

**BOARD OF LIBRARY TRUSTEES**

**TUESDAY, SEPTEMBER 15, 2020**

**7:00 P.M.**

**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 COMMITTEE OF THE WHOLE MEETING OF AUGUST 10, 2020 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 18, 2020 (Action Item 2)
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2020 (Item 3)
- VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 2020 (Action Item 4)
- IX. EXECUTIVE DIRECTOR'S REPORT

X. OLD BUSINESS

- MAKERSPACE PROJECT UPDATE (Item 5)

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

- RESOLUTION DECLARING A TRUSTEE VACANCY (Action Item 6)

As a result of the resignation of Trustee Marianthi Thanopoulos, a resolution declaring the trustee vacancy will be adopted.

- TEACHER INTERGOVERNMENTAL AGREEMENT (Action Item 7)

Intergovernmental agreements with School District 25 and School District 214 to provide library cards to educators in schools that the library serves.

- TEMPORARY POLICY DUE TO COVID-19 (Action Item 8)

Temporary changes to existing library and human resources policies to make accommodations for modifications of library services and public access to the building. This policy was approved at the July 13 meeting and effective through the September board meeting.

XI. NEW BUSINESS

- INCLUSION AWARENESS MONTH PRESENTATION (Item 9)

Staff will highlight inclusion related programming and publicity planned for Inclusion Awareness Month in October.

XII. OTHER

XIII. ADJOURNMENT

Public comment for this meeting can be made either in person or in advance via email. Please email comments to [LibraryDirector@ahml.info](mailto:LibraryDirector@ahml.info) by 5:00 p.m., September 15, 2020. Comments will be shared during the Public Comment section of the agenda.

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

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.

**BOARD OF LIBRARY TRUSTEES**

**COMMITTEE OF THE WHOLE**

08.20.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:00 p.m. on Monday, August 10, 2020, in the Hendrickson Room of the Arlington Heights Memorial Library.

Upon **ROLL CALL**, the following answered Present: Trustees Medal, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Trustee Ruhl participated in the meeting via Zoom due to job related business.

Absent: None.

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; Julie Doren, Business Office Assistant; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects.

08.20.02 There was no **PUBLIC COMMENT**.

08.20.03 **REVIEW OF 2021 PERSONAL SERVICES BUDGET TARGET (Item 1)**  
President Zyck invited Ms. Ekl to join the table. Staff presented cost of living estimates and merit options for the 2021 personal services budget target.

08.20.04 **MAKERSPACE PROJECT BID RESULTS (Item 2)**  
The committee reviewed and discussed the bid package results for the makerspace project. Due to factors related to the scope of the project, several bid packages came in higher than expected. The committee discussed possible scope changes to be able to bring the project at or below the board-approved budget. All of the bids opened on July 22, 2020 were rejected. The scope of the project will be adjusted and the project will be rebid in a couple of months.

08.20.05 **OTHER**

- Trustee Thanopoulos announced that due to other time commitments she will be resigning from the Board of Library Trustees effective after the August 2020 board meeting.

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

(Action Item 1)

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Julie Doren, Recorder

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

08.20.01 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 August 18, 2020, at 7:00 p.m. by Vice President/Secretary Carole Medal.

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

Absent: Trustees Ruhl and Zyck

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Alisa Stanfield, Info Services Advisor; Tracy Recklaus, Adult Programs Specialist; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Lisa Bobis, Collection Services Manager; Marie Szymanek, Acquisitions Supervisor; Melissa Cayer, Resident.

08.20.03 **PUBLIC COMMENT** – Ms. Cayer inquired about a TIF in regard to the Village of Arlington Heights.

08.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends held a parking lot sale on August 15 with an estimated net profit of \$2,644. Timed entry went well with approximately 250 visitors. The Friends successfully used PayPal QR code for the first electronic payments. They thanked library staff for the many tasks they did to make the sale a success, including providing Plexiglas shields for check-in and cashiers. The Friends are planning parking lot sales on September 12 and October 3. The Friends approved the commitment of funds for *School Readiness Kits* and a *One Book, One Village* program in August.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Foundation achieved Gold status level with GuideStar. They are working with staff to finalize an ITW Commercial Construction community partnership for major kitchen equipment. The Foundation board is preparing for their rescheduled Advisory Team event in September to be hosted outside with masks and socially distant protocols. The Foundation looks to host a potential new board member at their August 20 meeting.

08.20.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 21, 2020 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

08.20.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JULY 31, 2020 (Item 2)** – Ms. Ekl reported 58% of the fiscal year has lapsed, 54% of the operating budget and 8% of the capital projects budget have been expensed, with a combined overall expense of 52%. The library received a \$2,000 grant for *Grow with Google*. The Foundation paid back the second of three loans to the library in the amount of \$3,333. The third and final payment for their loan is due to the library in August of 2021. The library received \$58,178 from the Village of Arlington Heights, the portion due to the library from the contributions ordinance. Ms. Ekl thanked the Friends of the Library for their continued support as they reimbursed the library for expenses totaling \$3,776.

08.20.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JULY 31, 2020 (Action Item 3)** – Ms. Ekl provided information in response to trustees’ questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER FOR JULY 31, 2020, IN THE AMOUNT OF \$1,431,515.32.**

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

08.20.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted online learning platform *BrainPop ELL*, purchased with funds through a grant to the ESL office; July had 829 chat transactions, a 99% increase over July 2019 with an overall year to date increase of 87%; almost 78% percent of *Hot Picks* collection were consistently checked out since the library’s reopening; the new reading program for adults called *Page Turners* has 251 adults registered; *2020 FanCon*’s three day virtual event had 681 people participate in virtual sessions and 1,099 *FanCon* craft kits were dispensed; Youth Services staff presented in-person, outdoor storytimes for the Arlington Heights Park District and Lake Terramere Homeowner Association; the library now has 31 hotspots in circulation; despite reduced hours, in-person technology appointments were up compared to July 2019; twenty-five members of the business community attended the inaugural program funded by the *Libraries Lead with Digital Skills Grant*; the Senior Center Reading Room opened on July 13 with the rearranging of furniture and collection to support social distancing; the bookmobile participated in Baird & Warner’s reverse Fourth of July parade; and virtual resource usage numbers have remained steady with an increase in Instagram views due to the artist-in-residence and YouTube views due to *FanCon 2020*.

08.20.09 **OLD BUSINESS**

**- ADOPTION OF 2021 PERSONAL SERVICES BUDGET TARGET (Action Item 4)** – The board discussed and adopted the 2021 Personnel Budget Target at 0% increase. The board was very careful to consider not only the library’s financial situation but the situation of community members.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2021 PERSONNEL BUDGET TARGET AT 0% INCREASE.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Thanopoulos. Nay: none. The motion carried.

#### 08.20.10 NEW BUSINESS

- **RESOLUTION HONORING THE SERVICE OF MARIANTHI THANOPOULOS (Action Item 5)** – The board approved the resolution honoring the service of Trustee Marianthi Thanopoulos.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES RESOLUTION 20-01 HONORING THE SERVICE OF TRUSTEE MARIANTHI THANOPOULOS (Action Item 5).** Trustee Tangney seconded. All were in favor and the motion carried.

- **STAFF PRESENTATION ON HOW THE LIBRARY RESPONDED TO COVID-19 (Item 6)** – Ms. Distel shared a presentation on the staff response to the library closure due to COVID-19 and the innovative solutions that allowed the library to serve the community during all phases of the closure and reopening.

- **STAFF PRESENTATION ON 2020 ONE BOOK, ONE VILLAGE PROMOTIONAL PLAN AND RELATED PROGRAMMING (Item 7)** – Staff gave an update on the library's annual One Book, One Village community read and shared highlights of programs scheduled for the fall.

#### 08.20.11 OTHER

- **2020 ILLINOIS LIBRARY ASSOCIATION ANNUAL CONFERENCE OCTOBER 20-22, 2020** - The Illinois Library Association Annual Conference will be virtual October 20-22.

08.20.12 Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (3) FOR THE SELECTION OF A PERSON TO FILL A PUBLIC OFFICE.** Trustee Thanopoulos seconded. All were in favor and the motion carried. The board went into closed session at 8:38 p.m.

The board returned to open session at 9:03 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF AUGUST 18, 2020.** Trustee Tangney seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.



There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:04 p.m.

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Carole Medal, Vice President/Secretary

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Julie Doren, Recorder

(ITEM 3)

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	87,834	252,668.83	288	702,672	956,297.59	136	1,054,012	97,714.41
04 00	Real Estate Tax FICA	53,782	154,713.59	288	430,256	585,557.91	136	645,390	59,832.09
05 00	Real Estate Tax	1,057,687	3,042,598.54	288	8,461,496	11,515,586.43	136	12,692,247	1,176,660.57
401	** Real Estate Taxes	1,199,303	3,449,980.96	288	9,594,424	13,057,441.93	136	14,391,649	1,334,207.07
400	*** Taxes	1,199,303	3,449,980.96	288	9,594,424	13,057,441.93	136	14,391,649	1,334,207.07
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		40,000	93,876.25	235	60,000	33,876.25-
70.00	Other Grants	41	.00		328	2,000.00	610	500	1,500.00-
90 00	Contribution Ord. Library	46	.00		368	61,589.46	6736	562	61,027.46-
411	** Intergovernmental	5,087	.00		40,696	157,465.71	387	61,062	96,403.71-
410	*** Intergovernmental Revenue	5,087	.00		40,696	157,465.71	387	61,062	96,403.71-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		1,664	221.00	13	2,500	2,279.00
74 00	Copier/Reader Printer Fee	3,834	1,929.90	50	30,672	15,357.65	50	46,009	30,651.35
75 00	Meeting Room Fees	250	.00		2,000	445.00	22	3,000	2,555.00
436	** Library Fees	4,292	1,929.90	45	34,336	16,023.65	47	51,509	35,485.35
430	*** Fees	4,292	1,929.90	45	34,336	16,023.65	47	51,509	35,485.35
440	Fines								
442	Library								
20 00	Late Charges	8,329	2,564.80	31	66,632	27,288.29	41	99,959	72,670.71
25 00	Lost/Damaged Item Charges	1,416	770.00	54	11,328	5,770.30	51	17,000	11,229.70
442	** Library	9,745	3,334.80	34	77,960	33,058.59	42	116,959	83,900.41
440	*** Fines	9,745	3,334.80	34	77,960	33,058.59	42	116,959	83,900.41
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	6,699	444.99	7	53,592	37,599.09-	70	80,395	117,994.09
461	** Simple Interest	6,699	444.99	7	53,592	37,599.09-	70	80,395	117,994.09
462	Investment Income								
10 00	Market Value Adjustments	833	153.42	18	6,664	490.94	7	10,000	9,509.06
462	** Investment Income	833	153.42	18	6,664	490.94	7	10,000	9,509.06

Village of Arlington Heights  
 REVENUE REPORT  
 58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2020

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
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	770.06	12	46,893	38,044.08-	81	80,395	118,439.08
461	** Simple Interest	6,699	770.06	12	46,893	38,044.08-	81	80,395	118,439.08
462	Investment Income								
10 00	Market Value Adjustments	833	240.33	29	5,831	337.52	6	10,000	9,662.48
462	** Investment Income	833	240.33	29	5,831	337.52	6	10,000	9,662.48

Village of Arlington Heights  
 REVENUE REPORT  
 58% OF YEAR LAPSED

ACCOUNTING PERIOD 07/2020

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	7,532	1,010.39	13	52,724	37,706.56-	72	90,395	128,101.56
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	2,091,592.64	169	8,683,787	9,798,928.27	113	14,886,574	5,087,645.73

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	598.41	8	60,256	37,108.15-	62	90,395	127,503.15
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		33,328	.00		50,000	50,000.00
481	** Special Events	4,166	.00		33,328	.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	1,911.79	153	10,000	4,584.22	46	15,000	10,415.78
483	** Donations	1,250	1,911.79	153	10,000	4,584.22	46	15,000	10,415.78
489	Other								
90 00	Other Income	416	130.77	31	3,328	14,395.17	433	5,000	9,395.17-
94 00	FOL Reimbursements	8,750	.00		70,000	10,953.78	16	105,000	94,046.22
489	** Other	9,166	130.77	1	73,328	25,348.95	35	110,000	84,651.05
480	*** Other	14,582	2,042.56	14	116,656	29,933.17	26	175,000	145,066.83
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	3,457,886.63	279	9,924,328	13,256,814.90	134	14,886,574	1,629,759.10

Village of Arlington Heights  
 REVENUE REPORT  
 67% OF YEAR LAPSED

ACCOUNTING PERIOD 08/2020

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	330.37	6	46,664	41,098.24	88	70,000	28,901.76
461	** Simple Interest	5,833	330.37	6	46,664	41,098.24	88	70,000	28,901.76
462	Investment Income								
10 00	Market Value Adjustments	0	151.67		0	4,476.72		0	4,476.72-
462	** Investment Income	0	151.67		0	4,476.72		0	4,476.72-
460	*** Interest Income	5,833	482.04	8	46,664	45,574.96	98	70,000	24,425.04
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	482.04	8	46,664	45,574.96	98	70,000	24,425.04

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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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PROGRAM: GM267L  
Village of Arlington Heights

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	26488.47	90	235144	239399.93	102	.00	352726	113326.07	68
16	92	Achievement Awards	333	500.00	150	2664	1000.00	38	.00	4000	3000.00	25
16	**	Library Personal Services	29726	26988.47	91	237808	240399.93	101	.00	356726	116326.07	67
18		Other Personal Services										
18	05	Overtime Civilian	83	23.91	29	664	1013.52	153	.00	1000	13.52-	101
18	**	Other Personal Services	83	23.91	29	664	1013.52	153	.00	1000	13.52-	101
19		Employee Benefits										
19	05	Medical Insurance	7765	7765.17	100	62120	62121.36	100	.00	93182	31060.64	67
19	10	IMRF	3768	3351.16	89	30144	30388.27	101	.00	45217	14828.73	67
19	11	Social Security	1848	1614.08	87	14784	14664.48	99	.00	22179	7514.52	66
19	12	Medicare	432	377.47	87	3456	3429.55	99	.00	5187	1757.45	66
19	53	Flexible Spending	134	152.00	113	1072	1477.75	138	.00	1610	132.25	92
19	55	Unemployment Compensation	536	.00	0	4288	.00	0	.00	6432	6432.00	0
19	**	Employee Benefits	14483	13259.88	92	115864	112081.41	97	.00	173807	61725.59	65
20		Prof Technical Services										
20	05	Professional Services	875	6000.00	686	7000	7200.00	103	.00	10500	3300.00	69
20	08	Consulting Services	166	.00	0	1328	.00	0	.00	2000	2000.00	0
20	20	Legal Services	1333	.00	0	10664	9225.00	87	.00	16000	6775.00	58
20	40	General Insurance	10641	.00	0	85128	120958.00	142	.00	127700	6742.00	95
20	**	Prof Technical Services	13015	6000.00	46	104120	137383.00	132	.00	156200	18817.00	88
21		Property Services										
21	65	Other Services	250	41.46-	17-	2000	607.93	30	.00	3000	2392.07	20
21	**	Property Services	250	41.46-	17-	2000	607.93	30	.00	3000	2392.07	20
22		Other Contractual Service										
22	01	Advertising	50	.00	0	400	318.60	80	.00	600	281.40	53
22	02	Dues	556	275.00	50	4448	1732.00	39	.00	6675	4943.00	26
22	03	Training	10310	1145.98	11	82480	41813.47	51	.00	123722	81908.53	34
22	05	Postage	4245	46.42	1	33960	20813.13	61	.00	50945	30131.87	41
22	70	Telephone Services	7214	1176.63	16	57712	57614.04	100	.00	86569	28954.96	67
22	**	Other Contractual Service	22375	2644.03	12	179000	122291.24	68	.00	268511	146219.76	46
30		General Supplies										
30	05	Office Supplies & Equip	738	78.35	11	5904	3475.01	59	.00	8858	5382.99	39
30	**	General Supplies	738	78.35	11	5904	3475.01	59	.00	8858	5382.99	39
31		Public Works Supplies										
31	85	Small Tools and Equipment	208	.00	0	1664	1985.53	119	.00	2500	514.47	79
31	**	Public Works Supplies	208	.00	0	1664	1985.53	119	.00	2500	514.47	79



FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration							ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****						
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	800	.00	0	.00	1200	1200.00	0
	32 72	Special Events	70	.00	0	560	.00	0	.00	850	850.00	0
	32 **	Library Supplies	170	.00	0	1360	.00	0	.00	2050	2050.00	0
	40	Other Charges										
	40 96	Operating Contingency	416	.00	0	3328	3799.40	114	.00	5000	1200.60	76
	40 **	Other Charges	416	.00	0	3328	3799.40	114	.00	5000	1200.60	76
	50	Property										
	50 15	Other Equipment	2233	.00	0	17864	5176.32	29	.00	26800	21623.68	19
	50 **	Property	2233	.00	0	17864	5176.32	29	.00	26800	21623.68	19
601	** **	Library	83697	48953.18	59	669576	628213.29	94	.00	1004452	376238.71	63
60	** **	Culture/Recreation	83697	48953.18	59	669576	628213.29	94	.00	1004452	376238.71	63
DIV	6001	TOTAL ***** Administration	83697	48953.18	59	669576	628213.29	94	.00	1004452	376238.71	63



PREPARED 09/11/2020, 9:26:37  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 67% OF YEAR LAPSED

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 ACCOUNTING PERIOD 08/2020

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	67375	57669.27	86	539000	466418.95	87	.00	808558	342139.05	58

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	13996	13007.39	93	111968	117173.49	105	.00	167952	50778.51	70
	16 **	Library Personal Services	13996	13007.39	93	111968	117173.49	105	.00	167952	50778.51	70
	18	Other Personal Services										
	18 05	Overtime Civilian	25	1.52	6	200	42.25	21	.00	300	257.75	14
	18 **	Other Personal Services	25	1.52	6	200	42.25	21	.00	300	257.75	14
	19	Employee Benefits										
	19 05	Medical Insurance	3854	3854.75	100	30832	30838.00	100	.00	46257	15419.00	67
	19 10	IMRF	1772	1644.33	93	14176	14816.04	105	.00	21267	6450.96	70
	19 11	Social Security	869	741.10	85	6952	6713.87	97	.00	10432	3718.13	64
	19 12	Medicare	203	173.33	85	1624	1570.19	97	.00	2440	869.81	64
	19 50	Employee Asst. Program	500	.00	0	4000	5835.84	146	.00	6000	164.16	97
	19 **	Employee Benefits	7198	6413.51	89	57584	59773.94	104	.00	86396	26622.06	69
	21	Property Services										
	21 65	Other Services	825	.00	0	6600	1972.98	30	.00	9900	7927.02	20
	21 **	Property Services	825	.00	0	6600	1972.98	30	.00	9900	7927.02	20
	22	Other Contractual Service										
	22 01	Advertising	108	.00	0	864	95.00	11	.00	1300	1205.00	7
	22 02	Dues	266	150.00	56	2128	2989.00	141	.00	3200	211.00	93
	22 03	Training	108	.00	0	864	536.16	62	.00	1300	763.84	41
	22 55	In Service Training	835	.00	0	6680	7312.19	110	.00	10020	2707.81	73
	22 **	Other Contractual Service	1317	150.00	11	10536	10932.35	104	.00	15820	4887.65	69
	32	Library Supplies										
	32 01	Program Supplies	33	.00	0	264	56.82	22	.00	400	343.18	14
	32 **	Library Supplies	33	.00	0	264	56.82	22	.00	400	343.18	14
	40	Other Charges										
	40 62	Tuition Reimbursement	2083	3439.80	165	16664	19933.60	120	.00	25000	5066.40	80
	40 70	Employee Recognition Prog	1612	483.15	30	12896	2085.98	16	.00	19350	17264.02	11
	40 **	Other Charges	3695	3922.95	106	29560	22019.58	75	.00	44350	22330.42	50
601 ** **		Library	27089	23495.37	87	216712	211971.41	98	.00	325118	113146.59	65
60 ** **		Culture/Recreation	27089	23495.37	87	216712	211971.41	98	.00	325118	113146.59	65
DIV 6003		TOTAL *****										
		Human Resources	27089	23495.37	87	216712	211971.41	98	.00	325118	113146.59	65

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	169.99	41	3328	4299.75	129	.00	5000	700.25	86
21	**	Property Services	416	169.99	41	3328	4299.75	129	.00	5000	700.25	86
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	1800.00	86	16664	27986.00	168	.00	25000	2986.00-	112
22	**	Other Contractual Service	2083	1800.00	86	16664	28734.80	172	.00	25000	3734.80-	115
31		Public Works Supplies										
31	85	Small Tools and Equipment	166	235.15	142	1328	482.34	36	.00	2000	1517.66	24
31	**	Public Works Supplies	166	235.15	142	1328	482.34	36	.00	2000	1517.66	24
32		Library Supplies										
32	01	Program Supplies	208	.00	0	1664	229.77	14	.00	2500	2270.23	9
32	02	Program Events	208	2889.17	1389	1664	2889.17	174	.00	2500	389.17-	116
32	32	Software	41	.00	0	328	.00	0	.00	500	500.00	0
32	72	Special Events	833	.00	0	6664	3759.62	56	.00	10000	6240.38	38
32	75	Audio Visual	41	.00	0	328	.00	0	.00	500	500.00	0
32	78	Electronic Resources	125	.00	0	1000	.00	0	.00	1500	1500.00	0
32	80	Books	416	.00	0	3328	721.63	22	.00	5000	4278.37	14
32	**	Library Supplies	1872	2889.17	154	14976	7600.19	51	.00	22500	14899.81	34
50		Property										
50	15	Other Equipment	5645	2436.38	43	45160	2824.38	6	.00	67750	64925.62	4
50	55	Other Capital Outlay	16	.00	0	128	.00	0	.00	200	200.00	0
50	**	Property	5661	2436.38	43	45288	2824.38	6	.00	67950	65125.62	4
601	**	** Library	10198	7530.69	74	81584	44160.46	54	.00	122450	78289.54	36
60	**	** Culture/Recreation	10198	7530.69	74	81584	44160.46	54	.00	122450	78289.54	36
DIV	6004	TOTAL ***** Paid by Gifts and Grants	10198	7530.69	74	81584	44160.46	54	.00	122450	78289.54	36

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	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	18845	17330.20	92	150760	155565.86	103	.00	226147	70581.14	69
	16 **	Library Personal Services	18845	17330.20	92	150760	155565.86	103	.00	226147	70581.14	69
	18	Other Personal Services										
	18 05	Overtime Civilian	25	.00	0	200	28.47	14	.00	300	271.53	10
	18 **	Other Personal Services	25	.00	0	200	28.47	14	.00	300	271.53	10
	19	Employee Benefits										
	19 05	Medical Insurance	5506	5506.83	100	44048	44054.64	100	.00	66082	22027.36	67
	19 10	IMRF	2385	2190.55	92	19080	19667.23	103	.00	28623	8955.77	69
	19 11	Social Security	1170	1016.80	87	9360	9179.20	98	.00	14040	4860.80	65
	19 12	Medicare	273	237.78	87	2184	2146.64	98	.00	3283	1136.36	65
	19 **	Employee Benefits	9334	8951.96	96	74672	75047.71	101	.00	112028	36980.29	67
	20	Prof Technical Services										
	20 05	Professional Services	475	6800.00	1432	3800	6800.00	179	.00	5700	1100.00-	119
	20 **	Prof Technical Services	475	6800.00	1432	3800	6800.00	179	.00	5700	1100.00-	119
	21	Property Services										
	21 36	Equipment Rental	110	381.69	347	880	1120.14	127	.00	1326	205.86	85
	21 65	Other Services	515	374.65	73	4120	2970.72	72	.00	6189	3218.28	48
	21 **	Property Services	625	756.34	121	5000	4090.86	82	.00	7515	3424.14	54
	22	Other Contractual Service										
	22 02	Dues	68	.00	0	544	673.00	124	.00	825	152.00	82
	22 03	Training	100	.00	0	800	63.10	8	.00	1200	1136.90	5
	22 25	IT/GIS Service Charge	2196	2158.33	98	17568	17266.64	98	.00	26355	9088.36	66
	22 **	Other Contractual Service	2364	2158.33	91	18912	18002.74	95	.00	28380	10377.26	63
601	** **	Library	31668	35996.83	114	253344	259535.64	102	.00	380070	120534.36	68
60	** **	Culture/Recreation	31668	35996.83	114	253344	259535.64	102	.00	380070	120534.36	68
DIV	6008	TOTAL ***** Finance	31668	35996.83	114	253344	259535.64	102	.00	380070	120534.36	68

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	57927	47160.20	81	463416	439652.55	95	.00	695135	255482.45	63
16	**	Library Personal Services	57927	47160.20	81	463416	439652.55	95	.00	695135	255482.45	63
18		Other Personal Services										
18	05	Overtime Civilian	20	.90	5	160	125.88	79	.00	250	124.12	50
18	**	Other Personal Services	20	.90	5	160	125.88	79	.00	250	124.12	50
19		Employee Benefits										
19	05	Medical Insurance	12359	12359.25	100	98872	98874.00	100	.00	148311	49437.00	67
19	10	IMRF	7324	5774.11	79	58592	53389.55	91	.00	87897	34507.45	61
19	11	Social Security	3592	2802.02	78	28736	26284.99	92	.00	43114	16829.01	61
19	12	Medicare	840	655.31	78	6720	6147.28	92	.00	10083	3935.72	61
19	**	Employee Benefits	24115	21590.69	90	192920	184695.82	96	.00	289405	104709.18	64
20		Prof Technical Services										
20	05	Professional Services	585	54.10	9	4680	1535.76	33	.00	7022	5486.24	22
20	08	Consulting Services	378	.00	0	3024	1446.25	48	.00	4545	3098.75	32
20	**	Prof Technical Services	963	54.10	6	7704	2982.01	39	.00	11567	8584.99	26
21		Property Services										
21	02	Equipment Maintenance	13451	2060.13	15	107608	146607.31	136	.00	161423	14815.69	91
21	**	Property Services	13451	2060.13	15	107608	146607.31	136	.00	161423	14815.69	91
22		Other Contractual Service										
22	03	Training	537	.00	0	4296	50.00	1	.00	6450	6400.00	1
22	42	Internet Access	3487	2073.48	60	27896	17093.65	61	.00	41846	24752.35	41
22	**	Other Contractual Service	4024	2073.48	52	32192	17143.65	53	.00	48296	31152.35	36
30		General Supplies										
30	05	Office Supplies & Equip	31	.00	0	248	692.35	279	.00	375	317.35	185
30	30	Data System Supplies	2100	1831.09	87	16800	12640.63	75	.00	25204	12563.37	50
30	32	Software Library	13466	8393.03	62	107728	106390.65	99	.00	161602	55211.35	66
30	33	Documentation Library	8	.00	0	64	.00	0	.00	100	100.00	0
30	**	General Supplies	15605	10224.12	66	124840	119723.63	96	.00	187281	67557.37	64
31		Public Works Supplies										
31	85	Small Tools and Equipment	1296	1149.39	89	10368	8654.29	84	.00	15556	6901.71	56
31	**	Public Works Supplies	1296	1149.39	89	10368	8654.29	84	.00	15556	6901.71	56
32		Library Supplies										
32	05	Processing Supplies	25	.00	0	200	223.97	112	.00	300	76.03	75
32	32	Software	1115	.00	0	8920	5241.93	59	.00	13387	8145.07	39
32	**	Library Supplies	1140	.00	0	9120	5465.90	60	.00	13687	8221.10	40

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50	12 Computer Equipment	2845	11544.98	406	22760	19898.39	87	.00	34140	14241.61 58
	50	** Property	2845	11544.98	406	22760	19898.39	87	.00	34140	14241.61 58
601	**	** Library	121386	95857.99	79	971088	944949.43	97	.00	1456740	511790.57 65
60	**	** Culture/Recreation	121386	95857.99	79	971088	944949.43	97	.00	1456740	511790.57 65
DIV	6010	TOTAL ***** Information Technology	121386	95857.99	79	971088	944949.43	97	.00	1456740	511790.57 65



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	19648.50	88	178736	181884.28	102	.00	268106	86221.72	68
	16	** Library Personal Services	22342	19648.50	88	178736	181884.28	102	.00	268106	86221.72	68
	18	Other Personal Services										
	18	05 Overtime Civilian	166	25.74	16	1328	910.20	69	.00	2000	1089.80	46
	18	** Other Personal Services	166	25.74	16	1328	910.20	69	.00	2000	1089.80	46
	19	Employee Benefits										
	19	05 Medical Insurance	6669	6669.25	100	53352	53354.00	100	.00	80031	26677.00	67
	19	10 IMRF	2845	2274.62	80	22760	20992.92	92	.00	34141	13148.08	62
	19	11 Social Security	1395	1141.71	82	11160	10698.75	96	.00	16747	6048.25	64
	19	12 Medicare	326	267.03	82	2608	2502.24	96	.00	3917	1414.76	64
	19	** Employee Benefits	11235	10352.61	92	89880	87547.91	97	.00	134836	47288.09	65
	22	Other Contractual Service										
	22	03 Training	41	.00	0	328	.00	0	.00	500	500.00	0
	22	** Other Contractual Service	41	.00	0	328	.00	0	.00	500	500.00	0
	30	General Supplies										
	30	05 Office Supplies & Equip	36	224.93	625	288	224.93	78	.00	435	210.07	52
	30	** General Supplies	36	224.93	625	288	224.93	78	.00	435	210.07	52
601	**	** Library	33820	30251.78	89	270560	270567.32	100	.00	405877	135309.68	67
60	**	** Culture/Recreation	33820	30251.78	89	270560	270567.32	100	.00	405877	135309.68	67
DIV	6015	TOTAL ***** Security	33820	30251.78	89	270560	270567.32	100	.00	405877	135309.68	67



FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	464437	365011.02	79	3715496	3445441.53	93	.00	5573788	2128346.47	62

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	80096	68893.43	86	640768	638627.01	100	.00	961159	322531.99 66
	16 **	Library Personal Services	80096	68893.43	86	640768	638627.01	100	.00	961159	322531.99 66
	18	Other Personal Services									
	18 05	Overtime Civilian	166	.00	0	1328	.00	0	.00	2000	2000.00 0
	18 **	Other Personal Services	166	.00	0	1328	.00	0	.00	2000	2000.00 0
	19	Employee Benefits									
	19 05	Medical Insurance	10249	10249.75	100	81992	81998.00	100	.00	122997	40999.00 67
	19 10	IMRF	10145	8213.93	81	81160	75579.32	93	.00	121743	46163.68 62
	19 11	Social Security	4976	4134.87	83	39808	38527.24	97	.00	59716	21188.76 65
	19 12	Medicare	1163	966.96	83	9304	9010.15	97	.00	13966	4955.85 65
	19 **	Employee Benefits	26533	23565.51	89	212264	205114.71	97	.00	318422	113307.29 64
	22	Other Contractual Service									
	22 02	Dues	373	525.00	141	2984	2576.00	86	.00	4478	1902.00 58
	22 03	Training	331	38.25	12	2648	608.74	23	.00	3979	3370.26 15
	22 18	Contr Programs & Exhibits	1581	1300.00	82	12648	7056.16	56	.00	18980	11923.84 37
	22 **	Other Contractual Service	2285	1863.25	82	18280	10240.90	56	.00	27437	17196.10 37
	30	General Supplies									
	30 05	Office Supplies & Equip	203	35.70	18	1624	476.35	29	.00	2438	1961.65 20
	30 **	General Supplies	203	35.70	18	1624	476.35	29	.00	2438	1961.65 20
	32	Library Supplies									
	32 01	Program Supplies	912	443.85	49	7296	1965.19	27	.00	10948	8982.81 18
	32 02	Program Events	3245	1502.76	46	25960	6122.86	24	.00	38950	32827.14 16
	32 90	Circulation Supplies	373	.00	0	2984	329.53	11	.00	4477	4147.47 7
	32 **	Library Supplies	4530	1946.61	43	36240	8417.58	23	.00	54375	45957.42 16
601 ** **		Library	113813	96304.50	85	910504	862876.55	95	.00	1365831	502954.45 63
60 ** **		Culture/Recreation	113813	96304.50	85	910504	862876.55	95	.00	1365831	502954.45 63
DIV 6401		TOTAL ***** Youth Services	113813	96304.50	85	910504	862876.55	95	.00	1365831	502954.45 63

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	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						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA ELE OBJ SUB	ACCOUNT DESCRIPTION		*****CURRENT*****			*****YEAR-TO-DATE*****						
			BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60	Culture/Recreation											
601	Library											
16	Library Personal Services											
16 85	Salaries	92374	80439.39	87	738992	716195.75	97	.00	1108499	392303.25	65	
16 **	Library Personal Services	92374	80439.39	87	738992	716195.75	97	.00	1108499	392303.25	65	
18	Other Personal Services											
18 05	Overtime Civilian	83	19.93	24	664	297.61	45	.00	1000	702.39	30	
18 **	Other Personal Services	83	19.93	24	664	297.61	45	.00	1000	702.39	30	
19	Employee Benefits											
19 05	Medical Insurance	12778	12778.92	100	102224	102231.36	100	.00	153347	51115.64	67	
19 10	IMRF	11686	8903.02	76	93488	78949.84	84	.00	140241	61291.16	56	
19 11	Social Security	5732	4847.01	85	45856	43248.53	94	.00	68789	25540.47	63	
19 12	Medicare	1340	1133.57	85	10720	10114.36	94	.00	16088	5973.64	63	
19 **	Employee Benefits	31536	27662.52	88	252288	234544.09	93	.00	378465	143920.91	62	
22	Other Contractual Service											
22 02	Dues	208	.00	0	1664	810.00	49	.00	2500	1690.00	32	
22 03	Training	275	49.00	18	2200	598.47	27	.00	3300	2701.53	18	
22 18	Contr Programs & Exhibits	480	90.00	19	3840	960.00	25	.00	5760	4800.00	17	
22 **	Other Contractual Service	963	139.00	14	7704	2368.47	31	.00	11560	9191.53	21	
30	General Supplies											
30 05	Office Supplies & Equip	157	49.23	31	1256	606.86	48	.00	1888	1281.14	32	
30 **	General Supplies	157	49.23	31	1256	606.86	48	.00	1888	1281.14	32	
32	Library Supplies											
32 01	Program Supplies	162	.00	0	1296	106.18	8	.00	1950	1843.82	5	
32 90	Circulation Supplies	174	.00	0	1392	560.13	40	.00	2095	1534.87	27	
32 **	Library Supplies	336	.00	0	2688	666.31	25	.00	4045	3378.69	17	
601 ** **	Library	125449	108310.07	86	1003592	954679.09	95	.00	1505457	550777.91	63	
60 ** **	Culture/Recreation	125449	108310.07	86	1003592	954679.09	95	.00	1505457	550777.91	63	
DIV 6410	TOTAL ***** Info Services	125449	108310.07	86	1003592	954679.09	95	.00	1505457	550777.91	63	

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	118818	96018.58	81	950544	894577.42	94	.00	1425818	531240.58 63
16	**	Library Personal Services	118818	96018.58	81	950544	894577.42	94	.00	1425818	531240.58 63
18		Other Personal Services									
18	05	Overtime Civilian	83	2.43	3	664	45.78	7	.00	1000	954.22 5
18	**	Other Personal Services	83	2.43	3	664	45.78	7	.00	1000	954.22 5
19		Employee Benefits									
19	05	Medical Insurance	10071	10071.08	100	80568	80568.64	100	.00	120853	40284.36 67
19	10	IMRF	15029	9824.28	65	120232	90082.61	75	.00	180350	90267.39 50
19	11	Social Security	7371	5844.98	79	58968	54599.90	93	.00	88462	33862.10 62
19	12	Medicare	1724	1366.98	79	13792	12769.05	93	.00	20689	7919.95 62
19	**	Employee Benefits	34195	27107.32	79	273560	238020.20	87	.00	410354	172333.80 58
21		Property Services									
21	65	Other Services	292	.00	0	2336	375.90	16	.00	3513	3137.10 11
21	**	Property Services	292	.00	0	2336	375.90	16	.00	3513	3137.10 11
22		Other Contractual Service									
22	02	Dues	122	.00	0	976	168.00	17	.00	1465	1297.00 12
22	03	Training	231	50.00	22	1848	245.27	13	.00	2773	2527.73 9
22	**	Other Contractual Service	353	50.00	14	2824	413.27	15	.00	4238	3824.73 10
30		General Supplies									
30	05	Office Supplies & Equip	169	144.11	85	1352	670.68	50	.00	2033	1362.32 33
30	**	General Supplies	169	144.11	85	1352	670.68	50	.00	2033	1362.32 33
32		Library Supplies									
32	01	Program Supplies	83	521.95	629	664	521.95	79	.00	1000	478.05 52
32	90	Circulation Supplies	714	1102.31	154	5712	2609.53	46	.00	8574	5964.47 30
32	**	Library Supplies	797	1624.26	204	6376	3131.48	49	.00	9574	6442.52 33
601	**	** Library	154707	124946.70	81	1237656	1137234.73	92	.00	1856530	719295.27 61
60	**	** Culture/Recreation	154707	124946.70	81	1237656	1137234.73	92	.00	1856530	719295.27 61
DIV	6420	TOTAL ***** Customer Services	154707	124946.70	81	1237656	1137234.73	92	.00	1856530	719295.27 61

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	19045	16812.70	88	152360	151883.71	100	.00	228551	76667.29	67
16	**	Library Personal Services	19045	16812.70	88	152360	151883.71	100	.00	228551	76667.29	67
19		Employee Benefits										
19	05	Medical Insurance	973	973.42	100	7784	7787.36	100	.00	11681	3893.64	67
19	10	IMRF	2362	2020.27	86	18896	18102.53	96	.00	28344	10241.47	64
19	11	Social Security	1180	998.38	85	9440	9053.45	96	.00	14170	5116.55	64
19	12	Medicare	276	233.50	85	2208	2117.40	96	.00	3314	1196.60	64
19	**	Employee Benefits	4791	4225.57	88	38328	37060.74	97	.00	57509	20448.26	64
22		Other Contractual Service										
22	02	Dues	43	45.00	105	344	45.00	13	.00	518	473.00	9
22	03	Training	102	3.22	3	816	162.24	20	.00	1230	1067.76	13
22	18	Contr Programs & Exhibits	799	490.00	61	6392	4510.00	71	.00	9590	5080.00	47
22	**	Other Contractual Service	944	538.22	57	7552	4717.24	63	.00	11338	6620.76	42
30		General Supplies										
30	05	Office Supplies & Equip	41	311.90	761	328	328.53	100	.00	500	171.47	66
30	**	General Supplies	41	311.90	761	328	328.53	100	.00	500	171.47	66
32		Library Supplies										
32	01	Program Supplies	151	760.38	504	1208	1418.64	117	.00	1820	401.36	78
32	02	Program Events	50	.00	0	400	.00	0	.00	600	600.00	0
32	90	Circulation Supplies	87	.00	0	696	772.79	111	.00	1050	277.21	74
32	**	Library Supplies	288	760.38	264	2304	2191.43	95	.00	3470	1278.57	63
601	**	** Library	25109	22648.77	90	200872	196181.65	98	.00	301368	105186.35	65
60	**	** Culture/Recreation	25109	22648.77	90	200872	196181.65	98	.00	301368	105186.35	65
DIV	6430	TOTAL ***** Accessible Services	25109	22648.77	90	200872	196181.65	98	.00	301368	105186.35	65



FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	22074	17687.04	80	176592	159396.94	90	.00	264889	105492.06 60	
	16 **	Library Personal Services	22074	17687.04	80	176592	159396.94	90	.00	264889	105492.06 60	
	18	Other Personal Services										
	18 05	Overtime Civilian	16	55.96	350	128	316.70	247	.00	200	116.70- 158	
	18 **	Other Personal Services	16	55.96	350	128	316.70	247	.00	200	116.70- 158	
	19	Employee Benefits										
	19 05	Medical Insurance	4984	4984.08	100	39872	39872.64	100	.00	59809	19936.36 67	
	19 10	IMRF	2792	2242.71	80	22336	20187.64	90	.00	33507	13319.36 60	
	19 11	Social Security	1369	1038.19	76	10952	9397.73	86	.00	16435	7037.27 57	
	19 12	Medicare	320	242.80	76	2560	2197.87	86	.00	3844	1646.13 57	
	19 **	Employee Benefits	9465	8507.78	90	75720	71655.88	95	.00	113595	41939.12 63	
	22	Other Contractual Service										
	22 02	Dues	112	100.00	89	896	215.00	24	.00	1353	1138.00 16	
	22 03	Training	117	.00	0	936	270.68	29	.00	1414	1143.32 19	
	22 18	Contr Programs & Exhibits	11256	1760.80	16	90048	29462.40	33	.00	135077	105614.60 22	
	22 **	Other Contractual Service	11485	1860.80	16	91880	29948.08	33	.00	137844	107895.92 22	
	32	Library Supplies										
	32 02	Program Events	1671	2938.87	176	13368	8457.81	63	.00	20058	11600.19 42	
	32 **	Library Supplies	1671	2938.87	176	13368	8457.81	63	.00	20058	11600.19 42	
601	** **	Library	44711	31050.45	69	357688	269775.41	75	.00	536586	266810.59 50	
60	** **	Culture/Recreation	44711	31050.45	69	357688	269775.41	75	.00	536586	266810.59 50	
DIV	6440	TOTAL ***** Programs and Exhibits	44711	31050.45	69	357688	269775.41	75	.00	536586	266810.59 50	

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	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	44114	38886.09	88	352912	356540.17	101	.00	529376	172835.83	67
	16 **	Library Personal Services	44114	38886.09	88	352912	356540.17	101	.00	529376	172835.83	67
	19	Employee Benefits										
	19 05	Medical Insurance	4635	4635.58	100	37080	37084.64	100	.00	55627	18542.36	67
	19 10	IMRF	5576	4566.15	82	44608	42029.73	94	.00	66913	24883.27	63
	19 11	Social Security	2735	2372.05	87	21880	21578.14	99	.00	32821	11242.86	66
	19 12	Medicare	639	554.77	87	5112	5046.61	99	.00	7676	2629.39	66
	19 **	Employee Benefits	13585	12128.55	89	108680	105739.12	97	.00	163037	57297.88	65
	22	Other Contractual Service										
	22 02	Dues	155	25.00	16	1240	876.00	71	.00	1863	987.00	47
	22 03	Training	41	.00	0	328	.00	0	.00	500	500.00	0
	22 42	Internet Access	210	.00	0	1680	2520.00	150	.00	2520	.00	100
	22 66	Outside Reference Service	240	.00	0	1920	.00	0	.00	2887	2887.00	0
	22 **	Other Contractual Service	646	25.00	4	5168	3396.00	66	.00	7770	4374.00	44
	30	General Supplies										
	30 05	Office Supplies & Equip	58	9.38	16	464	170.33	37	.00	700	529.67	24
	30 07	Supplies Reimb by Patrons	58	.00	0	464	159.29	34	.00	700	540.71	23
	30 **	General Supplies	116	9.38	8	928	329.62	36	.00	1400	1070.38	24
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	550	75.40	14	4400	2774.13	63	.00	6600	3825.87	42
	31 **	Public Works Supplies	550	75.40	14	4400	2774.13	63	.00	6600	3825.87	42
	32	Library Supplies										
	32 01	Program Supplies	62	.00	0	496	323.01	65	.00	750	426.99	43
	32 78	Electronic Resources	28284	5400.00	19	226272	329364.05	146	.00	339411	10046.95	97
	32 90	Circulation Supplies	131	.00	0	1048	892.88	85	.00	1575	682.12	57
	32 **	Library Supplies	28477	5400.00	19	227816	330579.94	145	.00	341736	11156.06	97
	50	Property										
	50 15	Other Equipment	40	.00	0	320	.00	0	.00	480	480.00	0
	50 **	Property	40	.00	0	320	.00	0	.00	480	480.00	0
601	** **	Library	87528	56524.42	65	700224	799358.98	114	.00	1050399	251040.02	76
60	** **	Culture/Recreation	87528	56524.42	65	700224	799358.98	114	.00	1050399	251040.02	76
DIV	6450	TOTAL ***** Digital Services	87528	56524.42	65	700224	799358.98	114	.00	1050399	251040.02	76



FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	237746	161433.38	68	1901968	1772669.44	93	.00	2853045	1080375.56	62

PROGRAM: GM267L

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	34525	6387.95	19	276200	44766.25	16	.00	414303	369536.75 11	
16	**	Library Personal Services	34525	6387.95	19	276200	44766.25	16	.00	414303	369536.75 11	
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	128	.00	0	.00	200	200.00 0	
18	**	Other Personal Services	16	.00	0	128	.00	0	.00	200	200.00 0	
19		Employee Benefits										
19	05	Medical Insurance	2803	3378.33	121	22424	27026.64	121	.00	33638	6611.36 80	
19	10	IMRF	4366	807.44	19	34928	5666.22	16	.00	52393	46726.78 11	
19	11	Social Security	2141	392.33	18	17128	2755.10	16	.00	25699	22943.90 11	
19	12	Medicare	500	91.76	18	4000	644.36	16	.00	6010	5365.64 11	
19	**	Employee Benefits	9810	4669.86	48	78480	36092.32	46	.00	117740	81647.68 31	
20		Prof Technical Services										
20	05	Professional Services	2041	.00	0	16328	.00	0	.00	24500	24500.00 0	
20	20	Legal Services	416	.00	0	3328	.00	0	.00	5000	5000.00 0	
20	40	General Insurance	18	.00	0	144	390.00	271	.00	216	174.00- 181	
20	**	Prof Technical Services	2475	.00	0	19800	390.00	2	.00	29716	29326.00 1	
21		Property Services										
21	02	Equipment Maintenance	581	265.00	46	4648	1346.38	29	.00	6980	5633.62 19	
21	11	Building Maintenance	2238	247.50	11	17904	2144.50	12	.00	26866	24721.50 8	
21	36	Equipment Rental	416	.00	0	3328	.00	0	.00	5000	5000.00 0	
21	60	Water and Sewer Service	100	.00	0	800	153.12	19	.00	1200	1046.88 13	
21	65	Other Services	2	1106.00	5300	16	1106.00	6913	.00	30	1076.00-3687	
21	**	Property Services	3337	1618.50	49	26696	4750.00	18	.00	40076	35326.00 12	
22		Other Contractual Service										
22	02	Dues	131	.00	0	1048	.00	0	.00	1575	1575.00 0	
22	03	Training	83	.00	0	664	.00	0	.00	1000	1000.00 0	
22	42	Internet Access	125	.00	0	1000	.00	0	.00	1500	1500.00 0	
22	**	Other Contractual Service	339	.00	0	2712	.00	0	.00	4075	4075.00 0	
30		General Supplies										
30	05	Office Supplies & Equip	166	.00	0	1328	.00	0	.00	2000	2000.00 0	
30	07	Supplies Reimb by Patrons	625	.00	0	5000	.00	0	.00	7500	7500.00 0	
30	51	Heating Fuel	3345	.00	0	26760	.00	0	.00	40140	40140.00 0	
30	**	General Supplies	4136	.00	0	33088	.00	0	.00	49640	49640.00 0	
31		Public Works Supplies										
31	45	Janitorial Supplies	616	.00	0	4928	.00	0	.00	7400	7400.00 0	
31	85	Small Tools and Equipment	1791	.00	0	14328	229.85	2	.00	21500	21270.15 1	
31	**	Public Works Supplies	2407	.00	0	19256	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	36328	.00	0	.00	54500	54500.00 0
	50 **	Property	4541	.00	0	36328	.00	0	.00	54500	54500.00 0
601 ** **		Library	61586	12676.31	21	492688	86228.42	18	.00	739150	652921.58 12
60 ** **		Culture/Recreation	61586	12676.31	21	492688	86228.42	18	.00	739150	652921.58 12
DIV 6480		TOTAL *****									
		Belmont Makerspace	61586	12676.31	21	492688	86228.42	18	.00	739150	652921.58 12
DEPT 64		TOTAL *****									
		User Services	850649	613894.60	72	6805192	6101352.64	90	.00	10208366	4107013.36 60
FUND 291		TOTAL *****									
		Memorial Library Fund	1315086	978905.62	74	10520688	9546794.17	91	.00	15782154	6235359.83 61
GRAND		TOTAL *****	1315086	978905.62	74	10520688	9546794.17	91	.00	15782154	6235359.83 61

PREPARED 09/11/2020, 9:26:53  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
67% OF YEAR LAPSED

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REPORT SELECTIONS

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

PREPARED 09/11/2020, 9:26:53  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 67% OF YEAR LAPSED

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	53328	.00	0	.00	80000	80000.00	0
	50	** Property	6666	.00	0	53328	.00	0	.00	80000	80000.00	0
601	**	** Library	6666	.00	0	53328	.00	0	.00	80000	80000.00	0
60	**	** Culture/Recreation	6666	.00	0	53328	.00	0	.00	80000	80000.00	0
DIV	6001	TOTAL *****										
		Administration	6666	.00	0	53328	.00	0	.00	80000	80000.00	0



FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 55	Other Capital Outlay	4166	.00	0	33328	18731.00	56	.00	50000	31269.00	38
	50 **	Property	4166	.00	0	33328	18731.00	56	.00	50000	31269.00	38
601 ** **		Library	4166	.00	0	33328	18731.00	56	.00	50000	31269.00	38
60 ** **		Culture/Recreation	4166	.00	0	33328	18731.00	56	.00	50000	31269.00	38
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	4166	.00	0	33328	18731.00	56	.00	50000	31269.00	38

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	1000	10000.00	1000	8000	10000.00	125	.00	12000	2000.00	83
	50	** Property	1000	10000.00	1000	8000	10000.00	125	.00	12000	2000.00	83
601	**	** Library	1000	10000.00	1000	8000	10000.00	125	.00	12000	2000.00	83
60	**	** Culture/Recreation	1000	10000.00	1000	8000	10000.00	125	.00	12000	2000.00	83
DIV	6010	TOTAL *****										
		Information Technology	1000	10000.00	1000	8000	10000.00	125	.00	12000	2000.00	83

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	18000	.00	0	.00	27000	27000.00	0
	50 55	Other Capital Outlay	1250	.00	0	10000	.00	0	.00	15000	15000.00	0
	50 **	Property	3500	.00	0	28000	.00	0	.00	42000	42000.00	0
601 ** **		Library	3500	.00	0	28000	.00	0	.00	42000	42000.00	0
60 ** **		Culture/Recreation	3500	.00	0	28000	.00	0	.00	42000	42000.00	0
DIV 6020		TOTAL *****										
		Facilities	3500	.00	0	28000	.00	0	.00	42000	42000.00	0
DEPT 60		TOTAL *****										
		Executive Office	15332	10000.00	65	122656	28731.00	23	.00	184000	155269.00	16

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	30000	.00	0	.00	45000	45000.00	0
	50 55	Other Capital Outlay	59500	384.17	1	476000	56842.72	12	.00	714000	657157.28	8
	50 **	Property	63250	384.17	1	506000	56842.72	11	.00	759000	702157.28	8
601 ** **		Library	63250	384.17	1	506000	56842.72	11	.00	759000	702157.28	8
60 ** **		Culture/Recreation	63250	384.17	1	506000	56842.72	11	.00	759000	702157.28	8
DIV 6480		TOTAL *****										
		Belmont Makerspace	63250	384.17	1	506000	56842.72	11	.00	759000	702157.28	8
DEPT 64		TOTAL *****										
		User Services	63250	384.17	1	506000	56842.72	11	.00	759000	702157.28	8
FUND 491		TOTAL *****										
		Capital Projects-Library	78582	10384.17	13	628656	85573.72	14	.00	943000	857426.28	9
GRAND		TOTAL *****	78582	10384.17	13	628656	85573.72	14	.00	943000	857426.28	9

291 Memorial Library Fund

		DEBITS	CREDITS
<b>ASSETS</b>			
100.01-00	Cash / Pooled Cash & Cash Equivl	3,783,437.22	
100.08-00	Cash / Library Disbursement		1,996,059.28
100.25-00	Cash / Library Money Market	12,201,903.20	
100.80-00	Cash / Petty	29,335.72	
100.83-00	Cash / Harris Credit Card	36,736.68	
100.85-00	Cash / Working	4,276.49	
100.90-00	Cash / Chase-Paypal	12,542.85	
120.05-00	Accounts Receivable / AR Real Estate Taxes	12,515,370.02	
120.06-00	Accounts Receivable / IMRF Real Estate Tax Rec	1,698,328.50	
120.10-00	Accounts Receivable / Allow Loss on RE Taxes		143,916.00
120.56-00	Accounts Receivable / AR Other Manual	145,854.71	
140.05-00	Prepaid Expense/Inventory / Prepaid Expense	134,464.69	
	<b>TOTAL ASSETS</b>		<b>28,422,274.80</b>
<b>LIABILITIES</b>			
200.05-00	Current Liabilities / Accounts Payable		202,419.87
200.40-00	Current Liabilities / Accrued Payroll		452,223.91
200.60-00	Current Liabilities / Sales Tax Payable		13.56
210.81-00	Payroll Withholdings / Short Trm Disab Withhold		32.96
210.89-00	Payroll Withholdings / Aflac Deduction		49.92
210.97-00	Payroll Withholdings / 125 Med Care Library 2020	3,509.92	
210.99-00	Payroll Withholdings / 125 Dep Care Library 2020	192.22	
240.05-00	Due To Other Funds / Due To Other Funds		2,000,000.00
250.10-00	Deferred Revenue / Deferred Real Estate Tax		14,069,782.52
250.15-00	Deferred Revenue / Deferred Revenue		14,475.38
	<b>TOTAL LIABILITIES</b>		<b>16,735,295.98</b>
<b>FUND EQUITY</b>			
	<b>FUND BALANCE</b>		<b>11,686,978.82</b>
	<b>TOTAL FUND EQUITY</b>		<b>11,686,978.82</b>
	<b>TOTAL LIABILITIES AND FUND EQUITY</b>		<b>28,422,274.80</b>

491 Capital Projects-Library

DEBITS CREDITS

ASSETS

100.01-00	Cash / Pooled Cash & Cash Equivl	3,740,249.86	
100.08-00	Cash / Library Disbursement		85,943.14
120.56-00	Accounts Receivable / AR Other Manual	2,067.37	
130.05-00	Due From Other Funds / Due From Other Funds	2,000,000.00	
	TOTAL ASSETS		5,656,374.09

LIABILITIES

200.05-00	Current Liabilities / Accounts Payable		11,482.17
	TOTAL LIABILITIES		11,482.17

FUND EQUITY

FUND BALANCE			5,644,891.92
	TOTAL FUND EQUITY		5,644,891.92

TOTAL LIABILITIES AND FUND EQUITY 5,656,374.09

September 15, 2020

(Action Item 4)

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

**FUND TOTALS**

<b>Fund Number</b>	<b>Fund Name</b>	<b>Fund Total</b>
291	General Fund - Library	<b>\$202,663.60</b>
491	Capital Projects Fund - Library	<b>\$11,482.17</b>
<b>Total Disbursements</b>		<b><u>\$214,145.77</u></b>
<b>Payrolls Paid</b>		
8/14/2020		<b>\$287,776.64</b>
8/28/2020		<b>\$285,749.47</b>
		<b><u>\$573,526.11</u></b>
<b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
8/31/2020	Group Insurance	<b>\$108,928.33</b>
8/31/2020	IMRF	<b>68,101.41</b>
8/31/2020	Social Security	<b>34,669.08</b>
8/31/2020	Medicare	<b>8,108.01</b>
		<b><u>\$219,806.83</u></b>
<b>Total Disbursed</b>		<b><u><u>\$1,007,478.71</u></u></b>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80667	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	CORPORATE CASH BACK	94.77-	94.77-
80707	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED AUGUST FSA MED AUGUST	3,265.06 769.24	4,034.30
80750	PROQUEST LLC	291-0000-140.05-00 291-0000-140.05-00	PREPAID PROQUEST NEW YORK PREPAID PROQUEST WALL STR	8,124.59 5,348.14	13,472.73
80777	WORLD ARCHIVES	291-0000-140.05-00	PREPAID WORLD ARCHIVES	9,540.00	9,540.00
***** DIVISION TOTAL ****					26,952.26
***** DEPARTMENT TOTAL **					26,952.26

DEPARTMENT: 60 Executive Office

DIVISION: 01

80661	AMAZON.COM CREDIT	291-6001-601.30-05 291-6001-601.30-05	OFFICE SUPPLIES OFFICE SUPPLIES	9.72 26.98	36.70
80665	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-05 291-6001-601.22-05 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-05	POSTAGE POSTAGE TRAVEL/TRAINING TRAVEL/TRAINING POSTAGE	18.90 4.10 5.98 45.00 18.95	92.93
80667	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.21-65 291-6001-601.22-70 291-6001-601.22-70 291-6001-601.22-70 291-6001-601.22-70 291-6001-601.22-70 291-6001-601.22-03 291-6001-601.30-05	CREDIT FOR FRAUD CHARGE EMERGENCY TEXTING SERVICE EMERGENCY TEXTING SERVICE EMERGENCY TEXTING SERVICE EMERGENCY TEXTING SERVICE EMERGENCY TEXTING SERVICE BACK IN CIRC CONF - MEYER STAMPS FOR FINANCE	41.46- 4.95 74.99 5.99 14.00 250.00 37.80	346.27
80672	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	17.48	17.48
80691	DWORIANYN,RICH	291-6001-601.20-05	WORKS ON MADISON SERVER	3,000.00	3,000.00
80700	FRUMKIN,JASON B.	291-6001-601.20-05	WORKSON MADISON SERVER	3,000.00	3,000.00
80707	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES AUGUST	152.00	152.00
80713	ILA CONFERENCE	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03	ILA CONF - D SMART ILA CONF - SON A ILA CONF - BAILEY K	100.00 100.00 100.00	300.00
80714	ILA MEMBERSHIP	291-6001-601.22-02 291-6001-601.22-02	ILA DUES - S DISTEL ILA DUES - SMART D	200.00 75.00	275.00
80717	INGRAM LIBRARY SERVICES	291-6001-601.22-03	TRAVEL/TRAINING	70.00	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					70.00
80732	MIDDENDORF, JAYMIE P.	291-6001-601.22-03	TRAINING REIMBURSEMENT	475.00	475.00
80762	STAPLES	291-6001-601.30-05	OFFICE SUPPLIES	3.85	3.85
80769	UPS	291-6001-601.22-05	POSTAGE	4.47	4.47
80770	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 7/26-8/25	354.02	354.02
80778	WOW BUSINESS	291-6001-601.22-70	TELEPHONE 8/13-9/12	722.68	722.68

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

COMMUNICATIONS & MARKETING

8,850.40

DEPARTMENT: 60 Executive Office

80667 ARLINGTON HTS MEMORIAL LIBRARY

DIVISION: 02

291-6002-601.21-65	FACEBOOK ADVERTISING	104.97	
291-6002-601.22-10	BUSINESS CARDS	30.58	
291-6002-601.30-05	OUTDOOR NEWS BOX	391.00	
291-6002-601.30-05	ACRYLIC SIGN HOLDERS	308.87	
291-6002-601.30-05	FONT TAX REFUND	8.23-	
291-6002-601.30-05	FONT	139.91	967.10

80681 CARDINAL COLORGROUP

291-6002-601.22-10	SEPTEMBER NEWSLETTER	11,325.00	
291-6002-601.22-10	OBOV BROCHURE 750	700.00	12,025.00

80735 MOBILE PRINT

291-6002-601.22-10	STAFF PICKS STICK NOTES	462.99	462.99
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80757 SIGNS BY TOMORROW

291-6002-601.30-05	SHELF TALKERS	696.65	696.65
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\*\*\*\*\* DIVISION TOTAL \*\*\*\*

HUMAN RESOURCES

14,151.74

DEPARTMENT: 60 Executive Office

80661 AMAZON.COM CREDIT

DIVISION: 03

291-6003-601.40-70	DSSC PAGE TURNER PRIZES	53.85	
291-6003-601.40-70	DSSC PAGE TURNER PRIZES	17.95	71.80

80683 CERTIF-A-GIFT COMPANY

291-6003-601.40-70	GIFT FEES VOLUNTEER YEARS	212.85	212.85
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80693 ESAU, ALEXANDER D.

291-6003-601.40-62	TUITION REIMBURSEMENT	1,780.80	1,780.80
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80699 FLOWER STUDIO INC

291-6003-601.40-70	VASED ARRANGEMENTS	100.00	
291-6003-601.40-70	VASED ARRANGEMENTS	98.50	198.50

80709 HR SOURCE

291-6003-601.22-02	2020 PUBLIC LIBRARY SUPPL	150.00	150.00
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80741 NG-HE, CAROL

291-6003-601.40-62	TUITION REIMBURSEMENT	1,659.00	1,659.00
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\*\*\*\*\* DIVISION TOTAL \*\*\*\*

4,072.95

DEPARTMENT: 60

Executive Office

DIVISION: 04

**GIFTS + GRANTS**

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80661	AMAZON.COM CREDIT	291-6004-601.32-02	STORYTIME KITS (GIVEAWAY)	210.65	
		291-6004-601.32-02	LIBRARY CARD SIGN UP	49.95	
		291-6004-601.32-02	LIBRARY CARD SIGN UP	145.83	
		291-6004-601.50-15	MAKERSPACE EQUIPMENT	39.99	
		291-6004-601.50-15	MAKERSPACE EQUIPMENT	164.95	
		291-6004-601.50-15	MAKERSPACE EQUIPMENT	576.44	1,187.81
80665	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.21-65	OTHER SERVICES	19.99	
		291-6004-601.31-85	BUTTERFLY GARDEN HOSE	11.99	31.98
80667	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	LIB CARD SIGNUP INCENTIVE	658.00	
		291-6004-601.32-02	LIB CARD SIGNUP INCENTIVE	47.81	
		291-6004-601.32-02	LIB CARD SIGNUP INCENTIVE	79.99	
		291-6004-601.50-15	HANDHELD 3D SCANNER	557.00	
		291-6004-601.50-15	CNC MILL, ORDER CANCELED	2,424.40-	
		291-6004-601.50-15	CNC MILL	2,424.40	1,342.80
80674	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB JULY (REPLACEME)	350.00	350.00
80690	DEMCO INC	291-6004-601.32-02	STORYTIME KITS	21.93	21.93
80705	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB JULY (REPLACEME)	350.00	350.00
80736	MORAVEC, RON	291-6004-601.31-85	BUTTERFLY GARDEN	223.16	223.16
80743	NW HISPANIC CHAMBER OF COMMERCE	291-6004-601.21-65	CHAMBER DUES - AHML SHIN	150.00	150.00
80744	PENGUIN RANDOM HOUSE LLC	291-6004-601.22-18	OBOV PRESCOTT REMAINING	2,500.00	2,500.00
80766	TODAY'S CLASSROOM	291-6004-601.32-02	MOBILE DEMONSTRATION CENT	1,675.01	1,675.01
***** DIVISION TOTAL ****					7,832.69

DEPARTMENT: 60 Executive Office DIVISION: 08 **FINANCE**

80751	NEOPOST) QUADIENT, INC. (B2/24/2020	291-6008-601.21-36	PREMIER MAINT& METER	381.69	381.69
***** DIVISION TOTAL ****					381.69

**INFORMATION TECHNOLOGY**

DEPARTMENT: 60 Executive Office DIVISION: 10

80661	AMAZON.COM CREDIT	291-6010-601.31-85	PHONE CORD FOR DIGITAL	13.90	
		291-6010-601.50-12	MACBOOK PRO	2,099.00	
		291-6010-601.30-30	TONER	562.99	
		291-6010-601.31-85	ADJUSTABLE MONITOR ARM	157.26	
		291-6010-601.31-85	HEADSETS FOR COSG	215.94	
		291-6010-601.31-85	HEADSETS FOR COSG	351.89	
		291-6010-601.50-12	EXTERNAL STORAGE DRIVE	349.99	3,750.97
80667	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ZOOM SUBSCRIPTION	429.90	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.30-32	ZOOM SUBSCRIPTION	10.16	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	5.32	
		291-6010-601.20-05	PAYFLOW PRO SUBSCRIPTION	54.10	
		291-6010-601.21-02	MICROFIBER TOWELS	102.98	
		291-6010-601.21-02	MICROFIBER TOWELS	42.32	
		291-6010-601.21-02	PUMP FOR ALCOHOL CLEANING	32.93	
		291-6010-601.22-42	PUBLIC INTERNET SERVICE	343.35	
		291-6010-601.30-32	YOUTUBE PREMIUM SUBSCRIPT	11.99	
		291-6010-601.30-32	VOLUNTEER SOFTWARE SUBSCR	165.00	
		291-6010-601.30-32	OFFICE 365 LICENSE	4.50	
		291-6010-601.30-32	OFFICE 365 LICENSE	239.20	
		291-6010-601.30-32	KINDLE UNLIMITED SUBSCRIP	9.99	
		291-6010-601.30-32	TRELLO SUBSCRIPTION	35.00	
		291-6010-601.30-32	AMAZON FREETIME SUBSCRIPT	4.99	
		291-6010-601.30-32	GOOGLE DEVICE MANAGER SUB	35.91	
		291-6010-601.30-32	AHML.ORG DOMAIN RENEWAL	194.95	
		291-6010-601.30-32	DIAL-IN NUMBER FOR TEAMS	1.50	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCRIPT	14.99	
		291-6010-601.30-32	AMAZON MUSIC SUBSCRIPTION	9.99	
		291-6010-601.30-32	IPAD APP FOR KW	3.18	
		291-6010-601.30-32	RIDDLE.COM SUBSCRIPTION	49.00	
		291-6010-601.31-85	WALL MOUNT FOR ROOM H TV	54.98	
		291-6010-601.31-85	WEBCAMS FOR INFO SERVICES	127.45	
		291-6010-601.31-85	TEXT MESSAGE PANIC BUTTON	159.99	
		291-6010-601.31-85	HEADSETS FOR COSG	67.98	
		291-6010-601.30-32	ZOOM - TO BE CANCELED	14.99	
		291-6010-601.30-32	ZOOM - TO BE CANCELED	14.99	
		291-6010-601.50-12	MAPPING DEVICE TAX REFUND	54.51-	2,187.12
80668	AVI SYSTEMS	491-6010-601.50-55	CRESTRON PROGRAMMING HEND	10,000.00	10,000.00
80675	BEST BUY BUSINESS ADVANTAGE	291-6010-601.50-12	TV F/CONFERENCE ROOM H	749.99	749.99
80679	CALHOUN TECHNOLOGIES LLC	291-6010-601.50-12	REPLACEMENT SWITCH F/DATA	468.03	468.03
80684	COMCAST	291-6010-601.22-42	BUSINESS CABLE SEPTEMBER	21.02	21.02
80689	DELL MARKETING L.P.	291-6010-601.50-12	LAPTOPS F/STAFF USE	5,838.48	5,838.48
80716	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTEN	229.50	
		291-6010-601.21-02	EQUIPMENT MAINTEN	972.00	
		291-6010-601.21-02	EQUIPMENT MAINTEN	305.40	
		291-6010-601.30-30	PAPER THROUGHOUT BLDG	1,268.10	2,775.00
80734	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	BARRACUDA FIREWALL REPLAC	2,094.00	
		291-6010-601.30-32	BARRACUDA FIREWALL REPLAC	1,089.00	
		291-6010-601.21-02	BARRACUDA FIREWALL REPLAC	375.00	3,558.00
80778	WOW BUSINESS	291-6010-601.22-42	INTERNET ACCESS 8/19-9/18	121.98	
		291-6010-601.22-42	INTERNET 8/13-9/12	1,587.13	1,709.11

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

31,057.72

*SECURITY*

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80667	ARLINGTON HTS MEMORIAL LIBRARY	291-6015-601.30-05	AED DEFIBRILLATOR KITS	224.93	224.93
***** DIVISION TOTAL ****					224.93

*FACILITIES*

DEPARTMENT:		DIVISION:			
60	Executive Office	20			
80652	ADVANCE AUTO PARTS	291-6020-601.21-07	A/C PRO KIT	48.49	48.49
80653	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	TRASH DISPOSAL 8/1-8/31	713.64	713.64
80659	ALPHA PRIME COMMUNICATIONS	291-6020-601.21-11	MAINTENANCE SUPPLIES	189.00	189.00
80661	AMAZON.COM CREDIT	291-6020-601.21-11	MAINTENANCE SUPPLIES	24.32	24.32
80663	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVS AUGUST	89.00	89.00
80664	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS AUGUST	300.00	300.00
80667	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-07	PART FOR TRANSIT	246.86	
		291-6020-601.21-11	BATTERIES	257.20	504.06
80671	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	334.35	
		291-6020-601.31-45	JANITORIAL SUPPLIES	176.90	511.25
80680	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	MID-SUMMER MAINTENANCE	33.51	33.51
80685	COMED	291-6020-601.30-51	HEATING 7/8-8/6	1.64	
		291-6020-601.30-51	HEATING 7/8-8/6	25.72	27.36
80687	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	CHECK MILLER PICKING UNIT	452.00	452.00
80695	FE MORAN SECURITY SOLUTIONS	291-6020-601.21-02	BURGLAR ALARM MONITORING	112.50	
		291-6020-601.21-02	ELEVATOR EMERG MONITORING	64.50	
		291-6020-601.21-02	ELEVATOR EMERG MONITORING	64.50	241.50
80698	FIRE PROTECTION COMPANY	291-6020-601.21-11	TESTING OF SPRINKLER HEAD	825.00	825.00
80703	GARDEN GUY, INC.	291-6020-601.21-11	AUGUST LANDSCAPING AHML	600.00	600.00
80706	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	33.20	
		291-6020-601.21-11	LIGHT BULBS	420.80	454.00
80708	HOME DEPOT PRO (FORMER SUPPLYWORKS)	291-6020-601.31-45	SANITIZER	560.40	560.40
80711	IGS	291-6020-601.30-51	NATURAL GAS JULY	2,143.94	2,143.94
80718	JACKSON MANUFACTURERS COMPANY INC	291-6020-601.21-11	CIRC WORKROOM MATERIAL	1,398.00	1,398.00
80729	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS SEPT	4,599.00	4,599.00
80731	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	5'LIGHT DUTY STEEL U-POST	12.36	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					12.36
80737	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT	116.97	
		291-6020-601.21-11	PAINT	119.98	236.95
80742	NICOR GAS	291-6020-601.30-51	NATURAL GAS JULY	164.09	
		291-6020-601.30-51	NATURAL GAS JULY	887.57	1,051.66
80745	PIKE SYSTEMS INC	291-6020-601.21-11	MAINTEN SUPPLIES	142.01	
		291-6020-601.21-11	MAINTEN SUPPLIES	774.00	
		291-6020-601.21-11	MAINTEN SUPPLIES	774.00-	
		291-6020-601.21-11	MAINTEN SUPPLIES	7.74	149.75
80746	PLATINUM PEST SOLITIONS INC	291-6020-601.21-11	BEDBUG INSPECTION	1,500.00	
		291-6020-601.21-11	BEDBUG INSPECTION SENIOR	100.00	
		291-6020-601.21-11	BEDBUG INSPECTION SENIOR	250.00	
		291-6020-601.21-11	BEDBUG EXTERMINATION AHML	1,000.00	2,850.00
80752	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	522.40	
		291-6020-601.31-45	JANITORIAL SUPPLIES	164.18	
		291-6020-601.31-45	JANITORIAL SUPPLIES	151.65	
		291-6020-601.31-45	JANITORIAL SUPPLIES	289.00	1,127.23
80756	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTEN	15.98	
		291-6020-601.21-11	BLDG MAINTEN	46.86	
		291-6020-601.21-11	BLDG MAINTEN	51.94	
		291-6020-601.21-11	BLDG MAINTENANCE	26.98	141.76
80761	STANDARD ELEVATOR CO	291-6020-601.21-02	REGULAR SERVS AUGUST AHML	959.18	959.18
80771	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - JULY	219.77	219.77
80773	WAREHOUSE DIRECT	291-6020-601.21-11	BLDG MAINTENANCE	415.00	415.00
80779	1000BULBS.COM	291-6020-601.21-11	LIGHT BULBS	840.53	
		291-6020-601.21-11	BALLASTS	305.81	1,146.34
***** DIVISION TOTAL ****					22,024.47
***** DEPARTMENT TOTAL **					88,596.59

*YOUTH SERVICES*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 01			
80655	ALA MEMBERSHIP	291-6401-601.22-02	ALA DUES - PAPANASTASSIOU	325.00	325.00
80657	ALBERTSONS/SAFEWAY	291-6401-601.32-02	TEEN FILM FEST 8/14	352.13	352.13
80661	AMAZON.COM CREDIT	291-6401-601.32-02	HULA HOOPS FOR STORYTIME	20.24	
		291-6401-601.32-02	SRP GRAND PRIZES	155.41	
		291-6401-601.32-02	SRP GRAND PRIZES	225.88	
		291-6401-601.32-01	TEEN ACTIVITY KIT	97.13	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-01	TEEN ACTIVITY KIT	11.88	
		291-6401-601.32-01	ACTIVITY KIT BAGS	60.66	
		291-6401-601.32-01	TEEN ACTIVITY KIT	107.90	
		291-6401-601.32-01	TWEEN ACTIVITY KIT	39.82	
		291-6401-601.32-01	TWEEN ACTIVITY KITS	31.67	
		291-6401-601.32-01	TWEEN ACTIVITY KITS	31.74	
		291-6401-601.32-01	TWEEN ACTIVITY KITS	39.96	822.29
80662	AMIRPOUR, SANAZ	291-6401-601.22-18	HEALTHY TIDBITS VIDEO8/24	150.00	
		291-6401-601.22-18	STRESS MANAGEMENT,10/18	200.00	350.00
80665	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	TRAVEL/TRAINING	14.50	
		291-6401-601.32-02	PROGRAM EVENTS	6.00	
		291-6401-601.22-03	TRAVEL/TRAINING	12.31	
		291-6401-601.32-02	SRP PRIZES	40.00	
		291-6401-601.22-03	TRAVEL/TRAINING	11.44	
		291-6401-601.32-02	KW ACTIVITY KITS	5.00	
		291-6401-601.32-02	SRP PRIZE	20.00	109.25
80666	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	TEEN BYOBOOK GIVEAWAY	25.00	25.00
80667	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-18	TEEN FILM FEST JUDGE 8/14	200.00	
		291-6401-601.22-18	TEEN FILM FEST JUDGE 8/14	200.00	
		291-6401-601.32-01	TWEEN ACTIVITY KIT	19.95	
		291-6401-601.32-01	TWEEN ACTIVITY KIT REFUND	12.84-	
		291-6401-601.32-01	TWEEN ACTIVITY KIT	15.98	
		291-6401-601.32-02	SRP PRIZES	40.00	463.09
80678	BRENT ALLAN ENTERTAINMENT	291-6401-601.22-18	FUN READING SHOW,10/17	350.00	350.00
80701	FUN EXPRESS LLC	291-6401-601.32-02	GIVEAWAY KITS DUCK ON A	41.91	
		291-6401-601.32-02	BAD GUYS ESCAPE ROOM PART	34.41	76.32
80714	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - K BAILEY	100.00	
		291-6401-601.22-02	ILA DUES - MATHER E	100.00	200.00
80726	LAKESHORE LEARNING MATERIALS	291-6401-601.32-01	DRAW & WRITE TOUCH BOARD	59.99-	59.99-
80749	PRIEST, LYNNE	291-6401-601.32-02	GIFT CARDS F/SRC PRIZE	120.00	120.00
80759	SON, ALICE	291-6401-601.32-02	SUMMER READING GRAND PRIZ	180.00	180.00
80762	STAPLES	291-6401-601.30-05	OFFICE SUPPLIES	18.24	18.24
80766	TODAY'S CLASSROOM	291-6401-601.32-02	MOBILE DEMONSTRATION CENT	236.78	236.78
80772	VRABLIK, LISA	291-6401-601.22-18	MINECRAFT,10/10	200.00	200.00
80773	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	17.46	17.46

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

3,785.57

INFO SERVICES

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80661	AMAZON.COM CREDIT	291-6410-601.30-05	OFFICE SUPPLIES	15.29	
		291-6410-601.30-05	OFFICE SUPPLIES	33.94	49.23
80667	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	ALA WEBINAR - J DUNCAN	49.00	49.00
80728	MADAY, JULIE I	291-6410-601.22-18	RESUME REVIEWS JULY	60.00	
		291-6410-601.22-18	RESUME REVIEWS AUGUST	30.00	90.00
***** DIVISION TOTAL ****					188.23

*CIRCULATION*

DEPARTMENT: 64	User Services	DIVISION: 20			
80661	AMAZON.COM CREDIT	291-6420-601.32-01	ESL PACKET SUPPLIES	71.95	
		291-6420-601.30-05	LABEL MAKER	99.08	171.03
80667	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	WEBINARS FOR CCS STAFF	50.00	
		291-6420-601.32-90	RECEIPT PAPER	999.00	1,049.00
80690	DEMCO INC	291-6420-601.32-90	SHELF MARKERS	103.31	103.31
80720	JEWISH CHILD & FAMILY SERVICES	291-6420-601.32-01	MATERIALS & INSTRUCTION	450.00	450.00
80773	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	45.03	45.03
***** DIVISION TOTAL ****					1,818.37

*SENIOR AND ACCESSIBLE SERVICES*

DEPARTMENT: 64	User Services	DIVISION: 30			
80661	AMAZON.COM CREDIT	291-6430-601.32-01	ART WITH ALAYNE SUPPLIES	55.89	
		291-6430-601.30-05	OFFICE SUPPLIES	45.78	
		291-6430-601.30-05	OFFICE SUPPLIES	19.88	121.55
80665	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.22-03	TRAVEL/TRAINING	3.22	3.22
80667	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.22-02	AART MEMBERSHIPS	45.00	
		291-6430-601.32-01	GLUE STICKS	369.50	
		291-6430-601.32-01	ART WITH ALAYNE SUPPLIES	287.40	701.90
80677	BLICK ART MATERIALS	291-6430-601.32-01	ART WITH ALAYNE	26.05	26.05
80690	DEMCO INC	291-6430-601.30-05	OFFICE SUPPLIES	129.56	129.56
80730	MCNULTY, ALAYNE	291-6430-601.22-18	CREATIVE AGING:ART, SEPT	490.00	490.00
80773	WAREHOUSE DIRECT	291-6430-601.30-05	OFFICE SUPPLIES	116.68	
		291-6430-601.32-01	PROGRAM SUPPLIES	21.54	138.22
***** DIVISION TOTAL ****					1,610.50

PROGRAMS AND EXHIBITS

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80660	ALZO, LISA	291-6440-601.22-18	2ND PAYMENT FOR 8/18 PROG	40.00	40.00
80661	AMAZON.COM CREDIT	291-6440-601.32-02	ADULT CRAFT KITS	599.07	
		291-6440-601.32-02	ADULT CRAFT KITS	4.99	
		291-6440-601.32-02	ADULT CRAFT KITS	13.49	
		291-6440-601.32-02	ADULT CRAFT KITS	159.90	
		291-6440-601.32-02	ADULT CRAFT KITS	89.85	
		291-6440-601.32-02	ADULT CRAFT KITS	59.15	
		291-6440-601.32-02	BAD ART SUPPLIES	12.86	
		291-6440-601.32-02	BAD ART SUPPLIES	5.79	
		291-6440-601.32-02	BAD ART SUPPLIES	5.88	
		291-6440-601.32-02	BAD ART SUPPLIES	40.41	
		291-6440-601.32-02	FANCON WINNER PRIZES	104.68	
		291-6440-601.32-02	FANCON WINNER PRIZES	38.95	
		291-6440-601.32-02	FANCON WINNER PRIZES	38.95	1,173.97
80665	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	35.00	
		291-6440-601.32-02	PROGRAM EVENTS	8.95	43.95
80666	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	FANCON PRIZE	10.00	10.00
80667	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	SRP PRIZES	60.00	
		291-6440-601.32-02	SRP PRIZES	60.00	
		291-6440-601.32-02	SRP PRIZES	60.00	
		291-6440-601.32-02	SRP PRIZES	60.00	
		291-6440-601.32-02	SRP PRIZES	60.00	
		291-6440-601.32-02	SRP PRIZES	60.00	
		291-6440-601.32-02	SRP PRIZES	60.00	
		291-6440-601.32-02	SRP PRIZES	60.00	
		291-6440-601.32-02	SRP PRIZES	60.00	
		291-6440-601.32-02	SRP PRIZES	60.00	
		291-6440-601.32-02	SRP PRIZES	60.00	
		291-6440-601.22-18	COFFEE CHAT GUEST 7/31	103.30	
		291-6440-601.32-02	INCLUSION MONTH SUPPLIES	679.22	
		291-6440-601.32-02	ADULT CRAFT KITS	25.96	
		291-6440-601.32-02	ADULT CRAFT KITS	63.84	
		291-6440-601.32-02	FANCON PRIZES TAX REFUND	.90-	1,471.42
80704	GARTZ, LINDA	291-6440-601.22-18	REDLINED, 7/1	250.00	250.00
80710	HUBBARD, DANIEL	291-6440-601.22-18	FROM THE SOURCE'S MOUTH,	160.00	160.00
80714	ILA MEMBERSHIP	291-6440-601.22-02	ILA DUES - J CZAJKA	100.00	100.00
80721	JNFORENSICS, LLC	291-6440-601.22-18	OBOV CATCHING SPIES, CATCH	500.00	500.00
80724	KNABB, JACOB S	291-6440-601.22-18	WRITER'S INK, 9/9	150.00	150.00
80725	KNABB, JACOB S	291-6440-601.22-18	WRITER'S INK, 10/14	150.00	150.00
80727	LEWIS, NATASHA LEHRER	291-6440-601.32-02	FELTING 8/25 SUPPLIES X3	130.00	130.00
80738	MYERS, PERRY	291-6440-601.22-18	OBOV:NEW SPY, WHO THIS?	350.00	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					350.00
80744	PENGUIN RANDOM HOUSE LLC	291-6440-601.22-18	OBOV PRESCOTT REMAINING	312.50	312.50
80755	SCHATTNER, JACQUELINE	291-6440-601.22-18	FINDING ANCESTORS WITH US	95.00	95.00
80758	SLICK, KRISTYN	291-6440-601.22-18	MEAL PLANNING PROGRAM	175.00	175.00
80763	TENCH, BECK OSTERGREN	291-6440-601.22-18	2ND PAYMENT F/4PART SERIE	500.00	500.00
80764	TILT DEVELOPMENT LLC	291-6440-601.22-18	BUILDING A TINY HOUSE9/23	200.00	200.00
80768	ULINE	291-6440-601.32-02	SUNCATCHER - INCLUSION	212.83	212.83
80774	WHEELING TOWNSHIP EMERGENCY FUND	291-6440-601.22-18	HUMAN LIBRARY:COVID-19 ED	50.00	50.00
***** DIVISION TOTAL ****					6,074.67

*DIGITAL SERVICES*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50			
80658	ALLDATA	291-6450-601.32-78	GEN3 ENTERPRISE REPAIR	1,500.00	1,500.00
80661	AMAZON.COM CREDIT	291-6450-601.30-05	OFFICE SUPPLIES	9.38	
		291-6450-601.31-85	ADAPTER CORD	24.59-	15.21-
80669	B & H PHOTO VIDEO	291-6450-601.31-85	STUDIO WEBCAM	99.99	99.99
80714	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES - J BOWER	25.00	25.00
80747	PLUNKETT RESEARCH LTD	291-6450-601.32-78	ONLINE SUBSCRIPTION	1,450.00	1,450.00
80767	TUMBLEWEED PRESS INC	291-6450-601.32-78	TUMBLEMATH PLATINUM	2,450.00	2,450.00
***** DIVISION TOTAL ****					5,509.78

*COLLECTION SERVICES*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 70			
80651	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	56.40	56.40
80654	ALA MEMBERSHIP	291-6470-601.22-02	ALA DUES - BYLINSKA M	295.00	
		291-6470-601.22-02	ALA DUES - ROSSIN C	225.00	520.00
80656	ALA/RDA TOOLKIT	291-6470-601.30-33	ANNUAL INSTITUTIONAL LICE	195.00	195.00
80661	AMAZON.COM CREDIT	291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	3.49	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	34.95	
		291-6470-601.32-80	BOOKS	12.34	
		291-6470-601.32-80	BOOKS	13.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	22.44	
		291-6470-601.32-80	BOOKS	32.51	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	16.85	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	62.09	
		291-6470-601.32-80	BOOKS	10.39	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	21.04	
		291-6470-601.32-80	BOOKS	10.79-	
		291-6470-601.32-80	BOOKS	14.70	
		291-6470-601.32-80	BOOKS	15.05	
		291-6470-601.32-80	BOOKS	13.93	
		291-6470-601.32-80	BOOKS	11.94	
		291-6470-601.32-80	BOOKS	257.88	
		291-6470-601.32-80	BOOKS	25.50	
		291-6470-601.32-80	BOOKS	153.60	
		291-6470-601.32-80	BOOKS	16.79	
		291-6470-601.32-80	BOOKS	9.44	
		291-6470-601.32-80	BOOKS	36.00	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	11.94	
		291-6470-601.32-80	BOOKS	10.79	
		291-6470-601.32-80	BOOKS	33.58	
		291-6470-601.32-80	BOOKS	11.94	
		291-6470-601.32-80	BOOKS	50.62-	
		291-6470-601.32-80	BOOKS	21.47	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-80	BOOKS	16.20	
		291-6470-601.32-80	BOOKS	44.26	
		291-6470-601.32-80	BOOKS	26.99	
		291-6470-601.32-80	BOOKS	17.90	
		291-6470-601.32-80	BOOKS	24.26	
		291-6470-601.32-80	BOOKS	39.56	
		291-6470-601.32-80	BOOKS	87.53	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	.10	
		291-6470-601.32-80	BOOKS	39.08	
		291-6470-601.32-80	BOOKS	34.66	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	10.79	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	10.21	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	18.00	
		291-6470-601.32-80	BOOKS	40.46	
		291-6470-601.32-80	BOOKS	42.04	
		291-6470-601.32-80	BOOKS	26.67	
		291-6470-601.32-95	PERIODICALS	8.83	
		291-6470-601.32-95	PERIODICALS	8.75	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	8.85	
		291-6470-601.32-95	PERIODICALS	7.74	
		291-6470-601.32-95	PERIODICALS	18.21	
		291-6470-601.32-75	AV MTLs	29.95	
		291-6470-601.30-05	OFFICE SUPPLIES	38.91	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	13.77	
		291-6470-601.32-75	AV MTLs	34.64	
		291-6470-601.32-75	AV MTLs	359.94	
		291-6470-601.32-75	AV MTLs	9.79	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	37.71	
		291-6470-601.32-75	AV MTLs	117.88	
		291-6470-601.32-75	AV MTLs	41.64	
		291-6470-601.32-75	AV MTLs	27.98	
		291-6470-601.32-75	AV MTLs	71.49	
		291-6470-601.32-75	AV MTLs	12.69	
		291-6470-601.32-75	AV MTLs	50.50	
		291-6470-601.32-75	AV MTLs	18.98	
		291-6470-601.32-75	AV MTLs	43.94	
		291-6470-601.32-75	AV MTLs	19.49	
		291-6470-601.32-75	AV MTLs	8.99	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.30-05	OFFICE SUPPLIES	13.99	
		291-6470-601.32-80	BOOKS	23.88	
		291-6470-601.32-80	BOOKS	23.19	
		291-6470-601.32-80	BOOKS	13.19	
		291-6470-601.32-80	BOOKS	26.10	
		291-6470-601.32-80	BOOKS	50.40	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	14.40	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	7.48	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	27.00	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	11.87	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	21.24	
		291-6470-601.32-80	BOOKS	33.98	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-75	AV MATERIALS	22.88	
		291-6470-601.32-75	AV MATERIALS	25.95	
		291-6470-601.32-75	AV MATERIALS	12.74	
		291-6470-601.32-75	AV MATERIALS	47.96	
		291-6470-601.32-75	AV MATERIALS	9.24	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	13.99	
		291-6470-601.32-75	AV MATERIALS	27.95	
		291-6470-601.32-75	AV MATERIALS	48.20	
		291-6470-601.32-75	AV MATERIALS	9.79	
		291-6470-601.32-75	AV MATERIALS	8.81	
		291-6470-601.32-75	AV MATERIALS	12.70	
		291-6470-601.32-75	AV MATERIALS	12.79	
		291-6470-601.32-75	AV MATERIALS	20.72	
		291-6470-601.32-75	AV MATERIALS	28.08	
		291-6470-601.32-75	AV MATERIALS	28.39	
		291-6470-601.32-75	AV MATERIALS	12.73	
		291-6470-601.32-75	AV MATERIALS	26.99	
		291-6470-601.32-75	AV MATERIALS	14.66	
		291-6470-601.32-75	AV MATERIALS	30.68	
		291-6470-601.32-75	AV MATERIALS	13.71	
		291-6470-601.32-75	AV MATERIALS	10.65	
		291-6470-601.32-75	AV MATERIALS	42.00	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	55.19	
		291-6470-601.32-75	AV MATERIALS	41.99	
		291-6470-601.32-75	AV MATERIALS	168.46	
		291-6470-601.32-75	AV MATERIALS	18.49	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	31.46	
		291-6470-601.32-75	AV MATERIALS	14.78	
		291-6470-601.32-75	AV MATERIALS	14.94	
		291-6470-601.32-75	AV MATERIALS	42.87	
		291-6470-601.32-75	AV MATERIALS	27.03	
		291-6470-601.32-75	AV MATERIALS	99.95	
		291-6470-601.32-75	AV MATERIALS	18.76	
		291-6470-601.32-75	AV MATERIALS	10.28	
		291-6470-601.32-75	AV MATERIALS	48.99	
		291-6470-601.32-75	AV MATERIALS	51.80	
		291-6470-601.32-75	AV MATERIALS	199.90	
		291-6470-601.32-75	AV MATERIALS	38.05	
		291-6470-601.32-75	AV MATERIALS	28.40	
		291-6470-601.32-75	AV MATERIALS	12.96	
		291-6470-601.32-75	AV MATERIALS	19.91	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	38.10	
		291-6470-601.32-75	AV MATERIALS	24.95	
		291-6470-601.32-75	AV MATERIALS	13.99	
		291-6470-601.32-75	AV MATERIALS	32.38	
		291-6470-601.32-75	AV MATERIALS	29.78	
		291-6470-601.32-75	AV MATERIALS	18.12	
		291-6470-601.32-75	AV MATERIALS	7.95	
		291-6470-601.32-75	AV MATERIALS	13.99	
		291-6470-601.32-75	AV MATERIALS	17.64	
		291-6470-601.32-75	AV MATERIALS	16.59	
		291-6470-601.32-75	AV MATERIALS	15.23	
		291-6470-601.32-75	AV MATERIALS	16.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	34.99	
		291-6470-601.32-75	AV MATERIALS	23.98	
		291-6470-601.32-75	AV MATERIALS	44.02	
		291-6470-601.32-75	AV MATERIALS	35.48	
		291-6470-601.32-75	AV MATERIALS	85.39	
		291-6470-601.32-75	AV MATERIALS	11.98	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	10.50	
		291-6470-601.32-75	AV MATERIALS	24.86	
		291-6470-601.32-75	AV MATERIALS	35.98	
		291-6470-601.32-75	AV MATERIALS	35.98	
		291-6470-601.32-75	AV MATERIALS	13.29	
		291-6470-601.32-75	AV MATERIALS	29.37	
		291-6470-601.32-75	AV MATERIALS	37.37	
		291-6470-601.32-75	AV MATERIALS	23.96	
		291-6470-601.32-75	AV MATERIALS	16.98	
		291-6470-601.32-75	AV MATERIALS	34.94	
		291-6470-601.32-75	AV MATERIALS	12.38	
		291-6470-601.32-75	AV MATERIALS	26.90	
		291-6470-601.32-95	PERIODICALS	14.00	
		291-6470-601.32-95	PERIODICALS	8.64	
		291-6470-601.32-95	PERIODICALS	25.86	
		291-6470-601.32-95	PERIODICALS	10.63	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	23.73	
		291-6470-601.32-95	PERIODICALS	11.03	
		291-6470-601.32-95	PERIODICALS	18.49	
		291-6470-601.32-95	PERIODICALS	7.78	
		291-6470-601.32-95	PERIODICALS	9.03	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	11.05	
		291-6470-601.32-95	PERIODICALS	21.45	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	13.40	
		291-6470-601.32-95	PERIODICALS	16.98	
		291-6470-601.32-95	PERIODICALS	14.99	5,495.29
80665	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	22.98	
		291-6470-601.32-80	BOOKS	12.99	35.97
80666	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	37.51	
		291-6470-601.32-95	PERIODICALS	.75	
		291-6470-601.32-95	PERIODICALS	199.00	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	15.99	269.24
80667	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	WEBINAR - G BYLINSKA	43.00	
		291-6470-601.22-03	NORTHWEST ILL CONFERENCE	100.00	
		291-6470-601.32-05	TAX REFUND	4.61-	
		291-6470-601.32-05	PROCESSING SUPPLIES	66.13	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-05	PROCESSING SUPPLIES	40.96	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	329.27	
		291-6470-601.32-75	AV MATERIALS	16.49	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	44.98	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	113.55	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	16.48	
		291-6470-601.32-75	AV MATERIALS	84.99	
		291-6470-601.32-75	AV MATERIALS	50.09	
		291-6470-601.32-75	AV MATERIALS	15.47	
		291-6470-601.32-75	AV MATERIALS	30.75	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-75	AV MATERIALS	21.19	
		291-6470-601.32-80	BOOKS	65.45	
		291-6470-601.32-80	BOOKS	31.29	
		291-6470-601.32-80	BOOKS	21.98	
		291-6470-601.32-80	BOOKS	38.94	
		291-6470-601.32-80	BOOKS	59.50	
		291-6470-601.32-80	BOOKS	33.30	
		291-6470-601.32-80	BOOKS	20.94	
		291-6470-601.32-80	BOOKS	94.00	
		291-6470-601.32-95	PERIODICALS	32.34	
		291-6470-601.32-95	PERIODICALS	48.59	
		291-6470-601.32-95	PERIODICALS	43.97	
		291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-95	PERIODICALS	50.92	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	58.75	
		291-6470-601.32-95	PERIODICALS	9.70	
		291-6470-601.32-95	PERIODICALS	17.94	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	99.00	
		291-6470-601.32-95	PERIODICALS	1,000.00	
		291-6470-601.32-95	PERIODICALS	18.00	
		291-6470-601.32-95	PERIODICALS	40.00	2,974.18
80670	BACKWOODS HOME MAGAZINE	291-6470-601.32-95	PERIODICALS	26.00	26.00
80672	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	91.16	
		291-6470-601.32-80	BOOKS	202.35	
		291-6470-601.32-80	BOOKS	37.01	
		291-6470-601.32-80	BOOKS	68.19	
		291-6470-601.32-80	BOOKS	1,045.99	
		291-6470-601.32-80	BOOKS	25.04	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	13.55	
		291-6470-601.32-75	AV MTLs	23.34	
		291-6470-601.32-80	BOOKS	154.18	
		291-6470-601.32-75	AV MTLs	57.27	
		291-6470-601.22-85	PROC SERVS	19.00	
		291-6470-601.22-85	PROC SERVS	262.20	
		291-6470-601.32-80	BOOKS	1,051.20	
		291-6470-601.32-80	BOOKS	248.24	
		291-6470-601.32-80	BOOKS	357.78	
		291-6470-601.32-80	BOOKS	500.12	
		291-6470-601.32-80	BOOKS	345.29	
		291-6470-601.32-80	BOOKS	57.60	
		291-6470-601.32-80	BOOKS	32.36	
		291-6470-601.32-80	BOOKS	64.18	
		291-6470-601.32-80	BOOKS	63.08	
		291-6470-601.32-80	BOOKS	140.90	
		291-6470-601.32-80	BOOKS	84.57	
		291-6470-601.32-80	BOOKS	50.50	
		291-6470-601.32-80	BOOKS	131.68	
		291-6470-601.32-80	BOOKS	360.64	
		291-6470-601.32-80	BOOKS	308.54	
		291-6470-601.32-80	BOOKS	517.24	
		291-6470-601.32-80	BOOKS	107.30	
		291-6470-601.32-80	BOOKS	241.15	
		291-6470-601.32-80	BOOKS	167.21	
		291-6470-601.32-80	BOOKS	75.89	
		291-6470-601.32-80	BOOKS	22.13	
		291-6470-601.32-80	BOOKS	15.81	
		291-6470-601.32-80	BOOKS	73.74	
		291-6470-601.32-80	BOOKS	176.50	
		291-6470-601.32-80	BOOKS	15.34	
		291-6470-601.22-85	PROC SERVS	254.60	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	44.80	
		291-6470-601.22-85	PROC SERVS	213.40-	
		291-6470-601.32-80	BOOKS	157.59	
		291-6470-601.32-80	BOOKS	256.41	
		291-6470-601.32-80	BOOKS	172.25	
		291-6470-601.32-80	BOOKS	21.90	
		291-6470-601.32-80	BOOKS	580.54	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	283.53	
		291-6470-601.32-80	BOOKS	50.21	
		291-6470-601.32-80	BOOKS	88.69	
		291-6470-601.32-80	BOOKS	145.91	
		291-6470-601.32-80	BOOKS	74.75	
		291-6470-601.32-80	BOOKS	622.99	
		291-6470-601.32-80	BOOKS	211.11	
		291-6470-601.32-80	BOOKS	149.05	
		291-6470-601.32-80	BOOKS	501.84	
		291-6470-601.32-80	BOOKS	324.32	
		291-6470-601.32-80	BOOKS	475.08	
		291-6470-601.32-80	BOOKS	235.11	
		291-6470-601.32-80	BOOKS	681.05	
		291-6470-601.32-80	BOOKS	790.60	
		291-6470-601.22-85	PROC SERVS	148.20	
		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	49.40	
		291-6470-601.22-85	PROC SERVS	130.35	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.32-75	AV MTLs	39.74	
		291-6470-601.32-80	BOOKS	46.55	
		291-6470-601.32-80	BOOKS	38.47	
		291-6470-601.32-80	BOOKS	426.17	
		291-6470-601.32-80	BOOKS	380.74	
		291-6470-601.32-80	BOOKS	181.95	
		291-6470-601.32-80	BOOKS	471.17	
		291-6470-601.32-80	BOOKS	245.21	
		291-6470-601.32-80	BOOKS	49.40	
		291-6470-601.32-80	BOOKS	148.38	
		291-6470-601.32-80	BOOKS	212.96	
		291-6470-601.32-80	BOOKS	421.84	
		291-6470-601.32-80	BOOKS	129.79	
		291-6470-601.32-80	BOOKS	667.49	
		291-6470-601.32-80	BOOKS	394.54	
		291-6470-601.32-80	BOOKS	630.03	
		291-6470-601.32-80	BOOKS	197.93	
		291-6470-601.32-80	BOOKS	46.07	
		291-6470-601.32-80	BOOKS	15.89	
		291-6470-601.32-80	BOOKS	439.49	
		291-6470-601.32-80	BOOKS	345.59	
		291-6470-601.32-80	BOOKS	9.54	
		291-6470-601.32-75	AV MTLs	6.77	
		291-6470-601.32-75	AV MTLs	23.75	
		291-6470-601.32-80	BOOKS	249.90	
		291-6470-601.22-85	PROC SERVS	91.20	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	93.50	
		291-6470-601.22-85	PROC SERVS	11.40-	22,386.61
80673	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	12.73	
		291-6470-601.32-75	AV MTLs	30.61	
		291-6470-601.32-75	AV MTLs	49.77	
		291-6470-601.32-75	AV MTLs	14.23	
		291-6470-601.32-75	AV MTLs	143.43	
		291-6470-601.32-75	AV MTLs	45.62	
		291-6470-601.32-75	AV MTLs	84.95	
		291-6470-601.32-75	AV MTLs	20.36	
		291-6470-601.32-75	AV MTLs	32.35	
		291-6470-601.32-75	AV MTLs	66.18	
		291-6470-601.32-75	AV MTLs	20.36	520.59
80676	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	1,090.60	
		291-6470-601.32-80	BOOKS	2,212.57	
		291-6470-601.32-80	BOOKS	949.20	
		291-6470-601.32-75	AV MTLs	58.95	
		291-6470-601.32-75	AV MTLs	8,106.29	
		291-6470-601.32-80	BOOKS	12,130.65	24,548.26
80682	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	25.32	
		291-6470-601.32-80	BOOKS	99.98	
		291-6470-601.32-80	BOOKS	25.32	150.62
80686	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	28.93	28.93
80690	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	156.36	
		291-6470-601.32-05	PROCESSING SUPPLIES	72.47	
		291-6470-601.32-05	PROCESSING SUPPLIES	72.47	
		291-6470-601.32-05	PROCESSING SUPPLIES	146.29	
		291-6470-601.32-05	PROCESSING SUPPLIES	120.05	567.64
80692	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	1,165.49	1,165.49
80694	FAMILY ROOTS PUBLISHING COMPANY	291-6470-601.32-80	PO#5619919 BOOKS	54.85	54.85
80696	FILMTOOLS	291-6470-601.32-05	PROCESSING SUPPLIES	632.92	
		291-6470-601.32-05	10 PIECES DAMAGED IN TRAN	7.00-	625.92
80697	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MTLs	46.94	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					46.94
80702	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	59.18	
		291-6470-601.32-80	BOOKS	143.96	
		291-6470-601.32-80	BOOKS	91.18	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	1,441.34	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	39.98	
		291-6470-601.32-80	BOOKS	46.40	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	23.20	2,021.18
80712	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	127.50	
		291-6470-601.32-80	BOOKS	108.75	
		291-6470-601.32-80	BOOKS	105.00	341.25
80715	ILLINOIS LIBRARY ASSOCIATION	291-6470-601.32-80	BOOKS	30.00	30.00
80717	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	232.99	
		291-6470-601.32-80	BOOKS	186.17	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	160.93	
		291-6470-601.32-80	BOOKS	61.51	
		291-6470-601.32-80	BOOKS	170.39	
		291-6470-601.32-80	BOOKS	138.30	
		291-6470-601.32-80	BOOKS	75.65	
		291-6470-601.32-80	BOOKS	189.70	
		291-6470-601.32-80	BOOKS	300.63	
		291-6470-601.32-80	BOOKS	282.29	
		291-6470-601.32-80	BOOKS	94.32	
		291-6470-601.32-80	BOOKS	38.80	
		291-6470-601.32-80	BOOKS	82.41	
		291-6470-601.32-80	BOOKS	33.27	
		291-6470-601.32-80	BOOKS	95.66	
		291-6470-601.32-80	BOOKS	16.94	
		291-6470-601.32-80	BOOKS	126.00	
		291-6470-601.32-80	BOOKS	73.17	
		291-6470-601.32-80	BOOKS	105.60	
		291-6470-601.32-80	BOOKS	97.46	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	51.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	65.61	
		291-6470-601.32-80	BOOKS	141.35	
		291-6470-601.32-80	BOOKS	242.29	
		291-6470-601.32-80	BOOKS	60.42	
		291-6470-601.32-80	BOOKS	178.46	
		291-6470-601.32-80	BOOKS	71.60	
		291-6470-601.32-80	BOOKS	79.71	
		291-6470-601.32-80	BOOKS	34.19	
		291-6470-601.32-80	BOOKS	165.63	
		291-6470-601.32-80	BOOKS	124.30	3,955.98
80719	JANWAY COMPANY USA INC	291-6470-601.32-05	PROCESSING SUPPLIES	258.25	258.25
80722	KANOPY INC	291-6470-601.32-75	AV MTLs	862.00	862.00
80723	KANSAS CITY PUBLIC LIBRARY	291-6470-601.21-64	ILL#202367026 FEE	17.99	17.99
80726	LAKESHORE LEARNING MATERIALS	291-6470-601.32-80	BOOKS	57.49	
		291-6470-601.32-75	AV MTLs	36.98	
		291-6470-601.32-75	AV MTLs	46.98	
		291-6470-601.32-75	AV MTLs	17.98	159.43
80733	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	387.09	
		291-6470-601.32-75	AV MTLs	94.97	
		291-6470-601.32-75	AV MTLs	991.90	
		291-6470-601.32-75	AV MTLs	251.91	
		291-6470-601.32-75	AV MTLs	197.43	
		291-6470-601.32-75	AV MTLs	295.92	
		291-6470-601.32-75	AV MTLs	1,153.33	
		291-6470-601.32-75	AV MTLs	1,104.44	
		291-6470-601.32-75	AV MTLs	27.99	
		291-6470-601.32-75	AV MTLs	690.59	
		291-6470-601.32-75	AV MTLs	79.98	
		291-6470-601.22-85	PROC SERVS	701.97	5,977.52
80739	NEW WORLD PUBLICATIONS	291-6470-601.32-95	PERIODICALS	25.00	25.00
80740	NEW YORK TIMES CO,THE	291-6470-601.32-95	PERIODICALS	918.50	918.50
80748	POLONIA BOOKSTORE INC	291-6470-601.32-80	BOOKS	128.95	128.95
80750	PROQUEST LLC	291-6470-601.32-95	RND NEW YORK TIMES	738.60	
		291-6470-601.32-95	RNP WALL STREET JOURNAL	486.19	1,224.79
80753	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	633.88	633.88
80754	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	206.26	206.26
80760	SOUTH SUB GEN & HIST SOCIETY	291-6470-601.32-95	PERIODICALS	30.00	30.00
80765	TIME FOR KIDS	291-6470-601.32-95	PERIODICALS	29.95	

PREPARED 09/15/20, 11:15 AM  
PROGRAM GM348U5  
DEPARTMENT: 64 User Services

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

PAGE 21  
ACCOUNTING PERIOD 9/2020

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					29.95
80773	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	4.11	
		291-6470-601.32-05	PROCESSING SUPPLIES	13.00	17.11
80775	WILLARD LIBRARY	291-6470-601.21-64	ILL#203858411 USPSPOSTAGE	3.16	3.16
***** DIVISION TOTAL ****					76,509.13
					<i>BELMONT MAKERSPACE</i>
DEPARTMENT: 64	User Services	DIVISION: 80			
80688	DEFRANCO PLUMBING	291-6480-601.21-65	BELMONT SEWER SURVEY	1,106.00	1,106.00
80703	GARDEN GUY, INC.	291-6480-601.21-11	AUGUST LANDSCAPING BELM	247.50	247.50
80761	STANDARD ELEVATOR CO	291-6480-601.21-02	REGULAR SERVS AUGUST BELM	265.00	265.00
80776	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	PROF SERVS JULY	1,482.17	
***** DIVISION TOTAL ****					3,100.67
***** DEPARTMENT TOTAL **					98,596.92
***** GRAND TOTAL *****					214,145.77

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	202,663.60
491	Capital Projects-Library	11,482.17
**** TOTAL ALL FUNDS ****		214,145.77

September 15, 2020

**Arlington Heights Memorial Library  
American Express Card Summary  
8/31/2020**

#	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
		Count	125		
1	Czajka	6440-3202	\$ 60.00	Summer Reading Program Prizes	ARMANDS PIZZERIA 000
2	Czajka	6440-3202	\$ 60.00	Summer Reading Program Prizes	MAGO GRILL & CANTINA
3	Czajka	6440-3202	\$ 60.00	Summer Reading Program Prizes	TST* PASSERO 3005325
4	Czajka	6440-3202	\$ 60.00	Summer Reading Program Prizes	AROUND CAFE AND SHOP
5	Czajka	6440-3202	\$ 60.00	Summer Reading Program Prizes	BIG ANGE'S EATERY 00
6	Czajka	6440-3202	\$ 60.00	Summer Reading Program Prizes	COCO & BLU
7	Czajka	6440-3202	\$ 60.00	Summer Reading Program Prizes	MINDFUL KITCHEN 0000
8	Czajka	6440-3202	\$ 60.00	Summer Reading Program Prizes	TST* SCRATCHBOARD KI
9	Czajka	6440-3202	\$ 60.00	Summer Reading Program Prizes	TTOWA RESTAURANT
10	Czajka	6440-3202	\$ 60.00	Summer Reading Program Prizes	TUSCAN MARKET & WINE
11	Driskell	489-90-00	\$ (94.77)	Other Income/Rebate	CORPORATE CASHBACK CR
12	Driskell	6001-2165	\$ (41.46)	Credit for fraudulent charge	CREDIT FOR FRAUDULENT
13	Driskell	6001-2270	\$ 4.95	Emergency Texting Service	ONTIMETEL DIALMYCAL
14	Driskell	6001-2270	\$ 74.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
15	Driskell	6001-2270	\$ 5.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
16	Driskell	6001-2270	\$ 14.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
17	Driskell	6002-2165	\$ 104.97	Facebook Advertising	FACEBK *LAYHWSN822
18	Driskell	6010-3032	\$ 429.90	Zoom Subscription	ZOOM Zoom
19	Driskell	6010-3032	\$ 10.16	Zoom Subscription	ZOOM Zoom
20	Driskell	6010-3032	\$ 5.32	Zoom Subscription	ZOOM Zoom
21	Dworianyn	6010-2005	\$ 54.10	PayPal PayFlow Pro Subscription	PAYFLOW/PAYPAL 0045
22	Dworianyn	6010-2102	\$ 102.98	Microfiber Towels for Cleaning Electronics	AMAZON.COM*MF1VC2EX2
23	Dworianyn	6010-2102	\$ 42.32	Microfiber Towels for Cleaning Electronics	AMAZON.COM*MF9X02641
24	Dworianyn	6010-2102	\$ 32.93	Pump for Alcohol Cleaning	AMAZON.COM*MV4A31YF0
25	Dworianyn	6010-2242	\$ 343.35	Public Internet Service	COMCAST CHICAGO
26	Dworianyn	6010-3032	\$ 11.99	Youtube Premium Subscription	GOOGLE *YOUTUBEPREMI
27	Dworianyn	6010-3032	\$ 165.00	Volunteer Software Subscription	WWW.VOLGISTICS.COM
28	Dworianyn	6010-3032	\$ 4.50	Office 365 License	MNJTECHNOLOGIESDIREC
29	Dworianyn	6010-3032	\$ 239.20	Office 365 License	MNJTECHNOLOGIESDIREC
30	Dworianyn	6010-3032	\$ 9.99	Kindle Unlimited Subscription	KINDLE UNLTD*MF24Z61
31	Dworianyn	6010-3032	\$ 35.00	Trello Subscription	TRELLO.COM, ATASSIA
32	Dworianyn	6010-3032	\$ 4.99	Amazon FreeTime Subscription	AMZNFREETIME*MF1US76
33	Dworianyn	6010-3032	\$ 35.91	Google Device Manager Subscription	GOOGLE *GSUITE_AHML
34	Dworianyn	6010-3032	\$ 194.95	ahml.org Domain Renewal	WEB*NETWORKSOLUTIONS
35	Dworianyn	6010-3032	\$ 1.50	Dial-in Phone Number for Teams	MSFT *<E0400BMQLP>
36	Dworianyn	6010-3032	\$ 14.99	Spotify Monthly Subscription	SPOTIFY USA
37	Dworianyn	6010-3032	\$ 9.99	Amazon Music Subscription	AMAZON MUSIC*MF3XQ1L
38	Dworianyn	6010-3032	\$ 3.18	iPad App for Kids World	APPLE.COM/BILL
39	Dworianyn	6010-3032	\$ 49.00	Riddle.com Subscription	RIDDLE.COM SUBSCRIPT
40	Dworianyn	6010-3185	\$ 54.98	Wall Mount Kit for Room H TV	AMZN MKTP US*MM6KS6D
41	Dworianyn	6010-3185	\$ 127.45	Webcams for Info Services	AMZN MKTP US*MF6E36P
42	Dworianyn	6010-3185	\$ 159.99	Text Message Panic Buttons for Public Service Desks	AMZN MKTP US*MF7NQ23
43	Dworianyn	6010-3185	\$ 67.98	Headsets for Collection Services	AMZN MKTP US*MF5VOOE
44	Ekl	6001-2203	\$ 250.00	Back in Circulation Conference - S Meyer	UWEX REGISTRATION UW
45	Ekl	6001-3005	\$ 37.80	Stamps for Finance	RUBBER STAMP CHAMP 0
46	Ekl	6002-2210	\$ 30.58	Business Cards	VISTAPR*VISTAPRINT.C
47	Ekl	6002-3005	\$ 391.00	Outdoor News Box	ETSY.COM
48	Ekl	6002-3005	\$ 308.87	Acrylic Sign Holders	DISPLAYS2GO
49	Ekl	6002-3005	\$ (8.23)	Fonts tax refund	MYFONTS INC
50	Ekl	6002-3005	\$ 139.91	Fonts	MYFONTS INC
51	Ekl	6004-3202	\$ 658.00	Library Card Sign Up Month Incentives	APPLE.COM/US
52	Ekl	6004-3202	\$ 47.81	Library Card Sign Up Month Incentives	POTTERYBARNTEN.COM
53	Ekl	6004-3202	\$ 79.99	Library Card Sign Up Month Incentives	WALMART.COM AZ
54	Ekl	6004-5015	\$ 557.00	Handheld 3D Scanner for Makerspace	OCCIPITAL 18355993
55	Ekl	6004-5015	\$ (2,424.40)	CNC Mill, order canceled	BT*INVENTABLES, INC
56	Ekl	6004-5015	\$ 2,424.40	CNC Mill	BT*INVENTABLES, INC
57	Ekl	6010-3032	\$ 14.99	Zoom Subscription (Info Services) - to be canceled	ZOOM Zoom
58	Ekl	6010-3032	\$ 14.99	Zoom Subscription (TLC) - to be canceled	ZOOM.US 888-799-9666
59	Ekl	6010-5012	\$ (54.51)	Surface Mapping Device tax refund	SP * LIGHTFORM INC

#	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
60	Ekl	6015-3005	\$ 224.93	Replacement Kit for AED Defibrillators	THE WEBSTRAURANT STOR
61	Ekl	6020-2107	\$ 246.86	Part for Transit	PARTS GEEK, LLC 0098
62	Ekl	6020-2111	\$ 257.20	Batteries	BATTERYSHARKS.COM
63	Ekl	6401-2218	\$ 200.00	Teen Film Fest Judge 8/14	PAYPAL *DNLARPENTE
64	Ekl	6401-2218	\$ 200.00	Teen Film Fest Judge 8/14	PAYPAL *STATICTAM2
65	Ekl	6401-3201	\$ 19.95	Tween Activity Kit	MICHAELS #9490
66	Ekl	6401-3201	\$ (12.84)	Tween Activity Kit refund	HOBBY LOBBY ECOMM 00
67	Ekl	6401-3201	\$ 15.98	Tween Activity Kit	MICHAELS #9490
68	Ekl	6401-3202	\$ 40.00	Summer Reading Program Prizes	HELLOARTST* HELLOART
69	Ekl	6410-2203	\$ 49.00	Soliciting Feedback Webinar - J Duncan	AMERLIBASSOC ECOMMER
70	Ekl	6420-2203	\$ 50.00	Webinars for CCS Staff	LIBRARYWORKS.COM
71	Ekl	6420-3290	\$ 999.00	Receipt Paper	BT*POSPAPER.COM
72	Ekl	6430-2202	\$ 45.00	AART Memberships for Senior Services Staff	ADULT READING ROUND
73	Ekl	6430-3201	\$ 369.50	Glue Sticks	OFFICESUPPLY.COM
74	Ekl	6430-3201	\$ 287.40	Art with Alayne Supplies	MICHAELS #9490
75	Ekl	6440-2218	\$ 103.30	Coffee Chat Guest 7/31	PAYPAL *GETBOOKMARK
76	Ekl	6440-3202	\$ 679.22	Inclusion Awareness Month Project Supplies	MERCURIUS USA, INC.
77	Ekl	6440-3202	\$ 25.96	Adult Craft Kit Supplies	JOANN STORES ONLINE.
78	Ekl	6440-3202	\$ 63.84	Adult Craft Kit Supplies	JOANN STORES ONLINE.
79	Ekl	6440-3202	\$ (0.90)	FanCon prizes tax refund	BARNES&NOBLE.COM-BN
80	Ekl	6470-2203	\$ 43.00	Documenting Library Work Webinar - G Bylinska	AMERLIBASSOC ECOMMER
81	Ekl	6470-2203	\$ 100.00	Northwest ILL Conference	EB *19TH ANNUAL NORT
82	Ekl	6470-3205	\$ (4.61)	Processing Supplies tax refund	REALLY USEFUL BOXES
83	Ekl	6470-3205	\$ 66.13	Processing Supplies	REALLY USEFUL BOXES
84	Ekl	6470-3205	\$ 40.96	Processing Supplies	BUYMEDIASUPPLY.COM
85	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
86	Szymanek	6470-3275	\$ 329.27	AV Materials	B&H PHOTO 800-606-69
87	Szymanek	6470-3275	\$ 16.49	AV Materials	CHRISTIANBOOK.COM
88	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
89	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479794349
90	Szymanek	6470-3275	\$ 44.98	AV Materials	THE CHOSEN
91	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479807827
92	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479817020
93	Szymanek	6470-3275	\$ 113.55	AV Materials	GAMESTOP.COM GameSto
94	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
95	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
96	Szymanek	6470-3275	\$ 16.48	AV Materials	CHRISTIANBOOK.COM
97	Szymanek	6470-3275	\$ 84.99	AV Materials	BARNES&NOBLE.COM-BN
98	Szymanek	6470-3275	\$ 50.09	AV Materials	DISCOUNTSCH 80062728
99	Szymanek	6470-3275	\$ 15.47	AV Materials	MELISSA AND DOU Meli
100	Szymanek	6470-3275	\$ 30.75	AV Materials	FAT BRAIN TOYS
101	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
102	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
103	Szymanek	6470-3275	\$ 21.19	AV Materials	MUSIC REWIND
104	Szymanek	6470-3280	\$ 65.45	Books	SP * FANGAMER
105	Szymanek	6470-3280	\$ 31.29	Books	ANDERSONS BOOK200019
106	Szymanek	6470-3280	\$ 21.98	Books	BARNES&NOBLE.COM-BN
107	Szymanek	6470-3280	\$ 38.94	Books	BOOKSENSE 8004055629
108	Szymanek	6470-3280	\$ 59.50	Books	BOOKSHOP.ORG
109	Szymanek	6470-3280	\$ 33.30	Books	ANDERSONS BOOK200019
110	Szymanek	6470-3280	\$ 20.94	Books	BARNES&NOBLE.COM-BN
111	Szymanek	6470-3280	\$ 94.00	Books	QUILTFOLK
112	Szymanek	6470-3295	\$ 32.34	Periodicals	SP * NEWSIDENTIST
113	Szymanek	6470-3295	\$ 48.59	Periodicals	HARVARD BUS HBR.ORG
114	Szymanek	6470-3295	\$ 43.97	Periodicals	SOUTHERN CAST IRON
115	Szymanek	6470-3295	\$ 40.00	Periodicals	HEARST MEMBERSHIP
116	Szymanek	6470-3295	\$ 50.92	Periodicals	STAMPINGTON & COMPAN
117	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*ALTPRESS MEDIA
118	Szymanek	6470-3295	\$ 58.75	Periodicals	SP * INTERVIEWMAG
119	Szymanek	6470-3295	\$ 9.70	Periodicals	DADANT AMERICAN BEE
120	Szymanek	6470-3295	\$ 17.94	Periodicals	STAMPINGTON & COMPAN
121	Szymanek	6470-3295	\$ 17.99	Periodicals	TASTE OF THE SOUTH
122	Szymanek	6470-3295	\$ 99.00	Periodicals	NEWSWEEK
123	Szymanek	6470-3295	\$ 1,000.00	Periodicals	VALUE LINE PUBLISHIN
124	Szymanek	6470-3295	\$ 18.00	Periodicals	PAYPAL *RANCHACRESM

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
125	Szymanek	6470-3295	\$ 40.00	Periodicals	DUN MAGAZINE
			<u>\$ 12,186.10</u>		



September 15, 2020

**Arlington Heights Memorial Library  
Mastercard Summary  
8/31/2020**

Count	7			
<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	\$ 10.00	FanCon Prize	Half Price Books
	6401-3202	\$ 25.00	Teen BYOBook Giveaway	Half Price Books
M. Szymanek	6470-3295	\$ 37.51	Periodicals	Macleans Magazine
	6470-3295	\$ 0.75	Foreign Transaction Fee	
	6470-3295	\$ 199.00	Periodicals	Motley Fool
	6470-3275	\$ 15.99	AV Materials	Netflix
	6470-3275	\$ 15.99	AV Materials	Netflix
		<u>\$ 304.24</u>		

September 15, 2020

Arlington Heights Memorial Library  
Special Funds Summary  
8/31/2020

Count 19

Group #2929

Check #1570 - AHML 100-80-00 \$ 25,000.00 Transfer to Disbursement S Beckman

#		Account	Amount	Description	Staff
	<b>Check #1573 – AHML – Petty Cash</b>				
1	8/17/2020	6470-3295	\$ 22.98	Periodicals	M Szymanek
2		6470-3280	\$ 12.99	Books	M Szymanek
3		6401-2203	\$ 14.50	Travel/Training	E Muszynski
4		6401-3202	\$ 6.00	Program Events	R King
5		6004-2165	\$ 19.99	Other Services	T Karim
6		6440-3202	\$ 35.00	Program Events	T Recklaus
7		6440-3202	\$ 8.95	Program Events	M Young
8		6401-2203	\$ 12.31	Travel/Training	K McGuire
9		6430-2203	\$ 3.22	Travel/Training	R Witt
10		6001-2205	\$ 18.90	Postage	J Doren
11		6001-2205	\$ 4.10	Postage	J Doren
12	9/2/2020	6401-3202	\$ 40.00	SRP Prizes	L Priest
13		6001-2203	\$ 5.98	Travel/Training	J Moravec
14		6401-2203	\$ 11.44	Travel/Training	L Dakas
15		6001-2203	\$ 45.00	Travel/Training	J Doren
16		6001-2205	\$ 18.95	Postage	J Moravec
17		6401-3202	\$ 5.00	KW Activity Kits	J Ashley
18		6004-3185	\$ 11.99	Butterfly Garden - Hose Shut Off	T Scallon
19		6401-3202	\$ 20.00	SRP Prize	E Mather
			\$ 317.30		

To: Board of Library Trustees

From: Mike Driskell

Date: September 15, 2020

Re: Makerspace Project Update

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Williams Architects and staff have been working to reduce the cost of the makerspace project to within the budget approved by the Board of Library Trustees in April with the intent of re-bidding as soon as possible. Staff and Williams have met on several occasions to discuss ways to move the project within budget.

As previously discussed, a significant portion of the budget challenge the team faces is the necessity and expense of constructing a replacement sanitary sewer line and replacing the building's sewage pump. Following development of the board-approved budget and as the team was finalizing construction documents, the design and engineering team discovered the building's existing sewer outlet connects to a storm sewer line in Miner Avenue and the building's existing ejector pump is insufficient to handle building sewage outflows. (Essentially, the building has always been ejecting toilet and sink sewage through a sump pump into Village storm sewers). In the team's discussions and initial document reviews with the Village and the Metropolitan Water Reclamation District, this condition must be corrected for the library to occupy the building. The team evaluated the possibility of modifying the existing sewer line to connect to the sanitary sewer, but discovered through video camera verification that the existing pipe is undersized, in poor condition and too high in elevation to connect to the sewer. The solution will involve providing a replacement sewage pump and excavating through the parking lot with a new sanitary sewer pipe connecting to an existing sanitary sewer line approximately 15 feet under the center of Miner Avenue. Unfortunately, the expense of this work is likely to exceed \$125,000; therefore, previously discussed and reviewed scope must be removed from the project to balance the project budget. Additionally, approximately \$35,000 of demolition originally budgeted to be completed by library staff was placed back into the project scope to be bid following the board-approved budget, requiring the team to find additional scope reductions to balance the budget.

The team has pursued several cost reductions to the project that we believe will bring the project on budget while maintaining the most important aspects of the project that the community desires. These are summarized as follows:

- Negotiation of kitchen requirements with the Village. Discussions to date indicate the library will be able to utilize an under-sink grease trap in lieu of a manhole and a less expensive type of exhaust hood. Other elements of the kitchen that do not affect overall functionality are also being targeted for cost savings, including location and quantity of hand sinks. These discussions will be finalized and agreed upon in a written memorandum of understanding so there are no misunderstandings or future directives to the contrary.
- Development of an alternative method of re-roofing the building that will not involve a metal coping cap or removal and replacement of the existing coping, while maintaining the same performance weathertightness warranty. This is made possible by reducing the overall insulation thickness by approximately 4 inches. (Despite this reduction, the roof will still be substantially better insulated than its current condition).
- Reduction in built-in casework, to be substituted with purchased, adjustable height worktables. These will be substantially less expensive than built-in elements and more flexible. Examples include purchased carts/stands for 3D printers in lieu of a custom-built printer unit.
- Base bid flooring and wall finishes that are similar in performance and appearance but less expensive than previously selected materials. Unit prices will be solicited with new bids for upgraded materials such that the board may decide to upgrade finishes in certain areas based on bid results.
- Reduction in decorative lighting fixtures in the main spaces and targeted reductions in overall numbers of fixtures (for example, replacing ten 1x4 fixtures in a space with six 2x4 fixtures provides equivalent illumination and substantially saves labor).
- Change of the basement area to a large, open flexible space with new paint, flooring, and updated LED lighting. The Foundation is soliciting donations for these materials from local businesses, and there is potential for some of this work to be completed by library staff, reducing the amount of work that must be bid.

To further ensure that the project is able to land on budget, revised alternate bids will be sought for the following items:

- Changes to the vestibule and creation of new storage room in the kitchen. (The base bid condition will still retain lighting and finish replacement in these areas).

- Solatubes providing daylight to the center of the basement areas where no windows currently exist
- Decorative lighting in the main makerspace
- Additional finishing/functionality of basement areas beyond open, flexible space.

Once these changes are finalized to project documents and specifications and reductions in kitchen scope are agreed to in writing with the Village, the team intends to re-bid the project as soon as possible and bring bid results back to the board for consideration so construction may commence this year.

**To:** Board of Library Trustees  
**From:** Mike Driskell  
**Date:** September 15, 2020  
**Re:** Resolution Declaring a Trustee Vacancy

---

As a result of the resignation of Trustee Marianthi Thanopoulos, a resolution declaring a vacancy is the first step in filling a trustee vacancy. The attached resolution has been reviewed by the library attorney, declares the vacancy and confirms the intention of the board to let the public elect a library trustee to fill the vacancy at the election to be held April 6, 2021.

**RESOLUTION 20-02**

**RESOLUTION DECLARING A TRUSTEE VACANCY**

**(Marianthi Thanopoulos Vacancy)**

**Whereas**, Marianthi Thanopoulos (Thanopoulos) was previously elected as a Library Trustee for a term which expires in April 2023; and

**Whereas**, Thanopoulos recently resigned; and

**Whereas**, following a resignation, a vacancy in the office of Library Trustee shall be declared by the Library Board; and

**Whereas**, the Library Trustees believe it is prudent to let the public elect a Library Trustee to fill the vacancy given that the Consolidated Election which includes Library Trustees is scheduled for April 6, 2021.

**Now, therefore, be it resolved** by the Board of Library Trustees of the Arlington Heights Memorial Library that the Library Trustees hereby:

- A. Declare a vacancy in the office of Library Trustee;
- B. Confirm their intention to let the public elect a Library Trustee to fill the vacancy at the Consolidated Election to be held April 6, 2021.

PASSED by the Board of Library Trustees on September 15, 2020.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
 Greg Zyck, President  
 Board of Library Trustees  
 Arlington Heights Memorial Library

ATTEST:

\_\_\_\_\_  
 Carole Medal, Vice President/Secretary  
 Board of Library Trustees  
 Arlington Heights Memorial Library

To: Board of Library Trustees  
From: Trixie Dantis and Shannon Meyer  
Date: September 15, 2020  
Re: Educator Library Cards

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The following memo was presented and discussed at the Committee of the Whole meeting on August 8. This proposal is being brought back to the board meeting for further discussion and approval.

**Recommendation:**

To remove barriers for educator access, it is recommended that the library offer library cards for educators who work at the schools the library serves. In order to offer library cards for educators, the library would enter into an intergovernmental agreement with each school/district.

**Background:**

The library is considered a valuable resource for students in our community. Schools invite staff to assign library cards to students and their families at Parent Nights and other events and they support initiatives like Library Card Signup Month. The library partners with School District 25 to reduce barriers by adding student library card registration to the enrollment process and staff are currently exploring a similar process with School District 214. Likewise, educators benefit from library resources as well: the library's collection is leveraged to support curriculum development, to garner ideas and provide context to assist educators in creating a rich learning experience for local students.

Currently, the library provides access to physical items in the collection through school services accounts. Schools are eligible to use a library account by naming a school staff member that will coordinate all requests for the school. These requests are submitted via email or through our website.

This service has been successful, and last year, we saw renewed interest when we began offering delivery to preschools, parochial schools and schools within districts that do not have a school pickup at the library. Increasingly, educators have been asking for individual library cards for a variety of reasons including preference to



browse in-person and last minute requests. Educators also have interest in leveraging online resources that are not available through school services accounts.

From 2016-2019, we checked out 48,537 items to school accounts, averaging over 12,000 circulations each year. We expect library educator cards will allow educators more flexibility and convenience during curriculum development and lesson planning, resulting in more educators taking advantage of library resources. Our hope is that educator cards will increase circulation of items from our collection and ultimately benefit students' learning experience. Individual cards would also reduce both school and library staff time coordinating and tracking use on the school services accounts. Finally, educators would be able to access the wealth of online resources, especially now while they are re-imagining school in remote or hybrid environments.

Attachments:

[Intergovernmental agreement for School District 25](#)

[Intergovernmental agreement for John Hersey High School](#)

[RAILS Intergovernmental agreement example](#)

**Suggested motion: The Board of Library Trustees approves entering into intergovernmental agreements with District 25 and District 214 for the purpose of providing library cards to educators who work at the schools the library serves.**

To: Board of Library Trustees

From: Mike Driskell

Date: September 15, 2020

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

---

The following policy was last brought to the Board of Library Trustees at the July 13 meeting for discussion and approval. The board approved the policy through the September board meeting. This policy is back for further discussion and an extension of duration through the end of 2020, or a duration that the board determines appropriate.

Since the approval of this policy, there have been changes in service to accommodate the new working and public service environment. Anticipated changes in the future may include modifications to outreach (accommodations for e-learning) and extension of public computer availability. Library hours will remain shortened until we approach the capacity recommendation set forth by the CDC. We have seen an increase of visitors to the library as a result of recent changes to the visit restrictions, but we are still far below capacity. We anticipate the changes listed in the policy below will remain relevant to the workplace and public service of the library through the rest of this year. Below is the memo presented at the July board meeting.

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

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

#### **Arlington Heights Memorial Library Policy Amendments**

- [Hours of Service 5.001](#)
  - Hours of service will be set by the executive director

- [Issuance of Library Cards and Conditions of Use 5.002](#)
  - Temporary library cards issued online during building closure are valid for 90 days following building reopen.
- [Circulation 5.003](#)
  - Loan periods may be modified at the discretion of the executive director
- [Fees and Charges 5.004](#)
  - Fees and charges will be determined at the discretion of the executive director
- [Outreach Services 6.001](#)
  - Level of outreach services provided during COVID-19 will be determined at the discretion of the executive director
- [Computer Use 6.011](#)
  - Availability of public computers will be determined based on library hours and social distancing guidelines
- [Code of Conduct 7.001](#)
  - Customers and staff must follow temporary COVID-19 related policies and procedures for library usage
- [Unattended and/or Unsupervised Children 7.002](#)
  - Age requirements for unattended and/or unsupervised children will be determined by the executive director
- [Soliciting or Distributing Materials on Library Policy 7.003](#)
  - Soliciting or distributing materials is not allowed
- [Bulletin Board and Posting 7.0035](#)
  - Bulletin Board sign posting is not allowed
- [Meeting Rooms-Public Usage 7.004](#)
  - Public use of meeting rooms is not allowed
- [Food & Beverage in Public Areas 7.010](#)
  - Food and beverages in public areas are not allowed

## **HR Policies**

- [Leaves of Absence](#)
  - a. Addition of paid sick leave and/or Expanded Family and Medical Leave for specified reasons related to COVID-19 as outlined by the US Department of Labor
  - b. Expansion of Discretionary Personal Leave and other leaves of absence as approved by the executive director
- [Vacation](#)
  - a. Use of vacation time may be required to be used to offset scheduled hours for non-exempt benefitted staff during Phase 4 of the Restore Illinois plan

- b. Employees may use vacation time before the 180-day waiting period
- c. Vacation time use is not restricted to half hour increments
- [Bereavement and Personal Leave](#)
  - a. Use of personal time may be required to be used to offset scheduled hours for non-exempt benefitted staff during phase 4 of the restore Illinois plan
  - b. Personal time use is not restricted to half hour increments
- [Holidays](#)
  - a. Use of holiday time may be required to be used to offset scheduled hours for non-exempt benefitted staff during Phase 4 of the Restore Illinois plan
  - b. Holiday time use is not restricted to full or half day increments

Suggested motion: **The Board of Library Trustees recognizes and extends the temporary COVID 19 policy, amending existing policies, effective September 15, 2020 through December 31, 2020.**

To: Board of Library Trustees

From: Mike Driskell

Date: September 15, 2020

Re: Inclusion Awareness Month Presentation

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Senior and Accessible Services staff will highlight inclusion related library programming and publicity planned for Inclusion Awareness Month in the month of October.

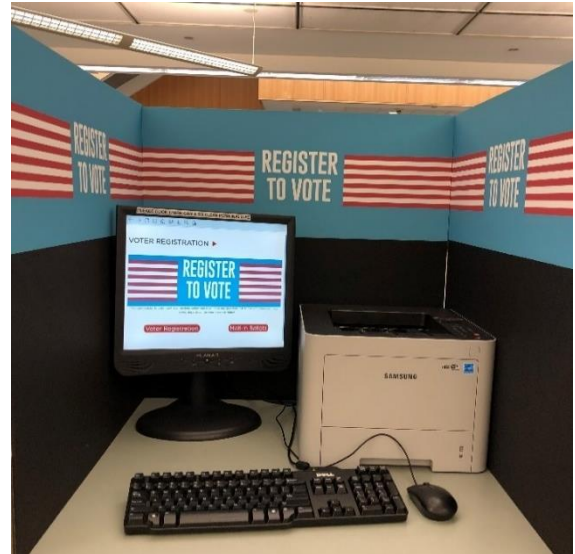
## Executive Director's Report August 2020

### What's New @ AHML

#### **Voter Registration Preparation**

In anticipation of the November 3 election, Info Services staff took steps to prepare for an increase in voter registration requests and election reference questions. All staff participated in refresher training on registering customers to vote via online and paper applications. Staff also received training on election resources to assist customers requesting mail in ballots, researching candidates and tracking poll numbers.

A *Voter Registration Station* has been installed where customers may register themselves to vote online or request a mail in ballot.



#### **Civics and Voting Resource Page**

There is an updated [Civics and Voting](#) page on the library website with key dates and helpful resources, a valuable resource for customers and staff.

#### **Locate the Bookmobile**

As a response to customer and staff feedback, new changes on the library's web page are making it easier to find where the bookmobile is. Bookmobile staff worked with Ken Pedersen, Technology and Solutions Specialist, to have stops for the day prominently displayed on the bookmobile page and made adjustments to the location and time info to make it more reader friendly. See it at: <https://www.ahml.info/services/bookmobile>

#### **Art iPad**

Digital Media Specialist Chris Smith prepared and circulated an "Art iPad" for the Library of Things. The large-sized iPad Pro comes equipped with an Apple Pen and several comprehensive illustration apps installed. It allows customers to take home some of the functionality available in the Studio.

## **Acquired Makerspace Equipment**

Makerspace Branch Assistant Manager Chris Krueger continued ordering equipment for the makerspace. In August we received equipment for 3D scanning, a vacuum chamber for mold making and spray booths for painting. An order for a state-of-the-art CNC mill was placed that will allow for more advanced prototyping for wood, plastics, aluminum, wax, circuit boards and other materials (this is beyond what other library makerspaces provide). Chris also met with staff from *Linda Z's Sewing Center* to determine the library's order for sewing and embroidery machines in the new space.

## **Diversity and Inclusion**

### **ESL Programs**

In August, 25 programs were offered with 243 participants. The highest attendance during COVID.

### **ESL To Go!**

In August, we released paper-based ESL packets for our English language learners, and they have been so popular that they are hard to keep full on the clothesline!

### **Word Work Works**

ESL tried out a new type of program that focuses on some aspect of English at the word level called *Word Work*. The topic for August was homophones, or words that sound the same but have different meanings. Take for example, the words: "their" and "there".

### **New Languages Added to Udemy**

The comprehensive online learning platform *Udemy* added almost 1,900 new tutorials to its International Collection in French, German, Portuguese, Japanese and Spanish. The International Collection brings courses taught by subject matter experts in their native language. Courses span critical skills across cloud computing, IT, web development, data science, leadership and management, marketing, sales, personal development and more. In August, *Udemy* saw a significant increase in usage, with over 7,000 individual videos viewed.

### **COVID-19 Story Project Translated Materials and Engaging ESL Tutors**

To broaden community involvement in the *COVID-19 Story Project*, including recruiting stories in our community's native languages, Exhibits Coordinator Carol Ng-He worked with ESL Supervisor Tracy Karim to translate all of the materials into seven languages. On August 7, they offered a special information session for current ESL tutors to learn general information about the project, as well as strategies and recommendations for how ESL tutors can engage students in contributing their stories to the collection.

## Bump Dots for Phone Discussion Customers

Zoom recently removed an option for the host to unmute participants. This update immediately posed a challenge to participants with vision and physical disabilities who now had to unmute themselves. They had a difficult time identifying the two buttons they need to press (\*6) on their phones. While we reported the issue to Zoom and is being shared with their engineering team, the Senior and Accessibility Services (SAS) team came up with a solution. We keep a small inventory of *Bump Dots*, silicone bumps with an adhesive back that adheres to any smooth surface. We provided participants with the *Bump Dots* for their phones.



*“That’s nice! That is such a great idea!” – Virginia B.*

*“Thank you for thinking of this suggestion. I use the Bump Dots for other things, like drawers and cabinets, but had not thought to use them on the phone, thank you!” – Marilyn D.*

## Serving our Community

### Read and Reflect Book Discussion Launches

August marked the launch of the new *Read and Reflect* book discussion—a quarterly series focusing on books highlighting contemporary issues. Eight customers actively participated in our inaugural *Read and Reflect*, featuring Ta-Nehisi Coates’ *Between the World and Me*. Info Services Advisor Neal Parker, Programs and Exhibits Specialist Megan Young and Info Services Librarian Alison Lowery moderated the discussion. Customers were provided discussion guidelines prior to the event and resources regarding anti-racism. Customers had thought-provoking comments and reflected on their own lives. Customers expressed appreciation for having a forum for this dialogue:

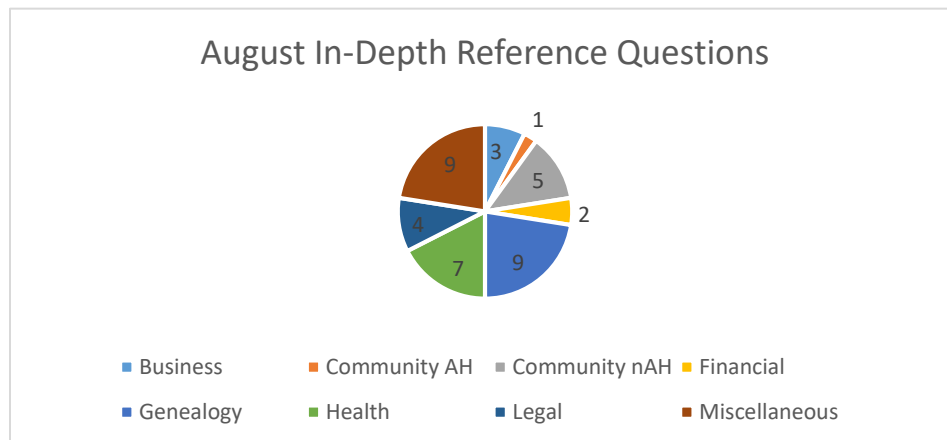




- *“I listened to the program and was happy to hear similar thoughts as I had after reading this selection. I appreciated the POV and letter format chosen by the author: urgency, intimacy, fears, strength/courage, questioning, belonging.*
- *I, too, came to realize as an adult, how sheltered my 'education' was. Other participants tonite voiced this frustration. This author has travelled so much farther than many, and accomplished a great service in this work. Toni Morrison's back cover says "Required reading", and I agree. But the next step is to realize, together, that WE have the resources and communication skills to discuss, review policies, and propose change.....*

### **Increase in Complicated Reference Questions**

We have seen a significant amount of in-depth and complicated reference questions, due to our new online referral system. The new system provides insight into our community’s information needs. It also provides a platform for librarians to share information, collaborate and effectively track progress on reference questions. Since its inauguration in late July, the system has seen 60 reference questions referred!



Of the forty questions referred in August, the most popular general topics were: Genealogy, Health, Community Resources (in and outside of Arlington Heights) and Legal.

### **Louise Penny Virtual Event**

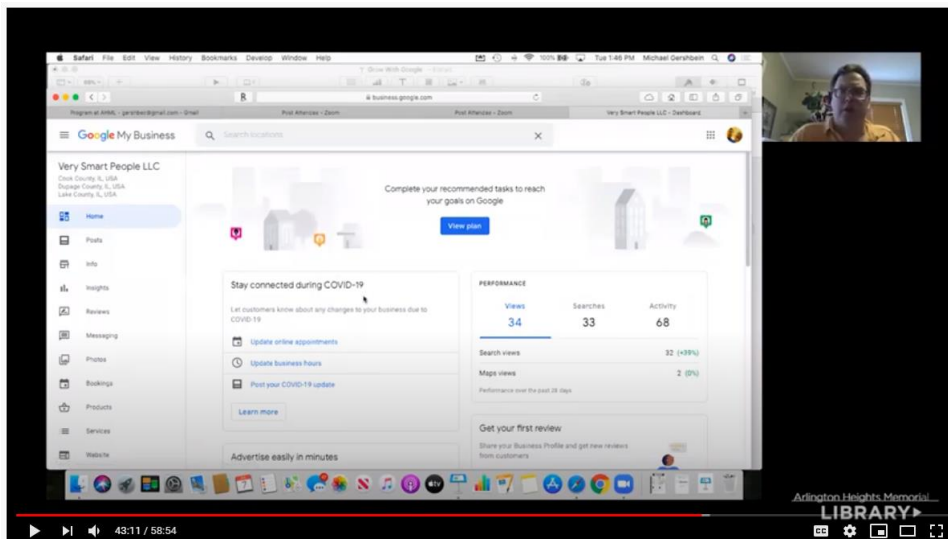
On August 31, Info Services Advisors Joan Lasky and Alisa Stanfield, Genealogy and Local History Librarian Jaymie Middendorf and Info Services Assistant Cassidy Schmidt hosted a *Special Mystery* book discussion program for fans of Louise Penny's *Three Pines* series. Twenty-five customers participated in a book discussion of Penny's *The Kingdom of the Blind*, and then joined in for an interactive trivia quiz, followed by an Inspector Gamache "fan con" with plenty of lively conversation and laughter. Feedback from customers was overwhelmingly positive, with lots of thanks to the library for hosting such a fun evening.

## Library Items

Material Handling staff checked in 69,854 items, pulled 13,053 holds and shelved approximately 1,200 carts in August!

## Grow with Google

The library offered two successful programs made possible by the *Grow with Google* grant. Business Services Advisor Diane Malik worked with the Village of Arlington Heights to highlight the library's *Grow with Google* program in the village's Business and Economic Development newsletter, *Business E-News*. A total of fifty-five people attended the programs "Get Your Business Online" and "Introduction to Google Analytics".



Feedback from customers was overwhelmingly positive. One customer took the time to write in an email:

*"Thanks to the AHML team who orchestrated the webinar on creating and maintaining Google Business information. I am looking to launch a new business and hadn't realized that these resources were available to use to improve findability. Michael did a nice job explaining the features and demonstrated how simple it is to use."*

## Getting the Word Out

Info Service Advisors continue to work with Communications and Marketing to promote the library's [Readers' Services](#) and engage with our community via social media. Below, an August Instagram featuring Women's Equality Day:



## Top Shelf Suggestions

Info Services Advisors collaborated with Digital Services and Communications and Marketing to record and edit *Top Shelf* videos, that include book talks and recommendations. *Top Shelf* videos posted to the library's YouTube channel in August:

- <https://www.youtube.com/watch?v=BIyMKllqYnM>
- [https://www.youtube.com/watch?v=kj99lm\\_BsCk](https://www.youtube.com/watch?v=kj99lm_BsCk)
- <https://www.youtube.com/watch?v=6408gTAhgKE&t=7s>

## Booklists

Info Services Advisors created Booklists on the Readers' Services page so that customers can access these recommended items from home. The lists feature print materials, eAudio and eBooks. August lists include:

- [The Year of Living Dangerously](#)
- [August Favorite Things](#)
- [Binge Reads](#)

## Displays

Customers are using the displays as an easy solution to browsing and grabbing items to check out. In August a total of 491 items were checked out from our displays.

- **Grab and Go Bundles** were on display near the Info Desk. A total of 30 bundles were checked out in August.
- **Featured Books display** topic was “Phenomenal Women” and had 76 books checked out.
- **Featured DVD** display topic was “Biopics” and have 256 DVDs checked out.
- **Staff Picks** display that is now near the Info Desk had a total of 95 items checked out.
- **Spotlight Display** featured four topics and had a total of 64 items check out.

## Storytime in the Park

After the success of the outreach storytimes at summer camps and Lake Terramere, Youth Services staff reestablished weekly *Storytime in the Park* at Pioneer and Frontier parks. On average, 40 customers enjoy stories, rhymes and music. Families also have an opportunity to visit the bookmobile to check out a book bundle.



## Little Free Libraries

Little Free Libraries continued to be popular, and more customers not already on our route have been contacting us to join. The photo is of one of our newest additions! Thank you to the Friends of the Library for supporting this effort.



## Chalk the Walk Obstacle Course

The Teen Advisory Board (TAB) along with Early Literacy Services Supervisor Rebecca King and Teen Services Supervisor Alice Son, chalked the walk at the Belmont building on August 2 and 9. They drew creative and colorful obstacles for youth to hop, skip and twirl through, as well as a 10-foot maze that covered most of the entrance. Staff distributed 300 bags of chalk to grateful families in Kids' World, promoting the obstacle course and encouraging them to make creative chalk artwork or their own fun courses at home.

Some comments shared:

- *The mother of our very first participant: "Thank you for putting a smile on her face."*
- *"How fun! Thank you so much!"*
- *"We were going to the park next, now we'll check out the course too!"*



## **Tween Tuesday: Mindfulness and Meditation**

For the final Tween Tuesday of the summer on August 11, 14 tweens joined Kids' World Advisor Amy Belford and Tween Librarian Kerry Bailey on Zoom to practice mindful breathing, listen to a guided meditation, practice power poses and make a calming jar using supplies picked up at the Kids' World desk. Tweens left the program equipped with new skills to help them be present and de-stress as they head back to school.

## **Teen Film Fest**

This year, Teen Services staff transformed the *14<sup>th</sup> Annual Teen Film Fest* into an online show. Teens participated in a special *Stay at Home Challenge* by submitting films they created while social distancing. On August 14, eighty attendees tuned in and viewed nine films that showcased the teens' creativity and resourcefulness. Films were created using LEGO stop motion, time-consuming special effects, detailed animation and actors playing multiple roles. Following each film's screening, the teen filmmakers received valuable feedback from the three judges, all professional content creators. Five films earned awards decided by the judges and one film earned the *Audience Favorite* award decided by attendees. We applaud our community's amazing teen filmmakers. The *2020 Teen Film Fest* can be viewed on YouTube [here](#).



## **Summer Reading Challenge 2020**

The *2020 Summer Reading Challenge* program is completely online yet interactive and challenging. Although the program began on June 15, before the library building reopened, kids, tweens and teens ages 0-18 were able to register, keep track of their reading and receive activities using *Beanstack*. As reading goals were met, children received video links provided by area professionals demonstrating activities to try at home such as baking, how to draw and magic tricks. For the first time, an optional family badge was included in the reading program with various activities families could do together at home or outside.

For participants looking for an additional challenge, a second level of reading was available that earned the participant raffle tickets towards prizes purchased from area businesses.

## Summer Reading Challenge Snapshot

Participant Age	Registrants
Ages 0-4	192
Grades K-3	386
Grades 4-5	187
Grades 6-8	155
Grades 9-12	63
<b>TOTAL</b>	<b>983</b>
Challenge	Number of Finishers
500 Minutes Badge	341
1000 Minutes Badge (optional)	103
Family Badge (optional)	243

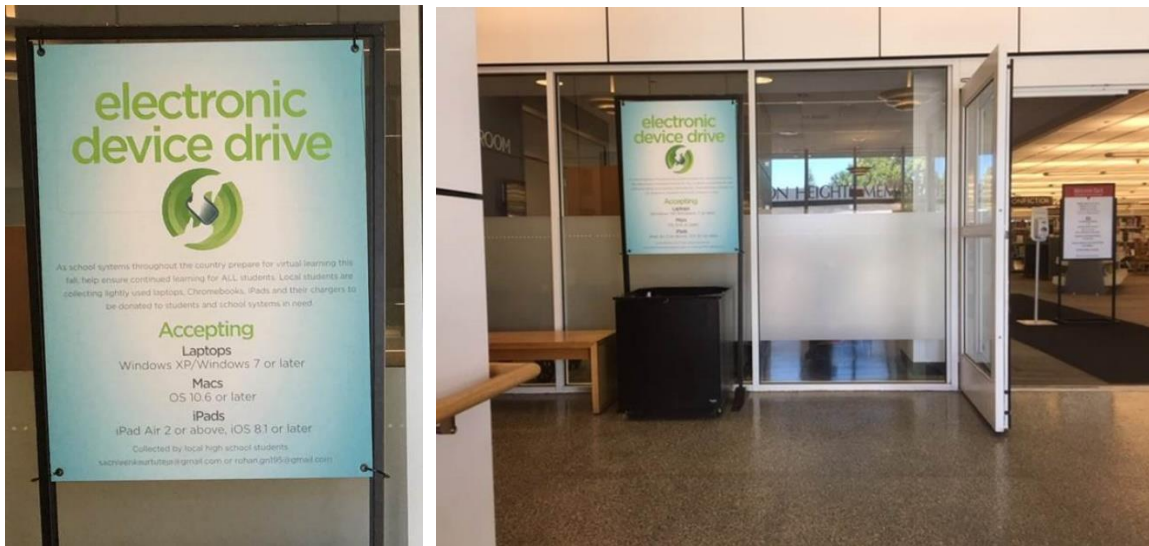
### Butterfly Garden Takes Flight

Check out the amazing video about our Butterfly Garden, starring our very own bookmobile driver, Ron Moravec, along with Kim McGuire and Laura Dakas from Youth Services. Awesome job! <https://youtu.be/kZH3Zwf-Zjo>



## Electronic Device Drive

Graphics Supervisor Brian Benson and Digital Services Manager Jack Bower established an electronic device donation bin at the Dunton entrance of the library. The bin is the collection site for an electronic device drive established by two freshmen at Buffalo Grove High School. As school systems throughout the area move to virtual-learning, these students wanted to ensure continued learning for everyone, regardless of financial resources. The drive collects donations of lightly used laptops, Chromebooks and iPads to be reformatted and donated to systems in need, including Chicago Public Schools. The drive will run through the end of September.



## Socially-distanced Yoga in the Park

*Yoga in the Park*, the first outdoor, socially-distanced program for adults, was held at the Arlington Heights Historical Museum on Saturday, August 15. Arlington Heights Park District instructor Lynn Minuskin led the group for the fourth summer. Programs and Exhibit Specialist Tracy Recklaus welcomed 34 customers eager to practice yoga outdoors. Attendees were comfortable with the COVID-related restrictions and appreciated attending a live program.

COVID restrictions saw June and July's lessons pre-recorded on the museum grounds and posted to the library's YouTube channel where they can be viewed on demand:

- <https://bit.ly/JuneYogaAHML>
- <https://bit.ly/JulyYogaAHML>



## **I'll Stop the World and Felt with You**

*I'll Stop the World and Felt with You* was designed by Programs and Exhibits Specialist Megan Young with returning instructor, Natasha Lehrer Lewis. Together they developed three identical felting sessions offered in one day. Twenty-nine crafters attended, including three men and a good mix of generations. All required supplies were provided and available for pick up at the Checkout Desk or Drive-up window. Customers shared consistently positive praise and some great photos of their work:

- *“Amazing, fun, and engaging. Thank you.”*
- *“This worked very well as a virtual program! Supply pickup was easy and the instructor was great. I hope you have her back again down the line.”*
- *“Having the supplies gathered and available is beyond awesome! Thank you so much!”*
- *“It was wonderful! A short one-hour escape and I learned a new crafting skill! I am excited to purchase additional kits and make some Christmas gifts! 😊”*
- *“The instructions were very clear and the atmosphere was relaxed and fun! I felt like I learned more about the presenter and the materials I was using, which was really interesting! I liked that I could still participate and this met the needs of my work and personal schedule.”*



## **Virtual Death Café**

Our first *Virtual Death Cafe* on August 2, provided customers much-needed human connection and conversation. Facilitator Rebekka James returned to lead the discussion via Zoom with seven customers attending. It was nice to see some familiar faces in the first virtual discussion as well as welcome new people into the conversation.

### **District 25 Library Cards**

Staff did an amazing job getting through the District 25 library card registrations within one week! After receiving a last-minute request from district administrators, they worked together to create, prepare and deliver nearly 500 student library cards for District 25 to distribute to parents and students in time for textbook and supply pickup at each school.

### **COVID-19 Story Project Volunteer Interviewers Program Launched**

On August 3, we offered the first *Volunteer Interviewer Training* session to current volunteers. The session was co-developed and facilitated by Exhibits Coordinator Carol Ng-He, Volunteer Coordinator Jennifer Begich, Genealogy and Local History Librarian Jaymie Middendorf and Digital Services Specialist Chris Smith. Volunteers were introduced to the purpose and importance of oral history, how to successfully conduct an interview and how to identify and invite prospective participants. All stories collected and recorded by volunteers will become part of the *COVID-19 Story Project's* eventual exhibit and permanent record in collections, such as the [Illinois Digital Archive](#) or the [Digital Public Library of America](#). Volunteer recruitment is ongoing, and training will be offered the first week of every month through March 2021.











### **Professional Development**

Mike Driskell, executive director, graduated with a master's degree in Library and Information Science from Dominican University in August.











## Virtual Resource Usage

### Top ten visited web pages

**July 2020:**

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%)

**August 2020:**

1.	<a href="#">/www.ahml.info</a>		<b>107,985</b> (56.56%)
2.	<a href="#">/borrow/bmm</a>		<b>3,571</b> (1.87%)
3.	<a href="#">/borrow/ebooks</a>		<b>2,971</b> (1.56%)
4.	<a href="#">/research/databases</a>		<b>2,871</b> (1.50%)
5.	<a href="#">/attend/events</a>		<b>2,627</b> (1.38%)
6.	<a href="#">/advanced-search</a>		<b>2,076</b> (1.09%)
7.	<a href="#">/StayInformed</a>		<b>1,621</b> (0.85%)
8.	<a href="#">/onebook</a>		<b>1,188</b> (0.62%)
9.	<a href="#">/form/contact</a>		<b>1,058</b> (0.55%)
10.	<a href="#">/research/genealogy</a>		<b>888</b> (0.47%)

## Social Media Engagement

This month our report highlights include color bars indicating follower and contact growth on all channels. We also feature Constant Contact, our email marketing campaign product.

Constant Contact email holds the largest number of contacts/followers for us and is effective at reaching the most people at the time and date we choose. We are dependent upon opens, but there are no algorithms, channel feed or timing restrictions that affect our message reach.

We segment our Constant Contact eNewsletter lists with over [30 individual interest lists](#). Subscribers can select one or more areas of interest to receive just the kind of news they prefer. The result is a highly curated list that allows for targeted messaging. Our success with open rates reflects this. Customers are also able to change their news interests at any time.

In November of 2019, we began to import new cardholder emails into Constant Contact on a monthly basis. We've created a Welcome to the Library email ([June 2020 sample](#) sent during the last month of our closure) which is updated each time it is sent to a new group. It includes general information a new cardholder can use to learn about the library and what resources their card offers. The June issue focused on things users could do from home, promoting eBooks and eAudiobooks, movies, periodicals, learning databases, online programming, and links to our latest print newsletter and the Stay Informed page. This email had a 42% open rate, 12.5% click rate and 0 unsubscribes. This is a great response for an auto-generated list. Each message also contains a link for recipients to opt-in to our individual interest email news lists.

During the closure, Constant Contact was the best way for us to reach our customers, as we were not printing a paper newsletter due to the unknown and changing environment. We were peaking at over 100,000 sends (the total number of contacts you've sent emails to in the specified time period). We were also experiencing an increase in our unsubscribe rate. In July, we began decreasing the number of emails sent and instead combined related promotions to see if we could move the numbers back in our favor. We immediately saw our unsubscribe rate drop from a peak of 130 in June to 34 in July. Now that we are back to our regular print newsletter production cycle, we won't need to be as reliant on Constant Contact for reaching all of our customers. Sending fewer emails results in a better open rate. We expect program registration to be driven by newsletter promotion, with email marketing to once again be used when needed, and not as the sole promotional channel.

Staff placed 42 promotional requests related to programming this month. These requests are made via a form in Microsoft Teams by managers. Communications and Marketing staff check them in to their workflows and graphics are created for print or digital promotion, content is written, and then promotions are scheduled on select channels. This form was created in the days following our closure and remains a valuable tool to create and track promotional requests.

	January	February	March	April	May	June	July	August
<b>Facebook</b>								
Posts	25	22	56	60	47	41	56	15
Fans*	5067	5113	5217	5291	5376	5436	5469	5501
Engagement	1164	1723	3531	3642	2725	3148	1886	861
Reactions	1014	1505	2696	3001	2419	2755	1673	752
Comments	92	128	347	389	180	211	111	69
Shares	58	90	488	252	126	182	102	40
<b>Twitter</b>								
Tweets	65	51	111	139	148	143	137	100
Followers*	4313	4324	4362	4388	4404	4410	4424	4446
Tweet impressions	75400	59900	116000	120000	127000	100000	94300	76800
Engagement	247	203	534	394	399	387	283	240
Likes	181	164	386	294	348	300	211	187
Retweets	65	33	134	92	56	79	64	48
Mentions*	57	76	74	77	61	66	77	40
Profile visits**	937	819	2040	2060	1240	755	572	455
<b>Instagram</b>								
Posts*	n/a	n/a	859	875	898	922	978	1002
Followers*	1767	1802	1852	1904	1947	2006	2081	2106
Impressions*	n/a	11889	25878	24608	19,188	21052	45279	14405
Average Reach	n/a	286	485	451	435	459	560	344
<b>Constant Contact</b>								
Campaigns	20	19	22	27	26	27	21	17
Sends	46572	44518	127872	85980	43351	110385	52314	39158
Opens	10681	12536	57487	30772	12245	37071	12690	10550
Clicks	498	925	2500	2262	1169	2196	889	786
Open rate	24%	28%	45%	36%	28%	34%	24%	27%

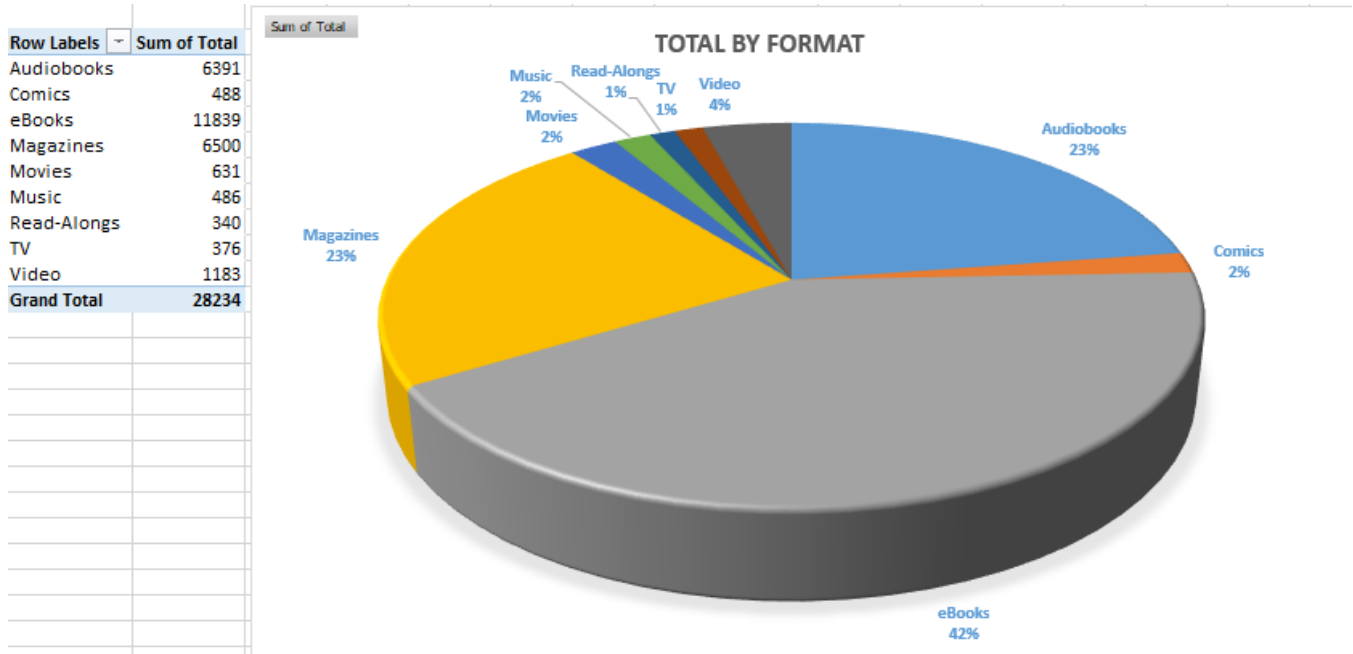
Click rate	2%	4%	17%	3%	3%	-4%	7%	7%
Opens v. industry avg.	6%	10%	27%	11%	6%	12%	2%	6%
Total contacts*	31770	31790	32650	32957	33157	33594	33721	33889
Unsubscribed	30	15	171	98	19	130	34	27
New contacts	3	25	1006	446	184	436	106	166

LinkedIn	January	February	March	April	May	June	July	August
Followers*	655	657	659	660	672	684	685	690
Posts	7	1	5	1	1	8	0	7
Impressions	2335	308	839	620	235	738	352	1100

YouTube	January	February	March	April	May	June	July	August
Subscribers*	397	402	456	514	585	603	627	658
Videos added	0	3	6	23	34	33	30	15
Views	1601	1821	2,875	5102	5053	3202	3086	2900
Watch time hours	55.6	63.8	83.3	452.2	437	292.7	306.4	130.6

\*Cumulative

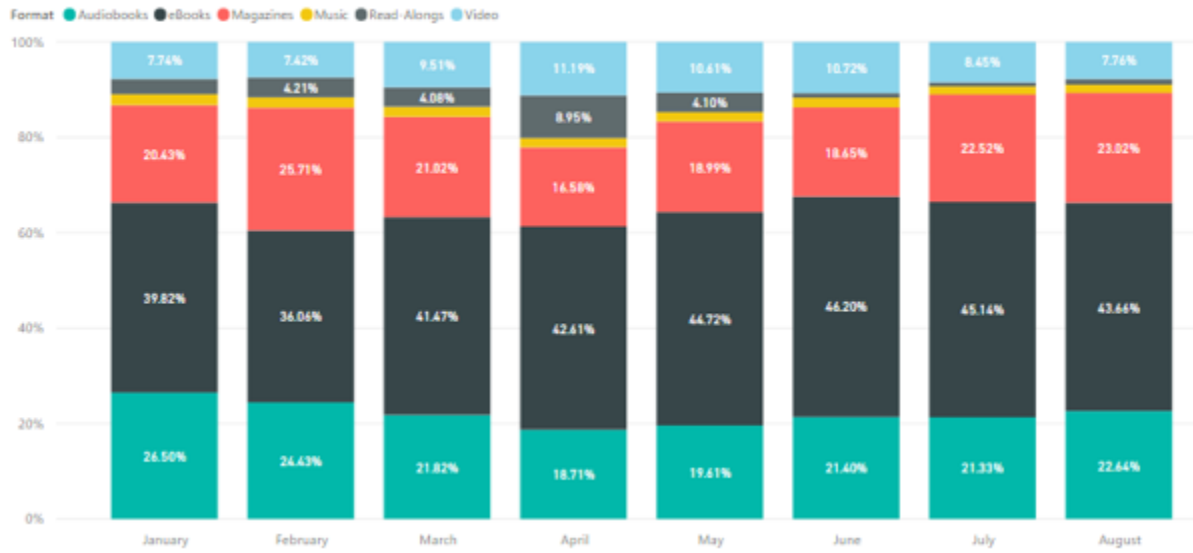
## eResource overview



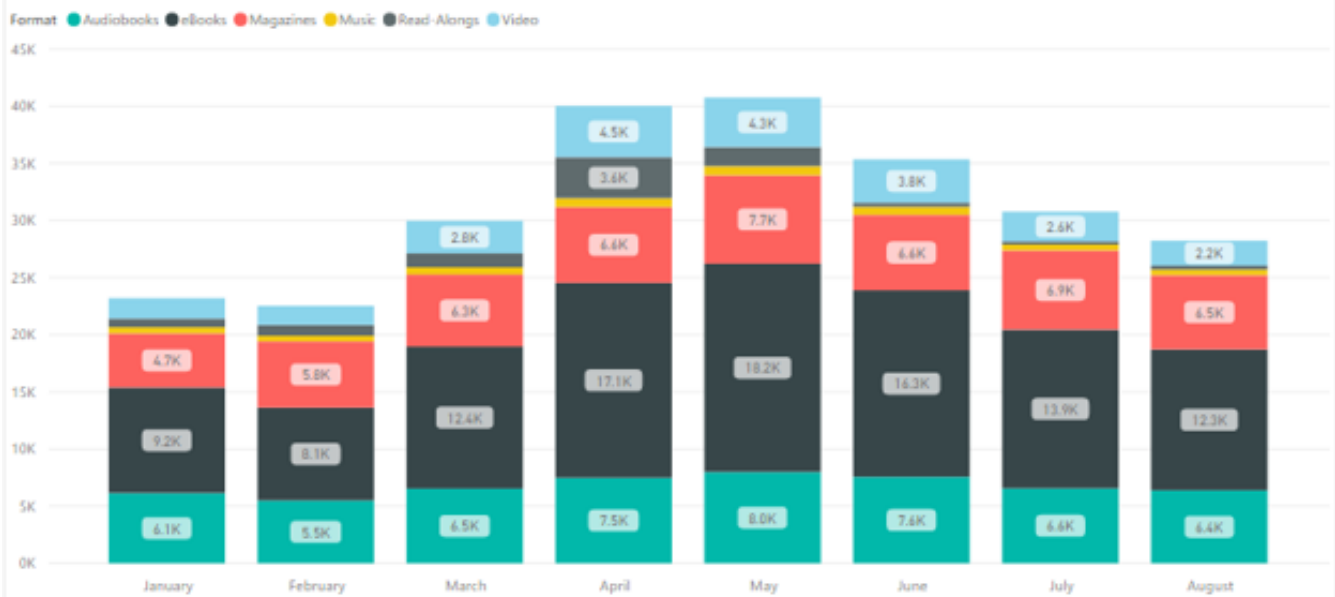
eLibrary 2020	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Total
Total eBook checkouts	6,759	5,915	8,308	10,969	11,785	11,375	10,463	11,839	65,574
Total eAudio checkouts	3,237	2,915	3,377	4,011	4,415	4,338	3,893	6,391	26,186

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

Formats by Month (Percentages)



Formats by Month (Totals)



## **Customer Comments**

### **Chat Survey Comments**

There were 86 chat surveys completed in the month of August. Customers have the option of rating their chat experience on a scale from 1/Bad – 4/Excellent. Info Services staff averaged a rating of 3.84, with 77 of the 86 customers surveyed rating their chat experience a “4/Excellent”. Below are some survey comments received:

- *Fast, efficient, and knowledgeable!*
- *Great link to have for any questions. Thanks!*
- *Jackie did a fantastic job helping me! I am a teacher who needed help getting books to my students. Jackie not only answered my question quickly, she informed me that she will share my email address with the youth services department. I am very pleased with this interaction, and I am grateful for Jackie's assistance!*
- *There is no other library as good as ours here in Arlington Heights!!!*

### **Community Comments**

- *“I’d prefer not to come into the library due to COVID. Thank you for the virtual help renewing my business card!” - Mike W.*
- *“I am a Chicago card holder, but you still helped me with these items. Thanks so much!!!” – Caroline C*
- *"You help me and my daughter both. It is interesting and we are so happy to have better English and the time to study at the library. It is the best library. "*
- *“Dan Johnson was so great and really helpful and my interaction was so pleasant. I love how the library is set up and feel safe and thrilled that we’re back open.”*
- *“Thank you to Alex Niemiec for helping me get connected to the Beginning Genealogy Zoom class. I really appreciate you taking the time to troubleshoot the issues. I wouldn’t have been able to attend the program without you.”*



- *“Chris Smith is a top-notch employee with excellent people skills and terrific tech knowledge. His customer service is always outstanding. Your library should be proud to have him on board.”*

# Metrics for August 2020

## Service Point Traffic

**Total visits**  
**32,556** ↓ -61%  
 84,258 last year

**Main Library visits**  
**30,752** ↓ -61%  
 78,761 last year

**Sr Center Visits**  
**123** ↓ -93.39%  
 1,860 last year

**Bookmobile Visits**  
**1,681** ↓ -53.78%  
 3,637 last year

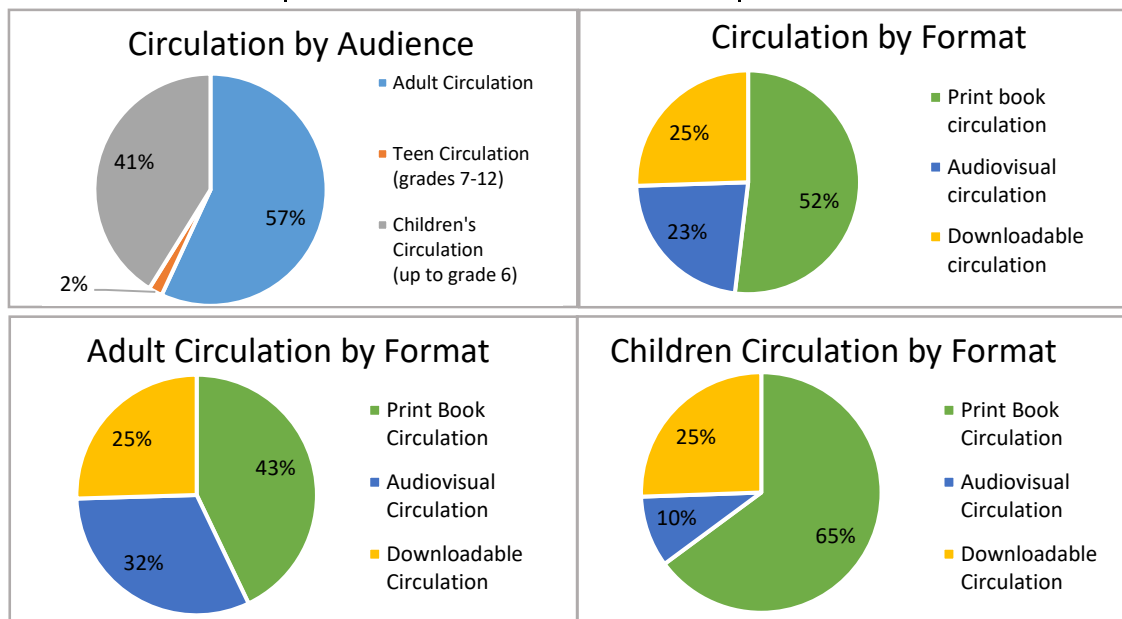
## Circulation

**Total Circulation**  
**125,602** ↓ -24%  
 164,434 last year

**Card Holders**  
**62,804**

**Library Cards Issued**  
 Resident **596** ↑ 35.76%  
 (issued) 439 last year  
 Non-Resident **67** ↓ -61.49%  
 (Registered) 174 last year

**Interlibrary Loan**  
 Borrowed **386** ↓ -22.49%  
 498 last year  
 Lent **383** ↓ -45.75%  
 706 last year



## Programs

**Program Attendance**  
**1,525** ↓ -57%  
 3,566 last year

**Number of Programs**  
**103** ↓ -35%  
 159 last year

**Cost of Programs**  
**\$3,747**  
 \$700 funded by FOL

## Questions

**Reference Questions**  
**10,164** ↓ -36%  
 15,821 last year

**Reference Questions**  
 (via call center)  
**3,373** ↓ -22%  
 4,329 last year

**Chat sessions**  
**574** ↑ 46.80%  
 391 last year

## Technology Usage

**Public Computer Use**  
**2,959** ↓ -69.33%  
 9,649 last year

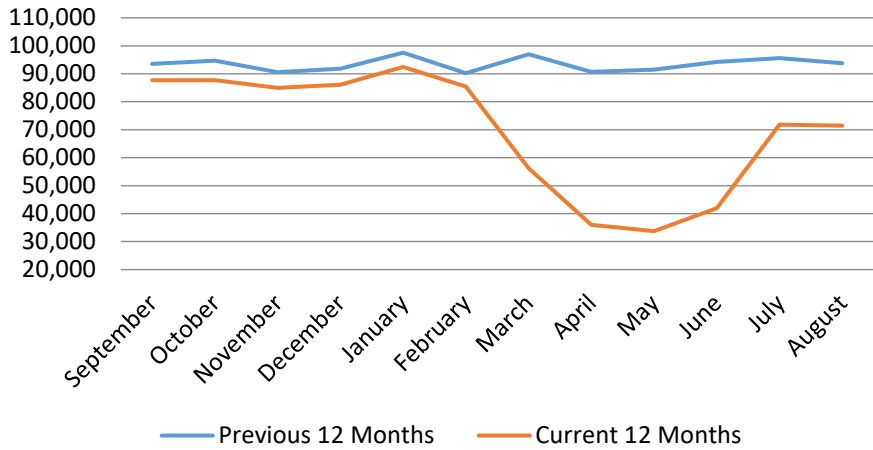
**Website Visits**  
**107,985** ↑ 5.39%  
 102,459 last year

**Self Checkout**  
 (% of total checkouts)  
**61%** ↓ -5.00%  
 66% last year

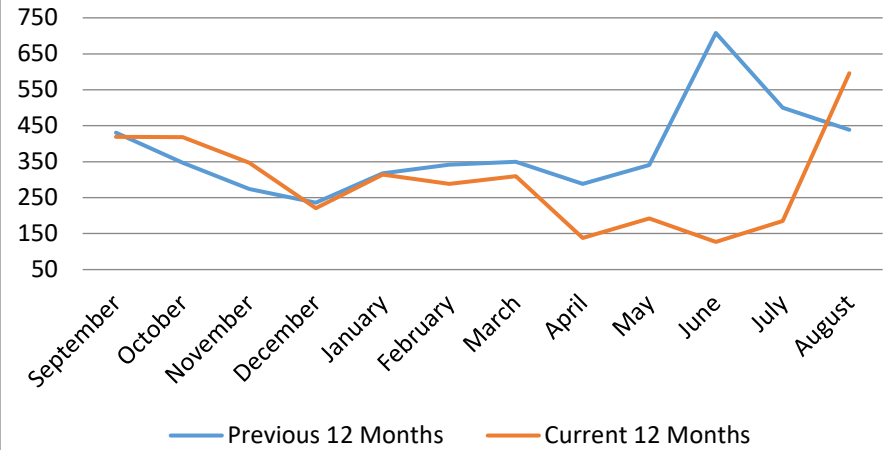
**AHML - DASHBOARD - August 2020**

	<b>August 2020</b>	<b>August 2019</b>	<b>% change from last August</b>	<b>Jan 2020-August 2020</b>	<b>Jan 2019-August 2019</b>	<b>% change from last YTD</b>
Total circulation	125,602	164,434	-24%	799,365	1,306,370	-39%
Adult circulation	71,482	93,724	-24%	488,867	750,527	-35%
Teen circulation	2,426	2,879	-16%	11,424	20,596	-45%
Children circulation	51,694	67,831	-24%	299,074	535,247	-44%
Print book circulation	62,614	87,213	-28%	334,697	685,595	-51%
Audiovisual circulation	27,258	47,532	-43%	170,912	398,842	-57%
Downloadables circulation	30,767	20,281	52%	260,926	150,072	74%
Self-check as % of main floor circ	61%	66%	-5%	51%	66%	-16%
Circulation to reciprocal borrowers	5,804	9,883	-41%	37,312	81,675	-54%
ILLs borrowed for our customers	386	498	-22%	1,970	3,885	-49%
ILLS lent to other libraries	383	706	-46%	2,347	4,190	-44%
Resident cards issued	596	439	36%	2,150	3,286	-35%
Reciprocal cards registered	67	174	-61%	493	1,313	-62%
Reference questions	10,164	15,821	-36%	64,449	135,483	-52%
Number of Programs	103	159	-35%	1,338	2,244	-40%
Program attendance	1,525	3,566	-57%	38,046	59,463	-36%
Public computer use	2,959	9,649	-69%	26,303	73,983	-64%
Website visits	107,985	102,459	5%	791,576	798,013	-1%
In-person visitors	32,556	84,258	-61%	275,372	679,796	-59%
New & Popular - % of adult coll	9.0%	8.3%	8%	8.3%	8.3%	1%
New & Popular - % of circ	34.6%	33.1%	4%	32.7%	34.3%	-5%
Kids' New & Popular - % of KW coll	4.1%	4.3%	-5%	4.4%	4.6%	-4%
Kids' New & Popular - % of circ	14.3%	15.5%	-8%	12.9%	15.8%	-22%
Individual Staff Sessions	30	79	-163%	521	817	-57%
Volunteer hours	754	2,660	-72%	7,953	20,553	-158%

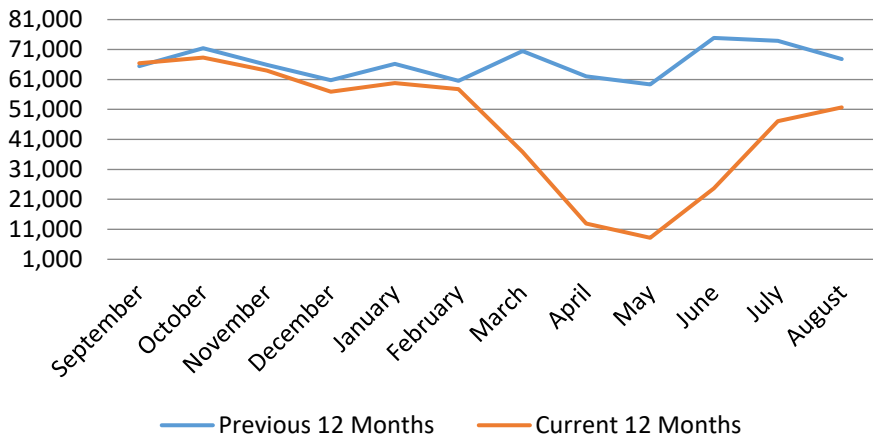
### Adult Circulation



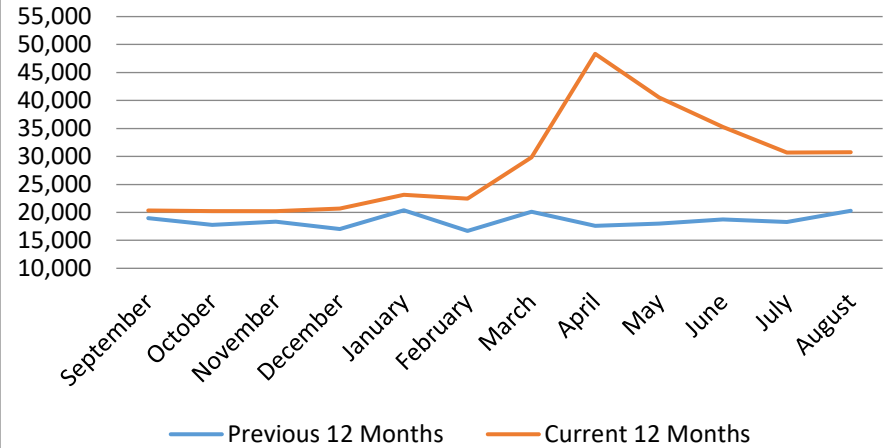
### Resident Library Cards Issued



### Children's Circulation

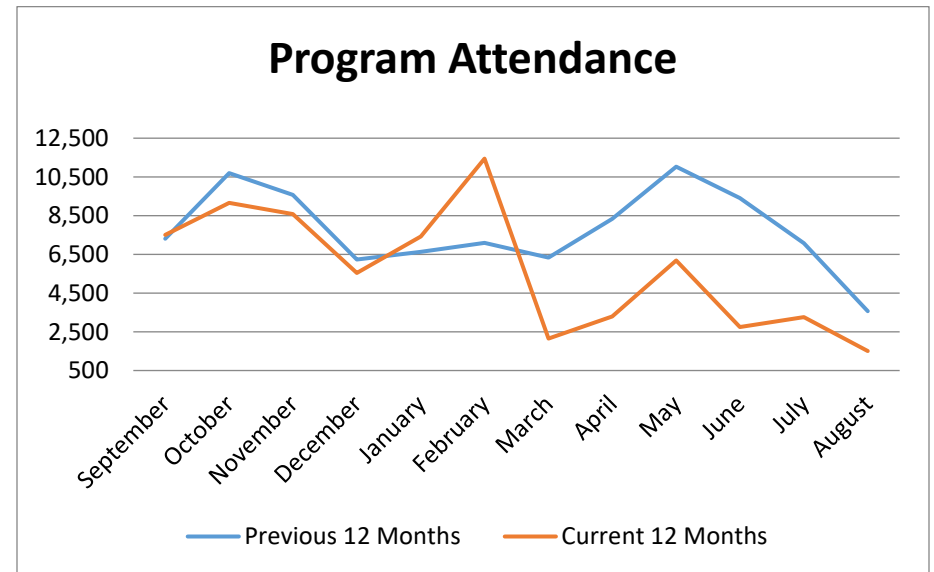
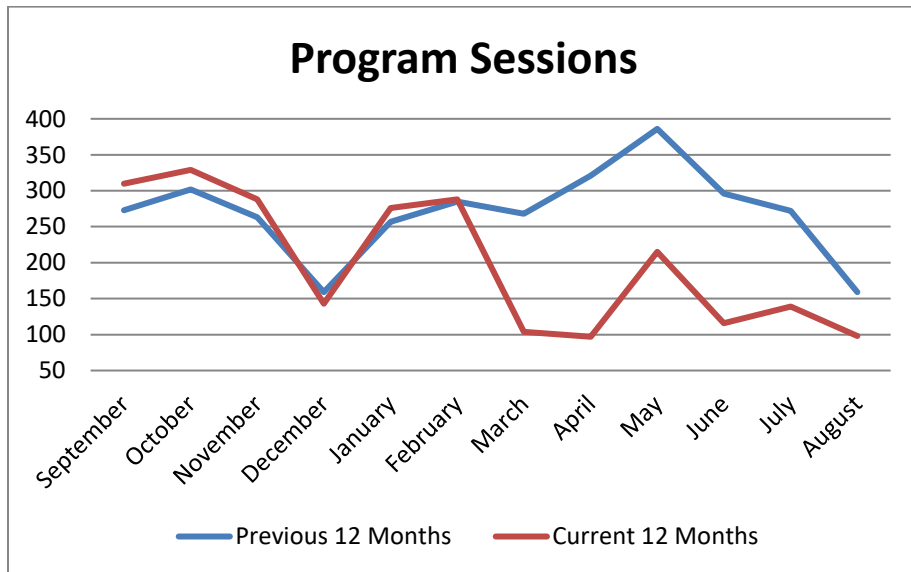


### Downloadables Circulation

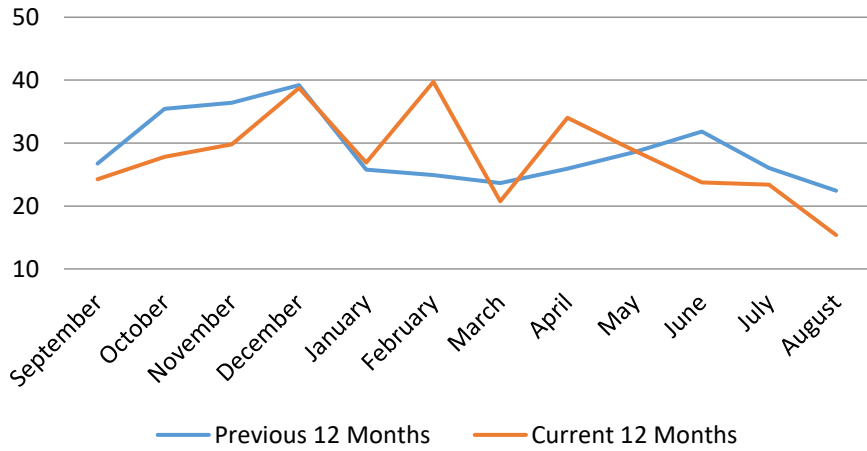


## Notes Relating to Circulation

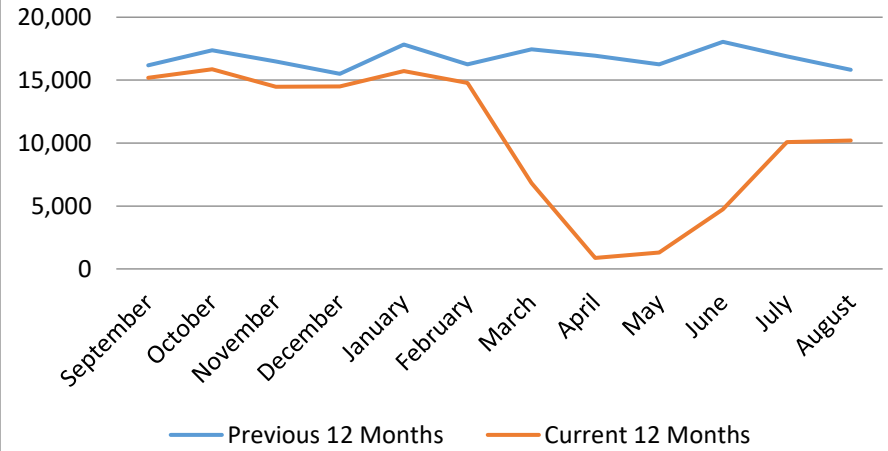
- In August, ESL offered 35 programs with 243 participants! This was the best month yet in terms of program attendance in the times of COVID-19.
- Material Handling checked in 69,854 items, pulled 13,053 holds and shelved approximately 1,200 carts.
- Customers checked out 11,341 materials via Drive-up, up 8.4% over last August.
- Checkouts have increased steadily and are the highest they have been since February 2020.
- eMaterial checkouts are 51.7% higher than the same month last year, up 73.9% for the year. eMaterial checkouts have been increasing steadily and are the highest they have been since February 2020.
- This month, 596 residents signed up for library cards via online registration or in-person, an increase of 35.8% over last August (439). Due to COVID-19, 382 registrations for new D25 student library cards were processed this month, rather than earlier in the year as in previous years. With 62,804 Arlington Heights' residents holding library cards, this represents 83% of our community.



### Attendance Per Program



### Reference Questions (Library Wide)



### Website Visits

