

**BOARD OF LIBRARY TRUSTEES**

**TUESDAY, NOVEMBER 16, 2021  
7 P.M**

**CARDINAL ROOM**

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

**- AGENDA -**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. LIAISON REPORTS
  - FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY
  - ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION
- V. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 19, 2021 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF OCTOBER 23, 2021 (Action Item 2)

- VII. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 1, 2021 (Action Item 3)
- VIII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2021 (Item 4)
- IX. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2021 (Action Item 5)
- X. EXECUTIVE DIRECTOR'S REPORT
- SENIOR AND ACCESSIBLE SERVICES  
Senior and Accessible Services staff will provide an overview of the library's branch at the Arlington Heights Senior Center, advisory and delivery services to homebound residents, and development and delivery of programs and services for older adults.
- XI. OLD BUSINESS
- INTERGOVERNMENTAL AGREEMENT WITH ILLINOIS LIBRARIES PRESENT (Action Item 6)  
The board will consider entering into an intergovernmental with Illinois Libraries Present for the purpose of providing continued, high-quality virtual events to the Arlington Heights community
  - ADOPTION OF REVISIONS TO POLICY 6.001 OUTREACH SERVICES (Action Item 7)  
The board will consider adoption of proposed revisions to Policy 6.001 Outreach Services
- XII. NEW BUSINESS
- XIII. OTHER

XIV. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C)(1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES

XV. ITEM(S) FROM CLOSED SESSION FOR ACTION

XVI. ADJOURNMENT

Public comment for this meeting can be made either in person or in advance via email. Please email comments to [LibraryDirector@ahml.info](mailto:LibraryDirector@ahml.info) by 5:00 p.m., November 16, 2021. Comments will be shared during the Public Comment section of the agenda.

Final vote or action may be taken at the meeting on any agenda item subject matter listed above unless the agenda line item specifically states otherwise.

Individuals with disabilities who plan to attend this meeting and who require certain accommodations to allow them to observe and/or participate are requested to contact the library's Business Office (phone 847-506-2611; TTY 847-392-1119) 48 hours in advance, if possible, to allow for the arrangement of reasonable accommodations.

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

- 10.21.01 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, October 19, 2021, at 7:00 p.m. by President Greg Zyck.
- 10.21.02 Upon **ROLL CALL**, the following answered Present: Trustee Galla, Medal, Smart, Somary, Supplitt and Zyck. Trustee Ruhl participated in the meeting via Zoom due to personal illness.

Absent: None.

Also present: Michael Driskell, Executive Director; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Library President; Lisa Bender, Friends of the Library Board; Jennifer Borrell, Friends of the Library Board; Allison Anderson, Friends of the Library Board; Gwen Adams, Friends of the Library; Melissa Cayer, Resident; Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

Trustee Supplitt moved **TO ADJUST THE AGENDA AND MOVE FORWARD ADOPTION OF 2021 BUDGET AMENDMENT BEFORE ACTION ITEM 6 ADOPTION OF 2021 TAX LEVY.** Trustee Smart seconded. All were in favor and the motion carried.

Trustee Smart moved **TO ADJUST THE AGENDA AND MOVE FORWARD ITEM 9 RESOLUTION HONORING THE SERVICE OF THE FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY BEFORE LIAISON REPORTS.** Trustee Galla seconded. All were in favor and the motion carried.

- 10.21.03 **PUBLIC COMMENT** – Melissa Cayer commented on the possible use of the Hub for senior citizens during the day before it is used by teens in the late afternoon and evening.

**RESOLUTION HONORING THE SERVICE OF THE FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY (Action Item 9)** – The board presented a resolution to honor the Friends of the Arlington Heights Memorial Library to support Friends of Libraries Week held October 17-23, 2021.

- 10.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Brian Repsher thanked the board for the honor and expressed appreciation to the board and staff for their support. Allison Anderson added the next big book sale will be indoors the first weekend in November with timed entry and mitigations in place.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Michael Driskell reported the Foundation Open House at the Makerplace had 76 attendees stop in for tours and a silent auction. Several board members joined Pat and Nancy Moroney with about 150 friends and neighbors at “Jeff Fest” honoring their son Jeff who died accidentally while creating. The event raised \$12,000 and proceeds will be donated to the Makerplace. An annual appeal will be mailed to 120 potential donors and 140 current donors.

10.21.05 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF SEPTEMBER 13, 2021 (Action Item 1)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

10.21.06 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 21, 2021 (Action Item 2)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

10.21.07 Trustee Galla moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 4, 2021 (Action Item 3)**. Trustee Somary seconded. All were in favor and the minutes were approved as submitted.

10.21.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2021 (Item 4)** – Michael Driskell reported the library received real estate taxes in the amount of \$2,725,651.58 in September. September donations totaled \$2,638.10. The Friends reimbursed the library for expenses totaling \$7,308.69. With 75% of the fiscal year lapsed, 65% of the unaudited annual operating budget has been expensed. 49% of the total annual capital budget has been expensed.

10.21.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2021 (Action Item 5)** – Michael Driskell provided information in response to trustees’ questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF SEPTEMBER 30, 2021, IN THE AMOUNT OF \$1,086,670.34**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

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

**ADOPTION OF 2021 BUDGET AMENDMENT (Action Item 8)** – The board considered adoption of a 2021 budget amendment to remove funds originally budgeted for a HVAC unit replacement project.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE OCTOBER 19, 2021 BUDGET AMENDMENT.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

#### 10.21.11 OLD BUSINESS

**ADOPTION OF 2021 TAX LEVY (Action Item 6)** – The board considered adoption of a proposed 2021 tax levy reflecting a 0% increase over the extended 2020 levy in the amount of \$14,680,922.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2021 TAX LEVY IN THE AMOUNT OF \$14,680,922.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

**ADOPTION OF 2022 BUDGET (Action Item 7)** – The board reviewed the proposed budget for 2022 with a recently updated cost-of-living adjustment of 5.9%.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2022 ARLINGTON HEIGHTS MEMORIAL LIBRARY BUDGET AS SUBMITTED WITH A 5.9% COST-OF-LIVING ADJUSTMENT.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

#### 10.21.12 NEW BUSINESS

10.21.13 There were no **OTHER** items to be discussed.

10.21.14 Trustee Somary moved **THE COMMITTEE OF THE WHOLE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Smart seconded. All were in favor and the board went into closed session at 8:05 p.m.

The board returned to open session at 9:02 p.m.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF OCTOBER 19, 2021.** Trustee Somary 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 discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Galla seconded. All were in favor and the meeting was adjourned at 9:03 p.m.

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Carole Medal, Vice President/Secretary

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Janet Moravec, Recorder

**MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE ARLINGTON HEIGHTS MEMORIAL LIBRARY BOARD OF LIBRARY TRUSTEES HELD ON SATURDAY, OCTOBER 23, 2021.**

10.21.01 A joint breakfast meeting of the Arlington Heights Park District Board of Commissioners and the Arlington Heights Memorial Library Board of Library Trustees was called to order at the Arlington Heights Memorial Library Makerplace on Saturday, October 23, 2021, at 8:30 a.m. by Board of Library Trustees President Greg Zyck.

**PRESENT:** Park District Commissioners Leno, Gelinas, Owen and Nesvacil; Library Trustees Galla, Smart and Zyck

**ABSENT:** Library Trustees Medal, Ruhl, Somary and Supplitt

**ALSO PRESENT:** Carrie Fullerton, Park District Executive Director; Brian Meyer, Park District Director of Recreation and Facilities; Jason Myers, Park District Director of Finance and Personnel; Tyler Quattrocchi, Park District Park Planner; Michael Driskell, Library Executive Director; Mary Hastings, Library Director of Communications and Marketing; Chris Krueger; Library Makerspace Branch Assistant Manager; Janet Moravec, Library Business Office Administrator; Julie Doren, Library Business Office Assistant.

10.21.02 There was no **PUBLIC COMMENT**.

10.21.03 **TOUR AND PRESENTATION OF LIBRARY MAKERSPACE**

10.21.04 **LIBRARY BOARD'S TOPICS OF INTEREST** – Michael Driskell highlighted:

**2022 Kids' World Refresh** – Kid's World was last renovated in 2011. A Kids' World refresh will improve experiences and engagement while making better use of the space and increase interactive/educational elements. A target date to begin construction is Fall 2022.

10.21.05 **PARK DISTRICT COMMISSIONERS' TOPICS OF INTEREST** – Carrie Fullerton highlighted:

- Project update on Recreation Park and the property previously owned by Grandt Shell
- Village's Storm Water Project - .42 Acres at Happiness Park
- 2020 Government Finance Officers Association (GFOA) Outstanding Budget Award
- *Daily Herald* Readers' Choice Award "Best of the Best" park district in 2020 and 2021
- Illinois Association of Park Districts (IAPD)/Illinois Park and Recreation Association (IPRA) Distinguished Accreditation
- Infrastructure capital projects including sport court replacements, Melas Park turf project and pavement repairs
- Programs and facilities continue to show strong participation and use
- Upcoming holiday events including in-person holiday tree lighting at North School Park
- Staffing and budget update
- Park District task forces including Diversity, Equity and Inclusion (DEI), Part-time Advisory Council (PTAC) and Dare to Dream Awards



**LIBRARY AND PARK DISTRICT PARTNERSHIPS** – Michael Driskell and Carrie Fullerton highlighted:

**Partnerships in 2021**

- Two successful vaccination clinics held at the ARC
- Movies in the Park
- Library’s Teen Film Fest
- Kid’s Concert Series
- Story Walks at Lake Arlington
- Teen Job Fair
- Preschool Resource Fair
- Yoga at the Historical Museum
- One Book One Village promotion and book discussions

**Potential Future Partnerships**

- Permanent Story Walks at select parks with rotating books
- Little Libraries at select parks
- Recreation Park Parking Lot – Makerplace
- Book lockers at park site
- Northside presence – potentially as part of the future Frontier Park Recreation Center renovation

10.21.06 There were no **OTHER** items to be discussed.

There being no further business to be discussed, Trustee Smart moved **ADJOURNMENT.** Trustee Galla seconded. All were in favor and the meeting was adjourned at 9:37 a.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**

11.21.01 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 Cardinal Room of the Arlington Heights Memorial Library on Monday, November 1, 2021, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Ruhl

Also present: Michael Driskell, Executive Director; Jennifer Czajka, Programs & Exhibits Manager; Patricia Dantis, Youth Services Manager; Janet Moravec, Business Office Administrator. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

Trustee Ruhl joined the meeting at 7:01 p.m.

11.21.02 There was no **PUBLIC COMMENT**.

11.21.03 **ILLINOIS LIBRARIES PRESENT** (Item 1) – The committee discussed entering into an intergovernmental agreement (IGA) with Illinois Libraries Present for the purpose of providing continued, high-quality virtual events to the Arlington Heights community. The committee requested details of the fiduciary agreement with Northbrook Public Library and attorney review of the IGA.

11.21.04 **REVISIONS TO POLICY 6.001 OUTREACH SERVICES** (Item 2) – The committee reviewed and discussed proposed revisions to Policy 6.001 Outreach Services. Staff recommend providing outreach services for entities outside of Village boundaries at the discretion of the executive director.

11.21.05 **ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT REQUIREMENTS** (Item 3) – As part of the FY2022 Illinois Public Library Per Capita Grant requirements, the committee will review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries, 2019*.

11.21.06 There were no **OTHER** items to be discussed.

11.21.07 Trustee Supplitt moved **THE COMMITTEE OF THE WHOLE ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Ruhl seconded. All were in favor and the committee went into closed session at 8:04 p.m.

The committee returned to open session at 8:50 p.m.

An employee engagement survey administered by a third party is included in the 2022 budget and will be conducted in the first quarter of 2022, preferably in January.

Trustee Somary moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF NOVEMBER 1, 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 Smart moved **ADJOURNMENT.** Trustee Supplitt seconded. All were in favor and the meeting was adjourned at 8:52 p.m.

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Janet Moravec, Recorder

Village of Arlington Heights  
 REVENUE REPORT  
 83% OF YEAR LAPSED

(ITEM 4)

ACCOUNTING PERIOD 10/2021

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	238,141.90	307	774,800	906,463.48	117	929,760	23,296.52
04 00	Real Estate Tax FICA	51,429	158,073.60	307	514,290	601,691.42	117	617,155	15,463.58
05 00	Real Estate Tax	1,082,387	3,326,816.27	307	10,823,870	12,663,194.98	117	12,988,650	325,455.02
401 **	Real Estate Taxes	1,211,296	3,723,031.77	307	12,112,960	14,171,349.88	117	14,535,565	364,215.12
403	Intergovernmental Taxes								
25 00	Replacement Tax	26,377	50,023.14	190	263,770	182,818.22	69	316,533	133,714.78
403 **	Intergovernmental Taxes	26,377	50,023.14	190	263,770	182,818.22	69	316,533	133,714.78
400 ***	Taxes	1,237,673	3,773,054.91	305	12,376,730	14,354,168.10	116	14,852,098	497,929.90
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,088	.00		50,880	110,773.98	218	61,063	49,710.98-
90 00	Contribution Ord. Library	0	.00		0	7,115.83		0	7,115.83-
411 **	Intergovernmental	5,088	.00		50,880	117,889.81	232	61,063	56,826.81-
410 ***	Intergovernmental Revenue	5,088	.00		50,880	117,889.81	232	61,063	56,826.81-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		2,080	450.50	22	2,500	2,049.50
74 00	Copier/Reader Printer Fee	3,958	2,951.16	75	39,580	24,532.87	62	47,500	22,967.13
75 00	Meeting Room Fees	250	250.00	100	2,500	250.00	10	3,000	2,750.00
436 **	Library Fees	4,416	3,201.16	73	44,160	25,233.37	57	53,000	27,766.63
430 ***	Fees	4,416	3,201.16	73	44,160	25,233.37	57	53,000	27,766.63
440	Fines								
442	Library								
20 00	Late Charges	0	50.00		0	700.00		0	700.00-
25 00	Lost/Damaged Item Charges	1,743	1,256.72	72	17,430	9,308.64	53	20,922	11,613.36
442 **	Library	1,743	1,306.72	75	17,430	10,008.64	57	20,922	10,913.36
440 ***	Fines	1,743	1,306.72	75	17,430	10,008.64	57	20,922	10,913.36
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	750	119.07	16	7,500	1,569.41	21	9,000	7,430.59
461 **	Simple Interest	750	119.07	16	7,500	1,569.41	21	9,000	7,430.59

Village of Arlington Heights  
 REVENUE REPORT  
 83% OF YEAR LAPSED

ACCOUNTING PERIOD 10/2021

Village of Arlington Heights

FUND 291 Memorial Library Fund									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
462	Investment Inc								
10 00	Market Value Adj IMET	0	.00		0	968.97		0	968.97-
462	** Investment Inc	0	.00		0	968.97		0	968.97-
460	*** Interest Income	750	119.07	16	7,500	2,538.38	34	9,000	6,461.62
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	313.17	25	12,500	8,555.79	68	15,000	6,444.21
483	** Donations	1,250	313.17	25	12,500	8,555.79	68	15,000	6,444.21
489	Other								
90 00	Other Income	416	7,830.16	1882	4,160	24,915.21	599	5,000	19,915.21-
94 00	FOL Reimbursements	2,083	.00		20,830	60,298.74	290	25,000	35,298.74-
95 00	Foundation Reimbursements	0	.00		0	328.95		0	328.95-
96 00	IL Vehicle Renewal Stickr	0	261.00		0	1,653.00		0	1,653.00-
97 00	Misc. Revenue Makerspace	0	116.20		0	220.52		0	220.52-
489	** Other	2,499	8,207.36	328	24,990	87,416.42	350	30,000	57,416.42-
480	*** Other	3,749	8,520.53	227	37,490	95,972.21	256	45,000	50,972.21-
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	3,786,202.39	302	12,534,190	14,605,810.51	117	15,041,083	435,272.49

Village of Arlington Heights  
 REVENUE REPORT  
 83% OF YEAR LAPSED

ACCOUNTING PERIOD 10/2021

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	0	.00		0	733.50		0	733.50-
461	** Simple Interest	0	.00		0	733.50		0	733.50-
462	Investment Inc								
10 00	Market Value Adj IMET	0	.00		0	1,292.37		0	1,292.37-
462	** Investment Inc	0	.00		0	1,292.37		0	1,292.37-
460	*** Interest Income	0	.00		0	2,025.87		0	2,025.87-
480	Other								
489	Other								
90 00	Other Income	0	.00		0	305.20		0	305.20-
489	** Other	0	.00		0	305.20		0	305.20-
480	*** Other	0	.00		0	305.20		0	305.20-
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Capital Projects-Library		0	.00		0	2,331.07		0	2,331.07-

PREPARED 11/10/2021, 16:21:18  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
83% OF YEAR LAPSED

PAGE 1  
ACCOUNTING PERIOD 10/2021

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REPORT SELECTIONS

Fiscal year . . . . . : 2021  
Fund . . . . . : 291  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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PROGRAM: GM267L  
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	29184	18245.62	63	291840	280767.18	96	.00	350214	69446.82	80
	16 92	Achievement Awards	333	.00	0	3330	500.00	15	.00	4000	3500.00	13
	16 **	Library Personal Services	29517	18245.62	62	295170	281267.18	95	.00	354214	72946.82	79
	18	Other Personal Services										
	18 05	Overtime Civilian	83	302.30	364	830	437.46	53	.00	1000	562.54	44
	18 **	Other Personal Services	83	302.30	364	830	437.46	53	.00	1000	562.54	44
	19	Employee Benefits										
	19 05	Medical Insurance	3081	3082.67	100	30810	30826.66	100	.00	36977	6150.34	83
	19 10	IMRF	3712	2325.91	63	37120	35220.32	95	.00	44544	9323.68	79
	19 11	Social Security	1835	1129.85	62	18350	17133.64	93	.00	22023	4889.36	78
	19 12	Medicare	429	264.25	62	4290	4007.07	93	.00	5151	1143.93	78
	19 53	Flexible Spending	194	156.75	81	1940	1562.75	81	.00	2329	766.25	67
	19 55	Unemployment Compensation	536	.00	0	5360	.00	0	.00	6432	6432.00	0
	19 **	Employee Benefits	9787	6959.43	71	97870	88750.44	91	.00	117456	28705.56	76
	20	Prof Technical Services										
	20 05	Professional Services	708	.00	0	7080	2090.00	30	.00	8500	6410.00	25
	20 08	Consulting Services Libr	1000	.00	0	10000	.00	0	.00	12000	12000.00	0
	20 20	Legal Services	1333	.00	0	13330	3937.50	30	.00	16000	12062.50	25
	20 40	General Insurance	14898	.00	0	148980	143223.00	96	.00	178780	35557.00	80
	20 **	Prof Technical Services	17939	.00	0	179390	149250.50	83	.00	215280	66029.50	69
	21	Property Services										
	21 65	Other Services	250	.00	0	2500	.00	0	.00	3000	3000.00	0
	21 **	Property Services	250	.00	0	2500	.00	0	.00	3000	3000.00	0
	22	Other Contractual Service										
	22 01	Advertising	50	.00	0	500	83.70	17	.00	600	516.30	14
	22 02	Dues	556	298.00	54	5560	2473.00	45	.00	6675	4202.00	37
	22 03	Training	7959	1330.20	17	79590	8295.39	10	.00	95508	87212.61	9
	22 05	Postage	3337	.00	0	33370	20052.29	60	.00	40045	19992.71	50
	22 **	Other Contractual Service	11902	1628.20	14	119020	30904.38	26	.00	142828	111923.62	22
	30	General Supplies										
	30 05	Office Supplies & Equip	842	75.76	9	8420	2086.43	25	.00	10105	8018.57	21
	30 **	General Supplies	842	75.76	9	8420	2086.43	25	.00	10105	8018.57	21
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	208	.00	0	2080	.00	0	.00	2500	2500.00	0
	31 **	Public Works Supplies	208	.00	0	2080	.00	0	.00	2500	2500.00	0
	32	Library Supplies										
	32 72	Special Events	70	.00	0	700	765.38	109	.00	850	84.62	90
	32 99	Items Reimb by Employees	0	.00	0	0	220.04-	0	.00	0	220.04	0
	32 **	Library Supplies	70	.00	0	700	545.34	78	.00	850	304.66	64







PREPARED 11/10/2021, 16:21:18  
 PROGRAM: GM267L  
 Village of Arlington Heights

DETAIL BUDGET REPORT  
 83% 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	59749.96	88	681470	616848.29	91	.00	817842	200993.71	75



FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	21	Property Services										
	21 65	Other Services	166	437.78	264	1660	4555.49	274	.00	2000	2555.49-	228
	21 **	Property Services	166	437.78	264	1660	4555.49	274	.00	2000	2555.49-	228
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	700.00	42	16660	11200.00	67	.00	20000	8800.00	56
	22 **	Other Contractual Service	1666	700.00	42	16660	11200.00	67	.00	20000	8800.00	56
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	166	.00	0	1660	2785.28	168	.00	2000	785.28-	139
	31 **	Public Works Supplies	166	.00	0	1660	2785.28	168	.00	2000	785.28-	139
	32	Library Supplies										
	32 01	Program Supplies	208	.00	0	2080	.00	0	.00	2500	2500.00	0
	32 02	Program Events	208	.00	0	2080	4859.41	234	.00	2500	2359.41-	194
	32 32	Software	41	.00	0	410	.00	0	.00	500	500.00	0
	32 72	Special Events	416	.00	0	4160	.00	0	.00	5000	5000.00	0
	32 75	Audio Visual	41	.00	0	410	3125.24	762	.00	500	2625.24-	625
	32 78	Electronic Resources	125	.00	0	1250	.00	0	.00	1500	1500.00	0
	32 80	Books	416	124.17	30	4160	2323.65	56	.00	5000	2676.35	47
	32 **	Library Supplies	1455	124.17	9	14550	10308.30	71	.00	17500	7191.70	59
	50	Property										
	50 15	Other Equipment	208	.00	0	2080	5192.89	250	.00	2500	2692.89-	208
	50 55	Other Capital Outlay	208	.00	0	2080	.00	0	.00	2500	2500.00	0
	50 **	Property	416	.00	0	4160	5192.89	125	.00	5000	192.89-	104
601	** **	Library	3869	1261.95	33	38690	34041.96	88	.00	46500	12458.04	73
60	** **	Culture/Recreation	3869	1261.95	33	38690	34041.96	88	.00	46500	12458.04	73
DIV	6004	TOTAL ***** Paid by Gifts and Grants	3869	1261.95	33	38690	34041.96	88	.00	46500	12458.04	73

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	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19101	10567.93	55	191010	183290.15	96	.00	229214	45923.85	80
	16 **	Library Personal Services	19101	10567.93	55	191010	183290.15	96	.00	229214	45923.85	80
	18	Other Personal Services										
	18 05	Overtime Civilian	8	7.43	93	80	35.78	45	.00	100	64.22	36
	18 **	Other Personal Services	8	7.43	93	80	35.78	45	.00	100	64.22	36
	19	Employee Benefits										
	19 05	Medical Insurance	5472	5472.00	100	54720	54720.00	100	.00	65664	10944.00	83
	19 10	IMRF	2396	1332.42	56	23960	23001.52	96	.00	28756	5754.48	80
	19 11	Social Security	1184	628.32	53	11840	10966.28	93	.00	14217	3250.72	77
	19 12	Medicare	277	146.94	53	2770	2564.63	93	.00	3325	760.37	77
	19 **	Employee Benefits	9329	7579.68	81	93290	91252.43	98	.00	111962	20709.57	82
	20	Prof Technical Services										
	20 05	Professional Services	656	.00	0	6560	6075.00	93	.00	7875	1800.00	77
	20 **	Prof Technical Services	656	.00	0	6560	6075.00	93	.00	7875	1800.00	77
	21	Property Services										
	21 36	Equipment Rental	110	.00	0	1100	1253.41	114	.00	1326	72.59	95
	21 65	Other Services	515	410.94	80	5150	4124.55	80	.00	6189	2064.45	67
	21 **	Property Services	625	410.94	66	6250	5377.96	86	.00	7515	2137.04	72
	22	Other Contractual Service										
	22 02	Dues	68	.00	0	680	475.00	70	.00	825	350.00	58
	22 03	Training	100	.00	0	1000	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	10772	10772.25	100	107720	107722.50	100	.00	129267	21544.50	83
	22 **	Other Contractual Service	10940	10772.25	99	109400	108197.50	99	.00	131292	23094.50	82
601 ** **		Library	40659	29338.23	72	406590	394228.82	97	.00	487958	93729.18	81
60 ** **		Culture/Recreation	40659	29338.23	72	406590	394228.82	97	.00	487958	93729.18	81
DIV 6008		TOTAL *****										
		Finance	40659	29338.23	72	406590	394228.82	97	.00	487958	93729.18	81

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	52706	47318.79	90	527060	497915.86	95	.00	632483	134567.14	79
	16 **	Library Personal Services	52706	47318.79	90	527060	497915.86	95	.00	632483	134567.14	79
	18	Other Personal Services										
	18 05	Overtime Civilian	20	23.27	116	200	527.11	264	.00	250	277.11-	211
	18 **	Other Personal Services	20	23.27	116	200	527.11	264	.00	250	277.11-	211
	19	Employee Benefits										
	19 05	Medical Insurance	12237	12237.00	100	122370	122370.00	100	.00	146844	24474.00	83
	19 10	IMRF	6612	5786.37	88	66120	60856.66	92	.00	79345	18488.34	77
	19 11	Social Security	3269	2810.42	86	32690	29652.49	91	.00	39229	9576.51	76
	19 12	Medicare	764	657.26	86	7640	6934.73	91	.00	9175	2240.27	76
	19 **	Employee Benefits	22882	21491.05	94	228820	219813.88	96	.00	274593	54779.12	80
	20	Prof Technical Services										
	20 05	Professional Services	585	107.28	18	5850	2646.72	45	.00	7022	4375.28	38
	20 08	Consulting Services Libr	378	.00	0	3780	65.00	2	.00	4545	4480.00	1
	20 **	Prof Technical Services	963	107.28	11	9630	2711.72	28	.00	11567	8855.28	23
	21	Property Services										
	21 02	Equipment Maintenance	14114	7977.20	57	141140	171200.55	121	.00	169375	1825.55-	101
	21 **	Property Services	14114	7977.20	57	141140	171200.55	121	.00	169375	1825.55-	101
	22	Other Contractual Service										
	22 03	Training	537	.00	0	5370	.00	0	.00	6450	6450.00	0
	22 42	Internet Access	3487	3271.21	94	34870	36768.98	105	.00	41846	5077.02	88
	22 **	Other Contractual Service	4024	3271.21	81	40240	36768.98	91	.00	48296	11527.02	76
	30	General Supplies										
	30 05	Office Supplies & Equip	31	.00	0	310	178.42	58	.00	375	196.58	48
	30 30	Data System Supplies	2100	3377.27	161	21000	18133.11	86	.00	25204	7070.89	72
	30 32	Software Library	13341	5511.13	41	133410	129029.43	97	.00	160102	31072.57	81
	30 33	Documentation Library	8	.00	0	80	.00	0	.00	100	100.00	0
	30 **	General Supplies	15480	8888.40	57	154800	147340.96	95	.00	185781	38440.04	79
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1102	636.11	58	11020	8385.28	76	.00	13226	4840.72	63
	31 **	Public Works Supplies	1102	636.11	58	11020	8385.28	76	.00	13226	4840.72	63
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	250	.00	0	.00	300	300.00	0
	32 32	Software	907	.00	0	9070	274.61	3	.00	10887	10612.39	3
	32 **	Library Supplies	932	.00	0	9320	274.61	3	.00	11187	10912.39	3

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	12 Computer Equipment	2899	4527.55	156	28990	26022.12	90	.00	34790	8767.88	75
	50	** Property	2899	4527.55	156	28990	26022.12	90	.00	34790	8767.88	75
601	**	** Library	115122	94240.86	82	1151220	1110961.07	97	.00	1381548	270586.93	80
60	**	** Culture/Recreation	115122	94240.86	82	1151220	1110961.07	97	.00	1381548	270586.93	80
DIV	6010	TOTAL ***** Information Technology	115122	94240.86	82	1151220	1110961.07	97	.00	1381548	270586.93	80



FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	21673	19031.38	88	216730	199411.74	92	.00	260077	60665.26	77
	16 **	Library Personal Services	21673	19031.38	88	216730	199411.74	92	.00	260077	60665.26	77
	18	Other Personal Services										
	18 05	Overtime Civilian	166	90.23	54	1660	297.79	18	.00	2000	1702.21	15
	18 **	Other Personal Services	166	90.23	54	1660	297.79	18	.00	2000	1702.21	15
	19	Employee Benefits										
	19 05	Medical Insurance	6679	6679.33	100	66790	66793.30	100	.00	80152	13358.70	83
	19 10	IMRF	2412	2238.97	93	24120	23360.51	97	.00	28946	5585.49	81
	19 11	Social Security	1354	1107.38	82	13540	11601.99	86	.00	16249	4647.01	71
	19 12	Medicare	316	258.98	82	3160	2713.46	86	.00	3800	1086.54	71
	19 **	Employee Benefits	10761	10284.66	96	107610	104469.26	97	.00	129147	24677.74	81
	22	Other Contractual Service										
	22 03	Training	41	.00	0	410	184.04	45	.00	500	315.96	37
	22 **	Other Contractual Service	41	.00	0	410	184.04	45	.00	500	315.96	37
	30	General Supplies										
	30 05	Office Supplies & Equip	36	.00	0	360	.00	0	.00	435	435.00	0
	30 **	General Supplies	36	.00	0	360	.00	0	.00	435	435.00	0
601 ** **		Library	32677	29406.27	90	326770	304362.83	93	.00	392159	87796.17	78
60 ** **		Culture/Recreation	32677	29406.27	90	326770	304362.83	93	.00	392159	87796.17	78
DIV 6015		TOTAL ***** Security	32677	29406.27	90	326770	304362.83	93	.00	392159	87796.17	78



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 Village of Arlington Heights

DETAIL BUDGET REPORT  
 83% OF YEAR LAPSED

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 ACCOUNTING PERIOD 10/2021

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
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										
		Executive Office	442588	350145.42	79	4425880	4032056.98	91	.00	5311580	1279523.02	76

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	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	80546	66729.33	83	805460	707903.36	88	.00	966557	258653.64	73
	16 **	Library Personal Services	80546	66729.33	83	805460	707903.36	88	.00	966557	258653.64	73
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	1660	.00	0	.00	2000	2000.00	0
	18 **	Other Personal Services	166	.00	0	1660	.00	0	.00	2000	2000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10553	10553.08	100	105530	105530.84	100	.00	126637	21106.16	83
	19 10	IMRF	9222	7861.88	85	92220	82903.05	90	.00	110668	27764.95	75
	19 11	Social Security	4909	3962.16	81	49090	42155.35	86	.00	58919	16763.65	72
	19 12	Medicare	1148	926.61	81	11480	9858.84	86	.00	13780	3921.16	72
	19 **	Employee Benefits	25832	23303.73	90	258320	240448.08	93	.00	310004	69555.92	78
	22	Other Contractual Service										
	22 02	Dues	373	827.00	222	3730	2499.00	67	.00	4478	1979.00	56
	22 03	Training	331	42.22	13	3310	1027.33	31	.00	3979	2951.67	26
	22 18	Contr Programs & Exhibits	1581	1337.50	85	15810	10242.00	65	.00	18980	8738.00	54
	22 **	Other Contractual Service	2285	2206.72	97	22850	13768.33	60	.00	27437	13668.67	50
	30	General Supplies										
	30 05	Office Supplies & Equip	203	233.64	115	2030	1120.44	55	.00	2438	1317.56	46
	30 **	General Supplies	203	233.64	115	2030	1120.44	55	.00	2438	1317.56	46
	32	Library Supplies										
	32 01	Program Supplies	912	349.40	38	9120	6353.13	70	.00	10948	4594.87	58
	32 02	Program Events	2827	756.52	27	28270	13344.62	47	.00	33930	20585.38	39
	32 90	Circulation Supplies	373	34.65	9	3730	1373.96	37	.00	4477	3103.04	31
	32 **	Library Supplies	4112	1140.57	28	41120	21071.71	51	.00	49355	28283.29	43
601 ** **		Library	113144	93613.99	83	1131440	984311.92	87	.00	1357791	373479.08	73
60 ** **		Culture/Recreation	113144	93613.99	83	1131440	984311.92	87	.00	1357791	373479.08	73
DIV 6401		TOTAL ***** Youth Services	113144	93613.99	83	1131440	984311.92	87	.00	1357791	373479.08	73

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	73432.89	79	928190	770493.19	83	.00	1113836	343342.81	69
	16 **	Library Personal Services	92819	73432.89	79	928190	770493.19	83	.00	1113836	343342.81	69
	18	Other Personal Services										
	18 05	Overtime Civilian	83	10.45	13	830	498.99	60	.00	1000	501.01	50
	18 **	Other Personal Services	83	10.45	13	830	498.99	60	.00	1000	501.01	50
	19	Employee Benefits										
	19 05	Medical Insurance	12751	12751.83	100	127510	127518.30	100	.00	153021	25502.70	83
	19 10	IMRF	9663	8140.19	84	96630	85753.31	89	.00	115962	30208.69	74
	19 11	Social Security	5658	4419.88	78	56580	46261.91	82	.00	67899	21637.09	68
	19 12	Medicare	1323	1033.69	78	13230	10819.29	82	.00	15879	5059.71	68
	19 **	Employee Benefits	29395	26345.59	90	293950	270352.81	92	.00	352761	82408.19	77
	22	Other Contractual Service										
	22 02	Dues	241	320.00	133	2410	1755.00	73	.00	2900	1145.00	61
	22 03	Training	275	360.26	131	2750	1139.95	42	.00	3300	2160.05	35
	22 18	Contr Programs & Exhibits	480	180.00	38	4800	1230.00	26	.00	5760	4530.00	21
	22 **	Other Contractual Service	996	860.26	86	9960	4124.95	41	.00	11960	7835.05	35
	30	General Supplies										
	30 05	Office Supplies & Equip	157	172.85	110	1570	717.15	46	.00	1888	1170.85	38
	30 **	General Supplies	157	172.85	110	1570	717.15	46	.00	1888	1170.85	38
	32	Library Supplies										
	32 01	Program Supplies	229	96.23	42	2290	694.58	30	.00	2750	2055.42	25
	32 90	Circulation Supplies	174	140.51	81	1740	771.84	44	.00	2095	1323.16	37
	32 **	Library Supplies	403	236.74	59	4030	1466.42	36	.00	4845	3378.58	30
601	** **	Library	123853	101058.78	82	1238530	1047653.51	85	.00	1486290	438636.49	71
60	** **	Culture/Recreation	123853	101058.78	82	1238530	1047653.51	85	.00	1486290	438636.49	71
DIV	6410	TOTAL ***** Info Services	123853	101058.78	82	1238530	1047653.51	85	.00	1486290	438636.49	71

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Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	117509	83475.36	71	1175090	942741.44	80	.00	1410112	467370.56	67
	16 **	Library Personal Services	117509	83475.36	71	1175090	942741.44	80	.00	1410112	467370.56	67
	18	Other Personal Services										
	18 05	Overtime Civilian	83	15.40	19	830	191.85	23	.00	1000	808.15	19
	18 **	Other Personal Services	83	15.40	19	830	191.85	23	.00	1000	808.15	19
	19	Employee Benefits										
	19 05	Medical Insurance	11789	11789.33	100	117890	117893.30	100	.00	141472	23578.70	83
	19 10	IMRF	11760	8725.47	74	117600	99433.17	85	.00	141120	41686.83	71
	19 11	Social Security	7166	5072.56	71	71660	57462.80	80	.00	85992	28529.20	67
	19 12	Medicare	1675	1186.34	71	16750	13438.96	80	.00	20111	6672.04	67
	19 **	Employee Benefits	32390	26773.70	83	323900	288228.23	89	.00	388695	100466.77	74
	21	Property Services										
	21 65	Other Services	292	187.95	64	2920	1443.80	49	.00	3513	2069.20	41
	21 **	Property Services	292	187.95	64	2920	1443.80	49	.00	3513	2069.20	41
	22	Other Contractual Service										
	22 02	Dues	120	100.00	83	1200	715.00	60	.00	1441	726.00	50
	22 03	Training	231	67.16	29	2310	734.08	32	.00	2773	2038.92	27
	22 **	Other Contractual Service	351	167.16	48	3510	1449.08	41	.00	4214	2764.92	34
	30	General Supplies										
	30 05	Office Supplies & Equip	169	112.94	67	1690	1247.19	74	.00	2033	785.81	61
	30 **	General Supplies	169	112.94	67	1690	1247.19	74	.00	2033	785.81	61
	32	Library Supplies										
	32 01	Program Supplies	83	.00	0	830	155.39	19	.00	1000	844.61	16
	32 90	Circulation Supplies	714	1779.73	249	7140	5484.63	77	.00	8574	3089.37	64
	32 **	Library Supplies	797	1779.73	223	7970	5640.02	71	.00	9574	3933.98	59
601	** **	Library	151591	112512.24	74	1515910	1240941.61	82	.00	1819141	578199.39	68
60	** **	Culture/Recreation	151591	112512.24	74	1515910	1240941.61	82	.00	1819141	578199.39	68
DIV	6420	TOTAL ***** Customer Services	151591	112512.24	74	1515910	1240941.61	82	.00	1819141	578199.39	68

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	18706	17058.74	91	187060	175564.20	94	.00	224475	48910.80	78
	16 **	Library Personal Services	18706	17058.74	91	187060	175564.20	94	.00	224475	48910.80	78
	19	Employee Benefits										
	19 05	Medical Insurance	948	948.84	100	9480	9488.40	100	.00	11386	1897.60	83
	19 10	IMRF	2171	2139.16	99	21710	21597.27	100	.00	26060	4462.73	83
	19 11	Social Security	1140	1018.74	89	11400	10447.58	92	.00	13691	3243.42	76
	19 12	Medicare	266	238.24	90	2660	2443.35	92	.00	3202	758.65	76
	19 **	Employee Benefits	4525	4344.98	96	45250	43976.60	97	.00	54339	10362.40	81
	22	Other Contractual Service										
	22 02	Dues	43	.00	0	430	35.00	8	.00	518	483.00	7
	22 03	Training	77	.00	0	770	53.14	7	.00	930	876.86	6
	22 18	Contr Programs & Exhibits	799	980.00	123	7990	7090.00	89	.00	9590	2500.00	74
	22 **	Other Contractual Service	919	980.00	107	9190	7178.14	78	.00	11038	3859.86	65
	30	General Supplies										
	30 05	Office Supplies & Equip	41	49.31	120	410	379.28	93	.00	500	120.72	76
	30 **	General Supplies	41	49.31	120	410	379.28	93	.00	500	120.72	76
	32	Library Supplies										
	32 01	Program Supplies	151	102.19	68	1510	1774.21	118	.00	1820	45.79	98
	32 02	Program Events	50	109.80	220	500	282.75	57	.00	600	317.25	47
	32 90	Circulation Supplies	87	296.83	341	870	836.93	96	.00	1050	213.07	80
	32 **	Library Supplies	288	508.82	177	2880	2893.89	101	.00	3470	576.11	83
601	** **	Library	24479	22941.85	94	244790	229992.11	94	.00	293822	63829.89	78
60	** **	Culture/Recreation	24479	22941.85	94	244790	229992.11	94	.00	293822	63829.89	78
DIV	6430	TOTAL ***** Accessible Services	24479	22941.85	94	244790	229992.11	94	.00	293822	63829.89	78

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	14502.99	72	201780	144099.18	71	.00	242139	98039.82	60
	16 **	Library Personal Services	20178	14502.99	72	201780	144099.18	71	.00	242139	98039.82	60
	18	Other Personal Services										
	18 05	Overtime Civilian	16	4.91	31	160	124.25	78	.00	200	75.75	62
	18 **	Other Personal Services	16	4.91	31	160	124.25	78	.00	200	75.75	62
	19	Employee Benefits										
	19 05	Medical Insurance	5367	5367.50	100	53670	53675.00	100	.00	64410	10735.00	83
	19 10	IMRF	2416	1819.29	75	24160	18085.63	75	.00	28994	10908.37	62
	19 11	Social Security	1228	851.88	69	12280	8462.29	69	.00	14746	6283.71	57
	19 12	Medicare	287	199.22	69	2870	1979.12	69	.00	3449	1469.88	57
	19 **	Employee Benefits	9298	8237.89	89	92980	82202.04	88	.00	111599	29396.96	74
	22	Other Contractual Service										
	22 02	Dues	95	75.00	79	950	777.00	82	.00	1145	368.00	68
	22 03	Training	117	150.00	128	1170	390.00	33	.00	1414	1024.00	28
	22 18	Contr Programs & Exhibits	8583	4641.86	54	85830	38777.48	45	.00	103007	64229.52	38
	22 **	Other Contractual Service	8795	4866.86	55	87950	39944.48	45	.00	105566	65621.52	38
	32	Library Supplies										
	32 02	Program Events	671	250.12	37	6710	2074.14	31	.00	8058	5983.86	26
	32 **	Library Supplies	671	250.12	37	6710	2074.14	31	.00	8058	5983.86	26
601	** **	Library	38958	27862.77	72	389580	268444.09	69	.00	467562	199117.91	57
60	** **	Culture/Recreation	38958	27862.77	72	389580	268444.09	69	.00	467562	199117.91	57
DIV	6440	TOTAL ***** Programs and Exhibits	38958	27862.77	72	389580	268444.09	69	.00	467562	199117.91	57



PROGRAM: GM267L  
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	44026	37249.71	85	440260	393956.89	90	.00	528322	134365.11	75
	16 **	Library Personal Services	44026	37249.71	85	440260	393956.89	90	.00	528322	134365.11	75
	19	Employee Benefits										
	19 05	Medical Insurance	4182	4182.59	100	41820	41825.90	100	.00	50191	8365.10	83
	19 10	IMRF	4936	4429.65	90	49360	46419.12	94	.00	59234	12814.88	78
	19 11	Social Security	2687	2270.19	85	26870	23825.25	89	.00	32251	8425.75	74
	19 12	Medicare	628	530.94	85	6280	5572.17	89	.00	7543	1970.83	74
	19 **	Employee Benefits	12433	11413.37	92	124330	117642.44	95	.00	149219	31576.56	79
	22	Other Contractual Service										
	22 02	Dues	187	251.00	134	1870	1180.00	63	.00	2246	1066.00	53
	22 03	Training	41	.00	0	410	99.00	24	.00	500	401.00	20
	22 42	Internet Access	320	.00	0	3200	3840.00	120	.00	3840	.00	100
	22 66	Outside Reference Service	247	.00	0	2470	2974.00	120	.00	2973	1.00-	100
	22 **	Other Contractual Service	795	251.00	32	7950	8093.00	102	.00	9559	1466.00	85
	30	General Supplies										
	30 05	Office Supplies & Equip	58	70.97	122	580	456.51	79	.00	700	243.49	65
	30 07	Supplies Reimb by Patrons	50	109.20	218	500	327.39	66	.00	600	272.61	55
	30 **	General Supplies	108	180.17	167	1080	783.90	73	.00	1300	516.10	60
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	247.50-	60-	4160	1950.67	47	.00	5000	3049.33	39
	31 **	Public Works Supplies	416	247.50-	60-	4160	1950.67	47	.00	5000	3049.33	39
	32	Library Supplies										
	32 01	Program Supplies	58	.00	0	580	.00	0	.00	700	700.00	0
	32 78	Electronic Resources	31238	2994.18	10	312380	357328.36	114	.00	374867	17538.64	95
	32 90	Circulation Supplies	131	18.38	14	1310	379.15	29	.00	1575	1195.85	24
	32 **	Library Supplies	31427	3012.56	10	314270	357707.51	114	.00	377142	19434.49	95
601	** **	Library	89205	51859.31	58	892050	880134.41	99	.00	1070542	190407.59	82
60	** **	Culture/Recreation	89205	51859.31	58	892050	880134.41	99	.00	1070542	190407.59	82
DIV	6450	TOTAL ***** Digital Services	89205	51859.31	58	892050	880134.41	99	.00	1070542	190407.59	82



FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	239066	237395.06	99	2390660	1972673.30	83	.00	2868869	896195.70	69

FUND 291 Memorial Library Fund		DEPT/DIV 6480 User Services/Belmont Makerspace										
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	27102	19693.27	73	271020	131549.39	49	.00	325231	193681.61	40
	16 **	Library Personal Services	27102	19693.27	73	271020	131549.39	49	.00	325231	193681.61	40
	18	Other Personal Services										
	18 05	Overtime Civilian	16	65.91	412	160	162.89	102	.00	200	37.11	81
	18 **	Other Personal Services	16	65.91	412	160	162.89	102	.00	200	37.11	81
	19	Employee Benefits										
	19 05	Medical Insurance	4431	4431.83	100	44310	44318.30	100	.00	53182	8863.70	83
	19 10	IMRF	3340	2477.79	74	33400	16522.90	50	.00	40086	23563.10	41
	19 11	Social Security	1651	1212.95	74	16510	8090.02	49	.00	19819	11728.98	41
	19 12	Medicare	386	283.68	74	3860	1892.07	49	.00	4635	2742.93	41
	19 **	Employee Benefits	9808	8406.25	86	98080	70823.29	72	.00	117722	46898.71	60
	20	Prof Technical Services										
	20 05	Professional Services	833	.00	0	8330	.00	0	.00	10000	10000.00	0
	20 20	Legal Services	416	.00	0	4160	.00	0	.00	5000	5000.00	0
	20 40	General Insurance	18	.00	0	180	1288.00	716	.00	216	1072.00	596
	20 **	Prof Technical Services	1267	.00	0	12670	1288.00	10	.00	15216	13928.00	9
	21	Property Services										
	21 02	Equipment Maintenance	581	90.00	16	5810	4352.20	75	.00	6980	2627.80	62
	21 11	Building Maintenance	2238	2150.86	96	22380	7012.25	31	.00	26866	19853.75	26
	21 36	Equipment Rental	83	.00	0	830	.00	0	.00	1000	1000.00	0
	21 60	Water and Sewer Service	100	.00	0	1000	277.07	28	.00	1200	922.93	23
	21 65	Other Services	8	8.53	107	80	11.58	15	.00	100	88.42	12
	21 **	Property Services	3010	2249.39	75	30100	11653.10	39	.00	36146	24492.90	32
	22	Other Contractual Service										
	22 02	Dues	131	.00	0	1310	680.00	52	.00	1575	895.00	43
	22 03	Training	83	10.00	12	830	451.96	55	.00	1000	548.04	45
	22 18	Contr Programs & Exhibits	650	.00	0	6500	.00	0	.00	7800	7800.00	0
	22 42	Internet Access	125	231.99	186	1250	1285.43	103	.00	1500	214.57	86
	22 **	Other Contractual Service	989	241.99	25	9890	2417.39	24	.00	11875	9457.61	20
	30	General Supplies										
	30 05	Office Supplies & Equip	166	105.92	64	1660	1285.46	77	.00	2000	714.54	64
	30 07	Supplies Reimb by Patrons	625	.00	0	6250	1900.94	30	.00	7500	5599.06	25
	30 51	Heating Fuel	3345	.00	0	33450	2657.92	8	.00	40140	37482.08	7
	30 **	General Supplies	4136	105.92	3	41360	5844.32	14	.00	49640	43795.68	12
	31	Public Works Supplies										
	31 45	Janitorial Supplies	616	.00	0	6160	309.28	5	.00	7400	7090.72	4
	31 85	Small Tools and Equipment	416	530.62	128	4160	4003.59	96	.00	5000	996.41	80
	31 **	Public Works Supplies	1032	530.62	51	10320	4312.87	42	.00	12400	8087.13	35

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 01	Program Supplies	750	397.84	53	7500	567.08	8	.00	9000	8432.92	6
	32 **	Library Supplies	750	397.84	53	7500	567.08	8	.00	9000	8432.92	6
	50	Property										
	50 15	Other Equipment	833	.00	0	8330	.00	0	.00	10000	10000.00	0
	50 **	Property	833	.00	0	8330	.00	0	.00	10000	10000.00	0
601	** **	Library	48943	31691.19	65	489430	228618.33	47	.00	587430	358811.67	39
60	** **	Culture/Recreation	48943	31691.19	65	489430	228618.33	47	.00	587430	358811.67	39
DIV	6480	TOTAL *****										
		Belmont Makerspace	48943	31691.19	65	489430	228618.33	47	.00	587430	358811.67	39
DEPT	64	TOTAL *****										
		User Services	829239	678935.19	82	8292390	6852769.28	83	.00	9951447	3098677.72	69
FUND	291	TOTAL *****										
		Memorial Library Fund	1271827	1029080.61	81	12718270	10884826.26	86	.00	15263027	4378200.74	71
GRAND		TOTAL *****										
			1271827	1029080.61	81	12718270	10884826.26	86	.00	15263027	4378200.74	71

PREPARED 11/10/2021, 16:22:24  
PROGRAM: GM267L  
Village of Arlington Heights

DETAIL BUDGET REPORT  
83% OF YEAR LAPSED

PAGE 1  
ACCOUNTING PERIOD 10/2021

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REPORT SELECTIONS

Fiscal year . . . . . : 2021  
Fund . . . . . : 491  
All Departments  
All Divisions  
Suppress accounts with zero balances . . . . : Y  
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FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	2083	1470.09	71	20830	8281.83	40	.00	25000	16718.17	33
	50	** Property	2083	1470.09	71	20830	8281.83	40	.00	25000	16718.17	33
601	**	** Library	2083	1470.09	71	20830	8281.83	40	.00	25000	16718.17	33
60	**	** Culture/Recreation	2083	1470.09	71	20830	8281.83	40	.00	25000	16718.17	33
DIV	6001	TOTAL *****										
		Administration	2083	1470.09	71	20830	8281.83	40	.00	25000	16718.17	33

FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	0	.00	0	0	4656.68	0	.00	0	4656.68-	0
	50	** Property	0	.00	0	0	4656.68	0	.00	0	4656.68-	0
601	**	** Library	0	.00	0	0	4656.68	0	.00	0	4656.68-	0
60	**	** Culture/Recreation	0	.00	0	0	4656.68	0	.00	0	4656.68-	0
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	0	.00	0	0	4656.68	0	.00	0	4656.68-	0



FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
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	15 Other Equipment	83333	.00	0	833330	.00	0	.00	1000000	1000000.00	0
	50	** Property	83333	.00	0	833330	.00	0	.00	1000000	1000000.00	0
601	**	** Library	83333	.00	0	833330	.00	0	.00	1000000	1000000.00	0
60	**	** Culture/Recreation	83333	.00	0	833330	.00	0	.00	1000000	1000000.00	0
DIV	6020	TOTAL ***** Facilities	83333	.00	0	833330	.00	0	.00	1000000	1000000.00	0
DEPT	60	TOTAL ***** Executive Office	85416	1470.09	2	854160	12938.51	2	.00	1025000	1012061.49	1

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	7972.98-	8-	851922	983611.62	116	.00	1041236	57624.38	95
	50	** Property	94658	7972.98-	8-	851922	983611.62	116	.00	1041236	57624.38	95
601	**	** Library	94658	7972.98-	8-	851922	983611.62	116	.00	1041236	57624.38	95
60	**	** Culture/Recreation	94658	7972.98-	8-	851922	983611.62	116	.00	1041236	57624.38	95
DIV	6480	TOTAL *****										
		Belmont Makerspace	94658	7972.98-	8-	851922	983611.62	116	.00	1041236	57624.38	95
DEPT	64	TOTAL *****										
		User Services	94658	7972.98-	8-	851922	983611.62	116	.00	1041236	57624.38	95
FUND	491	TOTAL *****										
		Capital Projects-Library	180074	6502.89-	4-	1706082	996550.13	58	.00	2066236	1069685.87	48
GRAND		TOTAL *****	180074	6502.89-	4-	1706082	996550.13	58	.00	2066236	1069685.87	48

November 16, 2021

(Action Item 5)

**ACCCOUNTS PAYABLE  
CHECK REGISTER  
ARLINGTON HEIGHTS MEMORIAL LIBRARY  
October 31, 2021**

<u>Fund Number</u>	<u>Fund Name</u>	<u>Fund Total</u>
291	General Fund - Library	\$274,668.45
491	Capital Projects Fund - Library	\$22,105.26
<b>Total Disbursements</b>		<b><u>\$296,773.71</u></b>
<b>Payrolls Paid</b>		
10/8/2021		\$274,306.94
10/22/2021		\$274,711.39
		<b><u>\$274,711.39</u></b>
<b>Journal Entry Expenditures by Village On Behalf Of the Library</b>		
10/31/2021	Group Insurance	\$115,533.33
10/31/2021	IMRF	\$64,736.50
10/31/2021	Social Security	\$32,764.12
10/31/2021	Medicare	\$7,662.53
		<b><u>\$220,696.48</u></b>
<b>Total Disbursed</b>		<b><u><u>\$792,181.58</u></u></b>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
82495	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-140.05-00	PREPAID PLA CONF-YOUNG M	200.00	
		291-0000-140.05-00	PREPAID PLA CONF-SON A	330.00	
		291-0000-140.05-00	PREPAID PLA CONF-LUDEMANN	330.00	
		291-0000-140.05-00	PREPAID PLA CONF-BOBIS L	330.00	
		291-0000-140.05-00	PREPAID PLA CONF-HAMANN C	465.00	
		291-0000-140.05-00	PREPAID PLA CONF AIRFARE	476.80	
		291-0000-489.90-00	CORPORATE CASHBACK	126.11-	2,005.69
82502	BAMBOOHR, LLC	291-0000-140.05-00	PREPAID BAMBOOHR ADVANTAG	8,907.20	8,907.20
82533	GREY HOUSE PUBLISHING	291-0000-140.05-00	PREPAID GREY HOUSE FINANC	5,065.00	5,065.00
82535	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED OCTOBER	3,354.53	
		291-0000-210.99-00	FSA DEP OCTOBER	1,114.42	4,468.95
82541	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-0000-140.05-00	PREPAID IHLS LICENSE 10/1	5,043.34	5,043.34
82578	PROQUEST LLC	291-0000-140.05-00	PREPAID PROQUEST UPGRADE	208.34	208.34
82596	STORIES TO REMEMBER	291-0000-140.05-00	1/25 HITLER'S COURTS	250.00	250.00
***** DIVISION TOTAL ****					25,948.52
***** DEPARTMENT TOTAL **					25,948.52

DEPARTMENT: 60

Executive Office

DIVISION: 01

82485	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES - DRISKELL M	298.00	298.00
82487	AMAZON.COM CREDIT	291-6001-601.30-05	FIRST AID	25.64	
		291-6001-601.30-05	OFFICE SUPPLIES	15.76	41.40
82493	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	MILEAGE - J DOREN	3.92	
		291-6001-601.22-03	OPEN MIKE DONUTS	41.69	
		291-6001-601.22-03	MILEAGE - J MORAVEC	12.57	58.18
82495	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	AHPD JOINT BREAKFAST	269.90	
		291-6001-601.22-03	DISASTER PLANNING HANDBOO	65.56	
		291-6001-601.40-96	CLEAR PANEL MASKS	69.99	405.45
82500	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	18.72	18.72
82524	FINER LINE	291-6001-601.30-05	NAME BADGES	17.16	
		291-6001-601.30-05	NAME BADGES	17.20	34.36
82528	GARVEYS OFFICE PRODUCTS	291-6001-601.50-15	CHAIRS FOR STAFF	7,635.86	7,635.86
82535	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES OCTOBER	156.75	156.75
82539	ILA CONFERENCE	291-6001-601.22-03	ILA CONF - SOMARY A	175.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					175.00
82556	LIBRARY FURNITURE INTERNATIONAL INC	291-6001-601.50-15	INFO DESK LEVEL WORKS8/30	250.00	250.00
82566	MORAVEC, JANET	291-6001-601.22-03	FOL WEEK OCT BOARD MEETIN	61.56	61.56
82574	OPTO INTERNATIONAL, INC	291-6001-601.50-15	SHELVING BASKETS REMAININ	733.15	733.15
82594	SPRINGSHARE LLC	291-6001-601.22-03	EMAIL WRITING TRAINING F/	700.00	700.00
82609	WILLIAMS ASSOCIATES ARCHITECTS	491-6001-601.50-55	KIDS' WORLD SEPT CONSTRUC	1,470.09	1,470.09

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

*Communications and Marketing*

12,038.52

DEPARTMENT: 60 Executive Office

DIVISION: 02

82485	ALA MEMBERSHIP	291-6002-601.22-02	ALA DUES - HASTINGS M	228.00	228.00
82487	AMAZON.COM CREDIT	291-6002-601.30-05	VHB TAPE	89.94	
		291-6002-601.30-05	RAZOR BLADE SCRAPER KNIFE	29.97	
		291-6002-601.31-85	DIFFUSER FOR FLASH	29.99	
		291-6002-601.30-05	TRUNK N TREAT DECOR	34.93	184.83
82493	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.31-85	SMALL TOOLS	33.88	
		291-6002-601.32-72	MAKERPLACE OPENING FOOD	8.57	42.45
82495	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK ADVERTISING	10.05	
		291-6002-601.21-65	FACEBOOK ADVERTISING	25.00	
		291-6002-601.22-10	BUSINESS CARDS -KRUEGER C	32.99	
		291-6002-601.30-05	CUTTING BLADES	39.02	
		291-6002-601.31-85	MAKERPLACE TABLECLOTHS	567.58	
		291-6002-601.32-72	GLASSES F/MAKERPLACE	105.25	779.89
82509	CARDINAL COLORGROUP	291-6002-601.22-10	NOVEMBER NEWSLETTER	11,785.00	11,785.00
82577	POSTMASTER	291-6002-601.21-65	PERMIT#591 USPS MARKETING	265.00	265.00
82586	SCHLESINGER MACHINERY INC	291-6002-601.21-02	CUTTER BLADE SHARPENING	542.00	542.00
82595	STAPLES	291-6002-601.30-05	OFFICE SUPPLIES	197.68	197.68
82616	4ALL PROMOTIONS	291-6002-601.32-72	OBOV SEED PAPER BOOKMARKS	562.16	562.16

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

*Human Resources*

14,587.01

DEPARTMENT: 60 Executive Office

DIVISION: 03

82484	ACCURATE EMPLOYMENT SCREENING LLC	291-6003-601.21-65	EMPLOYMENT/VOL SCREENING	431.35	431.35
82486	ALBERTSONS/SAFEWAY	291-6003-601.40-70	VOLUNTEER PIE SAMPLES	9.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					9.00
82487	AMAZON.COM CREDIT	291-6003-601.40-70	VOLUNTEER PIE/BINGO EVENT	9.99	9.99
82493	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.32-01	COMMAND HOOKS	8.58	8.58
82495	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-55	YEAR OF YOU FOOD TRUCK 50	1,000.00	
		291-6003-601.22-55	YEAR OF YOU FOOD TRUCK BA	1,000.00	
		291-6003-601.22-55	YEAR OF YOU GRATITUDE MEA	1,650.00	
		291-6003-601.40-70	DSSC HALLOWEEN PUMPKIN SU	80.00	
		291-6003-601.40-70	DSSC HALLOWEEN PUMPKIN SU	80.00	
		291-6003-601.40-70	DSSC HALLOWEEN PUMPKIN SU	80.00	3,890.00
82503	BEGICH,JENNIFER	291-6003-601.40-70	PIE FOR VOLUNTEER EVENT	120.00	120.00
82512	CERTIF-A-GIFT COMPANY	291-6003-601.40-70	STAFF GIFT REDEMPTION	160.00	
		291-6003-601.40-70	STAFF GIFT REDEMPTION	80.00-	
		291-6003-601.40-70	STAFF GIFT REDEMPTION	120.00	
		291-6003-601.40-70	STAFF GIFT REDEMPTION	180.00	380.00
***** DIVISION TOTAL ****					4,848.92

*Gifts and Grants*

DEPARTMENT: 60 Executive Office

DIVISION: 04

82488	AMBIUS (19)	291-6004-601.21-65	REG SERVS OCTOBER	236.97	236.97
82495	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.21-65	ESL/LITERACY STORAGE UNIT	200.81	
		291-6004-601.32-80	BOOKS	65.17	265.98
82505	BENSON,RAYMOND	291-6004-601.22-18	12/9 MOVIE CLUB	350.00	350.00
82529	GIRE,DANN	291-6004-601.22-18	12/9 MOVIE CLUB	350.00	350.00
82588	SEEDLINGS BRAILLE BOOKS FOR	291-6004-601.32-80	BOOKS	59.00	59.00
***** DIVISION TOTAL ****					1,261.95

*Information Technology*

DEPARTMENT: 60 Executive Office

DIVISION: 10

82487	AMAZON.COM CREDIT	291-6010-601.31-85	RAM FOR STAFF LAPTOPS	139.98	
		291-6010-601.31-85	RJ-11 PLUGS	11.42	
		291-6010-601.31-85	LANYARD FOR IPHONE CASE	7.99	
		291-6010-601.31-85	SURFACE MOUSE FOR L HAACK	50.00	
		291-6010-601.30-30	INK	194.37	
		291-6010-601.31-85	SWITCH SD CARD	79.99	
		291-6010-601.50-12	HDMI CORD	23.99	507.74
82495	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.22-42	EMERGENCY TEXTING SERVICE	94.98	
		291-6010-601.30-32	ZOOM SUBSCRIPTION	280.00	
		291-6010-601.31-85	PAPER FOLDING MACHINE ROL	62.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.31-85	MACBOOK AIR BATTERY, TAX	6.38-	
		291-6010-601.20-05	SSL CERTIFICATE F/EZPROXY	49.00	
		291-6010-601.20-05	PAYPAL PAYFLOW PRO SUBSCR	54.10	
		291-6010-601.20-05	ADT SERVICE FEE	4.18	
		291-6010-601.22-42	PUBLIC INTERNET SERVICE	343.35	
		291-6010-601.30-32	YOUTUBE PREMIUM SUBSCRIPT	11.99	
		291-6010-601.30-32	VOLUNTEER SOFTWARE SUNSCR	165.00	
		291-6010-601.30-32	OFFICE 365 PHONE NUMBER	1.50	
		291-6010-601.30-32	KINDLE UNLIMITED SUBSCRIP	9.99	
		291-6010-601.30-32	AMAZON FREETIME SUBSCRIPT	4.99	
		291-6010-601.30-32	OFFICE 365 SUBSCRIPTION	651.75	
		291-6010-601.30-32	AMAZON S3 STORAGE	312.46	
		291-6010-601.30-32	TRELLO MONTHLY SUBSCRIPTI	33.60	
		291-6010-601.30-32	GOOGLE GSUITE SUBSCRIPTIO	54.00	
		291-6010-601.30-32	SPOTIFY SUBSCRIPTION	15.99	
		291-6010-601.30-32	AMAZON MUSIC SUBSCRIPTION	9.99	
		291-6010-601.30-32	RIDDLE.COM SUBSCRIPTION	49.00	
		291-6010-601.31-85	IT FILE STORAGE HARD DRIV	247.43	
		291-6010-601.31-85	IT MANAGER DISPLAY ADAPTE	24.99	
		291-6010-601.31-85	APPLE TV F/MAKERPLACE MAN	169.00	2,643.41
82496	AT&T MOBILITY	291-6010-601.22-42	INTERNET ACCESS 9/28-10/2	138.69	138.69
82497	B & H PHOTO VIDEO	291-6010-601.30-30	EPSON TONER FOR GRAPHICS	247.00	
		291-6010-601.30-30	EPSON TONER FOR GRAPHICS	494.00	
		291-6010-601.30-30	EPSON ROLL PAPER	420.00	1,161.00
82502	BAMBOOHR,LLC	291-6010-601.30-32	BAMBOOHR ADVANTAGE	809.75	809.75
82541	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6010-601.30-32	ILLIAD LICENSE 10/1/21-9/	1,681.12	1,681.12
82542	IMAGE SYSTEMS & BUSINESS SOLUTIONS	291-6010-601.21-02	EQUIPMENT MAINTENANCE	1,139.91	1,139.91
82543	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	456.50	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	292.70	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	305.60	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	534.10	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	2,420.90	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	906.79	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	292.85	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	387.72	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.30-30	PAPER	1,325.05	6,941.71
82565	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.50-12	NETWORKING EQUIPMENT BELM	4,503.56	
		291-6010-601.21-02	NETWORKING EQUIPMENT BELM	455.13	4,958.69
82579	QUILL LLC	291-6010-601.30-30	TONER	677.35	677.35
82582	RMC IMAGING INC	291-6010-601.21-02	VIEWSCAN ANNUAL HARDWARE	785.00	785.00
82589	SENSOURCE	291-6010-601.30-32	VEACLOUD ANNUAL DATA HOST	1,000.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.30-32	MAKERSPACE OCCUPANCY MONI	420.00	1,420.00
82603	VERIZON WIRELESS	<----- 291-6010-601.22-42	TELEPHONE 9/26-10/25	353.86	353.86
82611	WOW BUSINESS	291-6010-601.22-42	011521470 INTERNET 10/19-	125.98	
		291-6010-601.22-42	011521470 INTERNET 10/25-	104.99-	20.99
82613	WOW BUSINESS	291-6010-601.22-42	014616045 INTERNET 10/13-	2,319.34	2,319.34
***** DIVISION TOTAL ****					25,558.56

Facilities

82487	AMAZON.COM CREDIT	291-6020-601.21-11	MAINTENANCE SUPPLIES	29.78	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	124.95	154.73
82490	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REG SERVS NOVEMBER	93.45	93.45
82491	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS SEPTEMBER	280.00	
		291-6020-601.21-11	REG SERVS OCTOBER	240.00	520.00
82492	ARLINGTON HEIGHTS FORD	291-6020-601.21-07	OIL CHANGE TIRE ROTATION	75.12	75.12
82495	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	NORTEC HUMIDIFIER CYLINDE	171.08-	
		291-6020-601.21-11	NORTEC HUMIDIFIER CYLINDE	2,309.60	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	101.15	
		291-6020-601.31-45	JANITORIAL SUPPLIES	69.14	2,308.81
82499	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	2,388.80	2,388.80
82508	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	MID-SUMMER MAINTENANCE	58.50	
		291-6020-601.21-11	WINTERIZATION, 10/19	135.00	193.50
82514	COMED	291-6020-601.30-51	HEATING 9/7-10/6	1.64	1.64
82516	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	HVAC PREVENTATIVE MAINTEN	1,650.00	
		291-6020-601.21-11	PREVENT MAINT MILLER PICK	2,137.00	3,787.00
82519	DIVINE SIGNS INC	291-6020-601.21-11	PARKING LOT SIGN REPAIR	1,290.00	1,290.00
82522	FILTER SERVICES INC	291-6020-601.21-11	MAINTENANCE SUPPLIES	1,424.56	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	197.28	1,621.84
82525	FIRE PROTECTION COMPANY	291-6020-601.21-11	ANNUAL FIRE SPRINKLER INS	1,130.00	1,130.00
82527	GARDEN GUY, INC.	291-6020-601.21-11	OCT LAWN MAINTEN AHML	620.00	620.00
82532	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	54.27	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	108.56	162.83
82537	IGS ENERGY	291-6020-601.30-51	NATURAL GAS SEPTEMBER	2,808.45	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					2,808.45
82559	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE NOVEMB	4,599.00	4,599.00
82561	MENARDS-LONG GROVE	291-6020-601.21-11	BLDG MAINTENANCE	149.74	149.74
82562	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTENANCE	345.84	
		291-6020-601.21-11	BLDG MAINTENANCE	107.80	
		291-6020-601.21-11	BLDG MAINTENANCE	129.52	583.16
82563	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERVS OCTOBER	60.00	60.00
82567	NATIONWIDE POWER SOLUTIONS	291-6020-601.21-02	UPS SERVICE CONTRACT	3,444.00	3,444.00
82569	NICOR GAS	291-6020-601.30-51	NATURAL GAS SEPTEMBER	178.44	
		291-6020-601.30-51	NATURAL GAS OCTOBER	193.08	371.52
82570	NICOR GAS	291-6020-601.30-51	NATURAL GAS SEPTEMBER	803.10	
		291-6020-601.30-51	NATURAL GAS OCTOBER	851.67	1,654.77
82573	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	CHILLER REPAIR	336.00	336.00
82581	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	1,299.98	1,299.98
82590	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	20.32	
		291-6020-601.21-11	BLDG MAINTENANCE	47.96	
		291-6020-601.21-11	BLDG MAINTENANCE	16.58	
		291-6020-601.21-11	BLDG MAINTENANCE	43.58	128.44
82595	STAPLES	291-6020-601.21-11	BLDG MAINTENANCE	331.40	
		291-6020-601.31-45	JANITORIAL SUPPLIES	719.68	1,051.08
82601	ULINE	291-6020-601.21-11	MAINTENANCE SUPPLIES	100.82	100.82
82605	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.21-02	ELEVATOR INSPECTIONS (5)	500.00	500.00
82610	WM CORPORATE SERVICES INC	291-6020-601.21-11	DUMPSTER & RECYCLE SERVS	375.95	
		291-6020-601.21-11	RCY FEL CONTAMINATN CHRGE	96.00	471.95

\*\*\*\*\* DIVISION TOTAL \*\*\*\* 31,906.63

\*\*\*\*\* DEPARTMENT TOTAL \*\* *Youth Services* 90,201.59

82485	ALA MEMBERSHIP	291-6401-601.22-02	ALA DUES - KOCH E	340.00	
		291-6401-601.22-02	ALA DUES - MATHER E	287.00	627.00
82486	ALBERTSONS/SAFEWAY	291-6401-601.32-02	PROGRAM EVENTS	83.56	83.56
82487	AMAZON.COM CREDIT	291-6401-601.32-01	OCTOBER TWEEN DIY	68.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-01	NOVEMBER TWEEN DIY	19.34	
		291-6401-601.32-02	FAIRY TALE FLING, 10/1	66.54	
		291-6401-601.32-02	FAIRY TALE FLING, 10/1	66.54-	
		291-6401-601.32-02	FAIRY TALE FLING, 10/1	96.52	
		291-6401-601.32-02	THURSDAY FUN NIGHT	12.29	
		291-6401-601.32-02	THURSDAY FUN NIGHT	17.90	
		291-6401-601.32-02	TEEN NANOWRIMO PACK	34.95	
		291-6401-601.32-02	TEEN NANOWRIMO PACK	12.99	
		291-6401-601.32-02	HALLOWEEN FUN 2021	11.96	
		291-6401-601.32-90	BATTERIES FOR TOYS	34.65	
		291-6401-601.32-01	IMAGINATION STATION TOY	27.99	
		291-6401-601.32-01	TURKEY HEADBAND CRAFT	19.83	
		291-6401-601.32-01	TURKEY HEADBAND CRAFT	17.80	
		291-6401-601.32-01	TURKEY HEADBAND CRAFT	17.80	
		291-6401-601.32-01	TURKEY HEADBAND CRAFT	13.20	
		291-6401-601.32-02	HOT CHOCOLATE BOMB SUPPLY	4.98	
		291-6401-601.32-02	HOT CHOCOLATE BOMB SUPPLY	23.98	
		291-6401-601.32-02	MAKE A GIFT PROGRAM	51.98	
		291-6401-601.32-02	TEEN OUTREACH SUPPLIES	38.99	
		291-6401-601.32-02	HOT COCOA BOMB SUPPLIES	22.17	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	19.28	
		291-6401-601.32-02	HALLOWEEN SUPPLIES	78.39	
		291-6401-601.32-02	HALLOWEEN SUPPLIES	17.90	
		291-6401-601.32-02	PARENTS TURN SUPPLIES	99.80	762.69
82493	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	FAIRY TALE FLING SUPPLIES	39.00	
		291-6401-601.32-02	IT'S MAGIC SUPPLIES	5.92	
		291-6401-601.22-03	MILEAGE - L DAKAS	3.41	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	2.00	
		291-6401-601.22-03	MILEAGE - E KOCH	15.68	
		291-6401-601.32-02	HOMESCHOOL HANGOUT, 10/7	50.00	
		291-6401-601.32-01	PROGRAM SUPPLIES	36.44	
		291-6401-601.22-03	MILEAGE - K MCGUIRE	23.13	175.58
82495	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.30-05	BLOCKS F/DIE CUTTER MACHI	93.42	
		291-6401-601.32-01	TWEEN DYI KIT SUPPLIES	129.00	
		291-6401-601.32-02	GLOW IN THE DARK RUBBER B	18.90	
		291-6401-601.32-02	PARENT'S TURN SUPPLIES,	4.50-	236.82
82518	DEMCO INC	291-6401-601.30-05	OUTREACH CALENDAR	15.81	15.81
82540	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - DANTIS P	200.00	200.00
82553	KNUCKLEBALL COMEDY LLC	291-6401-601.22-18	12/5 FINAL PAYMENT IMPROV	237.50	237.50
82587	SCHOLASTIC INC. EDUCATION	291-6401-601.32-02	SUMMER READING PRIZES	5.68	
		291-6401-601.32-02	SUMMER READING PRIZES	11.88	17.56
82600	TIGERLILY MUSIC	291-6401-601.22-18	12/18 WENDY & DB CONCERT	900.00	900.00
82606	VRBLIK, SCOTT STEVEN	291-6401-601.22-18	12/4 MINECRAFT MANIA	200.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					200.00
82608	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	124.41	124.41
***** DIVISION TOTAL ****					3,580.93

Info Services

DEPARTMENT:		DIVISION:			
64	User Services	10			
82485	ALA MEMBERSHIP	291-6410-601.22-02	ALA DUES - CAMP N	220.00	220.00
82487	AMAZON.COM CREDIT	291-6410-601.30-05	CALENDAR READERS ADVISORY	29.02	
		291-6410-601.30-05	PLASTIC SILVERWARE	17.49	
		291-6410-601.30-05	PENS	37.07	
		291-6410-601.30-05	ZIPPER FILE BAGS	31.76	
		291-6410-601.30-05	HOOK FOR CUBICLE	8.69	
		291-6410-601.32-01	CLEAR BROCHURE HOLDERS	35.99	
		291-6410-601.32-90	WHITEBOARD CLEANER	21.60	
		291-6410-601.32-90	CIRCULATION SUPPLIES	75.45	257.07
82493	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.32-01	MYSTERY PROGRAM REFRESHME	32.75	
		291-6410-601.22-03	MILEAGE - D MALIK	11.26	44.01
82495	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	WEBINAR - DUNCAN J AN EXP	60.00	
		291-6410-601.22-03	COURSE - SCHWARTING ESSEN	289.00	349.00
82504	BENNETT, BRUCE	291-6410-601.22-18	RESUME REVIEWS OCTOBER	60.00	60.00
82540	ILA MEMBERSHIP	291-6410-601.22-02	ILA DUES - CAMP N	100.00	100.00
82557	MADAY, JULIE I	291-6410-601.22-18	RESUME REVIEWS OCTOBER	120.00	120.00
82595	STAPLES	291-6410-601.30-05	OFFICE SUPPLIES	19.95	
		291-6410-601.32-01	PROGRAM SUPPLIES	27.49	
		291-6410-601.32-90	CIRCULATION SUPPLIES	43.46	90.90
82608	WAREHOUSE DIRECT	291-6410-601.30-05	OFFICE SUPPLIES	28.87	28.87
***** DIVISION TOTAL ****					1,269.85

Circulation Services

DEPARTMENT:		DIVISION:			
64	User Services	20			
82483	ABLE CARD LLC	291-6420-601.32-90	AHML ADULT CARD/KEY TAG	1,746.16	1,746.16
82487	AMAZON.COM CREDIT	291-6420-601.30-05	OFFICE SUPPLIES	19.58	
		291-6420-601.32-90	FOLDERS	19.98	
		291-6420-601.30-05	WHITEBOARD CLEANER	10.32	
		291-6420-601.30-05	PENS	11.47	
		291-6420-601.32-90	ACCESSIBLE READING STRIPS	13.59	74.94
82493	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	MILEAGE - R KUNKEL	9.42	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6420-601.22-03	MILEAGE - S MEYER	8.51	
		291-6420-601.22-03	MILEAGE - M MAIER	24.69	
		291-6420-601.22-03	MILEAGE - M WILLIAMS	3.14	
		291-6420-601.22-03	MILEAGE - S MEYER	11.98	
		291-6420-601.22-03	MILEAGE - R KUNKEL	9.42	67.16
82540	ILA MEMBERSHIP	291-6420-601.22-02	ILA DUES - MAIER M	100.00	100.00
82602	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	SEPTEMBER PLACEMENTS	143.20	
		291-6420-601.21-65	JULY PLACEMENTS	44.75	187.95
82608	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	71.57	71.57

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

Senior and Accessible Services

2,247.78

DEPARTMENT: 64 User Services

DIVISION: 30

82486	ALBERTSONS/SAFEWAY	291-6430-601.32-02	PROGRAM EVENTS	29.97	29.97
82487	AMAZON.COM CREDIT	291-6430-601.30-05	SAS OFFICE SUPPLIES	23.24	
		291-6430-601.32-01	ART WITH ALAYNE SUPPLIES	40.74	63.98
82493	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.32-02	SAS DECORATIONS	37.85	
		291-6430-601.32-02	SAS PROGRAM SUPPLIES	37.98	
		291-6430-601.32-01	FAIRY TALE FLING SUPPLIES	8.00	
		291-6430-601.32-02	SAS PROGRAM SUPPLIES	4.00	87.83
82507	BLICK ART MATERIALS	291-6430-601.32-01	ART WITH ALAYNE NOVEMBER	53.45	53.45
82560	MCNULTY,ALAYNE	291-6430-601.22-18	NOVEMBER CREATIVE AGING	490.00	
		291-6430-601.22-18	JUNE REPLACEMENT 81876	490.00	980.00
82601	ULINE	291-6430-601.32-90	SAS LIBRARY DELIVERY SERV	296.83	296.83
82608	WAREHOUSE DIRECT	291-6430-601.30-05	OFFICE SUPPLIES	26.07	26.07

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

Programs and Exhibits

1,538.13

DEPARTMENT: 64 User Services

DIVISION: 40

82487	AMAZON.COM CREDIT	291-6440-601.32-02	MASON JARS CANNING PROG	51.78	
		291-6440-601.32-02	DRAWING PROGRAM SUPPLIES	96.41	148.19
82489	AMERICAN BUTTON MACHINES	291-6440-601.32-02	BUTTON MAKING MAGNET SET	46.94	46.94
82495	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	FOREST PRESERVE PERMIT FE	428.00	
		291-6440-601.32-02	MAKE DO & MEND SUPPLIES	14.99	
		291-6440-601.22-02	ALA DUES - YOUNG M	75.00	
		291-6440-601.22-03	FOOD HANDLING TRAINING-6	90.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.22-03	FOOD HANDLING TRAINING-4	60.00	
		291-6440-601.32-02	BOOK DISCUSSION REFRESHME	40.00	707.99
82530	GOUDIE,GRACE	291-6440-601.22-18	NOV CULINARY 4 CLASSES	1,600.00	1,600.00
82531	GOUDIE,GRACE	291-6440-601.22-18	DEC. CULINARY 4 CLASSES	1,600.00	1,600.00
82549	KAREN CHAN FINANCIAL EDUCATION	291-6440-601.22-18	11/30 STUDENT LOANS	250.00	250.00
82550	KIRCHHOFF,ELIZABETH M.	291-6440-601.22-18	11/16 SELLING ON ETSY	175.00	175.00
82552	KNABB,JACOB S	291-6440-601.22-18	12/8 WRITER'S INK	150.00	150.00
82554	KRETSINGER,CHERI	291-6440-601.22-18	12/7 EFFECTIVE BUSINESS P	100.00	100.00
82591	SHERWIN-WILLIAMS	291-6440-601.22-18	PAINT FOR DISPLAY WALLS	119.43	
		291-6440-601.22-18	PAINT FOR DISPLAY WALLS	119.43	238.86
82604	VETIVER LLC	291-6440-601.22-18	12/13 MAKIN' MOCKTAILS	100.00	100.00

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

Digital Services

5,116.98

DEPARTMENT: 64 User Services

DIVISION: 50

82485	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES - BERGER G	151.00	151.00
82487	AMAZON.COM CREDIT	291-6450-601.30-07	FLASH DRIVES	109.20	
		291-6450-601.30-05	OFFICE SUPPLIES	9.99	
		291-6450-601.30-05	OFFICE SUPPLIES	60.98	
		291-6450-601.32-90	BATTERIES	18.38	
		291-6450-601.31-85	CAPTURE CARD RETURN	495.00-	296.45-
82495	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	REPLACEMENT H264 RECORDER	247.50	247.50
82536	HEINEMANN	291-6450-601.32-78	FOUNTAS & PINNELL LEVELED	25.00	25.00
82540	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES - BERGER G	100.00	100.00
82578	PROQUEST LLC	291-6450-601.32-78	UPGRADE CHICAGO TRIBUNE	291.68	291.68
82580	RAILS	291-6450-601.32-78	GALE VIRTUAL REFERENCE LI	82.50	82.50
82597	STORY COVE LLC	291-6450-601.32-78	STORY COVE SUBSCRIPTION	295.00	295.00
82614	WP COMPANY LLC	291-6450-601.32-78	EDS PL FLAT RATE	2,300.00	2,300.00

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

3,196.23

DEPARTMENT: 64

User Services

DIVISION: 70

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			Collection Services		
82487	AMAZON.COM CREDIT	291-6470-601.32-75	AV MATERIALS	74.78	
		291-6470-601.32-75	AV MATERIALS	22.99	
		291-6470-601.32-75	AV MATERIALS	13.79	
		291-6470-601.32-75	AV MATERIALS	7.50	
		291-6470-601.32-75	AV MATERIALS	18.40	
		291-6470-601.32-75	AV MATERIALS	11.79	
		291-6470-601.32-75	AV MATERIALS	59.88	
		291-6470-601.32-75	AV MATERIALS	16.77	
		291-6470-601.32-75	AV MATERIALS	25.49	
		291-6470-601.32-75	AV MATERIALS	17.29	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	59.88	
		291-6470-601.32-75	AV MATERIALS	9.34	
		291-6470-601.32-75	AV MATERIALS	23.52	
		291-6470-601.32-75	AV MATERIALS	59.88	
		291-6470-601.32-75	AV MATERIALS	119.98	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	9.68	
		291-6470-601.32-75	AV MATERIALS	34.87	
		291-6470-601.32-75	AV MATERIALS	11.29	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	119.87	
		291-6470-601.32-75	AV MATERIALS	23.90	
		291-6470-601.32-75	AV MATERIALS	57.05	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	39.50	
		291-6470-601.32-75	AV MATERIALS	56.98	
		291-6470-601.32-75	AV MATERIALS	23.57	
		291-6470-601.32-75	AV MATERIALS	14.80	
		291-6470-601.32-75	AV MATERIALS	21.57	
		291-6470-601.32-75	AV MATERIALS	59.88	
		291-6470-601.32-75	AV MATERIALS	117.99	
		291-6470-601.32-95	PERIODICALS	14.98	
		291-6470-601.32-95	PERIODICALS	14.94	
		291-6470-601.32-95	PERIODICALS	21.21	
		291-6470-601.32-95	PERIODICALS	10.99	
		291-6470-601.32-95	PERIODICALS	22.25	
		291-6470-601.32-95	PERIODICALS	17.48	
		291-6470-601.32-95	PERIODICALS	26.52	
		291-6470-601.32-95	PERIODICALS	39.92	
		291-6470-601.32-80	BOOKS	24.00	
		291-6470-601.32-80	BOOKS	31.63	
		291-6470-601.32-80	BOOKS	18.41	
		291-6470-601.32-80	BOOKS	25.99	
		291-6470-601.32-80	BOOKS	43.58	
		291-6470-601.32-80	BOOKS	44.06	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	14.98	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	45.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	22.92	
		291-6470-601.32-80	BOOKS	31.49	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	59.85	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	27.50	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	23.49	
		291-6470-601.32-80	BOOKS	26.00	
		291-6470-601.32-80	BOOKS	29.99	
		291-6470-601.32-80	BOOKS	25.31	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	28.00	
		291-6470-601.32-80	BOOKS	24.25	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	46.80	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	17.41	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	13.30	
		291-6470-601.32-80	BOOKS	15.49	
		291-6470-601.32-80	BOOKS	47.50	
		291-6470-601.32-80	BOOKS	13.29	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	20.60	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	45.00	
		291-6470-601.32-80	BOOKS	.75-	
		291-6470-601.32-80	BOOKS	18.32	
		291-6470-601.32-80	BOOKS	47.50-	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	17.49	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	19.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-05	PROCESSING SUPPLIES	20.99	
		291-6470-601.32-05	PROCESSING SUPPLIES	31.47	
		291-6470-601.32-05	PROCESSING SUPPLIES	28.68	
		291-6470-601.32-05	PROCESSING SUPPLIES	17.98	
		291-6470-601.32-05	PROCESSING SUPPLIES	23.96	
		291-6470-601.32-75	AV MATERIALS	117.99	
		291-6470-601.32-75	AV MATERIALS	12.59	
		291-6470-601.32-75	AV MATERIALS	11.29	
		291-6470-601.32-75	AV MATERIALS	11.29	
		291-6470-601.32-75	AV MATERIALS	12.90	
		291-6470-601.32-75	AV MATERIALS	114.39	
		291-6470-601.32-75	AV MATERIALS	12.00	
		291-6470-601.32-75	AV MATERIALS	141.63	
		291-6470-601.32-75	AV MATERIALS	22.99	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	19.88	
		291-6470-601.32-75	AV MATERIALS	9.98	
		291-6470-601.32-75	AV MATERIALS	23.96	
		291-6470-601.32-75	AV MATERIALS	20.99	
		291-6470-601.32-75	AV MATERIALS	7.98	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	47.68	
		291-6470-601.32-75	AV MATERIALS	12.96	
		291-6470-601.32-75	AV MATERIALS	21.57-	
		291-6470-601.32-75	AV MATERIALS	44.95	
		291-6470-601.32-75	AV MATERIALS	42.14	
		291-6470-601.32-75	AV MATERIALS	22.99	
		291-6470-601.32-80	BOOKS	16.29	
		291-6470-601.32-80	BOOKS	13.63	
		291-6470-601.32-80	BOOKS	16.00	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	20.03	
		291-6470-601.32-80	BOOKS	20.51	
		291-6470-601.32-80	BOOKS	27.00	
		291-6470-601.32-80	BOOKS	23.74	
		291-6470-601.32-80	BOOKS	47.50	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	18.78	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	25.95	
		291-6470-601.32-95	PERIODICALS	21.49	
		291-6470-601.32-80	BOOKS	21.28	
		291-6470-601.32-80	BOOKS	12.90	
		291-6470-601.32-80	BOOKS	14.72	
		291-6470-601.32-75	AV MATERIALS	17.89	
		291-6470-601.32-75	AV MATERIALS	18.31	
		291-6470-601.32-75	AV MATERIALS	24.98	
		291-6470-601.32-75	AV MATERIALS	99.99	
		291-6470-601.32-75	AV MATERIALS	170.94	
		291-6470-601.32-75	AV MATERIALS	10.49	
		291-6470-601.32-75	AV MATERIALS	19.99	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	10.80	
		291-6470-601.32-75	AV MATERIALS	43.65	
		291-6470-601.32-75	AV MATERIALS	40.91	
		291-6470-601.32-75	AV MATERIALS	54.99	
		291-6470-601.32-75	AV MATERIALS	33.49	
		291-6470-601.32-75	AV MATERIALS	199.00	
		291-6470-601.32-75	AV MATERIALS	8.99	
		291-6470-601.32-75	AV MATERIALS	113.84	
		291-6470-601.30-05	OFFICE SUPPLIES	59.95	
		291-6470-601.32-80	BOOKS	36.00	
		291-6470-601.32-80	BOOKS	17.80	
		291-6470-601.32-80	BOOKS	12.01	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	35.06	
		291-6470-601.32-80	BOOKS	27.40	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	18.00	
		291-6470-601.32-80	BOOKS	21.97	
		291-6470-601.32-80	BOOKS	22.29	
		291-6470-601.32-80	BOOKS	13.32	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-75	AV MATERIALS	159.99	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	5.99	
		291-6470-601.32-75	AV MATERIALS	16.98	
		291-6470-601.32-75	AV MATERIALS	10.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	29.95	
		291-6470-601.32-75	AV MATERIALS	54.98	
		291-6470-601.32-75	AV MATERIALS	20.35	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	179.94	
		291-6470-601.32-75	AV MATERIALS	12.79	
		291-6470-601.32-75	AV MATERIALS	34.99	
		291-6470-601.32-75	AV MATERIALS	24.99	
		291-6470-601.32-75	AV MATERIALS	89.97	
		291-6470-601.32-75	AV MATERIALS	7.50	5,753.51
82493	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	5.99	
		291-6470-601.32-95	PERIODICALS	25.98	
		291-6470-601.32-95	PERIODICALS	45.96	77.93
82494	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	17.99	35.98
82495	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	ALA WEBINAR MAKING GREAT	59.00	
		291-6470-601.32-90	ILL REMOVABLE LABELS	312.40	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	37.57	
		291-6470-601.32-75	AV MTLs	23.51	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	11.42	
		291-6470-601.32-75	AV MTLs	21.98	
		291-6470-601.32-75	AV MTLs	120.06	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	251.90	
		291-6470-601.32-75	AV MTLs	42.47	
		291-6470-601.32-75	AV MTLs	42.49	
		291-6470-601.32-75	AV MTLs	16.08	
		291-6470-601.32-75	AV MTLs	27.75	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	12.00	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-75	AV MTLs	50.98	
		291-6470-601.32-75	AV MTLs	6.43	
		291-6470-601.32-75	AV MTLs	158.54	
		291-6470-601.32-75	AV MTLs	98.99	
		291-6470-601.32-75	AV MTLs	106.23	
		291-6470-601.32-75	AV MTLs	53.11	
		291-6470-601.32-75	AV MTLs	667.36	
		291-6470-601.32-75	AV MTLs	84.98	
		291-6470-601.32-75	AV MTLs	83.79	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	118.98	
		291-6470-601.32-75	AV MTLs	50.00	
		291-6470-601.32-75	AV MTLs	7.19	
		291-6470-601.32-80	BOOKS	31.78	
		291-6470-601.32-80	BOOKS	34.41	
		291-6470-601.32-80	BOOKS	35.99	
		291-6470-601.32-80	BOOKS	43.09	
		291-6470-601.32-80	BOOKS	21.01	
		291-6470-601.32-80	BOOKS	85.80	
		291-6470-601.32-80	BOOKS	49.41	
		291-6470-601.32-80	BOOKS	35.95	
		291-6470-601.32-80	BOOKS	80.29	
		291-6470-601.32-95	PERIODICALS	43.98	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	25.95	
		291-6470-601.32-95	PERIODICALS	11.26	
		291-6470-601.32-95	PERIODICALS	17.96	
		291-6470-601.32-95	PERIODICALS	16.17	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	20.94	
		291-6470-601.32-95	PERIODICALS	39.99	
		291-6470-601.32-95	PERIODICALS	18.95	
		291-6470-601.32-95	PERIODICALS	5.19	
		291-6470-601.32-95	PERIODICALS	5.71	
		291-6470-601.32-95	PERIODICALS	6.99	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	9.77	
		291-6470-601.32-95	PERIODICALS	29.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	21.00	
		291-6470-601.32-95	PERIODICALS	53.13	
		291-6470-601.32-95	PERIODICALS	7.40	
		291-6470-601.32-95	PERIODICALS	16.27	
		291-6470-601.32-95	PERIODICALS	26.38	
		291-6470-601.32-95	PERIODICALS	18.69	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	16.34	
		291-6470-601.32-95	PERIODICALS	21.73	
		291-6470-601.32-95	PERIODICALS	12.08	3,490.14
82498	BACKWOODS HOME MAGAZINE	291-6470-601.32-95	PERIODICALS	26.00	26.00
82500	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	44.20	
		291-6470-601.32-75	AV MTLs	55.26	
		291-6470-601.22-85	PROC SERVS	326.80	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	15.20	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	45.60-	
		291-6470-601.22-85	PROC SERVS	25.50-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.32-80	BOOKS	412.39	
		291-6470-601.32-80	BOOKS	1,473.79	
		291-6470-601.32-80	BOOKS	25.98	
		291-6470-601.32-80	BOOKS	417.65	
		291-6470-601.32-80	BOOKS	48.56	
		291-6470-601.32-80	BOOKS	188.53	
		291-6470-601.32-80	BOOKS	185.25	
		291-6470-601.32-80	BOOKS	548.89	
		291-6470-601.32-80	BOOKS	71.62	
		291-6470-601.32-80	BOOKS	344.20	
		291-6470-601.32-80	BOOKS	282.11	
		291-6470-601.32-80	BOOKS	322.62	
		291-6470-601.32-80	BOOKS	308.03	
		291-6470-601.32-80	BOOKS	451.94	
		291-6470-601.32-80	BOOKS	170.08	
		291-6470-601.32-80	BOOKS	527.41	
		291-6470-601.32-80	BOOKS	488.61	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	361.35	
		291-6470-601.32-80	BOOKS	273.62	
		291-6470-601.32-80	BOOKS	361.33	
		291-6470-601.32-80	BOOKS	114.86	
		291-6470-601.32-80	BOOKS	410.01	
		291-6470-601.32-80	BOOKS	325.36	
		291-6470-601.32-80	BOOKS	240.80	
		291-6470-601.32-80	BOOKS	428.26	
		291-6470-601.32-80	BOOKS	360.26	
		291-6470-601.32-80	BOOKS	604.28	
		291-6470-601.32-80	BOOKS	10.16	
		291-6470-601.32-80	BOOKS	15.28	
		291-6470-601.32-80	BOOKS	607.13	
		291-6470-601.32-80	BOOKS	11.16-	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	92.35	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	137.95	
		291-6470-601.32-80	BOOKS	105.66	
		291-6470-601.32-80	BOOKS	34.56	
		291-6470-601.32-80	BOOKS	214.99	
		291-6470-601.32-80	BOOKS	114.22	
		291-6470-601.32-80	BOOKS	723.26	
		291-6470-601.32-80	BOOKS	15.90	
		291-6470-601.32-80	BOOKS	389.74	
		291-6470-601.32-80	BOOKS	580.63	
		291-6470-601.32-80	BOOKS	389.15	
		291-6470-601.32-80	BOOKS	267.25	
		291-6470-601.32-80	BOOKS	258.79	
		291-6470-601.32-80	BOOKS	37.63	
		291-6470-601.32-80	BOOKS	236.96	
		291-6470-601.32-80	BOOKS	327.94	
		291-6470-601.32-80	BOOKS	413.93	
		291-6470-601.32-80	BOOKS	297.37	
		291-6470-601.32-80	BOOKS	382.67	
		291-6470-601.32-80	BOOKS	142.19	
		291-6470-601.32-80	BOOKS	353.04	
		291-6470-601.32-80	BOOKS	509.36	
		291-6470-601.32-75	AV MTLs	33.15	
		291-6470-601.32-80	BOOKS	255.30	
		291-6470-601.32-80	BOOKS	201.07	
		291-6470-601.22-85	PROC SERVS	79.80	
		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	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.32-80	BOOKS	27.79	
		291-6470-601.32-80	BOOKS	142.81	
		291-6470-601.32-80	BOOKS	269.43	
		291-6470-601.32-80	BOOKS	711.44	
		291-6470-601.32-80	BOOKS	496.37	
		291-6470-601.32-80	BOOKS	289.23	
		291-6470-601.32-80	BOOKS	848.81	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	313.90	
		291-6470-601.32-80	BOOKS	347.51	
		291-6470-601.32-80	BOOKS	170.49	
		291-6470-601.32-80	BOOKS	360.01	
		291-6470-601.32-80	BOOKS	137.05	
		291-6470-601.32-80	BOOKS	217.01	
		291-6470-601.32-80	BOOKS	289.11	
		291-6470-601.32-80	BOOKS	349.31	
		291-6470-601.32-80	BOOKS	692.02	
		291-6470-601.32-80	BOOKS	584.96	
		291-6470-601.32-80	BOOKS	444.27	
		291-6470-601.32-80	BOOKS	1,048.11	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	244.35	
		291-6470-601.22-85	PROC SERVS	11.40-	28,306.95
82501	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	146.90	
		291-6470-601.32-75	AV MTLs	137.48	
		291-6470-601.32-75	AV MTLs	65.32	349.70
82506	BIBLIOTHECA LLC	291-6470-601.32-75	AV MATERIALS	11,884.70	
		291-6470-601.32-80	BOOKS	10,491.94	
		291-6470-601.32-75	AV MATERIALS	1,122.90	
		291-6470-601.32-80	BOOKS	2,071.82	
		291-6470-601.32-75	AV MATERIALS	571.91	
		291-6470-601.32-80	BOOKS	1,623.60	27,766.87
82510	CCH INCORPORATED	291-6470-601.32-80	BOOKS	241.41	241.41
82511	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	51.94	51.94
82513	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	155.42	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					155.42
82515	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	20.95	20.95
82517	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	18.20	
		291-6470-601.32-95	PERIODICALS	80.92	
		291-6470-601.32-95	PERIODICALS	80.95	
		291-6470-601.32-95	PERIODICALS	60.71	
		291-6470-601.32-95	PERIODICALS	30.31	
		291-6470-601.32-95	PERIODICALS	18.19-	
		291-6470-601.32-95	PERIODICALS	25.25-	
		291-6470-601.32-95	PERIODICALS	60.62-	
		291-6470-601.32-95	PERIODICALS	20.19-	
		291-6470-601.32-95	PERIODICALS	141.96-	4.88
82518	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	214.71	214.71
82520	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	19.90-	
		291-6470-601.32-95	PERIODICALS	4,850.55	4,830.65
82521	FAMILY ROOTS PUBLISHING COMPANY	291-6470-601.32-80	BOOKS	56.45	56.45
82523	FINDAWAY WORLD LLC	291-6470-601.32-80	BOOKS	51.94	
		291-6470-601.32-80	BOOKS	46.94	98.88
82526	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	20.24	
		291-6470-601.32-80	BOOKS	110.34	
		291-6470-601.32-80	BOOKS	18.39	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	20.79	
		291-6470-601.32-80	BOOKS	151.96	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	24.79	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	31.19	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	347.90	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	59.18	
		291-6470-601.32-80	BOOKS	207.94	
		291-6470-601.32-80	BOOKS	57.58	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	83.98	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	86.38	
		291-6470-601.32-80	BOOKS	53.58	
		291-6470-601.32-80	BOOKS	80.77	
		291-6470-601.32-80	BOOKS	31.19	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	167.94	
		291-6470-601.32-80	BOOKS	52.78	
		291-6470-601.32-80	BOOKS	71.98	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-80	BOOKS	29.59	2,171.20
82528	GARVEYS OFFICE PRODUCTS	291-6470-601.32-05	PROCESSING SUPPLIES	76.82	
		291-6470-601.32-05	PROCESSING SUPPLIES	15.00	91.82
82538	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	127.50	
		291-6470-601.32-80	BOOKS	93.75	
		291-6470-601.32-80	BOOKS	135.00	487.50
82540	ILA MEMBERSHIP	291-6470-601.22-02	ILA DUES - BYLINSKA M	150.00	
		291-6470-601.22-02	ILA DUES - HAMANN C	25.00	175.00
82541	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.20-81	FY2021 2ND QUARTER OCLC	16,330.74	
		291-6470-601.21-64	ACCESS SERVS SEPTEMBER	167.50	16,498.24
82544	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	385.53	385.53
82545	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	110.55	
		291-6470-601.32-80	BOOKS	135.64	
		291-6470-601.32-80	BOOKS	45.84	
		291-6470-601.32-80	BOOKS	10.77	
		291-6470-601.32-80	BOOKS	141.89	
		291-6470-601.32-80	BOOKS	145.31	
		291-6470-601.32-80	BOOKS	127.52	
		291-6470-601.32-80	BOOKS	33.07	
		291-6470-601.32-80	BOOKS	21.03	
		291-6470-601.32-80	BOOKS	21.60	
		291-6470-601.32-80	BOOKS	168.26	
		291-6470-601.32-80	BOOKS	35.38	
		291-6470-601.32-80	BOOKS	342.37	
		291-6470-601.32-80	BOOKS	176.03	
		291-6470-601.32-80	BOOKS	98.01	
		291-6470-601.32-80	BOOKS	152.15	
		291-6470-601.32-80	BOOKS	475.63	
		291-6470-601.32-80	BOOKS	15.75	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	3.45	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	11.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	19.50	
		291-6470-601.32-80	BOOKS	85.75	
		291-6470-601.32-80	BOOKS	66.70	
		291-6470-601.32-80	BOOKS	84.51	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	72.44	
		291-6470-601.32-80	BOOKS	93.20	
		291-6470-601.32-80	BOOKS	87.06	
		291-6470-601.32-80	BOOKS	174.33	
		291-6470-601.32-80	BOOKS	61.73	
		291-6470-601.32-80	BOOKS	52.90	
		291-6470-601.32-75	AV MTLs	8.78	
		291-6470-601.32-80	BOOKS	437.99	
		291-6470-601.32-80	BOOKS	157.42	
		291-6470-601.32-80	BOOKS	53.14	
		291-6470-601.32-80	BOOKS	40.60	
		291-6470-601.32-80	BOOKS	155.15	
		291-6470-601.32-80	BOOKS	6.30	
		291-6470-601.32-80	BOOKS	189.84	
		291-6470-601.32-80	BOOKS	42.34	
		291-6470-601.32-80	BOOKS	7.66	
		291-6470-601.32-80	BOOKS	123.05	
		291-6470-601.32-80	BOOKS	1,041.31	
		291-6470-601.32-80	BOOKS	383.47	
		291-6470-601.32-80	BOOKS	100.14	5,921.48
82546	JANWAY COMPANY USA INC	291-6470-601.32-05	PROCESSING SUPPLIES	220.71	220.71
82548	KANOPY INC	291-6470-601.32-75	AV MTLs	1,297.00	1,297.00
82551	KIRKUS MEDIA LLC	291-6470-601.32-95	PERIODICALS	199.00	199.00
82555	LAKESHORE LEARNING MATERIALS	291-6470-601.32-75	AV MTLs	80.49	80.49
82558	MARCIVE INC	291-6470-601.22-85	OCTOBER AUTHORITY PROCESS	158.58	158.58
82564	MIDWEST TAPE	291-6470-601.32-80	BOOKS	3,201.76	
		291-6470-601.32-75	AV MTLs	8,700.40	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	367.35	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	34.97	
		291-6470-601.32-75	AV MTLs	1,614.46	
		291-6470-601.32-75	AV MTLs	301.65	
		291-6470-601.32-75	AV MTLs	199.45	
		291-6470-601.32-75	AV MTLs	195.93	
		291-6470-601.32-75	AV MTLs	2,220.45	
		291-6470-601.22-85	PROC SERVS	945.12	
		291-6470-601.32-75	AV MTLs	1,167.33	
		291-6470-601.32-75	AV MTLs	99.98	
		291-6470-601.32-75	AV MTLs	447.83	
		291-6470-601.22-85	PROC SERVS	640.96	20,201.61
82568	NEW READERS PRESS	291-6470-601.32-75	AV MTLs	38.88	38.88
82571	NILES-MAINE DISTRICT LIBRARY	291-6470-601.21-64	ILL209236241 REPLACEMENT	19.99	



CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					19.99
82572	N2Y, LLC	291-6470-601.32-75	AV MTLs	45.00	45.00
82575	OVERDRIVE INC	291-6470-601.32-95	PERIODICALS	18,500.00	18,500.00
82576	POLONIA BOOKSTORE INC	291-6470-601.32-80	BOOKS	24.75	24.75
82585	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	97.27	
		291-6470-601.32-80	BOOKS	138.08	
		291-6470-601.32-80	BOOKS	142.46	377.81
82588	SEEDLINGS BRAILLE BOOKS FOR	291-6470-601.32-80	BOOKS	18.50	18.50
82593	SOAP OPERA DIGEST	291-6470-601.32-95	PERIODICALS	94.96	94.96
82598	SULLIVANS LAW DIRECTORY	291-6470-601.32-80	BOOKS	123.36	123.36
82599	TASTE OF HOME BOOKS/TRUSTED MEDIA	291-6470-601.32-80	INV1008 TASTE OF HOME CHR	152.92	152.92
82607	WALL STREET JOURNAL	291-6470-601.32-95	PERIODICALS	599.88	599.88
82608	WAREHOUSE DIRECT	291-6470-601.32-05	PROCESSING SUPPLIES	80.47	80.47
82615	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	35.00	
		291-6470-601.32-80	BOOKS	39.25	74.25

\*\*\*\*\* DIVISION TOTAL \*\*\*\*\* 139,521.30

*Makerplace*

DEPARTMENT: 64 User Services  
 82487 AMAZON.COM CREDIT

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL		
291-6480-601.30-05	SHARPIES	7.99			
291-6480-601.32-01	DEMONSTRATION PARTS	43.50			
291-6480-601.32-01	DEMONSTRATION PARTS	13.98			
291-6480-601.32-01	PROGRAM SIGN HOLDER	70.18			
291-6480-601.31-85	LASER MARKING SPRAY	69.95			
291-6480-601.31-85	ADAPTER FOR DIE CUTTING	21.29			
291-6480-601.31-85	DRILL PRESS ROTARY TOOL	44.97			
291-6480-601.32-01	SEWING MARKING PENCILS	19.98			
291-6480-601.32-01	PROGRAM TOOLS	203.24			
291-6480-601.31-85	SMALL TOOLS	62.98			
291-6480-601.31-85	USB CHARGERS DREMEL PARTS	45.99			
291-6480-601.30-05	SCISSORS	10.99			
291-6480-601.32-01	KEYCHAINS FOR PROGRAMS	12.99			
291-6480-601.30-05	OFFICE SUPPLIES	38.99			
291-6480-601.31-85	MIRROR FOR MAKERPLACE	137.77			
291-6480-601.32-01	PROGRAM SUPPLIES	33.97			
291-6480-601.30-05	OFFICE SUPPLIES	47.95			
291-6480-601.31-85	HAIR DRYER MAKERPLACE	14.99	901.70		
82493	ARLINGTON HTS MEMORIAL LIBRARY	291-6480-601.31-85	LIGHTER FOR KITCHEN	6.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					6.99
82495	ARLINGTON HTS MEMORIAL LIBRARY	291-6480-601.22-03	SEWING TRAINING CLASS-HEN	10.00	
		291-6480-601.31-85	VINYL CUTTER SOFTWARE	53.96	
		291-6480-601.31-85	KITCHEN BOWLS	71.73	135.69
82527	GARDEN GUY, INC.	291-6480-601.21-11	OCT LAWN MAINTEN BELMONT	247.50	247.50
82532	GRAINGER INC,W W	291-6480-601.21-11	MAINTENANCE SUPPLIES	17.77	
		291-6480-601.21-11	MAINTENANCE SUPPLIES	17.77-	
		291-6480-601.21-11	MAINTENANCE SUPPLIES	10.12	10.12
82534	GROOT, INC.	291-6480-601.21-11	OCT & NOV WASTE & RECYCLE	123.36	123.36
82547	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6480-601.21-02	FIRE ALARM MONITORING	90.00	90.00
82559	MASTER MAINTENANCE SERVICE INC	291-6480-601.21-11	JANITORIAL SERVICE NOVEMB	1,650.00	1,650.00
82562	MENARDS-MOUNT PROSPECT	291-6480-601.21-11	BLDG MAINTENANCE	119.88	119.88
82583	ROCKFORD CARPETLAND USA, INC	491-6480-601.50-55	FLOORING	15,558.15	15,558.15
82584	ROCKFORD CARPETLAND USA, INC	491-6480-601.50-55	FLOORING	4,638.56	4,638.56
82592	SIGNS BY TOMORROW	491-6480-601.50-55	REVISION TO DONOR SIGN	351.80	351.80
82609	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	ARCHITECT SEPT/REIMB EXP	86.66	86.66
82612	WOW BUSINESS	291-6480-601.22-42	019703326 INTERNET 10/25-	231.99	
***** DIVISION TOTAL ****					24,152.40
***** DEPARTMENT TOTAL **					180,623.60
***** GRAND TOTAL *****					296,773.71

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	274,668.45
491	Capital Projects-Library	22,105.26
**** TOTAL ALL FUNDS ****		296,773.71

November 19, 2021

**Arlington Heights Memorial Library  
American Express Card Summary  
10/31/2021**

#	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
		Count 134			
1	Czajka	6440-2218	\$ 428.00	Forest Preserve Permit Fee - Forest Bathing	FORESTPRESDISTOFHOOK
2	Czajka	6440-3202	\$ 14.99	Make Do Mend Supplies	JOANN STORES #2113 0
3	Driskell	291-0000-140-0500	\$ 200.00	PLA Conference Registration - M Young	ACR
4	Driskell	291-0000-140-0500	\$ 330.00	PLA Conference Registration - A Son	ACR
5	Driskell	291-0000-140-0500	\$ 330.00	PLA Conference Registration - E Ludemann	ACR
6	Driskell	291-0000-140-0500	\$ 330.00	PLA Conference Registration - L Bobis	ACR
7	Driskell	291-0000-140-0500	\$ 465.00	PLA Conference Registration - C Hamann	ACR
8	Driskell	291-0000-140-0500	\$ 476.80	PLA Conference Flight - L Bobis	AMERICAN AIRLINES
9	Driskell	291-0000-489-9000	\$ (126.11)	Corporate Cashback	CORPORATE CASHBACK CR
10	Driskell	6001-2203	\$ 269.90	AHPD Joint Breakfast	PANERA BREAD #203287
11	Driskell	6001-2203	\$ 65.56	Disaster Planning Handbook	CHICAGO BOOKS & JOUR
12	Driskell	6001-4096	\$ 69.99	Clear Panel Masks	SAFENCLEAR THE COMMU
13	Driskell	6002-2165	\$ 10.05	Facebook Advertising	FACEBK*7VA8W97NS2
14	Driskell	6002-2165	\$ 25.00	Facebook Advertising	FACEBK*Y545Z7TMS2
15	Driskell	6002-2210	\$ 32.99	Business Cards - C Krueger	VISTAPR*VISTAPRINT.C
16	Driskell	6002-3005	\$ 39.02	Cutting Blades	FLETCHER-TERRY CO. 0
17	Driskell	6002-3185	\$ 567.58	Makerplace Tablecloths	DISPLAYS2GO
18	Driskell	6002-3272	\$ 105.25	Glasses for Makerplace	The Webstaurant Stor
19	Driskell	6003-2255	\$ 1,000.00	Year of You Food Truck 50% deposit	TST* SAVORY CRUST -
20	Driskell	6003-2255	\$ 1,000.00	Year of You Food Truck balance	TST* SAVORY CRUST -
21	Driskell	6003-2255	\$ 1,650.00	Year of You Gratitude Meal 50% deposit	IN *TASTY CATERING
22	Driskell	6003-4070	\$ 80.00	DSSC Halloween Pumpkin Supplies	TARGET.COM 3991
23	Driskell	6003-4070	\$ 80.00	DSSC Halloween Pumpkin Supplies	TARGET.COM 3991
24	Driskell	6003-4070	\$ 80.00	DSSC Halloween Pumpkin Supplies	TARGET.COM 3991
25	Driskell	6004-2165	\$ 200.81	ESL/Literac Storage Unit	IKEA.COM 396879330
26	Driskell	6010-2242	\$ 94.98	Emergency Texting Service	ONTIMETEL DIALMYCAL
27	Driskell	6010-3032	\$ 280.00	Zoom Subscription	ZOOM.US 888-799-9666
28	Driskell	6010-3185	\$ 62.50	Paper Folding Machine roller	OFC EQUIP MACH SHOP
29	Driskell	6010-3185	\$ (6.38)	Macbook Air Battery, tax refund	OTHERWORLDCOMACSALES
30	Driskell	6020-2111	\$ (171.08)	Nortec Humidifier Cylinders, tax refund	AFFILIATED PARTS LLC
31	Driskell	6020-2111	\$ 2,309.60	Nortec Humidifier Cylinders	AFFILIATED PARTS LLC
32	Driskell	6020-2111	\$ 101.15	Maintenance Supplies	The Webstaurant Stor
33	Driskell	6020-3145	\$ 69.14	Janitorial Supplies	The Webstaurant Stor
34	Driskell	6401-3005	\$ 93.42	Blocks for Die Cutter Machine	ELLISON EDUCATIONAL
35	Driskell	6401-3201	\$ 129.00	Tween DIY Kit Supplies	SP * OREGON OWL PELL
36	Driskell	6401-3202	\$ 18.90	Glow in the Dark Rubber Bands	MICHAELS #9490
37	Driskell	6401-3202	\$ (4.50)	Parents' Turn supplies, tax refund	DOLLAR TREE ECOMM 00
38	Driskell	6410-2203	\$ 60.00	An Expert's Guide to Refining Your Sources Webinar - J Duncan	AMERLIBASSOC ECOMMER
39	Driskell	6410-2203	\$ 289.00	Essential Project Management Skills Course - P Schwarting	AMERLIBASSOC ECOMMER
40	Driskell	6440-2202	\$ 75.00	ALA Membership - M Young	AMERLIBASSOC ECOMMER
41	Driskell	6440-2203	\$ 90.00	Food Handling Training - Koch, Richardson, Mather, Son, King, Dantis	NTLREST SERVSAFE 650
42	Driskell	6440-2203	\$ 60.00	Food Handling Training - Bailey, Conlon, Papanastassiou, Prince	NTLREST SERVSAFE 650
43	Driskell	6440-3202	\$ 40.00	Book Discussion Refreshments	THE BAKESTER 00-0803
44	Driskell	6450-3185	\$ 247.50	Replacement H264 Pro Recorder	PAYPAL *BLACKMAGICD
45	Driskell	6470-2203	\$ 59.00	Making Great Videos ALA Webinar - CoSG	AMERLIBASSOC ECOMMER
46	Driskell	6470-3290	\$ 312.40	ILL Removable Labels	PROSERV BUSINESS PRO
47	Driskell	6480-2203	\$ 10.00	Sewing Training Class - K Henry	LINDA Z'S INC
48	Driskell	6480-3185	\$ 53.96	Vinyl Cutter Software	SP * SWINGDESIGN.COM
49	Driskell	6480-3185	\$ 71.73	Kitchen Bowls	The Webstaurant Stor
50	Dworianyn	6010-2005	\$ 49.00	SSL Certificate for EZProxy Service	SSL.COM CERTIFICATE
51	Dworianyn	6010-2005	\$ 54.10	PayPal Payflow Pro Subscription	PAYFLOW/PAYPAL 0045
52	Dworianyn	6010-2005	\$ 4.18	ADT Service Fee	ADT SECURITY*4038885
53	Dworianyn	6010-2242	\$ 343.35	Public Internet Service	COMCAST CHICAGO
54	Dworianyn	6010-3032	\$ 11.99	YouTube Premium Subscription	GOOGLE *YOUTUBEPREMI
55	Dworianyn	6010-3032	\$ 165.00	Volunteer Software Subscription	WWW.VOLGISTICS.COM
56	Dworianyn	6010-3032	\$ 1.50	Office 365 Phone Number	MSFT * E0400G4W3Y 00
57	Dworianyn	6010-3032	\$ 9.99	Kindle Unlimited Subscription	KINDLE UNLTD*2C9260I
58	Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMAZON KIDS*272J710
59	Dworianyn	6010-3032	\$ 651.75	Office 365 Subscription	MNITECHNOLOGIESDIREC
60	Dworianyn	6010-3032	\$ 312.46	Amazon S3 Storage	AMAZON WEB SERVICES
61	Dworianyn	6010-3032	\$ 33.60	Trello Monthly Subscription	TRELLO.COM* ATLIASSIA
62	Dworianyn	6010-3032	\$ 54.00	Google Gsuite Subscription	GOOGLE *GSUITE_AHML
63	Dworianyn	6010-3032	\$ 15.99	Spotify Subscription	SPOTIFY USA
64	Dworianyn	6010-3032	\$ 9.99	Amazon Music Subscription	AMAZON MUSIC*2C3HZ6Z
65	Dworianyn	6010-3032	\$ 49.00	Riddle.com Subscription	RIDDLE.COM SUBSCRIPT
66	Dworianyn	6010-3185	\$ 247.43	IT File Storage Hard Drive	AMAZON.COM*2724L7H32
67	Dworianyn	6010-3185	\$ 24.99	IT Manager Display Adapter	AMAZON.COM*272LU4E12
68	Dworianyn	6010-3185	\$ 169.00	Apple TV for Makerplace Manager	AMAZON.COM*2C6Y67E32

#	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
69	Szymanek	6004-3280	\$ 65.17	Books	NATIONAL BRAILLE ECO
70	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
71	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
72	Szymanek	6470-3275	\$ 37.57	AV Materials	272 SHOP ARTIST MERC
73	Szymanek	6470-3275	\$ 23.51	AV Materials	BARNES&NOBLE.COM 000
74	Szymanek	6470-3275	\$ 11.42	AV Materials	BESTBUYCOM8065068219
75	Szymanek	6470-3275	\$ 21.98	AV Materials	HLU*HULU 17479794390
76	Szymanek	6470-3275	\$ 120.06	AV Materials	BARNES&NOBLE.COM-BN
77	Szymanek	6470-3275	\$ 12.99	AV Materials	HLU*HULU 17479807806
78	Szymanek	6470-3275	\$ 12.99	AV Materials	HLU*HULU 17479817046
79	Szymanek	6470-3275	\$ 251.90	AV Materials	SP * ENCHROMA.COM
80	Szymanek	6470-3275	\$ 42.47	AV Materials	GAMESTOP.COM GameSto
81	Szymanek	6470-3275	\$ 42.49	AV Materials	GAMESTOP.COM GameSto
82	Szymanek	6470-3275	\$ 16.08	AV Materials	BARNES&NOBLE.COM-BN
83	Szymanek	6470-3275	\$ 27.75	AV Materials	BARNES&NOBLE.COM-BN
84	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
85	Szymanek	6470-3275	\$ 12.00	AV Materials	RO CO FILMS EDUCATIO
86	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
87	Szymanek	6470-3275	\$ 50.98	AV Materials	USA*ACORNUSA
88	Szymanek	6470-3275	\$ 6.43	AV Materials	TARGET.COM 3991
89	Szymanek	6470-3275	\$ 158.54	AV Materials	TARGET.COM 3991
90	Szymanek	6470-3275	\$ 98.99	AV Materials	TARGET PLUS 0
91	Szymanek	6470-3275	\$ 106.23	AV Materials	TARGET.COM 3991
92	Szymanek	6470-3275	\$ 53.11	AV Materials	GAMESTOP.COM GameSto
93	Szymanek	6470-3275	\$ 667.36	AV Materials	TARGET.COM 3991
94	Szymanek	6470-3275	\$ 84.98	AV Materials	GAMESTOP.COM GameSto
95	Szymanek	6470-3275	\$ 83.79	AV Materials	TARGET.COM 3991
96	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
97	Szymanek	6470-3275	\$ 118.98	AV Materials	TARGET.COM 3991
98	Szymanek	6470-3275	\$ 50.00	AV Materials	SLING.COM
99	Szymanek	6470-3275	\$ 7.19	AV Materials	HLU*HULU 17479794353
100	Szymanek	6470-3280	\$ 31.78	Books	BOOKSHOP.ORG
101	Szymanek	6470-3280	\$ 34.41	Books	BARNES&NOBLE.COM-BN
102	Szymanek	6470-3280	\$ 35.99	Books	BARNES&NOBLE.COM-BN
103	Szymanek	6470-3280	\$ 43.09	Books	BARNES&NOBLE.COM-BN
104	Szymanek	6470-3280	\$ 21.01	Books	NATIONAL BRAILLE ECO
105	Szymanek	6470-3280	\$ 85.80	Books	PAYPAL *CELTICSUNRI
106	Szymanek	6470-3280	\$ 49.41	Books	ANDERSONS BOOK200019
107	Szymanek	6470-3280	\$ 35.95	Books	DI ANGELO PUBLICATIO
108	Szymanek	6470-3280	\$ 80.29	Books	SP * IMMERSIVE VAN G
109	Szymanek	6470-3295	\$ 43.98	Periodicals	ETSY.COM
110	Szymanek	6470-3295	\$ 14.99	Periodicals	STAMPINGTON & COMPAN
111	Szymanek	6470-3295	\$ 25.95	Periodicals	MDC*MAXIMUMPC
112	Szymanek	6470-3295	\$ 11.26	Periodicals	EBAY O*11-07745-4241
113	Szymanek	6470-3295	\$ 17.96	Periodicals	EBAY O*17-07747-0662
114	Szymanek	6470-3295	\$ 16.17	Periodicals	FORKSOVERKNIVES.COM
115	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*MDDN HOLDINGS INC
116	Szymanek	6470-3295	\$ 20.94	Periodicals	ETSY.COM
117	Szymanek	6470-3295	\$ 39.99	Periodicals	LONG THREAD MEDIA
118	Szymanek	6470-3295	\$ 18.95	Periodicals	SP * LONG THREAD MED
119	Szymanek	6470-3295	\$ 5.19	Periodicals	EBAY O*04-07727-9694
120	Szymanek	6470-3295	\$ 5.71	Periodicals	EBAY O*11-07726-6547
121	Szymanek	6470-3295	\$ 6.99	Periodicals	EBAY O*18-07725-3069
122	Szymanek	6470-3295	\$ 17.99	Periodicals	COOKINGWITHPAULADEEN
123	Szymanek	6470-3295	\$ 9.77	Periodicals	EBAY O*04-07706-6902
124	Szymanek	6470-3295	\$ 29.50	Periodicals	IPC MEDIA LTD SUBSCR
125	Szymanek	6470-3295	\$ 21.00	Periodicals	PAYPAL *NWSGS
126	Szymanek	6470-3295	\$ 53.13	Periodicals	SP * RPIPRESS STORE
127	Szymanek	6470-3295	\$ 7.40	Periodicals	EBAY O*02-07690-7179
128	Szymanek	6470-3295	\$ 16.27	Periodicals	EBAY O*03-07690-2089
129	Szymanek	6470-3295	\$ 26.38	Periodicals	EBAY O*27-07685-7285
130	Szymanek	6470-3295	\$ 18.69	Periodicals	ETSY.COM
131	Szymanek	6470-3295	\$ 14.99	Periodicals	D J*DOWJONES NEWS
132	Szymanek	6470-3295	\$ 16.34	Periodicals	EBAY O*25-07669-3249
133	Szymanek	6470-3295	\$ 21.73	Periodicals	EBAY O*05-07668-6132
134	Szymanek	6470-3295	\$ 12.08	Periodicals	EBAY O*14-07661-5810
			<u>\$ 17,466.37</u>		

November 16, 2021

**Arlington Heights Memorial Library  
Mastercard Summary  
10/31/2021**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
Count	2			
M Szymanek	6470-3275	\$ 17.99	AV Materials	Netflix
	6470-3275	\$ 17.99	AV Materials	Netflix
		<u>\$ 35.98</u>		

November 16, 2021

Arlington Heights Memorial Library  
Special Funds Summary  
10/31/2021

Count 30

#	Account	Amount	Description	Staff
<b>Check # 1598 – AHML – Petty Cash</b>				
1	10/4/2021 6420-2203	\$ 9.42	Mileage - R Kunkel	R Kunkel
2	10/11/2021 6430-3202	\$ 37.85	SAS Decorations	M Lepo
3	6430-3202	\$ 37.98	SAS Program Supplies	M Lepo
4	6430-3201	\$ 8.00	Fairy Tale Fling Craft Supplies	M Lepo
5	6430-3202	\$ 4.00	SAS Program Supplies	K Myers
6	6401-3202	\$ 39.00	Fairy Tale Fling Supplies	A Son
7	6420-2203	\$ 8.51	Mileage - S Meyer	S Meyer
8	6401-3202	\$ 5.92	It's Magic Supplies	S Prince
9	6401-2203	\$ 3.41	Mileage - L Dakas	L Dakas
10	6401-3202	\$ 2.00	Halloween Fun Supplies	L Dakas
11	6401-2203	\$ 15.68	Mileage - E Koch	E Koch
12	6410-3201	\$ 32.75	Mystery Program Refreshments	A Stanfield
13	6470-3295	\$ 5.99	Periodicals	M Szymanek
14	6420-2203	\$ 24.69	Mileage - M Maier	M Maier
15	10/18/2021 6401-3202	\$ 50.00	Homeschool Hangout, 10/7	C Caputo
16	6480-3185	\$ 6.99	Lighter for Makerplace Kitchen	C Krueger
17	10/25/2021 6420-2203	\$ 3.14	Mileage - M Williams	M Williams
18	6002-3185	\$ 33.88	Small Tools	S Battista
19	6003-3201	\$ 8.58	Command Hooks	S Sullivan
20	6001-2203	\$ 3.92	Mileage - J Doren	J Doren
21	6001-2203	\$ 41.69	Open Mike Donuts	J Doren
22	6470-3295	\$ 25.98	Periodicals	M Szymanek
23	6002-3272	\$ 8.57	Makerplace Opening Food	B Baseggio
24	11/1/2021 6470-3295	\$ 45.96	Periodicals	M Szymanek
25	6401-3201	\$ 36.44	Program Supplies	R King
26	6410-2203	\$ 11.26	Mileage - D Malik	D Malik
27	6401-2203	\$ 23.13	Mileage - K McGuire	K McGuire
28	6420-2203	\$ 11.98	Mileage - S Meyer	S Meyer
29	6001-2203	\$ 12.57	Mileage - J Moravec	J Morevec
30	6420-2203	\$ 9.42	Mileage - R Kunkel	R Kunkel
		<u>\$ 568.71</u>		

To: Board of Library Trustees

From: Jennifer Czajka, Programs and Exhibits Manager

CC: Michael Driskell

Date: November 16, 2021

Re: Intergovernmental Agreement for Illinois Libraries Present Collaborative Program Pilot

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As discussed at the November 1 Committee of the Whole meeting, below is the memo outlining a proposed intergovernmental agreement (IGA) to participate in the Illinois Libraries Present (ILP) collaborative program pilot. Based on the discussion at the Committee of the Whole meeting, the following information has been collected or changes made to the agreement:

- Automatic termination of agreement upon conclusion of pilot project
- Northbrook Public Library (NPL) has set up a separate fund for the ILP project
- All ILP related finances will be publicly posted on the NPL website monthly
- All transactions from the ILP fund will follow the same internal controls as the library transactions, including internal checks and balances and oversight by the NPL Board of Library Trustees
- ILP fund will be included in the annual library audit
- Due to Kate Hall's involvement in launching the project, she is included in the steering committee until another leader is able to take over, at which time she will step off leaving one member from NPL. Other subcommittees do have multiple members from the same libraries based on expertise or initial involvement in the project.

In 2020, as libraries were forced to close buildings during the pandemic, we all moved quickly to create and deliver virtual programming to meet the information and entertainment needs of our communities. The first months were months of immense learning and, as Illinois libraries do well, we shared experiences, questions, successes, recommended tools, updated contracts, procedures and more. By summer, this had evolved into presenting shared program content to our virtual audiences.



In August 2020, Arlington Heights Memorial Library (AHML) presented our first virtual collaborative program series with Jane Addams Hull House, RAILS and four area libraries. For \$500, we were able to offer our community four virtual events and a virtual tour of Hull House's exhibits highlighting Women's Suffrage, months before a presidential election.

In 2021, collaborative virtual programming has become a regular feature of our program calendar at AHML. We embrace the opportunities to share resources and to do more together. This year alone, our adult customers have had the opportunity to participate in 19 quality events presented by groups of Illinois Libraries. Since February, AHML has participated in research and development to create a more formal model of sharing which sustains this programming into the future, and which brings in Illinois libraries with fewer resources, equitably. By June, this group of leaders from six libraries adopted the name Illinois Libraries Present (ILP) and began to share news that a new program consortium model was coming. By August, the ILP Steering Committee adopted a membership fee structure based on operating budget size, to provide affordable access to libraries of all sizes. RAILS advised they could support ILP's membership billing, recommending a six-month pilot. ILP secured funding from the Illinois State Library to help fund the consortium. Together, these funds will cover programming costs (6-9 programs) for the six-month pilot period.

In order to start this initiative, the Northbrook Public Library Board of Trustees passed the attached intergovernmental agreement. Libraries can join the pilot project by approving the attached IGA and will be responsible for paying the fees as outlined below:

Operating Budget	# in State	Total Cost
\$0-\$249,999	312	\$40.00
\$250,000-\$749,999	127	\$75.00
\$750,000-\$1,499,999	53	\$200.00
\$1,500,000-\$2,999,999	36	\$375.00
\$3,000,000-\$4,999,999	36	\$750.00
\$5,000,000+	44	\$1,150.00

Since announcing the pilot and unveiling the membership model in late September, more than 100 Illinois libraries across the state and across budget categories have committed to participating in the pilot. Dozens of libraries are now represented in ILP leadership positions across five committees (Steering, Programming, Marketing,

Event Production, Data/Numbers). AHML is proud to be represented on the Steering and Programming committees for this innovative initiative.

AHML staff propose entering into an intergovernmental agreement with Illinois Libraries Present for the purpose of providing continued, high-quality virtual events to the Arlington Heights community, as well to continue contributing to ILP leadership through its January to June 2022 pilot. The IGA must be received by December 31, 2021 to secure our continued participation. AHML will be billed \$1,150 in January 2022 for our participation in the pilot and will be paid out of AHML's programming budget. With membership, AHML will have access to present all (or selected) ILP events during the pilot to the Arlington Heights community.

Suggested motion: **The Board of Library Trustees approves entering into intergovernmental agreements Illinois Libraries Present to participate in the 2022 pilot project.**

**ILLINOIS LIBRARIES PRESENT:  
INTERGOVERNMENTAL AGREEMENT FOR JOINT PURCHASING  
OF LIBRARY PROGRAMMING, EVENTS AND SERVICES**

This Intergovernmental Agreement (“Agreement”) also known as “Illinois Libraries Present” is entered into this \_\_\_\_\_, 202\_\_, by and between the Northbrook Public Library an Illinois public library, (“Northbrook Library”), and \_\_\_\_\_ LIBRARY an Illinois public Library or Library District (the “Library”), and the Reaching Across Illinois Library System (“RAILS”), for the purpose of facilitating the joint purchasing of programming, events and services for the parties’ use.

**WHEREAS**, Article VII, Section 10 of the Illinois Constitution of 1970 authorizes units of local government to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance;

**WHEREAS**, the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes units of local government to exercise jointly with any public agency of the State, including other units of local government, any power, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities or undertakings;

**WHEREAS**, the Government Joint Purchasing Act (30 ILCS 525/1, *et seq.*) authorizes governmental units to purchase personal property, supplies and services jointly with one or more other governmental units, all of which are parties to a joint purchasing agreement;

**WHEREAS**, the Northbrook Library desires to contract with other Illinois public libraries and library districts in order to purchase and procure library programing, events and services;

**WHEREAS**, the Northbrook Library and the LIBRARY desire to exercise their intergovernmental cooperation and joint purchasing authority by engaging in this Agreement whereby Northbrook Library and the LIBRARY may receive the programming, events and services and benefits therefrom and achieve economies of scale resulting from Northbrook Library’s and the LIBRARY’S jointly negotiating and contracting for programming

**NOW, THEREFORE, IN CONSIDERATION** for the mutual covenants herein contained, and other good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, the Northbrook Library and LIBRARY agree as follows:

Section 1. Authority. The parties agree that the foregoing recitals describe the power and authority by which they intend to engage in the joint purchasing and intergovernmental cooperation described in this Agreement. In the event of the termination, failure or amendment of either of the powers described herein so that this agreement would otherwise become invalid, it is the parties’ intent for this agreement to rest on the other power which they are lawfully exercising.

## Section 2. Shared Services.

A. The Northbrook Library agrees to: (i) competitively bid the procurement of the materials, programming, events and services described in Exhibit A for the use and benefit of Northbrook Library and LIBRARY, and (ii) negotiate contract(s) with the lowest responsible and responsive bidder(s) (each, a “ CONTRACTING PROVIDER OF THE PROGRAM”) so that CONTRACTING PROVIDER OF THE PROGRAM shall allocate sufficient manpower and resources to provide its materials, programming, events and services (the “Services”) to satisfy the demands of both the Northbrook Library and the LIBRARY. However, by law, some contracts will not be subject to competitive bidding where the ability or fitness of the individual plays an important part. The contract with the CONTRACTING PROVIDER OF THE PROGRAM shall include requirements for CONTRACTING PROVIDER OF THE PROGRAM to (i) extend all contractual obligations to the LIBRARY to the same extent performed for the Northbrook Library, and (ii) designate personnel who will have direct contact to fulfill the provisions of this Agreement.

B. The scope of the Services required by and for the Northbrook Library and LIBRARY are more specifically described in Exhibit A, attached hereto and incorporated as though fully set forth herein.

C. The Northbrook Library hereby assigns to the LIBRARY all of its rights, privilege and authority to enforce the terms of the CONTRACTING PROVIDER OF THE PROGRAM Contract and obtain any available remedies allowed thereunder, but only with respect to the Services performed for the LIBRARY, and provided that the LIBRARY shall not have the power to terminate the CONTRACTING PROVIDER OF THE PROGRAM’s Contract, except as to services for the LIBRARY, without Northbrook Library’s express, written consent. The Northbrook Library shall cooperate with the LIBRARY, at the LIBRARY’s sole expense, to the extent it is necessary for the LIBRARY to obtain any remedy described in this paragraph.

## Section 3. Cost Allocation.

A. The Northbrook Library and Library parties agree to share the cost of Services as outlined in the attached scope of service according to the equitable formula for sharing costs agreed by the parties to this Agreement and outlined in Exhibit B, attached to this Agreement and incorporated as though fully set forth herein. Initial costs of \$10,225.00 in the aggregate will be paid by the 12 [twelve] member libraries of the IGA Steering and Programming Committees listed in Exhibit. Additionally, initial costs for services will also be drawn from the LIBRARY’s payment for services, mentioned in this Section 3.

B. Annually, RAILS shall send an invoice to the LIBRARY with a written calculation describing the share of such invoice for which the LIBRARY shall pay RAILS on behalf of Illinois Libraries Present. RAILS has the option to renegotiate its invoice obligations under this IGA in the last quarter, 2022. The LIBRARY shall also reimburse RAILS for its share of each invoice in accordance with the IL Prompt Payment Act. At the request of either party, CONTRACTING PROVIDER OF THE PROGRAM may provide additional resources and project work, outside the scope of Attachment A, to the Northbrook Library or LIBRARY. The party requesting the work shall be responsible for 100% of the cost.

B. The LIBRARY covenants to appropriate, budget and, when necessary, levy sufficient amounts in each fiscal year for the estimated fees for which it will be liable for the Services it receives.

Section 4. Termination. Either Party to this Agreement may terminate its participation in this Agreement upon ninety (90) days written notice to the other party (provided that if the CONTRACTING PROVIDER OF THE PROGRAM shall require greater advance notice, the CONTRACTING PROVIDER OF THE PROGRAM Contract shall control). Each Party shall remain liable for all costs accrued during the term prior to the effective date of the termination of this Agreement. The Library agrees that if it terminates its participation in this Agreement, that all pre-payments or deposits it has made for future programs are forfeited to Illinois Libraries Present.

Section 5. Records. Neither Party to this Agreement claims any proprietary interest of any nature whatsoever in any of the records of the other Party to this Agreement, provided that each Party shall cooperate with the other to the extent either Party receives a public records request related to the subject matter of this Agreement. Nothing herein shall be construed to require either Party to waive any available exemptions from disclosure described under applicable law.

#### Section 6. Miscellaneous.

A. Each party agrees that it will be responsible for its own acts and the result thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. Except as otherwise provided herein, no Party may, by its own actions, obligate the other Party to this Agreement. This division of liability is solely intended to be between the Parties to this Agreement and should not be construed as a waiver of any defenses and immunities each Party may have against third party claims.

B. The Parties to this Agreement agree to abide by all of the general rules and regulations applicable to them.

C. Severability. The Parties intend for this Agreement to remain in full force and effect to the greatest extent permitted by law, and for all applications allowed by law, notwithstanding whether any particular provision or application hereof is found to be unenforceable. Any invalid provision and any unenforceable application shall be deemed severable from the remainder of the Agreement.

D. Term. This agreement will automatically terminate upon conclusion of the pilot project unless terminated sooner in accordance with Section 4.

E. Notice. All notices hereunder shall be in writing, and shall be deemed given when delivered by email, in person, or by United States certified mail, with return receipt requested, and if mailed, with postage prepaid. All notices shall be addressed as follows:

If to the Northbrook Public Library:

Executive Library Director  
Northbrook Public Library  
1201 Cedar Lane  
Northbrook, Illinois 60062

If to the

If to RAILS:

Reaching Across Illinois Library System  
Re: Illinois Libraries Present  
125 Tower Dr  
Burr Ridge, IL 60527

F. Interpretation. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement. No amendment or modification to this Agreement shall be effective until it is reduced to writing and approved and executed by all parties to this Agreement in accordance with applicable law.

G. Additional Parties. This Agreement may be amended to add additional libraries. Each new library must adopt a resolution agreeing to be bound to the terms of this Agreement and the Northbrook Library must approve the addition of the new party.

H. Substitute Administrative Party. From time to time a library other than Northbrook Library may serve as the administrative party for the purpose of performing competitive bidding and contracting with CONTRACTING PROVIDER OF THE PROGRAMS. In those cases, the library serving as the administrative party shall have all the rights and responsibilities otherwise assigned to Northbrook Library in this Agreement and all other terms and conditions shall apply respectively.

I. Counterparts. This Agreement may be executed by facsimile, portable document format (.pdf) or other electronic means, and in any number of counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement.

SO AGREED.

NORTHBROOK PUBLIC LIBRARY

LIBRARY

  
Jay Glaubinger (Oct 7, 2021 16:02 CDT)  
By: Jay Glaubinger, Board President

By: \_\_\_\_\_

Date: September 23, 2021

Date: \_\_\_\_\_

REACHING ACROSS ILLINOIS LIBRARY SYSTEM

By: \_\_\_\_\_

Date: \_\_\_\_\_

# **EXHIBIT A**

## **SCOPE OF SERVICES AND CONTRACT CONTRACTING PROVIDER OF THE PROGRAM**

Illinois Libraries Present will provide one virtual program a month for all member libraries for a total of 6 programs during the January-June 2022 pilot period. Illinois Libraries Present aims to offer virtual programs featuring bestselling fiction and nonfiction authors, well-known presenters who speak on equity, diversity, and inclusion, and diverse speakers on topics of broad interest for a range of ages.

Member libraries may choose which programs they market to their patrons. Patrons may sign up to watch themselves or libraries may elect to broadcast the presentation for their patrons. Illinois Libraries Present will provide technical assistance, marketing collateral, and post program data analysis for member libraries.

Member libraries may elect to have staff participate in one of the Illinois Libraries Present committees and assist in the planning and execution of the events:

- Steering Committee
- Programming Committee
- Event Production Committee
- Marketing Committee
- Data Analysis Committee

The committees will be responsible for carrying out the work of Illinois Libraries Present and contract with vendors with approval from Northbrook Library.

Following the pilot program, Illinois Libraries Present intends to offer one program a month. Libraries shall sign up for an annual membership and receive access to all programs offered during the membership year of January 1 -December 31.



# SAMPLE CONTRACT

Service Contract  
Northbrook Public Library  
c/o Illinois Libraries Present  
1201 Cedar Lane  
Northbrook, Illinois 60062  
(847) 272-6224

Date:

This is a contract between the Board of Library Trustees of the Village of Northbrook (Library) and \_\_\_\_\_ (Contractor).

Address:

City, State, Zip:

Telephone number:

Arrangements will be made through \_\_\_\_\_, (Library representative).

Date and Time of Program:

Virtual Performance Platform: Zoom

Title of program:

Payment Terms:

The Library will pay the Contractor, as compensation for services rendered, \$ \_\_\_\_\_ .  
Payment is due within 30 days of the program date and payable to \_\_\_\_\_ .

Technical requirements:

Please attach a sheet with any specific requirements for virtual performance requirements for the program. The Contractor agrees to arrive \_\_\_\_\_ before the performance is scheduled.

In accordance with the Americans with Disabilities Act, some programs may be live captioned by a certified captioner. Performers are required to provide in a timely manner, upon request, information including but not limited to: outlines, powerpoints, lists of unique words or phrases, and/or a list of names used for programs that will be live captioned. All certified captioners are bound by the [National Association of Court Reporters and Captioners Code of Ethics](#). Any information supplied will be destroyed after the event.

Any performer that wishes to record their performance must request so in writing at least one week prior to the performance. The library reserves the right, in its sole discretion, to deny the recording of any program. The Library reserves the right, in its sole discretion, to deny the Contractor the right to record any virtual performance.

**Force Majeure:**

If either party is prevented from performing the obligations created because of illness, acts of God, strikes, etc. beyond the control of either of the parties, neither party shall be liable to the other.

**Governing Law:**

This Contract shall be governed by and construed in accordance with the laws of the State of Illinois, and venue for any dispute arising from this Contract will be in the courts of Cook County, Illinois.

**Waiver:**

Waiver by any party of any breach of any term, covenant or condition contained in this Contract shall not be deemed to be a waiver of such term, covenant or condition, or any subsequent breach of the same or any other term, covenant or condition contained in this Contract.

**Termination:**

The Library may terminate this Contract at any time, with or without cause. This Contract also may be terminated at any time upon the mutual agreement of the Library and Contractor. In the event this Contract is terminated for any reason, Contractor will not be entitled to any compensation or remuneration.

**Library Recordings:**

The Library reserves the right to audio or video record any live program, including virtual performances unless otherwise indicated. The Library may retain the record in its files, may make it available on the Internet, or make it available otherwise for educational or promotional purposes. The Library shall provide a copy of the recording to the Contractor, upon the Contractor's request.

- Contractor hereby authorizes the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.
- Contractor does not authorize the Library to capture and use images and/or video of Contractor's program for educational and promotional purposes, including any virtual performances.

If the Contractor is providing the Library with a recording of the Program, the Library will make the recording of the Contractor's program available to Library patrons who register for the Program until \_\_\_\_\_(insert date that program will be available). After that date, the Library will no longer make the recording of the Contractor's Program available to Library patrons. The Contractor will retain all intellectual property rights to the Contractor's Program.

Indemnification/Assumption of Risk:

I, the undersigned, agree that I \_\_\_\_\_will indemnify and hold harmless the Northbrook Public Library, the Board of Library Trustees of the Village of Northbrook, its officers, agents and employees from and against any and all losses, liabilities, claims, demands, penalties, causes of action, damages, and costs and expenses (including reasonable attorneys' fees and court costs) arising out of or related to the acts and/or omissions of Contractor or in any way connected with the performance of this Contract.

Intellectual Property:

Contractor, and any of its performers or presenters, are solely responsible for complying with any and all applicable licensing, trademark, copyright, and other intellectual property laws and regulations relating to the Contractor's programs, performances, and merchandise sales.

Entire Agreement:

This Contract sets forth all the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, express or implied, between them, other than are herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and reduced in writing and signed by both parties. The duties and obligations of this Contract may not be assigned by Contractor without the express written approval of the Library

By signing this Contract, the parties stipulate that they have read and understand this Contract in its entirety. Each person signing the Contract represents that they have the authority to sign the Contract on behalf of their respective party.

LIBRARY: \_\_\_\_\_DATE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_DATE: \_\_\_\_\_

## EXHIBIT B

### PRICE FORMULA AND LIBRARY'S AGREED CONTRIBUTION

Pricing shall be based upon the library's operating budget as recorded in the Illinois Public Library Annual Report 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304]. Prices shall be equitably set based on budgets within six membership tiers. Overall costs will be determined by the total number of participating libraries and estimated expenses for the coming year.

\$0-\$249,999
\$250,000-\$749,999
\$750,000-\$1,499,999
\$1,500,000-\$2,999,999
\$3,000,000-\$4,999,999
\$5,000,000+

The initial cost for the program will be for the 6-month pilot and cover all expenses including zoom licensing, presenter fees, marketing, legal, and other administrative costs.

Library's Operating Budget	Total Pilot Cost
\$0-\$249,999	\$40.00
\$250,000-\$749,999	\$75.00
\$750,000-\$1,499,999	\$200.00
\$1,500,000-\$2,999,999	\$375.00
\$3,000,000-\$4,999,999	\$750.00
\$5,000,000+	\$1,150.00

Annual costs will be billed based on the same model and updated annually based on cost projections for the coming year. Illinois Libraries Present will aim to operate on a cost recovery basis and keep enough funds in the fund balance to provide for 6 months of expenses.

Steering and Programming Committee Library Members:

Algonquin  
Arlington Heights  
Downers Grove

Effingham  
Evanston  
Fairview Heights  
Fox River Valley  
Niles  
Northbrook  
Oak Park  
Schaumburg  
Shorewood-Troy





# ILP IGA

Final Audit Report

2021-10-07

Created:	2021-10-07
By:	Administration Assistant (adminasst@northbrook.info)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXccMj7LC6rfkfxIWGQ-q07zjFQzOnGnx

## "ILP IGA" History

-  Document created by Administration Assistant (adminasst@northbrook.info)  
2021-10-07 - 7:09:22 PM GMT
-  Document emailed to Jay Glaubinger (jayglaubinger@gmail.com) for signature  
2021-10-07 - 7:09:46 PM GMT
-  Email viewed by Jay Glaubinger (jayglaubinger@gmail.com)  
2021-10-07 - 9:01:41 PM GMT
-  Document e-signed by Jay Glaubinger (jayglaubinger@gmail.com)  
Signature Date: 2021-10-07 - 9:02:58 PM GMT - Time Source: server
-  Agreement completed.  
2021-10-07 - 9:02:58 PM GMT

**To:** Board of Library Trustees  
**From:** Trixie Dantis, Mary Jo Lepo and Shannon Meyer  
**CC:** Mike Driskell  
**Date:** November 16, 2021  
**Re:** Adoption of Revisions to Policy 6.001 Outreach Services

---

As discussed at the November 1 Committee of the Whole meeting, below is the memo outlining proposed revisions to Policy 6.001 Outreach Services.

After review of Policy 6.001 Outreach Services, last updated on July 16, 2013, staff recommend revisions that align with current library practices.

The most notable change relates to entities located outside of the Village of Arlington Heights. Currently, policy states that entities outside of Arlington Heights are eligible if the client group or enrollment regularly comprises 45% or more Arlington Heights residents. With enrollment fluctuating annually at schools and other partner organizations, it is challenging to adhere to this percentage without negative impact to enrolled Arlington Heights residents and partner organizations. Instead, staff recommend providing outreach services for entities outside of Village boundaries at the discretion of the executive director, to assure we can continue to maintain the same level of resources to our taxpayers while balancing resources focused outside our village boundaries. Staff will continue to use the percentage of Arlington Heights residents enrolled as a benchmark and provide varying levels of service based on that percentage, while fostering positive community partnerships and providing access to library services and resources.

Local school enrollment data, was updated/reviewed and the following library outreach policies were referenced during revision: [Elmhurst Public Library](#), [Indian Trails Public Library District](#) and [Naperville Public Library](#). Many local libraries did not have a specific outreach policy; instead, defining policies related to home/homebound delivery service, outreach programs or bookmobile.

Suggested motion: **The Board of Library Trustees adopts revisions to Policy 6.001 Outreach Services.**



## **6.001      OUTREACH SERVICES**

Individuals, groups and entities are eligible for outreach services, defined as library services provided in the community, if they reside in or are located within the boundaries of the Village of Arlington Heights.

The level of outreach services provided to each entity located outside village boundaries are determined by the executive director. Key factors considered are:

- Percentage of Arlington Heights residents regularly enrolled or a client of entity
- Opportunities consistent with the Library's Vision, Values and Priorities
- Benefit to the Arlington Heights Memorial Library or Arlington Heights Community
- Established relationship/partnership

Outreach services prioritized by the library may include:

- Lending of library materials
- On-site visits to provide instructional and informational services, programming, library card registration, and circulation of materials
- Bookmobile service

Individuals, groups and entities to whom the library may provide outreach services include:

- Educational institutions
- Senior residential facilities
- Homeschooling groups
- Residents who are physically unable to visit the library
- Organizations supporting persons with disabilities
- Arlington Heights Village and Park District facilities

## **6.001      OUTREACH SERVICES**

Individuals, groups and entities are eligible for outreach services, defined as library services provided in a physical location outside of the library's walls, if they reside in or are located within the boundaries of the Village of Arlington Heights. Those entities located outside village boundaries may be eligible for services if Arlington Heights residents regularly comprise 45% or more of the entity's client group or enrollment.

Outreach services provided by the library may include but are not limited to:

- Lending of library materials
- Pickup of library materials
- On-site visits by staff to provide instructional services, programming, library card registration, circulation of materials, summer reading registration, or other services
- Bookmobile service

Individuals, groups and entities to whom the library may provide outreach services include but are not limited to:

- Schools and child-care facilities
- Senior centers and senior residences
- Health-care institutions
- Homeschooling families
- Residents who are physically unable to visit the library
- Agencies caring for disabled people
- The Backstretch at Arlington Park
- Village of Arlington Heights facilities
- Arlington Heights Park District facilities
- Bookmobile stops as designated by the executive director

The level of outreach service provided hereunder will be determined by the executive director consistent with the library's vision and values.

## Executive Director's Report November 2021

### What's New @ AHML

#### **Accessibility Support Collection Launches**

On Tuesday, October 26, the library debuted the new Accessibility Support Collection after many years of planning and development in a collaboration between Youth Services and Collection Services Group. The collection was made possible by a generous donation from [C.I.T.Y. of Support-Children In Therapy and You](#). Executive Director Mike Driskell welcomed a group of community supporters, staff and board members from both the library and C.I.T.Y. of Support to launch the collection, followed by remarks from Beth Deiter from C.I.T.Y. of Support and Youth Services Assistant Manager Maria Papanastassiou; long-term community partners. The partnership's newest resource features over 350 items, including books for kids and adults; toys designed to support motor, social, cognitive, visual and auditory skill development; therapeutic and adaptive technology tools and more. The collection provides an opportunity for families and therapists to try out specialized items before purchasing them, while also accessing support and specialized resources and information. Just 3 days after the introduction of the collection, 13% of the newly developed collection was checked out.

Following the collection launch, 52 customers enjoyed engaging music with Prospect Music Therapy, adapted movement with Hop Along Yogi, and a sensory storytime and play with Youth Services Supervisor Rebecca King and Youth Programs Specialist Becky Clesen at Our Time: Children in Therapy and You Celebration.



## Did You Know?



There are new hangtags in the adult nonfiction collection, with a new feature called "Did you know?" These hangtags have QR codes that, when scanned, take the user to one of our databases. For example, the QR code on the hangtag in the 740s (crafting) leads to Creativebug, a source for thousands of on-demand art and craft classes. The hangtag in 629 (car repair) leads to the Technology and Auto Repair databases page on our website. The hangtags may also identify other locations for related

topics, such as the hangtag in 977 (north central United States) letting people know about the local history collection in the Shackley Room, or the one in the 780s (music) telling customers where musical scores are located.

## Diversity and Inclusion

### **Inclusion Awareness Month**

The library shared its commitment to inclusion through a series of programs and outreach during Inclusion Awareness Month. Each targeted program was a great opportunity to learn more about customers' unique needs. Throughout the month, staff interacted with customers with disabilities, parents, caretakers, educators, and new partners, all enthusiastic to spread the word about the library's inclusive approach.

### **Accessibility Resource Hours**

The library offered a combination of in-person and Zoom-based resource hours throughout the month and provided residents the opportunity to connect with a variety of organizations such as Have Dreams, RTA Mobility Management and Illinois Telecommunications Access Corporation that provide support and services to persons with disabilities.



## Diversity Audit

Collection Services recently completed a diversity audit to assess the diversity of the collection and help discover missing titles and underrepresented voices.

In summary:

- 140,254 titles were sent from the library's circulating regular print English collection, for adult, teen and kids.
- 115,846 of the titles submitted matched titles in the database.
- 13,359 (or 12%) were considered inclusive. Kids and teens materials rated higher than the public library average, while adult materials ranked slightly lower. Overall, AHML was on par with the public library average of 12%.

Collection librarians evaluated the selection lists provided through the diversity audit. In total, 330 new diverse titles were added to the collection.

- 46 children
- 13 teens
- 78 adult fiction
- 21 adult graphic novels
- 172 adult nonfiction

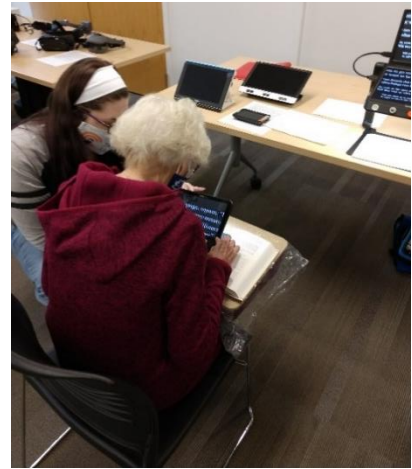
## Fairytale Fling

To kick off the 4<sup>th</sup> annual Inclusion Awareness Month, the library partnered with Northwest Special Recreation Association to host the Fairytale Fling, featuring a DJ and dancing, games and a photobooth. Twenty-eight adults with disabilities attended the event, where they danced, enjoyed fairytale-themed games and crafts, voted in a "Best Dressed" contest and took home a photobooth keepsake.



## Chicago Lighthouse Low Vision Road Show

Ninety people attended the Low Vision Products Road Show during the open house all-day event. The Chicago Lighthouse is a not-for-profit agency committed to providing the highest quality educational, clinical, vocational and rehabilitation services for people of all ages who are blind or visually impaired. Staff from the organization connected attendees to a variety of products, including CCTV magnifiers, portable reading devices, independent living aids, accessibility software and much more.



Senior and Accessibility Services (SAS) staff were able to connect attendees to library services and materials, including the large print collection, the Illinois State Library Talking Book service, community resource information and library delivery services.

Staff from the Chicago Lighthouse were impressed by the attendance, saying, “this was the highest attendance we have ever had at a Road Show” and would love to partner with the library to host another event in 2022.

## Calvin Can't Fly: The Story of Bookworm Birdie

On Saturday, October 9, Youth Services hosted a presentation of the book *Calvin Can't Fly: The Story of Bookworm Birdie* in American Sign Language. This short, animated story shared Calvin's love for the library and learning as well as a lesson about working together when things feel challenging. Participants were treated to an opportunity after the story to learn some signs, as well as how to exaggerate those signs (emotion, big body language).



## Serving Our Community

### One Book One Village - An Evening with Robin Wall Kimmerer



On Thursday, October 21, the OBOV team and Programs & Exhibits staff collaborated to present the 8<sup>th</sup> annual One Book, One Village author event – An Evening with Robin Wall Kimmerer. A huge thank you to the community for making this the **highest attended OBOV author event to date with 626 in attendance!** Additionally, interest in the author event continues after its live run, with the [Youtube video](#) being viewed over 500 times.

Dr. Kimmerer was joined in conversation with WBEZ’s Jerome McDonnell, which sprouted a thoughtful and insightful discussion about the captivating themes in *Braiding Sweetgrass* - the world around us, Native Americans and Indigenous issues, and writing in general.



New this year, customers had the option of logging in from their homes or coming to the library to view the live event together in the Hendrickson Room. Thanks to Info Advisors Joan Lasky and Alisa Stanfield for welcoming 30 in-person attendees to the latter.

An incredible 267 survey responses indicate that a majority of attendees were appreciative of the book selection, and thoroughly enjoyed the discussion between Robin and Jerome. From the post-event survey, 75% of attendees indicated this was their first OBOV author event. In addition, 75% also indicated that they read the book prior to the event with an additional 21% planning to read the book in the future!

*“The depth of the conversation between two brilliant, soulful people. Jerome McDonnell is fabulous as an interviewer and Robin Wall Kimmerer’s soul, depth and knowledge and wisdom shown through. She exuded kindness and care.”*

## **Connecting with Nature and Indigenous Wisdom through One Book, One Village**

On Sunday, October 3, Natalie Evans, a certified instructor on edible wild plants, presented from her home kitchen about Ethical Foraging and Preparation to a live audience of 25 customers on Zoom, with more than 50 post-event views on YouTube since the live event. Natalie explained the basics of ethical foraging and how to use and prepare local foraged plants, noting where it is legal and recommended to forage in the Chicago area. She incorporated Robin Wall Kimmerer's principles of the Honorable Harvest from *Braiding Sweetgrass* as well as recommending a host of other books and resources on the topic.



## **Forest Bathing**

On October 9, Programs & Exhibits Specialist Emily Muszynski and Info Services Supervisor Elizabeth Ludemann took OBOV offsite for an afternoon of guided forest bathing. Guide Marie Zubinski led a group of sixteen adults on a meditative hike through Busse Woods. As they walked, Marie shared prompts to guide this thoughtful and contemplative walk. Marie ended the event with a fitting reading from the Thanksgiving section of *Braiding Sweetgrass*. Participants loved becoming one with nature and requested more forest bathing and outdoor programs.

## **Native American Storytelling**

On October 15, Programs & Exhibits Specialist Neal Parker welcomed Gina Roxas from Trickster Cultural Center to the Hendrickson Room for a special Friday night OBOV event. Thirty attendees across ages joined to focus on the importance of storytelling in Indigenous culture. Gina brought braids of sweetgrass and incorporated Robin Wall Kimmerer's *Braiding Sweetgrass*, in addition to traditional stories, throughout her prepared presentation. She gave attendees a glimpse into four generations of her family and her home on the Reservation in Mayetta, Kansas. The audience enjoyed the lively Q&A with Gina, who was very open and mindful with her answers.



## Fry Bread Cooking Demonstration and More



On Saturday, October 23, an audience of 16 joined Native American Chef Jessica Pamonicutt from Trickster Cultural Center as she demonstrated how to make traditional fry bread. First, Chef Jessica read the book *Fry Bread: A Native American Family Story* and talked about its history and significance. As Chef Jessica kneaded the dough, the kids were each given a ball of play dough to roll and knead along with her. After the demonstration, both Chef Jessica and Gina Roxas from Trickster Cultural Center talked about native foods and what makes up a native plate.

## Making Garden Teas with Indigenous Wisdom

Thursday, October 7 marked the first in-person programs in the Makerplace kitchen!



As part of One Book, One Village (OBOV), Programs & Exhibits Specialist Neal Parker worked with anthropologist and former Native American Cultures director Marcy Lautanan-Raleigh to create a hands-on tea class inspired by *Braiding Sweetgrass*. Marcy welcomed a total of twenty attendees over two sessions, offered back-to-back, each “indoor dining style,” with attendees masked unless consuming food or drink. She began the class with a gratitude reading from the book. Everyone enjoyed a small cup of herbal tea Marcy brewed and she discussed the flavor profiles and medicinal properties of various herbs which were passed around. Near the end of both programs, Marcy invited the attendees to choose which herbs they would like to try in a tea, and she brewed a concoction based on their recommendations.

## Halloween Fun

Halloween Fun was held over a two-day period on Wednesday evening, October 27 and Thursday morning, October 28. The carnival-like event was filled with games, crafts and activities throughout Kids' World and engaged 288 customers over six sessions.



## Earth Celebration and Pet Blessing

Bookmobile Driver Teri Scallon, Circulation Assistant Supervisor Megan Maier and Youth Services Librarian Emily Koch attended St. Simon's Earth Celebration and Pet Blessing, bringing materials focusing on gratitude for the animals with which we share our lives and for the Earth that cares for us.



## Sew a Pumpkin Stuffy

Tween Librarian Kerry Bailey led 17 tween participants as they practiced threading a needle and making a gathered running stitch to make scented stuffed pumpkins on Wednesday, October 13. Everyone, regardless of skill level or previous sewing experience, successfully made an adorable pumpkin to bring home.



## Farmer's Market

The annual Farmer's Market season ended with a final bookmobile visit on October 16. With 87 visitors, staff created four new library cards and checked out a wide variety of items, including many copies of *Braiding Sweetgrass*.

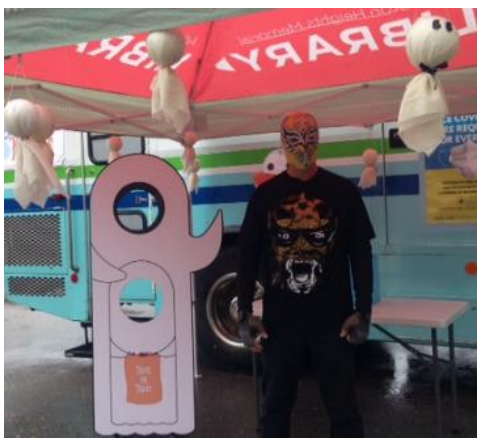


## College Knowledge: FAFSA Completion Workshop

Teen Services added an in-person FAFSA Completion Workshop to the College Knowledge programming series that helps prepare students and caregivers for college planning. On October 27, 15 caregivers and students came to receive FAFSA fill-out support from knowledgeable representatives of the Illinois Student Assistance Commission (ISAC). Customers could bring their own devices or one of the library's laptops to sit down and dedicate two hours to complete the lengthy form. Many customers had questions as they filled out the FAFSA, and some customers attended specifically to ask questions about completing this document due to big life changes whether financial or because of deaths in their families. The presenters from ISAC were also bilingual, which was especially helpful for one family where caregivers were more comfortable asking questions in Spanish while their teen conversed with the presenter in English. As they left the program, attendees shared that they were able to complete or nearly complete their FAFSAs and thanked staff for connecting them with ISAC.

## Trunk N Treat

Even with the colder weather, over 150 people stopped by the spooky Boo-mobile at the annual Trunk N Treat event. During the first sensory-friendly hour, Bookmobile Drivers Ron Moravec and Teri Scallon saw quite a few people who were excited to receive a fun beach ball during their visit. Throughout the day many customers snapped photos in the ghost-themed photo-op created by the library's talented Graphics team.



## Halloween Block Party

On Saturday, October 30, Circulation Assistant Mary Weber and Bookmobile Driver Teri Scallon attended a Halloween block party requested by local residents. About 20 people explored the bookmobile and participated in a holiday wreath craft.

## Makerplace Programs Kick Off

After offering daily tours in September, programs officially kicked off in October at the Makerplace. Makerspace Specialists Stacy Craft and Kate Henry led customers through a series of “Makerplace Essentials” beginner programs. The Series covers the basics of 3D printing, laser cutting, sewing and vinyl cutting. Overall, 15 programs were offered at the Makerplace with 143 attendees.



*Makerplace Essentials: Sewing*



*Makerplace Essentials: Laser Cutting (With attendee-designed coasters)*

## Makerplace Stories



With the laser cutter, one young man cut a wood cross guard for a sword from the video game Demon Slayer for his Halloween custom. He made it with wood he purchased from the Makerplace.

One young customer manufactured nearly her entire Halloween costume using various Makerplace equipment. She went as Lady Loki from the hit Marvel Studios tv series *Loki*. She fabricated her cloak and chest piece in the sewing space and 3D printed Loki's infamous horn headdress.



Over the course of two days, a young customer came in to learn how to sew and create a homemade Spider-Man Miles Morales mask for Halloween. This was his first time sewing, but he tackled threading the machine, sewing around curves and a zipper with the help of Makerspace Specialist Kate Henry.

A college student laser cut and etched their architectural model for their Mobile Home Design, an architecture class project.



### **District 214 Tours the Makerplace**

Makerspace Branch Assistant Manager Chris Krueger worked with Library Delivery and Accessibility Supervisor Katie Myers, Youth Services Supervisor Alice Son and Patryk Matuszewski from District 214 to coordinate four tours for their Special Education department. In total, the Makerplace staff gave tours to 77 teachers and students.

### **Area Groups Tour the Makerplace**

Makerplace staff gave tours to numerous groups in October including Gail Borden Public Library District, Ela Area Public Library, Helen Plum Library, Barrington Area Library, District 25, District 214 and Arlington Heights Park District staff. In all the Makerplace staff gave tours to 142 visitors in addition to its regularly scheduled public Makerplace tours.

### **Make Do and Mend**

On October 23, Makerplace Specialist Kate Henry and Programs & Exhibits Specialist Emily Muszynski welcomed 13 community members to the Makerplace to “Make Do and Mend” as part of OBOV. Attendees dropped in during a two-hour window to work on the projects of their choice with library staff and volunteers. They were happy for a chance to hem pants and patch holes with the help of excellent sewing volunteers. This was the first Makerplace program hosted with volunteers and one these attendees would like to see offered more regularly.

### **Significant EBSCO Cost Savings**

Digital Services Librarian Bill Pardue learned that through RAILS, the library is eligible for group rate discounts for certain EBSCO and Gale electronic resources and databases. While Gale is the library’s biggest and EBSCO its second biggest vendor, the most significant savings will be found with EBSCO. Upon renewal in April 2022, the library will save over \$14,000 with these discounts through EBSCO. Gale savings will be close to \$900, but because of certain package deals, the library will have access to more and higher tier products!

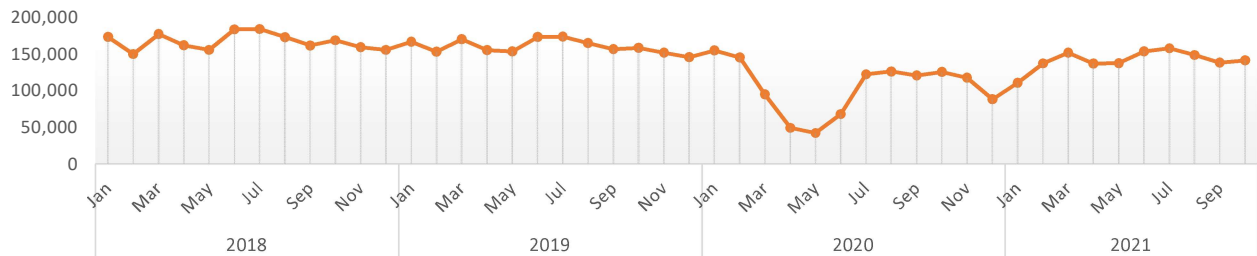
# Arlington Heights Memorial Library

## October 2021 Dashboard

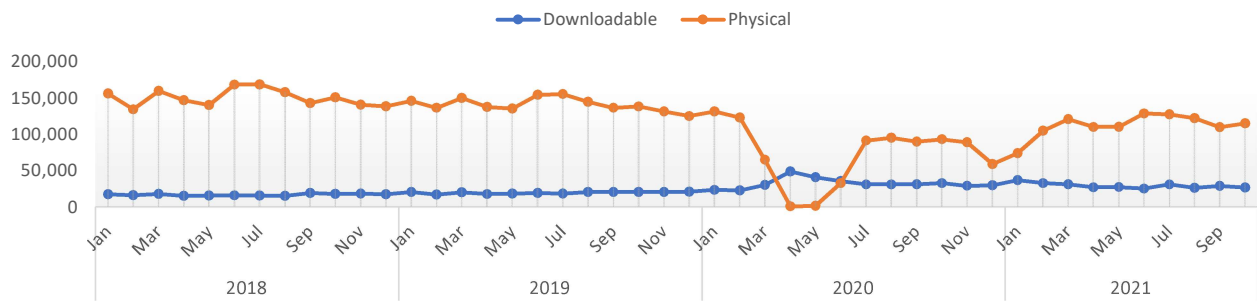
### Circulation

Type	Current Month	Same Month Last Year	Change	Type	YTD Total Current Year	YTD Total Last Year	Change
Print	78,714	63,105	▲ 24.7%	Print	756,354	462,690	▲ 63.5%
Audiovisual	27,832	25,125	▲ 10.8%	Audiovisual	288,192	215,995	▲ 33.4%
Downloadable	26,286	32,303	▼ -18.6%	Downloadable	290,381	324,117	▼ -10.4%
ILL	315	263	▲ 19.8%	ILL	3,789	2,600	▲ 45.7%
Other	7,813	4,339	▲ 80.1%	Other	69,762	39,585	▲ 76.2%
<b>Total</b>	<b>140,960</b>	<b>125,135</b>	<b>▲ 12.6%</b>	<b>Total</b>	<b>1,408,478</b>	<b>1,044,987</b>	<b>▲ 34.8%</b>

Circulation



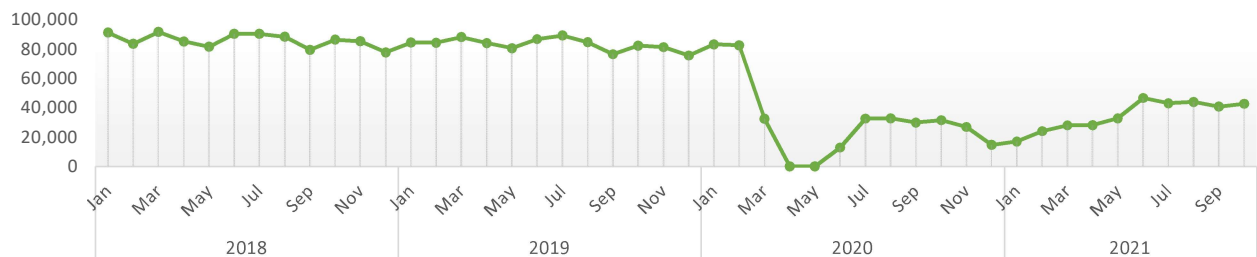
Physical vs. Downloadable Circulation



### Library Visits

Location	Current Month	Same Month Last Year	Change	Location	YTD Total Current Year	YTD Total Last Year	Change
Main Library	33,162	22,946	▲ 44.5%	Main Library	248,162	272,384	▼ -8.9%
Drive-Up	5,395	6,677	▼ -19.2%	Drive-Up	71,621	49,687	▲ 44.1%
Bookmobile	1,712	1,621	▲ 5.6%	Bookmobile	17,885	10,299	▲ 73.7%
Senior Center	879	169	▲ 420.1%	Senior Center	4,734	4,200	▲ 12.7%
Makerplace	1,440	0	--	Makerplace	3,189	0	--
<b>Total</b>	<b>42,588</b>	<b>31,413</b>	<b>▲ 35.6%</b>	<b>Total</b>	<b>345,591</b>	<b>336,570</b>	<b>▲ 2.7%</b>

Library Visits





# Arlington Heights Memorial Library

October 2021 Dashboard

Program Satisfaction 4.85 / 5

## Programs

### Program Attendance

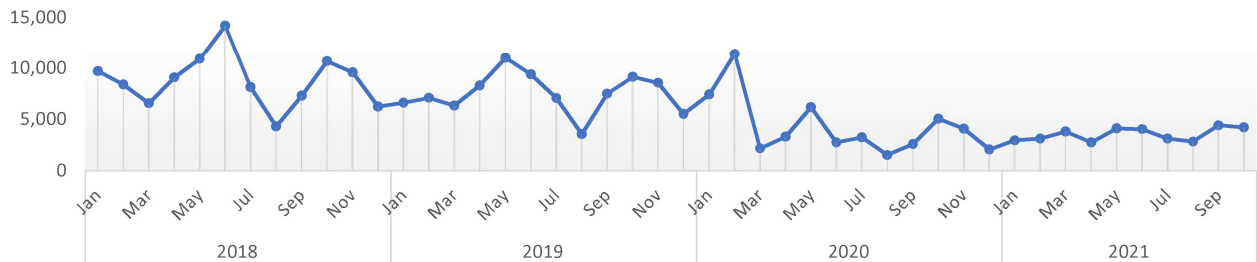
Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	2,470	1,635	▲ 51.1%	Adult	19,999	21,515	▼ -7.0%
Children	1,466	604	▲ 142.7%	Children	13,618	18,318	▼ -25.7%
Teen	292	2,813	▼ -89.6%	Teen	1,777	5,867	▼ -69.7%
<b>Total</b>	<b>4,228</b>	<b>5,052</b>	<b>▼ -16.3%</b>	<b>Total</b>	<b>35,394</b>	<b>45,700</b>	<b>▼ -22.6%</b>

### Number of Programs

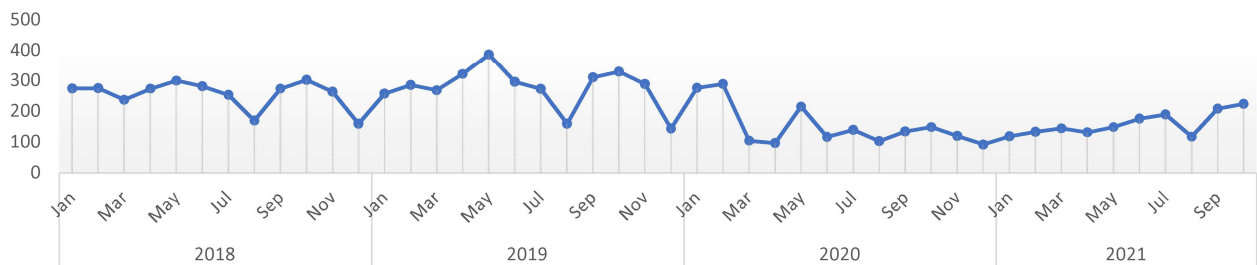
Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	146	103	▲ 41.7%	Adult	954	889	▲ 7.3%
Children	62	28	▲ 121.4%	Children	494	573	▼ -13.8%
Teen	15	17	▼ -11.8%	Teen	141	158	▼ -10.8%
<b>Total</b>	<b>223</b>	<b>148</b>	<b>▲ 50.7%</b>	<b>Total</b>	<b>1,589</b>	<b>1,620</b>	<b>▼ -1.9%</b>

	Current Month	Same Month Last Year	Change		YTD Total Current Year	YTD Total Last Year	Change
<b>Avg. Attendance</b>	<b>19</b>	<b>34</b>	<b>▼ -44.5%</b>	<b>Avg. Attendance</b>	<b>22</b>	<b>28</b>	<b>▼ -21.0%</b>

Program Attendance



Number of Programs



### Total Program Cost

\$16,187.42

### FOL Funded

\$5,700.00



## 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	19	13	▲ 46.2%	Passive	1,659	3,642	▼ -54.4%

## Senior and Accessible Services

Senior and Accessible Services staff manage and operate the library's branch at the Arlington Heights Senior Center, provide advisory and delivery services to homebound residents (LDS), and develop and deliver programs and services for older adults at the library and throughout the community with a focus on social engagement and lifelong learning.

We serve as a resource to library management and staff in making library spaces and services more accessible, guide and coordinate accommodation requests, and assist customers to connect with accessibility resources.

<b>SAS STAFFING</b>	<b>Full time Manager and Supervisor</b>	<b>4 Part time staff (2.26 FTE)</b>	<b>22 Volunteers</b>
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### ACCESSIBLE SERVICES

SAS staff lead a library-wide team that develops recommendations to improve accessibility of library spaces and services and promote inclusion of persons with disabilities. We play a primary role in coordinating the implementation of approved initiatives such as closed captioning virtual programs, adding assistive devices to the LOT collection, adding accessible computer work stations and providing staff training opportunities.

### LIBRARY DELIVERY SERVICES

Each month approximately 60 permanently or temporarily homebound customers receive deliveries of close to 700 items that have been selected for them by SAS Advisors based on their interest profiles or specific requests. Five volunteers assist to prep and deliver materials to customers based on weekly routes developed by SAS staff.

In addition to their library items, customers receive feedback sheets to rate our selections and a copy of BookPages to learn about new releases.

When deliveries were suspended during the pandemic, SAS staff continued to serve our homebound customers, connecting with them regularly via phone, coordinating pen pal letters, researching questions and assisting residents to access digital books and audio.



**Year-to-date 2021,  
97 residents received  
home deliveries.**



### TALKING BOOK PROGRAM

SAS staff serve as ambassadors to the Illinois State Library Talking Book and Braille Service, assisting qualified customers to enroll in the free program for persons unable to read standard printed material due to a visual impairment or other disability. SAS staff serve as a liaison with state library staff, provide ongoing readers advisory services for enrolled residents, and include talking book selections as part of our senior book discussions.

**In 2020, SAS supervisor Katie Myers earned her ADA Coordinator Certification and is a resource to library staff and residents needing support for persons with disabilities.**

### ACCESSIBILITY RESOURCE HOURS

Throughout the year, SAS staff coordinate drop-in resource hours at the library where residents can talk with organizations providing resources and services to persons with disabilities.

## SAS PROGRAMS

SAS staff plan and deliver programs for older adults at the Senior Center, in the library and in the community. The majority of programs are original programs developed and facilitated by SAS staff sometimes in collaboration with other partners or with an outside presenter such as our Creative Aging art program. Program focus is on interactive programs that provide lifelong learning opportunities and a high level of social interaction with peers.

In addition to staff-developed programs, we plan and host outside presenters on topics of interest to older adults and their caregivers as well as persons with disabilities and coordinate library-wide programming each October for Inclusion Awareness Month.

**Year-to-date, SAS offered 274 programs with over 5000 attendees. This represents 29% of all adult programs offered and a quarter of adult program attendance.**

### SENIOR CENTER PROGRAMS

SAS staff show weekly travel movies and facilitate current events discussions plus monthly book, film and technology discussions at the Senior Center as well as offering special interest programs on topics such as retirement planning, technology, and healthy aging strategies.



### LIBRARY PROGRAMS

In addition to topical programming, each month SAS staff work with outside presenter Alayne McNulty to plan and offer our popular Creative Aging series, Art with Alayne. While any adult is welcome, the series targets older adults trying art for the first time and supports research that demonstrates creative activities can help arrest cognitive decline.

**Staff plan and lead 25 book discussions annually.**

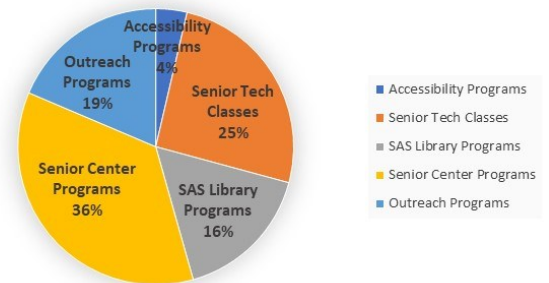
### FUTURE PROGRAM PLANS

The focus for 2022 programming will be on the underserved adults with disabilities audience as we introduce Next Chapter Book discussions. Next Chapter is a book club for people with intellectual and developmental disabilities to meet monthly, along with a trained facilitator, to read aloud and discuss a book. Anyone can participate whatever their reading or ability level.

### COMMUNITY PARTNERSHIPS

SAS staff have worked to develop close relationships with both senior partners as well as those providing services to people with disabilities and have seen our relationships with our key partners grow and evolve. Our partnerships with Northwest Special Recreation Association and Clearbrook have resulted in close planning of programs and accessibility resource hours and earned their support promoting library events to their clients. The Have Dreams organization, which supports families living with Autism Spectrum Disorder, offered us free staff training in exchange for our feedback, and we were able to provide that training to staff throughout the library.

2021 SAS Programs Offered



### OUTREACH PROGRAMS

In addition to our Library Day visits throughout the year to familiarize senior living community residents with library resources and services, this year SAS developed a new virtual outreach phone discussion program based on short stories and book excerpts.

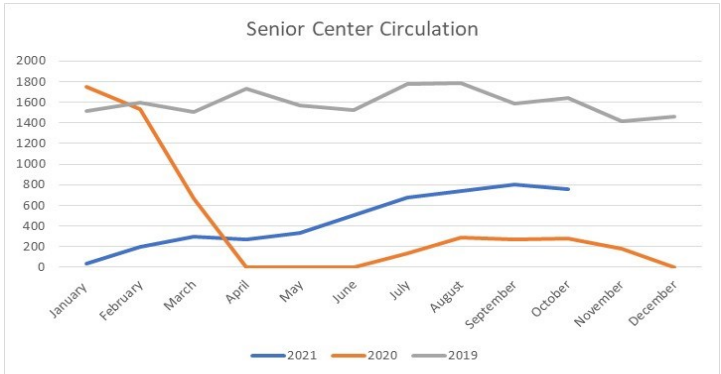
Six to ten residents join the weekly call that has spurred lively discussions and new friendships.

## SENIOR CENTER

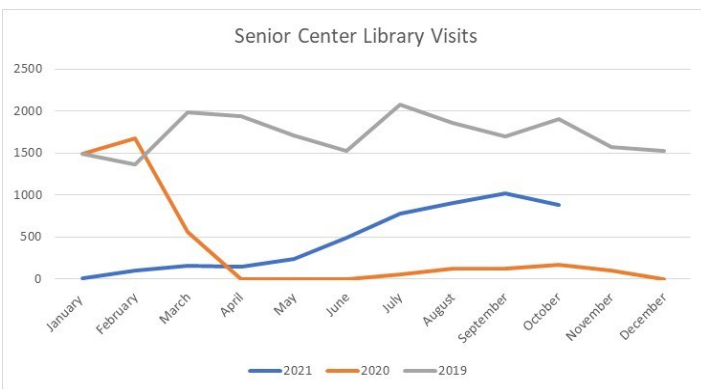
The library's Reading Room branch is open Monday through Saturday for customers to relax and enjoy browsing the collection, check out and return materials and pick up holds. SAS staff provide reader advisory and basic research assistance, issue library cards, resolve account issues and help connect customers with library and community resources.

### COLLECTION

The Reading Room features the latest books, movies, audiobooks, and magazines for check out as well as subscriptions to several newspapers available to read on site.



**Our wide range of volunteer roles at the Senior Center provide opportunities for older adults to remain productive and continue learning.**



### TECH CLASSES and COMPUTER LAB

The Reading Room includes a computer lab used to conduct tech classes week-day mornings and afternoons. SAS staff schedule, plan and develop Android, iPhone and Windows classes that feature small class size, step-by-step handouts and hands-on instruction and supervise and train volunteer instructors and coaches.

Recognizing the need for seniors to connect online during the pandemic, SAS staff developed and taught 41 online Zoom classes to more than 160 seniors in 2020-2021.

When not in use for classes, the computer room is available for public use.

