

BOARD OF LIBRARY TRUSTEES

**TUESDAY, FEBRUARY 15, 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 JANUARY 18, 2022 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF FEBRUARY 7, 2022 (Action Item 2)
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JANUARY 31, 2022 (Item 3)

VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 31, 2022 (Action Item 4)

IX. EXECUTIVE DIRECTOR'S REPORT

- MAKERPLACE INITIAL USAGE REPORT

Makerplace staff will provide an initial usage report of the library's makerspace branch opened in September 2021

X. OLD BUSINESS

- APPROVAL OF 2022 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT OF 2021 (Action Item 5)

The board will consider approval of the 2022 Illinois Public Library Annual Report to be filed with the Secretary of State's office

- APPROVAL OF INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES (Action Item 6)

The board will consider approval of expanding educator library card services by entering into intergovernmental agreements with K-12 schools within the incorporated boundaries of the Village of Arlington Heights for the purpose of equitably offering library cards to educators who support students at Arlington Heights schools

- APPROVAL OF CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR KIDS' WORLD REFRESH PROJECT (Action Item 7)

The board will consider entering into a contract for construction management services for the Kids' World Refresh project

- ACCEPTANCE FOR EXECUTIVE SEARCH SERVICES FOR DEPUTY DIRECTOR POSITION (Action Item 8)

The board will consider engaging with an executive search firm for the deputy director position

XI. NEW BUSINESS

XII. OTHER

-UPDATE ON ILLINOIS' INDOOR MASK MANDATE

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

XIV. ITEM(S) FROM CLOSED SESSION FOR ACTION

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., February 15, 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, JANUARY 18, 2022.

01.22.01 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, January 18, 2022, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Galla

Also present: Michael Driskell, Executive Director; Traci Sara, Finance Manager; Janet Moravec, Business Office Administrator; Jennifer Borrell, Friends of the Library Board; Andy Dogan, Williams Architects; Art Ellingsen, Resident; Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

01.22.03 **PUBLIC COMMENT** – Mr. Ellingsen commented on the library’s mask mandate.

01.22.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Jennifer Borrell reported the Friends approved funding for the library’s interior landscaping in 2022. There will be four book sales in 2022: a children’s book sale February 11-13, and three large sales April 22-24, August 5-7 and November 4-6.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Michael Driskell reported the Foundation continues research and development of the future scholarship task force. They continue to reach out to donors in support of the Kids’ World refresh in autumn 2022.

01.22.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF DECEMBER 21, 2021 (Action Item 1)**. Trustee Medal seconded. All were in favor and the minutes were approved as submitted.

01.22.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED DECEMBER 31, 2021 (Item 2)** – Michael Driskell reported the library received personal property replacement taxes (PPRT) in the amount of \$119,375.88 in December. With 100% of the fiscal year lapsed, 87% of the unaudited annual operating budget has been expensed. 97% of the total annual capital budget has been expensed. Makerspace construction is complete. The total expensed for the project to date in 2021 is \$1,021,468 which is under budget by \$16,226.

- 01.22.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED DECEMBER 31, 2021 (Action Item 3)** – Michael Driskell provided information in response to trustees’ questions regarding individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF DECEMBER 31, 2021, IN THE AMOUNT OF \$1,302,648.11.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- 01.22.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JANUARY 18, 2022 (Action Item 4)** - Michael Driskell provided information in response to trustees’ questions regarding individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF JANUARY 18, 2022, IN THE AMOUNT OF \$253,633.65.** Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- 01.22.09 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the December 2021 Director’s Report.

- 01.22.10 There was no **OLD BUSINESS** to be discussed.

- 01.22.11 **NEW BUSINESS**

AGREEMENT WITH WILLIAMS ARCHITECTS FOR KIDS’ WORLD REFRESH (Action Item 5) – The board reviewed a proposed agreement with Williams Architects for architectural services for the Kids’ World refresh.

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

- 01.22.12 **OTHER**

- **PROGRAMMING CHANGES DUE TO COVID-19** – Michael Driskell reported the library continues to offer a variety of in-person and virtual programs. Adjustments have been made for some in-person programs to move to larger spaces to allow for greater social distancing. A number of in-person programs have also moved to virtual while still others have been postponed or canceled through mid-February at which time offerings will be reassessed.

01.22.13 Trustee Supplitt moved **THE BOARD ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES; AND (21) REVIEWING CLOSED SESSION MINUTES.** Trustee Smart seconded. All were in favor and the board went into closed session at 7:36 p.m.

The board returned to open session at 8:04 p.m.

Trustee Smart moved **TO RELEASE THE CLOSED SESSION MINUTES AND DESTROY THE CLOSED SESSION AUDIO RECORDING FROM FEBRUARY 18, 2020,** Trustee Supplitt seconded. All were in favor and the motion carried.

Trustee Smart moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JANUARY 18, 2022.** Trustee Supplitt seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Somary moved **ADJOURNMENT.** Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:06 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

02.22.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Cardinal Room of the Arlington Heights Memorial Library on Monday, February 7, 2022, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustees Ruhl and Supplitt

Also present: Michael Driskell, Executive Director; Janet Moravec, Business Office Administrator. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

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

02.22.02 There was no **PUBLIC COMMENT**.

02.22.03 **2022 ILLINOIS PUBLIC LIBRARY ANNUAL REPORT FOR 2021** (Item 1) – Michael Driskell presented the library’s 2022 Illinois Public Library Annual Report for 2021 to be filed with the Secretary of State’s office.

02.22.04 **INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES** (Item 2) – The committee reviewed and discussed expanding educator library card services by entering into intergovernmental agreements with K-12 schools within the incorporated boundaries of the Village of Arlington Heights for the purpose of equitably offering library cards to educators who support students at Arlington Heights schools. The committee was in favor of expanding educator library card services.

02.22.05 **CONSTRUCTION MANAGEMENT SERVICES FOR KIDS’ WORLD REFRESH** (Item 3) – The committee discussed engaging the services of Shales McNutt Construction to provide construction management services for the Kids’ World Refresh. The committee was in favor of engaging Shales McNutt Construction for construction management services for the project.

02.22.06 **PROPOSAL TO UTILIZE EXECUTIVE SEARCH FIRM FOR DIRECTOR OF CUSTOMER SERVICE POSITION** (Item 4) – Michael Driskell presented a proposal to engage with an executive search firm for the director of customer service position. The committee requested a comparison of posting for a director of customer service versus a deputy director position.

02.22.07 **OTHER**

- Michael Driskell informed trustees work has begun on the annual audit and trustees should expect to receive communication from Sikich in the next couple of weeks.

02.22.08 Trustee Somary moved **THE COMMITTEE OF THE WHOLE ADJOURN TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Smart seconded. All were in favor and the committee went into closed session at 7:32 p.m.

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

Trustee Somary moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF FEBRUARY 7, 2022.** Trustee Galla seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

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

Janet Moravec, Recorder

ITEM 3

Village of Arlington Heights

FUND 291 Memorial Library Fund

| ACCOUNT | ACCOUNT DESCRIPTION | ***** ESTIMATED | CURRENT ACTUAL | ***** %REV | ***** ESTIMATED | YEAR-TO-DATE ACTUAL | ***** %REV | ANNUAL ESTIMATE | UNREALIZED BALANCE |
|---------|---------------------------|-----------------|----------------|------------|-----------------|---------------------|------------|-----------------|--------------------|
| 400 | Taxes | | | | | | | | |
| 401 | Real Estate Taxes | | | | | | | | |
| 03 00 | Real Estate Tax IMRF | 72,482 | 611.50 | 1 | 72,482 | 611.50 | 1 | 869,788 | 869,176.50 |
| 04 00 | Real Estate Tax FICA | 55,261 | 439.82 | 1 | 55,261 | 439.82 | 1 | 663,141 | 662,701.18 |
| 05 00 | Real Estate Tax | 1,095,666 | 9,078.63 | 1 | 1,095,666 | 9,078.63 | 1 | 13,147,993 | 13,138,914.37 |
| 401 ** | Real Estate Taxes | 1,223,409 | 10,129.95 | 1 | 1,223,409 | 10,129.95 | 1 | 14,680,922 | 14,670,792.05 |
| 403 | Intergovernmental Taxes | | | | | | | | |
| 25 00 | Replacement Tax | 12,240 | 38,092.26 | 311 | 12,240 | 38,092.26 | 311 | 146,880 | 108,787.74 |
| 403 ** | Intergovernmental Taxes | 12,240 | 38,092.26 | 311 | 12,240 | 38,092.26 | 311 | 146,880 | 108,787.74 |
| 400 *** | Taxes | 1,235,649 | 48,222.21 | 4 | 1,235,649 | 48,222.21 | 4 | 14,827,802 | 14,779,579.79 |
| 410 | Intergovernmental Revenue | | | | | | | | |
| 411 | Intergovernmental | | | | | | | | |
| 65 00 | Per Capita Grant & Gifts | 9,231 | .00 | | 9,231 | .00 | | 110,774 | 110,774.00 |
| 70 00 | Other Grants | 0 | 20,735.00 | | 0 | 20,735.00 | | 0 | 20,735.00- |
| 411 ** | Intergovernmental | 9,231 | 20,735.00 | 225 | 9,231 | 20,735.00 | 225 | 110,774 | 90,039.00 |
| 410 *** | Intergovernmental Revenue | 9,231 | 20,735.00 | 225 | 9,231 | 20,735.00 | 225 | 110,774 | 90,039.00 |
| 430 | Fees | | | | | | | | |
| 436 | Library Fees | | | | | | | | |
| 72 00 | Non Resident Fees | 50 | 227.00 | 454 | 50 | 227.00 | 454 | 600 | 373.00 |
| 74 00 | Copier/Reader Printer Fee | 2,108 | 2,880.37 | 137 | 2,108 | 2,880.37 | 137 | 25,296 | 22,415.63 |
| 75 00 | Meeting Room Fees | 33 | 125.00 | 379 | 33 | 125.00 | 379 | 400 | 275.00 |
| 436 ** | Library Fees | 2,191 | 3,232.37 | 148 | 2,191 | 3,232.37 | 148 | 26,296 | 23,063.63 |
| 430 *** | Fees | 2,191 | 3,232.37 | 148 | 2,191 | 3,232.37 | 148 | 26,296 | 23,063.63 |
| 440 | Fines | | | | | | | | |
| 442 | Library | | | | | | | | |
| 20 00 | Late Charges | 0 | 110.00 | | 0 | 110.00 | | 0 | 110.00- |
| 25 00 | Lost/Damaged Item Charges | 797 | 1,029.11 | 129 | 797 | 1,029.11 | 129 | 9,564 | 8,534.89 |
| 442 ** | Library | 797 | 1,139.11 | 143 | 797 | 1,139.11 | 143 | 9,564 | 8,424.89 |
| 440 *** | Fines | 797 | 1,139.11 | 143 | 797 | 1,139.11 | 143 | 9,564 | 8,424.89 |
| 460 | Interest Income | | | | | | | | |
| 461 | Simple Interest | | | | | | | | |
| 02 00 | Interest on Investments | 293 | 108.02 | 37 | 293 | 108.02 | 37 | 3,520 | 3,411.98 |
| 461 ** | Simple Interest | 293 | 108.02 | 37 | 293 | 108.02 | 37 | 3,520 | 3,411.98 |

Village of Arlington Heights
 REVENUE REPORT
 8% OF YEAR LAPSED

Village of Arlington Heights

ACCOUNTING PERIOD 01/2022

FUND 291 Memorial Library Fund

| ACCOUNT | ACCOUNT DESCRIPTION | ***** ESTIMATED | CURRENT ACTUAL | ***** %REV | ***** ESTIMATED | YEAR-TO-DATE ACTUAL | ***** %REV | ANNUAL ESTIMATE | UNREALIZED BALANCE |
|----------------------------------|------------------------------|-----------------|----------------|------------|-----------------|---------------------|------------|-----------------|--------------------|
| 460 | Interest Income | | | | | | | | |
| 461 | Simple Interest | | | | | | | | |
| 462 | Investment Inc | | | | | | | | |
| 462 | ** Investment Inc | 0 | .00 | | 0 | .00 | | 0 | .00 |
| 460 | *** Interest Income | 293 | 108.02 | 37 | 293 | 108.02 | 37 | 3,520 | 3,411.98 |
| 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 | 341.48 | 27 | 1,250 | 341.48 | 27 | 15,000 | 14,658.52 |
| 483 | ** Donations | 1,250 | 341.48 | 27 | 1,250 | 341.48 | 27 | 15,000 | 14,658.52 |
| 489 | Other | | | | | | | | |
| 90 00 | Other Income | 416 | 571.91 | 138 | 416 | 571.91 | 138 | 5,000 | 4,428.09 |
| 94 00 | FOL Reimbursements | 4,166 | .00 | | 4,166 | .00 | | 50,000 | 50,000.00 |
| 96 00 | IL Vehicle Renewal Sticker | 0 | 234.00 | | 0 | 234.00 | | 0 | 234.00- |
| 97 00 | Misc. Revenue Makerspace | 0 | 198.34 | | 0 | 198.34 | | 0 | 198.34- |
| 489 | ** Other | 4,582 | 1,004.25 | 22 | 4,582 | 1,004.25 | 22 | 55,000 | 53,995.75 |
| 480 | *** Other | 5,832 | 1,345.73 | 23 | 5,832 | 1,345.73 | 23 | 70,000 | 68,654.27 |
| 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 | | 1,253,993 | 74,782.44 | 6 | 1,253,993 | 74,782.44 | 6 | 15,047,956 | 14,973,173.56 |

Village of Arlington Heights
 REVENUE REPORT
 8% OF YEAR LAPSED

ACCOUNTING PERIOD 01/2022

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 | 416 | .00 | | 416 | .00 | | 5,000 | 5,000.00 |
| 461 | ** Simple Interest | 416 | .00 | | 416 | .00 | | 5,000 | 5,000.00 |
| 462 | Investment Inc | | | | | | | | |
| 462 | ** Investment Inc | 0 | .00 | | 0 | .00 | | 0 | .00 |
| 460 | *** Interest Income | 416 | .00 | | 416 | .00 | | 5,000 | 5,000.00 |
| 480 | Other | | | | | | | | |
| 489 | Other | | | | | | | | |
| 489 | ** Other | 0 | .00 | | 0 | .00 | | 0 | .00 |
| 480 | *** Other | 0 | .00 | | 0 | .00 | | 0 | .00 |
| 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 | | 416 | .00 | | 416 | .00 | | 5,000 | 5,000.00 |

PREPARED 02/10/2022, 14:12:50
PROGRAM: GM267L
Village of Arlington Heights

DETAIL BUDGET REPORT
8% OF YEAR LAPSED

PAGE 1
ACCOUNTING PERIOD 01/2022

REPORT SELECTIONS

Fiscal year : 2022
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 | 31458 | 19337.15 | 62 | 31458 | 19337.15 | 62 | .00 | 377496 | 358158.85 | 5 |
| | 16 92 | Achievement Awards | 250 | .00 | 0 | 250 | .00 | 0 | .00 | 3000 | 3000.00 | 0 |
| | 16 ** | Library Personal Services | 31708 | 19337.15 | 61 | 31708 | 19337.15 | 61 | .00 | 380496 | 361158.85 | 5 |
| | 18 | Other Personal Services | | | | | | | | | | |
| | 18 05 | Overtime Civilian | 83 | .00 | 0 | 83 | .00 | 0 | .00 | 1000 | 1000.00 | 0 |
| | 18 ** | Other Personal Services | 83 | .00 | 0 | 83 | .00 | 0 | .00 | 1000 | 1000.00 | 0 |
| | 19 | Employee Benefits | | | | | | | | | | |
| | 19 05 | Medical Insurance | 3285 | 2383.86 | 73 | 3285 | 2383.86 | 73 | .00 | 39421 | 37037.14 | 6 |
| | 19 10 | IMRF | 3608 | 2011.07 | 56 | 3608 | 2011.07 | 56 | .00 | 43299 | 41287.93 | 5 |
| | 19 11 | Social Security | 1950 | 1160.15 | 60 | 1950 | 1160.15 | 60 | .00 | 23405 | 22244.85 | 5 |
| | 19 12 | Medicare | 456 | 271.32 | 60 | 456 | 271.32 | 60 | .00 | 5474 | 5202.68 | 5 |
| | 19 53 | Flexible Spending | 250 | .00 | 0 | 250 | .00 | 0 | .00 | 3000 | 3000.00 | 0 |
| | 19 55 | Unemployment Compensation | 536 | .00 | 0 | 536 | .00 | 0 | .00 | 6432 | 6432.00 | 0 |
| | 19 ** | Employee Benefits | 10085 | 5826.40 | 58 | 10085 | 5826.40 | 58 | .00 | 121031 | 115204.60 | 5 |
| | 20 | Prof Technical Services | | | | | | | | | | |
| | 20 05 | Professional Services | 1708 | .00 | 0 | 1708 | .00 | 0 | .00 | 20500 | 20500.00 | 0 |
| | 20 08 | Consulting Services Libr | 3500 | .00 | 0 | 3500 | .00 | 0 | .00 | 42000 | 42000.00 | 0 |
| | 20 20 | Legal Services | 1333 | .00 | 0 | 1333 | .00 | 0 | .00 | 16000 | 16000.00 | 0 |
| | 20 40 | General Insurance | 14898 | 143833.00 | 966 | 14898 | 143833.00 | 966 | .00 | 178780 | 34947.00 | 81 |
| | 20 ** | Prof Technical Services | 21439 | 143833.00 | 671 | 21439 | 143833.00 | 671 | .00 | 257280 | 113447.00 | 56 |
| | 21 | Property Services | | | | | | | | | | |
| | 21 65 | Other Services | 250 | .00 | 0 | 250 | .00 | 0 | .00 | 3000 | 3000.00 | 0 |
| | 21 ** | Property Services | 250 | .00 | 0 | 250 | .00 | 0 | .00 | 3000 | 3000.00 | 0 |
| | 22 | Other Contractual Service | | | | | | | | | | |
| | 22 01 | Advertising | 50 | .00 | 0 | 50 | .00 | 0 | .00 | 600 | 600.00 | 0 |
| | 22 02 | Dues | 477 | 127.00 | 27 | 477 | 127.00 | 27 | .00 | 5729 | 5602.00 | 2 |
| | 22 03 | Training | 8594 | 3999.62 | 47 | 8594 | 3999.62 | 47 | .00 | 103128 | 99128.38 | 4 |
| | 22 05 | Postage | 3375 | 5835.85 | 173 | 3375 | 5835.85 | 173 | .00 | 40500 | 34664.15 | 14 |
| | 22 70 | Telephone Services | 416 | .00 | 0 | 416 | .00 | 0 | .00 | 5000 | 5000.00 | 0 |
| | 22 ** | Other Contractual Service | 12912 | 9962.47 | 77 | 12912 | 9962.47 | 77 | .00 | 154957 | 144994.53 | 6 |
| | 30 | General Supplies | | | | | | | | | | |
| | 30 05 | Office Supplies & Equip | 1149 | 323.58 | 28 | 1149 | 323.58 | 28 | .00 | 13795 | 13471.42 | 2 |
| | 30 ** | General Supplies | 1149 | 323.58 | 28 | 1149 | 323.58 | 28 | .00 | 13795 | 13471.42 | 2 |
| | 31 | Public Works Supplies | | | | | | | | | | |
| | 31 85 | Small Tools and Equipment | 208 | .00 | 0 | 208 | .00 | 0 | .00 | 2500 | 2500.00 | 0 |
| | 31 ** | Public Works Supplies | 208 | .00 | 0 | 208 | .00 | 0 | .00 | 2500 | 2500.00 | 0 |

DETAIL BUDGET REPORT
 8% OF YEAR LAPSED

| 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 | | | | | | | | | | |
| | 32 | Library Supplies | | | | | | | | | | |
| | 32 72 | Special Events | 70 | 4.99 | 7 | 70 | 4.99 | 7 | .00 | 850 | 845.01 | 1 |
| | 32 ** | Library Supplies | 70 | 4.99 | 7 | 70 | 4.99 | 7 | .00 | 850 | 845.01 | 1 |
| | 40 | Other Charges | | | | | | | | | | |
| | 40 96 | Operating Contingency | 416 | .00 | 0 | 416 | .00 | 0 | .00 | 5000 | 5000.00 | 0 |
| | 40 ** | Other Charges | 416 | .00 | 0 | 416 | .00 | 0 | .00 | 5000 | 5000.00 | 0 |
| | 50 | Property | | | | | | | | | | |
| | 50 15 | Other Equipment | 2083 | 1071.17 | 51 | 2083 | 1071.17 | 51 | .00 | 25000 | 23928.83 | 4 |
| | 50 ** | Property | 2083 | 1071.17 | 51 | 2083 | 1071.17 | 51 | .00 | 25000 | 23928.83 | 4 |
| 601 | ** ** | Library | 80403 | 180358.76 | 224 | 80403 | 180358.76 | 224 | .00 | 964909 | 784550.24 | 19 |
| 60 | ** ** | Culture/Recreation | 80403 | 180358.76 | 224 | 80403 | 180358.76 | 224 | .00 | 964909 | 784550.24 | 19 |
| DIV | 6001 | TOTAL ***** Administration | 80403 | 180358.76 | 224 | 80403 | 180358.76 | 224 | .00 | 964909 | 784550.24 | 19 |

| 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 | | | | | | | | | | |
| | 16 | Library Personal Services | | | | | | | | | | |
| | 16 85 | Salaries | 36595 | 33988.28 | 93 | 36595 | 33988.28 | 93 | .00 | 439144 | 405155.72 | 8 |
| | 16 ** | Library Personal Services | 36595 | 33988.28 | 93 | 36595 | 33988.28 | 93 | .00 | 439144 | 405155.72 | 8 |
| | 18 | Other Personal Services | | | | | | | | | | |
| | 18 05 | Overtime Civilian | 100 | 14.07 | 14 | 100 | 14.07 | 14 | .00 | 1200 | 1185.93 | 1 |
| | 18 ** | Other Personal Services | 100 | 14.07 | 14 | 100 | 14.07 | 14 | .00 | 1200 | 1185.93 | 1 |
| | 19 | Employee Benefits | | | | | | | | | | |
| | 19 05 | Medical Insurance | 7051 | 6903.43 | 98 | 7051 | 6903.43 | 98 | .00 | 84621 | 77717.57 | 8 |
| | 19 10 | IMRF | 4208 | 3536.22 | 84 | 4208 | 3536.22 | 84 | .00 | 50496 | 46959.78 | 7 |
| | 19 11 | Social Security | 2274 | 2009.16 | 88 | 2274 | 2009.16 | 88 | .00 | 27295 | 25285.84 | 7 |
| | 19 12 | Medicare | 532 | 469.86 | 88 | 532 | 469.86 | 88 | .00 | 6384 | 5914.14 | 7 |
| | 19 ** | Employee Benefits | 14065 | 12918.67 | 92 | 14065 | 12918.67 | 92 | .00 | 168796 | 155877.33 | 8 |
| | 20 | Prof Technical Services | | | | | | | | | | |
| | 20 05 | Professional Services | 250 | .00 | 0 | 250 | .00 | 0 | .00 | 3000 | 3000.00 | 0 |
| | 20 ** | Prof Technical Services | 250 | .00 | 0 | 250 | .00 | 0 | .00 | 3000 | 3000.00 | 0 |
| | 21 | Property Services | | | | | | | | | | |
| | 21 02 | Equipment Maintenance | 142 | .00 | 0 | 142 | .00 | 0 | .00 | 1710 | 1710.00 | 0 |
| | 21 65 | Other Services | 1256 | 2688.00 | 214 | 1256 | 2688.00 | 214 | .00 | 15075 | 12387.00 | 18 |
| | 21 ** | Property Services | 1398 | 2688.00 | 192 | 1398 | 2688.00 | 192 | .00 | 16785 | 14097.00 | 16 |
| | 22 | Other Contractual Service | | | | | | | | | | |
| | 22 02 | Dues | 78 | 675.00 | 865 | 78 | 675.00 | 865 | .00 | 945 | 270.00 | 71 |
| | 22 03 | Training | 4 | .00 | 0 | 4 | .00 | 0 | .00 | 50 | 50.00 | 0 |
| | 22 10 | Printing | 13537 | 14996.55 | 111 | 13537 | 14996.55 | 111 | .00 | 162450 | 147453.45 | 9 |
| | 22 ** | Other Contractual Service | 13619 | 15671.55 | 115 | 13619 | 15671.55 | 115 | .00 | 163445 | 147773.45 | 10 |
| | 30 | General Supplies | | | | | | | | | | |
| | 30 05 | Office Supplies & Equip | 1298 | 331.59 | 26 | 1298 | 331.59 | 26 | .00 | 15579 | 15247.41 | 2 |
| | 30 ** | General Supplies | 1298 | 331.59 | 26 | 1298 | 331.59 | 26 | .00 | 15579 | 15247.41 | 2 |
| | 31 | Public Works Supplies | | | | | | | | | | |
| | 31 85 | Small Tools and Equipment | 500 | .00 | 0 | 500 | .00 | 0 | .00 | 6000 | 6000.00 | 0 |
| | 31 ** | Public Works Supplies | 500 | .00 | 0 | 500 | .00 | 0 | .00 | 6000 | 6000.00 | 0 |
| | 32 | Library Supplies | | | | | | | | | | |
| | 32 72 | Special Events | 1339 | .00 | 0 | 1339 | .00 | 0 | .00 | 16073 | 16073.00 | 0 |
| | 32 ** | Library Supplies | 1339 | .00 | 0 | 1339 | .00 | 0 | .00 | 16073 | 16073.00 | 0 |
| 601 | ** ** | Library | 69164 | 65612.16 | 95 | 69164 | 65612.16 | 95 | .00 | 830022 | 764409.84 | 8 |
| 60 | ** ** | Culture/Recreation | 69164 | 65612.16 | 95 | 69164 | 65612.16 | 95 | .00 | 830022 | 764409.84 | 8 |
| DIV | 6002 | TOTAL ***** Communications & Mrkting | 69164 | 65612.16 | 95 | 69164 | 65612.16 | 95 | .00 | 830022 | 764409.84 | 8 |

| FUND 291 Memorial Library Fund | | | DEPT/DIV 6003 Executive Office/Human Resources | | | | | | | | | |
|--------------------------------|-------|---------------------------|--|----------|------|------------------------|----------|------|----------|-----------|-----------|------|
| BA ELE OBJ ACCOUNT | | | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | ANNUAL | UNENCUMB. | % | |
| SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BDGT |
| 60 | | Culture/Recreation | | | | | | | | | | |
| 601 | | Library | | | | | | | | | | |
| | 16 | Library Personal Services | | | | | | | | | | |
| | 16 85 | Salaries | 15031 | 13954.86 | 93 | 15031 | 13954.86 | 93 | .00 | 180373 | 166418.14 | 8 |
| | 16 ** | Library Personal Services | 15031 | 13954.86 | 93 | 15031 | 13954.86 | 93 | .00 | 180373 | 166418.14 | 8 |
| | 18 | Other Personal Services | | | | | | | | | | |
| | 18 05 | Overtime Civilian | 25 | 55.63 | 223 | 25 | 55.63 | 223 | .00 | 300 | 244.37 | 19 |
| | 18 ** | Other Personal Services | 25 | 55.63 | 223 | 25 | 55.63 | 223 | .00 | 300 | 244.37 | 19 |
| | 19 | Employee Benefits | | | | | | | | | | |
| | 19 05 | Medical Insurance | 3928 | 3283.25 | 84 | 3928 | 3283.25 | 84 | .00 | 47145 | 43861.75 | 7 |
| | 19 10 | IMRF | 1724 | 1457.10 | 85 | 1724 | 1457.10 | 85 | .00 | 20689 | 19231.90 | 7 |
| | 19 11 | Social Security | 931 | 800.96 | 86 | 931 | 800.96 | 86 | .00 | 11183 | 10382.04 | 7 |
| | 19 12 | Medicare | 217 | 187.32 | 86 | 217 | 187.32 | 86 | .00 | 2615 | 2427.68 | 7 |
| | 19 50 | Employee Asst. Program | 500 | 1715.50 | 343 | 500 | 1715.50 | 343 | .00 | 6000 | 4284.50 | 29 |
| | 19 ** | Employee Benefits | 7300 | 7444.13 | 102 | 7300 | 7444.13 | 102 | .00 | 87632 | 80187.87 | 9 |
| | 21 | Property Services | | | | | | | | | | |
| | 21 65 | Other Services | 2958 | 7310.52 | 247 | 2958 | 7310.52 | 247 | .00 | 35500 | 28189.48 | 21 |
| | 21 ** | Property Services | 2958 | 7310.52 | 247 | 2958 | 7310.52 | 247 | .00 | 35500 | 28189.48 | 21 |
| | 22 | Other Contractual Service | | | | | | | | | | |
| | 22 01 | Advertising | 108 | 249.00 | 231 | 108 | 249.00 | 231 | .00 | 1300 | 1051.00 | 19 |
| | 22 02 | Dues | 296 | 319.00 | 108 | 296 | 319.00 | 108 | .00 | 3558 | 3239.00 | 9 |
| | 22 03 | Training | 108 | 50.00 | 46 | 108 | 50.00 | 46 | .00 | 1300 | 1250.00 | 4 |
| | 22 55 | In Service Training | 833 | .00 | 0 | 833 | .00 | 0 | .00 | 10000 | 10000.00 | 0 |
| | 22 ** | Other Contractual Service | 1345 | 618.00 | 46 | 1345 | 618.00 | 46 | .00 | 16158 | 15540.00 | 4 |
| | 32 | Library Supplies | | | | | | | | | | |
| | 32 01 | Program Supplies | 33 | .00 | 0 | 33 | .00 | 0 | .00 | 400 | 400.00 | 0 |
| | 32 ** | Library Supplies | 33 | .00 | 0 | 33 | .00 | 0 | .00 | 400 | 400.00 | 0 |
| | 40 | Other Charges | | | | | | | | | | |
| | 40 62 | Tuition Reimbursement | 2083 | .00 | 0 | 2083 | .00 | 0 | .00 | 25000 | 25000.00 | 0 |
| | 40 70 | Employee Recognition Prog | 1779 | 150.00 | 8 | 1779 | 150.00 | 8 | .00 | 21350 | 21200.00 | 1 |
| | 40 ** | Other Charges | 3862 | 150.00 | 4 | 3862 | 150.00 | 4 | .00 | 46350 | 46200.00 | 0 |
| 601 ** ** | | Library | 30554 | 29533.14 | 97 | 30554 | 29533.14 | 97 | .00 | 366713 | 337179.86 | 8 |
| 60 ** ** | | Culture/Recreation | 30554 | 29533.14 | 97 | 30554 | 29533.14 | 97 | .00 | 366713 | 337179.86 | 8 |
| DIV 6003 | | TOTAL ***** | | | | | | | | | | |
| | | Human Resources | 30554 | 29533.14 | 97 | 30554 | 29533.14 | 97 | .00 | 366713 | 337179.86 | 8 |

| FUND 291 Memorial Library Fund | | | 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 | | | | | | | | | | |
| | 20 | Prof Technical Services | | | | | | | | | | |
| | 20 05 | Professional Services | 25 | .00 | 0 | 25 | .00 | 0 | .00 | 300 | 300.00 | 0 |
| | 20 ** | Prof Technical Services | 25 | .00 | 0 | 25 | .00 | 0 | .00 | 300 | 300.00 | 0 |
| | 21 | Property Services | | | | | | | | | | |
| | 21 65 | Other Services | 177 | 693.59 | 392 | 177 | 693.59 | 392 | .00 | 2125 | 1431.41 | 33 |
| | 21 ** | Property Services | 177 | 693.59 | 392 | 177 | 693.59 | 392 | .00 | 2125 | 1431.41 | 33 |
| | 22 | Other Contractual Service | | | | | | | | | | |
| | 22 02 | Dues | 41 | .00 | 0 | 41 | .00 | 0 | .00 | 500 | 500.00 | 0 |
| | 22 10 | Printing | 41 | .00 | 0 | 41 | .00 | 0 | .00 | 500 | 500.00 | 0 |
| | 22 18 | Contr Programs & Exhibits | 1666 | 2750.00 | 165 | 1666 | 2750.00 | 165 | .00 | 20000 | 17250.00 | 14 |
| | 22 ** | Other Contractual Service | 1748 | 2750.00 | 157 | 1748 | 2750.00 | 157 | .00 | 21000 | 18250.00 | 13 |
| | 31 | Public Works Supplies | | | | | | | | | | |
| | 31 85 | Small Tools and Equipment | 83 | .00 | 0 | 83 | .00 | 0 | .00 | 1000 | 1000.00 | 0 |
| | 31 ** | Public Works Supplies | 83 | .00 | 0 | 83 | .00 | 0 | .00 | 1000 | 1000.00 | 0 |
| | 32 | Library Supplies | | | | | | | | | | |
| | 32 01 | Program Supplies | 250 | .00 | 0 | 250 | .00 | 0 | .00 | 3000 | 3000.00 | 0 |
| | 32 02 | Program Events | 486 | .00 | 0 | 486 | .00 | 0 | .00 | 5835 | 5835.00 | 0 |
| | 32 32 | Software | 291 | .00 | 0 | 291 | .00 | 0 | .00 | 3500 | 3500.00 | 0 |
| | 32 72 | Special Events | 41 | .00 | 0 | 41 | .00 | 0 | .00 | 500 | 500.00 | 0 |
| | 32 75 | Audio Visual | 1333 | 41.98 | 3 | 1333 | 41.98 | 3 | .00 | 16000 | 15958.02 | 0 |
| | 32 78 | Electronic Resources | 41 | .00 | 0 | 41 | .00 | 0 | .00 | 500 | 500.00 | 0 |
| | 32 80 | Books | 125 | 79.85 | 64 | 125 | 79.85 | 64 | .00 | 1500 | 1420.15 | 5 |
| | 32 90 | Circulation Supplies | 166 | .00 | 0 | 166 | .00 | 0 | .00 | 2000 | 2000.00 | 0 |
| | 32 ** | Library Supplies | 2733 | 121.83 | 5 | 2733 | 121.83 | 5 | .00 | 32835 | 32713.17 | 0 |
| | 50 | Property | | | | | | | | | | |
| | 50 15 | Other Equipment | 208 | .00 | 0 | 208 | .00 | 0 | .00 | 2500 | 2500.00 | 0 |
| | 50 55 | Other Capital Outlay | 208 | .00 | 0 | 208 | .00 | 0 | .00 | 2500 | 2500.00 | 0 |
| | 50 ** | Property | 416 | .00 | 0 | 416 | .00 | 0 | .00 | 5000 | 5000.00 | 0 |
| 601 | ** | ** Library | 5182 | 3565.42 | 69 | 5182 | 3565.42 | 69 | .00 | 62260 | 58694.58 | 6 |
| 60 | ** | ** Culture/Recreation | 5182 | 3565.42 | 69 | 5182 | 3565.42 | 69 | .00 | 62260 | 58694.58 | 6 |
| DIV | 6004 | TOTAL ***** Paid by Gifts and Grants | 5182 | 3565.42 | 69 | 5182 | 3565.42 | 69 | .00 | 62260 | 58694.58 | 6 |

| 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 | 19629 | 18164.93 | 93 | 19629 | 18164.93 | 93 | .00 | 235552 | 217387.07 | 8 |
| | 16 ** | Library Personal Services | 19629 | 18164.93 | 93 | 19629 | 18164.93 | 93 | .00 | 235552 | 217387.07 | 8 |
| | 18 | Other Personal Services | | | | | | | | | | |
| | 18 05 | Overtime Civilian | 20 | 58.70 | 294 | 20 | 58.70 | 294 | .00 | 250 | 191.30 | 24 |
| | 18 ** | Other Personal Services | 20 | 58.70 | 294 | 20 | 58.70 | 294 | .00 | 250 | 191.30 | 24 |
| | 19 | Employee Benefits | | | | | | | | | | |
| | 19 05 | Medical Insurance | 4518 | 5672.93 | 126 | 4518 | 5672.93 | 126 | .00 | 54220 | 48547.07 | 11 |
| | 19 10 | IMRF | 2251 | 1895.25 | 84 | 2251 | 1895.25 | 84 | .00 | 27018 | 25122.75 | 7 |
| | 19 11 | Social Security | 1217 | 1069.21 | 88 | 1217 | 1069.21 | 88 | .00 | 14604 | 13534.79 | 7 |
| | 19 12 | Medicare | 284 | 250.06 | 88 | 284 | 250.06 | 88 | .00 | 3416 | 3165.94 | 7 |
| | 19 ** | Employee Benefits | 8270 | 8887.45 | 108 | 8270 | 8887.45 | 108 | .00 | 99258 | 90370.55 | 9 |
| | 20 | Prof Technical Services | | | | | | | | | | |
| | 20 05 | Professional Services | 656 | .00 | 0 | 656 | .00 | 0 | .00 | 7875 | 7875.00 | 0 |
| | 20 ** | Prof Technical Services | 656 | .00 | 0 | 656 | .00 | 0 | .00 | 7875 | 7875.00 | 0 |
| | 21 | Property Services | | | | | | | | | | |
| | 21 36 | Equipment Rental | 136 | .00 | 0 | 136 | .00 | 0 | .00 | 1639 | 1639.00 | 0 |
| | 21 65 | Other Services | 515 | 556.34 | 108 | 515 | 556.34 | 108 | .00 | 6189 | 5632.66 | 9 |
| | 21 ** | Property Services | 651 | 556.34 | 86 | 651 | 556.34 | 86 | .00 | 7828 | 7271.66 | 7 |
| | 22 | Other Contractual Service | | | | | | | | | | |
| | 22 02 | Dues | 68 | .00 | 0 | 68 | .00 | 0 | .00 | 825 | 825.00 | 0 |
| | 22 03 | Training | 100 | 3.17 | 3 | 100 | 3.17 | 3 | .00 | 1200 | 1196.83 | 0 |
| | 22 25 | IT/GIS Service Charge | 11095 | 11250.00 | 101 | 11095 | 11250.00 | 101 | .00 | 133145 | 121895.00 | 8 |
| | 22 ** | Other Contractual Service | 11263 | 11253.17 | 100 | 11263 | 11253.17 | 100 | .00 | 135170 | 123916.83 | 8 |
| 601 | ** ** | Library | 40489 | 38920.59 | 96 | 40489 | 38920.59 | 96 | .00 | 485933 | 447012.41 | 8 |
| 60 | ** ** | Culture/Recreation | 40489 | 38920.59 | 96 | 40489 | 38920.59 | 96 | .00 | 485933 | 447012.41 | 8 |
| DIV | 6008 | TOTAL ***** Finance | 40489 | 38920.59 | 96 | 40489 | 38920.59 | 96 | .00 | 485933 | 447012.41 | 8 |

| FUND 291 Memorial Library Fund | | | DEPT/DIV 6010 Executive Office/Information Technology | | | | | | | | | |
|--------------------------------|-------|---------------------------|---|-----------|------|------------------------|-----------|------|----------|-----------|-----------|------|
| BA ELE OBJ ACCOUNT | | | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | ANNUAL | UNENCUMB. | % | |
| SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BDGT |
| 60 | | Culture/Recreation | | | | | | | | | | |
| 601 | | Library | | | | | | | | | | |
| | 16 | Library Personal Services | | | | | | | | | | |
| | 16 85 | Salaries | 54292 | 48809.88 | 90 | 54292 | 48809.88 | 90 | .00 | 651505 | 602695.12 | 8 |
| | 16 ** | Library Personal Services | 54292 | 48809.88 | 90 | 54292 | 48809.88 | 90 | .00 | 651505 | 602695.12 | 8 |
| | 18 | Other Personal Services | | | | | | | | | | |
| | 18 05 | Overtime Civilian | 20 | 17.76 | 89 | 20 | 17.76 | 89 | .00 | 250 | 232.24 | 7 |
| | 18 ** | Other Personal Services | 20 | 17.76 | 89 | 20 | 17.76 | 89 | .00 | 250 | 232.24 | 7 |
| | 19 | Employee Benefits | | | | | | | | | | |
| | 19 05 | Medical Insurance | 13219 | 13534.79 | 102 | 13219 | 13534.79 | 102 | .00 | 158638 | 145103.21 | 9 |
| | 19 10 | IMRF | 6062 | 5078.29 | 84 | 6062 | 5078.29 | 84 | .00 | 72747 | 67668.71 | 7 |
| | 19 11 | Social Security | 3366 | 2922.65 | 87 | 3366 | 2922.65 | 87 | .00 | 40393 | 37470.35 | 7 |
| | 19 12 | Medicare | 787 | 683.53 | 87 | 787 | 683.53 | 87 | .00 | 9447 | 8763.47 | 7 |
| | 19 ** | Employee Benefits | 23434 | 22219.26 | 95 | 23434 | 22219.26 | 95 | .00 | 281225 | 259005.74 | 8 |
| | 20 | Prof Technical Services | | | | | | | | | | |
| | 20 05 | Professional Services | 491 | 54.10 | 11 | 491 | 54.10 | 11 | .00 | 5895 | 5840.90 | 1 |
| | 20 08 | Consulting Services Libr | 299 | .00 | 0 | 299 | .00 | 0 | .00 | 3590 | 3590.00 | 0 |
| | 20 ** | Prof Technical Services | 790 | 54.10 | 7 | 790 | 54.10 | 7 | .00 | 9485 | 9430.90 | 1 |
| | 21 | Property Services | | | | | | | | | | |
| | 21 02 | Equipment Maintenance | 14249 | 137897.50 | 968 | 14249 | 137897.50 | 968 | .00 | 170989 | 33091.50 | 81 |
| | 21 ** | Property Services | 14249 | 137897.50 | 968 | 14249 | 137897.50 | 968 | .00 | 170989 | 33091.50 | 81 |
| | 22 | Other Contractual Service | | | | | | | | | | |
| | 22 03 | Training | 537 | .00 | 0 | 537 | .00 | 0 | .00 | 6450 | 6450.00 | 0 |
| | 22 42 | Internet Access | 4805 | 3255.16 | 68 | 4805 | 3255.16 | 68 | .00 | 57667 | 54411.84 | 6 |
| | 22 ** | Other Contractual Service | 5342 | 3255.16 | 61 | 5342 | 3255.16 | 61 | .00 | 64117 | 60861.84 | 5 |
| | 30 | General Supplies | | | | | | | | | | |
| | 30 05 | Office Supplies & Equip | 56 | .00 | 0 | 56 | .00 | 0 | .00 | 683 | 683.00 | 0 |
| | 30 30 | Data System Supplies | 2100 | 1927.95 | 92 | 2100 | 1927.95 | 92 | .00 | 25204 | 23276.05 | 8 |
| | 30 32 | Software Library | 12191 | 71861.96 | 590 | 12191 | 71861.96 | 590 | .00 | 146292 | 74430.04 | 49 |
| | 30 33 | Documentation Library | 8 | .00 | 0 | 8 | .00 | 0 | .00 | 100 | 100.00 | 0 |
| | 30 ** | General Supplies | 14355 | 73789.91 | 514 | 14355 | 73789.91 | 514 | .00 | 172279 | 98489.09 | 43 |
| | 31 | Public Works Supplies | | | | | | | | | | |
| | 31 85 | Small Tools and Equipment | 1102 | 1617.08 | 147 | 1102 | 1617.08 | 147 | .00 | 13226 | 11608.92 | 12 |
| | 31 ** | Public Works Supplies | 1102 | 1617.08 | 147 | 1102 | 1617.08 | 147 | .00 | 13226 | 11608.92 | 12 |
| | 32 | Library Supplies | | | | | | | | | | |
| | 32 05 | Processing Supplies | 25 | .00 | 0 | 25 | .00 | 0 | .00 | 300 | 300.00 | 0 |
| | 32 32 | Software | 907 | .00 | 0 | 907 | .00 | 0 | .00 | 10887 | 10887.00 | 0 |
| | 32 ** | Library Supplies | 932 | .00 | 0 | 932 | .00 | 0 | .00 | 11187 | 11187.00 | 0 |

DETAIL BUDGET REPORT
 8% OF YEAR LAPSED

| 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 | 2649 | 199.00 | 8 | 2649 | 199.00 | 8 | .00 | 31790 | 31591.00 | 1 |
| | 50 | 15 Other Equipment | 1050 | .00 | 0 | 1050 | .00 | 0 | .00 | 12600 | 12600.00 | 0 |
| | 50 | ** Property | 3699 | 199.00 | 5 | 3699 | 199.00 | 5 | .00 | 44390 | 44191.00 | 0 |
| 601 | ** | ** Library | 118215 | 287859.65 | 244 | 118215 | 287859.65 | 244 | .00 | 1418653 | 1130793.35 | 20 |
| 60 | ** | ** Culture/Recreation | 118215 | 287859.65 | 244 | 118215 | 287859.65 | 244 | .00 | 1418653 | 1130793.35 | 20 |
| DIV | 6010 | TOTAL ***** Information Technology | 118215 | 287859.65 | 244 | 118215 | 287859.65 | 244 | .00 | 1418653 | 1130793.35 | 20 |

| FUND 291 Memorial Library Fund | | | DEPT/DIV 6015 Executive Office/Security | | | | | | | | | |
|--------------------------------|------|---------------------------|---|----------|------|------------------------|----------|------|----------|-----------|-----------|------|
| BA | ELE | OBJ | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | ANNUAL | UNENCUMB. | % | |
| SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BDGT |
| 60 | | Culture/Recreation | | | | | | | | | | |
| 601 | | Library | | | | | | | | | | |
| 16 | | Library Personal Services | | | | | | | | | | |
| 16 | 85 | Salaries | 21994 | 19649.11 | 89 | 21994 | 19649.11 | 89 | .00 | 263937 | 244287.89 | 7 |
| 16 | ** | Library Personal Services | 21994 | 19649.11 | 89 | 21994 | 19649.11 | 89 | .00 | 263937 | 244287.89 | 7 |
| 18 | | Other Personal Services | | | | | | | | | | |
| 18 | 05 | Overtime Civilian | 166 | 64.32 | 39 | 166 | 64.32 | 39 | .00 | 2000 | 1935.68 | 3 |
| 18 | ** | Other Personal Services | 166 | 64.32 | 39 | 166 | 64.32 | 39 | .00 | 2000 | 1935.68 | 3 |
| 19 | | Employee Benefits | | | | | | | | | | |
| 19 | 05 | Medical Insurance | 6929 | 6925.32 | 100 | 6929 | 6925.32 | 100 | .00 | 83155 | 76229.68 | 8 |
| 19 | 10 | IMRF | 2371 | 1898.98 | 80 | 2371 | 1898.98 | 80 | .00 | 28462 | 26563.02 | 7 |
| 19 | 11 | Social Security | 1342 | 1130.20 | 84 | 1342 | 1130.20 | 84 | .00 | 16104 | 14973.80 | 7 |
| 19 | 12 | Medicare | 313 | 264.32 | 84 | 313 | 264.32 | 84 | .00 | 3766 | 3501.68 | 7 |
| 19 | ** | Employee Benefits | 10955 | 10218.82 | 93 | 10955 | 10218.82 | 93 | .00 | 131487 | 121268.18 | 8 |
| 22 | | Other Contractual Service | | | | | | | | | | |
| 22 | 03 | Training | 125 | .00 | 0 | 125 | .00 | 0 | .00 | 1500 | 1500.00 | 0 |
| 22 | ** | Other Contractual Service | 125 | .00 | 0 | 125 | .00 | 0 | .00 | 1500 | 1500.00 | 0 |
| 30 | | General Supplies | | | | | | | | | | |
| 30 | 05 | Office Supplies & Equip | 36 | .00 | 0 | 36 | .00 | 0 | .00 | 435 | 435.00 | 0 |
| 30 | ** | General Supplies | 36 | .00 | 0 | 36 | .00 | 0 | .00 | 435 | 435.00 | 0 |
| 601 | ** | ** Library | 33276 | 29932.25 | 90 | 33276 | 29932.25 | 90 | .00 | 399359 | 369426.75 | 8 |
| 60 | ** | ** Culture/Recreation | 33276 | 29932.25 | 90 | 33276 | 29932.25 | 90 | .00 | 399359 | 369426.75 | 8 |
| DIV | 6015 | TOTAL ***** Security | 33276 | 29932.25 | 90 | 33276 | 29932.25 | 90 | .00 | 399359 | 369426.75 | 8 |

| FUND 291 Memorial Library Fund | | DEPT/DIV 6020 Executive Office/Facilities | | | | | | | | | | |
|--------------------------------|---------|---|--------|----------|------------------------|--------|----------|--------|-----------|--------|-----------|------|
| BA ELE OBJ | ACCOUNT | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | ANNUAL | UNENCUMB. | % | | |
| SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BDGT |
| 60 | | Culture/Recreation | | | | | | | | | | |
| 601 | | Library | | | | | | | | | | |
| | 16 | Library Personal Services | | | | | | | | | | |
| | 16 85 | Salaries | 33538 | 30567.05 | 91 | 33538 | 30567.05 | 91 | .00 | 402462 | 371894.95 | 8 |
| | 16 ** | Library Personal Services | 33538 | 30567.05 | 91 | 33538 | 30567.05 | 91 | .00 | 402462 | 371894.95 | 8 |
| | 18 | Other Personal Services | | | | | | | | | | |
| | 18 05 | Overtime Civilian | 375 | 243.31 | 65 | 375 | 243.31 | 65 | .00 | 4500 | 4256.69 | 5 |
| | 18 ** | Other Personal Services | 375 | 243.31 | 65 | 375 | 243.31 | 65 | .00 | 4500 | 4256.69 | 5 |
| | 19 | Employee Benefits | | | | | | | | | | |
| | 19 05 | Medical Insurance | 8870 | 8695.46 | 98 | 8870 | 8695.46 | 98 | .00 | 106451 | 97755.54 | 8 |
| | 19 10 | IMRF | 3592 | 3010.94 | 84 | 3592 | 3010.94 | 84 | .00 | 43110 | 40099.06 | 7 |
| | 19 11 | Social Security | 2079 | 1775.13 | 85 | 2079 | 1775.13 | 85 | .00 | 24953 | 23177.87 | 7 |
| | 19 12 | Medicare | 486 | 415.14 | 85 | 486 | 415.14 | 85 | .00 | 5836 | 5420.86 | 7 |
| | 19 ** | Employee Benefits | 15027 | 13896.67 | 93 | 15027 | 13896.67 | 93 | .00 | 180350 | 166453.33 | 8 |
| | 21 | Property Services | | | | | | | | | | |
| | 21 02 | Equipment Maintenance | 3414 | 6304.47 | 185 | 3414 | 6304.47 | 185 | .00 | 40976 | 34671.53 | 15 |
| | 21 07 | Vehicle Equipment Maint | 760 | 356.66 | 47 | 760 | 356.66 | 47 | .00 | 9121 | 8764.34 | 4 |
| | 21 11 | Building Maintenance | 17255 | 20455.82 | 119 | 17255 | 20455.82 | 119 | .00 | 207066 | 186610.18 | 10 |
| | 21 36 | Equipment Rental | 83 | .00 | 0 | 83 | .00 | 0 | .00 | 1000 | 1000.00 | 0 |
| | 21 60 | Water and Sewer Service | 1372 | 82.94 | 6 | 1372 | 82.94 | 6 | .00 | 16472 | 16389.06 | 1 |
| | 21 ** | Property Services | 22884 | 27199.89 | 119 | 22884 | 27199.89 | 119 | .00 | 274635 | 247435.11 | 10 |
| | 22 | Other Contractual Service | | | | | | | | | | |
| | 22 03 | Training | 36 | .00 | 0 | 36 | .00 | 0 | .00 | 432 | 432.00 | 0 |
| | 22 ** | Other Contractual Service | 36 | .00 | 0 | 36 | .00 | 0 | .00 | 432 | 432.00 | 0 |
| | 30 | General Supplies | | | | | | | | | | |
| | 30 05 | Office Supplies & Equip | 8 | .00 | 0 | 8 | .00 | 0 | .00 | 100 | 100.00 | 0 |
| | 30 50 | Petroleum Products | 333 | 465.44 | 140 | 333 | 465.44 | 140 | .00 | 4000 | 3534.56 | 12 |
| | 30 51 | Heating Fuel | 5211 | 219.81 | 4 | 5211 | 219.81 | 4 | .00 | 62537 | 62317.19 | 0 |
| | 30 ** | General Supplies | 5552 | 685.25 | 12 | 5552 | 685.25 | 12 | .00 | 66637 | 65951.75 | 1 |
| | 31 | Public Works Supplies | | | | | | | | | | |
| | 31 45 | Janitorial Supplies | 1948 | 57.91 | 3 | 1948 | 57.91 | 3 | .00 | 23387 | 23329.09 | 0 |
| | 31 ** | Public Works Supplies | 1948 | 57.91 | 3 | 1948 | 57.91 | 3 | .00 | 23387 | 23329.09 | 0 |
| | 50 | Property | | | | | | | | | | |
| | 50 15 | Other Equipment | 1666 | .00 | 0 | 1666 | .00 | 0 | .00 | 20000 | 20000.00 | 0 |
| | 50 ** | Property | 1666 | .00 | 0 | 1666 | .00 | 0 | .00 | 20000 | 20000.00 | 0 |
| 601 | ** ** | Library | 81026 | 72650.08 | 90 | 81026 | 72650.08 | 90 | .00 | 972403 | 899752.92 | 8 |
| 60 | ** ** | Culture/Recreation | 81026 | 72650.08 | 90 | 81026 | 72650.08 | 90 | .00 | 972403 | 899752.92 | 8 |
| DIV | 6020 | TOTAL ***** Facilities | 81026 | 72650.08 | 90 | 81026 | 72650.08 | 90 | .00 | 972403 | 899752.92 | 8 |

PREPARED 02/10/2022, 14:12:50
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 8% OF YEAR LAPSED

| FUND 291 Memorial Library Fund | | | DEPT/DIV 6020 Executive Office/Facilities | | | | | | | ANNUAL | UNENCUMB. | % |
|--------------------------------|-----|--------------------|---|-----------|------|------------------------|-----------|------|----------|---------|------------|------|
| BA | ELE | OBJ | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | BUDGET | BALANCE | BDGT | |
| SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BDGT |
| 60 | | Culture/Recreation | | | | | | | | | | |
| 601 | | Library | | | | | | | | | | |
| DEPT | 60 | TOTAL ***** | | | | | | | | | | |
| | | Executive Office | 458309 | 708432.05 | 155 | 458309 | 708432.05 | 155 | .00 | 5500252 | 4791819.95 | 13 |

| FUND 291 Memorial Library Fund | | DEPT/DIV 6401 User Services/Youth Services | | | | | | | | | | | |
|--------------------------------|------|--|---------------------------|-------------------|----------|------|------------------------|----------|------|----------|-----------|------------|------|
| BA | ELE | OBJ | ACCOUNT | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | ANNUAL | UNENCUMB. | % | |
| SUB | SUB | | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BDGT |
| 60 | | | Culture/Recreation | | | | | | | | | | |
| 601 | | | Library | | | | | | | | | | |
| | 16 | | Library Personal Services | | | | | | | | | | |
| | 16 | 85 | Salaries | 84360 | 65405.86 | 78 | 84360 | 65405.86 | 78 | .00 | 1012329 | 946923.14 | 7 |
| | 16 | ** | Library Personal Services | 84360 | 65405.86 | 78 | 84360 | 65405.86 | 78 | .00 | 1012329 | 946923.14 | 7 |
| | 18 | | Other Personal Services | | | | | | | | | | |
| | 18 | 05 | Overtime Civilian | 166 | .00 | 0 | 166 | .00 | 0 | .00 | 2000 | 2000.00 | 0 |
| | 18 | ** | Other Personal Services | 166 | .00 | 0 | 166 | .00 | 0 | .00 | 2000 | 2000.00 | 0 |
| | 19 | | Employee Benefits | | | | | | | | | | |
| | 19 | 05 | Medical Insurance | 13721 | 13712.44 | 100 | 13721 | 13712.44 | 100 | .00 | 164662 | 150949.56 | 8 |
| | 19 | 10 | IMRF | 8673 | 6570.05 | 76 | 8673 | 6570.05 | 76 | .00 | 104084 | 97513.95 | 6 |
| | 19 | 11 | Social Security | 5230 | 3852.93 | 74 | 5230 | 3852.93 | 74 | .00 | 62764 | 58911.07 | 6 |
| | 19 | 12 | Medicare | 1223 | 901.07 | 74 | 1223 | 901.07 | 74 | .00 | 14679 | 13777.93 | 6 |
| | 19 | ** | Employee Benefits | 28847 | 25036.49 | 87 | 28847 | 25036.49 | 87 | .00 | 346189 | 321152.51 | 7 |
| | 22 | | Other Contractual Service | | | | | | | | | | |
| | 22 | 02 | Dues | 379 | 355.00 | 94 | 379 | 355.00 | 94 | .00 | 4548 | 4193.00 | 8 |
| | 22 | 03 | Training | 331 | .00 | 0 | 331 | .00 | 0 | .00 | 3979 | 3979.00 | 0 |
| | 22 | 18 | Contr Programs & Exhibits | 1456 | 500.00 | 34 | 1456 | 500.00 | 34 | .00 | 17480 | 16980.00 | 3 |
| | 22 | ** | Other Contractual Service | 2166 | 855.00 | 40 | 2166 | 855.00 | 40 | .00 | 26007 | 25152.00 | 3 |
| | 30 | | General Supplies | | | | | | | | | | |
| | 30 | 05 | Office Supplies & Equip | 234 | 38.97 | 17 | 234 | 38.97 | 17 | .00 | 2819 | 2780.03 | 1 |
| | 30 | ** | General Supplies | 234 | 38.97 | 17 | 234 | 38.97 | 17 | .00 | 2819 | 2780.03 | 1 |
| | 32 | | Library Supplies | | | | | | | | | | |
| | 32 | 01 | Program Supplies | 912 | 590.14 | 65 | 912 | 590.14 | 65 | .00 | 10948 | 10357.86 | 5 |
| | 32 | 02 | Program Events | 2577 | 760.61 | 30 | 2577 | 760.61 | 30 | .00 | 30930 | 30169.39 | 3 |
| | 32 | 90 | Circulation Supplies | 702 | 12.99 | 2 | 702 | 12.99 | 2 | .00 | 8427 | 8414.01 | 0 |
| | 32 | ** | Library Supplies | 4191 | 1363.74 | 33 | 4191 | 1363.74 | 33 | .00 | 50305 | 48941.26 | 3 |
| 601 | ** | ** | Library | 119964 | 92700.06 | 77 | 119964 | 92700.06 | 77 | .00 | 1439649 | 1346948.94 | 6 |
| 60 | ** | ** | Culture/Recreation | 119964 | 92700.06 | 77 | 119964 | 92700.06 | 77 | .00 | 1439649 | 1346948.94 | 6 |
| DIV | 6401 | | TOTAL ***** | | | | | | | | | | |
| | | | Youth Services | 119964 | 92700.06 | 77 | 119964 | 92700.06 | 77 | .00 | 1439649 | 1346948.94 | 6 |

| 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 | BUDGET | BALANCE | BDGT |
| 60 | | Culture/Recreation | | | | | | | | | |
| 601 | | Library | | | | | | | | | |
| | 16 | Library Personal Services | | | | | | | | | |
| | 16 85 | Salaries | 91858 | 80258.52 | 87 | 91858 | 80258.52 | 87 | 1102307 | 1022048.48 | 7 |
| | 16 ** | Library Personal Services | 91858 | 80258.52 | 87 | 91858 | 80258.52 | 87 | 1102307 | 1022048.48 | 7 |
| | 18 | Other Personal Services | | | | | | | | | |
| | 18 05 | Overtime Civilian | 83 | 44.73 | 54 | 83 | 44.73 | 54 | 1000 | 955.27 | 5 |
| | 18 ** | Other Personal Services | 83 | 44.73 | 54 | 83 | 44.73 | 54 | 1000 | 955.27 | 5 |
| | 19 | Employee Benefits | | | | | | | | | |
| | 19 05 | Medical Insurance | 12311 | 15805.52 | 128 | 12311 | 15805.52 | 128 | 147736 | 131930.48 | 11 |
| | 19 10 | IMRF | 9258 | 7551.50 | 82 | 9258 | 7551.50 | 82 | 111098 | 103546.50 | 7 |
| | 19 11 | Social Security | 5695 | 4791.29 | 84 | 5695 | 4791.29 | 84 | 68343 | 63551.71 | 7 |
| | 19 12 | Medicare | 1331 | 1120.50 | 84 | 1331 | 1120.50 | 84 | 15983 | 14862.50 | 7 |
| | 19 ** | Employee Benefits | 28595 | 29268.81 | 102 | 28595 | 29268.81 | 102 | 343160 | 313891.19 | 9 |
| | 22 | Other Contractual Service | | | | | | | | | |
| | 22 02 | Dues | 233 | 150.00 | 64 | 233 | 150.00 | 64 | 2802 | 2652.00 | 5 |
| | 22 03 | Training | 275 | 71.10 | 26 | 275 | 71.10 | 26 | 3300 | 3228.90 | 2 |
| | 22 18 | Contr Programs & Exhibits | 480 | 120.00 | 25 | 480 | 120.00 | 25 | 5760 | 5640.00 | 2 |
| | 22 ** | Other Contractual Service | 988 | 341.10 | 35 | 988 | 341.10 | 35 | 11862 | 11520.90 | 3 |
| | 30 | General Supplies | | | | | | | | | |
| | 30 05 | Office Supplies & Equip | 157 | 80.04 | 51 | 157 | 80.04 | 51 | 1888 | 1807.96 | 4 |
| | 30 ** | General Supplies | 157 | 80.04 | 51 | 157 | 80.04 | 51 | 1888 | 1807.96 | 4 |
| | 32 | Library Supplies | | | | | | | | | |
| | 32 01 | Program Supplies | 229 | 40.45 | 18 | 229 | 40.45 | 18 | 2750 | 2709.55 | 2 |
| | 32 90 | Circulation Supplies | 174 | .00 | 0 | 174 | .00 | 0 | 2095 | 2095.00 | 0 |
| | 32 ** | Library Supplies | 403 | 40.45 | 10 | 403 | 40.45 | 10 | 4845 | 4804.55 | 1 |
| 601 | ** ** | Library | 122084 | 110033.65 | 90 | 122084 | 110033.65 | 90 | 1465062 | 1355028.35 | 8 |
| 60 | ** ** | Culture/Recreation | 122084 | 110033.65 | 90 | 122084 | 110033.65 | 90 | 1465062 | 1355028.35 | 8 |
| DIV | 6410 | TOTAL ***** Info Services | 122084 | 110033.65 | 90 | 122084 | 110033.65 | 90 | 1465062 | 1355028.35 | 8 |

DETAIL BUDGET REPORT
 8% OF YEAR LAPSED

| FUND 291 Memorial Library Fund | | | DEPT/DIV 6420 User Services/Customer Services | | | | | | | | | |
|--------------------------------|-------|----------------------------------|---|-----------|------|------------------------|-----------|------|----------|-----------|------------|------|
| BA | ELE | OBJ | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | ANNUAL | UNENCUMB. | % | |
| SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BDGT |
| 60 | | Culture/Recreation | | | | | | | | | | |
| 601 | | Library | | | | | | | | | | |
| | 16 | Library Personal Services | | | | | | | | | | |
| | 16 85 | Salaries | 115039 | 96962.21 | 84 | 115039 | 96962.21 | 84 | .00 | 1380472 | 1283509.79 | 7 |
| | 16 ** | Library Personal Services | 115039 | 96962.21 | 84 | 115039 | 96962.21 | 84 | .00 | 1380472 | 1283509.79 | 7 |
| | 18 | Other Personal Services | | | | | | | | | | |
| | 18 05 | Overtime Civilian | 83 | 6.46 | 8 | 83 | 6.46 | 8 | .00 | 1000 | 993.54 | 1 |
| | 18 ** | Other Personal Services | 83 | 6.46 | 8 | 83 | 6.46 | 8 | .00 | 1000 | 993.54 | 1 |
| | 19 | Employee Benefits | | | | | | | | | | |
| | 19 05 | Medical Insurance | 9735 | 5637.18 | 58 | 9735 | 5637.18 | 58 | .00 | 116828 | 111190.82 | 5 |
| | 19 10 | IMRF | 10992 | 8544.24 | 78 | 10992 | 8544.24 | 78 | .00 | 131907 | 123362.76 | 7 |
| | 19 11 | Social Security | 7132 | 5904.69 | 83 | 7132 | 5904.69 | 83 | .00 | 85589 | 79684.31 | 7 |
| | 19 12 | Medicare | 1668 | 1380.95 | 83 | 1668 | 1380.95 | 83 | .00 | 20017 | 18636.05 | 7 |
| | 19 ** | Employee Benefits | 29527 | 21467.06 | 73 | 29527 | 21467.06 | 73 | .00 | 354341 | 332873.94 | 6 |
| | 21 | Property Services | | | | | | | | | | |
| | 21 65 | Other Services | 292 | .00 | 0 | 292 | .00 | 0 | .00 | 3513 | 3513.00 | 0 |
| | 21 ** | Property Services | 292 | .00 | 0 | 292 | .00 | 0 | .00 | 3513 | 3513.00 | 0 |
| | 22 | Other Contractual Service | | | | | | | | | | |
| | 22 02 | Dues | 125 | 40.00 | 32 | 125 | 40.00 | 32 | .00 | 1505 | 1465.00 | 3 |
| | 22 03 | Training | 231 | 81.20 | 35 | 231 | 81.20 | 35 | .00 | 2773 | 2691.80 | 3 |
| | 22 ** | Other Contractual Service | 356 | 121.20 | 34 | 356 | 121.20 | 34 | .00 | 4278 | 4156.80 | 3 |
| | 30 | General Supplies | | | | | | | | | | |
| | 30 05 | Office Supplies & Equip | 169 | 65.49 | 39 | 169 | 65.49 | 39 | .00 | 2033 | 1967.51 | 3 |
| | 30 ** | General Supplies | 169 | 65.49 | 39 | 169 | 65.49 | 39 | .00 | 2033 | 1967.51 | 3 |
| | 32 | Library Supplies | | | | | | | | | | |
| | 32 01 | Program Supplies | 83 | .00 | 0 | 83 | .00 | 0 | .00 | 1000 | 1000.00 | 0 |
| | 32 90 | Circulation Supplies | 721 | 73.46 | 10 | 721 | 73.46 | 10 | .00 | 8660 | 8586.54 | 1 |
| | 32 ** | Library Supplies | 804 | 73.46 | 9 | 804 | 73.46 | 9 | .00 | 9660 | 9586.54 | 1 |
| 601 | ** ** | Library | 146270 | 118695.88 | 81 | 146270 | 118695.88 | 81 | .00 | 1755297 | 1636601.12 | 7 |
| 60 | ** ** | Culture/Recreation | 146270 | 118695.88 | 81 | 146270 | 118695.88 | 81 | .00 | 1755297 | 1636601.12 | 7 |
| DIV | 6420 | TOTAL ***** Customer Services | 146270 | 118695.88 | 81 | 146270 | 118695.88 | 81 | .00 | 1755297 | 1636601.12 | 7 |

| FUND 291 Memorial Library Fund | | | DEPT/DIV 6430 User Services/Accessible Services | | | | | | | | | |
|--------------------------------|-------|------------------------------------|---|----------|------|------------------------|----------|------|----------|-----------|-----------|------|
| BA ELE OBJ ACCOUNT | | | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | ANNUAL | UNENCUMB. | % | |
| SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BDGT |
| 60 | | Culture/Recreation | | | | | | | | | | |
| 601 | | Library | | | | | | | | | | |
| | 16 | Library Personal Services | | | | | | | | | | |
| | 16 85 | Salaries | 19996 | 17873.80 | 89 | 19996 | 17873.80 | 89 | .00 | 239959 | 222085.20 | 7 |
| | 16 ** | Library Personal Services | 19996 | 17873.80 | 89 | 19996 | 17873.80 | 89 | .00 | 239959 | 222085.20 | 7 |
| | 19 | Employee Benefits | | | | | | | | | | |
| | 19 05 | Medical Insurance | 1041 | 1106.39 | 106 | 1041 | 1106.39 | 106 | .00 | 12495 | 11388.61 | 9 |
| | 19 10 | IMRF | 2252 | 1858.87 | 83 | 2252 | 1858.87 | 83 | .00 | 27030 | 25171.13 | 7 |
| | 19 11 | Social Security | 1239 | 1064.84 | 86 | 1239 | 1064.84 | 86 | .00 | 14875 | 13810.16 | 7 |
| | 19 12 | Medicare | 289 | 249.04 | 86 | 289 | 249.04 | 86 | .00 | 3479 | 3229.96 | 7 |
| | 19 ** | Employee Benefits | 4821 | 4279.14 | 89 | 4821 | 4279.14 | 89 | .00 | 57879 | 53599.86 | 7 |
| | 22 | Other Contractual Service | | | | | | | | | | |
| | 22 02 | Dues | 43 | .00 | 0 | 43 | .00 | 0 | .00 | 518 | 518.00 | 0 |
| | 22 03 | Training | 77 | .00 | 0 | 77 | .00 | 0 | .00 | 930 | 930.00 | 0 |
| | 22 18 | Contr Programs & Exhibits | 799 | 1339.88 | 168 | 799 | 1339.88 | 168 | .00 | 9590 | 8250.12 | 14 |
| | 22 ** | Other Contractual Service | 919 | 1339.88 | 146 | 919 | 1339.88 | 146 | .00 | 11038 | 9698.12 | 12 |
| | 30 | General Supplies | | | | | | | | | | |
| | 30 05 | Office Supplies & Equip | 41 | 98.31 | 240 | 41 | 98.31 | 240 | .00 | 500 | 401.69 | 20 |
| | 30 ** | General Supplies | 41 | 98.31 | 240 | 41 | 98.31 | 240 | .00 | 500 | 401.69 | 20 |
| | 32 | Library Supplies | | | | | | | | | | |
| | 32 01 | Program Supplies | 151 | .00 | 0 | 151 | .00 | 0 | .00 | 1820 | 1820.00 | 0 |
| | 32 02 | Program Events | 50 | .00 | 0 | 50 | .00 | 0 | .00 | 600 | 600.00 | 0 |
| | 32 90 | Circulation Supplies | 87 | .00 | 0 | 87 | .00 | 0 | .00 | 1050 | 1050.00 | 0 |
| | 32 ** | Library Supplies | 288 | .00 | 0 | 288 | .00 | 0 | .00 | 3470 | 3470.00 | 0 |
| 601 | ** ** | Library | 26065 | 23591.13 | 91 | 26065 | 23591.13 | 91 | .00 | 312846 | 289254.87 | 8 |
| 60 | ** ** | Culture/Recreation | 26065 | 23591.13 | 91 | 26065 | 23591.13 | 91 | .00 | 312846 | 289254.87 | 8 |
| DIV | 6430 | TOTAL ***** Accessible Services | 26065 | 23591.13 | 91 | 26065 | 23591.13 | 91 | .00 | 312846 | 289254.87 | 8 |

| FUND 291 Memorial Library Fund | | | DEPT/DIV 6440 User Services/Programs and Exhibits | | | | | | | | | |
|--------------------------------|------|--------------------------------------|---|----------|------|------------------------|----------|------|----------|--------|-----------|------|
| BA | ELE | OBJ | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | | ANNUAL | UNENCUMB. | % |
| SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BDGT |
| 60 | | Culture/Recreation | | | | | | | | | | |
| 601 | | Library | | | | | | | | | | |
| | 16 | Library Personal Services | | | | | | | | | | |
| | 16 | 85 Salaries | 20327 | 16895.88 | 83 | 20327 | 16895.88 | 83 | .00 | 243924 | 227028.12 | 7 |
| | 16 | ** Library Personal Services | 20327 | 16895.88 | 83 | 20327 | 16895.88 | 83 | .00 | 243924 | 227028.12 | 7 |
| | 18 | Other Personal Services | | | | | | | | | | |
| | 18 | 05 Overtime Civilian | 20 | 13.76 | 69 | 20 | 13.76 | 69 | .00 | 250 | 236.24 | 6 |
| | 18 | ** Other Personal Services | 20 | 13.76 | 69 | 20 | 13.76 | 69 | .00 | 250 | 236.24 | 6 |
| | 19 | Employee Benefits | | | | | | | | | | |
| | 19 | 05 Medical Insurance | 3944 | 4000.42 | 101 | 3944 | 4000.42 | 101 | .00 | 47336 | 43335.58 | 9 |
| | 19 | 10 IMRF | 2333 | 1758.61 | 75 | 2333 | 1758.61 | 75 | .00 | 28007 | 26248.39 | 6 |
| | 19 | 11 Social Security | 1260 | 994.12 | 79 | 1260 | 994.12 | 79 | .00 | 15123 | 14128.88 | 7 |
| | 19 | 12 Medicare | 294 | 232.51 | 79 | 294 | 232.51 | 79 | .00 | 3537 | 3304.49 | 7 |
| | 19 | ** Employee Benefits | 7831 | 6985.66 | 89 | 7831 | 6985.66 | 89 | .00 | 94003 | 87017.34 | 7 |
| | 22 | Other Contractual Service | | | | | | | | | | |
| | 22 | 02 Dues | 96 | 115.00 | 120 | 96 | 115.00 | 120 | .00 | 1156 | 1041.00 | 10 |
| | 22 | 03 Training | 119 | .00 | 0 | 119 | .00 | 0 | .00 | 1428 | 1428.00 | 0 |
| | 22 | 18 Contr Programs & Exhibits | 7351 | 3085.00 | 42 | 7351 | 3085.00 | 42 | .00 | 88213 | 85128.00 | 4 |
| | 22 | ** Other Contractual Service | 7566 | 3200.00 | 42 | 7566 | 3200.00 | 42 | .00 | 90797 | 87597.00 | 4 |
| | 32 | Library Supplies | | | | | | | | | | |
| | 32 | 02 Program Events | 678 | 319.70 | 47 | 678 | 319.70 | 47 | .00 | 8138 | 7818.30 | 4 |
| | 32 | ** Library Supplies | 678 | 319.70 | 47 | 678 | 319.70 | 47 | .00 | 8138 | 7818.30 | 4 |
| 601 | ** | ** Library | 36422 | 27415.00 | 75 | 36422 | 27415.00 | 75 | .00 | 437112 | 409697.00 | 6 |
| 60 | ** | ** Culture/Recreation | 36422 | 27415.00 | 75 | 36422 | 27415.00 | 75 | .00 | 437112 | 409697.00 | 6 |
| DIV | 6440 | TOTAL ***** Programs and Exhibits | 36422 | 27415.00 | 75 | 36422 | 27415.00 | 75 | .00 | 437112 | 409697.00 | 6 |

| FUND 291 Memorial Library Fund | | | DEPT/DIV 6450 User Services/Digital Services | | | | | | | | | |
|--------------------------------|-------|---------------------------|--|-----------|------|------------------------|-----------|------|----------|-----------|-----------|------|
| BA | ELE | OBJ | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | ANNUAL | UNENCUMB. | % | |
| SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BDGT |
| 60 | | Culture/Recreation | | | | | | | | | | |
| 601 | | Library | | | | | | | | | | |
| | 16 | Library Personal Services | | | | | | | | | | |
| | 16 85 | Salaries | 45235 | 39921.01 | 88 | 45235 | 39921.01 | 88 | .00 | 542823 | 502901.99 | 7 |
| | 16 ** | Library Personal Services | 45235 | 39921.01 | 88 | 45235 | 39921.01 | 88 | .00 | 542823 | 502901.99 | 7 |
| | 19 | Employee Benefits | | | | | | | | | | |
| | 19 05 | Medical Insurance | 4380 | 4187.92 | 96 | 4380 | 4187.92 | 96 | .00 | 52569 | 48381.08 | 8 |
| | 19 10 | IMRF | 4615 | 3798.96 | 82 | 4615 | 3798.96 | 82 | .00 | 55387 | 51588.04 | 7 |
| | 19 11 | Social Security | 2804 | 2202.04 | 79 | 2804 | 2202.04 | 79 | .00 | 33655 | 31452.96 | 7 |
| | 19 12 | Medicare | 655 | 515.00 | 79 | 655 | 515.00 | 79 | .00 | 7871 | 7356.00 | 7 |
| | 19 ** | Employee Benefits | 12454 | 10703.92 | 86 | 12454 | 10703.92 | 86 | .00 | 149482 | 138778.08 | 7 |
| | 22 | Other Contractual Service | | | | | | | | | | |
| | 22 02 | Dues | 166 | 596.00 | 359 | 166 | 596.00 | 359 | .00 | 1995 | 1399.00 | 30 |
| | 22 03 | Training | 41 | .00 | 0 | 41 | .00 | 0 | .00 | 500 | 500.00 | 0 |
| | 22 42 | Internet Access | 320 | .00 | 0 | 320 | .00 | 0 | .00 | 3840 | 3840.00 | 0 |
| | 22 66 | Outside Reference Service | 256 | 3078.00 | 1202 | 256 | 3078.00 | 1202 | .00 | 3078 | .00 | 100 |
| | 22 ** | Other Contractual Service | 783 | 3674.00 | 469 | 783 | 3674.00 | 469 | .00 | 9413 | 5739.00 | 39 |
| | 30 | General Supplies | | | | | | | | | | |
| | 30 05 | Office Supplies & Equip | 58 | 72.71 | 125 | 58 | 72.71 | 125 | .00 | 700 | 627.29 | 10 |
| | 30 07 | Supplies Reimb by Patrons | 45 | .00 | 0 | 45 | .00 | 0 | .00 | 550 | 550.00 | 0 |
| | 30 ** | General Supplies | 103 | 72.71 | 71 | 103 | 72.71 | 71 | .00 | 1250 | 1177.29 | 6 |
| | 31 | Public Works Supplies | | | | | | | | | | |
| | 31 85 | Small Tools and Equipment | 516 | 850.60 | 165 | 516 | 850.60 | 165 | .00 | 6200 | 5349.40 | 14 |
| | 31 ** | Public Works Supplies | 516 | 850.60 | 165 | 516 | 850.60 | 165 | .00 | 6200 | 5349.40 | 14 |
| | 32 | Library Supplies | | | | | | | | | | |
| | 32 01 | Program Supplies | 58 | .00 | 0 | 58 | .00 | 0 | .00 | 700 | 700.00 | 0 |
| | 32 78 | Electronic Resources | 31291 | 216695.12 | 693 | 31291 | 216695.12 | 693 | .00 | 375497 | 158801.88 | 58 |
| | 32 90 | Circulation Supplies | 131 | 23.19 | 18 | 131 | 23.19 | 18 | .00 | 1575 | 1551.81 | 2 |
| | 32 ** | Library Supplies | 31480 | 216718.31 | 688 | 31480 | 216718.31 | 688 | .00 | 377772 | 161053.69 | 57 |
| 601 | ** ** | Library | 90571 | 271940.55 | 300 | 90571 | 271940.55 | 300 | .00 | 1086940 | 814999.45 | 25 |
| 60 | ** ** | Culture/Recreation | 90571 | 271940.55 | 300 | 90571 | 271940.55 | 300 | .00 | 1086940 | 814999.45 | 25 |
| DIV | 6450 | TOTAL ***** | | | | | | | | | | |
| | | Digital Services | 90571 | 271940.55 | 300 | 90571 | 271940.55 | 300 | .00 | 1086940 | 814999.45 | 25 |

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 Village of Arlington Heights

DETAIL BUDGET REPORT
 8% OF YEAR LAPSED

PAGE 20
 ACCOUNTING PERIOD 01/2022

| FUND 291 Memorial Library Fund | | | DEPT/DIV 6470 User Services/Collection Services | | | | | | | ANNUAL | UNENCUMB. | % |
|--------------------------------|-----|---------------------|---|-----------|------|------------------------|-----------|------|----------|---------|------------|------|
| BA | ELE | OBJ | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | BUDGET | BALANCE | BDGT | |
| SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BDGT |
| 60 | | Culture/Recreation | | | | | | | | | | |
| 601 | | Library | | | | | | | | | | |
| | | Collection Services | 235595 | 237541.15 | 101 | 235595 | 237541.15 | 101 | .00 | 2827224 | 2589682.85 | 8 |

| FUND 291 Memorial Library Fund | | | DEPT/DIV 6480 User Services/Belmont Makerspace | | | | | | | | | |
|--------------------------------|-------|---------------------------|--|----------|------|------------------------|----------|------|----------|-----------|-----------|------|
| BA ELE OBJ ACCOUNT | | | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | ANNUAL | UNENCUMB. | % | |
| SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BDGT |
| 60 | | Culture/Recreation | | | | | | | | | | |
| 601 | | Library | | | | | | | | | | |
| | 16 | Library Personal Services | | | | | | | | | | |
| | 16 85 | Salaries | 29468 | 19858.24 | 67 | 29468 | 19858.24 | 67 | .00 | 353626 | 333767.76 | 6 |
| | 16 ** | Library Personal Services | 29468 | 19858.24 | 67 | 29468 | 19858.24 | 67 | .00 | 353626 | 333767.76 | 6 |
| | 18 | Other Personal Services | | | | | | | | | | |
| | 18 05 | Overtime Civilian | 20 | 7.77 | 39 | 20 | 7.77 | 39 | .00 | 250 | 242.23 | 3 |
| | 18 ** | Other Personal Services | 20 | 7.77 | 39 | 20 | 7.77 | 39 | .00 | 250 | 242.23 | 3 |
| | 19 | Employee Benefits | | | | | | | | | | |
| | 19 05 | Medical Insurance | 1173 | 2128.37 | 181 | 1173 | 2128.37 | 181 | .00 | 14084 | 11955.63 | 15 |
| | 19 10 | IMRF | 3213 | 2066.05 | 64 | 3213 | 2066.05 | 64 | .00 | 38562 | 36495.95 | 5 |
| | 19 11 | Social Security | 1827 | 1210.60 | 66 | 1827 | 1210.60 | 66 | .00 | 21925 | 20714.40 | 6 |
| | 19 12 | Medicare | 427 | 283.11 | 66 | 427 | 283.11 | 66 | .00 | 5128 | 4844.89 | 6 |
| | 19 ** | Employee Benefits | 6640 | 5688.13 | 86 | 6640 | 5688.13 | 86 | .00 | 79699 | 74010.87 | 7 |
| | 20 | Prof Technical Services | | | | | | | | | | |
| | 20 40 | General Insurance | 18 | .00 | 0 | 18 | .00 | 0 | .00 | 216 | 216.00 | 0 |
| | 20 ** | Prof Technical Services | 18 | .00 | 0 | 18 | .00 | 0 | .00 | 216 | 216.00 | 0 |
| | 21 | Property Services | | | | | | | | | | |
| | 21 02 | Equipment Maintenance | 627 | 362.95 | 58 | 627 | 362.95 | 58 | .00 | 7530 | 7167.05 | 5 |
| | 21 11 | Building Maintenance | 4613 | 3924.62 | 85 | 4613 | 3924.62 | 85 | .00 | 55366 | 51441.38 | 7 |
| | 21 36 | Equipment Rental | 83 | .00 | 0 | 83 | .00 | 0 | .00 | 1000 | 1000.00 | 0 |
| | 21 60 | Water and Sewer Service | 100 | .00 | 0 | 100 | .00 | 0 | .00 | 1200 | 1200.00 | 0 |
| | 21 65 | Other Services | 25 | 11.69 | 47 | 25 | 11.69 | 47 | .00 | 300 | 288.31 | 4 |
| | 21 ** | Property Services | 5448 | 4299.26 | 79 | 5448 | 4299.26 | 79 | .00 | 65396 | 61096.74 | 7 |
| | 22 | Other Contractual Service | | | | | | | | | | |
| | 22 02 | Dues | 66 | .00 | 0 | 66 | .00 | 0 | .00 | 802 | 802.00 | 0 |
| | 22 03 | Training | 83 | .00 | 0 | 83 | .00 | 0 | .00 | 1000 | 1000.00 | 0 |
| | 22 28 | Contr Prog & Exhib-Adult | 1750 | 4130.00 | 236 | 1750 | 4130.00 | 236 | .00 | 21000 | 16870.00 | 20 |
| | 22 38 | Contr Prog & Exhib-Youth | 125 | .00 | 0 | 125 | .00 | 0 | .00 | 1500 | 1500.00 | 0 |
| | 22 42 | Internet Access | 256 | 231.99 | 91 | 256 | 231.99 | 91 | .00 | 3075 | 2843.01 | 8 |
| | 22 ** | Other Contractual Service | 2280 | 4361.99 | 191 | 2280 | 4361.99 | 191 | .00 | 27377 | 23015.01 | 16 |
| | 30 | General Supplies | | | | | | | | | | |
| | 30 05 | Office Supplies & Equip | 166 | 68.78 | 41 | 166 | 68.78 | 41 | .00 | 2000 | 1931.22 | 3 |
| | 30 07 | Supplies Reimb by Patrons | 685 | 23.99 | 4 | 685 | 23.99 | 4 | .00 | 8231 | 8207.01 | 0 |
| | 30 32 | Software Library | 562 | .00 | 0 | 562 | .00 | 0 | .00 | 6750 | 6750.00 | 0 |
| | 30 51 | Heating Fuel | 3345 | 690.60 | 21 | 3345 | 690.60 | 21 | .00 | 40140 | 39449.40 | 2 |
| | 30 ** | General Supplies | 4758 | 783.37 | 17 | 4758 | 783.37 | 17 | .00 | 57121 | 56337.63 | 1 |
| | 31 | Public Works Supplies | | | | | | | | | | |
| | 31 45 | Janitorial Supplies | 689 | .00 | 0 | 689 | .00 | 0 | .00 | 8270 | 8270.00 | 0 |
| | 31 85 | Small Tools and Equipment | 1044 | 284.18 | 27 | 1044 | 284.18 | 27 | .00 | 12529 | 12244.82 | 2 |
| | 31 ** | Public Works Supplies | 1733 | 284.18 | 16 | 1733 | 284.18 | 16 | .00 | 20799 | 20514.82 | 1 |

| 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 12 | Program Events-Adult | 1250 | 225.34 | 18 | 1250 | 225.34 | 18 | .00 | 15000 | 14774.66 | 2 |
| | 32 22 | Program Events-Youth | 250 | .00 | 0 | 250 | .00 | 0 | .00 | 3000 | 3000.00 | 0 |
| | 32 ** | Library Supplies | 1500 | 225.34 | 15 | 1500 | 225.34 | 15 | .00 | 18000 | 17774.66 | 1 |
| | 50 | Property | | | | | | | | | | |
| | 50 12 | Computer Equipment | 166 | .00 | 0 | 166 | .00 | 0 | .00 | 2000 | 2000.00 | 0 |
| | 50 15 | Other Equipment | 1268 | .00 | 0 | 1268 | .00 | 0 | .00 | 15221 | 15221.00 | 0 |
| | 50 ** | Property | 1434 | .00 | 0 | 1434 | .00 | 0 | .00 | 17221 | 17221.00 | 0 |
| 601 | ** ** | Library | 53299 | 35508.28 | 67 | 53299 | 35508.28 | 67 | .00 | 639705 | 604196.72 | 6 |
| 60 | ** ** | Culture/Recreation | 53299 | 35508.28 | 67 | 53299 | 35508.28 | 67 | .00 | 639705 | 604196.72 | 6 |
| DIV | 6480 | TOTAL ***** | | | | | | | | | | |
| | | Belmont Makerspace | 53299 | 35508.28 | 67 | 53299 | 35508.28 | 67 | .00 | 639705 | 604196.72 | 6 |
| DEPT | 64 | TOTAL ***** | | | | | | | | | | |
| | | User Services | 830270 | 917425.70 | 111 | 830270 | 917425.70 | 111 | .00 | 9963835 | 9046409.30 | 9 |
| FUND | 291 | TOTAL ***** | | | | | | | | | | |
| | | Memorial Library Fund | 1288579 | 1625857.75 | 126 | 1288579 | 1625857.75 | 126 | .00 | 15464087 | 13838229.25 | 11 |
| GRAND | | TOTAL ***** | | | | | | | | | | |
| | | | 1288579 | 1625857.75 | 126 | 1288579 | 1625857.75 | 126 | .00 | 15464087 | 13838229.25 | 11 |

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Village of Arlington Heights

DETAIL BUDGET REPORT
8% OF YEAR LAPSED

PAGE 1
ACCOUNTING PERIOD 01/2022

REPORT SELECTIONS

Fiscal year : 2022
Fund : 491
All Departments
All Divisions
Suppress accounts with zero balances : Y

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 Village of Arlington Heights

DETAIL BUDGET REPORT
 8% OF YEAR LAPSED

| 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 | 33333 | 516.67 | 2 | 33333 | 516.67 | 2 | .00 | 400000 | 399483.33 | 0 |
| | 50 | ** Property | 33333 | 516.67 | 2 | 33333 | 516.67 | 2 | .00 | 400000 | 399483.33 | 0 |
| 601 | ** | ** Library | 33333 | 516.67 | 2 | 33333 | 516.67 | 2 | .00 | 400000 | 399483.33 | 0 |
| 60 | ** | ** Culture/Recreation | 33333 | 516.67 | 2 | 33333 | 516.67 | 2 | .00 | 400000 | 399483.33 | 0 |
| DIV | 6001 | TOTAL ***** | | | | | | | | | | |
| | | Administration | 33333 | 516.67 | 2 | 33333 | 516.67 | 2 | .00 | 400000 | 399483.33 | 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 | 85743 | 38041.20 | 44 | 85743 | 38041.20 | 44 | .00 | 1028926 | 990884.80 | 4 |
| | 50 | ** Property | 85743 | 38041.20 | 44 | 85743 | 38041.20 | 44 | .00 | 1028926 | 990884.80 | 4 |
| 601 | ** | ** Library | 85743 | 38041.20 | 44 | 85743 | 38041.20 | 44 | .00 | 1028926 | 990884.80 | 4 |
| 60 | ** | ** Culture/Recreation | 85743 | 38041.20 | 44 | 85743 | 38041.20 | 44 | .00 | 1028926 | 990884.80 | 4 |
| DIV | 6020 | TOTAL ***** Facilities | 85743 | 38041.20 | 44 | 85743 | 38041.20 | 44 | .00 | 1028926 | 990884.80 | 4 |
| DEPT | 60 | TOTAL ***** Executive Office | 119076 | 38557.87 | 32 | 119076 | 38557.87 | 32 | .00 | 1428926 | 1390368.13 | 3 |

| FUND 491 Capital Projects-Library | | | DEPT/DIV 6480 User Services/Belmont Makerspace | | | | | | | ANNUAL | UNENCUMB. | % |
|-----------------------------------|------|--------------------------|--|----------|------|------------------------|----------|------|----------|---------|------------|------|
| BA | ELE | OBJ | *****CURRENT***** | | | *****YEAR-TO-DATE***** | | | BUDGET | BALANCE | BDGT | |
| SUB | SUB | DESCRIPTION | BUDGET | ACTUAL | %EXP | BUDGET | ACTUAL | %EXP | ENCUMBR. | BUDGET | BALANCE | BDGT |
| 60 | | Culture/Recreation | | | | | | | | | | |
| 601 | | Library | | | | | | | | | | |
| | 50 | Property | | | | | | | | | | |
| | 50 | 55 Other Capital Outlay | 5416 | .00 | 0 | 5416 | .00 | 0 | .00 | 65000 | 65000.00 | 0 |
| | 50 | ** Property | 5416 | .00 | 0 | 5416 | .00 | 0 | .00 | 65000 | 65000.00 | 0 |
| 601 | ** | ** Library | 5416 | .00 | 0 | 5416 | .00 | 0 | .00 | 65000 | 65000.00 | 0 |
| 60 | ** | ** Culture/Recreation | 5416 | .00 | 0 | 5416 | .00 | 0 | .00 | 65000 | 65000.00 | 0 |
| DIV | 6480 | TOTAL ***** | | | | | | | | | | |
| | | Belmont Makerspace | 5416 | .00 | 0 | 5416 | .00 | 0 | .00 | 65000 | 65000.00 | 0 |
| DEPT | 64 | TOTAL ***** | | | | | | | | | | |
| | | User Services | 5416 | .00 | 0 | 5416 | .00 | 0 | .00 | 65000 | 65000.00 | 0 |
| FUND | 491 | TOTAL ***** | | | | | | | | | | |
| | | Capital Projects-Library | 124492 | 38557.87 | 31 | 124492 | 38557.87 | 31 | .00 | 1493926 | 1455368.13 | 3 |
| GRAND | | TOTAL ***** | 124492 | 38557.87 | 31 | 124492 | 38557.87 | 31 | .00 | 1493926 | 1455368.13 | 3 |

February 15, 2022

(Action Item 4)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
January 31, 2022**

| Fund Number | Fund Name | Fund Total |
|---|---|---------------------|
| 291 | General Fund - Library (Remainder of January invoices) | \$236,149.51 |
| 491 | Capital Projects Fund - Library (Remainder of January invoices) | \$38,557.87 |
| Total Disbursements | | <u>\$274,707.38</u> |
| Payrolls Paid | | |
| 1/14/2022 | | \$290,229.82 |
| 1/28/2022 | | \$302,613.24 |
| Total Payroll Disbursements | | <u>\$592,843.06</u> |
| Journal Entry Expenditures by Village On Behalf Of the Library | | |
| 1/31/2022 | Group Insurance | \$110,483.33 |
| 1/31/2022 | IMRF | \$58,296.64 |
| 1/31/2022 | Social Security | \$34,993.74 |
| 1/31/2022 | Medicare | \$8,183.94 |
| | | <u>\$211,957.65</u> |
| Total Disbursed | | <u>\$789,278.27</u> |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------------|-------------------------------------|--------------------|---------------------------|----------|----------|
| /PAYM # | | | | | |
| 82921 | ARLINGTON HTS MEMORIAL LIBRARY | 291-0000-489.90-00 | CORPORATE CASHBACK | 152.49- | 152.49- |
| 83002 | PROQUEST LLC | 291-0000-140.05-00 | PREPAID PROGUEST PRESSREA | 941.76 | 941.76 |
| 83013 | SONTIQ, INC | 291-0000-210.83-00 | DECEMBER ULTRASECURE IDEN | 76.66 | 76.66 |
| ***** DIVISION TOTAL **** | | | | | 865.93 |
| ***** DEPARTMENT TOTAL ** | | | | | 865.93 |
| DEPARTMENT: 60 | Executive Office | DIVISION: 01 | | | |
| 82914 | AMAZON.COM CREDIT | 291-6001-601.30-05 | FIRST AID | 13.76 | |
| | | 291-6001-601.30-05 | DISPOSABLE MASKS | 93.40 | |
| | | 291-6001-601.50-15 | STANDING DESKS | 772.17 | |
| | | 291-6001-601.30-05 | FINANCE OFFICE SUPPLIES | 24.98 | |
| | | 291-6001-601.30-05 | FINANCE OFFICE SUPPLIES | 74.91 | 979.22 |
| 82919 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6001-601.22-03 | MILEAGE - DOREN | 4.90 | |
| | | 291-6001-601.22-03 | OPEN MIKE REFRESHMENTS | 47.00 | |
| | | 291-6001-601.22-03 | MILEAGE - DOREN | 7.84 | |
| | | 291-6001-601.32-72 | VILLAGE BOARD JOINT MEETI | 4.99 | |
| | | 291-6001-601.22-05 | POSTAGE | 4.45 | 69.18 |
| 82949 | FEDEX | 291-6001-601.22-05 | POSTAGE | 14.84 | |
| | | 291-6001-601.22-05 | POSTAGE | 16.56 | 31.40 |
| 82952 | FINER LINE | 291-6001-601.30-05 | NAME BADGES | 18.46 | 18.46 |
| 82955 | GARVEYS OFFICE PRODUCTS | 291-6001-601.50-15 | CHAIR (FOR INFO DESK) | 299.00 | 299.00 |
| 82975 | LIBRARY FURNITURE INTERNATIONAL INC | 291-6001-601.50-15 | INFO DESK STANDING HEIGHT | 7,698.00 | 7,698.00 |
| 82996 | PEREGRINE STIME NEWMAN RITZMAN & | 291-6001-601.20-20 | LEGAL SERVS 10/1-12/31/20 | 1,800.00 | 1,800.00 |
| 82999 | POSTMASTER | 291-6001-601.22-05 | PERMIT#591 POSTAGE MARCH | 2,900.00 | 2,900.00 |
| 83005 | ROBBINS SCHWARTZ | 291-6001-601.20-20 | LEGAL SERVS 12/22/2021 | 53.75 | 53.75 |
| 83006 | ROTARY CLUB OF ARLINGTON HEIGHTS | 291-6001-601.22-02 | QUARTERLY DUES JAN-MAR AH | 127.00 | 127.00 |
| 83015 | STAPLES | 291-6001-601.30-05 | OFFICE SUPPLIES | 2.58 | 2.58 |
| 83024 | WAREHOUSE DIRECT | 291-6001-601.30-05 | OFFICE SUPPLIES | 32.67 | |
| | | 291-6001-601.32-99 | EMPLOYEE REIMBURSE CLOTHI | 239.92 | 272.59 |
| 83025 | WILLIAMS ASSOCIATES ARCHITECTS | 491-6001-601.50-55 | DEC KIDS' WORLD CONSTRUCT | 516.67 | 516.67 |
| 83030 | ZORO TOOLS INC | 291-6001-601.30-05 | HARD PLASTIC BADGE HOLDER | 19.05 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------|-------|---------|-------------|--------|-------|
| /PAYM # | | | | | 19.05 |

***** DIVISION TOTAL ***** 14,786.90

Communications & Marketing

| DEPARTMENT: | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------|--------------------------------|--------------------|---------------------------|-----------|-----------|
| 60 Executive Office | | | | | |
| 82914 | AMAZON.COM CREDIT | 291-6002-601.30-05 | VINYL SUPPLIES | 62.98 | |
| | | 291-6002-601.30-05 | VINYL SUPPLIES | 29.99 | 92.97 |
| 82921 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6002-601.21-65 | CONSTANT CONTACT EMAIL MA | 2,688.00 | |
| | | 291-6002-601.22-10 | WINDOW SHADE FOR ADMIN | 266.01 | |
| | | 291-6002-601.22-10 | BUSINESS CARDS | 28.58 | 2,982.59 |
| 82933 | BLICK ART MATERIALS | 291-6002-601.30-05 | GRAPHIC SUPPLIES | 136.42 | 136.42 |
| 82935 | CARDINAL COLORGROUP | 291-6002-601.22-10 | FEBRUARY NEWSLETTER | 12,750.00 | |
| | | 291-6002-601.22-10 | CHECK82371REPLACEMENT OCT | 11,650.00 | 24,400.00 |
| 82976 | LINDENMEYR MUNROE | 291-6002-601.30-05 | BLUE PAPER | 102.20 | 102.20 |
| 83011 | SIGNS BY TOMORROW | 291-6002-601.22-10 | SIGN FOR PARKING LOT | 322.20 | |
| | | 291-6002-601.22-10 | SIGNS FOR NONFICTION | 800.60 | 1,122.80 |
| 83016 | STATE GRAPHICS | 291-6002-601.22-10 | STAFF PICKS STICKY NOTES | 829.16 | 829.16 |

***** DIVISION TOTAL ***** 29,666.14

Human Resources

| DEPARTMENT: | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------|-----------------------------------|--------------------|---------------------------|----------|----------|
| 60 Executive Office | | | | | |
| 82910 | ACCURATE EMPLOYMENT SCREENING LLC | 291-6003-601.21-65 | EMPL & VOL SCREENING | 426.35 | 426.35 |
| 82921 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6003-601.22-01 | JOB REPOST-DIRECTOR OF CU | 249.00 | 249.00 |
| 82960 | GROSSMAN,DANIEL J. | 291-6003-601.40-62 | RUITION REIMBURSEMENT | 1,785.00 | 1,785.00 |
| 82962 | HR SOURCE | 291-6003-601.22-03 | RECRUITING & RETENTION 2/ | 50.00 | 50.00 |
| 82992 | NORTHWEST COMMUNITY HOSPITAL | 291-6003-601.22-02 | CONSORTIUM DUES 2021 AHML | 100.00 | 100.00 |

***** DIVISION TOTAL ***** 2,610.35

Gifts & Grants

| DEPARTMENT: | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------|-------------------|--------------------|--------------------|--------|--------|
| 60 Executive Office | | | | | |
| 82914 | AMAZON.COM CREDIT | 291-6004-601.32-80 | BOOKS IN MEMORY OF | 33.98 | 33.98 |
| 82915 | AMBIUS (19) | 291-6004-601.21-65 | REG SERVS FEBRUARY | 236.97 | 236.97 |
| 82926 | BAKER & TAYLOR | 291-6004-601.32-80 | BOOKS | 15.32 | 15.32 |
| 82929 | BENSON,RAYMOND | 291-6004-601.22-18 | 3/10 MOVIE CLUB | 350.00 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------------|-------------------------|--------------------|---------------------------|--------|----------|
| /PAYM # | | | | | 350.00 |
| 82956 | GIRE,DANN | 291-6004-601.22-18 | 11/11 CHECK#82400 REPLACE | 350.00 | |
| | | 291-6004-601.22-18 | 3/10 MOVIE CLUB | 350.00 | 700.00 |
| 82970 | INGRAM LIBRARY SERVICES | 291-6004-601.32-80 | BOOKS | 19.78 | |
| | | 291-6004-601.32-80 | BOOKS | 10.77 | 30.55 |
| 82973 | JUBAL MUSIC, LLC | 291-6004-601.22-18 | 3/13 FINAL PAYMENT SUNDAY | 325.00 | 325.00 |
| 82986 | MIDWEST TAPE | 291-6004-601.32-75 | AV MTLs | 41.98 | 41.98 |
| 82993 | N2Y, LLC | 291-6004-601.21-65 | NEWS2YOU ESL SUBSCRIPTION | 219.65 | 219.65 |
| ***** DIVISION TOTAL **** | | | | | 1,953.45 |

Finance

| | | | | | |
|--------------------------------------|--------------------|-----------------------|--|--------|--------|
| DEPARTMENT: 60 Executive Office | DIVISION: 08 | | | | |
| 82914 AMAZON.COM CREDIT | 291-6008-601.21-65 | AMAZON BUSINESS | | 100.00 | 100.00 |
| 82919 ARLINGTON HTS MEMORIAL LIBRARY | 291-6008-601.22-03 | MILEAGE - BECKMAN | | 1.77 | |
| | 291-6008-601.22-03 | MILEAGE - PLAKHOTNYUK | | 2.07 | 3.84 |

***** DIVISION TOTAL **** *Information Technology* 103.84

| | | | | | |
|--------------------------------------|--------------------|---------------------------|--|--------|----------|
| DEPARTMENT: 60 Executive Office | DIVISION: 10 | | | | |
| 82914 AMAZON.COM CREDIT | 291-6010-601.31-85 | APPLE KEYBOARDS | | 387.00 | |
| | 291-6010-601.31-85 | AV CABLES | | 6.99 | |
| | 291-6010-601.31-85 | AV CABLES | | 39.90 | |
| | 291-6010-601.31-85 | HDMI SPLITTER | | 30.45 | |
| | 291-6010-601.31-85 | IT SUPPLIES | | 61.87 | |
| | 291-6010-601.31-85 | IT SUPPLIES | | 29.98 | |
| | 291-6010-601.31-85 | FINANCE MANAGER HEADSET | | 28.99 | |
| | 291-6010-601.31-85 | AUDIO EXTRACTOR | | 69.98 | |
| | 291-6010-601.31-85 | LAPTOP CHARGERS | | 393.28 | |
| | 291-6010-601.31-85 | AUDIO EQUIPMENT FOR STAFF | | 177.45 | 1,225.89 |
| 82921 ARLINGTON HTS MEMORIAL LIBRARY | 291-6010-601.22-42 | EMERGENCY TEXTING SERVICE | | 94.98 | |
| | 291-6010-601.30-32 | ZOOM SUBSCRIPTION | | 280.00 | |
| | 291-6010-601.20-05 | PAYFLOW PRO SUBSCRIPTION | | 54.10 | |
| | 291-6010-601.22-42 | SC INTERNET 11/21-12/20 | | 159.77 | |
| | 291-6010-601.22-42 | PUBLIC INTERNET SERVICE | | 343.35 | |
| | 291-6010-601.22-42 | SC INTERNET 12/21-1/20/22 | | 159.77 | |
| | 291-6010-601.22-42 | ADT SECURITY | | 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 | OFFICE365 PHONE SUBSCRIPT | | 1.50 | |
| | 291-6010-601.30-32 | KINDLE UNLIMITED SUBSCRIP | | 9.99 | |
| | 291-6010-601.30-32 | AMAZON FREETIME SUBSCRIPT | | 4.99 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------------|-----------------------------|-----------------------|---------------------------|----------|-----------|
| /PAYM # | | | | | |
| | | 291-6010-601.30-32 | SURVEY MONKEY SUBSCRIPTIO | 408.00 | |
| | | 291-6010-601.30-32 | AMAZON S3 STORAGE | 352.16 | |
| | | 291-6010-601.30-32 | GOOGLE GSUITE SUBSCRIPTIO | 54.00 | |
| | | 291-6010-601.30-32 | TRELLO SUBSCRIPTION | 35.00 | |
| | | 291-6010-601.30-32 | SPOTIFY PREMIUM SUBSCRIPT | 15.99 | |
| | | 291-6010-601.30-32 | AMAZON MUSIC SUBSCRIPTION | 9.99 | |
| | | 291-6010-601.30-32 | RIDDLE.COM SUBSCRIPTION | 49.00 | |
| | | 291-6010-601.31-85 | HARD DRIVE FOR IT MANAGER | 199.99 | |
| | | 291-6010-601.50-12 | EDGE ROUTER, TAX REFUND | 12.44- | |
| | | 291-6010-601.50-12 | EDGE ROUTER | 211.44 | 2,660.56 |
| 82922 | AT&T MOBILITY | 291-6010-601.22-42 | INTERNET ACCESS 11/8-12/2 | 138.69 | 138.69 |
| 82925 | B & H PHOTO VIDEO | 291-6010-601.31-85 | REPLACEMENT DELL KEYBOARD | 99.95 | 99.95 |
| 82945 | EBSCO INFORMATION SERVICES | 291-6010-601.30-32 | NOVELIST SELECT 2/2022-1/ | 1,229.00 | 1,229.00 |
| 82946 | ENCOMIUM PUBLICATIONS | 291-6010-601.30-32 | ENGLISH DISCOVERIES 4 USE | 500.00 | 500.00 |
| 82969 | IMPACT NETWORKING LLC | 291-6010-601.30-30 | TONER FOR PRINTERS | 19.50 | |
| | | 291-6010-601.30-30 | PAPER THROUGHOUT THE BLDG | 1,169.25 | |
| | | 291-6010-601.30-30 | COPIER SUPPLIES | 19.50 | |
| | | 291-6010-601.21-02 | EQUIPMENT MAINTENANCE | 366.22 | |
| | | 291-6010-601.21-02 | EQUIPMENT MAINTENANCE | 203.94 | 1,778.41 |
| 82987 | MNJ TECHNOLOGIES DIRECT INC | 291-6010-601.30-32 | OFFICE 365 SOFTWARE | 651.75 | |
| | | 291-6010-601.30-32 | OFFICE 365 SOFTWARE | 651.75 | |
| | | 291-6010-601.30-32 | OFFICE 365 SOFTWARE | 651.75 | 1,955.25 |
| 82988 | MONOPRICE INC | 291-6010-601.31-85 | AV CABLES | 91.25 | 91.25 |
| 82994 | OMC2 LLC | 291-6010-601.32-32 | CNC MILLING MACHINE SOFTW | 159.49 | 159.49 |
| 83022 | VERIZON WIRELESS | <- 291-6010-601.22-42 | TELEPHONE 12/26-1/25 | 353.60 | 353.60 |
| 83028 | WOW BUSINESS | 291-6010-601.22-42 | INTERNET 1/13-2/12 AHML | 2,314.41 | 2,314.41 |
| ***** DIVISION TOTAL **** | | | | | 12,506.50 |

Facilities

| | | | | | |
|-------|--------------------------------|--------------------|-------------------------|--------|--------|
| 82914 | AMAZON.COM CREDIT | 291-6020-601.31-45 | JANITORIAL SUPPLIES | 47.92 | |
| | | 291-6020-601.31-45 | JANIROTIAL SUPPLIES | 9.99 | 57.91 |
| 82917 | ANDERSON PEST SOLUTIONS | 291-6020-601.21-11 | REG SERVS FEBRUARY | 93.45 | 93.45 |
| 82918 | AQUARIUM ADVENTURE | 291-6020-601.21-11 | REG SERVS 1/20 | 140.00 | |
| | | 291-6020-601.21-11 | REG SERVS 2/3 | 140.00 | 280.00 |
| 82921 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6020-601.21-11 | PHONE HEADSET BATTERIES | 17.03 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------|-------------------------------------|--------------------|---------------------------|-----------|-----------|
| /PAYM # | | | | | |
| | | 291-6020-601.21-11 | MAINTENANCE SUPPLIES | 1,772.80 | |
| | | 291-6020-601.21-11 | HVAC DISPLAY KEYPAD | 528.99 | |
| | | 291-6020-601.21-11 | HVAC DISPLAY KEYPAD | 528.99 | 2,847.81 |
| 82940 | COMED | 291-6020-601.30-51 | HEATING 7/8-8/6 | 211.65- | |
| | | 291-6020-601.30-51 | HEATING 8/6-9/7 | 209.77- | |
| | | 291-6020-601.30-51 | HEATING 9/7-10/6 | 25.20 | |
| | | 291-6020-601.30-51 | HEATING 11/4-12/7 | 1.64 | |
| | | 291-6020-601.30-51 | HEATING 11/4-12/7 | 198.94 | |
| | | 291-6020-601.30-51 | HEATING 12/7/21-1/10/22 | 216.82 | |
| | | 291-6020-601.30-51 | HEATING 12/7/21-1/10/22 | 2.99 | 24.17 |
| 82942 | COMPLETE TEMPERATURE SYSTEMS | 291-6020-601.21-11 | HVAC REPAIR JANUARY | 2,306.00 | 2,306.00 |
| 82948 | FE MORAN, INC | 491-6020-601.50-15 | HVAC | 38,041.20 | 38,041.20 |
| 82950 | FILTER SERVICES INC | 291-6020-601.21-11 | MAINTENANCE SUPPLIES | 896.24 | 896.24 |
| 82953 | FRIES AUTOMOTIVE SERVICES | 291-6020-601.21-07 | BOOKMOBILE OIL CHANGE, FI | 202.16 | 202.16 |
| 82957 | GRAINGER INC,W W | 291-6020-601.21-11 | MAINTENANCE SUPPLIES | 386.00 | |
| | | 291-6020-601.21-11 | MAINTENANCE SUPPLIES | 321.70 | |
| | | 291-6020-601.21-11 | MAINTENANCE SUPPLIES | 688.40 | |
| | | 291-6020-601.21-11 | MAINTENANCE SUPPLIES | 311.16 | |
| | | 291-6020-601.21-11 | MAINTENANCE SUPPLIES | 710.20 | |
| | | 291-6020-601.21-11 | MAINTENANCE SUPPLIES | 147.60 | |
| | | 291-6020-601.21-11 | MAINTENANCE SUPPLIES | 151.37 | |
| | | 291-6020-601.21-11 | MAINTENANCE SUPPLIES | 386.00 | 3,102.43 |
| 82964 | IGS ENERGY | 291-6020-601.30-51 | NATURAL GAS DECEMBER | 3,574.96 | 3,574.96 |
| 82980 | MASTER HITCH INC | 291-6020-601.21-07 | TOW TRUCK ACCESSORIES | 154.50 | 154.50 |
| 82981 | MASTER MAINTENANCE SERVICE INC | 291-6020-601.21-11 | JANITORIAL SERVS FEBRUARY | 4,599.00 | 4,599.00 |
| 82984 | MENARDS-MOUNT PROSPECT | 291-6020-601.21-11 | BLDG MAINTENANCE | 222.61 | |
| | | 291-6020-601.21-11 | BLDG MAINTENANCE | 35.14 | 257.75 |
| 82985 | MIDWEST PAPER RETRIEVER | 291-6020-601.21-11 | RECYCLING SERVS JANUARY | 60.00 | 60.00 |
| 82990 | MOUNT PROSPECT PAINT INC | 291-6020-601.21-11 | BLDG MAINTENANCE | 115.98 | 115.98 |
| 83008 | SECURITAS ELECTRONIC SECURITY, INC. | 291-6020-601.21-02 | 1/12 CAMERA-VIDEO FEED RE | 155.00 | 155.00 |
| 83009 | SHERWIN ACE HARDWARE INC | 291-6020-601.21-11 | BLDG MAINTENANCE | 31.96 | 31.96 |
| 83014 | STANDARD ELEVATOR CO | 291-6020-601.21-02 | REGULAR SERVS JANUARY AHM | 1,017.60 | 1,017.60 |
| 83023 | VILLAGE OF ARLINGTON HEIGHTS | 291-6020-601.30-50 | FUEL DECEMBER | 329.47 | |
| | | 291-6020-601.30-50 | FUEL JANUARY | 465.44 | |
| | | 291-6020-601.21-60 | WATER/SEWER 11/02/2021-1/ | 82.94 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------------|--------------------------------|--------------------|---------------------------|--------|------------|
| /PAYM # | | | | | |
| | | 291-6020-601.21-60 | WATER/SEWER 11/02-12/28/2 | 950.65 | 1,828.50 |
| 83024 | WAREHOUSE DIRECT | 291-6020-601.31-45 | JANITORIAL PRODUCTS | 82.40 | 82.40 |
| 83026 | WM CORPORATE SERVICES INC | 291-6020-601.21-11 | WASTE, RECYCLING & GREEN | 154.95 | |
| | | 291-6020-601.21-11 | WASTE, RECYCLING & GREEN | 384.45 | 539.40 |
| 83031 | 1000BULBS.COM | 291-6020-601.21-11 | MAINTENANCE SUPPLIES | 779.12 | 779.12 |
| ***** DIVISION TOTAL **** | | | | | 61,047.54 |
| ***** DEPARTMENT TOTAL ** | | | | | 122,674.72 |
| <i>Youth Services</i> | | | | | |
| DEPARTMENT: 64 | User Services | DIVISION: 01 | | | |
| 82912 | ALA MEMBERSHIP | 291-6401-601.22-02 | ALA DUES - PAPANASTASSIOU | 355.00 | 355.00 |
| 82913 | ALBERTSONS/SAFEGWAY | 291-6401-601.32-02 | PROGRAM EVENTS | 221.25 | 221.25 |
| 82914 | AMAZON.COM CREDIT | 291-6401-601.32-01 | TEEN DIY KIT SUPPLIES | 26.39 | |
| | | 291-6401-601.32-01 | TWEEN DIY KIT SUPPLIES | 7.40 | |
| | | 291-6401-601.32-01 | TWEEN DIY KIT SUPPLIES | 7.40 | |
| | | 291-6401-601.32-01 | TWEEN DIY KIT SUPPLIES | 7.40 | |
| | | 291-6401-601.32-01 | TWEEN DIY KIT SUPPLIES | 41.97 | |
| | | 291-6401-601.32-02 | BAGS FOR KIT PICK UP | 53.96 | |
| | | 291-6401-601.32-02 | TIN FOIL ART PROGRAM | 52.53 | |
| | | 291-6401-601.32-01 | TWEEN DIY SUPPLIES | 39.96 | |
| | | 291-6401-601.32-02 | ELEMENTARY PROGRAM SUPPLY | 30.78 | |
| | | 291-6401-601.32-02 | CAKE POP SUPPLIES | 59.45 | |
| | | 291-6401-601.32-01 | FEBRUARY CRAFT SUPPLIES | 40.22 | |
| | | 291-6401-601.32-90 | LITCRATE CASE | 12.99 | |
| | | 291-6401-601.32-90 | LITCRATE CASE | 12.99 | |
| | | 291-6401-601.32-90 | LITCRATE CASE | 12.99- | |
| | | 291-6401-601.32-01 | TWEEN DIY SUPPLIES | 133.54 | |
| | | 291-6401-601.32-02 | STEM PROGRAM SUPPLIES | 12.00 | |
| | | 291-6401-601.32-02 | ELEMENTARY PROGRAM SUPPLY | 14.00- | |
| | | 291-6401-601.32-02 | ELEMENTARY PROGRAM SUPPLY | 15.99- | |
| | | 291-6401-601.32-01 | IMAGINATION STATION SPLS | 22.59 | |
| | | 291-6401-601.32-02 | ELEMENTARY STEM SUPPLIES | 41.98 | |
| | | 291-6401-601.30-05 | OFFICE SUPPLIES | 38.97 | 599.54 |
| 82919 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6401-601.22-03 | MILEAGE - MCGUIRE | 22.52 | |
| | | 291-6401-601.22-03 | MILEAGE - RICHARDSON | 8.62 | |
| | | 291-6401-601.22-03 | MILEAGE - DAKAS | 6.72 | |
| | | 291-6401-601.32-01 | IMAGINATION STATION TOYS | 22.98 | |
| | | 291-6401-601.32-02 | JANUARY ELEMENTARY PROGRA | 20.78 | 81.62 |
| 82921 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6401-601.32-01 | PEEPS FOR MARSHMALLOW ART | 38.66 | |
| | | 291-6401-601.32-01 | PEEPS FOR MARSHMALLOW ART | 135.14 | |
| | | 291-6401-601.32-02 | CAKE POP SUPPLIES | 26.10 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------------|------------------------|--------------------|---------------------------|--------|----------|
| /PAYM # | | | | | |
| | | 291-6401-601.32-02 | CAKE POP SUPPLIES | 22.04 | |
| | | 291-6401-601.32-02 | CAKE POP SUPPLIES | 14.26 | |
| | | 291-6401-601.32-02 | CAKE POP SUPPLIES | 22.56 | |
| | | 291-6401-601.32-02 | SEWING STORAGE | 29.99 | |
| | | 291-6401-601.32-02 | SEWING STORAGE RETURN | 29.99- | |
| | | 291-6401-601.32-02 | SEWING STORAGE | 29.99 | |
| | | 291-6401-601.32-02 | WINTER WONDERLAND WATERCO | 48.48 | 337.23 |
| 82933 | BLICK ART MATERIALS | 291-6401-601.32-02 | PROGRAM SUPPLIES WINTER W | 25.32 | 25.32 |
| 82947 | FAMBRO MANAGEMENT | 291-6401-601.22-18 | 3/6 CHESS CLUB | 75.00 | 75.00 |
| 82997 | PIXEL PRESS TECHNOLOGY | 291-6401-601.32-02 | BLOXELS ACCOUNTS F/BLOXEL | 150.00 | 150.00 |
| 83004 | RICHARDSON, ELEANOR | 291-6401-601.32-01 | HUB DYI PROGRAM SUPPLIES | 48.75 | |
| | | 291-6401-601.32-02 | HUB DYI PROGRAM | 23.92 | 72.67 |
| 83012 | SON, ALICE | 291-6401-601.32-02 | TWEEN: MAKE IT MINI 1/19 | 96.00 | 96.00 |
| ***** DIVISION TOTAL **** | | | | | 2,013.63 |

Info Services

| DEPARTMENT: | | DIVISION: | | | |
|---------------------------|--------------------------------|--------------------|--------------------------|--------|--------|
| 64 | User Services | 10 | | | |
| 82912 | ALA MEMBERSHIP | 291-6410-601.22-02 | ALA DUES - COLEMAN B | 150.00 | 150.00 |
| 82914 | AMAZON.COM CREDIT | 291-6410-601.30-05 | LAMINATING SUPPLIES | 16.95 | |
| | | 291-6410-601.30-05 | PENS | 50.04 | |
| | | 291-6410-601.32-01 | FILE FOLDERS | 13.05 | |
| | | 291-6410-601.30-05 | FILE FOLDERS | 13.05 | |
| | | 291-6410-601.32-01 | FILE FOLDERS | 13.05- | 80.04 |
| 82921 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6410-601.22-03 | CONDUCTING PRIVACY AUDIT | 71.10 | 71.10 |
| 82928 | BENNETT, BRUCE | 291-6410-601.22-18 | RESUME REVIEWS JANURY | 60.00 | 60.00 |
| 82977 | MADAY, JULIE I | 291-6410-601.22-18 | RESUME REVIEWS JANUARY | 60.00 | 60.00 |
| ***** DIVISION TOTAL **** | | | | | 421.14 |

Circulation

| DEPARTMENT: | | DIVISION: | | | |
|-------------|--------------------------------|--------------------|--------------------|-------|-------|
| 64 | User Services | 20 | | | |
| 82914 | AMAZON.COM CREDIT | 291-6420-601.32-90 | FOLDERS FOR ESL | 37.60 | |
| | | 291-6420-601.32-90 | PENCILS | 12.18 | 49.78 |
| 82919 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6420-601.22-03 | MILEAGE - MEYER | 8.14 | |
| | | 291-6420-601.22-03 | MILEAGE - WILLIAMS | 3.57 | |
| | | 291-6420-601.22-03 | MILEAGE - MEYER | 8.14 | 19.85 |
| 82921 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6420-601.32-90 | ANTI-SLIP TAPE | 23.68 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------------|--------------------------------|--------------------|--------------------------|--------|--------|
| /PAYM # | | | | | 23.68 |
| 82968 | ILLINOIS TESOL/BE | 291-6420-601.22-02 | ITBE DUES - DUFFEY A | 40.00 | 40.00 |
| 82989 | MORAVEC, RON | 291-6420-601.22-03 | DRIVER'S LICENSE RENEWAL | 61.35 | 61.35 |
| 83003 | QUILL LLC | 291-6420-601.30-05 | OFFICE SUPPLIES | 14.24 | 14.24 |
| 83020 | UNIQUE MANAGEMENT SERVICES INC | 291-6420-601.21-65 | DECEMBER PLACEMENTS | 125.30 | 125.30 |
| ***** DIVISION TOTAL **** | | | | | 334.20 |

Senior & Accessible Services

| DEPARTMENT: | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------------|-------------------------|--------------------|-------------------------|--------|--------|
| 64 | User Services | DIVISION: 30 | | | |
| 82955 | GARVEYS OFFICE PRODUCTS | 291-6430-601.30-05 | OFFICE SUPPLIES | 38.88 | 38.88 |
| 82982 | MCNULTY, ALAYNE | 291-6430-601.22-18 | FEBRUARY CREATIVE AGING | 490.00 | 490.00 |
| 83024 | WAREHOUSE DIRECT | 291-6430-601.30-05 | OFFICE SUPPLIES | 59.43 | 59.43 |
| ***** DIVISION TOTAL **** | | | | | 588.31 |

Programs & Exhibits

| DEPARTMENT: | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------------|--------------------------------|--------------------|---------------------------|----------|----------|
| 64 | User Services | DIVISION: 40 | | | |
| 82911 | ADAMS-LANHAM, SUSAN M. | 291-6440-601.22-18 | 2/22 GET STARTED WRITING | 150.00 | 150.00 |
| 82921 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6440-601.32-02 | SEED SWAP TAKE AWAY | 240.25 | |
| | | 291-6440-601.32-02 | SEED SWAP TAKE AWAY | 43.40 | |
| | | 291-6440-601.32-02 | SEED SWAP TAKE AWAY | 3.95- | |
| | | 291-6440-601.32-02 | BOOKS & BREWS REFRESHMENT | 40.00 | 319.70 |
| 82923 | ATLANTIC RELOCATION SYSTEMS | 291-6440-601.22-18 | JANUARY-EXHIBIT CRATES TR | 485.00 | 485.00 |
| 82924 | AUTHORS UNBOUND AGENCY | 291-6440-601.22-18 | 3/3 FINAL PAYMENT MADELIN | 3,750.00 | 3,750.00 |
| 82966 | ILA MEMBERSHIP | 291-6440-601.22-02 | ILA DUES - MUSZYNSKI E | 40.00 | |
| | | 291-6440-601.22-02 | ILA DUES - COLEMAN B | 75.00 | 115.00 |
| 83010 | SHIMOJIMA, ANNE | 291-6440-601.22-18 | 2/17 HIDDEN MEMORY | 500.00 | 500.00 |
| 83027 | WOLF, YVONNE | 291-6440-601.22-18 | 2/22 HIDDEN MEANING IN CH | 200.00 | 200.00 |
| ***** DIVISION TOTAL **** | | | | | 5,519.70 |

Digital Services

| DEPARTMENT: | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|-------------|-------------------|--------------------|---------------------|--------|--------|
| 64 | User Services | DIVISION: 50 | | | |
| 82912 | ALA MEMBERSHIP | 291-6450-601.22-02 | ALA DUES - SMITH C | 151.00 | |
| | | 291-6450-601.22-02 | ALA DUES - PARDUE B | 295.00 | 446.00 |
| 82914 | AMAZON.COM CREDIT | 291-6450-601.31-85 | STUDIO STUPLIES | 380.34 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------------|----------------------------|--------------------|---------------------------|-----------|-----------|
| /PAYM # | | | | | |
| | | 291-6450-601.31-85 | STUDIO STUPPLIES | 206.98 | |
| | | 291-6450-601.31-85 | STUDIO STUPPLIES | 13.99 | |
| | | 291-6450-601.31-85 | STUDIO STUPPLIES | 12.57 | |
| | | 291-6450-601.30-05 | DSG OFFICE SUPPLIES | 19.92 | |
| | | 291-6450-601.30-05 | DSG OFFICE SUPPLIES | 15.44 | |
| | | 291-6450-601.31-85 | AUDIO BOOTH VOL CONTROL | 29.00 | |
| | | 291-6450-601.31-85 | CAMERA REMOTE | 21.95 | |
| | | 291-6450-601.31-85 | LAPTOP CHARGER | 57.90 | |
| | | 291-6450-601.32-90 | PORTABLE CD PLAYER | 23.19 | |
| | | 291-6450-601.30-05 | OFFICE SUPPLIES | 28.51 | |
| | | 291-6450-601.30-05 | OFFICE SUPPLIES | 28.51- | |
| | | 291-6450-601.30-05 | OFFICE SUPPLIES | 3.99 | |
| | | 291-6450-601.31-85 | STUDIO SUPPLIES | 49.94 | |
| | | 291-6450-601.30-05 | OFFICE SUPPLIES | 33.36 | 868.57 |
| 82925 | B & H PHOTO VIDEO | 291-6450-601.31-85 | STUDIO TRIPOD&SHOCK MOUNT | 77.93 | 77.93 |
| 82934 | CAPSTONE | 291-6450-601.32-78 | PEBBLEGO ELECTR RESOURCES | 1,139.05 | 1,139.05 |
| 82945 | EBSCO INFORMATION SERVICES | 291-6450-601.32-78 | READERS' GUIDE ACCESS 3/2 | 872.00 | 872.00 |
| 82954 | GALE/CENGAGE LEARNING | 291-6450-601.32-78 | GALE BOOKS & AUTHORS | 1,511.79 | 1,511.79 |
| 82966 | ILA MEMBERSHIP | 291-6450-601.22-02 | ILA DUES - PARDUE B | 150.00 | 150.00 |
| 83001 | PRONUNCIATOR LLC | 291-6450-601.32-78 | PRONUNCIATOR SUBSCR 1YEAR | 2,100.00 | 2,100.00 |
| 83002 | PROQUEST LLC | 291-6450-601.32-78 | PRESSREADER 2/2022-1/2023 | 10,359.40 | 10,359.40 |
| 83024 | WAREHOUSE DIRECT | 291-6450-601.32-90 | CIRCULATION SUPPLIES | 238.96 | 238.96 |
| ***** DIVISION TOTAL **** | | | | | 17,763.70 |

Collection Services

| ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|--------------------|-------------|--------|--------|
| DIVISION: 70 | | | |
| 291-6470-601.32-80 | BOOKS | 138.27 | 138.27 |
| 291-6470-601.32-95 | PERIODICALS | 10.98 | |
| 291-6470-601.32-80 | BOOKS | 29.75 | |
| 291-6470-601.32-80 | BOOKS | 12.89 | |
| 291-6470-601.32-80 | BOOKS | 16.99 | |
| 291-6470-601.32-80 | BOOKS | 12.95 | |
| 291-6470-601.32-80 | BOOKS | 31.14 | |
| 291-6470-601.32-80 | BOOKS | 26.94 | |
| 291-6470-601.32-80 | BOOKS | 34.95 | |
| 291-6470-601.32-80 | BOOKS | 15.30 | |
| 291-6470-601.32-80 | BOOKS | 16.95 | |
| 291-6470-601.32-80 | BOOKS | 14.29 | |
| 291-6470-601.32-80 | BOOKS | 16.19 | |
| 291-6470-601.32-80 | BOOKS | 12.99 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------|-------|--------------------|-----------------|--------|-------|
| /PAYM # | | | | | |
| | | 291-6470-601.32-80 | BOOKS | 37.38 | |
| | | 291-6470-601.32-80 | BOOKS | 16.79 | |
| | | 291-6470-601.32-80 | BOOKS | 17.99 | |
| | | 291-6470-601.32-80 | BOOKS | 17.89 | |
| | | 291-6470-601.32-80 | BOOKS | 6.99 | |
| | | 291-6470-601.32-80 | BOOKS | 13.71 | |
| | | 291-6470-601.32-80 | BOOKS | 13.99 | |
| | | 291-6470-601.32-80 | BOOKS | 12.67 | |
| | | 291-6470-601.32-80 | BOOKS | 13.79 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 28.79 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 66.88 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 32.90 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 29.95 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 9.89 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 35.98 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 8.78 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 11.81 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 13.98 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 18.08 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 36.97 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 99.97 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 24.95 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 29.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 18.79 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 192.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 22.88- | |
| | | 291-6470-601.32-75 | AMAZON BUSINESS | 200.00 | |
| | | 291-6470-601.32-80 | AMAZON BUSINESS | 199.00 | |
| | | 291-6470-601.32-80 | BOOKS | 19.90 | |
| | | 291-6470-601.32-80 | BOOKS | 14.99 | |
| | | 291-6470-601.32-80 | BOOKS | 20.99 | |
| | | 291-6470-601.32-80 | BOOKS | 16.69 | |
| | | 291-6470-601.32-80 | BOOKS | 29.95 | |
| | | 291-6470-601.32-80 | BOOKS | 17.99 | |
| | | 291-6470-601.32-80 | BOOKS | 5.99 | |
| | | 291-6470-601.32-80 | BOOKS | 22.32 | |
| | | 291-6470-601.32-80 | BOOKS | 5.99 | |
| | | 291-6470-601.32-80 | BOOKS | 46.26 | |
| | | 291-6470-601.32-80 | BOOKS | 17.89 | |
| | | 291-6470-601.32-80 | BOOKS | 13.99 | |
| | | 291-6470-601.32-80 | BOOKS | 9.99 | |
| | | 291-6470-601.32-80 | BOOKS | 19.90- | |
| | | 291-6470-601.32-80 | BOOKS | 7.99 | |
| | | 291-6470-601.32-80 | BOOKS | 17.99 | |
| | | 291-6470-601.32-80 | BOOKS | 10.19 | |
| | | 291-6470-601.32-80 | BOOKS | 34.98 | |
| | | 291-6470-601.32-80 | BOOKS | 9.99 | |
| | | 291-6470-601.32-80 | BOOKS | 35.99 | |
| | | 291-6470-601.32-80 | BOOKS | 7.99 | |
| | | 291-6470-601.32-80 | BOOKS | 28.47- | |
| | | 291-6470-601.32-95 | PERIODICALS | 45.89 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------|-------|--------------------|--------------|--------|-------|
| /PAYM # | | | | | |
| | | 291-6470-601.32-95 | PERIODICALS | 23.35 | |
| | | 291-6470-601.32-95 | PERIODICALS | 25.92 | |
| | | 291-6470-601.32-95 | PERIODICALS | 19.99 | |
| | | 291-6470-601.32-95 | PERIODICALS | 27.98 | |
| | | 291-6470-601.32-95 | PERIODICALS | 19.75 | |
| | | 291-6470-601.32-95 | PERIODICALS | 44.98 | |
| | | 291-6470-601.32-95 | PERIODICALS | 27.98 | |
| | | 291-6470-601.32-95 | PERIODICALS | 20.50 | |
| | | 291-6470-601.32-95 | PERIODICALS | 14.99 | |
| | | 291-6470-601.32-95 | PERIODICALS | 22.00 | |
| | | 291-6470-601.32-95 | PERIODICALS | 23.99 | |
| | | 291-6470-601.32-95 | PERIODICALS | 16.97 | |
| | | 291-6470-601.32-95 | PERIODICALS | 12.99 | |
| | | 291-6470-601.32-95 | PERIODICALS | 18.00 | |
| | | 291-6470-601.32-95 | PERIODICALS | 24.98 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 17.00 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 40.97 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 35.48 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 66.70 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 17.98 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 54.90 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 194.40 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 17.96 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 8.77 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 24.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 29.59 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 14.67 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 29.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 14.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 20.49 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 18.95 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 23.94 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 11.97 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 4.19 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 30.79 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 12.96 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 10.00 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 14.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | .03- | |
| | | 291-6470-601.32-80 | BOOKS | 120.83 | |
| | | 291-6470-601.32-95 | PERIODICALS | 12.99 | |
| | | 291-6470-601.32-95 | PERIODICALS | 23.98 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 27.88 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 48.87 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 38.97 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 89.70 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 79.62 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 34.41 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 23.98 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 169.95 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 33.90 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------|-------|--------------------|---------------------|--------|-------|
| /PAYM # | | | | | |
| | | 291-6470-601.32-75 | AV MATERIALS | 513.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 59.85 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 32.97 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 9.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 38.13 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 9.79 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 13.19 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 19.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 2.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 149.95 | |
| | | 291-6470-601.32-80 | BOOKS | 14.48 | |
| | | 291-6470-601.32-80 | BOOKS | 5.62 | |
| | | 291-6470-601.32-80 | BOOKS | 18.72 | |
| | | 291-6470-601.32-80 | BOOKS | 17.99 | |
| | | 291-6470-601.32-80 | BOOKS | 16.43 | |
| | | 291-6470-601.32-80 | BOOKS | 173.20 | |
| | | 291-6470-601.32-80 | BOOKS | 85.56 | |
| | | 291-6470-601.32-80 | BOOKS | 10.89 | |
| | | 291-6470-601.32-80 | BOOKS | 11.39 | |
| | | 291-6470-601.32-80 | BOOKS | 7.99 | |
| | | 291-6470-601.32-80 | BOOKS | 48.99 | |
| | | 291-6470-601.32-80 | BOOKS | 9.95 | |
| | | 291-6470-601.32-80 | BOOKS | 14.99 | |
| | | 291-6470-601.32-80 | BOOKS | 103.87 | |
| | | 291-6470-601.32-80 | BOOKS | 15.99 | |
| | | 291-6470-601.32-80 | BOOKS | 29.98 | |
| | | 291-6470-601.32-80 | BOOKS | 24.31 | |
| | | 291-6470-601.32-05 | PROCESSING SUPPLIES | 9.97 | |
| | | 291-6470-601.32-05 | PROCESSING SUPPLIES | 35.68 | |
| | | 291-6470-601.30-05 | PROCESSING SUPPLIES | 24.24 | |
| | | 291-6470-601.32-80 | BOOKS | 12.99 | |
| | | 291-6470-601.32-80 | BOOKS | 17.77 | |
| | | 291-6470-601.32-80 | BOOKS | 27.99 | |
| | | 291-6470-601.32-80 | BOOKS | 14.95 | |
| | | 291-6470-601.32-80 | BOOKS | 13.50 | |
| | | 291-6470-601.32-80 | BOOKS | 12.99 | |
| | | 291-6470-601.32-80 | BOOKS | 19.51 | |
| | | 291-6470-601.32-80 | BOOKS | 11.84 | |
| | | 291-6470-601.32-80 | BOOKS | 17.99 | |
| | | 291-6470-601.32-80 | BOOKS | 18.99 | |
| | | 291-6470-601.32-80 | BOOKS | 17.99 | |
| | | 291-6470-601.32-80 | BOOKS | 14.99 | |
| | | 291-6470-601.32-80 | BOOKS | 6.99 | |
| | | 291-6470-601.32-80 | BOOKS | 9.57 | |
| | | 291-6470-601.32-80 | BOOKS | 20.00 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 23.15 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 34.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 21.46 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 19.95 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 23.94 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 55.00 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------|--------------------------------|--------------------|--------------|----------|----------|
| /PAYM # | | | | | |
| | | 291-6470-601.32-75 | AV MATERIALS | 21.82 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 12.00 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 11.74 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 39.98 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 14.00 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 17.80 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 11.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 164.97 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 49.00 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 18.79 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 13.99 | |
| | | 291-6470-601.32-95 | PERIODICALS | 14.99 | |
| | | 291-6470-601.32-95 | PERIODICALS | 12.99 | |
| | | 291-6470-601.32-95 | PERIODICALS | 14.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 13.33 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 12.59 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 6.96 | |
| | | 291-6470-601.32-80 | BOOKS | 18.99 | |
| | | 291-6470-601.32-80 | BOOKS | 19.98 | |
| | | 291-6470-601.32-80 | BOOKS | 12.95 | |
| | | 291-6470-601.32-80 | BOOKS | 14.99 | |
| | | 291-6470-601.32-80 | BOOKS | 31.73 | 6,070.20 |
| 82919 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6470-601.32-95 | PERIODICALS | 20.98 | |
| | | 291-6470-601.32-95 | PERIODICALS | 20.98 | |
| | | 291-6470-601.32-80 | BOOKS | 13.99 | 55.95 |
| 82920 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6470-601.32-75 | AV MATERIALS | 17.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 17.99 | 35.98 |
| 82921 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6470-601.32-75 | AV MATERIALS | 17.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 14.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 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 | 84.98 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 25.94 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 3.92 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 17.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 69.25 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 70.46 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 49.92 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 27.98 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 17.99 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 1,824.75 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 62.62 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 99.00 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 36.75 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 93.48 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 24.95 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 14.99 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------|----------------|--------------------|--------------|----------|----------|
| /PAYM # | | | | | |
| | | 291-6470-601.32-75 | AV MATERIALS | 50.00 | |
| | | 291-6470-601.32-80 | BOOKS | 183.70 | |
| | | 291-6470-601.32-80 | BOOKS | 25.00 | |
| | | 291-6470-601.32-80 | BOOKS | 63.97 | |
| | | 291-6470-601.32-80 | BOOKS | 20.00 | |
| | | 291-6470-601.32-80 | BOOKS | 77.90- | |
| | | 291-6470-601.32-80 | BOOKS | 163.40 | |
| | | 291-6470-601.32-80 | BOOKS | 45.99 | |
| | | 291-6470-601.32-80 | BOOKS | 143.00 | |
| | | 291-6470-601.32-80 | BOOKS | 68.20 | |
| | | 291-6470-601.32-95 | PERIODICALS | 22.20 | |
| | | 291-6470-601.32-95 | PERIODICALS | 29.00 | |
| | | 291-6470-601.32-95 | PERIODICALS | 20.00 | |
| | | 291-6470-601.32-95 | PERIODICALS | 15.00 | |
| | | 291-6470-601.32-95 | PERIODICALS | 47.98 | |
| | | 291-6470-601.32-95 | PERIODICALS | 40.00 | |
| | | 291-6470-601.32-95 | PERIODICALS | 15.00 | |
| | | 291-6470-601.32-95 | PERIODICALS | 5.76 | |
| | | 291-6470-601.32-95 | PERIODICALS | 20.88 | |
| | | 291-6470-601.32-95 | PERIODICALS | 27.50 | |
| | | 291-6470-601.32-95 | PERIODICALS | 25.00 | |
| | | 291-6470-601.32-95 | PERIODICALS | 17.99 | |
| | | 291-6470-601.32-95 | PERIODICALS | 17.99 | |
| | | 291-6470-601.32-95 | PERIODICALS | 27.82 | |
| | | 291-6470-601.32-95 | PERIODICALS | 10.98 | |
| | | 291-6470-601.32-95 | PERIODICALS | 14.99 | |
| | | 291-6470-601.32-95 | PERIODICALS | 20.00 | |
| | | 291-6470-601.32-95 | PERIODICALS | 30.00 | |
| | | 291-6470-601.32-95 | PERIODICALS | 7.75 | |
| | | 291-6470-601.32-95 | PERIODICALS | 77.60 | |
| | | 291-6470-601.32-95 | PERIODICALS | 15.99 | |
| | | 291-6470-601.32-95 | PERIODICALS | 14.90 | 3,806.61 |
| 82926 | BAKER & TAYLOR | 291-6470-601.32-75 | AV MTLs | 24.87 | |
| | | 291-6470-601.32-75 | AV MTLs | 24.86 | |
| | | 291-6470-601.32-80 | BOOKS | 35.25 | |
| | | 291-6470-601.32-80 | BOOKS | 453.31 | |
| | | 291-6470-601.32-80 | BOOKS | 237.45 | |
| | | 291-6470-601.32-80 | BOOKS | 317.62 | |
| | | 291-6470-601.32-80 | BOOKS | 65.64 | |
| | | 291-6470-601.32-80 | BOOKS | 191.22 | |
| | | 291-6470-601.32-80 | BOOKS | 517.40 | |
| | | 291-6470-601.32-80 | BOOKS | 26.29 | |
| | | 291-6470-601.32-80 | BOOKS | 56.89 | |
| | | 291-6470-601.32-80 | BOOKS | 335.77 | |
| | | 291-6470-601.32-80 | BOOKS | 60.96 | |
| | | 291-6470-601.32-80 | BOOKS | 388.07 | |
| | | 291-6470-601.32-80 | BOOKS | 17.03 | |
| | | 291-6470-601.32-80 | BOOKS | 247.79 | |
| | | 291-6470-601.32-80 | BOOKS | 1,398.77 | |
| | | 291-6470-601.32-80 | BOOKS | 329.01 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------|-------|--------------------|-------------|--------|-------|
| /PAYM # | | | | | |
| | | 291-6470-601.32-80 | BOOKS | 417.18 | |
| | | 291-6470-601.32-80 | BOOKS | 230.45 | |
| | | 291-6470-601.32-80 | BOOKS | 27.50 | |
| | | 291-6470-601.32-80 | BOOKS | 330.05 | |
| | | 291-6470-601.32-80 | BOOKS | 368.43 | |
| | | 291-6470-601.32-80 | BOOKS | 50.11 | |
| | | 291-6470-601.32-80 | BOOKS | 520.40 | |
| | | 291-6470-601.32-80 | BOOKS | 335.55 | |
| | | 291-6470-601.32-80 | BOOKS | 316.60 | |
| | | 291-6470-601.32-80 | BOOKS | 5.35 | |
| | | 291-6470-601.32-80 | BOOKS | 165.84 | |
| | | 291-6470-601.22-85 | PROC SERVS | 79.80 | |
| | | 291-6470-601.22-85 | PROC SERVS | 125.40 | |
| | | 291-6470-601.22-85 | PROC SERVS | 95.00 | |
| | | 291-6470-601.22-85 | PROC SERVS | 22.80 | |
| | | 291-6470-601.22-85 | PROC SERVS | 349.60 | |
| | | 291-6470-601.22-85 | PROC SERVS | 101.10 | |
| | | 291-6470-601.22-85 | PROC SERVS | 129.20 | |
| | | 291-6470-601.22-85 | PROC SERVS | 79.80 | |
| | | 291-6470-601.22-85 | PROC SERVS | 83.60 | |
| | | 291-6470-601.22-85 | PROC SERVS | 4.95 | |
| | | 291-6470-601.22-85 | PROC SERVS | 45.60 | |
| | | 291-6470-601.22-85 | PROC SERVS | 64.30- | |
| | | 291-6470-601.32-80 | BOOKS | 13.74 | |
| | | 291-6470-601.32-80 | BOOKS | 244.43 | |
| | | 291-6470-601.32-80 | BOOKS | 60.21 | |
| | | 291-6470-601.32-80 | BOOKS | 151.73 | |
| | | 291-6470-601.32-80 | BOOKS | 329.22 | |
| | | 291-6470-601.32-80 | BOOKS | 513.82 | |
| | | 291-6470-601.32-80 | BOOKS | 445.22 | |
| | | 291-6470-601.32-80 | BOOKS | 123.36 | |
| | | 291-6470-601.32-80 | BOOKS | 555.75 | |
| | | 291-6470-601.32-80 | BOOKS | 446.42 | |
| | | 291-6470-601.32-80 | BOOKS | 350.79 | |
| | | 291-6470-601.32-80 | BOOKS | 188.44 | |
| | | 291-6470-601.32-80 | BOOKS | 376.79 | |
| | | 291-6470-601.32-80 | BOOKS | 804.41 | |
| | | 291-6470-601.22-85 | PROC SERVS | 110.20 | |
| | | 291-6470-601.22-85 | PROC SERVS | 87.40 | |
| | | 291-6470-601.22-85 | PROC SERVS | 72.20 | |
| | | 291-6470-601.22-85 | PROC SERVS | 91.20 | |
| | | 291-6470-601.22-85 | PROC SERVS | 209.00 | |
| | | 291-6470-601.22-85 | PROC SERVS | 117.80 | |
| | | 291-6470-601.22-85 | PROC SERVS | 72.20 | |
| | | 291-6470-601.22-85 | PROC SERVS | 83.60 | |
| | | 291-6470-601.22-85 | PROC SERVS | 155.80 | |
| | | 291-6470-601.22-85 | PROC SERVS | 106.40 | |
| | | 291-6470-601.22-85 | PROC SERVS | 53.20 | |
| | | 291-6470-601.22-85 | PROC SERVS | 72.20 | |
| | | 291-6470-601.22-85 | PROC SERVS | 92.35 | |
| | | 291-6470-601.22-85 | PROC SERVS | 53.20 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------|------------------------------|--------------------|---------------------|-----------|-----------|
| /PAYM # | | | | | |
| | | 291-6470-601.22-85 | PROC SERVS | 79.45 | |
| | | 291-6470-601.32-80 | BOOKS | 118.03 | |
| | | 291-6470-601.32-80 | BOOKS | 360.50 | |
| | | 291-6470-601.32-80 | BOOKS | 69.45 | |
| | | 291-6470-601.32-80 | BOOKS | 313.21 | |
| | | 291-6470-601.32-80 | BOOKS | 315.69 | |
| | | 291-6470-601.32-80 | BOOKS | 597.21 | |
| | | 291-6470-601.32-80 | BOOKS | 49.93 | |
| | | 291-6470-601.32-80 | BOOKS | 40.10 | |
| | | 291-6470-601.32-80 | BOOKS | 248.19 | |
| | | 291-6470-601.32-80 | BOOKS | 128.68 | |
| | | 291-6470-601.32-80 | BOOKS | 214.24 | |
| | | 291-6470-601.32-80 | BOOKS | 5.97 | |
| | | 291-6470-601.32-80 | BOOKS | 11.33 | |
| | | 291-6470-601.32-80 | BOOKS | 76.48 | |
| | | 291-6470-601.32-80 | BOOKS | 314.03 | |
| | | 291-6470-601.32-80 | BOOKS | 104.16 | |
| | | 291-6470-601.32-80 | BOOKS | 202.61 | |
| | | 291-6470-601.32-80 | BOOKS | 320.99 | |
| | | 291-6470-601.32-80 | BOOKS | 50.33 | |
| | | 291-6470-601.32-80 | BOOKS | 28.88 | |
| | | 291-6470-601.32-80 | BOOKS | 82.27 | |
| | | 291-6470-601.32-80 | BOOKS | 202.57 | |
| | | 291-6470-601.32-80 | BOOKS | 189.59 | |
| | | 291-6470-601.32-80 | BOOKS | 223.67 | |
| | | 291-6470-601.22-85 | PROCESSING SERVICES | 34.20 | |
| | | 291-6470-601.22-85 | PROCESSING SERVICES | 76.00 | |
| | | 291-6470-601.32-80 | BOOKS | 39.23 | |
| | | 291-6470-601.32-80 | BOOKS | 366.07 | |
| | | 291-6470-601.32-80 | BOOKS | 311.55 | |
| | | 291-6470-601.32-80 | BOOKS | 364.71 | |
| | | 291-6470-601.22-85 | PROC SERVS | 95.00 | |
| | | 291-6470-601.22-85 | PROC SERVS | 83.60 | |
| | | 291-6470-601.22-85 | PROC SERVS | 144.40 | 20,391.61 |
| 82927 | BAKER & TAYLOR ENTERTAINMENT | 291-6470-601.32-75 | AV MTLs | 77.07 | |
| | | 291-6470-601.32-75 | AV MTLs | 921.68 | |
| | | 291-6470-601.32-75 | AV MTLs | 174.86 | |
| | | 291-6470-601.32-75 | AV MTLs | 11.02 | |
| | | 291-6470-601.32-75 | AV MTLs | 29.39 | |
| | | 291-6470-601.32-75 | AV MTLs | 88.14- | 1,125.88 |
| 82930 | BI RESEARCH | 291-6470-601.32-95 | PERIODICALS | 100.00 | 100.00 |
| 82931 | BIBLIOTHECA LLC | 291-6470-601.32-80 | BOOKS | 5.99 | |
| | | 291-6470-601.32-80 | BOOKS | 17.97 | |
| | | 291-6470-601.32-75 | AV MTLs | 26.24 | |
| | | 291-6470-601.32-75 | AV MTLs | 570.44 | |
| | | 291-6470-601.32-80 | BOOKS | 2,125.44 | |
| | | 291-6470-601.32-80 | BOOKS | 11,280.54 | |
| | | 291-6470-601.32-75 | AV MTLs | 10,943.25 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------|--------------------------|--------------------|-------------|----------|-----------|
| /PAYM # | | | | | |
| | | 291-6470-601.32-75 | AV MTLs | 249.48 | |
| | | 291-6470-601.32-80 | BOOKS | 426.53 | 25,645.88 |
| 82932 | BLACKSTONE PUBLISHING | 291-6470-601.32-75 | AV MTLs | 32.61 | |
| | | 291-6470-601.32-75 | AV MTLs | 36.24 | |
| | | 291-6470-601.32-75 | AV MTLs | 100.60 | |
| | | 291-6470-601.32-75 | AV MTLs | 49.74 | |
| | | 291-6470-601.32-75 | AV MTLs | 45.24 | |
| | | 291-6470-601.32-75 | AV MTLs | 99.00 | |
| | | 291-6470-601.32-75 | AV MTLs | 84.18 | 447.61 |
| 82936 | CCH INCORPORATED | 291-6470-601.32-80 | BOOKS | 211.41 | 211.41 |
| 82937 | CENTER POINT LARGE PRINT | 291-6470-601.32-80 | BOOKS | 77.91 | |
| | | 291-6470-601.32-80 | BOOKS | 51.94 | |
| | | 291-6470-601.32-80 | BOOKS | 150.62 | 280.47 |
| 82938 | CHICAGO TRIBUNE | 291-6470-601.32-95 | PERIODICALS | 894.00 | |
| | | 291-6470-601.32-95 | PERIODICALS | 980.52 | |
| | | 291-6470-601.32-95 | PERIODICALS | 614.00 | 2,488.52 |
| 82939 | CHILDS WORLD | 291-6470-601.32-80 | BOOKS | 1,122.75 | 1,122.75 |
| 82941 | COMIX REVOLUTION | 291-6470-601.32-80 | BOOKS | 14.96 | 14.96 |
| 82943 | COX SUBSCRIPTIONS,W T | 291-6470-601.32-95 | PERIODICALS | 20.24 | |
| | | 291-6470-601.32-95 | PERIODICALS | 25.29- | |
| | | 291-6470-601.32-95 | PERIODICALS | 23.26- | |
| | | 291-6470-601.32-95 | PERIODICALS | 29.35- | |
| | | 291-6470-601.32-95 | PERIODICALS | 27.32 | |
| | | 291-6470-601.32-95 | PERIODICALS | 182.01 | 151.67 |
| 82944 | CREATIVE COMPANY THE | 291-6470-601.32-80 | BOOKS | 548.75 | 548.75 |
| 82951 | FINDAWAY WORLD LLC | 291-6470-601.32-80 | BOOKS | 49.99 | 49.99 |
| 82954 | GALE/CENGAGE LEARNING | 291-6470-601.32-80 | BOOKS | 27.19 | |
| | | 291-6470-601.32-80 | BOOKS | 99.17 | |
| | | 291-6470-601.32-80 | BOOKS | 28.79 | |
| | | 291-6470-601.32-80 | BOOKS | 18.39 | |
| | | 291-6470-601.32-80 | BOOKS | 29.59 | |
| | | 291-6470-601.32-80 | BOOKS | 1,513.45 | |
| | | 291-6470-601.32-80 | BOOKS | 124.76 | |
| | | 291-6470-601.32-80 | BOOKS | 107.16 | |
| | | 291-6470-601.32-80 | BOOKS | 108.76 | |
| | | 291-6470-601.32-80 | BOOKS | 105.57 | |
| | | 291-6470-601.32-80 | BOOKS | 465.47 | |
| | | 291-6470-601.32-80 | BOOKS | 81.57 | |
| | | 291-6470-601.32-80 | BOOKS | 57.58 | |
| | | 291-6470-601.32-80 | BOOKS | 105.56 | |
| | | 291-6470-601.32-80 | BOOKS | 24.80 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------|-----------------------------------|--------------------|------------------------|-----------|-----------|
| /PAYM # | | | | | |
| | | 291-6470-601.32-80 | BOOKS | 30.39 | |
| | | 291-6470-601.32-80 | BOOKS | 21.59 | |
| | | 291-6470-601.32-80 | BOOKS | 80.96 | 3,030.75 |
| 82958 | GREY HOUSE PUBLISHING | 291-6470-601.32-80 | BOOKS | 462.05 | 462.05 |
| 82965 | IL INST CONTINUING LEGAL EDUC | 291-6470-601.32-80 | BOOKS | 123.75 | |
| | | 291-6470-601.32-80 | BOOKS | 30.00 | |
| | | 291-6470-601.32-80 | BOOKS | 71.25 | |
| | | 291-6470-601.32-80 | BOOKS | 135.00 | 360.00 |
| 82967 | ILLINOIS HEARTLAND LIBRARY SYSTEM | 291-6470-601.20-81 | FY2022 3RD QUARTE OCLC | 16,330.74 | |
| | | 291-6470-601.21-64 | ACCESS SERVS DECEMBER | 178.50 | 16,509.24 |
| 82970 | INGRAM LIBRARY SERVICES | 291-6470-601.32-80 | BOOKS | 19.74 | |
| | | 291-6470-601.32-80 | BOOKS | 304.38 | |
| | | 291-6470-601.32-80 | BOOKS | 53.99 | |
| | | 291-6470-601.32-80 | BOOKS | 218.54 | |
| | | 291-6470-601.32-80 | BOOKS | 332.36 | |
| | | 291-6470-601.32-80 | BOOKS | 266.97 | |
| | | 291-6470-601.32-80 | BOOKS | 46.04 | |
| | | 291-6470-601.32-80 | BOOKS | 200.80 | |
| | | 291-6470-601.32-80 | BOOKS | 104.20 | |
| | | 291-6470-601.32-80 | BOOKS | 70.41 | |
| | | 291-6470-601.32-80 | BOOKS | 114.82 | |
| | | 291-6470-601.32-80 | BOOKS | 188.84 | |
| | | 291-6470-601.32-80 | BOOKS | 51.24 | |
| | | 291-6470-601.32-80 | BOOKS | 23.71 | |
| | | 291-6470-601.32-80 | BOOKS | 127.12 | |
| | | 291-6470-601.32-80 | BOOKS | 49.12 | |
| | | 291-6470-601.32-80 | BOOKS | 133.29 | |
| | | 291-6470-601.32-80 | BOOKS | 229.88 | |
| | | 291-6470-601.32-80 | BOOKS | 64.84 | |
| | | 291-6470-601.32-80 | BOOKS | 207.78 | |
| | | 291-6470-601.32-80 | BOOKS | 8.99 | |
| | | 291-6470-601.32-80 | BOOKS | 24.54 | |
| | | 291-6470-601.32-80 | BOOKS | 459.96 | |
| | | 291-6470-601.32-80 | BOOKS | 183.24 | |
| | | 291-6470-601.32-80 | BOOKS | 10.19 | |
| | | 291-6470-601.32-75 | AV MTLIS | 24.75 | |
| | | 291-6470-601.32-80 | BOOKS | 136.33 | |
| | | 291-6470-601.32-80 | BOOKS | 130.99 | |
| | | 291-6470-601.32-80 | BOOKS | 107.39 | |
| | | 291-6470-601.32-80 | BOOKS | 63.24 | |
| | | 291-6470-601.32-80 | BOOKS | 113.72 | |
| | | 291-6470-601.32-80 | BOOKS | 7.80 | |
| | | 291-6470-601.32-80 | BOOKS | 154.52 | |
| | | 291-6470-601.32-80 | BOOKS | 41.18 | |
| | | 291-6470-601.32-80 | BOOKS | 301.26 | |
| | | 291-6470-601.32-80 | BOOKS | 11.29 | |
| | | 291-6470-601.32-80 | BOOKS | 77.14 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------|-------------------------------------|--------------------|---------------------|----------|-----------|
| /PAYM # | | | | | |
| | | 291-6470-601.32-80 | BOOKS | 183.35 | |
| | | 291-6470-601.32-80 | BOOKS | 145.31 | |
| | | 291-6470-601.32-80 | BOOKS | 113.21 | |
| | | 291-6470-601.32-80 | BOOKS | 170.50 | |
| | | 291-6470-601.32-80 | BOOKS | 47.43 | |
| | | 291-6470-601.32-80 | BOOKS | 28.25 | |
| | | 291-6470-601.32-80 | BOOKS | 153.05 | |
| | | 291-6470-601.32-80 | BOOKS | 81.29 | 5,586.99 |
| 82974 | KANOPY INC | 291-6470-601.32-75 | AV MTLs | 1,130.00 | 1,130.00 |
| 82978 | MAKE | 291-6470-601.32-95 | PERIODICALS | 19.99 | 19.99 |
| 82979 | MANUFACTURERS NEWS INC | 291-6470-601.32-80 | BOOKS | 226.00 | 226.00 |
| 82983 | MEDJUGORJE MAGAZINE | 291-6470-601.32-95 | PERIODICALS | 30.00 | 30.00 |
| 82986 | MIDWEST TAPE | 291-6470-601.32-75 | AV MTLs | 1,298.48 | |
| | | 291-6470-601.32-75 | AV MTLs | 195.92 | |
| | | 291-6470-601.32-75 | AV MTLs | 189.65 | |
| | | 291-6470-601.32-75 | AV MTLs | 102.18 | |
| | | 291-6470-601.32-75 | AV MTLs | 990.97 | |
| | | 291-6470-601.32-75 | AV MTLs | 24.96- | |
| | | 291-6470-601.32-75 | AV MTLs | 244.87 | |
| | | 291-6470-601.32-75 | AV MTLs | 380.36 | |
| | | 291-6470-601.32-75 | AV MTLs | 589.88 | |
| | | 291-6470-601.32-75 | AV MTLs | 1,437.00 | |
| | | 291-6470-601.22-85 | PROCESSING SERVICES | 518.83 | |
| | | 291-6470-601.32-75 | AV MATERIALS | 9,464.86 | |
| | | 291-6470-601.32-80 | BOOKS | 3,611.02 | |
| | | 291-6470-601.32-75 | AV MTLs | 195.93 | |
| | | 291-6470-601.32-75 | AV MTLs | 2,149.65 | |
| | | 291-6470-601.32-75 | AV MTLs | 142.78 | 21,487.42 |
| 82995 | PADDOCK PUBLICATIONS INC | 291-6470-601.32-95 | PERIODICALS | 240.00 | 240.00 |
| 82998 | POLONIA BOOKSTORE INC | 291-6470-601.32-80 | BOOKS | 25.15 | |
| | | 291-6470-601.32-80 | BOOKS | 24.35 | |
| | | 291-6470-601.32-80 | BOOKS | 29.15 | 78.65 |
| 83007 | ROWMAN & LITTLEFIELD PUBLISHING GRP | 291-6470-601.32-80 | BOOKS | 76.73 | 76.73 |
| 83015 | STAPLES | 291-6470-601.32-05 | PROCESSING SUPPLIES | 37.52 | 37.52 |
| 83017 | TEACHING COMPANY | 291-6470-601.32-75 | AV MTLs | 79.95 | 79.95 |
| 83018 | TENNESSEE GENEALOGICAL SOCIETY | 291-6470-601.32-95 | PERIODICALS | 25.00 | 25.00 |
| 83019 | ULINE | 291-6470-601.30-05 | QUIET TAPE | 147.31 | 147.31 |
| 83021 | VALUE LINE PUBLISHING LLC | 291-6470-601.32-95 | PERIODICALS | 407.00 | |

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------------|------------------|--------------------|-----------------|--------|------------|
| /PAYM # | | | | | 407.00 |
| 83024 | WAREHOUSE DIRECT | 291-6470-601.30-05 | OFFICE SUPPLIES | 1.67 | 1.67 |
| ***** DIVISION TOTAL **** | | | | | 112,622.78 |

Makerplace

| CHECK | PAYEE | ACCOUNT | DESCRIPTION | AMOUNT | TOTAL |
|---------------------------|-------------------------------------|--------------------|---------------------------|----------|------------|
| DEPARTMENT: 64 | User Services | DIVISION: 80 | | | |
| 82914 | AMAZON.COM CREDIT | 291-6480-601.31-85 | KITCHEN EQUIPMENT | 15.99 | |
| | | 291-6480-601.30-07 | EMBROIDERY STABILIZER | 23.99 | |
| | | 291-6480-601.32-12 | PROGRAM SUPPLIES | 186.27 | |
| | | 291-6480-601.30-05 | OFFICE SUPPLIES | 68.78 | |
| | | 291-6480-601.31-85 | SMALL TOOLS | 83.85 | 378.88 |
| 82916 | ANDERSON LOCK CO LTD | 291-6480-601.21-11 | KEYS FOR BELMONT | 126.00 | 126.00 |
| 82917 | ANDERSON PEST SOLUTIONS | 291-6480-601.21-11 | EXTERMINATING SERVS | 68.00 | 68.00 |
| 82921 | ARLINGTON HTS MEMORIAL LIBRARY | 291-6480-601.21-11 | MAINTENANCE SUPPLIES | 170.11 | 170.11 |
| 82959 | GROOT, INC. | 291-6480-601.21-11 | FEBRUARY WASTE & RECYCLE | 122.86 | 122.86 |
| 82961 | HOLDEN METALSMITHING COMPANY | 291-6480-601.22-28 | 2/24 MEET THE MAKER S HOL | 300.00 | 300.00 |
| 82963 | IGLORIA,REGIN | 291-6480-601.22-28 | 3/9 BOOKBINDING | 200.00 | 200.00 |
| 82971 | JOHNSON CONTROLS FIRE PROTECTION LP | 291-6480-601.21-11 | FIRE ALARM INSPECTION'21 | 1,424.00 | 1,424.00 |
| 82972 | JOHNSON CONTROLS SECURITY SOLUTIONS | 291-6480-601.21-02 | FIRE ALARM MONITORING 2/1 | 90.00 | 90.00 |
| 82981 | MASTER MAINTENANCE SERVICE INC | 291-6480-601.21-11 | JANITORIAL SERVS FEBRUARY | 1,650.00 | 1,650.00 |
| 82991 | NICOR GAS | 291-6480-601.30-51 | NATURAL GAS 12/15/21-1/13 | 342.42 | |
| | | 291-6480-601.30-51 | NATURAL GAS 12/15/21-1/13 | 348.18 | 690.60 |
| 82994 | OMC2 LLC | 291-6480-601.31-85 | CNC MILLING MACHINE SOFTW | 184.34 | 184.34 |
| 83000 | PRACHT,ANDREA | 291-6480-601.22-28 | 2/19 NO KNEAD ARTISIAN BR | 600.00 | 600.00 |
| 83009 | SHERWIN ACE HARDWARE INC | 291-6480-601.21-11 | BLDG MAINTENANCE | 14.95 | 14.95 |
| 83014 | STANDARD ELEVATOR CO | 291-6480-601.21-02 | REGULAR SERVS JANUARY BEL | 272.95 | |
| | | 291-6480-601.21-02 | PASSANGER ELEVATOR REPAIR | 4,950.00 | 5,222.95 |
| 83023 | VILLAGE OF ARLINGTON HEIGHTS | 291-6480-601.21-60 | WATER/SEWER 11/2-12/27/20 | 89.82 | |
| | | 291-6480-601.21-60 | WATER/SEWER 11/2-12/27/20 | 8.77 | 98.59 |
| 83028 | WOW BUSINESS | 291-6480-601.22-42 | INTERNET 1/25-2/24 BELMON | 231.99 | 231.99 |
| 83029 | ZINGABREW,LLC | 291-6480-601.22-28 | 3/3 GINGER BEER BREWING | 330.00 | |
| ***** DIVISION TOTAL **** | | | | | 11,903.27 |
| ***** DEPARTMENT TOTAL ** | | | | | 151,166.73 |

FUND TOTALS

| FUND | FUND NAME | FUND TOTAL |
|---------------------------|--------------------------|------------|
| 291 | Memorial Library Fund | 236,149.51 |
| 491 | Capital Projects-Library | 38,557.87 |
| **** TOTAL ALL FUNDS **** | | 274,707.38 |

February 15, 2022

**Arlington Heights Memorial Library
American Express Card Summary
1/31/2022**

| # | Count | CARDHOLDER | ACCOUNT | AMOUNT | DESCRIPTION | VENDOR |
|----|-------|------------|-----------|-------------|---|-----------------------|
| | 101 | | | | | |
| 1 | | Driskell | 489-90-00 | \$ (152.49) | Corporate Cashback | CORPORATE CASHBACK CR |
| 2 | | Driskell | 6002-2165 | \$ 2,688.00 | Constant Contact Email Marketing | EIG*CONSTANTCONTACT. |
| 3 | | Driskell | 6002-2210 | \$ 266.01 | Window Shade for Admin | BLINDSGALORE 0000000 |
| 4 | | Driskell | 6002-2210 | \$ 28.58 | Business Cards - M Papanastassiou | VISTAPR*VISTAPRINT.C |
| 5 | | Driskell | 6003-2201 | \$ 249.00 | Director of Customer Service Job Post | YOUR MEMBERSHIP INC* |
| 6 | | Driskell | 6010-2242 | \$ 94.98 | Emergency Texting Service | ONTIMETEL DIALMYCAL |
| 7 | | Driskell | 6010-3032 | \$ 280.00 | Zoom Subscription | ZOOM.US 888-799-9666 |
| 8 | | Driskell | 6020-2111 | \$ 17.03 | Phone Headset Batteries | EBAY O*20-08130-5549 |
| 9 | | Driskell | 6020-2111 | \$ 1,772.80 | Maintenance Supplies | BULBSDEPOT 00-080365 |
| 10 | | Driskell | 6020-2111 | \$ 528.99 | HVAC Display Keypad | SUPPLYHOUSE.COM |
| 11 | | Driskell | 6020-2111 | \$ 528.99 | HVAC Display Keypad | SUPPLYHOUSE.COM |
| 12 | | Driskell | 6401-3201 | \$ 38.66 | Marshmallow Peep Contest Peeps | BLAIR CANDY COMPANY |
| 13 | | Driskell | 6401-3201 | \$ 135.14 | Marshmallow Peep Contest Peeps | ALL CITY CANDY |
| 14 | | Driskell | 6401-3202 | \$ 26.10 | Cake Pop Supplies | Dollar Tree, Inc. 00 |
| 15 | | Driskell | 6401-3202 | \$ 22.04 | Cake Pop Supplies | WALMART.COM AA |
| 16 | | Driskell | 6401-3202 | \$ 14.26 | Cake Pop Supplies | JOANN STORES ONLINE. |
| 17 | | Driskell | 6401-3202 | \$ 22.56 | Cake Pop Supplies | WALMART.COM AA |
| 18 | | Driskell | 6401-3202 | \$ 29.99 | Sewing Storage | JOANN STORES ONLINE. |
| 19 | | Driskell | 6401-3202 | \$ (29.99) | Sewing Storage | JOANN STORES ONLINE. |
| 20 | | Driskell | 6401-3202 | \$ 29.99 | Sewing Storage | JOANN STORES ONLINE. |
| 21 | | Driskell | 6401-3202 | \$ 48.48 | Winter Wonderland Watercolor Supplies | OFFICESUPPLY.COM |
| 22 | | Driskell | 6410-2203 | \$ 71.10 | Conducting a Privacy Audit Workshop - E Ludemann | AMERICAN LIBRARY ASS |
| 23 | | Driskell | 6420-3290 | \$ 23.68 | Circulation Supplies | ACEHARDWARE Acehardw |
| 24 | | Driskell | 6440-3202 | \$ 240.25 | Seed Swap Take Away | SEED SAVERS EXCHANGE |
| 25 | | Driskell | 6440-3202 | \$ (3.95) | Seed Swap Take Away, tax refund | SOUTHERN EXPOSURE SE |
| 26 | | Driskell | 6440-3202 | \$ 43.40 | Seed Swap Take Away | SOUTHERN EXPOSURE SE |
| 27 | | Driskell | 6440-3202 | \$ 40.00 | Books & Brews Refreshments | EDDIES RESTAURANT AN |
| 28 | | Driskell | 6480-2111 | \$ 170.11 | Maintenance Supplies | SOUTHSIDE CONTROL SU |
| 29 | | Dworianyn | 6010-2005 | \$ 54.10 | PayPal PayFlow Pro Subscription | PAYFLOW/PAYPAL 0045 |
| 30 | | Dworianyn | 6010-2242 | \$ 159.77 | Senior Center Internet Service, 11/21/21-12/20/21 | COMCAST CHICAGO |
| 31 | | Dworianyn | 6010-2242 | \$ 343.35 | Public Internet Service | COMCAST CHICAGO |
| 32 | | Dworianyn | 6010-2242 | \$ 159.77 | Senior Center Internet Service, 12/21/21-1/20/22 | COMCAST CHICAGO |
| 33 | | Dworianyn | 6010-2242 | \$ 51.99 | ADT Security | ADT SECURITY*4038885 |
| 34 | | Dworianyn | 6010-3032 | \$ 11.99 | YouTube Premium Subscription | GOOGLE *YOUTUBEPREMI |
| 35 | | Dworianyn | 6010-3032 | \$ 165.00 | Volunteer Software Subscription | WWW.VOLGISTICS.COM |
| 36 | | Dworianyn | 6010-3032 | \$ 1.50 | Office 365 Phone Subscription | MSFT * E0400H6KM5 00 |
| 37 | | Dworianyn | 6010-3032 | \$ 9.99 | Kindle Unlimited Subscription | KINDLE UNLTD*MZ2L155 |
| 38 | | Dworianyn | 6010-3032 | \$ 4.99 | Amazon Freetime Subscription | AMAZON KIDS+*P76VK15 |
| 39 | | Dworianyn | 6010-3032 | \$ 408.00 | Survey Money Annual Subscription | SMK*SURVEYMONKEY.COM |
| 40 | | Dworianyn | 6010-3032 | \$ 352.16 | Amazon S3 Storage | AMAZON WEB SERVICES |
| 41 | | Dworianyn | 6010-3032 | \$ 54.00 | Google G-Suite Subscription | GOOGLE*GSUITE_AHML.N |
| 42 | | Dworianyn | 6010-3032 | \$ 35.00 | Trello Subscription | TRELLO.COM* ATLISSIA |
| 43 | | Dworianyn | 6010-3032 | \$ 15.99 | Spotify Premium Subscription | SPOTIFY USA |
| 44 | | Dworianyn | 6010-3032 | \$ 9.99 | Amazon Music Subscription | AMAZON MUSIC*VL79N3G |
| 45 | | Dworianyn | 6010-3032 | \$ 49.00 | Riddle.com Subscription | RIDDLE.COM SUBSCRIPT |
| 46 | | Dworianyn | 6010-3185 | \$ 199.99 | Hard Drive Replacement for IT Manager | AMAZON.COM*IO1JK1173 |
| 47 | | Dworianyn | 6010-5012 | \$ (12.44) | Edge Router, tax refund | UBIQUITI INC. |
| 48 | | Dworianyn | 6010-5012 | \$ 211.44 | Edge Route | UBIQUITI INC. |
| 49 | | Szymanek | 6470-3275 | \$ 17.99 | AV Materials | NETFLIX.COM |
| 50 | | Szymanek | 6470-3275 | \$ 14.99 | AV Materials | HELP.HBOMAX.COM |
| 51 | | Szymanek | 6470-3275 | \$ 12.99 | AV Materials | HLU*HULU 17479794354 |
| 52 | | Szymanek | 6470-3275 | \$ 12.99 | AV Materials | HLU*HULU 17479807873 |
| 53 | | Szymanek | 6470-3275 | \$ 12.99 | AV Materials | HLU*HULU 17479817050 |
| 54 | | Szymanek | 6470-3275 | \$ 84.98 | AV Materials | GAMESTOP.COM GameSto |
| 55 | | Szymanek | 6470-3275 | \$ 25.94 | AV Materials | WALMART.COM AA |
| 56 | | Szymanek | 6470-3275 | \$ 3.92 | AV Materials | BT*MDDN HOLDINGS INC |
| 57 | | Szymanek | 6470-3275 | \$ 17.99 | AV Materials | NETFLIX.COM |
| 58 | | Szymanek | 6470-3275 | \$ 69.25 | AV Materials | EEBOO CORPORATION |
| 59 | | Szymanek | 6470-3275 | \$ 70.46 | AV Materials | PANYARD |

| <u>#</u> | <u>CARDHOLDER</u> | <u>ACCOUNT</u> | <u>AMOUNT</u> | <u>DESCRIPTION</u> | <u>VENDOR</u> |
|----------|-------------------|----------------|---------------------|--------------------|----------------------|
| 60 | Szymanek | 6470-3275 | \$ 49.92 | AV Materials | USA*ACORNUSA |
| 61 | Szymanek | 6470-3275 | \$ 27.98 | AV Materials | CHR*CHRISTIANBOOK |
| 62 | Szymanek | 6470-3275 | \$ 17.99 | AV Materials | NETFLIX.COM |
| 63 | Szymanek | 6470-3275 | \$ 1,824.75 | AV Materials | BRIGHT SOLUTIONS FOR |
| 64 | Szymanek | 6470-3275 | \$ 62.62 | AV Materials | BBC SHOP US |
| 65 | Szymanek | 6470-3275 | \$ 99.00 | AV Materials | SHOWTIME |
| 66 | Szymanek | 6470-3275 | \$ 36.75 | AV Materials | TARGET.COM 3991 |
| 67 | Szymanek | 6470-3275 | \$ 93.48 | AV Materials | USA*ACORNUSA |
| 68 | Szymanek | 6470-3275 | \$ 24.95 | AV Materials | SDS* CMEMAG800677521 |
| 69 | Szymanek | 6470-3275 | \$ 14.99 | AV Materials | HELP.HBOMAX.COM |
| 70 | Szymanek | 6470-3275 | \$ 50.00 | AV Materials | SLING.COM |
| 71 | Szymanek | 6470-3280 | \$ 183.70 | Books | WWW.ALFRED.COM |
| 72 | Szymanek | 6470-3280 | \$ 25.00 | Books | KINOKUNIYA BOOK STOR |
| 73 | Szymanek | 6470-3280 | \$ 63.97 | Books | GARRISONKEILLOR.C |
| 74 | Szymanek | 6470-3280 | \$ 20.00 | Books | HARVARDHEALTH PUBS |
| 75 | Szymanek | 6470-3280 | \$ (77.90) | Books | NEW ENGLAND HISTORIC |
| 76 | Szymanek | 6470-3280 | \$ 163.40 | Books | NEW ENGLAND HISTORIC |
| 77 | Szymanek | 6470-3280 | \$ 45.99 | Books | ECKHARTZ PRESS BOOKS |
| 78 | Szymanek | 6470-3280 | \$ 143.00 | Books | JULIEN'S AUCTIONS |
| 79 | Szymanek | 6470-3280 | \$ 68.20 | Books | EBAY O*26-08082-8539 |
| 80 | Szymanek | 6470-3295 | \$ 22.20 | Periodicals | EBAY O*12-08178-4406 |
| 81 | Szymanek | 6470-3295 | \$ 29.00 | Periodicals | TAPROOT MAGAZINE |
| 82 | Szymanek | 6470-3295 | \$ 20.00 | Periodicals | MAGNOLIA MARKET |
| 83 | Szymanek | 6470-3295 | \$ 15.00 | Periodicals | THE TRICYCLE FOUNDAT |
| 84 | Szymanek | 6470-3295 | \$ 47.98 | Periodicals | BFI Shop Online |
| 85 | Szymanek | 6470-3295 | \$ 40.00 | Periodicals | MDC*MAGNOLIA JOURNAL |
| 86 | Szymanek | 6470-3295 | \$ 15.00 | Periodicals | PAYPAL *KYGENSOC |
| 87 | Szymanek | 6470-3295 | \$ 5.76 | Periodicals | EBAY O*10-08131-2175 |
| 88 | Szymanek | 6470-3295 | \$ 20.88 | Periodicals | EBAY O*02-08129-7823 |
| 89 | Szymanek | 6470-3295 | \$ 27.50 | Periodicals | ETSY.COM |
| 90 | Szymanek | 6470-3295 | \$ 25.00 | Periodicals | HEARST MEMBERSHIP ST |
| 91 | Szymanek | 6470-3295 | \$ 17.99 | Periodicals | HOFFMAN MEDIA |
| 92 | Szymanek | 6470-3295 | \$ 17.99 | Periodicals | HOFFMAN MEDIA |
| 93 | Szymanek | 6470-3295 | \$ 27.82 | Periodicals | SP * RPIPRESS STORE |
| 94 | Szymanek | 6470-3295 | \$ 10.98 | Periodicals | SEWDAILY.COM |
| 95 | Szymanek | 6470-3295 | \$ 14.99 | Periodicals | D J*DOWJONES NEWS |
| 96 | Szymanek | 6470-3295 | \$ 20.00 | Periodicals | MDC*RACHEL RAY QTR M |
| 97 | Szymanek | 6470-3295 | \$ 30.00 | Periodicals | PY *CZECH & SLOVAK A |
| 98 | Szymanek | 6470-3295 | \$ 7.75 | Periodicals | BT*PREMIER GUITAR |
| 99 | Szymanek | 6470-3295 | \$ 77.60 | Periodicals | CHICAGO SUN-TIMES CI |
| 100 | Szymanek | 6470-3295 | \$ 15.99 | Periodicals | EBAY O*18-08065-6023 |
| 101 | Szymanek | 6470-3295 | \$ 14.90 | Periodicals | KPC*KALMBACH PRODUCT |
| | | | <u>\$ 13,315.90</u> | | |

February 15, 2022

**Arlington Heights Memorial Library
Mastercard Summary
1/31/2022**

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

February 15, 2022

Arlington Heights Memorial Library
Special Funds Summary
1/31/2022

Count 18

| # | Account | Amount | Description | Staff |
|---|---------------------|------------------|--|---------------|
| Check # 1602 – AHML – Petty Cash | | | | |
| 1 | 1/10/2022 6001-2203 | \$ 4.90 | Mileage - Doren | J Doren |
| 2 | 6401-2203 | \$ 22.52 | Mileage - McGuire | K McGuire |
| 3 | 6401-2203 | \$ 8.62 | Mileage - Richardson | E Richardson |
| 4 | 1/17/2022 6401-2203 | \$ 6.72 | Mileage - Dakas | L Dakas |
| 5 | 1/24/2022 6401-3201 | \$ 22.98 | Imagination Station Toys | R King |
| 6 | 6001-2203 | \$ 47.00 | Open Mike Refreshments | J Doren |
| 7 | 6001-2203 | \$ 7.84 | Mileage - Doren | J Doren |
| 8 | 6420-2203 | \$ 8.14 | Mileage - Meyer | S Meyer |
| 9 | 6401-3202 | \$ 20.78 | January Elementary Program | S Prince |
| 10 | 6470-3295 | \$ 20.98 | Periodicals | M Szymanek |
| 11 | 1/31/2022 6420-2203 | \$ 3.57 | Mileage - Williams | M Williams |
| 12 | 6001-3272 | \$ 4.99 | Village Board Joint Meeting Refreshments | J Moravec |
| 13 | 6008-2203 | \$ 1.77 | Milage - Beckman | S Beckman |
| 14 | 6420-2203 | \$ 8.14 | Mileage - Meyer | S Meyer |
| 15 | 6001-2205 | \$ 4.45 | Postage | M Szymanek |
| 16 | 2/1/2022 6470-3295 | \$ 20.98 | Periodicals | M Szymanek |
| 17 | 6470-3280 | \$ 13.99 | Books | M Szymanek |
| 18 | 6008-2203 | \$ 2.07 | Mileage - Plakhotnyuk | L Plakhotnyuk |
| | | <u>\$ 230.44</u> | | |

To: Board of Library Trustees

From: Mike Driskell

Date: February 15, 2022

Re: Review of the 2022 Illinois Public Library Annual Report for 2021

Each year, the Board of Library Trustees reviews and approves the Illinois Public Library Annual Report, which is submitted to the Illinois State Library.

At the February 7 Committee of the Whole meeting, items of note and areas with significant variances were highlighted.

The final report is attached for final review and approval.

Suggested motion: **The Board of Library Trustees approves the 2022 Illinois Public Library Annual Report.**

ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR) 2022

ARLINGTON HEIGHTS MEMORIAL LIBRARY

IPLAR**IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

| | |
|---|------------------------------------|
| 1.1 ISL Control # [PLSC 151, PLSC 701] | 30019 |
| 1.2 ISL Branch # [PLSC 151, PLSC 701] | 0 |
| 1.3a FSCS ID [PLSC 150, PLSC 700] | IL0018 |
| 1.3b FSCS_SEQ [PLSC 700] | 002 |
| 1.4a Legal Name of Library [PLSC 152] | Arlington Heights Memorial Library |
| 1.4b If the library's name has changed, then enter the updated answer here. | |
| 1.4c Was this an official name change? | |
| 1.5a Facility Street Address [PLSC 153] | 500 North Dunton Avenue |
| 1.5b If the facility's street address has changed, then enter the updated answer here. | |
| 1.5c Was this a physical location change? | |
| 1.6a Facility City [PLSC 154] | Arlington Heights |
| 1.6b If the facility's city has changed, then enter the updated answer here. | |
| 1.7a Facility Zip [PLSC 155] | 60004 |
| 1.7b If the facility's zip code has changed, then enter the updated answer here. | |
| 1.8a Mailing Address [PLSC 157] | 500 North Dunton Avenue |
| 1.8b If the facility's mailing address has changed, then enter the updated answer here. | |
| 1.9a Mailing City [PLSC 158] | Arlington Heights |
| 1.9b If the facility's mailing city has changed, then enter the updated answer here. | |
| 1.10a Mailing Zip [PLSC 159] | 60004 |
| 1.10b If the facility's mailing zip code has changed, then enter the updated answer here. | |
| 1.11a Library Telephone Number [PLSC 162] | 8473920100 |
| 1.11b If the telephone number has changed, then enter the updated answer here. | |
| 1.12a Library FAX Number | 8475062650 |
| 1.12b If the fax number has changed, then enter the updated answer here. | |
| 1.13 Website | http://www.ahml.info |

Library Director's Information

Please enter the full name, title and e-mail address of the library director.

| | |
|--------------------------------|---------------------|
| 1.14 Name | Michael Driskell |
| 1.15 Title | Executive Director |
| 1.16 Library Director's E-mail | mdriskell@ahml.info |

Library Information

Please provide the requested information about the library type.

| | |
|--|---------|
| 1.17a Type of library | Village |
| 1.17b If the library type has changed, then enter the updated answer here. | |
| 1.18 Is the main library a combined public and school library? | No |
| 1.19 Does your library contract with another library to RECEIVE ALL your library services? | No |

Contract for Services

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear once text has been entered in the first box.

| | |
|--|--|
| Number of contracting libraries: | |
| Legal name of library you contract with: | |

Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

| | |
|--|--------|
| 1.21a County in which the administrative entity is located [PLSC 161] | Cook |
| 1.21b If the administrative entity's county has changed, then enter the updated answer here. | |
| 1.22a Did the administrative entity's legal service area boundaries change during the past year? [PLSC 205] | No |
| 1.22b IF YES, indicate the reason for the boundary change | |
| 1.23a Population residing in tax base (Use the latest official federal census figure) [PLSC 208] | 77,676 |
| 1.23b If the population residing in the tax base has had a LEGAL change, then enter the updated answer here. | |
| 1.23c Documentation of legal population change | |
| 1.24 If the population has changed from the prior year's answer, then indicate the reason. | |
| 1.25a This library is currently a member of what Illinois library system? | RAILS |
| 1.25b If the library's system has changed, then enter the updated answer here. | |

Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

| | |
|--|-----|
| 1.26 Does this library have an organized collection of printed or other library materials, or a combination thereof? | Yes |
| 1.27 Does this library have paid staff? | Yes |
| 1.28 Does this library have an established schedule in which services of the staff are available to the public? | Yes |
| 1.29 Does the library have the facilities necessary to support such a collection, staff, and schedule? | Yes |
| 1.30 Is this library supported in whole or in part with public funds? | Yes |
| 1.31 Does this public library meet ALL the criteria of the PLSC public library definition? [PLSC 203] | Yes |

SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

| | |
|--|----|
| 2.1a Total number of bookmobiles [PLSC 211 & PLSC 712] | 1 |
| 2.1b Total number of branch libraries [PLSC 210] ¹ | 2 |
| 2.2a Are any of the branch libraries a combined public and school library? | No |
| 2.2b If YES, provide the name of the branch or branches in the box provided. | |

Service Outlet Name

| | | | |
|----------|---|---------------------------------|---------------|
| Location | 2.3a Branch or Bookmobile Legal Name [PLSC 702] | 2.3b If the outlet's legal name | 2.3c Was this |
|----------|---|---------------------------------|---------------|

| | | has changed, then enter the updated answer here. | an official name change? |
|---|---|--|--------------------------|
| ARLINGTON HEIGHTS MEMORIAL LIBRARY MAKERPLACE | ARLINGTON HEIGHTS MEMORIAL LIBRARY MAKERPLACE | | |
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | ARLINGTON HEIGHTS SENIOR CENTER BRANCH | | |
| ARLINGTON HEIGHTS MEM. LIB. | ARLINGTON HEIGHTS MEMORIAL LIBRARY | | |
| ARLINGTON HEIGHTS BOOKMOBILE | ARLINGTON HEIGHTS MEMORIAL LIBRARY BOOKMOBILE | | |

ISL Control Number

| Location | 2.4 ISL Control # [PLSC 701] | 2.5 ISL Branch # [PLSC 701] |
|---|------------------------------|-----------------------------|
| ARLINGTON HEIGHTS MEMORIAL LIBRARY MAKERPLACE | 30019 | 3001903 |
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | 30019 | 3001902 |
| ARLINGTON HEIGHTS MEM. LIB. | 30019 | 3001900 |
| ARLINGTON HEIGHTS BOOKMOBILE | 30019 | 3001901 |

Street Address

| Location | 2.6a Street Address [PLSC 703] | 2.6b If the outlet's street address has changed, then enter the updated answer here. | 2.6c Was this a physical location change? |
|---|--------------------------------|--|---|
| ARLINGTON HEIGHTS MEMORIAL LIBRARY MAKERPLACE | 112 NORTH BELMONT AVENUE | | |
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | 1801 WEST CENTRAL ROAD | | |
| ARLINGTON HEIGHTS MEM. LIB. | 500 NORTH DUNTON AVENUE | | |
| ARLINGTON HEIGHTS BOOKMOBILE | 500 NORTH DUNTON AVENUE | | |

Address

| Location | 2.7a City [PLSC 704] | 2.7b If the outlet's city has changed, then enter the updated answer here. | 2.8a Zip Code [PLSC 705] | 2.8b If the outlet's zip code has changed, then enter the updated answer here. |
|---|----------------------|--|--------------------------|--|
| ARLINGTON HEIGHTS MEMORIAL LIBRARY MAKERPLACE | ARLINGTON HEIGHTS | | 60004 | |
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | ARLINGTON HEIGHTS | | 60005 | |
| ARLINGTON HEIGHTS MEM. LIB. | ARLINGTON HEIGHTS | | 60004 | |
| ARLINGTON HEIGHTS BOOKMOBILE | ARLINGTON HEIGHTS | | 60004 | |

County & Phone

| Location | 2.9a County [PLSC 707] | 2.9b If the outlet's county has changed, then enter the updated answer here. | 2.10a Telephone [PLSC 708] | 2.10b If the outlet's phone number has changed, then enter the updated answer here. |
|---|------------------------|--|----------------------------|---|
| ARLINGTON HEIGHTS MEMORIAL LIBRARY MAKERPLACE | Cook | | | 847-392-0100 |
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | Cook | | 847-870-3710 | 847-870-3712 |
| ARLINGTON HEIGHTS MEM. LIB. | Cook | | 8473920100 | |
| ARLINGTON HEIGHTS BOOKMOBILE | Cook | | 8473920100 | |

Square Feet

| Location | 2.11a Square Footage of Outlet [PLSC 711] | 2.11b If the facility's square footage has changed, then enter the updated answer here. | 2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report. |
|---|---|---|---|
| ARLINGTON HEIGHTS MEMORIAL LIBRARY MAKERPLACE | 28,804 | | |
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | 1,405 | | |
| ARLINGTON HEIGHTS MEM. LIB. | 132,000 | | |

| | |
|------------------------------|------|
| ARLINGTON HEIGHTS BOOKMOBILE | 3251 |
|------------------------------|------|

IDs

Hours and Attendance

| Location | 2.12 Total public service hours PER YEAR for this service outlet [PLSC 713] | 2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLSC 714] | 2.14 Total annual attendance/visits in the outlet | 2.15 Number of Weeks an Outlet Closed Due to COVID-19 | 2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19 |
|---|---|---|---|---|--|
| ARLINGTON HEIGHTS MEMORIAL LIBRARY MAKERPLACE | 4603 | 514 | 5,622 | 0 | 0 |
| ARLINGTON HEIGHTS SENIOR CENTER BRANCH | 61,371 | 49 | 6,511 | 3 | 0 |
| ARLINGTON HEIGHTS MEM. LIB. | 73,293 | 49 | 390,640 | 3 | 0 |
| ARLINGTON HEIGHTS BOOKMOBILE | 81,072 | 52 | 20,339 | 0 | 25 |

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

| | |
|--|--------------------|
| 3.1 Fiscal Year Start Date (mm/dd/year) [PLSC 206] | 01/01/2021 |
| 3.2 Fiscal Year End Date (mm/dd/year) [PLSC 207] | 12/31/2021 |
| 3.3 Number of months in this fiscal year | 12 |
| 3.4 Name of person preparing this annual report | Janet Moravec |
| 3.5 Telephone Number of Person Preparing Report | 847-506-2649 |
| 3.6 FAX Number | 847-506-2650 |
| 3.7 E-Mail Address | JMoravec@ahml.info |

REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

| | |
|---|----|
| 4.1a Was your library involved in a referendum during the fiscal year reporting period? | No |
| 4.1b How many referenda was your library involved in? | |

Referendum 1

| 4.2 Referendum Type | 4.3 If Other, what was the referendum type? | 4.4 Referendum Date (mm/dd/year) | 4.5 Passed or Failed? | 4.6 Effective Date (mm/dd/year) | 4.7 Referendum ballot language documentation |
|---------------------|---|----------------------------------|-----------------------|---------------------------------|--|
| | | | | | |

Referendum 2

| 4.2 Referendum Type | 4.3 If Other, what was the referendum type? | 4.4 Referendum Date (mm/dd/year) | 4.5 Passed or Failed? | 4.6 Effective Date (mm/dd/year) | 4.7 Referendum ballot language documentation |
|---------------------|---|----------------------------------|-----------------------|---------------------------------|--|
| | | | | | |

Referendum 3

| 4.2 Referendum Type | 4.3 If Other, what was the referendum type? | 4.4 Referendum Date (mm/dd/year) | 4.5 Passed or Failed? | 4.6 Effective Date (mm/dd/year) | 4.7 Referendum ballot language documentation |
|---------------------|---|----------------------------------|-----------------------|---------------------------------|--|
| | | | | | |

Referendum 4

| 4.2 Referendum Type | 4.3 If Other, what was the referendum type? | 4.4 Referendum Date (mm/dd/year) | 4.5 Passed or Failed? | 4.6 Effective Date (mm/dd/year) | 4.7 Referendum ballot language documentation |
|---------------------|---|----------------------------------|-----------------------|---------------------------------|--|
| | | | | | |

| Type | referendum type? | (mm/dd/year) | Failed? | (mm/dd/year) | documentation |
|------|------------------|--------------|---------|--------------|---------------|
| | | | | | |

Referendum 5

| 4.2 Referendum Type | 4.3 If Other, what was the referendum type? | 4.4 Referendum Date (mm/dd/year) | 4.5 Passed or Failed? | 4.6 Effective Date (mm/dd/year) | 4.7 Referendum ballot language documentation |
|---------------------|---|----------------------------------|-----------------------|---------------------------------|--|
| | | | | | |

CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

| | |
|---|-----|
| 5.1 Total number of board seats | 7 |
| 5.2 Total number of vacant board seats | 0 |
| 5.2b Please explain | |
| 5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired. | Yes |
| 5.4 IF NO, please explain | |

First Member

| | |
|---------------------------------|------------------------|
| 5.5 Name | John Supplitt |
| 5.6 Trustee Position | Treasurer |
| 5.7 Present Term Ends (mm/year) | 04/2023 |
| 5.8 Telephone Number | 847-506-2685 |
| 5.9 E-mail Address | JSupplitt@ahml.info |
| 5.10 Home Address | 714 South Ridge Avenue |
| 5.11 City | Arlington Heights |
| 5.12 State | IL |
| 5.13 Zip Code | 60005 |

Second member

| | |
|---------------------------------|------------------------------------|
| 5.5 Name | Debbie Smart |
| 5.6 Trustee Position | Other |
| 5.7 Present Term Ends (mm/year) | 04/2023 |
| 5.8 Telephone Number | 847-494-3707 |
| 5.9 E-mail Address | DSmart@ahml.info |
| 5.10 Home Address | 200 West Campbell Street, Unit 601 |
| 5.11 City | Arlington Heights |
| 5.12 State | IL |
| 5.13 Zip Code | 60005 |

Third member

| | |
|----------------------|-----------|
| 5.5 Name | Andi Ruhl |
| 5.6 Trustee Position | Other |

| | |
|--|-------------------------------|
| 5.7 Present Term Ends (mm/year) | 04/2025 |
| 5.8 Telephone Number | 847-506-2684 |
| 5.9 E-mail Address | ARuhl@ahml.info |
| 5.10 Home Address | 407 East Euclid Avenue |
| 5.11 City | Arlington Heights |
| 5.12 State | IL |
| 5.13 Zip Code | 60004 |

Fourth member

| | |
|--|-----------------------------------|
| 5.5 Name | Carole Medal |
| 5.6 Trustee Position | Vice-President |
| 5.7 Present Term Ends (mm/year) | 04/2027 |
| 5.8 Telephone Number | 847-506-2683 |
| 5.9 E-mail Address | CMedal@ahml.info |
| 5.10 Home Address | 44 North Vail Avenue, #409 |
| 5.11 City | Arlington Heights |
| 5.12 State | IL |
| 5.13 Zip Code | 60005 |

Fifth member

| | |
|--|-----------------------------|
| 5.5 Name | Greg Zyck |
| 5.6 Trustee Position | President |
| 5.7 Present Term Ends (mm/year) | 04/2025 |
| 5.8 Telephone Number | 847-507-2336 |
| 5.9 E-mail Address | GZyck@ahml.info |
| 5.10 Home Address | 17 West Waverly Road |
| 5.11 City | Arlington Heights |
| 5.12 State | IL |
| 5.13 Zip Code | 60004 |

Sixth member

| | |
|--|------------------------------------|
| 5.5 Name | Sarah Galla |
| 5.6 Trustee Position | Other |
| 5.7 Present Term Ends (mm/year) | 04/2027 |
| 5.8 Telephone Number | 847-506-2681 |
| 5.9 E-mail Address | SGalla@ahml.info |
| 5.10 Home Address | 920 North Derbyshire Avenue |
| 5.11 City | Arlington Heights |
| 5.12 State | IL |
| 5.13 Zip Code | 60004 |

Seventh member

| | |
|--|--------------------------|
| 5.5 Name | Amy Somary |
| 5.6 Trustee Position | Other |
| 5.7 Present Term Ends (mm/year) | 04/2023 |
| 5.8 Telephone Number | 847-506-2686 |
| 5.9 E-mail Address | ASomary@ahml.info |

| | |
|--------------------------|----------------------------------|
| 5.10 Home Address | 635 North Chestnut Avenue |
| 5.11 City | Arlington Heights |
| 5.12 State | IL |
| 5.13 Zip Code | 60004 |

Eighth member

| | |
|--|--|
| 5.5 Name | |
| 5.6 Trustee Position | |
| 5.7 Present Term Ends (mm/year) | |
| 5.8 Telephone Number | |
| 5.9 E-mail Address | |
| 5.10 Home Address | |
| 5.11 City | |
| 5.12 State | |
| 5.13 Zip Code | |

Ninth member

| | |
|--|--|
| 5.5 Name | |
| 5.6 Trustee Position | |
| 5.7 Present Term Ends (mm/year) | |
| 5.8 Telephone Number | |
| 5.9 E-mail Address | |
| 5.10 Home Address | |
| 5.11 City | |
| 5.12 State | |
| 5.13 Zip Code | |

FACILITY/FACILITIES (6.1-6.3b)

Please provide the requested information about the library's facilities.

| | |
|--|--|
| 6.1 Does the library address the environmental needs of patrons on the autism spectrum? | Yes |
| 6.1b If so, please describe | Visit accommodations; noise-canceling headphones, lap weights, and fidget toys for programming or in space available for in-library use; wiggle seats during storytime offered; quiet room upon request; addition of Accessibility Support Collection for borrowing |
| 6.2 Total Number of Meeting Rooms | 2 |
| 6.2b Total number of times meeting room(s) used by the public during the fiscal year | 31 |
| 6.3 Total Number of Study Rooms | 14 |
| 6.3b Total number of times study room(s) used by the public during the fiscal year | 3,762 |

Capital Needs Assessment

ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [75 ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

| | |
|--|--------------|
| 7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)? | \$45,552,699 |
| 7.2 During the last fiscal year, did the library acquire any real and/or personal property? | No |

IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)

| | |
|---|--|
| 7.3 Purchase | |
| 7.4 Legacy | |
| 7.5 Gift | |
| 7.6 Other | |
| 7.7 Provide a general description of the property acquired. | |

Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

| | |
|--|--|
| 7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)? | Yes |
| 7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations. | 2021 Balance Sheet Summary: Net cash \$15,020,200.39; Real Estate Taxes Receivable \$14,535,565.00; Other Accounts Receivable \$354.33; Prepaid Expense/Inventory \$441,225.21; Due From Other Funds \$2,000,000.00; Total Assets \$31,997,344.93 Accounts Payable \$166,846.86; Accrued Payroll \$162,557.78; Sales Tax Payable \$286.85; Payroll Withholdings \$(294.91); Due To Other Funds \$2,000,000.00; Deferred Real Estate Tax Revenue \$14,535,565.00; Other Deferred Revenue \$5,981.52; Total Liabilities \$16,870,943.10 Fund Equity \$15,126,401.83 Total Liabilities & Fund Equity \$31,997,344.93 Operating budget \$15,263,027.00 |

Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

| | |
|--|----|
| 7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.? | No |
| 7.11 IF YES, what is the total amount of the outstanding liabilities? | |
| 7.12 IF YES, then prepare a statement that identifies each outstanding liability and its specific dollar amount. | |

OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

| | |
|---|---------------------|
| 8.1 Local government [PLSC 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only) | \$14,203,331 |
| 8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]? | No |
| 8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.) | -1 Unknown |

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

| | |
|--|--------------------------|
| 8.2 Per capita grant | \$110,774 |
| 8.3 Equalization aid grant | \$0 |
| 8.4 Personal property replacement tax | \$302,194 |
| 8.5 Other State Government funds received | \$0 |
| 8.6 If Other, please specify | -1 Not Applicable |
| 8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLSC 301] | \$412,968 |

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

| | |
|--|--------------------------|
| 8.8 LSTA funds received | \$0 |
| 8.9 E-Rate funds received | \$0 |
| 8.10 Other federal funds received | \$0 |
| 8.11 If Other, please specify | -1 Not Applicable |
| 8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLSC 302] | \$0 |

Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

| | |
|---|------------------|
| 8.13 Monetary Gifts and Donations | \$83,383 |
| 8.14 Other receipts intended to be used for operating expenditures | \$76,377 |
| 8.15 TOTAL all other receipts (8.13 + 8.14) [PLSC 303] | \$159,760 |
| 8.16 Other non-capital receipts placed in reserve funds | \$0 |

Total Operating Receipts

| | |
|--|---------------------|
| 8.17 TOTAL receipts (8.1 + 8.7 + 8.12 + 8.15) [PLSC 304] | \$14,776,059 |
|--|---------------------|

Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

| | |
|---|-------------------------------|
| 8.18a The library safeguards its funds using which option? | Surety Bond |
| 8.18b Proof of Certificate of Insurance for Library Funds | -1 Have Surety Bond |
| 8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument? | \$7,200,000 |
| 8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law? | Yes |
| 8.21 The designated custodian of the library's funds is: | Municipal Corporate Authority |

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

NOTE: Round answers to the nearest whole dollar.

| | |
|---|--------------|
| 9.1 Salaries and wages for all library staff [PLSC 350] | \$7,285,634 |
| 9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLSC 351] | \$2,792,086 |
| 9.2b If this library answered question 9.2a as zero, please select an explanation from the drop-down box. | |
| 9.3 Total Staff Expenditures (9.1 + 9.2) [PLSC 352] | \$10,077,720 |

COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

NOTE: Round answers to the nearest whole dollar.

| | |
|--|---|
| 10.1 Printed Materials (books, newspapers, etc.) [PLSC 353] | \$451,461 |
| 10.2 Electronic Materials (e-books, databases, etc.) [PLSC 354] | \$834,680 |
| 10.3a Other Materials (CDs, DVDs, video games, etc.) [PLSC 355] | \$156,102 |
| 10.3b Please provide an explanation of the other types of material expenditures. | CDs, DVDs, Blu-rays, Video Games, Spoken Audio, Toys, Library of Things |
| 10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLSC 356] | \$1,442,243 |

OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

NOTE: Round answers to the nearest whole dollar.

| | |
|---|--------------|
| 11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLSC 357] | \$1,732,485 |
| 11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLSC 358] | \$13,252,448 |

CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

| | |
|--|-----------------|
| 12.1a Local Government: Capital Income from Bond Sales | \$0 |
| 12.1b Local Government: Other | \$0 |
| 12.1c Total Local Government (12.1a + 12.1b) [PLSC 400] | \$0 |
| 12.2 State Government [PLSC 401] | \$0 |
| 12.3 Federal Government [PLSC 402] | \$0 |
| 12.4 Other Capital Revenue [PLSC 403] | \$2,873 |
| 12.5 If Other, please specify | Simple Interest |
| 12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLSC 404] | \$2,873 |

Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

| | |
|--|-------------|
| 12.7 Total Capital Expenditures [PLSC 405] | \$1,030,249 |
|--|-------------|

PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

| Summary | 23 | 23 | \$853.54 | 847.00 |
|---------|--|-------------------------------------|-------------------------|------------------------------|
| | 13.1 Position Title | 13.2 Primary Work Area | 13.3 Hourly Rate | 13.4 Total Hours/Week |
| | Executive Director | Library Director | \$75.91 | 37.50 |
| | Collection Services Manager | Collection Development Acquisitions | \$51.42 | 37.50 |
| | Info Services Manager | Adult Services | \$49.20 | 37.50 |
| | Community and Circulation Services Manager | Circulation | \$45.54 | 37.50 |
| | Youth Services Manager | Children's Services | \$43.54 | 37.50 |
| | Youth Services Assistant Manager | Children's Services | \$40.46 | 37.50 |
| | Cataloging Supervisor | Cataloging | \$39.34 | 37.50 |
| | Electronic Resources Librarian | Other Type of Librarian | \$39.34 | 37.50 |
| | Collection Librarian | Collection Development Acquisitions | \$38.91 | 37.50 |
| | Youth Services Supervisor | Children's Services | \$37.00 | 37.50 |
| | Cataloging Librarian | Cataloging | \$36.80 | 37.50 |
| | Youth Services Supervisor | Children's Services | \$34.03 | 37.50 |
| | Youth Services Supervisor | Young Adult Services | \$33.20 | 37.50 |
| | Services Supervisor | Adult Services | \$32.46 | 37.50 |
| | Youth Services Librarian | Children's Services | \$30.44 | 37.50 |
| | Collection Supervisor | Cataloging | \$30.10 | 37.50 |
| | Youth Services Librarian | Young Adult Services | \$28.94 | 37.50 |
| | Collection Librarian | Collection Development Acquisitions | \$28.44 | 37.50 |
| | Information Librarian | Adult Services | \$27.70 | 37.50 |
| | Youth Services Librarian | Children's Services | \$27.21 | 37.50 |
| | Information Librarian | Adult Services | \$26.76 | 37.50 |
| | Information Librarian | Adult Services | \$29.09 | 22.00 |
| | Information Librarian | Adult Services | \$27.71 | 37.50 |

Group A Total

| | |
|---|--------------|
| 13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLSC 250] | 21.18 |
|---|--------------|

Group A hidden group hours

Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

| Summary | 10 | 10 | 10 | \$257.18 | 299.00 |
|---------|----------------------------------|-------------------------------------|-----------------------------------|-------------------------|-------------------------------|
| | 13.6 Position Title | 13.7 Primary Work Area | 13.8 Education Level | 13.9 Hourly Rate | 13.10 Total Hours/Week |
| | Digital Services Manager | Adult Services | Master's Degree (non-ALA program) | \$43.93 | 37.50 |
| | Acquisitions Supervisor | Collection Development Acquisitions | Master's Degree (non-ALA program) | \$33.82 | 37.50 |
| | Digital Media Specialist | Adult Services | Master's Degree (non-ALA program) | \$27.76 | 37.50 |
| | Programs and Exhibits Supervisor | Adult Services | Master's Degree (non-ALA program) | \$27.40 | 37.50 |
| | Acquisitions Assistant | Collection Development Acquisitions | Master's Degree (non-ALA program) | \$19.66 | 37.50 |
| | Finance Clerk | Other Type of Librarian | Master's Degree (non-ALA program) | \$17.94 | 37.50 |
| | Volunteer Coordinator | Other Type of Librarian | Master's Degree (non-ALA program) | \$22.01 | 28.00 |
| | Info Services Advisor | Reference | Master's Degree (non-ALA program) | \$19.72 | 22.00 |
| | Youth Services Advisor | Children's Services | Master's Degree (non-ALA program) | \$19.98 | 20.00 |
| | Digital Services Advisor | Adult Services | Master's Degree (non-ALA program) | \$24.96 | 4.00 |

Group B Total

| | |
|---|--------------|
| 13.11 Total Group B: FTE Other Librarians (13.10/40) | 7.48 |
| 13.12 Total FTE Librarians (13.5 + 13.11) [PLSC 251] | 28.65 |

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

| | |
|--|-----------------|
| 13.13 Total hours worked in a typical week by all Group C employees | 3,530.50 |
| 13.14 Minimum hourly rate actually paid | \$15.25 |
| 13.15 Maximum hourly rate actually paid | \$54.00 |
| 13.16 Total FTE Group C employees (13.13 / 40) | 88.26 |

Group D

This category includes full-time and part-time pages or shelvers.

| | |
|--|----------------|
| 13.17 Total hours worked in a typical week by all Group D employees | 899.50 |
| 13.18 Minimum hourly rate actually paid | \$12.10 |
| 13.19 Maximum hourly rate actually paid | \$19.75 |
| 13.20 Total FTE Group D employees (13.17 / 40) | 22.49 |

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

| | |
|--|----------------|
| 13.21 Total hours worked in a typical week by all Group E employees | 498.00 |
| 13.22 Minimum hourly rate actually paid | \$13.64 |
| 13.23 Maximum hourly rate actually paid | \$53.36 |
| 13.24 Total FTE Group E employees (13.21 / 40) | 12.45 |
| 13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLSC 252] | 123.20 |
| 13.26 Total FTE Paid Employees (13.12 + 13.25) [PLSC 253] | 151.85 |

Librarian Vacancies

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

| | | | | | | | |
|---------|-----------------------------|--------------------------------|----------------------------------|-------------------------------|---|--|--|
| Summary | 2 | 2 | 2 | 57.50 | 28 | \$51,122.00 | \$136,591.00 |
| | 13.27 Position Title | 13.28 Primary Work Area | 13.29 Education Level | 13.30 Total Hours/Week | 13.31 Number of Weeks Vacant during report period. | 13.32 Annual Salary Range Minimum | 13.33 Annual Salary Range Maximum |
| | Director Customer Services | Adult Services | Master's Degree (ALA accredited) | 37.50 | 18 | \$91,061.00 | \$136,591.00 |
| | Youth Services Librarian | Children's Services | Master's Degree (ALA accredited) | 20.00 | 10 | \$51,122.00 | \$76,703.00 |

Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

| | | | | | | |
|---------|-----------------------------|--------------------------------|------------------------------|-------------------------------|---|---|
| Summary | | | | | | |
| | 13.34 Position Title | 13.35 Primary Work Area | 13.36 Education Level | 13.37 Total Hours/Week | 13.38 Current Status: Filled or Unfilled | 13.39 Date Filled (mm/year, if applicable) |
| | | | | | | |

Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

| | | | | | | | |
|---------|-----------------------------|--------------------------------|------------------------------|-------------------------------|--|--------------------------------------|--------------------------------|
| Summary | | | | | | | |
| | 13.40 Position Title | 13.41 Primary Work Area | 13.42 Education Level | 13.43 Total Hours/Week | 13.44 Date Eliminated (mm/year) | 13.45 Last Annual Salary Paid | 13.46 Reason Eliminated |
| | | | | | | | |

LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

| | |
|--|----------------|
| 14.1 Total annual visits/attendance in the library [PLSC 501] | 423,112 |
| 14.1a Library Visits Reporting Method [PLSC 501a] | Annual Count |

PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)**Synchronous Programs:**

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.

Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

| | 15.1 Synchronous Programs (All Group Programs by Age) | 15.2 Attendance | 15.3 Self Directed Activities | 15.4 Self Directed Activity Participants |
|-----------------------|--|------------------------|--------------------------------------|---|
| Children (0-5) | 250 | 4,146 | 29 | 1,903 |
| Children (6-11) | 342 | 11,586 | 87 | 12,808 |
| Children's Total | 592 | 15,732 | 116 | 14,711 |
| Young Adults (12-18) | 181 | 2,674 | 53 | 2,164 |
| Adults (19 and older) | 1,184 | 20,925 | 106 | 18,528 |
| General Interest | 5 | 367 | 0 | 0 |
| Total | 1,962 | 39,698 | 275 | 35,403 |

Onsite, Offsite and Virtual (All Group Programs by Type)

| | 15.29 Program Sessions | 15.30 Program Attendance |
|--|-------------------------------|---------------------------------|
| Synchronous In-Person Onsite Program Sessions | 848 | 11,623 |
| Synchronous In-Person Offsite Program Sessions | 401 | 15,017 |
| Synchronous Virtual Program Sessions | 1,480 | 30,665 |
| Total | 2,729 | 57,305 |

Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

| | |
|--|--------------|
| 15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLSC 620] | 101 |
| 15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLSC 630] | 8,449 |

Special Programming

| | |
|---|-----|
| 15.39a Did the library provide any special programming for patrons on the autism spectrum? | Yes |
|---|-----|

15.39b Please describe the programming provided.

Our Time Children in Therapy and You Celebration; Supported programming for families (smaller audiences, supports available); Supported virtual storytimes; Accessibility Resource Hours; Fairytale Fling dance party

REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

| | |
|--|------------|
| 16.1 Total Number of Unexpired Resident Cards | 56,025 |
| 16.2a Total Number of Unexpired Non-resident Cards | 10 |
| 16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued? | 5 |
| 16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued? | 0 |
| 16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year? | \$1,131.50 |
| 16.3 Total Number of Registered Users (16.1 + 16.2a) [PLSC 503] | 56,035 |
| 16.4 Is your library's registered user/patron file purged a minimum of one time every three years? | Yes |

RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

| | |
|--|---------|
| 17.1 Print Materials [PLSC 450] | 200,954 |
| 17.2 Current Print Serial Subscriptions | 759 |
| 17.3 Total Print Materials (17.1+17.2) | 201,713 |
| 17.4 E-books Held at end of the fiscal year [PLSC 451] | 63,045 |
| 17.5a Audio Recordings: Physical Units Held at end of the fiscal year [PLSC 452] | 25,878 |
| 17.5b Audio Recordings: Downloadable Units Held at end of the fiscal year [PLSC 453] | 62,340 |
| 17.6a DVDs/Videos: Physical Units Held at end of the fiscal year [PLSC 454] | 32,090 |
| 17.6b DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLSC 455] | 18,659 |
| 17.6c Other Circulating Physical Items [PLSC 462] | 4,407 |
| 17.6d Total Physical Items in Collection [PLSC 461] | 263,329 |

Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do

not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

| | |
|--|-----|
| 17.7 Local/Other Cooperative agreements [PLSC 456] | 103 |
| 17.8 State (state government or state library) [PLSC 457] | 16 |
| 17.9 Total Electronic Collections (17.7 + 17.8) [PLSC 458] | 119 |

USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

| | |
|--|-----------|
| 18.1 Number of adult materials loaned | 878,256 |
| 18.2 Number of young adult materials loaned | 31,794 |
| 18.3 Number of children's materials loaned [PLSC 551] | 764,056 |
| 18.4 Total number of materials loaned (18.1 + 18.2 + 18.3) | 1,674,106 |

Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

| | |
|---|-----------|
| 18.5 Books- Physical | 855,884 |
| 18.6 Videos/DVDs- Physical | 284,994 |
| 18.7 Audios (include music)- Physical | 59,007 |
| 18.8 Magazines/Periodicals- Physical | 45,414 |
| 18.9 Other Items- Physical [PLSC 561] | 85,396 |
| 18.10 Physical Item Circulation (18.5-18.9) [PLSC 553] | 1,330,695 |
| 18.11 Use of Electronic Materials [PLSC 552] | 257,275 |
| 18.12 Total Circulation of Materials (18.10+18.11) [PLSC 550] | 1,587,970 |
| 18.13 Successful Retrieval of Electronic Information [PLSC 554] | 350,429 |
| 18.14 Electronic Content Use (18.11+18.13) [PLSC 555] | 607,704 |
| 18.15 Total Collection Use (18.10+18.11+18.13) [PLSC 556] | 1,938,399 |
| 18.16 Interlibrary Loans Provided TO other libraries [PLSC 575] | 4,302 |
| 18.17 Interlibrary Loans Received FROM other libraries [PLSC 576] | 4,449 |

PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

NOTE: It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include

giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

| | |
|---|--------------|
| 19.1 Total Annual Reference Transactions [PLSC 502] | 124,877 |
| 19.1a Reference Transactions Reporting Method [PLSC 502a] | Annual Count |

One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

| | |
|--|-------|
| 19.2 Total Annual One-on-One Tutorials | 3,115 |
|--|-------|

AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

| | |
|--|-----|
| 20.1 Total number of ALL computers in the library | 407 |
| 20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library) | 150 |
| 20.3 Is your library's catalog automated? | Yes |
| 20.4 Is your library's catalog accessible via the web? | Yes |
| 20.5 Does your library have a telecommunications messaging device for the hearing impaired? | Yes |

INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

| | |
|--|----------------------|
| 21.1 Does your library have Internet access? | Yes |
| 21.2a What is the maximum speed of your library's Internet connection? (Select one) | Other (specify) |
| 21.2b If Other, please specify | 1Gbps |
| 21.3 What is the monthly cost of the library's internet access? | \$1,600 |
| 21.4 Number of Internet Computers Available for Public Use [PLSC 650] | 115 |
| 21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLSC 651] | 36,969 |
| 21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLSC 651a] | Annual Count |
| 21.6 Wireless Sessions Per Year [PLSC 652] | 176,079 |
| 21.6a Reporting Method for Wireless Sessions [PLSC 652a] | Annual Count |
| 21.7 Does your library utilize Internet filters on some or all of the public access computers? | Yes |
| 21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? | Yes |
| 21.9 Number of website visits or sessions to your library website [PLSC 653] | 1,113,929 --Select-- |

E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

| | |
|--|------------------------------------|
| 22.1 Did your library apply directly for E-rate discounts for the fiscal year? | No |
| 22.2a If YES, did your library apply for Category 1, Category 2 or both? | |
| 22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period? | |
| 22.3 If NO, why did your library NOT participate in the E-rate program? | Searchable content is not filtered |

STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

| | |
|--|----------|
| 23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.) | \$13,361 |
| 23.2 Does the above amount include travel expenses? | Yes |
| 23.3 How many hours of training did employees receive this year? | 1,546.75 |
| 23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum? | Yes |
| 23.5 Would you like to receive autism training at your library? | Yes |

COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

| | |
|---|---|
| 24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware? | |
| 24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware? | Opening of commercial kitchen at library's new Makerplace branch in September. Launch of new accessibility support collection for borrowing in October. |
| 24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR). | |

COVID-19 QUESTIONS

| | |
|---|-----|
| Closed Outlets Due to COVID-19 | Yes |
| Public Services During COVID-19 | Yes |
| Electronic Library Cards Issued During COVID-19 | Yes |
| Reference Service During COVID-19 | Yes |
| Outside Service During COVID-19 | Yes |
| External WiFi Access Added During COVID-19 | No |
| External WiFi Access Increased During COVID-19 | Yes |
| Staff Re-Assigned During COVID-19 | No |

PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5)

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

| | |
|--|--|
| 25.1 Were the secretary's records found to be complete and accurate? | |
| 25.2 If NO, please list and explain any errors or discrepancies. | |
| 25.3 First board member completing the audit | |
| 25.4 Second board member completing the audit | |
| 25.5 Date the Secretary's Audit was completed | |

IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

| | Electronic Signature | Date |
|------------------|----------------------|------------|
| Library Director | Michael Driskell | 02/15/2022 |
| President | Greg Zyck | 02/15/2022 |
| Secretary | Carole Medal | 02/15/2022 |

IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this year's answer is equal to, less than, or more than the previous year's answer.
3. Select the "Submit/Lock" button at the top of the page.

NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

- ¹, 2.1b Makerspace branch location added (0-2021-12-31)
- ², 2.11a This is a new branch location opened in September 2021. (0-2022-01-28)
- ³, 2.11a bookmobile square footage is 251 square feet (0-2022-01-28)
- ⁴, 2.12 This is a new branch location opened in September 2021. (0-2022-01-04)
- ⁵, 2.13 This is a new branch location opened in September 2021. (0-2022-01-04)
- ⁶, 2.12 Previous year.. (0-2022-01-20)
- ⁷, 2.12 The previous year had an extensive library closure and reduction in service hours due to the pandemic. (0-2021-12-31)
- ⁸, 2.12 The previous year had a reduction in the number of public service hours due to the pandemic. (0-2022-01-18)

To: Board of Library Trustees
From: Trixie Dantis and Shannon Meyer
CC: Michael Driskell
Date: February 15, 2022
Re: Intergovernmental Agreement for Library Services – Educator Cards

As discussed at the February 7 Committee of the Whole meeting, staff recommend expanding educator library card services by proposing intergovernmental agreements with K-12 schools within the incorporated boundaries of the Village of Arlington Heights for the purpose of equitably offering library cards to educators who support students at Arlington Heights schools.

In July 2021, the Board of Library Trustees approved expanding the educator card pilot beyond Arlington Heights School District 25 and District 214 John Hersey High School to add Saint Peter Lutheran School and Saint Viator High School. We entered into agreements with these additional schools at the start of the 2021-2022 school year. We've successfully refined educator card processes, including the addition of school delivery when placing holds on the website using an educator card. Promotion and user instruction through video tutorials have also supported the schools included in the pilot.

The intergovernmental agreements template is included and is identical in content to the agreements signed with School District 25, District 214 John Hersey High School, Saint Peter Lutheran School and Saint Viator High School, with amended language related to use of special/developing collections. Any new agreement would be at the discretion of the executive director.

Suggested motion: The Board of Library Trustees approves entering into intergovernmental agreements with K-12 schools within the incorporated boundaries of the Village of Arlington Heights at the discretion of the executive director.

INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

THIS INTERGOVERNMENTAL AGREEMENT ("Agreement") is made as of [date] by [SCHOOL OR SCHOOL DISTRICT] of Cook County, Illinois, a body corporate and politic organized and operating under the School Code, 105 ILCS 5/1-1 et seq. ("School [District]"), and by the BOARD OF LIBRARY TRUSTEES OF THE VILLAGE OF ARLINGTON HEIGHTS (Arlington Heights Memorial Library), a body politic established pursuant to the Local Library Act, 75 Il-CS 5/1-1 et seq. ("Library") (together referred to as the "Parties").

WITNESSETH:

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

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

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

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

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

recognition of the principle of equity of cost of services to non-residents, District also agrees to:

- a. Provide Library with space on District's electronic newsletter, morning announcements, or other communication platform (or those of its individual schools) for a .pdf or Jpg file containing information about upcoming Library programs that may be of interest to District students and their families.
 - b. Provide a link to Library website from District's website (or those of its individual schools).
 - c. Designate a staff contact at District (or its individual schools) responsible to ensure that Library is notified of reading initiatives that would impact Library services (e.g. required reading lists, author visits).
 - d. Invite Library's Youth Outreach Librarian and other selected staff to attend District-sponsored teacher in-service events featuring topics relevant to Library's services and/or to the Parties' shared vision and common goals.
 - e. Facilitate other informational or program options as may be proposed and mutually agreed upon.
 - f. Pay Library for loss or damage to any Library materials loaned to Educator Library Cardholders under this Agreement, charges for which have not been paid by the cardholders involved as identified in a report which Library will send to the Principal of each participating District school and to District at the end of each May. Charges for all lost or damaged items must be paid in full before any Educator Library Cards will be renewed or issued for the next school year.
- 5. Responsibilities of Educator Library Cardholders.** Holders of Educator Library Cards are subject to Library's Issuance of Library Cards and Conditions of Use Policy and all other Library policies and practices, except as otherwise provided or limited by the terms of this Agreement including those limitations specified in the "Rights and Responsibilities of Educator Library Cardholders" attached as Appendix A to this Agreement. Individuals issued Educator Library Cards will be billed by Library for items not returned by due dates and are responsible to pay any fees and fines associated with use of their cards including fees for damaged or lost materials.
- 6. Hours of Operation and Services; Reserved Right to Change Same.** Library services shall be available to holders of Educator Library Cards during regular Library hours. Library may also schedule hours of operation during non-regular hours at its discretion or limit days and/or hours of use by Educator Library Card holders as set forth in Appendix A. Library reserves the right to reduce or otherwise change its hours of operation and any or all general Library services during the term of this Agreement or any renewals of same, for purposes including but not limited to necessary maintenance and shall not be responsible to School District for any resulting loss of Library use.
- 7. Term and Renewal of Agreement; Termination of Agreement.** This Agreement shall be in effect from [date] and shall continue unless terminated pursuant to the terms of this paragraph. Either Party may terminate this Agreement for cause, including any material breach of the Agreement by the other Party. Before doing so, the terminating Party

must give the other Party notice of and thirty (30) days to cure the breach. Either Party may terminate the Agreement without cause, provided written notice has been given to the other Party at least ninety (90) days before the effective date of termination.

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

To [School or School District] at:

[School or school district]

[Address]

Att'n: [Superintendent/Principal]

To Library at:

Arlington Heights Memorial Library

500 North Dunton Avenue

Arlington Heights, IL 60004

Att'n: Executive Director

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

[School or School District]

BOARD OF LIBRARY TRUSTEES OF THE
VILLAGE OF ARLINGTON HEIGHTS

[Superintendent/Principal]

ATTEST:

President, Board of Library Trustees

ATTEST:

Secretary

Secretary, Board of Library Trustees

APPENDIX A

RIGHTS AND RESPONSIBILITIES OF EDUCATOR LIBRARY CARDHOLDERS

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

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

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

To: Board of Library Trustees

From: Mike Driskell

Date: February 15, 2022

Re: Construction Management Services for Kids' World Refresh

As discussed at the February 7 Committee of the Whole meeting, as the library moves forward with the Kids' World Refresh, library construction manager Shales McNutt Construction (SMC) will assist with the bidding process, construction oversight and general project consulting. The library has worked with SMC in the past, most extensively during the \$2.8M renovation of the library in 2012 and most recently during the makerspace branch project. The administrative team recommend the library engage SMC for construction management services for the Kids' World Refresh project based on their excellent reputation, previous library collaborations and positive experiences. According to the library attorney, history of a satisfactory working relationship with the contractor permits the library to engage them without going to bid.

The scope of work includes construction consulting services to the library regarding the public bidding, coordination, logistics and communication within the project. SMC will lend expertise and wisdom to the library and the selected contractors for:

1. Pre-Construction Management Services – This phase of the project includes preparation of scope and project development leading up to and including the bid process. SMC will assist in projecting costs for the project, define the scope of the project for contractors, manage the bid process and provide recommendations of award. Once the design documents are complete, SMC will advise on how to organize the project for bidding out the main elements, develop the scopes of work, attract interest in bidding the project from trade contractors, assist the library on bid opening day and review apparent low bidder's scope of work. SMC will provide a report of findings of this bid review. This part of the proposal is a fixed cost of \$4,000.

2. Construction Management – SMC will provide subcontractor planning and preparation, pay app review, scheduling of construction, onsite supervision and general administrative coordination. The construction management fee is 4.75% of the construction costs. With construction costs estimated to be no more than \$400,000, the management fee would be \$19,000.
3. General Liability Expense – The standard general liability insurance assumes acceptance of the pre-construction services and SMC holding the contracts of subcontractors. Cost for this coverage is 0.75% of the project cost, estimated at \$3,000.
4. Project Staff Expense – This includes the on-site supervision and administrative related expenses. By SMC self-performing the carpentry on the project, the supervision cost is reduced by about half, since they will already have staff on-site. Cost for the part time supervision is \$11,950/month. SMC estimates 1 month of supervision will be needed. If the project length exceeds the estimated 1-month duration, additional supervision time will be billed on a pro-rated basis.

| Services | Cost |
|--------------------------------------|-----------------|
| Pre-Construction Management Services | \$4,000 |
| Construction Management | \$19,000 |
| General Liability Expense | \$3,000 |
| Project Staff Expense | \$11,950 |
| Contingency | \$3,000 |
| Proposed Total | \$40,950 |

Because of the existing relationship with Shales McNutt Construction, the next step would be to approve entering into a contract in the form of an AIA standard form of agreement provided by SMC and reviewed by the library attorney, reflecting the terms in the attached proposal.

Suggested motion: The Board of Library Trustees approves entering into a contract with Shales McNutt Construction for construction management services, upon review by the library attorney, with a total amount of services not to exceed \$40,950.



CM Services & Compensation Proposal

Arlington Heights Memorial Library

Kids World Renovation 2022

Anticipated Bidding: Q2 2022

Anticipated Construction Cost: \$400,000

Pre-Construction Management Services

This phase begins with the preliminary or conceptual design and ends with the completion of the bid process and securing of permits. Our services include, but are not limited to, the following.

1. Develop preliminary pricing/cost projections
2. Track and evaluate costs through design
3. Pursue value as the design develops
4. Materials and methods evaluation
5. Identify and secure long lead items
6. Explore / research options for client's goals
7. Attend coordination meetings
8. Develop detailed phasing plans
9. Schedule preparation and evaluation
10. Scope of work preparation
11. Prepare cash flow schedule
12. Compilation of a qualified bidders list
13. Bid solicitation – combination of competitive & public bid process
14. Thorough in-person evaluation of bids
15. Financial stability review of bidders
16. Bid summary presentation to Owner

The Lump Sum Fee based on project needs, time and effort is **\$4,000**. This fee includes all personnel costs associated with this phase. Our clients typically realize a 9x return on this investment through project savings, enhancements, and value decisions. We are dedicated to providing our clients real value.

Construction Management Services

This phase begins after the successful bidders are established and the necessary permits are in hand. Our services include, but are not limited to, the following

1. Post award, pre-con planning
2. Subcontractor contract preparation
3. Subcontractor pay request review and compilation
4. Manage all shop drawings and RFI's
5. Trade contractor coordination meetings
6. Construction scheduling & expediting
7. Control costs – keep the value
8. On-site supervision & coordination
9. Project site organization
10. Quality evaluation
11. Client and Architect update meetings
12. Expedite substantial completion
13. Coordinate permitting and inspections
14. Compile closeout documentation
15. Warranty documentation confirmed
16. Occupancy Permitting

These services are typical for most construction projects. At times, other needs may arise, and we will help our customers in any way that we can. We are service oriented.

Our compensation for this phase of work are as follows:

Construction Fee – This fee covers general overhead and profit for the project. For a project of this size, our fee is **4.75%** of Construction Costs. The construction costs are the sum of all the

subcontractor costs, the cost of self-performed work, if any, and the costs of the staffing and general costs as outlined below.

General Liability Expense – For the portion of our standard general liability insurance expense attributable to this project, our cost is **0.75%** of the construction costs. Additional coverage including project specific insurance can be provided at additional cost.

Project Staff Expense – The cost of the project management staff including on-site supervision as well as related office and communications expenses for this project will vary directly with the duration of the project. The duration of the project will be determined by the phasing of the work as well as the availability of the materials and equipment. SMC is committed to and has an excellent track record in minimizing the duration of our projects and therefore minimizing this expense. For a renovation within an occupied facility, we generally prefer having one of our people full-time on site. We, however, recognize the cost of this level of service may be too much for a smaller project and will seek a solution that best fits the Library’s budget and needs. For instance, **self-performing** a small portion of the work (carpentry) allows SMC to have someone on site to manage the work while also reducing supervision cost. In this scenario, the cost for our part-time supervision is **\$11,950/month of onsite work and we anticipate 1 month duration. The combination of part time supervision and self-performing some of the carpentry work will give us a great deal of control over the project while significantly cutting the library’s costs.** Once the scope of work and the phasing are established, this cost can be converted to a lump sum commitment from SMC to shift schedule risk from our client to SMC

Savings

At Shales McNutt we believe strongly in partnering with our clients to provide construction services. To that end we are convinced that returning **100%** of all savings from the project is the correct approach. Sharing the savings between the contractor and owner can create a mixed message or motive that we do not want to be a part of.

Clarifications

We are anticipating that the form of contract will be AIA A134 Construction Manager as Constructor (at-risk) with mutually agreed upon modifications. Please note that the following items may need to be a part of the project, but we believe, are best handled by other means and are not included above:

1. Plan Reproduction Costs
2. Building Permits and Fees
3. Project Specific Insurance (bldrs risk)
4. Performance and Payment Bond

To: Board of Library Trustees

From: Mike Driskell

Date: February 15, 2022

Re: Proposal to Utilize Executive Search Firm for Deputy Director Position

As discussed at the February 7 Committee of the Whole meeting, the library is seeking an innovative leader to carry on the tradition of unparalleled customer service with a focus on continual improvement of the customer experience for all of our customers.

Attached is a proposal to engage with an executive search firm for the deputy director position. The timeline outlined in the proposal shows an estimate of 3-4 months for the entire process, however, this estimate is based on an executive director search, and the repeated interaction with the board throughout the process. According to John Keister, the deputy director search process will likely take closer to 4-5 weeks since progress will not be dependent upon continued coordination with the library board.

Total cost for the search will be \$16,000. This fee does not include travel costs that may be incurred by candidates who are asked to interview in-person. The selected candidate will be guaranteed by John Keister and Associates for a period of one year.

Since this is an unbudgeted expense over \$10,000, board approval is required to move forward. The library engaged with John Keister and Associates for its executive director search in 2018.

Suggested motion: The Board of Library Trustees accepts John Keister and Associates as the executive search provider for the deputy director position, for a sum not to exceed \$16,000.

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0541
info@johnkeister.com
johnkeister.com

January 24, 2022

Mike Driskell
Executive Director
Arlington Heights Memorial Library
1 Library Plaza
Arlington Heights, IL 446060

Dear Mike:

When companies hire new leaders, they work with professional executive recruiters. Libraries deserve no less! We are executive search consultants who work extensively with libraries, and we thank you for the opportunity to present this proposal for the hiring of your next Director of Customer Service.

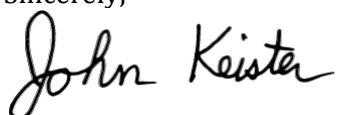
As professional recruiters, we have deep knowledge of “best practices,” new technologies, and the people aspects of hiring leaders — but just as importantly, we love libraries. We love how they act as equal opportunity providers, offering services, materials, and inspiration to their customers without regard to an individual’s personal, economic, or educational status.

Our firm has completed searches for libraries and library systems of all sizes throughout the United States. We are very familiar with Chicago area libraries from our many years of living and working in the area. I am also well acquainted with local libraries from my work with the Illinois Library Association and the North Suburban Library System, and from my service first as President of the Ela Area Public Library District Board of Trustees in Lake Zurich and later as President of the Cook Memorial Library District Board of Trustees in Libertyville. For more than 30 years, we’ve watched libraries in this area grow and change, adapt to new technologies, try out innovative services, and explore fresh ideas. Illinois libraries are among the best in the nation, passionate about service and committed to excellence.

Library leadership is always important, and especially so when libraries must keep evolving — not just to keep up with technological change and user tastes, but to *anticipate* those events and plan proactively. Hiring the right person as Director of Customer Service will be key to promoting and expanding AHML’s active and visible presence in your community, and to building on your library’s focus, vitality, and success. One of our strengths as a search firm is that we customize our approach to fit the needs of our clients. We would enjoy the opportunity to further discuss and explain our process with you and to answer any questions.

We would enjoy the opportunity to further discuss and explain our process with you and to answer any questions. Thank you for your consideration.

Sincerely,



John Keister

Executive Search Proposal

Director of Customer Service Arlington Heights Memorial Library

Thank you for giving us the opportunity to present this proposal for the search and recruitment of the next Director of Customer Service of the Arlington Heights Memorial Library. Each search we undertake is tailored to fit the unique circumstances of our client. The following is a blueprint of how we approach a search and can be easily revised to fit your particular needs.

Our Experience

John Keister & Associates is a full-service, nationwide executive search firm founded by John and Beth Keister in 1987. We have been identifying and recruiting top leadership talent for more than 34 years. During this time, we have completed over 350 executive searches.

We have worked with libraries ranging from small community libraries to regional libraries with dozens of branches to large consortiums. Given today's competitive environment for hiring library leaders, it helps to have the assistance and guidance of knowledgeable executive search consultants.

Just as libraries have greatly evolved over the last 30 years, so has the recruiting world. We have more tools and resources than ever before, including new ways to connect with people and find information. Since communications and adaptability are crucial to successful searches, we continually strive to be both tech- and people-savvy. We are proud to say that the libraries we've worked with have expressed appreciation for our responsiveness and high level of customer service.

Why use Executive Recruiters?

Libraries often use outside consultants to bring a fresh perspective and new ideas to their organization. Architects and space planners are experts in physical aspects of library management; strategic planning consultants specialize in helping organizations set and meet their short- and long-term goals. Executive recruiters are valuable partners for personnel decisions and are skilled in providing comprehensive and highly effective search strategies.

A good executive search team will:

- excel at building relationships both with clients as well as with leaders in the library field
- develop a profile for the ideal candidate
- focus on identifying and vetting applicants to ensure that any final candidate is well-qualified, enthusiastic about the opportunity, and has the ability and leadership qualities to thrive in the role
- deliver exceptional results on time and within the client's budget

Our extensive and diverse recruiting experience enables us to identify and evaluate management and leadership traits in candidates, assets that are critical to the successful administration and guidance of today's libraries. We proactively search for and recruit top candidates, rather than relying solely on passive approaches such as job postings. Our success in locating and placing talented people is the result of networking and actively building long-term relationships with the best and brightest library leaders.

Project Team

John Keister has more than 34 years of executive search experience, working with respected global corporations and libraries of all sizes. When working with libraries, John draws upon his considerable experience as an elected public library Trustee and library Board President. He also served multiple terms on the Board of Directors of the North Suburban Library System, a library consortium of academic, public, school, and special libraries in suburban Chicago. John has advocated on behalf of libraries at the local, state, and federal levels, been an invited speaker at numerous library conferences, and has raised community awareness of library issues through town meetings, focus groups, and print and broadcast media. He is active with the Illinois Library Association (ILA) and has served on ILA's Advocacy Committee. He also provides customized coaching and training to help library boards become more efficient and effective.

Beth Keister handles many of the "behind the scenes" functions of our firm, designing and maintaining our databases and websites, conducting research for the search process, and using social media to create awareness. Previously, Beth trained the staffs of several libraries and library organizations on a variety of software products and consulted with libraries on creating programs and reports that support daily operations.

Sarah Keister Armstrong specializes in providing community needs assessments and strategic planning services to libraries and other organizations through her own firm, Sarah Keister Armstrong & Associates. Her awareness of library trends and issues, coupled with a keen understanding of each library's unique circumstances and demographics, helps us focus our efforts on the type of leader who will be most effective for every search we undertake. Sarah has Public Library Trustee experience and served on the Board of RAILS (Reaching Across Illinois Library System) and as a Director-at-Large of the Illinois Library Association.

For more information on our backgrounds and experience, please visit www.johnkeister.com.

Recruitment Process

We have the resources in place and are prepared to initiate the search upon approval. John Keister will be the primary contact representing our firm, while Beth Keister and Sarah Keister Armstrong will provide project support.

Though each search is unique and presents its own characteristics, we find that the search process from our initial client meeting to candidate offer and acceptance generally takes 3 to 3½ months. This schedule is variable and may be revised to fit your particular situation and requirements.

Initial Meeting

Every library is unique. Our first step is to thoroughly understand *your* needs, organizational culture, and current concerns. Understanding your environment helps us know what will be expected of the Director of Customer Service. Such knowledge will be useful when forming interview questions and evaluating candidates within the framework of your organization and setting.

Website for the Search

For each of our searches, we design and host a website that includes information on the position, the library, and the local community. The website is a helpful tool for sharing information with potential candidates and it allows for easy updates as the search progresses. Using a separate website to market the library and community and to recruit for the position has proven to be far more effective for our searches than a conventional job posting.

Strategy

Our strength as a search firm lies in our personal contacts with individuals in the library field. In addition to attracting candidates through traditional advertising and use of the custom website, we will carry out a thorough networking and social media effort to identify outstanding candidates who do not normally respond to ads or announcements.

We also enjoy and excel at recruiting. This is one of the strengths of a good search firm: we like learning about people and, as a result, are very successful at identifying, vetting, and recruiting library leaders who may not necessarily be looking at job ads or actively seeking a new position. Many excellent people become intrigued and excited by new opportunities when approached by a respected search firm.

We make a special effort to recruit candidates of diverse backgrounds. This includes announcing the opportunity on culturally diverse library websites and listservs such as REFORMA and BCALA. As a result, we have successfully recruited and placed several diversity candidates.

With our multi-pronged approach to the search process, we will ensure that we locate the best candidate(s) for your position.

Diversity, Equity, and Inclusion

Libraries have evolved greatly in recent decades, but one thing that has remained constant is the public's positive attitude about their library's role in the community. This opinion has become even more pronounced since the beginning of the pandemic. Through virtual programs, WiFi hotspots, curbside service, and other innovative ideas, libraries have adapted to the disruption and largely continued to serve the public in ways big and small.

The backbone of this service is the library community's devotion to being a safe place, a warm and inviting environment, a peaceful oasis where different voices are welcomed, various opinions are valued, and inclusion is the guiding principle. Diversity, equity, and inclusion are at the heart of library service — and the commitment to those values begins at the top, with the boards and staffs.

As we search for the best individual to lead a library, we strive to eliminate bias from our process. We are committed to sourcing diverse candidate pools and to respecting every candidate's uniqueness. Our firm belief is that library organizations that actively seek to employ and promote people *as they authentically are* will be stronger and better organizations.

Candidate Process

Resumes are just one piece of what we consider when evaluating candidates. People can look great on paper — but they may be a terrible fit for your library. Conversely, sometimes a resume does not do justice to someone who might be terrific. We love going deeper, learning more about applicants, and assessing if and how they would work for your situation.

Candidate Qualifying and Presentation

Once we have identified candidates, we will conduct in-depth interviews. When possible, these conversations will be in person. If that is not practical, we will conduct detailed virtual interviews. Our conversations with candidates allow us to thoroughly evaluate their personality, work ethic, and how they may fit into your particular organization.

If, after the initial interviewing/qualifying work has been completed, we believe we have someone who is a strong candidate for the position, we will present you with their resume and additional information for review. We'll be ready to discuss each individual in detail, and to answer any questions you may have.

We anticipate presenting qualified candidates as we identify them, creating a fluid process that works well with positions that are a little unique or time-sensitive. This proactive approach also allows us to avoid losing a highly qualified candidate in a competitive market.

We think and work creatively, and this is an area where we challenge some of the status quo in library executive search. We'll be upfront with you: not all applicants will be qualified. Our role is to implement a vetting process so that we can identify those individuals who we believe could immediately step into the position and be successful. Our clients have repeatedly expressed appreciation for our ability to focus on candidates who are truly qualified, specifically interested and enthusiastic about the position, and who will thrive in a leadership role.

Finalist Interviews

It is beneficial for us to observe the finalist interviews and to be able to answer questions, make suggestions, and facilitate the process. We recommend that, in addition to the management team, the candidate(s) meet with staff, the board, and other key stakeholders as part of the process. Hiring such a vital team leader for your library is an important decision, and unfamiliar issues may arise. We can provide whatever support is needed, including providing ideas for interview questions and approaches, advising what questions to avoid for legal reasons, and warning of potential pitfalls.

Final Steps

Assisting you during the final steps of hiring a Director of Customer Service is where our expertise can be particularly helpful. This part of the process may include handling salary negotiations and benefits questions, dealing with relocation issues, and "closing" a desired candidate. Bridging the step between a final interview and making an offer can be stressful and occasionally contentious. We have the experience and strategies to make this part of the process go smoothly and even enjoyably.

Project Schedule

The following schedule is flexible and may be adjusted according to the needs of the library.

| <i>Month</i> | <i>Tasks</i> |
|--------------|--|
| Month 1 | <ul style="list-style-type: none">• Initial conversations with hiring authorities to discuss needs• Contact key staff members and other constituencies for their insights• Create and post custom search website• Post the search website through various national and local channels• Begin recruiting candidates using contacts within our library network |

| | |
|--------------|--|
| Months 2 – 3 | <ul style="list-style-type: none"> • Conduct interviews with possible candidates • Compile documentation on viable candidates • Present information on candidates to hiring team • Schedule interviews and assist with process |
| Months 3 – 4 | <ul style="list-style-type: none"> • Final candidate interview(s) at library • Conduct reference checks • Presentation of offer (hiring authorities to candidate) |

Fee

Our fee for search services is \$16,000. Part of this fee (\$5,400) will be payable upfront, to help us defray our search expenses and to initiate the search. The balance of the fee will be payable upon selection of the new Director of Customer Service, payable within 30 days after acceptance of the offer by the new Director.

Our professional fee covers:

- Design, development and hosting of a custom website for the search
- All advertising expenses
- All consultant expenses

Not included in our fee are costs incurred by candidates who are asked to interview in-person with the library (i.e., mileage reimbursement, lodging, meals, etc.).

We would be happy to answer any questions you may have about our fee or process as you consider our proposal. Just as we try to perfectly match our candidates with the position, we also pride ourselves on customizing our process to fit the unique expectations and needs of our client.

Thank you for your interest in John Keister & Associates. Please contact us if you have any questions. We look forward to working with you.

John Keister & Associates



John W. Keister
President

If these terms are acceptable, please sign this letter and return one copy to us. Thank you.

Arlington Heights Memorial Library

By: _____ Title: _____ Date: _____

Executive Director's Report

February 2022

What's New @ AHML

New Language Learning App: Bluebird



The library debuted the pronunciation product Bluebird.

Bluebird is a language learning app that allows for easy audio lessons in 163 different languages. These lessons are targeted to users who prefer audio-based learning. Bluebird is another helpful database for ESL students.

Apple TV+ and Paramount+ Added to Library Streaming Devices

Based on customer suggestions, the library added two new streaming services, AppleTV+ and Paramount+. Paramount+ was added to the six circulating Roku Stick Blues. Apple TV+ was added to the Roku Stick Blues and two Apple TV devices in the Library of Things.

New Gale Databases Added

Eligible through RAILS, the library entered into a package deal for Gale products. The RAILS package allowed the library to add seven new databases at no charge:

- **Gale in Context: Elementary:** Articles from magazines, newspapers and reference sources to help students with projects and exploring their own interests.
- **Gale Literature Resource Center:** Biographies, bibliographies, and critical analysis of authors and their works from every age and literary discipline.
- **ChiltonLibrary.com:** The online edition of Chilton's auto repair manuals, with at-home access.
- **Diversity, Equity and Inclusion Collection (Gale Archives Unbound):** A collection of primary source archives supporting African American, LGBTQ, Women's Studies and Civil Rights research.
- **Gale Literature--Something About the Author:** Examines the lives and works of authors and illustrators for children and young adults and is the preeminent source on authors and literature for young people.
- **Gale Literature Criticism:** Literary commentary providing a range of modern and historical views on authors and their works across regions, eras and genres.
- **Gale Dictionary of Literary Biography:** Biographical and critical essays on the lives, works, and careers of the world's most influential literary figures from all eras and genres.

The Wall Street Journal via WSJ.com

The library procured access to *The Wall Street Journal* online directly through its website at WSJ.com. The American business-focused daily newspaper compliments the other digital periodical offerings available through the newsstand web page. The library now offers the online editions of the nation's three most popular newspapers, *The New York Times*, *The Washington Post* and *The Wall Street Journal*.

Creator Spotlight Debuts!



Digital Media Specialist Chris Smith worked with the Communications and Marketing team to launch the Creator Spotlight project.

Using the form located at www.ahml.info/creator_spotlight, customers can submit creations made in the Makerplace, the Studio or with Library of Things materials. Submissions will be reviewed by staff and selected creators may be featured in the library's newsletter, website or social media.

Serving Our Community

Winter Reading Challenge



Four hundred and forty-eight kids and tweens participated in the Winter Reading Challenge. With the library open to in-person service, the program once again included hands-on activities. Children in grades K-3 had the opportunity to spin a wheel which determined the take-home activity while

tweens in grades 4-6 earned tokens to receive their activity from the Winter Reading Contraption. Options included both STEM projects and crafts.

Preschool and Childcare Information Night

On January 12, representatives from 16 preschool and childcare facilities presented at the library's annual event to share with caregivers about the services they provide. Over the course of four limited-capacity sessions, 82 customers gathered information to help make decisions regarding their preschool and childcare needs.

Program Resources for Lutheran Home



Staff at Lutheran Home requested materials to support programming for residents that included sensory stimulation around seasonal themes. Senior and Accessibility Staff developed themes using visual, auditory and tactile materials from collections throughout the library for Martin Luther King Jr., the Rose Parade and gardens, Elvis Presley (January birthday), XXIV Winter Olympics and Disney films with

sing-alongs. Staff at Lutheran Home were appreciative for the detailed programming materials and themes.

Seventh Annual Readers Party



Forty-eight attendees joined the library's seventh annual Readers Party which was held virtually this year. During the event, Info Services Readers Advisors shared top picks from 2021 and what books they are most excited about for 2022. Booktuber Rincey Abraham joined the event to share her insights and expertise.

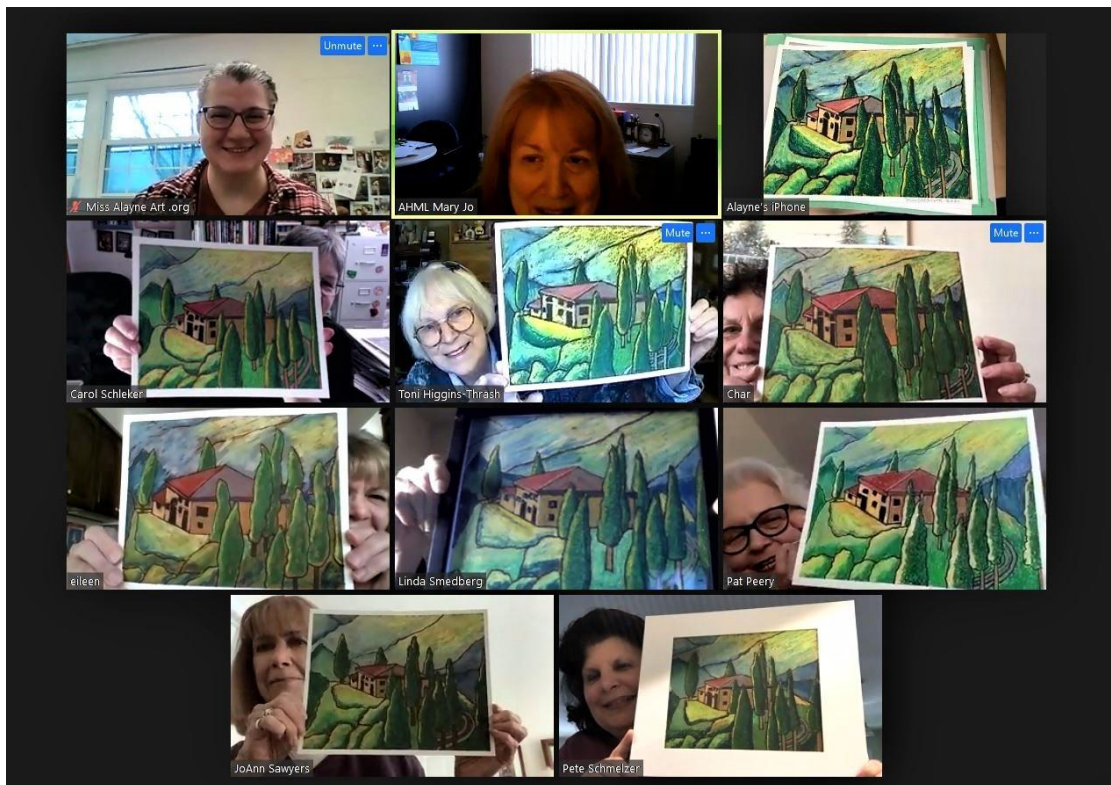
Genealogy Volunteers Return

On January 24, after a nearly two-year absence, the Shackley Room volunteers have returned to the library! Genealogy and Local History Librarian Nikki Camp invited returning volunteers for a refresher course on genealogy duties and current library guidelines and best practices. Genealogy volunteers have already contributed 19.5 hours of service.

Inspiration from the Tuscan Countryside

Art with Alayne students were excited to try their hand at doing a landscape in oil pastels with a watercolor wash. Many of the students in the meetups had traveled to Italy, and the art project brought back memories of pleasant times. One student shared that her husband loved her work so much that he had it framed. Several students said how pleased they were that their children or other family members have asked for some of their work.

The creative aging series Art with Alayne was initially developed in 2017 with the goal of drawing on the arts to enhance healthy aging. Since that time the program has exploded in popularity for all audiences and is always a sellout crowd. Especially during a time of isolation, the monthly meetups have become an important shared experience for the participants.



LitCrate

The capacity for LitCrate was increased and advisors curated 44 boxes in January. Each LitCrate box included a hand selected book, hot chocolate, stress ball and recipe for homemade marshmallows.



The 1950s US Census: Are You Ready?

On January 19, Programs and Exhibits Specialist Neal Parker and Genealogy and Local History Librarian Nikki Camp welcomed back presenter Thomas MacEntee and an audience of 64 attendees. The release of US Census data every ten years is a milestone moment in the genealogy world, so the release of the 1950s Census in April is highly anticipated. To prepare for it, Thomas led a deep dive into how to use and organize the information contained in the census. He also discussed opportunities that are available for volunteers to help index the census following its release.

Chicago Bakeries Remembered!

Programs and Exhibits Specialist Neal Parker hosted Cheryl Brown's return with a new presentation on the history of beloved Chicago bakeries. One hundred and twenty-four attendees enjoyed Cheryl's nostalgic look at bakeries throughout Chicagoland with fabulous photos of storefronts, old and new, and mouth-watering baked goods. Attendees thanked Cheryl and the library for the program. The best comment of the night was *"thanks for this program, I'm so hungry I could eat my screen."*

International Holocaust Remembrance Day

To honor International Holocaust Remembrance Day (January 27), two events were offered.



Steen as an eight year old boy in Denmark before being deported



On January 11, Programs and Exhibits staff joined Holocaust survivor Steen Metz as he shared *A Survivor's Story* -- the story of his time as a young boy in a Nazi work camp, sharing family photos, historic pictures and maps. Addressing Holocaust deniers within the first few minutes, Metz reminded the audience of 76 attendees of the importance to remember the Holocaust, to keep telling the stories and to say “I’ve met someone” who was there during this terrible time in the not-so-distant history. He revealed the starvation, hostility and death suffered by those in the camps, while specifically illuminating the experiences of the children. As a Holocaust educator Steen welcomed attendee questions, generating thought-provoking discussion. This program was recorded and is available on [YouTube](#), where it has been viewed 44 times. Since the event, Megan Young was



interviewed by Elise Delvin for [a Chicago Tribune story about Metz](#).

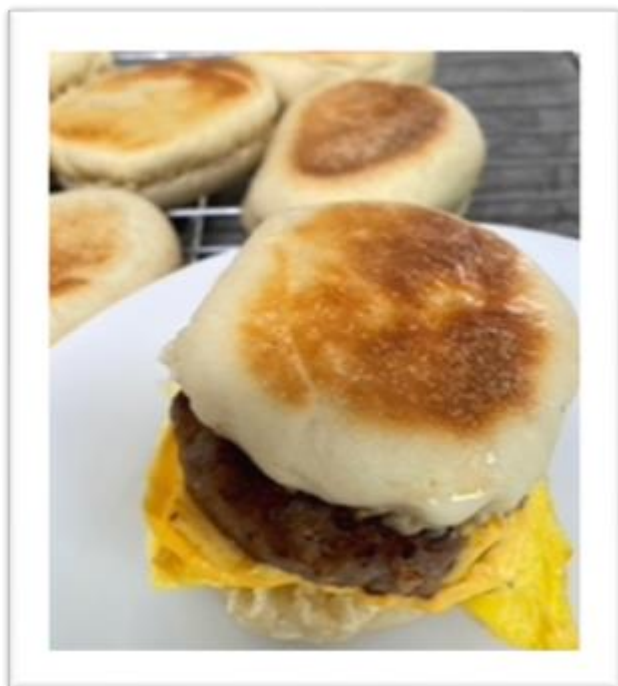
On January 25, in partnership with the Schaumburg Township District Library, Programs and Exhibits Supervisor Megan Young co-presented *Hitler's Courts* to an audience of 135 (70 attending from Arlington Heights). This event featured a viewing of the documentary *Hitler's Courts* followed by a Q&A session with director Joshua M. Greene. Attendees across communities learned about and discussed how the legal system upheld the actions of Hitler and Nazi Germany. The film is available to view on hoopla.

English Muffins virtual “Bake-Along”

On Saturday, January 8, Chef Andrea Pracht returned to teach homemade English Muffins. While originally scheduled to take place in the kitchen, Andrea effortlessly adapted the class to be conducted as a virtual bake-along. Twenty-two customers joined her on Zoom, ready to knead and bake using an ingredient pack provided by the library. Andrea’s experience with virtual instruction and clear camera angles made it very easy for attendees to follow along. Some had cameras on, mixers and ingredients laid out and ready, and asked questions as they worked along with Andrea. Others tried their recipe at a later date. Several sent us pictures of the muffins they made from home, thanking us for making this virtual class so interactive and easy to follow. Positive feedback includes:

“She made me feel less intimidated by yeast doughs! She also gave some helpful hints about testing for the proper gluten development during the kneading process.”

“Thought you might like to see the results from our recent class on making English muffins. We made ours into breakfast egg, cheese, and sausage sandwiches!”



Snoopy and the Red Baron

January 20 marked the final day of the *Snoopy and the Red Baron* exhibit at the library, generously funded in part by the Friends of the Library. During its nine weeks stay in Arlington Heights, approximately 9,037 customers of varying ages enjoyed the beautifully presented *Peanuts* comic strips, ephemera and Snoopy's iconic doghouse.

Volunteer docents were trained to lead exhibit tours on Thursday mornings and afternoons. A total of 152 customers toured the exhibit during these drop-in tours.



Programs and Exhibits and Youth Services staff hosted two Snoopy pop-up comic studios in December. A total of 188 customers stopped by to enjoy hands-on Snoopy-themed activities and, a special treat, cartooning with Eisner award-winner Art Baltazar at the final pop-up. As a passive addition to the exhibit, teen volunteers from our Teen Advisory Board (TAB) created two scavenger hunts for younger and older children.

A *Snoopy and the Red Baron* themed book display, curated by Info Services Advisor Sherri Tader, offered books and movies related to Charles Schulz, *The Peanuts* and WWI. A total of 201 items were checked out from the display.



Librarians Assist with Classroom Outreach

Info Services Librarian Lev Kalmens and Info Services Supervisor Elizabeth Ludemann accompanied Teen Services Supervisor Alice Son and other staff to virtually visit St. Viator High School English classes. During these outreach sessions, the librarians concentrated on teaching information literacy and research skills—introducing select library databases and the CRAAP (Currency, Relevance, Authority, Accuracy and Purpose) test to evaluate resources to high school juniors. Ten classes were presented to a total of 219 students. As students embark on their first large research projects, library staff highlighted essential resources and core research concepts to support them.

Hispanic Outreach for Library Access

Community Engagement Liaison Catalina Shin attended the library group Hispanic Outreach for Library Access (H.O.L.A) meeting on January 11. Catalina was part of a discussion about post-pandemic challenges to continue engaging Spanish speakers in different library services and what outreach strategies participant libraries are working on. The guest speaker for the meeting was Cathy Gladdis, Executive Director of Study Circles Illinois/Aurora/Elgin, a nonprofit organization that facilitates community dialogue and intentional conversations towards engagement, inclusion and equity.

Strategic Partnerships

Community Engagement Liaison Catalina Shin met with staff members of local elected official offices within the library's district to discuss the details of strategic partnerships for community events and resource hour visits to the library. With the leadership and support of Director of Communications and Marketing Mary Hastings, Catalina finalized details of what these partnerships and sponsored series of events will look like in 2022. The new series of County, State and Federal Resource Services will begin in May and repeat in August and November. The library will also sponsor larger events such as Secretary of State Mobile Driver Services Facility and Utility Bill Workshops with the Citizen's Utility Board.

District 25 In-service

Youth Services Assistant Manager Maria Papanastassiou and Youth Outreach Specialists Laura Dakas and Kim McGuire hosted a workshop for fifteen Greenbrier Early Childhood teachers and therapists on January 3. Attendees received a tour of the department, highlighting the Accessibility Collection as well as information about school services and an overview of the library's website.

Makerspace Branch Assistant Manager Chris Krueger hosted a tour for twelve District 25 elementary and middle school art teachers. Art teachers networked and brainstormed potential opportunities for future collaboration with the Makerplace.

Staff Highlights

LACONI POP President Lev Kalmens

Info Services Librarian Lev Kalmens began his tenure as president of the [LACONI POP \(Programs, Outreach, and Promotion\)](#) section. This local group “provides information, inspiration, and connection for library staff who deliver adult services, programs, outreach, and library marketing and communications. LACONI POP brings timely and relevant content to members through four professional development events each year.” Lev looks forward to leading the group and helping shape its strategy.

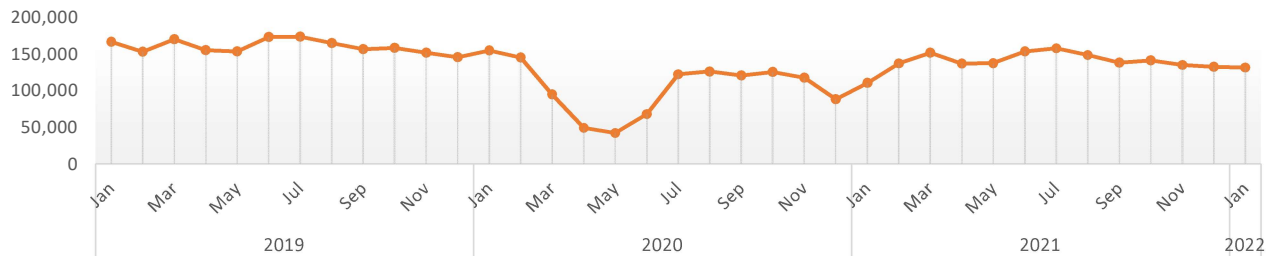
Arlington Heights Memorial Library

January 2022 Dashboard

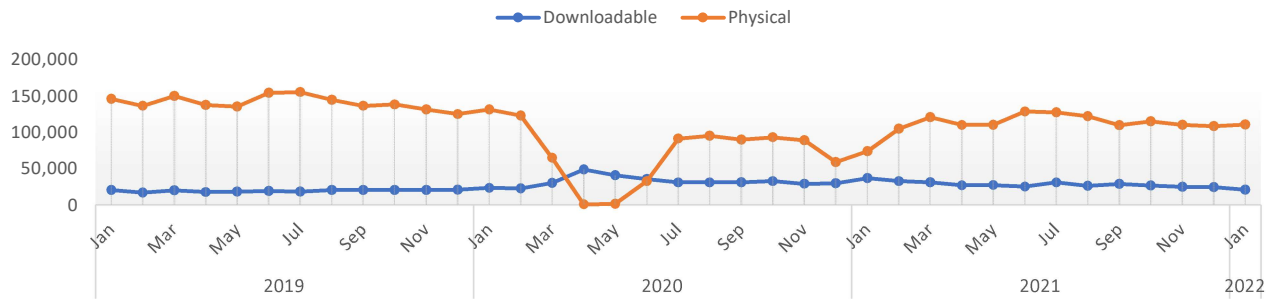
Circulation

| Type | Current Month | Same Month Last Year | Change | Type | YTD Total Current Year | YTD Total Last Year | Change |
|--------------|----------------|----------------------|----------------|--------------|------------------------|---------------------|----------------|
| Print | 73,164 | 49,981 | ▲ 46.4% | Print | 73,164 | 49,981 | ▲ 46.4% |
| Audiovisual | 28,646 | 18,209 | ▲ 57.3% | Audiovisual | 28,646 | 18,209 | ▲ 57.3% |
| Downloadable | 20,720 | 36,806 | ▼ -43.7% | Downloadable | 20,720 | 36,806 | ▼ -43.7% |
| ILL | 390 | 385 | ■ 1.3% | ILL | 390 | 385 | ■ 1.3% |
| Other | 8,125 | 4,790 | ▲ 69.6% | Other | 8,125 | 4,790 | ▲ 69.6% |
| Total | 131,045 | 110,171 | ▲ 18.9% | Total | 131,045 | 110,171 | ▲ 18.9% |

Circulation



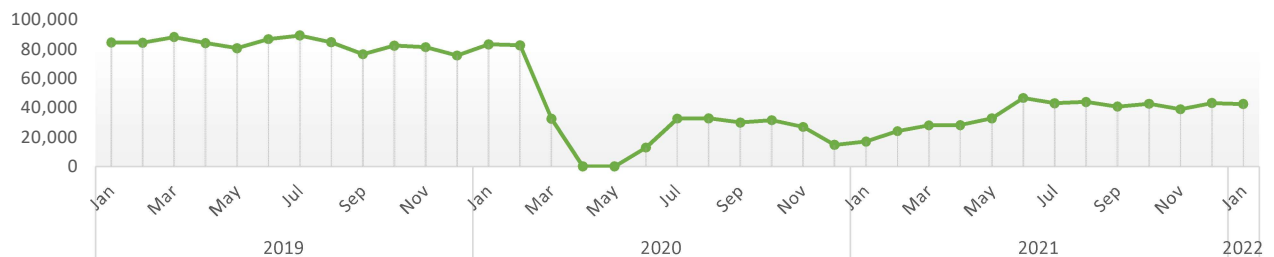
Physical vs. Downloadable Circulation



Library Visits

| Location | Current Month | Same Month Last Year | Change | Location | YTD Total Current Year | YTD Total Last Year | Change |
|---------------|---------------|----------------------|-----------------|---------------|------------------------|---------------------|-----------------|
| Main Library | 33,660 | 4,771 | ▲ 605.5% | Main Library | 33,660 | 4,771 | ▲ 605.5% |
| Drive-Up | 6,118 | 11,122 | ▼ -45.0% | Drive-Up | 6,118 | 11,122 | ▼ -45.0% |
| Bookmobile | 1,086 | 982 | ▲ 10.6% | Bookmobile | 1,086 | 982 | ▲ 10.6% |
| Senior Center | 791 | 14 | ▲ 5550.0% | Senior Center | 791 | 14 | ▲ 5550.0% |
| Makerplace | 723 | 0 | -- | Makerplace | 723 | 0 | -- |
| Total | 42,378 | 16,889 | ▲ 150.9% | Total | 42,378 | 16,889 | ▲ 150.9% |

Library Visits



Arlington Heights Memorial Library

January 2022 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 | 1,563 | 2,295 | ▼ -31.9% | Adult | 1,563 | 2,295 | ▼ -31.9% |
| Children | 554 | 523 | ▲ 5.9% | Children | 554 | 523 | ▲ 5.9% |
| Teen | 165 | 141 | ▲ 17.0% | Teen | 165 | 141 | ▲ 17.0% |
| Total | 2,282 | 2,959 | ▼ -22.9% | Total | 2,282 | 2,959 | ▼ -22.9% |

Number of Programs

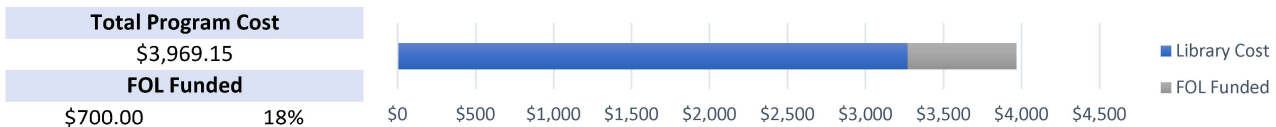
| Audience | Current Month | Same Month Last Year | Change | Audience | YTD Total Current Year | YTD Total Last Year | Change |
|----------|---------------|----------------------|----------|----------|------------------------|---------------------|----------|
| Adult | 102 | 81 | ▲ 25.9% | Adult | 102 | 81 | ▲ 25.9% |
| Children | 45 | 27 | ▲ 66.7% | Children | 45 | 27 | ▲ 66.7% |
| Teen | 7 | 11 | ▼ -36.4% | Teen | 7 | 11 | ▼ -36.4% |
| Total | 154 | 119 | ▲ 29.4% | Total | 154 | 119 | ▲ 29.4% |

| | Current Month | Same Month Last Year | Change | | YTD Total Current Year | YTD Total Last Year | Change |
|------------------------|---------------|----------------------|----------|------------------------|------------------------|---------------------|----------|
| Avg. Attendance | 15 | 25 | ▼ -40.4% | Avg. Attendance | 15 | 25 | ▼ -40.4% |

Program Attendance



Number of Programs



Supplementary Programs and Activities

Number of Programs and Activities

| Type | Current Month | Same Month Last Year | Change |
|---------|---------------|----------------------|--------|
| Passive | 18 | 17 | ▲ 5.9% |

Program and Activity Attendance

| Type | Current Month | Same Month Last Year | Change |
|---------|---------------|----------------------|----------|
| Passive | 3,145 | 980 | ▲ 220.9% |

Makerplace Focus Report

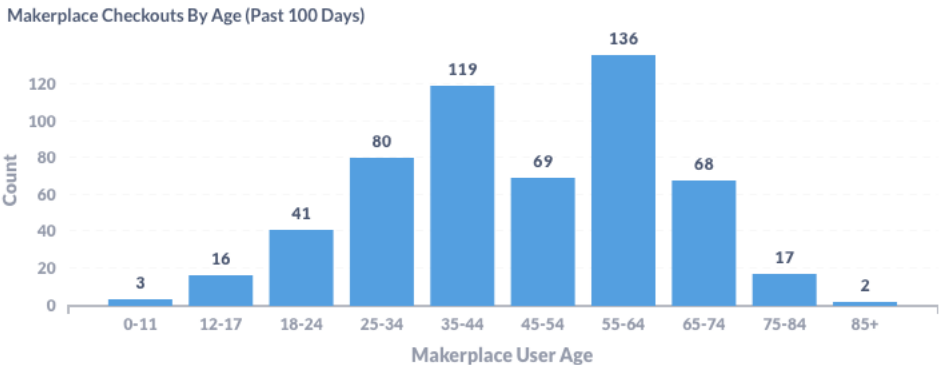
The Makerplace is a collaborative neighborhood workshop that houses equipment, tools, and staff that enable customers to move from a spark of inspiration to a fully realized project.

The Makerplace opened its doors to the community on September 19, 2021. The grand opening celebration was attended by 936 future customers, artists, designers, and makers.

Customer Interactions

Makerplace customer interactions are 15+ minute engagements and 1-on-1 training. Many customers seek staff advice during their visit to learn and use the equipment, but also take advantage of the expertise of staff makers whose talents range from cooking, 2D design, 3D design, sewing, costume design, and more.

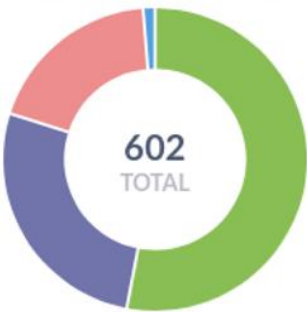
Makerplace Demographics



The Makerplace was designed for adults and youth 12 and up to work independently and collaboratively. The demographic data shows that we are capturing a large section of the group we intended to work with.

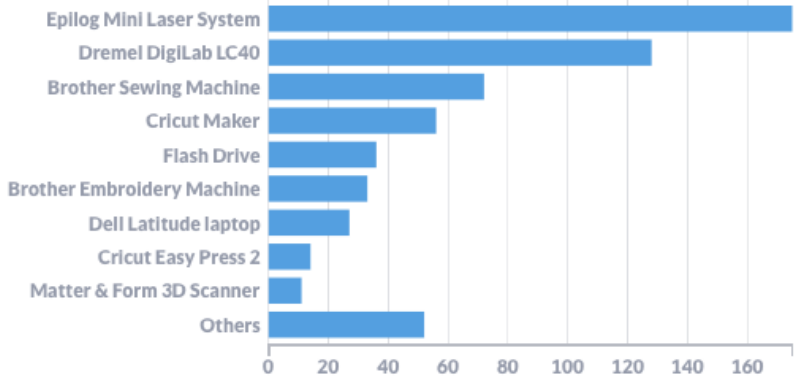
Makerplace Equipment

Makerplace Checkouts By Room (Past 100 Days)

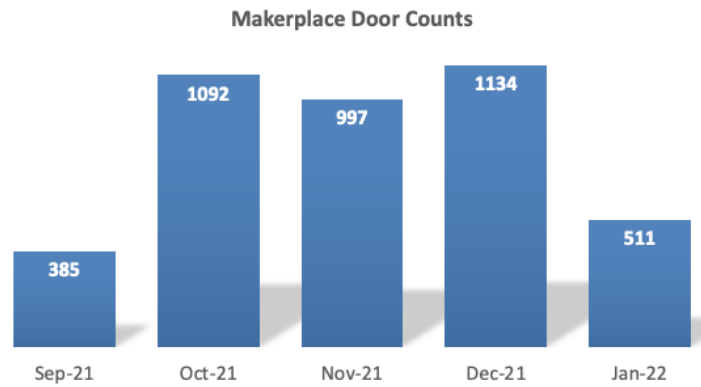


- Fabrication 53.322%
- Flex Space 26.910%
- Sewing 18.771%
- Art Room 0.997%

Makerplace Checkouts (Past 100 Days)

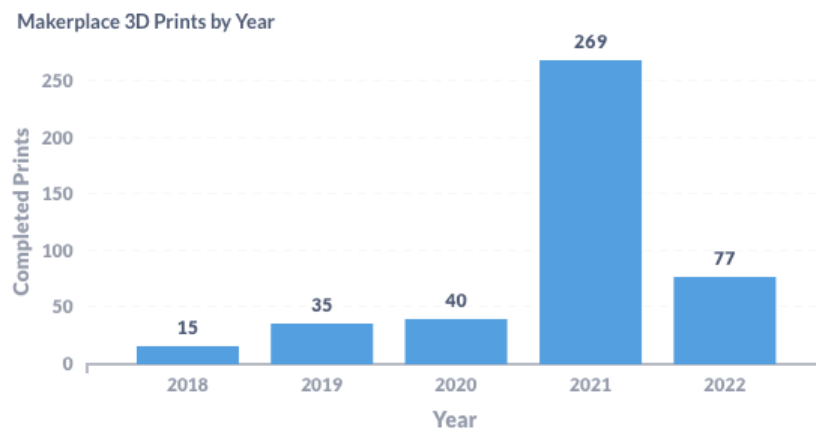


Makerplace Usage



The Makerplace saw an average of 1,000+ customers per month over the first three full months. On weekdays the Makerplace saw stay-at-home parents and retired adults in the early hours, young adults after school hours, and working adults in the early evening.

3D Printing

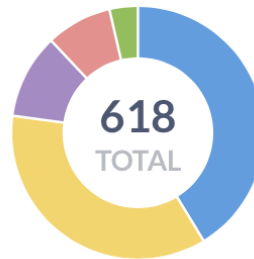


3D printing classes have been popular at the library for several years, but the community use of 3D printing as a service has exploded since the opening of the Makerplace. The Makerplace is seeing in a month the number of submitted 3D prints that the library had received in an entire year.

Makerplace Programming

Total Makerplace Class Attendees

| | |
|-----------------|--------|
| ● Fabrication | 41.59% |
| ● Tour | 36.08% |
| ● Culinary | 10.68% |
| ● Sewing | 8.25% |
| ● Creative Arts | 3.40% |



Makerplace Essentials

The Makerplace Essentials classes have been well received by the community. This series of classes teach the basics of operating the most popular Makerplace equipment, empowering customers to return to the space after instruction to work independently.

Makerplace Culinary Programs

Makerplace culinary programming began in November and has been extremely popular. We are making adjustments to meet customer demand. The board will see a focus report on Makerplace culinary programming in the coming months.

Switch to Virtual

In January 2022 the library switched to virtual programming which required retooling of Makerplace classes and program materials. Makerplace staff recognized the opportunity to record training material and make it available to customers online in the near future.

Outreach

Since the Makerplace has been open to the public, Makerplace staff have provided tours to 163 education, library, and other related industry staff. Makerplace staff have also worked with the library's business liaisons to provide tours and programming for the Arlington Heights business community including the Arlington Heights Chamber of Commerce.

Makerplace Supply Sales

The Makerplace provides a selection of supplies and materials that complement the most popular pieces of equipment. Supply costs include a small markup, but are priced consistent with the market. Having materials vetted for machine compatibility and priced competitively on-hand lowers the barrier for makers.

Material Sales Highlights (September 2021 – January 2022)

- 100 square feet of laser engravable wood
- 225,000 embroidery stitches
- 160 pint glasses

Makerplace 2022 Goals

Makerplace staff are developing additional instructional and training materials for many of the popular pieces of Makerplace equipment.

Finishing touches are being made on equipment reservations for the more popular pieces of Makerplace equipment and 1-on-1 appointments.

Makerplace staff will collaborate with Teen Services to expand outreach services to high schools in the Arlington Heights community.

Makerplace staff are currently developing volunteer opportunities at the Makerplace. We hope to have volunteers engaging with Makerplace staff and customers as class coaches and involved with hands-on programming soon.

Makerspace kitchen rentals will begin in 2022. We are currently finalizing the rental agreement and terms after receiving feedback from our attorney.