

**BOARD OF LIBRARY TRUSTEES**

**TUESDAY, NOVEMBER 17, 2020**

**7 P.M**

**(Note Time Change)**

**VIRTUAL MEETING**

(Meeting may be viewed on the Library's YouTube channel [here](#))

**- AGENDA -**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. LIAISON REPORTS
  - FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY
  - ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION
- V. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 20, 2020 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 2, 2020 (Action Item 2)
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2020 (Item 3)

VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2020 (Action Item 4)

IX. EXECUTIVE DIRECTOR'S REPORT

X. OLD BUSINESS

- COVID-19 RELATED SERVICE CHANGES (Action Item 5)  
Update on services and staffing changes in response to Coronavirus

- ADOPTION OF FINE-FREE SERVICE MODEL (Action Item 6)  
The board will consider adoption of a fine-free service model eliminating the collection of overdue fines and implementation of auto-renewal (effective January 1, 2021)

- ADOPTION OF POLICY REVISIONS AFFECTED BY ELIMINATION OF OVER FINE COLLECTION AND IMPLEMENTATION OF AUTO-RENEWAL (Action Item 7)  
Adoption of proposed revisions to Policy 5.002 Issuance of Library Cards and Conditions of Use, Policy 5.003 Circulation, and Policy 5.004 Fees and Charges that reflect the fine-free service model

XI. NEW BUSINESS

XII. OTHER

- DISCUSSION ITEMS FOR ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS JOINT MEETING – SATURDAY, DECEMBER 5, 9 A.M.

XIII. ADJOURNMENT

Public comment for this board meeting will be taken in advance via email. Please email comments to [LibraryDirector@ahml.info](mailto:LibraryDirector@ahml.info) by 5:00 p.m., November 17, 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.

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES  
OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY,  
OCTOBER 20, 2020.**

- 10.20.01 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 October 20, 2020, at 7:00 p.m. by President Greg Zyck.
- 10.20.02 Upon **ROLL CALL**, the following answered Present: Trustee Medal, Supplitt, Tangney and Zyck.

Absent: Trustees Ruhl and Smart

Also present: Michael Driskell, Executive Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Lauree Harp, Arlington Heights Memorial Library Foundation; Natalie Clemens, Williams Architects; Jennifer Borrell, Resident; Melissa Cayer, Resident.

- 10.20.03 **PUBLIC COMMENT** – Ms. Cayer requested a hyperlink to supporting documentation for agenda items.

10.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends last parking lot sale of 2021 took place on October 3 with sales of just over \$1,500, bringing the total of the four parking lot sales to just over \$7,700; the Friends are exploring ideas for small holiday sales inside the library following COVID-19 protocols.

Trustee Ruhl joined the meeting at 7:06 p.m.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION UPDATE** – Ms. Harp, Chair of the Arlington Heights Memorial Library Foundation, provided an annual update of the progress of the Foundation.

- 10.20.05 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 8, 2020 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 10.20.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 15, 2020 (Action Item 2)**. Trustee Ruhl seconded. All were in favor and the minutes were approved as submitted.



- 10.20.07 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 21, 2020 (Action Item 3)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 10.20.08 Trustee Ruhl moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 5, 2020 (Action Item 4)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 10.20.09 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2020 (Item 5)** – Ms. Ekl reported the library received \$320,546 in real estate revenue in September. To date, the library has received 93% of budgeted property tax revenue. In comparison, at the end of September of 2019, the library had received 97% of the 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 annual Per Capita Grant was received in the amount of \$93,876. The library received \$50,000 from the State of Illinois from the Live and Learn grant. The Friends of the Library submitted a check to the library in the amount of \$21,785; Ms. Ekl thanked them for their continued support. With 75% of the fiscal year lapsed, 67% of the annual operating budget has been expensed, 13% of the capital projects budget, with a combined overall expense of 64%.
- 10.20.10 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2020 (Action Item 6)** – 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 SEPTEMBER 30, 2020, IN THE AMOUNT OF \$1,149,442.51.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Meda, Ruhl, Supplitt, Tangney and Zyck. Nay: none. The motion carried.
- 10.20.11 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted the library’s volunteer groups Tween Advisory Group (TAG) and Teen Advisory Board (TAB) who teamed up to tie dye and decorate masks for teachers and staff in District 25 and District 214; Digital Services Librarian Bill Pardue and Kids’ World Librarian Christina Caputo collaborated to present *At-Home Learner Parents’ Night In* with 31 participants and 112 views of the rebroadcast on YouTube; 21 devices were collected through the small electronics drive for donation to Chicago Public Schools and others in need; 95 customers participated in the story walk *Duck on a Bike* outside the library’s future makerspace; 15 readers attended an in-person *One Book, One Village* book discussion in North School Park; Info Services staff prepared the library’s voter registration station, a special display with essential forms and informational handouts in addition to coordinating a pop-up voter registration drive with the League of Women Voters; six new home delivery customers and a new healthcare site customer were added and one new customer was enrolled in NLS Talking Book Service; 82 home deliveries provided 737 items to home and healthcare customers; the partner program with Jane Addams

Hull-House, RAILS and three other libraries broadcast programs simultaneously on Facebook Live in celebration of the passage of the 19<sup>th</sup> Amendment – *Women’s Right to Vote*; the library’s YouTube channel content was reorganized by topic and audience, plus promotional emails and social media posts, resulting in an increased media presence; Youth Services Manager Trixie Dantis contributed to *Outreach Services for Teens: A Starter Guide* published in September by ALA Editions; 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 25 Recharge Committee meeting on the subject of personality tests for staff development and the leadership development day Shannon organized for the management team in November, 2019.

#### 10.20.12 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 7)** – Natalie Clemens from Williams Architects provided an update on the progress of the makerspace building project at 112 North Belmont Avenue. She presented revisions reflecting several cost reductions to the project that will bring the project on budget while maintaining the integrity of the original vision. Project documents are being finalized for the project to go out to re-bid; bid results will be brought back to the board for consideration.

- **INTERGOVERNMENTAL AGREEMENT BETWEEN THE LIBRARY AND THE VILLAGE OF ARLINGTON HEIGHTS (Action Item 8)** – The board reviewed and discussed an intergovernmental agreement between the library and the Village of Arlington Heights regarding past and future distribution of Personal Property Replacement Tax revenue collected by the Village and disbursed to the library and the providing of services by the Village to the library.

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

- **ADOPTION OF 2020 TAX LEVY (Action Item 9)** – Staff presented a proposed tax levy for 2020 for adoption by the board. The 2020 tax levy would be a 0% increase over the extended 2019 levy.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2020 TAX LEVY IN THE AMOUNT OF \$14,535,565.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **ADOPTION OF 2021 BUDGET (Action Item 10)** – Staff presented a proposed budget for 2021 for adoption by the board.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2021 ARLINGTON HEIGHTS MEMORIAL LIBRARY BUDGET.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

10.20.13 **OTHER**

- Trustee Supplitt recognized the month of October as Breast Cancer Awareness month.
- Mr. Driskell shared he will be out of the office on Friday, October 23.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT.** Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:37 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder

**BOARD OF LIBRARY TRUSTEES**

**COMMITTEE OF THE WHOLE**

- 11.20.01 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, November 2, 2020, in the Hendrickson Room of the Arlington Heights Memorial Library.

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

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Shannon Meyer, Circulation Services Manager; Robert Turner, Computer Technician; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects

- 11.20.02 There was no **PUBLIC COMMENT**.

- 11.20.03 **MAKERSPACE PROJECT UPDATE (Item 1)** – Andy Dogan from Williams Architects presented an update on the progress of the makerspace building project at 112 North Belmont Avenue, including an updated budget reflecting revised project scope estimates. The project will go out to re-bid this week. Bids will be due on November 24 with results presented at the December 7 board meeting.

- 11.20.04 **REVISIONS TO POLICIES AFFECTED BY ELIMINATION OF OVERDUE FINE COLLECTION AND IMPLEMENTATION OF AUTO-RENEWAL (Item 2)** – The committee reviewed and discussed proposed revisions to Policy 5.002 Issuance of Library Cards and Conditions of Use, Policy 5.003 Circulation and Policy 5.004 Fees and Charges that reflect new processes and procedures relating to the elimination of overdue fine collection.

- 11.20.05 **REVISIONS TO HUMAN RESOURCE POLICIES - VACATION, SICK LEAVE, HOLIDAY, AND EMPLOYMENT AND BENEFIT CATEGORIES (Item 3)** – The committee reviewed and discussed proposed revisions to human resource policies Vacation, Holiday, Sick Leave, and Employment and Benefit Categories to be consistent with current practice. Additional revisions were recommended to the Holiday policy which will be brought back to the committee at a future meeting.

- 11.20.06 **OTHER**

- The board will continue to meet in person following the CDC guidelines.

There being no further business to be discussed, Trustee Smart moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 7:31 p.m.

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Janet Moravec, Recorder

ITEM 3

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	87,834	55,776.31	64	878,340	1,035,550.00	118	1,054,012	18,462.00
04 00	Real Estate Tax FICA	53,782	34,152.82	64	537,820	634,085.55	118	645,390	11,304.45
05 00	Real Estate Tax	1,057,687	671,649.64	64	10,576,870	12,469,931.55	118	12,692,247	222,315.45
401 **	Real Estate Taxes	1,199,303	761,578.77	64	11,993,030	14,139,567.10	118	14,391,649	252,081.90
403	Intergovernmental Taxes								
403 **	Intergovernmental Taxes	0	.00		0	.00		0	.00
400 ***	Taxes	1,199,303	761,578.77	64	11,993,030	14,139,567.10	118	14,391,649	252,081.90
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		50,000	93,876.25	188	60,000	33,876.25-
70 00	Other Grants	41	.00		410	52,000.00	2683	500	51,500.00-
90 00	Contribution Ord. Library	46	.00		460	61,589.46	3389	562	61,027.46-
411 **	Intergovernmental	5,087	.00		50,870	207,465.71	408	61,062	146,403.71-
410 ***	Intergovernmental Revenue	5,087	.00		50,870	207,465.71	408	61,062	146,403.71-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		2,080	221.00	11	2,500	2,279.00
74 00	Copier/Reader Printer Fee	3,834	2,672.73	70	38,340	20,304.50	53	46,009	25,704.50
75 00	Meeting Room Fees	250	.00		2,500	445.00	18	3,000	2,555.00
436 **	Library Fees	4,292	2,672.73	62	42,920	20,970.50	49	51,509	30,538.50
430 ***	Fees	4,292	2,672.73	62	42,920	20,970.50	49	51,509	30,538.50
440	Fines								
442	Library								
20 00	Late Charges	8,329	1,035.08	12	83,290	29,983.79	36	99,959	69,975.21
25 00	Lost/Damaged Item Charges	1,416	1,864.72	132	14,160	8,798.75	62	17,000	8,201.25
442 **	Library	9,745	2,899.80	30	97,450	38,782.54	40	116,959	78,176.46
440 ***	Fines	9,745	2,899.80	30	97,450	38,782.54	40	116,959	78,176.46
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	6,699	232.29	4	66,990	37,051.79-	55	80,395	117,446.79
461 **	Simple Interest	6,699	232.29	4	66,990	37,051.79-	55	80,395	117,446.79

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
462	Investment Inc								
10 00	Market Value Adj IMET	833	107.00	13	8,330	716.83	9	10,000	9,283.17
462	** Investment Inc	833	107.00	13	8,330	716.83	9	10,000	9,283.17
460	*** Interest Income	7,532	339.29	5	75,320	36,334.96-	48	90,395	126,729.96
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		41,660	.00		50,000	50,000.00
481	** Special Events	4,166	.00		41,660	.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	369.00	30	12,500	4,953.22	40	15,000	10,046.78
483	** Donations	1,250	369.00	30	12,500	4,953.22	40	15,000	10,046.78
489	Other								
90 00	Other Income	416	299.21	72	4,160	16,450.61	395	5,000	11,450.61-
94 00	FOL Reimbursements	8,750	14,632.22	167	87,500	47,371.13	54	105,000	57,628.87
95 00	Foundation Reimbursements	0	1,985.00		0	1,985.00		0	1,985.00-
489	** Other	9,166	16,916.43	185	91,660	65,806.74	72	110,000	44,193.26
480	*** Other	14,582	17,285.43	119	145,820	70,759.96	49	175,000	104,240.04
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,240,541	784,776.02	63	12,405,410	14,441,210.85	116	14,886,574	445,363.15

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	195.96	3	58,330	41,563.77	71	70,000	28,436.23
461	** Simple Interest	5,833	195.96	3	58,330	41,563.77	71	70,000	28,436.23
462	Investment Inc								
10 00	Market Value Adj IMET	0	171.60		0	4,796.87		0	4,796.87-
462	** Investment Inc	0	171.60		0	4,796.87		0	4,796.87-
460	*** Interest Income	5,833	367.56	6	58,330	46,360.64	80	70,000	23,639.36
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	367.56	6	58,330	46,360.64	80	70,000	23,639.36



PREPARED 11/13/2020, 13:35:31  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
83% OF YEAR LAPSED

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REPORT SELECTIONS

Fiscal year . . . . . : 2020  
Fund . . . . . : 291  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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FUND 291 Memorial Library Fund		DEPT/DIV 6001 Executive Office/Administration							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	29393	26516.98	90	293930	292414.97	100	.00	352726	60311.03 83
	16 92	Achievement Awards	333	.00	0	3330	1000.00	30	.00	4000	3000.00 25
	16 **	Library Personal Services	29726	26516.98	89	297260	293414.97	99	.00	356726	63311.03 82
	18	Other Personal Services									
	18 05	Overtime Civilian	83	42.31	51	830	1058.76	128	.00	1000	58.76- 106
	18 **	Other Personal Services	83	42.31	51	830	1058.76	128	.00	1000	58.76- 106
	19	Employee Benefits									
	19 05	Medical Insurance	7765	1089.98	14	77650	70976.51	91	.00	93182	22205.49 76
	19 10	IMRF	3768	3357.09	89	37680	37095.08	98	.00	45217	8121.92 82
	19 11	Social Security	1848	1616.99	88	18480	17894.85	97	.00	22179	4284.15 81
	19 12	Medicare	432	378.16	88	4320	4185.02	97	.00	5187	1001.98 81
	19 53	Flexible Spending	134	118.75	89	1340	1777.00	133	.00	1610	167.00- 110
	19 55	Unemployment Compensation	536	.00	0	5360	.00	0	.00	6432	6432.00 0
	19 **	Employee Benefits	14483	6560.97	45	144830	131928.46	91	.00	173807	41878.54 76
	20	Prof Technical Services									
	20 05	Professional Services	875	.00	0	8750	7200.00	82	.00	10500	3300.00 69
	20 08	Consulting Services Libr	166	.00	0	1660	.00	0	.00	2000	2000.00 0
	20 20	Legal Services	1333	.00	0	13330	9225.00	69	.00	16000	6775.00 58
	20 40	General Insurance	10641	.00	0	106410	120958.00	114	.00	127700	6742.00 95
	20 **	Prof Technical Services	13015	.00	0	130150	137383.00	106	.00	156200	18817.00 88
	21	Property Services									
	21 65	Other Services	250	87.50	35	2500	697.93	28	.00	3000	2302.07 23
	21 **	Property Services	250	87.50	35	2500	697.93	28	.00	3000	2302.07 23
	22	Other Contractual Service									
	22 01	Advertising	50	.00	0	500	318.60	64	.00	600	281.40 53
	22 02	Dues	556	1295.00	233	5560	3287.00	59	.00	6675	3388.00 49
	22 03	Training	10310	30.00	0	103100	46171.47	45	.00	123722	77550.53 37
	22 05	Postage	4245	2.66	0	42450	21078.20	50	.00	50945	29866.80 41
	22 70	Telephone Services	7214	1176.93	16	72140	59854.18	83	.00	86569	26714.82 69
	22 **	Other Contractual Service	22375	2504.59	11	223750	130709.45	58	.00	268511	137801.55 49
	30	General Supplies									
	30 05	Office Supplies & Equip	738	374.83	51	7380	5434.39	74	.00	8858	3423.61 61
	30 **	General Supplies	738	374.83	51	7380	5434.39	74	.00	8858	3423.61 61
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	208	.00	0	2080	1985.53	96	.00	2500	514.47 79
	31 **	Public Works Supplies	208	.00	0	2080	1985.53	96	.00	2500	514.47 79

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										
	32	Library Supplies										
	32 02	Program Events	100	.00	0	1000	.00	0	.00	1200	1200.00	0
	32 72	Special Events	70	.00	0	700	.00	0	.00	850	850.00	0
	32 **	Library Supplies	170	.00	0	1700	.00	0	.00	2050	2050.00	0
	40	Other Charges										
	40 96	Operating Contingency	416	139.90	34	4160	4019.25	97	.00	5000	980.75	80
	40 **	Other Charges	416	139.90	34	4160	4019.25	97	.00	5000	980.75	80
	50	Property										
	50 15	Other Equipment	2233	.00	0	22330	8403.26	38	.00	26800	18396.74	31
	50 **	Property	2233	.00	0	22330	8403.26	38	.00	26800	18396.74	31
601	** **	Library	83697	36227.08	43	836970	715035.00	85	.00	1004452	289417.00	71
60	** **	Culture/Recreation	83697	36227.08	43	836970	715035.00	85	.00	1004452	289417.00	71
DIV	6001	TOTAL ***** Administration	83697	36227.08	43	836970	715035.00	85	.00	1004452	289417.00	71



PREPARED 11/13/2020, 13:35:31  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 83% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	67375	57130.95	85	673750	580658.16	36	.00	808558	227899.84	72



FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
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	560.81	135	4160	5334.50	128	.00	5000	334.50- 107
	21 **	Property Services	416	560.81	135	4160	5334.50	128	.00	5000	334.50- 107
	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	20830	28686.00	138	.00	25000	3686.00- 115
	22 **	Other Contractual Service	2083	700.00	34	20830	29434.80	141	.00	25000	4434.80- 118
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	166	20.79	13	1660	555.11	33	.00	2000	1444.89 28
	31 **	Public Works Supplies	166	20.79	13	1660	555.11	33	.00	2000	1444.89 28
	32	Library Supplies									
	32 01	Program Supplies	208	.00	0	2080	229.77	11	.00	2500	2270.23 9
	32 02	Program Events	208	51.50	25	2080	2996.58	144	.00	2500	496.58- 120
	32 32	Software	41	.00	0	410	.00	0	.00	500	500.00 0
	32 72	Special Events	833	.00	0	8330	740.00	9	.00	10000	9260.00 7
	32 75	Audio Visual	41	.00	0	410	.00	0	.00	500	500.00 0
	32 78	Electronic Resources	125	.00	0	1250	.00	0	.00	1500	1500.00 0
	32 80	Books	416	.00	0	4160	721.63	17	.00	5000	4278.37 14
	32 **	Library Supplies	1872	51.50	3	18720	4687.98	25	.00	22500	17812.02 21
	50	Property									
	50 15	Other Equipment	5645	1077.62	19	56450	10730.02	19	.00	67750	57019.98 16
	50 55	Other Capital Outlay	16	.00	0	160	.00	0	.00	200	200.00 0
	50 **	Property	5661	1077.62	19	56610	10730.02	19	.00	67950	57219.98 16
601 ** **		Library	10198	2410.72	24	101980	50961.41	50	.00	122450	71488.59 42
60 ** **		Culture/Recreation	10198	2410.72	24	101980	50961.41	50	.00	122450	71488.59 42
DIV 6004		TOTAL *****									
		Paid by Gifts and Grants	10198	2410.72	24	101980	50961.41	50	.00	122450	71488.59 42

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	18845	17316.73	92	188450	190206.43	101	.00	226147	35940.57 84
16	**	Library Personal Services	18845	17316.73	92	188450	190206.43	101	.00	226147	35940.57 84
18		Other Personal Services									
18	05	Overtime Civilian	25	.00	0	250	55.29	22	.00	300	244.71 18
18	**	Other Personal Services	25	.00	0	250	55.29	22	.00	300	244.71 18
19		Employee Benefits									
19	05	Medical Insurance	5506	5506.83	100	55060	55068.30	100	.00	66082	11013.70 83
19	10	IMRF	2385	2188.85	92	23850	24049.22	101	.00	28623	4573.78 84
19	11	Social Security	1170	1015.97	87	11700	11213.24	96	.00	14040	2826.76 80
19	12	Medicare	273	237.59	87	2730	2622.31	96	.00	3283	660.69 80
19	**	Employee Benefits	9334	8949.24	96	93340	92953.07	100	.00	112028	19074.93 83
20		Prof Technical Services									
20	05	Professional Services	475	.00	0	4750	6800.00	143	.00	5700	1100.00- 119
20	**	Prof Technical Services	475	.00	0	4750	6800.00	143	.00	5700	1100.00- 119
21		Property Services									
21	36	Equipment Rental	110	.00	0	1100	1120.14	102	.00	1326	205.86 85
21	65	Other Services	515	343.58	67	5150	4009.45	78	.00	6189	2179.55 65
21	**	Property Services	625	343.58	55	6250	5129.59	82	.00	7515	2385.41 68
22		Other Contractual Service									
22	02	Dues	68	.00	0	680	673.00	99	.00	825	152.00 82
22	03	Training	100	15.00	15	1000	78.10	8	.00	1200	1121.90 7
22	25	IT/GIS Service Charge	2196	2158.33	98	21960	21583.30	98	.00	26355	4771.70 82
22	**	Other Contractual Service	2364	2173.33	92	23640	22334.40	95	.00	28380	6045.60 79
601	**	** Library	31668	28782.88	91	316680	317478.78	100	.00	380070	62591.22 84
60	**	** Culture/Recreation	31668	28782.88	91	316680	317478.78	100	.00	380070	62591.22 84
DIV	6008	TOTAL ***** Finance	31668	28782.88	91	316680	317478.78	100	.00	380070	62591.22 84



FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDDT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	57927	46965.66	81	579270	533594.57	92	.00	695135	161540.43 77
16	**	Library Personal Services	57927	46965.66	81	579270	533594.57	92	.00	695135	161540.43 77
18		Other Personal Services									
18	05	Overtime Civilian	20	3.15	16	200	129.93	65	.00	250	120.07 52
18	**	Other Personal Services	20	3.15	16	200	129.93	65	.00	250	120.07 52
19		Employee Benefits									
19	05	Medical Insurance	12359	12359.25	100	123590	123592.50	100	.00	148311	24718.50 83
19	10	IMRF	7324	5774.29	79	73240	64938.91	89	.00	87897	22958.09 74
19	11	Social Security	3592	2790.11	78	35920	31865.72	89	.00	43114	11248.28 74
19	12	Medicare	840	652.54	78	8400	7452.47	89	.00	10083	2630.53 74
19	**	Employee Benefits	24115	21576.19	90	241150	227849.60	95	.00	289405	61555.40 79
20		Prof Technical Services									
20	05	Professional Services	585	586.90	100	5850	2419.09	41	.00	7022	4602.91 35
20	08	Consulting Services Libr	378	.00	0	3780	1446.25	38	.00	4545	3098.75 32
20	**	Prof Technical Services	963	586.90	61	9630	3865.34	40	.00	11567	7701.66 33
21		Property Services									
21	02	Equipment Maintenance	13451	2544.63	19	134510	153159.44	114	.00	161423	8263.56 95
21	**	Property Services	13451	2544.63	19	134510	153159.44	114	.00	161423	8263.56 95
22		Other Contractual Service									
22	03	Training	537	.00	0	5370	50.00	1	.00	6450	6400.00 1
22	42	Internet Access	3487	2077.97	60	34870	21639.90	62	.00	41846	20206.10 52
22	**	Other Contractual Service	4024	2077.97	52	40240	21689.90	54	.00	48296	26606.10 45
30		General Supplies									
30	05	Office Supplies & Equip	31	.00	0	310	698.34	225	.00	375	323.34- 186
30	30	Data System Supplies	2100	1030.37	49	21000	15814.82	75	.00	25204	9389.18 63
30	32	Software Library	13466	5652.20	42	134660	114684.71	85	.00	161602	46917.29 71
30	33	Documentation Library	8	.00	0	80	.00	0	.00	100	100.00 0
30	**	General Supplies	15605	6682.57	43	156050	131197.87	84	.00	187281	56083.13 70
31		Public Works Supplies									
31	85	Small Tools and Equipment	1296	181.80	14	12960	10466.85	81	.00	15556	5089.15 67
31	**	Public Works Supplies	1296	181.80	14	12960	10466.85	81	.00	15556	5089.15 67
32		Library Supplies									
32	05	Processing Supplies	25	.00	0	250	223.97	90	.00	300	76.03 75
32	32	Software	1115	.00	0	11150	8378.93	75	.00	13387	5008.07 63
32	**	Library Supplies	1140	.00	0	11400	8602.90	76	.00	13687	5084.10 63

PREPARED 11/13/2020, 13:35:31  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 83% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	12 Computer Equipment	2845	.00	0	28450	24898.24	88	.00	34140	9241.76	73
	50	** Property	2845	.00	0	28450	24898.24	88	.00	34140	9241.76	73
601	**	** Library	121386	80618.87	66	1213860	1115454.64	92	.00	1456740	341285.36	77
60	**	** Culture/Recreation	121386	80618.87	66	1213860	1115454.64	92	.00	1456740	341285.36	77
DIV	6010	TOTAL *****										
		Information Technology	121386	80618.87	66	1213860	1115454.64	92	.00	1456740	341285.36	77

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	22342	19813.02	89	223420	221441.88	99	.00	268106	46664.12	83
	16 **	Library Personal Services	22342	19813.02	89	223420	221441.88	99	.00	268106	46664.12	83
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	1660	910.20	55	.00	2000	1089.80	46
	18 **	Other Personal Services	166	.00	0	1660	910.20	55	.00	2000	1089.80	46
	19	Employee Benefits										
	19 05	Medical Insurance	6669	6669.25	100	66690	66692.50	100	.00	80031	13338.50	83
	19 10	IMRF	2845	2281.74	80	28450	25546.37	90	.00	34141	8594.63	75
	19 11	Social Security	1395	1150.32	83	13950	12995.14	93	.00	16747	3751.86	78
	19 12	Medicare	326	269.04	83	3260	3039.33	93	.00	3917	877.67	78
	19 **	Employee Benefits	11235	10370.35	92	112350	108273.34	96	.00	134836	26562.66	80
	22	Other Contractual Service										
	22 03	Training	41	.00	0	410	.00	0	.00	500	500.00	0
	22 **	Other Contractual Service	41	.00	0	410	.00	0	.00	500	500.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	36	.00	0	360	224.93	63	.00	435	210.07	52
	30 **	General Supplies	36	.00	0	360	224.93	63	.00	435	210.07	52
601 ** **		Library	33820	30183.37	89	338200	330850.35	98	.00	405877	75026.65	82
60 ** **		Culture/Recreation	33820	30183.37	89	338200	330850.35	98	.00	405877	75026.65	82
DIV 6015		TOTAL ***** Security	33820	30183.37	89	338200	330850.35	98	.00	405877	75026.65	82



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 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 83% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	464437	323672.22	70	4644370	4125186.65	89	.00	5573788	1448601.35	74

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	80096	67691.57	85	800960	775526.88	97	.00	961159	185632.12 81
16	**	Library Personal Services	80096	67691.57	85	800960	775526.88	97	.00	961159	185632.12 81
18		Other Personal Services									
18	05	Overtime Civilian	166	.00	0	1660	.00	0	.00	2000	2000.00 0
18	**	Other Personal Services	166	.00	0	1660	.00	0	.00	2000	2000.00 0
19		Employee Benefits									
19	05	Medical Insurance	10249	10249.75	100	102490	102497.50	100	.00	122997	20499.50 83
19	10	IMRF	10145	8020.25	79	101450	91872.27	91	.00	121743	29870.73 76
19	11	Social Security	4976	4098.99	82	49760	46780.62	94	.00	59716	12935.38 78
19	12	Medicare	1163	958.62	82	11630	10940.34	94	.00	13966	3025.66 78
19	**	Employee Benefits	26533	23327.61	88	265330	252090.73	95	.00	318422	66331.27 79
22		Other Contractual Service									
22	02	Dues	373	515.00	138	3730	3116.00	84	.00	4478	1362.00 70
22	03	Training	331	55.80	17	3310	791.91	24	.00	3979	3187.09 20
22	18	Contr Programs & Exhibits	1581	550.00	35	15810	8106.16	51	.00	18980	10873.84 43
22	**	Other Contractual Service	2285	1120.80	49	22850	12014.07	53	.00	27437	15422.93 44
30		General Supplies									
30	05	Office Supplies & Equip	203	95.69	47	2030	910.87	45	.00	2438	1527.13 37
30	**	General Supplies	203	95.69	47	2030	910.87	45	.00	2438	1527.13 37
32		Library Supplies									
32	01	Program Supplies	912	133.05	15	9120	3389.05	37	.00	10948	7558.95 31
32	02	Program Events	3245	583.18	18	32450	8494.12	26	.00	38950	30455.88 22
32	90	Circulation Supplies	373	315.00	85	3730	757.14	20	.00	4477	3719.86 17
32	**	Library Supplies	4530	1031.23	23	45300	12640.31	28	.00	54375	41734.69 23
601	**	Library	113813	93266.90	82	1138130	1053182.86	93	.00	1365831	312648.14 77
60	**	Culture/Recreation	113813	93266.90	82	1138130	1053182.86	93	.00	1365831	312648.14 77
DIV	6401	TOTAL ***** Youth Services	113813	93266.90	82	1138130	1053182.86	93	.00	1365831	312648.14 77



FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services						ANNUAL	UNENCUMB.	%
BA ELE OBJ	ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60	Culture/Recreation										
601	Library										
16	Library Personal Services										
16 85	Salaries	92374	76230.04	83	923740	873112.79	95	.00	1108499	235386.21 79	
16 **	Library Personal Services	92374	76230.04	83	923740	873112.79	95	.00	1108499	235386.21 79	
18	Other Personal Services										
18 05	Overtime Civilian	83	27.93	34	830	400.98	48	.00	1000	599.02 40	
18 **	Other Personal Services	83	27.93	34	830	400.98	48	.00	1000	599.02 40	
19	Employee Benefits										
19 05	Medical Insurance	12778	12778.92	100	127780	127789.20	100	.00	153347	25557.80 83	
19 10	IMRF	11686	8407.36	72	116860	96365.92	83	.00	140241	43875.08 69	
19 11	Social Security	5732	4570.90	80	57320	52669.40	92	.00	68789	16119.60 77	
19 12	Medicare	1340	1068.95	80	13400	12317.56	92	.00	16088	3770.44 77	
19 **	Employee Benefits	31536	26826.13	85	315360	289142.08	92	.00	378465	89322.92 76	
22	Other Contractual Service										
22 02	Dues	208	142.00	68	2080	1692.00	81	.00	2500	808.00 68	
22 03	Training	275	344.00	125	2750	942.47	34	.00	3300	2357.53 29	
22 18	Contr Programs & Exhibits	480	.00	0	4800	990.00	21	.00	5760	4770.00 17	
22 **	Other Contractual Service	963	486.00	51	9630	3624.47	38	.00	11560	7935.53 31	
30	General Supplies										
30 05	Office Supplies & Equip	157	16.49	11	1570	844.09	54	.00	1888	1043.91 45	
30 **	General Supplies	157	16.49	11	1570	844.09	54	.00	1888	1043.91 45	
32	Library Supplies										
32 01	Program Supplies	162	260.36	161	1620	429.34	27	.00	1950	1520.66 22	
32 90	Circulation Supplies	174	.00	0	1740	583.72	34	.00	2095	1511.28 28	
32 **	Library Supplies	336	260.36	78	3360	1013.06	30	.00	4045	3031.94 25	
601 ** **	Library	125449	103846.95	83	1254490	1168137.47	93	.00	1505457	337319.53 78	
60 ** **	Culture/Recreation	125449	103846.95	83	1254490	1168137.47	93	.00	1505457	337319.53 78	
DIV 6410	TOTAL ***** Info Services	125449	103846.95	83	1254490	1168137.47	93	.00	1505457	337319.53 78	



FUND 291 Memorial Library Fund		DEPT/DIV 6420 User Services/Customer Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	118818	92152.78	78	1188180	1079857.23	91	.00	1425818	345960.77 76
	16 **	Library Personal Services	118818	92152.78	78	1188180	1079857.23	91	.00	1425818	345960.77 76
	18	Other Personal Services									
	18 05	Overtime Civilian	83	13.56	16	830	75.64	9	.00	1000	924.36 8
	18 **	Other Personal Services	83	13.56	16	830	75.64	9	.00	1000	924.36 8
	19	Employee Benefits									
	19 05	Medical Insurance	10071	10071.08	100	100710	100710.80	100	.00	120853	20142.20 83
	19 10	IMRF	15029	9574.02	64	150290	109386.90	73	.00	180350	70963.10 61
	19 11	Social Security	7371	5621.18	76	73710	65906.56	89	.00	88462	22555.44 75
	19 12	Medicare	1724	1314.56	76	17240	15413.33	89	.00	20689	5275.67 75
	19 **	Employee Benefits	34195	26580.84	78	341950	291417.59	85	.00	410354	118936.41 71
	21	Property Services									
	21 65	Other Services	292	.00	0	2920	415.94	14	.00	3513	3097.06 12
	21 **	Property Services	292	.00	0	2920	415.94	14	.00	3513	3097.06 12
	22	Other Contractual Service									
	22 02	Dues	122	125.00	103	1220	293.00	24	.00	1465	1172.00 20
	22 03	Training	231	689.69	299	2310	1034.96	45	.00	2773	1738.04 37
	22 **	Other Contractual Service	353	814.69	231	3530	1327.96	38	.00	4238	2910.04 31
	30	General Supplies									
	30 05	Office Supplies & Equip	169	348.60	206	1690	1218.57	72	.00	2033	814.43 60
	30 **	General Supplies	169	348.60	206	1690	1218.57	72	.00	2033	814.43 60
	32	Library Supplies									
	32 01	Program Supplies	83	72.47	87	830	634.40	76	.00	1000	365.60 63
	32 90	Circulation Supplies	714	558.96	78	7140	5366.60	75	.00	8574	3207.40 63
	32 **	Library Supplies	797	631.43	79	7970	6001.00	75	.00	9574	3573.00 63
601	** **	Library	154707	120541.90	78	1547070	1380313.93	89	.00	1856530	476216.07 74
60	** **	Culture/Recreation	154707	120541.90	78	1547070	1380313.93	89	.00	1856530	476216.07 74
DIV	6420	TOTAL ***** Customer Services	154707	120541.90	78	1547070	1380313.93	89	.00	1856530	476216.07 74

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	19045	17019.47	89	190450	185893.89	98	.00	228551	42657.11 81
16	**	Library Personal Services	19045	17019.47	89	190450	185893.89	98	.00	228551	42657.11 81
19		Employee Benefits									
19	05	Medical Insurance	973	973.42	100	9730	9734.20	100	.00	11681	1946.80 83
19	10	IMRF	2362	2022.27	86	23620	22145.84	94	.00	28344	6198.16 78
19	11	Social Security	1180	1011.19	86	11800	11074.05	94	.00	14170	3095.95 78
19	12	Medicare	276	236.49	86	2760	2589.97	94	.00	3314	724.03 78
19	**	Employee Benefits	4791	4243.37	89	47910	45544.06	95	.00	57509	11964.94 79
22		Other Contractual Service									
22	02	Dues	43	.00	0	430	45.00	11	.00	518	473.00 9
22	03	Training	102	.00	0	1020	165.46	16	.00	1230	1064.54 14
22	18	Contr Programs & Exhibits	799	565.00	71	7990	5715.00	72	.00	9590	3875.00 60
22	**	Other Contractual Service	944	565.00	60	9440	5925.46	63	.00	11338	5412.54 52
30		General Supplies									
30	05	Office Supplies & Equip	41	49.46	121	410	377.99	92	.00	500	122.01 76
30	**	General Supplies	41	49.46	121	410	377.99	92	.00	500	122.01 76
32		Library Supplies									
32	01	Program Supplies	151	99.30	66	1510	1797.20	119	.00	1820	22.80 99
32	02	Program Events	50	485.28	971	500	485.28	97	.00	600	114.72 81
32	90	Circulation Supplies	87	41.86	48	870	814.65	94	.00	1050	235.35 78
32	**	Library Supplies	288	626.44	218	2880	3097.13	108	.00	3470	372.87 89
601	**	** Library	25109	22503.74	90	251090	240838.53	96	.00	301368	60529.47 80
60	**	** Culture/Recreation	25109	22503.74	90	251090	240838.53	96	.00	301368	60529.47 80
DIV	6430	TOTAL ***** Accessible Services	25109	22503.74	90	251090	240838.53	96	.00	301368	60529.47 80

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	22074	17948.97	81	220740	194981.62	88	.00	264889	69907.38 74	
	16 **	Library Personal Services	22074	17948.97	81	220740	194981.62	88	.00	264889	69907.38 74	
	18	Other Personal Services										
	18 05	Overtime Civilian	16	14.68	92	160	336.37	210	.00	200	136.37- 168	
	18 **	Other Personal Services	16	14.68	92	160	336.37	210	.00	200	136.37- 168	
	19	Employee Benefits										
	19 05	Medical Insurance	4984	4984.08	100	49840	49840.80	100	.00	59809	9968.20 83	
	19 10	IMRF	2792	2270.59	81	27920	24703.43	89	.00	33507	8803.57 74	
	19 11	Social Security	1369	1051.87	77	13690	11489.03	84	.00	16435	4945.97 70	
	19 12	Medicare	320	246.01	77	3200	2686.95	84	.00	3844	1157.05 70	
	19 **	Employee Benefits	9465	8552.55	90	94650	88720.21	94	.00	113595	24874.79 78	
	22	Other Contractual Service										
	22 02	Dues	112	.00	0	1120	593.00	53	.00	1353	760.00 44	
	22 03	Training	117	.00	0	1170	270.68	23	.00	1414	1143.32 19	
	22 18	Contr Programs & Exhibits	11256	5146.72	46	112560	36534.12	33	.00	135077	98542.88 27	
	22 **	Other Contractual Service	11485	5146.72	45	114850	37397.80	33	.00	137844	100446.20 27	
	32	Library Supplies										
	32 01	Program Supplies	0	17.99	0	0	40.88	0	.00	0	40.88- 0	
	32 02	Program Events	1671	1305.36	78	16710	10683.14	64	.00	20058	9374.86 53	
	32 **	Library Supplies	1671	1323.35	79	16710	10724.02	64	.00	20058	9333.98 54	
601	** **	Library	44711	32986.27	74	447110	332160.02	74	.00	536586	204425.98 62	
60	** **	Culture/Recreation	44711	32986.27	74	447110	332160.02	74	.00	536586	204425.98 62	
DIV	6440	TOTAL ***** Programs and Exhibits	44711	32986.27	74	447110	332160.02	74	.00	536586	204425.98 62	

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	44114	37772.29	86	441140	431960.08	98	.00	529376	97415.92	82
	16 **	Library Personal Services	44114	37772.29	86	441140	431960.08	98	.00	529376	97415.92	82
	19	Employee Benefits										
	19 05	Medical Insurance	4635	4635.58	100	46350	46355.80	100	.00	55627	9271.20	83
	19 10	IMRF	5576	4463.23	80	55760	50952.30	91	.00	66913	15960.70	76
	19 11	Social Security	2735	2302.99	84	27350	26183.97	96	.00	32821	6637.03	80
	19 12	Medicare	639	538.65	84	6390	6123.85	96	.00	7676	1552.15	80
	19 **	Employee Benefits	13585	11940.45	88	135850	129615.92	95	.00	163037	33421.08	80
	22	Other Contractual Service										
	22 02	Dues	155	100.00	65	1550	1448.00	93	.00	1863	415.00	78
	22 03	Training	41	.00	0	410	.00	0	.00	500	500.00	0
	22 42	Internet Access	210	.00	0	2100	2520.00	120	.00	2520	.00	100
	22 66	Outside Reference Service	240	.00	0	2400	.00	0	.00	2887	2887.00	0
	22 **	Other Contractual Service	646	100.00	16	6460	3968.00	61	.00	7770	3802.00	51
	30	General Supplies										
	30 05	Office Supplies & Equip	58	82.35	142	580	317.07	55	.00	700	382.93	45
	30 07	Supplies Reimb by Patrons	58	.00	0	580	195.29	34	.00	700	504.71	28
	30 **	General Supplies	116	82.35	71	1160	512.36	44	.00	1400	887.64	37
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	550	1366.90	249	5500	4271.01	78	.00	6600	2328.99	65
	31 **	Public Works Supplies	550	1366.90	249	5500	4271.01	78	.00	6600	2328.99	65
	32	Library Supplies										
	32 01	Program Supplies	62	.00	0	620	323.01	52	.00	750	426.99	43
	32 78	Electronic Resources	28284	25.00	0	282840	338388.55	120	.00	339411	1022.45	100
	32 90	Circulation Supplies	131	.00	0	1310	1016.43	78	.00	1575	558.57	65
	32 **	Library Supplies	28477	25.00	0	284770	339727.99	119	.00	341736	2008.01	99
	50	Property										
	50 15	Other Equipment	40	.00	0	400	.00	0	.00	480	480.00	0
	50 **	Property	40	.00	0	400	.00	0	.00	480	480.00	0
601	** **	Library	87528	51286.99	59	875280	910055.36	104	.00	1050399	140343.64	87
60	** **	Culture/Recreation	87528	51286.99	59	875280	910055.36	104	.00	1050399	140343.64	87
DIV	6450	TOTAL ***** Digital Services	87528	51286.99	59	875280	910055.36	104	.00	1050399	140343.64	87



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 Village of Arlington Heights

DETAIL BUDGET REPORT  
 83% 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*****			BUDGET	BALANCE	BDGT		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	237746	190694.75	80	2377460	2212864.05	93	.00	2853045	640180.95	78

FUND 291 Memorial Library Fund		DEPT/DIV 6480 User Services/Belmont Makerspace						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	34525	6460.44	19	345250	57581.03	17	.00	414303	356721.97 14
	16 **	Library Personal Services	34525	6460.44	19	345250	57581.03	17	.00	414303	356721.97 14
	18	Other Personal Services									
	18 05	Overtime Civilian	16	.00	0	160	.00	0	.00	200	200.00 0
	18 **	Other Personal Services	16	.00	0	160	.00	0	.00	200	200.00 0
	19	Employee Benefits									
	19 05	Medical Insurance	2803	3378.33	121	28030	33783.30	121	.00	33638	145.30- 100
	19 10	IMRF	4366	816.60	19	43660	7286.01	17	.00	52393	45106.99 14
	19 11	Social Security	2141	396.82	19	21410	3542.17	17	.00	25699	22156.83 14
	19 12	Medicare	500	92.81	19	5000	828.44	17	.00	6010	5181.56 14
	19 **	Employee Benefits	9810	4684.56	48	98100	45439.92	46	.00	117740	72300.08 39
	20	Prof Technical Services									
	20 05	Professional Services	2041	.00	0	20410	1250.00	6	.00	24500	23250.00 5
	20 20	Legal Services	416	.00	0	4160	.00	0	.00	5000	5000.00 0
	20 40	General Insurance	18	.00	0	180	390.00	217	.00	216	174.00- 181
	20 **	Prof Technical Services	2475	.00	0	24750	1640.00	7	.00	29716	28076.00 6
	21	Property Services									
	21 02	Equipment Maintenance	581	170.00	29	5810	1781.38	31	.00	6980	5198.62 26
	21 11	Building Maintenance	2238	247.50	11	22380	5965.50	27	.00	26866	20900.50 22
	21 36	Equipment Rental	416	.00	0	4160	.00	0	.00	5000	5000.00 0
	21 60	Water and Sewer Service	100	3.27	3	1000	216.15	22	.00	1200	983.85 18
	21 65	Other Services	2	.00	0	20	1106.00	5530	.00	30	1076.00-3687
	21 **	Property Services	3337	420.77	13	33370	9069.03	27	.00	40076	31006.97 23
	22	Other Contractual Service									
	22 02	Dues	131	.00	0	1310	.00	0	.00	1575	1575.00 0
	22 03	Training	83	.00	0	830	.00	0	.00	1000	1000.00 0
	22 42	Internet Access	125	.00	0	1250	.00	0	.00	1500	1500.00 0
	22 **	Other Contractual Service	339	.00	0	3390	.00	0	.00	4075	4075.00 0
	30	General Supplies									
	30 05	Office Supplies & Equip	166	.00	0	1660	.00	0	.00	2000	2000.00 0
	30 07	Supplies Reimb by Patrons	625	.00	0	6250	.00	0	.00	7500	7500.00 0
	30 51	Heating Fuel	3345	.00	0	33450	.00	0	.00	40140	40140.00 0
	30 **	General Supplies	4136	.00	0	41360	.00	0	.00	49640	49640.00 0
	31	Public Works Supplies									
	31 45	Janitorial Supplies	616	.00	0	6160	.00	0	.00	7400	7400.00 0
	31 85	Small Tools and Equipment	1791	1458.79	82	17910	2612.21	15	.00	21500	18887.79 12
	31 **	Public Works Supplies	2407	1458.79	61	24070	2612.21	11	.00	28900	26287.79 9

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 15	Other Equipment	4541	.00	0	45410	.00	0	.00	54500	54500.00 0
	50 **	Property	4541	.00	0	45410	.00	0	.00	54500	54500.00 0
601 ** **		Library	61586	13024.56	21	615860	116342.19	19	.00	739150	622807.81 16
60 ** **		Culture/Recreation	61586	13024.56	21	615860	116342.19	19	.00	739150	622807.81 16
DIV 6480		TOTAL ***** Belmont Makerspace	61586	13024.56	21	615860	116342.19	19	.00	739150	622807.81 16
DEPT 64		TOTAL ***** User Services	850649	628152.06	74	8506490	7436242.78	87	.00	10208366	2772123.22 73
FUND 291		TOTAL ***** Memorial Library Fund	1315086	951824.28	72	13150860	11561429.43	88	.00	15782154	4220724.57 73
GRAND		TOTAL *****	1315086	951824.28	72	13150860	11561429.43	88	.00	15782154	4220724.57 73



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Village of Arlington Heights

DETAIL BUDGET REPORT  
83% OF YEAR LAPSED

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REPORT SELECTIONS

Fiscal year . . . . . : 2020  
Fund . . . . . : 491  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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PREPARED 11/13/2020, 13:35:56  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 83% 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	5S Other Capital Outlay	6666	.00	0	66660	.00	0	.00	80000	80000.00	0
	50	** Property	6666	.00	0	66660	.00	0	.00	80000	80000.00	0
601	**	** Library	6666	.00	0	66660	.00	0	.00	80000	80000.00	0
60	**	** Culture/Recreation	6666	.00	0	66660	.00	0	.00	80000	80000.00	0
DIV	6001	TOTAL *****										
		Administration	6666	.00	0	66660	.00	0	.00	80000	80000.00	0

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DETAIL BUDGET REPORT  
 83% OF YEAR LAPSED

FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 55	Other Capital Outlay	4166	.00	0	41660	18731.00	45	.00	50000	31269.00	38
	50 **	Property	4166	.00	0	41660	18731.00	45	.00	50000	31269.00	38
601 ** **		Library	4166	.00	0	41660	18731.00	45	.00	50000	31269.00	38
60 ** **		Culture/Recreation	4166	.00	0	41660	18731.00	45	.00	50000	31269.00	38
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	4166	.00	0	41660	18731.00	45	.00	50000	31269.00	38

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DETAIL BUDGET REPORT  
 83% OF YEAR LAPSED

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology							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										
	50	Property										
	50 55	Other Capital Outlay	1000	.00	0	10000	10000.00	100	.00	12000	2000.00	83
	50 **	Property	1000	.00	0	10000	10000.00	100	.00	12000	2000.00	83
601	** **	Library	1000	.00	0	10000	10000.00	100	.00	12000	2000.00	83
60	** **	Culture/Recreation	1000	.00	0	10000	10000.00	100	.00	12000	2000.00	83
DIV	6010	TOTAL ***** Information Technology	1000	.00	0	10000	10000.00	100	.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	.00	0	22500	9499.00	42	.00	27000	17501.00	35
	50 55	Other Capital Outlay	1250	.00	0	12500	.00	0	.00	15000	15000.00	0
	50 **	Property	3500	.00	0	35000	9499.00	27	.00	42000	32501.00	23
601 ** **		Library	3500	.00	0	35000	9499.00	27	.00	42000	32501.00	23
60 ** **		Culture/Recreation	3500	.00	0	35000	9499.00	27	.00	42000	32501.00	23
DIV	6020	TOTAL ***** Facilities	3500	.00	0	35000	9499.00	27	.00	42000	32501.00	23
DEPT	60	TOTAL ***** Executive Office	15332	.00	0	153320	38230.00	25	.00	184000	145770.00	21

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 Village of Arlington Heights

DETAIL BUDGET REPORT  
 83% OF YEAR LAPSED

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.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 12	Computer Equipment	3750	.00	0	37500	.00	0	.00	45000	45000.00 0
	50 55	Other Capital Outlay	59500	9800.00	17	595000	96432.72	16	.00	714000	617567.28 14
	50 **	Property	63250	9800.00	16	632500	96432.72	15	.00	759000	662567.28 13
601 ** **		Library	63250	9800.00	16	632500	96432.72	15	.00	759000	662567.28 13
60 ** **		Culture/Recreation	63250	9800.00	16	632500	96432.72	15	.00	759000	662567.28 13
DIV 6480		TOTAL ***** Belmont Makerspace	63250	9800.00	16	632500	96432.72	15	.00	759000	662567.28 13
DEPT 64		TOTAL ***** User Services	63250	9800.00	16	632500	96432.72	15	.00	759000	662567.28 13
FUND 491		TOTAL ***** Capital Projects-Library	78582	9800.00	13	785820	134662.72	17	.00	943000	808337.28 14
GRAND		TOTAL *****	78582	9800.00	13	785820	134662.72	17	.00	943000	808337.28 14

November 17, 2020

(Action Item 4)

ACCCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
October 31, 2020

<u>Fund Number</u>	<u>Fund Name</u>	<u>Fund Total</u>
291	General Fund - Library	\$196,941.95
491	Capital Projects Fund - Library	\$9,800.00
<b>Total Disbursements</b>		<u>\$206,741.95</u>
<b>Payrolls Paid</b>		
10/9/2020		\$283,757.13
10/23/2020		\$280,084.70
		<u>\$563,841.83</u>
<b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
10/31/2020	Group Insurance	\$108,928.33
10/31/2020	IMRF	\$67,119.25
10/31/2020	Social Security	\$34,136.12
10/31/2020	Medicare	\$7,983.37
		<u>\$218,167.07</u>
<b>Total Disbursed</b>		<u><u>\$988,750.85</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80936	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	CASHBACK CREDIT	123.21-	123.21-
80943	BAMBOOHR,LLC	291-0000-140.05-00	PREPAID BAMBOOHT ADVANTAG	8,171.03	8,171.03
80977	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED OCTOBER FSA DEP OCTOBER	3,141.06 769.24	3,910.30
80987	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-0000-140.05-00	PREPAID IHLS LICENSE	5,440.50	5,440.50
81018	PROQUEST LLC	291-0000-140.05-00	PREPAID PROQUEST CHICAGO	7,907.23	7,907.23
***** DIVISION TOTAL ****					25,305.85
***** DEPARTMENT TOTAL **					25,305.85

DEPARTMENT: 60	Executive Office	DIVISION: 01			
80928	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES - DRISKELL M	295.00	295.00
80929	AMAZON.COM CREDIT	291-6001-601.30-05 291-6001-601.40-96 291-6001-601.30-05 291-6001-601.30-05 291-6001-601.30-05	OFFICE SUPPLIES MASKS FINANCE OFFICE SUPPLIES CORPORATE MINUTE BOOK OFFICE SUPPLIES	7.99 139.90 32.64 178.99 68.62	428.14
80934	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-05	POSTAGE	2.66	2.66
80936	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-70 291-6001-601.22-70 291-6001-601.22-70 291-6001-601.22-70 291-6001-601.21-65	STANDARDS F/IL LIBRARIES EMERGENCY TEXTING SERVICE EMERGENCY TEXTING SERVICE EMERGENCY TEXTING SERVICE EMERGENCY TEXTING SERVICE CASHBACK PROGRAM FEE	30.00 4.95 74.99 5.99 14.00 90.00	219.93
80977	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES OCTOBER	118.75	118.75
80986	ILA MEMBERSHIP	291-6001-601.22-02 291-6001-601.22-02 291-6001-601.22-02	ILA DUES - TANGNEY C ILA DUES - SUPPLITT J ILA DUES - AHML	75.00 75.00 750.00	900.00
81002	LACONI INC-MEMBERSHIP	291-6001-601.22-02	LACONI DUES - AHML	100.00	100.00
81019	QUILL LLC	291-6001-601.30-05	FINANCE OFFICE SUPPLIES&	18.73	18.73
81036	STAPLES	291-6001-601.30-05	OFFICE SUPPLIES	22.08	22.08
81042	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 9/26-10/25	354.09	354.09
81045	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	45.78	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					45.78
81049	WOW BUSINESS	291-6001-601.22-70	TELEPHONE 10/13-11/12	722.91	722.91
***** DIVISION TOTAL ****					3,228.07

*Communications and Marketing*

DEPARTMENT:	60 Executive Office	DIVISION:	02		
80929	AMAZON.COM CREDIT	291-6002-601.30-05	OFFICE SUPPLIES	16.99	
		291-6002-601.30-05	OFFICE SUPPLIES	17.99	34.98
80936	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK ADVERSITING	1.81	
		291-6002-601.21-65	FACEBOOK ADVERSITING	104.98	
		291-6002-601.21-65	STOCK ART	364.00	
		291-6002-601.30-05	FLOOR SIGN HOLDERS	536.10	
		291-6002-601.30-05	ACRYLIC PANELS	337.00	
		291-6002-601.30-05	LAMINATION FILM	231.99	1,575.88
80950	CARDINAL COLORGROUP	291-6002-601.22-10	NOVEMBER NEWSLETTER	9,729.00	9,729.00
81015	PADDOCK PUBLICATIONS INC	291-6002-601.21-65	ACC136171 2PRINTS&DIGITAL	1,200.00	1,200.00
81033	SIGNS BY TOMORROW	291-6002-601.20-05	ESL SIGN	730.00	730.00
81045	WAREHOUSE DIRECT	291-6002-601.32-01	PROGRAM SUPPLIES	280.38	280.38
***** DIVISION TOTAL ****					13,550.24

*Human Resources*

DEPARTMENT:	60 Executive Office	DIVISION:	03		
80927	ACCURATE EMPLOYMENT SCREENING LLC	291-6003-601.21-65	EMPL & VOL SCREENING	180.00	
		291-6003-601.21-65	VOL SCREENING,2020 DL AUD	855.00	1,035.00
80929	AMAZON.COM CREDIT	291-6003-601.40-70	DSSC NAILED IT PRIZE	18.95	18.95
80934	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	VOLUNTEER GIFT BAGS	15.55	15.55
80936	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	VOLUNTEER/YEAR GIFT CARD	54.94	
		291-6003-601.40-70	VOLUNTEER/YEAR FRAME	11.49	66.43
80952	CERTIF-A-GIFT COMPANY	291-6003-601.40-70	VOLUNTEER GIFT REDEMPTION	120.00	120.00
80982	HR SOURCE	291-6003-601.22-03	HR ROUNDTABLE G.ROJEK	250.00	250.00
81014	OSCO DRUG 3278	291-6003-601.21-65	2020 AHML FLU SHOT CLINIC	924.00	924.00
81045	WAREHOUSE DIRECT	291-6003-601.40-70	VOLUNTEER RECOGN MAILING	36.42	36.42
***** DIVISION TOTAL ****					2,466.35

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Gifts and grants</i>		
80929	AMAZON.COM CREDIT	291-6004-601.50-15	VACUFORMER FOR MAKERSPACE	679.00	679.00
80930	AMBIUS (19)	291-6004-601.21-65	REG SERVS NOVEMBER	236.97	236.97
80931	AMERICAN LIBRARY ASSOCIATION	291-6004-601.32-02	STORYTIME KITS GIVEAWAY	13.50	
		291-6004-601.32-02	STORYTIME KITS GIVEAWAY	38.00	51.50
80934	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.31-85	BUTTERFLY GARDEN SUPPLIES	20.79	20.79
80936	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.50-15	DRILL PRESS F/MAKERSPACE	139.75	
		291-6004-601.50-15	VINYL CUTTERS-TAX REFUND	59.87-	
		291-6004-601.50-15	VINYL CUTTERS F/BELMONT	318.74	398.62
80944	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB, 11/19	350.00	350.00
80974	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB, 11/19	350.00	350.00
80999	KILWINS ARLINGTON HEIGHTS	291-6004-601.21-65	ESL ICE CREAM SOCIAL	104.84	104.84
81017	PROLITERACY	291-6004-601.21-65	PROLITERACY DUES AHML	219.00	219.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\*\* *Finance* 2,410.72

DEPARTMENT: 60 Executive Office	DIVISION: 08				
80984 IL GOVERNMENT FINANCE OFFICERS ASS	291-6008-601.22-03	PREVAILING WAGE ACT-EKL D		15.00	15.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\*\* *Information Technology* 15.00

DEPARTMENT: 60 Executive Office	DIVISION: 10				
80929 AMAZON.COM CREDIT	291-6010-601.31-85	MOUSE FOR IT		44.99	44.99
80936 ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ZOOM SUBSCRIPTION		429.90	
	291-6010-601.20-05	PAYFLOW PRO SUBSCRIPTION		54.10	
	291-6010-601.22-42	PUBLIC SERVICE INTERNET		343.35	
	291-6010-601.30-30	YOUTUBE PREMIUM SUBSCRIPT		11.99	
	291-6010-601.30-30	VOL SOFTWARE SUBSCRIPTION		165.00	
	291-6010-601.30-30	MICROSOFT 365 PHONE #		1.50	
	291-6010-601.30-30	OFFICE 365 LICENSES		239.20	
	291-6010-601.30-30	MICROSOFT 365 POWER BI		4.50	
	291-6010-601.30-30	KINDLE UNLIMITED SUBSCRIP		9.99	
	291-6010-601.30-30	TRELLO SUBSCRIPTION		35.00	
	291-6010-601.30-30	AMAZON FREETIME SUBSCRIPT		4.99	
	291-6010-601.30-30	GOOGLE GSUITE SUBSCRIPT		35.91	
	291-6010-601.30-30	SPOTIFY PREMIUM SUBSCRIPT		14.99	
	291-6010-601.30-30	AMAZON MUSIC SUBSCRIPTION		9.99	
	291-6010-601.30-30	RIDDLE.COM SUBSCRIPTION		49.00	
	291-6010-601.31-85	STAFF WEB CAMS		110.05	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.31-85	IPAD CASES FOR KW	26.76	1,546.22
80943	BAMBOOHR,LLC	291-6010-601.30-32	BAMBOOHR ADVANTAGE	1,634.20	1,634.20
80954	COMCAST	291-6010-601.22-42	BUSINESS CABLE NOVEMBER	21.02	21.02
80987	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6010-601.30-32	ILLIAD LICENSE	1,088.10	1,088.10
80989	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	693.01	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	400.90	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	340.80	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	324.92	
		291-6010-601.30-30	COPIER/PRINTER TONER CART	19.50	1,779.13
81019	QUILL LLC	291-6010-601.30-30	TONER FOR PRINTERS	428.81	428.81
81025	RMC IMAGING INC	291-6010-601.21-02	ST VIEWSCAN ANNUAL HARDWA	785.00	785.00
81028	SCANDIT INC	291-6010-601.30-32	BARCODE SCANNER - WEB SDK	1,500.00	1,500.00
81029	SENSOURCE	291-6010-601.30-32	VEACLOUD ANNUAL DATA HOST	1,000.00	1,000.00
81039	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	FAX PROGRAM 3RD QTR2020	532.80	532.80
81049	WOW BUSINESS	291-6010-601.22-42	INTERNET 10/13-11/12	1,587.62	
		291-6010-601.22-42	INTERNET 10/19-11/18	125.98	1,713.60
***** DIVISION TOTAL ****					12,073.87

*Facilities*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office				
80929	AMAZON.COM CREDIT	291-6020-601.21-07	VEHICLE PARTS	18.45	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	23.55	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	15.75	57.75
80932	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS OCTOBER	200.00	200.00
80933	ARLINGTON HEIGHTS FORD	291-6020-601.21-07	OIL FILTER ROTATION 10/22	46.47	46.47
80936	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	CEILING LIGHTS	419.82	
		291-6020-601.21-11	CEILING LIGHTS	139.94	559.76
80938	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	1,091.90	
		291-6020-601.31-45	JANITORIAL SUPPLIES	150.00	1,241.90
80949	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	WINTERIZATION 10/10	150.00	
		291-6020-601.21-11	MID-SUMMER MAINTEN ADD	58.50	208.50
80956	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	PREVENTATIVE MANTENANCE	2,137.00	2,137.00
80958	CROWTHER ROOFING & SHEET METAL INC	291-6020-601.21-11	ROOF INSPECTION 10/15	750.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					750.00
80965	FIRE PROTECTION COMPANY	291-6020-601.21-11	YEARLY FIRE SPRINKLER INS	1,100.00	1,100.00
80970	GARDEN GUY, INC.	291-6020-601.21-11	OCTOBER LANDSCAPE AHML	600.00	600.00
80971	GARVEYS OFFICE PRODUCTS	291-6020-601.31-45	JANITORIAL SUPPLIES	514.00	
		291-6020-601.31-45	JANITORIAL SUPPLIES	128.50	642.50
80975	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	15.10	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	15.10	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	144.00	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	108.00	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	108.00	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	257.90	432.10
80983	IGS	291-6020-601.30-51	NATURAL GAS SEPTEMBER	2,997.64	2,997.64
80997	KD REPAIR	291-6020-601.21-07	GENERATOR MAINTENANCE ON	269.75	269.75
81006	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS NOVEMBER	4,599.00	4,599.00
81009	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTENANCE	260.54	260.54
81010	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERVS OCTOBER	60.00	60.00
81013	NICOR GAS	291-6020-601.30-51	NATURAL GAS SEPTEMBER	1,092.79	
		291-6020-601.30-51	NATURAL GAS SEPTEMBER	165.92	1,258.71
81016	PRIMEX WIRELESS INC	291-6020-601.21-11	GPS UPGRADE F/PRIMEX CLOC	244.84	244.84
81020	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	792.38	792.38
81024	RENT RITE EQUIPMENT CO	291-6020-601.21-36	BOOM LIFT RENTAL	407.50	407.50
81032	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	46.06	46.06
81036	STAPLES	291-6020-601.31-45	JANITORIAL SUPPLIES	47.79	47.79
81037	SULLIVAN ROOFING INC	291-6020-601.21-11	ROOF MAINTENANCE	1,950.00	1,950.00
81041	ULINE	291-6020-601.21-11	MAINTENANCE SUPPLIES	49.73	49.73
81043	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	FUEL SEP 2020	184.34	
		291-6020-601.21-02	ELEVATOR INSPECTIONS (5)	500.00	684.34
81050	1000BULBS.COM	291-6020-601.21-11	MAINTENANCE SUPPLIES	984.20	984.20
***** DIVISION TOTAL ****					22,628.46
***** DEPARTMENT TOTAL **					56,372.71

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Youth Services</i>					
/PAYM #					
80928	ALA MEMBERSHIP	291-6401-601.22-02	ALA DUES - BAILEY K	275.00	275.00
80929	AMAZON.COM CREDIT	291-6401-601.32-01	ELEMENTARY ACTIVITY KITS	19.99	
		291-6401-601.32-01	ELEMENTARY ACTIVITY KITS	31.47	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	15.86	
		291-6401-601.32-02	BOOKS N BITES SUPPLIES	59.27	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	27.98	
		291-6401-601.30-05	LAMINATOR REFILL	55.16	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	11.98	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	33.05	
		291-6401-601.32-01	ELEMENTARY CRAFT SUPPLIES	43.96	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	9.89	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	20.98	
		291-6401-601.32-02	STORYWALK BOOKS	28.72	
		291-6401-601.32-02	STORYWALK BOOKS	27.88	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	32.77	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	29.58	
		291-6401-601.32-90	BOXES FOR LITCRATE	315.00	
		291-6401-601.32-02	DIY GIFTS PROGRAM	25.59	789.13
80934	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	MILEAGE - L DAKAS	9.14	
		291-6401-601.22-03	MILEAGE - E KOCH	40.91	
		291-6401-601.22-03	MILEAGE - E MUSZYNSKI	5.75	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	8.46	64.26
80936	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-01	TEEN ACTIVITY KIT-REFUND	5.68-	
		291-6401-601.32-01	TEEN ACTIVITY KIT-REFUND	1.72-	
		291-6401-601.32-02	PARENT'S TURN-REFUND	9.69-	
		291-6401-601.32-02	BYOBOOK CLUB PRIZES	94.39	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	25.80	
		291-6401-601.32-02	PARENT'S TURN-REFUND	3.15-	
		291-6401-601.32-02	PARENT'S TURN SUPPLIES	6.53	
		291-6401-601.32-02	PARENT'S TURN SUPPLIES	6.53	
		291-6401-601.32-02	TEEN TASTE TEST SUPPLIES	59.36	172.37
80939	BAILEY, KERRY	291-6401-601.32-02	REPLACEMENT #80266 PROGRA	8.76	8.76
80959	DEMCO INC	291-6401-601.30-05	PLANNING CALENDARS F/KW	40.53	40.53
80963	ERICKSON, LAUREN	291-6401-601.22-18	A TINY SPARK, 12/12	350.00	350.00
80968	FUN EXPRESS LLC	291-6401-601.32-02	SUPPLIES F/HALLOWEEN FUN	33.82	
		291-6401-601.32-02	SUPPLIES F/HALLOWEEN FUN	18.57	52.39
80986	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - DANTIS T	200.00	
		291-6401-601.22-02	ILA DUES - MUSZYNSKI E	40.00	240.00
81041	ULINE	291-6401-601.32-02	BOOKS N'BITES	64.04	64.04
81044	VRABLIK, LISA	291-6401-601.22-18	MINECRAFT MANIA, 12/5	200.00	200.00
***** DIVISION TOTAL ****					2,256.48

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80928	ALA MEMBERSHIP	291-6410-601.22-02	ALA DUES - POWERS B	142.00	142.00
80929	AMAZON.COM CREDIT	291-6410-601.30-05	OFFICE SUPPLIES	94.72	
		291-6410-601.30-05	OFFICE SUPPLIES	94.72-	
		291-6410-601.30-05	OFFICE SUPPLIES	16.49	
		291-6410-601.32-01	BOOK BOX SUB SUPPLIES	157.50	
		291-6410-601.32-01	BOOK BOX SUB SUPPLIES	5.51	179.50
80936	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	ONLINE TEAM BUILDING	269.00	
		291-6410-601.32-01	BOOK BOX SUPPLIES	23.91	
		291-6410-601.32-01	BOOK BOX SUPPLIES	24.16	317.07
80968	FUN EXPRESS LLC	291-6410-601.32-01	BOOKS SUBSCR BOX ITEMS	49.28	49.28
81003	LIBRARYWORKS INC	291-6410-601.22-03	CUSTOMER SERVS TRAINING	75.00	75.00
***** DIVISION TOTAL ****					762.85

*Info Services*

80929	AMAZON.COM CREDIT	291-6420-601.30-05	MAGNETIC HOOKS	10.99	
		291-6420-601.30-05	AIR PURIFIER FOR BKMOBILE	89.99	
		291-6420-601.32-90	SLAT WALL HOOK KIT	151.15	
		291-6420-601.32-90	SLAT WALL HOOK KIT	151.15-	
		291-6420-601.32-90	SLAT WALL HOOK KIT	77.59	
		291-6420-601.30-05	WIPES FOR BOOKMOBILE	57.97	
		291-6420-601.32-90	CLEAR BAGS FOR BOOKMOBILE	18.99	255.53
80931	AMERICAN LIBRARY ASSOCIATION	291-6420-601.22-03	TRAINING WORKBOOK	94.80	
		291-6420-601.32-90	SEPTEMBER SPANISH PROGRAM	93.00	
		291-6420-601.22-03	TRAINING WORKSHOP-MEYER S	58.50	246.30
80934	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	LANTERN FOR BOOKMOBILE	16.95	
		291-6420-601.22-03	MILEAGE - M MAIER	11.39	
		291-6420-601.30-05	PHONE CHARGER FOR VAN	9.99	38.33
80936	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	WEBSITE WRITING WORKSHOP	65.00	
		291-6420-601.22-03	ABOS CONF-T SCALLON	69.00	
		291-6420-601.22-03	ABOS CONF-C SHIN	69.00	
		291-6420-601.22-03	ABOS CONF-A GARCIA	69.00	
		291-6420-601.22-03	ABOS CONF-R KHURPA	69.00	
		291-6420-601.22-03	ABOS CONF-R MORAVEC	69.00	
		291-6420-601.32-90	SLAT WALL FOR WORKROOM	166.54	576.54
80959	DEMCO INC	291-6420-601.32-01	RED ESL TAPE	72.47	72.47
80971	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	CIRC OFFICE SUPPLIES	38.73	38.73
80986	ILA MEMBERSHIP	291-6420-601.22-02	ILA DUES - MAIER M	100.00	100.00
80988	ILLINOIS TESOL/BE	291-6420-601.22-03	WORKSHOP GOURLEY A 10/17	15.00	

*Circulation*

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					15.00
81003	LIBRARYWORKS INC	291-6420-601.22-03	CUSTOMER SERVS TRAINING	100.00	100.00
81022	REFORMA	291-6420-601.22-02	REFORMA DUES - SHIN C	25.00	25.00
81027	SCALLON, TERESA	291-6420-601.32-90	TENSION RODS, CART	135.90	135.90
81036	STAPLES	291-6420-601.30-05	OFFICE SUPPLIES	47.95	
		291-6420-601.32-90	CIRCULATION SUPPLIES	49.99	97.94
81045	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	92.98	92.98
***** DIVISION TOTAL ****					1,794.72

*Senior and Accessible Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services		DIVISION: 30		
80929	AMAZON.COM CREDIT	291-6430-601.32-02	ART WITH ALAYNE SUPPLIES	29.99	
		291-6430-601.30-05	OFFICE SUPPLIES	49.46	79.45
80936	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.32-02	ART W/ALAYNE-TAX REFUND	15.07-	
		291-6430-601.32-02	ART W/ALAYNE SUPPLIES	187.32	172.25
80947	BLICK ART MATERIALS	291-6430-601.32-02	ART WITH ALAYNE NOVEMBER	56.64	
		291-6430-601.32-01	ART WITH ALAYNE NOVEMBER	99.30	
		291-6430-601.32-02	ART WITH ALAYNE SUPPLIES	196.80	352.74
80966	FLYNN, EUGENE	291-6430-601.22-18	LOIRE VALLEY, 12/10	75.00	75.00
81007	MCNULTY, ALAYNE	291-6430-601.22-18	CREATIVE AGING: ART, NOVEM	490.00	490.00
81036	STAPLES	291-6430-601.32-02	PROGRAM EVENTS	29.60	29.60
81041	ULINE	291-6430-601.32-90	SAS SUPPLIES F/LIBRARY DE	41.86	41.86
***** DIVISION TOTAL ****					1,240.90

*Programs and Exhibits*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services		DIVISION: 40		
80925	@PROPERTIES	291-6440-601.22-18	HONORARIUM F/COVID CONVER	50.00	50.00
80929	AMAZON.COM CREDIT	291-6440-601.32-02	OBOV VIEWING KIT	158.85	
		291-6440-601.32-02	OBOV VIEWING KIT	25.56	
		291-6440-601.32-02	OBOV VIEWING KIT	197.82	
		291-6440-601.32-01	SCHITTS CREEK TRIVIA PRIZ	17.99	
		291-6440-601.32-02	SOLDERING IRONS MAKERSPC	477.33	
		291-6440-601.32-02	SOLDERING IRONS MAKERSPC	430.80	1,308.35
80934	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	COFFEE FOR PROGRAM	15.00	15.00
80945	BENSON, RAYMOND	291-6440-601.22-18	OBOV:DR ZHIVAGO MOVIE DIS	150.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					150.00
80948	BROOKS, SHENEQUA	291-6440-601.22-18	MEET THE MAKER 12/9	200.00	200.00
80961	DWELL REMODELING	291-6440-601.22-18	HONORARIUM F/COVID CONVER	50.00	50.00
80967	FRERE, VIRGINIA A.	291-6440-601.22-18	SOCIAL HISTORY F/GENEALOG	200.00	200.00
80968	FUN EXPRESS LLC	291-6440-601.32-02	SUPPLIES F/HALLOWEEN FUN	18.57	
		291-6440-601.32-02	SUPPLIES F/HALLOWEEN FUN	18.57-	
80972	GEMEINHART, DAN	291-6440-601.22-18	AUTHOR VISITS 3 SCHOOLS	750.00	750.00
80973	GEMEINHART, DAN	291-6440-601.22-18	BOOK DISCUSSION, 12/8	250.00	250.00
80978	GROWFORWARD COACHING & CONSULTING	291-6440-601.22-18	INFORMATIONAL INTERVIEW	200.00	200.00
80979	HARRISON DESIGNS AND CONCEPTS	291-6440-601.22-18	MEET THE MAKER LIVE DEMO	200.00	200.00
80981	HIGHLAND PARK PUBLIC LIBRARY	291-6440-601.22-18	KENDI FEE&MODERATOR&ZOOM	1,331.72	1,331.72
80998	KIKU HANDMADE LLC	291-6440-601.22-18	MEET THE MAKER, 12/11	350.00	350.00
81001	KNABB, JACOB S	291-6440-601.22-18	WRITERS INK, 12/9	150.00	150.00
81005	MARUSYK, NASTASIYA	291-6440-601.22-18	MEET THE MAKER, 12/4	200.00	200.00
81012	MUELLER, ELIZABETH	291-6440-601.22-18	HOW TO TELL YOUR COMPANY'	100.00	100.00
81030	SFUMATO LLC	291-6440-601.22-18	COCKTAIL DEMO, 11/23	75.00	75.00
81034	SLICK, KRISTYN	291-6440-601.22-18	HOLIDAY FIESTA COOKING	190.00	190.00
81035	SMITH, NAHUM HUGH	291-6440-601.22-18	COVID CONVERSATIONS:MUSIC	50.00	50.00
81040	TRITONE MUSIC SCHOOL, INC	291-6440-601.22-18	HONORARIUM F/COVID, 11/17	50.00	50.00
81048	WOODFORD, TANNER	291-6440-601.22-18	MEET THE MAKER, 12/1	600.00	600.00
***** DIVISION TOTAL ****					6,470.07

*Digital Services*

DEPARTMENT: 64 User Services  
 80929 AMAZON.COM CREDIT

DIVISION:	50		
291-6450-601.30-05	OFFICE SUPPLIES		6.99
291-6450-601.30-05	OFFICE SUPPLIES		22.99
291-6450-601.31-85	TELEPROMPTER F/STUDIO		199.00
291-6450-601.31-85	STUDIO TOOLS		14.97
291-6450-601.30-05	OFFICE SUPPLIES		7.49
291-6450-601.30-05	OFFICE SUPPLIES		44.88
291-6450-601.31-85	LIGHTS FOR STUDIO		399.98
291-6450-601.31-85	MICROPHONE FOR STUDIO		229.00



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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6450-601.31-85	DRONE FOR STUDIO	399.00	1,324.30
80937	B & H PHOTO VIDEO	291-6450-601.31-85	GREEN SCREEN STUDIO B	124.95	124.95
80980	HEINEMANN	291-6450-601.32-78	FOUNTAS&PINNELL LEVELED	25.00	25.00
80986	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES - BERGER G	100.00	100.00
***** DIVISION TOTAL *****					1,574.25

*Collection Services*

DEPARTMENT: 64 User Services

DIVISION: 70

80926	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	55.60	55.60
80928	ALA MEMBERSHIP	291-6470-601.22-02	ALA DUES - HAMANN C	225.00	225.00
80929	AMAZON.COM CREDIT	291-6470-601.32-75	AV MATERIALS	19.98	
		291-6470-601.32-75	AV MATERIALS	59.98	
		291-6470-601.32-75	AV MATERIALS	55.93	
		291-6470-601.32-75	AV MATERIALS	32.74	
		291-6470-601.32-75	AV MATERIALS	29.98	
		291-6470-601.32-75	AV MATERIALS	9.96	
		291-6470-601.32-75	AV MATERIALS	79.98	
		291-6470-601.32-75	AV MATERIALS	69.00	
		291-6470-601.32-75	AV MATERIALS	13.99	
		291-6470-601.32-75	AV MATERIALS	46.20	
		291-6470-601.32-75	AV MATERIALS	14.72	
		291-6470-601.32-75	AV MATERIALS	11.34	
		291-6470-601.32-75	AV MATERIALS	23.32	
		291-6470-601.32-75	AV MATERIALS	42.49	
		291-6470-601.32-75	AV MATERIALS	9.96	
		291-6470-601.32-75	AV MATERIALS	503.84	
		291-6470-601.32-75	AV MATERIALS	38.81	
		291-6470-601.32-75	AV MATERIALS	26.33	
		291-6470-601.32-75	AV MATERIALS	17.79	
		291-6470-601.32-75	AV MATERIALS	9.19	
		291-6470-601.32-75	AV MATERIALS	14.50	
		291-6470-601.32-75	AV MATERIALS	9.96	
		291-6470-601.32-75	AV MATERIALS	41.98	
		291-6470-601.32-75	AV MATERIALS	27.09	
		291-6470-601.32-75	AV MATERIALS	35.98	
		291-6470-601.32-75	AV MATERIALS	19.86	
		291-6470-601.32-75	AV MATERIALS	5.17	
		291-6470-601.32-75	AV MATERIALS	10.44	
		291-6470-601.32-80	BOOKS	19.01	
		291-6470-601.32-80	BOOKS	11.22	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	94.95	
		291-6470-601.32-80	BOOKS	14.98	
		291-6470-601.32-80	BOOKS	15.42	

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ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	35.24	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	11.29	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	24.27	
		291-6470-601.32-80	BOOKS	17.58	
		291-6470-601.32-80	BOOKS	49.99	
		291-6470-601.32-80	BOOKS	35.48	
		291-6470-601.32-80	BOOKS	164.65	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	9.39	
		291-6470-601.32-80	BOOKS	35.98	
		291-6470-601.32-80	BOOKS	14.71	
		291-6470-601.32-80	BOOKS	31.99	
		291-6470-601.32-80	BOOKS	35.16	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	65.97	
		291-6470-601.32-80	BOOKS	34.95	
		291-6470-601.32-80	BOOKS	19.93	
		291-6470-601.32-80	BOOKS	21.15	
		291-6470-601.32-80	BOOKS	44.98	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	14.43	
		291-6470-601.32-80	BOOKS	14.25	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	8.10	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	16.17	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-75	AV MTLs	9.96	
		291-6470-601.32-75	AV MTLs	10.99	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	126.73	
		291-6470-601.32-75	AV MTLs	38.88	
		291-6470-601.32-75	AV MTLs	24.99	
		291-6470-601.32-75	AV MTLs	239.90	
		291-6470-601.32-75	AV MTLs	19.80	
		291-6470-601.32-75	AV MTLs	29.20	
		291-6470-601.32-75	AV MTLs	32.12	
		291-6470-601.32-75	AV MTLs	13.98	
		291-6470-601.32-75	AV MTLs	20.25	
		291-6470-601.32-95	PERIODICALS	11.50	
		291-6470-601.32-95	PERIODICALS	33.93	
		291-6470-601.32-95	PERIODICALS	17.94	
		291-6470-601.32-95	PERIODICALS	13.48	
		291-6470-601.32-95	PERIODICALS	33.98	
		291-6470-601.32-95	PERIODICALS	19.97	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	54.96	
		291-6470-601.32-75	AV MATERIALS	38.29	
		291-6470-601.32-75	AV MATERIALS	52.91	
		291-6470-601.32-75	AV MATERIALS	59.90	
		291-6470-601.32-75	AV MATERIALS	38.05	
		291-6470-601.32-75	AV MATERIALS	89.97	
		291-6470-601.32-75	AV MATERIALS	30.07	
		291-6470-601.32-75	AV MATERIALS	43.76	
		291-6470-601.32-75	AV MATERIALS	109.33	
		291-6470-601.32-75	AV MATERIALS	22.01	
		291-6470-601.32-75	AV MATERIALS	119.97	
		291-6470-601.32-75	AV MATERIALS	24.97	
		291-6470-601.32-75	AV MATERIALS	20.96	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	76.10	
		291-6470-601.32-75	AV MATERIALS	509.91	
		291-6470-601.32-75	AV MATERIALS	59.90	
		291-6470-601.32-75	AV MATERIALS	23.73	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	10.31	
		291-6470-601.32-75	AV MATERIALS	159.99	
		291-6470-601.32-75	AV MATERIALS	14.79	
		291-6470-601.32-75	AV MATERIALS	45.98	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	140.94	
		291-6470-601.32-75	AV MATERIALS	14.96	
		291-6470-601.32-75	AV MATERIALS	47.94	
		291-6470-601.32-75	AV MATERIALS	39.84	
		291-6470-601.32-80	BOOKS	14.69	
		291-6470-601.32-80	BOOKS	14.27	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-80	BOOKS	60.00	
		291-6470-601.32-80	BOOKS	24.48	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	15.58	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	27.44	
		291-6470-601.32-80	BOOKS	12.28	
		291-6470-601.32-80	BOOKS	14.14	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	5.95	
		291-6470-601.32-80	BOOKS	10.40	
		291-6470-601.32-80	BOOKS	10.52	
		291-6470-601.32-80	BOOKS	59.09	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	10.86	
		291-6470-601.32-80	BOOKS	14.69	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	18.10	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	10.30	
		291-6470-601.32-80	BOOKS	14.39	
		291-6470-601.32-80	BOOKS	38.98	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	47.63	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-95	PERIODICALS	12.66	
		291-6470-601.32-95	PERIODICALS	23.98	
		291-6470-601.32-95	PERIODICALS	16.99	
		291-6470-601.32-95	PERIODICALS	25.96	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-75	AV MATERIALS	45.71	
		291-6470-601.32-75	AV MATERIALS	23.98	
		291-6470-601.32-75	AV MATERIALS	11.98	
		291-6470-601.32-75	AV MATERIALS	30.00	
		291-6470-601.32-75	AV MATERIALS	13.74	
		291-6470-601.32-75	AV MATERIALS	23.49	
		291-6470-601.32-75	AV MATERIALS	12.19	
		291-6470-601.32-75	AV MATERIALS	26.94	
		291-6470-601.32-75	AV MATERIALS	26.99	
		291-6470-601.32-75	AV MATERIALS	27.99	
		291-6470-601.32-75	AV MATERIALS	42.77	
		291-6470-601.32-75	AV MATERIALS	32.75	
		291-6470-601.32-75	AV MATERIALS	34.64	
		291-6470-601.32-75	AV MATERIALS	199.99	
		291-6470-601.32-75	AV MATERIALS	39.41	
		291-6470-601.32-75	AV MATERIALS	20.56	
		291-6470-601.32-75	AV MATERIALS	134.64	
		291-6470-601.32-75	AV MATERIALS	21.99	
		291-6470-601.32-75	AV MATERIALS	179.64	
		291-6470-601.32-80	BOOKS	33.95	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	16.19	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	8.49	
		291-6470-601.32-80	BOOKS	14.83	
		291-6470-601.32-80	BOOKS	30.19	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	18.65	
		291-6470-601.32-80	BOOKS	22.49	
		291-6470-601.32-80	BOOKS	27.35	
		291-6470-601.32-80	BOOKS	12.89	
		291-6470-601.32-80	BOOKS	3.59	
		291-6470-601.32-80	BOOKS	17.10	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	43.39	
		291-6470-601.32-80	BOOKS	39.00	
		291-6470-601.32-95	PERIODICALS	19.46	
		291-6470-601.32-95	PERIODICALS	20.99	6,970.75
80934	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	21.83	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					21.83
80935	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MATERIALS	12.99-	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	679.86	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	15.99	711.84
80936	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	ECOURSE BUNDLE - C HAMANN	65.00	
		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	9.40	
		291-6470-601.32-75	AV MATERIALS	77.17	
		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	152.92	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	9.80	
		291-6470-601.32-75	AV MATERIALS	116.86	
		291-6470-601.32-75	AV MATERIALS	180.57	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	49.00	
		291-6470-601.32-75	AV MATERIALS	100.05	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-75	AV MATERIALS-DISPUTED CRG	80.04-	
		291-6470-601.32-80	BOOKS	21.24	
		291-6470-601.32-80	BOOKS	42.49	
		291-6470-601.32-80	BOOKS	283.59	
		291-6470-601.32-80	BOOKS	154.99	
		291-6470-601.32-80	BOOKS	92.97	
		291-6470-601.32-95	PERIODICALS	10.70	
		291-6470-601.32-95	PERIODICALS	32.92	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	20.94	
		291-6470-601.32-95	PERIODICALS	47.94	1,591.34
80940	BAKER & TAYLOR	291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	142.90	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.22-85	PROC SERVS	292.60	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.32-80	BOOKS	603.69	
		291-6470-601.32-80	BOOKS	130.06	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	51.14	
		291-6470-601.32-80	BOOKS	202.13	
		291-6470-601.32-80	BOOKS	307.77	
		291-6470-601.32-80	BOOKS	315.07	
		291-6470-601.32-80	BOOKS	199.93	
		291-6470-601.32-80	BOOKS	527.22	
		291-6470-601.32-80	BOOKS	475.87	
		291-6470-601.32-80	BOOKS	569.88	
		291-6470-601.32-80	BOOKS	111.10	
		291-6470-601.32-80	BOOKS	148.18	
		291-6470-601.32-80	BOOKS	79.46	
		291-6470-601.32-80	BOOKS	25.11	
		291-6470-601.32-80	BOOKS	288.77	
		291-6470-601.32-80	BOOKS	54.75	
		291-6470-601.32-80	BOOKS	1,216.18	
		291-6470-601.22-85	PROC SERVS	149.35	
		291-6470-601.22-85	PROC SERVS	182.40	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	148.20	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.32-80	BOOKS	51.16	
		291-6470-601.32-80	BOOKS	72.31	
		291-6470-601.32-80	BOOKS	723.83	
		291-6470-601.32-80	BOOKS	624.35	
		291-6470-601.32-80	BOOKS	503.44	
		291-6470-601.32-80	BOOKS	211.04	
		291-6470-601.32-80	BOOKS	174.51	
		291-6470-601.32-80	BOOKS	598.33	
		291-6470-601.32-80	BOOKS	477.39	
		291-6470-601.32-80	BOOKS	229.98	
		291-6470-601.32-80	BOOKS	377.74	
		291-6470-601.32-80	BOOKS	586.52	
		291-6470-601.32-80	BOOKS	480.79	
		291-6470-601.32-80	BOOKS	687.61	
		291-6470-601.32-80	BOOKS	194.57	
		291-6470-601.32-80	BOOKS	261.48	
		291-6470-601.32-80	BOOKS	153.72	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	121.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.32-80	BOOKS	20.99	
		291-6470-601.32-80	BOOKS	441.28	
		291-6470-601.32-80	BOOKS	499.80	
		291-6470-601.32-80	BOOKS	84.29	
		291-6470-601.32-80	BOOKS	23.23	
		291-6470-601.32-80	BOOKS	447.48	
		291-6470-601.32-80	BOOKS	314.36	
		291-6470-601.32-80	BOOKS	201.74	
		291-6470-601.32-80	BOOKS	121.99	
		291-6470-601.32-80	BOOKS	126.34	
		291-6470-601.32-80	BOOKS	191.45	
		291-6470-601.32-80	BOOKS	19.72	
		291-6470-601.32-80	BOOKS	63.76	
		291-6470-601.32-80	BOOKS	32.20	
		291-6470-601.32-80	BOOKS	12.54	
		291-6470-601.32-80	BOOKS	502.82	
		291-6470-601.32-80	BOOKS	306.32	
		291-6470-601.32-80	BOOKS	23.09	
		291-6470-601.32-80	BOOKS	139.13	
		291-6470-601.32-80	BOOKS	271.61	
		291-6470-601.32-80	BOOKS	395.13	
		291-6470-601.22-85	PROCESSING SERVICES	7.60-	
		291-6470-601.22-85	PROCESSING SERVICES	3.80-	
		291-6470-601.22-85	PROCESSING SERVICES	3.80-	
		291-6470-601.22-85	PROCESSING SERVICES	3.80-	
		291-6470-601.22-85	PROCESSING SERVICES	110.20	
		291-6470-601.22-85	PROCESSING SERVICES	106.05	
		291-6470-601.22-85	PROCESSING SERVICES	68.40	
		291-6470-601.22-85	PROCESSING SERVICES	83.60	
		291-6470-601.22-85	PROCESSING SERVICES	11.40	
		291-6470-601.22-85	PROCESSING SERVICES	148.20	
		291-6470-601.22-85	PROCESSING SERVICES	197.60	
		291-6470-601.22-85	PROCESSING SERVICES	136.80	
		291-6470-601.22-85	PROCESSING SERVICES	167.20	
		291-6470-601.32-80	BOOKS	176.29	
		291-6470-601.32-80	BOOKS	91.17	
		291-6470-601.32-80	BOOKS	164.77	
		291-6470-601.32-80	BOOKS	228.39	
		291-6470-601.32-80	BOOKS	436.15	
		291-6470-601.32-80	BOOKS	376.05	
		291-6470-601.32-80	BOOKS	30.29	
		291-6470-601.32-80	BOOKS	370.64	
		291-6470-601.32-80	BOOKS	625.56	
		291-6470-601.32-80	BOOKS	821.28	
		291-6470-601.32-80	BOOKS	481.49	
		291-6470-601.32-80	BOOKS	677.00	
		291-6470-601.32-80	BOOKS	34.18	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	60.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERV	400.00-	
		291-6470-601.32-80	BOOKS	684.31	
		291-6470-601.32-80	BOOKS	188.04	
		291-6470-601.32-80	BOOKS	14.19	
		291-6470-601.32-80	BOOKS	129.42	25,836.67
80941	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTL	11.88	
		291-6470-601.32-75	AV MTL	55.99	
		291-6470-601.32-75	AV MTL	12.73	
		291-6470-601.32-75	AV MTL	150.20	
		291-6470-601.32-75	AV MTL	11.98	
		291-6470-601.32-75	AV MTL	23.76	
		291-6470-601.32-75	AV MATERIALS	55.12	321.66
80942	BALL STATE UNIVERSITY	291-6470-601.21-64	LOST ITEM IL201788810	25.19	25.19
80946	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTL	7,561.13	
		291-6470-601.32-80	BOOKS	8,130.82	
		291-6470-601.32-80	BOOKS	1,651.00	
		291-6470-601.32-75	AV MTL	92.00	
		291-6470-601.32-75	AV MTL	1,768.54	
		291-6470-601.32-80	BOOKS	3,815.17	23,018.66
80951	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	25.32	25.32
80953	COLE INFORMATION SERVICES, INC	291-6470-601.32-80	BOOKS	466.95	466.95
80955	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	25.94	25.94
80957	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	22.26-	
		291-6470-601.32-95	PERIODICALS	30.31-	
		291-6470-601.32-95	PERIODICALS	30.35-	
		291-6470-601.32-95	PERIODICALS	50.60-	
		291-6470-601.32-95	PERIODICALS	20.18-	
		291-6470-601.32-95	PERIODICALS	30.36	
		291-6470-601.32-95	PERIODICALS	51.61-	
		291-6470-601.32-95	PERIODICALS	68.78-	
		291-6470-601.32-95	PERIODICALS	60.72	
		291-6470-601.32-95	PERIODICALS	35.37	
		291-6470-601.32-95	PERIODICALS	20.19	
		291-6470-601.32-95	PERIODICALS	100.19	
		291-6470-601.32-95	PERIODICALS	60.71	
		291-6470-601.32-95	PERIODICALS	50.60	84.05
80960	DENVILLE PUBLIC LIBRARY	291-6470-601.21-64	LOST ITEM OCLC	15.00	15.00
80962	EASTERN ILLINOIS UNIVERSITY	291-6470-601.21-64	OCLC 201731025 REPLACEMEN	65.00	65.00
80964	FAMILY ROOTS PUBLISHING COMPANY	291-6470-601.32-80	PO#5619918 BOOKS	54.85	54.85
80969	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	155.96	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	91.18	
		291-6470-601.32-80	BOOKS	31.19	
		291-6470-601.32-80	BOOKS	44.98	
		291-6470-601.32-80	BOOKS	57.58	518.63
80976	GREY HOUSE PUBLISHING	291-6470-601.32-80	BOOKS	251.05	251.05
80985	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	67.50	
		291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	71.25	270.00
80986	ILA MEMBERSHIP	291-6470-601.22-02	ILA DUES - HAMANN C	25.00	
		291-6470-601.22-02	ILA DUES - BYLINSKA M	150.00	175.00
80987	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SERVS - SEPTEMBER	40.25	
		291-6470-601.20-81	FY2021 2ND QUARTER OLLC	15,544.20	15,584.45
80990	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	464.53	464.53
80991	INGRAM LIBRARY SERVICES	291-6470-601.32-75	AV MTLs	6.77	
		291-6470-601.32-80	BOOKS	560.63	
		291-6470-601.32-80	BOOKS	114.96	
		291-6470-601.32-80	BOOKS	53.10	
		291-6470-601.32-80	BOOKS	78.21	
		291-6470-601.32-80	BOOKS	141.53	
		291-6470-601.32-80	BOOKS	92.94	
		291-6470-601.32-80	BOOKS	30.52	
		291-6470-601.32-80	BOOKS	385.31	
		291-6470-601.32-80	BOOKS	24.26	
		291-6470-601.32-80	BOOKS	28.15	
		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	50.04	
		291-6470-601.32-80	BOOKS	22.54	
		291-6470-601.32-80	BOOKS	193.28	
		291-6470-601.32-80	BOOKS	248.40	
		291-6470-601.32-80	BOOKS	35.11	
		291-6470-601.32-80	BOOKS	108.92	
		291-6470-601.32-80	BOOKS	66.40	
		291-6470-601.32-80	BOOKS	8.45	
		291-6470-601.32-80	BOOKS	133.60	
		291-6470-601.32-80	BOOKS	80.37	
		291-6470-601.32-80	BOOKS	9.59	
		291-6470-601.32-75	AV MTLs	16.49	
		291-6470-601.32-75	AV MTLs	16.49	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	148.79	2,767.23
80992	INTERNET GENEALOGY	291-6470-601.32-95	PERIODICALS	25.95	25.95
80993	J.D. POWER AND ASSOCIATES	291-6470-601.32-95	PERIODICALS	99.00	99.00
80994	JANWAY COMPANY USA INC	291-6470-601.32-05	PROCESSING SUPPLIES	274.64	274.64
80996	KANOPY INC	291-6470-601.32-75	AV MTLs	858.00	858.00
81000	KIRKUS MEDIA LLC	291-6470-601.32-95	PERIODICALS	199.00	199.00
81004	LIVE OAK MEDIA	291-6470-601.32-80	BOOKS	16.90	16.90
81008	MEDJUGORJE MAGAZINE	291-6470-601.32-95	PERIODICALS	25.00	25.00
81011	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	962.84	
		291-6470-601.32-75	AV MTLs	36.99	
		291-6470-601.32-75	AV MTLs	24.49	
		291-6470-601.32-75	AV MTLs	319.34	
		291-6470-601.32-75	AV MTLs	20.99	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	25.19	
		291-6470-601.32-75	AV MTLs	90.27	
		291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	184.96	
		291-6470-601.32-75	AV MTLs	352.51	
		291-6470-601.32-75	AV MTLs	139.95	
		291-6470-601.32-75	AV MTLs	129.96	
		291-6470-601.32-75	AV MTLs	779.73	
		291-6470-601.32-75	AV MTLs	244.92	
		291-6470-601.22-85	PROC SERVS	376.87	
		291-6470-601.32-75	AV MTLs	8,352.39	
		291-6470-601.32-80	BOOKS	3,587.23	15,693.61
81018	PROQUEST LLC	291-6470-601.32-95	RNP CHICAGO TRIBUNE	718.84	718.84
81021	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	532.22	
		291-6470-601.32-95	PERIODICALS	567.00	1,099.22
81023	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	31.57	31.57
81026	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	141.23	
		291-6470-601.32-80	BOOKS	180.57	321.80
81038	SULLIVANS LAW DIRECTORY	291-6470-601.32-80	BOOKS	112.15	112.15
81045	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	92.39	92.39
81046	WASHINGTON TIMES NATIONAL WEEKLY	291-6470-601.32-95	PERIODICALS	79.95	79.95
81047	WESTERN WASHINGTON UNIVERSITY	291-6470-601.21-64	LOST ITEM OCLC201788006	90.00	

PREPARED 11/17/20, 12:33 AM  
 PROGRAM GM348US  
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					90.00
***** DIVISION TOTAL ****					99,284.56
<i>Belmont Makerspace</i>					
DEPARTMENT: 64	User Services	DIVISION: 80			
80929	AMAZON.COM CREDIT	291-6480-601.31-85	SEWING SUPPLIES/MAKERSPCE	233.43	
		291-6480-601.31-85	SEWING SUPPLIES/MAKERSPCE	24.97	
		291-6480-601.31-85	SEWING SUPPLIES/MAKERSPCE	446.19	
		291-6480-601.31-85	SEWING SUPPLIES/MAKERSPCE	64.70	
		291-6480-601.31-85	SEWING SUPPLIES/MAKERSPCE	19.94	
		291-6480-601.31-85	SOLDERING IRONS MAKERSPC	200.78	
		291-6480-601.31-85	SOLDERING IRONS MAKERSPC	71.80	1,061.81
80936	ARLINGTON HTS MEMORIAL LIBRARY	291-6480-601.31-85	SEWING SUPPLIES	396.98	396.98
80970	GARDEN GUY, INC.	291-6480-601.21-11	OCTOBER LANSCAPE BELMONT	247.50	247.50
80995	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6480-601.21-02	FIRE ALARM MONITORING	90.00	90.00
81031	SHALES MCNUTT CONSTRUCTION	491-6480-601.50-55	PO8641 CONSULTING SERVS	9,800.00	9,800.00
81043	VILLAGE OF ARLINGTON HEIGHTS	291-6480-601.21-60	WATER/SEWER ADJUSTMENTS	3.27	
		291-6480-601.21-02	ELEVATOR INSPECTION (1)	80.00	
***** DIVISION TOTAL ****					11,679.56
***** DEPARTMENT TOTAL **					125,063.39
***** GRAND TOTAL *****					206,741.95

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	196,941.95
491	Capital Projects-Library	9,800.00
**** TOTAL ALL FUNDS ****		206,741.95

November 17, 2020

**Arlington Heights Memorial Library  
American Express Card Summary  
10/31/2020**

#	Count	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
	89					
1	Driskell	489-90-00	\$	(123.21)	Other Income/Rebate	CORPORATE CASHBACK CR
2	Driskell	6001-2203	\$	30.00	Serving Our Public: Standards for Illinois Public Libraries - M Dris	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	\$	1.81	Facebook Advertising	FACEBK *LKF5JVJ922
8	Driskell	6002-2165	\$	104.98	Facebook Advertising	FACEBK *NTV6HUN822
9	Driskell	6010-3032	\$	429.90	Zoom Subscription	ZOOM Zoom
10	Dworianyn	6010-2005	\$	54.10	PayPal Payflow Pro Subscription	PAYFLOW/PAYPAL 0045
11	Dworianyn	6010-2242	\$	343.35	Public Service Internet	COMCAST CHICAGO
12	Dworianyn	6010-3030	\$	11.99	YouTube Premium Subscription for Kids World	GOOGLE *YOUTUBEPREMI
13	Dworianyn	6010-3030	\$	165.00	Volunteer Software Subscription	WWW.VOLGISTICS.COM
14	Dworianyn	6010-3030	\$	1.50	Microsoft 365 Phone Number	MSFT * E0400CDA48 00
15	Dworianyn	6010-3030	\$	239.20	Microsoft Office 365 Licenses	MNJTECHNOLOGIESDIREC
16	Dworianyn	6010-3030	\$	4.50	Microsoft 365 Power BI License	MNJTECHNOLOGIESDIREC
17	Dworianyn	6010-3030	\$	9.99	Kindle Unlimited Subscription	KINDLE UNLTD*MK96440
18	Dworianyn	6010-3030	\$	35.00	Trello Subscription	TRELLO.COM, ATLISSIA
19	Dworianyn	6010-3030	\$	4.99	Amazon Freetime Subscription	AMZNFREETIME*MK84W2V
20	Dworianyn	6010-3030	\$	35.91	Google Gsuite Subscription	GOOGLE *GSUITE_AHML.
21	Dworianyn	6010-3030	\$	14.99	Spotify Premium Subscription	SPOTIFY USA
22	Dworianyn	6010-3030	\$	9.99	Amazon Music Subscription	AMAZON MUSIC*M484G8D
23	Dworianyn	6010-3030	\$	49.00	Riddle.com Subscription	RIDDLE.COM SUBSCRIPT
24	Dworianyn	6010-3185	\$	110.05	Staff Web Cams	AMZN MKTP US*2T25486
25	Dworianyn	6010-3185	\$	26.76	iPad Cases for Kids World iPads	AMZN MKTP US*2T3Z51F
26	Ekl	6001-2165	\$	90.00	Cashback Program Annual Fee	CASHBACK PROGRAM FEE
27	Ekl	6002-2165	\$	364.00	Stock Art	CKO*WWW.ISTOCKPHOTO.
28	Ekl	6002-3005	\$	536.10	Floor Sign Holders	DISPLAYS2GO
29	Ekl	6002-3005	\$	337.00	Acrylic Panels	LOWES.COM 0907
30	Ekl	6002-3005	\$	231.99	Lamination Film	ACCO BRANDS DIRECT
31	Ekl	6003-4070	\$	54.94	Volunteer of the Year Giftcard	GIFTCARDS.COM GiftCa
32	Ekl	6003-4070	\$	11.49	Volunteer of the Year Frame	MICHAELS #9490
33	Ekl	6004-5015	\$	139.75	Drill Press for Makerspace	HOMEDEPOT.COM
34	Ekl	6004-5015	\$	(59.87)	Vinyl Cutters for Makerspace - tax refund	JOANN STORES ONLINE.
35	Ekl	6004-5015	\$	318.74	Vinyl Cutters for Makerspace	JOANN STORES ONLINE.
36	Ekl	6020-2111	\$	419.82	Ceiling Lights	HOMEDEPOT.COM
37	Ekl	6020-2111	\$	139.94	Ceiling Lights	HOMEDEPOT.COM
38	Ekl	6401-3201	\$	(5.68)	Teen Activity Kit Supplies - tax refund	JOANN STORES ONLINE.
39	Ekl	6401-3201	\$	(1.72)	Teen Activity Kit Supplies - tax refund	JOANN STORES ONLINE.
40	Ekl	6401-3202	\$	(9.69)	Parent's Turn Supplies - refund for damaged	Dollar Tree, Inc. 00
41	Ekl	6401-3202	\$	94.39	BYOBook Club Prizes	SP * FROSTBEARD STUD
42	Ekl	6401-3202	\$	25.80	Halloween Fun Supplies	SAMSLUB.COM#6279 62
43	Ekl	6401-3202	\$	(3.15)	Parent's Turn Supplies - refund for damaged	DOLLAR TREE ECOMM 00
44	Ekl	6401-3202	\$	6.53	Parent's Turn Supplies	Dollar Tree, Inc. 00
45	Ekl	6401-3202	\$	6.53	Parent's Turn Supplies	Dollar Tree, Inc. 00
46	Ekl	6401-3202	\$	59.36	Teen Taste Test Supplies	WALMART.COM AA
47	Ekl	6410-2203	\$	269.00	Online Team Building Activity - Info Services	100 POINT CHALLENGE
48	Ekl	6410-3201	\$	23.91	Book Subscription Box Supplies	BT*AMERICAN MEADOWS
49	Ekl	6410-3201	\$	24.16	Book Subscription Box Supplies	ETSY.COM
50	Ekl	6420-2203	\$	65.00	Writing For Your Library Website Workshop - T Karim	AMERICAN LIBRARY ASS
51	Ekl	6420-2203	\$	69.00	ABOS Conference - T Scallion	PAYPAL *ABOS
52	Ekl	6420-2203	\$	69.00	ABOS Conference - C Shin	PAYPAL *ABOS
53	Ekl	6420-2203	\$	69.00	ABOS Conference - A Garcia	PAYPAL *ABOS
54	Ekl	6420-2203	\$	69.00	ABOS Conference - R Khurpa	PAYPAL *ABOS
55	Ekl	6420-2203	\$	69.00	ABOS Conference - R Moravec	PAYPAL *ABOS
56	Ekl	6420-3290	\$	166.54	Slat Wall for Circ Workroom	HOMEDEPOT.COM
57	Ekl	6430-3202	\$	(15.07)	Art with Alayne Supplies - tax refund	UTRECHT ART 80044718
58	Ekl	6430-3202	\$	187.32	Art with Alayne Supplies	UTRECHT ART 80044718
59	Ekl	6470-2203	\$	65.00	Library Supervisor eCourse Bundle - C Hamann	AMERICAN LIBRARY ASS

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
60	Ekl	6480-3185	\$ 396.98	Makerspace Sewing Supplies	JOANN STORES ONLINE.
61	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
62	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
63	Szymanek	6470-3275	\$ 9.40	AV Materials	EBAY O*01-05936-2403
64	Szymanek	6470-3275	\$ 77.17	AV Materials	TARGET.COM 3991
65	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479794389
66	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479807864
67	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479817003
68	Szymanek	6470-3275	\$ 152.92	AV Materials	SP * BBC SHOP US
69	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
70	Szymanek	6470-3275	\$ 9.80	AV Materials	SP * SPHERO/LITTLEBI
71	Szymanek	6470-3275	\$ 116.86	AV Materials	PAYPAL *BILL8022 EBA
72	Szymanek	6470-3275	\$ 180.57	AV Materials	B&H PHOTO 800-606-69
73	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
74	Szymanek	6470-3275	\$ 39.99	AV Materials	TARGET.COM 3991
75	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
76	Szymanek	6470-3275	\$ 49.00	AV Materials	PAYPAL *INTERCHANGE
77	Szymanek	6470-3275	\$ 100.05	AV Materials	SP * UNCLEMOMFILM
78	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
79	Szymanek	6470-3275	\$ (80.04)	Disputed charge, did not receive items	
80	Szymanek	6470-3280	\$ 21.24	Books	KINOKUNIYA BOOK STOR
81	Szymanek	6470-3280	\$ 42.49	Books	KINOKUNIYA BOOK STOR
82	Szymanek	6470-3280	\$ 283.59	Books	KINOKUNIYA BOOK STOR
83	Szymanek	6470-3280	\$ 154.99	Books	SP * CONSCIOUS STORI
84	Szymanek	6470-3280	\$ 92.97	Books	BARNES&NOBLE.COM-BN
85	Szymanek	6470-3295	\$ 10.70	Periodicals	KIPLINGER STORE
86	Szymanek	6470-3295	\$ 32.92	Periodicals	RDA*SHOP TASTE OF HO
87	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*ALTPRESS MEDIA
88	Szymanek	6470-3295	\$ 20.94	Periodicals	STAMPINGTON & COMPAN
89	Szymanek	6470-3295	\$ 47.94	Periodicals	WWW.MISSOURIQUILTCO.

\$ 7,470.18

November 17, 2020

**Arlington Heights Memorial Library  
Mastercard Summary  
10/31/2020**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
Count	5			
M Szymanek	6470-3275	\$ (12.99)	AV Materials	Amazon Prime
	6470-3275	\$ 12.99	AV Materials	Amazon Prime
	6470-3275	\$ 679.86	AV Materials	B&H Photo
	6470-3275	\$ 15.99	AV Materials	Netflix
	6470-3275	\$ 15.99	AV Materials	Netflix
		<u>\$ 711.84</u>		

November 17, 2020

Arlington Heights Memorial Library  
Special Funds Summary  
10/31/2020

Count 12

#		Account	Amount	Description	Staff
	<b>Check # 1575 - VOID</b>				
	<b>Check #1576 – AHML – Petty Cash</b>				
1	10/12/2020	6401-2203	\$ 9.14	Mileage	L Dakas
2		6401-2203	\$ 40.91	Mileage	E Koch
3		6470-3295	\$ 21.83	Periodicals	M Szymanek
4		6001-2205	\$ 2.66	Postage	M Szymanek
5		6401-2203	\$ 5.75	Mileage	E Muszynski
6		6440-3202	\$ 15.00	Coffee for Program	T Recklaus
7		6003-4070	\$ 15.55	Decorations for Volunteer Gift Bags	J Begich
8	10/26/2020	6004-3185	\$ 20.79	Butterfly Garden Supplies	R Moravec
9		6401-3202	\$ 8.46	Halloween Fun Supplies	J Pinotti
10		6420-3290	\$ 16.95	Lantern for Bookmobile	R Moravec
11	11/2/2020	6420-2203	\$ 11.39	Mileage	M Maier
12		6420-3005	\$ 9.99	Phone Charger for Van	T Scallon
			<u>\$ 178.42</u>		



To: Board of Library Trustees  
From: Mike Driskell  
Date: November 20, 2020  
Re: LIBRARY CLOSURE DUE TO COVID-19

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Effective Friday, November 20, the State of Illinois will move to [Tier 3 mitigation plans](#) as outlined by the State of Illinois. As a response to this change and the increasing number of COVID-19 cases spreading throughout the state, the recommendation is to close the library to the public beginning Friday, November 20.

While the Tier 3 mitigation plan does allow for retail and other services to operate at up to 25% capacity to maintain business, the library can provide many of its core services without customers present in the building.

During the closure, the following services will continue:

- Maintaining facilities and IT systems
- Administrative functions including finance, human resources, communications, and general administration
- Virtual Programs for all ages
- Processing returned materials
- Support for schools, as requested
- Providing materials check-out through contactless methods (drive-up window and bookmobile)
- Purchase and processing of materials
- Virtual digital support through Zoom appointments
- Phone, e-mail and chat availability
- Wi-Fi access in the parking garage

Services will be provided in accordance with CDC social distancing and PPE guidelines.

While we are still in phase 4 of the Restore Illinois plan, and have provided an environment that follows the guidelines of the CDC and IDPH, staff will be expected to work, remotely whenever possible. The library building will remain open and accessible to staff to be able to perform their daily work. While most staff will be able to work their budgeted hours, we do realize that some non-

exempt staff may not be able to fulfill their full schedule. We will make every effort to move staff that are unable to fulfill their hours into needed positions.

To address this, three potential options are outlined below for discussion of non-exempt staff pay through the reopening of the building:

Scenario 1: Non-exempt staff continue to receive pay for budgeted hours. Exempt staff are expected to work their normal hours and will also receive normal pay. This scenario will provide all staff with full pay.

Scenario 2 (staff recommendation): Non-exempt staff are paid for the hours worked and paid 2/3 of their hourly rate for hours not worked, up to their budgeted hours. Exempt staff are expected to work their normal hours and will receive their normal salary. This scenario provides pay, equivalent to unemployment benefits, for staff unable to work their hours, but also gives incentive to work their budgeted hours.

Scenario 3: Non-exempt staff are paid only for hours worked. Exempt staff are expected to work their normal hours and will receive their normal salary. Staff unable to work may use PTO or will work with HR to explore other options. This is the scenario that most surrounding libraries are implementing.

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

**Considerations:**

- We have received 98% of our expected tax revenue for 2020.
- This shutdown is different than the shutdown in March. Our library building has been setup to accommodate staff in accordance with CDC and IDPH guidelines, and provides space for staff to work, especially with the absence of the public in the building.
- Through the hiring freeze, we have limited our liability of staff on the payroll as much as possible, reducing the cost to pay staff in a shutdown.

**Suggested motion 1: The Board of Library Trustees authorizes the executive director to close the library building to the public, effective Friday November 20 through December 8.**

**Suggested motion 2: The Board of Library Trustees authorizes the executive director to extend pay to exempt staff and, at minimum, 2/3 pay to non-exempt staff for their regularly budgeted hours through December 8, 2020.**

To: Board of Library Trustees

From: Mike Driskell

Date: November 17, 2020

Re: COVID-19 Related Service Changes

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Recent recommendations from Cook County and the Illinois Department of Public Health have advised residents to stay home, effective Monday, November 16, as a response to an increase in the positivity rate and number of cases of COVID-19 throughout the state. As of Friday, November 13, the following changes to our library services have been identified to go into effect on Monday, November 16:

- Study tables and seating throughout the library will no longer be available.
- The time limit for customer visits will be reduced from 2.5 hours to 1 hour.
- Bookmobile will operate as contactless hold pickup only; customers will not be permitted on the bookmobile.
- Staff who can fulfill the requirements of their job working remotely may opt to do so if equipment is available and remote work is approved by their supervisor.

Due to the fluidity of this situation, further changes may be necessary and will be discussed.

To: Board of Library Trustees  
From: Mike Driskell  
Date: November 17, 2020  
Re: Adoption of Fine-Free Service Model

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The elimination of overdue fine collection was last discussed at the November Committee of the Whole meeting and has been a topic of discussion with Arlington Heights Memorial Library staff and throughout the library industry. Eliminating overdue fines increases positive interactions with customers; re-engages customers through the reduction of financial barriers; and eliminates inequitable access to library services and resources. The library industry continues to move toward a fines free model, with more libraries making this change recently due to the pandemic. The American Library Association urges libraries to follow this trend stating that late fees “present an economic barrier to access of library materials and services” and that removing them increases library use and the return of materials so that others can borrow them. With this model, items that are checked out will continue to have due dates and long overdue or lost items will still be charged. By implementing an automatic renewal process, checked out library items may be automatically renewed, providing the customer with the longest borrowing term possible.

Based on the discussion at the Committee of the Whole meetings, library staff recommends the Arlington Heights Memorial Library adopt a fine-free service model beginning January 1, 2021. Below is a summary of information presented at the Committee of the Whole meetings for further discussion:

### **Benefits**

Eliminating overdue fines would have the following benefits:

- Increase positive interactions with customers
- Re-engage customers through the reduction of financial barriers
- Eliminate inequitable access to library services and resources

## Industry Service Model Moving to Fine Free

Fine free continues to gain traction and is becoming a standard model in the library industry.

Below is information on comparable local libraries:

Comparable Libraries		
Library	Fine Free	Comments
*Barrington	Yes	
Cook Memorial	No	
*Elk Grove	Yes	Apr 2020
Elmhurst	No	
Evanston	Yes	May 2020
Gail Borden	Yes	Apr 2020
*Indian Trails	Yes	
*Mount Prospect	No	In Process
Naperville	No	
Oak Park	Yes	
*Palatine	Yes	Sep 2020
*Prospect Heights	Yes	Mar 2020
*Schaumburg	Yes	Apr 2020
Skokie	Yes	Feb 2020
Warren-Newport	Yes	

\*Neighboring library

## Financial Impact of a Fine Free Policy

Current fines and fees revenue are budgeted at \$117,000. Financial impact of going fine free would be approximately -\$103,000 annually. There are 21,015 customers with outstanding fines totaling \$188,982.79 as of September 17, 2020; an average of \$8.99 per person. This represents 85% of current outstanding fines owed overall by all resident and reciprocal borrowers combined (\$223,353.75). Upon customer request, our practice is to waive 50% of customer fines approximately once per year for extenuating circumstances.

YEAR	FINES COLLECTED
2016	\$145,500
2017	\$129,400
2018	\$114,000
2019	\$91,600

Previous Fine Forgiveness week data:

	<b>2018</b>	<b>2019</b>
Customers assisted during Fine Forgiveness week	4317	3893*
Fines waived	\$26,150.85	\$32,747.31
Average fine amount waived per person	\$8.32	\$8.41
Customers who hadn't visited AHML 18mos. +	395	1388

\*43 of these customers are currently in blocked status

**Suggested motion: The Board of Library Trustees adopts a fine-free service model, eliminating the collection of overdue fines effective January 1, 2021.**

To: Board of Library Trustees

From: Mike Driskell

Date: November 17, 2020

Re: Revisions to Policies Affected by Elimination of Overdue Fine Collection  
and Implementation of Auto-Renewal

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With the elimination of overdue fine collection and implementation of auto-renewal, the policies listed below require revision. The proposed revisions show changes relating to the fine-free service model as well as other updates to reflect current practice and terminology.

- 5.002 Issuance of Library Cards and Conditions of Use
- 5.003 Circulation
- 5.004 Fees and Charges

There is one additional revision recommended to Policy 5.004 Fees and Charges, to adjust the language in the Lost or Damaged Materials and Equipment section to “Kids’ World Bag or Container” to generalize this piece to allow for the collection to grow in the future and still fall under this terminology.

Suggested motion: **The Board of Library Trustees adopts revisions to Policy 5.002 Issuance of Library Cards and Conditions of Use, effective January 1, 2021.**

Suggested motion: **The Board of Library Trustees adopts revisions to Policy 5.003 Circulation, effective January 1, 2021.**

Suggested motion: **The Board of Library Trustees adopts revisions to Policy 5.004 Fees and Charges, effective January 1, 2021.**



## **5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE**

### **I. USE OF MATERIALS**

#### **A. Types of Library Cards**

##### **1. Resident Cards**

Full-service resident library cards are issued without charge to persons who are age 18 or older and reside within the incorporated boundaries of the Village of Arlington Heights.

To verify residence, current government-issued photo identification with the resident's home address must be shown.

If the address on the identification is not current, one of the following items must also be shown to verify residence: current property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the resident's home address.

The cardholder listed on the account is responsible for any library item charges that accrue on the account.

A minor (under the age of 18) who resides within the incorporated boundaries of the Village of Arlington Heights may have a card at any age; however, the signature of a parent/guardian on the children's library card application form is required.

By signing the form, the parent/guardian becomes responsible for any library item charges that accrue on the account. The parent/guardian agrees to also assume responsibility for informing the child about the library items and services that they wish the child to use or any limitations on use.

A one-time interim loan of four items, one of which can be non-print, will be made prior to the library's receiving a completed library card application and verification of home address.

In the case that custody provisions make a child's residency unclear, the parent/guardian should use their personal card to borrow items for the child.

A minor (under the age of 18) with a library card may borrow all items in the library, unless the parent/guardian selects one of the following options:

- a. A parent/guardian, using a form provided by the library, may limit a child who is under 12 years of age to borrowing library items from the Kids' World Department. When a child reaches the age of 12, the limitation expires. A library card with this option is valid for three years or until the child reaches the age of 12, whichever is earlier. A parent/guardian may change this option on their child's card at any time using a form provided by the library.

- b. A parent/guardian, using a form provided by the library, may restrict a child who is under 17 years of age from borrowing M-rated video games and DVDs that are either: R-rated, NC-17 rated or designated unrated. A parent/guardian may change this option on their child's card at any time using a form provided by the library.

## 2. Non-resident Arlington Heights Taxpayer Cards

A library card valid for one year is issued to an Arlington Heights property owner who does not reside within the Village boundaries or to an owner/officer of a business owning taxable property within Arlington Heights. Proof of ownership in the form of a current property tax bill must be presented at the time of application and at subsequent renewals. One non-resident taxpayer card may be issued per parcel of taxable land owned. The non-resident taxpayer card may be used by the cardholder and family members residing at the same address or partners who jointly own the parcel of land.

The card offers the same service as a resident card, including reciprocal borrowing.

The cardholder listed on the account is responsible for any library item charges that accrue on the account.

## 3. Non-resident Cards – Unserved Areas

A library card is issued for a fee to qualified non-residents and their family members residing at the same address. Non-resident cards are valid for six month or one year, based on the fee paid. The card offers the same service as a resident card, including reciprocal borrowing.

The cardholder listed on the account, or the parent/guardian if the cardholder is a minor (under the age of 18), is responsible for any library item charges that accrue on the account.

To qualify, the individual's principal residence must lie in an unserved area within the boundaries of Township High School District 214, and the Arlington Heights Memorial Library must be the closest public library that issues non-resident cards.

The availability of this non-resident card and the method for calculating the fee are reviewed annually in June by the Board of Library Trustees and are subject to change.

A library card is issued without fee to a non-resident in an unincorporated area in Illinois who is a student in a household that falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines. Cards are valid for one year and offer the same service as a resident card, including reciprocal borrowing.

## 4. Non-resident Cards – Dual Service

A library card for use only at the Arlington Heights Memorial Library, is issued for a fee to non-residents and their family members residing at the same address who present their current, full-service library card from their home library. Non-resident cards are valid for six months or one

year, based on the fee paid. This card offers the same services as a resident card, but does not include reciprocal borrowing.

The cardholder listed on the account, or the parent/guardian if the cardholder is a minor (under the age of 18), is responsible for any library item charges that accrue on the account.

The availability of this non-resident card and the method for calculating the fee are reviewed annually in June by the Board of Library Trustees and are subject to change.

## 5. Special Use Cards

### a. Staff Local Use Cards

A staff library card for use only at the Arlington Heights Memorial Library is issued as an employee benefit to staff members of the Arlington Heights Memorial Library who reside outside the incorporated boundaries of the Village of Arlington Heights. The card is valid for the duration of Arlington Heights Memorial Library employment.

The benefit is also extended to the active status, non-resident Arlington Heights Memorial Library volunteers who are formally enrolled in the library's volunteer program, the Friends of the Library Board and the Arlington Heights Memorial Library Foundation. The volunteer card is valid for one year.

This card may not be used by any other individual, and benefits do not apply to other family members.

### b. Employee Lifetime Resident Cards

Employees who retire under the IMRF retirement provisions and have worked at the library for no fewer than five years are eligible to receive as a benefit a lifetime Arlington Heights Memorial Library resident card, in lieu of a one-time \$500 gift. An employee lifetime resident card offers the same services as a resident card, but does not include reciprocal borrowing.

The cardholder listed on the account is responsible for any library item charges that accrue on the account.

### c. Business Library Card Accounts

A business library card account valid for one year for use at all Arlington Heights Memorial Library locations is available to businesses that operate within the incorporated boundaries of the Village of Arlington Heights. The account is established in the name of the business. As many as three employees may be authorized by the business's management to use the account.

The names of authorized card users must be submitted by the business's management when registering for the card, at each renewal or when changes in authorized users occur. The account may be used only by employees of the business who are designated on the account.

To support those non-profit organizations that serve the community, administrative offices of schools, churches, social service agencies, and government bodies located within the incorporated boundaries of the Village of Arlington Heights are eligible for business card accounts. These organizations must follow the same procedures as businesses qualifying for an account.

The business or non-profit organization is responsible for any library item charges that accrue on the account.

Individual teachers are not eligible for this account but may use the School Services program for library items if their school qualifies for service or apply for an Educator use card if their organization is part of an active intergovernmental agreement with the Arlington Heights Memorial Library.

d. School Services Accounts

Schools eligible for outreach services, defined in AHML policy 6.001 may borrow items through the library's school services program. The account is established in the name of the school. Items must be requested through the school's staff representative.

A participating school is responsible for any library item charges that accrue on the account.

e. Temporary Library Cards

A temporary library card for use only at the Arlington Heights Memorial Library is issued to an individual who verifies temporary residence within the incorporated boundaries of the Village of Arlington Heights. Temporary residence must be for a period of at least 30 days and be verified by presenting one of the following items:

- i. A rental receipt or lease
- ii. A letter verifying length of stay signed by the hotel manager or rental property owner
- iii. A letter from an employer or medical professional verifying length of temporary stay.

The library card is issued for the length of the stay.

f. Veteran and Armed Forces Cards

Residents within the incorporated boundaries of the Village of Arlington Heights, who are former or current members of the United States Armed Forces, are eligible for a Veteran and Armed Forces library card. This card adheres to the benefits and limitations of the aforementioned cards, with the following added benefits applicable only at the Arlington Heights Memorial Library and the library's branches.

This card will allow the cardholder to print up to the cost equivalent of 100 black and white letter pages total per week for no charge.

The cardholder listed on the account is responsible for any library item charges that accrue on the account besides the charges listed above.

To qualify, eligible residents must present either their driver's license with 'Veteran' designation, officially recognized veteran or military identification cards, or official DD214 form when requesting the card or a change to a current library card account.

This card may not be used by any other individual, and benefits do not apply to family members.

## B. Renewal of Library cards

### 1. Arlington Heights Residents

Library cards will automatically be renewed while a customer resides within the incorporated boundaries of the Village of Arlington Heights. All overdue items must be returned and all outstanding charges must be paid before the card will be renewed.

If a library card fails to renew automatically, a current government-issued photo identification with the resident's home address must be shown. If the address on the identification is not current, one of the following items must also be shown: a property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the resident's home address. All overdue items must be returned and all outstanding charges must be paid before the card will be renewed.

### 2. Other Users and Non-Residents

Library cards can be renewed at all library locations. A valid government-issued photo identification with current address must be shown. If the address on the identification is not current, one of the following items must be shown: a property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the last two weeks to the applicant's home address. All overdue items must be returned and all outstanding charges must be paid before the card will be renewed.

## C. Liability for Unauthorized Use of Library Card

1. A cardholder (including the parent/guardian of a minor cardholder) is liable for all items checked out on the card.
2. If a cardholder reports to the library a lost, missing or stolen card within 48 hours of discovery, the cardholder is liable for no more than \$50.00 in library item charges that accrue on the account due to the unauthorized use of the library card.

3. A cardholder is not liable for items checked out after reporting to the library the lost, missing or stolen card.

#### D. Suspension of Library Card Borrowing Privileges

1. Library borrowing privileges are suspended when an item is 14 days overdue, an item on the account is billed or \$10.00 in fees accrue on the account. Privileges are reinstated when the account is paid below the \$10.00 threshold and billed or overdue materials are returned.
2. In special circumstances, staff members may allow a one-time interim loan to customers whose borrowing privileges have been suspended.

#### E. Replacement of Library Card

1. A customer's lost library card is replaced once per calendar year without charge. Additional replacements of the card during the same calendar year will cost \$1.00 per occurrence.
2. There is no charge for replacement of a worn/damaged library card.

#### F. Reciprocal Borrowing Cards

1. The Arlington Heights Memorial Library honors all current Illinois public library cards. Before standard reciprocal borrowing privileges are extended, a first-time reciprocal borrower must be registered in the library's customer database by showing their Illinois public library card and verifying their current address by showing a government-issued photo identification with the reciprocal borrower's home address.

If the address on the identification is not current, one of the following items must also be shown: a property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the individual's home address.

Reciprocal borrower registration is valid for three years.

2. In special circumstances, staff members may allow a first-time reciprocal borrower with a public library card who is unable to verify their current address a one-time interim loan of three items. Further borrowing privileges are suspended until the reciprocal borrower's home address is verified.
3. Reciprocal borrowers are subject to all of the policies and procedures pertaining to Arlington Heights Memorial Library cardholders, with the exception of the following limitations specified in the Arlington Heights Memorial Library Policy 5.003:
  - a. A registered reciprocal borrower may possess as many as 20 items from the library's collection at a time.
  - b. A registered reciprocal borrower may not check out library items from developing collections.

- c. A registered reciprocal borrower may not submit hold, interlibrary loan or LINKin requests.

## **5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE**

### **I. USE OF MATERIALS**

#### **A. Types of Library Cards**

##### **1. Resident Cards**

Full service resident library cards are issued without charge to persons who are age 18 or older and reside within the incorporated boundaries of the Village of Arlington Heights.

To verify residence, current government-issued photo identification with the resident's home address must be shown.

If the address on the identification is not current, one of the following items must also be shown to verify residence: current property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the resident's home address.

The cardholder listed on the account is responsible for any overdue or library item charges that accrue on the account.

A minor (under the age of 18) who resides within the incorporated boundaries of the Village of Arlington Heights may have a card at any age; however, the signature of a parent/guardian on the children's library card application form is required.

By signing the form, the parent/guardian becomes responsible for any overdue or library item charges that accrue on the account. The parent/guardian agrees to also assume responsibility for informing the child about the library items and services that he or she wishes the child to use or any limitations on use.

A one-time interim loan of four items, one of which can be non-print, will be made prior to the library's receiving a completed children's library card application and verification of home address.

In the case that custody provisions make a child's residency unclear, the parent/guardian should use their personal card to borrow items for the child.

A minor (under the age of 18) with a library card may borrow all items in the library, unless the parent/guardian selects one of the following options:

- a. A parent/guardian, using a form provided by the library, may limit a child who is under 12 years of age to borrowing library items from the Kids' World Department. When a child reaches the age of 12, the limitation expires. A library card with this option is valid for three years or until the child reaches the age of 12, whichever is earlier. A parent/guardian may change this option on their child's card at any time using a form provided by the library.



- b. A parent/guardian, using a form provided by the library, may restrict a child who is under 17 years of age from borrowing M-rated video games and DVDs that are either: R-rated, NC-17 rated or designated unrated. A parent/guardian may change this option on their child's card at any time using a form provided by the library.

If a minor has a library card with each parent (available in divorce situations only), any limits would apply to both cards.

## 2. Non-resident Arlington Heights Taxpayer Cards

A library card valid for one year is issued to an Arlington Heights property owner who does not reside within the Village boundaries or to a senior administrative officer of a business owning taxable property within Arlington Heights. Proof of ownership in the form of a current property tax bill must be presented at the time of application and at subsequent renewals. One non-resident taxpayer card may be issued per parcel of taxable land owned. The non-resident taxpayer card may be used by the cardholder and family members residing at the same address or partners who jointly own the parcel of land.

The card offers the same service as a resident card, including reciprocal borrowing.

The cardholder listed on the account is responsible for any overdue or library item charges that accrue on the account.

## 3. Non-resident Cards – Unserved Areas

A library card is issued for a fee to qualified non-residents and their family members residing at the same address. Non-resident cards are valid for six month or one year, based on the fee paid. The card offers the same service as a resident card, including reciprocal borrowing.

The cardholder listed on the account, or the parent/guardian if the cardholder is a minor (under the age of 18), is responsible for any overdue or library item charges that accrue on the account.

To qualify, the individual's principal residence must lie in an unserved area within the boundaries of Township High School District 214, and the Arlington Heights Memorial Library must be the closest public library that issues non-resident cards.

The availability of this non-resident card and the method for calculating the fee are reviewed annually in June by the Board of Library Trustees and are subject to change.

## 4. Non-resident Cards – Dual Service

A library card for use only at the Arlington Heights Memorial Library, is issued for a fee to non-residents and their family members residing at the same address who present their current, full-service library card from their home library. Non-resident cards are valid for six months or one

year, based on the fee paid. This card offers the same services as a resident card, but does not include reciprocal borrowing.

The cardholder listed on the account, or the parent/guardian if the cardholder is a minor (under the age of 18), is responsible for any overdue or library item charges that accrue on the account.

The availability of this non-resident card and the method for calculating the fee are reviewed annually in June by the Board of Library Trustees and are subject to change.

## 5. Special Use Cards

### a. Staff Local Use Cards

A staff library card for use only at the Arlington Heights Memorial Library is issued as an employee benefit to staff members of the Arlington Heights Memorial Library who reside outside the incorporated boundaries of the Village of Arlington Heights. The card is valid for the duration of Arlington Heights Memorial Library employment.

The benefit is also extended to the active status, non-resident Arlington Heights Memorial Library volunteers who are formally enrolled in the library's volunteer program, the Friends of the Library Board and the Arlington Heights Memorial Library Foundation. The volunteer card is valid for one year.

This card may not be used by any other individual, and benefits do not apply to other family members.

### b. Employee Lifetime Resident Cards

Employees who retire under the IMRF retirement provisions and have worked at the library for no fewer than five years are eligible to receive as a benefit a lifetime Arlington Heights Memorial Library resident card, in lieu of a one-time \$500 gift. An employee lifetime resident card offers the same services as a resident card, but does not include reciprocal borrowing.

The cardholder listed on the account is responsible for any overdue or library item charges that accrue on the account.

### c. Business Library Card Accounts

A business library card account valid for one year for use at all Arlington Heights Memorial Library locations is available to businesses that operate within the incorporated boundaries of the Village of Arlington Heights. The account is established in the name of the business. As many as three employees may be authorized by the business's management to use the account.

The names of authorized card users must be submitted by the business's management when registering for the card, at each renewal or when changes in authorized users occur. The account may be used only by employees of the business who are designated on the account.

To support those non-profit organizations that serve the community, administrative offices of schools, churches, social service agencies, and government bodies located within the incorporated boundaries of the Village of Arlington Heights are eligible for business card accounts. These organizations must follow the same procedures as businesses qualifying for an account.

The business or non-profit organization is responsible for any overdue or library item charges that accrue on the account.

Individual teachers are not eligible for this account but may use the School Services program for library items if their school qualifies for service.

d. School Services Accounts

Schools eligible for outreach services, defined in policy 6.001 may borrow items through the library's school services program. The account is established in the name of the school. Items must be requested through the school media specialist.

A participating school is responsible for any library item charges that accrue on the account.

e. Temporary Library Cards

A temporary library card for use only at the Arlington Heights Memorial Library is issued to an individual who verifies temporary residence within the incorporated boundaries of the Village of Arlington Heights. Temporary residence must be for a period of at least 30 days and be verified by presenting one of the following items:

- i. A rental receipt
- ii. A letter on hotel letterhead verifying length of stay signed by the hotel manager
- iii. Mail postmarked within the past two weeks

The library card is issued for the length of the stay.

f. Veteran and Armed Forces Cards

Residents within the incorporated boundaries of the Village of Arlington Heights, who are former or current members of the United States Armed Forces, are eligible for a Veteran and Armed Forces library card. This card adheres to the benefits and limitations of the aforementioned cards, with the following added benefits applicable only at the Arlington Heights Memorial Library and the library's branches.

This card will not accrue overdue fines.

This card will allow the cardholder to print up to the cost equivalent of 100 black and white letter pages total per week for no charge.

The cardholder listed on the account is responsible for any library item charges that accrue on the account besides the charges listed above.

To qualify, eligible residents must present either their driver's license with 'Veteran' designation, officially recognized veteran or military identification cards, or official DD214 form when requesting the card or a change to a current library card account.

This card may not be used by any other individual, and benefits do not apply to family members.

#### B. Renewal of Library cards

1. Before a library card is renewed, the following two conditions must be met:
  - a. All outstanding overdue or library item charges must be paid and all overdue items returned.
  - b. A current government-issued photo identification with the resident's home address must be shown. If the address on the identification is not current, one of the following items must also be shown: a property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the resident's home address.
2. If a customer whose card has expired cannot verify residence, a one-time interim loan may be offered pending card renewal. Further account privileges will be suspended until renewal of the card is completed.

#### C. Liability for Unauthorized Use of Library Card

1. A cardholder (including the parent/guardian of a minor cardholder) is liable for all items checked out on the card.
2. If a cardholder reports to the library a lost, missing or stolen card within 48 hours of discovery, the cardholder is liable for no more than \$50.00 in overdue or library item charges that accrue on the account due to the unauthorized use of the library card.
3. A cardholder is not liable for items checked out after reporting to the library the lost, missing or stolen card.

#### D. Suspension of Library Card Borrowing Privileges

1. Library borrowing privileges are suspended when \$10.00 in overdue or library item charges accrue on the account. Privileges are reinstated when the account is paid below the \$10.00 threshold.

2. In special circumstances, staff members may allow a one-time interim loan to customers whose borrowing privileges have been suspended.

#### E. Replacement of Library Card

1. A customer's lost library card is replaced once per calendar year without charge. Additional replacements of the card during the same calendar year will cost \$1.00 per occurrence.
2. There is no charge for replacement of a worn/damaged library card.

#### F. Reciprocal Borrowing Cards

1. The Arlington Heights Memorial Library honors all current Illinois public library cards. Before standard reciprocal borrowing privileges are extended, a first-time reciprocal borrower must be registered in the library's customer database by showing their Illinois public library card and verifying their current address by showing a government-issued photo identification with the reciprocal borrower's home address.

If the address on the identification is not current, one of the following items must also be shown: a property tax bill; a current title/lease/renter's agreement; a current utility bill; or mail postmarked within the past two weeks to the individual's home address.

Reciprocal borrower registration is valid for three years.

2. In special circumstances, staff members may allow a first-time reciprocal borrower with a public library card who is unable to verify their current address a one-time interim loan of three items. Further borrowing privileges are suspended until the reciprocal borrower's home address is verified.
3. Reciprocal borrowers are subject to all of the policies and procedures pertaining to Arlington Heights Memorial Library cardholders, with the exception of the following limitations specified in the Arlington Heights Memorial Library Policy 5.003:
  - a. A registered reciprocal borrower may possess as many as 20 items from the library's collection at a time.
  - b. A registered reciprocal borrower may not check out library items from developing collections.
  - c. A registered reciprocal borrower may not submit hold, interlibrary loan or LINKin requests.

## 5.003 CIRCULATION

### I. BORROWING LIBRARY ITEMS

#### A. Loan Quantities

1. The total number of items that can be checked out to an Arlington Heights Memorial Library (AHML) cardholder at any one time is 100. There are also borrowing limits for some formats.
2. The maximum number of items by format allowed for checkout is reviewed on a periodic basis by the executive director.
3. A registered reciprocal borrower may possess as many as 20 items from the library's collection at a time.
4. An AHML cardholder or registered reciprocal borrower who has forgotten their card may borrow items by showing identification that verifies name and address.
5. Loans from developing collections are limited to AHML cardholders.
6. Temporary limits may be set by department managers for their collections due to seasonal demand, special programs, or because a collection is designated as either a developing collection or as a limited resource.

#### B. Loan Periods

1. These items circulate for one week:
  - a. DVDs and Blu-rays with three discs or fewer
  - b. Video games
  - c. Designated holiday books
  - d. Magazines
  - e. Studio equipment
  - f. Library of Things
2. These items circulate for two weeks:
  - a. New & Popular books with fewer than 500 pages
  - b. eBooks
  - c. Music compact discs
  - d. Puzzles, toys, puppets, and games other than video games
  - e. DVDs and Blu-rays with four or more discs
  - f. Adult TV series on DVD and Blu-rays
  - g. eReaders
3. Items from the Book Discussion collection circulate for six weeks.

4. In-house use laptops, tablet computers, cable adapters and makerspace equipment circulate for two hours.
5. All other items circulate for four weeks.
6. Loan periods for senior services and organizations with intergovernmental agreements are specified by the executive director.
7. Temporary loan periods may be set by department managers for their collections due to seasonal demand, special programs; or because a collection is designated as either a developing collection or a limited resource.

### C. Renewals

All items are automatically renewed twice, except:

1. New & Popular items (eligible for one renewal)
2. Items with holds
3. Items from the book discussion collection
4. LINKin items (eligible for one renewal)
5. Some developing collections

Renewal limits on interlibrary loans are set by the lending library.

### D. Holds and Interlibrary Loans

1. Placing holds on library items is a service available only to AHML cardholders.
2. The New & Popular consists of two collections. One is for browsing only; items from this collection cannot be placed on hold. The other collection consists of items that may be placed on hold under the rules of this section.
3. All items can be placed on hold except for items from the New & Popular browsing collection, items in some developing collections; and LINKin items currently checked out.
4. Interlibrary loan requests are available only to AHML cardholders.

## II. ITEM RETURNS AND CHARGES

### A. Overdue Items

1. The Arlington Heights Memorial Library does not charge late fees for overdue items.
2. Borrowers are expected to return items on or before the specified due date. Borrowers are responsible for charges related to lost or damaged library items. In the case of a minor (under the age of 18), the parent/guardian is responsible for any amounts owed relating to the minor's card.

3. Library borrowing privileges are suspended when an item on the account is 14 days overdue, bill or \$10.00 in fees accrue on the account. Privileges are reinstated when the account is paid below the \$10.00 threshold and billed or overdue materials are returned.
4. Overdue reminders are sent when an item is three days overdue, seven days overdue, 14 days overdue and 21 days overdue.
5. If an item is 35 days overdue: Unreturned items are considered lost and the cardholder will be billed the replacement cost of the overdue item(s). Returning the items will remove the charges and block.
6. If an item remains overdue for 45 or more days, the library may turn the account over to a material recovery agency. If the item is then returned, the borrower is not responsible for the price of the item, instead, the material recovery agency fee applies.

#### B. Lost or Damaged Items

1. Borrowers are responsible for charges related to lost or damaged library items. In the case of a minor (under the age of 18), the parent/guardian is responsible for any amounts owed relating to the minor's card.
2. The charge for a lost item or one damaged beyond repair is the price recorded at the time of acquisition.
3. The library is not liable for damage to a borrower's equipment used in conjunction with library items.
4. The charge for a lost or badly damaged item from a multiple set is the price for the entire set recorded at the time of acquisition.
5. The charge for lost or damaged supplementary item contents, including instruction booklets or covers, is the price of the entire set at the time of acquisition.
6. There is a charge for lost or damaged containers of borrowed items.
7. A refund for a lost item is given if the item has been paid for and then is returned within 60 days of the item's last due date.
8. If AHML reimburses another library for any charges for lost or damaged items accrued by an AHML cardholder at another library, those charges are placed on the cardholder's AHML account, and he or she is responsible for reimbursing AHML the full amount of the charges.

### III. MATERIAL RECOVERY/LEGAL ACTION

In the event a customer owes in excess of \$50.00 under library policies, the library may submit the



account to a material recovery agency and/or pursue legal action. For a minor's library account, the parent or guardian is considered the customer for the purpose of collection/legal action. If turned over to a material recovery agency, a non-refundable fee is charged to the customer. If legal action is pursued, the customer is responsible for legal fees and other costs of recovery.

## 5.003 CIRCULATION

Staff members are encouraged to use their judgment in individual situations to apply this policy to reach a fair and reasonable outcome. This could mean waiving or adjusting borrowing limits, charges, or loan periods to best serve the library's customers.

### I. BORROWING LIBRARY ITEMS

#### A. Loan Quantities

1. The total number of items that can be checked out to an Arlington Heights Memorial Library (AHML) cardholder at any one time is 100. There are also borrowing limits for some formats.
2. The maximum number of items by format allowed for checkout is reviewed on a periodic basis by the executive director.
3. A registered reciprocal borrower may possess as many as 10 items from the library's collection at a time.
4. An AHML cardholder or registered reciprocal borrower who has forgotten his/her card may borrow items by showing identification that verifies name and address.
5. Loans from developing collections are limited to AHML cardholders.
6. Temporary limits may be set by department managers for their collections due to seasonal demand, special programs, or because a collection is designated as either a developing collection or as a limited resource.

#### B. Loan Periods

1. These items circulate for one week:
  - a. DVDs and Blu-rays with three discs or fewer
  - b. Video games
  - c. Designated holiday books
  - d. Magazines
  - e. Studio equipment
2. These items circulate for two weeks:
  - a. Marketplace books with fewer than 500 pages
  - b. eBooks
  - c. Music compact discs
  - d. CD-ROMs

- e. Puzzles, toys, puppets, and games other than video games
  - f. DVDs and Blu-rays with four or more discs
  - g. Adult TV series on DVD
  - h. eReaders
3. Items from the Book Discussion collection circulate for six weeks.
  4. Laptops and tablet computers for in-house use circulate for two hours.
  5. All other items circulate for four weeks.
  6. Senior Services loan periods are specified by the executive director.
  7. Temporary loan periods may be set by department managers for their collections due to seasonal demand, special programs, or because a collection is designated as either a developing collection or a limited resource.

#### C. Renewals

All items may be renewed twice, except:

1. Marketplace items (eligible for one renewal)
2. Items with reserves
3. Items from the Book Discussion collection
4. LINKin items (eligible for one renewal)
5. Some developing collections

Renewal limits on interlibrary loans are set by the lending library.

#### D. Reserves & Interlibrary Loans

1. Placing reserves on library items is a service available only to AHML cardholders.
2. The Marketplace consists of two collections. One is for browsing only; items from this collection cannot be reserved. The other collection consists of items that may be reserved under the rules of this section.
3. All items can be reserved except for items from the Marketplace browsing collection, items in some developing collections, and LINKin items currently checked out.
4. Interlibrary loan requests are available only to AHML cardholders.

#### E. Transfer of Library Items

1. All library items, except Marketplace browsing materials, items on reserve, LINKin items, ILL items, and items from the Book Discussion collection, may be transferred from one borrower's card to another.

### II. RETURNING LIBRARY ITEMS

#### A. Overdue Items

1. The Board of Library Trustees sets late charges on overdue library items.
2. Borrowers are expected to return items on or before the specified due date. Items are due by closing time on the due date. While late charges begin accruing the day after the due date, they are not charged until the fourth day after the date due. A borrower may return an item up to three days after the due date and not be charged. Developing collections may have different late charges. The library does not assess late charges for days the library is closed.
3. The schedule of late charges applies to items from the library's and bookmobile's collections.
4. Late charges on overdue items from other libraries are collected at the AHML rate.
5. Library borrowing privileges are suspended when \$10.00 in late or item charges accrue on the account. Privileges are reinstated when the account is paid below the \$10.00 threshold.
6. If an item remains overdue 35 or more days, the library invoices the borrower for the price of the item recorded at the time of acquisition. If the item is then returned, the borrower is not responsible for the price of the item. The applicable late charge is applied instead.
7. If an item remains overdue 45 or more days, the library may turn the account over to a collection agency. If the item is then returned, the borrower is not responsible for the price of the item. Instead, the applicable late charge is applied as well as the collection agency fee.

#### B. Lost or Damaged Items

1. Borrowers are responsible for charges related to lost or damaged library items. In the case of a minor (under the age of 18), the parent/guardian is responsible for any amounts owed relating to the minor's card.
2. The charge for a lost item or one damaged beyond repair is the price recorded at the time of acquisition.
3. The library is not liable for damage to a borrower's equipment used in conjunction with library items.
4. The charge for a lost or badly damaged item from a multiple set is the price for the entire set recorded at the time of acquisition.

5. The charge for lost or damaged supplementary item contents, including instruction booklets or covers, is the price of the entire set at the time of acquisition.
6. There is a charge for lost or damaged containers of borrowed items.
7. A refund for a lost item is given if the item has been paid for and then is returned within 60 days of the item's due date, but no refund is given for late charges incurred.
8. If AHML reimburses another library for any charges for lost or damaged items accrued by an AHML cardholder at another library, those charges are placed on the cardholder's AHML account, and he or she is responsible for reimbursing AHML the full amount of the charges.

### III. COLLECTION/LEGAL ACTION

In the event a customer owes in excess of \$50.00 under library policies, the library may submit the account to a collection agency and/or pursue legal action. For a minor's library account, the parent or guardian is considered the customer for the purpose of collection/legal action. If turned over to a collection agency, a non-refundable collection fee is charged to the customer. If legal action is pursued, the customer is responsible for legal fees and other costs of collection.

## 5.004 FEES AND CHARGES

The Board of Trustees of the Arlington Heights Memorial Library may establish fees or charges for users of the library's services.

### AHML Fees and Guidelines Affirmed by Board of Library Trustees

Library users may pay fees or other types of charges in cash, by check or with a credit card. AHML makes a reasonable effort not to charge fees. In determining if fees are to be charged, the following will assist in making decisions.

#### I. VALUES

- A. Public libraries are a public good and must be supported by public funds.
- B. Public libraries provide locally identified basic services that are free and available to all users.
- C. Libraries that cooperate and share resources are better able to meet the needs of users.

#### II. PRINCIPLES

- A. As part of the process of setting fees, public libraries should determine the actual cost of providing services.
- B. Public libraries should provide a mechanism to allow for exceptions in applying fees. The procedure for granting exceptions should be straightforward and not overly bureaucratic.
- C. Fees provide only a small percentage of the total public library budget.
- D. Fees shall not be established solely on the basis of format.
- E. Fees should be retained by the library.

#### III. CRITERIA

- A. Beyond locally identified basic services, fees may be considered for:
  - 1. Services that provide greater convenience to the customer.
  - 2. An enhanced level of service.
  - 3. Services that otherwise might not be available.
  - 4. Consumable supplies.
  - 5. Service to non-residents.
  - 6. Controlling the use of limited resources, including staff time [Adapted from statement developed by the "Fee-Based Services Committee" of the Public Library Association, 1995].

**MEETING ROOM FEES**

½ Hendrickson Room – no refreshments	\$ .00
½ Hendrickson Room with refreshments	10.00
Full Hendrickson Room – no refreshments	50.00
Full Hendrickson Room with refreshments	75.00
Use of piano (additional)	25.00

Use of the Hendrickson Room is restricted to Arlington Heights residents only.

**LOST OR DAMAGED MATERIALS AND EQUIPMENT**

<del>Kids’ World Bag or Container</del> Toy, Puppet, or Puzzle	\$ 3.00
<del>Bag w/Velcro or</del>	
“Sights and Sounds” Bag	
CD Case	1.00
DVD Case	3.00
Videogame Case	2.00
Other AV Case	5.00
Library of Things Band	2.00

If a cardholder reports to the library a lost, missing or stolen card within 48 hours of discovery, the cardholder will be liable for no more than \$50.00 in late charges or lost item charges that accrue on the account due to the unauthorized use of the library card.

(Policy 5.002, C. 2.)

**COPY MACHINE AND PRINTER CHARGES**

Black and white letter or legal copy	\$ .05
Black and white ledger copy	.10
Color letter or legal copy	.40
Color ledger copy	.80

**ADDITIONAL FEES**

Makerspace Material Fees – Costs for makerspace materials are set by the executive director.

Non Resident Library Card – The fee is determined annually by the Board of Library Trustees.

Library Card Replacements – A lost library card is replaced once per calendar year without charge. Additional replacements of the card during the same calendar year will cost \$1.00 per occurrence. (Policy 5.002, E. 1.)

## **5.004 FEES AND CHARGES**

The Board of Trustees of the Arlington Heights Memorial Library may establish fees or charges for users of the library's services. The library will make every reasonable effort, within budgetary restraints, to provide its services without fees, except as required by law. Fees will be established in accordance with the Arlington Heights Memorial Library Fees and Guidelines.

### **AHML Fees and Guidelines Affirmed by Board of Library Trustees**

Library users may pay fees or other types of charges in cash, by check or with a credit card. AHML makes a reasonable effort not to charge fees. In determining if fees are to be charged, the following will assist in making decisions.

#### **I. VALUES**

- A. Public libraries are a public good and must be supported by public funds.
- B. Public libraries provide locally identified basic services that are free and available to all users.
- C. Libraries that cooperate and share resources are better able to meet the needs of users.

#### **II. PRINCIPLES**

- A. As part of the process of setting fees, public libraries should determine the actual cost of providing services.
- B. Public libraries should provide a mechanism to allow for exceptions in applying fees. The procedure for granting exceptions should be straightforward and not overly bureaucratic.
- C. Fees provide only a small percentage of the total public library budget.
- D. Fees shall not be established solely on the basis of format.
- E. Fees should be retained by the library.

#### **III. CRITERIA**

- A. Beyond locally identified basic services, fees may be considered for:
  - 1. Services that provide greater convenience to the customer.
  - 2. An enhanced level of service.
  - 3. Services that otherwise might not be available.
  - 4. Consumable supplies.
  - 5. Service to non-residents.
  - 6. Controlling the use of limited resources, including staff time [Adapted from statement developed by the "Fee-Based Services Committee" of the Public Library Association, 1995].



**LATE CHARGES SCHEDULE**

<b>ITEM TYPE</b>	<b>MAXIMUM LATE CHARGE</b>
Book Basket	\$10.00
Adult Books	10.00
Adult Audio Visual (except as noted below)	10.00
Adult Paperbacks	3.00
Adult Magazines	3.00
Adult Maps	2.00
Kids' World Books	5.00
Kids' World Audio Visual (except as noted below)	5.00
Kids' World Paperbacks	3.00
Kids' World Magazines	3.00
All DVDs and Blu-Rays	20.00
All Console Video Games	20.00
All CD-ROMs	20.00
All Electronic Readers	20.00
All Interlibrary Loan Items	10.00

The late charge for all items is 25 cents per day.

While late charges begin accruing the day after the due date, they are not charged until the fourth day after the date due. A borrower may return an item up to three days after the due date and not be charged. Developing collections may have different late charges. The library does not assess late charges for days the library is closed.

**MEETING ROOM FEES**

½ Hendrickson Room – no refreshments	\$ .00
½ Hendrickson Room with refreshments	10.00
Full Hendrickson Room – no refreshments	50.00
Full Hendrickson Room with refreshments	75.00
Use of piano (additional)	25.00

**Use of the Hendrickson Room is restricted to Arlington Heights residents only.**

**LOST OR DAMAGED MATERIALS & EQUIPMENT**

Puzzle Piece(s) – replaced or repaired	\$ 1.00
Missing Toy, Puppet, or Puzzle Bag w/Velcro or “Sights and Sounds” Bag	3.00
Missing CD Case	3.00
Missing DVD Case	5.00
Other Missing AV Case	5.00
Missing CD-ROM Software Case	10.00
Rebinding	7.50

If a cardholder reports to the library a lost, missing or stolen card within 48 hours of discovery, the cardholder will be liable for no more than \$50.00 in late charges or lost item charges that accrue on the account due to the unauthorized use of the library card.  
 (Policy 5.002, C. 2.)

**COPY MACHINE AND PRINTER CHARGES**

Black and white letter or legal copy	\$ .05
Black and white ledger copy	.10
Color letter or legal copy	.40
Color ledger copy	.80

**3D PRINTER CHARGES**

3D Printer charges include a base charge for up to 5 grams of material and an additional charge for each gram thereafter.

Base charge per item	\$ 1.00 (5 grams)
Each additional gram	.25

**ADDITIONAL FEES**

Non Resident Library Card – The fee is determined annually by the Board of Library Trustees.

Library Card Replacements – A lost library card is replaced once per calendar year without charge. Additional replacements of the card during the same calendar year will cost \$1.00 per occurrence. (Policy 5.002, E. 1.)

## Executive Director’s Report October 2020

### Diversity and Inclusion

#### **Inclusion Awareness Month**

The library celebrated *Inclusion Awareness Month* by distributing suncatcher project kits in the community and launching closed captioning services for 2 October programs, *Spy vs. Spy* and *Dann & Raymond*.

The suncatcher project was a hit with residents – 1500 kits were distributed via the circulation desks at the library and Senior Center, the bookmobile, Kids’ World desk and on the clothes line in front of the library.

Suncatchers were displayed throughout the library and at community partners including the Village of Arlington Heights, the Senior Center, Clearbrook and Northwest Special Recreation Association.

Senior and Accessible Services Supervisor Katie Myers planned and coordinated the many aspects of this project from developing the initial project, sourcing materials, connecting with staff and community partners and distributing kits throughout the community. She had assistance from many staff but especially from Volunteer Coordinator Jennifer Begich, who supervised her team of volunteers in the assembly of the kits and Graphics Supervisor Brian Benson, who helped in too many ways to list them all.



## Cross-Departmental Collaboration to Serve Businesses

Business Services Advisor Diane Malik collaborated with Bilingual Advisor Catalina Shin to host the *Northwest Hispanic Chamber of Commerce Meet Up*. Together they were able to reach both English and Spanish-speaking businesses, sharing information about the library's services. As a result of this partnership, the library will create a highlights version of the business services page that Catalina will translate and have printed in Spanish to expand our reach.



## ESL Conversation Lab

ESL Advisor Brigitte Nohra piloted the *ESL Conversation Lab* that focuses on the employment of specific strategies in particular conversational paths. At the end of the three-week program, 100% of participants requested this become a regular offering.

## Citizenship Classes

The library partnered with the Hebrew Immigrant Aid Society's (HIAS) Immigration and Citizenship organization to provide citizenship classes this month. Throughout the month, HIAS Immigration and Citizenship staff taught five sessions of speaking, reading and writing English, along with U.S. History and civics preparation for customers dreaming of becoming a United States citizen.



- In addition to our tutoring sessions with volunteers and staff, October saw 322 ESL participants across 48 programs throughout the month, the highest ever number of both programs and participants under COVID safety restrictions.

## **Programs and Services**

### **Virtual Spooky Photoshop**



Digital Services Advisors Lee Anne Davis and Alex Niemiec presented “*Spooky Photoshop*” on October 15. Twelve attendees learned how to give their family photos a spooky, frightening, and memorable make-over. Lee Anne and Alex showed attendees how to transform ordinary people into zombies, monsters and more just in time for Halloween.

### **New Virtual Technology Classes**

Digital Media Specialist Chris Smith presented two new virtual technology programs in October. “*Streaming with Twitch*” gave attendees an overview of the basics of streaming, covering what equipment is needed, how to use *Open Broadcaster Software* (OBS) and how to set up a Twitch channel. “*Halloween Stop Motion Animation*” went over the tools and techniques needed to create spooky stop motion videos with *Stop Motion Studio* software.

### **Useful Bookmarks Added to Public Computers**

During the pandemic, the public computer lab is a crucial library service for customers who do not have internet or a computer at home. The library is the only place for many users to check their email. Digital Services is seeing more customers who need additional help with basic computer operation. From a suggestion from Digital Services Advisor Mini Radhakrishnan, Digital Services Supervisor Gregory Berger added bookmarks to the internet browsers that direct right to the login pages for the most popular email clients (including Gmail, Yahoo, Comcast and others). Beginners will now struggle less navigating to their desired email provider.

### **Changes to Business Center**

In preparation for the relocation of the ESL/Literacy Office to the former Business Center, Collection Supervisor Cyndi Hamann weeded the Business & Investment reference, determining which items would be recataloged. Acquisitions Supervisor Marie Szymanek handled moving the investment newsletters, magazines, and newspapers. Cataloging Supervisor Gosia Bylinska recataloged 49 items that were moved from the Business Center to the stacks, and Processing staff handled all the label changes. Material Handling staff relocated the Business Reference collection from the former Business Office to the Reference collection in Nonfiction.



## Author Dan Gemeinhart Visits Local Students

Last school year, author Dan Gemeinhart was selected for South and Thomas Middle Schools' *One Author One School* reading initiative. Over the summer, students were required to read one of Gemeinhart's five middle-grade novels. Youth Outreach Librarian Emily Koch worked with District 25 school staff and the author to develop a personalized, pre-recorded multimedia presentation viewed by the entire student body asynchronously prior to small-group, live Q&A sessions. Each middle school received five Q&A sessions, moderated by Emily in a Zoom webinar format with 10-15 student representatives acting as panelists to ask author Gemeinhart questions while the rest of their classmates watched. The Zoom sessions totaled 1,926 participants over the course of two days.



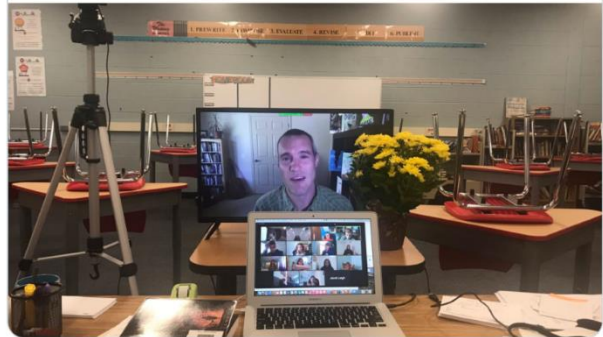
South LMC @D25SouthLMC · Oct 4

Ms. Emily @ahml did a lot of work to organize our visit with @DanGemeinhart ! So glad that your students are excited @CBarbaric . @AHSD25South



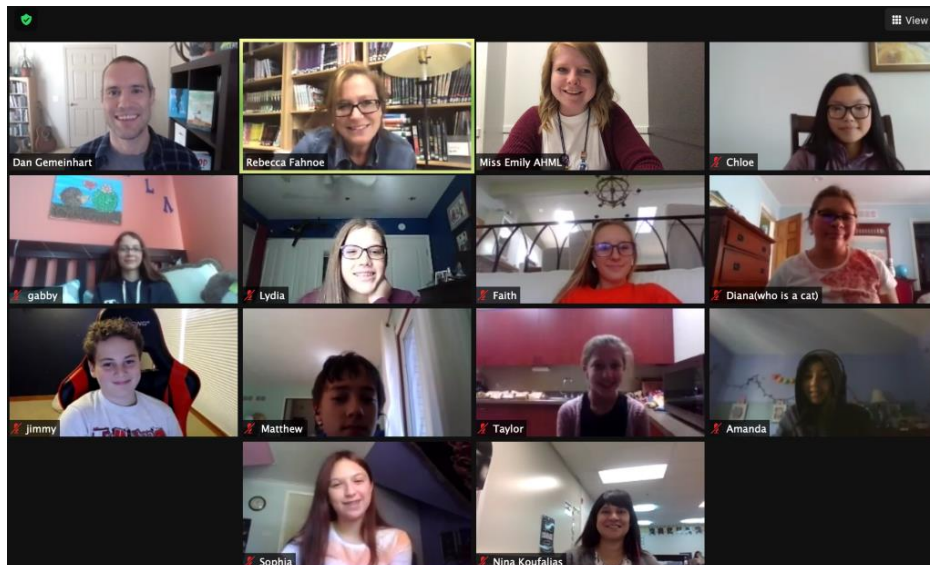
Christina Barbaric @CBarbaric · Oct 2

Ss @sms6West @AHSD25South are watching author Dan Gemeinhart and they are 100% engaged! "Dreams only come true if you decide to make them come true." His universal truths are inspiring. Thanks @D25SouthLMC @ahml



Heather Vittore @heathervittore · Oct 6

This photo was taken of the #BackyardBookClub last summer 2019. This was a BBC FAVORITE!! 2 of these readers are lucky enough to be able to talk virtually to @DanGemeinhart today thanks to @D25SouthLMC & @ahml! What an experience they'll always remember!!!! @AHSD25South





## Teen Taste Test Tournament



The month of October was both bitter and sweet as teens tasted their way through eight unique flavors of KitKat chocolates for our first ever *Teen Taste Test Tournament*. Week-by-week, we pit two flavors against each other, ranging from classic Milk Chocolate to special flavors like Pumpkin Pie and Citrus Mint. Twenty-four teens took on this challenge, picking up candy weekly and voting on the more worthy treat. In the end, Dark Chocolate KitKat prevailed to earn the top spot. The tournament was coordinated by Rolling Meadows High School intern Alexandra, who promoted the contest on Hub social media channels and tracked the winners each week.

## Genealogy Awards to Local Students

As part of her work as the *Illinois State Genealogical Society's* (ISGS) Honors and Awards Chair, Genealogy and Local History Librarian Jaymie Middendorf presented the ISGS awards at their fall conference. In a full-circle moment, three students from District 214's Prospect High School received the Youth Award. In September 2019, these students had attended a field trip with their genealogy class at the library, planned and hosted by Jaymie. Their honored projects originated in this class, having used the library's genealogy resources for research and work. The students' award was for the completion of an outstanding genealogy project, and their videos were shown to conference attendees. Jaymie will continue in her role as Honors and Awards Chair in 2021.

## October Booklists

Info Services Advisors created Booklists on the Readers' Services page for customers to access recommended items from home. October booklists included [Hispanic Heritage Month](#) and [Wicked Good Reads](#). The lists feature print, eAudio and eBooks.



## Teen Halloween Murder Mystery Returns



Teen Librarian Evan Mather and Teen Advisor Mariel Fechik hosted the third annual *Teen Halloween Murder Mystery* on October 30. As in years past, teen creative writing club *Inklings* worked to write an original, interactive mystery for other teen attendees to solve, all during a Halloween party full of costumes and games. *Inklings* took on the extra challenge of planning the virtual event this year. They spent two monthly meetings and more on how costumes and evidence could most effectively be shared over Zoom. They also determined a murder method for their fictional victim; Evan who choked on a costume fang hidden in a brownie delivered to his house. Twenty teen attendees interrogated suspects, collected evidence and observed odd behaviors, all while joining in the costume contest and trivia game.

### Halloween Fun

Kids' World hosted the library's annual *Halloween Fun* program on Wednesday, October 28th. Considering COVID mitigation guidelines, the event was held from 10 a.m.–7:15 p.m. One hundred and sixty customers attended seven small group sessions throughout the day. Activities included games, crafts and a photo opportunity. Age-appropriate goodie bags were given out that included additional take-home crafts and giveaways. Lead Youth Outreach Specialist Laura Dakas, Youth Programs Specialist Becky Clesen and Youth Services Supervisor Lynne Priest organized the event with craft and game contributions by Kids' World staff. Families expressed their gratitude for the event and caregivers enjoyed participating in the activities and crafts along with the kids: *Halloween Fun day was awesome – we aren't trick or treating this year so the kids were excited to show off their costumes.*

*“I want to thank the Kids World department for putting together an awesome event for Halloween. My granddaughter and I have been visiting the library weekly for many years. She was so sad when Covid shut her world down. We are now back visiting weekly even though it is just to return and checkout new books. It brings such joy to her to see her usual favorite things. The Halloween event was the icing on the cake. She loved the punching paper and the candy scavenger hunt as it reminded her of the summer reading program. She was so excited to receive craft projects to do at home. It kept her busy all afternoon for two days. The variety of crafts were wonderful. The staff was adorable in their costumes and so sweet to the children. Thank you all so much for your hard work to make this a truly delightful time.”*



## StoryWalk at Lake Arlington

Lead Youth Outreach Specialist Laura Dakas coordinated a *StoryWalk* at Lake Arlington in collaboration with the Arlington Heights Park District. The library installed two *StoryWalks* during the month of October.

## Chapter Chat Parents' Book Club

On October 27, Kids' World Librarian Christina Giovannelli-Caputo and Info Services Senior Supervisor Pam Schwarting, collaborated to offer a parenting book discussion. The classic parenting book *How to Talk so Kids will Listen, and Listen so Kids will Talk* by Adele Faber and Elaine Mazlish was discussed by a lively group of 11 participants. Christina, Pam and attendees shared tips on how to implement the book into modern real life.

## Page Turners Facebook Discussion Group



Info Services Advisors Sherri Tader and Lucy Sears and Info Services Librarian Alison Lowery launched a Facebook Group to support the *Page Turners* adult reading program. The group's focus is to engage with readers in our community and discuss all things books and reading. Posts include prompts, polls, articles and other interesting ways to start online conversations. In October, 112 members joined the Facebook Group. The library posted 19 times in October and received 159 comments.

Postive comments include:

*"I didn't know this group was out there and am so glad that I found out about it and to be able to talk about books and find people who love them like I do."*

*"Where has a group like this been all my life? Oh that's right, I grew-up before the Internet."*



## Election Day

Info Services Librarian Barb Powers put together both a book display with informative documents as well as take-home packets with information, forms and a small craft for voters. During October, 21 items were checked out from the display and 107 packets were distributed via the clothesline outside the library.



The [Civics & Voting web page](#), maintained by Info Services Librarians, was viewed 971 times from September 1 through November 5. Over 45% of visitors exited the page via one of the links on it—indicating a high rate of interest and interaction with the information on the page. Additionally, the average visitor spent 5 minutes 43 seconds on the page, which is over 4.5 times the average time spent on our site’s other pages. Throughout election season, staff reported numerous questions about voting and the election. This page served as a resource of information for staff and customers.

To be ready for Election Day on November 3, Material Handling staff adapted procedures to empty out thousands of returned materials being quarantined in the Cardinal Room to the temporary Hendrickson Room location. The item quarantine returned to the Cardinal Room upon the closure of the room as a polling location.



## COVID Conversations

October 21 marked the second in a series of *COVID Conversations*. This monthly program features community members from different industries sharing how they have been impacted by and persevered during the COVID-19 pandemic. The conversations are recorded and will become a permanent record in the library’s *COVID-19 Story Project*. October’s topic was *Food, Beverage and Hospitality* with guests Colin Gilbert, owner of *Tuscan Market & Wine Shop*, Terry Park, owner/operator of *Ttowa Korean Bistro*, and Matt Priest, General Manager of *Beer on the Wall* of Arlington Heights.

Exhibits Coordinator Carol Ng-He introduced the live event, sharing background of the *COVID-19 Stories Project* with 15 attendees. Programs and Exhibits Manager Jennifer Czajka then led the guests in a conversation that covered everything from the immediate impact of the restaurant shutdown in March 2020, pivoting service models, adjusting staffing levels and PPP to the great support from community members and Village of

Arlington Heights' *Arlington Al Fresco*. The audience shared thoughtful questions and comments. They expressed appreciation for the efforts the presenters made during the pandemic and asked questions about other ways the Village and community could support businesses.

### **Biomimicry: Looking to Nature to Solve Today's Problems**

Arlington Heights Memorial Library and the Arlington Heights Garden Club partnered to bring Kim White, a Master Naturalist, to talk about the wonders of biomimicry. With 19 years of experience at the Brookfield Zoo, co-steward for the DuPage County Forest Preserve and Education Coordinator for the DuPage Monarch Project, Kim expertly discussed how scientists use animals and nature to solve today's problems. A fun fact: the same method that hedgehog's use to cushion themselves is used in football helmets. Audience members also met Uni, a hedgehog, and Chowder, a gecko, during this presentation, as Kim demonstrated their different features. Programs and Exhibits Specialists Tracy Recklaus and Megan Young welcomed the audience of 72, 19 of whom were members of the Arlington Heights Garden Club. Attendees shared glowing feedback via our post-event survey. A portion of the accolades:

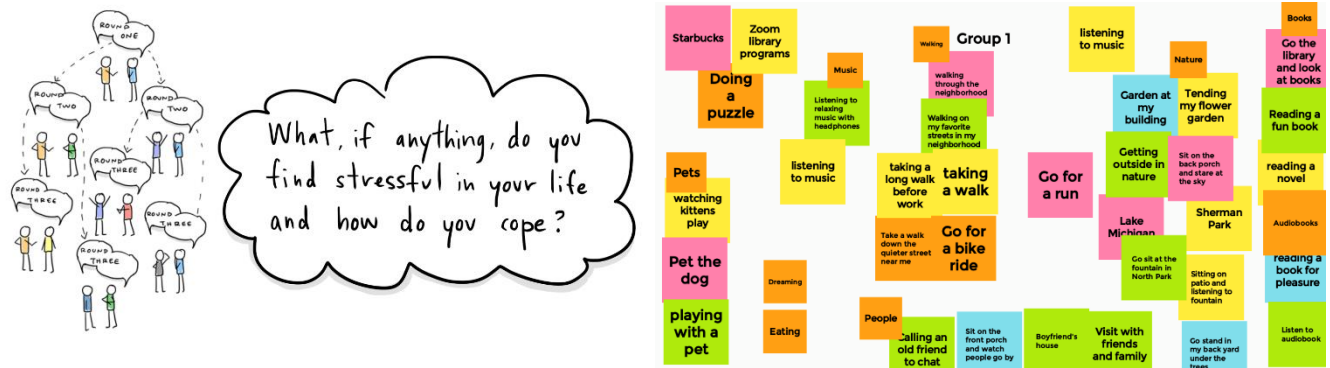
- “The program was excellent; opened my eyes more to how science and technology are patterned after nature.”
- “I really enjoyed learning about all the ideas and connections there are in nature and human inspiration and creativity.”
- “Extremely interesting and informative presentation.”
- “It was fascinating to see how some people can see outside the box and create such innovations.”
- “I loved it - I had no idea about so many of these things and the research that is improving the way we do things”
- “I love to learn and this was by far the BEST Zoom presentation I have seen in years!”



## Designing Our Attention series offers a reflective space for the community

Arlington Heights Memorial Library was fortunate to collaborate with designer, teacher and scholar Beck Tench for a unique four-part series this fall. A current PhD student at the University of Washington Information School, Beck researches how the design of physical and digital spaces cultivates contemplative experience and practice. Before returning to academia, she spent her career helping museums, libraries and other non-profits embrace risk-taking, creativity and change through technology and personal space-making.

Working with Info Services Librarian Alison Lowery and Programs and Exhibits Manager Jennifer Czajka, Beck adapted parts of her past and current work to offer a contemplative space and targeted skill-building around the topic of attention. The four highly participatory sessions, held bi-weekly in September and October, were *Attention & Technology*, *Attention Restoration*, *Paying Attention to Ourselves*, and *Paying Attention to Others*. With thanks to Beck's deeply thoughtful and interactive facilitation, the series built a dedicated group of participants who got to know one another through small group exercises and conversations. The below slides exemplify the enchanting tone of the series.



The impact on attendees was apparent in every session. Many shared how much they needed the connection during COVID-19 and others talked about their favorite sessions and the skills they were building along the way. Some highlights of the feedback shared in our survey:

- “The classes were thoughtful and insightful.”
- “It was amazing! Beck is a great teacher. The material was well thought out and engaging. She had thought out how to help us engage with each other and my fellow attendees were open and insightful.”
- “I learned. Needed to think of this topic in a new way counter to my traditional approach. I grew by listening and participating.”

## **One Book, One Village Program Highlights**

On October 8, ex-FBI Special Agent Joe Navarro presented *Catching Spies, Catching Lies: Joe Navarro on the Hidden Art of Deception* from his home in Florida. One hundred and sixteen enthusiastic attendees listened to one of the most riveting OBOV programs we offered this year. Joe discussed his path from Cuban immigrant to the youngest Special Agent ever recruited by the FBI, sharing engaging graphics including mugshots, maps and more to enhance his unique story. The Q&A at the end received more questions than could possibly fit in the 30 minutes allotted. Joe has written several novels, including one that is being adapted into a film with George Clooney. Three copies of his most recent book were raffled off to customers at the end of the program.

Another popular and unique OBOV program, *New Spy, Who This? Gadgets and Gizmos of Counterintelligence*, welcomed 77 attendees on October 15. Guest speaker, Perry Myers – a private investigator and president of the *U-Spy* franchise - brought fun gadgets to show and tell. Discussing cases he's worked on, Perry gave an inside look into the life of a private investigator. Programs and Exhibits Specialists Tracy Recklaus and Megan Young facilitated the seemingly non-stop questions.

On October 22, librarian and cookbook collector Amy Alessio presented *Cold War Era Delights: Food Trends from 1945-1990*. Eighty-three customers enjoyed her humorous descriptions and wonderful pictures as she chronicled interesting and memorable food trends. Customers clearly enjoyed the program as they asked questions and shared family memories and comments via the chat function on the Zoom webinar. Amy incorporated foods discussed in *The Secrets We Kept* into her presentation and provided guests with recipes for all of the dishes discussed in the program. The post-event survey results made it clear people connected with the content on many levels:

- “It was delicious! It was a trip down memory lane and the time passed much too quickly.”
- “I thoroughly enjoyed it. The speaker was knowledgeable about her subject as well as entertaining in her delivery.”
- “I liked all the history info as related to the foods”
- “It was a program to get away from the seriousness of the times right now and reflect on those ‘comfort’ foods and snacks we ate years ago. The program was also a reminder that there were very serious times in years past, but others lived through those times so there is hope for us too!”

## **Senior Services**

With 188 checkouts this month, Senior Center use is the highest it has been since February.

Senior and Accessible Services Advisor, Janet McDonnell has been selecting book excerpts and short stories for the weekly phone program. Everyone on the call loved her selection, *Fall in New England* by Bill Bryson and enjoyed reminiscing about nature, including taking care of lawns and going for walks and drives to look at the trees.

It was such a hit, she followed up with a discussion of the preface from *The Eight Master Lessons of Nature* by Gary Ferguson. One participant was brought to tears “by the beauty of the writing and the memories of the mountains, the desert and trees” and said he was especially touched by the descriptions of, and appreciation for, nature, since he is so lonely being confined to his room during this pandemic. He said “thank you for the memories, this made my week.”

## **Multi Library Event**

Bookmobile, Circulation and Youth Services staff joined the Mount Prospect Public Library at a joint event promoting literacy and library services at Juliette Low Elementary School. With classes made up of students living in both library districts, 40 visitors checked out 29 of our AHML items!

## **Tour of Optimal Design**

Executive Director Mike Driskell, Makerspace Branch Assistant Manager Chris Krueger and Digital Services Manager Jack Bower were given a tour of *Optimal Design* in Arlington Heights. Sajid Patel and Steve Oshga from *Optimal Design* expressed interest in offering advice, suggestions and programs/training for the community at the makerspace. Sajid and Steve presented a fascinating tour of their industrial design and engineering spaces with many suggestions for hardware, furniture and layout design for our future makerspace.

## **Cake Box Kitchen Auction**

Sadly, *The Cake Box* bakery in Arlington Heights closed its doors this fall after 71 years in business. The vast majority of their kitchen equipment was listed for sale on an online auction. Makerspace Branch Assistant Manager Chris Krueger worked with Lauree Harp, Chair of the Library Foundation to identify and set bids for items in this auction to benefit the makerspace project. While all of the items sold for over our maximum bids, bakery owner Paul Gardner offered us any equipment that did not sell after the auction. Thanks to Paul’s generous donation, the makerspace now has three rolling pan racks, 30 sheet pans and a rolling sheet pan rack in its inventory. This equipment will not only be a great addition to our makerspace, it also carries with it 71 years of Arlington Heights history.





### **Makerspace Cabinetry Donation**











Arlington Height Memorial Library board member Debbie Smart sourced a generous cabinetry donation for future use in the makerspace art space. The cabinets are very well made, in great condition and will act as excellent storage and workspaces. Makerspace Branch Assistant Manager Chris Krueger and Maintenance staff Clint Anderson and Leonel Vargas delivered the donation to the space.













## Virtual Resource Usage

### Top ten visited web pages

**September 2020:**

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

**October 2020:**

Page ?	Pageviews ?	↓
1. /www.ahml.info 	<b>104,442</b> (32.90%)	
2. /borrow/bmm 	<b>3,268</b> (1.03%)	
3. /attend/events 	<b>3,149</b> (0.99%)	
4. /borrow/ebooks 	<b>2,698</b> (0.85%)	
5. /research/databases 	<b>2,499</b> (0.79%)	
6. "DVDs Coming Soon" 	<b>1,218</b> (0.38%)	
7. /StayInformed 	<b>1,182</b> (0.37%)	
8. /attend/events/202011?undefined= 	<b>1,065</b> (0.34%)	
9. /research/genealogy 	<b>973</b> (0.31%)	
10. /form/contact 	<b>956</b> (0.30%)	

## October 2020

### Spotlight on Facebook

#### Communications and Marketing

Facebook is an important social media channel for the library. It allows us to post information, resources share photos about the library services, customers and staff, and create events to highlight programs and create opportunities for social sharing. Communications Specialists Pat Aichele and William Tolan create our social media content and calendar along with Editorial Supervisor April Harder. This team knows the type of content our followers will engage with, and does an excellent job mixing up promotional, informational and social content.

In October, posts with the highest engagement rates were:

[The sun is shining, Arlington Heights – a great day for our StoryWalk®](#) (8059)

[Kanopy movie streaming promotion](#) (2246)

[Registration opens for Dr. Ibram X Kendi](#) (1541)

[Happy Monday from our ESL staff](#) (1444)

[Meet another amazing member of our ESL team](#) (1410)

Worth noting in late September, our most popular content was our first [Banned Books Week video](#) (posted September 28), which reached 14,358 customers, and had 608 engagements as of this writing. The campaign carried over to October, when two other videos were added. We successfully pitched the Banned Books Week video content to ALA the week before, and benefitted from them sharing our content on a larger scale, resulting in over 90 libraries nationwide sharing our content.

Facebook's algorithms pick up on popular original content, which makes it more likely to appear in news feeds. The after-effects of these popular videos will help boost our reach weeks after they're posted.

We often receive instant messages on Facebook for questions on customer service issues several times a week. Communications and Marketing staff replies with answers and connects customers with other staff as necessary.

Note our reporting has changed slightly for this channel. Recently, Facebook stopped sharing metrics with third party apps. We use the Hootsuite app to schedule posts, monitor mentions and access metrics. We're still able to schedule content, but the metrics have disappeared, and we now must use Facebook's own reporting features which don't exactly match our previous metric categories.

**Staff placed 43 promotional requests** related to virtual programming this month. Requests include social media promotion, web graphics, email marketing, video processing and editing.

## **Social Media Engagement**

	March	April	May	June	July	August	Sept	Oct
<b>Facebook</b>								
Posts	56	60	47	41	56	15	40	33
Fans*	5217	5291	5376	5436	5469	5501	5613	5664
Engagement	3531	3642	2725	3148	1886	861	2581	2850
Reactions	2696	3001	2419	2755	1673	752	991	2853
Comments	347	389	180	211	111	69	54	110
Shares	488	252	126	182	102	40	134	N/A
Daily Total Reach								51177**
<b>Twitter</b>								
Tweets	111	139	148	143	137	100	127	120
Followers*	4362	4388	4404	4410	4424	4446	4444	4442
Tweet impressions	116000	120000	127000	100000	94300	76800	90438	88600
Engagement	534	394	399	387	283	240	366	324
Likes	386	294	348	300	211	187	289	253
Retweets	134	92	56	79	64	48	75	66
<b>Instagram</b>								
Posts*	859	875	898	922	978	1002	1027	1055
Followers*	1852	1904	1947	2006	2081	2106	2129	2154
Impressions	25878	24608	19,188	21052	45279	14405	19017	16542
Average Reach	485	451	435	459	560	344	389	318
<b>Constant Contact</b>								
Campaigns	22	27	26	27	21	17	15	18
Sends	127872	85980	43,351	110,385	52314	39158	63951	47932
Opens	57487	30772	12245	37071	12690	10550	19827	12280
Clicks	2500	2262	1169	2196	889	786	821	797
Open rate	45%	36%	28%	34%	24%	27%	31%	26%
Click rate	17%	3%	3%	-4%	7%	7%	4%	6%
Open percentage +/- industry avg.	27%	11%	6%	12%	2%	6%	10%	5%
Total contacts*	32650	32957	33157	33594	33721	33889	33897	33989
Unsubscribed	171	98	19	130	34	27	81	30
New contacts	1006	446	184	436	106	166	8	94
<b>LinkedIn</b>								
Followers*	659	660	672	684	685	689	693	696
Posts	5	1	1	8	0	7	4	8
Impressions	839	620	235	738	352	1100	749	992

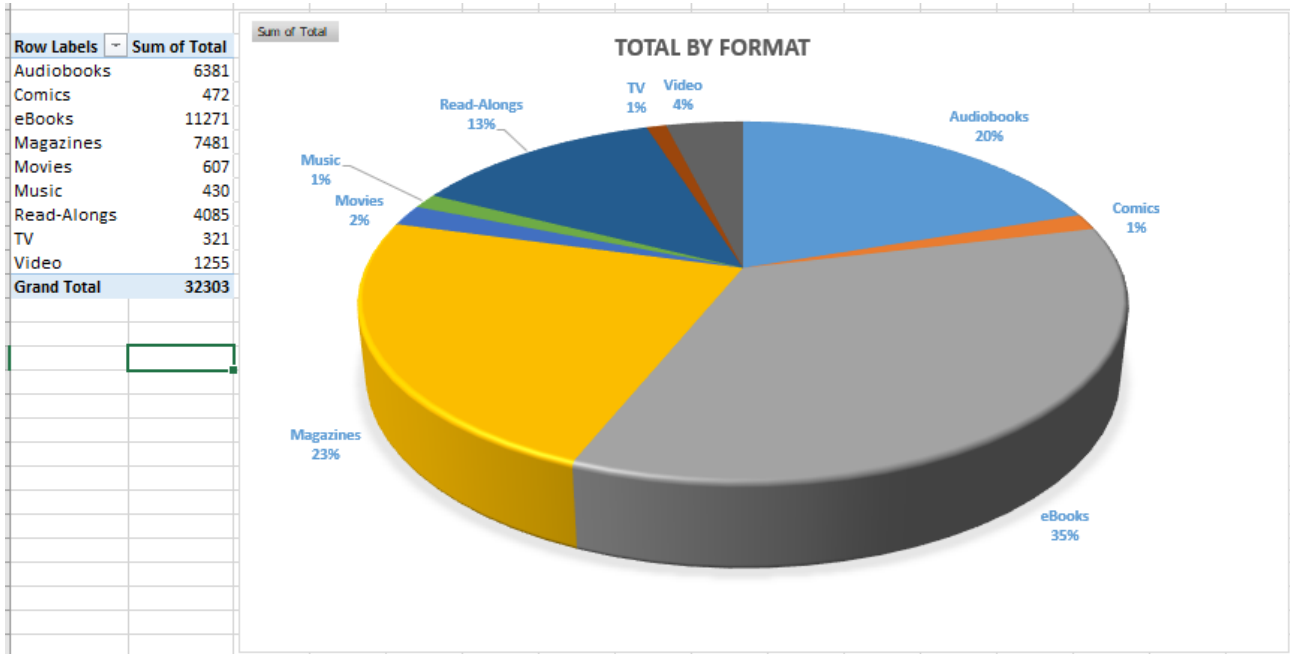
<b>YouTube</b>								
Subscribers*	456	514	585	603	627	658	691	723
Videos added	6	23	34	33	30	15	21*	19*
Views	2,875	5102	5053	3202	3086	2900	3159	3763
Watch time hours	83.3	452.2	437	292.7	306.4	130.6	257.5	418

**\*Cumulative**

**\*Includes unlisted videos**

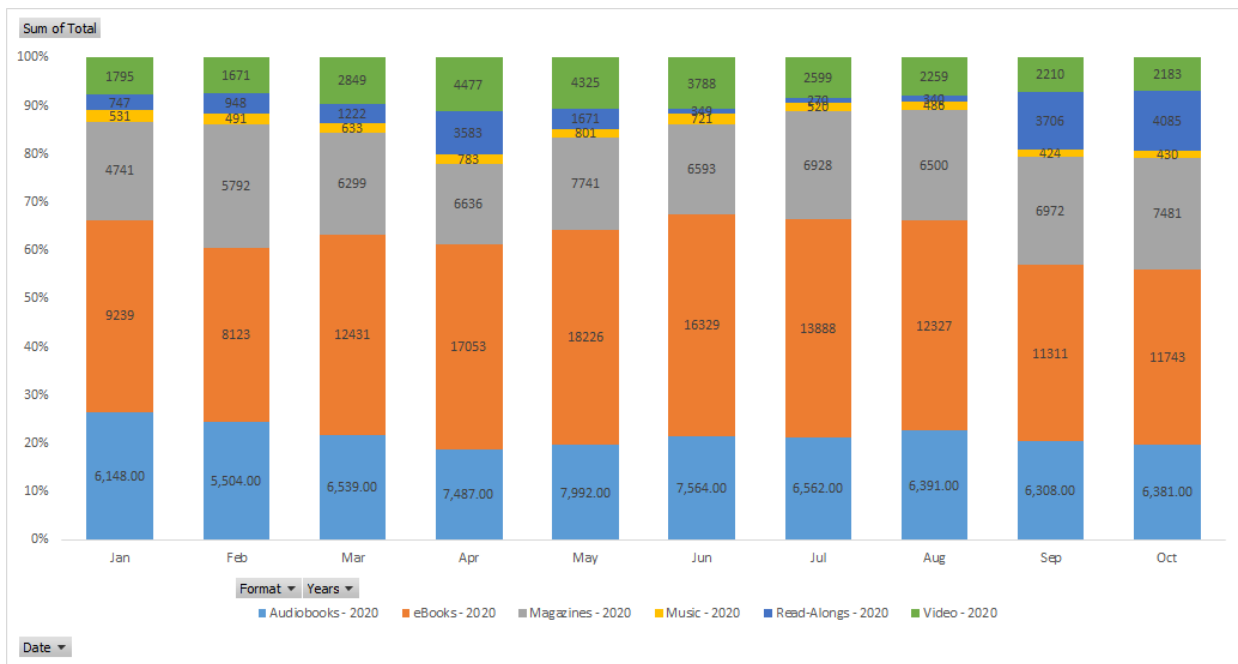
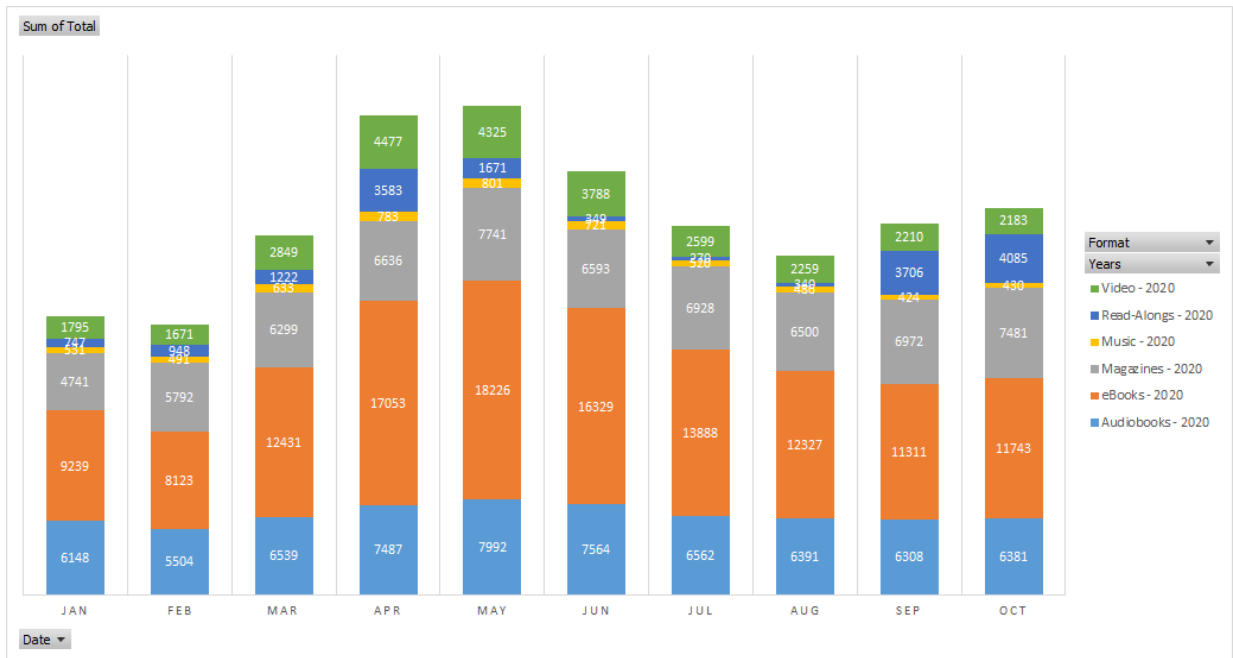
\*\*Unique users who had any content from your Page or about your Page enter their screen through with social information attached. As a form of organic distribution, social information displays when a person's friend interacted with your Page, post or story. This includes when someone's friend likes or follows your Page, engages with a post, shares a photo of your Page and checks into your Page.

## October eResource overview



eLibrary 2020	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Total
<b>Total eBook checkouts</b>	<b>8,308</b>	<b>10,969</b>	<b>11,785</b>	<b>11,375</b>	<b>10,463</b>	<b>11,839</b>	<b>10,852</b>	<b>11,271</b>	<b>65,574</b>
<b>Total eAudio checkouts</b>	<b>3,377</b>	<b>4,011</b>	<b>4,415</b>	<b>4,338</b>	<b>3,893</b>	<b>6,391</b>	<b>6,308</b>	<b>6,381</b>	<b>26,186</b>

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





## **Professional Engagement**

### **Library Trustee and Finance Present at ILA**

Board Trustee Debbie Smart, Director of Finance Donna Ekl and Cary Library's Assistant Director of Support Services, Karen Long, presented [\*Developing Your Library's Fiscal Plan\*](#) to approximately 90 attendees at ILA's virtual, annual conference. Library budget development, forecasting, long range fiscal planning, revenue and expenditure tracking, capital projects and auditing were the main topics discussed. A long-range fiscal planning tool was prepared and distributed to all attendees.

### **Youth Services Staff Present at ILA**

Youth Outreach Librarian Emily Koch, Teen Services Supervisor Alice Son and D25 community partners Idelle Malamed and Becky Fahnoe presented [\*Book It! Collaborating With Schools to Provide Author Visits\*](#) to about 75 attendees at ILA's virtual, annual conference. Alice also presented [\*How to Interact with Teens When You're Not a Teen Librarian\*](#) with librarians from Park Ridge, Schaumburg and Oak Lawn libraries.

### **Kids' World Librarian Shares Homeschool Expertise**

Kids' World Librarian Christina Caputo taught a five-week, online course for ALA/ALSC in May and again in October on *Homeschoolers and the Public Library*. In addition, she was a guest lecturer for Middle Tennessee State University graduate students, sharing information about how public libraries can serve homeschooling customers. Christina also contributed to the recently-published book, *Homeschooling and Libraries: New Solutions and Strategies*. A staff member who is attending an LTA program noted using one of Christina's articles from her column, "Hangin' With My Homies" in *VOYA Magazine*, to learn more about library services to homeschoolers.

### **Congrats!**

Collection Supervisor Cyndi Hamann was named as chair of the *YALSA Collection Development Grant Jury* committee.

### **DECODE 2020 Literacy Summit**

On Friday, October 2, Megan Young attended day one of *DECODE 2020: Literacy, Liberation, & Civic Life*. Presented by the *Chicago Literacy Alliance (CLA)*, this annual thought-leadership summit offered three days of sessions and networking focused on challenges and possible solutions to increasing literacy in Chicago and the Chicagoland area. CLA gathered educators, literacy professionals, students, philanthropists and civic decision-makers to break down the barriers between students and literacy.

## **Bookmobile Outreach**

Bilingual Advisor Catalina Shin and bookmobile staff Teri Scallon, Ron Moravec, Renu Khurpa and Al Garcia attended the *Association of Bookmobile and Outreach Services* (ABOS) virtual conference, where they each increased their understanding and knowledge about promoting outreach and bookmobile services from libraries around the country offering similar services.

## **Equity in Action**

Sixteen staff members participated in the three-week course, *Equity in Action: Fostering an Antiracist Library Culture*. Topics covered explicit bias, dismantling white supremacy in libraries, equity audits and cultivating antiracist/antibias workplace and hiring practices.

## **Proliteracy**

ESL Advisor Allie Gourley participated in the following *Proliteracy* webinars from the *Ideas in the Field* series: *LearnerWeb.org*, *Reopening*, *Using YouTube in Instruction* and *Working from Home*.

## **Customer Comments**

### **Digital Services**

Customers expressed their appreciation of the help Digital Services Advisors:

- “Thank you for doing such great work sanitizing the Public Computing Lab!”
- "I have a compliment on an employee. I was graciously treated by Dennis Tracy in Technology Services (Computer Lab). I had a unique request: trying to print a document from an outdated laptop. He was knowledgeable, helpful and kind and addressed my every need. He went the ‘extra mile’ and deserves credit for it and was professional in giving great customer service.”
- “Thanks to Alex Niemiec and Lee Anne Davis. Wonderfully eager to help me.”
- "I had a one-on-one meeting with Rich Fabits on Monday and he was SO HELPFUL. He should be the employee of the month. He was very patient and knowledgeable. Rich helped me with three different devices and gave me pointers above and beyond what I was even asking. Thank you to Rich!"
- "Charlie Crane has been very helpful. I had several items to fax and Charlie was wonderful and a big help!"

### **SAS Home Delivery Book Selections Made a Real Difference to Our Customers**

A customer shared this memory of his father in his written comments to us after reading *A Man Called Ove* – he appreciated the book being selected for him:



“Ove and my father were very much alike. My dad never finished high school, but he went on to take courses by mail for electronics and wound up fixing radios and cars for others. My dad worked for the railroad also and gradually worked his way up to be an engineer for the Sante Fe. Dad had a few “old ways” about himself also. He kept his old car for years because he believed firmly all those new cars were too complicated and he could continue to fix his old car himself, sometimes taking from old heaps in the used car lot. I think my father really was an Ove himself.” – Norm H.

“Since I had such an exceptionally good month of reading, I think I would like you choose this month also. Go!” Alyce D.

This month’s delivery was "the most fun bag I ever opened. It's like Christmas." She also said the joke books were wonderful and "my 12-year-old great grandson will think I am great with these jokes." – Doris B.

“Thanks for your dedicated service. The library and its patrons are lucky to have you.” – Doris C.

“You did a marvelous job picking out books this past month. I enjoyed them very, very much.” – Karen K.

“Thank you for introducing me to the Talking Book program. It is such a good fit for me, since reading large type was becoming too difficult. I look forward to talking to you each month about what I am going to read next.” – Mary M.

## **Youth Virtual Programs**

- We love your storytimes, Miss. Christina! You are like a celebrity in our house!
- A customer said the story time videos are so helpful to keep their child entertained; she specifically complemented the songs Amy chose for Family Time.
- A family who participated in the read aloud book club attended a school outreach visit; they told us how they enjoyed the last read aloud book club and are going to sign up for the next one!
- Hey all, wondering what happened with all of Miss Maria's storytimes on the AHML YouTube channel recently? She is honestly one of the only things helping to keep us sane with our toddler home over the last 6 months 😊. Glad to see Miss Maria on the schedule for baby time on the 8th. We've definitely got a soft spot for her videos with as many as she cranked out back when everything was shut down.

## **Info Services**

There were 107 chat surveys completed in October. Of the 107 chat surveys complete, 90 surveyors rated their chat experience as “Excellent”. The rating average for the month was 3.73. Here are some of the October chat comments:

- I don't know what I would do without AHML. You are all great!
- I appreciate the help!
- Rosa was very helpful!
- Neal was very responsive and helpful!
- Laura when over and beyond to help me with my password reset issue!
- The online chat people at the library are always helpful.
- Alison answered my questions promptly and with much detail.
- Yes, Allison was wonderful. Very patience and just great in every way.
- Andrea Naughton assisted me with finding books and provided me with resources to complete a project. She was very efficient and thorough. She saved me a lot of time.

## **CCS Customer Service**

- Customer Comment over the phone: "I have been to a lot of different libraries in the area and your (AHML) customer service is bar none."
- From a customer email: “Thanks for being so through and following up with me. Love this library for the great people who help us. Have a wonderful weekend and thoughts for good health.” – Louise D

## **ESL Virtual Programs**

- “Thank you so much. The way you teach us, it’s easy to remember rules and how to use in sentences. I am looking forward to keep learning from you. Thank you once again.” - from a Culture & Conversation student
- “Thank you for your lesson. It is very useful. It can help me express what I want to say.” - from a tutoring student
- “It was nice meeting with you. I enjoyed your class. I must say you feel the pain of ESL students, sometimes ESL students feel shy. Initially I also felt shy but now I am able to ask my doubt or questions. I Appreciated your efforts.” - from an ESL Conversation Lab student

# Metrics for October 2020

## Service Point Traffic

**Total visits**  
**31,413** ↓ -62%  
 82,085 last year

**Main Library visits**  
**29,623** ↓ -62%  
 77,597 last year

**Sr Center Visits**  
**169** ↓ -91.15%  
 1,909 last year

**Bookmobile Visits**  
**1,621** ↓ -37.15%  
 2,579 last year

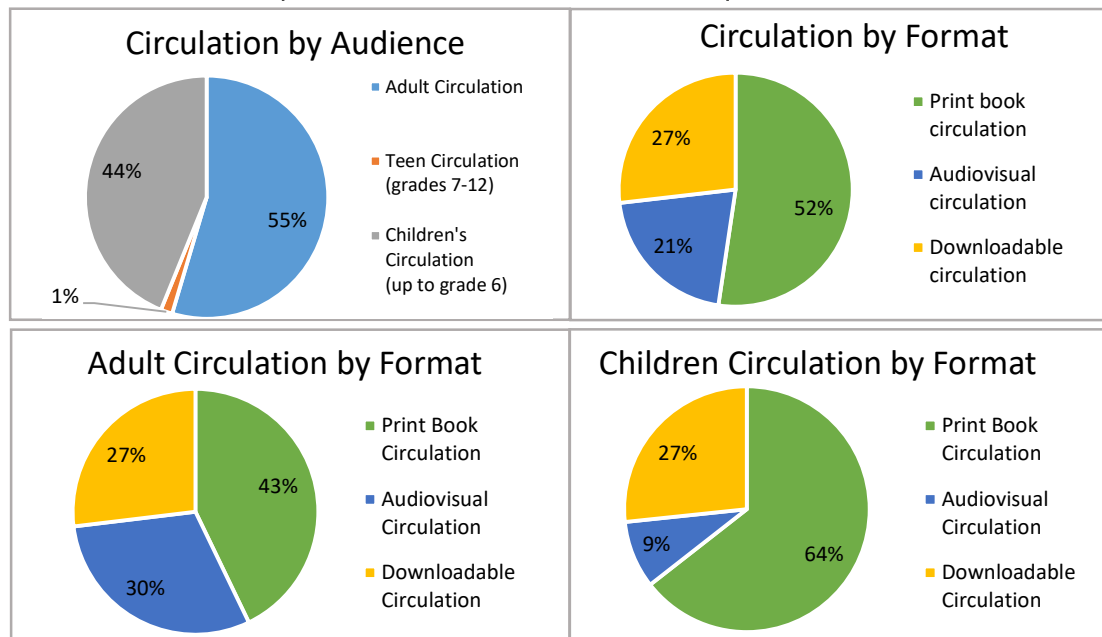
## Circulation

**Total Circulation**  
**125,135** ↓ -21%  
 158,094 last year

**Card Holders**  
**63,169**

**Library Cards Issued**  
 Resident **174** ↓ -58.37%  
 (issued) 418 last year  
 Non-Resident **71** ↓ -44.96%  
 (Registered) 129 last year

**Interlibrary Loan**  
 Borrowed **263** ↓ -31.33%  
 383 last year  
 Lent **356** ↓ -44.89%  
 646 last year



## Programs

**Program Attendance**  
**5,052** ↓ -45%  
 9,154 last year

**Number of Programs**  
**148** ↓ -55%  
 329 last year

**Cost of Programs**  
**\$6,109**  
 \$700 funded by FOL

## Questions

**Reference Questions**  
**9,592** ↓ -40%  
 15,863 last year

**Reference Questions**  
 (via call center)  
**3,009** ↓ -31%  
 4,388 last year

**Chat sessions**  
**603** ↑ 82.73%  
 330 last year

## Technology Usage

**Public Computer Use**  
**3,135** ↓ -66.27%  
 9,294 last year

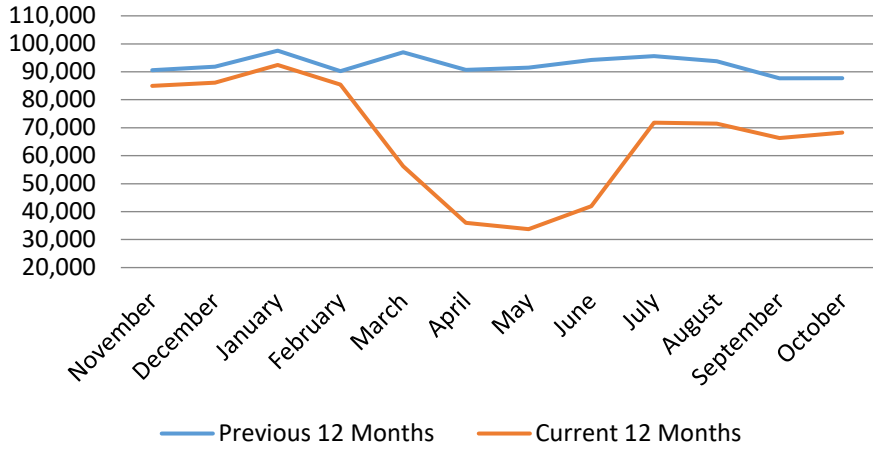
**Website Visits**  
**104,442** ↑ 5.79%  
 98,722 last year

**Self Checkout**  
 (% of total checkouts)  
**62%** ↓ -3.03%  
 65% last year

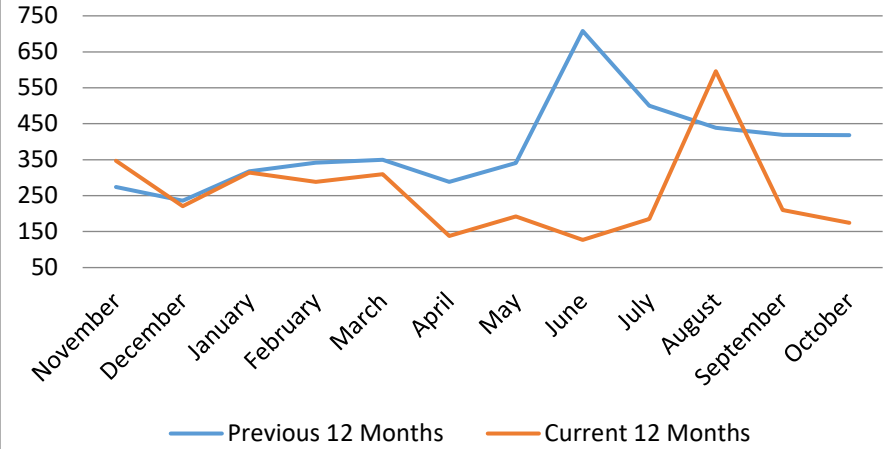
**AHML - DASHBOARD - October 2020**

	<b>October 2020</b>	<b>October 2019</b>	<b>% change from last October</b>	<b>Jan 2020-Oct 2020</b>	<b>Jan 2019-Oct 2019</b>	<b>% change from last YTD</b>
Total circulation	125,135	158,094	-21%	1,045,374	1,620,807	-36%
Adult circulation	68,302	87,694	-22%	623,454	925,898	-33%
Teen circulation	1,961	2,085	-6%	15,212	24,897	-39%
Children circulation	54,872	68,315	-20%	406,322	670,012	-39%
Print book circulation	63,105	84,607	-25%	462,691	853,881	-46%
Audiovisual circulation	25,125	44,599	-44%	215,995	487,404	-56%
Downloadables circulation	32,303	20,245	60%	324,117	190,658	70%
Self-check as % of main floor circ	62%	65%	-3%	53%	66%	-13%
Circulation to reciprocal borrowers	6,253	9,174	-32%	49,215	100,448	-51%
ILLs borrowed for our customers	263	383	-31%	2,600	4,730	-45%
ILLS lent to other libraries	356	646	-45%	3,035	5,490	-45%
Resident cards issued	174	418	-58%	2,534	4,123	-39%
Reciprocal cards registered	71	129	-45%	638	1,633	-61%
Reference questions	9,592	15,863	-40%	84,599	166,524	-49%
Number of Programs	148	329	-55%	1,620	2,883	-44%
Program attendance	5,052	9,154	-45%	45,700	76,131	-40%
Public computer use	3,135	9,294	-66%	32,389	92,424	-65%
Website visits	104,442	98,722	6%	1,000,840	995,341	1%
In-person visitors	31,413	82,085	-62%	336,570	837,989	-60%
New & Popular - % of adult coll	8.4%	7.9%	7%	8.4%	8.2%	2%
New & Popular - % of circ	31.0%	33.7%	-9%	32.5%	34.1%	-5%
Kids' New & Popular - % of KW coll	4.8%	4.8%	-1%	4.4%	4.6%	-4%
Kids' New & Popular - % of circ	14.0%	15.6%	-11%	13.1%	15.8%	-20%
Individual Staff Sessions	81	106	-31%	753	1012	-34%
Volunteer hours	680	2,774	-75%	9,426	25,630	-172%

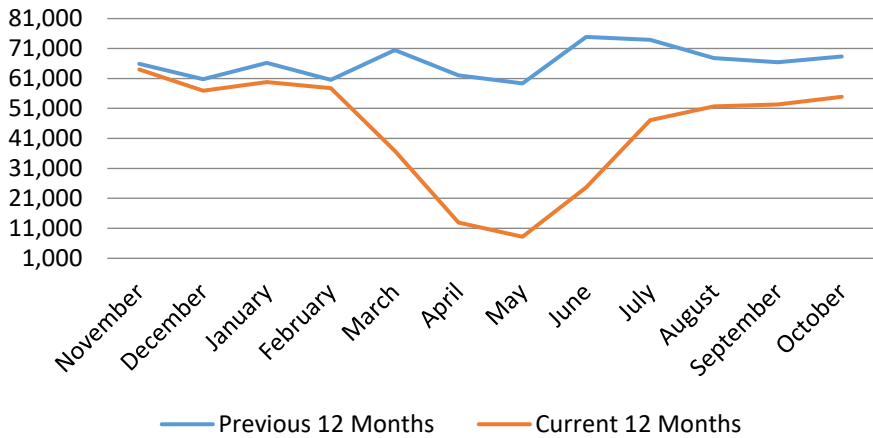
### Adult Circulation



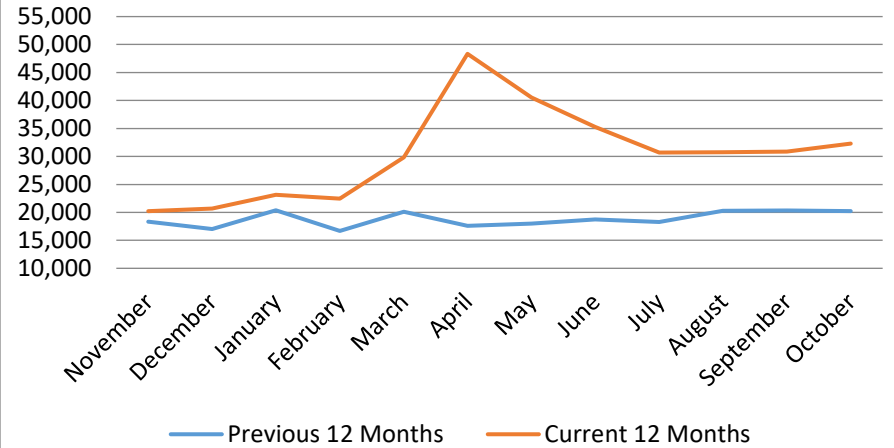
### Resident Library Cards Issued



### Children's Circulation

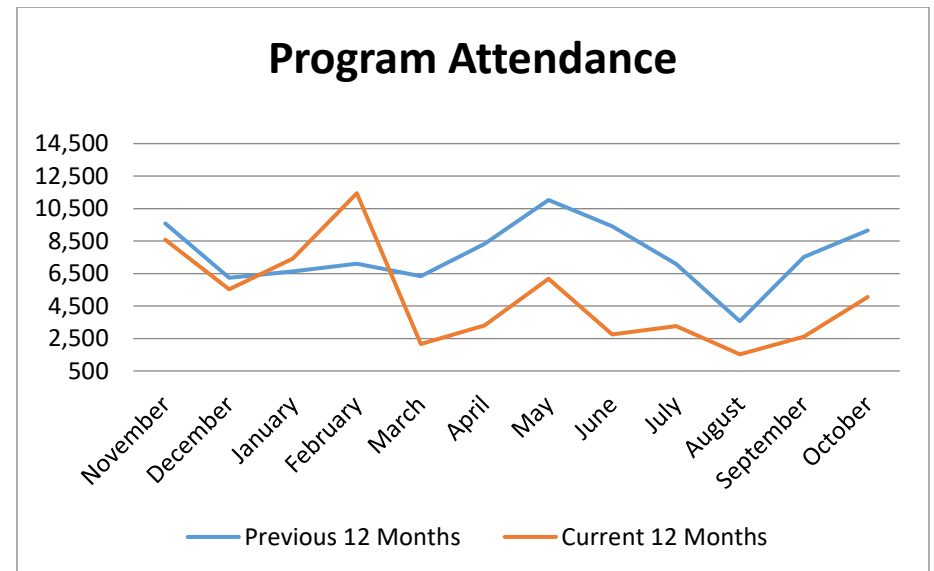
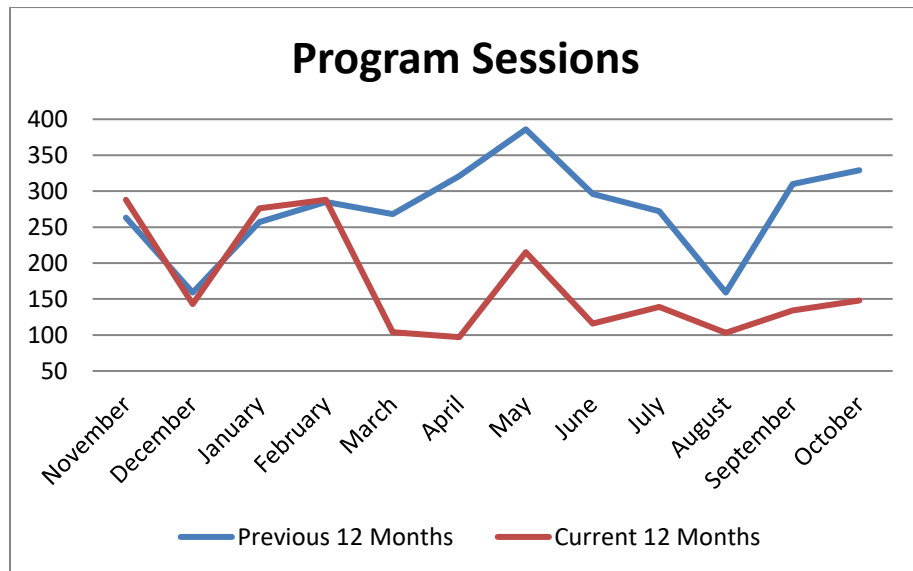


### Downloadables Circulation

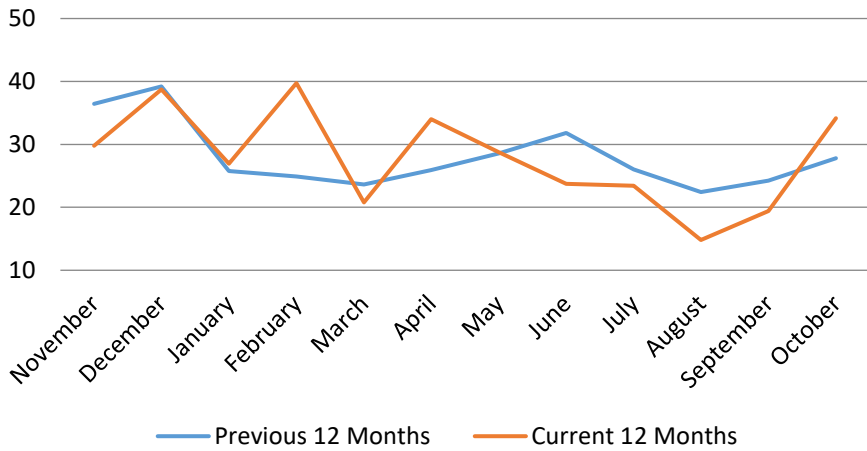


## Notes Relating to Circulation

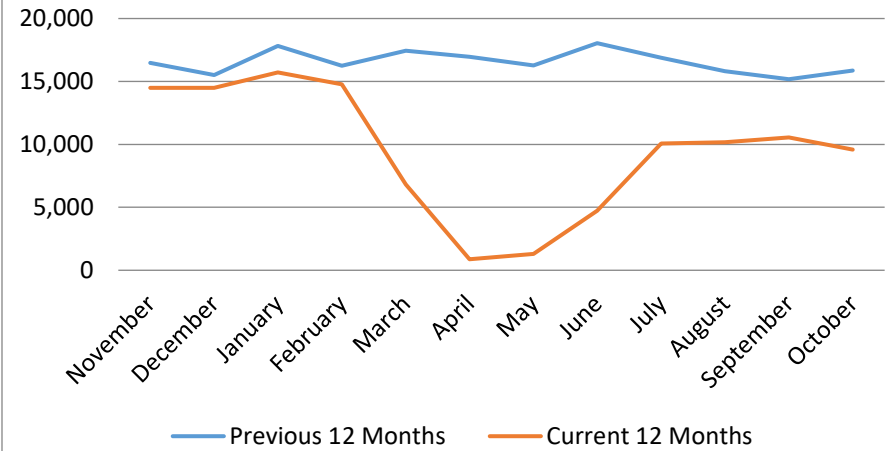
- The library filled 26,634 customer holds, an increase of 17.1% over last October. Of these, 11,978 were new holds requested on available items in-library, an increase of 19.9% for the month.
- 6,677 customers checked out 14,105 materials via Drive-up. This is an increase of 2.9% of customers and 20.1% of materials via this service point over last October.
- This month, 177 residents signed up for library cards via our online registration or in person, a decrease of 57.6% over last October (418) when we offered community-wide outreach. With 63,169 AH residents holding library cards, this represents 83% of our community.
- Collections with higher percentage checked out than pre-closure: New DVDs, DVDs (stacks), New Blu-rays, Blu-rays (stacks), New Fiction, Fiction (stacks), New Mystery, Mystery (stacks), New Science Fiction, Science Fiction (stacks), New Fantasy, Western, New Large Type, Large Type Paperback Romance, Adult Graphic Novels.
- Collections with higher circulations than before the closure: New Fiction (3 year high!), New Mystery, New Fantasy, Western.



### Attendance Per Program



### Reference Questions (Library Wide)



### Website Visits

