

BOARD OF LIBRARY TRUSTEES

**TUESDAY, MARCH 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 REGULAR BOARD MEETING OF FEBRUARY 16, 2021 (Action Item 1)
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 28, 2021 (Item 2)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 28, 2021 (Action Item 3)
- VIII. EXECUTIVE DIRECTOR'S REPORT

IX. OLD BUSINESS

- MAKERSPACE PROJECT UPDATE (Item 4)

Staff and representatives from Williams Architects will provide an updated on the progress of the makerspace project at 112 North Belmont Avenue

X. NEW BUSINESS

- REVISIONS TO HUMAN RESOURCES POLICY –
REASONABLE ACCOMMODATIONS (Action Item 5)

The board will consider adoption of proposed revisions to human resources policy Reasonable Accommodations.

- DATA AND STATISTICS REPORTING (Item 6)

Staff will propose a new reporting format of statistics and performance indicators for discussion.

XI. OTHER

XII. 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., March 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.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, FEBRUARY 16, 2021.

02.21.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Hendrickson Room of the Arlington Heights Memorial Library on Tuesday February 16, 2021, at 7:00 p.m. by President Greg Zyck.

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

Absent: None

Also present: Michael Driskell, Executive Director; Donna Ekl, Director of Finance; Janet Moravec, Business Office Administrator; Jennifer Borrell, Resident; Sarah Galla, Resident; Amy Somary, Resident; and Amy Levine, Resident. Shannon Distel, Deputy Director; and Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

02.21.03 There was no **PUBLIC COMMENT**.

02.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends generously approved \$2,850 for annual interior landscaping maintenance. The Friends are looking into new ways to sell items by email or text.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Foundation has a new tech assistant, Jessica Lynk, a community volunteer who will be posting twice monthly on Facebook and Instagram; researching possible grant matches for 2021 initiatives; and working with library staff on a donor recognition digital sign.

02.21.05 Trustee Medal moved **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)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

02.21.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JANUARY 19, 2021 (Action Item 2)**. Trustee Smart seconded. Upon All were in favor and the minutes were approved as submitted.

02.21.07 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 1, 2021 (Action Item 3)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

02.21.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2021 (Item 4)** – Ms. Ekl reported the library received personal property replacement taxes (PPRT) in the amount of \$18,938.15. The Village of Arlington Heights distributed a payment in lieu of land in the amount of \$4,868.90. The Friends reimbursed the library for expenses totaling \$28,589.51 for interior landscaping maintenance, makerspace equipment, butterfly garden supplies and several Dann & Raymond’s Movie Club programs. With 8% of the fiscal year lapsed, 10% of the unaudited annual operating budget has been expensed.

02.21.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2021 (Action Item 5)** – 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 31, 2021, IN THE AMOUNT OF \$716,541.95.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

02.21.10 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the January 2021 Director’s Report.

02.21.11 **OLD BUSINESS**

- **APPROVAL OF THE 2021 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2020 (Action Item 6)** – The board reviewed and approved the 2021 Illinois Public Library Annual Report to be filed with the Secretary of State’s office.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2021 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **APPROVAL FY2021 ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT APPLICATION (Action Item 7)** – The board reviewed and approved the Illinois State Library FY2021 Public Library Per Capita Grant application.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION.** Trustee Supplitt seconded. All were in favor and the motion carried.

- **ADOPTION OF 2021 BUDGET AMENDMENT (Action Item 8)** - The board reviewed and adopted the budget amendment for capital improvements for the Belmont makerspace buildout project.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE FEBRUARY 16, 2021 CAPITAL BUDGET AMENDMENT IN THE AMOUNT OF \$1,041,236.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **EXTENSION OF TEMPORARY POLICY DUE TO COVID-19 (Action Item 9)**
- The board considered extension of temporary changes to existing library and human resource policies to make accommodations for modifications in services related to COVID-19.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND EXTENDS THE TEMPORARY COVID-19 POLICY, AMENDING EXISTING POLICIES, EFFECTIVE FEBRUARY 17 THROUGH APRIL 17, 2021.** Trustee Supplitt seconded. All were in favor and the motion carried.

REOPENING SUMMARY (Item 10) - Staff provided an informational update on services being offered since reopening.

02.21.12 **OTHER**

- Mr. Driskell shared library resources and programs celebrating Black History Month that include a movie discussion of *The Long Shadow* featuring a Q&A with Director Frances Causey on February 24, curated lists that highlight Black voices in film, literature and music, and a Fireside Chat with Dr. Eve L. Ewing on March 1. All details can be found on the library's website.

02.21.13 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES.** Trustee Smart 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 7:43 p.m.

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

Trustee Smart moved **TO RELEASE THE CLOSED SESSION MINUTES AND DESTROY THE CLOSED SESSION AUDIO RECORDINGS FROM FEBRUARY 4, 2019, MARCH 4, 2019, MAY 21, 2019, JUNE 3, 2019, JUNE 18, 2019 AND JULY 16, 2019.** Trustee Tangney seconded. All were in favor and the motion carried.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF DECEMBER 15, 2020, JANUARY 11, 2021, JANUARY 19, 2021 AND FEBRUARY 16, 2021.** Trustee Tangney seconded. All were in favor and the motion carried.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT**. Trustee Smart seconded. All were in favor and the meeting was adjourned at 8:02 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

Village of Arlington Heights
 REVENUE REPORT
 17% OF YEAR LAPSED

(Item 2)

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	100,373.99	130	154,960	100,373.99	65	929,760	829,386.01
04 00	Real Estate Tax FICA	51,429	66,626.14	130	102,858	66,626.14	65	617,155	550,528.86
05 00	Real Estate Tax	1,082,387	1,402,213.43	130	2,164,774	1,402,213.43	65	12,988,650	11,586,436.57
401 **	Real Estate Taxes	1,211,296	1,569,213.56	130	2,422,592	1,569,213.56	65	14,535,565	12,966,351.44
403	Intergovernmental Taxes								
25 00	Replacement Tax	26,377	.00		52,754	18,938.15	36	316,533	297,594.85
403 **	Intergovernmental Taxes	26,377	.00		52,754	18,938.15	36	316,533	297,594.85
400 ***	Taxes	1,237,673	1,569,213.56	127	2,475,346	1,588,151.71	64	14,852,098	13,263,946.29
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,088	.00		10,176	.00		61,063	61,063.00
90 00	Contribution Ord. Library	0	.00		0	4,868.90		0	4,868.90-
411 **	Intergovernmental	5,088	.00		10,176	4,868.90	48	61,063	56,194.10
410 ***	Intergovernmental Revenue	5,088	.00		10,176	4,868.90	48	61,063	56,194.10
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		416	.00		2,500	2,500.00
74 00	Copier/Reader Printer Fee	3,958	1,586.56	40	7,916	2,472.45	31	47,500	45,027.55
75 00	Meeting Room Fees	250	.00		500	.00		3,000	3,000.00
436 **	Library Fees	4,416	1,586.56	36	8,832	2,472.45	28	53,000	50,527.55
430 ***	Fees	4,416	1,586.56	36	8,832	2,472.45	28	53,000	50,527.55
440	Fines								
442	Library								
20 00	Late Charges	0	50.00		0	60.00		0	60.00-
25 00	Lost/Damaged Item Charges	1,743	526.58	30	3,486	1,115.48	32	20,922	19,806.52
442 **	Library	1,743	576.58	33	3,486	1,175.48	34	20,922	19,746.52
440 ***	Fines	1,743	576.58	33	3,486	1,175.48	34	20,922	19,746.52
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	750	113.95	15	1,500	416.24	28	9,000	8,583.76
461 **	Simple Interest	750	113.95	15	1,500	416.24	28	9,000	8,583.76

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	0	118.33		0	275.59	0	275.59-	
461	** Simple Interest	0	118.33		0	275.59	0	275.59-	
462	Investment Inc								
10 00	Market Value Adj IMET	0	175.25		0	345.41	0	345.41-	
462	** Investment Inc	0	175.25		0	345.41	0	345.41-	
460	*** Interest Income	0	293.58		0	621.00	0	621.00-	
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	293.58		0	621.00	0	621.00-	

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	26694.39	92	58368	53543.34	92	.00	350214	296670.66	15
	16 92	Achievement Awards	333	.00	0	666	.00	0	.00	4000	4000.00	0
	16 **	Library Personal Services	29517	26694.39	90	59034	53543.34	91	.00	354214	300670.66	15
	18	Other Personal Services										
	18 05	Overtime Civilian	83	13.40	16	166	13.40	8	.00	1000	986.60	1
	18 **	Other Personal Services	83	13.40	16	166	13.40	8	.00	1000	986.60	1
	19	Employee Benefits										
	19 05	Medical Insurance	3081	3082.67	100	6162	6165.30	100	.00	36977	30811.70	17
	19 10	IMRF	3712	3349.15	90	7424	6716.00	91	.00	44544	37828.00	15
	19 11	Social Security	1835	1627.14	89	3670	3263.04	89	.00	22023	18759.96	15
	19 12	Medicare	429	380.53	89	858	763.12	89	.00	5151	4387.88	15
	19 53	Flexible Spending	194	156.75	81	388	313.50	81	.00	2329	2015.50	14
	19 55	Unemployment Compensation	536	.00	0	1072	.00	0	.00	6432	6432.00	0
	19 **	Employee Benefits	9787	8596.24	88	19574	17220.96	88	.00	117456	100235.04	15
	20	Prof Technical Services										
	20 05	Professional Services	708	.00	0	1416	.00	0	.00	8500	8500.00	0
	20 08	Consulting Services Libr	1000	.00	0	2000	.00	0	.00	12000	12000.00	0
	20 20	Legal Services	1333	.00	0	2666	.00	0	.00	16000	16000.00	0
	20 40	General Insurance	14898	.00	0	29796	140349.00	471	.00	178780	38431.00	79
	20 **	Prof Technical Services	17939	.00	0	35878	140349.00	391	.00	215280	74931.00	65
	21	Property Services										
	21 65	Other Services	250	236.97-	95-	500	.00	0	.00	3000	3000.00	0
	21 **	Property Services	250	236.97-	95-	500	.00	0	.00	3000	3000.00	0
	22	Other Contractual Service										
	22 01	Advertising	50	.00	0	100	.00	0	.00	600	600.00	0
	22 02	Dues	556	.00	0	1112	160.00	14	.00	6675	6515.00	2
	22 03	Training	7959	235.00	3	15918	235.00	2	.00	95508	95273.00	0
	22 05	Postage	3337	5900.00	177	6674	8800.00	132	.00	40045	31245.00	22
	22 **	Other Contractual Service	11902	6135.00	52	23804	9195.00	39	.00	142828	133633.00	6
	30	General Supplies										
	30 05	Office Supplies & Equip	842	83.47	10	1684	109.82	7	.00	10105	9995.18	1
	30 **	General Supplies	842	83.47	10	1684	109.82	7	.00	10105	9995.18	1
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	208	.00	0	416	.00	0	.00	2500	2500.00	0
	31 **	Public Works Supplies	208	.00	0	416	.00	0	.00	2500	2500.00	0
	32	Library Supplies										
	32 72	Special Events	70	.00	0	140	.00	0	.00	850	850.00	0
	32 **	Library Supplies	70	.00	0	140	.00	0	.00	850	850.00	0

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	32005.94	91	70108	64094.85	91	.00	420651	356556.15	15
	16 **	Library Personal Services	35054	32005.94	91	70108	64094.85	91	.00	420651	356556.15	15
	18	Other Personal Services										
	18 05	Overtime Civilian	8	4.33	54	16	33.66	210	.00	100	66.34	34
	18 **	Other Personal Services	8	4.33	54	16	33.66	210	.00	100	66.34	34
	19	Employee Benefits										
	19 05	Medical Insurance	6681	6681.33	100	13362	13362.66	100	.00	80176	66813.34	17
	19 10	IMRF	4396	4014.08	91	8792	8041.70	92	.00	52762	44720.30	15
	19 11	Social Security	2173	1913.95	88	4346	3834.59	88	.00	26087	22252.41	15
	19 12	Medicare	508	447.63	88	1016	896.81	88	.00	6101	5204.19	15
	19 **	Employee Benefits	13758	13056.99	95	27516	26135.76	95	.00	165126	138990.24	16
	20	Prof Technical Services										
	20 05	Professional Services	333	75.00	23	666	75.00	11	.00	4000	3925.00	2
	20 **	Prof Technical Services	333	75.00	23	666	75.00	11	.00	4000	3925.00	2
	21	Property Services										
	21 02	Equipment Maintenance	142	440.00	310	284	440.00	155	.00	1710	1270.00	26
	21 65	Other Services	1391	4225.00	304	2782	7005.94	252	.00	16700	9694.06	42
	21 **	Property Services	1533	4665.00	304	3066	7445.94	243	.00	18410	10964.06	40
	22	Other Contractual Service										
	22 02	Dues	22	.00	0	44	.00	0	.00	270	270.00	0
	22 03	Training	4	.00	0	8	.00	0	.00	50	50.00	0
	22 10	Printing	14298	10078.50	71	28596	31385.53	110	.00	171583	140197.47	18
	22 **	Other Contractual Service	14324	10078.50	70	28648	31385.53	110	.00	171903	140517.47	18
	30	General Supplies										
	30 05	Office Supplies & Equip	1298	254.37	20	2596	967.17	37	.00	15579	14611.83	6
	30 **	General Supplies	1298	254.37	20	2596	967.17	37	.00	15579	14611.83	6
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	500	.00	0	1000	.00	0	.00	6000	6000.00	0
	31 **	Public Works Supplies	500	.00	0	1000	.00	0	.00	6000	6000.00	0
	32	Library Supplies										
	32 02	Program Events	1339	.00	0	2678	.00	0	.00	16073	16073.00	0
	32 **	Library Supplies	1339	.00	0	2678	.00	0	.00	16073	16073.00	0
601	** **	Library	68147	60140.13	88	136294	130137.91	96	.00	817842	687704.09	16
60	** **	Culture/Recreation	68147	60140.13	88	136294	130137.91	96	.00	817842	687704.09	16
DIV	6002	TOTAL ***** Communications & Mrkting	68147	60140.13	88	136294	130137.91	96	.00	817842	687704.09	16

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	21	Property Services										
	21 65	Other Services	166	710.91	428	332	820.91	247	.00	2000	1179.09	41
	21 **	Property Services	166	710.91	428	332	820.91	247	.00	2000	1179.09	41
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	600.00	36	3332	2700.00	81	.00	20000	17300.00	14
	22 **	Other Contractual Service	1666	600.00	36	3332	2700.00	81	.00	20000	17300.00	14
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	166	.00	0	332	.00	0	.00	2000	2000.00	0
	31 **	Public Works Supplies	166	.00	0	332	.00	0	.00	2000	2000.00	0
	32	Library Supplies										
	32 01	Program Supplies	208	.00	0	416	.00	0	.00	2500	2500.00	0
	32 02	Program Events	208	.00	0	416	.00	0	.00	2500	2500.00	0
	32 32	Software	41	.00	0	82	.00	0	.00	500	500.00	0
	32 72	Special Events	416	.00	0	832	.00	0	.00	5000	5000.00	0
	32 75	Audio Visual	41	.00	0	82	.00	0	.00	500	500.00	0
	32 78	Electronic Resources	125	.00	0	250	.00	0	.00	1500	1500.00	0
	32 80	Books	416	.00	0	832	13.80	2	.00	5000	4986.20	0
	32 **	Library Supplies	1455	.00	0	2910	13.80	1	.00	17500	17486.20	0
	50	Property										
	50 15	Other Equipment	208	.00	0	416	430.79	104	.00	2500	2069.21	17
	50 55	Other Capital Outlay	208	.00	0	416	.00	0	.00	2500	2500.00	0
	50 **	Property	416	.00	0	832	430.79	52	.00	5000	4569.21	9
601	** **	Library	3869	1310.91	34	7738	3965.50	51	.00	46500	42534.50	9
60	** **	Culture/Recreation	3869	1310.91	34	7738	3965.50	51	.00	46500	42534.50	9
DIV	6004	TOTAL ***** Paid by Gifts and Grants	3869	1310.91	34	7738	3965.50	51	.00	46500	42534.50	9

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
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	52706	47336.67	90	105412	94715.73	90	.00	632483	537767.27	15
	16 **	Library Personal Services	52706	47336.67	90	105412	94715.73	90	.00	632483	537767.27	15
	18	Other Personal Services										
	18 05	Overtime Civilian	20	2.72	14	40	40.93	102	.00	250	209.07	16
	18 **	Other Personal Services	20	2.72	14	40	40.93	102	.00	250	209.07	16
	19	Employee Benefits										
	19 05	Medical Insurance	12237	12237.00	100	24474	24474.00	100	.00	146844	122370.00	17
	19 10	IMRF	6612	5779.11	87	13224	11562.95	87	.00	79345	67782.05	15
	19 11	Social Security	3269	2807.14	86	6538	5619.13	86	.00	39229	33609.87	14
	19 12	Medicare	764	656.51	86	1528	1314.15	86	.00	9175	7860.85	14
	19 **	Employee Benefits	22882	21479.76	94	45764	42970.23	94	.00	274593	231622.77	16
	20	Prof Technical Services										
	20 05	Professional Services	585	290.86	50	1170	344.96	30	.00	7022	6677.04	5
	20 08	Consulting Services Libr	378	.00	0	756	.00	0	.00	4545	4545.00	0
	20 **	Prof Technical Services	963	290.86	30	1926	344.96	18	.00	11567	11222.04	3
	21	Property Services										
	21 02	Equipment Maintenance	14114	1980.66	14	28228	110838.62	393	.00	169375	58536.38	65
	21 **	Property Services	14114	1980.66	14	28228	110838.62	393	.00	169375	58536.38	65
	22	Other Contractual Service										
	22 03	Training	537	.00	0	1074	.00	0	.00	6450	6450.00	0
	22 42	Internet Access	3487	3085.15	89	6974	6391.69	92	.00	41846	35454.31	15
	22 **	Other Contractual Service	4024	3085.15	77	8048	6391.69	79	.00	48296	41904.31	13
	30	General Supplies										
	30 05	Office Supplies & Equip	31	36.25	117	62	36.25	59	.00	375	338.75	10
	30 30	Data System Supplies	2100	697.58	33	4200	5434.15	129	.00	25204	19769.85	22
	30 32	Software Library	13341	2190.16	16	26682	71616.06	268	.00	160102	88485.94	45
	30 33	Documentation Library	8	.00	0	16	.00	0	.00	100	100.00	0
	30 **	General Supplies	15480	2923.99	19	30960	77086.46	249	.00	185781	108694.54	42
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1102	203.76	19	2204	794.82	36	.00	13226	12431.18	6
	31 **	Public Works Supplies	1102	203.76	19	2204	794.82	36	.00	13226	12431.18	6
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	50	.00	0	.00	300	300.00	0
	32 32	Software	907	.00	0	1814	.00	0	.00	10887	10887.00	0
	32 **	Library Supplies	932	.00	0	1864	.00	0	.00	11187	11187.00	0

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	21673	19436.96	90	43346	38193.97	88	.00	260077	221883.03	15
	16 **	Library Personal Services	21673	19436.96	90	43346	38193.97	88	.00	260077	221883.03	15
	18	Other Personal Services										
	18 05	Overtime Civilian	166	5.91	4	332	5.91	2	.00	2000	1994.09	0
	18 **	Other Personal Services	166	5.91	4	332	5.91	2	.00	2000	1994.09	0
	19	Employee Benefits										
	19 05	Medical Insurance	6679	6679.33	100	13358	13358.66	100	.00	80152	66793.34	17
	19 10	IMRF	2412	2266.94	94	4824	4494.33	93	.00	28946	24451.67	16
	19 11	Social Security	1354	1130.39	84	2708	2215.18	82	.00	16249	14033.82	14
	19 12	Medicare	316	264.39	84	632	518.11	82	.00	3800	3281.89	14
	19 **	Employee Benefits	10761	10341.05	96	21522	20586.28	96	.00	129147	108560.72	16
	22	Other Contractual Service										
	22 03	Training	41	.00	0	82	.00	0	.00	500	500.00	0
	22 **	Other Contractual Service	41	.00	0	82	.00	0	.00	500	500.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	36	.00	0	72	.00	0	.00	435	435.00	0
	30 **	General Supplies	36	.00	0	72	.00	0	.00	435	435.00	0
601	** **	Library	32677	29783.92	91	65354	58786.16	90	.00	392159	333372.84	15
60	** **	Culture/Recreation	32677	29783.92	91	65354	58786.16	90	.00	392159	333372.84	15
DIV	6015	TOTAL ***** Security	32677	29783.92	91	65354	58786.16	90	.00	392159	333372.84	15

PREPARED 03/10/2021, 15:17:55
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DETAIL BUDGET REPORT
 17% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	442588	331882.37	75	885176	1006256.84	114	.00	5311580	4305323.16	19

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	92819	72261.67	78	185638	144253.62	78	.00	1113836	969582.38	13
	16 **	Library Personal Services	92819	72261.67	78	185638	144253.62	78	.00	1113836	969582.38	13
	18	Other Personal Services										
	18 05	Overtime Civilian	83	70.90	85	166	83.28	50	.00	1000	916.72	8
	18 **	Other Personal Services	83	70.90	85	166	83.28	50	.00	1000	916.72	8
	19	Employee Benefits										
	19 05	Medical Insurance	12751	12751.83	100	25502	25503.66	100	.00	153021	127517.34	17
	19 10	IMRF	9663	8060.74	83	19326	16142.66	84	.00	115962	99819.34	14
	19 11	Social Security	5658	4329.37	77	11316	8638.40	76	.00	67899	59260.60	13
	19 12	Medicare	1323	1012.48	77	2646	2020.22	76	.00	15879	13858.78	13
	19 **	Employee Benefits	29395	26154.42	89	58790	52304.94	89	.00	352761	300456.06	15
	22	Other Contractual Service										
	22 02	Dues	241	.00	0	482	100.00	21	.00	2900	2800.00	3
	22 03	Training	275	34.74	13	550	34.74	6	.00	3300	3265.26	1
	22 18	Contr Programs & Exhibits	480	90.00	19	960	120.00	13	.00	5760	5640.00	2
	22 **	Other Contractual Service	996	124.74	13	1992	254.74	13	.00	11960	11705.26	2
	30	General Supplies										
	30 05	Office Supplies & Equip	157	77.62	49	314	77.62	25	.00	1888	1810.38	4
	30 **	General Supplies	157	77.62	49	314	77.62	25	.00	1888	1810.38	4
	32	Library Supplies										
	32 01	Program Supplies	229	15.48	7	458	15.48	3	.00	2750	2734.52	1
	32 90	Circulation Supplies	174	93.09	54	348	93.09	27	.00	2095	2001.91	4
	32 **	Library Supplies	403	108.57	27	806	108.57	14	.00	4845	4736.43	2
601	** **	Library	123853	98797.92	80	247706	197082.77	80	.00	1486290	1289207.23	13
60	** **	Culture/Recreation	123853	98797.92	80	247706	197082.77	80	.00	1486290	1289207.23	13
DIV	6410	TOTAL ***** Info Services	123853	98797.92	80	247706	197082.77	80	.00	1486290	1289207.23	13

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible 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	18706	17156.35	92	37412	34141.74	91	.00	224475	190333.26	15
	16	** Library Personal Services	18706	17156.35	92	37412	34141.74	91	.00	224475	190333.26	15
	19	Employee Benefits										
	19	05 Medical Insurance	948	948.84	100	1896	1897.68	100	.00	11386	9488.32	17
	19	10 IMRF	2171	2021.54	93	4342	4039.83	93	.00	26060	22020.17	16
	19	11 Social Security	1140	1011.67	89	2280	2012.74	88	.00	13691	11678.26	15
	19	12 Medicare	266	236.59	89	532	470.72	89	.00	3202	2731.28	15
	19	** Employee Benefits	4525	4218.64	93	9050	8420.97	93	.00	54339	45918.03	16
	22	Other Contractual Service										
	22	02 Dues	43	35.00	81	86	35.00	41	.00	518	483.00	7
	22	03 Training	77	.00	0	154	.00	0	.00	930	930.00	0
	22	18 Contr Programs & Exhibits	799	640.00	80	1598	1380.00	86	.00	9590	8210.00	14
	22	** Other Contractual Service	919	675.00	73	1838	1415.00	77	.00	11038	9623.00	13
	30	General Supplies										
	30	05 Office Supplies & Equip	41	.00	0	82	.00	0	.00	500	500.00	0
	30	** General Supplies	41	.00	0	82	.00	0	.00	500	500.00	0
	32	Library Supplies										
	32	01 Program Supplies	151	199.79	132	302	404.99	134	.00	1820	1415.01	22
	32	02 Program Events	50	.00	0	100	.00	0	.00	600	600.00	0
	32	90 Circulation Supplies	87	.00	0	174	531.79	306	.00	1050	518.21	51
	32	** Library Supplies	288	199.79	69	576	936.78	163	.00	3470	2533.22	27
601	**	** Library	24479	22249.78	91	48958	44914.49	92	.00	293822	248907.51	15
60	**	** Culture/Recreation	24479	22249.78	91	48958	44914.49	92	.00	293822	248907.51	15
DIV	6430	TOTAL ***** Accessible Services	24479	22249.78	91	48958	44914.49	92	.00	293822	248907.51	15

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	44026	38848.92	88	88052	77375.83	88	.00	528322	450946.17 15
	16 **	Library Personal Services	44026	38848.92	88	88052	77375.83	88	.00	528322	450946.17 15
	19	Employee Benefits									
	19 05	Medical Insurance	4182	4182.59	100	8364	8365.18	100	.00	50191	41825.82 17
	19 10	IMRF	4936	4453.57	90	9872	8980.25	91	.00	59234	50253.75 15
	19 11	Social Security	2687	2369.34	88	5374	4498.60	84	.00	32251	27752.40 14
	19 12	Medicare	628	554.14	88	1256	1052.14	84	.00	7543	6490.86 14
	19 **	Employee Benefits	12433	11559.64	93	24866	22896.17	92	.00	149219	126322.83 15
	22	Other Contractual Service									
	22 02	Dues	187	.00	0	374	801.00	214	.00	2246	1445.00 36
	22 03	Training	41	.00	0	82	.00	0	.00	500	500.00 0
	22 42	Internet Access	320	3840.00	1200	640	3840.00	600	.00	3840	.00 100
	22 66	Outside Reference Service	247	.00	0	494	2974.00	602	.00	2973	1.00- 100
	22 **	Other Contractual Service	795	3840.00	483	1590	7615.00	479	.00	9559	1944.00 80
	30	General Supplies									
	30 05	Office Supplies & Equip	58	111.74	193	116	111.74	96	.00	700	588.26 16
	30 07	Supplies Reimb by Patrons	50	.00	0	100	.00	0	.00	600	600.00 0
	30 **	General Supplies	108	111.74	104	216	111.74	52	.00	1300	1188.26 9
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	416	89.99	22	832	89.99	11	.00	5000	4910.01 2
	31 **	Public Works Supplies	416	89.99	22	832	89.99	11	.00	5000	4910.01 2
	32	Library Supplies									
	32 01	Program Supplies	58	.00	0	116	.00	0	.00	700	700.00 0
	32 78	Electronic Resources	31238	3990.00	13	62476	210870.67	338	.00	374867	163996.33 56
	32 90	Circulation Supplies	131	32.45	25	262	32.45	12	.00	1575	1542.55 2
	32 **	Library Supplies	31427	4022.45	13	62854	210903.12	336	.00	377142	166238.88 56
601	** **	Library	89205	58472.74	66	178410	318991.85	179	.00	1070542	751550.15 30
60	** **	Culture/Recreation	89205	58472.74	66	178410	318991.85	179	.00	1070542	751550.15 30
DIV	6450	TOTAL *****									
		Digital Services	89205	58472.74	66	178410	318991.85	179	.00	1070542	751550.15 30

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 Village of Arlington Heights

DETAIL BUDGET REPORT
 .17% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	239066	156738.05	66	478132	348027.47	73	.00	2868869	2520841.53	12

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	32	Library Supplies									
	32 01	Program Supplies	750	.00	0	1500	.00	0	.00	9000	9000.00 0
	32 **	Library Supplies	750	.00	0	1500	.00	0	.00	9000	9000.00 0
	50	Property									
	50 15	Other Equipment	833	.00	0	1666	.00	0	.00	10000	10000.00 0
	50 **	Property	833	.00	0	1666	.00	0	.00	10000	10000.00 0
601	** **	Library	48943	13168.65	27	97886	28237.89	29	.00	587430	559192.11 5
60	** **	Culture/Recreation	48943	13168.65	27	97886	28237.89	29	.00	587430	559192.11 5
DIV	6480	TOTAL ***** Belmont Makerspace	48943	13168.65	27	97886	28237.89	29	.00	587430	559192.11 5
DEPT	64	TOTAL ***** User Services	829239	593016.21	72	1658478	1418751.02	86	.00	9951447	8532695.98 14
FUND	291	TOTAL ***** Memorial Library Fund	1271827	924898.58	73	2543654	2425007.86	95	.00	15263027	12838019.14 16
GRAND		TOTAL *****	1271827	924898.58	73	2543654	2425007.86	95	.00	15263027	12838019.14 16

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 55	Other Capital Outlay	2083	.00	0	4166	.00	0	.00	25000	25000.00	0
	50 **	Property	2083	.00	0	4166	.00	0	.00	25000	25000.00	0
601	** **	Library	2083	.00	0	4166	.00	0	.00	25000	25000.00	0
60	** **	Culture/Recreation	2083	.00	0	4166	.00	0	.00	25000	25000.00	0
DIV	6001	TOTAL *****										
		Administration	2083	.00	0	4166	.00	0	.00	25000	25000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6480 User Services/Belmont Makerspace									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	94658	12776.10	14	94658	12776.10	14	.00	1041236	1028459.90	1
	50	** Property	94658	12776.10	14	94658	12776.10	14	.00	1041236	1028459.90	1
601	**	** Library	94658	12776.10	14	94658	12776.10	14	.00	1041236	1028459.90	1
60	**	** Culture/Recreation	94658	12776.10	14	94658	12776.10	14	.00	1041236	1028459.90	1
DIV	6480	TOTAL *****										
		Belmont Makerspace	94658	12776.10	14	94658	12776.10	14	.00	1041236	1028459.90	1
DEPT	64	TOTAL *****										
		User Services	94658	12776.10	14	94658	12776.10	14	.00	1041236	1028459.90	1
FUND	491	TOTAL *****										
		Capital Projects-Library	180074	12776.10	7	265490	12776.10	5	.00	2066236	2053459.90	1
GRAND		TOTAL *****	180074	12776.10	7	265490	12776.10	5	.00	2066236	2053459.90	1

March 16, 2021

(Action Item 3)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
February 28, 2021**

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$143,391.51
491	Capital Projects Fund - Library	\$12,776.10
Total Disbursements		<u>\$156,167.61</u>
Payrolls Paid		
2/12/2021		\$279,733.33
2/26/2021		\$275,515.08
		<u>\$555,248.41</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
2/28/2021	Group Insurance	115,533.33
2/28/2021	IMRF	65,307.17
2/28/2021	Social Security	33,158.76
2/28/2021	Medicare	7,754.83
		<u>\$221,754.09</u>
Total Disbursed		<u>\$933,170.11</u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81452	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	CASHBACK REBATE	123.42-	123.42-
81463	BIBLIOTHECA LLC	291-0000-140.05-00	PREPAID BIBLIOTHECA LICEN	916.67	916.67
81487	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED FEBRUARY	3,161.73	
		291-0000-210.99-00	FSA DEP FEBRUARY	1,076.92	4,238.65
***** DIVISION TOTAL ****					5,031.90
***** DEPARTMENT TOTAL **					5,031.90

DEPARTMENT:	60	Executive Office	DIVISION:	01		
81443	AMAZON.COM CREDIT		291-6001-601.30-05	FINANCE OFFICE SUPPLIES	50.89	
			291-6001-601.30-05	PAINTERS TAPE	19.11	70.00
81449	ARLINGTON HTS CHAMBER OF COMMERCE		291-6001-601.22-03	MAYORS PRAYER BREAKFAST 4	40.00	40.00
81452	ARLINGTON HTS MEMORIAL LIBRARY		291-6001-601.22-03	IUG CONF - MEYER & BOBIS	150.00	150.00
81487	GROUP ADMINISTRATORS		291-6001-601.19-53	FSA FEES FEBRUARY	156.75	156.75
81492	ILA CONFERENCE		291-6001-601.22-03	TRUSTEE FORUM-ZYCK G 3/1	45.00	45.00
81522	POSTMASTER		291-6001-601.22-05	PERMIT #591 POSTAGE F/NEW	2,900.00	2,900.00
81540	STAPLES		291-6001-601.30-05	OFFICE SUPPLIES	4.87	
			291-6001-601.40-96	MASKS	99.90	104.77
81545	US POSTAL SERVICE-NEOPOST POSTAGE		291-6001-601.22-05	ACC790004408023512 POSTAG	3,000.00	3,000.00
81549	WAREHOUSE DIRECT		291-6001-601.30-05	OFFICE SUPPLIES	8.60	8.60
***** DIVISION TOTAL ****					6,475.12	

Communications and Marketing

DEPARTMENT:	60	Executive Office	DIVISION:	02		
81443	AMAZON.COM CREDIT		291-6002-601.30-05	OFFICE SUPPLIES	22.10	
			291-6002-601.30-05	OFFICE SUPPLIES	25.74	47.84
81452	ARLINGTON HTS MEMORIAL LIBRARY		291-6002-601.30-05	SIGN HOLDERS	178.55	178.55
81467	CARDINAL COLORGROUP		291-6002-601.22-10	MARCH NEWSLETTER	9,859.00	9,859.00
81531	SCHLESINGER MACHINERY INC		291-6002-601.21-02	BLADE SHARPENING	440.00	440.00
81535	SIGNS BY TOMORROW		291-6002-601.22-10	REVISED HOURS SIGNS	219.50	
			291-6002-601.20-05	ESL SIGN	75.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					294.50
81538	SPROUT SOCIAL INC	291-6002-601.21-65	ID1420102 S M MANAGEMENT	3,600.00	3,600.00
81540	STAPLES	291-6002-601.30-05	OFFICE SUPPLIES	27.98	27.98
81544	TOWN SQUARE PUBLICATIONS	291-6002-601.21-65	1383026 AD IN AH CHAMBER	625.00	625.00
***** DIVISION TOTAL ****					15,072.87

Human Resources

DEPARTMENT:		DIVISION:			
60	Executive Office	03			
81437	ACCURATE EMPLOYMENT SCREENING LLC	291-6003-601.21-65	EMPL&VOLUNTEER SCREENING	72.00	72.00
81443	AMAZON.COM CREDIT	291-6003-601.40-70	DSSC BINGO SUPPLIES	15.98	
		291-6003-601.40-70	DSSC BINGO SUPPLIES	6.99	
		291-6003-601.40-70	DSSC COWORKER APPRECIATIO	60.75	83.72
81450	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	DSSC CANDY FOR STAFF TREE	48.72	48.72
81489	HR SOURCE	291-6003-601.22-03	ALTOGETHER HR 2021 CONF,	199.00	199.00
81516	NAUGHTON, ANDREA K.	291-6003-601.40-70	DSSC BINGO NIGHT 2/22	58.62	58.62
***** DIVISION TOTAL ****					462.06

Gifts and Grants

DEPARTMENT:		DIVISION:			
60	Executive Office	04			
81444	AMBIUS (19)	291-6004-601.21-65	MAINTEN SERVS FEBRUARY	236.97	
		291-6004-601.21-65	MAINTEN SERVS MARCH	236.97	473.94
81461	BENSON, RAYMOND	291-6004-601.22-18	4/4 MOVIE CLUB	350.00	350.00
81484	GIRE, DANN	291-6004-601.22-18	4/4 MOVIE CLUB	350.00	350.00
***** DIVISION TOTAL ****					1,173.94

Finance

DEPARTMENT:		DIVISION:			
60	Executive Office	08			
81523	NEOPOST) QUADIENT, INC. (B2/24/2020	291-6008-601.21-36	PREMIER MAINT & METER	381.69	381.69
***** DIVISION TOTAL ****					381.69

Information Technology

DEPARTMENT:		DIVISION:			
60	Executive Office	10			
81443	AMAZON.COM CREDIT	291-6010-601.30-05	IT CANNED AIR	36.25	
		291-6010-601.31-85	SSDS	179.97	
		291-6010-601.50-12	OFFICE SUPPLIES	999.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,215.22
81452	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	S3 STORAGE-SERVER BACKUPS	196.77	
		291-6010-601.20-05	DOMAIN RENEWAL	39.99	
		291-6010-601.20-05	PAYFLOW PRO SUBSCRIPTION	54.10	
		291-6010-601.22-42	PUBLIC INTERNET SERVICE	343.35	
		291-6010-601.30-32	YOUTUBE PREMIUM SUB - KW	11.99	
		291-6010-601.30-32	OFFICE 365 AUDIO BRIDGE	1.50	
		291-6010-601.30-32	VOLUNTEER DATABASE SUBSCR	165.00	
		291-6010-601.30-32	KINDLE UNLIMITED SUBSCRIP	9.99	
		291-6010-601.30-32	TRELLO SUBSCRIPTION	35.00	
		291-6010-601.30-32	AMAZON FREETIME SUBSCRIPT	4.99	
		291-6010-601.30-32	WEB DEVELOPER SOFTWARE	238.50	
		291-6010-601.30-32	OFFICE 365 LICENSING	245.20	
		291-6010-601.30-32	GOOGLE GSUITE SUBSCRIPT	54.00	
		291-6010-601.30-32	SPOTIFY SUBSCRIPTION	14.99	
		291-6010-601.30-32	AMAZON MUSIC SUBSCRIPTION	9.99	
		291-6010-601.30-32	TWILIO-TEXT MESSAGE API	20.01	
		291-6010-601.30-32	RIDDLE SURVEY SUBSCRIPT	49.00	
		291-6010-601.31-85	VIDEO CHAT LIGHTING C&M	23.79	1,948.09
81454	AT&T MOBILITY	291-6010-601.22-42	INTERNET ACCESS 12/28-1/2	138.69	138.69
81462	BEST BUY BUSINESS ADVANTAGE	291-6010-601.50-12	TV FOR NEW ESL ROOM	714.99	714.99
81470	COMCAST	291-6010-601.22-42	BUSINESS CABLE MARCH	20.98	20.98
81478	ENCOMIUM PUBLICATIONS	291-6010-601.30-32	ENGLISH DISCOVERIES 8 USE	1,000.00	1,000.00
81493	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	261.02	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	1,216.00	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	242.14	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	261.50	1,980.66
81524	QUILL LLC	291-6010-601.30-30	BROTHER TONER	81.23	
		291-6010-601.30-30	SAMSUNG 203 TONER	616.35	697.58
81552	WOW BUSINESS	291-6010-601.22-42	INTERNET 2/13-3/12	2,335.38	
		291-6010-601.22-42	INTERNET 2/19-3/18	136.82	
		291-6010-601.22-42	ACC014616045 INTERNET 2/1	10.00	2,482.20
***** DIVISION TOTAL ****					10,198.41

Facilities

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					27.90
81439	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	TRASH DISPOSAL FEBRUARY	375.95	375.95
81443	AMAZON.COM CREDIT	291-6020-601.21-11	SNOW BLOWER SUPPLIES	5.14	
		291-6020-601.21-11	SNOW BLOWER SUPPLIES	97.96	103.10
81445	ANDERSON LOCK CO LTD	291-6020-601.21-11	KEY BLANKS & SPECIAL CUT	246.42	246.42
81446	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REG SERVS MARCH	89.00	
		291-6020-601.21-11	REG SERVS FEBRUARY	89.00	178.00
81448	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS JANUARY	200.00	200.00
81450	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	TERRY TOWELS	29.96	29.96
81452	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-07	VEHICLE MAINTENANCE	45.49	
		291-6020-601.21-11	POWER SUPPLY	11.88	
		291-6020-601.21-11	MOUNTED COAT RACK	52.00	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	190.68	300.05
81457	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	835.00	835.00
81471	COMED	291-6020-601.30-51	HEATING 1/11-2/9	90.19	
		291-6020-601.30-51	HEATING 1/11-2/9	1.64	91.83
81473	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	SERVS NORTH BOILER #2 2/8	1,560.00	1,560.00
81479	FE MORAN SECURITY SOLUTIONS	291-6020-601.21-02	ELEVATOR EMERG MONITORING	64.50	
		291-6020-601.21-02	BURGLAR ALARM MONITORING	112.50	
		291-6020-601.21-02	ELEVATOR EMERG MONITORING	64.50	241.50
81486	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	15.89	15.89
81490	IGS ENERGY	291-6020-601.30-51	NATURAL GAS JANUARY	3,645.05	3,645.05
81504	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS MARCH	4,599.00	4,599.00
81506	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTENANCE	145.15	145.15
81509	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERVS JANUARY	60.00	
		291-6020-601.21-11	RECYCLING SERVS FEBRUARY	60.00	120.00
81515	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT	161.97	161.97
81517	NICOR GAS	291-6020-601.30-51	NATURAL GAS JANUARY	965.58	
		291-6020-601.30-51	NATURAL GAS JANUARY	408.20	1,373.78
81524	QUILL LLC	291-6020-601.31-45	JANITORIAL SUPPLIES	76.48	76.48
81525	R.I.C.ELECTRIC	291-6020-601.21-11	ELECTR WORK F/AUTOMATIC	1,646.95	1,646.95
81534	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	13.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	BLDG MAINTENANCE	3.59	
		291-6020-601.21-11	BLDG MAINTENANCE	13.98	
		291-6020-601.21-11	BLDG MAINTENANCE	19.98	
		291-6020-601.21-11	BLDG MAINTENANCE	20.25	
		291-6020-601.21-11	BLDG MAINTENANCE	16.36	
		291-6020-601.21-11	BLDG MAINTENANCE	54.96	142.12
81539	STANDARD ELEVATOR CO	291-6020-601.21-02	STAFF ELEVATOR REPAIR1/27	918.00	
		291-6020-601.21-02	REG SERV S MARCH	987.96	1,905.96
81540	STAPLES	291-6020-601.21-11	BLDG MAINTENANCE	7.98	
		291-6020-601.31-45	JANITORIAL PRODUCTS	157.68	165.66
81546	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	FUEL JANUARY	284.74	
		291-6020-601.30-50	FUEL FEBRUARY	377.70	662.44
81549	WAREHOUSE DIRECT	291-6020-601.21-11	BLDG MAINTENANCE	1.95	1.95
***** DIVISION TOTAL ****					18,852.11
***** DEPARTMENT TOTAL **					52,616.20
<i>Youth Services</i>					
DEPARTMENT: 64	User Services	DIVISION: 01			
81440	ALBERTSONS/SAFEWAY	291-6401-601.32-02	YOUTH SERV PROGRAM	4.03	
		291-6401-601.32-01	YOUTH SERV PROGRAM	20.45	24.48
81443	AMAZON.COM CREDIT	291-6401-601.32-01	DIY SUPPLIES	33.98	
		291-6401-601.32-01	DIY SUPPLIES	43.45	
		291-6401-601.32-01	DIY SUPPLIES	6.98	
		291-6401-601.32-01	DIY SUPPLIES	10.47	
		291-6401-601.32-01	DIY SUPPLIES	22.94	
		291-6401-601.32-01	DIY SUPPLIES	54.47	
		291-6401-601.32-02	DIY SUPPLIES	6.79	
		291-6401-601.32-02	VALENTINE CRAFT	22.82	
		291-6401-601.32-02	GLUE DOTS	22.62	
		291-6401-601.32-02	TRIVIA PRIZES	87.71	
		291-6401-601.32-02	BOOKS N BITES	35.98	
		291-6401-601.32-90	ZIP BAGS FOR TOY CIRC	16.49	
		291-6401-601.32-01	TEEN DIY	19.95	
		291-6401-601.32-01	TEEN DIY	163.54	
		291-6401-601.32-01	ACTIVITY KITS	12.00	
		291-6401-601.32-01	TWEEN DIY	16.50	
		291-6401-601.32-01	TWEEN DIY	102.08	
		291-6401-601.32-01	ACTIVITY KITS	20.97	
		291-6401-601.32-02	DOCUMENT CAMERA REFUND	89.95-	609.79
81447	ANIMAL QUEST ENTERTAINMENT INC	291-6401-601.22-18	5/15 DEPOSIT F/ANIMAL QUE	100.00	100.00
81450	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	MILEAGE - E KOCH	9.96	

PREPARED 03/16/21, 03:18 PM
 PROGRAM GM348U5
 DEPARTMENT: 64

User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
 Village of Arlington Heights
 DIVISION: 01

PAGE 6
 ACCOUNTING PERIOD 3/2021

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-02	TWEEN BURLAP PROG SUPPLY	23.16	
		291-6401-601.32-02	CANDY SUSHI SUPPLIES	17.47	50.59
81452	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	PEEPS PROGRAM	121.95	
		291-6401-601.32-02	PEEPS PROGRAM	169.95	291.90
81532	SCHOBER, LINDA	291-6401-601.22-18	1/23&1/30 LEARN TO DRAW	125.00	125.00
81536	SLICK, KRISTYN	291-6401-601.22-18	3/20 FAMILY COOKING	187.00	187.00
81547	VRABLIK, LISA	291-6401-601.22-18	4/3 MINECRAFT MANIA	200.00	200.00
81549	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	13.98	13.98
81553	4IMPRINT	291-6401-601.32-90	KIDS WORLD PLASTIC BAGS	838.52	838.52
***** DIVISION TOTAL ****					2,441.26

Info Services

DEPARTMENT: 64 User Services
 81443 AMAZON.COM CREDIT

DIVISION: 10

		291-6410-601.32-01	LIT CRATE PRIZE	15.48	
		291-6410-601.22-03	SUPERVISOR PROF DEVELOPMT	34.74	
		291-6410-601.30-05	OFFICE SUPPLIES	23.57	
		291-6410-601.30-05	OFFICE SUPPLIES	24.00	97.79
81460	BENNETT, BRUCE	291-6410-601.22-18	RESUME REVIEWS FEBRUARY	60.00	60.00
81485	GLOBAL EQUIPMENT COMPANY INC	291-6410-601.32-90	OFFICE SUPPLIES F/SELF SE	93.09	93.09
81500	MADAY, JULIE I	291-6410-601.22-18	RESUME REVIEWS 2/10	30.00	30.00
81549	WAREHOUSE DIRECT	291-6410-601.30-05	OFFICE SUPPLIES	30.05	30.05

***** DIVISION TOTAL ****

Circulation

310.93

DEPARTMENT: 64 User Services
 81443 AMAZON.COM CREDIT

DIVISION: 20

		291-6420-601.32-90	BAGS FOR BOOKMOBILE	44.99	44.99
81450	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	MILEAGE - M MAIER	3.02	
		291-6420-601.22-03	MILEAGE - M WILLIAMS	3.02	6.04
81452	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	ITBE CONF - A GOURLEY	80.00	
		291-6420-601.32-90	RECEIPT PAPER	697.67	777.67
81543	TESOL INTERNATIONAL ASSOCIATION	291-6420-601.22-02	TESOL DUES - KARIM T	105.00	
		291-6420-601.22-02	TESOL DUES - GOURLEY A	105.00	210.00
81549	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	18.59	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					18.59
***** DIVISION TOTAL ****					1,057.29

Senior and Accessible

DEPARTMENT:	64	User Services	DIVISION:	30		
81443	AMAZON.COM CREDIT		291-6430-601.32-01	ART W ALAYNE SUPPLIES	74.98	74.98
81450	ARLINGTON HTS MEMORIAL LIBRARY		291-6430-601.22-02	CDP CERTIFICATE RENEWAL	35.00	35.00
81464	BLICK ART MATERIALS		291-6430-601.32-01	ART WITH ALAYNE MARCH 21	63.96	63.96
81505	MCNULTY,ALAYNE		291-6430-601.22-18	MARCH CREATIVE AGING:ART	490.00	490.00
81530	SCHAFFER,CYNTHIA		291-6430-601.22-18	3/31 MOLLIE'S WAR	150.00	150.00
81540	STAPLES		291-6430-601.32-01	PROGRAM SUPPLIES	44.40	60.85
			291-6430-601.32-01	PROGRAM SUPPLIES	16.45	

***** DIVISION TOTAL ****					874.79
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Programs and Exhibits

DEPARTMENT:	64	User Services	DIVISION:	40		
81441	ALGONQUIN AREA PUBLIC LIBRARY DIST		291-6440-601.22-18	YOUR CITY&HOME PARTICIPAT	250.00	250.00
81442	ALTERNATIVE COMMUNICATION SERVICES		291-6440-601.22-18	CLOSED CAPTIONING MOVIE	250.00	250.00
81443	AMAZON.COM CREDIT		291-6440-601.32-02	HARRY POTTER TRIVIA PRIZE	30.19	117.74
			291-6440-601.32-02	CALLIGRAPHY SUPPLIES	51.57	
			291-6440-601.32-02	CALLIGRAPHY SUPPLIES	17.99	
			291-6440-601.32-02	CALLIGRAPHY SUPPLIES	17.99	
81450	ARLINGTON HTS MEMORIAL LIBRARY		291-6440-601.22-18	CHECK #81302 REPLACEMENT	300.00	300.00
81452	ARLINGTON HTS MEMORIAL LIBRARY		291-6440-601.32-02	HARRY POTTER TRIVIA PRIZE	22.46	22.46
81453	ART EXCURSIONS INC		291-6440-601.22-18	3/17 ART LITERACY 101: FA	350.00	350.00
81455	AURORA PUBLIC LIBRARY DISTRICT		291-6440-601.22-18	FIRESIDE CHAT WITH DR.EVE	965.83	965.83
81456	BADASS CROSS STITCH		291-6440-601.22-18	3/12&3/16 CRAFTIVISM WORK	450.00	450.00
81480	FLYNN,EUGENE		291-6440-601.22-18	4/19 NETWORKING SKILLS	150.00	150.00
81481	FUGLESTAD,PATRICIA M		291-6440-601.22-18	3/10 TEACHERS & SCHOOL WO	50.00	50.00
81488	HEBERLING,TRAVIS		291-6440-601.22-18	2/25 CREATIVE'S GUIDE TO	100.00	100.00
81497	KNABB,JACOB S		291-6440-601.22-18	4/14 WRITER'S INK	150.00	150.00
81503	MARSHALL,MICHELLE		291-6440-601.22-18	3/2 KOMBUCHA WORKSHOP	200.00	

PREPARED 03/16/21, 03:18 PM
 PROGRAM GM348U5
 DEPARTMENT: 64 User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
 Village of Arlington Heights
 DIVISION: 40

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					200.00
81511	MLINARIC,JESSICA	291-6440-601.22-18	3/25 SECRET CHICAGO	150.00	150.00
81514	MOTION PICTURE LICENSING CORP	291-6440-601.22-18	MPLC UMBRELLA LICENSE	251.46	251.46
81527	REICHMAN,WILLIAM	291-6440-601.22-18	4/6 BILL THE BAKER BAKES	200.00	200.00
81542	SWANK MOVIE LICENSING USA	291-6440-601.22-18	COPYRIGHT COMPLIANCE SITE	980.00	980.00
81551	WOOD,DAVID	291-6440-601.22-18	3/10 TEACHERS & SOCIAL WO	50.00	50.00

***** DIVISION TOTAL ****

Digital Services

4,987.49

DEPARTMENT: 64 User Services

DIVISION: 50

81443	AMAZON.COM CREDIT	291-6450-601.31-85	STUDIO RING LIGHT	89.99	
		291-6450-601.30-05	OFFICE SUPPLIES	93.84	183.83
81452	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.30-05	STICKER PAPER	17.90	17.90
81466	CANDID.	291-6450-601.32-78	FUNDING INFO NETWORK RENE	2,995.00	2,995.00
81512	MOBILE BEACON	291-6450-601.22-42	4G INTERNET ACCESS 32 DEV	3,840.00	3,840.00
81513	MOCAVO	291-6450-601.32-78	FINDMYPAST WORLD SUBSCR	995.00	995.00
81540	STAPLES	291-6450-601.32-90	CIRCULATION SUPPLIES	32.45	32.45

***** DIVISION TOTAL ****

Collection Services

8,064.18

DEPARTMENT: 64 User Services

DIVISION: 70

81436	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	56.40	
		291-6470-601.32-80	BOOKS	56.40	
		291-6470-601.32-80	BOOKS	56.40	169.20
81443	AMAZON.COM CREDIT	291-6470-601.32-75	AV MATERIALS	18.99	
		291-6470-601.32-75	AV MATERIALS	23.98	
		291-6470-601.32-75	AV MATERIALS	118.26	
		291-6470-601.32-75	AV MATERIALS	51.94	
		291-6470-601.32-75	AV MATERIALS	87.85	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	99.43	
		291-6470-601.32-75	AV MATERIALS	130.62	
		291-6470-601.32-75	AV MATERIALS	90.34	
		291-6470-601.32-75	AV MATERIALS	119.98	
		291-6470-601.32-75	AV MATERIALS	38.81	
		291-6470-601.32-75	AV MATERIALS	128.65	
		291-6470-601.32-75	AV MATERIALS	59.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	18.59	
		291-6470-601.32-75	AV MATERIALS	30.00	
		291-6470-601.32-75	AV MATERIALS	63.37	
		291-6470-601.32-75	AV MATERIALS	18.78	
		291-6470-601.32-75	AV MATERIALS	24.25	
		291-6470-601.32-75	AV MATERIALS	71.18	
		291-6470-601.32-75	AV MATERIALS	18.98	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	43.30	
		291-6470-601.32-75	AV MATERIALS	103.39	
		291-6470-601.32-75	AV MATERIALS	53.75	
		291-6470-601.32-75	AV MATERIALS	13.99	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	45.12	
		291-6470-601.32-75	AV MATERIALS	48.96	
		291-6470-601.32-80	BOOKS	45.92	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	6.50	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	35.30	
		291-6470-601.32-80	BOOKS	32.00	
		291-6470-601.32-80	BOOKS	17.86	
		291-6470-601.32-80	BOOKS	22.98	
		291-6470-601.32-80	BOOKS	23.28	
		291-6470-601.32-80	BOOKS	53.90	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-80	BOOKS	45.98	
		291-6470-601.32-80	BOOKS	49.95	
		291-6470-601.32-80	BOOKS	20.78	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-80	BOOKS	15.59	
		291-6470-601.32-80	BOOKS	13.95	
		291-6470-601.32-80	BOOKS	14.79	
		291-6470-601.32-80	BOOKS	38.40	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	52.98	
		291-6470-601.32-80	BOOKS	47.90	
		291-6470-601.32-80	BOOKS	14.09	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	31.98	
		291-6470-601.32-80	BOOKS	7.98	
		291-6470-601.32-75	AV MATERIALS	12.79	
		291-6470-601.32-75	AV MATERIALS	22.99	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	27.72	
		291-6470-601.32-75	AV MATERIALS	20.04	
		291-6470-601.32-75	AV MATERIALS	35.10	
		291-6470-601.32-75	AV MATERIALS	11.88	

CHECK #	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
		291-6470-601.32-75	AV MATERIALS	24.99	
		291-6470-601.32-75	AV MATERIALS	124.40	
		291-6470-601.32-75	AV MATERIALS	28.94	
		291-6470-601.32-75	AV MATERIALS	16.49	
		291-6470-601.32-75	AV MATERIALS	249.00	
		291-6470-601.32-75	AV MATERIALS	5.80	
		291-6470-601.32-75	AV MATERIALS	42.57	
		291-6470-601.32-75	AV MATERIALS	21.23	
		291-6470-601.32-75	AV MATERIALS	128.54	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	246.99	
		291-6470-601.32-75	AV MATERIALS	39.95	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	35.90	
		291-6470-601.32-75	AV MATERIALS	218.25	
		291-6470-601.32-75	AV MATERIALS	31.98	
		291-6470-601.32-75	AV MATERIALS	22.99	
		291-6470-601.32-75	AV MATERIALS	29.19	
		291-6470-601.32-75	AV MATERIALS	22.95	
		291-6470-601.32-75	AV MATERIALS	29.98	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	19.96	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-80	BOOKS	38.68	
		291-6470-601.32-80	BOOKS	38.68	
		291-6470-601.32-80	BOOKS	16.49	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	15.97	
		291-6470-601.32-80	BOOKS	23.28	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	15.97	
		291-6470-601.32-80	BOOKS	28.58	
		291-6470-601.32-80	BOOKS	25.19	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	27.95	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	25.38	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	16.44	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	23.96	
		291-6470-601.32-80	BOOKS	23.96	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	14.97	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	29.98	
		291-6470-601.32-05	PROCESSING SUPPLIES	17.98	
		291-6470-601.32-95	PERIODICALS	9.24	
		291-6470-601.32-95	PERIODICALS	13.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	13.04	
		291-6470-601.32-95	PERIODICALS	19.93	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	15.58	
		291-6470-601.32-95	PERIODICALS	14.45	
		291-6470-601.32-95	PERIODICALS	11.25	
		291-6470-601.32-95	PERIODICALS	31.98	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	29.98	
		291-6470-601.32-80	BOOKS	18.47	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	13.50	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	23.96	
		291-6470-601.32-80	BOOKS	13.59	
		291-6470-601.32-80	BOOKS	44.97	
		291-6470-601.32-80	BOOKS	19.56	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	18.24	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	73.98	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	20.99	
		291-6470-601.32-80	BOOKS	33.98	
		291-6470-601.32-80	BOOKS	139.80	
		291-6470-601.32-80	BOOKS	14.97	
		291-6470-601.32-80	BOOKS	30.99	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	24.49	
		291-6470-601.32-80	BOOKS	26.99	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-80	BOOKS	28.68	
		291-6470-601.32-80	BOOKS	38.68	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-75	AV MATERIALS	19.51	
		291-6470-601.32-75	AV MATERIALS	26.00	
		291-6470-601.32-75	AV MATERIALS	9.71	
		291-6470-601.32-75	AV MATERIALS	23.99	
		291-6470-601.32-75	AV MATERIALS	96.95	
		291-6470-601.32-75	AV MATERIALS	42.99	
		291-6470-601.32-75	AV MATERIALS	31.48	
		291-6470-601.32-75	AV MATERIALS	14.45	
		291-6470-601.32-75	AV MATERIALS	17.54	
		291-6470-601.32-75	AV MATERIALS	13.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	7.99	
		291-6470-601.32-75	AV MATERIALS	50.58	
		291-6470-601.32-75	AV MATERIALS	18.99	
		291-6470-601.32-75	AV MATERIALS	69.39	
		291-6470-601.32-75	AV MATERIALS	11.88	
		291-6470-601.32-75	AV MATERIALS	11.57	
		291-6470-601.32-75	AV MATERIALS	45.45	
		291-6470-601.32-75	AV MATERIALS	20.95	
		291-6470-601.32-75	AV MATERIALS	47.97	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	90.01	
		291-6470-601.32-75	AV MATERIALS	42.26	
		291-6470-601.32-75	AV MATERIALS	28.99	
		291-6470-601.32-75	AV MATERIALS	12.69	
		291-6470-601.32-75	AV MATERIALS	3.99	
		291-6470-601.32-75	AV MATERIALS	10.45	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	33.78	
		291-6470-601.32-75	AV MATERIALS	35.00	
		291-6470-601.32-75	AV MATERIALS	19.98	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	17.37	
		291-6470-601.32-80	BOOKS	8.06	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	26.95	
		291-6470-601.32-80	BOOKS	16.99-	6,318.59
81450	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	25.98	40.97
81451	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	17.99	35.98
81452	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.30-05	LIGHTING FOR COSG	29.70	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	244.00	
		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	99.00	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	63.74	
		291-6470-601.32-75	AV MATERIALS	23.94	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	127.48	
		291-6470-601.32-75	AV MATERIALS	231.00	
		291-6470-601.32-75	AV MATERIALS	119.98	
		291-6470-601.32-75	AV MATERIALS	32.00	

PREPARED 03/16/21, 03:18 PM
 PROGRAM GM348U5
 DEPARTMENT: 64

User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	23.56	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-80	BOOKS	36.99	
		291-6470-601.32-80	BOOKS	55.00	
		291-6470-601.32-80	BOOKS	36.22	
		291-6470-601.32-80	BOOKS	43.39	
		291-6470-601.32-80	BOOKS	22.83	
		291-6470-601.32-80	BOOKS	32.98	
		291-6470-601.32-80	BOOKS	25.58	
		291-6470-601.32-80	BOOKS	34.93	
		291-6470-601.32-80	BOOKS	39.22	
		291-6470-601.32-80	BOOKS	31.35	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	116.66	
		291-6470-601.32-95	PERIODICALS	12.98	
		291-6470-601.32-95	PERIODICALS	39.68	
		291-6470-601.32-95	PERIODICALS	29.75	1,768.78
81458	BAKER & TAYLOR	291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.32-80	BOOKS	330.97	
		291-6470-601.32-80	BOOKS	349.38	
		291-6470-601.32-80	BOOKS	350.92	
		291-6470-601.32-80	BOOKS	17.26	
		291-6470-601.32-80	BOOKS	64.43	
		291-6470-601.32-80	BOOKS	95.17	
		291-6470-601.32-80	BOOKS	10.78	
		291-6470-601.32-80	BOOKS	1,020.78	
		291-6470-601.32-80	BOOKS	587.05	
		291-6470-601.32-80	BOOKS	4.77	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	134.98	
		291-6470-601.32-80	BOOKS	10.78	
		291-6470-601.32-80	BOOKS	151.74	
		291-6470-601.32-80	BOOKS	314.38	
		291-6470-601.32-80	BOOKS	188.57	
		291-6470-601.22-85	PROC SERVS	96.15	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.32-75	AV MTLs	20.44	
		291-6470-601.32-80	BOOKS	297.91	
		291-6470-601.32-80	BOOKS	37.82	
		291-6470-601.32-80	BOOKS	223.50	
		291-6470-601.32-80	BOOKS	10.21	
		291-6470-601.32-80	BOOKS	29.78	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	408.14	
		291-6470-601.32-80	BOOKS	93.20	
		291-6470-601.32-80	BOOKS	371.07	
		291-6470-601.32-80	BOOKS	452.93	
		291-6470-601.32-75	AV MTLs	21.52	
		291-6470-601.32-80	BOOKS	40.64	
		291-6470-601.32-80	BOOKS	116.40	
		291-6470-601.32-80	BOOKS	210.36	
		291-6470-601.32-80	BOOKS	117.47	
		291-6470-601.32-80	BOOKS	61.15	
		291-6470-601.32-80	BOOKS	78.26	
		291-6470-601.32-80	BOOKS	10.11	
		291-6470-601.32-80	BOOKS	245.76	
		291-6470-601.32-80	BOOKS	163.24	
		291-6470-601.32-80	BOOKS	33.61	
		291-6470-601.32-80	BOOKS	428.91	
		291-6470-601.32-80	BOOKS	280.55	
		291-6470-601.32-80	BOOKS	182.22	
		291-6470-601.32-80	BOOKS	269.16	
		291-6470-601.32-80	BOOKS	527.59	
		291-6470-601.32-80	BOOKS	112.15	
		291-6470-601.32-80	BOOKS	205.48	
		291-6470-601.32-80	BOOKS	94.58	
		291-6470-601.32-80	BOOKS	46.17	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	39.60-	
		291-6470-601.22-85	PROC SERVS	82.10	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROCESSING SERVICES	155.80	
		291-6470-601.22-85	PROCESSING SERVICES	121.60	
		291-6470-601.22-85	PROCESSING SERVICES	117.80	
		291-6470-601.22-85	PROCESSING SERVICES	251.95	
		291-6470-601.22-85	PROCESSING SERVICES	140.25	
		291-6470-601.22-85	PROCESSING SERVICES	121.60	
		291-6470-601.22-85	PROCESSING SERVICES	79.80	
		291-6470-601.22-85	PROCESSING SERVICES	152.00	
		291-6470-601.22-85	PROCESSING SERVICES	155.80	
		291-6470-601.32-75	AV MATERIALS	22.10	
		291-6470-601.32-80	BOOKS	367.13	
		291-6470-601.32-80	BOOKS	515.30	
		291-6470-601.32-80	BOOKS	147.18	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	990.45	
		291-6470-601.32-80	BOOKS	188.79	
		291-6470-601.32-80	BOOKS	306.82	
		291-6470-601.32-80	BOOKS	327.22	
		291-6470-601.32-80	BOOKS	71.82	
		291-6470-601.32-80	BOOKS	186.26	
		291-6470-601.32-80	BOOKS	190.52	
		291-6470-601.32-80	BOOKS	585.58	
		291-6470-601.32-80	BOOKS	450.66	
		291-6470-601.32-80	BOOKS	141.45	
		291-6470-601.32-80	BOOKS	195.91	
		291-6470-601.32-80	BOOKS	599.66	
		291-6470-601.32-80	BOOKS	542.60	
		291-6470-601.32-80	BOOKS	303.21	
		291-6470-601.32-80	BOOKS	57.91	
		291-6470-601.32-80	BOOKS	410.49	
		291-6470-601.22-85	PROC SERVS	114.00	18,338.58
81459	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	35.25	35.25
81463	BIBLIOTHECA LLC	291-6470-601.32-75	LICENSE CLOUDLIBRARY	4,583.33	4,583.33
81465	BRODART CO	291-6470-601.32-05	PROCESSING SUPPLIES	1,190.38	1,190.38
81468	CARNEGIE LIBRARY OF PITTSBURGH	291-6470-601.21-64	ILL REPLACEMENT COSTS	21.95	21.95
81469	CAVENDISH SQUARE PUBLISHING	291-6470-601.32-80	BOOKS	195.54	195.54
81472	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	10.97	10.97
81474	CONCORDIA UNIVERSITY CHICAGO	291-6470-601.21-64	ILL#201789723 FEE	100.00	100.00
81475	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	1,376.27	
		291-6470-601.32-95	PERIODICALS	492.84	1,869.11
81477	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	181.48	181.48
81482	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	74.07	
		291-6470-601.32-80	BOOKS	59.18	
		291-6470-601.32-80	BOOKS	435.87	
		291-6470-601.32-80	BOOKS	31.19	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	71.97	
		291-6470-601.32-80	BOOKS	139.96	
		291-6470-601.32-80	BOOKS	88.78	
		291-6470-601.32-80	BOOKS	177.54	
		291-6470-601.32-80	BOOKS	82.37	
		291-6470-601.32-80	BOOKS	25.34	
		291-6470-601.32-80	BOOKS	48.08	
		291-6470-601.32-80	BOOKS	624.42	
		291-6470-601.32-80	BOOKS	80.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	45.73	2,013.45
81491	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	60.00	
		291-6470-601.32-80	BOOKS	127.50	
		291-6470-601.32-80	BOOKS	71.25	258.75
81494	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	61.08	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	527.29	
		291-6470-601.32-80	BOOKS	130.69	
		291-6470-601.32-80	BOOKS	198.29	
		291-6470-601.32-80	BOOKS	49.60	
		291-6470-601.32-80	BOOKS	76.59	
		291-6470-601.32-80	BOOKS	89.69	
		291-6470-601.32-80	BOOKS	454.78	
		291-6470-601.32-80	BOOKS	121.29	
		291-6470-601.32-80	BOOKS	176.96	
		291-6470-601.32-80	BOOKS	81.84	
		291-6470-601.32-80	BOOKS	24.29	
		291-6470-601.32-80	BOOKS	173.58	
		291-6470-601.32-80	BOOKS	124.14	
		291-6470-601.32-80	BOOKS	143.92	
		291-6470-601.32-80	BOOKS	93.16	
		291-6470-601.32-80	BOOKS	59.06	
		291-6470-601.32-80	BOOKS	3.90	
		291-6470-601.32-80	BOOKS	22.05	
		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	41.92	
		291-6470-601.32-80	BOOKS	294.78	
		291-6470-601.32-80	BOOKS	65.01	
		291-6470-601.32-80	BOOKS	17.50	
		291-6470-601.32-80	BOOKS	103.66	
		291-6470-601.32-80	BOOKS	6.59	
		291-6470-601.32-80	BOOKS	60.29	
		291-6470-601.32-80	BOOKS	218.10	
		291-6470-601.32-80	BOOKS	114.20	
		291-6470-601.32-80	BOOKS	147.70	3,811.98
81496	KANOPY INC	291-6470-601.32-75	AV MATERIALS	946.00	946.00
81498	LAKE VILLA DISTRICT LIBRARY	291-6470-601.21-64	OCLC#201762313 FEE	6.00	
		291-6470-601.21-64	OCLC#201788030 FEE	17.00	23.00
81499	LAKESHORE LEARNING MATERIALS	291-6470-601.32-75	AV MTLs	349.55	
		291-6470-601.32-75	AV MTLs	218.44	
		291-6470-601.32-75	AV MATERIALS	46.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	347.20	962.17
81501	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	222.00	222.00
81502	MARCIVE INC	291-6470-601.22-85	AUTHORITY PROCESSING FEBR	146.70	146.70
81507	MERGENT INC	291-6470-601.32-95	INVESTMENT GUIDE PACKAGE	2,250.00	2,250.00
81510	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	318.37	
		291-6470-601.32-75	AV MTLs	1,723.72	
		291-6470-601.22-85	PROCESSING SERVICES	2.25-	
		291-6470-601.22-85	PROCESSING SERVICES	1,022.31	
		291-6470-601.32-75	AV MATERIALS	188.93	
		291-6470-601.32-75	AV MATERIALS	167.97	
		291-6470-601.32-75	AV MATERIALS	1,327.74	
		291-6470-601.32-75	AV MATERIALS	8,232.78	
		291-6470-601.32-80	BOOKS	3,917.96	
		291-6470-601.32-75	AV MATERIALS	60.85	
		291-6470-601.32-75	AV MTLs	195.92	
		291-6470-601.32-75	AV MTLs	1,162.64	
		291-6470-601.32-75	AV MTLs	978.59	19,295.53
81518	NORTHBROOK PUBLIC LIBRARY	291-6470-601.21-64	ILL REPLACEMENT FEES	32.00	32.00
81519	OAKTON COMMUNITY COLLEGE LIBRARY	291-6470-601.21-64	202240816&202105113 FEES	54.00	54.00
81520	OFFICE DEPOT BUSINESS ACCOUNT	291-6470-601.22-85	PROCESSING SUPPLIES	116.14	116.14
81521	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	ACC274288 PERIODICALS	405.60	405.60
81526	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	580.06	580.06
81529	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	55.81	55.81
81537	SPIRITUALITY & HEALTH	291-6470-601.32-95	PERIODICALS	22.95	22.95
81540	STAPLES	291-6470-601.30-05	OFFICE SUPPLIES	9.12	9.12
81541	STONY BROOK UNIVERSITY	291-6470-601.21-64	ACCT:900412 REPLACEMENT	85.00	85.00
81548	WALL STREET JOURNAL	291-6470-601.32-95	PERIODICALS	599.88	599.88
81549	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	130.32	130.32
81550	WESTON WOODS STUDIOS	291-6470-601.32-80	BOOKS	35.95	35.95
***** DIVISION TOTAL ****					66,916.52

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81443	AMAZON.COM CREDIT	291-6480-601.30-05	USBC ADAPTER	12.99	12.99
81452	ARLINGTON HTS MEMORIAL LIBRARY	491-6480-601.50-55	BELMONT PERMIT FEE	312.50	312.50
81476	D & T ELECTRIC INC.	491-6480-601.50-55	BOND & TEMPORARY LIGHTS/P	5,047.00	5,047.00
81483	GARDEN GUY, INC.	291-6480-601.21-11	LANDSCAPING SERVS NOV'20	247.50	247.50
81495	JENSENS PLUMBING & HEATING	491-6480-601.50-55	BOND	1,440.00	
		491-6480-601.50-55	BOND & SUBMITTALS	945.00	2,385.00
81508	METALMASTER ROOFMASTER	491-6480-601.50-55	SHEETMETAL & ROOFING	3,783.60	3,783.60
81517	NICOR GAS	291-6480-601.30-51	NATURAL GAS 1/15-2/15	758.50	758.50
81528	ROBERT BOSCH TOOL CORP	291-6480-601.30-07	SUPPLIES F/3D PRINTER	71.96	71.96
81533	SHALES MCNUTT CONSTRUCTION	491-6480-601.50-55	CREATION & DEVELOPMET OF	1,248.00	
***** DIVISION TOTAL ****					13,867.05
***** DEPARTMENT TOTAL **					98,519.51
***** GRAND TOTAL *****					156,167.61

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	143,391.51
491	Capital Projects-Library	12,776.10
**** TOTAL ALL FUNDS ****		156,167.61

March 16, 2021

**Arlington Heights Memorial Library
American Express Card Summary
2/28/2021**

#	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
		73			
1	Driskell	489-90-00	\$ (123.42)	Other Income/Rebate	CORPORATE CASHBACK CR
2	Driskell	6010-2242	\$ 4.95	Emergency Texting Service	ONTIMETEL DIALMYCAL
3	Driskell	6010-2242	\$ 74.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
4	Driskell	6010-2242	\$ 5.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
5	Driskell	6010-2242	\$ 14.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
6	Driskell	6010-3032	\$ 330.00	Zoom Subscription	ZOOM.US 888-799-9666
7	Dworianyn	6010-2005	\$ 196.77	Amazon S3 Storage for Server Backups	AMAZON WEB SERVICES
8	Dworianyn	6010-2005	\$ 39.99	Domain Renewal	WEB*NETWORKSOLUTIONS
9	Dworianyn	6010-2005	\$ 54.10	PayPal PayFlow Pro Subscription	PAYFLOW/PAYPAL 0045
10	Dworianyn	6010-2242	\$ 343.35	Public Internet Service	COMCAST CHICAGO
11	Dworianyn	6010-3032	\$ 11.99	YouTube Premium Subscription for KW	GOOGLE *YOUTUBEPREMI
12	Dworianyn	6010-3032	\$ 1.50	Office 365 Audio Bridge License	MSFT * E0400DJEEL 00
13	Dworianyn	6010-3032	\$ 165.00	Volunteer Database License	WWW.VOLGISTICS.COM
14	Dworianyn	6010-3032	\$ 9.99	Kindle Unlimited Subscription	KINDLE UNLTD*G25JC2G
15	Dworianyn	6010-3032	\$ 35.00	Trello Subscription	TRELLO.COM, ATLISSIA
16	Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMAZON KIDS+*1Y4KB85
17	Dworianyn	6010-3032	\$ 238.50	Web Developer Software	JETBRAINS AMERICAS I
18	Dworianyn	6010-3032	\$ 245.20	Office 365 Licensing	MNJTECHNOLOGIESDIREC
19	Dworianyn	6010-3032	\$ 54.00	Google Gsuite Subscription	GOOGLE *GSUITE_AHML.
20	Dworianyn	6010-3032	\$ 14.99	Spotify Subscription	SPOTIFY USA
21	Dworianyn	6010-3032	\$ 9.99	Amazon Music Subscription	AMAZON MUSIC*508BI56
22	Dworianyn	6010-3032	\$ 20.01	Twilio PrePay for Text Message API	TWILIO INC
23	Dworianyn	6010-3032	\$ 49.00	Riddle Survey Subscription	RIDDLE.COM SUBSCRIPT
24	Dworianyn	6010-3185	\$ 23.79	Video Chat Lighting for C&M	AMZN MKTP US*KT1299C
25	Ekl	491-6480-5055	\$ 312.50	Belmont Permit Fee	ARLINGTON HEIGHTS 00
26	Ekl	6001-2203	\$ 150.00	IUG Conference - S Meyer & L Bobis	INNOVATIVE USERS GRO
27	Ekl	6002-3005	\$ 178.55	Sign Holders	IN *CUSTOME CREATIVE
28	Ekl	6020-2107	\$ 45.49	Vehicle Maintenance	AUTOZONE #2567 00000
29	Ekl	6020-2111	\$ 11.88	Power Supply	WWW.SUPERBRIGHTLEDS.
30	Ekl	6020-2111	\$ 52.00	Mounted Coat Rack	WF *ALLMDRN304316021
31	Ekl	6020-2111	\$ 190.68	Maintenance Supplies	HOMEDEPOT.COM
32	Ekl	6401-3202	\$ 121.95	Peeps Program	CANDYWAREHOUSE.COM,
33	Ekl	6401-3202	\$ 169.95	Peeps Program	CANDYWAREHOUSE.COM,
34	Ekl	6420-2203	\$ 80.00	ITBE Conference - A Gourley	ITBE ORG 00-08029634
35	Ekl	6420-3290	\$ 697.67	Receipt Paper	BT*POSPAPER.COM
36	Ekl	6440-3202	\$ 22.46	Harry Potter Trivia Prize	AMZNMKTPLACE
37	Ekl	6450-3005	\$ 17.90	Sticker Paper	BT*ONLINE LABELS, IN
38	Ekl	6470-3005	\$ 29.70	Lighting for CoSG	WWW.SUPERBRIGHTLEDS.
	Ekl		\$ 2.15	Fraudulent charge, do not pay	AMAZON PRIME*699AC8T
39	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
40	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
41	Szymanek	6470-3275	\$ 29.99	AV Materials	SING OUT LOUISE PROD
42	Szymanek	6470-3275	\$ 244.00	AV Materials	SP * ARTIFACT PUZZLE
43	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479794326
44	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479807842
45	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479817033
46	Szymanek	6470-3275	\$ 99.00	AV Materials	SHOWTIME
47	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
48	Szymanek	6470-3275	\$ 63.74	AV Materials	BESTBUYCOM8064186402
49	Szymanek	6470-3275	\$ 23.94	AV Materials	CLIMATE HUSTLE 2
50	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
51	Szymanek	6470-3275	\$ 127.48	AV Materials	GAMESTOP.COM GameSto
52	Szymanek	6470-3275	\$ 231.00	AV Materials	MOBILE BEACON
53	Szymanek	6470-3275	\$ 119.98	AV Materials	TARGET.COM 3991
54	Szymanek	6470-3275	\$ 32.00	AV Materials	VISPERO/FREEDOM/OPT
55	Szymanek	6470-3275	\$ 23.56	AV Materials	PAYPAL *TRESSAMAILI
56	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
57	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
58	Szymanek	6470-3280	\$ 36.99	Books	NDSU-BOOKSTORE
59	Szymanek	6470-3280	\$ 55.00	Books	AMERICAN ASSOCIATION
60	Szymanek	6470-3280	\$ 36.22	Books	KINOKUNIYA BOOK STOR
61	Szymanek	6470-3280	\$ 43.39	Books	HANBOOKS.COM 0524
62	Szymanek	6470-3280	\$ 22.83	Books	KINOKUNIYA BOOK STOR
63	Szymanek	6470-3280	\$ 32.98	Books	SP * TED DEKKER
64	Szymanek	6470-3280	\$ 25.58	Books	BARNES&NOBLE.COM-BN
65	Szymanek	6470-3280	\$ 34.93	Books	BOOKSENSE INC 00-080
66	Szymanek	6470-3280	\$ 39.22	Books	BARNES&NOBLE.COM-BN
67	Szymanek	6470-3280	\$ 31.35	Books	ANDERSONS BOOK200019
68	Szymanek	6470-3295	\$ 17.99	Periodicals	HOFFMAN MEDIA STORE
69	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*MDDN HOLDINGS INC
70	Szymanek	6470-3295	\$ 116.66	Periodicals	WWW.ICEBERGPRESS.CO.
71	Szymanek	6470-3295	\$ 12.98	Periodicals	ARTISTNETWORK.COM 06
72	Szymanek	6470-3295	\$ 39.68	Periodicals	SP * SPIKEBALL INC
73	Szymanek	6470-3295	\$ 29.75	Periodicals	FORKSOVERKNIVES.COM
			<u>\$ 5,644.48</u>		

March 16, 2021

**Arlington Heights Memorial Library
Mastercard Summary
2/28/2021**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
M Szymanek	6470-3275	\$ 17.99	AV Materials	Netflix
	6470-3275	\$ 17.99	AV Materials	Netflix
		<u>\$ 35.98</u>		

March 16, 2021

**Arlington Heights Memorial Library
Special Funds Summary
2/28/2021**

Count 11

#	Account	Amount	Description	Staff
1	Check # 1582 - Michael Maddox 6440-2218	\$ 300.00	Check #81302 Replacement	L Plakhotnyuk
	Check # 1583 – AHML – Petty Cash			
2	2/8/2021 6401-2203	\$ 9.96	Mileage	E Koch
3	6401-3202	\$ 23.16	Tween Burlap Program Supplies	J Pinotti
4	2/22/2021 6401-3202	\$ 17.47	Candy Sushi Supplies	A Son
5	6470-3295	\$ 14.99	Periodicals	M Szymanek
6	6420-2203	\$ 3.02	Mileage	M Maier
7	3/1/2021 6430-2202	\$ 35.00	CDP Certificate Renewal	K Myers
8	6470-3295	\$ 25.98	Periodicals	M Szymanek
9	6420-2203	\$ 3.02	Mileage	M Williams
10	6003-4070	\$ 48.72	DSSC Candy	J Vartivarian
11	6020-2111	\$ 29.96	Towels for Maintenance	G Leclair
		<u>\$ 511.28</u>		

To: Board of Library Trustees
From: Mike Driskell
Date: March 16, 2021
Re: Makerspace Project Update

Staff and representatives from Williams Architects will provide an update on the progress of the makerspace building project at 112 North Belmont Avenue.

General updates:

- With the exception of our CNC milling machine, all major makerspace industrial tools and equipment have been purchased. Thank you to our Friends of the Library for supporting the project through the purchase of this equipment.
- The makerspace team has finalized our preferred options for flooring throughout the makerspace main and lower levels.
- Custom casework has been approved for the commercial kitchen space, as well as the main makerspace room, flex space 1.
- The makerspace team has been continuing weekly meetings with our interior designer at Williams Architects and is close to finalizing furniture options that meet both our visual style and budget. Thank you to the Arlington Heights Memorial Library Foundation for the financial support of the kitchen equipment and furniture.

Construction update:

- Electrical, plumbing, HVAC, and fire system contractors prepared the building for demolition. Approximately 90% of the demolition work has been completed.
- The roofing contractor is scheduled to start with the roof replacement on March 18. The HVAC contractor is in the process of installing the new ductwork. The installation of the new HVAC units is coordinated with the roof replacement.



Main Makerspace area (Flex Space 1)



Industrial tools/equipment room



Kitchen



Main Makerspace area (Flex 1) and Flex 2 – electrical and HVAC installation

To: Board of Library Trustees
From: Lisa Haack, Shannon Distel
Cc: Mike Driskell
Date: March 16, 2021
Re: Reasonable Accommodations policy

The accompanying revisions of the Reasonable Accommodations policy are a result of review of the Americans with Disabilities Act. At the January board meeting, the Board of Library Trustees approved the Americans with Disabilities Act Compliance policy, which provided a public facing policy outlining guidelines and compliance for our customers. The attached changes are recommended changes to our existing Reasonable Accommodations human resource policy. The intent of these changes is to provide guidelines to ensure compliance with Title II of the Americans with Disabilities Act of 1990.

These changes presented have been reviewed by the library's attorney.

Suggested motion: **The Board of Library Trustees adopts the proposed changes to the Reasonable Accommodations policy**

REASONABLE ACCOMMODATIONS

The library ~~supports~~ complies with all regulations of the U.S. Equal Employment Opportunity Commission (EEOC) under Title I of the Americans with Disabilities Act (ADA) of 1990 and does not discriminate on the basis of disability in its hiring or employment practices. ~~as amended and will attempt to provide reasonable accommodations for people with disabilities and women affected by pregnancy, childbirth or related conditions in the workplace unless such accommodations would present an undue hardship for the library.~~ Reasonable accommodations apply to all employees and include hiring practices, job placement, training, pay practices, promotion and demotion policies and termination procedures.

A qualified person ~~with a disability~~ is any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the job ~~the individual has or wants, and does not pose a direct threat to the health or safety of himself/herself or other individuals in the workplace.~~ A qualified person eligible for an accommodation may also include ~~a woman who is~~ employees affected by pregnancy, childbirth or related conditions.

Consideration will be given to all accommodation requests provided they can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety.

Applicants or employees with disabilities who ~~Any person~~ requiring a reasonable accommodation to apply for a position or to perform the essential function of their job ~~in the workplace~~ should contact Human Resources and/or their supervisor as soon as possible.

Employees should raise concerns about the ADA with Human Resources. If employees are dissatisfied with the initial response to their complaint, they may contact the executive director. Alternatively, employees may file an administrative complaint with the EEOC within 180 days of the alleged discrimination or may file a lawsuit for injunctive relief and damages.

Revised effective ~~January 1, 2015~~ [March 16, 2021](#)

To: Board of Library Trustees
From: Mike Driskell
Date: March 16, 2021
Re: Data and Statistics Reporting

Data reveals much about the impact of our work and helps tell compelling stories. Data is crucial to our understanding of what services our users want and how to develop new services to meet new needs. Using data to evaluate the impact of our services is essential to our stewardship of tax dollars. Libraries continue to grow in how they interpret and use data.

Staff have been working to improve and refresh how data and statistics are used internally and how they are shared with the Board of Library Trustees. Staff will be presenting a proposed dashboard with an accompanying example of a featured service or department for discussion. The data included in the dashboard is based on major indicators of library performance and is only a starting point in the discussion. The indicators included in the report may be changed based on the desire of the board to see specific information, both on a permanent or monthly basis. This report may be tailored to changing needs throughout the year, as well, to provide information targeting specific circumstances, such as the pandemic.

One of the changes associated with this new report is the inclusion of longer-term trends being represented. The three-year trends are intended to provide the board with greater context of figures with comparison to more data points.

As a supplement to the statistics dashboard, staff will also provide a report on a fresh topic each month. The purpose of this accompanying report is to do a deeper dive into specific areas or services of the library, telling the story of a specific department or service. More background information on the highlighted topic will provide greater insight to the board and public.

Potential featured topics include:

- Programming
 - Priority, cost, attendance, evaluation, on-site and virtual, passive vs. active
- Passive programs

- Usage, impact, evaluation of kits, LitCrates, etc.
- Collection
 - Physical and e-content, New & Popular, Binge Boxes, suggestions for purchase and/or customer driven acquisition, Interlibrary Loan, Library of Things, Top Titles for 2020, future of purchasing and collection development post-pandemic
- E-content
 - Usage, changes, integration, marketing, future
- Library visits
 - Study of building usage
- ESL
 - Renovated, relocated office, programs, virtual programming
- Business and Nonprofit Services
 - Makerspace, community
- Youth Services
 - Early Literacy Services, Outreach Services, Teen Services
- Circulation
 - Holds, Drive up, Dunton entrance (curbside), bookmobile
- Senior Center Reading Room/programming
- Library Delivery Services
 - Deliveries
- Library Security

Analytics continue to drive library operations by identifying trends using data and statistics. We look forward to presenting a more in-depth look into these statistics by providing expanded reports and dashboards at our public board meetings each month.

Digital Services During Building Closure

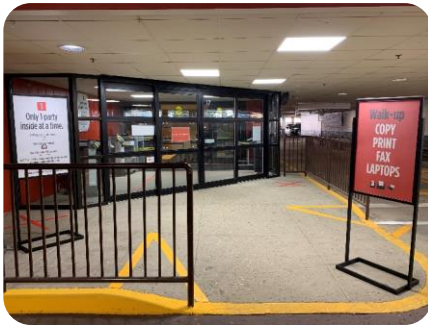
11/20/20-1/26/21

Tech Stop Snapshot

When library staff learned that the building would be closed on November 20 for pandemic safety, they sprang into action planning and preparing. The Digital Services department wanted to ensure that as many of its vital services as possible were still available to those who needed them during this time. While a good portion of offerings were already available virtually, some demanded physical space.

Offering copying, printing, faxing, and internet access outside of the building, during cold winter months presented a challenge. However, an unorthodox, but ideal space was identified in the core of the library's lower parking garage. The northern core entrance's vestibule allows customers and library equipment a secure space and shelter from the elements. The vestibule's duel entryways allow outside access, and a safe service point for Digital Services Advisors to offer assistance to customers.

Once the area was identified, Digital Services collaborated with IT, Facilities and Graphics staff to prepare the space for customer use. The space was set up and available on November 27, one week after the building closed. Internally, staff began calling the space the "Tech Stop" because of its proximity to the garage stop sign and the quick, pit stop like nature of access. Library staff and customers were thrilled that these popular services were again accessible.



1,129

Total Visitors

64

Days Building Closed

57

Days Tech Stop Open

19.8

Visitors per Day

Metrics

Pages Printed

17,228

In-Person Tech Questions Answered

1,057

Phone Tech Questions Answered

223

Services available during building closure

- Express internet station use
- Printing
- Copying
- Faxing
- Scanning
- Laptop checkout
- Paper shredder
- Tax forms
- Parking garage Wi-Fi access
- Walk-up and drive-up print pickup
- Virtual technology programs
- Virtual one-on-one technology appointments
- On-demand phone support
- Electronic resources and databases
- Wi-Fi hotspots and Library of Things tech equipment

Digital Services During Building Closure

11/20/20-1/26/21

Equipment included a ScanEZ station for faxing and scanning, a color copier, a black and white printer, an express computer station and a shredder. Additionally, Arlington Heights cardholders could check out laptops on a first come, first served basis for an hour each day. Customers could use the laptop in their car or wherever they wish as long as it was returned on time and a half-hour before closing. Internet access was provided through the library Wi-Fi which covers the lower parking garage.

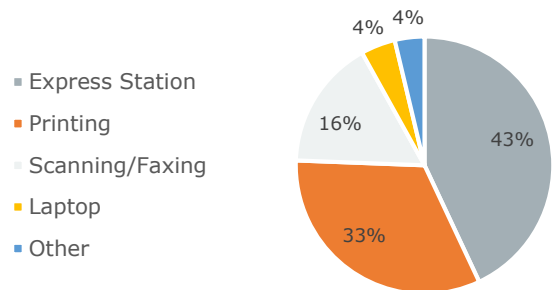
For social distancing and safety, the self-service area was limited to one party at a time for up to ten minutes of access. A Digital Services Advisor was available at all times to offer verbal guidance but no hands-on tech support was provided. The station was available from library opening until 15-minutes before library closing.



Top Services

1. **Express Station**
2. **Printing**
3. **Faxing**
4. **Scanning**

Usage by Type



Customer Praise

"I have lived in Arlington Heights since 1975 and we moved here in part because of the library...which has been and will always be the crown jewel of the Village. Moving the scanning, faxing and copying equipment to the exit area so citizens could use them is thoughtful and a wonderful gesture to keep the library up and running. It is beyond expectations to have done this. I use these services frequently and I am appreciative of the effort that went into making this happen. THANK YOU for this service and for the resources of the library. I have always voted for bond issues to support your efforts and will continue to do. THANK YOU again on behalf of those of us who use the library..."

"I just want to commend the always helpful library staff. I am disappointed that the library is closed once again. But, the staff remains as helpful as ever. I forgot to get the name of the gentleman who when through a lot of extra effort to help me get my print job in the underground print center. Someone inside was taking long. So, this staff member took my info, ran up and down the stairs TWICE, and gave me my copies. I'm sorry I didn't get his name. Thank you, and Merry Christmas to all the library staff!"

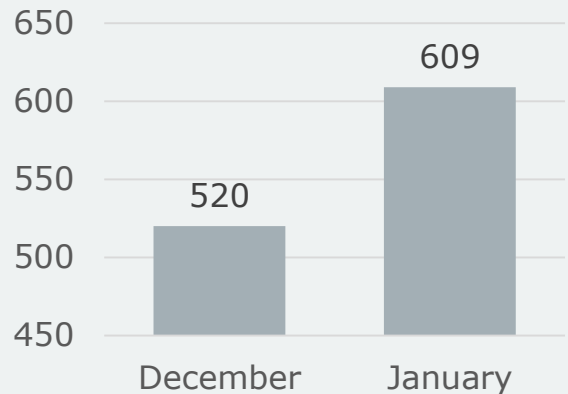
Digital Services During Building Closure

11/20/20-1/26/21

Customer feedback for the Tech Stop was overwhelmingly positive! Many users that were conditioned to rely on the library for free access and affordable printing were thrilled when they discovered the adjusted setup. Those who needed it most, Arlington Heights residents without internet access at home, still could access resources through the library. During a time where customers were often required to apply for benefits and perform work from home, a place to fax and scan documents was extremely useful.

While the Tech Stop was successful, staff were happy to reopen and welcome customers back into the building on January 27. Library services can now continue to approach a semblance of normalcy, but it is a comfort to know there is a successful model to pivot to if the building ever needs to close again.

Visitors by Month



Accessible Offerings

For customers that are immunocompromised or immobile and physically unable to come to the Tech Stop, several accommodations were extended. As an alternative to in-person printing, a new pick-up printing service was developed. Cardholders and reciprocal borrowers could send print jobs to ahml.info/print and then call the library to arrange payment and confirm reception for pick-up at the drive-up and Dunton entrance. 30 Wi-Fi hotspots also consistently circulated from the drive-up window for at home internet access for those lacking it. Additionally, 27 virtual one-on-one technology appointments over Zoom were delivered and 223 technology questions were answered over the phone.

Virtual Programming and Appointments



Virtual Appointments

27



Virtual Tech Programs

6



Program Attendance

186

While the building was closed, Digital Services continued to offer virtual programming. To avoid competing with the excellent technology e-learning resources offered through platforms like Udemy and Gale Courses, and since it is difficult to ensure that participants have the necessary hardware and software for hands-on learning, Digital Services opted for an alternate approach. Virtual technology programs became lecture-based, covering non-basic topics.

During the same time frame the prior year, 42 classes were offered with 214 participants. Six programs were offered during the building closure, however those programs saw 186 attendees. That is a 31 person per class average. *Cord Cutting 101* on January 6 had 82 attendees, the largest amount of participants the normally very popular class has ever had! When in-person programming can resume, Digital Services will continue to explore virtual and other alternate formats to continue to reach different and broader audiences.

Executive Director’s Report February 2021

What’s New @ AHML

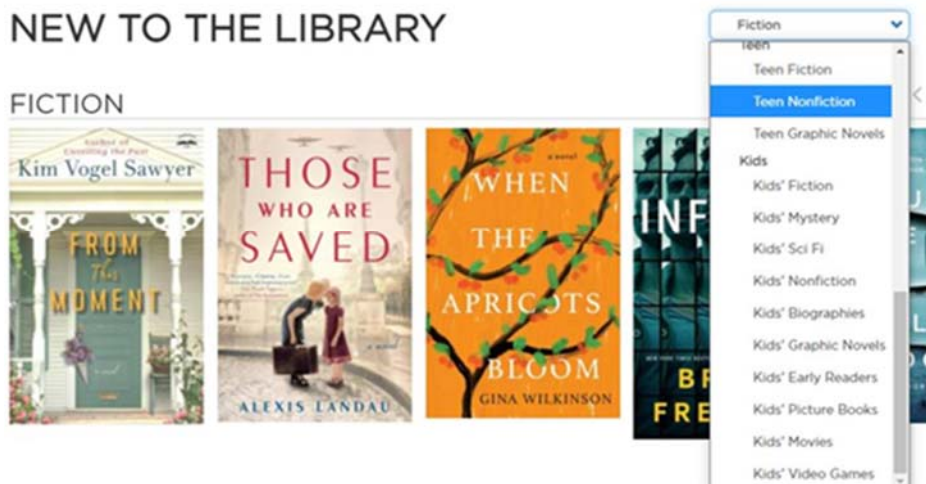
COVID-19 Vaccine Resources Page Helping the Community

In February, the [COVID-19 Vaccine Resources page](#) garnered 2,163 page visits. Created and maintained by Info Services Librarian Barb Powers, the page ranked 6th in popularity on our site, and the average amount of time spent on the page was 4:09 minutes. To exit the page, 53% of people clicked on an external link, meaning they actively used the information provided! This page is updated frequently to include information focused on helping community members learn about how and where to get vaccinated, as well as more general information about the vaccine, testing and crisis resources.

We think the information you have up for the COVID vaccine is absolutely wonderful. It made it a lot easier for me to get my first shot. Whoever put it up, congratulations. It has been wonderful.

New to the Library

New Kids and New Teen titles are now included in the “New to the Library” carousel on the home page, as well as on the carousel on the Books, Movies, Music & More page. There are three sections in the drop-down list – one for new adult items, one for new teen items and one for new kids items, with categories within each section. This will provide customers another way to easily browse the new titles from the comfort of their home.



New ESL and Literacy Office

The English as a Second Language (ESL) office was moved to the first floor late last year to increase visibility, draw in more customers, make the office easier to find, and to bring the office closer to the collection. In February, the new office opened to the public. In preparation for the relocation of the office, ESL staff spent time packing, moving and unpacking. Facilities, IT, Collection Services, Administration, Marketing & Communications and Circulation and Community Services staff helped prepare the new space for the move!



College Collection

To make browsing easier for high school students, Candy Rossin created a "college" collection located next to the teen test books outside of the Hub. This new collection includes traditional and specialized college guides, books on writing application essays, financial aid, and other relevant titles for college-bound students.

Quarantine Update

On February 24, the quarantine time for material returns was reduced from 72-hours to 24-hours, based on the latest research that COVID-19 mainly spreads through respiratory droplets in the air. This coincides with the quarantine timeline for all RAILS' material and provides a positive impact on customer accounts and staff processes.

Reintroducing the Studio

Unfortunately, due to the enclosed spaces in the Studio, it is still not safe for customers to comfortably use. Digital Services has received various customer requests for Studio usage, the bulk of which are for the digitization equipment. Digital Media Specialist Chris Smith and Digital Services Manager Jack Bower identified an ideal space to move a significant portion of the Studio's hardware that takes advantage of the more open space's ventilation system, but still provides seclusion and access.

On February 17, the new setup was made available in a quiet space near the Computer Lab and the exterior building windows. Arlington Heights cardholders can book the area one week in advance. Sessions are for up to two hours per day, and up to one party of two at a time.

The new setup features the standard array of Studio software (Adobe Creative Cloud, GarageBand, Final Cut Pro, Logic Pro, and more) and scanners. Additionally, customers can use and reserve the VHS conversion kit, reel to reel kit, audio conversion kit and batch slide scanner.

In February, the reintroduced Studio saw 15 reservations. Though some of the Studio's amenities are still unavailable, such as audio recording and photography equipment, staff and customers are very pleased that what is being offered is back!



Diversity and Inclusion

The Arlington Heights Memorial Library celebrated Black History Month during the month of February through live programming, displays, activities and curated booklists that highlight Black voices.

Black History Month Displays

Youth Services staff curated and maintained Black History Month displays in Kids' World and the Hub, featuring nonfiction and #ownvoices titles. Resources were also featured in a [wakelet](#) to support at-home learners and caregivers interested in exploring the topic with their students.

StoryWalk® and Activity Kit Celebrating Black History Month

In celebration of Black History Month, Kids' World offered a storywalk throughout the department as well as outside of the library on Vail Avenue. Youth Services Advisor Justin Ashley selected the book *Sing a Song: How "Lift Every Voice and Sing" Inspired Generations* by Kelly Starling. A complementary activity kit was developed that contained supplies to make a string bracelet with beads matching the colors of the Pan-African flag. Each kit included an informational card describing the significance of the Pan-African flag and highlighting notable Black Americans as well as a link to resources to support caregivers talking to children about racism.



The Long Shadow Partnership

On February 24, Arlington Heights Memorial Library joined 29 other local libraries to collaborate with *Racial Awareness in the North Shore* (RAIN), and *Together is Better Alliance* (TiBA) to welcome 398 attendees across communities to a special Q&A with Frances Causey, award-winning Director of *The Long Shadow*. The film follows Frances as she traces her family's legacy of white privilege. It was available to view without a library card from February 19-26, as well as through *Kanopy* anytime with an AHML card. Moderated by Film Producer Nick Kelso, the event included details of Frances' journey into her past and what that means today. Frances addressed questions that had been submitted prior to the event. In a post-event survey launched through *Zoom*, 44 AHML cardholders indicated 97% satisfaction rate of Excellent or Very Good. When asked "What did you like most about tonight's event?" Arlington Heights viewers shared:

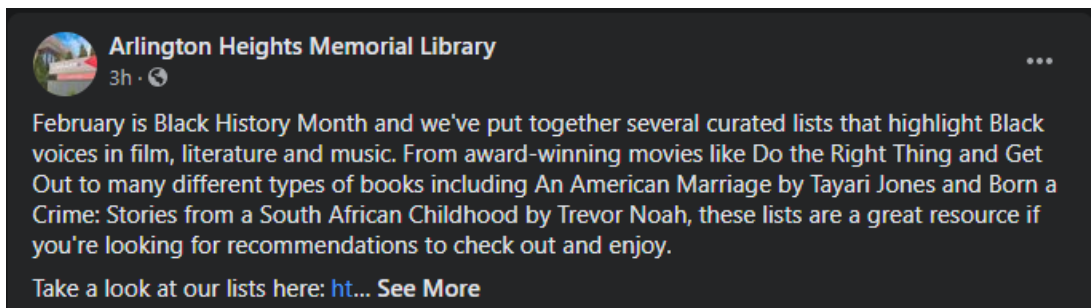
- *Hearing Frances' reflections of her own experiences.*
- *The honesty and truth from Frances about her own struggles with racism*
- *Frances is authentic and showed her passion to correct the ills of our past.*
- *The chance to learn more about the film and the process and research that went into it direct from the source.*

Black Voices Booklists and Displays

In February, Info Advisors created ten Booklists on the Readers' Services page and several in library displays.

Lists included Black Voices in: [Novels](#), [Music](#), [Mystery](#), [Memoir/Biography](#), [Science Fiction & Fantasy](#), [Cinema](#), and [Romance](#).

The Featured DVD display topic was "Black Voices Matter" and had 183 DVDs checked out. The Spotlight Display featured eight topics and had a total of 97 items checked out. The most popular shelf included Black Voices which featured all genres and was on display all month. Communications and Marketing promoted these lists on social media in celebration of Black History month.



Cards for Kids Act Library Cards

We issued the first AHML library card through the [Cards for Kids Act](#) to a family with a young student on February 22. Through this act, students at households meeting income guidelines in unincorporated areas of Arlington Heights or the surrounding area may obtain an AHML library card at no cost. We are very excited to provide this service to low-income and underserved families.

LGBT Ancestors Program

On February 17, Genealogy and Local History Librarian Jaymie Middendorf hosted speaker Thomas MacEntee for an inclusive and informative program *Hiding Out in the Open: Researching Your LGBT Ancestors*. The program focused on using search syntax, keywords, and different strategies to find LGBT relatives when researching genealogy. By understanding the basics of “gay history” as well as how LGBT folk lived, worked and socialized, researchers can not only locate these relatives, but realize the importance of preserving their stories. An audience of 34 attended the program.

Outreach and Community Engagement

Viator House of Hospitality

ESL/Literacy Services Coordinator Tracy Karim met with the case workers from [Viator House of Hospitality](#) at St. Viator's on February 19. The purpose of this visit was to talk about the programs and services provided by the ESL & Literacy Services officer, and to see what help the library may be able to offer as they work to improve their residents' English proficiency and literacy skills. They are looking for more in-person volunteers, opportunities for conversation in English for their clients and to establish a print collection at their location.

Women's and Children's Center

On February 2, ESL/Literacy Services Coordinator Tracy Karim met with Program Coordinator Carinna Tello of District 214's *Women's and Children's Center*. They explored ways in which the ESL office at the library can help their family learners. The greatest need is additional opportunities for conversation in English. Bilingual Advisor Catalina Shin joined Youth Services Supervisor Rebecca King for a virtual visit with the *Women's and Children's Center* this same month. Catalina shared updates about the new ESL office as well as a variety of programs with the mothers in the group.

Preschool to Go

Arlington Height Park District invited Lead Youth Outreach Specialist Laura Dakas to record a storytime video for their Preschool to Go program. Caregivers who opt out of in-person preschool for their child can participate in this program and receive recordings of usual classroom activities like stories, music, play, etc. Collaborating ahead of the recording allowed time for the teachers to create crafts and prep supplies to go along with the storytime.

Supporting Students Compiling Veteran Stories

On Tuesday, February 9, Local History and Genealogy Librarian Jaymie Middendorf, Youth Outreach Specialist Emily Muszynski and Teen Librarian Evan Mather hosted a virtual oral history workshop with students from Saint Viator High School, to prepare them for interviews with local veterans. Library staff modeled best practices for getting the most out of an interview and led teens through an exercise to try these techniques in the classroom before their interview with veterans. The students' interviews will be published in a book that will be later donated to the library. This is Saint Viator's fourth publication of local veteran stories.

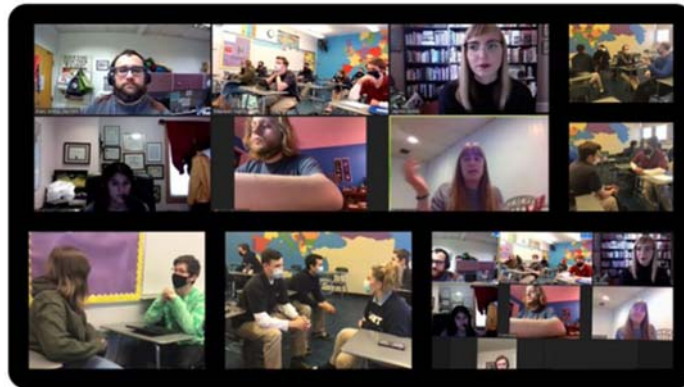


SVHS Ed Tech
@SVHSEdTech



Thank you to Jaymie, Evan, & Emily @ahml for working with our AP Euro & APUSH students to develop interviewing techniques and oral history skills as they begin the process of writing a book based on interviews with local veterans.

[#communitycollaboration](#) [#GoLions](#)



8:30 PM · Feb 9, 2021 · Twitter for iPhone

3 Retweets 12 Likes

Stonebridge Pop-up

On Monday, February 22, bookmobile and Youth Services staff restarted the collaborative pop-up outreach at Stonebridge of Arlington Heights apartments. Youth Services Outreach staff will be joining bookmobile staff weekly, bringing customers at this incredibly busy stop more popular library materials and take-home crafts. Kids at Stonebridge apartments love to see their own table and the opportunity to talk with a librarian about their next book.

Program Highlights

COVID Conversation

On February 18, Bilingual Advisor Catalina Shin and Digital Services' Supervisor Gregory Berger welcomed 19 participants to February's edition of COVID Conversations: Housing for Homeless. This month featured community members Todd Stull, Clinical Director, JOURNEYS | The Road Home and Sonia Ivanov, Executive Director, NorthWest Compass, Inc. They shared the ways their organizations have been impacted by the COVID-19 pandemic and how their services adjusted to continue serving those in need of shelter. During the 45-minute virtual program, presenters answered questions via chat. Attendees expressed a desire to support both organizations and the clients they serve and inquired about items they might need as well as volunteer opportunities.

While sharing their stories, our guest speakers also reflected on the way their staff have been impacted, physically and emotionally while serving individuals who are facing and living with health issues during the time of COVID-19.

Dungeons & Dragons Series

Programs & Exhibits Supervisor Megan Young recruited instructor Emily McCabe to instruct a three-part series to connect the community through *Dungeons & Dragons*. The first two sessions, *How to Dungeon Master* and *How to Character Creation*, welcomed a total of 21 customers with a full range of experience. All players received the slides shared during the presentation as well as a list full of resource materials (and the library owns a good chunk of the books recommended!). The last session, *How to Combat*, will be held Sunday, March 7 allowing customers a chance at actual gameplay in the hopes of defeating a Manticore.

Yoga and Mindfulness for Children

Over the past year mindfulness has become an important message in children's lives and is a popular topic in children's literature. This month, the library presented two programs meant to assist children in relieving stress and learning various breathing techniques. On Saturday, February 13, local businesswoman and founder of Hop Along Yogi Kids Yoga, Laura Kowalski led a children's yoga program which focused on loving yourself and others. Her message was a positive rejoicing of life and loving the people around you. This was followed by a special storytime on Tuesday, February 16. Youth Outreach Specialist Kim McGuire presented Bend and Breathe Evening Storytime focused on relaxing, breathing and getting ready for a peaceful sleep. She read three stories that brought the ideas of mindfulness to a very young audience as well as demonstrated simple stretches and breathing techniques to help participants unwind, focus and relax.

School Info Fair

When it became obvious that the annual Preschool Information Night was not going to be able to happen the same way this year, a team was formed to adapt and expand the program to be a virtual School Information Fair. Youth Services staff members Christina Caputo, Laura Dakas, Emily Koch, Maria Papanastassiou, and Lynne Priest partnered with 40 daycares, schools and homeschool co-ops from the surrounding areas to provide valuable information to caregivers so they can make informed decisions about their children's education. Each organization provided a link to be displayed in collections on the Youth Services Wakelet, which have almost 500 combined views. Parents had a week to view the resources prior to a live Zoom event on the evening of February 8. During the event, representatives from the organizations were given their own breakout rooms, and the 70 participants had an opportunity to visit the breakout rooms to ask questions of the representatives.

Remembrall Wizarding Trivia Challenge

Over the course of seven days, February 1-7, 402 teams participated in daily trivia challenges that tested the knowledge of *Harry Potter* enthusiasts on the book series. Using the CrowdPurr trivia platform, Youth Services staff carefully crafted questions that both delighted and befuddled *Harry Potter* fans of all ages. Twenty-three amazing teams returned for each of the seven days, as each day was dedicated to one of the seven books in the series. One Champion was named daily, with a special seven-day champion selected among the teams who participated every day in this week-long event for the families, friend groups and individuals who love these books.

Harry Potter Trivia Night

There are few better ways to spend a Friday night than playing *Harry Potter Trivia!* On Friday, February 5, seventy-five teams of adults and families logged in to test their Harry Potter knowledge. Dressed as Professor Lupin, *FanCon* trivia master Anthony Mele returned as our host. Inciting *Hogwarts House* rivalries, and throwing in additional trivia facts in between questions, Anthony added a perfect mix of participation via YouTube chat. Graphics Designer Colleen Mele ran the YouTube stream on the back end while Megan Young, Programs & Exhibits Supervisor, answered host and customer questions relating to the program and the library. With participation spanning from Arlington Heights to other countries, it is clear that nothing gets customers going quite like testing their “HP” knowledge and defending their House.

Introduction to Calligraphy

With February comes perfect weather to stay home and learn a new skill! On February 10, 128 people logged in to learn the basics of calligraphy with instructor Audrey Ra. Attendees had the opportunity to pick up art supplies at the library before the program. Each packet included a calligraphy pen, calligraphy paper and instructions. Programs & Exhibits Specialist Tracy Recklaus and Supervisor Megan Young moderated questions in the chat and encouraged participants in their creative pursuit. Audrey demonstrated each lowercase letter, the different pen motions and allowed time for practice. At the end of the session, she took requests, which included writing out the words “books”, “love” and “Loki”.

Romance Readers Roundtable

Readers Advisors hosted the Romance Readers Roundtable on Saturday, Feb 13, which also happened to be Galentine's Day. Thirteen attendees enjoyed an afternoon of all things romance books, including a presentation created by advisors that discussed the history and evolution of the genre, followed by a special edition of bingo. Participants were eager to share their favorite books and authors with the group. Comments were overwhelmingly positive, with many thanks for the library offering such a fun program.

Grow With Google: Using Google Meet for Web Conferencing

Digital Services Advisor Mini Radhakrishnan taught the virtual program Grow With Google: Using Google Meet for Web Conferencing on February 16. The class taught how to schedule, host and join an event on Google Meet. Various Meet settings, screen share abilities and extensions were covered. The class had eleven participants.

Favorite Things Gaining Steam!

Launched in summer 2020, *Favorite Things* is a 45-minute monthly event to discuss books, movies and music on *Zoom*. A group of library staff (librarians, Info Services Advisors and collection pros!) share their recommendations after which attendees are encouraged to contribute the things they've been reading, watching and listening to. Throughout 2020 small groups were very happy to see the familiar faces of library staff and talk about books and more. By late 2020, audiences were growing in numbers and regulars emerging. To evolve the series in 2021, Info Services Advisor Neal Parker developed monthly themes. February's theme, *Favorite Things: Binge-Watch Edition*, attracted 20 participants! The event was facilitated by Programs & Exhibits Manager Jennifer Czajka and included recommendations from Info Services Advisors Joan Lasky, Jon Freier and Lucy Sears. Attendees jumped in to contribute and discuss more than thirty recommendations for binge-watchable shows, all of which were compiled by staff and emailed to attendees following the live event. This is definitely a topic people like to talk about and will be featured on March's podcast edition. Some rewarding feedback from our February attendees:

Loved it. Rare that Zooms are so interactive. Can't say enough good things about it.

It was very interesting to hear a diversity of recommendations. Nice program!

I enjoyed the program. It was entertaining and now I have a long list of programs to watch.

How to Use Screen Capture Software

Digital Media Specialist Chris Smith taught the virtual program How to Use Screen Capture Software on February 10. In it, participants learned about the various ways they can record and stream from their home computer, using software like Powerpoint, OBS, Zoom, Screencastify and Quicktime. The topic is very useful now that more residents work from home and cannot do in-person computer demonstrations. The class had 15 participants.

Senior and Accessible Services Programs

Senior and Accessible Services (SAS) staff facilitated a wide variety of programs in February from monthly senior book and film discussions and computer interest group to weekly phone-in story discussions, current events discussions, and senior Zoom classes.

In all, 550 participants enjoyed the 22 programs and classes planned, facilitated, and hosted by SAS in February.

Making a Romantic Card

Digital Services Advisor Lee Anne Davis taught the virtual program Making a Romantic Card on February 3. The program went over the basics of Adobe Illustrator and taught quick techniques to turn a photo into a lovely and romantic card by adding text and other effects. The class had 12 participants.



Social Media Engagement – February 2021

	February	March	April	May	June	July	August	September	October	November	December	January	February
Facebook													
Posts	22	56	60	47	41	56	15	40	33	42	38	28	43
Fans ¹	5,113	5,217	5,291	5,376	5,436	5,469	5,520	5,563	5,610	5,638	5,647	5,670	5,691
Engagements	1,723	3,531	3,642	2,725	3,148	1,886	861	2,581	2,850	1,677	2,295	1,733	3,029
Impressions												57,082	59,948
Twitter													
Tweets	51	111	139	148	143	137	100	127	120	118	101	117	117
Followers ¹	4,324	4,362	4,388	4,404	4,410	4,424	4,446	4,444	4,442	4,461	4,474	4,462	4,471
Engagements	203	534	394	399	387	283	240	366	324	340	322	1,289	1,207
Impressions												83,333	69,972
Instagram													
Posts ¹	n/a	859	875	898	922	978	1,002	1,027	1,055	1,080	1,112	26	43
Followers ¹	1,802	1,852	1,904	1,947	2,006	2,081	2,106	2,129	2,154	2,179	2,210	2,229	2,257
Engagements	286	485	451	435	459	560	344	389	318	425	502	1,355	1,395
Impressions												20,797	27,864
Constant Contact													
Campaigns	19	22	27	26	27	21	17	15	18	16	13	14	18
Sends	44,518	127,872	85,980	43,351	110,385	52,314	39,158	63,951	47,932	92,920	46,325	94,378	66,199
Open rate	28%	45%	36%	28%	34%	24%	27%	31%	26%	39%	32%	34%	29%
Total contacts ¹	31,790	32,650	32,957	33,157	33,594	33,721	33,889	33,897	33,989	34,044	35,274	36,083	35,869
LinkedIn													
Followers ¹	657	659	660	672	684	685	689	693	696	707	712	716	721
Posts	1	5	1	1	8	0	7	4	8	0	1	9	1
Impressions	308	839	620	235	738	352	1,100	749	992	298	313	1,000	420
YouTube													
Subscribers ¹	402	456	514	585	603	627	658	691	723	747	765	796	812
Videos added ²	3	6	23	34	33	30	15	21	19	18	14	12	14
Views	1,821	2,875	5,102	5,053	3,202	3,086	2,900	3,159	3,763	2,859	2,443	2,803	2,656
Watch time (hours)	64	83	452	437	293	306	131	258	418	275	230	338	296.8

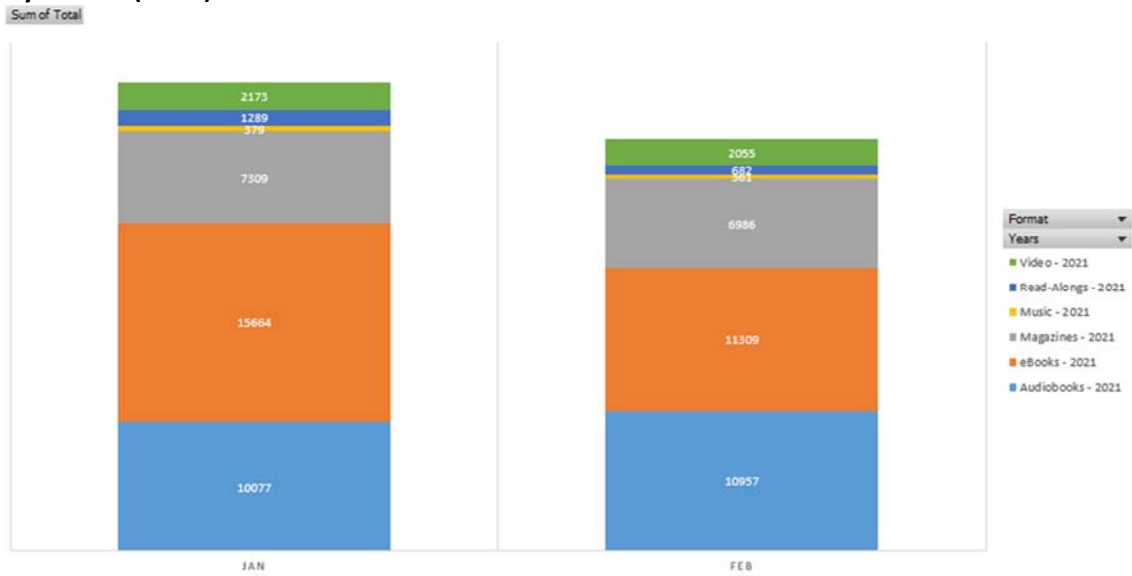
¹Cumulative

²September – December includes unlisted videos

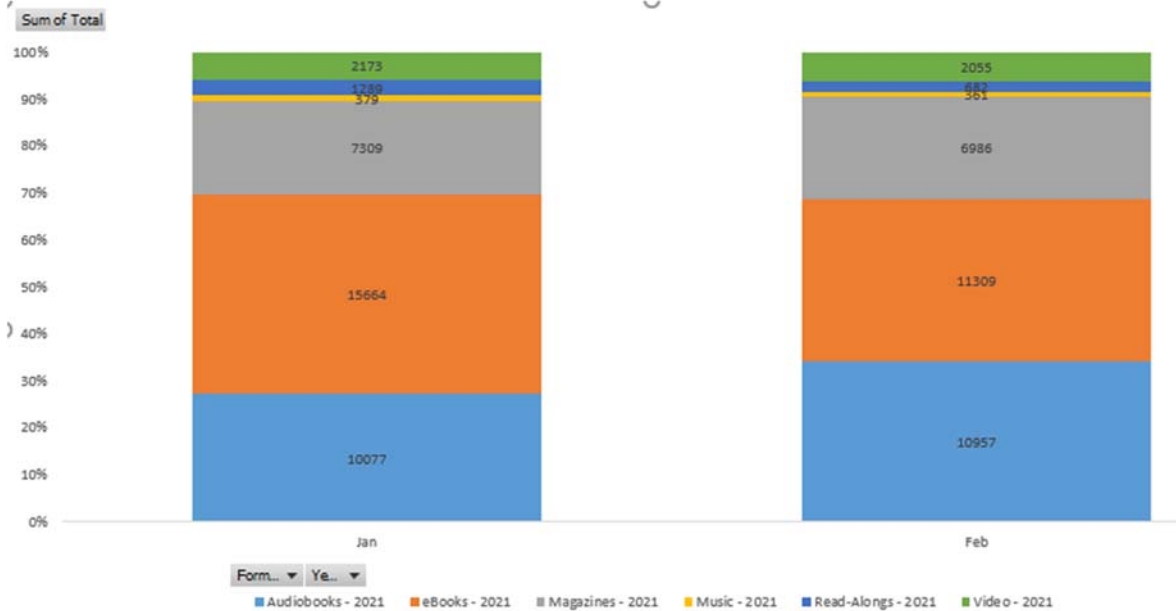
February eResource overview

eLibrary 2020/2021	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21
Total eBook checkouts	11,785	11,375	10,463	11,839	10,852	11,271	10,870	11,746	15,237	10,750
Total eAudio checkouts	4,415	4,338	3,893	6,391	6,308	6,381	6,325	6562	10,077	10,957

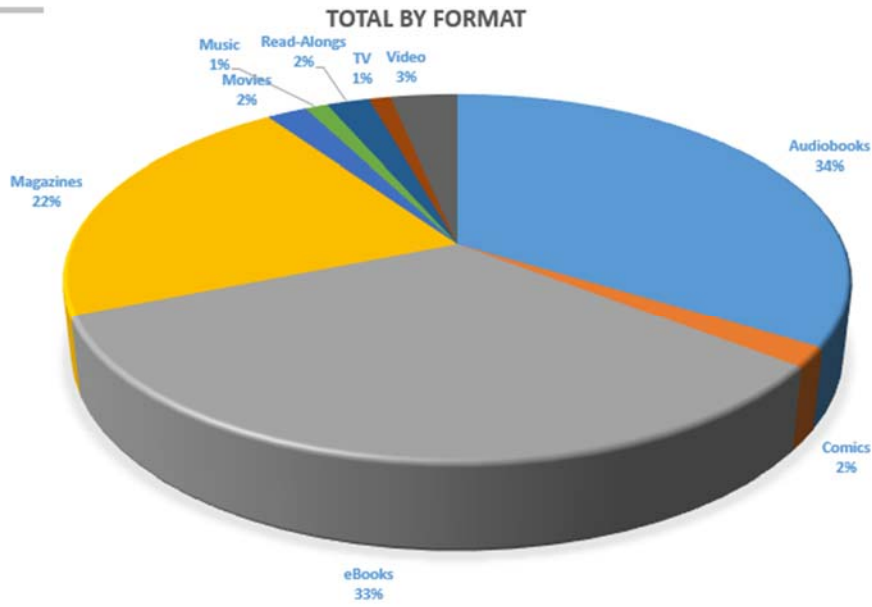
Formats by Month (Total)



Formats by Month (Percentages)



Row Labels	Sum of Total
Audiobooks	10957
Comics	559
eBooks	10750
Magazines	6986
Movies	643
Music	361
Read-Alongs	682
TV	344
Video	1068
Grand Total	32350



Professional Engagement

Vice President of LACONI, Alison Lowery

In addition to serving as Vice President for the Reference and Adult Services Section (RASS) of the Library Administrators Conference of Northern Illinois (LACONI), Info Services Librarian Alison Lowery is now Vice President of LACONI. In her role as vice president, she be working closely with the LACONI President, Programs and Exhibits Manager Jennifer Czajka, to create and shape the strategic direction of LACONI and achieve organizational goals, such as fleshing out a new website, laconi.net, and crafting best practices.

Recharge Committee

Material Handling supervisor Matt Williams joined the [Recharge Committee](#), an independent networking and professional development group that provides free continuing education in the Chicago area to inspire library leaders at all levels.

Certified Dementia Practitioner certification

SAS Supervisor Katie Myers, renewed her National Council of Certified Dementia Practitioners (NCCDP) Certified Dementia Practitioner (CDP) certification by completing the requisite ten contact hours of continuing education units (CEU). CEU training included utilizing the library's database Gale Courses, where she completed a certificate in Music Therapy and Sound Healing.

2021 North American Virtual Reference Conference

Digital Services Librarian Bill Pardue and Christina Giovanelli-Caputo presented At Home Learners and Homeschoolers, Altering Services for the 2021 North American Virtual Reference Conference.

Alignable’s Local Businessperson of the Year, Diane Malik

Business Services Advisor Diane Malik is an active member of the business networking site Alignable, and in a recent vote she was recently named by local members to be the “Local Businessperson of the Year.” While this is an emerging platform, this honor is a great positive for Diane and the library.



Local Businessperson of 2021

Customer Comments

- *“I want you to know how grateful I am for all the wonderful online opportunities that are currently being offered. You and the Arlington Heights Library Staff are doing an exceptional job in helping us survive and flourish during this extremely difficult time.”*
- *"AHML is lucky to have such dedicated and caring staff like you and Amy to help facilitate these programs and make an impact in the lives of others" - a community member who observed a group program to learn more about what we do.*
- *“I participated in Catalina’s “Hablemos Espanol ” this evening and really enjoyed it. She did a good job of engaging the group with differing backgrounds in Spanish. I hope she will do it on a regular basis!” - a happy program participant.*

- *"Many thanks for being a critique. I appreciate your explanation in my mistakes. Also, I am looking forward to having another opportunity to make my presentation!"* - a student.
- *"The AHML is one of our very favorite things about living in Arlington Heights."* - a lifelong resident.
- A customer left a glowing voicemail expressing her gratitude for the help of Digital Services Advisor Rich Fabits. *"I just had the most wonderful experience with the young man, Rich, talking to me today about how to cut and paste! I am a dinosaur with the computer and he was so marvelous, so patient, so good at explaining. I am so thrilled I just can't tell you how happy I am with this young man who helped me so much... I just wanted you to know how incredibly helpful and patient he was, it's like talking to a friend. I am an 85-year-old widow, as I said a dinosaur, and I am trying to come out of the woods here. I am so thankful! I would like you to give him an accolade or two about just how incredible he is."*

Metrics for February 2021

Service Point Traffic

Total visits
23,939 ↓ -71%
 82,275 last year

Main Library visits
22,763 ↓ -71%
 79,134 last year

Sr Center Visits
102 ↓ -93.92%
 1,678 last year

Bookmobile Visits
1,074 ↓ -26.59%
 1,463 last year

Circulation

Total Circulation
136,730 ↓ -6%
 144,829 last year

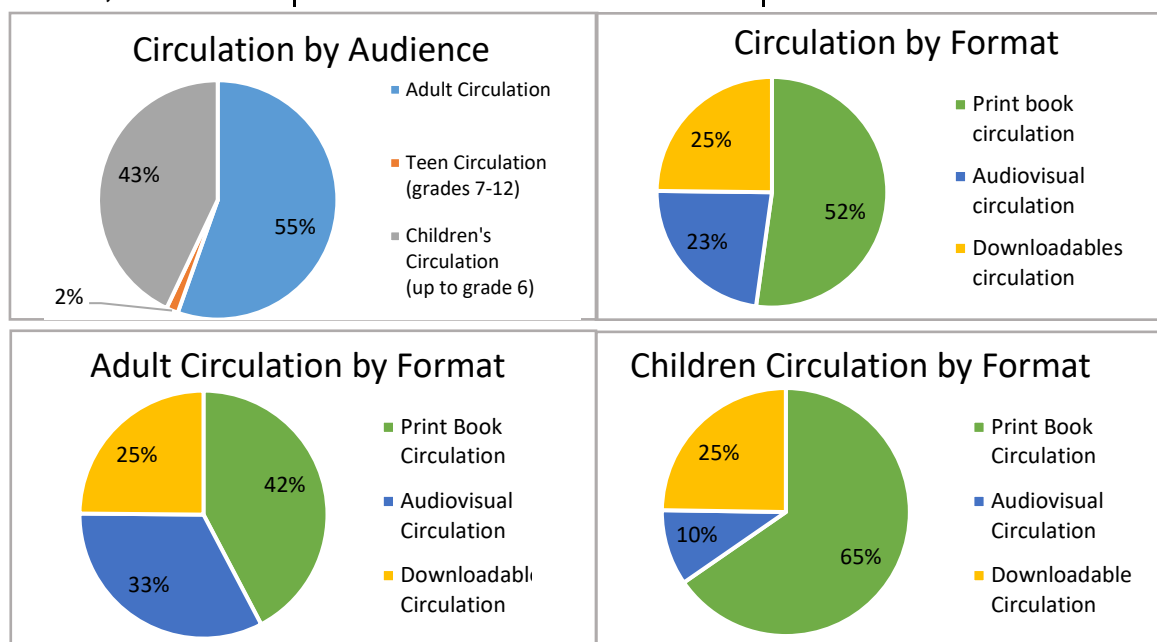
Card Holders □
60,228

Library Cards Issued
 Resident **191** ↓ -33.68%
 (issued) 288 last year

Non-Resident **41** ↓ -72.30%
 (Registered) 148 last year

Interlibrary Loan
 Borrowed **372** ↓ -8.60%
 407 last year

Lent **362** ↓ -32.59%
 537 last year



Programs

Program Attendance
3,125 ↓ -73%
 11,443 last year

Number of Programs
133 ↓ -54%
 288 last year

Cost of Programs
\$4,235
 \$700 funded by FOL

Questions

Reference Questions
9,251 ↓ -37%
 14,767 last year

Reference Questions
 (via call center)
2,834 ↓ -29%
 3,993 last year

Chat sessions
537 ↑ 29.09%
 416 last year

Technology Usage

Public Computer Use
2,083 ↓ -74.38%
 8,132 last year

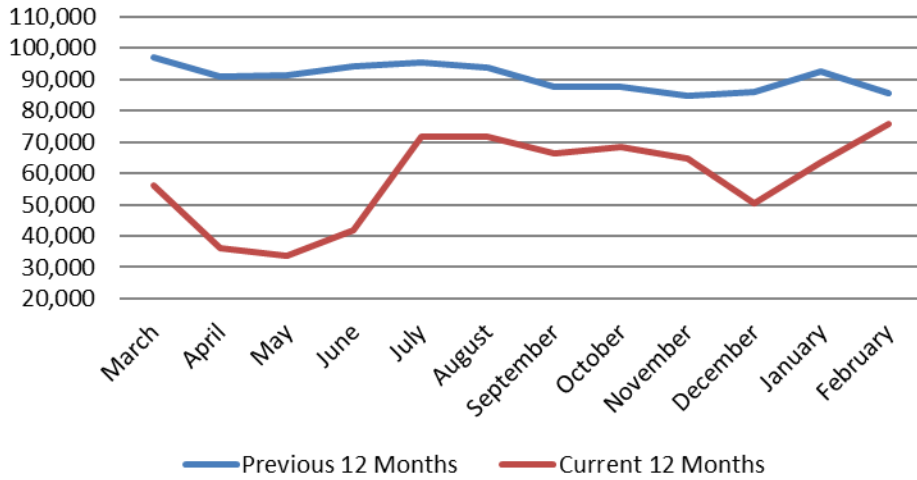
Website Visits
95,506 ↓ -28.87%
 134,269 last year

Self Checkout
 (% of total checkouts)
64% □ -0.45%
 64% last year

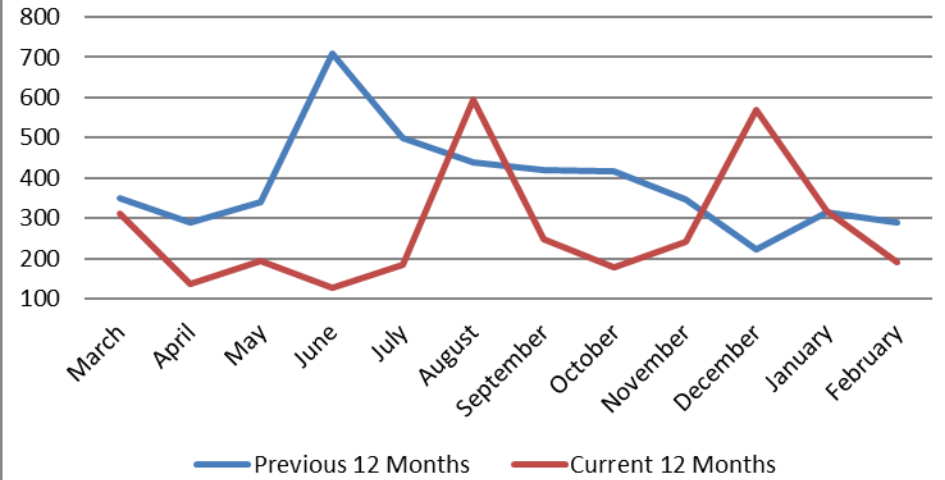
AHML - DASHBOARD - February 2021

	February 2021	February 2020	% change from last February	January 2021-February 2021	January 2020-February 2020	% change from last YTD
Total circulation	136,730	144,829	-6%	246,901	299,092	-17%
Adult circulation	75,783	85,381	-11%	139,167	177,819	-22%
Teen circulation	2,197	1,719	28%	3,967	3,728	6%
Children circulation	58,750	57,729	2%	103,767	117,545	-12%
Print book circulation	68,059	73,111	-7%	118,040	150,791	-22%
Audiovisual circulation	29,945	40,861	-27%	48,154	85,038	-43%
Downloadables circulation	32,350	22,441	44%	69,156	45,560	52%
Self-check as % of main floor circ	64%	64%	0%	53%	64%	-12%
Circulation to reciprocal borrowers	5,470	9,638	-43%	7,283	19,844	-63%
ILLs borrowed for our customers	372	407	-9%	757	886	-15%
ILLS lent to other libraries	362	537	-33%	800	1,261	-37%
Resident cards issued	191	288	-34%	509	602	-15%
Reciprocal cards registered	41	148	-72%	66	304	-78%
Reference questions	9,251	14,767	-37%	15,853	30,486	-48%
Number of Programs	133	288	-54%	252	564	-55%
Program attendance	3,125	11,443	-73%	6,084	18,871	-68%
Public computer use	2,083	8,132	-74%	3,136	16,796	-81%
Website visits	95,506	134,269	-29%	196,785	282,553	-30%
In-person visitors	23,939	82,275	-71%	40,828	165,254	-75%
New & Popular - % of adult coll	7.7%	7.8%	-2%	7.6%	7.8%	-3%
New & Popular - % of circ	27.6%	32.9%	-19%	26.5%	32.7%	-24%
Kids' New & Popular - % of KW coll	3.0%	4.2%	-39%	2.9%	4.3%	-45%
Kids' New & Popular - % of circ	10.8%	14.9%	-38%	10.2%	14.9%	-47%
Individual Staff Sessions	77	6539	-8392%	147	217	-48%
Volunteer hours	794	2,397	-67%	1,235	4,678	-279%

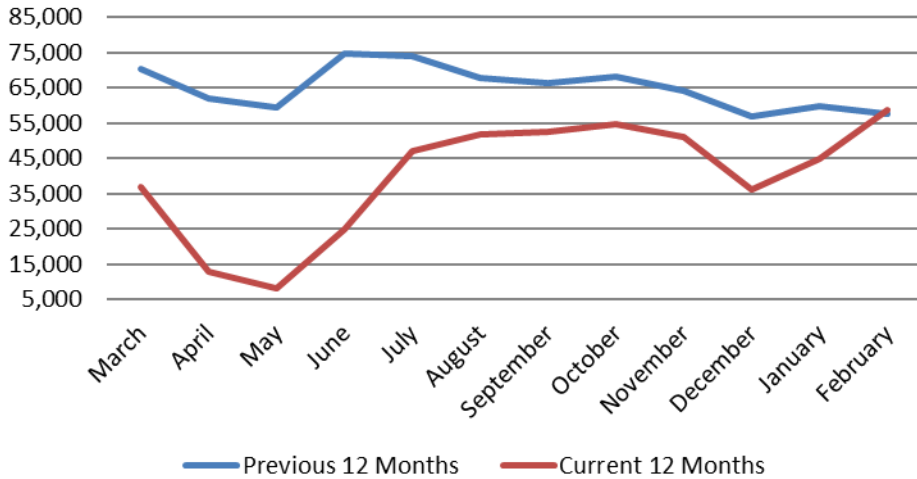
Adult Circulation



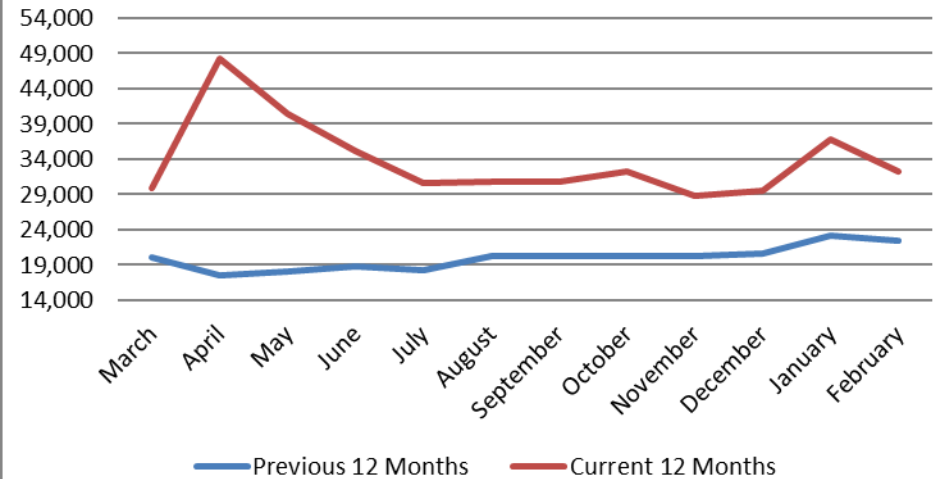
Resident Library Cards Issued



Children's Circulation

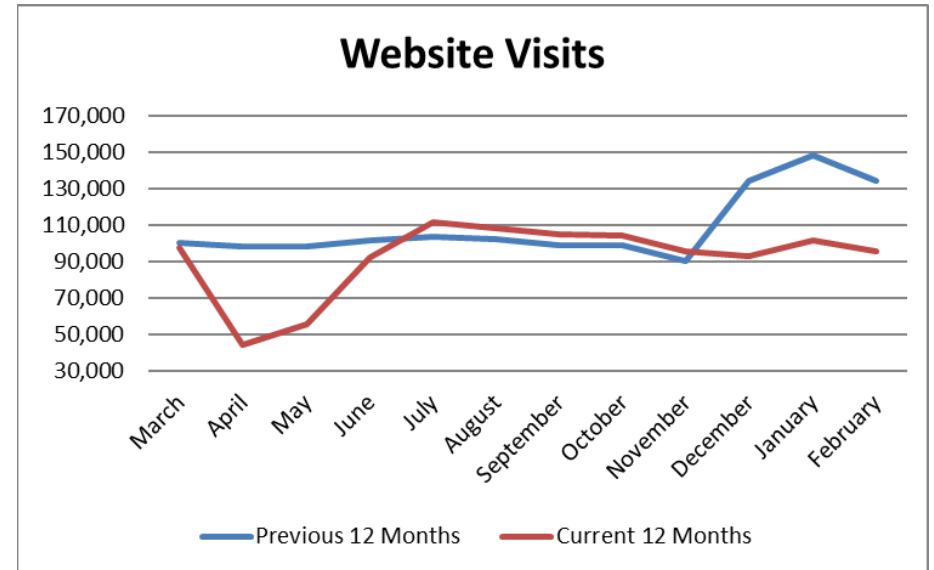
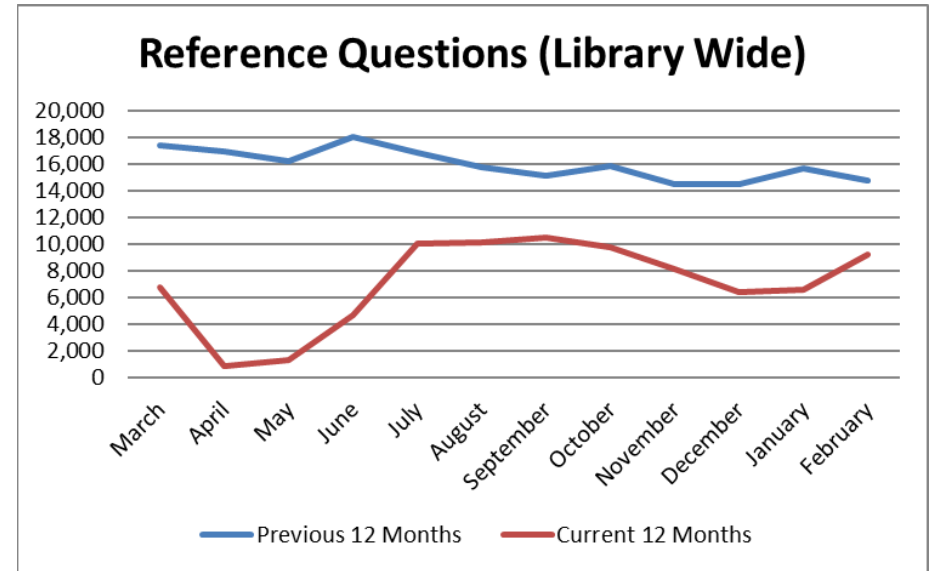


Downloadables Circulation

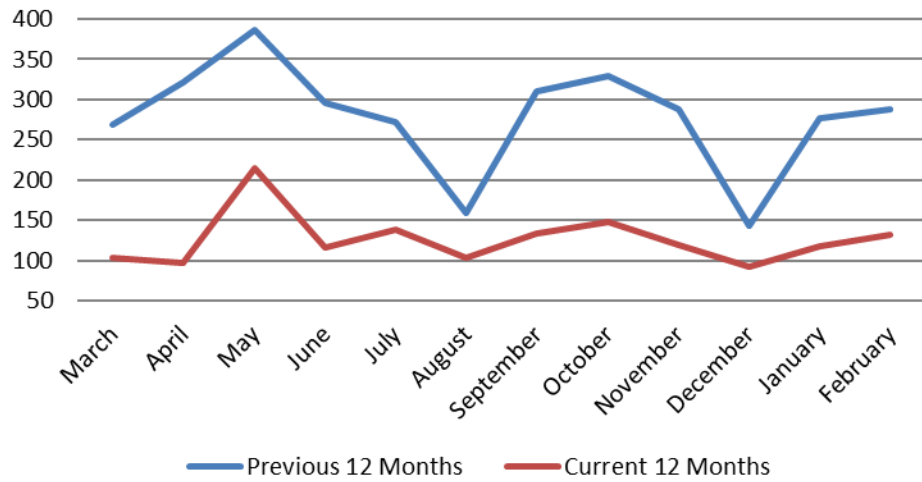


Notes Relating to Circulation

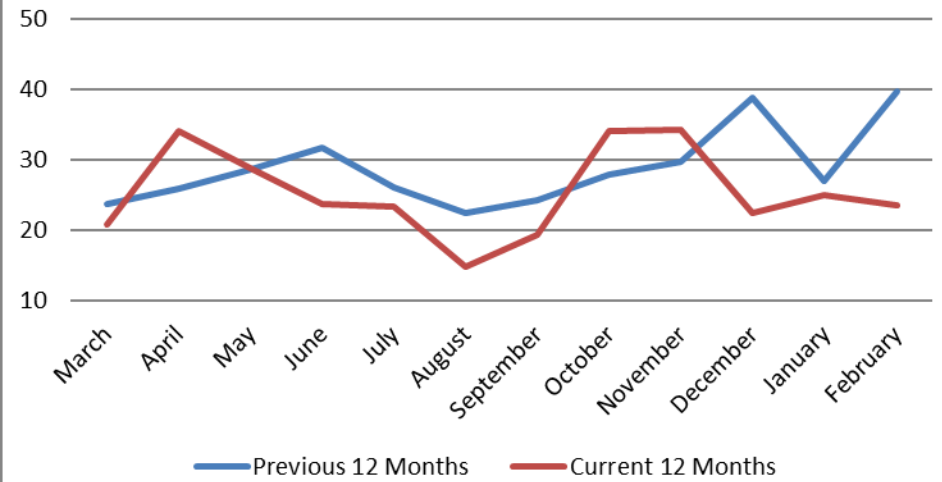
- With the library open, drive-up saw some relief in the nearly non-stop traffic during the closure. Still, an impressive 8,108 cars visited the window, a 35% increase from February 2020. During the early morning drive-up hour from 8-9 a.m. staff assisted just under 70 cars at the window. This extra hour offers customers more versatility in hold pick-up and helps relieve some of the traffic seen during the after-work rush hours.
- We continue to meet our customers' increased hold requests this year, filling 27,875 customer holds, an increase of 25.4% over last February (22,233). Material Handling staff searched for 16,608 in-library items on hold, compared to 9,887 in February 2020. Of these, staff filled 1,201 of these holds on February 16, the day after our weather closure.
- eMaterial checkouts increased 44.2% over last February. eMaterials represent 28% of total checkouts FYTD.



Program Sessions



Attendance Per Program



Program Attendance

