

BOARD OF LIBRARY TRUSTEES

**TUESDAY, OCTOBER 20, 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
Founder and Chair Lauree Harp will provide a state of the Foundation report

- V. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 8, 2020 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 15, 2020 (Action Item 2)
- VII. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 21, 2020 (Action Item 3)
- VIII. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 5, 2020 (Action Item 4)

IX. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2020 (Item 5)

X. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2020 (Action Item 6)

XI. EXECUTIVE DIRECTOR'S REPORT

XII. OLD BUSINESS

- MAKERSPACE PROJECT UPDATE (Item 7)

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

- INTERGOVERNMENTAL AGREEMENT BETWEEN THE LIBRARY AND THE VILLAGE OF ARLINGTON HEIGHTS (Action Item 8)

The board will discuss collection of Personal Property Replacement Tax and a proposed intergovernmental agreement between the library and Village of Arlington Heights.

- ADOPTION OF 2020 TAX LEVY (Action Item 9)

Staff will present a proposed 2020 tax levy for adoption by the board

- ADOPTION OF 2021 BUDGET (Action Item 10)

Staff will present a proposed budget for 2021 for adoption by the board

XIII. NEW BUSINESS

XIV. OTHER

XV. ADJOURNMENT

Public comment for this meeting can be made either in person or in advance via email. Please email comments to LibraryDirector@ahml.info by 5:00 p.m., October 20, 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

09.20.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:08 p.m. on Monday, September 8, 2020, in the Hendrickson Room of the Arlington Heights Memorial Library.

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

Absent: Trustees Medal and Tangney.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Patricia Dantis, Youth Services Manager; Shannon Meyer, Circulation Services Manager; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant.

09.20.02 There was no **PUBLIC COMMENT**.

09.20.03 **TEACHER INTERGOVERNMENTAL AGREEMENT (Item 1)** – The committee reviewed and discussed entering an intergovernmental agreement with School District 25 and School District 214, where the library would offer library cards for educators who work for these districts.

09.20.04 **DISCUSSION OF TRUSTEE VACANCY (Item 2)** – As a result of the resignation of Trustee Marianthi Thanopoulos, the committee discussed options for filling the vacant position.

09.20.05 **REVIEW OF THE DRAFT OF THE 2021 BUDGET (Item 3)** – Staff presented a first draft of the 2021 budget for consideration by the committee.

Budget Summary

Total Revenue [Combined Funds Revenue Projection] = \$15,046,245

General Fund Operating Expenditure Budget = \$15,240,587

Transfer from General Fund to Capital Projects Fund = \$0

Capital Projects Fund Expenditure Budget = \$1,425,000

Total Expenditure Budget [Combined Funds Expenses] = \$16,665,587

Difference between Total Revenue and Total Expenditure Budget = (\$1,619,342)

Per 2021 budget targets, the maximum increase in the operating budget, excluding property, is 2.5%. The proposed 2021 budget for operating expenditures, net of property, is \$15,145,797. The proposed budget is \$802,418 below the target.

Revenue Projections

For real estate taxes, staff have assumed a 2020 levy equal to a 0% increase on the 2019 extended levy. Intergovernmental revenue includes a Per Capita Grant. The Friends of the Library has committed to provide supplementary funding for exhibits and programs, totaling approximately \$45,000. The Arlington Heights Memorial Library Foundation is in the process of securing a capital, in-kind gift valued at \$40,000. Overall, staff are budgeting a 1% revenue increase in 2021 compared to the library's 2020 amended budget.

Personal Services and the Full-Time Equivalency (FTE)

The budget target for personal services set by Committee of the Whole and adopted by the board on August 18, 2020, was a maximum increase of 0% including medical insurance, initially set at 5%. While making adjustments to the overall staffing structure to accommodate changing priorities, services and usage patterns, the 2021 budget shows a decrease in the budgeted full-time equivalency of 166.4, to 165.19, compared to the 2020 budget. Personal services is proposed to decrease by 2.5% for the 2021 budget compared to the 2020 amended budget.

Medical Insurance

The Village of Arlington Heights has renewed the medical insurance agreement with a 1.2% increase. Within departmental budgets, medical insurance has been budgeted based on the current specific medical coverages selected by the full time employees within each division as of August 2020.

IMRF

The Illinois Municipal Retirement Fund (IMRF) estimate by the Village for 2021 is 12.54%, down from 12.64% in 2020. IMRF costs fluctuate with the rate of return increases and decreases.

Budget Additions

The library administrative team reviewed add-on and transfer requests submitted by department managers. An add-on request is required for any increase in a budget account, or for any new service or program. This threshold, set by the board, ensures thorough and consistent analysis of all account lines.

Capital Projects

Most items were recommended in the engineering assessment or by the Board of Library Trustees, and all are considered part of the library's strategic plan.

- Miller Picking Unit
- Teen office construction
- Call center construction

The project completion date for the makerspace may change from 2020 to 2021. A budget amendment may transfer this capital expenditure from the 2020 budget to the 2021 budget.

Services and Collections

Expenditures in services and collections for the fiscal year 2021 will reflect the board's priorities of timely access to new and popular materials, technology instruction, inclusion and popular programs for all populations represented in Arlington Heights. The strategic plan was a top consideration while evaluating this area. Items to note:

- Electronic Databases
- One Book, One Village
- Makerspace
- Resources for job seekers
- Virtual Programs
- E-resources
- Cooling Tower Repair
- Acid clean heat exchangers
- Sealcoat south parking lot
- Cottonwood screening
- Bilingual closed captioning for Zoom programs
- Additional hotspots
- Library-wide ADA site assessment
- Inventory Appraisal
- Name badges for all staff

Travel and Training

The budget for travel and training for large conferences is centralized in the administrative budget to help determine appropriate staff attendance at the conferences based on the library's needs. Historically, this account has been underspent. The 2020 budget was underspent due to COVID-19 travel restrictions. Due to continued travel restrictions, many conferences have become virtual, eliminating travel fees. 2021 travel and training costs were reduced by 21%.

09.20.06 **OTHER**

- Mr. Driskell provided an update on the progress of the makerspace project.
- Trustee Ruhl commented on the human library and its efforts to improve diversity and inclusion.

(Action Item 1)

There being no further business to be discussed, Trustee Smart moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:18 p.m.

Julie Doren, Recorder

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY,
SEPTEMBER 15, 2020.**

09.20.01 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 September 15, 2020, at 7:00 p.m. by President Greg Zyck.

09.20.02 Upon **ROLL CALL**, the following answered Present: Trustees Medal, Ruhl, Smart, Supplitt and Zyck. Trustee Tangney participated in the meeting via Zoom.

Absent: None.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Mary Jo Lepo, Senior and Accessible Services Manager; Katie Myers, Library Delivery and Accessibility Supervisor; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Marie Szymanek, Acquisitions Supervisor; Melissa Cayer, Resident.

09.20.03 **PUBLIC COMMENT** - President Zyck shared two public comments submitted via email. Ms. Kaden inquired about creating a pathway to sponsorship of library programs by individuals or businesses. Ms. Slankard inquired if the library would consider conducting board meetings online. Ms. Cayer inquired about a TIF in regard to the Village of Arlington Heights.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES MOVES INCLUSION AWARENESS MONTH PRESENTATION ITEM 9 TO JUST BEFORE THE EXECUTIVE DIRECTOR'S REPORT.** Trustee Supplitt seconded. All were in favor and the motion carried.

09.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends parking lot sale took place on September 12 with preliminary sales of \$2,000; the last parking lot sale of 2021 will feature children's books on October 3; the Friends are exploring ideas for small sales inside the library following COVID-19 protocols; and the Friends shop is averaging \$500 monthly.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Foundation is preparing their 2021 budget; an email update has been sent to all current donors with pictures of the new exterior lighting at the makerspace; an appreciation event for the Founding Donor Circle contributors is planned for this autumn; a 2021 Appeal will be sent just after Thanksgiving; new Foundation Director

JoAnne Gunderson will attend the September 17 meeting; the Advisory Team outdoor event will take place on September 23 following social distancing and mask guidelines.

- 09.20.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF AUGUST 10, 2020 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.
- 09.20.06 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 18, 2020 (Action Item 2)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 09.20.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED AUGUST 31, 2020 (Item 3)** – Ms. Ekl reported the library received 3.4 million dollars in real estate taxes in August. To date, the library has received 91% of budgeted property tax revenue. In comparison, at the end of August of 2019, we had received 97% of our budgeted property tax revenue for the fiscal year 2019. For 2021, the second tax installment was extended to October 1 compared to August 1 in previous years. The library received donations totaling \$1,911 in August.
- 09.20.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED AUGUST 31, 2020 (Action Item 4)** – Ms. Ekl provided information in response to trustees’ questions about individual expenditures.
- Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF AUGUST 31, 2020, IN THE AMOUNT OF \$1,007,478.71**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.
- 09.20.09 **NEW BUSINESS**
- **INCLUSION AWARENESS MONTH PRESENTATION (Item 9)** – Staff shared a presentation highlighting inclusion related programming and publicity planned for Inclusion Awareness Month in October.
- 09.20.10 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted a voter registration station was installed where customers may register to vote online or request a mail in ballot; the online learning platform *Udemy* added almost 1,900 new tutorials in French, German, Portuguese, Japanese and Spanish; the *COVID-19 Story Project* materials were translated into seven languages; two successful programs with a total of 55 people attending were made possible by the *Grow with Google* grant: *Get Your Business Online* and *Introduction to Google Analytics*; weekly *Storytime in the Park* were re-established at Pioneer and Frontier parks; the *14th Annual Teen Film Fest* went online with nine films and attended by eighty customers; the *Summer Reading Challenge 2020* program is completely online yet interactive and challenging; an educational YouTube video showcasing the library’s butterfly garden created by staff; *Yoga in the Park* the first

outdoor and socially-distanced program for adults; and completion of the executive director's master's degree in Library and Information Science from Dominican University in August.

09.20.11 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 5)** – Andy Dogan from Williams Architects presented an update on the progress of the makerspace building project at 112 North Belmont Avenue, pursuing several cost reductions to the project that will bring the project on budget while maintaining the most important aspects of the project that the community desires. Once finalized, the project will go out to re-bid.

- **RESOLUTION DECLARING A TRUSTEE VACANCY (Action Item 6)** – As a result of the resignation of Trustee Thanopoulos, the board passed a resolution declaring a trustee vacancy with 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.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES PASSES RESOLUTION 20-02 DECLARING A TRUSTEE VACANCY.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **TEACHER INTERGOVERNMENTAL AGREEMENT (Action Item 7)** – The proposal was last brought to the Committee of the Whole meeting on September 8. The board reviewed and discussed entering into an intergovernmental agreement with School District 25 and School District 214.

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

- **TEMPORARY POLICY DUE TO COVID-19 (Action Item 8)** – The policy addresses changes necessary to follow safety guidelines and implements temporary protocols to provide a safe environment for customers and staff during the COVID-19 pandemic. The policy was last brought to the Board of Library Trustees at the July 13 meeting for discussion and was approved through the September board meeting. The board reviewed and discussed extending the policy through the end of 2020.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND EXTENDS THE TEMPORARY COVID-19 POLICY, AMENDING EXISTING POLICIES, EFFECTIVE SEPTEMBER 15, 2020 THROUGH DECEMBER 31, 2020.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

09.20.12 **OTHER**

- Mr. Driskell recognized the support demonstrated by the Board of Library Trustees during difficult and demanding months in the time of COVID-19. The trustees' generosity to library staff and trust in the library's administration to make the necessary operational changes during this time was greatly appreciated.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT.** Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:08 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

09.20.01 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, September 21, 2020, in the Hendrickson Room of the Arlington Heights Memorial Library.

Upon **ROLL CALL**, the following answered Present: Trustees Ruhl, Smart, Supplitt and Zyck. Trustee Tangney participated in the meeting via Zoom.

Absent: Trustee Medal.

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

09.20.02 There was no **PUBLIC COMMENT**.

09.20.03 **ELIMINATION OF FINE COLLECTION (Item 1)** – President Zyck invited Ms. Meyer to join the table. Ms. Meyer presented an outline of the benefits and costs of eliminating overdue fine collection, with the option of piloting a temporary policy to analyze the financial, circulation and customer impact of a fine-free policy. Further information and discussion regarding implementation, communication and policy will be provided at subsequent meetings.

09.20.04 **REVIEW OF THE 2021 BUDGET (Item 2)** - President Zyck invited Ms. Ekl to join the table. Ms. Ekl presented a second draft of the 2021 budget that includes one minor change from the first draft with a \$2,200 transfer from the administration travel and training budget to the programs budget to help fund closed captioning for virtual programs. After discussion, the committee requested revenue from Personal Property Replacement Tax be included in the 2020 budget projections. Ms. Ekl also reviewed a draft of the budget narrative that will be included in the Village of Arlington Heights' budget book.

09.20.05 **LONG RANGE FISCAL PLAN (Item 3)** - Ms. Ekl presented two long range fiscal plans. The first plan proposes a 0% tax levy increase over the 2019 extended levy by Cook County and the second plan proposes a 1% increase. The committee discussed the tax levy options and the elimination of overdue fine collection and its impact on the long range fiscal plan.

09.20.06 **OTHER**

- **POSSIBLE JOINT MEETING WITH PARK DISTRICT BOARD** - The committee discussed attending a joint meeting with the Park District Board of Commissioners.
- The committee discussed employee paid leave rights related to COVID-19.

There being no further business to be discussed, Trustee Smart moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:01 p.m.

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

10.20.01 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, October 5, 2020, in the Hendrickson Room of the Arlington Heights Memorial Library.

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

Absent: None.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Gary Leclair, Facilities Manager; Janet Moravec, Business Office Administrator; Jeff Chamberlin, 20/10 Engineering Group.

10.20.02 There was no **PUBLIC COMMENT**.

10.20.03 **MILLER-PICKING UNIT REPLACEMENT (Item 1)** – President Zyck invited Mr. Leclair and Mr. Chamberlin to join the table. The committee reviewed options presented by 20/10 Engineering Group for the replacement of the Miller-Picking rooftop air handling unit. After review, the committee was in favor of the recommended single packaged rooftop unit manufactured by Aaon as the best solution for replacement.

10.20.04 **ELIMINATION OF OVERDUE FINE COLLECTION AND IMPLEMENTATION OF AUTO-RENEWAL (Item 2)** – The committee continued its discussion of the benefits and costs of eliminating overdue fine collection and the implementation of auto-renewal. Mr. Driskell provided information regarding proposed procedures and policies.

10.20.05 **PERSONAL PROPERTY REPLACEMENT TAX (Item 3)** – The committee reviewed and discussed a draft of an intergovernmental agreement between the library and the Village of Arlington Heights regarding past and future distributions of Personal Property Replacement Tax (PPRT) revenue by the Village to the library and the providing of services by the Village to the library.

10.20.06 **PROPOSED 2020 TAX LEVY (Item 4)** – The committee discussed and confirmed its decision of a 0% tax levy increase over the 2019 extended levy by Cook County. The 2020 tax levy would be in the amount of \$14,535,565.

10.20.07 **REVIEW OF THE PROPOSED BUDGET FOR 2021 (Item 5)** - Ms. Ekl highlighted the third draft of the 2021 budget includes several changes from the second version presented at the September 21 Committee of the Whole meeting:

- As the library is included in the levy for the Village of Arlington Heights and the Village is adding a 1% loss cost, the library budget must also include a 1% loss cost, \$143,916.
- Projected 2020 PPRT revenue is included
- Projected 2021 PPRT revenue is included
- Projected PPRT agreement included in 2021 budget
- Removed fines revenue, \$100,000, pending board approval
- Miller-Picking unit capital project was estimated at \$1.4M, but initial estimates reflect a maximum capital project cost of \$1M, reducing the 2021 capital expense budget by \$400,000
- Capital expense of \$25,000 for call center construction was included in the budget's second draft. While the amount has not changed, the description has been changed: construction/engineering for teen, call center and gender-neutral restroom
- The 2020 makerspace construction expense budget will be underspent, and additional construction will take place in 2021. An amendment to the 2021 budget for additional makerspace construction expenses is expected.

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

10.20.09 Trustee Supplitt moved **THE COMMITTEE OF THE WHOLE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Smart seconded. All were in favor and the motion carried. The committee went into closed session at 7:56 p.m.

The board returned to open session at 8:38 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF OCTOBER 5, 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 be discussed, Trustee Ruhl moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:39 p.m.

(Action Item 4)

Janet Moravec, Recorder

ITEM 5

Village of Arlington Heights
REVENUE REPORT
75% OF YEAR LAPSED

ACCOUNTING PERIOD 09/2020

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	23,476.10	27	790,506	979,773.69	124	1,054,012	74,238.31
04 00	Real Estate Tax FICA	53,782	14,374.82	27	484,038	599,932.73	124	645,390	45,457.27
05 00	Real Estate Tax	1,057,687	282,695.48	27	9,519,183	11,798,281.91	124	12,692,247	893,965.09
401 **	Real Estate Taxes	1,199,303	320,546.40	27	10,793,727	13,377,988.33	124	14,391,649	1,013,660.67
403	Intergovernmental Taxes								
403 **	Intergovernmental Taxes	0	.00		0	.00		0	.00
400 ***	Taxes	1,199,303	320,546.40	27	10,793,727	13,377,988.33	124	14,391,649	1,013,660.67
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		45,000	93,876.25	209	60,000	33,876.25-
70 00	Other Grants	41	50,000.00	1951	369	52,000.00	4092	500	51,500.00-
90 00	Contribution Ord. Library	46	.00		414	61,589.46	4877	562	61,027.46-
411 **	Intergovernmental	5,087	50,000.00	983	45,783	207,465.71	453	61,062	146,403.71-
410 ***	Intergovernmental Revenue	5,087	50,000.00	983	45,783	207,465.71	453	61,062	146,403.71-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		1,872	221.00	12	2,500	2,279.00
74 00	Copier/Reader Printer Fee	3,834	2,274.12	59	34,506	17,631.77	51	46,009	28,377.23
75 00	Meeting Room Fees	250	.00		2,250	445.00	20	3,000	2,555.00
436 **	Library Fees	4,292	2,274.12	53	38,628	18,297.77	47	51,509	33,211.23
430 ***	Fees	4,292	2,274.12	53	38,628	18,297.77	47	51,509	33,211.23
440	Fines								
442	Library								
20 00	Late Charges	8,329	1,660.42	20	74,961	28,948.71	39	99,959	71,010.29
25 00	Lost/Damaged Item Charges	1,416	1,163.73	82	12,744	6,934.03	54	17,000	10,065.97
442 **	Library	9,745	2,824.15	29	87,705	35,882.74	41	116,959	81,076.26
440 ***	Fines	9,745	2,824.15	29	87,705	35,882.74	41	116,959	81,076.26
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	6,699	315.01	5	60,291	37,284.08-	62	80,395	117,679.08
461 **	Simple Interest	6,699	315.01	5	60,291	37,284.08-	62	80,395	117,679.08

Village of Arlington Heights
 REVENUE REPORT
 75% OF YEAR LAPSED

ACCOUNTING PERIOD 09/2020

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								
461	Simple Interest								
462	Investment Inc								
10 00	Market Value Adj IMET	833	118.89	14	7,497	609.83	8	10,000	9,390.17
462	** Investment Inc	833	118.89	14	7,497	609.83	8	10,000	9,390.17
460	*** Interest Income	7,532	433.90	6	67,788	36,674.25-	54	90,395	127,069.25
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		37,494	.00		50,000	50,000.00
481	** Special Events	4,166	.00		37,494	.00		50,000	50,000.00
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	1,250	.00		11,250	4,584.22	41	15,000	10,415.78
483	** Donations	1,250	.00		11,250	4,584.22	41	15,000	10,415.78
489	Other								
90 00	Other Income	416	1,756.23	422	3,744	16,151.40	431	5,000	11,151.40-
94 00	FOL Reimbursements	8,750	21,785.13	249	78,750	32,738.91	42	105,000	72,261.09
489	** Other	9,166	23,541.36	257	82,494	48,890.31	59	110,000	61,109.69
480	*** Other	14,582	23,541.36	161	131,238	53,474.53	41	175,000	121,525.47
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,240,541	399,619.93	32	11,164,869	13,656,434.83	122	14,886,574	1,230,139.17

Village of Arlington Heights
 REVENUE REPORT
 75% OF YEAR LAPSED

ACCOUNTING PERIOD 09/2020

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	5,833	269.57	5	52,497	41,367.81	79	70,000	28,632.19
461	** Simple Interest	5,833	269.57	5	52,497	41,367.81	79	70,000	28,632.19
462	Investment Inc								
10 00	Market Value Adj IMET	0	148.55		0	4,625.27		0	4,625.27-
462	** Investment Inc	0	148.55		0	4,625.27		0	4,625.27-
460	*** Interest Income	5,833	418.12	7	52,497	45,993.08	88	70,000	24,006.92
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	418.12	7	52,497	45,993.08	88	70,000	24,006.92

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Village of Arlington Heights

DETAIL BUDGET REPORT
75% OF YEAR LAPSED

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ACCOUNTING PERIOD 09/2020

REPORT SELECTIONS

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

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	29393	26498.06	90	264537	265897.99	101	.00	352726	86828.01	75
	16 92	Achievement Awards	333	.00	0	2997	1000.00	33	.00	4000	3000.00	25
	16 **	Library Personal Services	29726	26498.06	89	267534	266897.99	100	.00	356726	89828.01	75
	18	Other Personal Services										
	18 05	Overtime Civilian	83	2.93	4	747	1016.45	136	.00	1000	16.45-	102
	18 **	Other Personal Services	83	2.93	4	747	1016.45	136	.00	1000	16.45-	102
	19	Employee Benefits										
	19 05	Medical Insurance	7765	7765.17	100	69885	69886.53	100	.00	93182	23295.47	75
	19 10	IMRF	3768	3349.72	89	33912	33737.99	100	.00	45217	11479.01	75
	19 11	Social Security	1848	1613.38	87	16632	16277.86	98	.00	22179	5901.14	73
	19 12	Medicare	432	377.31	87	3888	3806.86	98	.00	5187	1380.14	73
	19 53	Flexible Spending	134	180.50	135	1206	1658.25	138	.00	1610	48.25-	103
	19 55	Unemployment Compensation	536	.00	0	4824	.00	0	.00	6432	6432.00	0
	19 **	Employee Benefits	14483	13286.08	92	130347	125367.49	96	.00	173807	48439.51	72
	20	Prof Technical Services										
	20 05	Professional Services	875	.00	0	7875	7200.00	91	.00	10500	3300.00	69
	20 08	Consulting Services Libr	166	.00	0	1494	.00	0	.00	2000	2000.00	0
	20 20	Legal Services	1333	.00	0	11997	9225.00	77	.00	16000	6775.00	58
	20 40	General Insurance	10641	.00	0	95769	120958.00	126	.00	127700	6742.00	95
	20 **	Prof Technical Services	13015	.00	0	117135	137383.00	117	.00	156200	18817.00	88
	21	Property Services										
	21 65	Other Services	250	2.50	1	2250	610.43	27	.00	3000	2389.57	20
	21 **	Property Services	250	2.50	1	2250	610.43	27	.00	3000	2389.57	20
	22	Other Contractual Service										
	22 01	Advertising	50	.00	0	450	318.60	71	.00	600	281.40	53
	22 02	Dues	556	260.00	47	5004	1992.00	40	.00	6675	4683.00	30
	22 03	Training	10310	4328.00	42	92790	46141.47	50	.00	123722	77580.53	37
	22 05	Postage	4245	262.41	6	38205	21075.54	55	.00	50945	29869.46	41
	22 70	Telephone Services	7214	1063.21	15	64926	58677.25	90	.00	86569	27891.75	68
	22 **	Other Contractual Service	22375	5913.62	26	201375	128204.86	64	.00	268511	140306.14	48
	30	General Supplies										
	30 05	Office Supplies & Equip	738	1584.55	215	6642	5059.56	76	.00	8858	3798.44	57
	30 **	General Supplies	738	1584.55	215	6642	5059.56	76	.00	8858	3798.44	57
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	208	.00	0	1872	1985.53	106	.00	2500	514.47	79
	31 **	Public Works Supplies	208	.00	0	1872	1985.53	106	.00	2500	514.47	79

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 02	Program Events	100	.00	0	900	.00	0	.00	1200	1200.00	0
	32 72	Special Events	70	.00	0	630	.00	0	.00	850	850.00	0
	32 **	Library Supplies	170	.00	0	1530	.00	0	.00	2050	2050.00	0
	40	Other Charges										
	40 96	Operating Contingency	416	79.95	19	3744	3879.35	104	.00	5000	1120.65	78
	40 **	Other Charges	416	79.95	19	3744	3879.35	104	.00	5000	1120.65	78
	50	Property										
	50 15	Other Equipment	2233	3226.94	145	20097	8403.26	42	.00	26800	18396.74	31
	50 **	Property	2233	3226.94	145	20097	8403.26	42	.00	26800	18396.74	31
601	** **	Library	83697	50594.63	60	753273	678807.92	90	.00	1004452	325644.08	68
60	** **	Culture/Recreation	83697	50594.63	60	753273	678807.92	90	.00	1004452	325644.08	68
DIV	6001	TOTAL ***** Administration	83697	50594.63	60	753273	678807.92	90	.00	1004452	325644.08	68

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 Village of Arlington Heights

DETAIL BUDGET REPORT
 75% OF YEAR LAPSED

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 ACCOUNTING PERIOD 09/2020

FUND 291 Memorial Library Fund		DEPT/DIV 6002 Executive Office/Communications & Mrkting										
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	67375	57108.26	85	606375	523527.21	86	.00	808558	285030.79	65

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	13005.68	93	125964	130179.17	103	.00	167952	37772.83	78
	16 **	Library Personal Services	13996	13005.68	93	125964	130179.17	103	.00	167952	37772.83	78
	18	Other Personal Services										
	18 05	Overtime Civilian	25	.00	0	225	42.25	19	.00	300	257.75	14
	18 **	Other Personal Services	25	.00	0	225	42.25	19	.00	300	257.75	14
	19	Employee Benefits										
	19 05	Medical Insurance	3854	3854.75	100	34686	34692.75	100	.00	46257	11564.25	75
	19 10	IMRF	1772	1643.92	93	15948	16459.96	103	.00	21267	4807.04	77
	19 11	Social Security	869	740.89	85	7821	7454.76	95	.00	10432	2977.24	72
	19 12	Medicare	203	173.28	85	1827	1743.47	95	.00	2440	696.53	72
	19 50	Employee Asst. Program	500	.00	0	4500	5835.84	130	.00	6000	164.16	97
	19 **	Employee Benefits	7198	6412.84	89	64782	66186.78	102	.00	86396	20209.22	77
	21	Property Services										
	21 65	Other Services	825	395.35	48	7425	2368.33	32	.00	9900	7531.67	24
	21 **	Property Services	825	395.35	48	7425	2368.33	32	.00	9900	7531.67	24
	22	Other Contractual Service										
	22 01	Advertising	108	.00	0	972	95.00	10	.00	1300	1205.00	7
	22 02	Dues	266	.00	0	2394	2989.00	125	.00	3200	211.00	93
	22 03	Training	108	25.00	23	972	561.16	58	.00	1300	738.84	43
	22 55	In Service Training	835	.00	0	7515	7312.19	97	.00	10020	2707.81	73
	22 **	Other Contractual Service	1317	25.00	2	11853	10957.35	92	.00	15820	4862.65	69
	32	Library Supplies										
	32 01	Program Supplies	33	.00	0	297	56.82	19	.00	400	343.18	14
	32 **	Library Supplies	33	.00	0	297	56.82	19	.00	400	343.18	14
	40	Other Charges										
	40 62	Tuition Reimbursement	2083	.00	0	18747	19933.60	106	.00	25000	5066.40	80
	40 70	Employee Recognition Prog	1612	3570.60	222	14508	5656.58	39	.00	19350	13693.42	29
	40 **	Other Charges	3695	3570.60	97	33255	25590.18	77	.00	44350	18759.82	58
601	** **	Library	27089	23409.47	86	243801	235380.88	97	.00	325118	89737.12	72
60	** **	Culture/Recreation	27089	23409.47	86	243801	235380.88	97	.00	325118	89737.12	72
DIV	6003	TOTAL ***** Human Resources	27089	23409.47	86	243801	235380.88	97	.00	325118	89737.12	72

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	473.94	114	3744	4773.69	128	.00	5000	226.31	96
	21 **	Property Services	416	473.94	114	3744	4773.69	128	.00	5000	226.31	96
	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	700.00	34	18747	27986.00	149	.00	25000	2986.00-	112
	22 **	Other Contractual Service	2083	700.00	34	18747	28734.80	153	.00	25000	3734.80-	115
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	166	51.98	31	1494	534.32	36	.00	2000	1465.68	27
	31 **	Public Works Supplies	166	51.98	31	1494	534.32	36	.00	2000	1465.68	27
	32	Library Supplies										
	32 01	Program Supplies	208	.00	0	1872	229.77	12	.00	2500	2270.23	9
	32 02	Program Events	208	55.91	27	1872	2945.08	157	.00	2500	445.08-	118
	32 32	Software	41	.00	0	369	.00	0	.00	500	500.00	0
	32 72	Special Events	833	3019.62-	363-	7497	740.00	10	.00	10000	9260.00	7
	32 75	Audio Visual	41	.00	0	369	.00	0	.00	500	500.00	0
	32 78	Electronic Resources	125	.00	0	1125	.00	0	.00	1500	1500.00	0
	32 80	Books	416	.00	0	3744	721.63	19	.00	5000	4278.37	14
	32 **	Library Supplies	1872	2963.71-	158-	16848	4636.48	28	.00	22500	17863.52	21
	50	Property										
	50 15	Other Equipment	5645	6828.02	121	50805	9652.40	19	.00	67750	58097.60	14
	50 55	Other Capital Outlay	16	.00	0	144	.00	0	.00	200	200.00	0
	50 **	Property	5661	6828.02	121	50949	9652.40	19	.00	67950	58297.60	14
601	** **	Library	10198	5090.23	50	91782	48550.69	53	.00	122450	73899.31	40
60	** **	Culture/Recreation	10198	5090.23	50	91782	48550.69	53	.00	122450	73899.31	40
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	10198	5090.23	50	91782	48550.69	53	.00	122450	73899.31	40

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	18845	17323.84	92	169605	172889.70	102	.00	226147	53257.30	77
	16 **	Library Personal Services	18845	17323.84	92	169605	172889.70	102	.00	226147	53257.30	77
	18	Other Personal Services										
	18 05	Overtime Civilian	25	26.82	107	225	55.29	25	.00	300	244.71	18
	18 **	Other Personal Services	25	26.82	107	225	55.29	25	.00	300	244.71	18
	19	Employee Benefits										
	19 05	Medical Insurance	5506	5506.83	100	49554	49561.47	100	.00	66082	16520.53	75
	19 10	IMRF	2385	2193.14	92	21465	21860.37	102	.00	28623	6762.63	76
	19 11	Social Security	1170	1018.07	87	10530	10197.27	97	.00	14040	3842.73	73
	19 12	Medicare	273	238.08	87	2457	2384.72	97	.00	3283	898.28	73
	19 **	Employee Benefits	9334	8956.12	96	84006	84003.83	100	.00	112028	28024.17	75
	20	Prof Technical Services										
	20 05	Professional Services	475	.00	0	4275	6800.00	159	.00	5700	1100.00-	119
	20 **	Prof Technical Services	475	.00	0	4275	6800.00	159	.00	5700	1100.00-	119
	21	Property Services										
	21 36	Equipment Rental	110	.00	0	990	1120.14	113	.00	1326	205.86	85
	21 65	Other Services	515	695.15	135	4635	3665.87	79	.00	6189	2523.13	59
	21 **	Property Services	625	695.15	111	5625	4786.01	85	.00	7515	2728.99	64
	22	Other Contractual Service										
	22 02	Dues	68	.00	0	612	673.00	110	.00	825	152.00	82
	22 03	Training	100	.00	0	900	63.10	7	.00	1200	1136.90	5
	22 25	IT/GIS Service Charge	2196	2158.33	98	19764	19424.97	98	.00	26355	6930.03	74
	22 **	Other Contractual Service	2364	2158.33	91	21276	20161.07	95	.00	28380	8218.93	71
601 ** **		Library	31668	29160.26	92	285012	288695.90	101	.00	380070	91374.10	76
60 ** **		Culture/Recreation	31668	29160.26	92	285012	288695.90	101	.00	380070	91374.10	76
DIV 6008		TOTAL *****										
		Finance	31668	29160.26	92	285012	288695.90	101	.00	380070	91374.10	76

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	57927	46976.36	81	521343	486628.91	93	.00	695135	208506.09	70
	16 **	Library Personal Services	57927	46976.36	81	521343	486628.91	93	.00	695135	208506.09	70
	18	Other Personal Services										
	18 05	Overtime Civilian	20	.90	5	180	126.78	70	.00	250	123.22	51
	18 **	Other Personal Services	20	.90	5	180	126.78	70	.00	250	123.22	51
	19	Employee Benefits										
	19 05	Medical Insurance	12359	12359.25	100	111231	111233.25	100	.00	148311	37077.75	75
	19 10	IMRF	7324	5775.07	79	65916	59164.62	90	.00	87897	28732.38	67
	19 11	Social Security	3592	2790.62	78	32328	29075.61	90	.00	43114	14038.39	67
	19 12	Medicare	840	652.65	78	7560	6799.93	90	.00	10083	3283.07	67
	19 **	Employee Benefits	24115	21577.59	90	217035	206273.41	95	.00	289405	83131.59	71
	20	Prof Technical Services										
	20 05	Professional Services	585	296.43	51	5265	1832.19	35	.00	7022	5189.81	26
	20 08	Consulting Services Libr	378	.00	0	3402	1446.25	43	.00	4545	3098.75	32
	20 **	Prof Technical Services	963	296.43	31	8667	3278.44	38	.00	11567	8288.56	28
	21	Property Services										
	21 02	Equipment Maintenance	13451	4007.50	30	121059	150614.81	124	.00	161423	10808.19	93
	21 **	Property Services	13451	4007.50	30	121059	150614.81	124	.00	161423	10808.19	93
	22	Other Contractual Service										
	22 03	Training	537	.00	0	4833	50.00	1	.00	6450	6400.00	1
	22 42	Internet Access	3487	2468.28	71	31383	19561.93	62	.00	41846	22284.07	47
	22 **	Other Contractual Service	4024	2468.28	61	36216	19611.93	54	.00	48296	28684.07	41
	30	General Supplies										
	30 05	Office Supplies & Equip	31	5.99	19	279	698.34	250	.00	375	323.34-	186
	30 30	Data System Supplies	2100	2143.82	102	18900	14784.45	78	.00	25204	10419.55	59
	30 32	Software Library	13466	2641.86	20	121194	109032.51	90	.00	161602	52569.49	68
	30 33	Documentation Library	8	.00	0	72	.00	0	.00	100	100.00	0
	30 **	General Supplies	15605	4791.67	31	140445	124515.30	89	.00	187281	62765.70	67
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1296	1630.76	126	11664	10285.05	88	.00	15556	5270.95	66
	31 **	Public Works Supplies	1296	1630.76	126	11664	10285.05	88	.00	15556	5270.95	66
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	225	223.97	100	.00	300	76.03	75
	32 32	Software	1115	3137.00	281	10035	8378.93	84	.00	13387	5008.07	63
	32 **	Library Supplies	1140	3137.00	275	10260	8602.90	84	.00	13687	5084.10	63

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.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	2845	4999.85	176	25605	24898.24	97	.00	34140	9241.76	73
	50 **	Property	2845	4999.85	176	25605	24898.24	97	.00	34140	9241.76	73
601 ** **		Library	121386	89886.34	74	1092474	1034835.77	95	.00	1456740	421904.23	71
60 ** **		Culture/Recreation	121386	89886.34	74	1092474	1034835.77	95	.00	1456740	421904.23	71
DIV 6010		TOTAL *****										
		Information Technology	121386	89886.34	74	1092474	1034835.77	95	.00	1456740	421904.23	71

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	22342	19744.58	88	201078	201628.86	100	.00	268106	66477.14	75
	16 **	Library Personal Services	22342	19744.58	88	201078	201628.86	100	.00	268106	66477.14	75
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	1494	910.20	61	.00	2000	1089.80	46
	18 **	Other Personal Services	166	.00	0	1494	910.20	61	.00	2000	1089.80	46
	19	Employee Benefits										
	19 05	Medical Insurance	6669	6669.25	100	60021	60023.25	100	.00	80031	20007.75	75
	19 10	IMRF	2845	2271.71	80	25605	23264.63	91	.00	34141	10876.37	68
	19 11	Social Security	1395	1146.07	82	12555	11844.82	94	.00	16747	4902.18	71
	19 12	Medicare	326	268.05	82	2934	2770.29	94	.00	3917	1146.71	71
	19 **	Employee Benefits	11235	10355.08	92	101115	97902.99	97	.00	134836	36933.01	73
	22	Other Contractual Service										
	22 03	Training	41	.00	0	369	.00	0	.00	500	500.00	0
	22 **	Other Contractual Service	41	.00	0	369	.00	0	.00	500	500.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	36	.00	0	324	224.93	69	.00	435	210.07	52
	30 **	General Supplies	36	.00	0	324	224.93	69	.00	435	210.07	52
601	** **	Library	33820	30099.66	89	304380	300666.98	99	.00	405877	105210.02	74
60	** **	Culture/Recreation	33820	30099.66	89	304380	300666.98	99	.00	405877	105210.02	74
DIV	6015	TOTAL ***** Security	33820	30099.66	89	304380	300666.98	99	.00	405877	105210.02	74

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 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 75% OF YEAR LAPSED

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 ACCOUNTING PERIOD 09/2020

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities							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										
		Executive Office	464437	356772.90	77	4179933	3801514.43	91	.00	5573788	1772273.57	68

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	%
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	80096	69208.30	86	720864	707835.31	98	.00	961159	253323.69	74
	16 **	Library Personal Services	80096	69208.30	86	720864	707835.31	98	.00	961159	253323.69	74
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	1494	.00	0	.00	2000	2000.00	0
	18 **	Other Personal Services	166	.00	0	1494	.00	0	.00	2000	2000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10249	10249.75	100	92241	92247.75	100	.00	122997	30749.25	75
	19 10	IMRF	10145	8272.70	82	91305	83852.02	92	.00	121743	37890.98	69
	19 11	Social Security	4976	4154.39	84	44784	42681.63	95	.00	59716	17034.37	72
	19 12	Medicare	1163	971.57	84	10467	9981.72	95	.00	13966	3984.28	72
	19 **	Employee Benefits	26533	23648.41	89	238797	228763.12	96	.00	318422	89658.88	72
	22	Other Contractual Service										
	22 02	Dues	373	25.00	7	3357	2601.00	78	.00	4478	1877.00	58
	22 03	Training	331	127.37	39	2979	736.11	25	.00	3979	3242.89	19
	22 18	Contr Programs & Exhibits	1581	500.00	32	14229	7556.16	53	.00	18980	11423.84	40
	22 **	Other Contractual Service	2285	652.37	29	20565	10893.27	53	.00	27437	16543.73	40
	30	General Supplies										
	30 05	Office Supplies & Equip	203	338.83	167	1827	815.18	45	.00	2438	1622.82	33
	30 **	General Supplies	203	338.83	167	1827	815.18	45	.00	2438	1622.82	33
	32	Library Supplies										
	32 01	Program Supplies	912	1290.81	142	8208	3256.00	40	.00	10948	7692.00	30
	32 02	Program Events	3245	1788.08	55	29205	7910.94	27	.00	38950	31039.06	20
	32 90	Circulation Supplies	373	112.61	30	3357	442.14	13	.00	4477	4034.86	10
	32 **	Library Supplies	4530	3191.50	71	40770	11609.08	29	.00	54375	42765.92	21
601	** **	Library	113813	97039.41	85	1024317	959915.96	94	.00	1365831	405915.04	70
60	** **	Culture/Recreation	113813	97039.41	85	1024317	959915.96	94	.00	1365831	405915.04	70
DIV	6401	TOTAL ***** Youth Services	113813	97039.41	85	1024317	959915.96	94	.00	1365831	405915.04	70

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

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	92374	80687.00	87	831366	796882.75	96	.00	1108499	311616.25	72
	16 **	Library Personal Services	92374	80687.00	87	831366	796882.75	96	.00	1108499	311616.25	72
	18	Other Personal Services										
	18 05	Overtime Civilian	83	75.44	91	747	373.05	50	.00	1000	626.95	37
	18 **	Other Personal Services	83	75.44	91	747	373.05	50	.00	1000	626.95	37
	19	Employee Benefits										
	19 05	Medical Insurance	12778	12778.92	100	115002	115010.28	100	.00	153347	38336.72	75
	19 10	IMRF	11686	9008.72	77	105174	87958.56	84	.00	140241	52282.44	63
	19 11	Social Security	5732	4849.97	85	51588	48098.50	93	.00	68789	20690.50	70
	19 12	Medicare	1340	1134.25	85	12060	11248.61	93	.00	16088	4839.39	70
	19 **	Employee Benefits	31536	27771.86	88	283824	262315.95	92	.00	378465	116149.05	69
	22	Other Contractual Service										
	22 02	Dues	208	740.00	356	1872	1550.00	83	.00	2500	950.00	62
	22 03	Training	275	.00	0	2475	598.47	24	.00	3300	2701.53	18
	22 18	Contr Programs & Exhibits	480	30.00	6	4320	990.00	23	.00	5760	4770.00	17
	22 **	Other Contractual Service	963	770.00	80	8667	3138.47	36	.00	11560	8421.53	27
	30	General Supplies										
	30 05	Office Supplies & Equip	157	220.74	141	1413	827.60	59	.00	1888	1060.40	44
	30 **	General Supplies	157	220.74	141	1413	827.60	59	.00	1888	1060.40	44
	32	Library Supplies										
	32 01	Program Supplies	162	62.80	39	1458	168.98	12	.00	1950	1781.02	9
	32 90	Circulation Supplies	174	23.59	14	1566	583.72	37	.00	2095	1511.28	28
	32 **	Library Supplies	336	86.39	26	3024	752.70	25	.00	4045	3292.30	19
601	** **	Library	125449	109611.43	87	1129041	1064290.52	94	.00	1505457	441166.48	71
60	** **	Culture/Recreation	125449	109611.43	87	1129041	1064290.52	94	.00	1505457	441166.48	71
DIV	6410	TOTAL ***** Info Services	125449	109611.43	87	1129041	1064290.52	94	.00	1505457	441166.48	71

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	118818	93127.03	78	1069362	987704.45	92	.00	1425818	438113.55	69
16	**	Library Personal Services	118818	93127.03	78	1069362	987704.45	92	.00	1425818	438113.55	69
18		Other Personal Services										
18	05	Overtime Civilian	83	16.30	20	747	62.08	8	.00	1000	937.92	6
18	**	Other Personal Services	83	16.30	20	747	62.08	8	.00	1000	937.92	6
19		Employee Benefits										
19	05	Medical Insurance	10071	10071.08	100	90639	90639.72	100	.00	120853	30213.28	75
19	10	IMRF	15029	9730.27	65	135261	99812.88	74	.00	180350	80537.12	55
19	11	Social Security	7371	5685.48	77	66339	60285.38	91	.00	88462	28176.62	68
19	12	Medicare	1724	1329.72	77	15516	14098.77	91	.00	20689	6590.23	68
19	**	Employee Benefits	34195	26816.55	78	307755	264836.75	86	.00	410354	145517.25	65
21		Property Services										
21	65	Other Services	292	40.04	14	2628	415.94	16	.00	3513	3097.06	12
21	**	Property Services	292	40.04	14	2628	415.94	16	.00	3513	3097.06	12
22		Other Contractual Service										
22	02	Dues	122	.00	0	1098	168.00	15	.00	1465	1297.00	12
22	03	Training	231	100.00	43	2079	345.27	17	.00	2773	2427.73	13
22	**	Other Contractual Service	353	100.00	28	3177	513.27	16	.00	4238	3724.73	12
30		General Supplies										
30	05	Office Supplies & Equip	169	199.29	118	1521	869.97	57	.00	2033	1163.03	43
30	**	General Supplies	169	199.29	118	1521	869.97	57	.00	2033	1163.03	43
32		Library Supplies										
32	01	Program Supplies	83	39.98	48	747	561.93	75	.00	1000	438.07	56
32	90	Circulation Supplies	714	2198.11	308	6426	4807.64	75	.00	8574	3766.36	56
32	**	Library Supplies	797	2238.09	281	7173	5369.57	75	.00	9574	4204.43	56
601	**	Library	154707	122537.30	79	1392363	1259772.03	91	.00	1856530	596757.97	68
60	**	Culture/Recreation	154707	122537.30	79	1392363	1259772.03	91	.00	1856530	596757.97	68
DIV	6420	TOTAL ***** Customer Services	154707	122537.30	79	1392363	1259772.03	91	.00	1856530	596757.97	68

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	19045	16990.71	89	171405	168874.42	99	.00	228551	59676.58	74
16	**	Library Personal Services	19045	16990.71	89	171405	168874.42	99	.00	228551	59676.58	74
19		Employee Benefits										
19	05	Medical Insurance	973	973.42	100	8757	8760.78	100	.00	11681	2920.22	75
19	10	IMRF	2362	2021.04	86	21258	20123.57	95	.00	28344	8220.43	71
19	11	Social Security	1180	1009.41	86	10620	10062.86	95	.00	14170	4107.14	71
19	12	Medicare	276	236.08	86	2484	2353.48	95	.00	3314	960.52	71
19	**	Employee Benefits	4791	4239.95	89	43119	41300.69	96	.00	57509	16208.31	72
22		Other Contractual Service										
22	02	Dues	43	.00	0	387	45.00	12	.00	518	473.00	9
22	03	Training	102	3.22	3	918	165.46	18	.00	1230	1064.54	14
22	18	Contr Programs & Exhibits	799	640.00	80	7191	5150.00	72	.00	9590	4440.00	54
22	**	Other Contractual Service	944	643.22	68	8496	5360.46	63	.00	11338	5977.54	47
30		General Supplies										
30	05	Office Supplies & Equip	41	.00	0	369	328.53	89	.00	500	171.47	66
30	**	General Supplies	41	.00	0	369	328.53	89	.00	500	171.47	66
32		Library Supplies										
32	01	Program Supplies	151	279.26	185	1359	1697.90	125	.00	1820	122.10	93
32	02	Program Events	50	.00	0	450	.00	0	.00	600	600.00	0
32	90	Circulation Supplies	87	.00	0	783	772.79	99	.00	1050	277.21	74
32	**	Library Supplies	288	279.26	97	2592	2470.69	95	.00	3470	999.31	71
601	**	** Library	25109	22153.14	88	225981	218334.79	97	.00	301368	83033.21	72
60	**	** Culture/Recreation	25109	22153.14	88	225981	218334.79	97	.00	301368	83033.21	72
DIV	6430	TOTAL *****	25109	22153.14	88	225981	218334.79	97	.00	301368	83033.21	72
		Accessible Services	25109	22153.14	88	225981	218334.79	97	.00	301368	83033.21	72

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	22074	17635.71	80	198666	177032.65	89	.00	264889	87856.35	67
	16 **	Library Personal Services	22074	17635.71	80	198666	177032.65	89	.00	264889	87856.35	67
	18	Other Personal Services										
	18 05	Overtime Civilian	16	4.99	31	144	321.69	223	.00	200	121.69-	161
	18 **	Other Personal Services	16	4.99	31	144	321.69	223	.00	200	121.69-	161
	19	Employee Benefits										
	19 05	Medical Insurance	4984	4984.08	100	44856	44856.72	100	.00	59809	14952.28	75
	19 10	IMRF	2792	2245.20	80	25128	22432.84	89	.00	33507	11074.16	67
	19 11	Social Security	1369	1039.43	76	12321	10437.16	85	.00	16435	5997.84	64
	19 12	Medicare	320	243.07	76	2880	2440.94	85	.00	3844	1403.06	64
	19 **	Employee Benefits	9465	8511.78	90	85185	80167.66	94	.00	113595	33427.34	71
	22	Other Contractual Service										
	22 02	Dues	112	378.00	338	1008	593.00	59	.00	1353	760.00	44
	22 03	Training	117	.00	0	1053	270.68	26	.00	1414	1143.32	19
	22 18	Contr Programs & Exhibits	11256	1925.00	17	101304	31387.40	31	.00	135077	103689.60	23
	22 **	Other Contractual Service	11485	2303.00	20	103365	32251.08	31	.00	137844	105592.92	23
	32	Library Supplies										
	32 01	Program Supplies	0	22.89	0	0	22.89	0	.00	0	22.89-	0
	32 02	Program Events	1671	919.97	55	15039	9377.78	62	.00	20058	10680.22	47
	32 **	Library Supplies	1671	942.86	56	15039	9400.67	63	.00	20058	10657.33	47
601 ** **		Library	44711	29398.34	66	402399	299173.75	74	.00	536586	237412.25	56
60 ** **		Culture/Recreation	44711	29398.34	66	402399	299173.75	74	.00	536586	237412.25	56
DIV 6440		TOTAL ***** Programs and Exhibits	44711	29398.34	66	402399	299173.75	74	.00	536586	237412.25	56

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	44114	37647.62	85	397026	394187.79	99	.00	529376	135188.21	75
	16 **	Library Personal Services	44114	37647.62	85	397026	394187.79	99	.00	529376	135188.21	75
	19	Employee Benefits										
	19 05	Medical Insurance	4635	4635.58	100	41715	41720.22	100	.00	55627	13906.78	75
	19 10	IMRF	5576	4459.34	80	50184	46489.07	93	.00	66913	20423.93	70
	19 11	Social Security	2735	2302.84	84	24615	23880.98	97	.00	32821	8940.02	73
	19 12	Medicare	639	538.59	84	5751	5585.20	97	.00	7676	2090.80	73
	19 **	Employee Benefits	13585	11936.35	88	122265	117675.47	96	.00	163037	45361.53	72
	22	Other Contractual Service										
	22 02	Dues	155	472.00	305	1395	1348.00	97	.00	1863	515.00	72
	22 03	Training	41	.00	0	369	.00	0	.00	500	500.00	0
	22 42	Internet Access	210	.00	0	1890	2520.00	133	.00	2520	.00	100
	22 66	Outside Reference Service	240	.00	0	2160	.00	0	.00	2887	2887.00	0
	22 **	Other Contractual Service	646	472.00	73	5814	3868.00	67	.00	7770	3902.00	50
	30	General Supplies										
	30 05	Office Supplies & Equip	58	64.39	111	522	234.72	45	.00	700	465.28	34
	30 07	Supplies Reimb by Patrons	58	36.00	62	522	195.29	37	.00	700	504.71	28
	30 **	General Supplies	116	100.39	87	1044	430.01	41	.00	1400	969.99	31
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	550	129.98	24	4950	2904.11	59	.00	6600	3695.89	44
	31 **	Public Works Supplies	550	129.98	24	4950	2904.11	59	.00	6600	3695.89	44
	32	Library Supplies										
	32 01	Program Supplies	62	.00	0	558	323.01	58	.00	750	426.99	43
	32 78	Electronic Resources	28284	8999.50	32	254556	338363.55	133	.00	339411	1047.45	100
	32 90	Circulation Supplies	131	123.55	94	1179	1016.43	86	.00	1575	558.57	65
	32 **	Library Supplies	28477	9123.05	32	256293	339702.99	133	.00	341736	2033.01	99
	50	Property										
	50 15	Other Equipment	40	.00	0	360	.00	0	.00	480	480.00	0
	50 **	Property	40	.00	0	360	.00	0	.00	480	480.00	0
601	** **	Library	87528	59409.39	68	787752	858768.37	109	.00	1050399	191630.63	82
60	** **	Culture/Recreation	87528	59409.39	68	787752	858768.37	109	.00	1050399	191630.63	82
DIV	6450	TOTAL ***** Digital Services	87528	59409.39	68	787752	858768.37	109	.00	1050399	191630.63	82

PREPARED 10/13/2020, 16:38:45
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 75% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services							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										
		Collection Services	237746	249499.86	105	2139714	2022169.30	95	.00	2853045	830875.70	71

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	34525	6354.34	18	310725	51120.59	17	.00	414303	363182.41 12
16	**	Library Personal Services	34525	6354.34	18	310725	51120.59	17	.00	414303	363182.41 12
18		Other Personal Services									
18	05	Overtime Civilian	16	.00	0	144	.00	0	.00	200	200.00 0
18	**	Other Personal Services	16	.00	0	144	.00	0	.00	200	200.00 0
19		Employee Benefits									
19	05	Medical Insurance	2803	3378.33	121	25227	30404.97	121	.00	33638	3233.03 90
19	10	IMRF	4366	803.19	18	39294	6469.41	17	.00	52393	45923.59 12
19	11	Social Security	2141	390.25	18	19269	3145.35	16	.00	25699	22553.65 12
19	12	Medicare	500	91.27	18	4500	735.63	16	.00	6010	5274.37 12
19	**	Employee Benefits	9810	4663.04	48	88290	40755.36	46	.00	117740	76984.64 35
20		Prof Technical Services									
20	05	Professional Services	2041	1250.00	61	18369	1250.00	7	.00	24500	23250.00 5
20	20	Legal Services	416	.00	0	3744	.00	0	.00	5000	5000.00 0
20	40	General Insurance	18	.00	0	162	390.00	241	.00	216	174.00- 181
20	**	Prof Technical Services	2475	1250.00	51	22275	1640.00	7	.00	29716	28076.00 6
21		Property Services									
21	02	Equipment Maintenance	581	265.00	46	5229	1611.38	31	.00	6980	5368.62 23
21	11	Building Maintenance	2238	3573.50	160	20142	5718.00	28	.00	26866	21148.00 21
21	36	Equipment Rental	416	.00	0	3744	.00	0	.00	5000	5000.00 0
21	60	Water and Sewer Service	100	59.76	60	900	212.88	24	.00	1200	987.12 18
21	65	Other Services	2	.00	0	18	1106.00	6144	.00	30	1076.00-3687
21	**	Property Services	3337	3898.26	117	30033	8648.26	29	.00	40076	31427.74 22
22		Other Contractual Service									
22	02	Dues	131	.00	0	1179	.00	0	.00	1575	1575.00 0
22	03	Training	83	.00	0	747	.00	0	.00	1000	1000.00 0
22	42	Internet Access	125	.00	0	1125	.00	0	.00	1500	1500.00 0
22	**	Other Contractual Service	339	.00	0	3051	.00	0	.00	4075	4075.00 0
30		General Supplies									
30	05	Office Supplies & Equip	166	.00	0	1494	.00	0	.00	2000	2000.00 0
30	07	Supplies Reimb by Patrons	625	.00	0	5625	.00	0	.00	7500	7500.00 0
30	51	Heating Fuel	3345	.00	0	30105	.00	0	.00	40140	40140.00 0
30	**	General Supplies	4136	.00	0	37224	.00	0	.00	49640	49640.00 0
31		Public Works Supplies									
31	45	Janitorial Supplies	616	.00	0	5544	.00	0	.00	7400	7400.00 0
31	85	Small Tools and Equipment	1791	923.57	52	16119	1153.42	7	.00	21500	20346.58 5
31	**	Public Works Supplies	2407	923.57	38	21663	1153.42	5	.00	28900	27746.58 4

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	4541	.00	0	40869	.00	0	.00	54500	54500.00	0
	50 **	Property	4541	.00	0	40869	.00	0	.00	54500	54500.00	0
601	** **	Library	61586	17089.21	28	554274	103317.63	19	.00	739150	635832.37	14
60	** **	Culture/Recreation	61586	17089.21	28	554274	103317.63	19	.00	739150	635832.37	14
DIV	6480	TOTAL *****										
		Belmont Makerspace	61586	17089.21	28	554274	103317.63	19	.00	739150	635832.37	14
DEPT	64	TOTAL *****										
		User Services	850649	706738.08	83	7655841	6808090.72	89	.00	10208366	3400275.28	67
FUND	291	TOTAL *****										
		Memorial Library Fund	1315086	1063510.98	81	11835774	10609605.15	90	.00	15782154	5172548.85	67
GRAND		TOTAL *****										
			1315086	1063510.98	81	11835774	10609605.15	90	.00	15782154	5172548.85	67

PREPARED 10/13/2020, 16:40:50
PROGRAM: GM267L
Village of Arlington Heights

DETAIL BUDGET REPORT
75% OF YEAR LAPSED

PAGE 1
ACCOUNTING PERIOD 09/2020

REPORT SELECTIONS

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

PREPARED 10/13/2020, 16:40:50
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 75% 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	59994	.00	0	.00	80000	80000.00	0
	50	** Property	6666	.00	0	59994	.00	0	.00	80000	80000.00	0
601	**	** Library	6666	.00	0	59994	.00	0	.00	80000	80000.00	0
60	**	** Culture/Recreation	6666	.00	0	59994	.00	0	.00	80000	80000.00	0
DIV	6001	TOTAL ***** Administration	6666	.00	0	59994	.00	0	.00	80000	80000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	4166	.00	0	37494	18731.00	50	.00	50000	31269.00	38
	50	** Property	4166	.00	0	37494	18731.00	50	.00	50000	31269.00	38
601	**	** Library	4166	.00	0	37494	18731.00	50	.00	50000	31269.00	38
60	**	** Culture/Recreation	4166	.00	0	37494	18731.00	50	.00	50000	31269.00	38
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	4166	.00	0	37494	18731.00	50	.00	50000	31269.00	38

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			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	1000	.00	0	9000	10000.00	111	.00	12000	2000.00	83
	50	** Property	1000	.00	0	9000	10000.00	111	.00	12000	2000.00	83
601	**	** Library	1000	.00	0	9000	10000.00	111	.00	12000	2000.00	83
60	**	** Culture/Recreation	1000	.00	0	9000	10000.00	111	.00	12000	2000.00	83
DIV	6010	TOTAL ***** Information Technology	1000	.00	0	9000	10000.00	111	.00	12000	2000.00	83

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	2250	9499.00	422	20250	9499.00	47	.00	27000	17501.00	35
	50 55	Other Capital Outlay	1250	.00	0	11250	.00	0	.00	15000	15000.00	0
	50 **	Property	3500	9499.00	271	31500	9499.00	30	.00	42000	32501.00	23
601 ** **		Library	3500	9499.00	271	31500	9499.00	30	.00	42000	32501.00	23
60 ** **		Culture/Recreation	3500	9499.00	271	31500	9499.00	30	.00	42000	32501.00	23
DIV 6020		TOTAL ***** Facilities	3500	9499.00	271	31500	9499.00	30	.00	42000	32501.00	23
DEPT 60		TOTAL ***** Executive Office	15332	9499.00	62	137988	38230.00	28	.00	184000	145770.00	21

FUND 491 Capital Projects-Library			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	3750	.00	0	33750	.00	0	.00	45000	45000.00	0
	50 55	Other Capital Outlay	59500	29790.00	50	535500	86632.72	16	.00	714000	627367.28	12
	50 **	Property	63250	29790.00	47	569250	86632.72	15	.00	759000	672367.28	11
601 ** **		Library	63250	29790.00	47	569250	86632.72	15	.00	759000	672367.28	11
60 ** **		Culture/Recreation	63250	29790.00	47	569250	86632.72	15	.00	759000	672367.28	11
DIV 6480		TOTAL *****										
		Belmont Makerspace	63250	29790.00	47	569250	86632.72	15	.00	759000	672367.28	11
DEPT 64		TOTAL *****										
		User Services	63250	29790.00	47	569250	86632.72	15	.00	759000	672367.28	11
FUND 491		TOTAL *****										
		Capital Projects-Library	78582	39289.00	50	707238	124862.72	18	.00	943000	818137.28	13
GRAND		TOTAL *****	78582	39289.00	50	707238	124862.72	18	.00	943000	818137.28	13

October 20, 2020

(Action Item 6)

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

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$320,593.27
491	Capital Projects Fund - Library	\$39,289.00
Total Disbursements		<u>\$359,882.27</u>
Payrolls Paid		
9/11/2020		\$290,861.32
9/25/2020		\$279,202.23
		<u>\$570,063.55</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
9/30/2020	Group Insurance	\$108,928.33
9/30/2020	IMRF	68,058.61
9/30/2020	Social Security	34,452.37
9/30/2020	Medicare	8,057.38
		<u>\$219,496.69</u>
Total Disbursed		<u><u>\$1,149,442.51</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80795	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	CASHBACK REBATE	130.89-	130.89-
80837	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED SEPTEMBER FSA DEP SEPTEMBER	3,265.06 769.24	4,034.30
80875	MORNINGSTAR INC	291-0000-140.05-00	PREPAID MORNINGSTAR ELECT	9,639.67	9,639.67
80879	NEWSBANK	291-0000-140.05-00	PREPAID NEWSBANK ELECTR R	29,692.00	29,692.00
80900	SCHOLASTIC LIBRARY	291-0000-140.05-00	PREPAID SCHOLASTIC BOOKFL	5,909.33	5,909.33
***** DIVISION TOTAL ****					49,144.41
***** DEPARTMENT TOTAL **					49,144.41

DEPARTMENT: 60 Executive Office

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
80787	AMAZON.COM CREDIT	291-6001-601.30-05	OFFICE SUPPLIES	6.20	
		291-6001-601.30-05	PLANNER	15.99	
		291-6001-601.30-05	FILE FOLDER	10.99	
		291-6001-601.40-96	DISPOSABLE MASKS	79.95	
		291-6001-601.22-05	POSTAGE SEALING SOLUTION	19.95	133.08
80793	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-05	POSTAGE	47.55	47.55
80795	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	ILA CONF - M DRISKELL	100.00	
		291-6001-601.22-70	EMERGENCY TEXTING SERVICE	4.95	
		291-6001-601.22-70	EMERGENCY TEXTING SERVICE	74.99	
		291-6001-601.22-70	EMERGENCY TEXTING SERVICE	5.99	
		291-6001-601.22-70	EMERGENCY TEXTING SERVICE	14.00	
		291-6001-601.22-03	ALSC CONF - K BAILEY	50.00	
		291-6001-601.22-03	ALSC CONF -PAPANASTASSIOU	50.00	
		291-6001-601.50-15	AUTOMATIC STANDING DESKS	1,050.30	1,350.23
80823	FINER LINE	291-6001-601.30-05	NAME BADGES	1,460.89	1,460.89
80831	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	OFFICE SUPPLIES	52.53	52.53
80837	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES SEPTEMBER	180.50	180.50
80840	ILA CONFERENCE	291-6001-601.22-03	ILA CONF - KOCH E	100.00	
		291-6001-601.22-03	ILA CONF - MORAVEC J	100.00	
		291-6001-601.22-03	ILA CONF - EKL D	100.00	
		291-6001-601.22-03	ILA CONF - LOWERY A	100.00	
		291-6001-601.22-03	ILA CONF - OLICHWIER D	100.00	
		291-6001-601.22-03	ILA CONF - POWERS B	100.00	
		291-6001-601.22-03	ILA CONF - DUNCAN J	100.00	
		291-6001-601.22-03	ILA CONF - LUDEMANN E	100.00	
		291-6001-601.22-03	ILA CONF - HAMANN C	125.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	ILA CONF - SZYMANEK M	175.00	1,100.00
80841	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES - ZYCK G	75.00	
		291-6001-601.22-02	ILA DUES - RUHL A	75.00	150.00
80847	INNOVATIVE USERS GROUP	291-6001-601.22-02	IUG DUES - ID#10	110.00	110.00
80848	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	#1140 DESK CHAIRS	2,176.64	2,176.64
80859	LIBRARY JOURNALS LLC	291-6001-601.22-03	CULTURAL COMPETENCY 9/29	2,940.00	2,940.00
80863	LUDEMANN, ELIZABETH	291-6001-601.22-03	79474 (11/19/19) REPLACEMENT	275.94	275.94
80889	QUADIENT FINANCE USA, INC.	291-6001-601.22-05	7900044080283512 INK	194.91	194.91
80914	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 11/26-12/25/19	375.12	
		291-6001-601.22-70	TELEPHONE 8/26-9/25	354.02	729.14
80917	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	37.95	37.95
80920	WOW BUSINESS	291-6001-601.22-70	TELEPHONE 9/13-10/12	722.68	722.68
80922	YALSA	291-6001-601.22-03	YALSA CONF REG FECHIK	88.00	88.00
***** DIVISION TOTAL ****					11,750.04

COMMUNICATIONS AND MARKETING

80787	AMAZON.COM CREDIT	291-6002-601.30-05	TAPE	12.19	12.19
80791	ARGO TRANSLATION	291-6002-601.21-65	TRANSLATION CARD F/PURCHA	100.00	100.00
80795	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK ADVERTISING	30.14	
		291-6002-601.22-10	INCLUSION STICKERS	629.00	
		291-6002-601.22-10	BUSINESS CARDS	87.59	
		291-6002-601.30-05	FONTS	161.80	
		291-6002-601.30-05	COROPLAST SHEETS	119.90	1,028.43
80812	COLORWAVE GRAPHICS LLC	291-6002-601.22-10	HALLOWEEN TRYPTICH	972.50	972.50
80862	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	420.13	
		291-6002-601.30-05	PAPER	151.50	571.63
80882	PAULSON PRESS, INC	291-6002-601.22-10	AHML NEWSLETTER OCTOBER	9,954.00	9,954.00
80899	SCHLESINGER MACHINERY INC	291-6002-601.21-02	CUTTER BLADE SHARPENING	440.00	440.00
80903	SIGNS BY TOMORROW	291-6002-601.22-10	STORYWALK SIGNS	581.00	
		291-6002-601.22-10	VARIOUS OUTDOOR SIGNS	211.50	792.50

HUMAN RESOURCES

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80787	AMAZON.COM CREDIT	291-6003-601.40-70	VOL RECOGNITION BAGS	17.98	17.98
80809	CAREERBUILDER EMPLOYMENT SCREENING	291-6003-601.21-65	EMPLOYMENT&VOL SCREENING	395.35	395.35
80825	FLOWER STUDIO INC	291-6003-601.40-70	VASED ARRANGEMENTS	85.00	185.00
		291-6003-601.40-70	VASED ARRANGEMENTS	100.00	
80860	LIBRARYWORKS INC	291-6003-601.22-03	WORKING WITH YOU TEENS	25.00	25.00
***** DIVISION TOTAL ****					623.33

GIFTS AND GRANTS

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 04			
80787	AMAZON.COM CREDIT	291-6004-601.50-15	MAKERSPACE SCANNER	743.34	755.33
		291-6004-601.32-02	STORYTIME KITS	11.99	
80788	AMBIUS (19)	291-6004-601.21-65	MAINTEN SERVS SEPTEMBER	236.97	473.94
		291-6004-601.21-65	REG SERVS OCTOBER	236.97	
80793	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	PROGRAM EVENTS	11.00	11.00
80795	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.50-15	VINYL CUTTERS-MAKERSPACE	699.12	1,048.68
		291-6004-601.50-15	IPAD FOR MAKERSPACE	349.56	
80803	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB, 10/29	350.00	350.00
80819	DISCOUNT SCHOOL SUPPLY	291-6004-601.32-02	STORYTIME KITS	32.92	32.92
80833	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB, 10/29	350.00	350.00
80861	LINDA Z'S SEWING CENTER	291-6004-601.50-15	SEWING MACHINES	4,149.00	4,149.00
80874	MORAVEC, RON	291-6004-601.31-85	BUTTERFLY GARDEN	51.98	51.98
80892	R.I.C.ELECTRIC	291-6004-601.50-15	INSTALL FRONT LIGHT FIXTU	887.00	887.00
***** DIVISION TOTAL ****					8,109.85

FINANCE

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 08			
80781	ACCURATE DOCUMENT DESTRUCTION INC	291-6008-601.21-65	SHREDDING SERVICES 9/8	175.20	175.20
***** DIVISION TOTAL ****					175.20

INFORMATION TECHNOLOGY

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 10			
80787	AMAZON.COM CREDIT	291-6010-601.30-05	ZIP TIES	5.99	535.62
		291-6010-601.30-30	TONER	535.62	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.30-30	TONER	341.78	
		291-6010-601.31-85	SPEAKER FOR KIDS WORLD	79.90	
		291-6010-601.31-85	THUNDERBOLT CABLE	37.99	
		291-6010-601.31-85	DOCKING HUB FOR MACBOOK	117.98	
		291-6010-601.31-85	ESL OFFICE SUPPLIES	32.99	
		291-6010-601.50-12	CIRC WEBCAM AND HEADSETS	251.92	
		291-6010-601.50-12	EXTERNAL DRIVE RETURN	349.99-	
		291-6010-601.31-85	HEADSET FOR ESL	32.99	
		291-6010-601.30-30	TONER	359.78	
		291-6010-601.30-30	TONER	339.76	
		291-6010-601.30-30	TONER	179.89	
		291-6010-601.31-85	WEBCAMS	169.95	
		291-6010-601.31-85	HEADSET	32.99	
		291-6010-601.31-85	HEADSET ADAPTERS	17.72	
		291-6010-601.31-85	MOUSE AND WEBCAM COVER	53.38	2,240.64
80795	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ZOOM SUBSCRIPTION	429.90	
		291-6010-601.20-05	AHWIKI.ORG DOMAIN RENEWAL	42.34	
		291-6010-601.20-05	SSL CERT MAIL.AHML.INFO	199.99	
		291-6010-601.20-05	PAYFLOW PRO SUBSCRIPTION	54.10	
		291-6010-601.22-42	PUBLIC INTERNET SERVICE	343.35	
		291-6010-601.30-30	THERMAL TRANSFER PAPER	37.60	
		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 LICENSES	4.50	
		291-6010-601.30-32	OFFICE 365 LICENSES	1.50	
		291-6010-601.30-32	OFFICE 365 LICENSES	239.20	
		291-6010-601.30-32	PANIC BUTTON TXT MESSAGES	50.00	
		291-6010-601.30-32	KINDLE UNLIMITED SUBSCRIP	9.99	
		291-6010-601.30-32	TRELLO MONTHLY SUBSCRIPT	35.00	
		291-6010-601.30-32	AMAZON FREETIME SUBSCRIPT	4.99	
		291-6010-601.30-32	WEB FONTS SUBSCRIPTION	163.90	
		291-6010-601.30-32	G-SUITE MONTHLY SUBSCRIPT	35.91	
		291-6010-601.30-32	SPOTIFY MONTHLY SUBSCRIPT	14.99	
		291-6010-601.30-32	HOLD NOTIFS TEXT MESSAGES	20.00	
		291-6010-601.30-32	AMAZON MUSIC SUBSCRIPTION	9.99	
		291-6010-601.30-32	RIDDLE.COM MONTHLY SUBSCR	49.00	
		291-6010-601.31-85	BATTERY-DELL RAID CONTROL	88.00	
		291-6010-601.31-85	FLIC 2 HUB AND BUTTONS	159.99	
		291-6010-601.31-85	NINTENDO SWITCH ADAPTER	59.88	
		291-6010-601.30-30	3D PRINTER FILAMENT	329.89	
		291-6010-601.30-32	ZOOM SUBSCRIPTION REFUND	14.49-	
		291-6010-601.30-32	ZOOM SUBSCRIPTION REFUND	14.49-	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	14.99	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	14.99	2,562.00
80796	AT&T MOBILITY	291-6010-601.22-42	INTERNET ACCESS 7/28-8/27	138.69	
		291-6010-601.22-42	INTERNET ACCESS 8/28-9/27	138.69	277.38
80804	BEST BUY BUSINESS ADVANTAGE	291-6010-601.31-85	CHROMEBOOKS F/STAFF USE	249.00	
		291-6010-601.31-85	CHROMEBOOKS F/STAFF USE	498.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					747.00
80813	COMCAST	291-6010-601.22-42	BUSINESS CABLE OCTOBER	21.02	21.02
80843	IMAGE SYSTEMS & BUSINESS SOLUTIONS	291-6010-601.21-02	EQUIPMENT MAINTEN	610.60	610.60
80844	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	449.49	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	379.40	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	366.19	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	299.62	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	155.37	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	EQUIPMENT MAINTEN	4.98	
		291-6010-601.21-02	EQUIPMENT MAINTEN	1,246.85	2,921.40
80873	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	IPADS FOR KIDS WORLD	5,097.92	
		291-6010-601.30-32	BARRACUDA F280 FIREWALL	495.00	
		291-6010-601.21-02	BARRACUDA F280 FIREWALL	495.00	
		291-6010-601.32-32	BARRACUDA ESSENTIALS EMAI	3,137.00	9,224.92
80883	PDQ.COM CORPORATION	291-6010-601.30-32	PDQ ANNUAL SUBSCRIPTION	900.00	900.00
80920	WOW BUSINESS	291-6010-601.22-42	INTERNET ACCESS9/19-10/18	125.98	
		291-6010-601.22-42	INTERNET 9/13-10/12	1,587.13	1,713.11
***** DIVISION TOTAL ****					21,218.07

FACILITIES

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 20			
80782	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	TRASH DISPOSAL 8/1-9/30	126.43	
		291-6020-601.21-11	TRASH DISPOSAL 10/1-10/31	375.95	502.38
80785	ALTORFER INDUSTRIES INC	291-6020-601.21-02	EQUIPMENT MAINTEN	977.00	977.00
80787	AMAZON.COM CREDIT	291-6020-601.21-11	TOUCHLESS HAND SANITIZER	174.56	
		291-6020-601.21-11	TOUCHLESS HAND SANITIZER	174.56	
		291-6020-601.21-11	SANITIZER STANDS	158.00	
		291-6020-601.21-11	JANITORIAL SUPPLIES	96.95	
		291-6020-601.21-11	JANITORIAL SUPPLIES RTN	96.95-	507.12
80789	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVS SEPTEMBER	89.00	
		291-6020-601.21-11	REGULAR SERVS OCTOBER	89.00	178.00
80790	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS SEPTEMBER	200.00	200.00
80792	ARLINGTON HEIGHTS FORD	291-6020-601.21-07	FORD CHECK UP 9/8	38.87	38.87
80795	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-07	METAL STAIR COVERS-BKM	550.00	
		291-6020-601.21-11	BACKPACK VACUUM	409.84	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	20.42	980.26
80797	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	927.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					927.00
80814	COMED	291-6020-601.30-51	HEATING 8/6-9/4	1.64	
		291-6020-601.30-51	HEATING 8/6-9/4	25.75	
		291-6020-601.30-51	HEATING 9/4-10/6	53.58	
		291-6020-601.30-51	HEATING 9/4-10/6	1.64	82.61
80824	FIRST POINT MECHANICAL SERVICES	491-6020-601.50-15	LIEBERT EVAPORATOR UNIT	9,499.00	9,499.00
80830	GARDEN GUY, INC.	291-6020-601.21-11	EXTRA LANDSCAPE ITEMS	1,170.00	
		291-6020-601.21-11	LANDSCAPING SEPT AHML	600.00	1,770.00
80835	GRAINGER INC,W W	291-6020-601.21-11	MAINTEN SUPPLIES	49.32	
		291-6020-601.21-07	VAN BACKUP ALARM	25.79	75.11
80838	IGS	291-6020-601.30-51	NATURAL GAS AUGUST	2,017.44	2,017.44
80851	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6020-601.21-02	FIRE ALARM MONITORING	261.23	261.23
80866	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS OCTOBER	4,599.00	4,599.00
80869	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTENANCE	188.33	
		291-6020-601.21-11	BLDG MAINTENANCE	100.34	288.67
80870	MIDCO INC	291-6020-601.21-11	CAMERA SERVS 9/17	520.00	520.00
80871	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERVS AUGUST	60.00	
		291-6020-601.21-11	RECYCLING SERVS SEPTEMBER	60.00	120.00
80878	NATIONWIDE POWER SOLUTIONS	291-6020-601.21-02	UPS SERVICE CONTRACT	3,444.00	3,444.00
80880	NICOR GAS	291-6020-601.30-51	NATURAL GAS AUGUST	886.37	
		291-6020-601.30-51	NATURAL GAS AUGUST	164.83	1,051.20
80901	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	9.48	
		291-6020-601.21-11	BLDG MAINTENANCE	7.99	
		291-6020-601.21-11	BLDG MAINTENANCE	24.76	
		291-6020-601.21-11	BLDG MAINTENANCE	19.76	
		291-6020-601.21-11	BLDG MAINTENANCE	24.54	
		291-6020-601.21-11	BLDG MAINTENANCE	63.92	150.45
80905	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVS SEPT AHML	959.18	
		291-6020-601.21-11	REG SERVS OCTOBER AHML	959.18	1,918.36
80906	STAPLES	291-6020-601.31-45	JANITORIAL SUPPLIES	47.79	47.79
80915	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - AUGUST	154.85	
		291-6020-601.21-60	WATER/SEWER 7/1-9/3	82.86	
		291-6020-601.21-60	WATER/SEWER 6/25-9/2	6,990.08	7,227.79
80917	WAREHOUSE DIRECT	291-6020-601.21-11	BLDG MAINTENANCE	939.80	939.80
80924	1000BULBS.COM	291-6020-601.21-11	MAINTENANCE SUPPLIES	99.26	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					99.26
***** DIVISION TOTAL ****					38,422.34
***** DEPARTMENT TOTAL **					94,170.08

YOUTH SERVICES

DEPARTMENT:	64	User Services	DIVISION:	01		
80787	AMAZON.COM CREDIT		291-6401-601.32-02	BOOK FOR PROGRAM	28.60	
			291-6401-601.32-02	VOLUNTEER PROJECT SPLS	159.96	
			291-6401-601.32-02	VOLUNTEER PROJECT SPLS	25.44	
			291-6401-601.32-02	BOOKS N BITES SUPPLIES	12.23	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	27.54	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	12.00	
			291-6401-601.32-01	DIY KIT SUPPLIES	7.98	
			291-6401-601.32-01	DIY KIT SUPPLIES	136.94	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	6.99	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	122.71	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	69.04	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	70.08	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	3.69	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	24.98	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	50.00	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	6.88	
			291-6401-601.32-02	FOAM WINDSCREN COVERS	15.98	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	12.99	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	141.10	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	27.96	
			291-6401-601.30-05	OFFICE SUPPLIES	29.00	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	222.25	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	121.32	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	33.96	
			291-6401-601.32-01	ACTIVITY KIT SUPPLIES	14.73	
			291-6401-601.32-02	DESSERT BOOKS N MORE SPLS	8.99	
			291-6401-601.32-90	TEEN BOOK BOX PRIZES	112.61	
			291-6401-601.32-02	HALLOWEEN PROJECT	16.98	
			291-6401-601.32-02	PARENTS TURN SUPPLIES	71.98	
			291-6401-601.32-02	PARENTS TURN SUPPLIES	8.47	
			291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	8.22	
			291-6401-601.30-05	LABELS	27.86	
			291-6401-601.32-02	STORYWALK BOOK	31.56	
			291-6401-601.32-02	3DOODLER PROGRAM	17.80	
			291-6401-601.32-02	HALLOWEEN FUN PROGRAM	43.26	
			291-6401-601.32-02	HALLOWEEN FUN PROGRAM	29.97	
			291-6401-601.32-02	HALLOWEEN FUN PROGRAM	30.82	
			291-6401-601.32-02	HALLOWEEN FUN PROGRAM	27.96	
			291-6401-601.32-01	TWEEN ACTIVITY KITS	11.58	
			291-6401-601.32-02	PARENTS TURN PROGRAM	17.99	
			291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	33.90	1,884.30
80793	ARLINGTON HTS MEMORIAL LIBRARY		291-6401-601.22-03	TRAVEL/TRAINING - R KING	8.06	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.22-03	TRAVEL/TRAINING - MCGUIRE	21.63	
		291-6401-601.22-03	TRAVEL/TRAINING - MCGUIRE	22.68	
		291-6401-601.32-01	PROGRAM SUPPLIES	26.86	
		291-6401-601.32-02	PROGRAM EVENTS	27.92	107.15
80795	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-01	ACTIVITY KIT SUPPLIES	29.27	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	16.96	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	31.84	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	47.74	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	13.42	
		291-6401-601.32-02	PARENTS' TURN SUPPLIES	45.12	
		291-6401-601.32-02	PARENTS' TURN SUPPLIES	7.78	
		291-6401-601.32-02	PARENTS' TURN SUPPLIES	7.78	
		291-6401-601.32-02	PARENTS' TURN SUPPLIES	19.96	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	20.29	
		291-6401-601.32-02	STORY WALK SIGNS	800.79	
		291-6401-601.32-02	STORY WALK BOOK	35.98	1,076.93
80820	DOWNING, TODD	291-6401-601.22-18	TALL TALES & SILLY SONGS	300.00	300.00
80827	FUN EXPRESS LLC	291-6401-601.32-02	HALLOWEEN FUN PROGRAM	110.07	110.07
80841	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - FECHIK M	25.00	25.00
80855	KOCH, EMILY A	291-6401-601.22-03	80396 (6/16) REPLACEMENT	34.16	34.16
80860	LIBRARYWORKS INC	291-6401-601.22-03	WORKING WITH YOU TEENS	75.00	75.00
80881	OFFICE DEPOT BUSINESS ACCOUNT	291-6401-601.30-05	COMPUTER SCREEN LASER	60.36	60.36
80904	SON, ALICE	291-6401-601.32-02	TEEN TASTE TEST, OCTOBER	77.40	77.40
80906	STAPLES	291-6401-601.32-02	PROGRAM EVENTS	11.99	11.99
80909	TODAY'S CLASSROOM	291-6401-601.32-02	MOBILE DEMONSTRATION CENT	32.89	32.89
80916	VRABLIK, LISA	291-6401-601.22-18	MINICRAFT MANIA, 11/7	200.00	200.00
80917	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	221.61	221.61
***** DIVISION TOTAL *****					4,216.86

INFO SERVICES

DEPARTMENT: 64	User Services	DIVISION: 10			
80783	ALA MEMBERSHIP	291-6410-601.22-02	ALA DUES - DUNCAN J	295.00	
		291-6410-601.22-02	ALA DUES - LUDEMANN E	295.00	590.00
80787	AMAZON.COM CREDIT	291-6410-601.30-05	OFFICE SUPPLIES	6.98	
		291-6410-601.30-05	OFFICE SUPPLIES	30.30	
		291-6410-601.30-05	OFFICE SUPPLIES	15.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6410-601.32-01	CLOTHESLINE SUPPLIES	22.80	76.07
80793	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.32-01	PROGRAM SUPPLIES	40.00	40.00
80795	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.32-90	FABRIC BINS FOR MICROFILM	23.59	23.59
80802	BENNETT, BRUCE	291-6410-601.22-18	RESUME REVIEW 9/2	30.00	30.00
80841	ILA MEMBERSHIP	291-6410-601.22-02	ILA DUES - LUDEMANN E	150.00	150.00
80917	WAREHOUSE DIRECT	291-6410-601.30-05	OFFICE SUPPLIES	167.47	167.47
***** DIVISION TOTAL *****					1,077.13

CIRCULATION

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
80780	ABLE CARD LLC	291-6420-601.32-90	ADULT LIBRARY CARDS	1,226.50	
		291-6420-601.32-90	VETERAN LIBRARY CARDS	743.35	1,969.85
80787	AMAZON.COM CREDIT	291-6420-601.30-05	REPLACEMENT HEPA FILTER	44.99	
		291-6420-601.30-05	ESL OFFICE SUPPLIES	14.85	
		291-6420-601.30-05	OFFICE SUPPLIES	26.65	
		291-6420-601.32-01	ESL PACKET SUPPLIES	39.98	
		291-6420-601.32-90	FILTER FOR QUARANTINE BKS	34.18	160.65
80793	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	CIRCULATION SUPPLIES	43.92	
		291-6420-601.32-90	CIRCULATION SUPPLIES	43.92	87.84
80795	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.30-05	APPLE MOUSE TAX REFUND	6.19-	
		291-6420-601.30-05	APPLE MOUSE	105.19	
		291-6420-601.32-90	FILTER-QUARANTINED BOOKS	106.24	205.24
80860	LIBRARYWORKS INC	291-6420-601.22-03	WORKING WITH YOU TEENS	100.00	100.00
80907	SWAN	291-6420-601.21-65	RAILS REIMBURSEMENT	40.04	40.04
80917	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	13.80	13.80
***** DIVISION TOTAL *****					2,577.42

SENIOR AND ACCESSIBLE SERVICES

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 30			
80787	AMAZON.COM CREDIT	291-6430-601.32-01	SUNCATCHER PROJECT SPLS	25.76	
		291-6430-601.32-01	SUNCATCHER PROJECT SPLS	89.70	115.46
80793	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.22-03	TRAVEL/TRAINING - R WITT	3.22	3.22
80868	MCNULTY, ALAYNE	291-6430-601.22-18	CREATIVE AGING: ART OCTOB	490.00	490.00
80876	MUELLER, ROBERT	291-6430-601.22-18	SPY VS. SPY ZOOM, 10/23	150.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					150.00
80890	QUILL LLC	291-6430-601.32-01	SUNCATCHER - INCLUSION	13.65-	
		291-6430-601.32-01	SUNCATCHER - INCLUSION	13.65	
		291-6430-601.32-01	SUNCATCHER - INCLUSION	163.80	163.80
***** DIVISION TOTAL ****					922.48

PROGRAMS AND EXHIBITS

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
80783	ALA MEMBERSHIP	291-6440-601.22-02	ALA DUES - YOUNG M	73.00	
		291-6440-601.22-02	ALA DUES - CZAJKA J	305.00	378.00
80784	ALESSIO,AMY	291-6440-601.22-18	OBOV: COLD ERA DELIGHTS	75.00	75.00
80786	ALVES,LYNEE	291-6440-601.22-18	RESUME REINVENTION MASTER	100.00	100.00
80787	AMAZON.COM CREDIT	291-6440-601.32-02	TOTAL ECLIPSE SUPPLIES	51.08	
		291-6440-601.32-02	OBOV GIVEAWAY	35.91	
		291-6440-601.32-02	ADULT CRAFT KITS	25.18	
		291-6440-601.32-01	SCHITTS CREEK PRIZES	4.99	
		291-6440-601.32-01	SCHITTS CREEK PRIZES	17.90	
		291-6440-601.32-02	CRAFT KIT SUPPLIES	10.99	
		291-6440-601.32-02	CRAFT KIT SUPPLIES	19.74	
		291-6440-601.32-02	CRAFT KIT SUPPLIES	139.27	
		291-6440-601.32-02	CRAFT KIT SUPPLIES	79.45	384.51
80795	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	CRAFT KIT SUPPLIES	71.56	
		291-6440-601.32-02	CRAFT KIT SUPPLIES	97.92	
		291-6440-601.32-02	CRAFT KIT SUPPLIES	98.99	268.47
80817	DEFOYD,KATHERINE	291-6440-601.22-18	MAXIMIZE FUNDRAISING AT	125.00	125.00
80819	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	CRAFT SUPPLIES	175.08	
		291-6440-601.32-02	CRAFT SUPPLIES	114.80	289.88
80828	GAIL BORDEN PUBLIC LIBRARY DISTRICT	291-6440-601.22-18	JANE ADDAMS HULL HOUSE EX	500.00	500.00
80832	GEMEINHART,DAN	291-6440-601.22-18	AUTHOR:VIDEO+10Q&A,10/5-6	1,000.00	1,000.00
80850	JIM GIBBONS HISTORIC.PRESENTATIONS	291-6440-601.22-18	THE VIERNAM WAR, 11/8	275.00	275.00
80854	KNABB,JACOB S	291-6440-601.22-18	WRITER'S INK, 11/11	150.00	150.00
80857	LEVITT,KATHERINE	291-6440-601.22-18	OBOV: PIEROGI DEMO,10/27	300.00	300.00
80888	PRIEST,MATTHEW	291-6440-601.22-18	SPEAKING HONORARIUM FOR	50.00	50.00
80910	TTOWA	291-6440-601.22-18	SPEAKING HONORARIUM FOR	50.00	50.00
80919	WHITE,KIMBERLY	291-6440-601.22-18	BIOMIMICRY GARDEN CLUB,	100.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					100.00
80921	WYLLY, DAVID	291-6440-601.22-18	MEDICARE 101, 10/4	75.00	75.00
***** DIVISION TOTAL *****					4,120.86

DIGITAL SERVICES

DEPARTMENT:	64	User Services	DIVISION:	50		
80783	ALA MEMBERSHIP		291-6450-601.22-02	ALA DUES - BERGER G	295.00	
			291-6450-601.22-02	ALA DUES - OLICHWIER D	177.00	472.00
80787	AMAZON.COM CREDIT		291-6450-601.31-85	STUDIO PURCHASE	9.99	
			291-6450-601.30-05	OFFICE SUPPLIES	19.95	
			291-6450-601.32-90	POSTAGE REFUND	4.25-	
			291-6450-601.30-05	OFFICE SUPPLIES	21.45	
			291-6450-601.30-05	DIVIDER CARDS	22.99	
			291-6450-601.30-07	EAR BUDS	36.00	
			291-6450-601.31-85	SHELVING	119.99	
			291-6450-601.32-90	HAND SANITIZER	51.90	278.02
80821	EBS CO INFORMATION SERVICES		291-6450-601.32-78	AUTO REPAIR SOURCE	2,500.00	2,500.00
80834	GLOBAL EQUIPMENT COMPANY INC		291-6450-601.32-90	KEYBOARD COVERS	75.90	75.90
80858	LEXISNEXIS		291-6450-601.32-78	4252YDP5X ELECTR RESOURCE	2,586.00	2,586.00
80875	MORNINGSTAR INC		291-6450-601.32-78	MORNINGSTAR ELECTR RESOR	876.33	876.33
80893	RAILS		291-6450-601.32-78	GALE VIRTUAL REFERENCE LI	82.50	82.50
80900	SCHOLASTIC LIBRARY		291-6450-601.32-78	BOOKFLIX GOLD RENEWAL	2,954.67	2,954.67
***** DIVISION TOTAL *****						9,825.42

COLLECTION SERVICES

DEPARTMENT:	64	User Services	DIVISION:	70		
80787	AMAZON.COM CREDIT		291-6470-601.32-75	AV MATERIALS	21.99	
			291-6470-601.32-75	AV MATERIALS	12.99	
			291-6470-601.32-75	AV MATERIALS	7.83	
			291-6470-601.32-75	AV MATERIALS	13.96	
			291-6470-601.32-75	AV MATERIALS	17.50	
			291-6470-601.32-75	AV MATERIALS	34.70	
			291-6470-601.32-75	AV MATERIALS	22.73	
			291-6470-601.32-75	AV MATERIALS	11.29	
			291-6470-601.32-75	AV MATERIALS	25.92	
			291-6470-601.32-75	AV MATERIALS	12.49	
			291-6470-601.32-75	AV MATERIALS	39.99	
			291-6470-601.32-75	AV MATERIALS	18.99	
			291-6470-601.32-75	AV MATERIALS	14.96	
			291-6470-601.32-75	AV MATERIALS	44.46	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	46.09	
		291-6470-601.32-75	AV MATERIALS	26.22	
		291-6470-601.32-75	AV MATERIALS	71.92	
		291-6470-601.32-75	AV MATERIALS	39.68	
		291-6470-601.32-75	AV MATERIALS	113.86	
		291-6470-601.32-75	AV MATERIALS	34.26	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	17.78	
		291-6470-601.32-75	AV MATERIALS	80.73	
		291-6470-601.32-75	AV MATERIALS	33.75	
		291-6470-601.32-75	AV MATERIALS	36.41	
		291-6470-601.32-75	AV MATERIALS	15.67	
		291-6470-601.32-75	AV MATERIALS	7.99	
		291-6470-601.32-75	AV MATERIALS	13.67	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	28.80	
		291-6470-601.32-75	AV MATERIALS	26.92	
		291-6470-601.32-75	AV MATERIALS	22.68	
		291-6470-601.32-75	AV MATERIALS	19.59	
		291-6470-601.32-75	AV MATERIALS	8.71	
		291-6470-601.32-75	AV MATERIALS	14.51	
		291-6470-601.32-75	AV MATERIALS	32.51	
		291-6470-601.32-75	AV MATERIALS	19.62	
		291-6470-601.32-75	AV MATERIALS	79.98	
		291-6470-601.32-75	AV MATERIALS	17.96	
		291-6470-601.32-75	AV MATERIALS	149.97	
		291-6470-601.32-75	AV MATERIALS	50.48	
		291-6470-601.32-75	AV MATERIALS	26.41	
		291-6470-601.32-75	AV MATERIALS	17.69-	
		291-6470-601.32-75	AV MATERIALS	359.94	
		291-6470-601.32-75	AV MATERIALS	74.97	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	22.75	
		291-6470-601.32-75	AV MATERIALS	199.76	
		291-6470-601.32-75	AV MATERIALS	51.96	
		291-6470-601.32-75	AV MATERIALS	24.96	
		291-6470-601.32-75	AV MATERIALS	149.98	
		291-6470-601.32-75	AV MATERIALS	149.97	
		291-6470-601.32-75	AV MATERIALS	19.58	
		291-6470-601.32-75	AV MATERIALS	10.77	
		291-6470-601.32-75	AV MATERIALS	14.96	
		291-6470-601.32-75	AV MATERIALS	38.95	
		291-6470-601.32-75	AV MATERIALS	51.29	
		291-6470-601.32-80	BOOKS	167.27	
		291-6470-601.32-80	BOOKS	35.93	
		291-6470-601.32-80	BOOKS	96.18	
		291-6470-601.32-80	BOOKS	26.00	
		291-6470-601.32-80	BOOKS	21.84	
		291-6470-601.32-80	BOOKS	229.73	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	25.78	
		291-6470-601.32-80	BOOKS	10.45	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	23.98	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	22.88	
		291-6470-601.32-80	BOOKS	11.00	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	29.99	
		291-6470-601.32-80	BOOKS	27.00	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	59.98	
		291-6470-601.32-80	BOOKS	21.61	
		291-6470-601.32-80	BOOKS	35.60	
		291-6470-601.32-80	BOOKS	49.50	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	15.39	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.30-05	OFFICE SUPPLIES	37.26	
		291-6470-601.32-05	PROCESSING SUPPLIES	16.98	
		291-6470-601.32-80	BOOKS	13.23	
		291-6470-601.32-80	BOOKS	21.44	
		291-6470-601.32-80	BOOKS	16.63	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	16.10	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	13.46	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	21.99	
		291-6470-601.32-80	BOOKS	62.38	
		291-6470-601.32-80	BOOKS	18.00	
		291-6470-601.32-80	BOOKS	31.98	
		291-6470-601.32-80	BOOKS	10.78	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	17.09	
		291-6470-601.32-80	BOOKS	17.80	
		291-6470-601.32-80	BOOKS	21.10	
		291-6470-601.32-80	BOOKS	24.00	
		291-6470-601.32-80	BOOKS	53.96	
		291-6470-601.32-80	BOOKS	16.63-	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	21.98	
		291-6470-601.32-80	BOOKS	20.65	
		291-6470-601.32-80	BOOKS	13.79	
		291-6470-601.32-80	BOOKS	13.79	
		291-6470-601.32-80	BOOKS	12.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	22.31	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	24.26	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	20.69	
		291-6470-601.32-80	BOOKS	19.98	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	270.12	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	10.79	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	12.25	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	14.71	
		291-6470-601.32-80	BOOKS	124.00	
		291-6470-601.32-75	AV MATERIALS	50.99	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	174.99	
		291-6470-601.32-75	AV MATERIALS	12.48	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	29.00	
		291-6470-601.32-75	AV MATERIALS	59.95	
		291-6470-601.32-75	AV MATERIALS	38.97	
		291-6470-601.32-75	AV MATERIALS	14.89	
		291-6470-601.32-75	AV MATERIALS	18.49	
		291-6470-601.32-75	AV MATERIALS	706.44	
		291-6470-601.32-75	AV MATERIALS	95.00	
		291-6470-601.32-75	AV MATERIALS	26.90	
		291-6470-601.32-75	AV MATERIALS	179.97	
		291-6470-601.32-75	AV MATERIALS	76.80	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	116.52	
		291-6470-601.32-75	AV MATERIALS	27.96	
		291-6470-601.32-75	AV MATERIALS	10.22	
		291-6470-601.32-75	AV MATERIALS	99.98	
		291-6470-601.32-75	AV MATERIALS	13.47	
		291-6470-601.32-75	AV MATERIALS	44.88	
		291-6470-601.32-75	AV MATERIALS	48.12	
		291-6470-601.32-75	AV MATERIALS	14.89	
		291-6470-601.32-75	AV MATERIALS	24.99	
		291-6470-601.32-75	AV MATERIALS	39.67	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	14.32	
		291-6470-601.32-75	AV MATERIALS	26.37	
		291-6470-601.32-75	AV MATERIALS	77.20	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	45.51	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	29.92	
		291-6470-601.32-75	AV MATERIALS	21.66	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	115.14	
		291-6470-601.32-75	AV MATERIALS	13.79	
		291-6470-601.32-75	AV MATERIALS	13.99	
		291-6470-601.32-75	AV MATERIALS	19.33	
		291-6470-601.32-75	AV MATERIALS	27.98	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	265.96	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	29.92	
		291-6470-601.32-75	AV MATERIALS	30.45	
		291-6470-601.32-75	AV MATERIALS	35.77	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	27.35	
		291-6470-601.32-75	AV MATERIALS	172.28	
		291-6470-601.32-75	AV MATERIALS	22.54	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	23.02	
		291-6470-601.32-75	AV MATERIALS	37.61	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-80	BOOKS	14.24	
		291-6470-601.32-80	BOOKS	13.98	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	16.77	
		291-6470-601.32-80	BOOKS	11.14	
		291-6470-601.32-95	PERIODICALS	9.99	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	23.91	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	17.97	
		291-6470-601.32-95	PERIODICALS	23.96	
		291-6470-601.32-95	PERIODICALS	8.58	
		291-6470-601.32-95	PERIODICALS	10.78	
		291-6470-601.32-95	PERIODICALS	29.19	
		291-6470-601.32-95	PERIODICALS	11.99	
		291-6470-601.32-95	PERIODICALS	9.00	
		291-6470-601.32-95	PERIODICALS	7.98	
		291-6470-601.32-95	PERIODICALS	10.48	
		291-6470-601.32-95	PERIODICALS	6.99	
		291-6470-601.32-95	PERIODICALS	23.98	
		291-6470-601.32-95	PERIODICALS	13.98	
		291-6470-601.32-95	PERIODICALS	22.94	
		291-6470-601.32-95	PERIODICALS	22.00	
		291-6470-601.32-95	PERIODICALS	21.48	
		291-6470-601.32-95	PERIODICALS	47.92	
		291-6470-601.32-95	PERIODICALS	10.48	
		291-6470-601.32-95	PERIODICALS	11.54	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	10.59	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	18.97	
		291-6470-601.32-95	PERIODICALS	10.23	
		291-6470-601.32-95	PERIODICALS	10.99	
		291-6470-601.30-05	TAPE	96.52	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	33.59	
		291-6470-601.32-75	AV MATERIALS	22.95	
		291-6470-601.32-75	AV MATERIALS	15.29	
		291-6470-601.32-75	AV MATERIALS	21.95	
		291-6470-601.32-75	AV MATERIALS	19.99-	
		291-6470-601.32-75	AV MATERIALS	33.90	
		291-6470-601.32-75	AV MATERIALS	.04-	
		291-6470-601.32-75	AV MATERIALS	30.15-	
		291-6470-601.32-75	AV MATERIALS	21.99	
		291-6470-601.32-75	AV MATERIALS	11.89	
		291-6470-601.32-75	AV MATERIALS	20.34	
		291-6470-601.32-75	AV MATERIALS	34.88	
		291-6470-601.32-75	AV MATERIALS	13.98	
		291-6470-601.32-75	AV MATERIALS	25.62	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-75	AV MATERIALS	54.69	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	658.00	
		291-6470-601.32-75	AV MATERIALS	18.00	
		291-6470-601.32-75	AV MATERIALS	159.52	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	41.98	
		291-6470-601.32-80	BOOKS	40.47	
		291-6470-601.32-80	BOOKS	16.19	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	22.49	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	15.71	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	29.99	
		291-6470-601.32-80	BOOKS	38.96	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	12.69	
		291-6470-601.32-80	BOOKS	20.69	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-75	AV MATERIALS	11.39	
		291-6470-601.32-80	BOOKS	25.98	
		291-6470-601.32-80	BOOKS	30.38	
		291-6470-601.32-80	BOOKS	16.97	
		291-6470-601.32-95	PERIODICALS	12.30	10,331.30
80793	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	2.23	2.23
80794	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MATERIALS	416.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	8.33	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-95	PERIODICALS	23.95	480.76
80795	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PROCESSING SUPPLIES	23.90	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		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	119.98	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	127.47	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	37.19	
		291-6470-601.32-75	AV MATERIALS	476.00	
		291-6470-601.32-75	AV MATERIALS	81.30	
		291-6470-601.32-75	AV MATERIALS	11.98	
		291-6470-601.32-75	AV MATERIALS	42.43	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	127.47	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-80	BOOKS	23.94	
		291-6470-601.32-80	BOOKS	32.99	
		291-6470-601.32-80	BOOKS	49.98	
		291-6470-601.32-95	PERIODICALS	91.79	
		291-6470-601.32-95	PERIODICALS	97.00	
		291-6470-601.32-95	PERIODICALS	49.00	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	240.00	
		291-6470-601.32-95	PERIODICALS	32.97	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	28.05	
		291-6470-601.32-95	PERIODICALS	13.68	
		291-6470-601.32-95	PERIODICALS	24.27	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	18.35	
		291-6470-601.32-95	PERIODICALS	21.00	1,993.58
80798	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	94.25	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.32-80	BOOKS	45.32	
		291-6470-601.32-80	BOOKS	80.67	
		291-6470-601.32-80	BOOKS	16.23	
		291-6470-601.32-80	BOOKS	111.72	
		291-6470-601.32-80	BOOKS	15.06	
		291-6470-601.32-80	BOOKS	15.89	
		291-6470-601.32-80	BOOKS	1.00	
		291-6470-601.22-85	PROC SERVS	34.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	28.80	
		291-6470-601.32-80	BOOKS	187.37	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.32-80	BOOKS	83.08	
		291-6470-601.32-80	BOOKS	373.45	
		291-6470-601.32-80	BOOKS	373.45	
		291-6470-601.32-80	BOOKS	62.43	
		291-6470-601.32-75	AV MTLs	175.99	
		291-6470-601.32-80	BOOKS	169.55	
		291-6470-601.22-85	PROC SERVS	43.65-	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	220.40	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	186.20	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	216.60	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	235.60	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	201.40	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	663.50	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.32-75	AV MTLs	29.29	
		291-6470-601.32-75	AV MTLs	19.34	
		291-6470-601.32-80	BOOKS	157.45	
		291-6470-601.32-80	BOOKS	7.16	
		291-6470-601.32-80	BOOKS	14.76	
		291-6470-601.32-80	BOOKS	30.66	
		291-6470-601.32-80	BOOKS	159.68	
		291-6470-601.32-80	BOOKS	905.57	
		291-6470-601.32-80	BOOKS	510.51	
		291-6470-601.32-80	BOOKS	600.81	
		291-6470-601.32-80	BOOKS	125.52	
		291-6470-601.32-80	BOOKS	328.08	
		291-6470-601.32-80	BOOKS	740.95	
		291-6470-601.32-80	BOOKS	294.09	
		291-6470-601.32-80	BOOKS	761.77	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	312.10	
		291-6470-601.32-80	BOOKS	225.83	
		291-6470-601.32-80	BOOKS	57.32	
		291-6470-601.32-80	BOOKS	31.80	
		291-6470-601.32-80	BOOKS	40.62	
		291-6470-601.32-80	BOOKS	512.07	
		291-6470-601.32-80	BOOKS	489.30	
		291-6470-601.32-80	BOOKS	109.05	
		291-6470-601.32-80	BOOKS	503.71	
		291-6470-601.32-80	BOOKS	112.59	
		291-6470-601.32-80	BOOKS	449.46	
		291-6470-601.32-80	BOOKS	245.10	
		291-6470-601.32-80	BOOKS	339.18	
		291-6470-601.32-80	BOOKS	682.38	
		291-6470-601.32-80	BOOKS	631.81	
		291-6470-601.32-80	BOOKS	735.43	
		291-6470-601.32-80	BOOKS	561.14	
		291-6470-601.32-80	BOOKS	21.52	
		291-6470-601.32-80	BOOKS	738.39	
		291-6470-601.32-80	BOOKS	178.92	
		291-6470-601.32-80	BOOKS	682.44	
		291-6470-601.32-80	BOOKS	330.67	
		291-6470-601.32-80	BOOKS	210.41	
		291-6470-601.32-80	BOOKS	51.71	
		291-6470-601.32-80	BOOKS	38.37	
		291-6470-601.32-80	BOOKS	80.24	
		291-6470-601.32-80	BOOKS	280.51	
		291-6470-601.32-80	BOOKS	26.98	
		291-6470-601.32-80	BOOKS	173.22	
		291-6470-601.32-80	BOOKS	261.59	
		291-6470-601.32-80	BOOKS	269.16	
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	197.60	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.32-80	BOOKS	525.01	
		291-6470-601.32-80	BOOKS	302.54	
		291-6470-601.32-80	BOOKS	719.33	
		291-6470-601.32-80	BOOKS	372.14	
		291-6470-601.32-80	BOOKS	616.26	
		291-6470-601.32-80	BOOKS	341.85	
		291-6470-601.32-80	BOOKS	486.51	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.32-80	BOOKS	1,080.57	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	10.11	
		291-6470-601.32-80	BOOKS	264.77	
		291-6470-601.32-80	BOOKS	437.59	
		291-6470-601.32-80	BOOKS	816.14	
		291-6470-601.32-80	BOOKS	412.94	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	197.60	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	186.20	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	243.20	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.32-80	BOOKS	137.11	
		291-6470-601.32-80	BOOKS	217.74	
		291-6470-601.32-80	BOOKS	1,022.05	
		291-6470-601.32-80	BOOKS	34.56	
		291-6470-601.32-80	BOOKS	30.47	
		291-6470-601.32-80	BOOKS	503.95	
		291-6470-601.32-80	BOOKS	650.25	
		291-6470-601.32-80	BOOKS	482.97	
		291-6470-601.32-80	BOOKS	225.09	
		291-6470-601.32-80	BOOKS	207.35	
		291-6470-601.32-80	BOOKS	674.19	
		291-6470-601.32-80	BOOKS	165.95	
		291-6470-601.32-80	BOOKS	313.04	
		291-6470-601.32-80	BOOKS	34.50	
		291-6470-601.32-80	BOOKS	426.35	
		291-6470-601.32-80	BOOKS	673.44	
		291-6470-601.32-80	BOOKS	283.97	
		291-6470-601.32-80	BOOKS	382.80	
		291-6470-601.32-80	BOOKS	515.93	
		291-6470-601.32-80	BOOKS	718.27	
		291-6470-601.32-80	BOOKS	303.06	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.32-80	BOOKS	106.24	
		291-6470-601.32-80	BOOKS	108.42	
		291-6470-601.32-80	BOOKS	31.64	
		291-6470-601.32-80	BOOKS	288.56	
		291-6470-601.22-85	PROCESSING SERVICES	155.80	
		291-6470-601.22-85	PROCESSING SERVICES	87.40	
		291-6470-601.22-85	PROCESSING SERVICES	101.10	
		291-6470-601.22-85	PROCESSING SERVICES	79.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROCESSING SERVICES	114.00	
		291-6470-601.22-85	PROCESSING SERVICES	106.40	
		291-6470-601.22-85	PROCESSING SERVICES	41.80	
		291-6470-601.22-85	PROCESSING SERVICES	186.20	
		291-6470-601.22-85	PROCESSING SERVICES	11.40	
		291-6470-601.22-85	PROCESSING SERVICES	117.80	
		291-6470-601.22-85	PROCESSING SERVICES	171.00	
		291-6470-601.22-85	PROCESSING SERVICES	186.20	
		291-6470-601.22-85	PROCESSING SERVICES	91.20	
		291-6470-601.22-85	PROCESSING SERVICES	79.80	
		291-6470-601.22-85	PROCESSING SERVICES	152.00	
		291-6470-601.22-85	PROCESSING SERVICES	125.40	
		291-6470-601.22-85	PROCESSING SERVICES	186.20	
		291-6470-601.22-85	PROCESSING SERVICES	129.20	
		291-6470-601.22-85	PROCESSING SERVICES	133.00	
		291-6470-601.32-80	BOOKS	43.71	
		291-6470-601.32-80	BOOKS	150.21	
		291-6470-601.32-80	BOOKS	86.36	
		291-6470-601.32-80	BOOKS	109.90	
		291-6470-601.32-80	BOOKS	107.07	
		291-6470-601.32-80	BOOKS	43.57	
		291-6470-601.32-80	BOOKS	9.65	
		291-6470-601.32-80	BOOKS	184.60	
		291-6470-601.32-80	BOOKS	60.63	
		291-6470-601.32-80	BOOKS	145.54	
		291-6470-601.32-80	BOOKS	428.46	
		291-6470-601.32-80	BOOKS	546.32	
		291-6470-601.32-80	BOOKS	345.90	
		291-6470-601.32-80	BOOKS	352.33	
		291-6470-601.32-80	BOOKS	471.21	
		291-6470-601.32-80	BOOKS	631.76	
		291-6470-601.32-80	BOOKS	243.03	
		291-6470-601.32-80	BOOKS	492.32	
		291-6470-601.32-80	BOOKS	558.13	
		291-6470-601.32-80	BOOKS	37.12	
		291-6470-601.32-80	BOOKS	716.21	
		291-6470-601.32-80	BOOKS	71.42	
		291-6470-601.32-80	BOOKS	263.84	
		291-6470-601.32-80	BOOKS	161.39	
		291-6470-601.32-80	BOOKS	258.14	
		291-6470-601.32-80	BOOKS	387.59	
		291-6470-601.32-80	BOOKS	606.79	
		291-6470-601.32-80	BOOKS	639.16	
		291-6470-601.32-80	BOOKS	478.54	
		291-6470-601.32-80	BOOKS	553.64	
		291-6470-601.32-80	BOOKS	24.57	
		291-6470-601.32-80	BOOKS	89.48	
		291-6470-601.32-80	BOOKS	502.26	
		291-6470-601.32-80	BOOKS	385.04	
		291-6470-601.32-80	BOOKS	469.22	
		291-6470-601.22-85	PROC SERVS	7.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.22-85	PROC SERVS	60.80-	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.32-80	BOOKS	570.20	
		291-6470-601.32-80	BOOKS	84.92	
		291-6470-601.32-80	BOOKS	230.06	
		291-6470-601.32-80	BOOKS	62.10	
		291-6470-601.32-80	BOOKS	644.59	
		291-6470-601.32-80	BOOKS	787.83	
		291-6470-601.32-80	BOOKS	441.90	
		291-6470-601.32-80	BOOKS	469.57	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	209.00	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	44.75-	54,481.66
80799	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	22.91	
		291-6470-601.32-75	AV MTLs	26.22	
		291-6470-601.32-75	AV MTLs	141.19	
		291-6470-601.32-75	AV MTLs	12.73	
		291-6470-601.32-75	AV MTLs	38.74	
		291-6470-601.32-75	AV MTLs	57.00	
		291-6470-601.32-75	AV MTLs	18.71	
		291-6470-601.32-75	AV MTLs	42.42	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	130.35	
		291-6470-601.32-75	AV MATERIALS	40.34	
		291-6470-601.32-75	AV MATERIALS	38.19	
		291-6470-601.32-75	AV MATERIALS	60.93	
		291-6470-601.32-75	AV MTLs	102.86	
		291-6470-601.32-75	AV MTLs	11.03	758.60
80800	BARRONS	291-6470-601.32-95	PERIODICALS	239.88	239.88
80805	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	282.48	
		291-6470-601.32-80	BOOKS	1,192.90	
		291-6470-601.32-80	BOOKS	8,264.35	
		291-6470-601.32-75	AV MTLs	8,047.65	
		291-6470-601.32-75	AV MTLs	405.64	
		291-6470-601.32-80	BOOKS	1,956.85	20,149.87
80806	BOSTON COLLEGE LIBRARIES	291-6470-601.21-64	ILL LATE/DAMAGED ITEM	100.00	100.00
80807	BRINKER ADVISORY SERVICES INC	291-6470-601.32-95	PERIODICALS	99.00	99.00
80810	CCH INCORPORATED	291-6470-601.32-80	BOOKS	217.41	217.41
80811	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	50.64	50.64
80815	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	11.97	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					11.97
80816	COMPUTYPE INC	291-6470-601.32-05	PROCESSING SUPPLIES	780.36	780.36
80818	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	51.04	51.04
80821	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	45.72	
		291-6470-601.32-95	PERIODICALS	3,859.37	
		291-6470-601.32-95	PERIODICALS	519.54	
		291-6470-601.32-95	PERIODICALS	283.02	
		291-6470-601.32-95	PERIODICALS	377.52	5,085.17
80822	FILMTOOLS	291-6470-601.32-05	PROCESSING SUPPLIES	178.23	178.23
80826	FREMONT PUBLIC LIBRARY	291-6470-601.21-64	ILL REPLACEMENT FEE	29.95	29.95
80829	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	31.19	
		291-6470-601.32-80	BOOKS	57.60	
		291-6470-601.32-80	BOOKS	102.37	
		291-6470-601.32-80	BOOKS	116.00	
		291-6470-601.32-80	BOOKS	182.35	
		291-6470-601.32-80	BOOKS	243.92	
		291-6470-601.32-80	BOOKS	52.78	
		291-6470-601.32-80	BOOKS	46.48	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	203.14	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	24.79	1,195.16
80836	GREY HOUSE PUBLISHING	291-6470-601.32-80	BOOKS	251.05	
		291-6470-601.32-80	BOOKS	367.95	619.00
80839	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	67.50	
		291-6470-601.32-80	BOOKS	108.75	
		291-6470-601.32-80	BOOKS	71.25	
		291-6470-601.32-80	BOOKS	123.75	502.50
80842	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SERVS - AUGUST	135.50	135.50
80845	INFORMATION TODAY INC	291-6470-601.32-95	PERIODICALS	99.95	
		291-6470-601.32-80	BOOKS	376.03	
		291-6470-601.32-80	BOOKS	395.03	871.01
80846	INGRAM LIBRARY SERVICES	291-6470-601.32-75	AV MTLs	10.14	
		291-6470-601.32-80	BOOKS	293.91	
		291-6470-601.32-80	BOOKS	294.81	
		291-6470-601.32-80	BOOKS	489.21	
		291-6470-601.32-80	BOOKS	40.17	
		291-6470-601.32-80	BOOKS	37.34	
		291-6470-601.32-80	BOOKS	25.13	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		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	329.42	
		291-6470-601.32-80	BOOKS	284.66	
		291-6470-601.32-80	BOOKS	650.21	
		291-6470-601.32-80	BOOKS	164.85	
		291-6470-601.32-80	BOOKS	41.43	
		291-6470-601.32-80	BOOKS	31.64	
		291-6470-601.32-80	BOOKS	11.97	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	239.80	
		291-6470-601.32-80	BOOKS	244.96	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	198.39	
		291-6470-601.32-80	BOOKS	69.71	
		291-6470-601.32-80	BOOKS	69.53	
		291-6470-601.32-80	BOOKS	137.27	
		291-6470-601.32-80	BOOKS	66.83	
		291-6470-601.32-80	BOOKS	23.70	
		291-6470-601.32-80	BOOKS	20.98	
		291-6470-601.32-80	BOOKS	114.75	
		291-6470-601.32-80	BOOKS	161.88	
		291-6470-601.32-80	BOOKS	379.80	
		291-6470-601.32-80	BOOKS	8.97	
		291-6470-601.32-80	BOOKS	285.44	
		291-6470-601.32-80	BOOKS	79.26	
		291-6470-601.32-80	BOOKS	67.25	
		291-6470-601.32-80	BOOKS	47.08	
		291-6470-601.32-80	BOOKS	62.92	
		291-6470-601.32-80	BOOKS	172.38	
		291-6470-601.32-80	BOOKS	15.10-	
		291-6470-601.32-80	BOOKS	45.16-	
		291-6470-601.32-80	BOOKS	17.96-	
		291-6470-601.32-80	BOOKS	28.31-	
		291-6470-601.32-80	BOOKS	439.98	
		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	100.23	
		291-6470-601.32-80	BOOKS	34.45	
		291-6470-601.32-80	BOOKS	33.45	
		291-6470-601.32-80	BOOKS	28.09	
		291-6470-601.32-80	BOOKS	16.08	
		291-6470-601.32-80	BOOKS	25.45	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	155.78	
		291-6470-601.32-80	BOOKS	170.88	
		291-6470-601.32-80	BOOKS	52.72	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	25.20-	
		291-6470-601.32-80	BOOKS	152.86	
		291-6470-601.32-80	BOOKS	71.77	
		291-6470-601.22-85	PROC SERV	7.70	
		291-6470-601.32-80	BOOKS	233.92	
		291-6470-601.22-85	PROC SERV	5.15	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	45.56	
		291-6470-601.32-80	BOOKS	47.46	
		291-6470-601.22-85	PROC SERV	6.16	
		291-6470-601.32-80	BOOKS	157.16	
		291-6470-601.32-80	BOOKS	151.57	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	77.39	7,333.11
80852	JUDSON UNIVERSITY	291-6470-601.21-64	ILL REPLACEMENT FEES	60.00	60.00
80853	KANOPY INC	291-6470-601.32-75	AV MTL	810.00	810.00
80856	LAKESHORE LEARNING MATERIALS	291-6470-601.32-75	AV MTL	57.48	
		291-6470-601.32-75	AV MTL	253.00	
		291-6470-601.32-75	AV MTL	126.50	436.98
80864	MARCIVE INC	291-6470-601.22-85	AUTHORITY PROCESSING&NOTI	753.49	753.49
80865	MARGARET ESTES LIBRARY	291-6470-601.21-64	ILL REPLACEMENT FEE	35.91	35.91
80867	MCHENRY COUNTY IL GENEALOG SOCIETY	291-6470-601.32-95	PERIODICALS	30.00	30.00
80872	MIDWEST TAPE	291-6470-601.32-75	AV MTL	8,575.47	
		291-6470-601.32-80	BOOKS	4,006.45	
		291-6470-601.32-75	AV MTL	146.93	
		291-6470-601.32-75	AV MTL	122.45	
		291-6470-601.32-75	AV MTL	390.33	
		291-6470-601.32-75	AV MTL	1,420.22	
		291-6470-601.22-85	PROC SERV	3.00-	
		291-6470-601.32-75	AV MTL	294.17	
		291-6470-601.32-75	AV MTL	1,068.87	
		291-6470-601.22-85	PROC SERV	581.62	
		291-6470-601.32-75	AV MTL	17.49	
		291-6470-601.32-75	AV MTL	300.84	
		291-6470-601.32-75	AV MTL	119.97	
		291-6470-601.32-75	AV MTL	1,246.39	
		291-6470-601.32-75	AV MTL	754.15	
		291-6470-601.32-75	AV MTL	29.99	
		291-6470-601.32-75	AV MTL	360.35	
		291-6470-601.32-75	AV MTL	39.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERV	618.45	
		291-6470-601.32-75	AV MTL	7,985.91	
		291-6470-601.32-80	BOOKS	3,682.39	
		291-6470-601.32-75	AV MTL	17.49-	
		291-6470-601.32-75	AV MTL	139.94	
		291-6470-601.32-75	AV MTL	864.91	32,746.79
80877	NATIONAL RESEARCH BUREAU	291-6470-601.32-95	PERIODICALS	105.99	105.99
80885	PETERSON'S	291-6470-601.32-80	BOOKS	57.45	
		291-6470-601.32-80	BOOKS	51.45	108.90
80886	PIONEER PRESS	291-6470-601.32-95	PERIODICALS	91.00	91.00
80887	POLONIA BOOKSTORE INC	291-6470-601.32-80	BOOKS	61.15	
		291-6470-601.32-80	BOOKS	40.30	
		291-6470-601.32-80	BOOKS	17.20	118.65
80891	QUINCY PUBLIC LIBRARY	291-6470-601.21-64	ILL LOST/PROCESS FEES	19.99	19.99
80894	RECORDED BOOKS INC	291-6470-601.32-75	AV MTL	556.14	
		291-6470-601.32-95	PERIODICALS	14,668.97	
		291-6470-601.32-95	PERIODICALS	567.00	15,792.11
80896	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	95.28	95.28
80897	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	63.91	63.91
80898	SCHAUMBURG TOWNSHIP DIST LIBRARY	291-6470-601.21-64	ILL REPLACEMENT FEES	12.95	12.95
80900	SCHOLASTIC LIBRARY	291-6470-601.32-95	PERIODICALS	178.02	178.02
80902	SIERRA CLUB MEMBER SERVICES	291-6470-601.32-95	PERIODICALS	12.00	12.00
80906	STAPLES	291-6470-601.32-90	RUBBER BANDS	46.08	46.08
80908	TASTE OF HOME BOOKS/TRUSTED MEDIA	291-6470-601.32-80	INV1007 TASTE OF HOME CHR	152.92	152.92
80911	TUFTS UNIVERSITY SCHOOL OF	291-6470-601.32-95	PERIODICALS	20.00	20.00
80912	UNIV OF WISCONSIN - MADISON	291-6470-601.21-64	ILL 202286119 REPLACEMENT	115.00	115.00
80913	UPSIDE	291-6470-601.32-95	PERIODICALS	239.00	239.00
80917	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	18.00	
		291-6470-601.32-05	PROCESSING SUPPLIES	84.88	102.88
80918	WESTERN IL UNIVERSITY	291-6470-601.21-64	REPLACEMENT & PROCESSING	85.00	85.00
80923	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	35.00	35.00

***** DIVISION TOTAL *****

157,965.78

PREPARED 10/20/20, 12:42 AM
PROGRAM GM348U5
DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			BELMONT MAKERSPACE		
80801	BECKMAN,SUSAN	291-6480-601.31-85	SEWING SUPPLIES	83.97	83.97
80808	CAM SERVICES	291-6480-601.20-05	PROF SERVS MAKER SPACE KI	1,250.00	1,250.00
80830	GARDEN GUY, INC.	291-6480-601.21-11	LANDSCAPING SEPT BELMONT	247.50	247.50
80849	JENSENS PLUMBING & HEATING	491-6480-601.50-55	HVAC CONTRACT BELMONT	29,790.00	29,790.00
80884	PEPPER ENVIRONMENTAL TECHNOLOGIES	291-6480-601.21-11	ASBESTOS ABATEMENT BELMON	3,061.00	3,061.00
80895	ROBERT BOSCH TOOL CORP	291-6480-601.31-85	DREMEL PETG-TRA F/MAKERSP	839.60	839.60
80905	STANDARD ELEVATOR CO	291-6480-601.21-02	REG SERVS SEPT BELMONT	265.00	
		291-6480-601.21-11	REG SERVS OCTOBER BELMONT	265.00	530.00
80915	VILLAGE OF ARLINGTON HEIGHTS	291-6480-601.21-60	WATER/SEWER 6/25-9/2	59.76	
***** DIVISION TOTAL ****					35,861.83
***** DEPARTMENT TOTAL **					216,567.78
***** GRAND TOTAL *****					359,882.27

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	320,593.27
491	Capital Projects-Library	39,289.00
**** TOTAL ALL FUNDS ****		359,882.27

October 20, 2020

Arlington Heights Memorial Library
American Express Card Summary
9/30/2020

#	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
	Count	102			
1	Driskell	489-90-00	\$ (130.89)	Other Income/Rebate	CORPORATE CASHBACK CR
2	Driskell	6001-2203	\$ 100.00	ILA Conference - M Driskell	ILLINOIS LIBRARY ASS
3	Driskell	6001-2270	\$ 4.95	Emergency Texting Service	ONTIMETEL DIALMYCAL
4	Driskell	6001-2270	\$ 74.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
5	Driskell	6001-2270	\$ 5.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
6	Driskell	6001-2270	\$ 14.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
7	Driskell	6002-2165	\$ 30.14	Facebook Advertising	FACEBK *JT8FFTA922
8	Driskell	6010-3032	\$ 429.90	Zoom Subscription	ZOOM Zoom
9	Dworianyn	6010-2005	\$ 42.34	AHWiki.org Domain Name Renwal	GODADDY.COM
10	Dworianyn	6010-2005	\$ 199.99	SSL Certificate for mail.ahml.info	GODADDY.COM
11	Dworianyn	6010-2005	\$ 54.10	PayPal PayFlow Pro monthly subscription	PAYFLOW/PAYPAL 0045
12	Dworianyn	6010-2242	\$ 343.35	Public Internet Service	COMCAST CHICAGO
13	Dworianyn	6010-3030	\$ 37.60	Thermal Transfer Paper for Zebra Spine Printers	AMAZON.COM*MU9ST6T62
14	Dworianyn	6010-3032	\$ 11.99	YouTube Premium Subscription	GOOGLE*YOUTUBEPREMIU
15	Dworianyn	6010-3032	\$ 165.00	Volunteer Software Subscription	WWW.VOLGISTICS.COM
16	Dworianyn	6010-3032	\$ 4.50	Office 365 License	MNJTECHNOLOGIESDIREC
17	Dworianyn	6010-3032	\$ 1.50	Office 365 License	MSFT *<E0400C37AP>
18	Dworianyn	6010-3032	\$ 239.20	Office 365 License	MNJTECHNOLOGIESDIREC
19	Dworianyn	6010-3032	\$ 50.00	Text Messaging API for Panic Buttons	TWILIO INC
20	Dworianyn	6010-3032	\$ 9.99	Kindle Unlimited Subscription	KINDLE UNLTD*MU1MZ75
21	Dworianyn	6010-3032	\$ 35.00	Trello Monthly Subscription	TRELLO.COM, ATLISSIA
22	Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMZNFREETIME*MU9DV43
23	Dworianyn	6010-3032	\$ 163.90	Web Fonts Subscription	HOEFLER & CO.
24	Dworianyn	6010-3032	\$ 35.91	Google G-suite Monthly Subscription	GOOGLE*GSUITE AHML.N
25	Dworianyn	6010-3032	\$ 14.99	Spotify Monthly Subscription	SPOTIFY USA
26	Dworianyn	6010-3032	\$ 20.00	Text Messaging API for Hold Notifications	TWILIO INC
27	Dworianyn	6010-3032	\$ 9.99	Amazon Music Subscription	AMAZON MUSIC*MU5GG5J
28	Dworianyn	6010-3032	\$ 49.00	Riddle.com Monthly Subscription	RIDDLE.COM SUBSCRIPT
29	Dworianyn	6010-3185	\$ 88.00	Battery for Dell Raid Controller	AMZN MKTP US*M43L93C
30	Dworianyn	6010-3185	\$ 159.99	Flic 2 Smart Button Hub and Buttons	AMZN MKTP US*MU2YL1C
31	Dworianyn	6010-3185	\$ 59.88	Nintendo Switch Wired LAN Port Adapter	AMAZON.COM*MM2868IG0
32	Ekl	6001-2203	\$ 50.00	ALSC Conference - K Bailey	AMERLIBASSOC ECOMMER
33	Ekl	6001-2203	\$ 50.00	ALSC Conference - M Papanastassiou	AMERLIBASSOC ECOMMER
34	Ekl	6001-5015	\$ 1,050.30	Automatic Standing Desks	AUTONOMOUS INC.
35	Ekl	6002-2210	\$ 629.00	Inclusion Stickers	STICKER MULE
36	Ekl	6002-2210	\$ 87.59	Business Cards	VISTAPR*VISTAPRINT.C
37	Ekl	6002-3005	\$ 161.80	Fonts	MYFONTS INC
38	Ekl	6002-3005	\$ 119.90	Coroplast Sheets	THE HOME DEPOT #1913
39	Ekl	6004-5015	\$ 699.12	Vinyl Cutters for Makerspace	JOANN STORES ONLINE.
40	Ekl	6004-5015	\$ 349.56	iPad for Makerspace	APPLE.COM/US
41	Ekl	6010-3030	\$ 329.89	3D Printer Filament	BBG_PT_US_DR_21
42	Ekl	6010-3032	\$ (14.49)	Zoom Subscription (Digital Services)	ZOOM Zoom
43	Ekl	6010-3032	\$ (14.49)	Zoom Subscription (Info Services)	ZOOM.US 888-799-9666
44	Ekl	6010-3032	\$ 14.99	Zoom Subscription (Digital Services)	ZOOM Zoom
45	Ekl	6010-3032	\$ 14.99	Zoom Subscription (Info Services)	ZOOM.US 888-799-9666
46	Ekl	6020-2107	\$ 550.00	Metal Covers for Bookmobile Stairs	EVANSVILLE SHEET MET
47	Ekl	6020-2111	\$ 409.84	Backpack Vacuum	UNOCLEAN 000000640
48	Ekl	6020-2111	\$ 20.42	Maintenance Supplies	CABINETPARTS.COM, IN
49	Ekl	6401-3201	\$ 29.27	Activity Kit Supplies	JOANN STORES ONLINE.
50	Ekl	6401-3201	\$ 16.96	Activity Kit Supplies	JOANN STORES ONLINE.
51	Ekl	6401-3201	\$ 31.84	Activity Kit Supplies	JOANN STORES ONLINE.
52	Ekl	6401-3201	\$ 47.74	Activity Kit Supplies	JOANN STORES ONLINE.
53	Ekl	6401-3201	\$ 13.42	Activity Kit Supplies	WALMART.COM AW
54	Ekl	6401-3202	\$ 45.12	Parents' Turn Supplies	Dollar Tree, Inc. 00
55	Ekl	6401-3202	\$ 7.78	Parents' Turn Supplies	TARGET.COM 3991

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
56	Ekl	6401-3202	\$ 7.78	Parents' Turn Supplies	TARGET.COM 3991
57	Ekl	6401-3202	\$ 19.96	Parents' Turn Supplies	TARGET.COM 3991
58	Ekl	6401-3202	\$ 20.29	Halloween Fun Supplies	PARTY CITY 1002
59	Ekl	6401-3202	\$ 800.79	Story Walk Signs	SANZOSPECIALTIES.COM
60	Ekl	6401-3202	\$ 35.98	Story Walk Book	BARNES&NOBLE.COM-BN
61	Ekl	6410-3290	\$ 23.59	Fabric Bins for Microfilm	TARGET.COM 3991
62	Ekl	6420-3005	\$ (6.19)	Apple Mouse, tax refund	APPLE.COM/US
63	Ekl	6420-3005	\$ 105.19	Apple Mouse, tax refund	APPLE.COM/US
64	Ekl	6420-3290	\$ 106.24	Filter for Cardinal Room Quarantine Books	WWW.KOHL.COM #0873
65	Ekl	6440-3202	\$ 71.56	Craft Kit Supplies	SAMSClub.COM#6279 62
66	Ekl	6440-3202	\$ 97.92	Craft Kit Supplies	SAMSClub.COM#6279 62
67	Ekl	6440-3202	\$ 98.99	Craft Kit Supplies	LOWES.COM 0907
68	Ekl	6470-3205	\$ 23.90	Processing Supplies	BT*ONLINE LABELS, IN
69	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
70	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
71	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479794387
72	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479807817
73	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479817075
74	Szymanek	6470-3275	\$ 119.98	AV Materials	WALMART.COM AZ
75	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
76	Szymanek	6470-3275	\$ 127.47	AV Materials	GAMESTOP.COM GameSto
77	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
78	Szymanek	6470-3275	\$ 37.19	AV Materials	BECKERS SCHOOL SUPPL
79	Szymanek	6470-3275	\$ 476.00	AV Materials	B&H PHOTO 800-606-69
80	Szymanek	6470-3275	\$ 81.30	AV Materials	CONSTRUCTPLAYTHINGS.
81	Szymanek	6470-3275	\$ 11.98	AV Materials	BARNES&NOBLE.COM-BN
82	Szymanek	6470-3275	\$ 42.43	AV Materials	SSI SCHOOL SPECIALTY
83	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
84	Szymanek	6470-3275	\$ 127.47	AV Materials	GAMESTOP.COM GameSto
85	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
86	Szymanek	6470-3280	\$ 23.94	Books	BARNES&NOBLE.COM-BN
87	Szymanek	6470-3280	\$ 32.99	Books	BARNES&NOBLE.COM-BN
88	Szymanek	6470-3280	\$ 49.98	Books	BARNES&NOBLE.COM-BN
89	Szymanek	6470-3295	\$ 91.79	Periodicals	STAMPINGTON & COMPAN
90	Szymanek	6470-3295	\$ 97.00	Periodicals	ALPHA INVESTOR REPOR
91	Szymanek	6470-3295	\$ 49.00	Periodicals	IPM*INVESTORPLACE ME
92	Szymanek	6470-3295	\$ 20.00	Periodicals	PIONEER WOMAN MAGAZI
93	Szymanek	6470-3295	\$ 240.00	Periodicals	THE CHARTIST
94	Szymanek	6470-3295	\$ 32.97	Periodicals	HOFFMAN MEDIA STORE
95	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*ALTPRESS MEDIA
96	Szymanek	6470-3295	\$ 28.05	Periodicals	SP * WSJ SHOP
97	Szymanek	6470-3295	\$ 13.68	Periodicals	EBAY COMMERCE INC*EB
98	Szymanek	6470-3295	\$ 24.27	Periodicals	FORKSOVERKNIVES.COM
99	Szymanek	6470-3295	\$ 20.00	Periodicals	MDC*REVEAL MAGAZINE
100	Szymanek	6470-3295	\$ 20.00	Periodicals	NATIONAL AUDUBON SOC
101	Szymanek	6470-3295	\$ 18.35	Periodicals	PAYPAL *MAGAZINESUB
102	Szymanek	6470-3295	\$ 21.00	Periodicals	PAYPAL *NWSGS
			<u>\$ 10,406.52</u>		

October 20, 2020

**Arlington Heights Memorial Library
Mastercard Summary
9/30/2020**

Count	5			
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
M Szymanek	6470-3275	\$ 416.50	AV Materials	Grassroots Press
	6470-3275	\$ 8.33	Foreign Transaction Fee	
	6470-3275	\$ 15.99	AV Materials	Netflix
	6470-3275	\$ 15.99	AV Materials	Netflix
	6470-3295	\$ 23.95	Periodicals	Long Thread
		<hr/> \$ 480.76 <hr/>		

October 20, 2020

Arlington Heights Memorial Library
Special Funds Summary
9/30/2020

Count 12

#	Account	Amount	Description	Staff
Check # 1574 – AHML – Petty Cash				
1	6001-2205	\$ 47.55	Postage	J Doren
2	6004-3202	\$ 11.00	Program Events	R King
3	6401-2203	\$ 8.06	Travel/Training	R King
4	6401-2203	\$ 21.63	Travel/Training	K McGuire
5	6401-2203	\$ 22.68	Travel/Training	K McGuire
6	6401-3201	\$ 26.86	Program Supplies	K Bailey
7	6401-3202	\$ 27.92	Program Events	M Vela
8	6410-3201	\$ 40.00	Program Supplies	A Stanfield
9	6420-3290	\$ 43.92	Circulation Supplies	R Moravec
10	6420-3290	\$ 43.92	Circulation Supplies	R Moravec
11	6430-2203	\$ 3.22	Travel/Training	R Witt
12	6470-3295	\$ 2.23	Periodicals	C Cutinello
		<u>\$ 298.99</u>		

To: Board of Library Trustees
From: Mike Driskell
Date: October 20, 2020
Re: Makerspace Project Update

Staff and representatives from Williams Architects will provide an update on the progress of the makerspace building project at 112 North Belmont Avenue, pursuing several cost reductions to the project that will bring the project on budget while maintaining the most important aspects of the project that the community desire. Requirements for the commercial kitchen were agreed to in writing with the Village of Arlington Heights. The revised scope of work is being re-budgeted by Shales McNutt Construction for an added layer of assurance of budget compliance, and project documents are being finalized for the project to go out to re-bid as soon as possible. Bid results will be brought back to the board for consideration.

To: Board of Library Trustees
From: Mike Driskell
Date: October 20, 2020
Re: Intergovernmental Agreement between the Arlington Heights Memorial Library and the Village of Arlington Heights

An intergovernmental agreement between the library and the Village of Arlington Heights regarding past and future distribution of Personal Property Replacement Tax (PPRT) revenue collected by the Village and disbursed to the library and the providing of services by the Village to the library was reviewed and discussed at the February and October Committee of the Whole meetings.

Below is the original memo and background information regarding the personal property replacement tax and the proposed agreement.

Since 1981, the Village has received Personal Property Replacement Tax revenue from the State of Illinois. This tax is paid to municipalities to replace lost tax revenue from personal property taxes on corporations, partnerships, and other business entities. By law, the library is entitled to 24% of this tax revenue; this equates to a total of \$2.8M since 1981.

Library staff recently discovered the absence of this tax revenue disbursement from the Village and opened the conversation with Village staff. Both organizations researched meeting minutes and financial documents; however, no reference to the PPRT was found.

Since the library has not received these funds over the years, we are working on an agreement to minimize the impact to Arlington Heights taxpayers.

Per Tom Kuehne, Director of Finance at the Village, there were discussions between the Village and former library staff regarding payment for Village- provided services, such as payroll, accounts payable, management of investments, and benefits administration. The discussion of PPRT led to an analysis of reasonable costs incurred by the Village for providing these services. We understand this analysis and agree that the service charges were insufficient.

Village and library staff have discussed a preliminary agreement to be brought before each of their respective boards that recognizes the issue at hand while honoring the responsibility of both organizations to our shared community.

Attached is the intergovernmental agreement, developed with the library attorney, between the library and the Village of Arlington Heights. Following consideration and approval by the board, the agreement will be brought to the Village board for approval.

Suggested motion: The Board of Library Trustees approves entering into an intergovernmental agreement with the Village of Arlington Heights regarding distribution of Personal Property Replacement Tax revenue by the Village to the library and the providing of services by the Village to the library.

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE ARLINGTON HEIGHTS MEMORIAL LIBRARY AND THE
VILLAGE OF ARLINGTON HEIGHTS**

This Intergovernmental Agreement ("Agreement") by and between the Arlington Heights Memorial Library ("Library") and the Village of Arlington Heights ("Village"), both units of local government, becomes effective upon approval and signature by the Library and Village. This Agreement may refer to the Library and the Village together as the "Parties."

Whereas, Article VII, Section 10, of the Illinois Constitution of 1970 provides that units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

Whereas, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq*, further authorizes intergovernmental cooperation; and

Whereas, prior to 1970, the State of Illinois was permitted to impose personal property taxes on business entities: and

Whereas, the 1970 Illinois Constitution directed the Illinois State Legislature to abolish personal property taxes and replace the revenue lost by units of local government; and

Whereas, in 1979, a law was enacted to provide for a 1% income tax on corporations to replace the personal property tax revenue lost to units of local government ("PPRT") with the PPRT then distributed to taxing districts; and

Whereas, the Village has been receiving PPRT since 1981; and

Whereas, because the Library is not a separate taxing district, it appears that the Library is eligible to receive a portion of the PPRT collected by the Village; and

Whereas, neither the Village nor the Library has any documentation that would explain why the PPRT has been accounted for in the manner it has been; and

Whereas, at least since 1981, the Library has received various services from the Village, including payroll, accounts payable, investment management, benefits administration, Human Resources administration, and IT services (“Services”); and

Whereas, since 2002, at the Village’s request, the Library has been sharing a portion of the costs of Services provided by the Village; and

Whereas, the Parties agree that a fair and reasonable estimate of the PPRT revenue received by the Village on behalf of the Library from 1981 through 2019 is \$2,876,078 and a fair and reasonable estimate of the value of the Services provided by the Village to the Library from 1981 through 2019 is \$2,516,746, for which the Library has paid the Village \$322,200 to date (see attachments); and

Whereas, in recognition of the importance and value to the residents, taxpayers and community of continuing intergovernmental cooperation between the Library and the Village, the Parties desire to address the past and future distributions of PPRT revenue by the Village to the Library and the providing of services by the Village to the Library in a manner that best serves the residents, taxpayers and community.

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants and agreements herein contained, the Parties agree as follows:

1. The Parties agree that this Agreement resolves all financial obligations either the Library or the Village might have owed to the other for PPRT and/or Services for the period from 1981-2019.

2. The Parties agree that the Library should receive 24% of the PPRT received annually by the Village. From 1981-2019, the Library's portion of the PPRT is agreed to be \$2,876,078. The Services provided by the Village from 1981-2019, less the \$322,200 that Library paid for those Services between 2000 and 2019, are valued at \$2,194,546, leaving a balance due for the PPRT of \$681,532. To settle that balance:

1. The Village is in the process of purchasing Enterprise Resource Planning software ("ERP"), certain modules of which may be utilized by and for the Library. The Parties agree that, if the library agrees to use the software, the Library's contribution towards the cost of the ERP is 20% of the applicable modules. The Village may or may not require use of the software by the Library as a condition of continuation of Service provided by the Village. As the actual cost is not yet known, the Village will charge the Library an amount not to exceed \$460,000 towards the purchase of the ERP, which is 20% of the estimated cost, and apply that amount to reduce the PPRT balance due. Once the actual total cost of the ERP is known, the Village will notify the Library of that total cost, as well as how the Library's actual portion compares to what was paid based on the estimated cost.

In the event that the Library's portion of the cost of the ERP is less than \$460,000, the Village will apply the overpayment towards future payments due for Services provided to the Library as set forth in Paragraph D below.

2. The Village will pay the Library a one-time lump sum payment of \$221,532 within 30 days of the effective date of this agreement in recognition of the balance of the PPRT from 1981-2019.

3. The Village will pay the Library a one-time, lump sum, payment of 24% of the total PPRT revenue received by the Village in 2020 within 30 days of execution of this agreement or the final 2020 PPRT disbursement from the State, whichever occurs first.

4. Beginning in 2021, the Village shall pay the Library 24% of the PPRT received by the Village. Such payments will be made within 30 days of the Village's receipt of PPRT disbursements from the State. The Village is only obligated to pay the Library upon actual receipt of PPRT revenue from the State.

5. The Village will continue to provide Services to the Library as agreed by the Parties from time to time. The Village will invoice the Library quarterly for the actual cost of the Library's portion of such Services. The Library shall pay the invoice for the Services within 30 days of the date of the invoice.

6. Beginning on or about July 1, 2021 and continuing on or about July 1 of each subsequent year, the Parties shall review the costs for the Services.

This Agreement represents the entire understanding between the Parties regarding the subject matter hereof. No amendment, waiver or modification of this Agreement shall be binding or effective unless approved in writing by the Parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers this _____ day of _____, 2020.

ARLINGTON HEIGHTS MEMORIAL LIBRARY

VILLAGE OF ARLINGTON HEIGHTS

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

 Thomas W. Hayes, Village President
 Village of Arlington Heights

Date: _____

Date: _____

ATTEST:

ATTEST:

Carole Medal, Secretary, Board of Library Trustees
Arlington Heights Memorial Library

Rebecca Hume, Village Clerk
Village of Arlington Heights

Date: _____

Date: _____

ESTIMATED SHARED SERVICE COSTS - LIBRARY

				Year	PPRT	24%	Estimated Library Cost of Village Services	Token Library Charges	Variance
Current Taxes collected in 1977	<u>\$ 3,133,874</u>								
			1976 Levy Collected 1977	1981	133,977	31,777	29,855	-	(1,922)
				1982	124,703	29,577	30,478	-	901
				1983	108,989	25,850	31,146	-	5,296
				1984	104,082	24,686	31,828	-	7,142
				1985	180,875	42,900	32,614	-	(10,286)
General	0.2549	0.241154	\$ 755,747	1986	175,716	41,676	33,401	-	(8,275)
Public Benefit	0.0127	0.012015	\$ 37,654	1987	205,932	48,843	34,125	-	(14,718)
IMRF	0.1111	0.105109	\$ 329,398	1988	205,015	48,626	34,876	-	(13,749)
Library	0.2507	0.237181	\$ 743,294	1989	245,852	58,311	35,939	-	(22,372)
GO Debt	0.313	0.296121	\$ 928,006	1990	217,793	51,656	36,975	-	(14,681)
Police Pension	0.0553	0.052318	\$ 163,958	1991	198,929	47,182	37,867	-	(9,315)
Fire Pension	<u>0.0593</u>	<u>0.05610</u>	<u>\$ 175,817</u>	1992	196,540	46,615	38,810	-	(7,805)
	<u>1.057</u>	<u>1</u>	<u>\$3,133,874</u>	1993	200,179	47,479	39,496	-	(7,983)
				1994	237,779	56,397	40,416	-	(15,980)
				1995	251,113	59,559	41,233	-	(18,326)
				1996	276,158	65,499	42,217	-	(23,282)
				1997	284,436	67,463	72,812	-	5,350
	\$ 743,294			1998	312,539	74,128	77,914	-	3,786
	<u>\$ 3,133,874</u>			1999	330,144	78,304	47,773	-	(30,531)
Library's Percent of Total Property Taxes				2000	354,507	84,082	48,609	-	(35,473)
				2001	333,034	78,989	49,903	-	(29,086)
				2002	313,147	74,272	61,080	10,000	(23,192)
				2003	255,487	60,597	62,271	10,000	(8,326)
				2004	283,300	67,193	61,315	10,000	(15,878)
				2005	316,130	74,980	63,698	10,000	(21,282)
				2006	407,912	96,749	67,662	10,000	(39,087)
				2007	433,670	102,858	69,037	10,000	(43,821)
				2008	516,811	122,578	74,536	20,000	(68,042)
				2009	464,953	110,278	83,894	20,000	(46,383)
				2010	411,138	97,514	86,407	20,000	(31,107)
				2011	455,733	108,091	93,528	20,000	(34,563)
				2012	410,962	97,472	99,089	20,000	(18,383)
				2013	415,244	98,488	106,092	20,000	(12,396)
				2014	466,766	110,708	110,566	23,000	(23,142)
				2015	454,992	107,915	115,126	23,000	(15,789)
				2016	430,829	102,184	120,449	23,000	(4,735)
				2017	464,689	110,215	122,743	23,700	(11,172)
				2018	422,905	100,305	124,520	24,400	(185)
				2019	<u>523,153</u>	<u>124,082</u>	<u>126,446</u>	<u>25,100</u>	<u>(22,735)</u>
				Total	<u>12,126,113</u>	<u>2,876,078</u>	<u>2,516,746</u>	<u>322,200</u>	<u>(681,533)</u>

Library's estimated share of the new ERP consultant and software costs (ERP project estimate: \$2.3 M * 20% Library portion) 460,000

Net Amount (221,533)

ESTIMATED SHARED SERVICE COSTS - LIBRARY

	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
<u>Payroll</u>				
(20% of Wages and Benefits: Payroll Coordinator)	\$ 26,739	\$ 25,793	\$ 25,062	\$ 23,840
<u>Human Resources</u>				
(18% of Wages and Benefits: Employee Benefits Coordinator)	\$ 27,532	\$ 26,761	\$ 26,275	\$ 27,736
<u>Financial Services</u>				
(Includes Accounting, Budgeting and Investing)				
(3% of Wages and Benefits: Finance Director, Assistant Finance Director and Budget Coordinator/Accountant)	\$ 16,690	16301	16274	15756
<u>IT</u>				
(Estimated Staff Cost)	\$ 5,000	\$ 4,950	\$ 4,901	\$ 4,851
Software-Central Square (20% of Software Maintenance Costs Includes Payroll, General Ledger, and Accounts Payable)	\$ 40,000	\$ 40,000	\$ 40,000	\$ 39,152
VM Ware	\$ 13,306	\$ 12,641	\$ 12,009	\$ 11,408
<u>Total Service Costs</u>	<u>\$ 129,267</u>	<u>\$ 126,446</u>	<u>\$ 124,520</u>	<u>\$ 122,744</u>

To: Board of Library Trustees
From: Donna Ekl
CC: Mike Driskell
Date: October 20, 2020
Re: Proposed 2020 Tax Levy

In conjunction with the review of the proposed 2021 budget and long range fiscal plan [LRFP], the Board of Library Trustees will need to approve the annual tax levy. As noted in the proposed 2021 budget and LRFP, the proposed 2020 tax levy is a 0% increase over the extended 2019 levy. The attached document shows the “Truth in Taxation” calculation which compares the amount of the library’s proposed aggregate property tax levy to the amount of taxes extended for the library in the prior year.

Suggested motion: **The Board of Library Trustees adopts the 2020 tax levy in the amount of \$14,535,565.**

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
TRUTH IN TAXATION CALCULATIONS
2020 Tax Levy for the 2021 Budget with 2019 Extended Tax Levy**

2020 EAV 3,366,699,572 (EST.)
2019 EAV 3,366,699,572

LIBRARY	EXTENDED 2019 LEVY FOR 2020 <u>BUDGET YEAR</u>	PROPOSED 2020 LEVY FOR 2021 <u>BUDGET YEAR</u>	DOLLAR <u>CHANGE</u>	% <u>CHANGE</u>	EST. 2020 LEVY <u>RATES</u>
LIBRARY	12,819,169	12,988,650	169,481	1.32%	0.3858
IMRF	1,064,552	929,760	(134,792)	-12.66%	0.0276
SOCIAL SECURITY	651,844	617,155	(34,689)	-5.32%	0.0183
TOTAL LIBRARY TAX LEVY	14,535,565	14,535,565	0	0.00%	0.4317

Notes: IMRF and Social Security levies are based on 2021 budget figures. To present a 0% levy increase over the extended 2019 levy, the proposed 2020 Library levy equals the 2019 extended levy less the proposed 2021 IMRF and Social Security levies. The 2019 extended levy includes the 1% loss and cost applied by the County to cover successful tax appeals, tax delinquencies, and other property tax issues that decrease actual property tax collections.

To: Board of Library Trustees
From: Donna Ekl
Cc: Mike Driskell
Date: October 20, 2020
Re: Adoption of the 2021 Budget

The Committee of the Whole met on September 8, 2020, September 21, 2020, and on October 5, 2020 to review drafts of the proposed 2021 budget. In the full Village of Arlington Heights budget book, the library's portion will include the cover page, organization chart, and fund summaries (included in the budget narrative).

Attached is the completed budget for final review and adoption.

Suggested motion: **The Board of Library Trustees adopts the 2021 Arlington Heights Memorial Library Budget.**

ARLINGTON HEIGHTS MEMORIAL LIBRARY

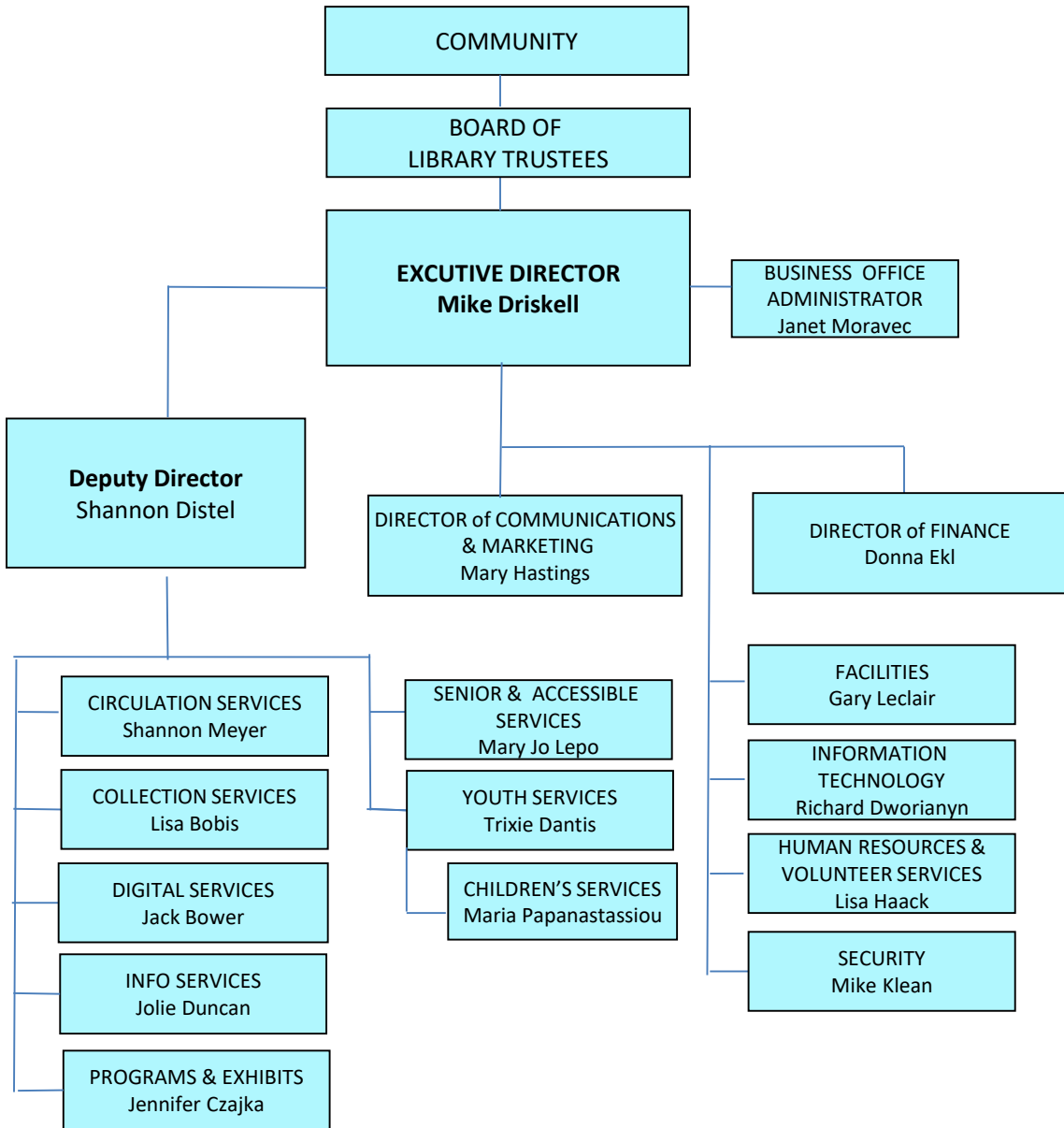
OPERATING BUDGET FOR THE FISCAL YEAR 2021 BEGINNING JANUARY 1, 2021

LIBRARY BOARD

Carole Medal
Andi Ruhl
Debbie Smart
John Supplitt
Christine Tangney
Greg Zyck

EXECUTIVE DIRECTOR

Michael Driskell



► Fund at a Glance

The Arlington Heights Memorial Library uses two funds to account for its expenditures. The General Fund is a subcategory of the special revenue fund type and is reported under Special Revenues in the Village of Arlington Heights' financial statements. The Capital Fund accounts for a variety of capital improvements listed in the library's Long Range Fiscal Plan. The Memorial Library General and Capital Funds are for the operations of the village library, not including any debt service or capital expenditures associated with bond issues by the village for library purposes. (These items are paid for by the village and accounted for in other village funds.)

Since 1926, library funding has been derived from a special revenue tax fund set up for the purpose of maintaining a library for village residents. For the most recent fiscal year ended December 31, 2019, the library received 96.4% of its total revenue from property taxes.

LIBRARY GOVERNANCE AND STAFF

- The library is governed by an elected Board of Library Trustees consisting of seven members; standard elect unremunerated terms is six six-years. There is currently one vacant position and trustees are Carole Medal, Andi Ruhl, Debbie Smart, John Supplitt, Christine Tangney, and Greg Zyck.
- The Board of Library Trustees regularly meets on the third Tuesday of each month; all meetings are open to the public. There are currently 28 staff members with Master of Library and Information Science degrees and an additional eight staff members are signed up for tuition reimbursement, enrolled in MLS/MLIS programs. As of January 1, 2020, the total full-time equivalent (FTE) of employees was 158.4.

LIBRARY VISION AND VALUES

Our Vision

The Arlington Heights Memorial Library strives to add value in our customers' lives by:

- partnering with them to develop skills they need to succeed in all stages of their lives;
- helping local businesses and community agencies thrive;
- inspiring understanding by creating occasions for the exchange of ideas, cultural experiences, and discovery; and
- offering opportunities in Arlington Heights for gathering, learning, contemplating, creating, and finding inspiration.

Our Values

We believe in:

- Unparalleled Customer Service: our best-in-class staff strives for continuous improvement by identifying and providing the services our residents and businesses need most.
- Free and Equal Access: all individuals have the right to choose for themselves what to read, hear, or view.
- Diversity and Inclusion: we cultivate an inclusive atmosphere, celebrate our diversity, and create an environment for the open exchange of differing ideas and points of view.
- Fiscal Responsibility: all decisions are weighed against the value added to the lives of our customers.
- A Focus on Arlington Heights: we are a part of the fabric of our community; all services are tailored to the unique needs of our residents and businesses.

LIBRARY FACILITY

- During Phase 4 of the COVID pandemic, library hours are 9 a.m.-8 p.m. Monday – Friday, 9 a.m.- 5 p.m. Saturdays, and 11 a.m.-5 p.m. Sundays. Typically, the Arlington Heights Memorial Library is open 85 hours weekly: 9 a.m.–10 p.m. weekdays, 9 a.m.–8:00 p.m. Saturdays, and 11 a.m.–8:00 p.m. Sundays. The drive-up window for picking up requested materials opens at 7 a.m. Monday–Friday and remains open until the library closes at 10 p.m.
- The service point at the Arlington Heights Senior Center, located at 1801 West Central Road, Arlington Heights, is open 44.5 hours per week.
- The future makerspace service point is located at 112 N. Belmont Avenue. When renovations are complete, this facility will be opened 40 hours per week.
- Outside of the COVID pandemic, an average of 2,778 people visit the library each day. During *Restore Illinois Phase 4*, an average of 540 people visit the library each day.
- Typically, the library issues 575 new library cards per month. The library issued an average of 331 new library cards per month from January through August 2020.
- Located at 500 North Dunton Avenue, the current library building opened in June of 1968 with 40,000 square feet. In 1978, it was expanded to over 76,000 square feet. In 1992, voter approval was given to build a 56,000-square-foot addition and to renovate the original facility. The library's second-floor addition opened in September of 1994, and renovation of the original building was completed in 1995. The current library building is 132,000 square feet.
- A second renovation of the first and second floors was completed in the spring of 2013. This renovation added a teen area, ten more small conference rooms, a digital media lab, a genealogy room, a lounge area with a fireplace, the Marketplace area for new and popular books and a variety of public spaces for exhibits and programs.
- The main floor is divided into service areas for adults, teens and children, including selections of books, movies, magazines, computers, quiet areas, CDs and a café. A computer training lab and a digital media lab are available for public classes for individuals and the business community.
- The second floor contains 14 small conference/study rooms, the Richard Frisbee board room, the Hendrickson room (with a maximum capacity of 200) available for library programs, meetings, and for use by eligible community groups, the Literacy/ESL (English as a Second Language) office, administrative offices and a staff room.
- The lower level of the building includes parking, a Friends of the Library book sorting and storage area, a book drop, a Friends of the Library donation drop box, a drive-up window and maintenance areas, including heating and ventilating equipment.

LIBRARY COLLECTION AND EQUIPMENT

- The library's physical collection has 305,928 items as of August 2020. This includes books, magazines, equipment, games, toys and audiovisual items. The library has 789,439 virtual titles offered both in the library and remotely. These items include eBooks, eAudiobooks, music and movies as well as business information and magazine indexes with full-text options.

- The total circulation for the fiscal year ended December 31, 2019, was 1,917,129 items.
- Other equipment, in the Library of Things Collection, for checkout includes:
 - **Arts and Crafts:** button maker, sewing machine, shape cutters (holiday, nature, animals, basic, large alphabet,), metal stamp kit, serge machine, yarn ball winder, Kumihimo kit, embroidery machine, knitting looms, scissors sharpener, craft mat kit, laminator, envelope punch kit, knitting kit, engraving kit, crochet kit, heat press
 - **Assistive Devices:** print magnifier, text reader pen, electronic magnifier, personal hearing amplifier, currency reader, car accessibility kit, low vision game kit, ScripTalk station, caregiver pager, and noise cancelling headphones
 - **Audio:** portable voice recorder, lavalier microphone, portable audio recorder, audio recording kit, interview kit, microphone stand, Video mic pro, Theremin, USB microphone, USB midi controller, portable pa system, guitar pedals, Bluetooth selfie stick, and a drum machine
 - **Cameras and Accessories:** tripod, Bloggie, Power-Shot, GoPro, GoPro head mount, GoPro handlebar mount, green/blue screen, camcorder, DSLR camera, slider, GoPro mini tripod, tripod adapter, GoPro dog harness, GoPro mic stand mount, GoPro wrist strap, Bluetooth selfie stick
 - **Entertainment:** Roku projector, record player, portable Blu-ray player, joy-con steering wheels, switch pro controller, dual-shock 4 controller, X-box controller, Bluetooth speaker, super Nintendo Classic, Nintendo Classic mini, cord cutting kit, Nintendo Switch console, apple TV, google Chromecast, record player, Roli light-pad block, Ring Fit Adventure
 - **Technology:** kill-a-watt meter, external hard drive, iPads, flash drives, car scanner, telescope, science kits Theremin, weather, programming, tablets
 - **Games:** board games, etc.
 - **Home:** meter reader, car scanner, laser level, stud finder, thermal leak detector, knife sharpener, label maker, metal detector, light-keeper pro, engraver, fabric shaver, air quality monitor, microwave leakage meter, drill, laser measure, water quality tester, radon detector, staple gun, light bulb changer, hot glue gun, scissors sharpener, moisture meter, fabric steamer, inspection camera, heat tool, 3-hole punch
 - **Musical Instruments:** ukulele, percussion set, meditation kit, Theremin, acoustic guitar, midi controller, guitar pedals, drum machine, violin, glockenspiel, banjo, steel drum, mandolin
 - **Odds and Ends:** flash drive, umbrella, keyboard, snowbrush, bike lock, dog agility kit, puzzles, shoe stretcher, binoculars
 - **Kids:** coding, toys, technology, science, robotics, arts & crafts, learning, math, music, puzzles
- Over 100 personal computers with Internet access and office software are available for public use. Two 3-D printers are also available to the public at the main library.
- Photocopiers, a color copier, scanner, fax machines and microform reader/printers are available.
- An Optelec machine for the visually impaired, a TTY for communication for people with hearing impairments, three public computers with magnification software, walkers, and motorized scooters.

LIBRARY PROGRAMS AND SERVICES

The library adds value to the lives of residents by offering:

- eReaders such as the Kindle, Nook and Sony to borrow

- iPads, Amazon Fire tablets, Leapfrogs and AWE tablets are available to borrow from Kids' World
- Resources and classes for small businesses
- The Studio, a digital media lab consisting of a production studio and three smaller post-production rooms. Customers can create media projects for home, school or business. There is equipment for scanning photos, creating and scanning video, and recording voice or music. The lab also loans equipment such as cameras and tripods to customers who want to work on projects outside of the library.
- In 2019, 3,488 programs and events for children, teens and adults including storytimes, lectures, book discussions, concerts and large-scale exhibits with a total attendance of 205,301.
- The 2019 summer reading program saw 3,335 children, 1,527 teens, 494 adults, and 54 staff members participating in summer leisure and skill-building reading. The library continues to partner with the Arlington Heights Park District, expanding the reach of this popular program to include park district day camps.
- The library's ESL/Literacy Office currently has 243 active adult students. The library held 422 ESL sessions in 2019, with an average of 11 people per session. The library is also a community partner for Read to Learn, an adult literacy/volunteer program through District 214 Community Education.
- A Reference Question is a request for information or referral by a library patron in contact with a library staff member who facilitates answering the patron's inquiry by using information sources. In 2019, 195,503 reference questions were answered.
- 314 technology sessions were offered in 2019.
- Fourteen conference rooms offering opportunities for gathering, learning, contemplating, creating and finding inspiration averaging 1,713 uses per month.
- In 2019, One Book, One Village, the library's sixth community reading initiative featured, *The Feather Thief*, by Kirk Wallace Johnson. Circulation for the book was 2,162. 903 people attended related programs and book discussions during the 12-week program. 340 people met the author. The 2020 One Book, One village book has been chosen, *The Secrets We Kept*, by Lara Prescott.
- The future library makerspace is slated to open soon. This 8,000 square foot facility will allow patrons to create, explore, tinker, and collaborate with resources on hand, including 3D printers, electronic cutting machines, a laser cutter, a commercial kitchen, sewing machines, and more.

LIBRARY OUTREACH

Beyond its four walls, the library provides:

- Access to the online catalog, library accounts, full-text newspaper and magazines articles and online chat service, 24 hours a day, 7 days a week at ahml.info. A resident can reserve or renew materials, receive email reminders of due dates, download eBooks and register for programs online.
- Resources for learning a new language
- Access to marketing demographics - essential for business, especially startups
- Real-time homework assistance on a wide variety of school subjects, both in English and Spanish
- Answers to reference questions by phone, instant messaging, email or via the website at ahml.info
- A newsletter highlighting services and programs is mailed to all village residences and businesses nine times a year, in addition to frequent updates on social media.
- Bookmobile service at 29 stops throughout the community and outreach services to apartment complexes, health care sites, senior independent living complexes, adult education centers, schools and to residents of the Backstretch at Arlington Park
- Home delivery of material for residents who are permanently or temporarily homebound

LIBRARY COLLABORATION

- The library is a member of the Reaching Across Illinois Library System (RAILS), a cooperative with approximately 1,300 public, academic, special and school library members. Through interlibrary loan, residents have access to vast library collections throughout the country. As a benefit of system membership, residents have reciprocal borrowing privileges with neighboring public libraries throughout Illinois.
- The library is a service partner at the Arlington Heights Senior Center, operating a reading room and computer lab at the center. Features include a collection of appealing items to check out, programs, discussion groups and free computers with Internet access and computer classes.
- The library is a LINKin partner through a shared catalog with eight other local libraries providing expedited and cost-effective access to a greatly expanded collection of material.
- The library is partnering with the Arlington Heights Park District to provide exterior book drops at Camelot and Frontier Parks and at the Arlington Heights Senior Center, giving residents in the northern and southern parts of Arlington Heights a more convenient way to return library items.
- Each year library trustees and staff members meet with their counterparts in the Village and the Park District to provide updates on current projects and discuss opportunities for resource sharing.
- For 28 years, the library partners with schools to present a district-wide show of student artwork at the library. 2019's opening night drew in crowds from nine different schools with village and library officials greeting families and educators. It featured a performance from the South Middle School Jazz Ensemble.

MEMORIAL LIBRARY FUND

(Continued)

General Fund Summary, Audited

SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended December 31, 2019

	Original and Final Budget	Actual
REVENUES		
Taxes		
Property taxes	\$ 14,249,157	\$ 13,927,291
Grants	61,063	95,987
Charges for services		
Fines	204,993	160,450
Investment income	37,120	125,201
Donations	5,000	25,630
Miscellaneous income	73,565	105,473
Total revenues	<u>14,630,898</u>	<u>14,440,032</u>
EXPENDITURES		
Culture and recreation		
Administration	12,032,895	11,185,241
Building	584,843	581,344
Book and library materials	2,201,246	1,991,814
Capital outlay	91,255	68,871
Total expenditures	<u>14,910,239</u>	<u>13,827,270</u>
NET CHANGE IN FUND BALANCE	<u>\$ (279,341)</u>	612,762
FUND BALANCE, JANUARY 1		<u>7,380,119</u>
FUND BALANCE, DECEMBER 31		<u>\$ 7,992,881</u>

Capital Fund Summary, Audited

MEMORIAL LIBRARY FUND

(Continued)

SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
CAPITAL PROJECTS FUND

For the Year Ended December 31, 2019

	<u>Original and Final Budget</u>	<u>Actual</u>
REVENUES		
Investment income	\$ 15,000	\$ 110,158
Total revenues	<u>15,000</u>	<u>110,158</u>
EXPENDITURES		
Capital outlay	<u>157,090</u>	<u>80,001</u>
Total expenditures	<u>157,090</u>	<u>80,001</u>
NET CHANGES IN FUND BALANCE	<u>\$ (142,090)</u>	30,157
FUND BALANCE, JANUARY 1		<u>5,654,733</u>
FUND BALANCE, DECEMBER 31		<u>\$ 5,684,890</u>

MEMORIAL LIBRARY FUND

(Continued)

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL GENERAL FUND

For the Year Ended December 31, 2019

	Original and Final Budget	Actual
EXPENDITURES		
Administration		
Salaries	\$ 8,017,297	\$ 7,628,193
Employee benefits	1,372,032	1,281,361
IMRF	799,315	704,063
Insurance - medical/life	18,150	12,178
Social Security and Medicare	611,149	565,847
Other employee benefits	44,350	34,192
Professional technical services	247,859	219,057
Office supplies	38,165	33,395
Contractual services	884,578	706,955
Total administration	<u>12,032,895</u>	<u>11,185,241</u>
Building		
Utilities	16,472	19,310
Maintenance	451,763	461,864
Equipment rental	2,280	2,246
Tools and equipment	55,163	44,720
Other property services	59,165	53,204
Total building	<u>584,843</u>	<u>581,344</u>
Books and Library Materials		
Library supplies	1,920,661	1,792,546
Other supplies	280,585	199,268
Total books and library materials	<u>2,201,246</u>	<u>1,991,814</u>
Capital outlay	<u>91,255</u>	<u>68,871</u>
TOTAL EXPENDITURES	<u><u>\$ 14,910,239</u></u>	<u><u>\$ 13,827,270</u></u>

2021 Budget Summary

	2020 Amended Budget	2020 Projected Actual	2021 Budget	\$ Change 2021 Budget vs 2020 Budget	% Change 2021 vs 2020
GENERAL FUND					
Beginning Fund Balance	\$ 7,992,881	\$ 7,992,881	\$ 8,269,736	\$ 276,855	3.5%
Revenues					
Taxes	\$ 14,391,649	\$ 14,103,816	\$ 14,535,565	\$ 143,917	1.0%
PPRT	\$ -	\$ 115,800	\$ 316,533	\$ 316,533	100.0%
Intergovernmental	\$ 61,063	\$ 93,876	\$ 61,063	\$ -	0.0%
Fees	\$ 51,509	\$ 23,479	\$ 53,000	\$ 1,491	2.9%
Fines	\$ 116,959	\$ 53,034	\$ 20,922	\$ (96,037)	-82.1%
Interest Income	\$ 90,395	\$ 10,000	\$ 9,000	\$ (81,395)	-90.0%
Other	\$ 175,000	\$ 130,000	\$ 45,000	\$ (130,000)	-74.3%
Total Revenue [a]	\$ 14,886,574	\$ 14,530,006	\$ 15,041,083	\$ 154,509	1%
Expenditures					
Salaries	\$ 8,343,013	\$ 7,631,253	\$ 8,167,207	\$ (175,806)	-2.1%
Fringe Benefits	\$ 3,052,192	\$ 2,812,857	\$ 2,948,060	\$ (104,132)	-3.4%
Total Personal Services	\$ 11,395,205	\$ 10,444,110	\$ 11,115,267	\$ (279,938)	-2.5%
Contractual Services	\$ 1,764,894	\$ 1,380,272	\$ 1,673,336	\$ (91,558)	-5.2%
Commodities	\$ 2,349,785	\$ 2,198,487	\$ 2,330,279	\$ (19,506)	-0.8%
Other Charges	\$ 49,350	\$ 49,350	\$ 49,350	\$ -	0.0%
Property	\$ 222,920	\$ 180,931	\$ 94,790	\$ (128,130)	-57.5%
Total Contract, Comm, Other, Prop	\$ 4,386,949	\$ 3,809,040	\$ 4,147,755	\$ (239,194)	-5.5%
Total Operating Expenditures [b]	\$ 15,782,154	\$ 14,253,151	\$ 15,263,022	\$ (519,132)	-3.3%
Revenues over/under expenditures	\$ (895,580)	\$ 276,855	\$ (221,939)	\$ 673,641	-75.2%
Transfer to Capital Projects Fund [c]	\$ -	\$ -	\$ -	\$ -	-
Total Expenditures/Transfers	\$ 15,782,154	\$ 14,253,151	\$ 15,263,022	\$ (519,132)	-3.3%
Ending Fund Balance	\$ 7,097,301	\$ 8,269,736	\$ 8,047,797	\$ 950,496	13.4%
CAPITAL PROJECTS FUND					
Beginning Fund Balance	\$ 5,684,890	\$ 5,684,890	\$ 4,499,890	\$ (1,185,000)	-20.8%
Transfer from General Fund					
Interest Income	\$ 70,000	\$ 15,000	\$ 70,000	\$ -	0.0%
Total Capital Projects Revenue [d]	\$ 70,000	\$ 15,000	\$ 70,000	\$ -	0.0%
Capital Expenditures [e]	\$ 943,000	\$ 1,200,000	\$ 1,025,000	\$ 82,000	8.7%
Ending Fund Balance	\$ 4,811,890	\$ 4,499,890	\$ 3,544,890	\$ (1,267,000)	-26.3%
COMBINED FUNDS					
Beginning Fund Balance	\$ 13,677,771	\$ 13,677,771	\$ 12,769,626	\$ (908,145)	-6.6%
Total Revenue including transfer [f]	\$ 14,956,574	\$ 14,545,006	\$ 15,111,083	\$ 154,509	1.0%
Total Expenditures [excluding transfer] [g]	\$ 16,725,154	\$ 15,453,151	\$ 16,288,022	\$ (437,132)	-2.6%
Revenues Over/(Under) Expenditures	\$ (1,768,580)	\$ (908,145)	\$ (1,176,939)	\$ 591,641	-33.5%
Ending Fund Balance	\$ 11,909,191	\$ 12,769,626	\$ 11,592,687	\$ (316,504)	-2.7%

MEMORIAL LIBRARY FUND

EXPENDITURES

Administration

6001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6001-601.16-85	Salaries	325,758	339,509	346,373	352,726	350,214	(2,512)	(0.7%)
291-6001-601.16-92	Achievement Awards	3,000	2,000	1,000	4,000	4,000	0	0.0%
291-6001-601.18-05	Overtime Civilian	1,175	1,599	1,973	1,000	1,000	0	0.0%
	Salaries	329,933	343,108	349,346	357,726	355,214	(2,512)	(0.7%)
291-6001-601.19-05	Medical Insurance	65,963	57,043	93,182	93,182	36,977	(56,205)	(60.3%)
291-6001-601.19-10	IMRF	42,181	34,638	44,031	45,217	44,544	(673)	(1.5%)
291-6001-601.19-11	Social Security	19,621	20,716	21,238	22,179	22,023	(156)	(0.7%)
291-6001-601.19-12	Medicare	4,589	4,845	4,967	5,187	5,151	(36)	(0.7%)
291-6001-601.19-53	Flexible Spending	2,025	2,006	2,329	1,610	2,329	719	44.7%
291-6001-601.19-55	Unemployment Compensation	17,542	4,628	3,216	6,432	6,432	0	0.0%
	Fringe Benefits	151,921	123,876	168,963	173,806	117,456	(56,350)	(32.4%)
291-6001-601.20-05	Professional Services	26,799	0	6,450	10,500	8,500	(2,000)	(19.0%)
291-6001-601.20-08	Consulting Services Library	25,554	0	1,000	2,000	12,000	10,000	500.0%
291-6001-601.20-20	Legal Services	28,935	22,952	22,000	16,000	16,000	0	0.0%
291-6001-601.20-40	General Insurance	102,350	107,028	122,000	127,700	178,780	51,080	40.0%
291-6001-601.20-81	OCLC Services	60,121	61,271	0	0	0	0	N/A
291-6001-601.21-65	Other Services	12,082	11,442	3,000	3,000	3,000	0	0.0%
291-6001-601.22-01	Advertising	255	135	600	600	600	0	0.0%
291-6001-601.22-02	Dues	16,520	4,722	2,426	6,675	6,675	0	0.0%
291-6001-601.22-03	Training	135,398	77,282	79,865	123,722	95,508	(28,214)	(22.8%)
291-6001-601.22-05	Postage	43,838	40,534	32,945	50,945	40,045	(10,900)	(21.4%)
291-6001-601.22-42	Internet Access	28,643	28,528	0	0	0	0	N/A
291-6001-601.22-70	Telephone Services	75,375	93,529	86,569	86,569	0	(86,569)	(100.0%)
	Contractual Services	555,870	447,423	356,855	427,711	361,108	(66,603)	(15.6%)
291-6001-601.30-05	Office Supplies & Equipment	6,467	5,674	5,016	8,858	10,105	1,247	14.1%
291-6001-601.31-85	Small Tools & Equipment	893	1,050	3,000	2,500	2,500	0	0.0%
291-6001-601.32-02	Program Events	0	0	0	1,200	0	(1,200)	(100.0%)
291-6001-601.32-50	Innovation	0	0	0	0	0	0	N/A
291-6001-601.32-72	Special Events	864	915	0	850	850	0	0.0%
291-6001-601.32-99	Items Reimbursed by Employees	705	(42)	0	0	0	0	N/A
	Commodities	8,929	7,597	8,016	13,408	13,455	47	0.4%
291-6001-601.40-96	Operating Contingency	0	0	5,000	5,000	5,000	0	0.0%
	Other Charges	0	0	5,000	5,000	5,000	0	0.0%
291-6001-601.50-15	Other Equipment	36,478	31,992	10,352	26,800	25,000	(1,800)	(6.7%)
	Property	36,478	31,992	10,352	26,800	25,000	(1,800)	(6.7%)
	Total Administration	1,083,131	953,996	898,532	1,004,452	877,233	(127,219)	(12.7%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Communications & Marketing

6002

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6002-601.16-85	Salaries	319,210	384,696	411,151	410,027	420,651	10,624	2.6%
291-6002-601.18-05	Overtime Civilian	2,186	120	1,421	100	100	0	0.0%
	Salaries	321,396	384,816	412,572	410,127	420,751	10,624	2.6%
291-6002-601.19-05	Medical Insurance	40,441	79,184	66,675	66,675	80,176	13,501	20.2%
291-6002-601.19-10	IMRF	41,568	39,098	52,149	51,840	52,762	922	1.8%
291-6002-601.19-11	Social Security	19,536	23,252	24,920	25,428	26,087	659	2.6%
291-6002-601.19-12	Medicare	4,569	5,438	5,828	5,947	6,101	154	2.6%
	Fringe Benefits	106,114	146,972	149,572	149,890	165,126	15,236	10.2%
291-6002-601.20-05	Professional Services	8,891	3,257	3,500	5,500	4,000	(1,500)	(27.3%)
291-6002-601.21-02	Equipment Maintenance	1,020	1,760	1,320	1,710	1,710	0	0.0%
291-6002-601.21-65	Other Services	8,779	6,604	11,800	17,389	16,700	(689)	(4.0%)
291-6002-601.22-02	Dues	858	628	270	786	270	(516)	(65.6%)
291-6002-601.22-03	Training	0	53	0	50	50	0	0.0%
291-6002-601.22-10	Printing	155,860	186,767	150,000	184,754	171,583	(13,171)	(7.1%)
	Contractual Services	175,408	199,069	166,890	210,189	194,313	(15,876)	(7.6%)
291-6002-601.30-05	Office Supplies & Equipment	12,617	17,738	16,748	15,579	15,579	0	0.0%
291-6002-601.31-85	Small Tools & Equipment	7,235	5,111	7,564	6,000	6,000	0	0.0%
291-6002-601.32-01	Program Supplies	986	0	0	700	0	(700)	(100.0%)
291-6002-601.32-72	Special Events	7,947	4,435	3,608	16,073	16,073	0	0.0%
	Commodities	28,785	27,284	27,920	38,352	37,652	(700)	(1.8%)
	Total Communications & Marketing	631,703	758,141	756,954	808,558	817,842	9,284	1.1%

MEMORIAL LIBRARY FUND

EXPENDITURES

Human Resources

6003

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6003-601.16-85	Salaries	189,151	165,451	169,285	167,952	171,895	3,943	2.3%
291-6003-601.18-05	Overtime Civilian	3,106	725	80	300	300	0	0.0%
	Salaries	192,257	166,176	169,365	168,252	172,195	3,943	2.3%
291-6003-601.19-05	Medical Insurance	36,453	47,485	46,257	46,257	46,555	298	0.6%
291-6003-601.19-10	IMRF	30,318	16,501	21,408	21,267	21,593	326	1.5%
291-6003-601.19-11	Social Security	11,475	9,515	9,685	10,432	10,676	244	2.3%
291-6003-601.19-12	Medicare	2,683	2,225	2,265	2,440	2,497	57	2.4%
291-6003-601.19-50	Employee Asst. Program	5,577	5,820	5,836	6,000	6,000	0	0.0%
	Fringe Benefits	86,506	81,546	85,451	86,395	87,321	926	1.1%
291-6003-601.21-65	Other Services	10,589	9,614	3,856	9,900	9,800	(100)	(1.0%)
291-6003-601.22-01	Advertising	2,910	245	190	1,300	1,300	0	0.0%
291-6003-601.22-02	Dues	2,509	2,659	3,200	3,200	3,300	100	3.1%
291-6003-601.22-03	Training	1,362	1,224	900	1,300	1,300	0	0.0%
291-6003-601.22-55	In Service Training	6,678	7,898	7,312	10,020	10,000	(20)	(0.2%)
	Contractual Services	24,048	21,640	15,458	25,720	25,700	(20)	(0.1%)
291-6003-601.32-01	Program Supplies	0	0	57	400	400	0	0.0%
	Commodities	0	0	57	400	400	0	0.0%
291-6003-601.40-62	Tuition Reimbursement	15,516	20,123	25,000	25,000	25,000	0	0.0%
291-6003-601.40-70	Employee Recognition Program	2,967	14,069	19,350	19,350	19,350	0	0.0%
	Other Charges	18,483	34,192	44,350	44,350	44,350	0	0.0%
	Total Human Resources	321,294	303,554	314,681	325,117	329,966	4,849	1.5%

MEMORIAL LIBRARY FUND

EXPENDITURES

Paid by Gifts and Grants

6004

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6004-601.20-05	Professional Services	6,276	798	219	0	0	0	N/A
291-6004-601.21-65	Other Services	6,862	10,197	3,500	5,000	2,000	(3,000)	(60.0%)
291-6004-601.22-02	Dues	0	0	500	0	0	0	
291-6004-601.22-10	Printing	0	343	403	0	0	0	N/A
291-6004-601.22-18	Other Services - Programs/Exhib	53,502	35,347	25,786	25,000	20,000	(5,000)	(20.0%)
	Contractual Services	66,640	46,685	30,408	30,000	22,000	(8,000)	(26.7%)
291-6004-601.30-05	Office Supplies & Equipment	0	0	0	0	0	0	N/A
291-6004-601.31-85	Small Tools and Equipment	0	0	494	2,000	2,000	0	0.0%
291-6004-601.32-01	Program Supplies	1,264	343	2,000	2,500	2,500	0	0.0%
291-6004-601.32-02	Program Events	2,013	7,972	2,000	2,500	2,500	0	0.0%
291-6004-601.32-32	Software	0	0	250	500	500	0	0.0%
291-6004-601.32-72	Special Events	17,162	19,122	3,760	10,000	5,000	(5,000)	(50.0%)
291-6004-601.32-75	Audio Visual	0	740	250	500	500	0	0.0%
291-6004-601.32-78	Electronic Resources	0	0	750	1,500	1,500	0	0.0%
291-6004-601.32-80	Books	1,547	605	235	5,000	5,000	0	0.0%
291-6004-601.32-90	Circulation Supplies	0	890	0	0	0	0	N/A
	Commodities	21,986	29,672	9,739	24,500	19,500	(5,000)	(20.4%)
291-6004-601.50-15	Other Equipment	1,480	2,624	67,750	67,750	2,500	(65,250)	(96.3%)
291-6004-600.50.55	Other Capital Outlay	2,281	0	200	200	2,500	2,300	1150.0%
	Property	3,761	2,624	67,950	67,950	5,000	(62,950)	(92.6%)
	Total Paid by Gifts and Grants	92,387	78,981	108,097	122,450	46,500	(75,950)	(62.0%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Finance

6008

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6008-601.16-85	Salaries	229,203	225,474	224,523	226,147	229,214	3,067	1.4%
291-6008-601.18-05	Overtime Civilian	140	13	28	300	100	(200)	(66.7%)
	Salaries	229,343	225,487	224,551	226,447	229,314	2,867	1.3%
291-6008-601.19-05	Medical Insurance	35,733	77,885	66,082	66,082	65,664	(418)	(0.6%)
291-6008-601.19-10	IMRF	29,663	22,874	28,387	28,623	28,756	133	0.5%
291-6008-601.19-11	Social Security	13,591	13,229	13,226	14,040	14,217	177	1.3%
291-6008-601.19-12	Medicare	3,178	3,094	3,093	3,283	3,325	42	1.3%
	Fringe Benefits	82,165	117,082	110,788	112,028	111,962	(66)	(0.1%)
291-6008-601.20-05	Professional Services	5,400	5,400	6,800	5,700	7,875	2,175	38.2%
291-6008-601.21-36	Equipment Rental	1,148	1,376	1,000	1,326	1,326	0	0.0%
291-6008-601.21-65	Other Services	681	0	5,800	6,189	6,189	0	0.0%
291-6008-601.22-02	Dues	680	100	800	825	825	0	0.0%
291-6008-601.22-03	Training	0	1,154	252	1,200	1,200	0	0.0%
291-6008-601.22-25	IT Service Charge	24,400	25,100	25,900	26,355	129,267	102,912	390.5%
	Contractual Services	32,309	33,130	40,552	41,595	146,682	105,087	252.6%
291-6008-601.30-32	Software Library	0	0	0	0	0	0	N/A
	Commodities	0	0	0	0	0	0	N/A
	Total Finance	343,817	375,699	375,891	380,070	487,958	107,888	28.4%

MEMORIAL LIBRARY FUND

EXPENDITURES

Information Technology

6010

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6010-601.16-85	Salaries	647,372	683,473	644,115	695,135	632,483	(62,652)	(9.0%)
291-6010-601.18-05	Overtime Civilian Salaries	756	234	234	250	250	0	0.0%
	Salaries	648,128	683,707	644,349	695,385	632,733	(62,652)	(9.0%)
291-6010-601.19-05	Medical Insurance	138,944	139,502	148,311	148,311	146,844	(1,467)	(1.0%)
291-6010-601.19-10	IMRF	80,396	66,409	77,903	87,897	79,345	(8,552)	(9.7%)
291-6010-601.19-11	Social Security	38,895	41,097	38,475	43,114	39,229	(3,885)	(9.0%)
291-6010-601.19-12	Medicare	9,097	9,611	8,998	10,083	9,175	(908)	(9.0%)
	Fringe Benefits	267,332	256,619	273,687	289,405	274,593	(14,812)	(5.1%)
291-6010-601.20-05	Professional Services	10,362	7,662	6,290	7,022	7,022	0	0.0%
291-6010-601.20-08	Consulting Services Library	14,992	0	4,545	4,545	4,545	0	0.0%
291-6010-601.21-02	Equipment Maintenance	163,180	158,972	147,898	161,423	169,375	7,952	4.9%
291-6010-601.22-03	Travel & Training	1,100	232	450	6,450	6,450	0	0.0%
291-6010-601.22-42	Internet Access	0	0	25,513	41,846	41,846	0	0.0%
	Contractual Services	189,634	166,866	184,696	221,286	229,238	7,952	3.6%
291-6010-601.30-05	Office Supplies & Equipment	103	339	1,005	375	375	0	0.0%
291-6010-601.30-30	Data System Supplies	34,170	26,133	25,204	25,204	25,204	0	0.0%
291-6010-601.30-32	Software Library	124,891	120,967	154,421	161,602	160,102	(1,500)	(0.9%)
291-6010-601.30-33	Documentation Library	0	0	100	100	100	0	0.0%
291-6010-601.31-85	Small Tools and Equipment	17,652	8,022	11,456	15,556	13,226	(2,330)	(15.0%)
291-6010-601.32-05	Processing Supplies	764	12	100	300	300	0	0.0%
291-6010-601.32-32	Software	6,502	7,787	10,484	13,387	10,887	(2,500)	(18.7%)
	Commodities	184,082	163,260	202,770	216,524	210,194	(6,330)	(2.9%)
291-6010-601.50-12	Computer Equipment	65,605	27,796	37,649	34,140	34,790	650	1.9%
291-6010-601.50-15	Other Equipment	10,782	144	0	0	0	0	N/A
	Property	76,387	27,940	37,649	34,140	34,790	650	1.9%
	Total Information Technology	1,365,563	1,298,392	1,343,151	1,456,740	1,381,548	(75,192)	(5.2%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Security

6015

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6015-601.16-85	Salaries	254,460	271,051	266,820	268,106	260,077	(8,029)	(3.0%)
291-6015-601.18-05	Overtime Civilian	3,401	2,196	1,743	2,000	2,000	0	0.0%
	Salaries	257,861	273,247	268,563	270,106	262,077	(8,029)	(3.0%)
291-6015-601.19-05	Medical Insurance	57,040	60,433	80,031	80,031	80,152	121	0.2%
291-6015-601.19-10	IMRF	29,494	24,671	30,686	34,141	28,946	(5,195)	(15.2%)
291-6015-601.19-11	Social Security	15,428	16,048	15,707	16,747	16,249	(498)	(3.0%)
291-6015-601.19-12	Medicare	3,608	3,753	3,674	3,917	3,800	(117)	(3.0%)
	Fringe Benefits	105,570	104,905	130,098	134,836	129,147	(5,689)	(4.2%)
291-6015-601.22-03	Training	138	855	200	500	500	0	0.0%
	Contractual Services	138	855	200	500	500	0	0.0%
291-6015-601.30-05	Office Supplies & Equipment	76	31	200	435	435	0	0.0%
	Commodities	76	31	200	435	435	0	0.0%
	Total Security	363,645	379,038	399,061	405,877	392,159	(13,718)	(3.4%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Facilities

6020

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6020-601.16-85	Salaries	389,506	386,776	382,095	393,062	398,347	5,285	1.3%
291-6020-601.18-05	Overtime Civilian	3,848	4,477	2,494	4,500	4,500	0	0.0%
	Salaries	393,354	391,253	384,589	397,562	402,847	5,285	1.3%
291-6020-601.19-05	Medical Insurance	99,816	100,970	106,784	106,784	106,826	42	0.0%
291-6020-601.19-10	IMRF	46,657	35,926	44,657	50,252	43,676	(6,576)	(13.1%)
291-6020-601.19-11	Social Security	22,865	22,919	22,420	24,649	24,977	328	1.3%
291-6020-601.19-12	Medicare	5,348	5,360	5,243	5,765	5,841	76	1.3%
	Fringe Benefits	174,686	165,175	179,104	187,449	181,320	(6,129)	(3.3%)
291-6020-601.21-02	Equipment Maintenance	61,214	27,973	48,799	49,956	39,456	(10,500)	(21.0%)
291-6020-601.21-07	Vehicle Maintenance	5,251	7,657	8,694	10,821	9,121	(1,700)	(15.7%)
291-6020-601.21-11	Building Maintenance	204,013	263,520	240,124	271,857	211,802	(60,055)	(22.1%)
291-6020-601.21-36	Equipment Rental	692	870	1,000	1,000	1,000	0	0.0%
291-6020-601.21-60	Water and Sewer Service	18,830	19,310	8,500	16,472	16,472	0	0.0%
291-6020-601.22-03	Travel & Training	320	0	432	432	432	0	0.0%
	Contractual Services	290,320	319,330	307,549	350,538	278,283	(72,255)	(20.6%)
291-6020-601.30-50	Petroleum Products	3,761	4,043	2,500	10,000	10,000	0	0.0%
291-6020-601.30-51	Heating Fuel	48,272	45,734	51,000	62,537	62,537	0	0.0%
291-6020-601.31-45	Janitorial Supplies	24,839	25,287	23,000	23,387	23,387	0	0.0%
	Commodities	76,872	75,064	76,500	95,924	95,924	0	0.0%
291-6020-601.50-15	Other Equipment	14,955	3,361	10,000	39,050	20,000	(19,050)	(48.8%)
	Property	14,955	3,361	10,000	39,050	20,000	(19,050)	(48.8%)
	Total Facilities	950,187	954,183	957,742	1,070,524	978,374	(92,150)	(8.6%)
	Total Admin Support Services	5,151,727	5,101,984	5,154,108	5,573,787	5,311,580	(262,207)	(4.7%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Youth Services

6401

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6401-601.16-85	Salaries	0	929,016	929,829	961,159	966,557	5,398	0.6%
291-6401-601.18-05	Overtime Civilian	0	0	0	2,000	2,000	0	0.0%
	Salaries	0	929,016	929,829	963,159	968,557	5,398	0.6%
291-6401-601.19-05	Medical Insurance	0	118,861	122,997	122,997	126,637	3,640	3.0%
291-6401-601.19-10	IMRF	0	84,715	109,618	121,743	110,668	(11,075)	(9.1%)
291-6401-601.19-11	Social Security	0	56,805	56,096	59,716	58,919	(797)	(1.3%)
291-6401-601.19-12	Medicare	0	13,285	13,119	13,966	13,780	(186)	(1.3%)
	Fringe Benefits	0	273,666	301,830	318,422	310,004	(8,418)	(2.6%)
291-6401-601.21-02	Equipment Maintenance	0	143	0	0	0	0	N/A
291-6401-601.22-02	Dues	0	3,155	3,466	4,478	4,478	0	0.0%
291-6401-601.22-03	Travel & Training	0	2,163	3,339	3,979	3,979	0	0.0%
291-6401-601.22-18	Contracted Programs & Exhibits	0	0	9,500	18,980	18,980	0	0.0%
	Contractual Services	0	5,461	16,305	27,437	27,437	0	0.0%
291-6401-601.30-05	Office Supplies & Equipment	0	1,732	1,200	2,438	2,438	0	0.0%
291-6401-601.32-01	Program Supplies	0	10,201	10,000	10,948	10,948	0	0.0%
291-6401-601.32-02	Program Events	0	20,106	25,800	38,950	33,930	(5,020)	(12.9%)
291-6401-601.32-90	Circulation Supplies	0	4,004	4,000	4,477	4,477	0	0.0%
	Commodities	0	36,043	41,000	56,813	51,793	(5,020)	(8.8%)
	Total Youth Services	0	1,244,186	1,288,964	1,365,831	1,357,791	(8,040)	(0.6%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Info Services

6410

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6410-601.16-85	Salaries	0	798,726	1,029,328	1,108,499	1,113,836	5,337	0.5%
291-6410-601.18-05	Overtime Civilian	0	432	412	1,000	1,000	0	0.0%
	Salaries	0	799,158	1,029,740	1,109,499	1,114,836	5,337	0.5%
291-6410-601.19-05	Medical Insurance	0	89,431	153,347	153,347	153,021	(326)	(0.2%)
291-6410-601.19-10	IMRF	0	64,544	113,079	140,241	115,962	(24,279)	(17.3%)
291-6410-601.19-11	Social Security	0	48,494	62,176	68,789	67,899	(890)	(1.3%)
291-6410-601.19-12	Medicare	0	11,341	14,541	16,088	15,879	(209)	(1.3%)
	Fringe Benefits	0	213,810	343,143	378,465	352,761	(25,704)	(6.8%)
291-6410-601.22-02	Dues	0	420	2,700	2,500	2,900	400	16.0%
291-6410-601.22-03	Travel & Training	0	1,521	2,500	3,300	3,300	0	0.0%
291-6410-601.22-18	Contracted Programs & Exhibits	0	0	3,500	5,760	5,760	0	0.0%
	Contractual Services	0	1,941	8,700	11,560	11,960	400	3.5%
291-6410-601.30-05	Office Supplies & Equipment	0	1,358	1,888	1,888	1,888	0	0.0%
291-6410-601.32-01	Program Supplies	0	345	1,700	1,950	2,750	800	41.0%
291-6410-601.32-90	Circulation Supplies	0	0	1,500	2,095	2,095	0	0.0%
	Commodities	0	1,703	5,088	5,933	6,733	800	13.5%
	Total Info Services	0	1,016,612	1,386,671	1,505,457	1,486,290	(19,167)	(1.3%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Circulation

6420

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6420-601.16-85	Salaries	2,457,889	1,201,969	1,300,967	1,425,818	1,410,112	(15,706)	(1.1%)
291-6420-601.18-05	Overtime Civilian	1,166	95	67	1,000	1,000	0	0.0%
	Salaries	2,459,055	1,202,064	1,301,034	1,426,818	1,411,112	(15,706)	(1.1%)
291-6420-601.19-05	Medical Insurance	252,581	89,524	120,853	120,853	141,472	20,619	17.1%
291-6420-601.19-10	IMRF	254,883	93,242	130,531	180,350	141,120	(39,230)	(21.8%)
291-6420-601.19-11	Social Security	148,952	72,871	79,391	88,463	85,992	(2,471)	(2.8%)
291-6420-601.19-12	Medicare	34,836	17,043	18,567	20,689	20,111	(578)	(2.8%)
	Fringe Benefits	691,252	272,680	349,342	410,355	388,695	(21,660)	(5.3%)
291-6420-601.21-02	Equipment Maintenance	158	0	0	0	0	0	N/A
291-6420-601.21-64	Access Services	10,955	0	0	0	0	0	N/A
291-6420-601.21-65	Other Services	12,108	6,844	3,513	3,513	3,513	0	0.0%
291-6420-601.22-02	Dues	1,713	260	1,441	1,465	1,441	(24)	(1.6%)
291-6420-601.22-03	Travel & Training	2,483	962	2,773	2,773	2,773	0	0.0%
	Contractual Services	27,417	8,066	7,727	7,751	7,727	(24)	(0.3%)
291-6420-601.30-05	Office Supplies & Equipment	4,673	1,213	2,033	2,033	2,033	0	0.0%
291-6420-601.30-07	Supplies Reimbursed by Patron	2,012	1,977	0	0	0	0	N/A
291-6420-601.32-01	Program Supplies	2,020	0	1,000	1,000	1,000	0	0.0%
291-6420-601.32-90	Circulation Supplies	9,253	7,848	8,574	8,574	8,574	0	0.0%
	Commodities	17,958	11,038	11,607	11,607	11,607	0	0.0%
	Total Circulation	3,195,682	1,493,848	1,669,710	1,856,531	1,819,141	(37,390)	(2.0%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Senior and Accessibility Services (SAS)

6430

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6430-601.16-85	Salaries	0	198,419	219,162	228,551	224,475	(4,076)	(1.8%)
291-6430-601.18-05	Overtime Civilian Salaries	0	1	0	0	0	0	N/A
	Salaries	0	198,420	219,162	228,551	224,475	(4,076)	(1.8%)
291-6430-601.19-05	Medical Insurance	0	15,082	11,681	11,681	11,386	(295)	(2.5%)
291-6430-601.19-10	IMRF	0	19,676	26,100	28,344	26,060	(2,284)	(8.1%)
291-6430-601.19-11	Social Security	0	11,788	13,038	14,170	13,691	(479)	(3.4%)
291-6430-601.19-12	Medicare	0	2,757	3,049	3,314	3,202	(112)	(3.4%)
	Fringe Benefits	0	49,303	53,868	57,509	54,339	(3,170)	(5.5%)
291-6430-601.22-02	Dues	0	0	0	518	518	0	0.0%
291-6430-601.22-03	Travel & Training	0	336	1,200	1,230	930	(300)	(24.4%)
291-6430-601.22-18	Contracted Programs & Exhibits	0	0	8,000	9,590	9,590	0	0.0%
	Contractual Services	0	336	9,200	11,338	11,038	(300)	(2.6%)
291-6430-601.30-05	Office Supplies & Equipment	0	291	400	500	500	0	0.0%
291-6430-601.32-01	Program Supplies	0	0	1,700	1,820	1,820	0	0.0%
291-6430-601.32-02	Program Events	0	0	400	600	600	0	0.0%
291-6430-601.32-90	Circulation Supplies	0	933	1,000	1,050	1,050	0	0.0%
	Commodities	0	1,224	3,500	3,970	3,970	0	0.0%
	Total SAS	0	249,283	285,730	301,368	293,822	(7,546)	(2.5%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Programs and Exhibits

6440

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6440-601.16-85	Salaries	396,519	204,918	230,007	264,889	242,139	(22,750)	(8.6%)
291-6440-601.18-05	Overtime Civilian	192	86	200	200	200	0	0.0%
	Salaries	396,711	205,004	230,207	265,089	242,339	(22,750)	(8.6%)
291-6440-601.19-05	Medical Insurance	70,356	57,932	59,809	59,809	64,410	4,601	7.7%
291-6440-601.19-10	IMRF	47,854	20,916	29,108	33,507	28,994	(4,513)	(13.5%)
291-6440-601.19-11	Social Security	23,777	12,053	13,526	16,435	14,746	(1,689)	(10.3%)
291-6440-601.19-12	Medicare	5,560	2,819	3,163	3,844	3,449	(395)	(10.3%)
	Fringe Benefits	147,547	93,720	105,606	113,595	111,599	(1,996)	(1.8%)
291-6440-601.22-02	Dues	1,391	1,006	1,145	1,353	1,145	(208)	(15.4%)
291-6440-601.22-03	Travel & Training	1,212	1,181	700	1,414	1,414	0	0.0%
291-6440-601.22-18	Contracted Programs & Exhibits	137,849	91,369	49,000	135,077	103,007	(32,070)	(23.7%)
	Contractual Services	140,452	93,556	50,845	137,844	105,566	(32,278)	(23.4%)
291-6440-601.32-01	Program Supplies	0	58	0	0	0	0	N/A
291-6440-601.32-02	Program Events	52,310	30,022	11,000	20,058	8,058	(12,000)	(59.8%)
	Commodities	52,310	30,080	11,000	20,058	8,058	(12,000)	(59.8%)
	Total Programs and Exhibits	737,020	422,360	397,658	536,586	467,562	(69,024)	(12.9%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Digital Services

6450

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6450-601.16-85	Salaries	498,317	523,784	517,137	529,376	528,322	(1,054)	(0.2%)
291-6450-601.18-05	Overtime Civilian	42	0	0	0	0	0	N/A
	Salaries	498,359	523,784	517,137	529,376	528,322	(1,054)	(0.2%)
291-6450-601.19-05	Medical Insurance	42,499	53,443	55,627	55,627	50,191	(5,436)	(9.8%)
291-6450-601.19-10	IMRF	58,339	47,772	60,953	66,913	59,234	(7,679)	(11.5%)
291-6450-601.19-11	Social Security	30,439	31,761	31,156	32,821	32,251	(570)	(1.7%)
291-6450-601.19-12	Medicare	7,119	7,428	7,287	7,676	7,543	(133)	(1.7%)
	Fringe Benefits	138,396	140,404	155,023	163,037	149,219	(13,818)	(8.5%)
291-6450-601.21-02	Equipment Maintenance	169	0	0	0	0	0	N/A
291-6450-601.22-02	Dues	1,671	1,744	1,750	1,863	2,246	383	20.6%
291-6450-601.22-03	Travel & Training	509	314	250	500	500	0	0.0%
291-6450-601.22-42	Internet Access	0	0	2,520	2,520	3,840	1,320	52.4%
291-6450-601.22-66	Outside Reference Service	2,663	2,774	2,873	2,887	2,973	86	3.0%
	Contractual Services	5,012	4,832	7,393	7,770	9,559	1,789	23.0%
291-6450-601.30-05	Office Supplies & Equipment	629	571	500	700	700	0	0.0%
291-6450-601.30-07	Supplies Reimbursed by Patron	881	425	450	700	600	(100)	(14.3%)
291-6450-601.31-85	Small Tools and Equipment	5,712	5,218	5,000	6,600	5,000	(1,600)	(24.2%)
291-6450-601.32-01	Program Supplies	83	572	600	750	700	(50)	(6.7%)
291-6450-601.32-78	Electronic Resources	331,035	340,500	342,326	339,411	374,867	35,456	10.4%
291-6450-601.32-90	Circulation Supplies	1,646	1,575	1,575	1,575	1,575	0	0.0%
	Commodities	339,986	348,861	350,451	349,736	383,442	33,706	9.6%
291-6450-601.50-15	Other Equipment	3,612	2,954	480	480	0	(480)	(100.0%)
	Property	3,612	2,954	480	480	0	(480)	(100.0%)
	Total Digital Services	985,365	1,020,835	1,030,484	1,050,399	1,070,542	20,143	1.9%

MEMORIAL LIBRARY FUND

EXPENDITURES

Collection Services

6470

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6470-601.16-85	Salaries	792,019	886,175	868,043	880,263	876,856	(3,407)	(0.4%)
291-6470-601.18-05	Overtime Civilian Salaries	151	140	125	150	150	0	0.0%
	Salaries	792,170	886,315	868,168	880,413	877,006	(3,407)	(0.4%)
291-6470-601.19-05	Medical Insurance	193,851	180,291	180,624	180,624	222,891	42,267	23.4%
291-6470-601.19-10	IMRF	102,456	90,140	109,737	111,284	108,014	(3,270)	(2.9%)
291-6470-601.19-11	Social Security	47,049	52,874	51,730	54,586	53,404	(1,182)	(2.2%)
291-6470-601.19-12	Medicare	11,003	12,366	12,098	12,766	12,490	(276)	(2.2%)
	Fringe Benefits	354,359	335,671	354,189	359,260	396,799	37,539	10.4%
291-6470-601.20-81	OCLC Services	0	0	62,177	63,110	63,110	0	0.0%
291-6470-601.21-64	Access Services	0	8,472	6,594	4,000	4,000	0	0.0%
291-6470-601.22-02	Dues	1,391	1,260	1,125	2,478	2,478	0	0.0%
291-6470-601.22-03	Travel & Training	421	1,297	600	1,800	1,000	(800)	(44.4%)
291-6470-601.22-85	Processing Services	75,596	80,063	81,758	108,400	108,400	0	0.0%
	Contractual Services	77,408	91,092	152,254	179,788	178,988	(800)	(0.4%)
291-6470-601.30-05	Office Supplies & Equipment	1,485	1,935	515	1,500	1,500	0	0.0%
291-6470-601.30-33	Documentation Library	716	716	710	717	905	188	26.2%
291-6470-601.32-03	Binding	200	0	200	200	200	0	0.0%
291-6470-601.32-05	Processing Supplies	18,352	18,594	20,000	30,000	30,000	0	0.0%
291-6470-601.32-75	Audio Visual	480,116	488,167	534,980	537,980	534,980	(3,000)	(0.6%)
291-6470-601.32-80	Books	653,231	695,803	715,000	722,676	722,676	0	0.0%
291-6470-601.32-90	Circulation Supplies	3,106	5,605	3,000	6,450	6,450	0	0.0%
291-6470-601.32-95	Periodicals	116,342	123,887	128,534	134,062	119,365	(14,697)	(11.0%)
	Commodities	1,273,548	1,334,707	1,402,939	1,433,585	1,416,076	(17,509)	(1.2%)
	Total Collection Services	2,497,485	2,647,785	2,777,550	2,853,046	2,868,869	15,823	0.6%

MEMORIAL LIBRARY FUND

EXPENDITURES

Belmont Makerspace

6480

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6480-601.16-85	Salaries	0	0	82,640	414,303	325,231	(89,072)	(21.5%)
291-6480-601.18-05	Overtime Civilian	0	0	0	200	200	0	0.0%
	Salaries	0	0	82,640	414,503	325,431	(89,072)	(21.5%)
291-6480-601.19-05	Medical Insurance	0	0	40,540	33,638	53,182	19,544	58.1%
291-6480-601.19-10	IMRF	0	0	7,286	52,393	40,086	(12,307)	(23.5%)
291-6480-601.19-11	Social Security	0	0	3,540	25,700	19,819	(5,881)	(22.9%)
291-6480-601.19-12	Medicare	0	0	828	6,010	4,635	(1,375)	(22.9%)
	Fringe Benefits	0	0	52,194	117,741	117,722	(19)	(0.0%)
291-6480-601.20-05	Professional Services	0	10,266	5,000	24,500	10,000	(14,500)	(59.2%)
291-6480-601.20-20	Legal Services	0	0	5,000	5,000	5,000	0	0.0%
291-6480-601.20-40	General Insurance	0	423	390	216	216	0	0.0%
291-6480-601.21-02	Equipment Maintenance	0	0	1,650	6,980	6,980	0	0.0%
291-6480-601.21-11	Building Maintenance	0	1,840	5,000	26,866	26,866	0	0.0%
291-6480-601.21-36	Equipment Rental	0	0	5,000	5,000	1,000	(4,000)	(80.0%)
291-6480-601.21-60	Water and Sewer Service	0	0	1,200	1,200	1,200	0	0.0%
291-6480-601.21-65	Bank Fees	0	30	0	30	100	70	233.3%
291-6480-601.22-02	Dues	0	0	500	1,575	1,575	0	0.0%
291-6480-601.22-03	Travel & Training	0	0	1,000	1,000	1,000	0	0.0%
291-6480-601.22-18	Contracted Programs & Exhibits	0	0	0	0	7,800	7,800	N/A
291-6480-601.22-42	Internet Access	0	0	500	1,500	1,500	0	0.0%
	Contractual Services	0	12,559	25,240	73,867	63,237	(10,630)	(14.4%)
291-6480-601.30-05	Office Supplies & Equipment	0	0	200	2,000	2,000	0	0.0%
291-6480-601.30-07	Supplies Reimbursed by Patrons	0	0	7,500	7,500	7,500	0	0.0%
291-6480-601.30-51	Heating Fuel & Electric	0	1,908	30,000	40,140	40,140	0	0.0%
291-6480-601.31-45	Janitorial Supplies	0	0	5,000	7,400	7,400	0	0.0%
291-6480-601.31-85	Small Tools & Equipment	0	32	5,000	21,500	5,000	(16,500)	(76.7%)
291-6480-601.32-01	Program Supplies	0	0	0	0	9,000	9,000	N/A
	Commodities	0	1,940	47,700	78,540	71,040	(16,500)	(9.5%)
291-6480-601.50-15	Other Equipment	0	0	54,500	54,500	10,000	(44,500)	(81.7%)
	Property	0	0	54,500	54,500	10,000	(44,500)	(81.7%)
	Total Belmont Makerspace	0	14,499	262,274	739,151	587,430	(160,721)	(20.5%)

MEMORIAL LIBRARY FUND

EXPENDITURES

Non-Operating

6901

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
291-6901-601.90-05	Operating Transfer Out	1,750,000	0	0	0	0	0	N/A
	Non-Operating	1,750,000	0	0	0	0	0	N/A
	Total Non-Operating	1,750,000	0	0	0	0	0	N/A
	Total Memorial Library Fund	15,589,102	13,824,973	14,275,498	15,782,156	15,263,027	(528,129)	(3.3%)

LIBRARY CAPITAL PROJECTS FUND

EXPENDITURES

Administration

6001

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
491-6001-601.50-15	Other Equipment	14,183	0	0	0	0	0	N/A
491-6001-601.50-55	Other Capital Outlay	0	0	0	80,000	25,000	(55,000)	(68.8%)
	Capital Outlay	14,183	0	0	80,000	25,000	(55,000)	(68.8%)
	Total Administration	14,183	0	0	80,000	25,000	(55,000)	(68.8%)

Paid by Gifts and Grants

6004

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
491-6004-601.50-55	Other Capital Outlay	0	0	50,000	50,000	0	(50,000)	(100.0%)
	Capital Outlay	0	0	50,000	50,000	0	(50,000)	(100.0%)
	Total Paid by Gifts and Grants	0	0	50,000	50,000	0	(50,000)	(100.0%)

Information Technology

6010

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
491-6010-601.50-12	Computer Equipment	87,378	0	0	0	0	0	N/A
491-6010-601.50-55	Other Capital Outlay	0	0	12,000	12,000	0	(12,000)	(100.0%)
	Capital Outlay	87,378	0	12,000	12,000	0	(12,000)	(100.0%)
	Total Information Technology	87,378	0	12,000	12,000	0	(12,000)	(100.0%)

Facilities

6020

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
491-6020-601.50-15	Other Equipment	146,359	17,475	27,000	27,000	1,000,000	973,000	3603.7%
491-6020-601.50-55	Other Capital Outlay	621,140	48,690	15,000	15,000	0	(15,000)	(100.0%)
	Capital Outlay	767,499	66,165	42,000	42,000	1,000,000	958,000	2281.0%
	Total Facilities	767,499	66,165	42,000	42,000	1,000,000	958,000	2281.0%

LIBRARY CAPITAL PROJECTS FUND

EXPENDITURES

Belmont Makerspace

6480

Account Number	Account Description	Actual 2018	Actual 2019	Proj. Act. 2020	Budget 2020	Budget 2021	\$ Inc / (Dec)	% Inc / (Dec)
491-6480-601.50-12	Computer Equipment	0	0	0	45,000	0	(45,000)	(100.0%)
491-6480-601.50-15	Other Equipment	0	0	0	714,000	0		
491-6480-601.50-55	Other Capital Outlay	0	13,836	0	714,000	0	(714,000)	(100.0%)
	Capital Outlay	0	13,836	0	1,473,000	0	(759,000)	(100.0%)
	Total Belmont Makerspace	0	13,836	0	1,473,000	0	(759,000)	(100.0%)
	Total Memorial Library Capital Projects Fund	869,060	80,001	104,000	1,657,000	1,025,000	82,000	(38.1%)

Executive Director's Report September 2020

What's New @ AHML

Library of Things

- DJI OM 4 foldable stabilizer gimbal, a motorized smartphone video stabilizer
- DJI Osmo Pocket camera to smooth out movements of handheld and smartphone videography
- New/updated automobile diagnostics scanners
- Skittle Scatter (yard game)



Book Bundles at the Drive-up!

At the suggestion of the Circulation Workgroup, we started offering a display of books and book bundles for checkout in the window next to the drive-up. The display is currently autumn themed with a selection of primarily children's items. With kids being in the back seat while their parents are busy at the pickup window, they have an unobstructed view of the display.



Diversity and Inclusion

ESL Virtual Help Desk

In an effort to be available to customers virtually in a way that does not require making appointments, we started a weekly Wednesday “Virtual help desk for ESL students” where customers can ask questions or get extra help via Zoom.

ESL Programs

There were 270 ESL participants across 38 programs in September. We have also received more inquiries as to what we offer and how new learners can join us

Serving our Community

Designing Our Attention Program

Info Services Librarian Alison Lowery teamed up with Programs and Exhibits staff to plan and host a series of programs featuring speaker Beck Tench on the topic of “*Designing Our Attention*”. With our reliance on technology increasing, how do we use it wisely? And how do we manage and protect our attention when our lifeline to the outside world is designed to exploit it? The first two programs in this four-part series had a combined 61 attendees. Beck Tench is a thoughtful and engaging speaker, and her sessions have a heavy element of participation from the audience.

TAG-TAB Mask Donation

The library’s volunteer groups Tween Advisory Group (TAG) and Teen Advisory Board (TAB) teamed up to tie dye and decorate masks for teachers and staff in District 25 and District 214. Teen Services Supervisor Alice Son created the project with the help of the TAB board. Tween Librarian Kerry Bailey and Youth Outreach Specialist Emily Muszynski helped to coordinate the in-person programs with the school districts. D214 Community Engagement staff sent this message of gratitude: *“Thank you so much for your email and for the generous donation of the decorated masks for our D214 teachers. We truly appreciate your consideration and thoughtfulness in thinking of our teachers during this time.”*



Tween Giveaway Winner!

Additionally, the Friends of the Library funded giveaways as an incentive for customers to use their library card and access our collection during the month of September. Pictured is the winner of the tween giveaway, a color-changing backpack and Hydro Flask. His caregiver emailed: *“Thank you so much to AHML! Jaeden was over the moon excited about being a winner and said these are the coolest prizes ever. He will use them for his first day back to school next week. So glad he had this awesome experience with the library.”*



Library Card Signup Month

To celebrate *Library Card Signup Month*, bookmobile and Youth Services staff brought storytimes, booktalks and readers' advisory services to parks and schools, promoting library resources throughout the month. At a weekly *Storytime in the Park*, a dad commented that he had never experienced anything like this—good books, music and learning in a fun atmosphere. He said that in 'normal times' a caregiver would be the one to bring his daughter to the library or community events during the day. He felt very fortunate to have the time to participate with his daughter, something positive during the pandemic. On Saturday, September 21, Youth Outreach staff Emily Koch, Kim McGuire and Emily Muszynski and bookmobile driver Al Garcia stationed themselves outside of Riley and Poe Elementary Schools, registering nearly 30 Arlington Heights residents for library cards. One customer described how she was educating her kids and that getting materials from the library was the key to making it work for her family. She also was able to update her library card and make sure each of her children had their own card.



At-Home-Learners Parents Night Out

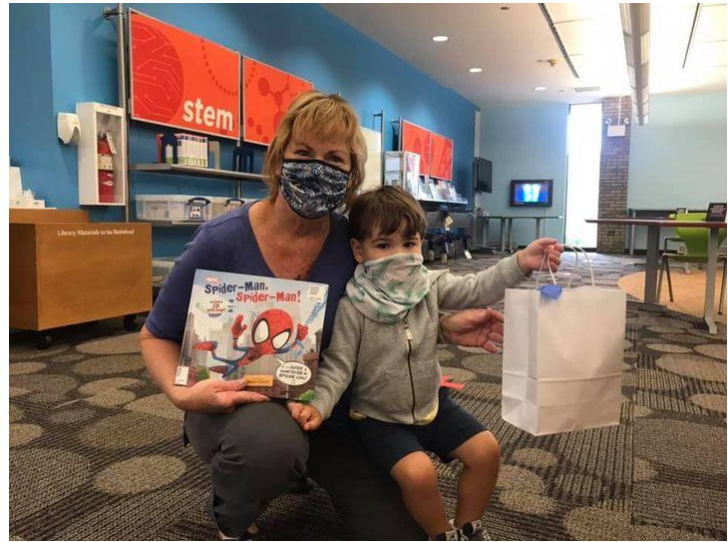
On Tuesday, September 15, Digital Services Librarian Bill Pardue and Kids' World Librarian Christina Caputo collaborated to present [At-Home Learner Parents' Night In](#). Staff responded to the remote learning environment by adjusting the content of the annual, in-person Homeschool Parents Night Out program ([highlighted in VOYA magazine last year](#)). [District 25](#) supported and promoted the program by interviewing both librarians and sharing via social media. Thirty-one participants learned about the comprehensive milieu of the AHML's collection, subject experts and staff, educational programs and innovative space to support remote learners. Another 112 customers have viewed the rebroadcast on YouTube. There were significant increases in usage of TumbleBook Library read-alongs and Miss Humblebee's Academy's lessons completed in September, both of which were featured in the presentation.

Banned Books Week

Info Services Advisors played a key role in the planning and recording of videos celebrating *Banned Books Week* and the freedom to read. These videos were promoted on social media and posted on the library's [YouTube](#) channel.

Storytime Fun Kits

Thanks to the generous support of the Friends of the Library, Kids' World Assistant Manager Maria Papanastassiou, Early Literacy Services Supervisor Rebecca King and Youth Services Advisor Susan Hollars collaborated to create 300 *Storytime Fun Kits* to complement live, virtual storytimes. Arlington Heights cardholders took home a kit with library information, a sun stick puppet, various flannel animals as well as a musical shaker egg and colorful scarf to participate in the storytimes from home. Kids' World staff observed several families waving their scarves and shakin' their sillies out in the Zoom sessions. When picking up a *Storytime Fun Kit*, a customer commented *"We miss you so much! This is my first time back at the library; I came just for the Storytime Kits."*



Electronic Device Drive Continues



The small electronic device drive continued in September. Twenty-one devices have been collected, to be donated to Chicago Public Schools and others in need. The Arlington Heights Memorial Library is the sole donation site. With the drives' increased publicity, the library expanded its duration, originally slated to end in September, to October 16. The Daily Herald ran an article

["Suburban students collect technology to help others with remote learning"](#) on September 29 featuring the students running the drive.

Let's Go on a Story Walk®: *Duck on a Bike*

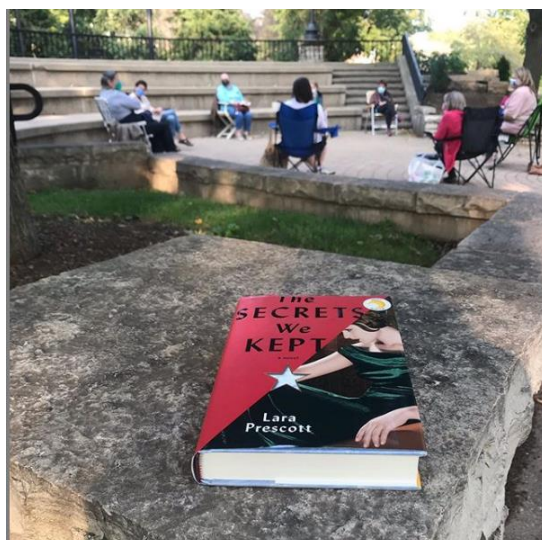


On Saturday, September 26, 95 customers enjoyed a story walk outside of the library's future makerspace. Families followed signs set up on the Belmont Avenue building lawn, reading and acting out the story together. Lead Youth Services Advisor Amy Belford and Youth Programs Specialist Maureen Vela planned and delivered the story walk – including a bike with a duck on its seat for young customers to discover as they walked. Families took home a bike handlebar craft with a mini duck to create together.



One Book, One Village in the Park

Info Services Advisors hosted an in-person book discussion in North School Park as part of *One Book, One Village* with 15 attendees. Customers expressed how happy they were to meet in person for the discussion. Wearing masks and keeping a safe social distance, it was great to connect face to face.



Connecting Through Social Media

Info Services Advisors continue to work with Communications and Marketing to promote our readers services and engage with our community via social media. In September, Instagram posts included promotion of our Ruth Bader Ginsburg display and RBG booklist.



Art with Alayne Create Kits Debut



Residents who registered for the September *Creative Aging: Art with Alayne Lion* project picked up kits at the drive up, containing a set of oil pastels, liquid watercolor, art paper and other supplies. These supplies will also be used for the October project.

Customers loved the project! Many, like Janet, did the project with family members.

Alayne's video lesson is recorded and posted on YouTube at the

beginning of every month. The Lion video class on YouTube had 229 views in September. Meet-ups are at the end of every month for students to share their work, ask questions about the lessons and get help. Customers can view all of the Art with Alayne lessons and supply lists on our website at: https://www.ahml.info/virtual_art

Preparing for Election Day

Info Services staff prepared the library's voter registration station and a special display with essential forms, an informational handout and election-themed books. Also available are take-home kits with forms, information and a coloring sheet for the library's outdoor activity kit line. Finally, Info Services staff coordinated a pop-up voter registration drive with the local chapter of the League of Women Voters for National Voter Registration Day. Set up right outside the library, it was the most popular registration drive yet.



ahml
@ahml

#NationalVoterRegistrationDay is underway @ahml! @lwahbg are outside of the library helping people get registered, find their polling place + answer questions about voting in the November election, They're here today until 1 pm. Drop by!



10:14 AM · 9/22/20 · Twitter for iPhone

5 Retweets 2 Quote Tweets 17 Likes

Schitt's Creek Trivia

On Thursday September 17, days before the beloved series collected a slew of Emmy's, fans of the television show Schitt's Creek gathered to play some virtual trivia! This is the third trivia challenge offered for adults since March and continues to keep people's spirits high. A remarkable 56 teams played the game, designed and hosted by Programs and Exhibits Specialist Tracy Recklaus and Info Services Advisor Joan Lasky. Graphic Designer Colleen Mele managed a live YouTube broadcast, where an additional 76 people watched the game live. In response to customers' requests for more trivia challenges, we will strive to offer bi-monthly events to meet this demand.

Crowdpurr

Q7. What is the name of the business that made the Rose family rich?

0:11 37 points

A. Rose Apothecary

B. Rose Video

C. Rose Investments

D. Rose Realty

Scan to join

To play, go to crowd.live & enter code DW8W4

Head to crowd.live and enter the code DW8W4 to play!

TRIVIA

Schitt's Creek

September Booklists and Book Discussions

Info Services Advisors created booklists on the Readers' Services page for customers to access recommended items from home. September booklists feature print, eAudio and eBooks:

- [Banned Books Week Challenged Books](#)
- [Favorite Things Music Edition](#)
- [New Food Memoirs](#)

Info Services staff hosted five book discussions in September with 75 attendees.

Senior Book Discussions

Senior book discussions resumed in September on Zoom with 24 participants joining discussions of *The Dutch House* by Ann Patchett, *And Then She Was Gone* by Lisa Jewell and *Olive, Again* by Ann Patchett. All participants enjoyed seeing SAS (Senior and Accessible Services) staff and book group members again. New participants enjoyed the book discussions for the first time. Many mentioned the importance of these programs for those who do not have other opportunities to socialize and is an activity that can be done safely from home.

Virtual Cord Cutting 101

On Tuesday, September 8, Digital Services Supervisor Gregory Berger taught the virtual class *Cord Cutting 101: Exploring Cable Alternatives*. The class had 55 attendees, far more than could be accommodated in person, and explored cost-effective alternatives to cable (Netflix, Roku, Sling, Apple TV, Hoopla, etc.) and traditional land line phones (mobile, Google Voice, etc.). An attendee commented, "*The things I learned from the Cord Cutting 101 class allowed me to help my parents save \$160 per month.*"

Virtual Buying and Selling Online

Digital Media Specialist Chris Smith taught the virtual class *Buying and Selling Online* on Tuesday, September 1. Fifty-six customers attended, learning about tips on buying and selling items on sites such as Craigslist, eBay, Facebook Marketplace and more. The class was especially popular since many people cleaned out their homes and storage during the stay-at-home order and are looking for additional income streams.

Library Delivery Services

In September, 6 new home delivery customers and a new healthcare site customer were added and one new customer was enrolled in the NLS Talking Book service. There were a total of 82 deliveries that provided approximately 737 items to home and healthcare customers this month.

Jane Addams Hull-House Partner Programs Celebrate Women’s Suffrage

September marked the beginning of a three-month partnership with Jane Addams Hull-House, RAILS, Aurora Public Library, Gail Borden Public Library and Schaumburg Township District Library. The partner programs feature modern voices celebrating the historical movement that resulted in the passage of the *19th Amendment – Women's Right to Vote*. Programs and Exhibits Manager Jennifer Czajka and Specialist Megan Young have worked with the event partners to prepare the first program series we have presented via Facebook Live.

The programs kicked off with *Championing Women’s Activism in Modern America* with Author Anya Jabour on Sunday, September 13. The program focused on the subject of Anya Jabour’s book, educator and activist Sophonisba Breckinridge who advocated for labor legislation for workers, voting rights for women, social services for immigrants, civil rights for blacks and financial support for poor families. The author was joined in conversation by Breckenridge’s relatives. All partners broadcast the video simultaneously and it has been viewed 1,700 times.

The second program presented on Thursday, September 17 was *Vanguard: How Black Women Broke Barriers, Won the Vote and Insisted on Equality for All*. The event kicked off with the author, acclaimed historian Martha S. Jones, introducing her book which details how suffrage was an overwhelmingly white women’s movement and did not win the vote for most black women. Securing their rights required a movement of their own. She was then joined in conversation by Northwestern Professor of African American Studies Leslie Harris. This video has been viewed 1,700 times. The full series continues into November and includes virtual tours of two exhibits at Jane Addams Hull-House Museum. Full details are found at www.ahml.info/suffrage



Paying for College Without Going Broke

As part of the *College Knowledge* series, Programs and Exhibits Specialist Megan Young and Teen Librarian Evan Mather welcomed the *My College Planning Team* (MCPT) to present an important topic for parents: *Paying for College Without Going Broke* on Wednesday, September 16. The professionals of MCPT navigated the tough, and often elusive, ins-and-outs of financial planning for college students. Twenty-five student caregivers came with questions and left with answers. This program, along with other *College Knowledge* programs, are featured on the [College & Career](#) page.

Outdoor Composting

Thirty-one customers attended the event on Wednesday, September 9, event co-sponsored with the Arlington Heights Park District, an outdoor, physically distanced composting program at North School Park. With an almost 100% turnout on a chilly evening, program attendees were happy to be back in a live program setting. Kay McKeen, founder and Executive Director of SCARCE (School & Community Assistance for Recycling and Composting Education) shared the critical importance of composting for our planet, how to set up a backyard composting system, bin options and more. Several requested Kay return to present on other green topics. Feedback below:











- *Enjoyed the presentation and being outside for the program. The presenter was so knowledgeable and there was plenty of time for questions.*
- *Felt very comfortable with the set up and social distancing.*
- *Outside was fine. People kept their distance/masks so Covid did not feel like it was an issue. Laura was good about making sure people felt comfortable where they were sitting. Presenter did a great job. She definitely knew her topic and the time went by quickly.*













Virtual Resource Usage

Top ten visited web pages

August 2020:

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

September 2020:

1. /www.ahml.info 	104,822 (32.98%)
2. /borrow/bmm 	3,254 (1.02%)
3. /attend/events 	2,907 (0.91%)
4. /borrow/ebooks 	2,747 (0.86%)
5. /research/databases 	2,679 (0.84%)
6. /StayInformed 	1,387 (0.44%)
7. Upcoming DVD Releases 	1,135 (0.36%)
8. /form/contact 	1,097 (0.35%)
9. Keyword Search 	937 (0.29%)
10. /attend/events/202010 	917 (0.29%)

Social Media Engagement

	January	February	March	April	May	June	July	August	September
Facebook									
Posts	25	22	56	60	47	41	56	15	40
Fans*	5067	5113	5217	5291	5376	5436	5469	5501	5613
Engagement	1164	1723	3531	3642	2725	3148	1886	861	2581
Reactions	1014	1505	2696	3001	2419	2755	1673	752	991
Comments	92	128	347	389	180	211	111	69	54
Shares	58	90	488	252	126	182	102	40	134
Twitter									
Tweets	65	51	111	139	148	143	137	100	127
Followers*	4313	4324	4362	4388	4404	4410	4424	4446	4444
Tweet impressions	75400	59900	116000	120000	127000	100000	94300	76800	90,438
Engagement	247	203	534	394	399	387	283	240	366
Likes	181	164	386	294	348	300	211	187	289
Retweets	65	33	134	92	56	79	64	48	75
Instagram									
Posts*	n/a	n/a	859	875	898	922	978	1002	1027
Followers*	1767	1802	1852	1904	1947	2006	2081	2106	2129
Impressions*	n/a	11889	25878	24608	19188	21052	45279	14405	19017
Average Reach	n/a	286	485	451	435	459	560	344	389
Constant Contact									
Campaigns	20	19	22	27	26	27	21	17	15
Sends	46572	44518	127872	85980	43351	110385	52314	39158	63951
Opens	10681	12536	57487	30772	12245	37071	12690	10550	19827
Clicks	498	925	2500	2262	1169	2196	889	786	821
Open rate (percentage)	24%	28%	45%	36%	28%	34%	24%	27%	31%
Click rate	2%	4%	17%	3%	3%	-4%	7%	0%	4%
open rate vs. industry average	6%	10%	27%	11%	6%	12%	2%	6%	10%
Total contacts*	31770	31790	32650	32957	33157	33594	33721	33889	33897
Unsubscribed in last 30 days	30	15	171	98	19	130	34	27	81
New contacts in the last 30 days	3	25	1006	446	184	436	106	166	8
LinkedIn									
Followers*	655	657	659	660	672	684	685	689	693
Posts	7	1	5	1	1	8	0	7	4
Impressions	2335	308	839	620	235	738	352	1100	749

YouTube									
Subscribers*	397	402	456	514	585	603	627	658	691
Videos added	0	3	6	23	34	33	30	15	12
Views	1601	1821	2,875	5102	5053	3202	3086	2900	3159
Watch time hours	55.6	63.8	83.3	452.2	437	292.7	306.4	130.6	257.5

Spotlight on YouTube

Although the library has had a YouTube channel for many years, it has really grown in the last six months.

Video production pre-COVID 19 was something done just a few times a year for major events including some large exhibits, the D25 Art Show, Harry Potter Book Night and FanCon.

Beginning in mid-March, we reassigned Graphic Artist Stephanie Battista to lead video production full-time, resulting in a major shift of priorities for the Graphics team. Graphics Supervisor Brian Benson and Graphic Artist Colleen Mele are doing the majority of the graphics work previously done by the three-person team, along with a large amount of COVID 19-related signage and our monthly library newsletter. We have adjusted priorities, including cutting production of promotional signage and most other print materials. We did not produce an April or May newsletter, and the cancellation of in-person programming, the annual school Art Show and several Exhibits, has allowed for video production time. We are also utilizing Digital Services staff time for processing some videos. Video is time-consuming to produce. Staff records content, the file is uploaded to OneDrive (sometimes downloaded from Zoom first), and then downloaded into editing software. Editing time ranges from adding the library logo slides, to full editing of presenter content, such as the Art with Alayne videos. Content is then edited, and uploaded to our YouTube channel. The upload/download process is time intensive, especially for longer videos. Our team also lead in producing original content, like the Banned Books Week videos. Editorial Supervisor April Harder has been the conduit between Communications and Marketing and other departments, managing workflows and shaping content to optimize views. She leads promotion on all channels for every video, including writing descriptions and creating monthly production calendars.

In September, we reorganized our content on YouTube by topic or audience, using featured playlists that help customers to find the video content they want more quickly. We list the newest videos first, and we're able to link to playlists in various promotions, including promotional emails and social media posts.

Once content is added, it can have a very long life. For instance, the most popular video on our channel consistently for several months in a row has been the Space Launch Party Planetarium (2019). YouTube likes popular content, so the image of the Planetarium appears quite often in the suggested videos panel. An interesting and original photo preview gets clicked on and viewed. The after effect of popular views is favorable and ongoing.

We're continuing to build our Top Shelf series on YouTube, and now have 15 book recommendation videos in the Top Shelf playlist, with a steady plan for constant content coming for this series in the coming months.

Number of Videos per YouTube Playlist

March 20, 2020 – September 30, 2020

74	AHML Storytime	9	FanCon
23	Tweens & Teens	8	Art with Alayne Creative Aging
17	Programming for Adults	3	Banned Books Week
15	Top Shelf: Staff Book Recommendations	2	One Book, One Village
12	School Outreach (Unlisted)		

Views by YouTube Playlist

March 20, 2020 – September 30, 2020

Playlist	Playlist starts	Views ↓	Average view duration	Watch time (hours)
<input type="checkbox"/> Total	750	1,238	2:59	61.6
<input type="checkbox"/> AHML Storytimes	474 63.2%	793 64.1%	3:30	46.4 75.4%
<input type="checkbox"/> Bringing the library to you	66 8.8%	102 8.2%	2:00	3.4 5.5%
<input type="checkbox"/> Tweens & Teens	42 5.6%	89 7.2%	2:02	3.0 4.9%
<input type="checkbox"/> Creative Aging	33 4.4%	61 4.9%	4:25	4.5 7.3%
<input type="checkbox"/> Arts & Crafts	51 6.8%	57 4.6%	1:46	1.7 2.7%
<input type="checkbox"/> Programming for Adults	28 3.7%	45 3.6%	0:13	0.2 0.3%
<input type="checkbox"/> Top Shelf: Staff Book Recommendations	22 2.9%	38 3.1%	0:25	0.3 0.4%
<input type="checkbox"/> FanCon: Comics & Pop Culture	11 1.5%	19 1.5%	1:46	0.6 0.9%
<input type="checkbox"/> One Book, One Village	8 1.1%	16 1.3%	0:31	0.1 0.2%
<input type="checkbox"/> Kids' World	11 1.5%	12 1.0%	0:08	0.0 0.0%
<input type="checkbox"/> Just for Kids	4 0.5%	6 0.5%	13:29	1.3 2.2%

Not every video on our YouTube channel is on a playlist, and because playlists are relatively new, we could see a shift in views per playlist in the months ahead.

Kids' World, Outreach and Just for Kids playlists are unlisted; these videos are available only by direct link.

Watch Time Hours by Video on YouTube

March 20, 2020 – September 30, 2020

Video	Watch time (hours) ↓	Views	Playlist starts	Average view duration	Impressions	Impressions click-through rate
<input type="checkbox"/> Total	1,931.5	23,900	—	4:50	300,740	2.7%
<input type="checkbox"/> Board Meeting - May 19, 2020	199.5 10.3%	240 1.0%	— —	49:51	1,200	10.7%
<input type="checkbox"/> Board of Library Trustees - April Board Meeting	166.0 8.6%	295 1.2%	— —	33:45	2,908	5.7%
<input type="checkbox"/> AHML Board Meeting - 6/16/2020 6:30 PM	85.6 4.4%	238 1.0%	— —	21:35	2,017	5.8%
<input type="checkbox"/> Schitt's Creek Trivia!	70.6 3.7%	127 0.5%	— —	33:21	188	5.3%
<input type="checkbox"/> An Evening with William Kent Krueger	47.1 2.4%	222 0.9%	— —	12:43	982	8.2%
<input type="checkbox"/> Space Launch Party Planetarium 2019	44.5 2.3%	1,431 6.0%	— —	1:52	16,194	6.5%
<input type="checkbox"/> Baby Time Storytime with Maria: Week of March 23	40.8 2.1%	710 3.0%	— —	3:26	5,332	3.3%
<input type="checkbox"/> Special Board Meeting 4-6	39.4 2.0%	173 0.7%	— —	13:39	1,263	6.6%
<input type="checkbox"/> FanCon: Where in the World is Carmen Sandiego? featuring Tamara...	31.9 1.7%	130 0.5%	— —	14:43	2,350	3.0%
<input type="checkbox"/> Art with Alayne: Lion	30.4 1.6%	226 1.0%	— —	8:03	1,338	2.5%
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Average View Duration by Video on YouTube

March 20, 2020 – September 30, 2020

Video	Watch time (hours) ↓	Views	Playlist starts	Average view duration	Impressions	Impressions click-through rate
<input type="checkbox"/> Total	1,931.5	23,900	—	4:50	300,740	2.7%
<input type="checkbox"/> Board Meeting - May 19, 2020	199.5 10.3%	240 1.0%	— —	49:51	1,200	10.7%
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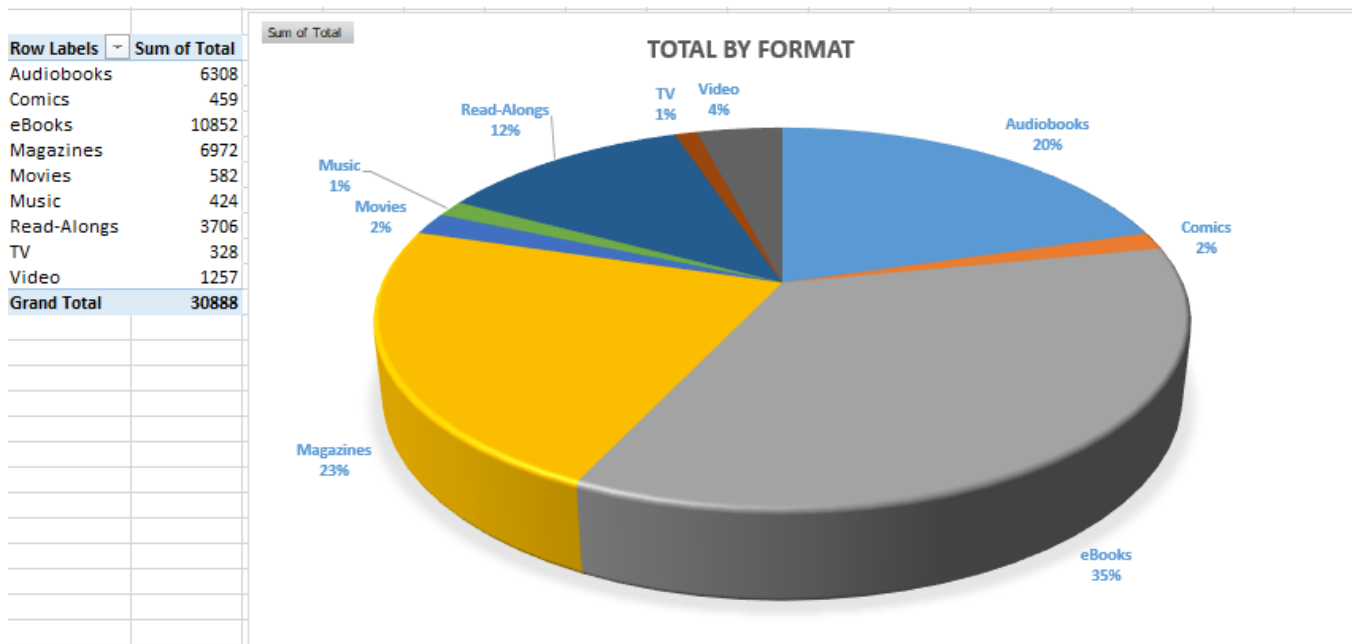
Graphics and Design

Staff placed 47 promotional requests related to programming this month in addition to designing our October (32 page) newsletter production. Requests include social media promotion, web graphics, email marketing, video processing and editing. There are also many sign and graphics requests that come in via email and our Grapewiki; we'll include a way to show these metrics in the October report.

Other

Communications Specialist Pat Aichele led the pitch to ALA for our Banned Books Week video series. It was successful, and with ALA's shares contributing to video views, the metrics are outstanding. Only one video was published in September; two others will show in our October reporting.

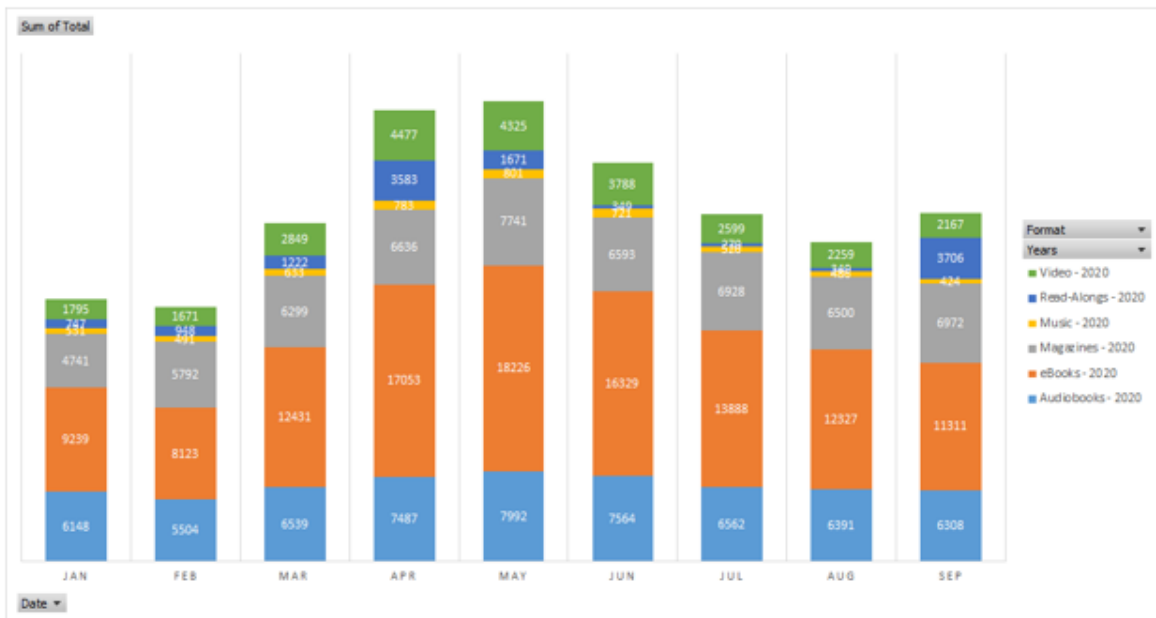
eResource overview



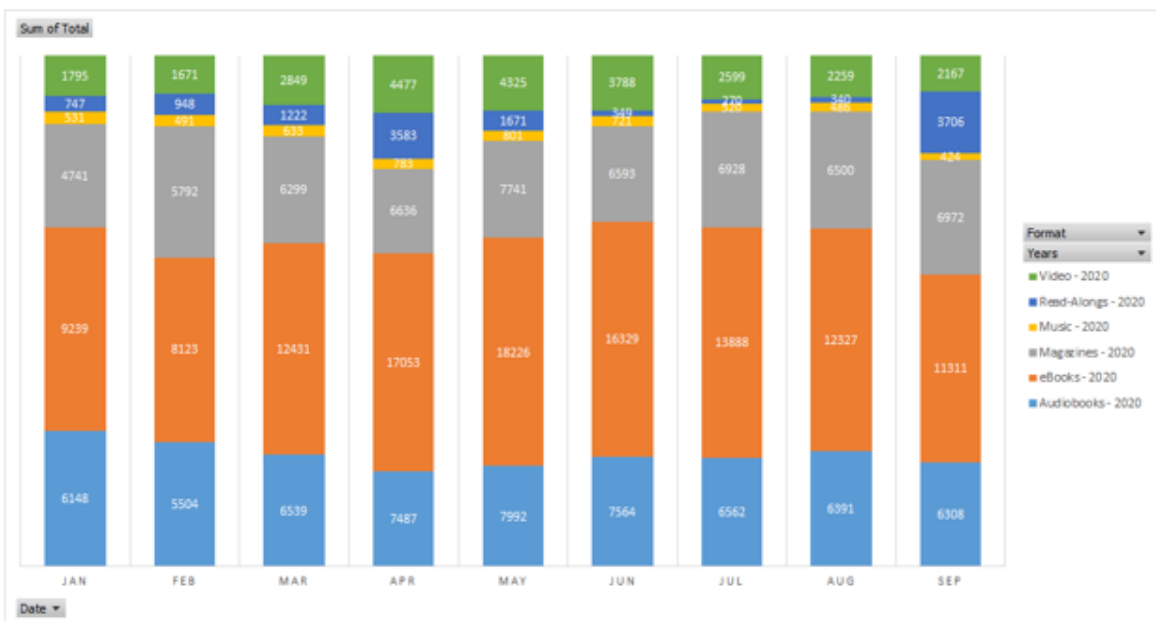
eLibrary 2020	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Total
Total eBook checkouts	6,759	5,915	8,308	10,969	11,785	11,375	10,463	11,839	10,852	65,574
Total eAudio checkouts	3,237	2,915	3,377	4,011	4,415	4,338	3,893	6,391	6,308	26,186

What Are We Watching? What Are We Learning?

Formats by Month (Total)

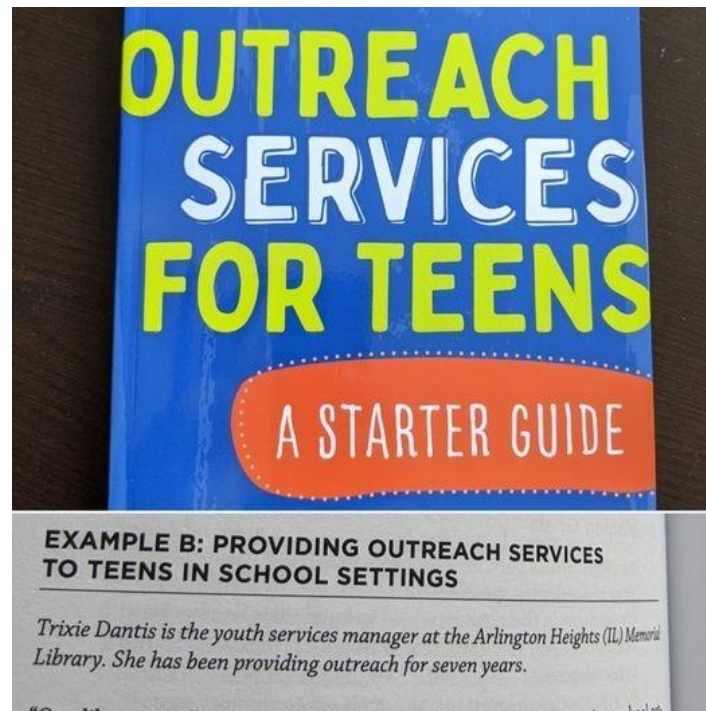


Formats by Month (Percentages)



Professional Engagement

Youth Services Manager Trixie Dantis contributed to *Outreach Services for Teens: A Starter Guide* published in September by ALA Editions. She highlighted the library's collaboration with local schools as a practical example of outreach services targeting teens in a school setting.



Deputy Director Shannon Distel presented with Billie Moffett from the Gail Borden Public Library and Ryann Uden from the Indian Trails Public Library at the September 25th Recharge Committee meeting on the subject of personality tests for staff development. Shannon spoke on the leadership development day that she organized for the management team in November, 2019.

Customer Comments

- *Thank you for all your service, the library has been doing a fantastic job during these last several months!!*
- *We loved having opportunities to watch our big kids reading with our little kids. It's so special watching them do stuff together and help the younger kids develop their own love of literacy.*
- *Reading has been a soul saver!*
- *We love reading, but my kids loved having an opportunity to work toward goals through the whole summer*
- *Thanks so much for continuing to offer such fun virtual classes! My kids loved the tiny treats class & Lily & Ella had so much fun at the tie dye project yesterday. We're so grateful to have such a wonderful library!*



- *“The selections are perfect and all eAudiobooks. I am so glad the library has this program with such good people recommending great reads. I am lost without recommendations!”*
- *“THIS LIST IS PERFECTION! I cannot wait to read every. single. one. I can't believe how spot on your picks are! I feel so... predictable :) But excited! Thank you so so so very much for giving me something to look forward to this week!”*
- *There is nothing I could do if it wasn't for this service. It is wonderful. I just wish I knew about it earlier. – Library Delivery Customer*

- *I just wanted to call and thank you for the movies you provide. This is a great program, I am so happy I learned about it. – Library Delivery Customer*
- *“I want to acknowledge how really wonderful the Tech department has been to me. Mini [Radhakrishnan], Rich [Fabits] and Chris [Smith] have been so patient, and so non-judgmental about my ignorance of technology. They never fail to find out my problem and fix it.”*
- *"before 6 months ago, I could not understand Americans when they speak, and they could not understand me when I talk. Now, because I study with ESL, I feel comfortable and I can talk to people easily."*
- *"Thank you so much for always helping. COVID has given me more free time, so I decided to make a YouTube channel. Your help and the help of the people at the computer desk appointments gave me confidence and the language to try new things." -ESL Student*
- *We love the bookmobile! We feel safer to pick up items and return! My kids are always so impatient to go and pick up new books! Great customer service!*

Metrics for September 2020

Service Point Traffic

Total visits
29,785 ↓ -61%
 76,108 last year

Main Library visits
27,842 ↓ -61%
 71,482 last year

Sr Center Visits
128 ↓ -92.47%
 1,700 last year

Bookmobile Visits
1,815 ↓ -37.97%
 2,926 last year

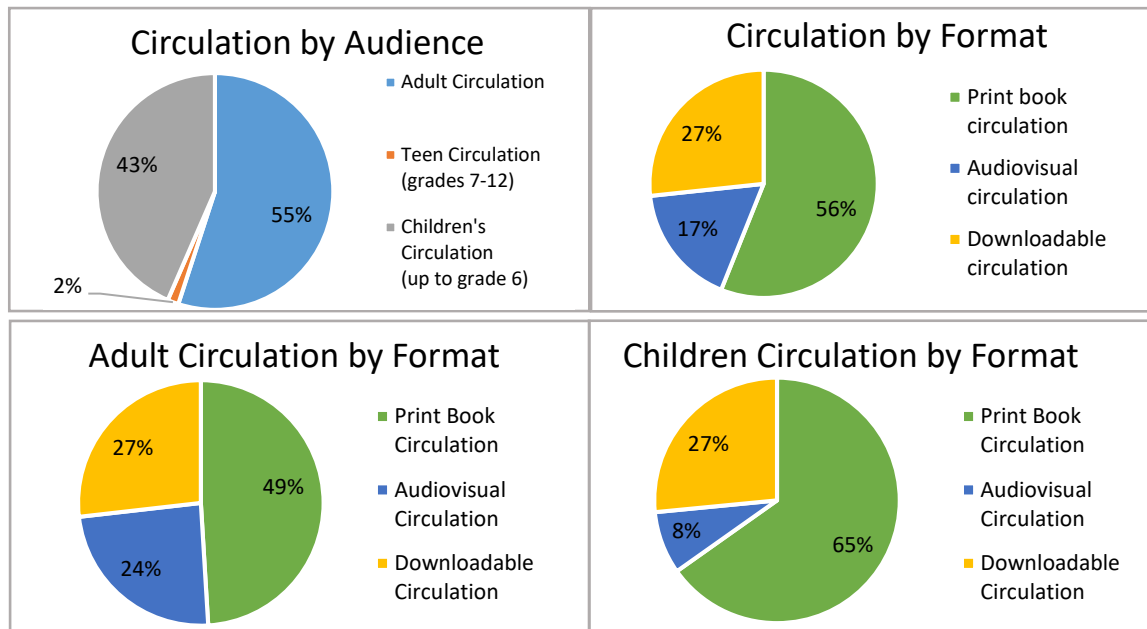
Circulation

Total Circulation
120,874 ↓ -23%
 156,343 last year

Card Holders
63,022

Library Cards Issued
 Resident **210** ↓ -49.88%
 (issued) 419 last year
 Non-Resident **74** ↓ -61.26%
 (Registered) 191 last year

Interlibrary Loan
 Borrowed **367** ↓ -20.56%
 462 last year
 Lent **332** ↓ -49.24%
 654 last year



Programs

Program Attendance
2,602 ↓ -65%
 7,514 last year

Number of Programs
134 ↓ -57%
 310 last year

Cost of Programs
\$3,580
 \$700 funded by FOL

Questions

Reference Questions
10,558 ↓ -30%
 15,178 last year

Reference Questions
 (via call center)
3,163 ↓ -27%
 4,356 last year

Chat sessions
588 ↑ 57.22%
 374 last year

Technology Usage

Public Computer Use
2,951 ↓ -67.74%
 9,147 last year

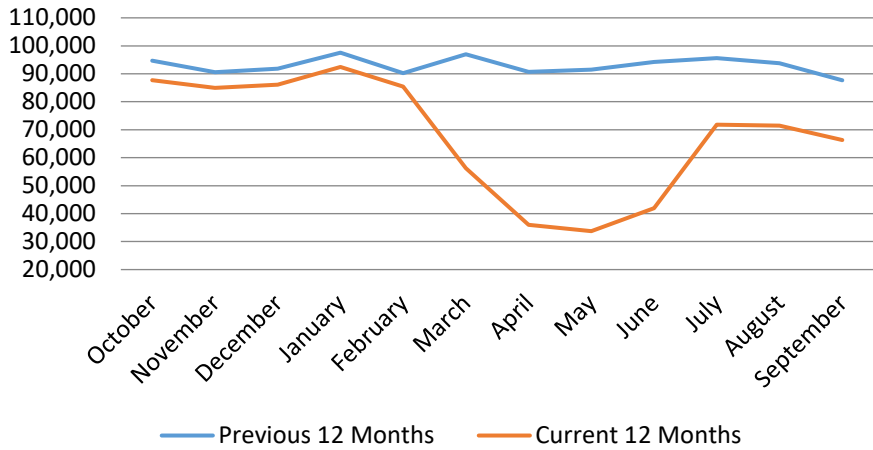
Website Visits
104,822 ↑ 6.30%
 98,606 last year

Self Checkout
 (% of total checkouts)
62% ↓ -4.65%
 67% last year

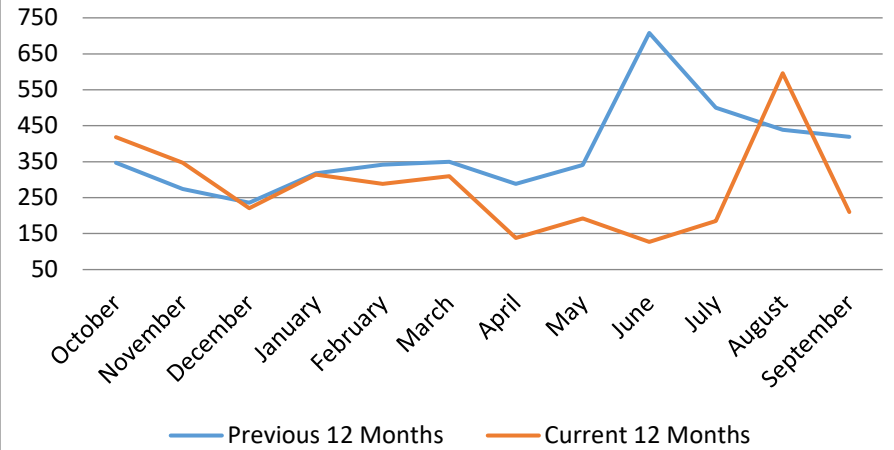
AHML - DASHBOARD - September 2020

	September 2020	September 2019	% change from last September	Jan 2020-Sep 2020	Jan 2019-Sep 2019	% change from last YTD
Total circulation	120,874	156,343	-23%	920,239	1,462,713	-37%
Adult circulation	66,285	87,677	-24%	555,152	838,204	-34%
Teen circulation	1,827	2,216	-18%	13,251	22,812	-42%
Children circulation	52,376	66,450	-21%	351,450	601,697	-42%
Print book circulation	64,889	83,679	-22%	399,586	769,274	-48%
Audiovisual circulation	19,958	43,963	-55%	190,870	442,805	-57%
Downloadables circulation	30,888	20,341	52%	291,814	170,413	71%
Self-check as % of main floor circ	62%	67%	-5%	52%	66%	-14%
Circulation to reciprocal borrowers	5,650	9,599	-41%	42,962	91,274	-53%
ILLs borrowed for our customers	367	462	-21%	2,337	4,347	-46%
ILLS lent to other libraries	332	654	-49%	2,679	4,844	-45%
Resident cards issued	210	419	-50%	2,360	3,705	-36%
Reciprocal cards registered	74	191	-61%	567	1,504	-62%
Reference questions	10,558	15,178	-30%	75,007	150,661	-50%
Number of Programs	134	310	-57%	1,472	2,554	-42%
Program attendance	2,602	7,514	-65%	40,648	66,977	-39%
Public computer use	2,951	9,147	-68%	29,254	83,130	-65%
Website visits	104,822	98,606	6%	896,398	896,619	0%
In-person visitors	29,785	76,108	-61%	305,157	755,904	-60%
New & Popular - % of adult coll	9.0%	8.1%	11%	8.4%	8.2%	2%
New & Popular - % of circ	32.5%	32.9%	-1%	32.7%	34.2%	-5%
Kids' New & Popular - % of KW coll	4.4%	4.8%	-8%	4.4%	4.6%	-4%
Kids' New & Popular - % of circ	13.9%	15.8%	-14%	13.0%	15.8%	-21%
Individual Staff Sessions	97	89	8%	672	906	-35%
Volunteer hours	793	2,303	-66%	8,746	22,856	-161%

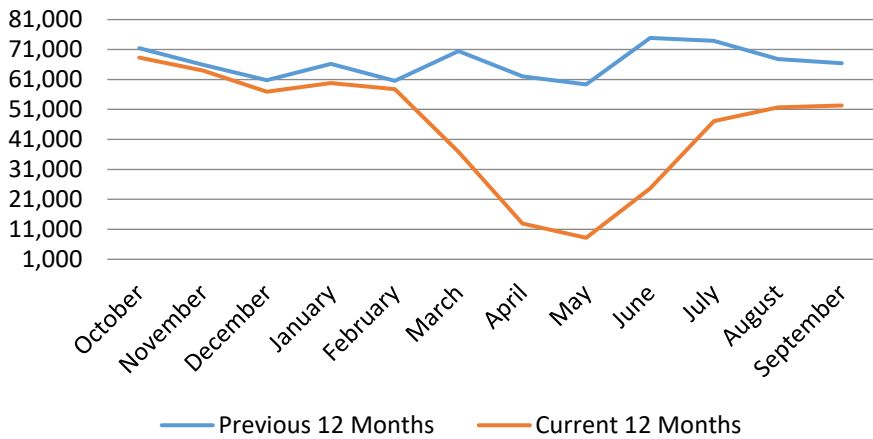
Adult Circulation



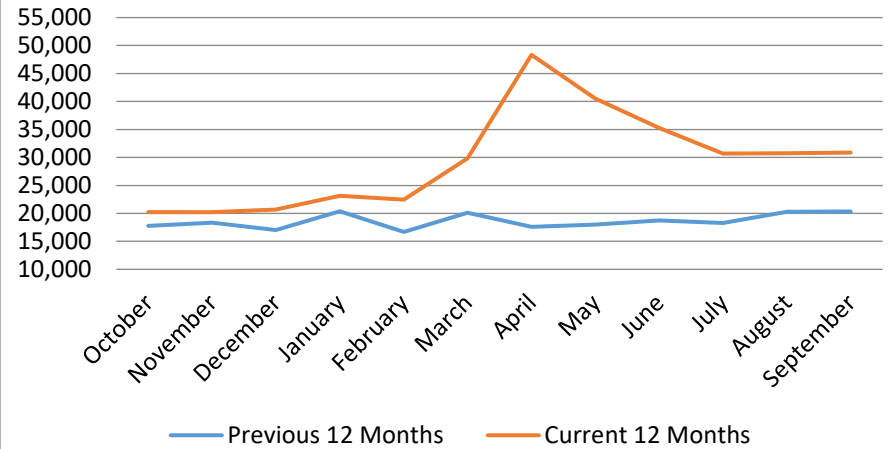
Resident Library Cards Issued



Children's Circulation

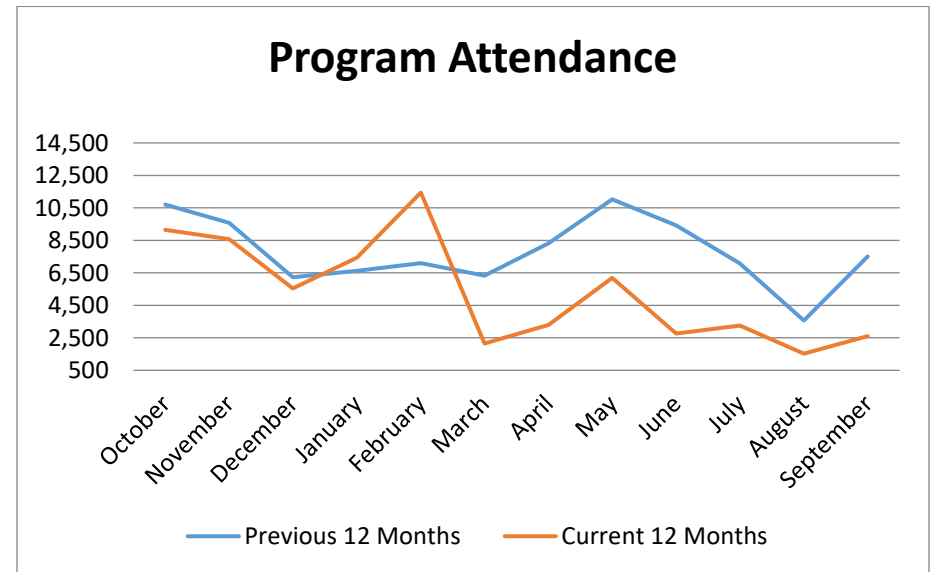
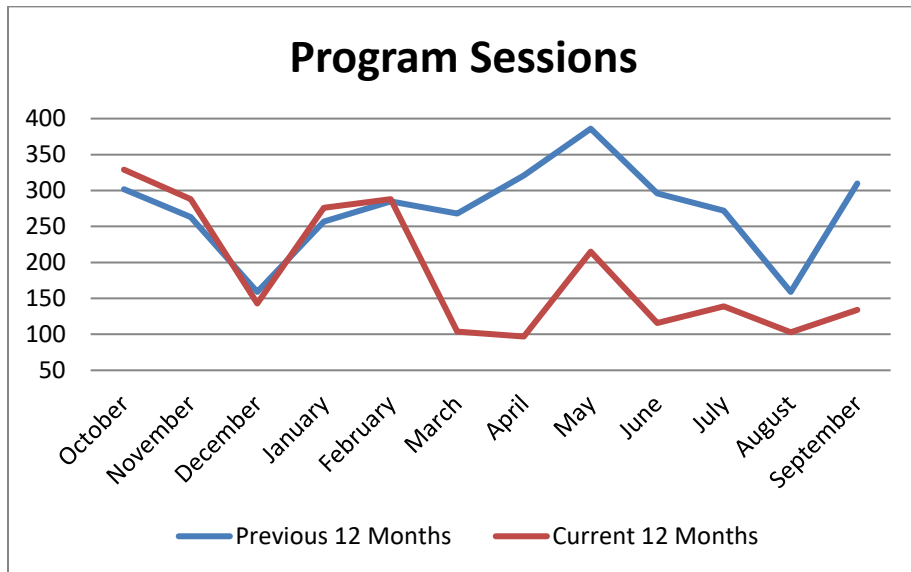


Downloadables Circulation

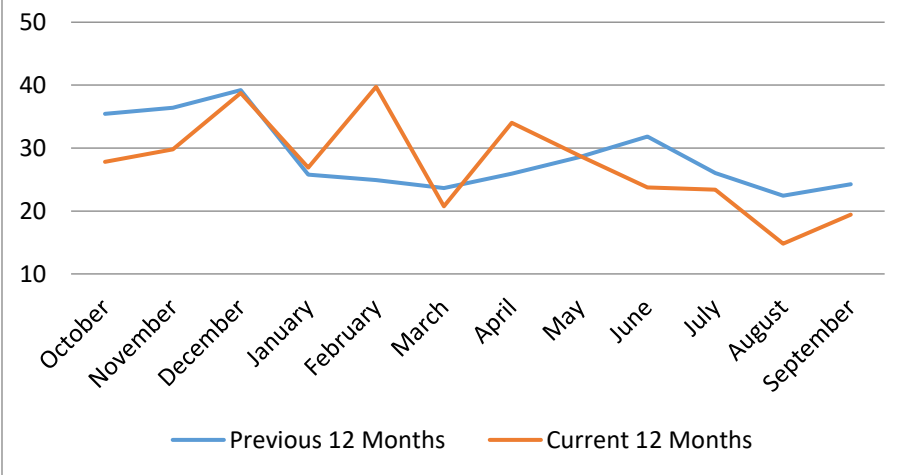


Notes Relating to Circulation

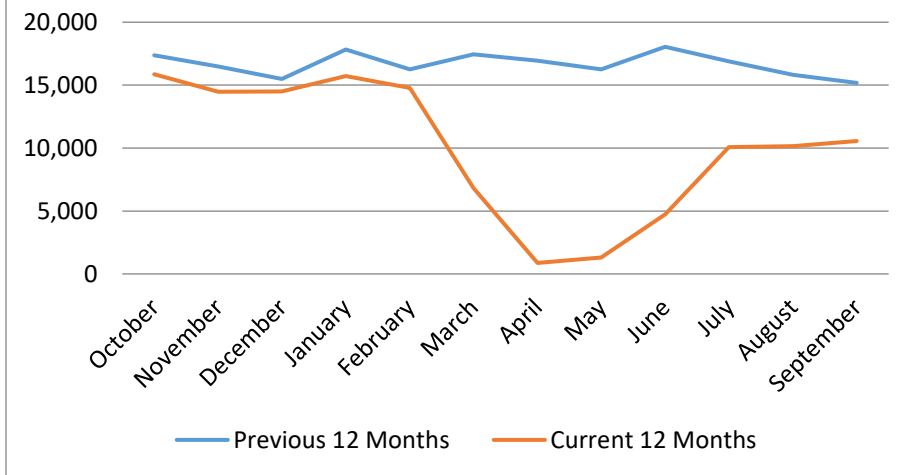
- In September 2020, Material Handling checked in 63,327 items and 25,274 holds were triggered. In September 2019, 110,853 items were checked in and 20,062 holds filled. The 2020 statistics reflect a decrease in service hours of 18% and 7 fewer staff members.
- Customers checked out 13,499 materials via Drive-up, an increase of 28.8% of materials via this service point over last September.
- eMaterial checkouts are 51.9% higher than the same month last year, up 71.2% for the year.
- This month, 210 residents signed up for library cards via online registration or in-person. With 63,022 Arlington Heights' residents holding library cards, this represents 84% of our community.



Attendance Per Program



Reference Questions (Library Wide)



Website Visits

