

**BOARD OF LIBRARY TRUSTEES**

**TUESDAY, DECEMBER 15, 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 NOVEMBER 17, 2020 (Action Item 1)
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2020 (Item 2)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2020 (Action Item 3)
- VIII. EXECUTIVE DIRECTOR'S REPORT

IX. OLD BUSINESS

- ADOPTION OF POLICY REVISIONS TO HUMAN RESOURCE POLICIES – BEREAVEMENT, HOLIDAYS, PERSONAL LEAVE, SICK LEAVE, VACATION, AND EMPLOYMENT AND BENEFIT CATEGORIES (Action Item 4)

The board will consider adoption of proposed revisions to human resource policies Bereavement, Holidays, Personal Leave, Sick Leave, Vacation, and Employment and Benefit Categories

- REVISIONS TO 2021 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 5)

Staff will present a revised schedule of proposed holiday dates and closings for 2021

- EMPLOYEE ENGAGEMENT SURVEY (Item 6)

Staff will present a summary of employee engagement action plans

X. NEW BUSINESS

XI. OTHER

XII. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) TO CONDUCT EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION

XIII. ITEM(S) FROM CLOSED SESSION FOR ACTION

XIV. 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., December 15, 2020. Comments will be shared during the Public Comment section of the agenda.

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

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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, NOVEMBER 17, 2020.**

11.20.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Tuesday, November 17, 2020, at 7:00 p.m. by President Greg Zyck. The meeting was held virtually and hosted on a live stream on the library's YouTube channel for public viewing, in response to the State of Illinois' Tier 3 COVID-19 resurgence mitigations.

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

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant

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

11.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends are waiting to schedule their 2021 book sale dates and approved funding for the 2021 Dann & Raymond Movie Club in the amount of \$6,300.

Trustee Ruhl joined the meeting at 7:14 p.m.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION UPDATE** – Mr. Driskell reported the Foundation is working on ordering kitchen equipment for the Belmont makerspace project. They have received a donation of kitchen equipment from the recently closed Arlington Cake Box Bakery and a private donation of wooden cabinetry.

11.20.05 Trustee Medal moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 20, 2020 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

11.20.06 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 2, 2020 (Action Item 2)**. Trustee Medal seconded. All were in favor and the minutes were approved as submitted.

11.20.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2020 (Item 3)** – Ms. Ekl reported the library received \$761,578 in real estate revenue in October. To date, the library has received 98% of budgeted property tax revenue. The Foundation reimbursed the library for new lights at the makerspace, totaling \$1,985; and the Friends of the Library submitted a check to the library in the amount of \$14,632; Ms. Ekl thanked them for their continued support. With 83% of the fiscal year lapsed, 73% of the annual operating budget has been expensed, 14% of the capital projects budget, with a combined overall expense of 70%.

11.20.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2020 (Action Item 4)** – Ms. Ekl provided information in response to trustees’ questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF OCTOBER 31, 2020, IN THE AMOUNT OF \$988,750.85.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

11.20.09 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted *Inclusion Awareness Month* with 1500 suncatcher kits distributed and launching closed captioning services for the October *Dann & Raymond* virtual program; the library partnered with the Hebrew Immigrant Aid Society’s (HIAS) Immigration and Citizenship organization to provide citizenship classes; the ESL/Literacy Office is relocating to the former Business Center; Kids’ World hosted the library’s annual *Halloween Fun* program with 160 attendees; in collaboration with the Arlington Heights Park District, the library installed two *StoryWalks* at Lake Arlington; the four-part series *Designing Our Attention* addressed the design of physical and digital spaces; the Arlington Heights Garden Club partnered with the library to present *Biomimicry: Looking to Nature to Solve Today’s Problems*; *One Book, One Village* programming featured *Catching Spies*, *Catching Lies*; *Joe Navarro on the Hidden Art of Deception*, *New Spy*, *Who This? Gadgets and Gizmos of Counterintelligence* and *Cold War Era Delights: Food Trends from 1945-1990*; Senior Center use is the highest since February; Executive Director Mike Driskell, Makerspace Branch Assistant Manager Chris Krueger and Digital Services Manager Jack Bower toured local industrial design company Optimal Design; Arlington Cake Box Bakery donated kitchen equipment for the makerspace; and Trustee Smart sourced a cabinetry donation for the makerspace. Trustee Smart and Director of Finance Donna Ekl presented *Developing Your Library’s Fiscal Plan* at ILA’s 2020 virtual conference; Youth Services staff presented *Book It! Collaborating With Schools to Provide Author Visits* and *How to Interact with Teens When You’re Not a Teen Librarian* at ILA’s 2020 virtual conference; Kids’ World librarian Christina Caputo taught an online course for ALA/ALSC on *Homeschoolers and the Public Library*, was a guest lecturer for Middle Tennessee State University graduate students and contributed to the recently published book, *Homeschooling and Libraries: New Solutions and Strategies*; Programs and Exhibits Specialist Megan Young attended day one of *DECODE 2020: Literacy*,

*Liberation & Civic Life* presented by the *Chicago Literacy Alliance* (CLA); Bilingual Advisor Catalina Shin and bookmobile staff attended the *Association of Bookmobile and Outreach Service* (ABOS) virtual conference; ESL Advisor Allie Gourley participated in three *Proliteracy* webinars; and sixteen staff participated in the three-week course, *Equity in Action: Fostering an Antiracist Library Culture*.

#### 11.20.10 OLD BUSINESS

**- COVID-19 RELATED SERVICE CHANGES (Action Item 5)** – The board reviewed and discussed the library building closing to the public as a response to the State of Illinois’ move to Tier 3 mitigation plans, while continuing to provide many core services in accordance with CDC social distancing and PPE guidelines. Three potential scenarios were outlined and discussed to address non-exempt staff who may be unable to work their budgeted hours.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO CLOSE THE LIBRARY BUILDING TO THE PUBLIC, EFFECTIVE FRIDAY NOVEMBER 20 THROUGH DECEMBER 8.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

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

**- ADOPTION OF FINE-FREE SERVICE MODEL (Action Item 6)** – The board reviewed and discussed the elimination of overdue fine collection effective January 1, 2021.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS A FINE-FREE SERVICE MODEL, ELIMINATING THE COLLECTION OF OVERDUE FINES EFFECTIVE JANUARY 1, 2021.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

**- ADOPTION OF POLICY REVISIONS AFFECTED BY ELIMINATION OF OVERDUE FINE COLLECTION AND IMPLEMENTATION OF AUTO-RENEWAL (Action Item 7)** – The board reviewed and discussed the adoption of policy revisions affected by the elimination of overdue fine collection and implementation of auto-renewal.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 5.002 ISSUANCE OF LIBRARY CARDS AND CONDITIONS OF USE, EFFECTIVE JANUARY 1, 2021.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 5.003 CIRCULATION, EFFECTIVE JANUARY 1, 2021.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO POLICY 5.004 FEES AND CHARGES, EFFECTIVE JANUARY 1, 2021.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

11.20.11 There was no **NEW BUSINESS** to be discussed.

11.20.12 **OTHER**

- **DISCUSSION ITEMS FOR ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS JOINT MEETING – SATURDAY, DECEMBER 5, 9 A.M.** - Mr. Driskell requested the board submit discussion items for the Arlington Heights Park District Board of Commissioners joint meeting scheduled for December 5.

- President Zyck shared a letter from former Trustee Marianthi Thanopoulos.

- President Zyck shared a certified letter sent from Prospect Heights Public Library District notifying the Arlington Heights Memorial Library of a referendum to annex properties without library coverage to be held on December 15. The board will draft a letter of support.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:22 p.m. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

---

Carole Medal, Vice President/Secretary

---

Janet Moravec, Recorder



Village of Arlington Heights  
 REVENUE REPORT  
 92% OF YEAR LAPSED

11/11/20

ACCOUNTING PERIOD 11/2020

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	87,834	.00		966,174	1,035,550.00	107	1,054,012	18,462.00
04 00	Real Estate Tax FICA	53,782	.00		591,602	634,085.55	107	645,390	11,304.45
05 00	Real Estate Tax	1,057,687	.00		11,634,557	12,469,931.55	107	12,692,247	222,315.45
401 **	Real Estate Taxes	1,199,303	.00		13,192,333	14,139,567.10	107	14,391,649	252,081.90
403	Intergovernmental Taxes								
403 **	Intergovernmental Taxes	0	.00		0	.00		0	.00
400 ***	Taxes	1,199,303	.00		13,192,333	14,139,567.10	107	14,391,649	252,081.90
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		55,000	93,876.25	171	60,000	33,876.25-
70 00	Other Grants	41	.00		451	52,000.00	1530	500	51,500.00-
90 00	Contribution Ord. Library	46	.00		506	61,589.46	2172	562	61,027.46-
411 **	Intergovernmental	5,087	.00		55,957	207,465.71	371	61,062	146,403.71-
410 ***	Intergovernmental Revenue	5,087	.00		55,957	207,465.71	371	61,062	146,403.71-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		2,288	221.00	10	2,500	2,279.00
74 00	Copier/Reader Printer Fee	3,834	2,050.91	54	42,174	22,355.41	53	46,009	23,653.59
75 00	Meeting Room Fees	250	.00		2,750	445.00	16	3,000	2,555.00
436 **	Library Fees	4,292	2,050.91	48	47,212	23,021.41	49	51,509	28,487.59
430 ***	Fees	4,292	2,050.91	48	47,212	23,021.41	49	51,509	28,487.59
440	Fines								
442	Library								
20 00	Late Charges	8,329	922.99	11	91,619	30,906.78	34	99,959	69,052.22
25 00	Lost/Damaged Item Charges	1,416	368.52	26	15,576	9,167.27	59	17,000	7,832.73
442 **	Library	9,745	1,291.51	13	107,195	40,074.05	37	116,959	76,884.95
440 ***	Fines	9,745	1,291.51	13	107,195	40,074.05	37	116,959	76,884.95
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	6,699	108.90	2	73,689	36,942.89-	50	80,395	117,337.89
461 **	Simple Interest	6,699	108.90	2	73,689	36,942.89-	50	80,395	117,337.89

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	.00		9,163	716.83	8	10,000	9,283.17
462	Investment Inc	833	.00		9,163	716.83	8	10,000	9,283.17
460	Interest Income	7,532	108.90	1	82,852	36,226.06-	44	90,395	126,621.06
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		45,826	.00		50,000	50,000.00
481	Special Events	4,166	.00		45,826	.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	3,809.12	305	13,750	8,762.34	64	15,000	6,237.66
483	Donations	1,250	3,809.12	305	13,750	8,762.34	64	15,000	6,237.66
489	Other								
90 00	Other Income	416	1,205.19	290	4,576	17,655.80	386	5,000	12,655.80-
94 00	FOL Reimbursements	8,750	.00		96,250	47,371.13	49	105,000	57,628.87
95 00	Foundation Reimbursements	0	.00		0	1,985.00		0	1,985.00-
489	Other	9,166	1,205.19	13	100,826	67,011.93	67	110,000	42,988.07
480	Other	14,582	5,014.31	34	160,402	75,774.27	47	175,000	99,225.73
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	8,465.63	1	13,645,951	14,449,676.48	106	14,886,574	436,897.52

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	5,833	.00		64,163	41,563.77	65	70,000	28,436.23
461	** Simple Interest	5,833	.00		64,163	41,563.77	65	70,000	28,436.23
462	Investment Inc								
10 00	Market Value Adj IMET	0	.00		0	4,796.87		0	4,796.87-
462	** Investment Inc	0	.00		0	4,796.87		0	4,796.87-
460	*** Interest Income	5,833	.00		64,163	46,360.64	72	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	.00		64,163	46,360.64	72	70,000	23,639.36

PREPARED 12/10/2020, 12:07:39  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
92% OF YEAR LAPSED

PAGE 1  
ACCOUNTING PERIOD 11/2020

-----  
REPORT SELECTIONS

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

FUND 291 Memorial Library Fund		DEPT/DIV 6001 Executive Office/Administration										
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	29393	26493.99	90	323323	318908.96	99	.00	352726	33817.04	90
	16 92	Achievement Awards	333	500.00	150	3663	1500.00	41	.00	4000	2500.00	38
	16 **	Library Personal Services	29726	26993.99	91	326986	320408.96	98	.00	356726	36317.04	90
	18	Other Personal Services										
	18 05	Overtime Civilian	83	66.19	80	913	1124.95	123	.00	1000	124.95-	113
	18 **	Other Personal Services	83	66.19	80	913	1124.95	123	.00	1000	124.95-	113
	19	Employee Benefits										
	19 05	Medical Insurance	7765	7765.17	100	85415	78741.68	92	.00	93182	14440.32	85
	19 10	IMRF	3768	3357.20	89	41448	40452.28	98	.00	45217	4764.72	90
	19 11	Social Security	1848	1617.05	88	20328	19511.90	96	.00	22179	2667.10	88
	19 12	Medicare	432	378.16	88	4752	4563.18	96	.00	5187	623.82	88
	19 53	Flexible Spending	134	147.25	110	1474	1924.25	131	.00	1610	314.25-	120
	19 55	Unemployment Compensation	536	.00	0	5896	.00	0	.00	6432	6432.00	0
	19 **	Employee Benefits	14483	13264.83	92	159313	145193.29	91	.00	173807	28613.71	84
	20	Prof Technical Services										
	20 05	Professional Services	875	.00	0	9625	7200.00	75	.00	10500	3300.00	69
	20 08	Consulting Services Libr	166	.00	0	1826	.00	0	.00	2000	2000.00	0
	20 20	Legal Services	1333	2362.50	177	14663	11587.50	79	.00	16000	4412.50	72
	20 40	General Insurance	10641	.00	0	117051	120958.00	103	.00	127700	6742.00	95
	20 **	Prof Technical Services	13015	2362.50	18	143165	139745.50	98	.00	156200	16454.50	90
	21	Property Services										
	21 65	Other Services	250	3044.46	1218	2750	3742.39	136	.00	3000	742.39-	125
	21 **	Property Services	250	3044.46	1218	2750	3742.39	136	.00	3000	742.39-	125
	22	Other Contractual Service										
	22 01	Advertising	50	164.70	329	550	483.30	88	.00	600	116.70	81
	22 02	Dues	556	1097.00	197	6116	4384.00	72	.00	6675	2291.00	66
	22 03	Training	10310	.00	0	113410	46171.47	41	.00	123722	77550.53	37
	22 05	Postage	4245	6003.63	141	46695	27081.83	58	.00	50945	23863.17	53
	22 70	Telephone Services	7214	1176.93	16	79354	61031.11	77	.00	86569	25537.89	71
	22 **	Other Contractual Service	22375	8442.26	38	246125	139151.71	57	.00	268511	129359.29	52
	30	General Supplies										
	30 05	Office Supplies & Equip	738	138.06	19	8118	5572.45	69	.00	8858	3285.55	63
	30 **	General Supplies	738	138.06	19	8118	5572.45	69	.00	8858	3285.55	63
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	208	.00	0	2288	1985.53	87	.00	2500	514.47	79
	31 **	Public Works Supplies	208	.00	0	2288	1985.53	87	.00	2500	514.47	79

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32	02 Program Events	100	.00	0	1100	.00	0	.00	1200	1200.00	0
	32	72 Special Events	70	.00	0	770	.00	0	.00	850	850.00	0
	32	** Library Supplies	170	.00	0	1870	.00	0	.00	2050	2050.00	0
	40	Other Charges										
	40	96 Operating Contingency	416	129.99	31	4576	4149.24	91	.00	5000	850.76	83
	40	** Other Charges	416	129.99	31	4576	4149.24	91	.00	5000	850.76	83
	50	Property										
	50	15 Other Equipment	2233	.00	0	24563	8403.26	34	.00	26800	18396.74	31
	50	** Property	2233	.00	0	24563	8403.26	34	.00	26800	18396.74	31
601	**	** Library	83697	54442.28	65	920667	769477.28	84	.00	1004452	234974.72	77
60	**	** Culture/Recreation	83697	54442.28	65	920667	769477.28	84	.00	1004452	234974.72	77
DIV	6001	TOTAL *****										
		Administration	83697	54442.28	65	920667	769477.28	84	.00	1004452	234974.72	77



FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						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										
		Communications & Mrkting	67375	45838.86	68	741125	626497.02	85	.00	808558	182060.98	78



FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	13996	12936.11	92	153956	156171.29	101	.00	167952	11780.71	93
	16 **	Library Personal Services	13996	12936.11	92	153956	156171.29	101	.00	167952	11780.71	93
	18	Other Personal Services										
	18 05	Overtime Civilian	25	16.02	64	275	62.85	23	.00	300	237.15	21
	18 **	Other Personal Services	25	16.02	64	275	62.85	23	.00	300	237.15	21
	19	Employee Benefits										
	19 05	Medical Insurance	3854	3854.75	100	42394	42402.25	100	.00	46257	3854.75	92
	19 10	IMRF	1772	1652.56	93	19492	19763.39	101	.00	21267	1503.61	93
	19 11	Social Security	869	745.14	86	9559	8944.19	94	.00	10432	1487.81	86
	19 12	Medicare	203	174.27	86	2233	2091.83	94	.00	2440	348.17	86
	19 50	Employee Asst. Program	500	.00	0	5500	5835.84	106	.00	6000	164.16	97
	19 **	Employee Benefits	7198	6426.72	89	79178	79037.50	100	.00	86396	7358.50	92
	21	Property Services										
	21 65	Other Services	825	332.00	40	9075	4659.33	51	.00	9900	5240.67	47
	21 **	Property Services	825	332.00	40	9075	4659.33	51	.00	9900	5240.67	47
	22	Other Contractual Service										
	22 01	Advertising	108	.00	0	1188	95.00	8	.00	1300	1205.00	7
	22 02	Dues	266	.00	0	2926	2989.00	102	.00	3200	211.00	93
	22 03	Training	108	.00	0	1188	561.16	47	.00	1300	738.84	43
	22 55	In Service Training	835	.00	0	9185	7312.19	80	.00	10020	2707.81	73
	22 **	Other Contractual Service	1317	.00	0	14487	10957.35	76	.00	15820	4862.65	69
	32	Library Supplies										
	32 01	Program Supplies	33	.00	0	363	56.82	16	.00	400	343.18	14
	32 **	Library Supplies	33	.00	0	363	56.82	16	.00	400	343.18	14
	40	Other Charges										
	40 62	Tuition Reimbursement	2083	.00	0	22913	19933.60	87	.00	25000	5066.40	80
	40 70	Employee Recognition Prog	1612	3173.48	197	17732	9453.41	53	.00	19350	9896.59	49
	40 **	Other Charges	3695	3173.48	86	40645	29387.01	72	.00	44350	14962.99	66
601	** **	Library	27089	22884.33	85	297979	280332.15	94	.00	325118	44785.85	86
60	** **	Culture/Recreation	27089	22884.33	85	297979	280332.15	94	.00	325118	44785.85	86
DIV	6003	TOTAL ***** Human Resources	27089	22884.33	85	297979	280332.15	94	.00	325118	44785.85	86

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA ELE OBJ ACCOUNT			*****CURRENT*****				*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDT
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	.00	0	4576	5334.50	117	.00	5000	334.50-	107
21	**	Property Services	416	.00	0	4576	5334.50	117	.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	22913	29386.00	128	.00	25000	4386.00-	118
22	**	Other Contractual Service	2083	700.00	34	22913	30134.80	132	.00	25000	5134.80-	121
31		Public Works Supplies										
31	85	Small Tools and Equipment	166	3.88	2	1826	558.99	31	.00	2000	1441.01	28
31	**	Public Works Supplies	166	3.88	2	1826	558.99	31	.00	2000	1441.01	28
32		Library Supplies										
32	01	Program Supplies	208	.00	0	2288	229.77	10	.00	2500	2270.23	9
32	02	Program Events	208	.00	0	2288	2996.58	131	.00	2500	496.58-	120
32	32	Software	41	.00	0	451	.00	0	.00	500	500.00	0
32	72	Special Events	833	.00	0	9163	740.00	8	.00	10000	9260.00	7
32	75	Audio Visual	41	201.84	492	451	201.84	45	.00	500	298.16	40
32	78	Electronic Resources	125	.00	0	1375	.00	0	.00	1500	1500.00	0
32	80	Books	416	3739.22	899	4576	4460.85	98	.00	5000	539.15	89
32	**	Library Supplies	1872	3941.06	211	20592	8629.04	42	.00	22500	13870.96	38
50		Property										
50	15	Other Equipment	5645	4877.72	86	62095	15607.74	25	.00	67750	52142.26	23
50	55	Other Capital Outlay	16	.00	0	176	.00	0	.00	200	200.00	0
50	**	Property	5661	4877.72	86	62271	15607.74	25	.00	67950	52342.26	23
601	**	** Library	10198	9522.66	93	112178	60484.07	54	.00	122450	61965.93	49
60	**	** Culture/Recreation	10198	9522.66	93	112178	60484.07	54	.00	122450	61965.93	49
DIV	6004	TOTAL ***** Paid by Gifts and Grants	10198	9522.66	93	112178	60484.07	54	.00	122450	61965.93	49

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	18845	17447.80	93	207295	207654.23	100	.00	226147	18492.77	92
	16 **	Library Personal Services	18845	17447.80	93	207295	207654.23	100	.00	226147	18492.77	92
	18	Other Personal Services										
	18 05	Overtime Civilian	25	.00	0	275	55.29	20	.00	300	244.71	18
	18 **	Other Personal Services	25	.00	0	275	55.29	20	.00	300	244.71	18
	19	Employee Benefits										
	19 05	Medical Insurance	5506	5506.83	100	60566	60575.13	100	.00	66082	5506.87	92
	19 10	IMRF	2385	2205.40	93	26235	26254.62	100	.00	28623	2368.38	92
	19 11	Social Security	1170	1024.10	88	12870	12237.34	95	.00	14040	1802.66	87
	19 12	Medicare	273	239.49	88	3003	2861.80	95	.00	3283	421.20	87
	19 **	Employee Benefits	9334	8975.82	96	102674	101928.89	99	.00	112028	10099.11	91
	20	Prof Technical Services										
	20 05	Professional Services	475	.00	0	5225	6800.00	130	.00	5700	1100.00-	119
	20 **	Prof Technical Services	475	.00	0	5225	6800.00	130	.00	5700	1100.00-	119
	21	Property Services										
	21 36	Equipment Rental	110	.00	0	1210	1120.14	93	.00	1326	205.86	85
	21 65	Other Services	515	382.08	74	5665	4391.53	78	.00	6189	1797.47	71
	21 **	Property Services	625	382.08	61	6875	5511.67	80	.00	7515	2003.33	73
	22	Other Contractual Service										
	22 02	Dues	68	.00	0	748	673.00	90	.00	825	152.00	82
	22 03	Training	100	.00	0	1100	78.10	7	.00	1200	1121.90	7
	22 25	IT/GIS Service Charge	2196	2158.33	98	24156	23741.63	98	.00	26355	2613.37	90
	22 **	Other Contractual Service	2364	2158.33	91	26004	24492.73	94	.00	28380	3887.27	86
601	**	** Library	31668	28964.03	92	348348	346442.81	100	.00	380070	33627.19	91
60	**	** Culture/Recreation	31668	28964.03	92	348348	346442.81	100	.00	380070	33627.19	91
DIV	6008	TOTAL ***** Finance	31668	28964.03	92	348348	346442.81	100	.00	380070	33627.19	91

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	57927	46902.53	81	637197	580497.10	91	.00	695135	114637.90	84
16	**	Library Personal Services	57927	46902.53	81	637197	580497.10	91	.00	695135	114637.90	84
18		Other Personal Services										
18	05	Overtime Civilian	20	3.15	16	220	133.08	61	.00	250	116.92	53
18	**	Other Personal Services	20	3.15	16	220	133.08	61	.00	250	116.92	53
19		Employee Benefits										
19	05	Medical Insurance	12359	12359.25	100	135949	135951.75	100	.00	148311	12359.25	92
19	10	IMRF	7324	5778.68	79	80564	70717.59	88	.00	87897	17179.41	81
19	11	Social Security	3592	2786.18	78	39512	34651.90	88	.00	43114	8462.10	80
19	12	Medicare	840	651.59	78	9240	8104.06	88	.00	10083	1978.94	80
19	**	Employee Benefits	24115	21575.70	90	265265	249425.30	94	.00	289405	39979.70	86
20		Prof Technical Services										
20	05	Professional Services	585	249.05	43	6435	2668.14	42	.00	7022	4353.86	38
20	08	Consulting Services Libr	378	.00	0	4158	1446.25	35	.00	4545	3098.75	32
20	**	Prof Technical Services	963	249.05	26	10593	4114.39	39	.00	11567	7452.61	36
21		Property Services										
21	02	Equipment Maintenance	13451	1383.55	10	147961	154542.99	104	.00	161423	6880.01	96
21	**	Property Services	13451	1383.55	10	147961	154542.99	104	.00	161423	6880.01	96
22		Other Contractual Service										
22	03	Training	537	.00	0	5907	50.00	1	.00	6450	6400.00	1
22	42	Internet Access	3487	2227.50	64	38357	23867.40	62	.00	41846	17978.60	57
22	**	Other Contractual Service	4024	2227.50	55	44264	23917.40	54	.00	48296	24378.60	50
30		General Supplies										
30	05	Office Supplies & Equip	31	.00	0	341	698.34	205	.00	375	323.34	186
30	30	Data System Supplies	2100	1420.41	68	23100	17235.23	75	.00	25204	7968.77	68
30	32	Software Library	13466	30006.63	223	148126	84678.08	57	.00	161602	76923.92	52
30	33	Documentation Library	8	.00	0	88	.00	0	.00	100	100.00	0
30	**	General Supplies	15605	28586.22	183	171655	102611.65	60	.00	187281	84669.35	55
31		Public Works Supplies										
31	85	Small Tools and Equipment	1296	1344.28	104	14256	11811.13	83	.00	15556	3744.87	76
31	**	Public Works Supplies	1296	1344.28	104	14256	11811.13	83	.00	15556	3744.87	76
32		Library Supplies										
32	05	Processing Supplies	25	.00	0	275	223.97	81	.00	300	76.03	75
32	32	Software	1115	.00	0	12265	8378.93	68	.00	13387	5008.07	63
32	**	Library Supplies	1140	.00	0	12540	8602.90	69	.00	13687	5084.10	63

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	12 Computer Equipment	2845	.00	0	31295	24898.24	80	.00	34140	9241.76	73
	50	** Property	2845	.00	0	31295	24898.24	80	.00	34140	9241.76	73
601	**	** Library	121386	45099.54	37	1335246	1160554.18	87	.00	1456740	296185.82	80
60	**	** Culture/Recreation	121386	45099.54	37	1335246	1160554.18	87	.00	1456740	296185.82	80
DIV	6010	TOTAL ***** Information Technology	121386	45099.54	37	1335246	1160554.18	87	.00	1456740	296185.82	80

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	22342	19699.57	88	245762	241141.45	98	.00	268106	26964.55	90
	16 **	Library Personal Services	22342	19699.57	88	245762	241141.45	98	.00	268106	26964.55	90
	18	Other Personal Services										
	18 05	Overtime Civilian	166	77.22	47	1826	987.42	54	.00	2000	1012.58	49
	18 **	Other Personal Services	166	77.22	47	1826	987.42	54	.00	2000	1012.58	49
	19	Employee Benefits										
	19 05	Medical Insurance	6669	6669.25	100	73359	73361.75	100	.00	80031	6669.25	92
	19 10	IMRF	2845	2309.23	81	31295	27855.60	89	.00	34141	6285.40	82
	19 11	Social Security	1395	1155.62	83	15345	14150.76	92	.00	16747	2596.24	85
	19 12	Medicare	326	270.28	83	3586	3309.61	92	.00	3917	607.39	85
	19 **	Employee Benefits	11235	10404.38	93	123585	118677.72	96	.00	134836	16158.28	88
	22	Other Contractual Service										
	22 03	Training	41	.00	0	451	.00	0	.00	500	500.00	0
	22 **	Other Contractual Service	41	.00	0	451	.00	0	.00	500	500.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	36	.00	0	396	224.93	57	.00	435	210.07	52
	30 **	General Supplies	36	.00	0	396	224.93	57	.00	435	210.07	52
601 ** **		Library	33820	30181.17	89	372020	361031.52	97	.00	405877	44845.48	89
60 ** **		Culture/Recreation	33820	30181.17	89	372020	361031.52	97	.00	405877	44845.48	89
DIV 6015		TOTAL ***** Security	33820	30181.17	89	372020	361031.52	97	.00	405877	44845.48	89



FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	464437	297347.39	64	5108807	4422534.04	87	.00	5573788	1151253.96	79



FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	80096	68029.70	85	881056	843556.58	96	.00	961159	117602.42	88
	16 **	Library Personal Services	80096	68029.70	85	881056	843556.58	96	.00	961159	117602.42	88
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	1826	.00	0	.00	2000	2000.00	0
	18 **	Other Personal Services	166	.00	0	1826	.00	0	.00	2000	2000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10249	10249.75	100	112739	112747.25	100	.00	122997	10249.75	92
	19 10	IMRF	10145	8039.05	79	111595	99911.32	90	.00	121743	21831.68	82
	19 11	Social Security	4976	4094.21	82	54736	50874.83	93	.00	59716	8841.17	85
	19 12	Medicare	1163	957.52	82	12793	11897.86	93	.00	13966	2068.14	85
	19 **	Employee Benefits	26533	23340.53	88	291863	275431.26	94	.00	318422	42990.74	87
	22	Other Contractual Service										
	22 02	Dues	373	488.00	131	4103	3604.00	88	.00	4478	874.00	81
	22 03	Training	331	12.48	4	3641	804.39	22	.00	3979	3174.61	20
	22 18	Contr Programs & Exhibits	1581	70.00	4	17391	8176.16	47	.00	18980	10803.84	43
	22 **	Other Contractual Service	2285	570.48	25	25135	12584.55	50	.00	27437	14852.45	46
	30	General Supplies										
	30 05	Office Supplies & Equip	203	2.79	1	2233	913.66	41	.00	2438	1524.34	38
	30 **	General Supplies	203	2.79	1	2233	913.66	41	.00	2438	1524.34	38
	32	Library Supplies										
	32 01	Program Supplies	912	216.20	24	10032	3605.25	36	.00	10948	7342.75	33
	32 02	Program Events	3245	548.74	17	35695	9042.86	25	.00	38950	29907.14	23
	32 90	Circulation Supplies	373	462.36	124	4103	1219.50	30	.00	4477	3257.50	27
	32 **	Library Supplies	4530	1227.30	27	49830	13867.61	28	.00	54375	40507.39	26
601	** **	Library	113813	93170.80	82	1251943	1146353.66	92	.00	1365831	219477.34	84
60	** **	Culture/Recreation	113813	93170.80	82	1251943	1146353.66	92	.00	1365831	219477.34	84
DIV	6401	TOTAL ***** Youth Services	113813	93170.80	82	1251943	1146353.66	92	.00	1365831	219477.34	84

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

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16	85 Salaries	92374	76009.72	82	1016114	949122.51	93	.00	1108499	159376.49	86
	16	** Library Personal Services	92374	76009.72	82	1016114	949122.51	93	.00	1108499	159376.49	86
	18	Other Personal Services										
	18	05 Overtime Civilian	83	44.94	54	913	445.92	49	.00	1000	554.08	45
	18	** Other Personal Services	83	44.94	54	913	445.92	49	.00	1000	554.08	45
	19	Employee Benefits										
	19	05 Medical Insurance	12778	12778.92	100	140558	140568.12	100	.00	153347	12778.88	92
	19	10 IMRF	11686	8578.34	73	128546	104944.26	82	.00	140241	35296.74	75
	19	11 Social Security	5732	4565.86	80	63052	57235.26	91	.00	68789	11553.74	83
	19	12 Medicare	1340	1067.81	80	14740	13385.37	91	.00	16088	2702.63	83
	19	** Employee Benefits	31536	26990.93	86	346896	316133.01	91	.00	378465	62331.99	84
	22	Other Contractual Service										
	22	02 Dues	208	292.00	140	2288	1984.00	87	.00	2500	516.00	79
	22	03 Training	275	.00	0	3025	942.47	31	.00	3300	2357.53	29
	22	18 Contr Programs & Exhibits	480	60.00	13	5280	1050.00	20	.00	5760	4710.00	18
	22	** Other Contractual Service	963	352.00	37	10593	3976.47	38	.00	11560	7583.53	34
	30	General Supplies										
	30	05 Office Supplies & Equip	157	230.19	147	1727	1074.28	62	.00	1888	813.72	57
	30	** General Supplies	157	230.19	147	1727	1074.28	62	.00	1888	813.72	57
	32	Library Supplies										
	32	01 Program Supplies	162	114.00	70	1782	543.34	31	.00	1950	1406.66	28
	32	90 Circulation Supplies	174	16.94	10	1914	600.66	31	.00	2095	1494.34	29
	32	** Library Supplies	336	130.94	39	3696	1144.00	31	.00	4045	2901.00	28
601	**	** Library	125449	103758.72	83	1379939	1271896.19	92	.00	1505457	233560.81	85
60	**	** Culture/Recreation	125449	103758.72	83	1379939	1271896.19	92	.00	1505457	233560.81	85
DIV	6410	TOTAL ***** Info Services	125449	103758.72	83	1379939	1271896.19	92	.00	1505457	233560.81	85

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	118818	92778.58	78	1306998	1172635.81	90	.00	1425818	253182.19	82
	16 **	Library Personal Services	118818	92778.58	78	1306998	1172635.81	90	.00	1425818	253182.19	82
	18	Other Personal Services										
	18 05	Overtime Civilian	83	17.75	21	913	93.39	10	.00	1000	906.61	9
	18 **	Other Personal Services	83	17.75	21	913	93.39	10	.00	1000	906.61	9
	19	Employee Benefits										
	19 05	Medical Insurance	10071	10071.08	100	110781	110781.88	100	.00	120853	10071.12	92
	19 10	IMRF	15029	9543.00	64	165319	118929.90	72	.00	180350	61420.10	66
	19 11	Social Security	7371	5676.11	77	81081	71582.67	88	.00	88462	16879.33	81
	19 12	Medicare	1724	1327.44	77	18964	16740.77	88	.00	20689	3948.23	81
	19 **	Employee Benefits	34195	26617.63	78	376145	318035.22	85	.00	410354	92318.78	78
	21	Property Services										
	21 65	Other Services	292	.00	0	3212	415.94	13	.00	3513	3097.06	12
	21 **	Property Services	292	.00	0	3212	415.94	13	.00	3513	3097.06	12
	22	Other Contractual Service										
	22 02	Dues	122	40.00	33	1342	333.00	25	.00	1465	1132.00	23
	22 03	Training	231	99.00	43	2541	1133.96	45	.00	2773	1639.04	41
	22 **	Other Contractual Service	353	139.00	39	3883	1466.96	38	.00	4238	2771.04	35
	30	General Supplies										
	30 05	Office Supplies & Equip	169	350.38	207	1859	1568.95	84	.00	2033	464.05	77
	30 **	General Supplies	169	350.38	207	1859	1568.95	84	.00	2033	464.05	77
	32	Library Supplies										
	32 01	Program Supplies	83	.00	0	913	634.40	70	.00	1000	365.60	63
	32 90	Circulation Supplies	714	38.89	5	7854	5405.49	69	.00	8574	3168.51	63
	32 **	Library Supplies	797	38.89	5	8767	6039.89	69	.00	9574	3534.11	63
601	** **	Library	154707	119942.23	78	1701777	1500256.16	88	.00	1856530	356273.84	81
60	** **	Culture/Recreation	154707	119942.23	78	1701777	1500256.16	88	.00	1856530	356273.84	81
DIV	6420	TOTAL ***** Customer Services	154707	119942.23	78	1701777	1500256.16	88	.00	1856530	356273.84	81

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19045	17001.42	89	209495	202895.31	97	.00	228551	25655.69	89
	16 **	Library Personal Services	19045	17001.42	89	209495	202895.31	97	.00	228551	25655.69	89
	19	Employee Benefits										
	19 05	Medical Insurance	973	973.42	100	10703	10707.62	100	.00	11681	973.38	92
	19 10	IMRF	2362	2020.82	86	25982	24166.66	93	.00	28344	4177.34	85
	19 11	Social Security	1180	1010.09	86	12980	12084.14	93	.00	14170	2085.86	85
	19 12	Medicare	276	236.24	86	3036	2826.21	93	.00	3314	487.79	85
	19 **	Employee Benefits	4791	4240.57	89	52701	49784.63	95	.00	57509	7724.37	87
	22	Other Contractual Service										
	22 02	Dues	43	.00	0	473	45.00	10	.00	518	473.00	9
	22 03	Training	102	.00	0	1122	165.46	15	.00	1230	1064.54	14
	22 18	Contr Programs & Exhibits	799	708.75	89	8789	6423.75	73	.00	9590	3166.25	67
	22 **	Other Contractual Service	944	708.75	75	10384	6634.21	64	.00	11338	4703.79	59
	30	General Supplies										
	30 05	Office Supplies & Equip	41	23.13	56	451	401.12	89	.00	500	98.88	80
	30 **	General Supplies	41	23.13	56	451	401.12	89	.00	500	98.88	80
	32	Library Supplies										
	32 01	Program Supplies	151	.00	0	1661	1797.20	108	.00	1820	22.80	99
	32 02	Program Events	50	36.20	72	550	521.48	95	.00	600	78.52	87
	32 90	Circulation Supplies	87	.00	0	957	814.65	85	.00	1050	235.35	78
	32 **	Library Supplies	288	36.20	13	3168	3133.33	99	.00	3470	336.67	90
601 ** **		Library	25109	22010.07	88	276199	262848.60	95	.00	301368	38519.40	87
60 ** **		Culture/Recreation	25109	22010.07	88	276199	262848.60	95	.00	301368	38519.40	87
DIV 6430		TOTAL *****										
		Accessible Services	25109	22010.07	88	276199	262848.60	95	.00	301368	38519.40	87

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	22074	15269.56	69	242814	210251.18	87	.00	264889	54637.82	79
	16 **	Library Personal Services	22074	15269.56	69	242814	210251.18	87	.00	264889	54637.82	79
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	176	336.37	191	.00	200	136.37-	168
	18 **	Other Personal Services	16	.00	0	176	336.37	191	.00	200	136.37-	168
	19	Employee Benefits										
	19 05	Medical Insurance	4984	4984.08	100	54824	54824.88	100	.00	59809	4984.12	92
	19 10	IMRF	2792	1930.05	69	30712	26633.48	87	.00	33507	6873.52	80
	19 11	Social Security	1369	892.72	65	15059	12381.75	82	.00	16435	4053.25	75
	19 12	Medicare	320	208.79	65	3520	2895.74	82	.00	3844	948.26	75
	19 **	Employee Benefits	9465	8015.64	85	104115	96735.85	93	.00	113595	16859.15	85
	22	Other Contractual Service										
	22 02	Dues	112	.00	0	1232	593.00	48	.00	1353	760.00	44
	22 03	Training	117	5.50	5	1287	276.18	22	.00	1414	1137.82	20
	22 18	Contr Programs & Exhibits	11256	1937.50	17	123816	38471.62	31	.00	135077	96605.38	29
	22 **	Other Contractual Service	11485	1943.00	17	126335	39340.80	31	.00	137844	98503.20	29
	32	Library Supplies										
	32 01	Program Supplies	0	.00	0	0	40.88	0	.00	0	40.88-	0
	32 02	Program Events	1671	952.40	57	18381	11635.54	63	.00	20058	8422.46	58
	32 **	Library Supplies	1671	952.40	57	18381	11676.42	64	.00	20058	8381.58	58
601 ** **		Library	44711	26180.60	59	491821	358340.62	73	.00	536586	178245.38	67
60 ** **		Culture/Recreation	44711	26180.60	59	491821	358340.62	73	.00	536586	178245.38	67
DIV 6440		TOTAL ***** Programs and Exhibits	44711	26180.60	59	491821	358340.62	73	.00	536586	178245.38	67







PREPARED 12/10/2020, 12:07:39  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 92% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	237746	166759.74	70	2615206	2379623.79	91	.00	2853045	473421.21	83

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	34525	6425.52	19	379775	64006.55	17	.00	414303	350296.45	15
	16 **	Library Personal Services	34525	6425.52	19	379775	64006.55	17	.00	414303	350296.45	15
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	176	.00	0	.00	200	200.00	0
	18 **	Other Personal Services	16	.00	0	176	.00	0	.00	200	200.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	2803	3378.33	121	30833	37161.63	121	.00	33638	3523.63-	111
	19 10	IMRF	4366	812.19	19	48026	8098.20	17	.00	52393	44294.80	16
	19 11	Social Security	2141	394.29	18	23551	3936.46	17	.00	25699	21762.54	15
	19 12	Medicare	500	92.22	18	5500	920.66	17	.00	6010	5089.34	15
	19 **	Employee Benefits	9810	4677.03	48	107910	50116.95	46	.00	117740	67623.05	43
	20	Prof Technical Services										
	20 05	Professional Services	2041	.00	0	22451	1250.00	6	.00	24500	23250.00	5
	20 20	Legal Services	416	.00	0	4576	.00	0	.00	5000	5000.00	0
	20 40	General Insurance	18	.00	0	198	390.00	197	.00	216	174.00-	181
	20 **	Prof Technical Services	2475	.00	0	27225	1640.00	6	.00	29716	28076.00	6
	21	Property Services										
	21 02	Equipment Maintenance	581	1545.00	266	6391	3326.38	52	.00	6980	3653.62	48
	21 11	Building Maintenance	2238	530.00-	24-	24618	5435.50	22	.00	26866	21430.50	20
	21 36	Equipment Rental	416	.00	0	4576	.00	0	.00	5000	5000.00	0
	21 60	Water and Sewer Service	100	55.18	55	1100	271.33	25	.00	1200	928.67	23
	21 65	Other Services	2	.00	0	22	1106.00	5027	.00	30	1076.00-	3687
	21 **	Property Services	3337	1070.18	32	36707	10139.21	28	.00	40076	29936.79	25
	22	Other Contractual Service										
	22 02	Dues	131	.00	0	1441	.00	0	.00	1575	1575.00	0
	22 03	Training	83	.00	0	913	.00	0	.00	1000	1000.00	0
	22 42	Internet Access	125	.00	0	1375	.00	0	.00	1500	1500.00	0
	22 **	Other Contractual Service	339	.00	0	3729	.00	0	.00	4075	4075.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	166	.00	0	1826	.00	0	.00	2000	2000.00	0
	30 07	Supplies Reimb by Patrons	625	4797.11	768	6875	4797.11	70	.00	7500	2702.89	64
	30 51	Heating Fuel	3345	.00	0	36795	.00	0	.00	40140	40140.00	0
	30 **	General Supplies	4136	4797.11	116	45496	4797.11	11	.00	49640	44842.89	10
	31	Public Works Supplies										
	31 45	Janitorial Supplies	616	.00	0	6776	.00	0	.00	7400	7400.00	0
	31 85	Small Tools and Equipment	1791	356.98	20	19701	2969.19	15	.00	21500	18530.81	14
	31 **	Public Works Supplies	2407	356.98	15	26477	2969.19	11	.00	28900	25930.81	10

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	4541	.00	0	49951	.00	0	.00	54500	54500.00	0
	50 **	Property	4541	.00	0	49951	.00	0	.00	54500	54500.00	0
601 ** **		Library	61586	17326.82	28	677446	133669.01	20	.00	739150	605480.99	18
60 ** **		Culture/Recreation	61586	17326.82	28	677446	133669.01	20	.00	739150	605480.99	18
DIV 6480		TOTAL *****										
		Belmont Makerspace	61586	17326.82	28	677446	133669.01	20	.00	739150	605480.99	18
DEPT 64		TOTAL *****										
		User Services	850649	603238.80	71	9357139	8039481.58	86	.00	10208366	2168884.42	79
FUND 291		TOTAL *****										
		Memorial Library Fund	1315086	900586.19	69	14465946	12462015.62	86	.00	15782154	3320138.38	79
GRAND		TOTAL *****	1315086	900586.19	69	14465946	12462015.62	86	.00	15782154	3320138.38	79

PREPARED 12/10/2020, 12:07:48  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
92% OF YEAR LAPSED

PAGE 1  
ACCOUNTING PERIOD 11/2020

-----  
REPORT SELECTIONS

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

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	6666	.00	0	73326	.00	0	.00	80000	80000.00	0
	50	** Property	6666	.00	0	73326	.00	0	.00	80000	80000.00	0
601	**	** Library	6666	.00	0	73326	.00	0	.00	80000	80000.00	0
60	**	** Culture/Recreation	6666	.00	0	73326	.00	0	.00	80000	80000.00	0
DIV	6001	TOTAL ***** Administration	6666	.00	0	73326	.00	0	.00	80000	80000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	4166	.00	0	45826	18731.00	41	.00	50000	31269.00	38
	50	** Property	4166	.00	0	45826	18731.00	41	.00	50000	31269.00	38
601	**	** Library	4166	.00	0	45826	18731.00	41	.00	50000	31269.00	38
60	**	** Culture/Recreation	4166	.00	0	45826	18731.00	41	.00	50000	31269.00	38
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	4166	.00	0	45826	18731.00	41	.00	50000	31269.00	38

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	1000	.00	0	11000	10000.00	91	.00	12000	2000.00	83
	50	** Property	1000	.00	0	11000	10000.00	91	.00	12000	2000.00	83
601	**	** Library	1000	.00	0	11000	10000.00	91	.00	12000	2000.00	83
60	**	** Culture/Recreation	1000	.00	0	11000	10000.00	91	.00	12000	2000.00	83
DIV	6010	TOTAL *****										
		Information Technology	1000	.00	0	11000	10000.00	91	.00	12000	2000.00	83

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	2250	.00	0	24750	9499.00	38	.00	27000	17501.00	35
	50 55	Other Capital Outlay	1250	.00	0	13750	.00	0	.00	15000	15000.00	0
	50 **	Property	3500	.00	0	38500	9499.00	25	.00	42000	32501.00	23
601 ** **		Library	3500	.00	0	38500	9499.00	25	.00	42000	32501.00	23
60 ** **		Culture/Recreation	3500	.00	0	38500	9499.00	25	.00	42000	32501.00	23
DIV 6020		TOTAL *****										
		Facilities	3500	.00	0	38500	9499.00	25	.00	42000	32501.00	23
DEPT 60		TOTAL *****										
		Executive Office	15332	.00	0	168652	38230.00	23	.00	184000	145770.00	21



FUND 491 Capital Projects-Library			DEPT/DIV 6480 User Services/Belmont Makerspace									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	12 Computer Equipment	3750	3922.82	105	41250	3922.82	10	.00	45000	41077.18	9
	50	55 Other Capital Outlay	59500	7623.25	13	654500	104055.97	16	.00	714000	609944.03	15
	50	** Property	63250	11546.07	18	695750	107978.79	16	.00	759000	651021.21	14
601	**	** Library	63250	11546.07	18	695750	107978.79	16	.00	759000	651021.21	14
60	**	** Culture/Recreation	63250	11546.07	18	695750	107978.79	16	.00	759000	651021.21	14
DIV	6480	TOTAL *****										
		Belmont Makerspace	63250	11546.07	18	695750	107978.79	16	.00	759000	651021.21	14
DEPT	64	TOTAL *****										
		User Services	63250	11546.07	18	695750	107978.79	16	.00	759000	651021.21	14
FUND	491	TOTAL *****										
		Capital Projects-Library	78582	11546.07	15	864402	146208.79	17	.00	943000	796791.21	16
GRAND		TOTAL *****	78582	11546.07	15	864402	146208.79	17	.00	943000	796791.21	16

December 15, 2020

(Action Item 3)

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

<b>Fund Number</b>	<b>Fund Name</b>	<b>Fund Total</b>
291	General Fund - Library	<b>\$253,923.97</b>
491	Capital Projects Fund - Library	<b>\$11,546.07</b>
<b>Total Disbursements</b>		<b><u>\$265,470.04</u></b>
<b>Payrolls Paid</b>		
11/6/2020		<b>\$279,279.37</b>
11/20/2020		<b>\$277,887.92</b>
		<b><u>\$557,167.29</u></b>
<b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
11/30/2020	Group Insurance	<b>\$108,928.33</b>
11/30/2020	IMRF	<b>\$66,355.36</b>
11/30/2020	Social Security	<b>\$33,727.15</b>
11/30/2020	Medicare	<b>\$7,887.72</b>
		<b><u>\$216,898.56</u></b>
<b>Total Disbursed</b>		<b><u><u>\$1,039,535.89</u></u></b>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81062	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	CORPORATE CASHBACK	105.39-	105.39-
81078	CFRA	291-0000-140.05-00	PREPAID CFRA ELECTR RESOU	5,454.17	5,454.17
81079	CHAVEZ, MONICA G.	291-0000-140.05-00	ZERO-WASTE MINDSET, 1/14	250.00	250.00
81082	CURTIN, DENIS	291-0000-140.05-00	RESUMES ONLINE, 1/13	200.00	200.00
81084	EBSCO INFORMATION SERVICES	291-0000-140.05-00	PREPAID EBSCO NOVELIST	1,224.00	1,224.00
81097	GREY HOUSE PUBLISHING	291-0000-140.05-00	PREPAID GREY HOUSE FINANC	5,065.00	5,065.00
81098	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED NOVEMBER FSA DEP NOVEMBER	3,187.20 769.24	3,956.44
81108	INNOVATIVE INTERFACES INC	291-0000-140.05-00	PREPAID INNOVATIVE SIERRA	100,743.79	100,743.79
81109	JIM GIBBONS HISTORIC.PRESENTATIONS	291-0000-140.05-00	THE 1918 PANDEMIC, 1/17	275.00	275.00
81111	KNABB, JACOB S	291-0000-140.05-00	WRITER'S INK, 1/13	150.00	150.00
81112	KNOWBE4 INC	291-0000-140.05-00 291-0000-140.05-00 291-0000-140.05-00 291-0000-140.05-00	PREPAID KNOWBE4 SOFTWARE PREPAID KNOWBE4 SOFTWARE PREPAID KNOWBE4 SOFTWARE PREPAID KNOWBE4 SOFTWARE	1,861.87 2,234.23 2,234.23 372.37	6,702.70
81122	NICHE ACADEMY	291-0000-140.05-00	PREPAID NICHE ACADEMY ELE	1,530.00	1,530.00
81129	PROQUEST LLC	291-0000-140.05-00	PREPAID PROQUEST NEWSPAPE	6,057.86	6,057.86
81131	RECORD INFORMATION SERVICES INC	291-0000-140.05-00	PREPAID RECORD INFO SERVS	1,475.00	1,475.00
***** DIVISION TOTAL ****					132,978.57
***** DEPARTMENT TOTAL **					132,978.57
DEPARTMENT: 60	Executive Office	DIVISION: 01			
81053	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES - ZYCK G	199.00	
		291-6001-601.22-02	ALA DUES - RUHL A	199.00	
		291-6001-601.22-02	ALA DUES - TANGNEY C	199.00	
		291-6001-601.22-02	ALA DUES - AHML	500.00	1,097.00
81057	AMAZON.COM CREDIT	291-6001-601.30-05	OFFICE SUPPLIES	25.58	
		291-6001-601.30-05	OFFICE SUPPLIES	28.59	
		291-6001-601.30-05	OFFICE SUPPLIES	42.79	96.96
81062	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.21-65	CASHBACK PROG ANNUAL FEE	90.00	
		291-6001-601.21-65	ANNUAL MEMBERSHIP FEE	75.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.21-65	CASHBACK PROG ANNUAL FEE	90.00	
		291-6001-601.21-65	ANNUAL MEMBERSHIP FEE	75.00	
		291-6001-601.22-70	EMERGENCY TEXTING SERVICE	4.95	
		291-6001-601.22-70	EMERGENCY TEXTING SERVICE	74.99	
		291-6001-601.22-70	EMERGENCY TEXTING SERVICE	5.99	
		291-6001-601.22-70	EMERGENCY TEXTING SERVICE	14.00	
		291-6001-601.21-65	CASHBACK PROG ANNUAL FEE	90.00	
		291-6001-601.21-65	ANNUAL MEMBERSHIP FEE	75.00	
		291-6001-601.21-65	CHECKS FOR FINANCE	59.46	
		291-6001-601.21-65	ANNUAL MEMBERSHIP FEE	75.00	
		291-6001-601.40-96	CLEAR WINDOW MASKS	129.99	
		291-6001-601.21-65	CASHBACK PROG ANNUAL FEE	90.00	
		291-6001-601.21-65	ANNUAL MEMBERSHIP FEE	75.00	1,024.38
81088	FEDEX	291-6001-601.22-05	POSTAGE	103.63	103.63
81089	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING RENTAL 4TH QTR'20	750.00	
		291-6001-601.21-65	PARKING RENTAL 3RD QTR'20	750.00	
		291-6001-601.21-65	PARKING RENTAL 2ND QTR'20	750.00	2,250.00
81098	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES NOVEMBER	147.25	147.25
81125	PADDOCK PUBLICATIONS INC	291-6001-601.22-01	PO4553983 ADVERTISING	164.70	164.70
81126	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SERVS 7/1-9/30/20	2,362.50	2,362.50
81128	POSTMASTER	291-6001-601.22-05	PERMIT #591 POSTAGE F/LIB	2,900.00	2,900.00
81137	SKOKIE PUBLIC LIBRARY	491-6001-601.50-15	PLASTIC STACKABLE CHAIRS	160.00	160.00
81141	STAPLES	291-6001-601.30-05	OFFICE SUPPLIES	41.10	41.10
81146	US POSTAL SERVICE-NEOPOST POSTAGE	291-6001-601.22-05	ACC7900044080283512 POSTA	3,000.00	3,000.00
81147	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 10/26-11/25	354.09	354.09
81151	WOW BUSINESS	291-6001-601.22-70	TELEPHONE 11/13-12/12	722.91	722.91

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *Communications and Marketing* 14,424.52

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
291-6002-601.22-10	FOUNDATION BUSINESS CARDS	84.39	
291-6002-601.30-05	MAGNET HOOKS	248.98	333.37
291-6002-601.30-05	FRAMED RESOLUTION	185.45	185.45
291-6002-601.22-10	VOLUNTEER HOLIDAY CARDS	289.36	289.36
291-6002-601.21-65	PERMIT #591 USPS MARKETIN	240.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					240.00
81134	SCHLESINGER MACHINERY INC	291-6002-601.21-02	CUTTER BLADE SHARPENING	440.00	440.00
81136	SIGNS BY TOMORROW	291-6002-601.22-10	OUTDOOR CLOSING SIGNS	361.50	
		291-6002-601.22-10	SHELF TALKERS	167.40	
		291-6002-601.22-10	OUTDOOR SIGNS	358.60	887.50
81149	WAREHOUSE DIRECT	291-6002-601.32-01	PROGRAM SUPPLIES	164.01	164.01
***** DIVISION TOTAL ****					2,539.69

*Human Resources*

DEPARTMENT:	EXECUTIVE OFFICE	DIVISION:			
60	Executive Office	03			
81051	ACCURATE EMPLOYMENT SCREENING LLC	291-6003-601.21-65	EMPL & VOL SCREENING	180.00	180.00
81054	ALBERTSONS COMPANIES	291-6003-601.21-65	2020 FLU SHOT CLINIC/VAUC	152.00	152.00
81057	AMAZON.COM CREDIT	291-6003-601.40-70	THANK YOU CARD/VOLUNTEERS	15.96	
		291-6003-601.40-70	DSSC PRIZE	9.99	
		291-6003-601.40-70	DSSC THANK YOU GIFT	37.98	63.93
81062	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	VOLUNTEER COOKIES-BALANCE	256.25	
		291-6003-601.40-70	VOLUNTEER GIFT CARDS	1,083.00	
		291-6003-601.40-70	VOLUNTEER COOKIES-DEPOSIT	500.00	1,839.25
81077	CERTIF-A-GIFT COMPANY	291-6003-601.40-70	VOLUNTEER SERVS GIFT REDE	168.00	
		291-6003-601.40-70	VOLUNTEER SERVS GIFT REDE	214.70	382.70
81120	NAUGHTON, ANDRES K.	291-6003-601.40-70	DSSC EVENT GINGERBREAD HO	399.60	399.60
***** DIVISION TOTAL ****					3,017.48

*Gifts and Grants*

DEPARTMENT:	EXECUTIVE OFFICE	DIVISION:			
60	Executive Office	04			
81057	AMAZON.COM CREDIT	291-6004-601.32-75	AV MATERIALS - M. ROBBINS	101.94	
		291-6004-601.32-80	BOOKS	19.95	
		291-6004-601.32-80	BOOKS	10.89	
		291-6004-601.32-80	BOOKS	16.95	
		291-6004-601.32-80	BOOKS	26.52	
		291-6004-601.32-80	BOOKS	44.92	
		291-6004-601.32-80	BOOKS	40.55	
		291-6004-601.32-80	BOOKS	54.84	
		291-6004-601.32-80	BOOKS	24.89	
		291-6004-601.32-80	BOOKS	69.45	
		291-6004-601.32-80	BOOKS	46.89	
		291-6004-601.32-80	BOOKS	11.55	
		291-6004-601.32-80	BOOKS	10.22	
		291-6004-601.32-80	BOOKS	17.95	
		291-6004-601.50-15	MAKERSPACE EQUIPMENT	28.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6004-601.50-15	MAKERSPACE EQUIPMENT	183.56	
		291-6004-601.50-15	MAKERSPACE EQUIPMENT	358.90	
		291-6004-601.50-15	MAKERSPACE EQUIPMENT	30.99	
		291-6004-601.32-80	BOOKS	20.95	
		291-6004-601.32-80	BOOKS	11.96	
		291-6004-601.32-80	BOOKS	16.78	
		291-6004-601.32-80	BOOKS	18.95	
		291-6004-601.32-80	BOOKS	27.94	
		291-6004-601.32-80	BOOKS	15.95	1,212.48
81060	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.31-85	BUTTERFLY GARDEN SUPPLIES	3.88	3.88
81062	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.50-15	HAND TOOLS / MAKERSPACE	8.72	
		291-6004-601.50-15	HAND TOOLS / MAKERSPACE	61.05	
		291-6004-601.50-15	HAND TOOLS / MAKERSPACE	514.00	
		291-6004-601.50-15	HAND TOOLS / MAKERSPACE	203.55	
		291-6004-601.50-15	SCREEN PRINTING KIT/MKRSP	1,720.00	
		291-6004-601.50-15	QUILTING PRESS-TAX REFUND	49.44-	
		291-6004-601.50-15	QUILTING PRESS/MAKERSPACE	840.40	
		291-6004-601.50-15	WORKBENCH FOR MAKERSPACE	977.00	4,275.28
81066	BAKER & TAYLOR	291-6004-601.32-80	BOOKS	161.74	
		291-6004-601.32-80	BOOKS	98.85	
		291-6004-601.32-80	BOOKS	20.05	
		291-6004-601.32-80	BOOKS	10.21	290.85
81069	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB, 12/17	350.00	350.00
81093	GALE/CENGAGE LEARNING	291-6004-601.32-80	BOOKS	25.58	
		291-6004-601.32-80	BOOKS	2,009.21	2,034.79
81095	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB, 12/17	350.00	350.00
81107	INGRAM LIBRARY SERVICES	291-6004-601.32-80	BOOKS	391.41	
		291-6004-601.32-80	BOOKS	16.76	
		291-6004-601.32-80	BOOKS	223.75	
		291-6004-601.32-80	BOOKS	29.41	
		291-6004-601.32-80	BOOKS	9.58	
		291-6004-601.32-80	BOOKS	89.00	
		291-6004-601.32-80	BOOKS	59.75	819.66
81143	TEACHING COMPANY	291-6004-601.32-75	AV MTLs	99.90	99.90
***** DIVISION TOTAL ****					9,436.84

*Information Technology*

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.31-85	IPAD CASES FOR NEW IPADS	26.40	
		291-6010-601.31-85	IPAD CASES REFUND	158.40-	
		291-6010-601.31-85	WEBCAM	19.99	
		291-6010-601.31-85	WEBCAMS/HEADSETS	399.80	803.09
81062	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ZOOM SUBSCRIPTION	429.90	
		291-6010-601.20-05	DOMAIN RENEWAL-LINKINN	194.95	
		291-6010-601.20-05	PAYFLOW PRO SUBSCRIPTION	54.10	
		291-6010-601.22-42	PUBLIC INTERNET SERVICE	343.35	
		291-6010-601.30-32	YOUTUBE PREMIUM SUBSCRIPT	11.99	
		291-6010-601.30-32	OFFICE 365 PHONE NUMBER	1.50	
		291-6010-601.30-32	VOLUNTEER SOFTWARE SUBSCR	165.00	
		291-6010-601.30-32	KINDLE UNLIMITED SUBSCRIP	9.99	
		291-6010-601.30-32	PARALLELS LICENSE RENEWAL	55.11	
		291-6010-601.30-32	TRELLO SUBSCRIPTION	35.00	
		291-6010-601.30-32	AMAZON FREETIME SUBSCRIPT	4.99	
		291-6010-601.30-32	GOOGLE MANAGER SUBSCRIPT	35.91	
		291-6010-601.30-32	SPOTIFY SUBSCRIPTION	14.99	
		291-6010-601.30-32	AMAZON MUSIC SUBSCRIPTION	9.99	
		291-6010-601.30-32	RIDDLE.COM SUBSCRIPTION	49.00	
		291-6010-601.31-85	MICROPHONES FOR STAFF USE	239.90	1,655.67
81063	AT&T MOBILITY	291-6010-601.22-42	INTERNET ACCESS 9/28-	138.69	138.69
81064	B & H PHOTO VIDEO	291-6010-601.30-30	EPSON ROLL PAPER	399.96	399.96
81080	COMCAST	291-6010-601.22-42	BUSINESS CABLE DECEMBER	21.02	21.02
81105	IMPACT NETWORKING LLC	291-6010-601.30-30	PAPER THROUGHOUT THE BLDG	1,020.45	
		291-6010-601.21-02	EQUIPMENT MAINTENACE	596.52	
		291-6010-601.21-02	EQUIPMENT MAINTENACE	414.20	
		291-6010-601.21-02	EQUIPMENT MAINTENACE	372.83	2,404.00
81108	INNOVATIVE INTERFACES INC	291-6010-601.30-32	SIERRA MAINTENANCE 2020	20,916.09-	
		291-6010-601.30-32	SIERRA MAINTENANCE 2020	10,457.96-	31,374.05-
81124	OFFICE DEPOT BUSINESS ACCOUNT	291-6010-601.31-85	SMALL TOOLS & EQUIPMENT	191.94	191.94
81130	QUILL LLC	291-6010-601.31-85	LAPTOP CASES	109.35	109.35
81151	WOW BUSINESS	291-6010-601.22-42	INTERNET 11/13-12/12	1,587.62	
		291-6010-601.22-42	INTERNET ACCESS 11/19-12/	136.82	1,724.44
***** DIVISION TOTAL ****					23,925.89-
<i>Facilities</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 20			
81052	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	TRASH DISPOSAL 11/1-11/30	365.00	365.00
81058	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVS NOVEMBER	89.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					89.00
81059	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS NOVEMBER	200.00	200.00
81062	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	BATTERIES	147.48	147.48
81065	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	342.50	342.50
81074	BRUCKER COMPANY	291-6020-601.21-11	MERV 13 FILTERS	1,473.00	1,473.00
81081	COMED	291-6020-601.30-51	HEATING 10/6-11/5	132.25	
		291-6020-601.30-51	HEATING 10/6-11/5	1.64	133.89
81086	FE MORAN SECURITY SOLUTIONS	291-6020-601.21-02	ELEVATOR EMERG MONITORING	64.50	
		291-6020-601.21-02	ELEVATOR EMERG MONITORING	64.50	
		291-6020-601.21-02	BURGLAR ALARM MONITING	112.50	241.50
81094	GARDEN GUY, INC.	291-6020-601.21-11	LANDSCAPING NOVEMBER AHML	600.00	600.00
81096	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	33.40	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	85.68	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	5.40	124.48
81100	IGS ENERGY	291-6020-601.30-51	NATURAL GAS OCTOBER	2,764.85	2,764.85
81114	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS DECEMBER	4,599.00	4,599.00
81116	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERVS NOVEMBER	60.00	60.00
81123	NICOR GAS	291-6020-601.30-51	NATURAL GAS OCTOBER	1,000.25	
		291-6020-601.30-51	NATURAL GAS OCTOBER	226.61	1,226.86
81135	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	53.55	
		291-6020-601.21-07	VEHICLE EQUIP MAINTENANCE	11.16	
		291-6020-601.21-11	BLDG MAINTENANCE	96.81	
		291-6020-601.21-11	BLDG MAINTENANCE	14.57	
		291-6020-601.21-11	BLDG MAINTENANCE	112.26	
		291-6020-601.21-11	BLDG MAINTENANCE	55.27	343.62
81140	STANDARD ELEVATOR CO	291-6020-601.21-02	REGULAR SERVS NOVEMBER	987.96	987.96
81142	TAYLOR PLUMBING INCORPORATED	291-6020-601.21-11	BACKFLOW DEVICE TESTING	340.00	340.00
81148	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	FUEL OCTOBER 2020	206.95	
		291-6020-601.21-60	WATER/SEWER 9/2-11/3	2,996.32	3,203.27
***** DIVISION TOTAL ****					17,242.41
***** DEPARTMENT TOTAL **					22,735.05



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Youth Services</i>					
/PAYM #					
81053	ALA MEMBERSHIP	291-6401-601.22-02	ALA DUES - MUSZYNSKI E	213.00	
		291-6401-601.22-02	ALA DUES - KING R	275.00	488.00
81057	AMAZON.COM CREDIT	291-6401-601.32-02	BOOKS/ESCAPE RM PRIZE	13.98	
		291-6401-601.32-02	BOOKS/ESCAPE RM PRIZE	1.40-	
		291-6401-601.32-02	TWEEN WRITING PROGRAM	6.53	
		291-6401-601.32-02	DINOVEMBER PHOTO OP	13.99	
		291-6401-601.32-02	TEEN PROGRAM SUPPLIES	22.99	
		291-6401-601.32-02	STORYWALK BOOKS	88.74	
		291-6401-601.32-02	TWEEN CRAFTERNOON SUPPLS	64.64	
		291-6401-601.32-02	TWEEN CRAFTERNOON SUPPLS	19.56	
		291-6401-601.32-02	YS OUTREACH BKM SUPPORT	13.98	
		291-6401-601.32-02	YS OUTREACH BKM SUPPORT	29.50	
		291-6401-601.32-02	TEEN PROGRAM SUPPLIES	81.16	
		291-6401-601.32-02	STORKWALK BOOKS	24.44	
		291-6401-601.32-01	TWEEN CRAFT SUPPLIES	24.08	402.19
81060	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	MILEAGE - K MCGUIRE	3.51	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	11.16	
		291-6401-601.32-02	FLEECE FABRIC	28.74	
		291-6401-601.30-05	POSTER MAILER TUBE	2.79	
		291-6401-601.32-02	TEENS TINKER SUPPLIES	24.09	
		291-6401-601.32-02	FAMILY TIME SUPPLIES	9.26	
		291-6401-601.22-03	MILEAGE - M FECHIK	8.97	88.52
81062	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-18	VIRTUAL FARM VISIT	70.00	
		291-6401-601.32-01	TWEEN CRAFT SUPPLIES	57.96	
		291-6401-601.32-01	TWEEN DIY KIT	34.88	
		291-6401-601.32-02	COOKING TOOLS / DEMO CART	41.28	
		291-6401-601.32-02	HALLOWEEN FUN-TAX REFUND	1.83-	
		291-6401-601.32-90	LITCRATE TAPE	114.00	316.29
81083	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-01	TWEEN DIY KIT NOVEMBER	48.78	48.78
81087	FECHIK,MARIEL	291-6401-601.32-90	HELLY TOKYO LITCRATE	173.25	173.25
81092	FUN EXPRESS LLC	291-6401-601.32-02	DYI GIFT PROGRAM	34.87	
		291-6401-601.32-01	ELEMENTARY TAKE HOME ACTI	24.91	
		291-6401-601.32-02	DIY GIFTS PROGRAM	23.06	
		291-6401-601.32-01	TAKE HOME ACTIVITY KIT SU	25.59	108.43
81144	ULINE	291-6401-601.32-90	TEEN BOOK BOXES PACKING	175.11	175.11
***** DIVISION TOTAL ****					1,800.57
<i>Info Services</i>					

81053	ALA MEMBERSHIP	291-6410-601.22-02	ALA DUES - MIDDENDORF J	292.00	292.00
81057	AMAZON.COM CREDIT	291-6410-601.30-05	KEYBOARD COVERS	69.30	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6410-601.30-05	OFFICE SUPPLIES	13.69	
		291-6410-601.30-05	PURIFIER FOR CALL CENTER	34.18	
		291-6410-601.30-05	PURIFIER FOR CALL CENTER	84.99	202.16
81062	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.30-05	KEYBOARD COVER-TAX REFUND	2.81-	
		291-6410-601.30-05	KEYBOARD COVERS	47.78	
		291-6410-601.32-01	LITCRATE TAPE	114.00	158.97
81068	BENNETT, BRUCE	291-6410-601.22-18	RESUME REVIEWS OCTOBER	60.00	60.00
***** DIVISION TOTAL ****					713.13

*Circulation*

DEPARTMENT: 64	User Services	DIVISION: 20			
81057	AMAZON.COM CREDIT	291-6420-601.30-05	OFFICE SUPPLIES	8.70	
		291-6420-601.30-05	OFFICE SUPPLIES	29.48	
		291-6420-601.30-05	OFFICE SUPPLIES	66.11	
		291-6420-601.30-05	OFFICE SUPPLIES	38.41	
		291-6420-601.32-90	TRAYS FOR DRIVE UP	15.99	158.69
81060	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	BOOKMOBILE SUPPLIES	6.94	
		291-6420-601.30-05	BOOKMOBILE SUPPLIES	39.96	46.90
81062	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.30-05	TRASH CAN FOR BOOKMOBILE	41.55	41.55
81099	HARGADON, STEVE	291-6420-601.22-03	WEBINAR - WILLIAMS M	99.00	99.00
81104	ILLINOIS TESOL/BE	291-6420-601.22-02	TESOL-BE - DUFFEY A.	40.00	40.00
81141	STAPLES	291-6420-601.30-05	OFFICE SUPPLIES	15.72	
		291-6420-601.32-90	CIRCULATION SUPPLIES	15.96	31.68
81144	ULINE	291-6420-601.30-05	POCKETS F/VIDEO GAME DRAW	31.50	31.50
81149	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	78.95	78.95
***** DIVISION TOTAL ****					528.27

*Senior and Accessible Services*

DEPARTMENT: 64	User Services	DIVISION: 30			
81062	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.22-18	CC - SPY VS SPY	218.75	218.75
81071	BLICK ART MATERIALS	291-6430-601.32-02	ART WITH ALAYNE DECEMBER	36.20	36.20
81115	MCNULTY, ALAYNE	291-6430-601.22-18	ACREATIVE AGING: ART DEC	490.00	490.00
81149	WAREHOUSE DIRECT	291-6430-601.30-05	OFFICE SUPPLIES	23.13	23.13
***** DIVISION TOTAL ****					768.08

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Programs and Exhibits</i>		
81055	ALTERNATIVE COMMUNICATION SERVICES	291-6440-601.22-18	LIVE CLOSED CAPTIONING	281.25	
		291-6440-601.22-18	LIVE CLOSED CAPTIONING F/	281.25	562.50
81056	ALVES,LYNEE	291-6440-601.22-18	INTERVIEW LIKE AN EXPERT,	125.00	125.00
81057	AMAZON.COM CREDIT	291-6440-601.32-02	ADULT CRAFT KIT SUPPLIES	31.98	31.98
81060	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	JEANETTE ANDREWS SUPPLIES	16.01	16.01
81062	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-03	KITCHEN RESEARCH/BELMONT	5.50	
		291-6440-601.32-02	TAKE AND MAKE SUPPLIES	42.62	
		291-6440-601.22-18	CC - J GIBBONS & OBOV	500.00	
		291-6440-601.32-02	JANE AUSTEN PROG SUPPLIES	33.58	581.70
81085	ESTRADA,WILLIAM	291-6440-601.22-18	MEET THE MAKER, 12/15	500.00	500.00
81113	LIFELINE PRODUCTIONS, INC	291-6440-601.22-18	JANE AUSTEN TEA PARTY,12/	250.00	250.00
81152	4ALL PROMOTIONS	291-6440-601.32-02	FACE MASKS OBOV SWAG BAGS	828.21	828.21

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *Digital Services* 2,895.40

DEPARTMENT:		DIVISION:			
64	User Services	50			
81078	CFRA	291-6450-601.32-78	MSA ACADEMIC MARKETSCOPE	495.83	495.83
81102	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES - OLICHWIER D	100.00	100.00
81121	NEW READERS PRESS	291-6450-601.32-78	NEWS F/YOU ONLINE NETWORK	249.50	249.50
81129	PROQUEST LLC	291-6450-601.32-78	NEWSPAPERS.COM WORLD COLL	550.72	550.72
81139	SPRINGSHARE LLC	291-6450-601.22-66	OUTSIDE REFERENCE SERV	2,974.00	2,974.00

\*\*\*\*\* DIVISION TOTAL \*\*\*\* *Collection Services* 4,370.05

DEPARTMENT:		DIVISION:			
64	User Services	70			
81057	AMAZON.COM CREDIT	291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	25.69	
		291-6470-601.32-80	BOOKS	11.59	
		291-6470-601.32-80	BOOKS	17.57	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	13.69	
		291-6470-601.32-80	BOOKS	11.49	
		291-6470-601.32-80	BOOKS	13.69	
		291-6470-601.32-80	BOOKS	14.45	
		291-6470-601.32-80	BOOKS	14.63	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	14.82	
		291-6470-601.32-80	BOOKS	69.98	
		291-6470-601.32-80	BOOKS	11.92	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	21.99	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	19.00	
		291-6470-601.32-80	BOOKS	23.94	
		291-6470-601.32-80	BOOKS	24.03	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	20.05	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	14.79	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	4.89	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	5.39	
		291-6470-601.32-80	BOOKS	20.99	
		291-6470-601.32-80	BOOKS	31.98	
		291-6470-601.32-80	BOOKS	26.76	
		291-6470-601.32-80	BOOKS	33.64	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	33.98	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-80	BOOKS	11.44	
		291-6470-601.32-80	BOOKS	18.92	
		291-6470-601.32-80	BOOKS	20.30	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	14.70	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	24.90	
		291-6470-601.32-80	BOOKS	20.92	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	32.03	
		291-6470-601.32-80	BOOKS	27.98	
		291-6470-601.32-80	BOOKS	16.82	
		291-6470-601.32-80	BOOKS	192.00	
		291-6470-601.32-80	BOOKS	34.35	
		291-6470-601.32-80	BOOKS	17.48	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-75	AV MATERIALS	45.98	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	119.98	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	16.25	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	18.98	
		291-6470-601.32-75	AV MATERIALS	12.59	
		291-6470-601.32-75	AV MATERIALS	12.96	
		291-6470-601.32-75	AV MATERIALS	11.29	
		291-6470-601.32-75	AV MATERIALS	19.97	
		291-6470-601.32-75	AV MATERIALS	21.00-	
		291-6470-601.32-75	AV MATERIALS	7.99	
		291-6470-601.32-75	AV MATERIALS	199.76	
		291-6470-601.32-75	AV MATERIALS	40.00	
		291-6470-601.32-75	AV MATERIALS	25.53	
		291-6470-601.32-75	AV MATERIALS	64.99	
		291-6470-601.32-75	AV MATERIALS	79.98	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	11.89	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	59.33	
		291-6470-601.32-75	AV MATERIALS	42.97	
		291-6470-601.32-75	AV MATERIALS	29.92	
		291-6470-601.32-75	AV MATERIALS	17.35	
		291-6470-601.32-75	AV MATERIALS	25.58	
		291-6470-601.32-75	AV MATERIALS	29.92	
		291-6470-601.32-75	AV MATERIALS	69.97	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	17.02	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	14.98	
		291-6470-601.32-80	BOOKS	14.98	
		291-6470-601.32-80	BOOKS	59.70	
		291-6470-601.32-80	BOOKS	3.99-	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-80	BOOKS	13.79	
		291-6470-601.32-80	BOOKS	22.99	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	9.29	
		291-6470-601.32-80	BOOKS	20.16	
		291-6470-601.32-80	BOOKS	16.69	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	16.24	
		291-6470-601.32-80	BOOKS	8.64	
		291-6470-601.32-80	BOOKS	75.95	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-75	AV MATERIALS	34.49	
		291-6470-601.32-75	AV MATERIALS	39.98	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	119.90	
		291-6470-601.32-75	AV MATERIALS	28.88	
		291-6470-601.32-75	AV MATERIALS	24.97	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	10.14	
		291-6470-601.32-75	AV MATERIALS	14.43	
		291-6470-601.32-75	AV MATERIALS	9.96	
		291-6470-601.32-75	AV MATERIALS	31.68	
		291-6470-601.32-75	AV MATERIALS	47.97	
		291-6470-601.32-75	AV MATERIALS	11.29	
		291-6470-601.32-75	AV MATERIALS	19.98	
		291-6470-601.32-75	AV MATERIALS	30.00	
		291-6470-601.32-75	AV MATERIALS	69.98	
		291-6470-601.32-75	AV MATERIALS	23.57	
		291-6470-601.32-75	AV MATERIALS	32.49	
		291-6470-601.32-75	AV MATERIALS	38.99	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	376.92	
		291-6470-601.32-75	AV MATERIALS	48.00	
		291-6470-601.32-75	AV MATERIALS	24.99	
		291-6470-601.32-75	AV MATERIALS	13.99	
		291-6470-601.32-75	AV MATERIALS	6.00	
		291-6470-601.32-75	AV MATERIALS	13.99	
		291-6470-601.32-75	AV MATERIALS	99.88	
		291-6470-601.32-75	AV MATERIALS	11.29	
		291-6470-601.32-75	AV MATERIALS	.30-	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	11.29	
		291-6470-601.32-75	AV MATERIALS	11.34	
		291-6470-601.32-75	AV MATERIALS	23.44	
		291-6470-601.32-75	AV MATERIALS	19.98	
		291-6470-601.32-75	AV MATERIALS	14.89	
		291-6470-601.32-75	AV MATERIALS	239.96	
		291-6470-601.32-75	AV MATERIALS	23.99	
		291-6470-601.32-75	AV MATERIALS	12.98	
		291-6470-601.32-75	AV MATERIALS	69.88	
		291-6470-601.32-75	AV MATERIALS	89.99	
		291-6470-601.32-95	PERIODICALS	13.49	
		291-6470-601.32-95	PERIODICALS	16.00	
		291-6470-601.32-95	PERIODICALS	14.48	
		291-6470-601.30-05	WALL FILE ORGANIZER	19.70	
		291-6470-601.30-05	AIR FILTERS	121.16	
		291-6470-601.32-80	BOOKS	15.26	
		291-6470-601.32-80	BOOKS	23.96	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	13.89	
		291-6470-601.32-80	BOOKS	21.95	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	16.29	
		291-6470-601.32-80	BOOKS	26.55	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	37.72	
		291-6470-601.32-80	BOOKS	11.59	
		291-6470-601.32-80	BOOKS	9.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	11.78	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-75	AV MATERIALS	35.00	
		291-6470-601.32-75	AV MATERIALS	129.72	
		291-6470-601.32-80	BOOKS	12.80	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-75	AV MATERIALS	79.96	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-75	AV MATERIALS	13.78	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-75	AV MATERIALS	37.33	
		291-6470-601.32-80	BOOKS	17.27	
		291-6470-601.32-75	AV MATERIALS	153.78	
		291-6470-601.32-75	AV MATERIALS	40.47	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	12.96	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-75	AV MATERIALS	59.88	
		291-6470-601.32-80	BOOKS	32.50	
		291-6470-601.32-75	AV MATERIALS	23.95	
		291-6470-601.32-75	AV MATERIALS	59.88	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-75	AV MATERIALS	72.64	
		291-6470-601.32-80	BOOKS	16.30	
		291-6470-601.32-75	AV MATERIALS	19.98	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-75	AV MATERIALS	12.90	
		291-6470-601.32-80	BOOKS	35.90	
		291-6470-601.32-75	AV MATERIALS	14.96	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-75	AV MATERIALS	63.48	
		291-6470-601.32-75	AV MATERIALS	107.05	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-75	AV MATERIALS	37.30	
		291-6470-601.32-80	BOOKS	19.01	
		291-6470-601.32-75	AV MATERIALS	9.98	
		291-6470-601.32-75	AV MATERIALS	23.96	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-75	AV MATERIALS	19.79	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-75	AV MATERIALS	58.50	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-75	AV MATERIALS	21.31	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-75	AV MATERIALS	36.39	
		291-6470-601.32-75	AV MATERIALS	20.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	131.20	
		291-6470-601.32-75	AV MATERIALS	23.99	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-75	AV MATERIALS	25.98	
		291-6470-601.32-80	BOOKS	18.54	
		291-6470-601.32-75	AV MATERIALS	13.98	
		291-6470-601.32-80	BOOKS	5.08	
		291-6470-601.32-75	AV MATERIALS	20.51	
		291-6470-601.32-80	BOOKS	26.99	
		291-6470-601.32-75	AV MATERIALS	46.88	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-75	AV MATERIALS	62.45	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-75	AV MATERIALS	47.79	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-75	AV MATERIALS	41.64	
		291-6470-601.32-80	BOOKS	27.00	
		291-6470-601.32-80	BOOKS	38.95	
		291-6470-601.32-80	BOOKS	14.79	
		291-6470-601.32-80	BOOKS	18.25	
		291-6470-601.32-80	BOOKS	35.45	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	9.73	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	45.00	
		291-6470-601.32-80	BOOKS	69.65	
		291-6470-601.32-80	BOOKS	5.99	7,171.43
81060	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	45.96	45.96
81061	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	8.95	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	15.99	40.93
81062	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PROCESSING SUPPLIES	41.41	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	61.70	
		291-6470-601.32-75	AV MATERIALS	33.48	
		291-6470-601.32-75	AV MATERIALS	117.91	
		291-6470-601.32-75	AV MATERIALS	80.04	
		291-6470-601.32-75	AV MATERIALS	99.98	
		291-6470-601.32-75	AV MATERIALS	1.94	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	115.97	
		291-6470-601.32-75	AV MATERIALS	117.91	
		291-6470-601.32-75	AV MATERIALS	15.46	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	106.22	
		291-6470-601.32-75	AV MATERIALS	55.90	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	48.82	
		291-6470-601.32-75	AV MATERIALS	52.02	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-80	BOOKS	60.45	
		291-6470-601.32-80	BOOKS	35.05	
		291-6470-601.32-95	PERIODICALS	340.00	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	10.64	
		291-6470-601.32-95	PERIODICALS	46.28	
		291-6470-601.32-95	PERIODICALS	406.00	2,010.02
81066	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	20.22	
		291-6470-601.32-80	BOOKS	131.06	
		291-6470-601.32-80	BOOKS	759.98	
		291-6470-601.32-80	BOOKS	209.20	
		291-6470-601.32-80	BOOKS	301.74	
		291-6470-601.32-80	BOOKS	452.48	
		291-6470-601.32-80	BOOKS	243.25	
		291-6470-601.32-80	BOOKS	112.31	
		291-6470-601.32-80	BOOKS	1,038.81	
		291-6470-601.32-80	BOOKS	490.29	
		291-6470-601.32-80	BOOKS	169.77	
		291-6470-601.32-80	BOOKS	67.01	
		291-6470-601.32-80	BOOKS	75.95	
		291-6470-601.32-80	BOOKS	1,164.33	
		291-6470-601.32-80	BOOKS	197.23	
		291-6470-601.32-80	BOOKS	591.56	
		291-6470-601.32-80	BOOKS	26.07	
		291-6470-601.32-80	BOOKS	80.20	
		291-6470-601.32-80	BOOKS	463.01	
		291-6470-601.32-80	BOOKS	30.98	
		291-6470-601.32-80	BOOKS	7.59-	
		291-6470-601.32-80	BOOKS	16.37-	
		291-6470-601.32-80	BOOKS	28.50-	
		291-6470-601.32-80	BOOKS	51.97-	
		291-6470-601.32-75	AV MTLs	38.68	
		291-6470-601.22-85	PROC SERVS	123.90	
		291-6470-601.22-85	PROC SERVS	216.60	
		291-6470-601.32-80	BOOKS	24.40	
		291-6470-601.32-80	BOOKS	123.59	
		291-6470-601.32-80	BOOKS	11.33	
		291-6470-601.32-80	BOOKS	68.89	
		291-6470-601.32-80	BOOKS	34.64	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	353.43	
		291-6470-601.32-80	BOOKS	489.20	
		291-6470-601.32-80	BOOKS	888.53	
		291-6470-601.32-80	BOOKS	327.43	
		291-6470-601.32-80	BOOKS	364.18	
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.22-85	PROC SERVS	187.35	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	22.80	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	77.15	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	273.60	
		291-6470-601.22-85	PROC SERVS	254.60	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.22-85	PROCESSING SERVICES	136.80	
		291-6470-601.22-85	PROCESSING SERVICES	95.00	
		291-6470-601.22-85	PROCESSING SERVICES	34.20	
		291-6470-601.22-85	PROCESSING SERVICES	83.60	
		291-6470-601.22-85	PROCESSING SERVICES	68.40	
		291-6470-601.32-80	BOOKS	528.87	
		291-6470-601.32-80	BOOKS	85.96	
		291-6470-601.32-80	BOOKS	215.91	
		291-6470-601.32-80	BOOKS	305.73	
		291-6470-601.32-80	BOOKS	64.65	
		291-6470-601.32-80	BOOKS	121.39	
		291-6470-601.32-80	BOOKS	407.74	
		291-6470-601.32-80	BOOKS	555.68	
		291-6470-601.32-80	BOOKS	313.47	
		291-6470-601.22-85	PROCESSING SERVICES	26.25-	
		291-6470-601.22-85	PROCESSING SERVICES	30.40	
		291-6470-601.22-85	PROCESSING SERVICES	179.75	
		291-6470-601.22-85	PROCESSING SERVICES	106.40	
		291-6470-601.22-85	PROCESSING SERVICES	64.60	
		291-6470-601.22-85	PROCESSING SERVICES	88.55	
		291-6470-601.32-80	BOOKS	35.81	
		291-6470-601.32-80	BOOKS	379.93	
		291-6470-601.32-80	BOOKS	555.24	
		291-6470-601.32-80	BOOKS	159.33	
		291-6470-601.32-80	BOOKS	45.91	
		291-6470-601.32-80	BOOKS	74.80	
		291-6470-601.32-80	BOOKS	667.39	
		291-6470-601.32-80	BOOKS	677.27	
		291-6470-601.32-80	BOOKS	239.75	
		291-6470-601.32-80	BOOKS	406.38	
		291-6470-601.32-80	BOOKS	174.32	
		291-6470-601.32-80	BOOKS	317.16	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	294.69	
		291-6470-601.32-80	BOOKS	267.01	
		291-6470-601.32-80	BOOKS	223.12	
		291-6470-601.32-80	BOOKS	236.65	
		291-6470-601.32-80	BOOKS	276.82	19,402.95
81067	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	28.65	
		291-6470-601.32-75	AV MTLs	35.64	
		291-6470-601.32-75	AV MTLs	20.99	
		291-6470-601.32-75	AV MTLs	11.02	
		291-6470-601.32-75	AV MATERIALS	128.40	
		291-6470-601.32-75	AV MATERIALS	362.26	586.96
81070	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	197.48	
		291-6470-601.32-80	BOOKS	1,315.92	
		291-6470-601.32-80	BOOKS	863.98	
		291-6470-601.32-75	AV MTLs	103.94	
		291-6470-601.32-75	AV MTLs	8,036.66	
		291-6470-601.32-80	BOOKS	8,292.19	18,810.17
81072	BOOKLIST ONLINE/ALA	291-6470-601.32-95	BOOKLIST ONLINE	350.00	350.00
81073	BOTTOM LINE BOOKS	291-6470-601.32-80	BOOKS	53.06	53.06
81075	CAVENDISH SQUARE PUBLISHING	291-6470-601.32-80	BOOKS	177.93	177.93
81076	CCH INCORPORATED	291-6470-601.32-80	BOOKS	187.41	187.41
81084	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	12.40-	
		291-6470-601.32-95	PERIODICALS	4,716.23	4,703.83
81090	FRA NOI	291-6470-601.32-95	PERIODICALS	24.00	24.00
81093	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	60.78	
		291-6470-601.32-80	BOOKS	15.96	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	794.99	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	46.48	1,156.25
81101	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	78.75	202.50
81103	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SERVS - OCTOBER	378.41	378.41
81106	INFORMATION TODAY INC	291-6470-601.32-95	PERIODICALS	239.50	239.50
81107	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	261.07	
		291-6470-601.32-80	BOOKS	93.56	
		291-6470-601.32-80	BOOKS	16.64	
		291-6470-601.32-80	BOOKS	186.69	
		291-6470-601.32-80	BOOKS	242.92	
		291-6470-601.32-80	BOOKS	94.59	
		291-6470-601.32-80	BOOKS	50.41	
		291-6470-601.32-80	BOOKS	315.98	
		291-6470-601.32-80	BOOKS	143.35	
		291-6470-601.32-80	BOOKS	105.63	
		291-6470-601.32-80	BOOKS	16.19	
		291-6470-601.32-80	BOOKS	179.73	
		291-6470-601.32-80	BOOKS	53.60	
		291-6470-601.32-80	BOOKS	204.39	
		291-6470-601.32-80	BOOKS	16.76	
		291-6470-601.32-80	BOOKS	115.90	
		291-6470-601.32-80	BOOKS	305.30	
		291-6470-601.32-80	BOOKS	28.33	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	220.63	
		291-6470-601.32-80	BOOKS	32.32	
		291-6470-601.32-80	BOOKS	34.75	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	17.28	
		291-6470-601.32-80	BOOKS	144.23	
		291-6470-601.32-80	BOOKS	1,048.67	
		291-6470-601.32-80	BOOKS	46.31	4,134.05
81110	KANOPY INC	291-6470-601.32-75	AV MTLs	836.00	836.00
81117	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	251.36	
		291-6470-601.32-75	AV MTLs	335.88	
		291-6470-601.32-75	AV MTLs	2,173.53	
		291-6470-601.32-75	AV MATERIALS	2,925.08	
		291-6470-601.32-75	AV MTLs	593.24	
		291-6470-601.32-75	AV MTLs	727.74	
		291-6470-601.32-75	AV MTLs	7,999.67	
		291-6470-601.32-80	BOOKS	3,819.11	
		291-6470-601.22-85	PROC SERVs	699.03	19,524.64
81132	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	538.20	538.20
81138	SPHERO	291-6470-601.32-75	AV MTLs	39.75	39.75
81141	STAPLES	291-6470-601.30-05	OFFICE SUPPLIES	8.22	8.22
81144	ULINE	291-6470-601.32-05	PROCESSING SUPPLIES	421.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					421.50
81145	UPS	291-6470-601.32-05	UPS INTERNET SHIPPING	13.91	13.91
81149	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	13.00	13.00
***** DIVISION TOTAL ****					81,070.58

*Makerspace*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 80			
81057	AMAZON.COM CREDIT	491-6480-601.50-12	PROJECTORS FOR MAKERSPACE	2,453.91	
		291-6480-601.30-07	VINYL/EMBROIDERY SUPPLIES	863.82	
		291-6480-601.30-07	VINYL/EMBROIDERY SUPPLIES	512.43	
		291-6480-601.30-07	VINYL/EMBROIDERY SUPPLIES	224.91	
		291-6480-601.30-07	VINYL/EMBROIDERY SUPPLIES	74.20	
		291-6480-601.30-07	VINYL/EMBROIDERY SUPPLIES	47.94	
		291-6480-601.30-07	VINYL/EMBROIDERY SUPPLIES	16.82	
		291-6480-601.31-85	UTILITY CARTS	356.98	4,551.01
81062	ARLINGTON HTS MEMORIAL LIBRARY	291-6480-601.30-07	SUPPLIES FOR LASER CUTTER	352.46	352.46
81118	MNJ TECHNOLOGIES DIRECT INC	491-6480-601.50-12	TVS F/DIGITAL SIGNAGE BEL	358.36	
		491-6480-601.50-12	TVS F/DIGITAL SIGNAGE BEL	1,110.55	1,468.91
81133	ROBERT BOSCH TOOL CORP	291-6480-601.30-07	PLYWOOD & ACRYLIC BOARDS	2,704.53	2,704.53
81140	STANDARD ELEVATOR CO	291-6480-601.21-02	REGULAR SERVS NOVEMBER	265.00	
		291-6480-601.21-02	ELEVATOR PRESSURE TESTING	750.00	1,015.00
81148	VILLAGE OF ARLINGTON HEIGHTS	291-6480-601.21-60	WATER/SEWER 9/2-11/2	55.18	55.18
81150	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	PROF SERVS OCTOBER	5,663.25	
		491-6480-601.50-55	PROF SERVS SEPTEMBER	1,800.00	
***** DIVISION TOTAL ****					17,610.34
***** DEPARTMENT TOTAL **					109,756.42
***** GRAND TOTAL *****					265,470.04

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	253,923.97
491	Capital Projects-Library	11,546.07
**** TOTAL ALL FUNDS ****		265,470.04

December 15, 2020

**Arlington Heights Memorial Library  
American Express Card Summary  
11/30/2020**

#	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
	Count	92			
1	Czajka	6001-2165	\$ 90.00	Cashback Program Annual Fee	CASHBACK PROGRAM FEE
2	Czajka	6001-2165	\$ 75.00	American Express Annual Fee	ANNUAL MEMBERSHIP REN
3	Czajka	6440-2203	\$ 5.50	Cooking Class for Makerspace Research	THE CHOPPING BLOCK L
4	Czajka	6440-3202	\$ 42.62	Take and Make Supplies	TARGET MELROSE PARK
5	Driskell	489-90-00	\$ (105.39)	Other Income/Rebate	CORPORATE CASHBACK CR
6	Driskell	6001-2165	\$ 90.00	Cashback Program Annual Fee	CASHBACK PROGRAM FEE
7	Driskell	6001-2165	\$ 75.00	American Express Annual Fee	ANNUAL MEMBERSHIP REN
8	Driskell	6001-2270	\$ 4.95	Emergency Texting Service	ONTIMETEL DIALMYCAL
9	Driskell	6001-2270	\$ 74.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
10	Driskell	6001-2270	\$ 5.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
11	Driskell	6001-2270	\$ 14.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
12	Driskell	6010-3032	\$ 429.90	Zoom Subscription	ZOOM Zoom
13	Dworianyn	6001-2165	\$ 90.00	Cashback Program Annual Fee	CASHBACK PROGRAM FEE
14	Dworianyn	6001-2165	\$ 75.00	American Express Annual Fee	ANNUAL MEMBERSHIP REN
15	Dworianyn	6010-2005	\$ 194.95	Domain Renewal for LinkINN	WEB*NETWORKSOLUTIONS
16	Dworianyn	6010-2005	\$ 54.10	PayPal PayFlow Pro Subscription	PAYFLOW/PAYPAL 0045
17	Dworianyn	6010-2242	\$ 343.35	Public Internet Service	COMCAST CHICAGO
18	Dworianyn	6010-3032	\$ 11.99	YouTube Premium Subscription	GOOGLE *YOUTUBEPREMI
19	Dworianyn	6010-3032	\$ 1.50	Office 365 Telephone Number	MSFT * E0400CNKEP 00
20	Dworianyn	6010-3032	\$ 165.00	Volunteer Software Subscription	WWW.VOLGISTICS.COM
21	Dworianyn	6010-3032	\$ 9.99	Kindle Unlimited Subscription	KINDLE UNLTD*280XK66
22	Dworianyn	6010-3032	\$ 55.11	Parallels License Renewal	CBI*PARALLELS
23	Dworianyn	6010-3032	\$ 35.00	Trello Subscription	TRELLO.COM, ATLASSIA
24	Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMZNFREETIME*285B30G
25	Dworianyn	6010-3032	\$ 35.91	Google Manager Subscription	GOOGLE*GSUITE AHML.N
26	Dworianyn	6010-3032	\$ 14.99	Spotify Subscription	SPOTIFY USA
27	Dworianyn	6010-3032	\$ 9.99	Amazon Music Subscription	AMAZON MUSIC*2812L9F
28	Dworianyn	6010-3032	\$ 49.00	Riddle.com Subscription	RIDDLE.COM SUBSCRIPT
29	Dworianyn	6010-3185	\$ 239.90	Microphones for Staff Use	AMZN MKTP US*2858Z8C
30	Ekl	6008-2165	\$ 59.46	Checks for Finance	WAL-MART CHECK PRINT
31	Ekl	6001-2165	\$ 75.00	American Express Annual Fee	ANNUAL MEMBERSHIP REN
32	Ekl	6001-4096	\$ 129.99	Clear Window Masks	SAFENCLEAR.COM
33	Ekl	6002-2210	\$ 84.39	Foundation Business Cards	VISTAPR*VISTAPRINT.C
34	Ekl	6002-3005	\$ 248.98	Magnet Hooks	MENARDS WICHITA WEST
35	Ekl	6003-4070	\$ 256.25	Volunteer Cookies, remaining balance	SWEET TS BAKERY & CA
36	Ekl	6003-4070	\$ 1,083.00	Volunteer Service Giftcards	STARBUCKS CORP SALES
37	Ekl	6003-4070	\$ 500.00	Volunteer Cookies, deposit	SWEET TS BAKERY & CA
38	Ekl	6004-5015	\$ 8.72	Hand Tools for Makerspace	HOMEDEPOT.COM
39	Ekl	6004-5015	\$ 61.05	Hand Tools for Makerspace	HOMEDEPOT.COM
40	Ekl	6004-5015	\$ 514.00	Hand Tools for Makerspace	HOMEDEPOT.COM
41	Ekl	6004-5015	\$ 203.55	Hand Tools for Makerspace	THE HOME DEPOT #1913
42	Ekl	6004-5015	\$ 1,720.00	Screen Printing Kit for Makerspace	SP * RYONET
43	Ekl	6004-5015	\$ (49.44)	Quilting Press and Die Set for Makerspace, tax refund	ACQUQUILT
44	Ekl	6004-5015	\$ 840.40	Quilting Press and Die Set for Makerspace	ACQUQUILT
45	Ekl	6004-5015	\$ 977.00	Workbench for Makerspace	THE HOME DEPOT #1913
46	Ekl	6020-2111	\$ 147.48	Batteries for Maintenance	REPLACEMENTBATTERYST
47	Ekl	6401-2218	\$ 70.00	Virtual Farm Visit for Teen Study Lounge	PAYPAL *LAMBSFARMIN
48	Ekl	6401-3201	\$ 57.96	Tween Craft Supplies	HOMEDEPOT.COM
49	Ekl	6401-3201	\$ 34.88	Tween DIY Kit	MICHAELS #9490
50	Ekl	6401-3202	\$ 41.28	Cooking Tools for Demo Cart	WALMART.COM AX
51	Ekl	6401-3202	\$ (1.83)	Halloween Fun Supplies, tax refund	PARTY CITY 1002
52	Ekl	6401-3290	\$ 114.00	LitCrate Tape	STICKER MULE
53	Ekl	6410-3005	\$ (2.81)	Dell Keyboard Covers, tax refund	DELL.COM
54	Ekl	6410-3005	\$ 47.78	Dell Keyboard Covers	DELL.COM
55	Ekl	6410-3201	\$ 114.00	LitCrate Tape	STICKER MULE
56	Ekl	6420-3005	\$ 41.55	Trash Can for Bookmobile	HOMEDECORHA
57	Ekl	6430-2218	\$ 218.75	Closed Captioning for Spy vs. Spy	IN *ACS
58	Ekl	6440-2218	\$ 500.00	Closed Captioning for Jim Gibbons and OBOV	IN *ACS
59	Ekl	6440-3202	\$ 33.58	Jane Austen Program Supplies	ETSY.COM

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
60	Ekl	6470-3205	\$ 41.41	Processing Supplies	LABEL OUTFITTERS
61	Ekl	6480-3007	\$ 352.46	Makerspace Supplies for Laser Cutter	THE WEBSTAUANT STOR
62	Szymanek	6001-2165	\$ 90.00	Cashback Program Annual Fee	CASHBACK PROGRAM FEE
63	Szymanek	6001-2165	\$ 75.00	American Express Annual Fee	ANNUAL MEMBERSHIP REN
64	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
65	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
66	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479794329
67	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479807895
68	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479817038
69	Szymanek	6470-3275	\$ 61.70	AV Materials	TARGET.COM 3991
70	Szymanek	6470-3275	\$ 33.48	AV Materials	TARGET.COM 3991
71	Szymanek	6470-3275	\$ 117.91	AV Materials	BESTBUYCOM8063691993
72	Szymanek	6470-3275	\$ 80.04	Disputed charge, rebilling	REBILLING OF OUR PREV
73	Szymanek	6470-3275	\$ 99.98	AV Materials	TARGET.COM 3991
74	Szymanek	6470-3275	\$ 1.94	AV Materials	BESTBUYCOM8063691993
75	Szymanek	6470-3275	\$ 115.97	AV Materials	BESTBUYCOM8063691993
76	Szymanek	6470-3275	\$ 117.91	AV Materials	BESTBUYCOM8063691993
77	Szymanek	6470-3275	\$ 15.46	AV Materials	HOWARD LEVY
78	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
79	Szymanek	6470-3275	\$ 106.22	AV Materials	GAMESTOP.COM GameSto
80	Szymanek	6470-3275	\$ 55.90	AV Materials	SP * SHOPSCETV
81	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
82	Szymanek	6470-3275	\$ 48.82	AV Materials	TARGET.COM 3991
83	Szymanek	6470-3275	\$ 52.02	AV Materials	SP * BBC SHOP US
84	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
85	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
	Szymanek	6470-3275	\$ -	Disputed charge, credit pending investigation	CREDIT PENDING INVEST
86	Szymanek	6470-3280	\$ 60.45	Books	AMERICAN RADIO RELAY
87	Szymanek	6470-3280	\$ 35.05	Books	KINOKUNIYA BOOK STOR
88	Szymanek	6470-3295	\$ 340.00	Periodicals	CABOT HERITAGE
89	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*ALTPRESS MEDIA
90	Szymanek	6470-3295	\$ 10.64	Periodicals	EBAY O*25-06044-6019
91	Szymanek	6470-3295	\$ 46.28	Periodicals	SP * PICS AND INK
92	Szymanek	6470-3295	\$ 406.00	Periodicals	Financial Times Ltd

\$ 12,849.78



December 15, 2020

**Arlington Heights Memorial Library  
Mastercard Summary  
11/30/2020**

Count	3			
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
M Szymanek	6470-3295	\$ 8.95	Periodicals	Kalmbach
	6470-3275	\$ 15.99	AV Materials	Netflix
	6470-3275	\$ 15.99	AV Materials	Netflix
		<u>\$ 40.93</u>		

December 15, 2020

Arlington Heights Memorial Library  
Special Funds Summary  
11/30/2020

Count 12

#	Account	Amount	Description	Staff
<b>Check # 1577 – AHML – Petty Cash</b>				
1	11/9/2020 6401-2203	\$ 3.51	Mileage	K McGuire
2	11/16/2020 6004-3185	\$ 3.88	Butterfly Garden Supplies	R Moravec
3	6420-3290	\$ 6.94	Bookmobile Supplies	R Moravec
4	6401-3202	\$ 11.16	Halloween Fun Supplies	J Pinotti
5	11/23/2020 6401-3202	\$ 28.74	Fleece Fabric	E Muszynski
6	6420-3005	\$ 39.96	Bookmobile Supplies	T Scallon
7	6401-3005	\$ 2.79	Poster Mailer Tube	M K Morsches
8	6470-3295	\$ 45.96	Periodicals	M Szymanek
9	11/30/2020 6401-3202	\$ 24.09	Teens Tinker Supplies	A Son
10	6401-3202	\$ 9.26	Family Time Supplies	R King
11	12/2/2020 6440-3202	\$ 16.01	Jeanette Andrews Performance Supplies	J Czajka
12	6401-2203	\$ 8.97	Mileage	M Fehik
		<u>\$ 201.27</u>		

To: Board of Library Trustees  
From: Mike Driskell  
Date: December 15, 2020  
Re: Revisions to Human Resource Policies

---

As last discussed at the December 7 special board meeting, staff presented proposed revisions to the following human resource policies to clarify accruals and align with current practice and terminology:

- Employment and Benefit Categories
- Bereavement
- Holidays
- Personal Leave
- Sick Leave
- Vacation

Most changes presented in the policies are a result of changes in process since moving to a new timekeeping system and reflective of changes from board discussion. The more significant changes to these policies include:

- Removal of the Columbus Day holiday
- Addition of a second Observance Day holiday
- Paid Bereavement leave will be made available to all staff
- Bereavement leave is no longer accrued throughout the year, it will be made available at any point throughout the year
- Bereavement and Personal Leave policies have been separated to two individual policies

**Suggested Motion: The Board of Library Trustees adopts revisions to Employment and Benefits Categories, Bereavement, Holidays, Personal Leave, Sick Leave and Vacation policies.**

To: Board of Library Trustees

From: Mike Driskell

Date: December 15, 2020

Re: Revisions to 2021 Library Holiday Dates/Closings

In June, the board approved the 2021 Library Holiday Dates/Closings. The revised schedule incorporates the following changes:

To reflect the revisions to the human resources Holiday policy, Columbus Day has been removed from the schedule and an additional observance day has been included.

Another point for discussion is the March 5 Staff Development Day. As we are expecting staff will not be able to all gather in-person for a staff development day, staff are considering keeping the library open for services to the public on March 5 and staff development will instead be spread throughout the year with smaller segments of training, employee recognition and team building.

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

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

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

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

To: Board of Library Trustees  
From: Mike Driskell and Lisa Haack  
Date: December 15, 2020  
Re: Employee Engagement Survey

---

The library periodically conducts employee engagement surveys, the previous surveys being during the Strategic Plan process in 2015 and in 2018.

The most recent employee engagement survey was launched in January 2020 using Survey Monkey's employee engagement survey with benchmarking. The survey consisted of 45 questions in categories such as career development, work engagement, compensation, relationship management, benefits and work environment.

The Human Resources manager and administrative team have been working with managers to identify strengths and opportunities and to complete action plans building on the strengths and addressing the opportunities. Staff will present a summary of the resulting actions plans.

## Executive Director's Report November 2020

### What's New @ AHML

#### Providing Services While the Building is Closed

As of Friday, November 27, copying, printing, faxing and scanning services are available to customers at a new self-service station located in the north vestibule of the library's underground parking garage. The area is self-directed and is available for customers to use for up to ten minutes. Equipment includes a *SimpleScan* station for faxing and scanning, a color copier, a black and white printer, an express computer station and a shredder. The self-service area is limited to one party at a time. A Digital Services Advisor is available at all times to provide verbal guidance tech support. The self-service station is available from library opening until 15-minutes before library closing.



Additionally, from the same location, Arlington Heights cardholders can check out a laptop at the tech station on a first come, first served basis. Checkout is for one hour each day. Customers can use the laptop in their car (library Wi-Fi covers the underground garage) or wherever they wish as long as it is returned on time and a half-hour before closing.

Customers can also submit remote print jobs from the library website (*ahml.info/print*) then pay for and print them at the self-service printer. The Digital Services Department continues to field one-on-one appointments virtually and over the phone.

### **Teen collection relocation**

It was a team effort to relocate the popular Teen Graphic Novel and Manga collections to a location more accessible to all readers. Collection Services staff, Youth Services staff, Circulation Services staff and Facilities staff collaborated on the changes including reusing a shelving unit from the recently redesigned New & Popular area.

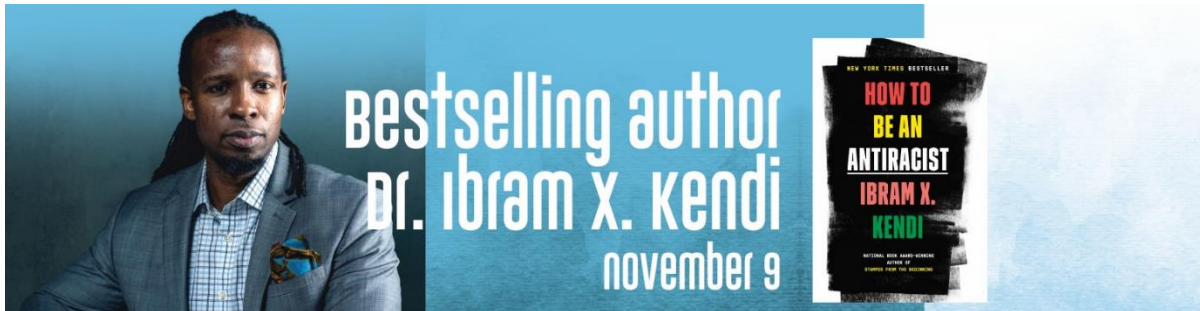


### **New Booklists**

Info Advisors created booklists on the Readers' Services page so that customers can access these recommended items from home. November booklists included lists to support the [Ibram X. Kendi author event](#) and [Best of 2020](#) lists. The booklists were marketed via e-mail and social media.



## Diversity and Inclusion



### **Welcoming Dr. Ibram X. Kendi in Multi-Library Partnership**

Upon invitation from the Highland Park Public Library, the Arlington Heights Memorial Library was one of eleven libraries presenting historian and author Professor Ibram X. Kendi in a special virtual event on Monday, November 9. On event night, 5,931 viewers attended the conversation with Dr. Kendi and WBEZ's Natalie Moore exploring the cause and effects of racism. More than 690 of these viewers identified themselves as learning about the event through AHML, making us the library with the second highest attendance. Dr. Kendi offered insights on how to confront racism including, "The most important aspect for organizations and institutions is we need to be asking what can we do to support equity," Kendi said. "Every institution need to assess impact of practices and policies and then figure out ways to change policies and practices so that they are just and equitable." Chicago Tribune's Elizabeth Schiele covered the [event](#).

We are grateful to the evening's bookseller partners and our library partners: Aurora Public Library, Deerfield Public Library, Glencoe Public Library, Highland Park Public Library, Lake Villa District Library, Northbrook Public Library, Schaumburg Township District Library, Skokie Public Library, Vernon Area Public Library and Wilmette Public Library.

### **Book Buddies**

Youth Services staff teamed up with ESL staff to provide a new programming series allowing kids to practice their reading skills called Book Buddies. Over two sessions during the month of November, fourteen volunteers (Big Buddies) met virtually with twelve K-2nd grade students (Little Buddies) on Zoom where they read eBooks together using Hoopla Digital. Big Buddies go through an orientation led by Teen Librarian Evan Mather and ESL Advisor Amy Duffey to teach guided reading principles prior to their first session.

## Serving our Community

### **One Book, One Village 2020 wraps with Dr. Zhivago, Pierogis and Author Lara Prescott**

#### **Doctor Zhivago: A Film Discussion**

Film historian and our regular partner Raymond Benson joined Programs and Exhibits Specialist Megan Young in offering a second *One Book, One Village* (OBOV) program this season - a discussion of the 1965 film *Dr. Zhivago*, based on the novel by Boris Pasternak on November 2. Twenty-two film lovers viewed the film in advance, then joined Raymond for a thoughtful discussion. They discussed everything from actors to cinematography to storyline and the film's relation to *The Secrets We Kept*.

#### **Pierogi Pop-Up and Super Secret Swag Giveaway**

On Sunday, November 8, "Super Secret Swag" kits were given away at a pop-up event held in front of the Dunton Avenue entrance. Seventy-seven customers registered for the author event took home novelties to enhance their evening with Lara Prescott, from a playlist created by the author to Russian candies and magnifying glasses. Simultaneously, the *Pierogi Rig* pierogi truck sold the traditional Russian comfort food to countless Arlington Heights residents and visitors; a huge success on an unseasonably sunny and warm Sunday afternoon. The event provided invaluable visibility to our OBOV program and customers enjoyed their pierogi al fresco and posted pictures on social media.

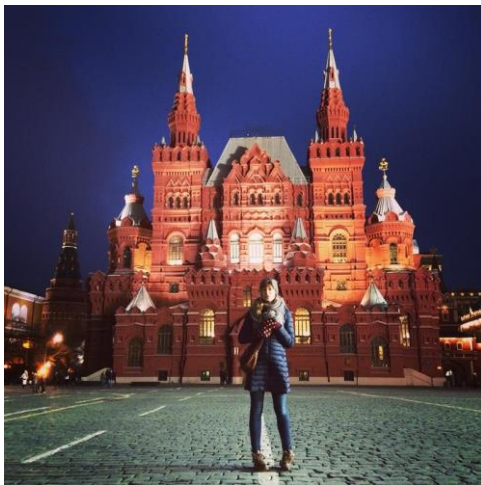


#### **An Evening with Lara Prescott**

Five days later, fans of the historical fiction novel *The Secrets We Kept* took a closer look into the history behind the book with its author Lara Prescott on Thursday evening, November 12. *An Evening with Lara Prescott* was the signature event for the 7<sup>th</sup> Annual

*One Book, One Village*. It was the first time the library held a virtual *One Book, One Village* signature author event, hosted on Zoom, leading to the library welcoming its largest OBOV author audience of more than 390. Lara Prescott kicked off the evening by sharing a look into her research and the world of *The Secrets We Kept*. Info Services Advisors Alisa Stanfield and Joan Lasky led Lara in a conversation through excellent questions from attendees, they did an amazing job keeping the conversation moving, approachable and relevant to the Arlington Heights Community.

New this year, a survey was launched through Zoom, collecting responses within minutes of the program's end. 86% had read the book and another 12% planned to read it after the event. 56% of attendees indicated this was their first OBOV author event, illustrating that with each book choice comes new interest and unique reach.



*Photos from Lara Prescott's research for The Secrets We Kept*

## **Dinovember**

Kids' World hosted several dinosaur-themed activities for kids and their families during the month of November. A scavenger hunt set up throughout Kids' World challenged 116 participants to solve riddles as they searched and learned about different dinosaurs. Children also had the opportunity to look for our Kids' World dinosaur, hanging out in the department; 280 customers successfully found it hanging above the stacks. Early Literacy Services Supervisor Rebecca King and Kids' World Assistant Manager Maria Papanastassiou starred in *Dino Stories* and *Dance Party!* on the library's YouTube channel, viewed by nearly 300 customers throughout the month.

### **Buying and Selling Online Virtual Programming**

Digital Media Specialist Chris Smith created two classes, *Tips for Buying Online* on November 4 went over tips when it comes to buying items on sites such as Craigslist, eBay, Facebook Marketplace, OfferUp and Etsy, there were 7 attendees. *Selling Online Overview* on November 11 explored selling on the same platforms and had 25 attendees! These platforms have been even more popular throughout the pandemic as people turn to them to make a bit of extra money, and customers found the overview of their mechanics valuable.

### **Zoom Classes for Seniors Hit the Spot**

The newest virtual Senior Center tech class, *Host a Zoom Meeting* has proved popular with all classes filled and 100% attendance. Senior and Accessible Services (SAS) Manager, Mary Jo Lepo developed the new virtual class to include opportunities for students to have some hands-on experience.

Demand for *Learn Zoom* senior classes continues with SAS Advisor Catherine Maxwell and Digital Services Advisor Rich Fabits instructing the popular class for beginners. SAS staff call students in advance to answer questions and support them joining their first session.

### **Jim Gibbons Presents: The Vietnam War**

Eighty-eight customers joined the library for a special Vietnam War Veteran's Day program featuring historian and seasoned lecturer Jim Gibbons on Sunday, November 8. Programs and Exhibits Specialist Tracy Recklaus partnered with Greg Padovani, Chairman of the Veteran's Memorial Committee of Arlington Heights, to conceive the event. Jim Gibbons engaged customers with his incredible depth of knowledge, accessible (and at times humorous) delivery and infectious love of history. Greg graciously thanked the library for giving him the opportunity to reach out to Veterans in our community and provide a program to commemorate the holiday at a time when COVID has made the usual ways to honor Veterans impossible. Closed Captioning was provided during this program, which was a welcomed service as the audience was attended by many seniors.

## Tinker Kits @ BGHS

In November, teens who attended in-person classes at Buffalo Grove High School (BGHS) were able to pick up a *Tinker Kit* inside at their school library. Using the clothesline that was once located on Dunton Ave outside AHML as inspiration, Teen Services staff sent string and clothespins to BGHS library so that teens could easily grab a kit to complete during a study break, at lunch or when they got home. Thirty kits were picked up by students who were hybrid learning.



## Round and Round: Classic Cocktails Demo

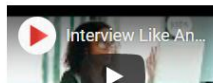
To ring in the holiday season, Programs and Exhibits Specialist Megan Young coordinated a program with beloved mixologist - Dr. Kevin Peterson, co-owner of *Castalia*, a fragrant cocktail bar in Detroit, Michigan. Kevin guided 83 customers step-by-step through making two classic cocktails: *Old Fashioned* and a *Daiquiri*. Participants were treated to insights as he highlighted the science behind cocktail-making. Customers received ingredient and equipment lists ahead of the program to make the drinks alongside Kevin during the live demo. The [program was recorded](#) and is now available on the library YouTube channel, just in time for the holiday season.

## Featured Program Videos for Job Seekers

Info Services Librarian

Alison Lowery worked with Technology and Solutions Expert Ken Pedersen to embed program videos on the library's subject page for [Jobs & Careers](#). Videos of past programs now appear alongside highlighted local agencies and informational resources. Many recent career programs have been timely and relevant in the COVID era, including the recent *"How to Successfully Navigate the Remote Job Market"* which had 99 in-person attendees and over 100 views of the video.

### Featured Videos



### Local Resources for Job Seekers

- National Able Network
- Career Resource Center
- Barrington Career Center
- Harper College Career Center
- Illinois WorkNet (Arlington Heights Location)
- Illinois WorkNet (main site)



### Resume Resources

- VisualCV Resume Creator (Te & Education Reference Center)
- Resume Writing Workshop (G Courses): Six-week, instructor course
- Free Resume Templates (Hloom.com)

## Page Turners Adult Reading Program Concludes



Adults

The 2020 adult reading program "Page Turners" concluded this month. This program was created as an alternative to a traditional summer reading program. In response to the current environment of the COVID pandemic, Info Services staff created an ongoing reading challenge to provide activities for engagement during this potentially isolating time. Out of this program, the advisory Page Turners Facebook group was also created, with 141 people joining the group. Over the course of the actual reading challenge program from June through November, some statistical highlights include:

- 304 total signups
- 862 total completed activities by
- 187 unique readers
- 22,435 total minutes of reading logged

## Makerspace News

### Makerspace Article Published in Prospect High School Newsletter

An article featuring the library makerspace and an interview with Makerspace Branch Assistant Manager Chris Krueger was included in an issue of Prospect High School's [The Prospector](#). Executive News Editor Charlie Dahlgren provided a great place to share information about the makerspace with one of its target markets.

New makerspace opens opportunities for community

CHARLIE DAHLGREN  
Executive News Editor

The Arlington Heights Memorial Library (AHML) is in the design phase of their brand new makerspace which will replace the current Arlington Heights Teen Center, adjacent to Recreation Park, with a high-tech workspace.

A makerspace is a designated place for entrepreneurs, small businesses, hobbyists and students to collaborate, build and learn with hands-on experience. It houses shared equipment suited for different art forms and technologies as well as provides public spaces where professionals can give classes and presentations.

The AHML Makerspace includes new, state-of-the-art equipment that will be completely free to use. Among the new equipment is 3D printers, laser cutters, quilting, embroidery and sewing machines, computers for programming, educational robots and a commercial kitchen.

AHML deemed these the best tools by looking at the most used equipment in other makerspaces as well as community feedback through a survey they conducted locally, according to Chris Krueger, the makerspace branch assistant manager at AHML.

"The community response has been great," Krueger said. "It's really exciting to see people with all these unique talents reaching out to us to get involved, and I think we're going to be able to have some really cool partnerships and classes in the space once we're open."

Krueger is a self-described maker (a general term used to describe those with a passion for building or creating) and has worked at AHML for almost two decades. As a maker, he is experienced in laser cutting, 3D printer construction and do-it-yourself electronics.

Krueger first started to connect with the maker community in 2010 when he started blogging about his experiences with building 3D printers online. His attachment only grew when he started to attend makerspaces and join their communities.

One of the makerspaces Krueger attended was [Pumping Station, One](#) (PS1) in Evanston which is Chicago's oldest and largest makerspace. Aushra Abouzeid, a member



**MAKING THE MAKERSPACE:** The Arlington Heights Memorial Library Makerspace will be found here at the corner of Belmont Avenue and Miner once construction is completed early next year. Planners are excited about the space's potential to strengthen its surrounding communities and businesses. (photo by Charlie Dahlgren)

a new library was built in 1968 with the old building being converted into a teen center. 50 years later, the village no longer had a real use for the space.

Now, library officials feel the building is ready for its next big contribution to the community. The Village of Arlington Heights was able to transfer the property to AHML, and the library plans to use the space to its full potential.

"There's a lot of really cool history involved too," Krueger said. "It is really cool to be able to see that space go from a historic location to moving our library to the future"

AHML knew they had to find an external building for this space in order to preserve a peaceful environment inside the library. Often, makerspaces are loud, with the equipment running and people collaborating on projects. In addition, AHML administrators feared equipment like the kitchen, 3D printers and laser cutters could cause some unwanted smells to disrupt the library.

This new building is ideal for the makerspace. It spans 8,000 square feet over two levels and is located only a few blocks away from the main library building. The makerspace will not interfere with any services AHML already provides.

The project is currently undergoing its design phase through the [Williams Architects of Jansco](#), and the construction project is now out to bid. AHML is funding this project with help from a \$100,000 [State of Illinois Capital Infrastructure Improvement Plan](#) grant as well as a \$50,000 Live and Learn Construction Grant.

All things considered, the AHML is planning to have the makerspace completed by the first quarter of 2021, and those involved are excited to see what new projects the space fosters to residents of Arlington Heights and anyone who may utilize the AHML makerspace.

"When you first walk into a makerspace ... the possibilities that are there can be really exciting and intoxicating," Abouzeid said. "Since you have access to a variant of tools and techniques, there is great potential for cross fertilization and taking the techniques and ideas from one area and combining them with things from another area to create stuff that is even more creative than you might be able to do in a space that is dedicated to just one process." 

Many private makerspaces fund their operations by charging attendees a membership fee to use the space as they please. These fees pay for things like the rent and new equipment for the space. Abouzeid's PS1, for example, charges members either \$40 or \$70 a month based on what plan they choose.

The AHML Makerspace, however, will be free to use for everybody. The only thing guests will have to pay for is raw materials they may use like vinyl, wood or steel, which will be sold on site at cost according to Krueger. It's also important to note that visitors are free to bring their own materials if they wish.

"A lot of people walk into makerspaces completely new to any kind of physical construction process," Abouzeid said. "That's what's so exciting about places like PS1 and other makerspaces. For a very nominal investment, which we keep very affordable, you have this whole world of possibilities opening up to you."

The building hosting the new makerspace has a rich history in Arlington Heights. Built in 1952, the red brick building standing at Belmont Avenue and Miner was the village's first standalone library. Due to the increasing population in Arlington Heights,

### Sam's of Arlington Kitchen Auction

Sadly, *Sam's of Arlington* in Arlington Heights closed their doors this fall after 50 plus 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 and JoAnne Gunderson from the Arlington Heights Memorial Library Foundation to identify several pieces of equipment that would make good additions to the makerspace kitchen.

## **Communications and Marketing**

### **Communicating COVID-19 related changes in services and operations**

As it is maintained by us, easily updated and available to customers at any time, the library website is the first place we note services changes. A bright yellow alert bar on the website landing page links to a [Stay Informed](#) page detailing services changes as they roll out. The website address is easy to remember and makes sense for the type of information it contains.

We also use email messaging via our Constant Contact and can send to all our email subscribers-- about 30,000 contacts. We get particularly good open rates on service change emails, typically at 30-45 percent.

Social media messaging is another effective communication channel for us. Often when we post services changes, we link to our website so that we can fine tune the messaging as needed. This channel allows for individual and organizational followers to share our messaging.

### **Recent messaging on service and operations updates includes:**

#### **Constant Contact email**

[November 13 – Library services changes due to rising COVID cases in Illinois](#)  
(This email had a 50.8% open rate on 29,249 sends)

#### **Facebook**

[November 18 - Notice of Upcoming Closure](#)

[November 23 – Virtual Digital Appointment promotion](#)

[November 27 – Return bin available in underground parking garage](#)

[November 28 – Bookmobile now a contactless pickup location](#)

[December 2 – Walk-up Service available at Dunton Ave. entrance](#)

[December 3 – Walk-up Copy, Print, Fax and Scan services, Laptops available](#)



## **Twitter**

[November 13 – Bookmobile now a contactless pickup location](#)

[November 18 – Notice of Upcoming Closure](#)

[November 23 – Virtual Digital Appointment promotion](#)

[November 24 – Virtual Digital Appointment promotion](#)

[November 28 – Virtual Digital Appointment promotion](#)

[December 2 – Walk-up Service available at Dunton Ave. entrance](#)

[December 3 - Self-service Print, Fax, Scan, Copy Service](#)

[December 3 – Virtual Digital Appointment promotion](#)

[December 4 - Self-service Print, Fax, Scan, Copy Service](#)

[December 5 - Pick up library items closer to home with Bookmobile contactless service](#)

[December 6 - Need to fax, scan copy and print? Walk-up service](#)

[December 7 – Walk-up Copy, Print, Fax and Scan services, Laptops available](#)

## **Instagram**

[November 13 – Bookmobile now a contactless pickup location](#)

[November 19 - Notice of Upcoming Closure](#)

[November 28 – Virtual Digital Appointment promotion](#)

[December 2 – Walk-up Service available at Dunton Ave. entrance](#)

[December 3 – Walk-up Copy, Print, Fax and Scan services, Laptops available](#)

## Social Media Engagement

	April	May	June	July	August	September	October	November
<b>Facebook</b>								
Posts	60	47	41	56	15	40	33	42
Followers <sup>1</sup>	5291	5376	5436	5469	5501	5613	5664	5695
Engagement (post clicks)	3642	2725	3148	1886	861	2581	2850	1677
Reactions (likes, etc.)	3001	2419	2755	1673	752	991	2853	1289
Shares (no longer specified individually)	252	126	182	102	40	134	N/A	N/A
Daily Total Reach (new metric provided by FB)							51177 <sup>2</sup>	36813 <sup>2</sup>
<b>Twitter</b>								
Tweets	139	148	143	137	100	127	120	118
Followers <sup>1</sup>	4388	4404	4410	4424	4446	4444	4442	4461
Tweet impressions	120000	127000	100000	94300	76800	90438	88600	97300
Engagement	394	399	387	283	240	366	324	340
Likes	294	348	300	211	187	289	253	295
Retweets	92	56	79	64	48	75	66	37
<b>Instagram</b>								
Posts <sup>1</sup>	875	898	922	978	1002	1027	1055	1080
Followers <sup>1</sup>	1904	1947	2006	2081	2106	2129	2154	2179
Impressions	24608	19,188	21052	45279	14405	19017	16542	18427
Average Reach	451	435	459	560	344	389	318	425
<b>Constant Contact</b>								
Campaigns	27	26	27	21	17	15	18	16
Sends	85980	43,351	110,385	52314	39158	63951	47932	92920
Opens	30772	12245	37071	12690	10550	19827	12280	35725
Clicks	2262	1169	2196	889	786	821	797	1029
Open rate	36%	28%	34%	24%	27%	31%	26%	39%
Click rate	3%	3%	-4%	7%	7%	4%	6%	3%
Open percentage +/- industry avg.	11%	6%	12%	2%	6%	10%	5%	18%

Total contacts <sup>1</sup>	32957	33157	33594	33721	33889	33897	33989	34044
Unsubscribed	98	19	130	34	27	81	30	127
New contacts	446	184	436	106	166	8	94	155

**LinkedIn**

Followers <sup>1</sup>	660	672	684	685	689	693	696	707
Posts	1	1	8	0	7	4	8	0
Impressions	620	235	738	352	1100	749	992	298

**YouTube**

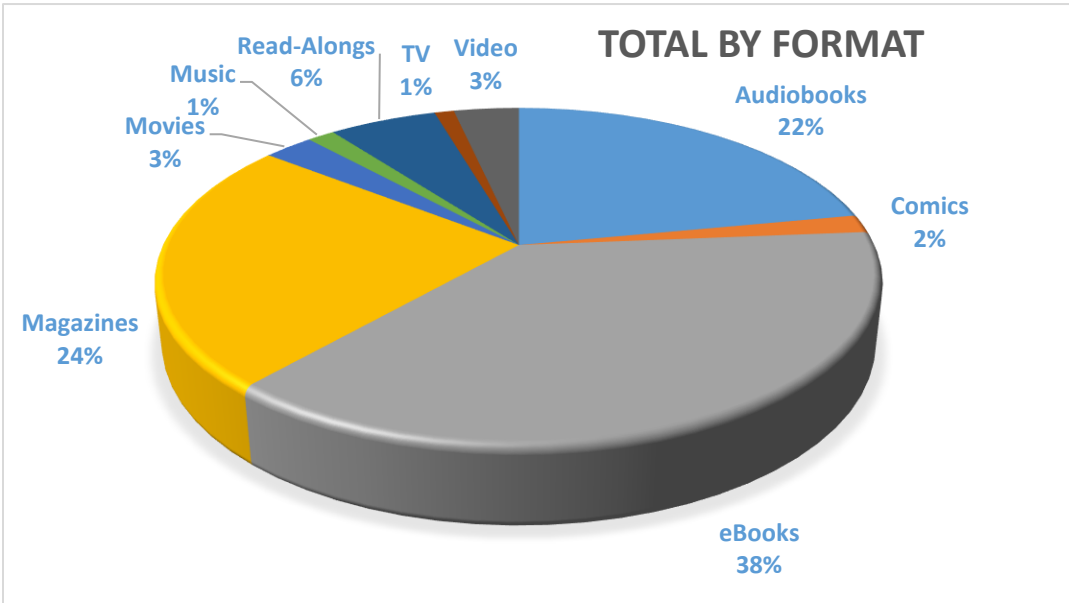
Subscribers <sup>1</sup>	514	585	603	627	658	691	723	747
Videos added	23	34	33	30	15	21 <sup>3</sup>	19 <sup>3</sup>	18 <sup>3</sup>
Views	5102	5053	3202	3086	2900	3159	3763	2859
Watch time hours	452.2	437	292.7	306.4	130.6	257.5	418	274.9

<sup>1</sup>Cumulative

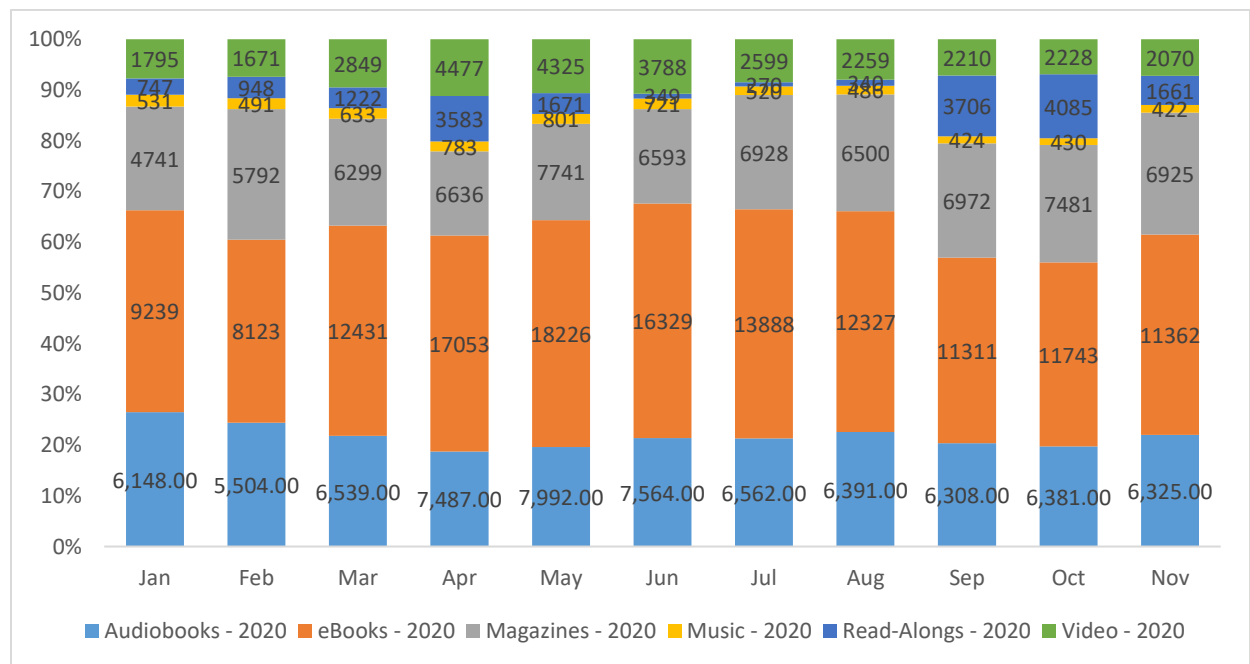
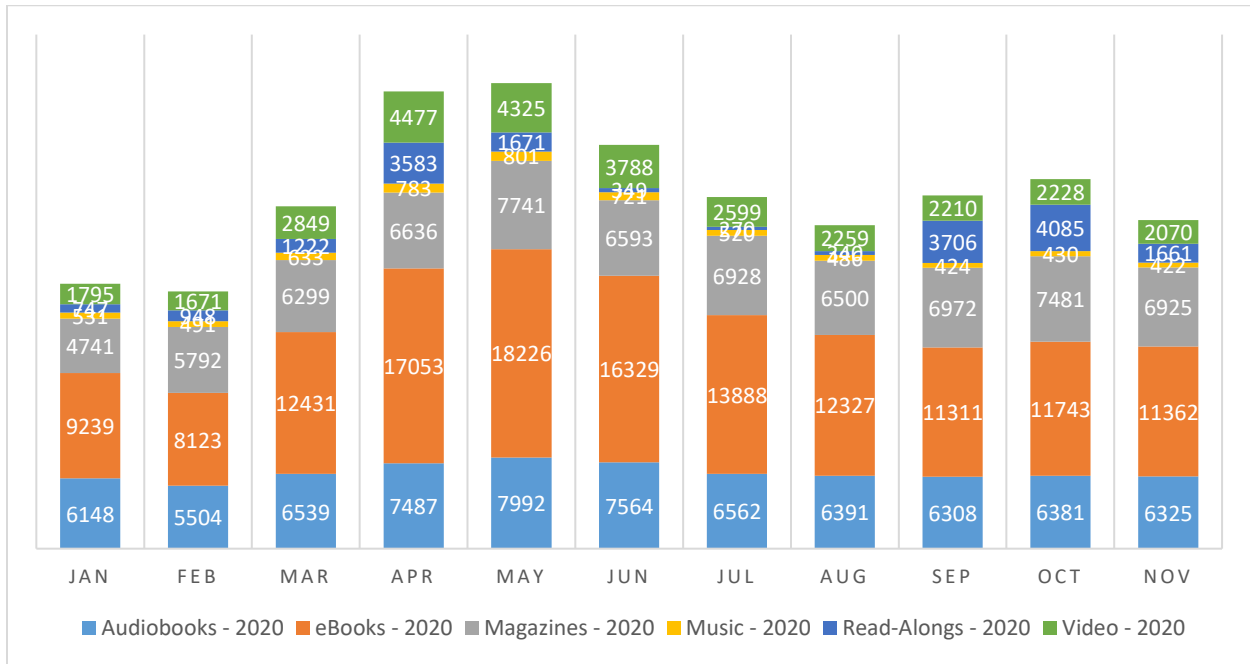
<sup>2</sup>Unique users who had any content from your Page or about your Page enter their screen through with social information attached. As a form of organic distribution, social information displays when a person's friend interacted with your Page, post or story. This includes when someone's friend likes or follows your Page, engages with a post, shares a photo of your Page and checks into your Page.

<sup>3</sup>Includes unlisted videos

**November eResource overview**



eLibrary 2020	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-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>10,870</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>6,325</b>	<b>26,186</b>



## **Professional Engagement**

Beginning January 1, Programs and Exhibits Manager Jennifer Czajka will become LACONI (Library Administrators Conference of Northern Illinois) President, guiding it through an unprecedented year ripe with possibility to connect library professionals through the continued pandemic.

## **Customer Comments**

### **A Talking Books Success Story**

A resident in our Library Delivery Services program was diagnosed with macular degeneration and experiencing significant eye strain when reading. When she called and discussed her concerns, we shared information about the *Illinois State Library Talking Book* service and completed the application with her. She transitioned from our Library Delivery Services to the *Illinois State Library Talking Book Service* this fall with great success – we are able to source her needs from the state and national catalogs, and she has been thrilled with the service. She calls us monthly for reader advisory services and to place her order, and this month told us, “thank you for saving my life!” She went on to share that living in a senior living community during this pandemic has been very challenging and the ability to continue to read has been life-changing, as it is her main source of diversion.

- *“Thank you for everything that you are doing! I don’t know what I would do without my books!”* – customer at Drive-up
- From a Thanksgiving card to Bookmobile staff from one of our regulars: *“Thank you for always going above and beyond to make sure every visitor to the Bookmobile gets what he/she needs. You make each of us feel like your best customer – and we appreciate you!”*
- *“I’m so grateful that you are still working! This is the only time I leave my house, and it’s worth it!”* – customer at Drive-up
- From a thank-you card received from a customer who frequents the Drive-up: *“To all library employees (especially those in the Drive-up), you will never know how grateful I am for AHML. The movies for my husband who has dementia and the books for me are priceless. Thank you all very, very much!”*

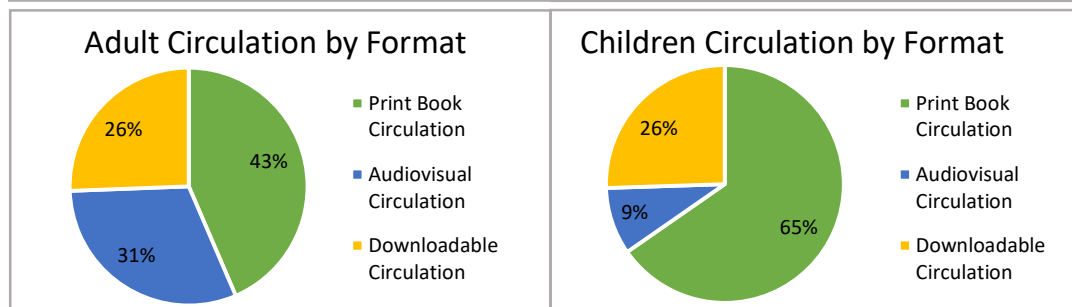
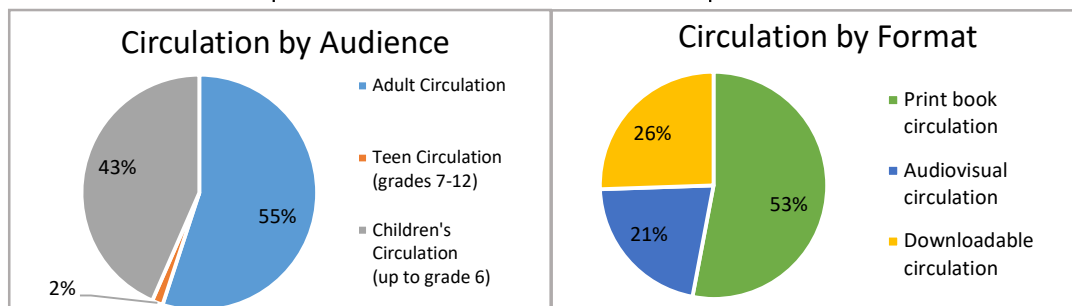
# Metrics for November 2020

## Service Point Traffic

<b>Total visits</b> <b>26,869</b> ↓ -67% <small>81,042 last year</small>	<b>Main Library visits*</b> <b>25,468</b> ↓ -67% <small>77,961 last year</small>	<b>Sr Center Visits**</b> <b>98</b> ↓ -93.78% <small>1,575 last year</small>	<b>Bookmobile Visits</b> <b>1,303</b> ↓ -13.48% <small>1,506 last year</small>
--	--	--	--

## Circulation

<b>Total Circulation</b> <b>117,363</b> ↓ -22% <small>151,067 last year</small>	<b>Library Cards Issued</b> <b>Resident</b> <b>135</b> ↓ -61.10% <small>(issued) 347 last year</small> <b>Non-Resident</b> <b>42</b> ↓ -66.93% <small>(Registered) 127 last year</small>	<b>Interlibrary Loan</b> <b>Borrowed</b> <b>277</b> ↓ -7.97% <small>301 last year</small> <b>Lent</b> <b>330</b> ↓ -30.23% <small>473 last year</small>
<b>Card Holders</b> <b>63,479</b>		



## Programs

<b>Program Attendance</b> <b>4,105</b> ↓ -52% <small>8,582 last year</small>	<b>Number of Programs</b> <b>120</b> ↓ -58% <small>288 last year</small>	<b>Cost of Programs***</b> <b>\$12,667</b> <small>\$3,200 funded by FOL</small>
--	--	---

## Questions

<b>Reference Questions</b> <b>8,155</b> ↓ -44% <small>14,483 last year</small>	<b>Reference Questions</b> <small>(via call center)</small> <b>3,163</b> ↓ -20% <small>3,931 last year</small>	<b>Chat sessions</b> <b>560</b> ↑ 45.45% <small>385 last year</small>
--	---	---

## Technology Usage

<b>Public Computer Use</b> <b>1,897</b> ↓ -76.62% <small>8,115 last year</small>	<b>Website Visits</b> <b>95,585</b> ↑ 5.73% <small>90,402 last year</small>	<b>Self Checkout</b> <small>(% of total checkouts)</small> <b>63%</b> ↓ -3.00% <small>66% last year</small>
--	---	--

\*The library closed to the public due to the pandemic November 20 through the end of the month.

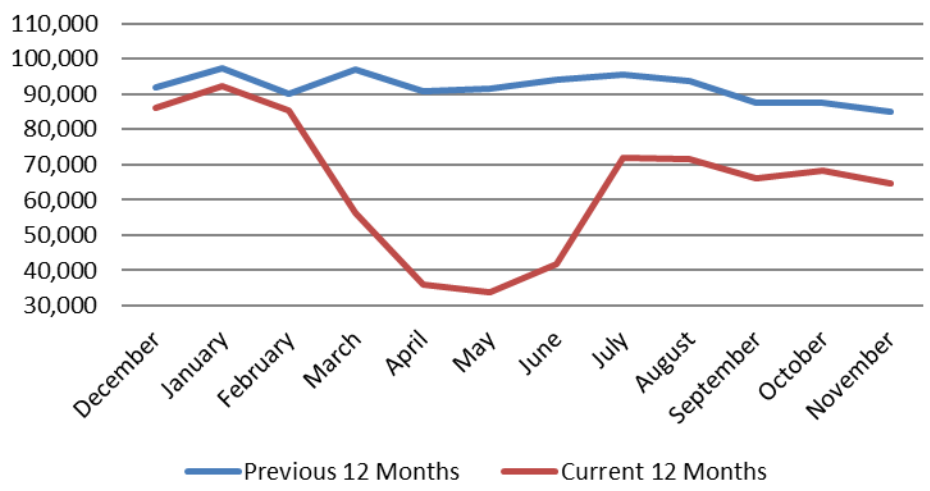
\*\*The Senior Center reading room closed to the public due to the pandemic November 18 through the end of the month.

\*\*\*November included multiple large events: Kendi (\$1,331.72), Prescott (\$5,812.50, \$2,500 was FOL), Pierogo (\$1,210)

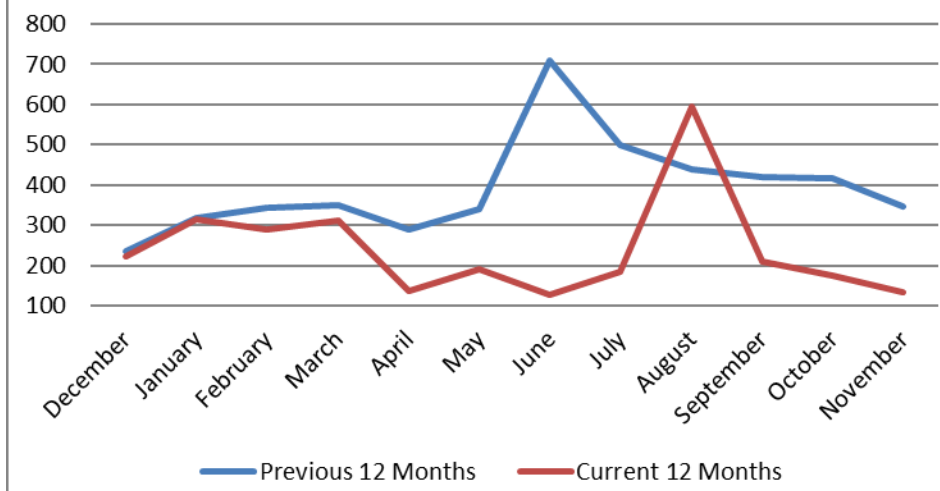
**AHML - DASHBOARD - November 2020**

	<b>November 2020</b>	<b>November 2019</b>	<b>% change from last November</b>	<b>Jan 2020-Nov 2020</b>	<b>Jan 2019-Nov 2019</b>	<b>% change from last YTD</b>
Total circulation	117,363	151,067	-22%	1,162,737	1,771,874	-34%
Adult circulation	64,631	84,964	-24%	688,085	1,010,862	-32%
Teen circulation	1,738	2,082	-17%	16,950	26,979	-37%
Children circulation	50,994	64,021	-20%	457,316	734,033	-38%
Print book circulation	59,608	78,933	-24%	522,299	932,814	-44%
Audiovisual circulation	24,153	43,586	-45%	240,148	530,990	-55%
Downloadables circulation	28,765	20,213	42%	352,882	210,871	67%
Self-check as % of main floor circ	63%	66%	-3%	54%	66%	-12%
Circulation to reciprocal borrowers	4,797	9,465	-49%	54,012	109,913	-51%
ILLs borrowed for our customers	277	301	-8%	2,877	5,031	-43%
ILLs lent to other libraries	330	473	-30%	3,365	5,963	-44%
Resident cards issued	135	347	-61%	2,669	4,470	-40%
Reciprocal cards registered	42	127	-67%	680	1,760	-61%
Reference questions	8,155	14,483	-44%	92,993	181,007	-49%
Number of Programs	120	288	-58%	1,740	3,171	-45%
Program attendance	4,105	8,582	-52%	49,805	84,713	-41%
Public computer use	1,897	8,115	-77%	34,286	100,539	-66%
Website visits	95,585	90,402	6%	1,096,425	1,085,743	1%
In-person visitors	26,869	81,042	-67%	363,439	919,031	-60%
New & Popular - % of adult coll	8.2%	7.9%	4%	8.4%	8.2%	3%
New & Popular - % of circ	30.5%	33.5%	-10%	32.3%	34.1%	-5%
Kids' New & Popular - % of KW coll	4.3%	4.6%	-7%	4.4%	4.6%	-4%
Kids' New & Popular - % of circ	12.7%	15.6%	-23%	13.1%	15.8%	-21%
Individual Staff Sessions	80	87	-9%	833	1099	-32%
Volunteer hours	525	2,489	-79%	9,951	28,119	-183%

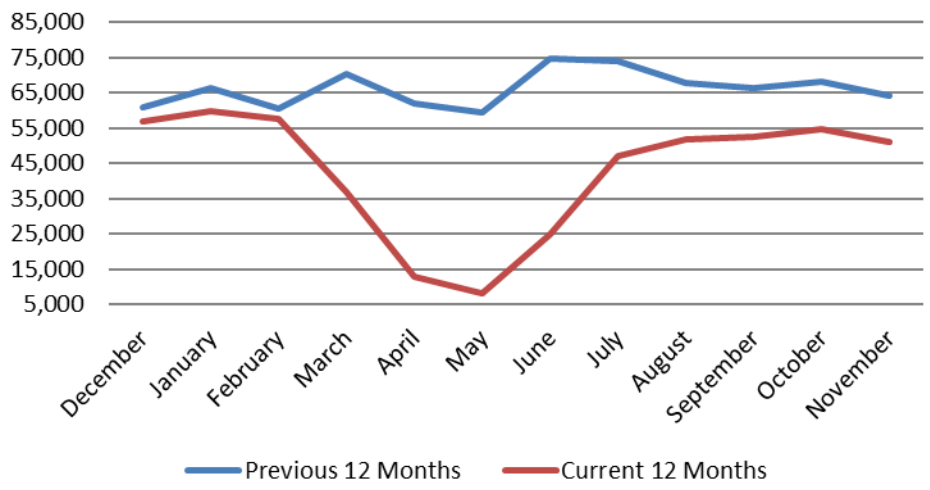
### Adult Circulation



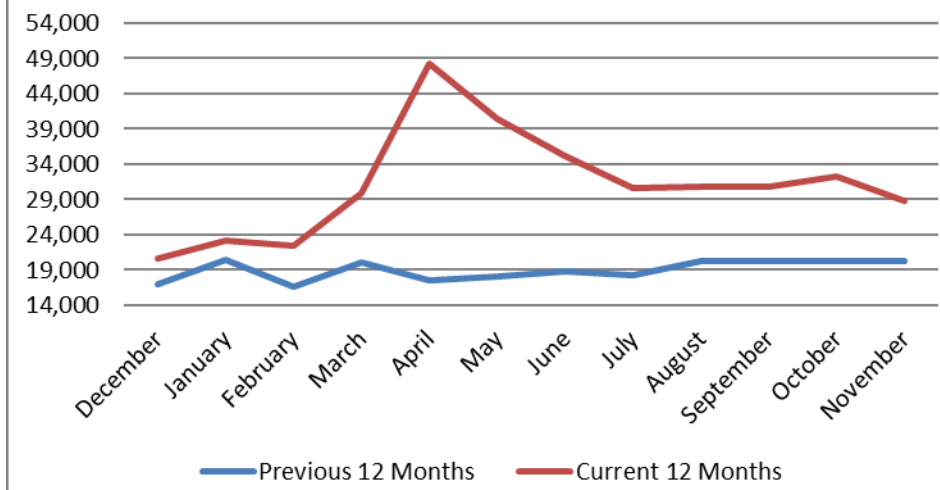
### Resident Library Cards Issued



### Children's Circulation



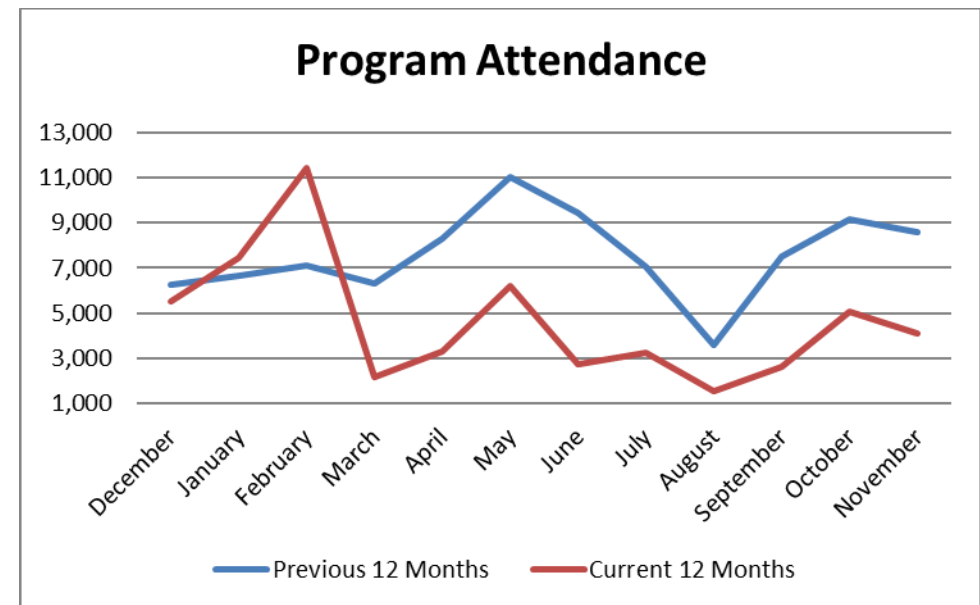
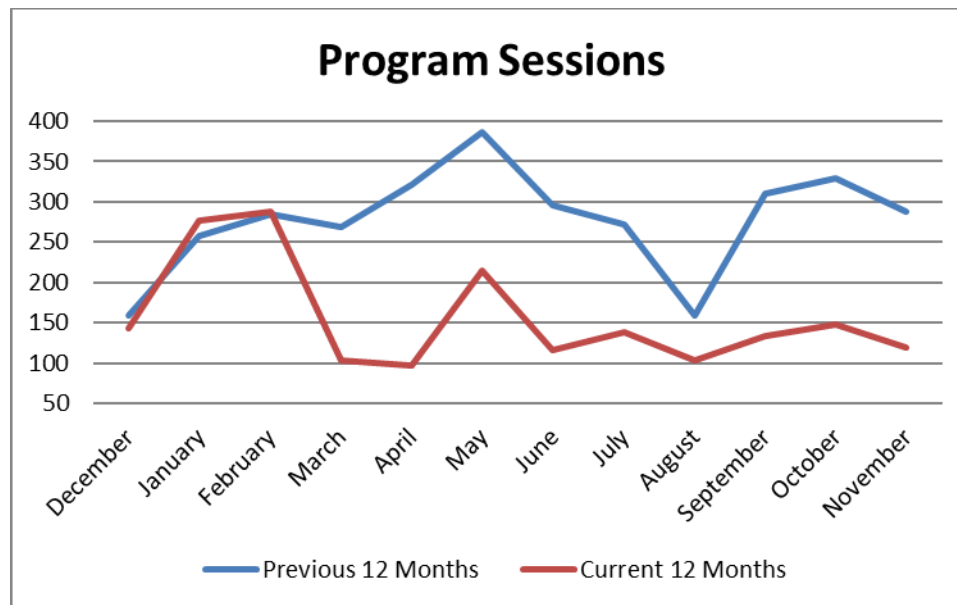
### Downloadables Circulation



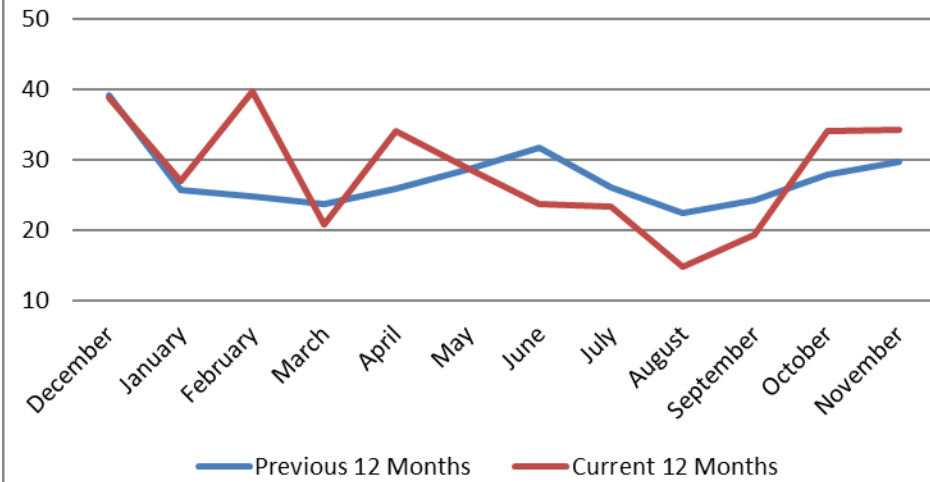


## Notes Relating to Circulation

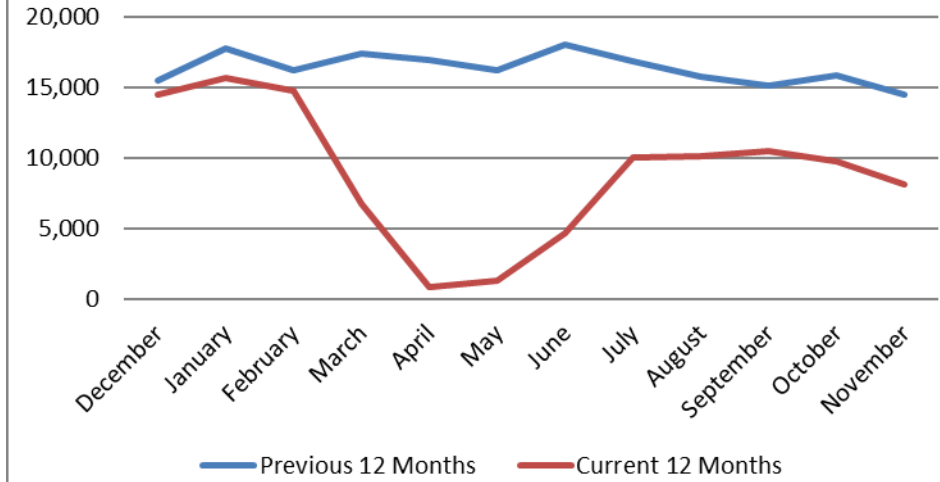
- Maintaining a three-day quarantine of all returns continues to result in slower turnover of materials, with 22.3% fewer total checkouts for November compared to the same month last year. However, checkouts for the adult fiction collection increased by 6.4% and the youth magazines and periodicals collection increased by 1.7% over this month last year.
- Being the main location for item pickup, the drive-up has seen incredible numbers in November with 7,707 cars visiting the window; a 20.1% increase from last November's 6,419 cars. Weekends were also incredibly busy around the holiday, with staff helping an average of 42 cars per hour.
- The main entrance has also been converted to a walk-up pick up location to accommodate customers without a vehicle. 341 customers used this location over the eleven days we were closed to the public in November.
- Staff filled 28,316 customer holds, an increase of 27.4% over last November. Of these, 17,521 were new holds requested on available items in-library, an increase of 83.9% for the month and more the twice the amount of holds we searched for in November 2019.
- eMaterial checkouts increased 42.3% over last November and are up 67.4% for the year. eMaterials represent 30.4% of total checkouts for the year.



### Attendance Per Program



### Reference Questions (Library Wide)



### Website Visits

