

**BOARD OF LIBRARY TRUSTEES**

**TUESDAY, JANUARY 19, 2021  
7:00 P.M.**

**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 JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF DECEMBER 5, 2020 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF DECEMBER 7, 2020 (Action Item 2)

- VII. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 15, 2020 (Action Item 3)
- VIII. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 11, 2021 (Action Item 4)
- IX. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2020 (Item 5)
- X. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2020 (Action Item 6)
- XI. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 19, 2021 (Action Item 7)
- XII. EXECUTIVE DIRECTOR'S REPORT
- XIII. OLD BUSINESS
  - COVID-19 RELATED SERVICE CHANGES (Action Item 8)  
Update on reopening plans in response to the State of Illinois' COVID-19 resurgence mitigations and updated Region 10 data
  - APPROVAL OF PROPOSED AMERICANS WITH DISABILITIES ACT COMPLIANCE POLICY (Action Item 9)  
The board will review and approve a new, proposed policy for the Americans with Disabilities Act. The intention of the policy is to provide guidelines to ensure compliance with the requirements of Title II of the Americans with Disabilities Act of 1990
- XIV. NEW BUSINESS
  - ONE BOOK, ONE VILLAGE WRAP-UP (Item 10)  
Staff will present statistics and highlights from the library's 2020 One Book, One Village program

XV. OTHER

XVI. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) TO REVIEW EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE GOALS

XVII. ITEM(S) FROM CLOSED SESSION FOR ACTION

XVIII. 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., January 19, 2021. 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 JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE ARLINGTON HEIGHTS MEMORIAL LIBRARY BOARD OF LIBRARY TRUSTEES HELD ON SATURDAY, DECEMBER 5, 2020.**

12.20.01 A joint breakfast meeting of the Arlington Heights Park District Board of Commissioners and the Arlington Heights Memorial Library Board of Library Trustees was called to order on Saturday, December 5, 2020, at 8:36 a.m. by Park District President Maryfran Leno. The meeting was held virtually and hosted via Zoom for public viewing, in response to the State of Illinois' Tier 3 COVID-19 resurgence mitigations.

**PRESENT:** Park District Commissioners Leno, Gelinas, Nesvacil and Ploger; Library Trustees Medal, Smart, Supplitt, Tangney and Zyck

**ABSENT:** Park District Commissioner Owen and Library Trustee Ruhl

**ALSO PRESENT:** Carrie Fullerton, Park District Executive Director; Jason Myers, Park District Director of Finance and Personnel; Brian Meyer, Park District Director of Recreation and Facilities; Ben Rea, Park District Director of Parks and Planning; Michael Driskell, Library Executive Director; Shannon Distel, Library Deputy Director; Donna Ekl, Library Director of Finance; Mary Hastings, Library Director of Communications and Marketing; Janet Moravec, Library Business Office Administrator; Julie Doren, Library Business Office Assistant.

12.20.02 **PARK DISTRICT COMMISSIONERS' TOPICS OF INTEREST** – Executive Director Carrie Fullerton highlighted:

- Update on the Illinois Department of Natural Resources (IDNR) Open Space Land Acquisition and Development (OSLAD) grant and the status of the proposed Recreation Park project
- Update on the status of Grandt's Shell Station
- Finalist for the National Recreation and Park Association (NRPA) National Gold Medal Award
- Arlington Ridge Center (ARC) success with over 10,000 memberships since opening in January
- Recipient of the 2020 Alan F. Bombick Award for Excellence in Design for the ARC
- Supporting the Village's Storm Water Project at Happiness Park
- In the accreditation process of the Illinois Association of Park Districts (IAPD)/Illinois Park and Recreation Association (IPRA) Distinguished Accreditation program
- Impact of COVID-19 on the budget, staffing and services
- Essential use of parks and outside spaces during pandemic
- Virtual holiday tree lighting at North School Park

**Collaborative Projects in 2020**

- Storywalk at Lake Arlington
- Storytime at Kaleidoscope Camp

### Potential Future Library Partnerships

- Permanent Storywalks at select parks with rotating books
- Little Libraries at select parks
- Recreation Park parking lot
- Northside presence as part of the future Frontier Park Recreation Center renovation
- Arlington Heights Historical Society

12.20.03 **LIBRARY TRUSTEES' TOPICS OF INTEREST** – Executive Director Michael Driskell highlighted:

### Library and Park District Partnerships in 2020

- Storywalk at Lake Arlington
- Storytime in the Park held at Pioneer, Frontier, Lake Terramere and Creekside Parks
- *Yoga in the Park* series, both virtual and in person, at the Arlington Heights Historical Museum
- *Outdoor Composting* program in person with social distancing at North School Park
- In person discussion with social distancing of the *One Book, One Village* selection, *The Secrets We Kept* by Lara Prescott at North School Park

### Makerspace Project Update

- New exterior light fixtures on front of building donated by the Questers
- Updated conceptual drawings of the main floor makerspace, kitchen and lower level art space
- Proposed schedule for construction to begin in December

### Potential Future Park District Partnerships

In 2021, library staff are interested in developing additional opportunities:

- Community conversation series around diversity, equity and inclusion
- Removing barriers to library services in the community through implementation of fine free and the creation of a Senior and Accessible Services Department
- Possible library presence at the renovated Frontier Park

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

There being no further business to be discussed, Commissioner Nesvacil moved **ADJOURNMENT**. Commissioner Gelinias seconded. All were in favor and the meeting was adjourned at 9:54 a.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY, DECEMBER 7, 2020.**

12.20.01 A special meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Monday, December 7, 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.

12.20.02 Upon **ROLL CALL**, the following answered present via teleconference: Trustees Medal, Smart, Supplitt, Tangney and Zyck.

Absent: Trustee Ruhl

Also present via teleconference: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects.

12.20.03 **PUBLIC COMMENT** – President Zyck shared a public comment submitted via email regarding library services.

12.20.04 **AWARDING OF MAKERSPACE PROJECT BIDS (Action Item 1)** – On November 24, a public bid was held for the makerspace building project at 112 North Belmont Avenue and the vetting of the ten bid packages was completed. Andy Dogan from Williams Architects presented the base bid results and alternate bids. The board reviewed and discussed recommendations and alternates.

Bid alternate #2 in the amount of an addition of \$20,523 for remodeling the entrance vestibule to include a new accessibility ramp and storage room for the kitchen. Bid alternate #7 in the amount of an addition of \$7,400 to replace suspended panel fixtures in the main makerspace with decorative industrial-look pendants. Bid alternate #8 in the amount of a reduction of \$11,500 from the general trades package for removal of safety railings at the roof level. Library staff will instead purchase a safety railing system directly from the manufacturer and install the system.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE BASE BID RESULTS FROM BID RELEASE #3 PLUS ALTERNATES #2, #7, AND #8, IN THE AMOUNT OF \$694,452, PLUS A CONTNGENCY AMOUNT OF \$24,048 FOR A TOTAL BUDGET OF \$724,000 FOR THE CONSTRUCTION OF THE MAKERSPACE.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 12.20.05 **COVID-19 RELATED SERVICE CHANGES (Action Item 2)** - The board reviewed and discussed services and staffing changes in response to the State of Illinois' Tier 3 COVID-19 resurgence mitigation plans.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO CLOSE THE LIBRARY BUILDING TO THE PUBLIC, EFFECTIVE DECEMBER 8, 2020 THROUGH JANUARY 20, 2021.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

Trustee Smart 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 JANUARY 20, 2021.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 12.20.06 **EXTENSION OF TEMPORARY POLICY DUE TO COVID-19 (Action Item 3)** - The board discussed the extension of temporary changes to existing library and human resource policies to make accommodations for modifications in services related to COVID-19.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND EXTENDS THE TEMPORARY COVID-19 POLICY, AMENDING EXISTING POLICIES, EFFECTIVE JANUARY 1 THROUGH FEBRUARY 17, 2021.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 12.20.07 **REVISIONS TO HUMAN RESOURCE POLICIES – HOLIDAY AND BEREAVEMENT AND PERSONAL LEAVE (Action Item 4)** - Staff presented proposed revisions to human resource policies Holiday and Bereavement and Personal Leave. The board discussed the proposed revisions; staff will bring the revised policies to the board for action at their next meeting.

- 12.20.08 **PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT LETTER OF SUPPORT (Action Item 5)** - The board reviewed a drafted letter of support to Prospect Heights Library District for a referendum to annex properties without library coverage.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES OF THE LETTER OF SUPPORT AS READ BY PRESIDENT ZYCK.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

12.20.09 **FY2021 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT UPDATE (Item 6)**

- Staff provided an update on the Illinois State Library FY2021 Public Library Per Capita Grant requirements and application. To comply with the application requirements, the library director and the Board of Library Trustees will review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries, 2019*.

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

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:02 p.m. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder



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

12.20.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Tuesday, December 15, 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.

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

Absent: None

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Lisa Haack, Human Resource Manager; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Brian Repsher, Friends of the Arlington Heights Memorial Library; Lauree Harp, Arlington Heights Memorial Library Foundation

12.20.03 There was no **PUBLIC COMMENT**.

12.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher, President of the Friends of the Arlington Heights Memorial Library, reported the Friends continue to look for ways to expand fundraising such as including online sales, and have enjoyed participating in the communities' Little Free Libraries. Mr. Repsher thanked the library for its continued support.

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

12.20.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 17, 2020 (Action Item 1)**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The minutes were approved as submitted.

12.20.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2020 (Item 2)** – Ms. Ekl reported the library has received 98% of budgeted property tax revenue. November donations totaled \$3,809. The library received grant funding from District 214 in the amount of \$750. With 92% of the fiscal year lapsed,

79% of the annual operating budget has been expensed, 16% of the capital projects budget, with a combined overall expense of 75%.

- 12.20.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2020 (Action Item 3)** – Ms. Ekl provided information in response to trustees’ questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF NOVEMBER 30, 2020, IN THE AMOUNT OF \$1,039,535.89.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- 12.20.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted a self-service station located in the north vestibule of the library providing copying, printing, faxing and scanning services with a Digital Services Advisor available to assist; Dr. Ibram X. Kendi and WBEZ’s Natalie Moore explored cause and effects of racism with 5,391 viewers attending virtually; *One Book, One Village 2020* (OBOV) offered a viewing and discussion of the film *Dr. Zhivago*, the library gave away 77 swag kits and a pierogi truck sold traditional Russian comfort food; *An Evening with Lara Prescott*, featuring the OBOV author, broke the attendance record with over 390 viewing the virtual event; eighty-eight customers joined historian Jim Gibbons to commemorate Vietnam War Veteran’s Day; the library website’s *Stay Informed* feature links to a text page with the latest changes to service and operations; *Constant Contact* has thirty thousand subscribers with a recent open rate of 50.8%; and effective January 1, 2021 Programs and Exhibits Manager Jennifer Czajka will become LACONI (*Library Administrators Conference of Northern Illinois*) President.

- 12.20.09 **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)** – Last discussed at the December 7 special board meeting, the board reviewed proposed revisions to human resource policies to clarify accruals and align with current practice and terminology.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS REVISIONS TO EMPLOYMENT AND BENEFIT CATEGORIES, BEREAVEMENT, HOLIDAYS, PERSONAL LEAVE, SICK LEAVE AND VACATION POLICIES.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **REVISIONS TO 2021 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 5)**  
– The board reviewed revisions to the 2021 Library Holiday Dates/Closings schedule, approved in June, to reflect revisions made to the human resources holiday policy.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE REVISED 2021 LIBRARY HOLIDAY DATES AND CLOSINGS.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **EMPLOYEE ENGAGEMENT SURVEY (Item 6)** – Staff presented the results of the employee engagement survey, originally completed in February and presented to the board in May, with a focus on action planning.

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

12.20.11 **OTHER**

- Mr. Driskell will be out of the library on December 16, and additional days over the holidays.

12.20.12 Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) TO CONDUCT EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE EVALUATION.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 8:03 p.m.

The board returned to open session at 9:15 p.m.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES MICHAEL DRISKELL, THE EXECUTIVE DIRECTOR, A .8% INCREASE IN SALARY ALONG WITH A REMUNERATION AND RECOGNITION OF COMPLETION OF HIS MLIS AS CONTINGENT AS PART OF HIS HIRING IN THE ROLE OF EXECUTIVE DIRECTOR IN THE AMOUNT OF \$5,000.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried and the meeting was adjourned at 9:19 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder

**BOARD OF LIBRARY TRUSTEES**

**COMMITTEE OF THE WHOLE**

- 01.21.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:00 p.m. on Monday, January 11, 2021, 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.

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

Absent: Trustee Medal

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

- 01.21.02 There was no **PUBLIC COMMENT**.
- 01.21.03 **COVID-19 RELATED SERVICE CHANGES (Item 1)** – The committee discussed reopening plans in response to the State of Illinois' COVID-19 resurgence mitigations and updated Region 10 data, while continuing to provide many core services in accordance with CDC social distancing and PPE guidelines. The library will continue to follow State of Illinois' recommended COVID-19 guidelines.
- 01.21.04 **AMERICANS WITH DISABILITIES ACT POLICY (Item 2)** – The committee reviewed and discussed a new proposed policy for the Americans with Disabilities Act. The intention of the policy is to provide guidelines to ensure compliance with the requirements of Title II of the Americans with Disabilities Act of 1990
- 01.21.05 **REVISIONS TO ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION MEMORANDUM OF UNDERSTANDING (Item 3)** – The committee reviewed and discussed proposed revisions to the Memorandum of Understanding confirming the operational relationship and reciprocal commitments of the Arlington Heights Memorial Library Foundation and the Arlington Heights Memorial Library.

01.21.06 **OTHER**

**-DISCUSSION ITEMS FOR ARLINGTON HEIGHTS VILLAGE BOARD JOINT MEETING – SATURDAY, JANUARY 16, 8:30 A.M.** - Mr. Driskell requested the committee submit discussion topics for the Arlington Heights Village Board joint meeting scheduled for January 16.

01.21.07 Trustee Smart moved **THE COMMITTEE OF THE WHOLE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) TO REVIEW EXECUTIVE DIRECTOR’S ANNUAL PERFORMANCE GOALS.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried. The board went into closed session at 7:17 p.m.

The board returned to open session at 8:00 p.m.

There being no further business to be discussed, Trustee Supplitt moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:01 p.m. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

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Janet Moravec, Recorder

ITEM 5

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	87,838	.00		1,054,012	1,035,550.00	98	1,054,012	18,462.00
04 00	Real Estate Tax FICA	53,788	.00		645,390	634,085.55	98	645,390	11,304.45
05 00	Real Estate Tax	1,057,690	.00		12,692,247	12,469,931.55	98	12,692,247	222,315.45
401	** Real Estate Taxes	1,199,316	.00		14,391,649	14,139,567.10	98	14,391,649	252,081.90
403	Intergovernmental Taxes								
25 00	Replacement Tax	0	334,521.28		0	334,521.28		0	334,521.28-
403	** Intergovernmental Taxes	0	334,521.28		0	334,521.28		0	334,521.28-
400	*** Taxes	1,199,316	334,521.28	28	14,391,649	14,474,088.38	101	14,391,649	82,439.38-
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		60,000	93,876.25	157	60,000	33,876.25-
70 00	Other Grants	49	.00		500	52,000.00	400	500	51,500.00-
90 00	Contribution Ord. Library	56	.00		562	61,589.46	959	562	61,027.46-
411	** Intergovernmental	5,105	.00		61,062	207,465.71	340	61,062	146,403.71-
410	*** Intergovernmental Revenue	5,105	.00		61,062	207,465.71	340	61,062	146,403.71-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	212	670.50	316	2,500	891.50	36	2,500	1,608.50
74 00	Copier/Reader Printer Fee	3,835	654.83	17	46,009	23,010.24	50	46,009	22,998.76
75 00	Meeting Room Fees	250	.00		3,000	445.00	15	3,000	2,555.00
436	** Library Fees	4,297	1,325.33	31	51,509	24,346.74	47	51,509	27,162.26
430	*** Fees	4,297	1,325.33	31	51,509	24,346.74	47	51,509	27,162.26
440	Fines								
442	Library								
20 00	Late Charges	8,340	791.75	10	99,959	31,698.53	32	99,959	68,260.47
25 00	Lost/Damaged Item Charges	1,424	627.81	44	17,000	9,795.08	58	17,000	7,204.92
442	** Library	9,764	1,419.56	15	116,959	41,493.61	36	116,959	75,465.39
440	*** Fines	9,764	1,419.56	15	116,959	41,493.61	36	116,959	75,465.39
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	6,706	125.48	2	80,395	36,749.84-	46	80,395	117,144.84
461	** Simple Interest	6,706	125.48	2	80,395	36,749.84-	46	80,395	117,144.84

Village of Arlington Heights  
 REVENUE REPORT  
 100% OF YEAR LAPSED

ACCOUNTING PERIOD 12/2020

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
462	Investment Inc								
10 00	Market Value Adj IMET	837	15.34	2	10,000	807.20	8	10,000	9,192.80
462	** Investment Inc	837	15.34	2	10,000	807.20	8	10,000	9,192.80
460	*** Interest Income	7,543	140.82	2	90,395	35,942.64-	40	90,395	126,337.64
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	4,174	.00		50,000	.00		50,000	50,000.00
481	** Special Events	4,174	.00		50,000	.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	3,422.08	274	15,000	12,184.42	81	15,000	2,815.58
483	** Donations	1,250	3,422.08	274	15,000	12,184.42	81	15,000	2,815.58
489	Other								
90 00	Other Income	424	128.86-	30	5,000	17,526.94	351	5,000	12,526.94-
94 00	FOL Reimbursements	8,750	.00		105,000	47,371.13	45	105,000	57,628.87
95 00	Foundation Reimbursements	0	.00		0	1,985.00		0	1,985.00-
489	** Other	9,174	128.86-	1	110,000	66,883.07	61	110,000	43,116.93
480	*** Other	14,598	3,293.22	23	175,000	79,067.49	45	175,000	95,932.51
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		1,240,623	340,700.21	28	14,886,574	14,790,519.29	99	14,886,574	96,054.71



Village of Arlington Heights  
 REVENUE REPORT  
 100% OF YEAR LAPSED

ACCOUNTING PERIOD 12/2020

Village of Arlington Heights

FUND 491 Capital Projects-Library

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	5,837	181.81	3	70,000	41,920.82	60	70,000	28,079.18
461	** Simple Interest	5,837	181.81	3	70,000	41,920.82	60	70,000	28,079.18
462	Investment Inc								
10 00	Market Value Adj IMET	0	242.18		0	5,233.63		0	5,233.63-
462	** Investment Inc	0	242.18		0	5,233.63		0	5,233.63-
460	*** Interest Income	5,837	423.99	7	70,000	47,154.45	67	70,000	22,845.55
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	5,837	423.99	7	70,000	47,154.45	67	70,000	22,845.55

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REPORT SELECTIONS

Fiscal year . . . . . : 2020  
Fund . . . . . : 291  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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PROGRAM: GM267L  
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP		BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	29403	44754.93	152	352726	363663.89	103	.00	352726	10937.89-	103
	16 92	Achievement Awards	337	1000.00	297	4000	2500.00	63	.00	4000	1500.00	63
	16 **	Library Personal Services	29740	45754.93	154	356726	366163.89	103	.00	356726	9437.89-	103
	18	Other Personal Services										
	18 05	Overtime Civilian	87	14.66	17	1000	1139.61	114	.00	1000	139.61-	114
	18 **	Other Personal Services	87	14.66	17	1000	1139.61	114	.00	1000	139.61-	114
	19	Employee Benefits										
	19 05	Medical Insurance	7767	7765.17	100	93182	86506.85	93	.00	93182	6675.15	93
	19 10	IMRF	3769	5658.87	150	45217	46111.15	102	.00	45217	894.15-	102
	19 11	Social Security	1851	2229.89	121	22179	21741.79	98	.00	22179	437.21	98
	19 12	Medicare	435	642.20	148	5187	5205.38	100	.00	5187	18.38-	100
	19 53	Flexible Spending	136	147.25	108	1610	2071.50	129	.00	1610	461.50-	129
	19 55	Unemployment Compensation	536	.00	0	6432	.00	0	.00	6432	6432.00	0
	19 **	Employee Benefits	14494	16443.38	113	173807	161636.67	93	.00	173807	12170.33	93
	20	Prof Technical Services										
	20 05	Professional Services	875	.00	0	10500	7200.00	69	.00	10500	3300.00	69
	20 08	Consulting Services Libr	174	.00	0	2000	.00	0	.00	2000	2000.00	0
	20 20	Legal Services	1337	.00	0	16000	11587.50	72	.00	16000	4412.50	72
	20 40	General Insurance	10649	.00	0	127700	120958.00	95	.00	127700	6742.00	95
	20 **	Prof Technical Services	13035	.00	0	156200	139745.50	90	.00	156200	16454.50	90
	21	Property Services										
	21 65	Other Services	250	4.75-	2-	3000	3737.64	125	.00	3000	737.64-	125
	21 **	Property Services	250	4.75-	2-	3000	3737.64	125	.00	3000	737.64-	125
	22	Other Contractual Service										
	22 01	Advertising	50	.00	0	600	483.30	81	.00	600	116.70	81
	22 02	Dues	559	640.00	115	6675	5024.00	75	.00	6675	1651.00	75
	22 03	Training	10312	420.00-	4-	123722	45751.47	37	.00	123722	77970.53	37
	22 05	Postage	4250	.00	0	50945	27081.83	53	.00	50945	23863.17	53
	22 70	Telephone Services	7215	1180.64	16	86569	62211.75	72	.00	86569	24357.25	72
	22 **	Other Contractual Service	22386	1400.64	6	268511	140552.35	52	.00	268511	127958.65	52
	30	General Supplies										
	30 05	Office Supplies & Equip	740	1788.17	242	8858	7360.62	83	.00	8858	1497.38	83
	30 **	General Supplies	740	1788.17	242	8858	7360.62	83	.00	8858	1497.38	83
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	212	.00	0	2500	1985.53	79	.00	2500	514.47	79
	31 **	Public Works Supplies	212	.00	0	2500	1985.53	79	.00	2500	514.47	79

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
32		Library Supplies									
32	02	Program Events	100	.00	0	1200	.00	0	.00	1200	1200.00 0
32	72	Special Events	80	.00	0	850	.00	0	.00	850	850.00 0
32	**	Library Supplies	180	.00	0	2050	.00	0	.00	2050	2050.00 0
40		Other Charges									
40	96	Operating Contingency	424	.00	0	5000	4149.24	83	.00	5000	850.76 83
40	**	Other Charges	424	.00	0	5000	4149.24	83	.00	5000	850.76 83
50		Property									
50	15	Other Equipment	2237	880.00	39	26800	9283.26	35	.00	26800	17516.74 35
50	**	Property	2237	880.00	39	26800	9283.26	35	.00	26800	17516.74 35
601	**	** Library	83785	66277.03	79	1004452	835754.31	83	.00	1004452	168697.69 83
60	**	** Culture/Recreation	83785	66277.03	79	1004452	835754.31	83	.00	1004452	168697.69 83
DIV	6001	TOTAL ***** Administration	83785	66277.03	79	1004452	835754.31	83	.00	1004452	168697.69 83



FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	67433	73043.51	108	808558	699540.53	87	.00	808558	109017.47	87

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources					ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	13996	19510.37	139	167952	175681.66	105	.00	167952	7729.66- 105
16	**	Library Personal Services	13996	19510.37	139	167952	175681.66	105	.00	167952	7729.66- 105
18		Other Personal Services									
18	05	Overtime Civilian	25	.00	0	300	62.85	21	.00	300	237.15 21
18	**	Other Personal Services	25	.00	0	300	62.85	21	.00	300	237.15 21
19		Employee Benefits									
19	05	Medical Insurance	3863	3854.75	100	46257	46257.00	100	.00	46257	.00 100
19	10	IMRF	1775	2466.12	139	21267	22229.51	105	.00	21267	962.51- 105
19	11	Social Security	873	1144.18	131	10432	10088.37	97	.00	10432	343.63 97
19	12	Medicare	207	267.59	129	2440	2359.42	97	.00	2440	80.58 97
19	50	Employee Asst. Program	500	.00	0	6000	5835.84	97	.00	6000	164.16 97
19	**	Employee Benefits	7218	7732.64	107	86396	86770.14	100	.00	86396	374.14- 100
21		Property Services									
21	65	Other Services	825	384.00	47	9900	5043.33	51	.00	9900	4856.67 51
21	**	Property Services	825	384.00	47	9900	5043.33	51	.00	9900	4856.67 51
22		Other Contractual Service									
22	01	Advertising	112	.00	0	1300	95.00	7	.00	1300	1205.00 7
22	02	Dues	274	.00	0	3200	2989.00	93	.00	3200	211.00 93
22	03	Training	112	.00	0	1300	561.16	43	.00	1300	738.84 43
22	55	In Service Training	835	.00	0	10020	7312.19	73	.00	10020	2707.81 73
22	**	Other Contractual Service	1333	.00	0	15820	10957.35	69	.00	15820	4862.65 69
32		Library Supplies									
32	01	Program Supplies	37	.00	0	400	56.82	14	.00	400	343.18 14
32	**	Library Supplies	37	.00	0	400	56.82	14	.00	400	343.18 14
40		Other Charges									
40	62	Tuition Reimbursement	2087	5066.40	243	25000	25000.00	100	.00	25000	.00 100
40	70	Employee Recognition Prog	1618	14997.43	927	19350	24450.84	126	.00	19350	5100.84- 126
40	**	Other Charges	3705	20063.83	542	44350	49450.84	112	.00	44350	5100.84- 112
601	**	** Library	27139	47690.84	176	325118	328022.99	101	.00	325118	2904.99- 101
60	**	** Culture/Recreation	27139	47690.84	176	325118	328022.99	101	.00	325118	2904.99- 101
DIV	6003	TOTAL ***** Human Resources	27139	47690.84	176	325118	328022.99	101	.00	325118	2904.99- 101

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	20	Prof Technical Services										
	20 05	Professional Services	0	.00	0	0	219.00	0	.00	0	219.00-	0
	20 **	Prof Technical Services	0	.00	0	0	219.00	0	.00	0	219.00-	0
	21	Property Services										
	21 65	Other Services	424	236.97	56	5000	5571.47	111	.00	5000	571.47-	111
	21 **	Property Services	424	236.97	56	5000	5571.47	111	.00	5000	571.47-	111
	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	2087	.00	0	25000	29386.00	118	.00	25000	4386.00-	118
	22 **	Other Contractual Service	2087	.00	0	25000	30134.80	121	.00	25000	5134.80-	121
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	174	513.76	295	2000	1072.75	54	.00	2000	927.25	54
	31 **	Public Works Supplies	174	513.76	295	2000	1072.75	54	.00	2000	927.25	54
	32	Library Supplies										
	32 01	Program Supplies	212	.00	0	2500	229.77	9	.00	2500	2270.23	9
	32 02	Program Events	212	.00	0	2500	2996.58	120	.00	2500	496.58-	120
	32 32	Software	49	.00	0	500	.00	0	.00	500	500.00	0
	32 72	Special Events	837	1445.16	173	10000	2185.16	22	.00	10000	7814.84	22
	32 75	Audio Visual	49	1317.71	2689	500	1519.55	304	.00	500	1019.55-	304
	32 78	Electronic Resources	125	.00	0	1500	.00	0	.00	1500	1500.00	0
	32 80	Books	424	43.21	10	5000	4504.06	90	.00	5000	495.94	90
	32 **	Library Supplies	1908	2806.08	147	22500	11435.12	51	.00	22500	11064.88	51
	50	Property										
	50 15	Other Equipment	5655	2010.86	36	67750	17618.60	26	.00	67750	50131.40	26
	50 55	Other Capital Outlay	24	.00	0	200	.00	0	.00	200	200.00	0
	50 **	Property	5679	2010.86	35	67950	17618.60	26	.00	67950	50331.40	26
601	** **	Library	10272	5567.67	54	122450	66051.74	54	.00	122450	56398.26	54
60	** **	Culture/Recreation	10272	5567.67	54	122450	66051.74	54	.00	122450	56398.26	54
DIV	6004	TOTAL ***** Paid by Gifts and Grants	10272	5567.67	54	122450	66051.74	54	.00	122450	56398.26	54



FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	18852	25362.26	135	226147	233016.49	103	.00	226147	6869.49- 103
	16 **	Library Personal Services	18852	25362.26	135	226147	233016.49	103	.00	226147	6869.49- 103
	18	Other Personal Services									
	18 05	Overtime Civilian	25	.73	3	300	56.02	19	.00	300	243.98 19
	18 **	Other Personal Services	25	.73	3	300	56.02	19	.00	300	243.98 19
	19	Employee Benefits									
	19 05	Medical Insurance	5516	5506.83	100	66082	66081.96	100	.00	66082	.04 100
	19 10	IMRF	2388	3458.68	145	28623	29713.30	104	.00	28623	1090.30- 104
	19 11	Social Security	1170	1638.84	140	14040	13876.18	99	.00	14040	163.82 99
	19 12	Medicare	280	383.26	137	3283	3245.06	99	.00	3283	37.94 99
	19 **	Employee Benefits	9354	10987.61	118	112028	112916.50	101	.00	112028	888.50- 101
	20	Prof Technical Services									
	20 05	Professional Services	475	1500.00	316	5700	8300.00	146	.00	5700	2600.00- 146
	20 **	Prof Technical Services	475	1500.00	316	5700	8300.00	146	.00	5700	2600.00- 146
	21	Property Services									
	21 36	Equipment Rental	116	381.69	329	1326	1501.83	113	.00	1326	175.83- 113
	21 65	Other Services	524	885.34	169	6189	5276.87	85	.00	6189	912.13 85
	21 **	Property Services	640	1267.03	198	7515	6778.70	90	.00	7515	736.30 90
	22	Other Contractual Service									
	22 02	Dues	77	.00	0	825	673.00	82	.00	825	152.00 82
	22 03	Training	100	.00	0	1200	78.10	7	.00	1200	1121.90 7
	22 25	IT/GIS Service Charge	2199	105525.37	4799	26355	129267.00	491	.00	26355	102912.00- 491
	22 **	Other Contractual Service	2376	105525.37	4441	28380	130018.10	458	.00	28380	101638.10- 458
601	** **	Library	31722	144643.00	456	380070	491085.81	129	.00	380070	111015.81- 129
60	** **	Culture/Recreation	31722	144643.00	456	380070	491085.81	129	.00	380070	111015.81- 129
DIV	6008	TOTAL ***** Finance	31722	144643.00	456	380070	491085.81	129	.00	380070	111015.81- 129

PROGRAM: GM267L  
Village of Arlington Heights

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	57938	69780.60	120	695135	650277.70	94	.00	695135	44857.30	94
16	**	Library Personal Services	57938	69780.60	120	695135	650277.70	94	.00	695135	44857.30	94
18		Other Personal Services										
18	05	Overtime Civilian	30	.00	0	250	133.08	53	.00	250	116.92	53
18	**	Other Personal Services	30	.00	0	250	133.08	53	.00	250	116.92	53
19		Employee Benefits										
19	05	Medical Insurance	12362	12359.25	100	148311	148311.00	100	.00	148311	.00	100
19	10	IMRF	7333	8727.24	119	87897	79444.83	90	.00	87897	8452.17	90
19	11	Social Security	3602	4266.44	118	43114	38918.34	90	.00	43114	4195.66	90
19	12	Medicare	843	997.78	118	10083	9101.84	90	.00	10083	981.16	90
19	**	Employee Benefits	24140	26350.71	109	289405	275776.01	95	.00	289405	13628.99	95
20		Prof Technical Services										
20	05	Professional Services	587	54.10	9	7022	2722.24	39	.00	7022	4299.76	39
20	08	Consulting Services Libr	387	.00	0	4545	1446.25	32	.00	4545	3098.75	32
20	**	Prof Technical Services	974	54.10	6	11567	4168.49	36	.00	11567	7398.51	36
21		Property Services										
21	02	Equipment Maintenance	13462	1016.74	8	161423	155559.73	96	.00	161423	5863.27	96
21	**	Property Services	13462	1016.74	8	161423	155559.73	96	.00	161423	5863.27	96
22		Other Contractual Service										
22	03	Training	543	.00	0	6450	50.00	1	.00	6450	6400.00	1
22	42	Internet Access	3489	2236.63	64	41846	26104.03	62	.00	41846	15741.97	62
22	**	Other Contractual Service	4032	2236.63	56	48296	26154.03	54	.00	48296	22141.97	54
30		General Supplies										
30	05	Office Supplies & Equip	34	50.98	150	375	749.32	200	.00	375	374.32	200
30	30	Data System Supplies	2104	.00	0	25204	17235.23	68	.00	25204	7968.77	68
30	32	Software Library	13476	5509.85	41	161602	90187.93	56	.00	161602	71414.07	56
30	33	Documentation Library	12	.00	0	100	.00	0	.00	100	100.00	0
30	**	General Supplies	15626	5560.83	36	187281	108172.48	58	.00	187281	79108.52	58
31		Public Works Supplies										
31	85	Small Tools and Equipment	1300	114.99	9	15556	11926.12	77	.00	15556	3629.88	77
31	**	Public Works Supplies	1300	114.99	9	15556	11926.12	77	.00	15556	3629.88	77
32		Library Supplies										
32	05	Processing Supplies	25	.00	0	300	223.97	75	.00	300	76.03	75
32	32	Software	1122	.00	0	13387	8378.93	63	.00	13387	5008.07	63
32	**	Library Supplies	1147	.00	0	13687	8602.90	63	.00	13687	5084.10	63

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	2845	754.98	27	34140	25653.22	75	.00	34140	8486.78	75
	50 **	Property	2845	754.98	27	34140	25653.22	75	.00	34140	8486.78	75
601	** **	Library	121494	105869.58	87	1456740	1266423.76	87	.00	1456740	190316.24	87
60	** **	Culture/Recreation	121494	105869.58	87	1456740	1266423.76	87	.00	1456740	190316.24	87
DIV	6010	TOTAL ***** Information Technology	121494	105869.58	87	1456740	1266423.76	87	.00	1456740	190316.24	87





FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	464981	591227.68	127	5573788	5013761.72	90	.00	5573788	560026.28	90

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	80103	100828.07	126	961159	944384.65	98	.00	961159	16774.35 98
16	**	Library Personal Services	80103	100828.07	126	961159	944384.65	98	.00	961159	16774.35 98
18		Other Personal Services									
18	05	Overtime Civilian	174	.00	0	2000	.00	0	.00	2000	2000.00 0
18	**	Other Personal Services	174	.00	0	2000	.00	0	.00	2000	2000.00 0
19		Employee Benefits									
19	05	Medical Insurance	10258	10249.75	100	122997	122997.00	100	.00	122997	.00 100
19	10	IMRF	10148	11918.64	117	121743	111829.96	92	.00	121743	9913.04 92
19	11	Social Security	4980	6127.71	123	59716	57002.54	96	.00	59716	2713.46 96
19	12	Medicare	1173	1433.05	122	13966	13330.91	96	.00	13966	635.09 96
19	**	Employee Benefits	26559	29729.15	112	318422	305160.41	96	.00	318422	13261.59 96
22		Other Contractual Service									
22	02	Dues	375	.00	0	4478	3604.00	81	.00	4478	874.00 81
22	03	Training	338	3.11	1	3979	807.50	20	.00	3979	3171.50 20
22	18	Contr Programs & Exhibits	1589	.00	0	18980	8176.16	43	.00	18980	10803.84 43
22	**	Other Contractual Service	2302	3.11	0	27437	12587.66	46	.00	27437	14849.34 46
30		General Supplies									
30	05	Office Supplies & Equip	205	315.10	154	2438	1228.76	50	.00	2438	1209.24 50
30	**	General Supplies	205	315.10	154	2438	1228.76	50	.00	2438	1209.24 50
32		Library Supplies									
32	01	Program Supplies	916	528.20	58	10948	4133.45	38	.00	10948	6814.55 38
32	02	Program Events	3255	1537.93	47	38950	10580.79	27	.00	38950	28369.21 27
32	90	Circulation Supplies	374	2125.72	568	4477	3345.22	75	.00	4477	1131.78 75
32	**	Library Supplies	4545	4191.85	92	54375	18059.46	33	.00	54375	36315.54 33
601	**	** Library	113888	135067.28	119	1365831	1281420.94	94	.00	1365831	84410.06 94
60	**	** Culture/Recreation	113888	135067.28	119	1365831	1281420.94	94	.00	1365831	84410.06 94
DIV	6401	TOTAL ***** Youth Services	113888	135067.28	119	1365831	1281420.94	94	.00	1365831	84410.06 94

PROGRAM: GM267L  
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
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	92385	107454.91	116	1108499	1056577.42	95	.00	1108499	51921.58	95
	16 **	Library Personal Services	92385	107454.91	116	1108499	1056577.42	95	.00	1108499	51921.58	95
	18	Other Personal Services										
	18 05	Overtime Civilian	87	22.06	25	1000	467.98	47	.00	1000	532.02	47
	18 **	Other Personal Services	87	22.06	25	1000	467.98	47	.00	1000	532.02	47
	19	Employee Benefits										
	19 05	Medical Insurance	12789	12778.92	100	153347	153347.04	100	.00	153347	.04-	100
	19 10	IMRF	11695	12151.08	104	140241	117095.34	84	.00	140241	23145.66	84
	19 11	Social Security	5737	6657.70	116	68789	63892.96	93	.00	68789	4896.04	93
	19 12	Medicare	1348	1557.02	116	16088	14942.39	93	.00	16088	1145.61	93
	19 **	Employee Benefits	31569	33144.72	105	378465	349277.73	92	.00	378465	29187.27	92
	22	Other Contractual Service										
	22 02	Dues	212	.00	0	2500	1984.00	79	.00	2500	516.00	79
	22 03	Training	275	.00	0	3300	942.47	29	.00	3300	2357.53	29
	22 18	Contr Programs & Exhibits	480	120.00	25	5760	1170.00	20	.00	5760	4590.00	20
	22 **	Other Contractual Service	967	120.00	12	11560	4096.47	35	.00	11560	7463.53	35
	30	General Supplies										
	30 05	Office Supplies & Equip	161	210.47	131	1888	1284.75	68	.00	1888	603.25	68
	30 **	General Supplies	161	210.47	131	1888	1284.75	68	.00	1888	603.25	68
	32	Library Supplies										
	32 01	Program Supplies	168	.00	0	1950	543.34	28	.00	1950	1406.66	28
	32 90	Circulation Supplies	181	50.46	28	2095	651.12	31	.00	2095	1443.88	31
	32 **	Library Supplies	349	50.46	15	4045	1194.46	30	.00	4045	2850.54	30
601	** **	Library	125518	141002.62	112	1505457	1412898.81	94	.00	1505457	92558.19	94
60	** **	Culture/Recreation	125518	141002.62	112	1505457	1412898.81	94	.00	1505457	92558.19	94
DIV	6410	TOTAL ***** Info Services	125518	141002.62	112	1505457	1412898.81	94	.00	1505457	92558.19	94

PROGRAM: GM267L  
Village of Arlington Heights

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	118820	133881.05	113	1425818	1306516.86	92	.00	1425818	119301.14	92
	16 **	Library Personal Services	118820	133881.05	113	1425818	1306516.86	92	.00	1425818	119301.14	92
	18	Other Personal Services										
	18 05	Overtime Civilian	87	15.37	18	1000	108.76	11	.00	1000	891.24	11
	18 **	Other Personal Services	87	15.37	18	1000	108.76	11	.00	1000	891.24	11
	19	Employee Benefits										
	19 05	Medical Insurance	10072	10071.08	100	120853	120852.96	100	.00	120853	.04	100
	19 10	IMRF	15031	14243.10	95	180350	133173.00	74	.00	180350	47177.00	74
	19 11	Social Security	7381	8390.63	114	88462	79973.30	90	.00	88462	8488.70	90
	19 12	Medicare	1725	1962.34	114	20689	18703.11	90	.00	20689	1985.89	90
	19 **	Employee Benefits	34209	34667.15	101	410354	352702.37	86	.00	410354	57651.63	86
	21	Property Services										
	21 65	Other Services	301	.00	0	3513	415.94	12	.00	3513	3097.06	12
	21 **	Property Services	301	.00	0	3513	415.94	12	.00	3513	3097.06	12
	22	Other Contractual Service										
	22 02	Dues	123	.00	0	1465	333.00	23	.00	1465	1132.00	23
	22 03	Training	232	.00	0	2773	1133.96	41	.00	2773	1639.04	41
	22 **	Other Contractual Service	355	.00	0	4238	1466.96	35	.00	4238	2771.04	35
	30	General Supplies										
	30 05	Office Supplies & Equip	174	509.23	293	2033	2078.18	102	.00	2033	45.18-	102
	30 **	General Supplies	174	509.23	293	2033	2078.18	102	.00	2033	45.18-	102
	32	Library Supplies										
	32 01	Program Supplies	87	.00	0	1000	634.40	63	.00	1000	365.60	63
	32 90	Circulation Supplies	720	1300.00	181	8574	6705.49	78	.00	8574	1868.51	78
	32 **	Library Supplies	807	1300.00	161	9574	7339.89	77	.00	9574	2234.11	77
601	** **	Library	154753	170372.80	110	1856530	1670628.96	90	.00	1856530	185901.04	90
60	** **	Culture/Recreation	154753	170372.80	110	1856530	1670628.96	90	.00	1856530	185901.04	90
DIV	6420	TOTAL ***** Customer Services	154753	170372.80	110	1856530	1670628.96	90	.00	1856530	185901.04	90

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	19056	25344.17	133	228551	228239.48	100	.00	228551	311.52 100
	16 **	Library Personal Services	19056	25344.17	133	228551	228239.48	100	.00	228551	311.52 100
	19	Employee Benefits									
	19 05	Medical Insurance	978	973.42	100	11681	11681.04	100	.00	11681	.04- 100
	19 10	IMRF	2362	3020.12	128	28344	27186.78	96	.00	28344	1157.22 96
	19 11	Social Security	1190	1527.31	128	14170	13611.45	96	.00	14170	558.55 96
	19 12	Medicare	278	357.20	129	3314	3183.41	96	.00	3314	130.59 96
	19 **	Employee Benefits	4808	5878.05	122	57509	55662.68	97	.00	57509	1846.32 97
	22	Other Contractual Service									
	22 02	Dues	45	250.00	556	518	295.00	57	.00	518	223.00 57
	22 03	Training	108	359.00	332	1230	524.46	43	.00	1230	705.54 43
	22 18	Contr Programs & Exhibits	801	.00	0	9590	6423.75	67	.00	9590	3166.25 67
	22 **	Other Contractual Service	954	609.00	64	11338	7243.21	64	.00	11338	4094.79 64
	30	General Supplies									
	30 05	Office Supplies & Equip	49	64.16	131	500	465.28	93	.00	500	34.72 93
	30 **	General Supplies	49	64.16	131	500	465.28	93	.00	500	34.72 93
	32	Library Supplies									
	32 01	Program Supplies	159	16.44	10	1820	1813.64	100	.00	1820	6.36 100
	32 02	Program Events	50	43.98	88	600	565.46	94	.00	600	34.54 94
	32 90	Circulation Supplies	93	172.47	186	1050	987.12	94	.00	1050	62.88 94
	32 **	Library Supplies	302	232.89	77	3470	3366.22	97	.00	3470	103.78 97
601	** **	Library	25169	32128.27	128	301368	294976.87	98	.00	301368	6391.13 98
60	** **	Culture/Recreation	25169	32128.27	128	301368	294976.87	98	.00	301368	6391.13 98
DIV	6430	TOTAL ***** Accessible Services	25169	32128.27	128	301368	294976.87	98	.00	301368	6391.13 98

FUND 291 Memorial Library Fund		DEPT/DIV 6440 User Services/Programs and Exhibits										
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	22075	22668.15	103	264889	232919.33	88	.00	264889	31969.67	88
16	**	Library Personal Services	22075	22668.15	103	264889	232919.33	88	.00	264889	31969.67	88
18		Other Personal Services										
18	05	Overtime Civilian	24	.00	0	200	336.37	168	.00	200	136.37-	168
18	**	Other Personal Services	24	.00	0	200	336.37	168	.00	200	136.37-	168
19		Employee Benefits										
19	05	Medical Insurance	4985	4984.08	100	59809	59808.96	100	.00	59809	.04	100
19	10	IMRF	2795	2865.22	103	33507	29498.70	88	.00	33507	4008.30	88
19	11	Social Security	1376	1351.43	98	16435	13733.18	84	.00	16435	2701.82	84
19	12	Medicare	324	316.05	98	3844	3211.79	84	.00	3844	632.21	84
19	**	Employee Benefits	9480	9516.78	100	113595	106252.63	94	.00	113595	7342.37	94
22		Other Contractual Service										
22	02	Dues	121	.00	0	1353	593.00	44	.00	1353	760.00	44
22	03	Training	127	.00	0	1414	276.18	20	.00	1414	1137.82	20
22	18	Contr Programs & Exhibits	11261	643.75	6	135077	39115.37	29	.00	135077	95961.63	29
22	**	Other Contractual Service	11509	643.75	6	137844	39984.55	29	.00	137844	97859.45	29
32		Library Supplies										
32	01	Program Supplies	0	.00	0	0	40.88	0	.00	0	40.88-	0
32	02	Program Events	1677	5315.36	317	20058	16950.90	85	.00	20058	3107.10	85
32	**	Library Supplies	1677	5315.36	317	20058	16991.78	85	.00	20058	3066.22	85
601	**	** Library	44765	38144.04	85	536586	396484.66	74	.00	536586	140101.34	74
60	**	** Culture/Recreation	44765	38144.04	85	536586	396484.66	74	.00	536586	140101.34	74
DIV	6440	TOTAL ***** Programs and Exhibits	44765	38144.04	85	536586	396484.66	74	.00	536586	140101.34	74

PROGRAM: GM267L

Village of Arlington Heights

FUND 291 Memorial Library Fund

DEPT/DIV 6450 User Services/Digital Services

BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	44122	56615.41	128	529376	526373.05	99	.00	529376	3002.95	99
	16 **	Library Personal Services	44122	56615.41	128	529376	526373.05	99	.00	529376	3002.95	99
	19	Employee Benefits										
	19 05	Medical Insurance	4642	4635.58	100	55627	55626.96	100	.00	55627	.04	100
	19 10	IMRF	5577	6694.30	120	66913	62089.71	93	.00	66913	4823.29	93
	19 11	Social Security	2736	3533.29	129	32821	32021.81	98	.00	32821	799.19	98
	19 12	Medicare	647	826.34	128	7676	7489.16	98	.00	7676	186.84	98
	19 **	Employee Benefits	13602	15689.51	115	163037	157227.64	96	.00	163037	5809.36	96
	22	Other Contractual Service										
	22 02	Dues	158	.00	0	1863	1548.00	83	.00	1863	315.00	83
	22 03	Training	49	.00	0	500	.00	0	.00	500	500.00	0
	22 42	Internet Access	210	.00	0	2520	2520.00	100	.00	2520	.00	100
	22 66	Outside Reference Service	247	101.00-	41-	2887	2873.00	100	.00	2887	14.00	100
	22 **	Other Contractual Service	664	101.00-	15-	7770	6941.00	89	.00	7770	829.00	89
	30	General Supplies										
	30 05	Office Supplies & Equip	62	110.22	178	700	427.29	61	.00	700	272.71	61
	30 07	Supplies Reimb by Patrons	62	306.15	494	700	501.44	72	.00	700	198.56	72
	30 **	General Supplies	124	416.37	336	1400	928.73	66	.00	1400	471.27	66
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	550	.00	0	6600	4271.01	65	.00	6600	2328.99	65
	31 **	Public Works Supplies	550	.00	0	6600	4271.01	65	.00	6600	2328.99	65
	32	Library Supplies										
	32 01	Program Supplies	68	.00	0	750	323.01	43	.00	750	426.99	43
	32 78	Electronic Resources	28287	2298.00-	8-	339411	337386.60	99	.00	339411	2024.40	99
	32 90	Circulation Supplies	134	363.72	271	1575	1380.15	88	.00	1575	194.85	88
	32 **	Library Supplies	28489	1934.28-	7-	341736	339089.76	99	.00	341736	2646.24	99
	50	Property										
	50 15	Other Equipment	40	464.33	1161	480	464.33	97	.00	480	15.67	97
	50 **	Property	40	464.33	1161	480	464.33	97	.00	480	15.67	97
601	** **	Library	87591	71150.34	81	1050399	1035295.52	99	.00	1050399	15103.48	99
60	** **	Culture/Recreation	87591	71150.34	81	1050399	1035295.52	99	.00	1050399	15103.48	99
DIV	6450	TOTAL ***** Digital Services	87591	71150.34	81	1050399	1035295.52	99	.00	1050399	15103.48	99

PROGRAM: GM267L  
Village of Arlington Heights

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										
	16	Library Personal Services										
	16 85	Salaries	73357	87716.92	120	880262	866659.93	99	.00	880262	13602.07	99
	16 **	Library Personal Services	73357	87716.92	120	880262	866659.93	99	.00	880262	13602.07	99
	18	Other Personal Services										
	18 05	Overtime Civilian	18	7.66	43	150	119.47	80	.00	150	30.53	80
	18 **	Other Personal Services	18	7.66	43	150	119.47	80	.00	150	30.53	80
	19	Employee Benefits										
	19 05	Medical Insurance	15052	15052.00	100	180624	180624.00	100	.00	180624	.00	100
	19 10	IMRF	9281	11214.79	121	111284	109702.83	99	.00	111284	1581.17	99
	19 11	Social Security	4558	5403.92	119	54586	51858.40	95	.00	54586	2727.60	95
	19 12	Medicare	1073	1263.83	118	12766	12127.92	95	.00	12766	638.08	95
	19 **	Employee Benefits	29964	32934.54	110	359260	354313.15	99	.00	359260	4946.85	99
	20	Prof Technical Services										
	20 81	OCLC Services	5261	.00	0	63110	62176.78	99	.00	63110	933.22	99
	20 **	Prof Technical Services	5261	.00	0	63110	62176.78	99	.00	63110	933.22	99
	21	Property Services										
	21 64	Access Services	337	766.70	228	4000	2606.00	65	.00	4000	1394.00	65
	21 65	Other Services	0	652.65	0	0	652.65	0	.00	0	652.65-	0
	21 **	Property Services	337	1419.35	421	4000	3258.65	82	.00	4000	741.35	82
	22	Other Contractual Service										
	22 02	Dues	212	.00	0	2478	1370.00	55	.00	2478	1108.00	55
	22 03	Training	150	.00	0	1800	719.95	40	.00	1800	1080.05	40
	22 85	Processing Services	9037	1812.27	20	108400	74002.13	68	.00	108400	34397.87	68
	22 **	Other Contractual Service	9399	1812.27	19	112678	76092.08	68	.00	112678	36585.92	68
	30	General Supplies										
	30 05	Office Supplies & Equip	125	49.81	40	1500	892.33	60	.00	1500	607.67	60
	30 33	Documentation Library	68	.00	0	717	904.56	126	.00	717	187.56-	126
	30 **	General Supplies	193	49.81	26	2217	1796.89	81	.00	2217	420.11	81
	32	Library Supplies										
	32 03	Binding	24	200.00	833	200	200.00	100	.00	200	.00	100
	32 05	Processing Supplies	2500	1620.84	65	30000	10960.24	37	.00	30000	19039.76	37
	32 75	Audio Visual	44839	43072.57	96	537980	455409.55	85	.00	537980	82570.45	85
	32 80	Books	60223	51939.93	86	722676	642994.91	89	.00	722676	79681.09	89
	32 90	Circulation Supplies	543	.00	0	6450	1858.57	29	.00	6450	4591.43	29
	32 95	Periodicals	11181	2260.92	20	134062	126818.38	95	.00	134062	7243.62	95
	32 **	Library Supplies	119310	99094.26	83	1431368	1238241.65	87	.00	1431368	193126.35	87
601	**	** Library	237839	223034.81	94	2853045	2602658.60	91	.00	2853045	250386.40	91
60	**	** Culture/Recreation	237839	223034.81	94	2853045	2602658.60	91	.00	2853045	250386.40	91

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DIV	6470	TOTAL *****										
		Collection Services	237839	223034.81	94	2853045	2602658.60	91	.00	2853045	250386.40	91

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	34528	9772.24	28	414303	73778.79	18	.00	414303	340524.21	18
	16 **	Library Personal Services	34528	9772.24	28	414303	73778.79	18	.00	414303	340524.21	18
	18	Other Personal Services										
	18 05	Overtime Civilian	24	.00	0	200	.00	0	.00	200	200.00	0
	18 **	Other Personal Services	24	.00	0	200	.00	0	.00	200	200.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	2805	3378.33	120	33638	40539.96	121	.00	33638	6901.96-	121
	19 10	IMRF	4367	1235.23	28	52393	9333.43	18	.00	52393	43059.57	18
	19 11	Social Security	2148	601.42	28	25699	4537.88	18	.00	25699	21161.12	18
	19 12	Medicare	510	140.66	28	6010	1061.32	18	.00	6010	4948.68	18
	19 **	Employee Benefits	9830	5355.64	55	117740	55472.59	47	.00	117740	62267.41	47
	20	Prof Technical Services										
	20 05	Professional Services	2049	.00	0	24500	1250.00	5	.00	24500	23250.00	5
	20 20	Legal Services	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	20 40	General Insurance	18	.00	0	216	390.00	181	.00	216	174.00-	181
	20 **	Prof Technical Services	2491	.00	0	29716	1640.00	6	.00	29716	28076.00	6
	21	Property Services										
	21 02	Equipment Maintenance	589	265.00	45	6980	3591.38	52	.00	6980	3388.62	52
	21 11	Building Maintenance	2248	.00	0	26866	5435.50	20	.00	26866	21430.50	20
	21 36	Equipment Rental	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	21 60	Water and Sewer Service	100	.00	0	1200	271.33	23	.00	1200	928.67	23
	21 65	Other Services	8	.00	0	30	1106.00	3687	.00	30	1076.00-	3687
	21 **	Property Services	3369	265.00	8	40076	10404.21	26	.00	40076	29671.79	26
	22	Other Contractual Service										
	22 02	Dues	134	.00	0	1575	.00	0	.00	1575	1575.00	0
	22 03	Training	87	629.00	723	1000	629.00	63	.00	1000	371.00	63
	22 42	Internet Access	125	.00	0	1500	.00	0	.00	1500	1500.00	0
	22 **	Other Contractual Service	346	629.00	182	4075	629.00	15	.00	4075	3446.00	15
	30	General Supplies										
	30 05	Office Supplies & Equip	174	1026.13	590	2000	1026.13	51	.00	2000	973.87	51
	30 07	Supplies Reimb by Patrons	625	1037.39	166	7500	5834.50	78	.00	7500	1665.50	78
	30 51	Heating Fuel	3345	526.29	16	40140	526.29	1	.00	40140	39613.71	1
	30 **	General Supplies	4144	2589.81	63	49640	7386.92	15	.00	49640	42253.08	15
	31	Public Works Supplies										
	31 45	Janitorial Supplies	624	.00	0	7400	.00	0	.00	7400	7400.00	0
	31 85	Small Tools and Equipment	1799	1416.18	79	21500	4385.37	20	.00	21500	17114.63	20
	31 **	Public Works Supplies	2423	1416.18	58	28900	4385.37	15	.00	28900	24514.63	15



FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 15	Other Equipment	4549	.00	0	54500	.00	0	.00	54500	54500.00 0
	50 **	Property	4549	.00	0	54500	.00	0	.00	54500	54500.00 0
601	** **	Library	61704	20027.87	33	739150	153696.88	21	.00	739150	585453.12 21
60	** **	Culture/Recreation	61704	20027.87	33	739150	153696.88	21	.00	739150	585453.12 21
DIV	6480	TOTAL ***** Belmont Makerspace	61704	20027.87	33	739150	153696.88	21	.00	739150	585453.12 21
DEPT	64	TOTAL ***** User Services	851227	830928.03	98	10208366	8870409.61	87	.00	10208366	1337956.39 87
FUND	291	TOTAL ***** Memorial Library Fund	1316208	1422155.71	108	15782154	13884171.33	88	.00	15782154	1897982.67 88
GRAND		TOTAL *****	1316208	1422155.71	108	15782154	13884171.33	88	.00	15782154	1897982.67 88

PREPARED 01/15/2021, 9:09:50  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
100% OF YEAR LAPSED

PAGE 1  
ACCOUNTING PERIOD 12/2020

-----  
REPORT SELECTIONS

Fiscal year . . . . . : 2020  
Fund . . . . . : 491  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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PROGRAM: GM267L

Village of Arlington Heights

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	6674	48473.25	726	80000	48473.25	61	.00	80000	31526.75	61
	50	** Property	6674	48473.25	726	80000	48473.25	61	.00	80000	31526.75	61
601	**	** Library	6674	48473.25	726	80000	48473.25	61	.00	80000	31526.75	61
60	**	** Culture/Recreation	6674	48473.25	726	80000	48473.25	61	.00	80000	31526.75	61
DIV	6001	TOTAL *****										
		Administration	6674	48473.25	726	80000	48473.25	61	.00	80000	31526.75	61

PROGRAM: GM267L

Village of Arlington Heights

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	4174	19100.00	458	50000	37831.00	76	.00	50000	12169.00	76
	50	** Property	4174	19100.00	458	50000	37831.00	76	.00	50000	12169.00	76
601	**	** Library	4174	19100.00	458	50000	37831.00	76	.00	50000	12169.00	76
60	**	** Culture/Recreation	4174	19100.00	458	50000	37831.00	76	.00	50000	12169.00	76
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	4174	19100.00	458	50000	37831.00	76	.00	50000	12169.00	76

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	12000	10000.00	83	.00	12000	2000.00	83
	50	** Property	1000	.00	0	12000	10000.00	83	.00	12000	2000.00	83
601	**	** Library	1000	.00	0	12000	10000.00	83	.00	12000	2000.00	83
60	**	** Culture/Recreation	1000	.00	0	12000	10000.00	83	.00	12000	2000.00	83
DIV	6010	TOTAL *****										
		Information Technology	1000	.00	0	12000	10000.00	83	.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	9499.00	422	27000	18998.00	70	.00	27000	8002.00	70
	50 55	Other Capital Outlay	1250	.00	0	15000	.00	0	.00	15000	15000.00	0
	50 **	Property	3500	9499.00	271	42000	18998.00	45	.00	42000	23002.00	45
601 ** **		Library	3500	9499.00	271	42000	18998.00	45	.00	42000	23002.00	45
60 ** **		Culture/Recreation	3500	9499.00	271	42000	18998.00	45	.00	42000	23002.00	45
DIV	6020	TOTAL ***** Facilities	3500	9499.00	271	42000	18998.00	45	.00	42000	23002.00	45
DEPT	60	TOTAL ***** Executive Office	15348	77072.25	502	184000	115302.25	63	.00	184000	68697.75	63

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	36171.57	965	45000	40094.39	89	.00	45000	4905.61	89
	50	55 Other Capital Outlay	59500	2663.25	5	714000	101392.72	14	.00	714000	612607.28	14
	50	** Property	63250	33508.32	53	759000	141487.11	19	.00	759000	617512.89	19
601	**	** Library	63250	33508.32	53	759000	141487.11	19	.00	759000	617512.89	19
60	**	** Culture/Recreation	63250	33508.32	53	759000	141487.11	19	.00	759000	617512.89	19
DIV	6480	TOTAL ***** Belmont Makerspace	63250	33508.32	53	759000	141487.11	19	.00	759000	617512.89	19
DEPT	64	TOTAL ***** User Services	63250	33508.32	53	759000	141487.11	19	.00	759000	617512.89	19
FUND	491	TOTAL ***** Capital Projects-Library	78598	110580.57	141	943000	256789.36	27	.00	943000	686210.64	27
GRAND		TOTAL *****	78598	110580.57	141	943000	256789.36	27	.00	943000	686210.64	27

January 19, 2021

(Action Item 6)

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

<b>Fund Number</b>	<b>Fund Name</b>	<b>Fund Total</b>
291	General Fund - Library (December Invoices)	\$223,728.20
491	Capital Projects Fund - Library (December Invoices)	\$110,580.57
<b>Total Disbursements</b>		<u>\$334,308.77</u>
<b>Payrolls Paid</b>		
12/4/2020		\$273,943.10
12/18/2020		\$276,563.06
12/31/2020		\$278,243.23
		<u>\$828,749.39</u>
<b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
12/31/2020	Group Insurance	\$108,928.33
12/31/2020	IMRF	\$99,580.73
12/31/2020	Social Security	\$50,659.57
12/31/2020	Medicare	\$11,968.40
		<u>\$271,137.03</u>
<b>Total Disbursed</b>		<u>\$1,434,195.19</u>



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81153	ABLE CARD LLC	291-0000-140.05-00	PREPAID ABLE CARD LIBRARY	488.19	488.19
81155	AHML FOUNDTION	291-0000-489.90-00	EBAY SALE	265.46	265.46
81168	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00 291-0000-140.05-00	CASHBACK REBATE PREPAID ZOOM SUBSCRIPTION	75.85- 2,198.90	2,123.05
81205	FRIENDS OF THE LIBRARY	291-0000-489.90-00	2020 FOL BAG SALES	95.00	95.00
81211	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED DEC 2020 FSA DEP DEC 2020	3,156.05 769.18	3,925.23
81257	TREEHOUSE	291-0000-140.05-00	PREPAID TREEHOUSE 40 ANNU	6,325.00	6,325.00
***** DIVISION TOTAL *****					13,221.93
***** DEPARTMENT TOTAL **					13,221.93
DEPARTMENT: 60	Executive Office	DIVISION: 01			
81158	AMAZON.COM CREDIT	291-6001-601.30-05	OFFICE SUPPLIES	31.99	
		291-6001-601.30-05	OFFICE SUPPLIES	6.98	
		291-6001-601.30-05	OFFICE SUPPLIES	42.89	
		291-6001-601.30-05	OFFICE SUPPLIES	8.75	90.61
81160	AMERICA'S FLOORING STORE, LLC	491-6001-601.50-55	FLOORING	19,938.00	19,938.00
81165	ARLINGTON HTS CHAMBER OF COMMERCE	291-6001-601.22-02	PARTNER CONNECTION DUES	640.00	640.00
81168	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-70 291-6001-601.22-70 291-6001-601.22-70 291-6001-601.22-70	EMERGENCY TEXTING SERVICE EMERGENCY TEXTING SERVICE EMERGENCY TEXTING SERVICE EMERGENCY TEXTING SERVICE	4.95 74.99 5.99 14.00	99.93
81185	CITRANO UPHOLSTERY	291-6001-601.50-15	HUB CUSHIONS & KIDS WORLD	880.00	880.00
81201	FE MORAN SECURITY SOLUTIONS	291-6001-601.30-05	SECURITY BADGE PROXIMITY	1,676.00	1,676.00
81211	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES DEC 2020	147.25	147.25
81217	ILLINOIS LIBRARY ASSOCIATION	291-6001-601.22-03	ILA STANDARDS F/IL PUBLIC	30.00	30.00
81223	LIBRARY FURNITURE INTERNATIONAL INC	491-6001-601.50-55	INFO SERVS DESK PUBLIC SE	15,792.00	15,792.00
81224	LO VERDE CONTRACTING CO	491-6001-601.50-55	ESL ROOM RENOVATION	7,080.00	7,080.00
81255	STAPLES	291-6001-601.30-05	OFFICE SUPPLIES	.56	.56
81259	VERIZON WIRELESS <-	291-6001-601.22-70	TELEPHONE 11/26-12/25	354.09	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					354.09
81261	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	21.00	21.00
81265	WOW BUSINESS	291-6001-601.22-70	TELEPHONE 12/13-1/12	726.62	726.62
***** DIVISION TOTAL ****					47,476.06

*Communications and Marketing*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
81156	ALA MEMBERSHIP	291-6002-601.22-02	ALA DUES - HASTINGS M	225.00	225.00
81158	AMAZON.COM CREDIT	291-6002-601.31-85	STAND FOR LIGHTING EQUIP	139.99	139.99
81168	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	ISSUU NEWSLETTER SERVICE	474.00	474.00
81170	B & H PHOTO VIDEO	291-6002-601.31-85	VIDEO LIGHTING FOR C&M	765.60	1,199.20
		291-6002-601.31-85	VIDEO LIGHTING FOR C&M	433.60	
81180	CARDINAL COLORGROUP	291-6002-601.22-10	NEWSLETTER DECEMBER	9,729.00	9,729.00
81240	PADDOCK PUBLICATIONS INC	291-6002-601.21-65	AD - VETERAN'S DAY ISSUE	250.00	250.00
81251	SIGNS BY TOMORROW	291-6002-601.22-10	VARIOUS OUTDOOR SIGNS	11.10	11.10
***** DIVISION TOTAL ****					12,028.29

*Human Resources*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
81158	AMAZON.COM CREDIT	291-6003-601.40-70	DSSC GINGERBREAD PRIZES	44.08	347.76
		291-6003-601.40-70	TEEN VOLUNTEER GIVEAWAYS	303.68	
81166	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	TEEN VOL-AMAZON GIFTCARD	25.00	25.00
81168	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.21-65	SURVEYMONKEY SUBSCRIPTION	384.00	1,215.07
		291-6003-601.40-70	TEEN VOL-TARGET GIFTCARD	25.00	
		291-6003-601.40-70	TEEN VOL-APPLE GIFTCARD	25.00	
		291-6003-601.40-70	TEEN VOL-BEST BUY GIFTCRD	25.00	
		291-6003-601.40-70	TEEN VOL-STARBUCKS GIFTCD	25.00	
		291-6003-601.40-70	SPEEDY TAMALES-FOOD TEST	44.50	
		291-6003-601.40-70	DSSC HOT CHOCOLATE BAR	67.82	
		291-6003-601.40-70	DSSC COOKIES FOR STAFF	618.75	
81173	BECKMAN, SUSAN	291-6003-601.40-62	TUITION REIMBURSEMENT	66.75	
81179	BOWER, JACK	291-6003-601.40-62	TUITION REIMBURSEMENT	879.00	879.00
81183	CERTIF-A-GIFT COMPANY	291-6003-601.40-70	VOLUNTEER SERVS GIFT REDE	28.00	281.60
		291-6003-601.40-70	VOLUNTEER SERVS GIFT REDE	240.00	
		291-6003-601.40-70	VOLUNTEER SERVS GIFT REDE	281.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					549.60
81198	ESAU,ALEXANDER D.	291-6003-601.40-62	TUITION REIMBURSEMENT	1,138.65	1,138.65
81234	NG-HE,CAROL	291-6003-601.40-62	TUITION REIMBURSEMENT	1,682.00	1,682.00
81247	ROUNTREE,MARGARET E.	291-6003-601.40-62	TUITION REIMBURSEMENT	1,300.00	1,300.00
***** DIVISION TOTAL ****					7,203.83

DEPARTMENT: 60 Executive Office

DIVISION: 04

*Gifts and Grants*

81158	AMAZON.COM CREDIT	291-6004-601.31-85	BOOK SCANNER FOR SHACKLEY	506.00	
		291-6004-601.50-15	MAKERSPACE DRESS FORMS	249.98	
		291-6004-601.50-15	MAKERSPACE TOOLS	85.98	
		291-6004-601.50-15	MAKERSPACE TOOLS	114.95	
		291-6004-601.32-80	BOOKS	15.40-	
		291-6004-601.32-80	BOOKS	15.40	
		291-6004-601.32-80	BOOKS	18.08	
		291-6004-601.32-80	BOOKS	18.08-	
		291-6004-601.32-80	BOOKS	16.92	973.83
81159	AMBIUS (19)	291-6004-601.21-65	MAINTEN SUPPLIES DECEMBER	236.97	236.97
81166	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.31-85	BUTTERFLY GARDEN SUPPLIES	7.76	7.76
81167	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.50-15	EMBROIDERY SOFTWARE	499.00	
		291-6004-601.50-15	EMBROIDERY SOFTWARE	9.98	508.98
81168	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.50-15	HAND TOOLS FOR MAKERSPACE	29.99	
		291-6004-601.50-15	HAND TOOLS FOR MAKERSPACE	33.37	
		291-6004-601.50-15	HAND TOOLS FOR MAKERSPACE	29.99	
		291-6004-601.50-15	HAND TOOLS FOR MAKERSPACE	39.98	
		291-6004-601.50-15	HAND TOOLS FOR MAKERSPACE	4.97	
		291-6004-601.50-15	HAND TOOLS FOR MAKERSPACE	11.45	
		291-6004-601.50-15	HAND TOOLS FOR MAKERSPACE	12.97	
		291-6004-601.50-15	HAND TOOLS FOR MAKERSPACE	29.97	
		291-6004-601.50-15	HAND TOOLS FOR MAKERSPACE	103.99	
		291-6004-601.50-15	HAND TOOLS FOR MAKERSPACE	131.82	
		291-6004-601.32-75	AV MATERIALS	1,317.71	1,746.21
81171	BAKER & TAYLOR	291-6004-601.32-80	BOOKS	14.32	14.32
81196	ECOMPLETE LLC	291-6004-601.50-15	ELLISON DIE CUTTER F/MAKE	622.47	622.47
81199	FAIRWAY LASER SYSTEMS INC.	491-6004-601.50-55	LASER CUTTER F/MAKERSPACE	19,100.00	19,100.00
81212	HF GROUP, LLC	291-6004-601.21-65	BINDING	652.65	
		291-6004-601.21-65	BINDING SERVS	652.65-	
81219	INGRAM LIBRARY SERVICES	291-6004-601.32-80	BOOKS	11.97	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					11.97
81270	4ALL PROMOTIONS	291-6004-601.32-72	REUSABLE MASKS FOR STAFF	1,445.16	1,445.16
***** DIVISION TOTAL ****					24,667.67

*Finance*

DEPARTMENT: 60 Executive Office	DIVISION: 08				
81158 AMAZON.COM CREDIT	291-6008-601.21-65	AMAZON PRIME BUSINESS		100.00	100.00
81168 ARLINGTON HTS MEMORIAL LIBRARY	291-6008-601.21-36	POSTAGE MAINTENANCE		381.69	381.69
81252 SIKICH	291-6008-601.20-05	PROF SERVS 2020		1,500.00	1,500.00
***** DIVISION TOTAL ****					1,981.69

*Information Technology*

DEPARTMENT: 60 Executive Office	DIVISION: 10				
81158 AMAZON.COM CREDIT	291-6010-601.30-05	BATTERIES		50.98	
	291-6010-601.31-85	APPLE PENCIL FOR BELMONT		114.99	165.97
81168 ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ZOOM SUBSCRIPTION		282.01	
	291-6010-601.30-32	ZOOM SUBSCRIPTION		10.00	
	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# F/TEAMS		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	TRELLO SUBSCRIPTION		35.00	
	291-6010-601.30-32	AMAZON FREETIME SUBSCRIPT		4.99	
	291-6010-601.30-32	OFFICE 365 SUBSCRIPTION		239.20	
	291-6010-601.30-32	ITUNES APPS FOR KW		21.24	
	291-6010-601.30-32	ITUNES APPS FOR KW		31.86	
	291-6010-601.30-32	OFFICE 365 POWER BI		4.50	
	291-6010-601.30-32	GOOGLE GSUITE SUBSCRIPT		51.59	
	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	1,340.30
81169 AT&T MOBILITY	291-6010-601.22-42	INTERNET ACCESS 10/28-11/		138.69	138.69
81171 BAKER & TAYLOR	291-6010-601.30-32	TS360 SOFTWARE		2,635.00	2,635.00
81218 IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE		233.42	
	291-6010-601.21-02	EQUIPMENT MAINTENANCE		179.89	
	291-6010-601.21-02	EQUIPMENT MAINTENANCE		156.20	
	291-6010-601.21-02	EQUIPMENT MAINTENANCE		442.00	
	291-6010-601.21-02	EQUIPMENT MAINTENANCE		5.23	1,016.74
81228 MICRO CENTER	291-6010-601.50-12	IPAD F/MAKER SPACE MANAGE		754.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					754.98
81232	NAS SOFTWARE INC	291-6010-601.30-32	IELTS & CLEAR PRONUNCIATIO	982.00	982.00
81262	WHOFI	291-6010-601.30-32	WHOFI WIFI STATISTICS PLA	950.00	950.00
81265	WOW BUSINESS	291-6010-601.22-42	INTERNET 12/13-1/12	1,595.77	1,595.77
81266	WOW BUSINESS	291-6010-601.22-42	INTERNET ACCESS 12/19/20-	158.82	158.82
***** DIVISION TOTAL ****					9,738.27

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 20	<i>Facilities</i>		
81154	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	TRASH DISPOSAL 12/1-12/31	375.95	375.95
81158	AMAZON.COM CREDIT	291-6020-601.21-11	EMERGENCY FLASHLIGHTS	87.76	
		291-6020-601.21-07	BACKUP CAMERA	119.90	207.66
81163	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REG SERVS DECEMBER	89.00	89.00
81164	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS DECEMBER & PAD	199.00	199.00
81168	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	54.25	54.25
81186	COMED	291-6020-601.30-51	HEATING 11/5-12/8	86.39	
		291-6020-601.30-51	HEATING 11/5-12/8	1.64	
		291-6020-601.30-51	LATE PAYMENT CHARGES 8/6-	3.36	91.39
81188	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	HVAC PREVENTATIVE MAINTEN	1,650.00	
		291-6020-601.21-11	NEW ZONE VALVES 12/18	2,000.00	
		291-6020-601.21-11	NEW ZONE VALVES 12/18	2,072.25	
		291-6020-601.21-11	CAMUS BOILER MAINTENANCE	4,875.00	
		291-6020-601.21-11	CLEANING HEAT EXCHANGERS	767.00	
		291-6020-601.21-11	HVAC REPAIR	1,746.00	13,110.25
81189	CONSERV FS INC	291-6020-601.21-11	SIDEWALK/PARKING LOT SALT	1,442.10	1,442.10
81204	FIRST POINT MECHANICAL	291-6020-601.50-15	UNIT HEATER F/BOILER ROOM	5,276.00	
		491-6020-601.50-15	LIBERT UNIT 2ND PAYMENT	9,499.00	14,775.00
81206	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	BOOKMOBILE MAINTENANCE	621.08	
		291-6020-601.21-07	VEHICLE SERVS 12/9	427.88	1,048.96
81213	HOME DEPOT PRO (FORMER SUPPLYWORKS)	291-6020-601.31-45	DESINFECTANT/GLOVES	726.60	
		291-6020-601.21-11	PPE PURCHASE SPRAY&GLOVES	924.59	1,651.19
81214	IGS ENERGY	291-6020-601.30-51	NATURAL GAS NOVEMBER	2,793.66	2,793.66
81227	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTENANCE	66.74	
		291-6020-601.21-11	BLDG MAINTENANCE	24.47	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					91.21
81231	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT	107.98	
		291-6020-601.21-11	PAINT	60.48	
		291-6020-601.21-11	PAINT FOR ESL	299.94	
		291-6020-601.21-11	BLDG MAINTENANCE	107.98	576.38
81235	NICOR GAS	291-6020-601.30-51	NATURAL GAS NOVEMBER	923.75	
		291-6020-601.30-51	NATURAL GAS NOVEMBER	343.25	1,267.00
81242	R E WHITTAKER CO INC	291-6020-601.31-45	JANITORIAL SUPPLIES PRE-S	146.00	146.00
81243	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	731.20	731.20
81249	SHALES MCNUTT CONSTRUCTION	291-6020-601.21-02	ENGINEERING ASSESSMENT	7,380.00	7,380.00
81254	STANDARD ELEVATOR CO	291-6020-601.21-02	REGULAR SERVS DECEMBER	987.96	987.96
81255	STAPLES	291-6020-601.31-45	JANITORIAL SUPPLIES	504.96	504.96
81256	TELCOM INNOVATIONS GROUP LLC	291-6020-601.21-11	INFO STAFF CALL CNTR 12/4	97.50	97.50
81260	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.21-60	WATER/SEWER 9/3-11/6	82.86	82.86
81268	1000BULBS.COM	291-6020-601.21-11	MAINTENANCE SUPPLIES	68.26	68.26
81269	20/10 ENGINEERING GROUP LLC	291-6020-601.21-11	MILLER PICKING ENGINEER E	1,900.00	
		291-6020-601.21-11	MILLER PICKING UNIT REPLA	7,125.00	9,025.00
***** DIVISION TOTAL ****					56,796.74
***** DEPARTMENT TOTAL **					159,892.55

DEPARTMENT: 64 User Services  
 81158 AMAZON.COM CREDIT

DIVISION: 01 *Youth Services*

291-6401-601.32-01	TEEN ACTIVITY KIT SPLS	76.16
291-6401-601.32-01	TEEN ACTIVITY KIT SPLS	90.95
291-6401-601.30-05	OFFICE SUPPLIES	23.98
291-6401-601.30-05	OFFICE SUPPLIES	5.14
291-6401-601.30-05	OFFICE SUPPLIES	134.12
291-6401-601.32-01	PROGRAM KIT SUPPLIES	49.88
291-6401-601.32-01	TWEEN CRAFT SUPPLIES	33.10
291-6401-601.32-01	ACTIVITY KIT SUPPLIES	42.34
291-6401-601.32-02	SUSHI SHOWDOWN SUPPLIES	21.50
291-6401-601.32-02	SUSHI SHOWDOWN SUPPLIES	42.54
291-6401-601.32-02	CRICUT ACCESSORIES	92.35
291-6401-601.32-02	PARENTS TURN PRGM SUPPLS	17.90
291-6401-601.32-02	PARENTS TURN PRGM SUPPLS	18.94
291-6401-601.32-02	LEARN TO DRAW SUPPLIES	15.99
291-6401-601.32-02	PARENTS TURN PRGM SUPPLS	12.07
291-6401-601.32-02	SNOWMAN COSTUME	39.99

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-01	TWEEN DIY SUPPLIES	129.07	
		291-6401-601.32-02	LIGHTING FOR PROGRAMS	23.99	
		291-6401-601.32-02	BOOK DISCUSSION SUPPLIES	24.99	
		291-6401-601.32-02	DOCUMENT CAMERAS	179.90	
		291-6401-601.32-90	LITCRATE SUPPLIES	739.07	
		291-6401-601.32-90	LITCRATE SUPPLIES	143.91	
		291-6401-601.32-90	LITCRATE SUPPLIES	15.99	
		291-6401-601.32-90	LITCRATE SUPPLIES	31.40	
		291-6401-601.32-90	LITCRATE SUPPLIES	253.66	
		291-6401-601.32-90	LITCRATE SUPPLIES	8.99	
		291-6401-601.32-90	LITCRATE SUPPLIES	149.70	
		291-6401-601.32-90	LITCRATE SUPPLIES	17.85	
		291-6401-601.32-90	LITCRATE SUPPLIES	41.65	
		291-6401-601.32-90	LITCRATE SUPPLIES	5.95	
		291-6401-601.32-90	LITCRATE SUPPLIES	5.95-	
		291-6401-601.32-02	PROGRAM SUPPLIES	37.99	
		291-6401-601.32-02	PROGRAM COSTUMES	46.95	
		291-6401-601.32-02	PROGRAM COSTUMES	42.49	
		291-6401-601.32-02	TWEEN PROGRAM SUPPLIES	3.59	
		291-6401-601.32-02	DEMO CART SUPPLIES	485.36	
		291-6401-601.32-02	DEMO CART SUPPLIES	85.13-	
		291-6401-601.32-02	DEMO CART SUPPLIES	89.99	3,098.36
81166	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	MILEAGE - K MCGUIRE	3.11	
		291-6401-601.32-02	STAMPS-BDAY GREETING PROG	11.00	14.11
81168	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	CRICUT MACHINE FOR HUB	299.00	
		291-6401-601.32-02	FOAM BOARD-PARENTS TURN	34.35	
		291-6401-601.32-90	LITCRATE MATERIALS	723.50	1,056.85
81197	ELLISON EDUCATIONAL EQUIPMENT	291-6401-601.30-05	OFFICE SUPPLIES	76.00	76.00
81207	FUN EXPRESS LLC	291-6401-601.32-01	ACTIVITY KIT SUPPLIES	50.75	
		291-6401-601.32-01	CRAFT PAPER GIFT BAGS	55.95	
		291-6401-601.32-02	ALMOST NEW YEARS SUPPLIES	82.18	188.88
81261	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	75.86	75.86
***** DIVISION TOTAL ****					4,510.06

DEPARTMENT: 64 User Services  
 81158 AMAZON.COM CREDIT

DIVISION: 10  
 291-6410-601.30-05 SHELF FOR INFO DESK  
 291-6410-601.30-05 OFFICE SUPPLIES  
 291-6410-601.30-05 OFFICE SUPPLIES  
 291-6410-601.32-90 CIRCULATION SUPPLIES  
 291-6410-601.30-05 INFO SERVICES CALENDAR

*Info Services*

81174 BENNETT, BRUCE 291-6410-601.22-18 RESUME REVIEWS DECEMBER 90.00 90.00  
 81225 MADAY, JULIE I 291-6410-601.22-18 RESUME REVIEWS 11/5 30.00

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					30.00
81255	STAPLES	291-6410-601.30-05	OFFICE SUPPLIES	23.04	23.04
***** DIVISION TOTAL ****					380.93

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20	<i>Circulation</i>		
81153	ABLE CARD LLC	291-6420-601.32-90	LIBRARY CARD SUPPLY REORD	1,300.00	1,300.00
81158	AMAZON.COM CREDIT	291-6420-601.30-05	ESL OFFICE SUPPLIES	19.49	
		291-6420-601.30-05	ESL OFFICE SUPPLIES	24.07	
		291-6420-601.30-05	ESL OFFICE SUPPLIES	32.99	
		291-6420-601.30-05	CIRC OFFICE SUPPLIES	15.79	
		291-6420-601.30-05	CIRC OFFICE SUPPLIES	15.79	
		291-6420-601.30-05	CIRC OFFICE SUPPLIES	15.79	92.34
81255	STAPLES	291-6420-601.30-05	OFFICE SUPPLIES	119.89	119.89
81258	ULINE	291-6420-601.30-05	PICKUP BAGS F/CIRC-BOOKMO	297.00	297.00
***** DIVISION TOTAL ****					1,809.23

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 30	<i>Senior and Accessible Services</i>		
81158	AMAZON.COM CREDIT	291-6430-601.32-02	ART WITH ALAYNE SUPPLIES	29.99	
		291-6430-601.30-05	STORAGE CUBICLE	49.46	79.45
81161	AMERICAN LIBRARY ASSOCIATION, RUSA	291-6430-601.22-03	BULK LICENSE ACCESSABILIT	300.00	300.00
81162	AMERICAN SOCIETY ON AGING	291-6430-601.22-02	#305732 ASA DUES - LEPO M	250.00	250.00
81168	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.22-03	ALA/RUSA TRAINING	59.00	59.00
81177	BLICK ART MATERIALS	291-6430-601.32-02	ART WITH ALAYNE, DECEMBER	13.99	13.99
81194	DEMCO INC	291-6430-601.32-90	SAS CIRCULATION SUPPLIES	66.95	66.95
81255	STAPLES	291-6430-601.32-01	PROGRAM SUPPLIES	16.44	
		291-6430-601.32-90	CIRCULATION SUPPLIES	14.65	31.09
81258	ULINE	291-6430-601.32-90	CIRCULATION SUPPLIES	69.83	69.83
81261	WAREHOUSE DIRECT	291-6430-601.30-05	OFFICE SUPPLIES	14.70	
		291-6430-601.32-90	CIRCULATION SUPPLIES	21.04	35.74
***** DIVISION TOTAL ****					906.05



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Programs and Exhibits</i>					
/PAYM #					
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-
81157	ALTERNATIVE COMMUNICATION SERVICES	291-6440-601.22-18	CLOSED CAPTIONING F/MEET	125.00	
		291-6440-601.22-18	CLOSED CAPTIONING MOVIE	250.00	
		291-6440-601.22-18	CLOSED CAPTIONING F/SOCIA	187.50	562.50
81158	AMAZON.COM CREDIT	291-6440-601.32-02	CALLIGRAPHY SUPPLIES	35.98	
		291-6440-601.32-02	CALLIGRAPHY SUPPLIES	125.93	
		291-6440-601.32-02	CALLIGRAPHY SUPPLIES	17.99	
		291-6440-601.32-02	BINGO SUPPLIES	6.95	
		291-6440-601.32-02	PROGRAM SUPPLIES	200.13	
		291-6440-601.32-02	MAKERSPACE PRGM SUPPLIES	50.97	
		291-6440-601.32-02	MAKERSPACE PRGM SUPPLIES	615.75	
		291-6440-601.32-02	MAKERSPACE PRGM SUPPLIES	35.98	
		291-6440-601.32-02	MAKERSPACE PRGM SUPPLIES	879.18	
		291-6440-601.32-02	LIGHTING FOR PROGRAMS	269.58	
		291-6440-601.32-02	CRAFT KIT SUPPLIES	269.55	
		291-6440-601.32-02	CRAFT KIT SUPPLIES	135.04	
		291-6440-601.32-02	CRAFT KIT SUPPLIES	127.35	2,770.38
81166	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	ACS CLOSED CAPTIONING SRV	281.25	281.25
81168	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM PRIZES-BERRY YO	20.00	
		291-6440-601.32-02	PROGRAM PRIZES-COCO&BLU	20.00	
		291-6440-601.32-02	PROGRAM PRIZES-KILWINS	20.00	
		291-6440-601.32-02	PROGRAM PRIZES-SWEET T'S	20.00	
		291-6440-601.32-02	PROGRAM PRIZES-BAKESTER	20.00	
		291-6440-601.32-02	MAKERSPACE CRICUIT SET	265.07	
		291-6440-601.32-02	MAKERSPACE PROG MATERIALS	350.00	
		291-6440-601.32-02	CRAFT KIT RESTOCK	3.12	
		291-6440-601.32-02	CRAFT KIT RESTOCK	63.93	782.12
81177	BLICK ART MATERIALS	291-6440-601.32-02	PROGRAM&CLASS SUPPLIES	350.87	
		291-6440-601.32-02	PROGRAM SUPPLIES-P&E CRAF	59.65	
		291-6440-601.32-02	PROGRAM SUPPLIES	416.04	
		291-6440-601.32-02	PROGRAM/CLASS SUPPLIES	479.94	1,306.50
81195	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	CRAFT KIT SUPPLY RE-STOCK	279.84	279.84
81238	OMC2 LLC	291-6440-601.32-02	PROGRAM/CLASS SUPPLIES	176.52	176.52
***** DIVISION TOTAL ****					5,596.61

*Digital Services*

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6450-601.30-07	DSG OFFICE SUPPLIES	180.15	
		291-6450-601.32-90	DSG OFFICE SUPPLIES	72.12	
		291-6450-601.30-05	DSG OFFICE SUPPLIES	27.48	875.23
81209	GLOBAL EQUIPMENT COMPANY INC	291-6450-601.32-90	CIRCULATION SUPPLIES DSG	291.60	291.60
81255	STAPLES	291-6450-601.30-05	OFFICE SUPPLIES	59.94	59.94
81257	TREEHOUSE	291-6450-601.32-78	40 ANNUAL LICENSES	575.00	575.00
81261	WAREHOUSE DIRECT	291-6450-601.30-05	OFFICE SUPPLIES	17.65	17.65
***** DIVISION TOTAL ****					1,819.42

*Collection Services*

DEPARTMENT: 64 User Services  
 81158 AMAZON.COM CREDIT

ACCOUNT	DESCRIPTION	AMOUNT
DIVISION: 70		
291-6470-601.32-05	LABEL PRINTERS	739.36
291-6470-601.32-75	AV MATERIALS	25.92
291-6470-601.32-75	AV MATERIALS	10.49
291-6470-601.32-75	AV MATERIALS	50.94
291-6470-601.32-75	AV MATERIALS	149.82
291-6470-601.32-75	AV MATERIALS	26.54
291-6470-601.32-75	AV MATERIALS	10.99
291-6470-601.32-75	AV MATERIALS	27.99
291-6470-601.32-75	AV MATERIALS	26.95
291-6470-601.32-75	AV MATERIALS	51.80
291-6470-601.32-75	AV MATERIALS	27.98
291-6470-601.32-75	AV MATERIALS	17.96
291-6470-601.32-75	AV MATERIALS	57.70
291-6470-601.32-75	AV MATERIALS	32.00
291-6470-601.32-75	AV MATERIALS	48.90
291-6470-601.32-75	AV MATERIALS	29.97
291-6470-601.32-75	AV MATERIALS	32.80-
291-6470-601.32-75	AV MATERIALS	79.96
291-6470-601.32-75	AV MATERIALS	12.61
291-6470-601.32-75	AV MATERIALS	29.57
291-6470-601.32-75	AV MATERIALS	21.00
291-6470-601.32-75	AV MATERIALS	51.93
291-6470-601.32-75	AV MATERIALS	29.57
291-6470-601.32-75	AV MATERIALS	99.00
291-6470-601.32-75	AV MATERIALS	8.00-
291-6470-601.32-75	AV MATERIALS	68.97
291-6470-601.32-75	AV MATERIALS	39.99
291-6470-601.32-75	AV MATERIALS	34.55
291-6470-601.32-75	AV MATERIALS	22.88
291-6470-601.32-75	AV MATERIALS	65.73
291-6470-601.32-75	AV MATERIALS	22.94
291-6470-601.32-75	AV MATERIALS	49.98
291-6470-601.32-75	AV MATERIALS	124.98
291-6470-601.32-75	AV MATERIALS	26.00

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	35.94	
		291-6470-601.32-75	AV MATERIALS	88.07	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	58.50	
		291-6470-601.32-75	AV MATERIALS	72.56	
		291-6470-601.32-75	AV MATERIALS	12.98	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	25.98	
		291-6470-601.32-95	PERIODICALS	6.94	
		291-6470-601.32-95	PERIODICALS	10.00	
		291-6470-601.32-95	PERIODICALS	6.49	
		291-6470-601.32-95	PERIODICALS	11.49	
		291-6470-601.32-95	PERIODICALS	8.48	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	17.68	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	15.79	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	12.76	
		291-6470-601.32-80	BOOKS	18.27	
		291-6470-601.32-80	BOOKS	13.74	
		291-6470-601.32-80	BOOKS	14.33	
		291-6470-601.32-80	BOOKS	21.96	
		291-6470-601.32-80	BOOKS	30.03	
		291-6470-601.32-80	BOOKS	12.16	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	8.48	
		291-6470-601.32-80	BOOKS	32.00	
		291-6470-601.32-80	BOOKS	12.74	
		291-6470-601.32-80	BOOKS	28.22	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	35.00	
		291-6470-601.32-80	BOOKS	11.40	
		291-6470-601.32-80	BOOKS	20.99	
		291-6470-601.32-80	BOOKS	13.45	
		291-6470-601.32-80	BOOKS	55.93	
		291-6470-601.32-80	BOOKS	12.74	
		291-6470-601.32-80	BOOKS	18.01	
		291-6470-601.32-80	BOOKS	32.22	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	24.97	
		291-6470-601.32-80	BOOKS	22.95	
		291-6470-601.32-80	BOOKS	34.99	
		291-6470-601.32-80	BOOKS	43.98	
		291-6470-601.32-80	BOOKS	11.60	
		291-6470-601.32-80	BOOKS	30.99	
		291-6470-601.32-80	BOOKS	44.95	
		291-6470-601.32-80	BOOKS	29.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	19.07	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	15.38	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	33.99	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	46.26	
		291-6470-601.32-80	BOOKS	14.57	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	75.98	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	17.82	
		291-6470-601.32-80	BOOKS	22.70	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	26.97	
		291-6470-601.32-80	BOOKS	19.18	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-80	BOOKS	23.97	
		291-6470-601.32-80	BOOKS	23.97	
		291-6470-601.32-80	BOOKS	59.70	
		291-6470-601.32-80	BOOKS	17.98	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	16.00	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	11.89	
		291-6470-601.32-80	BOOKS	27.00	
		291-6470-601.32-80	BOOKS	23.97	
		291-6470-601.32-80	BOOKS	52.04	
		291-6470-601.32-80	BOOKS	55.92	
		291-6470-601.32-80	BOOKS	17.52	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	67.41	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	10.39	
		291-6470-601.32-80	BOOKS	15.38	
		291-6470-601.32-80	BOOKS	10.12	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	14.69	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-75	AV MATERIALS	9.79	
		291-6470-601.32-75	AV MATERIALS	40.08	
		291-6470-601.32-75	AV MATERIALS	53.32	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	13.49	
		291-6470-601.32-75	AV MATERIALS	58.50	
		291-6470-601.32-75	AV MATERIALS	26.98	
		291-6470-601.32-75	AV MATERIALS	14.98	
		291-6470-601.32-75	AV MATERIALS	14.98	
		291-6470-601.32-75	AV MATERIALS	47.97	
		291-6470-601.32-75	AV MATERIALS	13.53	
		291-6470-601.32-75	AV MATERIALS	199.76	
		291-6470-601.32-75	AV MATERIALS	18.99	
		291-6470-601.32-75	AV MATERIALS	79.96	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	5.19	
		291-6470-601.32-75	AV MATERIALS	26.99	
		291-6470-601.32-75	AV MATERIALS	10.39	
		291-6470-601.32-75	AV MATERIALS	49.80	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	12.97	
		291-6470-601.32-75	AV MATERIALS	20.44	
		291-6470-601.32-75	AV MATERIALS	9.96	
		291-6470-601.32-75	AV MATERIALS	22.15	
		291-6470-601.32-75	AV MATERIALS	89.95	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	34.74	
		291-6470-601.32-75	AV MATERIALS	99.99	
		291-6470-601.32-75	AV MATERIALS	49.99	
		291-6470-601.32-80	BOOKS	24.92	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	13.46	
		291-6470-601.32-80	BOOKS	29.36	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	27.94	
		291-6470-601.32-80	BOOKS	14.80	
		291-6470-601.32-80	BOOKS	15.38	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	25.00	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	23.49	
		291-6470-601.32-80	BOOKS	15.80	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-80	BOOKS	7.52	
		291-6470-601.32-80	BOOKS	16.16	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	15.30	
		291-6470-601.32-80	BOOKS	20.25	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-75	AV MATERIALS	34.55-	
		291-6470-601.32-75	AV MATERIALS	39.26	
		291-6470-601.32-75	AV MATERIALS	33.98	
		291-6470-601.32-75	AV MATERIALS	33.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	139.72	
		291-6470-601.32-75	AV MATERIALS	9.97	
		291-6470-601.32-75	AV MATERIALS	9.96	
		291-6470-601.32-75	AV MATERIALS	6.99	
		291-6470-601.32-75	AV MATERIALS	16.99	
		291-6470-601.32-75	AV MATERIALS	13.95	
		291-6470-601.32-75	AV MATERIALS	11.29	
		291-6470-601.32-75	AV MATERIALS	9.28	
		291-6470-601.32-75	AV MATERIALS	16.99	
		291-6470-601.32-75	AV MATERIALS	76.61	
		291-6470-601.32-75	AV MATERIALS	9.96	
		291-6470-601.32-75	AV MATERIALS	13.59	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	13.37	
		291-6470-601.32-75	AV MATERIALS	16.99	
		291-6470-601.32-75	AV MATERIALS	13.95	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	77.54	
		291-6470-601.32-75	AV MATERIALS	4.99	
		291-6470-601.32-75	AV MATERIALS	11.79	
		291-6470-601.32-75	AV MATERIALS	18.80	
		291-6470-601.32-75	AV MATERIALS	24.99	
		291-6470-601.32-75	AV MATERIALS	22.74	
		291-6470-601.32-75	AV MATERIALS	108.20	
		291-6470-601.32-75	AV MATERIALS	68.91	
		291-6470-601.32-75	AV MATERIALS	179.82	
		291-6470-601.32-75	AV MATERIALS	39.58	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-95	PERIODICALS	20.98	
		291-6470-601.32-95	PERIODICALS	21.99	
		291-6470-601.32-95	PERIODICALS	38.98	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	17.39	
		291-6470-601.32-80	BOOKS	17.80	
		291-6470-601.32-80	BOOKS	36.03	
		291-6470-601.32-80	BOOKS	175.89	
		291-6470-601.32-80	BOOKS	5.45	
		291-6470-601.32-80	BOOKS	15.80	
		291-6470-601.32-80	BOOKS	17.86	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	59.66	
		291-6470-601.32-80	BOOKS	23.97	
		291-6470-601.32-80	BOOKS	24.29	
		291-6470-601.32-80	BOOKS	6.89	
		291-6470-601.32-80	BOOKS	53.59	
		291-6470-601.32-80	BOOKS	5.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	16.19	
		291-6470-601.32-80	BOOKS	45.00	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	7.29	
		291-6470-601.32-80	BOOKS	28.49	
		291-6470-601.32-80	BOOKS	70.00	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	17.80	
		291-6470-601.32-80	BOOKS	20.55	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	8.78	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	8.49	
		291-6470-601.32-80	BOOKS	29.98	
		291-6470-601.32-80	BOOKS	29.98-	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	14.97	
		291-6470-601.32-75	AMAZON PRIME BUSINESS	200.00	
		291-6470-601.32-80	AMAZON PRIME BUSINESS	199.00	
		291-6470-601.32-75	AV MATERIALS	76.16	
		291-6470-601.32-75	AV MATERIALS	19.95	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	21.02	
		291-6470-601.32-80	BOOKS	8.39	
		291-6470-601.32-80	BOOKS	4.19	8,590.47
81166	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	35.97	35.97
81167	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PROCESSING SUPPLIES	118.51	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	15.99	152.49
81168	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PROCESSING SUPPLIES	194.00	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	119.00	
		291-6470-601.32-75	AV MATERIALS	119.00	
		291-6470-601.32-75	AV MATERIALS	99.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	99.99	
		291-6470-601.32-75	AV MATERIALS	119.00	
		291-6470-601.32-75	AV MATERIALS	19.11	
		291-6470-601.32-75	AV MATERIALS	25.69	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	99.99	
		291-6470-601.32-75	AV MATERIALS	69.99	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	28.78	
		291-6470-601.32-75	AV MATERIALS	28.68	
		291-6470-601.32-75	AV MATERIALS	49.04	
		291-6470-601.32-75	AV MATERIALS	32.90	
		291-6470-601.32-75	AV MATERIALS	69.99	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	55.75	
		291-6470-601.32-75	AV MATERIALS	16.22	
		291-6470-601.32-75	AV MATERIALS	171.74	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-80	BOOKS	35.05	
		291-6470-601.32-80	BOOKS	35.51	
		291-6470-601.32-80	BOOKS	35.70	
		291-6470-601.32-80	BOOKS	19.86	
		291-6470-601.32-80	BOOKS	42.80	
		291-6470-601.32-80	BOOKS	27.70	
		291-6470-601.32-80	BOOKS	38.85	
		291-6470-601.32-80	BOOKS	212.39	
		291-6470-601.32-95	PERIODICALS	25.00	
		291-6470-601.32-95	PERIODICALS	22.00	
		291-6470-601.32-95	PERIODICALS	90.00	
		291-6470-601.32-95	PERIODICALS	124.09	
		291-6470-601.32-95	PERIODICALS	24.27	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	7.99	
		291-6470-601.32-95	PERIODICALS	7.99	
		291-6470-601.32-95	PERIODICALS	25.95	
		291-6470-601.32-95	PERIODICALS	295.00	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	17.99	2,751.82
81171	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	33.15	
		291-6470-601.32-75	AV MTLs	49.75	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	77.55-	
		291-6470-601.22-85	PROC SERVS	97.30	
		291-6470-601.22-85	PROC SERVS	64.60	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	28.65	
		291-6470-601.32-80	BOOKS	349.46	
		291-6470-601.32-80	BOOKS	258.11	
		291-6470-601.32-80	BOOKS	306.56	
		291-6470-601.32-80	BOOKS	24.41	
		291-6470-601.32-80	BOOKS	142.67	
		291-6470-601.32-80	BOOKS	107.96	
		291-6470-601.32-80	BOOKS	479.87	
		291-6470-601.32-80	BOOKS	439.66	
		291-6470-601.32-80	BOOKS	215.53	
		291-6470-601.32-80	BOOKS	389.88	
		291-6470-601.32-80	BOOKS	134.10	
		291-6470-601.32-80	BOOKS	77.22	
		291-6470-601.32-80	BOOKS	23.36	
		291-6470-601.32-80	BOOKS	94.60	
		291-6470-601.32-80	BOOKS	253.76	
		291-6470-601.32-80	BOOKS	308.55	
		291-6470-601.32-80	BOOKS	13.15	
		291-6470-601.32-80	BOOKS	742.71	
		291-6470-601.32-80	BOOKS	665.23	
		291-6470-601.32-80	BOOKS	184.02	
		291-6470-601.32-80	BOOKS	503.83	
		291-6470-601.32-80	BOOKS	64.73	
		291-6470-601.32-80	BOOKS	386.04	
		291-6470-601.32-80	BOOKS	279.54	
		291-6470-601.32-80	BOOKS	40.85	
		291-6470-601.32-80	BOOKS	22.80-	
		291-6470-601.32-80	BOOKS	720.50-	
		291-6470-601.32-80	BOOKS	70.18	
		291-6470-601.32-80	BOOKS	29.42	
		291-6470-601.32-80	BOOKS	200.46	
		291-6470-601.32-80	BOOKS	304.01	
		291-6470-601.32-80	BOOKS	494.77	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	49.40	
		291-6470-601.22-85	PROCESSING SERVICES	79.80	
		291-6470-601.22-85	PROCESSING SERVICES	87.40	
		291-6470-601.22-85	PROCESSING SERVICES	72.20	
		291-6470-601.22-85	PROCESSING SERVICES	153.15	
		291-6470-601.22-85	PROCESSING SERVICES	26.60	
		291-6470-601.22-85	PROCESSING SERVICES	34.20	
		291-6470-601.32-75	AV MATERIALS	41.46	
		291-6470-601.32-80	BOOKS	280.59	
		291-6470-601.32-80	BOOKS	25.14	
		291-6470-601.32-80	BOOKS	460.64	
		291-6470-601.32-80	BOOKS	2.98	
		291-6470-601.32-80	BOOKS	126.39	
		291-6470-601.32-80	BOOKS	338.52	
		291-6470-601.32-80	BOOKS	68.56	
		291-6470-601.32-80	BOOKS	172.45	
		291-6470-601.32-80	BOOKS	161.03	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	32.10	
		291-6470-601.32-80	BOOKS	1,052.47	
		291-6470-601.32-80	BOOKS	322.03	
		291-6470-601.32-80	BOOKS	262.41	
		291-6470-601.32-80	BOOKS	206.21	
		291-6470-601.32-80	BOOKS	58.09	
		291-6470-601.32-80	BOOKS	249.93	
		291-6470-601.32-80	BOOKS	622.91	
		291-6470-601.32-80	BOOKS	1,288.50	
		291-6470-601.32-80	BOOKS	258.82	14,202.02
81172	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	76.86	
		291-6470-601.32-75	AV MTLs	60.75	
		291-6470-601.32-75	AV MTLs	137.71	
		291-6470-601.32-75	AV MTLs	6.98	
		291-6470-601.32-75	AV MTLs	1,654.86	
		291-6470-601.32-75	AV MTLs	404.51	
		291-6470-601.32-75	AV MTLs	28.91	
		291-6470-601.32-75	AV MATERIALS	47.52	
		291-6470-601.32-75	AV MATERIALS	19.83	2,437.93
81175	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	10,222.55	
		291-6470-601.32-80	BOOKS	12,276.35	
		291-6470-601.32-80	BOOKS	857.18	
		291-6470-601.32-75	AV MTLs	31.50	
		291-6470-601.32-75	AV MATERIALS	795.79	
		291-6470-601.32-80	BOOKS	3,391.14	
		291-6470-601.32-75	AV MATERIALS	5,140.20	
		291-6470-601.32-80	BOOKS	4,885.32	37,600.03
81176	BLACKSTONE PUBLISHING	291-6470-601.32-05	PROCESSING SUPPLIES	18.00	18.00
81178	BOTTOM LINE PERSONAL	291-6470-601.32-75	AV MTLs	39.00	39.00
81181	CCH INCORPORATED	291-6470-601.32-80	BOOKS	187.41	187.41
81182	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	199.31	
		291-6470-601.32-80	BOOKS	253.20	452.51
81184	CHILDS WORLD	291-6470-601.32-80	BOOKS	1,478.10	1,478.10
81187	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	25.94	25.94
81190	CRYSTAL LAKE PUBLIC LIBRARY	291-6470-601.21-64	ILL REPLACEMENT COST	34.95	34.95
81191	DECATUR GENEALOGICAL SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	25.00
81192	DEKALB COUNTY HISTORICAL-GEN.SOC.	291-6470-601.32-95	CORNSILK	25.00	25.00
81200	FAMILY ROOTS PUBLISHING COMPANY	291-6470-601.32-80	BOOKS	54.85	
		291-6470-601.32-80	BOOKS	61.31	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					116.16
81202	FFRF	291-6470-601.32-95	PERIODICALS	40.00	40.00
81203	FINDAWAY WORLD LLC	291-6470-601.32-80	BOOKS	46.94	46.94
81208	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	93.58	
		291-6470-601.32-80	BOOKS	306.31	
		291-6470-601.32-80	BOOKS	31.19	
		291-6470-601.32-80	BOOKS	121.57	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	80.96	708.13
81210	GREY HOUSE PUBLISHING	291-6470-601.32-80	BOOKS	248.89	248.89
81212	HF GROUP, LLC	291-6470-601.32-03	BINDING	200.00	
		291-6470-601.21-65	BINDING SERVS	652.65	852.65
81215	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	67.50	
		291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	112.50	
		291-6470-601.32-80	BOOKS	67.50	378.75
81216	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SERVS NOVEMBER	168.00	
		291-6470-601.21-64	ACCESS SERVS JULY	254.75	422.75
81219	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	63.11	
		291-6470-601.32-80	BOOKS	152.49	
		291-6470-601.32-80	BOOKS	23.34	
		291-6470-601.32-80	BOOKS	23.72	
		291-6470-601.32-80	BOOKS	256.96	
		291-6470-601.32-80	BOOKS	67.78	
		291-6470-601.32-80	BOOKS	142.65	
		291-6470-601.32-80	BOOKS	77.96	
		291-6470-601.32-80	BOOKS	82.57	
		291-6470-601.32-80	BOOKS	60.65	
		291-6470-601.32-80	BOOKS	104.55	
		291-6470-601.32-80	BOOKS	244.90	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	40.70	
		291-6470-601.32-80	BOOKS	75.31	
		291-6470-601.32-80	BOOKS	26.63	
		291-6470-601.32-80	BOOKS	198.86	
		291-6470-601.32-80	BOOKS	81.81	
		291-6470-601.32-80	BOOKS	411.57	
		291-6470-601.32-80	BOOKS	542.75	
		291-6470-601.32-80	BOOKS	38.07	
		291-6470-601.32-80	BOOKS	220.29	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	377.06	
		291-6470-601.32-80	BOOKS	157.15	
		291-6470-601.32-80	BOOKS	31.46	
		291-6470-601.32-80	BOOKS	164.48	
		291-6470-601.32-80	BOOKS	62.32	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	102.69	
		291-6470-601.32-80	BOOKS	244.03	
		291-6470-601.32-80	BOOKS	29.91	
		291-6470-601.32-80	BOOKS	223.51	
		291-6470-601.32-80	BOOKS	74.40	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	52.77	4,557.99
81220	J.D. POWER AND ASSOCIATES	291-6470-601.32-95	PERIODICALS	175.00	175.00
81221	KANOPY INC	291-6470-601.32-75	AV MATERIALS	1,119.00	1,119.00
81222	KENTUCKY GENEALOGICAL SOCIETY	291-6470-601.32-95	PERIODICALS	15.00	15.00
81226	MARCIVE INC	291-6470-601.22-85	AUTHORITY PROCESSING AHLI	185.04	185.04
81229	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	223.17	
		291-6470-601.32-75	AV MTLs	4,140.32	
		291-6470-601.32-75	AV MTLs	786.69	
		291-6470-601.22-85	PROC SERVS	59.33	
		291-6470-601.32-75	AV MTLs	978.43	
		291-6470-601.32-75	AV MTLs	55.99	
		291-6470-601.32-75	AV MATERIALS	8,825.47	
		291-6470-601.32-80	BOOKS	3,916.39	
		291-6470-601.32-75	AV MATERIALS	180.51	
		291-6470-601.22-85	PROCESSING SERVICES	59.33	
		291-6470-601.32-75	AV MATERIALS	878.33	
		291-6470-601.32-75	AV MATERIALS	293.88	
		291-6470-601.32-75	AV MATERIALS	464.76	
		291-6470-601.32-05	CD CASES - DOUBLES	158.99	
		291-6470-601.32-05	PROCESSING SUPPLIES	345.98	
		291-6470-601.22-85	PROC SERVS	290.67	21,658.24
81233	NEW YORK TIMES CO,THE	291-6470-601.32-95	PERIODICALS	881.04	881.04
81236	NORTHERN ILLINOIS UNIVERSITY	291-6470-601.21-64	ILL REPLACEMENT FEE	309.00	309.00
81237	OK MAGAZINE	291-6470-601.32-95	PERIODICALS	46.28	46.28
81239	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	PERIODICALS	108.88	
		291-6470-601.32-95	PERIODICALS	223.60	332.48
81241	POLONIA BOOKSTORE INC	291-6470-601.32-80	BOOKS	41.95	41.95
81244	RECORDED BOOKS INC	291-6470-601.32-75	AV MATERIALS	478.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					478.40
81245	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	128.67	128.67
81248	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80 291-6470-601.32-80	BOOKS BOOKS	212.47 216.24	428.71
81250	SHOWCASES	291-6470-601.32-05	PROCESSING SUPPLIES	46.00	46.00
81253	SOAP OPERA DIGEST	291-6470-601.32-75	PERIODICALS	95.16	95.16
81261	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	49.81	49.81
81264	WORLD BOOK SCHOOL AND LIBRARY	291-6470-601.32-80	BOOKS	999.00	999.00
81267	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	132.75	132.75
***** DIVISION TOTAL ****					102,550.43

*Belmont*

		291-6480-601.30-05	MAKERSPACE OFFICE SUPPLY	151.55	
		291-6480-601.30-05	MAKERSPACE OFFICE SUPPLY	16.49	
		291-6480-601.30-05	MAKERSPACE OFFICE SUPPLY	12.99	
		291-6480-601.30-05	MAKERSPACE OFFICE SUPPLY	445.68	
		291-6480-601.30-05	MAKERSPACE OFFICE SUPPLY	42.85	
		291-6480-601.30-05	MAKERSPACE OFFICE SUPPLY	12.99	
		291-6480-601.30-05	MAKERSPACE OFFICE SUPPLY	157.72	
		291-6480-601.31-85	MAKERSPACE TOOLS	22.99	
		291-6480-601.31-85	MAKERSPACE TOOLS	15.25	
		291-6480-601.31-85	MAKERSPACE TOOLS	51.35	
		291-6480-601.30-07	CNC CONSUMABLES BELMONT	299.80	
		291-6480-601.31-85	MAKERSPACE EQUIPMENT	219.79	
		291-6480-601.31-85	MAKERSPACE EQUIPMENT	519.00	
		291-6480-601.31-85	MAKERSPACE STORAGE EQUIP	371.30	
		291-6480-601.31-85	MAKERSPACE STORAGE EQUIP	137.13	
		291-6480-601.31-85	MAKERSPACE STORAGE EQUIP	79.37	2,556.25
81168	ARLINGTON HTS MEMORIAL LIBRARY	291-6480-601.22-03	SERVS SAFE COURSE-C KRUEGER	179.00	179.00
81193	DELL MARKETING L.P.	491-6480-601.50-12 491-6480-601.50-12	COMPUTER EQUIPMENT MAKERS COMPUTER EQUIPMENT MAKERS	12,743.85 13,398.14	26,141.99
81230	MNJ TECHNOLOGIES DIRECT INC	491-6480-601.50-12 491-6480-601.50-12 491-6480-601.50-12	NETWORKING EQUIPMENT NETWORKING EQUIPMENT TVS FOR DIGITAL SIGNAGE	1,669.70 4,488.70 3,871.18	10,029.58
81235	NICOR GAS	291-6480-601.30-51	NATURAL GAS 11/17-12/16	526.29	526.29
81246	ROBERT BOSCH TOOL CORP	291-6480-601.30-07	3D PRINTER SUPPLIES	737.59	737.59
81254	STANDARD ELEVATOR CO	291-6480-601.21-02	REGULAR SERVS DECEMBER	265.00	

PREPARED 01/19/21, 12:31 AM  
PROGRAM GM348US  
DEPARTMENT: 64            User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					265.00
81255	STAPLES	291-6480-601.30-05	OFFICE SUPPLIES	148.99	148.99
81261	WAREHOUSE DIRECT	291-6480-601.30-05	OFFICE SUPPLIES	36.87	36.87
81263	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	PROF SERVS NOVEMBER	3,000.00	
***** DIVISION TOTAL ****					43,621.56
***** DEPARTMENT TOTAL **					161,194.29
***** GRAND TOTAL *****					334,308.77

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	223,728.20
491	Capital Projects-Library	110,580.57
**** TOTAL ALL FUNDS ****		334,308.77

January 19, 2021

**Arlington Heights Memorial Library  
American Express Card Summary  
12/31/2020**

#	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
		Count	108		
1	Czajka	6440-3202	\$ 20.00	Program Prizes - Berry Yo giftcards	BERRYYO FROZEN YOGUR
2	Czajka	6440-3202	\$ 20.00	Program Prizes - Coco & Blu giftcards	COCO & BLU
3	Czajka	6440-3202	\$ 20.00	Program Prizes - Kilwins giftcards	KILWIN'S 43684555861
4	Czajka	6440-3202	\$ 20.00	Program Prizes - Sweet Ts giftcards	SWEET TS BAKERY & CA
5	Czajka	6440-3202	\$ 20.00	Program Prizes - Bakester giftcards	THE BAKESTER 00-0803
6	Driskell	489-90-00	\$ (75.85)	Other Income/Rebate	CORPORATE CASHBACK CR
7	Driskell	6001-2270	\$ 4.95	Emergency Texting Service	ONTIMETEL DIALMYCAL
8	Driskell	6001-2270	\$ 74.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
9	Driskell	6001-2270	\$ 5.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
10	Driskell	6001-2270	\$ 14.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
11	Driskell	6002-2165	\$ 474.00	Issuu Newsletter Portal Service	ISSUU
12	Driskell	6003-2165	\$ 384.00	SurveyMonkey Subscription	SMK*SURVEYMONKEY.COM
13	Driskell	140-05-00	\$ 2,198.90	Zoom Subscription 2021 (total \$2,480.91)	ZOOM Zoom
14	Driskell	6010-3032	\$ 282.01	Zoom Subscription (total \$2,480.91)	ZOOM Zoom
15	Driskell	6010-3032	\$ 10.00	Zoom Subscription	ZOOM Zoom
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 for Kids World	GOOGLE *YOUTUBEPREMI
19	Dworianyn	6010-3032	\$ 1.50	Office 365 Phone Number for Teams Calls	MSFT * E0400CY1WS 00
20	Dworianyn	6010-3032	\$ 165.00	Volunteer Database software subscription	WWW.VOLGISTICS.COM
21	Dworianyn	6010-3032	\$ 9.99	Kindle Unlimited Subscription	KINDLE UNLTD*QS4SJ5P
22	Dworianyn	6010-3032	\$ 35.00	Trello Subscription	TRELLO.COM, ATLASSIA
23	Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMZNFREETIME*QV4FD2H
24	Dworianyn	6010-3032	\$ 239.20	Office 365 Subscription	MNJTECHNOLOGIESDIREC
25	Dworianyn	6010-3032	\$ 21.24	iTunes Apps for Kids Worlds	APPLE.COM/BILL
26	Dworianyn	6010-3032	\$ 31.86	iTunes Apps for Kids Worlds	APPLE.COM/BILL
27	Dworianyn	6010-3032	\$ 4.50	Office 365 Power BI License	MNJTECHNOLOGIESDIREC
28	Dworianyn	6010-3032	\$ 51.59	Google Gsuite Subscription	GOOGLE*GSUITE AHML.N
29	Dworianyn	6010-3032	\$ 14.99	Spotify Subscription	SPOTIFY USA
30	Dworianyn	6010-3032	\$ 9.99	Amazon Music Subscription	AMAZON MUSIC*935U32T
31	Dworianyn	6010-3032	\$ 49.00	Riddle.com Subscription	RIDDLE.COM SUBSCRIPT
32	Ekl	6003-4070	\$ 25.00	Giftcard for Teen Volunteer Giveaway	TARGET.COM 3991
33	Ekl	6003-4070	\$ 25.00	Giftcard for Teen Volunteer Giveaway	APPLE.COM/US
34	Ekl	6003-4070	\$ 25.00	Giftcard for Teen Volunteer Giveaway	BESTBUY CASHSTAR EGI
35	Ekl	6003-4070	\$ 25.00	Giftcard for Teen Volunteer Giveaway	STARBUCKS CARD EGI
36	Ekl	6003-4070	\$ 44.50	Speedy Tamales food sample	SPEEDY TAMALES MEXIC
37	Ekl	6003-4070	\$ 67.82	DSSC Hot Chocolate Bar supplies	SAMSCLUB.COM#6279 62
38	Ekl	6003-4070	\$ 618.75	DSSC Cookies for Staff	SWEET TS BAKERY & CA
39	Ekl	6004-5015	\$ 29.99	Hand Tools for Makerspace	HOMEDEPOT.COM
40	Ekl	6004-5015	\$ 33.37	Hand Tools for Makerspace	HOMEDEPOT.COM
41	Ekl	6004-5015	\$ 29.99	Hand Tools for Makerspace	HOMEDEPOT.COM
42	Ekl	6004-5015	\$ 39.98	Hand Tools for Makerspace	HOMEDEPOT.COM
43	Ekl	6004-5015	\$ 4.97	Hand Tools for Makerspace	HOMEDEPOT.COM
44	Ekl	6004-5015	\$ 11.45	Hand Tools for Makerspace	HOMEDEPOT.COM
45	Ekl	6004-5015	\$ 12.97	Hand Tools for Makerspace	HOMEDEPOT.COM
46	Ekl	6004-5015	\$ 29.97	Hand Tools for Makerspace	HOMEDEPOT.COM
47	Ekl	6004-5015	\$ 103.99	Hand Tools for Makerspace	HOMEDEPOT.COM
48	Ekl	6004-5015	\$ 131.82	Hand Tools for Makerspace	HOMEDEPOT.COM
49	Ekl	6008-2136	\$ 381.69	Postage Maintenance	NEOPOSTINC
50	Ekl	6020-2111	\$ 54.25	Maintenance Supplies	MICHIGAN COMPANY 031
51	Ekl	6401-3202	\$ 299.00	Cricut Machine for Hub	JOANN STORES ONLINE.
52	Ekl	6401-3202	\$ 34.35	Foam Board for Parents Turn program	Dollar Tree, Inc. 00
53	Ekl	6401-3290	\$ 723.50	LitCrate Materials	FIVE BELOW 7014 0000
54	Ekl	6430-2203	\$ 59.00	ALA/RUSA Accessibility Academy training	AMERLIBASSOC ECOMMER
55	Ekl	6440-3202	\$ 265.07	Makerspace Circuit Set	GOLDMINE
56	Ekl	6440-3202	\$ 350.00	Makerspace Program Materials	ADAFRUIT INDUSTRIES
57	Ekl	6440-3202	\$ 3.12	Craft Kit Restock	JOANN STORES ONLINE.
58	Ekl	6440-3202	\$ 63.93	Craft Kit Restock	JOANN STORES ONLINE.
59	Ekl	6470-3205	\$ 194.00	Processing Supplies	CASETOPIA MEDIA SUPP



<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
60	Ekl	6480-2203	\$ 179.00	ServSafe Manager Online Course - C Kreuger	NTLREST SERVSAFE 650
61	Szymanek	6004-3275	\$ 1,317.71	City of Support Grant (total \$1,489.45)	TOYS FOR SPECIAL CHI
62	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
63	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
64	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479794316
65	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479807841
66	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479817058
67	Szymanek	6470-3275	\$ 119.00	AV Materials	AMAZON PRIME*7Y47688
68	Szymanek	6470-3275	\$ 119.00	AV Materials	AMAZON PRIME*KT04U21
69	Szymanek	6470-3275	\$ 99.99	AV Materials	CBS ALL ACCESS
70	Szymanek	6470-3275	\$ 99.99	AV Materials	CBS ALL ACCESS
71	Szymanek	6470-3275	\$ 119.00	AV Materials	AMAZON PRIME*VJ8R83I
72	Szymanek	6470-3275	\$ 19.11	AV Materials	DESERET BOOK #27
73	Szymanek	6470-3275	\$ 25.69	AV Materials	TARGET.COM 3991
74	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
75	Szymanek	6470-3275	\$ 99.99	AV Materials	CBS ALL ACCESS
76	Szymanek	6470-3275	\$ 69.99	AV Materials	DISNEYPLUS
77	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
78	Szymanek	6470-3275	\$ 28.78	AV Materials	TARGET.COM 3991
79	Szymanek	6470-3275	\$ 28.68	AV Materials	THE BRICKHOUSE NETWO
80	Szymanek	6470-3275	\$ 49.04	AV Materials	BARNES&NOBLE.COM-BN
81	Szymanek	6470-3275	\$ 32.90	AV Materials	SP * BBC SHOP US
82	Szymanek	6470-3275	\$ 69.99	AV Materials	DISNEYPLUS
83	Szymanek	6470-3275	\$ 59.99	AV Materials	TARGET.COM 3991
84	Szymanek	6470-3275	\$ 55.75	AV Materials	OFFICEMAX/DEPOT 6869
85	Szymanek	6470-3275	\$ 16.22	AV Materials	SP * MEGAN THEE STAL
86	Szymanek	6470-3275	\$ 171.74	AV Materials (total \$1,489.45)	TOYS FOR SPECIAL CHI
87	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
88	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
89	Szymanek	6470-3280	\$ 35.05	Books	KINOKUNIYA BOOK STOR
90	Szymanek	6470-3280	\$ 35.51	Books	BARNES&NOBLE.COM-BN
91	Szymanek	6470-3280	\$ 35.70	Books	TARGET.COM 3991
92	Szymanek	6470-3280	\$ 19.86	Books	BARNES&NOBLE.COM-BN
93	Szymanek	6470-3280	\$ 42.80	Books	NATIONAL GENEALOGICA
94	Szymanek	6470-3280	\$ 27.70	Books	NEW YORK GENEALOGICA
95	Szymanek	6470-3280	\$ 38.85	Books	PAYPAL *SWEDGENGUID
96	Szymanek	6470-3280	\$ 212.39	Books	KINOKUNIYA BOOK STOR
97	Szymanek	6470-3295	\$ 25.00	Periodicals	NORTH SUBURBAN GENE
98	Szymanek	6470-3295	\$ 22.00	Periodicals	PAYPAL *ELGINGENEAL
99	Szymanek	6470-3295	\$ 90.00	Periodicals	PAYPAL *ISBGFH ISBGF
100	Szymanek	6470-3295	\$ 124.09	Periodicals	RASPBERRY PI
101	Szymanek	6470-3295	\$ 24.27	Periodicals	FORKSOVERKNIVES.COM
102	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*ALTPRESS MEDIA
103	Szymanek	6470-3295	\$ 7.99	Periodicals	IPC MEDIA LTD SUBSCR
104	Szymanek	6470-3295	\$ 7.99	Periodicals	IPC MEDIA LTD SUBSCR
105	Szymanek	6470-3295	\$ 25.95	Periodicals	MDC*MAGAZINES.COM
106	Szymanek	6470-3295	\$ 295.00	Periodicals	PRUDENTSPEC
107	Szymanek	6470-3295	\$ 17.99	Periodicals	COOKINGWITHPAULADEEN
108	Szymanek	6470-3295	\$ 17.99	Periodicals	HOFFMAN MEDIA STORE
			<u>\$ 12,263.29</u>		

January 19, 2021

**Arlington Heights Memorial Library  
Mastercard Summary  
12/31/2020**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
	Count	5		
Distel	6004-5015	\$ 499.00	Makerspace Embroidery Software	Hatch Embroidery
	6004-5015	\$ 9.98	Foreign Transaction Fee	
	6470-3205	\$ 118.51	Processing Supplies	Un-Du
Szymanek	6470-3275	\$ 17.99	AV Materials	Netflix
	6470-3275	\$ 15.99	AV Materials	Netflix

\$ 661.47

January 19, 2021

**Arlington Heights Memorial Library  
Special Funds Summary  
12/31/2020**

Count 6

**Check #1578 - AHML** 100-80-00      \$ 12,000.00      Transfer to Disbursement      S Beckman

#	Account	Amount	Description	Staff
1	<b>Check #1579 - Alternative Communication Services</b> 6440-2218 <b>Check # 1580 – AHML – Petty Cash</b>	\$ 281.25	Closed Captioning Services	L Plakhotnyuk
2	12/14/2020 6401-2203	\$ 3.11	Mileage	K McGuire
3	12/21/2020 6004-3185	\$ 7.76	Butterfly Garden Supplies	R Moravec
4	1/4/2021 6003-4070	\$ 25.00	Amazon Giftcard - Teen Volunteer	A Son
5	6401-3202	\$ 11.00	Stamps for Birthday Greeting Program	R King
6	6470-3295	\$ 35.97	Periodicals	M Szymanek

\$ 364.09

January 19, 2021

(Action Item 7)

**ACCOUNTS PAYABLE - CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
January 19, 2021**

**FUND TOTALS**

<b>Fund Number</b>	<b>Fund Name</b>	<b>Fund Total</b>
291	General Fund - Library (January Invoices)	<b>\$243,906.93</b>
491	Capital Projects Fund - Library (January Invoices)	<b>\$0.00</b>
<b>Total Disbursements</b>		<b><u>\$243,906.93</u></b>

*\* 2021 Expenses included in this check register*

*\* Additional January 2021 expenses will be paid in February 2021*

<b>Total Disbursed</b>	<b><u><u>\$243,906.93</u></u></b>
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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81306	MNJ TECHNOLOGIES DIRECT INC	291-0000-140.05-00	SERVER BACKUP SOFTWARE'22	3,696.00	
		291-0000-140.05-00	SERVER BACKUP SOFTWARE'23	3,696.00	7,392.00
***** DIVISION TOTAL ****					7,392.00
***** DEPARTMENT TOTAL **					7,392.00

DEPARTMENT: 60	Executive Office	DIVISION: 01			
81273	AMBIUS (19)	291-6001-601.21-65	MAINTEN SERVS JANUARY	236.97	236.97
81274	ARTHUR J GALLAGHER RISK MANAGMENT	291-6001-601.20-40	WORKERS COMP INSURANCE	39,280.00	39,280.00
81299	LIBRARIES OF ILLINOIS RISK AGENCY	291-6001-601.20-40	GENERAL PROP INS 2021	93,869.00	93,869.00
81310	POSTMASTER	291-6001-601.22-05	PERMIT# 591 POSTAGE F/NEW	2,900.00	2,900.00
***** DIVISION TOTAL ****					136,285.97

*Communications and Marketing*

DEPARTMENT: 60	Executive Office	DIVISION: 02			
81278	CARDINAL COLORGROUP	291-6002-601.22-10	NEWSLETTER JANUARY	9,844.00	9,844.00
***** DIVISION TOTAL ****					9,844.00

*Gifts and Grants*

DEPARTMENT: 60	Executive Office	DIVISION: 04			
81275	BENSON,RAYMOND	291-6004-601.22-18	MOVIE CLUB 1/21	350.00	350.00
81276	BENSON,RAYMOND	291-6004-601.22-18	MOVIE CLUB 2/11	350.00	350.00
81280	COCO & BLU, LLC	291-6004-601.21-65	PROMOTION F/ESL STUDENTS	110.00	110.00
81286	GIRE,DANN	291-6004-601.22-18	MOVIE CLUB, 1/21	350.00	350.00
81287	GIRE,DANN	291-6004-601.22-18	MOVIE CLUB, 2/11	350.00	350.00
***** DIVISION TOTAL ****					1,510.00

*Information Technology*

DEPARTMENT: 60	Executive Office	DIVISION: 10			
81281	COMCAST	291-6010-601.22-42	BUSINESS CABLE JANUARY	16.40	16.40
81291	INNOVATIVE INTERFACES INC	291-6010-601.30-32	SIERRA MAINTENANCE 2021	2,700.00-	
		291-6010-601.30-32	SIERRA MAINTENANCE 2021	31,426.17	28,726.17
81306	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.30-32	SERVER BACKUP SOFTWARE'21	3,696.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					3,696.00
81320	ZOOBEAN INC	291-6010-601.30-32	ZOOBEAN RENEWAL	2,256.00	2,256.00
***** DIVISION TOTAL ****					34,694.57

*Facilities*

DEPARTMENT:		Executive Office	DIVISION:	20			
81293	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6020-601.21-02	FIRE ALARM MONITORING 1/1	261.23	261.23		
81303	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS JANUARY	4,599.00	4,599.00		
81307	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT	161.97	161.97		
81314	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	12.58			
		291-6020-601.21-11	BLDG MAINTENANCE	23.64	36.22		
81315	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVS JANUARY	987.96	987.96		
***** DIVISION TOTAL ****					6,046.38		
***** DEPARTMENT TOTAL **					188,380.92		

*Youth Services*

DEPARTMENT:		User Services	DIVISION:	01			
81297	KOWALSKI, LAURA	291-6401-601.22-18	2/13 KIDS YOGA VALENTINE'	50.00	50.00		
81312	SCHOBER, LINDA	291-6401-601.22-18	JAN LEARN TO DRAW 2 SESSI	125.00	125.00		
81319	VRABLIK, LISA	291-6401-601.22-18	2/6 MINECRAFT MANIA	200.00	200.00		
***** DIVISION TOTAL ****					375.00		

*Info Services*

DEPARTMENT:		User Services	DIVISION:	10			
81289	ILA MEMBERSHIP	291-6410-601.22-02	ILA DUES - MIDDENDORF J	100.00	100.00		
***** DIVISION TOTAL ****					100.00		

*Circulation*

DEPARTMENT:		User Services	DIVISION:	20			
81271	ABLE CARD LLC	291-6420-601.32-90	LIBRARY CARD SUPPLY ORDER	1,118.20	1,118.20		
***** DIVISION TOTAL ****					1,118.20		

DEPARTMENT: 64 User Services DIVISION: 30

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Senior and Accessible Services</i>		
81277	BLICK ART MATERIALS	291-6430-601.32-01	ART WITH ALAYNE JANUARY	205.20	205.20
***** DIVISION TOTAL ****					205.20

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40	<i>Programs and Exhibits</i>		
81279	CHICAGO COLLECTIONS CONSORTIUM	291-6440-601.22-18	EARNED INCOME: DUES 2021	250.00	250.00
81288	HALDEMAN, JANE G	291-6440-601.22-18	1/25 YOUR FAMILY PLACE	150.00	150.00
81294	KITTREDGE, JULIE	291-6440-601.22-18	1/25 MEET THE MAKER	300.00	300.00
81295	KNABB, JACOB S	291-6440-601.22-18	2/10 WRITERS INK	150.00	150.00
81296	KO, AUDREY	291-6440-601.22-18	2/10 INTRO OF CALLIGRAPHY	300.00	300.00
81301	LOMBARDO, CLAIRE	291-6440-601.22-18	BOOK DISCUSSION/AUTHOR VI	300.00	300.00
81302	MADDOX, MICHAEL	291-6440-601.22-18	WINTER COOKING DEMO 1/28	300.00	300.00
81304	MELE, ANTHONY	291-6440-601.22-18	2/5 HARRY POTTER TRIVIA N	250.00	250.00
81305	MILLIGAN, LAUREN	291-6440-601.22-18	2/4 CREATE YOUR SIDE HUST	200.00	200.00
81308	NEBEL, JENNIFER L.	291-6440-601.22-18	1/19 ILLNESS WARRIORS	50.00	50.00
81309	NG-HE, CAROL	291-6440-601.22-03	AAM DUES NG-HE C	50.00	119.00
		291-6440-601.22-03	ALA DUES NG-HE C	44.00	
		291-6440-601.22-03	ARLIS/NA DUES NG-HE C	25.00	
81311	RIDDLE, MELISSA D.	291-6440-601.22-18	1/19 DYI INTERIOR DESIGN	400.00	400.00
81313	SCHRACK, WILLIAM	291-6440-601.22-18	1/20 JOB SEARCH DURING TH	200.00	200.00
***** DIVISION TOTAL ****					2,969.00

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50	<i>Digital Services</i>		
81272	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES - SMITH C	259.00	259.00
81283	COUGHLAN COMPANIES LLC	291-6450-601.32-78	PEBBLEGO ELECTR RESOURCES	1,019.14	1,019.14
81292	JO-ANN STORES, LLC	291-6450-601.32-78	CREATIVEBUG 2021	2,366.00	2,366.00
81298	LIBRARIES FIRST	291-6450-601.32-78	LEXISNEXIS 2021 SUBSCR	7,197.00	7,197.00
81316	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST PROFLEX 2021	12,276.12	12,276.12
***** DIVISION TOTAL ****					23,117.26

PREPARED 01/19/21, 08:15 AM  
 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

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

PAGE 4  
 ACCOUNTING PERIOD 1/2021

*Collection Services*

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81282	COMPLETE INVESTOR	291-6470-601.32-95	PERIODICALS	99.00	99.00
81284	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	108.84	108.84
81285	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	2.20	
		291-6470-601.32-95	PERIODICALS	176.94-	
		291-6470-601.32-95	PERIODICALS	3,446.22	3,271.48
81290	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.20-81	FY2021 3RD QUARTER OCLC	15,544.20	15,544.20
81300	LIBRARY OF CONGRESS	291-6470-601.30-33	DOCUMENTATION LIBRARY	525.00	525.00
81317	ULINE	291-6470-601.32-05	PROCESSING SUPPLIES	360.83	360.83
81318	UNIVERSITY OF ILLINOIS PRESS	291-6470-601.32-95	PERIODICALS	75.00	75.00
***** DIVISION TOTAL ****					19,984.35

DEPARTMENT: 64 User Services  
 81315 STANDARD ELEVATOR CO

DIVISION: 80  
 291-6480-601.21-02 REG SERVS JANUARY

*Belmont*

***** DIVISION TOTAL ****					265.00
***** DEPARTMENT TOTAL **					48,134.01
***** GRAND TOTAL ****					243,906.93



FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	243,906.93
**** TOTAL ALL FUNDS ****		243,906.93

To: Board of Library Trustees

From: Mike Driskell

Date: January 19, 2021

Re: COVID-19 RELATED SERVICE CHANGES

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The Board of Library Trustees authorized the executive director to close the library building to the public, effective November 20, 2020, as a response to the rise in positive cases of COVID-19 and the move to Tier 3 mitigation response in Region 10 by Governor Pritzker. This authorization was extended through January 20, 2021 at the December 8 Special Board meeting. The January 20, 2021 date took into account the possible surge in cases due to the holidays, and the incubation period of the virus, that would delay the true impact of the holiday gatherings until up to two weeks past the New Year holiday.

Library staff have been monitoring the COVID-19 case data and recommendations from the IDPH and Governor Pritzker when forming recommendations and next steps. On January 6, Governor Pritzker announced he would begin easing restrictions and moving regions back into Tier 2 mitigation, as soon as January 15, if they have shown favorable COVID-19 positivity rates and hospital capacity metrics.

### **Building Closure**

Since the data continues to fluctuate daily, and a projected date for Region 10 to move to Tier 2 has not been established yet, staff recommendation is to extend the closure of the library building to the public to up to ten calendar days after the date that our region is moved into Tier 2 mitigations, or February 17, whichever occurs first. Tying the reopen of the building to the change to Tier 2 provides a data driven strategy to reopening, provides staff with the appropriate amount of time to prepare the physical location for welcoming the public back into the building, and allows administration to plan for reopening without estimating dates based on data that changes regularly. Limiting this extension to February 17 provides a date for the Board of Library Trustees to re-evaluate the reopening if our region has not yet moved to Tier 2.

### Recommendation details:

As long as Region 10 remains in Tier 3 mitigations, the library building will remain closed to the public and continue to provide the following services:

- Maintaining facilities and IT systems
- Administrative functions including finance, human resources, communications and general administration
- Virtual programs for all ages
- Processing returned materials
- Support for schools
- Providing materials check-out through contactless methods (drive-up window and bookmobile)
- Purchase and processing of materials
- Virtual digital support through Zoom appointments
- Phone, e-mail and chat availability
- Wi-Fi access in the parking garage
- Print, fax, scan and copy self-service station in the north vestibule of the library's underground parking garage
- Express computer station and laptop checkout
- Paper shredder
- Remote printing
- Walk-up holds pickup at the Dunton entrance

The library building will reopen to the public up to ten calendar days following Region 10 being moved to Tier 2 mitigations. If our region has not yet moved to Tier 2 mitigations by the February board meeting, reopening to the public will be re-evaluated.

### **Staffing during the closure**

During the time the library building has been closed to the public, management has worked to utilize available staff hours to fill in where there are staffing needs throughout the library. Since March, we have only hired critical open positions. Because of this, we have reduced the number of staff employed at the library, allowing us to protect the jobs of our current employees. We have also worked closely with staff, who do not feel comfortable working at this time or are unable to work due to other conflicts, to make accommodations.

In the situation where the library cannot provide work for staff, and all other avenues have been exhausted, we would like to retain the option to provide non-exempt staff 2/3 pay for non-worked budgeted hours. Since the closure, we have repositioned staff throughout the library to assist in other areas, picking up where there is a greater need. Because of this, we have not utilized the 2/3 pay option to this point.

**Suggested motion 1: The Board of Library Trustees authorizes the executive director to extend the closure of the library building to the public to up to ten calendar days after the State of Illinois moves Region 10 to Tier 2 mitigations or February 17, 2021, whichever occurs first.**

**Suggested motion 2: The Board of Library Trustees authorizes the executive director to extend the option of 2/3 pay to non-exempt staff for their regularly budgeted hours, if work is not available, through the reopening of the library building to the public.**

To: Board of Library Trustees  
From: Shannon Distel  
Cc: Mike Driskell  
Date: January 19, 2021  
Re: Americans with Disabilities Act Compliance Policy

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This is a new, proposed policy for the Americans with Disabilities Act. The intention of this policy is to provide guidelines to ensure compliance with the requirements of Title II of the Americans with Disabilities Act of 1990.

This policy has been reviewed by the library's attorney.

Suggested motion: **The Board of Library Trustees adopts Policy 7.0025 Americans with Disabilities Act Compliance**

## **7.0025 Americans with Disabilities Act Compliance**

### **General Guidelines**

The Arlington Heights Memorial Library does not discriminate on the basis of disability in its services, programs, activities or employment practices in accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, as amended (the “ADA”) and offers alternative reasonable compliance to meet its requirements. Accordingly, the library is committed to ensuring that library communications with applicants, employees and members of the public with ADA disabilities are as effective as communications with others; makes reasonable accommodations in library policies, practices and procedures when necessary to avoid discrimination on the basis of disability, unless a fundamental alteration in a library program would result; and operates its services, programs and activities so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities. The library provides equal access to persons with disabilities, including those individuals who use service animals.

### **ADA Compliance Officer**

The executive director or their designee is the library’s ADA compliance officer. The executive director can be reached at 847-392-0100, by email at [LibraryDirector@ahml.info](mailto:LibraryDirector@ahml.info) or by writing to Arlington Heights Memorial Library, 500 North Dunton Avenue, Arlington Heights, Illinois 60004.

The executive director will investigate any complaint against the library regarding the ADA.

Implementation of this policy is the responsibility of all library staff.

### **Method of Notification**

A copy of this policy is posted on the library’s website and can be printed upon request. If a person with visual impairment or other disability inquires about this policy or about the library’s ADA services, staff will offer to read the policy and to provide appropriate ADA services.

### **Service Animals**

The library welcomes service animals, and service animals are permitted in any area of the library where members of the public are permitted to go. Trainers are also permitted to accompany service animals in training in the library.

Members of the public may only enter the library with an animal if it is a service animal that provides accommodation under the Americans with Disabilities Act. Under the ADA, a service animal has been individually trained to do work or perform tasks for an individual with a disability. The animal must be trained to take a specific action to assist the person with a disability, and the task(s) performed must be directly related to the disability.

If it is not obvious that the animal brought into the library is a service animal, a staff member may ask the following questions:

- Is the animal a service animal required because of a disability?
- What specific work or task has the animal been trained to perform?

A staff member attempting to determine whether an animal is a service animal will never ask about the nature of a person's disability.

Service animals must always be under the immediate control of their handlers. Service animals which are not housebroken, bark excessively, are uncontrolled or are otherwise disruptive will be required to leave the premises. Animals may never be left unattended on library grounds. Service animals are not allowed on library furniture or fixtures, or in library baskets or carts, and must always remain on the floor or be carried (as appropriate) by their handlers.

When there is a legitimate reason to remove a service animal, library staff will offer the person with the disability the opportunity to obtain library materials or services without the animal's presence. Library staff are not required to provide care, food or a special location for the animal.

Misrepresenting an animal as a service animal is a violation of the library's Code of Conduct, and may result in suspension of library privileges.

#### Other Animals in the Library

- Pets are not allowed in the library.
- Emotional support, therapy, comfort or companion animals which have not been trained to perform a specific job or task do not qualify as service animals under the ADA.
- The library may occasionally present programs that feature animals.

## **Employment**

The library complies with all regulations of the U.S. Equal Employment Opportunity Commission under Title I of the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability in its hiring or employment practices.

Applicants or employees with disabilities who require a reasonable accommodation to apply for a position or to perform the essential function of their job should contact the human resources manager and/or their supervisor.

## **Reasonable Accommodation**

The library is committed to ensuring that communication with individuals with disabilities is as effective as with individuals without disabilities. The library will make reasonable modifications to ensure that people with disabilities have an equal opportunity to enjoy library programs, services and activities as those without disabilities.

Additionally, in order to assist individuals with disabilities, the library provides materials in a variety of formats: conventional print, large type, DVD, CD, electronic download and streaming services. When materials are not available in all needed formats, the library attempts to provide equivalent or similar items for use by persons with disabilities.

Despite the library's best efforts, not all library materials may be available in accessible formats, not all areas of the library are available to individuals with disabilities, and not every library program, service and activity can be made accessible to every individual with a disability without fundamentally altering the nature of the service, activity or program. However, the library does make every reasonable effort to provide assistance to individuals with disabilities upon request.

Customers requesting an accommodation should contact the library, by phone at 847-392-0100, TTY at 847-392-1119 or email at [Accessibility@ahml.info](mailto:Accessibility@ahml.info). Disability and Supportive Accommodation requests can also be made using the Disability and Supportive Accommodation Request Form: <https://www.ahml.info/form/disability-accommodation-request>, not less than five (5) working days prior to the program or activity.

Auxiliary aids and services for effective communication may require additional advanced notice, based on the length of time needed to acquire the aid or service.



## **Denial of Accommodation**

The library may deny a request for an accommodation if the particular accommodation requested would fundamentally alter the nature of a service, program or activity of the library. If the library determines a requested accommodation would fundamentally alter the nature of operations, the library will advise the requester of the decision in writing and discuss whether there is an alternative accommodation that would effectively ensure individuals with disabilities receive the benefits and services of the library.

The library may also deny or revoke an accommodation, and access to library services, if the individual with a disability poses a direct threat to the health and safety of others. In determining whether an individual with a disability poses a direct health and/or safety threat, the library will make individualized assessment, based on reasonable judgment of the best available objective evidence, to ascertain: the nature, duration and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

The library may impose legitimate safety requirements necessary for the safe operation of services, programs or activities as long as the requirements are based on actual risks, not on mere speculation, stereotypes or generalizations about individuals with disabilities.

## **Program and Meeting Accessibility**

All notices and advertising for library-sponsored programming will contain an appropriate ADA notice, (such as the following):

Customers requesting an accommodation should contact the library, not less than five (5) working days prior to the program or meeting. The library can be reached at 847-392-0100, TTY at 847-392-1119 or email at [accessibility@ahml.info](mailto:accessibility@ahml.info). Disability and Supportive Accommodation requests can also be made using the Disability and Supportive Accommodation Request Form: <https://www.ahml.info/form/disability-accommodation-request>.

All library notices for library board or committee meetings will contain an appropriate ADA notice, (such as the following):

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.

### **Grievance Procedures**

The executive director or their designee is the library's ADA compliance officer. The executive director can be reached at 847-392-0100, by email at [LibraryDirector@ahml.info](mailto:LibraryDirector@ahml.info) or by writing to Arlington Heights Memorial Library, 500 North Dunton Avenue, Arlington Heights, Illinois 60004.

Any person who believes that the library has discriminated against that person because of the person's disability may file a written complaint with the library's compliance officer, or the executive director. The complaint will provide information about the alleged discrimination, including the date, location, persons involved and other particulars. The complaint will include the name, address and telephone number of the person filing the claim. Upon request, the library will provide alternate means for filing a complaint, such as a personal interview or tape or digital recording, to a person with a disability.

The library's ADA compliance officer or executive director will make every effort to work cooperatively with a complainant to resolve the issue forming the basis of the complaint. In the event the response of the library's compliance officer or executive director does not satisfactorily resolve the problem, an individual may choose to file an administrative complaint with the following government agencies:

Members of the public may file an administrative complaint with the U.S. Department of Justice, Civil Rights Division, Disability Rights Section or with the U.S. Department of Education, Office for Civil Rights.

Any or all of these methods may be pursued at the same time.

Individuals are protected from retaliation or coercion when pursuing their rights or responsibilities under the ADA.

**For further information**

In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from the ADA Compliance Officer and also from the Disability Rights Section, Civil Rights Division, U.S. Department of Justice, 950 Pennsylvania Avenue, Washington, DC 20530. Telephone: (800) 514-0301 (Voice) or (800) 514-0383 (TDD).

To the extent that any existing policies, procedures or guidelines of the library are inconsistent with this policy, this policy shall prevail.

To: Board of Library Trustees  
From: Mike Driskell  
Date: January 19, 2021  
Re: One Book One Village Wrap-Up

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Staff members from the One Book, One Village Planning Committee will present statistics and highlights from the library's 2020 One Book, One Village program, *The Secrets We Kept*, by Lara Prescott.

# Surviving and Thriving in 2020

The OBOV team had no idea what 2020 had in store. OBOV, in its seventh year, was an outstanding success despite all the obstacles from the pandemic - the library shutting down in the middle of our voting period, programs and discussions being moved to virtual formats, delays from the publisher in getting the books, a significant drop in customer traffic after reopening, the book quarantine that slowed down circulation and more.

The numbers were remarkable, but beyond that we offered normalcy to our customers during a time when nothing felt normal and it was evident that our customers put their trust in the library as a valuable resource during the pandemic. Being able to read Lara Prescott's *The Secrets We Kept*, participate in book discussions and take part in all kinds of programming gave our community much to enjoy during a very bleak time and many expressed gratitude. For many isolated at home, attending these events allowed them to connect with the community. It seems no small coincidence that *The Secrets We Kept* is in part a novel about the power of literature; to connect people and to transcend the difficult circumstances that they are experiencing.

One  
Book One  
Village  
2020

## Early Community Engagement

**2**

**EMAILS**  
promoting vote

**3**

**IN-PERSON**  
outreach events

**718**

**VOTERS**  
March 1 - April 15

**2**

**ANNOUNCEMENT  
EMAILS**

**72%**

**OPEN RATE**  
for "The Winning  
Book is Here!"  
email - voters

**36%**

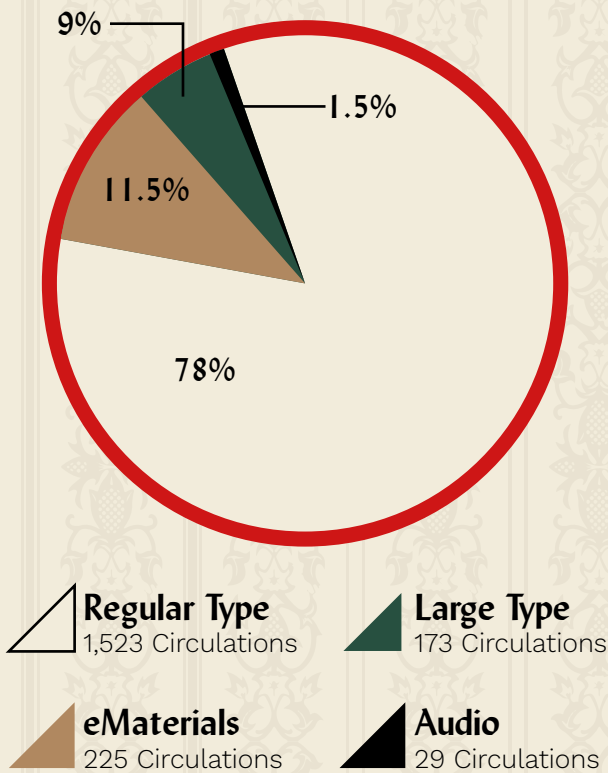
**OPEN RATE**  
for "The Winning  
Book is Here!"  
email - email  
subscribers

**1,484 TOTAL OPENS**

for both "The Winning Book is Here!" emails with strong percent of click-throughs

# Reading the Book

## By Format



**243** | checkouts in the first week selected title was announced

**225** | eMaterial checkouts (almost double from 2019)

**443** | checkouts of *Ask Again, Yes* (runner-up title)

**214** | checkouts of *The House of Broken Angels* (2nd runner-up title)

**Total number of Circulations: 1,950**

## Extending Learning Through Programs

**8**

Virtual Program Sessions

**120**

Average Customer Attendance

**391**

Met the author (virtually!)

**959**

Attendees total

## Catching Spies, Catching Lies on the Hidden Art of Deception

**116 attendees** listened to one of the most riveting programs we offered this year as Ex-FBI Special Agent Joe Navarro presented from his Florida home.

“ I found Mr. Navarro’s story fascinating. It’s incredible to realize what goes on around us as we go through our daily lives.

## New Spy, Who This?

Guest speaker, Perry Myers – a private investigator and president of the U-Spy franchise - brought fun gadgets to show and tell for **77 attendees**.

“ Perry Meyers is an excellent presenter. He was interesting, educational and very entertaining.

## Cold War Era Delights: Food Trends from 1945-1990

**83 customers** enjoyed librarian and cookbook collector Amy Alessio’s humorous descriptions and wonderful pictures as she chronicled food trends. Customers shared family memories via the chat function.

“ It was delicious! It was a trip down memory lane and the time passed much too quickly.



## An Evening with Lara Prescott

AHML welcomed its largest audience to date for an online program with **391 people** attending the first-ever virtual One Book, One Village author event. Survey feedback was incredibly positive with 93 percent of respondents reporting a “Very Good” or “Excellent” experience.

“ I especially enjoyed tonight’s presentation because it showed a very intimate side of Lara Prescott. It felt like a meaningful discussion with a very close friend.

# One Book, One Village Pop-Up with Pierogi Rig

**301** Facebook Engagements

**35** Twitter Likes

**113** Instagram Engagements

77 customers who preregistered for the An Evening with Lara Prescott came to pick up Top Secret Packets, which included giveaways. Even more came to buy pierogis from the Pierogi Rig. This was a great opportunity to register more people for Lara Prescott's event.

“

Thank you for providing us with so many great book discussions and programs during this pandemic. It has been something to look forward to doing.

”

## Readers Connected Over Discussions

**100**

attended library discussions

**1**

Sunday in the Park in-person discussion

**7**

virtual book discussions

**29**

book groups checked out book sets

**2**

Favorite Things programs

## Connecting with the Community Online

A closer look at [ahml.info/onebook](http://ahml.info/onebook)  
August 21 - November 26

**1**

OBOV webpage

**2,356**

total page views

**1,957**

unique visitors

**8**

individual webpages

## Individual Webpage Views

**120**

Attend a Discussion

**106**

Explore More

**51**

*The Secrets We Kept*  
Read-Alikes

**49**

About the Book

**37**

For Your Book Club

**27**

*The Secrets We Kept*  
Relatable Films

**15**

Share Your Experience

**9**

About the Author



# Compelling Videos

**5**

Total  
Videos

**14,403**

Highest Facebook  
reach of a single video:

*Banned Books Week:  
Reflections on George  
Orwell & 1984*

**1,372**

Facebook  
interactions and  
engagements

## BANNED BOOKS WEEK VIDEOS

**3**

Videos

We created a series of original videos in celebration of Banned Books Week inspired by *The Secrets We Kept*.

**5,314**

Total Views

The three videos featured three stories including one from Heidi Graham, President of the League of Women Voters, Arlington Heights.

**89**

Facebook  
Shares

“  
***This may be the best Banned Books Week video I've seen this year. Doesn't hurt that it features two of my all time favorites.***  
”

# Social Media

---

**54,042** | Facebook Audience Reach

**1,918** | Facebook Engagements

**282** | Twitter Engagements

**1,235** | Instagram Engagements

## This Year's Budget

**\$9,268.84**

**Books (Collection)**

**\$5,812.50**

**Author Visit**

**\$3,439.35**

**Programs & Discussions**

**\$977.98**

**Marketing & Promotion\***

**\$3,200**

**Funded by FOL**

**\$19,498.67**

**Total Costs**

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\*Materials for promotional display, banners, printing and other graphics are included in the Annual Graphics Budget.

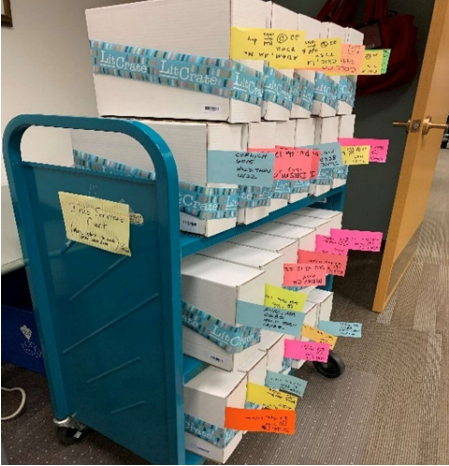
# Executive Director’s Report

## December 2020

### What’s New @ AHML

#### **LitCrates Launch**

In December, the library launched *LitCrates*, a subscription book service for adult and teen customers. For adult readers, Info Services staff, led by Info Services Advisor Joan Lasky, selected titles and prepared a box for pickup which includes a personalized book selection and treats/goodies for each customer. All 25 adult subscriptions were filled within days. Based on the popularity of the adult response, we will look at expanding the service in the future.



Teen subscriptions filled to capacity with 30 subscriptions. During a recent program a teen exclaimed, *“I’m going to advertise for the library here and tell everyone to get a LitCrate, they’re super great...I may or may not have finished my book in 4 hours!”* and another teen chimed in, saying *“Yeah, my book was awesome!”*

### Diversity and Inclusion

#### **Pick-up Printing**

In December, Digital Services Manager Jack Bower developed a new pick-up printing service as an alternative to in-person printing at the core service point (internally referred to as “the Tech Stop”). Arlington Heights cardholders and reciprocal borrowers can send print jobs to [ahml.info/print](http://ahml.info/print) and then call the library to arrange payment and confirm receipt for pick-up at the drive-up window and Dunton entrance. This is a safe alternative for customers who are unable or uncomfortable printing at the self-service station.

## Outreach and Community Engagement

### Pop-ups at North School Park and Drive-up



On December 22 and 23, Bookmobile Supervisor Teri Scallon and Youth Services staff Emily Koch, Emily Muszynski and Justin Ashley conducted a series of pop-ups at North School Park. Residents browsed a selection of Kids' World materials to check out and received activity kits to take home. Staff connected with 60 customers during three pop-up sessions.

Beginning on December 18 and continuing daily through the end of student winter break, Youth Services staff presented a Kids' World pop-up in the Dunton lower-level entrance. As cars came to pick up materials at the drive-up window, they could check out grab-and-go bundles or puzzles/games/toys and pick up activity kits. Upon arriving at the drive-up, one caregiver commented, *"It was nice to have my kids entertained during the few minutes we were in line! We enjoyed seeing the unicorn very much!"* Besides spreading holiday cheer, staff circulated about 200 items and distributed over 300 kid, tween, teen and adult activity kits.



## Versiti Blood Drive Success

In response to an urgent need for blood donations during the pandemic, the library partnered with Versiti Blood Centers to host a socially distanced blood drive in the Hendrickson Room on Wednesday, December 2. The blood drive exceeded goals, thirty-six people donated 34 units of blood during the drive, while in compliance with COVID-safety measures. Versiti will return to Hendrickson Room for another Covid-safe Blood Drive (by appointment) on February 3.

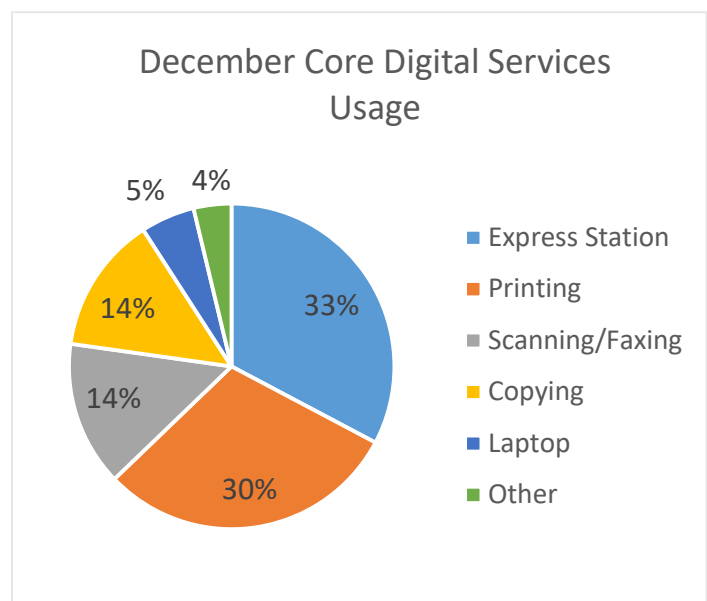
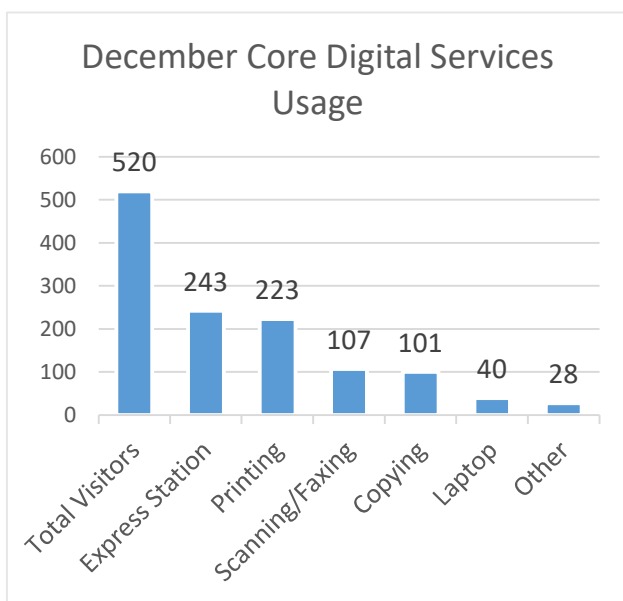
## Serving our Community

### North Core Vestibule Tech Stop

December is the first full month for Digital Services to offer the copying, printing, faxing, scanning and laptop checkout services out of the core entrance vestibule while the library building is closed to the public.



In December, 520 customers took advantage of the services, with printing and express station use being the most popular. Many customers used multiple services per visit.



## **Increase in Health and Medical Reference Questions**

Librarians have stepped in to fill an information gap regarding COVID-19 and the vaccine. Half of all questions referred to librarians in December were related to health and medical questions. This is a significant increase in this topic from previous months. Info Librarians were able to provide up to date, reliable information to assist customers with their questions.

## **Program Highlights**

### **Streaming with Twitch**

Digital Media Specialist Chris Smith taught the virtual program Streaming with Twitch on December 16. This class covered the basics of streaming content and required equipment, how to use Open Broadcaster Software (OBS) and how to set up a Twitch channel. The class had nine attendees.

### **Birthday Greetings and Winter Cheer Dispatch**

Youth Services staff LOVE birthdays, especially kids' birthdays! In order to connect with some of our younger customers during this isolated time, staff sent out handwritten birthday greetings to kindergarten through 2nd grade youth. Youth Services staff selected from a variety of original cards made by the loyal *Teen Advisory Board* (TAB).

TAB designed additional cards for other Arlington Heights teens through our *Winter Cheer Dispatch* program. To stave off the winter blues, teens can fill out a form and receive a custom-designed card from their peer to gain some winter cheer. This teen program will continue through February.



## High School intern and Tween Crafternoon: Awesome Greeting Cards

Nine tweens joined the Tween *Crafternoon* program on December 7, learning multiple art techniques to create unique greeting cards. The program was conceived, planned, and led by high school intern Alexandra. Since October, Alexandra has worked under the guidance of Teen Services staff on several projects. This art-focused program was her largest endeavor. She discussed programming philosophies and the library’s mission with library staff during her planning, researched and tested numerous techniques, budgeted and helped make purchase requests, packed supply kits to be distributed, and then led tween attendees through all the different steps in making their holiday cards.



## Farmyard Friends

On December 14, Teen Librarian Evan Mather hosted a YouTube Live feed on a video call with the staff and animals at Lambs Farm in Libertyville. A panel of *Teen Advisory Board* (TAB) volunteers asked questions about the animals on screen while all other viewers asked questions in a chat answered by Lambs Farm staff. The video currently has 76 views on the Hub’s YouTube channel. Teens watching the livestream commented: “nice thing to relax to while studying for exams” and “Thanks for this amazing break! Much needed!!!”

## Books n' Bites with Author Dan Gemeinhart

Finishing out a series of 13 virtual visits with local schools, author Dan Gemeinhart presented during *Books n' Bites* on Tuesday, December 8. Twenty-one tweens joined Kids' World Advisor Amy Belford and Youth Outreach Librarian Emily Koch to hear Dan give an exclusive presentation about his inspiration and writing process for *The Remarkable Journey of Coyote Sunrise*. A book discussion with participants and memory box craft followed.



## Facebook Page Turners Group Increases Membership

Eighteen new members joined the Facebook Group in December, for a total of 159. Facebook administrators from the library created 24 posts, received 141 comments and 504 reactions/likes.

*“I don't know where I would be without books and stories and the library. And during this pandemic the ability to get things from the cloud is tremendous and the only way I am surviving. For me books are like oxygen. “*

*“Just have to say, this group is going to be so wonderful to be a part of. How lucky we are to have such an amazing library!”*



## Ring in the New Year

On Thursday, December 31, twenty-one customers participated in Kids' World annual *Almost New Year's* virtual celebration. With their home New Year's decorations in the background and donning fancy clothes, participants opened goody bags containing a crown, a star noisemaker craft and bubbles. Led by Kids' World Advisors Amy Belford and Sara Prince, children and their families said goodbye to 2020 and hello to 2021 with stories, songs and dancing. The event culminated with a balloon countdown to noon.



## Book Me

In December, Info Services Advisors completed 32 Book Me requests, more than quadruple the number of requests in previous months. All advisors curated reading lists based on customers reading preferences. The Book Me service was promoted in the December newsletter and led to this large increase in usage. Customer feedback included:

*“This is awesome and excellent. Many great suggestions here. Although I have already read and enjoyed a few of them, which is basically confirmation that we were in sync. Thank you for your time, thoughtful considerations, communication, and service. I'm now a solid fan of Book Me.”*

### **Holiday Cooking Fiesta**

On Thursday, December 3, one hundred and five customers expanded their holiday food repertoire by learning to prepare tamales, Spanish rice and Tres Leches cake. Kristyn Slick returned to share recipes and cooking inspiration with her accessible methods and easy-going communication style. Kristyn instructs from her home kitchen studio – a space dedicated to virtual cooking classes - and utilizes camera angles that give customers a great, up-close view of the process.

### **Internet and Computer Safety**

Digital Media Specialist Chris Smith taught the virtual program *Internet and Computer Safety* on December 8. Twenty-three participants learned skills to navigate the internet safely. Examples include how to create strong passwords, avoiding phishing scams and steps to take when a child begins using the internet.

### **Virtual Jane Austen Tea Celebration**

On Sunday, December 13, thirty-eight attendees connected on Zoom to watch a performance from *Chicago's Lifeline Theatre* production of Jane Austen's *Pride and Prejudice*. This was followed by a question-and-answer session with the Director and Artistic Director. Info Service Advisors then book talked their favorite Jane Austen works. Customers picked up treat bags ahead of time to sit back and enjoy the performance from home.

## Praxis Architecture Furniture Donation for the Makerspace

Arlington Heights Memorial Foundation Chair Lauree Harp connected Makerspace Assistant Manager Chris Krueger with Lew Neuman of Praxis Architecture. Mr. Neuman is closing an office location in Arlington Heights and generously donated office furniture and equipment to the library's makerspace. Donations include: four 60"x 60" tables for the fine arts space, several rolling white boards and storage racks.



## Meet the Makers Series



Generating excitement for the library's makerspace, a new program series, [Meet the Makers](#), kicked off December 1 with a presentation from [Tanner Woodford](#), designer and founder of the [Design Museum of Chicago](#). The series was developed collaboratively by Digital Services with Programs and Exhibits staff Carol Ng-He, Megan Young and Jennifer Czajka. Makerspace Branch Assistant Manager Chris Krueger served as the lead host of each event, offering great insights into what's to come at the makerspace. All programs are available for viewing on YouTube or Instagram.

Library customers were able to see well-respected Chicagoland artists in their workspaces creating and talking about their craft, with the chance to ask questions about their process and the thought that goes into their work.

As the series continues in 2021, all makers, photos of their work and resources recommendations will be compiled at a new custom webpage: [www.ahml.info/makers](http://www.ahml.info/makers)

Below is an overview of what the first five Makers offered, all presented in December 2020.

### Tanner Woodford



Twenty-six customers attended Tanner’s live presentation, as he discussed what making means to him, showed several of his art installations around Chicago and the Midwest and his experience opening the *Chicago Design Museum*. The video recording of Tanner’s presentation has been viewed 248 times since posted to the library’s YouTube channel.

### Nastasiya Marusyk



Thirty-eight customers attended the live Zoom demonstration by Ukrainian folk artist Nastasiya Marusyk. Her personal moderator, Helen Pryma, assisted as Nastasiya showed several of her bead artworks in progress, techniques and materials. She talked about the inspiration she finds in Ukrainian folk art and traditions.

### Shenequa Brooks



Thirty-nine customers participated in this Instagram Live event facilitated by Programs and Exhibits Manager Jennifer Czajka. Total video views reached 334 at the two-day mark. Shenequa discussed the origin of her work, stories of current pieces and what she will be creating in 2021. The event reached locally and beyond as evidenced by attendees from Shenequa’s peer group of artists joined the conversation.

### Laurie Freivogel



Twenty-nine customers watched glass artist Laurie Freivogel demonstrate from her home studio on Instagram Live. Total video views have reached 372 at the two-day mark. Laurie took the audience through the process of making one of her decorative glass pieces. She pointed out details of her workstation, her own processes and the unique tools she uses. She also shared a look at a variety of projects and pieces while discussing what inspires her.

### William Estrada



Twenty-three attendees joined Chicago-based artist and educator William Estrada for this live Zoom workshop. Estrada invited viewers to create a poster for screen printing with him in real-time. He pre-recorded part of his presentation which included sharing his personal practice and local art affiliations, as well as the steps of screen printing. He incorporated student work examples as he emphasized the themes of empathy and social justice as part of his work.

## Social Media Engagement – December 2020

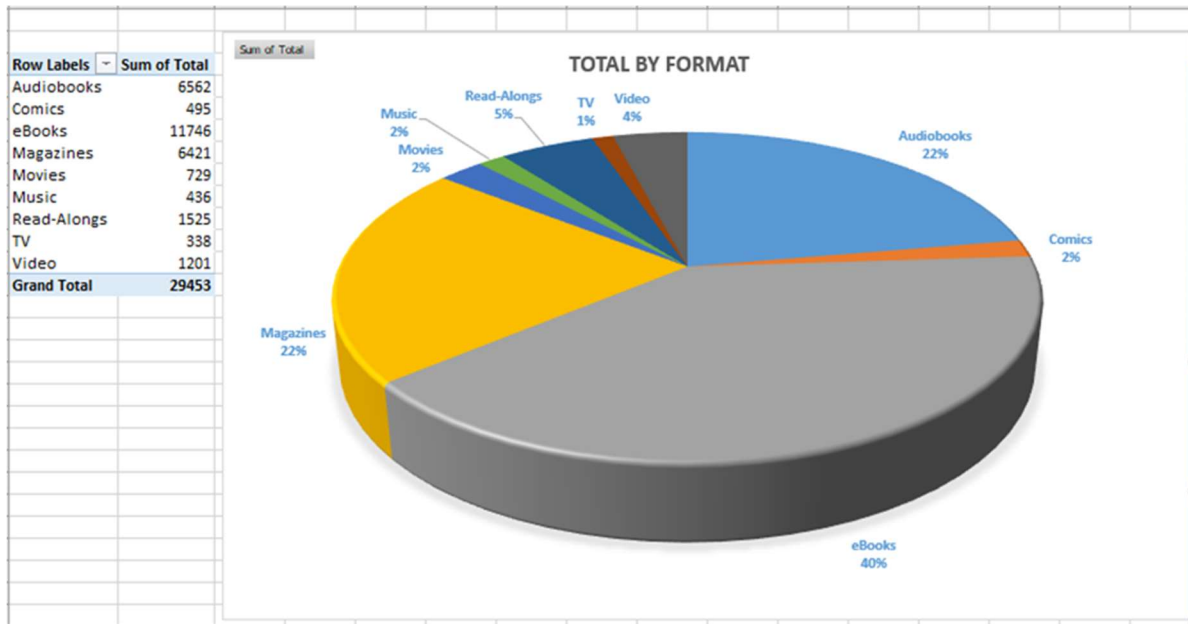
	January	February	March	April	May	June	July	August	September	October	November	December
<b>Facebook</b>												
Posts	25	22	56	60	47	41	56	15	40	33	42	38
Followers <sup>1</sup>	5,067	5,113	5,217	5,291	5,376	5,436	5,469	5,501	5,613	5,664	5,695	5,703
Engagement	1,164	1,723	3,531	3,642	2,725	3,148	1,886	861	2,581	2,850	1,677	2,295
<b>Twitter</b>												
Tweets	65	51	111	139	148	143	137	100	127	120	118	101
Followers <sup>1</sup>	4,313	4,324	4,362	4,388	4,404	4,410	4,424	4,446	4,444	4,442	4,461	4,474
Engagement	247	203	534	394	399	387	283	240	366	324	340	322
<b>Instagram</b>												
Posts <sup>1</sup>	n/a	n/a	859	875	898	922	978	1,002	1,027	1,055	1,080	1,112
Followers <sup>1</sup>	1,767	1,802	1,852	1,904	1,947	2,006	2,081	2,106	2,129	2,154	2,179	2,210
Average Reach	n/a	286	485	451	435	459	560	344	389	318	425	502
<b>Constant Contact</b>												
Campaigns	20	19	22	27	26	27	21	17	15	18	16	13
Sends	46,572	44,518	127,872	85,980	43,351	110,385	52,314	39,158	63,951	47,932	92,920	46,325
Open rate	24%	28%	45%	36%	28%	34%	24%	27%	31%	26%	39%	32%
Total contacts <sup>1</sup>	31,770	31,790	32,650	32,957	33,157	33,594	33,721	33,889	33,897	33,989	34,044	35,274
<b>LinkedIn</b>												
Followers <sup>1</sup>	655	657	659	660	672	684	685	689	693	696	707	712
Posts	7	1	5	1	1	8	0	7	4	8	0	1
Impressions	2335	308	839	620	235	738	352	1,100	749	992	298	313
<b>YouTube</b>												
Subscribers <sup>1</sup>	397	402	456	514	585	603	627	658	691	723	747	765
Videos added <sup>2</sup>	0	3	6	23	34	33	30	15	21	19	18	14
Views	1,601	1,821	2,875	5,102	5,053	3,202	3,086	2,900	3,159	3,763	2,859	2,443
Watch time (hrs)	55.6	63.8	83.3	452.2	437	292.7	306.4	130.6	257.5	418	274.9	229.5

<sup>1</sup>Cumulative

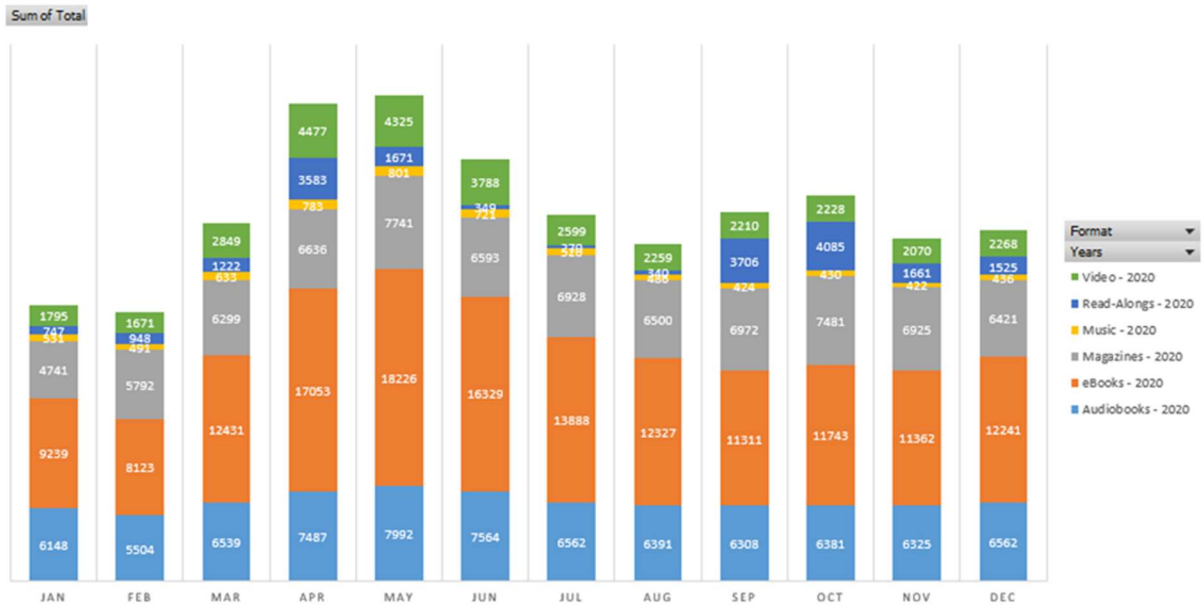
<sup>2</sup>September – December includes unlisted videos

## December eResource overview

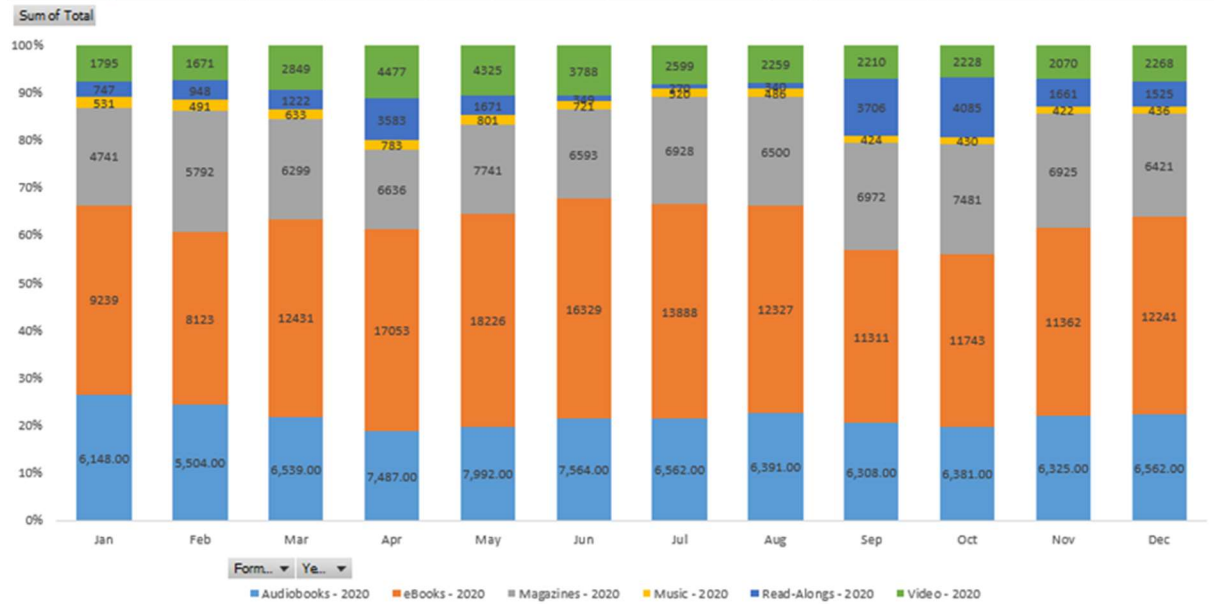
eLibrary 2020	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total
<b>Total eBook checkouts</b>	<b>8,308</b>	<b>10,969</b>	<b>11,785</b>	<b>11,375</b>	<b>10,463</b>	<b>11,839</b>	<b>10,852</b>	<b>11,271</b>	<b>10,870</b>	<b>11,746</b>	<b>65,574</b>
<b>Total eAudio checkouts</b>	<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>6562</b>	<b>26,186</b>



### Formats by Month (Totals)



### Formats by Month (Percentages)



## Targeted Marketing for Business Services

During a challenging year for entrepreneurs and small businesses, it was more important than ever to reach the business community as the library continues to be a source of information. Business Services Advisor Diane Malik used targeted marketing and outreach efforts throughout 2020.

- Special attention was paid to members of the Arlington Heights Chamber of Commerce by using email blasts, targeted emails and taking a role in the *Chamber's Connection Team* to increase opportunities for outreach discussions with local business owners.
- The library added promotions for business programs at *alignable.com*, a small business social networking site. Since July, there have been 7,988 impressions and 26 visits from the promoted events and an additional 1600+ impressions, visits and referrals within the site, indicating significant exposure of our business services and programs to our local business community.
- Partnering with the Village of Arlington Heights Business & Economic Development Office, the library business program information was included in the Village's e-newsletter four times over the year. Each e-newsletter reaches 900 local business community members.



## Professional Engagement

Cyndi Hamann accepted a position on Young Adult Library Services Association's (YALSA) *Great Graphic Novel Blogging Team* for 2021. She will read, evaluate and blog about graphic novels this year culminating in creating YALSA's *Great Graphic Novel List 2022*.

## Sharing Innovation

On December 9, ESL/Literacy Advisors Amy Duffey, Allie Gourley and Brigitte Nohra presented at the regional *World Languages Networking Group* meeting to share information about how the Arlington Heights Memorial Library adapted programs and services to meet the needs of English language learners virtually.



## Customer Comments

- *Just a quick note to say thank you for wonderful programs and book discussions; the library has been a godsend during the pandemic. Wishing you all very happy holidays!*
- *“I really have good practice for my English at your ESL class. I will try to speak more!”*
- *“I would like to mention the ESL sessions are not only beneficial to learn English rather they are educative, and I get to enhance my knowledge.”*
- *“Thank you for your time and teaching. I do appreciate you that you are able to know how I could prove how to use English. Thank you so much!”*
- *“I just want to commend the always helpful library staff. I am disappointed that the library is closed once again. But, the staff remains as helpful as ever. I forgot to get the name of the gentleman who when through a lot of extra effort to help me get my print job in the underground print center. Someone inside was taking long. So, this staff member took my info, ran up and down the stairs TWICE, and gave me my copies. I’m sorry I didn’t get his name. Thank you, and Merry Christmas to all the library staff!”*
- *“I have lived in Arlington Heights since 1975 and we moved here in part because of the library...which has been and will always be the crown jewel of the Village. Moving the scanning, faxing and copying equipment to the exit area so citizens could use them is thoughtful and a wonderful gesture to keep the library up and running. It is beyond expectations to have done this. I use these services frequently and I am appreciative of the effort that went into making this happen. THANK YOU for this service and for the resources of the library. I have always voted for bond issues to support your efforts and will continue to do. THANK YOU again on behalf of those of us who use the library...”*

# Metrics for December 2020

## Service Point Traffic

**Total visits**  
**14,521** ↓ -81%  
 75,281 last year

**Main Library visits\***  
**13,249** ↓ -82%  
 72,510 last year

**Sr Center Visits\***  
**0**  
 1,522 last year

**Bookmobile Visits**  
**1,272** ↑ 1.84%  
 1,249 last year

## Circulation

**Total Circulation**  
**87,994** ↓ -39%  
 145,255 last year

**Card Holders**  
**63,651**

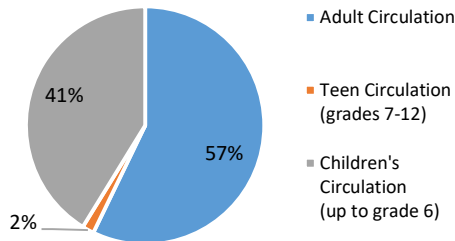
**Library Cards Issued**  
 Resident **570** ↑ 157.92%  
 (issued) 221 last year

Non-Resident **14** ↓ -86.41%  
 (Registered) 103 last year

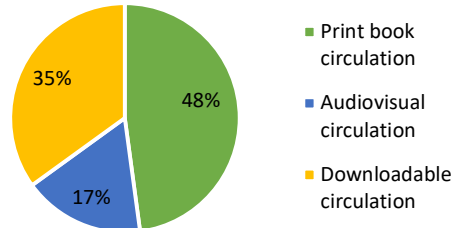
**Interlibrary Loan**  
 Borrowed **284** ↓ -11.80%  
 322 last year

Lent **358** ↓ -4.79%  
 376 last year

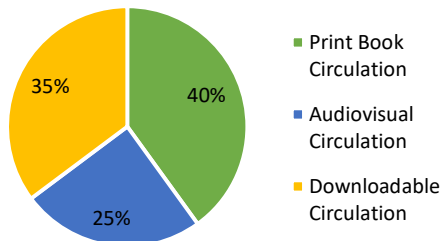
Circulation by Audience



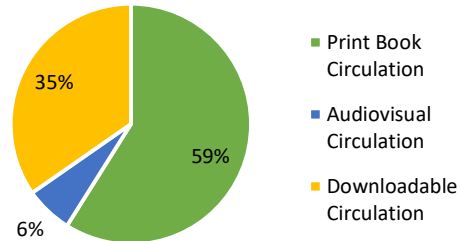
Circulation by Format



Adult Circulation by Format



Children Circulation by Format



## Programs

**Program Attendance**  
**2,072** ↓ -63%  
 5,537 last year

**Number of Programs**  
**92** ↓ -36%  
 143 last year

**Cost of Programs**  
**\$6,036**  
 \$700 funded by FOL

## Questions

**Reference Questions**  
**6,389** ↓ -56%  
 14,496 last year

**Reference Questions**  
 (via call center)  
**3,588** ↓ -9%  
 3,940 last year

**Chat sessions**  
**717** ↑ 7.01%  
 670 last year

## Technology Usage

**Public Computer Use\*\***  
**472** ↓ -93.85%  
 7,678 last year

**Website Visits\*\*\***  
**92,807** ↓ -30.78%  
 134,074 last year

**Self Checkout\***  
 (% of total checkouts)  
**0%**  
 64% last year

\*Main library building and Sr Center closed to the public for December due to pandemic. Drive thru and bookmobile open.

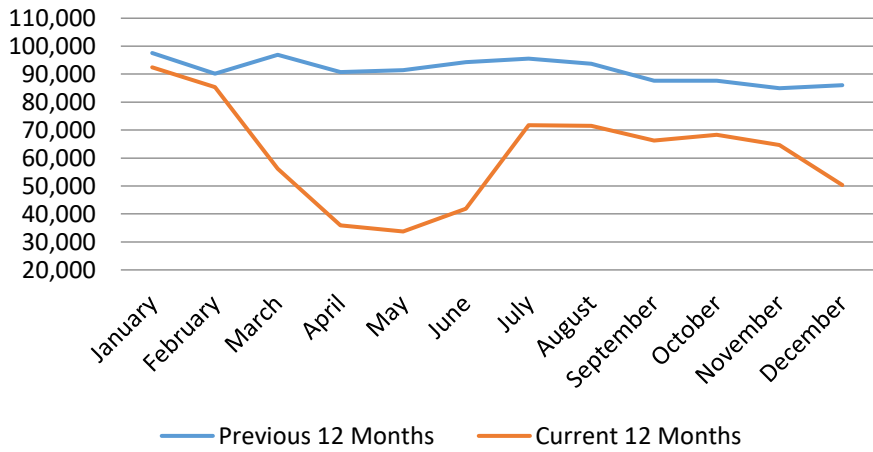
\*\*Laptops and limited public computer use available in the lower core lobby during closure.

\*\*\*New website was rolled out in December 2020, which resulted in a large increase in usage this month last year.

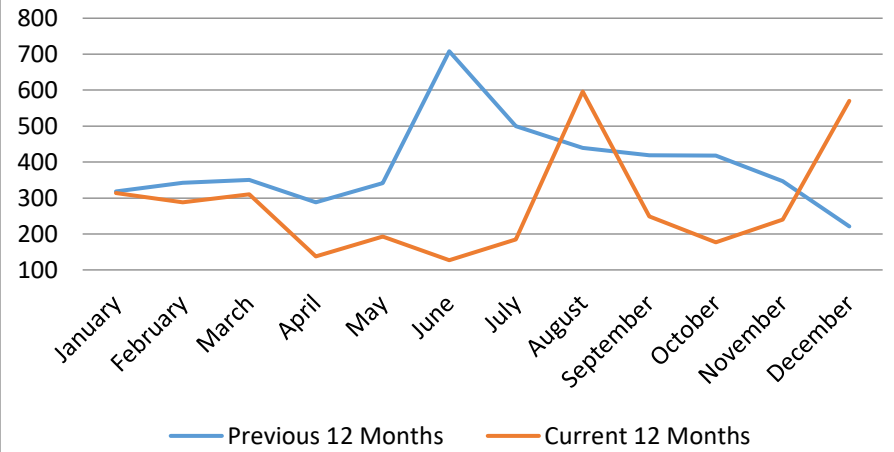
**AHML - DASHBOARD - December 2020**

	<b>December 2020</b>	<b>December 2019</b>	<b>% change from last December</b>	<b>Jan 2020-Dec 2020</b>	<b>Jan 2019-Dec 2019</b>	<b>% change from last YTD</b>
Total circulation	87,994	145,255	-39%	1,250,731	1,917,129	-35%
Adult circulation	50,295	86,095	-42%	738,380	1,096,957	-33%
Teen circulation	1,411	2,199	-36%	18,361	29,178	-37%
Children circulation	36,288	56,961	-36%	493,604	790,994	-38%
Print book circulation	40,303	72,528	-44%	562,602	1,005,342	-44%
Audiovisual circulation	14,431	43,478	-67%	254,579	574,468	-56%
Downloadables circulation	29,453	20,708	42%	382,335	231,579	65%
Circulation to reciprocal borrowers	1,168	9,181	-87%	55,180	119,094	-54%
ILLs borrowed for our customers	284	322	-12%	3,161	5,353	-41%
ILLS lent to other libraries	358	376	-5%	3,708	6,339	-42%
Resident cards issued	570	221	158%	3,387	4,691	-28%
Reciprocal cards registered	14	103	-86%	694	1,863	-63%
Reference questions	6,389	14,496	-56%	99,382	195,503	-49%
Number of Programs	92	143	-36%	1,832	3,314	-45%
Program attendance	2,072	5,537	-63%	51,877	90,250	-43%
Public computer use	472	7,678	-94%	34,758	108,216	-68%
Website visits	92,807	134,074	-31%	1,189,232	1,219,817	-3%
New & Popular - % of adult coll	8.1%	7.8%	4%	8.4%	8.1%	3%
New & Popular - % of circ	20.1%	34.0%	-69%	31.3%	34.1%	-9%
Kids' New & Popular - % of KW coll	3.5%	4.6%	-31%	4.3%	4.6%	-6%
Kids' New & Popular - % of circ	9.3%	16.0%	-73%	12.8%	15.8%	-24%
Individual Staff Sessions	54	53	2%	887	1152	-30%
Volunteer hours	401	1,993	-80%	10,408	30,112	-189%

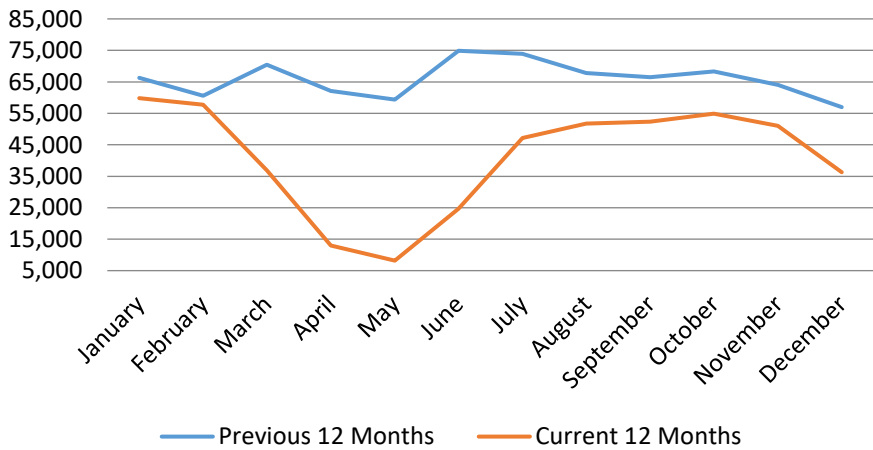
### Adult Circulation



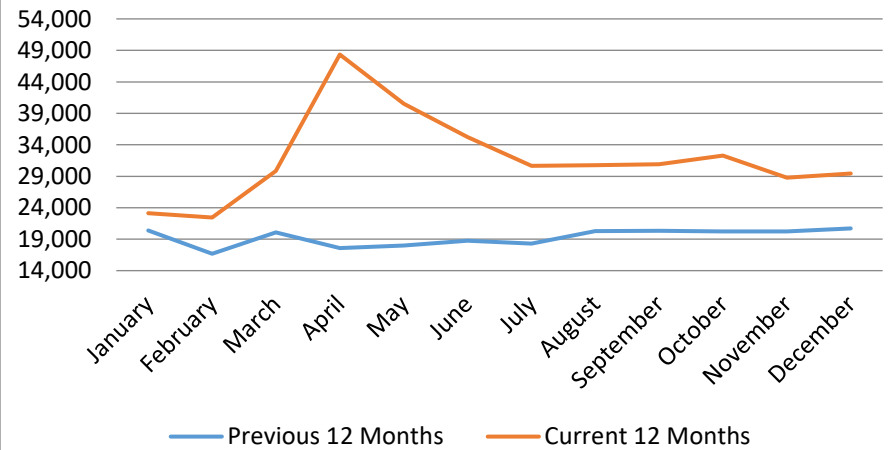
### Resident Library Cards Issued



### Children's Circulation

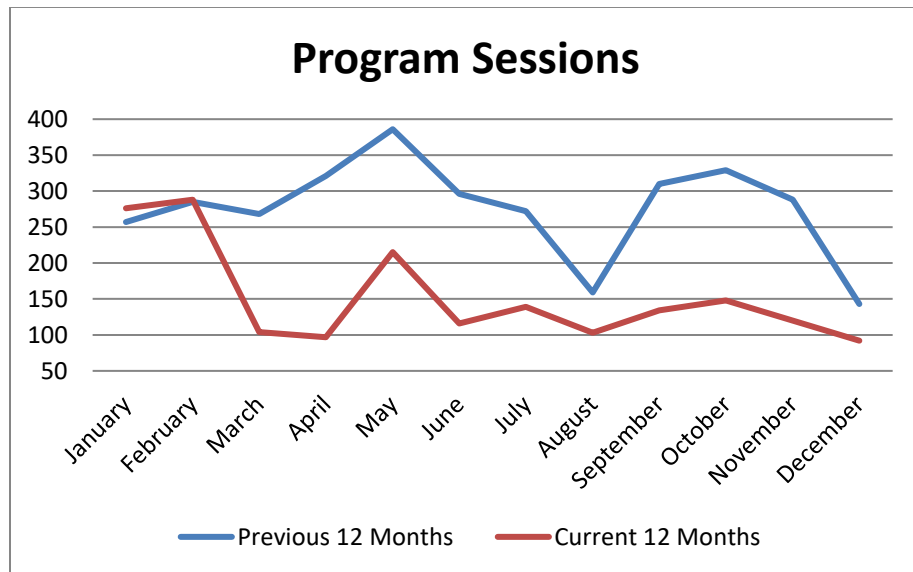


### Downloadables Circulation

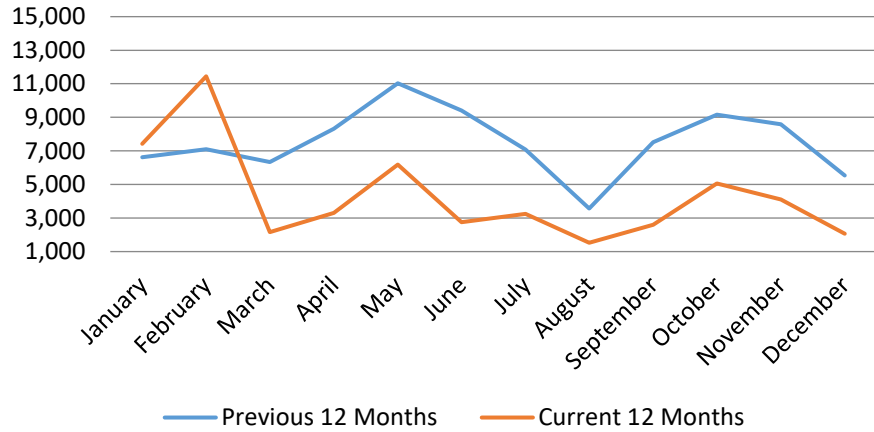


## Notes Relating to Circulation

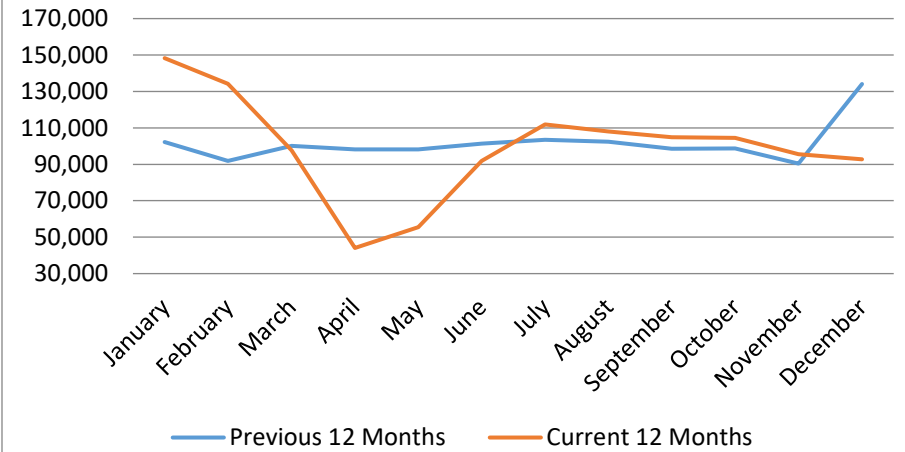
- Circulation saw just over 1,400 walkups at the main entrance, averaging nearly 50 customers at that service point per day.
- An incredible 10,800 cars visited the drive-up window this month, with an average of 38 cars per hour! In comparison, this is an 87% increase from last December's 5,762 cars, which equated to an average of 15 cars per hour.
- The library filled 36,315 customer holds, an increase of 70% over last December (21,419).
- eMaterial checkouts increased 42.2% over last December and are up 64.8% for the year. eMaterials represent 30.6% of total checkouts FYTD. Throughout 2020, 372,389 total eMaterials were enjoyed by our customers, compared to 232,794 for 2019.



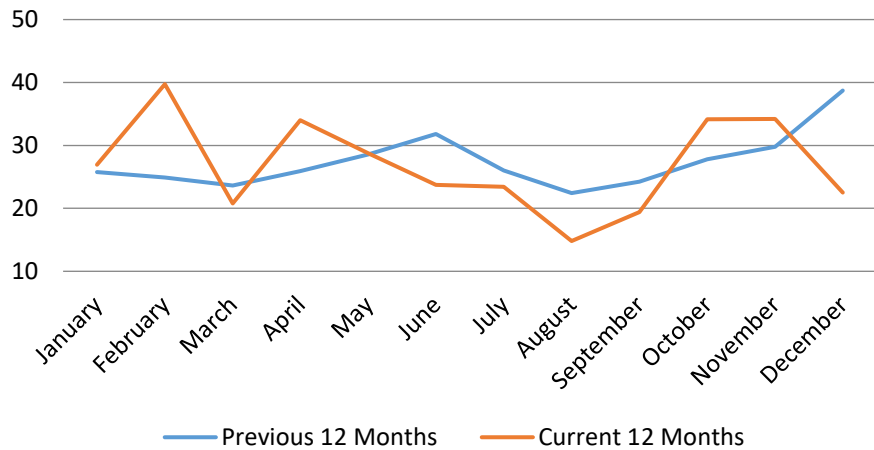
### Program Attendance



### Website Visits



### Attendance Per Program



### Reference Questions (Library Wide)

