

BOARD OF LIBRARY TRUSTEES

TUESDAY, JUNE 16, 2020

6:30 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 MAY 19, 2020 (Action Item 1)
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2020 (Item 2)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2020 (Action Item 3)

VIII. EXECUTIVE DIRECTOR'S REPORT

IX. OLD BUSINESS

- MAKERSPACE PROJECT UPDATE (Action Item 4)

Staff and representatives from Williams Architects will provide an update on the progress of the makerspace building project at 112 North Belmont Avenue, specifically discussing progress and the upcoming proposal requests for the remainder of the construction project

- AUTHORIZATION TO ACCEPT MAKERSPACE HVAC EQUIPMENT REPLACEMENT BID (Action Item 5)

A public bid was held and staff is seeking authorization to move forward with the project by accepting the lowest qualified bid to replace the HVAC equipment for the building at 112 North Belmont Avenue

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

Discussion of bringing back more services and plans to reopen the building to the public with limited hours and services

- TEMPORARY POLICY DUE TO COVID-19 (Action Item 7)

Temporary changes to existing library policies will be proposed to make accommodations for modifications in services during the closure and reopening of library services and building to the public

X. NEW BUSINESS

- REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 8)

Each June, the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066 and approves the nonresident card fee for the upcoming year

- 2021 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 9)

We will present a schedule of proposed library holiday dates and closings for 2021

- 2021 BOARD MEETING SCHEDULE (Action Item 10)

We will present a schedule of proposed dates for the 2021 board and Committee of the Whole meetings

XI. OTHER

XII. ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MAY 19, 2020.

05.20.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Tuesday, May 19, 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.

05.20.02 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; Lisa Haack, Human Resources Manager; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects; Carrie Kotera, Williams Architects.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES MOVES MAKERSPACE PROJECT UPDATE ITEM 5 TO JUST AFTER PUBLIC COMMENT.** Trustee Smart seconded. All were in favor and the motion carried.

05.20.03 **PUBLIC COMMENT** – President Zyck shared two public comments submitted via email regarding library services.

05.20.04 - **MAKERSPACE PROJECT UPDATE (Item 5)** – Williams Architects presented an update on the progress of the makerspace building project located at 112 North Belmont Avenue, providing initial conceptual drawings including finishes, colors and layout of the spaces. Mr. Dogan commented on the Rebuild Illinois Fast-Track Public Infrastructure grant recently made available through the State of Illinois for shovel-ready projects. The replacement of the roof and HVAC equipment for the building at 112 North Belmont Avenue is currently out to bid.

05.20.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends of the Library are planning for their August book sale. They are pursuing additional income streams such as online sales and credit card processing. The Friends donated 250 books to the little free libraries throughout the community. Board elections took place with no changes to the board officers.

- **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. They have successfully completed their first audit earning them a silver rating with Guidestar.

- 05.20.06 Trustee Medal moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 21, 2020 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.
- 05.20.07 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF APRIL 29, 2020 (Action Item 2)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 05.20.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2020 (Item 3)** – Ms. Ekl reported the library received \$7.7 million in real estate taxes as of April 30; this is 54% of the total real estate revenue budgeted for 2020. Thirty-three percent of the fiscal year has lapsed, and the library has expensed 33% of the operating budget.
- 05.20.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2020 (Action Item 4)** – Ms. Ekl provided information in response to trustees’ questions about individual expenditures.
- Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER FOR APRIL 30, 2020, IN THE AMOUNT OF \$1,006,534.72**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.
- 05.20.10 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the launch of a new reading program for Grades K-3: *READ 500*; ESL virtual programs offered conversation groups and one-on-one sessions with students from home; Senior and Accessible Services (SAS) staff hosted weekly phone-in story discussions to reach homebound residents with limited or no access to other technology; the Senior Center Current Events discussion group met online via Zoom; SAS staff made 95 phone calls to senior residents and assisted with reference information, book downloads and readers advisory; 566 surgical mask extenders were printed for donation through the library with a design approved by the National Institute of Health; Digital Services staff implemented virtual one-on-one appointments through the library website where customers can request an appointment on the subjects of Computers and Technology or eBooks and eReaders; for National Volunteer Appreciation Week, library staff expressed gratitude for our volunteers by producing a thank you video viewable on YouTube; 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; to celebrate National Bookmobile Day on April 22, the Arlington Heights Memorial Library’s bookmobile made an appearance on the Association of Bookmobile and Outreach Services’ (ABOS) Facebook page featuring a virtual bookmobile parade of over 100 bookmobiles and vans from across the world; the library van and bookmobile participating in the Our Lady of the Wayside 1st grade teacher

parade; Tween Librarian Kerry Bailey presented *Mug Cakes, Peeps Science, Snack Attack and Creative Writing* on *Tween Tuesdays*; Info Services staff covered 56 hours of chat services, responding to 607 chats and over 50 emails; Info Services Advisors created *Top Shelf* video booktalks on the library's YouTube channel, with 750 views to date; a total of 34 people attended two virtual business programs: *Job Search 101* and *The Case for Continuing to Market Through These Crazy Times*; Dann and Raymond's Movie Club continued on Zoom with *Star Trek Movies* with 87 attendees and *The Influence of 007!* with 67 attendees; Twenty-six customers joined Regin Igloria on Zoom from his home studio as he covered all parts of the bookbinding process; staff contacted more than a dozen organizations about the library's COVID-19 Community Story Project, including Northwest Suburban Genealogy Society, Daughters of the American Revolution (DAR), Luther Village, JOURNEYS The Road Home, Voices of Community, Acceptance and Love (VOCAL), Historical Arlington Neighborhood Association, Arlington Heights Fire and Police Departments, Arlington Heights Chamber of Commerce Business Builders Synergy Group, Rotary Club, and the Chamber of Commerce shared news of COVID-19 Stories, open to all members of the local business community, in an e-blast to over 2,200 businesses and residents; since the closure there has been increased usage of online resources and social media visits, with additional content created on YouTube, Instagram and Facebook; in April, staff completed 1,907 hours of training, with a total of 2,416 hours of training completed since the closure; and the Dunton Street Social Club hosted seven events over Zoom, including a coffee break, scavenger hunt, trivia nights and *Formal Fridays*, keeping staff connected.

05.20.11 OLD BUSINESS

- **LIBRARY CLOSURE DUE TO COVID-19 (Action Item 6)** – The board discussed the library's response to Coronavirus, the State of Illinois stay-at-home order and its impact to services and staffing. Under Governor Pritzker's Executive Orders each government body, including public libraries, is authorized to determine its essential governmental functions. Mr. Driskell presented a list of essential functions; with the library providing a service to the community that includes physical interaction, he recommended board approval of identified essential services. The board also discussed staff pay as the library continues to expand its services in conjunction with Governor Pritzker's Restore Illinois plan.

Trustee Supplitt moved **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 4 OF THE RESTORE ILLINOIS REOPENING PLAN.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

Trustee Smart 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 THE END OF PHASE 3 OF THE RESTORE ILLINOIS REOPENING PLAN.** Trustee Tangney

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

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

05.20.12 **NEW BUSINESS**

-EMPLOYEE ENGAGEMENT SURVEY (Item 7)

Staff presented the results of the employee engagement survey including the process, results and action planning.

-2021 BUDGET TIMETABLE (Item 8)

The board reviewed the timetable for budget preparations for 2021. With the disruption caused by COVID-19, some of the dates in the timetable have shifted later than previous years.

05.20.13 **OTHER**

- Trustee Smart shared the state questors have matched the \$1,000 donation from the Arlington Heights Godey Questors to benefit historical preservation and restoration in Arlington Heights.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Thanopolous seconded. All were in favor and the meeting was adjourned at 8:28 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

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	9,018.55-	10	439,170	555,734.06	127	1,054,012	498,277.94
04 00	Real Estate Tax FICA	53,782	5,522.22-	10	268,910	340,285.78	127	645,390	305,104.22
05 00	Real Estate Tax	1,057,687	108,599.96-	10	5,288,435	6,692,062.97	127	12,692,247	6,000,184.03
401	** Real Estate Taxes	1,199,303	123,140.73-	10	5,996,515	7,588,082.81	127	14,391,649	6,803,566.19
400	*** Taxes	1,199,303	123,140.73-	10	5,996,515	7,588,082.81	127	14,391,649	6,803,566.19
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		25,000	.00		60,000	60,000.00
70 00	Other Grants	41	.00		205	.00		500	500.00
90 00	Contribution Ord. Library	46	.00		230	3,410.48	1483	562	2,848.48-
411	** Intergovernmental	5,087	.00		25,435	3,410.48	13	61,062	57,651.52
410	*** Intergovernmental Revenue	5,087	.00		25,435	3,410.48	13	61,062	57,651.52
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		1,040	.00		2,500	2,500.00
74 00	Copier/Reader Printer Fee	3,834	.00		19,170	10,802.38	56	46,009	35,206.62
75 00	Meeting Room Fees	250	.00		1,250	445.00	36	3,000	2,555.00
436	** Library Fees	4,292	.00		21,460	11,247.38	52	51,509	40,261.62
430	*** Fees	4,292	.00		21,460	11,247.38	52	51,509	40,261.62
440	Fines								
442	Library								
20 00	Late Charges	8,329	157.25	2	41,645	21,333.81	51	99,959	78,625.19
25 00	Lost/Damaged Item Charges	1,416	114.82	8	7,080	4,304.78	61	17,000	12,695.22
442	** Library	9,745	272.07	3	48,725	25,638.59	53	116,959	91,320.41
440	*** Fines	9,745	272.07	3	48,725	25,638.59	53	116,959	91,320.41
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	6,699	1,480.69	22	33,495	11,299.99-	34	80,395	91,694.99
461	** Simple Interest	6,699	1,480.69	22	33,495	11,299.99-	34	80,395	91,694.99
462	Investment Income								
10 00	Market Value Adjustments	833	102.96	12	4,165	53.41	1	10,000	9,946.59
462	** Investment Income	833	102.96	12	4,165	53.41	1	10,000	9,946.59

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	7,532	1,583.65	21	37,660	11,246.58-	30	90,395	101,641.58
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		20,830	.00		50,000	50,000.00
481	** Special Events	4,166	.00		20,830	.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	68.56	6	6,250	1,035.43	17	15,000	13,964.57
483	** Donations	1,250	68.56	6	6,250	1,035.43	17	15,000	13,964.57
489	Other								
90 00	Other Income	416	178.09	43	2,080	13,126.42	631	5,000	8,126.42-
94 00	FOL Reimbursements	8,750	.00		43,750	7,177.68	16	105,000	97,822.32
489	** Other	9,166	178.09	2	45,830	20,304.10	44	110,000	89,695.90
480	*** Other	14,582	246.65	2	72,910	21,339.53	29	175,000	153,660.47
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	121,038.36-	10	6,202,705	7,638,472.21	123	14,886,574	7,248,101.79

Village of Arlington Heights
 REVENUE REPORT
 42% OF YEAR LAPSED

ACCOUNTING PERIOD 05/2020

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	5,833	3,338.40	57	29,165	39,157.23	134	70,000	30,842.77
461	** Simple Interest	5,833	3,338.40	57	29,165	39,157.23	134	70,000	30,842.77
462	Investment Income								
10 00	Market Value Adjustments	0	253.82		0	3,902.83		0	3,902.83-
462	** Investment Income	0	253.82		0	3,902.83		0	3,902.83-
460	*** Interest Income	5,833	3,592.22	62	29,165	43,060.06	148	70,000	26,939.94
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL	Capital Projects-Library	5,833	3,592.22	62	29,165	43,060.06	148	70,000	26,939.94

REPORT SELECTIONS

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

FUND 291 Memorial Library Fund		DEPT/DIV 6001 Executive Office/Administration										
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	29393	26490.00	90	146965	146696.27	100	.00	352726	206029.73	42
16	92	Achievement Awards	333	.00	0	1665	500.00	30	.00	4000	3500.00	13
16	**	Library Personal Services	29726	26490.00	89	148630	147196.27	99	.00	356726	209529.73	41
18		Other Personal Services										
18	05	Overtime Civilian	83	.00	0	415	986.72	238	.00	1000	13.28	99
18	**	Other Personal Services	83	.00	0	415	986.72	238	.00	1000	13.28	99
19		Employee Benefits										
19	05	Medical Insurance	7765	7765.17	100	38825	38825.85	100	.00	93182	54356.15	42
19	10	IMRF	3768	3348.34	89	18840	18667.14	99	.00	45217	26549.86	41
19	11	Social Security	1848	1612.70	87	9240	9006.09	98	.00	22179	13172.91	41
19	12	Medicare	432	377.16	87	2160	2106.25	98	.00	5187	3080.75	41
19	53	Flexible Spending	134	161.50	121	670	1002.75	150	.00	1610	607.25	62
19	55	Unemployment Compensation	536	.00	0	2680	.00	0	.00	6432	6432.00	0
19	**	Employee Benefits	14483	13264.87	92	72415	69608.08	96	.00	173807	104198.92	40
20		Prof Technical Services										
20	05	Professional Services	875	.00	0	4375	.00	0	.00	10500	10500.00	0
20	08	Consulting Services	166	.00	0	830	.00	0	.00	2000	2000.00	0
20	20	Legal Services	1333	.00	0	6665	5512.50	83	.00	16000	10487.50	35
20	40	General Insurance	10641	.00	0	53205	120958.00	227	.00	127700	6742.00	95
20	**	Prof Technical Services	13015	.00	0	65075	126470.50	194	.00	156200	29729.50	81
21		Property Services										
21	65	Other Services	250	.00	0	1250	649.39	52	.00	3000	2350.61	22
21	**	Property Services	250	.00	0	1250	649.39	52	.00	3000	2350.61	22
22		Other Contractual Service										
22	01	Advertising	50	153.90	308	250	153.90	62	.00	600	446.10	26
22	02	Dues	556	.00	0	2780	1089.00	39	.00	6675	5586.00	16
22	03	Training	10310	721.74	7	51550	40237.49	78	.00	123722	83484.51	33
22	05	Postage	4245	3000.00	71	21225	14925.61	70	.00	50945	36019.39	29
22	70	Telephone Services	7214	7519.41	104	36070	39339.37	109	.00	86569	47229.63	45
22	**	Other Contractual Service	22375	9951.57	45	111875	95745.37	86	.00	268511	172765.63	36
30		General Supplies										
30	05	Office Supplies & Equip	738	14.23	2	3690	3268.64	89	.00	8858	5589.36	37
30	**	General Supplies	738	14.23	2	3690	3268.64	89	.00	8858	5589.36	37
31		Public Works Supplies										
31	85	Small Tools and Equipment	208	1819.26	875	1040	1985.53	191	.00	2500	514.47	79
31	**	Public Works Supplies	208	1819.26	875	1040	1985.53	191	.00	2500	514.47	79

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	500	.00	0	.00	1200	1200.00	0
	32 72	Special Events	70	.00	0	350	.00	0	.00	850	850.00	0
	32 99	Items Reimb by Employees	0	9.35-	0	0	.00	0	.00	0	.00	0
	32 **	Library Supplies	170	9.35-	6-	850	.00	0	.00	2050	2050.00	0
	40	Other Charges										
	40 96	Operating Contingency	416	2822.85	679	2080	3631.10	175	.00	5000	1368.90	73
	40 **	Other Charges	416	2822.85	679	2080	3631.10	175	.00	5000	1368.90	73
	50	Property										
	50 15	Other Equipment	2233	.00	0	11165	4296.32	39	.00	26800	22503.68	16
	50 **	Property	2233	.00	0	11165	4296.32	39	.00	26800	22503.68	16
601	** **	Library	83697	54353.43	65	418485	453837.92	108	.00	1004452	550614.08	45
60	** **	Culture/Recreation	83697	54353.43	65	418485	453837.92	108	.00	1004452	550614.08	45
DIV	6001	TOTAL ***** Administration	83697	54353.43	65	418485	453837.92	108	.00	1004452	550614.08	45

PREPARED 06/11/2020, 12:33:44
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 42% OF YEAR LAPSED

PAGE 5
 ACCOUNTING PERIOD 05/2020

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	67375	61353.14	91	336875	295134.51	88	.00	808558	513423.49	37

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBER.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	13996	12987.22	93	69980	71655.33	102	.00	167952	96296.67	43
	16 **	Library Personal Services	13996	12987.22	93	69980	71655.33	102	.00	167952	96296.67	43
	18	Other Personal Services										
	18 05	Overtime Civilian	25	.00	0	125	39.97	32	.00	300	260.03	13
	18 **	Other Personal Services	25	.00	0	125	39.97	32	.00	300	260.03	13
	19	Employee Benefits										
	19 05	Medical Insurance	3854	3854.75	100	19270	19273.75	100	.00	46257	26983.25	42
	19 10	IMRF	1772	1641.58	93	8860	9062.26	102	.00	21267	12204.74	43
	19 11	Social Security	869	739.74	85	4345	4102.89	94	.00	10432	6329.11	39
	19 12	Medicare	203	173.00	85	1015	959.55	95	.00	2440	1480.45	39
	19 50	Employee Asst. Program	500	1934.83	387	2500	5835.84	233	.00	6000	164.16	97
	19 **	Employee Benefits	7198	4474.24	62	35990	39234.29	109	.00	86396	47161.71	45
	21	Property Services										
	21 65	Other Services	825	18.00	2	4125	1927.98	47	.00	9900	7972.02	20
	21 **	Property Services	825	18.00	2	4125	1927.98	47	.00	9900	7972.02	20
	22	Other Contractual Service										
	22 01	Advertising	108	.00	0	540	95.00	18	.00	1300	1205.00	7
	22 02	Dues	266	2370.00	891	1330	2589.00	195	.00	3200	611.00	81
	22 03	Training	108	25.00	23	540	477.36	88	.00	1300	822.64	37
	22 55	In Service Training	835	130.88	16	4175	7312.19	175	.00	10020	2707.81	73
	22 **	Other Contractual Service	1317	2525.88	192	6585	10473.55	159	.00	15820	5346.45	66
	32	Library Supplies										
	32 01	Program Supplies	33	.00	0	165	56.82	34	.00	400	343.18	14
	32 **	Library Supplies	33	.00	0	165	56.82	34	.00	400	343.18	14
	40	Other Charges										
	40 62	Tuition Reimbursement	2083	14535.55	698	10415	14535.55	140	.00	25000	10464.45	58
	40 70	Employee Recognition Prog	1612	.00	0	8060	1204.41	15	.00	19350	18145.59	6
	40 **	Other Charges	3695	14535.55	393	18475	15739.96	85	.00	44350	28610.04	36
601 ** **		Library	27089	34540.89	128	135445	139127.90	103	.00	325118	185990.10	43
60 ** **		Culture/Recreation	27089	34540.89	128	135445	139127.90	103	.00	325118	185990.10	43
DIV 6003		TOTAL ***** Human Resources	27089	34540.89	128	135445	139127.90	103	.00	325118	185990.10	43

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
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	473.94	114	2080	2772.82	133	.00	5000	2227.18 56
21	**	Property Services	416	473.94	114	2080	2772.82	133	.00	5000	2227.18 56
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	550.00	26	10415	23441.00	225	.00	25000	1559.00 94
22	**	Other Contractual Service	2083	550.00	26	10415	24039.80	231	.00	25000	960.20 96
31		Public Works Supplies									
31	85	Small Tools and Equipment	166	.00	0	830	.00	0	.00	2000	2000.00 0
31	**	Public Works Supplies	166	.00	0	830	.00	0	.00	2000	2000.00 0
32		Library Supplies									
32	01	Program Supplies	208	.00	0	1040	229.77	22	.00	2500	2270.23 9
32	02	Program Events	208	.00	0	1040	.00	0	.00	2500	2500.00 0
32	32	Software	41	.00	0	205	.00	0	.00	500	500.00 0
32	72	Special Events	833	.00	0	4165	3759.62	90	.00	10000	6240.38 38
32	75	Audio Visual	41	.00	0	205	.00	0	.00	500	500.00 0
32	78	Electronic Resources	125	.00	0	625	.00	0	.00	1500	1500.00 0
32	80	Books	416	68.56	17	2080	117.63	6	.00	5000	4882.37 2
32	**	Library Supplies	1872	68.56	4	9360	4107.02	44	.00	22500	18392.98 18
50		Property									
50	15	Other Equipment	5645	.00	0	28225	.00	0	.00	67750	67750.00 0
50	55	Other Capital Outlay	16	.00	0	80	.00	0	.00	200	200.00 0
50	**	Property	5661	.00	0	28305	.00	0	.00	67950	67950.00 0
601	**	Library	10198	1092.50	11	50990	31508.64	62	.00	122450	90941.36 26
60	**	Culture/Recreation	10198	1092.50	11	50990	31508.64	62	.00	122450	90941.36 26
DIV	6004	TOTAL ***** Paid by Gifts and Grants	10198	1092.50	11	50990	31508.64	62	.00	122450	90941.36 26

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	94225	94945.66	101	.00	226147	131201.34	42
16	**	Library Personal Services	18845	17316.00	92	94225	94945.66	101	.00	226147	131201.34	42
18		Other Personal Services										
18	05	Overtime Civilian	25	.00	0	125	28.47	23	.00	300	271.53	10
18	**	Other Personal Services	25	.00	0	125	28.47	23	.00	300	271.53	10
19		Employee Benefits										
19	05	Medical Insurance	5506	5506.83	100	27530	27534.15	100	.00	66082	38547.85	42
19	10	IMRF	2385	2188.76	92	11925	12004.78	101	.00	28623	16618.22	42
19	11	Social Security	1170	1015.92	87	5850	5596.92	96	.00	14040	8443.08	40
19	12	Medicare	273	237.58	87	1365	1308.90	96	.00	3283	1974.10	40
19	**	Employee Benefits	9334	8949.09	96	46670	46444.75	100	.00	112028	65583.25	42
20		Prof Technical Services										
20	05	Professional Services	475	.00	0	2375	.00	0	.00	5700	5700.00	0
20	**	Prof Technical Services	475	.00	0	2375	.00	0	.00	5700	5700.00	0
21		Property Services										
21	36	Equipment Rental	110	381.69	347	550	738.45	134	.00	1326	587.55	56
21	65	Other Services	515	170.90	33	2575	1946.12	76	.00	6189	4242.88	31
21	**	Property Services	625	552.59	88	3125	2684.57	86	.00	7515	4830.43	36
22		Other Contractual Service										
22	02	Dues	68	.00	0	340	400.00	118	.00	825	425.00	49
22	03	Training	100	.00	0	500	61.95	12	.00	1200	1138.05	5
22	25	IT/GIS Service Charge	2196	2158.33	98	10980	10791.65	98	.00	26355	15563.35	41
22	**	Other Contractual Service	2364	2158.33	91	11820	11253.60	95	.00	28380	17126.40	40
601	**	Library	31668	28976.01	92	158340	155357.05	98	.00	380070	224712.95	41
60	**	Culture/Recreation	31668	28976.01	92	158340	155357.05	98	.00	380070	224712.95	41
DIV	6008	TOTAL ***** Finance	31668	28976.01	92	158340	155357.05	98	.00	380070	224712.95	41

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	289635	274360.70	95	.00	695135	420774.30	40
16	**	Library Personal Services	57927	47696.70	82	289635	274360.70	95	.00	695135	420774.30	40
18		Other Personal Services										
18	05	Overtime Civilian	20	.00	0	100	117.18	117	.00	250	132.82	47
18	**	Other Personal Services	20	.00	0	100	117.18	117	.00	250	132.82	47
19		Employee Benefits										
19	05	Medical Insurance	12359	12359.25	100	61795	61796.25	100	.00	148311	86514.75	42
19	10	IMRF	7324	5772.60	79	36620	33179.07	91	.00	87897	54717.93	38
19	11	Social Security	3592	2835.24	79	17960	16402.25	91	.00	43114	26711.75	38
19	12	Medicare	840	663.08	79	4200	3836.01	91	.00	10083	6246.99	38
19	**	Employee Benefits	24115	21630.17	90	120575	115213.58	96	.00	289405	174191.42	40
20		Prof Technical Services										
20	05	Professional Services	585	54.10	9	2925	1053.50	36	.00	7022	5968.50	15
20	08	Consulting Services	378	.00	0	1890	.00	0	.00	4545	4545.00	0
20	**	Prof Technical Services	963	54.10	6	4815	1053.50	22	.00	11567	10513.50	9
21		Property Services										
21	02	Equipment Maintenance	13451	255.83	2	67255	140252.17	209	.00	161423	21170.83	87
21	**	Property Services	13451	255.83	2	67255	140252.17	209	.00	161423	21170.83	87
22		Other Contractual Service										
22	03	Training	537	.00	0	2685	50.00	2	.00	6450	6400.00	1
22	42	Internet Access	3487	2253.10	65	17435	10531.10	60	.00	41846	31314.90	25
22	**	Other Contractual Service	4024	2253.10	56	20120	10581.10	53	.00	48296	37714.90	22
30		General Supplies										
30	05	Office Supplies & Equip	31	323.91	1045	155	541.45	349	.00	375	166.45	144
30	30	Data System Supplies	2100	420.00	20	10500	9039.34	86	.00	25204	16164.66	36
30	32	Software Library	13466	3484.35	26	67330	79995.82	119	.00	161602	81606.18	50
30	33	Documentation Library	8	.00	0	40	.00	0	.00	100	100.00	0
30	**	General Supplies	15605	4228.26	27	78025	89576.61	115	.00	187281	97704.39	48
31		Public Works Supplies										
31	85	Small Tools and Equipment	1296	.00	0	6480	3473.01	54	.00	15556	12082.99	22
31	**	Public Works Supplies	1296	.00	0	6480	3473.01	54	.00	15556	12082.99	22
32		Library Supplies										
32	05	Processing Supplies	25	.00	0	125	.00	0	.00	300	300.00	0
32	32	Software	1115	63.74	6	5575	4991.93	90	.00	13387	8395.07	37
32	**	Library Supplies	1140	63.74	6	5700	4991.93	88	.00	13687	8695.07	37

FUND 291 Memorial Library Fund		DEPT/DIV 6015 Executive Office/Security							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	22342	19112.05	86	111710	114485.82	103	.00	268106	153620.18 43
16	**	Library Personal Services	22342	19112.05	86	111710	114485.82	103	.00	268106	153620.18 43
18		Other Personal Services									
18	05	Overtime Civilian	166	.00	0	830	871.59	105	.00	2000	1128.41 44
18	**	Other Personal Services	166	.00	0	830	871.59	105	.00	2000	1128.41 44
19		Employee Benefits									
19	05	Medical Insurance	6669	6669.25	100	33345	33346.25	100	.00	80031	46684.75 42
19	10	IMRF	2845	2267.49	80	14225	13102.13	92	.00	34141	21038.87 38
19	11	Social Security	1395	1106.85	79	6975	6758.49	97	.00	16747	9988.51 40
19	12	Medicare	326	258.88	79	1630	1580.67	97	.00	3917	2336.33 40
19	**	Employee Benefits	11235	10302.47	92	56175	54787.54	98	.00	134836	80048.46 41
22		Other Contractual Service									
22	03	Training	41	.00	0	205	.00	0	.00	500	500.00 0
22	**	Other Contractual Service	41	.00	0	205	.00	0	.00	500	500.00 0
30		General Supplies									
30	05	Office Supplies & Equip	36	.00	0	180	.00	0	.00	435	435.00 0
30	**	General Supplies	36	.00	0	180	.00	0	.00	435	435.00 0
601	** **	Library	33820	29414.52	87	169100	170144.95	101	.00	405877	235732.05 42
60	** **	Culture/Recreation	33820	29414.52	87	169100	170144.95	101	.00	405877	235732.05 42
DIV	6015	TOTAL ***** Security	33820	29414.52	87	169100	170144.95	101	.00	405877	235732.05 42

PREPARED 06/11/2020, 12:33:44
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 42% OF YEAR LAPSED

PAGE 13
 ACCOUNTING PERIOD 05/2020

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
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										
		Executive Office	464437	355078.91	77	2322185	2283475.46	98	.00	5573788	3290312.54	41

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	80096	69222.08	86	400480	395446.67	99	.00	961159	565712.33 41
16	**	Library Personal Services	80096	69222.08	86	400480	395446.67	99	.00	961159	565712.33 41
18		Other Personal Services									
18	05	Overtime Civilian	166	.00	0	830	.00	0	.00	2000	2000.00 0
18	**	Other Personal Services	166	.00	0	830	.00	0	.00	2000	2000.00 0
19		Employee Benefits									
19	05	Medical Insurance	10249	10249.75	100	51245	51248.75	100	.00	122997	71748.25 42
19	10	IMRF	10145	8211.74	81	50725	46563.81	92	.00	121743	75179.19 38
19	11	Social Security	4976	4155.25	84	24880	23877.42	96	.00	59716	35838.58 40
19	12	Medicare	1163	971.77	84	5815	5584.11	96	.00	13966	8381.89 40
19	**	Employee Benefits	26533	23588.51	89	132665	127274.09	96	.00	318422	191147.91 40
22		Other Contractual Service									
22	02	Dues	373	437.00	117	1865	724.00	39	.00	4478	3754.00 16
22	03	Training	331	34.16	10	1655	225.83	14	.00	3979	3753.17 6
22	18	Contr Programs & Exhibits	1581	815.99	52	7905	3716.16	47	.00	18980	15263.84 20
22	**	Other Contractual Service	2285	1287.15	56	11425	4665.99	41	.00	27437	22771.01 17
30		General Supplies									
30	05	Office Supplies & Equip	203	.00	0	1015	360.04	36	.00	2438	2077.96 15
30	**	General Supplies	203	.00	0	1015	360.04	36	.00	2438	2077.96 15
32		Library Supplies									
32	01	Program Supplies	912	.00	0	4560	816.53	18	.00	10948	10131.47 8
32	02	Program Events	3245	25.00	1	16225	2876.93	18	.00	38950	36073.07 7
32	90	Circulation Supplies	373	.00	0	1865	158.53	9	.00	4477	4318.47 4
32	**	Library Supplies	4530	25.00	1	22650	3851.99	17	.00	54375	50523.01 7
601	**	Library	113813	94122.74	83	569065	531598.78	93	.00	1365831	834232.22 39
60	**	Culture/Recreation	113813	94122.74	83	569065	531598.78	93	.00	1365831	834232.22 39
DIV	6401	TOTAL ***** Youth Services	113813	94122.74	83	569065	531598.78	93	.00	1365831	834232.22 39

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

FUND 291 Memorial Library Fund		DEPT/DIV 6410 User Services/Info Services							ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	92374	79326.13	86	461870	433893.11	94	.00	1108499	674605.89	39
16	**	Library Personal Services	92374	79326.13	86	461870	433893.11	94	.00	1108499	674605.89	39
18		Other Personal Services										
18	05	Overtime Civilian	83	.00	0	415	204.62	49	.00	1000	795.38	21
18	**	Other Personal Services	83	.00	0	415	204.62	49	.00	1000	795.38	21
19		Employee Benefits										
19	05	Medical Insurance	12778	12778.92	100	63890	63894.60	100	.00	153347	89452.40	42
19	10	IMRF	11686	8916.23	76	58430	47527.48	81	.00	140241	92713.52	34
19	11	Social Security	5732	4745.77	83	28660	26252.39	92	.00	68789	42536.61	38
19	12	Medicare	1340	1109.89	83	6700	6139.53	92	.00	16088	9948.47	38
19	**	Employee Benefits	31536	27550.81	87	157680	143814.00	91	.00	378465	234651.00	38
22		Other Contractual Service										
22	02	Dues	208	.00	0	1040	610.00	59	.00	2500	1890.00	24
22	03	Training	275	250.00	91	1375	279.24	20	.00	3300	3020.76	9
22	18	Contr Programs & Exhibits	480	.00	0	2400	840.00	35	.00	5760	4920.00	15
22	**	Other Contractual Service	963	250.00	26	4815	1729.24	36	.00	11560	9830.76	15
30		General Supplies										
30	05	Office Supplies & Equip	157	.00	0	785	319.68	41	.00	1888	1568.32	17
30	**	General Supplies	157	.00	0	785	319.68	41	.00	1888	1568.32	17
32		Library Supplies										
32	01	Program Supplies	162	.00	0	810	62.21	8	.00	1950	1887.79	3
32	90	Circulation Supplies	174	497.59	286	870	534.57	61	.00	2095	1560.43	26
32	**	Library Supplies	336	497.59	148	1680	596.78	36	.00	4045	3448.22	15
601	** **	Library	125449	107624.53	86	627245	580557.43	93	.00	1505457	924899.57	39
60	** **	Culture/Recreation	125449	107624.53	86	627245	580557.43	93	.00	1505457	924899.57	39
DIV	6410	TOTAL ***** Info Services	125449	107624.53	86	627245	580557.43	93	.00	1505457	924899.57	39

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	118818	98359.07	83	594090	556305.38	94	.00	1425818	869512.62	39
16	**	Library Personal Services	118818	98359.07	83	594090	556305.38	94	.00	1425818	869512.62	39
18		Other Personal Services										
18	05	Overtime Civilian	83	.00	0	415	33.45	8	.00	1000	966.55	3
18	**	Other Personal Services	83	.00	0	415	33.45	8	.00	1000	966.55	3
19		Employee Benefits										
19	05	Medical Insurance	10071	10071.08	100	50355	50355.40	100	.00	120853	70497.60	42
19	10	IMRF	15029	10096.70	67	75145	55477.03	74	.00	180350	124872.97	31
19	11	Social Security	7371	5982.98	81	36855	33972.01	92	.00	88462	54489.99	38
19	12	Medicare	1724	1399.21	81	8620	7944.79	92	.00	20689	12744.21	38
19	**	Employee Benefits	34195	27549.97	81	170975	147749.23	86	.00	410354	262604.77	36
21		Property Services										
21	65	Other Services	292	.00	0	1460	375.90	26	.00	3513	3137.10	11
21	**	Property Services	292	.00	0	1460	375.90	26	.00	3513	3137.10	11
22		Other Contractual Service										
22	02	Dues	122	.00	0	610	.00	0	.00	1465	1465.00	0
22	03	Training	231	.00	0	1155	179.17	16	.00	2773	2593.83	7
22	**	Other Contractual Service	353	.00	0	1765	179.17	10	.00	4238	4058.83	4
30		General Supplies										
30	05	Office Supplies & Equip	169	.00	0	845	370.65	44	.00	2033	1662.35	18
30	**	General Supplies	169	.00	0	845	370.65	44	.00	2033	1662.35	18
32		Library Supplies										
32	01	Program Supplies	83	.00	0	415	.00	0	.00	1000	1000.00	0
32	90	Circulation Supplies	714	346.39	49	3570	482.01	14	.00	8574	8091.99	6
32	**	Library Supplies	797	346.39	44	3985	482.01	12	.00	9574	9091.99	5
601	**	Library	154707	126255.43	82	773535	705495.79	91	.00	1856530	1151034.21	38
60	**	Culture/Recreation	154707	126255.43	82	773535	705495.79	91	.00	1856530	1151034.21	38
DIV	6420	TOTAL ***** Customer Services	154707	126255.43	82	773535	705495.79	91	.00	1856530	1151034.21	38

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	19045	16986.18	89	95225	92921.22	98	.00	228551	135629.78	41
16	**	Library Personal Services	19045	16986.18	89	95225	92921.22	98	.00	228551	135629.78	41
19		Employee Benefits										
19	05	Medical Insurance	973	973.42	100	4865	4867.10	100	.00	11681	6813.90	42
19	10	IMRF	2362	2020.62	86	11810	11070.55	94	.00	28344	17273.45	39
19	11	Social Security	1180	1026.76	87	5900	5512.66	93	.00	14170	8657.34	39
19	12	Medicare	276	240.14	87	1380	1289.28	93	.00	3314	2024.72	39
19	**	Employee Benefits	4791	4260.94	89	23955	22739.59	95	.00	57509	34769.41	40
22		Other Contractual Service										
22	02	Dues	43	.00	0	215	.00	0	.00	518	518.00	0
22	03	Training	102	.00	0	510	159.02	31	.00	1230	1070.98	13
22	18	Contr Programs & Exhibits	799	490.00	61	3995	3330.00	83	.00	9590	6260.00	35
22	**	Other Contractual Service	944	490.00	52	4720	3489.02	74	.00	11338	7848.98	31
30		General Supplies										
30	05	Office Supplies & Equip	41	.00	0	205	2.87	1	.00	500	497.13	1
30	**	General Supplies	41	.00	0	205	2.87	1	.00	500	497.13	1
32		Library Supplies										
32	01	Program Supplies	151	.00	0	755	658.26	87	.00	1820	1161.74	36
32	02	Program Events	50	.00	0	250	.00	0	.00	600	600.00	0
32	90	Circulation Supplies	87	.00	0	435	150.82	35	.00	1050	899.18	14
32	**	Library Supplies	288	.00	0	1440	809.08	56	.00	3470	2660.92	23
601	**	** Library	25109	21737.12	87	125545	119961.78	96	.00	301368	181406.22	40
60	**	** Culture/Recreation	25109	21737.12	87	125545	119961.78	96	.00	301368	181406.22	40
DIV	6430	TOTAL ***** Accessible Services	25109	21737.12	87	125545	119961.78	96	.00	301368	181406.22	40

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	22074	17785.50	81	110370	97088.34	88	.00	264889	167800.66	37
16	**	Library Personal Services	22074	17785.50	81	110370	97088.34	88	.00	264889	167800.66	37
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	80	140.97	176	.00	200	59.03	71
18	**	Other Personal Services	16	.00	0	80	140.97	176	.00	200	59.03	71
19		Employee Benefits										
19	05	Medical Insurance	4984	4984.08	100	24920	24920.40	100	.00	59809	34888.60	42
19	10	IMRF	2792	2248.06	81	13960	12289.69	88	.00	33507	21217.31	37
19	11	Social Security	1369	1040.82	76	6845	5714.10	84	.00	16435	10720.90	35
19	12	Medicare	320	243.42	76	1600	1336.38	84	.00	3844	2507.62	35
19	**	Employee Benefits	9465	8516.38	90	47325	44260.57	94	.00	113595	69334.43	39
22		Other Contractual Service										
22	02	Dues	112	25.00	22	560	115.00	21	.00	1353	1238.00	9
22	03	Training	117	.00	0	585	124.05	21	.00	1414	1289.95	9
22	18	Contr Programs & Exhibits	11256	2384.93	21	56280	16452.78	29	.00	135077	118624.22	12
22	**	Other Contractual Service	11485	2409.93	21	57425	16691.83	29	.00	137844	121152.17	12
32		Library Supplies										
32	02	Program Events	1671	35.95	2	8355	4196.18	50	.00	20058	15861.82	21
32	**	Library Supplies	1671	35.95	2	8355	4196.18	50	.00	20058	15861.82	21
601	**	Library	44711	28747.76	64	223555	162377.89	73	.00	536586	374208.11	30
60	**	Culture/Recreation	44711	28747.76	64	223555	162377.89	73	.00	536586	374208.11	30
DIV	6440	TOTAL ***** Programs and Exhibits	44711	28747.76	64	223555	162377.89	73	.00	536586	374208.11	30

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	44114	39332.94	89	220570	219713.79	100	.00	529376	309662.21	42
	16 **	Library Personal Services	44114	39332.94	89	220570	219713.79	100	.00	529376	309662.21	42
	19	Employee Benefits										
	19 05	Medical Insurance	4635	4635.58	100	23175	23177.90	100	.00	55627	32449.10	42
	19 10	IMRF	5576	4689.57	84	27880	25805.49	93	.00	66913	41107.51	39
	19 11	Social Security	2735	2399.76	88	13675	13207.73	97	.00	32821	19613.27	40
	19 12	Medicare	639	561.25	88	3195	3088.99	97	.00	7676	4587.01	40
	19 **	Employee Benefits	13585	12286.16	90	67925	65280.11	96	.00	163037	97756.89	40
	22	Other Contractual Service										
	22 02	Dues	155	.00	0	775	753.00	97	.00	1863	1110.00	40
	22 03	Training	41	.00	0	205	.00	0	.00	500	500.00	0
	22 42	Internet Access	210	.00	0	1050	2520.00	240	.00	2520	.00	100
	22 66	Outside Reference Service	240	.00	0	1200	.00	0	.00	2887	2887.00	0
	22 **	Other Contractual Service	646	.00	0	3230	3273.00	101	.00	7770	4497.00	42
	30	General Supplies										
	30 05	Office Supplies & Equip	58	.00	0	290	126.50	44	.00	700	573.50	18
	30 07	Supplies Reimb by Patrons	58	87.31	151	290	125.30	43	.00	700	574.70	18
	30 **	General Supplies	116	87.31	75	580	251.80	43	.00	1400	1148.20	18
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	550	.00	0	2750	1316.70	48	.00	6600	5283.30	20
	31 **	Public Works Supplies	550	.00	0	2750	1316.70	48	.00	6600	5283.30	20
	32	Library Supplies										
	32 01	Program Supplies	62	.00	0	310	323.01	104	.00	750	426.99	43
	32 78	Electronic Resources	28284	26743.44	95	141420	293573.37	208	.00	339411	45837.63	87
	32 90	Circulation Supplies	131	185.24	141	655	538.56	82	.00	1575	1036.44	34
	32 **	Library Supplies	28477	26928.68	95	142385	294434.94	207	.00	341736	47301.06	86
	50	Property										
	50 15	Other Equipment	40	.00	0	200	.00	0	.00	480	480.00	0
	50 **	Property	40	.00	0	200	.00	0	.00	480	480.00	0
601 ** **		Library	87528	78635.09	90	437640	584270.34	134	.00	1050399	466128.66	56
60 ** **		Culture/Recreation	87528	78635.09	90	437640	584270.34	134	.00	1050399	466128.66	56
DIV 6450		TOTAL ***** Digital Services	87528	78635.09	90	437640	584270.34	134	.00	1050399	466128.66	56

PREPARED 06/11/2020, 12:33:44
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 42% OF YEAR LAPSED

PAGE 22
 ACCOUNTING PERIOD 05/2020

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services							ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	237746	165598.58	70	1188730	1132427.63	95	.00	2853045	1720617.37	40

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace									
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	34525	6406.40	19	172625	22413.57	13	.00	414303	391889.43	5
16	**	Library Personal Services	34525	6406.40	19	172625	22413.57	13	.00	414303	391889.43	5
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	80	.00	0	.00	200	200.00	0
18	**	Other Personal Services	16	.00	0	80	.00	0	.00	200	200.00	0
19		Employee Benefits										
19	05	Medical Insurance	2803	3378.33	121	14015	16891.65	121	.00	33638	16746.35	50
19	10	IMRF	4366	809.78	19	21830	2833.10	13	.00	52393	49559.90	5
19	11	Social Security	2141	393.48	18	10705	1376.61	13	.00	25699	24322.39	5
19	12	Medicare	500	92.02	18	2500	321.97	13	.00	6010	5688.03	5
19	**	Employee Benefits	9810	4673.61	48	49050	21423.33	44	.00	117740	96316.67	18
20		Prof Technical Services										
20	05	Professional Services	2041	2950.00	145	10205	2950.00	29	.00	24500	21550.00	12
20	20	Legal Services	416	.00	0	2080	.00	0	.00	5000	5000.00	0
20	40	General Insurance	18	.00	0	90	.00	0	.00	216	216.00	0
20	**	Prof Technical Services	2475	2950.00	119	12375	2950.00	24	.00	29716	26766.00	10
21		Property Services										
21	02	Equipment Maintenance	581	371.38	64	2905	461.38	16	.00	6980	6518.62	7
21	11	Building Maintenance	2238	413.50	19	11190	1402.00	13	.00	26866	25464.00	5
21	36	Equipment Rental	416	.00	0	2080	.00	0	.00	5000	5000.00	0
21	60	Water and Sewer Service	100	51.04	51	500	102.08	20	.00	1200	1097.92	9
21	65	Other Services	2	.00	0	10	.00	0	.00	30	30.00	0
21	**	Property Services	3337	835.92	25	16685	1965.46	12	.00	40076	38110.54	5
22		Other Contractual Service										
22	02	Dues	131	.00	0	655	.00	0	.00	1575	1575.00	0
22	03	Training	83	.00	0	415	.00	0	.00	1000	1000.00	0
22	42	Internet Access	125	.00	0	625	.00	0	.00	1500	1500.00	0
22	**	Other Contractual Service	339	.00	0	1695	.00	0	.00	4075	4075.00	0
30		General Supplies										
30	05	Office Supplies & Equip	166	.00	0	830	.00	0	.00	2000	2000.00	0
30	07	Supplies Reimb by Patrons	625	.00	0	3125	.00	0	.00	7500	7500.00	0
30	51	Heating Fuel	3345	.00	0	16725	.00	0	.00	40140	40140.00	0
30	**	General Supplies	4136	.00	0	20680	.00	0	.00	49640	49640.00	0
31		Public Works Supplies										
31	45	Janitorial Supplies	616	.00	0	3080	.00	0	.00	7400	7400.00	0
31	85	Small Tools and Equipment	1791	.00	0	8955	49.95	1	.00	21500	21450.05	0
31	**	Public Works Supplies	2407	.00	0	12035	49.95	0	.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	22705	.00	0	.00	54500	54500.00	0
	50 **	Property	4541	.00	0	22705	.00	0	.00	54500	54500.00	0
601 ** **		Library	61586	14865.93	24	307930	48802.31	16	.00	739150	690347.69	7
60 ** **		Culture/Recreation	61586	14865.93	24	307930	48802.31	16	.00	739150	690347.69	7
DIV 6480		TOTAL ***** Belmont Makerspace	61586	14865.93	24	307930	48802.31	16	.00	739150	690347.69	7
DEPT 64		TOTAL ***** User Services	850649	637587.18	75	4253245	3887840.32	91	.00	10208366	6320525.68	38
FUND 291		TOTAL ***** Memorial Library Fund	1315086	992666.09	76	6575430	6171315.78	94	.00	15782154	9610838.22	39
GRAND		TOTAL *****	1315086	992666.09	76	6575430	6171315.78	94	.00	15782154	9610838.22	39

PREPARED 06/11/2020, 12:33:52
PROGRAM: GM267L
Village of Arlington Heights

DETAIL BUDGET REPORT
42% OF YEAR LAPSED

PAGE 1
ACCOUNTING PERIOD 05/2020

REPORT SELECTIONS

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

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 55	Other Capital Outlay	6666	.00	0	33330	.00	0	.00	80000	80000.00	0
	50 **	Property	6666	.00	0	33330	.00	0	.00	80000	80000.00	0
601 ** **		Library	6666	.00	0	33330	.00	0	.00	80000	80000.00	0
60 ** **		Culture/Recreation	6666	.00	0	33330	.00	0	.00	80000	80000.00	0
DIV 6001		TOTAL *****										
		Administration	6666	.00	0	33330	.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 ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 55	Other Capital Outlay	4166	.00	0	20830	.00	0	.00	50000	50000.00	0
	50 **	Property	4166	.00	0	20830	.00	0	.00	50000	50000.00	0
601 ** **		Library	4166	.00	0	20830	.00	0	.00	50000	50000.00	0
60 ** **		Culture/Recreation	4166	.00	0	20830	.00	0	.00	50000	50000.00	0
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	4166	.00	0	20830	.00	0	.00	50000	50000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 15	Other Equipment	2250	.00	0	11250	.00	0	.00	27000	27000.00 0
	50 55	Other Capital Outlay	1250	.00	0	6250	.00	0	.00	15000	15000.00 0
	50 **	Property	3500	.00	0	17500	.00	0	.00	42000	42000.00 0
601 ** **		Library	3500	.00	0	17500	.00	0	.00	42000	42000.00 0
60 ** **		Culture/Recreation	3500	.00	0	17500	.00	0	.00	42000	42000.00 0
DIV 6020		TOTAL ***** Facilities	3500	.00	0	17500	.00	0	.00	42000	42000.00 0
DEPT 60		TOTAL ***** Executive Office	15332	.00	0	76660	.00	0	.00	184000	184000.00 0

FUND 491 Capital Projects-Library			DEPT/DIV 6480 User Services/Belmont Makerspace									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	3750	.00	0	18750	.00	0	.00	45000	45000.00	0
	50 55	Other Capital Outlay	59500	12045.06	20	297500	30085.08	10	.00	714000	683914.92	4
	50 **	Property	63250	12045.06	19	316250	30085.08	10	.00	759000	728914.92	4
601 ** **		Library	63250	12045.06	19	316250	30085.08	10	.00	759000	728914.92	4
60 ** **		Culture/Recreation	63250	12045.06	19	316250	30085.08	10	.00	759000	728914.92	4
DIV 6480		TOTAL *****										
		Belmont Makerspace	63250	12045.06	19	316250	30085.08	10	.00	759000	728914.92	4
DEPT 64		TOTAL *****										
		User Services	63250	12045.06	19	316250	30085.08	10	.00	759000	728914.92	4
FUND 491		TOTAL *****										
		Capital Projects-Library	78582	12045.06	15	392910	30085.08	8	.00	943000	912914.92	3
GRAND		TOTAL *****	78582	12045.06	15	392910	30085.08	8	.00	943000	912914.92	3

June 16, 2020

(Action Item 4)

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

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$206,834.74
491	Capital Projects Fund - Library	\$12,045.06
Total Disbursements		<u>\$218,879.80</u>
Payrolls Paid		
05/08/20		\$288,698.82
05/22/20		\$286,994.98
		<u>\$575,693.80</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
05/31/20	Group Insurance	108,928.33
05/31/20	IMRF	68,463.45
05/31/20	Social Security	34,829.78
05/31/20	Medicare	8,145.56
		<u>\$220,367.12</u>
Total Disbursed		<u><u>\$1,014,940.72</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80342	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	178.09-	178.09-
80374	GALE/CENGAGE LEARNING	291-0000-140.05-00	PREPAID GALE ELECTR RESOU	3,630.85	3,630.85
80379	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED MAY	3,300.00	
		291-0000-210.99-00	FSA DEP MAY	784.61	4,084.61
80416	PROQUEST LLC	291-0000-140.05-00	PREPAID PROQUEST CHICAGO	3,037.49	3,037.49
80425	VALUE LINE PUBLISHING LLC	291-0000-140.05-00	PREPAID VALUE LINE RESEAR	2,991.67	2,991.67
***** DIVISION TOTAL ****					13,566.53
***** DEPARTMENT TOTAL **					13,566.53

DEPARTMENT: 60 Executive Office
 80337 AMAZON.COM CREDIT

DIVISION: 01

		291-6001-601.40-96	MASKS FOR STAFF	139.96	
		291-6001-601.40-96	PAPER BAGS FOR STAFF KITS	19.99	
		291-6001-601.40-96	SPRAY BOTTLES/STAFF KITS	33.99	
		291-6001-601.40-96	FACE MASKS FOR STAFF	139.96	333.90
80342	ARLINGTON HTS MEMORIAL LIBRARY	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	POL HOTEL REFUND-J BEGICH	251.74-	
		291-6001-601.22-03	POL CONF REFUND-J BEGICH	470.00-	
		291-6001-601.31-85	FLOOR SIGN STANDS	1,819.26	
		291-6001-601.40-96	TARP COVERS/CURBSIDE PU	214.25	
		291-6001-601.40-96	REUSABLE MASKS FOR STAFF	922.50	
		291-6001-601.40-96	REUSABLE MASKS FOR STAFF	580.00	2,914.20
80343	AT & T	291-6001-601.22-70	TELE	6,884.06	6,884.06
80376	GARVEYS OFFICE PRODUCTS	291-6001-601.40-96	DISPOSABLE FACE MASKS	85.80	
		291-6001-601.40-96	MEDICAL GRADE FACE MASK	686.40	772.20
80379	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES MAY	161.50	161.50
80381	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVS MAY	49.95	
		291-6001-601.22-70	TEXTNET TTY SERVS JUNE	49.95	99.90
80410	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	1ST FLOOR PAYPHONE JUNE	63.00	63.00
80411	PADDOCK PUBLICATIONS INC	291-6001-601.22-01	ACC102679 ADVERTISEMENT	153.90	153.90
80415	POSTMASTER	291-6001-601.22-05	POSTAGE F/LIBRARY NEWSLET	3,000.00	3,000.00
80426	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 4/26-5/25	372.52	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					372.52
80429	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	14.23	14.23
***** DIVISION TOTAL ****					14,769.41

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
80340	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.22-10	LIBRARY SIGNAGE	4,897.99	4,897.99
80341	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.31-85	STANCHION SIGN HOLDERS	636.95	636.95
80342	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK ADVERTISING	81.89	
		291-6002-601.30-05	LAMINATION FILM	307.39	
		291-6002-601.30-05	FONTS FOR GRAPHICS	425.00	
		291-6002-601.31-85	HANGING SIGN HOLDER-TAX	36.77-	
		291-6002-601.31-85	HANGING SIGN HOLDER	625.01	
		291-6002-601.31-85	SIGN HOLDERS	1,048.53	2,451.05
80352	BLICK ART MATERIALS	291-6002-601.30-05	POSTER BOARD	45.00	45.00
80357	CARDINAL COLORGROUP	291-6002-601.22-10	MAY NEWSLETTER	8,285.00	8,285.00
80395	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	417.19-	
		291-6002-601.30-05	PAPER	662.70	245.51
80423	SIGNS BY TOMORROW	291-6002-601.22-10	WALL LETTERING	425.00	425.00
***** DIVISION TOTAL ****					16,986.50

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
80342	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-03	WEBINAR-RETURNING TO WORK	25.00	25.00
80350	BECKMAN, SUSAN	291-6003-601.40-62	TUITION REIMBURSEMENT	200.25	200.25
80353	BOWER, JACK	291-6003-601.40-62	TUITION REIMBURSEMENT	879.00	879.00
80358	CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT SCREENING SERV	18.00	18.00
80367	DRISKELL, MIKE	291-6003-601.40-62	TUITION REIMBURSEMENT	2,500.00	2,500.00
80370	ESAU, ALEXANDER D.	291-6003-601.40-62	TUITION REIMBURSEMENT	1,780.80	1,780.80
80378	GROSSMAN, DANIEL J.	291-6003-601.40-62	TUITION REIMBURSEMENT	1,785.00	1,785.00
80382	HR SOURCE	291-6003-601.22-02	2020-2021 DUES	2,370.00	2,370.00
80402	MEYER, SHANNON	291-6003-601.40-62	TUITION REIMBURSEMENT	879.00	879.00
80407	NG-HE, CAROL	291-6003-601.40-62	TUITION REIMBURSEMENT	1,659.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,659.00
80413	PEDDICORD, KATHLEEN A	291-6003-601.22-55	STAFF DAY SNACKS	130.88	130.88
80418	ROUNTREE, MARGARET E.	291-6003-601.40-62	TUITION REIMBURSEMENT	2,677.50	2,677.50
80419	SCHEINER, ELIZABETH	291-6003-601.40-62	TUITION REIMBURSEMENT	2,175.00	2,175.00
***** DIVISION TOTAL ****					17,079.43
DEPARTMENT: 60	Executive Office	DIVISION: 04			
80338	AMBIUS (19)	291-6004-601.21-65	INTERIOR LANDSCAPING MAY	236.97	
		291-6004-601.21-65	INTERIOR LANDSCAPING JUNE	236.97	473.94
80360	CHAMBERS, TAMARA	291-6004-601.22-18	VIRTUAL VIDEO GAME TOURNA	200.00	200.00
80364	CRISTIANO, HAILEY	291-6004-601.22-18	FANCON TEA PARTY & PHOTO	150.00	150.00
80401	MELE, ANTHONY	291-6004-601.22-18	GAMING SESSION FANCON7/11	200.00	200.00
***** DIVISION TOTAL ****					1,023.94
DEPARTMENT: 60	Executive Office	DIVISION: 08			
80417	NEOPOST) QUADIEN, INC. (B2/24/2020	291-6008-601.21-36	PREMIER MAINT & METER	381.69	381.69
***** DIVISION TOTAL ****					381.69
DEPARTMENT: 60	Executive Office	DIVISION: 10			
80337	AMAZON.COM CREDIT	291-6010-601.30-05	HEADSETS FOR INFO SERVICE	35.99	
		291-6010-601.30-05	HEADSETS FOR INFO SERVICE	35.99	
		291-6010-601.30-05	HEADSETS FOR INFO SERVICE	35.99	
		291-6010-601.30-05	HEADSETS FOR INFO SERVICE	35.99	
		291-6010-601.30-05	HEADSETS FOR INFO SERVICE	35.99	
		291-6010-601.30-05	HEADSETS FOR INFO SERVICE	35.99	
		291-6010-601.30-05	HEADSETS FOR INFO SERVICE	35.99	
		291-6010-601.30-05	HEADSETS FOR INFO SERVICE	35.99	
		291-6010-601.30-05	HEADSETS FOR INFO SERVICE	35.99	
		291-6010-601.30-05	HEADSETS FOR INFO SERVICE	35.99	323.91
80341	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.32-32	GAMES FOR TEEN SWITCH	63.74	63.74
80342	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ZOOM SUBSCRIPTION	126.45	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	48.39	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	269.94	
		291-6010-601.20-05	PAYPAL PAYFLOW SUBSCRIPT	54.10	
		291-6010-601.22-42	COMCAST PUBLIC INTERNET	343.35	
		291-6010-601.30-32	YOUTUBE PREMIUM SUBSCRIPT	11.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.30-32	PROGRAM EVAL SOFTWARE	1,570.00	
		291-6010-601.30-32	VOLUNTEER SOFTWARE SUBSCR	165.00	
		291-6010-601.30-32	PROJECT MNGMT SOFTWARE	899.00	
		291-6010-601.30-32	OFFICE 365 SUBSCRIPTION	239.20	
		291-6010-601.30-32	LICENSE FOR POWERBI PRO	4.50	
		291-6010-601.30-32	KINDLE SUBSCRIPTION	9.99	
		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 GSUITE SUBSCRIPT	35.91	
		291-6010-601.30-32	SPOTIFY SUBSCRIPTION	14.99	
		291-6010-601.30-32	RIDDLE SUBSCRIPTION	49.00	3,881.80
80344	AT&T MOBILITY	291-6010-601.22-42	INTERNET ACCESS 3/28-4/27	138.69	
		291-6010-601.22-42	INTERNET ACCESS 4/28-5/27	138.69	277.38
80346	B & H PHOTO VIDEO	291-6010-601.30-30	EPSON ROLL PAPER	420.00	420.00
80361	COMCAST	291-6010-601.22-42	BUSINESS CABLE JUNE	21.07	21.07
80387	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTEN	124.00	
		291-6010-601.21-02	EQUIPMENT MAINTEN	.17	
		291-6010-601.21-02	EQUIPMENT MAINTEN	131.66	255.83
80431	WOW BUSINESS	291-6010-601.22-42	INTERNET ACCESS 5/13-6/12	1,489.32	
		291-6010-601.22-42	INTERNET ACCESS 5/19-6/18	121.98	1,611.30
***** DIVISION TOTAL ****					6,855.03

DEPARTMENT: 60 Executive Office

DIVISION: 20

80332	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	TRASH DISPOSAL MAY	91.49	91.49
80337	AMAZON.COM CREDIT	291-6020-601.21-11	SPRAY BOTTLES/STAFF KITS	347.88	
		291-6020-601.21-11	BOTTLE PUMP/STAFF KITS	79.74	427.62
80339	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS 5/15	100.00	100.00
80340	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	55 GALLON DRUM SANITIZER	1,420.00	1,420.00
80341	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.31-45	JANITORIAL SUPPLIES	955.70-	955.70-
80342	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	GAFFER TAPE	468.20	
		291-6020-601.21-11	STRIPING PAINT/PRKG LOT	292.95	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	12.41	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	83.95	
		291-6020-601.31-45	HAND SANITIZER-REFUND	600.00-	
		291-6020-601.31-45	HAND SANITIZER-REFUND	61.50-	
		291-6020-601.31-45	HAND SANITIZER	661.50	857.51
80347	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	360.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					360.00
80356	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	LAWN SPRINKLER MAINTEN	408.08	408.08
80362	COMED	291-6020-601.30-51	HEATING 4/8-5/7	1.64	
		291-6020-601.30-51	HEATING 4/8-5/7	64.56	66.20
80371	FE MORAN SECURITY SOLUTIONS	291-6020-601.21-02	ELEVATOR EMERG MONITORING	64.50	
		291-6020-601.21-02	BURGLAR ALARM MONITORING	112.50	
		291-6020-601.21-02	ELEVATOR EMERG MONITORING	64.50	241.50
80372	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	REPAIR AIR LEAK ON BOOKMO	247.52	247.52
80375	GARDEN GUY, INC.	291-6020-601.21-11	LANDSCAPE SERV MAY	600.00	600.00
80376	GARVEYS OFFICE PRODUCTS	291-6020-601.21-11	VINYL GLOVES	51.84	51.84
80377	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	149.40	149.40
80383	IGS	291-6020-601.30-51	NATURAL GAS APRIL	2,482.86	2,482.86
80390	JOHNSON CONTROLS FIRE PROTECTION LP	291-6020-601.21-11	ANNUAL FIRE ALARM TESTING	2,886.00	2,886.00
80398	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERV MAY	3,115.45	
		291-6020-601.21-11	JANITORIAL SERV JUNE	4,599.00	7,714.45
80403	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERV MAY	60.00	60.00
80408	NICOR GAS	291-6020-601.30-51	NATURAL GAS APRIL	668.88	
		291-6020-601.30-51	NATURAL GAS APRIL	306.72	
		291-6020-601.30-51	NATURAL GAS MAY	754.13	
		291-6020-601.30-51	NATURAL GAS MAY	214.88	1,944.61
80409	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	REPLACE LEAKING PRESSURE	940.43	940.43
80414	PIKE SYSTEMS INC	291-6020-601.21-11	MAINTENANCE SUPPLIES	234.30	234.30
80422	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	VINEGAR FOR STAINS	5.99	5.99
80424	STANDARD ELEVATOR CO	291-6020-601.21-02	SMOKE DETECTOR TESTING	675.00	
		291-6020-601.21-02	STAFF ELEVATOR DOOR RESTR	2,295.00	
		291-6020-601.21-02	REGULAR SERV JUNE	959.18	3,929.18
80428	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.21-60	WATER/SEWER 3/2-4/30	1,147.68	
		291-6020-601.21-60	WATER/SEWER 3/2-5/13	82.77	1,230.45
***** DIVISION TOTAL ****					25,493.73
***** DEPARTMENT TOTAL **					82,589.73

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80333	ALA MEMBERSHIP	291-6401-601.22-02	ALA DUES - A SON	287.00	287.00
80342	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-18	SALSANA PERF RECORDING	311.00	
		291-6401-601.22-18	EXCITED ABT SCIENCE 5/16	250.00	
		291-6401-601.22-18	DISTANCE LEARNING 4/23	100.00	
		291-6401-601.22-18	KNUCKLEBALL COMEDY 6/13	150.00	
		291-6401-601.32-02	GIVEAWAY FOR BYOBOOK PROG	25.00	836.00
80385	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - A SON	150.00	150.00
80396	LOEFFLER, EMILY A	291-6401-601.22-03	TRAVEL/TRAINING	34.16	34.16
80399	MATHER, EVAN	291-6401-601.22-18	ROLL20 SOFTWARE	4.99	4.99
***** DIVISION TOTAL *****					1,312.15
DEPARTMENT: 64 User Services DIVISION: 10					
80342	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	NGS CONF-J MIDDENDORF	250.00	250.00
80421	SCHOOL OUTFITTERS	291-6410-601.32-90	DRY ERASE BOARD	497.59	497.59
***** DIVISION TOTAL *****					747.59
DEPARTMENT: 64 User Services DIVISION: 20					
80342	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	PAPER BAGS/CURBSIDE PU	300.35	300.35
80429	WAREHOUSE DIRECT	291-6420-601.32-90	CIRCULATION SUPPLIES	46.04	46.04
***** DIVISION TOTAL *****					346.39
DEPARTMENT: 64 User Services DIVISION: 30					
80400	MCNULTY, ALAYNE	291-6430-601.22-18	CREATIVE AGING, ART, JUNE	490.00	490.00
***** DIVISION TOTAL *****					490.00
DEPARTMENT: 64 User Services DIVISION: 40					
80334	ALBERTSONS/SAFEWAY	291-6440-601.32-02	TEA & TALK SNACKS	35.95	35.95
80335	ALEXANDER, GREGORY	291-6440-601.22-18	BEATLEMANIA, 6/19	200.00	200.00
80336	ALVES, LYNEE	291-6440-601.22-18	RECRUITING, 6/12	100.00	100.00
80342	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	ZOOM TECH INSTRCT ACCOUNT	14.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.22-18	CROWDPURR TRIVIA PLATFORM	299.94	314.93
80345	AULL, JANICE	291-6440-601.22-18	EMOTIONAL INTELLIGENCE IN	250.00	250.00
80354	BOYD, ANITA	291-6440-601.22-18	IL SERVITUDE&EMANCIPATION	100.00	100.00
80359	CARLSON, ELIZABETH	291-6440-601.22-18	SPEAKING OF UNMENTIONABLE	100.00	100.00
80365	CUTCHIN, CLARK	291-6440-601.22-18	TAROT 101, 6/22	150.00	150.00
80366	DONLEA, CHARLIE	291-6440-601.22-18	EVENING WITH CHARLIE, 6/25	250.00	250.00
80385	ILA MEMBERSHIP	291-6440-601.22-02	ILA DUES - M YOUNG	25.00	25.00
80393	KNABB, JACOB S	291-6440-601.22-18	WRITER'S INK, 6/10	150.00	150.00
80394	KO, BOKEUM	291-6440-601.22-18	BULLET JOURNALING, 6/26	150.00	150.00
80397	MACENTEE, THOMAS	291-6440-601.22-18	1950 CENSUS, 7/20	100.00	100.00
80405	MINUSKIN, LYNN	291-6440-601.22-18	YOGA, 6/27 (FILMING6/11)	60.00	
		291-6440-601.22-18	YOGA, 7/25 (FILMING6/11)	60.00	120.00
80412	PASTER, EMILY	291-6440-601.22-18	FERMENTING CLASS, 7/14	200.00	200.00
80427	VERY SMART PEOPLE	291-6440-601.22-18	GOOGLE F/BUSINESS PROGRAM	200.00	200.00
***** DIVISION TOTAL *****					2,445.88

80337	AMAZON.COM CREDIT	291-6450-601.32-90	3D PRINTING MASK SPLS	50.85	
		291-6450-601.32-90	3D PRINTING MASK SPLS	74.90	
		291-6450-601.30-07	DIGITAL SERVICES SUPPLIES	81.54	
		291-6450-601.30-07	DIGITAL SERVICES SUPPLIES	5.77	213.06
80341	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.32-78	ARKIVDIGITAL RENEWAL	619.22	
		291-6450-601.32-78	ARKIVDIGITAL RENEWAL	12.38	631.60
80342	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.32-90	MOUSE COVERS F/COMPUTERS	59.49	59.49
80368	EBSCO INFORMATION SERVICES	291-6450-601.32-78	NOVELIST	3,102.00	3,102.00
80369	ENCYCLOPAEDIA BRITANNICA INC	291-6450-601.32-78	BRITANNICA LIBRARY SUBSCR	3,000.00	3,000.00
80374	GALE/CENGAGE LEARNING	291-6450-601.32-78	TESTIND&EDU REFERENCE CEN	5,083.19	5,083.19
80416	PROQUEST LLC	291-6450-601.32-78	HNP ELECTR SUBSCR	2,795.83	
		291-6450-601.32-78	HNP CHICAGO TRIBUNE	4,252.49	7,048.32
80420	SCHOLASTIC LIBRARY	291-6450-601.32-78	TEACHABLES SET MM	1,895.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,895.00
80425	VALUE LINE PUBLISHING LLC	291-6450-601.32-78	RESEARCH CENTER W/REMOTE	5,983.33	5,983.33
***** DIVISION TOTAL ****					27,015.99

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
		DIVISION: 70			
		291-6470-601.32-80	BOOKS	51.96	
		291-6470-601.32-80	BOOKS	19.42	
		291-6470-601.32-80	BOOKS	47.65	
		291-6470-601.32-80	BOOKS	13.64	
		291-6470-601.32-80	BOOKS	30.12	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-75	AV MTLs	164.82	
		291-6470-601.32-75	AV MTLs	67.98	
		291-6470-601.32-80	BOOKS	16.93	
		291-6470-601.32-80	BOOKS	12.29	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-75	AV MTLs	1.24	
		291-6470-601.32-75	AV MTLs	53.56	
		291-6470-601.32-75	AV MTLs	14.95	
		291-6470-601.32-75	AV MTLs	132.24	
		291-6470-601.32-75	AV MTLs	17.50	
		291-6470-601.32-75	AV MTLs	17.50	
		291-6470-601.32-80	BOOKS	24.85	
		291-6470-601.32-75	AV MTLs	179.94	
		291-6470-601.32-75	AV MTLs	449.91	
		291-6470-601.32-80	BOOKS	20.98	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	23.27	
		291-6470-601.32-80	BOOKS	19.98	
		291-6470-601.32-80	BOOKS	46.97	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	59.80	
		291-6470-601.32-80	BOOKS	14.86	
		291-6470-601.32-75	AV MTLs	134.28	1,692.12
80342	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	116.79	
		291-6470-601.32-75	AV MATERIALS	70.00	
		291-6470-601.32-75	AV MATERIALS	57.00	
		291-6470-601.32-75	AV MATERIALS	19.50	
		291-6470-601.32-75	AV MATERIALS	158.26	
		291-6470-601.32-75	AV MATERIALS	5.99	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	145.01	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	95.58	
		291-6470-601.32-75	AV MATERIALS	14.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-75	AV MATERIALS	41.17	
		291-6470-601.32-75	AV MATERIALS	41.17	
		291-6470-601.32-80	BOOKS	17.89	
		291-6470-601.32-95	PERIODICALS	118.26	
		291-6470-601.32-95	PERIODICALS	39.97	
		291-6470-601.32-95	PERIODICALS	19.99	
		291-6470-601.32-95	PERIODICALS	26.98	
		291-6470-601.32-95	PERIODICALS	23.00	
		291-6470-601.32-95	PERIODICALS	24.95	
		291-6470-601.32-95	PERIODICALS	76.50	
		291-6470-601.32-95	PERIODICALS	4.00	934.94
80348	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	737.41	
		291-6470-601.32-80	BOOKS	486.85	
		291-6470-601.32-80	BOOKS	374.99	
		291-6470-601.32-80	BOOKS	10.11	
		291-6470-601.32-80	BOOKS	246.10	
		291-6470-601.32-80	BOOKS	173.61	
		291-6470-601.32-80	BOOKS	144.93	
		291-6470-601.32-80	BOOKS	9.65	
		291-6470-601.32-80	BOOKS	735.84	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	122.75	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.32-80	BOOKS	254.70	
		291-6470-601.32-80	BOOKS	319.06	
		291-6470-601.32-80	BOOKS	478.59	
		291-6470-601.32-80	BOOKS	793.50	
		291-6470-601.32-80	BOOKS	377.95	
		291-6470-601.32-80	BOOKS	242.36	
		291-6470-601.32-80	BOOKS	448.44	
		291-6470-601.32-80	BOOKS	98.62	
		291-6470-601.32-80	BOOKS	201.63	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	285.00	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.32-80	BOOKS	2,445.82	
		291-6470-601.32-80	BOOKS	391.08	
		291-6470-601.32-80	BOOKS	838.17	
		291-6470-601.32-80	BOOKS	184.25	
		291-6470-601.32-80	BOOKS	89.13	
		291-6470-601.32-80	BOOKS	179.28	
		291-6470-601.32-80	BOOKS	765.85	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	210.97	
		291-6470-601.32-80	BOOKS	355.86	
		291-6470-601.32-80	BOOKS	444.94	
		291-6470-601.32-80	BOOKS	212.30	
		291-6470-601.32-80	BOOKS	105.40	
		291-6470-601.32-80	BOOKS	22.10	
		291-6470-601.32-80	BOOKS	191.09	
		291-6470-601.22-85	PROC SERVS	21.51	
		291-6470-601.22-85	PROC SERVS	663.50	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	205.20	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	188.50	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	92.35	
		291-6470-601.22-85	PROC SERVS	106.40	15,464.19
80349	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	35.64	
		291-6470-601.32-75	AV MTLs	24.61	
		291-6470-601.32-75	AV MTLs	133.72	
		291-6470-601.32-75	AV MTLs	53.53	
		291-6470-601.32-75	AV MTLs	35.65	
		291-6470-601.32-75	AV MTLs	34.79	
		291-6470-601.32-75	AV MTLs	64.10	
		291-6470-601.32-75	AV MTLs	139.77	
		291-6470-601.32-75	AV MTLs	35.64	557.45
80351	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	727.46	
		291-6470-601.32-80	BOOKS	2,421.75	
		291-6470-601.32-80	BOOKS	3,516.10	
		291-6470-601.32-75	AV MTLs	1,809.21	
		291-6470-601.32-75	AV MTLs	6,951.35	
		291-6470-601.32-80	BOOKS	11,399.31	26,825.18
80355	BRODART CO	291-6470-601.22-85	10" BOOK COVERS	933.58	933.58
80363	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	16.16	
		291-6470-601.32-95	PERIODICALS	82.17	
		291-6470-601.32-95	PERIODICALS	48.58	
		291-6470-601.32-95	PERIODICALS	13.15	
		291-6470-601.32-95	PERIODICALS	231.75	391.81
80368	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	173.17	173.17
80373	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	334.31	334.31
80384	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	123.75	255.00
80386	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	EZPROXY 5/1/20-4/30/21	607.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.21-64	ACCESS SERVS APRIL	26.50	634.48
80388	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	154.25	
		291-6470-601.32-80	BOOKS	22.58	
		291-6470-601.32-80	BOOKS	15.26	
		291-6470-601.32-80	BOOKS	39.51	
		291-6470-601.32-80	BOOKS	105.46	
		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	38.37	
		291-6470-601.32-80	BOOKS	10.77	
		291-6470-601.32-80	BOOKS	30.52	
		291-6470-601.32-80	BOOKS	55.96	
		291-6470-601.32-80	BOOKS	41.94	
		291-6470-601.32-80	BOOKS	27.56	
		291-6470-601.32-80	BOOKS	38.65	
		291-6470-601.32-80	BOOKS	99.50	792.71
80389	JANWAY COMPANY USA INC	291-6470-601.32-05	PROCESSING SUPPLIES	311.97	311.97
80392	KANOPY INC	291-6470-601.32-75	AV MTLs	1,192.00	1,192.00
80404	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	1,714.30	
		291-6470-601.32-75	AV MTLs	32.18	
		291-6470-601.32-75	AV MTLs	1,746.88	
		291-6470-601.32-75	AV MTLs	90.83	
		291-6470-601.32-75	AV MTLs	10.49	
		291-6470-601.32-75	AV MTLs	90.98	
		291-6470-601.32-75	AV MTLs	62.27	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	107.76	
		291-6470-601.32-75	AV MTLs HOOPLA	12,656.42	
		291-6470-601.32-80	BOOKS HOOPLA	7,395.30	23,937.40
80406	NEW READERS PRESS	291-6470-601.32-75	AV MTLs	30.00	30.00
80432	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	39.25	
		291-6470-601.32-80	BOOKS	35.00	74.25
***** DIVISION TOTAL ****					74,534.56

80375	GARDEN GUY, INC.	291-6480-601.21-11	LANDSCAPE SERVS MAY	247.50	247.50
80380	HAEGER ENGINEERING	291-6480-601.20-05	BELMONT SURVEY	2,950.00	2,950.00
80391	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6480-601.21-02	FIRE ALARM MONITORING	158.62-	

PREPARED 06/16/20, 12:54 AM
PROGRAM GM348U5
DEPARTMENT: 64 User Services

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

PAGE 12
ACCOUNTING PERIOD 6/2020

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6480-601.21-11	FIRE ALARM MONITORING	166.00	7.38
80424	STANDARD ELEVATOR CO	291-6480-601.21-02	REG SERVS APRIL BELMONT	265.00	
		291-6480-601.21-02	REG SERVS MARCH BELMONT	265.00	530.00
80428	VILLAGE OF ARLINGTON HEIGHTS	291-6480-601.21-60	WATER/SEWER 2/27-4/30	51.04	51.04
80430	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	PROF SERVS APRIL	7,051.80	
		491-6480-601.50-55	PROF SERVS MARCH	4,993.26	
***** DIVISION TOTAL ****					15,830.98
***** DEPARTMENT TOTAL **					122,723.54
***** GRAND TOTAL *****					218,879.80

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	206,834.74
491	Capital Projects-Library	12,045.06
**** TOTAL ALL FUNDS ****		218,879.80

June 16, 2020

**Arlington Heights Memorial Library
American Express Card Summary
5/31/2020**

#	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
		Count	77		
1	Driskell	291-0000-489-9000	\$ (178.09)	Other Income/Rebate	CORPORATE CASHBACK CR
2	Driskell	6001-2270	\$ 4.95	Emergency Texting Service	ONTIMETEL DIALMYCAL
3	Driskell	6001-2270	\$ 74.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
4	Driskell	6001-2270	\$ 5.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
5	Driskell	6001-2270	\$ 14.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
6	Driskell	6002-2165	\$ 81.89	Facebook Advertising	FACEBK *88LZHRJ822
7	Driskell	6010-3032	\$ 126.45	Zoom Subscription	ZOOM Zoom
8	Driskell	6010-3032	\$ 48.39	Zoom Subscription	ZOOM Zoom
9	Driskell	6010-3032	\$ 269.94	Zoom Subscription	ZOOM Zoom
10	Dworianyn	6010-2005	\$ 54.10	PayPal PayFlow Pro Subscription	PAYFLOW/PAYPAL 0045
11	Dworianyn	6010-2242	\$ 343.35	Comcast Public Internet	COMCAST CHICAGO
12	Dworianyn	6010-3032	\$ 11.99	YouTube Premium Subscription	GOOGLE*YOUTUBEPREMIU
13	Dworianyn	6010-3032	\$ 1,570.00	Program Evaluation Software	QUICKTAPSURVEY
14	Dworianyn	6010-3032	\$ 165.00	Volunteer Database Software Subscription	WWW.VOLGISTICS.COM
15	Dworianyn	6010-3032	\$ 899.00	Project Management Software	BASECAMP.COM
16	Dworianyn	6010-3032	\$ 239.20	Office 365 Subscription for 80 Staff Licenses	MNJTECHNOLOGIESDIREC
17	Dworianyn	6010-3032	\$ 4.50	License for PowerBI Pro	MNJTECHNOLOGIESDIREC
18	Dworianyn	6010-3032	\$ 9.99	Kindle Subscription	KINDLE UNLTD*DH3EP6V
19	Dworianyn	6010-3032	\$ 35.00	Trello Subscription	TRELLO.COM, ATLISSIA
20	Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMZNFREETIME*MW6KT2Q
21	Dworianyn	6010-3032	\$ 35.91	Google G-Suite Subscription	GOOGLE*GSUITE AHML.N
22	Dworianyn	6010-3032	\$ 14.99	Spotify Subscription	SPOTIFY USA
23	Dworianyn	6010-3032	\$ 49.00	Riddle Subscription	RIDDLE.COM SUBSCRIPT
24	Ekl	6001-2203	\$ (251.74)	Points of Light Hotel Refund - J Begich	HILTON WASHINGTON DC
25	Ekl	6001-2203	\$ (470.00)	Points of Light Conference Refund - J Begich	2020 POINTS OF LIGHT
26	Ekl	6001-3185	\$ 1,819.26	Floor Sign Stands	DISPLAYS2GO
27	Ekl	6001-4096	\$ 214.25	Tarp Covers for Curbside Pickup	HARBOR FREIGHT TOOLS
28	Ekl	6001-4096	\$ 922.50	Reusable Masks for Staff	WWW.TULTEX.COM
29	Ekl	6001-4096	\$ 580.00	Reusable Masks for Staff	FAMILY FACE MASK
30	Ekl	6002-3005	\$ 307.39	Lamination Film	ACCO BRANDS DIRECT
31	Ekl	6002-3005	\$ 425.00	Fonts for Graphics	MYFONTS INC
32	Ekl	6002-3185	\$ (36.77)	Hanging Sign Holder - tax refund	DISPLAYS2GO
33	Ekl	6002-3185	\$ 625.01	Hanging Sign Holder	DISPLAYS2GO
34	Ekl	6002-3185	\$ 1,048.53	Sign Holders	DISPLAYS2GO
35	Ekl	6003-2203	\$ 25.00	HR Webinar: Returning to Work	MGMT ASSC OF IL
36	Ekl	6020-2111	\$ 468.20	Gaffer Tape	TAPEDEPOT.COM
37	Ekl	6020-2111	\$ 292.95	Striping Paint for Parking Lot	FULL SOURCE, LLC*FUL
38	Ekl	6020-2111	\$ 12.41	Maintenance Supplies	WWW.SPOKANE-HARDWARE
39	Ekl	6020-2111	\$ 83.95	Maintenance Supplies	MICHIGAN COMPANY 031
40	Ekl	6020-3145	\$ (600.00)	Hand Sanitizer Refund	CHICAGO DISTILLING C
41	Ekl	6020-3145	\$ (61.50)	Hand Sanitizer Refund	CHICAGO DISTILLING C
42	Ekl	6020-3145	\$ 661.50	Hand Sanitizer	CHICAGO DISTILLING C
43	Ekl	6401-2218	\$ 311.00	Performance Recording	PAYPAL *123ANDRES
44	Ekl	6401-2218	\$ 250.00	Virtual Presenter	PAYPAL *GETSCIENCE
45	Ekl	6401-2218	\$ 100.00	Virtual Program	PAYPAL *KNITTINGHIS
46	Ekl	6401-2218	\$ 150.00	Virtual Program	PAYPAL *KNUCKLEBALL
47	Ekl	6401-3202	\$ 25.00	Teen BYOBook Giveaway Prize	AMAZON.COM*M74BD0OP2
48	Ekl	6410-2203	\$ 250.00	NGS Virtual Conf - J Middendorf	NATIONAL GENEALOGICA
49	Ekl	6420-3290	\$ 300.35	Paper Bags for Curbside Pickup	PAPER MART 0753
50	Ekl	6440-2218	\$ 14.99	Zoom Account for Tech Instruction	ZOOM Zoom
51	Ekl	6440-2218	\$ 299.94	Trivia Platform for FanCon	CROWDPURR.COM PLAN
52	Ekl	6450-3290	\$ 59.49	Mouse Covers for Shared Computers	MDS ASSOCIATES INC 0
53	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
54	Szymanek	6470-3275	\$ 14.99	AV Materials	HBO NOW (855) 942-66
55	Szymanek	6470-3275	\$ 116.79	AV Materials	SP * BBC SHOP US
56	Szymanek	6470-3275	\$ 70.00	AV Materials	WALMART.COM AMEX
57	Szymanek	6470-3275	\$ 57.00	AV Materials	WORD ON FIRE CATHOLI
58	Szymanek	6470-3275	\$ 19.50	AV Materials	PAYPAL *WANTED MAN
59	Szymanek	6470-3275	\$ 158.26	AV Materials	USA*ACORNUSA
60	Szymanek	6470-3275	\$ 5.99	AV Materials	PRIME VIDEO*M73XB145
61	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
62	Szymanek	6470-3275	\$ (145.01)	AV Materials	USA*ACORNUSA
63	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
64	Szymanek	6470-3275	\$ 95.58	AV Materials	GAMESTOP.COM GameSto
65	Szymanek	6470-3275	\$ 14.99	AV Materials	HBO NOW (855) 942-66
66	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
67	Szymanek	6470-3275	\$ 41.17	AV Materials	BESTBUYCOM8058713778
68	Szymanek	6470-3275	\$ 41.17	AV Materials	BESTBUYCOM8058713279
69	Szymanek	6470-3280	\$ 17.89	Books	ECKHARTZ PRESS BOOKS
70	Szymanek	6470-3295	\$ 118.26	Periodicals	PEOPLE MAGAZINE
71	Szymanek	6470-3295	\$ 39.97	Periodicals	HGTV MAGAZINE
72	Szymanek	6470-3295	\$ 19.99	Periodicals	FOCUS ON THE FAMILY
73	Szymanek	6470-3295	\$ 26.98	Periodicals	RDA*READERS DIGEST M
74	Szymanek	6470-3295	\$ 23.00	Periodicals	OXYGEN MAGAZINE SUB
75	Szymanek	6470-3295	\$ 24.95	Periodicals	MAGAZINE SUBSCRIPTIO
76	Szymanek	6470-3295	\$ 76.50	Periodicals	PUB* THE COMPLETE IN
77	Szymanek	6470-3295	\$ 4.00	Periodicals	BT*ALTPRESS MEDIA

\$ 12,647.18

June 16, 2020

**Arlington Heights Memorial Library
Mastercard Summary
5/31/2020**

Count 5

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
S. Distel	6010-3232	\$ 63.74	Games for Teen Switch	Nintendo
	6450-3278	\$ 619.22	ArkivDigital Annual Renewal	Arkivdigital
	6450-3278	\$ 12.38	Foreign Transaction Fee	Arkivdigital
	6002-3185	\$ 636.95	Stanchion Sign Holders	CrowdControlExperts
	6020-3145	\$ (955.70)	Janitorial Supplies	Warehouse115
		<u>\$ 376.59</u>		

June 16, 2020

Arlington Heights Memorial Library
Special Funds Summary
5/31/2020

Count 2

	Account	Amount	Description	Staff
Check #1565 - Chicago Distilling Company LLC	6020-2111	\$ 1,420.00	55 Gallon Drum Sanitizer	L Plakhotnyuk
Check #1566 - ASI Signage Innovations	6002-2210	\$ 4,897.99	Library Signage	B Benson
		<u>\$ 6,317.99</u>		

To: Board of Library Trustees
From: Mike Driskell
Date: June 16, 2020
Re: Makerspace Project Update

Staff and representatives from Williams Architects will provide an update on the progress of the makerspace building project at 112 North Belmont Avenue, specifically discussing progress and the upcoming proposal requests for the remainder of the construction project.

To: Board of Library Trustees
 From: Mike Driskell
 Date: June 16, 2020
 Re: Authorization to Accept HVAC Equipment Replacement Bid

Staff sought bids for roof and HVAC equipment replacement for the building at 112 North Belmont Avenue. Seven bids were received, and a public bid opening was held via Zoom on June 3.

Unfortunately, no bids were received for the roof replacement; all seven bids received were for the replacement of the HVAC equipment. The major reasons for the lack of roof bids were contractor's current workload and the combination of demolition included in the roof bid package. The roof replacement will be rebid with the rest of the makerspace project, which will go out to bid on June 19, with modification to the roof replacement bid package separating out demolition.

The lowest three bids for the HVAC are as follows:

	Bidder 1	Bidder 2	Bidder 3
Bidder Company	Jensen's Plumbing & Heating Inc.	1 Source Mechanical, Inc	MG Mechanical Contracting, Inc
Base Bid:	\$137,600	\$143,200	\$153,700
Alternate No. 3:	Add \$2,996	Add \$4,700	Add \$4,000
Alternate No. 5:			Add \$2,500
Alternate No 6:	Add \$4,380	Add \$5,000	
Alternate No 7:			Deduct \$1,000
Alternate No 8:			Add \$0

Included in the bid were two alternates. Alternate No. 3 added a second exhaust fan in the kitchen for the double oven. Alternate No. 6 added an advanced control package to the HVAC system. Neither of these alternates are needed, and we do not recommend including them in the project.

Awarding the HVAC ahead of the other packages is advantageous to the library because the HVAC units are a long lead item (likely 12 weeks for delivery after the shop drawings are approved). Awarding this package now enables these to be ordered earlier and available earlier with regard to the rest of the project.

The low bidder, Jensen's Plumbing & Heating Inc., is a known reputable company and came in under our budget of \$159,500, which included the equipment replacement plus a 10% contingency. It is the recommendation from our construction manager to engage in a contract with Jensen's Plumbing & Heating Inc. for the base bid amount of \$137,600, plus a 10% contingency.

Suggested Motion: The Board of Library Trustees awards the HVAC equipment replacement project to Jensen's Plumbing & Heating Inc. for an amount not to exceed \$151,360, which includes a 10% contingency, pending attorney review of the contract.

June 8, 2020

Mr. Mike Driskell
Library Director
Arlington Heights Memorial Library
500 N Dunton Ave
Arlington Heights, IL 60004

Re: Arlington Heights Memorial Library Maker Space

Subject: Recommendation to Award Bids

Dear Mike:

On June 3, 2020 we received 7 bids for the HVAC work described in the bid documents. We then sat down and reviewed the scope of work and bid documents with the apparent low bidder, Jensen's Plumbing and Heating. Based on this review and confirming their understanding of the bid documents, we recommend awarding a contract to the following firms for the Arlington Height Memorial Library Maker Space at 112 N Belmont Ave:

Bid Package	Firm Name	Base Bid
23 – HVAC	Jensen's Plumbing and Heating	\$137,600

Further, this firm has filled out a pre-qualification form that is in order and has successfully completed similar work on other projects. We recommend approval of their bid as the lowest responsible bid. Bid tabulation sheets for each bid package from the June 3, 2020 bid opening with base bid amounts and alternate costs is attached.

The following alternates were included in the bids and may be accepted by the Library. Please indicate if you wish to accept or reject these alternates now or if the Library wants to keep them open for approval within the project duration.

<u>No.</u>	<u>Description</u>	<u>Price</u>	<u>Accept</u>	<u>Reject</u>	<u>Hold</u>
3	Provide and install second exhaust fan - demonstration kitchen area	\$2,996	_____	_____	_____
6	Provide and install offsite controls package	\$4,380	_____	_____	_____
	TOTAL ALTERNATES	\$7,376			

Please indicate the Library's approval of the above by signing below and returning a copy to our office. If you have any questions, please do not hesitate to call.

Sincerely,
Shales McNutt Construction

Approved:
Arlington Heights Memorial Library



John Shales
President

Date: _____

To: Board of Library Trustees
From: Mike Driskell
Date: June 16, 2020
Re: Library Closure Due to COVID-19

At the May 19, 2020 board meeting, the Board of Library Trustees authorized the executive director to keep the library building closed to the public through the end of phase 3 of the State of Illinois Restore Illinois plan established by Governor Pritzker.

Our region is now in phase 3 of the Restore Illinois plan, with phase 4 potentially right around the corner. We are working on bringing back more services and plans to eventually open the building to the public. As part of these plans, we will be expanding the hours of our curbside service, begin taking live phone calls and planning for some public access to the building and collection.

Our objective is to serve our community as safely and effectively as possible. In late May, we began accepting returns and offering curbside and walk-up hold pickup. We have received overwhelmingly positive feedback from our community about the services we have started offering and questions and excitement about being able to use the library again. Our community really misses us.

As we are adding services, we are doing so in a way that is thoughtful and safe. We are quarantining items, providing proper personal protection equipment and making sure our workplace and staff are abiding by CDC guidelines. We will extend this to the public as well, requiring masks, limiting the number of customers and staff in the library, and adjusting services to fit CDC guidelines.

Since we have moved into phase 3, we have been, and will continue, to expand the following services and hours:

Currently

- [Curbside and walk-up hold pick-up](#) is available Tuesday, Thursday and Saturday from 10 a.m. to 4 p.m. Customers receive an email when their holds are available for pick up.
- [Return bins](#) at the main library are open. Offsite return bins are closed.
- Virtual services and programs continue.
- Virtual Digital Services one-on-one appointments continue.

- Chat and email services are available Monday-Friday 9 a.m. to 5 p.m.
- Phone service is available Monday-Friday 9 a.m. to 5 p.m. and Saturday 9 a.m. to 5 p.m.
- The building remains closed to the public.
- We are not accepting book donations at this time.

No bookmobile or library delivery service the week of June 8.

Starting week of June 15

- Curbside and walk-up hold pick-up will be expanded to 6 days. This will be available Monday, Wednesday and Friday from 1 to 7 p.m. and Tuesday, Thursday and Saturday from 8 a.m. to 2 p.m. Customers will receive an email when their holds are ready for pick up.
- The bookmobile resumes operations at [regularly scheduled stops](#) with hold pick-up service only. Browsing the collection on the bookmobile will not be available at this time. Due to quarantine measures for all returned materials, we will not accept any returns to the bookmobile.
- Return bins at the main library are open. Offsite return bins are open at Camelot Park and Frontier Park.
- Virtual services and programs continue.
- Chat and email service available Monday-Friday 9 a.m. to 5 p.m., Saturday and Sunday 11 a.m. to 5 p.m.
- Phone service available Monday-Friday 9 a.m. to 5 p.m. and Saturday 11 a.m. to 5 p.m. No phone service on Sunday.
- No book donations accepted until further notice.

The building will remain closed to public.

Phase 4 (projected date June 26)

According to the current projections from Governor Pritzker's office, our region is expected to move to phase 4 on June 26. Our goal is to open the building, in a limited capacity, to the public at that time, assuming that our region stays on track with that projection.

We will ask that customers limit their time in the building. Seating, the Studio and conference rooms will not be available. A limited number of computers and printers will be available and limited to one-hour use. The library collections will be available to browse, and self-checkout stations will be available. We will

require customers to wear a mask, practice social distancing and follow directional arrows and signage when inside the building.

Proposed hours of operation for library building (capacity limited), curbside/drive-up window pick up and phone, chat and email service:

Monday-Friday 9 a.m.-8 p.m.

Saturday 9 a.m.-5 p.m.

Sunday 11 a.m.-5 p.m.

These hours will be evaluated and expanded by the executive director.

Virtual services and programs will continue.

We will not be accepting book donations until further notice.

These additional services available the week of June 26, including opening the building in a limited capacity, are contingent on the State of Illinois entering Phase 4 of the Rebuild Illinois plan.

Even after we open, we will continue to ask staff to work remotely whenever possible. However, many staff will be asked to come back. Throughout June, we have been bringing staff back in phases, based on need, available work and priority of services. If the library does not yet have work for staff, out of an abundance of caution, we are asking them to remain home and we have continued to pay them for their scheduled hours through the end of Phase 3.

As we are calling staff back to work, we understand there may be demands or vulnerabilities in their personal lives that may influence their ability to return. If staff are called back to work and are unavailable, we are asking them to work with their manager and our HR manager to discuss various accommodations that may include Leave of Absence or use of vacation/personal time.

As we enter phase 4, staff will only be paid for hours worked. Our supervisors and managers will be working on schedules to accommodate as many staff hours as possible.

Suggested motion: **The Board of Library Trustees authorizes the executive director to reopen the library building to the public with limited hours and services, until our region reaches phase 5 of the Restore Illinois reopening plan.**

To: Board of Library Trustees

From: Mike Driskell

Date: June 16, 2020

Re: Temporary Policy to Address COVID-19 Closure and Reopening

Effective March 14, 2020 through the end of phase 4 of the Restore Illinois Plan

The Board of Library Trustees of the Arlington Heights Memorial Library is committed to provide a safe environment for all customers and staff. To address the changes necessary to follow safety guidelines, the Board of Library Trustees enacts this COVID-19 Policy and implements temporary protocols through the reopening of the library building to the public. The executive director has authority to modify protocols as needed and in alignment with the [Restore Illinois plan](#) and the State of Illinois, and guidelines from the Centers for Disease Control and Prevention ([CDC](#)) and the World Health Organization ([WHO](#)) through the end of Phase 4 of the Restore Illinois plan. The following library policy amendments supersede existing policies as follows:

Arlington Heights Memorial Library Policy Amendments

- [Hours of Service 5.001](#)
 - Hours of service will be set by the executive director
- [Issuance of Library Cards and Conditions of Use 5.002](#)
 - Temporary Library cards issued online during building closure are valid for 90 days following building reopen
- [Circulation 5.003](#)
 - Loan periods may be modified at the discretion of the executive director
- [Fees and Charges 5.004](#)
 - Fees and charges will be determined at the discretion of the executive director
- [Outreach Services 6.001](#)
 - Level of outreach services provided during COVID-19 will be determined at the discretion of the executive director
- [Computer Use 6.011](#)
 - Availability of public computers will be determined based on library hours and social distancing guidelines
- [Code of Conduct 7.001](#)
 - Customers and staff must follow temporary COVID-19 related policies and procedures for library usage

- [Unattended and/or Unsupervised Children 7.002](#)
 - Age requirements for unattended and/or unsupervised children will be determined by the executive director
- [Soliciting or Distributing Materials on Library Policy 7.003](#)
 - Soliciting or distributing materials is not allowed
- [Bulletin Board and Posting 7.0035](#)
 - Bulletin board sign posting is not allowed
- [Meeting Rooms-Public Usage 7.004](#)
 - Public use of meeting rooms is not allowed
- [Food and Beverages in Public Areas 7.010](#)
 - Food and beverages in public areas are not allowed

HR Policies

- [Leaves of Absence](#)
 - a. Addition of paid sick leave and/or Expanded Family and Medical Leave for specified reasons related to COVID-19 as outlined by the US Department of Labor
 - b. Expansion of Discretionary Personal Leave and other leaves of absence as approved by the executive director.
- [Vacation](#)
 - a. Use of vacation time may be required to be used to offset scheduled hours for non-exempt benefitted staff during phase 4 of the Restore Illinois plan.
 - b. Employees may use vacation time before the 180-day waiting period
 - c. Vacation time use is not restricted to half hour increments
- [Bereavement and Personal Leave](#)
 - a. Use of personal time may be required to be used to offset scheduled hours for non-exempt benefitted staff during phase 4 of the Restore Illinois plan
 - b. Personal time use is not restricted to half hour increments
- [Holidays](#)
 - a. Use of holiday time may be required to be used to offset scheduled hours for non-exempt benefitted staff during phase 4 of the Restore Illinois plan
 - b. Holiday time use is not restricted to full or half day increments

To: Board of Library Trustees

From: Mike Driskell

Date: June 16, 2020

Re: Review Issuance of Nonresident Library Cards and Approval of
Nonresident Card Fee

The Arlington Heights Memorial Library provides a nonresident fee card option under the provisions of Public Act 92-1066, Section 3050.

A **nonresident** is defined by the Act as an individual residing in an area not taxed for public library service. A summary of the law's main aspects includes the following:

- Nonresident library cards must be purchased at the closest participating public library. The Illinois Administrative Code states, "Nonresidents shall apply at the participating public library in the school district in which the nonresident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the nonresident."
- Nonresident library cards are valid for one year.
- Nonresident library cards are valid at all participating libraries in Illinois.
- Nonresident cardholders are entitled to the same borrowing privileges and services as resident cardholders.

Each June, the Board of Library Trustees has affirmed its commitment to continue to offer a nonresident fee card option. There are presently seven nonresident fee cards.

AHML's Fee Card

The state library specifies three ways to calculate the fee for a nonresident card. AHML traditionally uses the "General Mathematical Formula" to determine the library's fee.

Using the method, the fee for the nonresident card is determined by dividing the library's income from local government sources (\$13,927,291) by the Arlington Heights population (75,101) to determine the cost of service per capita. The per capita figure is multiplied by the average number of persons per Arlington Heights household (2.41) to arrive at the fee for the nonresident card.

Using the General Mathematical Formula method, the new nonresident library card fee would be \$447, effective July 1, 2020 through June 30, 2021. The worksheet for the calculation is attached. It also includes a history of the library's fee for the nonresident fee card.

Suggested motion: The Board of Library Trustees affirms its continued commitment to offering a nonresident library card option under Public Act 92-1066 and sets the annual fee for the card, using the General Mathematical Formula method, at \$447 effective July 1, 2020 through June 30, 2021.

DATE: 06/16/20

LIBRARY: Arlington Heights Memorial

WORKSHEET FOR ILLINOIS PUBLIC LIBRARY NONRESIDENT FEES

1. What is your present nonresident fee, if you provide for one?

General Mathematical Formula

2. Use the general mathematical formula to calculate a fee by following these steps:

- a. Population of your library community. (2010 or later census)

75,101

- b. Library income from local government sources. (Exclude federal revenue-sharing funds)

\$13,927,291

- c. Per capita support for your library. (Divide your library income from #2b by your population)

\$185.45

- d. Calculate the minimum non-resident fee for a household card (multiply the per capita figure by the figure for the size of the average household in your community) (2.41 – based on 2010 Census)

\$446.93

3. Is your present nonresident fee at least equal to the minimum derived by this formula?

No

4. Do you intend to compute fees on an individual basis as defined in the Procedures?

No

5. Will you request authorization to adopt the average nonresident fee of your system as explained in the Procedures?

No

6. If a new nonresident fee is required what will it be?

\$447

History:

2019 - \$442

2016 - \$430

2013 - \$419

2018 - \$441

2015 - \$426

2012 - \$418

2017 - \$439

2014 - \$423

2011 - \$410

To: Board of Library Trustees

From: Mike Driskell

Date: June 16, 2020

Re: 2021 Library Holiday Dates/Closings

As in previous years, the board will approve the following year's holiday and closing schedule. As you may remember, in 2020 the schedule included the additions of closing early (5 p.m.) on Thanksgiving Eve and closing for a full day for staff development day. The proposed schedule for 2021 again includes these closings.

A question that needs to be addressed is the closing schedule for Independence Day, which is on a Sunday next year. The designated federal holiday for Independence Day will be Monday, July 5, 2021. We have confirmed the Arlington Heights Independence Day parade has been scheduled for Monday, July 5. In 2010 when July 4 fell on a Sunday, the library was closed on Sunday, July 4 as an unpaid day and also closed on Monday, July 5 as the paid holiday. The proposed schedule reflects a recommendation to close both days as has been done in the past.

Suggested motion: **The Board of Library Trustees approves the 2021 Library Holiday Dates and Closings.**

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
HOLIDAY AND CLOSING SCHEDULE
2021**

HOLIDAY	LIBRARY CLOSED	PAID HOLIDAY
January 1 – New Year’s Day (Friday)	Yes	Yes
January 18 – Martin Luther King Jr. Day (Monday)	No	Yes
February 15 – Presidents’ Day (Monday)	No	Yes
March 5 - Staff Development Day (Friday)	Yes	No
April 4 – Easter Sunday	Yes	No
May 31 – Memorial Day (Monday)	Yes	Yes
July 4 – Independence Day (Sunday)	Yes	No
July 5 – Independence Day Observed (Monday)	Yes	Yes
September 6 – Labor Day (Monday)	Yes	Yes
October 11 – Columbus Day (Monday)	No	Yes
November 11 – Veterans’ Day (Thursday)	No	Yes
November 24 – Thanksgiving Eve (Wednesday)	Closes at 5PM	No
November 25 – Thanksgiving (Thursday)	Yes	Yes
December 24 – Christmas Eve (Friday)	Yes	Yes
December 25 – Christmas Day (Saturday)	Yes	Yes
December 31 – New Year’s Eve (Friday)	Closes at 5PM	No
Observance Day (floating holiday)	N/A	Yes

- ◆ Full-time employees receive the benefit of paid holidays. A schedule of holidays is approved annually by the Board of Library Trustees.
- ◆ Staff attending Staff Development Day on Friday, March 5 will be paid.
- ◆ Sunday, July 4 the library will be closed and it will be an unpaid day. Monday, July 5 the library will be closed and it will be a paid holiday.
- ◆ On Thanksgiving Eve, Wednesday, November 24 and New Year’s Eve, Friday, December 31, the library will close at 5:00 p.m.

To: Board of Library Trustees
From: Mike Driskell
Date: June 16, 2020
Re: 2021 Board of Library Trustees Schedule of Meetings

Each year the board reviews its meeting schedule for the next calendar year and approves it. The schedule includes the monthly board and Committee of the Whole meetings. Becky Hume, the Arlington Heights Village Clerk, provides an annual list of legal and religious holidays and elections that should be avoided when scheduling public meetings. Janet checks the meeting schedule for conflicts. According to the Open Meetings Act (5 ILCS 120/2.01) (from Ch. 102, par. 42.01) Sec. 2.01 “All meetings required by this Act to be public shall be held at specified times and places which are convenient and open to the public. No meeting required by this Act to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.” Therefore, the Open Meetings Act does not require any of the regular board meeting dates be changed.

For the board’s 2021 meeting schedule, there are four dates the board may wish to review.

January Committee of the Whole Meeting – The Committee of the Whole meeting in January falls on the 4th, which is the first Monday after the New Year holiday. The board could consider rescheduling or canceling the January Committee of the Whole meeting. Staff recommend rescheduling the January Committee of the Whole Meeting to Monday, January 11.

July Committee of the Whole Meeting – As discussed in the previous agenda item, the first Monday in July is the designated federal holiday for Independence Day and the date of the Arlington Heights Independence Day parade. Past practice has been that the library would be closed that day. The board could consider rescheduling or canceling the July Committee of the Whole meeting. Staff recommend rescheduling the July Committee of the Whole Meeting to Monday, July 12.

July Board Meeting – The third Tuesday in July is (Eid) al Adha. The board could consider rescheduling the July board meeting. Staff recommend rescheduling the July Board Meeting to Wednesday, July 21.

September Committee of the Whole Meeting – The first Monday in September is Labor Day and the library is normally closed. The board could consider rescheduling or canceling the September Committee of the Whole meeting. Staff recommend rescheduling the September Committee of the Whole Meeting to Monday, September 13.

Suggested motion: **The Board of Library Trustees approves the 2021 Board of Library Trustees Schedule of Meetings as discussed.**

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
 BOARD OF LIBRARY TRUSTEES
 2021 SCHEDULE OF REGULAR MEETINGS
 7:30 PM – RICHARD FRISBIE BOARD ROOM**

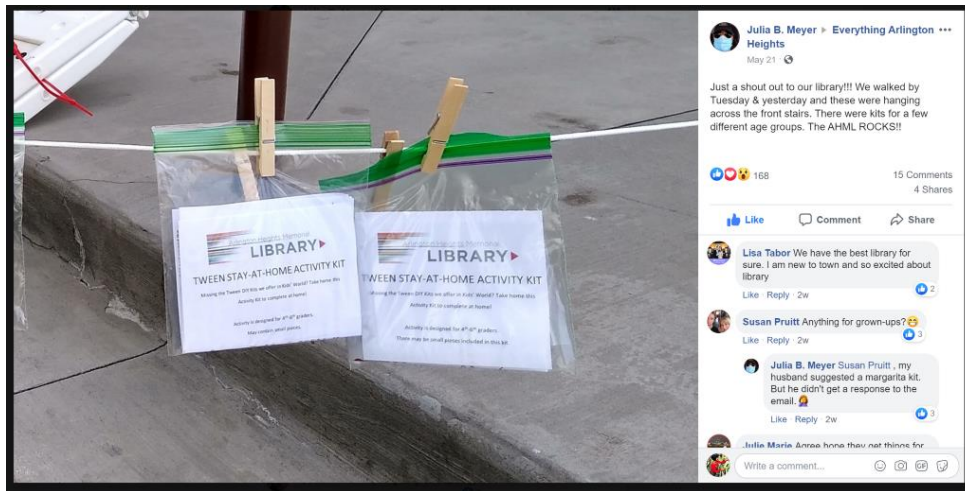
	Committee of the Whole Meeting (First Monday)	Board Meeting (Third Tuesday)
January 2021	January 4	January 19
February 2021	February 1	February 16
March 2021	March 1	March 16
April 2021	April 5	April 20
May 2021	May 3	May 18
June 2021	June 7	June 15
July 2021	July 5 Designated federal holiday for Independence Day	July 20 Eid al Adha
August 2021	August 2	August 17
September 2021	September 6 (Labor Day – Library Closed)	September 21
October 2021	October 4	October 19
November 2021	November 1	November 16
December 2021	December 6	December 21

Executive Director’s Report June 2020

What’s New @ AHML

Stay-at-Home Activity Kits

On May 19, Youth Services staff began distributing kids craft and tween DIY projects outside of the Dunton entrance. Each kit is clipped to a clothesline for customers to grab as they walk or drive past. Customers enjoyed 257 Stay-at-Home Activity Kits in May. The kits mimic the crafts and DIY Kits available in Kids’ World when the library building is open. Kits for teens will launch in early June.



Teens Volunteer in Place

In response to the need for volunteer hours during the stay at home order, Teen Services staff launched *Volunteer in Place*, an online volunteering program for teens. Forty-four teens signed up for *Volunteer in Place* in the first month! The teens have a variety of volunteer opportunities to choose from, such as making cards for the elderly and completing citizen science projects.

Diversity and Inclusion

ESL Programming

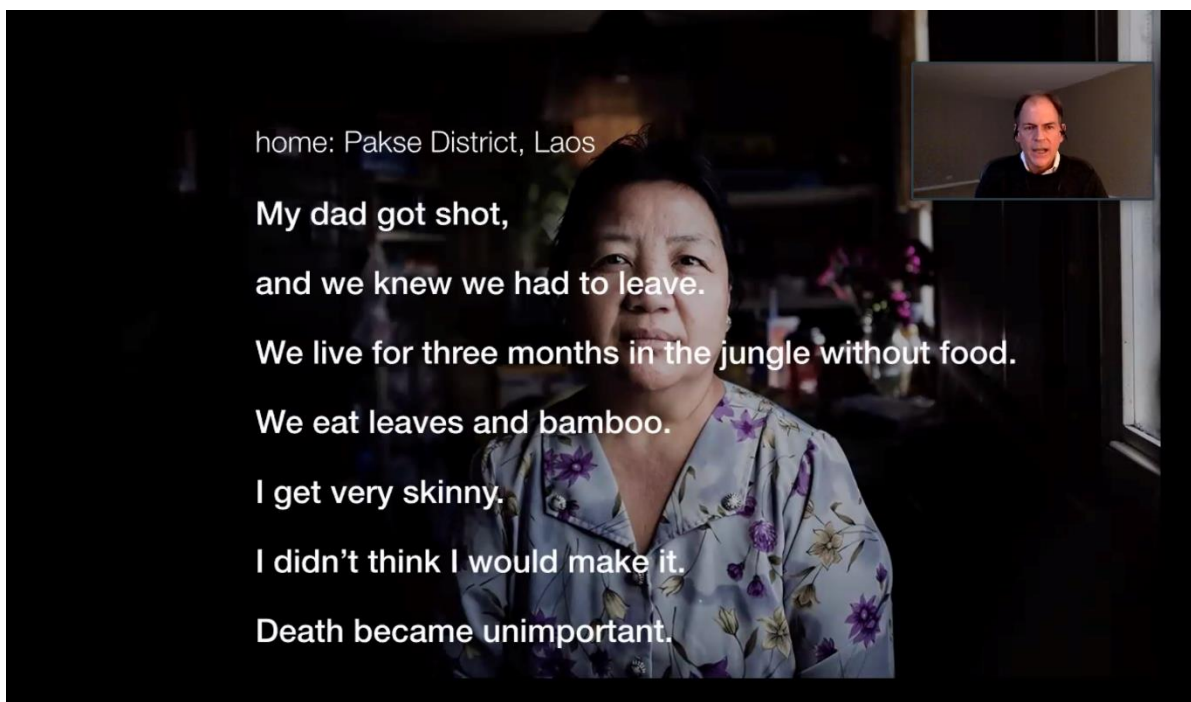
The ESL team hosted 28 programs with 210 participants in May. To compare, in May 2019 we offered 30 programs with 154 participants. ESL students continue to be overwhelmingly appreciative of the virtual programs available to them.

English Learner Family Storytime and Activity Set

Youth Programs Specialist Becky Clesen and ESL Advisor Allie Gourley collaborated to bring our *English Language Learner* families on-demand storytimes and activity sets biweekly. Becky develops and films a [storytime](#) from her home and Allie creates a [Wakelet](#) with related eBooks and crafts.

The Language of Empathy with Artist James Bowey

Artist and documentary photographer James Bowey worked with Programs and Exhibits Specialist Megan Young and Programs and Exhibits Manager Jennifer Czajka to create a virtual event to mark the end of our February-March exhibit, *When Home Won't Let You Stay*. On May 1, James joined 28 community members on Zoom for a conversation about his body of work, the library exhibit and the importance of empathy. The power of personal stories and empathy are even more relevant in the landscape of COVID-19. [The event recording was shared on the library's YouTube channel May 11](#) and has been viewed 57 times.



Family Concert with 123 Andrés

Latin Grammy-winning duo *123 Andrés* presented a virtual family concert on the library's YouTube channel from May 23-30. The performance featured songs in English and Spanish. The duo highlighted words from their songs in American Sign Language, encouraging the audience to try signing and singing along. The concert attracted 153 views over the 7-day period.

Serving our Community during COVID-19

3D Printing Surgical Mask Extenders

Makerspace Branch Assistant Manager Chris Krueger printed an additional 474 surgical mask extenders, bringing the total to over 1,000 extenders. Extenders move the rough elastic straps above workers' ears and provide relief to those who must wear masks for several hours daily. Two hundred and forty of these extenders were donated to *The Moorings in Arlington Heights* and 250 are for library staff during the library's expansion of services. Additional extenders were donated to *Lakewood Chapel, Northwest Community Hospital Allergy Department* and several customers working in medical fields. Chris will continue to print these extenders until there is no longer a community need.



3D Printing Face Shields

Digital Services Advisor Donna Radlicz and her son Vince have continued to use donated library supplies to 3D print face shields for community members. Once the awaited order of 3D printers and filament for the makerspace arrive, Digital Services will also begin to print face shields.

Virtual Technology Classes

In May, Digital Services offered two virtual programs over Zoom, *eBooks*, *eAudiobooks*, *Movies and More* and *Make a Photo Slideshow with iMovie*. Technology Instruction Coordinator David Olichwier selected topics that translate well into the virtual environment and provides an interactive experience. Digital Services will continue to introduce new classes until in-person programming resumes.

Virtual Appointments

Digital Services continued to provide virtual appointments for customers who prefer or require personal interaction with Digital Services staff for their technology questions. May saw an increase in appointments, staff provided 25 appointments in May compared to 10 in April when the virtual service debuted. Over the phone and through Zoom Digital Services staff, including part-time advisors, answered questions on setting up email on a phone, what to look for when buying a new computer, getting library content onto new devices, using Zoom and more.

Graduation Parade

On May 19, Deputy Director Shannon Distel, Digital Services Manager Jack Bower, Youth Services Manager Trixie Dantis, Makerspace Assistant Manager Chris Krueger and Teen Services Supervisor Alice Son congratulated Hersey High School and Prospect High School graduates as they paraded past the library. Chris [captured](#) drone footage of the parade as it proceeded down Dunton Avenue.



Summer Reading Promotion

Youth Outreach Librarian Emily Loeffler, Preschool Outreach Specialist Laura Dakas and Youth Outreach Specialists Kim McGuire and Emily Muszynski connected with 1,987 students to promote this year's summer reading challenge. They visited nearly 100 elementary and middle school Zoom 'classrooms' to read stories, book talk and promote summer reading.



QuaranZine!

At May's Inklings meeting, teen writers collaborated, with support from Teen Librarian Evan Mather and Teen Advisor Mariel Fechik, to create the first issue of [QuaranZine](#). This zine includes creative nonfiction, listicles and original artwork about the quarantine experience. *QuaranZine*'s premiere issue was submitted to the library's [COVID-19 Stories Project](#). Inklings will work on a second issue at their upcoming July meeting.



Animal Crossing Meetup for 20s/30s

A college-aged customer (and former Hub student!) expressed interest in an *Animal Crossing* meetup for young adults. Programs and Exhibits Specialist Megan Young, with help from Teen Services Supervisor Alice Son and Studio Manager Chris Smith, welcomed eleven young adults to the May 5th event created just for them. One participant requested other types of video gaming programs for adults. We hope to create a virtual space for adults who enjoy gaming.



Positive feedback received from attendees points to more gaming for adults to come, with several events planned for our 3-day, online *FanCon* on July 10-12.

- [What drew you to this program]: *“The chance to play a game I enjoy with other new people. We had a ton of fun! **Would love to do something like it again.**”*
- *“It was fun and adorable. The hosts did well coming up with creative ways to get people interacting in the game, and it was a nice, gentle bit of socializing as a respite from the constant background stress of the pandemic. **I’d go again!**”*

Virtual Writer’s Ink

Facilitator Jacob Knabb and Programs and Exhibits Manager Jennifer Czajka coordinated a virtual meeting for *Writer’s Ink*, a monthly meetup for writers. Writers shared their work and critiques to support each other’s novels, short fiction and autobiographical pieces. Becoming comfortable using Zoom as a new virtual meeting space was an added bonus!

Discover Your Memory Power

On May 20th, Programs and Exhibits Specialist Tracy Recklaus welcomed Robb Zbierski, Arlington Heights author of best-selling book *Master Your Mind*. Eighty-six participants joined the author on Zoom, as Robb demonstrated how memory works and how to leverage it to remember names and faces, to-do lists, important details from books, meetings and conversations. Robb answered the steady stream of questions and comments via chat. In case you missed it, [a video recording of the live program can be viewed on the library's YouTube channel](#).



Gardening Myths and Misinformation

Horticulturist Sharon Yiesla returned for her second virtual program with the library this season. Programs and Exhibits Specialist Tracy Recklaus invited her back to share more timely info with our audience of gardeners and aspiring gardeners. Seventy-six customers attended *Gardening Myths and Misinformation* on May 30th, a program to dispel misinformation shared between gardeners on the internet. Sharon covered which garden myths are beneficial and which can be harmful to your plants, lawn and trees. Sharon answered questions via chat during her presentation.

Special Two-Part Workshop for Writers on Zoom

Creative writing instructor and author Rebekah Frumkin presented 'On Writing', a special two-part workshop on May 22 and 29th, that invited writers to learn how to incorporate humor when writing about serious subjects. In the first session, participants shared things they found humorous (photos, essays, memes, quotes, etc). Rebekah and the group discussed what made these things funny and how to incorporate humor into writing. They covered the importance of punching up, never down and practiced humorous pairings. The writers returned for the second session with their essays, ready to share and workshop.

Curbside Delivery is Here!

Curbside Hold Pickup began on Thursday, May 21. Material Handling staff deliver holds to customer vehicles and have been processing returns and holds that have accumulated during the library's closure. Customers can also pick up their holds at the Walk-up Hold Pickup at the Dunton entrance. Circ Assistants have been working the curbside stations in the parking garage, the drive-up, and in the lobby with Express, Bookmobile, and Senior Center holds. Bookmobile staff have been checking in new items and assisting with item returns. Staff feel grateful that thoughtful guidelines were established before resuming services.



Our custom curbside pickup system allows library staff to meet the demand of our customers through a scalable pickup system that can handle up to 25 cars simultaneously, while keeping wait times at a minimum.

Mountain of Returns

In May, the library began accepting returns in addition to offering holds via curbside hold pickup. Bookmobile and Materials Handling staff are checking in new items and the mountain of returns. In the course of one day, we received enough returns to fill up an entire wall of the

Cardinal Room.

Bookmobile staff began collecting preschool and school bag returns as well as picking up any items returned in the park book drops while they have been closed.




Butterfly Garden Takes Flight!

This month, dedicated library staff and gardening enthusiasts volunteered to plant a butterfly garden. The volunteers, Janet Landeweer, Ron Moravec, Shelley Plischke, Teri Scallon, Lucy Sears, Mary Weber and Terri Webster, planted what will become a colorful garden that will attract butterflies and hummingbirds. Thank you to the Friends of the Library for the funding to seed this project. The volunteers also donated flowers from their own home gardens.



Little Free Libraries

With over 250 books donated from the Friends of the Library, library staff stocked 16 Little Free Libraries throughout Arlington Heights. Little Free Libraries help fill the need for reading materials in our community during COVID-19.

 Friends of the Arlington Heights Memorial Library
May 13 at 7:20 AM · 🌐

Running low on books? 📖

Check out your closest Free Little Library in Arlington Heights! The Friends of the Library donated adult as well as children's book to refill the libraries around town!

Thank you to the **Arlington Heights Memorial Library** and the book mobile for helping with the delivery ❤️

Don't forget to see if you can bring a book to swap when you browse!

Happy reading!

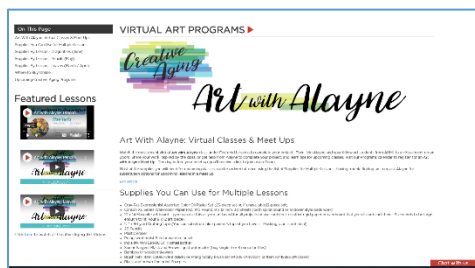


Creative Aging: Art with Alayne Goes Virtual!

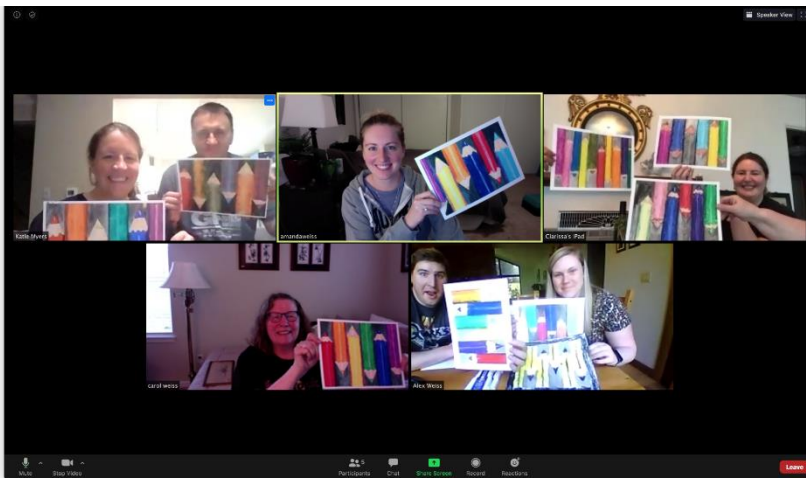


Senior and Accessible Services Manager Mary Jo Lepo worked with presenter Alayne McNulty to develop a virtual version of the very popular in-person art class. *Creative Aging: Virtual Art with Alayne* went live in May with two classes.

The YouTube videos offer step-by-step lessons. Later, participants can join a virtual meet up session on Zoom where Alayne demonstrates



techniques, answers questions and gives tips for upcoming projects. The meet ups have also prompted good feedback from attendees who are finding it beneficial to talk about the project after they finish it. Going virtual has enabled many more people to experience these always popular classes.



A library webpage with videos, supply lists, purchase information and links to register for upcoming meetups put all the program components in one place. In May, the videos had 495 views on YouTube!

Virtual Reference

Chat was extremely busy in May, with over 900 chats. This is a 132% increase from this time last year. Chat surveys sent out in May show that 95% of surveyors found chat easy to use and 93% would recommend the service to someone else.

These results reflect the dedication of our Info Services Staff to continue delivering unparalleled service to our customers. Here are some of the comments received:

- *“You people are great! I have really missed being able to come in to the library during the lockdown but know it was the right decision. Of all the things we've missed since the beginning of the pandemic, on a personal level my top two are the library and barber shop.”*
- *“I LOVE this service. I always get very specific answers and links. This librarian was really helpful. Thank you!!!!!!”*
- *“Michele was extremely helpful! Thank you for this great service especially in these times of shelter in place.”*

Favorite Things: New Readers Advisory Program

Info Services Supervisor Pam Schwarting and Program and Exhibits Manager Jennifer Czajka collaborated with staff across departments to offer a new readers advisory program: *Favorite Things*. Rather than a traditional book discussion, this program provides an informal and conversational space for staff and customers to share their current “favorite things”—what they are watching, reading or listening to.

Book Me and Booklists

Info Services Advisors curated nine *Book Me* requests. One *Book Me* submission requested eBook suggestions on hoopla for a book club of 15 active members. Positive feedback includes: *“I really liked the books that were recommended and have put a couple on hold. Looking forward to when the library opens. Thank you for the great recommendations.”* Info Services staff created Booklists on the Readers’ Services page so customers can access recommended items from home. The lists feature eAudio and eBooks. May lists include: [If you Liked the Last Dance](#), [Get Cooking This Memorial Day](#), and [Asian Pacific American Heritage month](#).

Virtual eBook Discussions

A total of 35 readers attended our four virtual Book discussions in the month of May. All titles selected for discussion were available via hoopla as an eBook or eAudiobook. Book discussions are a great way to connect online and talk with other readers.

Virtual LinkedIn Program Helps Customers Enhance Online Visibility

On Monday, May 18th, Info Services Librarian Alison Lowery hosted local LinkedIn expert Bruce Bixler as a presenter for the live virtual program, *LinkedIn Profiles for Virtual and Mobile Visibility*. Bruce focused on networking virtually and enhancing visibility on the mobile platform. Members of the 73-person audience took the opportunity to ask questions, actively participating in this informative event.











Book Recommendations on Instagram

Check out recommended titles for some easy reading by Info Services Advisor Joan Lasky:













Virtual Resource Usage Top ten visited web pages

April 2020

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

May 2020

1.	/www.ahml.info		55,467 (29.11%)
2.	/StayInformed		8,987 (4.72%)
3.	/borrow/ebooks		5,423 (2.85%)
4.	/research/databases		3,041 (1.60%)
5.	/attend/events		2,847 (1.49%)
6.	/borrow/bmm		1,978 (1.04%)
7.	/onlinelearning		912 (0.48%)
8.	/research/genealogy		898 (0.47%)
9.	/zoom		832 (0.44%)
10.	/form/contact		790 (0.41%)

Social Media Engagement

	January	February	March	April	May
Facebook					
Posts	25	22	56	60	47
Fans*	5067	5113	5217	5291	5376
Engagement	1164	1723	3531	3642	2725
Reactions	1014	1505	2696	3001	2419
Comments	92	128	347	389	180
Shares	58	90	488	252	126
Twitter					
Tweets	65	51	111	139	148
Followers*	4313	4324	4362	4388	4404
Tweet impressions	75.4K	59.9K	116K	120K	127K
Engagement	247	203	534	394	399
Likes	181	164	386	294	348
Retweets	65	33	134	92	56
Mentions**	57	76	74	77	61
Profile visits**	937	819	2040	2060	1240
Instagram					
Posts*	n/a	n/a	859	875	898
Followers*	1767	1802	1852	1904	1947
Impressions*	n/a	11889	25878	24608	19,188
Average Reach	n/a	286	485	451	435
Constant Contact					
Campaigns	20	19	22	27	26
Sends	46572	44518	127872	85980	43,351
Opens	10681	12536	57487	30772	12245
Clicks	498	925	2500	2262	1169
Open rate (percentage)	24%	28%	45%	36%	28%
Click rate growth over previous 30 days	2%	4%	17%	3%	3%
performance over industry average	6%	10%	27%	11%	6%
Total contacts*	31770	31790	32650	32957	
Unsubscribed in last 30 days**	30	15	171	98	19
New in the last 30 days**	3	25	1006	446	184

LinkedIn						
Followers*	655	657	659	660	672	
Posts	7	1	5	1	1	
Impressions	2335	308	839	620	235	

YouTube						
Subscribers*	397	402	456	514	585	
Videos added	0	3	6	23	34	
Views	1601	1821	2,875	5102	5053	
Watch time hours	55.6	63.8	83.3	452.2	437	

*Cumulative

**New metrics added

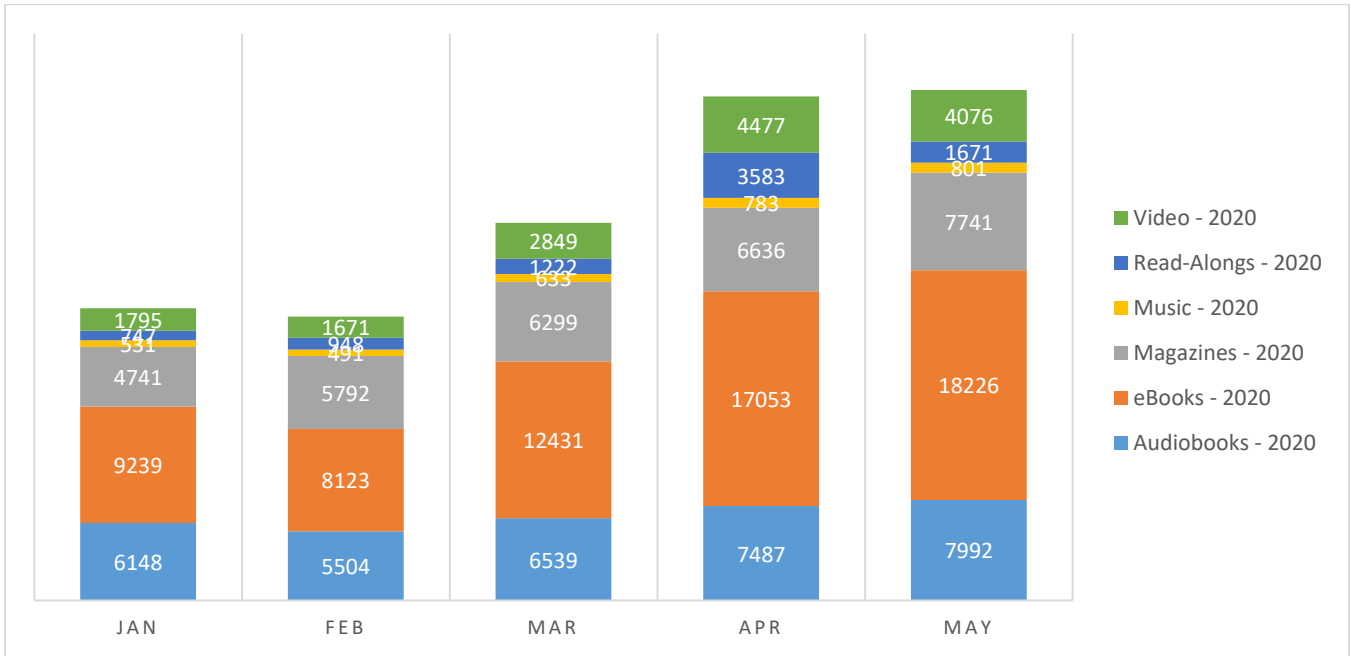
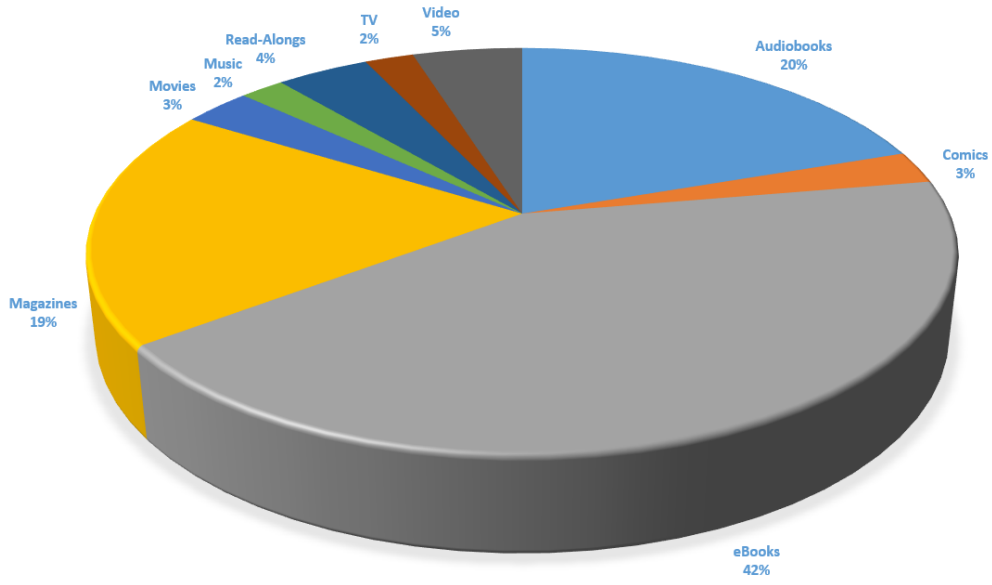
eResource Usage

Sum of Total	Month					Grand Total
	Jan	Feb	Mar	Apr	May	
Row Labels						
2020						
Acorn TV						
Video	663	489	875	1519	1396	4942
Acorn TV Total	663	489	875	1519	1396	4942
BookFlix						
Read-Alongs	87	301	315	577	97	1377
BookFlix Total	87	301	315	577	97	1377
Cloud Library						
Audiobooks	3237	2915	3377	4011	4415	17955
eBooks	6759	5915	8308	10969	11785	43736
Cloud Library Total	9996	8830	11685	14980	16200	61691
Flipster						
Magazines	370	281	426	476	455	2008
Flipster Total	370	281	426	476	455	2008
Great Courses						
Video	79	86	133	189		487
Great Courses Total	79	86	133	189		487
Hoopla						
Audiobooks	2911	2589	3162	3476	3577	15715
Comics	298	295	659	983	1041	3276
eBooks	2182	1913	3464	5101	5400	18060
Movies	518	508	853	1354	1222	4455
Music	531	491	633	783	801	3239

TV	298	336	643	946	878	3101
Hoopla Total	6738	6132	9414	12643	12919	47846
IndieFlix						
Video	6	2	7	8		23
IndieFlix Total	6	2	7	8		23
Kanopy						
Video	231	250	338	461	580	1860
Kanopy Total	231	250	338	461	580	1860
PressReader						
Magazines	2504	3370	3389	3533	3957	16753
PressReader Total	2504	3370	3389	3533	3957	16753
RBDigital						
Magazines	1867	2141	2484	2627	3329	12448
RBDigital Total	1867	2141	2484	2627	3329	12448
StoryCove						
Read-Alongs	22	16	43	36	24	141
StoryCove Total	22	16	43	36	24	141
TumbleBooks						
Read-Alongs	632	626	820	2959	1542	6579
TumbleBooks Total	632	626	820	2959	1542	6579
TumbleMath						
Read-Alongs	6	5	44	11	8	74
TumbleMath Total	6	5	44	11	8	74
2020 Total	23201	22529	29973	40019	40507	156229

- Due to the COVID-19 library closure, overall circulation is down 72.6% for the month. However, electronic checkouts are up 125% for the month, with 40,507 total echeckouts. These echeckouts represent 96.6% of all checkouts in May.

TOTAL BY FORMAT



Staff Development

Virtual Dunton Street Social Club

Members of the Virtual Dunton Street Social Club hosted nine events in May over Zoom, including a trivia night, *Formal Fridays* and *Pictionary*. The club's continued efforts are keeping staff connected and raising spirits during these difficult times.



Screen Recordings Tutorial for Staff

Digital Media Specialist Chris Smith conducted training for Info Services Librarians on using various screen recording software. Chris outlined the most popular options that the librarians could use from home to record virtual programs or tutorial videos. This will enable staff to communicate most effectively to customers while working remotely.

LibAnswers Training

Digital Services Librarian Bill Pardue provided training for Info Services managers and supervisors on the transition from our current chat reference platform *QuestionPoint* to the new chat platform *LibAnswers*.

Youth Librarians Panel

Teen Services Supervisor Alice Son was invited to speak on a panel of youth librarians for the University of Illinois' Youth Services Librarianship class. The panelists spoke to graduate students about youth librarianship in practice and answered students' questions. Alice shared how Teen Services at Arlington Heights Memorial Library worked to pivot services to a virtual platform during the pandemic, as well as providing tips on effectively putting library theory into practice.

Master’s Degree Graduate!

Circulation Services Manager Shannon Meyer graduated from Valdosta State University with a Master’s Degree in Library and Information Science in May 2020.

Dual-Degree Graduate!

Youth Outreach Specialist Emily Muszynski completed a dual-degree program through Loyola University Chicago and Dominican University. She earned master’s degrees in Public History and Library Information Science.

Digital Services Training

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

- “*Rebooting and Managing After COVID-19*”
- “*Lessons from Model Makerspaces*”
- “*Virtual Storytimes: Filming Before, During, and After COVID- 19*”

Certified as ADA Coordinator (ADAC)



Library Delivery and Accessibility Supervisor Katie Myers completed the *ADA Coordinator Training Certification Program (ACTCP)* that verifies participants have completed training in required content areas and have an in-depth knowledge of *Americans with Disabilities Act (ADA)* issues. The ADA certification requires 40 hours of training credits which include Conducting Evaluations and Developing Transition Plans, Standards for Accessible Design, Emergency Preparedness and Effective Communications. Thanks to Katie’s dedication, she

completed the course work in two months and was able to sit for and pass her certification exam in May. Through Katie’s certification, the library has access to up-to-date information, training and guidance from the *ADA National Network* and the *U.S. Access Board*, as well as a network of ADA professionals throughout the region and country.

SAS Staff Learning American Sign Language

Senior and Accessibility Services (SAS) staff members Janet McDonnell, Renee Witt, Elcin Akdeniz and Catherine Maxwell are busy learning the basics of American Sign Language (ASL) through the eight-week Gale course *Discover Sign Language*. Once course work is completed, staff will continue with additional ASL classes and practice sessions. ASL training has become critical as those in the deaf and hard of hearing

community face heightened challenges due to the use of facemasks and social distancing implemented to prevent the spread of COVID-19.

Info Services Professional Development

In May, Info Services staff completed 98 hours of professional development. Highlights include:

- *National Genealogical Society virtual conference*
- *Simple & Powerful Customer Service Tips*
- *Connect with Customers and Manage Your Business Remotely*
- *Awkward, Ill Timed, Startling Situations*
- *Own Voices for All Readers: Incorporating EDI Values into Readers' Advisory Service*

Customer Comments

Feedback from our ESL students:

- From an Hablemos Espanol student:
“Thank you for your wonderful classes. You make every person comfortable. As a high school teacher, I know how important that is. You (Catalina) are a wonderful teacher.”
- From an ESL student who joined us in the library just before lockdown:
“When I talked to her (ESL staff) in the library in March, I could only understand a few words. Now my English is so much better because we’re on Zoom every day.”

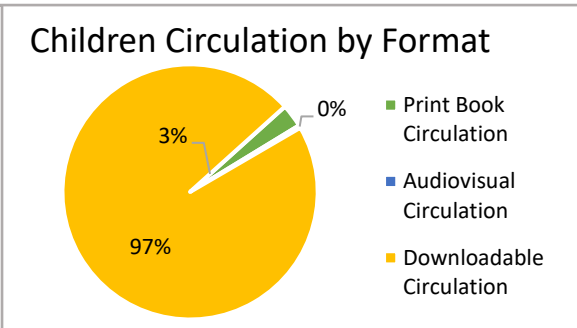
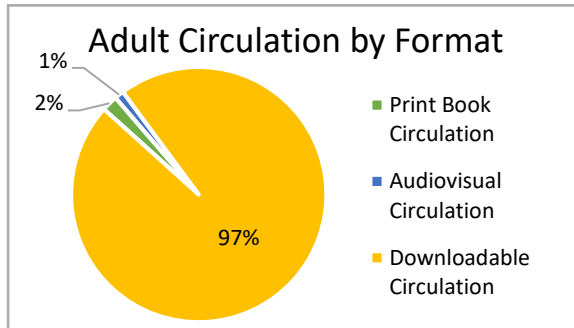
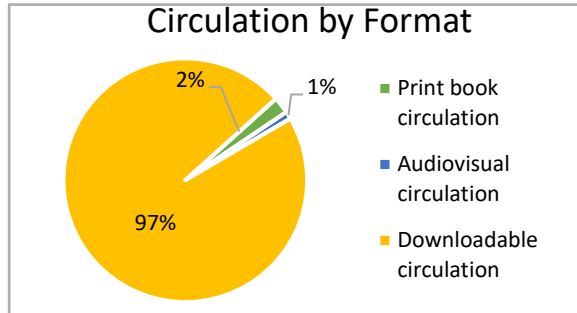
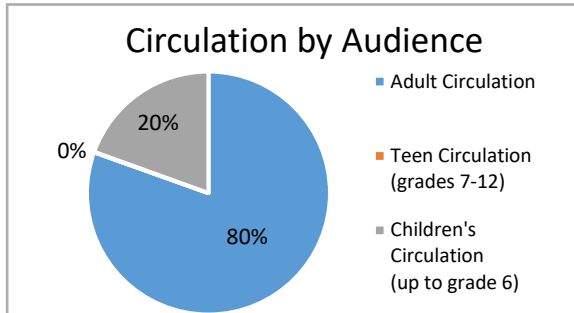
Metrics for May 2020

Circulation

Total Circulation
41,938 ↓ -73%
 152,990 last year

Library Cards Issued
 Resident **192** ↓ -43.70%
 (issued) 341 last year

Card Holders
62,110



Programs

Program Attendance
6,185 ↓ -44%
 11,028 last year

Number of Programs
215 ↓ -44%
 386 last year

Cost of Programs
\$4,476
 \$700 funded by FOL

Technology Usage

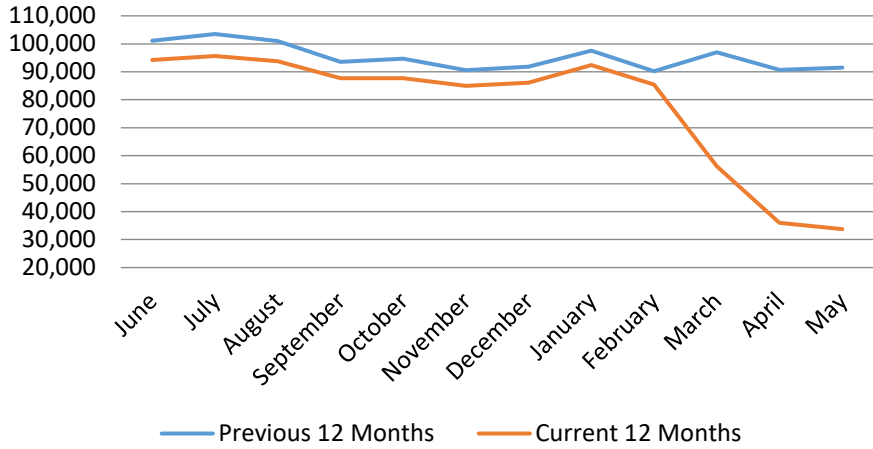
Website Visits
55,467 ↓ -43.47%
 98,125 last year

Questions

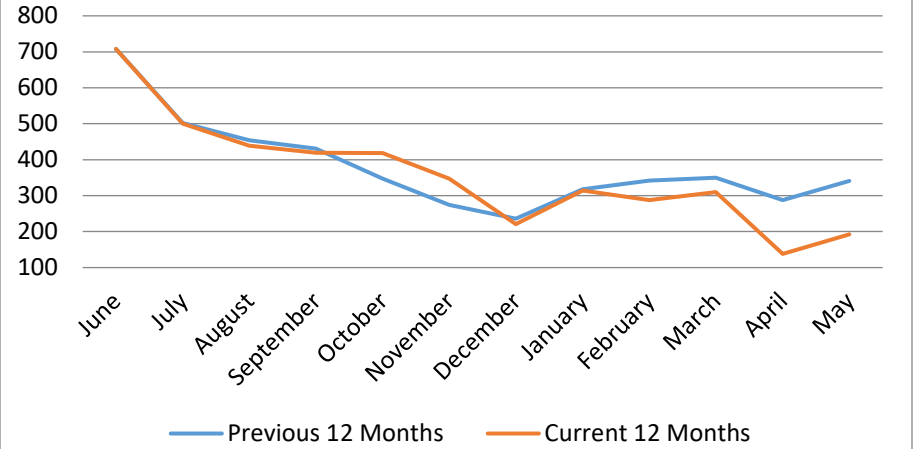
Reference Questions
1,304 ↓ -92%
 16,266 last year

Chat sessions
938 ↑ 131.60%
 405 last year

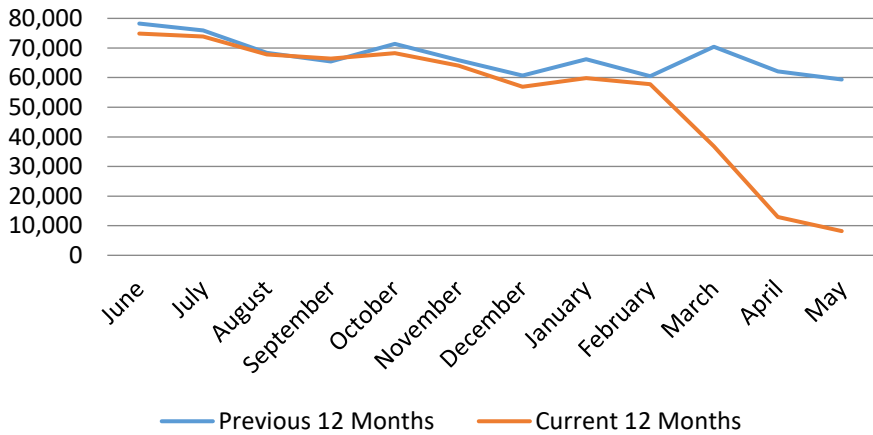
Adult Circulation



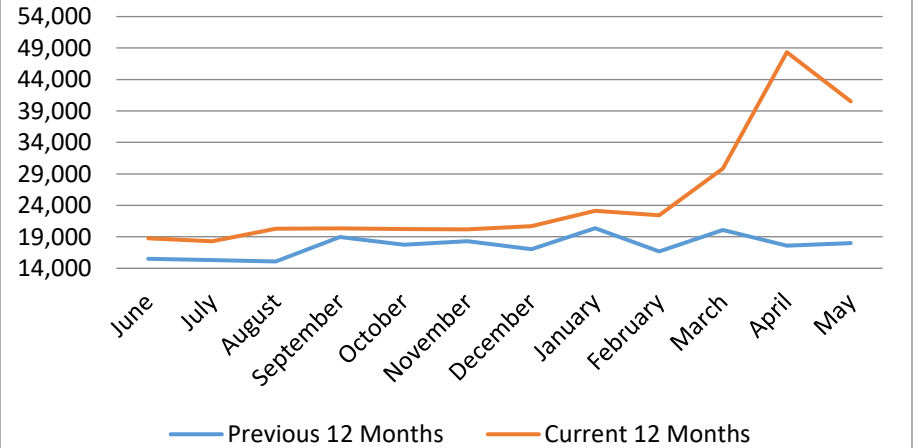
Resident Library Cards Issued



Children's Circulation

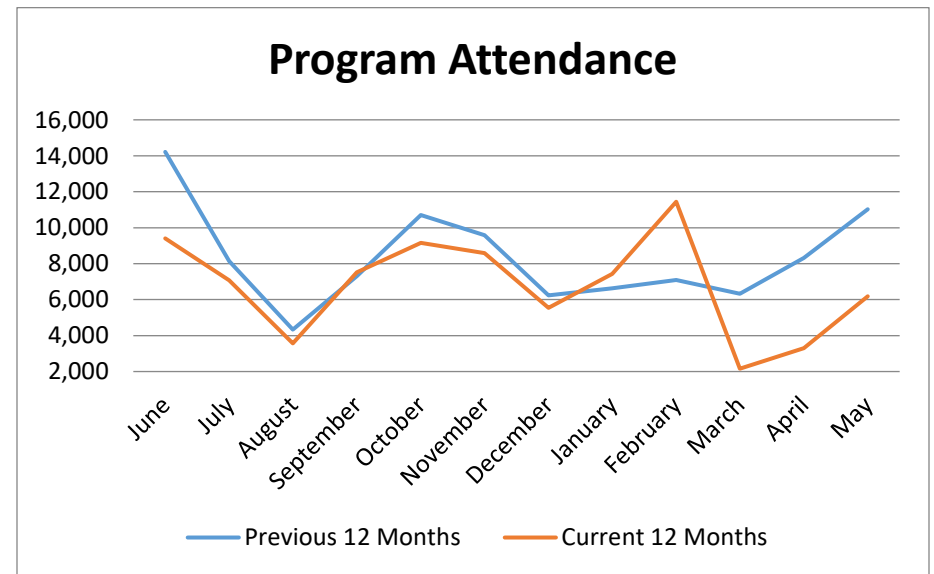
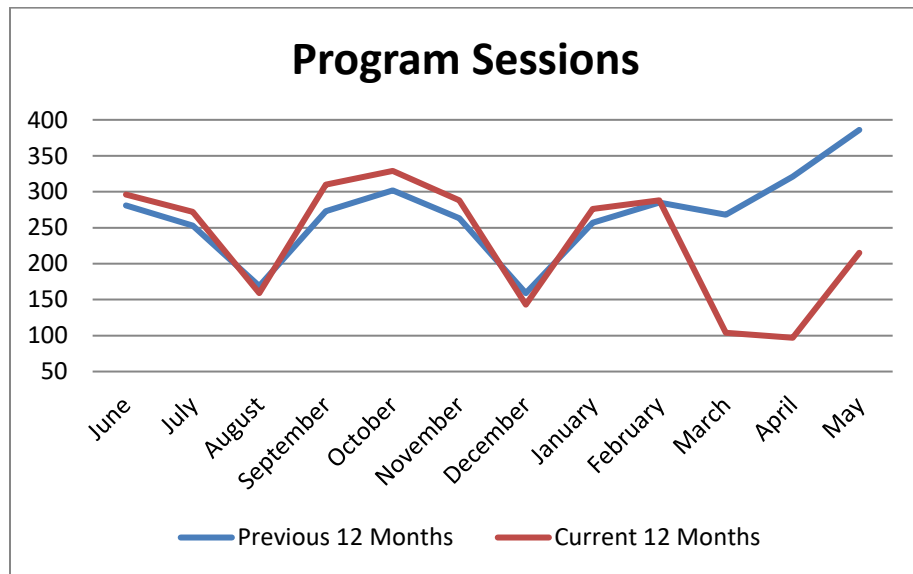


Downloadables Circulation

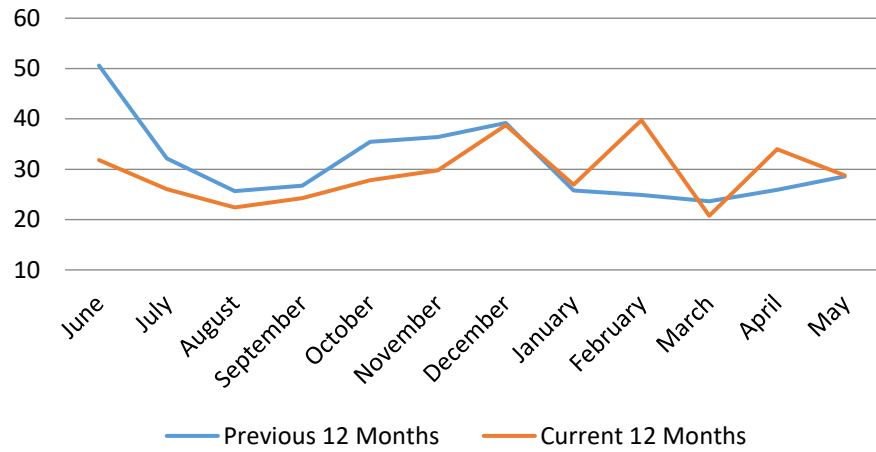


Notes Relating to Circulation

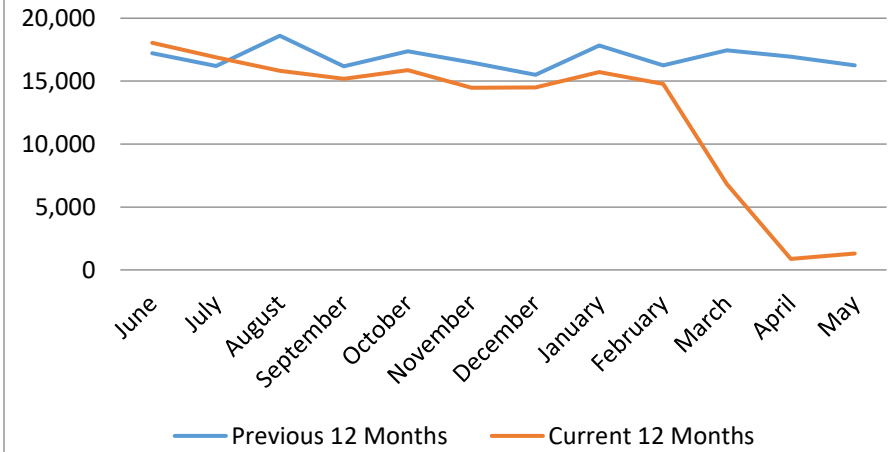
- ESL team successfully hosted 28 programs with 210 participants. To compare to May 2019, we had 30 programs and 154 participants.
- Electronic checkouts are up 125% for the month, with 40,507 total eCheckouts. These eCheckouts represent 96.6% of all checkouts in May.
- This month, 192 residents signed up for library cards via our online registration. With 62,110 Arlington Heights residents holding library cards, this is an increase of 7.4% over last year and represents 83% of our community.



Attendance Per Program



Reference Questions (Library Wide)



Website Visits

