

**BOARD OF LIBRARY TRUSTEES**

**TUESDAY, MAY 19, 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 APRIL 21, 2020 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF APRIL 29, 2020 (Action Item 2)
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2020 (Item 3)
- VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2020 (Action Item 4)

IX. EXECUTIVE DIRECTOR'S REPORT

X. OLD BUSINESS

- MAKERSPACE PROJECT UPDATE (Item 5)

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

- LIBRARY CLOSURE DUE TO COVID-19 (Action Item 6)

Discussion of library response to Coronavirus and impact to services and staffing

XI. NEW BUSINESS

- EMPLOYEE ENGAGEMENT SURVEY (Item 7)

Staff will present results of the employee engagement survey including the process, results and action planning

- 2021 BUDGET TIMETABLE (Item 8)

Review of the timetable for budget preparations for 2021

XII. OTHER

XIII. ADJOURNMENT

Public comment for this board meeting will be taken in advance via email. Please email comments to [LibraryDirector@ahml.info](mailto: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, APRIL 21, 2020.**

04.20.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Monday, April 21, 2020, at 6:00 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; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects.

04.20.03 **PUBLIC COMMENT** – President Zyck shared a public comment submitted via email regarding library services.

04.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends will not reschedule the April book sale, but are tentatively planning an August book sale. The Friends will start accepting donations 30 days after the library reopens to the public.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell provided a report on the Foundation's fund-raising activity. The Foundation continues to receive donations, and are staying connected with donors through email.

04.20.05 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 18, 2020 (Action Item 1)**. Trustee Supplitt seconded. All were in favor and the minutes were approved as submitted.

04.20.06 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF MARCH 13, 2020 (Action Item 2)**. Trustee Medal seconded. All were in favor and the minutes were approved as submitted.

04.20.07 Trustee Thanopoulos moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF MARCH 24, 2020 (Action Item 3)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

04.20.08 Trustee Ruhl moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF APRIL 6, 2020 (Action Item 4)**. Trustee Medal seconded. All were in favor and the minutes were approved as submitted.

04.20.09 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 29, 2020 (Item 5)** – Ms. Ekl directed the board to the February revenue and detail budget report.

04.20.10 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 29, 2020 (Action Item 6)** – Ms. Ekl reported this is a partial review as checks were approved at the special board meeting on March 13, 2020. This register includes payroll and a number of checks were canceled from the program department due to the cancelation of programing in response to the pandemic.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER FOR FEBRUARY 29, 2020, IN THE AMOUNT OF \$1,095,105.08**. Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

04.20.11 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2020 (Item 7)** – Ms. Ekl reported the library received \$7,324,975 in real estate tax revenue as of March; this is 51% of the total real estate revenue budgeted for 2020. The Illinois Comptroller stated that property taxes should not be affected in 2020 and the library should expect to receive close to 100% of its budgeted tax revenue despite economy changes. In March, the Friends of the Library submitted a check to the library in the amount of \$2,142, applied towards programs and interior landscaping.

04.20.12 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2020 (Action Item 8)** – Ms. Ekl provided information in response to trustees' questions.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY DATED MARCH 31, 2020, IN THE AMOUNT OF \$1,131,628.89**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

04.20.13 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the March report with the exhibit, 'When Home Won't Let You Stay: Stories of Refugees in America' featuring 18 portraits of refugees in America by Chicago documentary artist and photographer James A. Bowey. Civic and voting events included a League of Women Voters' *Candidate Forum* attended by 96 community members and was highlighted in local news outlets. The Lego Train Exhibit brought in large crowds, who checked out 8,000 items, returned over 6,800 items and 1,000 holds were filled over the two days.

The Eighth Annual Teen Job Fair drew in 267 teens with their parents to meet with prospective employees. The Fifth Annual Harry Potter Book Night broke the attendance record with 730 witches, wizards and muggles. April report highlights include the launch of the Seventh Annual One Book, One Village community read initiative; and the STEM Expo saw 420 participants of all ages. Serving the community during COVID-19, Mr. Driskell highlighted online library card registration resulting in 149 new library cards with 82% of Arlington Heights residents holding library cards; Kanopy and hoopla borrowing limits were increased; creation of a dedicated page on the library's website compiling crisis information in response to COVID-19; and virtual programming on the library's YouTube channel including book recommendations, Tween Tuesdays and virtual storytimes. Digital Services staff is using 3D printing resources to support area health centers by printing personal protective equipment; Senior and Accessible Services staff created a pen pal program with two partner senior living communities and created a resource document containing online virtual tours, recommended books and movies available for download from the library website. The Arlington Heights COVID-19 Story Project launched April 7, inviting individuals, families, local organizations and members of the community to share stories, artifacts and any form of creative expression about living during the pandemic.

#### 04.20.14 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 9)** – Staff and Williams Architects believe the recommended scope of work and proposed budget stay close to the original board-approved budget while addressing the most critical infrastructure and accessibility needs for the library to occupy the building located at 112 North Belmont Avenue. The plan provides a cost-conscious buildout direction for the space that is as consistent with the level of facility quality customers have come to expect from the library.

Trustee Smart moved **WITH THE INFORMATION AVAILABLE AND CURRENT EVALUATION AS OF APRIL 21, 2020, THE BOARD OF LIBRARY TRUSTEES APPROVES THE PROPOSED BUDGET FOR THE MAKERSPACE PROJECT NOT TO EXCEED \$1,156,015.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

- **MAKERSPACE CONSTRUCTION MANAGEMENT SERVICES (Action Item 10)** – Mr. Driskell discussed engaging the services of Shales McNutt Construction to provide construction management services for the rehabilitation and renovation of the building located at 112 North Belmont Avenue.

Trustee Supplitt moved **BASED ON THE INFORMATION SHARED AS OF APRIL 21, 2020, 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.** Trustee

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

- **PERSONAL PROPERTY TAX REPLACEMENT (Action Item 11)** – The board continued discussing potential changes in the collection of Personal Property Replacement tax.

- **LIBRARY CLOSURE DUE TO COVID-19 (Action Item 12)** – The board discussed the library’s response to Coronavirus and the State of Illinois stay-at-home order and its impact to services and staffing. With the stay-at-home order expected to expire April 30, 2020, staff will begin to transition by preparing to provide limited services to the community while utilizing resources currently available.

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 THROUGH THE PAY PERIOD ENDING MAY 14, 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.

04.20.15 There was no **NEW BUSINESS** to be discussed.

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

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:09 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON WEDNESDAY, APRIL 29, 2020.**

04.20.01 A special meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Wednesday, April 29, 2020, at 6:02 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, Smart, Supplitt, Tangney, Thanopoulos, and Zyck.

Absent: Trustee Ruhl

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 two public comments submitted via email regarding public notice of meetings and services to the homeless community during the pandemic.

Trustee Ruhl joined the meeting via teleconference at 6:03 p.m.

04.20.04 **LIBRARY CLOSURE DUE TO COVID-19 (Action Item 1)** – The board discussed the library's response to Coronavirus and the State of Illinois stay-at-home order and the impact to services and staffing. Mr. Driskell reported with the extension of the stay-at-home order through May 30, 2020, staff is recommending the extension of the closure of the building to the public to be in-line with the stay-at-home order extension. There is a possibility of resuming some services to the community after May 1, depending upon the specific wording outlined in the signed stay-at-home order. Once the order is signed, staff will have access to additional information to determine possible levels of service through May 31.

Beginning in May, staff will begin preparing the facility for the delivery of public services by planning and implementing guidelines for social distancing, safety and sanitation. The plan to add services and eventually reopen the building will be phased in by offering services including phone support, drive-up and return accessibility and preparation and planning for eventual public building access.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES EXTENDS THE CLOSURE OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY, BASED ON STAFF RECOMMENDATION, UNTIL MAY 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.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO EXTEND PAY TO EXEMPT AND NON-EXEMPT STAFF FOR THEIR REGULARLY SCHEDULED HOURS THROUGH MAY 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.

#### 04.20.05 OTHER

- Mr. Driskell shared staff are using library 3D printers to create personal protective equipment for health facilities in Arlington Heights including Northwest Community Hospital.
- Mr. Driskell shared Communications and Marketing staff and Info Services staff have been extremely busy communicating information and connecting with the community while the building is closed. Management and select staff have been working on plans for the reopening of the building including setting up the facility for social distancing.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 6:24 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder



Village of Arlington Heights  
 REVENUE REPORT  
 33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2020

Village of Arlington Heights

FUND 291 Memorial Library Fund		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	87,834	28,287.94	32	351,336	564,752.61	161	1,054,012	489,259.39
04 00	Real Estate Tax FICA	53,782	17,321.21	32	215,128	345,808.00	161	645,390	299,582.00
05 00	Real Estate Tax	1,057,687	340,639.29	32	4,230,748	6,800,662.93	161	12,692,247	5,891,584.07
401	** Real Estate Taxes	1,199,303	386,248.44	32	4,797,212	7,711,223.54	161	14,391,649	6,680,425.46
400	*** Taxes	1,199,303	386,248.44	32	4,797,212	7,711,223.54	161	14,391,649	6,680,425.46
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		20,000	.00		60,000	60,000.00
70 00	Other Grants	41	.00		164	.00		500	500.00
90 00	Contribution Ord. Library	46	.00		184	3,410.48	1854	562	2,848.48-
411	** Intergovernmental	5,087	.00		20,348	3,410.48	17	61,062	57,651.52
410	*** Intergovernmental Revenue	5,087	.00		20,348	3,410.48	17	61,062	57,651.52
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		832	.00		2,500	2,500.00
74 00	Copier/Reader Printer Fee	3,834	.00		15,336	10,802.38	70	46,009	35,206.62
75 00	Meeting Room Fees	250	.00		1,000	445.00	45	3,000	2,555.00
436	** Library Fees	4,292	.00		17,168	11,247.38	66	51,509	40,261.62
430	*** Fees	4,292	.00		17,168	11,247.38	66	51,509	40,261.62
440	Fines								
442	Library								
20 00	Late Charges	8,329	136.25	2	33,316	21,176.56	64	99,959	78,782.44
25 00	Lost/Damaged Item Charges	1,416	62.94	4	5,664	4,189.96	74	17,000	12,810.04
442	** Library	9,745	199.19	2	38,980	25,366.52	65	116,959	91,592.48
440	*** Fines	9,745	199.19	2	38,980	25,366.52	65	116,959	91,592.48
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	6,699	4,537.13-	68	26,796	12,780.68-	48	80,395	93,175.68
461	** Simple Interest	6,699	4,537.13-	68	26,796	12,780.68-	48	80,395	93,175.68
462	Investment Income								
10 00	Market Value Adjustments	833	167.20-	20	3,332	49.55-	2	10,000	10,049.55
462	** Investment Income	833	167.20-	20	3,332	49.55-	2	10,000	10,049.55

Village of Arlington Heights

FUND 291 Memorial Library Fund									
ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460 ***	Interest Income	7,532	4,704.33-	63	30,128	12,830.23-	43	90,395	103,225.23
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		16,664	.00		50,000	50,000.00
481 **	Special Events	4,166	.00		16,664	.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		5,000	966.87	19	15,000	14,033.13
483 **	Donations	1,250	.00		5,000	966.87	19	15,000	14,033.13
489	Other								
90 00	Other Income	416	416.79	100	1,664	12,948.33	778	5,000	7,948.33-
94 00	FOL Reimbursements	8,750	.00		35,000	7,177.68	21	105,000	97,822.32
489 **	Other	9,166	416.79	5	36,664	20,126.01	55	110,000	89,873.99
480 ***	Other	14,582	416.79	3	58,328	21,092.88	36	175,000	153,907.12
490	Other Financing Sources								
491	Other Financing Sources								
491 **	Other Financing Sources	0	.00		0	.00		0	.00
490 ***	Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL	Memorial Library Fund	1,240,541	382,160.09	31	4,962,164	7,759,510.57	156	14,886,574	7,127,063.43

Village of Arlington Heights  
 REVENUE REPORT  
 33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2020

Village of Arlington Heights

FUND 491 Capital Projects-Library									
ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	5,833	6,489.73	111	23,332	35,818.83	154	70,000	34,181.17
461	** Simple Interest	5,833	6,489.73	111	23,332	35,818.83	154	70,000	34,181.17
462	Investment Income								
10 00	Market Value Adjustments	0	232.23		0	3,649.01		0	3,649.01-
462	** Investment Income	0	232.23		0	3,649.01		0	3,649.01-
460	*** Interest Income	5,833	6,721.96	115	23,332	39,467.84	169	70,000	30,532.16
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Capital Projects-Library		5,833	6,721.96	115	23,332	39,467.84	169	70,000	30,532.16

PREPARED 05/13/2020, 16:09:25  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
33% OF YEAR LAPSED

PAGE 1  
ACCOUNTING PERIOD 04/2020

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REPORT SELECTIONS

Fiscal year . . . . . : 2020  
Fund . . . . . : 291  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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FUND 291 Memorial Library Fund		DEPT/DIV 6001 Executive Office/Administration										
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****							
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	29393	26490.00	90	117572	120206.27	102	.00	352726	232519.73	34
	16 92	Achievement Awards	333	.00	0	1332	500.00	38	.00	4000	3500.00	13
	16 **	Library Personal Services	29726	26490.00	89	118904	120706.27	102	.00	356726	236019.73	34
	18	Other Personal Services										
	18 05	Overtime Civilian	83	.00	0	332	986.72	297	.00	1000	13.28	99
	18 **	Other Personal Services	83	.00	0	332	986.72	297	.00	1000	13.28	99
	19	Employee Benefits										
	19 05	Medical Insurance	7765	7765.17	100	31060	31060.68	100	.00	93182	62121.32	33
	19 10	IMRF	3768	3348.34	89	15072	15318.80	102	.00	45217	29898.20	34
	19 11	Social Security	1848	1612.70	87	7392	7393.39	100	.00	22179	14785.61	33
	19 12	Medicare	432	377.16	87	1728	1729.09	100	.00	5187	3457.91	33
	19 53	Flexible Spending	134	166.25	124	536	841.25	157	.00	1610	768.75	52
	19 55	Unemployment Compensation	536	.00	0	2144	.00	0	.00	6432	6432.00	0
	19 **	Employee Benefits	14483	13269.62	92	57932	56343.21	97	.00	173807	117463.79	32
	20	Prof Technical Services										
	20 05	Professional Services	875	.00	0	3500	.00	0	.00	10500	10500.00	0
	20 08	Consulting Services	166	.00	0	664	.00	0	.00	2000	2000.00	0
	20 20	Legal Services	1333	5512.50	414	5332	5512.50	103	.00	16000	10487.50	35
	20 40	General Insurance	10641	.00	0	42564	120958.00	284	.00	127700	6742.00	95
	20 **	Prof Technical Services	13015	5512.50	42	52060	126470.50	243	.00	156200	29729.50	81
	21	Property Services										
	21 65	Other Services	250	27.67	11	1000	649.39	65	.00	3000	2350.61	22
	21 **	Property Services	250	27.67	11	1000	649.39	65	.00	3000	2350.61	22
	22	Other Contractual Service										
	22 01	Advertising	50	.00	0	200	.00	0	.00	600	600.00	0
	22 02	Dues	556	.00	0	2224	1089.00	49	.00	6675	5586.00	16
	22 03	Training	10310	1480.00	14	41240	40959.23	99	.00	123722	82762.77	33
	22 05	Postage	4245	174.75	4	16980	11925.61	70	.00	50945	39019.39	23
	22 70	Telephone Services	7214	8813.45	122	28856	31819.96	110	.00	86569	54749.04	37
	22 **	Other Contractual Service	22375	7158.70	32	89500	85793.80	96	.00	268511	182717.20	32
	30	General Supplies										
	30 05	Office Supplies & Equip	738	239.33	32	2952	3254.41	110	.00	8858	5603.59	37
	30 **	General Supplies	738	239.33	32	2952	3254.41	110	.00	8858	5603.59	37
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	208	.00	0	832	166.27	20	.00	2500	2333.73	7
	31 **	Public Works Supplies	208	.00	0	832	166.27	20	.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	400	.00	0	.00	1200	1200.00	0
	32 72	Special Events	70	.00	0	280	.00	0	.00	850	850.00	0
	32 99	Items Reimb by Employees	0	9.35	0	0	9.35	0	.00	0	9.35-	0
	32 **	Library Supplies	170	9.35	6	680	9.35	1	.00	2050	2040.65	1
	40	Other Charges										
	40 96	Operating Contingency	416	808.25	194	1664	808.25	49	.00	5000	4191.75	16
	40 **	Other Charges	416	808.25	194	1664	808.25	49	.00	5000	4191.75	16
	50	Property										
	50 15	Other Equipment	2233	.00	0	8932	4296.32	48	.00	26800	22503.68	16
	50 **	Property	2233	.00	0	8932	4296.32	48	.00	26800	22503.68	16
601	** **	Library	83697	53515.42	64	334788	399484.49	119	.00	1004452	604967.51	40
60	** **	Culture/Recreation	83697	53515.42	64	334788	399484.49	119	.00	1004452	604967.51	40
DIV	6001	TOTAL ***** Administration	83697	53515.42	64	334788	399484.49	119	.00	1004452	604967.51	40



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 Village of Arlington Heights

DETAIL BUDGET REPORT  
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FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	67375	43632.33	65	269500	233781.37	87	.00	808558	574776.63	29



FUND 291 Memorial Library Fund		DEPT/DIV 6003 Executive Office/Human Resources										
BA ELE OBJ ACCOUNT		*****CURRENT*****					*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	13996	12987.22	93	55984	58668.11	105	.00	167952	109283.89	35
16	**	Library Personal Services	13996	12987.22	93	55984	58668.11	105	.00	167952	109283.89	35
18		Other Personal Services										
18	05	Overtime Civilian	25	.00	0	100	39.97	40	.00	300	260.03	13
18	**	Other Personal Services	25	.00	0	100	39.97	40	.00	300	260.03	13
19		Employee Benefits										
19	05	Medical Insurance	3854	3854.75	100	15416	15419.00	100	.00	46257	30838.00	33
19	10	IMRF	1772	1641.58	93	7088	7420.68	105	.00	21267	13846.32	35
19	11	Social Security	869	739.74	85	3476	3363.15	97	.00	10432	7068.85	32
19	12	Medicare	203	173.00	85	812	786.55	97	.00	2440	1653.45	32
19	50	Employee Asst. Program	500	5804.50	1161	2000	7770.67	389	.00	6000	1770.67	130
19	**	Employee Benefits	7198	12213.57	170	28792	34760.05	121	.00	86396	51635.95	40
21		Property Services										
21	65	Other Services	825	.00	0	3300	1909.98	58	.00	9900	7990.02	19
21	**	Property Services	825	.00	0	3300	1909.98	58	.00	9900	7990.02	19
22		Other Contractual Service										
22	01	Advertising	108	.00	0	432	95.00	22	.00	1300	1205.00	7
22	02	Dues	266	219.00	82	1064	219.00	21	.00	3200	2981.00	7
22	03	Training	108	.00	0	432	452.36	105	.00	1300	847.64	35
22	55	In Service Training	835	448.00	54	3340	7181.31	215	.00	10020	2838.69	72
22	**	Other Contractual Service	1317	667.00	51	5268	7947.67	151	.00	15820	7872.33	50
32		Library Supplies										
32	01	Program Supplies	33	.00	0	132	56.82	43	.00	400	343.18	14
32	**	Library Supplies	33	.00	0	132	56.82	43	.00	400	343.18	14
40		Other Charges										
40	62	Tuition Reimbursement	2083	.00	0	8332	.00	0	.00	25000	25000.00	0
40	70	Employee Recognition Prog	1612	.00	0	6448	1204.41	19	.00	19350	18145.59	6
40	**	Other Charges	3695	.00	0	14780	1204.41	8	.00	44350	43145.59	3
601	** **	Library	27089	25867.79	96	108356	104587.01	97	.00	325118	220530.99	32
60	** **	Culture/Recreation	27089	25867.79	96	108356	104587.01	97	.00	325118	220530.99	32
DIV	6003	TOTAL ***** Human Resources	27089	25867.79	96	108356	104587.01	97	.00	325118	220530.99	32

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
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										
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	236.97	57	1664	2298.88	138	.00	5000	2701.12	46
21	**	Property Services	416	236.97	57	1664	2298.88	138	.00	5000	2701.12	46
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	8332	22891.00	275	.00	25000	2109.00	92
22	**	Other Contractual Service	2083	700.00	34	8332	23489.80	282	.00	25000	1510.20	94
31		Public Works Supplies										
31	85	Small Tools and Equipment	166	.00	0	664	.00	0	.00	2000	2000.00	0
31	**	Public Works Supplies	166	.00	0	664	.00	0	.00	2000	2000.00	0
32		Library Supplies										
32	01	Program Supplies	208	.00	0	832	229.77	28	.00	2500	2270.23	9
32	02	Program Events	208	.00	0	832	.00	0	.00	2500	2500.00	0
32	32	Software	41	.00	0	164	.00	0	.00	500	500.00	0
32	72	Special Events	833	500.00	60	3332	3759.62	113	.00	10000	6240.38	38
32	75	Audio Visual	41	.00	0	164	.00	0	.00	500	500.00	0
32	78	Electronic Resources	125	.00	0	500	.00	0	.00	1500	1500.00	0
32	80	Books	416	.00	0	1664	49.07	3	.00	5000	4950.93	1
32	**	Library Supplies	1872	500.00	27	7488	4038.46	54	.00	22500	18461.54	18
50		Property										
50	15	Other Equipment	5645	.00	0	22580	.00	0	.00	67750	67750.00	0
50	55	Other Capital Outlay	16	.00	0	64	.00	0	.00	200	200.00	0
50	**	Property	5661	.00	0	22644	.00	0	.00	67950	67950.00	0
601	** **	Library	10198	1436.97	14	40792	30416.14	75	.00	122450	92033.86	25
60	** **	Culture/Recreation	10198	1436.97	14	40792	30416.14	75	.00	122450	92033.86	25
DIV	6004	TOTAL ***** Paid by Gifts and Grants	10198	1436.97	14	40792	30416.14	75	.00	122450	92033.86	25

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	18845	17316.00	92	75380	77629.66	103	.00	226147	148517.34	34
16	**	Library Personal Services	18845	17316.00	92	75380	77629.66	103	.00	226147	148517.34	34
18		Other Personal Services										
18	05	Overtime Civilian	25	.00	0	100	28.47	29	.00	300	271.53	10
18	**	Other Personal Services	25	.00	0	100	28.47	29	.00	300	271.53	10
19		Employee Benefits										
19	05	Medical Insurance	5506	5506.83	100	22024	22027.32	100	.00	66082	44054.68	33
19	10	IMRF	2385	2188.76	92	9540	9816.02	103	.00	28623	18806.98	34
19	11	Social Security	1170	1015.92	87	4680	4581.00	98	.00	14040	9459.00	33
19	12	Medicare	273	237.58	87	1092	1071.32	98	.00	3283	2211.68	33
19	**	Employee Benefits	9334	8949.09	96	37336	37495.66	100	.00	112028	74532.34	34
20		Prof Technical Services										
20	05	Professional Services	475	.00	0	1900	.00	0	.00	5700	5700.00	0
20	**	Prof Technical Services	475	.00	0	1900	.00	0	.00	5700	5700.00	0
21		Property Services										
21	36	Equipment Rental	110	.00	0	440	356.76	81	.00	1326	969.24	27
21	65	Other Services	515	311.79	61	2060	1775.22	86	.00	6189	4413.78	29
21	**	Property Services	625	311.79	50	2500	2131.98	85	.00	7515	5383.02	28
22		Other Contractual Service										
22	02	Dues	68	.00	0	272	400.00	147	.00	825	425.00	49
22	03	Training	100	.00	0	400	61.95	16	.00	1200	1138.05	5
22	25	IT/GIS Service Charge	2196	2158.33	98	8784	8633.32	98	.00	26355	17721.68	33
22	**	Other Contractual Service	2364	2158.33	91	9456	9095.27	96	.00	28380	19284.73	32
601	**	Library	31668	28735.21	91	126672	126381.04	100	.00	380070	253688.96	33
60	**	Culture/Recreation	31668	28735.21	91	126672	126381.04	100	.00	380070	253688.96	33
DIV	6008	TOTAL ***** Finance	31668	28735.21	91	126672	126381.04	100	.00	380070	253688.96	33

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	57927	47696.70	82	231708	226664.00	98	.00	695135	468471.00	33
16	**	Library Personal Services	57927	47696.70	82	231708	226664.00	98	.00	695135	468471.00	33
18		Other Personal Services										
18	05	Overtime Civilian	20	.00	0	80	117.18	147	.00	250	132.82	47
18	**	Other Personal Services	20	.00	0	80	117.18	147	.00	250	132.82	47
19		Employee Benefits										
19	05	Medical Insurance	12359	12359.25	100	49436	49437.00	100	.00	148311	98874.00	33
19	10	IMRF	7324	5772.60	79	29296	27406.47	94	.00	87897	60490.53	31
19	11	Social Security	3592	2835.24	79	14368	13567.01	94	.00	43114	29546.99	32
19	12	Medicare	840	663.08	79	3360	3172.93	94	.00	10083	6910.07	32
19	**	Employee Benefits	24115	21630.17	90	96460	93583.41	97	.00	289405	195821.59	32
20		Prof Technical Services										
20	05	Professional Services	585	635.06	109	2340	999.40	43	.00	7022	6022.60	14
20	08	Consulting Services	378	.00	0	1512	.00	0	.00	4545	4545.00	0
20	**	Prof Technical Services	963	635.06	66	3852	999.40	26	.00	11567	10567.60	9
21		Property Services										
21	02	Equipment Maintenance	13451	2173.17	16	53804	139996.34	260	.00	161423	21426.66	87
21	**	Property Services	13451	2173.17	16	53804	139996.34	260	.00	161423	21426.66	87
22		Other Contractual Service										
22	03	Training	537	.00	0	2148	50.00	2	.00	6450	6400.00	1
22	42	Internet Access	3487	2100.08	60	13948	8278.00	59	.00	41846	33568.00	20
22	**	Other Contractual Service	4024	2100.08	52	16096	8328.00	52	.00	48296	39968.00	17
30		General Supplies										
30	05	Office Supplies & Equip	31	.00	0	124	217.54	175	.00	375	157.46	58
30	30	Data System Supplies	2100	408.70	20	8400	8619.34	103	.00	25204	16584.66	34
30	32	Software Library	13466	442.97	3	53864	76511.47	142	.00	161602	85090.53	47
30	33	Documentation Library	8	.00	0	32	.00	0	.00	100	100.00	0
30	**	General Supplies	15605	851.67	6	62420	85348.35	137	.00	187281	101932.65	46
31		Public Works Supplies										
31	85	Small Tools and Equipment	1296	21.90	2	5184	3473.01	67	.00	15556	12082.99	22
31	**	Public Works Supplies	1296	21.90	2	5184	3473.01	67	.00	15556	12082.99	22
32		Library Supplies										
32	05	Processing Supplies	25	.00	0	100	.00	0	.00	300	300.00	0
32	32	Software	1115	.00	0	4460	4928.19	111	.00	13387	8458.81	37
32	**	Library Supplies	1140	.00	0	4560	4928.19	108	.00	13687	8758.81	36

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							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 12	Computer Equipment	2845	.00	0	11380	4019.83	35	.00	34140	30120.17	12
	50 **	Property	2845	.00	0	11380	4019.83	35	.00	34140	30120.17	12
601	** **	Library	121386	75108.75	62	485544	567457.71	117	.00	1456740	889282.29	39
60	** **	Culture/Recreation	121386	75108.75	62	485544	567457.71	117	.00	1456740	889282.29	39
DIV	6010	TOTAL ***** Information Technology	121386	75108.75	62	485544	567457.71	117	.00	1456740	889282.29	39

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security							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	22342	19378.49	87	89368	95373.77	107	.00	268106	172732.23	36
16	**	Library Personal Services	22342	19378.49	87	89368	95373.77	107	.00	268106	172732.23	36
18		Other Personal Services										
18	05	Overtime Civilian	166	.00	0	664	871.59	131	.00	2000	1128.41	44
18	**	Other Personal Services	166	.00	0	664	871.59	131	.00	2000	1128.41	44
19		Employee Benefits										
19	05	Medical Insurance	6669	6669.25	100	26676	26677.00	100	.00	80031	53354.00	33
19	10	IMRF	2845	2268.81	80	11380	10834.64	95	.00	34141	23306.36	32
19	11	Social Security	1395	1123.37	81	5580	5651.64	101	.00	16747	11095.36	34
19	12	Medicare	326	262.74	81	1304	1321.79	101	.00	3917	2595.21	34
19	**	Employee Benefits	11235	10324.17	92	44940	44485.07	99	.00	134836	90350.93	33
22		Other Contractual Service										
22	03	Training	41	.00	0	164	.00	0	.00	500	500.00	0
22	**	Other Contractual Service	41	.00	0	164	.00	0	.00	500	500.00	0
30		General Supplies										
30	05	Office Supplies & Equip	36	.00	0	144	.00	0	.00	435	435.00	0
30	**	General Supplies	36	.00	0	144	.00	0	.00	435	435.00	0
601	**	** Library	33820	29702.66	88	135280	140730.43	104	.00	405877	265146.57	35
60	**	** Culture/Recreation	33820	29702.66	88	135280	140730.43	104	.00	405877	265146.57	35
DIV	6015	TOTAL ***** Security	33820	29702.66	88	135280	140730.43	104	.00	405877	265146.57	35



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FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	464437	318667.84	69	1857748	1928396.55	104	.00	5573788	3645391.45	35



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	72884.80	91	320384	326224.59	102	.00	961159	634934.41	34
16	**	Library Personal Services	80096	72884.80	91	320384	326224.59	102	.00	961159	634934.41	34
18		Other Personal Services										
18	05	Overtime Civilian	166	.00	0	664	.00	0	.00	2000	2000.00	0
18	**	Other Personal Services	166	.00	0	664	.00	0	.00	2000	2000.00	0
19		Employee Benefits										
19	05	Medical Insurance	10249	10249.75	100	40996	40999.00	100	.00	122997	81998.00	33
19	10	IMRF	10145	8689.49	86	40580	38352.07	95	.00	121743	83390.93	32
19	11	Social Security	4976	4390.66	88	19904	19722.17	99	.00	59716	39993.83	33
19	12	Medicare	1163	1026.81	88	4652	4612.34	99	.00	13966	9353.66	33
19	**	Employee Benefits	26533	24356.71	92	106132	103685.58	98	.00	318422	214736.42	33
22		Other Contractual Service										
22	02	Dues	373	.00	0	1492	287.00	19	.00	4478	4191.00	6
22	03	Training	331	.00	0	1324	191.67	15	.00	3979	3787.33	5
22	18	Contr Programs & Exhibits	1581	2515.83-	159-	6324	2900.17	46	.00	18980	16079.83	15
22	**	Other Contractual Service	2285	2515.83-	110-	9140	3378.84	37	.00	27437	24058.16	12
30		General Supplies										
30	05	Office Supplies & Equip	203	.00	0	812	360.04	44	.00	2438	2077.96	15
30	**	General Supplies	203	.00	0	812	360.04	44	.00	2438	2077.96	15
32		Library Supplies										
32	01	Program Supplies	912	.00	0	3648	816.53	22	.00	10948	10131.47	8
32	02	Program Events	3245	29.52	1	12980	2851.93	22	.00	38950	36098.07	7
32	90	Circulation Supplies	373	.00	0	1492	158.53	11	.00	4477	4318.47	4
32	**	Library Supplies	4530	29.52	1	18120	3826.99	21	.00	54375	50548.01	7
601	**	Library	113813	94755.20	83	455252	437476.04	96	.00	1365831	928354.96	32
60	**	Culture/Recreation	113813	94755.20	83	455252	437476.04	96	.00	1365831	928354.96	32
DIV	6401	TOTAL ***** Youth Services	113813	94755.20	83	455252	437476.04	96	.00	1365831	928354.96	32



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	81015.86	88	369496	354566.98	96	.00	1108499	753932.02	32
16	**	Library Personal Services	92374	81015.86	88	369496	354566.98	96	.00	1108499	753932.02	32
18		Other Personal Services										
18	05	Overtime Civilian	83	.00	0	332	204.62	62	.00	1000	795.38	21
18	**	Other Personal Services	83	.00	0	332	204.62	62	.00	1000	795.38	21
19		Employee Benefits										
19	05	Medical Insurance	12778	12778.92	100	51112	51115.68	100	.00	153347	102231.32	33
19	10	IMRF	11686	9073.20	78	46744	38611.25	83	.00	140241	101629.75	28
19	11	Social Security	5732	4850.51	85	22928	21506.62	94	.00	68789	47282.38	31
19	12	Medicare	1340	1134.37	85	5360	5029.64	94	.00	16088	11058.36	31
19	**	Employee Benefits	31536	27837.00	88	126144	116263.19	92	.00	378465	262201.81	31
22		Other Contractual Service										
22	02	Dues	208	.00	0	832	610.00	73	.00	2500	1890.00	24
22	03	Training	275	75.00-	27-	1100	29.24	3	.00	3300	3270.76	1
22	18	Contr Programs & Exhibits	480	.00	0	1920	840.00	44	.00	5760	4920.00	15
22	**	Other Contractual Service	963	75.00-	8-	3852	1479.24	38	.00	11560	10080.76	13
30		General Supplies										
30	05	Office Supplies & Equip	157	.00	0	628	319.68	51	.00	1888	1568.32	17
30	**	General Supplies	157	.00	0	628	319.68	51	.00	1888	1568.32	17
32		Library Supplies										
32	01	Program Supplies	162	.00	0	648	62.21	10	.00	1950	1887.79	3
32	90	Circulation Supplies	174	.00	0	696	36.98	5	.00	2095	2058.02	2
32	**	Library Supplies	336	.00	0	1344	99.19	7	.00	4045	3945.81	3
601	**	** Library	125449	108777.86	87	501796	472932.90	94	.00	1505457	1032524.10	31
60	**	** Culture/Recreation	125449	108777.86	87	501796	472932.90	94	.00	1505457	1032524.10	31
DIV	6410	TOTAL ***** Info Services	125449	108777.86	87	501796	472932.90	94	.00	1505457	1032524.10	31

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	118818	97589.05	82	475272	457946.31	96	.00	1425818	967871.69	32
16	**	Library Personal Services	118818	97589.05	82	475272	457946.31	96	.00	1425818	967871.69	32
18		Other Personal Services										
18	05	Overtime Civilian	83	.00	0	332	33.45	10	.00	1000	966.55	3
18	**	Other Personal Services	83	.00	0	332	33.45	10	.00	1000	966.55	3
19		Employee Benefits										
19	05	Medical Insurance	10071	10071.08	100	40284	40284.32	100	.00	120853	80568.68	33
19	10	IMRF	15029	10043.45	67	60116	45380.33	76	.00	180350	134969.67	25
19	11	Social Security	7371	5926.87	80	29484	27989.03	95	.00	88462	60472.97	32
19	12	Medicare	1724	1386.06	80	6896	6545.58	95	.00	20689	14143.42	32
19	**	Employee Benefits	34195	27427.46	80	136780	120199.26	88	.00	410354	290154.74	29
21		Property Services										
21	65	Other Services	292	71.60	25	1168	375.90	32	.00	3513	3137.10	11
21	**	Property Services	292	71.60	25	1168	375.90	32	.00	3513	3137.10	11
22		Other Contractual Service										
22	02	Dues	122	.00	0	488	.00	0	.00	1465	1465.00	0
22	03	Training	231	30.00-	13-	924	179.17	19	.00	2773	2593.83	7
22	**	Other Contractual Service	353	30.00-	9-	1412	179.17	13	.00	4238	4058.83	4
30		General Supplies										
30	05	Office Supplies & Equip	169	.00	0	676	370.65	55	.00	2033	1662.35	18
30	**	General Supplies	169	.00	0	676	370.65	55	.00	2033	1662.35	18
32		Library Supplies										
32	01	Program Supplies	83	.00	0	332	.00	0	.00	1000	1000.00	0
32	90	Circulation Supplies	714	.00	0	2856	135.62	5	.00	8574	8438.38	2
32	**	Library Supplies	797	.00	0	3188	135.62	4	.00	9574	9438.38	1
601	**	** Library	154707	125058.11	81	618828	579240.36	94	.00	1856530	1277289.64	31
60	**	** Culture/Recreation	154707	125058.11	81	618828	579240.36	94	.00	1856530	1277289.64	31
DIV	6420	TOTAL ***** Customer Services	154707	125058.11	81	618828	579240.36	94	.00	1856530	1277289.64	31

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services						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	19045	16986.18	89	76180	75935.04	100	.00	228551	152615.96	33
16	**	Library Personal Services	19045	16986.18	89	76180	75935.04	100	.00	228551	152615.96	33
19		Employee Benefits										
19	05	Medical Insurance	973	973.42	100	3892	3893.68	100	.00	11681	7787.32	33
19	10	IMRF	2362	2020.62	86	9448	9049.93	96	.00	28344	19294.07	32
19	11	Social Security	1180	1002.92	85	4720	4485.90	95	.00	14170	9684.10	32
19	12	Medicare	276	234.56	85	1104	1049.14	95	.00	3314	2264.86	32
19	**	Employee Benefits	4791	4231.52	88	19164	18478.65	96	.00	57509	39030.35	32
22		Other Contractual Service										
22	02	Dues	43	.00	0	172	.00	0	.00	518	518.00	0
22	03	Training	102	.00	0	408	159.02	39	.00	1230	1070.98	13
22	18	Contr Programs & Exhibits	799	285.00	36	3196	2840.00	89	.00	9590	6750.00	30
22	**	Other Contractual Service	944	285.00	30	3776	2999.02	79	.00	11338	8338.98	27
30		General Supplies										
30	05	Office Supplies & Equip	41	.00	0	164	2.87	2	.00	500	497.13	1
30	**	General Supplies	41	.00	0	164	2.87	2	.00	500	497.13	1
32		Library Supplies										
32	01	Program Supplies	151	19.56	13	604	658.26	109	.00	1820	1161.74	36
32	02	Program Events	50	.00	0	200	.00	0	.00	600	600.00	0
32	90	Circulation Supplies	87	.00	0	348	150.82	43	.00	1050	899.18	14
32	**	Library Supplies	288	19.56	7	1152	809.08	70	.00	3470	2660.92	23
601	**	** Library	25109	21522.26	86	100436	98224.66	98	.00	301368	203143.34	33
60	**	** Culture/Recreation	25109	21522.26	86	100436	98224.66	98	.00	301368	203143.34	33
DIV	6430	TOTAL ***** Accessible Services	25109	21522.26	86	100436	98224.66	98	.00	301368	203143.34	33

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	17785.50	81	88296	79302.84	90	.00	264889	185586.16	30
	16 **	Library Personal Services	22074	17785.50	81	88296	79302.84	90	.00	264889	185586.16	30
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	64	140.97	220	.00	200	59.03	71
	18 **	Other Personal Services	16	.00	0	64	140.97	220	.00	200	59.03	71
	19	Employee Benefits										
	19 05	Medical Insurance	4984	4984.08	100	19936	19936.32	100	.00	59809	39872.68	33
	19 10	IMRF	2792	2248.06	81	11168	10041.63	90	.00	33507	23465.37	30
	19 11	Social Security	1369	1040.82	76	5476	4673.28	85	.00	16435	11761.72	28
	19 12	Medicare	320	243.42	76	1280	1092.96	85	.00	3844	2751.04	28
	19 **	Employee Benefits	9465	8516.38	90	37860	35744.19	94	.00	113595	77850.81	32
	22	Other Contractual Service										
	22 02	Dues	112	.00	0	448	90.00	20	.00	1353	1263.00	7
	22 03	Training	117	8.00	7-	468	124.05	27	.00	1414	1289.95	9
	22 18	Contr Programs & Exhibits	11256	5800.01	52-	45024	14067.85	31	.00	135077	121009.15	10
	22 **	Other Contractual Service	11485	5808.01	51-	45940	14281.90	31	.00	137844	123562.10	10
	32	Library Supplies										
	32 02	Program Events	1671	.00	0	6684	4160.23	62	.00	20058	15897.77	21
	32 **	Library Supplies	1671	.00	0	6684	4160.23	62	.00	20058	15897.77	21
601	** **	Library	44711	20493.87	46	178844	133630.13	75	.00	536586	402955.87	25
60	** **	Culture/Recreation	44711	20493.87	46	178844	133630.13	75	.00	536586	402955.87	25
DIV	6440	TOTAL ***** Programs and Exhibits	44711	20493.87	46	178844	133630.13	75	.00	536586	402955.87	25

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	44114	38175.14	87	176456	180380.85	102	.00	529376	348995.15	34
	16 **	Library Personal Services	44114	38175.14	87	176456	180380.85	102	.00	529376	348995.15	34
	19	Employee Benefits										
	19 05	Medical Insurance	4635	4635.58	100	18540	18542.32	100	.00	55627	37084.68	33
	19 10	IMRF	5576	4575.85	82	22304	21115.92	95	.00	66913	45797.08	32
	19 11	Social Security	2735	2327.98	85	10940	10807.97	99	.00	32821	22013.03	33
	19 12	Medicare	639	544.46	85	2556	2527.74	99	.00	7676	5148.26	33
	19 **	Employee Benefits	13585	12083.87	89	54340	52993.95	98	.00	163037	110043.05	33
	22	Other Contractual Service										
	22 02	Dues	155	.00	0	620	753.00	122	.00	1863	1110.00	40
	22 03	Training	41	.00	0	164	.00	0	.00	500	500.00	0
	22 42	Internet Access	210	.00	0	840	2520.00	300	.00	2520	.00	100
	22 66	Outside Reference Service	240	.00	0	960	.00	0	.00	2887	2887.00	0
	22 **	Other Contractual Service	646	.00	0	2584	3273.00	127	.00	7770	4497.00	42
	30	General Supplies										
	30 05	Office Supplies & Equip	58	.00	0	232	126.50	55	.00	700	573.50	18
	30 07	Supplies Reimb by Patrons	58	.00	0	232	37.99	16	.00	700	662.01	5
	30 **	General Supplies	116	.00	0	464	164.49	36	.00	1400	1235.51	12
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	550	.00	0	2200	1316.70	60	.00	6600	5283.30	20
	31 **	Public Works Supplies	550	.00	0	2200	1316.70	60	.00	6600	5283.30	20
	32	Library Supplies										
	32 01	Program Supplies	62	.00	0	248	323.01	130	.00	750	426.99	43
	32 78	Electronic Resources	28284	23097.43	82	113136	266829.93	236	.00	339411	72581.07	79
	32 90	Circulation Supplies	131	.00	0	524	353.32	67	.00	1575	1221.68	22
	32 **	Library Supplies	28477	23097.43	81	113908	267506.26	235	.00	341736	74229.74	78
	50	Property										
	50 15	Other Equipment	40	.00	0	160	.00	0	.00	480	480.00	0
	50 **	Property	40	.00	0	160	.00	0	.00	480	480.00	0
601	** **	Library	87528	73356.44	84	350112	505635.25	144	.00	1050399	544763.75	48
60	** **	Culture/Recreation	87528	73356.44	84	350112	505635.25	144	.00	1050399	544763.75	48
DIV	6450	TOTAL ***** Digital Services	87528	73356.44	84	350112	505635.25	144	.00	1050399	544763.75	48

FUND 291 Memorial Library Fund		DEPT/DIV 6470 User Services/Collection Services						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT		*****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	73355	63382.46	86	293420	307446.85	105	.00	880262	572815.15	35
16 **	Library Personal Services	73355	63382.46	86	293420	307446.85	105	.00	880262	572815.15	35
18	Other Personal Services										
18 05	Overtime Civilian	12	.00	0	48	62.57	130	.00	150	87.43	42
18 **	Other Personal Services	12	.00	0	48	62.57	130	.00	150	87.43	42
19	Employee Benefits										
19 05	Medical Insurance	15052	15052.00	100	60208	60208.00	100	.00	180624	120416.00	33
19 10	IMRF	9273	8011.56	86	37092	38869.24	105	.00	111284	72414.76	35
19 11	Social Security	4548	3756.88	83	18192	18363.19	101	.00	54586	36222.81	34
19 12	Medicare	1063	878.58	83	4252	4294.54	101	.00	12766	8471.46	34
19 **	Employee Benefits	29936	27699.02	93	119744	121734.97	102	.00	359260	237525.03	34
20	Prof Technical Services										
20 81	OCLC Services	5259	15544.19	296	21036	31088.38	148	.00	63110	32021.62	49
20 **	Prof Technical Services	5259	15544.19	296	21036	31088.38	148	.00	63110	32021.62	49
21	Property Services										
21 64	Access Services	333	113.75	34	1332	5939.50	446	.00	4000	1939.50-	149
21 **	Property Services	333	113.75	34	1332	5939.50	446	.00	4000	1939.50-	149
22	Other Contractual Service										
22 02	Dues	206	.00	0	824	225.00	27	.00	2478	2253.00	9
22 03	Training	150	120.00-	80-	600	75.45	13	.00	1800	1724.55	4
22 85	Processing Services	9033	7649.25	85	36132	30907.05	86	.00	108400	77492.95	29
22 **	Other Contractual Service	9389	7529.25	80	37556	31207.50	83	.00	112678	81470.50	28
30	General Supplies										
30 05	Office Supplies & Equip	125	.00	0	500	195.46	39	.00	1500	1304.54	13
30 33	Documentation Library	59	.00	0	236	525.00	223	.00	717	192.00	73
30 **	General Supplies	184	.00	0	736	720.46	98	.00	2217	1496.54	33
32	Library Supplies										
32 03	Binding	16	.00	0	64	.00	0	.00	200	200.00	0
32 05	Processing Supplies	2500	.00	0	10000	2950.86	30	.00	30000	27049.14	10
32 75	Audio Visual	44831	41084.63	92	179324	168281.80	94	.00	537980	369698.20	31
32 80	Books	60223	54560.55	91	240892	216649.94	90	.00	722676	506026.06	30
32 90	Circulation Supplies	537	.00	0	2148	1002.40	47	.00	6450	5447.60	16
32 95	Periodicals	11171	5731.89	51	44684	79743.82	179	.00	134062	54318.18	60
32 **	Library Supplies	119278	101377.07	85	477112	468628.82	98	.00	1431368	962739.18	33
601 ** **	Library	237746	215645.74	91	950984	966829.05	102	.00	2853045	1886215.95	34
60 ** **	Culture/Recreation	237746	215645.74	91	950984	966829.05	102	.00	2853045	1886215.95	34
DIV 6470 TOTAL *****											



PREPARED 05/13/2020, 16:09:25  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 33% OF YEAR LAPSED

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 ACCOUNTING PERIOD 04/2020

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.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	237746	215645.74	91	950984	966829.05	102	.00	2853045	1886215.95	34

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	6419.58	19	138100	16007.17	12	.00	414303	398295.83	4
	16 **	Library Personal Services	34525	6419.58	19	138100	16007.17	12	.00	414303	398295.83	4
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	64	.00	0	.00	200	200.00	0
	18 **	Other Personal Services	16	.00	0	64	.00	0	.00	200	200.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	2803	3378.33	121	11212	13513.32	121	.00	33638	20124.68	40
	19 10	IMRF	4366	811.44	19	17464	2023.32	12	.00	52393	50369.68	4
	19 11	Social Security	2141	394.29	18	8564	983.13	12	.00	25699	24715.87	4
	19 12	Medicare	500	92.22	18	2000	229.95	12	.00	6010	5780.05	4
	19 **	Employee Benefits	9810	4676.28	48	39240	16749.72	43	.00	117740	100990.28	14
	20	Prof Technical Services										
	20 05	Professional Services	2041	.00	0	8164	.00	0	.00	24500	24500.00	0
	20 20	Legal Services	416	.00	0	1664	.00	0	.00	5000	5000.00	0
	20 40	General Insurance	18	.00	0	72	.00	0	.00	216	216.00	0
	20 **	Prof Technical Services	2475	.00	0	9900	.00	0	.00	29716	29716.00	0
	21	Property Services										
	21 02	Equipment Maintenance	581	90.00	16	2324	90.00	4	.00	6980	6890.00	1
	21 11	Building Maintenance	2238	988.50	44	8952	988.50	11	.00	26866	25877.50	4
	21 36	Equipment Rental	416	.00	0	1664	.00	0	.00	5000	5000.00	0
	21 60	Water and Sewer Service	100	.00	0	400	51.04	13	.00	1200	1148.96	4
	21 65	Other Services	2	.00	0	8	.00	0	.00	30	30.00	0
	21 **	Property Services	3337	1078.50	32	13348	1129.54	9	.00	40076	38946.46	3
	22	Other Contractual Service										
	22 02	Dues	131	.00	0	524	.00	0	.00	1575	1575.00	0
	22 03	Training	83	.00	0	332	.00	0	.00	1000	1000.00	0
	22 42	Internet Access	125	.00	0	500	.00	0	.00	1500	1500.00	0
	22 **	Other Contractual Service	339	.00	0	1356	.00	0	.00	4075	4075.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	166	.00	0	664	.00	0	.00	2000	2000.00	0
	30 07	Supplies Reimb by Patrons	625	.00	0	2500	.00	0	.00	7500	7500.00	0
	30 51	Heating Fuel	3345	.00	0	13380	.00	0	.00	40140	40140.00	0
	30 **	General Supplies	4136	.00	0	16544	.00	0	.00	49640	49640.00	0
	31	Public Works Supplies										
	31 45	Janitorial Supplies	616	.00	0	2464	.00	0	.00	7400	7400.00	0
	31 85	Small Tools and Equipment	1791	.00	0	7164	49.95	1	.00	21500	21450.05	0
	31 **	Public Works Supplies	2407	.00	0	9628	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	18164	.00	0	.00	54500	54500.00	0
	50	** Property	4541	.00	0	18164	.00	0	.00	54500	54500.00	0
601	**	** Library	61586	12174.36	20	246344	33936.38	14	.00	739150	705213.62	5
60	**	** Culture/Recreation	61586	12174.36	20	246344	33936.38	14	.00	739150	705213.62	5
DIV	6480	TOTAL *****										
		Belmont Makerspace	61586	12174.36	20	246344	33936.38	14	.00	739150	705213.62	5
DEPT	64	TOTAL *****										
		User Services	850649	671783.84	79	3402596	3250253.14	96	.00	10208366	6958112.86	32
FUND	291	TOTAL *****										
		Memorial Library Fund	1315086	990451.68	75	5260344	5178649.69	98	.00	15782154	10603504.31	33
GRAND		TOTAL *****										
			1315086	990451.68	75	5260344	5178649.69	98	.00	15782154	10603504.31	33

PREPARED 05/13/2020, 16:09:37  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
33% OF YEAR LAPSED

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ACCOUNTING PERIOD 04/2020

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REPORT SELECTIONS

Fiscal year . . . . . : 2020  
Fund . . . . . : 491  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration						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	26664	.00	0	.00	80000	80000.00 0
	50	** Property	6666	.00	0	26664	.00	0	.00	80000	80000.00 0
601	**	** Library	6666	.00	0	26664	.00	0	.00	80000	80000.00 0
60	**	** Culture/Recreation	6666	.00	0	26664	.00	0	.00	80000	80000.00 0
DIV	6001	TOTAL *****									
		Administration	6666	.00	0	26664	.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	16664	.00	0	.00	50000	50000.00	0
	50	** Property	4166	.00	0	16664	.00	0	.00	50000	50000.00	0
601	**	** Library	4166	.00	0	16664	.00	0	.00	50000	50000.00	0
60	**	** Culture/Recreation	4166	.00	0	16664	.00	0	.00	50000	50000.00	0
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	4166	.00	0	16664	.00	0	.00	50000	50000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	1000	.00	0	4000	.00	0	.00	12000	12000.00	0
	50	** Property	1000	.00	0	4000	.00	0	.00	12000	12000.00	0
601	**	** Library	1000	.00	0	4000	.00	0	.00	12000	12000.00	0
60	**	** Culture/Recreation	1000	.00	0	4000	.00	0	.00	12000	12000.00	0
DIV	6010	TOTAL *****										
		Information Technology	1000	.00	0	4000	.00	0	.00	12000	12000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
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	9000	.00	0	.00	27000	27000.00	0
	50 55	Other Capital Outlay	1250	.00	0	5000	.00	0	.00	15000	15000.00	0
	50 **	Property	3500	.00	0	14000	.00	0	.00	42000	42000.00	0
601 ** **		Library	3500	.00	0	14000	.00	0	.00	42000	42000.00	0
60 ** **		Culture/Recreation	3500	.00	0	14000	.00	0	.00	42000	42000.00	0
DIV 6020		TOTAL *****										
		Facilities	3500	.00	0	14000	.00	0	.00	42000	42000.00	0
DEPT 60		TOTAL *****										
		Executive Office	15332	.00	0	61328	.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*****						
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	15000	.00	0	.00	45000	45000.00	0
	50	55 Other Capital Outlay	59500	.00	0	238000	18040.02	8	.00	714000	695959.98	3
	50	** Property	63250	.00	0	253000	18040.02	7	.00	759000	740959.98	2
601	**	** Library	63250	.00	0	253000	18040.02	7	.00	759000	740959.98	2
60	**	** Culture/Recreation	63250	.00	0	253000	18040.02	7	.00	759000	740959.98	2
DIV	6480	TOTAL ***** Belmont Makerspace	63250	.00	0	253000	18040.02	7	.00	759000	740959.98	2
DEPT	64	TOTAL ***** User Services	63250	.00	0	253000	18040.02	7	.00	759000	740959.98	2
FUND	491	TOTAL ***** Capital Projects-Library	78582	.00	0	314328	18040.02	6	.00	943000	924959.98	2
GRAND		TOTAL *****	78582	.00	0	314328	18040.02	6	.00	943000	924959.98	2

May 19, 2020

(Action Item 4)

**ACCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
April 30, 2020**

<b>Fund Number</b>	<b>Fund Name</b>	<b>Fund Total</b>
291	General Fund - Library	\$206,289.96
491	Capital Projects Fund - Library	\$0.00
<b>Total Disbursements</b>		<u>\$206,289.96</u>
<b>Payrolls Paid</b>		
4/10/2020		\$292,853.40
4/24/2020		\$286,338.79
		<u>\$579,192.19</u>
<b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
4/30/2020	Group Insurance	\$108,928.33
4/30/2020	IMRF	\$68,909.83
4/30/2020	Social Security	\$35,023.58
4/30/2020	Medicare	\$8,190.83
		<u>\$221,052.57</u>
<b>Total Disbursed</b>		<u><u>\$1,006,534.72</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80262	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	164.54-	164.54-
80289	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED MAY	3,300.00	
		291-0000-210.99-00	FSA DEP MAY	592.30	3,892.30
80318	PROQUEST LLC	291-0000-140.05-00	PREPAID PROQUEST NEWSSTRE	4,470.61	4,470.61
***** DIVISION TOTAL ****					8,198.37
***** DEPARTMENT TOTAL **					8,198.37

DEPARTMENT:	60	Executive Office	DIVISION:	01		
80258	AMAZON.COM CREDIT		291-6001-601.30-05	KEYBOARD PROTECTORS	239.33	
			291-6001-601.40-96	CLEAR HANDLE BAGS	63.25	302.58
80262	ARLINGTON HTS MEMORIAL LIBRARY		291-6001-601.21-65	FRAUD CHARGE - WILL BE	27.67	
			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	5.99	
			291-6001-601.22-70	EMERGENCY TEXTING SERVICE	14.00	
			291-6001-601.22-03	BOOKEXPO REFUND, C HAMANN	75.00-	52.60
80264	AT & T		291-6001-601.22-70	TELE	8,278.00	8,278.00
80267	BAKER & TAYLOR		291-6001-601.32-99	EMPL REIMB PURCHASE	9.35	9.35
80285	GARVEYS OFFICE PRODUCTS		291-6001-601.40-96	FACE MASKS	745.00	745.00
80289	GROUP ADMINISTRATORS		291-6001-601.19-53	FSA FEES MAY	166.25	166.25
80315	PACIFIC TELEMANAGEMENT SERVICES		291-6001-601.22-70	1ST FLOOR PAYPHONE MAY	63.00	63.00
80316	PEREGRINE STIME NEWMAN RITZMAN &		291-6001-601.20-20	LEGAL SERVS 1/1-3/31/2020	5,512.50	5,512.50
80319	QUADIENT FINANCE USA, INC.		291-6001-601.22-05	RETURNED PAYMENT FEE	15.00	
			291-6001-601.22-05	RETURNED PAYMENT FEE	.22	15.22
80327	VERIZON WIRELESS		291-6001-601.22-70	TELEPHONE 3/26-4/25	372.52	372.52
***** DIVISION TOTAL ****					15,517.02	

DEPARTMENT:	60	Executive Office	DIVISION:	02		
80261	ARGO TRANSLATION		291-6002-601.20-05	TRANSLATION SERVS	275.00	275.00
80262	ARLINGTON HTS MEMORIAL LIBRARY		291-6002-601.21-65	FACEBOOK ADVERTISING	167.47	
***** DIVISION TOTAL ****					442.47	

DEPARTMENT: 60 Executive Office DIVISION: 03

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6003-601.22-02	SHRM MEMBERSHIP, G ROJEK	219.00	386.47
80314	NORTHWEST MUNICIPAL CONFERENCE	291-6003-601.19-50	EAP RENEWAL	5,804.50	5,804.50
80321	ROUNDY'S INC	291-6003-601.22-55	STAFF DAY FOOD	448.00	448.00
***** DIVISION TOTAL ****					6,471.50

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
80259	AMBIUS (19)	291-6004-601.21-65	INTERIOR LANDSCAPING APR	236.97	236.97
80269	BENSON,RAYMOND	291-6004-601.22-18	MOVIE CLUB, VIRTUAL 6/11	350.00	350.00
80286	GIRE,DANN	291-6004-601.22-18	MOVIE CLUB, VIRTUAL 6/11	350.00	350.00
***** DIVISION TOTAL ****					936.97

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
80258	AMAZON.COM CREDIT	291-6010-601.31-85	FLOOR CORD COVERS	21.90	21.90
80262	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ZOOM SUBSCRIPTION	7.26	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	80.00	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	189.94	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	7.25	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	7.25	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	48.39	
		291-6010-601.20-05	PAYPAL PAYFLOW SUBSCRIPT	54.10	
		291-6010-601.22-42	COMCAST PUBLIC INTERNET	343.35	
		291-6010-601.30-30	LICENSE FOR POWERBI PRO	4.50	
		291-6010-601.30-30	VOLUNTEER DATABASE SUBSCR	165.00	
		291-6010-601.30-30	OFFICE 365 SUBSCRIPTION	239.20	
		291-6010-601.30-32	YOUTUBE PREMIUM SUBSCRIPT	11.99	
		291-6010-601.30-32	TRELLO SUBSCRIPTION	35.00	
		291-6010-601.30-32	AMAZON FREETIME SUBSCRIPT	4.99	
		291-6010-601.30-32	GOOGLE G-SUITE SUBSCRIPT	35.91	
		291-6010-601.30-32	SPOTIFY SUBSCRIPTION	14.99	1,249.12
80265	AT&T MOBILITY	291-6010-601.22-42	INTERNET ACCESS 2/28-3/27	138.69	138.69
80276	COMCAST	291-6010-601.22-42	BUSINESS CABLE MAY	21.07	21.07
80294	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTEN	1,069.73	
		291-6010-601.21-02	EQUIPMENT MAINTEN	695.56	
		291-6010-601.21-02	EQUIPMENT MAINTEN	222.63	
		291-6010-601.21-02	EQUIPMENT MAINTEN	83.86	
		291-6010-601.21-02	EQUIPMENT MAINTEN	101.39	2,173.17
80325	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	COST PER FAX PROGRAM 1ST	580.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					580.96
80329	WOW BUSINESS	291-6010-601.22-42	INTERNET ACCESS 4/13-5/12	1,474.99	
		291-6010-601.22-42	INTERNET ACCESS 4/19-5/18	121.98	1,596.97
***** DIVISION TOTAL ****					5,781.88
DEPARTMENT: 60	Executive Office	DIVISION: 20			
80257	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	TRASH DISPOSAL APRIL	51.84	51.84
80258	AMAZON.COM CREDIT	291-6020-601.31-45	JANITORIAL SUPPLY REFUND	84.92-	84.92-
80260	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVS APRIL	89.00	89.00
80262	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-07	IPASS REPLENISHMENT	20.00	20.00
80263	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.31-45	JANITORIAL SUPPLIES	477.85	477.85
80273	BRUCKER COMPANY	291-6020-601.21-11	MAINTEN SUPPLIES	876.00	876.00
80275	CINTAS FIRE PROTECTION	291-6020-601.21-11	ANNUAL FIRE EXTINGUISHER	644.80	644.80
80277	COMED	291-6020-601.30-51	HEATING 3/10-4/8	1.64	
		291-6020-601.30-51	HEATING 3/10-4/8	101.69	103.33
80278	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	QUARTERLY MAINTENANCE	1,650.00	1,650.00
80284	GARDEN GUY, INC.	291-6020-601.21-11	LANDSCAPING SERVS	2,200.00	
		291-6020-601.21-11	LANDSCAPING SERVS MAIN	600.00	2,800.00
80287	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	26.00	26.00
80290	HOH WATER TECHNOLOGY INC	291-6020-601.21-11	COOLING TOWER CHEMICALS	4,050.67	
		291-6020-601.21-11	COOLING TOWER CHEMICALS	142.78	4,193.45
80291	IGS	291-6020-601.30-51	NATURAL GAS MARCH	2,819.94	2,819.94
80296	JOHNSON CONTROLS FIRE PROTECTION LP	291-6020-601.21-02	FIRE ALARM TESTING	500.00	500.00
80307	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	MONTHLY SERVICES	60.00	60.00
80313	NICOR GAS	291-6020-601.30-51	NATURAL GAS MARCH	712.37	
		291-6020-601.30-51	NATURAL GAS MARCH	353.96	1,066.33
80317	PIKE SYSTEMS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	353.20	
		291-6020-601.22-03	TRAINING F/MAINTENANCE ST	395.00	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	91.20	839.40
80322	STANDARD ELEVATOR CO	291-6020-601.21-02	REGULAR SERVICE - MAY	959.18	959.18
80328	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL MARCH	111.52	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
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/PAYM #					111.52
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***** DIVISION TOTAL *****					17,203.72
***** DEPARTMENT TOTAL **					46,353.56

DEPARTMENT: 64	User Services	DIVISION: 01			
80258	AMAZON.COM CREDIT	291-6401-601.32-02	SNACKS FOR MOVIE NIGHT	20.76	20.76
80262	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-18	VIRTUAL PRESENTER VISIT	50.00	
		291-6401-601.22-18	VIRTUAL AUTHOR VISIT	50.00	
		291-6401-601.22-18	DICE GUILD SUBSCRIPTION	45.17	145.17
80266	BAILEY,KERRY	291-6401-601.32-02	PROGRAM SUPPLIES	8.76	8.76
80311	MISS JAMIE'S FARM	291-6401-601.22-18	RECORDED VIDEO PERFORM	300.00	300.00

***** DIVISION TOTAL *****					474.69
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DEPARTMENT: 64	User Services	DIVISION: 20			
80326	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS MARCH	71.60	71.60

***** DIVISION TOTAL *****					71.60
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DEPARTMENT: 64	User Services	DIVISION: 30			
80272	BLICK ART MATERIALS	291-6430-601.32-01	PROGRAM SUPPLIES CREATIVE	19.56	19.56
80299	KAREN CHAN FINANCIAL EDUCATION	291-6430-601.22-18	MANAGING FINANCES DURING	250.00	250.00
80306	MCNULTY,ALAYNE	291-6430-601.22-18	CREATIVE AGING ART, MAY	490.00	490.00

***** DIVISION TOTAL *****					759.56
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DEPARTMENT: 64	User Services	DIVISION: 40			
80262	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-03	STAFF TRAINING	7.00	
		291-6440-601.22-03	REFUND FOR LACONI PROGRAM	15.00-	
		291-6440-601.22-18	ZOOM ACCOUNT FOR TLC	14.99	6.99
80271	BIXLER,BRUCE	291-6440-601.22-18	LINKEDIN PROFILE, 5/18	200.00	200.00
80300	KNABB,JACOB S	291-6440-601.22-18	WRITERS INK, VIRTUAL 6/10	150.00	150.00
80301	KRAYBILL,RICHARD	291-6440-601.22-18	QUICKBOOKS,6/8	50.00	50.00
80302	LAYMAN,JESSICA	291-6440-601.22-18	ASTROLOGY 101, 5/21	130.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					130.00
80305	MCMILLIN, TERESA	291-6440-601.22-18	MY ANCESTORS, 5/26	175.00	175.00
80309	MILCHTEIN, CHAYA M.	291-6440-601.22-18	CAR MAINTENANCE, 6/14	400.00	400.00
80310	MINUSKIN, LYNN	291-6440-601.22-18	YOGA, 6/13	60.00	60.00
80330	YIESLA, SHARON	291-6440-601.22-18	HYDRANGEAS, 5/21	200.00	200.00
80331	YIESLA, SHARON	291-6440-601.22-18	HYDRANGEAS, VIRTUAL4/19	200.00	200.00
***** DIVISION TOTAL ****					1,571.99

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50			
80279	CONSUMERS CHECKBOOK	291-6450-601.32-78	ONLINE DATABASE 6/1/20-6/	450.00	450.00
80318	PROQUEST LLC	291-6450-601.32-78	FOLD3 LIBRARY EDITION	3,699.07	
		291-6450-601.32-78	CULTUREGRANS&HERITAGE&ANC	8,577.13	
		291-6450-601.32-78	GLOBAL NEWSSTREAM 5/1/20-	8,941.23	21,217.43
80323	THERAPEUTIC RESEARCH CENTER LLC	291-6450-601.32-78	NATURAL MEDICINES SUBSCR	1,430.00	1,430.00
***** DIVISION TOTAL ****					23,097.43

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 70			
80256	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	55.60	
		291-6470-601.32-80	BOOKS	55.60	
		291-6470-601.32-80	BOOKS	55.60-	55.60
80258	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	31.99	
		291-6470-601.32-75	AV MTLs	34.95	
		291-6470-601.32-75	AV MTLs	24.41	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-80	BOOKS	29.39	
		291-6470-601.32-80	BOOKS	57.51	
		291-6470-601.32-80	BOOKS	51.51	
		291-6470-601.32-95	PERIODICALS	11.16	
		291-6470-601.32-75	AV MTLs	30.85	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	28.22	
		291-6470-601.32-75	AV MTLs	11.79	
		291-6470-601.32-75	AV MTLs	31.97	
		291-6470-601.32-75	AV MTLs	17.02	
		291-6470-601.32-75	AV MTLs	41.85	
		291-6470-601.32-75	AV MTLs	52.26	
		291-6470-601.32-75	AV MTLs	23.49	
		291-6470-601.32-75	AV MTLs	13.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	159.98	
		291-6470-601.32-75	AV MTLs	239.96	
		291-6470-601.32-75	AV MTLs	11.79	
		291-6470-601.32-80	BOOKS	27.00	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	39.29	
		291-6470-601.32-80	BOOKS	21.84	
		291-6470-601.32-80	BOOKS	13.40	
		291-6470-601.32-80	BOOKS	19.98	
		291-6470-601.32-80	BOOKS	5.60	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	24.98	
		291-6470-601.32-80	BOOKS	106.50	
		291-6470-601.32-80	BOOKS	38.99	
		291-6470-601.32-80	BOOKS	37.77	
		291-6470-601.32-80	BOOKS	13.20	
		291-6470-601.32-80	BOOKS	15.56	
		291-6470-601.32-80	BOOKS	26.56	
		291-6470-601.32-80	BOOKS	28.97	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	14.39	
		291-6470-601.32-80	BOOKS	16.86	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	25.00	
		291-6470-601.32-80	BOOKS	47.97	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	29.13	
		291-6470-601.32-80	BOOKS	27.34	
		291-6470-601.32-80	BOOKS	29.22	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	12.00	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	17.38	
		291-6470-601.32-80	BOOKS	39.97	
		291-6470-601.32-80	BOOKS	87.89	
		291-6470-601.32-75	AV MTLs	20.10-	
		291-6470-601.32-75	AV MTLs	80.60	
		291-6470-601.32-75	AV MTLs	15.41	
		291-6470-601.32-75	AV MTLs	67.76	
		291-6470-601.32-75	AV MTLs	680.19	
		291-6470-601.32-75	AV MTLs	43.98	
		291-6470-601.32-75	AV MTLs	50.25-	
		291-6470-601.32-75	AV MTLs	65.95-	
		291-6470-601.32-75	AV MTLs	12.98	
		291-6470-601.32-75	AV MTLs	99.98	2,704.20
80262	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	39.99-	
		291-6470-601.32-75	AV MATERIALS	39.99-	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	39.99-	
		291-6470-601.32-75	AV MATERIALS	39.99-	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	172.07	
		291-6470-601.32-75	AV MATERIALS	37.96	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	13.41	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-75	AV MATERIALS	159.96	
		291-6470-601.32-80	BOOKS	67.50	
		291-6470-601.32-95	PERIODICALS	23.14	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-95	PERIODICALS	15.85	
		291-6470-601.32-95	PERIODICALS	39.00	
		291-6470-601.32-95	PERIODICALS	29.95	
		291-6470-601.32-95	PERIODICALS	29.00	
		291-6470-601.32-95	PERIODICALS	4.00	712.82
80267	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	99.51	
		291-6470-601.32-80	BOOKS	371.65	
		291-6470-601.32-80	BOOKS	350.91	
		291-6470-601.32-80	BOOKS	785.09	
		291-6470-601.32-80	BOOKS	652.14	
		291-6470-601.32-80	BOOKS	555.58	
		291-6470-601.32-80	BOOKS	315.99	
		291-6470-601.32-80	BOOKS	188.58	
		291-6470-601.32-80	BOOKS	116.63	
		291-6470-601.32-80	BOOKS	244.64	
		291-6470-601.32-80	BOOKS	271.63	
		291-6470-601.32-80	BOOKS	322.50	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	199.55	
		291-6470-601.22-85	PROC SERVS	172.95	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.32-80	BOOKS	676.03	
		291-6470-601.32-80	BOOKS	197.28	
		291-6470-601.32-80	BOOKS	28.38	
		291-6470-601.32-80	BOOKS	344.50	
		291-6470-601.32-80	BOOKS	120.36	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	211.30	
		291-6470-601.32-80	BOOKS	115.43	
		291-6470-601.32-80	BOOKS	282.67	
		291-6470-601.32-80	BOOKS	133.50	
		291-6470-601.32-80	BOOKS	356.87	
		291-6470-601.32-80	BOOKS	291.45	
		291-6470-601.32-80	BOOKS	193.49	
		291-6470-601.32-80	BOOKS	178.85	
		291-6470-601.32-80	BOOKS	337.36	
		291-6470-601.32-80	BOOKS	172.37	
		291-6470-601.32-80	BOOKS	173.73	
		291-6470-601.32-80	BOOKS	110.74	
		291-6470-601.32-80	BOOKS	80.88	
		291-6470-601.32-80	BOOKS	230.86	
		291-6470-601.32-80	BOOKS	210.72	
		291-6470-601.32-80	BOOKS	931.39	
		291-6470-601.32-75	AV MTLs	38.67	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	255.75	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.32-80	BOOKS	540.48	
		291-6470-601.32-80	BOOKS	578.23	
		291-6470-601.32-80	BOOKS	676.85	
		291-6470-601.32-80	BOOKS	354.93	
		291-6470-601.32-80	BOOKS	686.84	
		291-6470-601.32-80	BOOKS	184.47	
		291-6470-601.32-80	BOOKS	209.38	
		291-6470-601.32-80	BOOKS	262.51	
		291-6470-601.32-80	BOOKS	511.61	
		291-6470-601.32-80	BOOKS	1,400.10	
		291-6470-601.32-80	BOOKS	171.59	
		291-6470-601.32-80	BOOKS	1,076.76	
		291-6470-601.32-80	BOOKS	721.16	
		291-6470-601.32-80	BOOKS	484.67	
		291-6470-601.32-80	BOOKS	144.62	
		291-6470-601.32-80	BOOKS	1,046.22	
		291-6470-601.32-80	BOOKS	347.55	
		291-6470-601.32-80	BOOKS	127.81	
		291-6470-601.32-80	BOOKS	72.35	
		291-6470-601.32-80	BOOKS	81.93	
		291-6470-601.32-75	AV MTLs	211.75	
		291-6470-601.22-85	PROC SERVS	140.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	132.65	
		291-6470-601.22-85	PROC SERVS	243.20	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	279.70	
		291-6470-601.22-85	PROC SERVS	185.85	
		291-6470-601.22-85	PROC SERVS	61.60	
		291-6470-601.22-85	PROC SERVS	118.95	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	251.95	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.32-80	BOOKS	353.15	
		291-6470-601.32-80	BOOKS	294.30	
		291-6470-601.32-80	BOOKS	334.33	
		291-6470-601.32-80	BOOKS	1,005.53	
		291-6470-601.32-80	BOOKS	867.33	
		291-6470-601.32-80	BOOKS	189.69	
		291-6470-601.32-80	BOOKS	808.57	
		291-6470-601.32-80	BOOKS	195.98	
		291-6470-601.32-80	BOOKS	263.31	
		291-6470-601.32-80	BOOKS	70.20	
		291-6470-601.32-80	BOOKS	298.08	
		291-6470-601.32-80	BOOKS	327.66	
		291-6470-601.32-80	BOOKS	62.05	
		291-6470-601.32-80	BOOKS	598.61	
		291-6470-601.32-80	BOOKS	250.91	
		291-6470-601.32-80	BOOKS	185.71	
		291-6470-601.32-80	BOOKS	501.75	
		291-6470-601.32-80	BOOKS	824.83	
		291-6470-601.32-80	BOOKS	124.66	
		291-6470-601.32-80	BOOKS	144.96	
		291-6470-601.32-80	BOOKS	185.45	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	247.00	
		291-6470-601.22-85	PROC SERVS	209.00	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	201.40	
		291-6470-601.22-85	PROC SERVS	58.15	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	22.80	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	22.80	
		291-6470-601.22-85	PROC SERVS	140.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	210.15	33,634.80
80268	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	326.56	
		291-6470-601.32-75	AV MTLs	11.88	
		291-6470-601.32-75	AV MTLs	12.73	
		291-6470-601.32-75	AV MTLs	268.43	
		291-6470-601.32-75	AV MTLs	23.01	
		291-6470-601.32-75	AV MTLs	112.85	
		291-6470-601.32-75	AV MTLs	40.34	
		291-6470-601.32-75	AV MTLs	12.74	
		291-6470-601.32-75	AV MTLs	145.42	
		291-6470-601.32-75	AV MTLs	10.18	964.14
80270	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	1,212.55	
		291-6470-601.32-80	BOOKS	2,693.85	
		291-6470-601.32-80	BOOKS	2,063.32	
		291-6470-601.32-75	AV MTLs	3,317.67	
		291-6470-601.32-75	AV MTLs	7,177.78	
		291-6470-601.32-80	BOOKS	14,542.48	31,007.65
80274	CCH INCORPORATED	291-6470-601.32-80	BOOKS	184.52	184.52
80280	COX SUBSCRIPTIONS, W T	291-6470-601.32-95	PERIODICALS	1,464.87	
		291-6470-601.32-95	PERIODICALS	582.66	
		291-6470-601.32-95	PERIODICALS	1,157.32	
		291-6470-601.32-95	PERIODICALS	1,809.66	
		291-6470-601.32-95	PERIODICALS	32.38	
		291-6470-601.32-95	PERIODICALS	39.47	5,086.36
80281	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	138.84	138.84
80282	EBSCO PUBLISHING	291-6470-601.32-95	PERIODICALS	32.74-	
		291-6470-601.32-95	PERIODICALS	44.34	11.60
80283	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	60.78	
		291-6470-601.32-80	BOOKS	326.31	
		291-6470-601.32-80	BOOKS	60.78	
		291-6470-601.32-80	BOOKS	210.34	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	98.96	
		291-6470-601.32-80	BOOKS	45.73	977.07
80288	GREY HOUSE PUBLISHING	291-6470-601.32-80	BOOKS	251.05	
		291-6470-601.32-80	BOOKS	251.05	
		291-6470-601.32-80	BOOKS	462.05	964.15
80292	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	26.25	
		291-6470-601.32-80	BOOKS	30.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	123.75	180.00
80293	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.20-81	FY2020 4TH QUARTER OCLC	15,544.19	
		291-6470-601.21-64	ACCESS SERVS MARCH	113.75	15,657.94
80295	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	1,363.72	
		291-6470-601.32-80	BOOKS	1,430.83	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	64.18	
		291-6470-601.32-80	BOOKS	22.26	
		291-6470-601.32-80	BOOKS	104.00	
		291-6470-601.32-80	BOOKS	101.09	
		291-6470-601.32-80	BOOKS	42.36	
		291-6470-601.32-80	BOOKS	62.93	
		291-6470-601.32-80	BOOKS	21.54	
		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	21.54	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	145.88	
		291-6470-601.32-80	BOOKS	65.33	
		291-6470-601.32-80	BOOKS	77.01	
		291-6470-601.32-80	BOOKS	101.34	
		291-6470-601.32-80	BOOKS	9.59-	
		291-6470-601.32-80	BOOKS	49.47-	
		291-6470-601.32-80	BOOKS	15.23	
		291-6470-601.32-80	BOOKS	10.79	
		291-6470-601.32-80	BOOKS	15.26	
		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	192.63	
		291-6470-601.32-80	BOOKS	24.29	
		291-6470-601.32-80	BOOKS	8.97	
		291-6470-601.32-80	BOOKS	9.59	
		291-6470-601.32-80	BOOKS	39.78	4,089.20
80298	KANOPY INC	291-6470-601.32-75	AV MTLs	896.00	896.00
80303	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	162.90	162.90
80304	MARCIVE INC	291-6470-601.22-85	AUTHORITY MOTIFICATION,	1,485.00	1,485.00
80308	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	3,855.77	
		291-6470-601.32-75	AV MTLs	1,469.40	
		291-6470-601.32-75	AV MTLs	392.89	
		291-6470-601.32-75	AV MTLs	48.97	

PREPARED 05/19/20, 12:08 AM  
PROGRAM GM348U5  
DEPARTMENT: 64 User Services

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

PAGE 12  
ACCOUNTING PERIOD 5/2020

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL5 HOOPLA	18,883.56	24,650.59
80312	MORNINGSTAR INC	291-6470-601.32-95	PERIODICALS 1150061	185.00	185.00
80320	RECORDED BOOKS INC	291-6470-601.32-75	AV MTL5	598.00	598.00
80324	THOMSON REUTERS-WEST PAYMENT CENTER	291-6470-601.32-80	BOOKS	337.88	337.88
***** DIVISION TOTAL ****					124,684.26
DEPARTMENT: 64	User Services	DIVISION: 80			
80284	GARDEN GUY, INC.	291-6480-601.21-11	SPRING CLEANING BELMONT	247.50	
		291-6480-601.21-11	LANDSCAPING SERVS BELMONT	400.00	647.50
80297	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6480-601.21-11	FIRE ALARM MONITORING	76.00	
		291-6480-601.21-02	FIRE ALARM MONITORING	90.00	166.00
80322	STANDARD ELEVATOR CO	291-6480-601.21-11	REGULAR SERVICE - MAY	265.00	
***** DIVISION TOTAL ****					1,078.50
***** DEPARTMENT TOTAL **					151,738.03
***** GRAND TOTAL ****					206,289.96

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	206,289.96
**** TOTAL ALL FUNDS ****		206,289.96

May 19, 2020

**Arlington Heights Memorial Library  
American Express Card Summary  
4/30/2020**

#	Count	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
1	59	Czajka	6440-2203	\$ 7.00	Staff Training	360Training.com
2		Czajka	6440-2203	\$ (15.00)	Refund for Canceled Program	EB *STORYTELLING WIT
3		Driskell	291-0000-489-9000	\$ (164.54)	Other Income/Rebate	CORPORATE CASHBACK CR
4		Driskell	6001-2165	\$ 27.67	Fraudulent Charge, will be reimbursed by bank	SKIPTHEDISHES
5		Driskell	6001-2270	\$ 74.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
6		Driskell	6001-2270	\$ 4.95	Emergency Texting Service	ONTIMETEL DIALMYCAL
7		Driskell	6001-2270	\$ 5.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
8		Driskell	6001-2270	\$ 14.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
9		Driskell	6002-2165	\$ 167.47	Facebook Advertising	FACEBK *EYFMSQW822
10		Driskell	6010-3032	\$ 7.26	Zoom Subscription	ZOOM Zoom
11		Driskell	6010-3032	\$ 80.00	Zoom Subscription	ZOOM Zoom
12		Driskell	6010-3032	\$ 189.94	Zoom Subscription	ZOOM Zoom
13		Driskell	6010-3032	\$ 7.25	Zoom Subscription	ZOOM Zoom
14		Driskell	6010-3032	\$ 7.25	Zoom Subscription	ZOOM Zoom
15		Driskell	6010-3032	\$ 48.39	Zoom Subscription	ZOOM Zoom
16		Dworianyn	6010-2005	\$ 54.10	Paypal PayFlow Pro Subscription	PAYFLOW/PAYPAL 0045
17		Dworianyn	6010-2242	\$ 343.35	Comcast Public Internet	COMCAST CHICAGO
18		Dworianyn	6010-3030	\$ 4.50	License for PowerBI Pro	MNJTECHNOLOGIESDIREC
19		Dworianyn	6010-3030	\$ 165.00	Volunteer Database Software Subscription	VOLGISTICS INC 0230
20		Dworianyn	6010-3030	\$ 239.20	Office 365 Subscription for 80 Staff Licenses	MNJTECHNOLOGIESDIREC
21		Dworianyn	6010-3032	\$ 11.99	YouTube Premium Subscription	GOOGLE*YOUTUBEPREMIU
22		Dworianyn	6010-3032	\$ 35.00	Trello Monthly Subscription	TRELLO.COM, ATLIASSIA
23		Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMZNFREETIME*QP9FX8Y
24		Dworianyn	6010-3032	\$ 35.91	Google G-Suite Subscription	GOOGLE*GSUITE AHML.N
25		Dworianyn	6010-3032	\$ 14.99	Spotify Subscription	SPOTIFY USA
26		Ekl	6020-2107	\$ 20.00	iPass Replenishment	IL TOLLWAY-AUTOREPLE
27		Ekl	6001-2203	\$ (75.00)	BookExpo Refund (C Hamann)	BOOKEXPOREGISTERED
28		Ekl	6003-2202	\$ 219.00	SHRM Membership (G Rojek)	SOCIETYFORHUMANRESOU
29		Ekl	6401-2218	\$ 50.00	Virtual Presenter Visit	PAYPAL *GETSCIENCE
30		Ekl	6401-2218	\$ 50.00	Virtual Author Visit	PAYPAL *ZCORDOVA
31		Ekl	6401-2218	\$ 45.17	Dice Guild Subscription for Teens	ROLL20.NET
32		Ekl	6440-2218	\$ 14.99	Zoom Account for Tech Learning Center	ZOOM Zoom
33		Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
34		Szymanek	6470-3275	\$ (39.99)	AV Materials	WALMART.COM AMEX
35		Szymanek	6470-3275	\$ (39.99)	AV Materials	WALMART.COM AMEX
36		Szymanek	6470-3275	\$ (39.99)	AV Materials	WALMART.COM AMEX
37		Szymanek	6470-3275	\$ (39.99)	AV Materials	WALMART.COM AMEX
38		Szymanek	6470-3275	\$ 14.99	AV Materials	HBO NOW (855) 942-66
39		Szymanek	6470-3275	\$ 14.99	AV Materials	HBO NOW (855) 942-66
40		Szymanek	6470-3275	\$ 172.07	AV Materials	USA*ACORNUSA
41		Szymanek	6470-3275	\$ 37.96	AV Materials	BESTBUYCOM8057975981
42		Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
43		Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
44		Szymanek	6470-3275	\$ 13.41	AV Materials	SP * DELTA RAE
45		Szymanek	6470-3275	\$ 45.00	AV Materials	SLING TV
46		Szymanek	6470-3275	\$ 159.96	AV Materials	WALMART.COM
47		Szymanek	6470-3280	\$ 67.50	Books	BARNES&NOBLE.COM-BN
48		Szymanek	6470-3295	\$ 23.14	Periodicals	MY MAG STORE 6500000
49		Szymanek	6470-3295	\$ 20.00	Periodicals	PIONEER WOMAN MAGAZI
50		Szymanek	6470-3295	\$ 20.00	Periodicals	YOUR DOG
51		Szymanek	6470-3295	\$ 17.99	Periodicals	TASTE OF THE SOUTH
52		Szymanek	6470-3295	\$ 20.00	Periodicals	BT*SHALOM MEDIA USA
53		Szymanek	6470-3295	\$ 40.00	Periodicals	MDC*MAGNOLIA JOURNAL
54		Szymanek	6470-3295	\$ 40.00	Periodicals	MDC*MAGNOLIA JOURNAL
55		Szymanek	6470-3295	\$ 15.85	Periodicals	PAYPAL *MAGAZINESUB
56		Szymanek	6470-3295	\$ 39.00	Periodicals	BDR*BOTTOMLINE PERSO
57		Szymanek	6470-3295	\$ 29.95	Periodicals	THE MAILBOX INFOBAS
58		Szymanek	6470-3295	\$ 29.00	Periodicals	SP * 2600 MAGAZINE
59		Szymanek	6470-3295	\$ 4.00	Periodicals	ALTPRESS MEDIA
				\$	2,408.63	



May 19, 2020

**Arlington Heights Memorial Library  
Mastercard Summary  
4/30/2020**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
S. Distel	6020-3145	\$ 477.85	Janitorial Supplies	Warehouse115
		<u>\$ 477.85</u>		

April 19, 2020

**Arlington Heights Memorial Library  
Special Funds Summary  
3/31/2020**

Count 3

<b>#</b>	<b>Amount</b>	<b>Description</b>
1	4/7/2020	\$ 53.00 IL Dept of Revenue-Sales Tax Payment
		<b>Check #14560 -</b>
2	4/3/2020	\$ 30.23 March Mastercard Payment
		<b>Check #14561 -</b>
3	4/9/2020	<u>\$ 1481.29</u> March Mastercard Payment
		\$ 1564.52

To: Board of Library Trustees  
From: Mike Driskell  
Date: May 19, 2020  
Re: Makerspace Project Update

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Staff and representatives from Williams Architects will provide an update on the progress of the makerspace building project at 112 North Belmont Avenue, providing initial conceptual drawings including finishes, colors and layout of the spaces.

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

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At the April 29, 2020 special board meeting, the Board of Library Trustees authorized the executive director to keep the library building closed to the public through May 30 to be consistent with the extension of the State of Illinois stay-at-home order established by Governor Pritzker.

Staff have been working on plans and procedures to prepare the building for a greater number of staff and public occupancy and to make additional services available to our community, including phone support and curbside hold pickup services, in accordance with CDC social distancing and PPE guidelines. Upon approval of the identified essential services listed below, we will begin offering phone support and a contactless holds pickup service.

Each government body is authorized to determine its essential governmental functions and identify employees and/or contractors necessary to the performance of those functions. Essential Government Functions means all services provided by the state or any municipal, township, county, subdivision or agency of government and needed to ensure the continuing operation of the government agencies or to provide for or support the health, safety and welfare of the public, and including contractors performing essential government functions.

Since a public library is a function of government, Executive Order 10, as extended by Executive Order 18, leaves it up to each governmental body to determine what governmental functions are essential.

Below is a list of essential functions that we have been providing, or will begin providing on-site:

1. Maintaining facilities and IT systems
2. Administrative functions including oversight, finance, human resources and general administration
3. Processing returned materials
4. Providing materials check-out through contactless methods

Since we will be providing a service to the community that includes physical interaction, board approval of the essential services is recommended.

The plan to eventually reopen the building to a larger group of staff and to the public will be phased in conjunction with Governor Pritzker's Restore Illinois plan. Currently, our region is in phase 2 of the plan, which limits physical public service to curbside pickup. Once we move to phase 3, we will expand the number of staff working in the building to assist in readying the building for the public. Public access to the building may begin in a limited fashion in phase 3 or 4. Full building access will resume in phase 5.

As we move through these phases, our staffing needs will grow, and fewer staff will be required to work from home. Curbside pickup will bring some of the staff that are less able to work from home into the building to process holds and returns. In order to continue to expand our services, the availability of our staff is important. I have outlined three potential options for discussion of staff pay through the reopening of the building:

Scenario 1: Staff continue to receive pay for scheduled hours. This scenario provides the most flexibility for the library to utilize staff as needed. Staff will be asked to come back to work in phases, as services resume.

Scenario 2: Staff continue to receive pay for and will be on call for their scheduled hours. As positions are needed, staff will be asked to come back to work. If staff are unable or unwilling to return, they will no longer receive pay. These staff may use PTO or will work with HR to explore other options.

Scenario 3: Staff are paid only for the hours they are working. Staff that do not have a needed role at this time will be furloughed and unemployment compensation will not be contested. Staff with a needed role that are unable to return to work may use PTO or will work with HR to explore other options.

Below are budget and staffing considerations presented by the library administration.

**Considerations for staff retention:**

- We are in a positive cash flow situation.
- Retain the talent that we have invested in for service, innovation and delivery.

- Have staff at the ready as we plan and prepare to reopen and phase in services in new ways.
- 60% of library staff live in Arlington Heights. Retaining staff is an investment in our community.
- As shown in the director's reports, most of our full-time and essential part-time staff are working and providing services to our community. Staff that require access to the building to perform the essential functions of their roles will be the staff that we depend on the most to reinstate services when we reopen. To rehire, train and onboard new staff at this time would be more expensive than retaining current employees.
- The budget reduction as a result of furlough or layoff (most of the staff that are not currently able to work remotely) would be approximately \$7,000/week for 70 employees. Long term impact to quality of service, morale, and budget would exceed this relatively small, short term reduction. It costs approximately \$4,000 to hire and onboard an employee (source: Society for Human Resource Management). With the introduction of curbside service, many of the 70 employees identified above would be working some, or all, of their hours.

### **Pay status of neighboring libraries**

Of our neighboring libraries, only one library is not currently paying all staff during the closure and has furloughed 2/3 of their staff. All other libraries are currently paying all staff with no plans for furloughs or cutbacks.

- 1 – furloughed 2/3 of their staff during the closure
- 2 – have extended staff pay through May 30
- 2 – have extended staff pay through June 30
- 2 – paying staff through the closure and reopening

**Suggested motion 1: The Board of Library Trustees authorizes the executive director to extend the closure of the library building to the public until our region reaches phase 5 of the Restore Illinois reopening plan.**

**Suggested motion 2: The Board of Library Trustees authorizes the executive director to extend pay to exempt and non-exempt staff for their regularly scheduled hours through the end of phase 3 of the Restore Illinois reopening plan.**

**Suggested motion 3: The Board of Library Trustees approves opening the library building for maintenance and cleaning, administrative and support functions, and the processing and distribution of our collection as essential services for the Arlington Heights Memorial Library.**

To: Board of Library Trustees  
From: Mike Driskell and Lisa Haack  
Date: May 19, 2020  
Re: Employee Engagement Survey

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Staff will present results of the Employee Engagement Survey including the process, results and action planning.

The library periodically conducts employee engagement surveys, the previous surveys being during the Strategic Plan process in 2018 and in 2015.

The survey was launched in January 2020 using Survey Monkey's Employee Engagement Survey with benchmarking. Mid-size companies were chosen for benchmarking as no library specific data is available. The survey consisted of 45 questions, 40 questions in seven categories (Employee Information, Career Development, Work Engagement, Compensation, Relationship Management, Benefits and Work Environment), three open ended and two demographic questions.

The administrative team will be working with managers to complete action plans and identify strengths and opportunities.





## Arlington Heights Memorial Library - 2020 Employee Engagement Survey.

### Summary

- Survey Dates: February 3-16, 2020
- 87% of staff participated (218/250 people)
- 40 questions + 3 open ended + 2 demographic
- 70% of participants made comments (175/250 people)
- Overall Average = 76.98% Positive (13.14% above benchmark average)
- Only 3 of 40 questions rated below the benchmark.
  - Q2 – I am pleased with the career advancement opportunities available to me
  - Q12 – When at work I am completely focused on my job duties
  - Q29 – I am satisfied with the healthcare related benefits offered by my organization

### Benchmarks

- SurveyMonkey: Mid-Size Company (100-499 employees)
- Responses from 40+ organizations
- Average of 6,000 responses/question

### Results & Action Planning

- Department must have 3 responses to receive individual results
- All managers will create an action plan

## Results

Category	AHML Positive	Benchmark Positive	Difference
Career Development	66.50%	58.59%	7.92%
Work Engagement	81.35%	70.94%	10.41%
Compensation	65.18%	45.53%	19.66%
Relationship Management	77.61%	67.39%	10.22%
Benefits	65.07%	61.85%	3.23%
Work Environment	88.12%	59.83%	28.29%
<b>Overall</b>	<b>76.98%</b>	<b>63.84%</b>	<b>13.14%</b>

## Comments

What do you enjoy most about working at Arlington Heights Memorial Library?	Comment Count
The People/Coworkers	72
Give back to community/Serve the customers	44
Culture/Environment	27
The Work	10
Learning new things	10
Manager support	4
Location	2

What can be improved to make Arlington Heights Memorial Library a better place to work?	Comment Count
Operations	25
Communication	24
Professional Growth & Full-Time positions	22
Compensation	12
Collaboration w/other departments	11
Decision making	10
Benefits	8
Supervisors/Managers	8
Culture	7
Hours	6
Technology	4
The Facility	4
People	4
Parking	3

## 2020 AHML Employee Engagement Survey

AHML Benchmark  
Positive Positive Difference

### Career Development

Q1. I am satisfied with my opportunities for professional growth.	70.18%	58.96%	11.22%
Q2. I am pleased with the career advancement opportunities available to me.	53.96%	54.54%	-0.58%
Q3. My organization is dedicated to my professional development.	66.82%	59.26%	7.56%
Q4. I am satisfied with the job-related training my organization offers.	66.67%	56.18%	10.49%
Q5. I am satisfied that I have the opportunities to apply my talents and expertise.	77.07%	71.56%	5.51%
Q6. I am satisfied with the investment my organization makes in training and education.	64.32%	51.02%	13.30%
<b>Average</b>	<b>66.50%</b>	<b>58.59%</b>	<b>7.92%</b>

### Work Engagement

Q7. I am inspired to meet my goals at work.	85.12%	76.94%	8.18%
Q8. I feel completely involved in my work.	92.10%	83.03%	9.07%
Q9. I get excited about going to work.	76.16%	58.38%	17.78%
Q10. I am often so involved in my work that the day goes by very quickly.	80.37%	79.92%	0.45%
Q11. I am determined to give my best effort at work each day.	97.67%	92.73%	4.94%
Q12. When at work, I am completely focused on my job duties.	83.65%	87.64%	-3.99%
Q13. In my organization, employees adapt quickly to difficult situations.	72.77%	61.85%	10.92%
Q14. Employees here always keep going when the going gets tough.	81.30%	68.60%	12.70%
Q15. Employees proactively identify future challenges and opportunities.	70.10%	57.68%	12.42%
Q16. Employees in my organization take the initiative to help other employees when the need arises.	93.96%	72.71%	21.25%
Q17. Employees here are willing to take on new tasks as needed.	86.45%	67.37%	19.08%
Q18. Employees in my organization willingly accept change.	56.54%	44.42%	12.12%
<b>Average</b>	<b>81.35%</b>	<b>70.94%</b>	<b>10.41%</b>

### Compensation

Q19. I am satisfied with my overall compensation.	66.98%	48.11%	18.87%
Q20. I am compensated fairly relative to my local market.	63.38%	42.94%	20.44%
<b>Average</b>	<b>65.18%</b>	<b>45.53%</b>	<b>19.66%</b>

## Relationship Management

Q21. Communication between senior leaders (i.e. Library Administrative Team) and employees is good in my organization.	58.41%	51.33%	7.08%
Q22. I am able to make decisions affecting my work.	76.63%	75.46%	1.17%
Q23. Management within my organization recognizes strong job performance.	75.83%	56.06%	19.77%
Q24. My supervisor and I have a good working relationship.	92.02%	80.91%	11.11%
Q25. My coworkers and I have a good working relationship.	98.60%	88.00%	10.60%
Q26. Senior management (i.e. Managers & Library Administrative Team) and employees trust each other.	49.76%	46.38%	3.38%
Q27. Employees treat each other with respect.	92.02%	73.59%	18.43%
<b>Average</b>	<b>77.61%</b>	<b>67.39%</b>	<b>10.22%</b>

## Benefits

Q28. I am satisfied with my total benefits package.	68.48%	54.39%	14.09%
Q29. I am satisfied with the healthcare-related benefits offered by my organization.	44.45%	57.08%	-12.63%
Q30. I am satisfied with the amount of paid leave offered by my organization.	65.84%	59.14%	6.70%
Q31. I am satisfied with the retirement plan offered by my organization.	67.17%	62.88%	4.29%
Q32. I am satisfied with the workplace flexibility offered by my organization.	79.43%	75.75%	3.68%
<b>Average</b>	<b>65.07%</b>	<b>61.85%</b>	<b>3.23%</b>

## Work Environment

Q33. My organization has a safe work environment.	92.02%	85.18%	6.84%
Q34. I am satisfied with my overall job security.	91.00%	72.56%	18.44%
Q35. My organization's work positively impacts people's lives.	97.20%	82.16%	15.04%
Q36. My organization operates in a socially responsible manner.	92.06%	79.53%	12.53%
Q37. My organization's fiscal well-being is stable.	80.00%	72.94%	7.06%
Q38. I understand how my work impacts the organization's business goals.	86.67%	9.62%	77.05%
Q39. My organization is dedicated to diversity and inclusiveness.	84.03%	11.56%	72.47%
Q40. I am satisfied with the culture of my workplace.	81.99%	65.07%	16.92%
<b>Average</b>	<b>88.12%</b>	<b>59.83%</b>	<b>28.29%</b>

<b>AHML Overall Average</b>	<b>76.98%</b>	<b>63.84%</b>	<b>13.14%</b>
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(Item 8)

To: Board of Library Trustees

From: Donna Ekl

CC: Mike Driskell

Date: May 19, 2020

Re: 2021 Budget Timetable

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The calendar for the upcoming budget cycle is included for your information. With the disruption caused by COVID-19, some of the dates in the 2021 budget timetable have shifted later than previous years. There are many unknowns across industries, like tax revenue, health and liability insurance, cost of goods, etc., and budget targets will be more accurate in the next couple of months.

## ARLINGTON HEIGHTS MEMORIAL LIBRARY

### 2021 - BUDGET TIMETABLE (2020 dates below)

**The calendar for the upcoming budget cycle is included for your information.**

Tuesday, May 26	Managers have access to budget database
Monday, June 29	Five-month actual information (January – May 2020) available in finance worksheet for managers.
Monday, July 13 (Date not confirmed)	Review budget targets with Committee of the Whole.
Tuesday, July 14	Finance will update database with January – June 2020 activity
Tuesday, July 21	All managers complete 2021 project plan discussions with Rich Dworianyn regarding technology and Gary Leclair regarding facilities.
Tuesday, August 4	2020 projection and 2021 budget information due from managers and entered into budget database. Include all add-ons.
Tuesday, August 11, Wednesday, August 12, Thursday, August 13	LAT and Finance complete review of add-on requests. Managers will be available for meetings.
Monday, August 17	LAT will present budget overview to LMT and discuss any outstanding add-ons.
Thursday, August 27	Data compiled and reviewed by Finance.
Wednesday, September 2	LAT reviews final budget.
Tuesday, September 8 (Date not confirmed)	First Committee of the Whole budget review meeting.
Monday, Sept 21 (Date not confirmed)	Second Committee of the Whole meeting to review budget draft.
Monday, October 5	Present final budget draft to Committee of the Whole.
Tuesday, October 20	Budget adopted by Board.
Wednesday, November 9 at 7 pm	Village budget hearing on AHML budget

## Executive Director's Report May 2020

### **What's New @ AHML**

#### **“Unlimited” Digital Magazine Increase**

Digital Services Librarian Bill Pardue worked with Collection Services Manager Lisa Bobis and Acquisitions Supervisor Marie Szymanek to upgrade the library's RBDigital Magazines subscription to the "unlimited" model. Customers now have access to over 3,800 titles, compared to the previous 122 titles.

#### **This Just In! Databases Available Remotely**

Digital Services Librarian Bill Pardue worked with several vendors to make their products, which are typically only available in the library, available via remote access during the shutdown. Genealogy databases Ancestry.com, ArkivDigital and FindMyPast, automotive repair database Alldata Pro, grant research database Foundation Center Online and law database Westlaw are now available to customers at home while they shelter in place.

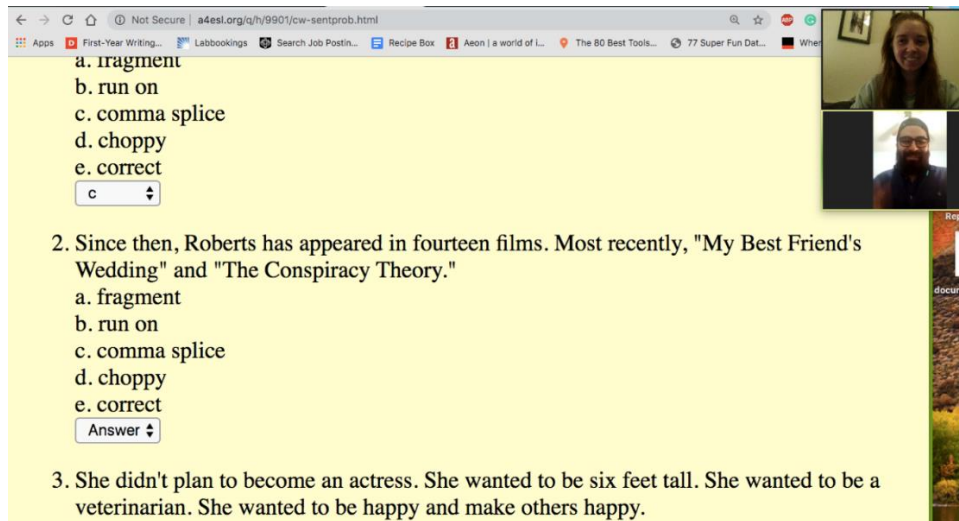
#### **New Reading Program for Grades K-3: *READ 500***

In response to requests from parents, teachers and school librarians looking for a year-round reading program to bridge the gap between established library reading programs *1,000 Books Before Kindergarten* and *100 Books Before High School*, Youth Outreach Librarian Emily Loeffler worked to quickly launch [READ 500](#), a K-3 grade reading program staff were developing. Launched on April 20, the new program had 18 registrants within 10 days. The staff-created a [promotional video](#) that was shared with local school contacts and on social media.

## Diversity and Inclusion

### Virtual ESL Programs

ESL has been leading conversation groups, other programs and working one-on-one with students from home. ESL Advisor Allie Gourley shared a picture of her and one of her students (who consented to his photo being taken to share below) working through some grammar exercises.



ESL students have been overwhelmingly appreciative of the virtual programs. Students have commented that these virtual programs have allowed them to keep their skills sharp until reopening.

### Phone-in Story Discussions

Senior and Accessible Services (SAS) staff hosted weekly phone-in story discussions to reach homebound residents with limited or no access to other technology. Participants call our toll free number to listen to an audiobook short story or book excerpt and then participate in a discussion.

In addition to discussing the selected story, this program has offered a way for participants to meet other community members in the same situation and feel connected. In the most recent discussion, Doris, a resident in assisted living, said “it is the highlight of my week” and others agreed.

To begin the program, SAS Manager Mary Jo Lepo and Library Delivery and Accessibility Supervisor Katie Myers developed a list of short stories and other books published by Random House and available as audiobooks through Cloud Library or hoopla. Once they secured the publisher’s permission to use the selected books, SAS staff Janet McDonnell, Elcin Akdeniz, and Renee Witt developed highlights and questions for the discussions that are hosted on Zoom.



## Current Events Discussions

Senior Center Current Events discussion group members shared their appreciation to the library for making it possible to continue their weekly discussions and connect with their friends. The group has been meeting since 1989 and held their 1,500<sup>th</sup> session on May 14. Resident Edwina said, *“I was feeling really depressed before our discussions resumed but now I have something to look forward to”*. Everyone was happy to share their photos from one of our recent discussions:



## Serving our Community during COVID-19

### 3D Printing Protective Equipment

Makerspace Branch Assistant Manager Chris Krueger printed 566 surgical mask extenders on his personal 3D printers for donation through the library. The design, approved by the National Institute of Health, moves the rough elastic straps off workers' ears and provides relief to those who wear masks for long periods of time.

As more health care organizations have called out for personal protective equipment (PPE), Chris has mobilized further 3D printing efforts through the library. The library ordered eight of the makerspaces' Dremel 3D45 printers early, in addition to the materials to print an initial 300 face shields. Once these items arrive in May, Chris will coordinate Digital Services Advisors to print the shields at the library for donation to local organizations, including The Moorings of Arlington Heights.

### **Mask Extenders to The Moorings**

Lori Nolden, Director of Nursing at The Moorings of Arlington Heights, shared her thanks in an email after receiving Chris Krueger's first delivery of 120 extenders: *"Our staff love the mask extenders. Can we get 100 more?"* Chris promptly delivered a new batch of 120 extenders!



Mary Tremont, Director of Sales and Marketing of The Highlands at the Moorings also shared her appreciation: *"Thank you so much for thinking about The Moorings... On behalf of the Moorings, I want to thank you for this and all of your support that you have given to the residents and the employees of The Moorings. We truly appreciate it."*

### **3D Printing Press**

At the end of March, the library lent Digital Services Substitute Donna Radlicz and her 12-year-old son Vince a Dremel 3D printer and donated filament to increase the output of face shield pieces Vince was already printing for donation. Since beginning the project, Vince was the focus of several media stories for his worthy efforts:

- Daily Herald: <https://www.dailyherald.com/news/20200413/libraries-joining-fight-against-covid-19-virus-with-3-d-printers>
- CNN: <https://www.facebook.com/CNNReplay/videos/560219018210839/>
- Interview with District 214: <https://www.facebook.com/ahsd25/videos/352860522340342/>
- Library social media and upcoming May mailer

### **Outreach to Homebound Residents**

The SAS team made 95 calls to senior residents in April. SAS staff assisted residents with reference information, helped get books downloaded to tablets, offered advisory assistance and let them know we were thinking of them.

Many residents are homebound and unable to connect with us except by phone. Diane R. left a message to say, *"I sure do miss all of my library people! I just called to tell you I am thinking about you all. Thanks for all that you do!"* Marilyn W. messaged, *"I missed talking to you, it is so good to hear a familiar voice, and I look forward to participating in the story discussion."*

## **Virtual Appointments**

To assist customers who prefer personal interaction with Digital Services staff for technology questions, Digital Services has implemented virtual one-on-one appointments. Through the library website, customers can request an appointment on the subjects of Computers & Technology or eBooks & eReaders. Digital Services staff will arrange an over-the-phone or Zoom video chat appointment. In April, Digital Services staff took ten of these appointments on topics ranging from setting up Zoom, working with Excel formulas, getting library content onto new devices and more.

## **CloudLibrary, hoopla, and Kanopy**

Candy Rossin, Collection Services Specialist, created new shelves in cloudLibrary: I Can Read! Books for Beginning Readers, Kids' Fiction Favorites, Best of 2019 - Selected by AHML Youth Services Staff and Required school summer reading. Cyndi Hamann, Collection Services Specialist created cloudlibrary list Quick Listens and continued to update Fun Reads and Fun Listens. She also created hoopla lists: Binge-worthy TV Shows, Book Club Picks, Family-Friendly Films, Picture Books into Movies. Violet Jaffe, Collection Services Supervisor, maintained the Fresh Starts nonfiction shelves in cloudLibrary. Gosia Bylinska, Cataloging Supervisor, added over 4,000 new Kanopy records to Sierra. Eve Lashley, Cataloging Librarian, loaded over 1,181 Cloud Library records (914 eBooks, 267 eAudiobooks) – of those, 460 (348 eBooks, 112 eAudiobooks) are new to our collection.

## **Volunteer Appreciation Video**

National Volunteer Appreciation Week was April 19-25. In lieu of celebrating our volunteers in person, Volunteer Coordinator Jennifer Begich and Digital Media Specialist Chris Smith expressed the library's immense gratitude for our volunteers by producing a thank you video. It featured staff throughout the library sharing the impact that volunteers' work has on the library and their community. View the video here: <https://youtu.be/ssLITrfvnU>

## **Instacart Video Tutorial**

Digital Media Specialist Chris Smith produced a video tutorial, shared over social media, on using the grocery delivery app Instacart. The app allows users to get groceries delivered from their favorite local grocery stores.

## **Virtual Storytime for D214 Women and Children's Center**

Early Literacy Supervisor Rebecca King hosted a virtual storytime for 30 moms and kids from *D214's Women and Children's Center*, a family literacy program. Everyone enjoyed favorite songs, stories and danced with a toy. Rebecca shared links to other library programs for the families to enjoy together.

## National Bookmobile Day

National Bookmobile Day was on April 22. The Association of Bookmobile and Outreach Services (ABOS) shared a virtual bookmobile parade featuring over 100 bookmobiles and vans from across the world. A Facebook page highlighted a new bookmobile every 15 minutes. The Arlington Heights Memorial Library's bookmobile made an appearance! It was a full day of pushing the 'like' button!



Association of Bookmobile and Outreach Services - ABOS

April 22 at 8:00 AM · 🌐

Happy #NationalBookmobileDay!

Pictured is the Arlington Heights (IL) Memorial Library's bookmobile.

#beepbeep #honkhonk #vroomvroom

## Virtual Book Chat

Hosted by Buffalo Grove High School, the library's Teen Advisor Mariel Fechik joined staff from the Indian Trails Public Library District for a virtual chat about books. High school students shared current reads and learned about our Readers' Advisor service, *Book Me*. Two of the teens immediately submitted a *Book Me* form and received a curated list of recommended eBooks!

## Our Lady of the Wayside Teacher Parade

On April 29, Executive Director Mike Driskell, Bookmobile Driver Ron Moravec, and Youth Outreach Librarian Emily Loeffler connected with 130 customers by participating in the Our Lady of the Wayside 1<sup>st</sup> grade teacher parade. The library van and bookmobile drove past first grader's homes throughout the community on the parade route. Families and other passersby enthusiastically greeted library staff.

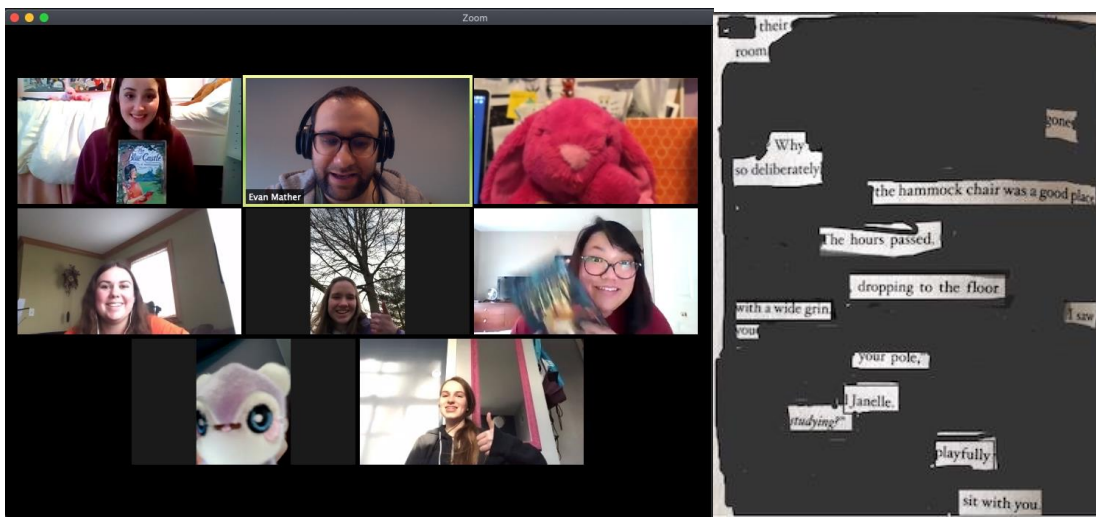


## Curated Activity Sets

Youth Services staff created [activity sets](#) that have been accessed 373 times. To support virtual programs, staff include instructions and online resources for customers to follow along during and after the program. Customers can also create a DIY storytime or explore a topic using the activity sets.

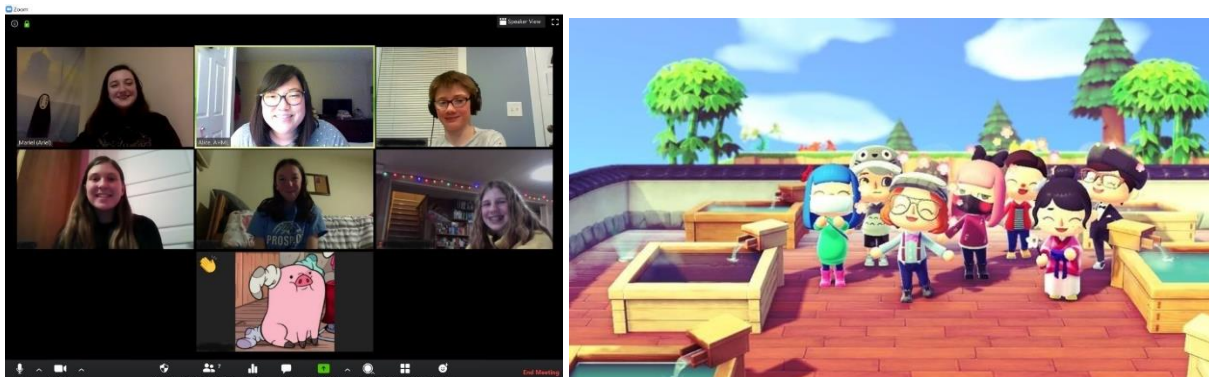
## Connecting with Teens

At the *Inklings* meeting on April 2, Teen Services Supervisor Alice Son and Teen Librarian Evan Mather were joined by seven teen writers to celebrate National Poetry Month. Participants shared some of their favorite poems and worked together to make collaborative blackout poetry.



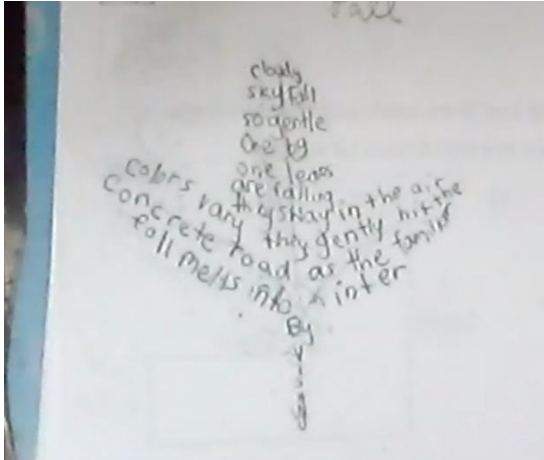
## Animal Crossing Island Meet-Up

Staff and teens alike are enthusiastically playing *Animal Crossing* with the rest of the world. On Friday, April 22, Teen Services Supervisor Alice Son with Teen Advisor Mariel Fechik hosted *Animal Crossing Island Meet-up*, an in-game meet-up where five teens traveled to Mariel's island. In the video game, participants played games together and swapped items. Teens curated outfits for their avatars for a dazzling island fashion show.



## Tween Tuesdays

Every Tuesday, 4<sup>th</sup>-6<sup>th</sup> graders can attend a virtual program developed just for them. In April, Tween Librarian Kerry Bailey presented *Mug Cakes*, *Peeps Science*, *Snack Attack* and *Creative Writing*. Tweens created book spine poetry, completed a Mad Libs story and collaborated on a blackout poem. Participants viewed examples of haiku and concrete poems. During the last portion of the program, tweens had time to create a poem of their choosing and share it with the group.



Catie my word is:



Kerry - AHML



Vishnu



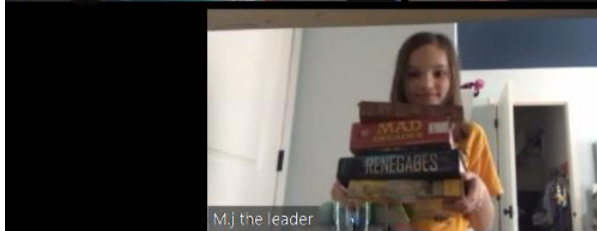
Johaam



Greyson



Tanush



Mj the leader



Jayne H

## Desserts, Books and More

On Monday, April 20, Kids' World Advisor Jan Pinotti and Youth Programs Specialist Maureen Vela adapted a scheduled in-person, family book discussion to a virtual environment. Eleven participants discussed the book, *A Boy Called Bat* by Elana K. Arnold. Themes discussed included animal rehabilitation and autism. Participants ended the session with a skunk art project inspired by the book.



## Virtual Reference via Chat

Virtual reference services continue to be an important way to for customers to connect with us. In April, Info Services covered 56 hours of chat services, addressing a wide range of questions. Staff answered 607 chats, 30% more than April 2019. They also answered over 50 email questions. Topics addressed included eBook troubleshooting, virtual programming, database topics, account troubleshooting and in depth reference questions.

Chat surveys show 68% found the service easy to use and they would recommend the service to someone else. Here are some of the comments received:

- *“Thank you for your assistance! I appreciate that this chat service was available during this pandemic.”*
- *“Thank you so much for this service. I talked with Neal couple minutes before. Neal was very open person. I am an English learner at the library. I wanted to say “hello” who was the librarian right now. Neal answered me very gently. I learned something from Neal in English in the short time. I love the library. It was like my second home. If you need someone help I an help you with heart and soul. Thank you.”*



## Readers' Services

Info Services Advisors curated personalized book recommendations for 22 *Book Me* requests. Feedback from customers include:

- *“Thank you so much! I have run out of ideas for books these days and you have helped me to focus! I look forward to reading your recommendations.”*
- *“Thanks so much for being so quick and so extensive. It will be a real boost to have these selections to keep me company while sheltering in place, which I can see lasting a really long time.”*

## Browse Our Booklists!

On the Readers' Services page, advisors created booklists featuring eAudio and eBooks for customers to access remotely. April lists include:

- [Comforting Reads for Difficult Times](#)
- [What to Read if you Loved Tiger King](#)
- [Celebrating Healthcare Heroes](#)

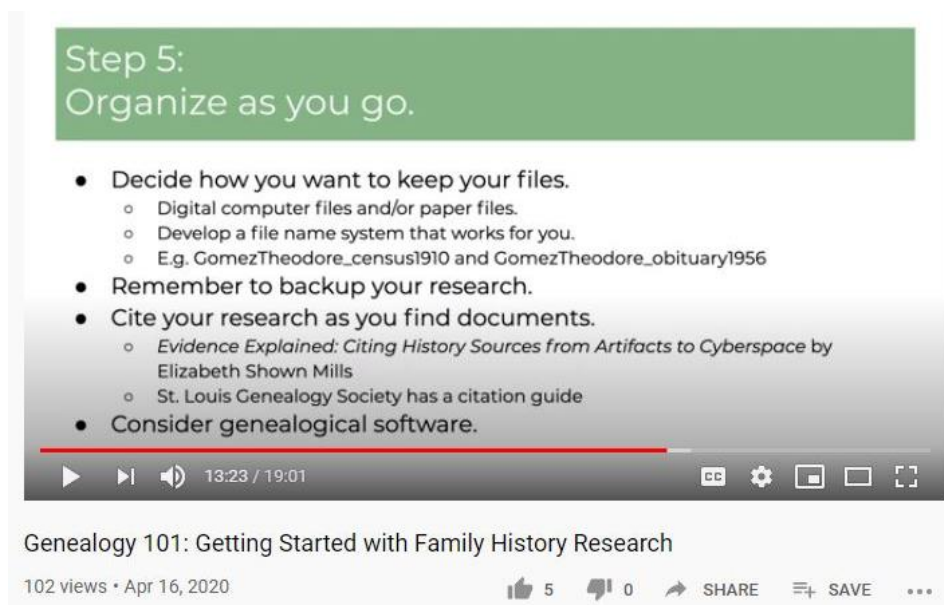
## Let's Talk Books!

Info Services Advisors created *Top Shelf* video booktalks on the library's YouTube channel, with 320 views. Advisors created Instagram posts promoting recommended reading including:



## Genealogy Instruction Via Video

Genealogy and Local History Librarian Jaymie Middendorf created a 20-minute introductory video called, “[Genealogy 101: Getting Started with Family History Research](#)”. The video covers genealogical research, concentrating on reasons for research, concrete steps to get started, creating goals and organizing your research. The video link is located on the library’s [Genealogy webpage](#). In just over two weeks, the video has garnered 111 views on YouTube.



## Job Search and Small Business Programs

Info Services Librarian Alison Lowery and Business Services Advisor Diane Malik brought speakers in for two virtual programs. Twenty-one people attended “Job Search 101”. Highlights included techniques and resources for effective job searching in the current environment. Thirteen participants attended “The Case for Continuing to Market Through These Crazy Times”. It featured strategies for small businesses to work through uncertainty and find opportunity in crisis through marketing.

## Dann & Raymond’s Movie Club Moves Online

Dann Gire and Raymond Benson continued their popular monthly film series on Zoom with two shows in April:

- *Star Trek Movies* on April 9 with 87 attendees
- *The Influence of 007!* On April 30 with 67 attendees

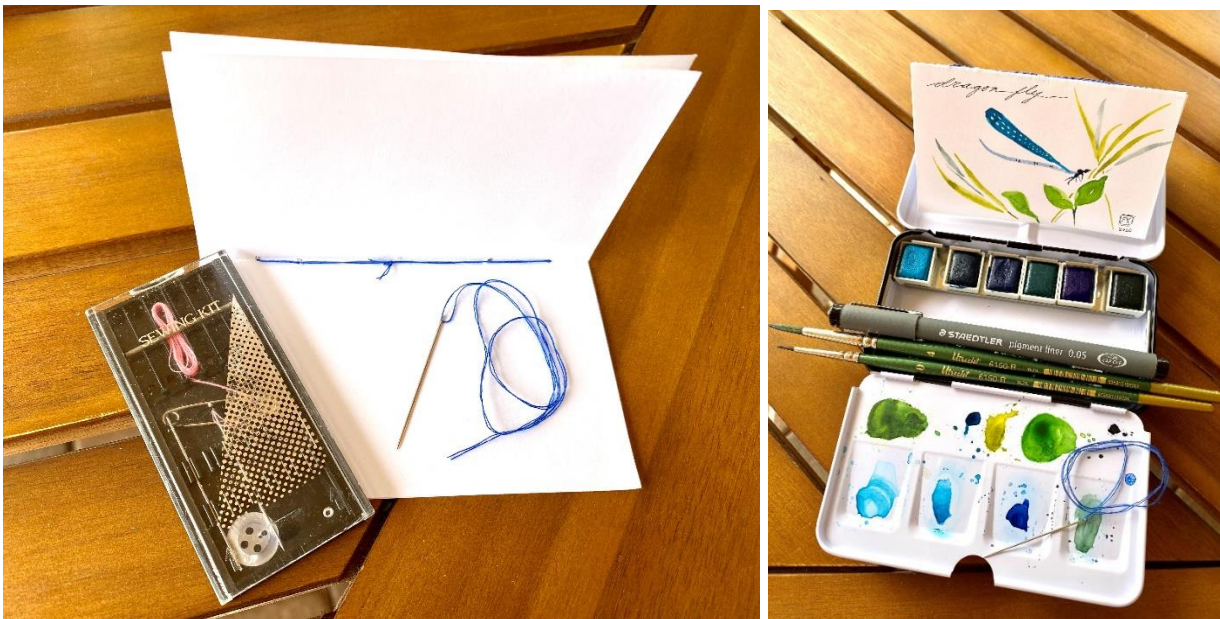
Dann & Raymond attendees shared comments, questions and quips via chat. Moving our favorite movie critics to Zoom has increased accessibility for customers with disabilities previously unable to attend in person. *The Influence of 007!* attracted participants from Florida, New Jersey and even Cambridge, England!

## Virtual Kung Fu

Programs and Exhibits Specialist Megan Young partnered with Northside Kung Fu to offer four sessions of interactive, virtual Ving Tsun Kung Fu. This ancient Chinese martial art was designed in times of war and is practiced in modern times for defense, explore our own economy of motion and develop more profound relaxation. Over four sessions on April 14, 16, 20 and 22, instructor Sifu Cyrus led a total of 73 participants through forms and strikes before the class was then divided for more individual attention. Two additional instructors offered instruction accessible to all abilities. The instructors modified the sessions for Zoom, showing different angles to help participants follow along from home.

## Coffee & Crafts: Bookbinding with Regin

Programs and Exhibits Specialist Sam Ryan worked with bookbinding artist Regin Igloria to go virtual. Twenty-six customers joined Regin on Zoom from his home studio. He covered all parts of the bookbinding process, including the many types of stitches. Customers shared pictures of their finished products following the event. One customer proudly made her book using nothing more than a hotel sewing kit and her own art supplies.



## Recycle Right in Arlington Heights with SWANCC

During Earth Week on Tuesday, April 21, Mary S. Allen, Recycling Director of Solid Waste Agency of Northern Cook County (SWANCC), returned to present a timely program about recycling on Zoom. 45 attendees participated and brought great questions to the table, each of which was answered, facilitated by Programs & Exhibits Specialist Tracy Recklaus. The program succeeded in giving residents accurate information they need to be better recyclers. Mary did a terrific job navigating the complexities of curbside recycling including new considerations in place during COVID-19. A recording of the live event was posted to the library's YouTube channel on May 6 where the information is now readily available to share and learn from, it has already been viewed 56 times.



## COVID-19 Community Story Project Launch

After launching to the public April 7, outreach and engagement for this ongoing local story and future exhibit project continues. Two information sessions designed and delivered by the project leads invited community members and AHML staff to learn more about the project. Exhibits Coordinator Carol Ng-He, Genealogy and Local History Librarian Jaymie Middendorf and Digital Services Librarian Bill Pardue led a total of 30 attendees (20 on April 15 and 10 on May 1) to explore creative ways to help them get started with their contributions.

Throughout the month of April, staff contacted more than one dozen organizations about the project, including Northwest Suburban Genealogy Society, Daughters of the American Revolution (DAR), Luther Village, JOURNEYS The Road Home, VOCAL, Historical Arlington Neighborhood Association, Arlington Heights Fire and Police Departments, AHCC Business Builders Synergy Group, and the Rotary Club. Business

Advisor Diane Malik coordinated with the Chamber of Commerce who shared news of COVID-19 Stories, open to all members of the local business community, in an April 30 e-blast to over 2,200 businesses and residents. Internally, an invitation to participate in the project has been shared with our own genealogy volunteers and Teacher Advisory Committee members. The Daily Herald and Arlington Heights Patch have also been pitched to help us spread the word.











Since launch, multiple libraries have reached out to learn more about the project as they consider offering similar models in their communities. Submissions for the project are ongoing and offer glimpses into a variety of experiences. A sample submission, which was accompanied by a video:

### Birthday Wishes











Summary - Love has no boundaries. When my son, Vyom turned 16 on 4/17/20, family wishes came pouring from all over the world. We thought of making this video to combine everybody's wishes and blessings for my son. We all are living in different cities in different countries and nobody stepped out while making this video. This is our Quarantine story! I hope we can send a message through this video that love can travel anywhere in the world especially in these tough times.

## Virtual Resource Usage Top ten visited web pages

**March 2020:**

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

**April 2020:**

1.	<a href="#">/www.ahml.info</a>		<b>44,082</b> (28.24%)
2.	<a href="#">/borrow/ebooks</a>		<b>6,659</b> (4.27%)
3.	<a href="#">/research/databases</a>		<b>2,933</b> (1.88%)
4.	<a href="#">/attend/events</a>		<b>2,383</b> (1.53%)
5.	<a href="#">/borrow/bmm</a>		<b>1,349</b> (0.86%)
6.	<a href="#">/research/genealogy</a>		<b>1,172</b> (0.75%)
7.	<a href="#">/zoom</a>		<b>992</b> (0.64%)
8.	<a href="#">/onlinelearning</a>		<b>937</b> (0.60%)
9.	<a href="#">/c19stories</a>		<b>816</b> (0.52%)
10.	<a href="#">/online_resources/kids</a>		<b>746</b> (0.48%)

## Social Media Engagement

	January	February	March	April
<b>Facebook</b>				
Posts	25	22	56	60
Fans*	5067	5113	5217	5291
Engagement	1164	1723	3531	3642
Reactions	1014	1505	2696	3001
Comments	92	128	347	389
Shares	58	90	488	252
<b>Twitter</b>				
Tweets	65	51	111	139
Followers*	4313	4324	4362	4388
Tweet impressions	75.4K	59.9K	116K	120K
Engagement	247	203	534	394
Likes	181	164	386	294
Retweets	65	33	134	92
Mentions**	57	76	74	77
Profile visits**	937	819	2040	2060
<b>Instagram</b>				
Posts*	n/a	n/a	859	875
Followers*	1767	1802	1852	1904
Impressions*	n/a	11889	25878	24608
Average Reach	n/a	286	485	451
<b>Constant Contact</b>				
Campaigns	20	19	22	27
Sends	46572	44518	127872	85980
Opens	10681	12536	57487	30772
Clicks	498	925	2500	2262
Open rate (percentage)	24%	28%	45%	36%
Click rate growth over previous 30 days	2%	4%	17%	3%
performance over industry average	6%	10%	27%	11%
Total contacts*	31770	31790	32650	32957
Unsubscribed in last 30 days**				98
New in the last 30 days**				446
<b>LinkedIn</b>				
Followers*	655	657	659	660
Posts	7	1	5	1
Impressions	2335	308	839	620
<b>YouTube</b>				
Subscribers*	397	402	456	514
Videos added	0	3	6	23
Views	1601	1821	2,875	5102
Watch time hours	55.6	63.8	83.3	452.2

\*Cumulative

\*\*New metrics added

## eResource Usage

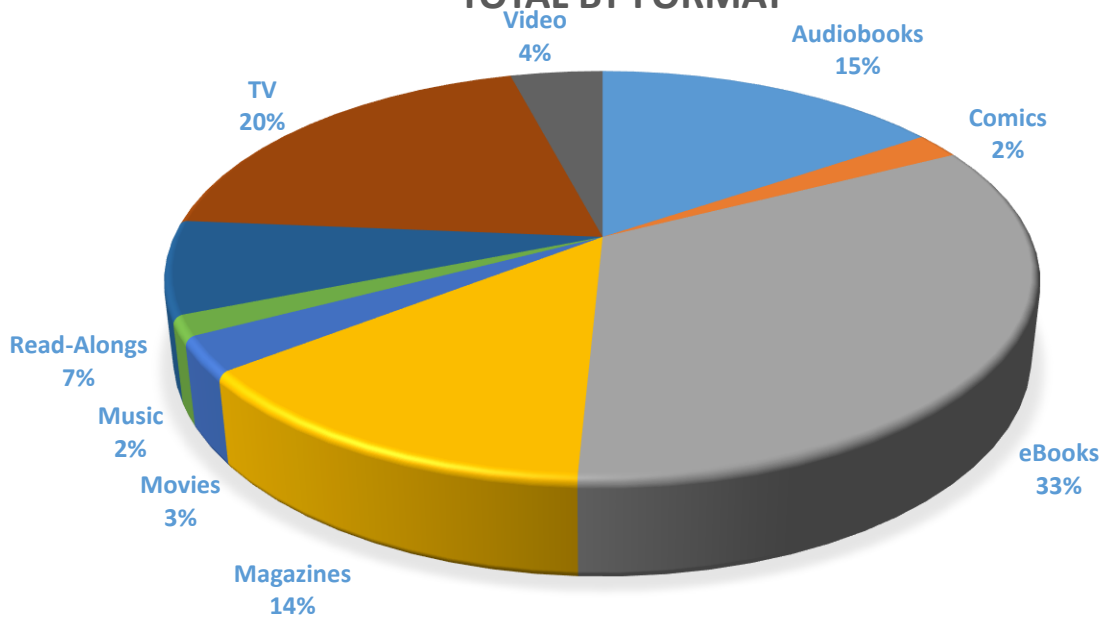
cloudLibrary comparison	Feb-19	Feb-20	% increase	Mar-19	Mar-20	% increase	Apr-19	Apr-20	% increase
<b>Total eBook checkouts</b>	5,487	5,915	8%	6352	8,308	31%	5562	10,969	97%
<b>Total eAudio checkouts</b>	2,026	2,915	44%	2500	3,377	35%	2367	4,011	69%
<b>Total all formats</b>	7,513	8,830	18%	8852	11,685	32%	7929	14,980	89%
<b>Unique users</b>	1,589	2,261	42%	1,823	2,878	58%	1,821	3,133	72%
<b>New users</b>	131	128	-2%	205	507	147%	161	428	166%
<b>Holds placed</b>	1,301	2,363	82%	1,688	3,064	82%	1,616	3,162	96%

cloudLibrary comparison	Increase from Feb 2020 to March 2020	Increase from March 2020 to April 2020
<b>Total eBook checkouts</b>	<b>40%</b>	<b>32%</b>
<b>Total eAudio checkouts</b>	<b>16%</b>	<b>19%</b>
<b>Total all formats</b>	<b>32%</b>	<b>28%</b>
<b>Unique users</b>	<b>27%</b>	<b>9%</b>
<b>New users</b>	<b>296%</b>	<b>-16%</b>
<b>Holds placed</b>	<b>30%</b>	<b>3%</b>

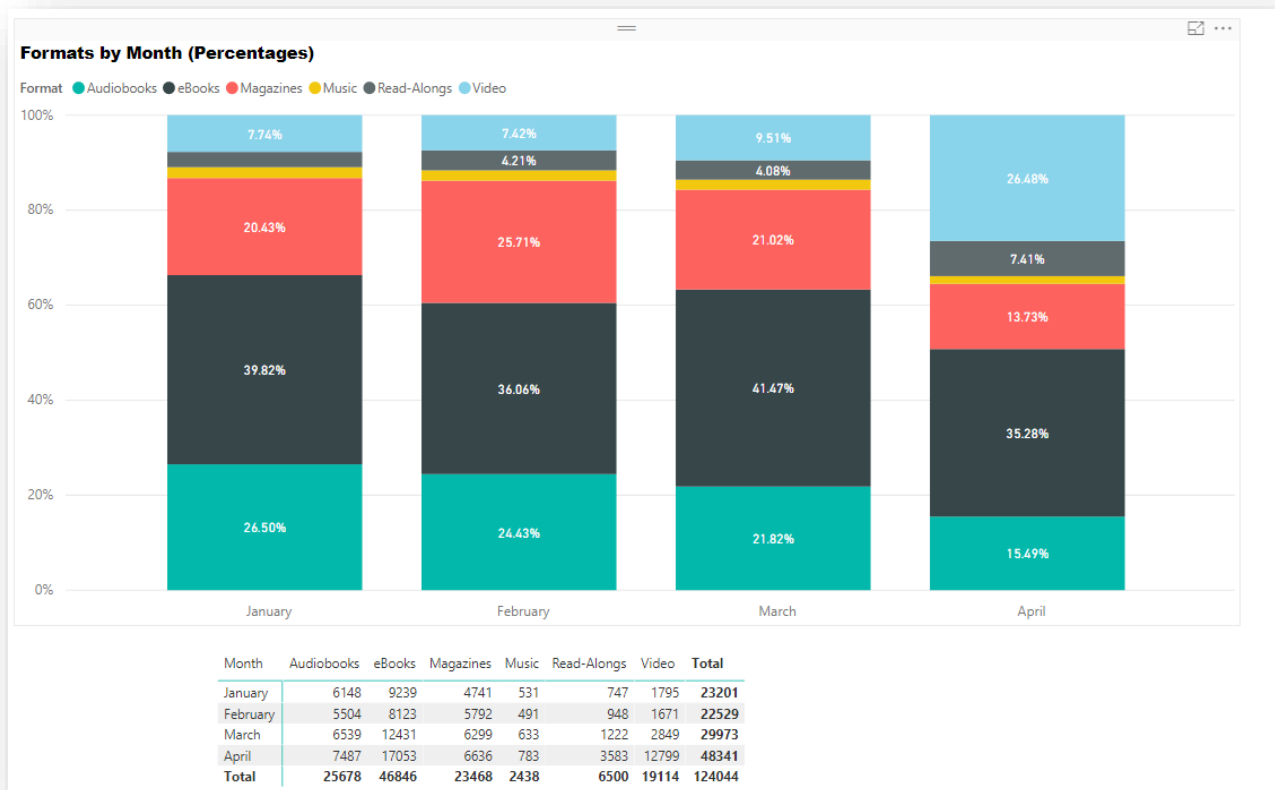
Due to the COVID-19 library closure, overall circulation is down 68.4% for the month. However, electronic checkouts are up 175% for the month, with 48,341 total echeckouts. These echeckouts represent 98.8% of all checkouts in April.

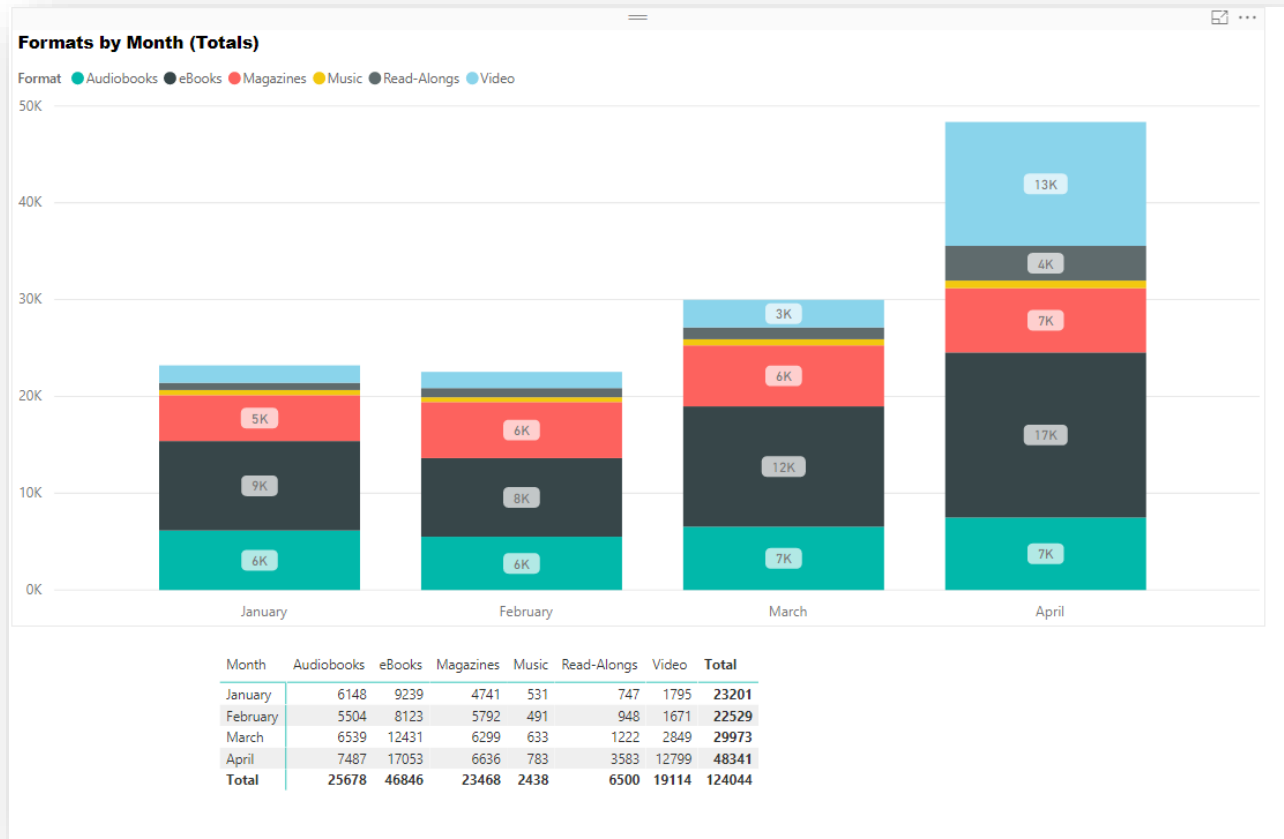


## TOTAL BY FORMAT



## What Are We Watching? What Are We Learning?





**Gale Courses:**

209 new enrollments / 1235 course logins since March 14

**Most popular courses:**

- Explore a Career in Medical Coding
- Start Your Own Edible Garden
- Discover Sign Language
- Accounting Fundamentals
- Introduction to Windows 10
- Grammar for ESL
- Intermediate Microsoft Excel 2010
- Using Social Media in Business

## **Kanopy:**

Most popular videos since March 14:

- Lady Bird
- The Good Old Naughty Days
- Ken Burns: Thomas Jefferson
- World War I - The War in Europe
- Oldboy
- My Old Lady
- Mid90s
- Daniel's Birthday / Daniel's Picnic
- American Experience: The Chinese Exclusion Act
- Wonder Boys

## **Mango**

Most popular language lessons since March 14:

- Spanish, Latin American
- French
- Italian
- Korean
- Japanese
- Hebrew
- ESL Spanish (Latin American)
- German
- Polish
- Chinese, Mandarin
- Russian
- Arabic
- Tagalog

## **Creativebug**

Most popular tutorials since March 1:

- How to Mend Clothing
- Galaxy Slime
- Watercolor Lettering - A Daily Practice
- Color Meditation Daily Practice
- Creative Doodling
- Daily Lettering Challenge: 30 Days of Lettering with Sakura
- Daily Mixed Media Challenge
- Daily Portrait Challenge: 31 Days of Faces
- Knitted Seed Stitch Slippers
- Knitting and Purling
- Personal Map Making - A Daily Mixed Media Practice
- Sketchbook Explorations
- Yarn 101

## **Pronunciator**

Most popular language lessons since March 14:

- Spanish (Mexican)
- English (American)
- American Sign Language
- French
- Spanish (Latin America)

## RBdigital Magazines

Most checked-out magazines since March 14:

- The New Yorker
- Us Weekly
- The Week Magazine
- OK! Magazine
- AppleMagazine
- Chicago Magazine
- In Touch Weekly
- The Economist
- HELLO! magazine
- Newsweek
- Star Magazine
- HGTV Magazine
- Good Housekeeping
- Food Network Magazine
- Kiplinger's Personal Finance
- Family Handyman
- Life & Style Weekly
- O, The Oprah Magazine
- National Geographic
- Closer Weekly
- Prevention
- Country Living
- Soap Opera Digest
- TV Guide Magazine
- Cook's Illustrated
- Discover
- Reader's Digest
- Car and Driver
- Cook's Country
- Cosmopolitan
- WIRED
- New York Review of Books
- Woman's World

## PressReader

Most popular titles since March 14:

- Chicago Tribune
- Chicago Sun-Times
- Los Angeles Times
- Chicago Tribune (Sunday)
- New York Post
- Imagine FX
- The Philadelphia Inquirer
- New York Daily News
- The Washington Times Daily
- The Guardian
- Daily Southtown
- El País (1ª Edición)
- Chicago Sun-Times (Sunday)
- El Colombiano
- El Espectador
- Rolling Stone (USA)
- COVID-19 News
- TV Sorrisi e Canzoni
- Il Messaggero
- Mojo (UK)
- Corriere della Sera
- Focus Storia
- Il Sole 24 Ore
- New York Magazine
- 世界日報 (芝加哥/美中西部) World Daily (Chicago / Midwest)

## **Staff Development**

### **Virtual Dunton Street Social Club**

The Dunton Street Social Club hosted seven events in April over Zoom, including a coffee break, scavenger hunt, trivia nights and “Formal Fridays”. Activity on the group’s Facebook page also continued. The club’s continued efforts are keeping staff connected and raising spirits during these difficult times.



### **ILA's Young Adult Services Forum**

Teen Librarian Evan Mather shared his experiences running virtual Dice Guild programming at ILA's Young Adult Services Forum. He presented to 20 teen librarians at the session “Intro to Virtual RPG Programming”. He demonstrated how to host tabletop roleplaying game programs using Roll20.net and covered best practices. He was [interviewed](#) by *Teen Librarian Toolbox*, a blog associated with School Library Journal.

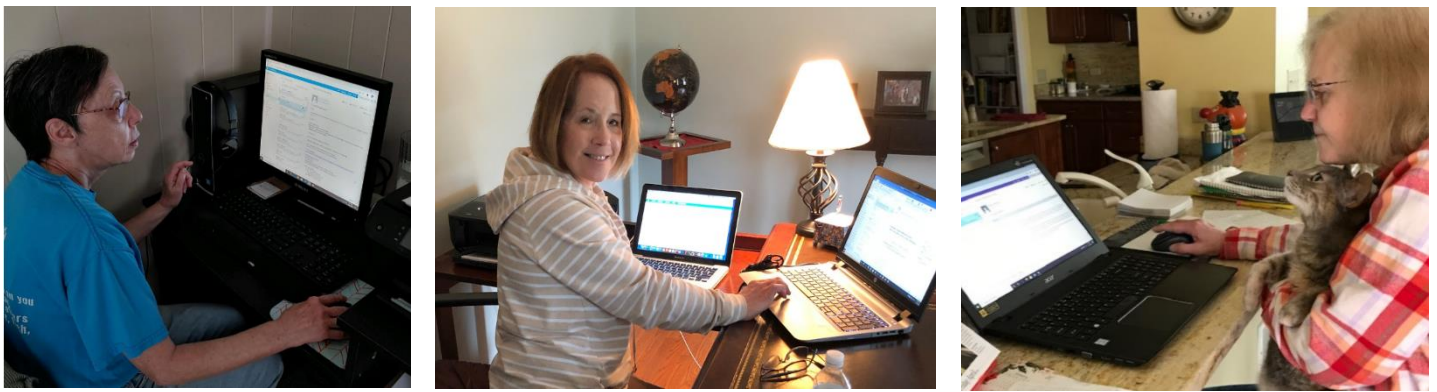
### **Tween Illinois Librarians**

Tween Librarian Kerry Bailey organized and co-hosted a Tween Illinois Librarian (TWILL) virtual meeting on April 10. Attended by 29 other area library staff, she and four other area library staff presented recent experiences offering virtual programs to tween customers.

### **ILA's Youth Services Forum**

As co-manager of ILA's Youth Services Forum (YSF), Tween Librarian Kerry Bailey led a board meeting on April 27 to discuss plans for presenting programs and events virtually at ILA's annual conference. The board developed strategies of engaging and supporting Illinois library staff who serve youth during this difficult time. The YSF Board will be creating weekly roundups of webinars as well as hosting a weekly virtual networking event.

## Community and Circulation Services staff working from home



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

### **Collection Services**

- Emotional well-being during the COVID-19 pandemic COVID-19 Tips from EAP
- ILLiad Projects during Coronavirus Closures—Part 1 & 2

### **Digital Services**

Digital Services staff completed dozens of comprehensive Udemy courses and relevant webinars. Highlights include:

- Challenge: Accepted Remain Connected To Coworkers and Users With Video, Virtual Meeting and Live Streaming
- It's About Equity! Let's Tackle Information Poverty
- A 7-Step Plan to Improve Your Online Learning Program for Maximum Student Engagement

## **Info Services**

Info Services staff completed 117 hours of professional development. Highlights include:

- Productive Tips and Tricks to Help Manage Your Days
- Wholehearted Librarians Mini-Conference
- The Next Year (or Two) of the Pandemic
- Spanish Language for Librarians

## **Across the Library**

Supervisors 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.

## **Customer Comments**

- *“Thankful for ebooks from AHML. They are my savior in this stressful time.”*
- *“I’m not sure who is responsible, so I’m hoping you can pass the kudos along! My daughter is in the middle of a book series and AHML didn’t have it in eformat. I submitted a purchase suggestion and in less than 24 hours we got notice of not just the one book we wanted, but the entire series now available on Cloud Library! Your team now has a big fan in my 2nd grader!”*
- From a library student: *“Thank you so very much for your prompt reply. I found your answers extremely useful and they were exactly what I needed. I am so impressed with your professionalism. Wow!...Thank you again for your keen insight and rationale. I truly appreciate it.”*
- Susie, a regular attendee of the Dice Guild teen roleplaying game club, shared how much she appreciated being introduced to the tools of the website Roll20.net, and learning how to create and run games. In addition to Dice Guild meetings, she has been able to keep playing Dungeons & Dragons with her group of friends virtually using the website.
- Emailed by a parent of a Teen Advisory Board member: *“Thanks for keeping these meetings going during the shutdown!”*
- Parent response to Tween Tuesday: Creative Writing program: *“Thank you for your meeting yesterday. Catie absolutely loved it. I appreciate the time and effort it took to prepare for and facilitate it!”*

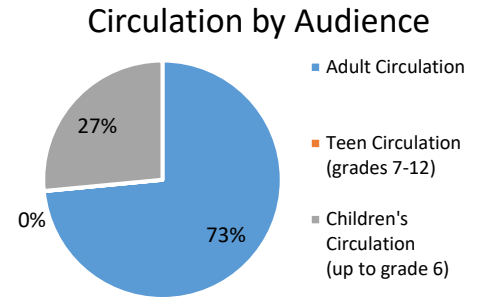
# Metrics for April 2020

## Circulation

**Total Circulation**  
**48,922** ↓ -68%  
154,761 last year

**Card Holders**  
**61,897**

**Library Cards Issued**  
Resident **138** ↓ -52.08%  
(issued) 288 last year



## Programs

**Program Attendance\***  
**3,298** ↓ -60%  
8,325 last year

**Number of Programs**  
**97** ↓ -70%  
321 last year

**Cost of Programs**  
**\$3,700**  
\$1,400 funded by FOL

## Questions

**Reference Questions**  
**874** ↓ -95%  
16,951 last year

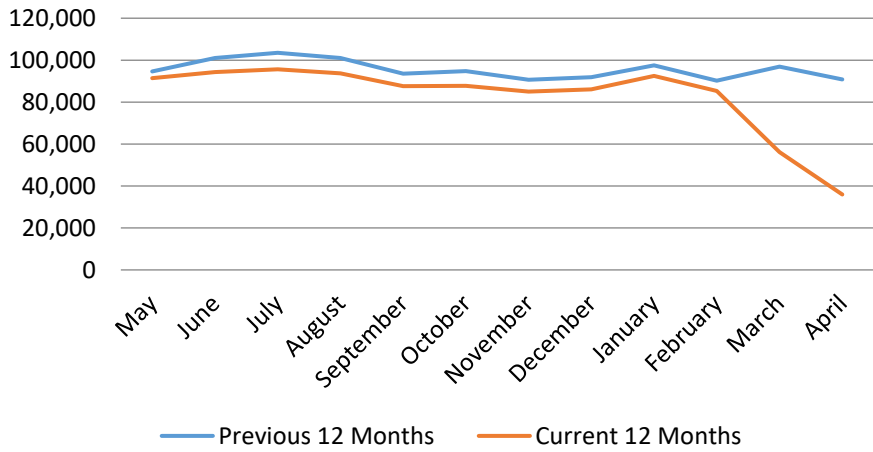
**Chat sessions**  
**607** ↑ 29.97%  
467 last year

## Technology Usage

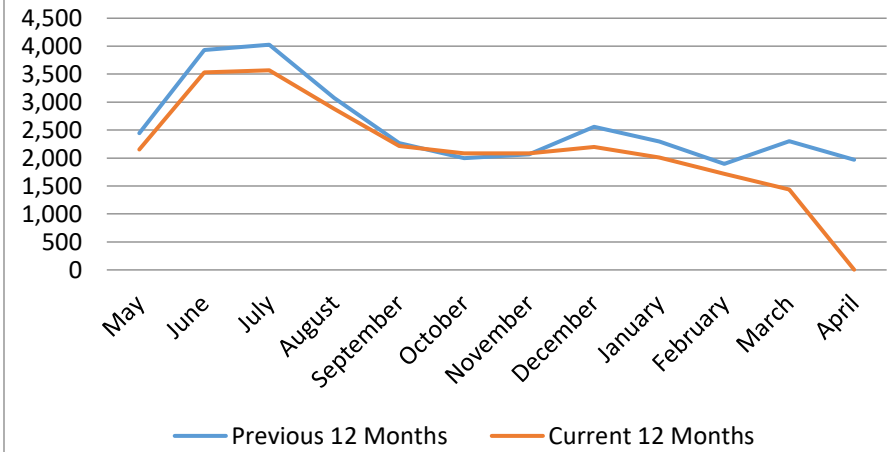
**Website Visits**  
**44,082** ↓ -55.14%



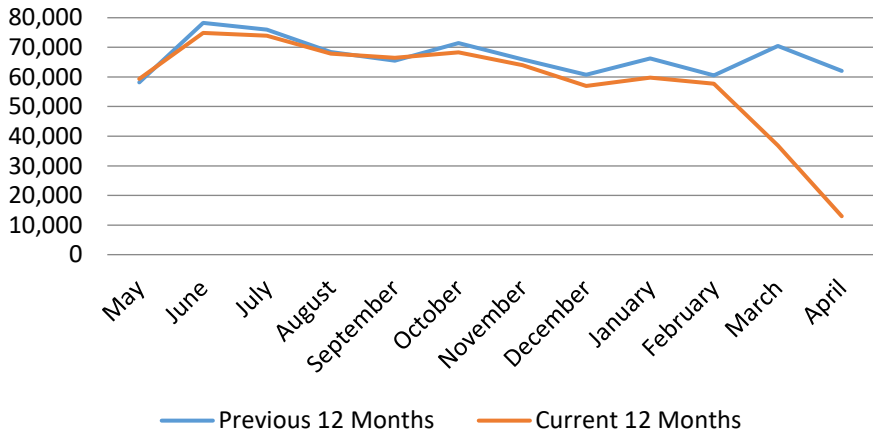
### Adult Circulation



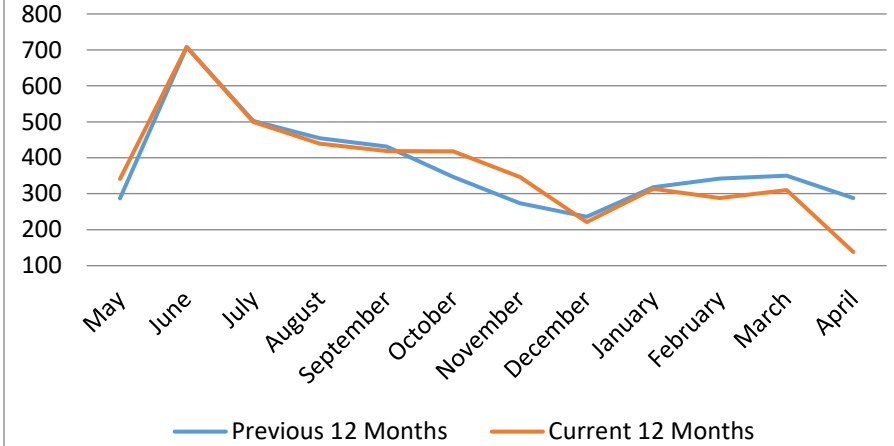
### Teen Circulation

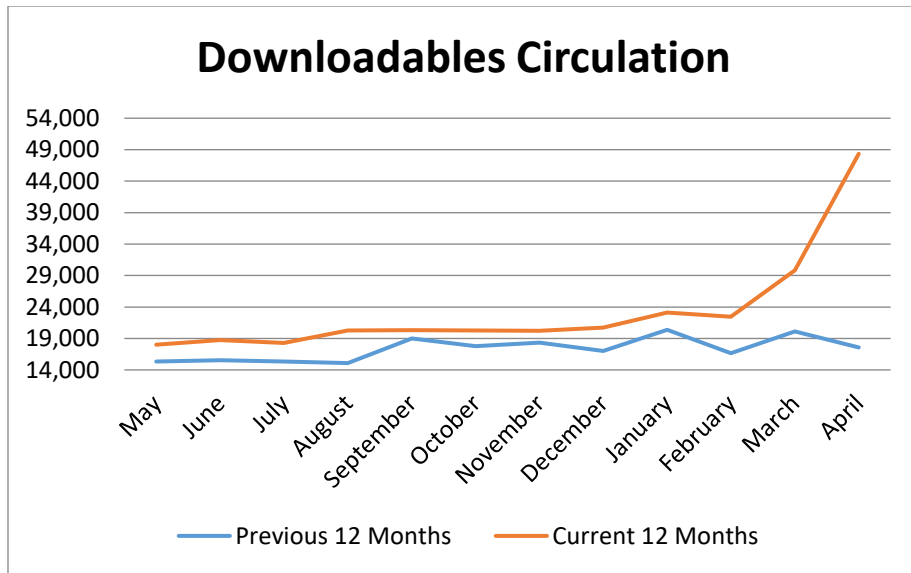


### Children's Circulation



### Resident Library Cards Issued

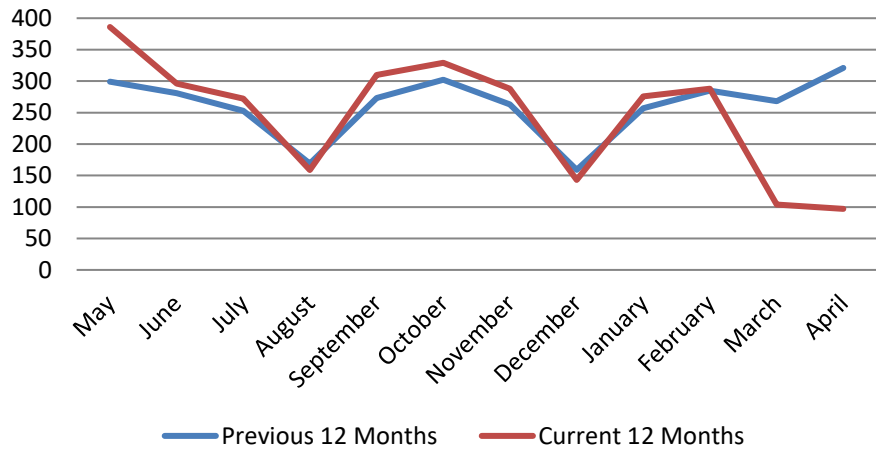




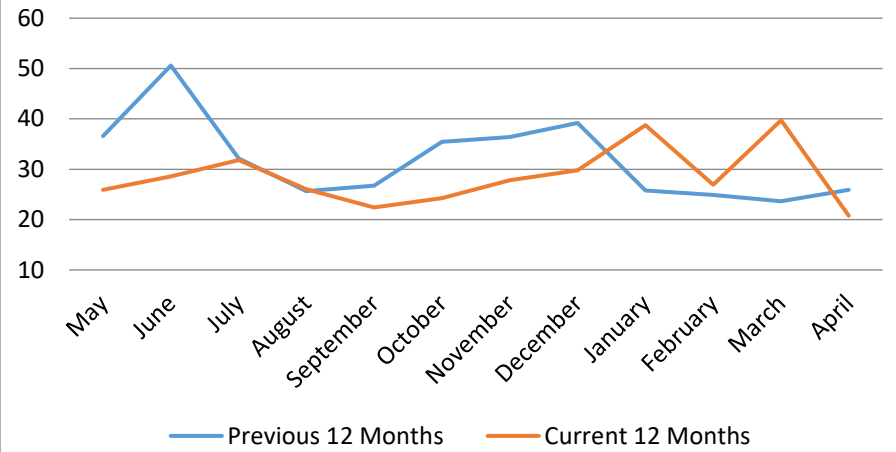
### Notes Relating to Circulation

- In April, we successfully delivered 22 ESL programs with a total of 157 participants.
- Electronic checkouts are up 175% for the month, with 48,341 total eCheckouts. These eCheckouts represent 98.8% of all checkouts in April.
- This month, 138 residents signed up for library cards via our online registration. With 61,897 Arlington Heights residents holding library cards, this is an increase of 7.6% over last year and represents 82% of the community.

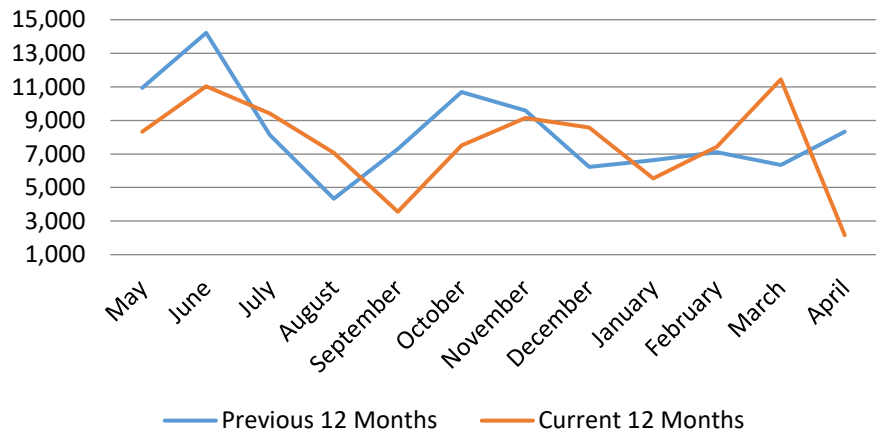
### Program Sessions



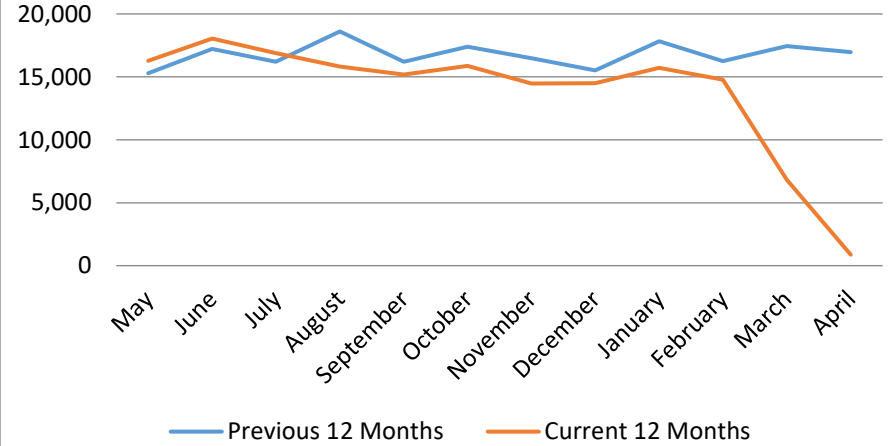
### Attendance Per Program



### Program Attendance



### Reference Questions (Library Wide)



# Website Visits

