

BOARD OF LIBRARY TRUSTEES

TUESDAY, JANUARY 18, 2022

7:00 P.M.

CARDINAL ROOM

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

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. LIAISON REPORTS
 - FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY
 - ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION
- V. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 21, 2021 (Action Item 1)
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2021 (Item 2)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2021 (Action Item 3)

- VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 18, 2022 (Action Item 4)
- IX. EXECUTIVE DIRECTOR'S REPORT
- X. OLD BUSINESS
- XI. NEW BUSINESS
- AGREEMENT WITH WILLIAMS ARCHITECTS FOR KIDS' WORLD REFRESH (Action Item 5)
Agreement with Williams Architects for architectural services for the Kids' World refresh project
- XII. OTHER
- PROGRAMMING CHANGES DUE TO COVID-19
- XIII. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES; AND (21) REVIEWING CLOSED SESSION MINUTES
- XIV. REVIEW OF CLOSED SESSION MINUTES AND OTHER ITEM(S) FROM CLOSED SESSION FOR ACTION (Action Item)
- XV. ADJOURNMENT

Public comment for this meeting can be made either in person or in advance via email. Please email comments to LibraryDirector@ahml.info by 5:00 p.m., January 18, 2022. 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, DECEMBER 21, 2021.

- 12.21.01 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, December 21, 2021, at 7:00 p.m. by President Greg Zyck.
- 12.21.02 Upon **ROLL CALL**, the following answered Present: Trustee Galla, Smart, Supplitt and Zyck. Trustee Somary participated in the meeting via Zoom due to employment purposes.

Absent: Trustees Medal and Ruhl

Also present: Michael Driskell, Executive Director; Traci Sara, Finance Manager; Trixie Dantis, Youth Services Manager; Maria Papanastassiou, Youth Services Assistant Manager; Elizabeth Ludemann, Info Services Supervisor; Megan Young, Programs and Exhibits Supervisor; Gosia Bylinska, Cataloging Supervisor; Cyndi Hamann, Collection Supervisor; William Tolan, Communications and Marketing Specialist; Alisa Stanfield, Info Services Advisor; Janet Moravec, Business Office Administrator; Jennifer Borrell, Friends of the Library Board; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Andy Dogan, Williams Architects

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

12.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Jennifer Borrell reported the early December book sale brought in \$6,848. The Friends expressed thanks to library staff who assisted with the sale. The Friends approved \$16,300 for the library's 2022 wish list. This includes maintenance of the butterfly garden, the Dann & Raymond's Movie Club programming and the Sunday Musicale series. Friends of the Library membership is nearing 500 once more, comparable to pre-COVID numbers. There are three large book sales planned for 2022.

Trustee Ruhl joined the meeting at 7:03 p.m.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp reported on the 2021 Arlington Heights Memorial Library Foundation Annual Report. The Foundation brought in \$123,491 that included donations, in-kind donations and product discounts that went mostly towards the makerspace. The Foundation has formed a task force to study the possibility of creating a scholarship program promoting Makerplace services and trade school opportunities for students in District 214 high schools. The annual online appeal went out in October to continuing donors and community members requesting support for the 2022 Kids' World update/renovation.

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

12.21.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED NOVEMBER 30, 2021 (Item 2)** – Michael Driskell reported the library received real estate revenue in the amount of \$8,055.61 in November. The library has received 97.5% of budgeted property tax revenue. With 92% of the fiscal year lapsed, 78% of the unaudited annual operating budget has been expensed. 97% of the total annual capital budget has been expensed.

12.21.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED NOVEMBER 30, 2021 (Action Item 3)** – 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 NOVEMBER 30, 2021, IN THE AMOUNT OF \$1,331,120.52**. Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

12.21.08 **EXECUTIVE DIRECTOR'S REPORT** – The executive director highlighted the November 2021 Director's Report.

12.21.09 **OLD BUSINESS**

KID'S WORLD REFRESH UPDATE (Item 4) – Andy Dogan from Williams Architects provided an update on the Kids' World refresh.

APPROVAL OF FY2022 ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION (Action Item 5) – The board reviewed and approved the Illinois State Library FY2022 Public Library Per Capita and Equalization Aid Grant application

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE FY2022 ILLINOIS PUBLIC LIBRARY PER CAPITA AND EQUALIZATION AID GRANT APPLICATION**. Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

12.21.10 **NEW BUSINESS**

ONE BOOK, ONE VILLAGE WRAP-UP (Item 6) – Staff from the One Book, One Village Committee presented statistics and highlights from the library’s 2021 One Book, One Village program, *Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge, and the Teachings of Plants*, by Robin Wall Kimmerer.

INTERGOVERNMENTAL AGREEMENT FOR SNOW REMOVAL (Action Item 7) – The board approved entering into an intergovernmental agreement with the Village of Arlington Heights for snow removal at the library’s Makerplace.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES APPROVES ENTERING INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE VILLAGE OF ARLINGTON HEIGHTS FOR SNOW REMOVAL AT THE LIBRARY’S MAKERPLACE PROPERTY.** Trustee Supplitt seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

12.21.11 **OTHER**

- **ARLINGTON HEIGHTS VILLAGE BOARD JOINT MEETING – SATURDAY, JANUARY 15, 8:30 A.M.** - The board discussed the upcoming annual joint meeting with the Arlington Heights Village Board to be held at the Makerplace on Saturday, January 15.
- President Zyck canceled the January 4 Committee of the Whole meeting.
- Michael Driskell reported he will be out of the office next week.
- The board thanked staff for a great year celebrating all the staff and leadership have done in 2021.

There being no further business to discuss, Trustee Supplitt moved **ADJOURNMENT.** Trustee Galla seconded. All were in favor and the meeting was adjourned at 9:02 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

ITEM 2

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	77,480		.00	929,760	906,978.75	98	929,760	22,781.25
04 00	Real Estate Tax FICA	51,436		.00	617,155	602,033.45	98	617,155	15,121.55
05 00	Real Estate Tax	1,082,393		.00	12,988,650	12,670,393.29	98	12,988,650	318,256.71
401 **	Real Estate Taxes	1,211,309		.00	14,535,565	14,179,405.49	98	14,535,565	356,159.51
403	Intergovernmental Taxes								
25 00	Replacement Tax	26,386	10,379.88	39	316,533	193,198.10	61	316,533	123,334.90
403 **	Intergovernmental Taxes	26,386	10,379.88	39	316,533	193,198.10	61	316,533	123,334.90
400 ***	Taxes	1,237,695	10,379.88	1	14,852,098	14,372,603.59	97	14,852,098	479,494.41
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,095		.00	61,063	110,773.98	181	61,063	49,710.98-
90 00	Contribution Ord. Library	0	16,809.37		0	23,925.20		0	23,925.20-
411 **	Intergovernmental	5,095	16,809.37	330	61,063	134,699.18	221	61,063	73,636.18-
410 ***	Intergovernmental Revenue	5,095	16,809.37	330	61,063	134,699.18	221	61,063	73,636.18-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	212	681.00	321	2,500	1,131.50	45	2,500	1,368.50
74 00	Copier/Reader Printer Fee	3,962	2,894.41	73	47,500	30,386.35	64	47,500	17,113.65
75 00	Meeting Room Fees	250	250.00	100	3,000	750.00	25	3,000	2,250.00
436 **	Library Fees	4,424	3,825.41	87	53,000	32,267.85	61	53,000	20,732.15
430 ***	Fees	4,424	3,825.41	87	53,000	32,267.85	61	53,000	20,732.15
440	Fines								
442	Library								
20 00	Late Charges	0	90.00		0	820.00		0	820.00-
25 00	Lost/Damaged Item Charges	1,749	1,068.25	61	20,922	11,399.56	55	20,922	9,522.44
442 **	Library	1,749	1,158.25	66	20,922	12,219.56	58	20,922	8,702.44
440 ***	Fines	1,749	1,158.25	66	20,922	12,219.56	58	20,922	8,702.44
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	750	108.01	14	9,000	1,899.14	21	9,000	7,100.86
461 **	Simple Interest	750	108.01	14	9,000	1,899.14	21	9,000	7,100.86

Village of Arlington Heights
 REVENUE REPORT
 100% OF YEAR LAPSED

Village of Arlington Heights

ACCOUNTING PERIOD 12/2021

FUND 291 Memorial Library Fund										
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	1,252.42		0	1,252.42-	
462	** Investment Inc	0	.00		0	1,252.42		0	1,252.42-	
460	*** Interest Income	750	108.01	14	9,000	3,151.56	35	9,000	5,848.44	
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	522.84	42	15,000	10,057.67	67	15,000	4,942.33	
483	** Donations	1,250	522.84	42	15,000	10,057.67	67	15,000	4,942.33	
489	Other									
90 00	Other Income	424	332.00	78	5,000	25,760.37	515	5,000	20,760.37-	
94 00	FOL Reimbursements	2,087	.00		25,000	72,996.38	292	25,000	47,996.38-	
95 00	Foundation Reimbursements	0	.00		0	328.95		0	328.95-	
96 00	IL Vehicle Renewal Stickr	0	202.00		0	2,044.00		0	2,044.00-	
97 00	Misc. Revenue Makerspace	0	365.62		0	784.34		0	784.34-	
489	** Other	2,511	899.62	36	30,000	101,914.04	340	30,000	71,914.04-	
480	*** Other	3,761	1,422.46	38	45,000	111,971.71	249	45,000	66,971.71-	
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		1,253,474	33,703.38	3	15,041,083	14,666,913.45	98	15,041,083	374,169.55	

Village of Arlington Heights
 REVENUE REPORT
 100% OF YEAR LAPSED

ACCOUNTING PERIOD 12/2021

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	835.88		0	835.88-
461	** Simple Interest	0	.00		0	835.88		0	835.88-
462	Investment Inc								
10 00	Market Value Adj IMET	0	.00		0	1,533.51		0	1,533.51-
462	** Investment Inc	0	.00		0	1,533.51		0	1,533.51-
460	*** Interest Income	0	.00		0	2,369.39		0	2,369.39-
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	2,674.59		0	2,674.59-

REPORT SELECTIONS

Fiscal year : 2021

Fund : 291

All Departments

All Divisions

Suppress accounts with zero balances : Y

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	29190	30166.89	103	350214	329186.58	94	.00	350214	21027.42	94
16	92	Achievement Awards	337	.00	0	4000	500.00	13	.00	4000	3500.00	13
16	**	Library Personal Services	29527	30166.89	102	354214	329686.58	93	.00	354214	24527.42	93
18		Other Personal Services										
18	05	Overtime Civilian	87	214.73	247	1000	840.85	84	.00	1000	159.15	84
18	**	Other Personal Services	87	214.73	247	1000	840.85	84	.00	1000	159.15	84
19		Employee Benefits										
19	05	Medical Insurance	3086	3082.67	100	36977	36992.00	100	.00	36977	15.00-	100
19	10	IMRF	3712	3903.89	105	44544	41436.73	93	.00	44544	3107.27	93
19	11	Social Security	1838	1908.85	104	22023	20165.72	92	.00	22023	1857.28	92
19	12	Medicare	432	446.41	103	5151	4716.18	92	.00	5151	434.82	92
19	53	Flexible Spending	195	156.75	80	2329	1876.25	81	.00	2329	452.75	81
19	55	Unemployment Compensation	536	.00	0	6432	.00	0	.00	6432	6432.00	0
19	**	Employee Benefits	9799	9498.57	97	117456	105186.88	90	.00	117456	12269.12	90
20		Prof Technical Services										
20	05	Professional Services	712	.00	0	8500	2090.00	25	.00	8500	6410.00	25
20	08	Consulting Services Libr	1000	.00	0	12000	.00	0	.00	12000	12000.00	0
20	20	Legal Services	1337	307.50	23	16000	4245.00	27	.00	16000	11755.00	27
20	40	General Insurance	14902	.00	0	178780	143223.00	80	.00	178780	35557.00	80
20	**	Prof Technical Services	17951	307.50	2	215280	149558.00	70	.00	215280	65722.00	70
21		Property Services										
21	65	Other Services	250	.00	0	3000	660.00	22	.00	3000	2340.00	22
21	**	Property Services	250	.00	0	3000	660.00	22	.00	3000	2340.00	22
22		Other Contractual Service										
22	01	Advertising	50	.00	0	600	83.70	14	.00	600	516.30	14
22	02	Dues	559	.00	0	6675	2973.00	45	.00	6675	3702.00	45
22	03	Training	7959	78.11	1	95508	8457.43	9	.00	95508	87050.57	9
22	05	Postage	3338	8.90	0	40045	23098.23	58	.00	40045	16946.77	58
22	**	Other Contractual Service	11906	87.01	1	142828	34612.36	24	.00	142828	108215.64	24
30		General Supplies										
30	05	Office Supplies & Equip	843	286.51	34	10105	2604.30	26	.00	10105	7500.70	26
30	**	General Supplies	843	286.51	34	10105	2604.30	26	.00	10105	7500.70	26
31		Public Works Supplies										
31	85	Small Tools and Equipment	212	.00	0	2500	.00	0	.00	2500	2500.00	0
31	**	Public Works Supplies	212	.00	0	2500	.00	0	.00	2500	2500.00	0
32		Library Supplies										
32	72	Special Events	80	.00	0	850	765.38	90	.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	80	.00	0	850	545.34	64	.00	850	304.66	64

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	40	Other Charges										
	40 96	Operating Contingency	424	137.32	32	5000	902.25	18	.00	5000	4097.75	18
	40 **	Other Charges	424	137.32	32	5000	902.25	18	.00	5000	4097.75	18
	50	Property										
	50 15	Other Equipment	2087	426.55	20	25000	22482.47	90	.00	25000	2517.53	90
	50 **	Property	2087	426.55	20	25000	22482.47	90	.00	25000	2517.53	90
601	** **	Library	73166	41125.08	56	877233	647079.03	74	.00	877233	230153.97	74
60	** **	Culture/Recreation	73166	41125.08	56	877233	647079.03	74	.00	877233	230153.97	74
DIV	6001	TOTAL ***** Administration	73166	41125.08	56	877233	647079.03	74	.00	877233	230153.97	74

PREPARED 01/12/2022, 15:40:02
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

PAGE 5
 ACCOUNTING PERIOD 12/2021

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	68225	78651.15	115	817842	745295.93	91	.00	817842	72546.07	91

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
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	14331	19672.94	137	171895	170525.04	99	.00	171895	1369.96	99
	16 **	Library Personal Services	14331	19672.94	137	171895	170525.04	99	.00	171895	1369.96	99
	18	Other Personal Services										
	18 05	Overtime Civilian	25	19.18	77	300	185.22	62	.00	300	114.78	62
	18 **	Other Personal Services	25	19.18	77	300	185.22	62	.00	300	114.78	62
	19	Employee Benefits										
	19 05	Medical Insurance	3886	3879.58	100	46555	46554.96	100	.00	46555	.04	100
	19 10	IMRF	1804	2594.81	144	21593	21532.53	100	.00	21593	60.47	100
	19 11	Social Security	897	1199.60	134	10676	9803.70	92	.00	10676	872.30	92
	19 12	Medicare	209	280.54	134	2497	2292.77	92	.00	2497	204.23	92
	19 50	Employee Asst. Program	500	.00	0	6000	5365.83	89	.00	6000	634.17	89
	19 **	Employee Benefits	7296	7954.53	109	87321	85549.79	98	.00	87321	1771.21	98
	21	Property Services										
	21 65	Other Services	824	257.10	31	9800	6502.08	66	.00	9800	3297.92	66
	21 **	Property Services	824	257.10	31	9800	6502.08	66	.00	9800	3297.92	66
	22	Other Contractual Service										
	22 01	Advertising	112	.00	0	1300	674.00	52	.00	1300	626.00	52
	22 02	Dues	275	.00	0	3300	3383.00	103	.00	3300	83.00	103
	22 03	Training	112	.00	0	1300	398.00	31	.00	1300	902.00	31
	22 55	In Service Training	837	631.67	76	10000	9971.22	100	.00	10000	28.78	100
	22 **	Other Contractual Service	1336	631.67	47	15900	14426.22	91	.00	15900	1473.78	91
	32	Library Supplies										
	32 01	Program Supplies	37	.00	0	400	18.53	5	.00	400	381.47	5
	32 **	Library Supplies	37	.00	0	400	18.53	5	.00	400	381.47	5
	40	Other Charges										
	40 62	Tuition Reimbursement	2087	6400.31	307	25000	20528.31	82	.00	25000	4471.69	82
	40 70	Employee Recognition Prog	1618	9784.00	605	19350	18763.00	97	.00	19350	587.00	97
	40 **	Other Charges	3705	16184.31	437	44350	39291.31	89	.00	44350	5058.69	89
601 ** **	**	Library	27554	44719.73	162	329966	316498.19	96	.00	329966	13467.81	96
60 ** **	**	Culture/Recreation	27554	44719.73	162	329966	316498.19	96	.00	329966	13467.81	96
DIV 6003	TOTAL *****	Human Resources	27554	44719.73	162	329966	316498.19	96	.00	329966	13467.81	96

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	174	262.96	151	2000	5938.49	297	.00	2000	3938.49-	297
	21 **	Property Services	174	262.96	151	2000	5938.49	297	.00	2000	3938.49-	297
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1674	.00	0	20000	11200.00	56	.00	20000	8800.00	56
	22 **	Other Contractual Service	1674	.00	0	20000	11200.00	56	.00	20000	8800.00	56
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	174	.00	0	2000	2873.57	144	.00	2000	873.57-	144
	31 **	Public Works Supplies	174	.00	0	2000	2873.57	144	.00	2000	873.57-	144
	32	Library Supplies										
	32 01	Program Supplies	212	.00	0	2500	.00	0	.00	2500	2500.00	0
	32 02	Program Events	212	.00	0	2500	5058.09	202	.00	2500	2558.09-	202
	32 32	Software	49	.00	0	500	.00	0	.00	500	500.00	0
	32 72	Special Events	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	32 75	Audio Visual	49	101.48	207	500	3307.20	661	.00	500	2807.20-	661
	32 78	Electronic Resources	125	.00	0	1500	.00	0	.00	1500	1500.00	0
	32 80	Books	424	72.36	17	5000	2809.51	56	.00	5000	2190.49	56
	32 **	Library Supplies	1495	173.84	12	17500	11174.80	64	.00	17500	6325.20	64
	50	Property										
	50 15	Other Equipment	212	349.00	165	2500	5541.89	222	.00	2500	3041.89-	222
	50 55	Other Capital Outlay	212	.00	0	2500	.00	0	.00	2500	2500.00	0
	50 **	Property	424	349.00	82	5000	5541.89	111	.00	5000	541.89-	111
601	** **	Library	3941	785.80	20	46500	36728.75	79	.00	46500	9771.25	79
60	** **	Culture/Recreation	3941	785.80	20	46500	36728.75	79	.00	46500	9771.25	79
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	3941	785.80	20	46500	36728.75	79	.00	46500	9771.25	79

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	19103	26234.60	137	229214	224585.78	98	.00	229214	4628.22	98
	16 **	Library Personal Services	19103	26234.60	137	229214	224585.78	98	.00	229214	4628.22	98
	18	Other Personal Services										
	18 05	Overtime Civilian	12	.00	0	100	65.25	65	.00	100	34.75	65
	18 **	Other Personal Services	12	.00	0	100	65.25	65	.00	100	34.75	65
	19	Employee Benefits										
	19 05	Medical Insurance	5472	5472.00	100	65664	65664.00	100	.00	65664	.00	100
	19 10	IMRF	2400	3352.51	140	28756	28246.37	98	.00	28756	509.63	98
	19 11	Social Security	1193	1606.75	135	14217	13478.19	95	.00	14217	738.81	95
	19 12	Medicare	278	375.76	135	3325	3152.07	95	.00	3325	172.93	95
	19 **	Employee Benefits	9343	10807.02	116	111962	110540.63	99	.00	111962	1421.37	99
	20	Prof Technical Services										
	20 05	Professional Services	659	.00	0	7875	6075.00	77	.00	7875	1800.00	77
	20 **	Prof Technical Services	659	.00	0	7875	6075.00	77	.00	7875	1800.00	77
	21	Property Services										
	21 36	Equipment Rental	116	435.86	376	1326	1689.27	127	.00	1326	363.27-	127
	21 65	Other Services	524	749.11	143	6189	5267.52	85	.00	6189	921.48	85
	21 **	Property Services	640	1184.97	185	7515	6956.79	93	.00	7515	558.21	93
	22	Other Contractual Service										
	22 02	Dues	77	400.00	520	825	875.00	106	.00	825	50.00-	106
	22 03	Training	100	3.92	4	1200	138.50	12	.00	1200	1061.50	12
	22 25	IT/GIS Service Charge	10775	10772.25	100	129267	129267.00	100	.00	129267	.00	100
	22 **	Other Contractual Service	10952	11176.17	102	131292	130280.50	99	.00	131292	1011.50	99
601	** **	Library	40709	49402.76	121	487958	478503.95	98	.00	487958	9454.05	98
60	** **	Culture/Recreation	40709	49402.76	121	487958	478503.95	98	.00	487958	9454.05	98
DIV	6008	TOTAL ***** Finance	40709	49402.76	121	487958	478503.95	98	.00	487958	9454.05	98

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	52717	70688.33	134	632483	616009.90	97	.00	632483	16473.10	97
	16 **	Library Personal Services	52717	70688.33	134	632483	616009.90	97	.00	632483	16473.10	97
	18	Other Personal Services										
	18 05	Overtime Civilian	30	15.65	52	250	588.51	235	.00	250	338.51-	235
	18 **	Other Personal Services	30	15.65	52	250	588.51	235	.00	250	338.51-	235
	19	Employee Benefits										
	19 05	Medical Insurance	12237	12237.00	100	146844	146844.00	100	.00	146844	.00	100
	19 10	IMRF	6613	8860.15	134	79345	75500.12	95	.00	79345	3844.88	95
	19 11	Social Security	3270	4348.75	133	39229	36815.35	94	.00	39229	2413.65	94
	19 12	Medicare	771	1017.04	132	9175	8609.90	94	.00	9175	565.10	94
	19 **	Employee Benefits	22891	26462.94	116	274593	267769.37	98	.00	274593	6823.63	98
	20	Prof Technical Services										
	20 05	Professional Services	587	244.08	42	7022	3144.85	45	.00	7022	3877.15	45
	20 08	Consulting Services Libr	387	.00	0	4545	65.00	1	.00	4545	4480.00	1
	20 **	Prof Technical Services	974	244.08	25	11567	3209.85	28	.00	11567	8357.15	28
	21	Property Services										
	21 02	Equipment Maintenance	14121	1139.94	8	169375	173378.38	102	.00	169375	4003.38-	102
	21 **	Property Services	14121	1139.94	8	169375	173378.38	102	.00	169375	4003.38-	102
	22	Other Contractual Service										
	22 03	Training	543	.00	0	6450	.00	0	.00	6450	6450.00	0
	22 42	Internet Access	3489	3313.29	95	41846	43545.24	104	.00	41846	1699.24-	104
	22 **	Other Contractual Service	4032	3313.29	82	48296	43545.24	90	.00	48296	4750.76	90
	30	General Supplies										
	30 05	Office Supplies & Equip	34	.00	0	375	178.42	48	.00	375	196.58	48
	30 30	Data System Supplies	2104	19.50	1	25204	18172.11	72	.00	25204	7031.89	72
	30 32	Software Library	13351	3177.35	24	160102	139474.55	87	.00	160102	20627.45	87
	30 33	Documentation Library	12	.00	0	100	.00	0	.00	100	100.00	0
	30 **	General Supplies	15501	3196.85	21	185781	157825.08	85	.00	185781	27955.92	85
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1104	77.89	7	13226	10286.77	78	.00	13226	2939.23	78
	31 **	Public Works Supplies	1104	77.89	7	13226	10286.77	78	.00	13226	2939.23	78
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	300	.00	0	.00	300	300.00	0
	32 32	Software	910	232.73	26	10887	1019.18	9	.00	10887	9867.82	9
	32 **	Library Supplies	935	232.73	25	11187	1019.18	9	.00	11187	10167.82	9

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	2901	6716.88	232	34790	34275.24	99	.00	34790	514.76	99
	50	** Property	2901	6716.88	232	34790	34275.24	99	.00	34790	514.76	99
601	**	** Library	115206	112088.58	97	1381548	1307907.52	95	.00	1381548	73640.48	95
60	**	** Culture/Recreation	115206	112088.58	97	1381548	1307907.52	95	.00	1381548	73640.48	95
DIV	6010	TOTAL *****										
		Information Technology	115206	112088.58	97	1381548	1307907.52	95	.00	1381548	73640.48	95

FUND 291 Memorial Library Fund		DEPT/DIV 6015 Executive Office/Security							ANNUAL	UNENCUMB.	%
BA	ELE OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	
60			Culture/Recreation								
601			Library								
	16		Library Personal Services								
	16	85	Salaries	21674	29239.76	135	260077	248502.43	96	.00	
	16	**	Library Personal Services	21674	29239.76	135	260077	248502.43	96	.00	
	18		Other Personal Services								
	18	05	Overtime Civilian	174	367.48	211	2000	949.15	48	.00	
	18	**	Other Personal Services	174	367.48	211	2000	949.15	48	.00	
	19		Employee Benefits								
	19	05	Medical Insurance	6683	6679.33	100	80152	80151.96	100	.00	
	19	10	IMRF	2414	3459.71	143	28946	29112.32	101	.00	
	19	11	Social Security	1355	1781.93	132	16249	14554.12	90	.00	
	19	12	Medicare	324	416.75	129	3800	3403.89	90	.00	
	19	**	Employee Benefits	10776	12337.72	115	129147	127222.29	99	.00	
	22		Other Contractual Service								
	22	03	Training	49	.00	0	500	184.04	37	.00	
	22	**	Other Contractual Service	49	.00	0	500	184.04	37	.00	
	30		General Supplies								
	30	05	Office Supplies & Equip	39	.00	0	435	.00	0	.00	
	30	**	General Supplies	39	.00	0	435	.00	0	.00	
601	**	**	Library	32712	41944.96	128	392159	376857.91	96	.00	
60	**	**	Culture/Recreation	32712	41944.96	128	392159	376857.91	96	.00	
DIV	6015	TOTAL *****	Security	32712	41944.96	128	392159	376857.91	96	.00	

PREPARED 01/12/2022, 15:40:02
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

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	443112	446246.94	101	5311580	4818905.02	91	.00	5311580	492674.98	91

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services								
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16	85 Salaries	80551	96024.19	119	966557	871845.85	90	966557	94711.15	90
	16	** Library Personal Services	80551	96024.19	119	966557	871845.85	90	966557	94711.15	90
	18	Other Personal Services									
	18	05 Overtime Civilian	174	.00	0	2000	.00	0	2000	2000.00	0
	18	** Other Personal Services	174	.00	0	2000	.00	0	2000	2000.00	0
	19	Employee Benefits									
	19	05 Medical Insurance	10554	10553.08	100	126637	126637.00	100	126637	.00	100
	19	10 IMRF	9226	11466.29	124	110668	102503.38	93	110668	8164.62	93
	19	11 Social Security	4920	5755.77	117	58919	51950.14	88	58919	6968.86	88
	19	12 Medicare	1152	1346.11	117	13780	12149.53	88	13780	1630.47	88
	19	** Employee Benefits	25852	29121.25	113	310004	293240.05	95	310004	16763.95	95
	22	Other Contractual Service									
	22	02 Dues	375	.00	0	4478	2499.00	56	4478	1979.00	56
	22	03 Training	338	33.13	10	3979	1113.99	28	3979	2865.01	28
	22	18 Contr Programs & Exhibits	1589	.00	0	18980	15902.00	84	18980	3078.00	84
	22	** Other Contractual Service	2302	33.13	1	27437	19514.99	71	27437	7922.01	71
	30	General Supplies									
	30	05 Office Supplies & Equip	205	110.08	54	2438	1290.16	53	2438	1147.84	53
	30	** General Supplies	205	110.08	54	2438	1290.16	53	2438	1147.84	53
	32	Library Supplies									
	32	01 Program Supplies	916	663.14	72	10948	7799.97	71	10948	3148.03	71
	32	02 Program Events	2833	1875.59	66	33930	16218.45	48	33930	17711.55	48
	32	90 Circulation Supplies	374	2638.93	706	4477	4088.96	91	4477	388.04	91
	32	** Library Supplies	4123	5177.66	126	49355	28107.38	57	49355	21247.62	57
601	**	** Library	113207	130466.31	115	1357791	1213998.43	89	1357791	143792.57	89
60	**	** Culture/Recreation	113207	130466.31	115	1357791	1213998.43	89	1357791	143792.57	89
DIV	6401	TOTAL ***** Youth Services	113207	130466.31	115	1357791	1213998.43	89	1357791	143792.57	89

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	92827	121369.29	131	1113836	974477.03	88	.00	1113836	139358.97	88
	16 **	Library Personal Services	92827	121369.29	131	1113836	974477.03	88	.00	1113836	139358.97	88
	18	Other Personal Services										
	18 05	Overtime Civilian	87	33.45	38	1000	566.20	57	.00	1000	433.80	57
	18 **	Other Personal Services	87	33.45	38	1000	566.20	57	.00	1000	433.80	57
	19	Employee Benefits										
	19 05	Medical Insurance	12760	12751.83	100	153021	153021.96	100	.00	153021	.96	100
	19 10	IMRF	9669	13521.79	140	115962	108413.14	94	.00	115962	7548.86	94
	19 11	Social Security	5661	7442.06	132	67899	58689.03	86	.00	67899	9209.97	86
	19 12	Medicare	1326	1740.51	131	15879	13725.68	86	.00	15879	2153.32	86
	19 **	Employee Benefits	29416	35456.19	121	352761	333849.81	95	.00	352761	18911.19	95
	22	Other Contractual Service										
	22 02	Dues	249	.00	0	2900	1755.00	61	.00	2900	1145.00	61
	22 03	Training	275	7.11	3	3300	1413.10	43	.00	3300	1886.90	43
	22 18	Contr Programs & Exhibits	480	90.00	19	5760	1410.00	25	.00	5760	4350.00	25
	22 **	Other Contractual Service	1004	97.11	10	11960	4578.10	38	.00	11960	7381.90	38
	30	General Supplies										
	30 05	Office Supplies & Equip	161	21.78	14	1888	884.91	47	.00	1888	1003.09	47
	30 **	General Supplies	161	21.78	14	1888	884.91	47	.00	1888	1003.09	47
	32	Library Supplies										
	32 01	Program Supplies	231	83.46	36	2750	1688.15	61	.00	2750	1061.85	61
	32 90	Circulation Supplies	181	.00	0	2095	828.48	40	.00	2095	1266.52	40
	32 **	Library Supplies	412	83.46	20	4845	2516.63	52	.00	4845	2328.37	52
601	**	** Library	123907	157061.28	127	1486290	1316872.68	89	.00	1486290	169417.32	89
60	**	** Culture/Recreation	123907	157061.28	127	1486290	1316872.68	89	.00	1486290	169417.32	89
DIV	6410	TOTAL ***** Info Services	123907	157061.28	127	1486290	1316872.68	89	.00	1486290	169417.32	89

FUND 291 Memorial Library Fund		DEPT/DIV 6420 User Services/Customer Services							ANNUAL	UNENCUMB.	%
BA ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	117513	135524.73	115	1410112	1163682.88	83	.00	1410112 246429.12 83	
16	**	Library Personal Services	117513	135524.73	115	1410112	1163682.88	83	.00	1410112 246429.12 83	
18		Other Personal Services									
18	05	Overtime Civilian	87	24.26	28	1000	231.53	23	.00	1000 768.47 23	
18	**	Other Personal Services	87	24.26	28	1000	231.53	23	.00	1000 768.47 23	
19		Employee Benefits									
19	05	Medical Insurance	11793	11789.33	100	141472	141471.96	100	.00	141472 .04 100	
19	10	IMRF	11760	14347.53	122	141120	122966.60	87	.00	141120 18153.40 87	
19	11	Social Security	7166	8293.09	116	85992	70951.86	83	.00	85992 15040.14 83	
19	12	Medicare	1686	1939.49	115	20111	16593.66	83	.00	20111 3517.34 83	
19	**	Employee Benefits	32405	36369.44	112	388695	351984.08	91	.00	388695 36710.92 91	
21		Property Services									
21	65	Other Services	301	.00	0	3513	1730.20	49	.00	3513 1782.80 49	
21	**	Property Services	301	.00	0	3513	1730.20	49	.00	3513 1782.80 49	
22		Other Contractual Service									
22	02	Dues	121	25.00	21	1441	1070.00	74	.00	1441 371.00 74	
22	03	Training	232	165.70	71	2773	1733.20	63	.00	2773 1039.80 63	
22	**	Other Contractual Service	353	190.70	54	4214	2803.20	67	.00	4214 1410.80 67	
30		General Supplies									
30	05	Office Supplies & Equip	174	.00	0	2033	1512.77	74	.00	2033 520.23 74	
30	**	General Supplies	174	.00	0	2033	1512.77	74	.00	2033 520.23 74	
32		Library Supplies									
32	01	Program Supplies	87	.00	0	1000	155.39	16	.00	1000 844.61 16	
32	90	Circulation Supplies	720	1013.91	141	8574	6534.27	76	.00	8574 2039.73 76	
32	**	Library Supplies	807	1013.91	126	9574	6689.66	70	.00	9574 2884.34 70	
601	** **	Library	151640	173123.04	114	1819141	1528634.32	84	.00	1819141 290506.68 84	
60	** **	Culture/Recreation	151640	173123.04	114	1819141	1528634.32	84	.00	1819141 290506.68 84	
DIV	6420	TOTAL ***** Customer Services	151640	173123.04	114	1819141	1528634.32	84	.00	1819141 290506.68 84	

FUND 291 Memorial Library Fund		DEPT/DIV 6430 User Services/Accessible Services							ANNUAL	UNENCUMB.	%
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	18709	25847.19	138	224475	218245.64	97	.00	224475	6229.36 97
16	**	Library Personal Services	18709	25847.19	138	224475	218245.64	97	.00	224475	6229.36 97
19		Employee Benefits									
19	05	Medical Insurance	958	948.84	99	11386	11386.08	100	.00	11386	.08- 100
19	10	IMRF	2179	3241.22	149	26060	26949.50	103	.00	26060	889.50- 103
19	11	Social Security	1151	1548.09	135	13691	13000.48	95	.00	13691	690.52 95
19	12	Medicare	276	362.04	131	3202	3040.38	95	.00	3202	161.62 95
19	**	Employee Benefits	4564	6100.19	134	54339	54376.44	100	.00	54339	37.44- 100
22		Other Contractual Service									
22	02	Dues	45	.00	0	518	35.00	7	.00	518	483.00 7
22	03	Training	83	1.68	2	930	57.28	6	.00	930	872.72 6
22	18	Contr Programs & Exhibits	801	.00	0	9590	7090.00	74	.00	9590	2500.00 74
22	**	Other Contractual Service	929	1.68	0	11038	7182.28	65	.00	11038	3855.72 65
30		General Supplies									
30	05	Office Supplies & Equip	49	.00	0	500	404.87	81	.00	500	95.13 81
30	**	General Supplies	49	.00	0	500	404.87	81	.00	500	95.13 81
32		Library Supplies									
32	01	Program Supplies	159	27.89	18	1820	1758.00	97	.00	1820	62.00 97
32	02	Program Events	50	209.91	420	600	496.24	83	.00	600	103.76 83
32	90	Circulation Supplies	93	.00	0	1050	836.93	80	.00	1050	213.07 80
32	**	Library Supplies	302	237.80	79	3470	3091.17	89	.00	3470	378.83 89
601	** **	Library	24553	32186.86	131	293822	283300.40	96	.00	293822	10521.60 96
60	** **	Culture/Recreation	24553	32186.86	131	293822	283300.40	96	.00	293822	10521.60 96
DIV	6430	TOTAL *****									
		Accessible Services	24553	32186.86	131	293822	283300.40	96	.00	293822	10521.60 96

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BGDT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	44036	57990.60	132	528322	490419.25	93	.00	528322	37902.75	93
	16 **	Library Personal Services	44036	57990.60	132	528322	490419.25	93	.00	528322	37902.75	93
	19	Employee Benefits										
	19 05	Medical Insurance	4189	4182.59	100	50191	50191.08	100	.00	50191	.08-	100
	19 10	IMRF	4938	6756.37	137	59234	57675.21	97	.00	59234	1558.79	97
	19 11	Social Security	2694	3587.11	133	32251	29761.41	92	.00	32251	2489.59	92
	19 12	Medicare	635	838.90	132	7543	6960.46	92	.00	7543	582.54	92
	19 **	Employee Benefits	12456	15364.97	123	149219	144588.16	97	.00	149219	4630.84	97
	22	Other Contractual Service										
	22 02	Dues	189	.00	0	2246	1510.00	67	.00	2246	736.00	67
	22 03	Training	49	.00	0	500	99.00	20	.00	500	401.00	20
	22 42	Internet Access	320	.00	0	3840	3840.00	100	.00	3840	.00	100
	22 66	Outside Reference Service	256	.00	0	2973	2974.00	100	.00	2973	1.00-	100
	22 **	Other Contractual Service	814	.00	0	9559	8423.00	88	.00	9559	1136.00	88
	30	General Supplies										
	30 05	Office Supplies & Equip	62	.00	0	700	561.76	80	.00	700	138.24	80
	30 07	Supplies Reimb by Patrons	50	.00	0	600	542.74	91	.00	600	57.26	91
	30 **	General Supplies	112	.00	0	1300	1104.50	85	.00	1300	195.50	85
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	424	331.53	78	5000	2649.20	53	.00	5000	2350.80	53
	31 **	Public Works Supplies	424	331.53	78	5000	2649.20	53	.00	5000	2350.80	53
	32	Library Supplies										
	32 01	Program Supplies	62	.00	0	700	41.57	6	.00	700	658.43	6
	32 78	Electronic Resources	31249	49.90-	0	374867	363064.74	97	.00	374867	11802.26	97
	32 90	Circulation Supplies	134	311.96	233	1575	1124.93	71	.00	1575	450.07	71
	32 **	Library Supplies	31445	262.06	1	377142	364231.24	97	.00	377142	12910.76	97
601	** **	Library	89287	73949.16	83	1070542	1011415.35	95	.00	1070542	59126.65	95
60	** **	Culture/Recreation	89287	73949.16	83	1070542	1011415.35	95	.00	1070542	59126.65	95
DIV	6450	TOTAL ***** Digital Services	89287	73949.16	83	1070542	1011415.35	95	.00	1070542	59126.65	95

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services								
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	BUDGET	BALANCE	BDGT
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	73075	99155.38	136	876856	814862.50	93	876856	61993.50	93
16	**	Library Personal Services	73075	99155.38	136	876856	814862.50	93	876856	61993.50	93
18		Other Personal Services									
18	05	Overtime Civilian	18	21.03	117	150	143.38	96	150	6.62	96
18	**	Other Personal Services	18	21.03	117	150	143.38	96	150	6.62	96
19		Employee Benefits									
19	05	Medical Insurance	18577	18574.25	100	222891	222891.00	100	222891	.00	100
19	10	IMRF	9003	12436.68	138	108014	102309.51	95	108014	5704.49	95
19	11	Social Security	4454	5924.21	133	53404	48625.50	91	53404	4778.50	91
19	12	Medicare	1050	1385.48	132	12490	11371.80	91	12490	1118.20	91
19	**	Employee Benefits	33084	38320.62	116	396799	385197.81	97	396799	11601.19	97
20		Prof Technical Services									
20	81	OCLC Services	5261	.00	0	63110	63749.86	101	63110	639.86-	101
20	**	Prof Technical Services	5261	.00	0	63110	63749.86	101	63110	639.86-	101
21		Property Services									
21	64	Access Services	337	130.00	39	4000	4370.14	109	4000	370.14-	109
21	**	Property Services	337	130.00	39	4000	4370.14	109	4000	370.14-	109
22		Other Contractual Service									
22	02	Dues	212	.00	0	2478	1375.00	56	2478	1103.00	56
22	03	Training	87	21.47	25	1000	462.73	46	1000	537.27	46
22	85	Processing Services	9037	1844.31	20	108400	58830.69	54	108400	49569.31	54
22	**	Other Contractual Service	9336	1865.78	20	111878	60668.42	54	111878	51209.58	54
30		General Supplies									
30	05	Office Supplies & Equip	125	202.42	162	1500	1385.08	92	1500	114.92	92
30	33	Documentation Library	80	.00	0	905	904.56	100	905	.44	100
30	**	General Supplies	205	202.42	99	2405	2289.64	95	2405	115.36	95
32		Library Supplies									
32	03	Binding	24	.00	0	200	1097.63	549	200	897.63-	549
32	05	Processing Supplies	2500	1301.34	52	30000	13625.57	45	30000	16374.43	45
32	75	Audio Visual	44589	29533.03	66	534980	395871.19	74	534980	139108.81	74
32	80	Books	60223	37437.49	62	722676	572251.06	79	722676	150424.94	79
32	90	Circulation Supplies	543	.00	0	6450	2277.35	35	6450	4172.65	35
32	95	Periodicals	9948	2593.28	26	119365	111055.56	93	119365	8309.44	93
32	**	Library Supplies	117827	70865.14	60	1413671	1096178.36	78	1413671	317492.64	78
601	**	Library	239143	210560.37	88	2868869	2427460.11	85	2868869	441408.89	85
60	**	Culture/Recreation	239143	210560.37	88	2868869	2427460.11	85	2868869	441408.89	85
DIV 6470 TOTAL *****											

PREPARED 01/12/2022, 15:40:02
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 100% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	239143	210560.37	88	2868869	2427460.11	85	.00	2868869	441408.89	85

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										
16		Library Personal Services										
16	85	Salaries	27109	28790.48	106	325231	179782.62	55	.00	325231	145448.38	55
16	**	Library Personal Services	27109	28790.48	106	325231	179782.62	55	.00	325231	145448.38	55
18		Other Personal Services										
18	05	Overtime Civilian	24	.65	3	200	167.38	84	.00	200	32.62	84
18	**	Other Personal Services	24	.65	3	200	167.38	84	.00	200	32.62	84
19		Employee Benefits										
19	05	Medical Insurance	4441	4431.83	100	53182	53181.96	100	.00	53182	.04	100
19	10	IMRF	3346	3648.00	109	40086	22609.49	56	.00	40086	17476.51	56
19	11	Social Security	1658	1790.37	108	19819	11073.97	56	.00	19819	8745.03	56
19	12	Medicare	389	418.73	108	4635	2589.96	56	.00	4635	2045.04	56
19	**	Employee Benefits	9834	10288.93	105	117722	89455.38	76	.00	117722	28266.62	76
20		Prof Technical Services										
20	05	Professional Services	837	.00	0	10000	.00	0	.00	10000	10000.00	0
20	20	Legal Services	424	.00	0	5000	.00	0	.00	5000	5000.00	0
20	40	General Insurance	18	.00	0	216	1288.00	596	.00	216	1072.00	596
20	**	Prof Technical Services	1279	.00	0	15216	1288.00	9	.00	15216	13928.00	9
21		Property Services										
21	02	Equipment Maintenance	589	.00	0	6980	4898.10	70	.00	6980	2081.90	70
21	11	Building Maintenance	2248	1228.10	55	26866	11587.55	43	.00	26866	15278.45	43
21	36	Equipment Rental	87	.00	0	1000	.00	0	.00	1000	1000.00	0
21	60	Water and Sewer Service	100	.00	0	1200	390.34	33	.00	1200	809.66	33
21	65	Other Services	12	15.22	127	100	35.04	35	.00	100	64.96	35
21	**	Property Services	3036	1243.32	41	36146	16911.03	47	.00	36146	19234.97	47
22		Other Contractual Service										
22	02	Dues	134	.00	0	1575	680.00	43	.00	1575	895.00	43
22	03	Training	87	.00	0	1000	451.96	45	.00	1000	548.04	45
22	18	Contr Programs & Exhibits	650	.00	0	7800	.00	0	.00	7800	7800.00	0
22	42	Internet Access	125	231.99	186	1500	1749.41	117	.00	1500	249.41	117
22	**	Other Contractual Service	996	231.99	23	11875	2881.37	24	.00	11875	8993.63	24
30		General Supplies										
30	05	Office Supplies & Equip	174	.00	0	2000	1516.73	76	.00	2000	483.27	76
30	07	Supplies Reimb by Patrons	625	1624.56	260	7500	6922.97	92	.00	7500	577.03	92
30	51	Heating Fuel	3345	663.79	20	40140	3735.67	9	.00	40140	36404.33	9
30	**	General Supplies	4144	2288.35	55	49640	12175.37	25	.00	49640	37464.63	25
31		Public Works Supplies										
31	45	Janitorial Supplies	624	.00	0	7400	323.95	4	.00	7400	7076.05	4
31	85	Small Tools and Equipment	424	153.95	36	5000	4723.33	95	.00	5000	276.67	95
31	**	Public Works Supplies	1048	153.95	15	12400	5047.28	41	.00	12400	7352.72	41

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	2307.39	308	9000	5075.88	56	.00	9000	3924.12	56
	32 **	Library Supplies	750	2307.39	308	9000	5075.88	56	.00	9000	3924.12	56
	50	Property										
	50 15	Other Equipment	837	.00	0	10000	.00	0	.00	10000	10000.00	0
	50 **	Property	837	.00	0	10000	.00	0	.00	10000	10000.00	0
601	** **	Library	49057	45305.06	92	587430	312784.31	53	.00	587430	274645.69	53
60	** **	Culture/Recreation	49057	45305.06	92	587430	312784.31	53	.00	587430	274645.69	53
DIV	6480	TOTAL ***** Belmont Makerspace	49057	45305.06	92	587430	312784.31	53	.00	587430	274645.69	53
DEPT	64	TOTAL ***** User Services	829818	858024.90	103	9951447	8433542.68	85	.00	9951447	1517904.32	85
FUND	291	TOTAL ***** Memorial Library Fund	1272930	1304271.84	103	15263027	13252447.70	87	.00	15263027	2010579.30	87
GRAND		TOTAL *****	1272930	1304271.84	103	15263027	13252447.70	87	.00	15263027	2010579.30	87

PREPARED 01/12/2022, 15:40:10
PROGRAM: GM267L
Village of Arlington Heights

DETAIL BUDGET REPORT
100% OF YEAR LAPSED

PAGE 1
ACCOUNTING PERIOD 12/2021

REPORT SELECTIONS

Fiscal year : 2021
Fund : 491
All Departments
All Divisions
Suppress accounts with zero balances : Y

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	2087	.00	0	25000	9264.87	37	.00	25000	15735.13	37
	50 **	Property	2087	.00	0	25000	9264.87	37	.00	25000	15735.13	37
601	** **	Library	2087	.00	0	25000	9264.87	37	.00	25000	15735.13	37
60	** **	Culture/Recreation	2087	.00	0	25000	9264.87	37	.00	25000	15735.13	37
DIV	6001	TOTAL *****										
		Administration	2087	.00	0	25000	9264.87	37	.00	25000	15735.13	37

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	83337	.00	0	1000000	.00	0	.00	1000000	1000000.00	0
	50 **	Property	83337	.00	0	1000000	.00	0	.00	1000000	1000000.00	0
601	** **	Library	83337	.00	0	1000000	.00	0	.00	1000000	1000000.00	0
60	** **	Culture/Recreation	83337	.00	0	1000000	.00	0	.00	1000000	1000000.00	0
DIV	6020	TOTAL ***** Facilities	83337	.00	0	1000000	.00	0	.00	1000000	1000000.00	0
DEPT	60	TOTAL ***** Executive Office	85424	.00	0	1025000	13921.55	1	.00	1025000	1011078.45	1

FUND 491 Capital Projects-Library		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										
	50		Property										
	50	55	Other Capital Outlay	94656	2108.00	2	1041236	1016327.15	98	.00	1041236	24908.85	98
	50	**	Property	94656	2108.00	2	1041236	1016327.15	98	.00	1041236	24908.85	98
601	**	**	Library	94656	2108.00	2	1041236	1016327.15	98	.00	1041236	24908.85	98
60	**	**	Culture/Recreation	94656	2108.00	2	1041236	1016327.15	98	.00	1041236	24908.85	98
DIV	6480		TOTAL ***** Belmont Makerspace	94656	2108.00	2	1041236	1016327.15	98	.00	1041236	24908.85	98
DEPT	64		TOTAL ***** User Services	94656	2108.00	2	1041236	1016327.15	98	.00	1041236	24908.85	98
FUND	491		TOTAL ***** Capital Projects-Library	180080	2108.00	1	2066236	1030248.70	50	.00	2066236	1035987.30	50
GRAND			TOTAL *****	180080	2108.00	1	2066236	1030248.70	50	.00	2066236	1035987.30	50

January 18, 2022

(Action Item 3)

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

Fund Number	Fund Name	Fund Total
291	General Fund - Library (December Invoices)	\$155,048.18
491	Capital Projects Fund - Library (December Invoices)	\$2,108.00
Total Disbursements		<u>\$157,156.18</u>
Payrolls Paid		
12/3/2021		\$279,946.48
12/17/2021		\$287,535.86
12/30/2021		\$296,418.14
		<u>\$863,900.48</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
12/31/2021	Group Insurance	\$115,533.33
12/31/2021	IMRF	\$101,776.32
12/31/2021	Social Security	\$52,097.70
12/31/2021	Medicare	\$12,184.10
		<u>\$281,591.45</u>
Total Disbursed		<u>\$1,302,648.11</u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
82784	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	CORPORATE CASHBACK	175.92-	
		291-0000-140.05-00	PLA CONF FLIGHT-J DUNCAN	385.80	209.88
82806	DISCOUNT SCHOOL SUPPLY	291-0000-140.05-00	PREPAID DISCOUNT SCHOOL S	20.16	20.16
82812	FRIENDS OF THE LIBRARY	291-0000-489.90-00	2021 FOL BAG SALES	284.55	284.55
82818	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED DECEMBER	5,032.13	
		291-0000-210.99-00	FSA DEP DECEMBER	1,671.51	6,703.64
82819	HARTWIG, CYNTHIA	291-0000-436.75-00	HENDRICKSON ROOM REFUNDS	50.00	50.00
82832	KELLEN, PATRICIA ANN	291-0000-436.75-00	HENDRICKSON ROOM REFUND	25.00	25.00
***** DIVISION TOTAL ****					7,293.23
***** DEPARTMENT TOTAL **					7,293.23

DEPARTMENT: 60 Executive Office
 82779 AMAZON.COM CREDIT

DIVISION: 01

		291-6001-601.30-05	OFFICE SUPPLIES	17.38	
		291-6001-601.30-05	OFFICE SUPPLIES	77.31	
		291-6001-601.30-05	OFFICE SUPPLIES	96.26	
		291-6001-601.30-05	OFFICE SUPPLIES	19.12	210.07
82782	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	OPEN MIKE SUPPLIES	19.97	
		291-6001-601.22-03	OPEN MIKE SUPPLIES	14.00	
		291-6001-601.22-03	MILEAGE - J DOREN	5.26	
		291-6001-601.22-03	OPEN MIKE REFRESHMENTS	38.88	78.11
82784	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.50-15	FELT WALL PANELS	426.55	
		291-6001-601.40-96	CLEAR PANEL MASKS	137.32	563.87
82811	FEDEX	291-6001-601.22-05	POSTAGE	8.90	8.90
82818	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES DECEMBER	156.75	156.75
82849	ROBBINS SCHWARTZ	291-6001-601.20-20	LEGAL SERVS 10/26	107.50	
		291-6001-601.20-20	LEGAL SERVS 11/15	50.00	
		291-6001-601.20-20	LEGAL SERVS 10/22&10/26	150.00	307.50
82857	STAPLES	291-6001-601.30-05	OFFICE SUPPLIES	76.44	76.44
***** DIVISION TOTAL ****					1,401.64

Communications and Marketing

DEPARTMENT: 60 Executive Office
 82779 AMAZON.COM CREDIT

DIVISION: 02
 291-6002-601.32-72 FOLDERS

79.96

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6002-601.31-85	VINYL CUTTER PLOTTER	1,895.00	1,974.96
82784	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	ISSUU ANNUAL RENEWAL	474.00	
		291-6002-601.21-65	FACEBOOK ADVERTISING	11.41	
		291-6002-601.22-10	VOLUNTEER HOLIDAY CARD	25.00-	
		291-6002-601.22-10	STAFF HOLIDAY CARD	16.88-	
		291-6002-601.22-10	BUSINESS CARDS - C SHIN	53.79	
		291-6002-601.22-10	STAFF HOLIDAY CARD	296.62	
		291-6002-601.31-85	VINYL CUTTER PLOTTER	2,013.44-	
		291-6002-601.31-85	VINYL CUTTER PLOTTER	2,013.44	793.94
82791	BLICK ART MATERIALS	291-6002-601.30-05	STORAGE BINS AND LIDS	224.10	224.10
82794	CARDINAL COLORGROUP	291-6002-601.22-10	DECEMBER NEWSLETTER	10,218.00	10,218.00
82860	ULINE	291-6002-601.30-05	FLAGGING TAPE	33.90	33.90
82863	VISOGRAPHIC, INC	291-6002-601.22-10	WINTER READING PROGRAM LO	459.01	459.01
82866	4ALL PROMOTIONS	291-6002-601.32-72	AHML PENS GIVEAWAYS	95.00	
		291-6002-601.32-72	MOOD PENCIL GIVEAWAYS	825.00	920.00
***** DIVISION TOTAL ****					14,623.91

Human Resources

82777	ACCURATE EMPLOYMENT SCREENING LLC	291-6003-601.21-65	EMPLOYEE & VOL SCREENING	257.10	257.10
82779	AMAZON.COM CREDIT	291-6003-601.40-70	TEEN VOL APPRECIATION	174.00	174.00
82782	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	STAFF RETIREMENT PARTY	19.99	
		291-6003-601.40-70	STAFF RETIREMENT PARTY	30.01	
		291-6003-601.22-55	YEAR OF YOU SUPPLIES	14.50	64.50
82784	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-02	SHRM MEMBERSHIP - L HAACK	219.00	
		291-6003-601.40-70	DSSC GINGERBREAD HOUSES	179.82	
		291-6003-601.40-70	DSSC GINGERBREAD HOUSES	195.03	
		291-6003-601.40-70	DSSC GINGERBREAD HOUSES	199.80	793.65
82798	CERTIF-A-GIFT COMPANY	291-6003-601.40-70	VOLUNTEER GIFT REDEMPTION	20.00	20.00
82807	DOREN, JULIE	291-6003-601.22-55	YEAR OF YOU 2021-DECEMBER	277.46	277.46
82808	DWORIANYN, RICH	291-6003-601.40-62	TUITION REIMBURSEMENT	1,318.50	1,318.50
82810	ESAU, ALEXANDER D.	291-6003-601.40-62	TUITION REIMBURSEMENT	1,326.00	1,326.00
82828	JARED, BRIAN	291-6003-601.40-62	TUITION REIMBURSEMENT	2,876.81	2,876.81
82839	MORAVEC, JANET	291-6003-601.22-55	YEAR OF YOU 2021-DEC	339.71	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					339.71
82851	ROUNDY'S INC	291-6003-601.40-70	DSSC HOT COCOA	15.35	15.35
82864	WILLIAMS, MATTHEW	291-6003-601.40-62	TUITION REIMBURSEMENT	879.00	879.00

***** DIVISION TOTAL **** *Gifts and Grants* 8,342.08

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office				
82779	AMAZON.COM CREDIT	291-6004-601.32-80	BOOKS IN MEMORY OF	30.18	30.18
82780	AMBIUS (19)	291-6004-601.21-65	REG SERVS JANUARY	236.97	236.97
82782	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.21-65	POINSETTIA PLANT	25.99	25.99
82784	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.50-15	ESL FURNITURE TAX REFUND	17.50-	
		291-6004-601.50-15	ESL FURNITURE	366.50	349.00
82787	BAKER & TAYLOR	291-6004-601.32-80	BOOKS	42.18	42.18
82838	MIDWEST TAPE	291-6004-601.32-75	AV MTLs	45.49	
		291-6004-601.32-75	AV MTLs	55.99	101.48

***** DIVISION TOTAL **** *Finance* 785.80

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office				
82782	ARLINGTON HTS MEMORIAL LIBRARY	291-6008-601.22-03	MILEAGE - S BECKMAN	1.12	
		291-6008-601.22-03	MILEAGE - L SCHEINER	1.12	
		291-6008-601.22-03	MILEAGE - L SCHEINER	1.68	
		291-6008-601.21-65	PETTY CASH DISCREPANCY	9.99	13.91
82784	ARLINGTON HTS MEMORIAL LIBRARY	291-6008-601.21-36	POSTAGE METER MAINTENANCE	435.86	435.86
82823	IL GOVERNMENT FINANCE OFFICERS ASS	291-6008-601.22-02	IGFOA DUES - T SARA	400.00	400.00

***** DIVISION TOTAL **** *Information Technology* 849.77

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office				
82779	AMAZON.COM CREDIT	291-6010-601.31-85	POWER CABLE	9.29	
		291-6010-601.31-85	LIGHTNING CABLES	68.60	77.89
82784	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.22-42	EMERGENCY TEXTING SERVICE	94.98	
		291-6010-601.30-32	ZOOM SUBSCRIPTION ANNUAL	2,478.90	
		291-6010-601.20-05	SSL CERTIFICATE RENEWAL	189.98	
		291-6010-601.20-05	PAYFLOW PRO SUBSCRIPTION	54.10	
		291-6010-601.22-42	PUBLIC INTERNET SERVICE	343.35	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.22-42	PUBLIC INTERNET SERVICE	149.77	
		291-6010-601.22-42	ADT SECURITY MAKERPLACE	51.99	
		291-6010-601.30-32	YOUTUBE PREMIUM SUBSCRIPT	11.99	
		291-6010-601.30-32	VOLUNTEER SOFTWARE SUBSCR	165.00	
		291-6010-601.30-32	OFFICE 365 PHONE BRIDGE	1.50	
		291-6010-601.32-32	ITUNES APP FOR KW IPAD	8.48	
		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	AMAZON S3 STORAGE	341.00	
		291-6010-601.30-32	GOOGLE GSUITE SUBSCRIPT	54.00	
		291-6010-601.30-32	TRELLO SUBSCRIPTION	35.00	
		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	
		291-6010-601.32-32	SKETCHUP PRO SUBSCRIPTION	224.25	4,294.25
82805	DELL MARKETING L.P.	291-6010-601.50-12	LAPTOPS FOR STAFF USE	6,716.88	6,716.88
82825	IMAGE SYSTEMS & BUSINESS SOLUTIONS	291-6010-601.21-02	EQUIPMENT MAINTENANCE	161.22	161.22
82826	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	489.75	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	297.74	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	191.23	
		291-6010-601.30-30	COPIER TONER	19.50	998.22
82862	VERIZON WIRELESS	<- 291-6010-601.22-42	TELEPHONE 11/26-12/25	353.86	353.86
82865	WOW BUSINESS	291-6010-601.22-42	INTERNET 12/13-1/12	2,319.34	2,319.34
***** DIVISION TOTAL ****					14,921.66

Facilities

82778	ALTORFER INDUSTRIES INC	291-6020-601.21-02	FUEL SYSTEM REPAIR	1,931.00	
		291-6020-601.21-02	EQUIPMENT MAINTENANCE	860.75	2,791.75
82779	AMAZON.COM CREDIT	291-6020-601.21-11	MAINTENANCE SUPPLIES	52.00-	52.00-
82784	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-07	SEAT COVER FOR BOOKMOBILE	149.18	149.18
82786	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	983.52	983.52
82800	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	NEW STEAM CANISTER	695.00	
		291-6020-601.21-11	BOILER CLEANING	2,350.00	3,045.00
82815	GARDEN GUY, INC.	291-6020-601.21-11	FALL CLEANUP AHML	200.00	200.00
82816	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	52.00	52.00
82821	HOME DEPOT PRO (FORMER SUPPLYWORKS)	291-6020-601.31-45	JANITORIAL SUPPLIES	103.67	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					103.67
82822	IGS ENERGY	291-6020-601.30-51	NATURAL GAS NOVEMBER	2,760.63	2,760.63
82836	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTENANCE	94.96	94.96
82837	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERV S DECEMBER	60.00	60.00
82840	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT	115.98	115.98
82846	QUILL LLC	291-6020-601.31-45	JANITORIAL SUPPLIES	216.08	216.08
82847	RAMROD DISTRIBUTORS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	842.62	842.62
82848	RENT RITE EQUIPMENT CO	291-6020-601.21-36	LIFT RENTAL TO REPLACE PA	391.50	391.50
82854	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	31.58	
		291-6020-601.21-11	BLDG MAINTENANCE	13.99	
		291-6020-601.21-11	BLDG MAINTENANCE	35.98	
		291-6020-601.21-11	BLDG MAINTENANCE	3.46	
		291-6020-601.21-11	BLDG MAINTENANCE	27.98	112.99
82855	STANDARD ELEVATOR CO	291-6020-601.21-11	PHONE REPLACEMENT 12/3	1,338.68	1,338.68
82857	STAPLES	291-6020-601.31-45	JANITORIAL SUPPLIES	1,091.90	1,091.90
82858	TENNANT SALES AND SERVICE COMPANY	291-6020-601.21-11	BRUSHES F/SWEEPER	1,276.60	1,276.60
***** DIVISION TOTAL ****					15,575.06
***** DEPARTMENT TOTAL **					56,499.92

Youth Services

ACCOUNT	DESCRIPTION	AMOUNT
291-6401-601.32-01	CRAFT TABLE STICKERS	10.99
291-6401-601.32-01	CRAFT TABLE SUPPLIES	24.51
291-6401-601.32-01	CRAFT TABLE SUPPLIES	5.99
291-6401-601.32-02	MARVEL MARATHON SUPPLIES	17.79
291-6401-601.32-02	MARVEL MARATHON SUPPLIES	53.96
291-6401-601.32-02	MARVEL MARATHON SUPPLIES	5.99
291-6401-601.32-02	TWEEN READING CHALLENGE	27.98
291-6401-601.32-90	TEEN LITCRATE SUPPLIES	143.31
291-6401-601.32-90	TEEN LITCRATE SUPPLIES	51.98
291-6401-601.32-90	TEEN LITCRATE SUPPLIES	629.43
291-6401-601.32-90	TEEN LITCRATE SUPPLIES	119.70
291-6401-601.32-01	TWEEN CRAFT SUPPLIES	14.56
291-6401-601.32-01	TWEEN CRAFT SUPPLIES	15.99
291-6401-601.32-02	PARENTS TURN SUPPLIES	18.99
291-6401-601.32-90	LITCRATE GIVEAWAY RETURN	119.92-
291-6401-601.32-90	LITCRATE GIVEAWAY	567.61
291-6401-601.32-90	LITCRATE GIVEAWAY	188.15

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-90	LITCRATE GIVEAWAY	19.58	
		291-6401-601.32-90	LITCRATE GIVEAWAY	19.58	
		291-6401-601.32-90	LITCRATE GIVEAWAY	18.59	
		291-6401-601.32-90	LITCRATE GIVEAWAY	72.00	
		291-6401-601.32-90	LITCRATE GIVEAWAY	48.36	
		291-6401-601.32-90	LITCRATE GIVEAWAY	119.92	
		291-6401-601.30-05	FAMILY PLACE LIB SUPPLIES	99.90	
		291-6401-601.32-01	TWEEN DIY KIT SUPPLIES	31.75	
		291-6401-601.32-01	TWEEN DIY KIT SUPPLIES	14.80	
		291-6401-601.30-05	WALL CALENDAR	10.18	
		291-6401-601.32-02	ELEMENTARY PROGRAM SUPPLY	15.99	
		291-6401-601.32-02	ELEMENTARY PROGRAM SUPPLY	105.33	
		291-6401-601.32-90	TEEN LITCRATE GIVEAWAYS	115.55	
		291-6401-601.32-90	TEEN LITCRATE GIVEAWAYS	8.29	
		291-6401-601.32-90	TEEN LITCRATE GIVEAWAYS	29.97	
		291-6401-601.32-90	TEEN LITCRATE GIVEAWAYS	26.97	
		291-6401-601.32-90	TEEN LITCRATE GIVEAWAYS	26.97	
		291-6401-601.32-90	TEEN LITCRATE GIVEAWAYS	14.19	
		291-6401-601.32-90	TEEN LITCRATE GIVEAWAYS	170.97	2,691.96
82782	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-01	IMAGINATION STATION SUPPL	13.98	
		291-6401-601.22-03	MILEAGE - L DAKAS	16.79	
		291-6401-601.32-01	IMAGINATION STATION SUPPL	41.98	
		291-6401-601.32-02	MAKE A GIFT SUPPLIES	25.02	
		291-6401-601.32-02	MAKE A GIFT SUPPLIES	20.44	
		291-6401-601.32-01	IMAGINATION STATION SUPPL	22.98	
		291-6401-601.32-02	BOOK DISCUSSION SUPPLIES	24.84	
		291-6401-601.22-03	MILEAGE - E KOCH	16.34	
		291-6401-601.32-02	BOOKS N BITES SUPPLIES	23.88	
		291-6401-601.32-01	TWEEN DIY SUPPLIES	30.44	
		291-6401-601.32-01	TEEN DIY SUPPLIES	38.99	
		291-6401-601.32-01	TEEN DIY SUPPLIES	22.99	
		291-6401-601.32-02	PROGRAM SUPPLIES	37.99	
		291-6401-601.32-02	THROWBACK THURSDAY, 12/30	38.22	374.88
82783	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	WINTER READING CHALLENGE	109.79	
		291-6401-601.32-02	WINTER READING CHALLENGE	2.19	111.98
82784	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	WINTER READING CHALLENGE	155.00	
		291-6401-601.32-02	DIY GIFT SUPPLIES	2.97	
		291-6401-601.32-02	YOUTH PROGRAM CHAIRS	1,101.95	1,259.92
82806	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-01	IMAGINATION STATION SUPPL	94.53	
		291-6401-601.32-01	IMAGINATION STATION SUPPL	60.47	
		291-6401-601.32-01	IMAGINATION STATION SUPPL	150.49	305.49
82813	FUN EXPRESS LLC	291-6401-601.32-02	SUPPLIES F/ALMOST NEW YEA	82.15	
		291-6401-601.32-01	SUPPLIES F/WINTER PASSIVE	67.70	149.85
82846	QUILL LLC	291-6401-601.32-90	TEEN LITCRATE GIVEAWAYS	42.00	42.00
82852	SCHOLASTIC INC. EDUCATION	291-6401-601.32-02	PROGRAM EVENTS	5.12	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					5.12
82860	ULINE	291-6401-601.32-90	ZIP TIES	379.67	379.67

***** DIVISION TOTAL **** *Info Services* 5,320.87

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 10			
82782	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	MILEAGE - D MALIK	7.11	
		291-6410-601.32-01	OUTREACH REFRESHMENTS	23.51	30.62
82789	BENNETT, BRUCE	291-6410-601.22-18	RESUME REVIEWS DECEMBER	30.00	30.00
82834	MADAY, JULIE I	291-6410-601.22-18	RESUME REVIEWS DECEMBER	60.00	60.00
82856	STANFIELD, ALISA	291-6410-601.32-01	JANE AUSTEN PROGRAM 12/12	59.95	59.95
82857	STAPLES	291-6410-601.30-05	OFFICE SUPPLIES	21.78	21.78

***** DIVISION TOTAL **** *Circulation* 202.35

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
82779	AMAZON.COM CREDIT	291-6420-601.32-90	SEAT CUSHION BOOKMOBILE	35.21	35.21
82782	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	MILEAGE - M WILLIAMS	3.14	
		291-6420-601.22-03	MILEAGE - R KUNKEL	3.14	
		291-6420-601.22-03	MILEAGE - J VARTIVARIAN	3.14	
		291-6420-601.22-02	REFORMA MEMBERSHIP-C SHIN	25.00	
		291-6420-601.32-90	BOOKMOBILE LANTERN	29.97	
		291-6420-601.22-03	MILEAGE - M MAIER	6.28	70.67
82784	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	NWHCC GALA - B COLEMAN &	150.00	
		291-6420-601.32-90	RECEIPT PAPER	948.73	1,098.73

***** DIVISION TOTAL **** *Senior and Accessible Services* 1,204.61

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 30			
82779	AMAZON.COM CREDIT	291-6430-601.32-01	PROGRAM SUPPLIES	27.89	27.89
82782	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.22-03	MILEAGE - E AKDENIZ	1.68	1.68
82791	BLICK ART MATERIALS	291-6430-601.32-01	ART WITH ALAYNE SEPT-OCT	44.10	
		291-6430-601.32-02	ART WITH ALAYNE SUPPLIES	209.91	165.81

***** DIVISION TOTAL **** 195.38

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Programs and Exhibits</i>		
82779	AMAZON.COM CREDIT	291-6440-601.32-02	MAKERPLACE PROGRAM SPLS	142.94	
		291-6440-601.32-02	BAKERY BOXES	47.98	190.92
82781	AMERICAN BUTTON MACHINES	291-6440-601.32-02	BUTTON SUPPLIES	432.52	432.52
82782	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM SUPPLIES	35.80	35.80
82784	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	CULINARY PROGRAM APRONS	51.01-	
		291-6440-601.32-02	CULINARY PROGRAM APRONS	561.01	
		291-6440-601.32-02	BOOK GIVEAWAYS	151.84	
		291-6440-601.32-02	KITCHEN PROGRAM MATERIALS	1,803.97	2,465.81
82851	ROUNDY'S INC	291-6440-601.32-02	CULINARY SUPPLIES	63.88	63.88
82853	SCRATCHBOARD KITCHEN	291-6440-601.32-02	FOOD INGR F/CULINARY PROG	399.75	
		291-6440-601.32-02	FOOD INGR F/CULINARY PROG	349.12	748.87

***** DIVISION TOTAL **** *Digital Services* 3,937.80

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50			
82779	AMAZON.COM CREDIT	291-6450-601.31-85	STUDIO SUPPLIES	136.56	
		291-6450-601.31-85	HDMI DONGLE	19.99	
		291-6450-601.31-85	HDMI DONGLE RETURN	19.99-	136.56
82785	B & H PHOTO VIDEO	291-6450-601.31-85	COLORED BACKDROP F/STUDIO	129.98	
		291-6450-601.31-85	COLORED BACKDROP F/STUDIO	64.99	194.97
82841	NEW READERS PRESS	291-6450-601.32-78	NEWS FOR YOU ONLINE SUBSC	449.10	449.10
82846	QUILL LLC	291-6450-601.32-90	OFFICE SUPPLIES F/DSG	198.90	198.90
82857	STAPLES	291-6450-601.32-90	CIRCULATION SUPPLIES	113.06	113.06

***** DIVISION TOTAL **** *Collection Services* 1,092.59

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 70			
82779	AMAZON.COM CREDIT	291-6470-601.32-80	BOOKS	57.30	
		291-6470-601.32-80	BOOKS	11.95	
		291-6470-601.32-80	BOOKS	12.59	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	27.95	
		291-6470-601.32-80	BOOKS	8.54	
		291-6470-601.32-80	BOOKS	36.78	
		291-6470-601.32-80	BOOKS	14.29	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	9.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	11.48	
		291-6470-601.32-80	BOOKS	13.84	
		291-6470-601.32-80	BOOKS	19.37	
		291-6470-601.32-75	AV MATERIALS	11.29	
		291-6470-601.32-75	AV MATERIALS	99.90	
		291-6470-601.32-75	AV MATERIALS	29.74	
		291-6470-601.32-75	AV MATERIALS	36.89	
		291-6470-601.32-75	AV MATERIALS	5.00	
		291-6470-601.32-75	AV MATERIALS	18.99	
		291-6470-601.32-75	AV MATERIALS	179.97	
		291-6470-601.32-75	AV MATERIALS	14.96	
		291-6470-601.32-75	AV MATERIALS	16.14	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	1.00-	
		291-6470-601.32-80	BOOKS	6.09	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	10.80	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	16.19	
		291-6470-601.32-80	BOOKS	23.97	
		291-6470-601.32-80	BOOKS	22.10	
		291-6470-601.32-80	BOOKS	23.97	
		291-6470-601.32-80	BOOKS	19.80	
		291-6470-601.32-80	BOOKS	32.49	
		291-6470-601.32-80	BOOKS	14.49	
		291-6470-601.32-80	BOOKS	18.00	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	57.49	
		291-6470-601.32-80	BOOKS	25.99	
		291-6470-601.32-80	BOOKS	23.49	
		291-6470-601.32-80	BOOKS	27.36	
		291-6470-601.32-75	AV MATERIALS	9.98	
		291-6470-601.32-75	AV MATERIALS	11.97	
		291-6470-601.32-75	AV MATERIALS	22.96	
		291-6470-601.32-75	AV MATERIALS	19.98	
		291-6470-601.32-75	AV MATERIALS	12.96	
		291-6470-601.32-75	AV MATERIALS	20.71	
		291-6470-601.32-75	AV MATERIALS	26.29	
		291-6470-601.32-75	AV MATERIALS	14.98	
		291-6470-601.32-75	AV MATERIALS	8.99	
		291-6470-601.32-75	AV MATERIALS	9.64	
		291-6470-601.32-95	PERIODICALS	18.99	
		291-6470-601.32-95	PERIODICALS	51.96	
		291-6470-601.32-95	PERIODICALS	15.94	
		291-6470-601.32-95	PERIODICALS	17.92	
		291-6470-601.32-95	PERIODICALS	55.96	
		291-6470-601.32-95	PERIODICALS	44.97	
		291-6470-601.32-95	PERIODICALS	18.97	
		291-6470-601.32-95	PERIODICALS	14.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	6.17	
		291-6470-601.32-95	PERIODICALS	16.90	
		291-6470-601.30-05	OFFICE SUPPLIES	8.93	
		291-6470-601.30-05	BLUETOOTH SCANNER	9.49	
		291-6470-601.30-05	BLUETOOTH SCANNER	66.50	
		291-6470-601.30-05	LAPTOP BAG AMD MOUSE	51.88	
		291-6470-601.32-05	PROCESSING SUPPLIES	36.82	
		291-6470-601.32-75	AV MATERIALS	53.97	
		291-6470-601.32-75	AV MATERIALS	19.95	
		291-6470-601.32-75	AV MATERIALS	18.98	
		291-6470-601.32-75	AV MATERIALS	1.48-	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	119.96	
		291-6470-601.32-75	AV MATERIALS	36.98	
		291-6470-601.32-75	AV MATERIALS	1.96-	
		291-6470-601.32-75	AV MATERIALS	11.11	
		291-6470-601.32-80	BOOKS	25.80	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	20.85	
		291-6470-601.32-80	BOOKS	20.73-	
		291-6470-601.32-80	BOOKS	41.46	
		291-6470-601.32-80	BOOKS	18.96	
		291-6470-601.32-95	PERIODICALS	19.92	
		291-6470-601.32-95	PERIODICALS	19.75	
		291-6470-601.32-95	PERIODICALS	14.96	
		291-6470-601.32-95	PERIODICALS	12.98	
		291-6470-601.32-95	PERIODICALS	24.93	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	13.32	
		291-6470-601.32-95	PERIODICALS	42.96	
		291-6470-601.32-75	AV MATERIALS	52.77	
		291-6470-601.32-75	AV MATERIALS	69.26	
		291-6470-601.32-75	AV MATERIALS	218.88	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	13.99	
		291-6470-601.32-75	AV MATERIALS	6.26	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	5.31	
		291-6470-601.32-75	AV MATERIALS	13.69	
		291-6470-601.32-75	AV MATERIALS	22.88	
		291-6470-601.32-75	AV MATERIALS	11.19	
		291-6470-601.32-75	AV MATERIALS	19.96	
		291-6470-601.32-80	BOOKS	30.74	
		291-6470-601.32-80	BOOKS	84.00	
		291-6470-601.32-80	BOOKS	16.48	
		291-6470-601.32-80	BOOKS	30.23	
		291-6470-601.32-80	BOOKS	14.29	
		291-6470-601.32-80	BOOKS	87.96	
		291-6470-601.32-80	BOOKS	26.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	15.50	
		291-6470-601.32-80	BOOKS	17.19	
		291-6470-601.32-80	BOOKS	21.82	
		291-6470-601.32-95	PERIODICALS	12.49	
		291-6470-601.32-95	PERIODICALS	39.98	
		291-6470-601.32-95	PERIODICALS	27.98	
		291-6470-601.32-95	PERIODICALS	11.89	
		291-6470-601.32-95	PERIODICALS	21.98	
		291-6470-601.32-95	PERIODICALS	9.99	
		291-6470-601.32-95	PERIODICALS	16.50	
		291-6470-601.32-95	PERIODICALS	13.90-	
		291-6470-601.32-95	PERIODICALS	8.98	
		291-6470-601.32-95	PERIODICALS	29.90	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	11.16	
		291-6470-601.30-05	WINDEX	15.49	
		291-6470-601.32-75	AV MATERIALS	18.58	
		291-6470-601.32-75	AV MATERIALS	21.99	
		291-6470-601.32-75	AV MATERIALS	13.99	
		291-6470-601.32-75	AV MATERIALS	17.87	
		291-6470-601.32-75	AV MATERIALS	23.00	
		291-6470-601.32-75	AV MATERIALS	29.98	
		291-6470-601.32-75	AV MATERIALS	99.88	
		291-6470-601.32-95	PERIODICALS	12.59	
		291-6470-601.32-95	PERIODICALS	10.46	
		291-6470-601.32-95	PERIODICALS	13.90	
		291-6470-601.32-95	PERIODICALS	29.90-	
		291-6470-601.32-80	BOOKS	10.00	
		291-6470-601.32-80	BOOKS	14.49	
		291-6470-601.32-80	BOOKS	12.59	
		291-6470-601.32-80	BOOKS	11.43	
		291-6470-601.32-80	BOOKS	11.43	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	22.99	
		291-6470-601.32-80	BOOKS	9.98	
		291-6470-601.32-80	BOOKS	11.43	
		291-6470-601.32-80	BOOKS	7.69	
		291-6470-601.32-80	BOOKS	9.95	3,656.81
82782	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	MILEAGE - L BOBIS	20.22	
		291-6470-601.22-03	TRAVEL/TRAINING	1.25	
		291-6470-601.32-80	BOOKS FOR YS OFFICE	14.48	
		291-6470-601.32-95	PERIODICALS	37.96	73.91
82783	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MATERIALS	8.99	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	17.99	44.97
82784	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.30-05	OFFICE SUPPLIES	50.13	
		291-6470-601.32-05	PROCESSING SUPPLIES	5.20-	
		291-6470-601.32-05	PROCESSING SUPPLIES	74.53	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-05	PROCESSING SUPPLIES	8.45-	
		291-6470-601.32-05	PROCESSING SUPPLIES	121.08	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	262.37	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	119.00	
		291-6470-601.32-75	AV MATERIALS	119.00	
		291-6470-601.32-75	AV MATERIALS	29.05	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	99.99	
		291-6470-601.32-75	AV MATERIALS	99.99	
		291-6470-601.32-75	AV MATERIALS	99.99	
		291-6470-601.32-75	AV MATERIALS	79.99	
		291-6470-601.32-75	AV MATERIALS	33.96	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	38.22	
		291-6470-601.32-75	AV MATERIALS	79.99	
		291-6470-601.32-75	AV MATERIALS	44.95	
		291-6470-601.32-75	AV MATERIALS	63.74	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	50.00	
		291-6470-601.32-75	AV MATERIALS	127.48	
		291-6470-601.32-75	AV MATERIALS	191.22	
		291-6470-601.32-80	BOOKS	35.51	
		291-6470-601.32-80	BOOKS	35.50	
		291-6470-601.32-80	BOOKS	21.78	
		291-6470-601.32-80	BOOKS	15.88	
		291-6470-601.32-80	BOOKS	32.77	
		291-6470-601.32-80	BOOKS	150.00	
		291-6470-601.32-80	BOOKS	20.58	
		291-6470-601.32-80	BOOKS	22.42	
		291-6470-601.32-80	BOOKS	45.00	
		291-6470-601.32-80	BOOKS	40.00	
		291-6470-601.32-80	BOOKS	39.31	
		291-6470-601.32-80	BOOKS	43.58	
		291-6470-601.32-80	BOOKS	178.17	
		291-6470-601.32-80	BOOKS	125.99	
		291-6470-601.32-80	BOOKS	102.42	
		291-6470-601.32-80	BOOKS	29.90	
		291-6470-601.32-80	BOOKS	32.98	
		291-6470-601.32-80	BOOKS	49.18	
		291-6470-601.32-95	PERIODICALS	123.14	
		291-6470-601.32-95	PERIODICALS	50.96	
		291-6470-601.32-95	PERIODICALS	7.38	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	35.57	
		291-6470-601.32-95	PERIODICALS	13.42	
		291-6470-601.32-95	PERIODICALS	15.38	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	12.31	
		291-6470-601.32-95	PERIODICALS	8.99	
		291-6470-601.32-95	PERIODICALS	8.99	
		291-6470-601.32-95	PERIODICALS	6.90	
		291-6470-601.32-95	PERIODICALS	6.95	
		291-6470-601.32-95	PERIODICALS	8.99	
		291-6470-601.32-95	PERIODICALS	9.89	
		291-6470-601.32-95	PERIODICALS	18.56	
		291-6470-601.32-95	PERIODICALS	33.74	
		291-6470-601.32-95	PERIODICALS	18.69	
		291-6470-601.32-95	PERIODICALS	10.73	
		291-6470-601.32-95	PERIODICALS	12.10	
		291-6470-601.32-95	PERIODICALS	12.25	
		291-6470-601.32-95	PERIODICALS	28.05	
		291-6470-601.32-95	PERIODICALS	37.18	
		291-6470-601.32-95	PERIODICALS	10.99	
		291-6470-601.32-95	PERIODICALS	16.78	
		291-6470-601.32-95	PERIODICALS	21.04	
		291-6470-601.32-95	PERIODICALS	15.00	
		291-6470-601.32-95	PERIODICALS	47.84	
		291-6470-601.32-95	PERIODICALS	5.95	
		291-6470-601.32-95	PERIODICALS	7.99	
		291-6470-601.32-95	PERIODICALS	54.14	
		291-6470-601.32-95	PERIODICALS	27.24	
		291-6470-601.32-95	PERIODICALS	295.00	
		291-6470-601.32-95	PERIODICALS	13.50	
		291-6470-601.32-95	PERIODICALS	17.03	
		291-6470-601.32-95	PERIODICALS	14.99	3,946.50
82787	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	78.53	
		291-6470-601.32-80	BOOKS	538.82	
		291-6470-601.32-80	BOOKS	277.57	
		291-6470-601.32-80	BOOKS	195.79	
		291-6470-601.32-80	BOOKS	249.06	
		291-6470-601.32-80	BOOKS	773.73	
		291-6470-601.32-80	BOOKS	300.03	
		291-6470-601.32-80	BOOKS	160.26	
		291-6470-601.32-80	BOOKS	367.90	
		291-6470-601.32-80	BOOKS	393.38	
		291-6470-601.32-80	BOOKS	14.76	
		291-6470-601.32-80	BOOKS	250.82	
		291-6470-601.32-80	BOOKS	388.26	
		291-6470-601.32-80	BOOKS	280.26	
		291-6470-601.32-80	BOOKS	20.42	
		291-6470-601.32-80	BOOKS	170.54	
		291-6470-601.32-80	BOOKS	118.11	
		291-6470-601.32-80	BOOKS	30.65	
		291-6470-601.32-80	BOOKS	144.48	
		291-6470-601.32-80	BOOKS	505.16	
		291-6470-601.32-80	BOOKS	210.94	
		291-6470-601.32-80	BOOKS	375.70	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	14.95-	
		291-6470-601.22-85	PROC SERVS	87.40	
		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	27.50-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	96.15	
		291-6470-601.32-75	AV MTLs	24.87	
		291-6470-601.22-85	PROCESSING SERVICES	38.00	
		291-6470-601.22-85	PROCESSING SERVICES	87.40	
		291-6470-601.22-85	PROCESSING SERVICES	106.40	
		291-6470-601.22-85	PROCESSING SERVICES	76.00	
		291-6470-601.22-85	PROCESSING SERVICES	114.00	
		291-6470-601.32-75	AV MATERIALS	14.17	
		291-6470-601.32-80	BOOKS	250.34	
		291-6470-601.32-80	BOOKS	151.37	
		291-6470-601.32-80	BOOKS	572.16	
		291-6470-601.32-80	BOOKS	121.59	
		291-6470-601.32-80	BOOKS	1,195.67	
		291-6470-601.32-80	BOOKS	304.13	
		291-6470-601.32-80	BOOKS	88.93	
		291-6470-601.32-80	BOOKS	290.72	
		291-6470-601.32-80	BOOKS	99.93	
		291-6470-601.32-80	BOOKS	336.16	
		291-6470-601.32-80	BOOKS	473.06	
		291-6470-601.32-80	BOOKS	387.45	
		291-6470-601.32-80	BOOKS	10.39-	
		291-6470-601.32-80	BOOKS	28.25-	
		291-6470-601.32-80	BOOKS	36.34	
		291-6470-601.32-80	BOOKS	12.77	
		291-6470-601.32-80	BOOKS	553.35	
		291-6470-601.32-80	BOOKS	374.94	
		291-6470-601.32-80	BOOKS	35.18	
		291-6470-601.32-80	BOOKS	303.94	
		291-6470-601.22-85	PROC SERVS	102.60	12,315.70
82788	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	14.23	
		291-6470-601.32-75	AV MTLs	11.88	
		291-6470-601.32-75	AV MTLs	360.58	
		291-6470-601.32-75	AV MTLs	24.71	
		291-6470-601.32-75	AV MTLs	815.41	
		291-6470-601.32-75	AV MATERIALS	347.66	
		291-6470-601.32-75	AV MATERIALS	19.84	
		291-6470-601.32-75	AV MTLs	275.90	1,870.21
82790	BIBLIOTHECA LLC	291-6470-601.32-75	AV MATERIALS	590.47	
		291-6470-601.32-80	BOOKS	1,085.03	
		291-6470-601.32-80	BOOKS	6,027.53	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	9,027.17	
		291-6470-601.32-75	AV MATERIALS	355.99	
		291-6470-601.32-80	BOOKS	271.62	17,357.81
82792	BOOKLIST ONLINE/ALA	291-6470-601.32-95	PERIODICALS	350.00	350.00
82793	BURLINGTON COUNTY LIBRARY	291-6470-601.21-64	ILL#210985749	5.00	5.00
82795	CAVENDISH SQUARE PUBLISHING	291-6470-601.32-80	BOOKS	177.93	177.93
82796	CCH INCORPORATED	291-6470-601.32-80	BOOKS	211.41	211.41
82797	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	154.52	
		291-6470-601.32-80	BOOKS	25.97	
		291-6470-601.32-80	BOOKS	24.67	205.16
82799	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	156.60	
		291-6470-601.32-95	PERIODICALS	164.65	321.25
82801	COMPUTYPE INC	291-6470-601.32-05	PROCESSING SUPPLIES	1,082.56	1,082.56
82802	COUNTRY SAMPLER	291-6470-601.32-95	PERIODICALS	20.00	20.00
82809	EDUCATIONAL DEVELOPMENT CORPORATION	291-6470-601.32-80	BOOKS	57.91	57.91
82814	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	87.97	
		291-6470-601.32-80	BOOKS	36.78	
		291-6470-601.32-80	BOOKS	2,717.00	
		291-6470-601.32-80	BOOKS	56.78	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	31.19	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	107.16	
		291-6470-601.32-80	BOOKS	53.58	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	79.18	
		291-6470-601.32-80	BOOKS	655.69	
		291-6470-601.32-80	BOOKS	124.00	4,207.17
82817	GREY HOUSE PUBLISHING	291-6470-601.32-80	BOOKS	248.89	248.89
82820	HEARING HEALTH FOUNDATION	291-6470-601.32-95	PERIODICALS	25.00	25.00
82824	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	135.00	
		291-6470-601.32-80	BOOKS	127.50	
		291-6470-601.32-80	BOOKS	71.25	333.75
82827	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	300.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	296.86	
		291-6470-601.32-80	BOOKS	76.93	
		291-6470-601.32-80	BOOKS	53.91	
		291-6470-601.32-80	BOOKS	31.15	
		291-6470-601.32-80	BOOKS	43.10	
		291-6470-601.32-80	BOOKS	72.01	
		291-6470-601.32-80	BOOKS	3.90	
		291-6470-601.32-80	BOOKS	210.56	
		291-6470-601.32-80	BOOKS	37.94	
		291-6470-601.32-80	BOOKS	327.53	
		291-6470-601.32-80	BOOKS	247.77	
		291-6470-601.32-80	BOOKS	433.78	
		291-6470-601.32-80	BOOKS	302.19-	
		291-6470-601.32-80	BOOKS	1,020.34	
		291-6470-601.32-80	BOOKS	820.27	
		291-6470-601.32-80	BOOKS	40.31	
		291-6470-601.32-80	BOOKS	181.79	
		291-6470-601.32-80	BOOKS	244.94	
		291-6470-601.32-80	BOOKS	94.31	
		291-6470-601.32-80	BOOKS	426.00	
		291-6470-601.32-80	BOOKS	78.36	
		291-6470-601.32-80	BOOKS	309.82	
		291-6470-601.32-80	BOOKS	224.81	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	18.63	
		291-6470-601.32-80	BOOKS	32.98	
		291-6470-601.32-80	BOOKS	10.77	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	97.09	5,589.45
82830	JUMP!, INC.	291-6470-601.32-80	BOOKS	1,003.20	1,003.20
82831	KANOPY INC	291-6470-601.32-75	AV MTLs	998.00	998.00
82835	MARCIVE INC	291-6470-601.22-85	AUTHORITY PROCESSING DECE	183.84	183.84
82838	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	2,475.75	
		291-6470-601.32-75	AV MTLs	122.45	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	898.73	
		291-6470-601.32-75	AV MTLs	223.95	
		291-6470-601.32-75	AV MTLs	475.83	
		291-6470-601.32-75	AV MATERIALS	18.89	
		291-6470-601.32-75	AV MATERIALS	264.68	
		291-6470-601.32-75	AV MATERIALS	89.97	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	3,098.32	
		291-6470-601.32-75	AV MTLs	7,999.84	
		291-6470-601.32-75	AV MTLs	206.49	
		291-6470-601.32-75	AV MTLs	432.52	
		291-6470-601.32-75	AV MTLs	146.94	
		291-6470-601.22-85	PROC SERVS	763.42	17,257.77
82844	PIONEER PRESS	291-6470-601.32-95	PERIODICALS	121.24	121.24
82845	POLONIA BOOKSTORE INC	291-6470-601.32-80	BOOKS	745.60	
		291-6470-601.32-80	BOOKS	223.12	
		291-6470-601.32-80	BOOKS	79.79	
		291-6470-601.32-80	BOOKS	77.56	
		291-6470-601.32-80	BOOKS	17.20	1,143.27
82850	ROLFING LIBRARY	291-6470-601.21-64	ILL201788900 REPLACEMENT	125.00	125.00
82859	THINK SOCIAL PUBLISHING, INC.	291-6470-601.32-80	BOOKS	82.94	82.94
82861	UNIVERSITY OF ILLINOIS PRESS	291-6470-601.32-95	PERIODICALS	75.00	75.00
***** DIVISION TOTAL ****					73,091.65

Makerplace

		291-6480-601.30-07	SEWING CLASS MATERIALS	140.00	
		291-6480-601.30-07	SEWING CLASS MATERIALS	130.00	
		291-6480-601.32-01	SEWING CLASS MATERIALS	131.51	
		291-6480-601.32-01	LASER CUTTER MATERIALS	101.91	
		291-6480-601.32-01	PAINT POUR MATERIALS	44.95	
		291-6480-601.32-01	PAINT POUR MATERIALS	46.74	
		291-6480-601.32-01	PAINT POUR MATERIALS	367.93	
		291-6480-601.31-85	PAINT POUR MATERIALS	25.98	
		291-6480-601.32-01	OUTREACH SUPPLIES	19.19-	
		291-6480-601.32-01	OUTREACH SUPPLIES	237.26	
		291-6480-601.32-01	OUTREACH SUPPLIES	19.19	
		291-6480-601.32-01	SEWING ROOM SUPPLIES	13.98	
		291-6480-601.32-01	SEWING ROOM SUPPLIES	126.20	
		291-6480-601.32-01	PROGRAM LOCKER LOCKS	65.66	
		291-6480-601.32-01	MAKERPLACE EQUIPMENT	73.00	
		291-6480-601.32-01	PROGRAM RECORDING SUPPLY	341.81	
		291-6480-601.32-01	PROGRAM RECORDING SUPPLY	118.98	1,965.91
82784	ARLINGTON HTS MEMORIAL LIBRARY	291-6480-601.21-11	MAINTENANCE SUPPLIES	76.71	
		291-6480-601.31-85	AIR COMPRESSOR KIT	127.97	
		291-6480-601.32-01	KITCHEN ESSENTIALS	292.54	
		291-6480-601.32-01	ART SPACE APRONS	260.34	
		291-6480-601.21-11	BLINDS - TAX REFUND	15.91-	
		291-6480-601.21-11	MAINTENANCE SUPPLIES	108.62	
		291-6480-601.21-11	BLINDS	270.43	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,120.70
82803	D & T ELECTRIC INC.	491-6480-601.50-55	FLOW SWITCHES(2668-10,12/	1,733.00	1,733.00
82804	D & T ELECTRIC INC.	491-6480-601.50-55	FLOW SWITCHES(2668-11,12/	375.00	375.00
82815	GARDEN GUY, INC.	291-6480-601.21-11	LANDSCAPING SERV BELMONT	620.00	620.00
82829	JOHNSON PLASTICS PLUS	291-6480-601.30-07	LASER CUTER STAMP MATERIA	181.49	181.49
82833	KRUEGER, CHRISTOPHER	291-6480-601.30-07	SEWING MACHINE SUPPLIES	68.07	68.07
82836	MENARDS-MOUNT PROSPECT	291-6480-601.21-11	BLDG MAINTENANCE	168.25	168.25
82842	NICOR GAS	291-6480-601.30-51	NATURAL GAS 11/13-12/15 B	325.05	
		291-6480-601.30-51	NATURAL GAS 11/13-12/15 B	338.74	663.79
82843	PETERSEN BROS. PLASTICS, INC.	291-6480-601.30-07	ACRYLIC F/LASER CUTTER	1,105.00	1,105.00
82860	ULINE	291-6480-601.32-01	PROGRAM STORAGE FOR MAKER	84.58	84.58
82865	WOW BUSINESS	291-6480-601.22-42	INTERNET 12/25-1/24	231.99	
***** DIVISION TOTAL ****					8,317.78
***** DEPARTMENT TOTAL **					93,363.03
***** GRAND TOTAL *****					157,156.18

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	155,048.18
491	Capital Projects-Library	2,108.00
**** TOTAL ALL FUNDS ****		157,156.18

January 18, 2022

**Arlington Heights Memorial Library
American Express Card Summary
12/31/2021**

#	Count	138			
#	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
1	Driskell	489-90-00	\$ (175.92)	Corporate Cashback	CORPORATE CASHBACK CR
2	Driskell	6001-5015	\$ 426.55	Felt Wall Panels	SP * FELT RIGHT LLC
3	Driskell	291-0000-140-05-00	\$ 385.80	PLA Conference Flight - J Duncan	American Airlines
4	Driskell	6001-4096	\$ 137.32	Clear Panel Masks	SAFENCLEAR THE COMMU
5	Driskell	6002-2165	\$ 474.00	Issuu Annual Renewal	ISSUU
6	Driskell	6002-2165	\$ 11.41	Facebook Advertising	FACEBK*YYWQP9XMS2
7	Driskell	6002-2210	\$ (25.00)	Volunteer Holiday Cards, tax refund	MOO INC MOO INC
8	Driskell	6002-2210	\$ (16.88)	Staff Holiday Cards, tax refund	MOO INC MOO INC
9	Driskell	6002-2210	\$ 53.79	Business Cards - C Shin, J Begich	VISTAPR*VISTAPRINT.C
10	Driskell	6002-2210	\$ 296.62	Staff Holiday Cards	MOO INC MOO INC
11	Driskell	6002-3185	\$ (2,013.44)	Vinyl Cutter Plotter, return	PAYPAL *ALLAMERICAN
12	Driskell	6002-3185	\$ 2,013.44	Vinyl Cutter Plotter	PAYPAL *ALLAMERICAN
13	Driskell	291-0000-140-05-00	\$ 219.00	SHRM Membership Renewal	SOCIETYFORHUMANRESOU
14	Driskell	6003-4070	\$ 179.82	Gingerbread House Kits for Staff and Volunteers	TARGET.COM 3991
15	Driskell	6003-4070	\$ 195.03	Gingerbread House Kits for Staff and Volunteers	TARGET.COM 3991
16	Driskell	6003-4070	\$ 199.80	Gingerbread House Kits for Staff and Volunteers	TARGET.COM 3991
17	Driskell	6008-2136	\$ 435.86	Postage Meter Maintenance	QUADIANT INC PAYCONN
18	Driskell	6010-2242	\$ 94.98	Emergency Texting Service	ONTIMETEL DIALMYCAL
19	Driskell	6010-3032	\$ 2,478.90	Zoom Subscription Annual Fee	ZOOM.US 888-799-9666
20	Driskell	6020-2107	\$ 149.18	Seat Cover for Bookmobile	IOWA80.COM 0074
21	Driskell	6401-3202	\$ 155.00	Winter Reading Challenge Stickers	STICKER MULE
22	Driskell	6401-3202	\$ 2.97	DIY Gift Supplies	JOANN STORES ONLINE.
23	Driskell	6401-3202	\$ 1,101.95	Youth Program Chairs	BODYMINDWISDOM 0796
24	Driskell	6420-2203	\$ 150.00	NWHCC Gala - C Shin, B Coleman	EB *2021 NWHCC FIEST
25	Driskell	6420-3290	\$ 948.73	Receipt Paper	BT*POSPAPER.COM
26	Driskell	6440-3202	\$ (51.01)	Culinary Program Aprons, tax refund	HEDLEY & BENNETT
27	Driskell	6440-3202	\$ 561.01	Culinary Program Aprons	HEDLEY & BENNETT 078
28	Driskell	6440-3202	\$ 151.84	Book Giveaways	BOOKSHOP.ORG
29	Driskell	6440-3202	\$ 1,803.97	Makerplace Kitchen Program Materials	The Webstaurant Stor
30	Driskell	6470-3005	\$ 50.13	Office Supplies	RUBBER STAMP WAREHOU
31	Driskell	6470-3205	\$ (5.20)	Processing Supplies, tax refund	REALLY USEFUL BOXES
32	Driskell	6470-3205	\$ 74.53	Processing Supplies	REALLY USEFUL BOXES
33	Driskell	6470-3205	\$ (8.45)	Processing Supplies, tax refund	REALLY USEFUL BOXES
34	Driskell	6470-3205	\$ 121.08	Processing Supplies	REALLY USEFUL BOXES
35	Driskell	6480-2111	\$ 76.71	Maintenance Supplies	SUPPLYHOUSE.COM
36	Driskell	6480-3185	\$ 127.97	Air Compressor Kit	THE HOME DEPOT #1927
37	Driskell	6480-3201	\$ 292.54	Makerplace Kitchen Essentials	The Webstaurant Stor
38	Driskell	6480-3201	\$ 260.34	Art Space Aprons	The Webstaurant Stor
	Driskell		\$ (4.99)	Fraudulent charge, credit	GOODWILL ADJUSTMENT
	Driskell		\$ 4.99	Fraudulent charge, credit received	PRIME VIDEO*DU5MC8WW
39	Dworianyn	6004-5015	\$ (17.50)	ESL Furniture, tax refund	IKEA.COM 402185953
40	Dworianyn	6004-5015	\$ 366.50	ESL Furniture	IKEA.COM 402185953
41	Dworianyn	6010-2005	\$ 189.98	SSL Certificate Renewal	GODADDY.COM
42	Dworianyn	6010-2005	\$ 54.10	PayPal Payflow Pro Subscription	PAYFLOW/PAYPAL 0045
43	Dworianyn	6010-2242	\$ 343.35	Public Internet Service	COMCAST CHICAGO
44	Dworianyn	6010-2242	\$ 149.77	Public Internet Service	COMCAST CHICAGO
45	Dworianyn	6010-2242	\$ 51.99	ADT Security Service for Makerplace	ADT SECURITY*4038885
46	Dworianyn	6010-3032	\$ 11.99	YouTube Premium Subscption	GOOGLE *YOUTUBEPREMI
47	Dworianyn	6010-3032	\$ 165.00	Volunteer Software Subscription	WWW.VOLGISTICS.COM
48	Dworianyn	6010-3032	\$ 1.50	Office 365 Telephone Bridge	MSFT * E0400GU5V3 00
49	Dworianyn	6010-3232	\$ 8.48	iTunes App for Kids World iPad	APPLE.COM/BILL
50	Dworianyn	6010-3032	\$ 9.99	Kindle Unlimited Subscription	KINDLE UNLTD*JE4JC59
51	Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMAZON KIDS+*ML37L0P
52	Dworianyn	6010-3032	\$ 341.00	Amazon S3 Storage	AMAZON WEB SERVICES
53	Dworianyn	6010-3032	\$ 54.00	Google G-Suite Subscription	GOOGLE*GSUITE_AHML.N
54	Dworianyn	6010-3032	\$ 35.00	Trello Monthly Subscription	TRELLO.COM* ATLIASSIA
55	Dworianyn	6010-3032	\$ 15.99	Spotify Subscription	SPOTIFY USA
56	Dworianyn	6010-3032	\$ 9.99	Amazon Music Subscription	AMAZON MUSIC*8D72M0W

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
57	Dworianyyn	6010-3032	\$ 49.00	Riddle.com Subscription	RIDDLE.COM SUBSCRIPT
58	Dworianyyn	6010-3232	\$ 224.25	Sketchup Pro Subscription	TRIMBLE INC TRIMBLE
59	Dworianyyn	6480-2111	\$ (15.91)	Makerplace Blinds, tax refund	MENARDS E-COMMERCE O
60	Dworianyyn	6480-2111	\$ 108.62	Maintenance Supplies	BT*STATE SUPPLY
61	Dworianyyn	6480-2111	\$ 270.43	Makerplace Blinds	MENARDS E-COMMERCE O
62	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
63	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
64	Szymanek	6470-3275	\$ 262.37	AV Materials	USA*ACORNUSA
65	Szymanek	6470-3275	\$ 12.99	AV Materials	HLU*HULU 17479794396
66	Szymanek	6470-3275	\$ 12.99	AV Materials	HLU*HULU 17479807822
67	Szymanek	6470-3275	\$ 12.99	AV Materials	HLU*HULU 17479817009
68	Szymanek	6470-3275	\$ 119.00	AV Materials	AMAZON PRIME*P87QZ6D
69	Szymanek	6470-3275	\$ 119.00	AV Materials	AMAZON PRIME*QJ14F7B
70	Szymanek	6470-3275	\$ 29.05	AV Materials	CHICAGO BOOKS & JOUR
71	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
72	Szymanek	6470-3275	\$ 99.99	AV Materials	PARAMOUNT+
73	Szymanek	6470-3275	\$ 99.99	AV Materials	PARAMOUNT+
74	Szymanek	6470-3275	\$ 99.99	AV Materials	PARAMOUNT+
75	Szymanek	6470-3275	\$ 79.99	AV Materials	DISNEY PLUS
76	Szymanek	6470-3275	\$ 33.96	AV Materials	GAMESTOP.COM GameSto
77	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
78	Szymanek	6470-3275	\$ 38.22	AV Materials	TARGET.COM 3991
79	Szymanek	6470-3275	\$ 79.99	AV Materials	DISNEY PLUS
80	Szymanek	6470-3275	\$ 44.95	AV Materials	SP * THE UZZLE
81	Szymanek	6470-3275	\$ 63.74	AV Materials	GAMESTOP.COM GameSto
82	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
83	Szymanek	6470-3275	\$ 50.00	AV Materials	SLING.COM
84	Szymanek	6470-3275	\$ 127.48	AV Materials	GAMESTOP.COM GameSto
85	Szymanek	6470-3275	\$ 191.22	AV Materials	GAMESTOP.COM GameSto
86	Szymanek	6470-3280	\$ 35.51	Books	BARNES&NOBLE.COM 000
87	Szymanek	6470-3280	\$ 35.50	Books	BARNES&NOBLE.COM 000
88	Szymanek	6470-3280	\$ 21.78	Books	BARNES&NOBLE.COM 000
89	Szymanek	6470-3280	\$ 15.88	Books	BARNES&NOBLE.COM 000
90	Szymanek	6470-3280	\$ 32.77	Books	BARNES&NOBLE.COM 000
91	Szymanek	6470-3280	\$ 150.00	Books	NATIONAL CARE PLANNI
92	Szymanek	6470-3280	\$ 20.58	Books	SP * THE SIDELINE BO
93	Szymanek	6470-3280	\$ 22.42	Books	BARNES&NOBLE.COM 000
94	Szymanek	6470-3280	\$ 45.00	Books	OH YOU PRETTY THINGS
95	Szymanek	6470-3280	\$ 40.00	Books	WALMART.COM AA
96	Szymanek	6470-3280	\$ 39.31	Books	BARNES&NOBLE.COM 000
97	Szymanek	6470-3280	\$ 43.58	Books	BARNES&NOBLE.COM 000
98	Szymanek	6470-3280	\$ 178.17	Books	SP * PRES. TRUMPS BO
99	Szymanek	6470-3280	\$ 125.99	Books	ECKHARTZ PRESS BOOKS
100	Szymanek	6470-3280	\$ 102.42	Books	BARNES&NOBLE.COM 000
101	Szymanek	6470-3280	\$ 29.90	Books	SP * T5C-SHOP.COM
102	Szymanek	6470-3280	\$ 32.98	Books	SP * TED DEKKER
103	Szymanek	6470-3280	\$ 49.18	Books	USANA HEALTH Usana H
104	Szymanek	6470-3295	\$ 123.14	Periodicals	RASPBERRY PI
105	Szymanek	6470-3295	\$ 50.96	Periodicals	HOFFMAN MEDIA
106	Szymanek	6470-3295	\$ 7.38	Periodicals	BT*SUBSCRIPTIONS/PRO
107	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*MDDN HOLDINGS INC
108	Szymanek	6470-3295	\$ 35.57	Periodicals	EBAY COMMERCE UK LTD
109	Szymanek	6470-3295	\$ 13.42	Periodicals	EBAY O*03-08011-7012
110	Szymanek	6470-3295	\$ 15.38	Periodicals	EBAY O*04-08011-9189
111	Szymanek	6470-3295	\$ 12.31	Periodicals	EBAY O*07-08009-7854
112	Szymanek	6470-3295	\$ 8.99	Periodicals	EBAY O*12-08008-7495
113	Szymanek	6470-3295	\$ 8.99	Periodicals	EBAY O*12-08010-0508
114	Szymanek	6470-3295	\$ 6.90	Periodicals	EBAY O*15-08007-9735
115	Szymanek	6470-3295	\$ 6.95	Periodicals	EBAY O*19-08007-7809
116	Szymanek	6470-3295	\$ 8.99	Periodicals	EBAY O*19-08008-4705
117	Szymanek	6470-3295	\$ 9.89	Periodicals	EBAY O*22-08007-9117
118	Szymanek	6470-3295	\$ 18.56	Periodicals	EBAY O*01-07989-0994
119	Szymanek	6470-3295	\$ 33.74	Periodicals	EBAY O*05-07988-7724
120	Szymanek	6470-3295	\$ 18.69	Periodicals	EBAY O*06-07992-4145

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
121	Szymanek	6470-3295	\$ 10.73	Periodicals	EBAY O*09-07987-2736
122	Szymanek	6470-3295	\$ 12.10	Periodicals	EBAY O*10-07990-7539
123	Szymanek	6470-3295	\$ 12.25	Periodicals	EBAY O*11-07990-5093
124	Szymanek	6470-3295	\$ 28.05	Periodicals	EBAY O*14-07986-2275
125	Szymanek	6470-3295	\$ 37.18	Periodicals	EBAY O*14-07986-3933
126	Szymanek	6470-3295	\$ 10.99	Periodicals	EBAY O*15-07989-7024
127	Szymanek	6470-3295	\$ 16.78	Periodicals	EBAY O*24-08002-9534
128	Szymanek	6470-3295	\$ 21.04	Periodicals	EBAY O*26-07983-7375
129	Szymanek	6470-3295	\$ 15.00	Periodicals	SIERRA CLUB
130	Szymanek	6470-3295	\$ 47.84	Periodicals	COOK'S ILLUSTRATED
131	Szymanek	6470-3295	\$ 5.95	Periodicals	EBAY O*09-07987-0873
132	Szymanek	6470-3295	\$ 7.99	Periodicals	EBAY O*23-07984-2251
133	Szymanek	6470-3295	\$ 54.14	Periodicals	PAYPAL *NEWPHILWKND
134	Szymanek	6470-3295	\$ 27.24	Periodicals	SP * RPIPRESS STORE
135	Szymanek	6470-3295	\$ 295.00	Periodicals	THE PRUDENT SPECULAT
136	Szymanek	6470-3295	\$ 13.50	Periodicals	EBAY O*06-07972-2128
137	Szymanek	6470-3295	\$ 17.03	Periodicals	ETSY.COM
138	Szymanek	6470-3295	\$ 14.99	Periodicals	D J*DOWJONES NEWS
			<u>\$ 17,481.29</u>		

January 18, 2022

**Arlington Heights Memorial Library
Mastercard Summary
12/31/2021**

Count					
5					
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>	
Szymanek	6401-3202	\$ 109.79	Winter Reading Challenge Activity Kits	Baker Ross	
	6401-3202	\$ 2.19	Foreign Transaction Fee		
	6470-3275	\$ 8.99	AV Materials	Prime Video	
	6470-3275	\$ 17.99	AV Materials	Netflix	
	6470-3275	\$ 17.99	AV Materials	Netflix	
		<u>\$ 156.95</u>			

January 18, 2022

**Arlington Heights Memorial Library
Special Funds Summary
12/31/2021**

Count 40

#	Account	Amount	Description	Staff
Check # 1601 – AHML – Petty Cash				
1	12/6/2021 6470-2203	\$ 20.22	Mileage - Bobis	L Bobis
2	6470-2203	\$ 1.25	Travel/Training	L Bobis
3	12/13/2021 6001-2203	\$ 19.97	Open Mike supplies	J Doren
4	6470-3280	\$ 14.48	Books for YS office collection	R King
5	6401-3201	\$ 13.98	Imagination Station supplies	R King
6	6401-2203	\$ 16.79	Mileage - Dakas	L Dakas
7	6401-3201	\$ 41.98	Imagination Station supplies	R King
8	6003-4070	\$ 19.99	Staff retirement party supplies	S Meyer
9	6003-4070	\$ 30.01	Staff retirement party supplies	M Williams
10	6401-3202	\$ 25.02	Make a Gift supplies	J Pinotti
11	6401-3202	\$ 20.44	Make a Gift supplies	J Pinotti
12	6401-3201	\$ 22.98	Imagination Station supplies	J Pinotti
13	6401-3202	\$ 24.84	Book discussion supplies	J Pinotti
14	6401-2203	\$ 16.34	Mileage - Koch	E Koch
15	6401-3202	\$ 23.88	Books n Bites supplies	E Koch
16	6008-2203	\$ 1.12	Mileage - Beckman	S Beckman
17	6008-2203	\$ 1.12	Mileage - Scheiner	L Scheiner
18	6401-3201	\$ 30.44	Tween DIY supplies	S Prince
19	6430-2203	\$ 1.68	Mileage - Akdeniz	E Akdeniz
20	6401-3201	\$ 38.99	Teen DIY supplies	A Son
21	12/20/2021 6420-2203	\$ 3.14	Mileage - Williams	M Williams
22	6420-2203	\$ 3.14	Mileage - Kunkel	R Kunkel
23	6420-2203	\$ 3.14	Mileage - Vartivarian	J Vartivarian
24	6004-2165	\$ 25.99	Poinsettia Plant (FOL)	J Moravec
25	6001-2203	\$ 14.00	Open Mike Supplies	J Moravec
26	6003-2255	\$ 14.50	Year of You Supplies	J Moravec
27	6001-2203	\$ 5.26	Mileage - Doren	J Doren
28	6401-3201	\$ 22.99	Teen DIY Supplies	E Mather
29	12/27/2021 6001-2203	\$ 38.88	Open Mike Refreshmens	J Moravec
30	6410-2203	\$ 7.11	Mileage - Malik	D Malik
31	6410-3201	\$ 23.51	Outreach Refreshments	D Malik
32	1/3/2022 6401-3202	\$ 37.99	Program Supplies	J Pinotti
33	6008-2203	\$ 1.68	Mileage - Scheiner	L Scheiner
34	6470-3295	\$ 37.96	Periodicals	M Szymanek
35	1/5/2022 6420-2202	\$ 25.00	Reforma Membership	C Shin
36	6420-3290	\$ 29.97	Bookmobile Lantern	R Moravec
37	6401-3202	\$ 38.22	Throwback Thursday Supplies, 12/30	A Son
38	6420-2203	\$ 6.28	Mileage - Maier	M Maier
39	6440-3202	\$ 35.80	Program Supplies	T Karim
40	6008-2165	\$ 9.99	Petty Cash Discrepancy	Finance
		<u>\$ 770.07</u>		

January 18, 2022

(Action Item 4)

**ACCOUNTS PAYABLE - CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
January 18, 2022**

Fund Number	Fund Name	Fund Total
291	General Fund - Library (January Invoices)	\$253,633.65
491	Capital Projects Fund - Library (January Invoices)	\$0.00
Total Disbursements		<u>\$253,633.65</u>

** 2022 Expenses included in this check register*

** Additional January 2022 expenses will be paid in February 2022*

Total Disbursed	<u>\$253,633.65</u>
------------------------	----------------------------

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
82893	MANGO LANGUAGES	291-0000-140.05-00	MANGO CONVERSATIONS SUBSC	6,738.16	
		291-0000-140.05-00	MANGO CONVERSATIONS SUBSC	6,738.16	
		291-0000-140.05-00	MANGO CONVERSATIONS SUBSC	6,738.16	
		291-0000-140.05-00	MANGO CONVERSATIONS SUBSC	6,738.16	26,952.64
***** DIVISION TOTAL ****					26,952.64
***** DEPARTMENT TOTAL **					26,952.64
DEPARTMENT: 60	Executive Office	DIVISION: 01			
82871	ARTHUR J GALLAGHER RISK MANAGMENT	291-6001-601.20-40	WORKERS COMP INSURANCE 83	39,156.00	39,156.00
82891	LIBRARIES OF ILLINOIS RISK AGENCY	291-6001-601.20-40	GENERAL PROP INS 2022	104,677.00	104,677.00
82901	POSTMASTER	291-6001-601.22-05	PERMIT#591 POSTAGE FEBR	2,900.00	2,900.00
***** DIVISION TOTAL ****					146,733.00
<i>Gifts and Grants</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 04			
82873	BENSON,RAYMOND	291-6004-601.22-18	2/10 MOVIE CLUB	350.00	350.00
82880	GIRE,DANN	291-6004-601.22-18	2/10 MOVIE CLUB	350.00	350.00
82888	JUBAL MUSIC, LLC	291-6004-601.22-18	3/13 DOWN PAYMENT SUNDAY	325.00	325.00
***** DIVISION TOTAL ****					1,025.00
<i>Information Technology</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 10			
82872	B & H PHOTO VIDEO	291-6010-601.30-30	EPSON ROLL PAPER F/GRAPHI	719.70	719.70
***** DIVISION TOTAL ****					719.70
<i>Facilities</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 20			
82869	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REG SERVS JANUARY	93.45	93.45
82870	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS DECEMBER 2021	280.00	280.00
82887	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6020-601.21-02	FIRE ALARM MONITORING 1/1	261.23	261.23
82894	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS JANUARY	4,599.00	4,599.00
82898	NICOR GAS	291-6020-601.30-51	NATURAL GAS DECEMBER 2021	846.43	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.30-51	NATURAL GAS DECEMBER 2021	389.39	1,235.82
82903	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	9.18	9.18

***** DIVISION TOTAL **** 6,478.68

***** DEPARTMENT TOTAL ** 154,956.38

Youth Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 01			
82867	AMAZON.COM CREDIT	291-6401-601.32-01	DIY SUPPLIES	20.56	
		291-6401-601.32-02	TINKER DAYS SUPPLIES	20.51	
		291-6401-601.32-02	TINKER DAYS SUPPLIES	8.97	
		291-6401-601.32-02	ELEMENTARY PROGRAM SUPPLY	21.00	
		291-6401-601.32-02	ELEMENTARY PROGRAM SUPPLY	9.97	81.01
82868	AMIRPOUR, SANAZ	291-6401-601.22-18	1/30 PARENTS TURN	200.00	200.00
82896	MILLER, OLIVIA R.	291-6401-601.22-18	1/28 WINTER WONDERLAND WA	150.00	150.00
82904	SMARTY PANTS WORLD LLC	291-6401-601.22-18	2/5 BIG BALLON SHOW, 2SES	799.00	799.00

***** DIVISION TOTAL **** 1,230.01

Info Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 10			
82867	AMAZON.COM CREDIT	291-6410-601.32-01	PROGRAM SUPPLIES	40.45	

***** DIVISION TOTAL **** 40.45

Circulation

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 20			
		291-6420-601.30-05	BOOKMOBILE OFFICE SUPPLIE	11.50	
		291-6420-601.30-05	TALLY COUNTER	14.89	
		291-6420-601.30-05	ESL OFFICE SUPPLIES	24.86	91.70

***** DIVISION TOTAL **** 51.25

Senior and Accessible Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 30			
82895	MCNULTY, ALAYNE	291-6430-601.22-18	JANUARY CRATIVE AGING ART	490.00	490.00

***** DIVISION TOTAL **** 490.00

Programs and Exhibits

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
82875	BROWN, CHERYL	291-6440-601.22-18	1/27 REMEMBERING CHICAGO	250.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					250.00
82884	GUICO,KARINA	291-6440-601.22-18	2/2 QUILLED HEARTS	250.00	250.00
82885	HIGH-DEFINITION GENEALOGY LLC	291-6440-601.22-18	1/19 1950 US CENSUS WEBIN	100.00	100.00
82889	KNABB,JACOB S	291-6440-601.22-18	2/9 WRITER'S INK	150.00	150.00
***** DIVISION TOTAL ****					750.00

Digital Services

DEPARTMENT:		DIVISION:			
64	User Services	50			
82876	CANDID.	291-6450-601.32-78	FUNDING INFO NETWORK PART	2,995.00	2,995.00
82879	GALE/CENGAGE LEARNING	291-6450-601.32-78	GALE ELECTR RESOURCES	25,000.00	25,000.00
82886	JO-ANN STORES, LLC	291-6450-601.32-78	CREATIVEBUG RENEWAL SUBSC	2,366.00	2,366.00
82890	LIBRARIES FIRST	291-6450-601.32-78	LEXIS NEXIS SUBSCRIP2022	7,403.00	7,403.00
82893	MANGO LANGUAGES	291-6450-601.32-78	MANGO CONVERSATIONS SUBSC	6,738.16	6,738.16
82902	RECORD INFORMATION SERVICES INC	291-6450-601.32-78	PUBLIC RECORD WEBSITE SUB	1,475.00	1,475.00
82905	SPRINGSHARE LLC	291-6450-601.22-66	COOPERATIVE REFERENCE SER	3,078.00	3,078.00
82907	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WESTLAW PROFLEX 2022	13,043.64	13,043.64
***** DIVISION TOTAL ****					62,098.80

Collection Services

DEPARTMENT:		DIVISION:			
64	User Services	70			
82867	AMAZON.COM CREDIT	291-6470-601.32-05	PROFESSING SUPPLIES	35.68	35.68
82874	BOTTOM LINE PERSONAL	291-6470-601.32-95	PERIODICALS	39.00	39.00
82877	CHICAGO SUN TIMES	291-6470-601.32-95	PERIODICALS	270.40	
		291-6470-601.32-95	PERIODICALS	1,149.60	1,420.00
82878	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	987.00	987.00
82892	LIBRARY JOURNAL	291-6470-601.32-95	PERIODICALS	157.99	157.99
82897	NATURE CONSERVANCY	291-6470-601.32-95	PERIODICALS	15.00	15.00
82899	OK MAGAZINE	291-6470-601.32-95	PERIODICALS	46.28	46.28
82900	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	PERIODICALS	426.40	426.40
82906	SUN MAGAZINE	291-6470-601.32-95	PERIODICALS	25.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					25.00
***** DIVISION TOTAL ****					3,152.35
<i>Makerplace</i>					
DEPARTMENT: 64	User Services	DIVISION: 80			
82867	AMAZON.COM CREDIT	291-6480-601.32-12	PROGRAM RECORDING SUPPLY	19.08	
		291-6480-601.32-12	PROGRAM RECORDING SUPPLY	19.99	39.07
82881	GOUDIE,GRACE	291-6480-601.22-28	1/20&27 CULINARY CLASSES	800.00	800.00
82882	GOUDIE,GRACE	291-6480-601.22-28	2/8& 10 CULINARY CLASSES	800.00	800.00
82883	GROOT, INC.	291-6480-601.21-11	JANUARY WASTE & RECYCLE	122.70	122.70
82894	MASTER MAINTENANCE SERVICE INC	291-6480-601.21-11	JANITORIAL SERVS JANUARY	1,650.00	1,650.00
82908	ZIMMERMANN,NICOLE M.	291-6480-601.22-28	FEB COFFEE & CHOCOLATES C	500.00	
***** DIVISION TOTAL ****					3,911.77
***** DEPARTMENT TOTAL **					71,724.63
***** GRAND TOTAL ****					253,633.65

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	253,633.65
**** TOTAL ALL FUNDS ****		253,633.65

To: Board of Library Trustees
From: Mike Driskell
Date: January 18, 2022
Re: Williams Architects - Kids' World Refresh

Over the past several months, staff have been working with Williams Architects to complete an assessment and feasibility study of a master plan for phased improvements to the Arlington Heights Memorial Library Kids' World department.

At the September and December board meetings, an initial concept and drawings were presented by Williams Architects for a refresh of the Kids' World space. The board has identified a budget of \$400,000 for the project in 2022.

The vision for Kids' World is to engage the community by creating flexible, interactive and experiential learning zones dedicated to specific age groups with attention on children's unique developmental needs and interests. The library is committed to offering equal access to early learning and socialization opportunities, through free, open-ended exploratory play and learning opportunities for children and their caregivers.

The following objectives have been identified for the project:

Provide developmentally appropriate, interactive learning zones, allowing youth to grow through the department

Thoughtfully laying out the department with developmentally appropriate, interactive elements and related services will help youth transition through the department and will help direct caregivers to appropriate resources for their children.

- Family Place: Adding to services for early learning and caregiver education, staff will add interactive elements to engage and encourage learning as families.
- Interactive Zone: Serving as a focal point for the department, the interactive zone will feature elements that will appeal to all ages and provide opportunities for families to explore together. Ideas for this space include the [Everbright](#) light feature, floor projection and wall mounted panels.
- Grades K-3: Currently, there is not a clear space designated for the changing needs of this target audience.
- Tween area: Continuing implementation of the 2018-2022 Strategic Plan, staff will create a dedicated space for this target audience.

Addition of an accessible all-gender/family restroom for caregivers accompanying their child/families.

Create a more defined entry into Kids' World

Without a defined entry, young customers approaching, leaving and using the area are often tempted to run from their caregivers approaching or climbing/descending the stairs to the second floor/core entrance. By adding a more defined entryway, it will discourage this behavior and slow down young customers. Additionally, a defined, welcoming entrance will signal customers they are entering a kids' space.

Addition of a wellness room to help support customers who are nursing or would benefit from a calming/private space.

Create a designated area to consume snacks to help contain food items and possible allergens.

Addition of sinks in Lindsey Room to better support popular, hands-on programs that require sinks/handwashing.

Addition of Conference Rooms for Teens (project alternate)

Staff have identified that adding study rooms in the Hub would improve services for teen customers. Many of the second-floor conference rooms are used by teen customers – 330 teens used these rooms for studying during finals last week. Adding study rooms to the Hub would reduce barriers for teen users that might not have a photo ID, free up conference rooms for other users and better connect users with the variety of resources and staff of the Hub.

Because of the existing relationship with Williams Architects, if the board wishes to proceed with the Kids' World Refresh, the next step would be to approve a letter of agreement expressing interest to engage Williams Architects for architectural services for proposed improvements to the Kids' World space and sign an AIA standard form of agreement provided by our attorney.

Preliminary Project Schedule

Williams Architects is available to start the project immediately upon authorization to proceed.

Task/Phase	Completion Date
Authorization to Proceed	January 2022
Task 1: Project Definition/ Design	March/April 2022
Task 2: Construction Documents	April/May 2022
Task 3: Permitting/Bidding	June/July 2022
Award of Contract	To be determined; July or August 2022 Board Meeting
Task 4: Construction Administration	September-November 2022

Proposed Architectural Fees

Williams Architects proposes to provide the services referenced above for a fixed fee not to exceed \$29,850. Williams will invoice the library for each phase as a percentage of the total fee.

Component	Percentage	Fee
Task 1 – Design Phase	25%	\$ 7,462.50
Task 2 – Construction Documents	40%	\$11,940.00
Task 3 – Permitting and Bidding	10%	\$ 2,985.00
Task 4 - Construction Administration	25%	\$ 7,462.50
Total Base Services	100%	\$29,850.00

The proposal for architectural services and letter of agreement have been reviewed by the library attorney.

Suggested motion: **The Board of Library Trustees approves entering into a contract with Williams Architects for the Kids' World Refresh project, in an amount not to exceed \$29,850.**

11 January 2022

Mr. Michael Driskell, Executive Director
Arlington Heights Memorial Library
500 N. Dunton Avenue
Arlington Heights, IL 60004

Re: Proposal for Architectural Services –
Arlington Heights Memorial Library – Kids’ World Phase 1 Renovations
Williams Architects Project No. 2022-TBD

Dear Mike:

Following completion of our Master Plan for phased improvements to Kids’ World, Williams Architects is pleased to present this proposal for Architectural Services for Phase 1 proposed improvements to the spaces as we have been discussing for the past several months. Our team truly looks forward to the opportunity to again work with the Arlington Heights Memorial Library on this very important project for your community. The following is our initial understanding of the scope of the project and the services required to meet your expectations.

PROJECT BACKGROUND / UNDERSTANDING

As recommended by our Kids’ World Master Plan completed late last year, the Arlington Heights Memorial Library seeks to complete a series of selected renovations to Kids’ World to improve and/or achieve ADAAG and Illinois Accessibility Code compliance, increase engagement with families, and improve developmental flow, as the first phase of a planned multi-phase renovation project. The Library has identified a total project budget of \$400,000 for this initial phase of work, inclusive of professional services fees, contingencies, and constructor costs.

The scope of work assigned to Williams Architects and our team of consulting engineers will include the following elements:

- Comprehensive re-organization of the entire department to create new a tween-focused area, a “snack café” seating area, areas for all-ages interactive features, and creation of logical developmental flow for various age groups throughout the department.
- Creation of a new entrance feature calling attention to Kids’ World from outside the department and improving safety from inside the department. This feature will incorporate graphics, new finishes, and limited new lighting as budget allows. Automatic sliding glass doors will be specified and bid as an alternate.
- Creation of one new, oversized all-gender restroom adjacent to the existing restrooms.
- Creation of one new wellness/nursing room with a sink adjacent to the existing restrooms. This room will have adjustable lighting to accommodate differing needs.
- Creation of a new tween area, with replacement flooring and other finishes to help define and create a sense of uniqueness to the area.
- Creation of a new interactive zone immediately west of the Lindsey Room on axis with the entrance, potentially incorporating an Everbright interactive feature and other standalone and/or wall-mounted interactive features to be selected. Limited finish and lighting upgrades will occur in this space as budget allows to highlight the interactive features.
- Introduction of two new accessible sinks on the west side of the Lindsey Room and associated counters and casework.
- Introduction of a new additional storage closet within the Lindsey Room.
- Flooring replacement within the Lindsey Room with a material suitable for messy activities, such as luxury vinyl tile (LVT)



- Flooring replacement in certain high-traffic or worn areas where needed. Most of the existing carpeting in the space will remain as is.
- New wall paint at existing and new walls to refresh the overall look and feel of the space.
- Addition of a bottle filling station and cane detection apron to the existing bi-level drinking fountain.
- Updated graphics and wayfinding throughout the space. Our team will suggest alternatives for implementation by Library staff/outside vendor.
- New ADA compliant room identification signage throughout the department. Our team will suggest alternatives for implementation by Library staff/outside vendor.
- Assistance with selection of interactive features and other miscellaneous furnishings, to be finalized, with a maximum budget of \$90,000 for these items.

In addition to this base bid scope of work, the following items will be designed, drawn, and bid as alternates:

- Two new study rooms at the teen Hub space.
- Automatic, sliding glass entrance doors at the entrance to Kids' World.
- A deductive alternate to identify cost savings should painting work be completed by Library staff.

PROJECT APPROACH

In our previous work together, we have learned a great deal about the Library's needs and values. This is important background information from which to now move forward with this project. The Williams team has the necessary expertise and a proven approach that will provide a very thorough, open and engaging design process that will meet your goals for this project.

This approach, described on the following pages, includes these steps:

- Design Phase
- Construction Documents
- Bidding and Permitting Services (Village of Arlington Heights)
- Construction Administration

This is a very specialized project type that requires experienced architects for a successful outcome. We employ a highly communicative approach that, at the onset, defines tasks and milestones and identifies responsibilities. We utilize a detailed schedule / meeting matrix to ensure we have effectively communicated the process and expectations of the entire project team. We regularly meet and monitor tasks to confirm all team members are meeting their obligations. This process has proven to be highly effective in achieving our clients' goals for the project.

Project Kick-off / Data Collection

Williams Architects and our consultant team review all data collected and meet with Library Staff to gather additional input. In the kick-off meeting we discuss:

- A. Expectations/Tasks - Define overall expectations and necessary tasks and responsibilities. A detailed work plan (including initial goals & objectives) will be discussed, and a project schedule will be developed.
- B. Communiqué – Confirmation on lines of communication, points of contact, level of involvement by Arlington Heights Memorial Library leaders and staff, and other related project management details.
- C. Data Collection – Review potential data and information required to facilitate a thorough understanding of the project background and required services from the Client and the Design Team.

- D. Budget – Review cost parameters and funding mechanisms.
- E. Schedule – Confirm the proposed schedule and associated milestone dates.

Task 1 –Design Phase

During this phase of the Project, our project team including our engineering consultants conduct a further visual observation of the existing spaces to be modified and review any available existing conditions documents to understand existing conditions that must be considered in the design of the scope of work. We will conduct four meetings with staff during this phase to review design options, finishes, cost, lead time, schedules, and code analysis. Work during this phase includes assisting the Library’s Construction Manager in development of an initial cost estimate and involvement of our full team to review and define the systems and materials involved in the overall scope of work. Site plan and floor plan drawings will be completed to describe the scope of work. This phase culminates in a presentation to the Arlington Heights Memorial Library Board of Trustees for review and approval to move on to the next task in our scope of services.

Task 2 - Construction Documents

During this phase, we develop detailed drawings of and specifications for every aspect of the scope of work including a project manual that has the bid forms, contracts, and the specifications for all aspects of the project. These documents are then used for issuing of a building permit, as well as bidding by contractors. During this phase, we include three meetings with Library staff and one presentation to the Arlington Heights Memorial Library Board of Trustees for review and approval to move forward with bidding the project.

Task 3 – Permitting and Bidding

During this phase, we submit our documents for permit review to the Village of Arlington Heights. We regularly monitor this process and promptly respond to plan review comments to expedite the permits. We also issue the documents electronically for distribution to interested bidders via an online plan room service. We assist the Construction Manager with answering questions posed by bidding contractors, issue addenda as necessary, attend a pre-bid meeting and bid opening, and participate in scope review meetings with apparent low bidders to ensure they understand the project and have accounted for all of the requirements of the construction documents.

Task 4 - Construction Administration

During this phase, we visit the site six times during construction and meet with Library Staff and Contractor to review all aspects of the Project, assisting the client in understanding the schedule and progress of the work, as well as issuing field reports documenting our observations for each of our visits. The sixth visit shall be a punch list inspection of the completed work. We also review the payout requests as submitted by the Contractor and recommend payment to Library Staff. We review and comment on shop drawings for the various systems and components. We provide information and clarification throughout the construction phase. After the construction phase, we assist Library Staff in reviewing and accepting all the as-built, warranty, and maintenance manuals provided by the Contractor.

We will continually strive to maintain open and ongoing communication with all members of the Project Team throughout the Project so that issues can be discussed and solved in a logical manner, thus avoiding problems and potential delays. This enables us to complete projects on time and within budget, in an environment marked by an excellent working relationship between the client and the architect.

GREEN ARCHITECTURE / SUSTAINABLE DESIGN

Our Team takes seriously our responsibility to help preserve the environment. We are committed to maintaining our fragile environment by designing building systems that use material, energy, and

water efficiently. Although this project is not contemplated to pursue LEED certification, we embrace the principles outlined by the U.S. Green Building Council and which are embodied in the LEED (Leadership in Energy and Environmental Design) Green Building Rating System®.

COST ESTIMATING

Our Project Team has demonstrated strong project leadership marked by effective cost control, which has allowed us to create realistic, cost-effective Project solutions. We will work with the Arlington Heights Memorial Library to balance Project costs while maintaining desirable Project design and aesthetic qualities. We will do this by reviewing materials, building systems, and anticipated construction methods, and recommending cost options if necessary.

SCHEDULE

We are available to start this project immediately upon your authorization to proceed. Currently, we anticipate the following schedule based on the Library’s requirements.

Preliminary Project Schedule

Task/Phase	Completion Date
• Authorization to Proceed	January 2022
• Task 1: Project Definition / Design	March/April 2022
• Task 2: Construction Documents	April/May 2022
• Task 3: Permitting / Bidding	June/July 2022
• Award of Construction Contract(s)	TBD – July or August 2022 Board Meeting
• Task 4: Construction Administration	September – November 2022

PROPOSED ARCHITECTURAL FEES

We propose to provide the above referenced services consisting of Project Definition/Design, Construction Documents, Permitting, Bidding/Negotiations and Construction Administration/Closeout Services for a fixed fee not to exceed **TWENTY-NINE THOUSAND EIGHT HUNDRED FIFTY DOLLARS (\$29,850.00)**. We shall invoice for each phase as a percentage of the total Fee as listed below:

1. Task 1 – Design Phase	25% (\$7,462.50)
2. Task 2 – Construction Documents	40% (\$11,940.00)
3. Task 3 - Permitting and Bidding	10% (\$2,985.00)
4. <u>Task 4 – Construction Administration</u>	<u>25% (\$7,462.50)</u>
Total Basic Services	100% (\$29,850.00)

If the scope of work should substantially increase during the project beyond the scope herein, we will negotiate a fee adjustment to the mutual satisfaction of the Arlington Heights Memorial Library and Williams Architects.

HOURLY RATES

Any services performed on an hourly basis and Additional Services requested in writing by the Arlington Heights Memorial Library for work not included, shall be provided on an hourly basis at the rates listed below. The following rates shall hold through the course of this project.

2021/2022
WILLIAMS ARCHITECTS
RATE TABLE

Principal II	\$ 243.00/Hour
Principal I	\$ 224.00/Hour
Associate Principal	\$ 206.00/Hour
Senior Associate/Senior Project Mgr.	\$ 202.00/Hour
Associate / Project Manager.....	\$ 184.00/Hour
Architect III	\$ 163.00/Hour
Architect II	\$ 150.00/Hour
Architect I	\$ 135.00/Hour
Senior Project Coordinator II	\$ 163.00/Hour
Senior Project Coordinator I	\$ 150.00/Hour
Project Coordinator IV	\$ 123.00/Hour
Project Coordinator III	\$ 112.00/Hour
Project Coordinator II	\$ 95.00/Hour
Project Coordinator I.....	\$ 82.00/Hour
Project Technician II.....	\$ 64.00/Hour
Project Technician I.....	\$ 49.00/Hour
Aquatic Engineer II.....	\$ 194.00/Hour
Aquatic Engineer I.....	\$ 148.00/Hour
Director of Marketing.....	\$ 181.00/Hour
Marketing Coordinator.....	\$ 131.00/Hour
Accounting	\$ 174.00/Hour
Secretarial.....	\$ 123.00/Hour
Clerical.....	\$ 87.00/Hour
Director of Interior Design	\$ 165.00/Hour
Interior Designer V	\$ 129.00/Hour
Interior Designer IV	\$ 108.00/Hour
Interior Designer III.....	\$ 84.00/Hour
Interior Designer II.....	\$ 71.00/Hour
Interior Designer I.....	\$ 49.00/Hour

In addition to our estimated fees, we recommend the Library maintain a contingency fund within the overall project budget to allow for the potential of Additional Services and unforeseen conditions not included herein.

REIMBURSABLE EXPENSES

In addition to our professional services listed above, we shall also invoice the Library for our reimbursable expenses at our direct cost. Reimbursable expenses include travel to and from the Library for meetings and site visits, project-related expenses such as printing & photocopying, online plan room service fees, electronic documentation transfer, postage / messenger / FedEx, project related supplies, etc. Except for permit review documents required by the Village of Arlington Heights, we anticipate that most of the documents created in conjunction with our scope of work will be transmitted electronically. We would estimate reimbursable expenses not to exceed \$2,000.00 for the project and will seek written approval from Library Staff should this amount be exceeded for any reason. We always offer our clients the ability to print any required project documents if desired to minimize such expenses.

PROPOSAL QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. The Library shall provide all available existing conditions drawings for our use in developing the documents. (We have these in our possession from previous projects together)
2. We include attendance at one Village of Arlington Heights permit review meeting to establish expectations and requirements for project permitting.
3. We include up to **SIX (6)** combined site observation/Library-Architect-Contractor meeting visits during the Construction Phase of the project. Meeting and field time beyond the defined limits will be invoiced on a per-meeting basis as mutually agreed upon between AHML and WA.
4. We will attend **FOUR (4)** Library Board or Committee of the Whole meetings throughout the course of the project to update the Board on project progress. Meeting time beyond the defined limits will be invoiced on an hourly basis.
5. We anticipate the construction phase will take approximately two to three months. All Basic Services conclude sixty (60) days beyond Substantial Completion but no later than four (4) months after the start of construction.
6. We include one set of bid documents and one bid phase for the project.
7. This proposal assumes that the Library will bid the project to general contractors or engage a Construction Manager for full coordinated CM services. Should the Library engage a Construction Manager and limit the scope of the Construction Manager's services, additional services may be required from our office at additional fees beyond those included herein to complete the project.
8. This proposal is based on the "professional standards" for architectural services provided by similar firms performing similar services. The Library understands that in the course of producing these documents, imperfections and inconsistencies may occur. We recommend that the Library maintain a contingency fund to account for these conditions during the Construction Phase.
9. We shall be compensated for all alternate bid items drawn and approved change orders that are not caused by imperfections and inconsistencies in the contract documents prepared by our firm.
10. The following items or services are not part of our Basic Services, but can be provided as an Additional Service:
 - a. Meetings and site visits beyond those noted herein
 - b. Services related to technology such as design/specification of data cabling, security systems, telephone, A/V, etc. (Drawings will indicate locations of data and phone jacks required with conduit and pull strings for Owner-provided cabling and terminations)
 - c. Design and procurement services for furniture or interactive features in excess of the budget and scope indicated herein.
 - d. Procurement services for signage and graphics required for the project.
 - e. As-Built Documentation (this is typically provided by the Contractors)

CONCLUSION

This Letter of Agreement is non-binding and is an expression of the interest of the Library to engage Williams Architects for the work set forth herein. Williams Architects acknowledges that it will only perform the work set forth herein after approval of a final AIA agreement by the Arlington Heights Memorial Library Board of Trustees, which has yet to occur as of the date of this Letter of Agreement. Upon receipt of this Letter of Agreement. Upon receipt of this Letter of Agreement, we

will incorporate this Letter of Proposal as an Exhibit to a formal AIA Agreement, mutually agreeable to the Arlington Heights Memorial Library and Williams Architects.

We truly appreciate this opportunity to continue our professional relationship with the Arlington Heights Memorial Library and look forward to working together as a team to make the project a success for the Library and the community it serves.

Cordially,



Andrew R. Dogan, AIA, LEED AP
Principal / Director of Library Design & Planning

xc: Sonja L. Sporleder, Accounting Associate / Williams Architects

ACCEPTANCE:

The Arlington Heights Memorial Library hereby accepts the terms and conditions of this Proposal and authorizes Williams Architects and its consultants to begin services immediately.

Printed Name and Title
Arlington Heights Memorial Library Authorized Representative

Authorized Signature
Arlington Heights Memorial Library

Date

Executive Director's Report

January 2022

What's New @ AHML

Bike Rack, Tire Pump and Repair Station Installation

Makerspace Branch Assistant Manager Chris Krueger worked with the Facilities department to select a location for the installation of the new bike racks, tire pump and bike repair station. Fitting these in an area that previously only housed bike racks was made possible by the removal of a large bush on the north side of the Makerplace entrance. (One of the landscapers who came to remove the bush in front of the building ended up sharpening his chainsaw in the Makerplace!) Once weather permits, customers will have a safe place to store their bicycles, both alleviating Makerplace parking and saving the environment. Funding for the bike rack, pump and repair station was generously provided by our Friends of the Library. Thank you, Friends!



While You Wait

The While You Wait feature is a new feature in our online catalog released in December. When a title is not available for checkout, a button will appear. When it is clicked, five similar titles owned by the library and available for checkout will be listed. This feature is available for print books in regular print and large print, and audiobooks, for all ages.

Serving Our Community

Senior Phone Story Discussion

The weekly senior phone story discussion continues to be a huge success, and on December 28 met for the 90th consecutive week. As pandemic mitigations continue to limit in-person gatherings in some senior living communities, staff have active participation and regular attendees who continue to look forward to this weekly “fun” and “entertaining” event with their friends. Senior and Accessibility Services staff recently received permission from Hachette Audio and Highbridge Audio to use their audio materials for the program, expanding the ability to find new and engaging materials for the audience of this unique program.

Fiesta del Año - Gala event for the Northwest Hispanic Chamber of Commerce

Info Services librarian Brittany Coleman and Community Engagement Liaison Catalina Shin attended the end of the year Gala event for the Northwest Hispanic Chamber of Commerce on December 16. Brittany and Catalina networked with other members of the chamber including Harper College, Bright Futures Chiropractic in Arlington Heights, Tia Juarez who has been a presenter for some of the library’s programs, NBC Telemundo Reporter Sandra Torres and many others. Brittany and Catalina shared information about library services and future collaboration opportunities.

The Arlington Heights Memorial Library was the first library in the northwest suburbs to join the chamber as members in 2019 and now the library is one of three involved libraries in the area. The library continues supporting the chamber’s mission and efforts, as it plans to collaborate in different bilingual business programming and outreach opportunities in 2022.



Business Builders Outreach



Business Advisor Diane Malik hosted a Chamber of Commerce Business Builders Group for an outreach event at the Makerplace. Makerspace Specialist Kate Henry explained the equipment and materials offered at the Makerplace and provided a hands-on demonstration. Kate used the large Cricut vinyl cutter to make a sign with store hours on it. This helped make a direct connection for how the space offers real value for small businesses.

Author Andrea Wang



Youth Services Librarian Emily Koch coordinated school visits and programming with award-winning author Andrea Wang from December 6–9. Andrea virtually visited 11 public elementary schools over the course of four days. Almost 2,300 students logged onto Zoom with their classrooms to hear Andrea talk about her book, *Magic Ramen*, a nominee on this year’s Monarch Award nominee list, which participating schools vote on in the new year. Andrea discussed her journey to become an author, talked about the life of Momofuku Ando and read her picture book about him.



Teen Finals Study Lounge Returns

As District 214 high schoolers geared up for final exams this December, the library was happy to welcome back 754 teen studiers for *Finals Study Lounge* after a two-year hiatus due to the pandemic. From December 11–16, Teen Services ensured there were extra study tables throughout the library to accommodate the influx of teens. The second-floor conference rooms were also a popular destination for teens, with 330, or 44%, of teens using the rooms for studying with their friends. To curb the stress and anxiety experienced by teens during this time, Hub staff wheeled around a snack trolley, offered a meditation and stress relief program with a yoga instructor, provided a mood jar sensory DIY kit and had plenty of post-its and index cards available for teens to use.



Pop-Up Events Reach All-ages



On December 4, more than 75 customers dropped into *Pop-Up: Make a Button Pack*. This pop-up was an incredible success and engaged families with younger children, teens and older adults. Everybody who tried it loved the process of button making, from choosing materials to pressing buttons and magnets using the library’s button machines. Attendees enjoyed the variety of fabric, magazines, colored pencils and markers, and small bags and ribbons to “wrap” the pins as holiday presents. Many left excited to check out a button machine from the Library of Things or visit Makerplace to use the machine there.

During the week of December 13, Programs & Exhibits Specialist Emily Muszynski and Youth Services Librarian Emily Koch hosted three *Snoopy Comic Pop-ups* events located alongside the *Snoopy and the Red Baron* exhibit. One hundred and eighty-eight customers and *Peanuts*-lovers of all ages stopped by for hands-on Snoopy- activities from origami doghouses and drawing tutorials to an exhibit scavenger hunt created by the Teen Advisory Board. On Saturday, December 18, Eisner award-winner comic artist and illustrator Art Baltazar joined the pop-up with drawing advice and free copies of his comic books. Families were happy to happen upon fun pop-up activities designed for all-ages at the library again. One parent shared that she hadn't seen her kids this excited in a very long time.



DIY Gift Wrapping

On December 7 and 11, Makerspace specialists hosted *DIY Gift Wrap* which was the first class in the creative arts space. Participants painted their own wrapping paper, learned how to make pom-poms and constructed and decorated custom gift boxes. Two sessions of the program were offered for a total of 21 participants who left with personalized wrapping supplies.



Design It/Make It: Holiday Ornaments

On December 8 and 15, Makerspace Advisor Lee Anne Davis and Technology Instruction Coordinator David Olichwier hosted a program series that took place across the main library and the Makerplace. The first *Design It* portion was taught in the training center, teaching the 12 attendees the basics of Adobe Illustrator by designing a holiday ornament. The second *Make It* portion had those same attendees learning how to cut their designs out on the Makerplace's laser cutters.

Makerplace Stories

A couple examples of the types of activities people used the Makerplace for in December:



A customer completed his first quilt made from baby clothes in the sewing room after never having used a sewing machine before starting the project.



A customer who works at the forest preserve used a laser engraver to etch designs into log puck pieces from downed trees.

In the Kitchen

During December, customers were invited to a variety of events in the Makerplace kitchen, from *Natural Dyeing* to a drop-in *Holiday Cookie Exchange*. Registration continues to be limited to Arlington Heights cardholders to meet the demand for hands-on culinary classes. 109 people attended the seven events offered this month.

Holiday Cookie Exchange

On Sunday, December 19, bakers were invited to drop off a home-baked cookie of their choice to the Makerplace kitchen for a community cookie exchange. Each of the 14 bakers were invited to pack a box, choosing from the variety of cookies. Community members who did not bake were each invited to try half a dozen cookies of their choosing. In all, 24 people enjoyed the event and both bakers and drop-in tasters were thankful for the event.



Chef Grace returns with Charcuterie and Brunch

Chef Grace of Arlington Heights' Scratchboard returned to the Makerplace kitchen to lead two new classes with two sessions each. Grace has led eight classes with the library and customers love her friendly and detailed instruction.

In December, she taught 32 residents tips and tricks to create *Charcuterie & Cheese Boards* to impress their guests (offered in two sessions). Chef Grace shared background of the meats and cheeses she selected, including information about the farms and purveyors she favors and why.



She led another 31 residents through brunch recipes. Also divided into two sessions, *Brunch* attendees got their hands on preparation from seeding a pomegranate to mixing dressings, building a colorful citrus salad and making top-tier, flavored oatmeal. Everybody left with food, recipes and the confidence to successfully create a delicious and beautiful brunch for friends and family.



Makin' Mocktails

Dr. Kevin Peterson, co-owner of a craft cocktail bar in Detroit, worked with Programs & Exhibits Supervisor Megan Young to create a virtual demonstration of delicious, spirit-free cocktails. Twenty-five customers attending live were guided step-by-step through two recipes: a green tea margarita and the lemonade fizz. Attendees were provided with the ingredient list ahead of the event and encouraged to make the drinks along with Kevin. This program was recorded and is now available on the library's [YouTube channel](#). It's been viewed 42 times to date.

Staff Highlights

Welcome to the Library Profession

Congratulations to Alex Esau as he graduated with his library degree on December 17. Alex first started as a materials assistant in 2016, then moved to the bookmobile in 2019 as a bookmobile driver, before coming into Collection Services in 2020 as an acquisition assistant.



Positive Interactions

Several staff completed the training *Positive Interactions: Making the Library a Welcoming & Empowering Place for People with Disabilities*. The training from Association of Specialized and Cooperative Library Agencies, a division of the American Library Association, is designed to introduce staff to communicating and interacting with people with disabilities, develop a solid understanding of the diverse types of disabilities and how they impact the way people use the library and its resources.

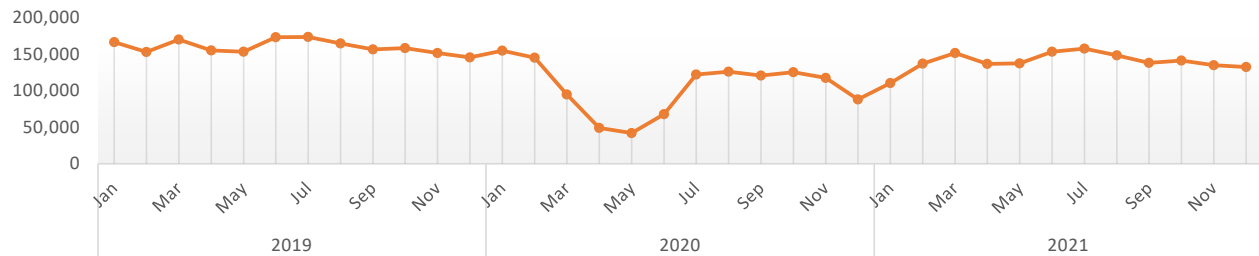
Arlington Heights Memorial Library

December 2021 Dashboard

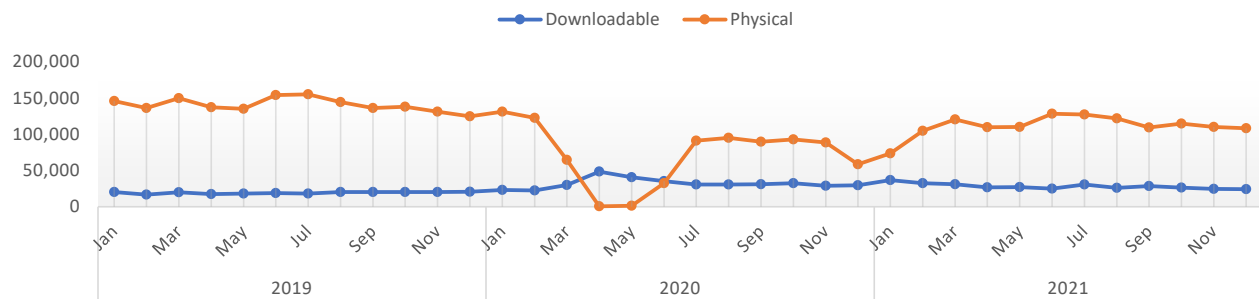
Circulation

Type	Current Month	Same Month Last Year	Change	Type	YTD Total Current Year	YTD Total Last Year	Change
Print	71,211	40,303	▲ 76.7%	Print	902,298	562,601	▲ 60.4%
Audiovisual	28,401	14,431	▲ 96.8%	Audiovisual	344,001	254,579	▲ 35.1%
Downloadable	24,164	29,453	▼ -18.0%	Downloadable	338,962	382,335	▼ -11.3%
ILL	373	284	▲ 31.3%	ILL	4,449	3,161	▲ 40.7%
Other	8,041	3,523	▲ 128.2%	Other	85,396	47,668	▲ 79.1%
Total	132,190	87,994	▲ 50.2%	Total	1,675,106	1,250,344	▲ 34.0%

Circulation



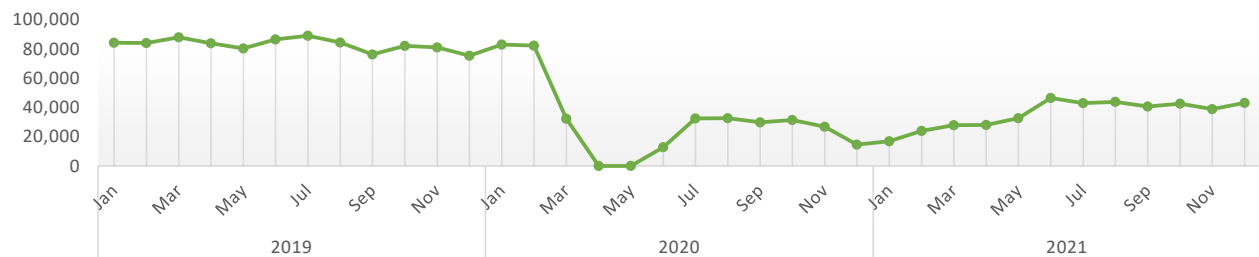
Physical vs. Downloadable Circulation



Library Visits

Location	Current Month	Same Month Last Year	Change	Location	YTD Total Current Year	YTD Total Last Year	Change
Main Library	34,628	2,449	▲ 1314.0%	Main Library	312,749	292,594	▲ 6.9%
Drive-Up	5,230	10,800	▼ -51.6%	Drive-Up	82,399	68,194	▲ 20.8%
Bookmobile	1,029	1,272	▼ -19.1%	Bookmobile	20,189	12,874	▲ 56.8%
Senior Center	865	0	--	Senior Center	6,511	4,298	▲ 51.5%
Makerplace	1,245	0	--	Makerplace	5,622	0	--
Total	42,997	14,521	▲ 196.1%	Total	427,470	377,960	▲ 13.1%

Library Visits



Arlington Heights Memorial Library

December 2021 Dashboard

Program Satisfaction 4.8 / 5

Programs

Program Attendance

Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	1,493	1,205	▲ 23.9%	Adult	23,372	25,311	▼ -7.7%
Children	2,832	365	▲ 675.9%	Children	17,609	20,136	▼ -12.5%
Teen	964	502	▲ 92.0%	Teen	2,912	6,430	▼ -54.7%
Total	5,289	2,072	▲ 155.3%	Total	43,893	51,877	▼ -15.4%

Number of Programs

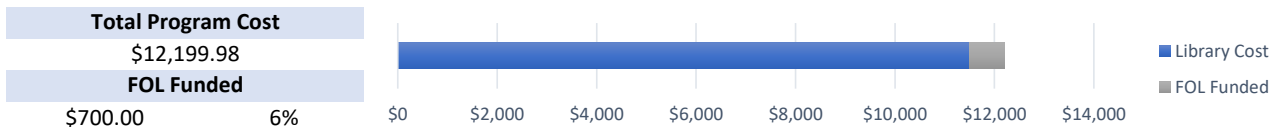
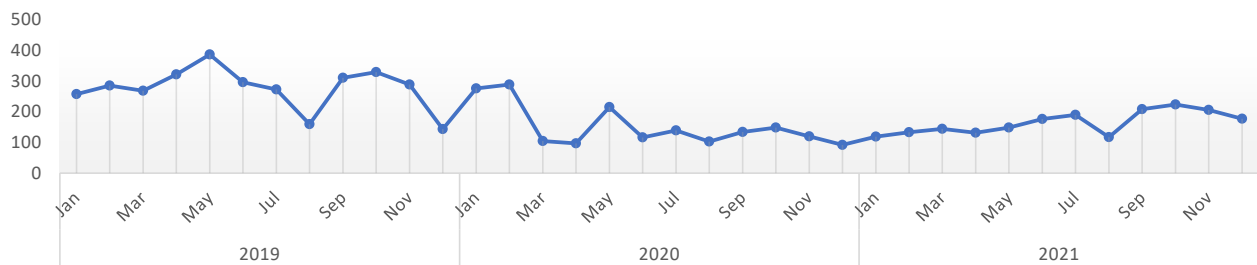
Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	107	66	▲ 62.1%	Adult	1,193	1,040	▲ 14.7%
Children	41	14	▲ 192.9%	Children	592	614	▼ -3.6%
Teen	29	12	▲ 141.7%	Teen	187	178	▲ 5.1%
Total	177	92	▲ 92.4%	Total	1,972	1,832	▲ 7.6%

	Current Month	Same Month Last Year	Change		YTD Total Current Year	YTD Total Last Year	Change
Avg. Attendance	30	23	▲ 32.7%	Avg. Attendance	22	28	▼ -21.4%

Program Attendance



Number of Programs



Supplementary Programs and Activities

Number of Programs and Activities

Type	Current Month	Same Month Last Year	Change
Passive	22	21	▲ 4.8%

Program and Activity Attendance

Type	Current Month	Same Month Last Year	Change
Passive	4,427	1,892	▲ 134.0%