

BOARD OF LIBRARY TRUSTEES

TUESDAY, APRIL 20, 2021

7:00 P.M

HENDRICKSON ROOM

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

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. LIAISON REPORTS
 - FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY
 - ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION
- V. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 16, 2021 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF APRIL 5, 2021 (Action Item 2)
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2021 (Item 3)
- VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2021 (Action Item 4)

IX. EXECUTIVE DIRECTOR'S REPORT

X. OLD BUSINESS

- EXTENSION OF TEMPORARY POLICY DUE TO COVID-19 (Action Item 5)

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

- MAKERSPACE PROJECT UPDATE (Item 6)

Staff will provide an update on the progress of the makerspace project at 112 North Belmont Avenue

XI. NEW BUSINESS

- RESOLUTION HONORING THE SERVICE OF CHRISTINE C. TANGNEY (Action Item 7)

Resolution honoring the service of Trustee Christine C. Tangney

XII. OTHER

XIII. ADJOURNMENT

Public comment for this meeting can be made in-person at the meeting or in advance via email. Please email comments to LibraryDirector@ahml.info by 5:00 p.m., April 20, 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, MARCH 16, 2021.

- 03.21.01 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 March 16, 2021, at 7:00 p.m. by President Greg Zyck.
- 03.21.02 Upon **ROLL CALL**, the following answered Present: Trustee Smart, Supplitt, Tangney and Zyck. Trustee Ruhl participated in the meeting via Zoom.

Absent: Trustee Medal

Also present: Michael Driskell, Executive Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Andy Dogan, Williams Architects; Jennifer Borrell, Resident; Sarah Galla, Resident; Amy Somary, Resident; and Melissa Cayer, Resident. Shannon Distel, Deputy Director, Julie Doren, Business Office Assistant and Lauree Harp, Chair of the Arlington Heights Memorial Library Foundation participated in the meeting via Zoom.

- 03.21.03 **PUBLIC COMMENT** – Melissa Cayer suggested purchases for the Library of Things collection: a pass to the Arlington Heights Park District’s Arlington Ridge Center (ARC) and a PBS Passport.

03.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends will have a children’s book sale on March 27 on the main level of the library.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp, Founder and Chair of the Arlington Heights Memorial Library Foundation, reported 2020 in-kind donations have been broken down into two categories: materials donated for use in the makerspace and operational/other donations. 2021 donations will be reported for the period December 2020 through November 2021. Product and service discounts will be included in 2021 reporting. The Foundation is working with library staff on a lifetime donations recognition display board. The Foundation is planning a virtual fundraiser for autumn 2021.

- 03.21.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 16, 2021 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

03.21.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED FEBRUARY 28, 2021 (Item 2)** – Donna Ekl reported the library received real estate taxes in the amount of \$1,569,213.56 in February. The Friends reimbursed the library for expenses totaling \$2,339.77 for a Dann & Raymond’s Movie Club program, button maker and embroidery software for the makerspace. With 17% of the fiscal year lapsed, 16% of the unaudited annual operating budget has been expensed.

03.21.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED FEBRUARY 28, 2021 (Action Item 3)** – Donna Ekl provided information in response to trustees’ questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF FEBRUARY 28, 2021, IN THE AMOUNT OF \$933,170.11.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

03.21.08 **EXECUTIVE DIRECTOR’S REPORT** – Michael Driskell highlighted the February 2021 Director’s Report.

03.21.09 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 4)** – A representative from Williams Architects presented an update on the progress of the demolition work and furniture selection at the makerspace building project at 112 North Belmont Avenue.

03.21.10 **NEW BUSINESS**

- **REVISIONS TO HUMAN RESOURCES POLICY – REASONABLE ACCOMODATIONS (Action Item 5)** – The board considered adoption of proposed revisions to the human resources policy Reasonable Accommodations.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE PROPOSED CHANGES TO THE REASONABLE ACCOMMODATIONS POLICY.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Ruhl, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

- **DATA AND STATISTICS REPORTING (Item 6)** – The board reviewed a new reporting format of statistics and performance indicators.

03.21.11 **OTHER**

- The board proposed honoring long-time volunteers and staff with a memorial and improving the outside of the library with a memory garden or book benches.

- A reminder to vote for the Illinois Library Association Executive Board candidates between April 1 and April 30.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT**. Trustee Supplitt seconded. All were in favor and the meeting was adjourned at 8:16 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

04.21.01 A meeting of the Committee of the Whole 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 Monday, April 5, 2021, at 7:03 p.m. by President Greg Zyck.

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

Absent: None

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Janet Moravec, Business Office Administrator; Jennifer Borrell, Resident.

04.21.02 **PUBLIC COMMENT** – Jennifer Borrell suggested equity, diversity and inclusion training for library staff.

04.21.03 **EXTENSION OF TEMPORARY POLICY DUE TO COVID-19** (Item 1) - The committee reviewed and discussed the extension of temporary changes to existing library and human resource policies to make accommodations for modifications in services related to COVID-19.

04.21.04 **PROPOSED REVISIONS TO POLICY 7.004 MEETING ROOMS – PUBLIC USE** (Item 2) - The committee reviewed and discussed proposed revisions to Policy 7.004 Meeting Rooms – Public Use. After discussion, staff will incorporate suggested revisions from the committee and a revised policy will be brought to the May Committee of the Whole meeting for further discussion.

04.21.05 **CONFERENCE ROOM AND DIGITAL MEDIA LAB POLICY** (Item 3) - The committee reviewed and discussed a new, proposed policy Conference Room and Digital Media Lab. After discussion, staff will incorporate suggested revisions from the committee and an updated policy will be brought to the May Committee of the Whole meeting for further discussion.

04.21.06 **MAKERSPACE POLICY** (Item 4) - The committee reviewed and discussed a new, proposed Makerspace policy. After discussion, staff will incorporate suggested revisions from the committee and an updated policy will be brought to the May Committee of the Whole meeting for further discussion.

04.21.07 **MILLER-PICKING UNIT REPLACEMENT** (Item 5) - Staff provided an update on the HVAC replacement project. Due to a change in the design of the original Aeon unit recommended, the best alternative is to look at a custom unit. The project will be put out to public bid with the updated specifications on April 7.

04.21.08 **DATA AND STATISTICS REPORTING** (Item 6) - The committee reviewed and discussed a new reporting format of statistics and performance indicators.

04.21.09 **CULTURE OF INCLUSION** (Item 7) - The committee discussed equity, diversity, and inclusion and reviewed a statement of support for Asian American and Pacific Islander communities.

04.21.10 **OTHER**

- **AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE & EXHIBITION, JUNE 23-29, 2021** – The American Library Association Annual Conference & Exhibition will be held virtual, June 23-29

- Supervisors are scheduled to participate in equity, diversity and inclusion training April 7.

There being no further business to be discussed, Trustee Medal moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:17 p.m.

Janet Moravec, Recorder

Village of Arlington Heights
 REVENUE REPORT
 25% OF YEAR LAPSED

ITEM 3

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	77,480	312,871.70	404	232,440	413,245.69	178	929,760	516,514.31
04 00	Real Estate Tax FICA	51,429	207,677.67	404	154,287	274,303.81	178	617,155	342,851.19
05 00	Real Estate Tax	1,082,387	4,370,783.22	404	3,247,161	5,772,996.65	178	12,988,650	7,215,653.35
401	** Real Estate Taxes	1,211,296	4,891,332.59	404	3,633,888	6,460,546.15	178	14,535,565	8,075,018.85
403	Intergovernmental Taxes								
25 00	Replacement Tax	26,377	6,842.30	26	79,131	25,780.45	33	316,533	290,752.55
403	** Intergovernmental Taxes	26,377	6,842.30	26	79,131	25,780.45	33	316,533	290,752.55
400	*** Taxes	1,237,673	4,898,174.89	396	3,713,019	6,486,326.60	175	14,852,098	8,365,771.40
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,088	.00		15,264	.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		15,264	4,868.90	32	61,063	56,194.10
410	*** Intergovernmental Revenue	5,088	.00		15,264	4,868.90	32	61,063	56,194.10
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		624	.00		2,500	2,500.00
74 00	Copier/Reader Printer Fee	3,958	2,791.50	71	11,874	5,263.95	44	47,500	42,236.05
75 00	Meeting Room Fees	250	.00		750	.00		3,000	3,000.00
436	** Library Fees	4,416	2,791.50	63	13,248	5,263.95	40	53,000	47,736.05
430	*** Fees	4,416	2,791.50	63	13,248	5,263.95	40	53,000	47,736.05
440	Fines								
442	Library								
20 00	Late Charges	0	110.00		0	170.00		0	170.00-
25 00	Lost/Damaged Item Charges	1,743	611.80	35	5,229	1,727.28	33	20,922	19,194.72
442	** Library	1,743	721.80	41	5,229	1,897.28	36	20,922	19,024.72
440	*** Fines	1,743	721.80	41	5,229	1,897.28	36	20,922	19,024.72
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	750	116.78	16	2,250	533.02	24	9,000	8,466.98
461	** Simple Interest	750	116.78	16	2,250	533.02	24	9,000	8,466.98

Village of Arlington Heights
 REVENUE REPORT
 25% OF YEAR LAPSED

ACCOUNTING PERIOD 03/2021

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
462	Investment Inc								
10 00	Market Value Adj IMET	0	.00		0	254.51		0	254.51-
462	** Investment Inc	0	.00		0	254.51		0	254.51-
460	*** Interest Income	750	116.78	16	2,250	787.53	35	9,000	8,212.47
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
481	Special Events								
481	** Special Events	0	.00		0	.00		0	.00
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	1,250	.00		3,750	13.80		15,000	14,986.20
483	** Donations	1,250	.00		3,750	13.80		15,000	14,986.20
489	Other								
90 00	Other Income	416	291.69	70	1,248	5,686.28	456	5,000	686.28-
94 00	FOL Reimbursements	2,083	1,173.94	56	6,249	31,959.02	511	25,000	6,959.02-
96 00	IL Vehicle Renewal Sticker	0	11.00		0	11.00		0	11.00-
489	** Other	2,499	1,476.63	59	7,497	37,656.30	502	30,000	7,656.30-
480	*** Other	3,749	1,476.63	39	11,247	37,670.10	335	45,000	7,329.90
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,253,419	4,903,281.60	391	3,760,257	6,536,814.36	174	15,041,083	8,504,268.64

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	29184	26696.19	92	87552	80239.53	92	.00	350214	269974.47 23
	16 92	Achievement Awards	333	.00	0	999	.00	0	.00	4000	4000.00 0
	16 **	Library Personal Services	29517	26696.19	90	88551	80239.53	91	.00	354214	273974.47 23
	18	Other Personal Services									
	18 05	Overtime Civilian	83	2.91	4	249	16.31	7	.00	1000	983.69 2
	18 **	Other Personal Services	83	2.91	4	249	16.31	7	.00	1000	983.69 2
	19	Employee Benefits									
	19 05	Medical Insurance	3081	3082.67	100	9243	9247.97	100	.00	36977	27729.03 25
	19 10	IMRF	3712	3348.06	90	11136	10064.06	90	.00	44544	34479.94 23
	19 11	Social Security	1835	1626.59	89	5505	4889.63	89	.00	22023	17133.37 22
	19 12	Medicare	429	380.41	89	1287	1143.53	89	.00	5151	4007.47 22
	19 53	Flexible Spending	194	152.00	78	582	465.50	80	.00	2329	1863.50 20
	19 55	Unemployment Compensation	536	.00	0	1608	.00	0	.00	6432	6432.00 0
	19 **	Employee Benefits	9787	8589.73	88	29361	25810.69	88	.00	117456	91645.31 22
	20	Prof Technical Services									
	20 05	Professional Services	708	.00	0	2124	.00	0	.00	8500	8500.00 0
	20 08	Consulting Services Libr	1000	.00	0	3000	.00	0	.00	12000	12000.00 0
	20 20	Legal Services	1333	1575.00	118	3999	1575.00	39	.00	16000	14425.00 10
	20 40	General Insurance	14898	.00	0	44694	140349.00	314	.00	178780	38431.00 79
	20 **	Prof Technical Services	17939	1575.00	9	53817	141924.00	264	.00	215280	73356.00 66
	21	Property Services									
	21 65	Other Services	250	.00	0	750	.00	0	.00	3000	3000.00 0
	21 **	Property Services	250	.00	0	750	.00	0	.00	3000	3000.00 0
	22	Other Contractual Service									
	22 01	Advertising	50	.00	0	150	.00	0	.00	600	600.00 0
	22 02	Dues	556	.00	0	1668	160.00	10	.00	6675	6515.00 2
	22 03	Training	7959	700.00	9	23877	935.00	4	.00	95508	94573.00 1
	22 05	Postage	3337	2900.00	87	10011	11700.00	117	.00	40045	28345.00 29
	22 **	Other Contractual Service	11902	3600.00	30	35706	12795.00	36	.00	142828	130033.00 9
	30	General Supplies									
	30 05	Office Supplies & Equip	842	228.59	27	2526	338.41	13	.00	10105	9766.59 3
	30 **	General Supplies	842	228.59	27	2526	338.41	13	.00	10105	9766.59 3
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	208	.00	0	624	.00	0	.00	2500	2500.00 0
	31 **	Public Works Supplies	208	.00	0	624	.00	0	.00	2500	2500.00 0
	32	Library Supplies									
	32 72	Special Events	70	.00	0	210	.00	0	.00	850	850.00 0
	32 **	Library Supplies	70	.00	0	210	.00	0	.00	850	850.00 0

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	40	Other Charges										
	40	96 Operating Contingency	416	.00	0	1248	99.90	8	.00	5000	4900.10	2
	40	** Other Charges	416	.00	0	1248	99.90	8	.00	5000	4900.10	2
	50	Property										
	50	15 Other Equipment	2083	629.71	30	6249	1003.15	16	.00	25000	23996.85	4
	50	** Property	2083	629.71	30	6249	1003.15	16	.00	25000	23996.85	4
601	**	** Library	73097	41322.13	57	219291	262226.99	120	.00	877233	615006.01	30
60	**	** Culture/Recreation	73097	41322.13	57	219291	262226.99	120	.00	877233	615006.01	30
DIV	6001	TOTAL ***** Administration	73097	41322.13	57	219291	262226.99	120	.00	877233	615006.01	30

FUND 291 Memorial Library Fund		DEPT/DIV 6002 Executive Office/Communications & Mrkting										
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	35054	31967.60	91	105162	96062.45	91	.00	420651	324588.55	23
	16 **	Library Personal Services	35054	31967.60	91	105162	96062.45	91	.00	420651	324588.55	23
	18	Other Personal Services										
	18 05	Overtime Civilian	8	21.66	271	24	55.32	231	.00	100	44.68	55
	18 **	Other Personal Services	8	21.66	271	24	55.32	231	.00	100	44.68	55
	19	Employee Benefits										
	19 05	Medical Insurance	6681	6681.33	100	20043	20043.99	100	.00	80176	60132.01	25
	19 10	IMRF	4396	4011.45	91	13188	12053.15	91	.00	52762	40708.85	23
	19 11	Social Security	2173	1912.65	88	6519	5747.24	88	.00	26087	20339.76	22
	19 12	Medicare	508	447.31	88	1524	1344.12	88	.00	6101	4756.88	22
	19 **	Employee Benefits	13758	13052.74	95	41274	39188.50	95	.00	165126	125937.50	24
	20	Prof Technical Services										
	20 05	Professional Services	333	.00	0	999	75.00	8	.00	4000	3925.00	2
	20 **	Prof Technical Services	333	.00	0	999	75.00	8	.00	4000	3925.00	2
	21	Property Services										
	21 02	Equipment Maintenance	142	.00	0	426	440.00	103	.00	1710	1270.00	26
	21 65	Other Services	1391	.00	0	4173	7005.94	168	.00	16700	9694.06	42
	21 **	Property Services	1533	.00	0	4599	7445.94	162	.00	18410	10964.06	40
	22	Other Contractual Service										
	22 02	Dues	22	.00	0	66	.00	0	.00	270	270.00	0
	22 03	Training	4	.00	0	12	.00	0	.00	50	50.00	0
	22 10	Printing	14298	10069.26	70	42894	41454.79	97	.00	171583	130128.21	24
	22 **	Other Contractual Service	14324	10069.26	70	42972	41454.79	97	.00	171903	130448.21	24
	30	General Supplies										
	30 05	Office Supplies & Equip	1298	998.68	77	3894	1965.85	51	.00	15579	13613.15	13
	30 **	General Supplies	1298	998.68	77	3894	1965.85	51	.00	15579	13613.15	13
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	500	.00	0	1500	.00	0	.00	6000	6000.00	0
	31 **	Public Works Supplies	500	.00	0	1500	.00	0	.00	6000	6000.00	0
	32	Library Supplies										
	32 02	Program Events	1339	.00	0	4017	.00	0	.00	16073	16073.00	0
	32 **	Library Supplies	1339	.00	0	4017	.00	0	.00	16073	16073.00	0
601	** **	Library	68147	56109.94	82	204441	186247.85	91	.00	817842	631594.15	23
60	** **	Culture/Recreation	68147	56109.94	82	204441	186247.85	91	.00	817842	631594.15	23
DIV	6002	TOTAL ***** Communications & Mrkting	68147	56109.94	82	204441	186247.85	91	.00	817842	631594.15	23

FUND 291 Memorial Library Fund		DEPT/DIV 6003 Executive Office/Human Resources										
BA ELE OBJ ACCOUNT		*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	14324	13102.48	92	42972	39315.78	92	.00	171895	132579.22	23
	16 **	Library Personal Services	14324	13102.48	92	42972	39315.78	92	.00	171895	132579.22	23
	18	Other Personal Services										
	18 05	Overtime Civilian	25	4.99	20	75	22.24	30	.00	300	277.76	7
	18 **	Other Personal Services	25	4.99	20	75	22.24	30	.00	300	277.76	7
	19	Employee Benefits										
	19 05	Medical Insurance	3879	3879.58	100	11637	11638.74	100	.00	46555	34916.26	25
	19 10	IMRF	1799	1643.68	91	5397	4933.00	91	.00	21593	16660.00	23
	19 11	Social Security	889	745.09	84	2667	2236.24	84	.00	10676	8439.76	21
	19 12	Medicare	208	174.25	84	624	523.00	84	.00	2497	1974.00	21
	19 50	Employee Asst. Program	500	.00	0	1500	1934.83	129	.00	6000	4065.17	32
	19 **	Employee Benefits	7275	6442.60	89	21825	21265.81	97	.00	87321	66055.19	24
	21	Property Services										
	21 65	Other Services	816	360.00	44	2448	504.00	21	.00	9800	9296.00	5
	21 **	Property Services	816	360.00	44	2448	504.00	21	.00	9800	9296.00	5
	22	Other Contractual Service										
	22 01	Advertising	108	.00	0	324	.00	0	.00	1300	1300.00	0
	22 02	Dues	275	319.00	116	825	538.00	65	.00	3300	2762.00	16
	22 03	Training	108	.00	0	324	199.00	61	.00	1300	1101.00	15
	22 55	In Service Training	833	2297.43	276	2499	2297.43	92	.00	10000	7702.57	23
	22 **	Other Contractual Service	1324	2616.43	198	3972	3034.43	76	.00	15900	12865.57	19
	32	Library Supplies										
	32 01	Program Supplies	33	.00	0	99	.00	0	.00	400	400.00	0
	32 **	Library Supplies	33	.00	0	99	.00	0	.00	400	400.00	0
	40	Other Charges										
	40 62	Tuition Reimbursement	2083	.00	0	6249	.00	0	.00	25000	25000.00	0
	40 70	Employee Recognition Prog	1612	1557.73	97	4836	2630.03	54	.00	19350	16719.97	14
	40 **	Other Charges	3695	1557.73	42	11085	2630.03	24	.00	44350	41719.97	6
601	** **	Library	27492	24084.23	88	82476	66772.29	81	.00	329966	263193.71	20
60	** **	Culture/Recreation	27492	24084.23	88	82476	66772.29	81	.00	329966	263193.71	20
DIV	6003	TOTAL ***** Human Resources	27492	24084.23	88	82476	66772.29	81	.00	329966	263193.71	20

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
21		Property Services									
21	65	Other Services	166	236.97	143	498	1057.88	212	.00	2000	942.12 53
21	**	Property Services	166	236.97	143	498	1057.88	212	.00	2000	942.12 53
22		Other Contractual Service									
22	18	Contr Programs & Exhibits	1666	700.00	42	4998	3400.00	68	.00	20000	16600.00 17
22	**	Other Contractual Service	1666	700.00	42	4998	3400.00	68	.00	20000	16600.00 17
31		Public Works Supplies									
31	85	Small Tools and Equipment	166	.00	0	498	.00	0	.00	2000	2000.00 0
31	**	Public Works Supplies	166	.00	0	498	.00	0	.00	2000	2000.00 0
32		Library Supplies									
32	01	Program Supplies	208	.00	0	624	.00	0	.00	2500	2500.00 0
32	02	Program Events	208	.00	0	624	.00	0	.00	2500	2500.00 0
32	32	Software	41	.00	0	123	.00	0	.00	500	500.00 0
32	72	Special Events	416	.00	0	1248	.00	0	.00	5000	5000.00 0
32	75	Audio Visual	41	.00	0	123	.00	0	.00	500	500.00 0
32	78	Electronic Resources	125	.00	0	375	.00	0	.00	1500	1500.00 0
32	80	Books	416	.00	0	1248	13.80	1	.00	5000	4986.20 0
32	**	Library Supplies	1455	.00	0	4365	13.80	0	.00	17500	17486.20 0
50		Property									
50	15	Other Equipment	208	3995.15	1921	624	4425.94	709	.00	2500	1925.94- 177
50	55	Other Capital Outlay	208	.00	0	624	.00	0	.00	2500	2500.00 0
50	**	Property	416	3995.15	960	1248	4425.94	355	.00	5000	574.06 89
601	** **	Library	3869	4932.12	128	11607	8897.62	77	.00	46500	37602.38 19
60	** **	Culture/Recreation	3869	4932.12	128	11607	8897.62	77	.00	46500	37602.38 19
DIV	6004	TOTAL ***** Paid by Gifts and Grants	3869	4932.12	128	11607	8897.62	77	.00	46500	37602.38 19

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance						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	19101	17736.74	93	57303	53234.73	93	.00	229214	175979.27 23
16	**	Library Personal Services	19101	17736.74	93	57303	53234.73	93	.00	229214	175979.27 23
18		Other Personal Services									
18	05	Overtime Civilian	8	.74	9	24	19.30	80	.00	100	80.70 19
18	**	Other Personal Services	8	.74	9	24	19.30	80	.00	100	80.70 19
19		Employee Benefits									
19	05	Medical Insurance	5472	5472.00	100	16416	16416.00	100	.00	65664	49248.00 25
19	10	IMRF	2396	2224.28	93	7188	6684.31	93	.00	28756	22071.69 23
19	11	Social Security	1184	1056.88	89	3552	3176.30	89	.00	14217	11040.70 22
19	12	Medicare	277	247.16	89	831	742.82	89	.00	3325	2582.18 22
19	**	Employee Benefits	9329	9000.32	97	27987	27019.43	97	.00	111962	84942.57 24
20		Prof Technical Services									
20	05	Professional Services	656	5000.00	762	1968	5000.00	254	.00	7875	2875.00 64
20	**	Prof Technical Services	656	5000.00	762	1968	5000.00	254	.00	7875	2875.00 64
21		Property Services									
21	36	Equipment Rental	110	.00	0	330	381.69	116	.00	1326	944.31 29
21	65	Other Services	515	318.29	62	1545	971.00	63	.00	6189	5218.00 16
21	**	Property Services	625	318.29	51	1875	1352.69	72	.00	7515	6162.31 18
22		Other Contractual Service									
22	02	Dues	68	.00	0	204	475.00	233	.00	825	350.00 58
22	03	Training	100	.00	0	300	.00	0	.00	1200	1200.00 0
22	25	IT/GIS Service Charge	10772	10772.25	100	32316	32316.75	100	.00	129267	96950.25 25
22	**	Other Contractual Service	10940	10772.25	99	32820	32791.75	100	.00	131292	98500.25 25
601	**	Library	40659	42828.34	105	121977	119417.90	98	.00	487958	368540.10 25
60	**	Culture/Recreation	40659	42828.34	105	121977	119417.90	98	.00	487958	368540.10 25
DIV	6008	TOTAL *****									
		Finance	40659	42828.34	105	121977	119417.90	98	.00	487958	368540.10 25

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	52706	47438.89	90	158118	142154.62	90	.00	632483	490328.38	23
	16 **	Library Personal Services	52706	47438.89	90	158118	142154.62	90	.00	632483	490328.38	23
	18	Other Personal Services										
	18 05	Overtime Civilian	20	5.07	25	60	46.00	77	.00	250	204.00	18
	18 **	Other Personal Services	20	5.07	25	60	46.00	77	.00	250	204.00	18
	19	Employee Benefits										
	19 05	Medical Insurance	12237	12237.00	100	36711	36711.00	100	.00	146844	110133.00	25
	19 10	IMRF	6612	5790.27	88	19836	17353.22	88	.00	79345	61991.78	22
	19 11	Social Security	3269	2816.73	86	9807	8435.86	86	.00	39229	30793.14	22
	19 12	Medicare	764	658.76	86	2292	1972.91	86	.00	9175	7202.09	22
	19 **	Employee Benefits	22882	21502.76	94	68646	64472.99	94	.00	274593	210120.01	24
	20	Prof Technical Services										
	20 05	Professional Services	585	216.15	37	1755	561.11	32	.00	7022	6460.89	8
	20 08	Consulting Services Libr	378	.00	0	1134	.00	0	.00	4545	4545.00	0
	20 **	Prof Technical Services	963	216.15	22	2889	561.11	19	.00	11567	11005.89	5
	21	Property Services										
	21 02	Equipment Maintenance	14114	1887.81	13	42342	112726.43	266	.00	169375	56648.57	67
	21 **	Property Services	14114	1887.81	13	42342	112726.43	266	.00	169375	56648.57	67
	22	Other Contractual Service										
	22 03	Training	537	.00	0	1611	.00	0	.00	6450	6450.00	0
	22 42	Internet Access	3487	3945.66	113	10461	10337.35	99	.00	41846	31508.65	25
	22 **	Other Contractual Service	4024	3945.66	98	12072	10337.35	86	.00	48296	37958.65	21
	30	General Supplies										
	30 05	Office Supplies & Equip	31	.00	0	93	36.25	39	.00	375	338.75	10
	30 30	Data System Supplies	2100	1781.03	85	6300	7215.18	115	.00	25204	17988.82	29
	30 32	Software Library	13341	12533.85	94	40023	84149.91	210	.00	160102	75952.09	53
	30 33	Documentation Library	8	.00	0	24	.00	0	.00	100	100.00	0
	30 **	General Supplies	15480	14314.88	93	46440	91401.34	197	.00	185781	94379.66	49
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1102	665.02	60	3306	1459.84	44	.00	13226	11766.16	11
	31 **	Public Works Supplies	1102	665.02	60	3306	1459.84	44	.00	13226	11766.16	11
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	75	.00	0	.00	300	300.00	0
	32 32	Software	907	.00	0	2721	.00	0	.00	10887	10887.00	0
	32 **	Library Supplies	932	.00	0	2796	.00	0	.00	11187	11187.00	0

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
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	21673	19103.31	88	65019	57297.28	88	.00	260077	202779.72	22
	16 **	Library Personal Services	21673	19103.31	88	65019	57297.28	88	.00	260077	202779.72	22
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	498	5.91	1	.00	2000	1994.09	0
	18 **	Other Personal Services	166	.00	0	498	5.91	1	.00	2000	1994.09	0
	19	Employee Benefits										
	19 05	Medical Insurance	6679	6679.33	100	20037	20037.99	100	.00	80152	60114.01	25
	19 10	IMRF	2412	2236.16	93	7236	6730.49	93	.00	28946	22215.51	23
	19 11	Social Security	1354	1106.24	82	4062	3321.42	82	.00	16249	12927.58	20
	19 12	Medicare	316	258.74	82	948	776.85	82	.00	3800	3023.15	20
	19 **	Employee Benefits	10761	10280.47	96	32283	30866.75	96	.00	129147	98280.25	24
	22	Other Contractual Service										
	22 03	Training	41	92.02	224	123	92.02	75	.00	500	407.98	18
	22 **	Other Contractual Service	41	92.02	224	123	92.02	75	.00	500	407.98	18
	30	General Supplies										
	30 05	Office Supplies & Equip	36	.00	0	108	.00	0	.00	435	435.00	0
	30 **	General Supplies	36	.00	0	108	.00	0	.00	435	435.00	0
601	** **	Library	32677	29475.80	90	98031	88261.96	90	.00	392159	303897.04	23
60	** **	Culture/Recreation	32677	29475.80	90	98031	88261.96	90	.00	392159	303897.04	23
DIV	6015	TOTAL ***** Security	32677	29475.80	90	98031	88261.96	90	.00	392159	303897.04	23

PREPARED 04/14/2021, 14:10:57
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 .25% 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	374731.08	85	1327764	1380987.92	104	.00	5311580	3930592.08	26

FUND 291 Memorial Library Fund		DEPT/DIV 6401 User Services/Youth Services										
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	80546	67761.05	84	241638	202002.86	84	.00	966557	764554.14	21
	16 **	Library Personal Services	80546	67761.05	84	241638	202002.86	84	.00	966557	764554.14	21
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	498	.00	0	.00	2000	2000.00	0
	18 **	Other Personal Services	166	.00	0	498	.00	0	.00	2000	2000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10553	10553.08	100	31659	31659.28	100	.00	126637	94977.72	25
	19 10	IMRF	9222	8021.62	87	27666	24013.04	87	.00	110668	86654.96	22
	19 11	Social Security	4909	4029.24	82	14727	11988.51	81	.00	58919	46930.49	20
	19 12	Medicare	1148	942.32	82	3444	2803.70	81	.00	13780	10976.30	20
	19 **	Employee Benefits	25832	23546.26	91	77496	70464.53	91	.00	310004	239539.47	23
	22	Other Contractual Service										
	22 02	Dues	373	.00	0	1119	100.00	9	.00	4478	4378.00	2
	22 03	Training	331	.00	0	993	9.96	1	.00	3979	3969.04	0
	22 18	Contr Programs & Exhibits	1581	125.00-	8-	4743	1387.00	29	.00	18980	17593.00	7
	22 **	Other Contractual Service	2285	125.00-	6-	6855	1496.96	22	.00	27437	25940.04	6
	30	General Supplies										
	30 05	Office Supplies & Equip	203	60.03	30	609	156.25	26	.00	2438	2281.75	6
	30 **	General Supplies	203	60.03	30	609	156.25	26	.00	2438	2281.75	6
	32	Library Supplies										
	32 01	Program Supplies	912	1433.72	157	2736	2600.17	95	.00	10948	8347.83	24
	32 02	Program Events	2827	503.63	18	8481	1157.39	14	.00	33930	32772.61	3
	32 90	Circulation Supplies	373	207.98	56	1119	1062.99	95	.00	4477	3414.01	24
	32 **	Library Supplies	4112	2145.33	52	12336	4820.55	39	.00	49355	44534.45	10
601	** **	Library	113144	93387.67	83	339432	278941.15	82	.00	1357791	1078849.85	21
60	** **	Culture/Recreation	113144	93387.67	83	339432	278941.15	82	.00	1357791	1078849.85	21
DIV	6401	TOTAL ***** Youth Services	113144	93387.67	83	339432	278941.15	82	.00	1357791	1078849.85	21

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info 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	92819	73239.67	79	278457	217493.29	78	.00	1113836	896342.71 20	
	16 **	Library Personal Services	92819	73239.67	79	278457	217493.29	78	.00	1113836	896342.71 20	
	18	Other Personal Services										
	18 05	Overtime Civilian	83	75.99	92	249	159.27	64	.00	1000	840.73 16	
	18 **	Other Personal Services	83	75.99	92	249	159.27	64	.00	1000	840.73 16	
	19	Employee Benefits										
	19 05	Medical Insurance	12751	12751.83	100	38253	38255.49	100	.00	153021	114765.51 25	
	19 10	IMRF	9663	8101.28	84	28989	24243.94	84	.00	115962	91718.06 21	
	19 11	Social Security	5658	4390.30	78	16974	13028.70	77	.00	67899	54870.30 19	
	19 12	Medicare	1323	1026.76	78	3969	3046.98	77	.00	15879	12832.02 19	
	19 **	Employee Benefits	29395	26270.17	89	88185	78575.11	89	.00	352761	274185.89 22	
	22	Other Contractual Service										
	22 02	Dues	241	.00	0	723	100.00	14	.00	2900	2800.00 3	
	22 03	Training	275	.00	0	825	34.74	4	.00	3300	3265.26 1	
	22 18	Contr Programs & Exhibits	480	150.00	31	1440	270.00	19	.00	5760	5490.00 5	
	22 **	Other Contractual Service	996	150.00	15	2988	404.74	14	.00	11960	11555.26 3	
	30	General Supplies										
	30 05	Office Supplies & Equip	157	31.10	20	471	108.72	23	.00	1888	1779.28 6	
	30 **	General Supplies	157	31.10	20	471	108.72	23	.00	1888	1779.28 6	
	32	Library Supplies										
	32 01	Program Supplies	229	41.99	18	687	57.47	8	.00	2750	2692.53 2	
	32 90	Circulation Supplies	174	.00	0	522	93.09	18	.00	2095	2001.91 4	
	32 **	Library Supplies	403	41.99	10	1209	150.56	13	.00	4845	4694.44 3	
601	** **	Library	123853	99808.92	81	371559	296891.69	80	.00	1486290	1189398.31 20	
60	** **	Culture/Recreation	123853	99808.92	81	371559	296891.69	80	.00	1486290	1189398.31 20	
DIV	6410	TOTAL ***** Info Services	123853	99808.92	81	371559	296891.69	80	.00	1486290	1189398.31 20	

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer 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	117509	93716.27	80	352527	272922.38	77	.00	1410112	1137189.62 19
	16 **	Library Personal Services	117509	93716.27	80	352527	272922.38	77	.00	1410112	1137189.62 19
	18	Other Personal Services									
	18 05	Overtime Civilian	83	11.87	14	249	56.13	23	.00	1000	943.87 6
	18 **	Other Personal Services	83	11.87	14	249	56.13	23	.00	1000	943.87 6
	19	Employee Benefits									
	19 05	Medical Insurance	11789	11789.33	100	35367	35367.99	100	.00	141472	106104.01 25
	19 10	IMRF	11760	9950.40	85	35280	28955.59	82	.00	141120	112164.41 21
	19 11	Social Security	7166	5707.28	80	21498	16619.28	77	.00	85992	69372.72 19
	19 12	Medicare	1675	1334.74	80	5025	3886.79	77	.00	20111	16224.21 19
	19 **	Employee Benefits	32390	28781.75	89	97170	84829.65	87	.00	388695	303865.35 22
	21	Property Services									
	21 65	Other Services	292	733.90	251	876	733.90	84	.00	3513	2779.10 21
	21 **	Property Services	292	733.90	251	876	733.90	84	.00	3513	2779.10 21
	22	Other Contractual Service									
	22 02	Dues	120	.00	0	360	252.00	70	.00	1441	1189.00 18
	22 03	Training	231	.00	0	693	86.04	12	.00	2773	2686.96 3
	22 **	Other Contractual Service	351	.00	0	1053	338.04	32	.00	4214	3875.96 8
	30	General Supplies									
	30 05	Office Supplies & Equip	169	65.58	39	507	156.03	31	.00	2033	1876.97 8
	30 **	General Supplies	169	65.58	39	507	156.03	31	.00	2033	1876.97 8
	32	Library Supplies									
	32 01	Program Supplies	83	.00	0	249	.00	0	.00	1000	1000.00 0
	32 90	Circulation Supplies	714	55.54	8	2142	2479.02	116	.00	8574	6094.98 29
	32 **	Library Supplies	797	55.54	7	2391	2479.02	104	.00	9574	7094.98 26
601	** **	Library	151591	123364.91	81	454773	361515.15	80	.00	1819141	1457625.85 20
60	** **	Culture/Recreation	151591	123364.91	81	454773	361515.15	80	.00	1819141	1457625.85 20
DIV	6420	TOTAL ***** Customer Services	151591	123364.91	81	454773	361515.15	80	.00	1819141	1457625.85 20

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	18706	17160.57	92	56118	51302.31	91	.00	224475	173172.69 23
16	**	Library Personal Services	18706	17160.57	92	56118	51302.31	91	.00	224475	173172.69 23
19		Employee Benefits									
19	05	Medical Insurance	948	948.84	100	2844	2846.52	100	.00	11386	8539.48 25
19	10	IMRF	2171	2018.36	93	6513	6058.19	93	.00	26060	20001.81 23
19	11	Social Security	1140	1018.49	89	3420	3031.23	89	.00	13691	10659.77 22
19	12	Medicare	266	238.20	90	798	708.92	89	.00	3202	2493.08 22
19	**	Employee Benefits	4525	4223.89	93	13575	12644.86	93	.00	54339	41694.14 23
22		Other Contractual Service									
22	02	Dues	43	.00	0	129	35.00	27	.00	518	483.00 7
22	03	Training	77	.00	0	231	.00	0	.00	930	930.00 0
22	18	Contr Programs & Exhibits	799	490.00	61	2397	1870.00	78	.00	9590	7720.00 20
22	**	Other Contractual Service	919	490.00	53	2757	1905.00	69	.00	11038	9133.00 17
30		General Supplies									
30	05	Office Supplies & Equip	41	.00	0	123	.00	0	.00	500	500.00 0
30	**	General Supplies	41	.00	0	123	.00	0	.00	500	500.00 0
32		Library Supplies									
32	01	Program Supplies	151	226.64	150	453	631.63	139	.00	1820	1188.37 35
32	02	Program Events	50	.00	0	150	.00	0	.00	600	600.00 0
32	90	Circulation Supplies	87	.00	0	261	531.79	204	.00	1050	518.21 51
32	**	Library Supplies	288	226.64	79	864	1163.42	135	.00	3470	2306.58 34
601	**	** Library	24479	22101.10	90	73437	67015.59	91	.00	293822	226806.41 23
60	**	** Culture/Recreation	24479	22101.10	90	73437	67015.59	91	.00	293822	226806.41 23
DIV	6430	TOTAL ***** Accessible Services	24479	22101.10	90	73437	67015.59	91	.00	293822	226806.41 23

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits								
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	20178	10833.48	54	60534	41103.75	68	.00	242139	201035.25 17
	16 **	Library Personal Services	20178	10833.48	54	60534	41103.75	68	.00	242139	201035.25 17
	18	Other Personal Services									
	18 05	Overtime Civilian	16	.00	0	48	89.02	186	.00	200	110.98 45
	18 **	Other Personal Services	16	.00	0	48	89.02	186	.00	200	110.98 45
	19	Employee Benefits									
	19 05	Medical Insurance	5367	5367.50	100	16101	16102.50	100	.00	64410	48307.50 25
	19 10	IMRF	2416	1358.52	56	7248	5165.56	71	.00	28994	23828.44 18
	19 11	Social Security	1228	632.07	52	3684	2398.20	65	.00	14746	12347.80 16
	19 12	Medicare	287	147.83	52	861	560.89	65	.00	3449	2888.11 16
	19 **	Employee Benefits	9298	7505.92	81	27894	24227.15	87	.00	111599	87371.85 22
	22	Other Contractual Service									
	22 02	Dues	95	.00	0	285	119.00	42	.00	1145	1026.00 10
	22 03	Training	117	.00	0	351	.00	0	.00	1414	1414.00 0
	22 18	Contr Programs & Exhibits	8583	1930.00	23	25749	12277.29	48	.00	103007	90729.71 12
	22 **	Other Contractual Service	8795	1930.00	22	26385	12396.29	47	.00	105566	93169.71 12
	32	Library Supplies									
	32 02	Program Events	671	361.70	54	2013	607.72	30	.00	8058	7450.28 8
	32 **	Library Supplies	671	361.70	54	2013	607.72	30	.00	8058	7450.28 8
601 ** **		Library	38958	20631.10	53	116874	78423.93	67	.00	467562	389138.07 17
60 ** **		Culture/Recreation	38958	20631.10	53	116874	78423.93	67	.00	467562	389138.07 17
DIV 6440		TOTAL ***** Programs and Exhibits	38958	20631.10	53	116874	78423.93	67	.00	467562	389138.07 17

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital 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	44026	37400.98	85	132078	114776.81	87	.00	528322	413545.19	22
	16 **	Library Personal Services	44026	37400.98	85	132078	114776.81	87	.00	528322	413545.19	22
	19	Employee Benefits										
	19 05	Medical Insurance	4182	4182.59	100	12546	12547.77	100	.00	50191	37643.23	25
	19 10	IMRF	4936	4416.13	90	14808	13396.38	91	.00	59234	45837.62	23
	19 11	Social Security	2687	2279.58	85	8061	6778.18	84	.00	32251	25472.82	21
	19 12	Medicare	628	533.13	85	1884	1585.27	84	.00	7543	5957.73	21
	19 **	Employee Benefits	12433	11411.43	92	37299	34307.60	92	.00	149219	114911.40	23
	22	Other Contractual Service										
	22 02	Dues	187	.00	0	561	801.00	143	.00	2246	1445.00	36
	22 03	Training	41	.00	0	123	.00	0	.00	500	500.00	0
	22 42	Internet Access	320	.00	0	960	3840.00	400	.00	3840	.00	100
	22 66	Outside Reference Service	247	.00	0	741	2974.00	401	.00	2973	1.00-	100
	22 **	Other Contractual Service	795	.00	0	2385	7615.00	319	.00	9559	1944.00	80
	30	General Supplies										
	30 05	Office Supplies & Equip	58	41.01	71	174	152.75	88	.00	700	547.25	22
	30 07	Supplies Reimb by Patrons	50	.00	0	150	.00	0	.00	600	600.00	0
	30 **	General Supplies	108	41.01	38	324	152.75	47	.00	1300	1147.25	12
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	283.80	68	1248	373.79	30	.00	5000	4626.21	8
	31 **	Public Works Supplies	416	283.80	68	1248	373.79	30	.00	5000	4626.21	8
	32	Library Supplies										
	32 01	Program Supplies	58	.00	0	174	.00	0	.00	700	700.00	0
	32 78	Electronic Resources	31238	48067.50	154	93714	258938.17	276	.00	374867	115928.83	69
	32 90	Circulation Supplies	131	31.08	24	393	63.53	16	.00	1575	1511.47	4
	32 **	Library Supplies	31427	48098.58	153	94281	259001.70	275	.00	377142	118140.30	69
601	** **	Library	89205	97235.80	109	267615	416227.65	156	.00	1070542	654314.35	39
60	** **	Culture/Recreation	89205	97235.80	109	267615	416227.65	156	.00	1070542	654314.35	39
DIV	6450	TOTAL ***** Digital Services	89205	97235.80	109	267615	416227.65	156	.00	1070542	654314.35	39

PREPARED 04/14/2021, 14:10:57
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 25% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection 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									
		Collection Services	239066	204534.76	86	717198	552562.23	77	.00	2868869	2316306.77 19

FUND 291 Memorial Library Fund		DEPT/DIV 6480 User Services/Belmont Makerspace										
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP		BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	27102	6468.97	24	81306	19229.17	24	.00	325231	306001.83	6
	16 **	Library Personal Services	27102	6468.97	24	81306	19229.17	24	.00	325231	306001.83	6
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	48	.00	0	.00	200	200.00	0
	18 **	Other Personal Services	16	.00	0	48	.00	0	.00	200	200.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	4431	4431.83	100	13293	13295.49	100	.00	53182	39886.51	25
	19 10	IMRF	3340	811.20	24	10020	2411.31	24	.00	40086	37674.69	6
	19 11	Social Security	1651	396.56	24	4953	1178.67	24	.00	19819	18640.33	6
	19 12	Medicare	386	92.75	24	1158	275.67	24	.00	4635	4359.33	6
	19 **	Employee Benefits	9808	5732.34	58	29424	17161.14	58	.00	117722	100560.86	15
	20	Prof Technical Services										
	20 05	Professional Services	833	.00	0	2499	.00	0	.00	10000	10000.00	0
	20 20	Legal Services	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	20 40	General Insurance	18	.00	0	54	1288.00	2385	.00	216	1072.00-	596
	20 **	Prof Technical Services	1267	.00	0	3801	1288.00	34	.00	15216	13928.00	9
	21	Property Services										
	21 02	Equipment Maintenance	581	265.00	46	1743	985.00	57	.00	6980	5995.00	14
	21 11	Building Maintenance	2238	202.10	9	6714	449.60	7	.00	26866	26416.40	2
	21 36	Equipment Rental	83	.00	0	249	.00	0	.00	1000	1000.00	0
	21 60	Water and Sewer Service	100	65.48	66	300	65.48	22	.00	1200	1134.52	6
	21 65	Other Services	8	.00	0	24	.00	0	.00	100	100.00	0
	21 **	Property Services	3010	532.58	18	9030	1500.08	17	.00	36146	34645.92	4
	22	Other Contractual Service										
	22 02	Dues	131	.00	0	393	.00	0	.00	1575	1575.00	0
	22 03	Training	83	.00	0	249	.00	0	.00	1000	1000.00	0
	22 18	Contr Programs & Exhibits	650	.00	0	1950	.00	0	.00	7800	7800.00	0
	22 42	Internet Access	125	.00	0	375	.00	0	.00	1500	1500.00	0
	22 **	Other Contractual Service	989	.00	0	2967	.00	0	.00	11875	11875.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	166	.00	0	498	56.45	11	.00	2000	1943.55	3
	30 07	Supplies Reimb by Patrons	625	733.67	117	1875	1087.42	58	.00	7500	6412.58	15
	30 51	Heating Fuel	3345	504.09	15	10035	1887.28	19	.00	40140	38252.72	5
	30 **	General Supplies	4136	1237.76	30	12408	3031.15	24	.00	49640	46608.85	6
	31	Public Works Supplies										
	31 45	Janitorial Supplies	616	.00	0	1848	.00	0	.00	7400	7400.00	0
	31 85	Small Tools and Equipment	416	.00	0	1248	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	1032	.00	0	3096	.00	0	.00	12400	12400.00	0

FUND 291 Memorial Library Fund		DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%	
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	32	Library Supplies									
	32 01	Program Supplies	750	.00	0	2250	.00	0	.00	9000	9000.00 0
	32 **	Library Supplies	750	.00	0	2250	.00	0	.00	9000	9000.00 0
	50	Property									
	50 15	Other Equipment	833	.00	0	2499	.00	0	.00	10000	10000.00 0
	50 **	Property	833	.00	0	2499	.00	0	.00	10000	10000.00 0
601	** **	Library	48943	13971.65	29	146829	42209.54	29	.00	587430	545220.46 7
60	** **	Culture/Recreation	48943	13971.65	29	146829	42209.54	29	.00	587430	545220.46 7
DIV	6480	TOTAL ***** Belmont Makerspace	48943	13971.65	29	146829	42209.54	29	.00	587430	545220.46 7
DEPT	64	TOTAL ***** User Services	829239	675035.91	81	2487717	2093786.93	84	.00	9951447	7857660.07 21
FUND	291	TOTAL ***** Memorial Library Fund	1271827	1049766.99	83	3815481	3474774.85	91	.00	15263027	11788252.15 23
GRAND		TOTAL *****	1271827	1049766.99	83	3815481	3474774.85	91	.00	15263027	11788252.15 23

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50	55 Other Capital Outlay	2083	.00	0	6249	.00	0	.00	25000	25000.00 0
	50	** Property	2083	.00	0	6249	.00	0	.00	25000	25000.00 0
601	**	** Library	2083	.00	0	6249	.00	0	.00	25000	25000.00 0
60	**	** Culture/Recreation	2083	.00	0	6249	.00	0	.00	25000	25000.00 0
DIV	6001	TOTAL ***** Administration	2083	.00	0	6249	.00	0	.00	25000	25000.00 0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	83333	.00	0	249999	.00	0	.00	1000000	1000000.00	0
	50 **	Property	83333	.00	0	249999	.00	0	.00	1000000	1000000.00	0
601	** **	Library	83333	.00	0	249999	.00	0	.00	1000000	1000000.00	0
60	** **	Culture/Recreation	83333	.00	0	249999	.00	0	.00	1000000	1000000.00	0
DIV	6020	TOTAL ***** Facilities	83333	.00	0	249999	.00	0	.00	1000000	1000000.00	0
DEPT	60	TOTAL ***** Executive Office	85416	.00	0	256248	.00	0	.00	1025000	1025000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 55	Other Capital Outlay	94658	322704.27	341	189316	335480.37	177	.00	1041236	705755.63 32
	50 **	Property	94658	322704.27	341	189316	335480.37	177	.00	1041236	705755.63 32
601	** **	Library	94658	322704.27	341	189316	335480.37	177	.00	1041236	705755.63 32
60	** **	Culture/Recreation	94658	322704.27	341	189316	335480.37	177	.00	1041236	705755.63 32
DIV	6480	TOTAL ***** Belmont Makerspace	94658	322704.27	341	189316	335480.37	177	.00	1041236	705755.63 32
DEPT	64	TOTAL ***** User Services	94658	322704.27	341	189316	335480.37	177	.00	1041236	705755.63 32
FUND	491	TOTAL ***** Capital Projects-Library	180074	322704.27	179	445564	335480.37	75	.00	2066236	1730755.63 16
GRAND		TOTAL *****	180074	322704.27	179	445564	335480.37	75	.00	2066236	1730755.63 16

April 20, 2021

(Action Item 3)

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

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$293,418.57
491	Capital Projects Fund - Library	\$322,704.27
Total Disbursements		<u>\$616,122.84</u>
 Payrolls Paid		
3/12/2021		\$277,212.82
3/26/2021		\$274,553.23
		<u>\$551,766.05</u>
 Journal Entry Expenditures by Village On Behalf Of the Library		
3/31/2021	Group Insurance	115,533.33
3/31/2021	IMRF	64,863.65
3/31/2021	Social Security	32,974.70
3/31/2021	Medicare	7,711.81
		<u>\$221,083.49</u>
 Total Disbursed		<u><u>\$1,388,972.38</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81558	AHML FOUNDTION	291-0000-250.15-00	DONATION - MS.KULM	100.00	100.00
81569	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	CASHBACK REBATE	100.64-	100.64-
81597	EBSCO INFORMATION SERVICES	291-0000-140.05-00	PREPID EBSCO PACKAGE	13,705.67	13,705.67
81608	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED MARCH FSA DEP MARCH	2,950.19 1,076.92	4,027.11
81616	INFO USA MARKETING INC	291-0000-140.05-00	PREPAID INFO USA REFERENC	3,250.00	3,250.00
81636	MNJ TECHNOLOGIES DIRECT INC	291-0000-140.05-00	PREPAID MNJ ADOBE CREATIV	1,477.92	1,477.92
81648	PROQUEST LLC	291-0000-140.05-00	PREPAID PROQUEST SUMMON D	2,333.33	2,333.33
81678	WORLD ARCHIVES	291-0000-140.05-00	PREPAID WORLDARCHIVES ACC	2,840.50	2,840.50
***** DIVISION TOTAL ****					27,633.89
***** DEPARTMENT TOTAL **					27,633.89

DEPARTMENT: 60 Executive Office

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
81562	AMAZON.COM CREDIT	291-6001-601.30-05	COUNTERFEIT BILL DETECTOR	74.69	
		291-6001-601.30-05	BANK BAGS	35.88	
		291-6001-601.30-05	OFFICE SUPPLIES	34.30	
		291-6001-601.30-05	THANK YOU CARDS	35.98	180.85
81569	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.30-05	HARRIS DEPOSIT SLIPS	22.25	22.25
81601	FINER LINE	291-6001-601.30-05	NAME BADGES F/NEW HIRE &	17.48	17.48
81608	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES MARCH	152.00	152.00
81611	ILA CONFERENCE	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03	4/24 ELEVATE - HAMANN REACHING FORWARD IL-12PPL ELEVATE ILLP - WILLIAMS M	50.00 600.00 50.00	700.00
81618	INTERIOR INVESTMENTS LLC	291-6001-601.50-15	CHAIR FOR DISTEL S	629.71	629.71
81645	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SERVS 1/1-3/31	1,575.00	1,575.00
81647	POSTMASTER	291-6001-601.22-05	PERMIT#591 POSTAGE NEWSLE	2,900.00	2,900.00
81674	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	8.01	8.01
***** DIVISION TOTAL ****					6,185.30

DEPARTMENT: 60 Executive Office DIVISION: 02

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Communications & Marketing</i>					
/PAYM #					
81562	AMAZON.COM CREDIT	291-6002-601.30-05	NITRILE GLOVES	34.50	34.50
81569	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.30-05	VOLUNTEER INVITE ENVELOPE	106.80	
		291-6002-601.30-05	STOCK ART CREDITS	364.00	
		291-6002-601.30-05	SHELF SIGN HOLDERS	297.03	767.83
81579	BLICK ART MATERIALS	291-6002-601.30-05	ROLL UTILITY PAPER	85.95	85.95
81583	CARDINAL COLORGROUP	291-6002-601.22-10	APRIL NEWSLETTER	9,729.00	9,729.00
81606	GRAINGER INC,W W	291-6002-601.30-05	SHELF SIGN HOLDER	110.40	110.40
81657	SIGNS BY TOMORROW	291-6002-601.22-10	ENTRANCES OPEN BANNER	193.50	
		291-6002-601.22-10	SIGNS FOR BOOKMOBILE	146.76	340.26
***** DIVISION TOTAL ****					11,067.94

Human Resources

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 03			
81556	ACCURATE EMPLOYMENT SCREENING LLC	291-6003-601.21-65	EMPLOYMENT &VOL SCREENING	180.00	180.00
81562	AMAZON.COM CREDIT	291-6003-601.40-70	VOL APPRECIATION GIFTS	223.93	
		291-6003-601.40-70	VOL APPRECIATION GIFTS	40.44	264.37
81568	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	VOL APPRECIATION GIFTS	10.25-	
		291-6003-601.40-70	VOL APPRECIATION GIFTS	110.25	100.00
81569	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	VOLUNTEER APPRECIATION	101.85	
		291-6003-601.40-70	VOLUNTEER APPRECIATION	12.66-	
		291-6003-601.40-70	VOLUNTEER APPRECIATION	276.40	
		291-6003-601.40-70	VOLUNTEER APPRECIATION	215.17	
		291-6003-601.40-70	VOLUNTEER GIFT FOR YEARS	155.83	
		291-6003-601.40-70	VOLUNTEER GIFTCARDS	84.88	
		291-6003-601.40-70	VOLUNTEER OF THE YEAR	13.39	834.86
81585	CERTIF-A-GIFT COMPANY	291-6003-601.40-70	VOLUNTEER SERVS GIFT REDE	148.50	
		291-6003-601.40-70	VOLUNTEER SERVS GIFT REDE	60.00	208.50
81587	COCO & BLU, LLC	291-6003-601.22-55	STAFF INSTITUTE DAY CATER	409.50	409.50
81641	NORTHWEST COMMUNITY HOSPITAL	291-6003-601.22-02	CONSORTIUM DUES 2020 AHML	100.00	
		291-6003-601.21-65	RENDOM DRUG TEST	45.00	
		291-6003-601.21-65	RENDOM DRUG TEST	90.00	
		291-6003-601.21-65	RENDOM DRUG TEST	45.00	280.00
81659	SOCIETY FOR HUMAN RESOURCE	291-6003-601.22-02	SHRM DUES - ROJEK G	219.00	219.00
81674	WAREHOUSE DIRECT	291-6003-601.22-55	STAFF GIVEAWAYS	1,887.93	1,887.93
***** DIVISION TOTAL ****					4,384.16

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Gifts & Grants</i>		
81337	BENSON, BRIAN	291-6004-601.22-18	MOVIE CLUB, 3/11	350.00-	350.00-
81563	AMBIUS (19)	291-6004-601.21-65	REG SERVS APRIL	236.97	236.97
81567	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.22-18	MOVIE CLUB, 3/11	350.00	350.00
81576	BENSON, RAYMOND	291-6004-601.22-18	5/13 MOVIE CLUB	350.00	350.00
81605	GIRE, DANN	291-6004-601.22-18	5/13 MOVIE CLUB	350.00	350.00
81642	OMC2 LLC	291-6004-601.50-15	BANTAM CNC MILL & ACCESSO	3,995.15	3,995.15

***** DIVISION TOTAL **** *Finance* 4,932.12

DEPARTMENT: 60 Executive Office	DIVISION: 08				
81658 SIKICH	291-6008-601.20-05	PROF SERVS AUDIT		4,000.00	
	291-6008-601.20-05	PROF SERVS AUDIT		1,000.00	5,000.00

***** DIVISION TOTAL **** *Information Technology* 5,000.00

DEPARTMENT: 60 Executive Office	DIVISION: 10				
81562 AMAZON.COM CREDIT	291-6010-601.31-85	MACBOOK ADAPTER		56.99	
	291-6010-601.31-85	MOUSE PADS		14.15	
	291-6010-601.31-85	PANIC BUTTONS		79.99	
	291-6010-601.31-85	HEADSET		33.99	
	291-6010-601.50-12	SCREEN FOR SHACKLEY RM		648.00	
	291-6010-601.31-85	WEB CAMERAS FOR STAFF		84.45	
	291-6010-601.31-85	POWER ADAPTERS/KW IPADS		88.32	1,005.89
81569 ARLINGTON HTS MEMORIAL LIBRARY	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		280.00	
	291-6010-601.20-05	DOMAIN RENEWAL		18.17	
	291-6010-601.20-05	HOSTING RENEWAL AHMLCODE		143.88	
	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	RIDDLE.COM SUBSCRIPTION		49.00	
	291-6010-601.30-32	YOUTUBE PREM SUBSCRIPTION		11.99	
	291-6010-601.30-32	VOLUNTEER SOFTWARE SUBSCR		165.00	
	291-6010-601.30-32	OFFICE 365 LICENSES		1.50	
	291-6010-601.30-32	APPS FOR YOUTH IPADS		15.88	
	291-6010-601.30-32	APPS FOR YOUTH IPADS		15.88	
	291-6010-601.30-32	APPS FOR YOUTH IPADS		21.20	
	291-6010-601.30-32	APPS FOR YOUTH IPADS		25.42	
	291-6010-601.30-32	APPS FOR YOUTH IPADS		26.51	
	291-6010-601.30-32	APPS FOR YOUTH IPADS		84.89	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		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	BACKUP STORAGE AMAZON S3	213.09	
		291-6010-601.30-32	OFFICE 365 LICENSES	385.73	
		291-6010-601.30-32	SPOTIFY SUBSCRIPTION	14.99	
		291-6010-601.30-32	GOOGLE GSUITE SUBSCRIPT	54.00	
		291-6010-601.30-32	AMAZON MUSIC SUBSCRIPTION	9.99	
		291-6010-601.30-32	RIDDLE.COM SUBSCRIPTION	49.00	
		291-6010-601.30-32	OFFICE 365 LICENSES	245.20	
		291-6010-601.31-85	HEADSETS FOR STAFF	119.90	
		291-6010-601.31-85	WALL MOUNT FOR TV	55.49	
		291-6010-601.21-02	CLEANING SUPPLIES	680.00	
		291-6010-601.31-85	IT SUPPLIES	44.18	3,273.30
81571	AT&T MOBILITY	291-6010-601.22-42	INTERNET ACCESS 1/28-2/27	138.69	
		291-6010-601.22-42	INTERNET ACCESS 2/8-3/27	138.92	277.61
81580	BOOKSITE	291-6010-601.30-32	ANNUAL BASE FEE & WIDGETS	2,232.00	2,232.00
81588	COMCAST	291-6010-601.22-42	BUSINESS CABLE APRIL	20.98	20.98
81597	EBCO INFORMATION SERVICES	291-6010-601.30-32	NOVELIST SELECT 2/1/21-1/	1,193.00	1,193.00
81598	ELM USA INC	291-6010-601.31-85	TUBES F/DISC REPAIR MACHI	37.67	37.67
81615	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	414.85	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	149.94	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	442.00	
		291-6010-601.30-30	PAPER THROUGHOUT THE BLDG	1,020.45	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	201.02	2,228.26
81636	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	MACBOOK AIR F/DIGITAL SER	975.00	
		291-6010-601.30-32	ADOBE CREATIVE CLOUD CC M	7,389.60	8,364.60
81650	QUILL LLC	291-6010-601.30-30	TONER FOR PRINTERS	501.88	
		291-6010-601.30-30	HP TONER	100.31	
		291-6010-601.30-30	HP TONER	158.39	760.58
81662	STAPLES	291-6010-601.31-85	SMALL TOOLS & EQUIPMENT	49.89	49.89
81672	VERIZON WIRELESS	<----- 291-6010-601.22-42	TELEPHONE 1/26-2/25	354.54	
		291-6010-601.22-42	TELEPHONE 2/26-3/25	354.54	709.08
81680	WOW BUSINESS	291-6010-601.22-42	INTERNET 3/19-4/18	175.98	
		291-6010-601.22-42	INTERNET 3/13-4/12	2,323.68	2,499.66
***** DIVISION TOTAL ****					22,652.52

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			SECURITY		
81567	ARLINGTON HTS MEMORIAL LIBRARY	291-6015-601.22-03	PERC RENEWAL-D BILLING	46.01	
		291-6015-601.22-03	PERC RENEWAL-M KLEAN	46.01	92.02
***** DIVISION TOTAL ****					92.02

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office		FACILITIES		
81557	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	TRASH DISPOSAL MARCH	375.95	
		291-6020-601.21-11	TRASH DISPOSAL APRIL	375.95	751.90
81561	ALTORFER INDUSTRIES INC	291-6020-601.21-02	INSPECT TRANSFER SWITCH	189.00	
		291-6020-601.21-02	INSPECT & MAINTAIN PM 1	546.00	735.00
81562	AMAZON.COM CREDIT	291-6020-601.31-45	CLEANING SUPPLIES	336.00	336.00
81564	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	RES SERVS APRIL	93.45	93.45
81565	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS FEBRUARY & AUTO	259.99	
		291-6020-601.21-11	REG SERVS APRIL	100.00	
		291-6020-601.21-11	REG SERVS MARCH	200.00	559.99
81566	ARLINGTON HEIGHTS FORD	291-6020-601.21-07	OIL FILTER TIRE ROTATION	57.62	57.62
81568	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	39.42	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	234.94	
		291-6020-601.21-11	STANDING DESKS	894.30	
		291-6020-601.21-11	STANDING DESKS TAX REFUND	81.30-	1,087.36
81569	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	40.94	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	184.06	
		291-6020-601.21-11	BELMONT BLUEPRINT	59.34	284.34
81570	ASSA ABLOY ENTRANCE SYSTEMS US INC	291-6020-601.21-11	AUTOMATIC DOOR REPAIR	289.50	
		291-6020-601.21-11	REPLACE SENSOR AUTO DOOR	1,290.00	1,579.50
81589	COMED	291-6020-601.30-51	HEATING 2/9-3/10	124.72	
		291-6020-601.30-51	HEATING 2/9-3/10	1.64	126.36
81591	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	BOILER REPAIR	2,294.00	
		291-6020-601.21-11	PREVENTATIVE MAINT HVAC	2,137.00	
		291-6020-601.21-11	HVAC REPAIR NEW PUMP MOTO	2,721.00	7,152.00
81592	CONSERV FS INC	291-6020-601.21-11	MAINTENANCE SUPPLIES	1,450.00	1,450.00
81595	DEFRANCO PLUMBING	291-6020-601.21-11	PLUMBING MATERIAL & LABOR	323.00	323.00
81602	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	BOOKMOBILE OIL CHANGE 4/2	176.34	176.34
81606	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	461.82	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	909.26	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	MAINTENANCE SUPPLIES	53.46	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	518.32	1,942.86
81609	IGS ENERGY	291-6020-601.30-51	NATURAL GAS FEBRUARY	3,910.30	3,910.30
81614	ILLINOIS OFFICE-STATE FIRE MARSHAL	291-6020-601.21-02	CERTIFICATE FEE-BOILERS	210.00	210.00
81623	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6020-601.21-02	FIRE ALARM MONITORING	261.23	261.23
81630	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS APRIL	4,599.00	4,599.00
81632	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTENANCE	70.75	
		291-6020-601.21-11	BLDG MAINTENANCE	51.36	122.11
81634	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERVS MARCH	60.00	60.00
81637	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT FOR PROCESSING & WI	659.37	
		291-6020-601.21-11	PAINT	53.99	
		291-6020-601.21-11	PAINT	344.16	1,057.52
81640	NICOR GAS	291-6020-601.30-51	NATURAL GAS FEBRUARY	992.06	
		291-6020-601.30-51	NATURAL GAS FEBRUARY	448.15	
		291-6020-601.30-51	NATURAL GAS MARCH	813.65	
		291-6020-601.30-51	NATURAL GAS MARCH	306.62	2,560.48
81655	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	41.98	
		291-6020-601.21-11	BLDG MAINTENANCE	15.18	57.16
81660	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVS APRIL	987.96	987.96
81661	STANLEY ACCESS TECHNOLOGIES LLC	291-6020-601.21-11	AUTOMATIC DOORS	6,743.00	6,743.00
81662	STAPLES	291-6020-601.21-11	BLDG MAINTENANCE	311.46	
		291-6020-601.31-45	JANITORIAL SUPPLIES	746.63	1,058.09
81673	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.21-60	WATER/SEWER 1/6/21-3/11/2	82.86	
		291-6020-601.21-60	WATER/SEWER 1/1/21-3/3/21	707.70	790.56
81682	1000BULBS.COM	291-6020-601.21-11	MAINTENANCE SUPPLIES	1,390.80	1,390.80
***** DIVISION TOTAL ****					40,463.93
***** DEPARTMENT TOTAL **					94,777.99
<i>YOUTH SERVICES</i>					
DEPARTMENT: 64	User Services	DIVISION: 01			
81312	SCHOBER, LINDA	291-6401-601.22-18	JAN LEARN TO DRAW 2 SESSI	125.00-	125.00-
81559	ALBERTSONS/SAFEWAY	291-6401-601.32-02	YOUTH SERVS PROGRAM	.93	
		291-6401-601.32-01	YOUTH SERVS PROGRAM	11.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
					12.91
81562	AMAZON.COM CREDIT	291-6401-601.32-01	ACTIVITY KIT RETURN	6.99-	
		291-6401-601.32-01	ACTIVITY KIT RETURN	6.99-	
		291-6401-601.32-01	ACTIVITY KIT RETURN	6.99-	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	63.80	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	218.97	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	89.90	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	54.76	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	110.93	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	137.11	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	137.11-	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	6.94	
		291-6401-601.32-02	ACTIVITY KIT SUPPLIES	13.99	
		291-6401-601.32-02	PROGRAM SUPPLIES	29.99	
		291-6401-601.32-02	ESCAPE ROOM PRIZES	42.96	
		291-6401-601.32-02	CONSTRUCTION PAPER	14.09	
		291-6401-601.32-02	POETRY WALK BOOKS	97.14	
		291-6401-601.32-02	KW TOUR SUPPLIES	9.59	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	15.95	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	52.98	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	9.99	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	83.94	
		291-6401-601.32-02	TAG MEETING SUPPLIES	33.96	
		291-6401-601.32-02	YOUTH DISTANCING SUPPLIES	64.54	993.45
81567	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	STAMPS-BIRTHDAY PROGRAM	11.00	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	29.90	
		291-6401-601.32-02	TWEEN PROGRAM SUPPLIES	7.68	
		291-6401-601.32-01	DIY KIT SUPPLIES	35.98	84.56
81569	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-01	ACTIVITY KIT SUPPLIES	197.28	
		291-6401-601.32-02	GREEN SCREEN - STORYTIME	55.25	
		291-6401-601.32-02	TWEEN ESCAPE ROOM PRIZES	38.51	291.04
81579	BLICK ART MATERIALS	291-6401-601.32-01	MAY TWEEN ACTIVITY KIT	75.25	75.25
81603	FUN EXPRESS LLC	291-6401-601.32-01	SCRATCH CRAFTS F/DIY ACTI	204.48	204.48
81628	LAKESHORE LEARNING MATERIALS	291-6401-601.32-01	CRAFT SUPPLIES F/APRIL BA	42.71	42.71
81650	QUILL LLC	291-6401-601.32-01	SUPPLIES F/APRIL TEEN ACT	148.95	148.95
81668	ULINE	291-6401-601.32-90	PACKING FOR LIT CRATES	176.54	176.54
81671	VELA, MAUREEN	291-6401-601.32-02	3/20 FAMILY COOKING PROGR	84.00	84.00
81674	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	60.03	
		291-6401-601.32-90	CIRCULATION SUPPLIES	31.44	91.47

***** DIVISION TOTAL ****

2,080.36

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>INFO SERVICES</i>					
/PAYM #					
81562	AMAZON.COM CREDIT	291-6410-601.30-05	OFFICE SUPPLIES	17.62	17.62
81567	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.32-01	ROMANCE READERS PROGRAM	41.99	41.99
81575	BENNETT, BRUCE	291-6410-601.22-18	RESUME REVIEWS MARCH	120.00	120.00
81629	MADAY, JULIE I	291-6410-601.22-18	RESUME REVIEWS MARCH	30.00	30.00
81674	WAREHOUSE DIRECT	291-6410-601.30-05	OFFICE SUPPLIES	13.48	13.48
***** DIVISION TOTAL ****					223.09

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>CIRCULATION</i>					
DEPARTMENT: 64	User Services	DIVISION: 20			
81562	AMAZON.COM CREDIT	291-6420-601.30-05	OFFICE SUPPLIES	5.89	
		291-6420-601.30-05	OFFICE SUPPLIES	7.59	
		291-6420-601.30-05	OFFICE SUPPLIES	17.99	
		291-6420-601.30-05	OFFICE SUPPLIES	38.77	70.24
81662	STAPLES	291-6420-601.30-05	OFFICE SUPPLIES	6.81	
		291-6420-601.32-90	CIRCULARION SUPPLIES	10.55	17.36
81669	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS MARCH	733.90	733.90
81674	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES CIRC	33.52	33.52
***** DIVISION TOTAL ****					855.02

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>SENIOR AND ACCESSIBLE SERVICES</i>					
DEPARTMENT: 64	User Services	DIVISION: 30			
81579	BLICK ART MATERIALS	291-6430-601.32-01	MAY/JUNE ART WITH ALAYNE	226.64	
		291-6430-601.32-01	MAY/JUNE ART WITH ALAYNE	14.72	
		291-6430-601.32-01	MAY/JUNE ART WITH ALAYNE	14.72-	226.64
81631	MCNULTY, ALAYNE	291-6430-601.22-18	APRIL CREATIVE AGING:ART	490.00	490.00
***** DIVISION TOTAL ****					716.64

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>PROGRAMS AND EXHIBITS</i>					
DEPARTMENT: 64	User Services	DIVISION: 40			
81560	ALTERNATIVE COMMUNICATION SERVICES	291-6440-601.22-18	3/11 LIVE CLOSED CAPTIONI	250.00	250.00
81562	AMAZON.COM CREDIT	291-6440-601.32-02	CRAFTIVISM SUPPLIES	38.99	
		291-6440-601.32-02	CRAFTIVISM SUPPLIES	143.87	
		291-6440-601.32-02	CRAFTIVISM SUPPLIES	184.83	
		291-6440-601.32-02	REFUND ON SHIPPING COST	5.99-	361.70
81572	BADASS CROSS STITCH	291-6440-601.22-18	3/26 CRAFTIVISM WORKSHOP	350.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					350.00
81612	ILL GOTTEN GAMES	291-6440-601.22-18	4/29 CREATIVITY & 3D-PRIN	200.00	200.00
81624	KADEN, PATRICIA S	291-6440-601.22-18	CANDIDATE FORUM INTERPRET	240.00	240.00
81626	KNABB, JACOB S	291-6440-601.22-18	5/12 WRITER'S INK	150.00	150.00
81627	KRETSINGER, CHERI	291-6440-601.22-18	5/11 SMALL BUSINESS WITH	100.00	100.00
81653	SCHNELLE, MEREDITH	291-6440-601.22-18	4/26 RAIN GARDENS & RAIN	75.00	75.00
81663	STAPLETON, STACY SHEIN	291-6440-601.22-18	3/13 CANDIDATE FORUMS	240.00	240.00
81664	STONE, ELLEN R.	291-6440-601.22-18	4/20 TARGETING GRANT PROP	150.00	150.00
81665	SZABADOS, STEPHEN	291-6440-601.22-18	4/18 WRITE YOUR FAMILY HI	175.00	175.00
***** DIVISION TOTAL ****					2,291.70

DIGITAL SERVICES

DEPARTMENT:		DIVISION:			
64	User Services	50			
81562	AMAZON.COM CREDIT	291-6450-601.30-05	TLC DOORBELL	18.99	
		291-6450-601.30-05	OFFICE SUPPLIES	10.98	
		291-6450-601.32-90	OFFICE SUPPLIES	31.08	
		291-6450-601.31-85	USB HUB FOR STUDIO	87.98	
		291-6450-601.31-85	LAMINATOR CARTRIDGE	39.99	
		291-6450-601.31-85	LAMINATOR	155.83	344.85
81597	EBSCO INFORMATION SERVICES	291-6450-601.32-78	EBSCO PACKAGE	27,411.33	27,411.33
81616	INFO USA MARKETING INC	291-6450-601.32-78	REFERENCE SOLUTIONS USA P	9,750.00	9,750.00
81648	PROQUEST LLC	291-6450-601.32-78	SUMMON DISCOVERY SERVS	4,666.67	
		291-6450-601.32-78	360 LINK	3,000.00	7,666.67
81649	P4A ANTIQUES RESEARCH SERVICES LLC	291-6450-601.32-78	ELECTR SUBSCRIPTION	399.00	399.00
81662	STAPLES	291-6450-601.30-05	OFFICE SUPPLIES	11.04	11.04
81678	WORLD ARCHIVES	291-6450-601.32-78	ACCESS.NEWSPAPERARCHIVE.C	2,840.50	2,840.50
***** DIVISION TOTAL ****					48,423.39

COLLECTION SERVICES

DEPARTMENT:		DIVISION:			
64	User Services	70			
80806	BOSTON COLLEGE LIBRARIES	291-6470-601.21-64	ILL LATE/DAMAGED ITEM	100.00-	100.00-
81400	OFFICE DEPOT OFFICE MAX	291-6470-601.22-85	PROCESSING SUPPLIES	116.14-	116.14-
81554	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	56.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	56.40	112.80
81555	ABDO-SPOTLIGHT-MAGIC WAGON	291-6470-601.32-80	BOOKS	1,089.40	1,089.40
81562	AMAZON.COM CREDIT	291-6470-601.32-75	AV MATERIALS	24.98	
		291-6470-601.32-75	AV MATERIALS	13.90	
		291-6470-601.32-75	AV MATERIALS	28.98	
		291-6470-601.32-75	AV MATERIALS	34.49	
		291-6470-601.32-75	AV MATERIALS	12.93	
		291-6470-601.32-75	AV MATERIALS	21.98	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	20.19	
		291-6470-601.32-75	AV MATERIALS	23.49	
		291-6470-601.32-75	AV MATERIALS	49.95	
		291-6470-601.32-75	AV MATERIALS	47.19	
		291-6470-601.32-75	AV MATERIALS	134.80	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	35.98	
		291-6470-601.32-75	AV MATERIALS	32.63	
		291-6470-601.32-75	AV MATERIALS	43.57	
		291-6470-601.32-75	AV MATERIALS	43.36	
		291-6470-601.32-75	AV MATERIALS	6.99	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	4.99	
		291-6470-601.32-75	AV MATERIALS	35.55	
		291-6470-601.32-75	AV MATERIALS	18.49	
		291-6470-601.32-95	PERIODICALS	64.95	
		291-6470-601.32-95	PERIODICALS	9.01	
		291-6470-601.32-95	PERIODICALS	12.78	
		291-6470-601.32-95	PERIODICALS	12.37	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	18.83	
		291-6470-601.32-80	BOOKS	11.87	
		291-6470-601.32-80	BOOKS	17.72	
		291-6470-601.32-80	BOOKS	7.64	
		291-6470-601.32-80	BOOKS	44.78	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	22.49	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	16.98	
		291-6470-601.32-80	BOOKS	15.69	
		291-6470-601.32-80	BOOKS	21.99	
		291-6470-601.32-80	BOOKS	27.98	
		291-6470-601.32-80	BOOKS	15.69-	
		291-6470-601.32-80	BOOKS	98.89	
		291-6470-601.32-80	BOOKS	32.95	
		291-6470-601.32-80	BOOKS	22.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	17.06	
		291-6470-601.32-80	BOOKS	87.89	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	91.19	
		291-6470-601.32-80	BOOKS	61.12	
		291-6470-601.32-80	BOOKS	14.45	
		291-6470-601.32-80	BOOKS	159.39	
		291-6470-601.32-80	BOOKS	51.46	
		291-6470-601.32-80	BOOKS	71.88	
		291-6470-601.32-80	BOOKS	35.94	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	18.83	
		291-6470-601.32-80	BOOKS	20.55	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	16.60	
		291-6470-601.32-80	BOOKS	15.28	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	11.11	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	37.32	
		291-6470-601.32-80	BOOKS	59.90	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	14.60	
		291-6470-601.32-80	BOOKS	35.16	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	33.78	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	22.99	
		291-6470-601.32-80	BOOKS	14.89	
		291-6470-601.32-80	BOOKS	18.83-	
		291-6470-601.32-80	BOOKS	44.98	
		291-6470-601.32-80	BOOKS	40.72	
		291-6470-601.32-80	BOOKS	4.04	
		291-6470-601.32-80	BOOKS	197.89	
		291-6470-601.32-80	BOOKS	9.48	
		291-6470-601.32-80	BOOKS	46.92	
		291-6470-601.32-80	BOOKS	10.49	
		291-6470-601.32-80	BOOKS	208.89	
		291-6470-601.32-80	BOOKS	13.19	
		291-6470-601.32-80	BOOKS	32.65	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	117.48	
		291-6470-601.32-80	BOOKS	27.36	
		291-6470-601.32-80	BOOKS	49.40	
		291-6470-601.32-80	BOOKS	37.98	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	87.89	
		291-6470-601.32-80	BOOKS	137.39	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	187.66	
		291-6470-601.32-80	BOOKS	26.99	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	97.79	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	157.19	
		291-6470-601.32-80	BOOKS	70.64	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	10.36	
		291-6470-601.32-95	PERIODICALS	9.98	
		291-6470-601.32-95	PERIODICALS	14.98	
		291-6470-601.32-95	PERIODICALS	14.98	
		291-6470-601.32-95	PERIODICALS	16.59	
		291-6470-601.32-95	PERIODICALS	13.98	
		291-6470-601.32-95	PERIODICALS	11.98	
		291-6470-601.32-95	PERIODICALS	9.25	
		291-6470-601.32-95	PERIODICALS	6.94	
		291-6470-601.32-75	AV MATERIALS	48.96	
		291-6470-601.32-75	AV MATERIALS	97.96	
		291-6470-601.32-75	AV MATERIALS	70.47	
		291-6470-601.32-75	AV MATERIALS	64.47	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	23.99	
		291-6470-601.32-75	AV MATERIALS	27.86	
		291-6470-601.32-75	AV MATERIALS	10.29	
		291-6470-601.32-75	AV MATERIALS	13.62	
		291-6470-601.32-75	AV MATERIALS	41.94	
		291-6470-601.32-75	AV MATERIALS	3.94-	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	20.61	
		291-6470-601.32-75	AV MATERIALS	14.51	
		291-6470-601.32-75	AV MATERIALS	4.17-	
		291-6470-601.32-75	AV MATERIALS	44.95	
		291-6470-601.32-75	AV MATERIALS	9.96	
		291-6470-601.32-75	AV MATERIALS	30.94	
		291-6470-601.32-75	AV MATERIALS	22.96	
		291-6470-601.32-75	AV MATERIALS	30.29	
		291-6470-601.32-75	AV MATERIALS	21.10	
		291-6470-601.32-75	AV MATERIALS	42.38	
		291-6470-601.32-75	AV MATERIALS	119.98	
		291-6470-601.32-75	AV MATERIALS	10.90	
		291-6470-601.32-80	BOOKS	26.00	
		291-6470-601.32-80	BOOKS	19.08	
		291-6470-601.32-80	BOOKS	14.40	
		291-6470-601.32-80	BOOKS	27.97	
		291-6470-601.32-80	BOOKS	11.94	
		291-6470-601.32-80	BOOKS	22.46	
		291-6470-601.32-80	BOOKS	41.22	
		291-6470-601.32-80	BOOKS	12.04	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	49.50	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	12.48	
		291-6470-601.32-80	BOOKS	11.72	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	17.00	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	31.58	
		291-6470-601.32-80	BOOKS	9.47	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	30.00	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	13.90	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	24.17	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	13.65	
		291-6470-601.32-80	BOOKS	62.85	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	52.22	
		291-6470-601.32-80	BOOKS	31.48	
		291-6470-601.32-80	BOOKS	20.99	
		291-6470-601.32-80	BOOKS	22.96	
		291-6470-601.32-80	BOOKS	9.69	
		291-6470-601.32-80	BOOKS	9.74	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	13.30	
		291-6470-601.32-80	BOOKS	11.95	
		291-6470-601.32-80	BOOKS	14.44	
		291-6470-601.32-80	BOOKS	123.12	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	34.20	
		291-6470-601.32-80	BOOKS	31.01	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	12.04-	
		291-6470-601.32-80	BOOKS	116.85	
		291-6470-601.32-95	PERIODICALS	11.99	
		291-6470-601.32-95	PERIODICALS	9.25	
		291-6470-601.30-05	BULLETIN BOARDS	112.28	
		291-6470-601.32-05	ZIPLOCK BAGS	5.86	
		291-6470-601.32-05	ZIPLOCK BAGS	5.79	
		291-6470-601.32-75	AV MATERIALS	20.94	
		291-6470-601.32-75	AV MATERIALS	14.62	
		291-6470-601.32-75	AV MATERIALS	26.00	
		291-6470-601.32-75	AV MATERIALS	28.95	
		291-6470-601.32-75	AV MATERIALS	20.44	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	42.85	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-80	BOOKS	219.45	
		291-6470-601.32-80	BOOKS	125.99	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	15.95	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	20.39	
		291-6470-601.32-95	PERIODICALS	12.97	
		291-6470-601.32-95	PERIODICALS	5.99	
		291-6470-601.32-95	PERIODICALS	13.97	
		291-6470-601.32-75	AV MATERIALS	58.59	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	9.96	
		291-6470-601.32-75	AV MATERIALS	60.22	
		291-6470-601.32-75	AV MATERIALS	159.00	
		291-6470-601.32-75	AV MATERIALS	24.99	
		291-6470-601.32-75	AV MATERIALS	27.21	
		291-6470-601.32-75	AV MATERIALS	175.05	
		291-6470-601.32-75	AV MATERIALS	22.97	
		291-6470-601.32-75	AV MATERIALS	43.24	
		291-6470-601.32-80	BOOKS	6.98	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	10.39	
		291-6470-601.32-80	BOOKS	13.19	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	31.98	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-95	PERIODICALS	15.19	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	12.48	
		291-6470-601.32-95	PERIODICALS	25.07	
		291-6470-601.32-95	PERIODICALS	20.74	
		291-6470-601.32-95	PERIODICALS	9.51	
		291-6470-601.32-95	PERIODICALS	12.98	
		291-6470-601.32-95	PERIODICALS	7.88	7,603.29
81567	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	38.97	
		291-6470-601.32-95	PERIODICALS	1.00	39.97
81568	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-80	BOOKS	52.85	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	137.45	226.28
81569	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	LIBRARYWORKS WEBINAR	49.00	
		291-6470-601.32-75	FRAUDULENT CHARGE	10.99	
		291-6470-601.32-75	AV MATERIALS	116.98	
		291-6470-601.32-75	AV MATERIALS	41.17	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		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	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	16.32	
		291-6470-601.32-75	AV MATERIALS	69.04	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	20.00	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	112.80	
		291-6470-601.32-75	AV MATERIALS	38.54	
		291-6470-601.32-75	AV MATERIALS	41.17	
		291-6470-601.32-75	AV MATERIALS	20.17	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-80	BOOKS	25.58	
		291-6470-601.32-80	BOOKS	23.96	
		291-6470-601.32-80	BOOKS	227.69	
		291-6470-601.32-95	PERIODICALS	12.98	
		291-6470-601.32-95	PERIODICALS	10.99	
		291-6470-601.32-95	PERIODICALS	10.99	
		291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-95	PERIODICALS	36.00	
		291-6470-601.32-95	PERIODICALS	6.00	
		291-6470-601.32-95	PERIODICALS	15.98	
		291-6470-601.32-95	PERIODICALS	43.08	
		291-6470-601.32-95	PERIODICALS	75.00	
		291-6470-601.32-95	PERIODICALS	7.38	
		291-6470-601.32-95	PERIODICALS	4.82	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	24.39	
		291-6470-601.32-95	PERIODICALS	15.49	
		291-6470-601.32-95	PERIODICALS	29.00	
		291-6470-601.32-95	PERIODICALS	290.00	
		291-6470-601.32-95	PERIODICALS	20.00	1,639.34
81573	BAKER & TAYLOR	291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	29.20-	
		291-6470-601.32-80	BOOKS	14.68-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.32-80	BOOKS	252.82	
		291-6470-601.32-80	BOOKS	326.56	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	48.49	
		291-6470-601.32-80	BOOKS	355.14	
		291-6470-601.32-80	BOOKS	230.55	
		291-6470-601.32-80	BOOKS	190.12	
		291-6470-601.32-80	BOOKS	51.17	
		291-6470-601.32-80	BOOKS	121.22	
		291-6470-601.32-80	BOOKS	143.43	
		291-6470-601.32-80	BOOKS	481.33	
		291-6470-601.32-80	BOOKS	137.77	
		291-6470-601.32-80	BOOKS	142.92	
		291-6470-601.32-80	BOOKS	235.14	
		291-6470-601.32-80	BOOKS	35.70	
		291-6470-601.32-80	BOOKS	247.34	
		291-6470-601.32-75	AV MTLs	19.35	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	212.80	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	111.35	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.32-80	BOOKS	332.96	
		291-6470-601.32-80	BOOKS	29.47	
		291-6470-601.32-80	BOOKS	367.53	
		291-6470-601.32-80	BOOKS	912.37	
		291-6470-601.32-80	BOOKS	444.61	
		291-6470-601.32-80	BOOKS	419.86	
		291-6470-601.32-80	BOOKS	449.76	
		291-6470-601.32-80	BOOKS	224.98	
		291-6470-601.32-80	BOOKS	204.20	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.32-80	BOOKS	234.94	
		291-6470-601.32-80	BOOKS	121.53	
		291-6470-601.32-80	BOOKS	21.87	
		291-6470-601.32-80	BOOKS	31.50	
		291-6470-601.32-80	BOOKS	75.08	
		291-6470-601.32-80	BOOKS	94.38	
		291-6470-601.32-80	BOOKS	196.63	
		291-6470-601.32-80	BOOKS	438.49	
		291-6470-601.32-80	BOOKS	536.43	
		291-6470-601.22-85	PROCESSING SERVICES	87.40	
		291-6470-601.22-85	PROCESSING SERVICES	60.80	
		291-6470-601.22-85	PROCESSING SERVICES	174.80	
		291-6470-601.22-85	PROCESSING SERVICES	79.80	
		291-6470-601.22-85	PROCESSING SERVICES	106.40	
		291-6470-601.22-85	PROCESSING SERVICES	110.20	
		291-6470-601.22-85	PROCESSING SERVICES	110.20	
		291-6470-601.32-80	BOOKS	312.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	173.56	
		291-6470-601.32-80	BOOKS	181.38	
		291-6470-601.32-80	BOOKS	785.55	
		291-6470-601.32-80	BOOKS	15.34	
		291-6470-601.32-80	BOOKS	26.59	
		291-6470-601.32-80	BOOKS	148.80	
		291-6470-601.32-80	BOOKS	25.50	
		291-6470-601.32-80	BOOKS	142.92	
		291-6470-601.32-80	BOOKS	15.81-	
		291-6470-601.32-80	BOOKS	130.47	
		291-6470-601.32-80	BOOKS	171.75	
		291-6470-601.32-80	BOOKS	310.48	
		291-6470-601.32-80	BOOKS	315.47	
		291-6470-601.32-80	BOOKS	111.97	
		291-6470-601.32-80	BOOKS	264.56	
		291-6470-601.32-80	BOOKS	307.79	
		291-6470-601.32-80	BOOKS	325.91	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	15.18	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	62.59	
		291-6470-601.32-80	BOOKS	498.62	
		291-6470-601.32-80	BOOKS	446.26	
		291-6470-601.32-80	BOOKS	413.57	
		291-6470-601.32-80	BOOKS	133.67	
		291-6470-601.32-80	BOOKS	11.37	
		291-6470-601.32-80	BOOKS	259.40	
		291-6470-601.32-80	BOOKS	266.65	
		291-6470-601.32-80	BOOKS	631.02	
		291-6470-601.32-80	BOOKS	74.81	
		291-6470-601.32-80	BOOKS	44.70	
		291-6470-601.32-80	BOOKS	390.09	
		291-6470-601.32-80	BOOKS	524.38	
		291-6470-601.22-85	PROCESSING SERVICES	114.00	
		291-6470-601.22-85	PROCESSING SERVICES	87.40	
		291-6470-601.22-85	PROCESSING SERVICES	114.00	
		291-6470-601.22-85	PROCESSING SERVICES	136.80	
		291-6470-601.22-85	PROCESSING SERVICES	91.20	
		291-6470-601.22-85	PROCESSING SERVICES	98.80	
		291-6470-601.22-85	PROCESSING SERVICES	79.80	
		291-6470-601.22-85	PROCESSING SERVICES	136.80	
		291-6470-601.22-85	PROCESSING SERVICES	34.20	
		291-6470-601.32-80	BOOKS	347.20	
		291-6470-601.32-80	BOOKS	255.31	
		291-6470-601.32-80	BOOKS	451.74	
		291-6470-601.32-80	BOOKS	113.44	
		291-6470-601.32-80	BOOKS	198.56	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	523.09	
		291-6470-601.32-80	BOOKS	310.43	
		291-6470-601.32-80	BOOKS	52.72	
		291-6470-601.32-80	BOOKS	495.45	
		291-6470-601.32-80	BOOKS	220.28	
		291-6470-601.32-80	BOOKS	543.47	
		291-6470-601.32-80	BOOKS	113.35	
		291-6470-601.32-80	BOOKS	480.98	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.32-80	BOOKS	745.19	
		291-6470-601.32-80	BOOKS	228.02	25,115.27
81574	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	25.72	
		291-6470-601.32-75	AV MATERIALS	132.71	
		291-6470-601.32-75	AV MATERIALS	10.18	
		291-6470-601.32-75	AV MATERIALS	102.83	
		291-6470-601.32-75	AV MTLs	11.00	
		291-6470-601.32-75	AV MTLs	163.91	446.35
81577	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	139.99	
		291-6470-601.32-80	BOOKS	771.27	
		291-6470-601.32-80	BOOKS	9,384.68	
		291-6470-601.32-75	AV MTLs	8,732.57	
		291-6470-601.32-75	AV MTLs	386.23	
		291-6470-601.32-80	BOOKS	1,190.08	
		291-6470-601.32-80	BOOKS	11,406.20	
		291-6470-601.32-75	AV MTLs	8,861.19	40,872.21
81578	BLACKSTONE PUBLISHING	291-6470-601.32-75	AV MTLs	104.97	
		291-6470-601.32-75	AV MTLs	38.94	
		291-6470-601.32-75	AV MATERIALS	34.99	178.90
81581	BOSTON COLLEGE LIBRARIES	291-6470-601.21-64	ILL202286280 LATE/DAMAGES	100.00	100.00
81582	BOTTOM LINE PERSONAL	291-6470-601.32-95	PERIODICALS	39.00	39.00
81584	CCH INCORPORATED	291-6470-601.32-80	BOOKS	200.52	200.52
81586	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	520.00	520.00
81590	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	10.97	10.97
81593	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	230.56	
		291-6470-601.32-95	PERIODICALS	39.47-	
		291-6470-601.32-95	PERIODICALS	457.99-	
		291-6470-601.32-95	PERIODICALS	20.14-	
		291-6470-601.32-95	PERIODICALS	996.06	
		291-6470-601.32-95	PERIODICALS	459.12	
		291-6470-601.32-95	PERIODICALS	405.64	
		291-6470-601.32-95	PERIODICALS	154.79	
		291-6470-601.32-95	PERIODICALS	20.22	

CHECK #	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
		291-6470-601.32-95	PERIODICALS	610.12	
		291-6470-601.32-95	PERIODICALS	422.00	
		291-6470-601.32-95	PERIODICALS	25.29	
		291-6470-601.32-95	PERIODICALS	18.20	2,824.40
81596	DEMCO INC	291-6470-601.22-85	PROCESSING SUPPLIES	136.04	136.04
81597	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	29.78-	29.78-
81599	FAMILY ROOTS PUBLISHING COMPANY	291-6470-601.32-80	BOOKS	54.85	54.85
81600	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MATERIALS	1,069.92	1,069.92
81604	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	81.57	
		291-6470-601.32-80	BOOKS	55.98	
		291-6470-601.32-80	BOOKS	91.18	
		291-6470-601.32-80	BOOKS	130.36	
		291-6470-601.32-80	BOOKS	91.18	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	42.88	
		291-6470-601.32-80	BOOKS	52.78	761.39
81607	GREY HOUSE PUBLISHING	291-6470-601.32-80	BOOKS	260.05	260.05
81610	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	120.00	
		291-6470-601.32-80	BOOKS	108.75	
		291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	127.50	735.00
81613	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SERVS JANUARY	12.45-	
		291-6470-601.21-64	ACCESS SERVS FEBRUARY	184.75	172.30
81617	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	80.11	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	11.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	19.50	
		291-6470-601.32-80	BOOKS	117.35	
		291-6470-601.32-80	BOOKS	374.55	
		291-6470-601.32-80	BOOKS	352.16	
		291-6470-601.32-80	BOOKS	123.14	
		291-6470-601.32-80	BOOKS	52.69	
		291-6470-601.22-85	PROC SERVS	37.62	
		291-6470-601.22-85	PROC SERVS	10.89	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	61.03	
		291-6470-601.32-80	BOOKS	268.01	
		291-6470-601.32-80	BOOKS	4.79	
		291-6470-601.32-80	BOOKS	316.36	
		291-6470-601.32-80	BOOKS	83.98	
		291-6470-601.32-80	BOOKS	23.95	
		291-6470-601.32-80	BOOKS	246.10	
		291-6470-601.32-80	BOOKS	74.90	
		291-6470-601.32-80	BOOKS	87.60	
		291-6470-601.22-85	PROC SERV	51.48	
		291-6470-601.32-80	BOOKS	36.86	
		291-6470-601.32-80	BOOKS	194.30	
		291-6470-601.22-85	PROCESSING SERVICES	150.48	
		291-6470-601.22-85	PROCESSING SERVICES	10.89	
		291-6470-601.32-80	BOOKS	10.73	
		291-6470-601.32-80	BOOKS	51.96	
		291-6470-601.32-80	BOOKS	3.90	
		291-6470-601.32-80	BOOKS	1,348.71	
		291-6470-601.32-80	BOOKS	236.83	
		291-6470-601.32-80	BOOKS	60.41	
		291-6470-601.32-80	BOOKS	46.09	
		291-6470-601.32-80	BOOKS	107.58	
		291-6470-601.32-80	BOOKS	177.23	
		291-6470-601.32-80	BOOKS	71.77	
		291-6470-601.32-80	BOOKS	64.14	
		291-6470-601.32-80	BOOKS	46.02	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	111.76	
		291-6470-601.32-80	BOOKS	73.23	
		291-6470-601.32-80	BOOKS	132.46	
		291-6470-601.32-80	BOOKS	72.05	
		291-6470-601.32-80	BOOKS	25.45	
		291-6470-601.32-80	BOOKS	33.25	
		291-6470-601.32-80	BOOKS	127.82	
		291-6470-601.22-85	PROC SERV	21.78	
		291-6470-601.22-85	PROC SERV	7.92	
		291-6470-601.32-80	BOOKS	113.43	
		291-6470-601.32-80	BOOKS	242.65	
		291-6470-601.32-80	BOOKS	62.01	
		291-6470-601.32-80	BOOKS	155.47	
		291-6470-601.32-80	BOOKS	190.14	
		291-6470-601.32-80	BOOKS	150.22	6,658.51
81619	JANWAY COMPANY USA INC	291-6470-601.32-05	PROCESSING SUPPLIES	616.83	616.83
81625	KANOPY INC	291-6470-601.32-75	AV MATERIALS	991.00	991.00
81635	MIDWEST TAPE	291-6470-601.32-75	AV MTL	320.69	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	90.07	
		291-6470-601.32-75	AV MATERIALS	23.78	
		291-6470-601.32-75	AV MATERIALS	570.94	
		291-6470-601.32-75	AV MATERIALS	461.80	
		291-6470-601.32-75	AV MATERIALS	1,519.01	
		291-6470-601.32-75	AV MATERIALS	650.74	
		291-6470-601.32-75	AV MATERIALS	894.84	
		291-6470-601.32-05	PROCESSING SUPPLIES	39.95	
		291-6470-601.22-85	PROCESSING SERVICES	1,507.89	
		291-6470-601.32-75	AV MATERIALS	391.74	
		291-6470-601.32-75	AV MATERIALS	9,196.27	
		291-6470-601.32-80	BOOKS	3,975.14	
		291-6470-601.32-75	AV MATERIALS	579.02	20,221.88
81639	NEW YORK TIMES CO,THE	291-6470-601.32-95	ACC839181526 PERIODICALS	246.32	246.32
81643	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	NEWSPRINT SURCHARGE PERIO	20.80	20.80
81644	PEOPLE MAGAZINE	291-6470-601.32-95	PERIODICALS	118.26	118.26
81646	POLONIA BOOKSTORE INC	291-6470-601.32-80	BOOKS	367.34	367.34
81651	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	553.15	553.15
81652	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	47.78	
		291-6470-601.32-80	BOOKS	56.17	
		291-6470-601.32-80	BOOKS	76.21	180.16
81662	STAPLES	291-6470-601.32-05	PROCESSING SUPPLIES	35.40	35.40
81666	TASTE OF HOME BOOKS/TRUSTED MEDIA	291-6470-601.32-80	BOOKS	38.23	38.23
81667	TIME FOR KIDS	291-6470-601.32-95	PERIODICALS	29.95	29.95
81670	UNIVERSITY OF ST.FRANCIS BROWN LIB	291-6470-601.21-64	LOST BOOK CHARGE	100.00	100.00
81675	WILLARD LIBRARY	291-6470-601.21-64	USPS POSTAGE ILL SHIPMENT	3.28	3.28
81679	WORLD BOOK INC	291-6470-601.32-80	BOOKS	438.00	438.00
81681	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	64.71	64.71

***** DIVISION TOTAL ****

MAKERSPACE

114,646.15

DEPARTMENT: 64 User Services
81569 ARLINGTON HTS MEMORIAL LIBRARY

DIVISION: 80
491-6480-601.50-55 MAKERSPACE PERMIT - VAH
491-6480-601.50-55 3RD PARTY ENGINEER

382.00
312.50
694.50

81594 D & T ELECTRIC INC.

491-6480-601.50-55 ELECTRICAL SERVS

62,582.38

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81620	JENSENS PLUMBING & HEATING	491-6480-601.50-55	PLUMBING	55,080.00	62,582.38
81621	JENSENS PLUMBING & HEATING	491-6480-601.50-55	HVAC	27,720.00	55,080.00
81622	JENSENS PLUMBING & HEATING	491-6480-601.50-55	HVAC I	43,362.00	27,720.00
81633	METALMASTER ROOFMASTER	491-6480-601.50-55	ROOFING	77,355.90	43,362.00
81638	NELSON FIRE PROTECTION COMPANY	491-6480-601.50-55	FIRE PROTECTION	6,300.00	77,355.90
81640	NICOR GAS	291-6480-601.30-51	NATURAL GAS 2/15-3/16	504.09	6,300.00
81642	OMC2 LLC	291-6480-601.30-07	CNC MILL CONSUMABLES F/MA	733.67	504.09
81654	SHALES MCNUTT CONSTRUCTION	491-6480-601.50-55	PROF SERVS FEBRUARY	6,050.00	733.67
		491-6480-601.50-55	PROF SERVS MARCH	6,050.00	6,050.00
81656	SIGNATURE DEMOLITION SERVICES INC	491-6480-601.50-55	DEMOLITION SERVS	35,640.00	12,100.00
81660	STANDARD ELEVATOR CO	291-6480-601.21-02	REG SERVS APRIL	265.00	35,640.00
81673	VILLAGE OF ARLINGTON HEIGHTS	291-6480-601.21-60	WATER/SEWER 12/30-20-3/3/	65.48	265.00
81676	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	FEBRUARY CONSTRUCTION ADM	669.49	65.48
		491-6480-601.50-55	CONSTRUCTION ADMIN JANUAR	1,200.00	669.49
81677	WM CORPORATE SERVICES INC	291-6480-601.21-11	PORTA POTTY FOR BELMONT	202.10	1,869.49
***** DIVISION TOTAL ****					324,474.61
***** DEPARTMENT TOTAL **					493,710.96
***** GRAND TOTAL *****					616,122.84

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	293,418.57
491	Capital Projects-Library	322,704.27
**** TOTAL ALL FUNDS ****		616,122.84

April 20, 2021

**Arlington Heights Memorial Library
American Express Card Summary
3/31/2021**

#	Count	CARDHOLDER	AMOUNT	DESCRIPTION	VENDOR
	93				
1		Driskell	\$ (100.64)	Other Income/Rebate	CORPORATE CASHBACK CR
2		Driskell	\$ 74.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
3		Driskell	\$ 5.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
4		Driskell	\$ 14.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
5		Driskell	\$ 280.00	Zoom Subscription	ZOOM.US 888-799-9666
6		Dworianyn	\$ 18.17	Domain Renewal	GODADDY.COM
7		Dworianyn	\$ 143.88	Hosting Renewal for AHMLCodeCamp	GODADDY.COM
8		Dworianyn	\$ 54.10	PayPal PayFlow Pro Subscription	PAYFLOW/PAYPAL 0045
9		Dworianyn	\$ 343.35	Public Internet Service	COMCAST CHICAGO
10		Dworianyn	\$ 49.00	Riddle.com Subscription	RIDDLE.COM SUBSCRIPT
11		Dworianyn	\$ 11.99	YouTube Premium Subscription	GOOGLE*YOUTUBEPREMIU
12		Dworianyn	\$ 165.00	Volunteer Software Subscription	WWW.VOLGISTICS.COM
13		Dworianyn	\$ 1.50	Office 365 Licenses	MSFT *-<E0400DUJLZ>
14		Dworianyn	\$ 15.88	Apps for Youth iPads	APPLE.COM/BILL
15		Dworianyn	\$ 15.88	Apps for Youth iPads	APPLE.COM/BILL
16		Dworianyn	\$ 21.20	Apps for Youth iPads	APPLE.COM/BILL
17		Dworianyn	\$ 25.42	Apps for Youth iPads	APPLE.COM/BILL
18		Dworianyn	\$ 26.51	Apps for Youth iPads	APPLE.COM/BILL
19		Dworianyn	\$ 84.89	Apps for Youth iPads	APPLE.COM/BILL
20		Dworianyn	\$ 9.99	Kindle Unlimited Subscription	KINDLE UNLTD*QD89H26
21		Dworianyn	\$ 35.00	Trello Subscription	TRELLO.COM, ATLASSIA
22		Dworianyn	\$ 4.99	Amazon Freetime Plus Subscription	AMAZON KIDS+*ZD2ID8Y
23		Dworianyn	\$ 213.09	Backup Storage on Amazon S3	AMAZON WEB SERVICES
24		Dworianyn	\$ 385.73	Office 365 Licenses	MNJTECHNOLOGIESDIREC
25		Dworianyn	\$ 14.99	Spotify Subscription	SPOTIFY USA
26		Dworianyn	\$ 54.00	Google Gsuite Subscription	GOOGLE*GSUITE_AHML.N
27		Dworianyn	\$ 9.99	Amazon Music Subscription	AMAZON MUSIC*QS3ML68
28		Dworianyn	\$ 49.00	Riddle.com Subscription	RIDDLE.COM SUBSCRIPT
29		Dworianyn	\$ 245.20	Office 365 Licenses	MNJTECHNOLOGIESDIREC
30		Dworianyn	\$ 119.90	Headsets for Staff	AMAZON.COM*X709B8P63
31		Dworianyn	\$ 55.49	Wall Mount for Shackley Room TV	AMAZON.COM*DW7M9D2T3
32		Ekl	\$ 382.00	Makerspace Permit	ARLINGTON HEIGHTS 00
33		Ekl	\$ 312.50	Makerspace Permit	ARLINGTON HEIGHTS 00
34		Ekl	\$ 22.25	Harris Deposit Slips	WAL-MART CHECK PRINT
35		Ekl	\$ 106.80	Volunteer Invite Envelopes	PAPER SOURCE ECOMMER
36		Ekl	\$ 364.00	Stock Art Credits	CKO*WWW.ISTOCKPHOTO.
37		Ekl	\$ 297.03	Shelf Sign Holders	SHELFWIZ
38		Ekl	\$ 101.85	Snacks for Volunteer Appreciation Gifts	SAMSClub.COM#6279 62
39		Ekl	\$ (12.66)	Volunteer Appreciation Week Gifts, tax refund	DOLLAR DAYS INTERNAT
40		Ekl	\$ 276.40	Snacks for Volunteer Appreciation Gifts	SAMSClub.COM#6279 62
41		Ekl	\$ 215.17	Volunteer Appreciation Week Gifts	DOLLAR DAYS INTERNAT
42		Ekl	\$ 155.83	Gift for Volunteer 2020 Years of Service Recipients	BAUDVILLE INC.
43		Ekl	\$ 84.88	Giftcards for Volunteer and Newcomer of the Year	GIFTCARDS.COM GiftCa
44		Ekl	\$ 13.39	Frame for Volunteer of the Year Certificate	MICHAELS #9490
45		Ekl	\$ 680.00	Isopropyl Alcohol for Electronic Cleaning	PAYPAL *BRACKIN
46		Ekl	\$ 44.18	IT Supplies	MONOPRICE, INC.
47		Ekl	\$ 40.94	Maintenance Supplies	EMEDCO 123
48		Ekl	\$ 184.06	Maintenance Supplies	GALESBURG ELECTRIC I
49		Ekl	\$ 59.34	Belmont Makerspace Blueprint	PR2 BLUE PRINT & SUP
50		Ekl	\$ 197.28	Activity Kits Supplies	MICHAELS #9490
51		Ekl	\$ 55.25	Green Screen for Storytime	PLAYSPARK, LLC
52		Ekl	\$ 38.51	Tween Escape Room Prizes	TARGET.COM 3991
53		Ekl	\$ 49.00	LibraryWorks Webinar - M Szymanek	LIBRARYWORKS.COM
		Ekl	\$ (2.15)	Credit from fraudulent charge, do not pay	CREDIT FOR FRAUDULENT
		Ekl	\$ 14.03	Fraudulent charge, do not pay	AMAZON PRIME*YI13G1J
54		Szymanek	\$ 10.99	Fraudulent charge, we should receive credit next month	PRIME VIDEO*PF4YU4EA
55		Szymanek	\$ 116.98	AV Materials	USA*PBS PUB BRD SVC
56		Szymanek	\$ 41.17	AV Materials	BESTBUY.COM8064390426
57		Szymanek	\$ 17.99	AV Materials	NETFLIX.COM

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
58	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
59	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479794379
60	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479807878
61	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479817020
62	Szymanek	6470-3275	\$ 16.32	AV Materials	BARNES&NOBLE.COM-BN
63	Szymanek	6470-3275	\$ 69.04	AV Materials	BESTBUYCOM8064251675
64	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
65	Szymanek	6470-3275	\$ 20.00	AV Materials	SP * BLUEFRONTRECORD
66	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
67	Szymanek	6470-3275	\$ 112.80	AV Materials	ASSOC OF MARIAN HELP
68	Szymanek	6470-3275	\$ 38.54	AV Materials	COMPASSION PROJECT I
69	Szymanek	6470-3275	\$ 41.17	AV Materials	BESTBUYCOM8064294292
70	Szymanek	6470-3275	\$ 20.17	AV Materials	GAMESTOP.COM GameSto
71	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
72	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
73	Szymanek	6470-3280	\$ 25.58	Books	BARNES&NOBLE.COM-BN
74	Szymanek	6470-3280	\$ 23.96	Books	WORDONFIRE.ORG
75	Szymanek	6470-3280	\$ 227.69	Books	BARNES&NOBLE.COM-BN
76	Szymanek	6470-3295	\$ 12.98	Periodicals	ARTISTNETWORK.COM 06
77	Szymanek	6470-3295	\$ 10.99	Periodicals	EBAY O*06-06803-5528
78	Szymanek	6470-3295	\$ 10.99	Periodicals	EBAY O*17-06801-8301
79	Szymanek	6470-3295	\$ 40.00	Periodicals	MODERN LUXURY 650000
80	Szymanek	6470-3295	\$ 36.00	Periodicals	PAYPAL *DAPPLEDTHIN
81	Szymanek	6470-3295	\$ 6.00	Periodicals	SELF-RELIANCE PUBLIC
82	Szymanek	6470-3295	\$ 15.98	Periodicals	SP * COUNTRYSIDE
83	Szymanek	6470-3295	\$ 43.08	Periodicals	MAGDOGS
84	Szymanek	6470-3295	\$ 75.00	Periodicals	QUILTFOK
85	Szymanek	6470-3295	\$ 7.38	Periodicals	HEMMINGS MOTOR NEWS,
86	Szymanek	6470-3295	\$ 4.82	Periodicals	EBAY O*25-06744-3254
87	Szymanek	6470-3295	\$ 14.99	Periodicals	WELL BEING JOURNAL W
88	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*MDDN HOLDINGS INC
89	Szymanek	6470-3295	\$ 24.39	Periodicals	PAYPAL *FORKSOVERKN
90	Szymanek	6470-3295	\$ 15.49	Periodicals	SUCCESS ENTERPRISES
91	Szymanek	6470-3295	\$ 29.00	Periodicals	SP * 2600 MAGAZINE
92	Szymanek	6470-3295	\$ 290.00	Periodicals	THE CHARTIST
93	Szymanek	6470-3295	\$ 20.00	Periodicals	MDC*MAGAZINE.STORE

\$ 7,706.82

April 20, 2021

**Arlington Heights Memorial Library
Mastercard Summary
3/31/2021**

Count	10				
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>	
S Distel	6003-4070	\$ (10.25)	Volunteer Appreciation Gifts, tax refund	Deal Genius	
	6003-4070	\$ 110.25	Volunteer Appreciation Gifts	Deal Genius	
	6020-2111	\$ 39.42	Maintenance Supplies	Service Caster	
	6020-2111	\$ 234.94	Maintenance Supplies	VitaCost	
	6020-2111	\$ 894.30	Standing Desks	Autonomous	
	6020-2111	\$ (81.30)	Standing Desks, tax refund	Autonomous	
M Szymanek	6470-3280	\$ 52.85	Books	Subterranean Press	
	6470-3275	\$ 17.99	AV Materials	Netflix	
	6470-3275	\$ 17.99	AV Materials	Netflix	
	6470-3275	\$ 137.45	AV Materials	B&H Photo	
		<u>\$ 1,413.64</u>			

April 20, 2021

Arlington Heights Memorial Library
Special Funds Summary
3/31/2021

#	Count	Account	Amount	Description	Staff
1	10	Check # 1584 - Raymond Benson 6004-2218	\$ 350.00	Movie Club 3/11	L Plakhotnyuk
		Check # 1585 – AHML – Petty Cash			
2	3/15/2021	6401-3202	\$ 11.00	Stamps for Program	R King
3		6410-3201	\$ 41.99	Romance Readers Program	S Tader
4		6015-2203	\$ 46.01	PERC Renewal	D Billing
5		6015-2203	\$ 46.01	PERC Renewal	M Klean
6	3/22/2021	6401-3201	\$ 29.90	Activity Kit Supplies	J Pinotti
7		6401-3202	\$ 7.68	Tween Candy and Burlap Programs	J Pinotti
8		6470-3295	\$ 38.97	Periodicals	M Szymanek
9	4/2/2021	6401-3201	\$ 35.98	DIY Kit Supplies	M Fechik
10		6470-3295	\$ 1.00	Periodicals	M Szymanek
			<u>\$ 608.54</u>		

To: Board of Library Trustees

From: Mike Driskell

Date: April 20, 2021

Re: Extension of Temporary Policy Due to COVID-19

The following policy was last brought to the Board of Library Trustees at the April 5, 2021 Committee of the Whole meeting for discussion. This policy is back for a proposed extension through July 22, 2021, or a duration the board determines appropriate.

As we move through final phases of the Restore Illinois plan mitigations, we have continued to make changes in service to accommodate the new working and public service environment. The library has expanded services to the community including physical access to the collection, study table usage, and expanded public computer and internet accessibility. Providing the administration with the flexibility to make changes to the policies listed below has allowed our library to respond to the needs of our community as guidelines of the CDC and IDPH change. The memo and policy presented below includes changes discussed at the April 5, 2021 Committee of the Whole meeting and are requested for approval and extension.

These changes include:

Changing of reference from “Phase 4” to “phases leading up to Phase 5”. This is in response to the addition of the Phase 4 bridge anticipated before moving to Phase 5.

Removal of the following:

Leave of Absence

- Addition of paid sick leave and/or Expanded Family and Medical Leave for specified reasons related to COVID-19 as outlined by the US Department of Labor

Family First Coronavirus Response Act was sunset March 31, 2021, so this line no longer applies. We will retain the expansion of discretionary leave/leave of absence at the approval of the executive director.

Bereavement and Personal Leave

- a. Personal time use is not restricted to half hour increments.

This restriction was eliminated with the Personal Leave policy update.

Modification of the following:

- [Soliciting or Distributing Materials on Library Policy 7.003](#)
 - Soliciting or distributing materials ~~is not allowed~~ *will be determined at the discretion of the executive director*
- [Bulletin Board and Posting 7.0035](#)
 - Bulletin board sign posting ~~is not allowed~~ *will be determined at the discretion of the executive director*
- [Meeting Rooms-Public Usage 7.004](#)
 - Public use of meeting rooms ~~is not allowed~~ *will be determined at the discretion of the executive director*
- [Food & Beverage in Public Areas 7.010](#)
 - Food and beverages in public areas ~~are not allowed~~ *will be determined at the discretion of the executive director*

These four points were previously not allowed. With the continued changes to CDC and IDPH guidelines and the research related to surface transmission, these restrictions may be lifted in whole or in part in the next three months.

Below is the revised policy for consideration:

The Board of Library Trustees of the Arlington Heights Memorial Library is committed to provide a safe environment for all customers and staff. To address the changes necessary to follow safety guidelines, the Board of Library Trustees enacts this COVID-19 Policy and implements temporary protocols. The executive director has authority to modify protocols as needed and in alignment with the [Restore Illinois plan](#) and the State of Illinois, and guidelines from the Centers for Disease Control and Prevention ([CDC](#)) and the World Health Organization ([WHO](#)) through the end of Phase 4 phases leading up to Phase 5 of the Restore Illinois plan. The following library policy amendments supersede existing Policies as follows:

Arlington Heights Memorial Library Policy Amendments

- [Hours of Service 5.001](#)
 - Hours of service will be set by the executive director

- [Issuance of Library Cards and Conditions of Use 5.002](#)
 - Temporary library cards issued online are valid for 90 days.
- [Circulation 5.003](#)
 - Loan periods may be modified at the discretion of the executive director
- [Fees and Charges 5.004](#)
 - Fees and charges will be determined at the discretion of the executive director
- [Outreach Services 6.001](#)
 - Level of outreach services provided during COVID-19 will be determined at the discretion of the executive director
- [Computer Use 6.011](#)
 - Availability of public computers will be determined based on library hours and social distancing guidelines
- [Code of Conduct 7.001](#)
 - Customers and staff must follow temporary COVID-19 related policies and procedures for library usage
- [Unattended and/or Unsupervised Children 7.002](#)
 - Age requirements for unattended and/or unsupervised children will be determined by the executive director
- [Soliciting or Distributing Materials on Library Policy 7.003](#)
 - Soliciting or distributing materials *will be determined at the discretion of the executive director*
- [Bulletin Board and Posting 7.0035](#)
 - Bulletin board sign posting *will be determined at the discretion of the executive director*
- [Meeting Rooms-Public Usage 7.004](#)
 - Public use of meeting rooms *will be determined at the discretion of the executive director*
- [Food & Beverage in Public Areas 7.010](#)
 - Food and beverages in public areas *will be determined at the discretion of the executive director*

HR Policies

- [Leaves of Absence](#)
 - a. Addition of paid sick leave and/or Expanded Family and Medical Leave for specified reasons related to COVID-19 as outlined by the US Department of Labor

- b. Expansion of Discretionary Personal Leave and other leaves of absence as approved by the executive director
- [Vacation and Personal Leave](#)
 - a. Use of vacation or personal time may be required to be used to offset scheduled hours for non-exempt benefitted staff through phases leading up to Phase 5 of the Restore Illinois plan
- [Holidays](#)
 - a. Use of holiday time may be required to be used to offset scheduled hours for non-exempt benefitted staff through phases leading up to Phase 5 of the Restore Illinois plan
 - b. Holiday time use is not restricted to full or half day increments

Suggested motion: **The Board of Library Trustees recognizes and extends the temporary COVID-19 policy, amending existing policies, effective through July 22, 2021.**

To: Board of Library Trustees
From: Mike Driskell
Date: April 20, 2021
Re: Makerspace Project Update

We have worked closely with the Friends of the Library and the Arlington Heights Memorial Library Foundation on additional support for the makerspace. The following wish list items, totaling over \$75,000, have been approved by each organization since our last meeting:

Friends of the Library

- Sewing room - large 8'x8' cutting table

Arlington Heights Memorial Library Foundation

- Extension of kitchen island
- Sewing room construction
- Small kitchen appliances and utensils
- Kitchen and cafe tables and stools

Thank you to the Friends and Foundation for their continued support of the makerspace project. Their financial support has allowed us to accept two of the alternates to the project that were originally left out due to financial constraints.

General construction is moving quickly. Photos below show progress in some of the major areas.

- HVAC units are on the roof and most of the major ducting has been installed
- Roof replacement has been completed
- Roof hatch is installed
- Tuckpointing is complete
- Plumbing, electrical, and HVAC are awaiting inspection approval
- Once inspection is complete, drywall will be put up
- Painting begins May 1

Timeline and budget:

We have received change orders that are within the contingency amount set aside for the project. Overall, we are projecting to be within or under budget.

We are progressing on the construction timeline of the project as expected. Overall, we are slightly behind schedule due to inspections, but hope to make this time up in the rest of the construction and finishing stages of the project.



HVAC ducting has been installed throughout the building.



New roof hatch allows easier and safer access to the roof. Substantial electrical infrastructure has been completed and is currently in inspection phase.



Aerial view of new roof



Reconfigured first-floor restroom area includes a new hallway outside the assistant manager's office, relocation of the restroom doors, and a janitors' closet at the end of the hallway.



Plumbing for the first-floor restrooms, and commercial kitchen, including the 3-compartment sink, vegetable sink and floor drains has been installed in the basement ceiling. Installation of the grease trap and outdoor plumbing is underway.



Demolition of the walls and ceiling for the new sewing room is complete.



The new vestibule configuration allows for the ADA accessible ramp and storage space for the kitchen.

RESOLUTION 21-01

HONORING THE SERVICE OF CHRISTINE TANGNEY

Whereas, Christine Tangney has served with distinction on the Board of Library Trustees of the Arlington Heights Memorial Library from 2017 to 2021; and

Whereas, she assumed her responsibilities with enthusiasm and contributed actively to the issues before the board; and

Whereas, during her term of service, she participated in the development of the library's strategic plan to provide valuable information to the Board of Library Trustees to help shape the future and relevancy of the library as a community resource and destination; and

Whereas, she served in the selection of a new executive director, Michael Driskell, in 2018; and

Whereas, during her term of service, Christine Tangney participated in the acquisition and design of a new community makerspace focused on providing the next generation of library services and encouraging the advancement in technology and expertise offered to library customers; and

Whereas, most recently, she thoughtfully supported staff during unprecedented circumstances as the library navigated the COVID-19 pandemic with the objective to serve the community as safely and effectively as possible; and

Whereas, Christine Tangney is well regarded for her sound judgment, her commitment to the library's vision and values and her knowledge of the community and its needs; and

Whereas, she has served the library and the Arlington Heights community with distinction by advocating for diverse, high-quality services, fair and equitable policies to encourage library use and excellent customer service; and

Whereas, she was a strong advocate for equitable access to library services and resources, who participated in the implementation of a fine free library.

Therefore, be it resolved THAT THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND SINCERELY THANKS CHRISTINE TANGNEY FOR HER FOUR YEARS OF SERVICE AND FOR ALL SHE HAS CONTRIBUTED TO THE LIBRARY AND TO THE ARLINGTON HEIGHTS COMMUNITY; and

**Furthermore, be it resolved THAT THE BOARD EXTENDS ITS APPRECIATION
ALONG WITH ITS BEST WISHES FOR SUCCESS IN HER FUTURE ENDEAVORS.**

Adopted the 20th day of April 2021 by the Board of Library Trustees

Greg Zyck, President

Carole Medal, Vice President/Secretary

John Supplitt, Treasurer

Andi Ruhl

Debbie Smart

Executive Director's Report March 2021

What's New @ AHML

Early Learning Kits



Early Learning Kits are available for check out in Kids' World! Designed for families to bring library fun and learning home, the kits continue to build on our *Family Place Library* initiative and support families on their journey to develop their children's social, emotional and cognitive skills, in the comfort of their own home. *Baby Kits* explore different themes that infants are naturally interested in. *Toddler Kits* engage inquisitive two-year-old customers with toy food, letters and numbers as well as social skill building themes like transitions times or learning to share. *Caregiver Kits* explore topics like loss of a loved one, confidence building and new baby.

Early Learning Kits were developed by Early Literacy Services Supervisor Rebecca King with support from Youth Services and Collection Services staff. Within the first week the collection was available, all items were checked out! Special thanks to Acquisitions Assistant Heidi Langele, Collection Specialist Candy Rossin, Cataloging Supervisor Gosia Bylinska and Processing Supervisor Lena Bulakh for their extra work in the creation of this collection.

Diversity and Inclusion

Northwest Hispanic Chamber of Commerce (NWHCC)

As a member of the *Northwest Hispanic Chamber of Commerce* (NWHCC), Bilingual Advisor Catalina Shin joined the organization's Event & Marketing meeting for planning the year ahead. The meeting provided an opportunity to discuss upcoming NWHCC events, such as "*El Cafecito*", speed networking events, *Hispanic Heritage Month* and *End of the Year Gala*.

Women & Children's Center (WCC)

On March 30, Specialty Info Services Advisor Catalina Shin met with staff from the *Women's & Children's Center* (WCC) to address needs students have expressed regarding ESL, literacy, and other life skills. Staff from WCC shared there are a large number of Spanish speakers taking GED and citizenship classes. ESL and Literacy staff may offer other components such as: Assistance with resume writing for ESL professionals, Job interview preparations, and business & social media. Catalina will coordinate with Business Advisor Diane Malik to possibility offer monthly workshops to students.

ESL Book Club Pilot

In response to ESL student requests for more book discussions, the *ESL Book Club* was created. This is in addition to the ESL department's monthly book discussion. The first two of four pilot sessions debuted in March, featuring *From Scratch* by Gail Anderson-Dargatz.

Virtual Book Buddies

ESL Advisor Amy Duffey and ESL/Literacy Services Coordinator Tracy Karim each co-hosted a *Virtual Book Buddies* session with Youth Services Librarian Evan Mathers and Youth Services Supervisor Alice Son. *Virtual Book Buddies* is for kids in kindergarten through 3rd grade, and especially great for kids learning English as a new language. Some adult *English Language Learner* customers register their children for this program. It is wonderful to be able to support families as they grow their language skills.

Outreach and Community Engagement

Virtual Kids' World Tours

Since most schools are not participating in offsite field trips, Youth Services outreach staff brought Kids' World virtually to kindergarten and first grade classrooms of Ivy Hill Elementary School. Lead Youth Outreach Specialist Laura Dakas prepared about 100 activity bags to distribute prior to the virtual tour. Using an iPad, Youth Outreach Librarian Emily Koch and Youth Outreach Specialists Kim McGuire and Emily Muszynski virtually toured Kids' World with each class. The dog cut outs held the audience's attention, with instructions to draw a spot or stripe on their dog for each Kids' World location highlighted, mimicking the format of in-person tours.

Online and In Library Display Highlight Women’s History Month

The Featured Books and DVD display topic was “*Phenomenal Women*” in celebration of *Women’s History Month* and had 396 items checked out. Online lists included *Phenomenal Women* in celebration of *Women’s History month*. The lists included Women in [Fiction Writers](#), [Poetry](#), [Music](#), [Science](#), [Directors](#), [Biographies](#) and [Memoirs](#).



Outreach at Stonebridge Bookmobile Stop

The Stonebridge of Arlington Heights apartments stop is a busy and well-organized operation. To better support these library users, Youth Services outreach staff began presenting Kids’ World popups in conjunction with the bookmobile stop. Staff provide readers’ advisory, place items on hold, check out additional materials and distribute activity kits/giveaways. Customers love the extra interaction and browsing items while waiting to board the bookmobile.



Youth Outreach Specialists Kim McGuire and Emily Muszynski complete a successful evening at Stonebridge, checking out all circulating items brought to the popup.

Serving our Community

Candidate Forums Continue to Draw Crowds Virtually

Info Services Supervisor Elizabeth Ludemann collaborated with Programs & Exhibits Manager Jennifer Czajka and Programs & Exhibits Supervisor Megan Young to partner with the local chapter of the *League of Women Voters* for local election candidate forums. The library hosted forums with candidates from three races, each highly attended:

- Village of Arlington Heights Trustee: 225
- School District 25: 229
- School District 214: 166

[The event garnered local media coverage, as well.](#) In a survey, many of the attendees commented on how seamless and well-run the event experience was, complimented the student moderators and emcees, and expressed gratitude for learning about the candidates' policy stances. Of the survey respondents, 91% indicated the event made them feel more prepared for the election.

Electronic Device Drive Returns

The high school students who coordinated the electronic device drive in August-September 2020, who go by the name *Devices4U*, requested the library host another donation site due to the success of the last drive. The drive collects donations of lightly used laptops, Chromebooks and iPads to be reformatted and donated to school systems in need during remote learning. The drive will run throughout the month of April.



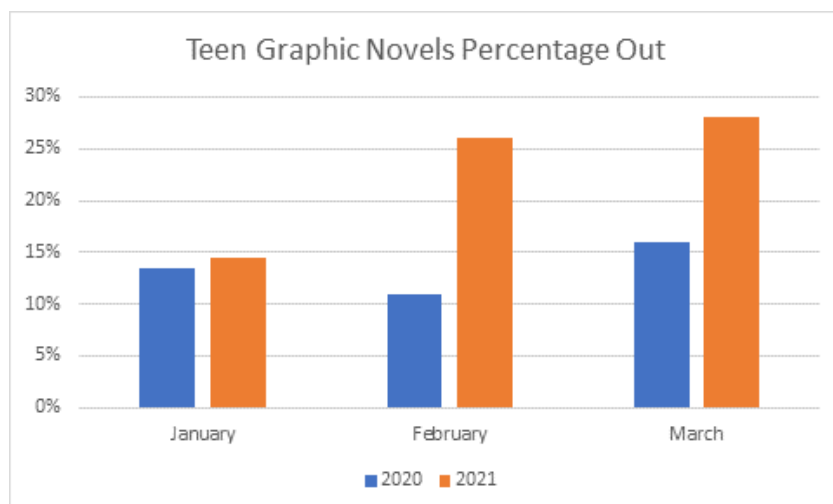
AHPD Vaccine Clinic

On March 31, Circulation Assistants Mary Weber and Rokshana Akhter-Azim, Executive Director Mike Driskell, Info Services Assistant Laura Wiertel and Info Services Librarian Barb Powers volunteered to support Arlington Heights Park District’s COVID-19 vaccine program that took place at Arlington Ridge Center. Over 1,000 shots were given out that day! Several library staff were able to receive their first vaccine dose during the event.



Measured Success of Moving Teen Graphic Novels

In November 2020, Collection Services, Teen Services and Materials Handling staff worked together to move the Teen Graphic Novels from inside the Hub to shelving directly outside of the Hub. Since the teen graphic novel collection has been moved out of the Hub, the library has seen significant increases in the percentage of the collection checked out in January through March 2021 as compared to that same time in 2020 (pre-pandemic closure numbers!).



Program Highlights

Family Cooking: Sweet and Savory Nachos with Kristyn Slick

Kristyn Slick from *Mealtime Memories* returned to present a one-hour program that brought families together in the kitchen on Saturday, March 20. The recipes, as well as required basic kitchen tools, were made available to customers prior to the event. Select ingredients were provided upon request making this program truly inclusive. Twenty families, 45 people in all, attended this Zoom program ready to cook. When the families signed off, each was able to enjoy a treat they had created together.

Kombucha Brewing Workshop

Presented by certified Culinary Nutrition Expert and Instructor Michelle Marshall, 59 attendees learned about the health benefits of kombucha. People had a variety of questions, from intricate "making" questions to evaluating commercially available kombucha in stores. Michelle began the workshop by going over required ingredients, the process involved and what type of containers should be used when home brewing.

Vegetable Gardening 101

Horticulturist Sharon Yiesla returned to present another popular gardening event on Sunday, March 14. Programs & Exhibits Manager Jennifer Czajka and Info Services Advisor Alisa Stanfield welcomed an excited group of 116 gardeners with a great desire to learn. Gardeners shared tips with one another while Sharon discussed everything required to prepare a successful vegetable garden. Attendees shared:

“I loved this presenter. She was so knowledgeable, and the information was given in a straight forward manner.”

“I loved the hand-outs. I learned a lot from the discussion. I'm glad that we could ask questions.”

“I thought the speaker was well prepared and provided many insights that I had not previously considered. Loved it.”

“I have not grown vegetables before so this presentation was an excellent primer.”

Fort & Flashlights Fun!

Youth Services Advisors Sara Prince and Jan Pinotti brought back a little old-fashioned family fun with an evening program for families. Activities included creating forts, flashlight games, shadow puppet fun and a campfire singalong. Customers were eager to share photos of their completed forts, some pictured below.



Craftivism with March's Maker Shannon Downey

Meet the Maker continued in March introducing the community to various ways to make and people who make. We welcomed former Chicagoan, now roving maker Shannon Downey, an embroideress and activist who uses embroidery as a tool for social change. Joining us from her RV in Austin, TX, Shannon was scheduled to present one hands-on workshop on Zoom and join us for a conversation about Craftivism on Instagram Live. After the workshop quickly filled, a second was added by demand to welcome more people into a hands-on making space and generate additional interest and engagement as we prepare to open the makerspace. A total of 52 people had a chance to spend their Friday night stitching with Shannon and one another. These workshops blended a history of craftivism, an overview of the tools used in embroidery, encouragement to create something unique, and time to stitch together, talk and share. Several attendees tagged us on social media to show off their creations following the event. On Instagram Live, Shannon joined Programs & Exhibits Manager Jennifer Czajka in conversation and a new record number of people connected with this event, 67 viewed the live conversation and an additional 1,007 viewed the recorded event.

All workshop attendees received an event survey and shared the following satisfaction and impact:

“Shannon was amazing! She was engaging and fun. I really enjoyed learning about the craftivism movement. I left the program feeling inspired (and with a new embroidered piece ready to hang!) and excited to see what I can create.”

“I LOVED this program - one of the best I have participated in at AHML. Shannon was so much fun and it was such a treat to be able to learn more about her work and ask her questions.”

“Instructor was a good teacher. Explained everything very simply. She told good stories and I love to hear how she has used her talent to inspire change.”

Tips for Buying Online

Digital Media Specialist Chris Smith taught the virtual program *Tips for Buying Online* on Tuesday, March 16. The class covered buying online for the uninitiated. Attendees learned tips when buying items on sites such as Craigslist, eBay, Facebook Marketplace, OfferUp and Etsy. The class had 11 participants.

Create a Visual Novel with Twine

Digital Media Specialist Chris Smith taught the virtual program *Create a Visual Novel with Twine* on Tuesday, March 9. Customers learned about *Twine*, a free open-source tool that is commonly used to create interactive story telling experiences similar to video games. Customers with an interest in creating text and narrative based video games or finding new ways to tell and share interactive stories learned about this useful software. The class had 8 participants.

Make a Photo Slideshow with iMovie

Digital Services Advisor Lee Anne Davis taught the virtual program *Make a Photo Slideshow with iMovie* on Wednesday, March 31. Customers learned how to use iMovie on a Mac computer or mobile device to turn existing photos into a movie to share with friends and family. The class had 16 attendees.

Secret Chicago: The Weird, Wonderful & Obscure

On Thursday, March 25, an incredible 367 viewers came out for an evening event with photographer Jessica Mlinaric based on her book *Secret Chicago: The Weird, Wonderful and Obscure*. Programs & Exhibits Manager Jennifer Czajka and Info Services Librarian Alison Lowery hosted the program, managing chats while the author presented. Jessica shared the lesser-known secrets of Chicago. Her visuals included original photos of the sites and haunts she discussed. Attendees were appreciative of the local, niche content and requested more programming like it. When asked “How would you rate tonight’s event,” attendees indicated 4.61 --- Between Very Good (4) and Excellent! (5).
Additional praise and thanks:

“great speaker and a good idea for a zoom presentation - thanks ahml!”

*“this program was great...very interesting, well presented
and the hour flew by very quickly.”*

“This was a really fun program! The presentation was great and I learned a lot.”

“Thank you for all you have been doing to arrange interesting programs.”

Genealogy Program Highlights Local Resources

Genealogy and Local History Librarian Jaymie Middendorf hosted a program on Tuesday, March 23 featuring a speaker from the Illinois State Archives to highlight their unique resources and tools for genealogists doing research in the state. The program was highly informative and received many compliments, including:

“Extremely informative, an excellent overview of this resource and the kinds of records that are available.”

“David was fantastic! He gave us a vast amount of information on what is available in the IL State Archives! ...THANKS for offering this program, as I know what is available if I should need it in the future.”

Modern Classics Book Discussion Group

Library Delivery and Accessibility Supervisor Katie Myers led a book discussion on Monday, March 8 of *Hidden Valley Road* by Robert Kolker, which tells the story of a midcentury American family with twelve children, six of them diagnosed with schizophrenia.

In the evaluation, many of the group took time to share comments about their participation in this Senior and Accessible Services staff-led group:

“Very good. Pleased with discussion leaders.”

“Good discussion about a very challenging book.”

“Excellent discussion about a very difficult read.”

“I am a long-term member of this group and enjoy discussing books with the people I know. The discussion always brings out issues that I may have missed or points of view that differ from mine, which to me is important.”

Social Media Engagement – March 2021

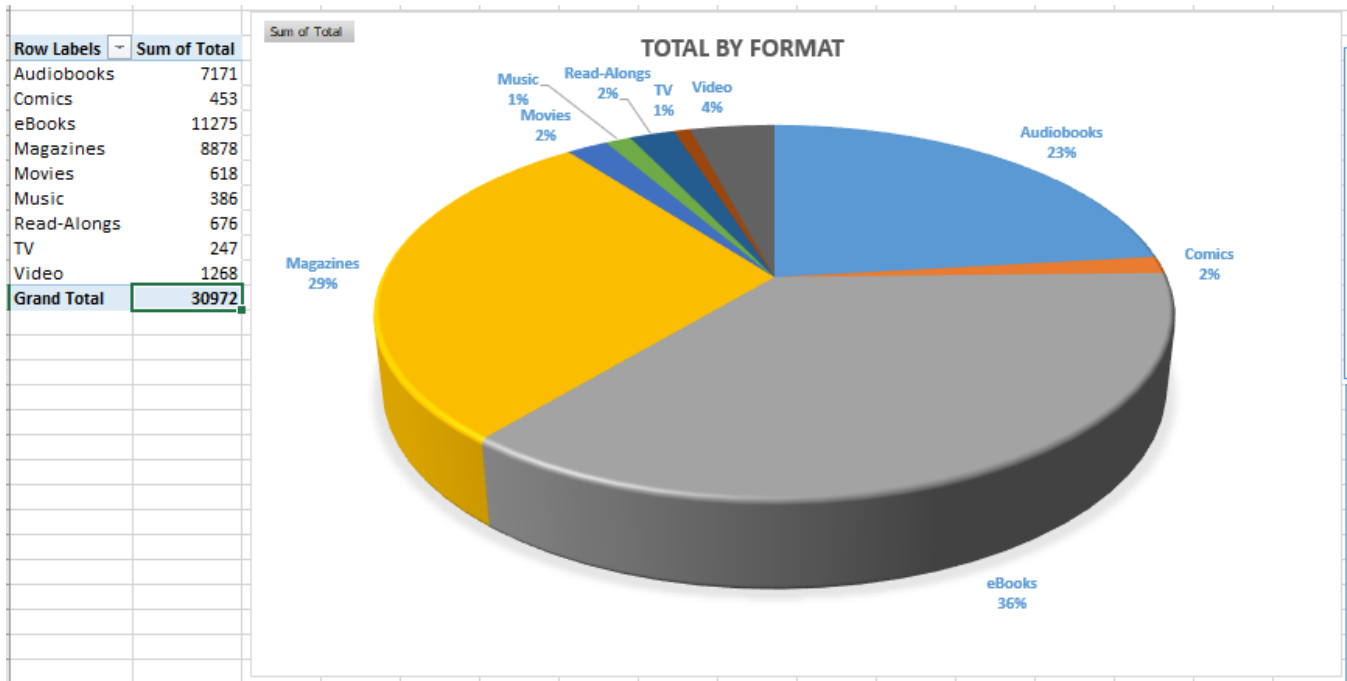
	March	April	May	June	July	August	September	October	November	December	January	February	March
Facebook													
Posts	56	60	47	41	56	15	40	33	42	38	28	43	28
Fans ¹	5,217	5,291	5,376	5,436	5,469	5,520	5,563	5,610	5,638	5,647	5,670	5,691	5,717
Engagements	3,531	3,642	2,725	3,148	1,886	861	2,581	2,850	1,677	2,295	1,733	3,029	3,084
Impressions											57,082	59,948	66,798
Twitter													
Tweets	111	139	148	143	137	100	127	120	118	101	117	117	113
Followers ¹	4,362	4,388	4,404	4,410	4,424	4,446	4,444	4,442	4,461	4,474	4,462	4,471	4,486
Engagements	534	394	399	387	283	240	366	324	340	322	1,289	1,207	1,688
Impressions											83,333	69,972	90,460
Instagram													
Posts ¹	859	875	898	922	978	1,002	1,027	1,055	1,080	1,112	26	43	35
Followers ¹	1,852	1,904	1,947	2,006	2,081	2,106	2,129	2,154	2,179	2,210	2,229	2,257	2,285
Engagements	485	451	435	459	560	344	389	318	425	502	1,355	1,395	1,162
Impressions											20,797	27,864	23,674
Constant Contact													
Campaigns	22	27	26	27	21	17	15	18	16	13	14	18	17
Sends	127,872	85,980	43,351	110,385	52,314	39,158	63,951	47,932	92,920	46,325	94,378	66,199	41,962
Open rate	45%	36%	28%	34%	24%	27%	31%	26%	39%	32%	34%	29%	26%
Total contacts ¹	32,650	32,957	33,157	33,594	33,721	33,889	33,897	33,989	34,044	35,274	36,083	35,869	36,030
LinkedIn													
Followers ¹	659	660	672	684	685	689	693	696	707	712	716	721	725
Posts	5	1	1	8	0	7	4	8	0	1	9	1	4
Impressions	839	620	235	738	352	1,100	749	992	298	313	1,000	420	554
YouTube													
Subscribers ¹	456	514	585	603	627	658	691	723	747	765	796	812	830
Videos added ²	6	23	34	33	30	15	21	19	18	14	12	14	21
Views	2,875	5,102	5,053	3,202	3,086	2,900	3,159	3,763	2,859	2,443	2,803	2,656	3,061
Watch time (hrs)	83	452	437	293	306	131	258	418	275	230	338	296.8	242.3

¹Cumulative

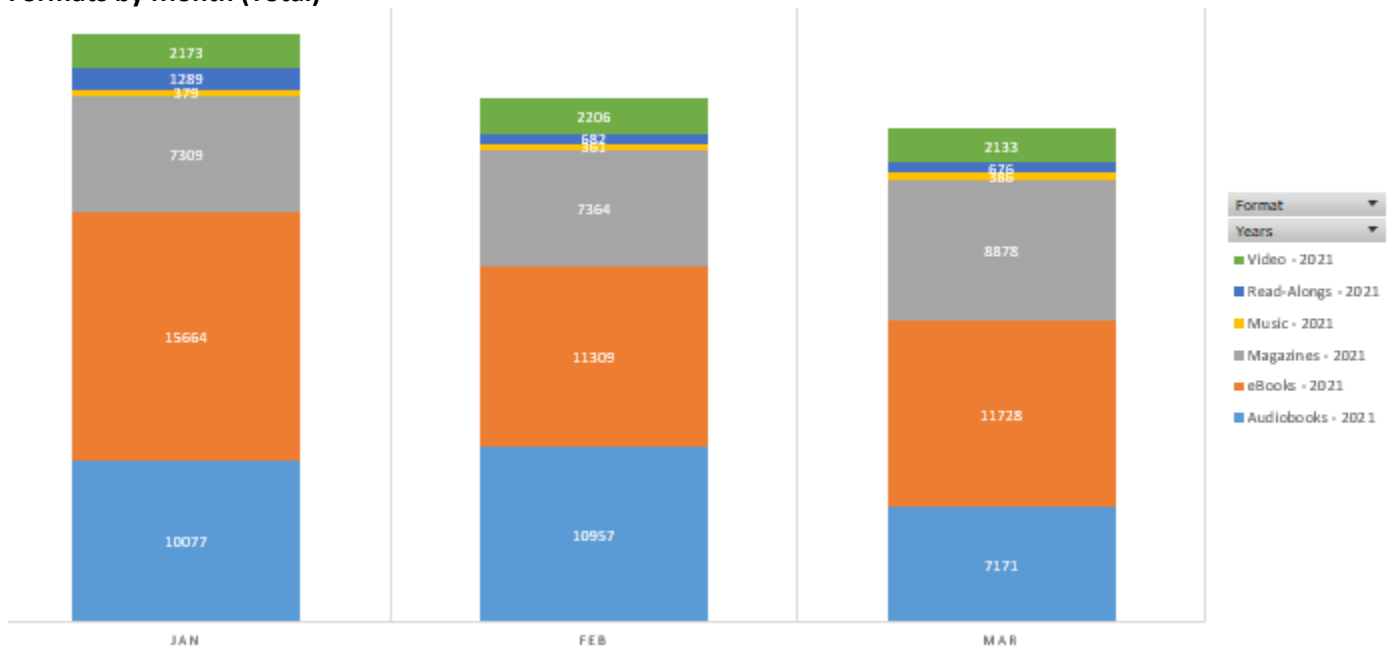
²September – December includes unlisted videos

March 2021 eResource overview

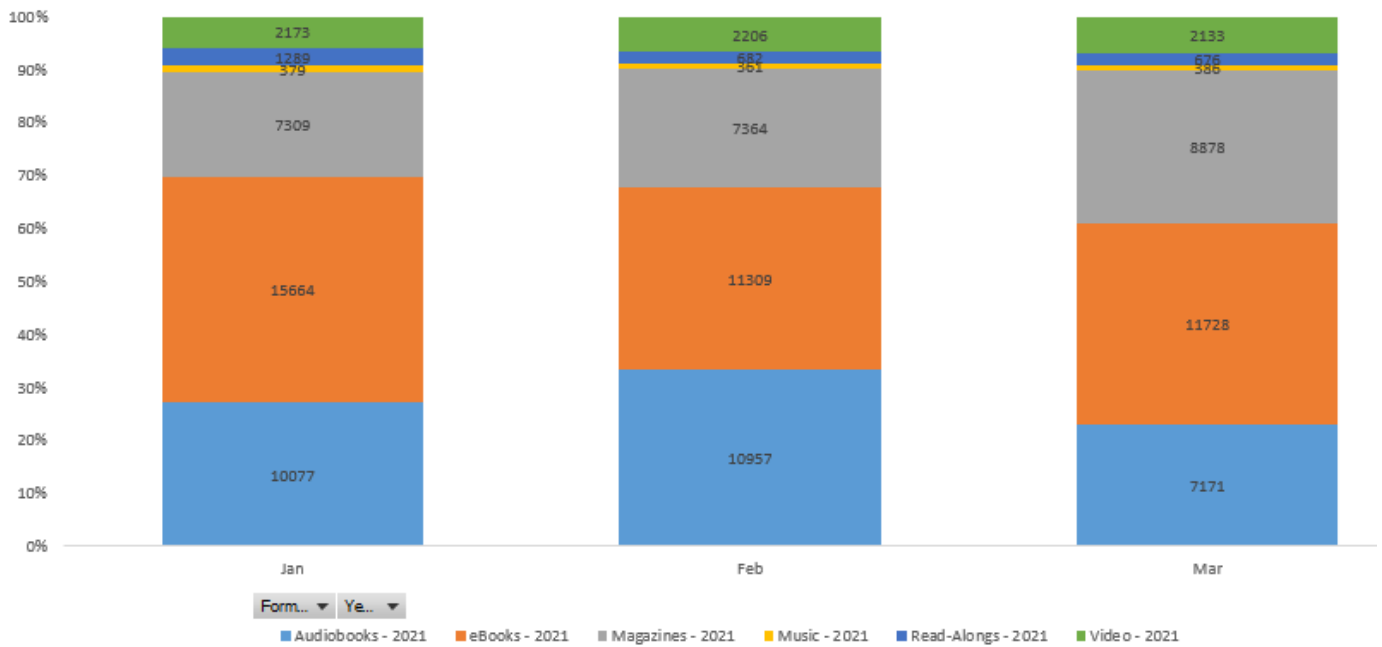
eLibrary 2020/2021	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21
Total eBook checkouts	11,375	10,463	11,839	10,852	11,271	10,870	11,746	15,237	10,750	11,275
Total eAudio checkouts	4,338	3,893	6,391	6,308	6,381	6,325	6562	10,077	10,957	7,171



Formats by Month (Total)



Formats by Month (Percentages)



Professional Engagement

National Endowment for the Arts Appointment

Youth Services Manager Trixie Dantis was recruited to serve as a grant review panelist for the National Endowment of the Arts (NEA). She will serve as a panelist for the NEA's arts education grant supporting pre-kindergarten through 12th grade students.

International Women's Day Panel

On March 18, Specialty Info Services Advisor Catalina Shin joined an International Women's Day panel at Palatine High School. With 15 participants from different industries as well as teachers and students from the high school, Catalina shared her experience of being an immigrant and ESL professional.

Illinois Teachers of English to Speakers of Other Languages - Bilingual Education Conference (ITBE)

ESL Advisor Allie Gourley attended the virtual ITBE conference. The focus this year was equity and social justice in ESL. Available sessions included positions in the field and the ethical implications of teaching English as a second/additional/extra/international language.

Southern California Library and California State Library Bilingual Conference

On March 25-26, Bilingual Advisor Catalina Shin attended a bilingual conference organized by Southern California Library and California State Library in partnerships with multiple organizations that serve the Hispanic/Latinx community for library services. The focus of the mini conference was to highlight engagement activities and libraries as an essential part of helping communities thrive.

Buffalo Grove Highschool Tour

On Friday, March 5, Makerspace Branch Assistant Manager Chris Krueger toured the Buffalo Grove High School (BGHS) tech labs with the Career and Technical Education Division Head Jeff Bot. Jeff gave excellent suggestions and tips about running a commercial kitchen and industrial tool spaces. They discussed how the makerspace and BGHS can work together in the future.

Customer Comments

“The Kids World Staff has done an incredible job keeping programs fun and interesting for kids during this difficult time... you all have such creative ideas!”

“I’m writing to send compliments to your materials handling and drive-up teams. I’ve worked in libraries for 16 years and I have placed a lot of holds during that time. I can say with certainty that your materials handling team has the fastest turnaround times I’ve ever experienced! It’s very impressive and even occasionally seems like magic. And then your team working the drive-up is kind and efficient. Although our interactions are brief, they are so pleasant, and those sorts of interactions are hard to come by in the midst of this pandemic. Please send my highest compliments to these groups. I’m so thankful for their expertise and hard work.”

“I am so grateful that the library is open. You are doing a great job maintaining services and keeping everyone safe.”

A note found in a very worn, returned children’s book: *“She came to us with a few loose pages that we attempted to carefully tape back in. Her condition worsened when she was snuck from her safe spot only to be found snuggled too tightly by a 3-year-old, her pages visible under the dying glow of a flashlight. If she cannot be repaired, please know her life was full of love, if brief (given her publication date). Please send medical bills my way. Sincerest condolences, mother of an aggressive reader.”*

“Thank you, Tracy for sharing all the good resources. I hear the sirens but didn’t know what they mean and now I can be safe.” - a Culture & Conversation student, after a session about tornado & active shooter safety.

“This is a great use of space - it is such a good idea to have you here. I’m familiar with the Business Center and it seems like there was a lot of duplication, so it’s nice to see you in this space.” - a walk-in, non-ESL customer who wanted to work in this space and struck up a conversation.

“I am writing to express my thanks and appreciation for [Digital Services Manager] Jack [Bower]’s assistance on Monday, March 22, 2021. Faced with an unexpected ComEd power outage in my neighborhood, and occurring just before I was due to log-on and teach remotely, I knew I could access WiFi in time for my class if I could get to the library quickly. I drove to the library; [Info Services Advisor] Lucy [Sears] kindly provided helpful advice; connected me to Jack at the tech desk; and he patiently helped me log-on. I am grateful for the assistance of the resourceful and always-helpful AHML staff, and so happy that the library has powerful WiFi. Thanks again to Jack for his help.”

Circulation Assistant, Lindsay McRae, shared an experience that she had this month when a customer who she recognized, came up to the checkout desk. They began signing with each other, when Lindsay remembered that Circulation Supervisor, Megan Maier, had obtained some masks with a clear mouth from Senior & Accessible Services. Lindsay asked the customer to wait a minute while she went in back to grab something (the mask). When she came out with it on, the customer immediately got tears in her eyes. She told Lindsay how much that had made her WEEK since everywhere she goes, she cannot see anyone’s face. Deaf Culture is about being able to read facial expressions, and part of understanding, for some, is signing with facial/mouth expressions. The customer walked out of the library with a spring in her step and, according to her, a smile on her face. Lindsay also added how grateful she is to the person who made these masks. They have become extremely helpful, and she even used another one to speak with a man who is deaf and does not sign but only reads lips.

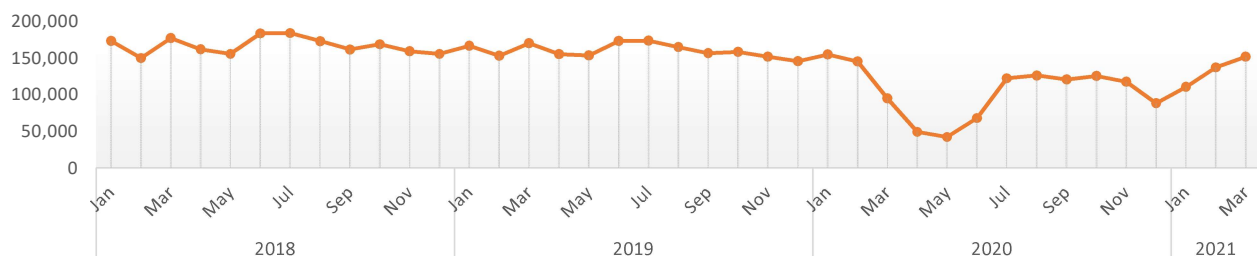
Arlington Heights Memorial Library

March 2021 Dashboard

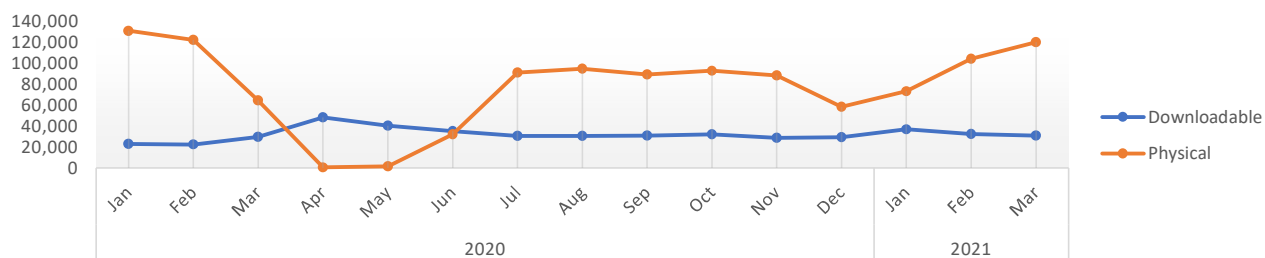
Circulation

Type	Current Month	Same Month Last Year	Change	Type	YTD Total Current Year	YTD Total Last Year	Change
Print	78,434	38,747	▲ 102.4%	Print	196,474	189,538	▲ 3.7%
Audiovisual	34,030	21,308	▲ 59.7%	Audiovisual	82,184	106,346	▼ -22.7%
Downloadable	30,972	29,833	▲ 3.8%	Downloadable	100,128	75,393	▲ 32.8%
ILL	494	243	▲ 103.3%	ILL	1,251	1,129	▲ 10.8%
Other	7,306	4,347	▲ 68.1%	Other	18,100	21,164	▼ -14.5%
Total	151,236	94,478	▲ 60.1%	Total	398,137	393,570	▲ 1.2%

Circulation



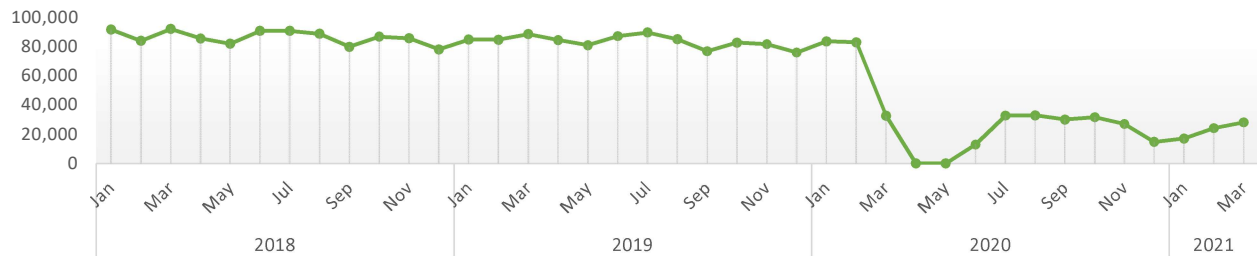
Physical vs. Downloadable Circulation



Library Visits

Location	Current Month	Same Month Last Year	Change	Location	YTD Total Current Year	YTD Total Last Year	Change
Main Library	18,731	28,329	▼ -33.9%	Main Library	38,157	175,152	▼ -78.2%
Drive-Up	7,376	2,666	▲ 176.7%	Drive-Up	26,606	15,017	▲ 77.2%
Bookmobile	1,553	679	▲ 128.7%	Bookmobile	3,609	3,594	▲ 0.4%
Senior Center	159	562	▼ -71.7%	Senior Center	275	3,727	▼ -92.6%
Belmont	0	0	--	Belmont	0	0	--
Total	27,819	32,236	▼ -13.7%	Total	68,647	197,490	▼ -65.2%

Library Visits



Arlington Heights Memorial Library

March 2021 Dashboard

Programs

Program Satisfaction



Program Attendance

Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	2,733	1,017	▲ 168.7%	Adult	6,958	10,146	▼ -31.4%
Children	1,012	947	▲ 6.9%	Children	2,516	8,958	▼ -71.9%
Teen	74	195	▼ -62.1%	Teen	429	1,926	▼ -77.7%
Total	3,819	2,159	▲ 76.9%	Total	9,903	21,030	▼ -52.9%

Number of Programs

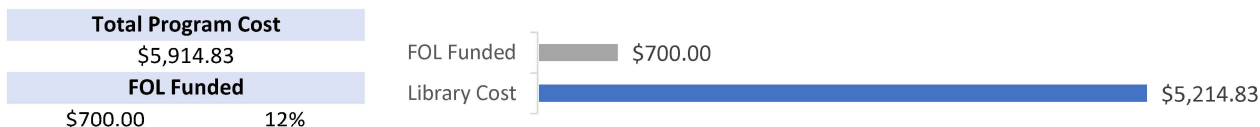
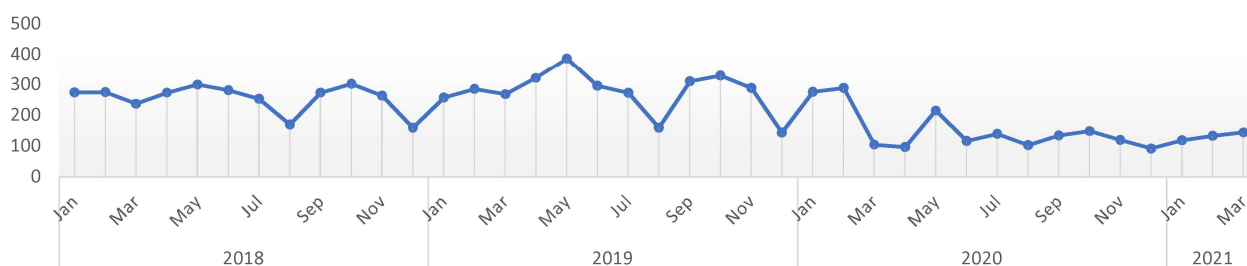
Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	97	49	▲ 98.0%	Adult	261	321	▼ -18.7%
Children	42	44	▼ -4.5%	Children	103	295	▼ -65.1%
Teen	5	11	▼ -54.5%	Teen	32	52	▼ -38.5%
Total	144	104	▲ 38.5%	Total	396	668	▼ -40.7%

	Current Month	Same Month Last Year	Change		YTD Total Current Year	YTD Total Last Year	Change
Avg. Attendance	27	21	▲ 27.8%	Avg. Attendance	25	31	▼ -20.6%

Program Attendance



Number of Programs



Supplementary Programs and Activities

Number of Programs and Activities

Program and Activity Attendance

Type	Current Month	Same Month Last Year	Change	Type	Current Month	Same Month Last Year	Change
Passive	18	9	▲ 100.0%	Passive	3,093	4,008	▼ -22.8%

COVID-19 Impact Report

Library operations, services, and budget

The COVID-19 pandemic that began in early 2020 fundamentally changed society. Like everything else, service to our customers changed drastically beginning in March 2020 with the closure of the library. Since that time, our staff have adapted services to meet the needs of our community in completely new ways. This report outlines the changes in services and usage in 2020 and Q1 of 2021. This report also projects how services will be changed going forward.

Library Service Hours

Covid-19 Impact

On March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic. As Illinois reported 600 confirmed cases of the coronavirus and news that a state-issued stay-at-home order would begin the following week, the library canceled programs March 12-26 and directed customers to visit our website for updates. One day later we announced the library would close March 14-29 while still serving as a polling place on March 17. On March 19, the building closure was extended through March 29, and all in-person library programs were canceled through May 11. With the rise of confirmed COVID-19 cases, the library remained closed to the public and the majority of staff remained offsite for a total of 3-1/2 months, offering virtual services only, as data was just starting to come out about virus transmission and mitigation. The library reopened to the public slowly, beginning with curbside pickup service to provide residents with items on hold. The building reopened to the public June 26, with a limit on length visits and building capacity. Upon reopening, library hours were reduced by 16 hours weekly due to the decrease in usage of the physical building. On November 20, following Illinois' Tier 3 COVID-19 resurgence mitigations, the library building again closed to the public. The drive-up window and bookmobile hold pickup remained open. The building reopened to the public on January 27, 2021.

On February 10, following Region 10 moving to Phase 4 mitigations, seating on the first floor was increased and study tables were available for customer use. Customers were permitted on the bookmobile in limited numbers and the time limit for customer visits within the library was expanded from one hour to two and a half hours. Five hours were added to the drive-up window service allowing for earlier service to customers in the mornings.

Ongoing Impact

The evaluation of hours is ongoing. Current operating hours are sufficient for visit counts while in-person programming, conference and meeting room access is paused. Extended hours may not come back in full if door count and use numbers do not demonstrate need. The major component of evaluating service hours is understanding trends of building usage. Below is data comparing library visits and operating hours over time. Evaluation of daily usage is ongoing as we believe usage patterns will not stabilize until all services are reinstated and Illinois enters Phase 5.

1 - 2020 data includes 5 months building closed; 3 months without circulating materials.

2 - 2021 data is Q1 only, January-March.

	2015	2016	2017	2018	2019	2020 ¹	2021 ²
Weekly operating hours	79	85 ³	85	85	85	69	74 ⁴
Building Visits	874,021	909,549	917,774	914,612	871,483	292,594	38,157
Drive-up	74,694	77,678	71,165	75,536	75,948	68,194	26,606

3 - Increase in hours from 79 to 85 began in March of 2016

4 - includes additional 5 hours of early drive-up service M-F starting 2/10

Circulation

COVID-19 Impact

Anticipating a record number of holds being available for customer pickup as the library resumed hold checkouts and returns on May 21, IT and Circulation staff created a contactless curbside pickup system to handle the high volume of customers. A card scanner was installed in the underground parking garage, which allowed customers to join a queue for curbside pickup in one of 25 parking spaces. Customers would pop their trunk and a staff member would place their materials inside the car. The highest use of the service in one day was 543 cars, averaging over 91 cars/hour. Typical volume for the drive-up window is approximately 18 cars/hour. During the library closure, 36,727 holds were fulfilled for customers.

Ongoing Impact

We continue to see high numbers of holds as many customers have discovered the convenience of the bookmobile close to their home or now primarily depend on the drive-up window to easily pick up their holds. We have increased the capacity of our drive-up window, through staffing and workflow efficiencies to handle the increased traffic and will continue to seek out new ways of getting materials to customers, possibly including 24-hour pickup lockers and expanded home delivery services.

Holds

	2015	2016	2017	2018	2019	2020 ¹	2021 ²
Total holds placed	362,918	339,183	311,023	304,234	296,578	269,827	97,291
Holds filled	340,856	325,765	294,167	286,661	281,582	254,782	92,323
Percent filled	94%	96%	95%	94%	95%	94%	95%

Bookmobile

	2015	2016	2017	2018	2019	2020 ¹	2021 ²
Circ	83,457	76,717	79,553	78,799	77,524	42,819	15,793
Stops				873	895	683	202
Visits	25,275	22,914	24,431	24,924	26,218	12,874	3,609

1 - 2020 data includes 5 months building closed; 3 months without circulating materials.

2 - 2021 data is Q1 only, January-March.

Electronic Materials

COVID-19 impact

The area that saw the most significant growth during the pandemic was the adoption of our e-materials, showing a 69% increase in circulation when compared to the previous year. Immediately following the closure, we began communicating to customers how they could use the library from home. We purchased additional digital content to respond to the increased demand and spent \$111,150 more than allotted for eCollections, or 130% of the eCollections budget. An adjustment in appropriations for 2021 was made to accommodate this spending by increasing the budget for eBooks by 28.57%, increasing the budget for e-audiobooks on hoopla by 33.33%, eAudio on cloudLibrary by 10%, and other downloadable media (hoopla, Kanopy, RBdigital) by 50%. The print budget was reduced by 6.86% to further accommodate these changes.

Checkouts	2015	2016	2017	2018	2019	2020 ¹	2021 ²
Physical items	2,185,732	2,059,440	1,915,864	1,794,822	1,680,197	864,848	298,009
eMaterials	159,265	206,864	196,089	198,998	231,579	382,335	100,128
TOTAL	2,344,997	2,266,304	2,111,953	1,993,820	1,911,776	1,247,183	398,137

Ongoing Impact

Trends in place before COVID regarding physical vs. eMaterials continue at an accelerated pace. We continue to see strong usage of our eMaterials. Technology and digital acceleration are apparent at the library and beyond, and a shift in customer demand from physical to electronic items is expected to remain high and will be reflected in future budgets (see budget impact section below).

Programming

COVID-19 impact

Along with the closure of the library on March 14, 2020, all scheduled in-person library programming was canceled. Within 10 days of the closing, we produced our first YouTube virtual program. Youth, senior and adult programmers transitioned to meet the community need for entertainment and interaction during the lockdown and throughout the pandemic. In 2020, we saw almost 30,000 customers attend over 1,100 virtual programs.

1 - 2020 data includes 5 months building closed; 3 months without circulating materials.

2 - 2021 data is Q1 only, January-March.

The charts below show the impact of the pandemic on our programming, an area that relied heavily on in-person attendance and interaction.

Attendance

Format	2015	2016	2017	2018	2019	2020 ¹	2021 ²
In-person	96,824	89,451	113,715	105,330	90,250	21,889	0
Virtual	0	0	0	0	0	29,988	9,903
Total	96,824	89,451	113,715	105,330	90,250	51,877	9,903

Number of programs offered

Format	2015	2016	2017	2018	2019	2020 ¹	2021 ²
In-person	3051	2738	3006	3064	3314	718	0
Virtual	0	0	0	0	0	1114	396
Total	3051	2738	3006	3064	3314	1832	396

Ongoing Impact

Select in-person programs will be re-introduced this summer, both in the library and outdoors. This number is likely to increase again in the fall and continue gradually as COVID-19 risks and distance requirements are minimized. Virtual programming will continue for select programs.

Info Services

COVID-19 Impact

Within days of closing the library in March, 2020, Info Services staff worked quickly to resume virtual services including chat and email. Chat was an instrumental resource for our customers; during the library's closure Info Services staff, with cross departmental staff support, connected with customers. Staff answered 2,305 chats from March to May; a 73% increase from the previous year and in June 2020, staff had 1,518 chat interactions, a 229% increase from June, 2019.

Remote phone service resumed in May and staff began returning to work in the library in June. In addition to adjusting our direct customer service, staff also quickly moved programming including book discussions, job seekers, genealogy, and readers advisory services online. Info staff hosted 47 book discussions in 2020, providing ways to connect virtually with discussions on Louise Penny books, a Jane Austen tea and virtual author visits. Fourteen Info programs were recorded for YouTube with 941 views.

Working with IT, Info staff developed a new reference referral system to get in depth reference questions in the hands of librarians quickly. In 2020, there were 225 one-on-one appointments including resume reviews, SCORE, genealogy and librarians.

1 - 2020 data includes 5 months building closed; 3 months without circulating materials.

2 - 2021 data is Q1 only, January-March.

	2015	2016	2017	2018	2019	2020 ¹	2021 ²
Chat (all locations)	3673	4483	4724	5194	5222	8815	1695
Info Services	90,911	86,592	101,673	110,733	99,314	52,455	12,135
Digital Services	31,459	31,787	31,048	28,823	27,872	11,312	4,135
Bookmobile	420	653	980	1035	3,867	2,443	632
Reference total	174,122	182,902	193,472	198,277	195,503	99,382	50,189

Ongoing Impact

In 2020 we expanded our reader's advisory offerings and moved our services to a virtual environment. Staff developed a monthly Virtual Favorite Things Program for advisors and other AHML staff to share their favorite books, movies or music each month with attendees. The Page Turners adult reading challenge was created as an alternative to a traditional summer reading program, staff created an ongoing reading challenge to provide activities for engagement during this potentially isolating time. The Our Page Turner Facebook Group was launched in October with 159 engaged group members following the group posts.

In 2020, Info Services staff collaborated with Marketing to produce 18 Top Shelf videos which feature Info Advisors book talking their favorite titles and in December, the very popular LitCrate subscription service was launched. Throughout 2020, 83 booklists including e-material suggestions were also created by Info Advisors.

Shortly after the library's initial closure, Info Services librarians worked to compile essential information for community members on specialized topics. After identifying a need for this information to have a permanent home on our website, staff worked with Communications & Marketing and IT to create a set of crisis resources pages around unemployment, small businesses, financial assistance, community resources, and job seekers. They curated information on disaster resources and crisis response that proved helpful to community members during this chaotic time.

Facilities

COVID-19 impact

Facilities worked with Finance to procure cleaning and disinfecting supplies, along with additional paper towels and gloves. Supplies were scarce nationwide, but we were able to purchase what we needed for reopening, and they distributed allotted supplies to each department. When hand sanitizer was almost impossible to find, staff tracked down a 55-gallon drum of hand sanitizer from a Chicago distillery and hand-filled individual bottles to give each staff member along with masks. Additional cleaning and disinfecting protocols were put in place, and MERV 13 filters were installed in the building HVAC system for additional air filtration.

Staff reimagined spaces and ways to make them safer in anticipation of reopening the building. Furniture was removed from the first floor of the library to ensure social distancing and short visits by customers. Facilities staff built and installed Plexiglass dividers at every customer service desk.

1 - 2020 data includes 5 months building closed; 3 months without circulating materials.

2 - 2021 data is Q1 only, January-March.

Ongoing impact

Cleaning and disinfection protocols will continue, along with the need for additional supplies and PPE. As we continue to open additional seating, tables and rooms to the public, Facilities will move items as needed.

Communication

COVID-19 impact

Closures and cancellations meant the completed April 2020 library newsletter could not be printed and mailed. We pivoted to all online communication channels for customers and staff. We set up a [Stay Informed](#) page on the website to communicate all service and operational changes as they happened. Constant Contact emails and social media channels were also used. All messaging referred people to the website for the latest information and promotion of digital services ramped up. We added a *Bringing the Library to You* edition of the newsletter to direct customers to our Stay Informed website page, virtual programs, online library card signup and eMaterials.

For staff communications, we used Microsoft 365 and created a date and timestamped *Everyone Updates* document. To bring staff onto this new channel, we used a text messaging service, sending a link for launch and to communicate when important updates were made to the document. Service announcements were communicated to staff before posting on the Stay Informed page. The Executive Director created an *Open Mike* Blog on SharePoint, providing another new direct channel for quick updates to staff. Zoom and Microsoft Teams were used for meetings of all types and sizes.

Directional, service-oriented and safety signage was printed and installed throughout the building closures and reopenings. For the first reopening, over 200 signs were created.

Beginning with the March closure, both the amount of content produced, and post engagements doubled on Facebook and Twitter. Constant Contact email campaign felt a similar impact. YouTube, a channel with limited use prior to COVID-19, grew significantly. As we launched virtual programs, all hours for one full-time Communications and Marketing staff member were dedicated to video editing and production due to the shift in virtual programming. Digital Services staff helped support this channel by processing videos and scheduling recording studio sessions.

Communication was essential and nonstop during closures and reopenings. All messaging to customers shifted online. YouTube engagements peaked in April and May, but we continue to see follower growth; both views and watch time are driven by old and new content. Board meeting videos account for four of the top seven videos (views, watch time) on YouTube to date.

1 - 2020 data includes 5 months building closed; 3 months without circulating materials.

2 - 2021 data is Q1 only, January-March.

Communications Engagement, Content & Follower Growth 2020-21

	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March
Facebook															
Posts	25	22	56	60	47	41	56	15	40	33	42	38	28	43	28
Fans*	5,067	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	5,717
Engagements	1,164	1,723	3,531	3,642	2,725	3,148	1,886	861	2,581	2,850	1,677	2,295	1,733	3,029	3,084
Twitter															
Tweets	65	51	111	139	148	143	137	100	127	120	118	101	117	117	113
Followers*	4,313	4,324	4,362	4,388	4,404	4,410	4,424	4,446	4,444	4,442	4,461	4,474	4,462	4,471	4,486
Engagements	247	203	534	394	399	387	283	240	366	324	340	322	1,289	1,207	1,688
Instagram															
Posts*	n/a	n/a	859	875	898	922	978	1,002	1,027	1,055	1,080	1,112	26	43	35
Followers*	1,767	1,802	1,852	1,904	1,947	2,006	2,081	2,106	2,129	2,154	2,179	2,210	2,229	2,257	2,285
Engagements	n/a	286	485	451	435	459	560	344	389	318	425	502	1,355	1,395	1,162
Constant Contact															
Campaigns	20	19	22	27	26	27	21	17	15	18	16	13	14	18	17
Sends	46,572	44,518	127,872	85,980	43,351	110,385	52,314	39,158	63,951	47,932	92,920	46,325	94,378	66,199	41,962
Open rate	24%	28%	45%	36%	28%	34%	24%	27%	31%	26%	39%	32%	34%	29%	26%
Total contacts*	31,770	31,790	32,650	32,957	33,157	33,594	33,721	33,889	33,897	33,989	34,044	35,274	36,083	35,869	36,030
LinkedIn															
Followers*	655	657	659	660	672	684	685	689	693	696	707	712	716	721	725
Posts	7	1	5	1	1	8	0	7	4	8	0	1	9	1	4
Impressions	2,335	308	839	620	235	738	352	1,100	749	992	298	313	1,000	420	554
YouTube															
Subscribers*	397	402	456	514	585	603	627	658	691	723	747	765	796	812	830
Videos added**	0	3	6	23	34	33	30	15	21	19	18	14	12	14	21
Views	1,601	1,821	2,875	5,102	5,053	3,202	3,086	2,900	3,159	3,763	2,859	2,443	2,803	2,656	3,061
Watch time (hrs)	56	64	83	452	437	293	306	131	258	418	275	230	338	296.8	242.3
*Cumulative (2021-Instagram tracked monthly with new SM management software)															
**Includes unlisted videos															

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Ongoing Impact

The Stay Informed web page remains in use. It saw 34,290 visits in 2020 and 8,112 visits in 2021 to date. We will continue to use it at least until Illinois reaches Phase 5 and when needed for emergency closures and service outages.

Overall, we continue to produce more social media content, and follower and engagement metrics show continued growth.

With no exhibit and in-person program graphics and signage needed, C&M has continued using one full-time person for video production and is expecting time spent in video production will decline with the reintroduction of in-person programming.

The regular newsletter cycle resumed in September. The *Stay Connected* page added as a result of COVID remains.

Staffing

Remote work and Technology response

COVID-19 impact

As the state was planning to go into lockdown, staff were told to work remotely, if possible, from March 14 until further notice. The library building was closed March 14 through June 26, and again November 20 through January 27. Staff worked remotely whenever possible, with our IT department providing equipment and VPN access. We deployed Office 365 and quickly adopted Microsoft Teams and Zoom as productivity platforms. Our human resources team provided guidance, resources, and support to staff as they navigated the challenges of their jobs and balancing work and family life during a pandemic.

Commentary/status

Prior to the COVID-closure, staff could work from home occasionally with manager approval. The closure accelerated our move to Office 365 and use of remote meetings. With the use of technology, we anticipate accommodating a more mobile workforce. Some staff may continue to work from home on a limited basis if they are able to do all the job duties they were hired for remotely and have their manager's approval.

Hiring freeze

COVID-19 Impact

A hiring freeze for all vacant positions was announced following the library's closure in March 2020. The hiring freeze was put into place to help ensure we could retain employment for as many staff as possible during the closure.

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Ongoing Impact

The hiring freeze will remain in place until further notice. All positions are “frozen” when they become vacant. This does not mean that hiring will not take place. However, the usual process of posting vacancies as they become available is halted. Any position that a manager requests to fill undergoes a comprehensive evaluation to determine immediate need in line with our currently limited library services and hours and changes in service trends because of the pandemic.

The Library Administrative Team (LAT) reviews the evaluation and must approve each position for posting. If filling a position is determined necessary, the freeze is lifted for that position, and the job is approved to rehire. Most positions are considered first for an internal posting period before being advertised to external candidates.

Budget impact

The business community and residents of Cook County are facing many challenges due to the pandemic, but unemployment numbers are slowly declining. According to the U.S. Bureau of Labor Statistics and released by the Illinois Department of Employment Security, the current Illinois unemployment rate is 7.1%. Unemployment rates have fluctuated throughout the pandemic, but property tax revenue for Arlington Heights has not been negatively influenced. In 2020, our library received 98.2% of levied/budgeted real estate tax revenue. This is a higher percentage than the collection of 97.7% of levied tax revenue received in 2019, pre-pandemic. Tax revenue collected in 2021 is on par with the first three months of tax revenue collected in previous years.

At their March, April, and May meetings, the Board of Library Trustees authorized paying staff for their regularly scheduled hours while the library was closed to the public. Many staff were able to work remotely during this time, but multiple service areas were closed to the public, leaving most staff without an option to work remotely. Once we reopened to the public, staff were able to maintain their budgeted hours. Overall, the 2020 annual salary budget line was expensed by just over 90%. Personal Protective Equipment (PPE) was purchased throughout the pandemic. We are awaiting results after submitting an application for a FEMA grant for \$28K. Overall, the library’s regular operating expenses were slightly lower than previous years.

Because of COVID-19, future budget planning will be variable with service and administrative changes. The salaries budget line will be evaluated for each department, as usual, but managers will need to consider service changes that may last for many years into the future. Every position that becomes vacant is, and will continue to be, frozen until it is thoroughly evaluated by a designated group before it is introduced to the entire Leadership Administrative Team for final consideration before posting. Many managers are evaluating and modifying job descriptions and hours before presenting job vacancies to the designated analysis group.

Programming adapted in 2020, setting the expectation for continued virtual programming in the future. With both in-person and virtual programming planned, expenses may see a reduction as virtual programs are generally less expensive. Administrative costs may increase with more sanitizing products being purchased and more time/labor used for increased cleaning. There will be a budget shift from

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physical books to eBooks as we anticipate more customers choosing electronic resources. Information Technology expenditures may increase with more Office 365 subscriptions and remote technology. Travel expenses will be reduced while in-person conferences and large group gatherings are paused.

This pandemic and customer's changing service preferences will continue to impact how the library provides services to our customers. In upcoming budget cycles, managers will evaluate their budgets to align with the new service environment.

Summary of service changes post-COVID

- Virtual programming and outreach
- Passive engagement through take home activity kits
- Cost-sharing partnership special events presented with peer libraries
- Offering select virtual tech programs for more lecture-based and high-interest topics
- Offering Zoom and telephone as tech appointment formats
- Offering drive-up print pick-up
- Staff use of extendable pointers
- Wakelet as tool to collocate resources for youth and families
- Increased passive activities: READ500 yearlong reading program, Volunteer in Place (VIP) teen volunteer program, DIY/at-home alternatives for in-library, early learning play items, Birthday card program
- Book Me, custom book bundles, subject bundles, and LitCrates for youth
- Lit Crates for adults
- Top Shelf Video Booktalks (online RA)
- Outdoor Storywalks
- Virtual one-on-one appointments (resume reviews, business, genealogy)
- Page Turners Facebook Group (all online reading program)
- Binge Boxes
- Improved Virtual browsing of the collection
- Increase in the number of magazines in RBdigital
- Library deliveries are made in disposable bags rather than cloth bags
- Weekly phone in discussions for homebound residents
- Activity/program/Lit Crates available for pick up at the Drive-up and on the Bookmobile
- Online library card registration
- Tables placed outside the bookmobile in good weather

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