

**BOARD OF LIBRARY TRUSTEES**

**TUESDAY, JUNE 15, 2021**

**7:00 P.M.**

**CARDINAL 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 MAY 18, 2021 (Action Item 1)
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2021 (Item 2)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2021 (Action Item 3)

VIII. EXECUTIVE DIRECTOR'S REPORT

IX. OLD BUSINESS

- MAKERPLACE UPDATE (Item 4)

Staff will provide an update on the progress of the MakerPlace at 112 North Belmont Avenue.

- ADOPTION OF PROPOSED REVISIONS TO POLICY 7.004 MEETING ROOMS – PUBLIC USE (Action Item 5)

The board will consider adoption of proposed revisions to Policy 7.004 Meeting Rooms – Public Use

- ADOPTION OF POLICY 7.005 CONFERENCE AND STUDIO ROOMS (Action Item 6)

The board will consider adoption of new proposed Policy 7.005 Conference and Studio Rooms

X. NEW BUSINESS

- REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 7)

Each June, the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066 and approves the nonresident card fee for the upcoming year

- ADOPTION OF 2022 BUDGET TARGETS (Action Item 8)

The board will consider adoption of targets used in the development of the 2022 budget.

XI. OTHER

XII. 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](mailto:LibraryDirector@ahml.info) by 5:00 p.m., June 15, 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, MAY 18, 2021.**

05.21.01 A regular meeting of the 2019-2021 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, May 18, 2021, at 7:00 p.m. by President Greg Zyck.

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

Absent: None.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Jack Bower, Digital Services Manager; Patricia Dantis, Youth Services Manager; Shannon Meyer, Circulation Services Manager; Chris Kreuger, Makerspace Branch Assistant Manager; Brian Benson, Graphic Design Supervisor; Matt Williams, Materials Handling Supervisor; Janet Moravec, Business Office Administrator; Anthony Cervini, Sikich, LLP; Natalie Clemens, Williams Architects; Jeff Chamberlin, 20/10 Engineering Group; Sarah Galla, Resident; Tom Galla, Resident; Sydney Galla, Resident; Adelaide Galla, Resident; Eleanor Galla, Resident; Amy Somary, Resident; Geoffrey Somary, Resident; Melissa Cayer, Resident; and Patricia Stolarski, Attendee.

05.21.03 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 20, 2021 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

05.21.04 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 3, 2021 (Action Item 2)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

President Zyck thanked Trustee Tangney for her service as trustee on the Board of Library Trustees and wished her all the best.

05.21.05 **OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES** – President Zyck administered the oath of office to Carole Medal, Amy Somary and Sarah Galla.

05.21.06 Trustee Smart moved **ADJOURNMENT OF THE 2019-2021 BOARD OF LIBRARY TRUSTEES**. Trustee Ruhl seconded. All were in favor and the 2019-2021 board was adjourned at 7:07 p.m.

The 2021-2023 Board of Library Trustees **CONVENED** at 7:08 p.m.

- 05.21.07 Upon **ROLL CALL**, the following answered Present: Trustee Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck.

Absent: None

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Jack Bower, Digital Services Manager; Patricia Dantis, Youth Services Manager; Shannon Meyer, Circulation Services Manager; Chris Kreuger, Makerspace Branch Assistant Manager; Matt Williams, Materials Handling Supervisor; Janet Moravec, Business Office Administrator; Anthony Cervini, Sikich, LLP; Natalie Clemens, Williams Architects; Jeff Chamberlin, 20/10 Engineering Group; and Melissa Cayer, Resident.

- 05.21.08 There was no **PUBLIC COMMENT**.

- 05.21.09 **ELECTION OF OFFICERS** – Trustee Ruhl moved **TRUSTEE GREG ZYCK BE ELECTED AS PRESIDENT OF THE 2021-2023 BOARD OF LIBRARY TRUSTEES**. Trustee Smart seconded. No other nominations were forthcoming. All were in favor of Greg Zyck being elected President of the 2021-2023 Board of Library Trustees and the motion carried.

Trustee Supplitt moved **TRUSTEE CAROLE MEDAL BE ELECTED AS VICE PRESIDENT/SECRETARY OF THE 2021-2023 BOARD OF LIBRARY TRUSTEES**. Trustee Somary seconded. No other nominations were forthcoming. All were in favor of Carole Medal being elected Vice President/Secretary of the 2021-2023 Board of Library Trustees and the motion carried.

Trustee Smart moved **TRUSTEE JOHN SUPPLITT BE ELECTED AS TREASURER OF THE 2021-2023 BOARD OF LIBRARY TRUSTEES**. Trustee Medal seconded. No other nominations were forthcoming. All were in favor of John Supplitt being elected Treasurer of the 2021-2023 Board of Library Trustees and the motion carried.

- 05.21.10 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends first parking lot sale of 2021 took place on May 15 with sales totaling \$3,301. Dates for book sales to be held in the underground parking garage are June 12, July 10 and August 14.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Michael Driskell reported the Foundation is in the process of purchasing small appliances and kitchen utensils for the makerspace. Five mixers have been received.

- 05.21.11 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2021 (Item 3)** – Donna Ekl reported the library received real estate taxes in the amount of

\$609,919.50 for the month of April. The Village of Arlington Heights distributed the library's portion of personal property replacement taxes (PPRT) in the amount of \$31,971.10 in April. The Friends reimbursed the library for expenses totaling \$936 for interior landscaping maintenance and a Dann & Raymond's Movie Club program. With 33% of the fiscal year lapsed, 29% of the unaudited annual operating budget has been expensed.

- 05.21.12 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2021 (Action Item 4)** – Donna Ekl provided information in response to trustees' questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF APRIL 30, 2021, IN THE AMOUNT OF \$1,125,617.87.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- 05.21.13 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the April 2021 Director's Report.

- 05.21.14 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 5)** – Natalie Clemens from Williams Architects provided an update on the progress of the makerspace project at 112 North Belmont Avenue.

- **ADOPTION OF MAKERSPACE AND KITCHEN POLICIES (Action Item 6)** – The board reviewed and adopted updated proposed policies 7.020 Makerspace and 7.021 Makerspace Kitchen with changes as discussed.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.020 MAKERSPACE POLICY WITH THE AFFORDED CHANGES AS DISCUSSED.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.021 MAKERSPACE KITCHEN POLICY WITH AFFORDED CHANGES AS DISCUSSED.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- 05.21.15 **NEW BUSINESS**

**REVIEW AND ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 7)** – Anthony Cervini, with Sikich, LLP, provided a review of the annual financial

report. The opinion of the auditor is that the library's financial statements present fairly, in all material respects, the financial position of the library. The board accepted the annual financial report for the year ended December 31, 2020.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2020.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **REVIEW OF 2020 BUDGET VARIANCE REPORT (Item 8)** – Donna Ekl presented a review of the final 2020 actual results noting significant variances from the 2020 budget.

- **AWARDING OF THE HVAC REPLACEMENT PROJECT (Action Item 9)** – The HVAC replacement project went out to bid with responses received on May 10; the library received eight responses to the request for bid. The board reviewed and discussed the recommendation of staff and 20/10 Engineering to enter into a contract with the low bidder, F.E. Moran, as a result of bid price, confirmation of accurate submission, equipment specified and positive feedback from references.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES ENTERING INTO A CONTRACT FOR THE HVAC REPLACEMENT PROJECT, INCLUDING ALTERNATE 1, WITH F.E. MORAN FOR AN AMOUNT NOT TO EXCEED \$997,370, WHICH INCLUDES A 10% CONTINGENCY, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **MAKERSPACE BRANDING (Item 10)** – Mary Hastings presented the makerspace branding of the Arlington Heights Memorial Library Makerplace, including its logo, signage, webpage and advertising channels.

#### 05.21.16 **OTHER**

- Trustee Smart commented that she and Michael Driskell will be presenting at the American Library Association Annual Conference & Exhibition for the United for Libraries division on June 25.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT.** Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 8:52 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder

Village of Arlington Heights

ITEM 2

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	77,480	41,717.71	54	387,400	493,976.60	128	929,760	435,783.40
04 00	Real Estate Tax FICA	51,429	27,691.34	54	257,145	327,891.29	128	617,155	289,263.71
05 00	Real Estate Tax	1,082,387	582,791.83	54	5,411,935	6,900,798.64	128	12,988,650	6,087,851.36
401 **	Real Estate Taxes	1,211,296	652,200.88	54	6,056,480	7,722,666.53	128	14,535,565	6,812,898.47
403	Intergovernmental Taxes								
25 00	Replacement Tax	26,377	41,202.01	156	131,885	98,953.56	75	316,533	217,579.44
403 **	Intergovernmental Taxes	26,377	41,202.01	156	131,885	98,953.56	75	316,533	217,579.44
400 ***	Taxes	1,237,673	693,402.89	56	6,188,365	7,821,620.09	126	14,852,098	7,030,477.91
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,088	.00		25,440	.00		61,063	61,063.00
90 00	Contribution Ord. Library	0	2,246.93		0	7,115.83		0	7,115.83-
411 **	Intergovernmental	5,088	2,246.93	44	25,440	7,115.83	28	61,063	53,947.17
410 ***	Intergovernmental Revenue	5,088	2,246.93	44	25,440	7,115.83	28	61,063	53,947.17
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		1,040	223.50	22	2,500	2,276.50
74 00	Copier/Reader Printer Fee	3,958	2,722.39	69	19,790	10,222.03	52	47,500	37,277.97
75 00	Meeting Room Fees	250	.00		1,250	.00		3,000	3,000.00
436 **	Library Fees	4,416	2,722.39	62	22,080	10,445.53	47	53,000	42,554.47
430 ***	Fees	4,416	2,722.39	62	22,080	10,445.53	47	53,000	42,554.47
440	Fines								
442	Library								
20 00	Late Charges	0	30.00		0	280.00		0	280.00-
25 00	Lost/Damaged Item Charges	1,743	731.41	42	8,715	3,393.17	39	20,922	17,528.83
442 **	Library	1,743	761.41	44	8,715	3,673.17	42	20,922	17,248.83
440 ***	Fines	1,743	761.41	44	8,715	3,673.17	42	20,922	17,248.83
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	750	93.07	12	3,750	832.84	22	9,000	8,167.16
461 **	Simple Interest	750	93.07	12	3,750	832.84	22	9,000	8,167.16



Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
462	Investment Inc								
10 00	Market Value Adj IMET	0	.00		0	466.17		0	466.17-
462	Investment Inc	0	.00		0	466.17		0	466.17-
460	Interest Income	750	93.07	12	3,750	1,299.01	35	9,000	7,700.99
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	401.95	32	6,250	634.75	10	15,000	14,365.25
483	Donations	1,250	401.95	32	6,250	634.75	10	15,000	14,365.25
489	Other								
90 00	Other Income	416	1,793.41	431	2,080	7,878.31	379	5,000	2,878.31-
94 00	FOL Reimbursements	2,083	4,932.12	237	10,415	37,828.11	363	25,000	12,828.11-
96 00	IL Vehicle Renewal Stickr	0	224.00		0	319.00		0	319.00-
489	Other	2,499	6,949.53	278	12,495	46,025.42	368	30,000	16,025.42-
480	Other	3,749	7,351.48	196	18,745	46,660.17	249	45,000	1,660.17-
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	706,578.17	56	6,267,095	7,890,813.80	126	15,041,083	7,150,269.20

Village of Arlington Heights  
 REVENUE REPORT  
 42% OF YEAR LAPSED

ACCOUNTING PERIOD 05/2021

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	0	.00		0	450.76		0	450.76-
461	** Simple Interest	0	.00		0	450.76		0	450.76-
462	Investment Inc								
10 00	Market Value Adj IMET	0	.00		0	679.09		0	679.09-
462	** Investment Inc	0	.00		0	679.09		0	679.09-
460	*** Interest Income	0	.00		0	1,129.85		0	1,129.85-
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Capital Projects-Library		0	.00		0	1,129.85		0	1,129.85-

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PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
42% OF YEAR LAPSED

PAGE 1  
ACCOUNTING PERIOD 05/2021

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REPORT SELECTIONS

Fiscal year . . . . . : 2021  
Fund . . . . . : 291  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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FUND 291 Memorial Library Fund		DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT		*****CURRENT*****		*****YEAR-TO-DATE*****		ENCUMBR.	BUDGET	BALANCE	BDGT		
SUB	SUB DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60	Culture/Recreation										
601	Library										
16	Library Personal Services										
16 85	Salaries	29184	27093.07	93	145920	134033.09	92	.00	350214	216180.91	38
16 92	Achievement Awards	333	.00	0	1665	.00	0	.00	4000	4000.00	0
16 **	Library Personal Services	29517	27093.07	92	147585	134033.09	91	.00	354214	220180.91	38
18	Other Personal Services										
18 05	Overtime Civilian	83	107.05	129	415	124.88	30	.00	1000	875.12	13
18 **	Other Personal Services	83	107.05	129	415	124.88	30	.00	1000	875.12	13
19	Employee Benefits										
19 05	Medical Insurance	3081	3082.67	100	15405	15413.31	100	.00	36977	21563.69	42
19 10	IMRF	3712	3360.72	91	18560	16773.20	90	.00	44544	27770.80	38
19 11	Social Security	1835	1632.87	89	9175	8149.28	89	.00	22023	13873.72	37
19 12	Medicare	429	381.88	89	2145	1905.86	89	.00	5151	3245.14	37
19 53	Flexible Spending	194	152.00	78	970	769.50	79	.00	2329	1559.50	33
19 55	Unemployment Compensation	536	.00	0	2680	.00	0	.00	6432	6432.00	0
19 **	Employee Benefits	9787	8610.14	88	48935	43011.15	88	.00	117456	74444.85	37
20	Prof Technical Services										
20 05	Professional Services	708	1850.00	261	3540	1850.00	52	.00	8500	6650.00	22
20 08	Consulting Services Libr	1000	.00	0	5000	.00	0	.00	12000	12000.00	0
20 20	Legal Services	1333	.00	0	6665	1575.00	24	.00	16000	14425.00	10
20 40	General Insurance	14898	.00	0	74490	140349.00	188	.00	178780	38431.00	79
20 **	Prof Technical Services	17939	1850.00	10	89695	143774.00	160	.00	215280	71506.00	67
21	Property Services										
21 65	Other Services	250	.00	0	1250	.00	0	.00	3000	3000.00	0
21 **	Property Services	250	.00	0	1250	.00	0	.00	3000	3000.00	0
22	Other Contractual Service										
22 01	Advertising	50	.00	0	250	83.70	34	.00	600	516.30	14
22 02	Dues	556	284.00	51	2780	784.00	28	.00	6675	5891.00	12
22 03	Training	7959	1515.00	19	39795	4169.51	11	.00	95508	91338.49	4
22 05	Postage	3337	5014.45	150	16685	19666.95	118	.00	40045	20378.05	49
22 **	Other Contractual Service	11902	6813.45	57	59510	24704.16	42	.00	142828	118123.84	17
30	General Supplies										
30 05	Office Supplies & Equip	842	335.58	40	4210	760.54	18	.00	10105	9344.46	8
30 **	General Supplies	842	335.58	40	4210	760.54	18	.00	10105	9344.46	8
31	Public Works Supplies										
31 85	Small Tools and Equipment	208	.00	0	1040	.00	0	.00	2500	2500.00	0
31 **	Public Works Supplies	208	.00	0	1040	.00	0	.00	2500	2500.00	0
32	Library Supplies										
32 72	Special Events	70	.00	0	350	90.00	26	.00	850	760.00	11
32 **	Library Supplies	70	.00	0	350	90.00	26	.00	850	760.00	11

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
40		Other Charges									
40	96	Operating Contingency	416	99.90	24	2080	199.80	10	.00	5000	4800.20 4
40	**	Other Charges	416	99.90	24	2080	199.80	10	.00	5000	4800.20 4
50		Property									
50	15	Other Equipment	2083	1857.95	89	10415	2861.10	28	.00	25000	22138.90 11
50	**	Property	2083	1857.95	89	10415	2861.10	28	.00	25000	22138.90 11
601	** **	Library	73097	46767.14	64	365485	349558.72	96	.00	877233	527674.28 40
60	** **	Culture/Recreation	73097	46767.14	64	365485	349558.72	96	.00	877233	527674.28 40
DIV	6001	TOTAL ***** Administration	73097	46767.14	64	365485	349558.72	96	.00	877233	527674.28 40



PREPARED 06/09/2021, 16:02:35  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 42% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
		Communications & Mrkting	68147	68189.06	100	340735	312359.72	92	.00	817842	505482.28 38

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources					ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	14324	13158.81	92	71620	65581.03	92	.00	171895	106313.97	38
	16 **	Library Personal Services	14324	13158.81	92	71620	65581.03	92	.00	171895	106313.97	38
	18	Other Personal Services										
	18 05	Overtime Civilian	25	10.35	41	125	105.06	84	.00	300	194.94	35
	18 **	Other Personal Services	25	10.35	41	125	105.06	84	.00	300	194.94	35
	19	Employee Benefits										
	19 05	Medical Insurance	3879	3879.58	100	19395	19397.90	100	.00	46555	27157.10	42
	19 10	IMRF	1799	1651.41	92	8995	8237.06	92	.00	21593	13355.94	38
	19 11	Social Security	889	748.92	84	4445	3734.68	84	.00	10676	6941.32	35
	19 12	Medicare	208	175.15	84	1040	873.44	84	.00	2497	1623.56	35
	19 50	Employee Asst. Program	500	.00	0	2500	5365.83	215	.00	6000	634.17	89
	19 **	Employee Benefits	7275	6455.06	89	36375	37608.91	103	.00	87321	49712.09	43
	21	Property Services										
	21 65	Other Services	816	449.50	55	4080	1152.50	28	.00	9800	8647.50	12
	21 **	Property Services	816	449.50	55	4080	1152.50	28	.00	9800	8647.50	12
	22	Other Contractual Service										
	22 01	Advertising	108	.00	0	540	.00	0	.00	1300	1300.00	0
	22 02	Dues	275	.00	0	1375	2983.00	217	.00	3300	317.00	90
	22 03	Training	108	.00	0	540	199.00	37	.00	1300	1101.00	15
	22 55	In Service Training	833	303.00	36	4165	2683.45	64	.00	10000	7316.55	27
	22 **	Other Contractual Service	1324	303.00	23	6620	5865.45	89	.00	15900	10034.55	37
	32	Library Supplies										
	32 01	Program Supplies	33	.00	0	165	.00	0	.00	400	400.00	0
	32 **	Library Supplies	33	.00	0	165	.00	0	.00	400	400.00	0
	40	Other Charges										
	40 62	Tuition Reimbursement	2083	6857.50	329	10415	6857.50	66	.00	25000	18142.50	27
	40 70	Employee Recognition Prog	1612	594.01	37	8060	3503.67	44	.00	19350	15846.33	18
	40 **	Other Charges	3695	7451.51	202	18475	10361.17	56	.00	44350	33988.83	23
601 ** **		Library	27492	27828.23	101	137460	120674.12	88	.00	329966	209291.88	37
60 ** **		Culture/Recreation	27492	27828.23	101	137460	120674.12	88	.00	329966	209291.88	37
DIV 6003		TOTAL ***** Human Resources	27492	27828.23	101	137460	120674.12	88	.00	329966	209291.88	37



FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						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									
	21	Property Services									
	21 65	Other Services	166	415.97	251	830	1929.82	233	.00	2000	70.18 97
	21 **	Property Services	166	415.97	251	830	1929.82	233	.00	2000	70.18 97
	22	Other Contractual Service									
	22 18	Contr Programs & Exhibits	1666	.00	0	8330	3400.00	41	.00	20000	16600.00 17
	22 **	Other Contractual Service	1666	.00	0	8330	3400.00	41	.00	20000	16600.00 17
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	166	.00	0	830	.00	0	.00	2000	2000.00 0
	31 **	Public Works Supplies	166	.00	0	830	.00	0	.00	2000	2000.00 0
	32	Library Supplies									
	32 01	Program Supplies	208	.00	0	1040	.00	0	.00	2500	2500.00 0
	32 02	Program Events	208	.00	0	1040	.00	0	.00	2500	2500.00 0
	32 32	Software	41	.00	0	205	.00	0	.00	500	500.00 0
	32 72	Special Events	416	.00	0	2080	.00	0	.00	5000	5000.00 0
	32 75	Audio Visual	41	.00	0	205	.00	0	.00	500	500.00 0
	32 78	Electronic Resources	125	.00	0	625	.00	0	.00	1500	1500.00 0
	32 80	Books	416	222.95	54	2080	236.75	11	.00	5000	4763.25 5
	32 **	Library Supplies	1455	222.95	15	7275	236.75	3	.00	17500	17263.25 1
	50	Property									
	50 15	Other Equipment	208	438.00	211	1040	4863.94	468	.00	2500	2363.94- 195
	50 55	Other Capital Outlay	208	.00	0	1040	.00	0	.00	2500	2500.00 0
	50 **	Property	416	438.00	105	2080	4863.94	234	.00	5000	136.06 97
601	** **	Library	3869	1076.92	28	19345	10430.51	54	.00	46500	36069.49 22
60	** **	Culture/Recreation	3869	1076.92	28	19345	10430.51	54	.00	46500	36069.49 22
DIV	6004	TOTAL ***** Paid by Gifts and Grants	3869	1076.92	28	19345	10430.51	54	.00	46500	36069.49 22

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	17739.71	93	95505	88727.02	93	.00	229214	140486.98 39
	16 **	Library Personal Services	19101	17739.71	93	95505	88727.02	93	.00	229214	140486.98 39
	18	Other Personal Services									
	18 05	Overtime Civilian	8	1.11	14	40	20.41	51	.00	100	79.59 20
	18 **	Other Personal Services	8	1.11	14	40	20.41	51	.00	100	79.59 20
	19	Employee Benefits									
	19 05	Medical Insurance	5472	5472.00	100	27360	27360.00	100	.00	65664	38304.00 42
	19 10	IMRF	2396	2224.69	93	11980	11135.16	93	.00	28756	17620.84 39
	19 11	Social Security	1184	1057.08	89	5920	5291.19	89	.00	14217	8925.81 37
	19 12	Medicare	277	247.21	89	1385	1237.41	89	.00	3325	2087.59 37
	19 **	Employee Benefits	9329	9000.98	97	46645	45023.76	97	.00	111962	66938.24 40
	20	Prof Technical Services									
	20 05	Professional Services	656	1075.00	164	3280	6075.00	185	.00	7875	1800.00 77
	20 **	Prof Technical Services	656	1075.00	164	3280	6075.00	185	.00	7875	1800.00 77
	21	Property Services									
	21 36	Equipment Rental	110	.00	0	550	381.69	69	.00	1326	944.31 29
	21 65	Other Services	515	500.63	97	2575	1815.91	71	.00	6189	4373.09 29
	21 **	Property Services	625	500.63	80	3125	2197.60	70	.00	7515	5317.40 29
	22	Other Contractual Service									
	22 02	Dues	68	.00	0	340	475.00	140	.00	825	350.00 58
	22 03	Training	100	.00	0	500	.00	0	.00	1200	1200.00 0
	22 25	IT/GIS Service Charge	10772	10772.25	100	53860	53861.25	100	.00	129267	75405.75 42
	22 **	Other Contractual Service	10940	10772.25	99	54700	54336.25	99	.00	131292	76955.75 41
601	** **	Library	40659	39089.68	96	203295	196380.04	97	.00	487958	291577.96 40
60	** **	Culture/Recreation	40659	39089.68	96	203295	196380.04	97	.00	487958	291577.96 40
DIV	6008	TOTAL ***** Finance	40659	39089.68	96	203295	196380.04	97	.00	487958	291577.96 40

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	52706	47520.54	90	263530	237132.84	90	.00	632483	395350.16 38
	16 **	Library Personal Services	52706	47520.54	90	263530	237132.84	90	.00	632483	395350.16 38
	18	Other Personal Services									
	18 05	Overtime Civilian	20	.91	5	100	48.65	49	.00	250	201.35 20
	18 **	Other Personal Services	20	.91	5	100	48.65	49	.00	250	201.35 20
	19	Employee Benefits									
	19 05	Medical Insurance	12237	12237.00	100	61185	61185.00	100	.00	146844	85659.00 42
	19 10	IMRF	6612	5782.42	88	33060	28919.49	88	.00	79345	50425.51 36
	19 11	Social Security	3269	2818.45	86	16345	14072.01	86	.00	39229	25156.99 36
	19 12	Medicare	764	659.14	86	3820	3291.02	86	.00	9175	5883.98 36
	19 **	Employee Benefits	22882	21497.01	94	114410	107467.52	94	.00	274593	167125.48 39
	20	Prof Technical Services									
	20 05	Professional Services	585	54.10	9	2925	729.31	25	.00	7022	6292.69 10
	20 08	Consulting Services Libr	378	.00	0	1890	.00	0	.00	4545	4545.00 0
	20 **	Prof Technical Services	963	54.10	6	4815	729.31	15	.00	11567	10837.69 6
	21	Property Services									
	21 02	Equipment Maintenance	14114	6888.50	49	70570	149024.97	211	.00	169375	20350.03 88
	21 **	Property Services	14114	6888.50	49	70570	149024.97	211	.00	169375	20350.03 88
	22	Other Contractual Service									
	22 03	Training	537	.00	0	2685	.00	0	.00	6450	6450.00 0
	22 42	Internet Access	3487	918.97	26	17435	14771.31	85	.00	41846	27074.69 35
	22 **	Other Contractual Service	4024	918.97	23	20120	14771.31	73	.00	48296	33524.69 31
	30	General Supplies									
	30 05	Office Supplies & Equip	31	39.90	129	155	76.15	49	.00	375	298.85 20
	30 30	Data System Supplies	2100	1209.34	58	10500	9843.59	94	.00	25204	15360.41 39
	30 32	Software Library	13341	4549.35	34	66705	91670.34	137	.00	160102	68431.66 57
	30 33	Documentation Library	8	.00	0	40	.00	0	.00	100	100.00 0
	30 **	General Supplies	15480	5798.59	38	77400	101590.08	131	.00	185781	84190.92 55
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	1102	371.15	34	5510	2438.04	44	.00	13226	10787.96 18
	31 **	Public Works Supplies	1102	371.15	34	5510	2438.04	44	.00	13226	10787.96 18
	32	Library Supplies									
	32 05	Processing Supplies	25	.00	0	125	.00	0	.00	300	300.00 0
	32 32	Software	907	.00	0	4535	.00	0	.00	10887	10887.00 0
	32 **	Library Supplies	932	.00	0	4660	.00	0	.00	11187	11187.00 0

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology					ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50	12 Computer Equipment	2899	974.00	34	14495	12187.25	84	.00	34790	22602.75 35
	50	** Property	2899	974.00	34	14495	12187.25	84	.00	34790	22602.75 35
601	**	** Library	115122	84023.77	73	575610	625389.97	109	.00	1381548	756158.03 45
60	**	** Culture/Recreation	115122	84023.77	73	575610	625389.97	109	.00	1381548	756158.03 45
DIV	6010	TOTAL ***** Information Technology	115122	84023.77	73	575610	625389.97	109	.00	1381548	756158.03 45

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						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	21673	19218.65	89	108365	95483.63	88	.00	260077	164593.37 37
	16 **	Library Personal Services	21673	19218.65	89	108365	95483.63	88	.00	260077	164593.37 37
	18	Other Personal Services									
	18 05	Overtime Civilian	166	.72	0	830	23.50	3	.00	2000	1976.50 1
	18 **	Other Personal Services	166	.72	0	830	23.50	3	.00	2000	1976.50 1
	19	Employee Benefits									
	19 05	Medical Insurance	6679	6679.33	100	33395	33396.65	100	.00	80152	46755.35 42
	19 10	IMRF	2412	2219.67	92	12060	11168.94	93	.00	28946	17777.06 39
	19 11	Social Security	1354	1113.45	82	6770	5533.77	82	.00	16249	10715.23 34
	19 12	Medicare	316	260.41	82	1580	1294.27	82	.00	3800	2505.73 34
	19 **	Employee Benefits	10761	10272.86	96	53805	51393.63	96	.00	129147	77753.37 40
	22	Other Contractual Service									
	22 03	Training	41	.00	0	205	138.03	67	.00	500	361.97 28
	22 **	Other Contractual Service	41	.00	0	205	138.03	67	.00	500	361.97 28
	30	General Supplies									
	30 05	Office Supplies & Equip	36	.00	0	180	.00	0	.00	435	435.00 0
	30 **	General Supplies	36	.00	0	180	.00	0	.00	435	435.00 0
601	** **	Library	32677	29492.23	90	163385	147038.79	90	.00	392159	245120.21 38
60	** **	Culture/Recreation	32677	29492.23	90	163385	147038.79	90	.00	392159	245120.21 38
DIV	6015	TOTAL ***** Security	32677	29492.23	90	163385	147038.79	90	.00	392159	245120.21 38



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	369095.61	83	2212940	2126075.37	96	.00	5311580	3185504.63	40

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	80546	66272.93	82	402730	335819.26	83	.00	966557	630737.74 35
	16 **	Library Personal Services	80546	66272.93	82	402730	335819.26	83	.00	966557	630737.74 35
	18	Other Personal Services									
	18 05	Overtime Civilian	166	.00	0	830	.00	0	.00	2000	2000.00 0
	18 **	Other Personal Services	166	.00	0	830	.00	0	.00	2000	2000.00 0
	19	Employee Benefits									
	19 05	Medical Insurance	10553	10553.08	100	52765	52765.44	100	.00	126637	73871.56 42
	19 10	IMRF	9222	7740.70	84	46110	39766.45	86	.00	110668	70901.55 36
	19 11	Social Security	4909	3936.97	80	24545	19938.09	81	.00	58919	38980.91 34
	19 12	Medicare	1148	920.77	80	5740	4662.90	81	.00	13780	9117.10 34
	19 **	Employee Benefits	25832	23151.52	90	129160	117132.88	91	.00	310004	192871.12 38
	22	Other Contractual Service									
	22 02	Dues	373	.00	0	1865	350.00	19	.00	4478	4128.00 8
	22 03	Training	331	21.78	7	1655	71.84	4	.00	3979	3907.16 2
	22 18	Contr Programs & Exhibits	1581	595.00	38	7905	2627.00	33	.00	18980	16353.00 14
	22 **	Other Contractual Service	2285	616.78	27	11425	3048.84	27	.00	27437	24388.16 11
	30	General Supplies									
	30 05	Office Supplies & Equip	203	21.10	10	1015	255.84	25	.00	2438	2182.16 11
	30 **	General Supplies	203	21.10	10	1015	255.84	25	.00	2438	2182.16 11
	32	Library Supplies									
	32 01	Program Supplies	912	333.97	37	4560	3503.14	77	.00	10948	7444.86 32
	32 02	Program Events	2827	1545.49	55	14135	3330.22	24	.00	33930	30599.78 10
	32 90	Circulation Supplies	373	.00	0	1865	1062.99	57	.00	4477	3414.01 24
	32 **	Library Supplies	4112	1879.46	46	20560	7896.35	38	.00	49355	41458.65 16
601	** **	Library	113144	91941.79	81	565720	464153.17	82	.00	1357791	893637.83 34
60	** **	Culture/Recreation	113144	91941.79	81	565720	464153.17	82	.00	1357791	893637.83 34
DIV	6401	TOTAL ***** Youth Services	113144	91941.79	81	565720	464153.17	82	.00	1357791	893637.83 34



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	77409.85	83	464095	370294.76	80	.00	1113836	743541.24 33
	16 **	Library Personal Services	92819	77409.85	83	464095	370294.76	80	.00	1113836	743541.24 33
	18	Other Personal Services									
	18 05	Overtime Civilian	83	54.39	66	415	244.36	59	.00	1000	755.64 24
	18 **	Other Personal Services	83	54.39	66	415	244.36	59	.00	1000	755.64 24
	19	Employee Benefits									
	19 05	Medical Insurance	12751	12751.83	100	63755	63759.15	100	.00	153021	89261.85 42
	19 10	IMRF	9663	8515.02	88	48315	41193.77	85	.00	115962	74768.23 36
	19 11	Social Security	5658	4645.89	82	28290	22198.60	79	.00	67899	45700.40 33
	19 12	Medicare	1323	1086.52	82	6615	5191.54	79	.00	15879	10687.46 33
	19 **	Employee Benefits	29395	26999.26	92	146975	132343.06	90	.00	352761	220417.94 38
	22	Other Contractual Service									
	22 02	Dues	241	142.00	59	1205	242.00	20	.00	2900	2658.00 8
	22 03	Training	275	267.49	97	1375	502.23	37	.00	3300	2797.77 15
	22 18	Contr Programs & Exhibits	480	.00	0	2400	510.00	21	.00	5760	5250.00 9
	22 **	Other Contractual Service	996	409.49	41	4980	1254.23	25	.00	11960	10705.77 11
	30	General Supplies									
	30 05	Office Supplies & Equip	157	15.92	10	785	124.64	16	.00	1888	1763.36 7
	30 **	General Supplies	157	15.92	10	785	124.64	16	.00	1888	1763.36 7
	32	Library Supplies									
	32 01	Program Supplies	229	450.00	197	1145	507.47	44	.00	2750	2242.53 19
	32 90	Circulation Supplies	174	27.43	16	870	120.52	14	.00	2095	1974.48 6
	32 **	Library Supplies	403	477.43	119	2015	627.99	31	.00	4845	4217.01 13
601	** **	Library	123853	105366.34	85	619265	504889.04	82	.00	1486290	981400.96 34
60	** **	Culture/Recreation	123853	105366.34	85	619265	504889.04	82	.00	1486290	981400.96 34
DIV	6410	TOTAL ***** Info Services	123853	105366.34	85	619265	504889.04	82	.00	1486290	981400.96 34

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	91131.91	78	587545	456514.84	78	.00	1410112	953597.16 32
	16 **	Library Personal Services	117509	91131.91	78	587545	456514.84	78	.00	1410112	953597.16 32
	18	Other Personal Services									
	18 05	Overtime Civilian	83	14.12	17	415	92.47	22	.00	1000	907.53 9
	18 **	Other Personal Services	83	14.12	17	415	92.47	22	.00	1000	907.53 9
	19	Employee Benefits									
	19 05	Medical Insurance	11789	11789.33	100	58945	58946.65	100	.00	141472	82525.35 42
	19 10	IMRF	11760	9704.76	83	58800	48378.25	82	.00	141120	92741.75 34
	19 11	Social Security	7166	5559.55	78	35830	27808.82	78	.00	85992	58183.18 32
	19 12	Medicare	1675	1300.23	78	8375	6503.73	78	.00	20111	13607.27 32
	19 **	Employee Benefits	32390	28353.87	88	161950	141637.45	88	.00	388695	247057.55 36
	21	Property Services									
	21 65	Other Services	292	26.85	9	1460	760.75	52	.00	3513	2752.25 22
	21 **	Property Services	292	26.85	9	1460	760.75	52	.00	3513	2752.25 22
	22	Other Contractual Service									
	22 02	Dues	120	.00	0	600	335.00	56	.00	1441	1106.00 23
	22 03	Training	231	.00	0	1155	117.10	10	.00	2773	2655.90 4
	22 **	Other Contractual Service	351	.00	0	1755	452.10	26	.00	4214	3761.90 11
	30	General Supplies									
	30 05	Office Supplies & Equip	169	226.57	134	845	382.60	45	.00	2033	1650.40 19
	30 **	General Supplies	169	226.57	134	845	382.60	45	.00	2033	1650.40 19
	32	Library Supplies									
	32 01	Program Supplies	83	.00	0	415	.00	0	.00	1000	1000.00 0
	32 90	Circulation Supplies	714	.00	0	3570	2572.40	72	.00	8574	6001.60 30
	32 **	Library Supplies	797	.00	0	3985	2572.40	65	.00	9574	7001.60 27
601	** **	Library	151591	119753.32	79	757955	602412.61	80	.00	1819141	1216728.39 33
60	** **	Culture/Recreation	151591	119753.32	79	757955	602412.61	80	.00	1819141	1216728.39 33
DIV	6420	TOTAL ***** Customer Services	151591	119753.32	79	757955	602412.61	80	.00	1819141	1216728.39 33

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	18706	15776.07	84	93530	82517.40	88	.00	224475	141957.60	37
	16 **	Library Personal Services	18706	15776.07	84	93530	82517.40	88	.00	224475	141957.60	37
	19	Employee Benefits										
	19 05	Medical Insurance	948	948.84	100	4740	4744.20	100	.00	11386	6641.80	42
	19 10	IMRF	2171	1978.31	91	10855	9929.24	92	.00	26060	16130.76	38
	19 11	Social Security	1140	939.21	82	5700	4888.75	86	.00	13691	8802.25	36
	19 12	Medicare	266	219.65	83	1330	1143.33	86	.00	3202	2058.67	36
	19 **	Employee Benefits	4525	4086.01	90	22625	20705.52	92	.00	54339	33633.48	38
	22	Other Contractual Service										
	22 02	Dues	43	.00	0	215	35.00	16	.00	518	483.00	7
	22 03	Training	77	.00	0	385	50.00	13	.00	930	880.00	5
	22 18	Contr Programs & Exhibits	799	490.00	61	3995	3100.00	78	.00	9590	6490.00	32
	22 **	Other Contractual Service	919	490.00	53	4595	3185.00	69	.00	11038	7853.00	29
	30	General Supplies										
	30 05	Office Supplies & Equip	41	16.48	40	205	87.04	43	.00	500	412.96	17
	30 **	General Supplies	41	16.48	40	205	87.04	43	.00	500	412.96	17
	32	Library Supplies										
	32 01	Program Supplies	151	.00	0	755	631.63	84	.00	1820	1188.37	35
	32 02	Program Events	50	.00	0	250	.00	0	.00	600	600.00	0
	32 90	Circulation Supplies	87	.00	0	435	531.79	122	.00	1050	518.21	51
	32 **	Library Supplies	288	.00	0	1440	1163.42	81	.00	3470	2306.58	34
601	** **	Library	24479	20368.56	83	122395	107658.38	88	.00	293822	186163.62	37
60	** **	Culture/Recreation	24479	20368.56	83	122395	107658.38	88	.00	293822	186163.62	37
DIV	6430	TOTAL ***** Accessible Services	24479	20368.56	83	122395	107658.38	88	.00	293822	186163.62	37

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	13212.00	66	100890	64359.75	64	242139	177779.25	27
	16 **	Library Personal Services	20178	13212.00	66	100890	64359.75	64	242139	177779.25	27
	18	Other Personal Services									
	18 05	Overtime Civilian	16	28.88	181	80	117.90	147	200	82.10	59
	18 **	Other Personal Services	16	28.88	181	80	117.90	147	200	82.10	59
	19	Employee Benefits									
	19 05	Medical Insurance	5367	5367.50	100	26835	26837.50	100	64410	37572.50	42
	19 10	IMRF	2416	1660.41	69	12080	8085.49	67	28994	20908.51	28
	19 11	Social Security	1228	781.32	64	6140	3762.64	61	14746	10983.36	26
	19 12	Medicare	287	182.74	64	1435	880.01	61	3449	2568.99	26
	19 **	Employee Benefits	9298	7991.97	86	46490	39565.64	85	111599	72033.36	36
	22	Other Contractual Service									
	22 02	Dues	95	.00	0	475	119.00	25	1145	1026.00	10
	22 03	Training	117	.00	0	585	240.00	41	1414	1174.00	17
	22 18	Contr Programs & Exhibits	8583	11071.31	129	42915	26017.60	61	103007	76989.40	25
	22 **	Other Contractual Service	8795	11071.31	126	43975	26376.60	60	105566	79189.40	25
	32	Library Supplies									
	32 02	Program Events	671	49.74	7	3355	722.26	22	8058	7335.74	9
	32 **	Library Supplies	671	49.74	7	3355	722.26	22	8058	7335.74	9
601 ** **		Library	38958	32353.90	83	194790	131142.15	67	467562	336419.85	28
60 ** **		Culture/Recreation	38958	32353.90	83	194790	131142.15	67	467562	336419.85	28
DIV 6440		TOTAL *****									
		Programs and Exhibits	38958	32353.90	83	194790	131142.15	67	467562	336419.85	28

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	44026	37287.51	85	220130	189469.29	86	.00	528322	338852.71	36
	16 **	Library Personal Services	44026	37287.51	85	220130	189469.29	86	.00	528322	338852.71	36
	19	Employee Benefits										
	19 05	Medical Insurance	4182	4182.59	100	20910	20912.95	100	.00	50191	29278.05	42
	19 10	IMRF	4936	4442.36	90	24680	22245.93	90	.00	59234	36988.07	38
	19 11	Social Security	2687	2281.84	85	13435	11339.82	84	.00	32251	20911.18	35
	19 12	Medicare	628	533.69	85	3140	2652.16	85	.00	7543	4890.84	35
	19 **	Employee Benefits	12433	11440.48	92	62165	57150.86	92	.00	149219	92068.14	38
	22	Other Contractual Service										
	22 02	Dues	187	.00	0	935	801.00	86	.00	2246	1445.00	36
	22 03	Training	41	.00	0	205	.00	0	.00	500	500.00	0
	22 42	Internet Access	320	.00	0	1600	3840.00	240	.00	3840	.00	100
	22 66	Outside Reference Service	247	.00	0	1235	2974.00	241	.00	2973	1.00	100
	22 **	Other Contractual Service	795	.00	0	3975	7615.00	192	.00	9559	1944.00	80
	30	General Supplies										
	30 05	Office Supplies & Equip	58	7.38	13	290	183.10	63	.00	700	516.90	26
	30 07	Supplies Reimb by Patrons	50	.00	0	250	.00	0	.00	600	600.00	0
	30 **	General Supplies	108	7.38	7	540	183.10	34	.00	1300	1116.90	14
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	495.00	119	2080	868.79	42	.00	5000	4131.21	17
	31 **	Public Works Supplies	416	495.00	119	2080	868.79	42	.00	5000	4131.21	17
	32	Library Supplies										
	32 01	Program Supplies	58	.00	0	290	.00	0	.00	700	700.00	0
	32 78	Electronic Resources	31238	24292.83	78	156190	306121.39	196	.00	374867	68745.61	82
	32 90	Circulation Supplies	131	89.58	68	655	179.07	27	.00	1575	1395.93	11
	32 **	Library Supplies	31427	24382.41	78	157135	306300.46	195	.00	377142	70841.54	81
601	** **	Library	89205	73612.78	83	446025	561587.50	126	.00	1070542	508954.50	53
60	** **	Culture/Recreation	89205	73612.78	83	446025	561587.50	126	.00	1070542	508954.50	53
DIV	6450	TOTAL *****										
		Digital Services	89205	73612.78	83	446025	561587.50	126	.00	1070542	508954.50	53



PREPARED 06/09/2021, 16:02:35  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 42% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	239066	180544.58	76	1195330	936398.48	78	.00	2868869	1932470.52	33

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	27102	6709.70	25	135510	32645.72	24	.00	325231	292585.28 10
16	**	Library Personal Services	27102	6709.70	25	135510	32645.72	24	.00	325231	292585.28 10
18		Other Personal Services									
18	05	Overtime Civilian	16	.00	0	80	.00	0	.00	200	200.00 0
18	**	Other Personal Services	16	.00	0	80	.00	0	.00	200	200.00 0
19		Employee Benefits									
19	05	Medical Insurance	4431	4431.83	100	22155	22159.15	100	.00	53182	31022.85 42
19	10	IMRF	3340	841.39	25	16700	4093.73	25	.00	40086	35992.27 10
19	11	Social Security	1651	411.48	25	8255	2001.46	24	.00	19819	17817.54 10
19	12	Medicare	386	96.24	25	1930	468.11	24	.00	4635	4166.89 10
19	**	Employee Benefits	9808	5780.94	59	49040	28722.45	59	.00	117722	88999.55 24
20		Prof Technical Services									
20	05	Professional Services	833	.00	0	4165	.00	0	.00	10000	10000.00 0
20	20	Legal Services	416	.00	0	2080	.00	0	.00	5000	5000.00 0
20	40	General Insurance	18	.00	0	90	1288.00	1431	.00	216	1072.00- 596
20	**	Prof Technical Services	1267	.00	0	6335	1288.00	20	.00	15216	13928.00 9
21		Property Services									
21	02	Equipment Maintenance	581	.00	0	2905	1836.45	63	.00	6980	5143.55 26
21	11	Building Maintenance	2238	345.25	15	11190	1140.10	10	.00	26866	25725.90 4
21	36	Equipment Rental	83	.00	0	415	.00	0	.00	1000	1000.00 0
21	60	Water and Sewer Service	100	55.57	56	500	121.05	24	.00	1200	1078.95 10
21	65	Other Services	8	.00	0	40	.00	0	.00	100	100.00 0
21	**	Property Services	3010	400.82	13	15050	3097.60	21	.00	36146	33048.40 9
22		Other Contractual Service									
22	02	Dues	131	.00	0	655	.00	0	.00	1575	1575.00 0
22	03	Training	83	179.00	216	415	179.00	43	.00	1000	821.00 18
22	18	Contr Programs & Exhibits	650	.00	0	3250	.00	0	.00	7800	7800.00 0
22	42	Internet Access	125	.00	0	625	.00	0	.00	1500	1500.00 0
22	**	Other Contractual Service	989	179.00	18	4945	179.00	4	.00	11875	11696.00 2
30		General Supplies									
30	05	Office Supplies & Equip	166	225.38	136	830	306.80	37	.00	2000	1693.20 15
30	07	Supplies Reimb by Patrons	625	71.96	12	3125	1159.38	37	.00	7500	6340.62 16
30	51	Heating Fuel	3345	364.09	11	16725	2602.11	16	.00	40140	37537.89 7
30	**	General Supplies	4136	661.43	16	20680	4068.29	20	.00	49640	45571.71 8
31		Public Works Supplies									
31	45	Janitorial Supplies	616	.00	0	3080	.00	0	.00	7400	7400.00 0
31	85	Small Tools and Equipment	416	.00	0	2080	19.90	1	.00	5000	4980.10 0
31	**	Public Works Supplies	1032	.00	0	5160	19.90	0	.00	12400	12380.10 0



FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	32	Library Supplies									
	32 01	Program Supplies	750	.00	0	3750	.00	0	.00	9000	9000.00 0
	32 **	Library Supplies	750	.00	0	3750	.00	0	.00	9000	9000.00 0
	50	Property									
	50 15	Other Equipment	833	.00	0	4165	.00	0	.00	10000	10000.00 0
	50 **	Property	833	.00	0	4165	.00	0	.00	10000	10000.00 0
601	** **	Library	48943	13731.89	28	244715	70020.96	29	.00	587430	517409.04 12
60	** **	Culture/Recreation	48943	13731.89	28	244715	70020.96	29	.00	587430	517409.04 12
DIV	6480	TOTAL ***** Belmont Makerspace	48943	13731.89	28	244715	70020.96	29	.00	587430	517409.04 12
DEPT	64	TOTAL ***** User Services	829239	637673.16	77	4146195	3378262.29	82	.00	9951447	6573184.71 34
FUND	291	TOTAL ***** Memorial Library Fund	1271827	1006768.77	79	6359135	5504337.66	87	.00	15263027	9758689.34 36
GRAND		TOTAL *****	1271827	1006768.77	79	6359135	5504337.66	87	.00	15263027	9758689.34 36

PREPARED 06/09/2021, 16:02:41  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
42% OF YEAR LAPSED

PAGE 1  
ACCOUNTING PERIOD 05/2021

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REPORT SELECTIONS

Fiscal year . . . . . : 2021  
Fund . . . . . : 491  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	2083	.00	0	10415	.00	0	.00	25000	25000.00	0
	50	** Property	2083	.00	0	10415	.00	0	.00	25000	25000.00	0
601	**	** Library	2083	.00	0	10415	.00	0	.00	25000	25000.00	0
60	**	** Culture/Recreation	2083	.00	0	10415	.00	0	.00	25000	25000.00	0
DIV	6001	TOTAL ***** Administration	2083	.00	0	10415	.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	416665	.00	0	.00	1000000	1000000.00	0
	50 **	Property	83333	.00	0	416665	.00	0	.00	1000000	1000000.00	0
601 ** **		Library	83333	.00	0	416665	.00	0	.00	1000000	1000000.00	0
60 ** **		Culture/Recreation	83333	.00	0	416665	.00	0	.00	1000000	1000000.00	0
DIV 6020		TOTAL ***** Facilities	83333	.00	0	416665	.00	0	.00	1000000	1000000.00	0
DEPT 60		TOTAL ***** Executive Office	85416	.00	0	427080	.00	0	.00	1025000	1025000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6480 User Services/Belmont Makerspace									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	94658	193279.27	204	378632	621060.47	164	.00	1041236	420175.53	60
	50	** Property	94658	193279.27	204	378632	621060.47	164	.00	1041236	420175.53	60
601	**	** Library	94658	193279.27	204	378632	621060.47	164	.00	1041236	420175.53	60
60	**	** Culture/Recreation	94658	193279.27	204	378632	621060.47	164	.00	1041236	420175.53	60
DIV	6480	TOTAL ***** Belmont Makerspace	94658	193279.27	204	378632	621060.47	164	.00	1041236	420175.53	60
DEPT	64	TOTAL ***** User Services	94658	193279.27	204	378632	621060.47	164	.00	1041236	420175.53	60
FUND	491	TOTAL ***** Capital Projects-Library	180074	193279.27	107	805712	621060.47	77	.00	2066236	1445175.53	30
GRAND		TOTAL *****	180074	193279.27	107	805712	621060.47	77	.00	2066236	1445175.53	30

June 15, 2021

(Action Item 4)

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

<b>Fund Number</b>	<b>Fund Name</b>	<b>Fund Total</b>
291	General Fund - Library	<b>\$257,133.34</b>
491	Capital Projects Fund - Library	<b>\$193,279.27</b>
<b>Total Disbursements</b>		<b><u>\$450,412.61</u></b>
<b>Payrolls Paid</b>		
05/07/21		<b>\$277,550.82</b>
05/21/21		<b>\$276,075.61</b>
		<b><u>\$553,626.43</u></b>
 <b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
05/31/21	Group Insurance	<b>115,533.33</b>
05/31/21	IMRF	<b>65,044.84</b>
05/31/21	Social Security	<b>33,088.74</b>
05/31/21	Medicare	<b>7,738.54</b>
		<b><u>\$221,405.45</u></b>
<b>Total Disbursed</b>		<b><u><u>\$1,225,444.49</u></u></b>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81818	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	CASHBACK REBATE	78.20-	78.20-
81848	GALE/CENGAGE LEARNING	291-0000-140.05-00	PREPAID GALE SUBSCRIPTION	3,630.85	3,630.85
81853	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED MAY FSA DEP MAY	2,950.19 1,076.92	4,027.11
81887	MNJ TECHNOLOGIES DIRECT INC	291-0000-140.05-00 291-0000-140.05-00 291-0000-140.05-00	PREPAID MNJ NUTANIX PRODU PREPAID MNJ NUTANIX PRODU PREPAID MNJ NUTANIX PRODU	9,184.67 9,184.67 2,296.16	20,665.50
81898	PROQUEST LLC	291-0000-140.05-00	PREPAID PROQUEST CHICAGO	3,037.49	3,037.49
81921	VALUE LINE PUBLISHING LLC	291-0000-140.05-00	PREPAID VALUE LINE SUBSCR	3,025.00	3,025.00
***** DIVISION TOTAL ****					34,307.75
***** DEPARTMENT TOTAL **					34,307.75

DEPARTMENT: 60  
 81810 AMAZON.COM CREDIT

Executive Office

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
		DIVISION: 01			
		291-6001-601.30-05	ID BADGE BACKGROUND	39.00	
		291-6001-601.30-05	STICKY NOTES	13.99	
		291-6001-601.30-05	OFFICE SUPPLIES	88.52	
		291-6001-601.30-05	OFFICE SUPPLIES	85.75	
		291-6001-601.30-05	OFFICE SUPPLIES	10.56	237.82
81815	ARLINGTON HTS CHAMBER OF COMMERCE	291-6001-601.22-03	ANNUAL RECOGNITION & AWAR	1,500.00	1,500.00
81818	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-02 291-6001-601.22-02 291-6001-601.30-05 291-6001-601.50-15 291-6001-601.50-15	ALA MEMBERSHIP-A SOMARY ALA MEMBERSHIP-S GALLA FINANCE SUPPLIES STANDING DESKS-TAX REFUND STANDING DESKS (QTY 5)	67.00 67.00 53.65 65.31- 1,110.26	1,232.60
81844	FEDEX	291-6001-601.22-05	POSTAGE	14.45	14.45
81845	FINER LINE	291-6001-601.30-05	NAME BADGES	17.03	17.03
81849	GALLAGHER BASSETT SERVICES INC	291-6001-601.20-05	APPRAISAL FOR AHML	1,850.00	1,850.00
81853	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES MAY	152.00	152.00
81859	ILA CONFERENCE	291-6001-601.22-03	5/12 TRUSTEE FORUM-RUHL A	15.00	15.00
81860	ILA MEMBERSHIP	291-6001-601.22-02 291-6001-601.22-02	ILA DUES - SOMARY A ILA DUES - GALLA S	75.00 75.00	150.00
81914	STAPLES	291-6001-601.40-96	DISPOSABLE MASKS	99.90	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					99.90
81920	US POSTAL SERVICE-QUADIENT POSTAGE	291-6001-601.22-05	ACC#8028351 CUST#60829310	5,000.00	5,000.00
81927	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	27.08	27.08
***** DIVISION TOTAL ****					10,295.88

*Communications and Marketing*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 02			
81818	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.22-10	BUSINESS CARDS-N BROTTMAN	29.39	
		291-6002-601.22-10	BUSINESS CARDS - GALLA,	99.59	128.98
81829	CARDINAL COLORGROUP	291-6002-601.22-10	SUMMER NEWSLETTER AHML	17,710.00	17,710.00
81873	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER ORDER	96.45	
		291-6002-601.30-05	PAPER ORDER	593.05	689.50
81878	MELE, COLLEEN	291-6002-601.30-05	PAPER SOURCE F/SUMMER REA	62.50	62.50
81894	NEWEGG BUSINESS	291-6002-601.22-10	DIGITAL SCREEN F/SIGNAGE	2,478.00	2,478.00
81909	SIGNS BY TOMORROW	291-6002-601.30-05	SHELF TALKERS	192.77	192.77
81934	4ALL PROMOTIONS	291-6002-601.32-72	VACCINATION CARD PROTECTO	1,385.05	
		291-6002-601.32-72	BRANDED GIVEAWAYS F/YOUTH	580.00	1,965.05
***** DIVISION TOTAL ****					23,226.80

*Human Resources*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 03			
81805	ACCURATE EMPLOYMENT SCREENING LLC	291-6003-601.21-65	EMPLOYMENT & VOL SCREENIN	449.50	449.50
81810	AMAZON.COM CREDIT	291-6003-601.40-70	DSSC 80S PARTY SUPPLIES	21.99	
		291-6003-601.40-70	DSSC 80S PARTY SUPPLIES	18.96	40.95
81816	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-55	YEAR OF YOU CONTAINERS	35.00	
		291-6003-601.40-70	VOL APPRECIATION LUNCH	7.99	42.99
81818	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	VOLUNTEER THANK YOU GIFT	15.00	
		291-6003-601.40-70	STAFF SUMMER READING	3.60	
		291-6003-601.40-70	STAFF SUMMER READING	55.67	67.07
81823	BECKMAN, SUSAN	291-6003-601.40-62	TUITION REIMBURSEMENT SPR	267.00	267.00
81827	BOWER, JACK	291-6003-601.40-62	TUITION REIMBURSEMENT SPR	1,318.50	1,318.50
81832	CERTIF-A-GIFT COMPANY	291-6003-601.22-55	STAFF GIFT REDEMPTION	60.00	
		291-6003-601.40-70	VOLUNTEER GIFT REDEMPTION	180.00	
		291-6003-601.22-55	EMPL GIFT REDEMPTION	208.00	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6003-601.40-70	VOLUNTEER GIFT REDEMPTION	148.00	596.00
81843	ESAU, ALEXANDER D.	291-6003-601.40-62	TUITION REIMBURSEMENT SPR	2,608.00	2,608.00
81852	GROSSMAN, DANIEL J.	291-6003-601.40-62	TUITION REIMBURSEMENT SPR	1,785.00	1,785.00
81929	WILLIAMS, MATTHEW	291-6003-601.40-62	TUITION REIMBURSEMENT	879.00	879.00
***** DIVISION TOTAL *****					8,054.01

*Gifts and Grants*

DEPARTMENT: 60 Executive Office	DIVISION: 04				
81810 AMAZON.COM CREDIT	291-6004-601.32-80	MEMORIAL BOOK DONATION	15.99	15.99	
81811 AMBIUS (19)	291-6004-601.21-65	REG SERVS JUNE	236.97	236.97	
81818 ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.50-15	CUTTING MATS - MAKERSPACE	438.00	438.00	
81821 BAKER & TAYLOR	291-6004-601.32-80	BOOKS	92.90	92.90	
81862 INGRAM LIBRARY SERVICES	291-6004-601.32-80	BOOKS	16.94		
	291-6004-601.32-80	BOOKS	19.20		
	291-6004-601.32-80	BOOKS	69.45		
	291-6004-601.32-80	BOOKS	8.47	114.06	
81890 NAS SOFTWARE INC	291-6004-601.21-65	ESL ACTIVE READING SUBSCR	179.00	179.00	
***** DIVISION TOTAL *****					1,076.92

*Finance*

DEPARTMENT: 60 Executive Office	DIVISION: 08				
81910 SIKICH	291-6008-601.20-05	FINAL AUDIT 2020	500.00		
	291-6008-601.20-05	AUDIT 2020	575.00	1,075.00	
***** DIVISION TOTAL *****					1,075.00

*Information Technology*

DEPARTMENT: 60 Executive Office	DIVISION: 10				
81810 AMAZON.COM CREDIT	291-6010-601.31-85	LAPTOP CHARGER	39.64		
	291-6010-601.30-05	LABEL TAPE	39.90		
	291-6010-601.31-85	FLASH LIGHT	12.99		
	291-6010-601.30-30	TONER	95.35		
	291-6010-601.31-85	MONITOR ARM	39.99		
	291-6010-601.31-85	IPHONE CASE FOR SHELVING	12.99	240.86	
81818 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		

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.30-32	ZOOM SUBSCRIPTION	280.00	
		291-6010-601.20-05	PAYFLOW PRO SUBSCRIPTION	54.10	
		291-6010-601.22-42	PUBLIC INTERNET	343.35	
		291-6010-601.30-32	RIDDLE.COM SUBSCRIPTION	49.00	
		291-6010-601.30-32	TWILIO SMS/HOLD NOTICES	20.17	
		291-6010-601.30-32	YOUTUBE PREMIUM SUBSCRIPT	11.99	
		291-6010-601.30-32	QUICKTAP SURVEY SUBSCRIPT	1,570.00	
		291-6010-601.30-32	VOLUNTEER SOFTWARE SUBSCR	165.00	
		291-6010-601.30-32	OFFICE365 PHONE # SUBSCR	1.50	
		291-6010-601.30-32	BASECAMP ANNUAL RENEWAL	899.00	
		291-6010-601.30-32	KINDLE UNLIMITED SUBSCRIP	9.99	
		291-6010-601.30-32	TRELLO SUBSCRIPTION	35.00	
		291-6010-601.30-32	AMAZON FREETIME SUBSCRIPT	4.99	
		291-6010-601.30-32	OFFICE365 LICENSES	604.00	
		291-6010-601.30-32	AMAZON S3 STORAGE	211.75	
		291-6010-601.30-32	GOOGLE GSUITE SUBSCRIPT	54.00	
		291-6010-601.30-32	SPOTIFY PREMIUM SUBSCRIPT	14.99	
		291-6010-601.30-32	AMAZON MUSIC SUBSCRIPTION	9.99	
		291-6010-601.31-85	MOUSEPADS	39.98	
		291-6010-601.31-85	HEADSETS FOR STAFF	159.90	
		291-6010-601.50-12	OWL CAMERA FOR VIRTUAL	974.00	
		291-6010-601.30-30	ETHERNET CABLES	282.76	
		291-6010-601.31-85	CABLING STRING	18.96	5,909.40
81820	B & H PHOTO VIDEO	291-6010-601.30-30	EPSON ROLL PAPER F/GRAPHI	104.13	
		291-6010-601.30-30	EPSON ROLL PAPER F/GRAPHI	312.39	416.52
81828	CALHOUN TECHNOLOGIES LLC	291-6010-601.31-85	GENEALOGY PRINTER PART	46.70	46.70
81861	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6010-601.30-32	EZPROXY 5/2021-4/2022	607.98	607.98
81887	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.21-02	NUTANIX PRODUCTION SYST S	6,888.50	6,888.50
81888	MONOPRICE INC	291-6010-601.30-30	CAT 6 CABLE	414.71	414.71
81922	VERIZON WIRELESS	<----- 291-6010-601.22-42	TELEPHONE 4/26-5/25	354.66	354.66
81931	WOW BUSINESS	291-6010-601.22-42	INTERNET 5/19-6/18	125.98	125.98
***** DIVISION TOTAL ****					15,005.31

*Facilities*

DEPARTMENT: 60 Executive Office	DIVISION: 20				
81806	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	TRASH DISPOSAL MAY	365.00	365.00
81810	AMAZON.COM CREDIT	291-6020-601.21-11	OFFICE CHAIR MATS	228.70	228.70
81813	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REG SERVS JUNE	93.45	93.45
81814	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS MAY	200.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					200.00
81816	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	TERRY TOWELS	29.96	29.96
81818	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	8.39-	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	92.29	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	31.14	115.04
81834	COMED	291-6020-601.30-51	HEATING 4/8-5/7	26.14	
		291-6020-601.30-51	HEATING 4/8-5/7	1.64	27.78
81840	DAUGHERTY SALES INC	291-6020-601.21-11	EJECTOR PUMP REPLACEMENT	6,790.00	6,790.00
81850	GARDEN GUY, INC.	291-6020-601.21-11	MAY LAWN MAINTENANCE	620.00	620.00
81851	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	289.77	
		291-6020-601.21-11	LIGHT BULBS	448.00	737.77
81855	HAWKINS,JAMES L	291-6020-601.21-11	PAINT	242.92	242.92
81856	HOH WATER TECHNOLOGY INC	291-6020-601.21-11	MAINTENANCE SUPPLIES	107.16	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	5,866.24	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	67.85	6,041.25
81857	IGS ENERGY	291-6020-601.30-51	NATURAL GAS APRIL	2,752.95	2,752.95
81875	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS JUNE	4,599.00	4,599.00
81879	MENARDS-LONG GROVE	291-6020-601.21-11	BLDG MAINTENANCE	199.00	199.00
81880	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTENANCE	14.98	
		291-6020-601.21-11	BLDG MAINTENANCE	95.90	110.88
81882	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERVS MAY	60.00	60.00
81889	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	BLDG MAINTENANCE	9.03	
		291-6020-601.21-11	PAINT	161.97	
		291-6020-601.21-11	PAINT	42.56	213.56
81896	NICOR GAS	291-6020-601.30-51	NATURAL GAS APRIL	942.84	
		291-6020-601.30-51	NATURAL GAS APRIL	235.39	
		291-6020-601.30-51	NATURAL GAS 3/17-4/14	343.17-	
		291-6020-601.30-51	NATURAL GAS 4/15-5/13	358.82-	
		291-6020-601.30-51	NATURAL GAS 3/17-5/14	234.44	710.68
81900	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	157.18	
		291-6020-601.31-45	JANITORIAL SUPPLIES	87.70	
		291-6020-601.31-45	JANITORIAL SUPPLIES	1,056.74	1,301.62
81906	SECURITAS ELECTRONIC SECURITY, INC.	291-6020-601.21-02	ELEVATOR MONITORING	64.50	
		291-6020-601.21-02	ELEVATOR MONITORING	64.50	
		291-6020-601.21-02	BULGLAR ALARM MONITORING	112.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					241.50
81908	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	24.97	
		291-6020-601.21-11	BLDG MAINTENANCE	35.96	
		291-6020-601.21-11	BLDG MAINTENANCE	13.58	
		291-6020-601.21-11	BLDG MAINTENANCE	17.98	
		291-6020-601.21-11	BLDG MAINTENANCE	14.99	107.48
81911	STANDARD ELEVATOR CO	291-6020-601.21-02	ELEVATOR REPAIR 5/12	467.38	467.38
81914	STAPLES	291-6020-601.31-45	JANITORIAL SUPPLIES	572.00	572.00
81924	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.21-60	WATER/SEWER 3/3-4/28	2,237.90	
		291-6020-601.21-60	WATER/SEWER 3/11-4/29	82.86	
		291-6020-601.30-50	FUEL APRIL	317.42	2,638.18
81933	1000BULBS.COM	291-6020-601.21-11	BALLASTS	134.13	134.13
***** DIVISION TOTAL ****					29,600.23
***** DEPARTMENT TOTAL **					88,334.15
<i>Youth Services</i>					
DEPARTMENT: 64	User Services	DIVISION: 01			
81808	ALBERTSONS/SAFEWAY	291-6401-601.32-02	TEEN PROGRAM	46.07	46.07
81810	AMAZON.COM CREDIT	291-6401-601.32-02	STORYWALK BOOKS	163.48	
		291-6401-601.32-02	T-SHIRT EMBROIDERY SUPPLY	45.01	
		291-6401-601.32-02	T-SHIRT EMBROIDERY SUPPLY	7.98	
		291-6401-601.30-05	PRIVACY SIGN	21.10	
		291-6401-601.32-02	FINAL EXAM KIT SUPPLIES	28.98	
		291-6401-601.32-02	FINAL EXAM KIT SUPPLIES	121.79	
		291-6401-601.32-01	LITTLES FUN KITS - JUNE	41.94	
		291-6401-601.32-02	COUNTDOWN TO KINDERGARTEN	83.77	
		291-6401-601.32-02	COUNTDOWN TO KINDERGARTEN	27.74	
		291-6401-601.32-01	TWEEN ACTIVITY KIT SUPPLY	23.49	
		291-6401-601.32-01	CRAFT STICKS	19.40	
		291-6401-601.32-01	TWEEN CRAFT SUPPLIES	60.91	
		291-6401-601.32-01	TWEEN ACTIVITY KIT SUPPLY	13.98	
		291-6401-601.32-01	TWEEN ACTIVITY KIT SUPPLY	117.88	
		291-6401-601.32-02	FINAL EXAM KIT SUPPLIES	148.92	
		291-6401-601.32-02	MASKS-KW & YOUTH PROGRAMS	24.99	
		291-6401-601.32-02	SUMMER READING PRIZES	130.00	1,081.36
81816	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	MILEAGE - L DAKAS	14.16	
		291-6401-601.22-03	MILEAGE - K MCGUIRE	7.62	
		291-6401-601.32-01	PROGRAM SUPPLIES	26.90	48.68
81818	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	ROLL20 REFUND	49.99-	
		291-6401-601.32-02	TAG MEETING SUPPLIES	11.98	38.01-
81826	BLICK ART MATERIALS	291-6401-601.32-01	MAY TWEEN ACTIVITY KIT	29.47	



PREPARED 06/15/21, 02:18 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
 Village of Arlington Heights  
 DIVISION: 20

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 ACCOUNTING PERIOD 6/2021

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Circulation</i>					
/PAYM #					
81810	AMAZON.COM CREDIT	291-6420-601.30-05	OFFICE SUPPLIES	10.88	
		291-6420-601.30-05	BOOKMOBILE SUPPLIES	32.86	43.74
81914	STAPLES	291-6420-601.30-05	OFFICE SUPPLIES	172.11	172.11
81918	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	APRIL PLACEMENTS	26.85	26.85
81927	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	10.72	10.72
***** DIVISION TOTAL ****					253.42

*Senior and Accessible Services*

DEPARTMENT: 64	User Services	DIVISION: 30			
81876	MCNULTY, ALAYNE	291-6430-601.22-18	JUNE CREATIVE AGING ART	490.00	490.00
81927	WAREHOUSE DIRECT	291-6430-601.30-05	OFFICE SUPPLIES	16.48	16.48
***** DIVISION TOTAL ****					506.48

*Programs and Exhibits*

DEPARTMENT: 64	User Services	DIVISION: 40			
81809	ALTERNATIVE COMMUNICATION SERVICES	291-6440-601.22-18	4/27 SPANISH CLOSED CAPTI	175.00	175.00
81810	AMAZON.COM CREDIT	291-6440-601.32-02	COASTER CRAFT KIT SUPPLY	41.94	41.94
81816	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	SOUND OPINIONS, CHICAGO	2,500.00	
		291-6440-601.22-18	MATT MALDONADO, MEET THE	200.00	2,700.00
81818	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	CROWDPURR TRIVIA SUBSCRIP	299.94	
		291-6440-601.32-02	CRAFT KIT SUPPLIES	7.80	307.74
81819	AUTHORS UNBOUND AGENCY	291-6440-601.22-18	10/21 OBOV AUTHOR EVENT	5,000.00	5,000.00
81825	BIXLER, BRUCE	291-6440-601.22-18	6/16 & 6/30 LINKEDIN	400.00	400.00
81841	DONLEA, CHARLIE	291-6440-601.22-18	6/14 MYSTERY BOOK DISCUSS	250.00	250.00
81872	LEWIS, NATASHA LEHRER	291-6440-601.22-18	6/17 FELTED NARWAL	610.00	610.00
81877	MELE, ANTHONY	291-6440-601.22-18	7/16 AVATAR: TRIVIA NIGHT	250.00	250.00
81886	MINUSKIN, LYNN	291-6440-601.22-18	7/10 YOGA IN THE PARK ADU	60.00	60.00
81899	RAILS	291-6440-601.22-18	5/6 AUTHOR PROGRAM-KOTLOW	768.00	768.00
81912	STANDEFER, KATHERINE	291-6440-601.22-18	7/15 AUTHOR VISIT	2,000.00	2,000.00
81913	STANDEFER, KATHERINE	291-6440-601.22-18	7/17 MEMOIR WRITING WORKS	500.00	500.00
81923	VERY SMART PEOPLE	291-6440-601.22-18	7/7 GOOGLE DOCS AND DRIVE	200.00	

PREPARED 06/15/21, 02:18 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

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

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 ACCOUNTING PERIOD 6/2021

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					200.00
81932	YIESLA, SHARON	291-6440-601.22-18	6/21 NATIVE WILDFLOWERS	200.00	200.00
***** DIVISION TOTAL ****					13,462.68

*Digital Services*

DEPARTMENT:	64	User Services	DIVISION:	50		
81810	AMAZON.COM CREDIT		291-6450-601.30-05	OFFICE SUPPLIES	7.38	
			291-6450-601.32-90	SANITIZING WIPES DSG	89.58	
			291-6450-601.31-85	STUDIO CAPTURE CARD	495.00	591.96
81817	ARLINGTON HTS MEMORIAL LIBRARY		291-6450-601.32-78	ARKIVDIGITAL SUBSCRIPTION	895.42	
			291-6450-601.32-78	ARKIVDIGITAL SUBSCRIPTION	17.90	913.32
81842	ENCYCLOPAEDIA BRITANNICA INC		291-6450-601.32-78	BRITANNICA LIBRARY SUBSCR	3,050.00	3,050.00
81848	GALE/CENGAGE LEARNING		291-6450-601.32-78	GALE SUBSCRIPTION	5,083.19	5,083.19
81892	NEW ENGLAND HISTORIC GENEALOGY SOCIETY		291-6450-601.32-78	INSTITUTIONAL MEMBERSHIP	250.00	250.00
81895	NEWSBANK		291-6450-601.32-78	DAILY HERALD SUBSCRIPTION	425.00	425.00
81898	PROQUEST LLC		291-6450-601.32-78	CHICAGO TRIBUNE	4,252.49	
			291-6450-601.32-78	HISTORICAL NEWSPAPERS	2,795.83	7,048.32
81915	THERAPEUTIC RESEARCH CENTER LLC		291-6450-601.32-78	NATURAL MEDICINES SUBSCRI	1,473.00	1,473.00
81921	VALUE LINE PUBLISHING LLC		291-6450-601.32-78	VALUE LINE RESEARCH CENTE	6,050.00	6,050.00
***** DIVISION TOTAL ****						24,884.79

*Collection Services*

DEPARTMENT:	64	User Services	DIVISION:	70		
81804	ABC-CLIO LLC		291-6470-601.32-80	BOOKS	56.40	
			291-6470-601.32-80	BOOKS	56.40	112.80
81810	AMAZON.COM CREDIT		291-6470-601.32-80	BOOKS	22.49	
			291-6470-601.32-80	BOOKS	16.99	
			291-6470-601.32-80	BOOKS	11.98	
			291-6470-601.32-80	BOOKS	12.99	
			291-6470-601.32-80	BOOKS	16.23	
			291-6470-601.32-80	BOOKS	.35-	
			291-6470-601.32-80	BOOKS	19.99	
			291-6470-601.32-80	BOOKS	18.94	
			291-6470-601.32-80	BOOKS	31.50	
			291-6470-601.32-80	BOOKS	13.81	
			291-6470-601.32-80	BOOKS	9.49	
			291-6470-601.32-80	BOOKS	12.99	
			291-6470-601.32-80	BOOKS	35.95	

PREPARED 06/15/21, 02:18 PM  
 PROGRAM GM348U5  
 DEPARTMENT: 64            User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	30.00	
		291-6470-601.32-80	BOOKS	10.54	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	23.13	
		291-6470-601.32-80	BOOKS	26.29	
		291-6470-601.32-80	BOOKS	27.95	
		291-6470-601.32-80	BOOKS	12.41	
		291-6470-601.32-80	BOOKS	71.97	
		291-6470-601.32-80	BOOKS	21.66	
		291-6470-601.32-80	BOOKS	9.43	
		291-6470-601.32-75	AV MATERIALS	38.95	
		291-6470-601.32-75	AV MATERIALS	6.00	
		291-6470-601.32-75	AV MATERIALS	17.98	
		291-6470-601.32-75	AV MATERIALS	12.98	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	13.54	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	5.34	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	6.90	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	424.90	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	21.03	
		291-6470-601.32-75	AV MATERIALS	192.46	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	24.44	
		291-6470-601.32-75	AV MATERIALS	1.00-	
		291-6470-601.32-75	AV MATERIALS	27.88	
		291-6470-601.32-75	AV MATERIALS	158.70	
		291-6470-601.32-75	AV MATERIALS	97.48	
		291-6470-601.32-75	AV MATERIALS	12.90	
		291-6470-601.32-75	AV MATERIALS	29.72	
		291-6470-601.32-80	BOOKS	18.93	
		291-6470-601.32-80	BOOKS	22.50	
		291-6470-601.32-80	BOOKS	19.34	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	39.95	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	28.95	
		291-6470-601.30-05	OFFICE SUPPLIES	12.95	
		291-6470-601.30-05	OFFICE SUPPLIES	12.95	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	15.59	
		291-6470-601.32-80	BOOKS	18.49	
		291-6470-601.32-80	BOOKS	9.99	



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ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	14.80	
		291-6470-601.32-80	BOOKS	24.50	
		291-6470-601.32-80	BOOKS	14.79	
		291-6470-601.32-80	BOOKS	1.21-	
		291-6470-601.32-80	BOOKS	34.98	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	15.94	
		291-6470-601.32-80	BOOKS	17.89	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-75	AV MATERIALS	33.17	
		291-6470-601.32-75	AV MATERIALS	13.94	
		291-6470-601.32-75	AV MATERIALS	29.98	
		291-6470-601.32-75	AV MATERIALS	24.99	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	25.99	
		291-6470-601.32-75	AV MATERIALS	13.49	
		291-6470-601.32-75	AV MATERIALS	14.29	
		291-6470-601.32-75	AV MATERIALS	110.82	
		291-6470-601.32-75	AV MATERIALS	7.45	
		291-6470-601.32-75	AV MATERIALS	119.98	
		291-6470-601.32-75	AV MATERIALS	21.45	
		291-6470-601.32-75	AV MATERIALS	30.98	
		291-6470-601.32-75	AV MATERIALS	33.33	
		291-6470-601.32-75	AV MATERIALS	30.99	
		291-6470-601.32-75	AV MATERIALS	28.95	
		291-6470-601.32-95	PERIODICALS	19.93	
		291-6470-601.32-95	PERIODICALS	12.00	
		291-6470-601.32-95	PERIODICALS	16.98	
		291-6470-601.32-95	PERIODICALS	11.48	
		291-6470-601.32-95	PERIODICALS	11.48-	
		291-6470-601.32-95	PERIODICALS	16.99	
		291-6470-601.32-95	PERIODICALS	12.97-	
		291-6470-601.32-95	PERIODICALS	12.49	
		291-6470-601.32-95	PERIODICALS	14.00	
		291-6470-601.32-75	AV MATERIALS	26.45	
		291-6470-601.32-75	AV MATERIALS	29.96	
		291-6470-601.32-75	AV MATERIALS	77.60	
		291-6470-601.32-75	AV MATERIALS	29.96	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	25.00	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	59.98	
		291-6470-601.32-75	AV MATERIALS	33.17-	
		291-6470-601.32-75	AV MATERIALS	4.99	
		291-6470-601.32-75	AV MATERIALS	26.99	
		291-6470-601.32-75	AV MATERIALS	250.00	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	13.59	
		291-6470-601.32-75	AV MATERIALS	19.39	
		291-6470-601.32-75	AV MATERIALS	149.64	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	25.44	
		291-6470-601.32-75	AV MATERIALS	18.99	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	13.69	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	15.48	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	9.46	
		291-6470-601.32-80	BOOKS	11.39	
		291-6470-601.32-80	BOOKS	84.40	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	18.29	
		291-6470-601.32-80	BOOKS	26.00	
		291-6470-601.32-80	BOOKS	18.40	
		291-6470-601.32-80	BOOKS	29.50	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.30-05	OFFICE SUPPLIES	48.72	
		291-6470-601.30-05	OFFICE SUPPLIES	18.99	
		291-6470-601.22-85	PROCESSING SUPPLIES	52.37	
		291-6470-601.32-75	AV MATERIALS	10.05-	
		291-6470-601.32-75	AV MATERIALS	19.92	
		291-6470-601.32-75	AV MATERIALS	13.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	25.78	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	6.29	
		291-6470-601.32-80	BOOKS	22.52	
		291-6470-601.32-80	BOOKS	18.19	
		291-6470-601.32-80	BOOKS	50.64	
		291-6470-601.32-80	BOOKS	18.19	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	21.71	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	30.55	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-95	PERIODICALS	51.84	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	21.29	
		291-6470-601.32-95	PERIODICALS	8.95	
		291-6470-601.32-95	PERIODICALS	12.98	4,751.29
81816	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	41.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					41.96
81817	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	85.99	
		291-6470-601.32-95	PERIODICALS	1.71	
		291-6470-601.32-75	AV MATERIALS	137.07	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	21.52	
		291-6470-601.32-75	AV MATERIALS	12.14-	
		291-6470-601.32-75	AV MATERIALS	2.43-	
		291-6470-601.32-75	AV MATERIALS	65.99	
		291-6470-601.32-75	AV MATERIALS	42.49	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	17.99	389.17
81818	ARLINGTON HTS MEMORIAL LIBRARY	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	17.99	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	16.45	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	63.74	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-75	AV MATERIALS	191.22	
		291-6470-601.32-80	BOOKS	22.38	
		291-6470-601.32-95	PERIODICALS	28.58	
		291-6470-601.32-95	PERIODICALS	16.18	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	8.80	
		291-6470-601.32-95	PERIODICALS	13.48	
		291-6470-601.32-95	PERIODICALS	11.88	
		291-6470-601.32-95	PERIODICALS	9.99	
		291-6470-601.32-95	PERIODICALS	10.00	
		291-6470-601.32-95	PERIODICALS	12.08	
		291-6470-601.32-95	PERIODICALS	8.84	
		291-6470-601.32-95	PERIODICALS	10.99	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	39.97	
		291-6470-601.32-95	PERIODICALS	9.50	
		291-6470-601.32-95	PERIODICALS	72.79	
		291-6470-601.32-95	PERIODICALS	5.00	
		291-6470-601.32-95	PERIODICALS	120.04	
		291-6470-601.32-95	PERIODICALS	24.00	
		291-6470-601.32-95	PERIODICALS	17.99	900.73
81821	BAKER & TAYLOR	291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	102.60	
		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	76.00	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.32-80	BOOKS	28.38	
		291-6470-601.32-80	BOOKS	78.93	
		291-6470-601.32-80	BOOKS	434.75	
		291-6470-601.32-80	BOOKS	147.71	
		291-6470-601.32-80	BOOKS	132.98	
		291-6470-601.32-80	BOOKS	489.21	
		291-6470-601.32-80	BOOKS	97.50	
		291-6470-601.32-80	BOOKS	364.99	
		291-6470-601.32-80	BOOKS	426.53	
		291-6470-601.32-80	BOOKS	258.93	
		291-6470-601.32-80	BOOKS	183.16	
		291-6470-601.32-80	BOOKS	567.35	
		291-6470-601.32-80	BOOKS	513.66	
		291-6470-601.32-80	BOOKS	314.49	
		291-6470-601.32-80	BOOKS	318.51	
		291-6470-601.32-80	BOOKS	76.52	
		291-6470-601.32-80	BOOKS	16.07	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	211.30	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	111.35	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	36.50-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.32-75	AV MTLs	22.11	
		291-6470-601.32-75	AV MTLs	21.44	
		291-6470-601.32-80	BOOKS	293.17	
		291-6470-601.32-80	BOOKS	395.76	
		291-6470-601.32-80	BOOKS	652.02	
		291-6470-601.32-80	BOOKS	225.09	
		291-6470-601.32-80	BOOKS	454.37	
		291-6470-601.32-80	BOOKS	769.18	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	297.74	
		291-6470-601.32-80	BOOKS	152.59	
		291-6470-601.32-80	BOOKS	58.75	
		291-6470-601.32-80	BOOKS	121.31	
		291-6470-601.32-80	BOOKS	29.46	
		291-6470-601.32-80	BOOKS	45.97	
		291-6470-601.32-80	BOOKS	93.31	
		291-6470-601.32-80	BOOKS	254.69	
		291-6470-601.32-80	BOOKS	572.79	
		291-6470-601.32-80	BOOKS	292.68	
		291-6470-601.32-80	BOOKS	215.02	
		291-6470-601.32-80	BOOKS	268.11	
		291-6470-601.32-80	BOOKS	657.14	
		291-6470-601.32-80	BOOKS	456.34	
		291-6470-601.32-80	BOOKS	374.03	
		291-6470-601.32-80	BOOKS	82.91	
		291-6470-601.32-80	BOOKS	234.62	
		291-6470-601.32-80	BOOKS	124.95	
		291-6470-601.32-80	BOOKS	253.04	
		291-6470-601.32-80	BOOKS	594.55	
		291-6470-601.32-80	BOOKS	445.74	
		291-6470-601.32-80	BOOKS	534.85	
		291-6470-601.32-80	BOOKS	40.84	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.32-75	AV MTLs	66.32	
		291-6470-601.32-80	BOOKS	6.02	
		291-6470-601.32-80	BOOKS	80.23	
		291-6470-601.32-80	BOOKS	494.20	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	75.38	
		291-6470-601.32-80	BOOKS	104.42	
		291-6470-601.32-80	BOOKS	503.01	
		291-6470-601.32-80	BOOKS	257.57	
		291-6470-601.32-80	BOOKS	331.57	
		291-6470-601.32-80	BOOKS	360.34	
		291-6470-601.32-80	BOOKS	333.06	
		291-6470-601.32-80	BOOKS	94.06	
		291-6470-601.32-80	BOOKS	246.00	
		291-6470-601.22-85	PROCESSING SERVICES	140.60	
		291-6470-601.22-85	PROCESSING SERVICES	250.80	
		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	38.00	
		291-6470-601.22-85	PROCESSING SERVICES	184.70	
		291-6470-601.22-85	PROCESSING SERVICES	30.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	33.14	
		291-6470-601.32-80	BOOKS	30.67	
		291-6470-601.32-80	BOOKS	24.84	
		291-6470-601.32-80	BOOKS	138.27	
		291-6470-601.32-80	BOOKS	676.31	
		291-6470-601.32-80	BOOKS	126.63	
		291-6470-601.32-80	BOOKS	291.78	
		291-6470-601.32-80	BOOKS	399.54	
		291-6470-601.32-80	BOOKS	430.78	
		291-6470-601.32-80	BOOKS	361.77	
		291-6470-601.32-80	BOOKS	635.08	
		291-6470-601.32-80	BOOKS	1,006.32	25,009.36
81822	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	10.18	
		291-6470-601.32-75	AV MTLs	48.49	
		291-6470-601.32-75	AV MTLs	183.60	
		291-6470-601.32-75	AV MTLs	40.41	282.68
81824	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	800.30	
		291-6470-601.32-80	BOOKS	1,143.81	
		291-6470-601.32-75	AV MATERIALS	8,070.79	
		291-6470-601.32-80	BOOKS	9,495.41	19,510.31
81830	CAVENDISH SQUARE PUBLISHING	291-6470-601.32-80	BOOKS	177.93	177.93
81831	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	126.60	
		291-6470-601.32-80	BOOKS	99.98	226.58
81833	COLE INFORMATION SERVICES, INC	291-6470-601.32-80	BOOKS	473.95	473.95
81835	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	16.96	16.96
81836	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	597.08	
		291-6470-601.32-95	PERIODICALS	90.02	
		291-6470-601.32-95	PERIODICALS	154.08	
		291-6470-601.32-95	PERIODICALS	182.14	
		291-6470-601.32-95	PERIODICALS	106.11	
		291-6470-601.32-95	PERIODICALS	16.59	
		291-6470-601.32-95	PERIODICALS	28.34	
		291-6470-601.32-95	PERIODICALS	101.20	
		291-6470-601.32-95	PERIODICALS	26.31	
		291-6470-601.32-95	PERIODICALS	181.65	
		291-6470-601.32-95	PERIODICALS	232.76	
		291-6470-601.32-95	PERIODICALS	10.12	
		291-6470-601.32-95	PERIODICALS	257.94	
		291-6470-601.32-95	PERIODICALS	460.46	
		291-6470-601.32-95	PERIODICALS	30.31	2,475.11
81837	C2ER	291-6470-601.32-80	BOOKS	175.00	175.00
81846	FOCUS ON THE FAMILY	291-6470-601.32-95	PERIODICALS	24.99	

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 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					24.99
81848	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	91.17	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	265.53	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	119.96	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	2,208.09	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	78.37	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	88.77	3,202.50
81858	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	60.00	
		291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	67.50	
		291-6470-601.32-80	BOOKS	108.75	
		291-6470-601.32-80	BOOKS	93.75	
		291-6470-601.32-80	BOOKS	78.75	532.50
81861	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SERVS - APRIL	260.00	260.00
81862	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	8.97	
		291-6470-601.32-80	BOOKS	54.30	
		291-6470-601.32-80	BOOKS	71.77	
		291-6470-601.32-80	BOOKS	47.92	
		291-6470-601.32-80	BOOKS	83.58	
		291-6470-601.32-80	BOOKS	11.37	
		291-6470-601.32-80	BOOKS	19.78	
		291-6470-601.32-80	BOOKS	62.84	
		291-6470-601.32-80	BOOKS	19.75	
		291-6470-601.32-75	AV MTLs	21.99	
		291-6470-601.32-80	BOOKS	234.84	
		291-6470-601.32-80	BOOKS	127.19	
		291-6470-601.32-80	BOOKS	114.56	
		291-6470-601.32-80	BOOKS	114.52	
		291-6470-601.32-80	BOOKS	149.87	
		291-6470-601.32-80	BOOKS	90.44	
		291-6470-601.32-80	BOOKS	69.31	
		291-6470-601.32-80	BOOKS	7.32	
		291-6470-601.32-80	BOOKS	107.68	
		291-6470-601.21-64	BOOK FOR ILL REPLACEMENT	81.00	
		291-6470-601.32-80	BOOKS	75.22	
		291-6470-601.32-80	BOOKS	96.54	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	10.35	

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 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	144.02	
		291-6470-601.32-80	BOOKS	20.30	
		291-6470-601.32-80	BOOKS	60.25	
		291-6470-601.32-80	BOOKS	38.09	
		291-6470-601.32-80	BOOKS	310.80	2,399.59
81863	INTERNATIONAL MEDIA SERVICE	291-6470-601.32-95	PERIODICALS	780.00	780.00
81867	JOURNAL & TOPICS NEWSPAPERS	291-6470-601.32-95	PERIODICALS	43.00	43.00
81868	KANOPY INC	291-6470-601.32-75	AV MTLs	1,025.00	
		291-6470-601.32-75	AV MATERIALS	1,126.00	2,151.00
81869	KNOX COLLEGE SEYMOUR LIBRARY	291-6470-601.21-64	REPLACEMENT COSTS ILL2016	97.00	97.00
81871	LAKESHORE LEARNING MATERIALS	291-6470-601.32-75	AV MTLs	57.48	57.48
81874	LOYOLA UNIVERSITY CHICAGO	291-6470-601.21-64	ILL201731306 LOST BOOK CH	100.00	
		291-6470-601.21-64	ILL202126693 LOST BOOK CH	100.00	
		291-6470-601.21-64	ILL202209431 LOST BOOK CH	100.00	
		291-6470-601.21-64	ILL202286177 LOST BOOK CH	100.00	
		291-6470-601.21-64	ILL202298073 LOST BOOK CH	100.00	500.00
81881	MERGENT INC	291-6470-601.32-95	PERIODICALS	2,250.00	2,250.00
81883	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	1,265.56	
		291-6470-601.32-75	AV MTLs	171.43	
		291-6470-601.32-75	AV MTLs	86.09	
		291-6470-601.32-75	AV MTLs	2,186.64	
		291-6470-601.32-75	AV MTLs	367.35	
		291-6470-601.32-75	AV MTLs	1,016.52	
		291-6470-601.32-75	AV MTLs	26.99	
		291-6470-601.32-75	AV MTLs	1,558.68	
		291-6470-601.32-75	AV MTLs	167.94	
		291-6470-601.32-75	AV MATERIALS	8,808.44	
		291-6470-601.32-80	BOOKS	3,367.90	
		291-6470-601.32-75	AV MATERIALS	566.41	
		291-6470-601.32-75	AV MATERIALS	45.49	
		291-6470-601.22-85	PROC SERVs	1,839.03	21,474.47
81891	NATIONAL LOUIS UNIVERSITY LIBRARY	291-6470-601.21-64	ILL LOST ITEM REPLACEMENT	50.00	50.00
81893	NEW YORK TIMES CO,THE	291-6470-601.32-95	PERIODICALS	232.71	232.71
81897	POLONIA BOOKSTORE INC	291-6470-601.32-80	BOOKS	20.80	
		291-6470-601.32-80	BOOKS	265.30	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	106.40	392.50
81901	RECORDED BOOKS INC	291-6470-601.32-75	AV MATERIALS	472.42	472.42
81903	ROLFING LIBRARY	291-6470-601.21-64	ILL201788900 REPLACEMENT	125.00	125.00
81904	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	97.87	97.87
81917	TRAINA, LONA M.	291-6470-601.32-80	BOOKS	225.00	225.00
81919	UNIVERSITY OF NEW MEXICO	291-6470-601.21-64	ILL201714110 UNRETURNED	196.00	196.00
81926	WALL STREET JOURNAL	291-6470-601.32-95	PERIODICALS	599.88	599.88
81927	WAREHOUSE DIRECT	291-6470-601.32-05	PROCESSING SUPPLIES	14.90	14.90
***** DIVISION TOTAL ****					90,722.64

*Belmont*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 80			
81810	AMAZON.COM CREDIT	291-6480-601.30-05	OFFICE SUPPLIES	85.15	
		291-6480-601.30-05	OFFICE SUPPLIES	78.24	163.39
81818	ARLINGTON HTS MEMORIAL LIBRARY	491-6480-601.50-55	CUTTING MATS - MAKERSPACE	199.00	
		491-6480-601.50-55	FABRICATION PEG BOARDS	327.28	
		291-6480-601.22-03	SERVSAFE EXAM-B BASEGGIO	179.00	
		291-6480-601.30-05	MATERIAL SAMPLES	61.99	767.27
81838	D & T ELECTRIC INC.	491-6480-601.50-55	ELECTRIC	12,074.20	12,074.20
81839	D & T ELECTRIC INC.	491-6480-601.50-55	ELECTRIC	25,836.34	25,836.34
81850	GARDEN GUY, INC.	291-6480-601.21-11	MAY LAWN MAINTENANCE BELM	247.50	247.50
81854	HARGRAVE BUILDERS, INC	491-6480-601.50-55	GENERAL CONSTRUCTION	82,457.00	82,457.00
81864	JENSSENS PLUMBING & HEATING	491-6480-601.50-55	HVAC II	3,067.20	3,067.20
81865	JENSSENS PLUMBING & HEATING	491-6480-601.50-55	HVAC I	19,350.00	19,350.00
81866	JENSSENS PLUMBING & HEATING	491-6480-601.50-55	PLUMBING	43,830.00	43,830.00
81896	NICOR GAS	291-6480-601.30-51	NATURAL GAS 4/15-5/14	364.09	364.09
81902	ROBERT BOSCH TOOL CORP	291-6480-601.30-07	3D PRINTER SUPPLIES REIMB	71.96	71.96
81907	SHALES MCNUTT CONSTRUCTION	491-6480-601.50-55	PROF SERVS APRIL	6,050.00	6,050.00
81924	VILLAGE OF ARLINGTON HEIGHTS	291-6480-601.21-60	WATER/SEWER 3/3-4/28	55.57	55.57
81928	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	APRIL CONSTRUCTION ADMIN	88.25	

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DEPARTMENT: 64            User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					88.25
81930	WM CORPORATE SERVICES INC	291-6480-601.21-11	BELMONT PORTA POTTY	97.75	
***** DIVISION TOTAL ****					194,520.52
***** DEPARTMENT TOTAL **					327,770.71
***** GRAND TOTAL *****					450,412.61

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	257,133.34
491	Capital Projects-Library	193,279.27
**** TOTAL ALL FUNDS ****		450,412.61

June 15, 2021

**Arlington Heights Memorial Library  
American Express Card Summary  
5/31/2021**

#	Count	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
1	95	Driskell	489-90-00	\$ (78.20)	Other Income/Rebate	CORPORATE CASHBACK CR
2		Driskell	6010-2242	\$ 74.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
3		Driskell	6010-2242	\$ 5.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
4		Driskell	6010-2242	\$ 14.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
5		Driskell	6010-3032	\$ 280.00	Zoom Subscription	ZOOM.US 888-799-9666
6		Dworianyn	6010-2005	\$ 54.10	PayPal Payflow Pro Subscription	PAYFLOW/PAYPAL 0045
7		Dworianyn	6010-2242	\$ 343.35	Public Internet	COMCAST CHICAGO
8		Dworianyn	6010-3032	\$ 49.00	Riddle.com Subscription	RIDDLE.COM SUBSCRIPT
9		Dworianyn	6010-3032	\$ 20.17	Twilio SMS for Hold Notices	TWILIO INC
10		Dworianyn	6010-3032	\$ 11.99	Youtube Premium Subscription	GOOGLE *YOUTUBEPREMI
11		Dworianyn	6010-3032	\$ 1,570.00	Quicktap Survey Annual Subscription	QUICKTAPSURVEY
12		Dworianyn	6010-3032	\$ 165.00	Volunteer Software Subscription	WWW.VOLGISTICS.COM
13		Dworianyn	6010-3032	\$ 1.50	Office 365 Phone Number Subscription	MSFT *<E0400EHAFY>
14		Dworianyn	6010-3032	\$ 899.00	Basecamp Annual Renewal	BASECAMP.COM
15		Dworianyn	6010-3032	\$ 9.99	Kindle Unlimited Subscription	KINDLE UNLTD*2L7JW9Z
16		Dworianyn	6010-3032	\$ 35.00	Trello Subscription	TRELLO.COM, ATLASSIA
17		Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMAZON KIDS+*8110B2L
18		Dworianyn	6010-3032	\$ 604.00	Office 365 Licenses	MNJTECHNOLOGIESDIREC
19		Dworianyn	6010-3032	\$ 211.75	Amazon S3 Storage	AMAZON WEB SERVICES
20		Dworianyn	6010-3032	\$ 54.00	Google G-Suite Subscription	GOOGLE*GSUITE_AHML.N
21		Dworianyn	6010-3032	\$ 14.99	Spotify Premium Subscription	SPOTIFY USA
22		Dworianyn	6010-3032	\$ 9.99	Amazon Music Subscription	AMAZON MUSIC*6082880
23		Dworianyn	6010-3185	\$ 39.98	Mousepads	AMZN MKTP US*2R6J7A
24		Dworianyn	6010-3185	\$ 159.90	Headsets for Staff	AMAZON.COM*2L9ZF52V2
25		Dworianyn	6010-5012	\$ 974.00	Owl Camera for Virtual Meetings	AMAZON.COM*2L1DH92Y1
26		Ekl	6004-5015	\$ 438.00	Makerspace Cutting Mats	CUTTINGMATS NET
27		Ekl	491-6480-5055	\$ 199.00	Makerspace Cutting Mats	CUTTINGMATS NET
28		Ekl	491-6480-5055	\$ 327.28	Makerspace Fabrication Peg Boards	HOMEDEPOT.COM
29		Ekl	6001-2202	\$ 67.00	ALA Membership - Trustee A Somary	AMERLIBASSOC ECOMMER
30		Ekl	6001-2202	\$ 67.00	ALA Membership - Trustee S Galla	AMERLIBASSOC ECOMMER
31		Ekl	6001-3005	\$ 53.65	Finance Supplies	BANKSUPPLIES ACQUISI
32		Ekl	6001-5015	\$ (65.31)	Standing Desks, tax refund	WOOT INC.
33		Ekl	6001-5015	\$ 1,110.26	Standing Desks (Qty 5)	WOOT INC.
34		Ekl	6002-2210	\$ 29.39	Business Cards - N Brottman	VISTAPR*VISTAPRINT.C
35		Ekl	6002-2210	\$ 99.59	Business Cards - S Galla, A Somary, J Czajka, L Kalmens	VISTAPR*VISTAPRINT.C
36		Ekl	6003-4070	\$ 15.00	Thank You gift for Volunteer Appreciation	COCO & BLU
37		Ekl	6003-4070	\$ (3.60)	Staff Summer Reading Prizes, tax refund	NOVELLY YOURS CANDLE
38		Ekl	6003-4070	\$ 55.67	Staff Summer Reading Prizes	NOVELLY YOURS CANDLE
39		Ekl	6010-3030	\$ 282.76	Ethernet Cables	MONOPRICE, INC.
40		Ekl	6010-3185	\$ 18.96	Cabling String	HOMEDEPOT.COM
41		Ekl	6020-2111	\$ (8.39)	Maintenance Supplies, tax refund	ALL GLIDES
42		Ekl	6020-2111	\$ 92.29	Maintenance Supplies	ALL GLIDES
43		Ekl	6020-2111	\$ 31.14	Maintenance Supplies	DULTMEIER SALES
44		Ekl	6401-3202	\$ (49.99)	Subscription refund (we will receive free lifetime subscription)	ROLL20.NET
45		Ekl	6401-3202	\$ 11.98	TAG Meeting Supplies	TARGET.COM 3991
46		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	TST* PASSERO 3005325
47		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	FRANCESCA'S TAVOLA 0
48		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	LA TASCAS TAPAS RESTA
49		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	PORKYS BBQ 021770021
50		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	SHAKOU ARLINGTONHEIG
51		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	TST* SCRATCHBOARD KI
52		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	TTOWA RESTAURANT
53		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	TUSCAN MARKET & WINE
54		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	ARMANDS PIZZERIA 000
55		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	COCO & BLU
56		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	Cortland's Garage -
57		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	JAVIERS SABOR MEXICA
58		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	KILWIN'S 43684555861
59		Ekl	6410-3201	\$ 30.00	Giftcard for Adult Summer Reading Prizes	PEGGY KINNANE'S 0035
60		Ekl	6440-2218	\$ 299.94	Crowdpurr Trivia Subscription	CROWDPURR.COM PLAN
61		Ekl	6440-3202	\$ 7.80	Craft Kit Supplies	MICHAELS #9490
62		Ekl	6480-2203	\$ 179.00	ServSafe Manager Exam for Makerspace Advisor - B Baseggio	NLREST SERVS SAFE 650
63		Ekl	6480-3005	\$ 61.99	Makerspace Material Samples	JOHNSON PLASTICS PLU

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
64	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
65	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
66	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479794391
67	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479807817
68	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479817065
69	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
70	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
71	Szymanek	6470-3275	\$ 16.45	AV Materials	B&H PHOTO 800-606-69
72	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
73	Szymanek	6470-3275	\$ 63.74	AV Materials	BESTBUYCOM8062466886
74	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
75	Szymanek	6470-3275	\$ 191.22	AV Materials	GAMESTOP.COM GameSto
76	Szymanek	6470-3280	\$ 22.38	Books	BARNES&NOBLE.COM-BN
77	Szymanek	6470-3295	\$ 28.58	Periodicals	EBAY O*05-07122-3331
78	Szymanek	6470-3295	\$ 16.18	Periodicals	EBAY O*22-07119-1131
79	Szymanek	6470-3295	\$ 17.99	Periodicals	EBAY O*26-07118-5223
80	Szymanek	6470-3295	\$ 8.80	Periodicals	ETSY.COM
81	Szymanek	6470-3295	\$ 13.48	Periodicals	EBAY O*02-07082-8135
82	Szymanek	6470-3295	\$ 11.88	Periodicals	EBAY O*08-07082-0882
83	Szymanek	6470-3295	\$ 9.99	Periodicals	EBAY O*11-07081-9528
84	Szymanek	6470-3295	\$ 10.00	Periodicals	EBAY O*14-07080-6649
85	Szymanek	6470-3295	\$ 12.08	Periodicals	ETSY.COM
86	Szymanek	6470-3295	\$ 8.84	Periodicals	EBAY O*14-07074-3146
87	Szymanek	6470-3295	\$ 10.99	Periodicals	EBAY O*16-07075-5345
88	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*MDDN HOLDINGS INC
89	Szymanek	6470-3295	\$ 39.97	Periodicals	HGTV MAGAZINE
90	Szymanek	6470-3295	\$ 9.50	Periodicals	PAYPAL *TGROCKS2 EBA
91	Szymanek	6470-3295	\$ 72.79	Periodicals	EBAY O*14-07051-6895
92	Szymanek	6470-3295	\$ 5.00	Periodicals	IPC MEDIA LTD SUBSCR
93	Szymanek	6470-3295	\$ 120.04	Periodicals	SP * RPIPRESS STORE
94	Szymanek	6470-3295	\$ 24.00	Periodicals	MANTRA/THRIVE/ORIGIN
95	Szymanek	6470-3295	\$ 17.99	Periodicals	HOFFMAN MEDIA STORE
	Szymanek		\$ (14.99)	Credit from fraudulent charge from last month, do not pay	PRIME VIDEO
	Szymanek		\$ 14.99	Fraudulent charge - do not pay	PRIME VIDEO*2L70N2ZM
	Szymanek		\$ 10.99	Fraudulent charge - do not pay	PRIME VIDEO*E743D2EN
			<u>\$ 10,170.62</u>		

June 15, 2021

**Arlington Heights Memorial Library  
Mastercard Summary  
5/31/2021**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
	Count	14		
Distel	6450-3278	\$ 895.42	ArkivDigital Subscription	ArkivDigital
	6450-3278	\$ 17.90	Foreign Transaction Fee	
	6410-3201	\$ 30.00	Adult Summer Reading Prize Giftcard	Salsa17
Szymanek	6470-3295	\$ 85.99	Periodicals	BandLab
	6470-3295	\$ 1.71	Foreign Transaction Fee	
	6470-3275	\$ 137.07	AV Materials	Compass Classroom
	6470-3275	\$ 12.99	AV Materials	Walmart
	6470-3275	\$ 21.52	AV Materials	Walmart
	6470-3275	\$ (12.14)	AV Materials	Target
	6470-3275	\$ (2.43)	AV Materials	Target
	6470-3275	\$ 65.99	AV Materials	B&H Photo
	6470-3275	\$ 42.49	AV Materials	Best Buy
	6470-3275	\$ 17.99	AV Materials	Netflix
	6470-3275	\$ 17.99	AV Materials	Netflix
		<u>\$ 1,332.49</u>		

June 15, 2021

**Arlington Heights Memorial Library  
Special Funds Summary  
5/31/2021**

Count 10

#	Account	Amount	Description	Staff
	Check #1588 - Sound Opinions 6440-2218	\$ 2,500.00	Chicago Music History, 5/11	L Plakhotnyuk
	Check #1589 - Matt Maldonado 6440-2218	\$ 200.00	Meet the Maker, 5/25	M Young
	<b>Check #1590 – AHML – Petty Cash</b>			
	5/10/2021 6401-2203	\$ 14.16	Mileage	L Dakas
	6003-2255	\$ 35.00	Year of You Containers	J Moravec
	6401-2203	\$ 7.62	Mileage	K McGuire
	5/17/2021 6003-4070	\$ 7.99	Volunteer Appreciation Lunch	A Naughton
	5/24/2021 6020-2111	\$ 29.96	Terry Towels for Maintenance	G Leclair
	6401-3201	\$ 26.90	Program Supplies	R King
	6470-3295	\$ 41.96	Periodicals	M Szymanek
	6410-2203	\$ 7.39	Mileage	L Kalmens
		<u>\$ 2,870.98</u>		

To: Board of Library Trustees  
From: Mike Driskell, Chris Krueger, Gary Leclair  
Date: June 15, 2021  
Re: Makerplace Update

---

Construction of the makerspace project is on schedule and making great progress. Over the past month, the parking lot has been removed, reconfigured, and re-paved, finish work on the drywall has been completed, ceilings have been painted, walls have been primed, paint work has started and the furniture has been ordered.

Highlights:

- Drywall patching and sanding is complete
- Walls have been primed and painting has started
- Main floor ceilings have been painted
- Parking lot has been removed, new curbs put in place and the lot has been paved. By reconfiguring the lot, we have been able to add 6 parking spaces.
- An accessible parking space and sidewalk have been added to the front of the building
- Flooring and furniture have been ordered
- Lighting has been delivered

We are on target for an early August opening. To welcome the community to the space, we are planning open house and ribbon tying celebrations. Once a construction completion date and a makerspace opening date is confirmed, celebration dates will be added to your calendars.





*Drywall taping and finishing is complete throughout the building and walls are ready for primer and paint.*



*Painters apply black paint to the ceiling and ducting in the main makerspace area (flex 1).*



*Painted ceiling and primed walls in the fabrication room.*



*Just outside the fabrication room, paint is applied in the main makerspace area.*



*Kitchen walls are prepped and ready for the commercial kitchen paneling.*



*Paint applied in the main makerspace area. In the foreground, lighting fixtures await installation.*



*The vestibule reconfiguration included moving the doors into the space approximately 3 ft. The original doors and glass have been reinstalled in the new structure.*



*Reconfiguration of the parking lot allows for 6 additional parking spaces and moves the accessible space to the front of the building.*



*Two new parking spaces added to the north side of the building helps to add to the increase in available parking.*



*A new sidewalk allows for easy entry from the relocated accessible space.*



*The relocated accessible parking space moved from the rear of the building, near the front door.*



*Reconfigured and repaved parking lot.*

To: Board of Library Trustees  
From: Shannon Distel, Jolie Duncan, Sue Sullivan  
Date: June 15, 2021  
Re: Adoption of Proposed Revisions to Policy 7.004 Meeting Room -  
Public Use

---

The board last reviewed the proposed revisions to Policy 7.004 Meeting Room – Public Use at the May 3 Committee of the Whole meeting. The attached policy includes revisions recommended by the committee at that meeting.

In review, the existing Meeting Room - Public Use Policy is intended to clarify specific use of the Hendrickson Meeting Room. Proposed changes to this policy were discussed at the April and May Committee of the Whole meetings. The policy outlines availability and use, eligibility, limitations, general regulations, reservations, fees, occupancy limits, equipment and liability.

The policy was written in collaboration with and reviewed by the library's attorney. The following library policies were referenced during the creation of the policy: Elmhurst Public Library, Gail Borden Public Library District, Indian Trails Public Library District, Mount Prospect Public Library, Naperville Public Library, Northbrook Public Library, Palatine Public Library, Schaumburg Township District Library, and the Skokie Public Library.

The most significant changes to the policy include:

- Addition of guidelines for availability and use
- Requirement of reservation holder to remain in the room
- Reservation holder may not use the library as a mailing address or imply their program is a library partnership
- Fees
- Clarification of occupancy limits and usage limitations

The proposed policy reflects the changes discussed at the May 3 Committee of the Whole meeting and input from the library attorney.

Suggested motion: **The Board of Library Trustees adopts the proposed revisions to Policy 7.004 Meeting Room - Public Use**

## **7.004 MEETING ROOMS – PUBLIC USE**

The library provides public meeting rooms to support the library’s mission of fulfilling the knowledge, information, enrichment, entertainment and cultural engagement needs of its community members. Meeting rooms are available to groups regardless of the beliefs and affiliations of their members.

Meeting rooms are made available for the operational needs of the library first, then to provide accommodations for educational, informational, cultural and civic functions consistent with the library’s mission. When feasible, the library makes the meeting rooms available for reservation by customers who have a valid Arlington Heights Memorial Library card.

For purposes of this policy, the term “meeting room” shall refer to the Hendrickson Room (full and half).

### AVAILABILITY AND USE

Priority for the Hendrickson Meeting Room is assigned as follows:

1. Library-sponsored programs and activities, including functions of the library;
2. Educational, informational, cultural and civic programs sponsored or co-sponsored by the library and related to its mission, collections and services;
3. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a not-for-profit 501 (c)(3); or
4. Musical, dance or theatrical performances approved by library administration.

### ELIGIBILITY

1. Cardholder must be 18 years of age or older and have a valid Arlington Heights Memorial Library card in good standing.
2. The reservation holder is required to remain in the room during the reservation period.
3. Reservations must be made one week, but no more than six months in advance, unless otherwise approved by library administration.

### LIMITATIONS

Uses and/or activities meeting rooms may not be used for, include but are not limited to:

1. Commercial and for-profit purposes, e.g., programs or events (including but not limited to workshops and seminars) held by for-profit organizations involving the sale, advertising, solicitation or promotion of any product or service.



2. Uses, events or other activities which, by their nature, may be disruptive to normal library operations unless approved in advance by library administration.
3. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
4. Fundraising activities, except for those that result in a direct benefit to the library and have received prior approval from library administration.
5. Political rallies and/or meetings organized for the purpose of campaigning or urging action such as voting for or against any candidate, party, position, question or referendum.
6. Any use or activity that is in violation of local, state, or federal law.

### GENERAL REGULATIONS

Users of the meeting room agree to abide by all library polices and regulations. Failure to abide by library policies and/or regulations will result in cancelation or refusal of future reservations.

1. All meetings must be open to the public free of charge. Donations may not be solicited as a condition of attendance.
2. Organizations may not ask for personal information from program attendees as a condition of attendance.
3. The renting person/organization is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act (ADA) and compliance shall be at the renting group's own cost and expense.
4. Light refreshments may be served if the reservation holder has paid the kitchen fee. Cooking is prohibited unless approved in advance by library administration. All food and beverages must remain in the meeting room.
5. Children under 12 years of age must be supervised by a responsible caregiver at all times.
6. No reservation holder may transfer a room reservation to another customer.
7. Room fees must be paid in advance of the reservation.
8. The reservation holder must supply their own equipment and supplies, excepting those provided by the library per the equipment section of this policy. Equipment and supplies may not be stored at the library without permission of library administration.
9. The library does not provide assistance in transporting supplies to the rooms or help with set-up beyond the initial set-up, which is done by library staff. Library staff are not available to help with meetings, take attendance or assist with registration.

10. Room setup arrangements are required one week prior to the event unless otherwise approved by library administration.
11. Reservations are not allowed before or after regular library hours. Reservations are permitted thirty (30) minutes after opening and must end thirty (30) minutes prior to the closing of the library. Failure to do this may result in the suspension of room reservation privileges.
12. Behavior that disturbs others is not permitted. The library has the right to cancel or interrupt use of the room at any time. All room reservations must adhere to the library's Code of Conduct policy.
13. The library reserves the right to cancel a meeting room reservation if a conflict arises with a library-sponsored program or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date or will refund the fees.
14. Failure to reimburse the library for damages will result in the suspension of library and/or room reservation privileges, and possible criminal charges.
15. By allowing use of its meeting rooms, the library does not endorse the activities or viewpoints of meeting room users.

Groups using the library's meeting room must:

- a. Not state or imply that the group's activities are sponsored or presented in partnership with the library.
- b. Not use the library as a mailing address or list the library's name, address, phone number or web address as its headquarters.
- c. Not publicize their meetings with posters, leaflets or other publicity in the library building without prior approval by library administration. Directional signs and/or notices for day-of events must be approved by staff prior to posting and removed immediately after use of the meeting room.

Include the following disclaimer in all event listings, publications and advertisements:

*"This event is not affiliated with the Arlington Heights Memorial Library. Use of library meeting space does not constitute endorsement or approval of the organization, this program or its content by the library."*

- d. Not solicit or campaign outside the meeting room before, during, or after the meeting or event.
16. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations and policies. Library administration shall reserve the option to pre-empt or cancel any meeting at any time or refuse meeting room reservation.
17. The cardholder is responsible for returning the room to its original condition.

## RESERVATIONS

The person reserving the room must check in at the second-floor desk with a valid ID at least fifteen (15) minutes prior to the room reservation time.

No group may use a meeting room more than once per month.

## FEES

Fees for meeting rooms are as follows:

½ Hendrickson Room, no refreshments (North or South): No Charge

½ Hendrickson Room, refreshments served (North or South): \$25.00

Full Hendrickson Room, no refreshments: \$50.00

Full Hendrickson Room, refreshments served: \$75.00

Use of Piano, additional: \$25.00

The library may waive reservation fees at the discretion of the library administration.

## OCCUPANCY LIMITS

Attendance in any meeting room is limited to occupancy limits established by the Fire Marshall or other applicable authority.

Per the Fire Marshall, the occupancy limits are as follows:

½ Hendrickson Room (North or South): 90

Full Hendrickson Room: 200

## EQUIPMENT

The following equipment may be available upon request for use in the meeting room:

- a. Chairs
- b. Tables
- c. Podium
- d. Garbage Cans

- e. Sink
- f. Whiteboards
- g. AV Cables

A full list of equipment can be found on the library's website.

Cardholder registered for the meeting room shall be billed at replacement cost for any damage to furnishings and equipment.

All fees for damage shall be paid within thirty days. Failure to do so shall result in forfeiture of the right to use the meeting room facilities.

#### LIABILITY

For and in consideration of the use of the meeting rooms and library facilities, and as a condition of use, any person or group using the meeting rooms agrees to indemnify and hold harmless the library from any and all actions or suits relating to its use of such rooms and facilities.

## **7.004 MEETING ROOMS – PUBLIC USE**

The library welcomes the use of its meeting rooms for civic, cultural, educational and public information meetings of nonprofit groups based in Arlington Heights, or groups which have a significant number of Arlington Heights members. Failure to abide by this policy may result in cancellation or refusal of future reservations.

### **ELIGIBILITY**

All meetings must be reserved by an Arlington Heights resident who is 18 years of age or older and be held during the regular library hours.

Meeting rooms are available to groups regardless of the beliefs and affiliations of their members. Permission to use a meeting room does not imply endorsement of any organization or program subject matter.

Meeting rooms are not available for use by for-profit groups or businesses. As for the use of meeting rooms by nonprofit groups, nonprofit groups may not market or promote a specific service, product, person or business, or which seeks in part to market or generate new business for a for-profit business or a professional service.

Upon request, groups shall provide staff with such materials and information related to ensuring qualification under this policy. Failure to provide this information in a timely manner is grounds for denial of the reservation request and/or cancellation.

### **RESERVATIONS**

No meeting rooms shall be reserved for use which would be in violation of federal, state or local laws or other policies of the Arlington Heights Memorial Library.

Library-sponsored activities and functions for the public have priority in reserving the library's meeting rooms.

Reservations must be made a week in advance using the library's meeting room reservation form. This requirement does not apply to conference rooms.

A fee may apply for the use of a meeting room.

Meeting rooms can be reserved monthly on an ongoing basis by one organization. The booking calendar year is September 1 through August 31. All groups who reserved a room at least quarterly during the prior year will be offered advanced reservations. Advanced reservations begin May 1 and close May 15. Reservations from all other groups will be accepted starting July 1.

The library reserves the right to cancel or relocate any scheduled meeting, including meetings reserved under the preceding paragraph.

The kitchen must be booked if any refreshments are served.

Musical programs may be held only in the full Hendrickson Room. The piano is available to groups for rental. Amplified music is not allowed at any time.

The library has the right to define activities that are too noisy for a divided room booking.

To be entitled to a refund of a meeting room fee, a group should notify the library to cancel a reservation.

### USE OF MEETING ROOMS

All meetings shall be open to the public. Donations may be solicited during the meeting or admission fees may be charged.

A group cannot transfer use of a library meeting room.

All equipment and supplies must be provided by the group. Items may not be stored at the library.

The kitchen must be left clean. Alcoholic beverages are not permitted.

Use of hazardous materials is prohibited.

No organization or group shall use the Arlington Heights Memorial Library as its official address. The Friends of the Arlington Heights Memorial Library is the exception.

Groups or organizations reserving the library's meeting rooms assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.

The executive director may adopt additional operations guidelines for the use of the meeting rooms, including the library's conference/study rooms.

### MEETING ROOM RESERVATION FEES

½ Hendrickson Room, no refreshments (North or South)	N/C
½ Hendrickson Room, with refreshments (North or South)	\$10
Full Hendrickson Room, no refreshments	\$50
Full Hendrickson Room, with refreshments	\$75
Use of piano, additional	\$25

To: Board of Library Trustees  
From: Shannon Distel, Jolie Duncan, Sue Sullivan  
Date: June 15, 2021  
Re: Adoption of Policy 7.005 Conference and Studio Rooms

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This is a new policy for use of the conference and studio rooms and was last discussed at the May 3 Committee of the Whole meeting. The intention of this policy is to clarify customer use of the conference and studio rooms. The policy outlines use, regulations, reservations, occupancy limits and indemnification.

The policy presented was written in collaboration with and reviewed by the library's attorney and reflects board discussion from previous meetings. Changes presented in this version of the policy include:

- Change of name from "Digital Media Lab" to "Studio Rooms" to be consistent with room name
- Removal of duplication of regulations in introduction

One aspect of the policy that may require further discussion is the suggestion from the May 3 Committee of the Whole meeting which would require authorization of the library administration to allow use of the conference rooms by non-cardholders. Since the availability of the rooms typically allows for use by non-cardholders, the requirement of authorization by the library administration is not practical. Recommendation from staff is to limit non-cardholder use solely based on walk-up availability. This ensures that priority is given to Arlington Heights Memorial Library cardholders, but also gives staff the ability to provide a good experience to anyone that uses our library.

Suggested motion: **The Board of Library Trustees adopts Policy 7.005 Conference and Studio Rooms.**

## **7.005 CONFERENCE AND STUDIO ROOMS**

The library provides conference and studio rooms to support the library's mission of fulfilling the knowledge, information, enrichment, entertainment and cultural engagement needs of its community members. Conference and studio rooms are available to groups regardless of the beliefs and affiliations of their members.

The library welcomes the use of conference and studio rooms for customers who have a valid Arlington Heights Memorial Library card. Subject to availability, conference and studio rooms may be used by non-cardholders.

### LIMITATIONS

The library's conference and studio rooms are not available for uses, events or other activities which, by their nature, may be disruptive to normal library operation unless approved in advance by library administration.

### GENERAL REGULATIONS

Users of the conference and studio rooms agree to abide by all library policies and regulations. Failure to abide by library policies and/or regulations may result in cancellation or refusal of future reservations.

1. The renting person/organization is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act (ADA) and compliance shall be at the renting group's own cost and expense.
2. The reservation holder must be 12 years of age or older and be present in the room during the reservation.
3. The user must supply their own equipment and supplies, excepting those provided by the library. Equipment and supplies may not be stored at the library.
4. Room usage is not permitted before or after regular library hours. All reservations must end thirty (30) minutes prior to the closing of the library. Failure to do this may result in the suspension of room privileges.
5. Room usage that disturbs others is not permitted. The library has the right to cancel or interrupt use of the room at any time. All room users must adhere to the library's Code of Conduct policy.
6. The library reserves the right to cancel a room reservation if a conflict arises with a library-sponsored program or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the customer in finding an alternate date.
7. By allowing use of its conference and studio rooms, the library does not endorse the activities or viewpoints of conference or studio room users.

Groups using the library's conference or studio rooms may not:

- a. State or imply that the group's activities are sponsored by or presented in partnership with the library.



- b. Use the library as a mailing address or list the library's name, address, phone number or web address as its place of business.

All event listings, publications and advertisements must include:

*“This event is not affiliated with the Arlington Heights Memorial Library. Use of library meeting space does not constitute endorsement or approval of the organization, this program or its content by the library.”*

8. The customer will be responsible for returning the room to its original condition.
9. Customers using the conference and studio rooms shall be billed at replacement cost for any damage to furnishings and/or equipment. All fees for damage shall be paid within thirty days. Failure to do so shall result in forfeiture of the right to use the conference and studio rooms and library facilities.

## RESERVATIONS

1. Reservations for studio and small conference rooms may be made up to one week in advance.
2. Reservations for large conference rooms may be made up to one month in advance for a minimum of six people.
3. Rooms are available on a walk-in basis, subject to availability.
4. A customer may reserve a conference or studio room for a maximum of two hours per day. Time may be extended based on availability.
5. The person reserving the room must be present and have a valid ID.
6. No reservation may be transferred to another user.
7. Reservations will be held for 15 minutes past the reservation time.

## OCCUPANCY LIMITS

Attendance in conference and studio rooms is limited to:

Rooms A-F	5 users
Room G	2 users
Room H	16 users
Room I	16 users
Rooms J-N	5 users

Studio A-C	4 users
Studio Production	6 users
Studio Entry	2 users

LIABILITY

For and in consideration of the use of the conference and studio rooms and library facilities, and as a condition of use, any person or group using the conference and studio rooms agrees to indemnify and hold harmless the library from any and all actions or suits relating to its use of such rooms and facilities.

To: Board of Library Trustees

From: Mike Driskell

Date: June 15, 2021

Re: Review Issuance of Nonresident Library Cards and Approval of  
Nonresident Card Fee

The Arlington Heights Memorial Library (AHML) provides a nonresident fee card option under the provisions of Public Act 92-1066, Section 3050.

A **nonresident** is defined by the Act as an individual residing in an area not taxed for public library service. A summary of the law's main aspects includes the following:

- Nonresident library cards must be purchased at the closest participating public library. The Illinois Administrative Code states, "Nonresidents shall apply at the participating public library in the school district in which the nonresident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the nonresident."
- Nonresident library cards are valid at all participating libraries in Illinois.
- Nonresident cardholders are entitled to the same borrowing privileges and services as resident cardholders.

Each June, the Board of Library Trustees has affirmed its commitment to continue to offer a nonresident fee card option. There are presently six nonresident fee cards.

### **AHML's Fee Card**

The state library specifies three ways to calculate the fee for a nonresident card.

**General Mathematical Formula:** This method calculates one consistent cost for all non-resident customers based on the average taxes paid to the library per household by Arlington Heights residents. AHML has traditionally used the “General Mathematical Formula” to determine the library’s fee.

**Tax Bill Method:** This method provides a different cost per non-resident customer based on rental cost or property tax and the library tax rate. The property owner or renter would pay the same amount as would be paid if the property were in the library service area. Using this method will require customers to produce their most recent tax bill, rental payment receipt or canceled rent check. This method is more cumbersome for customers and staff and was piloted by AHML in 2009. Based on the results, the General Mathematical Formula method was determined to be the preferred method and has since been used.

**Adoption of the Average Non-Resident Fee in the System Area:** In public library service areas with a disproportionately large share of the property valuation in agricultural, industrial, mining, commercial or other non-residential property, the library board of trustees may ask the Director of the Illinois State Library for authorization to adopt as its non-resident fee the average non-resident fee in the system in which the library is located. This method does not apply to our community and is not considered a viable option.

Staff recommend continued the use of the General Mathematical Formula.

Using the General Mathematical Formula method, the fee for the nonresident card is determined by dividing the library’s income from local government sources (2020 property tax revenue: \$14,139,567) by the Arlington Heights population (75,101) to determine the cost of service per capita. The per capita figure is multiplied by the average number of persons per Arlington Heights household (2.41) to arrive at the fee for the nonresident card.

Using the General Mathematical Formula method, the new nonresident library card fee would be \$454, effective July 1, 2021 through June 30, 2022. The worksheet for the calculation is attached. It also includes a history of the library’s fee for the nonresident fee card.

To make the purchase of this card more accessible to customers, we provide the option of a 6-month non-resident card term.

**Suggested motion: The Board of Library Trustees affirms its continued commitment to offering a nonresident library card option under Public Act 92-1066 and sets the annual fee for the card, using the General Mathematical Formula method, at \$454 effective July 1, 2021 through June 30, 2022.**

DATE: 06/15/21

LIBRARY: Arlington Heights Memorial

WORKSHEET FOR ILLINOIS PUBLIC LIBRARY NONRESIDENT FEES

1. What is your present nonresident fee, if you provide for one?

General Mathematical Formula

2. Use the general mathematical formula to calculate a fee by following these steps:

- a. Population of your library community. (2010 or later census)

75,101

- b. Library income from local government sources. (Exclude federal revenue-sharing funds)

\$14,139,567

- c. Per capita support for your library. (Divide your library income from #2b by your population)

\$188.27

- d. Calculate the minimum non-resident fee for a household card (multiply the per capita figure by the figure for the size of the average household in your community) (2.41 – based on 2010 Census)

\$453.73

3. Is your present nonresident fee at least equal to the minimum derived by this formula?

No

4. Do you intend to compute fees on an individual basis as defined in the Procedures?

No

5. Will you request authorization to adopt the average nonresident fee of your system as explained in the Procedures?

No

6. If a new nonresident fee is required what will it be?

\$454

History:

2020 - \$447

2017 - \$439

2014 - \$423

2019 - \$442

2016 - \$430

2013 - \$419

2018 - \$441

2015 - \$426

2012 - \$418

To: Board of Library Trustees

From: Donna Ekl

CC: Mike Driskell

Date: June 15, 2021

Re: 2022 Budget Targets

We present to you the budget targets that will be used in the preparation of the 2022 budget. Targets are once again divided into categories based on who has the responsibility for setting the target: the board, staff, Village, federal government and the market.

- Information received from the Village is preliminary and could change.
- The Long-Range Fiscal Plan will change. Estimates are based on historical data.
- The Capital Project listing is variable, and it will change during the budget process.
- The estimated increase for liability insurance from LIRA is also preliminary.
- A 4.2% maximum increase in salary grades is an estimate based on the current 2022 cost of living adjustment (COLA) estimate. An updated number will be provided in August 2021.

Suggested motion: **The Board of Library Trustees adopts the 2022 Budget Targets with updated information to be included as it becomes available.**

Arlington Heights Memorial Library

BUDGET TARGETS FOR 2022

	<u>CY 2018</u>	<u>CY 2019</u>	<u>CY 2020</u>	<u>CY 2021</u>	<u>CY 2022</u>		
<b>REVENUE</b>							
<b>SET BY BOARD OF LIBRARY TRUSTEES</b>							
1. Target for tax levy increase on previous years extended levy	0%	1%	0%	0%	0%	a	a - Set per Board action following review and recommendation of Long Range Fiscal Plan (LRFP)
<b>EXPENDITURES</b>							
<b>SET BY FINANCE COMMITTEE</b>							
2. Maximum Operating Budget increase (excludes Property)	3.00%	2.50%	5.73%	2.50%	2.90%	b	b - This target excludes expenditures in the General Fund's Property area [non capitalized fixed assets] as well as all expenditures in the Capital Projects Fund. Max Operating budget is general fund total minus property
3. Maximum increase in salary grades	2.80%	2.80%	1.90%	5.06%	4.20%	c	c - Most Salary grades will have a range increase of 4.2%. First-quarter data from the Bureau of Labor Statistics points to a 4.2% cost-of-living adjustment in 2022. Increase based on estimate in association with Management Association Market Data and COLA.
4. Increase in Budgeted Personal Services not to exceed	3.00%	3.00%	6.85%	0.00%	3.50%	d	d - Total includes merit increases plus fringe increases
<b>SET BY STAFF</b>							
5. Maximum increase for individual budget lines	1.00%	1.00%	1.00%	1.00%	1.00%	e	e - An increase above this target requires an approved add-on request.
<b>SET BY VILLAGE</b>							
6. Increase in medical insurance not to exceed	10%	9.50%	8.00%	5.00%	6.00%	f	f - Percent increase is a preliminary estimate from HUB, May 2020. Actual increase is 8% but we will offset 2% of the annual increase by increasing the employee split from 12% to 14%. VAH budget ceiling at 6% plus a 2% increase in employee split from 12% to 14%.
Employee medical insurance - actual through 2021	\$ 1,158,900	\$ 1,268,996	\$ 1,367,928	\$ 1,386,384	\$ 1,469,567	g	g - Employee Contribution 14% vs. 12%, 2% contingency built-in (both for library and village), 2% is built in the health insurance target by the Village and Library.
7. Assessment for Accounts Payable processing - actual through 2020	\$ 24,500	\$ 25,235	\$ 25,992	\$ 129,267	\$ 133,145	h	h - 3% annual service charge increase from VAH for medical benefit administration, payroll, cash investments, Chase bank reconciliations, pooled cash, OPEB management, IMRF management, and accounting software (years prior to 2020 service charge increase included in 2020 PPRT intergovernmental agreement - the library paid more than indicated on this spreadsheet via 2020 lump sum expense)
8. IMRF Rate for Fiscal Year not to exceed - set by VAH	13.07%	10.01%	12.64%	12.54%	12.54%	i	i - Set by the Village based on IMRF recommendation
<b>SET BY GOVERNMENT</b>							
10. Social Security	6.20%	6.20%	6.20%	6.20%	6.20%	j	j - set by federal government
11. Medicare	1.45%	1.45%	1.45%	1.45%	1.45%	k	k - set by federal government
<b>SET BY MARKET</b>							
12. Employee Assistance Plan	\$ 5,664	\$ 5,930	\$ 5,836	\$ 6,128	\$ 5,993	l	l - \$23.50 per person per contract. We budget for 255 positions.
13. Liability Insurance	\$ 102,149	\$ 108,278	\$ 120,958	\$ 140,349	\$ 168,419	m	m - As we discussed last November, the property marketplace will continue to harden as the trend of more severe and frequent catastrophic events continues to occur across the US. Throughout the Midwest there have been catastrophic storms. In addition to losses, property carriers have instituted convective storm modeling to quantify their property exposures. This modeling is able to forecast expected severe storms. Due to the modeling, all carriers have seen their reinsurance costs increase which in return means the carriers have to increase their property rates to the buyer. Estimated increase, 20%.



June 15, 2021 Board Meeting  
Arlington Heights Memorial Library  
Long Range Fiscal Plan

Operating Expenditures [Line I] Increase >	1.5%	2.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Loss/Cost Assumption >	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Levy Increase* >	1.0%	0.0%	0.0%	0.0%	1.5%	1.5%	1.5%	1.5%	1.5%
	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>	<b>Estimate</b>
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	

**GENERAL FUND**

A	Beginning Fund Balance-Total General Fund	\$ 7,380	\$ 7,992	\$ 9,178	\$ 9,133	\$ 8,844	\$ 8,778	\$ 7,835	\$ 7,440
RESERVES:									
B2	Insurance/OPEB Reserve - assigned to ASSIGNED FUND BALANCE [FY 09-10]	\$ -	\$ -	\$ (200)	\$ (200)	\$ (200)	\$ (200)	\$ (200)	\$ (200)
C	Beginning Fund Balance-General Fund, Unassigned [A+B1+B2]	\$ 7,380	\$ 7,992	\$ 8,978	\$ 8,933	\$ 8,644	\$ 8,578	\$ 7,635	\$ 7,240
REVENUE:									
D	Real Estate Taxes <sup>(1)</sup>	\$ 13,927	\$ 14,140	\$ 14,536	\$ 14,681	\$ 15,050	\$ 15,429	\$ 15,817	\$ 16,215
E	Miscellaneous Receipts <sup>(2)</sup>	\$ 513	\$ 661	\$ 289	\$ 298	\$ 307	\$ 316	\$ 325	\$ 335
F	Actual-Estimated Revenue [D+E]	\$ 14,440	\$ 14,801	\$ 14,825	\$ 14,979	\$ 15,357	\$ 15,745	\$ 16,142	\$ 16,550
G	Uncollected Taxes Estimated @ 1.5% [D x -1.5%]	\$ -	\$ -	\$ (218)	\$ (220)	\$ (226)	\$ (231)	\$ (237)	\$ (243)
H	<b>Actual-Estimated Total Revenue [F + G]</b>	<b>\$ 14,440</b>	<b>\$ 14,801</b>	<b>\$ 14,607</b>	<b>\$ 14,758</b>	<b>\$ 15,131</b>	<b>\$ 15,513</b>	<b>\$ 15,905</b>	<b>\$ 16,307</b>
EXPENDITURES:									
I	Operating Expenses 500 N. Dunton <sup>(3)</sup>	\$ 13,744	\$ 13,387	\$ 14,591	\$ 14,979	\$ 15,128	\$ 15,279	\$ 15,432	\$ 15,586
V	Operating Expenses 112 N. Belmont	\$ 14	\$ 157	\$ 577	\$ 600	\$ 606	\$ 612	\$ 618	\$ 624
J	Engineering Assessment ["EA"] <sup>(4)</sup>	\$ -	\$ 7	\$ -	\$ -	\$ -	\$ 9	\$ -	\$ -
K	Property Related	\$ 69	\$ 64	\$ 95	\$ 96	\$ 96	\$ 200	\$ 200	\$ 200
L	Unincurred Expenditures Estimated @ 4%	\$ -	\$ -	\$ (611)	\$ (627)	\$ (633)	\$ (644)	\$ (650)	\$ (656)
M	<b>Actual-Estimated Total Operating Expenditures [I+J+K+L+V]</b>	<b>\$ 13,828</b>	<b>\$ 13,615</b>	<b>\$ 14,652</b>	<b>\$ 15,047</b>	<b>\$ 15,197</b>	<b>\$ 15,456</b>	<b>\$ 15,600</b>	<b>\$ 15,754</b>
N	Transfer to Capital Projects Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 700	\$ 550
P	Actual-Estimated Total Expenditures/Transfers/Reserves [M+N+O]	\$ 13,828	\$ 13,615	\$ 14,652	\$ 15,047	\$ 15,197	\$ 16,456	\$ 16,300	\$ 16,304
Q	Actual-Estimated Fund Balance Change-General Fund, Unassigned [H-P]	\$ 612	\$ 1,186	\$ (45)	\$ (289)	\$ (66)	\$ (943)	\$ (395)	\$ 3
R	Actual-Estimated Ending Fund Balance-General Fund, Unassigned [C+Q]	\$ 7,992	\$ 9,178	\$ 8,933	\$ 8,644	\$ 8,578	\$ 7,635	\$ 7,240	\$ 7,243
S	% Ending Fund Balance-General Fund, Unassigned to next yr expenditures [R/next yr M]	59%	63%	59%	57%	55%	49%	46%	45%
T	Actual-Estimated Ending Fund Balance-Total General Fund [A+Q]	\$ 7,992	\$ 9,178	\$ 9,133	\$ 8,844	\$ 8,778	\$ 7,835	\$ 7,440	\$ 7,443
U	<b>% Ending Fund Balance-Total General Fund, to next yr expenditures [T/next yr M]</b>	<b>59%</b>	<b>63%</b>	<b>61%</b>	<b>58%</b>	<b>57%</b>	<b>50%</b>	<b>47%</b>	<b>47%</b>

**CAPITAL PROJECTS FUND**

AA	Beginning Fund Balance-Capital Projects Fund	\$ 5,655	\$ 5,685	\$ 5,461	\$ 3,465	\$ 3,057	\$ 2,625	\$ 3,265	\$ 1,870
REVENUE:									
AB	Transfer from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 700	\$ 550
AC	Investment Income	\$ 110	\$ 45	\$ 70	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
AD	Actual-Estimated Total Revenue [AB+AC]	\$ 110	\$ 45	\$ 70	\$ 50	\$ 50	\$ 1,050	\$ 750	\$ 600
EXPENDITURES:									
AE	Capital (One-time) <sup>(5)</sup>	\$ 80	\$ 269	\$ 2,066	\$ 458	\$ 482	\$ 410	\$ 2,145	\$ -
AF	Actual-Estimated Fund Balance Change-Capital Projects Fund [AD-AE]	\$ 30	\$ (224)	\$ (1,996)	\$ (408)	\$ (432)	\$ 640	\$ (1,395)	\$ 600
AG	Actual-Estimated Ending Fund Balance-Capital Projects Fund [AA+AF]	\$ 5,685	\$ 5,461	\$ 3,465	\$ 3,057	\$ 2,625	\$ 3,265	\$ 1,870	\$ 2,470
ZZ	<b>Combined Fund Balance [T+AG]</b>	<b>\$ 13,677</b>	<b>\$ 14,639</b>	<b>\$ 12,598</b>	<b>\$ 11,901</b>	<b>\$ 11,403</b>	<b>\$ 11,100</b>	<b>\$ 9,310</b>	<b>\$ 9,913</b>
Change in Total Fund Balance - Incr/(Decr)									
		\$	\$ 962	\$ (2,041)	\$ (697)	\$ (498)	\$ (303)	\$ (1,790)	\$ 603

**FOOTNOTES:**

- (1) For each Budgeted or Estimated year = prior year's levy adjusted by the levy increase X% and 1% loss/cost provision
- (2) Miscellaneous Receipts includes per capita grant, other grants, contributions, fines and fees, investment income, miscellaneous income. Includes 3% annual escalation.
- (3) 2020-2023 are estimated, with 2019 as the base for the calculations.
- (4) Includes building repair projects listed in the AHML Engineering Assessment ["EA"]
- (5) Includes one-time capital projects for building improvements and other miscellaneous expenditures in the Capital Projects Fund including Belmont (capital + operating)

**GENERAL COMMENTS:**

Uncollected Taxes Estimate (Line G) and Unincurred Expenditures Estimate (Line L) are based on previous 5 year historical experience. Not in budget detail.  
Unrestricted general fund balance should be no less than 4 months (33%) and no more than 9 months (75%) of coming year expected annual operating expenditures  
One Time Capital is based on administration requests and the 2020 Engineering assessment.

Year	Project	Projected Cost
2022	EA Engineering Drawings for Air Handler Replacement	\$ 20,000
	Preliminary Estimate Kids World Public & Staff Remodel	\$ 350,000
	Repaint Pedestrian Bricks (red in exterior parking area)	\$ 5,000
	Exterior lot striped and sealed	\$ 6,750
	Replace window seals	\$ 6,000
	Network switching equipment replacement	\$ -
	EA Refurbish Staff (circulation staff area) Elevator	\$ 70,000
	<b>TOTAL</b>	<b>\$ 457,750</b>
2023	Remodel core entrance: new tile, FOL sales, paint, locker room, hide sliding door (frame it)	\$ 200,000
	Refurbish 2 main elevators	\$ 160,000
	Belmont HVAC	\$ 122,000
		<b>\$ 482,000</b>
2024	Replace exit signs and battery packs	\$ 34,815
	Replace Pickup Truck	\$ 30,000
	Belmont Masonry Repairs	\$ 45,000
	EA Replace roof 1968 area	\$ 300,000
		<b>\$ 409,815</b>
2025		-
	Replace Air Handling Unit systems serving 1968 Building	\$ -
	Remodel Second Floor Washrooms	\$ 60,500
	Exterior lot striped and sealed	\$ 6,750
	Replace chiller, cooling tower, and pumps serving the 1968 building and 1978 addition	\$ 480,000
	Replace rooftop unit serving lobby	\$ 20,000
	Provide new web based DDC control system for all new/existing systems	\$ 300,000
	Replace Air Handling Unit systems serving 1978 Building Addition	\$ -
	Replace Pump System 3: Duplex storm boiler/storage room. Submersible, 1 HP, 2" discharge.	\$ 13,455
	Replace pump system 6; duplex storm boiler/storage room. Submersible, 1 HP, 2" discharge	\$ 13,926
	Replace 1600A distribution with new panel	\$ 45,000
	Update Mechanical space lighting, new fixtures	\$ 15,000
	Update public spaces (new fixtures)	\$ 700,000
	Update public spaces (retrofit lights)	\$ 140,000
		Replace Bookmobile
		<b>\$ 2,144,631</b>
2026		
2027		
2028	Update fire alarm panel	\$ 10,000
	Convert existing dry systems to Nitrogen filled systems	\$ 100,000
	Replace older EWCS, provide model with bottle filler	\$ 15,980
		<b>\$ 125,980</b>
2029		
2030		
2031		
2032		
2033	Replace boilers and pumps serving the 1968 building heating system	\$ 275,000
	Replace boilers and pumps serving the 1993 building heating system	\$ 200,000
	Replace roof fans serving the 1993 addition	\$ 100,000
		<b>\$ 575,000</b>
2034		
2035		
2036		
2037		
2038	Replace Boilers and pumps serving the 1978 addition heating system	\$ 275,000
	Replace Liebert unit serving staff computer room	\$ 25,000
		<b>\$ 300,000</b>

## Executive Director’s Report May 2021

### What’s New @ AHML

#### **Virtual Programming in the Catalog!**

Over the past year, staff have created virtual programs for library customers to enjoy from the comfort and safety of their homes. Now, Collection Services staff have added 54 of those virtual programs to the catalog, with more added weekly. If a customer is looking for information on watercolor painting, the *Art with Alayne* virtual programs will come up. If a customer searches for a particular book, and there is a *Top Shelf Book Review* video, it will come up too.

### Outreach and Community Engagement

#### **Finals Survival Kits**

The Hub’s Teen Advisory Board (TAB) developed Final Exam Survival Kits to support students as they prepared for the end of the school year. Kits included study supplies like notecards, highlighters, snacks and related activities. Teen Librarian Evan Mather worked with school librarians to offer kits in schools and the Hub. Hersey High School librarian Katie Alexander shared that students used the kits for brain breaks in between sessions by creating poetry with the magnetic poetry kit.



## **DAR Outreach**

Genealogy and Local History Librarian Jaymie Middendorf presented to the Eli Skinner Chapter National Society Daughters of the Revolution (NSDAR) about the library's genealogy resources and services. The Daughters of the Revolution (DAR) is a service organization dedicated to promoting historic preservation and education for women who are directly descended from a person involved in the United States' efforts towards independence. Several of the members expressed interest in volunteering with the library in the future.

## **Diversity and Inclusion**

### **Senior Center Reading Room**



As restrictions lift, the Senior Center Reading Room is returning to life. Mid-May, seating areas and newspapers were back, and hours extended to 9 a.m. – 2 p.m., Monday through Friday. Afternoon hours will be extended as volunteers return or are recruited.

While still a far cry from 2019, Reading Room visitors and circulation had an impressive jump from the prior month with 62% and 23% increases, respectively. Lifting restrictions on room capacities, a return to some in-person

programming for most agencies and more gathering places throughout the center planned for July should help with further gains this summer.



## Staff Collaborate to Address a Unique Need



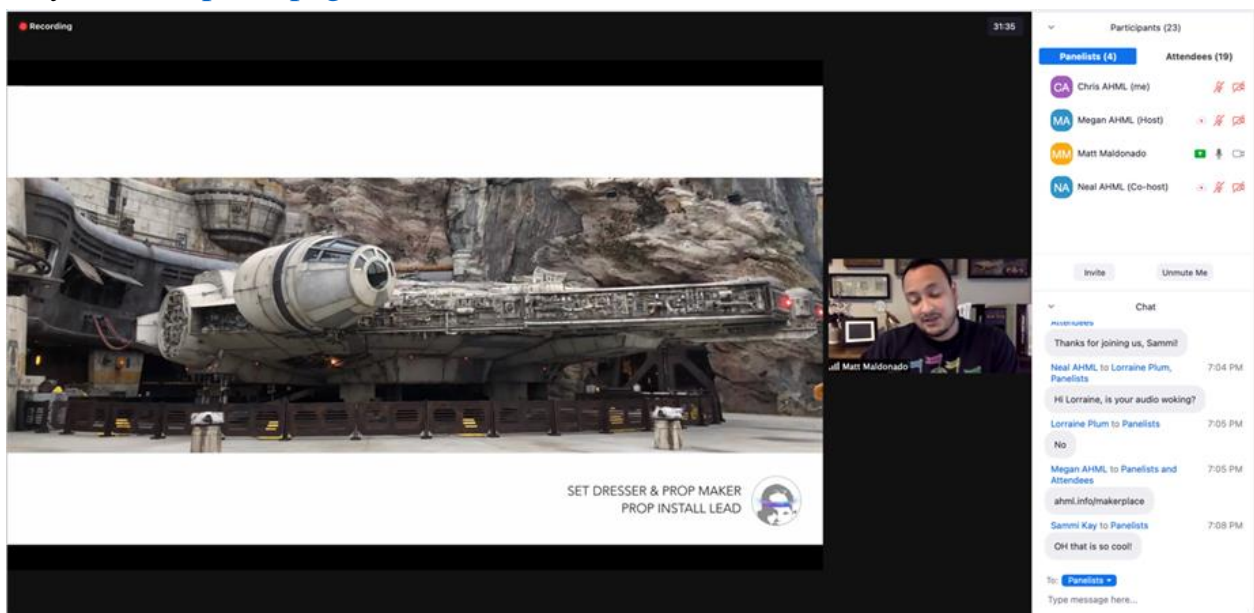
A customer asked for assistance on behalf of her sister, an older adult resident who is deaf and is not fluent in reading, writing or American Sign Language. She had been trying to identify an organization who can help her sister increase her literacy and expand her ability to communicate. Upon hearing her request, library staff responded

quickly to identify a way to assist. Staff met with the customer to fully understand her needs and identified that Circulation staff member Lindsay McRae, a former ASL teacher, had the skill set and the interest in helping tutor the customer for one hour a week. The customer is thrilled with the plan to assist her sister, and she and her sister will begin a weekly tutoring session in the ESL/Literacy office in June.

## Serving our Community

### Meet the Maker Program Series Continues

Makerspace Branch Assistant Manager Chris Krueger and Programs and Exhibits Supervisor Megan Young welcomed the most recent *Meet the Maker* program with guest Matt Maldonado who spoke about his time working as an Imagineer at The Disneyland Resort, his work at Universal Studios Hollywood and his most recent project, the Haunted Mansion book nook. The program had 47 attendees. This program was recorded and is available on the [library's YouTube channel](#), Matt's YouTube channel and the library's [Makerplace page](#).



### **Preserve your Pictures, Home Movies and Slides**

Digital Media Specialist Chris Smith taught the virtual program *Preserve your Pictures, Home Movies and Slides* in May. Sixty-seven customers learned how to clear out space in their home by converting photos, home videos and 35mm slides to digital format. Chris went over the right equipment to use, how to get the best image quality, the best way to store and backup these newly digitized memories and promoted library Studio offerings that aid in these efforts. The program is posted it on the library's [YouTube page](#).

### **Newspaper Database Upgrades**

Digital Services Librarian Bill Pardue upgraded Newsbank's *America's News: Chicagoland Edition* to their *Chicago Community Collection* product, which provides access to more full-text and full-image regional newspapers, including the *Daily Herald*, *Sun-Times*, *Arlington Heights Journal* and *Arlington Heights Post*. He also added access to the full-page, browsable *Daily Herald* via Newsbank. Between Newsbank and PressReader, customers now have daily full-page access to the *Daily Herald*, *Chicago Tribune* and *Chicago Sun-Times*.

This new access is a boon to customers that have become used to reading periodicals electronically while sheltered in place in 2020. The *Chicago Community Collection* upgrade was free of charge and the *Daily Herald* upgrade was only \$500.

### **Tax Season Wrap up**

The tax deadline was extended to May 17 this year. While the building was closed in January, forms were available at the Dunton Avenue walk-up and in the parking garage. Total forms distributed were 2,625 federal tax forms and 2,200 state tax forms. Tax forms were available in English and Spanish. One hundred tax forms in Spanish were distributed. The popular self-print station was also available when the library building reopened.

### **Create Graphics for Your Small Business**

Digital Media Specialist Chris Smith taught the virtual program *Create Graphics for Your Small Business* on May 10. Chris showed twelve attendees how to use Canva and Adobe Spark to create quick, easy and professional graphics for their business and personal needs.

### **Design It: Mother's Day Cards and Bookmarks**

Digital Services Advisor Lee Anne Davis taught the virtual program *Design It: Mother's Day Cards and Bookmarks* just in time for the holiday on May 5. Participates learned some of the basics of Adobe Illustrator while creating a flower scene for Mother's Day. With the design, attendees discovered how to make cards, bookmarks and more.

## **Storytime in the Park**

Young library customers and families enthusiastically welcomed back Storytime in the Park on May 4. With support from bookmobile staff, Youth Outreach Specialists Laura Dakas and Kim McGuire delivered seven storytimes, engaging 586 customers in May. Storytimes will continue on Tuesdays and Wednesdays through August at Pioneer and Frontier Parks respectively.



## **eBooks, eAudiobooks, Movies and More**

Digital Services Advisor Rich Fabits conducted the virtual program *eBooks, eAudiobooks, Movies and More* on May 18. Rich led the class of seventeen through the eBooks, audiobooks, movies, TV shows, music and magazines that Arlington Heights Memorial Library cardholders can access from home or on the go. He demonstrated many of the library's different platforms and answered attendee's questions.

## **30 Books in 30 Minutes**

Youth Services staff developed a program to connect parents and caregivers to award winning picture books for them to share with their children this summer. Staff took turns talking about each book for up to one minute, with a timer noting when it was time to move on to the next award winner. The selection of books included fiction and non-fiction, diverse cultures, wordless picture books and stunning illustrations. The event was well-received by the thirty customers in attendance. The books presented are shared on the library's [Wakelet](#).

## Monarch Month

Youth Services celebrated Monarch Month with storytimes, activities and a butterfly release. Youth Services Supervisor Rebecca King coordinated with the Sierra Club to distribute milkweed seeds for young customers and families to grow as a food source for monarch migration. Seeds were distributed at the Kids' World desk along with an information sheet, featured beside books for checkout and a live display showing the lifecycle from caterpillar to butterfly. On May 18, Storytime in the Park culminated with releasing the library-grown butterflies. On Saturday May 22, Youth Outreach Librarian Emily Koch developed and presented Magic of Monarchs storytime for 31 customers. The Tween Advisory Group and Tween Librarian Kerry Bailey crafted wooden butterfly ornaments that can be viewed flying over the Arlington Heights Memorial Library's butterfly garden.



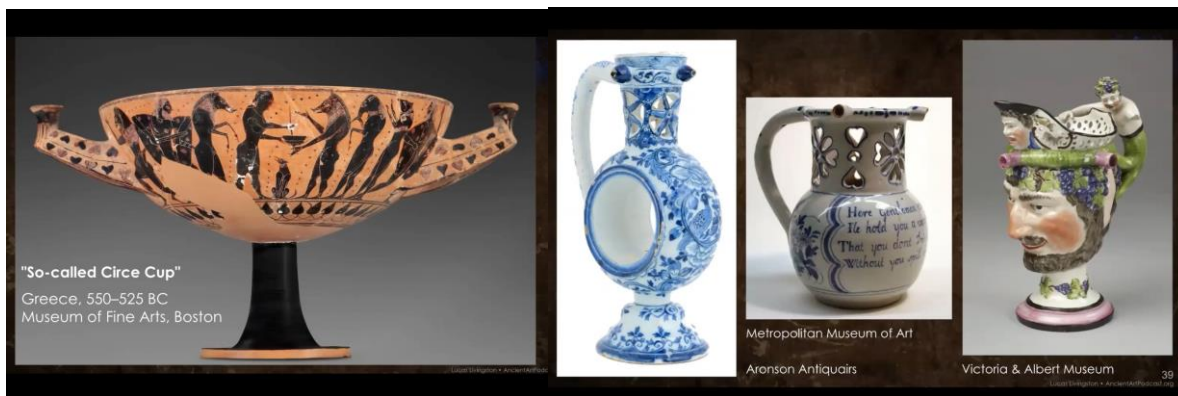
## Your City @ Home

May marked the second and final month of the *Your City @ Home* partnership with over 40 area libraries. Between April and May, the library offered experiences on Saturday afternoons with nine museums and institutions, including the Chicago Children's Museum, the Illinois Holocaust Museum and Education Center, the Art Institute of Chicago, the Field Museum and the Elmhurst History Museum. Programs and Exhibits staff attended each with more than 300 Arlington Heights residents taking advantage of the niche tours and lectures. Because so many libraries partnered to offer this, the library's cost was a low \$300 for the full set of experiences, or around \$1 per Arlington Heights Memorial Library attendee. These programs were posted to the Algonquin Area Library YouTube channel for a duration of two weeks each.



## Drinking Games in History

Art and alcohol historian Lucas Livingston weaved together art, history, drinking games and mythology in this very unique virtual program. Seventy-nine customers logged on with Info Librarian Alison Lowery and Programs and Exhibits Supervisor Megan Young. Prior to the event, Lucas and Matt Priest of Beer on the Wall curated a suggested sips list, that Beer on the Wall made available for purchase. Purchase was not required to register or participate in this program, but dozens of participants picked up the pack before the program with more grabbing it after the event to sip while enjoying the recording. Some praise:



*“This was fun, different, imaginative. Thank you for picking out a program like this”*

*“I hope you guys arrange more of these, this was fantastic! I think even a follow up to this with the same host would be great to learn more from his expertise.”*



### **Art 101: Images of Patriotism in American Art**

Programs and Exhibits staff Emily Muszynski and Megan Young welcomed back art historian Jeff Mishur for the second installment of the *Art 101* series. Fifty-eight participants enjoyed Jeff's knowledge of American art including a wide range of artists and styles. At the end of the presentation, Staff moderated questions from the participants as well as promoted the next in the series -- artists of the Harlem Renaissance. Library customers continue to value exposure to art education and programming:

### **The 10 Most Important Artists in Chicago Music History**

Programs and Exhibits Manager Jennifer Czajka and Programs and Exhibits Specialist Neal Parker led a partnership event which brought WBEZ's Sound Opinions to a virtual audience of 574 music lovers across communities. Music critics Jim DeRogatis and Greg Kot presenting their "10 Most Important Artists in Chicago Music History". Due to high interest in this topic and event, thirteen libraries partnered to make it happen affordably -- under \$210 per partner library.

Jim and Greg brought their deep knowledge of the Chicago music scene through this diverse list of the most important musicians in the city's history, including fascinating background and biographical information along the way.

The event was recorded with Jim and Greg's permission for limited rebroadcast. Arlington Heights Memorial Library hosted the edited recording on YouTube until May 31. By that time, the video had over 440 views.

### **Fireside Chat with Alex Kotlowitz**

Programs and Exhibits staff presented another compelling author event in partnership with Westchester Public Library. Together with almost 20 libraries across the suburbs welcomed journalist, author and filmmaker Alex Kotlowitz. Best known for his national bestseller, *There Are No Children Here*, and his Emmy-award winning work producing *The Interrupters*, Alex Kotlowitz has been telling deeply intimate tales of struggle and perseverance from the heart of America for 40 years. He spent the evening in conversation with *Chicago Tribune*'s Mary Schmich, answering thoughtful questions. Total event attendance was 608. Of this, 169 Arlington Heights customers registered to attend the event. Actual attendance is estimated at 100 and was the highest among participating libraries. Through the Programs and Exhibits' event survey, Arlington Heights attendees shared what they enjoyed most about this intimate author experience:

*"Mary was an excellent interviewer. The combination of an outstanding writer and her interviewing skills were a good match."*

## Social Media Engagement – May 2021

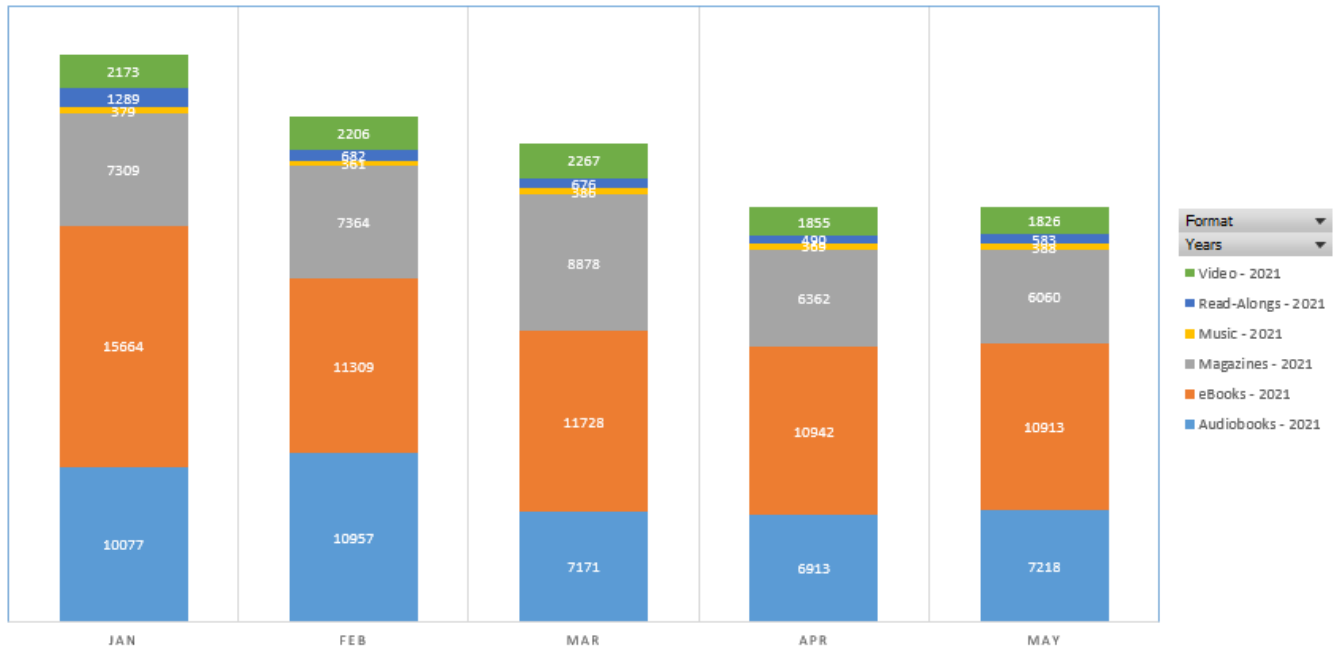
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>Facebook</b>												
Posts	41	56	15	40	33	42	38	28	43	28	40	33
Fans <sup>1</sup>	5,436	5,469	5,520	5,563	5,610	5,638	5,647	5,670	5,691	5,717	5,744	5,768
Engagements	3,148	1,886	861	2,581	2,850	1,677	2,295	1,733	3,029	3,084	4,958	2,318
Impressions								57,082	59,948	66,798	87,428	49,275
<b>Twitter</b>												
Tweets	143	137	100	127	120	118	101	117	117	113	120	146
Followers <sup>1</sup>	4,410	4,424	4,446	4,444	4,442	4,461	4,474	4,462	4,471	4,486	4,492	4,474
Engagements	387	283	240	366	324	340	322	1,289	1,207	1,688	1,716	1,407
Impressions								83,333	69,972	90,460	89,066	83,509
<b>Instagram</b>												
Posts <sup>1</sup>	922	978	1,002	1,027	1,055	1,080	1,112	26	43	35	38	31
Followers <sup>1</sup>	2,006	2,081	2,106	2,129	2,154	2,179	2,210	2,229	2,257	2,285	2,310	2,331
Engagements	459	560	344	389	318	425	502	1,355	1,395	1,162	1,243	974
Impressions								20,797	27,864	23,674	23,983	21,058
<b>Constant Contact</b>												
Campaigns	27	21	17	15	18	16	13	14	18	17	14	15
Sends	110,385	52,314	39,158	63,951	47,932	92,920	46,325	94,378	66,199	41,962	63,690	32,924
Open rate	34%	24%	27%	31%	26%	39%	32%	34%	29%	26%	31%	25%
# of contacts <sup>1</sup>	33,594	33,721	33,889	33,897	33,989	34,044	35,274	36,083	35,869	36,030	36,057	36,074
<b>LinkedIn</b>												
Followers <sup>1</sup>	684	685	689	693	696	707	712	716	721	725	739	741
Posts	8	0	7	4	8	0	1	9	1	4	5	10
Impressions	738	352	1,100	749	992	298	313	1,000	420	554	1,356	1,212
<b>YouTube</b>												
Subscribers <sup>1</sup>	603	627	658	691	723	747	765	796	812	830	849	871
Videos added <sup>2</sup>	33	30	15	21	19	18	14	12	14	21	19	13
Views	3,202	3,086	2,900	3,159	3,763	2,859	2,443	2,803	2,656	3,061	2,808	2,870
Watch time (hrs)	293	306	131	258	418	275	230	338	296.8	242.3	255.6	234.5

<sup>1</sup> Cumulative (2021-Instagram tracked monthly with new SM management software)

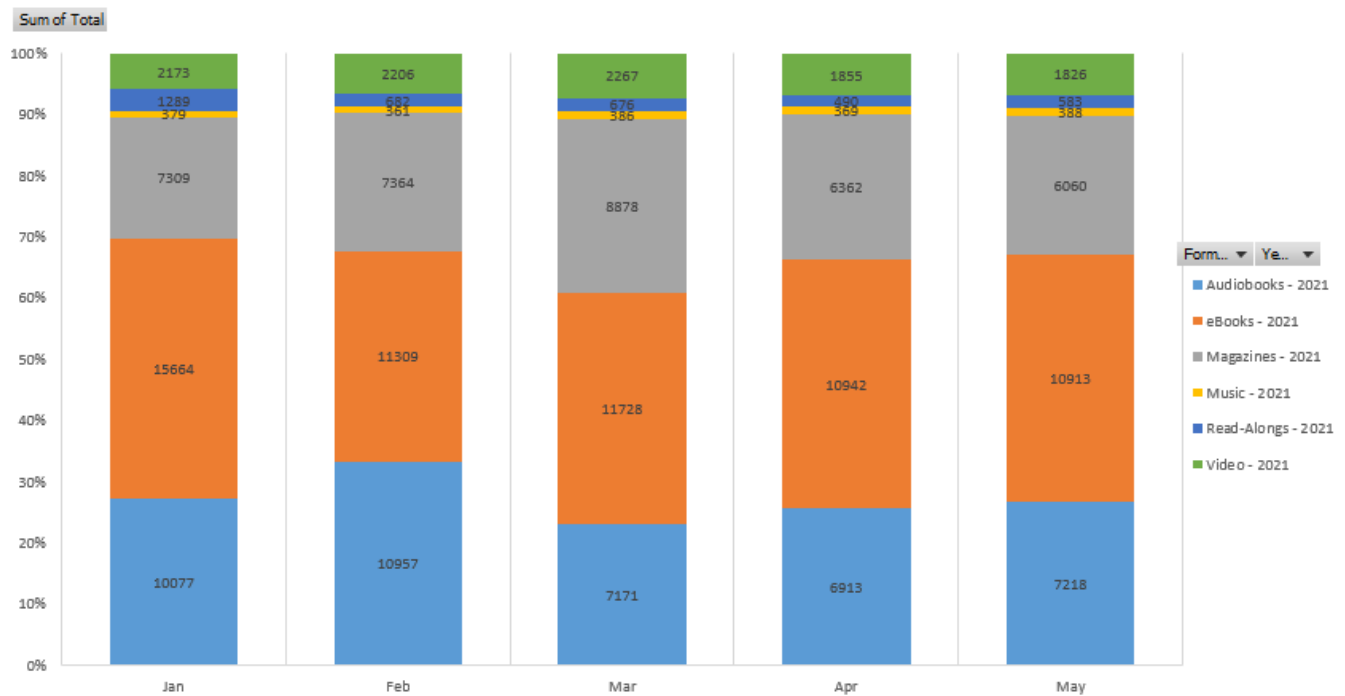
<sup>2</sup> Includes unlisted videos

# May eResource overview

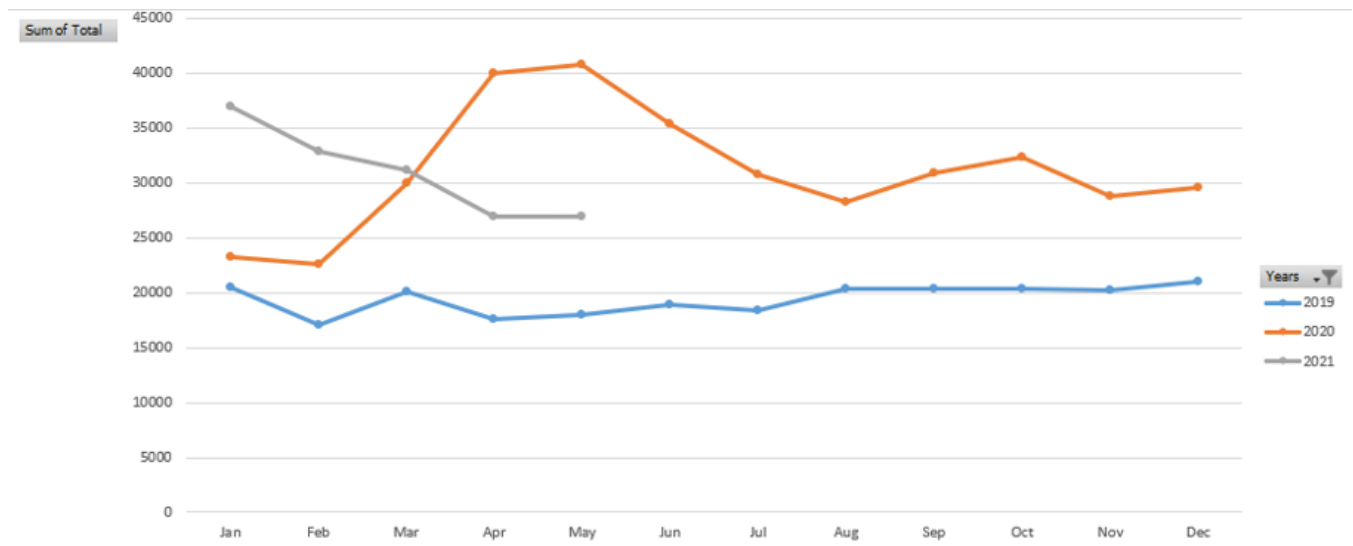
## Formats by Month (Total)



## Formats by Month (Percentages)

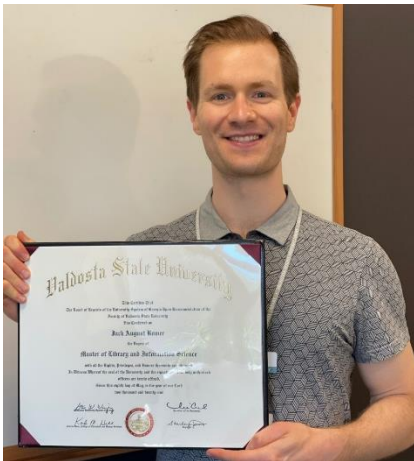


## e-Resource usage by year



## Professional Engagement

### Congratulations Jack!



In May, Digital Services Manager Jack Bower graduated from Valdosta State University with his Master's in Library and Information Science. He began Valdosta State's online program back in Fall of 2019 and worked to graduate early (for a part-time student) within five semesters. Jack gained a deep understanding of the library field and specialized his elective coursework in library management. He is thrilled to have completed this accomplishment, excited to be among the ranks of Arlington Heights Memorial Library's librarians and grateful to the library in its support of his studies.

### Congratulations Maggie!

In May, Circulation Assistant Maggie Rountree graduated from Dominican University with her Master's in Library and Information Science and a focus in Public Libraries. Maggie has worked at Arlington Heights Memorial Library since March 2019. While in school Maggie frequently shared with colleagues the interesting facts she learned and looks forward to a career as a librarian.

In addition to Jack and Maggie, congratulation to the following staff, who also graduated this month:

**Bachelor's Degree**

Alexis Michalak, Materials Handling  
Megan Doss, Circulation  
Rachel Delaney, Circulation

**High School Diploma**

Annica Gerstung, Materials Handling

**PLA Program Proposals Review**

Info Services Supervisor Elizabeth Ludemann is volunteering her time to review Public Library Association (PLA) program proposals. She is using her presentation experience to provide feedback to prospective conference presenters.

**Recharge Committee Panelist - Emotional Labor in Library Work**

Info Services Supervisor Jackie Moreno was invited to participate as a panelist at the Recharge Committee's May Workshop: Emotional Labor in Library Work; organized by Info Services Supervisor Elizabeth Ludemann and Materials Handling Supervisor Matt Williams. Jackie, along with two other library professionals from the DeKalb and Chicago Public Libraries, presented strategies and tactics staff could utilize to combat the negative effect of emotional labor in a library setting. A total of 45 attendees joined this very in-demand session—learning from their peers and participating in small group discussions.

**Customer Comments**

**Customer Expresses Appreciation**

A long-time customer is in the process of a potential move from Arlington Heights and wrote this note to Senior Accessible Services Advisor Janet McDonnell:

*“Thank you so much for all your help. I have so enjoyed working with you. I would have continued on for a very long time. I moved back here to Arlington Heights 19 years ago specifically because of the library and the Senior Center. The library was my favorite place for 10 years when I was a kid here. And I loved the Bookmobile. I will miss talking to you and working with you and I will miss the Arlington Heights library. It was so convenient to be able to get things from the Reading Room at the Senior Center. For now, I will continue to get emails from the library and I will continue to tune in to Zoom programs. It will be a while before my condo will go on the market so I will still have my Arlington Heights address and my library card for now. You have been a lifeline for me. Thank you, thank you, thank you. You are the best!”*

## **Customer Survey Feedback**

Through post-event surveys, the number of adult attendees supporting continued virtual programs is growing. This feedback will help adult programmers find the best balance of in-person and virtual events going forward. The following is a selection of comments from a variety of May programs. Of note, there have not been requests to return to in-person across this same selection of events.

*“The Zoom format is fantastic. I hope programs will continue to be offered virtually.”*

*“Keep up the distance learning programming, please.”*

*“Thank you for offering online educational programs.”*

*“As events go back to live, I really liked being able to watch via Zoom and have it open to so many more people across the Chicagoland area. I hope even when we go back to live, we explore also having the presentation online also.”*

*“Great that Zoom enables coordinating with other libraries and I hope it continues after the pandemic. Also good for those who do not like to drive at night.”*

*“Please continue offering the movie club virtually. It is fantastic to have a front row seat from home!”*

*“I love having the opportunity to see the shows on zoom.”*

*“Thank you for captioning! Also, will you be able to continue virtual presentations (at the time of the event or afterwards) even after the pandemic. It is so great for those of us who don't get around so easily anymore or when the weather is bad to go out.”*

*“Thank you for offering captioning. Please continue virtual presentations even after the library is fully open”*





# Arlington Heights Memorial Library

## May 2021 Dashboard

### Programs

Program Satisfaction



#### Program Attendance

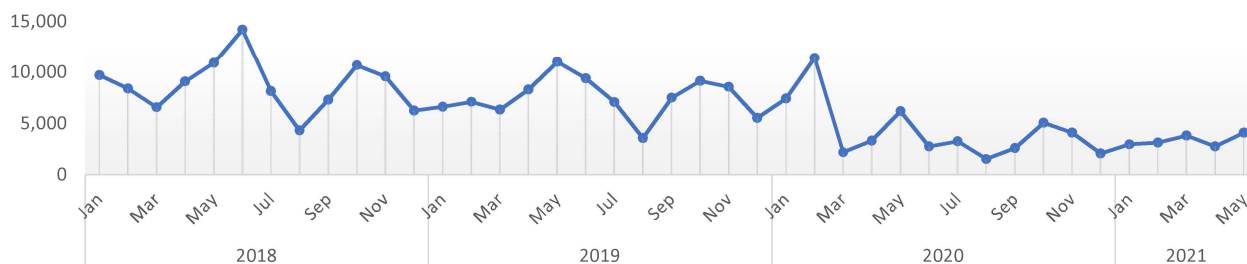
Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	1,919	2,146	▼ -10.6%	Adult	10,744	13,773	▼ -22.0%
Children	2,160	3,211	▼ -32.7%	Children	5,463	13,935	▼ -60.8%
Teen	23	828	▼ -97.2%	Teen	542	2,805	▼ -80.7%
<b>Total</b>	<b>4,102</b>	<b>6,185</b>	<b>▼ -33.7%</b>	<b>Total</b>	<b>16,749</b>	<b>30,513</b>	<b>▼ -45.1%</b>

#### Number of Programs

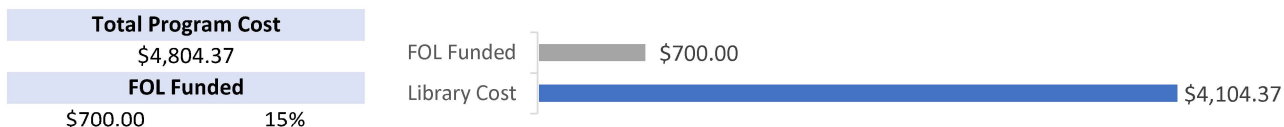
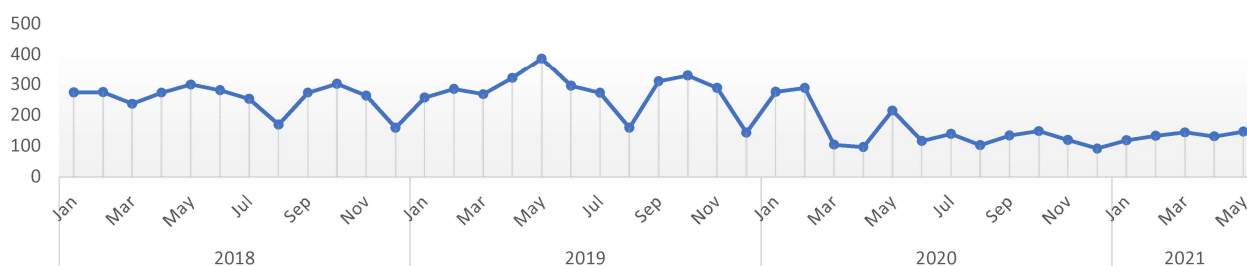
Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	80	81	■ -1.2%	Adult	431	460	▼ -6.3%
Children	62	94	▼ -34.0%	Children	201	414	▼ -51.4%
Teen	5	40	▼ -87.5%	Teen	42	106	▼ -60.4%
<b>Total</b>	<b>147</b>	<b>215</b>	<b>▼ -31.6%</b>	<b>Total</b>	<b>674</b>	<b>980</b>	<b>▼ -31.2%</b>

	Current Month	Same Month Last Year	Change		YTD Total Current Year	YTD Total Last Year	Change
<b>Avg. Attendance</b>	<b>28</b>	<b>29</b>	<b>▼ -3.0%</b>	<b>Avg. Attendance</b>	<b>25</b>	<b>31</b>	<b>▼ -20.2%</b>

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	20	7	▲ 185.7%	Passive	2,347	623	▲ 276.7%



## CIRCULATION

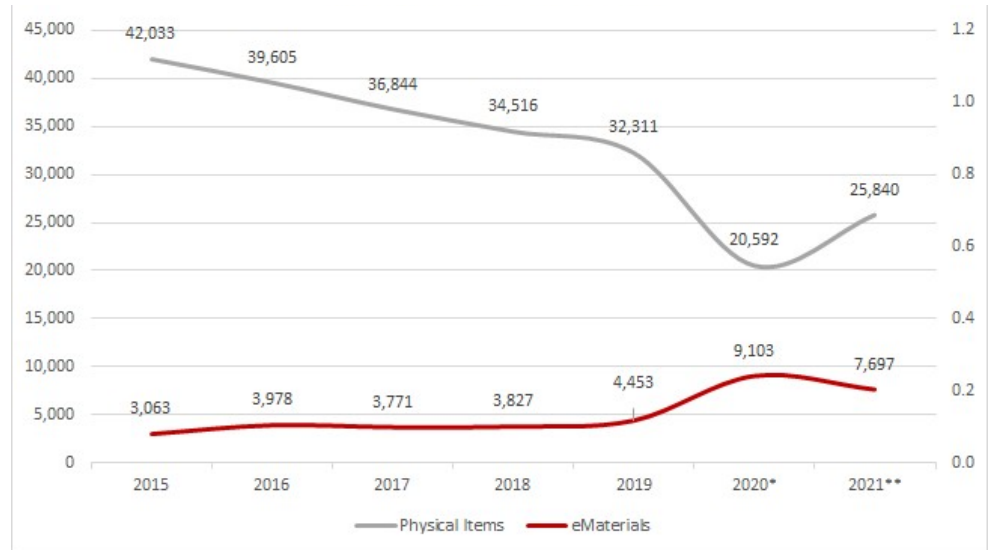
Over time, we have found library usage is typically inversely proportional to the health of the economy. We continue to adapt to the needs of our customers in good times and bad. As you are aware, materials required by customers have expanded from physical items to electronic resources. Continually adapting to the needs of our customers allows us to better serve them and remain an integral part of the community.

Trends 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.

The graph to the right shows strong growth of e-materials during the pandemic, and the start of a decline as physical items once again become more available and accessible.

## AVERAGE CHECKOUTS PER WEEK

Average Checkouts per Week



\*2020 data does not include weeks the library was closed

\*\*2021 data includes Jan—May

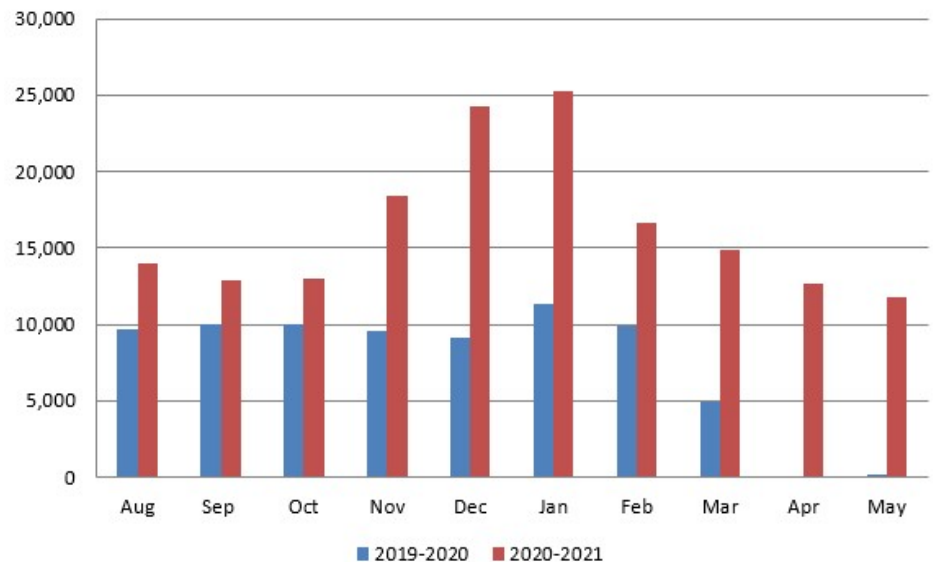
## HOLDS

Customers can place a desired item on hold and pick it up at a convenient location. During the recent closure, many customers discovered items could be requested and we continue to see high numbers of holds as a result, as reflected in the graph to the right. Many customers have also discovered the convenience of the drive-up window and bookmobile stops close to their home and now depend on those to easily pick up material.

To adjust for the increase, staff retrieve materials more often each day and send hold messages to customers via email and telephone twice daily (compared to once daily prior to the pandemic). Staff are also exploring text messaging services for an additional, more immediate way to message customers.

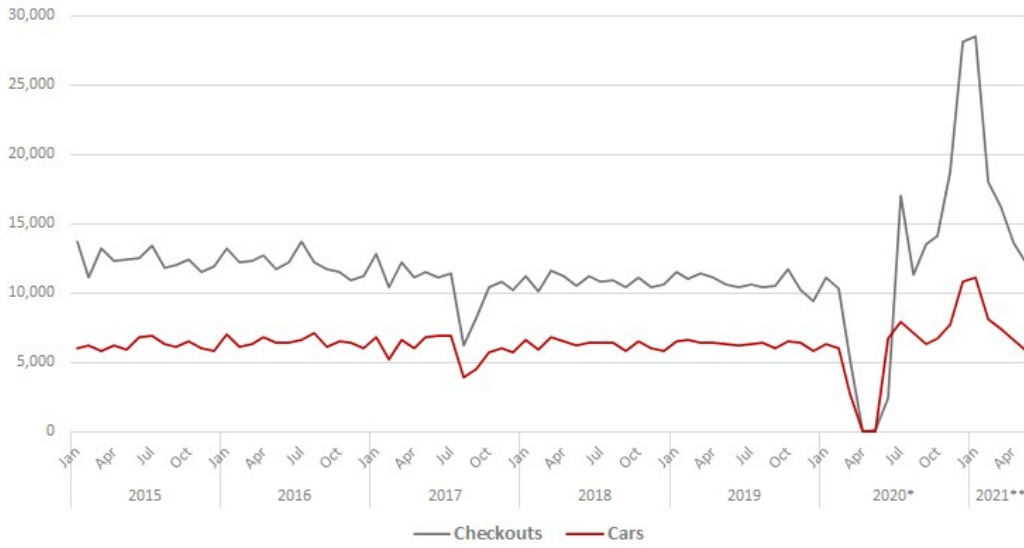
## HOLDS

Holdings Placed



## DRIVE-UP SERVICES

Drive-Up Usage



\*2020 data does not include weeks the library was closed  
 \*\*2021 data includes Jan–May

## DRIVE UP AND CURBSIDE

During the pandemic, staff creatively worked together across multiple departments to support the increased demand for items from our customers while the building was closed. On the busiest day, 543 cars stopped by our curbside service in the six hours we were open, which averages to 91 cars per hour!

The chart to the left shows the sharp increase in usage over the past year, with a long term steady trend of usage over time. We expect usage to level off at slightly higher throughput as compared to previous years.

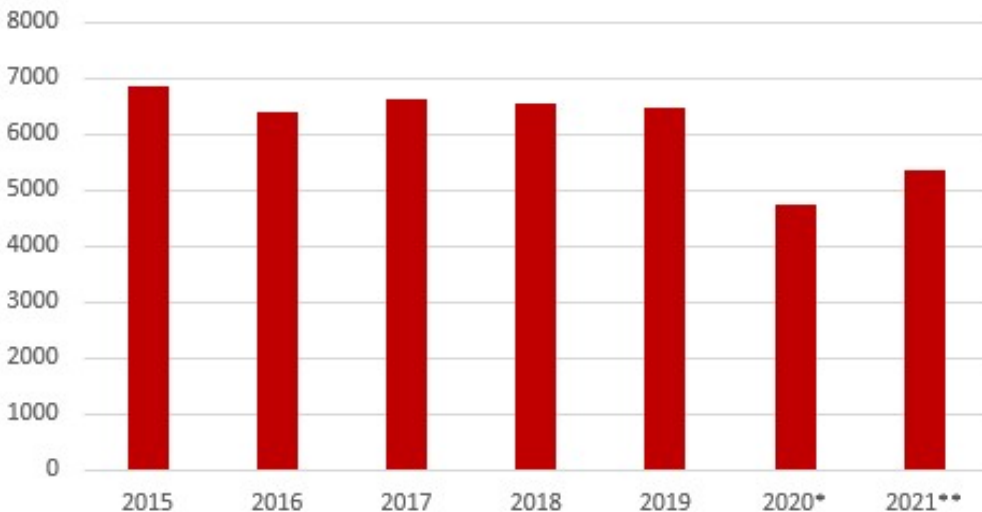
Even with the building now open, we have increased the capacity of our drive-up window, through staffing and workflow efficiencies, to handle the increased traffic in fewer open hours and will continue to seek new ways of getting materials to customers.

*“I just returned from the library to return and pick up books that were on hold. What a great, efficient, and safe system you have designed. No waiting, clearly laid out, and put together to ensure the safety of your customers and staff. Another 5 star event!! Kudos to you!” – Chat customer*

## BOOKMOBILE OUTREACH



Average Bookmobile Checkouts per Month



\*2020 data does not include weeks the library was closed  
 \*\*2021 data includes Jan–May

## OUTREACH

Arlington Heights consists of a variety of communities with unique needs.

With visits to 27 regular stops along with many additional schools, parks, neighborhoods, and village events, our bookmobile meets our community members in locations that are convenient and many times with curated collections especially for them.

The stay-at-home order impacted bookmobile service for 13 weeks in 2020 and when regular stops resumed there was limited access to the bookmobile’s full collection. But with the dedicated community of bookmobile users, we are already on target to meet pre-pandemic circulation numbers in 2021.

## LIBRARY CARDS

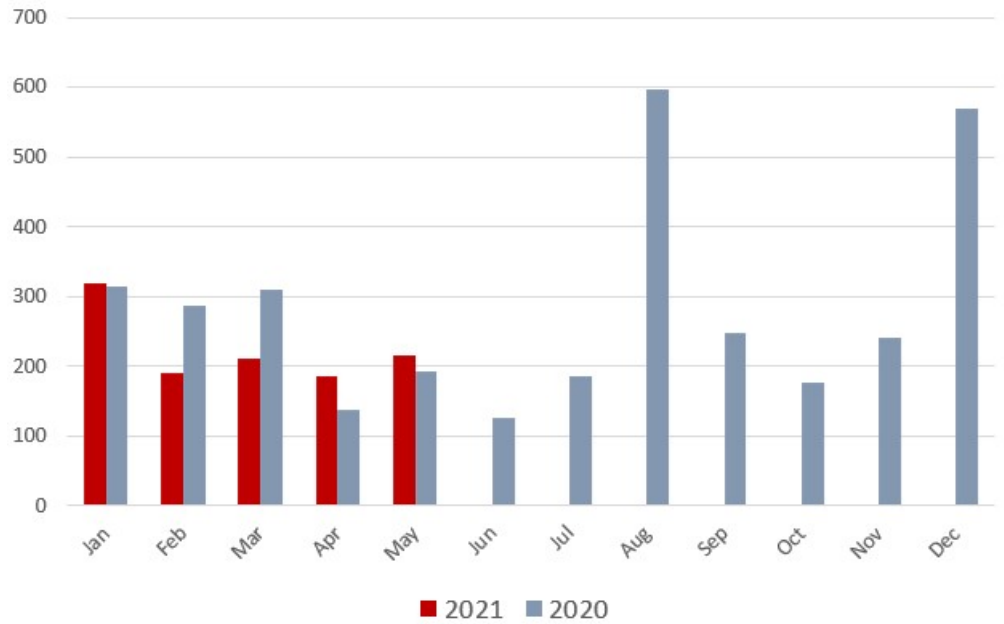
With approximately 80% of our community registered for a library card, we have focused on providing targeted services and resources to meet the needs of specific groups. For example, during the pandemic, we began offering online library card registration to our community.

We have also offered special cards to specific audiences, providing high impact access to services:

- Veteran library cards (Nov 2019), allowing free printing for veterans
- Educator / Teacher cards (Oct 2020), joining together to provide school staff access to databases AH students can already access
- Unincorporated/nonresident cards. In alignment with recent changes in legislation, we are able to offer these cards free of charge to specific income levels, providing equitable service to students in unincorporated areas
- Continuation of library cards to residents of the Backstretch (1992) at Arlington International

## LIBRARY CARDS

Library Cards Created



## HIGH IMPACT SPECIAL LIBRARY CARDS

Average Checkouts per Month

