

BOARD OF LIBRARY TRUSTEES

**TUESDAY, FEBRUARY 16, 2021
7:00 P.M.**

HENDRICKSON ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. LIAISON REPORTS
 - FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY
 - ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION
- V. APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS VILLAGE BOARD AND THE BOARD OF LIBRARY TRUSTEES OF JANUARY 16, 2021 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 19, 2021 (Action Item 2)
- VII. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 1, 2021 (Action Item 3)

VIII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2021 (Item 4)

IX. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2021 (Action Item 5)

X. EXECUTIVE DIRECTOR'S REPORT

XI. OLD BUSINESS

- APPROVAL OF THE 2021 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2020 (Action Item 6)

Review and approval of the 2021 Illinois Public Library Annual Report to be filed with the Secretary of State's office

- APPROVAL FY2021 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Action Item 7)

Review and approval of the Illinois State Library FY2021 Public Library Per Capita Grant application

- ADOPTION OF 2021 BUDGET AMENDMENT (Action Item 8)

Review and adoption of budget amendment for capital improvements for the Belmont makerspace buildout project

- EXTENSION OF TEMPORARY POLICY DUE TO COVID-19 (Action Item 9)

The board will consider extension of temporary changes to existing library and human resource policies to make accommodations for modifications in services related to COVID-19.

- REOPENING SUMMARY (Item 10)

Staff will provide an informational update on services being offered since reopening.

XII. NEW BUSINESS

- XIII. OTHER
- XIV. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES
- XV. REVIEW OF CLOSED SESSION MINUTES AND OTHER ITEM(S) FROM CLOSED SESSION FOR ACTION
- XVI. ADJOURNMENT

Public comment for this board meeting can be done in-person at the meeting or in advance via email. Please email comments to LibraryDirector@ahml.info by 5:00 p.m., February 16, 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.

**JOINT VILLAGE-LIBRARY MEETING
MINUTES OF THE MEETING OF THE MAYOR AND THE BOARD OF
TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS
VIRTUAL MEETING
SATURDAY, JANUARY 16, 2021 8:30 A.M.**

VILLAGE BOARD MEMBERS PRESENT: President Hayes; Trustees: Baldino, Canty, Padovani, Rosenberg, Scaletta, Schwingbeck, Tinaglia

VILLAGE BOARD MEMBERS ABSENT: Trustee LaBedz

VILLAGE STAFF MEMBERS PRESENT: Randy Recklaus, Village Manager

LIBRARY TRUSTEES PRESENT: President Zyck, Trustees: Medal, Smart, Supplitt, Tangney

LIBRARY TRUSTEES ABSENT: Trustee Ruhl

LIBRARY STAFF PRESENT: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Finance Director; Mary Hastings, Communications and Marketing Director; Janet Moravec, Business Office Administrator; and Julie Doren, Business Office Assistant.

OTHERS PRESENT: Mary Somary and Melissa Cayer

I. Call to Order

Village President Hayes called the meeting to order at 8:30 AM. President Hayes stated that the meeting was being held virtually due to COVID19.

The Pledge of Allegiance was recited and roll call taken.

President Hayes and President Zyck made opening comments. President Hayes stated that there is a good relationship between the Library and Village. The past 12 months have been challenging and President Hayes thanked everyone for their efforts. President Zyck stressed the importance of the relationship between the Village and Library and he echoed Mayor Hayes thanks to all.

II. Citizens To Be Heard

President Hayes asked if any members of the public had comments. There were no comments.

III. Library Topics of Interest

Executive Director Michael Driskell presented information on the makerspace, presenting drawings of the commercial kitchen, fine art space, industrial tools area and flex spaces. Art and culinary programs are the most popular programs at the library. Construction will be starting soon, and hopes are to finish construction in early June.

An overview of the changes that have taken place during COVID were highlighted. Programs became virtual, craft kits were put together for pick up, Little Free Libraries were stocked throughout the community and LitCrates were added. Curbside pickup was a popular service offered as well as the bookmobile Grab and Go pickup. Mr. Driskell explained that when items are returned to the library, they are quarantined for 3 days.

The building is still closed but the drive-up window is open and book drops are open. Virtual programming will continue when things go back. Phones and emails are still being answered, the building is just not open for the public.

Village Trustees thanked the Library for all of their efforts as it has been such a help for the community. They stressed how wonderful it is for the community to still be able to use the library and that the makerspace is still progressing forward.

Mr. Driskell discussed the DEI commitment of the Library. The Board of Library Trustees made the commitment to DEI officially in 2017 and created taskforces, updated services and followed it up with an all staff training. Additional DEI efforts include recognizing October as inclusion awareness month, creating a film series around DEI topics and have continued the staff training. Upcoming programming includes a film screening and live Q&A series and a fireside chat with Dr. Ewing. Also, to eliminate inequitable access to library resources, the Library has changed to a fine free model.

Mr. Driskell thanked his staff. He recognized Shannon Distel, Deputy Directory; Donna Ekl, Finance Director; Mary Hastings, Communications and Marketing Director; Janet Moravec, Business Office Administrator; and Julie Doren, Business Office Assistant. He said that the entire library staff is instrumental in all of the efforts and programs.

President Hayes asked for questions. Amy Somary commented on the impressive presentation by the Library. She asked if the Library could put a copy of the presentation on the library website.

Melissa Cayer asked if the meeting was streaming on YouTube. Village Manager Recklaus stated that it could be watched via Zoom.

IIII. Village Topics of Interest

Village Manager, Randy Recklaus commended the Library and their efforts during COVID and with all of the DEI commitments. He stressed that the Library is such a vital part of the Village.

Manger Recklaus reviewed the impact of COVID 19 on the Village and the vaccination status was discussed. The Village has registered to be a local vaccine site.

The Village's response to the economic downturn was seen with the suspension of late fees, delay and reduced payments for liquor licenses, grant funds for emergency assistance for residents, and creation of zero interest loans for small businesses.

Arlington Alfresco was discussed. A survey has been sent and a meeting is coming up to consider Alfresco for 2021 and beyond. If Alfresco becomes an annual event, special events would be impacted.

The Village Emergency Assistance Fund was presented. This fund is to help local folks in need, funded partially by the Village and by the Arlington Care program. In a typical year about 80 families are assisted, in 2020 a total of 251 families were assisted.

The Village's role in COVID19 enforcement was reviewed. If a complaint is received the Village confirms its validity. Violations are reported to Cook County for enforcement. Major revenue reductions due to COVID19 were also reviewed. The operational impact of COVID19 was highlighted, with a decrease in Fire calls while Police saw an uptick in nuisance calls. Building Inspections were up this year as was Code Enforcement.

The ERP effort was highlighted. This standardizes, streamlines and integrates business processes across many business activities. The top 4 vendors are currently being reviewed and hoping that contract negotiations will occur in the second quarter of 2021.

DEI is a major focus of the Village, like the Library. A consultant has been hired, focus groups have been held as well as a Town Hall Meeting. The focus of the Village's DEI efforts is on the Village as an employer and as a service provider. The recommendation from the consultant will be presented at a meeting on February 8. There will be a regional law enforcement minority recruitment event in March. The Village now has a fulltime Social Worker and full time Case Worker in the Health Department.

There is currently a re-evaluation of the Senior Center. There was a recent AARP Age Friendly Community Process and the needs of the senior center and services are being reviewed.

A new Solid Waste Contract was presented. This contract will begin in spring. Groot is being retained. The twice weekly collection is being reduced to one time a week for all.

Mr. Recklaus and the Village employees were commended by the Mayor for their work over the past year. He stressed that the Village employees are essential workers and he saw, first hand that the high-quality service and commitment continued throughout this pandemic.

Mayor Hayes thanked Trustees Rosenberg and Padovani for their roles with the Village as this is their last Joint Meeting with the Library as they will not be running again.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JANUARY 19, 2021.

01.21.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Tuesday, January 19, 2021, 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 2 COVID-19 mitigations.

01.21.02 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; Pam Schwarting, Info Services Supervisor; Cyndi Hamann, Collections Supervisor; William Tolan, Communications and Marketing Specialist; Tracy Recklaus, Adult Programs Specialist; Joan Lasky, Info Services Advisor; Alisa Stanfield, Info Services Advisor; 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

01.21.03 There was no **PUBLIC COMMENT**.

01.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher, President of the Friends of the Arlington Heights Memorial Library, reported the Friends will focus on membership drives and future book sales. Trustee Zyck thanked the Friends for its continued support and creative solutions in 2020.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Harp, Founder and Chair of the Arlington Heights Memorial Library Foundation, provided a report on the Foundation's annual appeal sent in December. The Foundation received monetary donations in 2020 totaling \$13,855. In-kind donations in 2020 was estimated at \$24,404. In January, Lew Neuman of Praxis Architecture generously donated office furniture and equipment to the library's makerspace, with an estimated value of \$73,583.

01.21.05 Trustee Smart moved **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)**. Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The minutes were approved as submitted.

- 01.21.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF DECEMBER 7, 2020 (Action Item 2)**. Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The minutes were approved as submitted.
- 01.21.07 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 15, 2020 (Action Item 3)**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The minutes were approved as submitted.
- 01.21.08 Trustee Ruhl moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JANUARY 11, 2021 (Action Item 4)**. 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.
- 01.21.09 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2020 (Item 5)** – Ms. Ekl reported the library has received personal property replacement taxes (PPRT) in the amount of \$334,521.28. This amount includes a balance of \$221,532 from the intergovernmental agreement plus \$112,989.28, which is 24% of the total PPRT the Village of Arlington Heights received from Cook County in 2020. December donations totaled \$3,422. With 100% of the fiscal year lapsed, 88% of the unaudited annual operating budget has been expensed, 27% of the capital projects budget, with a combined overall expense of 85%.
- 01.21.10 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2020 (Action Item 6)** – Ms. Ekl provided information in response to trustees’ questions about individual expenditures.
- Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF DECEMBER 31, 2020, IN THE AMOUNT OF \$1,434,195.19**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.
- 01.21.11 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 19, 2021 (Action Item 7)** – 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 JANUARY 19, 2021, IN THE AMOUNT OF \$243,906.93**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

01.21.12 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the December 2020 Director's Report.

01.21.13 **OLD BUSINESS**

- **COVID-19 RELATED SERVICE CHANGES (Action Item 8)** – Last discussed at the January 11 Committee of the Whole meeting, the board 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.

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

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

- **APPROVAL OF PROPOSED AMERICANS WITH DISABILITIES ACT COMPLIANCE POLICY (Action Item 9)** – The board reviewed a new proposed policy for the Americans with Disabilities Act to ensure compliance with the requirements of Title II of the Americans with Disabilities Act of 1990.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.0025 AMERICANS WITH DISABILITIES ACT COMPLIANCE.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

01.21.14 **NEW BUSINESS**

- **ONE BOOK, ONE VILLAGE WRAP-UP (Item 10)** – Staff presented statistics and highlights from the library's 2020 One Book, One Village program.

01.21.15 **OTHER**

-The Committee of the Whole meeting on February 1 will be held virtually.

01.21.16 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES 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 Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried. The board went into closed session at 8:30 p.m.

The board returned to open session at 8:45 p.m.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT.** Trustee Tangney 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 8:46 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

02.21.01 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, February 1, 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 2 COVID-19 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

02.21.02 There was no **PUBLIC COMMENT**.

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

02.21.03 **2021 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR 2020 (Item 1)** – Mr. Driskell presented the library's 2021 Illinois Public Library Annual Report for 2020 to be filed with the Secretary of State's office. Library operations were greatly impacted as a result of COVID-19 in 2020.

02.21.04 **FY2021 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Item 2)** – As part of the FY2021 Illinois Public Library Per Capita Grant requirements, the committee reviewed and discussed all chapters of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. The committee also reviewed a draft of the library's Illinois State Library FY2021 Illinois Public Library Per Capita and Equalization Grant application.

02.21.05 **PROPOSED 2021 BUDGET AMENDMENT (Item 3)** – The committee reviewed a proposed budget amendment for capital improvements for the Belmont makerspace buildout project.

01.21.06 **OTHER**

- Mr. Driskell shared that the library will remain open to the public on Friday, March 5; originally the board had approved the library be closed for a staff development day.
- Mr. Driskell shared expected service changes as Region 10 moves to Phase 4 mitigations.

- The February board meeting will be held physically in the building with a virtual call-in option.

There being no further business to be discussed, Trustee Tangney moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 7:18 p.m. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

Janet Moravec, Recorder

ITEM 4

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	77,480		.00	77,480		.00	929,760	929,760.00
04 00	Real Estate Tax FICA	51,429		.00	51,429		.00	617,155	617,155.00
05 00	Real Estate Tax	1,082,387		.00	1,082,387		.00	12,988,650	12,988,650.00
401 **	Real Estate Taxes	1,211,296		.00	1,211,296		.00	14,535,565	14,535,565.00
403	Intergovernmental Taxes								
25 00	Replacement Tax	26,377	18,938.15	72	26,377	18,938.15	72	316,533	297,594.85
403 **	Intergovernmental Taxes	26,377	18,938.15	72	26,377	18,938.15	72	316,533	297,594.85
400 ***	Taxes	1,237,673	18,938.15	2	1,237,673	18,938.15	2	14,852,098	14,833,159.85
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,088		.00	5,088		.00	61,063	61,063.00
90 00	Contribution Ord. Library	0	4,868.90		0	4,868.90		0	4,868.90-
411 **	Intergovernmental	5,088	4,868.90	96	5,088	4,868.90	96	61,063	56,194.10
410 ***	Intergovernmental Revenue	5,088	4,868.90	96	5,088	4,868.90	96	61,063	56,194.10
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208		.00	208		.00	2,500	2,500.00
74 00	Copier/Reader Printer Fee	3,958	885.89	22	3,958	885.89	22	47,500	46,614.11
75 00	Meeting Room Fees	250		.00	250		.00	3,000	3,000.00
436 **	Library Fees	4,416	885.89	20	4,416	885.89	20	53,000	52,114.11
430 ***	Fees	4,416	885.89	20	4,416	885.89	20	53,000	52,114.11
440	Fines								
442	Library								
20 00	Late Charges	0	10.00		0	10.00		0	10.00-
25 00	Lost/Damaged Item Charges	1,743	588.90	34	1,743	588.90	34	20,922	20,333.10
442 **	Library	1,743	598.90	34	1,743	598.90	34	20,922	20,323.10
440 ***	Fines	1,743	598.90	34	1,743	598.90	34	20,922	20,323.10
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	750	302.29	40	750	302.29	40	9,000	8,697.71
461 **	Simple Interest	750	302.29	40	750	302.29	40	9,000	8,697.71

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	0	203.78		0	203.78		0	203.78-
462	** Investment Inc	0	203.78		0	203.78		0	203.78-
460	*** Interest Income	750	506.07	68	750	506.07	68	9,000	8,493.93
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								
481	** Special Events	0	.00		0	.00		0	.00
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	1,250	13.80	1	1,250	13.80	1	15,000	14,986.20
483	** Donations	1,250	13.80	1	1,250	13.80	1	15,000	14,986.20
489	Other								
90 00	Other Income	416	130.40	31	416	130.40	31	5,000	4,869.60
94 00	FOL Reimbursements	2,083	28,445.31	1366	2,083	28,445.31	1366	25,000	3,445.31-
489	** Other	2,499	28,575.71	1144	2,499	28,575.71	1144	30,000	1,424.29
480	*** Other	3,749	28,589.51	763	3,749	28,589.51	763	45,000	16,410.49
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		1,253,419	54,387.42	4	1,253,419	54,387.42	4	15,041,083	14,986,695.58

Village of Arlington Heights
 REVENUE REPORT
 8% OF YEAR LAPSED

ACCOUNTING PERIOD 01/2021

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	0	157.26		0	157.26	0	157.26-	
461	** Simple Interest	0	157.26		0	157.26	0	157.26-	
462	Investment Inc								
10 00	Market Value Adj IMET	0	170.16		0	170.16	0	170.16-	
462	** Investment Inc	0	170.16		0	170.16	0	170.16-	
460	*** Interest Income	0	327.42		0	327.42	0	327.42-	
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		0	327.42		0	327.42	0	327.42-	

REPORT SELECTIONS

Fiscal year : 2021
Fund : 291
All Departments
All Divisions
Suppress accounts with zero balances : Y

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****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	29184	26848.95	92	29184	26848.95	92	.00	350214	323365.05	8
	16 92	Achievement Awards	333	.00	0	333	.00	0	.00	4000	4000.00	0
	16 **	Library Personal Services	29517	26848.95	91	29517	26848.95	91	.00	354214	327365.05	8
	18	Other Personal Services										
	18 05	Overtime Civilian	83	.00	0	83	.00	0	.00	1000	1000.00	0
	18 **	Other Personal Services	83	.00	0	83	.00	0	.00	1000	1000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	3081	3082.63	100	3081	3082.63	100	.00	36977	33894.37	8
	19 10	IMRF	3712	3366.85	91	3712	3366.85	91	.00	44544	41177.15	8
	19 11	Social Security	1835	1635.90	89	1835	1635.90	89	.00	22023	20387.10	7
	19 12	Medicare	429	382.59	89	429	382.59	89	.00	5151	4768.41	7
	19 53	Flexible Spending	194	156.75	81	194	156.75	81	.00	2329	2172.25	7
	19 55	Unemployment Compensation	536	.00	0	536	.00	0	.00	6432	6432.00	0
	19 **	Employee Benefits	9787	8624.72	88	9787	8624.72	88	.00	117456	108831.28	7
	20	Prof Technical Services										
	20 05	Professional Services	708	.00	0	708	.00	0	.00	8500	8500.00	0
	20 08	Consulting Services Libr	1000	.00	0	1000	.00	0	.00	12000	12000.00	0
	20 20	Legal Services	1333	.00	0	1333	.00	0	.00	16000	16000.00	0
	20 40	General Insurance	14898	140349.00	942	14898	140349.00	942	.00	178780	38431.00	79
	20 **	Prof Technical Services	17939	140349.00	782	17939	140349.00	782	.00	215280	74931.00	65
	21	Property Services										
	21 65	Other Services	250	236.97	95	250	236.97	95	.00	3000	2763.03	8
	21 **	Property Services	250	236.97	95	250	236.97	95	.00	3000	2763.03	8
	22	Other Contractual Service										
	22 01	Advertising	50	.00	0	50	.00	0	.00	600	600.00	0
	22 02	Dues	556	160.00	29	556	160.00	29	.00	6675	6515.00	2
	22 03	Training	7959	.00	0	7959	.00	0	.00	95508	95508.00	0
	22 05	Postage	3337	2900.00	87	3337	2900.00	87	.00	40045	37145.00	7
	22 **	Other Contractual Service	11902	3060.00	26	11902	3060.00	26	.00	142828	139768.00	2
	30	General Supplies										
	30 05	Office Supplies & Equip	842	26.35	3	842	26.35	3	.00	10105	10078.65	0
	30 **	General Supplies	842	26.35	3	842	26.35	3	.00	10105	10078.65	0
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	208	.00	0	208	.00	0	.00	2500	2500.00	0
	31 **	Public Works Supplies	208	.00	0	208	.00	0	.00	2500	2500.00	0
	32	Library Supplies										
	32 72	Special Events	70	.00	0	70	.00	0	.00	850	850.00	0
	32 **	Library Supplies	70	.00	0	70	.00	0	.00	850	850.00	0

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	40	Other Charges										
	40 96	Operating Contingency	416	.00	0	416	.00	0	.00	5000	5000.00	0
	40 **	Other Charges	416	.00	0	416	.00	0	.00	5000	5000.00	0
	50	Property										
	50 15	Other Equipment	2083	373.44	18	2083	373.44	18	.00	25000	24626.56	2
	50 **	Property	2083	373.44	18	2083	373.44	18	.00	25000	24626.56	2
601	** **	Library	73097	179519.43	246	73097	179519.43	246	.00	877233	697713.57	21
60	** **	Culture/Recreation	73097	179519.43	246	73097	179519.43	246	.00	877233	697713.57	21
DIV	6001	TOTAL ***** Administration	73097	179519.43	246	73097	179519.43	246	.00	877233	697713.57	21

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	35054	32088.91	92	35054	32088.91	92	.00	420651	388562.09	8
	16 **	Library Personal Services	35054	32088.91	92	35054	32088.91	92	.00	420651	388562.09	8
	18	Other Personal Services										
	18 05	Overtime Civilian	8	29.33	367	8	29.33	367	.00	100	70.67	29
	18 **	Other Personal Services	8	29.33	367	8	29.33	367	.00	100	70.67	29
	19	Employee Benefits										
	19 05	Medical Insurance	6681	6681.33	100	6681	6681.33	100	.00	80176	73494.67	8
	19 10	IMRF	4396	4027.62	92	4396	4027.62	92	.00	52762	48734.38	8
	19 11	Social Security	2173	1920.64	88	2173	1920.64	88	.00	26087	24166.36	7
	19 12	Medicare	508	449.18	88	508	449.18	88	.00	6101	5651.82	7
	19 **	Employee Benefits	13758	13078.77	95	13758	13078.77	95	.00	165126	152047.23	8
	20	Prof Technical Services										
	20 05	Professional Services	333	.00	0	333	.00	0	.00	4000	4000.00	0
	20 **	Prof Technical Services	333	.00	0	333	.00	0	.00	4000	4000.00	0
	21	Property Services										
	21 02	Equipment Maintenance	142	.00	0	142	.00	0	.00	1710	1710.00	0
	21 65	Other Services	1391	2780.94	200	1391	2780.94	200	.00	16700	13919.06	17
	21 **	Property Services	1533	2780.94	181	1533	2780.94	181	.00	18410	15629.06	15
	22	Other Contractual Service										
	22 02	Dues	22	.00	0	22	.00	0	.00	270	270.00	0
	22 03	Training	4	.00	0	4	.00	0	.00	50	50.00	0
	22 10	Printing	14298	21307.03	149	14298	21307.03	149	.00	171583	150275.97	12
	22 **	Other Contractual Service	14324	21307.03	149	14324	21307.03	149	.00	171903	150595.97	12
	30	General Supplies										
	30 05	Office Supplies & Equip	1298	712.80	55	1298	712.80	55	.00	15579	14866.20	5
	30 **	General Supplies	1298	712.80	55	1298	712.80	55	.00	15579	14866.20	5
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	500	.00	0	500	.00	0	.00	6000	6000.00	0
	31 **	Public Works Supplies	500	.00	0	500	.00	0	.00	6000	6000.00	0
	32	Library Supplies										
	32 02	Program Events	1339	.00	0	1339	.00	0	.00	16073	16073.00	0
	32 **	Library Supplies	1339	.00	0	1339	.00	0	.00	16073	16073.00	0
601	** **	Library	68147	69997.78	103	68147	69997.78	103	.00	817842	747844.22	9
60	** **	Culture/Recreation	68147	69997.78	103	68147	69997.78	103	.00	817842	747844.22	9
DIV	6002	TOTAL ***** Communications & Mrkting	68147	69997.78	103	68147	69997.78	103	.00	817842	747844.22	9

PROGRAM: GM267L

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
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	14324	13105.62	92	14324	13105.62	92	.00	171895	158789.38	8
	16 **	Library Personal Services	14324	13105.62	92	14324	13105.62	92	.00	171895	158789.38	8
	18	Other Personal Services										
	18 05	Overtime Civilian	25	4.98	20	25	4.98	20	.00	300	295.02	2
	18 **	Other Personal Services	25	4.98	20	25	4.98	20	.00	300	295.02	2
	19	Employee Benefits										
	19 05	Medical Insurance	3879	3879.58	100	3879	3879.58	100	.00	46555	42675.42	8
	19 10	IMRF	1799	1644.08	91	1799	1644.08	91	.00	21593	19948.92	8
	19 11	Social Security	889	745.28	84	889	745.28	84	.00	10676	9930.72	7
	19 12	Medicare	208	174.31	84	208	174.31	84	.00	2497	2322.69	7
	19 50	Employee Asst. Program	500	1934.83	387	500	1934.83	387	.00	6000	4065.17	32
	19 **	Employee Benefits	7275	8378.08	115	7275	8378.08	115	.00	87321	78942.92	10
	21	Property Services										
	21 65	Other Services	816	72.00	9	816	72.00	9	.00	9800	9728.00	1
	21 **	Property Services	816	72.00	9	816	72.00	9	.00	9800	9728.00	1
	22	Other Contractual Service										
	22 01	Advertising	108	.00	0	108	.00	0	.00	1300	1300.00	0
	22 02	Dues	275	219.00	80	275	219.00	80	.00	3300	3081.00	7
	22 03	Training	108	.00	0	108	.00	0	.00	1300	1300.00	0
	22 55	In Service Training	833	.00	0	833	.00	0	.00	10000	10000.00	0
	22 **	Other Contractual Service	1324	219.00	17	1324	219.00	17	.00	15900	15681.00	1
	32	Library Supplies										
	32 01	Program Supplies	33	.00	0	33	.00	0	.00	400	400.00	0
	32 **	Library Supplies	33	.00	0	33	.00	0	.00	400	400.00	0
	40	Other Charges										
	40 62	Tuition Reimbursement	2083	.00	0	2083	.00	0	.00	25000	25000.00	0
	40 70	Employee Recognition Prog	1612	1653.73	103	1612	1653.73	103	.00	19350	17696.27	9
	40 **	Other Charges	3695	1653.73	45	3695	1653.73	45	.00	44350	42696.27	4
601	** **	Library	27492	23433.41	85	27492	23433.41	85	.00	329966	306532.59	7
60	** **	Culture/Recreation	27492	23433.41	85	27492	23433.41	85	.00	329966	306532.59	7
DIV	6003	TOTAL ***** Human Resources	27492	23433.41	85	27492	23433.41	85	.00	329966	306532.59	7

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
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										
	21	Property Services										
	21 65	Other Services	166	110.00	66	166	110.00	66	.00	2000	1890.00	6
	21 **	Property Services	166	110.00	66	166	110.00	66	.00	2000	1890.00	6
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	2100.00	126	1666	2100.00	126	.00	20000	17900.00	11
	22 **	Other Contractual Service	1666	2100.00	126	1666	2100.00	126	.00	20000	17900.00	11
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	166	.00	0	166	.00	0	.00	2000	2000.00	0
	31 **	Public Works Supplies	166	.00	0	166	.00	0	.00	2000	2000.00	0
	32	Library Supplies										
	32 01	Program Supplies	208	.00	0	208	.00	0	.00	2500	2500.00	0
	32 02	Program Events	208	.00	0	208	.00	0	.00	2500	2500.00	0
	32 32	Software	41	.00	0	41	.00	0	.00	500	500.00	0
	32 72	Special Events	416	.00	0	416	.00	0	.00	5000	5000.00	0
	32 75	Audio Visual	41	.00	0	41	.00	0	.00	500	500.00	0
	32 78	Electronic Resources	125	.00	0	125	.00	0	.00	1500	1500.00	0
	32 80	Books	416	13.80	3	416	13.80	3	.00	5000	4986.20	0
	32 **	Library Supplies	1455	13.80	1	1455	13.80	1	.00	17500	17486.20	0
	50	Property										
	50 15	Other Equipment	208	430.79	207	208	430.79	207	.00	2500	2069.21	17
	50 55	Other Capital Outlay	208	.00	0	208	.00	0	.00	2500	2500.00	0
	50 **	Property	416	430.79	104	416	430.79	104	.00	5000	4569.21	9
601 ** **		Library	3869	2654.59	69	3869	2654.59	69	.00	46500	43845.41	6
60 ** **		Culture/Recreation	3869	2654.59	69	3869	2654.59	69	.00	46500	43845.41	6
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	3869	2654.59	69	3869	2654.59	69	.00	46500	43845.41	6

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
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	19101	17761.49	93	19101	17761.49	93	.00	229214	211452.51	8
	16 **	Library Personal Services	19101	17761.49	93	19101	17761.49	93	.00	229214	211452.51	8
	18	Other Personal Services										
	18 05	Overtime Civilian	8	18.56	232	8	18.56	232	.00	100	81.44	19
	18 **	Other Personal Services	8	18.56	232	8	18.56	232	.00	100	81.44	19
	19	Employee Benefits										
	19 05	Medical Insurance	5472	5472.00	100	5472	5472.00	100	.00	65664	60192.00	8
	19 10	IMRF	2396	2229.61	93	2396	2229.61	93	.00	28756	26526.39	8
	19 11	Social Security	1184	1059.51	90	1184	1059.51	90	.00	14217	13157.49	8
	19 12	Medicare	277	247.78	90	277	247.78	90	.00	3325	3077.22	8
	19 **	Employee Benefits	9329	9008.90	97	9329	9008.90	97	.00	111962	102953.10	8
	20	Prof Technical Services										
	20 05	Professional Services	656	.00	0	656	.00	0	.00	7875	7875.00	0
	20 **	Prof Technical Services	656	.00	0	656	.00	0	.00	7875	7875.00	0
	21	Property Services										
	21 36	Equipment Rental	110	.00	0	110	.00	0	.00	1326	1326.00	0
	21 65	Other Services	515	330.05	64	515	330.05	64	.00	6189	5858.95	5
	21 **	Property Services	625	330.05	53	625	330.05	53	.00	7515	7184.95	4
	22	Other Contractual Service										
	22 02	Dues	68	475.00	699	68	475.00	699	.00	825	350.00	58
	22 03	Training	100	.00	0	100	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	10772	10772.25	100	10772	10772.25	100	.00	129267	118494.75	8
	22 **	Other Contractual Service	10940	11247.25	103	10940	11247.25	103	.00	131292	120044.75	9
601 ** **		Library	40659	38366.25	94	40659	38366.25	94	.00	487958	449591.75	8
60 ** **		Culture/Recreation	40659	38366.25	94	40659	38366.25	94	.00	487958	449591.75	8
DIV 6008		TOTAL *****										
		Finance	40659	38366.25	94	40659	38366.25	94	.00	487958	449591.75	8

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	52706	47379.06	90	52706	47379.06	90	.00	632483	585103.94	8
	16 **	Library Personal Services	52706	47379.06	90	52706	47379.06	90	.00	632483	585103.94	8
	18	Other Personal Services										
	18 05	Overtime Civilian	20	38.21	191	20	38.21	191	.00	250	211.79	15
	18 **	Other Personal Services	20	38.21	191	20	38.21	191	.00	250	211.79	15
	19	Employee Benefits										
	19 05	Medical Insurance	12237	12237.00	100	12237	12237.00	100	.00	146844	134607.00	8
	19 10	IMRF	6612	5783.84	88	6612	5783.84	88	.00	79345	73561.16	7
	19 11	Social Security	3269	2811.99	86	3269	2811.99	86	.00	39229	36417.01	7
	19 12	Medicare	764	657.64	86	764	657.64	86	.00	9175	8517.36	7
	19 **	Employee Benefits	22882	21490.47	94	22882	21490.47	94	.00	274593	253102.53	8
	20	Prof Technical Services										
	20 05	Professional Services	585	54.10	9	585	54.10	9	.00	7022	6967.90	1
	20 08	Consulting Services Libr	378	.00	0	378	.00	0	.00	4545	4545.00	0
	20 **	Prof Technical Services	963	54.10	6	963	54.10	6	.00	11567	11512.90	1
	21	Property Services										
	21 02	Equipment Maintenance	14114	108857.96	771	14114	108857.96	771	.00	169375	60517.04	64
	21 **	Property Services	14114	108857.96	771	14114	108857.96	771	.00	169375	60517.04	64
	22	Other Contractual Service										
	22 03	Training	537	.00	0	537	.00	0	.00	6450	6450.00	0
	22 42	Internet Access	3487	3306.54	95	3487	3306.54	95	.00	41846	38539.46	8
	22 **	Other Contractual Service	4024	3306.54	82	4024	3306.54	82	.00	48296	44989.46	7
	30	General Supplies										
	30 05	Office Supplies & Equip	31	.00	0	31	.00	0	.00	375	375.00	0
	30 30	Data System Supplies	2100	4736.57	226	2100	4736.57	226	.00	25204	20467.43	19
	30 32	Software Library	13341	69425.90	520	13341	69425.90	520	.00	160102	90676.10	43
	30 33	Documentation Library	8	.00	0	8	.00	0	.00	100	100.00	0
	30 **	General Supplies	15480	74162.47	479	15480	74162.47	479	.00	185781	111618.53	40
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1102	591.06	54	1102	591.06	54	.00	13226	12634.94	5
	31 **	Public Works Supplies	1102	591.06	54	1102	591.06	54	.00	13226	12634.94	5
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	25	.00	0	.00	300	300.00	0
	32 32	Software	907	.00	0	907	.00	0	.00	10887	10887.00	0
	32 **	Library Supplies	932	.00	0	932	.00	0	.00	11187	11187.00	0

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	2899	.00	0	2899	.00	0	.00	34790	34790.00	0
	50	** Property	2899	.00	0	2899	.00	0	.00	34790	34790.00	0
601	**	** Library	115122	255879.87	222	115122	255879.87	222	.00	1381548	1125668.13	19
60	**	** Culture/Recreation	115122	255879.87	222	115122	255879.87	222	.00	1381548	1125668.13	19
DIV	6010	TOTAL ***** Information Technology	115122	255879.87	222	115122	255879.87	222	.00	1381548	1125668.13	19

PROGRAM: GM267L
 Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						ANNUAL	UNENCUMB.	%	
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	21673	18757.01	87	21673	18757.01	87	.00	260077	241319.99	7
	16 **	Library Personal Services	21673	18757.01	87	21673	18757.01	87	.00	260077	241319.99	7
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	166	.00	0	.00	2000	2000.00	0
	18 **	Other Personal Services	166	.00	0	166	.00	0	.00	2000	2000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	6679	6679.33	100	6679	6679.33	100	.00	80152	73472.67	8
	19 10	IMRF	2412	2227.39	92	2412	2227.39	92	.00	28946	26718.61	8
	19 11	Social Security	1354	1084.79	80	1354	1084.79	80	.00	16249	15164.21	7
	19 12	Medicare	316	253.72	80	316	253.72	80	.00	3800	3546.28	7
	19 **	Employee Benefits	10761	10245.23	95	10761	10245.23	95	.00	129147	118901.77	8
	22	Other Contractual Service										
	22 03	Training	41	.00	0	41	.00	0	.00	500	500.00	0
	22 **	Other Contractual Service	41	.00	0	41	.00	0	.00	500	500.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	36	.00	0	36	.00	0	.00	435	435.00	0
	30 **	General Supplies	36	.00	0	36	.00	0	.00	435	435.00	0
601	** **	Library	32677	29002.24	89	32677	29002.24	89	.00	392159	363156.76	7
60	** **	Culture/Recreation	32677	29002.24	89	32677	29002.24	89	.00	392159	363156.76	7
DIV	6015	TOTAL ***** Security	32677	29002.24	89	32677	29002.24	89	.00	392159	363156.76	7

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	442588	674374.47	152	442588	674374.47	152	.00	5311580	4637205.53	13

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE OBJ	ACCOUNT DESCRIPTION	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	80546	65676.08	82	80546	65676.08	82	.00	966557	900880.92	7
	16 **	Library Personal Services	80546	65676.08	82	80546	65676.08	82	.00	966557	900880.92	7
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	166	.00	0	.00	2000	2000.00	0
	18 **	Other Personal Services	166	.00	0	166	.00	0	.00	2000	2000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10553	10553.12	100	10553	10553.12	100	.00	126637	116083.88	8
	19 10	IMRF	9222	7933.68	86	9222	7933.68	86	.00	110668	102734.32	7
	19 11	Social Security	4909	3890.06	79	4909	3890.06	79	.00	58919	55028.94	7
	19 12	Medicare	1148	909.74	79	1148	909.74	79	.00	13780	12870.26	7
	19 **	Employee Benefits	25832	23286.60	90	25832	23286.60	90	.00	310004	286717.40	8
	22	Other Contractual Service										
	22 02	Dues	373	100.00	27	373	100.00	27	.00	4478	4378.00	2
	22 03	Training	331	.00	0	331	.00	0	.00	3979	3979.00	0
	22 18	Contr Programs & Exhibits	1581	900.00	57	1581	900.00	57	.00	18980	18080.00	5
	22 **	Other Contractual Service	2285	1000.00	44	2285	1000.00	44	.00	27437	26437.00	4
	30	General Supplies										
	30 05	Office Supplies & Equip	203	82.24	41	203	82.24	41	.00	2438	2355.76	3
	30 **	General Supplies	203	82.24	41	203	82.24	41	.00	2438	2355.76	3
	32	Library Supplies										
	32 01	Program Supplies	912	638.67	70	912	638.67	70	.00	10948	10309.33	6
	32 02	Program Events	2827	231.23	8	2827	231.23	8	.00	33930	33698.77	1
	32 90	Circulation Supplies	373	.00	0	373	.00	0	.00	4477	4477.00	0
	32 **	Library Supplies	4112	869.90	21	4112	869.90	21	.00	49355	48485.10	2
601	** **	Library	113144	90914.82	80	113144	90914.82	80	.00	1357791	1266876.18	7
60	** **	Culture/Recreation	113144	90914.82	80	113144	90914.82	80	.00	1357791	1266876.18	7
DIV	6401	TOTAL ***** Youth Services	113144	90914.82	80	113144	90914.82	80	.00	1357791	1266876.18	7

FUND 291 Memorial Library Fund		DEPT/DIV 6410 User Services/Info 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	92819	71991.95	78	92819	71991.95	78	.00	1113836	1041844.05	7
	16 **	Library Personal Services	92819	71991.95	78	92819	71991.95	78	.00	1113836	1041844.05	7
	18	Other Personal Services										
	18 05	Overtime Civilian	83	12.38	15	83	12.38	15	.00	1000	987.62	1
	18 **	Other Personal Services	83	12.38	15	83	12.38	15	.00	1000	987.62	1
	19	Employee Benefits										
	19 05	Medical Insurance	12751	12751.83	100	12751	12751.83	100	.00	153021	140269.17	8
	19 10	IMRF	9663	8081.92	84	9663	8081.92	84	.00	115962	107880.08	7
	19 11	Social Security	5658	4309.03	76	5658	4309.03	76	.00	67899	63589.97	6
	19 12	Medicare	1323	1007.74	76	1323	1007.74	76	.00	15879	14871.26	6
	19 **	Employee Benefits	29395	26150.52	89	29395	26150.52	89	.00	352761	326610.48	7
	22	Other Contractual Service										
	22 02	Dues	241	100.00	42	241	100.00	42	.00	2900	2800.00	3
	22 03	Training	275	.00	0	275	.00	0	.00	3300	3300.00	0
	22 18	Contr Programs & Exhibits	480	30.00	6	480	30.00	6	.00	5760	5730.00	1
	22 **	Other Contractual Service	996	130.00	13	996	130.00	13	.00	11960	11830.00	1
	30	General Supplies										
	30 05	Office Supplies & Equip	157	.00	0	157	.00	0	.00	1888	1888.00	0
	30 **	General Supplies	157	.00	0	157	.00	0	.00	1888	1888.00	0
	32	Library Supplies										
	32 01	Program Supplies	229	.00	0	229	.00	0	.00	2750	2750.00	0
	32 90	Circulation Supplies	174	.00	0	174	.00	0	.00	2095	2095.00	0
	32 **	Library Supplies	403	.00	0	403	.00	0	.00	4845	4845.00	0
601 ** **		Library	123853	98284.85	79	123853	98284.85	79	.00	1486290	1388005.15	7
60 ** **		Culture/Recreation	123853	98284.85	79	123853	98284.85	79	.00	1486290	1388005.15	7
DIV 6410		TOTAL *****										
		Info Services	123853	98284.85	79	123853	98284.85	79	.00	1486290	1388005.15	7

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	117509	87760.10	75	117509	87760.10	75	.00	1410112	1322351.90	6
	16 **	Library Personal Services	117509	87760.10	75	117509	87760.10	75	.00	1410112	1322351.90	6
	18	Other Personal Services										
	18 05	Overtime Civilian	83	9.13	11	83	9.13	11	.00	1000	990.87	1
	18 **	Other Personal Services	83	9.13	11	83	9.13	11	.00	1000	990.87	1
	19	Employee Benefits										
	19 05	Medical Insurance	11789	11789.33	100	11789	11789.33	100	.00	141472	129682.67	8
	19 10	IMRF	11760	9203.48	78	11760	9203.48	78	.00	141120	131916.52	7
	19 11	Social Security	7166	5340.97	75	7166	5340.97	75	.00	85992	80651.03	6
	19 12	Medicare	1675	1249.10	75	1675	1249.10	75	.00	20111	18861.90	6
	19 **	Employee Benefits	32390	27582.88	85	32390	27582.88	85	.00	388695	361112.12	7
	21	Property Services										
	21 65	Other Services	292	.00	0	292	.00	0	.00	3513	3513.00	0
	21 **	Property Services	292	.00	0	292	.00	0	.00	3513	3513.00	0
	22	Other Contractual Service										
	22 02	Dues	120	42.00	35	120	42.00	35	.00	1441	1399.00	3
	22 03	Training	231	.00	0	231	.00	0	.00	2773	2773.00	0
	22 **	Other Contractual Service	351	42.00	12	351	42.00	12	.00	4214	4172.00	1
	30	General Supplies										
	30 05	Office Supplies & Equip	169	71.86	43	169	71.86	43	.00	2033	1961.14	4
	30 **	General Supplies	169	71.86	43	169	71.86	43	.00	2033	1961.14	4
	32	Library Supplies										
	32 01	Program Supplies	83	.00	0	83	.00	0	.00	1000	1000.00	0
	32 90	Circulation Supplies	714	1680.82	235	714	1680.82	235	.00	8574	6893.18	20
	32 **	Library Supplies	797	1680.82	211	797	1680.82	211	.00	9574	7893.18	18
601	** **	Library	151591	117146.79	77	151591	117146.79	77	.00	1819141	1701994.21	6
60	** **	Culture/Recreation	151591	117146.79	77	151591	117146.79	77	.00	1819141	1701994.21	6
DIV	6420	TOTAL ***** Customer Services	151591	117146.79	77	151591	117146.79	77	.00	1819141	1701994.21	6

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services						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	18706	16985.39	91	18706	16985.39	91	.00	224475	207489.61	8
	16	**	Library Personal Services	18706	16985.39	91	18706	16985.39	91	.00	224475	207489.61	8
	19		Employee Benefits										
	19	05	Medical Insurance	948	948.84	100	948	948.84	100	.00	11386	10437.16	8
	19	10	IMRF	2171	2018.29	93	2171	2018.29	93	.00	26060	24041.71	8
	19	11	Social Security	1140	1001.07	88	1140	1001.07	88	.00	13691	12689.93	7
	19	12	Medicare	266	234.13	88	266	234.13	88	.00	3202	2967.87	7
	19	**	Employee Benefits	4525	4202.33	93	4525	4202.33	93	.00	54339	50136.67	8
	22		Other Contractual Service										
	22	02	Dues	43	.00	0	43	.00	0	.00	518	518.00	0
	22	03	Training	77	.00	0	77	.00	0	.00	930	930.00	0
	22	18	Contr Programs & Exhibits	799	740.00	93	799	740.00	93	.00	9590	8850.00	8
	22	**	Other Contractual Service	919	740.00	81	919	740.00	81	.00	11038	10298.00	7
	30		General Supplies										
	30	05	Office Supplies & Equip	41	.00	0	41	.00	0	.00	500	500.00	0
	30	**	General Supplies	41	.00	0	41	.00	0	.00	500	500.00	0
	32		Library Supplies										
	32	01	Program Supplies	151	205.20	136	151	205.20	136	.00	1820	1614.80	11
	32	02	Program Events	50	.00	0	50	.00	0	.00	600	600.00	0
	32	90	Circulation Supplies	87	531.79	611	87	531.79	611	.00	1050	518.21	51
	32	**	Library Supplies	288	736.99	256	288	736.99	256	.00	3470	2733.01	21
601	**	**	Library	24479	22664.71	93	24479	22664.71	93	.00	293822	271157.29	8
60	**	**	Culture/Recreation	24479	22664.71	93	24479	22664.71	93	.00	293822	271157.29	8
DIV	6430		TOTAL *****										
			Accessible Services	24479	22664.71	93	24479	22664.71	93	.00	293822	271157.29	8

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	20178	15207.58	75	20178	15207.58	75	.00	242139	226931.42	6
	16 **	Library Personal Services	20178	15207.58	75	20178	15207.58	75	.00	242139	226931.42	6
	18	Other Personal Services										
	18 05	Overtime Civilian	16	44.51	278	16	44.51	278	.00	200	155.49	22
	18 **	Other Personal Services	16	44.51	278	16	44.51	278	.00	200	155.49	22
	19	Employee Benefits										
	19 05	Medical Insurance	5367	5367.50	100	5367	5367.50	100	.00	64410	59042.50	8
	19 10	IMRF	2416	1912.61	79	2416	1912.61	79	.00	28994	27081.39	7
	19 11	Social Security	1228	887.55	72	1228	887.55	72	.00	14746	13858.45	6
	19 12	Medicare	287	207.58	72	287	207.58	72	.00	3449	3241.42	6
	19 **	Employee Benefits	9298	8375.24	90	9298	8375.24	90	.00	111599	103223.76	8
	22	Other Contractual Service										
	22 02	Dues	95	.00	0	95	.00	0	.00	1145	1145.00	0
	22 03	Training	117	119.00	102	117	119.00	102	.00	1414	1295.00	8
	22 18	Contr Programs & Exhibits	8583	6000.00	70	8583	6000.00	70	.00	103007	97007.00	6
	22 **	Other Contractual Service	8795	6119.00	70	8795	6119.00	70	.00	105566	99447.00	6
	32	Library Supplies										
	32 02	Program Events	671	99.54	15	671	99.54	15	.00	8058	7958.46	1
	32 **	Library Supplies	671	99.54	15	671	99.54	15	.00	8058	7958.46	1
601	** **	Library	38958	29845.87	77	38958	29845.87	77	.00	467562	437716.13	6
60	** **	Culture/Recreation	38958	29845.87	77	38958	29845.87	77	.00	467562	437716.13	6
DIV	6440	TOTAL ***** Programs and Exhibits	38958	29845.87	77	38958	29845.87	77	.00	467562	437716.13	6

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	% BDTG	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	ACCOUNT DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	44026	38526.91	88	44026	38526.91	88	.00	528322	489795.09	7
	16 **	Library Personal Services	44026	38526.91	88	44026	38526.91	88	.00	528322	489795.09	7
	19	Employee Benefits										
	19 05	Medical Insurance	4182	4182.59	100	4182	4182.59	100	.00	50191	46008.41	8
	19 10	IMRF	4936	4526.68	92	4936	4526.68	92	.00	59234	54707.32	8
	19 11	Social Security	2687	2129.26	79	2687	2129.26	79	.00	32251	30121.74	7
	19 12	Medicare	628	498.00	79	628	498.00	79	.00	7543	7045.00	7
	19 **	Employee Benefits	12433	11336.53	91	12433	11336.53	91	.00	149219	137882.47	8
	22	Other Contractual Service										
	22 02	Dues	187	801.00	428	187	801.00	428	.00	2246	1445.00	36
	22 03	Training	41	.00	0	41	.00	0	.00	500	500.00	0
	22 42	Internet Access	320	.00	0	320	.00	0	.00	3840	3840.00	0
	22 66	Outside Reference Service	247	2974.00	1204	247	2974.00	1204	.00	2973	1.00-	100
	22 **	Other Contractual Service	795	3775.00	475	795	3775.00	475	.00	9559	5784.00	40
	30	General Supplies										
	30 05	Office Supplies & Equip	58	.00	0	58	.00	0	.00	700	700.00	0
	30 07	Supplies Reimb by Patrons	50	.00	0	50	.00	0	.00	600	600.00	0
	30 **	General Supplies	108	.00	0	108	.00	0	.00	1300	1300.00	0
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	416	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	416	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	58	.00	0	58	.00	0	.00	700	700.00	0
	32 78	Electronic Resources	31238	206880.67	662	31238	206880.67	662	.00	374867	167986.33	55
	32 90	Circulation Supplies	131	.00	0	131	.00	0	.00	1575	1575.00	0
	32 **	Library Supplies	31427	206880.67	658	31427	206880.67	658	.00	377142	170261.33	55
601	** **	Library	89205	260519.11	292	89205	260519.11	292	.00	1070542	810022.89	24
60	** **	Culture/Recreation	89205	260519.11	292	89205	260519.11	292	.00	1070542	810022.89	24
DIV	6450	TOTAL ***** Digital Services	89205	260519.11	292	89205	260519.11	292	.00	1070542	810022.89	24

Village of Arlington Heights

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										
		Collection Services	239066	191289.42	80	239066	191289.42	80	.00	2868869	2677579.58	7

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund		DEPT/DIV 6480 User Services/Belmont Makerspace										
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	27102	6394.08	24	27102	6394.08	24	.00	325231	318836.92	2
	16 **	Library Personal Services	27102	6394.08	24	27102	6394.08	24	.00	325231	318836.92	2
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	16	.00	0	.00	200	200.00	0
	18 **	Other Personal Services	16	.00	0	16	.00	0	.00	200	200.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	4431	4431.83	100	4431	4431.83	100	.00	53182	48750.17	8
	19 10	IMRF	3340	801.81	24	3340	801.81	24	.00	40086	39284.19	2
	19 11	Social Security	1651	391.92	24	1651	391.92	24	.00	19819	19427.08	2
	19 12	Medicare	386	91.66	24	386	91.66	24	.00	4635	4543.34	2
	19 **	Employee Benefits	9808	5717.22	58	9808	5717.22	58	.00	117722	112004.78	5
	20	Prof Technical Services										
	20 05	Professional Services	833	.00	0	833	.00	0	.00	10000	10000.00	0
	20 20	Legal Services	416	.00	0	416	.00	0	.00	5000	5000.00	0
	20 40	General Insurance	18	1288.00	7156	18	1288.00	7156	.00	216	1072.00	596
	20 **	Prof Technical Services	1267	1288.00	102	1267	1288.00	102	.00	15216	13928.00	9
	21	Property Services										
	21 02	Equipment Maintenance	581	720.00	124	581	720.00	124	.00	6980	6260.00	10
	21 11	Building Maintenance	2238	.00	0	2238	.00	0	.00	26866	26866.00	0
	21 36	Equipment Rental	83	.00	0	83	.00	0	.00	1000	1000.00	0
	21 60	Water and Sewer Service	100	.00	0	100	.00	0	.00	1200	1200.00	0
	21 65	Other Services	8	.00	0	8	.00	0	.00	100	100.00	0
	21 **	Property Services	3010	720.00	24	3010	720.00	24	.00	36146	35426.00	2
	22	Other Contractual Service										
	22 02	Dues	131	.00	0	131	.00	0	.00	1575	1575.00	0
	22 03	Training	83	.00	0	83	.00	0	.00	1000	1000.00	0
	22 18	Contr Programs & Exhibits	650	.00	0	650	.00	0	.00	7800	7800.00	0
	22 42	Internet Access	125	.00	0	125	.00	0	.00	1500	1500.00	0
	22 **	Other Contractual Service	989	.00	0	989	.00	0	.00	11875	11875.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	166	43.46	26	166	43.46	26	.00	2000	1956.54	2
	30 07	Supplies Reimb by Patrons	625	281.79	45	625	281.79	45	.00	7500	7218.21	4
	30 51	Heating Fuel	3345	624.69	19	3345	624.69	19	.00	40140	39515.31	2
	30 **	General Supplies	4136	949.94	23	4136	949.94	23	.00	49640	48690.06	2
	31	Public Works Supplies										
	31 45	Janitorial Supplies	616	.00	0	616	.00	0	.00	7400	7400.00	0
	31 85	Small Tools and Equipment	416	.00	0	416	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	1032	.00	0	1032	.00	0	.00	12400	12400.00	0

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										
	32	Library Supplies										
	32 01	Program Supplies	750	.00	0	750	.00	0	.00	9000	9000.00	0
	32 **	Library Supplies	750	.00	0	750	.00	0	.00	9000	9000.00	0
	50	Property										
	50 15	Other Equipment	833	.00	0	833	.00	0	.00	10000	10000.00	0
	50 **	Property	833	.00	0	833	.00	0	.00	10000	10000.00	0
601	** **	Library	48943	15069.24	31	48943	15069.24	31	.00	587430	572360.76	3
60	** **	Culture/Recreation	48943	15069.24	31	48943	15069.24	31	.00	587430	572360.76	3
DIV	6480	TOTAL *****										
		Belmont Makerspace	48943	15069.24	31	48943	15069.24	31	.00	587430	572360.76	3
DEPT	64	TOTAL *****										
		User Services	829239	825734.81	100	829239	825734.81	100	.00	9951447	9125712.19	8
FUND	291	TOTAL *****										
		Memorial Library Fund	1271827	1500109.28	118	1271827	1500109.28	118	.00	15263027	13762917.72	10
GRAND		TOTAL *****										
			1271827	1500109.28	118	1271827	1500109.28	118	.00	15263027	13762917.72	10

PREPARED 02/11/2021, 10:46:55
PROGRAM: GM267L
Village of Arlington Heights

DETAIL BUDGET REPORT
8% OF YEAR LAPSED

PAGE 1
ACCOUNTING PERIOD 01/2021

REPORT SELECTIONS

Fiscal year : 2021
Fund : 491
All Departments
All Divisions
Suppress accounts with zero balances : Y

FUND 491 Capital Projects-Library		DEPT/DIV 6020 Executive Office/Facilities							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										
	50	Property										
	50 15	Other Equipment	83333	.00	0	83333	.00	0	.00	1000000	1000000.00	0
	50 **	Property	83333	.00	0	83333	.00	0	.00	1000000	1000000.00	0
601	** **	Library	83333	.00	0	83333	.00	0	.00	1000000	1000000.00	0
60	** **	Culture/Recreation	83333	.00	0	83333	.00	0	.00	1000000	1000000.00	0
DIV	6020	TOTAL ***** Facilities	83333	.00	0	83333	.00	0	.00	1000000	1000000.00	0
DEPT	60	TOTAL ***** Executive Office	85416	.00	0	85416	.00	0	.00	1025000	1025000.00	0
FUND	491	TOTAL ***** Capital Projects-Library	85416	.00	0	85416	.00	0	.00	1025000	1025000.00	0
GRAND		TOTAL *****	85416	.00	0	85416	.00	0	.00	1025000	1025000.00	0

February 16, 2021

(Action Item 5)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
January 31, 2021**

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$211,546.60
491	Capital Projects Fund - Library	\$9,372.50
Total Disbursements		<u>\$220,919.10</u>
Payrolls Paid		
1/15/2021		\$272,510.77
1/29/2021		\$275,312.63
Total Payroll Disbursements		<u>\$547,823.40</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
1/31/2021	Group Insurance	115,533.33
1/31/2021	IMRF	64,706.57
1/31/2021	Social Security	32,475.29
1/31/2021	Medicare	7,595.03
		<u>\$220,310.22</u>
Total Disbursed		<u><u>\$716,541.95</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81333	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	AMEX CASHBACK REBATE	121.40-	121.40-
81357	FRIENDS OF THE LIBRARY	291-0000-489.90-00	FOL BOOK BOUTIQUE SALE	106.00	106.00
81360	GALE/CENGAGE LEARNING	291-0000-140.05-00	PREPAID GALE SUBSCRIPTION	1,104.69	1,104.69
81364	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED JANUARY FSA DEP JANUARY	3,161.73 1,076.92	4,238.65
81393	MNJ TECHNOLOGIES DIRECT INC	291-0000-140.05-00 291-0000-140.05-00 291-0000-140.05-00 291-0000-140.05-00 291-0000-140.05-00	WEB APPLICATION FIREWALL WEB APPLICATION FIREWALL WEB APPLICATION FIREWALL WEB APPLICATION FIREWALL WEB APPLICATION FIREWALL	3,999.80 3,999.80 3,999.80 3,999.80 333.32	16,332.52
81405	PROQUEST LLC	291-0000-140.05-00	PRESSREADER 2/1/21-1/31/2	914.33	914.33
***** DIVISION TOTAL ****					22,574.79
***** DEPARTMENT TOTAL **					22,574.79

DEPARTMENT: 60	Executive Office	DIVISION: 01			
81326	AMAZON.COM CREDIT	291-6001-601.30-05	PLASTIC SLEEVES	9.89	9.89
81333	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.50-15	STANDING DESK	373.44	373.44
81334	ARTHUR J GALLAGHER RISK MANAGMENT	291-6001-601.20-40	RENEWAL PREMIUM TREASURER	7,200.00	7,200.00
81356	FINER LINE	291-6001-601.30-05	NAME BADGES	16.46	16.46
81364	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES JANUARY	156.75	156.75
81383	LO VERDE CONTRACTING CO	491-6001-601.50-55	ESL ROOM RENOVATION	3,150.00	3,150.00
81402	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SERVS 10/1-12/31/20	2,475.00	2,475.00
81409	ROTARY CLUB/ARLINGTON HTS	291-6001-601.22-02 291-6001-601.22-02	1ST QTR DUES - DISTEL S 1ST QTR DUES - DRISKELL M	50.00 110.00	160.00
81426	WAREHOUSE DIRECT	291-6001-601.32-99	EMPLOYEE REIMB CLOTHING	664.62	664.62
81429	WILLIAMS ASSOCIATES ARCHITECTS	491-6001-601.50-55	PROF SERVS NOVEMBER	1,400.00	1,400.00
***** DIVISION TOTAL ****					15,606.16

Communications and Marketing

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81326	AMAZON.COM CREDIT	291-6002-601.30-05	OFFICE SUPPLIES	28.42	28.42
81333	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	LATER SUBSCRIPTION	190.00	
		291-6002-601.21-65	CONSTANT CONTACT SERVICE	2,492.00	
		291-6002-601.21-65	MEETUP SUBSCRIPTION	98.94	2,780.94
81342	BUY101.COM	291-6002-601.30-05	GROMMETS	172.76	172.76
81343	CARDINAL COLORGROUP	291-6002-601.22-10	FEBRUARY NEWSLETTER	9,805.00	9,805.00
81351	CTAM INC.	291-6002-601.30-05	CABLE TIES	172.07	172.07
81394	MOBILE PRINT	291-6002-601.22-10	VOLUNTEER BIRTHDAY CARDS	210.79	
		291-6002-601.22-10	ENVELOPE PRINTING	1,447.24	1,658.03
81412	SIGNS BY TOMORROW	291-6002-601.30-05	BOOKMOBILE HOLDS SIGN	80.30	
		291-6002-601.30-05	SHELF TALKER SIGNS	259.25	339.55
***** DIVISION TOTAL ****					14,956.77

Human Resources

81321	ACCURATE EMPLOYMENT SCREENING LLC	291-6003-601.21-65	EMPLOYMENT &VOL SCREENING	72.00	72.00
81333	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	MEMORIAL FLOWERS-B WEINER	82.69	
		291-6003-601.22-02	SHRM MEMBERSHIP-L HAACK	219.00	
		291-6003-601.40-70	STAFF SPIRIT WEEK LUNCH	548.55	
		291-6003-601.40-70	STAFF SPIRIT WEEK LUNCH	922.49	1,772.73
***** DIVISION TOTAL ****					1,844.73

Gifts and Grants

81327	AMERICAN BUTTON MACHINES	291-6004-601.50-15	BUTTON MAKER	430.79	430.79
81337	BENSON, BRIAN	291-6004-601.22-18	MOVIE CLUB, 3/11	350.00	350.00
81361	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB, 3/12	350.00	350.00
81373	INGRAM LIBRARY SERVICES	291-6004-601.32-80	BOOKS	13.80	13.80
***** DIVISION TOTAL ****					1,144.59

Finance

81333	ARLINGTON HTS MEMORIAL LIBRARY	291-6008-601.22-02	IGFOA DUES-D EKL	400.00	400.00
81368	ILA MEMBERSHIP	291-6008-601.22-02	ILA DUES - SCHEINER E	75.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					75.00
***** DIVISION TOTAL ****					475.00
DEPARTMENT: 60 Executive Office		DIVISION: 10			
81326	AMAZON.COM CREDIT	291-6010-601.31-85	SURGE PROTECTORS	300.00	
		291-6010-601.31-85	HEADSET FOR STAFF	32.99	
		291-6010-601.31-85	MOUSE FOR PROCESSING	29.99	
		291-6010-601.31-85	LOW VISION KEYBOARD	22.89	
		291-6010-601.30-30	SAMSUNG TONER	512.67	
		291-6010-601.31-85	TWO FACTOR TESTING FOR IT	90.00	988.54
81333	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.22-42	EMERGENCY TEXTING SERVICE	4.95	
		291-6010-601.22-42	EMERGENCY TEXTING SERVICE	74.99	
		291-6010-601.22-42	EMERGENCY TEXTING SERVICE	5.99	
		291-6010-601.22-42	EMERGENCY TEXTING SERVICE	14.00	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	330.00	
		291-6010-601.20-05	PAYFLOW PRO SUBSCRIPTION	54.10	
		291-6010-601.22-42	PUBLIC INTERNET ACCESS	343.35	
		291-6010-601.30-32	YOUTUBE PREMIUM SUBSCRIPT	11.99	
		291-6010-601.30-32	VOLUNTEER SOFTWARE SUBSCR	165.00	
		291-6010-601.30-32	OFFICE 365 LICENSE	1.50	
		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	AMAZON AWS S3 STORAGE	92.13	
		291-6010-601.30-32	SURVEY MONKEY SUBSCRIPT	408.00	
		291-6010-601.30-32	GOOGLE GSUITE SUBSCRIPT	54.00	
		291-6010-601.30-32	SPOTIFY UNLIMITED SUBSCR	14.99	
		291-6010-601.30-32	AMAZON MUSIC SUBSCRIPTION	9.99	
		291-6010-601.30-32	RIDDLE SUBSCRIPTION	49.00	
		291-6010-601.31-85	WEBCAMS FOR STAFF	89.20	
		291-6010-601.31-85	LIGHTING KIT FOR VIDEOS	25.99	
		291-6010-601.30-30	3D PRINTER FILAMENT	299.90	2,099.05
81346	COMCAST	291-6010-601.22-42	BUSINESS CABLE FEBRUARY	20.98	20.98
81355	FARONICS TECHNOLOGIES USA INC	291-6010-601.30-30	DEEPPFREEZE SOFTWARE F/PUB	3,885.00	3,885.00
81371	IMAGE SYSTEMS & BUSINESS SOLUTIONS	291-6010-601.21-02	EQUIPMENT MAINTENANCE	827.45	827.45
81372	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	1,113.57	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	160.51	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	524.10	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	181.06	
		291-6010-601.30-30	COPIER TONER	19.50	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	193.61	
		291-6010-601.30-30	PRINTER TONER	19.50	2,211.85
81393	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.30-32	WEB APPLICATION FIREWALL	3,666.48	

Information Technology

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					3,666.48
81419	TIMECLOCK PLUS	291-6010-601.30-32	LICENSE RENEWAL 2/1/21-	4,389.00	4,389.00
81420	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	FAX PROGRAM 4TH QTR 2020	408.32	408.32
81422	UNIQUE MANAGEMENT SERVICES INC	291-6010-601.30-32	ADDRESS VERIFICATION	915.18	915.18
81424	VERIZON WIRELESS <-----	291-6010-601.22-42	TELEPHONE 12/26-1/25	354.54	354.54
81431	WOW BUSINESS	291-6010-601.22-42	INTERNET 1/13-2/12	2,334.52	2,471.34
		291-6010-601.22-42	INTERNET ACCESS 1/19-2/18	136.82	
***** DIVISION TOTAL ****					22,237.73

Facilities

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
81322	ADDISON BUILDING MATERIALS	291-6020-601.21-11	MAINTENANACE SUPPLIES	380.00	380.00
81323	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	TRASH DISPOSAL JANUARY	375.95	375.95
81326	AMAZON.COM CREDIT	291-6020-601.21-11	SNOW BLOWER SUPPLIES	29.30	60.29
		291-6020-601.21-11	MAINTENANCE SUPPLIES	30.99	
81330	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REG SERVS JANUARY	89.00	89.00
81331	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-07	BOOKMOBILE SAFETY STICKER	27.00	27.00
81333	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	LIGHTING FOR PROCESSING	635.68	925.02
		291-6020-601.21-11	MAINTENANCE SUPPLIES	289.34	
81347	COMED	291-6020-601.30-51	HEATING 12/8/20-1/11/21	1.64	99.30
		291-6020-601.30-51	HEATING 12/8/20-1/11/21	97.66	
81349	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	HVAC PREVENTATIVE MAINT	1,650.00	1,650.00
81363	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	183.75	183.75
81365	HOH WATER TECHNOLOGY INC	291-6020-601.21-11	MAINTENANCE SUPPLIES	858.36	858.36
81366	IGS ENERGY	291-6020-601.30-51	NATURAL GAS DECEMBER	3,610.73	3,610.73
81370	ILLINOIS OFFICE-STATE FIRE MARSHAL	291-6020-601.21-02	CERTIFICATE & INSPECTION	285.00	285.00
81387	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS FEBRUARY	4,599.00	4,599.00
81390	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTENANCE	207.55	207.55
81391	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERVS DECEMBER	60.00	60.00
81395	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT FOR ESL	323.94	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					323.94
81398	NICOR GAS	291-6020-601.30-51	NATURAL GAS DECEMBER	1,024.20	
		291-6020-601.30-51	NATURAL GAS DECEMBER	410.85	1,435.05
81399	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	TEST CONDENSER TUBES ON C	750.00	
		291-6020-601.21-11	CHILLER WINTER WORK	7,276.00	8,026.00
81410	ROUTE 12 RENTAL CO	291-6020-601.21-36	TRUCK RENTAL 1/12	134.00	134.00
81411	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	47.52	
		291-6020-601.21-11	BLDG MAINTENANCE	35.15	82.67
81414	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVS FEBRUARY	987.96	987.96
81425	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	FUEL NOVEMBER 2020	194.57	
		291-6020-601.30-50	FUEL DECEMBER 2020	271.83	
		291-6020-601.21-60	WATER/SEWER 11/6/20-1/6/2	82.86	
		291-6020-601.21-60	WATER/SEWER 11/3-12/31/20	790.14	1,339.40
81426	WAREHOUSE DIRECT	291-6020-601.31-45	JANITORIAL PRODUCTS	209.94	209.94
81434	ZORO TOOLS INC	291-6020-601.21-11	MAINTENANCE SUPPLIES	35.24	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	24.71	59.95
81435	1000BULBS.COM	291-6020-601.21-11	MAINTENANCE SUPPLIES	104.91	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	205.97	310.88
***** DIVISION TOTAL ****					26,320.74
***** DEPARTMENT TOTAL **					82,585.72

Youth Services

DEPARTMENT: 64 User Services
 81326 AMAZON.COM CREDIT

DIVISION: 01

291-6401-601.30-05	DOOR BELL FOR YS DESKS	27.99			
291-6401-601.32-01	TWEEN DIY CRAFT SUPPLIES	22.46			
291-6401-601.32-01	TWEEN DIY CRAFT SUPPLIES	27.98			
291-6401-601.32-01	TEEN ACTIVITY SUPPLIES	86.80			
291-6401-601.32-01	TWEEN CRAFT SUPPLIES	35.83			
291-6401-601.32-01	ACTIVITY KITS SUPPLIES	26.97			
291-6401-601.32-01	ACTIVITY KIT SUPPLIES	22.33			
291-6401-601.32-01	ACTIVITY KIT SUPPLIES	9.85			
291-6401-601.32-02	CANDY SUSHI PRIZES	14.72			
291-6401-601.32-02	VALENTINE PROGRAM SUPPLY	36.96			
291-6401-601.32-02	GLUE DOTS	10.99			
291-6401-601.32-02	CARDSTOCK	22.99			
291-6401-601.32-02	CANDY SUSHI PRIZES	17.99			
291-6401-601.32-01	ACTIVITY KIT ZIP BAGS	374.50	738.36		
81329	AMIRPOUR, SANAZ	291-6401-601.22-18	PARENT'S TURN, 1/24	200.00	200.00
81331	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	MILEAGE - E KOCH	15.12	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-02	STEAM GAME/TEEN VOL PARTY	19.98	
		291-6401-601.32-02	LEARN TO DRAW PROG SUPPLY	18.00	53.10
81333	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	TWEEN VALENTINES PROGRAM	29.18	29.18
81353	FAMBRO MANAGEMENT	291-6401-601.22-18	CHESS CLUB, 1/17	75.00	75.00
81354	FAMBRO MANAGEMENT	291-6401-601.22-18	CHESS CLUB, 3/14	75.00	75.00
81358	FUN EXPRESS LLC	291-6401-601.32-01	WHITE BADG WIRH HANDLES	31.95	
		291-6401-601.32-02	WHITE BADG WIRH HANDLES	98.40	130.35
81368	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - PAPANASTASSIOU	100.00	100.00
81376	JAWORSKI, THOMAS	291-6401-601.22-18	COLLEGE KNOWLEDGE, 2/17	175.00	175.00
81415	STAPLES	291-6401-601.30-05	OFFICE SUPPLIES	10.65	10.65
81426	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	43.60	43.60
***** DIVISION TOTAL ****					1,630.24

Info Services

DEPARTMENT: 64	User Services	DIVISION: 10			
81385	MADAY, JULIE I	291-6410-601.22-18	RESUME REVIEWS, 1/20	30.00	30.00
***** DIVISION TOTAL ****					30.00

Circulation

DEPARTMENT: 64	User Services	DIVISION: 20			
81326	AMAZON.COM CREDIT	291-6420-601.30-05	BOOKMOBILE PLASTIC BAGS	44.99	
		291-6420-601.32-90	DOORBELL	14.55	59.54
81331	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-02	ALA/ILA MEM-M WILLIAMS	42.00	
		291-6420-601.32-90	TOTE BOXES FOR BOOKMOBILE	29.94	
		291-6420-601.32-90	TOTE BOXES FOR BOOKMOBILE	29.94	101.88
81415	STAPLES	291-6420-601.30-05	OFFICE SUPPLIES	26.87	26.87
***** DIVISION TOTAL ****					188.29

Senior and Accessible Services

DEPARTMENT: 64	User Services	DIVISION: 30			
81389	MCNULTY, ALAYNE	291-6430-601.22-18	CREATIVE AGING: ART FEBRU	490.00	490.00
81407	RIDDLE, JENNIFER	291-6430-601.22-18	JENNY RIDDLE TALKS BOOKS,	250.00	250.00
81421	ULINE	291-6430-601.32-90	BAGS AND TAGS F/AHML DELI	531.79	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					531.79
***** DIVISION TOTAL ****					1,271.79

Programs and Exhibits

DEPARTMENT:	64	User Services	DIVISION:	40			
81325	ALTERNATIVE COMMUNICATION SERVICES		291-6440-601.22-18	BETTER RESUMES, 1/13, CLOSE	187.50		
			291-6440-601.22-18	JIM GIBBONS, 1/17, CLOSED C	187.50		
			291-6440-601.22-18	MOVIE CLUB, 1/21, CLOSED CA	250.00	625.00	
81326	AMAZON.COM CREDIT		291-6440-601.32-02	ZERO WASTE PRGM SUPPLIES	43.47		
			291-6440-601.32-02	CRAFT KIT SUPPLIES	4.53	48.00	
81333	ARLINGTON HTS MEMORIAL LIBRARY		291-6440-601.22-18	THE LONG SHADOW LICENSE	100.00		
			291-6440-601.32-02	CRAFT KIT SUPPLY REFUND	6.28-	93.72	
81341	BLICK ART MATERIALS		291-6440-601.32-02	PROGRAM/CLASS SUPPLIES	4.13		
			291-6440-601.32-02	PROGRAM/CLASS SUPPLIES	53.69	57.82	
81375	IVANOV, SONIA		291-6440-601.22-18	HOUSING F/HOMELESS, 2/18	50.00	50.00	
81377	JEWISH CHILD & FAMILY SERVICES		291-6440-601.22-18	79464, 79832, 79932 CHECKS	375.00	375.00	
81380	KNABB, JACOB S		291-6440-601.22-18	WRITER'S INK, 3/10	150.00	150.00	
81384	MACENTEE, THOMAS		291-6440-601.22-18	LGBT ANCESTORS, 2/17	100.00	100.00	
81388	MCCABE, EMILY		291-6440-601.22-18	MASTERING DUNGEONS&DRAGON	150.00	150.00	
81396	NAP LOUNGE ILLINOIS, INC.		291-6440-601.22-18	STARTING CANNABIS BUS IN	150.00	150.00	
81413	SLICK, KRISTYN		291-6440-601.22-18	COOKING FOR TWO, 2/26	175.00	175.00	
81416	STULL, TODD		291-6440-601.22-18	HOUSING F/HOMELESS, 2/18	50.00	50.00	
81430	WOLF, YVONNE		291-6440-601.22-18	CHINESE/LUNAR NEW YEAR, 2/	175.00	175.00	
81432	WYLLY, DAVID		291-6440-601.22-18	MEDICARE 101, 3/9	75.00	75.00	
81433	YIESLA, SHARON		291-6440-601.22-18	VEGETABLE GARDENING 101,	200.00	200.00	
***** DIVISION TOTAL ****						2,474.54	

Digital Services

DEPARTMENT:	64	User Services	DIVISION:	50			
81324	ALA MEMBERSHIP		291-6450-601.22-02	ALA DUES - PARDUE B	292.00	292.00	
81352	EBS CO INFORMATION SERVICES		291-6450-601.32-78	READER'S GUIDE ACCESS	847.00	847.00	
81360	GALE/CENGAGE LEARNING		291-6450-601.32-78	GALE GENERAL ONEFILE	6,800.76		

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6450-601.32-78	GALE BOOKS AND AUTHORS SU	1,439.80	
		291-6450-601.32-78	GALE SUBSCRIPTIONS	12,151.56	20,392.12
81368	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES - SMITH C	100.00	
		291-6450-601.22-02	ILA DUES - PARDUE B	150.00	250.00
81404	PRONUNCIATOR LLC	291-6450-601.32-78	PRONUNCIATOR 1 YEAR	2,100.00	2,100.00
81405	PROQUEST LLC	291-6450-601.32-78	PRESSREADER 2/1/21-1/31/2	10,057.67	10,057.67
***** DIVISION TOTAL *****					33,938.79

Collection Services

ACCOUNT	DESCRIPTION	AMOUNT
DIVISION: 70		
291-6470-601.32-75	AV MATERIALS	30.00
291-6470-601.32-75	AV MATERIALS	9.29
291-6470-601.32-75	AV MATERIALS	21.76
291-6470-601.32-75	AV MATERIALS	14.96
291-6470-601.32-75	AV MATERIALS	89.99
291-6470-601.32-75	AV MATERIALS	31.68
291-6470-601.32-75	AV MATERIALS	19.79
291-6470-601.32-75	AV MATERIALS	31.98
291-6470-601.32-75	AV MATERIALS	21.75
291-6470-601.32-75	AV MATERIALS	39.99
291-6470-601.32-75	AV MATERIALS	29.78
291-6470-601.32-75	AV MATERIALS	11.99
291-6470-601.32-75	AV MATERIALS	9.96
291-6470-601.32-75	AV MATERIALS	5.99
291-6470-601.32-75	AV MATERIALS	14.95
291-6470-601.32-75	AV MATERIALS	23.18
291-6470-601.32-75	AV MATERIALS	14.99
291-6470-601.32-75	AV MATERIALS	15.29
291-6470-601.32-75	AV MATERIALS	36.29
291-6470-601.32-75	AV MATERIALS	27.97
291-6470-601.32-75	AV MATERIALS	19.95
291-6470-601.32-75	AV MATERIALS	32.80
291-6470-601.32-75	AV MATERIALS	19.92
291-6470-601.32-75	AV MATERIALS	16.19
291-6470-601.32-75	AV MATERIALS	27.30
291-6470-601.32-75	AV MATERIALS	64.70
291-6470-601.32-75	AV MATERIALS	7.99
291-6470-601.32-75	AV MATERIALS	18.96
291-6470-601.32-75	AV MATERIALS	16.01
291-6470-601.32-80	BOOKS	9.99
291-6470-601.32-80	BOOKS	36.99
291-6470-601.32-80	BOOKS	12.95
291-6470-601.32-80	BOOKS	35.28
291-6470-601.32-80	BOOKS	12.99
291-6470-601.32-80	BOOKS	19.78
291-6470-601.32-80	BOOKS	10.00

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	13.84	
		291-6470-601.32-80	BOOKS	11.88	
		291-6470-601.32-80	BOOKS	43.98	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	149.90	
		291-6470-601.32-80	BOOKS	12.88	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	214.90	
		291-6470-601.32-80	BOOKS	23.45	
		291-6470-601.32-80	BOOKS	38.00	
		291-6470-601.32-80	BOOKS	15.78	
		291-6470-601.32-80	BOOKS	8.79	
		291-6470-601.32-80	BOOKS	23.80	
		291-6470-601.32-80	BOOKS	28.93	
		291-6470-601.32-80	BOOKS	11.59	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	26.53	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	6.29	
		291-6470-601.32-80	BOOKS	24.00	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	22.98	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	34.78	
		291-6470-601.32-80	BOOKS	18.59	
		291-6470-601.32-80	BOOKS	22.97	
		291-6470-601.32-80	BOOKS	20.49	
		291-6470-601.32-80	BOOKS	31.98	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	36.58	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	17.43	
		291-6470-601.32-80	BOOKS	6.89	
		291-6470-601.32-80	BOOKS	21.11	
		291-6470-601.32-80	BOOKS	31.95	
		291-6470-601.32-80	BOOKS	10.95	
		291-6470-601.32-80	BOOKS	39.00	
		291-6470-601.32-80	BOOKS	160.70	
		291-6470-601.32-80	BOOKS	39.99	
		291-6470-601.32-80	BOOKS	31.98	
		291-6470-601.32-80	BOOKS	16.00	
		291-6470-601.32-80	BOOKS	8.90	
		291-6470-601.32-80	BOOKS	39.94	
		291-6470-601.32-80	BOOKS	51.99	
		291-6470-601.32-80	BOOKS	11.76	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	20.66	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	17.64	
		291-6470-601.32-80	BOOKS	21.10	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	25.00	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	14.40	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	31.15	
		291-6470-601.32-80	BOOKS	13.94	
		291-6470-601.32-80	BOOKS	17.00	
		291-6470-601.32-80	BOOKS	61.45	
		291-6470-601.32-80	BOOKS	13.50	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	31.95	
		291-6470-601.32-80	BOOKS	21.58	
		291-6470-601.32-75	AV MATERIALS	149.88	
		291-6470-601.32-75	AV MATERIALS	26.95	
		291-6470-601.32-75	AV MATERIALS	51.35	
		291-6470-601.32-75	AV MATERIALS	42.35	
		291-6470-601.32-75	AV MATERIALS	130.94	
		291-6470-601.32-75	AV MATERIALS	36.98	
		291-6470-601.32-75	AV MATERIALS	11.54	
		291-6470-601.32-75	AV MATERIALS	79.98	
		291-6470-601.32-75	AV MATERIALS	27.55	
		291-6470-601.32-75	AV MATERIALS	35.98	
		291-6470-601.32-75	AV MATERIALS	43.19	
		291-6470-601.32-75	AV MATERIALS	5.50	
		291-6470-601.32-75	AV MATERIALS	12.22	
		291-6470-601.32-75	AV MATERIALS	39.76	
		291-6470-601.32-75	AV MATERIALS	23.46	
		291-6470-601.32-75	AV MATERIALS	23.86	
		291-6470-601.32-75	AV MATERIALS	15.98	
		291-6470-601.32-75	AV MATERIALS	67.09	
		291-6470-601.32-75	AV MATERIALS	28.19	
		291-6470-601.32-75	AV MATERIALS	5.49	
		291-6470-601.32-75	AV MATERIALS	49.98	
		291-6470-601.32-75	AV MATERIALS	57.94	
		291-6470-601.32-75	AV MATERIALS	95.84	
		291-6470-601.32-75	AV MATERIALS	40.47	
		291-6470-601.32-75	AV MATERIALS	169.99	
		291-6470-601.32-75	AV MATERIALS	23.94	
		291-6470-601.32-75	AV MATERIALS	14.98	
		291-6470-601.32-75	AV MATERIALS	89.99	
		291-6470-601.32-75	AV MATERIALS	11.29	
		291-6470-601.32-75	AV MATERIALS	24.86	
		291-6470-601.32-75	AV MATERIALS	20.98	
		291-6470-601.32-75	AV MATERIALS	25.00	
		291-6470-601.32-75	AV MATERIALS	50.00	
		291-6470-601.32-75	AV MATERIALS	321.86	
		291-6470-601.32-75	AV MATERIALS	33.88	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	139.96	
		291-6470-601.32-75	AV MATERIALS	33.85	
		291-6470-601.32-75	AV MATERIALS	49.99	
		291-6470-601.32-75	AV MATERIALS	17.00	
		291-6470-601.32-75	AV MATERIALS	69.98	
		291-6470-601.32-75	AV MATERIALS	87.99	
		291-6470-601.32-75	AV MATERIALS	32.53	
		291-6470-601.32-75	AV MATERIALS	7.99	
		291-6470-601.32-75	AV MATERIALS	18.71	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	5.00	
		291-6470-601.32-75	AV MATERIALS	15.00	
		291-6470-601.32-75	AV MATERIALS	40.39	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	10.97	
		291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-80	BOOKS	20.80	
		291-6470-601.32-80	BOOKS	9.06	
		291-6470-601.32-80	BOOKS	14.84	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	43.92	
		291-6470-601.32-80	BOOKS	34.36	
		291-6470-601.32-80	BOOKS	25.00	
		291-6470-601.32-80	BOOKS	10.98	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	18.48	
		291-6470-601.32-80	BOOKS	20.94-	
		291-6470-601.32-80	BOOKS	37.98	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	13.39	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	15.80	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	25.98	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	20.94	
		291-6470-601.32-80	BOOKS	29.94	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-75	AV MATERIALS	22.11-	
		291-6470-601.32-75	AV MATERIALS	12.73	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	119.88	
		291-6470-601.32-75	AV MATERIALS	34.88	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	20.49	
		291-6470-601.32-75	AV MATERIALS	65.76	
		291-6470-601.32-75	AV MATERIALS	13.49	
		291-6470-601.32-75	AV MATERIALS	19.49	
		291-6470-601.32-75	AV MATERIALS	44.49	
		291-6470-601.32-75	AV MATERIALS	83.54	
		291-6470-601.32-75	AV MATERIALS	11.94	
		291-6470-601.32-75	AV MATERIALS	12.96	
		291-6470-601.32-75	AV MATERIALS	5.00	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	29.99	
		291-6470-601.32-80	BOOKS	16.78	
		291-6470-601.32-80	BOOKS	45.00	
		291-6470-601.32-80	BOOKS	9.89	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	22.76	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	15.80	
		291-6470-601.32-80	BOOKS	13.59	
		291-6470-601.32-80	BOOKS	16.78	
		291-6470-601.32-80	BOOKS	39.79	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-95	PERIODICALS	9.25	
		291-6470-601.32-95	PERIODICALS	27.98	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	13.49	
		291-6470-601.32-95	PERIODICALS	17.49	
		291-6470-601.32-75	AV MATERIALS	53.40	
		291-6470-601.32-75	AV MATERIALS	33.18	
		291-6470-601.32-75	AV MATERIALS	19.17	
		291-6470-601.32-75	AV MATERIALS	29.92	
		291-6470-601.32-75	AV MATERIALS	25.98	
		291-6470-601.32-75	AV MATERIALS	50.42	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	31.46	
		291-6470-601.32-75	AV MATERIALS	37.98	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	9.89	
		291-6470-601.32-75	AV MATERIALS	5.99	
		291-6470-601.32-75	AV MATERIALS	65.06	
		291-6470-601.32-75	AV MATERIALS	15.36	
		291-6470-601.32-75	AV MATERIALS	19.96	
		291-6470-601.32-75	AV MATERIALS	19.88	
		291-6470-601.32-75	AV MATERIALS	9.25	
		291-6470-601.32-75	AV MATERIALS	39.96	
		291-6470-601.32-75	AV MATERIALS	19.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	16.82	
		291-6470-601.32-80	BOOKS	39.94-	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	16.00	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	4.89	
		291-6470-601.32-80	BOOKS	18.61	
		291-6470-601.32-80	BOOKS	30.42	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	14.44	
		291-6470-601.32-80	BOOKS	9.58	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	34.90	
		291-6470-601.32-95	PERIODICALS	22.98	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	67.96	
		291-6470-601.32-80	BOOKS	7.87	
		291-6470-601.32-75	AV MTLs	12.96	
		291-6470-601.32-75	AV MTLs	19.51-	
		291-6470-601.32-75	AV MTLs	14.99	7,398.28
81328	AMERICAN LIBRARY ASSOCIATION	291-6470-601.32-80	BOOKS	77.99	77.99
81332	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	195.00	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	15.99	228.98
81333	ARLINGTON HTS MEMORIAL LIBRARY	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	116.98	
		291-6470-601.32-75	AV MATERIALS	32.90	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	119.19	
		291-6470-601.32-75	AV MATERIALS	141.85	
		291-6470-601.32-75	AV MATERIALS	106.24	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	111.53	
		291-6470-601.32-75	AV MATERIALS	33.98	
		291-6470-601.32-75	AV MATERIALS	99.00	
		291-6470-601.32-75	AV MATERIALS	79.88	
		291-6470-601.32-75	AV MATERIALS	7.97	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	15.92	
		291-6470-601.32-75	AV MATERIALS	45.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	311.56	
		291-6470-601.32-80	BOOKS	38.66	
		291-6470-601.32-80	BOOKS	25.00	
		291-6470-601.32-95	PERIODICALS	6.36	
		291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-95	PERIODICALS	20.79	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	10.50	
		291-6470-601.32-95	PERIODICALS	13.50	
		291-6470-601.32-95	PERIODICALS	30.00	
		291-6470-601.32-95	PERIODICALS	39.00	1,587.65
81335	BAKER & TAYLOR	291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	178.60	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	201.40	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.32-80	BOOKS	59.48	
		291-6470-601.32-80	BOOKS	177.69	
		291-6470-601.32-80	BOOKS	18.61	
		291-6470-601.32-80	BOOKS	835.56	
		291-6470-601.32-80	BOOKS	191.81	
		291-6470-601.32-80	BOOKS	156.55	
		291-6470-601.32-80	BOOKS	261.08	
		291-6470-601.32-80	BOOKS	259.60	
		291-6470-601.32-80	BOOKS	91.46	
		291-6470-601.32-80	BOOKS	262.72	
		291-6470-601.32-80	BOOKS	341.92	
		291-6470-601.32-80	BOOKS	308.32	
		291-6470-601.32-80	BOOKS	468.60	
		291-6470-601.32-80	BOOKS	63.22	
		291-6470-601.32-80	BOOKS	433.09	
		291-6470-601.32-80	BOOKS	362.07	
		291-6470-601.32-80	BOOKS	257.65	
		291-6470-601.32-80	BOOKS	732.93	
		291-6470-601.32-80	BOOKS	382.09	
		291-6470-601.32-80	BOOKS	14.31	
		291-6470-601.32-80	BOOKS	54.75	
		291-6470-601.32-80	BOOKS	613.56	
		291-6470-601.32-80	BOOKS	22.11	
		291-6470-601.22-85	PROC SERVS	133.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.32-75	AV MTLs	44.22	
		291-6470-601.32-80	BOOKS	325.24	
		291-6470-601.32-80	BOOKS	114.40	
		291-6470-601.32-80	BOOKS	195.08	
		291-6470-601.32-80	BOOKS	59.94	
		291-6470-601.32-80	BOOKS	255.50	
		291-6470-601.32-80	BOOKS	623.70	
		291-6470-601.32-80	BOOKS	41.44	
		291-6470-601.32-80	BOOKS	49.99	
		291-6470-601.32-80	BOOKS	202.94	
		291-6470-601.32-80	BOOKS	165.76	
		291-6470-601.32-80	BOOKS	181.49	
		291-6470-601.32-80	BOOKS	342.06	
		291-6470-601.32-80	BOOKS	22.11-	
		291-6470-601.32-75	AV MTLs	22.11	
		291-6470-601.32-80	BOOKS	132.87	
		291-6470-601.32-80	BOOKS	239.33	
		291-6470-601.32-80	BOOKS	187.69	
		291-6470-601.32-80	BOOKS	29.98	
		291-6470-601.32-80	BOOKS	261.85	
		291-6470-601.32-80	BOOKS	60.05	
		291-6470-601.32-80	BOOKS	175.99	
		291-6470-601.32-80	BOOKS	42.37	
		291-6470-601.32-80	BOOKS	287.88	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	33.50-	
		291-6470-601.32-80	BOOKS	98.91	
		291-6470-601.32-80	BOOKS	60.01	
		291-6470-601.32-80	BOOKS	543.36	
		291-6470-601.32-80	BOOKS	36.51	
		291-6470-601.32-80	BOOKS	318.81	
		291-6470-601.32-80	BOOKS	78.94	
		291-6470-601.32-80	BOOKS	566.87	
		291-6470-601.32-80	BOOKS	450.90	
		291-6470-601.22-85	PROCESSING SERVICES	148.20	
		291-6470-601.22-85	PROCESSING SERVICES	247.00	
		291-6470-601.22-85	PROCESSING SERVICES	114.00	
		291-6470-601.22-85	PROCESSING SERVICES	76.00	
		291-6470-601.22-85	PROCESSING SERVICES	186.20	
		291-6470-601.22-85	PROCESSING SERVICES	72.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROCESSING SERVICES	3.80	
		291-6470-601.22-85	PROCESSING SERVICES	106.40	
		291-6470-601.22-85	PROCESSING SERVICES	117.80	
		291-6470-601.22-85	PROCESSING SERVICES	117.80	
		291-6470-601.22-85	PROCESSING SERVICES	72.20	
		291-6470-601.22-85	PROCESSING SERVICES	41.80	
		291-6470-601.22-85	PROCESSING SERVICES	114.00	
		291-6470-601.22-85	PROCESSING SERVICES	121.60	
		291-6470-601.22-85	PROCESSING SERVICES	155.80	
		291-6470-601.22-85	PROCESSING SERVICES	3.80	
		291-6470-601.32-80	BOOKS	137.88	
		291-6470-601.32-80	BOOKS	284.23	
		291-6470-601.32-80	BOOKS	590.33	
		291-6470-601.32-80	BOOKS	76.03	
		291-6470-601.32-80	BOOKS	89.81	
		291-6470-601.32-80	BOOKS	105.72	
		291-6470-601.32-80	BOOKS	185.34	
		291-6470-601.32-80	BOOKS	295.84	
		291-6470-601.32-80	BOOKS	11.86	
		291-6470-601.32-80	BOOKS	537.04	
		291-6470-601.32-80	BOOKS	322.90	
		291-6470-601.32-80	BOOKS	210.08	
		291-6470-601.32-80	BOOKS	50.93	
		291-6470-601.32-80	BOOKS	216.57	
		291-6470-601.32-80	BOOKS	166.46	
		291-6470-601.32-80	BOOKS	628.68	
		291-6470-601.32-80	BOOKS	885.75	
		291-6470-601.32-80	BOOKS	341.28	
		291-6470-601.32-80	BOOKS	305.20	
		291-6470-601.32-80	BOOKS	789.77	
		291-6470-601.32-80	BOOKS	230.68	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	428.70	
		291-6470-601.32-80	BOOKS	475.49	
		291-6470-601.32-80	BOOKS	152.00	
		291-6470-601.32-80	BOOKS	92.57	
		291-6470-601.32-80	BOOKS	149.51	24,517.57
81336	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	30.86	
		291-6470-601.32-75	AV MTLs	44.09	
		291-6470-601.32-75	AV MTLs	39.94	
		291-6470-601.32-75	AV MTLs	213.80	
		291-6470-601.32-75	AV MTLs	39.30	
		291-6470-601.32-75	AV MTLs	42.61	
		291-6470-601.32-75	AV MATERIALS	67.52	478.12
81339	BI RESEARCH	291-6470-601.32-95	PERIODICALS	100.00	100.00
81340	BIBLIOTHECA LLC	291-6470-601.32-80	BOOKS	107.93	
		291-6470-601.32-75	AV MATERIALS	1,121.97	
		291-6470-601.32-80	BOOKS	1,577.87	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					2,807.77
81344	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	24.02	24.02
81345	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	510.00	1,070.00
		291-6470-601.32-95	PERIODICALS	560.00	
81348	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	21.94	21.94
81350	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	60.72	304.92
		291-6470-601.32-95	PERIODICALS	25.27-	
		291-6470-601.32-95	PERIODICALS	13.13-	
		291-6470-601.32-95	PERIODICALS	50.54-	
		291-6470-601.32-95	PERIODICALS	24.29	
		291-6470-601.32-95	PERIODICALS	40.43	
		291-6470-601.32-95	PERIODICALS	29.33	
		291-6470-601.32-95	PERIODICALS	61.61	
		291-6470-601.32-95	PERIODICALS	177.48	
		291-6470-601.32-95	PERIODICALS	50.60	
81352	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	590.63	641.23
		291-6470-601.32-95	PERIODICALS		
81359	FUTURE PUBLISHING/PC GAMER	291-6470-601.32-95	PERIODICALS	19.95	19.95
81360	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	29.59	1,776.02
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	1,441.39	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	88.78	
		291-6470-601.32-80	BOOKS		
81362	GLENVIEW PUBLIC LIBRARY	291-6470-601.21-64	ILL OVERDUE FEE	33.99	33.99
81367	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	131.25	255.00
		291-6470-601.32-80	BOOKS	123.75	
81369	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SERVS DECEMBER	312.25	312.25
81373	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	49.32	47.66
		291-6470-601.32-80	BOOKS	261.87	
		291-6470-601.32-80	BOOKS	29.56	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	371.48	
		291-6470-601.32-80	BOOKS	13.55	
		291-6470-601.32-80	BOOKS	70.13	
		291-6470-601.32-80	BOOKS	114.07	
		291-6470-601.32-80	BOOKS	39.33	
		291-6470-601.32-80	BOOKS	97.15	
		291-6470-601.32-80	BOOKS	14.12	
		291-6470-601.32-80	BOOKS	47.66	
		291-6470-601.32-80	BOOKS		
		291-6470-601.32-80	BOOKS		

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	66.25	
		291-6470-601.32-80	BOOKS	28.32	
		291-6470-601.32-80	BOOKS	24.58	
		291-6470-601.32-80	BOOKS	132.09	
		291-6470-601.32-80	BOOKS	10.80-	
		291-6470-601.32-80	BOOKS	17.23-	
		291-6470-601.32-80	BOOKS	16.67-	
		291-6470-601.32-80	BOOKS	13.28-	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	172.14	
		291-6470-601.32-80	BOOKS	358.12	
		291-6470-601.32-80	BOOKS	19.75	
		291-6470-601.32-80	BOOKS	223.51	
		291-6470-601.32-80	BOOKS	76.66	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	108.34	
		291-6470-601.32-80	BOOKS	188.61	
		291-6470-601.32-80	BOOKS	47.96	
		291-6470-601.32-80	BOOKS	19.49	
		291-6470-601.32-80	BOOKS	36.25	
		291-6470-601.32-80	BOOKS	234.12	
		291-6470-601.32-80	BOOKS	18.41	
		291-6470-601.32-80	BOOKS	82.46	
		291-6470-601.32-80	BOOKS	10.19	
		291-6470-601.32-80	BOOKS	45.19	
		291-6470-601.32-80	BOOKS	328.06	
		291-6470-601.32-80	BOOKS	29.97	
		291-6470-601.32-80	BOOKS	202.93	
		291-6470-601.32-80	BOOKS	87.09	
		291-6470-601.32-80	BOOKS	19.50	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	154.43	
		291-6470-601.32-80	BOOKS	270.41	
		291-6470-601.32-80	BOOKS	102.47	
		291-6470-601.32-80	BOOKS	101.82	
		291-6470-601.32-80	BOOKS	159.70	
		291-6470-601.32-80	BOOKS	18.28	4,576.18
81374	ISOTHERMAL COMMUNITY COLLEGE	291-6470-601.21-64	LOST BOOK FEE	29.95	29.95
81379	KANOPY INC	291-6470-601.32-75	AV MATERIALS	1,010.00	1,010.00
81381	LAKESHORE LEARNING MATERIALS	291-6470-601.32-75	AV MTLs	26.98	
		291-6470-601.32-75	AV MTLs	46.98	
		291-6470-601.32-75	AV MTLs	26.98	100.94
81382	LIBRARY JOURNAL	291-6470-601.32-95	PERIODICALS	157.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	157.99	315.98
81386	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS 2021 EDITION	217.00	217.00
81392	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	251.39	
		291-6470-601.32-75	AV MTLs	870.83	
		291-6470-601.32-75	AV MTLs	1,023.48	
		291-6470-601.22-85	PROCESSING SERVICES	448.31	
		291-6470-601.22-85	PROCESSING SERVICES	6.75-	
		291-6470-601.32-75	AV MATERIALS	9,205.47	
		291-6470-601.32-80	BOOKS	4,278.99	
		291-6470-601.32-75	AV MATERIALS	220.40	
		291-6470-601.32-75	AV MATERIALS	1,116.49	
		291-6470-601.32-75	AV MATERIALS	342.86	17,751.47
81397	NEW READERS PRESS	291-6470-601.32-75	AV MATERIALS	17.13	17.13
81400	OFFICE DEPOT OFFICE MAX	291-6470-601.22-85	PROCESSING SUPPLIES	116.14	116.14
81401	OK MAGAZINE	291-6470-601.32-95	PERIODICALS	46.28	46.28
81403	PETERSON'S	291-6470-601.32-80	BOOKS	244.75	244.75
81406	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	523.25	523.25
81417	SUN MAGAZINE	291-6470-601.32-95	PERIODICALS	39.00	39.00
81418	TENNESSEE GENEALOGICAL SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	25.00
81423	VALUE LINE PUBLISHING LLC	291-6470-601.32-95	PERIODICALS ACC7489	407.00	407.00
81427	WESTON WOODS STUDIOS	291-6470-601.32-80	BOOKS	35.95	35.95
81428	WHEATON COLLEGE	291-6470-601.21-64	ILL202209372 REPLACEMENT	85.00	85.00
***** DIVISION TOTAL ****					67,196.70

Belmont

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 80			
81326	AMAZON.COM CREDIT	291-6480-601.30-05	TARP AND BUNGEE MAKERSPCE	43.46	43.46
81327	AMERICAN BUTTON MACHINES	291-6480-601.30-07	BUTTON SUPPLIES	263.80	263.80
81334	ARTHUR J GALLAGHER RISK MANAGMENT	291-6480-601.20-40	MXI93084938 EXTENSION END	1,288.00	1,288.00
81338	BEST BUY BUSINESS ADVANTAGE	291-6480-601.50-15	WASHER/DRYER F/MAKERSPACE	1,439.99	1,439.99
81370	ILLINOIS OFFICE-STATE FIRE MARSHAL	291-6480-601.21-02	CERTIFICATE & INSPECTION	100.00	100.00
81378	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6480-601.21-02	FIRE ALARM MONITORING 2/1	90.00	

PREPARED 02/16/21, 02:27 PM
PROGRAM GM348U5
DEPARTMENT: 64 User Services

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

PAGE 20
ACCOUNTING PERIOD 2/2021

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					90.00
81398	NICOR GAS	291-6480-601.30-51	NATURAL GAS 12/16/20-1/15	624.69	624.69
81408	ROBERT BOSCH TOOL CORP	291-6480-601.30-07	3D PRINTER SUPPLIES	17.99	17.99
81414	STANDARD ELEVATOR CO	291-6480-601.21-02	REG SERVS FEBRUARY	265.00	265.00
81425	VILLAGE OF ARLINGTON HEIGHTS	291-6480-601.21-60	WATER/SEWER 11/2-12/30/20	72.81	72.81
81429	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	CONSTRUCTION ADMINISTRATI	1,200.00	
		491-6480-601.50-55	OTHER 3RD PARTY ENGINEERI	3,622.50	
***** DIVISION TOTAL ****					9,028.24
***** DEPARTMENT TOTAL **					115,758.59
***** GRAND TOTAL *****					220,919.10

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	211,546.60
491	Capital Projects-Library	9,372.50
**** TOTAL ALL FUNDS ****		220,919.10

February 16, 2021

**Arlington Heights Memorial Library
American Express Card Summary
1/31/2021**

#	CARDHOLDER	Count ACCT	69 AMOUNT	DESCRIPTION	VENDOR
1	Driskell	489-90-00	\$ (121.40)	Other Income/Rebate	CORPORATE CASHBACK CR
2	Driskell	6002-2165	\$ 190.00	Later Subscription	LATER.COM PREMIUM
3	Driskell	6002-2165	\$ 2,492.00	Constant Contact Service	EIG*CONSTANTCONTACT.
4	Driskell	6003-4070	\$ 82.69	Memorial Flowers	HAPPY ROSE FLORIST
5	Driskell	6010-2242	\$ 4.95	Emergency Texting Service	ONTIMETEL DIALMYCAL
6	Driskell	6010-2242	\$ 74.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
7	Driskell	6010-2242	\$ 5.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
8	Driskell	6010-2242	\$ 14.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
9	Driskell	6010-3032	\$ 330.00	Zoom Subscription	ZOOM Zoom
10	Dworianyn	6010-2005	\$ 54.10	PayPal Payflow Pro Subscription	PAYFLOW/PAYPAL 0045
11	Dworianyn	6010-2242	\$ 343.35	Public Internet Access	COMCAST CHICAGO
12	Dworianyn	6010-3032	\$ 11.99	Youtube Premium Subscription	GOOGLE *YOUTUBEPREMI
13	Dworianyn	6010-3032	\$ 165.00	Volunteer Database Software Subscription	WWW.VOLGISTICS.COM
14	Dworianyn	6010-3032	\$ 1.50	Office 365 License	MSFT *<E0400D8F3L>
15	Dworianyn	6010-3032	\$ 9.99	Kindle Unlimited Subscription	KINDLE UNLTD*CU29Z8F
16	Dworianyn	6010-3032	\$ 35.00	Trello Monthly Subscription	TRELLO.COM, ATLASSIA
17	Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMAZON KIDS+*DR9UH4Y
18	Dworianyn	6010-3032	\$ 92.13	Amazon AWS S3 Storage for Cloud Backups	AMAZON WEB SERVICES
19	Dworianyn	6010-3032	\$ 408.00	Survey Monkey Subscription	SMK*SURVEYMONKEY.COM
20	Dworianyn	6010-3032	\$ 54.00	Google Gsuite Subscription	GOOGLE *GSUITE_AHML.
21	Dworianyn	6010-3032	\$ 14.99	Spotify Unlimited Subscription	SPOTIFY USA
22	Dworianyn	6010-3032	\$ 9.99	Amazon Music Subscription	AMAZON MUSIC*YO05K51
23	Dworianyn	6010-3032	\$ 49.00	Riddle Monthly Subscription	RIDDLE.COM SUBSCRIPT
24	Dworianyn	6010-3185	\$ 89.20	Webcams for Staff	AMZN MKTP US*WZ1N66W
25	Dworianyn	6010-3185	\$ 25.99	Lighting Kit for Video Calling	AMZN MKTP US*AF1ZM2V
26	Ekl	6001-5015	\$ 373.44	Standing Desk	AUTONOMOUS INC.
27	Ekl	6002-2165	\$ 98.94	MeetUp Subscription	MEETUP ORG SUB 6M
28	Ekl	6003-2202	\$ 219.00	SHRM Membership - L Haack	SOCIETYFORHUMANRESOU
29	Ekl	6003-4070	\$ 548.55	Staff Spirit Week Lunch	GRANDE JAKES IN ROLL
30	Ekl	6003-4070	\$ 922.49	Staff Spirit Week Lunch	SPEEDY TAMALES MEXIC
31	Ekl	6008-2202	\$ 400.00	IGFOA Dues - D Ekl	ILLINOIS GOVERNMENT
32	Ekl	6010-3030	\$ 299.90	3D Printer Filament	BBG_PT_US_DR_21
33	Ekl	6020-2111	\$ 635.68	Lighting for Processing	HOMEDPOT.COM
34	Ekl	6020-2111	\$ 289.34	Maintenance Supplies	GORDON ELECTRIC SUPP
35	Ekl	6401-3202	\$ 29.18	Tween Valentines Program	WALMART.COM AA
36	Ekl	6440-2218	\$ 100.00	The Long Shadow Film Screen License	SP * THE LONG SHADOW
37	Ekl	6440-3202	\$ (6.28)	Craft Kit Supplies refund	JOANN STORES ONLINE.
38	Szymanek	6470-3275	\$ 15.99	AV Materials	NETFLIX.COM
39	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
40	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479794306
41	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479807837
42	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479817046
43	Szymanek	6470-3275	\$ 116.98	AV Materials	USA*PBS PUB BRD SVC
44	Szymanek	6470-3275	\$ 32.90	AV Materials	SP * BBC SHOP US
45	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
46	Szymanek	6470-3275	\$ 119.19	AV Materials	TARGET.COM 3991
47	Szymanek	6470-3275	\$ 141.85	AV Materials	EBAY O*05-06402-1987
48	Szymanek	6470-3275	\$ 106.24	AV Materials	BESTBUYCOM8064126517
49	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
50	Szymanek	6470-3275	\$ 111.53	AV Materials	USA*ACORNUSA
51	Szymanek	6470-3275	\$ 33.98	AV Materials	USA*PBS PUB BRD SVC
52	Szymanek	6470-3275	\$ 99.00	AV Materials	SHOWTIME
53	Szymanek	6470-3275	\$ 79.88	AV Materials	TARGET.COM 3991
54	Szymanek	6470-3275	\$ 7.97	AV Materials	HOMEDPOT.COM
55	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
56	Szymanek	6470-3275	\$ 15.92	AV Materials	TARGET.COM 3991
57	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
58	Szymanek	6470-3280	\$ 311.56	Books	KINOKUNIYA BOOK STOR
59	Szymanek	6470-3280	\$ 38.66	Books	TARGET.COM 3991

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
60	Szymanek	6470-3280	\$ 25.00	Books	KINOKUNIYA BOOK STOR
61	Szymanek	6470-3295	\$ 6.36	Periodicals	RDA*SHOP TASTE OF HO
62	Szymanek	6470-3295	\$ 40.00	Periodicals	MDC*MAGNOLIA JOURNAL
63	Szymanek	6470-3295	\$ 20.79	Periodicals	COOK'S ILLUSTRATED
64	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*ALTPRESS MEDIA
65	Szymanek	6470-3295	\$ 20.00	Periodicals	BT*SHALOM MEDIA USA
66	Szymanek	6470-3295	\$ 10.50	Periodicals	PAYPAL *MTHOMP976 EB
67	Szymanek	6470-3295	\$ 13.50	Periodicals	PAYPAL *MTHOMP976 EB
68	Szymanek	6470-3295	\$ 30.00	Periodicals	SPL*CZECH & SLOVAK A
69	Szymanek	6470-3295	\$ 39.00	Periodicals	THE SUN MAGAZINE
			<u>\$ 9,940.33</u>		

February 16, 2021

**Arlington Heights Memorial Library
Mastercard Summary
1/31/2021**

Count	3			
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
M Szymanek	6470-3295	\$ 195.00	Periodicals	Forbes
	6470-3275	\$ 17.99	AV Materials	Netflix
	6470-3275	\$ 15.99	AV Materials	Netflix
		<u>\$ 228.98</u>		

February 16, 2021

Arlington Heights Memorial Library
Special Funds Summary
1/31/2021

Count 7

#		Account	Amount	Description	Staff
Check # 1581 – AHML – Petty Cash					
1	1/11/2021	6020-2107	\$ 27.00	Bookmobile Safety Sticker	R Moravec
2		6401-2203	\$ 15.12	Mileage	E Koch
3		6401-3202	\$ 19.98	Steam Games for Teen Vol. Party	E Mather
4		6401-3202	\$ 18.00	Learn to Draw Program Supplies	L Priest
5	1/25/2021	6420-2202	\$ 42.00	ALA/ILA Joint Student Memberships	M Williams
6	2/1/2021	6420-3290	\$ 29.94	Tote Boxes for Bookmobile	R Moravec
7		6420-3290	\$ 29.94	Tote Boxes for Bookmobile	R Moravec
			<u>\$ 181.98</u>		

To: Board of Library Trustees

From: Shannon Distel

Cc: Mike Driskell

Date: February 16, 2021

Re: Approval of the 2021 Illinois Public Library Annual Report for 2020

Each year, the Board of Library Trustees reviews and approves the Illinois Public Library Annual Report, which is submitted electronically to the Illinois State Library.

At the February 1 Committee of the Whole meeting, items of note and areas that had increased or decreased significantly were highlighted, including operations impacted as a result of COVID-19.

The final report is attached for final review and approval.

Suggested motion: **The Board of Library Trustees approves the 2021 Illinois Public Library Annual Report.**

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2021
ARLINGTON HEIGHTS MEMORIAL LIBRARY

IPLAR

IDENTIFICATION (1.1 - 1.31)

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLSC 151, PLSC 701]	30019
1.2 ISL Branch # [PLSC 151, PLSC 701]	0
1.3a FSCS ID [PLSC 150, PLSC 700]	IL0018
1.3b FSCS_SEQ [PLSC 700]	002
1.4a Legal Name of Library [PLSC 152]	Arlington Heights Memorial Library
1.4b If the library's name has changed, then enter the updated answer here.	
1.4c Was this an official name change?	
1.5a Facility Street Address [PLSC 153]	500 North Dunton Avenue
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.5c Was this a physical location change?	
1.6a Facility City [PLSC 154]	Arlington Heights
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLSC 155]	60004
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLSC 157]	500 North Dunton Avenue
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLSC 158]	Arlington Heights
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLSC 159]	60004
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLSC 162]	8473920100
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	8475062650
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.ahml.info

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Michael Driskell
1.15 Title	Executive Director
1.16 Library Director's E-mail	mdriskell@ahml.info

Library Information

Please provide the requested information about the library type.

1.17a Type of library	Village
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

Number of contracting libraries:	
Legal name of library you contract with:	

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a County in which the administrative entity is located [PLSC 161]	Cook
1.21b If the administrative entity's county has changed, then enter the updated answer here.	
1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205]	No
1.22b IF YES, indicate the reason for the boundary change	
1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208]	75,101
1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c Documentation of legal population change	
1.24 If the population has changed from the prior year's answer, then indicate the reason.	
1.25a This library is currently a member of what Illinois library system?	RAILS
1.25b If the library's system has changed, then enter the updated answer here.	

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27 Does this library have paid staff?	Yes
1.28 Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30 Is this library supported in whole or in part with public funds?	Yes
1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203]	Yes

SERVICE OUTLETS (2.1 - 2.14)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a Total number of bookmobiles [PLSC 211 & PLSC 712]	1
2.1b Total number of branch libraries [PLSC 210]	1
2.2a Are any of the branch libraries a combined public and school library?	No
2.2b If YES, provide the name of the branch or branches in the box provided.	

Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLSC 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
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ARLINGTON HEIGHTS SENIOR CENTER BRANCH	ARLINGTON HEIGHTS SENIOR CENTER BRANCH		
ARLINGTON HEIGHTS MEM. LIB.	ARLINGTON HEIGHTS MEMORIAL LIBRARY		
ARLINGTON HEIGHTS BOOKMOBILE	ARLINGTON HEIGHTS MEMORIAL LIBRARY BOOKMOBILE		

ISL Control Number

Location	2.4 ISL Control # [PLSC 701]	2.5 ISL Branch # [PLSC 701]
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	30019	3001902
ARLINGTON HEIGHTS MEM. LIB.	30019	3001900
ARLINGTON HEIGHTS BOOKMOBILE	30019	3001901

Street Address

Location	2.6a Street Address [PLSC 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	1801 WEST CENTRAL ROAD		
ARLINGTON HEIGHTS MEM. LIB.	500 NORTH DUNTON AVENUE		
ARLINGTON HEIGHTS BOOKMOBILE	500 NORTH DUNTON AVENUE		

Address

Location	2.7a City [PLSC 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLSC 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	ARLINGTON HEIGHTS		60005	
ARLINGTON HEIGHTS MEM. LIB.	ARLINGTON HEIGHTS		60004	
ARLINGTON HEIGHTS BOOKMOBILE	ARLINGTON HEIGHTS		60004	

County & Phone

Location	2.9a County [PLSC 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLSC 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	Cook		847-870-3710	
ARLINGTON HEIGHTS MEM. LIB.	Cook		8473920100	
ARLINGTON HEIGHTS BOOKMOBILE	Cook		8473920100	

Square Feet

Location	2.11a Square Footage of Outlet [PLSC 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	1,405		
ARLINGTON HEIGHTS MEM. LIB.	132,000		
ARLINGTON HEIGHTS BOOKMOBILE	251		

IDs**Hours and Attendance**

Location	2.12 Total public service hours PER YEAR for this service outlet [PLSC 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
ARLINGTON HEIGHTS SENIOR CENTER BRANCH	1681	29	4,298	23	19
ARLINGTON HEIGHTS MEM. LIB.	2,293	31	360,788	21	21

ARLINGTON HEIGHTS BOOKMOBILE	738	212	12,874	13	27
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ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206]	01/01/2020
3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207]	12/31/2020
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Janet Moravec
3.5 Telephone Number of Person Preparing Report	847-506-2649
3.6 FAX Number	847-506-2650
3.7 E-Mail Address	JMoravec@ahml.info

REFERENDA (4.1 - 4.11)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum is a particular issue that is taken to the public for a vote. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
4.1b How many referenda was your library involved in?	

Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

Board Action and Backdoor Referenda

If, during the fiscal year report period, the library board took action to a) convert to public library district status by approval of the corporate authority [75 ILCS 16/10-15]; and/or b) the public library district annexed additional territory in an unincorporated area by backdoor referendum [75 ILCS 16/15-5, et seq.]; and/or c) your public library district took any other action by backdoor referendum, indicate the effective date of the action. "Backdoor referendum" means the submission of a public question to the voters of a governmental unit, initiated by a petition of voters, residents or

property owners of such governmental unit, to determine whether an action by the governing body of such governmental unit shall be effective, adopted or rejected.

4.8 District Conversion - Effective Date (mm/dd/year)	
4.9 Territory Annexation - Effective Date (mm/dd/year)	
4.10a Other Action by Backdoor Referendum (please specify)	
4.10b Other - Effective Date (mm/dd/year)	
4.11a Other Action by Backdoor Referendum (please specify)	
4.11b Other - Effective Date (mm/dd/year)	

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	1
5.2b Please explain	Due to time commitments, Trustee Marianthi Thanopoulos resigned from the Board of Library Trustees effective after the August 2020 board meeting.
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes
5.4 IF NO, please explain	

First Member

5.5 Name	John Supplitt
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-506-2685
5.9 E-mail Address	JSupplitt@ahml.info
5.10 Home Address	714 South Ridge Avenue
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60005

Second member

5.5 Name	Debbie Smart
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2023
5.8 Telephone Number	847-494-3707
5.9 E-mail Address	DSmart@ahml.info
5.10 Home Address	200 West Campbell Street, Unit 601
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60005

Third member

5.5 Name	Andi Ruhl
5.6 Trustee Position	Other

5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	847-506-2684
5.9 E-mail Address	ARuhl@ahml.info
5.10 Home Address	407 East Euclid Avenue
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Fourth member

5.5 Name	Carole Medal
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	847-506-2683
5.9 E-mail Address	CMedal@ahml.info
5.10 Home Address	44 North Vail Avenue, #409
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60005

Fifth member

5.5 Name	Greg Zyck
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	04/2025
5.8 Telephone Number	847-507-2336
5.9 E-mail Address	GZyck@ahml.info
5.10 Home Address	17 West Waverly Road
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Sixth member

5.5 Name	Christine Tangney
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	04/2021
5.8 Telephone Number	847-506-2686
5.9 E-mail Address	CTangney@ahml.info
5.10 Home Address	603 East Thorntree Terrace
5.11 City	Arlington Heights
5.12 State	IL
5.13 Zip Code	60004

Seventh member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	

5.11 City	
5.12 State	
5.13 Zip Code	

Eighth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

Ninth member

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

FACILITY/FACILITIES (6.1-6.4)

Please provide the requested information about the library's facilities.

6.1a Total square footage of the main library building [PLSC 711]	132,000
6.1b If the main library's square footage has changed, then enter the updated answer here.	
6.1c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.	
6.2a Does the library address the environmental needs of patrons on the autism spectrum?	Yes
6.2b If so, please describe	Early entry, noise-canceling headphones, lap weights, and fidget toys for programming when applicable, quiet room upon request before COVID-19 mitigations
6.3a Total Number of Meeting Rooms	2
6.3b Total number of times meeting room(s) used by the public during the fiscal year	9
6.4a Total Number of Study Rooms	14
6.4b Total number of times study room(s) used by the public during the fiscal year	3,556

Capital Needs Assessment

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.net) at the Illinois State Library.

Age of Facility

Please indicate the number of buildings in each category below.

	5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
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Number of Facilities

2

Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$25,000	1	\$406,155
Structural repairs (walls, foundations, etc.)	1	\$0	1	\$100,000
Roof repair/replacement	1	\$0	1	\$96,437
Heating/ventilation/air conditioning	1	\$1,000,000	1	\$192,500
Electrical systems other than alarms	1	\$0	1	\$77,259
Plumbing systems	1	\$0	1	\$154,800
Egress systems (doors, stairs, etc.)	1	\$0	1	\$10,000
Fire protection (detectors, alarms, etc.)	1	\$0	1	\$11,475
Asbestos abatement	1	\$0	1	\$0
Security measures	1	\$0	1	\$7,000
Energy conservation	1	\$0	1	\$10,000
Repair of sidewalks, curbing, parking areas	1	\$0	1	\$62,389
Accessibility measures	1	\$0	1	\$100,000
Technology upgrading	1	\$0	1	\$45,000
New building construction (construction of a new facility)	1	\$0	1	\$0
Building additions (adding square feet to existing facility)	1	\$0	1	\$0

Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	\$0	1	\$0
Structural repairs (walls, foundations, etc.)	1	\$0	1	\$0
Roof repair/replacement	1	\$0	1	\$0
Heating/ventilation/air conditioning	1	\$0	1	\$0
Electrical systems other than alarms	1	\$0	1	\$0
Plumbing systems	1	\$0	1	\$0
Egress systems (doors, stairs, etc.)	1	\$0	1	\$0
Fire protection (detectors, alarms, etc.)	1	\$0	1	\$0
Asbestos abatement	1	\$0	1	\$0
Security measures	1	\$0	1	\$0
Energy conservation	1	\$0	1	\$0
Repair of sidewalks, curbing, parking areas	1	\$0	1	\$0
Accessibility measures	1	\$0	1	\$0
Technology upgrading	1	\$0	1	\$0
New building construction (construction of a new facility)	1	\$0	1	\$0
Building additions (adding square feet to existing facility)	1	\$0	1	\$0

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$42,925,325
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	See 2020 balance sheets Policy states that our library must maintain a cash balance between 33% and 75% of our operating budget. This cash balance is sufficient. Our long range fiscal plan requires capital project funding. Over several years, this balance will be depleted.

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
7.11 IF YES, what is the total amount of the outstanding liabilities?	
7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount.	

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state,

7.9

291 Memorial Library Fund

		DEBITS	CREDITS
ASSETS			
100.01-00	Cash / Pooled Cash & Cash Equivl	237,142.32	
100.08-00	Cash / Library Disbursement		2,751,573.84
100.25-00	Cash / Library Money Market	13,614,833.53	
100.80-00	Cash / Petty	27,886.83	
100.83-00	Cash / Harris Credit Card	36,736.68	
100.85-00	Cash / Working	4,276.49	
100.90-00	Cash / Chase-Paypal	.05	
120.05-00	Accounts Receivable / AR Real Estate Taxes	12,515,370.02	
120.06-00	Accounts Receivable / IMRF Real Estate Tax Rec	1,698,328.50	
120.10-00	Accounts Receivable / Allow Loss on RE Taxes		143,916.00
120.56-00	Accounts Receivable / AR Other Manual	51,585.02	
140.05-00	Prepaid Expense/Inventory / Prepaid Expense	342,744.01	
TOTAL ASSETS			25,633,413.61
LIABILITIES			
200.05-00	Current Liabilities / Accounts Payable		224,087.74
200.40-00	Current Liabilities / Accrued Payroll		452,223.91
200.60-00	Current Liabilities / Sales Tax Payable		10.17
210.81-00	Payroll Withholdings / Short Trm Disab Withhold	124.04	
210.89-00	Payroll Withholdings / Aflac Deduction		49.92
210.97-00	Payroll Withholdings / 125 Med Care Library 2020	3,447.92	
210.99-00	Payroll Withholdings / 125 Dep Care Library 2020	399.92	
240.05-00	Due To Other Funds / Due To Other Funds		2,000,000.00
250.10-00	Deferred Revenue / Deferred Real Estate Tax		14,069,782.52
250.15-00	Deferred Revenue / Deferred Revenue		7,925.18
TOTAL LIABILITIES			16,750,107.56
FUND EQUITY			
FUND BALANCE			8,883,306.05
TOTAL FUND EQUITY			8,883,306.05
TOTAL LIABILITIES AND FUND EQUITY			25,633,413.61

* 11,169,302.06

Policy states that our library must maintain a cash balance between 33% and 75% of our operating budget. This cash balance is sufficient.

7.9

491 Capital Projects-Library

DEBITS

CREDITS

ASSETS

100.01-00	Cash / Pooled Cash & Cash Equivl	3,741,829.35	
100.08-00	Cash / Library Disbursement		158,060.38
120.56-00	Accounts Receivable / AR Other Manual	2,067.37	
130.05-00	Due From Other Funds / Due From Other Funds	2,000,000.00	

\$3,583,768.97

TOTAL ASSETS

5,585,836.34

LIABILITIES

200.05-00	Current Liabilities / Accounts Payable		110,580.57
TOTAL LIABILITIES			110,580.57

FUND EQUITY

FUND BALANCE		5,475,255.77	
TOTAL FUND EQUITY		5,475,255.77	

TOTAL LIABILITIES AND FUND EQUITY

5,585,836.34

Our long range fiscal plan requires capital project funding. Over several years, this balance will be depleted.

federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$14,201,157
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	-1 Unknown

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$93,876
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$334,521
8.5 Other State Government funds received	\$52,000
8.6 If Other, please specify	0
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301]	\$480,397

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$0
8.9 E-Rate funds received	\$0
8.10 Other federal funds received	\$0
8.11 If Other, please specify	0
8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302]	\$0

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$61,541
8.14 Other receipts intended to be used for operating expenditures	\$47,425
8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303]	\$108,966
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]	\$14,790,520
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Safeguarding of Library Funds

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1 Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$7,200,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Municipal Corporate Authority

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

9.1 Salaries and wages for all library staff [PLSC 350]	\$7,773,465
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351]	\$2,841,298
9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box.	
9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352]	\$10,614,763

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

10.1 Printed Materials (books, newspapers, etc.) [PLSC 353]	\$529,080
10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354]	\$845,520

10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355]	\$188,010
10.3b Please provide an explanation of the other types of material expenditures.	CDs, DVDs, Blu-rays, Video Games, Spoken Audio, Toys, Library of Things
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356]	\$1,562,610

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357]	\$1,706,799
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358]	\$13,884,172

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$0
12.1c Total Local Government (12.1a + 12.1b) [PLSC 400]	\$0
12.2 State Government [PLSC 401]	\$0
12.3 Federal Government [PLSC 402]	\$0
12.4 Other Capital Revenue [PLSC 403]	\$47,154
12.5 If Other, please specify	Simple Interest
12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404]	\$47,154

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405]	\$256,789
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PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	23	23	\$831.48	829.50
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Executive Director	Library Director	\$70.50	37.50	
Deputy Director	Assistant Library Director	\$55.90	37.50	
Collection Services Manager	Collection Development Acquisitions	\$48.05	37.50	
Info Services Manager	Adult Services	\$45.97	37.50	
Circulation Services Manager	Circulation	\$42.55	37.50	
Youth Services Manager	Children's Services	\$40.34	37.50	
Assistant Manager Children's Services	Children's Services	\$37.89	37.50	
Electronic Resources Librarian	Automation/Technology/Systems	\$38.42	37.50	
Cataloging Supervisor	Cataloging	\$37.45	37.50	
Collection Librarian	Collection Development Acquisitions	\$36.36	37.50	
Youth Program and Exhibits Coordinator	Children's Services	\$34.65	37.50	
Cataloging Librarian	Collection Development Acquisitions	\$34.09	37.50	
Services Supervisor	Children's Services	\$31.87	37.50	
Services Supervisor	Young Adult Services	\$31.02	37.50	
Services Supervisor	Adult Services	\$30.07	37.50	
Information Librarian	Children's Services	\$28.51	37.50	
Collection Supervisor	Collection Development Acquisitions	\$27.95	37.50	
Information Librarian	Adult Services	\$27.37	37.50	
Information Librarian	Young Adult Services	\$27.10	37.50	
Information Librarian	Adult Services	\$26.63	37.50	
Information Librarian	Children's Services	\$25.26	37.50	
Information Librarian	Adult Services	\$27.01	22.00	
Information Librarian	Children's Services	\$26.52	20.00	

Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250]

20.74

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	6	6	6	\$138.02	182.00
	13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
	Acquisitions Supervisor	Collection Development Acquisitions	Master's Degree (non-ALA program)	\$31.60	37.50
	Digital Media Specialist	Automation/Technology/Systems	Master's Degree (non-ALA program)	\$26.00	37.50
	Programs and Exhibits Specialist	Adult Services	Master's Degree (non-ALA program)	\$19.57	37.50
	Volunteer Coordinator	Other Type of Librarian	Master's Degree (non-ALA program)	\$20.56	28.00
	Digital Services Advisor	Automation/Technology/Systems	Master's Degree (non-ALA program)	\$23.49	4.00
	Finance Clerk	Other Type of Librarian	Master's Degree (non-ALA program)	\$16.80	37.50

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	4.55
13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251]	25.29

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	3,343.98
13.14 Minimum hourly rate actually paid	\$15.37
13.15 Maximum hourly rate actually paid	\$53.44
13.16 Total FTE Group C employees (13.13 / 40)	83.60

Group D

This category includes full-time and part-time pages or shelvers.

13.17 Total hours worked in a typical week by all Group D employees	1,231.00
13.18 Minimum hourly rate actually paid	\$10.72
13.19 Maximum hourly rate actually paid	\$19.75
13.20 Total FTE Group D employees (13.17 / 40)	30.78

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	582.33
13.22 Minimum hourly rate actually paid	\$13.18
13.23 Maximum hourly rate actually paid	\$52.94
13.24 Total FTE Group E employees (13.21 / 40)	14.56
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252]	128.93
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253]	154.22

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary	2	2	2	75.00	34	\$24.96	\$37.45
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13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum
Information Librarian	Adult Services	Master's Degree (ALA accredited)	37.50	17	\$24.96	\$37.45
Collection Librarian	Collection Development Acquisitions	Master's Degree (ALA accredited)	37.50	17	\$24.96	\$37.45

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary	13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary	13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated
1				4.50	1	\$51,929	1
	Information Sub Librarian	Adult Services	Master's Degree (ALA accredited)	4.50	12/2020	\$51,929	sub is for info services

SERVICE HOURS/LIBRARY VISITS (14.1 - 14.3)

This section collects information on the number of library service hours and visits. Use an actual annual count, if available; otherwise, calculate an estimate based on a typical week and then multiply by the number of weeks open.

Minor variations in actual public service hours need not be included; however, extensive hours closed to the public due to natural disasters or other critical events should be excluded from the annual calculation.

14.1a Total public service hours PER YEAR for the MAIN/CENTRAL LIBRARY [PLSC 713]	2,293
14.1b Total public service hours PER YEAR for all BRANCH LIBRARIES & BOOKMOBILES	1,419
14.1c Total scheduled public service hours PER YEAR for ALL SERVICE OUTLETS (14.1a + 14.1b) [PLSC 500]	3,712
14.2 Total number of weeks, during the fiscal year, the MAIN/CENTRAL LIBRARY was open for service to the public [PLSC 714]	31
14.3 Total annual visits/attendance in the library [PLSC 501]	377,960
14.3a Library Visits Reporting Method [PLSC 501a]	Annual Count

PROGRAMS & ATTENDANCE (15.1 - 15.17)**Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Passive Programs:

A passive program is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, library scavenger hunts (when not done as part of a group), etc.

Count all passive programs, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series.

	15.1 Programs	15.2 Attendance	15.3 Passive Programs	15.4 Passive Program Attendance
Children's	614	20,136	80	11,342
Young Adult	178	6,430	41	3,041
Other	1,040	25,311	63	24,182
Total	1,832	51,877	184	38,565
15.17a Did the library provide any special programming for patrons on the autism spectrum?	Yes			
15.17b Please describe the programming provided.	Our Time: Developmental Playgroup, Our Time: Coffee, Caregivers and Play			

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Users Cards	63,651
16.2a Total Number of Unexpired Non-resident Users Cards	3
16.2b What was the total amount of the fees collected from the sale of non-resident user's cards during the past fiscal year?	\$890.50
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503]	63,654
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1 Print Materials [PLSC 450]	221,933
17.2 Current Print Serial Subscriptions [PLSC 460]	775
17.3 Total Print Materials (17.1+17.2)	222,708
17.4 E-books Held at end of the fiscal year [PLSC 451]	75,452
17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452]	27,597
17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453]	60,550
17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454]	38,485
17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455]	32,539

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7 Local/Other Cooperative agreements [PLSC 456]	86
17.8 State (state government or state library) [PLSC 457]	16
17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458]	102

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

18.1 Number of adult materials loaned	738,322
18.2 Number of young adult materials loaned	18,361
18.3 Number of children's materials loaned [PLSC 551]	493,661
18.4 Total number of materials loaned (18.1 + 18.2 + 18.3)	1,250,344

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	536,701
18.6 Videos/DVDs- Physical	208,972
18.7 Audios (include music)- Physical	45,607
18.8 Magazines/Periodicals- Physical	25,900
18.9 Other Items- Physical	47,668
18.10 Physical Item Circulation (18.5-18.9) [PLSC 553]	864,848
18.11 Use of Electronic Materials [PLSC 552]	382,335
18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550]	1,247,183
18.13 Successful Retrieval of Electronic Information [PLSC 554]	337,188
18.14 Electronic Content Use (18.11+18.13) [PLSC 555]	719,523
18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556]	1,584,371
18.16 Interlibrary Loans Provided TO other libraries [PLSC 575]	3,708
18.17 Interlibrary Loans Received FROM other libraries [PLSC 576]	3,161

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLSC 502]	99,382
19.1a Reference Transactions Reporting Method [PLSC 502a]	Annual Count

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials	887
--	-----

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library	405
20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library	132
20.3 Is your library's catalog automated?	Yes
20.4 Is your library's catalog accessible via the web?	Yes
20.5 Does your library have a telecommunications messaging device for the hearing impaired?	Yes

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?	Yes
21.2a What is the maximum speed of your library's Internet connection? (Select one)	Other (specify)
21.2b If Other, please specify	1Gbps
21.3 What is the monthly cost of the library's internet access?	\$2,000
21.4 Number of Internet Computers Available for Public Use [PLSC 650]	108
21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651]	34,758
21.6 Wireless Sessions Per Year [PLSC 652]	143,490
21.7 Does your library utilize Internet filters on some or all of the public access computers?	Yes
21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?	Yes
21.9 Number of website visits or sessions to your library website [PLSC 653]	1,189,232 --Select--

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?	No
22.2a If YES, did your library apply for Category 1, Category 2 or both?	
22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?	
22.3 If NO, why did your library NOT participate in the E-rate program?	Searchable content is not filtered

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)	\$38,709
23.2 Does the above amount include travel expenses?	Yes
23.3 How many hours of training did employees receive this year?	6,160.00
23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?	Yes
23.5 Would you like to receive autism training at your library?	Yes

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	

COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	Yes
Public Services During COVID-19	Yes
Electronic Materials Added Due to COVID-19	Yes
Electronic Library Cards Issued Before COVID-19	No
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
Live Virtual Programs During COVID-19	Yes
Recordings of Program Content During COVID-19	Yes
External WiFi Access Before COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

25.1 Were the secretary's records found to be complete and accurate?	
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	
25.4 Second board member completing the audit	
25.5 Date the Secretary's Audit was completed	

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

	Electronic Signature	Date
Library Director		
President		
Secretary		

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

¹, 2.16 Total public service hours in 2020 were affected as a result of mitigations implemented by the State of Illinois. The library closed twice for extended periods of time to adhere to mitigations. (0-2021-01-25)

², 2.16 Total public service hours in 2020 were affected as a result of mitigations implemented by the State of Illinois. The library closed twice for extended periods of time to adhere to mitigations. (0-2021-01-25)

To: Board of Library Trustees
From: Shannon Distel
Cc: Mike Driskell
Date: February 16, 2021
Re: Illinois State Library FY2021 Public Library Per Capita Grant Application

As reviewed and discussed at the February 1 Committee of the Whole meeting, please find attached the library's Illinois State Library FY2021 Illinois Public Library Per Capita and Equalization Aid Grant application.

Suggested motion: **The Board of Library Trustees approves the Illinois Public Library Per Capita and Equalization Aid Grant application.**

Changes in the population count for the eligible service area must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation must include one of the following:

- A U.S. Census certification (e.g., correction or special census) that has been filed with the Office of the Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population count. Examples include, but are not limited to: legal documentation from an appropriate municipal corporate authority or a library district's referenda questions and certified results.

If the population has not changed, no additional documentation is necessary.

Service Area Population _____

Part I. Review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* (© Illinois Library Association, 2019)

To be eligible for a per capita grant, a public library shall show that it will either meet or show progress toward meeting the Illinois library standards as most recently adopted by the Illinois Library Association (75 ILCS 10/8.1).

A grant applicant with below standard performance levels must raise or improve its performance levels in relation to the standards according to the objectives, time frames and priorities the library shall state in the application and which are consistent with the terms of the plan of service of the system of which it is a member. (23 ILAC 3035.115)

The Library Director and the Board of Trustees shall review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. To complete this application, refer to the checklist at the conclusion of each chapter.

Chapter 1: Core Standards

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all Core Standards, please indicate. (150 word limit)

Chapter 2: Governance and Administration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Governance and Administration checklist, please indicate. (150 word limit)

Chapter 3: Personnel

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Personnel checklist, please indicate. (150 word limit)

Chapter 4: Access

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Access checklist, please indicate. (150 word limit)

Chapter 5: Building Infrastructure and Maintenance

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Building Infrastructure and Maintenance checklists, please indicate. (150 word limit)

Chapter 6: Safety

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Safety checklist, please indicate. (150 word limit)

Chapter 7: Collection Management

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Collection Management checklist, please indicate. (150 word limit)

Chapter 8: System Member Responsibilities and Resource Sharing

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the System Membership Responsibilities and Resource Sharing checklist, please indicate. (150 word limit)

Chapter 9: Public Services: Reference and Reader's Advisory Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Reference Service checklist and the Reader's Advisory Service checklist, please indicate. (150 word limit)

Chapter 10: Programming

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Programming checklist, please indicate. (150 word limit)

Chapter 11: Youth/Young Adult Services

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Youth/Young Adult Services checklist, please indicate. (150 word limit)

Chapter 12: Technology

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Technology checklist, please indicate. (150 word limit)

Chapter 13: Marketing, Promotion and Collaboration

Explain the objectives and priorities to be undertaken during the ensuing year to improve the library's performance levels where the chapter's standards are not met or the library is making progress toward meeting those standards. If the library meets all components of the Marketing, Promotion and Collaboration checklist, please indicate. (150 word limit)

Part II: Planned Use of Grant Funds

Describe objectives and priorities for use of grant monies to meet or improve performance levels in relation to the standards in *Serving Our Public 4.0: Standards for Illinois Public Libraries* (23 ILAC 3035.115). Use general categories in identifying actual planned expenditures. Do NOT include monetary figures or specific brands.



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building

300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois Public Library Equalization Aid Grant Expenditures Report

Equalization Aid Grant funds must be obligated by June 30 and expended by Aug. 15.

Library Name: _____ City: _____

Control Number: _____ Branch Number: _____

Fiscal Year: _____ Exact amount of Equalization Grant received: _____

CHECK EXPENDITURE CATEGORY. EACH CHECKED CATEGORY MUST INCLUDE A BRIEF EXPLANATION.

Materials (*materials for all ages, electronic resources, foreign language, travel, large print, educational, books on tape, DVDs, CDs, etc.*)

Programs (*Summer Reading, Mom & Tot, educational, etc.*)

Personnel

Electronic Access (*databases, resource sharing, LLSAPs, system fees, etc.*)

Continuing Education (*staff and/or board*)

Supplies

Equipment (office equipment, computer software and hardware, etc.)

Travel

Public Relations (newsletters, media ads, etc.)

Telecommunications (phone, fax, internet, cable, etc.)

Construction – Be specific (ADA Accessibility, new carpeting and floor coverings, new furnishings, attached shelving, lighting, basic remodeling, energy conservation, electrical, roofing, elevators, ceilings, HVAC, plumbing, doors/windows, fire protection, book drops, circulation desks, security systems, technology wiring, and interior or exterior painting)

Contractual Services – Be specific (legal fees, architect fees, consulting fees, etc.)

Other – Be specific (insurance, utilities, furniture, shelving, association fees, lawn maintenance, etc.)

To: Board of Library Trustees
 From: Donna Ekl
 CC: Mike Driskell
 Date: February 16, 2021
 Re: 2021 Budget – Requested Budget Amendment

As last discussed at the February 1 Committee of the Whole meeting, staff are requesting a budget amendment to the 2021 Budget. This amendment is based on previous Belmont makerspace capital project discussions and agreed motions on April 21, 2020 and September 17, 2020 with staff, architects, and the Board of Library Trustees. At the October 2020 board meeting, the Board of Library Trustees agreed to suspend the budget amendment until 2021 when bids and vendor contracts were confirmed. The approved project buildout total from April 21, 2020 was \$1,156,015. To date, we have expensed \$114,779 of that total.

The proposed budget amendment will increase the 2021 capital budget by \$1,041,236. The approved 2021 capital budget is \$1,025,000. With this amendment, the total capital budget will be \$2,066,236.

Project cost amendment:

Project Cost Amendment:			
Approved Project Budget	2019/2020 Project Expenditures		Proposed 2021 Amendment
\$ 1,156,015	- \$ 114,779	=	\$ 1,041,236
Capital Budget Change for 2021:			
Approved 2021 Capital Budget (includes Miller Picking unit)	Proposed 2021 Project Amendment		Proposed 2021 Capital Budget Total
\$ 1,025,000	+ \$ 1,041,236	=	\$ 2,066,236
Combined Budget Total for 2021			
2021 Approved Operating Budget	Proposed 2021 Capital Budget Total		Proposed 2021 Combined Budget Total
\$ 15,263,027	+ \$ 2,066,236	=	\$ 17,329,263

Suggested motion: The Board of Library Trustees adopts the February 16, 2021 capital budget amendment in the amount of \$1,041,236.

2021 Capital Budget Amendment Proposal
February 16, 2021
Budget Summary Data

2021 Budget Summary, Updated Unaudited 2020 Financials Plus 2021 Amendment			
	2020 Budget	2020 Unaudited Financial Data	2021 Budget
GENERAL FUND			
Beginning Fund Balance	\$ 7,992,881	\$ 7,992,881	\$ 8,883,439
Revenues			
Taxes	\$ 14,391,649	\$ 14,139,567	\$ 14,535,565
PPRT	\$ -	\$ 334,521	\$ 316,533
Intergovernmental	\$ 61,063	\$ 207,466	\$ 61,063
Fees	\$ 51,509	\$ 24,347	\$ 53,000
Fines	\$ 116,959	\$ 41,494	\$ 20,922
Interest Income	\$ 90,395	\$ (35,927)	\$ 9,000
Other	\$ 175,000	\$ 78,696	\$ 45,000
Total Revenue	\$ 14,886,574	\$ 14,790,164	\$ 15,041,083
Expenditures			
Salaries	\$ 8,343,013	\$ 7,773,465	\$ 8,167,207
Fringe Benefits	\$ 3,052,192	\$ 2,841,298	\$ 2,948,065
Total Personal Services	\$ 11,395,205	\$ 10,614,763	\$ 11,115,272
Contractual Services	\$ 1,764,894	\$ 1,276,452	\$ 1,673,336
Commodities	\$ 2,349,785	\$ 1,891,146	\$ 2,330,279
Other Charges	\$ 49,350	\$ 53,600	\$ 49,350
Property	\$ 222,920	\$ 63,645	\$ 94,790
Total Contract, Comm, Other, Prop	\$ 4,386,949	\$ 3,284,843	\$ 4,147,755
Total Operating Expenditures	\$ 15,782,154	\$ 13,899,606	\$ 15,263,027
Revenues over/under expenditures	\$ (895,580)	\$ 276,855	\$ (221,939)
Transfer to Capital Projects Fund	\$ -	\$ -	\$ -
Total Expenditures/Transfers	\$ 15,782,154	\$ 13,899,606	\$ 15,263,027
Ending Operating Fund Balance	\$ 7,097,301	\$ 8,883,439	\$ 8,661,495
CAPITAL PROJECTS FUND			
Beginning Fund Balance	\$ 5,684,890	\$ 5,684,890	\$ 5,466,579
Transfer from General Fund	\$ -	\$ -	\$ -
Interest Income	\$ 70,000	\$ 47,401	\$ 70,000
Total Capital Projects Revenue	\$ 70,000	\$ 47,401	\$ 70,000
2021 Approved Capital Budget			\$ 1,025,000
2021 Proposed Capital Budget Amendment			\$ 1,041,236
Total Capital Expenditures	\$ 943,000	\$ 265,712	\$ 2,066,236
Ending Capital Fund Balance	\$ 4,811,890	\$ 5,466,579	\$ 3,470,343
COMBINED FUNDS			
Beginning Fund Balance	\$ 13,677,771	\$ 13,677,771	\$ 14,350,018
Total Revenue including transfer	\$ 14,956,574	\$ 14,837,565	\$ 15,111,083
Total Expenditures [excluding transfer]	\$ 16,725,154	\$ 14,165,318	\$ 17,329,263
Revenues Over/(Under) Expenditures	\$ (1,768,580)	\$ 672,247	\$ (2,218,180)
Ending Combined Funds Balance	\$ 11,909,191	\$ 14,350,018	\$ 12,131,838

Approved 2021 Budget Summary, October 2020 Library Board Meeting			
	2020 Amended Budget	2020 Projected Actual	2021 Budget
GENERAL FUND			
Beginning Fund Balance	\$ 7,992,881	\$ 7,992,881	\$ 8,269,736
Revenues			
Taxes	\$ 14,391,649	\$ 14,103,816	\$ 14,535,565
PPRT	\$ -	\$ 115,800	\$ 316,533
Intergovernmental	\$ 61,063	\$ 93,876	\$ 61,063
Fees	\$ 51,509	\$ 23,479	\$ 53,000
Fines	\$ 116,959	\$ 53,034	\$ 20,922
Interest Income	\$ 90,395	\$ 10,000	\$ 9,000
Other	\$ 175,000	\$ 130,000	\$ 45,000
Total Revenue	\$ 14,886,574	\$ 14,530,006	\$ 15,041,083
Expenditures			
Salaries	\$ 8,343,013	\$ 7,631,253	\$ 8,167,207
Fringe Benefits	\$ 3,052,192	\$ 2,812,857	\$ 2,948,060
Total Personal Services	\$ 11,395,205	\$ 10,444,110	\$ 11,115,267
Contractual Services	\$ 1,764,894	\$ 1,380,272	\$ 1,673,336
Commodities	\$ 2,349,785	\$ 2,198,487	\$ 2,330,279
Other Charges	\$ 49,350	\$ 49,350	\$ 49,350
Property	\$ 222,920	\$ 180,931	\$ 94,790
Total Contract, Comm, Other, Prop	\$ 4,386,949	\$ 3,809,040	\$ 4,147,755
Total Operating Expenditures	\$ 15,782,154	\$ 14,253,151	\$ 15,263,022
Revenues over/under expenditures	\$ (895,580)	\$ 276,855	\$ (221,939)
Transfer to Capital Projects Fund	\$ -	\$ -	\$ -
Total Expenditures/Transfers	\$ 15,782,154	\$ 14,253,151	\$ 15,263,022
Ending Operating Fund Balance	\$ 7,097,301	\$ 8,269,736	\$ 8,047,797
CAPITAL PROJECTS FUND			
Beginning Fund Balance	\$ 5,684,890	\$ 5,684,890	\$ 4,499,890
Transfer from General Fund	\$ -	\$ -	\$ -
Interest Income	\$ 70,000	\$ 15,000	\$ 70,000
Total Capital Projects Revenue	\$ 70,000	\$ 15,000	\$ 70,000
2021 Approved Capital Budget			\$ 1,025,000
Total Capital Expenditures	\$ 943,000	\$ 1,200,000	\$ 1,025,000
Ending Capital Fund Balance	\$ 4,811,890	\$ 4,499,890	\$ 3,544,890
COMBINED FUNDS			
Beginning Fund Balance	\$ 13,677,771	\$ 13,677,771	\$ 12,769,626
Total Revenue including transfer	\$ 14,956,574	\$ 14,545,006	\$ 15,111,083
Total Expenditures [excluding transfer]	\$ 16,725,154	\$ 15,453,151	\$ 16,288,022
Revenues Over/(Under) Expenditures	\$ (1,768,580)	\$ (908,145)	\$ (1,176,939)
Ending Combined Funds Balance	\$ 11,909,191	\$ 12,769,626	\$ 11,592,687

REQUEST FOR BUDGET AMENDMENT

THIS FORM IS USED TO INITIATE BUDGET AMENDMENTS. THE EXECUTIVE DIRECTOR HAS THE AUTHORITY TO MAKE BUDGET AMENDMENTS FOR AMOUNTS UP TO \$20,000. MODIFICATIONS OVER \$20,000 MUST BE APPROVED BY THE BOARD OF LIBRARY TRUSTEES.

REQUESTED BY: Donna Ekl	DEPARTMENT: Finance	DATE: February 16, 2021
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REVENUE ACCOUNT(S)	ACCOUNT NAME(S)	CURRENT BUDGET	AMOUNT OF AMENDMENT	AMENDED BUDGET
EXPENDITURE ACCOUNT(S)	ACCOUNT NAMES(S)	CURRENT BUDGET	AMOUNT OF AMENDMENT	AMENDED BUDGET
491-6480-601.50-55	Other Capital Outlay, Belmont Makerspace	0	1,041,236	1,041,236
		\$ 0	\$ 1,041,236	\$ 1,041,236

EXPLANATION:

The net change of this budget amendment is \$1,041,236. This amendment is based on previous Belmont makerspace capital project discussions and agreed motions on April 21, 2020 and September 17, 2020 with staff, architects, and the Board of Library Trustees. At the October 2020 board meeting, the Board of Library Trustees agreed to suspend the budget amendment until 2021 when bids and vendor contracts were confirmed. The approved project buildout total from April 21, 2020 was \$1,156,015. To date, we have expensed \$114,779 of that total. The proposed budget amendment will increase the 2021 capital budget by \$1,041,236. The approved 2021 capital budget is \$1,025,000 in other expenditure accounts. With this amendment, the total 2021 capital budget will be \$2,066,236.

SIGNATURES	TITLE
DIRECTOR OF FINANCE:	DATE:
EXECUTIVE DIRECTOR:	DATE:
BOARD APPROVAL:	DATE:

To: Board of Library Trustees

From: Mike Driskell

Date: February 16, 2021

Re: Extension of Temporary Policy Due to COVID-19

The following policy was last brought to the Board of Library Trustees at the December 7, 2020 special board meeting for discussion and approval. The board approved the policy through February 17, 2021. This policy is back for further discussion and with a proposed extension of duration through April 17, 2021, or a duration the board determines appropriate.

As we move through the different tiers and phases of the Restore Illinois plan mitigations, we have continued to make changes in service to accommodate the new working and public service environment. The library is continuing to provide many core services to the community including phone, e-mail and chat availability, providing materials check-out and return through contactless methods, virtual programs for all ages, and access to laptops, copiers, printing and faxing. Providing the administration with the flexibility to make changes to the policies listed below has allowed our library to respond quickly to the needs of our community. We anticipate the changes listed in the policy to remain relevant to the workplace and public service of the library well into 2021. Below is the memo presented at the December 7 special board meeting with a few minor edits for consideration. These edits include:

Modification of temporary library card expiration, since the library is now open:

- Temporary library cards issued online ~~during building closure~~ are valid for 90 days ~~following building reopen~~.

Removal of the following lines in the Vacation section, as the recently approved vacation policy includes these changes:

- ~~a. Employees may use vacation time before the 180-day waiting period~~
- ~~b. Vacation time use is not restricted to half hour increments~~

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

Arlington Heights Memorial Library Policy Amendments

- [Hours of Service 5.001](#)
 - Hours of service will be set by the executive director
- [Issuance of Library Cards and Conditions of Use 5.002](#)
 - Temporary library cards issued online ~~during building closure~~ are valid for 90 days ~~following building reopen~~.
- [Circulation 5.003](#)
 - Loan periods may be modified at the discretion of the executive director
- [Fees and Charges 5.004](#)
 - Fees and charges will be determined at the discretion of the executive director
- [Outreach Services 6.001](#)
 - Level of outreach services provided during COVID-19 will be determined at the discretion of the executive director
- [Computer Use 6.011](#)
 - Availability of public computers will be determined based on library hours and social distancing guidelines
- [Code of Conduct 7.001](#)
 - Customers and staff must follow temporary COVID-19 related policies and procedures for library usage
- [Unattended and/or Unsupervised Children 7.002](#)
 - Age requirements for unattended and/or unsupervised children will be determined by the executive director
- [Soliciting or Distributing Materials on Library Policy 7.003](#)
 - Soliciting or distributing materials is not allowed
- [Bulletin Board and Posting 7.0035](#)
 - Bulletin board sign posting is not allowed

- [Meeting Rooms-Public Usage 7.004](#)
 - Public use of meeting rooms is not allowed
- [Food & Beverage in Public Areas 7.010](#)
 - Food and beverages in public areas are not allowed

HR Policies

- [Leaves of Absence](#)
 - a. Addition of paid sick leave and/or Expanded Family and Medical Leave for specified reasons related to COVID-19 as outlined by the US Department of Labor
 - b. Expansion of Discretionary Personal Leave and other leaves of absence as approved by the executive director
- [Vacation](#)
 - a. Use of vacation time may be required to be used to offset scheduled hours for non-exempt benefitted staff during Phase 4 of the Restore Illinois plan
 - ~~c. Employees may use vacation time before the 180-day waiting period~~
 - ~~d. Vacation time use is not restricted to half hour increments~~
- [Bereavement and Personal Leave](#)
 - a. Use of personal time may be required to be used to offset scheduled hours for non-exempt benefitted staff during Phase 4 of the Restore Illinois plan
 - b. Personal time use is not restricted to half hour increments
- [Holidays](#)
 - a. Use of holiday time may be required to be used to offset scheduled hours for non-exempt benefitted staff during Phase 4 of the Restore Illinois plan
 - b. Holiday time use is not restricted to full or half day increments

Suggested motion: The Board of Library Trustees recognizes and extends the temporary COVID-19 policy, amending existing policies, effective February 17 through April 17, 2021.

To: Board of Library Trustees

From: Mike Driskell

Date: February 16, 2021

Re: Reopening Summary

Effective February 2, Region 10 moved to Phase 4 of the Restore Illinois mitigation plan. This is a result of continued improvement in the number of positive COVID-19 cases and hospital bed availability as observed by the Illinois Department of Public Health and the State of Illinois. Due to the lifting of restrictions in our region, we continue to change the services we are able to offer our community.

Beginning February 10, the following changes took effect:

- The drive-up window opens at 8:00 a.m. (one hour before the library opens) Monday-Friday.
- Seating on the first floor of the library has been increased
- Study tables are available for customer use
- The time limit for customer visits within the library changed from one hour to two hours
- Customers are allowed on the bookmobile (two individuals at a time or one family, with a five-minute limit)
- The Shackley Room microfilm reader is available for customer use
- A self-service area with paper income tax forms has been set up near the Dunton Avenue entrance
- The Reading Room at the Senior Center is open for browsing and materials checkout

All other limitations and restrictions remain in place.

Other changes that are currently under consideration are:

- Conference room usage
- Studio usage
- Limited capacity in-person programming
- Reduction of the three-day item quarantine
- Increase in library capacity and/or reduction in time limit

Executive Director’s Report

January 2021

What’s New @ AHML

AHML Goes Fine Free!

The library’s Fines Free and Auto-Renew policy went into effect January 2. Circulation Assistants shared details with customers who had questions regarding the new policies at drive-up, the Dunton walk-up station and the checkout desk. Customers have expressed their gratitude upon discovering that no fines had been charged to their accounts.

Explore the Collection from Home

To allow customers to browse many of our most popular collections from home, including picture books and audiobooks, staff have created a new webpage, titled [Explore the Collection](#). The page shows available items from popular collections and is divided by format and age, and within each page by collection.

Another section on the page is a carousel for a featured collection. This carousel will change on a regular basis and will be used to highlight different collections. The first collection to be featured is our adult music CDs, in a carousel called *New Year, New Tunes*.

The page can be found under the Borrow tab on the library website’s home page or from the *Books, Movies, Music & More* page.

Vaccine Information Page

Info Services Librarian Barb Powers worked with IT and Communications & Marketing to create and promote a *COVID-19*

Vaccine Information page. The link will also be on the public computers for easy customer access: https://www.ahml.info/vaccine_information



Digital Services Library of Things Additions

Digital Media Specialist Chris Smith added several items to the Library of Things collection in January. Due to high demand for the projectors, three projector screens were added. An additional *VHS to Digital Conversion Kit* was added to offer this service while the library is closed.

Outreach and Community Engagement

Pen Pal Program Expands to Home Delivery Customers

Senior and Accessibility (SAS) staff members, Elcin Akdeniz and Renee Witt, collaborated with Volunteer Coordinator Jennifer Begich to expand the Pen Pal program. Volunteer pen pals now write to participants of the Library Delivery Services program. This program connects people who are homebound in our community with a pen pal.

Bookmobile Outreach

The bookmobile has been vital to many customers with challenges getting to the library's drive-up window. While the main library building was closed, the bookmobile continued bringing materials to the community, visiting regular stops since June 15, 2020.

In January over 20 inches of snow fell in the area, more than ten inches above normal. Bookmobile staff shoveled paths for customers, with customers thanking Ron Moravec and Al Garcia for still making it out with materials on an extra snowy day!



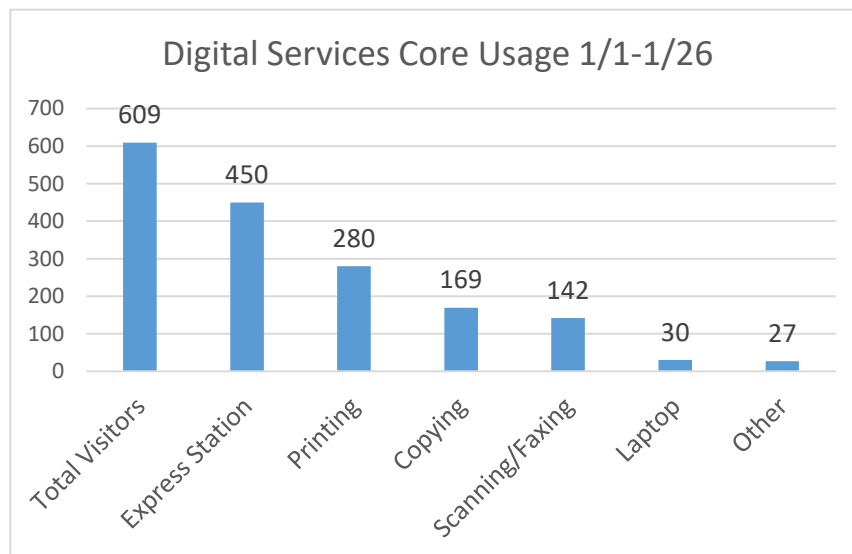
St. Viator Research and Database Presentations

In January and early February, the library connected with English teachers at Saint Viator High School to visit classes and present on research best practices. Presenting on 10 different Zoom classes, Teen Services staff along with Info Services Librarian Alison Lowery highlighted the library’s research resources and databases to about 200 high school students. Teen Services staff visit these classes annually to help foster information literacy skills. Many of the library’s resources are accessible online for the new educational landscape.

Serving our Community

North Core Vestibule Digital Services

Though the “Tech Stop” was only open through January 26 and the weather was colder, 609 customers used the services (increase of 89 from December). Printing and express station use continued to be the most popular services and many customers used multiple services at once.



Tax Forms

Digital Services Manager Jack Bower worked with Info Services staff to ensure that customers looking to get an early start on their 2020 taxes could retrieve their desired forms from the library. While the building was closed to the public, Info Services staff printed tax forms for pickup at the drive-up window. The 1040 and 1040-SR booklet was available at the “Tech Stop” and Dunton Entrance, and links to the tax forms were added to the “Tech Stop’s” Express Computer station for ease of printing.

Dunton Walkup and Drive-thru

From January 2-26, Circulation Assistants helped 1,171 customers at the Dunton walk-up station. The purpose of this service point was to give customers without a vehicle an option for hold pickup during the building closure. With the help of a variety of staff from Youth Services, activity kits, themed children's book bundles, and New and Popular adult items were on display for checkout. Staff also took requests at the door to pull items on the spot while the customer waited.

We saw 11,122 cars at drive-up in January to pick up holds, program supplies, print jobs, activity kits, etc., a 75% increase from 2020. During peak times, up to 70 cars visited the window per hour! Circulation assistants have shown incredible dedication and teamwork during these remarkably busy times while maintaining the high-level of customer service visitors have come to expect from AHML.

In January staff filled 37,183 customer holds, an increase of 55% over last January. Of these, Material Handling staff, along with helpers from multiple departments library-wide, searched for 24,172 in-library items on hold. In comparison, staff searched for 11,311 in-library items in January 2020. While there is normally an increase in holds after a holiday, about 1,400 of those holds were pulled on January 2, compared to 468 last January 2.



Reopening the Public Computer Lab



On January 27, the library building reopened to the public. Digital Services Manager Jack Bower and Supervisor Gregory Berger reconfigured the public computer lab. Four stations were moved to the tables just north of the Tech Learning Center Desk to provide more distance between computer stations. A total of 15 stations are available for up to one hour of use.

Autodesk Software Donation

In January, after soliciting *Autodesk Software*, Makerspace Branch Assistant Manager Chris Krueger procured confirmation that they will be donating twenty three-year licenses of their *Product Design & Manufacturing Software Collection*. This collection of industry-standard software contains:

- *Autodesk Fusion 360*
- *Autodesk Recap Pro*
- *Autodesk AutoCAD*
- *Autodesk Inventor*
- *Autodesk 3Ds Max*

These software packages will be an extremely valuable resource to the makerspace, both for customer and instructional use. The skills learned using this software are directly applicable to careers in engineering, industrial design and 3D art. Additionally, *Fusion 360* can generate files for use on the 3D printers, laser cutters and CNC machine. This software collection retails at \$2,720/year which puts the twenty seat, three-year license donation at a value of \$163,200!

Large Makerspace Donation from Praxis AEC – TAKE TWO!

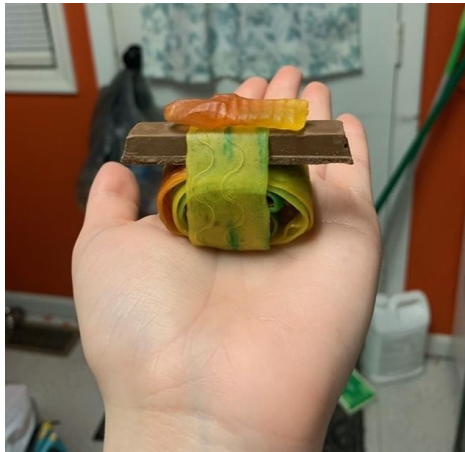
Praxis AEC made a furniture donation in December and invited the library to return for more items as they moved out of their offices. In January, Makerspace Branch Assistant Manager Chris Krueger lead a team of library staff back to the Praxis offices to retrieve the second, much larger, donation from Praxis.

Over the course of 8-hours of moving furniture between the Praxis offices and the Belmont building, the makerspace took possession of office desks, storage cabinets, white boards, a color copy machine, a rolling tool chest, decorative wall art and much more. In all, Lauree Harp, Founder and Chair of the Arlington Heights Memorial Library Foundation, estimated this donation at a value of \$57,372.06!



Program Highlights

Teens Show Off their Candy Sushi Skills



On January 25, Teen Services Advisor Mariel Fechik led two sessions of *Candy Sushi Showdown* for teens. Since registration for the first session filled quickly, staff added a second session to accommodate all 14 teens who competed in this hands-on virtual program. Participants picked up the essential ingredients (*Rice Krispies Treats*, *Fruit by the Foot*, and *Swedish Fish*) at the library or the bookmobile. During the program, teens competed in three rounds of sushi-making: 1) include a mystery ingredient from their home kitchen, 2) create sushi



inspired by a book, and 3) make their best sushi with impeccable plating. Teens presented their creations and voted for each round's winner. While on Zoom, teens were engaged and excitedly turned on their videos to proudly display their creations!

Career Programs Resonate in January

January is usually a month with high demand for career programs with new job losses and a focus on improving careers. Info Services Librarian Alison Lowery addressed this need with two outstanding programs. *Better Resumes for Applying Online* on January 13 saw 160 attendees, with a speaker addressing the ins and outs of the *Applicant Tracking System*, a common tool employers use to screen resumes. The audience was highly engaged, with over 50 questions coming in by the end of the presentation.

Thirty-four customers attended the program *Job Search During the Pandemic* on January 20. In addition to planning tips, the program highlighted something few career programs do; the physical and mental health challenges of job searching.

Tech Classes

Digital Media Specialist Chris Smith taught the virtual program *Selling Online Overview* on January 13. The class instructed participants where to start selling items online. It taught tips when it comes to selling items on sites such as *Craigslist, eBay, Facebook Marketplace, OfferUp* and *Etsy*. The class had 39 attendees.

Digital Services Supervisor Gregory Berger taught the virtual program *Cord Cutting 101* on January 26. Participants learned how to potentially save hundreds of dollars annually by cutting their cable and phone cord. The program explored cost-effective alternatives to cable (*Netflix, Roku, Sling, Roku, Apple TV, Hoopla*) and traditional land line phones (mobile, *Google Voice*). The class had 82 attendees, the largest number of participants that this very popular class has ever had!

Digital Services Advisor Dan Johnson taught the virtual program *Free Alternatives to Adobe Creative Cloud* on January 18. The class covered free software options that allow participants to edit photos and videos, design fliers, create animations, record audio and more from their home computers. The class had 17 attendees.

SCORE Mentoring More Popular Than Ever

The ongoing partnership with *SCORE* (Service Corps of Retired Executives) offering small business mentoring appointments remains strong. In January, community members utilized the service for 13 appointments—a spectacular start to the year! The combination of virtual appointments and willingness of the mentors to assist customers beyond the scheduled times has allowed us to meet the increased demand. Businesses need guidance in the current business climate of the pandemic era, and offering this service is of great value to our customers.

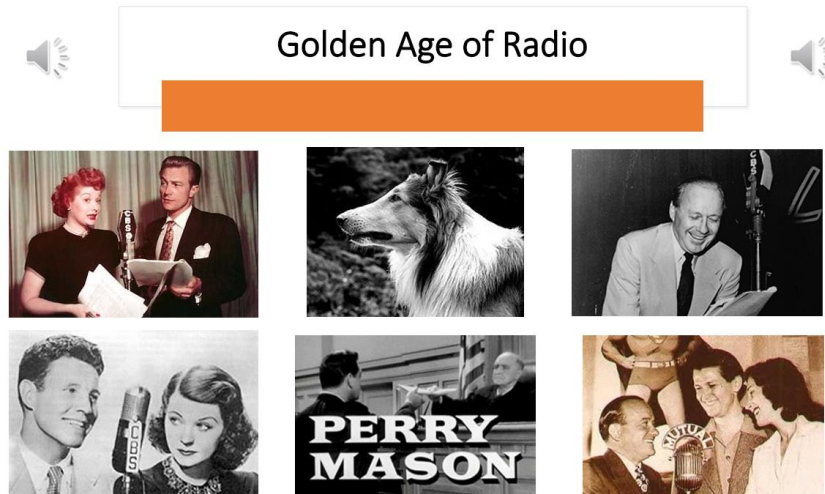
Author Claire Lombardo Visits a Book Discussion

On January 12, the *Novel Experience* book group included a Zoom discussion with Claire Lombardo, the author of *The Most Fun We Ever Had*. She discussed her writing process and provided insights into the novel with 29 attendees. For the second half of the event Claire Lombardo participated in an open discussion about the book. One customer noted, “*I loved the Zoom conference last night! The author was endearing!*”

Radio Days at the Memory Café

It was a very successful debut of the reminiscences program for the January *Memory Café*. Our new *Golden Age of Radio* program featured both images and radio recordings, including clips of Bob Hope, popular ads and theme songs, Jack Benny and the Grand Ole Opry. Participants shared and discussed throughout the program, prompting a lively discussion about popular radio shows that went on to become television shows, such as *Gunsmoke* and *Lassie*.

The program was researched by SAS staff Elcin Akdeniz and Renee Witt and presented by Mary Jo Lepo and Katie Myers. It will be offered in the future for our community partners at senior healthcare sites and as a phone in program.



Book Me and Booklist

In January, 18 *Book Me* requests were completed. Advisors curated reading lists based on customers' reading preferences. The *Book Me* service was promoted in the January newsletter which continues to drive increased usage of the service. Customer feedback included:

"I was in a book rut when I saw the Book Me service in the monthly booklet that is mailed out so it was perfect timing. The quiz was easy and fun to fill out. I think this is a really great service for the library to offer and enjoyed the experience."

"Great job, timely and quick response. What a creative and fun service to keep your library attendees engaged, pre and post COVID times. I already have two of the books on the list, I'm on wait list for a couple and I'm picking up more this week!"

In January, Info Advisors created 11 Booklists on the Readers' Services page so that customers can access these recommended items from home. These lists included:

[If you Loved Bridgerton, You Should Watch](#) and [Books on Racial Justice in Honor of MLK Day](#).

Virtual Bingo

Programs & Exhibits staff Tracy Recklaus, Megan Young and Jennifer Czajka hosted two sessions of virtual *Bingo* in January. Registered customers picked up their *Bingo* cards and daubers at drive-up ahead of the event. Both events saw a combined 90 people of all ages socializing, seeing friendly faces on Zoom and winning prizes! Five prizes were awarded per session and every prize gift certificate purchased supported Arlington Heights restaurants and bakeries. Attendees found the programs fun and well run.

- *It was a blast and I don't even like bingo! Tracy made it soooo much fun. She had us laughing through the whole thing. Wasn't thinking about the pandemic one bit!*
- *It was a great experience, my mother-in-law is an ESL learner and was able to participate.*

350 attend Jim Gibbons 1918 Pandemic presentation!

On Sunday, January 17, Programs and Exhibits Specialist Tracy Recklaus welcomed 350 customers on Zoom for another energetic historical presentation by Jim Gibbons – *The 1918 Pandemic*. Customers reported enjoying Jim's great visuals, humor and the enthusiasm he infuses into every program. Chat was active with questions throughout the program, with Jim fielding the most relevant ones. *Live Closed Captioning* was once again offered during this program and many customers let us know they were appreciative for the option. Customers shared the impact of the event via the post-event survey:

- *Great presentation and education especially...learned profound facts regarding history and its impact and its influence on our current crisis. "If the majority knew of the root of this evil, then the road to its cure would not be long" Albert Einstein.*
- *Very enlightening and Jim Gibbons showed enthusiasm and knowledge of the subject matter. Will likely pick up a book about it now.*
- *Jim Gibbons was outstanding in his research and presentation, even adding some humor. Very, Very interesting. Could of listened to him and ask questions all afternoon. Thank you!*
- *It was a learning experience; history does indeed repeat itself.*

Zero-Waste Mindset

Starting with a video showing the damage plastic water bottles create for the environment, Monica Chavez immediately had the attention of all 67 customers attending her *Zero-Waste Mindset* program on January 15. The presentation, planned with Programs & Exhibits Specialist Megan Young, discussed environmentally friendly alternatives to everyday tasks and products. Ranging from grocery shopping to toiletries, Monica covered it all with personality, compelling facts and stand-out visuals. Attendees kept her busy with questions and suggestions in the chat for the duration of the one-hour program. Monica provided product links to websites, books and videos to help educate. While becoming *Zero Waste* can be daunting, Monica assured everyone that it is not about some people doing everything 100% perfectly, but about everyone doing a little bit imperfectly.

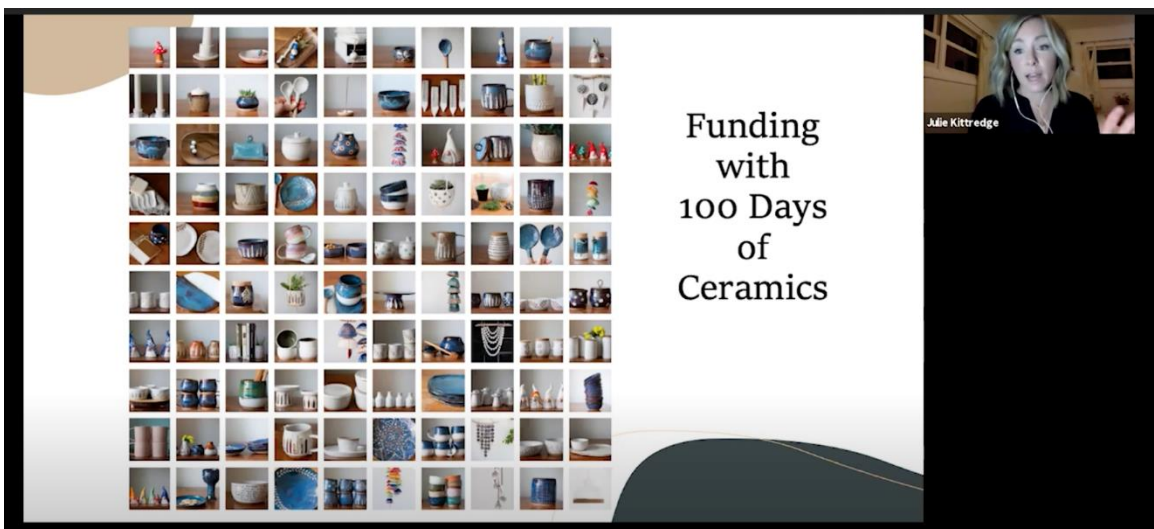


A sample of feedback from *Zero-Waste Mindset* attendees:

- *This was a wonderful program, full of information and most importantly, what actions we can take to try and help the environment. When I saw the water bottle video, it made me never want to buy one again. The presenter was excellent. Gave so many new ideas and tips I didn't know.*
- *Very easy to understand, and I love that we could access the info and websites later so I could pay attention to the presentation. I really enjoyed it. Thank you.*
- *The presentation was smooth, give a lot of useful information and practical ideas to start making changes. The content was easy to understand.*
- *She was really good. She used slides and visuals. She was animated and the audience contributed a lot. It was a very interactive presentation.*

Meet the Maker continues with Ceramicist Julie Kittredge

The new *Meet the Maker* series continued with a familiar face in January. On January 25, Maker Julie Kittredge, formerly the library's Business Services Advisor, joined Makerspace Branch Assistant Manager Chris Krueger and Exhibits Coordinator Carol Ng-He to share her ceramics process, work and her journey to become a working artist. She shared her story with 42 attendees through short videos pre-recorded in her studio, along with stunning visuals and tips on some technical skills. Julie answered audience questions throughout the presentation. The variety of questions posed by attendees makes it clear our community is excited about the possibilities of making at the coming makerspace. The videorecording of the event is available on the library's YouTube page and has garnered an additional 40 views in one week.

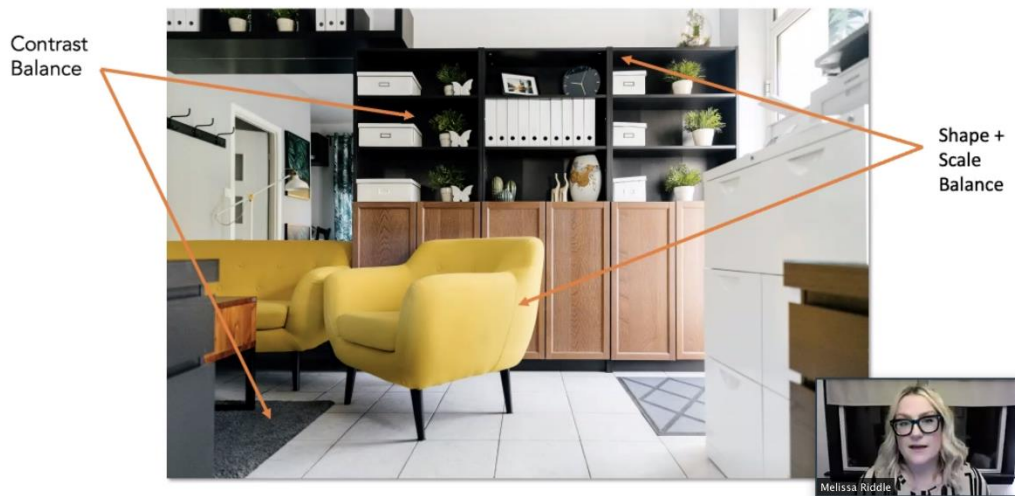


Surveys revealed that people attended for Julie's work as well as for the new *Meet the Maker* series:

- *It was a marvelous presentation. Julie Kittredge was real and engaging and inspiring. I wished it could have gone on longer!*
- *I really appreciated her openness and was thrilled to see her sweet studio and hear about her process.*
- *The Meet the Maker concept is interesting. Enjoy learning about art and the talented people behind the work.*
- *I have been joining most of the Meet the Maker programs and thought this one would be interesting and informative like previous ones I attended. Very enjoyable!*

So You Want to Redecorate?

It turns out a lot of people do in Arlington Heights! 195 customers registered for the January 19 presentation by self-employed designer Melissa Riddle. Because satisfaction with our homes is more important than ever during the pandemic while we school and work from home, Programs & Exhibits Manager Jennifer Czajka worked with Melissa to bring inspiration and pro tips to community members looking for a little push. 127 attended the live event and another 57 have viewed the recorded event, found on the library's YouTube page. The variety of information offered something for everybody.



Some accolades:

- *Great program. Full of very useful and helps info. Especially the part about the paint and its reflective properties. I never knew about that. Also replacing my light bulbs!!!*
- *I gained helpful info on how to strategize my own home decor overhauls.*
- *Learned a lot about making a room feel right and types of paint finishes.*
- *Guest speaker Melissa Riddle is clearly an expert in her field. Very informative, visually attractive and engaging presentation.*

Winter Cooking Demo with Chef Maddox

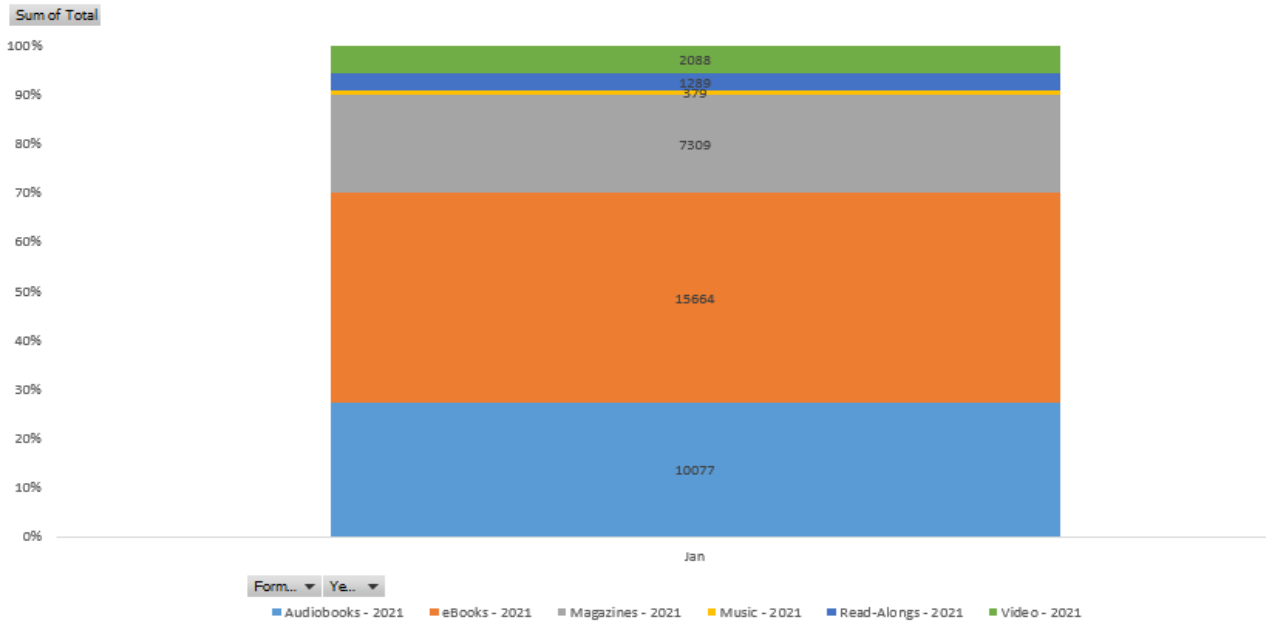
Former Restaurateur and culinary educator Chef Susan Maddox presented a seasonal cooking program on January 28 to 186 cooking enthusiasts. Susan is an excellent instructor with tons of experience, providing tips for the provided recipes. A Q&A session followed, facilitated by Programs & Exhibits Specialist Tracy Recklaus. Feedback after the program was positive. When asked why customers registered for the program, attendees shared:

- *The chance to learn some new cooking techniques*
- *Love to cook. Always looking for new recipes.*
- *I was interested to watch how a chef cooks.*
- *Looking for new recipes and cooking tips*
- *I need creative outlets, I like to cook, and I have always enjoyed the library programs.*

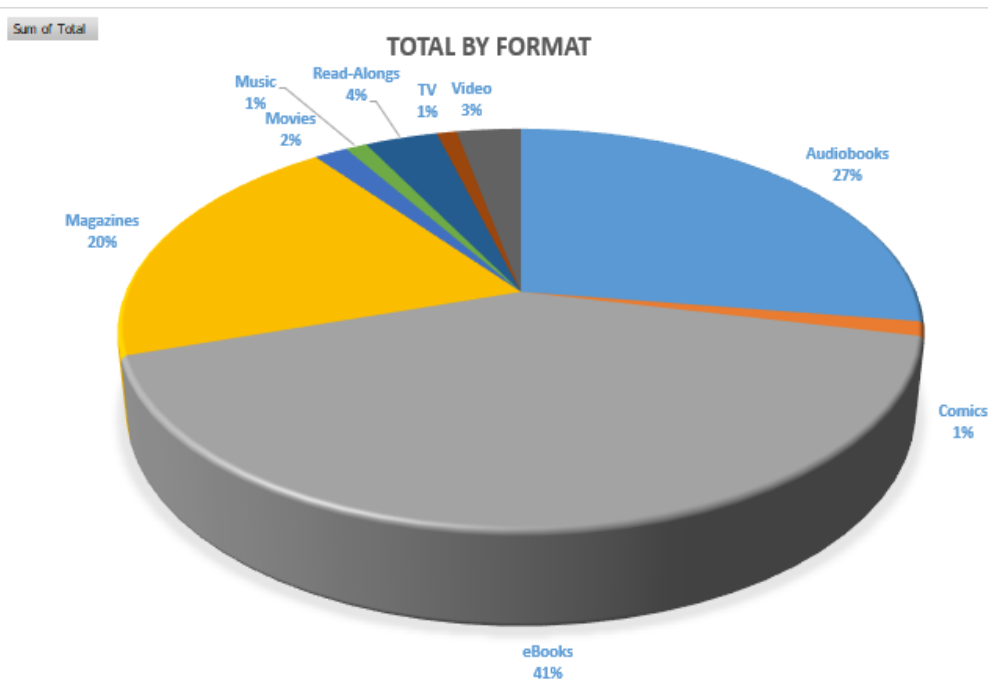
January eResource overview

eLibrary 2020/2021	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21
eBook checkouts	10,969	11,785	11,375	10,463	11,839	10,852	11,271	10,870	11,746	15,237
eAudio checkouts	4,011	4,415	4,338	3,893	6,391	6,308	6,381	6,325	6,562	10,077

Formats by Month (Percentages)



Row Labels	Sum of Total
Audiobooks	10077
Comics	427
eBooks	15237
Magazines	7309
Movies	595
Music	379
Read-Alongs	1289
TV	357
Video	1136
Grand Total	36806



Social Media Engagement – January 2021

	January	February	March	April	May	June	July	August	September	October	November	December	January
Facebook													
Posts	25	22	56	60	47	41	56	15	40	33	42	38	28
Followers ¹	5,067	5,113	5,217	5,291	5,376	5,436	5,469	5,501	5,613	5,664	5,695	5,703	5,727
Engagement	1,164	1,723	3,531	3,642	2,725	3,148	1,886	861	2,581	2,850	1,677	2,295	1,733
Twitter													
Tweets	65	51	111	139	148	143	137	100	127	120	118	101	117
Followers ¹	4,313	4,324	4,362	4,388	4,404	4,410	4,424	4,446	4,444	4,442	4,461	4,474	4,462
Engagement	247	203	534	394	399	387	283	240	366	324	340	322	262
Instagram													
Posts ¹	n/a	n/a	859	875	898	922	978	1,002	1,027	1,055	1,080	1,112	1,141
Followers ¹	1,767	1,802	1,852	1,904	1,947	2,006	2,081	2,106	2,129	2,154	2,179	2,210	2,231
Average Reach	n/a	286	485	451	435	459	560	344	389	318	425	502	502
Constant Contact													
Campaigns	20	19	22	27	26	27	21	17	15	18	16	13	14
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	94,378
Open rate	24%	28%	45%	36%	28%	34%	24%	27%	31%	26%	39%	32%	34%
Total contacts ¹	31,770	31,790	32,650	32,957	33,157	33,594	33,721	33,889	33,897	33,989	34,044	35,274	36,083
LinkedIn													
Followers ¹	655	657	659	660	672	684	685	689	693	696	707	712	716
Posts	7	1	5	1	1	8	0	7	4	8	0	1	9
Impressions	2,335	308	839	620	235	738	352	1,100	749	992	298	313	1,000
YouTube													
Subscribers ¹	397	402	456	514	585	603	627	658	691	723	747	765	796
Videos added ²	0	3	6	23	34	33	30	15	21	19	18	14	12
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	2,803
Watch time (hrs)	56	64	83	452	437	293	306	131	258	418	275	230	338

¹Cumulative

²September – January includes unlisted videos

Professional Engagement

Pura Belpré Award

Youth Services Supervisor Rebecca King completed her term with the Pura Belpré Award selection committee, sponsored by *ALSC*, Association for Library Service to Children. The committee reviewed more than 100 books and discussed plots, character development, page texture, choice of font, artistic styles, use of colors for skin tones, and most importantly, how the piece best “portrays, affirms, and celebrates the Latino cultural experience.” After much deliberation, three winners and five honor books were selected. Please consider reading any of the [Pura Belpré winning titles](#).

ALL Learners Welcome

Kids’ World Librarian Christina Giovannelli-Caputo founded and moderates the Facebook group [Librarians Serving At Home Learners and Homeschoolers](#). Leveraging her knowledge and experience, she advocated for and launched the RAILS group known as *ALL* ([All Learners Welcome - Librarians Serving At Home Learners and Homeschoolers](#)). Christina recently accepted a lecturer position for the *iSchool at University of Wisconsin Madison*. She will be teaching *Strategic Communications Planning* in the MLIS program.

ServSafe Food Protection Manger Certification

In January, Makerspace Branch Assistant Manager Chris Krueger passed the two-hour *ServSafe Food Protection Manger* exam after ten hours of training and preparation. This certification is required to be held by at least one staff member of the makerspace when it begins renting out the kitchen commercially.

Customer Comments

- *We just wanted to take a minute to thank Ms. Rebecca for all the work she does to continue story time on YouTube. My son Ryan misses her greatly and loves watching these videos. It is his birthday soon and thinks her recent birthday themed one is just for him! It’s so nice to have a sense of normalcy during a time where he gets to do so little of what he used to enjoy. We hope you are well! Thank you!*

- *Arlington Heights. Additionally, my child participated in the Countdown to Noon on New Year's Eve and had so much fun! The crafts were fun (thank you for sending them on the Bookmobile for us!) and he liked the songs, story, and activities. One of our friends was in the program too and it was fun to see them and feel like we were interacting with them as well! Wishing everyone at AHML a healthy 2021!"*
- *"The service you provide is amazing. All the people I have seen on the bookmobile, you two are just killin' it."*
- *"I'd just like to express my appreciation for the library. Thank you for staying open and for all the awesome things you do."*
- *"Thanks for being open. We've added the library as a regular stop on our morning walks. I enjoy the books and he enjoys the treat."* Circulation always has a stock of dog treats at drive-up and walk-up for our furry visitors.
- *"Je tiens a vous mercié pour la classe d'aujourd'hui. C'était très utile. J'ai hâte au prochain."* (I want to thank you for today's class. It was very helpful. I can't wait for the next one) - from a French Conversation Group participant
- From grateful and creative ESL students:



January 2021

Service Point Traffic

Total visits
16,889 ↓ -80%
 82,979 last year

Main Library Visits*
15,893 ↓ -80%
 80,040 last year

Sr Center Visits*
14 ↓ -99.06%
 1,487 last year

Bookmobile Visits*
982 ↓ -32.37%
 1,452 last year

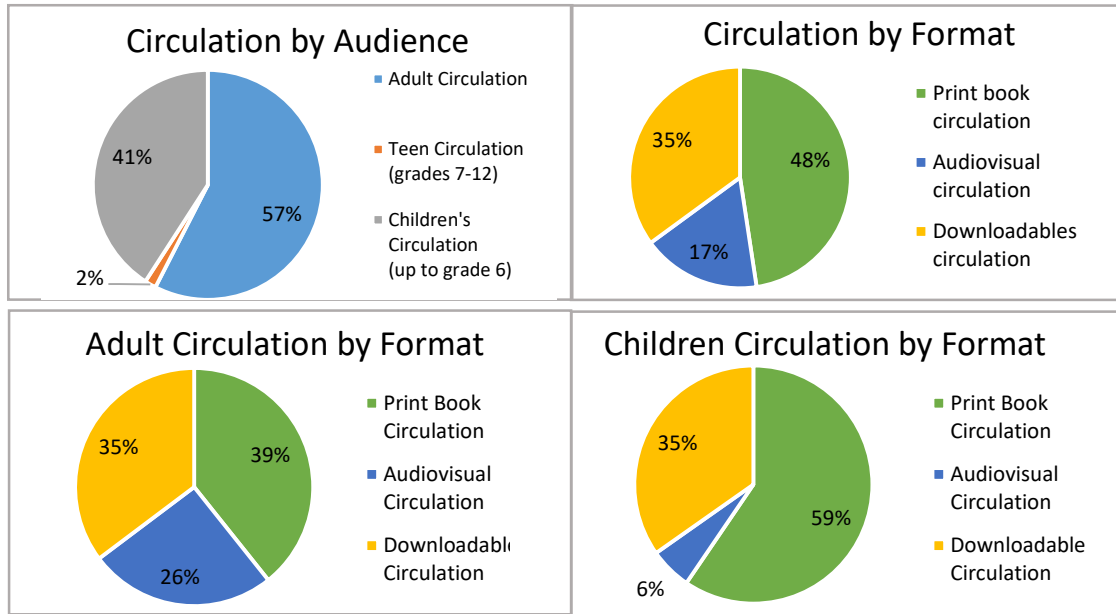
Circulation

Total Circulation
110,171 ↓ -29%
 154,263 last year

Card Holders □
58,220

Library Cards Issued
 Resident **318** ↑ 1.27%
 (issued) 314 last year
 Non-Resident **25** ↓ -83.97%
 (Registered) 156 last year

Interlibrary Loan
 Borrowed **385** ↓ -14.06%
 448 last year
 Lent **438** ↓ -39.50%
 724 last year



Programs

Program Attendance
2,950 ↓ -60%
 7,428 last year

Number of Programs
118 ↓ -57%
 276 last year

Cost of Programs
\$5,280
 \$700 funded by FOL

Questions

Reference Questions
6,602 ↓ -58%
 15,719 last year

Reference Questions
 (via call center)
4,386 ↓ -26%
 5,928 last year

Chat sessions
567 ↑ 26.56%
 448 last year

Technology Usage

Public Computer Use**
1,053 ↓ -87.85%
 8,665 last year

Website Visits***
101,279 ↓ -31.70%
 148,284 last year

Self Checkout*
 (% of total checkouts)
0%
 66% last year

*Main library building and Sr Center closed to the public until January 27 due to pandemic. Drive thru and bookmobile remained open.

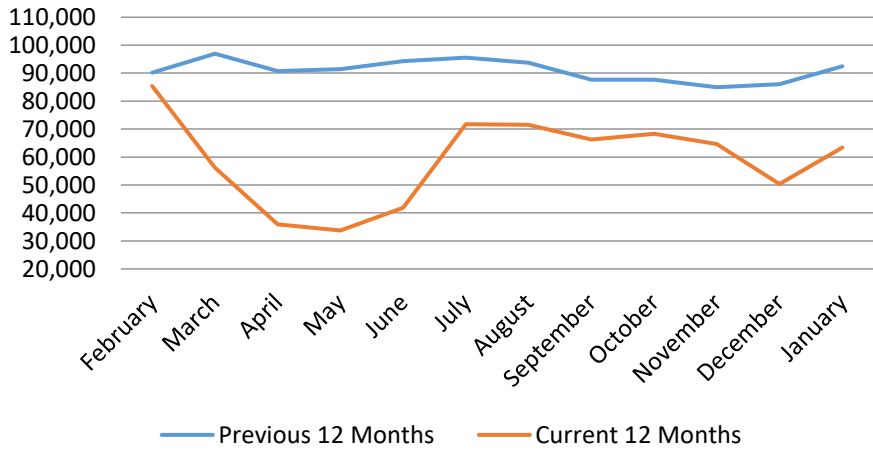
**Laptops and limited public computer use were available in the lower core lobby during closure.

***New website was rolled out in December 2019, which resulted in a large increase in usage the first two months of last year.

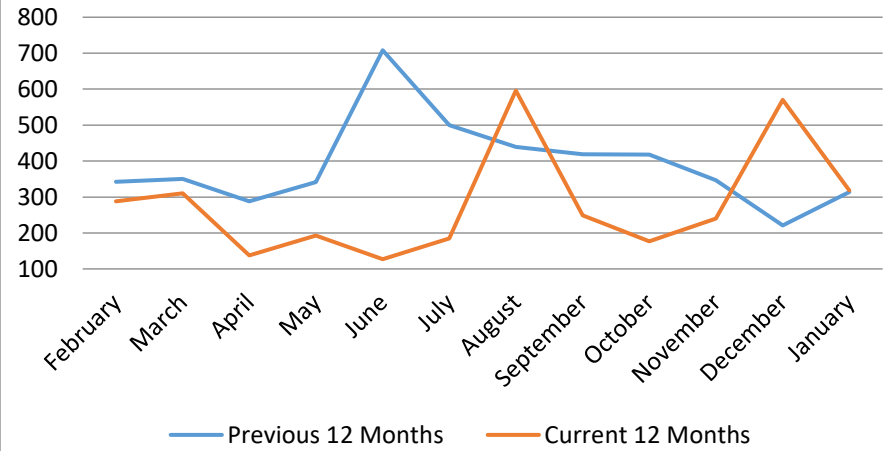
AHML - DASHBOARD - January 2021

	January 2021	January 2020	% change from last January	January 2021	January 2020	% change from last YTD
Total circulation	110,171	154,263	-29%	110,171	154,263	-29%
Adult circulation	63,384	92,438	-31%	63,384	92,438	-31%
Teen circulation	1,770	2,009	-12%	1,770	2,009	-12%
Children circulation	45,017	59,816	-25%	45,017	59,816	-25%
Print book circulation	49,981	77,680	-36%	49,981	77,680	-36%
Audiovisual circulation	18,209	44,177	-59%	18,209	44,177	-59%
Downloadables circulation	36,806	23,119	59%	36,806	23,119	59%
Circulation to reciprocal borrowers	1,813	10,206	-82%	1,813	10,206	-82%
ILLs borrowed for our customers	385	479	-20%	385	479	-20%
ILLS lent to other libraries	438	724	-40%	438	724	-40%
Resident cards issued	318	314	1%	318	314	1%
Reciprocal cards registered	25	156	-84%	25	156	-84%
Reference questions	6,602	15,719	-58%	6,602	15,719	-58%
Number of programs	118	276	-57%	118	276	-57%
Program attendance	2,950	7,428	-60%	2,950	7,428	-60%
Public computer use	1,053	8,665	-88%	1,053	8,665	-88%
Website visits	101,279	148,284	-32%	101,279	148,284	-32%
In-person visitors	16,889	82,979	-80%	16,889	82,979	-80%
New & Popular - % of adult coll	7.5%	7.7%	-3%	7.5%	7.7%	-3%
New & Popular - % of circ	20.2%	32.5%	-60%	20.2%	32.5%	-60%
Kids' New & Popular - % of KW coll	2.9%	4.3%	-50%	2.9%	4.3%	-50%
Kids' New & Popular - % of circ	9.5%	15.0%	-57%	9.5%	15.0%	-57%
Individual Staff Sessions	70	827	-1081%	70	827	-1081%
Volunteer hours	441	2,282	-81%	441	2,282	-81%

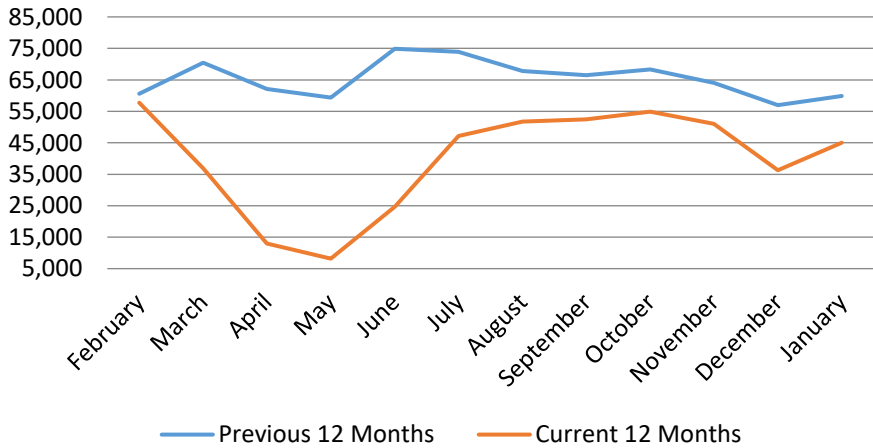
Adult Circulation



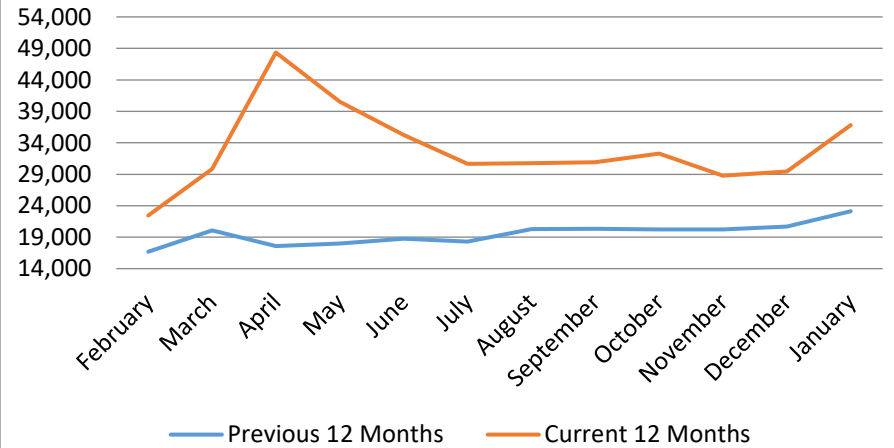
Resident Library Cards Issued



Children's Circulation

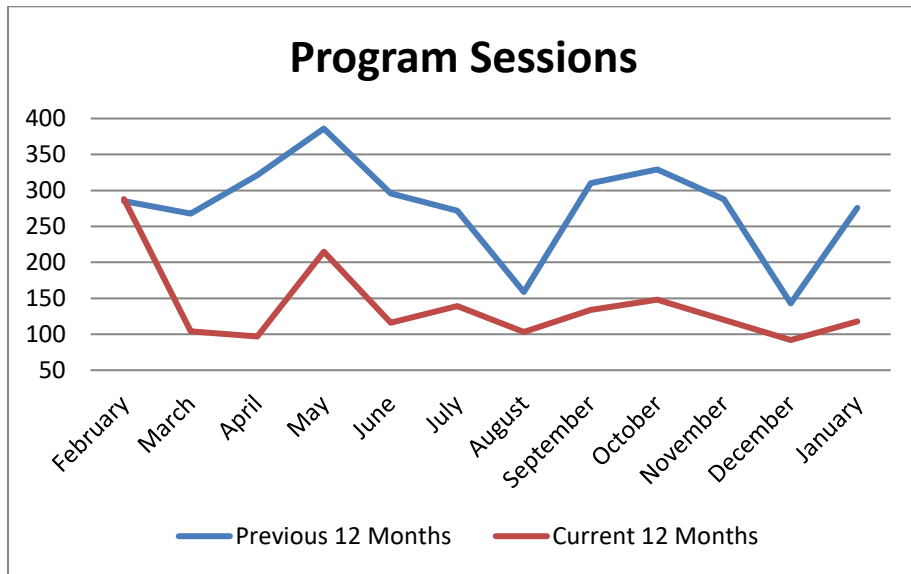


Downloadables Circulation

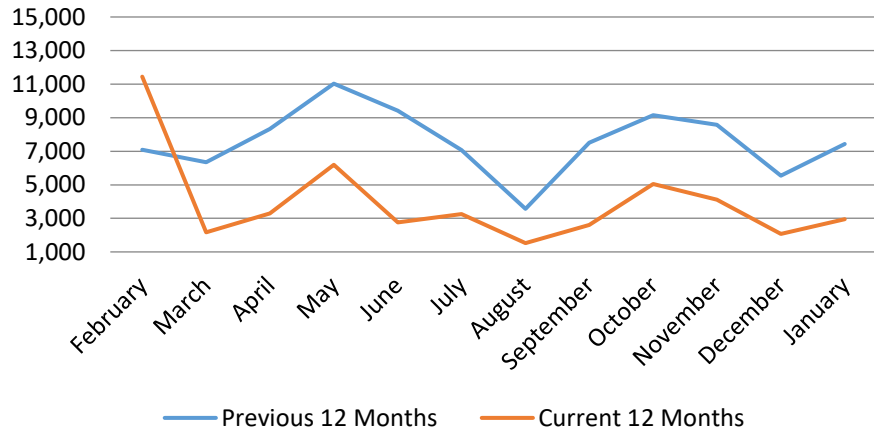


Notes Relating to Circulation

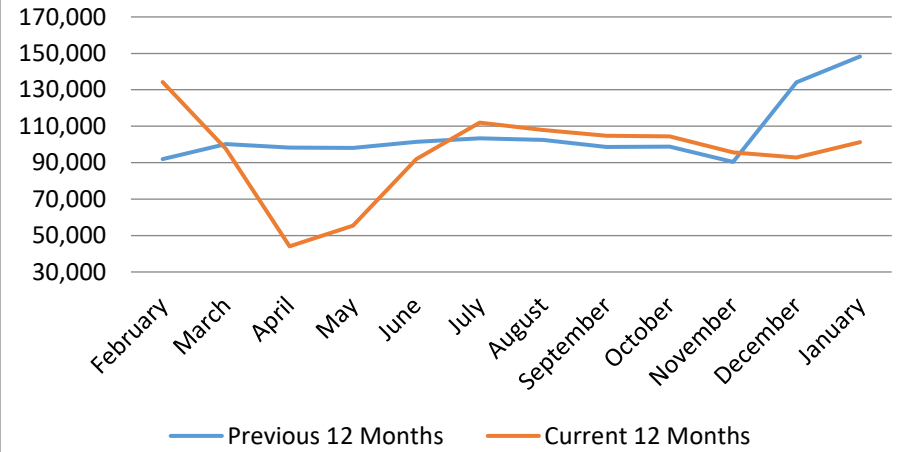
- From January 2-26, Circulation Assistants helped 1,171 customers at the Dunton walk-up station.
- 11,122 cars visited the drive-up window this month, with up to 70 cars per hour.
- The library filled 37,183 customer holds, an increase of 55.5% over last January (23,917).
- eMaterial checkouts increased 59.2% over last January. eMaterials represent 33.4% of total checkouts FYTD.



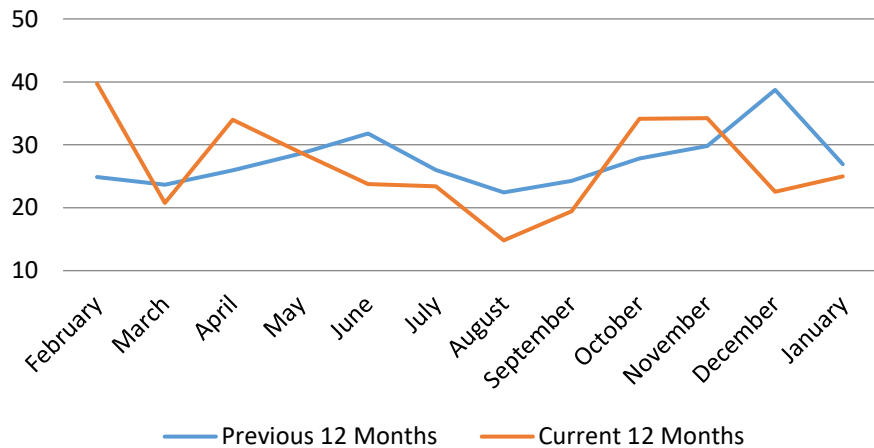
Program Attendance



Website Visits



Attendance Per Program



Reference Questions (Library Wide)

