

**BOARD OF LIBRARY TRUSTEES**

**TUESDAY, AUGUST 18, 2020**

**7:00 P.M.**

**(Note Time Change)**

**HENDRICKSON ROOM**

**- AGENDA -**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. LIAISON REPORTS
  - FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY
  - ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION
- V. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 21, 2020 (Action Item 1)
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2020 (Item 2)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 31, 2020 (Action Item 3)
- VIII. EXECUTIVE DIRECTOR'S REPORT

IX. OLD BUSINESS

- ADOPTION OF 2021 PERSONAL SERVICES BUDGET TARGET  
(Action Item 4)

Adoption of personal services budget target used in the preparation of the 2021 budget

X. NEW BUSINESS

- RESOLUTION HONORING THE SERVICE OF MARIANTHI  
THANOPOULOS (Action Item 5)

Resolution honoring the service of Trustee Marianthi Thanopoulos

- STAFF PRESENTATION ON HOW THE LIBRARY  
RESPONDED TO COVID-19 (Item 6)

Presentation about how staff responded to having to shut the library doors but still being highly motivated to serve the community

- STAFF PRESENTATION ON 2020 ONE BOOK, ONE VILLAGE  
PROMOTIONAL PLAN AND RELATED PROGRAMMING (Item 7)

Staff will give an update on the library's annual One Book, One Village community read and share highlights of some of the exciting programs happening this fall

XI. OTHER

- 2020 ILLINOIS LIBRARY ASSOCIATION ANNUAL  
CONFERENCE OCTOBER 20-22, 2020

The Illinois Library Association Annual Conference will be virtual  
October 20-22

XII. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (3)  
THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE

XIII. ITEM(S) FROM CLOSED SESSION FOR ACTION

XIV. ADJOURNMENT

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

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

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

07.20.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Hendrickson Room of the Arlington Heights Memorial Library on Tuesday July 21, 2020, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Thanopoulos

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Martha Trotter, Sikich, LLP; Melissa Cayer, Resident; Lisa Slankard, Resident.

07.20.03 There was no **PUBLIC COMMENT**.

07.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends have reaffirmed their commitment to the makerspace. The August book sale is canceled due to COVID-19 safety concerns. A book sale was held in the underground parking garage on July 11 was well-received and raised \$1,451. The Friends are planning another book sale in the garage mid-August. They generously provided more books for the Little Free Libraries throughout the community.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – There was no report from the Foundation.

07.20.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 16, 2020 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

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

07.20.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2020 (Item 3)** – Ms. Ekl reported with 50% of the fiscal year lapsed, 45% of the annual operating budget and 7% of the annual capital project budget have been expensed and 52% of the annual tax revenue budget has been received. The library received grant funding in the amount of \$750 from District 214. The grant helps fund the library's Kids'

Worlds staff involvement with monthly workshops and presentations at the library, as well as storytimes at the Women’s & Children’s Center in Arlington Heights. The library received \$150 from Cook County for the library’s participation as a polling place.

- 07.20.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2020 (Action Item 4)** – Ms. Ekl provided information in response to trustees’ questions about individual expenditures.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER FOR JUNE 30, 2020, IN THE AMOUNT OF \$1,050,731.72.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 07.20.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted magician and illusionist Jeanette Andrews, who joined the library as our third artist in residence and first to offer a slate of virtual experiences; for a second year, Youth Services staff assembled 1,300 craft kits to contribute to District 25’s weekly food distribution at Thomas Middle School; there were 32 ESL programs with 227 participants in the month of June, including the return of Ingles para Hispanohablantes (English for Spanish Speakers) that included a movie discussion for the first time; Illinois Phase 4 led to a quick turnaround from curbside services to an open building, with staff from all departments of the library collaborating to make it a success; curbside in June saw 6,255 cars come through to pick up holds, on the busiest day 543 cars stopped by in the six hours we were open, which averages to 91 cars per hour; in preparation for the library’s reopening, Acquisitions Assistant Barb Weber added over 2,150 magazine issues for our customers; by the end of June, staff had fulfilled over 11,000 holds and checked in almost 41,000 items; library delivery services resumed on June 16 with 31 contactless deliveries; senior customers with visual or cognitive impairments used the new Zoom call-out feature where staff can call the customer to join us; bookmobile service restarted in June and became a hold pick-up location in the community; book drops at Camelot and Frontier parks reopened; staff continued deliveries to the local Little Free Libraries; eighty-seven percent of the *Hot Picks* collection was checked out within the first week of reopening; Dann & Raymond’s Movie Club virtual-version continued with 120 people attending *Greatest Screen Villains*; the 2020 Summer Reading Challenge launched and is accessible online through *Beanstack*; the library was awarded the “Grow with Google” grant of \$2,000; virtual resource usage saw an increase in June; there was high-engagement with Facebook and email campaigns; Programs and Exhibits Specialist and librarian Megan Young was selected to serve on the *Illinois Library Association (ILA) Diversity Committee*; and Makerspace Branch Assistant Manager Chris Krueger attended a 3-day long *Manager Boot Camp*.

- 07.20.10 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 5)** – A representative from Williams Architects presented an update on the progress of the makerspace building project at 112 North Belmont Avenue, including progress on bidding and potential changes in the

sanitary sewer system to accommodate the kitchen grease trap. Staff and the architects are working with the Village of Arlington Heights towards a solution.

- **LIBRARY STAFFING AND CUSTOMER SERVICE CHANGES DUE TO COVID-19 (Item 6)** – Mr. Driskell provided an informational update regarding the reopening of the library building to the public on June 26, 2020 in addition to providing a tentative plan to modify staffing and services in the event that our region rolls back to Phase 3.

- **2021 BUDGET TARGETS (Action Item 7)** – The board discussed and adopted the 2021 Budget Targets, with the exception for budgeted personal services, with updated information to be provided as it becomes available.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2021 BUDGET TARGETS, WITH THE EXCEPTION FOR BUDGETED PERSONAL SERVICES, WITH UPDATED INFORMATION TO BE PROVIDED AS IT BECOMES AVAILABLE.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

#### 07.20.11 NEW BUSINESS

- **REVIEW AND ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 8)** – President Zyck invited Ms. Trotter to join the table. Ms. Trotter provided a review of the annual financial report. The opinion of the auditor is that the library's financial statements present fairly, in all material respects, the financial position of the library. The board commented on the library's legal claim to personal property replacement tax revenue received by the Village of Arlington Heights.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2019.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **REVIEW OF 2019 BUDGET VERSUS ACTUAL (Item 9)** – Ms. Ekl presented a review of the final 2019 actual results noting significant variances from the 2019 budget.

#### 07.20.12 OTHER

- Trustee Smart shared the Arlington Heights Park District's position to purchase the Grandt Shell Station property on Northwest Highway to be used as open space in the community.

- Mr. Driskell shared the 2020 One Book, One Village book title will be released to the public in August. There will be a virtual author event on November 12.

- Mr. Driskell shared recent issues with the library's air conditioner unit and consideration to replace components or the entire unit to make it through the season.
- Mr. Driskell shared he will be out of the office July 22-29.

07.20.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES AND WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Smart seconded. All were in favor and the motion carried. The board went into closed session at 8:56 p.m.

The board returned to open session at 9:05 p.m.

Trustee Smart moved **TO RELEASE THE CLOSED SESSION WRITTEN MINUTES AND TO DESTROY THE CLOSED SESSION AUDIO RECORDINGS FROM AUGUST 6, 2018; AUGUST 20, 2018; SEPTEMBER 6, 2018; SEPTEMBER 24, 2018; OCTOBER 1, 2018; OCTOBER 16, 2018; NOVEMBER 8, 2018; NOVEMBER 9, 2018; DECEMBER 18, 2018; AND JANUARY 15, 2019.** Trustee Tangney seconded. All were in favor and the motion carried.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JULY 13, 2020.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

Trustee Supplitt moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JULY 21, 2020.** Trustee Smart seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:08 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder

Village of Arlington Heights  
 REVENUE REPORT  
 58% OF YEAR LAPSED

ITEM 2

ACCOUNTING PERIOD 07/2020

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	87,834	147,894.70	168	614,838	703,628.76	114	1,054,012	350,383.24
04 00	Real Estate Tax FICA	53,782	90,558.54	168	376,474	430,844.32	114	645,390	214,545.68
05 00	Real Estate Tax	1,057,687	1,780,924.92	168	7,403,809	8,472,987.89	114	12,692,247	4,219,259.11
401 **	Real Estate Taxes	1,199,303	2,019,378.16	168	8,395,121	9,607,460.97	114	14,391,649	4,784,188.03
400 ***	Taxes	1,199,303	2,019,378.16	168	8,395,121	9,607,460.97	114	14,391,649	4,784,188.03
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		35,000	93,876.25	268	60,000	33,876.25-
70 00	Other Grants	41	2,000.00	4878	287	2,000.00	697	500	1,500.00-
90 00	Contribution Ord. Library	46	58,178.98	6476	322	61,589.46	9127	562	61,027.46-
411 **	Intergovernmental	5,087	60,178.98	1183	35,609	157,465.71	442	61,062	96,403.71-
410 ***	Intergovernmental Revenue	5,087	60,178.98	1183	35,609	157,465.71	442	61,062	96,403.71-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		1,456	221.00	15	2,500	2,279.00
74 00	Copier/Reader Printer Fee	3,834	2,354.02	61	26,838	13,427.75	50	46,009	32,581.25
75 00	Meeting Room Fees	250	.00		1,750	445.00	25	3,000	2,555.00
436 **	Library Fees	4,292	2,354.02	55	30,044	14,093.75	47	51,509	37,415.25
430 ***	Fees	4,292	2,354.02	55	30,044	14,093.75	47	51,509	37,415.25
440	Fines								
442	Library								
20 00	Late Charges	8,329	2,702.58	32	58,303	24,723.49	42	99,959	75,235.51
25 00	Lost/Damaged Item Charges	1,416	504.15	36	9,912	5,000.30	50	17,000	11,999.70
442 **	Library	9,745	3,206.73	33	68,215	29,723.79	44	116,959	87,235.21
440 ***	Fines	9,745	3,206.73	33	68,215	29,723.79	44	116,959	87,235.21
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	6,699	100.55	2	46,893	38,713.59-	83	80,395	119,108.59
461 **	Simple Interest	6,699	100.55	2	46,893	38,713.59-	83	80,395	119,108.59
462	Investment Income								
10 00	Market Value Adjustments	833	.00		5,831	97.19	2	10,000	9,902.81
462 **	Investment Income	833	.00		5,831	97.19	2	10,000	9,902.81



Village of Arlington Heights  
 REVENUE REPORT  
 58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2020

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	7,532	100.55	1	52,724	38,616.40-	73	90,395	129,011.40
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		29,162	.00		50,000	50,000.00
481	** Special Events	4,166	.00		29,162	.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	1,487.00	119	8,750	2,672.43	31	15,000	12,327.57
483	** Donations	1,250	1,487.00	119	8,750	2,672.43	31	15,000	12,327.57
489	Other								
90 00	Other Income	416	201.26	48	2,912	14,264.40	490	5,000	9,264.40-
94 00	FOL Reimbursements	8,750	3,776.10	43	61,250	10,953.78	18	105,000	94,046.22
489	** Other	9,166	3,977.36	43	64,162	25,218.18	39	110,000	84,781.82
480	*** Other	14,582	5,464.36	38	102,074	27,890.61	27	175,000	147,109.39
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	2,090,682.80	169	8,683,787	9,798,018.43	113	14,886,574	5,088,555.57

Village of Arlington Heights  
 REVENUE REPORT  
 58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2020

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	.00		40,831	40,221.60	99	70,000	29,778.40
461	** Simple Interest	5,833	.00		40,831	40,221.60	99	70,000	29,778.40
462	Investment Income								
10 00	Market Value Adjustments	0	.00		0	4,128.96		0	4,128.96-
462	** Investment Income	0	.00		0	4,128.96		0	4,128.96-
460	*** Interest Income	5,833	.00		40,831	44,350.56	109	70,000	25,649.44
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL	Capital Projects-Library	5,833	.00		40,831	44,350.56	109	70,000	25,649.44

PREPARED 08/14/2020, 10:34:54  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
58% OF YEAR LAPSED

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REPORT SELECTIONS

Fiscal year . . . . . : 2020  
Fund . . . . . : 291  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****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	39725.19	135	205751	212911.46	104	.00	352726	139814.54	60
	16 92	Achievement Awards	333	.00	0	2331	500.00	22	.00	4000	3500.00	13
	16 **	Library Personal Services	29726	39725.19	134	208082	213411.46	103	.00	356726	143314.54	60
	18	Other Personal Services										
	18 05	Overtime Civilian	83	2.89	4	581	989.61	170	.00	1000	10.39	99
	18 **	Other Personal Services	83	2.89	4	581	989.61	170	.00	1000	10.39	99
	19	Employee Benefits										
	19 05	Medical Insurance	7765	7765.17	100	54355	54356.19	100	.00	93182	38825.81	58
	19 10	IMRF	3768	5021.63	133	26376	27037.11	103	.00	45217	18179.89	60
	19 11	Social Security	1848	2431.61	132	12936	13050.40	101	.00	22179	9128.60	59
	19 12	Medicare	432	568.67	132	3024	3052.08	101	.00	5187	2134.92	59
	19 53	Flexible Spending	134	161.50	121	938	1325.75	141	.00	1610	284.25	82
	19 55	Unemployment Compensation	536	.00	0	3752	.00	0	.00	6432	6432.00	0
	19 **	Employee Benefits	14483	15948.58	110	101381	98821.53	98	.00	173807	74985.47	57
	20	Prof Technical Services										
	20 05	Professional Services	875	.00	0	6125	1200.00	20	.00	10500	9300.00	11
	20 08	Consulting Services	166	.00	0	1162	.00	0	.00	2000	2000.00	0
	20 20	Legal Services	1333	3712.50	279	9331	9225.00	99	.00	16000	6775.00	58
	20 40	General Insurance	10641	.00	0	74487	120958.00	162	.00	127700	6742.00	95
	20 **	Prof Technical Services	13015	3712.50	29	91105	131383.00	144	.00	156200	24817.00	84
	21	Property Services										
	21 65	Other Services	250	.00	0	1750	649.39	37	.00	3000	2350.61	22
	21 **	Property Services	250	.00	0	1750	649.39	37	.00	3000	2350.61	22
	22	Other Contractual Service										
	22 01	Advertising	50	164.70	329	350	318.60	91	.00	600	281.40	53
	22 02	Dues	556	244.00	44	3892	1457.00	37	.00	6675	5218.00	22
	22 03	Training	10310	735.00	7	72170	40667.49	56	.00	123722	83054.51	33
	22 05	Postage	4245	2900.00	68	29715	20766.71	70	.00	50945	30178.29	41
	22 70	Telephone Services	7214	9502.98	132	50498	56437.41	112	.00	86569	30131.59	65
	22 **	Other Contractual Service	22375	13546.68	61	156625	119647.21	76	.00	268511	148863.79	45
	30	General Supplies										
	30 05	Office Supplies & Equip	738	78.24	11	5166	3396.66	66	.00	8858	5461.34	38
	30 **	General Supplies	738	78.24	11	5166	3396.66	66	.00	8858	5461.34	38
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	208	.00	0	1456	1985.53	136	.00	2500	514.47	79
	31 **	Public Works Supplies	208	.00	0	1456	1985.53	136	.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	700	.00	0	.00	1200	1200.00	0
	32 72	Special Events	70	.00	0	490	.00	0	.00	850	850.00	0
	32 **	Library Supplies	170	.00	0	1190	.00	0	.00	2050	2050.00	0
	40	Other Charges										
	40 96	Operating Contingency	416	175.30	42	2912	3799.40	131	.00	5000	1200.60	76
	40 **	Other Charges	416	175.30	42	2912	3799.40	131	.00	5000	1200.60	76
	50	Property										
	50 15	Other Equipment	2233	.00	0	15631	5176.32	33	.00	26800	21623.68	19
	50 **	Property	2233	.00	0	15631	5176.32	33	.00	26800	21623.68	19
601	** **	Library	83697	73189.38	87	585879	579260.11	99	.00	1004452	425191.89	58
60	** **	Culture/Recreation	83697	73189.38	87	585879	579260.11	99	.00	1004452	425191.89	58
DIV	6001	TOTAL ***** Administration	83697	73189.38	87	585879	579260.11	99	.00	1004452	425191.89	58



PREPARED 08/14/2020, 10:34:54  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 58% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	67375	69897.65	104	471625	408749.68	87	.00	808558	399808.32	51

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources								
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	13996	19523.55	140	97972	104166.10	106	167952	63785.90	62
	16 **	Library Personal Services	13996	19523.55	140	97972	104166.10	106	167952	63785.90	62
	18	Other Personal Services									
	18 05	Overtime Civilian	25	.76	3	175	40.73	23	300	259.27	14
	18 **	Other Personal Services	25	.76	3	175	40.73	23	300	259.27	14
	19	Employee Benefits									
	19 05	Medical Insurance	3854	3854.75	100	26978	26983.25	100	46257	19273.75	58
	19 10	IMRF	1772	2467.87	139	12404	13171.71	106	21267	8095.29	62
	19 11	Social Security	869	1130.14	130	6083	5972.77	98	10432	4459.23	57
	19 12	Medicare	203	264.31	130	1421	1396.86	98	2440	1043.14	57
	19 50	Employee Asst. Program	500	.00	0	3500	5835.84	167	6000	164.16	97
	19 **	Employee Benefits	7198	7717.07	107	50386	53360.43	106	86396	33035.57	62
	21	Property Services									
	21 65	Other Services	825	45.00	6	5775	1972.98	34	9900	7927.02	20
	21 **	Property Services	825	45.00	6	5775	1972.98	34	9900	7927.02	20
	22	Other Contractual Service									
	22 01	Advertising	108	.00	0	756	95.00	13	1300	1205.00	7
	22 02	Dues	266	250.00	94	1862	2839.00	153	3200	361.00	89
	22 03	Training	108	191.20-	177-	756	536.16	71	1300	763.84	41
	22 55	In Service Training	835	.00	0	5845	7312.19	125	10020	2707.81	73
	22 **	Other Contractual Service	1317	58.80	5	9219	10782.35	117	15820	5037.65	68
	32	Library Supplies									
	32 01	Program Supplies	33	.00	0	231	56.82	25	400	343.18	14
	32 **	Library Supplies	33	.00	0	231	56.82	25	400	343.18	14
	40	Other Charges									
	40 62	Tuition Reimbursement	2083	1958.25	94	14581	16493.80	113	25000	8506.20	66
	40 70	Employee Recognition Prog	1612	398.42	25	11284	1602.83	14	19350	17747.17	8
	40 **	Other Charges	3695	2356.67	64	25865	18096.63	70	44350	26253.37	41
601	** **	Library	27089	29701.85	110	189623	188476.04	99	325118	136641.96	58
60	** **	Culture/Recreation	27089	29701.85	110	189623	188476.04	99	325118	136641.96	58
DIV	6003	TOTAL ***** Human Resources	27089	29701.85	110	189623	188476.04	99	325118	136641.96	58



FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	20	Prof Technical Services										
	20 05	Professional Services	0	.00	0	0	219.00	0	.00	0	219.00-	0
	20 **	Prof Technical Services	0	.00	0	0	219.00	0	.00	0	219.00-	0
	21	Property Services										
	21 65	Other Services	416	1119.97	269	2912	4129.76	142	.00	5000	870.24	83
	21 **	Property Services	416	1119.97	269	2912	4129.76	142	.00	5000	870.24	83
	22	Other Contractual Service										
	22 02	Dues	0	.00	0	0	346.00	0	.00	0	346.00-	0
	22 03	Training	0	.00	0	0	402.80	0	.00	0	402.80-	0
	22 18	Contr Programs & Exhibits	2083	1400.00	67	14581	26186.00	180	.00	25000	1186.00-	105
	22 **	Other Contractual Service	2083	1400.00	67	14581	26934.80	185	.00	25000	1934.80-	108
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	166	.00	0	1162	247.19	21	.00	2000	1752.81	12
	31 **	Public Works Supplies	166	.00	0	1162	247.19	21	.00	2000	1752.81	12
	32	Library Supplies										
	32 01	Program Supplies	208	.00	0	1456	229.77	16	.00	2500	2270.23	9
	32 02	Program Events	208	.00	0	1456	.00	0	.00	2500	2500.00	0
	32 32	Software	41	.00	0	287	.00	0	.00	500	500.00	0
	32 72	Special Events	833	.00	0	5831	3759.62	65	.00	10000	6240.38	38
	32 75	Audio Visual	41	.00	0	287	.00	0	.00	500	500.00	0
	32 78	Electronic Resources	125	.00	0	875	.00	0	.00	1500	1500.00	0
	32 80	Books	416	604.00	145	2912	721.63	25	.00	5000	4278.37	14
	32 **	Library Supplies	1872	604.00	32	13104	4711.02	36	.00	22500	17788.98	21
	50	Property										
	50 15	Other Equipment	5645	388.00	7	39515	388.00	1	.00	67750	67362.00	1
	50 55	Other Capital Outlay	16	.00	0	112	.00	0	.00	200	200.00	0
	50 **	Property	5661	388.00	7	39627	388.00	1	.00	67950	67562.00	1
601	** **	Library	10198	3511.97	34	71386	36629.77	51	.00	122450	85820.23	30
60	** **	Culture/Recreation	10198	3511.97	34	71386	36629.77	51	.00	122450	85820.23	30
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	10198	3511.97	34	71386	36629.77	51	.00	122450	85820.23	30

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	25974.00	138	131915	138235.66	105	.00	226147	87911.34	61
	16 **	Library Personal Services	18845	25974.00	138	131915	138235.66	105	.00	226147	87911.34	61
	18	Other Personal Services										
	18 05	Overtime Civilian	25	.00	0	175	28.47	16	.00	300	271.53	10
	18 **	Other Personal Services	25	.00	0	175	28.47	16	.00	300	271.53	10
	19	Employee Benefits										
	19 05	Medical Insurance	5506	5506.83	100	38542	38547.81	100	.00	66082	27534.19	58
	19 10	IMRF	2385	3283.14	138	16695	17476.68	105	.00	28623	11146.32	61
	19 11	Social Security	1170	1549.56	132	8190	8162.40	100	.00	14040	5877.60	58
	19 12	Medicare	273	362.38	133	1911	1908.86	100	.00	3283	1374.14	58
	19 **	Employee Benefits	9334	10701.91	115	65338	66095.75	101	.00	112028	45932.25	59
	20	Prof Technical Services										
	20 05	Professional Services	475	.00	0	3325	.00	0	.00	5700	5700.00	0
	20 **	Prof Technical Services	475	.00	0	3325	.00	0	.00	5700	5700.00	0
	21	Property Services										
	21 36	Equipment Rental	110	.00	0	770	738.45	96	.00	1326	587.55	56
	21 65	Other Services	515	476.95	93	3605	2596.07	72	.00	6189	3592.93	42
	21 **	Property Services	625	476.95	76	4375	3334.52	76	.00	7515	4180.48	44
	22	Other Contractual Service										
	22 02	Dues	68	273.00	402	476	673.00	141	.00	825	152.00	82
	22 03	Training	100	.00	0	700	63.10	9	.00	1200	1136.90	5
	22 25	IT/GIS Service Charge	2196	2158.33	98	15372	15108.31	98	.00	26355	11246.69	57
	22 **	Other Contractual Service	2364	2431.33	103	16548	15844.41	96	.00	28380	12535.59	56
601	** **	Library	31668	39584.19	125	221676	223538.81	101	.00	380070	156531.19	59
60	** **	Culture/Recreation	31668	39584.19	125	221676	223538.81	101	.00	380070	156531.19	59
DIV	6008	TOTAL ***** Finance	31668	39584.19	125	221676	223538.81	101	.00	380070	156531.19	59

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	57927	70434.95	122	405489	392492.35	97	.00	695135	302642.65	57
16	**	Library Personal Services	57927	70434.95	122	405489	392492.35	97	.00	695135	302642.65	57
18		Other Personal Services										
18	05	Overtime Civilian	20	7.80	39	140	124.98	89	.00	250	125.02	50
18	**	Other Personal Services	20	7.80	39	140	124.98	89	.00	250	125.02	50
19		Employee Benefits										
19	05	Medical Insurance	12359	12359.25	100	86513	86514.75	100	.00	148311	61796.25	58
19	10	IMRF	7324	8663.77	118	51268	47615.44	93	.00	87897	40281.56	54
19	11	Social Security	3592	4245.48	118	25144	23482.97	93	.00	43114	19631.03	55
19	12	Medicare	840	992.88	118	5880	5491.97	93	.00	10083	4591.03	55
19	**	Employee Benefits	24115	26261.38	109	168805	163105.13	97	.00	289405	126299.87	56
20		Prof Technical Services										
20	05	Professional Services	585	54.10	9	4095	1481.66	36	.00	7022	5540.34	21
20	08	Consulting Services	378	731.25	194	2646	1446.25	55	.00	4545	3098.75	32
20	**	Prof Technical Services	963	785.35	82	6741	2927.91	43	.00	11567	8639.09	25
21		Property Services										
21	02	Equipment Maintenance	13451	3337.07	25	94157	144547.18	154	.00	161423	16875.82	90
21	**	Property Services	13451	3337.07	25	94157	144547.18	154	.00	161423	16875.82	90
22		Other Contractual Service										
22	03	Training	537	.00	0	3759	50.00	1	.00	6450	6400.00	1
22	42	Internet Access	3487	2263.72	65	24409	15020.17	62	.00	41846	26825.83	36
22	**	Other Contractual Service	4024	2263.72	56	28168	15070.17	54	.00	48296	33225.83	31
30		General Supplies										
30	05	Office Supplies & Equip	31	313.08-1010-		217	692.35	319	.00	375	317.35-	185
30	30	Data System Supplies	2100	979.27	47	14700	10809.54	74	.00	25204	14394.46	43
30	32	Software Library	13466	9757.30	73	94262	97997.62	104	.00	161602	63604.38	61
30	33	Documentation Library	8	.00	0	56	.00	0	.00	100	100.00	0
30	**	General Supplies	15605	10423.49	67	109235	109499.51	100	.00	187281	77781.49	59
31		Public Works Supplies										
31	85	Small Tools and Equipment	1296	1776.98	137	9072	7504.90	83	.00	15556	8051.10	48
31	**	Public Works Supplies	1296	1776.98	137	9072	7504.90	83	.00	15556	8051.10	48
32		Library Supplies										
32	05	Processing Supplies	25	223.97	896	175	223.97	128	.00	300	76.03	75
32	32	Software	1115	.00	0	7805	5241.93	67	.00	13387	8145.07	39
32	**	Library Supplies	1140	223.97	20	7980	5465.90	69	.00	13687	8221.10	40

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	12 Computer Equipment	2845	3676.30	129	19915	8353.41	42	.00	34140	25786.59	25
	50	** Property	2845	3676.30	129	19915	8353.41	42	.00	34140	25786.59	25
601	**	** Library	121386	119191.01	98	849702	849091.44	100	.00	1456740	607648.56	58
60	**	** Culture/Recreation	121386	119191.01	98	849702	849091.44	100	.00	1456740	607648.56	58
DIV	6010	TOTAL *****										
		Information Technology	121386	119191.01	98	849702	849091.44	100	.00	1456740	607648.56	58

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16	85 Salaries	22342	28825.98	129	156394	162235.78	104	.00	268106	105870.22	61
	16	** Library Personal Services	22342	28825.98	129	156394	162235.78	104	.00	268106	105870.22	61
	18	Other Personal Services										
	18	05 Overtime Civilian	166	12.87	8	1162	884.46	76	.00	2000	1115.54	44
	18	** Other Personal Services	166	12.87	8	1162	884.46	76	.00	2000	1115.54	44
	19	Employee Benefits										
	19	05 Medical Insurance	6669	6669.25	100	46683	46684.75	100	.00	80031	33346.25	58
	19	10 IMRF	2845	3375.15	119	19915	18718.30	94	.00	34141	15422.70	55
	19	11 Social Security	1395	1703.36	122	9765	9557.04	98	.00	16747	7189.96	57
	19	12 Medicare	326	398.38	122	2282	2235.21	98	.00	3917	1681.79	57
	19	** Employee Benefits	11235	12146.14	108	78645	77195.30	98	.00	134836	57640.70	57
	22	Other Contractual Service										
	22	03 Training	41	.00	0	287	.00	0	.00	500	500.00	0
	22	** Other Contractual Service	41	.00	0	287	.00	0	.00	500	500.00	0
	30	General Supplies										
	30	05 Office Supplies & Equip	36	.00	0	252	.00	0	.00	435	435.00	0
	30	** General Supplies	36	.00	0	252	.00	0	.00	435	435.00	0
601	**	** Library	33820	40984.99	121	236740	240315.54	102	.00	405877	165561.46	59
60	**	** Culture/Recreation	33820	40984.99	121	236740	240315.54	102	.00	405877	165561.46	59
DIV	6015	TOTAL ***** Security	33820	40984.99	121	236740	240315.54	102	.00	405877	165561.46	59



PREPARED 08/14/2020, 10:34:54  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 58% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	464437	470160.28	101	3251059	3080430.51	95	.00	5573788	2493357.49	55

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT	
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16	85 Salaries	80096	104819.03	131	560672	569733.58	102	.00	961159	391425.42 59	
	16	** Library Personal Services	80096	104819.03	131	560672	569733.58	102	.00	961159	391425.42 59	
	18	Other Personal Services										
	18	05 Overtime Civilian	166	.00	0	1162	.00	0	.00	2000	2000.00 0	
	18	** Other Personal Services	166	.00	0	1162	.00	0	.00	2000	2000.00 0	
	19	Employee Benefits										
	19	05 Medical Insurance	10249	10249.75	100	71743	71748.25	100	.00	122997	51248.75 58	
	19	10 IMRF	10145	12556.18	124	71015	67365.39	95	.00	121743	54377.61 55	
	19	11 Social Security	4976	6344.45	128	34832	34392.37	99	.00	59716	25323.63 58	
	19	12 Medicare	1163	1483.75	128	8141	8043.19	99	.00	13966	5922.81 58	
	19	** Employee Benefits	26533	30634.13	116	185731	181549.20	98	.00	318422	136872.80 57	
	22	Other Contractual Service										
	22	02 Dues	373	1327.00	356	2611	2051.00	79	.00	4478	2427.00 46	
	22	03 Training	331	55.00	17	2317	570.49	25	.00	3979	3408.51 14	
	22	18 Contr Programs & Exhibits	1581	250.00	16	11067	5756.16	52	.00	18980	13223.84 30	
	22	** Other Contractual Service	2285	1632.00	71	15995	8377.65	52	.00	27437	19059.35 31	
	30	General Supplies										
	30	05 Office Supplies & Equip	203	80.61	40	1421	440.65	31	.00	2438	1997.35 18	
	30	** General Supplies	203	80.61	40	1421	440.65	31	.00	2438	1997.35 18	
	32	Library Supplies										
	32	01 Program Supplies	912	495.55	54	6384	1521.34	24	.00	10948	9426.66 14	
	32	02 Program Events	3245	1598.72	49	22715	4620.10	20	.00	38950	34329.90 12	
	32	90 Circulation Supplies	373	171.00	46	2611	329.53	13	.00	4477	4147.47 7	
	32	** Library Supplies	4530	2265.27	50	31710	6470.97	20	.00	54375	47904.03 12	
601	**	** Library	113813	139431.04	123	796691	766572.05	96	.00	1365831	599258.95 56	
60	**	** Culture/Recreation	113813	139431.04	123	796691	766572.05	96	.00	1365831	599258.95 56	
DIV	6401	TOTAL ***** Youth Services	113813	139431.04	123	796691	766572.05	96	.00	1365831	599258.95 56	



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

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16	85 Salaries	92374	121092.52	131	646618	635756.36	98	.00	1108499	472742.64	57
	16	** Library Personal Services	92374	121092.52	131	646618	635756.36	98	.00	1108499	472742.64	57
	18	Other Personal Services										
	18	05 Overtime Civilian	83	71.68	86	581	277.68	48	.00	1000	722.32	28
	18	** Other Personal Services	83	71.68	86	581	277.68	48	.00	1000	722.32	28
	19	Employee Benefits										
	19	05 Medical Insurance	12778	12778.92	100	89446	89452.44	100	.00	153347	63894.56	58
	19	10 IMRF	11686	13507.42	116	81802	70046.82	86	.00	140241	70194.18	50
	19	11 Social Security	5732	7313.72	128	40124	38401.52	96	.00	68789	30387.48	56
	19	12 Medicare	1340	1710.44	128	9380	8980.79	96	.00	16088	7107.21	56
	19	** Employee Benefits	31536	35310.50	112	220752	206881.57	94	.00	378465	171583.43	55
	22	Other Contractual Service										
	22	02 Dues	208	200.00	96	1456	810.00	56	.00	2500	1690.00	32
	22	03 Training	275	265.00	96	1925	549.47	29	.00	3300	2750.53	17
	22	18 Contr Programs & Exhibits	480	30.00	6	3360	870.00	26	.00	5760	4890.00	15
	22	** Other Contractual Service	963	495.00	51	6741	2229.47	33	.00	11560	9330.53	19
	30	General Supplies										
	30	05 Office Supplies & Equip	157	190.91	122	1099	557.63	51	.00	1888	1330.37	30
	30	** General Supplies	157	190.91	122	1099	557.63	51	.00	1888	1330.37	30
	32	Library Supplies										
	32	01 Program Supplies	162	.00	0	1134	106.18	9	.00	1950	1843.82	5
	32	90 Circulation Supplies	174	25.56	15	1218	560.13	46	.00	2095	1534.87	27
	32	** Library Supplies	336	25.56	8	2352	666.31	28	.00	4045	3378.69	17
601	**	** Library	125449	157186.17	125	878143	846369.02	96	.00	1505457	659087.98	56
60	**	** Culture/Recreation	125449	157186.17	125	878143	846369.02	96	.00	1505457	659087.98	56
DIV	6410	TOTAL ***** Info Services	125449	157186.17	125	878143	846369.02	96	.00	1505457	659087.98	56

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	118818	148075.34	125	831726	798558.84	96	.00	1425818	627259.16	56
	16 **	Library Personal Services	118818	148075.34	125	831726	798558.84	96	.00	1425818	627259.16	56
	18	Other Personal Services										
	18 05	Overtime Civilian	83	9.90	12	581	43.35	8	.00	1000	956.65	4
	18 **	Other Personal Services	83	9.90	12	581	43.35	8	.00	1000	956.65	4
	19	Employee Benefits										
	19 05	Medical Insurance	10071	10071.08	100	70497	70497.56	100	.00	120853	50355.44	58
	19 10	IMRF	15029	14992.86	100	105203	80258.33	76	.00	180350	100091.67	45
	19 11	Social Security	7371	9059.21	123	51597	48754.92	95	.00	88462	39707.08	55
	19 12	Medicare	1724	2118.66	123	12068	11402.07	95	.00	20689	9286.93	55
	19 **	Employee Benefits	34195	36241.81	106	239365	210912.88	88	.00	410354	199441.12	51
	21	Property Services										
	21 65	Other Services	292	.00	0	2044	375.90	18	.00	3513	3137.10	11
	21 **	Property Services	292	.00	0	2044	375.90	18	.00	3513	3137.10	11
	22	Other Contractual Service										
	22 02	Dues	122	80.00	66	854	168.00	20	.00	1465	1297.00	12
	22 03	Training	231	.00	0	1617	195.27	12	.00	2773	2577.73	7
	22 **	Other Contractual Service	353	80.00	23	2471	363.27	15	.00	4238	3874.73	9
	30	General Supplies										
	30 05	Office Supplies & Equip	169	99.96	59	1183	526.57	45	.00	2033	1506.43	26
	30 **	General Supplies	169	99.96	59	1183	526.57	45	.00	2033	1506.43	26
	32	Library Supplies										
	32 01	Program Supplies	83	.00	0	581	.00	0	.00	1000	1000.00	0
	32 90	Circulation Supplies	714	35.92	5	4998	1507.22	30	.00	8574	7066.78	18
	32 **	Library Supplies	797	35.92	5	5579	1507.22	27	.00	9574	8066.78	16
601 ** **		Library	154707	184542.93	119	1082949	1012288.03	94	.00	1856530	844241.97	55
60 ** **		Culture/Recreation	154707	184542.93	119	1082949	1012288.03	94	.00	1856530	844241.97	55
DIV 6420		TOTAL *****										
		Customer Services	154707	184542.93	119	1082949	1012288.03	94	.00	1856530	844241.97	55

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16	85 Salaries	19045	25490.12	134	133315	135071.01	101	.00	228551	93479.99	59
	16	** Library Personal Services	19045	25490.12	134	133315	135071.01	101	.00	228551	93479.99	59
	19	Employee Benefits										
	19	05 Medical Insurance	973	973.42	100	6811	6813.94	100	.00	11681	4867.06	58
	19	10 IMRF	2362	3032.35	128	16534	16082.26	97	.00	28344	12261.74	57
	19	11 Social Security	1180	1535.89	130	8260	8055.07	98	.00	14170	6114.93	57
	19	12 Medicare	276	359.22	130	1932	1883.90	98	.00	3314	1430.10	57
	19	** Employee Benefits	4791	5900.88	123	33537	32835.17	98	.00	57509	24673.83	57
	22	Other Contractual Service										
	22	02 Dues	43	.00	0	301	.00	0	.00	518	518.00	0
	22	03 Training	102	.00	0	714	159.02	22	.00	1230	1070.98	13
	22	18 Contr Programs & Exhibits	799	690.00	86	5593	4020.00	72	.00	9590	5570.00	42
	22	** Other Contractual Service	944	690.00	73	6608	4179.02	63	.00	11338	7158.98	37
	30	General Supplies										
	30	05 Office Supplies & Equip	41	13.76	34	287	16.63	6	.00	500	483.37	3
	30	** General Supplies	41	13.76	34	287	16.63	6	.00	500	483.37	3
	32	Library Supplies										
	32	01 Program Supplies	151	.00	0	1057	658.26	62	.00	1820	1161.74	36
	32	02 Program Events	50	.00	0	350	.00	0	.00	600	600.00	0
	32	90 Circulation Supplies	87	24.35	28	609	772.79	127	.00	1050	277.21	74
	32	** Library Supplies	288	24.35	9	2016	1431.05	71	.00	3470	2038.95	41
601	**	** Library	25109	32119.11	128	175763	173532.88	99	.00	301368	127835.12	58
60	**	** Culture/Recreation	25109	32119.11	128	175763	173532.88	99	.00	301368	127835.12	58
DIV	6430	TOTAL ***** Accessible Services	25109	32119.11	128	175763	173532.88	99	.00	301368	127835.12	58



FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services								
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	ACCOUNT	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
DESCRIPTION											
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	44114	59085.62	134	308798	317654.08	103	529376	211721.92	60
16	**	Library Personal Services	44114	59085.62	134	308798	317654.08	103	529376	211721.92	60
19		Employee Benefits									
19	05	Medical Insurance	4635	4635.58	100	32445	32449.06	100	55627	23177.94	58
19	10	IMRF	5576	6987.19	125	39032	37463.58	96	66913	29449.42	56
19	11	Social Security	2735	3628.22	133	19145	19206.09	100	32821	13614.91	59
19	12	Medicare	639	848.54	133	4473	4491.84	100	7676	3184.16	59
19	**	Employee Benefits	13585	16099.53	119	95095	93610.57	98	163037	69426.43	57
22		Other Contractual Service									
22	02	Dues	155	98.00	63	1085	851.00	78	1863	1012.00	46
22	03	Training	41	.00	0	287	.00	0	500	500.00	0
22	42	Internet Access	210	.00	0	1470	2520.00	171	2520	.00	100
22	66	Outside Reference Service	240	.00	0	1680	.00	0	2887	2887.00	0
22	**	Other Contractual Service	646	98.00	15	4522	3371.00	75	7770	4399.00	43
30		General Supplies									
30	05	Office Supplies & Equip	58	34.45	59	406	160.95	40	700	539.05	23
30	07	Supplies Reimb by Patrons	58	33.99	59	406	159.29	39	700	540.71	23
30	**	General Supplies	116	68.44	59	812	320.24	39	1400	1079.76	23
31		Public Works Supplies									
31	85	Small Tools and Equipment	550	1382.03	251	3850	2698.73	70	6600	3901.27	41
31	**	Public Works Supplies	550	1382.03	251	3850	2698.73	70	6600	3901.27	41
32		Library Supplies									
32	01	Program Supplies	62	.00	0	434	323.01	74	750	426.99	43
32	78	Electronic Resources	28284	13590.77	48	197988	323964.05	164	339411	15446.95	95
32	90	Circulation Supplies	131	212.39	162	917	892.88	97	1575	682.12	57
32	**	Library Supplies	28477	13803.16	49	199339	325179.94	163	341736	16556.06	95
50		Property									
50	15	Other Equipment	40	.00	0	280	.00	0	480	480.00	0
50	**	Property	40	.00	0	280	.00	0	480	480.00	0
601	**	** Library	87528	90536.78	103	612696	742834.56	121	1050399	307564.44	71
60	**	** Culture/Recreation	87528	90536.78	103	612696	742834.56	121	1050399	307564.44	71
DIV	6450	TOTAL ***** Digital Services	87528	90536.78	103	612696	742834.56	121	1050399	307564.44	71



PREPARED 08/14/2020, 10:34:54  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 58% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	237746	275598.60	116	1664222	1611236.06	97	.00	2853045	1241808.94	57



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	9558.33	28	241675	38378.30	16	.00	414303	375924.70	9
	16 **	Library Personal Services	34525	9558.33	28	241675	38378.30	16	.00	414303	375924.70	9
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	112	.00	0	.00	200	200.00	0
	18 **	Other Personal Services	16	.00	0	112	.00	0	.00	200	200.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	2803	3378.33	121	19621	23648.31	121	.00	33638	9989.69	70
	19 10	IMRF	4366	1215.90	28	30562	4858.78	16	.00	52393	47534.22	9
	19 11	Social Security	2141	592.68	28	14987	2362.77	16	.00	25699	23336.23	9
	19 12	Medicare	500	138.61	28	3500	552.60	16	.00	6010	5457.40	9
	19 **	Employee Benefits	9810	5325.52	54	68670	31422.46	46	.00	117740	86317.54	27
	20	Prof Technical Services										
	20 05	Professional Services	2041	.00	0	14287	.00	0	.00	24500	24500.00	0
	20 20	Legal Services	416	.00	0	2912	.00	0	.00	5000	5000.00	0
	20 40	General Insurance	18	.00	0	126	390.00	310	.00	216	174.00	181
	20 **	Prof Technical Services	2475	.00	0	17325	390.00	2	.00	29716	29326.00	1
	21	Property Services										
	21 02	Equipment Maintenance	581	620.00	107	4067	1081.38	27	.00	6980	5898.62	16
	21 11	Building Maintenance	2238	247.50	11	15666	1897.00	12	.00	26866	24969.00	7
	21 36	Equipment Rental	416	.00	0	2912	.00	0	.00	5000	5000.00	0
	21 60	Water and Sewer Service	100	51.04	51	700	153.12	22	.00	1200	1046.88	13
	21 65	Other Services	2	.00	0	14	.00	0	.00	30	30.00	0
	21 **	Property Services	3337	918.54	28	23359	3131.50	13	.00	40076	36944.50	8
	22	Other Contractual Service										
	22 02	Dues	131	.00	0	917	.00	0	.00	1575	1575.00	0
	22 03	Training	83	.00	0	581	.00	0	.00	1000	1000.00	0
	22 42	Internet Access	125	.00	0	875	.00	0	.00	1500	1500.00	0
	22 **	Other Contractual Service	339	.00	0	2373	.00	0	.00	4075	4075.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	166	.00	0	1162	.00	0	.00	2000	2000.00	0
	30 07	Supplies Reimb by Patrons	625	.00	0	4375	.00	0	.00	7500	7500.00	0
	30 51	Heating Fuel	3345	.00	0	23415	.00	0	.00	40140	40140.00	0
	30 **	General Supplies	4136	.00	0	28952	.00	0	.00	49640	49640.00	0
	31	Public Works Supplies										
	31 45	Janitorial Supplies	616	.00	0	4312	.00	0	.00	7400	7400.00	0
	31 85	Small Tools and Equipment	1791	.00	0	12537	229.85	2	.00	21500	21270.15	1
	31 **	Public Works Supplies	2407	.00	0	16849	229.85	1	.00	28900	28670.15	1

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 15	Other Equipment	4541	.00	0	31787	.00	0	.00	54500	54500.00 0
	50 **	Property	4541	.00	0	31787	.00	0	.00	54500	54500.00 0
601 ** **		Library	61586	15802.39	26	431102	73552.11	17	.00	739150	665597.89 10
60 ** **		Culture/Recreation	61586	15802.39	26	431102	73552.11	17	.00	739150	665597.89 10
DIV 6480		TOTAL *****									
		Belmont Makerspace	61586	15802.39	26	431102	73552.11	17	.00	739150	665597.89 10
DEPT 64		TOTAL *****									
		User Services	850649	937458.82	110	5954543	5487458.04	92	.00	10208366	4720907.96 54
FUND 291		TOTAL *****									
		Memorial Library Fund	1315086	1407619.10	107	9205602	8567888.55	93	.00	15782154	7214265.45 54
GRAND		TOTAL *****	1315086	1407619.10	107	9205602	8567888.55	93	.00	15782154	7214265.45 54

PREPARED 08/14/2020, 10:35:02

PROGRAM: GM267L

Village of Arlington Heights

DETAIL BUDGET REPORT

58% OF YEAR LAPSED

PAGE 1

ACCOUNTING PERIOD 07/2020

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REPORT SELECTIONS

Fiscal year . . . . . : 2020

Fund . . . . . : 491

All Departments

All Divisions

Suppress accounts with zero balances . . . . : Y

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FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	6666	.00	0	46662	.00	0	.00	80000	80000.00	0
	50	** Property	6666	.00	0	46662	.00	0	.00	80000	80000.00	0
601	**	** Library	6666	.00	0	46662	.00	0	.00	80000	80000.00	0
60	**	** Culture/Recreation	6666	.00	0	46662	.00	0	.00	80000	80000.00	0
DIV	6001	TOTAL *****										
		Administration	6666	.00	0	46662	.00	0	.00	80000	80000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	12 Computer Equipment	0	6499.00-	0	0	.00	0	.00	0	.00	0
	50	15 Other Equipment	0	12232.00-	0	0	.00	0	.00	0	.00	0
	50	55 Other Capital Outlay	4166	18731.00	450	29162	18731.00	64	.00	50000	31269.00	38
	50	** Property	4166	.00	0	29162	18731.00	64	.00	50000	31269.00	38
601	**	** Library	4166	.00	0	29162	18731.00	64	.00	50000	31269.00	38
60	**	** Culture/Recreation	4166	.00	0	29162	18731.00	64	.00	50000	31269.00	38
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	4166	.00	0	29162	18731.00	64	.00	50000	31269.00	38

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	1000	.00	0	7000	.00	0	.00	12000	12000.00	0
	50	** Property	1000	.00	0	7000	.00	0	.00	12000	12000.00	0
601	**	** Library	1000	.00	0	7000	.00	0	.00	12000	12000.00	0
60	**	** Culture/Recreation	1000	.00	0	7000	.00	0	.00	12000	12000.00	0
DIV	6010	TOTAL *****										
		Information Technology	1000	.00	0	7000	.00	0	.00	12000	12000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	2250	.00	0	15750	.00	0	.00	27000	27000.00	0
	50 55	Other Capital Outlay	1250	.00	0	8750	.00	0	.00	15000	15000.00	0
	50 **	Property	3500	.00	0	24500	.00	0	.00	42000	42000.00	0
601	** **	Library	3500	.00	0	24500	.00	0	.00	42000	42000.00	0
60	** **	Culture/Recreation	3500	.00	0	24500	.00	0	.00	42000	42000.00	0
DIV	6020	TOTAL ***** Facilities	3500	.00	0	24500	.00	0	.00	42000	42000.00	0
DEPT	60	TOTAL ***** Executive Office	15332	.00	0	107324	18731.00	18	.00	184000	165269.00	10

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	26250	.00	0	.00	45000	45000.00	0
	50	55 Other Capital Outlay	59500	13850.62	23	416500	56458.55	14	.00	714000	657541.45	8
	50	** Property	63250	13850.62	22	442750	56458.55	13	.00	759000	702541.45	7
601	**	** Library	63250	13850.62	22	442750	56458.55	13	.00	759000	702541.45	7
60	**	** Culture/Recreation	63250	13850.62	22	442750	56458.55	13	.00	759000	702541.45	7
DIV	6480	TOTAL *****										
		Belmont Makerspace	63250	13850.62	22	442750	56458.55	13	.00	759000	702541.45	7
DEPT	64	TOTAL *****										
		User Services	63250	13850.62	22	442750	56458.55	13	.00	759000	702541.45	7
FUND	491	TOTAL *****										
		Capital Projects-Library	78582	13850.62	18	550074	75189.55	14	.00	943000	867810.45	8
GRAND		TOTAL *****	78582	13850.62	18	550074	75189.55	14	.00	943000	867810.45	8



August 18, 2020

(Action Item 3)

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

<b>Fund Number</b>	<b>Fund Name</b>	<b>Fund Total</b>
291	General Fund - Library	\$274,101.94
491	Capital Projects Fund - Library	\$13,850.62
<b>Total Disbursements</b>		<b><u>\$287,952.56</u></b>
<b>Payrolls Paid *3 pay periods in July 2020*</b>		
7/3/2020		\$291,666.47
7/17/2020		\$287,262.89
7/31/2020		\$287,499.11
		<b><u>\$866,428.47</u></b>
<b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
7/31/2020	Group Insurance	\$108,928.33
7/31/2020	IMRF	102,922.11
7/31/2020	Social Security	52,909.89
7/31/2020	Medicare	12,373.96
		<b><u>\$277,134.29</u></b>
<b>Total Disbursed</b>		<b><u><u>\$1,431,515.32</u></u></b>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80557	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	128.24-	128.24-
80586	GALE/CENGAGE LEARNING	291-0000-140.05-00	PREPAID GALE ELECTR RESOU	8,986.56	8,986.56
80593	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED	4,912.52	5,993.29
		291-0000-210.99-00	FSA DEP	1,080.77	
***** DIVISION TOTAL ****					14,851.61
***** DEPARTMENT TOTAL **					14,851.61
DEPARTMENT: 60	Executive Office	DIVISION: 01			
80544	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES - J SUPPLITT	199.00	199.00
80549	AMAZON.COM CREDIT	291-6001-601.30-05	OFFICE SUPPLIES	26.83	253.54
		291-6001-601.30-05	OFFICE SUPPLIES	3.66	
		291-6001-601.30-05	OFFICE SUPPLIES	12.97	
		291-6001-601.30-05	OFFICE SUPPLIES	24.99	
		291-6001-601.30-05	OFFICE SUPPLIES	9.79	
		291-6001-601.40-96	MASKS	175.30	
80557	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-70	EMERGENCY TEXTING SERVICE	4.95	239.93
		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	
		291-6001-601.22-02	SAM'S CLUB MEMBERSHIP REN	45.00	
		291-6001-601.22-03	ALA VIRTUAL CONF -YOUNG M	95.00	
80558	AT & T	291-6001-601.22-70	TELEPHONE	7,283.36	7,283.36
80562	BAKER & TAYLOR	291-6001-601.32-99	EMPLOYEE REIMB PURCHASE	15.76	15.76
80593	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES	161.50	161.50
80594	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVS AUGUST	49.95	49.95
80597	HOMELESS TRAINING INSTITUTE LLC	291-6001-601.22-03	1 YEAR RENEWAL	400.00	400.00
80602	ILLINOIS LIBRARY ASSOCIATION	291-6001-601.22-03	SERVING OUR PUBLIC 4.0	240.00	240.00
80625	PADDOCK PUBLICATIONS INC	291-6001-601.22-01	MAKERSPACE BID	164.70	164.70
80628	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SRVCS 4/1-6/30/2020	3,712.50	3,712.50
80629	POSTMASTER	291-6001-601.22-05	PERMIT#591 POSTAGE F/LIBR	2,900.00	2,900.00
80642	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 6/26-7/25	377.24	377.24
80649	WOW BUSINESS	291-6001-601.22-70	TELEPHONE	1,692.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,692.50

\*\*\*\*\* DIVISION TOTAL \*\*\*\* 17,689.98

*Communications + Marketing*

DEPARTMENT:	60 Executive Office	DIVISION:	02		
80549	AMAZON.COM CREDIT	291-6002-601.32-72	OFFICE SUPPLIES	82.74	82.74
80554	ARGO TRANSLATION	291-6002-601.20-05	COVID-19 PROJECT TRANSLAT	807.38	807.38
80557	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK ADVERTISING	16.00	
		291-6002-601.21-65	MEETUP SUBSCR	98.94	
		291-6002-601.21-65	HOOTSUITE SUBSCR	239.84	
		291-6002-601.31-85	SIGN HOLDERS	416.82	771.60
80575	CARDINAL COLORGROUP	291-6002-601.22-10	FANCON MAILER	2,250.00	
		291-6002-601.22-10	SUMMER READING MAILER	2,922.00	5,172.00
80615	LINDENMEYR MUNROE	291-6002-601.30-05	PO7905 REFUND:CREDIT FOR	417.19	417.19

\*\*\*\*\* DIVISION TOTAL \*\*\*\* 7,250.91

*Human Resources*

DEPARTMENT:	60 Executive Office	DIVISION:	03		
80546	ALBERTSONS/SAFEWAY	291-6003-601.40-70	VOLUNTEER APPRECIATION SU	64.96	64.96
80549	AMAZON.COM CREDIT	291-6003-601.40-70	DSSC STAFF PRIZES	10.98	
		291-6003-601.40-70	DSSC STAFF PRIZES	35.99	
		291-6003-601.40-70	DSSC STAFF PRIZES	3.49	50.46
80557	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-03	VOLUNTEER MANAGEMENT TRAI	58.80	58.80
80565	BECKMAN, SUSAN	291-6003-601.40-62	TUITION REIMBURSEMENT	200.25	200.25
80572	BOWER, JACK	291-6003-601.40-62	TUITION REIMBURSEMENT	1,758.00	1,758.00
80585	FLOWER STUDIO INC	291-6003-601.40-70	VASED ARRANGEMENTS	100.00	100.00
80624	NORTHWEST COMMUNITY HOSPITAL	291-6003-601.21-65	RANDOM DRUG TEST	45.00	45.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\* 2,277.47

*Gifts + Grants*

DEPARTMENT:	60 Executive Office	DIVISION:	04		
80550	AMBIUS (19)	291-6004-601.21-65	MANTEN SERVS AUGUST	236.97	236.97
80557	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.21-65	BILINGUAL EDUCATORS VIRTU	29.00	
		291-6004-601.21-65	ALA WEBINAR - KARIM T	59.00	
		291-6004-601.50-15	VACUUMS F/MAKERSPACE	99.00	

PREPARED 08/18/20, 01:23 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 60 Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
 Village of Arlington Heights  
 DIVISION: 04

PAGE 3  
 ACCOUNTING PERIOD 8/2020

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6004-601.50-15	VACUUMS F/MAKERSPACE	289.00	476.00
80567	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB, 9/10	350.00	350.00
80568	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB, 8/6	350.00	350.00
80573	BRAINPOP LLC	291-6004-601.21-65	ELL DIGITAL CONTENT	795.00	795.00
80589	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB, 9/10	350.00	350.00
80590	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB, 8/6	350.00	350.00
80626	PALATINE HISTORICAL SOCIETY	291-6004-601.32-80	BOOKS	604.00	604.00
***** DIVISION TOTAL ****					3,511.97
DEPARTMENT: 60	Executive Office	DIVISION: 08	<i>Finance</i>		
80544	ALA MEMBERSHIP	291-6008-601.22-02	ALA DUES - D EKL	273.00	273.00
***** DIVISION TOTAL ****					273.00
DEPARTMENT: 60	Executive Office	DIVISION: 10			
80549	AMAZON.COM CREDIT	291-6010-601.21-02	TABLET PROTECTION PLAN	76.99	
		291-6010-601.30-30	TONER	539.77	
		291-6010-601.31-85	MICROPHONE WINDSCREENS	13.36	
		291-6010-601.31-85	MICROPHONE WINDSCREENS	7.99	
		291-6010-601.31-85	RECEIPT PRINTERS	485.56	
		291-6010-601.30-05	HEADSET ADAPTER RETURN	3.80-	
		291-6010-601.30-05	HEADSET ADAPTER RETURN	3.80-	
		291-6010-601.30-05	HEADSET ADAPTER RETURN	141.48-	
		291-6010-601.30-05	HEADSET ADAPTER RETURN	127.44-	
		291-6010-601.30-05	BATTERIES	26.99	
		291-6010-601.30-05	IT SUPPLIES	25.90	
		291-6010-601.30-05	IT SUPPLIES	8.84	
		291-6010-601.50-12	IT SUPPLIES	349.90	
		291-6010-601.50-12	WEBCAMS	149.95	
		291-6010-601.50-12	DRAWING TABLET	1,899.95	
		291-6010-601.30-05	HEADSET ADAPTER RETURN	70.80-	
		291-6010-601.30-05	HEADSET ADAPTER RETURN	28.32-	
		291-6010-601.30-05	HEADSET ADAPTER RETURN	14.16-	
		291-6010-601.31-85	USB HUB BOOKMOBILE	51.98	
		291-6010-601.31-85	KEYBOARD COVERS	26.97	
		291-6010-601.31-85	INN REACH SERVER TAPES	649.95	
		291-6010-601.31-85	MICROFIBER CLOTHS	43.33	
		291-6010-601.31-85	EXTERNAL HARD DRIVES	59.99	
		291-6010-601.50-12	EXTERNAL HARD DRIVES	349.99	4,377.61
80555	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-05	OFFICE SUPPLIES	14.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					14.99
80557	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ZOOM SUBSCRIPTION	369.94	
		291-6010-601.20-05	PAYPAL PAYFLOW PRO SUBSCR	54.10	
		291-6010-601.21-02	ISOPROPYL ALCOHOL F/CLEAN	852.54	
		291-6010-601.22-42	PUBLIC INTERNET SERVICE	343.35	
		291-6010-601.30-32	IPAD APP F/YOUTH SERVS	10.61	
		291-6010-601.30-32	IPAD APP F/YOUTH SERVS	21.24	
		291-6010-601.30-32	YOUTUBE PREMIUM SUBSCR	11.99	
		291-6010-601.30-32	VOLUNTEER SOFTWARE SUBSCR	165.00	
		291-6010-601.30-32	OFFICE 365 LICENSING	4.50	
		291-6010-601.30-32	OFFICE 365 LICENSING	239.20	
		291-6010-601.30-32	KINDLE UNLIMITED SUBSCR	9.99	
		291-6010-601.30-32	TRELLO SUBSCRIPTION	35.00	
		291-6010-601.30-32	AMAZON FREETIME SUBSCR	4.99	
		291-6010-601.30-32	GOOGLE PHONE MANAGEMENT	35.91	
		291-6010-601.30-32	SPOTIFY SUBSCRIPTION	14.99	
		291-6010-601.30-32	AMAZON MUSIC SUBSCR	9.99	
		291-6010-601.30-32	RIDDLE.COM SUBSCR	49.00	
		291-6010-601.31-85	HEADSETS F/STAFF PHONES	144.95	
		291-6010-601.31-85	WIFI HOTSPOTS&FEE F/CIRCU	165.00	
		291-6010-601.31-85	HDMI AUDIO EXTRACTOR	67.90	
		291-6010-601.50-12	SURFACE MAPPING DEVICE	926.51	
		291-6010-601.30-32	ZOOM SUBSCR (INFO SERVS)	14.99	
		291-6010-601.30-32	ZOOM SUBSCR (TECH LEARNIN	14.99	3,566.68
80559	AT&T MOBILITY	291-6010-601.22-42	INTERNET ACCESS 6/28-7/27	138.69	
		291-6010-601.22-42	INTERNET ACCESS 5/28-6/27	138.69	277.38
80560	B & H PHOTO VIDEO	291-6010-601.31-85	HEADSET	60.00	
		291-6010-601.30-30	MATTE PAPER FOR GRAPHICS	420.00	480.00
80576	COMCAST	291-6010-601.22-42	BUSINESS CABLE AUGUST	21.02	21.02
80583	ELM USA INC	291-6010-601.32-05	WATER PUMP F/DISC REPAIR	223.97	223.97
80604	IMAGE SYSTEMS & BUSINESS SOLUTIONS	291-6010-601.21-02	EQUIPMENT MAINTEN	552.31	552.31
80605	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	275.96	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	124.00	
		291-6010-601.30-30	COPIER TONER	19.50	
		291-6010-601.21-02	EQUIPMENT MAINT	278.18	
		291-6010-601.21-02	EQUIPMENT MAINT	1,018.29	
		291-6010-601.21-02	EQUIPMENT MAINT	158.80	1,874.73
80622	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.30-32	SOPHOS ANTI-VIRUS RENEWAL	8,700.00	8,700.00
80640	TELCOM INNOVATIONS GROUP LLC	291-6010-601.20-08	PHONE SYSTEM INSTALLATION	731.25	731.25
80649	WOW BUSINESS	291-6010-601.22-42	INTERNET	1,474.99	
		291-6010-601.22-42	INTERNET ACCESS 7/19-8/18	146.98	1,621.97

\*\*\*\*\* DIVISION TOTAL \*\*\*\*\*

22,441.91

*Facilities*

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80542	ADDISON BUILDING MATERIALS	291-6020-601.21-11	PLEXIGLASS FOR BARRIERS	505.25	505.25
80552	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVICE JULY	89.00	
		291-6020-601.21-11	REGULAR SERVICE MAY	89.00	178.00
80553	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERV JULY	200.00	200.00
80557	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTEN SUPPLIES	281.55	
		291-6020-601.21-11	AUTOMATIC SANITIZERS &	249.98	
		291-6020-601.31-45	JANITORIAL SUPPLIES,REFUN	75.20-	456.33
80561	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	445.80	445.80
80577	COMED	291-6020-601.30-51	HEATING 6/8-7/8	1.64	
		291-6020-601.30-51	HEATING 6/8-7/8	25.72	27.36
80579	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	HVAC REPAIR	810.00	
		291-6020-601.21-11	HVAC REPAIR	9,989.27	
		291-6020-601.21-11	HVAC PREVENTATIVE MAINT	1,650.00	
		291-6020-601.21-11	HVAC PREVENTATIVE MAINT	2,137.00	14,586.27
80588	GARDEN GUY, INC.	291-6020-601.21-11	AHML JULY LANDSCAPE	600.00	600.00
80591	GLOBAL EQUIPMENT COMPANY INC	291-6020-601.21-11	MAINTEN SUPPLIES	313.99	313.99
80592	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	29.32	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	29.32	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	728.25	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	25.92	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	498.96	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	149.20	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	36.65	1,497.62
80596	HOH WATER TECHNOLOGY INC	291-6020-601.21-11	MAINTENANCE SUPPLIES	913.20	913.20
80598	IGS	291-6020-601.30-51	NATURAL GAS JUNE	2,170.43	2,170.43
80610	JOHNSON CONTROLS FIRE PROTECTION LP	291-6020-601.21-02	FIRE ALARM REPAIR	790.40	790.40
80617	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SRVC AUGUST	4,599.00	4,599.00
80619	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTEN	280.49	
		291-6020-601.21-11	RETURN HAMMER	269.00-	11.49
80620	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERVS FEBRUARY	60.00	
		291-6020-601.21-11	RECYCLING SERVS JULY	60.00	120.00
80623	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT FOR COLUMNS	198.96	
		291-6020-601.21-11	TRAFFIC PAINT	95.98	294.94
80637	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BUILDING MAINTENANCE	78.92	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	BUILDING MAINTENANCE	30.32	
		291-6020-601.21-11	BUILDING MAINTENANCE	52.12	
		291-6020-601.21-11	BUILDING MAINTENANCE	133.38	
		291-6020-601.21-11	BUILDING MAINTENANCE	149.99	
		291-6020-601.21-11	BLDG MAINTEN	66.73	511.46
80638	STANDARD ELEVATOR CO	291-6020-601.21-02	NEW HEAT DETECTOR	450.00	450.00
80639	STAPLES	291-6020-601.31-45	JANITORIAL SUPPLIES	328.68-	
		291-6020-601.31-45	JANITORIAL SUPPLIES	264.12	64.56-
80640	TELCOM INNOVATIONS GROUP LLC	291-6020-601.21-11	EMAILED MP3 VOICE MAIL	65.00	65.00
80641	ULINE	291-6020-601.21-11	MAINTEN SUPPLIES	436.50	436.50
80643	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL JUNE	101.13	
		291-6020-601.21-60	WATER/SEWER 4/30-6/25	3,371.28	
		291-6020-601.21-60	WATER/SEWER 5/13-7/1	82.77	3,555.18
80644	WAREHOUSE DIRECT	291-6020-601.21-11	BLDG MAINTEN	1.13	1.13
***** DIVISION TOTAL ****					32,664.79
***** DEPARTMENT TOTAL **					86,110.03

*Youth Services*

DEPARTMENT: 64 User Services

DIVISION: 01

80544	ALA MEMBERSHIP	291-6401-601.22-02	ALA DUES - E LOEFFLER	239.00	
		291-6401-601.22-02	ALA DUES - P DANTIS	287.00	
		291-6401-601.22-02	ALA DUES - C CAPUTO	275.00	801.00
80545	ALA MEMBERSHIP	291-6401-601.22-02	ALA DUES - K HENRY	136.00	
		291-6401-601.22-02	ALA DUES - M FECHIK	100.00	236.00
80549	AMAZON.COM CREDIT	291-6401-601.30-05	WORKSTATION SUPPLIES	13.17	
		291-6401-601.32-01	YOUTH ACTIVITY KIT SPLS	10.49	
		291-6401-601.32-01	TWEEN ACTIVITY KIT SPLS	15.40	
		291-6401-601.32-01	TWEEN ACTIVITY KIT SPLS	16.80	
		291-6401-601.32-01	TWEEN ACTIVITY KIT SPLS	19.99	
		291-6401-601.32-01	TWEEN ACTIVITY KIT SPLS	7.99	
		291-6401-601.32-01	YOUTH ACTIVITY KIT SPLS	217.80	
		291-6401-601.32-02	SIDEWALK CHALK	12.98	
		291-6401-601.32-90	PUBLIC COMPUTER SUPPLIES	79.84	
		291-6401-601.32-90	PUBLIC COMPUTER SUPPLIES	19.96	
		291-6401-601.32-90	BOOK BUNDLE SUPPLIES	16.71	
		291-6401-601.32-01	TWEEN DIY KIT SUPPLIES	37.44	
		291-6401-601.32-01	TWEEN DIY KIT SUPPLIES	34.65	
		291-6401-601.32-01	TWEEN DIY KIT SUPPLIES	26.97	
		291-6401-601.32-01	TWEEN DIY KIT SUPPLIES	20.98	
		291-6401-601.32-01	TWEEN DIY KIT SUPPLIES	39.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					590.77
80555	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-01	PROGRAM SUPPLIES	27.65	
		291-6401-601.32-02	PROGRAM EVENTS	22.50	
		291-6401-601.32-02	PROGRAM EVENTS	38.13	88.28
80557	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	ALA WEBINAR F/FALL OUT	55.00	
		291-6401-601.32-01	TWEEN ACTIVITY KIT	19.79	
		291-6401-601.32-02	STORYTIME IN THE PARK	128.24	
		291-6401-601.32-90	PUBLIC COMPUTER SUPPLIES	54.49	257.52
80571	BLICK ART MATERIALS	291-6401-601.32-02	SIDEWALK CHALK	59.35	59.35
80600	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - R KING	150.00	
		291-6401-601.22-02	ILA DUES - E LOEFFLER	100.00	
		291-6401-601.22-02	ILA DUES - K HENRY	40.00	290.00
80635	SCHOLASTIC LIBRARY	291-6401-601.32-02	SUMMER READING PRIZE BOOK	1,337.52	1,337.52
80636	SCREAMING GALAXY LLC	291-6401-601.22-18	PRE-RECORDED VIDEO,9/12	250.00	250.00
80644	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	59.10	
		291-6401-601.30-05	OFFICE SUPPLIES	8.34	67.44
***** DIVISION TOTAL ****					3,977.88

*Info Services*

DEPARTMENT: 64	User Services	DIVISION: 10			
80543	ALA	291-6410-601.22-03	LLAMA WEBINAR GROUP REGIS	199.00	199.00
80549	AMAZON.COM CREDIT	291-6410-601.32-90	OFFICE SUPPLIES	25.56	
		291-6410-601.30-05	ZIP BAGS	47.97	
		291-6410-601.30-05	OFFICE SUPPLIES	37.37	
		291-6410-601.30-05	OFFICE SUPPLIES	105.57	216.47
80551	AMERICAN LIBRARY ASSOCIATION-PLA	291-6410-601.22-03	PLA WEBINARS	66.00	66.00
80566	BENNETT, BRUCE	291-6410-601.22-18	RESUME REVIEW JULY	30.00	30.00
80600	ILA MEMBERSHIP	291-6410-601.22-02	ILA DUES - J DUNCAN	200.00	200.00
***** DIVISION TOTAL ****					711.47

*Circulation*

DEPARTMENT: 64	User Services	DIVISION: 20			
80549	AMAZON.COM CREDIT	291-6420-601.30-05	BOTTLE DISPENSERS	31.98	31.98
80555	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	CIRCULATION SUPPLIES	35.92	35.92
80603	ILLINOIS TESOL/BE	291-6420-601.22-02	ITBE DUES - T KARIM	40.00	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.22-02	ITBE DUES - A GOURLEY	40.00	80.00
80644	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	67.98	67.98
***** DIVISION TOTAL ****					215.88

*Senior and Accessible Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services				
80549	AMAZON.COM CREDIT	291-6430-601.32-90	OFFICE SUPPLIES	24.35	24.35
80574	BREAKING GROUNDS IN DRUMMING	291-6430-601.22-18	BEATLES, 8/11	200.00	200.00
80618	MCNULTY, ALAYNE	291-6430-601.22-18	CREATIVE AGING:ART,AUGUST	490.00	490.00
80644	WAREHOUSE DIRECT	291-6430-601.30-05	OFFICE SUPPLIES	13.76	13.76
***** DIVISION TOTAL ****					728.11

*Programs and Exhibits*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services				
80547	ALEXANDER, GREGORY	291-6440-601.22-18	CHECK#80335 REPLACEMENT	200.00	200.00
80548	ALZO, LISA	291-6440-601.22-18	EASTERN EUROPEAN ANCESTOR	160.00	160.00
80549	AMAZON.COM CREDIT	291-6440-601.32-02	FAN CON SUPPLIES	6.99	6.99
80555	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM SUPPLIES	23.56	23.56
80556	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	FANCON SUPPLIES	62.49	62.49
80557	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	ARTIST IN RESIDENCE CHAT	206.30	
		291-6440-601.22-18	ZBIERSKY, MEMORY POWERS/20	175.00	
		291-6440-601.32-02	FANCON PRIZES	17.93	
		291-6440-601.32-02	FANCON PRIZES	10.00	
		291-6440-601.32-02	FANCON PRIZES	15.88	425.11
80564	BECKER, FARHANA	291-6440-601.22-18	FANCON PRINCESS TEA PARTY	150.00	150.00
80581	DEFOYD, KATHERINE	291-6440-601.22-18	MAXIMIZE FUNDRAISING, 1ST	125.00	125.00
80595	HOFFMAN, REBECCA	291-6440-601.22-18	SMALL BUSINESS, 9/9	175.00	175.00
80613	LEWIS, NATASHA	291-6440-601.22-18	NEEDLE FELTING, 8/25	400.00	400.00
80627	PENGUIN RANDOM HOUSE LLC	291-6440-601.22-18	OBOV L.PRESCOTT.DEPOSIT	2,812.50	2,812.50
80631	RAND, JANET	291-6440-601.22-18	JOB SEARCH, 8/24	175.00	175.00
80634	SCARCE	291-6440-601.22-18	OUTDOOR COMPOSTING, 9/9	250.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					250.00
80645	WARNER, JENNIFER A.	291-6440-601.22-18	MAYFLOWER VOYAGE, 9/6	150.00	150.00
***** DIVISION TOTAL ****					5,115.65

*Digital Services*

DEPARTMENT:		DIVISION:			
64	User Services	50			
80544	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES - J BOWER	98.00	98.00
80549	AMAZON.COM CREDIT	291-6450-601.30-05	OFFICE SUPPLIES	17.98	
		291-6450-601.31-85	EQUIPMENT	14.99	
		291-6450-601.31-85	PUBLIC SHREDDER	1,041.45	
		291-6450-601.32-90	PUBLIC COMPUTER SUPPLIES	8.44	
		291-6450-601.31-85	STUDIO SUPPLIES	59.98	
		291-6450-601.31-85	STUDIO SUPPLIES	205.96	
		291-6450-601.31-85	STUDIO SUPPLIES	6.39	
		291-6450-601.31-85	STUDIO SUPPLIES	31.84	1,387.03
80556	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.32-90	MOUSE COVERS	79.24	79.24
80557	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.30-07	HEADPHONES F/PURCHASE	33.99	
		291-6450-601.31-85	STUDIO SUPPLIES	21.42	55.41
80582	EBSCO INFORMATION SERVICES	291-6450-601.32-78	ELECTRONIC RESOURCES	3,829.00	3,829.00
80586	GALE/CENGAGE LEARNING	291-6450-601.32-78	ELECTR RESOURCES	8,986.57	8,986.57
80591	GLOBAL EQUIPMENT COMPANY INC	291-6450-601.32-90	KEYBOARD & MOUSE COVERS	52.95	52.95
80630	QUILL LLC	291-6450-601.30-05	OFFICE SUPPLIES	16.47	16.47
80639	STAPLES	291-6450-601.32-90	CIRCULATION SUPPLIES	71.76	71.76
80648	WORLD BOOK INC	291-6450-601.32-78	ELECTRONIC RESOURCES	775.20	775.20
***** DIVISION TOTAL ****					15,351.63

*Collection Services*

DEPARTMENT:		DIVISION:			
64	User Services	70			
80544	ALA MEMBERSHIP	291-6470-601.22-02	ALA DUES - L BOBIS	225.00	225.00
80549	AMAZON.COM CREDIT	291-6470-601.30-05	OFFICE SUPPLIES	9.99	
		291-6470-601.30-05	OFFICE SUPPLIES	49.56	
		291-6470-601.32-05	PROCESSING SUPPLIES	149.88	
		291-6470-601.32-05	PROCESSING SUPPLIES	279.46	
		291-6470-601.32-75	AV MATERIALS	29.72	
		291-6470-601.32-75	AV MATERIALS	19.98	
		291-6470-601.32-75	AV MATERIALS	31.73	
		291-6470-601.32-75	AV MATERIALS	36.41	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	32.39	
		291-6470-601.32-75	AV MATERIALS	99.95	
		291-6470-601.32-75	AV MATERIALS	999.00	
		291-6470-601.32-75	AV MATERIALS	35.37	
		291-6470-601.32-75	AV MATERIALS	7.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	7.99	
		291-6470-601.32-75	AV MATERIALS	9.62	
		291-6470-601.32-75	AV MATERIALS	10.66	
		291-6470-601.32-75	AV MATERIALS	43.93	
		291-6470-601.32-75	AV MATERIALS	11.98	
		291-6470-601.32-75	AV MATERIALS	6.86	
		291-6470-601.32-75	AV MATERIALS	19.43	
		291-6470-601.32-75	AV MATERIALS	99.99	
		291-6470-601.32-75	AV MATERIALS	179.97	
		291-6470-601.32-75	AV MATERIALS	13.98	
		291-6470-601.32-75	AV MATERIALS	279.96	
		291-6470-601.32-75	AV MATERIALS	13.98	
		291-6470-601.32-75	AV MATERIALS	119.76	
		291-6470-601.32-75	AV MATERIALS	329.00	
		291-6470-601.32-75	AV MATERIALS	41.67	
		291-6470-601.32-75	AV MATERIALS	87.99	
		291-6470-601.32-75	AV MATERIALS	119.99	
		291-6470-601.32-75	AV MATERIALS	67.47	
		291-6470-601.32-75	AV MATERIALS	179.97	
		291-6470-601.32-75	AV MATERIALS	39.03	
		291-6470-601.32-75	AV MATERIALS	199.96	
		291-6470-601.32-75	AV MATERIALS	13.98	
		291-6470-601.32-75	AV MATERIALS	23.20	
		291-6470-601.32-75	AV MATERIALS	26.42	
		291-6470-601.32-75	AV MATERIALS	26.99	
		291-6470-601.32-75	AV MATERIALS	39.98	
		291-6470-601.32-75	AV MATERIALS	20.99	
		291-6470-601.32-75	AV MATERIALS	45.98	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	25.00	
		291-6470-601.32-75	AV MATERIALS	153.99	
		291-6470-601.32-80	BOOKS	20.95	
		291-6470-601.32-80	BOOKS	40.38	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	22.63	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	14.94	
		291-6470-601.32-80	BOOKS	12.94	
		291-6470-601.32-80	BOOKS	277.28	
		291-6470-601.32-80	BOOKS	109.47	
		291-6470-601.32-80	BOOKS	31.99	
		291-6470-601.32-80	BOOKS	21.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	56.03	
		291-6470-601.32-80	BOOKS	40.44	
		291-6470-601.32-80	BOOKS	70.64	
		291-6470-601.30-05	OFFICE SUPPLIES	19.99	
		291-6470-601.30-05	OFFICE SUPPLIES	29.47	
		291-6470-601.32-75	AV MATERIALS	24.99-	
		291-6470-601.32-75	AV MATERIALS	14.98	
		291-6470-601.32-75	AV MATERIALS	24.50	
		291-6470-601.32-75	AV MATERIALS	21.12	
		291-6470-601.32-75	AV MATERIALS	19.49	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	45.95	
		291-6470-601.32-75	AV MATERIALS	11.98	
		291-6470-601.32-75	AV MATERIALS	69.99	
		291-6470-601.32-75	AV MATERIALS	34.88	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	38.95	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	11.69	
		291-6470-601.32-75	AV MATERIALS	38.19	
		291-6470-601.32-75	AV MATERIALS	9.95	
		291-6470-601.32-75	AV MATERIALS	58.47	
		291-6470-601.32-75	AV MATERIALS	25.15	
		291-6470-601.32-75	AV MATERIALS	31.00	
		291-6470-601.32-75	AV MATERIALS	18.61	
		291-6470-601.32-75	AV MATERIALS	26.53	
		291-6470-601.32-75	AV MATERIALS	99.92	
		291-6470-601.32-75	AV MATERIALS	29.98	
		291-6470-601.32-75	AV MATERIALS	20.00	
		291-6470-601.32-75	AV MATERIALS	11.49	
		291-6470-601.32-75	AV MATERIALS	49.99	
		291-6470-601.32-75	AV MATERIALS	79.99	
		291-6470-601.32-75	AV MATERIALS	52.48	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	35.29	
		291-6470-601.32-75	AV MATERIALS	30.98	
		291-6470-601.32-75	AV MATERIALS	17.42	
		291-6470-601.32-80	BOOKS	21.95	
		291-6470-601.32-80	BOOKS	59.90	
		291-6470-601.32-80	BOOKS	76.72	
		291-6470-601.32-80	BOOKS	39.98	
		291-6470-601.32-80	BOOKS	76.72	
		291-6470-601.32-80	BOOKS	16.39	
		291-6470-601.32-80	BOOKS	30.51	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	32.25	
		291-6470-601.32-80	BOOKS	47.96	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	25.98	
		291-6470-601.32-80	BOOKS	169.08	
		291-6470-601.32-80	BOOKS	49.12	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	76.31	
		291-6470-601.32-80	BOOKS	36.78	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	19.98	
		291-6470-601.32-80	BOOKS	27.07	
		291-6470-601.32-80	BOOKS	15.26	
		291-6470-601.32-80	BOOKS	13.55	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	14.19	
		291-6470-601.32-80	BOOKS	21.99	
		291-6470-601.32-80	BOOKS	213.84	
		291-6470-601.32-80	BOOKS	15.29	
		291-6470-601.32-80	BOOKS	26.96	
		291-6470-601.32-80	BOOKS	17.80	
		291-6470-601.32-80	BOOKS	21.24	
		291-6470-601.32-80	BOOKS	18.94	
		291-6470-601.32-80	BOOKS	59.36	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	16.29	
		291-6470-601.32-80	BOOKS	19.92	
		291-6470-601.32-80	BOOKS	18.95	
		291-6470-601.32-80	BOOKS	9.89	
		291-6470-601.32-80	BOOKS	11.61	
		291-6470-601.32-80	BOOKS	7.49	
		291-6470-601.32-80	BOOKS	49.98	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	28.76	
		291-6470-601.32-80	BOOKS	9.67	
		291-6470-601.32-80	BOOKS	12.89	
		291-6470-601.32-80	BOOKS	12.72	
		291-6470-601.32-80	BOOKS	15.40	
		291-6470-601.32-80	BOOKS	62.84	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-80	BOOKS	10.57	
		291-6470-601.32-80	BOOKS	13.98	
		291-6470-601.32-80	BOOKS	29.70	
		291-6470-601.32-80	BOOKS	30.95	
		291-6470-601.32-80	BOOKS	10.38	
		291-6470-601.32-80	BOOKS	40.47	
		291-6470-601.32-80	BOOKS	41.30	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	215.88	
		291-6470-601.32-80	BOOKS	9.57	
		291-6470-601.32-95	PERIODICALS	17.72	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	12.98	
		291-6470-601.32-95	PERIODICALS	8.32	
		291-6470-601.32-75	AV MTLs	25.53	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	27.50	
		291-6470-601.32-75	AV MTLs	67.76	
		291-6470-601.32-75	AV MTLs	10.00	
		291-6470-601.32-75	AV MTLs	10.99	
		291-6470-601.32-75	AV MTLs	21.04	
		291-6470-601.32-75	AV MTLs	34.88-	
		291-6470-601.32-95	PERIODICALS	7.21	
		291-6470-601.32-80	BOOKS	17.53	
		291-6470-601.32-80	BOOKS	30.24	
		291-6470-601.32-80	BOOKS	13.47	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	55.17	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	26.99	
		291-6470-601.32-75	AV MATERIALS	14.67	
		291-6470-601.32-75	AV MATERIALS	26.45	
		291-6470-601.32-75	AV MATERIALS	29.92	
		291-6470-601.32-75	AV MATERIALS	13.98	
		291-6470-601.32-75	AV MATERIALS	61.55	
		291-6470-601.32-75	AV MATERIALS	23.94	
		291-6470-601.32-75	AV MATERIALS	12.84	
		291-6470-601.32-75	AV MATERIALS	11.98	
		291-6470-601.32-75	AV MATERIALS	22.02	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	12.84	
		291-6470-601.32-75	AV MATERIALS	24.21	
		291-6470-601.32-75	AV MATERIALS	11.01	
		291-6470-601.32-75	AV MATERIALS	31.53	
		291-6470-601.32-75	AV MATERIALS	14.49	
		291-6470-601.32-75	AV MATERIALS	20.20	
		291-6470-601.32-75	AV MATERIALS	31.98	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	239.96	
		291-6470-601.32-75	AV MATERIALS	29.90	
		291-6470-601.32-75	AV MATERIALS	59.13	
		291-6470-601.32-75	AV MATERIALS	16.99	
		291-6470-601.32-75	AV MATERIALS	38.87	
		291-6470-601.32-75	AV MATERIALS	5.39	
		291-6470-601.32-75	AV MATERIALS	16.49	
		291-6470-601.32-75	AV MATERIALS	279.96	
		291-6470-601.32-75	AV MATERIALS	6.95	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MTLs	29.91	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	11.69	9,496.78
80555	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLs	12.59	12.59
80556	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-95	PERIODICALS	33.02	
		291-6470-601.32-95	FOREIGN TRANSACTION FEE	.66	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					49.67
80557	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PROCESSING SUPPLIES	40.96-	
		291-6470-601.32-05	PROCESSING SUPPLIES	215.82	
		291-6470-601.32-05	PROCESSING SUPPLIES	40.96	
		291-6470-601.32-90	REMOVABLE LABELS	280.10	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	38.54	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	21.24	
		291-6470-601.32-75	AV MTLs	106.24	
		291-6470-601.32-75	AV MTLs	127.48	
		291-6470-601.32-75	AV MTLs	23.90	
		291-6470-601.32-75	AV MTLs	169.89	
		291-6470-601.32-75	AV MTLs	37.39	
		291-6470-601.32-75	AV MTLs	139.20	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	1,375.00	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	9.90	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	191.24	
		291-6470-601.32-75	AV MTLs	29.71	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	45.00	
		291-6470-601.32-80	BOOKS	20.99	
		291-6470-601.32-80	BOOKS	42.00	
		291-6470-601.32-80	BOOKS	37.93	
		291-6470-601.32-80	BOOKS	23.94	
		291-6470-601.32-80	BOOKS	12.47	
		291-6470-601.32-80	BOOKS	62.66	
		291-6470-601.32-80	BOOKS	25.29	
		291-6470-601.32-80	BOOKS	86.78	
		291-6470-601.32-80	BOOKS	19.00	
		291-6470-601.32-80	BOOKS	28.32	
		291-6470-601.32-80	BOOKS	28.40	
		291-6470-601.32-80	BOOKS	56.72	
		291-6470-601.32-80	BOOKS	56.72	
		291-6470-601.32-80	BOOKS	24.08	
		291-6470-601.32-95	PERIODICALS	197.00	
		291-6470-601.32-95	PERIODICALS	349.00	
		291-6470-601.32-95	PERIODICALS	14.96	
		291-6470-601.32-95	PERIODICALS	10.94	
		291-6470-601.32-95	PERIODICALS	21.98	
		291-6470-601.32-95	PERIODICALS	18.28	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	2.99	
		291-6470-601.32-95	PERIODICALS	116.71	
		291-6470-601.32-95	PERIODICALS	116.71	
		291-6470-601.32-95	PERIODICALS	29.99	
		291-6470-601.32-95	PERIODICALS	3.92	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	340.00	
		291-6470-601.32-95	PERIODICALS	1,008.80	5,682.15
80562	BAKER & TAYLOR	291-6470-601.32-75	AV MATERIALS	24.87	
		291-6470-601.32-75	AV MATERIALS	38.48	
		291-6470-601.22-85	PROCESSING SERVICES	144.40	
		291-6470-601.22-85	PROCESSING SERVICES	152.00	
		291-6470-601.22-85	PROCESSING SERVICES	159.60	
		291-6470-601.22-85	PROCESSING SERVICES	259.55	
		291-6470-601.22-85	PROCESSING SERVICES	189.65	
		291-6470-601.22-85	PROCESSING SERVICES	117.80	
		291-6470-601.22-85	PROCESSING SERVICES	98.80	
		291-6470-601.22-85	PROCESSING SERVICES	133.00	
		291-6470-601.22-85	PROCESSING SERVICES	106.40	
		291-6470-601.22-85	PROCESSING SERVICES	159.60	
		291-6470-601.22-85	PROCESSING SERVICES	182.40	
		291-6470-601.22-85	PROCESSING SERVICES	122.75	
		291-6470-601.22-85	PROCESSING SERVICES	188.50	
		291-6470-601.22-85	PROCESSING SERVICES	64.60	
		291-6470-601.22-85	PROCESSING SERVICES	167.20	
		291-6470-601.22-85	PROCESSING SERVICES	136.80	
		291-6470-601.22-85	PROCESSING SERVICES	178.60	
		291-6470-601.22-85	PROCESSING SERVICES	30.40	
		291-6470-601.22-85	PROCESSING SERVICES	175.95	
		291-6470-601.22-85	PROCESSING SERVICES	201.40	
		291-6470-601.22-85	PROCESSING SERVICES	106.40	
		291-6470-601.22-85	PROCESSING SERVICES	26.60	
		291-6470-601.22-85	PROCESSING SERVICES	76.00	
		291-6470-601.22-85	PROCESSING SERVICES	106.40	
		291-6470-601.22-85	PROCESSING SERVICES	3.80	
		291-6470-601.22-85	PROCESSING SERVICES	22.80	
		291-6470-601.22-85	PROCESSING SERVICES	152.00	
		291-6470-601.22-85	PROCESSING SERVICES	330.60	
		291-6470-601.22-85	PROCESSING SERVICES	76.00	
		291-6470-601.22-85	PROCESSING SERVICES	22.80	
		291-6470-601.22-85	PROCESSING SERVICES	102.60	
		291-6470-601.22-85	PROCESSING SERVICES	38.00	
		291-6470-601.22-85	PROCESSING SERVICES	83.60	
		291-6470-601.22-85	PROCESSING SERVICES	15.20	
		291-6470-601.22-85	PROCESSING SERVICES	45.60	
		291-6470-601.22-85	PROCESSING SERVICES	19.00	
		291-6470-601.22-85	PROCESSING SERVICES	224.20	
		291-6470-601.22-85	PROCESSING SERVICES	155.80	
		291-6470-601.22-85	PROCESSING SERVICES	117.80	
		291-6470-601.22-85	PROCESSING SERVICES	11.20	
		291-6470-601.22-85	PROCESSING SERVICES	7.60	
		291-6470-601.22-85	PROCESSING SERVICES	22.80-	
		291-6470-601.32-80	BOOKS	972.19	
		291-6470-601.32-80	BOOKS	716.48	
		291-6470-601.32-80	BOOKS	322.33	
		291-6470-601.32-80	BOOKS	297.85	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	508.94	
		291-6470-601.32-80	BOOKS	262.02	
		291-6470-601.32-80	BOOKS	558.45	
		291-6470-601.32-80	BOOKS	530.03	
		291-6470-601.32-80	BOOKS	459.27	
		291-6470-601.32-80	BOOKS	673.72	
		291-6470-601.32-80	BOOKS	177.00	
		291-6470-601.32-80	BOOKS	679.04	
		291-6470-601.32-80	BOOKS	461.27	
		291-6470-601.32-80	BOOKS	616.02	
		291-6470-601.32-80	BOOKS	48.36	
		291-6470-601.32-80	BOOKS	623.90	
		291-6470-601.32-80	BOOKS	238.05	
		291-6470-601.32-80	BOOKS	84.45	
		291-6470-601.32-80	BOOKS	695.21	
		291-6470-601.32-80	BOOKS	244.59	
		291-6470-601.32-80	BOOKS	172.73	
		291-6470-601.32-80	BOOKS	173.65	
		291-6470-601.32-80	BOOKS	55.57	
		291-6470-601.32-80	BOOKS	422.93	
		291-6470-601.32-80	BOOKS	138.09	
		291-6470-601.32-80	BOOKS	486.41	
		291-6470-601.32-80	BOOKS	33.22	
		291-6470-601.32-80	BOOKS	43.01	
		291-6470-601.32-80	BOOKS	424.58	
		291-6470-601.32-80	BOOKS	187.62	
		291-6470-601.32-80	BOOKS	156.30	
		291-6470-601.32-80	BOOKS	416.72	
		291-6470-601.32-80	BOOKS	604.80	
		291-6470-601.32-80	BOOKS	682.59	
		291-6470-601.32-80	BOOKS	75.56	
		291-6470-601.32-80	BOOKS	676.73	
		291-6470-601.32-80	BOOKS	40.88	
		291-6470-601.32-80	BOOKS	15.87	
		291-6470-601.32-80	BOOKS	433.38	
		291-6470-601.32-80	BOOKS	236.34	
		291-6470-601.32-80	BOOKS	23.96	
		291-6470-601.32-80	BOOKS	141.76	
		291-6470-601.32-80	BOOKS	169.26	
		291-6470-601.32-80	BOOKS	9.52	
		291-6470-601.32-80	BOOKS	86.34	
		291-6470-601.32-80	BOOKS	591.57	
		291-6470-601.32-80	BOOKS	1,277.58	
		291-6470-601.32-80	BOOKS	215.27	
		291-6470-601.32-80	BOOKS	112.28	
		291-6470-601.32-80	BOOKS	57.60	
		291-6470-601.32-80	BOOKS	15.80	
		291-6470-601.32-80	BOOKS	47.41	
		291-6470-601.32-80	BOOKS	71.14	
		291-6470-601.32-80	BOOKS	278.02	
		291-6470-601.32-80	BOOKS	93.33	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	57.93	
		291-6470-601.32-80	BOOKS	306.26	
		291-6470-601.32-80	BOOKS	617.67	
		291-6470-601.32-80	BOOKS	926.52	
		291-6470-601.32-80	BOOKS	159.73	
		291-6470-601.32-80	BOOKS	335.35	
		291-6470-601.22-85	PROCESSING SERVICES	107.55	
		291-6470-601.22-85	PROCESSING SERVICES	53.20	
		291-6470-601.22-85	PROCESSING SERVICES	220.40	
		291-6470-601.32-75	AV MATERIALS	59.68	
		291-6470-601.32-80	BOOKS	550.75	
		291-6470-601.32-80	BOOKS	893.53	
		291-6470-601.32-80	BOOKS	434.80	
		291-6470-601.32-80	BOOKS	499.23	
		291-6470-601.32-80	BOOKS	227.95	
		291-6470-601.32-80	BOOKS	209.63	
		291-6470-601.32-80	BOOKS	215.25	
		291-6470-601.22-85	PROCESSING SERVICES	205.20	
		291-6470-601.22-85	PROCESSING SERVICES	106.40	
		291-6470-601.22-85	PROCESSING SERVICES	7.60	
		291-6470-601.22-85	PROCESSING SERVICES	101.10	
		291-6470-601.32-80	BOOKS	173.77	
		291-6470-601.32-80	BOOKS	383.90	
		291-6470-601.32-80	BOOKS	332.07	
		291-6470-601.32-80	BOOKS	31.18	
		291-6470-601.32-80	BOOKS	447.32	
		291-6470-601.32-80	BOOKS	830.20	
		291-6470-601.32-80	BOOKS	137.87	
		291-6470-601.32-80	BOOKS	1,543.96	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	247.00	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.32-80	BOOKS	16.95-	
		291-6470-601.32-80	BOOKS	42.34	
		291-6470-601.32-80	BOOKS	525.73	
		291-6470-601.32-80	BOOKS	83.21	
		291-6470-601.32-80	BOOKS	103.24	
		291-6470-601.32-80	BOOKS	323.87	
		291-6470-601.32-80	BOOKS	621.28	
		291-6470-601.32-80	BOOKS	173.53	
		291-6470-601.32-80	BOOKS	178.13	
		291-6470-601.32-80	BOOKS	105.19	
		291-6470-601.32-80	BOOKS	54.10	
		291-6470-601.32-80	BOOKS	77.01	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	61.11	
		291-6470-601.32-80	BOOKS	73.41	
		291-6470-601.32-80	BOOKS	35.18	
		291-6470-601.32-80	BOOKS	460.06	
		291-6470-601.32-80	BOOKS	25.50	
		291-6470-601.32-80	BOOKS	191.65	
		291-6470-601.32-80	BOOKS	388.10	
		291-6470-601.32-80	BOOKS	339.94	
		291-6470-601.32-80	BOOKS	946.12	
		291-6470-601.32-80	BOOKS	306.59	
		291-6470-601.32-80	BOOKS	498.30	
		291-6470-601.32-80	BOOKS	346.38	
		291-6470-601.32-75	AV MTLs	12.77	39,855.13
80563	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MATERIALS	9.33	
		291-6470-601.32-75	AV MATERIALS	72.98	
		291-6470-601.32-75	AV MATERIALS	63.46	
		291-6470-601.32-75	AV MATERIALS	57.09	
		291-6470-601.32-75	AV MATERIALS	14.23	
		291-6470-601.32-75	AV MATERIALS	78.17	
		291-6470-601.32-75	AV MATERIALS	219.75	
		291-6470-601.32-75	AV MATERIALS	5.08-	
		291-6470-601.32-75	AV MATERIALS	23.77	
		291-6470-601.32-75	AV MTLs	10.18	
		291-6470-601.32-75	AV MTLs	117.62	661.50
80569	BIBLIOTHECA LLC	291-6470-601.32-75	AV MATERIALS	872.34	
		291-6470-601.32-80	BOOKS	2,989.32	
		291-6470-601.32-75	AV MATERIALS	326.73	
		291-6470-601.32-80	BOOKS	2,512.38	
		291-6470-601.32-75	AV MATERIALS	10,827.55	
		291-6470-601.32-80	BOOKS	13,596.24	31,124.56
80570	BLACKSTONE PUBLISHING	291-6470-601.32-75	AV MATERIALS	42.55	
		291-6470-601.32-75	AV MTLs	42.55	
		291-6470-601.32-75	AV MTLs	101.13	186.23
80578	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	57.86	57.86
80580	COOKING LIGHT	291-6470-601.32-95	PERIODICALS	20.00	20.00
80584	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MATERIALS	639.90	639.90
80586	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	143.96	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	60.78	
		291-6470-601.32-80	BOOKS	44.80	278.33
80587	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	191.93	191.93
80599	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	127.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	135.00	
		291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	135.00	
		291-6470-601.32-80	BOOKS	123.75	776.25
80601	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SERVS - JUNE	64.00	
		291-6470-601.20-81	FY2021 1ST QUARTER OCLC	15,544.20	15,608.20
80606	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	407.53	
		291-6470-601.32-80	BOOKS	304.53	712.06
80607	INGRAM LIBRARY SERVICES	291-6470-601.22-85	PROCESSING SERVICES	4.09	
		291-6470-601.22-85	PROCESSING SERVICES	6.16	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	62.38	
		291-6470-601.32-80	BOOKS	189.54	
		291-6470-601.32-80	BOOKS	38.40	
		291-6470-601.32-80	BOOKS	15.82	
		291-6470-601.32-80	BOOKS	79.29	
		291-6470-601.32-80	BOOKS	796.35	
		291-6470-601.32-80	BOOKS	703.13	
		291-6470-601.32-80	BOOKS	910.57	
		291-6470-601.32-80	BOOKS	268.95	
		291-6470-601.32-80	BOOKS	24.84	
		291-6470-601.32-80	BOOKS	901.79	
		291-6470-601.32-80	BOOKS	606.85	
		291-6470-601.32-80	BOOKS	9.03	
		291-6470-601.32-80	BOOKS	185.25	
		291-6470-601.32-80	BOOKS	55.22	
		291-6470-601.32-80	BOOKS	41.09	
		291-6470-601.32-80	BOOKS	34.80	
		291-6470-601.32-80	BOOKS	62.58	
		291-6470-601.32-80	BOOKS	97.16	
		291-6470-601.32-80	BOOKS	462.39	
		291-6470-601.32-80	BOOKS	346.15	
		291-6470-601.32-80	BOOKS	198.24	
		291-6470-601.32-80	BOOKS	19.76	
		291-6470-601.32-80	BOOKS	142.54	
		291-6470-601.32-80	BOOKS	52.79	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	5,689.68	
		291-6470-601.32-80	BOOKS	280.29	
		291-6470-601.22-85	PROCESSING SERVICES	4.25	
		291-6470-601.32-80	BOOKS	50.95	
		291-6470-601.32-80	BOOKS	72.25	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	185.61	
		291-6470-601.32-80	BOOKS	259.97	
		291-6470-601.32-80	BOOKS	251.67	
		291-6470-601.32-80	BOOKS	183.38	
		291-6470-601.32-80	BOOKS	22.79	
		291-6470-601.32-80	BOOKS	42.85	
		291-6470-601.32-80	BOOKS	320.12	
		291-6470-601.32-80	BOOKS	101.10	
		291-6470-601.32-80	BOOKS	220.97	
		291-6470-601.32-80	BOOKS	42.08	
		291-6470-601.32-80	BOOKS	117.84	
		291-6470-601.32-75	AV MTLs	8.24	14,322.02
80609	JOHN HERSEY HIGH SCHOOL	291-6470-601.32-80	2020 YEARBOOK	50.00	50.00
80612	KANOPY INC	291-6470-601.32-75	AV MATERIALS	953.00	
		291-6470-601.32-75	AV MTLs	1,051.00	2,004.00
80614	LIBRARY JOURNAL	291-6470-601.32-95	PERIODICALS	157.99	157.99
80616	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	167.90	167.90
80621	MIDWEST TAPE	291-6470-601.32-75	AV MATERIALS	584.61	
		291-6470-601.32-75	AV MATERIALS	639.80	
		291-6470-601.32-75	AV MATERIALS	62.97	
		291-6470-601.32-75	AV MATERIALS	9.74	
		291-6470-601.32-75	AV MATERIALS	24.49	
		291-6470-601.32-75	AV MATERIALS	52.47	
		291-6470-601.32-75	AV MATERIALS	12.74	
		291-6470-601.32-75	AV MATERIALS	574.86	
		291-6470-601.32-75	AV MATERIALS	1,727.82	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	369.90	
		291-6470-601.32-75	AV MATERIALS	41.98	
		291-6470-601.32-75	AV MATERIALS	302.97	
		291-6470-601.32-75	AV MATERIALS	239.94	
		291-6470-601.32-75	AV MATERIALS	576.75	
		291-6470-601.32-75	AV MTLs	122.43	
		291-6470-601.32-75	AV MTLs	761.88	
		291-6470-601.32-75	AV MTLs	618.86	
		291-6470-601.22-85	PROC SERVS	518.76	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	9,169.20	
		291-6470-601.32-80	BOOKS	4,487.24	20,954.39
80625	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	PERIODICALS ACC164509	44.83	44.83
80626	PALATINE HISTORICAL SOCIETY	291-6470-601.32-80	BOOKS	646.00	646.00
80632	RECORDED BOOKS INC	291-6470-601.32-75	AV MATERIALS	711.62	711.62
80633	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	152.26	

PREPARED 08/18/20, 01:23 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	142.82	
		291-6470-601.32-80	BOOKS	96.89	
		291-6470-601.32-80	BOOKS	41.28	
		291-6470-601.32-80	BOOKS	71.28	
		291-6470-601.32-80	BOOKS	67.89	572.42
80641	ULINE	291-6470-601.32-90	QUIET TAPE	136.99	136.99
80644	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	12.59	
		291-6470-601.32-90	CIRCULATION SUPPLIES	393.00	405.59
80647	WOODS & POOLE ECONOMICS	291-6470-601.32-80	BOOKS	295.00	295.00
80650	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	39.25	
		291-6470-601.32-80	BOOKS	35.00	74.25
***** DIVISION TOTAL ****					146,121.14

*Belmont MAKERSpace*

DEPARTMENT: 64	User Services	DIVISION: 80			
80557	ARLINGTON HTS MEMORIAL LIBRARY	491-6480-601.50-55	LIGHT FIXTURES BELMONT	1,098.00	1,098.00
80588	GARDEN GUY, INC.	291-6480-601.21-11	BELMONT JULY LANDSCAPE	247.50	247.50
80608	JENSSENS PLUMBING & HEATING	491-6480-601.50-55	HVAC WORK BELMONT	2,088.00	2,088.00
80611	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6480-601.21-02	FIRE ALARM MONITORING	90.00	90.00
80638	STANDARD ELEVATOR CO	291-6480-601.21-02	REGULAR SERVICE JUNE	265.00	
		291-6480-601.21-02	REGULAR SERVICE JULY	265.00	530.00
80643	VILLAGE OF ARLINGTON HEIGHTS	291-6480-601.21-60	WATER/SEWER 4/30-6/25	51.04	51.04
80646	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	PROF SERVICES JUNE	10,664.62	
***** DIVISION TOTAL ****					14,769.16
***** DEPARTMENT TOTAL **					186,990.92
***** GRAND TOTAL ****					287,952.56

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	274,101.94
491	Capital Projects-Library	13,850.62
**** TOTAL ALL FUNDS ****		287,952.56

August 18, 2020

**Arlington Heights Memorial Library  
American Express Card Summary  
7/31/2020**

#	Count	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
	106					
1		Driskell	291-0000-489-9000	\$ (128.24)	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	\$ 16.00	Facebook Advertising	FACEBK *N4D8HSE822
7		Driskell	6010-3032	\$ 369.94	Zoom Subscription	ZOOM Zoom
8		Dworianyn	6010-2005	\$ 54.10	PayPal PayFlow Pro Subscription	PAYFLOW/PAYPAL 0045
9		Dworianyn	6010-2102	\$ 852.54	Isopropyl Alcohol for cleaning	BRACKIN PAINT AND SU
10		Dworianyn	6010-2242	\$ 343.35	Public Internet Service	COMCAST CHICAGO
11		Dworianyn	6010-3032	\$ 10.61	iPad App for Youth Services	APPLE.COM/BILL
12		Dworianyn	6010-3032	\$ 21.24	iPad App for Youth Services	APPLE.COM/BILL
13		Dworianyn	6010-3032	\$ 11.99	YouTube Premium Subscription	GOOGLE*YOUTUBEPREMIU
14		Dworianyn	6010-3032	\$ 165.00	Volunterr Software Subscription	WWW.VOLGISTICS.COM
15		Dworianyn	6010-3032	\$ 4.50	Office 365 Licensing	MNJTECHNOLOGIESDIREC
16		Dworianyn	6010-3032	\$ 239.20	Office 365 Licensing	MNJTECHNOLOGIESDIREC
17		Dworianyn	6010-3032	\$ 9.99	Kindle Unlimited Subscription	KINDLE UNLTD*MJ3V97A
18		Dworianyn	6010-3032	\$ 35.00	Trello Subscription	TRELLO.COM, ATLIASSIA
19		Dworianyn	6010-3032	\$ 4.99	Amazon FreeTime Subscription	AMZNFREEETIME*MJ7HK4A
20		Dworianyn	6010-3032	\$ 35.91	Google Phone Management Service	GOOGLE*GSUITE AHML.N
21		Dworianyn	6010-3032	\$ 14.99	Spotify Subscription	SPOTIFY USA
22		Dworianyn	6010-3032	\$ 9.99	Amazon Music Subscription	AMAZON MUSIC*MJ5D68F
23		Dworianyn	6010-3032	\$ 49.00	Riddle.com Subscription	RIDDLE.COM SUBSCRIPT
24		Dworianyn	6010-3185	\$ 144.95	Headsets for Staff Phones	AMZN MKTP US*MJ8QG2V
25		Dworianyn	6010-3185	\$ 165.00	Wifi Hotspots + Fee for Circulating Hotspots	TECHSOUP
26		Ekl	6001-2202	\$ 45.00	Sam's Club Membership Renewal	SAMSLUB.COM#6279 62
27		Ekl	6001-2203	\$ 95.00	ALA Virtual Conference - M Young	AMER LIB ASSOC-CAREE
28		Ekl	6002-2165	\$ 98.94	Meetup Subscription	MEETUP ORG SUB 6M
29		Ekl	6002-2165	\$ 239.84	Hootsuite Subscription	HOO*HOOTSUITE INC
30		Ekl	6002-3185	\$ 416.82	Sign Holders	DISPLAYS2GO
31		Ekl	6003-2203	\$ 58.80	Volunteer Management Training - J Begich	EB *NW IL REGIONAL V
32		Ekl	6004-2165	\$ 29.00	Bilingual Educators Virtual Summit - C Shin	SPANISH PROFE
33		Ekl	6004-2165	\$ 59.00	ALA Webinar - T Karim	AMERLIBASSOC ECOMMER
34		Ekl	6004-5015	\$ 99.00	Vacuums for Makerspace	HOMEDEPOT.COM
35		Ekl	6004-5015	\$ 289.00	Vacuums for Makerspace	HOMEDEPOT.COM
36		Ekl	6010-3032	\$ 14.99	Zoom Subscription (Info Services)	ZOOM.US 888-799-9666
37		Ekl	6010-3032	\$ 14.99	Zoom Subscription (Tech Learning Center)	ZOOM Zoom
38		Ekl	6010-3185	\$ 67.90	HDMI Audio Extractor	PAYPAL *WWWU9LTD.COM
39		Ekl	6010-5012	\$ 926.51	Surface Mapping Device	SP * LIGHTFORM INC
40		Ekl	6020-2111	\$ 281.55	Maintenance Supplies	STEPNPULL.COM
41		Ekl	6020-2111	\$ 249.98	Automatic Sanitizers and Stands	WRIST-BAND.COM
42		Ekl	6020-3145	\$ (75.20)	Janitorial Supplies, refund for damaged product	BT*CLEANITSUPPLY.COM
43		Ekl	6401-2203	\$ 55.00	ALA Webinar for Fall Outreach	AMERLIBASSOC ECOMMER
44		Ekl	6401-3201	\$ 19.79	Tween Activity Kit Supplies	HOBBY LOBBY ECOMM 00
45		Ekl	6401-3202	\$ 128.24	Storytime in the Park Social Distancing Supplies	WALMART.COM AY
46		Ekl	6401-3290	\$ 54.49	Public Computer Supplies	MDS ASSOCIATES INC 0
47		Ekl	6440-2218	\$ 206.30	Artist in Residence Coffee Chat guest	PAYPAL *LEARNWITHSE
48		Ekl	6440-2218	\$ 175.00	Memory Power 5/20	PAYPAL *ROBBZ27
49		Ekl	6440-3202	\$ 17.93	FanCon Prizes	WALMART.COM AZ
50		Ekl	6440-3202	\$ 10.00	FanCon Prizes	APPLE.COM/US
51		Ekl	6440-3202	\$ 15.88	FanCon Prizes	BARNES&NOBLE.COM-BN
52		Ekl	6450-3007	\$ 33.99	Headphones for Purchase	WALMART.COM AV
53		Ekl	6450-3185	\$ 21.42	Studio Supplies	BT*AURALEX ACOUSTICS
54		Ekl	6470-3205	\$ (40.96)	Processing Supplies (order canceled)	BUYMEDIASUPPLY.COM
55		Ekl	6470-3205	\$ 215.82	Processing Supplies	WALMART.COM AMEX
56		Ekl	6470-3205	\$ 40.96	Processing Supplies	BUYMEDIASUPPLY.COM
57		Ekl	6470-3290	\$ 280.10	Removable Labels	BT*ONLINE LABELS, IN



<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
58	Ekl	6480-5055	\$ 1,098.00	Belmont Makerspace light fixtures	LAMPS PLUS - 52
	Ekl		\$ (24.47)	Fraudulent charge, do not pay	CREDIT FOR FRAUDULENT
59	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
60	Szymanek	6470-3275	\$ 38.54	AV Materials	SP * TAYLOR SWIFT SH
61	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
62	Szymanek	6470-3275	\$ 21.24	AV Materials	MICROSOFT*STORE
63	Szymanek	6470-3275	\$ 106.24	AV Materials	B&H PHOTO 800-606-69
64	Szymanek	6470-3275	\$ 127.48	AV Materials	GAMESTOP.COM GameSto
65	Szymanek	6470-3275	\$ 23.90	AV Materials	MUSICTODAY INC Music
66	Szymanek	6470-3275	\$ 169.89	AV Materials	SP * PHONESOAP.COM
67	Szymanek	6470-3275	\$ 37.39	AV Materials	WWW DISCOVERYTOYS CO
68	Szymanek	6470-3275	\$ 139.20	AV Materials	CAROLINA BIOLOGICAL*
69	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479807894
70	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479817091
71	Szymanek	6470-3275	\$ 1,375.00	AV Materials	MOBILE BEACON
72	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
73	Szymanek	6470-3275	\$ 9.90	AV Materials	PAYPAL *MDERANGO13
74	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
75	Szymanek	6470-3275	\$ 191.24	AV Materials	MICROSOFT*STORE
76	Szymanek	6470-3275	\$ 29.71	AV Materials	GAMESTOP.COM GameSto
77	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
78	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
79	Szymanek	6470-3280	\$ 20.99	Books	ECKHARTZ PRESS BOOKS
80	Szymanek	6470-3280	\$ 42.00	Books	COMPASS CLASSROOM 00
81	Szymanek	6470-3280	\$ 37.93	Books	ANDERSONS BOOK200019
82	Szymanek	6470-3280	\$ 23.94	Books	SP * A KIDS BOOK ABO
83	Szymanek	6470-3280	\$ 12.47	Books	POWELLS.COM 0034
84	Szymanek	6470-3280	\$ 62.66	Books	RDA*SHOP TASTE OF HO
85	Szymanek	6470-3280	\$ 25.29	Books	ANDERSONS BOOK200019
86	Szymanek	6470-3280	\$ 86.78	Books	ANCIENT FAITH MINIST
87	Szymanek	6470-3280	\$ 19.00	Books	DIANAGOETSCH.COM
88	Szymanek	6470-3280	\$ 28.32	Books	ALIBRIS BOOKS
89	Szymanek	6470-3280	\$ 28.40	Books	ALIBRIS BOOKS
90	Szymanek	6470-3280	\$ 56.72	Books	ALIBRIS BOOKS
91	Szymanek	6470-3280	\$ 56.72	Books	ALIBRIS BOOKS
92	Szymanek	6470-3280	\$ 24.08	Books	BOOKSHOP.ORG
93	Szymanek	6470-3295	\$ 197.00	Periodicals	CABOT HERITAGE
94	Szymanek	6470-3295	\$ 349.00	Periodicals	INVESTORS BUSINESS D
95	Szymanek	6470-3295	\$ 14.96	Periodicals	AASSKYPUBLI
96	Szymanek	6470-3295	\$ 10.94	Periodicals	KPC*KALMBACH PRODUCT
97	Szymanek	6470-3295	\$ 21.98	Periodicals	MAGAZINE.STORE
98	Szymanek	6470-3295	\$ 18.28	Periodicals	PAYPAL *MAGAZINESUB
99	Szymanek	6470-3295	\$ 12.99	Periodicals	SOUTHERN LADY
100	Szymanek	6470-3295	\$ 2.99	Periodicals	SP * BAUER MEDIA GRO
101	Szymanek	6470-3295	\$ 116.71	Periodicals	INTERMEDIA BRAND MAR
102	Szymanek	6470-3295	\$ 116.71	Periodicals	INTERMEDIA BRAND MAR
103	Szymanek	6470-3295	\$ 29.99	Periodicals	PAYPAL *SUBSCRIPTIO
104	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*ALTPRESS MEDIA
105	Szymanek	6470-3295	\$ 340.00	Periodicals	TURNAROUND LETTER
106	Szymanek	6470-3295	\$ 1,008.80	Periodicals	CHICAGO SUN-TIMES CI

\$ 12,959.29

August 18, 2020

**Arlington Heights Memorial Library  
Mastercard Summary  
7/31/2020**

Count	5			
<b><u>CARDHOLDER</u></b>	<b><u>ACCOUNT</u></b>	<b><u>AMOUNT</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>VENDOR</u></b>
S Distel	6440-3202	\$ 62.49	FanCon Supplies	JoAnn
	6450-3290	\$ 79.24	Mouse Covers	MDS Associates
M Szymanek	6470-3275	\$ 15.99	AV Materials	Netflix
	6470-3295	\$ 33.02	Periodicals	Chatelaine
	6470-3295	\$ 0.66	Foreign Transaction Fee	
		<u>\$ 191.40</u>		

August 18, 2020

Arlington Heights Memorial Library  
Special Funds Summary  
7/31/2020

Count 7

#		Account	Amount	Description	Staff
	<b>Check # 1569 – AHML – Petty Cash</b>				
1	7/8/2020	6401-3201	\$ 27.65	Program Supplies	J Pinotti
2		6401-3202	\$ 22.50	Program Events	J Pinotti
3		6401-3202	\$ 38.13	Program Events	S Hollars
4	7/22/2020	6440-3202	\$ 23.56	Program Supplies	M Young
5		6010-3005	\$ 14.99	Office Supplies	L Plakhotnyuk
6	8/3/2020	6420-3290	\$ 35.92	Circulation Supplies	R Moravec
7		6470-3275	\$ 12.59	AV Materials	M Szymanek
			<u>\$ 175.34</u>		

To: Board of Library Trustees

From: Mike Driskell and Donna Ekl

Date: August 18, 2020

Re: 2021 Budget Targets - Personnel

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The budget targets for 2021 were presented and discussed at the July 13 Special Board meeting and approved at the July 21 board meeting, with the exception of the personnel target. Potential target for the personnel line was discussed in further detail at the Committee of the Whole meeting on August 10. Based on those discussions, staff are projecting a 0% increase to the personnel line.

**Suggested motion: The Board of Library Trustees adopts the 2021 Personnel Budget Target at 0% increase.**

August 18, 2020

Arlington Heights Memorial Library

BUDGET TARGETS FOR 2021

	<u>CY 2017</u>	<u>CY 2018</u>	<u>CY 2019</u>	<u>CY 2020</u>	<u>CY 2021</u>
<b>REVENUE</b>					
<b>SET BY BOARD OF LIBRARY TRUSTEES</b>					
1. Target for tax levy increase on previous years extended levy	0%	0%	1%	0%	0% a
<b>EXPENDITURES</b>					
<b>SET BY FINANCE COMMITTEE</b>					
2. Maximum Operating Budget increase (excludes Property)	3.00%	3.00%	2.50%	5.73%	2.50% b
3. Maximum increase in salary ranges	2.00%	2.80%	2.80%	1.90%	5.06% c
4. Increase in Budgeted Personal Services not to exceed	3.00%	3.00%	3.00%	6.85%	0.00%
<b>SET BY STAFF</b>					
5. Maximum increase for individual budget lines	1.00%	1.00%	1.00%	1.00%	1.00% d
<b>SET BY VILLAGE</b>					
6. Increase in medical insurance not to exceed	8%	10%	9.50%	8.00%	5.00% e
Employee medical insurance - actual through 2020	\$ 1,128,200	\$ 1,158,900	\$ 1,268,996	\$ 1,367,928	\$ 1,497,881 f
Insurance contingency	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000 g
7. Assessment for Accounts Payable processing - actual through 2020	\$ 23,690	\$ 24,500	\$ 25,235	\$ 25,992	\$ 129,267 h
8. IMRF Rate for Fiscal Year not to exceed - set by VAH	12.34%	13.07%	10.01%	12.64%	12.54% i
<b>SET BY GOVERNMENT</b>					
10. Social Security	6.20%	6.20%	6.20%	6.20%	6.20%
11. Medicare	1.45%	1.45%	1.45%	1.45%	1.45%
<b>SET BY MARKET</b>					
14. Employee Assistance Plan - Actual through 2020	\$ 5,405	\$ 5,664	\$ 5,930	\$ 5,836	\$ 6,128 j
15. Liability Insurance - Actual through 2020	\$ 110,708	\$ 102,149	\$ 108,278	\$ 120,958	\$ 169,341 k

## FOOTNOTES

a - Set per Board action following review and recommendation of LRFP

b - This target excludes expenditures in the General Fund's Property area [non capitalized fixed assets] as well as all expenditures in the Capital Projects Fund.

c - Most Salary ranges in 2021 will have a range increase of .8%. First-quarter data from the Bureau of Labor Statistics point to a 0.8% cost-of-living adjustment in 2021. That adjustment would be substantially lower than the 1.6% increase in 2020. Salary grades C3 to A1 are building to \$15 minimum wage requirement in 2025, and these grades will experience a change of up to 5.06% in 2021.

d - An increase above this target requires an approved add-on request.

e - Percent increase is a preliminary estimate from HUB June 2020. VAH budget ceiling at 5% also.

f - Increase from 2020

g - 2017 transfer \$300,000 from AHML's General Fund to the VAH Health Insurance fund. Keep contingency liability in future. 2% already included in 5% health insurance target.

h - 3% before 2021. Service Charge Increase in 2021 once we receive 24% of VAH's annual PPRT.

i - Set by VAH

j - 5% increase based on industry trend

k - As we discussed last November the property marketplace will continue to harden as the trend of more severe and frequent catastrophic events continues to occur across the US. Throughout the Midwest there have been catastrophic storms. In addition to losses, property carriers have instituted convective storm modeling to quantify their property exposures. This modeling is able to forecast expected severe storms. Due to the modeling, all carriers have seen their reinsurance costs increase which in return means the carriers have to increase their property rates to the buyer. Estimated increase, 40%.

**RESOLUTION 20-01**

**HONORING THE SERVICE OF MARIANTHI THANOPOULOS**

**Whereas**, Marianthi Thanopoulos has served with distinction on the Board of Library Trustees of the Arlington Heights Memorial Library from 2016 to 2020; and

**Whereas**, she assumed her responsibilities with enthusiasm and contributed actively to the issues before the board; and

**Whereas**, Marianthi Thanopoulos has been an advocate for diverse, high-quality services for children, fair and equitable policies to encourage library use, excellent customer service, and fiscal responsibility; and

**Whereas**, during her term of service, she participated in the development of the library’s strategic plan to provide valuable information to the Board of Library Trustees to help shape the future and relevancy of the library as a community resource and destination; and

**Whereas**, she also served in the selection of a new executive director, Mike Driskell, in 2018; and

**Whereas**, during her term of service, Marianthi Thanopoulos participated in the acquisition and design of a new community makerspace focused on providing the next generation of library services and encouraging the advancement in technology and expertise offered to library customers; and

**Whereas**, most recently, she thoughtfully supported staff during unprecedented circumstances as the library navigated the COVID-19 pandemic with the objective to serve the community as safely and effectively as possible; and

**Whereas**, Marianthi Thanopoulos is well regarded for her sound judgment, her commitment to the library’s vision and values and her knowledge of the community and its needs; and

**Therefore, be it resolved** THAT THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND SINCERELY THANKS MARIANTHI THANOPOULOS FOR HER YEARS OF SERVICE AND FOR ALL SHE HAS CONTRIBUTED TO THE LIBRARY AND TO THE ARLINGTON HEIGHTS COMMUNITY; and

**Furthermore, be it resolved** THAT THE BOARD EXTENDS ITS APPRECIATION ALONG WITH ITS BEST WISHES FOR SUCCESS IN HER FUTURE ENDEAVORS.

Adopted the 18<sup>th</sup> day of August 2020 by the Board of Library Trustees

\_\_\_\_\_  
Greg Zyck, President

\_\_\_\_\_  
Carole Medal, Vice President/Secretary

\_\_\_\_\_  
John Supplitt, Treasurer

\_\_\_\_\_  
Andi Ruhl

\_\_\_\_\_  
Debbie Smart

\_\_\_\_\_  
Christine Tangney

To: Board of Library Trustees

From: Mike Driskell and Shannon Distel

Date: August 18, 2020

Re: Adapting Library Services During COVID-19 (staff presentation)

During the closure of the library due to COVID-19, the library board and staff have had many discussions and updates on the closure and general operations. Staff wanted to take an opportunity to provide the board with a presentation of the services provided to our community during this time and more detail as to how the library adapted to the challenging and changing environment.



To: Board of Library Trustees

From: Mike Driskell

Date: August 18, 2020

Re: Staff Presentation of One Book, One Village Selection

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Staff will give a presentation of the One Book, One Village selection for 2020. For the second year, the One Book, One Village title was selected through a community vote. The 2020 program will culminate with a virtual visit by the author on Thursday, November 12. The OBOV title will be released to the public on August 21, and will be discussed at the meeting.

## Executive Director's Report July 2020

### What's New @ AHML

#### **New Streaming Services on Rokus**

For some time, customers have been able to try out *Netflix*, *Amazon Prime Video*, *Sling TV* and *Vudu* movies on various circulating Roku devices. With the debut of several new popular streaming services, interest has risen to experience these new subscriptions. Digital Services Supervisor Gregory Berger has updated the Rokus to accommodate more services. Three different types (or “colors”) of Rokus are now offered:

- Red with *Netflix*, *Amazon Prime* and *HBO Now*
- Blue with *Netflix*, *CBS*, *All Access* and *Showtime*
- White with *Netflix*, *Disney+* and *Hulu*.

#### **Library of Things Additions**

Based on customer requests, Digital Media Specialist Chris Smith added several items to the *Library of Things* collection. He added a customizable *Xbox Elite Gaming Controller*, a *Chromebook*, and an additional *Thermal Camera*.

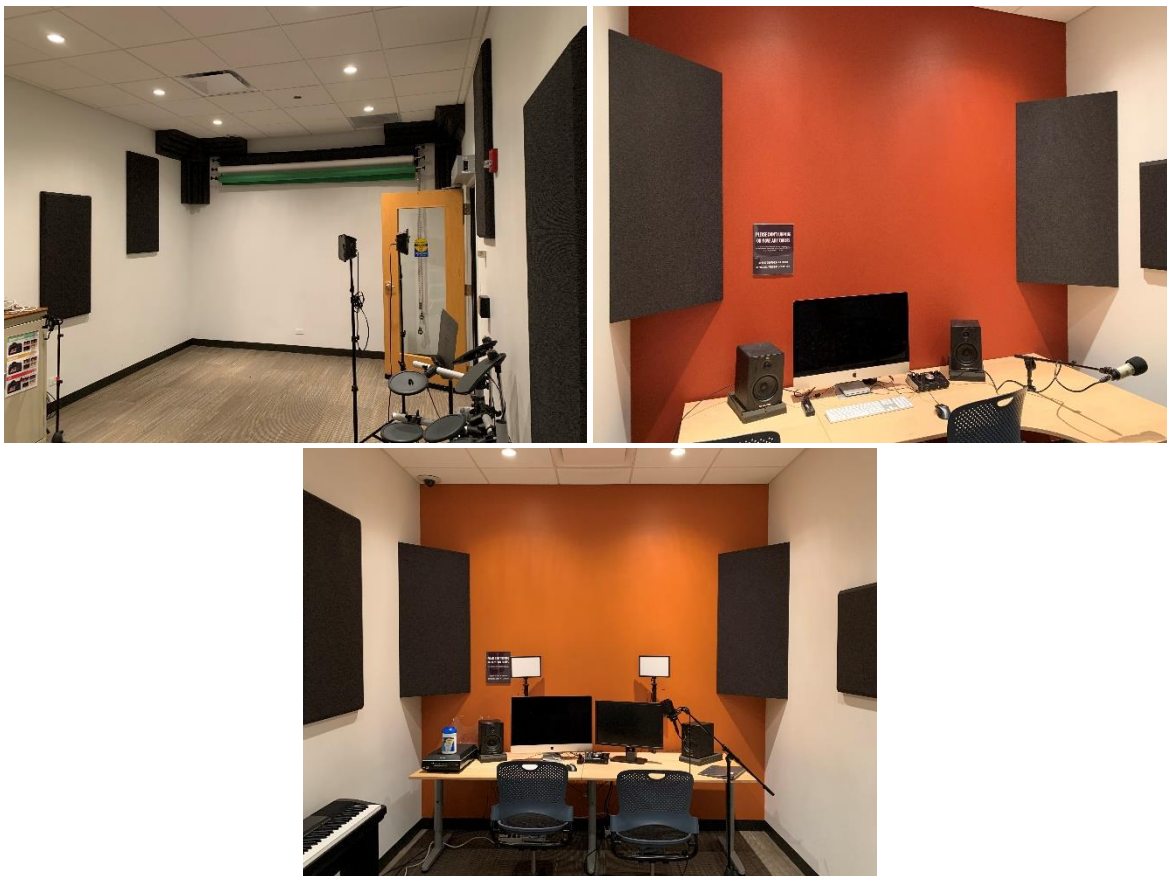
Also added:

- *Spikeball*
- *Solar telescope*
- *Golf range finder*



## **New Studio Sound Panels**

Taking advantage of the Studio being closed to the public and with help from Facilities staff, Digital Media Specialist Chris Smith installed new sound panels in the Studios to help improve audio fidelity and reduce noise bleed to minimize disturbances outside of the Studios.



## **Diversity and Inclusion**

### **Area Library Collaboration**

The Arlington Heights Memorial Library's collaboration between Des Plaines, Elk Grove Village, and Mount Prospect public libraries to serve School District 59 continued this month. Youth Outreach Librarian Emily Loeffler and Youth Outreach Specialist Emily Muszynski helped conclude summer school classes with booktalk visits. They also assisted with distributing giveaway bags at three food distribution sites serving students in District 59. Collaborating libraries contributed to giveaway bags for 88 families that included books, activities and promotional material from each of the four libraries.

## **BrainPop ELL for English Language Learners**

With funds through a grant to the ESL Office, Digital Services Librarian Bill Pardue assisted ESL/Literacy Services Coordinator Tracy Karim to acquire the online learning platform *BrainPop ELL*. *BrainPop ELL* has learning modules, activities, quizzes and games for all ages of English Language Learners. Once remote access is established it will be available for learners through the library website.

## **Serving our Community**

### **Chat!**

July was another busy month for chat with 829 chat transactions. This service continues to be an important resource to the community and July saw a 99% increase (417) over July 2019. Overall year to date chat is up 87%.

### **Library Items**

In July, Material Handlers checked in over 62,000 items, filled almost 24,000 holds, and over 1,000 carts were shelved. During the month, 29,707 hold requests were placed, more than any month since July 2015. In July, 17,063 items were checked out at the drive-up and 7,895 cars went through, more than any other month through the last five years.

### **Hot Picks Maintain Hot Stats**

Almost seventy-eight percent of Hot Picks were consistently checked out since the library's reopening. It is a clear indicator that this collection is a convenient way for customers to get high-demand items with minimal physical exposure or interaction.

### **Making eResources Easy to Navigate**

New shelves were created in *cloudLibrary*. Collection Specialist Cyndi Hamann created the romantic comedy shelf *All You Need is Love (and a Good Laugh)* and Collection Supervisor Violet Jaffe created a *Homeschooling Resources* shelf to assist neighborhood families navigate the changes in education.

### **New Partnership with Beer on the Wall**

Programs and Exhibits Specialist Vesryn Grey introduced a new partnership with local business Beer on the Wall, for a virtual tasting event titled "Summertime Bottles of Beer on the Wall" on July 21. Thirty-nine customers attended the virtual event with live beer tasting. A four-pack assortment of beer was available for purchase prior to the program, though not required for participation. Matt and Ryan from Beer on the Wall discussed the breweries of each beer and the method of brewing. Attendees requested Beer on the Wall return with different beers to try!

## Magic on Instagram Live

Programs and Exhibits staff Jennifer Czajka and Vesryn Grey collaborated with Communications and Marketing team's April Harder and William Tolan to welcome Jeanette Andrews: magician, illusionist and our summer Artist in Residence on *Instagram Live*.

The six *Instagram Live* conversations surpassed 200 views each, with the highest reach just over 400 (Jeanette's conversation with former Guggenheim curator Sara Raza, @punkorientalism, on Magic + Art). This content and the resources at [ahml.info/residency](http://ahml.info/residency) will remain available through end of summer at minimum.



*Designers Henna Wang & Michael Reynolds of Gesso (an app which serves museums and cultural organizations) join Artist in Residence Jeanette Andrews in conversation on the topic of Magic + Design*

## Page Turners Sees Initial Success

Info Services Advisor Barb Weiner and Info Services Librarian Becky Thornton developed *Page Turners*, a new reading program for adults. The program offers activity lists incorporating reading and library-related activities. The program now has 251 total adults registered. At the end of July, two readers were randomly drawn to receive \$60 gift certificates to local restaurants. Two winners will be drawn monthly through the program's end.

## FanCon Pivots to offer a Three-Day Virtual Extravaganza!

The 2020 *FanCon* team hit the ground running to convert the library's biggest annual event from in-person to virtual, due to Covid-19. The team converted a one-day, five-hour event to become a three-day weekend full of virtual programs and crafts from July 10-12. The 2020 *FanCon* team pulled something off something Arlington Heights Memorial Library and peer libraries have not done before!

The first virtual *FanCon* offered 16 facilitated sessions, live on *Zoom* or *YouTube*. Customers were able to participate in a huge variety of activities either fully digital, or through hands-on crafting in their own homes. We also had customers attending *FanCon* from outside the immediate area – a benefit of our virtual reach!



Young adults and adult audiences participated in a *Game Development*, a collaborative *Oregon Trail Speed Run*, *Video Game Trivia*, *Books & Comics Trivia* and *Movies & TV Trivia*.

Our young customers and their families enjoyed *Jedi Trainings*, *Princess Tea Parties*, hands-on drawing workshops led by skilled artists throughout the weekend and a variety of fandom crafts, with both downloadable instructions and video tutorials available.

**Over three days, 681 people participated in virtual sessions. The week leading up to the event, an impressive 1,099 *FanCon* craft kits were in the hands-on community members!**

A special thanks to the *FanCon* Team led by Programs and Exhibits Specialist, Megan Young; Kids World Advisor, Amy Belford; Teen Librarian, Evan Mather; Graphic Designer, Colleen Kelly; Info Services Assistant, Cassidy Schmidt; Digital Media Specialist, Chris Smith and Material Handling Supervisor, Matt Williams.



### **Author Linda Gartz and Redlining**

On July 1, Author Linda Gartz shared her family's unique story of life in West Garfield Park during white flight, as told in her book *Redlined: A Memoir of Race, Change and Fractured Community in 1960s Chicago*. We welcomed 96 people to the thoughtful and timely conversation about redlining – a history and topic relevant to the current social



and political climate. Info Services Librarian Alison Lowry, Programs and Exhibits Manager Jennifer Czajka and Programs and Exhibits Specialist Megan Young collaborated with Linda to prepare the presentation and discussion. Winnetka based *The Book Stall* co-promoted the event. Since the live event, the recording posted to *YouTube* has generated an additional 59 views.

### **Culinary Conversations**

Designed by Programs and Exhibits Specialist Tracy Recklaus, *Culinary Conversations* launched this summer to offer space for community members to connect with one another about a favorite topic – food and cooking! The event, led by Info Services Advisor Joan Lasky and Programs and Exhibits Specialist Megan Young, covered everything from yummy local restaurants, grocery stores and home-delivery options to what people are cooking at home. After the program, recipes and restaurant recommendations were emailed to attendees.

### **July Book Lists**

Info Services Advisors created book lists on the Readers' Services page so that customers can access these recommended items from home. The lists feature print, eAudio and eBooks. July lists include: [Summer Scares](#), [100 Years of Women's Rights to Vote](#), [Roaring Twenties](#) and [Favorite Things](#).

### **Teens Tinker: DIY Escape Room**

Six teens created their own virtual escape room on July 8. After successfully escaping from the Hub in a virtual escape room, teen participants learned how to use *Google Forms* to create their own escape room with guidance from Teen Advisor Kate Henry. The teens collaborated to make an escape room that was shared on the Hub's Instagram and can be found [here](#) - eight customers have tried the teen-made escape room!

### **Storytime Outreach Visits**

Youth Services staff presented in-person, outdoor storytimes for the Arlington Heights Park District and Lake Terramere Homeowner Association in July. Youth Outreach Specialists Laura Dakas and Kim McGuire visited ten park district camps throughout the month. At these Kaleidoscope Camp visits, 101 young campers, ages 3-5 years old, enjoyed outdoor storytimes with a variety of books and music. They also enjoyed books in their camp rooms provided by the library in summer resource bags. On July 20, Youth Outreach Specialists Kim McGuire and Emily Muszynski presented a socially-distanced storytime. Thirty-five customers enjoyed this special addition to their neighborhood bookmobile stop.



### **Read Aloud Book Club**

Youth Outreach Specialist Emily Muszynski hosted a read-aloud book club this month. Children in 2nd-4th grades met weekly on *Zoom* to listen to and discuss the book *Cog* by Greg van Eekhout. At the end of the last meeting, participants mentioned how much they liked the format of the book club and enjoyed listening to a book together in real time rather than reading on their own.

### **Info Appointments Move Virtual**

Info Services staff have moved their one-on-one appointments to a virtual environment. Our external partner *SCORE*, which mentors small business owners, had eleven appointments in July. Additionally, our contracted *Resume Reviewers* have continued providing virtual sessions. Info Services staff have instructed customers with appointments in July, covering topics like Genealogy, Business, Careers and in-depth research.

### **Digital Referral Forms**

Info Services Librarians Alison Lowery and Becky Thornton, worked with IT to develop an online librarian referral system through *Microsoft 365*. The referral system allows other Info Services Staff to refer in depth research questions to the librarians. This system enables customers to connect with a professional librarian for a timely response.



## 1950 Census Program

On July 20, Genealogy and Local History Librarian Jaymie Middendorf coordinated and hosted the program, *The 1950 US Federal Census - Are You Ready?* that saw 100 attendees. It is part of the library's overall work to raise census awareness. Speaker Thomas MacEntee focused on preparing researchers for the release of the 1950 data, sharing information on its differences from past censuses as well as illuminating volunteer projects related to indexing and finding aids.

## Jobs Program Focuses on the Interview Stage

Info Services Librarian Alison Lowery coordinated and hosted [Interview Like an Expert](#), a program presented by Lynee Alves on July 23. Lynee is CBS2 Chicago's resident career coach, crafting weekly segments for job seekers. Her presentation skills and comfort in front of an audience were dynamic and engaging. She shared what job seekers need to know to boost their skills and support more successful job search efforts. The 21 attendees learned tips and best practices for resumes, online applications and job interviews.

## Grab & Go Bundles

Info Services staff created the Grab & Go display near the Info Desk for customers to easily browse and find items to check out. The items are bundled in fun and creative ways to offer a book and a movie around a fun subject or idea.



## Additional Hotspots

In response to the necessity of social distancing and so customers can stay connected, Digital Services Manager Jack Bower ordered eleven more Wi-Fi hotspots for the *Library of Things*. The library now has 31 hotspots in circulation.

### **Socially Distant One-on-One Appointments**

With help from Computer Technician Ben Sliwa, Digital Media Specialist Chris Smith mounted an external monitor at the dedicated one-on-one appointment station. The monitor allows customers to plug in their devices during appointments so Digital Services Advisors can more easily view the screen while maintaining social distance. The external monitor and the Plexiglas barrier provide comfort and safety to both participants during appointments.



### **In-person Computer Help Makes a Difference**

Even with reduced hours, technology appointments in July were actually up from last year. July 2020 saw 40 appointments compared to 37 in July 2019. Customers have expressed appreciation to have the in-person computer help.

### **Virtual Cord Cutting 101**

Digital Services Supervisor Gregory Berger was able to promote the new Roku and the other cord cutting offerings in the *Library of Things* collection during the first virtual *Cord Cutting 101* class on July 29. The popular class had 42 attendees and received positive comments afterwards. With people looking for more to do while they stay at home, and the greater need to save money due to the economy, the class content is more relevant than ever.

### **Libraries Lead with Digital Skills**

*Grow with Google: Get Your Business Online* was the inaugural program funded by the *Libraries Lead with Digital Skills Grant*. Twenty-five members of the business community attended the program on July 7. It covered how to get a business started online, including how to create a Google profile, appear on Google Maps and increase search engine optimization as a result of taking these steps. Many attendees signed up for the next in the series, *Better understand your customers: Google Analytics*.

### **Healthcare Deliveries Resume**

Deliveries to activities staff and healthcare customers at our two largest sites, The Moorings Healthcare and Lutheran Home, resumed this month with many thanks and positive comments from managers and staff at both locations. July also saw nine new customers registered for our home delivery program and two new customers enrolled in the NLS Talking Books program.

## Senior Center Reading Room Branch Reopens

Senior and Accessible Services staff welcomed back our first customers to the Reading Room on July 13. Much of the furniture was removed and the collection arranged to support social distancing. All Senior Center visitors are temperature-checked and screened by Village staff at the front door. Room capacity is limited to four customers at a time and an additional two for the computer room. And returns are made in the outside book drop to the west of the Senior Center entrance. Multiple customers have shared that they really like the setup and feel very safe visiting. From a new customer who visited after hearing about the opening: *“The Senior Center library is great! I am a fan and will definitely be going back. I felt safe there.”*



## New Learn Zoom Classes for Seniors

Interest in our new senior *Learn Zoom* classes has been excellent with classes full and well attended. The class, created by Senior and Accessible Services (SAS) Manager Mary Jo Lepo, helps older adults overcome technical hurdles, learn *Zoom* basics interactively, and practice *Zoom* in a comfortable environment. Staff call each student at least two days in advance of the class to see if they need assistance joining the class. Students receive a class handout by email that they can print before class.



Digital Services Advisor Rich Fabits along with Digital Media Specialist Chris Smith assisted SAS staff with the biweekly *Learning Zoom* classes offered to Senior Center customers. Rich works with customers using their own devices to get their cameras and microphones operational and helps them understand how *Zoom* works.

Feedback from students has been positive: *“I learned so much from this class!”* *“Now I feel confident about doing this on my own.”* *“I loved this class. I really learned a lot.”*



### **Here's a Mask, Come On In!**

Bookmobile staff is practicing increased safety! We are now offering disposable masks for those customers out on a walk who did not expect to run into us. This has allowed so many more new customers to find out more about our bookmobile and additional library services

### **Bookmobile to the Rescue!**

The bookmobile also returned to visiting The Moorings. In July, the bookmobile visited twice, and by their request, we will be starting weekly visits in August. Customers are thrilled to have the bookmobile bring them materials to read and enjoy again, as their in-house library is closed due to water damage.



### **Reverse Parade!**

Circulation Supervisor Megan Maier and Bookmobile Supervisor Teri Scallon participated in Baird & Warner's reverse Fourth of July parade. They had a great time seeing all the cars pass and greeting everyone. It was a very hot day but fun to be out with the bookmobile promoting *FanCon* and the *Summer Reading Program*.



### **Book Bags for Preschools**

Bookmobile staff restarted delivering requested book bags for the Arlington Heights Park District preschools this month. Teachers, caregivers and children are happy to have access to these items selected by our knowledgeable Youth Services librarians and staff once again.

## **Little Free Libraries Mania!**

Bookmobile Supervisor Teri Scallon and Community and Circulation Services Manager Shannon Meyer continued refilling our registered *Little Free Libraries* throughout Arlington Heights this month. This service has become so popular with our residents that we have received multiple requests for additional deliveries to be added to the many new *Little Free Library* owners around town!



## **Professional Development**





















### **ESL Training**

Bilingual Advisor Catalina Shin attended a four-day virtual summit for bilingual educators. She brought back a lot of great information to use in her own programs and outreach and some useful tips to share with the rest of the ESL Team as well.

ESL Advisor Allie Gourley and ESL/Literacy Services Coordinator Tracy Karim attended a *PLA* webinar *Transition Planned In-Person Adult Programs to a Virtual Environment*. Featured was a new *Zoom* feature (auto-generated emails!) and it provided some nice confirmation that the Arlington Heights Memorial Library's transition to virtual programming exceeds what many libraries around the country have been able to provide.

## Virtual Resource Usage

### Top ten visited web pages

<b>June 2020:</b>	1.	<a href="#">/www.ahml.info</a>		<b>91,935</b> (30.30%)
	2.	<a href="#">/StayInformed</a>		<b>10,771</b> (3.55%)
	3.	<a href="#">/borrow/bmm</a>		<b>3,738</b> (1.23%)
	4.	<a href="#">/borrow/ebooks</a>		<b>3,526</b> (1.16%)
	5.	<a href="#">/research/databases</a>		<b>2,738</b> (0.90%)
	6.	<a href="#">/attend/events</a>		<b>2,707</b> (0.89%)
	7.	<a href="#">/summer</a>		<b>1,922</b> (0.63%)
	8.	<a href="#">/curbsideholdpickup</a>		<b>1,621</b> (0.53%)
	9.	<a href="#">/advanced-search</a>		<b>1,513</b> (0.50%)
	10.	<a href="#">/node/100007320</a>		<b>1,407</b> (0.46%)
<b>July 2020:</b>	1.	<a href="#">/www.ahml.info</a>		<b>111,906</b> (55.18%)
	2.	<a href="#">/StayInformed</a>		<b>3,521</b> (1.74%)
	3.	<a href="#">/borrow/bmm</a>		<b>3,334</b> (1.64%)
	4.	<a href="#">/attend/events</a>		<b>3,095</b> (1.53%)
	5.	<a href="#">/borrow/ebooks</a>		<b>3,057</b> (1.51%)
	6.	<a href="#">/research/databases</a>		<b>2,730</b> (1.35%)
	7.	<a href="#">/fancon</a>		<b>1,932</b> (0.95%)
	8.	<a href="#">/advanced-search</a>		<b>1,849</b> (0.91%)
	9.	<a href="#">/form/contact</a>		<b>1,226</b> (0.60%)
	10.	<a href="#">/residency</a>		<b>933</b> (0.46%)

## Social Media Engagement

	January	February	March	April	May	June	July
<b>Facebook</b>							
Posts	25	22	56	60	47	41	56
Fans*	5067	5113	5217	5291	5376	5436	5469
Engagement	1164	1723	3531	3642	2725	3148	1886
Reactions	1014	1505	2696	3001	2419	2755	1673
Comments	92	128	347	389	180	211	111
Shares	58	90	488	252	126	182	102
<b>Twitter</b>							
Tweets	65	51	111	139	148	143	137
Followers*	4313	4324	4362	4388	4404	4410	4424
Tweet impressions (in thousands)	75400	59900	116,000	120,000	127000	100000	94300
Engagement	247	203	534	394	399	387	283
Likes	181	164	386	294	348	300	211
Retweets	65	33	134	92	56	79	64
Mentions*	57	76	74	77	61	66	77
Profile visits**	<b>937</b>	<b>819</b>	<b>2040</b>	2060	1240	755	572
<b>Instagram</b>							
Posts*	n/a	n/a	859	875	898	922	978
Followers*	1767	1802	1852	1904	1947	2006	2081
Impressions*	n/a	11889	25878	24608	19,188	21052	45279

Average Reach	n/a	286	485	451	435	459	560
<b>Constant Contact</b>							
Campaigns	20	19	22	27	26	27	21
Sends	46572	44518	127872	85980	43,351	110,385	52314
Opens	10681	12536	57487	30772	12245	37071	12690
Clicks	498	925	2500	2262	1169	2196	889
Open rate (percentage)	24%	28%	45%	36%	28%	34%	24
Click rate growth over previous 30 days	2%	4%	17%	3%	3%	-4%	7
open rate vs. industry average	6%	10%	27%	11%	6%	12%	2
Total contacts*	31770	31790	32650	32957	33157	33594	33721
Unsubscribed in last 30 days	30	15	171	98	19	130	34
New contacts in the last 30 days	3	25	1006	446	184	436	106

<b>LinkedIn</b>							
Followers*	655	657	659	660	672	684	685
Posts	7	1	5	1	1	8	0
Impressions	2335	308	839	620	235	738	352

<b>YouTube</b>							
Subscribers*	397	402	456	514	585	603	627
Videos added	0	3	6	23	34	33	30
Views	1601	1821	2,875	5102	5053	3202	3086
Watch time hours	55.6	63.8	83.3	452.2	437	292.7	306.4

\*Cumulative

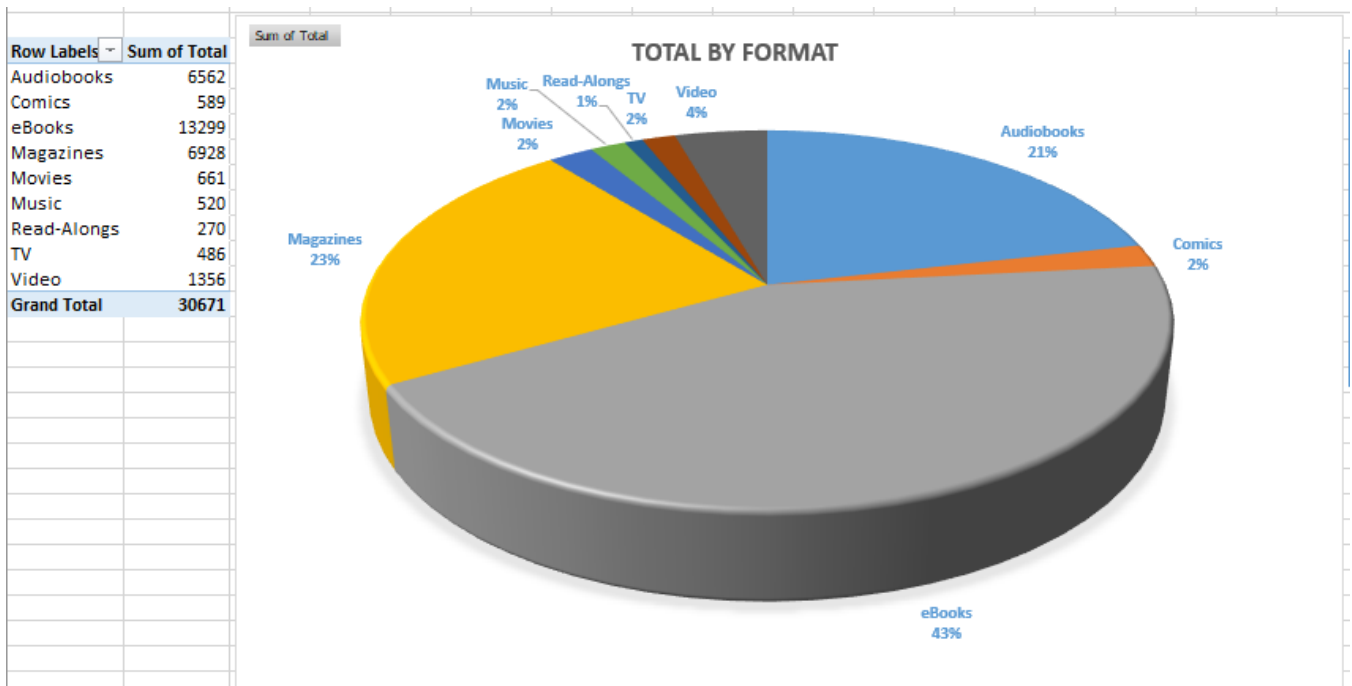
\*\*New metrics added



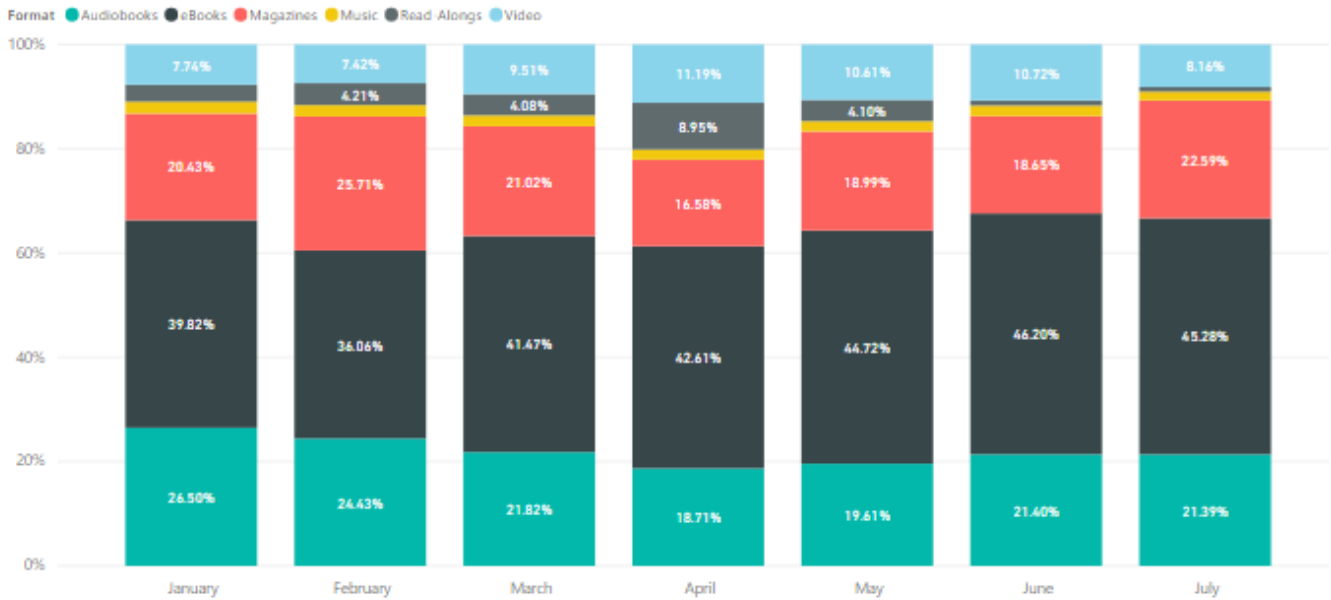
## eResource Usage

eLibrary 2020	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Total
Total eBook checkouts	6,759	5,915	8,308	10,969	11,785	11,375	10,463	65,574
Total eAudio checkouts	3,237	2,915	3,377	4,011	4,415	4,338	3,893	26,186

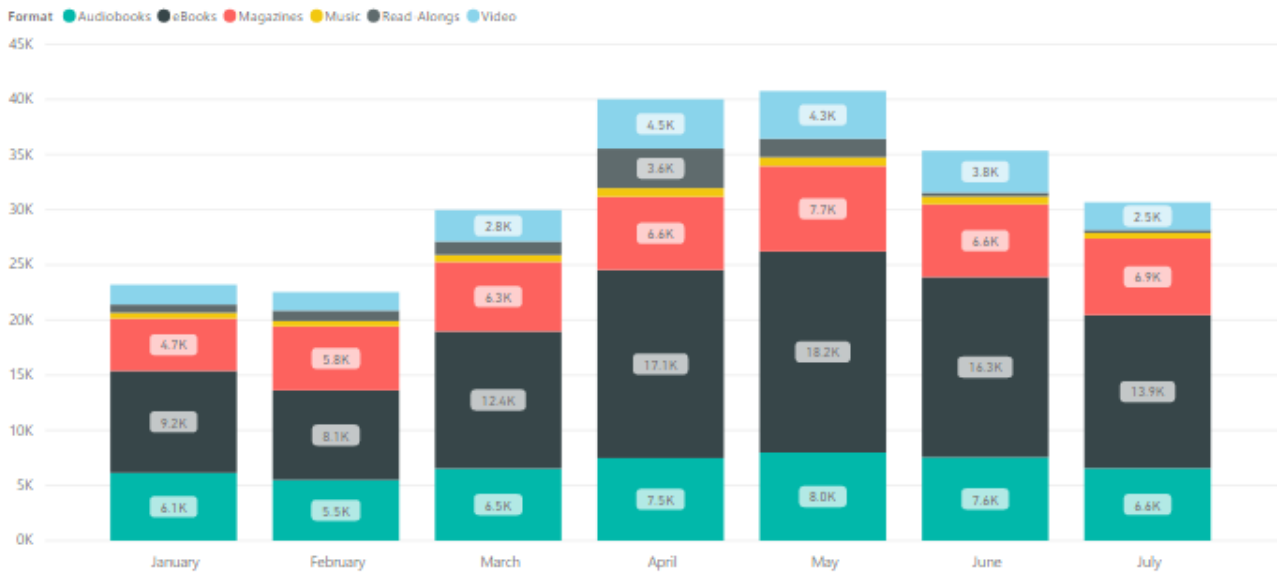
### JULY 2020 eResource overview



### Formats by Month (Percentages)



### Formats by Month (Totals)



## **Customer Comments**

### **Collection Services Feedback**

- From a purchase suggestion for a seven disc music CD of classical pianists from a customer who thought it *“would be wonderful to pop seven of these CDs into the carousal of my stereo, and sit back and enjoy them this fall with a candle warmed brandy or two, forgetting for just a few hours that the C-19 pandemic was real and not just the living nightmare that it has become!”*

### **Feedback on the Activity Kits:**

- *A brilliant idea. Great way to connect with the community.*
- As a regular tween customer and her caregiver were locking up their bikes to go into the library, they said, *“We love the activity kits, we take one every time we visit!”*

### **Feedback on Kids’ World book bundles:**

- A caregiver commented that she really appreciates the book bundles. She noted that she was exposed to ‘older’ titles and a wider variety of authors. She said that it was good for her children to read some themes that they typically do not choose for themselves.
- At the temporary desk at the Kids’ World entry, a caregiver shared, *“I checked out one of the book bundles for her and she’s gotten through two of the three [books]. These are really nice collections you’re putting together.”*

### **Book Discussion Feedback**

A regular attendee for the past year of *Desserts, Books & More* book discussion and craft series, *“I love Desserts, Books & More!”* This month’s program pictured below.

### **Digital Services Feedback**

- *“Donna Radlicz is just wonderful! She was knowledgeable, patient and didn’t make me feel stupid. I’m happy the library is back open and pleased to receive the help I needed from someone as pleasant as Donna.”*
- *“Dan (Johnson) was super and very knowledgeable.”*
- *“Rich Fabits is very, very helpful. We get all the help we need at AHML. Thanks to him.”*

## ESL Programs Feedback

- *"I always love the Hablamos Espanol meetings. You're a wonderful encouraging and fun teacher who includes everyone. Plus, I always learn lots of new vocabulary. Muchas Gracias,"* B. (Hablemos Espanol participant)
- *"Thank you for the beautiful class. You're a great teacher (Catalina Shin). I am sure it is not easy to teach students from so many countries, different languages, accents, and cultural backgrounds. I truly appreciate what you do"* E. (Inglés para Hispanohablantes participant)
- *"Thank you for your time. Class was very fun today. I always learn something new when I meet with you and I want to learn to talk like you do."*  
A. (Culture & Conversation participant)

## Chat Survey Comments

There were 154 surveys completed in the month of July. Once the chat is complete, customers have the option of rating their chat experience on a scale from 1 (Bad) – 4 (Excellent). Info Services staff averaged a rating of 3.89 with 137 survey participants rating their chat experience a 4.

Below are some survey comments received:

- *Allison was friendly and solution minded. When the typical solution didn't work, she figured out a way that worked for me and the library. That's making it work for both of us and make a positive experience. Thanks!*
- *We have a great library and staff*
- *Speed was of the essence and Rosa delivered!!*
- *Wonderful chat. Answered right away. Very helpful.*
- *Helen was very helpful (quick and precise response)*
- *Arlington Heights library service has set the bar high. It will be difficult for other libraries to complete.*
- *Nancy was clear, patient, informative. Good rep for AHL*

## **Library Feedback**

An email from a customer included:

- *“I just wanted to say THANK YOU for all you are doing to keep books, materials, education, and hope going during, well, everything.”*

One customer upon visiting the Kiosk Station stated:

- *“This is so wonderful! Thank you for everything you all have been doing. I really appreciate having the library open.”*

## **Bookmobile Feedback**

- *“I went to the Bookmobile for the first time this week and saw Al (Garcia) and Renu (Khurpa). They couldn't have been kinder as they handed me my hold and addressed me by name. I was surprised they remembered me. They really are the best and always are so friendly.”*

# Metrics for July 2020

## Service Point Traffic

**Total visits\***  
**32,454** ↓ -64%  
 88,940 last year

**Main Library visits**  
**31,232** ↓ -63%  
 83,635 last year

**Sr Center Visits\*\***  
**53** ↓ -97.45%  
 2,077 last year

**Bookmobile Visits**  
**1,169** ↓ -63.79%  
 3,228 last year

## Circulation

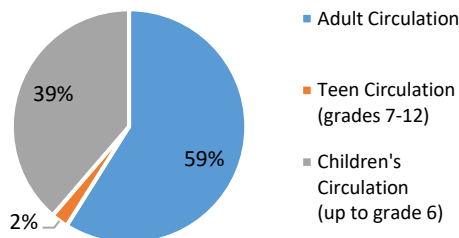
**Total Circulation**  
**121,784** ↓ -30%  
 173,122 last year

**Card Holders**  
**62,297**

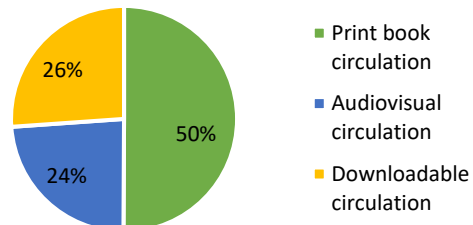
**Library Cards Issued**  
 Resident **185** ↓ -63.00%  
 (issued) 500 last year  
 Non-Resident **55** ↓ -65.63%  
 (Registered) 160 last year

**Interlibrary Loan**  
 Borrowed **349** ↓ -36.89%  
 553 last year  
 Lent **418** ↓ -20.68%  
 527 last year

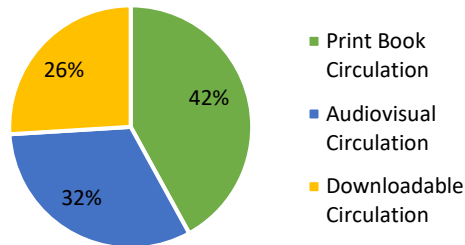
Circulation by Audience



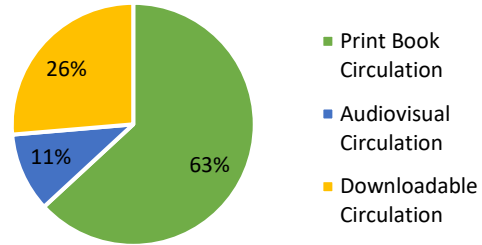
Circulation by Format



Adult Circulation by Format



Children Circulation by Format



## Programs

**Program Attendance**  
**3,254** ↓ -54%  
 7,075 last year

**Number of Programs**  
**139** ↓ -49%  
 272 last year

**Cost of Programs\*\*\***  
**\$10,342**  
 \$1895 funded by FOL

## Questions

**Reference Questions**  
**10,079** ↓ -40%  
 16,888 last year

**Reference Questions**  
 (via call center)  
**3,438** ↓ -31%  
 4,990 last year

**Chat sessions**  
**829** ↑ 98.80%  
 417 last year

## Technology Usage

**Public Computer Use**  
**2,924** ↓ -70.80%  
 10,013 last year

**Website Visits**  
**111,906** ↑ 8.22%  
 103,406 last year

**Self Checkout**  
 (% of total checkouts)  
**60%** ↓ -7.00%  
 67% last year

\*July represents the first full month of the library building being open to the public after the pandemic closure.

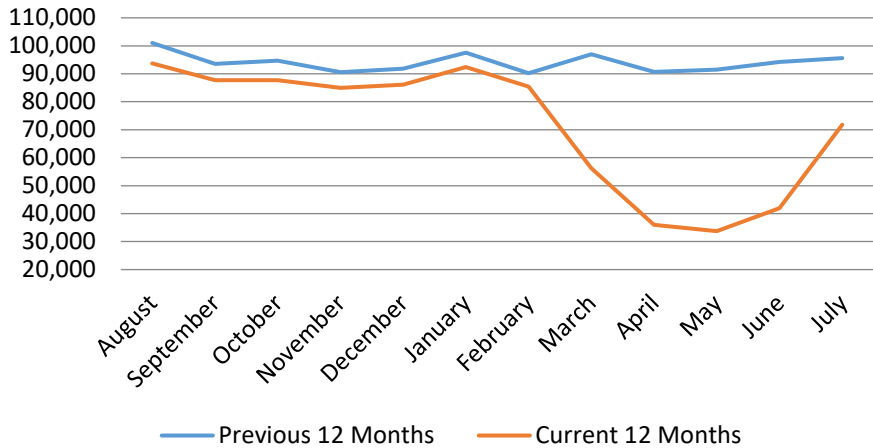
\*\*Senior Center reopened their doors in the 2nd half of July.

\*\*\*Costs are higher than average this month due to FanCon and the Artist in Residence.

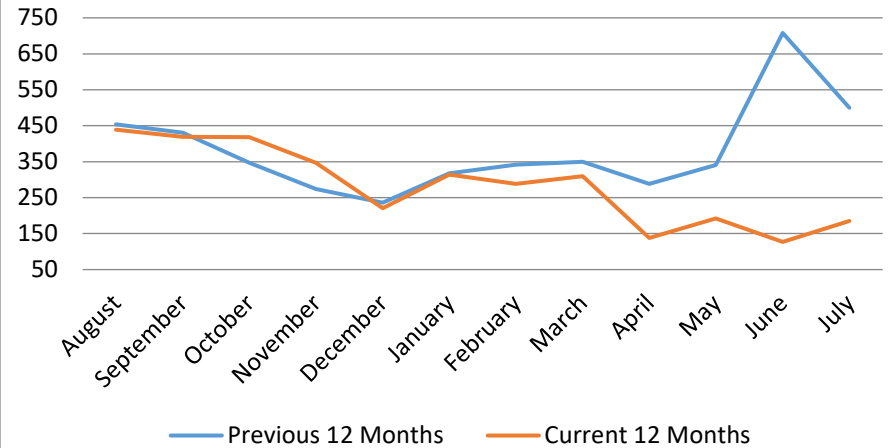
**AHML - DASHBOARD - July 2020**

	July 2020	July 2019	% change from last July	Jan 2020-July 2020	Jan 2019-July 2019	% change from last YTD
Total circulation	121,784	173,122	-30%	673,763	1,142,010	-41%
Adult circulation	71,782	95,638	-25%	417,385	656,853	-36%
Teen circulation	2,884	3,569	-19%	8,998	17,717	-49%
Children circulation	47,118	73,915	-36%	247,380	467,440	-47%
Print book circulation	58,822	94,601	-38%	272,083	598,382	-55%
Audiovisual circulation	27,958	50,694	-45%	143,654	351,310	-59%
Downloadables circulation	30,671	18,296	68%	230,159	129,791	77%
Self-check as % of main floor circ	60%	67%	-8%	49%	66%	-17%
Circulation to reciprocal borrowers	5,965	10,452	-43%	31,508	71,792	-56%
ILLs borrowed for our customers	349	553	-37%	1,584	3,461	-54%
ILLS lent to other libraries	418	527	-21%	1,964	3,484	-44%
Resident cards issued	185	500	-63%	1,554	2,847	-45%
Reciprocal cards registered	55	160	-66%	426	1,139	-63%
Reference questions	10,079	16,888	-40%	54,285	119,662	-55%
Number of Programs	275	272	1%	1,235	2,085	-41%
Program attendance	7,834	7,075	11%	36,521	55,897	-35%
Public computer use	2,924	10,013	-71%	23,344	64,334	-64%
Website visits	111,906	103,406	8%	683,591	695,554	-2%
In-person visitors	32,454	88,940	-64%	242,816	595,538	-59%
New & Popular - % of adult coll	9.0%	8.1%	10%	8.2%	8.3%	-1%
New & Popular - % of circ	34.6%	33.9%	2%	32.4%	34.5%	-6%
Kids' New & Popular - % of KW coll	4.7%	4.5%	4%	4.5%	4.6%	-4%
Kids' New & Popular - % of circ	15.0%	15.2%	-1%	12.7%	15.8%	-25%
Individual Staff Sessions	94	79	16%	491	738	-50%
Volunteer hours	784	3,124	-75%	7,199	17,893	-149%

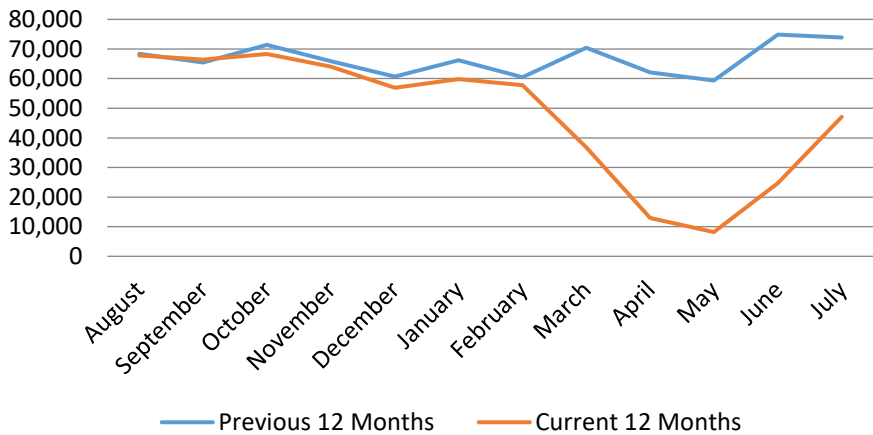
### Adult Circulation



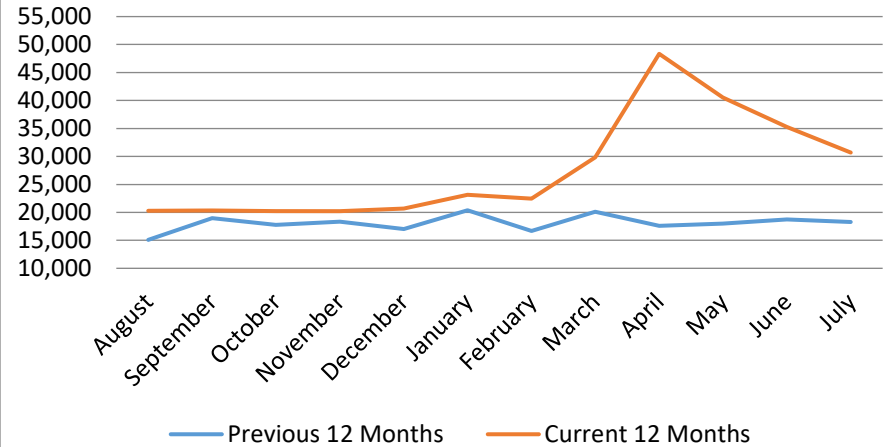
### Resident Library Cards Issued



### Children's Circulation



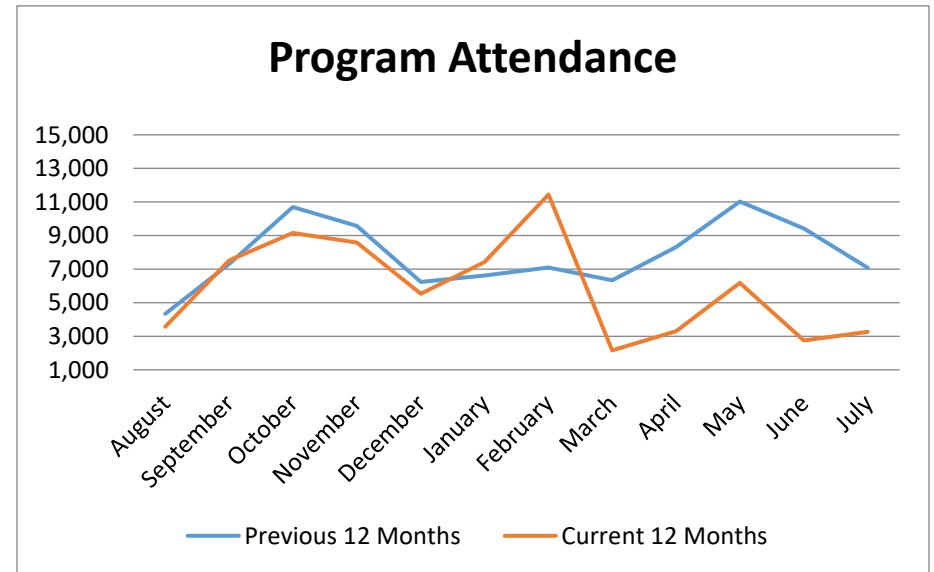
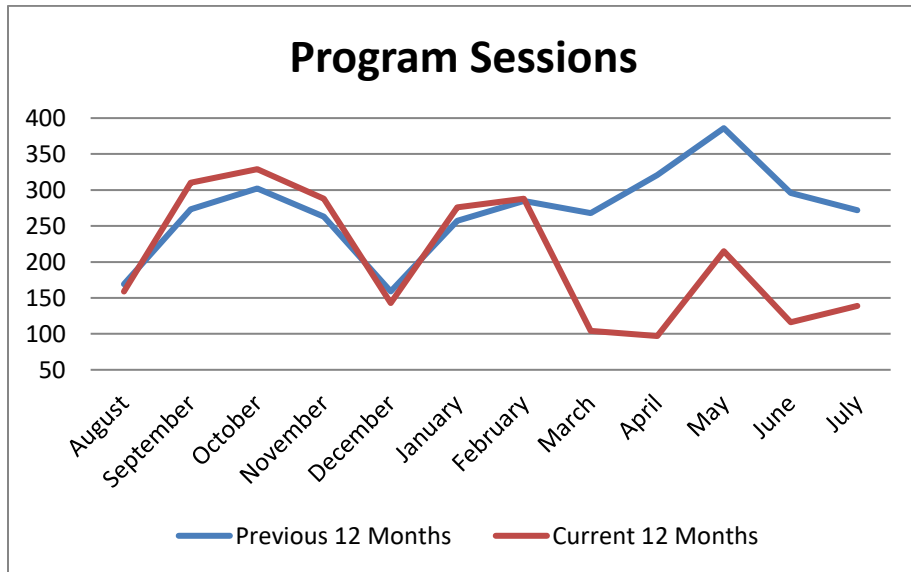
### Downloadables Circulation



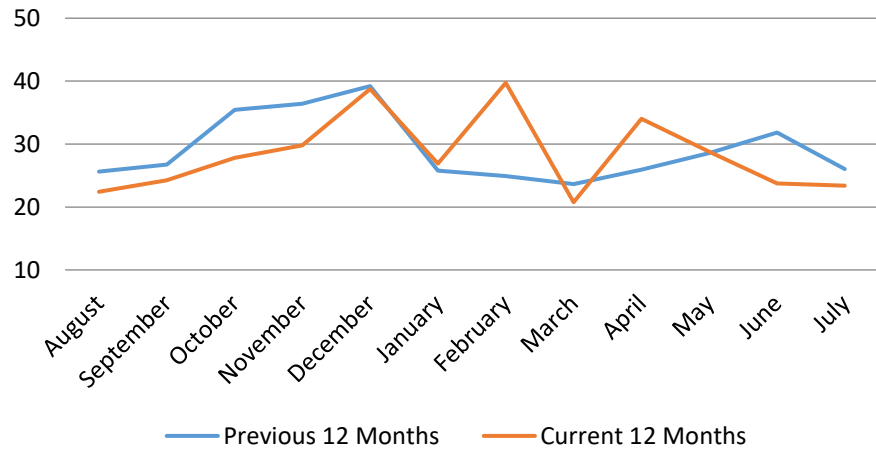


## Notes Relating to Circulation

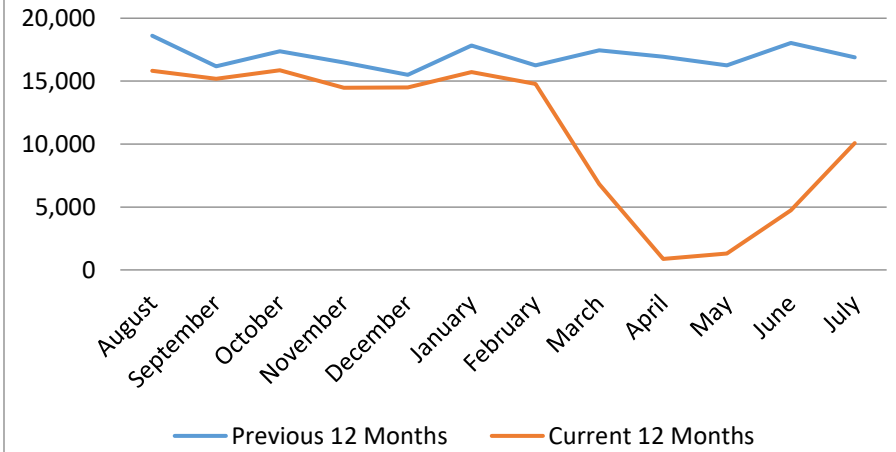
- ESL offered 33 programs with 241 participants, which is a 10% increase in programs and a 41% increase in attendance.
- It was a very busy month in Material Handling. In July, we checked in over 62,000 items, filled almost 24,000 holds, and over 1,000 carts were shelved.
- In July, we filled 29,707 requests for holds placed by our residents, more than any month since July 2015!
- We provided assistance and materials to 7,895 cars through the drive-up this month, more than any other month at least through the last five years!
- Checkouts at Drive-up are also up. With 17,063 checkouts this month, this is an increase of 60.6% over last July and represents 14% of total checkouts throughout the month.
- eMaterial checkouts have been increasing steadily and are the highest they have been since February 2020.
- This month, 185 residents signed up for library cards via our online registration or in person. With 62,297 AH residents holding library cards, this is an increase of 5.5% over last year and represents 83% of our community.



### Attendance Per Program



### Reference Questions (Library Wide)



### Website Visits

