18	14
40		Other Charges										
40	62	Tuition Reimbursement	2083	.00	0	4166	.00	0	.00	25000	25000.00	0
40	70	Employee Recognition Prog	1612	596.56	37	3224	640.43	20	.00	19350	18709.57	3
40	**	Other Charges	3695	596.56	16	7390	640.43	9	.00	44350	43709.57	1
601	**	** Library	27089	21880.43	81	54178	55930.53	103	.00	325118	269187.47	17
60	**	** Culture/Recreation	27089	21880.43	81	54178	55930.53	103	.00	325118	269187.47	17
DIV	6003	TOTAL ***** Human Resources	27089	21880.43	81	54178	55930.53	103	.00	325118	269187.47	17

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	0	.00	0	0	589.00	0	.00	0	589.00-	0
	20 05	Professional Services										
	20 **	Prof Technical Services	0	.00	0	0	589.00	0	.00	0	589.00-	0
	21	Property Services										
	21 65	Other Services	416	236.97	57	832	710.91	85	.00	5000	4289.09	14
	21 **	Property Services	416	236.97	57	832	710.91	85	.00	5000	4289.09	14
	22	Other Contractual Service										
	22 02	Dues	0	196.00	0	0	196.00	0	.00	0	196.00-	0
	22 03	Training	0	402.80	0	0	402.80	0	.00	0	402.80-	0
	22 18	Contr Programs & Exhibits	2083	1450.00	70	4166	21491.00	516	.00	25000	3509.00	86
	22 **	Other Contractual Service	2083	2048.80	98	4166	22089.80	530	.00	25000	2910.20	88
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	166	.00	0	332	.00	0	.00	2000	2000.00	0
	31 **	Public Works Supplies	166	.00	0	332	.00	0	.00	2000	2000.00	0
	32	Library Supplies										
	32 01	Program Supplies	208	.00	0	416	.00	0	.00	2500	2500.00	0
	32 02	Program Events	208	.00	0	416	.00	0	.00	2500	2500.00	0
	32 32	Software	41	.00	0	82	.00	0	.00	500	500.00	0
	32 72	Special Events	833	100.00	12	1666	2793.16	168	.00	10000	7206.84	28
	32 75	Audio Visual	41	.00	0	82	.00	0	.00	500	500.00	0
	32 78	Electronic Resources	125	.00	0	250	.00	0	.00	1500	1500.00	0
	32 80	Books	416	.00	0	832	49.07	6	.00	5000	4950.93	1
	32 **	Library Supplies	1872	100.00	5	3744	2842.23	76	.00	22500	19657.77	13
	50	Property										
	50 15	Other Equipment	5645	.00	0	11290	.00	0	.00	67750	67750.00	0
	50 55	Other Capital Outlay	16	.00	0	32	.00	0	.00	200	200.00	0
	50 **	Property	5661	.00	0	11322	.00	0	.00	67950	67950.00	0
601	** **	Library	10198	2385.77	23	20396	26231.94	129	.00	122450	96218.06	21
60	** **	Culture/Recreation	10198	2385.77	23	20396	26231.94	129	.00	122450	96218.06	21
DIV	6004	TOTAL ***** Paid by Gifts and Grants	10198	2385.77	23	20396	26231.94	129	.00	122450	96218.06	21

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
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	18845	17316.00	92	37690	42990.80	114	.00	226147	183156.20	19
	16 **	Library Personal Services	18845	17316.00	92	37690	42990.80	114	.00	226147	183156.20	19
	18	Other Personal Services										
	18 05	Overtime Civilian	25	2.94	12	50	3.40	7	.00	300	296.60	1
	18 **	Other Personal Services	25	2.94	12	50	3.40	7	.00	300	296.60	1
	19	Employee Benefits										
	19 05	Medical Insurance	5506	5506.83	100	11012	11013.66	100	.00	66082	55068.34	17
	19 10	IMRF	2385	2189.13	92	4770	5434.48	114	.00	28623	23188.52	19
	19 11	Social Security	1170	1016.11	87	2340	2547.17	109	.00	14040	11492.83	18
	19 12	Medicare	273	237.62	87	546	595.69	109	.00	3283	2687.31	18
	19 **	Employee Benefits	9334	8949.69	96	18668	19591.00	105	.00	112028	92437.00	18
	20	Prof Technical Services										
	20 05	Professional Services	475	.00	0	950	.00	0	.00	5700	5700.00	0
	20 **	Prof Technical Services	475	.00	0	950	.00	0	.00	5700	5700.00	0
	21	Property Services										
	21 36	Equipment Rental	110	356.76	324	220	356.76	162	.00	1326	969.24	27
	21 65	Other Services	515	514.92	100	1030	995.73	97	.00	6189	5193.27	16
	21 **	Property Services	625	871.68	140	1250	1352.49	108	.00	7515	6162.51	18
	22	Other Contractual Service										
	22 02	Dues	68	.00	0	136	400.00	294	.00	825	425.00	49
	22 03	Training	100	61.95	62	200	61.95	31	.00	1200	1138.05	5
	22 25	IT/GIS Service Charge	2196	2158.33	98	4392	4316.66	98	.00	26355	22038.34	16
	22 **	Other Contractual Service	2364	2220.28	94	4728	4778.61	101	.00	28380	23601.39	17
601 ** **		Library	31668	29360.59	93	63336	68716.30	109	.00	380070	311353.70	18
60 ** **		Culture/Recreation	31668	29360.59	93	63336	68716.30	109	.00	380070	311353.70	18
DIV 6008		TOTAL ***** Finance	31668	29360.59	93	63336	68716.30	109	.00	380070	311353.70	18

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	50424.50	87	115854	131514.60	114	.00	695135	563620.40	19
	16 **	Library Personal Services	57927	50424.50	87	115854	131514.60	114	.00	695135	563620.40	19
	18	Other Personal Services										
	18 05	Overtime Civilian	20	20.98	105	40	23.17	58	.00	250	226.83	9
	18 **	Other Personal Services	20	20.98	105	40	23.17	58	.00	250	226.83	9
	19	Employee Benefits										
	19 05	Medical Insurance	12359	12359.25	100	24718	24718.50	100	.00	148311	123592.50	17
	19 10	IMRF	7324	6112.42	84	14648	15847.08	108	.00	87897	72049.92	18
	19 11	Social Security	3592	3003.79	84	7184	7905.84	110	.00	43114	35208.16	18
	19 12	Medicare	840	702.52	84	1680	1848.95	110	.00	10083	8234.05	18
	19 **	Employee Benefits	24115	22177.98	92	48230	50320.37	104	.00	289405	239084.63	17
	20	Prof Technical Services										
	20 05	Professional Services	585	94.09	16	1170	148.19	13	.00	7022	6873.81	2
	20 08	Consulting Services	378	.00	0	756	.00	0	.00	4545	4545.00	0
	20 **	Prof Technical Services	963	94.09	10	1926	148.19	8	.00	11567	11418.81	1
	21	Property Services										
	21 02	Equipment Maintenance	13451	3595.65	27	26902	134121.67	499	.00	161423	27301.33	83
	21 **	Property Services	13451	3595.65	27	26902	134121.67	499	.00	161423	27301.33	83
	22	Other Contractual Service										
	22 03	Training	537	.00	0	1074	50.00	5	.00	6450	6400.00	1
	22 42	Internet Access	3487	1990.93	57	6974	4077.84	59	.00	41846	37768.16	10
	22 **	Other Contractual Service	4024	1990.93	50	8048	4127.84	51	.00	48296	44168.16	9
	30	General Supplies										
	30 05	Office Supplies & Equip	31	29.10	94	62	115.77	187	.00	375	259.23	31
	30 30	Data System Supplies	2100	1980.69	94	4200	4526.61	108	.00	25204	20677.39	18
	30 32	Software Library	13466	13508.37	100	26932	75763.85	281	.00	161602	85838.15	47
	30 33	Documentation Library	8	.00	0	16	.00	0	.00	100	100.00	0
	30 **	General Supplies	15605	15518.16	99	31210	80406.23	258	.00	187281	106874.77	43
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1296	1963.30	152	2592	2282.12	88	.00	15556	13273.88	15
	31 **	Public Works Supplies	1296	1963.30	152	2592	2282.12	88	.00	15556	13273.88	15
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	50	.00	0	.00	300	300.00	0
	32 32	Software	1115	.00	0	2230	4864.45	218	.00	13387	8522.55	36
	32 **	Library Supplies	1140	.00	0	2280	4864.45	213	.00	13687	8822.55	36

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										
	50	Property										
	50 12	Computer Equipment	2845	629.88	22	5690	1419.87	25	.00	34140	32720.13	4
	50 **	Property	2845	629.88	22	5690	1419.87	25	.00	34140	32720.13	4
601	** **	Library	121386	96415.47	79	242772	409228.51	169	.00	1456740	1047511.49	28
60	** **	Culture/Recreation	121386	96415.47	79	242772	409228.51	169	.00	1456740	1047511.49	28
DIV	6010	TOTAL ***** Information Technology	121386	96415.47	79	242772	409228.51	169	.00	1456740	1047511.49	28

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	24237.92	109	44684	55949.18	125	.00	268106	212156.82	21
	16 **	Library Personal Services	22342	24237.92	109	44684	55949.18	125	.00	268106	212156.82	21
	18	Other Personal Services										
	18 05	Overtime Civilian	166	121.54	73	332	658.53	198	.00	2000	1341.47	33
	18 **	Other Personal Services	166	121.54	73	332	658.53	198	.00	2000	1341.47	33
	19	Employee Benefits										
	19 05	Medical Insurance	6669	6669.25	100	13338	13338.50	100	.00	80031	66692.50	17
	19 10	IMRF	2845	2712.91	95	5690	6250.76	110	.00	34141	27890.24	18
	19 11	Social Security	1395	1432.65	103	2790	3347.83	120	.00	16747	13399.17	20
	19 12	Medicare	326	335.07	103	652	782.99	120	.00	3917	3134.01	20
	19 **	Employee Benefits	11235	11149.88	99	22470	23720.08	106	.00	134836	111115.92	18
	22	Other Contractual Service										
	22 03	Training	41	.00	0	82	.00	0	.00	500	500.00	0
	22 **	Other Contractual Service	41	.00	0	82	.00	0	.00	500	500.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	36	.00	0	72	.00	0	.00	435	435.00	0
	30 **	General Supplies	36	.00	0	72	.00	0	.00	435	435.00	0
601	** **	Library	33820	35509.34	105	67640	80327.79	119	.00	405877	325549.21	20
60	** **	Culture/Recreation	33820	35509.34	105	67640	80327.79	119	.00	405877	325549.21	20
DIV	6015	TOTAL ***** Security	33820	35509.34	105	67640	80327.79	119	.00	405877	325549.21	20

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 Village of Arlington Heights

DETAIL BUDGET REPORT
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FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						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										
		Executive Office	464437	378047.73	81	928874	1238837.15	133	.00	5573788	4334950.85	22

FUND 291 Memorial Library Fund		DEPT/DIV 6401 User Services/Youth Services										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	80096	72183.20	90	160192	179519.40	112	.00	961159	781639.60	19
	16 **	Library Personal Services	80096	72183.20	90	160192	179519.40	112	.00	961159	781639.60	19
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	332	.00	0	.00	2000	2000.00	0
	18 **	Other Personal Services	166	.00	0	332	.00	0	.00	2000	2000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10249	10249.75	100	20498	20499.50	100	.00	122997	102497.50	17
	19 10	IMRF	10145	8357.20	82	20290	21039.59	104	.00	121743	100703.41	17
	19 11	Social Security	4976	4356.67	88	9952	10866.28	109	.00	59716	48849.72	18
	19 12	Medicare	1163	1018.89	88	2326	2541.29	109	.00	13966	11424.71	18
	19 **	Employee Benefits	26533	23982.51	90	53066	54946.66	104	.00	318422	263475.34	17
	22	Other Contractual Service										
	22 02	Dues	373	287.00	77	746	287.00	39	.00	4478	4191.00	6
	22 03	Training	331	191.67	58	662	191.67	29	.00	3979	3787.33	5
	22 18	Contr Programs & Exhibits	1581	2961.00	187	3162	5106.00	162	.00	18980	13874.00	27
	22 **	Other Contractual Service	2285	3439.67	151	4570	5584.67	122	.00	27437	21852.33	20
	30	General Supplies										
	30 05	Office Supplies & Equip	203	173.51	86	406	352.56	87	.00	2438	2085.44	15
	30 **	General Supplies	203	173.51	86	406	352.56	87	.00	2438	2085.44	15
	32	Library Supplies										
	32 01	Program Supplies	912	421.82	46	1824	719.55	39	.00	10948	10228.45	7
	32 02	Program Events	3245	760.41	23	6490	2248.54	35	.00	38950	36701.46	6
	32 90	Circulation Supplies	373	.00	0	746	41.17	6	.00	4477	4435.83	1
	32 **	Library Supplies	4530	1182.23	26	9060	3009.26	33	.00	54375	51365.74	6
601	** **	Library	113813	100961.12	89	227626	243412.55	107	.00	1365831	1122418.45	18
60	** **	Culture/Recreation	113813	100961.12	89	227626	243412.55	107	.00	1365831	1122418.45	18
DIV	6401	TOTAL ***** Youth Services	113813	100961.12	89	227626	243412.55	107	.00	1365831	1122418.45	18

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv									
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	0	.00	0	0	19385.41	0	.00	0	19385.41-	0
	16 **	Library Personal Services	0	.00	0	0	19385.41	0	.00	0	19385.41-	0
	19	Employee Benefits										
	19 10	IMRF	0	.00	0	0	1884.75	0	.00	0	1884.75-	0
	19 11	Social Security	0	.00	0	0	873.83	0	.00	0	873.83-	0
	19 12	Medicare	0	.00	0	0	204.38	0	.00	0	204.38-	0
	19 **	Employee Benefits	0	.00	0	0	2962.96	0	.00	0	2962.96-	0
601	** **	Library	0	.00	0	0	22348.37	0	.00	0	22348.37-	0
60	** **	Culture/Recreation	0	.00	0	0	22348.37	0	.00	0	22348.37-	0
DIV	6405	TOTAL *****										
		Business & Specialty Serv	0	.00	0	0	22348.37	0	.00	0	22348.37-	0

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services									
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	92374	81741.21	89	184748	191891.30	104	.00	1108499	916607.70	17
16	**	Library Personal Services	92374	81741.21	89	184748	191891.30	104	.00	1108499	916607.70	17
18		Other Personal Services										
18	05	Overtime Civilian	83	68.35	82	166	99.78	60	.00	1000	900.22	10
18	**	Other Personal Services	83	68.35	82	166	99.78	60	.00	1000	900.22	10
19		Employee Benefits										
19	05	Medical Insurance	12778	12778.92	100	25556	25557.84	100	.00	153347	127789.16	17
19	10	IMRF	11686	8798.62	75	23372	20911.39	90	.00	140241	119329.61	15
19	11	Social Security	5732	4892.87	85	11464	11750.43	103	.00	68789	57038.57	17
19	12	Medicare	1340	1144.27	85	2680	2748.00	103	.00	16088	13340.00	17
19	**	Employee Benefits	31536	27614.68	88	63072	60967.66	97	.00	378465	317497.34	16
22		Other Contractual Service										
22	02	Dues	208	.00	0	416	610.00	147	.00	2500	1890.00	24
22	03	Training	275	104.24	38	550	104.24	19	.00	3300	3195.76	3
22	18	Contr Programs & Exhibits	480	330.00	69	960	690.00	72	.00	5760	5070.00	12
22	**	Other Contractual Service	963	434.24	45	1926	1404.24	73	.00	11560	10155.76	12
30		General Supplies										
30	05	Office Supplies & Equip	157	152.98	97	314	283.82	90	.00	1888	1604.18	15
30	**	General Supplies	157	152.98	97	314	283.82	90	.00	1888	1604.18	15
32		Library Supplies										
32	01	Program Supplies	162	33.70	21	324	62.21	19	.00	1950	1887.79	3
32	90	Circulation Supplies	174	.00	0	348	36.98	11	.00	2095	2058.02	2
32	**	Library Supplies	336	33.70	10	672	99.19	15	.00	4045	3945.81	3
601	**	** Library	125449	110045.16	88	250898	254745.99	102	.00	1505457	1250711.01	17
60	**	** Culture/Recreation	125449	110045.16	88	250898	254745.99	102	.00	1505457	1250711.01	17
DIV	6410	TOTAL ***** Info Services	125449	110045.16	88	250898	254745.99	102	.00	1505457	1250711.01	17

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
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	118818	101850.54	86	237636	253174.50	107	.00	1425818	1172643.50	18
	16 **	Library Personal Services	118818	101850.54	86	237636	253174.50	107	.00	1425818	1172643.50	18
	18	Other Personal Services										
	18 05	Overtime Civilian	83	1.52	2	166	13.80	8	.00	1000	986.20	1
	18 **	Other Personal Services	83	1.52	2	166	13.80	8	.00	1000	986.20	1
	19	Employee Benefits										
	19 05	Medical Insurance	10071	10071.08	100	20142	20142.16	100	.00	120853	100710.84	17
	19 10	IMRF	15029	9891.56	66	30058	24905.48	83	.00	180350	155444.52	14
	19 11	Social Security	7371	6224.90	85	14742	15562.13	106	.00	88462	72899.87	18
	19 12	Medicare	1724	1455.80	84	3448	3639.45	106	.00	20689	17049.55	18
	19 **	Employee Benefits	34195	27643.34	81	68390	64249.22	94	.00	410354	346104.78	16
	21	Property Services										
	21 65	Other Services	292	143.20	49	584	304.30	52	.00	3513	3208.70	9
	21 **	Property Services	292	143.20	49	584	304.30	52	.00	3513	3208.70	9
	22	Other Contractual Service										
	22 02	Dues	122	.00	0	244	.00	0	.00	1465	1465.00	0
	22 03	Training	231	122.28	53	462	209.17	45	.00	2773	2563.83	8
	22 **	Other Contractual Service	353	122.28	35	706	209.17	30	.00	4238	4028.83	5
	30	General Supplies										
	30 05	Office Supplies & Equip	169	93.27	55	338	341.66	101	.00	2033	1691.34	17
	30 **	General Supplies	169	93.27	55	338	341.66	101	.00	2033	1691.34	17
	32	Library Supplies										
	32 01	Program Supplies	83	.00	0	166	.00	0	.00	1000	1000.00	0
	32 90	Circulation Supplies	714	12.30	2	1428	135.62	10	.00	8574	8438.38	2
	32 **	Library Supplies	797	12.30	2	1594	135.62	9	.00	9574	9438.38	1
601	** **	Library	154707	129866.45	84	309414	318428.27	103	.00	1856530	1538101.73	17
60	** **	Culture/Recreation	154707	129866.45	84	309414	318428.27	103	.00	1856530	1538101.73	17
DIV	6420	TOTAL ***** Customer Services	154707	129866.45	84	309414	318428.27	103	.00	1856530	1538101.73	17

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19045	16948.23	89	38090	41828.26	110	.00	228551	186722.74	18
	16 **	Library Personal Services	19045	16948.23	89	38090	41828.26	110	.00	228551	186722.74	18
	19	Employee Benefits										
	19 05	Medical Insurance	973	973.42	100	1946	1946.84	100	.00	11681	9734.16	17
	19 10	IMRF	2362	2025.35	86	4724	4999.01	106	.00	28344	23344.99	18
	19 11	Social Security	1180	1000.57	85	2360	2471.71	105	.00	14170	11698.29	17
	19 12	Medicare	276	234.01	85	552	578.06	105	.00	3314	2735.94	17
	19 **	Employee Benefits	4791	4233.35	88	9582	9995.62	104	.00	57509	47513.38	17
	22	Other Contractual Service										
	22 02	Dues	43	.00	0	86	.00	0	.00	518	518.00	0
	22 03	Training	102	159.02	156	204	159.02	78	.00	1230	1070.98	13
	22 18	Contr Programs & Exhibits	799	720.00	90	1598	2555.00	160	.00	9590	7035.00	27
	22 **	Other Contractual Service	944	879.02	93	1888	2714.02	144	.00	11338	8623.98	24
	30	General Supplies										
	30 05	Office Supplies & Equip	41	2.87	7	82	2.87	4	.00	500	497.13	1
	30 **	General Supplies	41	2.87	7	82	2.87	4	.00	500	497.13	1
	32	Library Supplies										
	32 01	Program Supplies	151	.00	0	302	.00	0	.00	1820	1820.00	0
	32 02	Program Events	50	.00	0	100	.00	0	.00	600	600.00	0
	32 90	Circulation Supplies	87	25.28	29	174	25.28	15	.00	1050	1024.72	2
	32 **	Library Supplies	288	25.28	9	576	25.28	4	.00	3470	3444.72	1
601 ** **		Library	25109	22088.75	88	50218	54566.05	109	.00	301368	246801.95	18
60 ** **		Culture/Recreation	25109	22088.75	88	50218	54566.05	109	.00	301368	246801.95	18
DIV 6430		TOTAL *****	25109	22088.75	88	50218	54566.05	109	.00	301368	246801.95	18
		Accessible Services	25109	22088.75	88	50218	54566.05	109	.00	301368	246801.95	18

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	22074	17722.65	80	44148	43753.63	99	.00	264889	221135.37	17
	16 **	Library Personal Services	22074	17722.65	80	44148	43753.63	99	.00	264889	221135.37	17
	18	Other Personal Services										
	18 05	Overtime Civilian	16	50.08	313	32	65.17	204	.00	200	134.83	33
	18 **	Other Personal Services	16	50.08	313	32	65.17	204	.00	200	134.83	33
	19	Employee Benefits										
	19 05	Medical Insurance	4984	4984.08	100	9968	9968.16	100	.00	59809	49840.84	17
	19 10	IMRF	2792	2246.46	81	5584	5538.67	99	.00	33507	27968.33	17
	19 11	Social Security	1369	1040.05	76	2738	2588.28	95	.00	16435	13846.72	16
	19 12	Medicare	320	243.24	76	640	605.33	95	.00	3844	3238.67	16
	19 **	Employee Benefits	9465	8513.83	90	18930	18700.44	99	.00	113595	94894.56	17
	22	Other Contractual Service										
	22 02	Dues	112	.00	0	224	90.00	40	.00	1353	1263.00	7
	22 03	Training	117	47.20	40	234	67.55	29	.00	1414	1346.45	5
	22 18	Contr Programs & Exhibits	11256	9330.00	83	22512	19627.46	87	.00	135077	115449.54	15
	22 **	Other Contractual Service	11485	9377.20	82	22970	19785.01	86	.00	137844	118058.99	14
	32	Library Supplies										
	32 02	Program Events	1671	1075.92	64	3342	4004.44	120	.00	20058	16053.56	20
	32 **	Library Supplies	1671	1075.92	64	3342	4004.44	120	.00	20058	16053.56	20
601 ** **		Library	44711	36739.68	82	89422	86308.69	97	.00	536586	450277.31	16
60 ** **		Culture/Recreation	44711	36739.68	82	89422	86308.69	97	.00	536586	450277.31	16
DIV 6440		TOTAL ***** Programs and Exhibits	44711	36739.68	82	89422	86308.69	97	.00	536586	450277.31	16

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
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	44114	40466.81	92	88228	101132.27	115	.00	529376	428243.73	19
	16 **	Library Personal Services	44114	40466.81	92	88228	101132.27	115	.00	529376	428243.73	19
	19	Employee Benefits										
	19 05	Medical Insurance	4635	4635.58	100	9270	9271.16	100	.00	55627	46355.84	17
	19 10	IMRF	5576	4702.89	84	11152	11750.81	105	.00	66913	55162.19	18
	19 11	Social Security	2735	2470.05	90	5470	5972.34	109	.00	32821	26848.66	18
	19 12	Medicare	639	577.68	90	1278	1396.81	109	.00	7676	6279.19	18
	19 **	Employee Benefits	13585	12386.20	91	27170	28391.12	105	.00	163037	134645.88	17
	22	Other Contractual Service										
	22 02	Dues	155	.00	0	310	753.00	243	.00	1863	1110.00	40
	22 03	Training	41	.00	0	82	.00	0	.00	500	500.00	0
	22 42	Internet Access	210	2520.00	1200	420	2520.00	600	.00	2520	.00	100
	22 66	Outside Reference Service	240	.00	0	480	.00	0	.00	2887	2887.00	0
	22 **	Other Contractual Service	646	2520.00	390	1292	3273.00	253	.00	7770	4497.00	42
	30	General Supplies										
	30 05	Office Supplies & Equip	58	.00	0	116	107.94	93	.00	700	592.06	15
	30 07	Supplies Reimb by Patrons	58	.00	0	116	.00	0	.00	700	700.00	0
	30 **	General Supplies	116	.00	0	232	107.94	47	.00	1400	1292.06	8
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	550	397.16	72	1100	1155.38	105	.00	6600	5444.62	18
	31 **	Public Works Supplies	550	397.16	72	1100	1155.38	105	.00	6600	5444.62	18
	32	Library Supplies										
	32 01	Program Supplies	62	290.56	469	124	310.54	250	.00	750	439.46	41
	32 78	Electronic Resources	28284	27176.81	96	56568	186151.10	329	.00	339411	153259.90	55
	32 90	Circulation Supplies	131	118.88	91	262	152.78	58	.00	1575	1422.22	10
	32 **	Library Supplies	28477	27586.25	97	56954	186614.42	328	.00	341736	155121.58	55
	50	Property										
	50 15	Other Equipment	40	.00	0	80	.00	0	.00	480	480.00	0
	50 **	Property	40	.00	0	80	.00	0	.00	480	480.00	0
601	** **	Library	87528	83356.42	95	175056	320674.13	183	.00	1050399	729724.87	31
60	** **	Culture/Recreation	87528	83356.42	95	175056	320674.13	183	.00	1050399	729724.87	31
DIV	6450	TOTAL ***** Digital Services	87528	83356.42	95	175056	320674.13	183	.00	1050399	729724.87	31

PREPARED 04/10/2020, 11:28:42
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 17% OF YEAR LAPSED

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 ACCOUNTING PERIOD 02/2020

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
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										
		Collection Services	237746	212803.01	90	475492	541645.23	114	.00	2853045	2311399.77	19

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	34525	3192.00	9	69050	3192.00	5	.00	414303	411111.00	1
	16 **	Library Personal Services	34525	3192.00	9	69050	3192.00	5	.00	414303	411111.00	1
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	32	.00	0	.00	200	200.00	0
	18 **	Other Personal Services	16	.00	0	32	.00	0	.00	200	200.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	2803	3378.33	121	5606	6756.66	121	.00	33638	26881.34	20
	19 10	IMRF	4366	403.47	9	8732	403.47	5	.00	52393	51989.53	1
	19 11	Social Security	2141	196.04	9	4282	196.04	5	.00	25699	25502.96	1
	19 12	Medicare	500	45.85	9	1000	45.85	5	.00	6010	5964.15	1
	19 **	Employee Benefits	9810	4023.69	41	19620	7402.02	38	.00	117740	110337.98	6
	20	Prof Technical Services										
	20 05	Professional Services	2041	.00	0	4082	.00	0	.00	24500	24500.00	0
	20 20	Legal Services	416	.00	0	832	.00	0	.00	5000	5000.00	0
	20 40	General Insurance	18	2575.00-4306-		36	.00	0	.00	216	216.00	0
	20 **	Prof Technical Services	2475	2575.00- 104-		4950	.00	0	.00	29716	29716.00	0
	21	Property Services										
	21 02	Equipment Maintenance	581	.00	0	1162	.00	0	.00	6980	6980.00	0
	21 11	Building Maintenance	2238	.00	0	4476	.00	0	.00	26866	26866.00	0
	21 36	Equipment Rental	416	.00	0	832	.00	0	.00	5000	5000.00	0
	21 60	Water and Sewer Service	100	.00	0	200	.00	0	.00	1200	1200.00	0
	21 65	Other Services	2	.00	0	4	.00	0	.00	30	30.00	0
	21 **	Property Services	3337	.00	0	6674	.00	0	.00	40076	40076.00	0
	22	Other Contractual Service										
	22 02	Dues	131	.00	0	262	.00	0	.00	1575	1575.00	0
	22 03	Training	83	.00	0	166	.00	0	.00	1000	1000.00	0
	22 42	Internet Access	125	.00	0	250	.00	0	.00	1500	1500.00	0
	22 **	Other Contractual Service	339	.00	0	678	.00	0	.00	4075	4075.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	166	.00	0	332	.00	0	.00	2000	2000.00	0
	30 07	Supplies Reimb by Patrons	625	.00	0	1250	.00	0	.00	7500	7500.00	0
	30 51	Heating Fuel	3345	.00	0	6690	.00	0	.00	40140	40140.00	0
	30 **	General Supplies	4136	.00	0	8272	.00	0	.00	49640	49640.00	0
	31	Public Works Supplies										
	31 45	Janitorial Supplies	616	.00	0	1232	.00	0	.00	7400	7400.00	0
	31 85	Small Tools and Equipment	1791	49.95	3	3582	49.95	1	.00	21500	21450.05	0
	31 **	Public Works Supplies	2407	49.95	2	4814	49.95	1	.00	28900	28850.05	0

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	4541	.00	0	9082	.00	0	.00	54500	54500.00	0
	50 **	Property	4541	.00	0	9082	.00	0	.00	54500	54500.00	0
601	** **	Library	61586	4690.64	8	123172	10643.97	9	.00	739150	728506.03	1
60	** **	Culture/Recreation	61586	4690.64	8	123172	10643.97	9	.00	739150	728506.03	1
DIV	6480	TOTAL *****										
		Belmont Makerspace	61586	4690.64	8	123172	10643.97	9	.00	739150	728506.03	1
DEPT	64	TOTAL *****										
		User Services	850649	700551.23	82	1701298	1852773.25	109	.00	10208366	8355592.75	18
FUND	291	TOTAL *****										
		Memorial Library Fund	1315086	1078598.96	82	2630172	3091610.40	118	.00	15782154	12690543.60	20
GRAND		TOTAL *****	1315086	1078598.96	82	2630172	3091610.40	118	.00	15782154	12690543.60	20

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 55	Other Capital Outlay	6666	.00	0	13332	.00	0	.00	80000	80000.00	0
	50 **	Property	6666	.00	0	13332	.00	0	.00	80000	80000.00	0
601	** **	Library	6666	.00	0	13332	.00	0	.00	80000	80000.00	0
60	** **	Culture/Recreation	6666	.00	0	13332	.00	0	.00	80000	80000.00	0
DIV	6001	TOTAL ***** Administration	6666	.00	0	13332	.00	0	.00	80000	80000.00	0

FUND 491 Capital Projects-Library			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										
	50	Property										
	50 55	Other Capital Outlay	4166	.00	0	8332	.00	0	.00	50000	50000.00	0
	50 **	Property	4166	.00	0	8332	.00	0	.00	50000	50000.00	0
601	** **	Library	4166	.00	0	8332	.00	0	.00	50000	50000.00	0
60	** **	Culture/Recreation	4166	.00	0	8332	.00	0	.00	50000	50000.00	0
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	4166	.00	0	8332	.00	0	.00	50000	50000.00	0

FUND 491 Capital Projects-Library			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										
	50	Property										
	50 55	Other Capital Outlay	1000	.00	0	2000	.00	0	.00	12000	12000.00	0
	50 **	Property	1000	.00	0	2000	.00	0	.00	12000	12000.00	0
601	** **	Library	1000	.00	0	2000	.00	0	.00	12000	12000.00	0
60	** **	Culture/Recreation	1000	.00	0	2000	.00	0	.00	12000	12000.00	0
DIV	6010	TOTAL *****										
		Information Technology	1000	.00	0	2000	.00	0	.00	12000	12000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	2250	.00	0	4500	.00	0	.00	27000	27000.00	0
	50 55	Other Capital Outlay	1250	.00	0	2500	.00	0	.00	15000	15000.00	0
	50 **	Property	3500	.00	0	7000	.00	0	.00	42000	42000.00	0
601	** **	Library	3500	.00	0	7000	.00	0	.00	42000	42000.00	0
60	** **	Culture/Recreation	3500	.00	0	7000	.00	0	.00	42000	42000.00	0
DIV	6020	TOTAL ***** Facilities	3500	.00	0	7000	.00	0	.00	42000	42000.00	0
DEPT	60	TOTAL ***** Executive Office	15332	.00	0	30664	.00	0	.00	184000	184000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6480 User Services/Belmont Makerspace									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	3750	.00	0	7500	.00	0	.00	45000	45000.00	0
	50 55	Other Capital Outlay	59500	3930.27	7	119000	3930.27	3	.00	714000	710069.73	1
	50 **	Property	63250	3930.27	6	126500	3930.27	3	.00	759000	755069.73	1
601 ** **		Library	63250	3930.27	6	126500	3930.27	3	.00	759000	755069.73	1
60 ** **		Culture/Recreation	63250	3930.27	6	126500	3930.27	3	.00	759000	755069.73	1
DIV 6480		TOTAL *****										
		Belmont Makerspace	63250	3930.27	6	126500	3930.27	3	.00	759000	755069.73	1
DEPT 64		TOTAL *****										
		User Services	63250	3930.27	6	126500	3930.27	3	.00	759000	755069.73	1
FUND 491		TOTAL *****										
		Capital Projects-Library	78582	3930.27	5	157164	3930.27	3	.00	943000	939069.73	0
GRAND		TOTAL *****	78582	3930.27	5	157164	3930.27	3	.00	943000	939069.73	0

March 17, 2020

(Action Item 5)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
February 28, 2020**

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library (Approved on 03-13-2020)	\$276,116.82
491	Capital Projects Fund - Library (Approved on 03-13-2020)	\$1,355.27
Total Disbursements	(Approved on 03-13-2020)	<u>\$277,472.09</u>
Payrolls Paid		
2/14/2020		\$297,528.93
2/28/2020		\$298,061.90
		<u>\$595,590.83</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
2/28/2020	Group Insurance	108,928.33
2/28/2020	IMRF	68,873.14
2/28/2020	Social Security	35,855.26
2/28/2020	Medicare	8,385.43
		<u>\$222,042.16</u>
Total Disbursed		<u>\$1,095,105.08</u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80018	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	117.17-	117.17-
80057	GALE/CENGAGE LEARNING	291-0000-140.05-00	PREPAID GALE ELECTR RES	1,093.75	1,093.75
80061	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED MARCH	3,300.00	
		291-0000-210.99-00	FSA DEP MARCH	1,169.23	4,469.23
80153	ZHOU,BIN	291-0000-436.75-00	REFUND F/HENDRICKSON ROOM	75.00	75.00
***** DIVISION TOTAL ****					5,520.81
***** DEPARTMENT TOTAL **					5,520.81

DEPARTMENT:	60	Executive Office	DIVISION:	01		
80005	AICHELE, PATRICIA		291-6001-601.22-03	PLA CONF, NASHVILLE TN	227.54	227.54
80007	AMAZON.COM CREDIT		291-6001-601.30-05	MESH FILE POCKET HOLDERS	22.19	
			291-6001-601.30-05	POST-ITS	8.18	
			291-6001-601.30-05	BADGE CLIPS	31.12	
			291-6001-601.30-05	SHREDDER	1,699.00	
			291-6001-601.30-05	NOTE PADS	12.99	1,773.48
80009	AMERICAN LIBRARY ASSOCIATION		291-6001-601.22-03	CREATING MAKERSPACES	450.00	450.00
80016	ARLINGTON HTS MEMORIAL LIBRARY		291-6001-601.22-03	HEARTS OF GOLD	600.00	
			291-6001-601.22-03	ALA MIDWINTER CONF PAPANA	160.52	
			291-6001-601.22-05	POSTAGE	17.39	
			291-6001-601.30-05	OFFICE SUPPLIES	4.00	
			291-6001-601.22-03	TRAVEL/TRAINING	32.00	813.91
80017	ARLINGTON HTS MEMORIAL LIBRARY		291-6001-601.21-65	CREDIT F/FRAUD CHARGE	84.99-	84.99-
80018	ARLINGTON HTS MEMORIAL LIBRARY		291-6001-601.22-03	MAYOR'S PRAYER BREAKFAST	120.00	
			291-6001-601.22-70	EMERGENCY TEXTING SERVS	4.95	
			291-6001-601.22-70	EMERGENCY TEXTING SERVS	5.99	
			291-6001-601.22-70	EMERGENCY TEXTING SERVS	14.00	
			291-6001-601.22-03	PLA HOTEL - E MATHER	972.15	
			291-6001-601.22-03	PLA HOTEL -PAPANASTASSIOU	1,296.20	
			291-6001-601.22-03	PLA HOTEL -P SCHWARTING	799.27	
			291-6001-601.22-03	PLA HOTEL -S MEYER	289.00	
			291-6001-601.22-03	PLA HOTEL -S MEYER	717.71	
			291-6001-601.22-03	PLA HOTEL -V JAFFE	882.24	
			291-6001-601.22-03	ALA MIDWINTER HOTEL	694.71	
			291-6001-601.22-03	ALA MIDWINTER HOTEL-KING	689.55	
			291-6001-601.22-03	BOOK EXPO REG-HAMANN C	75.00	
			291-6001-601.30-05	COFFEE PERCOLATOR	84.99	6,645.76
80019	AT & T		291-6001-601.22-70	TELE	4,764.74	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					4,764.74
80021	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	17.79	17.79
80028	BERGER,GREGORY	291-6001-601.22-03	PLA CONF, TN	270.59	270.59
80031	BOBIS,LISA	291-6001-601.22-03	PLA CONF, NASHVILLE TN	232.69	232.69
80046	DRISKELL,MIKE	291-6001-601.22-03	PLA CONF, NASHVILLE TN	428.90	428.90
80048	EKL,DONNA	291-6001-601.22-03	PLA CONF, NASHVILLE TN	213.38	213.38
80052	FINER LINE	291-6001-601.30-05	NAME BADGES	16.97	16.97
80061	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES MARCH	176.25	176.25
80063	HARDER,APRIL	291-6001-601.22-03	PLA CONF, NASHVILLE TN	269.10	269.10
80064	HARTFORD	291-6001-601.20-40	ADD-L WORK COMP PREMIUM	5,126.00	5,126.00
80065	HASTINGS,MARY	291-6001-601.22-03	PLA CONF, NASHVILLE TN	1,264.22	1,264.22
80066	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVS MARCH	49.95	
		291-6001-601.22-70	TEXTNET TTY SERVS FEB	49.95	99.90
80071	ILA CONFERENCE	291-6001-601.22-03	ILA TRUSTEE FORUM-D SMART	135.00	135.00
80076	JAFFE,VIOLET	291-6001-601.22-03	PLA CONF, NASHVILLE TN	283.22	283.22
80087	LIBRARIES OF ILLINOIS RISK AGENCY	291-6001-601.20-40	CRISIS RESPONSE1/16-12/31	1,490.00	1,490.00
80094	MATHER,EVAN	291-6001-601.22-03	PLA CONF, NASHVILLE TN	338.21	338.21
80099	MEYER,SHANNON	291-6001-601.22-03	PLA CONF,NASHVILLE TN	190.56	190.56
80100	MIDDENDORF,JAYMIE P.	291-6001-601.22-03	PLA CONF, NASHVILLE TN	151.89	151.89
80115	OLICHWIER,DAVID	291-6001-601.22-03	PLA CONF, NASHVILLE TN	302.31	302.31
80116	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAYPHONE MAR'20	63.00	63.00
80117	PAPANASTASSIOU,MARIA	291-6001-601.22-03	PLA CONF, NASHVILLE TN	246.86	246.86
80120	POSTMASTER	291-6001-601.22-05	POSTAGE F/LIBRARY'S APRIL	5,800.00	5,800.00
80122	QUADIENNT FINANCE USA, INC.	291-6001-601.22-05	INK FOR POSTAGE MACHINE	231.72	231.72
80130	RYAN,SAMANTHA M.	291-6001-601.22-03	PLA CONF, NASHVILLE TN	295.55	295.55
80132	SCHWARTING,PAM	291-6001-601.22-03	PLA CONF, NASHVILLE TN	229.82	229.82
80134	SMART,DEBBIE	291-6001-601.22-03	PLA CONF, NASHVILLE TN	144.65	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					144.65
80142	THORNTON, REBECCA	291-6001-601.22-03	PLA CONF, NASHVILLE TN	637.15	637.15
80147	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	14.84	14.84
80148	WAYNE GRIFFIN TRAVEL & CRUISE SRVS	291-6001-601.22-03	BOOK EXPO - C HAMANN	278.80	
		291-6001-601.22-03	PLA AIRFARE - OLIHWIER	569.80	
		291-6001-601.22-03	SXSW AIRFARE - CZAJKA	346.80	1,195.40
***** DIVISION TOTAL ****					34,456.41

Communications + Marketing

80007	AMAZON.COM CREDIT	291-6002-601.30-05	PEEPS	7.90	
		291-6002-601.30-05	ADHESIVE HOOKS	29.97	37.87
80018	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK ADVERTISING	36.33	
		291-6002-601.21-65	CONSTANT CONTACT ANNUAL	2,520.00	
		291-6002-601.22-10	OBOV VOTING STICKERS	138.00	
		291-6002-601.22-10	BUSINESS CARDS	26.19	
		291-6002-601.30-05	CABLE TIES	81.69	
		291-6002-601.30-05	ACRYLIC SIGN HOLDERS	400.79	
		291-6002-601.31-85	LARGE CUTTING MATS	508.00	3,711.00
80032	BUY101.COM	291-6002-601.30-05	GROMMETS	77.74	77.74
80089	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	339.78	339.78
80118	PAULSON PRESS, INC	291-6002-601.22-10	AHML NEWSLETTER MARCH	9,954.00	9,954.00
80124	QUILL LLC	291-6002-601.30-05	SHIPPING LABELS	270.84	270.84
80147	WAREHOUSE DIRECT	291-6002-601.30-05	OFFICE SUPPLIES	12.24	12.24
80154	4ALL PROMOTIONS	291-6002-601.32-72	STAFFQUEST PENS	105.00	105.00
***** DIVISION TOTAL ****					14,508.47

Human Resources

80007	AMAZON.COM CREDIT	291-6003-601.22-55	STAFF DAY BADGE HOLDERS	54.00	
		291-6003-601.40-70	VOLUNTEER EVENT SUPPLIES	27.98	
		291-6003-601.22-55	STAFF DAY STICKERS	18.82	
		291-6003-601.22-55	STAFF DAY VINYL CUT SPLS	16.95	
		291-6003-601.22-55	STAFF DAY VINYL CUT SPLS	60.94	
		291-6003-601.22-55	STAFF DAY MARKERS	44.40	
		291-6003-601.22-55	STAFF DAY COFFEE SUPPLIES	7.29	
		291-6003-601.32-01	STAFF DAY FIDGET TOYS	34.87	
		291-6003-601.40-70	DSSC CANDY FOR STAFF DAY	63.75	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6003-601.40-70	DSSC CANDY FOR STAFF DAY	25.50	
		291-6003-601.40-70	DSSC BAKE OFF PRIZE SPOON	14.99	369.49
80016	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.32-01	PROGRAM SUPPLIES	21.95	
		291-6003-601.22-03	TRAVEL/TRAINING	7.36	
		291-6003-601.40-70	EMPL RECOGN PROGRAM	50.00	79.31
80018	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.21-65	SURVEYMONKEY BENCHMARKS	600.00	600.00
80025	BEGICH, JENNIFER	291-6003-601.40-70	VOLUNTEER EVENT SUPPLIES	124.90	124.90
80035	CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT&VOL. SCREENING	513.00	513.00
80062	HAACK, LISA	291-6003-601.22-55	STAFF DAY MEAL	114.38	114.38
80079	JOHNSON, DOUGLAS A.	291-6003-601.22-55	TRAVEL EXPENSES KEYNOTE	337.78	337.78
80107	MORAVEC, JANET	291-6003-601.40-70	BOOKS F/NAPRAVNIK MEMORIA	61.31	61.31
80137	ST PETER LUTHERAN CHURCH	291-6003-601.40-70	COMFORT DOG SERVS, 2/11	200.00	200.00

***** DIVISION TOTAL **** *Gifts + Grants* 2,400.17

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	04			
80008	AMBIUS (19)	291-6004-601.21-65	MAINTEN SERVS MARCH	236.97	236.97
80011	ANDERLIK, ROBERT JOSEPH	291-6004-601.22-18	SUNDAY MUSICALE, 4/19	750.00	750.00
80016	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-72	SPECIAL EVENTS	20.00	
		291-6004-601.32-72	SPECIAL EVENTS	20.00	
		291-6004-601.32-72	SPECIAL EVENTS	20.00	
		291-6004-601.32-72	SPECIAL EVENTS	20.00	
		291-6004-601.32-72	SPECIAL EVENTS	20.00	100.00
80018	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.22-02	TESOL DUES - GOURLEY A	98.00	
		291-6004-601.22-02	TESOL DUES - KARIM T	98.00	196.00
80027	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB, 4/9	350.00	350.00
80058	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB, 4/9	350.00	350.00
80148	WAYNE GRIFFIN TRAVEL & CRUISE SRVS	291-6004-601.22-03	TESOL AIRFARE - GOURLEY	402.80	402.80

***** DIVISION TOTAL **** *Finance* 2,385.77

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	08			
80018	ARLINGTON HTS MEMORIAL LIBRARY	291-6008-601.22-03	CHOCOLATE COINS F/PLA	61.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					61.95
80123	NEOPOST) QUADIEN, INC.(B2/24/2020	291-6008-601.21-36	PREMIER MAINT & METER	356.76	356.76
***** DIVISION TOTAL ****					418.71
<i>Information Technology</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 10			
80007	AMAZON.COM CREDIT	291-6010-601.30-05	COMPUTER ADHESIVE	29.10	
		291-6010-601.31-85	HDMI SWITCH	34.99	
		291-6010-601.31-85	RECEIPT PRINT HEAD	156.00	
		291-6010-601.50-12	DELL MICE	259.80	
		291-6010-601.31-85	WALKIE TALKIE BATTERIES	188.75	
		291-6010-601.30-30	PRINTER INK	211.74	
		291-6010-601.31-85	CHROMECAST AND HDMI	47.99	
		291-6010-601.31-85	MONITOR MOUNT	94.99	1,023.36
80018	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.20-05	AHML.NET DOMAIN RENEWAL	39.99	
		291-6010-601.20-05	PAYPAL PAYFLOW PRO MONTH-	54.10	
		291-6010-601.22-42	COMCAST PUBLIC INTERNET	351.82	
		291-6010-601.30-32	YOUTUBE PREMIUM SUBSCR	11.99	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCR	25.00	
		291-6010-601.30-32	VOLGISTICS VOLUNTEER SOFT	75.26	
		291-6010-601.30-32	OFFICE 365 MONTHLY SUBSCR	239.20	
		291-6010-601.30-32	TRELLO MONTHLY SUBSCR	35.00	
		291-6010-601.30-32	AMAZON FREETIME SUBSCR	4.99	
		291-6010-601.30-32	PHPSTORM DEVELOPMENT SOFT	298.50	
		291-6010-601.30-32	GOOGLE G-SUITE MONTHLY	31.92	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCR	14.99	
		291-6010-601.30-32	RIDDLE.COM MONTHLY SUBSCR	49.00	
		291-6010-601.31-85	STEEL STUB TV MOUNTING	19.99	
		291-6010-601.31-85	IPHONE CASES F/SECURITY	47.96	
		291-6010-601.31-85	STEEL STUB TV MOUNTING	19.99	
		291-6010-601.31-85	CORNER TV MOUNT F/STAFF	56.64	
		291-6010-601.50-12	REPLACEMENT IMAC DISPLAY	370.08	1,746.42
80020	B & H PHOTO VIDEO	291-6010-601.30-30	ROLL PAPER FOR GRAPHICS	420.00	420.00
80033	CALHOUN TECHNOLOGIES LLC	291-6010-601.31-85	HARD DRIVES REPLACEMENT	660.00	
		291-6010-601.31-85	REPLACEMENT BATTERIES FOR	636.00	1,296.00
80040	COMCAST	291-6010-601.22-42	BUSINESS CABLE MARCH	21.07	
		291-6010-601.22-42	BUSINESS CABLE JANUARY	21.07	42.14
80047	EBSO INFORMATION SERVICES	291-6010-601.30-32	NOVELIST SELECT	1,200.00	
		291-6010-601.30-32	PREFESSIONAL REVIEWS	1,170.00	2,370.00
80073	IMPACT NETWORKING LLC	291-6010-601.30-30	COPIER TONER AND SUPPLIES	19.50	
		291-6010-601.30-30	PAPER THROUGHOUT BLDG	1,309.95	
		291-6010-601.30-30	COPIER TONER & SUPPLIES	19.50	
		291-6010-601.21-02	EQUIPMENT MAINTEN	712.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.21-02	EQUIPMENT MAINTEN	430.66	
		291-6010-601.21-02	EQUIPMENT MAINTEN	281.19	
		291-6010-601.21-02	EQUIPMENT MAINTEN	972.00	3,745.60
80104	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.30-32	ADOBE CREATIVE CLOUD	8,867.52	
		291-6010-601.30-32	MESSAGE ARCHIVER RENEWAL	1,485.00	
		291-6010-601.21-02	MESSAGE ARCHIVER RENEWAL	1,199.00	11,551.52
80150	WOW BUSINESS	291-6010-601.22-42	INTERNET ACCESS 2/13-3/12	1,474.99	
		291-6010-601.22-42	INTERNET ACCESS 2/19-3/18	121.98	1,596.97
***** DIVISION TOTAL ****					23,792.01

Facilities

80003	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVS FEBRUARY	3,282.88	3,282.88
80007	AMAZON.COM CREDIT	291-6020-601.21-11	REPLACEMENT FILTER	72.58	
		291-6020-601.21-11	FOLDING PLATFORM TRUCK	62.95	135.53
80012	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVS FEBRUARY	89.00	89.00
80015	ARLINGTON HEIGHTS FORD	291-6020-601.21-07	AUTO EQUIPMENT MAINTEN	62.35	62.35
80018	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-07	VEHICLE MAINTEN	74.04	
		291-6020-601.21-11	WALL MOUNTED COAT RACK	80.00	
		291-6020-601.21-11	SOAP DISPENSERS	147.70	
		291-6020-601.21-11	RETRACTBLE SAFETY BELTS	11.56-	
		291-6020-601.21-11	RETRACTBLE SAFETY BELTS	196.49	
		291-6020-601.21-11	ICE MACHINE FILTER TAX	5.54-	
		291-6020-601.21-11	HUMIDIFIER TANKS	620.30	
		291-6020-601.21-11	ICE MACHINE FILTER	94.21	1,195.64
80020	B & H PHOTO VIDEO	291-6020-601.50-15	ROOM TREATMENT SYSTEM	847.99	
		291-6020-601.50-15	ROOM TREATMENT SYSTEM	3,061.98	3,909.97
80041	COMED	291-6020-601.30-51	HEATING 12/9/19-1/9/20	195.24	
		291-6020-601.30-51	HEATING 12/9/19-1/9/20	1.64	
		291-6020-601.30-51	HEATING 1/9/20-2/10/20	228.52	
		291-6020-601.30-51	HEATING 1/9/20-2/10/20	1.64	427.04
80050	FE MORAN SECURITY SOLUTIONS	291-6020-601.21-02	BULGAR ALARM MONIT SERVS	112.50	
		291-6020-601.21-02	ELEVATOR EMERG MONIT SRVS	64.50	
		291-6020-601.21-02	ELEVATOR EMERG MONIT SRVS	64.50	241.50
80053	FIRE PROTECTION COMPANY	291-6020-601.21-02	FIRE SPRINKLER DEFICIENCY	4,950.00	4,950.00
80054	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	OIL CHANGE F/BOOKMOBILE	152.98	152.98
80060	GRAINGER INC,W W	291-6020-601.21-11	FILE CABINET LOCKS	110.34	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	MAINTEN SUPPLIES	28.96	
		291-6020-601.21-11	MAINTEN SUPPLIES	144.80	
		291-6020-601.21-11	MAINTEN SUPPLIES	83.70	367.80
80069	IGS	291-6020-601.30-51	NATURAL GAS JANUARY	3,489.59	3,489.59
80093	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS MARCH	4,599.00	4,599.00
80097	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTEN	29.97	29.97
80108	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT	53.99	
		291-6020-601.21-11	PAINT	215.96	
		291-6020-601.21-11	PAINT	146.34	416.29
80111	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIB JAN.	792.21	
		291-6020-601.30-51	NATURAL GAS DISTRIB JAN.	396.85	1,189.06
80133	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTEN	93.46	
		291-6020-601.21-11	BLDG MAINTEN	19.98	
		291-6020-601.21-11	BLDG MAINTEN	24.99	
		291-6020-601.21-11	BLDG MAINTEN	113.88	
		291-6020-601.21-11	BLDG MAINTEN	147.93	
		291-6020-601.21-11	BLDG MAINTEN	19.95	
		291-6020-601.21-11	BLDG MAINTEN	14.58	434.77
80138	STANDARD ELEVATOR CO	291-6020-601.21-02	ELEVATOR REPAIR,1/2	544.50	
		291-6020-601.21-02	ELEVATOR REPAIR,12/6	134.17	678.67
80140	STAPLES	291-6020-601.21-11	BLDG MAINTEN	912.14	912.14
80145	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL JANUARY	360.01	
		291-6020-601.30-50	PETROL FEBRUARY	372.75	732.76

***** DIVISION TOTAL **** 27,296.94
 ***** DEPARTMENT TOTAL ** 105,258.48

Youth Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services				
80006	ALA MEMBERSHIP	291-6401-601.22-02	ALA DUES - E MATHER	287.00	287.00
80007	AMAZON.COM CREDIT	291-6401-601.32-01	IMAGINATION STATION TOYS	29.99	
		291-6401-601.32-01	IMAGINATION STATION TOYS	14.97	
		291-6401-601.32-01	HOMESCHOOL HANGOUT SPLS	33.94	
		291-6401-601.32-01	DREAMCATCHER KIT SUPPLIES	71.85	
		291-6401-601.32-02	FILAMENT FOR 3DOODLER	41.97	
		291-6401-601.32-02	MODEL MAGIC FOR PLAY GRP	3.49	
		291-6401-601.32-02	MODEL MAGIC FOR PLAY GRP	13.18	
		291-6401-601.32-02	MODEL MAGIC FOR PLAY GRP	9.70	
		291-6401-601.32-02	LEGO CRAYONS F/LEGO EXBT	63.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.30-05	OFFICE SUPPLIES	6.95	
		291-6401-601.30-05	OFFICE SUPPLIES	39.99	
		291-6401-601.30-05	LYSOL WIPES	9.44	
		291-6401-601.32-01	TWEEN DIY KIT SUPPLIES	13.57	
		291-6401-601.32-01	TWEEN DIY KIT SUPPLIES	25.98	
		291-6401-601.32-02	TAG MEETING SUPPLIES	23.95	
		291-6401-601.32-01	TWEEN DIY KIT SUPPLIES	17.97	420.90
80010	AMIRPOUR,SANAZ	291-6401-601.22-18	PARENT CARE, 3/29	200.00	200.00
80014	ANDERTOONS LLC	291-6401-601.22-18	TRY-IT CARTOONING DINOSA-	300.00	300.00
80016	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	PROGRAM EVENTS	27.57	
		291-6401-601.32-02	PROGRAM EVENTS	20.00	
		291-6401-601.22-03	TRAVEL/TRAINING	38.42	
		291-6401-601.22-03	TRAVEL/TRAINING	29.44	
		291-6401-601.22-03	TRAVEL/TRAINING	2.65	
		291-6401-601.22-03	TRAVEL/TRAINING	9.55	
		291-6401-601.22-03	TRAVEL/TRAINING	14.51	
		291-6401-601.32-01	PROGRAM SUPPLIES	38.45	
		291-6401-601.32-02	PROGRAM EVENTS	26.37	
		291-6401-601.22-03	TRAVEL/TRAINING	12.71	
		291-6401-601.32-01	PROGRAM SUPPLIES	8.56	
		291-6401-601.32-02	PROGRAM EVENTS	38.60	
		291-6401-601.32-02	PROGRAM EVENTS	34.49	
		291-6401-601.32-02	PROGRAM EVENTS	19.98	
		291-6401-601.22-03	TRAVEL/TRAINING	1.04	
		291-6401-601.32-02	PROGRAM EVENTS	41.35	
		291-6401-601.32-01	PROGRAM SUPPLIES	11.30	
		291-6401-601.22-03	TRAVEL/TRAINING	8.24	
		291-6401-601.22-03	TRAVEL/TRAINING	13.70	
		291-6401-601.32-02	PROGRAM EVENTS	17.82	
		291-6401-601.32-02	LEGO TRAIN EXHIBIT:HANGER	5.00	419.75
80017	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	TAG & INKLINGS:PIZZA,2/7	66.71	
		291-6401-601.32-02	PIZZA FOR TAB, 2/9	29.12	95.83
80018	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-01	IMAGINATION STATION TOYS	44.73	
		291-6401-601.32-01	IMAGINATION STATION TOYS	27.67	
		291-6401-601.32-01	IMAGINATION STATION TOYS	37.14	109.54
80030	BLICK ART MATERIALS	291-6401-601.32-02	TWEEN PAINTING NIGHT	58.64	58.64
80045	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-01	IMAGINATION STATION - YS	27.76	
		291-6401-601.32-02	SUPPLIES FOR BABY DATE	41.74	
		291-6401-601.32-02	PLAYGROUP ITEMS	50.38	119.88
80049	FAMBRO MANAGEMENT	291-6401-601.22-18	CHESS CLUB,3/29	100.00	100.00
80056	FUN EXPRESS LLC	291-6401-601.32-01	TIMERS F/BABY DATE NIGHT	17.94	17.94
80090	LITWIN,ERIC	291-6401-601.22-18	TWO CONCERTS&BOOK SIGNING	1,911.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,911.00
80091	LOEFFLER, EMILY A	291-6401-601.22-03	SNAILS MEETING, TINLEY	61.41	61.41
80098	METROPOLIS PERFORMING ARTS CENTRE	291-6401-601.22-18	TRY IT:IMPROV WORKSHOP,	150.00	150.00
80101	MIDWEST SHOTOKAN KARATE ASSOC LLC	291-6401-601.22-18	TRY IT:KARATE,3/27	100.00	100.00
80126	ROUNDY'S INC	291-6401-601.32-02	TEEN KNITTING NIGHT,2/24	13.75	13.75
80135	SON, ALICE	291-6401-601.32-02	TEEN JOB FAIR, 2/4	59.33	59.33
80146	VRABLIK, LISA	291-6401-601.22-18	MINECRAFT PROGRAM,4/4	200.00	200.00
80147	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	117.13	
		291-6401-601.32-02	PROGRAM EVENTS	53.31	170.44
***** DIVISION TOTAL ****					4,795.41

Info Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 10			
80007	AMAZON.COM CREDIT	291-6410-601.30-05	PENS	8.50	
		291-6410-601.30-05	BINDER TABS/BATTERIES	21.48	
		291-6410-601.30-05	CLEANING WIPES AND GLOVES	29.88	
		291-6410-601.30-05	STAPLER	4.07	
		291-6410-601.30-05	TAB DIVIDER RETURNS	22.95	
		291-6410-601.32-01	COOKIES FOR PROGRAM	33.70	74.68
80016	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	TRAVEL/TRAINING	20.89	
		291-6410-601.22-03	TRAVEL/TRAINING	8.35	29.24
80026	BENNETT, BRUCE	291-6410-601.22-18	RESUME REVIEW FEBRUARY	120.00	120.00
80085	LACONI INC-MEMBERSHIP	291-6410-601.22-03	WORKSHOP -BENNETT+4,3/19	75.00	75.00
80092	MADAY, JULIE I	291-6410-601.22-18	RESUME REVIEW FEBRUARY	210.00	210.00
80114	OFFICE DEPOT BUSINESS ACCOUNT	291-6410-601.30-05	OFFICE SUPPLIES	50.98	50.98
80147	WAREHOUSE DIRECT	291-6410-601.30-05	OFFICE SUPPLIES	61.02	61.02
***** DIVISION TOTAL ****					620.92

Circulation Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
80007	AMAZON.COM CREDIT	291-6420-601.30-05	DRY ERASE MARKERS	11.66	11.66
80016	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	CIRCULATION SUPPLIES	12.30	
		291-6420-601.22-03	TRAVEL/TRAINING	27.69	
		291-6420-601.22-03	TRAVEL/TRAINING	11.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.22-03	TRAVEL/TRAINING	7.37	
		291-6420-601.22-03	TRAVEL/TRAINING	37.76	
		291-6420-601.22-03	TRAVEL/TRAINING	7.48	104.58
80060	GRAINGER INC,W W	291-6420-601.30-05	CONE LIGHTS	18.26	18.26
80086	LACONI INC-MEMBERSHIP	291-6420-601.22-03	WORKSHOP -WILLIAMS+1,3/19	30.00	30.00
80144	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS FEBRUARY	143.20	143.20
80147	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	63.35	63.35

***** DIVISION TOTAL **** Senior & Accessible Services 371.05

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services				
80016	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.22-03	TRAVEL/TRAINING	32.96	
		291-6430-601.22-03	TRAVEL/TRAINING	7.95	40.91
80039	CHIDLOW, JOELLE	291-6430-601.22-18	CREATIVE AGING:ART,4/15	230.00	230.00
80044	DEMCO INC	291-6430-601.32-90	SAS CIRCULATION SUPPLIES	25.28	25.28
80095	MCNULTY, ALAYNE	291-6430-601.22-18	CREATIVE AGING:ART,4/21&	490.00	490.00
80109	MYERS, KATHERINE M.	291-6430-601.22-03	TRAVEL JOLIET PUBLIC LIB-	57.16	
		291-6430-601.22-03	TRAVEL SNAILS AT TINLEY	60.95	118.11
80147	WAREHOUSE DIRECT	291-6430-601.30-05	OFFICE SUPPLIES	2.87	2.87

***** DIVISION TOTAL **** programs & exhibits 907.17

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services				
80007	AMAZON.COM CREDIT	291-6440-601.32-02	NOTEBOOKS F/READERS PARTY	86.97	
		291-6440-601.32-02	PLASTIC KEY TAGS	5.29	
		291-6440-601.32-02	POM POMS FOR STEM EXPO	6.80	
		291-6440-601.32-02	YULETIDE BALL SNACKS	94.79	
		291-6440-601.32-02	HARRY POTTER BK NIGHT SPL	67.80	
		291-6440-601.32-02	LETS MAKE MEAD SUPPLIES	92.61	
		291-6440-601.32-02	POPCORN OIL FOR PROGRAM	39.32	
		291-6440-601.32-02	SOAP MAKING SUPPLIES	27.72	
		291-6440-601.32-02	STEM EXPO SUPPLIES	19.20	
		291-6440-601.32-02	POPCORN FOR PROGRAMS	64.13	504.63
80013	ANDERSON, STEPHANIE	291-6440-601.22-18	HOTEL ACCOMMODATIONS'FEB	150.00	150.00
80016	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	32.36	
		291-6440-601.32-02	PROGRAM EVENTS	34.93	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.22-03	TRAVEL/TRAINING	3.05	
		291-6440-601.32-02	PROGRAM EVENTS	4.98	
		291-6440-601.32-02	PROGRAM EVENTS	9.27	
		291-6440-601.22-03	TRAVEL/TRAINING	24.15	
		291-6440-601.32-02	PROGRAM EVENTS	7.99	116.73
80017	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	REFRESHMENTS F/BOOKS&BREW	40.00	40.00
80018	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM SUPPLIES	21.82	
		291-6440-601.32-02	DEATH CAFE REFRESHMENTS	51.97	
		291-6440-601.32-02	YULE BALL CRAFT SUPPLIES	27.74	
		291-6440-601.32-02	BARRETTE CLIPS F/CRAFTS	36.40	
		291-6440-601.32-02	YULE BALL REFRESHMENTS	62.58	
		291-6440-601.32-02	YULE BALL REFRESHMENTS	77.34	
		291-6440-601.32-02	LET'S MAKE MEAD SUPPLIES	39.99	
		291-6440-601.32-02	PULSE REFRESHMENTS TAX	8.55-	
		291-6440-601.22-03	LACONI PLANNING AUTHOR	20.00	
		291-6440-601.32-02	READER'S PARTY PRIZES2/11	73.15	402.44
80023	BARZACCHINI, SUSAN	291-6440-601.22-18	TRY IT:MAKING WIRE WOVEN	150.00	150.00
80024	BAZER, MARK	291-6440-601.22-18	FACILITATOR: C DOUGHTY4/7	250.00	250.00
80036	CARLSON, ELIZABETH	291-6440-601.22-18	DEPOSIT F/ELLIE SPEAKS	100.00	100.00
80038	CHAVEZ, MONICA G.	291-6440-601.22-18	ZERO WASTE MINDSET, 4/23	250.00	250.00
80055	FRUMKIN, REBEKAH	291-6440-601.22-18	ON WRITING: CHATTING WITH	500.00	500.00
80056	FUN EXPRESS LLC	291-6440-601.32-02	PENCILS FOR STEM EXPRO	45.13	45.13
80059	GODDARD, LESLIE	291-6440-601.22-18	GEORGIA O'KEEFPE, 3/28	325.00	325.00
80068	IGLORIA, REGIN	291-6440-601.22-18	TRY IT:BOOKBINDING, 3/27	200.00	200.00
80077	JEMC, JACLYN	291-6440-601.22-18	AUTHOR EVENT, 4/5	1,000.00	1,000.00
80078	JEWISH CHILD & FAMILY SERVICES	291-6440-601.22-18	CITIZENSHIP INTERVIEW	125.00	125.00
80082	KNABB, JACOB S	291-6440-601.22-18	WRITERS INK, 3/11	150.00	150.00
80083	KNABB, JACOB S	291-6440-601.22-18	WRITERS INK, 4/8	150.00	150.00
80096	MEIJER, MARYSE	291-6440-601.22-18	AUTHOR EVENT, 4/5	300.00	300.00
80103	MILNER, PAUL	291-6440-601.22-18	ANCESTORS IN IRELAND, 3/3	250.00	250.00
80112	NORTHSIDE DEFENSE LLC	291-6440-601.22-18	TRY IT:VING TSUN KUNG FU	600.00	600.00
80113	NORTHWESTERN UNIVERSITY	291-6440-601.22-18	WOMEN IN STEM, EXPO, 3/8	200.00	200.00
80114	OFFICE DEPOT BUSINESS ACCOUNT	291-6440-601.32-02	HP BOOK NIGHT SUPPLIES	14.19	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					14.19
80128	RUSSELL, JOHN J.	291-6440-601.22-18	TRY IT:TAI CHI,3/25	250.00	250.00
80136	SPEEDY SNACKS FESTIVAL	291-6440-601.22-18	TRY IT:TAMALE MAKING,3/26	350.00	350.00
80139	STANGE, ANNA	291-6440-601.22-18	DIY GREEN CLEANING,4/14	280.00	280.00
80152	YOU ARE MORTAL INC.	291-6440-601.22-18	AN EVENING WITH C.DAUGHTY	5,500.00	5,500.00
***** DIVISION TOTAL ****					12,203.12

Digital services

DEPARTMENT: 64 User Services
 80007 AMAZON.COM CREDIT

DIVISION: 50

		291-6450-601.31-85	USB HUB FOR STUDIO	29.99	
		291-6450-601.31-85	MICROPHONE CLIP	7.50	
		291-6450-601.32-90	SANITIZING WIPES FOR DSG	118.88	
		291-6450-601.31-85	HEADPHONES FOR STUDIO	94.95	
		291-6450-601.31-85	CAMERA TIMER FOR STUDIO	39.99	
		291-6450-601.32-01	STEM EXPO SUPPLIES	52.13	
		291-6450-601.31-85	CAMERA BATTERIES F/STUDIO	38.99	
		291-6450-601.32-01	STEM EXPO SUPPLIES	50.80	
		291-6450-601.32-01	STEM EXPO SUPPLIES	187.63	620.86
80018	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	BLU-RAY DISC BURNER TAX	10.38-	
		291-6450-601.31-85	BLU-RAY DISC BURNER	140.13	129.75
80020	B & H PHOTO VIDEO	291-6450-601.31-85	PAPER FOR STUDIO	55.99	55.99
80034	CANDID.	291-6450-601.32-78	FIN PARTNERSHIP-FC MIDWES	2,995.00	2,995.00
80047	EBSO INFORMATION SERVICES	291-6450-601.32-78	READERS' GUIDE RETROSPECT	815.00	815.00
80057	GALE/CENGAGE LEARNING	291-6450-601.32-78	BOOKS & AUTHORS CENGAGE	1,439.80	
		291-6450-601.32-78	GENERAL ONEFILE CENGAGE	6,800.76	
		291-6450-601.32-78	ELECTRONIC RESOURCES	12,031.25	20,271.81
80105	MOBILE BEACON	291-6450-601.22-42	4G INTERNET ACCESS QTY21	2,520.00	2,520.00
80106	MOCAVO	291-6450-601.32-78	FINDMYPAST WORLD SUBSCR	995.00	995.00
80121	PRONUNCIATOR LLC	291-6450-601.32-78	PRONUNCIATOR LIBRARY SUB	2,100.00	2,100.00
***** DIVISION TOTAL ****					30,503.41

collection services

DEPARTMENT: 64 User Services
 80002 ABC-CLIO LLC

DIVISION: 70

		291-6470-601.32-80	BOOKS	55.60	
		291-6470-601.32-80	BOOKS	108.13	163.73
80004	AGAINST THE GRAIN, LLC	291-6470-601.32-95	PERIODICALS	55.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					55.00
80007	AMAZON.COM CREDIT	291-6470-601.32-95	PERIODICALS	11.33	
		291-6470-601.32-95	PERIODICALS	10.42	
		291-6470-601.32-95	PERIODICALS	9.18	
		291-6470-601.32-95	PERIODICALS	8.53	
		291-6470-601.32-95	PERIODICALS	11.34	
		291-6470-601.32-95	PERIODICALS	11.30	
		291-6470-601.32-95	PERIODICALS	12.94	
		291-6470-601.32-95	PERIODICALS	12.10	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	11.34	
		291-6470-601.32-95	PERIODICALS	21.97	
		291-6470-601.32-95	PERIODICALS	12.25	
		291-6470-601.32-95	PERIODICALS	33.95	
		291-6470-601.32-80	BOOKS	33.98	
		291-6470-601.32-80	BOOKS	96.14	
		291-6470-601.32-80	BOOKS	24.65	
		291-6470-601.32-80	BOOKS	19.94	
		291-6470-601.32-80	BOOKS	16.34	
		291-6470-601.32-80	BOOKS	8.65	
		291-6470-601.32-80	BOOKS	48.36	
		291-6470-601.32-80	BOOKS	10.05	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	94.98	
		291-6470-601.32-80	BOOKS	287.98	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	7.48	
		291-6470-601.32-80	BOOKS	263.80	
		291-6470-601.32-80	BOOKS	80.97	
		291-6470-601.32-80	BOOKS	80.97	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	28.60	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	30.71	
		291-6470-601.32-80	BOOKS	21.74	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	28.72	
		291-6470-601.32-80	BOOKS	46.99	
		291-6470-601.32-80	BOOKS	7.49	
		291-6470-601.32-80	BOOKS	15.50	
		291-6470-601.32-80	BOOKS	36.23	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	50.76	
		291-6470-601.32-80	BOOKS	34.91	
		291-6470-601.32-80	BOOKS	95.90	
		291-6470-601.32-80	BOOKS	58.56	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	40.99	
		291-6470-601.32-80	BOOKS	37.32	
		291-6470-601.32-80	BOOKS	28.96	
		291-6470-601.32-80	BOOKS	44.35	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	20.14	
		291-6470-601.32-80	BOOKS	17.57	
		291-6470-601.32-75	AV MTLs	26.99	
		291-6470-601.32-75	AV MTLs	12.17	
		291-6470-601.32-75	AV MTLs	26.70	
		291-6470-601.32-75	AV MTLs	25.19	
		291-6470-601.32-75	AV MTLs	20.27	
		291-6470-601.32-75	AV MTLs	49.99	
		291-6470-601.32-75	AV MTLs	9.54	
		291-6470-601.32-75	AV MTLs	102.33	
		291-6470-601.32-75	AV MTLs	11.53	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.32-75	AV MTLs	40.20	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	69.60	
		291-6470-601.32-75	AV MATERIALS	12.98	
		291-6470-601.32-75	AV MATERIALS	17.74	
		291-6470-601.32-75	AV MATERIALS	26.99	
		291-6470-601.32-75	AV MATERIALS	27.41	
		291-6470-601.32-75	AV MATERIALS	15.98	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	11.98	
		291-6470-601.32-75	AV MATERIALS	38.98	
		291-6470-601.32-75	AV MATERIALS	119.00	
		291-6470-601.32-75	AV MATERIALS	21.99	
		291-6470-601.32-75	AV MATERIALS	24.99	
		291-6470-601.32-75	AV MATERIALS	99.99	
		291-6470-601.32-75	AV MATERIALS	36.97	
		291-6470-601.32-75	AV MATERIALS	7.22	
		291-6470-601.32-75	AV MATERIALS	25.99	
		291-6470-601.32-75	AV MATERIALS	35.78	
		291-6470-601.32-75	AV MATERIALS	119.92	
		291-6470-601.32-75	AV MATERIALS	12.35	
		291-6470-601.32-75	AV MATERIALS	35.98	
		291-6470-601.32-75	AV MATERIALS	57.42	
		291-6470-601.32-75	AV MATERIALS	35.85	
		291-6470-601.32-75	AV MATERIALS	35.85	
		291-6470-601.32-75	AV MATERIALS	19.58	
		291-6470-601.32-75	AV MATERIALS	99.98	
		291-6470-601.32-75	AV MATERIALS	11.60	
		291-6470-601.32-75	AV MATERIALS	14.86	
		291-6470-601.32-75	AV MATERIALS	26.67	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	7.33	
		291-6470-601.32-75	AV MATERIALS	24.22	
		291-6470-601.32-75	AV MATERIALS	14.98	
		291-6470-601.32-80	BOOKS	41.90	
		291-6470-601.32-80	BOOKS	28.57	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	76.89	
		291-6470-601.32-80	BOOKS	104.95	
		291-6470-601.32-80	BOOKS	17.15	
		291-6470-601.32-80	BOOKS	40.51	
		291-6470-601.32-80	BOOKS	10.43	
		291-6470-601.32-80	BOOKS	161.04	
		291-6470-601.32-80	BOOKS	11.00	
		291-6470-601.32-80	BOOKS	38.89	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	119.98	
		291-6470-601.32-75	AV MATERIALS	9.97	
		291-6470-601.32-75	AV MATERIALS	34.95	
		291-6470-601.32-75	AV MATERIALS	26.99	
		291-6470-601.32-75	AV MATERIALS	6.99	
		291-6470-601.32-75	AV MATERIALS	24.95	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	57.42	
		291-6470-601.32-75	AV MATERIALS	19.27	
		291-6470-601.32-75	AV MATERIALS	8.78	
		291-6470-601.32-75	AV MATERIALS	499.97	
		291-6470-601.32-75	AV MATERIALS	31.07	
		291-6470-601.32-75	AV MATERIALS	12.98	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	15.98	
		291-6470-601.32-75	AV MATERIALS	33.99	
		291-6470-601.32-75	AV MATERIALS	27.95	
		291-6470-601.32-75	AV MATERIALS	16.97	
		291-6470-601.32-75	AV MATERIALS	23.68	
		291-6470-601.32-75	AV MATERIALS	103.84	
		291-6470-601.32-75	AV MATERIALS	12.67	
		291-6470-601.32-75	AV MATERIALS	7.99	
		291-6470-601.32-75	AV MATERIALS	22.99	
		291-6470-601.32-75	AV MATERIALS	20.07	
		291-6470-601.32-75	AV MATERIALS	24.23	
		291-6470-601.32-75	AV MATERIALS	45.20	
		291-6470-601.32-75	AV MATERIALS	17.89	
		291-6470-601.32-75	AV MATERIALS	38.54	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	83.99	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	20.84	
		291-6470-601.32-75	AV MATERIALS	12.59	
		291-6470-601.32-75	AV MATERIALS	36.92	
		291-6470-601.32-75	AV MATERIALS	49.31	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	10.28	
		291-6470-601.32-75	AV MATERIALS	95.56	
		291-6470-601.32-75	AV MATERIALS	8.39	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	22.93	
		291-6470-601.32-75	AV MATERIALS	17.89-	
		291-6470-601.32-75	AV MATERIALS	24.49	
		291-6470-601.32-75	AV MATERIALS	13.98	
		291-6470-601.32-75	AV MATERIALS	65.95	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	150.72	
		291-6470-601.32-75	AV MATERIALS	40.98	
		291-6470-601.32-75	AV MATERIALS	13.98	
		291-6470-601.32-75	AV MATERIALS	59.98	
		291-6470-601.32-75	AV MATERIALS	59.98	
		291-6470-601.32-75	AV MATERIALS	19.89	
		291-6470-601.32-75	AV MATERIALS	17.40	
		291-6470-601.32-75	AV MATERIALS	79.98	
		291-6470-601.32-75	AV MATERIALS	219.90	
		291-6470-601.32-75	AV MATERIALS	79.98	
		291-6470-601.32-75	AV MATERIALS	15.42	
		291-6470-601.32-75	AV MATERIALS	75.31	
		291-6470-601.32-75	AV MATERIALS	17.59	
		291-6470-601.32-75	AV MATERIALS	239.96	
		291-6470-601.32-75	AV MATERIALS	49.94	
		291-6470-601.32-95	PERIODICALS	10.40	
		291-6470-601.32-80	BOOKS	24.85-	
		291-6470-601.32-80	BOOKS	17.86	
		291-6470-601.32-80	BOOKS	27.55	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	44.00	
		291-6470-601.32-80	BOOKS	42.85	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	77.24	
		291-6470-601.32-80	BOOKS	102.62	
		291-6470-601.32-80	BOOKS	17.18	
		291-6470-601.32-80	BOOKS	26.86	
		291-6470-601.32-80	BOOKS	17.56	
		291-6470-601.32-80	BOOKS	15.65	
		291-6470-601.32-80	BOOKS	10.00	
		291-6470-601.32-80	BOOKS	11.59	
		291-6470-601.32-80	BOOKS	44.97	
		291-6470-601.32-80	BOOKS	45.72	
		291-6470-601.32-80	BOOKS	29.62	
		291-6470-601.32-80	BOOKS	34.70	
		291-6470-601.32-80	BOOKS	18.49	
		291-6470-601.32-75	AV MATERIALS	19.27-	
		291-6470-601.32-75	AV MATERIALS	50.29	
		291-6470-601.32-75	AV MATERIALS	44.65	
		291-6470-601.32-75	AV MATERIALS	16.79	
		291-6470-601.32-75	AV MATERIALS	34.99	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	35.98	
		291-6470-601.32-75	AV MATERIALS	10.54	
		291-6470-601.32-80	BOOKS	50.82	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	126.65	
		291-6470-601.32-80	BOOKS	46.99	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	32.52	
		291-6470-601.32-80	BOOKS	66.89	
		291-6470-601.32-95	PERIODICALS	9.72	
		291-6470-601.32-95	PERIODICALS	12.96	
		291-6470-601.32-95	PERIODICALS	13.82	
		291-6470-601.32-95	PERIODICALS	15.23	
		291-6470-601.32-75	AV MATERIALS	19.59	
		291-6470-601.32-75	AV MATERIALS	23.38	
		291-6470-601.32-75	AV MATERIALS	149.95	
		291-6470-601.32-75	AV MATERIALS	9.79	
		291-6470-601.32-75	AV MATERIALS	15.98	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	159.98	8,367.07
80009	AMERICAN LIBRARY ASSOCIATION	291-6470-601.32-80	BOOKS	55.99	55.99
80015	ARLINGTON HEIGHTS FORD	291-6470-601.32-95	PERIODICALS	2,026.69	
		291-6470-601.32-95	WRONG VENDOR	2,026.69-	
80016	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	TRAVEL/TRAINING	7.13	
		291-6470-601.22-03	TRAVEL/TRAINING	42.32	
		291-6470-601.22-03	TRAVEL/TRAINING	26.00	75.45
80017	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	29.95	
		291-6470-601.32-95	PERIODICALS	85.99	
		291-6470-601.32-95	PERIODICALS	1.71	117.65
80018	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-90	BUBBLE MAILERS	60.40	
		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	70.10	
		291-6470-601.32-75	AV MTLs	63.70	
		291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-75	AV MTLs	172.66	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	53.44	
		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	19.99	
		291-6470-601.32-75	AV MTLs	45.00	
		291-6470-601.32-80	BOOKS	14.85	
		291-6470-601.32-80	BOOKS	29.48	
		291-6470-601.32-80	BOOKS	26.97	
		291-6470-601.32-80	BOOKS	99.95	
		291-6470-601.32-80	BOOKS	20.98	
		291-6470-601.32-95	PERIODICALS	93.49	
		291-6470-601.32-95	PERIODICALS	290.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	29.99	
		291-6470-601.32-95	PERIODICALS	32.54	
		291-6470-601.32-95	PERIODICALS	37.11	
		291-6470-601.32-95	PERIODICALS	37.11	
		291-6470-601.32-95	PERIODICALS	112.17	
		291-6470-601.32-95	PERIODICALS	5.00	
		291-6470-601.32-95	PERIODICALS	23.81	
		291-6470-601.32-95	PERIODICALS	120.90	1,656.59
80021	BAKER & TAYLOR	291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	182.40	
		291-6470-601.22-85	PROC SERVS	72.30-	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	111.35	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	111.35	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	50.40	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	132.30	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	170.65	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	210.60	
		291-6470-601.22-85	PROC SERVS	193.80	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.32-80	BOOKS	175.90	
		291-6470-601.32-80	BOOKS	277.54	
		291-6470-601.32-80	BOOKS	228.14	
		291-6470-601.32-80	BOOKS	422.82	
		291-6470-601.32-80	BOOKS	83.76	
		291-6470-601.32-80	BOOKS	215.35	
		291-6470-601.32-80	BOOKS	443.99	
		291-6470-601.32-80	BOOKS	520.91	
		291-6470-601.32-80	BOOKS	290.24	
		291-6470-601.32-80	BOOKS	147.14	
		291-6470-601.32-80	BOOKS	26.91	
		291-6470-601.32-80	BOOKS	106.10	
		291-6470-601.32-80	BOOKS	315.98	
		291-6470-601.32-80	BOOKS	102.60	
		291-6470-601.32-80	BOOKS	418.66	
		291-6470-601.32-80	BOOKS	559.58	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	362.08	
		291-6470-601.32-80	BOOKS	253.55	
		291-6470-601.32-80	BOOKS	414.75	
		291-6470-601.32-80	BOOKS	482.13	
		291-6470-601.32-80	BOOKS	10.70	
		291-6470-601.32-80	BOOKS	445.66	
		291-6470-601.32-80	BOOKS	80.31	
		291-6470-601.32-80	BOOKS	427.47	
		291-6470-601.32-80	BOOKS	656.87	
		291-6470-601.32-80	BOOKS	148.74	
		291-6470-601.32-80	BOOKS	151.46	
		291-6470-601.32-80	BOOKS	615.32	
		291-6470-601.32-80	BOOKS	226.85	
		291-6470-601.32-80	BOOKS	792.94	
		291-6470-601.32-80	BOOKS	731.03	
		291-6470-601.32-80	BOOKS	108.91	
		291-6470-601.32-80	BOOKS	409.20	
		291-6470-601.32-80	BOOKS	241.26	
		291-6470-601.32-80	BOOKS	246.36	
		291-6470-601.32-80	BOOKS	261.84	
		291-6470-601.32-75	AV MTLs	174.06	
		291-6470-601.32-75	AV MTLs	211.70	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	187.10	
		291-6470-601.22-85	PROC SERVS	120.10	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.32-80	BOOKS	208.49	
		291-6470-601.32-80	BOOKS	72.20	
		291-6470-601.32-80	BOOKS	610.12	
		291-6470-601.32-80	BOOKS	561.62	
		291-6470-601.32-80	BOOKS	383.60	
		291-6470-601.32-80	BOOKS	121.51	
		291-6470-601.32-80	BOOKS	373.55	
		291-6470-601.32-80	BOOKS	103.43	
		291-6470-601.32-80	BOOKS	173.26	
		291-6470-601.32-80	BOOKS	78.82	
		291-6470-601.32-80	BOOKS	107.75	
		291-6470-601.32-80	BOOKS	222.98	
		291-6470-601.32-80	BOOKS	468.48	
		291-6470-601.32-80	BOOKS	123.67	
		291-6470-601.32-80	BOOKS	345.99	
		291-6470-601.32-80	BOOKS	522.80	
		291-6470-601.32-80	BOOKS	139.29	
		291-6470-601.32-80	BOOKS	10.16-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.32-75	AV MTLs	64.67	
		291-6470-601.32-75	AV MTLs	268.36	
		291-6470-601.22-85	PROC SERVS	192.30	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	211.30	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	127.70	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	155.45	
		291-6470-601.22-85	PROC SERVS	67.20	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	186.20	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.32-80	BOOKS	444.59	
		291-6470-601.32-80	BOOKS	602.25	
		291-6470-601.32-80	BOOKS	119.71	
		291-6470-601.32-80	BOOKS	276.26	
		291-6470-601.32-80	BOOKS	56.92	
		291-6470-601.32-80	BOOKS	241.48	
		291-6470-601.32-80	BOOKS	91.63	
		291-6470-601.32-80	BOOKS	273.12	
		291-6470-601.32-80	BOOKS	36.06	
		291-6470-601.32-80	BOOKS	31.64	
		291-6470-601.32-80	BOOKS	264.13	
		291-6470-601.32-80	BOOKS	474.75	
		291-6470-601.32-80	BOOKS	403.20	
		291-6470-601.32-80	BOOKS	82.29	
		291-6470-601.32-80	BOOKS	683.49	
		291-6470-601.32-80	BOOKS	736.67	
		291-6470-601.32-80	BOOKS	428.80	
		291-6470-601.32-80	BOOKS	179.27	
		291-6470-601.32-80	BOOKS	316.14	
		291-6470-601.32-80	BOOKS	120.19	
		291-6470-601.32-80	BOOKS	370.91	
		291-6470-601.32-80	BOOKS	255.37	
		291-6470-601.32-80	BOOKS	303.72	
		291-6470-601.32-80	BOOKS	66.06	
		291-6470-601.32-80	BOOKS	243.87	
		291-6470-601.32-80	BOOKS	230.84	
		291-6470-601.32-80	BOOKS	27.36	
		291-6470-601.32-80	BOOKS	214.96	
		291-6470-601.32-80	BOOKS	563.79	
		291-6470-601.32-80	BOOKS	273.33	30,231.14
80022	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	88.36	
		291-6470-601.32-75	AV MTLs	33.94	
		291-6470-601.32-75	AV MTLs	50.72	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	133.21	
		291-6470-601.32-75	AV MTLs	87.59	
		291-6470-601.32-75	AV MTLs	38.84	
		291-6470-601.32-75	AV MTLs	113.82	
		291-6470-601.32-75	AV MTLs	30.54	
		291-6470-601.32-75	AV MTLs	58.75	
		291-6470-601.32-75	AV MTLs	21.22	
		291-6470-601.32-75	AV MTLs	83.18	
		291-6470-601.32-75	AV MTLs	101.32	
		291-6470-601.32-75	AV MTLs	75.67	
		291-6470-601.32-75	AV MTLs	23.76	940.92
80029	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	5,086.07	
		291-6470-601.32-80	BOOKS	9,170.39	
		291-6470-601.32-80	BOOKS	2,471.31	
		291-6470-601.32-75	AV MTLs	1,632.89	
		291-6470-601.32-75	AV MTLs	3,190.06	
		291-6470-601.32-80	BOOKS	1,092.81	22,643.53
80037	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	74.01	
		291-6470-601.32-80	BOOKS	247.35	
		291-6470-601.32-80	BOOKS	74.01	395.37
80042	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	25.94	25.94
80043	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	986.47	
		291-6470-601.32-95	PERIODICALS	295.33	
		291-6470-601.32-95	PERIODICALS	2,151.02	
		291-6470-601.32-95	PERIODICALS	1,411.73	
		291-6470-601.32-95	PERIODICALS	409.81	
		291-6470-601.32-95	PERIODICALS	37.41-	
		291-6470-601.32-95	PERIODICALS	2,026.69	7,243.64
80044	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	106.97	106.97
80047	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	29.45-	
		291-6470-601.32-95	PERIODICALS	110.00	
		291-6470-601.32-95	PERIODICALS	145.00-	
		291-6470-601.32-95	PERIODICALS	1.16	63.29-
80051	FINDAWAY WORLD LLC	291-6470-601.32-80	BOOKS	96.93	
		291-6470-601.32-75	AV MTLs	529.96	626.89
80057	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	665.38	
		291-6470-601.32-80	BOOKS	60.78	
		291-6470-601.32-80	BOOKS	60.78	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	17.59	
		291-6470-601.32-80	BOOKS	79.97	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	52.78	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	90.37	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	131.16	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	45.73	1,490.67
80067	ID LABEL INC	291-6470-601.32-05	PROCESSING SUPPLIES	838.50	838.50
80070	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	26.25	
		291-6470-601.32-80	BOOKS	26.25	
		291-6470-601.32-80	BOOKS	48.75	
		291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	26.25	258.75
80072	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SERVS DECEMBER	306.18	306.18
80074	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	13.18	
		291-6470-601.32-80	BOOKS	123.57	
		291-6470-601.32-80	BOOKS	141.73	
		291-6470-601.32-80	BOOKS	78.52	
		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	25.20	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	39.54	
		291-6470-601.32-80	BOOKS	24.87	
		291-6470-601.32-80	BOOKS	782.91	
		291-6470-601.32-80	BOOKS	100.06	
		291-6470-601.32-80	BOOKS	19.78	
		291-6470-601.32-80	BOOKS	49.00	
		291-6470-601.32-80	BOOKS	66.30	
		291-6470-601.32-80	BOOKS	31.47	
		291-6470-601.32-80	BOOKS	8.97	
		291-6470-601.32-80	BOOKS	46.09	
		291-6470-601.32-80	BOOKS	28.80	
		291-6470-601.32-80	BOOKS	182.37	
		291-6470-601.32-80	BOOKS	19.79	
		291-6470-601.32-80	BOOKS	38.91	
		291-6470-601.32-80	BOOKS	137.62	
		291-6470-601.32-80	BOOKS	45.80	
		291-6470-601.32-80	BOOKS	80.82	
		291-6470-601.32-80	BOOKS	170.73	
		291-6470-601.32-80	BOOKS	10.17	
		291-6470-601.32-80	BOOKS	9.57	
		291-6470-601.32-80	BOOKS	72.23	
		291-6470-601.32-80	BOOKS	52.68	
		291-6470-601.32-80	BOOKS	145.54	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	10.19	
		291-6470-601.32-80	BOOKS	108.42	
		291-6470-601.32-80	BOOKS	59.05	
		291-6470-601.32-80	BOOKS	50.90	
		291-6470-601.32-80	BOOKS	43.92	
		291-6470-601.32-80	BOOKS	19.18	
		291-6470-601.32-80	BOOKS	31.17	
		291-6470-601.32-80	BOOKS	136.09	
		291-6470-601.32-80	BOOKS	10.20	
		291-6470-601.32-80	BOOKS	59.81	3,232.17
80075	INTERCHANGE INSTITUTE,THE	291-6470-601.32-95	PERIODICALS	495.00	495.00
80080	JOURNAL & TOPICS NEWSPAPERS	291-6470-601.32-95	PERIODICALS	39.00	39.00
80081	KANOPY INC	291-6470-601.32-75	AV MTLs	512.00	512.00
80084	LACONI INC-MEMBERSHIP	291-6470-601.22-03	WORKSHOP -BYLINSKA+3,3/20	120.00	120.00
80088	LIFE	291-6470-601.32-95	PERIODICALS	20.00	20.00
80102	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	114.73	
		291-6470-601.32-75	AV MTLs	1,064.29	
		291-6470-601.32-75	AV MTLs	755.73	
		291-6470-601.32-75	AV MTLs	2,238.36	
		291-6470-601.32-75	AV MTLs	1,963.40	
		291-6470-601.32-75	AV MTLs	1,322.46	
		291-6470-601.32-75	AV MTLs	97.25	
		291-6470-601.32-75	AV MTLs	11.24	
		291-6470-601.32-75	AV MTLs	1,252.55	
		291-6470-601.32-75	AV MTLs	1,592.45	
		291-6470-601.32-75	AV MTLs	80.97	
		291-6470-601.32-75	AV MTLs	9,113.64	
		291-6470-601.32-80	BOOKS	2,922.72	
		291-6470-601.22-85	PROC SERVS	2,071.54	
		291-6470-601.32-75	AV MTLs	66.43	
		291-6470-601.32-75	AV MTLs	119.97	
		291-6470-601.32-75	AV MTLs	563.27	
		291-6470-601.32-75	AV MTLs	921.08	
		291-6470-601.32-75	AV MTLs	31.47	
		291-6470-601.32-75	AV MTLs	808.17	
		291-6470-601.32-75	AV MTLs	1,082.04	
		291-6470-601.32-75	AV MTLs	920.36	
		291-6470-601.32-75	AV MTLs	908.17	
		291-6470-601.32-75	AV MTLs	1,693.73	
		291-6470-601.32-75	AV MTLs	2,065.65	33,781.67
80110	NEW READERS PRESS	291-6470-601.32-75	AV MTLs	20.25	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					20.25
80119	PETERSON'S	291-6470-601.32-80	BOOKS	245.89	245.89
80125	RECORDED BOOKS INC	291-6470-601.32-95	PERIODICALS	169.98	
		291-6470-601.32-75	AV MTLs	74.20	
		291-6470-601.32-75	AV MTLs	466.44	710.62
80127	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	209.99	
		291-6470-601.32-80	BOOKS	55.10	265.09
80129	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	54.95	54.95
80131	SCHOLASTIC LIBRARY	291-6470-601.32-80	BOOKS	145.60	
		291-6470-601.32-80	BOOKS	145.60	291.20
80141	TASTE OF HOME BOOKS/TRUSTED MEDIA	291-6470-601.32-80	BOOKS	34.98	34.98
80143	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	94.74	94.74
80147	WAREHOUSE DIRECT	291-6470-601.32-90	CIRCULATION SUPPLIES	393.00	393.00
80151	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	39.25	39.25
***** DIVISION TOTAL ****					115,886.50
DEPARTMENT: 64	User Services	DIVISION: 80			
80007	AMAZON.COM CREDIT	291-6480-601.31-85	VINYL WEEDING TOOLS	49.95	49.95
80149	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	PROF SERVS JANUARY	1,355.27	
***** DIVISION TOTAL ****					1,405.22
***** DEPARTMENT TOTAL **					166,692.80
***** GRAND TOTAL ****					277,472.09

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	276,116.82
491	Capital Projects-Library	1,355.27
	**** TOTAL ALL FUNDS ****	277,472.09

Village of Arlington Heights
 REVENUE REPORT
 25% OF YEAR LAPSED

ACCOUNTING PERIOD 03/2020

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	416,565.39	474	263,502	536,464.67	204	1,054,012	517,547.33
04 00	Real Estate Tax FICA	53,782	255,070.35	474	161,346	328,486.79	204	645,390	316,903.21
05 00	Real Estate Tax	1,057,687	5,016,215.33	474	3,173,061	6,460,023.64	204	12,692,247	6,232,223.36
401 **	Real Estate Taxes	1,199,303	5,687,851.07	474	3,597,909	7,324,975.10	204	14,391,649	7,066,673.90
400 ***	Taxes	1,199,303	5,687,851.07	474	3,597,909	7,324,975.10	204	14,391,649	7,066,673.90
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		15,000	.00		60,000	60,000.00
70 00	Other Grants	41	.00		123	.00		500	500.00
90 00	Contribution Ord. Library	46	.00		138	3,410.48	2471	562	2,848.48-
411 **	Intergovernmental	5,087	.00		15,261	3,410.48	22	61,062	57,651.52
410 ***	Intergovernmental Revenue	5,087	.00		15,261	3,410.48	22	61,062	57,651.52
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		624	.00		2,500	2,500.00
74 00	Copier/Reader Printer Fee	3,834	2,359.23	62	11,502	10,802.38	94	46,009	35,206.62
75 00	Meeting Room Fees	250	45.00-	18	750	445.00	59	3,000	2,555.00
436 **	Library Fees	4,292	2,314.23	54	12,876	11,247.38	87	51,509	40,261.62
430 ***	Fees	4,292	2,314.23	54	12,876	11,247.38	87	51,509	40,261.62
440	Fines								
442	Library								
20 00	Late Charges	8,329	3,569.05	43	24,987	21,040.31	84	99,959	78,918.69
25 00	Lost/Damaged Item Charges	1,416	872.40	62	4,248	4,127.02	97	17,000	12,872.98
442 **	Library	9,745	4,441.45	46	29,235	25,167.33	86	116,959	91,791.67
440 ***	Fines	9,745	4,441.45	46	29,235	25,167.33	86	116,959	91,791.67
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	6,699	4,221.80-	63	20,097	8,243.55-	41	80,395	88,638.55
461 **	Simple Interest	6,699	4,221.80-	63	20,097	8,243.55-	41	80,395	88,638.55
462	Investment Income								
10 00	Market Value Adjustments	833	231.83-	28	2,499	117.65	5	10,000	9,882.35
462 **	Investment Income	833	231.83-	28	2,499	117.65	5	10,000	9,882.35

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	7,532	4,453.63-	59	22,596	8,125.90-	36	90,395	98,520.90
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		12,498	.00		50,000	50,000.00
481	** Special Events	4,166	.00		12,498	.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	.00		3,750	966.87	26	15,000	14,033.13
483	** Donations	1,250	.00		3,750	966.87	26	15,000	14,033.13
489	Other								
90 00	Other Income	416	1,484.29	357	1,248	12,531.54	1004	5,000	7,531.54-
94 00	FOL Reimbursements	8,750	2,142.28	25	26,250	7,177.68	27	105,000	97,822.32
489	** Other	9,166	3,626.57	40	27,498	19,709.22	72	110,000	90,290.78
480	*** Other	14,582	3,626.57	25	43,746	20,676.09	47	175,000	154,323.91
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,240,541	5,693,779.69	459	3,721,623	7,377,350.48	198	14,886,574	7,509,223.52

Village of Arlington Heights
 REVENUE REPORT
 25% OF YEAR LAPSED

ACCOUNTING PERIOD 03/2020

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	5,833	11,029.88	189	17,499	29,329.10	168	70,000	40,670.90
461	** Simple Interest	5,833	11,029.88	189	17,499	29,329.10	168	70,000	40,670.90
462	Investment Income								
10 00	Market Value Adjustments	0	458.84		0	3,416.78		0	3,416.78-
462	** Investment Income	0	458.84		0	3,416.78		0	3,416.78-
460	*** Interest Income	5,833	11,488.72	197	17,499	32,745.88	187	70,000	37,254.12
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 Capital Projects-Library		5,833	11,488.72	197	17,499	32,745.88	187	70,000	37,254.12

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Village of Arlington Heights

DETAIL BUDGET REPORT
25% OF YEAR LAPSED

PAGE 1
ACCOUNTING PERIOD 03/2020

REPORT SELECTIONS

Fiscal year : 2020
Fund : 291
All Departments
All Divisions
Suppress accounts with zero balances : Y

FUND 291 Memorial Library Fund		DEPT/DIV 6001 Executive Office/Administration									ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP					
60		Culture/Recreation											
601		Library											
	16	Library Personal Services											
	16 85	Salaries	29393	26505.33	90	88179	93716.27	106	.00	352726	259009.73	27	
	16 92	Achievement Awards	333	.00	0	999	500.00	50	.00	4000	3500.00	13	
	16 **	Library Personal Services	29726	26505.33	89	89178	94216.27	106	.00	356726	262509.73	26	
	18	Other Personal Services											
	18 05	Overtime Civilian	83	593.36	715	249	986.72	396	.00	1000	13.28	99	
	18 **	Other Personal Services	83	593.36	715	249	986.72	396	.00	1000	13.28	99	
	19	Employee Benefits											
	19 05	Medical Insurance	7765	7765.17	100	23295	23295.51	100	.00	93182	69886.49	25	
	19 10	IMRF	3768	3425.27	91	11304	11970.46	106	.00	45217	33246.54	27	
	19 11	Social Security	1848	1650.44	89	5544	5780.69	104	.00	22179	16398.31	26	
	19 12	Medicare	432	385.99	89	1296	1351.93	104	.00	5187	3835.07	26	
	19 53	Flexible Spending	134	166.25	124	402	675.00	168	.00	1610	935.00	42	
	19 55	Unemployment Compensation	536	.00	0	1608	.00	0	.00	6432	6432.00	0	
	19 **	Employee Benefits	14483	13393.12	93	43449	43073.59	99	.00	173807	130733.41	25	
	20	Prof Technical Services											
	20 05	Professional Services	875	.00	0	2625	.00	0	.00	10500	10500.00	0	
	20 08	Consulting Services	166	.00	0	498	.00	0	.00	2000	2000.00	0	
	20 20	Legal Services	1333	.00	0	3999	.00	0	.00	16000	16000.00	0	
	20 40	General Insurance	10641	.00	0	31923	120958.00	379	.00	127700	6742.00	95	
	20 **	Prof Technical Services	13015	.00	0	39045	120958.00	310	.00	156200	35242.00	77	
	21	Property Services											
	21 65	Other Services	250	41.46	17	750	621.72	83	.00	3000	2378.28	21	
	21 **	Property Services	250	41.46	17	750	621.72	83	.00	3000	2378.28	21	
	22	Other Contractual Service											
	22 01	Advertising	50	.00	0	150	.00	0	.00	600	600.00	0	
	22 02	Dues	556	349.00	63	1668	1089.00	65	.00	6675	5586.00	16	
	22 03	Training	10310	7538.74	73	30930	42439.23	137	.00	123722	81282.77	34	
	22 05	Postage	4245	8.43	0	12735	12100.36	95	.00	50945	38844.64	24	
	22 70	Telephone Services	7214	9350.53	130	21642	23006.51	106	.00	86569	63562.49	27	
	22 **	Other Contractual Service	22375	17246.70	77	67125	78635.10	117	.00	268511	189875.90	29	
	30	General Supplies											
	30 05	Office Supplies & Equip	738	776.96	105	2214	3015.08	136	.00	8858	5842.92	34	
	30 **	General Supplies	738	776.96	105	2214	3015.08	136	.00	8858	5842.92	34	
	31	Public Works Supplies											
	31 85	Small Tools and Equipment	208	.00	0	624	166.27	27	.00	2500	2333.73	7	
	31 **	Public Works Supplies	208	.00	0	624	166.27	27	.00	2500	2333.73	7	

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 02	Program Events	100	.00	0	300	.00	0	.00	1200	1200.00	0
	32 72	Special Events	70	.00	0	210	.00	0	.00	850	850.00	0
	32 99	Items Reimb by Employees	0	17.79-	0	0	.00	0	.00	0	.00	0
	32 **	Library Supplies	170	17.79-	11-	510	.00	0	.00	2050	2050.00	0
	40	Other Charges										
	40 96	Operating Contingency	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	40 **	Other Charges	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	50	Property										
	50 15	Other Equipment	2233	4296.32	192	6699	4296.32	64	.00	26800	22503.68	16
	50 **	Property	2233	4296.32	192	6699	4296.32	64	.00	26800	22503.68	16
601	** **	Library	83697	62835.46	75	251091	345969.07	138	.00	1004452	658482.93	34
60	** **	Culture/Recreation	83697	62835.46	75	251091	345969.07	138	.00	1004452	658482.93	34
DIV	6001	TOTAL ***** Administration	83697	62835.46	75	251091	345969.07	138	.00	1004452	658482.93	34

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 Village of Arlington Heights

DETAIL BUDGET REPORT
 25% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
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										
		Communications & Mrkting	67375	52239.46	78	202125	190149.04	94	.00	808558	618408.96	24

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	13996	13024.59	93	41988	45680.89	109	.00	167952	122271.11	27
16	**	Library Personal Services	13996	13024.59	93	41988	45680.89	109	.00	167952	122271.11	27
18		Other Personal Services										
18	05	Overtime Civilian	25	4.58	18	75	39.97	53	.00	300	260.03	13
18	**	Other Personal Services	25	4.58	18	75	39.97	53	.00	300	260.03	13
19		Employee Benefits										
19	05	Medical Insurance	3854	3854.75	100	11562	11564.25	100	.00	46257	34692.75	25
19	10	IMRF	1772	1646.88	93	5316	5779.10	109	.00	21267	15487.90	27
19	11	Social Security	869	742.35	85	2607	2623.41	101	.00	10432	7808.59	25
19	12	Medicare	203	173.62	86	609	613.55	101	.00	2440	1826.45	25
19	50	Employee Asst. Program	500	.00	0	1500	1966.17	131	.00	6000	4033.83	33
19	**	Employee Benefits	7198	6417.60	89	21594	22546.48	104	.00	86396	63849.52	26
21		Property Services										
21	65	Other Services	825	386.98	47	2475	1909.98	77	.00	9900	7990.02	19
21	**	Property Services	825	386.98	47	2475	1909.98	77	.00	9900	7990.02	19
22		Other Contractual Service										
22	01	Advertising	108	.00	0	324	95.00	29	.00	1300	1205.00	7
22	02	Dues	266	.00	0	798	.00	0	.00	3200	3200.00	0
22	03	Training	108	.00	0	324	452.36	140	.00	1300	847.64	35
22	55	In Service Training	835	2390.96	286	2505	6733.31	269	.00	10020	3286.69	67
22	**	Other Contractual Service	1317	2390.96	182	3951	7280.67	184	.00	15820	8539.33	46
32		Library Supplies										
32	01	Program Supplies	33	.00	0	99	56.82	57	.00	400	343.18	14
32	**	Library Supplies	33	.00	0	99	56.82	57	.00	400	343.18	14
40		Other Charges										
40	62	Tuition Reimbursement	2083	.00	0	6249	.00	0	.00	25000	25000.00	0
40	70	Employee Recognition Prog	1612	563.98	35	4836	1204.41	25	.00	19350	18145.59	6
40	**	Other Charges	3695	563.98	15	11085	1204.41	11	.00	44350	43145.59	3
601	**	Library	27089	22788.69	84	81267	78719.22	97	.00	325118	246398.78	24
60	**	Culture/Recreation	27089	22788.69	84	81267	78719.22	97	.00	325118	246398.78	24
DIV	6003	TOTAL ***** Human Resources	27089	22788.69	84	81267	78719.22	97	.00	325118	246398.78	24

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	05	Prof Technical Services	0	.00	0	0	589.00	0	.00	0	589.00-	0
20	**	Prof Technical Services	0	.00	0	0	589.00	0	.00	0	589.00-	0
21		Property Services										
21	65	Other Services	416	1351.00	325	1248	2061.91	165	.00	5000	2938.09	41
21	**	Property Services	416	1351.00	325	1248	2061.91	165	.00	5000	2938.09	41
22		Other Contractual Service										
22	02	Dues	0	.00	0	0	196.00	0	.00	0	196.00-	0
22	03	Training	0	.00	0	0	402.80	0	.00	0	402.80-	0
22	18	Contr Programs & Exhibits	2083	700.00	34	6249	22191.00	355	.00	25000	2809.00	89
22	**	Other Contractual Service	2083	700.00	34	6249	22789.80	365	.00	25000	2210.20	91
31		Public Works Supplies										
31	85	Small Tools and Equipment	166	.00	0	498	.00	0	.00	2000	2000.00	0
31	**	Public Works Supplies	166	.00	0	498	.00	0	.00	2000	2000.00	0
32		Library Supplies										
32	01	Program Supplies	208	229.77	111	624	229.77	37	.00	2500	2270.23	9
32	02	Program Events	208	.00	0	624	.00	0	.00	2500	2500.00	0
32	32	Software	41	.00	0	123	.00	0	.00	500	500.00	0
32	72	Special Events	833	466.46	56	2499	3259.62	130	.00	10000	6740.38	33
32	75	Audio Visual	41	.00	0	123	.00	0	.00	500	500.00	0
32	78	Electronic Resources	125	.00	0	375	.00	0	.00	1500	1500.00	0
32	80	Books	416	.00	0	1248	49.07	4	.00	5000	4950.93	1
32	**	Library Supplies	1872	696.23	37	5616	3538.46	63	.00	22500	18961.54	16
50		Property										
50	15	Other Equipment	5645	.00	0	16935	.00	0	.00	67750	67750.00	0
50	55	Other Capital Outlay	16	.00	0	48	.00	0	.00	200	200.00	0
50	**	Property	5661	.00	0	16983	.00	0	.00	67950	67950.00	0
601	**	** Library	10198	2747.23	27	30594	28979.17	95	.00	122450	93470.83	24
60	**	** Culture/Recreation	10198	2747.23	27	30594	28979.17	95	.00	122450	93470.83	24
DIV	6004	TOTAL ***** Paid by Gifts and Grants	10198	2747.23	27	30594	28979.17	95	.00	122450	93470.83	24

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
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	18845	17322.86	92	56535	60313.66	107	.00	226147	165833.34	27
	16 **	Library Personal Services	18845	17322.86	92	56535	60313.66	107	.00	226147	165833.34	27
	18	Other Personal Services										
	18 05	Overtime Civilian	25	25.07	100	75	28.47	38	.00	300	271.53	10
	18 **	Other Personal Services	25	25.07	100	75	28.47	38	.00	300	271.53	10
	19	Employee Benefits										
	19 05	Medical Insurance	5506	5506.83	100	16518	16520.49	100	.00	66082	49561.51	25
	19 10	IMRF	2385	2192.78	92	7155	7627.26	107	.00	28623	20995.74	27
	19 11	Social Security	1170	1017.91	87	3510	3565.08	102	.00	14040	10474.92	25
	19 12	Medicare	273	238.05	87	819	833.74	102	.00	3283	2449.26	25
	19 **	Employee Benefits	9334	8955.57	96	28002	28546.57	102	.00	112028	83481.43	26
	20	Prof Technical Services										
	20 05	Professional Services	475	.00	0	1425	.00	0	.00	5700	5700.00	0
	20 **	Prof Technical Services	475	.00	0	1425	.00	0	.00	5700	5700.00	0
	21	Property Services										
	21 36	Equipment Rental	110	.00	0	330	356.76	108	.00	1326	969.24	27
	21 65	Other Services	515	467.70	91	1545	1463.43	95	.00	6189	4725.57	24
	21 **	Property Services	625	467.70	75	1875	1820.19	97	.00	7515	5694.81	24
	22	Other Contractual Service										
	22 02	Dues	68	.00	0	204	400.00	196	.00	825	425.00	49
	22 03	Training	100	.00	0	300	61.95	21	.00	1200	1138.05	5
	22 25	IT/GIS Service Charge	2196	2158.33	98	6588	6474.99	98	.00	26355	19880.01	25
	22 **	Other Contractual Service	2364	2158.33	91	7092	6936.94	98	.00	28380	21443.06	24
601	** **	Library	31668	28929.53	91	95004	97645.83	103	.00	380070	282424.17	26
60	** **	Culture/Recreation	31668	28929.53	91	95004	97645.83	103	.00	380070	282424.17	26
DIV	6008	TOTAL ***** Finance	31668	28929.53	91	95004	97645.83	103	.00	380070	282424.17	26

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	47452.70	82	173781	178967.30	103	.00	695135	516167.70	26
16	**	Library Personal Services	57927	47452.70	82	173781	178967.30	103	.00	695135	516167.70	26
18		Other Personal Services										
18	05	Overtime Civilian	20	94.01	470	60	117.18	195	.00	250	132.82	47
18	**	Other Personal Services	20	94.01	470	60	117.18	195	.00	250	132.82	47
19		Employee Benefits										
19	05	Medical Insurance	12359	12359.25	100	37077	37077.75	100	.00	148311	111233.25	25
19	10	IMRF	7324	5786.79	79	21972	21633.87	99	.00	87897	66263.13	25
19	11	Social Security	3592	2825.93	79	10776	10731.77	100	.00	43114	32382.23	25
19	12	Medicare	840	660.90	79	2520	2509.85	100	.00	10083	7573.15	25
19	**	Employee Benefits	24115	21632.87	90	72345	71953.24	100	.00	289405	217451.76	25
20		Prof Technical Services										
20	05	Professional Services	585	216.15	37	1755	364.34	21	.00	7022	6657.66	5
20	08	Consulting Services	378	.00	0	1134	.00	0	.00	4545	4545.00	0
20	**	Prof Technical Services	963	216.15	22	2889	364.34	13	.00	11567	11202.66	3
21		Property Services										
21	02	Equipment Maintenance	13451	3701.50	28	40353	137823.17	342	.00	161423	23599.83	85
21	**	Property Services	13451	3701.50	28	40353	137823.17	342	.00	161423	23599.83	85
22		Other Contractual Service										
22	03	Training	537	.00	0	1611	50.00	3	.00	6450	6400.00	1
22	42	Internet Access	3487	2100.08	60	10461	6177.92	59	.00	41846	35668.08	15
22	**	Other Contractual Service	4024	2100.08	52	12072	6227.92	52	.00	48296	42068.08	13
30		General Supplies										
30	05	Office Supplies & Equip	31	101.77	328	93	217.54	234	.00	375	157.46	58
30	30	Data System Supplies	2100	3684.03	175	6300	8210.64	130	.00	25204	16993.36	33
30	32	Software Library	13466	304.65	2	40398	76068.50	188	.00	161602	85533.50	47
30	33	Documentation Library	8	.00	0	24	.00	0	.00	100	100.00	0
30	**	General Supplies	15605	4090.45	26	46815	84496.68	181	.00	187281	102784.32	45
31		Public Works Supplies										
31	85	Small Tools and Equipment	1296	1168.99	90	3888	3451.11	89	.00	15556	12104.89	22
31	**	Public Works Supplies	1296	1168.99	90	3888	3451.11	89	.00	15556	12104.89	22
32		Library Supplies										
32	05	Processing Supplies	25	.00	0	75	.00	0	.00	300	300.00	0
32	32	Software	1115	63.74	6	3345	4928.19	147	.00	13387	8458.81	37
32	**	Library Supplies	1140	63.74	6	3420	4928.19	144	.00	13687	8758.81	36

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										
	50	Property										
	50 12	Computer Equipment	2845	2599.96	91	8535	4019.83	47	.00	34140	30120.17	12
	50 **	Property	2845	2599.96	91	8535	4019.83	47	.00	34140	30120.17	12
601	** **	Library	121386	83120.45	69	364158	492348.96	135	.00	1456740	964391.04	34
60	** **	Culture/Recreation	121386	83120.45	69	364158	492348.96	135	.00	1456740	964391.04	34
DIV	6010	TOTAL *****										
		Information Technology	121386	83120.45	69	364158	492348.96	135	.00	1456740	964391.04	34

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	20046.10	90	67026	75995.28	113	.00	268106	192110.72	28
16	**	Library Personal Services	22342	20046.10	90	67026	75995.28	113	.00	268106	192110.72	28
18		Other Personal Services										
18	05	Overtime Civilian	166	213.06	128	498	871.59	175	.00	2000	1128.41	44
18	**	Other Personal Services	166	213.06	128	498	871.59	175	.00	2000	1128.41	44
19		Employee Benefits										
19	05	Medical Insurance	6669	6669.25	100	20007	20007.75	100	.00	80031	60023.25	25
19	10	IMRF	2845	2315.07	81	8535	8565.83	100	.00	34141	25575.17	25
19	11	Social Security	1395	1180.44	85	4185	4528.27	108	.00	16747	12218.73	27
19	12	Medicare	326	276.06	85	978	1059.05	108	.00	3917	2857.95	27
19	**	Employee Benefits	11235	10440.82	93	33705	34160.90	101	.00	134836	100675.10	25
22		Other Contractual Service										
22	03	Training	41	.00	0	123	.00	0	.00	500	500.00	0
22	**	Other Contractual Service	41	.00	0	123	.00	0	.00	500	500.00	0
30		General Supplies										
30	05	Office Supplies & Equip	36	.00	0	108	.00	0	.00	435	435.00	0
30	**	General Supplies	36	.00	0	108	.00	0	.00	435	435.00	0
601	**	** Library	33820	30699.98	91	101460	111027.77	109	.00	405877	294849.23	27
60	**	** Culture/Recreation	33820	30699.98	91	101460	111027.77	109	.00	405877	294849.23	27
DIV	6015	TOTAL ***** Security	33820	30699.98	91	101460	111027.77	109	.00	405877	294849.23	27

PREPARED 04/15/2020, 9:29:06
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 25% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	464437	370891.56	80	1393311	1609728.71	116	.00	5573788	3964059.29	29

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services									
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	80096	73820.39	92	240288	253339.79	105	.00	961159	707819.21	26
	16 **	Library Personal Services	80096	73820.39	92	240288	253339.79	105	.00	961159	707819.21	26
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	498	.00	0	.00	2000	2000.00	0
	18 **	Other Personal Services	166	.00	0	498	.00	0	.00	2000	2000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10249	10249.75	100	30747	30749.25	100	.00	122997	92247.75	25
	19 10	IMRF	10145	8622.99	85	30435	29662.58	98	.00	121743	92080.42	24
	19 11	Social Security	4976	4465.23	90	14928	15331.51	103	.00	59716	44384.49	26
	19 12	Medicare	1163	1044.24	90	3489	3585.53	103	.00	13966	10380.47	26
	19 **	Employee Benefits	26533	24382.21	92	79599	79328.87	100	.00	318422	239093.13	25
	22	Other Contractual Service										
	22 02	Dues	373	.00	0	1119	287.00	26	.00	4478	4191.00	6
	22 03	Training	331	.00	0	993	191.67	19	.00	3979	3787.33	5
	22 18	Contr Programs & Exhibits	1581	310.00	20	4743	5416.00	114	.00	18980	13564.00	29
	22 **	Other Contractual Service	2285	310.00	14	6855	5894.67	86	.00	27437	21542.33	22
	30	General Supplies										
	30 05	Office Supplies & Equip	203	7.48	4	609	360.04	59	.00	2438	2077.96	15
	30 **	General Supplies	203	7.48	4	609	360.04	59	.00	2438	2077.96	15
	32	Library Supplies										
	32 01	Program Supplies	912	96.98	11	2736	816.53	30	.00	10948	10131.47	8
	32 02	Program Events	3245	573.87	18	9735	2822.41	29	.00	38950	36127.59	7
	32 90	Circulation Supplies	373	117.36	32	1119	158.53	14	.00	4477	4318.47	4
	32 **	Library Supplies	4530	788.21	17	13590	3797.47	28	.00	54375	50577.53	7
601	** **	Library	113813	99308.29	87	341439	342720.84	100	.00	1365831	1023110.16	25
60	** **	Culture/Recreation	113813	99308.29	87	341439	342720.84	100	.00	1365831	1023110.16	25
DIV	6401	TOTAL ***** Youth Services	113813	99308.29	87	341439	342720.84	100	.00	1365831	1023110.16	25

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	0	.00	0	0	19385.41	0	.00	0	19385.41-	0
	16 **	Library Personal Services	0	.00	0	0	19385.41	0	.00	0	19385.41-	0
	19	Employee Benefits										
	19 10	IMRF	0	.00	0	0	1884.75	0	.00	0	1884.75-	0
	19 11	Social Security	0	.00	0	0	873.83	0	.00	0	873.83-	0
	19 12	Medicare	0	.00	0	0	204.38	0	.00	0	204.38-	0
	19 **	Employee Benefits	0	.00	0	0	2962.96	0	.00	0	2962.96-	0
601	** **	Library	0	.00	0	0	22348.37	0	.00	0	22348.37-	0
60	** **	Culture/Recreation	0	.00	0	0	22348.37	0	.00	0	22348.37-	0
DIV	6405	TOTAL *****										
		Business & Specialty Serv	0	.00	0	0	22348.37	0	.00	0	22348.37-	0

FUND 291 Memorial Library Fund		DEPT/DIV 6410 User Services/Info Services										
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	92374	81659.82	88	277122	273551.12	99	.00	1108499	834947.88	25
	16 **	Library Personal Services	92374	81659.82	88	277122	273551.12	99	.00	1108499	834947.88	25
	18	Other Personal Services										
	18 05	Overtime Civilian	83	104.84	126	249	204.62	82	.00	1000	795.38	21
	18 **	Other Personal Services	83	104.84	126	249	204.62	82	.00	1000	795.38	21
	19	Employee Benefits										
	19 05	Medical Insurance	12778	12778.92	100	38334	38336.76	100	.00	153347	115010.24	25
	19 10	IMRF	11686	8626.66	74	35058	29538.05	84	.00	140241	110702.95	21
	19 11	Social Security	5732	4905.68	86	17196	16656.11	97	.00	68789	52132.89	24
	19 12	Medicare	1340	1147.27	86	4020	3895.27	97	.00	16088	12192.73	24
	19 **	Employee Benefits	31536	27458.53	87	94608	88426.19	94	.00	378465	290038.81	23
	22	Other Contractual Service										
	22 02	Dues	208	.00	0	624	610.00	98	.00	2500	1890.00	24
	22 03	Training	275	.00	0	825	104.24	13	.00	3300	3195.76	3
	22 18	Contr Programs & Exhibits	480	150.00	31	1440	840.00	58	.00	5760	4920.00	15
	22 **	Other Contractual Service	963	150.00	16	2889	1554.24	54	.00	11560	10005.76	13
	30	General Supplies										
	30 05	Office Supplies & Equip	157	35.86	23	471	319.68	68	.00	1888	1568.32	17
	30 **	General Supplies	157	35.86	23	471	319.68	68	.00	1888	1568.32	17
	32	Library Supplies										
	32 01	Program Supplies	162	.00	0	486	62.21	13	.00	1950	1887.79	3
	32 90	Circulation Supplies	174	.00	0	522	36.98	7	.00	2095	2058.02	2
	32 **	Library Supplies	336	.00	0	1008	99.19	10	.00	4045	3945.81	3
601 ** **		Library	125449	109409.05	87	376347	364155.04	97	.00	1505457	1141301.96	24
60 ** **		Culture/Recreation	125449	109409.05	87	376347	364155.04	97	.00	1505457	1141301.96	24
DIV 6410		TOTAL ***** Info Services	125449	109409.05	87	376347	364155.04	97	.00	1505457	1141301.96	24

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
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	118818	107182.76	90	356454	360357.26	101	.00	1425818	1065460.74	25
	16 **	Library Personal Services	118818	107182.76	90	356454	360357.26	101	.00	1425818	1065460.74	25
	18	Other Personal Services										
	18 05	Overtime Civilian	83	19.65	24	249	33.45	13	.00	1000	966.55	3
	18 **	Other Personal Services	83	19.65	24	249	33.45	13	.00	1000	966.55	3
	19	Employee Benefits										
	19 05	Medical Insurance	10071	10071.08	100	30213	30213.24	100	.00	120853	90639.76	25
	19 10	IMRF	15029	10431.40	69	45087	35336.88	78	.00	180350	145013.12	20
	19 11	Social Security	7371	6500.03	88	22113	22062.16	100	.00	88462	66399.84	25
	19 12	Medicare	1724	1520.07	88	5172	5159.52	100	.00	20689	15529.48	25
	19 **	Employee Benefits	34195	28522.58	83	102585	92771.80	90	.00	410354	317582.20	23
	21	Property Services										
	21 65	Other Services	292	.00	0	876	304.30	35	.00	3513	3208.70	9
	21 **	Property Services	292	.00	0	876	304.30	35	.00	3513	3208.70	9
	22	Other Contractual Service										
	22 02	Dues	122	.00	0	366	.00	0	.00	1465	1465.00	0
	22 03	Training	231	.00	0	693	209.17	30	.00	2773	2563.83	8
	22 **	Other Contractual Service	353	.00	0	1059	209.17	20	.00	4238	4028.83	5
	30	General Supplies										
	30 05	Office Supplies & Equip	169	28.99	17	507	370.65	73	.00	2033	1662.35	18
	30 **	General Supplies	169	28.99	17	507	370.65	73	.00	2033	1662.35	18
	32	Library Supplies										
	32 01	Program Supplies	83	.00	0	249	.00	0	.00	1000	1000.00	0
	32 90	Circulation Supplies	714	.00	0	2142	135.62	6	.00	8574	8438.38	2
	32 **	Library Supplies	797	.00	0	2391	135.62	6	.00	9574	9438.38	1
601	** **	Library	154707	135753.98	88	464121	454182.25	98	.00	1856530	1402347.75	25
60	** **	Culture/Recreation	154707	135753.98	88	464121	454182.25	98	.00	1856530	1402347.75	25
DIV	6420	TOTAL ***** Customer Services	154707	135753.98	88	464121	454182.25	98	.00	1856530	1402347.75	25

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	19045	17120.60	90	57135	58948.86	103	.00	228551	169602.14	26
16	**	Library Personal Services	19045	17120.60	90	57135	58948.86	103	.00	228551	169602.14	26
19		Employee Benefits										
19	05	Medical Insurance	973	973.42	100	2919	2920.26	100	.00	11681	8760.74	25
19	10	IMRF	2362	2030.30	86	7086	7029.31	99	.00	28344	21314.69	25
19	11	Social Security	1180	1011.27	86	3540	3482.98	98	.00	14170	10687.02	25
19	12	Medicare	276	236.52	86	828	814.58	98	.00	3314	2499.42	25
19	**	Employee Benefits	4791	4251.51	89	14373	14247.13	99	.00	57509	43261.87	25
22		Other Contractual Service										
22	02	Dues	43	.00	0	129	.00	0	.00	518	518.00	0
22	03	Training	102	.00	0	306	159.02	52	.00	1230	1070.98	13
22	18	Contr Programs & Exhibits	799	.00	0	2397	2555.00	107	.00	9590	7035.00	27
22	**	Other Contractual Service	944	.00	0	2832	2714.02	96	.00	11338	8623.98	24
30		General Supplies										
30	05	Office Supplies & Equip	41	.00	0	123	2.87	2	.00	500	497.13	1
30	**	General Supplies	41	.00	0	123	2.87	2	.00	500	497.13	1
32		Library Supplies										
32	01	Program Supplies	151	638.70	423	453	638.70	141	.00	1820	1181.30	35
32	02	Program Events	50	.00	0	150	.00	0	.00	600	600.00	0
32	90	Circulation Supplies	87	125.54	144	261	150.82	58	.00	1050	899.18	14
32	**	Library Supplies	288	764.24	265	864	789.52	91	.00	3470	2680.48	23
601	**	** Library	25109	22136.35	88	75327	76702.40	102	.00	301368	224665.60	26
60	**	** Culture/Recreation	25109	22136.35	88	75327	76702.40	102	.00	301368	224665.60	26
DIV	6430	TOTAL ***** Accessible Services	25109	22136.35	88	75327	76702.40	102	.00	301368	224665.60	26

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	22074	17763.71	81	66222	61517.34	93	.00	264889	203371.66	23
16	**	Library Personal Services	22074	17763.71	81	66222	61517.34	93	.00	264889	203371.66	23
18		Other Personal Services										
18	05	Overtime Civilian	16	75.80	474	48	140.97	294	.00	200	59.03	71
18	**	Other Personal Services	16	75.80	474	48	140.97	294	.00	200	59.03	71
19		Employee Benefits										
19	05	Medical Insurance	4984	4984.08	100	14952	14952.24	100	.00	59809	44856.76	25
19	10	IMRF	2792	2254.90	81	8376	7793.57	93	.00	33507	25713.43	23
19	11	Social Security	1369	1044.18	76	4107	3632.46	88	.00	16435	12802.54	22
19	12	Medicare	320	244.21	76	960	849.54	89	.00	3844	2994.46	22
19	**	Employee Benefits	9465	8527.37	90	28395	27227.81	96	.00	113595	86367.19	24
22		Other Contractual Service										
22	02	Dues	112	.00	0	336	90.00	27	.00	1353	1263.00	7
22	03	Training	117	64.50	55	351	132.05	38	.00	1414	1281.95	9
22	18	Contr Programs & Exhibits	11256	240.40	2	33768	19867.86	59	.00	135077	115209.14	15
22	**	Other Contractual Service	11485	304.90	3	34455	20089.91	58	.00	137844	117754.09	15
32		Library Supplies										
32	02	Program Events	1671	155.79	9	5013	4160.23	83	.00	20058	15897.77	21
32	**	Library Supplies	1671	155.79	9	5013	4160.23	83	.00	20058	15897.77	21
601	**	** Library	44711	26827.57	60	134133	113136.26	84	.00	536586	423449.74	21
60	**	** Culture/Recreation	44711	26827.57	60	134133	113136.26	84	.00	536586	423449.74	21
DIV	6440	TOTAL ***** Programs and Exhibits	44711	26827.57	60	134133	113136.26	84	.00	536586	423449.74	21

PREPARED 04/15/2020, 9:29:06
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 25% 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	209538.08	88	713238	751183.31	105	.00	2853045	2101861.69	26

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace									
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	34525	6395.59	19	103575	9587.59	9	.00	414303	404715.41	2
	16 **	Library Personal Services	34525	6395.59	19	103575	9587.59	9	.00	414303	404715.41	2
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	48	.00	0	.00	200	200.00	0
	18 **	Other Personal Services	16	.00	0	48	.00	0	.00	200	200.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	2803	3378.33	121	8409	10134.99	121	.00	33638	23503.01	30
	19 10	IMRF	4366	808.41	19	13098	1211.88	9	.00	52393	51181.12	2
	19 11	Social Security	2141	392.80	18	6423	588.84	9	.00	25699	25110.16	2
	19 12	Medicare	500	91.88	18	1500	137.73	9	.00	6010	5872.27	2
	19 **	Employee Benefits	9810	4671.42	48	29430	12073.44	41	.00	117740	105666.56	10
	20	Prof Technical Services										
	20 05	Professional Services	2041	.00	0	6123	.00	0	.00	24500	24500.00	0
	20 20	Legal Services	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	20 40	General Insurance	18	.00	0	54	.00	0	.00	216	216.00	0
	20 **	Prof Technical Services	2475	.00	0	7425	.00	0	.00	29716	29716.00	0
	21	Property Services										
	21 02	Equipment Maintenance	581	.00	0	1743	.00	0	.00	6980	6980.00	0
	21 11	Building Maintenance	2238	.00	0	6714	.00	0	.00	26866	26866.00	0
	21 36	Equipment Rental	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	21 60	Water and Sewer Service	100	51.04	51	300	51.04	17	.00	1200	1148.96	4
	21 65	Other Services	2	.00	0	6	.00	0	.00	30	30.00	0
	21 **	Property Services	3337	51.04	2	10011	51.04	1	.00	40076	40024.96	0
	22	Other Contractual Service										
	22 02	Dues	131	.00	0	393	.00	0	.00	1575	1575.00	0
	22 03	Training	83	.00	0	249	.00	0	.00	1000	1000.00	0
	22 42	Internet Access	125	.00	0	375	.00	0	.00	1500	1500.00	0
	22 **	Other Contractual Service	339	.00	0	1017	.00	0	.00	4075	4075.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	166	.00	0	498	.00	0	.00	2000	2000.00	0
	30 07	Supplies Reimb by Patrons	625	.00	0	1875	.00	0	.00	7500	7500.00	0
	30 51	Heating Fuel	3345	.00	0	10035	.00	0	.00	40140	40140.00	0
	30 **	General Supplies	4136	.00	0	12408	.00	0	.00	49640	49640.00	0
	31	Public Works Supplies										
	31 45	Janitorial Supplies	616	.00	0	1848	.00	0	.00	7400	7400.00	0
	31 85	Small Tools and Equipment	1791	.00	0	5373	49.95	1	.00	21500	21450.05	0
	31 **	Public Works Supplies	2407	.00	0	7221	49.95	1	.00	28900	28850.05	0

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	4541	.00	0	13623	.00	0	.00	54500	54500.00	0
	50 **	Property	4541	.00	0	13623	.00	0	.00	54500	54500.00	0
601	** **	Library	61586	11118.05	18	184758	21762.02	12	.00	739150	717387.98	3
60	** **	Culture/Recreation	61586	11118.05	18	184758	21762.02	12	.00	739150	717387.98	3
DIV	6480	TOTAL ***** Belmont Makerspace	61586	11118.05	18	184758	21762.02	12	.00	739150	717387.98	3
DEPT	64	TOTAL ***** User Services	850649	725696.05	85	2551947	2578469.30	101	.00	10208366	7629896.70	25
FUND	291	TOTAL ***** Memorial Library Fund	1315086	1096587.61	83	3945258	4188198.01	106	.00	15782154	11593955.99	27
GRAND		TOTAL *****	1315086	1096587.61	83	3945258	4188198.01	106	.00	15782154	11593955.99	27

PREPARED 04/15/2020, 9:29:17
PROGRAM: GM267L
Village of Arlington Heights

DETAIL BUDGET REPORT
25% OF YEAR LAPSED

PAGE 1
ACCOUNTING PERIOD 03/2020

REPORT SELECTIONS

Fiscal year : 2020
Fund : 491
All Departments
All Divisions
Suppress accounts with zero balances : Y

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50	55 Other Capital Outlay	6666	.00	0	19998	.00	0	.00	80000	80000.00 0
	50	** Property	6666	.00	0	19998	.00	0	.00	80000	80000.00 0
601	**	** Library	6666	.00	0	19998	.00	0	.00	80000	80000.00 0
60	**	** Culture/Recreation	6666	.00	0	19998	.00	0	.00	80000	80000.00 0
DIV	6001	TOTAL ***** Administration	6666	.00	0	19998	.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*****						
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	4166	.00	0	12498	.00	0	.00	50000	50000.00	0
	50	** Property	4166	.00	0	12498	.00	0	.00	50000	50000.00	0
601	**	** Library	4166	.00	0	12498	.00	0	.00	50000	50000.00	0
60	**	** Culture/Recreation	4166	.00	0	12498	.00	0	.00	50000	50000.00	0
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	4166	.00	0	12498	.00	0	.00	50000	50000.00	0

FUND 491 Capital Projects-Library			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										
	50	Property										
	50	55 Other Capital Outlay	1000	.00	0	3000	.00	0	.00	12000	12000.00	0
	50	** Property	1000	.00	0	3000	.00	0	.00	12000	12000.00	0
601	**	** Library	1000	.00	0	3000	.00	0	.00	12000	12000.00	0
60	**	** Culture/Recreation	1000	.00	0	3000	.00	0	.00	12000	12000.00	0
DIV	6010	TOTAL *****										
		Information Technology	1000	.00	0	3000	.00	0	.00	12000	12000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	2250	.00	0	6750	.00	0	.00	27000	27000.00	0
	50 55	Other Capital Outlay	1250	.00	0	3750	.00	0	.00	15000	15000.00	0
	50 **	Property	3500	.00	0	10500	.00	0	.00	42000	42000.00	0
601 ** **		Library	3500	.00	0	10500	.00	0	.00	42000	42000.00	0
60 ** **		Culture/Recreation	3500	.00	0	10500	.00	0	.00	42000	42000.00	0
DIV 6020		TOTAL ***** Facilities	3500	.00	0	10500	.00	0	.00	42000	42000.00	0
DEPT 60		TOTAL ***** Executive Office	15332	.00	0	45996	.00	0	.00	184000	184000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	3750	.00	0	11250	.00	0	.00	45000	45000.00	0
	50 55	Other Capital Outlay	59500	14109.75	24	178500	18040.02	10	.00	714000	695959.98	3
	50 **	Property	63250	14109.75	22	189750	18040.02	10	.00	759000	740959.98	2
601 ** **		Library	63250	14109.75	22	189750	18040.02	10	.00	759000	740959.98	2
60 ** **		Culture/Recreation	63250	14109.75	22	189750	18040.02	10	.00	759000	740959.98	2
DIV 6480		TOTAL *****										
		Belmont Makerspace	63250	14109.75	22	189750	18040.02	10	.00	759000	740959.98	2
DEPT 64		TOTAL *****										
		User Services	63250	14109.75	22	189750	18040.02	10	.00	759000	740959.98	2
FUND 491		TOTAL *****										
		Capital Projects-Library	78582	14109.75	18	235746	18040.02	8	.00	943000	924959.98	2
GRAND		TOTAL *****	78582	14109.75	18	235746	18040.02	8	.00	943000	924959.98	2

April 21, 2020

(Action Item 3)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
March 31, 2020**

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$300,146.51
491	Capital Projects Fund - Library	\$14,109.75
Total Disbursements		<u>\$314,256.26</u>
 Payrolls Paid		
3/13/2020		\$295,917.04
3/27/2020		\$300,650.85
		<u>\$596,567.89</u>
 Journal Entry Expenditures by Village On Behalf Of the Library		
3/31/2020	Group Insurance	108,928.33
3/31/2020	IMRF	68,339.93
3/31/2020	Social Security	35,329.47
3/31/2020	Medicare	8,207.01
		<u>\$220,804.74</u>
 Total Disbursed		<u><u>\$1,131,628.89</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80164	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	113.25-	113.25-
80186	EBSCO INFORMATION SERVICES	291-0000-140.05-00	EBSCO PACKAGE PREPAID	13,437.67	13,437.67
80195	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED APRIL	3,300.00	
		291-0000-210.99-00	FSA DEP APRIL	1,169.23	4,469.23
80205	INFOGROUP	291-0000-140.05-00	INFOGROUP PREPAID REFEREN	3,250.00	3,250.00
80230	PROQUEST LLC	291-0000-140.05-00	SUMSYN PKG PROQUEST PREPA	2,333.33	2,333.33
80236	SAMANT,SHRADDHA	291-0000-436.75-00	REFUND FOR ROOM RES 3/15	75.00	75.00
80252	WORLD ARCHIVES	291-0000-140.05-00	PREPAID WORLD ARCHIVES	2,705.00	2,705.00

***** DIVISION TOTAL **** 26,156.98

***** DEPARTMENT TOTAL ** 26,156.98

DEPARTMENT: 60 Executive Office

DIVISION: 01

80157	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES - D SMART	199.00	199.00
80158	ALBERTSONS/SAFEWAY	291-6001-601.22-03	TRAVEL/TRAINING	21.96	21.96
80163	ARLINGTON HTS CHAMBER OF COMMERCE	291-6001-601.22-02	BUSINESS BUILDERS BLAST	75.00	
		291-6001-601.22-02	BUSINESS BUILDERS SYNERGY	75.00	150.00
80164	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	REFRESHMENTS-SCHAKOWSKY	62.60	
		291-6001-601.22-03	FLOWERS-SCHAKOWSKY	24.95	
		291-6001-601.21-65	FRAUDULENT CHARGE-WILL BE	41.46	
		291-6001-601.22-03	PLA HOTEL - M DRISKELL	833.85	
		291-6001-601.22-70	EMERGENCY TEXTING SERVICE	4.95	
		291-6001-601.22-70	EMERGENCY TEXTING SERVICE	74.99	
		291-6001-601.22-70	EMERGENCY TEXTING SERVICE	50.00	
		291-6001-601.22-70	EMERGENCY TEXTING SERVICE	5.99	
		291-6001-601.22-70	EMERGENCY TEXTING SERVICE	14.00	
		291-6001-601.22-03	REFUND SXSW LODGING	889.70-	
		291-6001-601.22-03	REFUND SXSW LODGING	754.71-	
		291-6001-601.22-03	PLA BAGGAGE FEES - D EKL	30.00	
		291-6001-601.22-03	PLA HOTEL - A HARDER	937.56	
		291-6001-601.22-03	PLA HOTEL - P AICHELE	937.56	
		291-6001-601.22-03	PLA HOTEL - J MIDDENDORF	.01-	
		291-6001-601.22-03	PLA HOTEL - J MIDDENDORF	903.00	
		291-6001-601.22-03	PLA HOTEL - D EKL	898.14	
		291-6001-601.22-03	PLA HOTEL - L BOBIS	898.14	
		291-6001-601.22-03	PLA HOTEL - G BERGER	147.84-	
		291-6001-601.22-03	PLA HOTEL - D SMART	833.85	
		291-6001-601.22-03	PLA HOTEL - D OLICHWIER	903.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	SXSW LODGING - J BOWER	889.70	
		291-6001-601.22-03	RIPL CONFERENCE S DISTEL	1,300.00	
		291-6001-601.22-03	PLA HOTEL - G BERGER	981.69	
		291-6001-601.30-05	2020 LABOR LAW POSTER	34.76	8,867.93
80165	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	LIONS CLUB OF AH	500.00	
		291-6001-601.22-03	ADA TRAINING - K MYERS	300.00	800.00
80167	AT & T	291-6001-601.22-70	TELE	8,340.81	8,340.81
80188	FINER LINE	291-6001-601.30-05	NAME BADGES	16.57	16.57
80195	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES APRIL	166.25	166.25
80197	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET SERVS APRIL	49.95	49.95
80207	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	FURNITURE	4,296.32	4,296.32
80208	JANWAY COMPANY USA INC	291-6001-601.30-05	EMPLOYEE LANYARDS	725.63	725.63
80227	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	1ST FLOOR PAYPHONE APRIL	63.00	63.00
80247	UPS	291-6001-601.22-05	POSTAGE	8.43	8.43
80248	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 1/25-2/25	373.42	
		291-6001-601.22-70	TELEPHONE 2/26-3/25	373.42	746.84
***** DIVISION TOTAL *****					24,452.69

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 02			
80164	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK ADVERTISING	23.67	23.67
80166	ARTGRAFIX/STOVER GRAPHICS	291-6002-601.30-05	BLACK FOAM BOARD	1,093.95	1,093.95
80189	FIXTURE ZONE	291-6002-601.30-05	SLATWALL SIGN FRAMES	541.01	541.01
80212	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	1,292.70	1,292.70
80221	MOBILE PRINT	291-6002-601.22-10	STORYTIME VISITOR STICKER	779.21	
		291-6002-601.22-10	KIDS NAMETAGS	283.54	
		291-6002-601.22-10	ART SHOW INVITATIONS	586.18	1,648.93
80237	SCHLESINGER MACHINERY INC	291-6002-601.21-02	BLADE SHARPENING	440.00	440.00
80239	SIGNS BY TOMORROW	291-6002-601.30-05	CLOSED BANNERS	304.30	
		291-6002-601.31-85	VINYL PERMANENT SIGNS	278.20	
		291-6002-601.30-05	FRIENDS SPONSOR SIGN	332.00	
		291-6002-601.30-05	OUTDOOR A-FRAMES & SIGNS	1,137.20	2,051.70
80244	TOWN SQUARE PUBLICATIONS	291-6002-601.21-65	ARLINGTON HTS CHAMBER OF	625.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					625.00
***** DIVISION TOTAL ****					7,716.96

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 03			
80158	ALBERTSONS/SAFEWAY	291-6003-601.22-55	IN-SERVICE TRAINING	31.98	
		291-6003-601.40-70	VOLUNTEER PUN AND GAMES	111.60	143.58
80159	AMAZON.COM CREDIT	291-6003-601.21-65	FOREHEAD THERMOMETERS	179.98	
		291-6003-601.22-55	LANYARDS FOR STAFF DAY	27.80	207.78
80164	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	MEMORIAL FLOWERS-K RUCKER	250.00	
		291-6003-601.40-70	PIZZA FOR STAFF, 3/16	166.74	
		291-6003-601.22-55	STAFF DAY LUNCH	159.37	
		291-6003-601.22-55	STAFF DAY LUNCH	1,596.75	
		291-6003-601.22-55	FOOD FOR STAFF DAY	68.60	
		291-6003-601.22-55	FOOD FOR STAFF DAY	306.95	
		291-6003-601.22-55	TUMBLERS FOR STAFF DAY	145.34	
		291-6003-601.22-55	STAFF DAY TABLE COVERS	54.17	
		291-6003-601.40-70	DSSC STAFF DAY	35.64	2,783.56
80178	CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT/VOL SCREENING	162.00	162.00
80224	NORTHWEST COMMUNITY HOSPITAL	291-6003-601.21-65	RANDOM DRUG TESTING	45.00	45.00
***** DIVISION TOTAL ****					3,341.92

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 04			
80160	AMERICAN LIBRARY ASSOCIATION	291-6004-601.32-01	BOOKMARKS FOR CUSTOMERS	207.00	
		291-6004-601.32-01	BOOKMARKS FOR CUSTOMERS	22.77	229.77
80164	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.21-65	FOL SEASONAL LIGHTING	1,351.00	1,351.00
80172	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB, 5/14	350.00	350.00
80192	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB, 5/14	350.00	350.00
80255	4IMPRINT	291-6004-601.32-72	GIFT F/VOLUNTEER LUNCHEON	466.46	466.46
***** DIVISION TOTAL ****					2,747.23

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 10			
80159	AMAZON.COM CREDIT	291-6010-601.30-05	POWER STRIPS	82.98	
		291-6010-601.31-85	HDMI CABLES FOR IT	93.34	
		291-6010-601.30-30	49X TONER	188.88	
		291-6010-601.30-30	TONER	341.78	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.30-30	TONER	512.67	
		291-6010-601.31-85	PRIVACY SCREEN	79.96	
		291-6010-601.31-85	SOCKET SET	28.41	1,328.02
80164	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ZOOM SUBSCRIPTION	12.09	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	14.03	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	54.99	
		291-6010-601.20-05	GODADDY HOSTING RENEWAL	143.88	
		291-6010-601.20-05	GODADDY DOMAIN RENEWAL	18.17	
		291-6010-601.20-05	PAYPAL PAYFLOW PRO SUBSCR	54.10	
		291-6010-601.22-42	COMCAST PUBLIC INTERNET	343.35	
		291-6010-601.30-30	VOLUNTEER DATABASE SUBSCR	165.00	
		291-6010-601.30-30	OFFICE 365 MONTHLY SUBSCR	239.20	
		291-6010-601.30-30	LICENSE FOR POWERBI PRO	4.50	
		291-6010-601.30-32	RIDDLE.COM MONTHLY SUBSCR	49.00	
		291-6010-601.30-32	YOUTUBE PREMIUM SUBSCRIPT	11.99	
		291-6010-601.30-32	GITHUB MONTHLY SUBSCRIPT	25.00	
		291-6010-601.30-32	TRELLO MONTHLY SUBSCRIPT	35.00	
		291-6010-601.30-32	AMAZON FREETIME SUBSCRIPT	4.99	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCRIPT	14.99	
		291-6010-601.30-32	GOOGLE G-SUITE SUBSCRIPT	33.57	
		291-6010-601.30-32	RIDDLE.COM MONTHLY SUBSCR	49.00	
		291-6010-601.31-85	HEADPHONES	196.39	
		291-6010-601.31-85	USB-C ADAPTER	15.69	1,484.93
80165	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.32-32	MARIO KART FOR TEEN	63.74	63.74
80168	AT&T MOBILITY	291-6010-601.22-42	INTERNET ACCESS 1/28-2/27	138.69	138.69
80176	BOOKSITE	291-6010-601.30-30	ANNUAL BASE FEE&WIDGETS	2,232.00	2,232.00
80177	CALHOUN TECHNOLOGIES LLC	291-6010-601.31-85	BATTERIES FOR LAPTOPS	755.20	755.20
80181	COMCAST	291-6010-601.22-42	BUSINESS CABLE APRIL	21.07	21.07
80203	IMAGE SYSTEMS & BUSINESS SOLUTIONS	291-6010-601.21-02	TONERS	1,483.19	1,483.19
80204	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTEN	488.71	
		291-6010-601.21-02	EQUIPMENT MAINTEN	281.84	
		291-6010-601.21-02	EQUIPMENT MAINTEN	945.46	
		291-6010-601.21-02	EQUIPMENT MAINTEN	10.23	
		291-6010-601.21-02	EQUIPMENT MAINTEN	492.07	2,218.31
80232	QUILL LLC	291-6010-601.30-05	OFFICE SUPPLIES	11.55	11.55
80248	VERIZON WIRELESS	291-6010-601.50-12	EQUIPMENT CHARGES	2,599.96	2,599.96
80250	WAREHOUSE DIRECT	291-6010-601.30-05	OFFICE SUPPLIES	7.24	7.24
80254	WOW BUSINESS	291-6010-601.22-42	INTERNET ACCESS 3/19-4/18	121.98	
		291-6010-601.22-42	INTERNET ACCESS 3/13-4/12	1,474.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,596.97
***** DIVISION TOTAL ****					13,940.87
DEPARTMENT: 60	Executive Office	DIVISION: 20			
80156	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVS MARCH	3,276.66	3,276.66
80158	ALBERTSONS/SAFEWAY	291-6020-601.21-11	BUILDING MAINTENANCE	9.96	9.96
80159	AMAZON.COM CREDIT	291-6020-601.21-11	JANITORIAL SUPPLIES	279.80	
		291-6020-601.31-45	JANITORIAL SUPPLIES	84.92	364.72
80161	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVS MARCH	89.00	89.00
80162	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINTEN FEBRUARY	200.00	
		291-6020-601.21-11	REG SERVS MARCH 11	100.00	300.00
80164	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	234.94	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	290.09	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	799.92	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	81.00	
		291-6020-601.31-45	JANITORIAL SUPPLIES	207.83	1,613.78
80165	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	59.55	
		291-6020-601.31-45	JANITORIAL SUPPLIES	477.85	537.40
80169	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	2,040.00	2,040.00
80182	COMED	291-6020-601.30-51	HEATING 2/10-3/10	1.64	
		291-6020-601.30-51	HEATING 2/10-3/10	171.61	173.25
80183	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	MAINTENANCE-MILLER UNIT	2,137.00	2,137.00
80190	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	BOOKMOBILE REPAIR	2,869.16	2,869.16
80193	GLOBAL EQUIPMENT COMPANY INC	291-6020-601.21-11	MAINTENANCE SUPPLIES	313.02	313.02
80194	GRAINGER INC,W W	291-6020-601.21-11	SAFETY SUPPLIES	94.83	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	18.72	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	8.03	121.58
80199	HOH WATER TECHNOLOGY INC	291-6020-601.21-11	COOLING TOWER TESTING	370.00	370.00
80200	IGS	291-6020-601.30-51	NATURAL GAS FEBRUARY	3,362.87	3,362.87
80209	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6020-601.21-02	FIRE ALARM MONITORING	261.23	261.23
80216	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS APRIL	4,599.00	4,599.00
80217	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	MONTHLY SERVICE MARCH	60.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					60.00
80223	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIB.FEB	797.83	
		291-6020-601.30-51	NATURAL GAS DISTRIB.FEB	405.11	1,202.94
80225	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	CHILLER WINTER WORK	7,276.00	7,276.00
80229	PLATINUM PEST SOLUTIONS INC	291-6020-601.21-11	BEDBUG INSPECTION	1,000.00	
		291-6020-601.21-11	BEDBUG INSPECTION	575.00	
		291-6020-601.21-11	BEDBUG INSPECTION	1,000.00	2,575.00
80233	RAMROD DISTRIBUTORS INC	291-6020-601.21-11	WALK OFF MATS F/ENTRANCES	2,238.75	
		291-6020-601.31-45	JANITORIAL SUPPLIES	285.10	
		291-6020-601.31-45	JANITORIAL SUPPLIES	632.64	3,156.49
80238	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTEN	51.98	51.98
80240	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVS MARCH	959.18	
		291-6020-601.21-02	TESTING F/ISSUES WEST ELE	225.00	
		291-6020-601.21-02	REGULAR SERVICES APRIL	959.18	2,143.36
80241	STAPLES	291-6020-601.21-11	BUILDING MAINTENANCE	2,299.41	2,299.41
80242	TELCOM INNOVATIONS GROUP LLC	291-6020-601.21-11	BILLABLE REMOTE SERVS	97.50	97.50
80249	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.21-60	WATER/SEWER 1/6-3/2/2020	1,618.56	
		291-6020-601.21-60	WATER/SEWER 1/7-3/2/2020	82.77	1,701.33
80250	WAREHOUSE DIRECT	291-6020-601.31-45	JANITORIAL SUPPLIES	27.78	27.78
***** DIVISION TOTAL *****					43,030.42
***** DEPARTMENT TOTAL **					95,230.09

DEPARTMENT: 64 User Services

DIVISION: 01

80158	ALBERTSONS/SAFEWAY	291-6401-601.30-05	OFFICE SUPPLIES	7.48	
		291-6401-601.32-02	PROGRAM EVENTS	69.69	
		291-6401-601.32-90	CIRCULATION SUPPLIES	26.14	103.31
80159	AMAZON.COM CREDIT	291-6401-601.32-02	SLIME FEST SUPPLIES	17.87	
		291-6401-601.32-02	MOVIE NIGHT POPCORN	123.00	
		291-6401-601.32-02	HOMESCHOOL HANGOUT SNACKS	13.73	
		291-6401-601.32-02	POPCORN FOR BATTLE BOOKS	43.04	
		291-6401-601.32-01	IMAGINATION STATION	24.99	
		291-6401-601.32-01	HUB DIY KIT MARCH	53.50	
		291-6401-601.32-02	STOP MOTION PROGRAM 3/24	26.99	
		291-6401-601.32-02	HOMESCHOOL HANGOUT MARCH	48.49	
		291-6401-601.32-02	SLIME FEST SUPPLIES 3/26	137.27	488.88
80164	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-01	IMAGINATION STATION YS	18.49	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					18.49
80165	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	PIZZA FOR STEM EXPO	40.00	40.00
80173	BEST BUY BUSINESS ADVANTAGE	291-6401-601.32-02	MARIO KART SUPPLIES	8.49	
		291-6401-601.32-02	MARIO KART SUPPLIES	1.34	9.83
80185	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-02	SLIME FEST SUPPLIES 3/26	43.96	43.96
80187	FAMBRO MANAGEMENT	291-6401-601.22-18	CHESS CLUB, 5/17	100.00	100.00
80219	MILLER,OLIVIA R.	291-6401-601.22-18	COMIC CREATION,5/14	150.00	150.00
80220	MINUSKIN,LYNN	291-6401-601.22-18	TEEN STRESS RELIEF YOGA,	60.00	60.00
80246	ULINE	291-6401-601.32-90	CABLE TIES	91.22	91.22
***** DIVISION TOTAL ****					1,105.69
DEPARTMENT: 64	User Services	DIVISION: 10			
80159	AMAZON.COM CREDIT	291-6410-601.30-05	WIPES FOR CALL CENTER	37.23	37.23
80213	MADAY,JULIE I	291-6410-601.22-18	RESUME REVIEWS MARCH	150.00	150.00
80226	OFFICE DEPOT BUSINESS ACCOUNT	291-6410-601.30-05	OFFICE SUPPLIES	50.98-	
		291-6410-601.30-05	OFFICE SUPPLIES	38.34	12.64-
80250	WAREHOUSE DIRECT	291-6410-601.30-05	OFFICE SUPPLIES	11.27	11.27
***** DIVISION TOTAL ****					185.86
DEPARTMENT: 64	User Services	DIVISION: 20			
80164	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.30-05	BLUE NOODLES FOR BKM	28.99	28.99
***** DIVISION TOTAL ****					28.99
DEPARTMENT: 64	User Services	DIVISION: 30			
80158	ALBERTSONS/SAFEWAY	291-6430-601.32-01	PROGRAM SUPPLIES	20.97	20.97
80159	AMAZON.COM CREDIT	291-6430-601.32-90	CLEANING WIPES	11.94	
		291-6430-601.32-01	CREATIVE AGING SUPPLIES	400.32	
		291-6430-601.32-01	CREATIVE AGING SUPPLIES	29.98	442.24
80175	BLICK ART MATERIALS	291-6430-601.32-01	CREATIVE AGING SUPPLIES	36.13	
		291-6430-601.32-01	CREATIVE AGING SUPPLIES	159.68	
		291-6430-601.32-01	CREATIVE AGING SUPPLIES	8.38-	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					187.43
80250	WAREHOUSE DIRECT	291-6430-601.32-90	CIRCULATION SUPPLIES	113.60	113.60
***** DIVISION TOTAL *****					764.24

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
80158	ALBERTSONS/SAFEWAY	291-6440-601.32-02	PROGRAM EVENTS	57.42	57.42
80159	AMAZON.COM CREDIT	291-6440-601.22-18	DISPLAY CLOTHESPINS	15.40	
		291-6440-601.32-02	PHOTO DISPLAY MATERIALS	62.39	77.79
80164	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	15.00	
		291-6440-601.32-02	PROGRAM EVENTS	15.00	
		291-6440-601.32-02	PROGRAM EVENTS	35.98	
		291-6440-601.32-02	PROGRAM EVENTS	34.50	100.48
80196	HILL, DARRELL W.	291-6440-601.22-18	GREEN BURIALS, 4/28 <u>VIRTUAL</u>	225.00	225.00
***** DIVISION TOTAL *****					460.69

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50			
80158	ALBERTSONS/SAFEWAY	291-6450-601.32-01	PROGRAM SUPPLIES	12.47	12.47
80159	AMAZON.COM CREDIT	291-6450-601.31-85	STUDIO CAMERA BATTERY	62.99	
		291-6450-601.30-05	OFFICE SUPPLIES	18.56	
		291-6450-601.32-90	OFFICE SUPPLIES	57.08	
		291-6450-601.31-85	CHARGING HUB	59.99	
		291-6450-601.30-07	OFFICE SUPPLIES	37.99	
		291-6450-601.31-85	DIGITAL SERVICES SUPPLIES	8.99	
		291-6450-601.31-85	DIGITAL SERVICES SUPPLIES	19.90	
		291-6450-601.31-85	MICRO USB	9.45	
		291-6450-601.32-90	GOLF PENCILS	36.84	311.79
80164	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.32-01	REFUND TECH FAIR SUPPLIES	39.99-	
		291-6450-601.32-01	REFUND TECH FAIR SUPPLIES	39.99-	
		291-6450-601.32-01	REFUND TECH FAIR SUPPLIES	39.99-	
		291-6450-601.32-01	TECH FAIR SUPPLIES	119.97	
80186	EBSCO INFORMATION SERVICES	291-6450-601.32-78	EBSCO PACKAGE	26,875.33	26,875.33
80205	INFOGROUP	291-6450-601.32-78	REFERENCE USA PKG	9,750.00	9,750.00
80222	NEW ENGLAND HISTORIC GENEALOGY SOCIETY	291-6450-601.32-78	INSTITUTIONAL MEMBERSHIP	250.00	250.00
80230	PROQUEST LLC	291-6450-601.32-78	SUMSYN PKG	4,666.67	4,666.67
80231	P4A ANTIQUES RESEARCH SERVICES LLC	291-6450-601.32-78	ELECTR SUBCRIP	399.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					399.00
80243	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST PROFLEX 2020	12,035.40	12,035.40
80250	WAREHOUSE DIRECT	291-6450-601.32-90	CIRCULATION SUPPLIES	106.62	106.62
80252	WORLD ARCHIVES	291-6450-601.32-78	ACCESS.NEWSPAPERARCHIVE	2,705.00	2,705.00
80253	WORLD TRADE PRESS	291-6450-601.32-78	ATOZ SUBSCR BUNDLE	900.00	900.00

***** DIVISION TOTAL ***** 58,012.28

80155	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	55.60	55.60
80157	ALA MEMBERSHIP	291-6470-601.22-02	ALA DUES - V JAFFE	225.00	225.00
80159	AMAZON.COM CREDIT	291-6470-601.32-80	BOOKS	9.66	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	16.18	
		291-6470-601.32-80	BOOKS	31.46	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	21.99	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	19.60	
		291-6470-601.32-80	BOOKS	33.15	
		291-6470-601.32-80	BOOKS	11.38	
		291-6470-601.32-80	BOOKS	25.18	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-75	AV MTLs	54.98	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-75	AV MTLs	79.98	
		291-6470-601.32-75	AV MTLs	196.50	
		291-6470-601.32-75	AV MTLs	102.05	
		291-6470-601.32-75	AV MTLs	49.29	
		291-6470-601.32-75	AV MTLs	199.96	
		291-6470-601.32-75	AV MTLs	69.98	
		291-6470-601.32-75	AV MTLs	11.45	
		291-6470-601.32-95	PERIODICALS	11.99	
		291-6470-601.32-95	PERIODICALS	12.06	
		291-6470-601.32-95	PERIODICALS	12.97	
		291-6470-601.32-95	PERIODICALS	11.34	
		291-6470-601.32-95	PERIODICALS	23.93	
		291-6470-601.32-75	AV MTLs	44.66	
		291-6470-601.32-75	AV MTLs	119.98	
		291-6470-601.32-80	BOOKS	50.33	
		291-6470-601.30-05	OFFICE SUPPLIES	51.80	
		291-6470-601.32-05	PROCESSING SUPPLIES	29.90	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	14.62	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	20.50	
		291-6470-601.32-80	BOOKS	14.75	
		291-6470-601.32-80	BOOKS	13.10	
		291-6470-601.32-80	BOOKS	10.31	
		291-6470-601.32-80	BOOKS	119.13	
		291-6470-601.32-80	BOOKS	17.63	
		291-6470-601.32-80	BOOKS	12.19	
		291-6470-601.32-80	BOOKS	39.19	
		291-6470-601.32-80	BOOKS	13.81	
		291-6470-601.32-75	AV MATERIALS	9.29	
		291-6470-601.32-75	AV MATERIALS	35.97	
		291-6470-601.32-75	AV MATERIALS	23.15	
		291-6470-601.32-75	AV MATERIALS	23.39	
		291-6470-601.32-75	AV MATERIALS	18.58	
		291-6470-601.32-75	AV MATERIALS	14.77	
		291-6470-601.32-75	AV MATERIALS	109.99	
		291-6470-601.32-75	AV MATERIALS	26.99	
		291-6470-601.32-75	AV MATERIALS	14.98	
		291-6470-601.32-75	AV MATERIALS	59.95	
		291-6470-601.32-75	AV MATERIALS	36.57	
		291-6470-601.32-75	AV MATERIALS	299.80	
		291-6470-601.32-75	AV MATERIALS	6.97	
		291-6470-601.32-75	AV MATERIALS	22.99	
		291-6470-601.32-75	AV MATERIALS	13.01	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	30.82	
		291-6470-601.32-75	AV MATERIALS	11.19	
		291-6470-601.32-75	AV MATERIALS	357.80	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	5.99	
		291-6470-601.32-95	PERIODICALS	13.18	
		291-6470-601.32-95	PERIODICALS	9.50	
		291-6470-601.32-95	PERIODICALS	7.53	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-80	BOOKS	.46-	
		291-6470-601.32-80	BOOKS	29.52	
		291-6470-601.32-80	BOOKS	7.83	
		291-6470-601.32-80	BOOKS	9.88	
		291-6470-601.32-75	AV MTLs	19.94	
		291-6470-601.32-75	AV MTLs	54.39	
		291-6470-601.32-75	AV MTLs	51.90	
		291-6470-601.32-95	PERIODICALS	9.99	
		291-6470-601.32-95	PERIODICALS	9.19	
		291-6470-601.32-95	PERIODICALS	10.61	
		291-6470-601.32-95	PERIODICALS	13.47	
		291-6470-601.32-95	PERIODICALS	14.42	
		291-6470-601.32-95	PERIODICALS	43.82	
		291-6470-601.32-95	PERIODICALS	11.30	
		291-6470-601.32-95	PERIODICALS	34.93	
		291-6470-601.32-95	PERIODICALS	10.42	
		291-6470-601.32-95	PERIODICALS	9.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	19.94	
		291-6470-601.32-75	AV MTLs	22.99	
		291-6470-601.32-75	AV MTLs	26.37	
		291-6470-601.32-75	AV MTLs	11.89	
		291-6470-601.32-75	AV MTLs	13.49	
		291-6470-601.32-75	AV MTLs	15.00	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	27.99	
		291-6470-601.32-75	AV MTLs	299.95	
		291-6470-601.32-75	AV MTLs	49.94	
		291-6470-601.32-75	AV MTLs	72.80	
		291-6470-601.32-75	AV MTLs	159.92	
		291-6470-601.32-75	AV MTLs	11.79	
		291-6470-601.32-80	BOOKS	11.79	
		291-6470-601.32-80	BOOKS	35.98	
		291-6470-601.32-80	BOOKS	13.55	
		291-6470-601.32-80	BOOKS	50.31	
		291-6470-601.32-75	AV MTLs	65.95	4,169.04
80164	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PROCESSING SUPPLIES	146.00	
		291-6470-601.32-75	AV MATERIALS	118.21	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	16.09	
		291-6470-601.32-75	AV MATERIALS	32.17	
		291-6470-601.32-75	AV MATERIALS	88.35	
		291-6470-601.32-75	AV MATERIALS	88.35	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	100.00	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-75	AV MATERIALS	25.95	
		291-6470-601.32-75	AV MATERIALS	63.72	
		291-6470-601.32-75	AV MATERIALS	14.28	
		291-6470-601.32-75	AV MATERIALS	162.52	
		291-6470-601.32-80	BOOKS	64.34	
		291-6470-601.32-80	BOOKS	28.95	
		291-6470-601.32-80	BOOKS	22.80	
		291-6470-601.32-95	PERIODICALS	50.00	
		291-6470-601.32-95	PERIODICALS	24.00	
		291-6470-601.32-95	PERIODICALS	75.00	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	24.43	
		291-6470-601.32-95	PERIODICALS	42.00	
		291-6470-601.32-95	PERIODICALS	5.00	
		291-6470-601.32-95	PERIODICALS	200.00	1,535.11
80165	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	69.00	
		291-6470-601.32-95	PERIODICALS	1.38	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					70.38
80170	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	40.28	
		291-6470-601.32-80	BOOKS	105.24	
		291-6470-601.32-80	BOOKS	103.89	
		291-6470-601.32-80	BOOKS	786.60	
		291-6470-601.32-80	BOOKS	248.77	
		291-6470-601.32-80	BOOKS	383.06	
		291-6470-601.32-80	BOOKS	627.93	
		291-6470-601.32-80	BOOKS	365.01	
		291-6470-601.32-80	BOOKS	353.55	
		291-6470-601.32-80	BOOKS	1,073.70	
		291-6470-601.32-80	BOOKS	171.01	
		291-6470-601.32-80	BOOKS	747.09	
		291-6470-601.32-80	BOOKS	311.60	
		291-6470-601.32-80	BOOKS	28.78	
		291-6470-601.32-80	BOOKS	623.30	
		291-6470-601.22-85	PROC SERVS	5.60-	
		291-6470-601.22-85	PROC SERVS	364.80	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	197.60	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.32-75	AV MTLs	8.28	
		291-6470-601.22-85	PROC SERVS	178.60	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	78.40	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.32-75	AV MTLs	298.55	
		291-6470-601.32-80	BOOKS	715.64	
		291-6470-601.32-80	BOOKS	262.14	
		291-6470-601.32-80	BOOKS	346.07	
		291-6470-601.32-80	BOOKS	229.59	
		291-6470-601.32-80	BOOKS	384.60	
		291-6470-601.32-80	BOOKS	143.93	
		291-6470-601.32-80	BOOKS	567.79	
		291-6470-601.32-80	BOOKS	719.36	
		291-6470-601.32-80	BOOKS	130.01	
		291-6470-601.32-80	BOOKS	185.62	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	71.01	
		291-6470-601.32-80	BOOKS	508.15	
		291-6470-601.32-80	BOOKS	337.91	
		291-6470-601.32-80	BOOKS	83.29	
		291-6470-601.32-80	BOOKS	91.46	
		291-6470-601.32-75	AV MTLs	123.74	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	80.95	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	111.35	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	33.60	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	422.80	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	216.60	
		291-6470-601.22-85	PROC SERVS	193.80	
		291-6470-601.22-85	PROC SERVS	254.60	
		291-6470-601.32-80	BOOKS	489.50	
		291-6470-601.32-80	BOOKS	566.31	
		291-6470-601.32-80	BOOKS	248.13	
		291-6470-601.32-80	BOOKS	74.41	
		291-6470-601.32-80	BOOKS	321.81	
		291-6470-601.32-80	BOOKS	322.11	
		291-6470-601.32-80	BOOKS	336.18	
		291-6470-601.32-80	BOOKS	420.72	
		291-6470-601.32-80	BOOKS	96.86	
		291-6470-601.32-80	BOOKS	476.62	
		291-6470-601.32-80	BOOKS	612.06	
		291-6470-601.32-80	BOOKS	230.22	
		291-6470-601.32-80	BOOKS	645.84	
		291-6470-601.32-80	BOOKS	71.34	
		291-6470-601.32-80	BOOKS	251.94	
		291-6470-601.32-80	BOOKS	372.35	
		291-6470-601.32-80	BOOKS	238.74	
		291-6470-601.32-80	BOOKS	886.44	
		291-6470-601.32-80	BOOKS	711.33	
		291-6470-601.32-80	BOOKS	1,037.35	
		291-6470-601.32-80	BOOKS	225.34	
		291-6470-601.32-80	BOOKS	247.34	
		291-6470-601.22-85	PROC SERVS	36.50-	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	11.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.32-80	BOOKS	10.09	
		291-6470-601.32-80	BOOKS	37.07	
		291-6470-601.32-80	BOOKS	197.25	
		291-6470-601.32-80	BOOKS	221.22	
		291-6470-601.32-80	BOOKS	120.51	
		291-6470-601.32-80	BOOKS	387.16	
		291-6470-601.32-80	BOOKS	430.53	
		291-6470-601.32-80	BOOKS	224.29	26,883.61
80171	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	62.04	
		291-6470-601.32-75	AV MTLs	46.92	
		291-6470-601.32-75	AV MTLs	48.48	
		291-6470-601.32-75	AV MTLs	12.73	
		291-6470-601.32-75	AV MTLs	62.17	
		291-6470-601.32-75	AV MTLs	47.52	
		291-6470-601.32-75	AV MTLs	34.79	
		291-6470-601.32-75	AV MTLs	66.73	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	11.88	
		291-6470-601.32-75	AV MTLs	33.09	441.33
80174	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	1,349.35	
		291-6470-601.32-80	BOOKS	2,239.61	
		291-6470-601.32-80	BOOKS	6,358.20	
		291-6470-601.32-75	AV MTLs	4,769.88	
		291-6470-601.32-75	AV MTLs	3,716.68	
		291-6470-601.32-80	BOOKS	1,504.73	19,938.45
80179	CENGAGE LEARNING	291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	389.49	
		291-6470-601.32-80	BOOKS	225.53	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	143.96	
		291-6470-601.32-80	BOOKS	108.77	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	60.72	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	20.24	1,124.29
80180	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	50.64	50.64
80184	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	8,568.93	
		291-6470-601.32-95	PERIODICALS	35.72	
		291-6470-601.32-95	PERIODICALS	60.71	
		291-6470-601.32-95	PERIODICALS	43.51	
		291-6470-601.32-95	PERIODICALS	165.92	
		291-6470-601.32-95	PERIODICALS	350.02	
		291-6470-601.32-95	PERIODICALS	471.22	
		291-6470-601.32-95	PERIODICALS	20.21	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	158.83	
		291-6470-601.32-95	PERIODICALS	556.77	
		291-6470-601.32-95	PERIODICALS	1,038.88	
		291-6470-601.32-95	PERIODICALS	1,582.25	
		291-6470-601.32-95	PERIODICALS	8,326.05	21,307.58
80186	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	33.00	33.00
80191	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	1,441.39	
		291-6470-601.32-80	BOOKS	968.76	
		291-6470-601.32-80	BOOKS	10,762.25	13,172.40
80198	HOFFMAN, WILLIAM F.	291-6470-601.32-80	BOOKS	54.00	54.00
80201	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	78.75	
		291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	131.25	457.50
80202	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SERVS JANUARY	71.75-	
		291-6470-601.21-64	ACCESS SERVS FEBRUARY	462.00	390.25
80206	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	24.32	
		291-6470-601.32-80	BOOKS	73.77	
		291-6470-601.32-80	BOOKS	52.53	
		291-6470-601.32-80	BOOKS	82.05	
		291-6470-601.32-80	BOOKS	184.38	
		291-6470-601.32-80	BOOKS	249.34	
		291-6470-601.32-80	BOOKS	41.58	
		291-6470-601.32-80	BOOKS	9.59	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	143.61	
		291-6470-601.32-80	BOOKS	127.02	
		291-6470-601.32-80	BOOKS	13.91-	
		291-6470-601.32-80	BOOKS	13.88-	
		291-6470-601.32-80	BOOKS	94.76	
		291-6470-601.32-80	BOOKS	58.47	
		291-6470-601.32-80	BOOKS	88.80	
		291-6470-601.32-80	BOOKS	35.98	
		291-6470-601.32-80	BOOKS	120.88	
		291-6470-601.32-80	BOOKS	142.89	
		291-6470-601.32-80	BOOKS	132.64	
		291-6470-601.32-80	BOOKS	111.71	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	236.80	
		291-6470-601.32-80	BOOKS	156.11	
		291-6470-601.32-80	BOOKS	56.40	
		291-6470-601.32-80	BOOKS	191.52	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	185.56	
		291-6470-601.32-80	BOOKS	27.58	
		291-6470-601.32-80	BOOKS	208.30	
		291-6470-601.32-80	BOOKS	79.61	
		291-6470-601.32-80	BOOKS	19.50	
		291-6470-601.32-80	BOOKS	113.82	
		291-6470-601.32-80	BOOKS	93.26	
		291-6470-601.32-80	BOOKS	42.53	
		291-6470-601.32-80	BOOKS	27.36	
		291-6470-601.32-80	BOOKS	82.06	
		291-6470-601.32-80	BOOKS	25.20	3,378.97
80210	KANOPY INC	291-6470-601.32-75	AV MTL5	664.00	664.00
80211	LCIGS - BOOK SALES	291-6470-601.32-80	BOOKS	33.00	33.00
80214	MAGNOLIA JOURNAL	291-6470-601.32-95	PERIODICALS	20.00	20.00
80215	MARCIVE INC	291-6470-601.22-85	AUTHORITY PROCESS MARCH	205.56	205.56
80218	MIDWEST TAPE	291-6470-601.32-75	AV MTL5	1,693.54	
		291-6470-601.32-75	AV MTL5	990.14	
		291-6470-601.32-75	AV MTL5	853.22	
		291-6470-601.32-75	AV MTL5	69.96	
		291-6470-601.32-75	AV MTL5	52.47	
		291-6470-601.32-75	AV MTL5	1,748.54	
		291-6470-601.32-75	AV MTL5	164.43	
		291-6470-601.22-85	PROC SERVS	882.00	
		291-6470-601.32-80	BOOKS	5,123.20	
		291-6470-601.32-75	AV MTL5	11,646.04	23,223.54
80226	OFFICE DEPOT BUSINESS ACCOUNT	291-6470-601.32-05	PROCESSING SUPPLIES	33.12	33.12
80234	RECORDED BOOKS INC	291-6470-601.32-75	AV MTL5	376.74	376.74
80235	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	46.97	
		291-6470-601.32-80	BOOKS	98.56	145.53
80245	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	35.67	
		291-6470-601.32-80	BOOKS	82.75	
		291-6470-601.32-80	BOOKS	43.59	162.01
***** DIVISION TOTAL ****					118,150.65
DEPARTMENT: 64	User Services	DIVISION: 80			
80228	PEPPER ENVIRONMENTAL TECHNOLOGIES	491-6480-601.50-55	ASBESTOS SURVEY PROPOSAL	1,577.00	
		491-6480-601.50-55	LEAD BASED PAINT TESTING	1,839.00	3,416.00
80249	VILLAGE OF ARLINGTON HEIGHTS	291-6480-601.21-60	WATER/SEWER 1/2-2/27/2020	51.04	

PREPARED 04/21/20, 12:50 AM
PROGRAM GM348US
DEPARTMENT: 64

User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
Village of Arlington Heights
DIVISION: 80

PAGE 17
ACCOUNTING PERIOD 4/2020

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					51.04
80251	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	PROF SERVS FEBRUARY	10,693.75	
***** DIVISION TOTAL ****					14,160.79
***** DEPARTMENT TOTAL **					192,869.19
***** GRAND TOTAL *****					314,256.26

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	300,146.51
491	Capital Projects-Library	14,109.75
**** TOTAL ALL FUNDS ****		314,256.26

April 21, 2020

**Arlington Heights Memorial Library
American Express Card Summary
3/31/2020**

#	Count	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
	100					
1		Czajka	6001-2203	\$ 62.60	Refreshments - Schakowsky Reception	PANERA BREAD #203287
2		Czajka	6001-2203	\$ 24.95	Flowers + Refreshments - Schakowsky Reception	TRADER JOE'S #687 Q
3		Czajka	6440-2203	\$ 15.00	Storytelling with Data	EB *STORYTELLING WIT
4		Czajka	6440-2203	\$ 15.00	Food Safety Training - T Recklaus	NATL REST SERVSAFE
5		Czajka	6440-2203	\$ 34.50	C2E2 Travel/Training	SAVOR-MCCORMICK PLAC
6		Czajka	6440-3202	\$ 35.98	Program Events	JOANN STORES #2113 0
7		Driskell	489-9000	\$ (113.25)	Other Income/Rebate	CORPORATE CASHBACK CR
8		Driskell	6001-2165	\$ 41.46	Fraudulent Charge, will be reimbursed by vendor	TRAVELODGE HOTELS LT
9		Driskell	6001-2203	\$ 833.85	PLA Hotel - M. Driskell	SPRINGHILL SUITES6J5
10		Driskell	6001-2270	\$ 4.95	Emergency Texting Service	ONTIMETEL DIALMYCAL
11		Driskell	6001-2270	\$ 74.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
12		Driskell	6001-2270	\$ 50.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
13		Driskell	6001-2270	\$ 5.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
14		Driskell	6001-2270	\$ 14.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
15		Driskell	6002-2165	\$ 23.67	Facebook Advertising	FACEBK *PHPG8QW822
16		Driskell	6003-4070	\$ 250.00	Memorial Flowers - K. Rucker	THE FLOWER STUDIO, I
17		Driskell	6003-4070	\$ 166.74	Pizza for Staff 3/16	ROSATI'S PIZZA 0065
18		Driskell	6010-3032	\$ 12.09	Zoom Subscription	ZOOM Zoom
19		Driskell	6010-3032	\$ 14.03	Zoom Subscription	ZOOM Zoom
20		Driskell	6010-3032	\$ 54.99	Zoom Subscription	ZOOM Zoom
21		Dworianyn	6010-2005	\$ 143.88	GoDaddy Hosting Renewal	DNH*GODADDY.COM 0000
22		Dworianyn	6010-2005	\$ 18.17	GoDaddy Domain Renewal	GODADDY.COM
23		Dworianyn	6010-2005	\$ 54.10	PayPal PayFlow Pro Monthly Subscription	PAYFLOW/PAYPAL 0045
24		Dworianyn	6010-2242	\$ 343.35	Comcast Public Internet	COMCAST CHICAGO
25		Dworianyn	6010-3030	\$ 165.00	Volunteer Database Software Subscription	VOLGISTICS INC 0230
26		Dworianyn	6010-3030	\$ 239.20	Office 365 Monthly Subscription for 80 Staff Licenses	MNJTECHNOLOGIESDIREC
27		Dworianyn	6010-3030	\$ 4.50	License for PowerBI Pro	MNJTECHNOLOGIESDIREC
28		Dworianyn	6010-3032	\$ 49.00	Riddle.com Monthly Subscription	RIDDLE.COM SUBSCRIPT
29		Dworianyn	6010-3032	\$ 11.99	YouTube Premium Subscription	GOOGLE *YOUTUBEPREMI
30		Dworianyn	6010-3032	\$ 25.00	Github Monthly Subscription	GITHUB
31		Dworianyn	6010-3032	\$ 35.00	Trello Monthly Subscription	TRELLO.COM, ATLIASSIA
32		Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMZNFREETIME*Q81891L
33		Dworianyn	6010-3032	\$ 14.99	Spotify Monthly Subscription	SPOTIFY USA
34		Dworianyn	6010-3032	\$ 33.57	Google G-Suite Monthly Subscription	GOOGLE *GSUITE_AHML
35		Dworianyn	6010-3032	\$ 49.00	Riddle.com Monthly Subscription	RIDDLE.COM SUBSCRIPT
36		Ekl	6001-2203	\$ (889.70)	Refund SXSW Lodging - J. Bower/J. Czajka	AIRBNB *HMAFSYZ4WY
37		Ekl	6001-2203	\$ (754.71)	Refund SXSW Lodging - J. Bower/J. Czajka	AIRBNB *HMAFSYZ4WY
38		Ekl	6001-2203	\$ 30.00	PLA Baggage Fees - D. Ekl	UNITED AIRLINES
39		Ekl	6001-2203	\$ 937.56	PLA Hotel - A. Harder	AC FRANCHISED A05
40		Ekl	6001-2203	\$ 937.56	PLA Hotel - P. Aichele	AC FRANCHISED A05
41		Ekl	6001-2203	\$ (0.01)	PLA Hotel - J. Middendorf	COURTYARD 1MX
42		Ekl	6001-2203	\$ 903.00	PLA Hotel - J. Middendorf	HOME2 SUITES NASHVIL
43		Ekl	6001-2203	\$ 898.14	PLA Hotel - D. Ekl	NASHVILLE HAMPTON IN
44		Ekl	6001-2203	\$ 898.14	PLA Hotel - L. Bobis	NASHVILLE HAMPTON IN
45		Ekl	6001-2203	\$ (147.84)	PLA Hotel - G. Berger	RENAISSANCE NASHVILL
46		Ekl	6001-2203	\$ 833.85	PLA Hotel - D. Smart	SPRINGHILL SUITES6J5
47		Ekl	6001-2203	\$ 903.00	PLA Hotel - D. Olichwier	TRU BY HILTON NASHVI
48		Ekl	6001-2203	\$ 889.70	SXSW Lodging - J. Bower/J. Czajka	AIRBNB *HMAFSYZ4WY
49		Ekl	6001-2203	\$ 1,300.00	RIPL Conference - S. Distel	PAYPAL *CLIC RIPL202
50		Ekl	6001-2203	\$ 981.69	PLA Hotel - G. Berger	RENAISSANCE NASHVILL
51		Ekl	6001-3005	\$ 34.76	2020 Labor Law Poster	GOVDOCS, INC.
52		Ekl	6003-2255	\$ 159.37	Staff Day Lunch	9 - EC - LOU MALNATI
53		Ekl	6003-2255	\$ 1,596.75	Staff Day Lunch	9 - EC - LOU MALNATI
54		Ekl	6003-2255	\$ 68.60	Food for Staff Day	SAMSLUB.COM#6279 62
55		Ekl	6003-2255	\$ 306.95	Staff Day Food	SAMSLUB.COM#6279 62
56		Ekl	6003-2255	\$ 145.34	Tumblers for Staff Day Presentation	Dollar Tree, Inc. 00
57		Ekl	6003-2255	\$ 54.17	Staff Day Table Covers	PARTY CITY 1002

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
58	Ekl	6003-4070	\$ 35.64	DSSC Staff Day	PARTY CITY 1002
59	Ekl	6004-2165	\$ 1,351.00	FOL Seasonal Lighting	HOLIDAY CREATIONS PR
60	Ekl	6010-3185	\$ 196.39	Headphones	MONOPRICE, INC.
61	Ekl	6010-3185	\$ 15.69	USB-c Adapter	PAYPAL *GLOBALMAN08
62	Ekl	6020-2111	\$ 234.94	Maintenance Supplies	VITACOST.COM
63	Ekl	6020-2111	\$ 290.09	Maintenance Supplies	BATTERYSHARKS.COM
64	Ekl	6020-2111	\$ 799.92	Maintenance Supplies	1000Bulbs Garland
65	Ekl	6020-2111	\$ 81.00	Maintenance Supplies	WWW.EXITLIGHTCO.COM
66	Ekl	6020-3145	\$ 207.83	Janitorial Supplies	BT*CLEANITSUPPLY.COM
67	Ekl	6401-3201	\$ 18.49	Imagination Station - YS	WALMART.COM
68	Ekl	6420-3005	\$ 28.99	Blue Noodles for Bookmobile	SP * FOAMNOODLE
69	Ekl	6450-3201	\$ (39.99)	Refund - Soldering Projects for Tech Fair	WALMART.COM
70	Ekl	6450-3201	\$ (39.99)	Refund - Soldering Projects for Tech Fair	WALMART.COM
71	Ekl	6450-3201	\$ (39.99)	Refund - Soldering Projects for Tech Fair	WALMART.COM
72	Ekl	6450-3201	\$ 119.97	Soldering Projects for Tech Fair	WALMART.COM
73	Ekl	6470-3205	\$ 146.00	Processing Supplies	INKNTECH.COM
74	Szymanek	6470-3275	\$ 118.21	AV Materials	TARGET.COM * 3991
75	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
76	Szymanek	6470-3275	\$ 14.99	AV Materials	HBO NOW (855) 942-66
77	Szymanek	6470-3275	\$ 16.09	AV Materials	AB* ABEBOOKS GDG5B5
78	Szymanek	6470-3275	\$ 32.17	AV Materials	AB* ABEBOOKS GDG5GT
79	Szymanek	6470-3275	\$ 88.35	AV Materials	TARGET.COM * 3991
80	Szymanek	6470-3275	\$ 88.35	AV Materials	TARGET.COM * 3991
81	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
82	Szymanek	6470-3275	\$ 100.00	AV Materials	EN-VISION AMERICA IN
83	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
84	Szymanek	6470-3275	\$ 14.99	AV Materials	HBO NOW (855) 942-66
85	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
86	Szymanek	6470-3275	\$ 25.95	AV Materials	TARGET.COM * 3991
87	Szymanek	6470-3275	\$ 63.72	AV Materials	GAMESTOP.COM GameSto
88	Szymanek	6470-3275	\$ 14.28	AV Materials	SP * SHOPCOLONYHOUSE
89	Szymanek	6470-3275	\$ 162.52	AV Materials	USA*ACORNUSA
90	Szymanek	6470-3280	\$ 64.34	Books	NEW ENGLAND HISTORIC
91	Szymanek	6470-3280	\$ 28.95	Books	CIRCEINSTITUTE.ORG
92	Szymanek	6470-3280	\$ 22.80	Books	BT*ABLE FABLES LLC
93	Szymanek	6470-3295	\$ 50.00	Periodicals	NATIONAL CIVIC LEAGU
94	Szymanek	6470-3295	\$ 24.00	Periodicals	MANTRA
95	Szymanek	6470-3295	\$ 75.00	Periodicals	QUILTFOLK
96	Szymanek	6470-3295	\$ 20.00	Periodicals	PIONEER WOMAN MAGAZI
97	Szymanek	6470-3295	\$ 24.43	Periodicals	FORKSOVERKNIVES.COM
98	Szymanek	6470-3295	\$ 42.00	Periodicals	MANTRA
99	Szymanek	6470-3295	\$ 5.00	Periodicals	BT*ALTPRESS MEDIA
100	Szymanek	6470-3295	\$ 200.00	Periodicals	Financial Times Ltd
			<u>\$ 17,694.69</u>		

April 21, 2020

**Arlington Heights Memorial Library
Mastercard Summary
3/31/2020**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
	Count	8		
S. Distel	6001-2203	\$ 500.00	Lion's Club of Arlington Heights	Lions Club of AH
	6001-2203	\$ 300.00	ADA Coordinator Training - K Myers	ActCP Great Plains
	6010-3232	\$ 63.74	Mario Kart 8 Deluxe for Teen Switch	Nintendo
	6020-2111	\$ 59.55	Maintenance Supplies	Michigan Company
	6020-3145	\$ 477.85	Janitorial Supplies	Warehouse115
	6401-3202	\$ 40.00	Pizza for STEM Expo	Domino's
M. Szymanek	6470-3295	\$ 69.00	Periodicals	Amarchitrakatha Co
	6470-3295	\$ 1.38	Periodicals	Foreign Transaction Fee
		<u>\$ 1,511.52</u>		

To: Board of Library Trustees

From: Mike Driskell

Date: April 21, 2020

Re: Makerspace Project Update

Staff has been working with Williams Architects to refine and update the project budget following the February board meeting. The attached spreadsheet compares several budget scenarios including the original project budget prior to engagement of the architect and five columns representing varying potential budget and scope scenarios. Staff and Williams Architects are recommending moving forward with the scope of work indicated in Column 5, “Staff Recommendation”. This budget scenario stays as close as possible to the original board-approved budget while incorporating items that are recommended for ADA compliance and additional infrastructure items that have become known to the team since the original budget was approved by the board last year. This recommended budget also includes some optional/upgrade items that can be bid as alternates and accepted by the board depending on bid results. The total budget is \$1,156,015, which does not include the estimated \$200,000 in outside funding sources.

Staff and Williams Architects believe that this recommended scope of work will address the most critical infrastructure and accessibility items needed for the library to occupy the building while providing a cost-conscious buildout direction for the space that is as consistent as possible with the level of facility quality customers have come to expect from the library. The intent remains to bid the critical infrastructure work (roofing and HVAC, plus associated needed demolition work) in advance of the buildout project so these items are completed prior to interior renovation work beginning.

Representatives from Williams Architects will be available to join the meeting remotely to answer questions and discuss the budget and next steps.

Suggested motion: The Board of Library Trustees approves the proposed budget for the Makerspace project not to exceed \$1,156,015.

Arlington Heights Memorial Library		
Makerspace, Belmont		
Revised Budget		
4/21/2020		
Repairs		
	Roof Membrane	
	Roof Work	\$ 81,500
	Masonry to Support Roof Work	\$ 20,000
	Asphalt Replacement (no expansion)	\$ 32,000
	HVAC Main Level Only	
	HVAC	\$ 120,000
	Electrical for HVAC	\$ 15,000
	Structural modifications for HVAC	\$ 10,000
	Screens Allowance - Village Code requirement	\$ 30,000
	10% Contingency	\$ 30,200
	Total Roof	\$ 338,700
Buildout		
	Main Level "Minimum"	
	General Demo - majority by owner	\$ 5,000
	New Walls	\$ 18,200
	Casework - minimal	\$ 12,000
	Doors, Frames Hardware	\$ 11,200
	New HM Openings	\$ 7,600
	Wall Patching / Repair	\$ 2,000
	New Acoustic Ceilings	\$ 2,800
	Standard Flooring (carpet, LVT only)	\$ 15,600
	Painting	\$ 11,000
	Black-Out Ceiling Painting	\$ 7,000
	Elevator Work	\$ -
	Adjust Fire Sprinklers (no new systems)	\$ 2,000
	Plumbing - one sink	\$ 3,000
	HVAC - All in "Repairs"	\$ -
	Electrical - simple lights, minimal power mods	\$ 28,000
	5% Contingency	\$ 6,270
	Total Main Level "Minimum"	\$ 131,670
	Lower Level "Minimum"	
	General Demo - majority by owner	\$ 5,000
	New Walls	\$ -
	Casework - minimal	\$ 15,000
	Doors, Frames, Hardware	\$ -
	New HM Openings	\$ -
	Wall Patching / Repair	\$ 2,000
	New Acoustic Ceilings	\$ 1,000
	Standard Flooring (carpet, LVT only)	\$ 15,600
	Painting	\$ 11,000
	Ceiling Painting	\$ 4,800
	Elevator Work	\$ -
	Adjust Fire Sprinklers (no new systems)	\$ 5,000
	Plumbing - one or two sinks in art area, no RR work	\$ -
	HVAC - existing to remain, minor adjustments	\$ -
	Electrical - simple lights, minimal power mods	\$ 28,000
	5% Contingency	\$ 4,370
	Total Lower Level "Minimum"	\$ 91,770
	Main Level Toilet Rooms	
	General Demo - majority by owner	\$ 5,000
	Infill Existing Openings	\$ 2,000
	New Opening, Door, Frame & Hardware	\$ 5,600
	New Walls	\$ 2,175
	New Ceilings	\$ 600
	Flooring Ceramic	\$ 1,500
	Wall Ceramic Tile	\$ 8,320
	Painting	\$ 375
	Plumbing - includes drinking fountain	\$ 35,000
	HVAC - Exhaust Fans	\$ 3,000
	Electrical	\$ 3,000
	5% Contingency	\$ 3,329
	Total Main Level Toilet Rooms	\$ 69,899
	Entry Vestibule	
	Reframe Interior Ramp / Vestibule	\$ 26,400
	Relocate Aluminum Entrance	\$ 2,600
	Auto Door Operators	\$ 7,000
	5% Contingency	\$ 1,795
	Total Entry Vestibule	\$ 37,695
	Kitchen Infrastructure	
	Wall Finishes	\$ 2,000
	Upgrade Floor	\$ 5,000
	Add Power - residential teaching	\$ 10,000
	Plumbing - sinks, water heater, grease, gas, etc.	\$ 53,000
	HVAC - Hood, Anslu system	\$ 13,000
	Kitchen equipment, counters, racks, etc.	\$ -
	5% Contingency	\$ 4,150
	Total Kitchen Infrastructure	\$ 87,150
	Industrial Tools Room	
	Flooring Upgrade	\$ 4,000
	Exhaust	\$ 8,000
	Add Power	\$ 15,000
	10% Contingency	\$ 2,700
	Industrial Tools Room Total	\$ 29,700
	Repairs & Infrastructure Total	\$ 786,584
Furniture		
	Furniture Total	\$ 146,000
	Parking Expansion, Road Entrance Widening	
	Excavation	\$ 15,000
	Standard Curbs	\$ 10,260
	Curb and Gutter	\$ 1,000
	Pavement	\$ 5,000
	Sidewalks	\$ 2,814
	Landscaping repair & improve	\$ 5,000
	Exterior Ramp Repairs	\$ 2,000
	10% Contingency	\$ 4,107
	Site Improvement Total	\$ 45,181
Misc. Enhancements - Future		
	Exterior Masonry Repair	\$ 10,000
	Added Casework for Main and Lower Levels	\$ -
	HVAC - Lower Level	\$ -
	Electrical Infrastructure	\$ -
	PV Panels Allowance	\$ -
	Green Roof (bin trays) Allowance	\$ -
	Lower Level Toilet Rooms Improvements	\$ -
	10% Contingency	\$ -
	Misc. Enhancements Total	\$ 10,000
	Grand Total	\$ 987,765
	Capital Improvement Total	\$ 987,765
	Architect (Williams) fees	\$ 53,000
	Project Management (SMC) fees	\$ 34,000
	Net Total	\$ 1,074,765
	Potential Alternates	
	Solalubes for lower level daylight	\$ 45,000
	Lower level staff office/storage buildout	\$ 10,000
	Enhanced lighting at upper level (decorative fixtures)	\$ 10,000
	Additional acoustic treatment at walls (upper level space)	\$ 5,000
	Additional casework (upper and lower level)	\$ 11,250
	Carpet/vinyl tile flooring at lower level	\$ -
	Total Net with Potential Alternates	\$ 1,156,015
	Potential Funding to offset Capital Costs	
	Additional Funding, Illinois Capital Project Funds	\$ 100,000
	Additional Funding, Live & Learn Grant (potential funds)	\$ 50,000
	Additional Funding, Foundation	\$ 50,000
	Total Potential Additional Funding	\$ 200,000

To: Board of Library Trustees

From: Mike Driskell

Date: April 21, 2020

Re: Makerspace Construction Management Services

As we move into the next phase of the makerspace project, we will be working with our construction manager to assist with the bidding process, construction oversight and general project consulting. The library has worked with Shales McNutt Construction (SMC) in the past, most extensively during the \$2.8M renovation of the library in 2012. Staff recommend that we engage with SMC for construction management services for the makerspace project based on their excellent reputation, our previous work history and positive experiences working with them. According to the library attorney, a satisfactory working relationship with the contractor permits us to engage with them without going to bid.

Because this project is smaller in size, is taking place in an unoccupied facility, and our facility manager's availability to provide daily oversight, we are engaging in more limited services than the typical construction management services that have been provided on past projects.

The scope of work includes construction consulting services to the library regarding the public bidding, coordination, logistics and communication within the project. SMC will lend expertise and wisdom to the library and the selected contractors for:

1. Public Bidding – Once the design documents are done, SMC will advise on how to divide the project up for bidding out the main elements, develop the scopes of work, drum up interest in bidding the project from trade contractors, assist the library on bid opening day, and review the apparent low bidders scope of work for accuracy and grey areas. They will provide a report of findings of this bid review.
2. Construction – SMC anticipates being onsite weekly attending meetings with the trade contractors and library representatives plus phone calls, emails, etc. throughout the week to answer questions and weigh in on issues. They will also include pay request review for completion percentage and

advice on change order requests. These site visits typically include reviews of the contractor's schedule, phasing, logistics, and any issues resolution.

3. Post Construction – final pay request review.

Total cost: \$34,000

Suggested motion: The Board of Library Trustees approves entering into a contract with Shales McNutt Construction for construction management services, upon review by the library attorney, in an amount not to exceed \$34,000.

To: Board of Library Trustees
From: Mike Driskell and Donna Ekl
Date: April 21, 2020
Re: Personal Property Replacement Tax (PPRT)

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, 2020 and at the Board of Library Trustees meeting on February 18, 2020.

To: Board of Library Trustees
From: Mike Driskell
Date: April 21, 2020
Re: Library Closure Due to COVID-19

As of this writing, the State of Illinois stay-at-home order established by Governor Pritzker is planned to end April 30. With this assumption, the following information supports a plan to reopen services, in a phased approach. Starting May 1, the building will be available to staff to begin preparing the facility for public service within CDC guidelines. The plan to reopen the building will be phased into different service levels, including phone support, drive up accessibility and public building access. The suggested motion to extend the building closure and staff pay will allow for the transition from stay-at-home order to providing services to our public while utilizing the resources that we currently have available. Below are budget and staffing considerations presented by the library administration.

Revenue implications:

- Property tax revenue projected to remain stable in 2020 (according to Cook County Comptroller)
- Plan for property tax revenue to decrease in 2021 due to reassessment of home values
- Investment income (estimated to achieve budget expectations due to conservative portfolio allocation)
- Fines and fees expected to decrease by 25% in 2020 (due to closure and extended due dates)
- Per Capita Grant allocation may be redistributed to other state funding

Expense reductions made to date:

- Change in phone line provider
- Exhibits postponed
- Program adjustments/cancellations
- Hiring freeze
- April newsletter cancellation
- Cancel travel and training through fall 2020
- All purchase orders are stopped or held with the exception of electronic resources

Plan for return to work/library reopening

Staff will begin to return to work beginning May 1 (stay at home order expiration date as of this writing) to:

- Prepare spaces for quarantined materials, staff and public work areas for social distancing, reconfigured public service desks
- Release 1,816 prepared holds
- Pull 40,200 materials on hold in queue and prepare for no-contact pickup
- Phase in 58,870 returns to onsite book drops and quarantine period
- Begin checking in returns after quarantine
- Process 3,000 new materials that are on site to be added to the collection
- Reinstate reference via phone

After holds and return processes are in place, expand services to the public with a limited schedule to allow for enhanced cleaning and social distancing accommodations in place to test operations.

Increase hours and services as CDC and IDPH recommendations allow.

Suggested motion 1: The Board of Library Trustees authorizes the executive director to extend pay to exempt and non-exempt staff their regularly scheduled hours through the pay period ending May 14.

Suggested motion 2: The Board of Library Trustees authorizes the executive director to extend the closure of the building, for a gradual opening of services to the public, through May 14.

Executive Director's Report March 2020

What's New @ AHML

New & Popular

Some new items added to the Library of Things:

- Phone sanitizer
- Diamond tester
- El: The Chicago Transit Adventure game
- Piano keyboard



New Streaming Services on Roku

Digital Services Supervisor Gregory Berger has updated our Roku to accommodate more streaming services. We will now have three different colors of Rokus: Red with Netflix, Amazon Prime and HBO Now; Blue with Netflix, CBS, All Access and Showtime; White with Netflix, Disney+ and Hulu. Each color has six devices circulating. The Roku Reds and Blues are currently available and the Roku Whites will begin circulation in March.

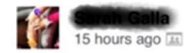
Diversity and Inclusion

Sensory Storytime for Miner School Students

Youth Outreach Specialist Kim McGuire developed and presented a sensory storytime to help welcome school-age students from Northwest Suburban Special Education Organization (NSSEO) Miner School to the library for a class visit on Thursday, February 13. Five pre/nonverbal students, some in wheelchairs, enjoyed simple stories and related activities using manipulatives, music, and instruments. The teacher expressed her appreciation for thoughtful planning of the visit and our large library that could accommodate her students in wheelchairs and their one-on-one aides.

Olive School Visit

Circulation Assistant Lisa Costin and ESL Advisor Amy Duffey joined Youth Services staff in attending an event at Olive-Mary Still Elementary School geared towards non-English speaking families. Library staff gave a demonstration of our website, talked about ESL services and shared information about signing up for library cards. AHML even received a special mention via social media post.



15 hours ago

What a fabulous event last night - our first ELL/Bilingual Family Night! An extensive thank you goes out to our Every Owl Counts Committee Chairs, **Karen Joseph** and **Monika Tietz**, who put this event together. Volunteers helped kids make crafts, read books, (and even shared a magic trick!), while parents heard from resources available to ESL families.

It couldn't have been such a success without the participation and support of our OMS Admin, our OMS ELL teacher, Mrs. Wrobel, as well as the Arlington Heights Memorial Library (thank you, **Amy Wiltse Duffey**)! The AHML was there to share ESL resources, as well as sign up anyone - parent/child - for a library card on the spot!

Another shout out to our OMS Librarian, Mrs. Brown, who has worked with our Every Owl Counts committee to highlight books celebrating diversity that are on display in the library.

It definitely takes a village to support all of our families, and we are incredibly grateful to be part of such a wonderful community!

 and 35 others

When Home Won't Let You Stay

Our newest exhibit, 'When Home Won't Let You Stay: Stories of Refugees in America' opened February 12. The exhibit features 18 compelling human portraits of refugees in America by Chicago documentary artist and photographer James A. Bowey. James has traveled the United States meeting refugees, listening to their stories and capturing their portraits on location. Each subject and their first-person story accompanies their photograph. The images and stories are available on takeaway "story cards." Visitors are encouraged to take a story to keep or to share. Library customers are encouraged to share their own stories on the exhibit's Community Story Wall. Library staff developed book displays for both adults and children -- the latter offers age-appropriate reading suggestions to support younger audiences, families and adults in their discussions. Since opening, the exhibit has succeeded in opening conversation about diversity, inclusiveness and cultural understanding in our community.



Library Highlights

Hersey Entrepreneurship Class Visit

Teen Advisor Sonya Hill and Digital Media Specialist Chris Smith visited John Hersey High School’s entrepreneurship class to talk about what library services are available for their projects, highlighting unique features of the Studios.



Wax Museum Night at Ivy Hill

In January, Ivy Hill Elementary School 5th graders took field trips to the library for a tour and to learn how to search for and find biographies. Youth Outreach Librarian Emily Loeffler and Tween Librarian Kerry Bailey accepted an invitation to attend the *Wax Museum Night* on Tuesday, February 25. The costumed fifth-grade ‘wax statues’ presented on what they learned from their biography study. Teachers commented they were happy with the field trips to the library, as it resulted in different and new ‘wax statues’ this year. Students were grateful for the library’s support: “Thank you for giving us the books! Without you we’d be up here with nothing to say!”

Sixth Annual Readers' Party

Info Services' Readers' Advisors worked with Programs and Exhibits' staff to plan and host the 6th Annual Readers Party on February 11. More than 50 customers attended the event. Readers' Advisors highlighted upcoming books and an overview of resources the library has to offer for personal book clubs. Attendees participated in group-discussions, decorated notebooks to track their 2020 reading and enjoyed refreshments while mingling with one another and library staff. A round of library trivia awarded winning teams with Library Card mugs and Book Nerd enamel pins!

Successful Federal Job Search

On Monday, February 17, Master Federal Career Coach Nancy Segal shared tips for finding federal job opportunities, determining if your qualifications match federal openings and completing the extensive documents necessary to apply for a federal position. Customers asked thoughtful questions about the workshop's wide-ranging content. In response to the demand for this type of programming, we will host another Illinois state employment program in March.



AARP Tax Appointments summary

One hundred and forty three customers had tax appointments during the month of February: a 24% increase from February 2019 (115).

Small Business Coffee and Connect

In response to a customer suggestion, Business Services Advisor Diane Malik started a bi-monthly small business networking and roundtable event at the library called *Small Business Coffee & Connect*. This provides small businesses and entrepreneurs a free and informal place to interact. They make new connections and share best practices. By all accounts, the first event this month was a success! Twenty people attended and it ran nearly one hour past the allotted time, as everyone was enthusiastically networking and sharing business cards. Attendees were clearly thankful that the library was hosting this type of event and that it will be offered throughout the year.

Civics and Voting Events

Info Services Supervisor Elizabeth Ludemann planned a suite of civics and voting events. *Be an Informed Voter* saw nine attendees, who learned about the voting process and gathering information about candidates. The League of Women Voters (LWV) hosted a *Voter Registration Drive*, registering eight new voters and interacting with many more during a busy day at the library. The LWV also brought their *Candidate Forum* to the library, hosting candidates for the local Illinois State Representative district 54 race. The event brought in 97 community members and was [highlighted in local news outlets](#).



League of Women Voters Census Awareness

On February 9, the library provided Wi-Fi hotspots to the Arlington Heights League of Women Voters (LWV) for their inaugural canvassing event *Stroll the Polls*. Both the LWV and Rolling Meadows High School students knocked on doors throughout the area, informing residents of the upcoming elections and the 2020 census.

LET'S GO, LEGO!

The Lego Train Exhibit made for an exciting and busy weekend on February 15 and February 16. Digital Media Specialist Chris Smith captured video footage of the highly successful Northern Illinois LEGO Train Club exhibit. You can view the time-lapse video here: <https://www.youtube.com/watch?v=5jZs6Z16cZg>

Circulation staff were busy, too! The large crowds checked out 8,000 items, returned over 6,800 items and nearly 1,000 holds were filled over these two days.

Be Internet Awesome!

Focusing on digital safety and citizenship, Tween Librarian Kerry Bailey discussed the importance of privacy and the types of information kids should share online at *Be Internet Awesome* on Wednesday, February 26. Tween participants played computer games on building strong passwords and guidelines for sharing information. The tweens were eager to explore additional game modules on their own.

Teen Job Fair

In partnership with the Arlington Heights Youth Commission, the library hosted the Eighth Annual Teen Job Fair on February 4th. Teen Services Supervisor Alice Son coordinated with 18 local businesses to host a table at the event including AHML. Thirty-six teens were specifically interested in open library positions! Two hundred and sixty-seven teens and their parents met with prospective employers. Meanwhile, downstairs in the Hub, Teen Librarian Evan Mather hosted a *Warm Up* program to help teens prepare with interview questions, hand-shaking technique and breath mints before they made their way into the fair.



Harry Potter Book Night

On Thursday, February 6th a cross-departmental team welcomed 730 witches, wizards and muggles to our 5th annual Harry Potter Book Night – our highest attendance yet! Many families attended the event, as did some adults without children. Attendees enjoyed navigating a giant cardboard maze, testing their spell casting abilities at our spell simulator screen, competing in team trivia, touching live snakes, making dragon eggs, mini terrariums, owls and more. Circulation Assistants Somya Goswami and Mary Weber, Circulation Supervisor Megan Maier and bookmobile Supervisor Teri Scallon got into the wizarding spirit and helped make this year’s Harry Potter Book Night a success. It’s always fun to see so many smiling faces during these special events!

Yule Ball & Butterbeer

Our celebration of all things Harry Potter continued into the weekend with a Yule Ball on Saturday, February 8. Programs and Exhibits Specialist Sam Ryan, Info Services Librarian Alison Lowery and Tween Librarian Kerry Bailey transformed the Hendrickson Room into a great hall greeting 68 attendees dressed for the ball. The social event featured a live performance by wizard rock band *Tonks and the Aurors*, a Harry Potter house ties craft, Harry Potter themed Jenga, chocolate wands and freshly made Butterbeer.



Valentine's Quilled Hearts

Programs and Exhibits Specialist Megan Young worked with art instructor Karina Guico in a hands-on paper-quilling workshop on February 5. Held one week before Valentine's Day, 25 participants walked away with handmade Valentine cards, ready to gift. Karina explained each step, the supplies used and where to buy the tools needed for customers interested in doing this at home.

Virtual College Tours

Digital Services Supervisor Gregory Berger prepared Virtual Reality offerings for the Teen Services program College Knowledge: Maximize Your College Visit on February 18. Gregory helped with the technical delivery of the virtual campus tours to the prospective college students who participated in the program.

Homeschool Workshop: Developing Your Own Educational Philosophy

Homeschooling and library partnership expert and advocate Kathy Wentz, presented information on homeschooling philosophies and curriculum on February 10. She highlighted materials from our collection that work well for many homeschooling curriculums, while also reminding families that they can request materials via Interlibrary Loan as well. Later that week, the monthly Homeschool Hangout drew a crowd of 27 attendees and expressed their appreciation for the Homeschool Workshop program. Lia, a mother that regularly attends Homeschool Hangout, shared that her son is finally excited about something

Staff Development

Go BIG! (Business Interest Group)

Beginning this month, Business Services Advisor Diane Malik was appointed to co-chair two local committees. She now serves as the Co-Chair of the Connections Team for the Arlington Heights Chamber of Commerce and Co-Chair for the BIG (Business Interest Group) committee of local library staff in business services roles.

Homelessness Training

Digital Services Supervisor Gregory Berger and Digital Services Manager Jack Bower attended the training Homelessness 201: Deeper Understanding of People Experiencing Homelessness. The training explores the circumstances of people experiencing homelessness that fosters a more empathetic understanding and approach when helping these customers in the library.

Library Services for Homeschoolers

There is minimal research and information on how to serve homeschoolers in a public library setting. Based on her advocacy and experience serving homeschoolers, Kids' World Librarian Christina Caputo was invited by the Association for Library Service to Children (ALSC) to teach an online course on this topic. She is also working on a book with publisher Rowman & Littlefield titled Library Services to Homeschoolers.

PLA Conference 2020

The Public Library Association (PLA) conference was held in Nashville this year, with 16 staff members and 1 Trustee attending. As this conference is specific to public libraries, there were many exciting ideas for increasing library efficiencies, services and community reach. Circulation Services Manager Shannon Meyer learned about increasing cultural intelligence in libraries, decreasing barriers to library use, serving immigrants beyond citizenship, prioritizing equitable outreach and much more. Technology Instruction Coordinator David Olichwier and Digital Services Supervisor Gregory Berger attended sessions on promoting mental wellness, disrupting middle-class bias, the changing role of the MLS and proactive models for managing difficult patron interactions. Collection Supervisor, Violet Jaffe attended several excellent sessions concerning censorship, implicit bias, and diversity and inclusion pertaining to libraries collections. Collection Services Manager Lisa Bobis attended sessions on working through transitions and institutional change, ideas for increasing circulation, staff inclusion in decision making, and bringing personalized service to digital readers' advisory.

Carol Ng-He leads 'How to Create Digital Exhibitions with Library Collections and Archives' Webinar

On February 20, the Curating & Exhibitions Interest Group hosted its first virtual meet-up with the topic "How to Create Digital Exhibitions with Library Collections and Archives." Moderated by Exhibits Coordinator Carol Ng-He, three panelists were featured in the event. The meet-up provided examples of digital exhibits that were developed by the Chicago Collections Consortium and the Illinois State Library. Fifty-four attendees participated in the event and the conversation was recorded and made available online.

Metrics for February 2020

Service Point Traffic

Total visits
82,275 ↓ -2%
 83,935 last year

Main Library visits
79,134 ↓ -3%
 81,187 last year

Sr Center Visits
1,678 ↑ 23.02%
 1,364 last year

Bookmobile Visits
1,463 ↑ 5.71%
 1,384 last year

Circulation

Total Circulation
144,829 ↓ -5%
 152,638 last year

Card Holders
436

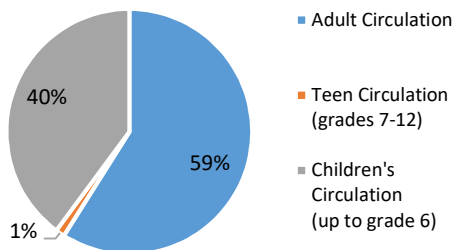
Library Cards Issued
 Resident **288** ↓ -15.79%
 (issued) 342 last year

Non-Resident **148** ↓ -1.33%
 (Registered) 150 last year

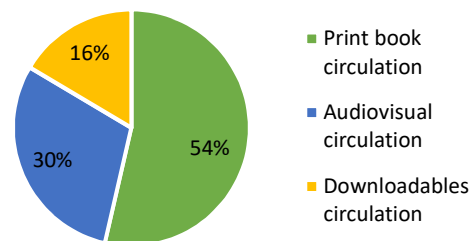
Interlibrary Loan
 Borrowed **407** ↓ -16.77%
 489 last year

Lent **537** ↑ 225.45%
 165 last year

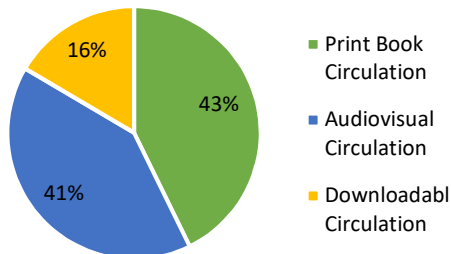
Circulation by Audience



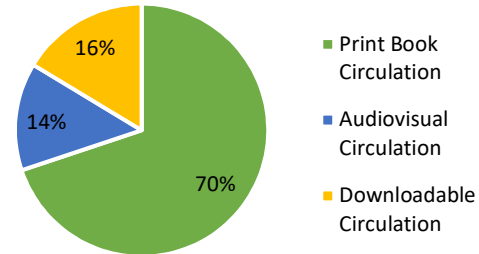
Circulation by Format



Adult Circulation by Format



Children Circulation by Format



Programs

Program Attendance
11,443 ↑ 61%
 7,096 last year

Number of Programs
288 ↑ 1%
 285 last year

Cost of Programs
\$10,406
 \$2,573 funded by FOL

General Satisfaction
N/A

Questions

Reference Questions
14,767 ↓ -9%
 16,247 last year

Reference Questions
 (via call center)
3,993 ↓ -22%
 5,138 last year

Chat sessions
537 ↑ 29.09%
 416 last year

Technology Usage

Public Computer Use
8,132 ↓ -4.72%
 8,534 last year

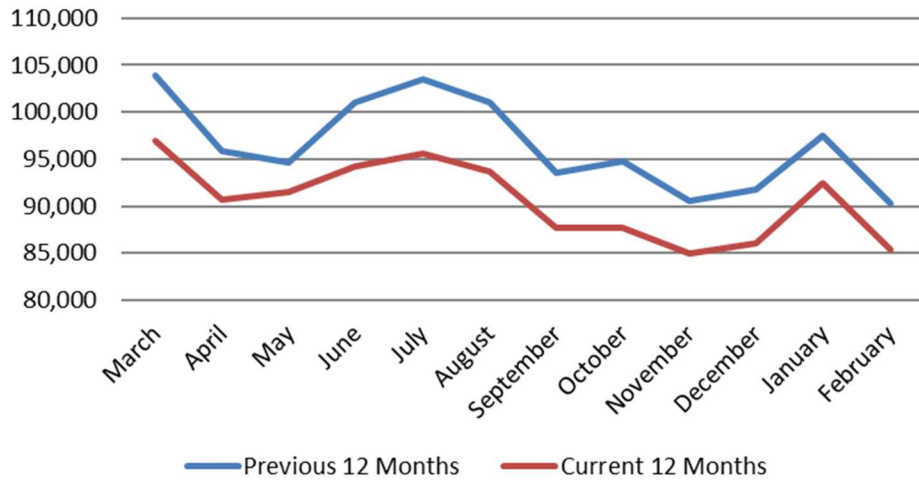
Website Visits
134,269 ↑ 46.14%
 91,878 last year

Self Checkout
 (% of total checkouts)
64% ↓ -1.20%
 66% last year

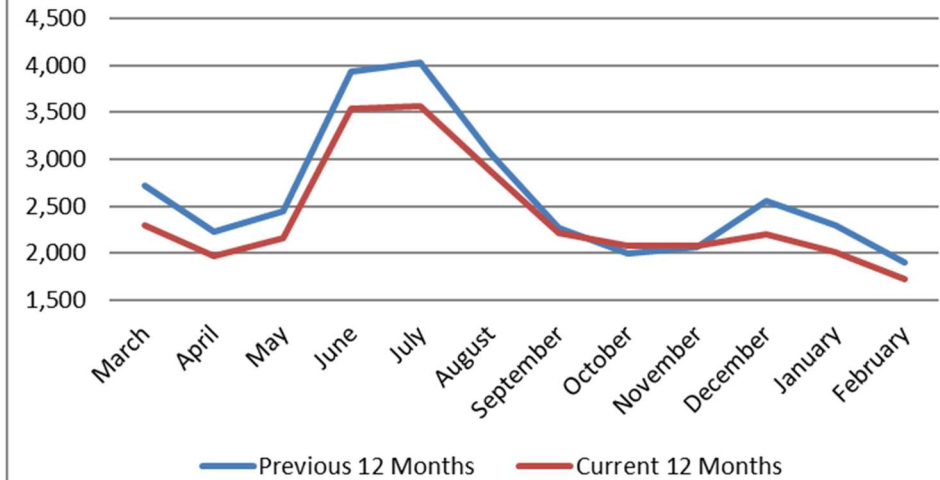
AHML - DASHBOARD - February 2020

	Feb 2020	Feb 2019	% change from last Feb	Jan 2020- Feb 2020	Jan 2019- Feb 2019	% change from last YTD
Total circulation	144,829	152,638	-5%	299,092	318,729	-6%
Adult circulation	85,381	90,211	-5%	177,819	187,765	-5%
Teen circulation	1,719	1,896	-9%	3,728	4,189	-11%
Children circulation	57,729	60,531	-5%	117,545	126,775	-7%
Print book circulation	73,111	78,459	-7%	150,791	162,695	-7%
Audiovisual circulation	40,861	49,277	-17%	85,038	101,864	-17%
Downloadables circulation	22,441	16,683	35%	45,560	37,056	23%
Self-check as % of main floor circ	64%	66%	-1%	64%	66%	-1%
Circulation to reciprocal borrowers	9,638	9,617	0%	19,844	19,980	-1%
ILLs borrowed for our customers	407	489	-17%	886	901	-2%
ILLS lent to other libraries	537	165	225%	1,261	821	54%
Resident cards issued	288	342	-16%	602	660	-9%
Reciprocal cards registered	148	150	-1%	304	290	5%
Reference questions	14,767	16,247	-9%	30,486	34,066	-11%
Number of Programs	288	285	1%	564	542	4%
Program attendance	11,443	7,096	61%	18,871	13,720	38%
Public computer use	8,132	8,534	-5%	16,796	17,152	-2%
Website visits	134,269	91,878	46%	282,553	194,182	46%
In-person visitors	82,275	83,935	-2%	165,254	168,132	-2%
New & Popular - % of adult coll	7.8%	8.3%	-6%	7.8%	8.3%	-7%
New & Popular - % of circ	32.9%	33.4%	-2%	32.7%	33.5%	-3%
Kids' New & Popular - % of KW coll	4.2%	4.5%	-7%	4.3%	4.5%	-5%
Kids' New & Popular - % of circ	14.9%	15.3%	-3%	14.9%	15.1%	-1%
Individual Staff Sessions	85	133	-56%	180	194	-8%
Volunteer hours	2,397	2,080	15%	4,678	4,193	10%

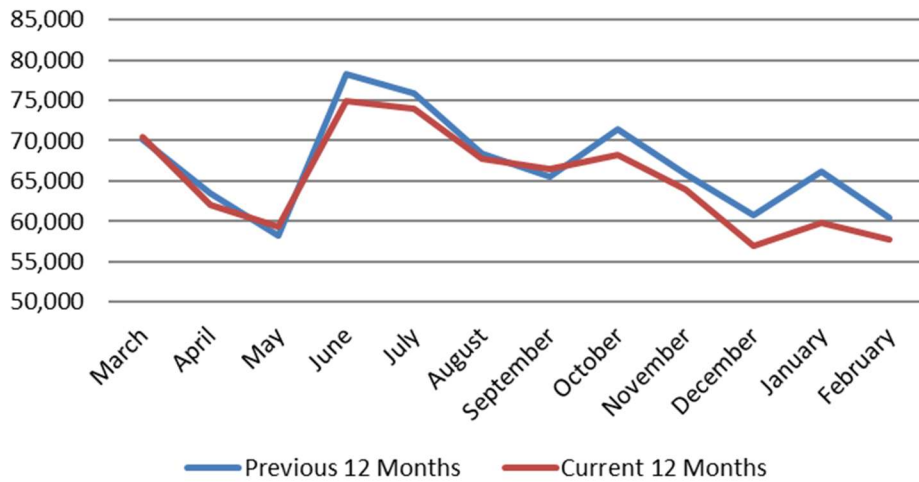
Adult Circulation



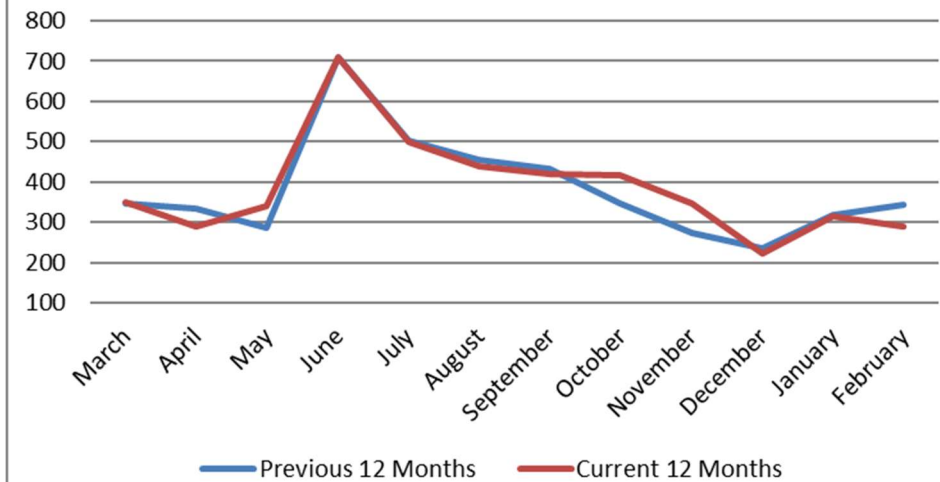
Teen Circulation

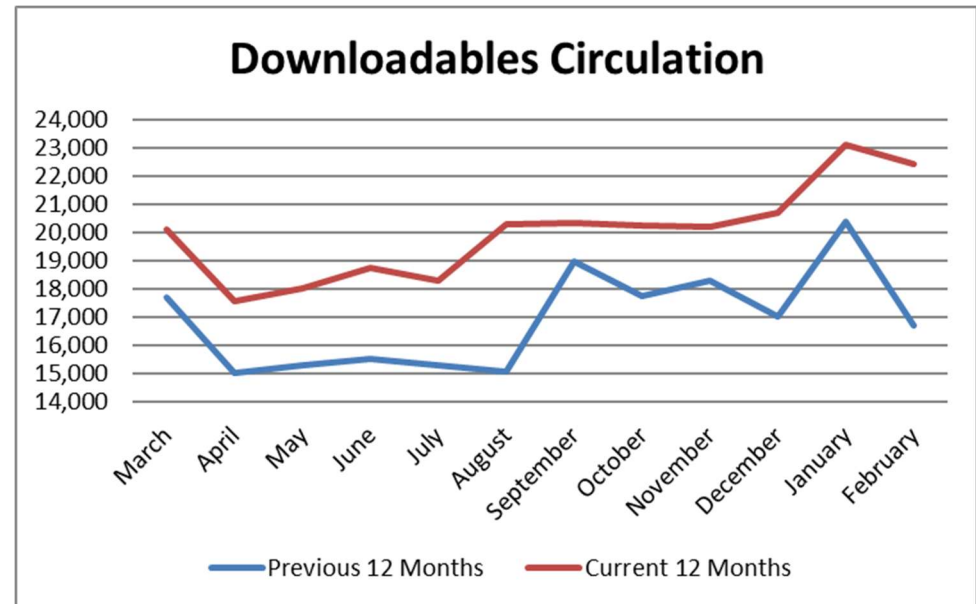
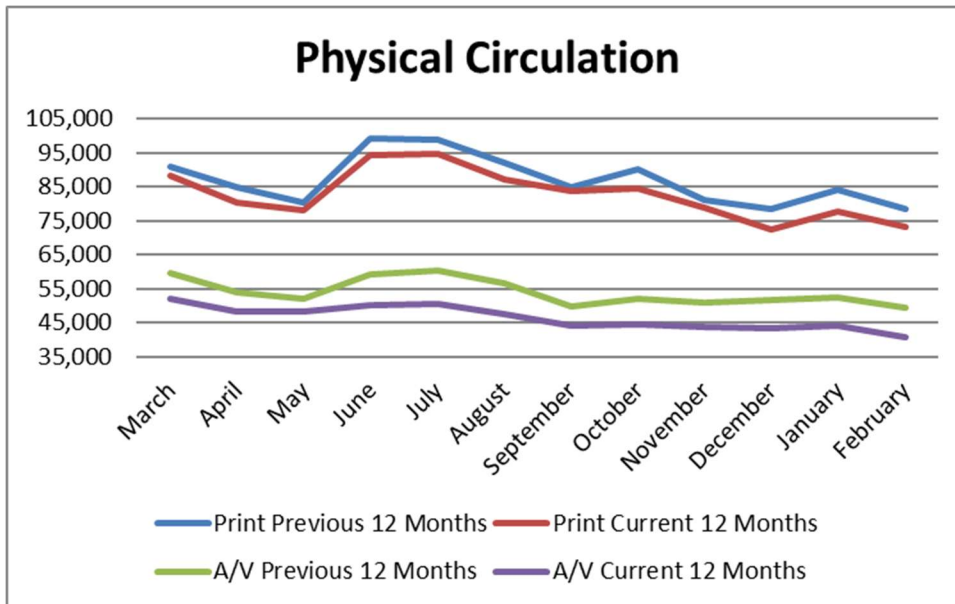


Children's Circulation



Resident Library Cards Issued

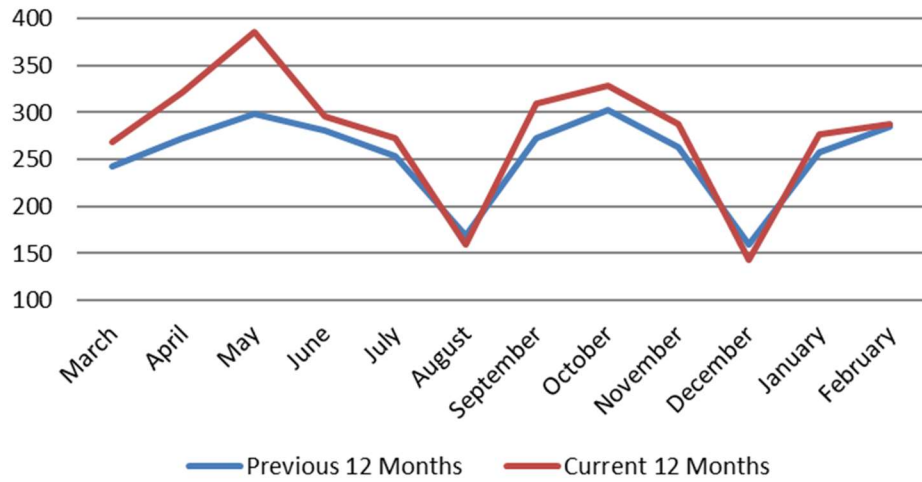




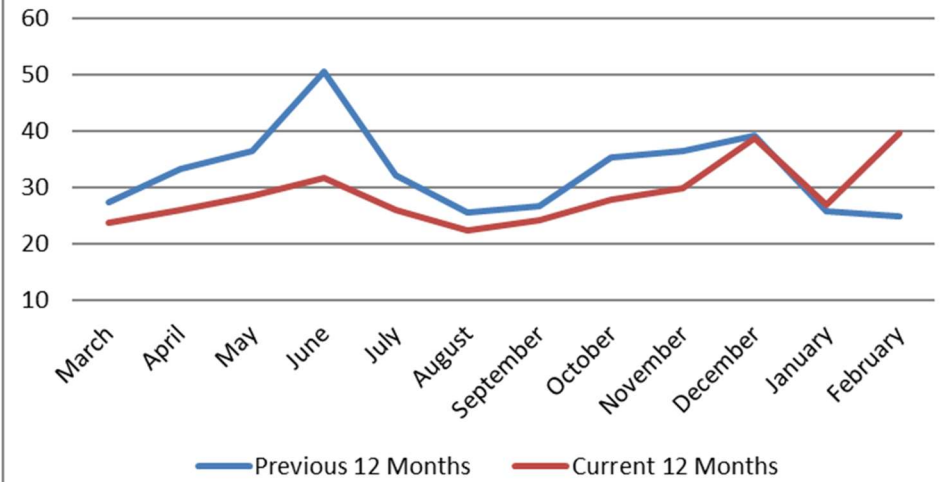
Notes Relating to Circulation

- Many collections increased in popularity with our customers this month. Increases in February compared to this month last year:
 - Fiction books – 19.09%
 - Youth Services Graphic Novels – 14.1%
 - Mystery – 14.48%
 - Bookmobile Kids’ Non-Fiction – 18.32%
 - Adult Graphic Novels – 19.6%
 - Youth Services Holiday – 11.02%
 - Youth Services Mystery – 1.34%
 - Adult Video Games – 18.46%
- With 5,302 checkouts this month, our customers are interacting with 8.4% more bookmobile materials than last year at this time.
- Equipment checkouts increased again this month, up 31.71% over this month last year. With 677 total LOT checkouts in February, customers continue to enjoy this collection supporting their unique interests.
- With 1,075 total checkouts this month, our Homebound Delivery customers checked out 22.3% more materials this month, resulting in an overall increase of 30.2% more materials checked out year-to-date.
- eStuff usage is up 34.5% compared to the previous year, with 22,441 total checkouts.

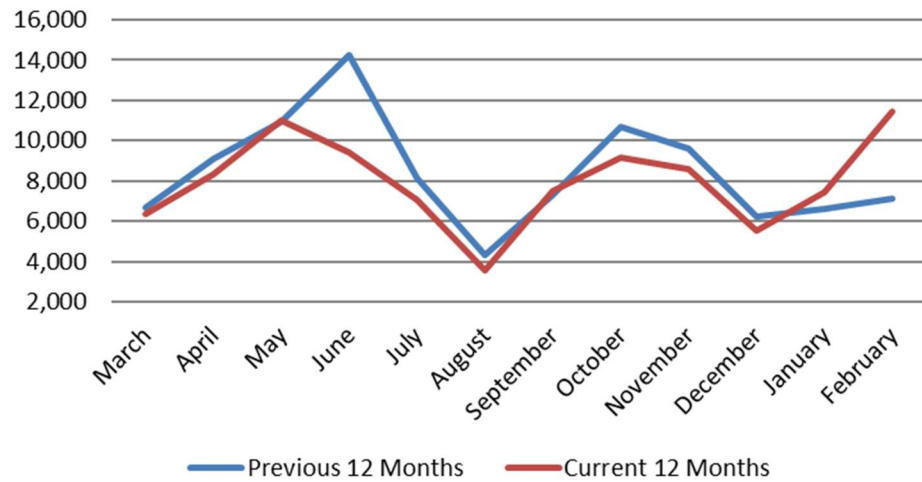
Program Sessions



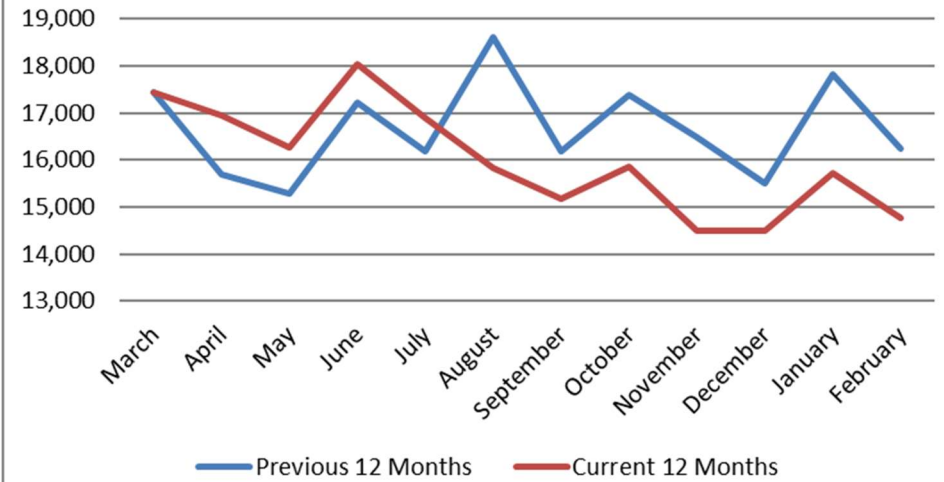
Attendance Per Program



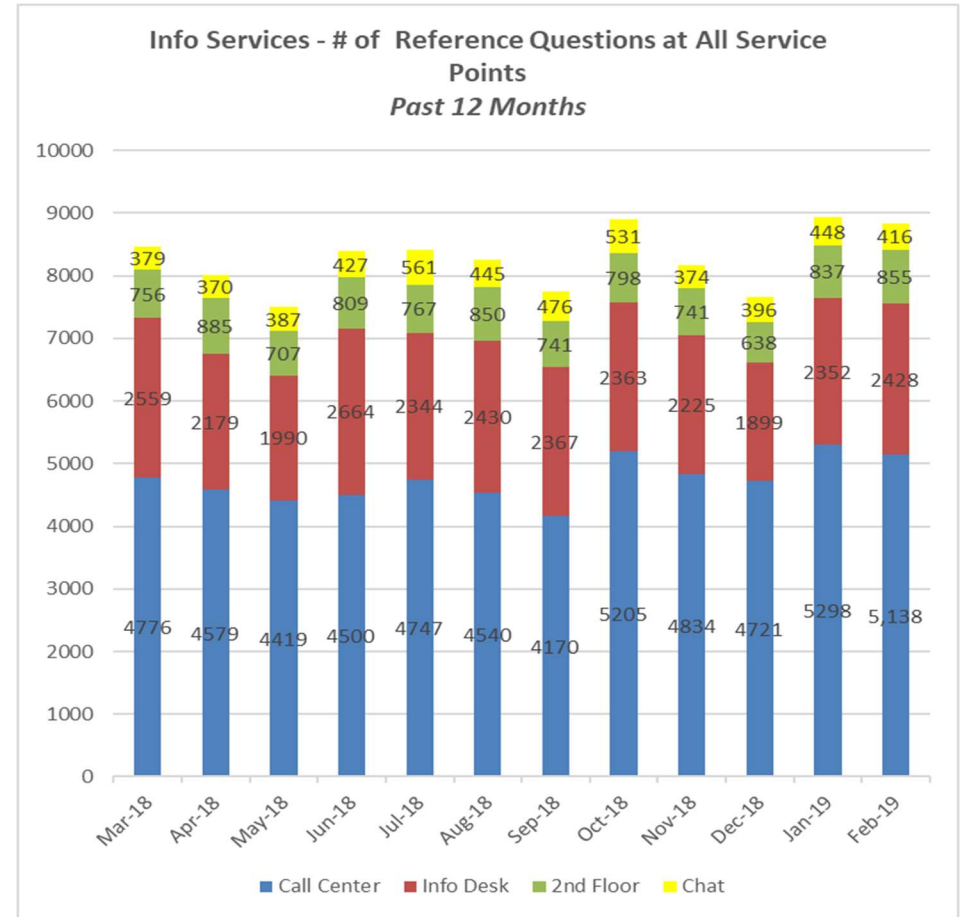
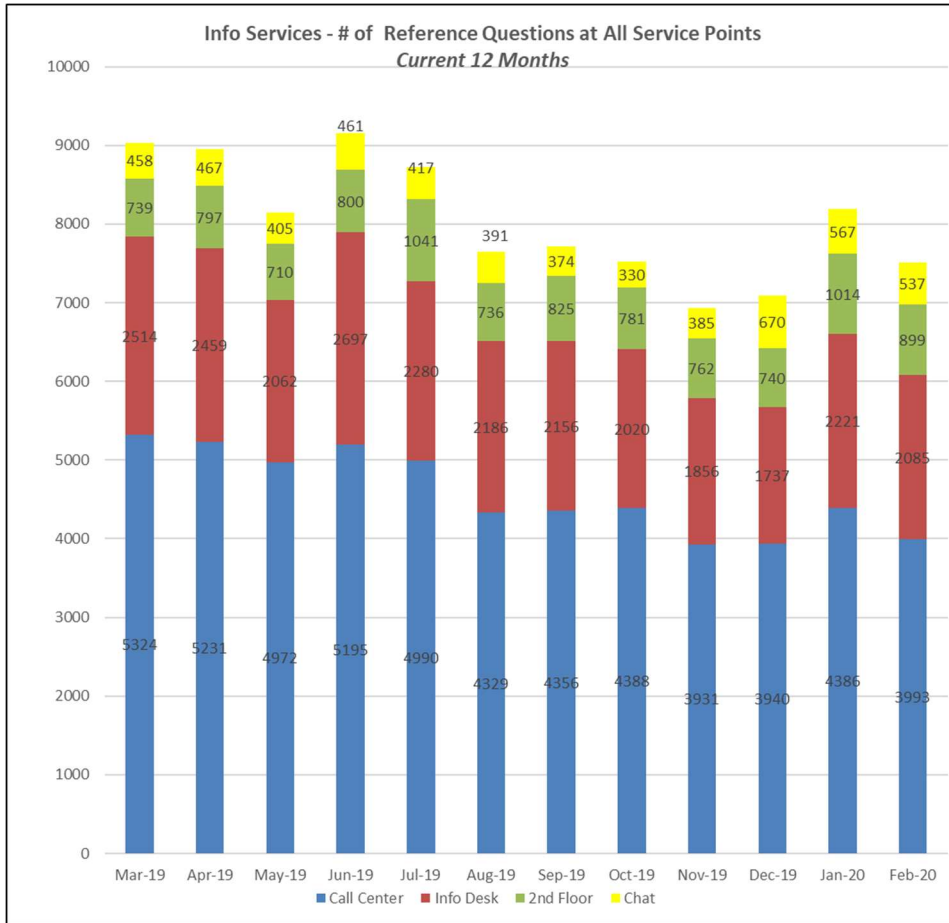
Program Attendance



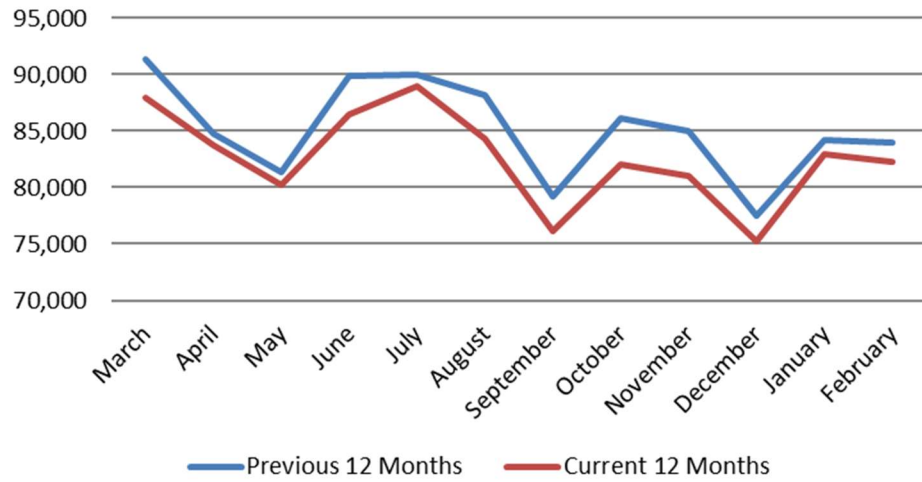
Reference Questions (Library Wide)



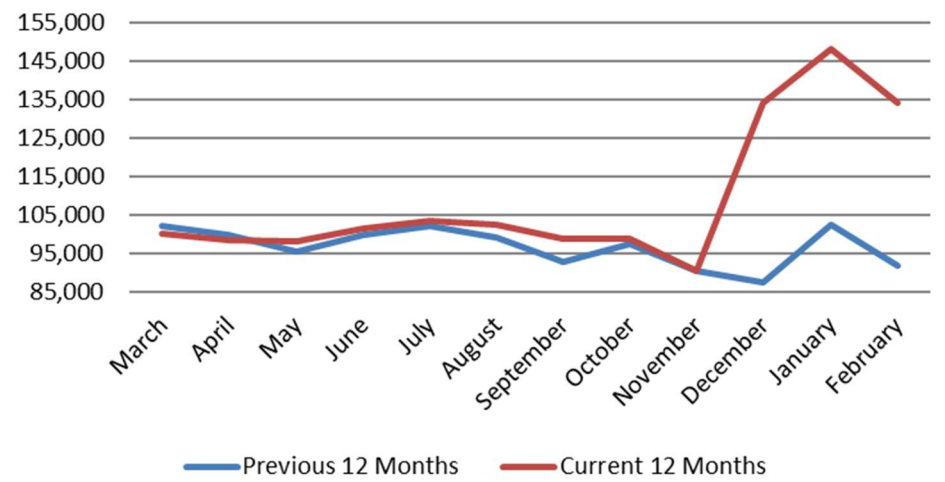
The charts below illustrate the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.



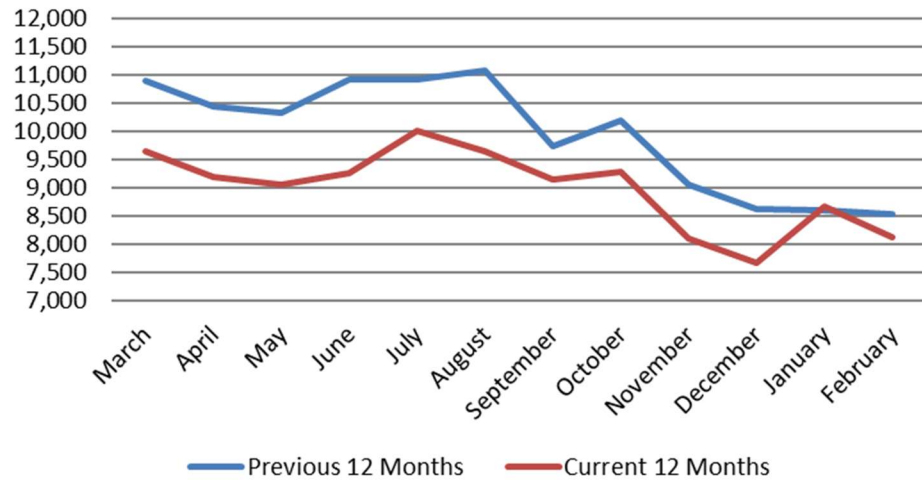
In-person Attendance



Website Visits



Public Computer Use



Executive Director's Report April 2020

Diversity and Inclusion

Exhibit Community Engagement

Programs & Exhibits and Youth Services staff collaborated with Mario Perez at District 214's Newcomer Center to engage his students in the library's current exhibit, *When Home Won't Let You Stay*. This partnership, led by Programs & Exhibits Specialist Megan Young in collaboration with Teen Librarian Evan Mather, resulted in multiple ways Newcomer students could interact with an exhibit very close to their hearts. Newcomer Center students took more than 200 black and white photographs of their everyday experience and culture. Of these 200 photographs, Exhibits Coordinator Carol Ng-He curated a display of 44 photos called, *"Picture Me in America"*, featured alongside photographer James Bowey's exhibit.





Library Highlights

One Book, One Village kicks off with Community Vote and Outreach

Our 7th annual *One Book, One Village* community read initiative launched February 28 with an invitation to participate in the library's second *OBOV* community vote through March 31. The top three book choices were unveiled in a library display, on the cover of the March newsletter, on social media and a dedicated voting web page: ahml.info/voteonebook. The choices are:

- ***Ask Again, Yes*** by Mary Beth Keane (a multigenerational family saga that has echoes of Romeo and Juliet)
- ***The House of Broken Angels*** by Luis Alberto Urrea (A deeply felt portrait of a Mexican-American family exploring the passing of time and the inevitability of death)
- ***The Secrets We Kept*** by Lara Prescott (A debut novel that follows the parallel stories of two CIA typists-turned-spies and a literary muse in Soviet Russia.)

Programs and Exhibits Specialist Tracy Recklaus and Communications and Marketing Specialist William Tolan created ten outreach locations throughout the community, to promote the three titles and encourage participation. Outreach locations were strategically selected to meet community members where they were at throughout the

community and to introduce them to the top three books and encourage participation. The first three outreach events took place as scheduled, beginning with an enthusiastic group at Metropolis Center for the Performing Arts. Tracy Recklaus and Info Advisor Alisa Stanfield collected an impressive 70 votes to kick off the season. William with Pat Aichele from Communications and Marketing collected an additional 42 votes at the Northwest Community Wellness Center. Staff also visited the Senior Center. After closing for COVID-19, all planned outreach was canceled, and the voting period was extended through April 15.



Top 10 Things to Consider as a New Entrepreneur

Info Services Librarian Alison Lowery and Business Services Advisor Diane Malik worked together to identify a speaker who could address the needs of those considering the leap in career to entrepreneurship. Career coach and entrepreneur Julie Kittredge spoke to an engaged audience of 15 on Wednesday, March 4, highlighting the top ten things new entrepreneurs should know.



Creative Daytime Programs for Adults

Two daytime programs offered an opportunity for adults to connect and create in a laid-back environment. The first Adult Crafternoon designed as a drop-in event to meet demand for more hands-on art, was DIY Coasters on Tuesday, March 3. Twelve participants designed their own set of four cork drink coasters and were very satisfied with their results. On Tuesday, March 11, Coloring and Tea resumed with a new weekday morning time slot. Ten customers attended and greatly enjoyed the creative outlet and space for conversation on the last day the library offered programming before announcing program cancelations related to COVID-19.

Milk and Cookies Storytime @ Panera

Twenty-five customers joined Youth Outreach Specialist Kimberly McGuire, Miss Kim, at Panera on Tuesday, March 3 to listen to stories, songs and rhymes. They come for the stories and stay for the milk and cookies. Through the partnership, Panera donates the space and refreshments. Panera expressed their appreciation for the library's partnership with coupons for a mac and cheese lunch to share with participants.



Twisted Tales

For the fifth year, the Tween Advisory Group and teens in Inklings collaborated to rewrite a familiar tale for a library performance. Led by Tween Librarian Kerry Bailey and Teen Librarian Evan Mather, the two groups reworked the classic Hansel & Gretel by placing the story in various settings. Inklings teens served as mentors by guiding tweens through the script writing process, while tweens inserted wacky ideas for each retelling. Buffalo Grove High School students brought the works to life with their performance of Twisted Tales Theatre to a crowd of 73 eager kids and their adults on

Saturday, March 7. Families shared their joy and appreciation for the performance and BGHS teacher Beth Wells shared that it was an amazing learning experience for the high schoolers.



College Knowledge: All About Scholarships

Teen Librarian Evan Mather coordinated with a representative from the Illinois Student Assistance Commission, to present *College Knowledge: All About Scholarships* on Tuesday, March 10. Twenty-five teens and parents learned how to find, discern and apply for quality scholarships.



STEM Expo

The library hosted its first STEM Expo on Sunday March 8th, including science, engineering and mathematics. Staff from Digital Services, Programs and Exhibits and Youth Services, along with adult and teen volunteers, offered various stations featuring robotics, 3D printing, a Studio showcase, a math escape room, an automaton craft project, a green screen, circuitry, engineering spaghetti towers and soldering. Argonne National Laboratory, FermiLab, Chicago Women in STEM Initiative, District 214 Wildstang

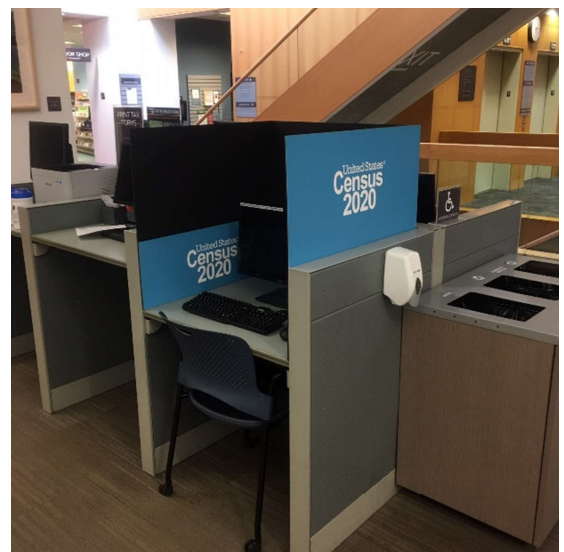
Robotics Team, Thomas Middle School 3DRD class and Northwest Suburban Astronomers Club provided presentations and activities for participants.

Two 45-minute Mr. Freeze Cryogenics shows were a hit for all ages. Fermilab scientist Jerry Zimmerman, otherwise known as Mr. Freeze, entertained and educated audiences about supercooling using liquid nitrogen. The event saw 420 participants of all ages over three hours.



Census Station

On March 12, to support the 2020 Census, Digital Services Manager Jack Bower worked with IT and Graphics to install a dedicated census station for customers to complete the survey. While the census is available from any internet-connected device, including all computers in the computer lab, the station aims to make the census as easy to take as possible for customers. For privacy, the station has a privacy screen and taller barriers and the computer resets after 10 minutes of inactivity. Due to Coronavirus, the deadline for the census has been extended to August 14. When the library reopens, additional stations may also be installed in the ESL Office and Kids' World to further encourage a complete count in Arlington Heights.



AARP Appointments

AARP prepared 116 returns during the first two weeks in March. After all tax appointments were canceled as a result of COVID, AARP is investigating the feasibility of virtual appointments.

Handling Materials

Prior the library's closure, staff began taking extra precautions when processing materials. Material Assistants Terri Webster and Sue Widdis disinfected all items that came back from District 25. On March 13 and 14, Circulation and Community services staff came together to help check in and out items, process reserves, and shelve. They were able to help the Call Center to move holds, handle the abundant returns and the long lines of customers with items for check out. Digital Services Advisor Mini Radhakrishnan jumped in to help with the long line of customers. It was a great collaboration amongst team members, and customers continuously gave positive feedback for providing excellent service and maintaining patience and order before closing.

Serving our Community during COVID-19

Online Library Card Registration

Information Technology and Circulation staff planned, organized, tested, communicated and implemented online library card registration. Using online library card registration 149 new library cards have been issued. With 61,562 AH residents holding library cards, this is an increase of 7.4% over last year and represents 82% of our community.

Kanopy and hoopla Limit Raised

Digital Services Librarian Bill Pardue, Digital Services Manager Jack Bower, Collection Services Supervisor Violet Jaffe and Collection Services Manager Lisa Bobis increased the borrowing limits for video streaming platform Kanopy from 10 to 15 items per month and eBook, audiobook and video streaming platform hoopla from 10 to 25 in response to customer need. The limits will go back to normal levels once the library reopens to the public.

Virtual Programs

Upon the decision to cancel in-person programming beginning March 12, Programs & Exhibits staff quickly launched into action to begin coordination of the first mass cancelation the library has known. During the initially announced cancelation, Programs & Exhibits staff led the work to update 111 programs across departments. This included updating all REV and public calendar information, launching cancelation emails and making telephone calls to hundreds of customers registered for impacted programs, coordinating with Communications & Marketing, and beginning dialogue with all outside partners and presenters who were scheduled to work with AHML through March 26. Once the building closure was announced, Programs & Exhibits staff were ready to create a strategy to meet residents where they are, online, with programs which offer the same high quality our customers have come to rely on in person. This meant first scanning the upcoming calendar to determine while types of programs might translate into a virtual environment, then working the already scheduled presenters and experts to assess their comfort level and interest to pivot. All details were reimaged to modify and create the best online programs (content, length, days and start times, participatory elements, library host duties and facilitation, etc). Second, Programs & Exhibits focused on establishing new best practices and procedures for scheduling programs, which includes managing digital tools and calendars, plus the library REV system and public calendar, and which involves greater prep time, including one or more tech run-throughs with each presenter or facilitator.

Virtual ESL

In an effort to help students polish their English language skills, Culture & Conversation went virtual on Monday, March 30. Two students were able to join us for our first session, held via Zoom. Both students were grateful for the opportunity to socialize while practicing English. After two virtual Culture & Conversation sessions with eight customers, students are clamoring for more. Per student request, three weekly sessions have been added, with potential for more. Last week, one student said *“I haven’t used my English in weeks, thank you so much for this opportunity!”*

Remote Collection Management

Collection Selectors shifted focus to our ematerials. They created new lists like fun reads and fun listens, series starters, fresh starts (nonfiction titles), readers for young children, homeschooling books and crafts, available in both cloudLibrary and hoopla. The lists are updated regularly and new titles added to ensure that customers have access to available titles without experiencing hold times. Additional copies of in-demand titles have been purchased to reduce the hold ratios for econtent. In addition, they continue to order physical items and purchase suggestions in anticipation of reopening to meet the demand for popular titles. Cataloging Supervisor Gosia Bylinska and Cataloging Librarian Eve

Lashley were able to bring in new bibliographic records for the physical items that were ordered, so that customers searching the catalog will see them. They also brought in bibliographic records for all the additional e-content that was being added to our e-content platforms.

Item Orders and Deliveries

Marie Szymanek Acquisitions Supervisor has been in the building to sort the mail, submit invoices and organize boxes. By continuing to order and receive materials, we will be able to have fully stocked shelves upon reopening and be first in line for new release titles and get items to customers sooner.

Librarians Compile Crisis Information

Info Services Supervisor Elizabeth Ludemann worked with her team of librarians, Barb Powers, Alison Lowery, Rebecca Thornton, as well as Business Services Advisor Diane Malik to compile essential information for community members on specialized topics. Working with Communications and Marketing and IT staff, a set of pages created for topics around unemployment, small businesses, financial assistance, community resources and job seekers have been added to the library's website. In addition, curated information on disaster resources and crisis response is listed. Staff are working to feature these resources in a local paper, in an effort to reach an audience without internet access.



In this climate of uncertainty and crisis, it can be overwhelming to know where to turn for the answers you need. Circumstances and information are changing daily. Our librarians will regularly update these pages to help you find the information you need for up-to-date support and resources.



Information for Unemployed Individuals

Unemployed due to COVID-19? We're here to direct you to the resources you need.
ahml.info/online_resources/adults/unemployment



Information for Small Businesses

It's hard to overstate the impact that the COVID-19 pandemic is having on small businesses. Get information for your business, from the local to the federal level.
ahml.info/online_resources/adults/small-business-help

[Chat with us](#)

YouTube Book Recommendations

Youth Outreach Librarian Emily Loeffler created three videos for the library's YouTube channel. She booktalked titles available through hoopla, that would be good for ranges: [2-4 grades](#), [4-7 grades](#) and [7-10 grades](#). One parent shared her 4th grader's reaction upon viewing Miss Emily's recommendations: *"Oh she is the one all my friends were so excited about coming to visit our classroom! She had different colored hair and my friends were whispering to me, I'm so excited for her to talk to us!"*

Curated Activity Sets

Youth Services staff began using [Wakelet](#), a visual content platform, to share resources with customers. Staff created themed collections around programs offered such as Tween Tuesdays and Inklings. These collections extend learning beyond the programs and offer a way for those who missed the program to try some of the activities. In addition to creating stand-alone collections on poetry and the solar system, do-it-yourself storytimes that include songs, craft instructions and recorded picture book read alouds, were developed.

Tween Tuesdays

Tween Librarian Kerry Bailey developed a new virtual program called Tween Tuesdays. Viewers follow along with projects in real time. The programs are archived so customers can continue to access them and complete the activities beyond the live program. One parent shared this comment: *"I just wanted to say how cute this tween cooking project was. My girls loved it!! Thank you for thinking of this age over break, tough to keep occupied and off an iPad!"*

Thanks so much for hosting, Tween Tuesday today, @ahml
😊 We had a very happy tween on our hands and a delicious treat too!



Virtual Storytimes

Early Literacy Services Supervisor Rebecca King and Kids' World Assistant Manager Maria Papanastassiou recorded weekly storytimes from their homes for families during the stay-at-home order. Songs, stories, rhymes and more with Dewey, our storytime mascot, have been appreciated by our customers: *"Thank you Ms. Rebecca! Today my son got to enjoy story time with Ms. Rebecca from our home via her YouTube channel story time video and it made his whole day. He was so excited to hear her familiar voice and sing songs with his favorite teacher! "Thank you so, so much to Ms. Rebecca and the library for this home connection that is keeping life a little more normal for our little ones. It means so much to us!"*



Readers Advisory

Youth Services staff are providing reading recommendations to our customers through the library's BookMe form with a new emphasis on electronic materials available via Hoopla, cloudLibrary and more. Within the last month, seven young readers have taken advantage of this service.

- Elementary – 4
- Middle school – 2
- High school – 1

The Hub @ Home

Teens continued to connect with Youth Services staff online through virtual versions of programs they were familiar with, as well as new ways of engaging with the library on social media. Staff pictured below are Teen Services Advisor Kate Henry, Teen Librarian Evan Mather, Teen Services Advisor Mariel Fechik, and Teen Services Supervisor Alice Son.



Teen Dice Guild!

Nine dedicated teen gamers joined Teen Librarian Evan Mather in the world of Dungeons and Dragons at Dice Guild over three sessions—this time on a website called Roll20 for virtual tabletop gaming. A parent emailed a comment that Dice Guild was “*the highlight of their teen’s week.*”

Teen Social Media Outreach

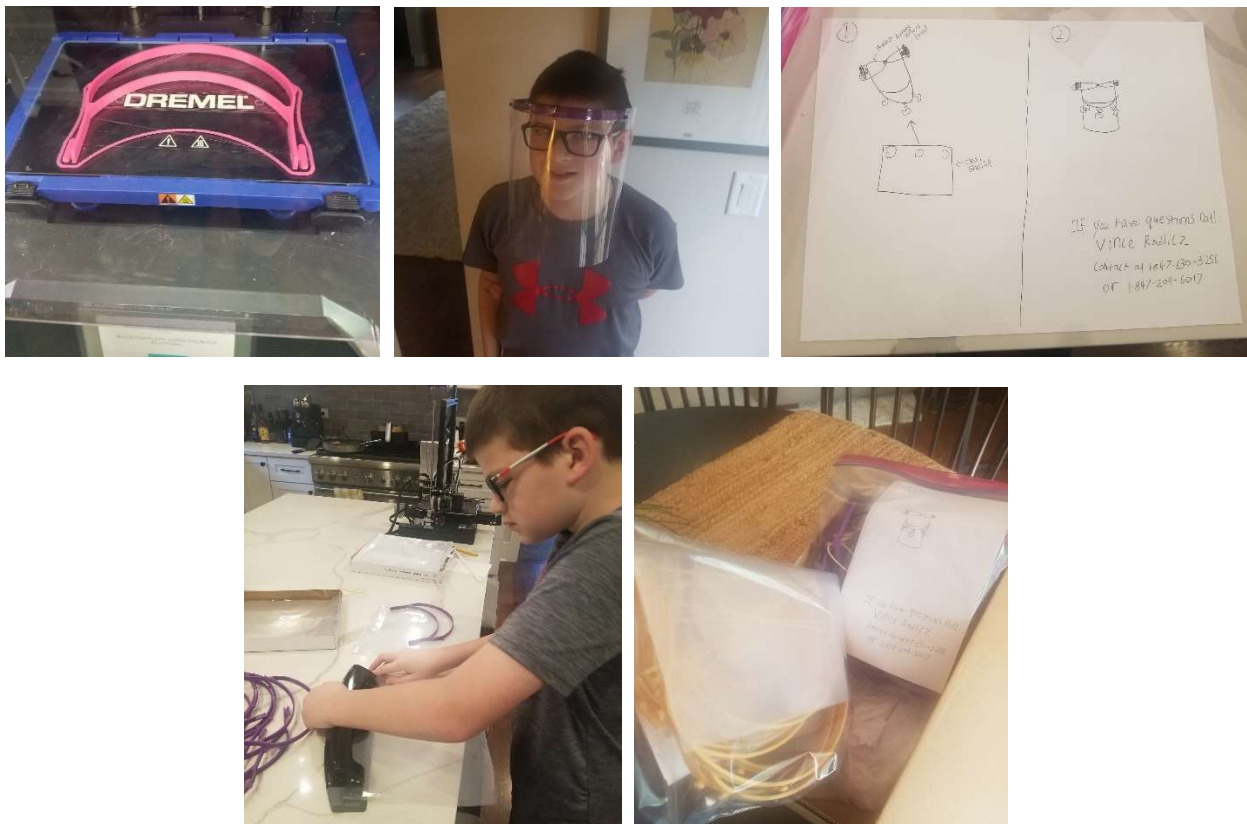
Using the Hub’s social media channels, Youth Services staff prompted teens to share their current reads with the Hub. These were reposted with increasing online engagement. On Instagram, staff also answered teens’ direct questions about book recommendations and instructions on how to access ebooks.

Teen Advisory Board

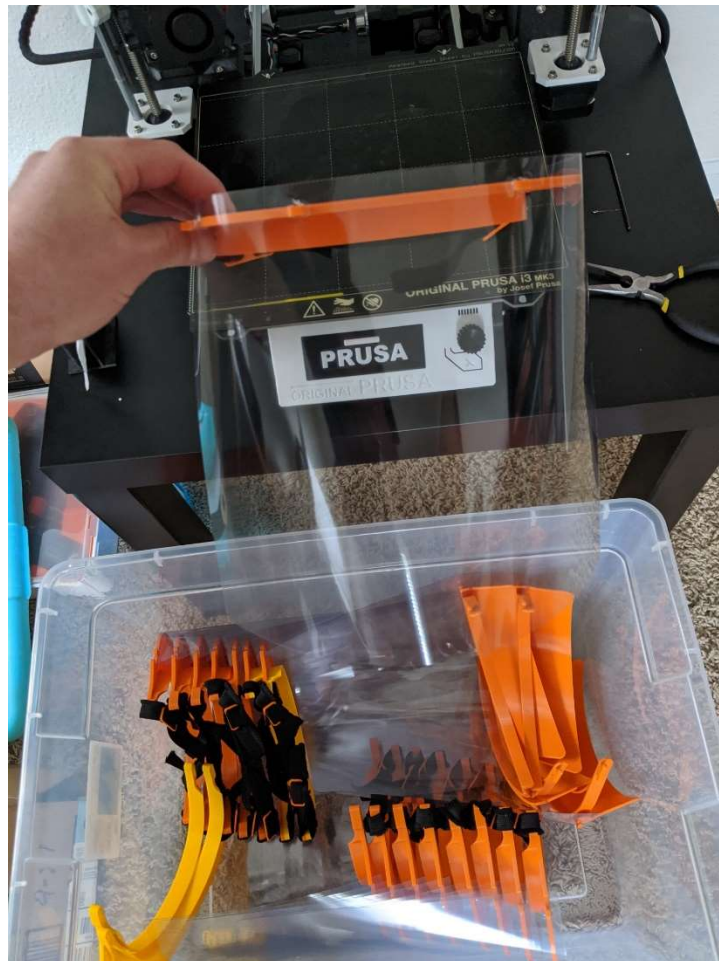
On March 29, four teen members of the Teen Advisory Board (TAB) met with Teen Services Supervisor Alice Son, and provided insight for staff into what teens are currently experiencing due to school closures as well as expressing a desire to connect with other teens during this time.

3D Printing Personal Protective Equipment

Digital Services is using its 3D printing resources to combat COVID-19 by printing personal protective equipment for local medical organizations. Makerspace Branch Assistant Manager Chris Krueger gauged community need and the possibilities for how the library could help. The library lent Digital Services Substitute Donna Radlicz and her eleven-year-old son Vince a Dremel 3D printer and filament to increase the output of face shield pieces Vince was already printing for donation. They have printed over 100 face shields for their Arlington Heights neighbors working at area health care centers such as Northwest Community Hospital, Evanston Hospital and Mt. Sinai Hospital. You can view the Daily Herald article [here](#).



Digital Services Advisor Alex Niemiec also printed face shields for medical workers during the ongoing crisis from his home 3D printer with filament the library donated. Chris Krueger will continue to monitor the situation and make recommendations on how the library can support health care workers and library staff through maker technology for the duration of the crisis.



Current Events

Multiple Current Events sessions were hosted by Senior and Accessible Services manager Mary Jo Lepo to get facilitators and participants familiar with using Zoom teleconferencing to continue their weekly current events group. The Current Events Group has been meeting for more than 30 years. Digital Media Specialist Chris Smith assisted Mary Jo Lepo with tech support for their Zoom meetings for participants who have trouble joining. Chris made Zoom tutorials for each different piece of commonly used hardware to connect to the app and troubleshoot issues with attendees over the phone. This very valuable format will encourage this vulnerable population to further social isolate while still staying active in their library consumption as well as teach them

concepts to aid in staying in touch with friends and family while social isolating during the pandemic. Group members shared how grateful they were to us for finding a way to keep them together.

Pen Pal Program

Senior and Accessible Services staff created a pen pal program and shared with two partner senior living communities; their activity leadership was very enthusiastic:

- From Julie at Hearthstone: *“I think that’d be nice – especially with some topics that interest them to narrow the focus. I think that sounds like a great idea. I will try to brainstorm some residents who may be interested and show them the form, too. Send it my way!”*
- From Paul at The Moorings: *“We would love to do this!”*

Staff from multiple departments are being matched with pen pals.

Reaching Out

Senior and Accessible Services Manager Mary Jo Lepo and Library Delivery and Accessibility Supervisor Katie Myers developed a resource document containing online virtual tours, recommended books and movies that can be downloaded from the library website. A list of call in programs were shared with homebound residents and senior site activities staff that we usually visit.

- From Maribeth (activities coordinator) at The Moorings: *“Thanks SO Much!”*
- From Sandy (activities manager) at the Lutheran Home: *“AWESOME!!!! WE APPRECIATE THIS!!!”*

Since March 16, Senior and Accessible Services staff have made 92 calls to homebound residents in our program. They have provided reader’s advisory to customers and have answered approximately 20 in-depth questions ranging from cloudLibrary issues and library card issues to providing scripture, phone numbers, obituaries, newspaper articles and other reference material over the phone.

Chat Services

Our chat service for the month of March was the highest on record. There were 760 chats this month, a 66% increase from March last year (458 chats). During the library’s closure in March multiple staff including Info Supervisor Elizabeth Ludemann, Info Services Librarians Alison Lowery, Barb Powers, Becky Thornton, Genealogy and Local History Librarian Jaymie Middendorf, Deputy Director Shannon Distel, Youth Services Manager

Trixie Dantis, Digital Services Supervisor Gregory Berger and Digital Services Librarian Bill Pardue covered chat and email shifts.

COVID-19 Story Project

Exhibits Coordinator Carol Ng-He, Genealogy and Local History Librarian Jaymie Middendorf, and Bill Pardue, Digital Services Librarian, collaborated to establish Arlington Heights Memorial Library as the primary collector of local stories about dealing with COVID-19. As a collected body, a collection like this will reflect the impact of the current pandemic on our residents, businesses, and community partners and tell a story of resilience for years to come and future generations. They determined the eventual goal of being collector will be to create a digital exhibit, possibly accompanied by a physical exhibit, and eventually national digital archives.

Launched April 7, the Arlington Heights COVID-19 Story Project invites individuals, families, local organizations and members of our community to share stories, artifacts and any form of creative expression about living during the pandemic. Submissions will be accepted in multiple formats ongoing. Library staff have begun outreach to a broad representation of organizations, businesses and individuals to create an inclusive collection which represents the experience of all members of the Arlington Heights community. To introduce the opportunity, library staff are leading information sessions via Zoom which include creative prompts and exercises to help interested community members get involved. Social media promotion has begun with full project details living at <https://www.ahml.info/c19stories>



New phone line

IT staff are taking advantage of the closure and the quiet phones to replace our existing phone service provider with another vendor. With this change, the library will save approximately \$60,000 annually.


Remote services

During the closure, the IT department has worked hard to make remote work possible for library staff. This included deploying, training for and supporting Microsoft 365, a cloud-based office product, remote email service, VPN services, and hardware for staff working from home.











Virtual resource usage

Top ten visited web pages

February 2020:

1.	/www.ahml.info		134,269
2.	/merci/availabilitygrid		11,911
3.	/attend/events		5,145
4.	/borrow/bmm		3,919
5.	/research/databases		3,137
6.	/about/jobs		2,353
7.	/dashboard		2,329
8.	/advanced-search		2,312
9.	/borrow/ebooks		1,824
10.	/kids		1,764

March 2020:

1.	/www.ahml.info		97,648
2.	/borrow/ebooks		8,861
3.	/merci/availabilitygrid		4,997
4.	/voteonebook1		3,848
5.	/attend/events		3,723
6.	/research/databases		3,096
7.	/Closures-Cancellations & Library Card FAQ		2,971
8.	/borrow/bmm		2,730
9.	/Coronavirus-Information		2,219
10.	/onlinelearning		1,391

eResource Usage

Sum of Total	Month			
Row Labels	Jan	Feb	Mar	Grand Total
= 2020				
[-] Acorn TV				
Video	663	489	875	2027
Acorn TV Total	663	489	875	2027
[-] BookFlix				
Read-Alongs	87	301	315	703
BookFlix Total	87	301	315	703
[-] Cloud Library				
Audiobooks	3237	2915	3377	9529
eBooks	6759	5915	8308	20982
Cloud Library Total	9996	8830	11685	30511
[-] Flipster				
Magazines	370	281	426	1077
Flipster Total	370	281	426	1077
[-] Great Courses				
Video	79	86	133	298
Great Courses Total	79	86	133	298
[-] Hoopla				
Audiobooks	2911	2589	3162	8662
Comics	298	295	659	1252
eBooks	2182	1913	3464	7559
Movies	518	508	853	1879
Music	531	491	633	1655
TV	298	336	643	1277
Hoopla Total	6738	6132	9414	22284
[-] IndieFlix				
Video	6	2	7	15
IndieFlix Total	6	2	7	15
[-] Kanopy				
Video	231	250	338	819
Kanopy Total	231	250	338	819
[-] PressReader				
Magazines	2504	3370	3389	9263
PressReader Total	2504	3370	3389	9263
[-] RBDigital				
Magazines	1867	2141	2484	6492
RBDigital Total	1867	2141	2484	6492
[-] StoryCove				
Read-Alongs	22	16	43	81
StoryCove Total	22	16	43	81
[-] TumbleBooks				
Read-Alongs	632	626	820	2078
TumbleBooks Total	632	626	820	2078
[-] TumbleMath				
Read-Alongs	6	5	44	55
TumbleMath Total	6	5	44	55
2020 Total	23201	22529	29973	75703

Social Media engagement

	January	February	March
Facebook			
Posts	25	22	56
Fans*	5067	5113	5217
Engagement	1164	1723	3531
Reactions	1014	1505	2696
Comments	92	128	347
Shares	58	90	488
Twitter			
Tweets	65	51	111
Followers*	4313	4324	4362
Engagement	247	203	534
Likes	181	164	386
Retweets	65	33	134
Instagram			
Posts*	n/a	n/a	859
Followers*	1767	1802	1852
Impressions*	n/a	11889	25878
Average Reach	n/a	286	485

Constant Contact			
Campaigns	20	19	22
Sends	46572	44518	127872
Opens	10681	12536	57487
Clicks	498	925	2500
Open rate (percentage)	24%	28%	45%
growth over previous 30 days	2%	4%	17%
performance over industry average	6%	10%	27%
Total contacts*	31770	31790	32650
LinkedIn			
Followers*	655	657	659
Posts	7	1	5
Impressions	2335	308	839
YouTube			
Subscribers*	397	402	456
Videos added	0	3	6
Views	1601	1821	2,875
Watch time hours	55.6	63.8	83.3

*Cumulative numbers

Communications and Marketing Notes:

Facebook posting and tweet production doubled due to the closure and pace of content provided by staff.

Followers and contacts on most channels showed growth. Significant adds include Constant Contact email self-subscribes, with net +860 subscribers.

Communications and Marketing is editing YouTube videos produced by staff and also training staff for better production. These videos are then promoted on our social media

channels and hosted on YouTube and some have become on demand content promoted on our website.

The April newsletter was nearly completed when growing cancellations and closures made us realize the issue had to be scrapped.

We worked with IT to create new website pages and reorganize the landing page to host new types of content.

Promotion for online library card registration and digital library continue to be successful, as well as moving customers to follow us on social media, subscribe to email news and rely on the library website for the latest information.

Staff Development

ServSafe Certification

Program & Exhibits Specialists Megan Young, Tracy Recklaus and Sam Ryan and Makerspace Assistant Manager Chris Krueger are now ServSafe certified food handlers, each having completed ServSafe's Illinois Food Handler program online. Law requires all food handlers (persons who work in food facilities and performs any duties that involve the preparation, storage or service of food in a food facility) in the state of Illinois to have ANSI Accredited Food Handler Training. While library staff are not required by definition, staff felt it was a good, basic course on food handling safety which provides an important information foundation for processes and procedures given the large variety of food programs offered to the community , soon to increase with a hands-on kitchen at the Makerspace.

Scalar Training with Illinois State Library Staff

As part of the library's ongoing exploration of digital exhibits, Exhibits Coordinator Carol Ng-He and Digital Services Librarian Bill Pardue participated in training with Andrew Bullen, Information Technology Coordinator at the Illinois State Library. Andrew provided a free, two-hour training via Zoom which highlighted the functionalities of Scalar, a free web-based, open source publishing platform that Illinois State Library adopts for hosting digital exhibits.

Carol Ng-He Co-facilitating ARLIS/NA Book Club: *Exhibits in Archives and Special Collections Libraries*

On March 12, Exhibits Coordinator Carol Ng-He began co-facilitating a book club as part of her participation in ARLIS/NA's Exhibitions Special Interest Group. The group meets online to discuss Jessica Lacher-Feldman's *Exhibits in Archives and Special Collections Libraries* over five weeks. Each session focuses on exploring various aspects of the

making of exhibitions in library environments. This has been a great opportunity to be connected with colleagues doing similar work and allows the library to gain insights of successful tips and tricks of exhibit planning.

Professional Development During Pandemic *(a focus on staff learning post March 13, many in direct response to serving the community during a pandemic)*

Youth Services

Using Udemy, Kids' World Assistant Manager Maria Papanastassiou learned to play the ukulele, which she featured in a virtual storytime.

Youth Outreach Librarian Emily Loeffler, Lead Outreach Specialist Laura Dakas and Kids' World Assistant Manager Maria Papanastassiou delivered presentations focused on youth outreach services at Digital Services and Circulation and Community Services department meetings. Staff highlighted community partnerships and outreach services already in place and encouraged collaboration on existing and future services.

Tween Librarian Kerry Bailey and Youth Outreach Librarian Emily Loeffler attended Library 2.0 virtual mini-conference on the COVID-19 pandemic. Sessions included: Self-care during a crisis, Why and how to promote your online services during the quarantine, Serving patrons in a crisis and Preparing your digital branch for increased use.

Programs & Exhibits

Programs & Exhibits staff began developing programs and immersing in relevant continuing education and professional development. Webinars and networking meetings attended focused on addressing the COVID-19 crisis, many offered opportunities to explore new tools both as users and event planners. The combination of webinars and development helped create the infrastructure for virtual programs on the library's new platforms.

Programs & Exhibits launched a Virtual Programming for Adults channel on Microsoft Teams, allowing all staff responsible for programming to connect and share. The primary goals of the platform are to share resources and ideas for meeting community needs virtually, share learning, and share any updates related to programs we're developing. This channel has successfully engaged staff with sharing resources for exploring digital tools; links to upcoming online events offered by peer libraries or similar peer community organizations, which library programmers participate in to learn from; webinars which spur program ideas and conversation; and recommended reading relevant to program planning.

Collection Services

Collection Services staff participates in training in a variety of topics including webinars on upcoming hot titles presented by Ingram, Macmillan Library Absolutely Fabulous Picks, New Books, New Worlds: Diverse Titles for Youth and Young Adult, and Summer 2020 Adult Book Buzz. Staff attended A Librarian's Crash Course in Marketing: The Beginner's Guide to Promoting Your Collection and Events and Telling Your Story: Articulating Your Value as a Technical Services Librarian. Staff also attended Libraries and COVID-19: Managing Strategies and Stress, and Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections.

Senior and Accessible Services

Library Delivery and Accessibility Supervisor Katie Myers completed most of the elective credits and 1/3 of the foundation credits towards obtaining her ADA Coordinator certification. In the process, she has also identified several courses that are free and will provide useful training for other library staff.

Digital Services

Digital Services Librarian Bill Pardue cohosted a virtual Electronic Subscription Managers Group meeting via RAILS' Zoom subscription on March 25. Participants discussed adjustments for electronic services during the shelter in place quarantine as well as a proposed project to review databases' privacy policies.

Makerspace Branch Assistant Manager Chris Krueger continued a multiweek ALA advanced eCourse "Creating Makerspaces & Other Modern Community Spaces".

Digital Service Librarian Bill Pardue and Digital Services Manager Jack Bower attended Library 2.0 online webinars on "Why and How to Promote Your Online Services During the Quarantine" and "Preparing Your Digital Branch for Increased Use".

Digital Media Specialist Chris Smith and Technology Instruction Coordinator David Olichwier attended "Libraries and COVID-19: Managing Strategies and Stress" and "Public Libraries Respond to COVID-19". Additionally, David attended "Hey Siri, What Does the Future of Public Libraries Look Like?", "Instruction at a Social Distance: Moving Library Instruction Online" and "Pandemic Pedagogy: Resources for Library Instruction at a Distance".

Several staff attended the mini conference “Libraries Stepping Up! Serving the Needs of Communities in Crisis” and took the 4-hour Udemy course “Mastering Office 365”.

Info Services

Info Services Librarians Alison Lowery, Becky Thornton, Jaymie Middendorf and Elizabeth Ludemann attended continuing education opportunities, including webinars about COVID-19 leadership strategies, serving customers virtually, voter education, and genealogy.

Genealogy and Local History Librarian Jaymie Middendorf participated in German Research for the Everyday American and City Directories and other New Collections at MyHeritage.

Specialty Info Services Librarian Alison Lowery participated in TED Talk “How Great Leaders Inspire Action”; PLA webinar “Understanding Power, Identity, and Oppression in the Public Library; PLA webinar “The Public Library’s Role during Elections: Voter Education in the Age of Misinformation; “Library Leaders Are Failing Librarianship: Soft Skills Needed for Human Library Leadership,” a session of “Wholehearted Librarians” presented by Steven Bell; RAILS webinar “The Accidental Leader,” presented by George Needham; and EveryLibrary Institute webinar “How to Combat COVID-19 Related Misinformation,” presented by Sarah Brandt (NewsGuard) and Christopher Harris (Genesee Valley School System).

Specialty Info Services Advisor Diane Malik participated in a Nexis Uni webinar.

Specialty Info Services Librarian Becky Thornton participated in a Census Roundtable.

Specialty Info Services Supervisor Elizabeth Ludemann participated in Library 2.020: Wholehearted Libraries online conference; AL Live—Libraries and COVID-19: Providing Virtual Services; Libraries Stepping Up! Serving the Needs of Communities in Crisis Mini-Conference; and Leadership in the Time of Coronavirus: Real-time Strategy Sharing.

Circulation and Community Services Supervisor and staff have been working on professional development through webinars, news articles, online classes, etc. Some of these include:

- Mitigating Covid-19: When Managing paper-based materials, circulating, and other types of collections.
- Libraries Stepping Up! Serving the Needs of Communities in Crisis Mini-Conference: A Crash Course in Protecting Library Data While Working From Home
- Flipping the Script: What’s Next for Libraries

- Libraries & COVID-19: Providing Virtual Services
- How to Sanitize Collections in a Pandemic
- Information Literacy Instruction at a (Social) Distance: Strategies for Moving Online
- Managing Change in Emergency Preparedness
- Cultural Competency Program for Disaster Preparedness and Crisis Response
- How to Manage a Remote Team Well
- Ryan Dowd's Homelessness 201
- Management & Leadership: The Practical Application of the Theories Behind Team Building

Dunton Street Social Club

The Dunton Street Social Club is now on Facebook! The DSSC-V Facebook Group has over 100 staff members sharing videos, stories and more.



Metrics for March 2020

Service Point Traffic

Total visits
32,236 ↓ -63%
 87,926 last year

Main Library visits
30,995 ↓ -63%
 84,523 last year

Sr Center Visits
562 ↓ -71.72%
 1,987 last year

Bookmobile Visits
679 ↓ -52.05%
 1,416 last year

Circulation

Total Circulation
94,478 ↓ -44%
 169,720 last year

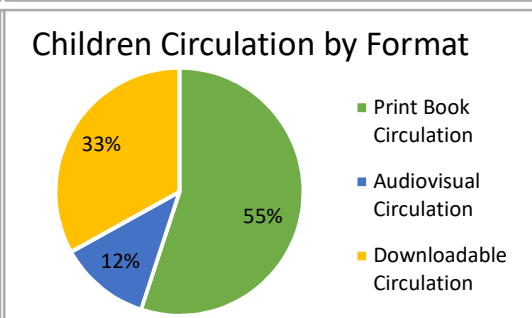
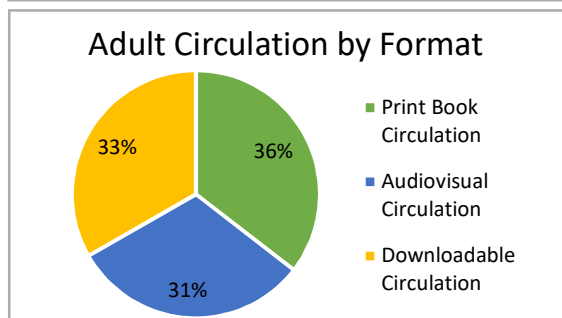
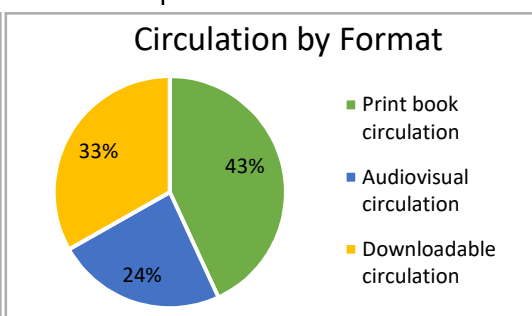
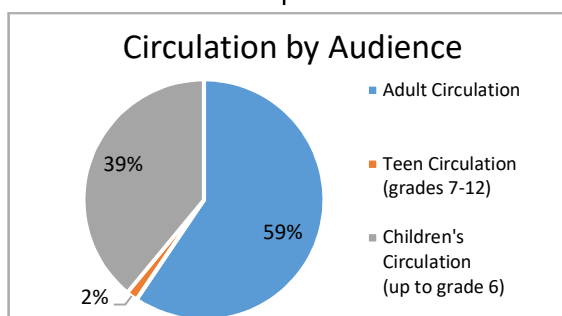
Card Holders
367

Library Cards Issued

Resident (issued)	310 ↓ -11.43%
	350 last year
Non-Resident (Registered)	57 ↓ -71.92%
	203 last year

Interlibrary Loan

Borrowed	243 ↓ -54.75%
	537 last year
Lent	258 ↓ -49.81%
	514 last year



Programs

Program Attendance
2,159 ↓ -66%
 6,335 last year

Number of Programs
104 ↓ -61%
 268 last year

Cost of Programs
\$1,645
 \$0 funded by FOL

General Satisfaction
N/A

Questions

Reference Questions
6,812 ↓ -61%
 17,448 last year

Reference Questions
 (via call center)
2,137 ↓ -60%
 5,324 last year

Chat sessions
760 ↑ 65.94%
 458 last year

Technology Usage

Public Computer Use
3,217 ↓ -66.66%
 9,649 last year

Website Visits
97,648 ↓ -2.53%
 100,179 last year

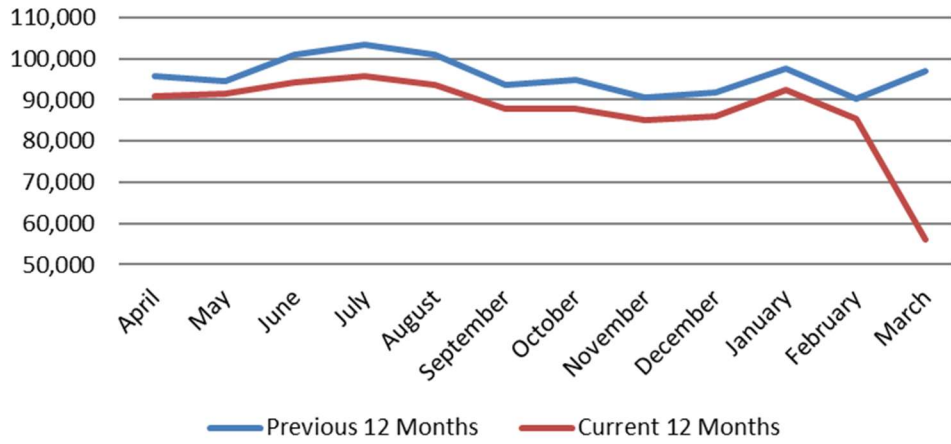
Self Checkout
 (% of total checkouts)
62% ↓ -3.80%
 66% last year

Note: Library was closed for COVID-19 from March 14 through the end of the month.

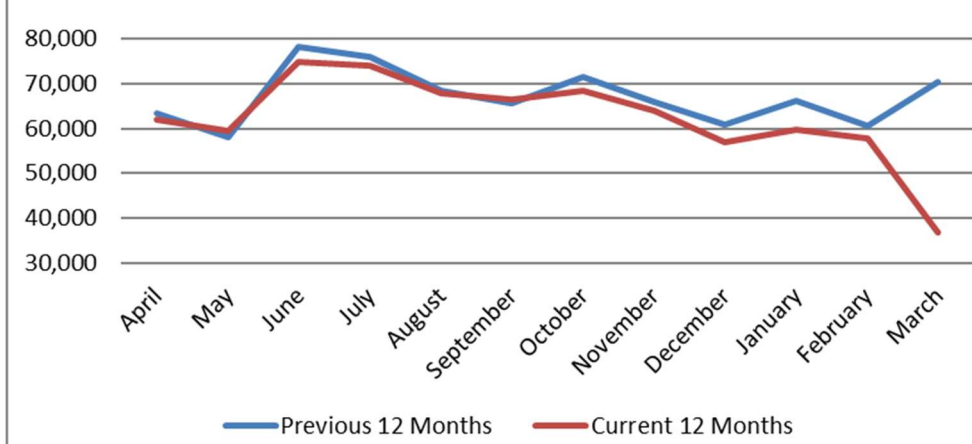
AHML - DASHBOARD - March 2020

	March 2020	March 2019	% change from last March	Jan 2020-March 2020	Jan 2019-March 2019	% change from last YTD
Total circulation	94,478	169,720	-44%	393,570	488,449	-19%
Adult circulation	56,193	96,958	-42%	234,012	284,723	-18%
Teen circulation	1,439	2,301	-37%	5,167	6,490	-20%
Children circulation	36,846	70,461	-48%	154,391	197,236	-22%
Print book circulation	38,747	88,169	-56%	189,538	250,864	-24%
Audiovisual circulation	21,308	52,244	-59%	106,346	154,108	-31%
Downloadables circulation	29,833	20,096	48%	75,393	57,152	32%
Self-check as % of main floor circ	62%	66%	-4%	64%	66%	-2%
Circulation to reciprocal borrowers	4,493	10,311	-56%	24,337	30,291	-20%
ILLs borrowed for our customers	243	537	-55%	1,129	1,438	-21%
ILLS lent to other libraries	258	514	-50%	1,519	1,335	14%
Resident cards issued	310	350	-11%	912	1,010	-10%
Reciprocal cards registered	57	203	-72%	361	493	-27%
Reference questions	6,812	17,448	-61%	37,298	51,514	-28%
Number of Programs	104	268	-61%	668	810	-18%
Program attendance	2,159	6,335	-66%	21,030	20,055	5%
Public computer use	3,217	9,649	-67%	20,013	26,801	-25%
Website visits	97,648	100,179	-3%	380,201	294,361	29%
In-person visitors	32,236	87,926	-63%	197,490	172,123	15%
New & Popular - % of adult coll	7.7%	8.1%	-6%	7.8%	8.2%	-6%
New & Popular - % of circ	32.5%	34.4%	-6%	32.6%	33.8%	-4%
Kids' New & Popular - % of KW coll	4.0%	4.8%	-20%	4.2%	4.6%	-10%
Kids' New & Popular - % of circ	14.1%	15.6%	-11%	14.6%	15.3%	-4%
Individual Staff Sessions	18	99	-450%	198	324	-64%
Volunteer hours	1,026	2,438	-58%	5,704	6,631	-16%

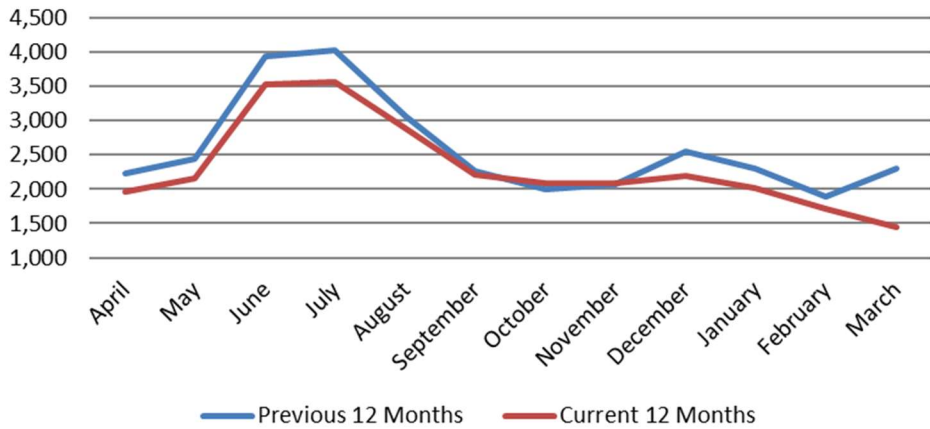
Adult Circulation



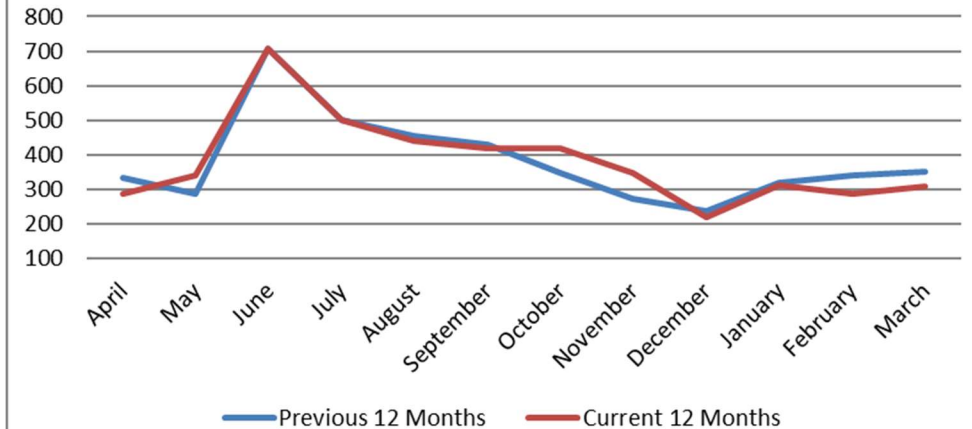
Children's Circulation

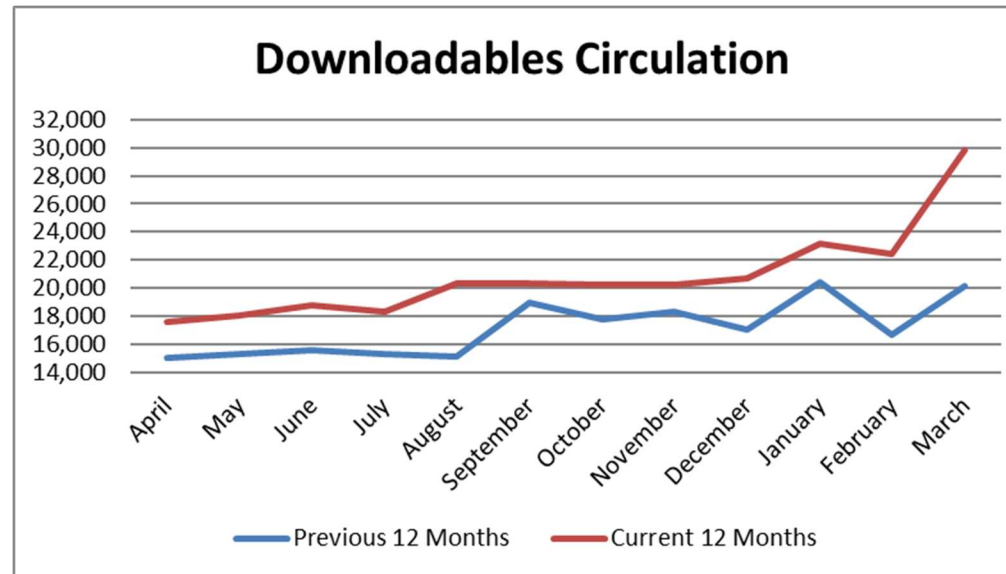
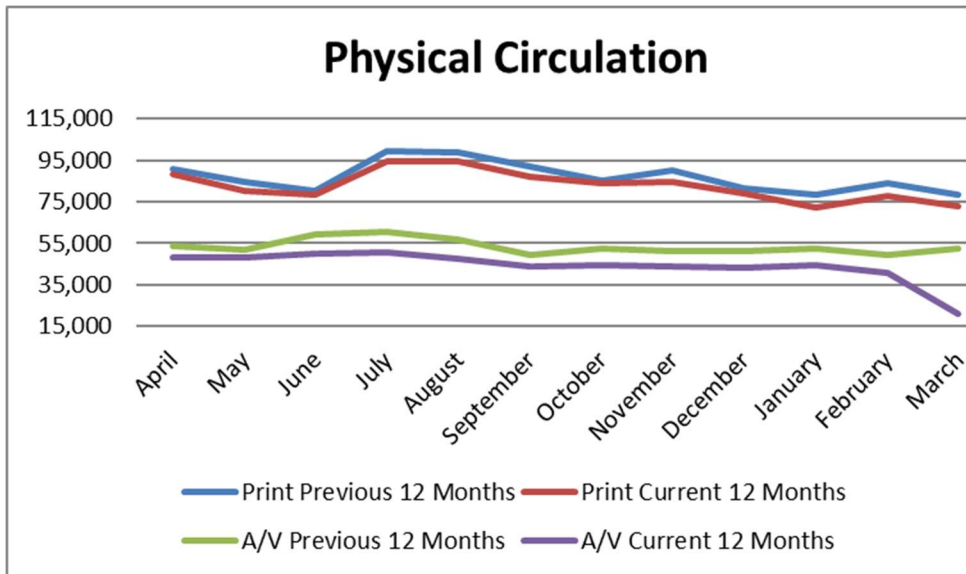


Teen Circulation



Resident Library Cards Issued

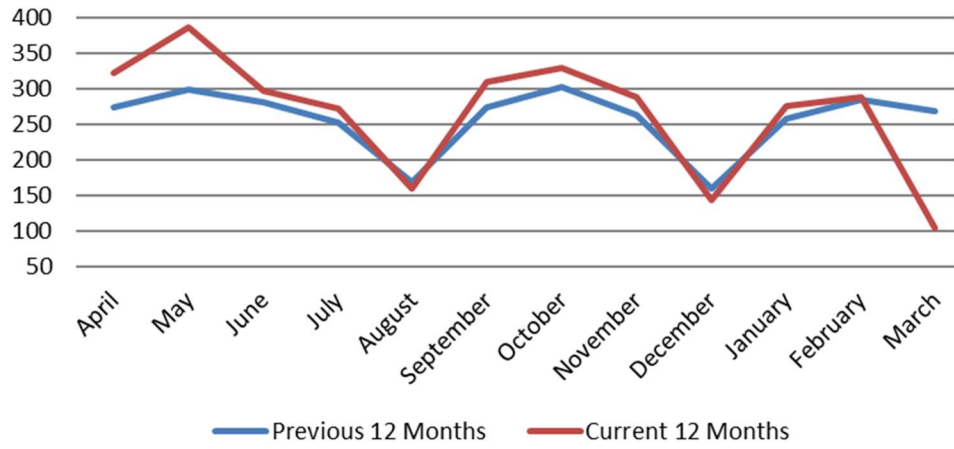




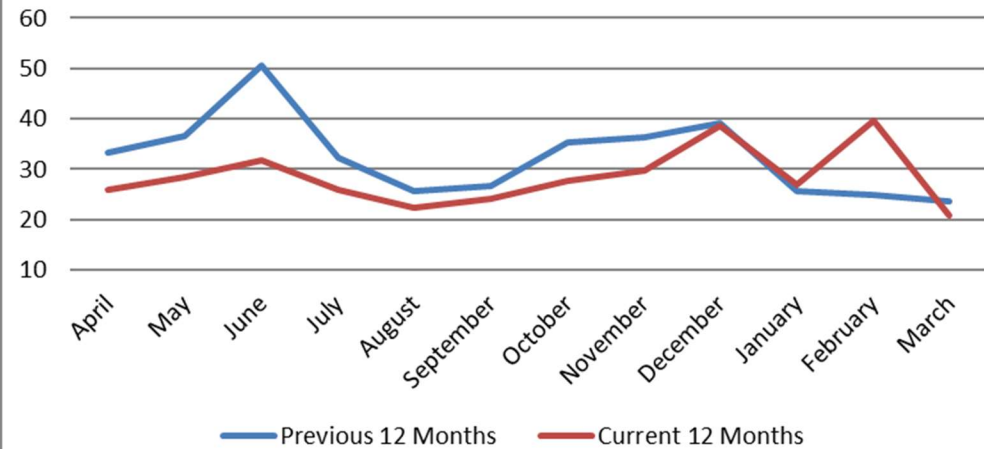
Notes relating to circulation:

- Due to the COVID-19 library closure, overall circulation is down 44.3% for the month. However, electronic checkouts are up 48.5% for the month, with 29,833 total echeckouts. This represents 31.6% of all checkouts in March.
- Homebound deliveries are down 23.9% for the month, but increased services overall still resulted in an increase of 14% for the current year-to-date.
- Although the bookmobile checkouts are also down 41.5% for the month due to cancellations, over the two weeks that we were open in March, they visited 30 stops and saw 679 customers. This resulted in an average of 90 items checked out per hour and 20 customer visits per hour.
- We normally check out an average of 3,000 items per day. On the Friday, March 13, before the library closed for COVID-19, we checked out 14,467 items!

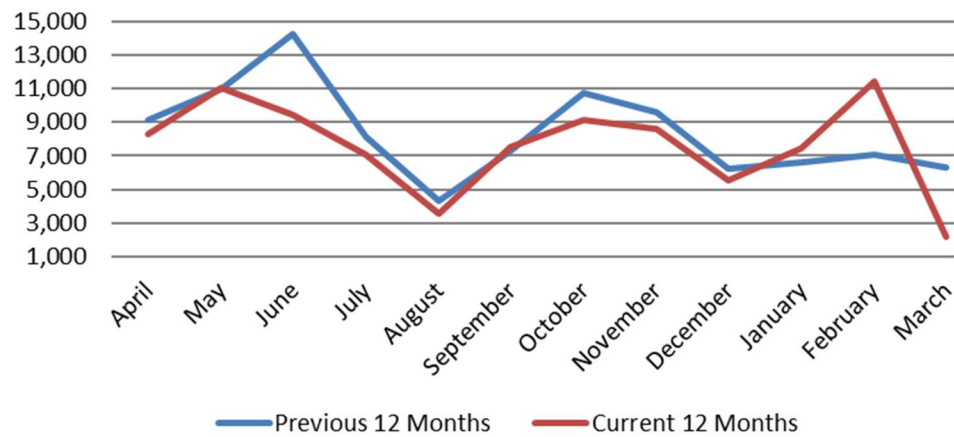
Program Sessions



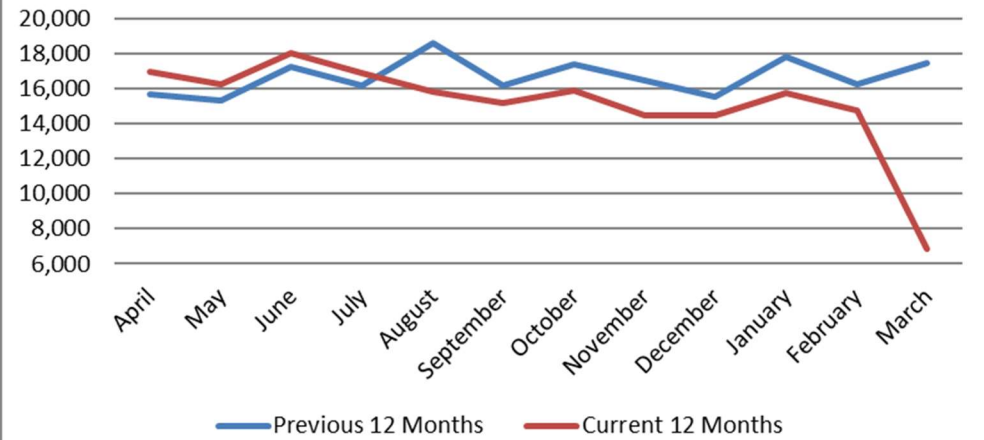
Attendance Per Program



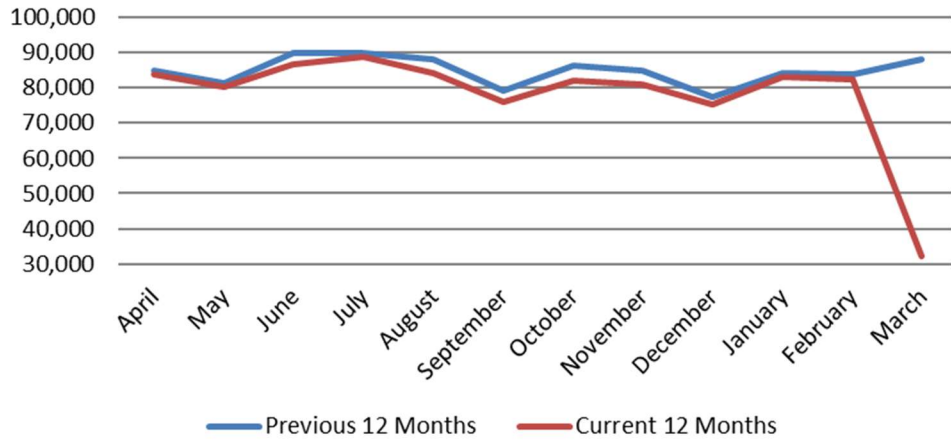
Program Attendance



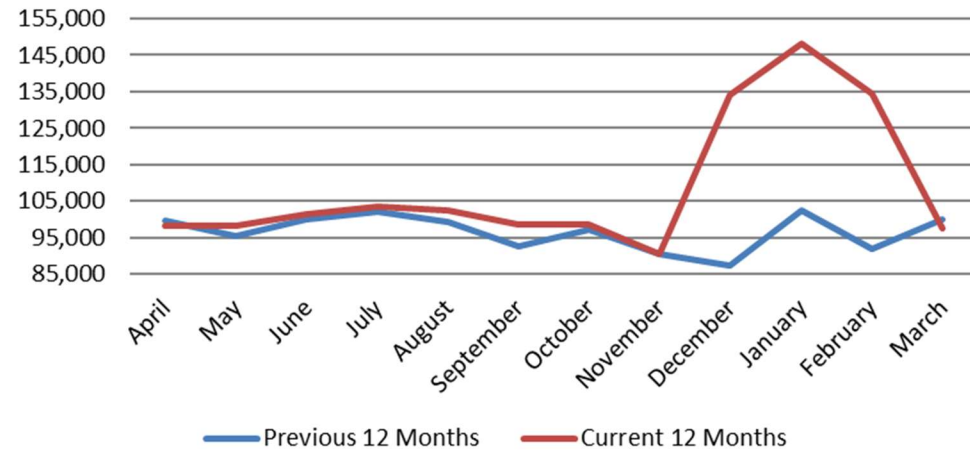
Reference Questions (Library Wide)



In-person Attendance



Website Visits



Public Computer Use

