

**BOARD OF LIBRARY TRUSTEES**

**WEDNESDAY, JULY 21, 2021**

**7:00 P.M.**

**RICHARD FRISBIE BOARD 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 JUNE 15, 2021 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JULY 12, 2021 (Action Item 2)
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2021 (Item 3)

VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2021 (Action Item 4)

IX. EXECUTIVE DIRECTOR'S REPORT

- PROGRAM EVALUATION AND REPORTING

Program and Exhibits Manager Jennifer Czajka will present on the evaluation and evolution of programming.

X. OLD BUSINESS

- MAKERPLACE UPDATE (Item 5)

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

- INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES (Action Item 6)

The board will consider entering into intergovernmental agreements with St. Peter Lutheran School and Saint Viator High School to expand the educator card pilot for the purpose of providing library cards to educators who work at the schools.

- EXTENSION OF TEMPORARY POLICY DUE TO COVID-19 (Action Item 7)

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

- ADOPTION OF POLICY 7.016 ALCOHOL (Action Item 8)

The board will consider adoption of new proposed policy – Alcohol for the distribution and consumption of alcohol during library programs, events, fundraisers or private events. The policy will define rules and restrictions, liability, and compliance for staff, customers and renters of library spaces.

- ADOPTION OF HUMAN RESOURCE POLICY – REMOTE WORK (Action Item 9)

The board will consider adoption of new proposed human resource policy – Remote Work. The intention of the policy is to define eligibility, equipment and workspace, security, policies and liability for staff who work remotely.

- XI. NEW BUSINESS
- XII. OTHER
- XIII. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES
- XIV. REVIEW OF CLOSED SESSION MINUTES AND OTHER ITEM(S) FROM CLOSED SESSION FOR ACTION
- XV. 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., July 21, 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, JUNE 15, 2021.**

06.21.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Cardinal Room of the Arlington Heights Memorial Library on Tuesday June 15, 2021, at 7:03 p.m. by President Greg Zyck.

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

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director, Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Brian Repsher, Friends of the Library President; Lisa Slankard, Resident and Melissa Cayer, Resident.

06.21.03 **PUBLIC COMMENT** – Melissa Cayer inquired why the Arlington Heights Memorial Library is not invited to the Village of Arlington Heights’s joint review board meetings, proposed consideration of using a software system to manage the library’s agendas and discrepancies in the content of an item on two different electronic platforms.

Trustee Smart moved **TO ADJUST THE AGENDA AND MOVE ‘OTHER’ TO THE FIRST ITEM ON THE AGENDA.** Trustee Somary seconded. All were in favor and the motion carried.

Trustee Medal arrived at 7:05 p.m.

06.21.04 **OTHER**

- President Zyck discussed the wearing of masks at board meetings in response to moving into Phase 5. Trustees were in consensus to no longer require wearing masks at board meetings. In the event there is a return to Phase 4 the issue will be revisited. President Zyck suggested returning board meetings to the Richard Frisbie Board Room. All trustees were in agreement.

06.21.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends book sale was held on June 12 in the underground parking garage and brought in \$4,579. Brian Repsher, President of the Friends of the Library, added summer book sale dates in the underground parking garage are scheduled for July 10 and August 14; the Friends are looking to schedule sales in the building beginning in November. Donation bins will be reopening soon.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp, Founder and Chair of the Arlington Heights Memorial Library Foundation, thanked Trustee Smart and the Arlington Heights Godey Questers for a donation of \$770 for exterior side entrance lighting at the Makerplace. The Foundation purchased small kitchen appliances in the amount of \$9,837, café tables and chairs for use outside of the kitchen space in the amount of \$3,136 and kitchen tables and chairs for the kitchen space in the amount of \$4,886, with an approximate savings of \$8,000. A local sculptor, who has taught at the Art Institute of Chicago, has expressed interest in volunteering at the Makerplace. At the request of a donor, the Foundation created a task force to explore the possibility of a student scholarship program.

06.21.06 Trustee Medal moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 18, 2021 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

06.21.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2021 (Item 2)** – Donna Ekl reported the library received real estate taxes in the amount of \$652,200.88 in May. The Village of Arlington Heights distributed the library’s portion of personal property replacement taxes (PPRT) in the amount of \$41,202.01 in May. The Friends reimbursed the library for expenses totaling \$4,932.12. With 42% of the fiscal year lapsed, 36% of the unaudited annual operating budget has been expensed. The favorable variance to date is \$855,255. Construction is underway at the Makerplace; the total expensed to date on the project in 2021 is \$621,060.

06.21.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2021 (Action Item 3)** – Donna Ekl provided information in response to trustees’ questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF MAY 31, 2021, IN THE AMOUNT OF \$1,225,444.49**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

06.21.09 **EXECUTIVE DIRECTOR’S REPORT** – Michael Driskell highlighted the May 2021 Director’s Report. The report included a focus on library circulation services.

06.21.10 **OLD BUSINESS**

- **MAKERPLACE UPDATE (Item 4)** – Michael Driskell presented an update on the progress of the Makerplace at 112 North Belmont Avenue. He thanked the Friends of the Library and Arlington Heights Memorial Library Foundation for their continued support for the Makerplace. General construction continues with HVAC units installed on the roof, most of the major duct work completed, roof replacement and tuck pointing completed. Plumbing, electric and HVAC are awaiting inspection approval.

**-ADOPTION OF POLICY 7.004 MEETING ROOMS - PUBLIC USE (Action Item 5)** The board reviewed and approved adoption of proposed revisions to Policy 7.004 Meeting Rooms – Public Use to clarify specific use of the Hendrickson Meeting Room. The policy outlines availability and use, eligibility, limitations, general regulations, reservations, fees, occupancy limits, equipment and liability. The board discussed the signing of a waiver as part of the reservation process.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE PROPOSED REVISIONS TO POLICY 7.004 MEETING ROOM – PUBLIC USE.** Trustee Somary seconded. All were in favor and the motion carried.

**- ADOPTION OF POLICY 7.005 CONFERENCE AND STUDIO ROOMS (Action Item 6)** The board reviewed and approved adoption of new proposed Policy 7.005 Conference and Studio Rooms. The policy outlines use, general regulations, reservations, occupancy limits and liability of the conference and studio rooms.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS POLICY 7.005 CONFERENCE AND STUDIO ROOMS.** Trustee Galla seconded. All were in favor and the motion carried.

#### 06.21.11 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.

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

**- ADOPTION OF 2022 BUDGET TARGETS (Action Item 8)** – The board discussed and adopted the 2022 Budget Targets with updated information to be included as it becomes available.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2022 BUDGET TARGETS WITH UPDATED INFORMATION TO BE INCLUDED AS IT BECOMES AVAILABLE.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:47 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder

**BOARD OF LIBRARY TRUSTEES**

**COMMITTEE OF THE WHOLE**

07.21.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Monday, July 12, 2021, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Medal

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Trixie Dantis, Youth Services Manager; Shannon Meyer, Circulation Services Manager; Janet Moravec, Business Office Administrator.

07.21.02 There was no **PUBLIC COMMENT**.

07.21.03 **INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES** (Item 1) - The committee discussed entering into intergovernmental agreements with St. Peter Lutheran School and Saint Viator High School to expand the educator card pilot for the purpose of providing library cards to educators who work at the schools.

07.21.04 **EXTENSION OF TEMPORARY POLICY DUE TO COVID-19** (Item 2) - The committee considered an extension of temporary changes to existing library policies to make accommodations for modifications in services related to COVID-19.

07.21.05 **POLICY 7.016 ALCOHOL** (Item 3) - The committee reviewed and discussed new, proposed Policy 7.016 Alcohol for the distribution and consumption of alcohol during library programs, events, fundraisers or private events. The intention of the policy is to define rules and restrictions, liability, and compliance for staff, customers and renters of library spaces.

07.21.06 **HUMAN RESOURCE POLICY – REMOTE WORK** (Item 4) – The committee reviewed and discussed new, proposed human resource policy – Remote Work. The intention of the policy is to define eligibility, equipment and workspace, security, policies and liability for staff who work remotely.



07.21.07 **OTHER**

- President Zyck questioned trustees' availability if meetings were scheduled to begin earlier.
- President Zyck suggested trustees participate in a group service project at the Makerplace.

07.21.08 Trustee Supplitt moved **THE COMMITTEE OF THE WHOLE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) TO REVIEW EXECUTIVE DIRECTOR'S ANNUAL PERFORMANCE GOALS.** Trustee Smart seconded. All were in favor and the committee went into closed session at 7:45 p.m.

The committee returned to open session at 8:25 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JULY 12, 2021.** Trustee Galla seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to be discussed, Trustee Somary moved **ADJOURNMENT.** Trustee Galla seconded. All were in favor and the meeting was adjourned at 8:27 p.m.

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Janet Moravec, Recorder

Village of Arlington Heights  
 REVENUE REPORT  
 50% OF YEAR LAPSED

ITEM 3

Village of Arlington Heights

FUND 291 Memorial Library Fund									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	77,480	.00		464,880	493,976.60	106	929,760	435,783.40
04 00	Real Estate Tax FICA	51,429	.00		308,574	327,891.29	106	617,155	289,263.71
05 00	Real Estate Tax	1,082,387	.00		6,494,322	6,900,798.64	106	12,988,650	6,087,851.36
401 **	Real Estate Taxes	1,211,296	.00		7,267,776	7,722,666.53	106	14,535,565	6,812,898.47
403	Intergovernmental Taxes								
25 00	Replacement Tax	26,377	.00		158,262	98,953.56	63	316,533	217,579.44
403 **	Intergovernmental Taxes	26,377	.00		158,262	98,953.56	63	316,533	217,579.44
400 ***	Taxes	1,237,673	.00		7,426,038	7,821,620.09	105	14,852,098	7,030,477.91
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,088	110,773.98	2177	30,528	110,773.98	363	61,063	49,710.98-
90 00	Contribution Ord. Library	0	.00		0	7,115.83		0	7,115.83-
411 **	Intergovernmental	5,088	110,773.98	2177	30,528	117,889.81	386	61,063	56,826.81-
410 ***	Intergovernmental Revenue	5,088	110,773.98	2177	30,528	117,889.81	386	61,063	56,826.81-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		1,248	223.50	18	2,500	2,276.50
74 00	Copier/Reader Printer Fee	3,958	2,702.98	68	23,748	12,925.01	54	47,500	34,574.99
75 00	Meeting Room Fees	250	.00		1,500	.00		3,000	3,000.00
436 **	Library Fees	4,416	2,702.98	61	26,496	13,148.51	50	53,000	39,851.49
430 ***	Fees	4,416	2,702.98	61	26,496	13,148.51	50	53,000	39,851.49
440	Fines								
442	Library								
20 00	Late Charges	0	110.00		0	390.00		0	390.00-
25 00	Lost/Damaged Item Charges	1,743	998.52	57	10,458	4,391.69	42	20,922	16,530.31
442 **	Library	1,743	1,108.52	64	10,458	4,781.69	46	20,922	16,140.31
440 ***	Fines	1,743	1,108.52	64	10,458	4,781.69	46	20,922	16,140.31
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	750	139.80	19	4,500	1,048.94	23	9,000	7,951.06
461 **	Simple Interest	750	139.80	19	4,500	1,048.94	23	9,000	7,951.06

Village of Arlington Heights  
 REVENUE REPORT  
 50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2021

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
462	Investment Inc								
10 00	Market Value Adj IMET	0	106.40		0	710.88		0	710.88-
462	Investment Inc	0	106.40		0	710.88		0	710.88-
460	Interest Income	750	246.20	33	4,500	1,759.82	39	9,000	7,240.18
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	799.55	64	7,500	1,434.30	19	15,000	13,565.70
483	Donations	1,250	799.55	64	7,500	1,434.30	19	15,000	13,565.70
489	Other								
90 00	Other Income	416	951.01	229	2,496	8,829.32	354	5,000	3,829.32-
94 00	FOL Reimbursements	2,083	14,486.97	696	12,498	52,315.08	419	25,000	27,315.08-
96 00	IL Vehicle Renewal Stickr	0	317.00		0	636.00		0	636.00-
489	Other	2,499	15,754.98	631	14,994	61,780.40	412	30,000	31,780.40-
480	Other	3,749	16,554.53	442	22,494	63,214.70	281	45,000	18,214.70-
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	131,386.21	11	7,520,514	8,022,414.62	107	15,041,083	7,018,668.38

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	0	57.44		0	580.58	0	580.58-	
461	** Simple Interest	0	57.44		0	580.58	0	580.58-	
462	Investment Inc								
10 00	Market Value Adj IMET	0	127.44		0	937.73	0	937.73-	
462	** Investment Inc	0	127.44		0	937.73	0	937.73-	
460	*** Interest Income	0	184.88		0	1,518.31	0	1,518.31-	
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	184.88		0	1,518.31	0	1,518.31-	

PREPARED 07/14/2021, 16:00:52  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
50% OF YEAR LAPSED

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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	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BGDT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	29184	26692.12	92	175104	160725.21	92	.00	350214	189488.79 46
	16 92	Achievement Awards	333	500.00	150	1998	500.00	25	.00	4000	3500.00 13
	16 **	Library Personal Services	29517	27192.12	92	177102	161225.21	91	.00	354214	192988.79 46
	18	Other Personal Services									
	18 05	Overtime Civilian	83	.93	1	498	125.81	25	.00	1000	874.19 13
	18 **	Other Personal Services	83	.93	1	498	125.81	25	.00	1000	874.19 13
	19	Employee Benefits									
	19 05	Medical Insurance	3081	3082.67	100	18486	18495.98	100	.00	36977	18481.02 50
	19 10	IMRF	3712	3347.29	90	22272	20120.49	90	.00	44544	24423.51 45
	19 11	Social Security	1835	1626.22	89	11010	9775.50	89	.00	22023	12247.50 44
	19 12	Medicare	429	380.33	89	2574	2286.19	89	.00	5151	2864.81 44
	19 53	Flexible Spending	194	156.75	81	1164	926.25	80	.00	2329	1402.75 40
	19 55	Unemployment Compensation	536	.00	0	3216	.00	0	.00	6432	6432.00 0
	19 **	Employee Benefits	9787	8593.26	88	58722	51604.41	88	.00	117456	65851.59 44
	20	Prof Technical Services									
	20 05	Professional Services	708	.00	0	4248	1850.00	44	.00	8500	6650.00 22
	20 08	Consulting Services Libr	1000	.00	0	6000	.00	0	.00	12000	12000.00 0
	20 20	Legal Services	1333	.00	0	7998	1575.00	20	.00	16000	14425.00 10
	20 40	General Insurance	14898	2874.00	19	89388	143223.00	160	.00	178780	35557.00 80
	20 **	Prof Technical Services	17939	2874.00	16	107634	146648.00	136	.00	215280	68632.00 68
	21	Property Services									
	21 65	Other Services	250	.00	0	1500	.00	0	.00	3000	3000.00 0
	21 **	Property Services	250	.00	0	1500	.00	0	.00	3000	3000.00 0
	22	Other Contractual Service									
	22 01	Advertising	50	.00	0	300	83.70	28	.00	600	516.30 14
	22 02	Dues	556	.00	0	3336	784.00	24	.00	6675	5891.00 12
	22 03	Training	7959	60.00	1	47754	4229.51	9	.00	95508	91278.49 4
	22 05	Postage	3337	49.37	2	20022	19716.32	99	.00	40045	20328.68 49
	22 **	Other Contractual Service	11902	109.37	1	71412	24813.53	35	.00	142828	118014.47 17
	30	General Supplies									
	30 05	Office Supplies & Equip	842	340.19	40	5052	1100.73	22	.00	10105	9004.27 11
	30 **	General Supplies	842	340.19	40	5052	1100.73	22	.00	10105	9004.27 11
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	208	.00	0	1248	.00	0	.00	2500	2500.00 0
	31 **	Public Works Supplies	208	.00	0	1248	.00	0	.00	2500	2500.00 0
	32	Library Supplies									
	32 72	Special Events	70	.00	0	420	90.00	21	.00	850	760.00 11
	32 **	Library Supplies	70	.00	0	420	90.00	21	.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.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	40	Other Charges										
	40	96 Operating Contingency	416	.00	0	2496	199.80	8	.00	5000	4800.20	4
	40	** Other Charges	416	.00	0	2496	199.80	8	.00	5000	4800.20	4
	50	Property										
	50	15 Other Equipment	2083	589.95	28	12498	3451.05	28	.00	25000	21548.95	14
	50	** Property	2083	589.95	28	12498	3451.05	28	.00	25000	21548.95	14
601	**	** Library	73097	39699.82	54	438582	389258.54	89	.00	877233	487974.46	44
60	**	** Culture/Recreation	73097	39699.82	54	438582	389258.54	89	.00	877233	487974.46	44
DIV	6001	TOTAL ***** Administration	73097	39699.82	54	438582	389258.54	89	.00	877233	487974.46	44





PREPARED 07/14/2021, 16:00:52  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 50% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	68147	52861.59	78	408882	365221.31	89	.00	817842	452620.69	45

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	13103.90	92	85944	78684.93	92	.00	171895	93210.07	46
	16 **	Library Personal Services	14324	13103.90	92	85944	78684.93	92	.00	171895	93210.07	46
	18	Other Personal Services										
	18 05	Overtime Civilian	25	3.07	12	150	108.13	72	.00	300	191.87	36
	18 **	Other Personal Services	25	3.07	12	150	108.13	72	.00	300	191.87	36
	19	Employee Benefits										
	19 05	Medical Insurance	3879	3879.58	100	23274	23277.48	100	.00	46555	23277.52	50
	19 10	IMRF	1799	1643.63	91	10794	9880.69	92	.00	21593	11712.31	46
	19 11	Social Security	889	745.06	84	5334	4479.74	84	.00	10676	6196.26	42
	19 12	Medicare	208	174.24	84	1248	1047.68	84	.00	2497	1449.32	42
	19 50	Employee Asst. Program	500	.00	0	3000	5365.83	179	.00	6000	634.17	89
	19 **	Employee Benefits	7275	6442.51	89	43650	44051.42	101	.00	87321	43269.58	50
	21	Property Services										
	21 65	Other Services	816	667.30	82	4896	1819.80	37	.00	9800	7980.20	19
	21 **	Property Services	816	667.30	82	4896	1819.80	37	.00	9800	7980.20	19
	22	Other Contractual Service										
	22 01	Advertising	108	.00	0	648	.00	0	.00	1300	1300.00	0
	22 02	Dues	275	150.00	55	1650	3133.00	190	.00	3300	167.00	95
	22 03	Training	108	.00	0	648	199.00	31	.00	1300	1101.00	15
	22 55	In Service Training	833	416.00	50	4998	3099.45	62	.00	10000	6900.55	31
	22 **	Other Contractual Service	1324	566.00	43	7944	6431.45	81	.00	15900	9468.55	40
	32	Library Supplies										
	32 01	Program Supplies	33	9.95	30	198	9.95	5	.00	400	390.05	3
	32 **	Library Supplies	33	9.95	30	198	9.95	5	.00	400	390.05	3
	40	Other Charges										
	40 62	Tuition Reimbursement	2083	3570.00	171	12498	10427.50	83	.00	25000	14572.50	42
	40 70	Employee Recognition Prog	1612	353.00	22	9672	3856.67	40	.00	19350	15493.33	20
	40 **	Other Charges	3695	3923.00	106	22170	14284.17	64	.00	44350	30065.83	32
601	** **	Library	27492	24715.73	90	164952	145389.85	88	.00	329966	184576.15	44
60	** **	Culture/Recreation	27492	24715.73	90	164952	145389.85	88	.00	329966	184576.15	44
DIV	6003	TOTAL ***** Human Resources	27492	24715.73	90	164952	145389.85	88	.00	329966	184576.15	44

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	1588.95	957	996	3518.77	353	.00	2000	1518.77- 176	
	21 **	Property Services	166	1588.95	957	996	3518.77	353	.00	2000	1518.77- 176	
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	.00	0	9996	3400.00	34	.00	20000	16600.00 17	
	22 **	Other Contractual Service	1666	.00	0	9996	3400.00	34	.00	20000	16600.00 17	
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	166	.00	0	996	.00	0	.00	2000	2000.00 0	
	31 **	Public Works Supplies	166	.00	0	996	.00	0	.00	2000	2000.00 0	
	32	Library Supplies										
	32 01	Program Supplies	208	.00	0	1248	.00	0	.00	2500	2500.00 0	
	32 02	Program Events	208	.00	0	1248	.00	0	.00	2500	2500.00 0	
	32 32	Software	41	.00	0	246	.00	0	.00	500	500.00 0	
	32 72	Special Events	416	.00	0	2496	.00	0	.00	5000	5000.00 0	
	32 75	Audio Visual	41	121.44	296	246	121.44	49	.00	500	378.56 24	
	32 78	Electronic Resources	125	.00	0	750	.00	0	.00	1500	1500.00 0	
	32 80	Books	416	678.11	163	2496	914.86	37	.00	5000	4085.14 18	
	32 **	Library Supplies	1455	799.55	55	8730	1036.30	12	.00	17500	16463.70 6	
	50	Property										
	50 15	Other Equipment	208	328.95	158	1248	5192.89	416	.00	2500	2692.89- 208	
	50 55	Other Capital Outlay	208	.00	0	1248	.00	0	.00	2500	2500.00 0	
	50 **	Property	416	328.95	79	2496	5192.89	208	.00	5000	192.89- 104	
601	** **	Library	3869	2717.45	70	23214	13147.96	57	.00	46500	33352.04 28	
60	** **	Culture/Recreation	3869	2717.45	70	23214	13147.96	57	.00	46500	33352.04 28	
DIV	6004	TOTAL ***** Paid by Gifts and Grants	3869	2717.45	70	23214	13147.96	57	.00	46500	33352.04 28	

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance								
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	19101	17752.09	93	114606	106479.11	93	229214	122734.89	47
16	**	Library Personal Services	19101	17752.09	93	114606	106479.11	93	229214	122734.89	47
18		Other Personal Services									
18	05	Overtime Civilian	8	.00	0	48	20.41	43	100	79.59	20
18	**	Other Personal Services	8	.00	0	48	20.41	43	100	79.59	20
19		Employee Benefits									
19	05	Medical Insurance	5472	5472.00	100	32832	32832.00	100	65664	32832.00	50
19	10	IMRF	2396	2226.10	93	14376	13361.26	93	28756	15394.74	47
19	11	Social Security	1184	1057.78	89	7104	6348.97	89	14217	7868.03	45
19	12	Medicare	277	247.38	89	1662	1484.79	89	3325	1840.21	45
19	**	Employee Benefits	9329	9003.26	97	55974	54027.02	97	111962	57934.98	48
20		Prof Technical Services									
20	05	Professional Services	656	.00	0	3936	6075.00	154	7875	1800.00	77
20	**	Prof Technical Services	656	.00	0	3936	6075.00	154	7875	1800.00	77
21		Property Services									
21	36	Equipment Rental	110	435.86	396	660	817.55	124	1326	508.45	62
21	65	Other Services	515	381.33	74	3090	2197.24	71	6189	3991.76	36
21	**	Property Services	625	817.19	131	3750	3014.79	80	7515	4500.21	40
22		Other Contractual Service									
22	02	Dues	68	.00	0	408	475.00	116	825	350.00	58
22	03	Training	100	.00	0	600	.00	0	1200	1200.00	0
22	25	IT/GIS Service Charge	10772	10772.25	100	64632	64633.50	100	129267	64633.50	50
22	**	Other Contractual Service	10940	10772.25	99	65640	65108.50	99	131292	66183.50	50
601	**	** Library	40659	38344.79	94	243954	234724.83	96	487958	253233.17	48
60	**	** Culture/Recreation	40659	38344.79	94	243954	234724.83	96	487958	253233.17	48
DIV	6008	TOTAL ***** Finance	40659	38344.79	94	243954	234724.83	96	487958	253233.17	48

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology					ANNUAL		UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT***** YEAR-TO-DATE*****					BUDGET	BALANCE	BDGT		
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	52706	47225.17	90	316236	284358.01	90	.00	632483	348124.99	45
	16 **	Library Personal Services	52706	47225.17	90	316236	284358.01	90	.00	632483	348124.99	45
	18	Other Personal Services										
	18 05	Overtime Civilian	20	.00	0	120	48.65	41	.00	250	201.35	20
	18 **	Other Personal Services	20	.00	0	120	48.65	41	.00	250	201.35	20
	19	Employee Benefits										
	19 05	Medical Insurance	12237	12237.00	100	73422	73422.00	100	.00	146844	73422.00	50
	19 10	IMRF	6612	5778.82	87	39672	34698.31	88	.00	79345	44646.69	44
	19 11	Social Security	3269	2800.09	86	19614	16872.10	86	.00	39229	22356.90	43
	19 12	Medicare	764	654.84	86	4584	3945.86	86	.00	9175	5229.14	43
	19 **	Employee Benefits	22882	21470.75	94	137292	128938.27	94	.00	274593	145654.73	47
	20	Prof Technical Services										
	20 05	Professional Services	585	494.06	85	3510	1223.37	35	.00	7022	5798.63	17
	20 08	Consulting Services Libr	378	65.00	17	2268	65.00	3	.00	4545	4480.00	1
	20 **	Prof Technical Services	963	559.06	58	5778	1288.37	22	.00	11567	10278.63	11
	21	Property Services										
	21 02	Equipment Maintenance	14114	3532.52	25	84684	152557.49	180	.00	169375	16817.51	90
	21 **	Property Services	14114	3532.52	25	84684	152557.49	180	.00	169375	16817.51	90
	22	Other Contractual Service										
	22 03	Training	537	.00	0	3222	.00	0	.00	6450	6450.00	0
	22 42	Internet Access	3487	3260.43	94	20922	18031.74	86	.00	41846	23814.26	43
	22 **	Other Contractual Service	4024	3260.43	81	24144	18031.74	75	.00	48296	30264.26	37
	30	General Supplies										
	30 05	Office Supplies & Equip	31	59.79	193	186	135.94	73	.00	375	239.06	36
	30 30	Data System Supplies	2100	1636.60	78	12600	11480.19	91	.00	25204	13723.81	46
	30 32	Software Library	13341	10397.37	78	80046	102067.71	128	.00	160102	58034.29	64
	30 33	Documentation Library	8	.00	0	48	.00	0	.00	100	100.00	0
	30 **	General Supplies	15480	12093.76	78	92880	113683.84	122	.00	185781	72097.16	61
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1102	1861.30	169	6612	4299.34	65	.00	13226	8926.66	33
	31 **	Public Works Supplies	1102	1861.30	169	6612	4299.34	65	.00	13226	8926.66	33
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	150	.00	0	.00	300	300.00	0
	32 32	Software	907	.00	0	5442	.00	0	.00	10887	10887.00	0
	32 **	Library Supplies	932	.00	0	5592	.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	3216.98	111	17394	15404.23	89	.00	34790	19385.77 44
	50	** Property	2899	3216.98	111	17394	15404.23	89	.00	34790	19385.77 44
601	**	** Library	115122	93219.97	81	690732	718609.94	104	.00	1381548	662938.06 52
60	**	** Culture/Recreation	115122	93219.97	81	690732	718609.94	104	.00	1381548	662938.06 52
DIV	6010	TOTAL ***** Information Technology	115122	93219.97	81	690732	718609.94	104	.00	1381548	662938.06 52

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	18957.93	88	130038	114441.56	88	.00	260077	145635.44 44
16	**	Library Personal Services	21673	18957.93	88	130038	114441.56	88	.00	260077	145635.44 44
18		Other Personal Services									
18	05	Overtime Civilian	166	23.29	14	996	46.79	5	.00	2000	1953.21 2
18	**	Other Personal Services	166	23.29	14	996	46.79	5	.00	2000	1953.21 2
19		Employee Benefits									
19	05	Medical Insurance	6679	6679.33	100	40074	40075.98	100	.00	80152	40076.02 50
19	10	IMRF	2412	2216.44	92	14472	13385.38	93	.00	28946	15560.62 46
19	11	Social Security	1354	1098.69	81	8124	6632.46	82	.00	16249	9616.54 41
19	12	Medicare	316	256.96	81	1896	1551.23	82	.00	3800	2248.77 41
19	**	Employee Benefits	10761	10251.42	95	64566	61645.05	96	.00	129147	67501.95 48
22		Other Contractual Service									
22	03	Training	41	46.01	112	246	184.04	75	.00	500	315.96 37
22	**	Other Contractual Service	41	46.01	112	246	184.04	75	.00	500	315.96 37
30		General Supplies									
30	05	Office Supplies & Equip	36	.00	0	216	.00	0	.00	435	435.00 0
30	**	General Supplies	36	.00	0	216	.00	0	.00	435	435.00 0
601	**	Library	32677	29278.65	90	196062	176317.44	90	.00	392159	215841.56 45
60	**	Culture/Recreation	32677	29278.65	90	196062	176317.44	90	.00	392159	215841.56 45
DIV	6015	TOTAL ***** Security	32677	29278.65	90	196062	176317.44	90	.00	392159	215841.56 45





PREPARED 07/14/2021, 16:00:52  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 50% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						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										
		Executive Office	442588	352863.09	80	2655528	2478938.46	93	.00	5311580	2832641.54	47

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services									
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	80546	66336.77	82	483276	402156.03	83	.00	966557	564400.97	42
16	**	Library Personal Services	80546	66336.77	82	483276	402156.03	83	.00	966557	564400.97	42
18		Other Personal Services										
18	05	Overtime Civilian	166	.00	0	996	.00	0	.00	2000	2000.00	0
18	**	Other Personal Services	166	.00	0	996	.00	0	.00	2000	2000.00	0
19		Employee Benefits										
19	05	Medical Insurance	10553	10553.08	100	63318	63318.52	100	.00	126637	63318.48	50
19	10	IMRF	9222	7481.94	81	55332	47248.39	85	.00	110668	63419.61	43
19	11	Social Security	4909	3971.97	81	29454	23910.06	81	.00	58919	35008.94	41
19	12	Medicare	1148	928.95	81	6888	5591.85	81	.00	13780	8188.15	41
19	**	Employee Benefits	25832	22935.94	89	154992	140068.82	90	.00	310004	169935.18	45
22		Other Contractual Service										
22	02	Dues	373	.00	0	2238	350.00	16	.00	4478	4128.00	8
22	03	Training	331	169.50	51	1986	241.34	12	.00	3979	3737.66	6
22	18	Contr Programs & Exhibits	1581	1045.00	66	9486	3672.00	39	.00	18980	15308.00	19
22	**	Other Contractual Service	2285	1214.50	53	13710	4263.34	31	.00	27437	23173.66	16
30		General Supplies										
30	05	Office Supplies & Equip	203	254.39	125	1218	510.23	42	.00	2438	1927.77	21
30	**	General Supplies	203	254.39	125	1218	510.23	42	.00	2438	1927.77	21
32		Library Supplies										
32	01	Program Supplies	912	1021.49	112	5472	4524.63	83	.00	10948	6423.37	41
32	02	Program Events	2827	1677.17	59	16962	5007.39	30	.00	33930	28922.61	15
32	90	Circulation Supplies	373	89.69	24	2238	1152.68	52	.00	4477	3324.32	26
32	**	Library Supplies	4112	2788.35	68	24672	10684.70	43	.00	49355	38670.30	22
601	**	**	113144	93529.95	83	678864	557683.12	82	.00	1357791	800107.88	41
60	**	**	113144	93529.95	83	678864	557683.12	82	.00	1357791	800107.88	41
DIV	6401	TOTAL ***** Youth Services	113144	93529.95	83	678864	557683.12	82	.00	1357791	800107.88	41

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16	85 Salaries	92819	75595.82	81	556914	445890.58	80	.00	1113836	667945.42	40
	16	** Library Personal Services	92819	75595.82	81	556914	445890.58	80	.00	1113836	667945.42	40
	18	Other Personal Services										
	18	05 Overtime Civilian	83	13.41	16	498	257.77	52	.00	1000	742.23	26
	18	** Other Personal Services	83	13.41	16	498	257.77	52	.00	1000	742.23	26
	19	Employee Benefits										
	19	05 Medical Insurance	12751	12751.83	100	76506	76510.98	100	.00	153021	76510.02	50
	19	10 IMRF	9663	8350.92	86	57978	49544.69	86	.00	115962	66417.31	43
	19	11 Social Security	5658	4524.60	80	33948	26723.20	79	.00	67899	41175.80	39
	19	12 Medicare	1323	1058.17	80	7938	6249.71	79	.00	15879	9629.29	39
	19	** Employee Benefits	29395	26685.52	91	176370	159028.58	90	.00	352761	193732.42	45
	22	Other Contractual Service										
	22	02 Dues	241	.00	0	1446	242.00	17	.00	2900	2658.00	8
	22	03 Training	275	249.72	91	1650	751.95	46	.00	3300	2548.05	23
	22	18 Contr Programs & Exhibits	480	180.00	38	2880	690.00	24	.00	5760	5070.00	12
	22	** Other Contractual Service	996	429.72	43	5976	1683.95	28	.00	11960	10276.05	14
	30	General Supplies										
	30	05 Office Supplies & Equip	157	81.43	52	942	206.07	22	.00	1888	1681.93	11
	30	** General Supplies	157	81.43	52	942	206.07	22	.00	1888	1681.93	11
	32	Library Supplies										
	32	01 Program Supplies	229	71.95	31	1374	579.42	42	.00	2750	2170.58	21
	32	90 Circulation Supplies	174	57.84	33	1044	178.36	17	.00	2095	1916.64	9
	32	** Library Supplies	403	129.79	32	2418	757.78	31	.00	4845	4087.22	16
601	**	** Library	123853	102935.69	83	743118	607824.73	82	.00	1486290	878465.27	41
60	**	** Culture/Recreation	123853	102935.69	83	743118	607824.73	82	.00	1486290	878465.27	41
DIV	6410	TOTAL ***** Info Services	123853	102935.69	83	743118	607824.73	82	.00	1486290	878465.27	41

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	89986.40	77	705054	546501.24	78	.00	1410112	863610.76 39
	16 **	Library Personal Services	117509	89986.40	77	705054	546501.24	78	.00	1410112	863610.76 39
	18	Other Personal Services									
	18 05	Overtime Civilian	83	13.89	17	498	106.36	21	.00	1000	893.64 11
	18 **	Other Personal Services	83	13.89	17	498	106.36	21	.00	1000	893.64 11
	19	Employee Benefits									
	19 05	Medical Insurance	11789	11789.33	100	70734	70735.98	100	.00	141472	70736.02 50
	19 10	IMRF	11760	9361.11	80	70560	57739.36	82	.00	141120	83380.64 41
	19 11	Social Security	7166	5479.20	77	42996	33288.02	77	.00	85992	52703.98 39
	19 12	Medicare	1675	1281.43	77	10050	7785.16	78	.00	20111	12325.84 39
	19 **	Employee Benefits	32390	27911.07	86	194340	169548.52	87	.00	388695	219146.48 44
	21	Property Services									
	21 65	Other Services	292	143.20	49	1752	903.95	52	.00	3513	2609.05 26
	21 **	Property Services	292	143.20	49	1752	903.95	52	.00	3513	2609.05 26
	22	Other Contractual Service									
	22 02	Dues	120	175.00	146	720	510.00	71	.00	1441	931.00 35
	22 03	Training	231	.00	0	1386	117.10	8	.00	2773	2655.90 4
	22 **	Other Contractual Service	351	175.00	50	2106	627.10	30	.00	4214	3586.90 15
	30	General Supplies									
	30 05	Office Supplies & Equip	169	279.61	165	1014	662.21	65	.00	2033	1370.79 33
	30 **	General Supplies	169	279.61	165	1014	662.21	65	.00	2033	1370.79 33
	32	Library Supplies									
	32 01	Program Supplies	83	.00	0	498	.00	0	.00	1000	1000.00 0
	32 90	Circulation Supplies	714	1127.62	158	4284	3700.02	86	.00	8574	4873.98 43
	32 **	Library Supplies	797	1127.62	142	4782	3700.02	77	.00	9574	5873.98 39
601 ** **		Library	151591	119636.79	79	909546	722049.40	79	.00	1819141	1097091.60 40
60 ** **		Culture/Recreation	151591	119636.79	79	909546	722049.40	79	.00	1819141	1097091.60 40
DIV 6420		TOTAL ***** Customer Services	151591	119636.79	79	909546	722049.40	79	.00	1819141	1097091.60 40

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services					ANNUAL	UNENCUMB.	%		
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	18706	16430.18	88	112236	98947.58	88	.00	224475	125527.42	44
16	**	Library Personal Services	18706	16430.18	88	112236	98947.58	88	.00	224475	125527.42	44
19		Employee Benefits										
19	05	Medical Insurance	948	948.84	100	5688	5693.04	100	.00	11386	5692.96	50
19	10	IMRF	2171	2060.33	95	13026	11989.57	92	.00	26060	14070.43	46
19	11	Social Security	1140	979.76	86	6840	5868.51	86	.00	13691	7822.49	43
19	12	Medicare	266	229.13	86	1596	1372.46	86	.00	3202	1829.54	43
19	**	Employee Benefits	4525	4218.06	93	27150	24923.58	92	.00	54339	29415.42	46
22		Other Contractual Service										
22	02	Dues	43	.00	0	258	35.00	14	.00	518	483.00	7
22	03	Training	77	.00	0	462	50.00	11	.00	930	880.00	5
22	18	Contr Programs & Exhibits	799	490.00	61	4794	3590.00	75	.00	9590	6000.00	37
22	**	Other Contractual Service	919	490.00	53	5514	3675.00	67	.00	11038	7363.00	33
30		General Supplies										
30	05	Office Supplies & Equip	41	16.99	41	246	104.03	42	.00	500	395.97	21
30	**	General Supplies	41	16.99	41	246	104.03	42	.00	500	395.97	21
32		Library Supplies										
32	01	Program Supplies	151	412.82	273	906	1044.45	115	.00	1820	775.55	57
32	02	Program Events	50	.00	0	300	.00	0	.00	600	600.00	0
32	90	Circulation Supplies	87	8.31	10	522	540.10	104	.00	1050	509.90	51
32	**	Library Supplies	288	421.13	146	1728	1584.55	92	.00	3470	1885.45	46
601	**	** Library	24479	21576.36	88	146874	129234.74	88	.00	293822	164587.26	44
60	**	** Culture/Recreation	24479	21576.36	88	146874	129234.74	88	.00	293822	164587.26	44
DIV	6430	TOTAL ***** Accessible Services	24479	21576.36	88	146874	129234.74	88	.00	293822	164587.26	44

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	20178	14503.53	72	121068	78863.28	65	.00	242139	163275.72	33
	16 **	Library Personal Services	20178	14503.53	72	121068	78863.28	65	.00	242139	163275.72	33
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	96	117.90	123	.00	200	82.10	59
	18 **	Other Personal Services	16	.00	0	96	117.90	123	.00	200	82.10	59
	19	Employee Benefits										
	19 05	Medical Insurance	5367	5367.50	100	32202	32205.00	100	.00	64410	32205.00	50
	19 10	IMRF	2416	1818.74	75	14496	9904.23	68	.00	28994	19089.77	34
	19 11	Social Security	1228	851.62	69	7368	4614.26	63	.00	14746	10131.74	31
	19 12	Medicare	287	199.17	69	1722	1079.18	63	.00	3449	2369.82	31
	19 **	Employee Benefits	9298	8237.03	89	55788	47802.67	86	.00	111599	63796.33	43
	22	Other Contractual Service										
	22 02	Dues	95	.00	0	570	119.00	21	.00	1145	1026.00	10
	22 03	Training	117	.00	0	702	240.00	34	.00	1414	1174.00	17
	22 18	Contr Programs & Exhibits	8583	1345.00	16	51498	27362.60	53	.00	103007	75644.40	27
	22 **	Other Contractual Service	8795	1345.00	15	52770	27721.60	53	.00	105566	77844.40	26
	32	Library Supplies										
	32 01	Program Supplies	0	56.94	0	0	56.94	0	.00	0	56.94-	0
	32 02	Program Events	671	127.71	19	4026	849.97	21	.00	8058	7208.03	11
	32 **	Library Supplies	671	184.65	28	4026	906.91	23	.00	8058	7151.09	11
601	** **	Library	38958	24270.21	62	233748	155412.36	67	.00	467562	312149.64	33
60	** **	Culture/Recreation	38958	24270.21	62	233748	155412.36	67	.00	467562	312149.64	33
DIV	6440	TOTAL ***** Programs and Exhibits	38958	24270.21	62	233748	155412.36	67	.00	467562	312149.64	33

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	44026	36846.23	84	264156	226315.52	86	.00	528322	302006.48 43
	16 **	Library Personal Services	44026	36846.23	84	264156	226315.52	86	.00	528322	302006.48 43
	19	Employee Benefits									
	19 05	Medical Insurance	4182	4182.59	100	25092	25095.54	100	.00	50191	25095.46 50
	19 10	IMRF	4936	4403.83	89	29616	26649.76	90	.00	59234	32584.24 45
	19 11	Social Security	2687	2245.16	84	16122	13584.98	84	.00	32251	18666.02 42
	19 12	Medicare	628	525.09	84	3768	3177.25	84	.00	7543	4365.75 42
	19 **	Employee Benefits	12433	11356.67	91	74598	68507.53	92	.00	149219	80711.47 46
	22	Other Contractual Service									
	22 02	Dues	187	128.00	68	1122	929.00	83	.00	2246	1317.00 41
	22 03	Training	41	.00	0	246	.00	0	.00	500	500.00 0
	22 42	Internet Access	320	.00	0	1920	3840.00	200	.00	3840	.00 100
	22 66	Outside Reference Service	247	.00	0	1482	2974.00	201	.00	2973	1.00- 100
	22 **	Other Contractual Service	795	128.00	16	4770	7743.00	162.	.00	9559	1816.00 81
	30	General Supplies									
	30 05	Office Supplies & Equip	58	59.87	103	348	242.97	70	.00	700	457.03 35
	30 07	Supplies Reimb by Patrons	50	82.17	164	300	82.17	27	.00	600	517.83 14
	30 **	General Supplies	108	142.04	132	648	325.14	50	.00	1300	974.86 25
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	416	397.37	96	2496	1266.16	51	.00	5000	3733.84 25
	31 **	Public Works Supplies	416	397.37	96	2496	1266.16	51	.00	5000	3733.84 25
	32	Library Supplies									
	32 01	Program Supplies	58	.00	0	348	.00	0	.00	700	700.00 0
	32 78	Electronic Resources	31238	25786.48	83	187428	331907.87	177	.00	374867	42959.13 89
	32 90	Circulation Supplies	131	58.70	45	786	237.77	30	.00	1575	1337.23 15
	32 **	Library Supplies	31427	25845.18	82	188562	332145.64	176	.00	377142	44996.36 88
601	** **	Library	89205	74715.49	84	535230	636302.99	119	.00	1070542	434239.01 59
60	** **	Culture/Recreation	89205	74715.49	84	535230	636302.99	119	.00	1070542	434239.01 59
DIV	6450	TOTAL ***** Digital Services	89205	74715.49	84	535230	636302.99	119	.00	1070542	434239.01 59





PREPARED 07/14/2021, 16:00:52  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 50% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	239066	190935.97	80	1434396	1127334.45	79	.00	2868869	1741534.55	39

FUND 291 Memorial Library Fund		DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%	
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	27102	12739.04	47	162612	45384.76	28	.00	325231	279846.24 14
16	**	Library Personal Services	27102	12739.04	47	162612	45384.76	28	.00	325231	279846.24 14
18		Other Personal Services									
18	05	Overtime Civilian	16	.65	4	96	.65	1	.00	200	199.35 0
18	**	Other Personal Services	16	.65	4	96	.65	1	.00	200	199.35 0
19		Employee Benefits									
19	05	Medical Insurance	4431	4431.83	100	26586	26590.98	100	.00	53182	26591.02 50
19	10	IMRF	3340	1597.55	48	20040	5691.28	28	.00	40086	34394.72 14
19	11	Social Security	1651	782.83	47	9906	2784.29	28	.00	19819	17034.71 14
19	12	Medicare	386	183.10	47	2316	651.21	28	.00	4635	3983.79 14
19	**	Employee Benefits	9808	6995.31	71	58848	35717.76	61	.00	117722	82004.24 30
20		Prof Technical Services									
20	05	Professional Services	833	.00	0	4998	.00	0	.00	10000	10000.00 0
20	20	Legal Services	416	.00	0	2496	.00	0	.00	5000	5000.00 0
20	40	General Insurance	18	.00	0	108	1288.00	1193	.00	216	1072.00- 596
20	**	Prof Technical Services	1267	.00	0	7602	1288.00	17	.00	15216	13928.00 9
21		Property Services									
21	02	Equipment Maintenance	581	530.00	91	3486	2366.45	68	.00	6980	4613.55 34
21	11	Building Maintenance	2238	345.25	15	13428	1485.35	11	.00	26866	25380.65 6
21	36	Equipment Rental	83	.00	0	498	.00	0	.00	1000	1000.00 0
21	60	Water and Sewer Service	100	.00	0	600	121.05	20	.00	1200	1078.95 10
21	65	Other Services	8	.00	0	48	.00	0	.00	100	100.00 0
21	**	Property Services	3010	875.25	29	18060	3972.85	22	.00	36146	32173.15 11
22		Other Contractual Service									
22	02	Dues	131	430.00	328	786	430.00	55	.00	1575	1145.00 27
22	03	Training	83	.00	0	498	179.00	36	.00	1000	821.00 18
22	18	Contr Programs & Exhibits	650	.00	0	3900	.00	0	.00	7800	7800.00 0
22	42	Internet Access	125	324.99	260	750	324.99	43	.00	1500	1175.01 22
22	**	Other Contractual Service	989	754.99	76	5934	933.99	16	.00	11875	10941.01 8
30		General Supplies									
30	05	Office Supplies & Equip	166	.00	0	996	306.80	31	.00	2000	1693.20 15
30	07	Supplies Reimb by Patrons	625	290.41	47	3750	1449.79	39	.00	7500	6050.21 19
30	51	Heating Fuel	3345	148.67	4	20070	2750.78	14	.00	40140	37389.22 7
30	**	General Supplies	4136	439.08	11	24816	4507.37	18	.00	49640	45132.63 9
31		Public Works Supplies									
31	45	Janitorial Supplies	616	.00	0	3696	.00	0	.00	7400	7400.00 0
31	85	Small Tools and Equipment	416	531.06	128	2496	550.96	22	.00	5000	4449.04 11
31	**	Public Works Supplies	1032	531.06	52	6192	550.96	9	.00	12400	11849.04 4

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	4500	.00	0	.00	9000	9000.00 0
	32 **	Library Supplies	750	.00	0	4500	.00	0	.00	9000	9000.00 0
	50	Property									
	50 15	Other Equipment	833	224.13	27	4998	224.13	5	.00	10000	9775.87 2
	50 **	Property	833	224.13	27	4998	224.13	5	.00	10000	9775.87 2
601 ** **		Library	48943	22559.51	46	293658	92580.47	32	.00	587430	494849.53 16
60 ** **		Culture/Recreation	48943	22559.51	46	293658	92580.47	32	.00	587430	494849.53 16
DIV 6480		TOTAL ***** Belmont Makerspace	48943	22559.51	46	293658	92580.47	32	.00	587430	494849.53 16
DEPT 64		TOTAL ***** User Services	829239	650159.97	78	4975434	4028422.26	81	.00	9951447	5923024.74 41
FUND 291		TOTAL ***** Memorial Library Fund	1271827	1003023.06	79	7630962	6507360.72	85	.00	15263027	8755666.28 43
GRAND		TOTAL *****	1271827	1003023.06	79	7630962	6507360.72	85	.00	15263027	8755666.28 43

PREPARED 07/14/2021, 16:01:02  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
50% OF YEAR LAPSED

PAGE 1  
ACCOUNTING PERIOD 06/2021

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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						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 55	Other Capital Outlay	2083	.00	0	12498	.00	0	.00	25000	25000.00 0
	50 **	Property	2083	.00	0	12498	.00	0	.00	25000	25000.00 0
601	** **	Library	2083	.00	0	12498	.00	0	.00	25000	25000.00 0
60	** **	Culture/Recreation	2083	.00	0	12498	.00	0	.00	25000	25000.00 0
DIV	6001	TOTAL *****									
		Administration	2083	.00	0	12498	.00	0	.00	25000	25000.00 0

PREPARED 07/14/2021, 16:01:02  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 50% OF YEAR LAPSED

FUND 491 Capital Projects-Library			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.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	0	1329.34	0	0	1329.34	0	.00	0	1329.34-	0
	50 **	Property	0	1329.34	0	0	1329.34	0	.00	0	1329.34-	0
601	** **	Library	0	1329.34	0	0	1329.34	0	.00	0	1329.34-	0
60	** **	Culture/Recreation	0	1329.34	0	0	1329.34	0	.00	0	1329.34-	0
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	0	1329.34	0	0	1329.34	0	.00	0	1329.34-	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.			
60		Culture/Recreation										
601		Library										
	50	Property										
	50	15 Other Equipment	83333	.00	0	499998	.00	0	.00	1000000	1000000.00	0
	50	** Property	83333	.00	0	499998	.00	0	.00	1000000	1000000.00	0
601	**	** Library	83333	.00	0	499998	.00	0	.00	1000000	1000000.00	0
60	**	** Culture/Recreation	83333	.00	0	499998	.00	0	.00	1000000	1000000.00	0
DIV	6020	TOTAL ***** Facilities	83333	.00	0	499998	.00	0	.00	1000000	1000000.00	0
DEPT	60	TOTAL ***** Executive Office	85416	1329.34	2	512496	1329.34	0	.00	1025000	1023670.66	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	60634.67	64	473290	681695.14	144	.00	1041236	359540.86	66
	50	** Property	94658	60634.67	64	473290	681695.14	144	.00	1041236	359540.86	66
601	**	** Library	94658	60634.67	64	473290	681695.14	144	.00	1041236	359540.86	66
60	**	** Culture/Recreation	94658	60634.67	64	473290	681695.14	144	.00	1041236	359540.86	66
DIV	6480	TOTAL ***** Belmont Makerspace	94658	60634.67	64	473290	681695.14	144	.00	1041236	359540.86	66
DEPT	64	TOTAL ***** User Services	94658	60634.67	64	473290	681695.14	144	.00	1041236	359540.86	66
FUND	491	TOTAL ***** Capital Projects-Library	180074	61964.01	34	985786	683024.48	69	.00	2066236	1383211.52	33
GRAND		TOTAL *****	180074	61964.01	34	985786	683024.48	69	.00	2066236	1383211.52	33



July 20, 2021

(Action Item 4)

**ACCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
June 30, 2021**

<b>Fund Number</b>	<b>Fund Name</b>	<b>Fund Total</b>
291	General Fund - Library	<b>\$245,518.53</b>
491	Capital Projects Fund - Library	<b>\$99,874.55</b>
<b>Total Disbursements</b>		<b><u>\$345,393.08</u></b>
<b>Payrolls Paid</b>		
6/4/2021		<b>\$280,905.51</b>
6/18/2021		<b>\$276,643.35</b>
		<b><u>\$557,548.86</u></b>
 <b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
6/30/2021	Group Insurance	<b>115,533.33</b>
6/30/2021	IMRF	<b>65,206.17</b>
6/30/2021	Social Security	<b>33,321.38</b>
6/30/2021	Medicare	<b>7,792.92</b>
		<b><u>\$221,853.80</u></b>
<b>Total Disbursed</b>		<b><u><u>\$1,124,795.74</u></u></b>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81951	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	CASHBACK CREDIT	57.82-	57.82-
81986	GALE/CENGAGE LEARNING	291-0000-140.05-00 291-0000-140.05-00	PREPAID GALE ELECTR SUBSC PREPAID GALE SUBSCRIPTION	9,949.94 8,986.56	18,936.50
81990	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED JUNE FSA DEP JUNE	2,950.19 1,114.42	4,064.61
82058	TODAYS BUSINESS SOLUTIONS	291-0000-140.05-00	PREPAID TBS PRINTER LEASE	7,153.42	7,153.42
82060	TUTOR.COM	291-0000-140.05-00	PREPAID TUTOR LEARNING SU	2,870.00	2,870.00
***** DIVISION TOTAL ****					32,966.71
***** DEPARTMENT TOTAL **					32,966.71

DEPARTMENT: 60  
 81941 AMAZON.COM CREDIT

Executive Office

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL		
DIVISION: 01					
291-6001-601.30-05	OFFICE SUPPLIES	32.16			
291-6001-601.30-05	OFFICE SUPPLIES	59.89			
291-6001-601.30-05	STAPLES	9.29			
291-6001-601.30-05	DEPOSIT BAGS	22.99			
291-6001-601.30-05	FIRST AID	23.66			
291-6001-601.30-05	BATTERIES	9.03			
291-6001-601.22-05	POSTAGE SOLUTION	29.95	186.97		
81949	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-05 291-6001-601.22-05	POSTAGE POSTAGE	8.90 5.80	14.70
81951	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.30-05 291-6001-601.50-15	LOCKABLE DEPOSIT BAGS TODDLER TABLES & CHAIRS	149.50 589.95	739.45
81952	ARTHUR J GALLAGHER RISK MANAGMENT	291-6001-601.20-40	WORKERS COMP AUDIT 2020	2,874.00	2,874.00
81983	FINER LINE	291-6001-601.30-05	NAME BADGES NEW HIRE & RE	17.03	17.03
81990	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES JUNE	156.75	156.75
81998	ILA CONFERENCE	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03	TRUSTEE FORUM -ZYCK G TRUSTEE FORUM -GALLA S TRUSTEE FORUM -SOMARY A TRUSTEE FORUM -SUPPLITT J	15.00 15.00 15.00 15.00	60.00
82054	STAPLES	291-6001-601.30-05	OFFICE SUPPLIES	6.81	6.81
82063	UPS	291-6001-601.22-05	UPS INTERNET SHIPPING	4.72	4.72
82067	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	9.83	9.83
***** DIVISION TOTAL ****					4,070.26

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 PROGRAM GM348U5  
 DEPARTMENT: 60 Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
 Village of Arlington Heights  
 DIVISION: 02

*Communications and Marketing*

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81951	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.22-10	BUSINESS CARDS-BOWER, PARD	142.94	
		291-6002-601.30-05	ADHESIVE CLIPS	95.68	238.62
81966	CARDINAL COLORGROUP	291-6002-601.22-10	SUMMER READING LOGS	1,335.00	1,335.00
82052	SIGNS BY TOMORROW	291-6002-601.22-10	PVC PRINT	124.50	124.50
82054	STAPLES	291-6002-601.30-05	OFFICE SUPPLIES	26.64	26.64
82073	4ALL PROMOTIONS	291-6002-601.32-72	CELL PHONE STAND	5,943.62	
		291-6002-601.32-72	IMPRINTED WOOD PENCIL WIT	320.00	6,263.62
***** DIVISION TOTAL ****					7,988.38

*Human Resources*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office				
81937	ACCURATE EMPLOYMENT SCREENING LLC	291-6003-601.21-65	EMPL & VOL SCREENING	667.30	667.30
81949	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	DSSC 80S SUPPLIES	15.00	15.00
81951	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.32-01	VOLUNTEER NAME BADGE	9.95	9.95
81959	BERRY YO FROZEN YOGURT LLC	291-6003-601.22-55	STAFF DAY 2021 89 CUPS	356.00	356.00
81969	CERTIF-A-GIFT COMPANY	291-6003-601.40-70	VOLUNTEER GIFT REDEMPTION	60.00	
		291-6003-601.40-70	VOLUNTEER GIFT REDEMPTION	128.00	
		291-6003-601.22-55	STAFF GIFT REDEMPTION	60.00	248.00
81995	HR SOURCE	291-6003-601.22-02	2021 PUBLIC LIBRARY SUPPL	150.00	150.00
82047	ROUNTREE, MARGARET E.	291-6003-601.40-62	TUITION REIMBURSEMENT	3,570.00	3,570.00
***** DIVISION TOTAL ****					5,016.25

*Gifts and Grants*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office				
81941	AMAZON.COM CREDIT	291-6004-601.32-75	BOOKS	75.63	
		291-6004-601.32-75	AV MATERIALS	9.90	
		291-6004-601.32-75	AV MATERIALS	35.91	121.44
81942	AMBIUS (19)	291-6004-601.21-65	REG SERVS JULY	236.97	236.97
81951	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.50-15	WALL LAMP FOR BELMONT	328.95	328.95
81956	BAKER & TAYLOR	291-6004-601.32-80	BOOKS	16.07	16.07
81986	GALE/CENGAGE LEARNING	291-6004-601.32-80	BOOKS CITY OF SUPPORT'21	662.04	662.04
82036	NORTHSHORE LIGHTS LLC	291-6004-601.21-65	HOLIDAY LIGHTING 2021	1,351.98	

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 PROGRAM GM348U5  
 DEPARTMENT: 60 Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
 Village of Arlington Heights  
 DIVISION: 04

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,351.98
82061	ULINE	491-6004-601.50-15	SEWING WORK TABLES	1,329.34	1,329.34
***** DIVISION TOTAL ****					4,046.79

*Finance*

DEPARTMENT: 60 Executive Office	DIVISION: 08	291-6008-601.21-36	POSTAGE MAINTENANCE	435.86	435.86
81951 ARLINGTON HTS MEMORIAL LIBRARY					
***** DIVISION TOTAL ****					435.86

*Information Technology*

DEPARTMENT: 60 Executive Office	DIVISION: 10	291-6010-601.31-85	CABLE TIE SUPPLIES	33.16	
81941 AMAZON.COM CREDIT		291-6010-601.31-85	IT TOOLS	114.95	
		291-6010-601.50-12	MAC MINI FOR IPADS	1,199.98	
		291-6010-601.31-85	NETWORK ACCESSORIES	63.00-	
		291-6010-601.31-85	NETWORK ACCESSORIES	63.00	
		291-6010-601.31-85	NETWORK ACCESSORIES	82.00	
		291-6010-601.31-85	NETWORK ACCESSORIES	98.95	
		291-6010-601.31-85	MOUNTING BRACKETS	65.97	
		291-6010-601.31-85	WEBCAMS	107.96	
		291-6010-601.31-85	WEBCAMS	69.99	
		291-6010-601.31-85	HEADSET FOR STORYTIME	99.99	
		291-6010-601.30-30	PRINTER MAINTENANCE	110.00	
		291-6010-601.31-85	HDMI HUB	16.98	1,999.93
81951 ARLINGTON HTS MEMORIAL LIBRARY		291-6010-601.22-42	EMERGENCY TEXTING SERVICE	74.99	
		291-6010-601.22-42	EMERGENCY TEXTING SERVICE	5.99	
		291-6010-601.22-42	EMERGENCY TEXTING SERVICE	14.00	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	280.00	
		291-6010-601.20-05	SSL CERTIFICATE-PHONES	189.98	
		291-6010-601.20-05	SSL CERTIFICATE-HR	60.00	
		291-6010-601.20-05	SSL CERTIFICATE-EZPROXY	94.99	
		291-6010-601.20-05	SSL CERTIFICATE-ILL	94.99	
		291-6010-601.20-05	PAYFLOW PRO SUBSCRIPTION	54.10	
		291-6010-601.22-42	PUBLIC INTERNET	343.35	
		291-6010-601.30-32	YOUTUBE PREMIUM SUBSCRIPT	11.99	
		291-6010-601.30-32	STREAMLABS SOFTWARE RENEW	149.00	
		291-6010-601.30-32	VOLUNTEER SOFTWARE SUBSCR	165.00	
		291-6010-601.30-32	OFFICE 365 PHONE LICENSES	1.50	
		291-6010-601.30-32	KINDLE UNLIMITED SUBSCRIP	9.99	
		291-6010-601.30-32	TRELLO SUBSCRIPTION	35.00	
		291-6010-601.30-32	AMAZON FREETIME SUBSCRIPT	4.99	
		291-6010-601.30-32	AMAZON S3 STORAGE BACKUP	231.31	
		291-6010-601.30-32	OFFICE 365 LICENSES	604.00	
		291-6010-601.30-32	GOOGLE GSUITE SUBSCRIPT	54.00	
		291-6010-601.30-32	SPOTIFY SUBSCRIPTION	15.99	
		291-6010-601.30-32	AMAZON MUSIC SUBSCRIPTION	9.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.31-85	PHONE CASES FOR SECURITY	35.97	
		291-6010-601.31-85	MONITOR FOR STAFF	239.99	
		291-6010-601.31-85	HEADSET FOR STAFF	39.99	
		291-6010-601.31-85	HEADSETS FOR CALL CENTER	144.95	
		291-6010-601.31-85	NEW POS SYSTEM	546.81	
		291-6010-601.50-12	NEW POS SYSTEM	2,017.00	5,529.86
81953	AT&T MOBILITY	291-6010-601.22-42	INTERNET ACCESS 4/28-5/27	138.69	
		291-6010-601.22-42	INTERNET ACCESS 10/28-11/	.91	
		291-6010-601.22-42	INTERNET ACCESS 5/28-6/27	138.92	278.52
81956	BAKER & TAYLOR	291-6010-601.30-32	CONTENT CAFE 7/2021-6/202	1,443.13	1,443.13
81963	BOOKSITE	291-6010-601.30-32	BASE FEE & WIDGETS	2,232.00	2,232.00
81967	CDW GOVERNMENT INC	291-6010-601.31-85	MONITORS FOR STAFF	163.64	163.64
81972	COMCAST	291-6010-601.22-42	BUSINESS CABLE JUNE	20.98	
		291-6010-601.22-42	BUSINESS CABLE JULY	20.98	
		291-6010-601.22-42	BUSINESS CABLE MAY	20.98	62.94
82003	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	249.52	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	493.38	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	125.52	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	387.14	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	300.61	
		291-6010-601.30-30	COPIER TONER	19.50	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	427.83	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	742.98	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	535.51	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	270.03	
		291-6010-601.30-30	PAPER	1,339.95	4,891.97
82042	QUILL LLC	291-6010-601.30-30	HP BLACK TONER	167.15	167.15
82054	STAPLES	291-6010-601.30-05	OFFICE SUPPLIES	59.79	59.79
82056	TELCOM INNOVATIONS GROUP LLC	291-6010-601.22-42	LICENSES FOR PHONES	1,950.00	
		291-6010-601.20-08	BILLABLE REMOTE SERVS6/14	65.00	2,015.00
82057	TIMECLOCK PLUS	291-6010-601.30-32	LICENSE OVERAGE QTY 3	39.90	39.90
82058	TODAYS BUSINESS SOLUTIONS	291-6010-601.30-32	PRINTER LEASE YEAAR 4	5,109.58	5,109.58
82065	VERIZON WIRELESS	<----- 291-6010-601.22-42	TELEPHONE 5/26-6/25	354.66	354.66
82071	WOW BUSINESS	291-6010-601.22-42	INTERNET 6/19-7/18	125.98	
		291-6010-601.22-42	TECH VISIT 6/8	50.00	175.98
***** DIVISION TOTAL ****					24,524.05

*Security*

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81949	ARLINGTON HTS MEMORIAL LIBRARY	291-6015-601.22-03	PERC RENEWAL-N VIRMANI	46.01	46.01
***** DIVISION TOTAL *****					46.01

*Facilities*

DEPARTMENT:		DIVISION:			
60	Executive Office	20			
81938	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	TRASH DISPOSAL JUNE	375.95	
		291-6020-601.21-11	TRASH DISPOSAL JULY	365.00	740.95
81941	AMAZON.COM CREDIT	291-6020-601.21-11	BATTERIES	71.98	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	46.58	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	107.97	
		291-6020-601.21-11	MOVING DOLLY STRAPS	32.02	258.55
81947	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REG SERVS JULY	93.45	93.45
81948	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS JUNE	200.00	200.00
81951	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	20.59	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	276.53	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	36.50	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	1.09-	332.53
81955	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	1,859.85	1,859.85
81965	BRUCKER COMPANY	291-6020-601.21-11	MERV 13 FILTERS	1,473.00	1,473.00
81973	COMED	291-6020-601.30-51	HEATING 5/7-6/8	1.64	
		291-6020-601.30-51	HEATING 5/7-6/8	61.99	63.63
81975	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	HVAC REPAIR JUNE	3,013.00	3,013.00
81984	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	BKM GENERATOR REPAIR 6/23	712.48	712.48
81987	GARDEN GUY, INC.	291-6020-601.21-11	JUNE LAWN MAINTENANCE	620.00	620.00
81988	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	60.61	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	571.64	632.25
81994	HOH WATER TECHNOLOGY INC	291-6020-601.21-11	MAINTENANCE SUPPLIES	109.19	109.19
81996	IGS ENERGY	291-6020-601.30-51	NATURAL GAS MAY	2,386.39	2,386.39
82009	JOHNSON CONTROLS FIRE PROTECTION LP	291-6020-601.21-11	FIRE ALARM & FM200 ANNUAL	518.07	
		291-6020-601.21-11	ANNUAL INSPECTIONS FIRE A	3,088.02	3,606.09
82010	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6020-601.21-02	FIRE ALARM MONITORING	261.23	261.23
82022	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS JULY	4,599.00	4,599.00
82024	MENARDS-LONG GROVE	291-6020-601.21-11	BLDG MAINTENANCE	8.30	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					8.30
82025	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTENANCE	66.71	
		291-6020-601.21-11	BLDG MAINTENANCE	106.57	173.28
82028	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERVS JUNE	60.00	60.00
82033	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	BLDG MAINTENANCE	29.25	
		291-6020-601.21-11	BLDG MAINTENANCE	92.29	121.54
82034	NICOR GAS	291-6020-601.30-51	NATURAL GAS MAY	916.60	
		291-6020-601.30-51	NATURAL GAS MAY	214.73	
		291-6020-601.30-51	NATURAL GAS JUNE	758.99	
		291-6020-601.30-51	NATURAL GAS JUNE	206.04	2,096.36
82037	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	COOLING TOWER SERVICE CAL	336.00	336.00
82043	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	1,218.60	1,218.60
82050	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	47.13	
		291-6020-601.21-11	BLDG MAINTENANCE	40.04	
		291-6020-601.21-11	BLDG MAINTENANCE	55.50	
		291-6020-601.21-11	BLDG MAINTENANCE	11.99	
		291-6020-601.21-11	BLDG MAINTENANCE	65.96	
		291-6020-601.21-11	BLDG MAINTENANCE	24.75	
		291-6020-601.21-11	BLDG MAINTENANCE	11.96	
		291-6020-601.21-11	BLDG MAINTENANCE	27.98	
		291-6020-601.21-11	BLDG MAINTENANCE	29.97	
		291-6020-601.21-11	BLDG MAINTENANCE	17.96	333.24
82051	SHERWIN WILLIAMS CO - ARLINGTON HTS	291-6020-601.21-11	BLDG MAINTENANCE	159.83	159.83
82053	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVS JUNE AHML	987.96	
		291-6020-601.21-02	REG SERVS JULY AHML	987.96	1,975.92
82061	ULINE	291-6020-601.21-11	MAINTENANCE SUPPLIES	34.01	34.01
82066	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	FUEL DEC 2013	528.38	528.38
***** DIVISION TOTAL ****					28,007.05
***** DEPARTMENT TOTAL **					74,134.65

*Youth Services*

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	33.72	
		291-6401-601.32-01	DIY KIT SUPPLIES	37.96	
		291-6401-601.30-05	OFFICE SUPPLIES	205.62	
		291-6401-601.30-05	OFFICE SUPPLIES	31.79	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	15.98	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	43.47	
		291-6401-601.32-02	DICE GUILD SUPPLIES	9.99	
		291-6401-601.32-90	MASKS FOR KIDS WORLD	39.98	
		291-6401-601.30-05	OFFICE SUPPLIES	16.98	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	95.92	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	23.28	
		291-6401-601.32-01	FLOOR TILES	59.80	
		291-6401-601.32-01	DIY KIT SUPPLIES	91.52	
		291-6401-601.32-02	LEARN AND GROW BOOKS	107.88	
		291-6401-601.32-02	LEARN TO DRAW PROGRAM	63.27	
		291-6401-601.32-02	DIY PROGRAM SUPPLIES	95.46	
		291-6401-601.32-02	DIY PROGRAM SUPPLIES	68.90	
		291-6401-601.32-02	WATERCOLOR PROGRAM SPLS	5.99	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	166.64	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	118.28	
		291-6401-601.32-01	ELEMENTARY PRGM SUPPLIES	68.46	
		291-6401-601.32-01	ELEMENTARY PRGM SUPPLIES	14.99	
		291-6401-601.32-01	ELEMENTARY PRGM SUPPLIES	16.98	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	68.94	1,748.56
81946	AMIRPOUR, SANAZ	291-6401-601.22-18	7/18 PARENT TEEN WORKSHOP	200.00	200.00
81949	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-01	ELEMENTARY KIT SUPPLIES	3.98	
		291-6401-601.32-02	PROGRAM SUPPLIES	37.38	
		291-6401-601.22-03	MILEAGE - K MCGUIRE	13.22	
		291-6401-601.22-03	MILEAGE - L DAKAS	18.63	
		291-6401-601.22-03	MILEAGE - T DANTIS	3.02	
		291-6401-601.32-01	HOPSCOTCH SUPPLIES	49.99	
		291-6401-601.22-03	MILEAGE - R KING	9.63	
		291-6401-601.32-01	STORYTIME SUPPLIES	3.99	
		291-6401-601.32-02	PEE WEE ARTIST SUPPLIES	10.00	
		291-6401-601.32-02	BOOKS N BITES SUPPLIES	20.93	170.77
81951	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	LIBRARY WORKS WEBINAR	125.00	
		291-6401-601.32-02	ART ACTIVISTS SUPPLIES	4.35	
		291-6401-601.32-02	SUMMER READING PRIZES	120.00	
		291-6401-601.32-02	SUMMER READING PRIZES	240.95	
		291-6401-601.32-02	SUMMER READING PRIZES	121.95	612.25
81962	BLICK ART MATERIALS	291-6401-601.32-02	WATERCOLOR PROGRAM SUPPLI	50.40	50.40
81970	CHAMBERS, TAMARA	291-6401-601.22-18	8/13 TEEN FILM FEST	250.00	250.00
81979	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-02	PEE WEE ARTISTS SUPPLIES	92.30	
		291-6401-601.32-01	ACTIVITY KIT	12.49	104.79
81981	FAMBRO MANAGEMENT	291-6401-601.22-18	7/18 CHESS CLUB	75.00	



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 PROGRAM GM348U5  
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					75.00
81985	FUN EXPRESS LLC	291-6401-601.32-02	BINGO PRIZES	131.36	131.36
82017	LAUTERBACH, MATTHEW R	291-6401-601.22-18	8/13 TEEN FILM FEST	250.00	250.00
82027	MEYER, BRIDGET	291-6401-601.22-18	7/13 COLLEGE KNOWLEDGE	50.00	50.00
82030	MINUSKIN, LYNN	291-6401-601.22-18	8/12 TEEN YOGA OUTDOOR	60.00	60.00
82031	MINUSKIN, LYNN	291-6401-601.22-18	8/13 TWEEN YOGA OUTDOOR	60.00	60.00
82054	STAPLES	291-6401-601.32-01	PROGRAM SUPPLIES	91.41	
		291-6401-601.32-02	PROGRAM EVENTS	13.62	
		291-6401-601.32-90	CIRCULATION SUPPLIES	49.71	154.74
82059	TOKARZ, VICTORIA YADWIGA	291-6401-601.22-18	7/13 COLLEGE KNOWLEDGE	50.00	50.00
82068	WEIL, HELEN	291-6401-601.22-18	7/13 COLLEGE KNOWLEDGE	50.00	50.00
82074	4IMPRINT	291-6401-601.32-02	PICNIC BLANKET PRIZE	239.37	239.37

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

*Info Services*

4,257.24

DEPARTMENT: 64 User Services  
 81941 AMAZON.COM CREDIT

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
291-6410-601.32-01	ADULT BOOK BOX SUPPLIES	17.25	
291-6410-601.30-05	OFFICE SUPPLIES	7.75	
291-6410-601.22-03	PROFESSIONAL DEVELOPMENT	28.85	
291-6410-601.30-05	CIRC SUPPLIES CONF ROOMS	13.62	67.47
291-6410-601.22-03	BUSINESS OUTREACH-KALMENS	209.00	209.00
291-6410-601.22-03	MILEAGE - D MALIK	11.87	11.87
291-6410-601.22-18	RESUME REVIEWS JUNE	120.00	120.00
291-6410-601.32-01	BOOK BOX SUBSCR F/ADULTS	54.70	54.70
291-6410-601.22-18	RESUME REVIEWS JUNE	60.00	60.00
291-6410-601.30-05	OFFICE SUPPLIES	60.06	
291-6410-601.32-90	CIRCULATION SUPPLIES	57.84	117.90

\*\*\*\*\* DIVISION TOTAL \*\*\*\*

*Circulation*

640.94

DEPARTMENT: 64 User Services  
 81936 ABOS

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
291-6420-601.22-02	ABOS INSTITUTIONAL DUES	135.00	135.00
291-6420-601.30-05	PAPER SHREDDER	28.34	

81941 AMAZON.COM CREDIT

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.30-05	LINED WHITEBOARDS	13.99	
		291-6420-601.32-90	RUBBER BANDS	4.99	47.32
81951	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	BOOKMOBILE BINS	36.00	
		291-6420-601.30-05	CLEAR MASKS FOR ESL	68.99	
		291-6420-601.32-90	RECEIPT PAPER	971.68	
		291-6420-601.32-90	BOOKMOBILE BINS	114.95	1,191.62
82002	ILLINOIS TESOL/BE	291-6420-601.22-02	ITBE DUES - KARIM T	40.00	40.00
82062	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	MAY PLACEMENTS	143.20	143.20
82067	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	168.29	168.29
***** DIVISION TOTAL ****					1,725.43

*Senior and Accessible Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 30			
81941	AMAZON.COM CREDIT	291-6430-601.32-01	PROGRAM SUPPLIES	139.45	
		291-6430-601.32-01	PROGRAM SUPPLIES	76.24	215.69
81962	BLICK ART MATERIALS	291-6430-601.32-01	ART WITH ALAYNE JULY/AUGU	197.13	197.13
82023	MCNULTY, ALAYNE	291-6430-601.22-18	JULY CREATING AGING ART	490.00	490.00
82067	WAREHOUSE DIRECT	291-6430-601.30-05	OFFICE SUPPLIES	16.99	
		291-6430-601.32-90	CIRCULATION SUPPLIES	8.31	25.30
***** DIVISION TOTAL ****					928.12

*Programs and Exhibits*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
81941	AMAZON.COM CREDIT	291-6440-601.32-01	BINGO SUPPLIES	56.94	
		291-6440-601.32-02	BINGO SUPPLIES	8.22	
		291-6440-601.32-02	ROCK PAINTING SUPPLIES	29.60	94.76
81943	AMERICAN BUTTON MACHINES	291-6440-601.32-02	BUTTON-MAKING SUPPLIES	77.50	77.50
81951	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	BINGO PRIZE	10.00	
		291-6440-601.32-02	THREAD	2.39	12.39
81964	BROWN, CHERYL	291-6440-601.22-18	8/4 KIDDIELAND REMEMBERED	250.00	250.00
81993	HIGH-DEFINITION GENEALOGY LLC	291-6440-601.22-18	8/10 BRICK WALL BREAKTHRO	100.00	100.00
82001	ILLINOIS HUMANITIES	291-6440-601.22-18	ROAD SCHOLARS APPLICATION	75.00	75.00
82014	KNABB, JACOB S	291-6440-601.22-18	8/11 WRITER'S INK	150.00	150.00
82015	KRUSKI, JASON	291-6440-601.22-18	7/27 POLISH-AMERICAN RESE	100.00	

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 PROGRAM GM348U5  
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ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV  
 Village of Arlington Heights  
 DIVISION: 40

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					100.00
82018	LEWIS,NATASHA LEHRER	291-6440-601.22-18	8/12 FELTED NARWHAL	610.00	610.00
82032	MINUSKIN,LYNN	291-6440-601.22-18	8/14 YOGA IN THE PARK ADU	60.00	60.00
***** DIVISION TOTAL ****					1,529.65

*Digital Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50			
81939	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES - BOWER J	103.00	103.00
81941	AMAZON.COM CREDIT	291-6450-601.30-05	OFFICE SUPPLIES	19.99	
		291-6450-601.32-90	OFFICE SUPPLIES	58.70	
		291-6450-601.30-05	OFFICE SUPPLIES	15.16	
		291-6450-601.30-07	REIMBURSED SUPPLIES	66.18	
		291-6450-601.30-07	REIMBURSED SUPPLIES	15.99	
		291-6450-601.31-85	LENS CAP	7.99	
		291-6450-601.31-85	MEMORY CARDS	24.49	
		291-6450-601.31-85	VIDEO CABLE	10.99	
		291-6450-601.30-05	OFFICE SUPPLIES	24.72	
		291-6450-601.31-85	KEYBOARD FOR STUDIO	199.00	
		291-6450-601.31-85	PIANO PEDAL FOR STUDIO	25.00	468.21
81954	B & H PHOTO VIDEO	291-6450-601.31-85	STUDIO PURCHASE	129.90	129.90
81986	GALE/CENGAGE LEARNING	291-6450-601.32-78	GALE & NATIONAL GEOGRAPHI	13,929.91	
		291-6450-601.32-78	GALE SUBSCRIPTION	8,986.57	22,916.48
81999	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES - BOWER J	25.00	25.00
82060	TUTOR.COM	291-6450-601.32-78	LEARNING SUITE F/LIBRARIE	2,870.00	2,870.00
***** DIVISION TOTAL ****					26,512.59

*Collection Services*

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 70			
81935	ABC-CLIO LLC	291-6470-601.32-80	BOOKS	56.40	56.40
81940	ALA/RDA TOOLKIT	291-6470-601.30-33	ID0111655 ANNUAL INSTITUT	195.00	195.00
81941	AMAZON.COM CREDIT	291-6470-601.30-05	OFFICE SUPPLIES	20.97	
		291-6470-601.30-05	OFFICE SUPPLIES	20.82-	
		291-6470-601.30-05	OFFICE SUPPLIES	22.75	
		291-6470-601.30-05	OFFICE SUPPLIES	6.29	
		291-6470-601.32-80	BOOKS	13.39	
		291-6470-601.32-80	BOOKS	16.24	
		291-6470-601.32-80	BOOKS	53.90	
		291-6470-601.32-80	BOOKS	12.29	
		291-6470-601.32-80	BOOKS	15.60	

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User Services

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

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	10.06	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	33.84	
		291-6470-601.32-80	BOOKS	17.18	
		291-6470-601.32-80	BOOKS	17.96	
		291-6470-601.32-80	BOOKS	16.36	
		291-6470-601.32-75	AV MATERIALS	119.98	
		291-6470-601.32-75	AV MATERIALS	5.99	
		291-6470-601.32-75	AV MATERIALS	5.99	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	8.96	
		291-6470-601.32-75	AV MATERIALS	10.56	
		291-6470-601.32-75	AV MATERIALS	13.17	
		291-6470-601.32-75	AV MATERIALS	8.96	
		291-6470-601.32-75	AV MATERIALS	97.28	
		291-6470-601.32-75	AV MATERIALS	36.63	
		291-6470-601.32-75	AV MATERIALS	31.99	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	12.79	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.30-05	OFFICE SUPPLIES	45.04	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	36.70	
		291-6470-601.32-75	AV MATERIALS	26.99	
		291-6470-601.32-75	AV MATERIALS	59.50	
		291-6470-601.32-75	AV MATERIALS	24.32	
		291-6470-601.32-75	AV MATERIALS	17.24	
		291-6470-601.32-75	AV MATERIALS	16.00	
		291-6470-601.32-75	AV MATERIALS	69.99	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	32.87	
		291-6470-601.32-75	AV MATERIALS	23.29	
		291-6470-601.32-75	AV MATERIALS	13.59	
		291-6470-601.32-75	AV MATERIALS	7.39	
		291-6470-601.32-75	AV MATERIALS	113.43	
		291-6470-601.32-75	AV MATERIALS	26.29	
		291-6470-601.32-75	AV MATERIALS	43.84	
		291-6470-601.32-75	AV MATERIALS	69.00	
		291-6470-601.32-75	AV MATERIALS	17.24	
		291-6470-601.32-95	PERIODICALS	29.98	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	14.49	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	22.74	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	45.00	
		291-6470-601.32-80	BOOKS	9.21	

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PROGRAM GM348U5  
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User Services

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

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ACCOUNTING PERIOD 7/2021

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	7.95	
		291-6470-601.32-80	BOOKS	21.68	
		291-6470-601.32-80	BOOKS	18.80	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	21.62	
		291-6470-601.32-80	BOOKS	5.99-	
		291-6470-601.32-80	BOOKS	8.45	
		291-6470-601.32-80	BOOKS	23.98	
		291-6470-601.32-80	BOOKS	11.35	
		291-6470-601.32-80	BOOKS	23.00	
		291-6470-601.32-80	BOOKS	13.97	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	8.98	
		291-6470-601.32-80	BOOKS	16.17	
		291-6470-601.32-80	BOOKS	89.00	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	39.99	
		291-6470-601.32-80	BOOKS	297.16	
		291-6470-601.32-80	BOOKS	21.64	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	13.71	
		291-6470-601.32-95	PERIODICALS	9.69	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	10.49	
		291-6470-601.32-95	PERIODICALS	19.48	
		291-6470-601.32-95	PERIODICALS	21.28	
		291-6470-601.32-95	PERIODICALS	22.98	
		291-6470-601.32-95	PERIODICALS	14.98	
		291-6470-601.32-95	PERIODICALS	11.98	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-75	AV MATERIALS	26.28	
		291-6470-601.32-75	AV MATERIALS	22.89	
		291-6470-601.32-75	AV MATERIALS	7.50	
		291-6470-601.32-75	AV MATERIALS	77.16	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	11.89	
		291-6470-601.32-75	AV MATERIALS	33.89	
		291-6470-601.32-75	AV MATERIALS	20.76	
		291-6470-601.32-75	AV MATERIALS	41.91	
		291-6470-601.32-75	AV MATERIALS	21.95	
		291-6470-601.32-75	AV MATERIALS	40.00	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	33.60	
		291-6470-601.32-80	BOOKS	15.29	
		291-6470-601.32-80	BOOKS	3.99-	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-80	BOOKS	15.49	

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PROGRAM GM348U5  
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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	4.95	
		291-6470-601.32-80	BOOKS	17.59	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	21.75	
		291-6470-601.32-80	BOOKS	3.99	
		291-6470-601.32-80	BOOKS	9.79	
		291-6470-601.32-75	AV MATERIALS	104.95	
		291-6470-601.32-75	AV MATERIALS	67.76	
		291-6470-601.32-75	AV MATERIALS	12.79	
		291-6470-601.32-75	AV MATERIALS	22.93	
		291-6470-601.32-75	AV MATERIALS	26.24	
		291-6470-601.32-75	AV MATERIALS	68.10	
		291-6470-601.32-75	AV MATERIALS	29.98	
		291-6470-601.32-75	AV MATERIALS	124.95	
		291-6470-601.32-75	AV MATERIALS	15.98	
		291-6470-601.32-75	AV MATERIALS	14.84	
		291-6470-601.32-75	AV MATERIALS	49.94	
		291-6470-601.32-75	AV MATERIALS	15.70	
		291-6470-601.32-75	AV MATERIALS	27.72	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	26.09	
		291-6470-601.32-75	AV MATERIALS	22.39	
		291-6470-601.32-75	AV MATERIALS	21.54	
		291-6470-601.32-75	AV MATERIALS	5.99	
		291-6470-601.32-75	AV MATERIALS	6.67	
		291-6470-601.32-75	AV MATERIALS	179.64	
		291-6470-601.32-75	AV MATERIALS	29.95	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	9.69	
		291-6470-601.32-80	BOOKS	21.05	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	14.75	
		291-6470-601.32-80	BOOKS	14.79	
		291-6470-601.32-80	BOOKS	147.96	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	57.90	
		291-6470-601.32-80	BOOKS	16.90	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.30-05	OFFICE SUPPLIES	23.04	
		291-6470-601.32-05	PROCESSING SUPPLIES	54.98	
		291-6470-601.32-05	PROCESSING SUPPLIES	114.86	
		291-6470-601.30-05	OFFICE SUPPLIES	62.82	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	5.00	
		291-6470-601.32-75	AV MATERIALS	11.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	4.00	
		291-6470-601.32-75	AV MATERIALS	6.99	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	20.45	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	14.29	
		291-6470-601.32-80	BOOKS	31.60	
		291-6470-601.32-80	BOOKS	15.20	
		291-6470-601.32-80	BOOKS	47.99	
		291-6470-601.32-80	BOOKS	35.26	
		291-6470-601.32-80	BOOKS	15.35	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	17.49	
		291-6470-601.32-80	BOOKS	7.67	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	17.19	
		291-6470-601.32-95	PERIODICALS	19.49	
		291-6470-601.32-95	PERIODICALS	24.48	4,878.37
81945	AMERICAN TRUCK HISTORICAL SOCIETY	291-6470-601.32-95	PERIODICALS	52.00	52.00
81950	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MATERIALS	75.90	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	17.99	111.88
81951	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MATERIALS	63.74	
		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	62.06	
		291-6470-601.32-75	AV MATERIALS	62.62	
		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	51.20	
		291-6470-601.32-75	AV MATERIALS	62.97	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-80	BOOKS	1.44-	
		291-6470-601.32-80	BOOKS	20.95	
		291-6470-601.32-80	BOOKS	22.38	
		291-6470-601.32-80	BOOKS	29.99	
		291-6470-601.32-80	BOOKS	49.17	
		291-6470-601.32-80	BOOKS	59.17	
		291-6470-601.32-95	PERIODICALS	7.90	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	54.22	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	10.99	
		291-6470-601.32-95	PERIODICALS	19.80	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	23.99	
		291-6470-601.32-95	PERIODICALS	49.00	
		291-6470-601.32-95	PERIODICALS	21.24	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	25.98	
		291-6470-601.32-95	PERIODICALS	24.39	
		291-6470-601.32-95	PERIODICALS	27.98	
		291-6470-601.32-95	PERIODICALS	19.99	
		291-6470-601.32-95	PERIODICALS	19.00	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	9.89	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	135.20	
		291-6470-601.32-95	PERIODICALS	12.25	
		291-6470-601.32-95	PERIODICALS	12.25	1,229.66
81956	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	320.30	
		291-6470-601.32-80	BOOKS	508.24	
		291-6470-601.32-80	BOOKS	355.58	
		291-6470-601.32-80	BOOKS	442.67	
		291-6470-601.32-80	BOOKS	266.00	
		291-6470-601.32-80	BOOKS	259.15	
		291-6470-601.32-80	BOOKS	160.60	
		291-6470-601.32-80	BOOKS	310.22	
		291-6470-601.32-80	BOOKS	59.27	
		291-6470-601.32-80	BOOKS	64.91	
		291-6470-601.32-80	BOOKS	47.71	
		291-6470-601.32-80	BOOKS	211.03	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	83.60	



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 PROGRAM GM348US  
 DEPARTMENT: 64            User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	15.50-	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.32-75	AV MTLs	46.98	
		291-6470-601.32-80	BOOKS	112.03	
		291-6470-601.32-80	BOOKS	10.14	
		291-6470-601.32-80	BOOKS	107.54	
		291-6470-601.32-80	BOOKS	143.80	
		291-6470-601.32-80	BOOKS	135.74	
		291-6470-601.32-80	BOOKS	275.93	
		291-6470-601.32-80	BOOKS	51.62	
		291-6470-601.32-80	BOOKS	190.38	
		291-6470-601.32-80	BOOKS	215.58	
		291-6470-601.32-80	BOOKS	210.65	
		291-6470-601.32-80	BOOKS	132.57	
		291-6470-601.32-80	BOOKS	449.06	
		291-6470-601.32-80	BOOKS	428.59	
		291-6470-601.32-80	BOOKS	208.36	
		291-6470-601.32-80	BOOKS	349.10	
		291-6470-601.32-80	BOOKS	319.64	
		291-6470-601.32-80	BOOKS	217.05	
		291-6470-601.32-80	BOOKS	298.15	
		291-6470-601.32-80	BOOKS	657.82	
		291-6470-601.32-80	BOOKS	564.46	
		291-6470-601.32-80	BOOKS	306.61	
		291-6470-601.32-80	BOOKS	776.14	
		291-6470-601.32-80	BOOKS	177.35	
		291-6470-601.32-80	BOOKS	24.74-	
		291-6470-601.32-80	BOOKS	41.09	
		291-6470-601.32-80	BOOKS	31.37	
		291-6470-601.32-80	BOOKS	817.32	
		291-6470-601.32-80	BOOKS	91.23	
		291-6470-601.32-80	BOOKS	359.67	
		291-6470-601.32-80	BOOKS	662.29	
		291-6470-601.32-80	BOOKS	489.95	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.32-75	AV MTLs	22.11	
		291-6470-601.32-80	BOOKS	15.34	
		291-6470-601.32-80	BOOKS	208.33	
		291-6470-601.32-80	BOOKS	84.25	
		291-6470-601.32-80	BOOKS	271.53	
		291-6470-601.32-80	BOOKS	58.68	
		291-6470-601.32-80	BOOKS	188.23	
		291-6470-601.32-80	BOOKS	321.32	
		291-6470-601.32-80	BOOKS	511.94	
		291-6470-601.32-80	BOOKS	210.20	
		291-6470-601.22-85	PROCESSING SERVICES	3.80-	
		291-6470-601.22-85	PROCESSING SERVICES	57.00	
		291-6470-601.22-85	PROCESSING SERVICES	72.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROCESSING SERVICES	53.20	
		291-6470-601.22-85	PROCESSING SERVICES	83.60	
		291-6470-601.22-85	PROCESSING SERVICES	107.55	
		291-6470-601.22-85	PROCESSING SERVICES	155.80	
		291-6470-601.22-85	PROCESSING SERVICES	102.25	
		291-6470-601.22-85	PROCESSING SERVICES	126.55	
		291-6470-601.22-85	PROCESSING SERVICES	144.40	
		291-6470-601.22-85	PROCESSING SERVICES	95.00	
		291-6470-601.32-75	AV MATERIALS	41.45	
		291-6470-601.32-80	BOOKS	358.03	
		291-6470-601.32-80	BOOKS	270.84	
		291-6470-601.32-80	BOOKS	58.31	
		291-6470-601.32-80	BOOKS	197.47	
		291-6470-601.32-80	BOOKS	46.44	
		291-6470-601.32-80	BOOKS	181.00	
		291-6470-601.32-80	BOOKS	257.39	
		291-6470-601.32-80	BOOKS	160.52	
		291-6470-601.32-80	BOOKS	182.33	
		291-6470-601.32-80	BOOKS	27.26	
		291-6470-601.32-80	BOOKS	162.22	
		291-6470-601.32-80	BOOKS	164.90	
		291-6470-601.32-80	BOOKS	469.18	
		291-6470-601.32-80	BOOKS	408.34	
		291-6470-601.32-80	BOOKS	353.65	
		291-6470-601.32-80	BOOKS	495.61	
		291-6470-601.32-80	BOOKS	562.21	
		291-6470-601.32-80	BOOKS	104.38	
		291-6470-601.32-80	BOOKS	544.15	
		291-6470-601.32-80	BOOKS	9.65	
		291-6470-601.32-80	BOOKS	26.11	
		291-6470-601.32-80	BOOKS	401.87	
		291-6470-601.22-85	PROCESSING SERVICES	87.40	
		291-6470-601.22-85	PROCESSING SERVICES	60.80	
		291-6470-601.22-85	PROCESSING SERVICES	72.20	
		291-6470-601.22-85	PROCESSING SERVICES	106.40	
		291-6470-601.22-85	PROCESSING SERVICES	53.20	
		291-6470-601.32-80	BOOKS	319.66	
		291-6470-601.32-80	BOOKS	183.11	
		291-6470-601.32-80	BOOKS	207.98	
		291-6470-601.32-80	BOOKS	407.87	
		291-6470-601.32-80	BOOKS	483.10	
		291-6470-601.32-80	BOOKS	306.30	
		291-6470-601.32-80	BOOKS	393.76	
		291-6470-601.32-80	BOOKS	129.81	
		291-6470-601.32-80	BOOKS	101.70	
		291-6470-601.32-80	BOOKS	190.79	
		291-6470-601.32-80	BOOKS	1,098.73	
		291-6470-601.32-80	BOOKS	172.24	
		291-6470-601.32-80	BOOKS	9.65	
		291-6470-601.32-80	BOOKS	66.44	
		291-6470-601.32-80	BOOKS	333.71-	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	48.18-	26,668.29
81957	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	12.49	
		291-6470-601.32-75	AV MTLs	61.16	
		291-6470-601.32-75	AV MTLs	175.92	
		291-6470-601.32-75	AV MATERIALS	110.57	
		291-6470-601.32-75	AV MATERIALS	29.39	389.53
81960	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	9,949.86	
		291-6470-601.32-80	BOOKS	12,273.94	
		291-6470-601.32-80	BOOKS	2,830.06	
		291-6470-601.32-75	AV MTLs	1,306.60	26,360.46
81961	BLACKSTONE PUBLISHING	291-6470-601.32-75	AV MTLs	43.44	
		291-6470-601.32-75	AV MATERIALS	77.88	121.32
81968	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	223.98	223.98
81971	CHICAGO SUN TIMES	291-6470-601.32-95	PERIODICALS	504.40	504.40
81974	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	23.95	23.95
81976	COOKING LIGHT	291-6470-601.32-95	PERIODICALS	20.00	20.00
81977	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	200.38	
		291-6470-601.32-95	PERIODICALS	60.72	
		291-6470-601.32-95	PERIODICALS	60.72	321.82
81978	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	144.24	144.24
81980	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	1,209.88	
		291-6470-601.32-95	PERIODICALS	55.78-	1,154.10
81982	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MTLs	139.99	139.99
81986	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	336.71	
		291-6470-601.32-80	BOOKS	295.12	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	57.58	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	54.38	984.84
81989	GREENE COUNTY PUBLIC LIBRARY	291-6470-601.21-64	ILL 207377705 MISSING ITE	20.00	20.00
81992	HIGH PLAINS LIBRARY DISTRICT	291-6470-601.21-64	OCLC#207084950 LOST BOOK	13.46	13.46
81997	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	127.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	112.50	
		291-6470-601.32-80	BOOKS	60.00	300.00
82000	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.30-33	WEBDEWEY GROUP 6/2021-5/2	184.56	
		291-6470-601.21-64	ACCESS SERVS MAY	394.50	579.06
82004	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	407.53	407.53
82005	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	6,607.58	
		291-6470-601.32-80	BOOKS	95.89	
		291-6470-601.32-80	BOOKS	442.98	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	127.20	
		291-6470-601.32-80	BOOKS	246.56	
		291-6470-601.22-85	PROC SERVS	42.57	
		291-6470-601.32-80	BOOKS	7.90-	
		291-6470-601.32-80	BOOKS	645.40	
		291-6470-601.32-80	BOOKS	62.09	
		291-6470-601.32-80	BOOKS	32.78	
		291-6470-601.32-80	BOOKS	105.00	
		291-6470-601.32-80	BOOKS	54.70	
		291-6470-601.32-80	BOOKS	78.40	
		291-6470-601.32-80	BOOKS	15.59	
		291-6470-601.32-80	BOOKS	124.32	
		291-6470-601.32-80	BOOKS	10.20	
		291-6470-601.32-80	BOOKS	142.89	
		291-6470-601.32-80	BOOKS	319.40	
		291-6470-601.32-80	BOOKS	121.44	
		291-6470-601.32-80	BOOKS	45.86	
		291-6470-601.32-75	AV MTL5	494.82	
		291-6470-601.32-80	BOOKS	47.63	
		291-6470-601.32-80	BOOKS	344.79	
		291-6470-601.32-80	BOOKS	256.53	
		291-6470-601.32-80	BOOKS	267.98	
		291-6470-601.32-80	BOOKS	20.32	
		291-6470-601.32-80	BOOKS	90.87	
		291-6470-601.32-80	BOOKS	74.58	
		291-6470-601.32-80	BOOKS	135.42	
		291-6470-601.32-80	BOOKS	162.60	
		291-6470-601.32-80	BOOKS	73.95	
		291-6470-601.32-80	BOOKS	15.75	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	13.80	
		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	17.95	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	175.69	
		291-6470-601.32-80	BOOKS	86.52	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	235.16	
		291-6470-601.32-80	BOOKS	169.52	
		291-6470-601.32-80	BOOKS	86.89	
		291-6470-601.32-80	BOOKS	38.61	
		291-6470-601.32-80	BOOKS	12.57	
		291-6470-601.32-80	BOOKS	109.88	
		291-6470-601.32-80	BOOKS	65.62	
		291-6470-601.32-80	BOOKS	101.08	
		291-6470-601.32-80	BOOKS	44.86	12,607.72
82006	JANWAY COMPANY USA INC	291-6470-601.32-05	PROCESSING SUPPLIES	573.43	573.43
82013	KANOPY INC	291-6470-601.32-75	AV MTLs	951.00	951.00
82016	LAKESHORE LEARNING MATERIALS	291-6470-601.32-75	AV MATERIALS	80.47	80.47
82019	LOYOLA UNIVERSITY CHICAGO	291-6470-601.21-64	ILL202126693 LOST BOOK CH	100.00	100.00
82021	MARCIVE INC	291-6470-601.22-85	JUNE AUTHORITY PROCESSING	127.80	127.80
82029	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	787.36	
		291-6470-601.32-75	AV MTLs	60.48	
		291-6470-601.32-75	AV MTLs	531.81	
		291-6470-601.32-75	AV MTLs	1,121.93	
		291-6470-601.32-75	AV MTLs	775.96	
		291-6470-601.32-75	AV MTLs	307.89	
		291-6470-601.32-75	AV MATERIALS	745.47	
		291-6470-601.32-75	AV MATERIALS	8,865.60	
		291-6470-601.32-80	BOOKS	3,372.65	
		291-6470-601.32-75	AV MATERIALS	363.87	
		291-6470-601.32-75	AV MATERIALS	253.18	
		291-6470-601.32-05	PROCESSING SUPPLIES	68.87	
		291-6470-601.22-85	PROC SERVS	1,269.21	
		291-6470-601.32-75	AV MTLs	1,413.16	
		291-6470-601.32-75	AV MTLs	78.36	20,015.80
82035	NO-LOAD FUND INVESTOR	291-6470-601.32-95	PERIODICALS	169.00	169.00
82038	OLIVET NAZARENE UNIVERSITY	291-6470-601.21-64	LOST BOOK FEE	25.00	25.00
82039	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	PERIODICALS	224.60	224.60
82041	POLONIA BOOKSTORE INC	291-6470-601.32-80	BOOKS	93.30	93.30
82042	QUILL LLC	291-6470-601.32-05	PROCESSING SUPPLIES	35.61	35.61
82044	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	158.47	158.47
82045	ROCHESTER PUBLIC LIBRARY	291-6470-601.21-64	LOST BOOK FEE	5.99	5.99
82048	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	143.81	

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 PROGRAM GM348US  
 DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					143.81
82055	STONY BROOK UNIVERSITY	291-6470-601.21-64	ACCT:900412 REPLACEMENT F	85.00	85.00
82064	VALUE LINE PUBLISHING LLC	291-6470-601.32-95	PERIODICALS	1,000.00	1,000.00
82072	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	30.75	30.75
***** DIVISION TOTAL ****					101,328.03

*Makerplace*

DEPARTMENT: 64 User Services

DIVISION: 80

81939	ALA MEMBERSHIP	291-6480-601.22-02	ALA DUES - KRUEGER C	74.00	
		291-6480-601.22-02	ALA DUES - CRAFT S	89.00	
		291-6480-601.22-02	ALA DUES - HENRY K	42.00	205.00
81941	AMAZON.COM CREDIT	291-6480-601.30-07	MAKERSPACE SEWING SPLS	47.96	
		291-6480-601.30-07	MAKERSPACE SEWING SPLS	142.87	
		291-6480-601.31-85	MAKERSPACE SEWING SPLS	24.88	
		291-6480-601.31-85	MAKERSPACE STORAGE	34.49	
		291-6480-601.31-85	MAKERSPACE EMBROIDERY	11.03	
		291-6480-601.30-07	SEWING MATERIALS	75.60	
		291-6480-601.30-07	MAT BOARD	23.98	
		291-6480-601.31-85	SEWING SUPPLIES	8.30	
		291-6480-601.31-85	SEWING SUPPLIES	171.45	
		291-6480-601.31-85	SEWING SUPPLIES	86.00	
		291-6480-601.31-85	SEWING SUPPLIES	133.77	
		291-6480-601.31-85	SEWING SUPPLIES	56.87	
		291-6480-601.31-85	OFFICE SUPPLIES	4.27	821.47
81951	ARLINGTON HTS MEMORIAL LIBRARY	491-6480-601.50-55	ROOF RAILINGS	378.16	
		491-6480-601.50-55	KITCHEN STORAGE	372.68	750.84
81987	GARDEN GUY, INC.	291-6480-601.21-11	JUNE LAWN MAINTENANCE	247.50	247.50
81991	HARGRAVE BUILDERS, INC	491-6480-601.50-55	HENERAL CONTRACTOR	32,997.00	32,997.00
81999	ILA MEMBERSHIP	291-6480-601.22-02	ILA DUES - KRUEGER C	150.00	
		291-6480-601.22-02	ILA DUES - CRAFT S	75.00	225.00
82007	JENSENS PLUMBING & HEATING	491-6480-601.50-55	HVAC I	8,100.00	8,100.00
82008	JENSENS PLUMBING & HEATING	491-6480-601.50-55	HVAC II	3,465.22	3,465.22
82011	K&J PAINTING LLC	491-6480-601.50-55	PAINT	18,284.40	18,284.40
82012	K-LOG INC	491-6480-601.50-55	SEWING MACHINE TABLES	2,369.71	2,369.71
82026	METALMASTER ROOFMASTER	491-6480-601.50-55	ROOFING	799.31	799.31
82034	NICOR GAS	291-6480-601.30-51	NATURAL GAS 5/14-6/15	148.67	

PREPARED 07/20/21, 11:22 AM  
PROGRAM GM348U5  
DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					148.67
82040	PEAK SUPPLY COMPANY LLC	491-6480-601.50-55	ROOF SAFETY RAILS	2,972.20	2,972.20
82046	ROCKFORD CARPETLAND USA, INC	491-6480-601.50-55	FLOORING	21,363.30	21,363.30
82049	SHALES MCNUTT CONSTRUCTION	491-6480-601.50-55	PROF SERVS FINAL BILLING	6,050.00	6,050.00
82051	SHERWIN WILLIAMS CO - ARLINGTON HTS	291-6480-601.50-15	BELMONT PAINT	224.13	224.13
82053	STANDARD ELEVATOR CO	291-6480-601.21-02	REG SERVS JUNE BELMONT	265.00	530.00
		291-6480-601.21-02	REG SERVS JULY BELMONT	265.00	
82061	ULINE	491-6480-601.50-55	SEWING WORK TABLES	990.09	990.09
82069	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	CONSTRUCTION ADMIN MAY	403.14	403.14
82070	WM CORPORATE SERVICES INC	291-6480-601.21-11	BELMONT PORTA POTTY JUNE	97.75	97.75
82071	WOW BUSINESS	291-6480-601.22-42	INTERNET 6/25-7/24 & INST	324.99	
***** DIVISION TOTAL ****					101,369.72
***** DEPARTMENT TOTAL **					238,291.72
***** GRAND TOTAL *****					345,393.08

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	245,518.53
491	Capital Projects-Library	99,874.55
**** TOTAL ALL FUNDS ****		345,393.08



July 20, 2021

**Arlington Heights Memorial Library  
American Express Card Summary  
6/30/2021**

#	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
		97			
1	Czajka	6440-3202	\$ 10.00	Bingo Prize	TST* SCRATCHBOARD KI
2	Driskell	489-90-00	\$ (57.82)	Other Income/Rebate	CORPORATE CASHBACK CR
3	Driskell	6010-2242	\$ 74.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
4	Driskell	6010-2242	\$ 5.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
5	Driskell	6010-2242	\$ 14.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
6	Driskell	6010-3032	\$ 280.00	Zoom Subscription	ZOOM.US 888-799-9666
7	Dworianyn	6010-2005	\$ 189.98	SSL Certificate for Phones	GODADDY.COM
8	Dworianyn	6010-2005	\$ 60.00	SSL Certificate for Human Resources	SSL.COM CERTIFICATE
9	Dworianyn	6010-2005	\$ 94.99	SSL Certificate for EZproxy	GODADDY.COM
10	Dworianyn	6010-2005	\$ 94.99	SSL Certificate for InterLibrary Loan	GODADDY.COM
11	Dworianyn	6010-2005	\$ 54.10	PayPal PayFlow Pro Subscription	PAYFLOW/PAYPAL 0045
12	Dworianyn	6010-2242	\$ 343.35	Public Internet	COMCAST CHICAGO
13	Dworianyn	6010-3032	\$ 11.99	YouTube Premium Subscription	GOOGLE*YOUTUBEPREMIU
14	Dworianyn	6010-3032	\$ 149.00	Streamlabs Software Renewal	BT*SL *PRIME
15	Dworianyn	6010-3032	\$ 165.00	Volunteer Software Subscription	WWW.VOLGISTICS.COM
16	Dworianyn	6010-3032	\$ 1.50	Office 365 Phone Licenses	MSFT * E0400ESNUT 00
17	Dworianyn	6010-3032	\$ 9.99	Kindle Unlimited Subscription	KINDLE UNLTD*2X7K15J
18	Dworianyn	6010-3032	\$ 35.00	Trello Subscription	TRELLO.COM, ATLISSIA
19	Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMAZON KIDS+*2X8TC40
20	Dworianyn	6010-3032	\$ 231.31	Amazon S3 Storage for Backup Service	AMAZON WEB SERVICES
21	Dworianyn	6010-3032	\$ 604.00	Office 365 Licenses	MNJTECHNOLOGIESDIREC
22	Dworianyn	6010-3032	\$ 54.00	Google G-Suite Subscription	GOOGLE*GSUITE_AHML.N
23	Dworianyn	6010-3032	\$ 15.99	Spotify Subscription	SPOTIFY USA
24	Dworianyn	6010-3032	\$ 9.99	Amazon Music Subscription	AMAZON MUSIC*2R8QG0Q
25	Dworianyn	6010-3185	\$ 35.97	Phone Cases for Security	AMZN MKTP US*296M81F
26	Dworianyn	6010-3185	\$ 239.99	Monitor for Staff	AMAZON.COM*213701032
27	Dworianyn	6010-3185	\$ 39.99	Headset for Staff	AMAZON.COM*2X4MZ3EJ2
28	Dworianyn	6010-3185	\$ 144.95	Headsets for Call Center	AMZN MKTP US*2X76R0X
29	Ekl	6001-3005	\$ 149.50	Lockable Deposit Bags for Makerplace	BANKSUPPLIES ACQUISI
30	Ekl	6001-5015	\$ 589.95	Toddler Tables and Chairs	LIFETIME.COM
31	Ekl	6002-2210	\$ 142.94	Business Cards - Bower, Pardue, Basseggio, Henry, Craft	VISTAPR*VISTAPRINT.C
32	Ekl	6002-3005	\$ 95.68	Adhesive Clips	AMERICAN RETAIL SUPP
33	Ekl	6003-3201	\$ 9.95	Sample Insert for Volunteer Name Badges	BEST NAME BADGES
34	Ekl	6004-5015	\$ 328.95	Wall Lamp for Belmont	LAMPS.COM
35	Ekl	6008-2136	\$ 435.86	Postage Maintenance	NEOPOSTINC
36	Ekl	6010-3185	\$ 546.81	New POS System	SQUARE HARDWARE
37	Ekl	6010-5012	\$ 2,017.00	New POS System	SQUARE HARDWARE
38	Ekl	6020-2111	\$ 20.59	Maintenance Supplies	HOMEDEPOT.COM
39	Ekl	6020-2111	\$ 276.53	Maintenance Supplies	BATTERYSHARKS COM 00
40	Ekl	6020-2111	\$ 36.50	Maintenance Supplies	ALL GLIDES
41	Ekl	6020-2111	\$ (1.09)	Maintenance Supplies, tax refund	DULTMEIER SALES
42	Ekl	6401-2203	\$ 125.00	Library Works Webinar	IN *LIBRARYWORKS, IN
43	Ekl	6401-3202	\$ 4.35	Art Activists Supplies	Dollar Tree, Inc. 00
44	Ekl	6401-3202	\$ 120.00	Summer Reading Prizes	TARGET.COM 3991
45	Ekl	6401-3202	\$ 240.95	Summer Reading Prizes	BARNES&NOBLE.COM-BN
46	Ekl	6401-3202	\$ 121.95	Summer Reading Prizes	MICHAELS GIFT CARDS
47	Ekl	6420-3290	\$ 36.00	Bookmobile Bins	TARGET.COM 3991
48	Ekl	6420-3005	\$ 68.99	Clear Masks for ESL	SAFENCLEAR THE COMMU
49	Ekl	6420-3290	\$ 971.68	Receipt Paper	BT*POSPAPER.COM
50	Ekl	6420-3290	\$ 114.95	Bookmobile Bins	CRATE & BARREL/CB2 9
51	Ekl	6440-3202	\$ 2.39	Thread	MICHAELS #9490
52	Ekl	491-6480-5055	\$ 378.16	Roof Railings	MICHIGAN SAFETY PROD
53	Ekl	491-6480-5055	\$ 372.68	Makerplace Kitchen Storage	The Webstaurant Stor
54	Szymanek	6470-3275	\$ 63.74	AV Materials	BESTBUYCOM806426327
55	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
56	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
57	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479794320
58	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479807855
59	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479817027

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
60	Szymanek	6470-3275	\$ 62.06	AV Materials	TARGET.COM 3991
61	Szymanek	6470-3275	\$ 62.62	AV Materials	SP * BBC SHOP US
62	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
63	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
64	Szymanek	6470-3275	\$ 51.20	AV Materials	TARGET.COM 3991
65	Szymanek	6470-3275	\$ 62.97	AV Materials	USA*PBS PUB BRD SVC
66	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
67	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
68	Szymanek	6470-3275	\$ 14.99	AV Materials	PRIME VIDEO*2L70N2ZM
69	Szymanek	6470-3275	\$ 10.99	AV Materials	PRIME VIDEO*E743D2EN
70	Szymanek	6470-3280	\$ (1.44)	Books	BARNES&NOBLE.COM-BN
71	Szymanek	6470-3280	\$ 20.95	Books	MODERN DAILY KNITTING
72	Szymanek	6470-3280	\$ 22.38	Books	BARNES&NOBLE.COM-BN
73	Szymanek	6470-3280	\$ 29.99	Books	PAYPAL *OLIVEKNITS
74	Szymanek	6470-3280	\$ 49.17	Books	KINOKUNIYA BOOK STOR
75	Szymanek	6470-3280	\$ 59.17	Books	KINOKUNIYA BOOK STOR
76	Szymanek	6470-3295	\$ 7.90	Periodicals	EBAY O*03-07251-9752
77	Szymanek	6470-3295	\$ 13.99	Periodicals	TEA TIME
78	Szymanek	6470-3295	\$ 54.22	Periodicals	SP * RPIPRESS STORE
79	Szymanek	6470-3295	\$ 10.99	Periodicals	COOKINGWITHPAULADEEN
80	Szymanek	6470-3295	\$ 19.80	Periodicals	EBAY O*13-07238-7842
81	Szymanek	6470-3295	\$ 20.00	Periodicals	MDC*MAGAZINE.STORE
82	Szymanek	6470-3295	\$ 14.99	Periodicals	NPS MEDIA GROUP
83	Szymanek	6470-3295	\$ 23.99	Periodicals	OXYGEN MAGAZINE SUBS
84	Szymanek	6470-3295	\$ 49.00	Periodicals	OUTSIDE CLEAN EATING
85	Szymanek	6470-3295	\$ 21.24	Periodicals	GAMESTOP GameStop
86	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*MDDN HOLDINGS INC
87	Szymanek	6470-3295	\$ 25.98	Periodicals	EBAY O*15-07212-3655
88	Szymanek	6470-3295	\$ 24.39	Periodicals	FORKSOVERKNIVES.COM
89	Szymanek	6470-3295	\$ 27.98	Periodicals	RDA*READERS DIGEST M
90	Szymanek	6470-3295	\$ 19.99	Periodicals	MAKE COMMUNITY LLC 0
91	Szymanek	6470-3295	\$ 19.00	Periodicals	EBAY O*08-07152-0217
92	Szymanek	6470-3295	\$ 14.99	Periodicals	D J*BARRON'S
93	Szymanek	6470-3295	\$ 9.89	Periodicals	EBAY O*03-07148-6728
94	Szymanek	6470-3295	\$ 13.99	Periodicals	NPS MEDIA GROUP
95	Szymanek	6470-3295	\$ 135.20	Periodicals	CHICAGO SUN-TIMES CI
96	Szymanek	6470-3295	\$ 12.25	Periodicals	PAYPAL *AUSTINSGOLF
97	Szymanek	6470-3295	\$ 12.25	Periodicals	PAYPAL *AUSTINSGOLF
	Szymanek		\$ (10.99)	Credit from fraudulent charge, do not pay	CREDIT FOR FRAUDULENT
	Szymanek		\$ 10.99	Fraudulent charge, do not pay	PRIME VIDEO*2R7U30MJ
			<u>\$ 11,354.16</u>		

July 20, 2021

Arlington Heights Memorial Library  
Mastercard Summary  
6/30/2021

Count					
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>	
M Szymanek	6470-3275	\$ 75.90	AV Materials	B&H Photo	
	6470-3275	\$ 17.99	AV Materials	Netflix	
	6470-3275	\$ 17.99	AV Materials	Netflix	
		<u>\$ 111.88</u>			

July 20, 2021

**Arlington Heights Memorial Library  
Special Funds Summary  
6/30/2021**

Count 15

#	Account	Amount	Description	Staff
	<b>Check # 1591 – AHML</b>	\$ 18,000.00	Transfer to Disbursement	S Beckman
	<b>Check # 1592 – AHML – Petty Cash</b>			
1	6/7/2021 6401-3201	\$ 3.98	Elementary Kit Supplies	J Pinotti
2	6401-3202	\$ 37.38	Program Supplies	J Pinotti
3	6401-2203	\$ 13.22	Mileage	K McGuire
4	6/14/2021 6015-2203	\$ 46.01	PERC Renewal	N Virmani
5	6003-4070	\$ 15.00	DSSC 80s Supplies	J Vartivarian
6	6401-2203	\$ 18.63	Mileage	L Dakas
7	6001-2205	\$ 8.90	Postage	J Doren
8	6/21/2021 6401-2203	\$ 3.02	Mileage	T Dantis
9	6/28/2021 6410-2203	\$ 11.87	Mileage	D Malik
10	6401-3201	\$ 49.99	Hopscotch Ruh	R King
11	6401-2203	\$ 9.63	Mileage	R King
12	6401-3201	\$ 3.99	Storytime Supplies	R King
13	6401-3202	\$ 10.00	Pee Wee Artists Supplies	R King
14	6/30/2021 6401-3202	\$ 20.93	Supplies for Books 'N Bites	K Bailey
15	6001-2205	\$ 5.80	Postage	CoSG
		<u>\$ 258.35</u>		

To: Board of Library Trustees  
From: Mike Driskell, Chris Krueger, Gary Leclair  
Date: July 21, 2021  
Re: Makerplace Update

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Substantial progress has been made on the construction of the Makerplace. After several change orders and many hours of labor, we are in the final stretch of this capital project. Some of the most recent developments include lighting, paint and flooring. We will highlight some of the major changes, including flooring and the sewing room ceiling.

#### Flooring

Upon closer inspection of the subfloor, our flooring contractor had concerns about the condition of the existing subfloor. After discussion and an on-site meeting with the architect, general contractor, library staff and the flooring contractor, it was decided to secure the subfloor and level it with leveling compound. Due to the different subfloor materials in the main makerspace (concrete and plywood), and the expectation that the areas of the floor will move or expand at different rates, it was decided to change the orientation of the tiles from a herringbone pattern to a 1/3 brick pattern. This will provide the greatest longevity of the floor and will prevent premature cracking and misalignment of the tiles.

#### Sewing room ceiling

The original plans for the addition of the sewing room called for a drop ceiling throughout the lower-level sewing room. The ceiling would provide some acoustic dampening in a space where we will typically have multiple sewing machines running simultaneously. When planning in the field for the installation, it was found that the height of some of the utilities and support structure running through the ceiling of this room would restrict the height below acceptable values to comply with village code. With input from the engineer, inspector, contractor and library staff, a modified version of the drop ceiling was devised, breaking up the ceiling grid into three sections, allowing substantial covering of the ceiling with acoustical tiles, while working around the immovable components. The ceiling will have the three

sections surrounded by blacked out structure and utilities. This will provide the acoustical dampening without hindering overall ceiling height.

Progress continues in the other areas of the project, as summarized below.

Highlights:

- Lighting has been installed on the main floor
- Painting is complete on the main floor
- Flooring has been installed in the fabrication room and flex space 2. Kitchen flooring installation is currently in progress
- Parking lot has been striped
- Furniture delivery has started. Some orders have been delayed due to holdup on the flooring
- Remaining Makerplace staff have been hired

Staff have been helping with the construction of this capital project since the start but have been making an even more significant contribution over the past month. Facilities staff have taken on the task of painting all of the trim throughout the building, starting on the main floor. IT staff have also spent more time at the Makerplace this past month, running all the network cabling throughout the building. This cabling will connect the equipment, computers, phones, cameras, and wireless access points. The work done by library staff has helped keep the project on budget.

In June, the final four Makerplace staff joined the team in preparation for the building's opening.

- Makerspace Specialist Stacy Craft joined us on June 1. Stacy just finished up her Master of Fine Arts degree from the Cranbrook Academy of Art in Bloomfield Hills, Michigan and brings with her an incredible mix of art and design skills as well as a strong customer service background. Her experience with CNC milling, laser cutting and fabrication work makes her an incredible addition to the Makerplace team.
- Makerspace Advisor Kathy Kilminski joined us on June 21. Kathy comes to the Makerplace from the Elmhurst Public Library's The Makery (an excellent local makerspace). She brings with her a wealth of makerspace and library

knowledge. In addition to makerspace experience, Kathy has her MLIS and previous experience in the tech world. With skills that range from woodworking to sewing to laser cutting, Kathy will be a wonderful collaborator with the rest of the team.

- Makerspace Advisor Lisa Hale joined us on June 21. Lisa also works at Niles-Maine District Library's makerspace The Creative Studio. Lisa has an incredibly strong background in all things cosplay and costume design. In addition to Makerspace experience, Lisa has worked as a costume designer for the Metropolis Performing Arts Centre and has been a speaker on several cosplay panels at conventions like C2E2, LA Comic Con, AHML's very own FanCon in 2016. Her expertise covers prop making, electronics, foam crafting, 3D printing and more!
- Lee Anne Davis transitioned over from Digital Services Advisor to Makerspace Advisor on June 28. Lee Anne has worked at the library for over five years, most recently at the Tech Learning Center Desk and before that in Info Services. Lee Anne has incredible technology and customer service skills and she also went to school for apparel, textile and design and more recently completed a graphic design certificate program. Along with the institutional knowledge she brings, these skills will be invaluable at the Makerplace.



*Installation of the lighting is complete on the main floor. The pendant lighting shown above is the result of acceptance of the lighting upgrade package add-on.*

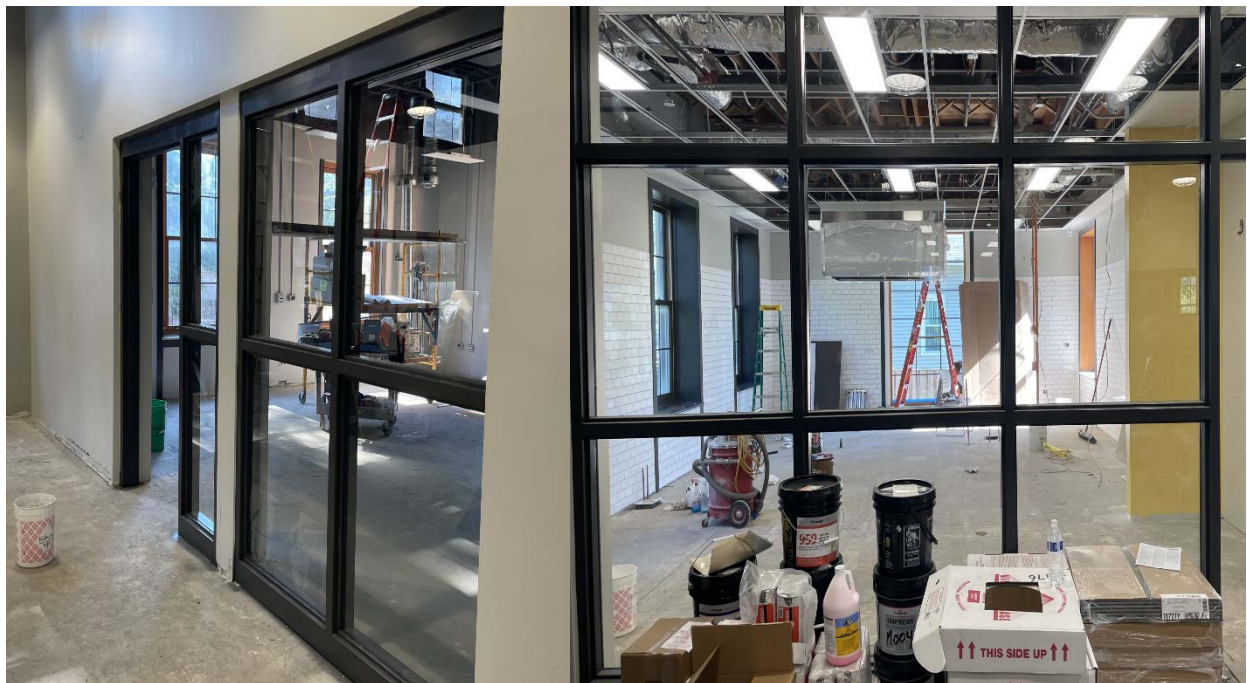


*Much of the plywood subfloor throughout the main floor suffered some damage during demolition. With the help of our staff securing the subfloor, the flooring contractor was able to fill and level the surface to prepare for carpeting.*





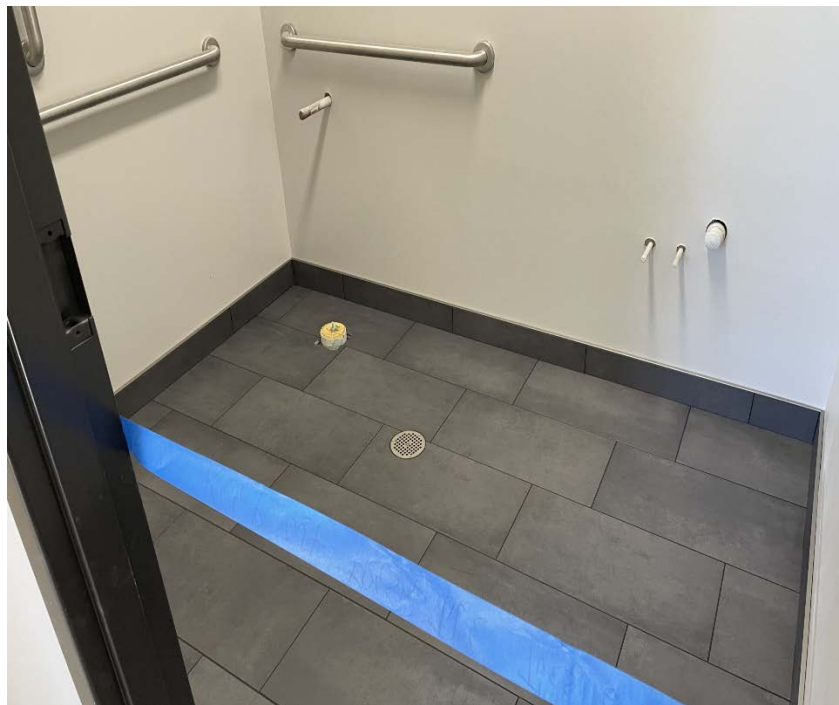
*The kitchen walls and floor are prepared for the installation of commercial grade flooring. Modifications needed to be made to the wall paneling to allow for the flooring to adhere to it, 6” above the base, to comply with regulations. Flooring will be installed between July 15 and July 20. Kitchen appliances will be delivered the following week.*



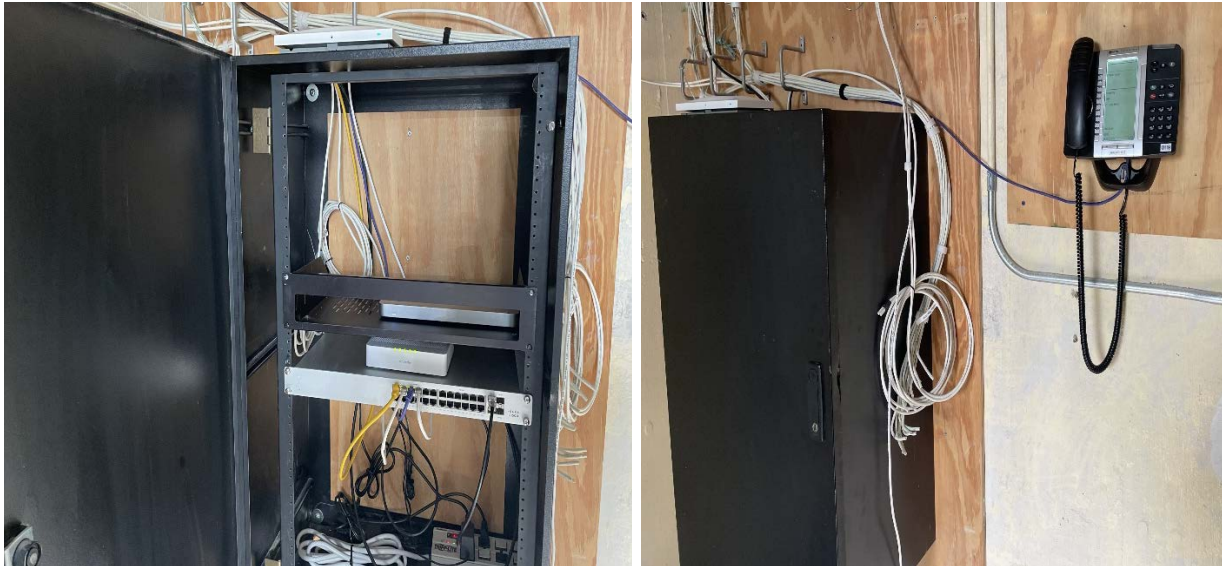
*Glass is now installed in the kitchen and fabrication room walls, providing a nice view but keeping the sounds and smells inside.*



*Aerial view of the striped parking lot. The reconfiguration of the lot increased the number of parking spaces from 7 to 12.*



*The main floor restrooms are painted, tiled and ready for the fixtures. Installation is planned in the next two weeks.*



*Library staff lent a hand in the project in several different capacities throughout the project. IT staff Erik McMinn, Robert Turner, Ben Sliwa, Sam Rita, Val Petrov, and Rich Dworianyn pulled network cabling throughout the building, set up a VPN tunnel to the main library and installed wireless access points. The phone system is connected to the main library and acts as internal extensions. This will make transferring of calls between the two buildings seamless.*



*Facilities staff, Leonel Vargas and Gabe Sanchez, painted most of the trim throughout the building.*



*Facilities staff, Jim Hawkins, secures the subfloor to remove any movement or squeaks in preparation for new floor covering.*



*Chuck Cutinello and any other facilities crew worked behind the scenes to begin taking delivery of furniture for use throughout the space. Some furniture orders have been delayed due to the change in flooring schedule.*



*After repairing and leveling the subfloor, carpet tiles have been installed in flex space two. This space will be used for programs, classroom style training and a space to work on 3D designs. The carpeting in this space provides some acoustic dampening.*



*New, resilient luxury vinyl tile has been installed in the fabrication room. With the exception of some remaining electrical work, this room is nearly complete and ready for staff to move in and setup the makerspace equipment.*

To: Board of Library Trustees  
From: Trixie Dantis and Shannon Meyer  
CC: Michael Driskell  
Date: July 21, 2021  
Re: Intergovernmental Agreement for Library Services

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In September 2020, the Board of Library Trustees approved entering into intergovernmental agreements with Arlington Heights School District 25 and Township High School District 214 to pilot educator cards. Later that month and in October 2020, we executed the agreements with John Hersey High School and School District 25, respectively.

With the positive response from School District 25 and High School District 214 John Hersey High School educators, library staff propose offering the educator card pilot to parochial schools, with the end goal of expanding this service to all the schools served by the library. Staff have identified St. Peter Lutheran School and Saint Viator High School as good choices for the expansion. St. Peter Lutheran School has a school library; however, at this time, no staff are dedicated to the service. Materials are limited and educators have no staff resources to approach for assistance. Saint Viator High School phased out their physical library and librarian a few years ago. Since then, Teen Services staff regularly present information literacy and database instruction to support student projects.

Staff propose entering into intergovernmental agreements with St. Peter Lutheran School and Saint Viator High School for the purpose of providing library cards to educators who work at the schools.

Intergovernmental agreements for the two schools being considered are included below and are identical in content to the agreements signed with School District 25 and 214.

**Suggested motion: The Board of Library Trustees approves entering into intergovernmental agreements with St. Peter Lutheran School and Saint Viator High School for the purpose of providing library cards to educators who work at the schools.**

## INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made as of July 21, 2021 by ST. PETER LUTHERAN SCHOOL of Cook County, Illinois, a body politic, ("School"), and by the BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS (Arlington Heights Memorial Library), a body politic established pursuant to the Local Library Act, 75 Il-CS 5/1-1 et seg. ("Library") (together referred to as the "Parties").

### WITNESSETH:

**WHEREAS**, pursuant to Article VII, § 10 of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 Il-CS 220/1 et seg., the Parties' corporate authorities are authorized to enter into intergovernmental agreements; and

**WHEREAS**, Library is authorized by Section 4-7(8) of the Local Library Act to extend the privileges and use of the Library to non-residents of the Village of Arlington Heights without charging a nonresident fee when such privileges and uses are provided under the terms of a reciprocal agreement with a public or private corporation or entity that provides a library service, as does the School; and

**WHEREAS**, Library and School desire to efficiently and economically expand the availability of library services for administrators, teachers and teacher aides currently employed by School ("eligible educators");

**NOW, THEREFORE**, pursuant to their powers described above and in consideration of the mutual promises hereinafter set forth, the receipt and sufficiency of which are hereby mutually acknowledged, the Parties agree as follows:

- 1. Incorporation of Recitals.** The above preamble recitals are true and correct and are hereby incorporated as part of this Agreement.
- 2. Library Services.** To support student education, Library agrees to provide library services during regular Library hours to School's administrators, teachers, and staff who work directly with students in a classroom or resource capacity or supervise such work, by issuing such eligible educators an "Educator Library Card" as defined in Paragraph 3 below. The Library will work with the School prior to the start of each school year to identify individuals who wish to obtain an Educator Library Card.
- 3. Educator Library Cards.** Educator Library Cards are for use in borrowing materials for school educational purposes, are valid for one year, and may be renewed at the beginning of each school year. They are not intended for the cardholder's personal use.
- 4. School Responsibilities.** School agrees to annually identify, in writing, its employees who are eligible to apply for or to renew Educator Library Cards. School will be responsible to notify Library of any change in authorized users. In recognition of the principle of equity of cost of services to non-residents, School also agrees to:



- a. Provide Library with space on School's electronic newsletter, morning announcements, or other communication platform for a .pdf, graphic, or video file containing information about upcoming Library programs that may be of interest to School students and their families.
  - b. Provide a link to Library website from School's website.
  - c. Designate a staff contact at School responsible to ensure that Library is notified of reading initiatives that would impact Library services (e.g. required reading lists, author visits).
  - d. Invite Library's Youth Outreach Librarian and other selected staff to attend School-sponsored teacher in-service events featuring topics relevant to Library's services and/or to the Parties' shared vision and common goals.
  - e. Facilitate other informational or program options as may be proposed and mutually agreed upon.
  - f. Pay Library for loss or damage to any Library materials loaned to Educator Library Cardholders under this Agreement, charges for which have not been paid by the cardholders involved as identified in a report which Library will send to the Principal of each participating District school and to District at the end of each May. Charges for all lost or damaged items must be paid in full before any Educator Library Cards will be renewed or issued for the next school year.
- 5. Responsibilities of Educator Library Cardholders.** Holders of Educator Library Cards are subject to Library's Issuance of Library Cards and Conditions of Use Policy and all other Library policies and practices, except as otherwise provided or limited by the terms of this Agreement including those limitations specified in the "Rights and Responsibilities of Educator Library Cardholders" attached as Appendix A to this Agreement. Individuals issued Educator Library Cards will be billed by Library for items not returned by due dates and are responsible to pay any fees and charges associated with use of their cards including fees for damaged or lost materials.
- 6. Hours of Operation and Services; Reserved Right to Change Same.** Library services shall be available to holders of Educator Library Cards during regular Library hours. Library may also schedule hours of operation during non-regular hours at its discretion or limit days and/or hours of use by Educator Library Card holders as set forth in Appendix A. Library reserves the right to reduce or otherwise change its hours of operation and any or all general Library services during the term of this Agreement or any renewals of same, for purposes including but not limited to necessary maintenance and shall not be responsible to School for any resulting loss of Library use.
- 7. Term and Renewal of Agreement; Termination of Agreement.** This Agreement shall be in effect from July 21, 2021, and shall continue unless terminated pursuant to the terms of this paragraph. Either Party may terminate this Agreement for cause, including any material breach of the Agreement by the other Party. Before doing so, the terminating Party must give the other Party notice of and thirty (30) days to cure the breach. Either Party may terminate the Agreement without cause, provided written notice has been

given to the other Party at least ninety (90) days before the effective date of termination.

- 8. Entire Agreement; Amendments.** This Agreement incorporates the Parties' complete understanding, and excludes any terms or provisions not expressly set forth herein. It may be amended only by means of a writing that refers to this Agreement and is signed by authorized representatives of both Parties.
- 9. Severability.** It is mutually understood that all provisions of this Agreement, including the Appendix, are severable and that in the event any of them should be held invalid by a court of competent jurisdiction, this agreement shall be interpreted as if such invalid provision or provisions were not contained herein and all remaining provisions shall survive and be deemed enforceable.
- 10. Notices.** Any written notice from one Party to the other required in relation to this Agreement shall be sent by certified mail, return receipt requested or by personal delivery acknowledged in writing, at the recipient Party's address shown below, or as changed by written notice to the other Party:

To School at:

St. Peter Lutheran School  
111 West Olive  
Arlington Heights, IL 60004

Att'n: Principal

To Library at:

Arlington Heights Memorial Library

500 North Dunton Avenue

Arlington Heights, IL 60004

Att'n: Executive Director

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed by their respective Board Presidents and Secretaries as of the day and year first written above.

ST. PETER LUTHERAN SCHOOL

BOARD OF LIBRARY TRUSTEES OF THE  
VILLAGE OF ARLINGTON HEIGHTS

\_\_\_\_\_  
Principal

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President, Board of Library Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of Library Trustees

## APPENDIX A

### RIGHTS AND RESPONSIBILITIES OF EDUCATOR LIBRARY CARDHOLDERS

SCHOOL will submit to LIBRARY an annual list of administrators, and of teachers and staff who work directly with students in a classroom or resource capacity, as authorization for LIBRARY to issue Educator Library Cards to individuals on the list.

Holders of Educator Library Cards are subject to Library's Issuance of Library Cards and Conditions of Use Policy and all other Library policies and practices, except as otherwise provided or limited by the terms of this Agreement including those limitations specified below. Holders of Educator Library Cards will be billed by Library for and are responsible to pay any fees and charges associated with use of their cards including fees and charges for overdue materials not renewed for an additional period, and for damaged, or lost materials.

- Educator Library Cards may be used to access Library materials for school educational purposes, and to request school resource bags.
- Loan period for items checked out is six weeks. Renewals, item limits per card, and maximum checkouts will be consistent with the LIBRARY's current Circulation Policy.
- New and Popular materials and Library of Things items may not be borrowed with Educator Library Cards.
- Overdue items will be subject to current *Arlington Heights Memorial Library Fees and Guidelines* and *Charges and Overdue Items* defined in policies 5.003 Circulation and 5.004 Fees and Charges. Items are due by closing time on the due date.
- Items not returned will be considered lost and will be billed at replacement cost to the holder of the Educator Library Card on which they were checked out.
- Educator Library Cards with any billed items will be blocked from use until the materials have been returned or the fees have been paid.

## INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made as of July 21, 2021 by SAINT VIATOR HIGH SCHOOL of Cook County, Illinois, a body politic, ("School"), and by the BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS (Arlington Heights Memorial Library), a body politic established pursuant to the Local Library Act, 75 Il-CS 5/1-1 et seg. ("Library") (together referred to as the "Parties").

### WITNESSETH:

**WHEREAS**, pursuant to Article VII, § 10 of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 Il-CS 220/1 et seg., the Parties' corporate authorities are authorized to enter into intergovernmental agreements; and

**WHEREAS**, Library is authorized by Section 4-7(8) of the Local Library Act to extend the privileges and use of the Library to non-residents of the Village of Arlington Heights without charging a nonresident fee when such privileges and uses are provided under the terms of a reciprocal agreement with a public or private corporation or entity that provides a library service, as does the School; and

**WHEREAS**, Library and School desire to efficiently and economically expand the availability of library services for administrators, teachers and teacher aides currently employed by School ("eligible educators");

**NOW, THEREFORE**, pursuant to their powers described above and in consideration of the mutual promises hereinafter set forth, the receipt and sufficiency of which are hereby mutually acknowledged, the Parties agree as follows:

- 1. Incorporation of Recitals.** The above preamble recitals are true and correct and are hereby incorporated as part of this Agreement.
- 2. Library Services.** To support student education, Library agrees to provide library services during regular Library hours to School's administrators, teachers, and staff who work directly with students in a classroom or resource capacity or supervise such work, by issuing such eligible educators an "Educator Library Card" as defined in Paragraph 3 below. The Library will work with the School prior to the start of each school year to identify individuals who wish to obtain an Educator Library Card.
- 3. Educator Library Cards.** Educator Library Cards are for use in borrowing materials for school educational purposes, are valid for one year, and may be renewed at the beginning of each school year. They are not intended for the cardholder's personal use.
- 4. School Responsibilities.** School agrees to annually identify, in writing, its employees who are eligible to apply for or to renew Educator Library Cards. School will be responsible to notify Library of any change in authorized users. In recognition of the principle of equity of cost of services to non-residents, School also agrees to:

- a. Provide Library with space on School's electronic newsletter, morning announcements, or other communication platform for a .pdf, graphic, or video file containing information about upcoming Library programs that may be of interest to School students and their families.
  - b. Provide a link to Library website from School's website.
  - c. Designate a staff contact at School responsible to ensure that Library is notified of reading initiatives that would impact Library services (e.g. required reading lists, author visits).
  - d. Invite Library's Youth Outreach Librarian and other selected staff to attend School-sponsored teacher in-service events featuring topics relevant to Library's services and/or to the Parties' shared vision and common goals.
  - e. Facilitate other informational or program options as may be proposed and mutually agreed upon.
  - f. Pay Library for loss or damage to any Library materials loaned to Educator Library Cardholders under this Agreement, charges for which have not been paid by the cardholders involved as identified in a report which Library will send to the Principal of each participating District school and to District at the end of each May. Charges for all lost or damaged items must be paid in full before any Educator Library Cards will be renewed or issued for the next school year.
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To School at:  
 Saint Viator High School  
 1213 East Oakton St.  
 Arlington Heights, IL 60004  
 Att'n: Principal

To Library at:  
 Arlington Heights Memorial Library  
 500 North Dunton Avenue  
 Arlington Heights, IL 60004  
 Att'n: Executive Director

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be executed by their respective Board Presidents and Secretaries as of the day and year first written above.

SAINT VIATOR HIGH SCHOOL

BOARD OF LIBRARY TRUSTEES OF THE  
VILLAGE OF ARLINGTON HEIGHTS

\_\_\_\_\_  
Principal

\_\_\_\_\_  
President, Board of Library Trustees

ATTEST:

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Secretary, Board of Library Trustees

## APPENDIX A

### RIGHTS AND RESPONSIBILITIES OF EDUCATOR LIBRARY CARDHOLDERS

SCHOOL will submit to LIBRARY an annual list of administrators, and of teachers and staff who work directly with students in a classroom or resource capacity, as authorization for LIBRARY to issue Educator Library Cards to individuals on the list.

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- Overdue items will be subject to current *Arlington Heights Memorial Library Fees and Guidelines* and *Charges and Overdue Items* defined in policies 5.003 Circulation and 5.004 Fees and Charges. Items are due by closing time on the due date.
- Items not returned will be considered lost and will be billed at replacement cost to the holder of the Educator Library Card on which they were checked out.
- Educator Library Cards with any billed items will be blocked from use until the materials have been returned or the fees have been paid.

To: Board of Library Trustees

From: Mike Driskell

Date: July 21, 2021

Re: Extension of Temporary Policy Due to COVID-19

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The following policy was last brought to the Board of Library Trustees at the July 12, 2021 Committee of the Whole meeting for discussion. This policy is back for a proposed extension through September 21, 2021, or a duration the board determines appropriate.

We are now in the final phase, Phase 5, of the Restore Illinois plan, and the library has expanded services to near pre-COVID offerings. The modifications of the temporary policy below reflect the changes in service through the sunseting of a majority of the temporary amendments.

The remaining temporary amendments are:

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

Hours of service remain shortened due to reduced library usage. These hours will be expanded as more in-person programming is added and in-person attendance increases during the later hours of our current service hours.

- [Meeting Rooms-Public Usage 7.004](#)
  - Public use of meeting rooms will be determined at the discretion of the executive director

We are scheduled to re-open the Hendrickson meeting room to public reservations on September 1.



Below is the revised policy for consideration:

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

#### **Arlington Heights Memorial Library Policy Amendments**

- [Hours of Service 5.001](#)
  - Hours of service will be set by the executive director
- [Meeting Rooms-Public Usage 7.004](#)
  - Public use of meeting rooms will be determined at the discretion of the executive director

**Suggested motion: The Board of Library Trustees recognizes and extends the temporary COVID-19 Policy, amending existing policies, effective through September 21, 2021.**

To: Board of Library Trustees  
From: Shannon Distel  
CC: Michael Driskell  
Date: July 21, 2021  
Re: Policy 7.016 Alcohol

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New proposed Policy 7.016 Alcohol was reviewed by the Committee of the Whole at their July 12, 2021 meeting. This is a new policy for the distribution and consumption of alcohol during library programs, events, fundraisers or private events and contains changes discussed at the July 12 meeting. The intention of this policy is to define rules and restrictions, liability, and compliance for staff, customers and renters of library spaces.

In addition to alcohol policy compliance, renters of library spaces will be required to sign a rental agreement with provisions for providing the appropriate license and permits to serve alcohol and to provide proof of applicable insurance policies.

The policy presented was written in collaboration with the library's attorney after reviewing library policies, RAILS resources and information from the library's insurance company.

Suggested motion: **The Board of Library Trustees adopts Policy 7.016 Alcohol.**

## **7.016 ALCOHOL**

The Arlington Heights Memorial Library will consider proposals to allow alcohol to be served at library and private rental events.

### **GENERAL RULES AND RESTRICTIONS**

- The serving of alcohol is not permitted at any event unless first approved by the library's executive director.
- Alcohol may be served if the following conditions are met: (1) prevent access to the general public, (2) prevent alcohol from being removed from library property by attendees, excepting alcohol intended for fundraising purpose (e.g., auction items, gift packages, etc.) that is neither open or consumed onsite as part of the fundraising event (3) the sale, distribution and consumption of alcohol to persons under the age of 21 is prohibited and enforced.
- The selling of alcohol or tickets for alcoholic beverages is prohibited.
- Alcohol that is distributed on library property must be served by a licensed vendor who is required to provide an insurance certificate naming the Arlington Heights Memorial Library as an additional insured party.
- The library reserves the right to refuse alcohol to any attendees at a library program or event for any reason.

### **LIABILITY INSURANCE**

The Illinois Liquor Control Act of 1934 [235 ILCS 5/6-21(a)] requires the Illinois Comptroller to determine each year the liability limits for causes of action brought under the Act.

The library's liability insurance coverage is determined annually. The executive director ensures the library's liability insurance meets the parameters set forth in this policy prior to approving programs, events or rentals where alcohol is to be served.

Renters of library spaces must provide dram shop liability insurance in the form of a certificate of Liquor Liability Insurance so as to hold harmless the library from all financial loss, damage and harm. The licensed server must provide proof of permit, license and insurance naming the Arlington Heights Memorial Library as certificate holder and the event name, dates and location must be listed on the certificate of liquor liability insurance.

## **COMPLIANCE**

If any provision of this policy conflicts with any provision of the Illinois Liquor Control Act, the provisions of the Act shall prevail. All applicants must comply with all federal, state and local laws, and obtain any required state and/or local liquor licenses and insurance prior to the day of the event, program or rental.

To: Board of Library Trustees  
From: Shannon Distel and Lisa Haack  
CC: Michael Driskell  
Date: July 21, 2021  
Re: Human Resources Policy - Remote Work

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This is a new proposed human resources policy for remote work and was last discussed at the July 12 Committee of the Whole meeting. The intention of this policy is to define eligibility, equipment and workspace, security, policies and liability for staff who voluntarily or by circumstance, work remotely.

The Remote Work Policy is not intended to prolong a staff member's COVID related remote work, this is a new work arrangement that will suit the library's operations and not adversely affect library services. Remote work is not a benefit, it is a management option for an alternative work arrangement that may not be appropriate for all staff or jobs. Staff who are in good standing in terms of performance and conduct may be considered. Each remote work arrangement will be considered on a case-by-case basis. The remote work arrangement will be mutually agreed upon by the staff member, supervisor or manager and divisional director and will be reviewed frequently.

The policy presented was written after reviewing remote work/telecommuting policies from the following public libraries Algonquin, Cary, Crete, Geneva, Gail Borden, McHenry, Naperville, Northbrook, Poplar Creek, Skokie and Wilmette as well as examples from the Society of Human Resources Management (SHRM) and a for-profit company.

Suggested motion: **The Board of Library Trustees adopts human resources policy – Remote Work.**

# REMOTE WORK

The Arlington Heights Memorial Library considers remote work to be a viable, flexible work option when both the employee and the role are suited to such an arrangement. Remote work is not an entitlement and in no way changes duties, responsibilities or terms and conditions of employment with the library.

Remote work can be informal on a short-term project or a formal, set schedule of working away from the library. Working from a remote location may also be permitted or required as the result of a disruption of library services to ensure business continuity. Remote work arrangements must not adversely affect library services or other library staff.

## **Eligibility**

All employees who are in good standing in terms of performance and conduct, may be considered for remote work. Employees must exhibit good time-management and organizational skills, meet or exceed performance standards before and while working remotely, be self-motivated, and possess a high degree of job knowledge.

Employees must perform their job responsibilities and be accessible by phone, email, video or chat within a reasonable time period during the established work schedule. “Reasonable” may vary depending on the circumstance and inquiry; managers and employees should define what reasonable means for their team. Staff should be available for in person meetings when necessary.

Requests for working remotely will be considered on a case-by-case basis. With the exception of single day situational occasions, final approval must be granted by the divisional director. The executive director must approve circumstances where an employee will be working remotely regularly.

Working remotely is not intended to be a replacement for dependent care, sick time, or other paid time off. However, reasonable allowances can be made in certain circumstances at the discretion of the employee’s manager. Remote work arrangements will be reviewed on a regular basis. The conditions

under which an employee is permitted to work remotely may change or require employees to return to regular, in-office work at any time.

The Remote Work Agreement must be completed and authorized prior to the commencement of working remotely.

### **Equipment and Workspace**

Prior to authorization to work remotely, it shall be established that eligible employees have appropriate equipment, software, connectivity, and a safe work environment to adequately complete their work and to communicate clearly with coworkers via a video platform.

It is expected that in most situations, employees who request permission to work remotely for a day or short periods of time will provide and maintain their own personal equipment. If it is determined by management that an employee is best suited to work from home due to specific job requirements, work environment or health concerns, the library may provide the necessary tools and equipment for employees to use to fulfill their job responsibilities through the remote work arrangement. If library equipment is used, the employee must exercise reasonable care and may be held liable for damage caused by negligence.

The library will not reimburse the employee for home internet, cell phone plans, or other data packages if the employee has requested to work remotely. Other costs associated with remote work arrangements will be considered on a case-by-case basis.

### **Security**

Remote workers must take all precautions necessary to secure privileged information and customer privacy in their remote work location and prevent unauthorized access to any library system. All information must remain on the library's network and comply with the library's Workplace Technology, Communication and Personal Devices Policy. If library equipment, data or files are lost, stolen or damaged, the employee agrees to immediately notify their supervisor, IT and Human Resources and participate in any investigation.

### **Policies**

Employees will abide by all library policies and practices while working remotely. All remote workers are responsible for accurate timekeeping and compliance with the Overtime and Compensatory Time Policy. Any violations of this or any library policy may result in termination of the remote work arrangement.

**Liability**

Employees are responsible for notifying the library of injuries sustained at their remote work site and completing an incident report with library security. The library is not liable for loss or destruction of the employee's personal property.





## Executive Director's Report

June 2021

### What's New @ AHML

#### Phase 5 Changes

On Friday, June 11, the State of Illinois moved into Phase 5 of the Restore Illinois mitigation plan. In response, the library removed capacity limits and many other mitigation restrictions. All tables and chairs were placed back to their original, pre-COVID configurations and the café and water fountains were reopened. The public computers have been moved back to the computer area. Some computers remain out of service to allow for optional social distancing. Computer sessions were expanded to two-hour reservations with extensions in one-hour increments. In-building programming resumed June 10.

#### Adult Summer Reading Begins

Info Services Librarians Alison Lowery and Lev Kalmens worked with Info Services Advisor Sherri Tader to plan and launch "Page Turners", the adult summer reading program for 2021. The program is available the months of June, July and August. Each month, participants complete a handful of activities by reading and connecting with other readers in the community to earn a badge for a chance to win a gift card to a local restaurant. Two hundred and forty-eight people have registered for the program, and 86 earned the June badge by completing at least five activities.



### Page Turners Adult Summer Reading 2021

Jun 1, 2021 - Aug 31, 2021

## Summer Reading Challenge

The Summer Reading Challenge kicked off on June 7 for customers from birth through grade 12. In the month of June alone, 1,384 kids, tweens and teens registered to participate in the challenge and read all summer long while earning prizes along the way! This surpasses 2020's total participation numbers by 411 participants. The program also requires our young readers to complete activities that include building a fort, reading to a pet and sending snail mail to friends.



## New iPad minis



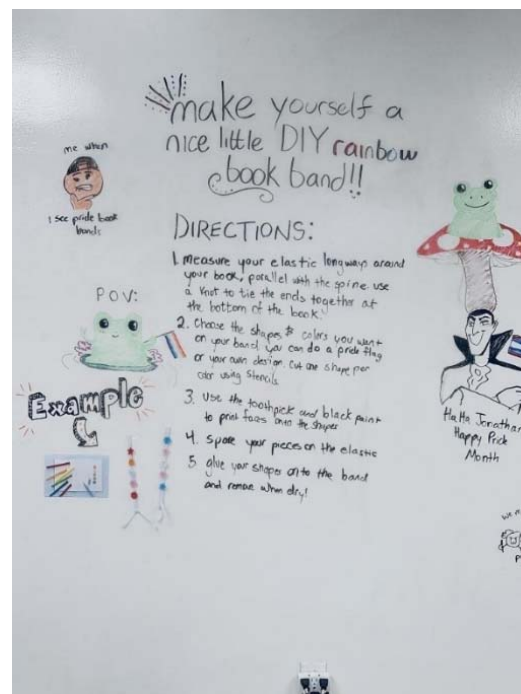
Collaboration between Collection Services, Community and Circulation Services and Youth Services staff resulted in the introduction of 16 iPad minis to the collection. Each iPad mini has an empty case that is out on the shelf for customers to take to the Checkout Desk where Circulation staff will match the iPad mini equipment for checkout.

## Children's Playaways

Children's Playaways, a small device the size that holds one audiobook and only requires headphones to listen, hit the shelves on June 22. Within two weeks, all were checked out! These are great for kids who might not have a device that can stream/download and aren't familiar with CD's. Twenty-nine Playaways were initially ordered, but due to their popularity an additional 18 have been ordered. As of July 15, 75% of the initial 29 were checked out. Adult Playaways are currently not part of the collection.

## Diversity, Equity and Inclusion

To celebrate Pride Month, Youth Services staff highlighted resources for youth audiences through book lists and displays in Kids' World and the Hub as well as a rainbow themed storytime promoting diversity and acceptance. In partnership with Arlington Heights Park District, the library installed a storywalk featuring the book [Our Rainbow](#). In the Hub, staff provided instructions and supplies for DIY Rainbow Book Bands – 68 teen customers visited and crafted them throughout the month.



## DEI Resources

Info Services Advisors worked with Communications and Marketing to promote reading lists for Juneteenth and Pride Month.

### SPOTLIGHT ON JUNETEENTH - BOOK AND MOVIE RECOMMENDATIONS ▶



June 19, 1865 is the day when the last enslaved people in the United States were told they were free in Galveston, Texas - two and a half years after the Emancipation Proclamation was signed. June 19 is now known as Juneteenth, a holiday that commemorates the end of slavery and celebrates African American freedom, culture and achievements. Juneteenth is celebrated annually throughout the United States and in observance, we've put together a list of fiction and nonfiction books and movies:

- [Juneteenth - Books](#)
- [Juneteenth - Movies](#)

Learn more about Juneteenth: [\\_\\_\\_\\_\\_](#)

### PRIDE MONTH RESOURCES AND READING LISTS ▶



June is Pride Month and we've recently put together several curated lists of books and films to celebrate and better understand current events and the history of LGBTQ+ rights in America. We've put together lists for kids, tweens, teens and adults to enjoy.

These lists include books like *Call Me by Your Name* by André Aciman, *Honey Girl* by Morgan Rogers, *On Earth We're Briefly Gorgeous* by Ocean Vuong and *Oranges Are Not the Only Fruit* by Jeanette Winterson, and films like *Love, Simon*, *Moonlight* and *Rafiki*.

- [Pride Month - Kids](#)
- [Pride Month - Tweens](#)
- [Pride Month - Teens](#)
- [Pride Month - Adults](#)
- [Pride Month - Movies](#)

- To support the Village of Arlington Heights proclamation designating June 2021 as LGBTQ+ Pride Month, Collection Supervisor Cyndi Hamann created a cloudLibrary shelf called Pride Month.
- In response to questions from learners, ESL and Literacy Services held a Culture and Conversation session on pronouns as they relate to gender to raise awareness of general diversity and the LGBTQ+ community in the United States.

## Generating Pride Month visibility through Pop-Up events

Programs and Exhibits staff Natalie Brottman, Neal Parker and Jennifer Czajka supported the Village of Arlington Heights and the library in celebrating Pride Month by hosting two pop-ups in June. The first was on June 12 at the Farmers Market, alongside the bookmobile. It included a display of pride-themed books for all ages as well as the opportunity for customers to take or make pride-themed buttons. Fifty-five customers attended, and both children and parents alike were delighted by their button creations.



The second pop-up occurred June 30 at the library, featuring a large display of



books and movies for all ages, with additional focus on resources from local organizations that support LGBTQ+ youth and families. Several of these resources were added to the library's Pride webpage. Staff received comments at both pop-ups expressing gratitude that the library was actively celebrating Pride Month.

Circulation and Info Services staff shared thanks from community members who picked up buttons at service desks throughout the month. Four hundred and fifty buttons of varying designs were distributed.

## Return to In-Person Tutoring

June marked a return to in-person tutoring for ESL and literacy customers. The ESL office has seen an overall increase in visits, as well as phone calls and emails asking about services for families with kids and teens.

## **Serving Our Community**

### **Weekly Senior Phone Story Discussion**

Weekly phone discussions for homebound residents continues to be a huge success as it retains regular attendees who appreciate the program *“for the friendships it has helped them form this last year.”*

Four new participants appreciate the group activity as COVID mitigations continue to limit in-person gatherings in some senior living communities. One of the new participants shared that she will be 101 years old in July and is happy for a new activity! The group recently discussed Ann Patchett’s beloved dog from her book, *This is the Story of a Happy Marriage*. After the program, a customer called to say how much she enjoyed all the laughter and reminiscing about pets. She said she enjoys the program so much that whenever someone calls to plan a visit she says, *“But not on Tuesday afternoons!”*

### **Lutheran Home – Resumes In-Person Monthly Visits and Library Day**



After more than a year of being unable to visit in-person, Senior and Accessible Services (SAS) staff resumed in-person library visits on Monday, June 21.

Residents shared their feedback during room-to-room visits:

*“The materials kept me sane during this trying time.”*

*“Thank goodness for library materials, I look forward to them every month.”*

SAS staff Katie Myers and Janet McDonnell hosted a Virtual Library Day visit on Zoom that was streamed via CCTV to resident rooms throughout Lutheran Home. Katie and Janet shared information about how to sign-up for library service, the monthly on-site library visits directly to resident rooms, information about the Illinois State Library Talking Book service and talked about some of the books highlighted on the SAS summer reading list.

### **DIY Lemonade Stand**

June saw the re-opening of the Hub's DIY area where teens can access markers, paper, scissors and other supplies to make! Three entrepreneurial teens took the opportunity to use the DIY area to create a lemonade stand sign. With a business plan in place, they invited Hub staff to visit their stand and receive a discount on lemonade.



### **Record High Book Me Requests**

In June, Info Services Advisors curated 37 Book Me requests, the highest monthly number to date.

*“Thanks for the book list. Seriously I love the list. I started reading some the books mentioned in the list. I am glad that I used book me service. Absolutely fantastic for readers like me as I was stuck with my favorite authors. But after this list I’m growing with different authors. Thank you for being so helpful.”*

### **Native Wildflowers**

Horticulturist Sharon Yiesla returned to educate and entertain 54 gardeners on Monday, June 21. Sharon presented a wealth of information pertaining to native wildflowers including environmental benefits and important considerations when starting your own native garden.

### **Virtual Bingo Returns!**

Resident bingo caller and Programs and Exhibits Specialist Emily Muszynski entertained 38 customers on a rainy Friday night. Customers picked up packets that included Bingo cards, a dauber and an instruction card. Customers unable to pick-up the packet still enjoyed participating with digital Bingo cards, although were not eligible for prizes. Programs and Exhibits Supervisor Megan Young contacted all winners after the program with their prizes! Winners received gift cards to local Arlington Heights restaurants and confectionaries: Berry Yo, Kilwin's, Armand's, Scratchboard Kitchen and Tuscan Market.

### **33 1/3 Series kicks off with Aretha Franklin's *Amazing Grace***

June 23 marked the debut of a new, year-long series presented in partnership with Addison Public Library, Glenview Public Library and Northbrook Public Library. The series brings together music fans through celebration of the 33 1/3 book collection -- a series of pocket-sized books about beloved albums published by Bloomsbury. Programs and Exhibits Manager Jennifer Czajka and Programs and Exhibits Specialist Neal Parker managed all technical and logistical requirements for the evening. Aaron Cohen, music writer, professor at City Colleges of Chicago and author of Aretha Franklin's *Amazing Grace*, discussed the significance of the seminal record with moderator Michael White from the Glenview Public Library. Aaron shared the process of making the record, played never-before-heard interviews with Aretha Franklin's band members and fielded several rounds of questions. Ninety-three customers attended. Many engaged in chat with questions and comments. The program was recorded and has been viewed more than 100 times on YouTube. The video can be viewed [here](#). Attendees praised Aaron's generous demeanor and the series --

*"Thank you for expanding this to a year-long series. I plan to attend every one of them."*

*"It is a great idea for a series. It was informative and very entertaining and interactive. Thank you!"*

*"Really enjoyed Aaron's presentation. Looking forward to the upcoming programs. Keep up the great work!"*





## **Yoga in the Park**

Certified yoga instructor Lynn Minuskin kicked off another summer of Yoga in the Park, presented with the Arlington Heights Park District. This beginners yoga class was held in the scenic garden of the Historic Museum and attracted 40 enthusiastic yogis. The overwhelmingly positive response from the customers can be summed up by this quote from our survey results: *“Loved being outside. Great instructor.”* Yoga in the Park continues monthly, June through August, weather permitting.

## **Art 101: Answering the Call- the Artists of the Harlem Renaissance**

Programs and Exhibits specialists Emily Muszynski and Natalie Brottman hosted art historian Jeff Mishur for another installment of the library’s Art 101 series. Twenty-eight participants listened as Jeff introduced them to painters and photographers of the Harlem Renaissance. Jeff’s presentation inspired many of the participants to learn more about the artists mentioned and the art displayed in local museums.

## **Needle felt a Narwhal!**

Natasha Lehrer Lewis of Esther’s Place taught 27 participants how to needle felt an adorable narwhal - on Zoom! Programs and Exhibits Specialists Emily Muszynski and Natalie Brottman organized supply kits for registered customers to pick up before the program. With materials in hand, participants enjoyed learning a new craft. As one participant stated in their survey, *“Natasha was lovely. Always nice to be exposed to new makers.”* The library will be hosting another session of this same class in August.



## **Creative Aging: Art with Alayne Students Are Proud of Their First Portrait**

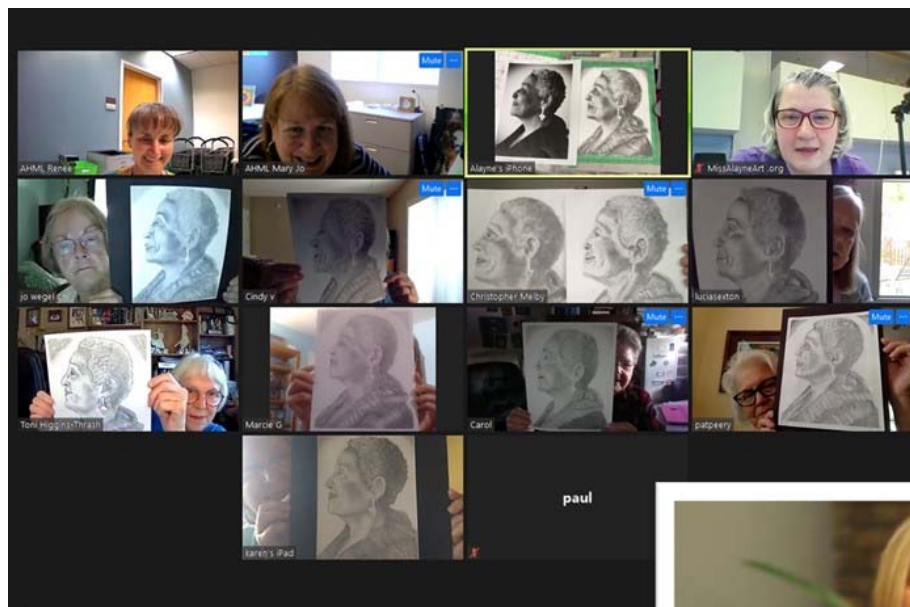
Art with Alayne students enjoy their class and meet-ups each month, but this month's portrait project came with an additional sense of accomplishment. Students shared how proud they felt of their work and how much the class means to them with SAS staff and in evaluation comments. Most never tried art before and some only joined the group in the past several months.

Some of the comments shared in student evaluations:

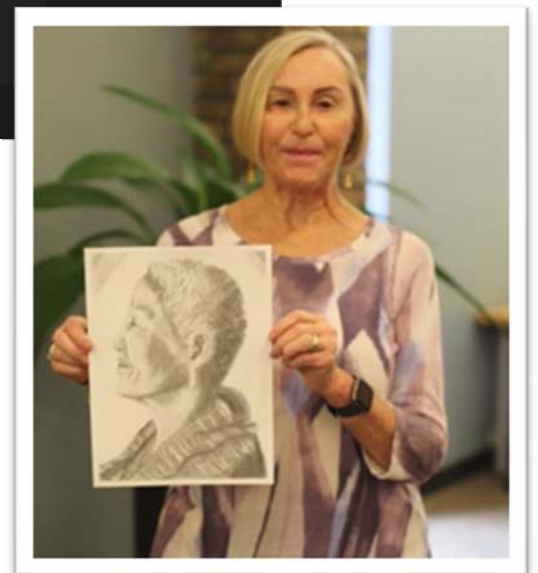
*“It is a very rewarding experience to be able to produce such lovely works of art and see the beautiful and unique works of the other students.”*

*“This gave me a lot of confidence to try a portrait of my kids”*

*“I had not done any [art], for quite a while. But the Library, with Alayne and Mary Jo, have me doing somethings!!!! Thank you!”*



One student brought her portrait into the library to show her work and express how much she has learned from the classes. She began attending in August 2020 and had no prior art experience.

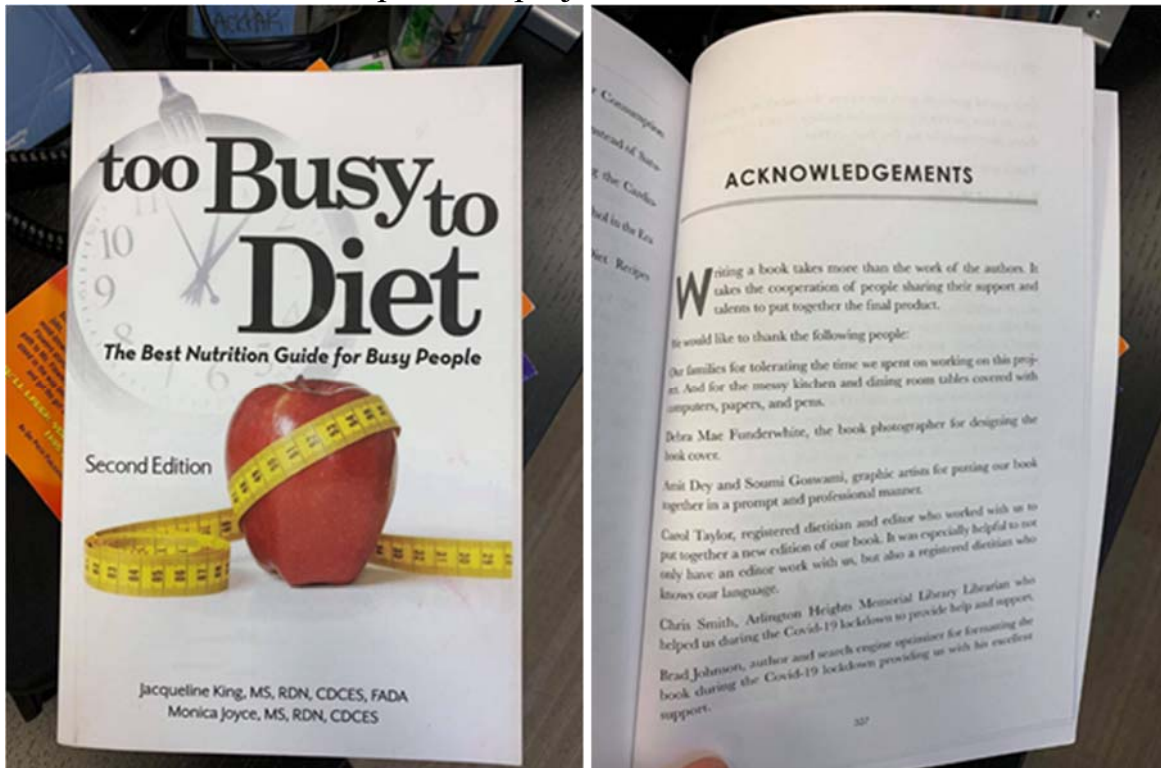


## Community Blood Drive

Versiti returned to the Hendrickson Room June 30 for another successful blood drive. The Arlington Heights community, including staff donors, surpassed Versiti's goal of 30 with 31 whole blood donations, and three people donating double red cell for six units. With a total of 37 units donated, Arlington Heights potentially helped 111 patients! The next drive will be Thursday, December 2. A special thank you to Volunteer Coordinator Jennifer Begich and the Arlington Heights Memorial Library volunteers for showing up and assisting Versiti staff by taking temperatures and checking people in upon arrival.

## Book Acknowledgement

Jacqueline King, the local author of *Too Busy to Diet: The Best Nutrition Guide for Busy People*, recognized Digital Media Specialist Chris Smith and the library in her book's acknowledgments: "*Chris Smith, Arlington Heights Memorial Library Librarian who helped us during the Covid-19 lockdown to provide help and support.*" Chris advised the author on formatting her manuscript and connected her with other resources to complete the project.



## Vehicle Sticker Renewals Take Off

Circulation's Checkout Desk saw its busiest month yet for vehicle stickers, with 32 renewals issued in June. This service, which began in April of this year, has been steadily growing in popularity. The convenience and friendly, quick library service are draws for customers choosing to renew at the library versus other locations.

## Pee Wee Artists

Youth Services staff were thrilled to welcome back the library's littlest customers for the first in-person program in the Hendrickson Room. On Thursday, June 10, Youth Services Assistant Manager Maria Papanastassiou and Early Literacy Supervisor Rebecca King welcomed a total of 58 customers to Pee Wee Artists, over the course of three sessions. Customers completed three different art projects, exploring colors and showcasing their creativity. One caregiver burst into tears of joy when seeing Ms. Rebecca for the first time since the pandemic began!



## Tween T-shirt Embroidery



On Tuesday, June 15, seventeen customers attended this virtual program with a hands-on component. Tween Librarian Kerry Bailey used tutorials on CreativeBug to learn the basics of hand embroidery: how to thread a needle, use an embroidery hoop and how to do the backstitch. Tweens traced their chosen design onto an adhesive stabilizer and adhered it to their T-shirt. They applied an embroidery hoop, carefully stitched the outline of their design and then removed the hoop and stabilizer to reveal their completed design. A few days after the program two of the tween participants proudly wore their embroidered T-shirts to the library!

## Testing Makerplace Equipment

In preparation for the opening of the Makerplace, Makerplace staff began preparing and testing the equipment that will be available for public use in the space. They completed several projects on the embroidery machine, 3-D printers, vacuum former and other pieces.



## Summer Volunteer Squad

This summer, the library was pleased to bring back Summer Volunteer Squads (SVS) after it was put on hold in 2020. Ninety-six Arlington Heights teens in grades 7-12 are volunteering weekly this summer to give back to the community. Each of the eight unique squads is led by a Youth Services staff member and some are co-led by staff from Digital Services and Community and Circulation Services. Witness the dedicated SVS teen volunteers in action at some of the library's upcoming programs including Storytime in the Park, Book Buddies and Choose Your Own Adventure Writing Club!

## **Arlington Heights Garden Club Unique Boutique and Garden Walk**

The Arlington Heights Garden Club Unique Boutique and Garden Walk took place on Sunday, June 27, on the Arlington Heights Historical Society grounds. Circulation Assistant Mary Weber and Friends of the Library Volunteer Allison Anderson created a colorful and inviting booth with small plant giveaways and garden themed Friends of the Library (FOL) books for sale. The plants were a huge hit with customers, with 60 being given away in the first few hours! Nearly 100 FOL books were sold during this popular event.



## **Backstretch**

The bookmobile started Backstretch in June. Busier than expected, 40-50 kids dropped by for materials and then set up shop at the craft table outside each week. Adults come too! A Little Free Library was installed at the track, bringing a shelf unit to the café with books and movies for adults and kids, generously donated by the Friends! This will give the residents there an opportunity to get materials outside of regular bookmobile visits.



## **Staffing News and Professional Development**

### **ILA Committee Appointment**

Info Services Manager Jolie Duncan was asked to serve on the ILA Conference Program Committee. This is a two-year appointment with a focus on planning the 2022 ILA conference.

### **ServSafe Manager Certification**

In preparation for Makerplace Kitchen management, Culinary Advisor Brian Baseggio recertified his ServSafe Manager credentials through an 8-hour course and scored a 97% on the proctored test. This certification will ensure that the library meets all the high sanitation standards necessary to offer a shared kitchen and classroom environment.

### **Test Drive New *Have Dreams* Virtual Training**

SAS Supervisor and ADA Coordinator Katie Myers coordinated a free staff training opportunity from our local community partner that serves the autism community, [\*Have Dreams\*](#). In return for providing feedback from library staff for their new virtual training module the library received training that included a comprehensive overview of autism characteristics and culture, quick tips to help set-up library spaces for success for people with autism spectrum disorder (ASD) and demonstration videos on how to adapt books and games at different levels for someone with autism. Available staff in the Youth Services department and twelve staff from Senior and Accessible Services, Security, Digital Services and Info Services completed the training and provided survey feedback. The organization was grateful for the survey feedback and decided to make the training free to all libraries.

### **Rotary Involvement**

In November of 2020, Mike Driskell, executive director, and Shannon Distel, deputy director, joined the Arlington Heights Rotary Club in a shared membership representing the library. In June, Mike was installed as a member of the Rotary board, and chair of the Community Services Committee. Shannon is also taking a leadership role and will be heading up a “Hamming it up” group.

# Arlington Heights Memorial Library

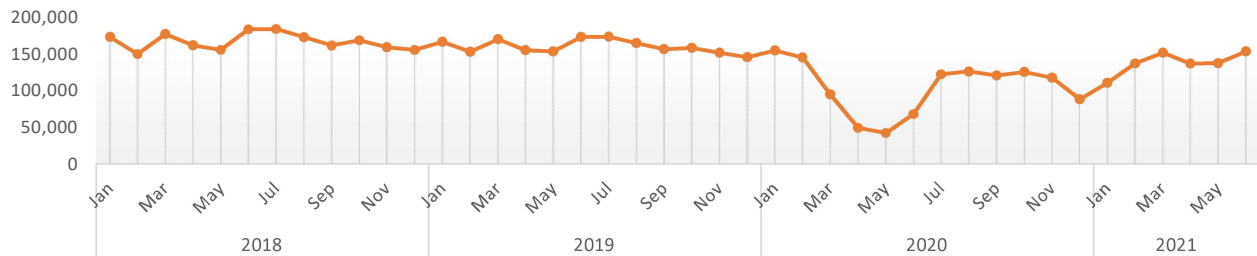
## June 2021 Dashboard

\*Library building closed through June 24, 2020

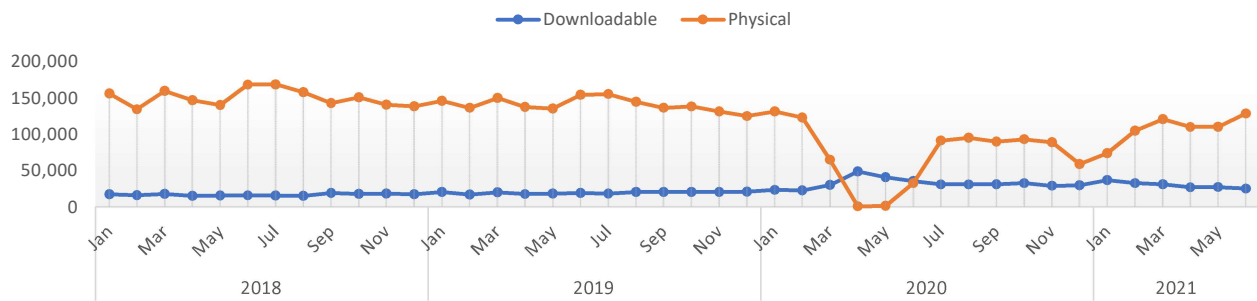
### Circulation

Type	Current Month	Same Month Last Year	Change	Type	YTD Total Current Year	YTD Total Last Year	Change
Print	87,694	22,431	▲ 291.0%	Print	431,228	213,261	▲ 102.2%
Audiovisual	32,071	8,766	▲ 265.9%	Audiovisual	172,901	115,696	▲ 49.4%
Downloadable	24,971	35,247	▼ -29.2%	Downloadable	178,909	199,488	▼ -10.3%
ILL	313	94	▲ 233.0%	ILL	2,353	1,235	▲ 90.5%
Other	7,979	1,011	▲ 689.2%	Other	39,156	22,299	▲ 75.6%
<b>Total</b>	<b>153,028</b>	<b>67,549</b>	<b>▲ 126.5%</b>	<b>Total</b>	<b>824,547</b>	<b>551,979</b>	<b>▲ 49.4%</b>

Circulation



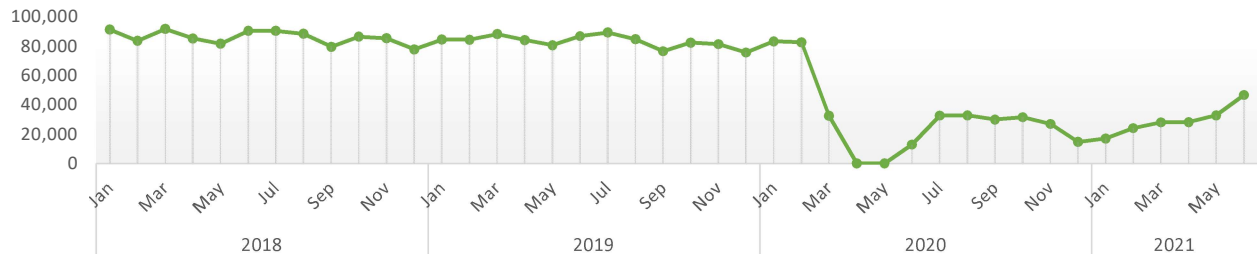
Physical vs. Downloadable Circulation



### Library Visits

Location	Current Month	Same Month Last Year	Change	Location	YTD Total Current Year	YTD Total Last Year	Change
Main Library	32,302	5,770	▲ 459.8%	Main Library	114,434	180,922	▼ -36.7%
Drive-Up	10,645	6,683	▲ 59.3%	Drive-Up	49,784	21,700	▲ 129.4%
Bookmobile	3,076	419	▲ 634.1%	Bookmobile	10,412	4,013	▲ 159.5%
Senior Center	489	0	--	Senior Center	1,154	3,727	▼ -69.0%
Belmont	0	0	--	Belmont	0	0	--
<b>Total</b>	<b>46,512</b>	<b>12,872</b>	<b>▲ 261.3%</b>	<b>Total</b>	<b>175,784</b>	<b>210,362</b>	<b>▼ -16.4%</b>

Library Visits





# Arlington Heights Memorial Library

June 2021 Dashboard

Program Satisfaction 4.8 / 5

## Programs

### Program Attendance

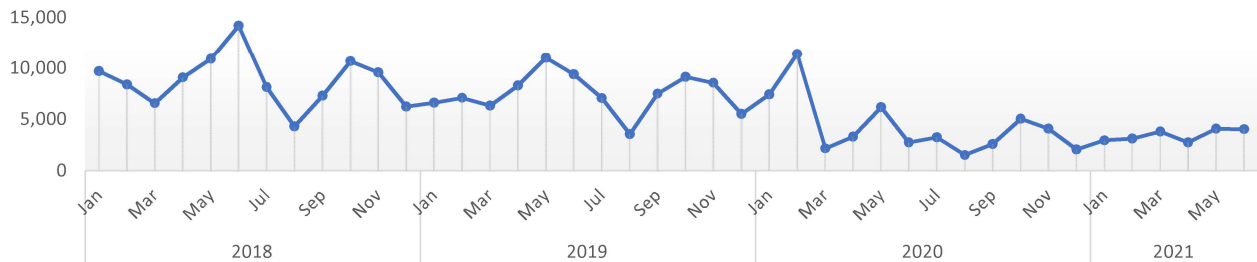
Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	1,401	1,367	▲ 2.5%	Adult	12,145	15,140	▼ -19.8%
Children	2,474	1,336	▲ 85.2%	Children	7,937	15,271	▼ -48.0%
Teen	163	51	▲ 219.6%	Teen	705	2,856	▼ -75.3%
<b>Total</b>	<b>4,038</b>	<b>2,754</b>	<b>▲ 46.6%</b>	<b>Total</b>	<b>20,787</b>	<b>33,267</b>	<b>▼ -37.5%</b>

### Number of Programs

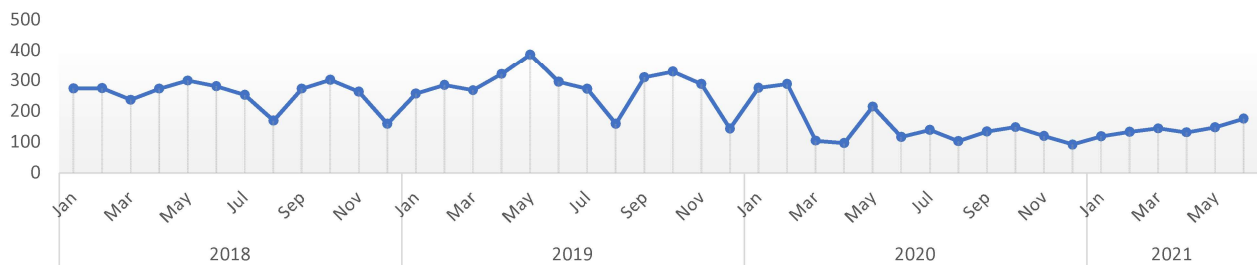
Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	79	77	▲ 2.6%	Adult	510	537	▼ -5.0%
Children	75	30	▲ 150.0%	Children	276	444	▼ -37.8%
Teen	22	9	▲ 144.4%	Teen	64	115	▼ -44.3%
<b>Total</b>	<b>176</b>	<b>116</b>	<b>▲ 51.7%</b>	<b>Total</b>	<b>850</b>	<b>1,096</b>	<b>▼ -22.4%</b>

	Current Month	Same Month Last Year	Change		YTD Total Current Year	YTD Total Last Year	Change
<b>Avg. Attendance</b>	<b>23</b>	<b>24</b>	<b>▼ -3.4%</b>	<b>Avg. Attendance</b>	<b>24</b>	<b>30</b>	<b>▼ -19.4%</b>

Program Attendance



Number of Programs



### Total Program Cost

\$3,459.00

### FOL Funded

\$0.00 0%

In-person Programs

33%

Virtual Programs

67%

## 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	25	▼ -20.0%	Passive	3,699	4,569	▼ -19.0%

## Adult programs: An Overview

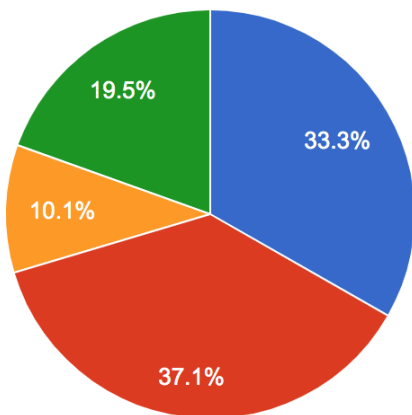
At Arlington Heights Memorial Library, our robust and active calendar of programs is designed and delivered by experts across many departments, and our annual program attendance is among the highest compared to library communities of similar sizes. Our busiest program days offer something for everyone, from Storytimes, tech and language learning, to business programs, book discussions, art and engaging lectures. The Programs & Exhibits (P&E) team designs programs for adults, as well as large-scale events and exhibits for all-ages.

P&E coordinates across departments to lead our calendar management, program processes and related policies, contracting, and a large share of program budget. P&E staff bring strong knowledge of the Arlington Heights community, scan the environment locally and nationally for trends, interests, and information needs, identify experts across fields who are best fit to deliver a variety of information and experiences, and forge local partnerships to best meet community needs.

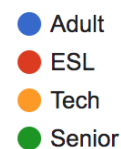
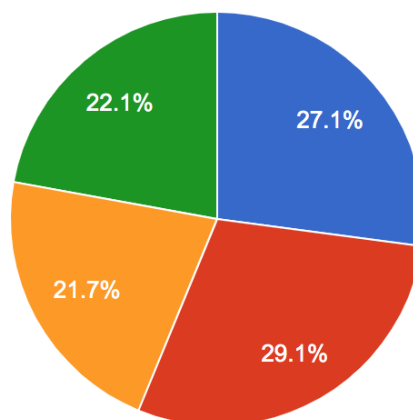
The more than 25 staff across departments who develop adult programs include Digital Services, Senior and Accessibility Services, Info Services, P&E, and soon Makerplace staff. With strong communication and frequent collaboration, **we create a cohesive calendar to offer a busy average of 121 monthly adult programs (pre-Covid)**. The broad range of content delivered to adults meets many unique audience needs and the biggest bodies are: Adult, ESL, Tech Classes, Senior. The 'Adult' category is inclusive of ongoing series such as book discussions and Genealogy events, as well as informational programs. 'Senior' includes programs at the Senior Center, virtual and outreach to older adults.

A closer look at how these components of adult programming come together by the number of programs delivered annually and corresponding attendance in a typical year and our first virtual year:

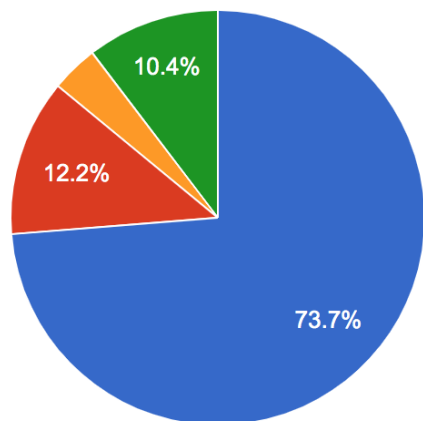
2020 Adult programs



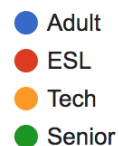
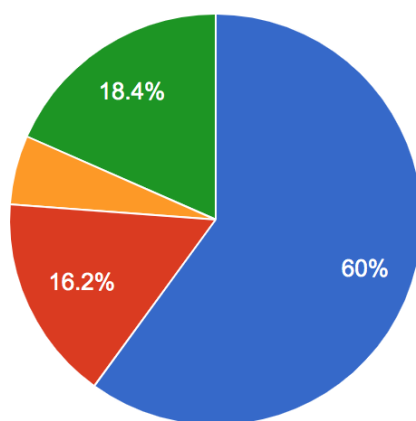
2019 Adult programs



2020 Adult program attendance



2019 Adult program attendance



Measuring success: Surveys are one of the primary ways staff programmers learn about the attendee experience. They invariably help steer future program planning to best meet community needs. Joining surveys are observation, anecdotal feedback collected in pre/post-event conversation, and unsolicited customer follow up or requests, all documented in different ways, and measured against a program's intended outcomes.

P&E leads survey creation and collection for a large portion of the library's programming to adults. This includes lectures on favorite topics from gardening to history, participatory events (crafts, BINGO, trivia, writing workshops), and author events, plus book discussions, business, career and Genealogy programs designed by Info Services and SAS staff.

The programs surveyed by P&E vary wildly in size and scale, from discussions of 2-10 to special events with 300+ attendees. Regardless of audience size, the average response rate for program surveys over many years remained solidly in the 20% range - a statistically sound representation with occasional variances. Genealogy program attendees, for instance, respond with overwhelming numbers, including:

- Top 10 Genea Tips & Tricks (June 8) - 45 responses / 88%
- Genealogical Gold in the DAR Digital Resources (May 7) - 106 responses / 85%

Custom surveys, in particular, can yield higher returns. These are typically created for year-round initiatives and special events, from FanCon to One Book, One Village author events and more recently, library partnership events. Custom surveys tend to be implemented only for our higher cost, resource or priority events, but can be designed anytime library staff need to collect a unique piece of information following a program. Among our highest yield custom surveys in the past year were some of the first we launched directly in Zoom webinar:

- OBOV's An Evening with Lara Prescott (Nov. 12, 2020) - 260 responses / 78%
- Fireside Chat with Eve Ewing partner event (March 1) - 63 AHML responses / 70%

Custom post-event surveys most often combine a general satisfaction Likert scale ("How would you rate tonight's event?") with questions designed to measure outcomes related to the program content. Some examples of questions tied directly to event goals & content:

- An Evening with Ibram X. Kendi (Nov. 9, 2020) survey was created by AHML with Schaumburg Township District Library staff and has become a template which dozens of libraries are using post-collaborative events. The Kendi survey measured a specific goal of his work, also the topic of the event. Based on 1,488 total surveys collected, Kendi attendees indicated:

*"I am more aware of racism and inequality in society"* (87% strongly agree or agree; 11.5% neutral; 1.5% disagree or disagree strongly)

- OBOV author events surveys ask satisfaction questions, as well as questions related to our months-long community read. These help us understand who participated beyond numbers and benefit our planning year-over-year:

*"Tonight's program was our seventh OBOV author event. How many have you attended?"* (57% my first; 19% have attended two; 24% have attended 3 or more)

*"Did you read this year's selection?"* (83% Yes; 3% No; 14% plan to read in the future)

#### Audience specific surveys:

- The Digital Services team surveys tech class attendees at the end of every class. In person, attendees were prompted to complete a survey on the desktop at program end, resulting in a very high return rate. Since moving to virtual, less tech learning events have been offered monthly but each with significantly higher attendance per event. The survey return rate, however, has declined over recent months. This survey includes a satisfaction Likert scale which calculates into the Satisfaction rating reported monthly.
- Youth Services and ESL survey program attendees as needed., or with the intention of learning something specific from the audience to better meet their needs. Their strong relationships and significant face-time with their program attendees outside of the programs allows them additional opportunities to collect feedback to guide program design & evaluation.

The adult program survey was designed, reviewed and updated annually, and collected in Survey Monkey for eight years, through three iterations of adult program departments.

Methods of collecting: Using the REV system, program surveys are manually scheduled and sent to all registered attendees. Because this process has been manual, it also gives P&E, working with librarians, advisors and business staff, a chance to share related post-event resources, book lists, handouts and more. A link to "Evaluate a Program" is always available on our website.

#### COVID

With a new tool in Zoom and experimentation during Covid, **the P&E team has increased the volume of survey responses by 86% over the last fifteen months** (April 2020 through June 2021). When calculating in surveys launched and collected by ESL beginning this year, and experimental methods of collecting quick feedback in Zoom using their poll feature, AHML has more than doubled the amount of direct program attendee feedback received and reviewed monthly. Of note, **this survey growth overlaps a 28% decrease in the total number of adult programs delivered during year one of Covid** (1,450 adult programs in 2019 compared to 1,040 in 2020).

Survey growth by the numbers:

Year	Total surveys	Avg/month
April - June 2021	867	289
April 2020-March 2021	3406	283
Jan 2019-Feb 2020	2174	155
2018	1962	164
2017	1813	151
2016	1555	130

After a March 12 to April 8 lull in adult programming, virtual programs debuted on Zoom April 9, 2020. **A total of 58 virtual programs for adults were delivered in the first full month of the pandemic.** Joining 39 programs for kids and teens, AHML delivered 97 total programs in April 2020. Each of these was designed or re-designed from scratch and with tools new-to-us and our attendees. Promoted to our community digitally – no newsletter, no posters or banners – an incredible 3,298 customers of all ages (Avg. 34 attendees/program) joined us on online for our first month of virtual events.

In May 2020, the library’s program delivery increased 121% over April from 97 to 215 programs library-wide: 81 for adults and 134 for kids and teens. In comparison, an average of 267 programs per month were delivered in 2019. AHML’s fast pivot to meet people where they were with newly designed programs in the early days of Covid stood out among peer libraries. Also launched less than one month after closing was the library’s COVID-19 Story Project.

By summer, P&E developed a new service to engage our crafty adult customers. Similar to our kids’ craft kits, Hands-on “Take & Make” activities could be enjoyed in the safety of customer homes. Each kit includes all supplies needed to create everything from drink coasters to crochet lemon stress balls and pocket journals & writing prompts to celebrate National Novel Writing Month (NaNoWriMo) with pocket journals and writing prompts. Kits were not scheduled to launch on specific days but would pop-up on the clothesline at Dunton in warm weather months, and a smaller display inside Dunton come winter. **A total of 2,909 kits were assembled by P&E and crafted by the community since July 2020.**

An unexpected outcome of programming virtually was clear by summer – attendees from any state, and sometimes outside the country, were now attending our programs with more some regularity. Similarly, the library has benefited greatly from the **broadened network and diversity of speakers and experts** whom we can now present to our community.

- Educator Beck Tench joined the Arlington Heights community from the Pacific Northwest to lead a four-part workshop titled “Designing Our Attention”. Beck’s excellent curriculum design and facilitation are major reasons this fall series succeeded, as well as the familiarity our audiences had gained with Zoom by fall. The participatory experience offered something people were very much missing by September.
- Our virtual Artist-in-Residence, illusionist Jeanette Andrews, offered weekly “Coffee Chats” with guests of her choosing, each discussing how their fields intersected with Magic. Three of four guests joined us from the East Coast to bring exciting experiences: a scientist and author, app designers, and a Smithsonian art curator.

As virtual programming continued, **we sought to expand our virtual toolbox to reach more broad audiences who enjoyed, and were already using, other platforms.**

- As part of Jeanette’s residency, AHML launched programming on the Instagram Live platform. Because Jeanette has an active Instagram presence, we leaned into the built-in audience of her followers and ours (a combined 2,000+ people), as well as inviting in our larger community to join us there. This was the first exposure AHML followers had to full-length program content on Instagram (live, themed conversations vs. static photos) which automatically records for later viewing. The reach proved generous with hundreds of views per video beyond the audience who joined during the live broadcast. In total,
- With this success, we carried Instagram Live into our Meet the Maker series, launched in December 2020. This series also engages artists who have existing community on Instagram, plus AHML’s Instagram following has grown from July 2020 to present. Views of Meet the Maker conversations have surpassed even the great numbers we saw with the summer residency -- an exciting sign that we are building community where it’s and building momentum to visit and use our Makerplace.

Instagram Live growth, by the numbers:

Event	Date	Views
Artist-in-Residence Coffee Chats (4)	July 2020	1,078
Artist-in Residence Meet the Artist Chats (2)	July 2020	346
Meet the Maker: Shenequa Brooks	12/9/20	354
Meet the Maker: Laurie Freivogel	12/11/20	376
Meet the Maker: Shannon Downey	3/26/21	1,089

- FanCon 2020 was completely reimagined in less than 100 days. Our single day in-person family event pivoted to offer 17 virtual program sessions, 12 passive crafts, and 3 YouTube craft tutorials over three days. Some sessions were on Zoom, while half broadcast to YouTube Live, a more accessible platform with no registration barrier. FanCon trivia launched AHML’s use of the platform Crowpurr. Paired with YouTube, this setup allows customers to actively participate in the event/game or to watch and comment, and we were happy to see audiences interact in both ways. Because YouTube Live broadcasts record automatically, FanCon’s YouTube sessions remain available to a wider audience via a “playlist” on the AHML’s YouTube channel.
- Beyond FanCon, virtual program environments lend to easy recording with presenter permission. Programs & Exhibits has led adult programmers in selecting virtual programs which are best fit for YouTube (typically 3-5 per month). **Since April 2020, we have offered our community 61 program recordings which have garnered 6,756 views.**

## The power of partnerships

Working together across libraries with a widened network of presenters and virtual platforms has allowed us to launch important conversations: Antiracism; to introduce our communities to documentaries and filmmakers; to share in the cost of presenting experts and authors out of budget for many libraries; to remove the transportation barrier to institutions like Jane Addams Hull House, who we joined on the Centennial of Women’s Suffrage, and to library-specific virtual tours of nine incredible museums across Chicago and the suburbs.

When working with a large number of partners - up to 42 joined in the Your City @ Home series - these events allow us a spectrum of roles and participation. We’ve taken active roles in several, from conception of content through to back-end production. Some bring thousands of attendees while others bring libraries communities together beyond the goal of giant audiences, such as The Shadow film screening and discussion. 44 AHML customers attended this live director discussion, comparable to our best showings for documentary screenings in house while, through partnership, the director was able to join an audience of 398, furthering the mission of her film while connecting our film lovers across communities. Each partnership event resonated with different AHML goals and audience interests, and together they are a substantial contributor to the success of our virtual adult program calendar:

Event	Total Attendance	AHML Attendance
Hull House Suffrage series (3 fall YouTube Live events)	4,026 views	90 live
SURGE: Film Screening & Discussion	1,400 views	60 live
<b>An Evening with Dr. Ibram X. Kendi</b>	<b>5,931</b>	<b>767</b>
The Long Shadow Discussion and Q&A	398	44
Fireside Chat with Dr. Eve L. Ewing	746	93
An Evening with John Sandford	843	103
Fireside Chat with Alex Kotlowitz	608	100
<b>Sound Opinions: 10 Most Important Artists of All Time</b>	<b>574</b>	<b>163</b>
<b>Your City @ Home (9 events series in April/May)</b>	<b>4,120</b>	<b>317</b>
33 1/3: Aretha Franklin's Amazing Grace	93	50
<b>TOTAL Attendance at Partnership events</b>	<b>18,739</b>	<b>1,787</b>

## Next up for P&E

As we reintroduce in-person programs, Programs & Exhibits team will work to strike the best balance of in-person and virtual program content for our community, always working to fulfill AHML’s Vision, Values and Strategic Plan priorities. P&E will continue to evolve survey design to best measure outcomes set by programmers across all departments. We are underway designing culinary curriculum for the Makerplace kitchen, launching this fall, and will work closely with Makerplace staff to measure the success of this space and adapt ongoing as our community is introduced to it. P&E is engaged in a cross-library effort to build a sustainable model to continue delivery of collaborative virtual events and will strengthen partnerships in Arlington Heights to deliver the most responsive programs with the community as everybody emerges from the pandemic with changing needs. Three exhibits will be offered to the community over the next year, and the library’s COVID-19 Story Project will come together to tell the story of Arlington Heights during the pandemic.