

BOARD OF LIBRARY TRUSTEES

**TUESDAY, NOVEMBER 15, 2022
7 P.M**

RICHARD FRISBIE BOARD ROOM

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

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. LIAISON REPORTS
 - FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY
 - ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION
- V. APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE ARLINGTON HEIGHTS PARK DISTRICT BOARD OF COMMISSIONERS AND THE BOARD OF LIBRARY TRUSTEES OF OCTOBER 15, 2022 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 25, 2022 (Action Item 2)

- VII. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF NOVEMBER 7, 2022 (Action Item 3)
- VIII. APPROVAL OF TRUSTEE EXPENDITURES (Action Item 4)
The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board. Reimbursement to Trustee Somary for expenses incurred during the Illinois Library Association conference.
- IX. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED OCTOBER 31, 2022 (Item 5)
- X. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED OCTOBER 31, 2022 (Action Item 6)
- XI. EXECUTIVE DIRECTOR'S REPORT
- FOCUS ON SAFETY AND SECURITY
Security staff will provide an overview of the history of security and policies and procedures as they relate to exceptional customer experiences at the library.
- XII. OLD BUSINESS
- ADOPTION OF REVISIONS TO HUMAN RESOURCE POLICY - HOLIDAYS (Action Item 7)
The board will consider adoption of proposed revisions to human resource policy – Holidays to provide paid holidays to part-time benefited employees
 - ADOPTION OF HUMAN RESOURCE POLICY – PAID PARENTAL LEAVE (Action Item 8)
The board will consider adoption of a new human resource policy – Paid Parental Leave to provide paid parental leave to full-time and part-time benefited employees

- ADOPTION OF REVISIONS TO POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 9)
The board will consider adoption of proposed revisions to Policy 1.101 Rules of the Board of Library Trustees to add the Pledge of Allegiance to the order of business

XIII. NEW BUSINESS

- INCLUSION AWARENESS MONTH 2022 (Item 10)
Senior and Accessible Services staff will provide a summary of the programming and services highlighted during October, as part of Inclusion Awareness Month.

XIV. OTHER

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., November 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; text 847-665-1491) 48 hours in advance, if possible, to allow for the arrangement of reasonable accommodations.

MINUTES OF THE JOINT BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT &
ARLINGTON HEIGHTS MEMORIAL LIBRARY
Arlington Lakes Golf Course – 1211 S. New Wilke Rd.
October 15, 2022 - 8:30 a.m.

Arlington Heights Park District President Maryfran Leno called the meeting to order at 8:36 a.m.

Commissioners Present

R. Nesvacil
B. Owen
M. Leno

Commissioners Absent

T. Gelinas

Library Board Present

G. Zyck
C. Medal
J. Supplitt
A. Somary
S. Galla
A. Ruhl

Library Board Absent

STAFF PRESENT: Carrie Fullerton, Executive Director; Brian Meyer, Director of Recreation and Facilities; Jason Myers, Director of Finance and Personnel; Ben Rea, Director of Parks and Planning; Amy Seklecki, Director of Marketing; Michael Driskell, Library Executive Director; Dana Revilla, Library Deputy Director; and Kendra Maher, Recording Secretary.

Others Present: Jennifer Borrell, Library candidate for Trustee to be appointed; and Melissa Cayer, resident.

Park District Commissioners' Topics of Interest – Carrie Fullerton highlighted:

- Awards received:
 - 2022 GFOA Outstanding Budget & Audit Awards
 - IAPD/IPRA Distinguished Accreditation
 - President Leno received the 2022 IAPD “Mike Cassidy” Commissioner Service Award
 - Heritage Tennis Club won USTA Outstanding Facility Award
- Infrastructure Capital Projects completed included:
 - Pickle Ball Courts at Volz, Dryden, and Green Slopes
 - Tennis Courts at Dryden and Green Slopes
 - Melas Park turf replacement project
 - Prairie Park basketball court
 - Paving projects & Sunset Ridge

- 2022-2023 Capital Projects in progress:
 - Nickol Knoll path replacement and repair
 - Dectron Unit at ARC
 - Replacement windows at the Administration Center
 - Shoreline restoration at Arlington Lake Golf Course
 - Outdoor tennis court color coating at Forest View Racquet Club
 - Prairie Park path paving
 - HVAC Unit/Roof replacements and repairs
- Agency Initiatives
 - Recreation Park Master Plan
 - Recreation Park OSLAD Development Grant
 - Comprehensive Plan/Community Survey
 - Listening Tour

Library Trustees' Topics of Interest – Michael Driskell highlighted:

- Kids World Refresh Project projected for 2023
 - Improve experiences and engagement
 - Better use of space and surfaces
 - Increase interactive and education elements
- 2023 – 2025 Strategic Plan
 - Data collection process is underway
 - Potential partnership opportunity
- IDEA Team – Internal Workgroup (Inclusion, Diversity, Equity, Accessibility)
- Assistive Tool Set created as part of Inclusion Awareness Month, now available at the Makerplace
 - President Leno shared her passion for the assistive tool sets and recommended working with NWSRA and the students at Hersey High School.

Library and Park District Partnerships – Michael Driskell & Carrie Fullerton highlighted:

Partnerships in 2022

- Storytime in the Park (new location and times)
- Historical Scavenger Hunt
- Heritage Fest – First community-wide festival to celebrate cultural diversity

Potential Future Partnerships

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

President Leno shared the need for a parking lot on Belmont Avenue to assist those who bring a child to the inclusive playground. This lot would be available to the patrons of the

Makerplace as well. Joining efforts and sharing cost would be helpful to the overall master plan at Recreation Park.

President Zyck acknowledged that it is a great idea to partner on the parking lot and the Library Board is willing to participate and will further discuss.

President Leno shared that there is an open two-year position on Park Board of Commissioners in the April, 2023 election.

Resident M. Cayer asked both boards to consider using the Novus agenda system that the Village of Arlington Heights uses for the public to view board meeting agendas.

ADJOURNMENT

There being no further business to be discussed, Comr. Owen moved, seconded by Trustee Ruhl, to adjourn at 9:59 a.m.

Maryfran H. Leno, President
Board of Commissioners
Arlington Heights Park District

Carrie A. Fullerton, Secretary
Board of Commissioners
Arlington Heights Park District

Date Approved

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, OCTOBER 25, 2022.

- 10.22.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Tuesday, October 25, 2022, at 7:07 p.m. by Treasurer John Supplitt.
- 10.22.02 Upon **ROLL CALL**, the following answered Present: Trustees Galla, Ruhl, Somary and Supplitt. President Zyck participated in the meeting via Zoom due to personal illness.

Absent: Trustee Medal

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Traci Sara, Finance Manager; Janet Moravec, Executive Administrative Assistant; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Andy Dogan, Williams Architects; Jenn Borrell, Resident; Abner Virchow, Resident; Jay Virchow, Resident; and Linda Sigle, Resident. Mary Hastings, Director of Communications and Marketing, participated in the meeting via Zoom.

President Zyck moved **TO ADJUST THE AGENDA AND MOVE FORWARD ITEMS 9 RESOLUTION FILLING A TRUSTEE VACANCY AND ITEM 10 OATH OF OFFICE FOR JENNIFER BORRELL DIRECTLY AFTER PUBLIC COMMENT**. Trustee Supplitt seconded. All were in favor and the motion carried.

- 10.22.03 **PUBLIC COMMENT** – Treasurer Supplitt read a comment submitted via email from Melissa Cayer asking to not increase property taxes and decrease expenses.

10.22.04 **NEW BUSINESS**

- **RESOLUTION FILLING A TRUSTEE VACANCY (Action Item 9)** – As a result of the retiring of Trustee Debbie Smart, the board considered adoption of a resolution filling the trustee vacancy.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS RESOLUTION 22-05 FILLING A TRUSTEE VACANCY**. Trustee Galla seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Galla, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **OATH OF OFFICE FOR JENNIFER BORRELL (Action Item 10)** – In President Zyck’s physical absence, Treasurer Supplitt administered the oath of office to Jennifer Borrell.

10.22.05 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends have a fall used book sale coming up the first weekend in November.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp shared the Foundation’s new promotional brochure. The Foundation held a beta fundraising event at the Makerplace, in advance of their fundraiser featuring local chefs to be held at the Makerplace on November 4 to help fund their Scholarship for the Trades program for 2024.

10.22.06 Trustee Somary moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 20, 2022 (Action Item 1)**. Trustee Galla seconded. All were in favor and the minutes were approved as submitted.

10.22.07 Trustee Galla moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF OCTOBER 3, 2022 (Action Item 2)**. Trustee Somary seconded. All were in favor and the minutes were approved as submitted.

10.22.08 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED SEPTEMBER 30, 2022 (Item 3)** – Mr. Driskell reported due to Cook County’s delay of second installment property tax bills, the library did not receive real estate tax receipts in September. Due to rising interest rates, the library received \$17,910.30 in interest income in September. The Friends of the Library reimbursed the library \$15,309.35 this month. With 75% of the fiscal year lapsed, 68% of the unaudited annual operating budget has been expensed and 64% of the total annual capital budget has been expensed.

10.22.09 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED SEPTEMBER 30, 2022 (Action Item 4)** – Mr. Driskell provided information in response to trustees’ questions regarding individual expenditures.

Trustee Somary moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF SEPTEMBER 30, 2022, IN THE AMOUNT OF \$1,189,950.67**. President Zyck seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

10.22.10 **EXECUTIVE DIRECTOR’S REPORT** – The executive director highlighted the October 2022 Director’s Report.

10.22.11 **OLD BUSINESS**

- **ADOPTION OF 2022 TAX LEVY (Action Item 5)** – The board considered adoption of the proposed 2022 tax levy reflecting a 0% increase over the extended 2021 levy in the amount of \$14,828,000.

Trustee Ruhl moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2022 TAX LEVY IN THE AMOUNT OF \$14,828,000.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **ADOPTION OF 2023 BUDGET (Action Item 6)** – The board considered adoption of the proposed 2023 budget.

Trustee Ruhl moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE 2023 ARLINGTON HEIGHTS MEMORIAL LIBRARY BUDGET.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Ruhl, Somary, Supplitt and Zyck. Nay: none. The motion carried.

- **KIDS’ WORLD REFRESH PROJECT UPDATE (Item 7)** – Andy Dogan from Williams Architects provided an update on the Kids’ World refresh project including a possible project budget and timeline. There was continued discussion by the board regarding automatic sliding doors at the entrance of the space being included in the project.

- **RECOGNIZING NATIVE AMERICAN HERITAGE MONTH (Action Item 8)** – Treasurer Supplitt requested the board review its action taken in September to fly a Native American flag for National Native American Heritage Month. After further review, the previously identified flag of American Natives and Alaskan Natives has not been recognized by the federal or state government and therefore is not in accordance with Policy 7.007 Use of Flags on Library Property. In lieu of displaying a flag, Treasurer Supplitt recommended the board consider approving a resolution to recognize National Native American Heritage Month for November 2022.

Trustee Supplitt moved **IN ACCORDANCE WITH POLICY 7.007 USE OF FLAGS ON LIBRARY PROPERTY, THE BOARD OF LIBRARY TRUSTEES WILL NOT FLY THE FLAG OF THE AMERICAN INDIAN MOVEMENT BECAUSE IT IS NOT RECOGNIZED BY THE UNITED STATES FEDERAL GOVERNMENT OR THE STATE OF ILLINOIS THROUGH STATUE OR PROCLAMATION.** Trustee Ruhl seconded. All were in favor and the motion carried.

Trustee Supplitt moved **IN LIEU OF DISPLAYING THE FLAG, THE BOARD OF LIBRARY TRUSTEES APPROVES A RESOLUTION RECOGNIZING NATIONAL NATIVE AMERICAN HERITAGE MONTH IN NOVEMBER 2022.** Trustee Somary seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Borrell, Galla, Ruhl, Somary and Supplitt. Nay: Trustee Zyck. The motion carried.

10.22.12 **OTHER**

– Trustee Ruhl requested current Makerplace hours be evaluated.

- Trustee Ruhl suggested the library provide feminine hygiene products to staff. Mr. Driskell responded the library plans to start providing no cost feminine hygiene products in public restrooms and it has been included in the 2023 budget.

There being no further business to discuss, Trustee Somary moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 9:00 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 11.22.01 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 Richard Frisbie Board Room of the Arlington Heights Memorial Library on Monday, November 7, 2022, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustees Borrell, Medal and Ruhl

Also present: Michael Driskell, Executive Director; Dana Revilla, Deputy Director; Lisa Haack, Human Resource Manager; Janet Moravec, Executive Administrative Assistant; and Stacey A. Kelly, Resident. Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

- 11.22.02 There was no **PUBLIC COMMENT**.
- 11.22.03 **REVISIONS TO HUMAN RESOURCE POLICY - HOLIDAYS** (Item 1) – President Zyck invited Human Resource Manager Lisa Haack to join the table. Ms. Haack presented proposed revisions to human resource policy – Holidays for the committee to consider providing paid holidays to part-time benefited employees.
- 11.22.04 **NEW HUMAN RESOURCE POLICY – PARENTAL LEAVE** (Item 2) – Staff presented a new human resource policy – Paid Parental Leave for the committee to consider providing paid parental leave to full-time and part-time benefited employees. The committee requested staff investigate offering paid caregiver leave as well.
- 11.22.05 **REVISIONS TO POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES** (Item 3) – At the board’s direction, staff presented proposed revisions to Policy 1.101 Rules of the Board of Library Trustees to add the Pledge of Allegiance to the order of business.
- 11.22.06 **ILLINOIS PUBLIC LIBRARY PER CAPITA GRANT REQUIREMENTS** (Item 4) – As part of the FY2023 Illinois Public Library Per Capita Grant requirements, the committee will review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries, 2019*.
- 11.22.07 **POLICY 7.007 USE OF FLAGS ON LIBRARY PROPERTY DISCUSSION** (Item 5) – The committee discussed Policy 7.007 Use of Flags on Library Property, with the

consideration of acknowledgement through resolution. The committee discussed adding structure to the process of identifying flags and causes acknowledged by the board.

11.22.08 **OTHER**

- Michael Driskell updated the board on the strategic plan survey and as of November 2 we have received 3,667 responses from the public with a mix of users and non-users, which is fantastic. The community is very invested in their library.

There being no further business to be discussed, Trustee Supplitt moved **ADJOURNMENT**. Trustee Somary seconded. All were in favor and the meeting was adjourned at 7:54 p.m.

Janet Moravec, Recorder

To: Board of Library Trustees
From: Traci Sara
Cc: Michael Driskell
Date: November 15, 2022
Re: Authorization of Trustee Expenditures

The Local Government Expense Control Act requires any reimbursement to a trustee for travel, training, community events, etc., be approved by roll call vote of the board.

Staff is requesting reimbursement to Trustee Amy Somary for travel expenses to the Illinois Library Association Conference in Rosemont, IL in the amount of \$123.06.

Suggested motion: **The Board of Library Trustees approves the reimbursement to Trustee Somary for travel expenses in the amount of \$123.06.**

(Item 5)

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	.00		724,820	490,530.97	68	869,788	379,257.03
04 00	Real Estate Tax FICA	55,261	.00		552,610	352,812.93	64	663,141	310,328.07
05 00	Real Estate Tax	1,095,666	.00		10,956,660	7,282,684.10	67	13,147,993	5,865,308.90
401 **	Real Estate Taxes	1,223,409	.00		12,234,090	8,126,028.00	66	14,680,922	6,554,894.00
403	Intergovernmental Taxes								
25 00	Replacement Tax	12,240	76,568.01	626	122,400	365,825.30	299	146,880	218,945.30-
403 **	Intergovernmental Taxes	12,240	76,568.01	626	122,400	365,825.30	299	146,880	218,945.30-
400 ***	Taxes	1,235,649	76,568.01	6	12,356,490	8,491,853.30	69	14,827,802	6,335,948.70
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	9,231	.00		92,310	114,572.10	124	110,774	3,798.10-
70 00	Other Grants	0	.00		0	20,735.00		0	20,735.00-
90 00	Contribution Ord. Library	0	.00		0	1,435.41		0	1,435.41-
411 **	Intergovernmental	9,231	.00		92,310	136,742.51	148	110,774	25,968.51-
410 ***	Intergovernmental Revenue	9,231	.00		92,310	136,742.51	148	110,774	25,968.51-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	50	.00		500	681.00	136	600	81.00-
74 00	Copier/Reader Printer Fee	2,108	3,843.37	182	21,080	32,500.08	154	25,296	7,204.08-
75 00	Meeting Room Fees	33	50.00	152	330	1,425.00	432	400	1,025.00-
436 **	Library Fees	2,191	3,893.37	178	21,910	34,606.08	158	26,296	8,310.08-
430 ***	Fees	2,191	3,893.37	178	21,910	34,606.08	158	26,296	8,310.08-
440	Fines								
442	Library								
20 00	Late Charges	0	150.00		0	1,110.00		0	1,110.00-
25 00	Lost/Damaged Item Charges	797	792.13	99	7,970	10,336.41	130	9,564	772.41-
442 **	Library	797	942.13	118	7,970	11,446.41	144	9,564	1,882.41-
440 ***	Fines	797	942.13	118	7,970	11,446.41	144	9,564	1,882.41-
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	293	12,134.93	4142	2,930	48,635.32	1660	3,520	45,115.32-
461 **	Simple Interest	293	12,134.93	4142	2,930	48,635.32	1660	3,520	45,115.32-

Village of Arlington Heights
 REVENUE REPORT
 83% OF YEAR LAPSED

ACCOUNTING PERIOD 10/2022

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT		***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL %REV		ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
462	Investment Inc								
10 00	Market Value Adj IMET	0	.00		0	3,064.13		0	3,064.13-
462	** Investment Inc	0	.00		0	3,064.13		0	3,064.13-
460	*** Interest Income	293	12,134.93	4142	2,930	51,699.45	1765	3,520	48,179.45-
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	63.35	5	12,500	2,883.60	23	15,000	12,116.40
483	** Donations	1,250	63.35	5	12,500	2,883.60	23	15,000	12,116.40
489	Other								
90 00	Other Income	416	490.04	118	4,160	8,212.85	197	5,000	3,212.85-
94 00	FOL Reimbursements	4,166	.00		41,660	23,161.87	56	50,000	26,838.13
95 00	Foundation Reimbursements	0	.00		0	27.20		0	27.20-
96 00	IL Vehicle Renewal Stickr	0	229.00		0	2,555.00		0	2,555.00-
97 00	Misc. Revenue Makerspace	0	423.56		0	2,913.26		0	2,913.26-
98 00	Makerspace Rental Revenue	0	.00		0	450.00		0	450.00-
489	** Other	4,582	1,142.60	25	45,820	37,320.18	81	55,000	17,679.82
480	*** Other	5,832	1,205.95	21	58,320	40,203.78	69	70,000	29,796.22
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

Village of Arlington Heights
 REVENUE REPORT
 83% OF YEAR LAPSED

ACCOUNTING PERIOD 10/2022

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
490	Other Financing Sources								
491	Other Financing Sources								
FUND TOTAL	Memorial Library Fund	1,253,993	94,744.39	8	12,539,930	8,766,551.53	70	15,047,956	6,281,404.47

Village of Arlington Heights
 REVENUE REPORT
 83% OF YEAR LAPSED

ACCOUNTING PERIOD 10/2022

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		4,160	19,018.81	457	5,000	14,018.81-
461	** Simple Interest	416	.00		4,160	19,018.81	457	5,000	14,018.81-
462	Investment Inc								
10 00	Market Value Adj IMET	0	.00		0	5,549.88		0	5,549.88-
462	** Investment Inc	0	.00		0	5,549.88		0	5,549.88-
460	*** Interest Income	416	.00		4,160	24,568.69	591	5,000	19,568.69-
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		4,160	24,568.69	591	5,000	19,568.69-

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	27779.55	88	314580	231828.87	74	.00	377496	145667.13	61
16	92	Achievement Awards	250	.00	0	2500	1000.00	40	.00	3000	2000.00	33
16	**	Library Personal Services	31708	27779.55	88	317080	232828.87	73	.00	380496	147667.13	61
18		Other Personal Services										
18	05	Overtime Civilian	83	815.15	982	830	1594.55	192	.00	1000	594.55-	160
18	**	Other Personal Services	83	815.15	982	830	1594.55	192	.00	1000	594.55-	160
19		Employee Benefits										
19	05	Medical Insurance	3285	2383.78	73	32850	23837.88	73	.00	39421	15583.12	61
19	10	IMRF	3608	2973.86	82	36080	24276.09	67	.00	43299	19022.91	56
19	11	Social Security	1950	1713.91	88	19500	14020.91	72	.00	23405	9384.09	60
19	12	Medicare	456	400.84	88	4560	3279.05	72	.00	5474	2194.95	60
19	53	Flexible Spending	250	147.25	59	2500	1524.75	61	.00	3000	1475.25	51
19	55	Unemployment Compensation	536	.00	0	5360	.00	0	.00	6432	6432.00	0
19	**	Employee Benefits	10085	7619.64	76	100850	66938.68	66	.00	121031	54092.32	55
20		Prof Technical Services										
20	05	Professional Services	1708	.00	0	17080	16000.00	94	.00	20500	4500.00	78
20	08	Consulting Services Libr	3500	.00	0	35000	7800.00	22	.00	42000	34200.00	19
20	20	Legal Services	1333	1237.50	93	13330	15328.75	115	.00	16000	671.25	96
20	40	General Insurance	14898	.00	0	148980	151892.00	102	.00	178780	26888.00	85
20	**	Prof Technical Services	21439	1237.50	6	214390	191020.75	89	.00	257280	66259.25	74
21		Property Services										
21	65	Other Services	250	.00	0	2500	.00	0	.00	3000	3000.00	0
21	**	Property Services	250	.00	0	2500	.00	0	.00	3000	3000.00	0
22		Other Contractual Service										
22	01	Advertising	50	.00	0	500	64.80	13	.00	600	535.20	11
22	02	Dues	477	1131.00	237	4770	3507.00	74	.00	5729	2222.00	61
22	03	Training	8594	6397.20	74	85940	63776.61	74	.00	103128	39351.39	62
22	05	Postage	3375	8.22	0	33750	26062.68	77	.00	40500	14437.32	64
22	70	Telephone Services	416	353.37	85	4160	4186.65	101	.00	5000	813.35	84
22	**	Other Contractual Service	12912	7889.79	61	129120	97597.74	76	.00	154957	57359.26	63
30		General Supplies										
30	05	Office Supplies & Equip	1149	274.04	24	11490	3274.68	29	.00	13795	10520.32	24
30	**	General Supplies	1149	274.04	24	11490	3274.68	29	.00	13795	10520.32	24
31		Public Works Supplies										
31	85	Small Tools and Equipment	208	.00	0	2080	45.90	2	.00	2500	2454.10	2
31	**	Public Works Supplies	208	.00	0	2080	45.90	2	.00	2500	2454.10	2

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	188.03	269	700	1352.52	193	.00	850	502.52-	159
	32 99	Items Reimb by Employees	0	.00	0	0	15.38	0	.00	0	15.38-	0
	32 **	Library Supplies	70	188.03	269	700	1367.90	195	.00	850	517.90-	161
	40	Other Charges										
	40 96	Operating Contingency	416	326.70	79	4160	779.27	19	.00	5000	4220.73	16
	40 **	Other Charges	416	326.70	79	4160	779.27	19	.00	5000	4220.73	16
	50	Property										
	50 15	Other Equipment	2083	1983.92	95	20830	13882.27	67	.00	25000	11117.73	56
	50 **	Property	2083	1983.92	95	20830	13882.27	67	.00	25000	11117.73	56
601	** **	Library	80403	48114.32	60	804030	609330.61	76	.00	964909	355578.39	63
60	** **	Culture/Recreation	80403	48114.32	60	804030	609330.61	76	.00	964909	355578.39	63
DIV	6001	TOTAL ***** Administration	80403	48114.32	60	804030	609330.61	76	.00	964909	355578.39	63

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	34049.79	93	365950	356757.73	98	.00	439144	82386.27	81
	16 **	Library Personal Services	36595	34049.79	93	365950	356757.73	98	.00	439144	82386.27	81
	18	Other Personal Services										
	18 05	Overtime Civilian	100	3.20	3	1000	608.96	61	.00	1200	591.04	51
	18 **	Other Personal Services	100	3.20	3	1000	608.96	61	.00	1200	591.04	51
	19	Employee Benefits										
	19 05	Medical Insurance	7051	6903.43	98	70510	69034.30	98	.00	84621	15586.70	82
	19 10	IMRF	4208	3541.51	84	42080	37166.04	88	.00	50496	13329.96	74
	19 11	Social Security	2274	2012.29	89	22740	21156.47	93	.00	27295	6138.53	78
	19 12	Medicare	532	470.60	89	5320	4947.79	93	.00	6384	1436.21	78
	19 **	Employee Benefits	14065	12927.83	92	140650	132304.60	94	.00	168796	36491.40	78
	20	Prof Technical Services										
	20 05	Professional Services	250	.00	0	2500	.00	0	.00	3000	3000.00	0
	20 **	Prof Technical Services	250	.00	0	2500	.00	0	.00	3000	3000.00	0
	21	Property Services										
	21 02	Equipment Maintenance	142	552.00	389	1420	3154.00	222	.00	1710	1444.00-	184
	21 65	Other Services	1256	304.25	24	12560	8277.08	66	.00	15075	6797.92	55
	21 **	Property Services	1398	856.25	61	13980	11431.08	82	.00	16785	5353.92	68
	22	Other Contractual Service										
	22 02	Dues	78	.00	0	780	729.00	94	.00	945	216.00	77
	22 03	Training	4	3.75	94	40	94.38	236	.00	50	44.38-	189
	22 10	Printing	13537	15115.98	112	135370	142099.96	105	.00	162450	20350.04	88
	22 **	Other Contractual Service	13619	15119.73	111	136190	142923.34	105	.00	163445	20521.66	87
	30	General Supplies										
	30 05	Office Supplies & Equip	1298	885.95	68	12980	14449.15	111	.00	15579	1129.85	93
	30 **	General Supplies	1298	885.95	68	12980	14449.15	111	.00	15579	1129.85	93
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	500	.00	0	5000	748.54	15	.00	6000	5251.46	13
	31 **	Public Works Supplies	500	.00	0	5000	748.54	15	.00	6000	5251.46	13
	32	Library Supplies										
	32 72	Special Events	1339	230.71	17	13390	11413.61	85	.00	16073	4659.39	71
	32 **	Library Supplies	1339	230.71	17	13390	11413.61	85	.00	16073	4659.39	71
601	** **	Library	69164	64073.46	93	691640	670637.01	97	.00	830022	159384.99	81
60	** **	Culture/Recreation	69164	64073.46	93	691640	670637.01	97	.00	830022	159384.99	81
DIV	6002	TOTAL ***** Communications & Mrkting	69164	64073.46	93	691640	670637.01	97	.00	830022	159384.99	81

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources						ANNUAL	UNENCUMB.	%
BA ELE OBJ	ACCOUNT	DESCRIPTION	*****CURRENT*****	*****YEAR-TO-DATE*****				BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	15031	13940.51	93	150310	146414.10	97	.00	180373	
16	**	Library Personal Services	15031	13940.51	93	150310	146414.10	97	.00	180373	
18		Other Personal Services									
18	05	Overtime Civilian	25	189.63	759	250	493.75	198	.00	300	
18	**	Other Personal Services	25	189.63	759	250	493.75	198	.00	300	
19		Employee Benefits									
19	05	Medical Insurance	3928	3283.25	84	39280	32832.50	84	.00	47145	
19	10	IMRF	1724	1469.55	85	17240	15283.74	89	.00	20689	
19	11	Social Security	931	808.38	87	9310	8418.89	90	.00	11183	
19	12	Medicare	217	189.06	87	2170	1968.93	91	.00	2615	
19	50	Employee Asst. Program	500	.00	0	5000	5115.17	102	.00	6000	
19	**	Employee Benefits	7300	5750.24	79	73000	63619.23	87	.00	87632	
21		Property Services									
21	65	Other Services	2958	9015.48	305	29580	31876.77	108	.00	35500	
21	**	Property Services	2958	9015.48	305	29580	31876.77	108	.00	35500	
22		Other Contractual Service									
22	01	Advertising	108	.00	0	1080	249.00	23	.00	1300	
22	02	Dues	296	.00	0	2960	3538.00	120	.00	3558	
22	03	Training	108	283.38	262	1080	433.38	40	.00	1300	
22	55	In Service Training	833	.00	0	8330	7720.13	93	.00	10000	
22	**	Other Contractual Service	1345	283.38	21	13450	11940.51	89	.00	16158	
32		Library Supplies									
32	01	Program Supplies	33	.00	0	330	22.98	7	.00	400	
32	**	Library Supplies	33	.00	0	330	22.98	7	.00	400	
40		Other Charges									
40	62	Tuition Reimbursement	2083	.00	0	20830	10659.86	51	.00	25000	
40	70	Employee Recognition Prog	1779	517.15	29	17790	8895.18	50	.00	21350	
40	**	Other Charges	3862	517.15	13	38620	19555.04	51	.00	46350	
601	** **	Library	30554	29696.39	97	305540	273922.38	90	.00	366713	
60	** **	Culture/Recreation	30554	29696.39	97	305540	273922.38	90	.00	366713	
DIV	6003	TOTAL ***** Human Resources	30554	29696.39	97	305540	273922.38	90	.00	366713	

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	250	.00	0	.00	300	300.00	0
20	**	Prof Technical Services	25	.00	0	250	.00	0	.00	300	300.00	0
21		Property Services										
21	65	Other Services	177	6.95	4	1770	5232.73	296	.00	2125	3107.73-	246
21	**	Property Services	177	6.95	4	1770	5232.73	296	.00	2125	3107.73-	246
22		Other Contractual Service										
22	02	Dues	41	.00	0	410	125.00	31	.00	500	375.00	25
22	10	Printing	41	.00	0	410	555.50	136	.00	500	55.50-	111
22	18	Contr Programs & Exhibits	1666	2600.00	156	16660	19650.00	118	.00	20000	350.00	98
22	**	Other Contractual Service	1748	2600.00	149	17480	20330.50	116	.00	21000	669.50	97
31		Public Works Supplies										
31	85	Small Tools and Equipment	333	29.98	9	2330	483.90	21	.00	3000	2516.10	16
31	**	Public Works Supplies	333	29.98	9	2330	483.90	21	.00	3000	2516.10	16
32		Library Supplies										
32	01	Program Supplies	604	.00	0	4624	1204.85	26	.00	5835	4630.15	21
32	02	Program Events	194	.00	0	3108	8389.33	270	.00	3500	4889.33-	240
32	32	Software	84-	.00	0	660	.00	0	.00	500	500.00	0
32	72	Special Events	1979	.00	0	12038	238.49	2	.00	16000	15761.51	2
32	75	Audio Visual	605-	.00	0	1702	247.95	15	.00	500	252.05	50
32	78	Electronic Resources	166	.00	0	1160	.00	0	.00	1500	1500.00	0
32	80	Books	188	56.40	30	1628	494.98	30	.00	2000	1505.02	25
32	90	Circulation Supplies	41	.00	0	910	.00	0	.00	1000	1000.00	0
32	**	Library Supplies	2483	56.40	2	25830	10575.60	41	.00	30835	20259.40	34
50		Property										
50	15	Other Equipment	208	.00	0	2080	377.98	18	.00	2500	2122.02	15
50	55	Other Capital Outlay	208	.00	0	2080	.00	0	.00	2500	2500.00	0
50	**	Property	416	.00	0	4160	377.98	9	.00	5000	4622.02	8
601	**	** Library	5182	2693.33	52	51820	37000.71	71	.00	62260	25259.29	59
60	**	** Culture/Recreation	5182	2693.33	52	51820	37000.71	71	.00	62260	25259.29	59
DIV	6004	TOTAL ***** Paid by Gifts and Grants	5182	2693.33	52	51820	37000.71	71	.00	62260	25259.29	59

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	54292	49867.57	92	542920	522573.16	96	.00	651505	128931.84	80
	16 **	Library Personal Services	54292	49867.57	92	542920	522573.16	96	.00	651505	128931.84	80
	18	Other Personal Services										
	18 05	Overtime Civilian	20	12.06	60	200	507.77	254	.00	250	257.77-	203
	18 **	Other Personal Services	20	12.06	60	200	507.77	254	.00	250	257.77-	203
	19	Employee Benefits										
	19 05	Medical Insurance	13219	13534.79	102	132190	135347.90	102	.00	158638	23290.10	85
	19 10	IMRF	6062	5078.93	84	60620	53363.38	88	.00	72747	19383.62	73
	19 11	Social Security	3366	2940.89	87	33660	30914.59	92	.00	40393	9478.41	77
	19 12	Medicare	787	687.79	87	7870	7230.02	92	.00	9447	2216.98	77
	19 **	Employee Benefits	23434	22242.40	95	234340	226855.89	97	.00	281225	54369.11	81
	20	Prof Technical Services										
	20 05	Professional Services	491	103.10	21	4910	1601.78	33	.00	5895	4293.22	27
	20 08	Consulting Services Libr	299	.00	0	2990	.00	0	.00	3590	3590.00	0
	20 **	Prof Technical Services	790	103.10	13	7900	1601.78	20	.00	9485	7883.22	17
	21	Property Services										
	21 02	Equipment Maintenance	14249	7674.17	54	142490	178945.39	126	.00	170989	7956.39-	105
	21 **	Property Services	14249	7674.17	54	142490	178945.39	126	.00	170989	7956.39-	105
	22	Other Contractual Service										
	22 03	Training	537	.00	0	5370	.00	0	.00	6450	6450.00	0
	22 42	Internet Access	4805	2595.28	54	48050	40741.73	85	.00	57667	16925.27	71
	22 **	Other Contractual Service	5342	2595.28	49	53420	40741.73	76	.00	64117	23375.27	64
	30	General Supplies										
	30 05	Office Supplies & Equip	56	.00	0	560	107.85	19	.00	683	575.15	16
	30 30	Data System Supplies	2100	1506.55	72	21000	13964.90	67	.00	25204	11239.10	55
	30 32	Software Library	12191	4425.76	36	121910	132198.32	108	.00	146292	14093.68	90
	30 33	Documentation Library	8	.00	0	80	.00	0	.00	100	100.00	0
	30 **	General Supplies	14355	5932.31	41	143550	146271.07	102	.00	172279	26007.93	85
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1102	251.05	23	11020	10461.57	95	.00	13226	2764.43	79
	31 **	Public Works Supplies	1102	251.05	23	11020	10461.57	95	.00	13226	2764.43	79
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	250	.00	0	.00	300	300.00	0
	32 32	Software	907	.00	0	9070	5.49	0	.00	10887	10881.51	0
	32 **	Library Supplies	932	.00	0	9320	5.49	0	.00	11187	11181.51	0

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	2649	.00	0	26490	23955.83	90	.00	31790	7834.17 75	
	50 15	Other Equipment	1050	.00	0	10500	3996.00	38	.00	12600	8604.00 32	
	50 **	Property	3699	.00	0	36990	27951.83	76	.00	44390	16438.17 63	
601	** **	Library	118215	88677.94	75	1182150	1155915.68	98	.00	1418653	262737.32 82	
60	** **	Culture/Recreation	118215	88677.94	75	1182150	1155915.68	98	.00	1418653	262737.32 82	
DIV	6010	TOTAL *****										
		Information Technology	118215	88677.94	75	1182150	1155915.68	98	.00	1418653	262737.32 82	

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	20174.86	92	219940	212281.07	97	.00	263937	51655.93	80
	16 **	Library Personal Services	21994	20174.86	92	219940	212281.07	97	.00	263937	51655.93	80
	18	Other Personal Services										
	18 05	Overtime Civilian	166	17.82	11	1660	1215.33	73	.00	2000	784.67	61
	18 **	Other Personal Services	166	17.82	11	1660	1215.33	73	.00	2000	784.67	61
	19	Employee Benefits										
	19 05	Medical Insurance	6929	6925.32	100	69290	69253.20	100	.00	83155	13901.80	83
	19 10	IMRF	2371	1943.83	82	23710	20480.34	86	.00	28462	7981.66	72
	19 11	Social Security	1342	1159.93	86	13420	12309.77	92	.00	16104	3794.23	76
	19 12	Medicare	313	271.27	87	3130	2878.90	92	.00	3766	887.10	76
	19 **	Employee Benefits	10955	10300.35	94	109550	104922.21	96	.00	131487	26564.79	80
	22	Other Contractual Service										
	22 03	Training	125	.00	0	1250	952.08	76	.00	1500	547.92	64
	22 **	Other Contractual Service	125	.00	0	1250	952.08	76	.00	1500	547.92	64
	30	General Supplies										
	30 05	Office Supplies & Equip	36	.00	0	360	55.59	15	.00	435	379.41	13
	30 **	General Supplies	36	.00	0	360	55.59	15	.00	435	379.41	13
601	** **	Library	33276	30493.03	92	332760	319426.28	96	.00	399359	79932.72	80
60	** **	Culture/Recreation	33276	30493.03	92	332760	319426.28	96	.00	399359	79932.72	80
DIV	6015	TOTAL ***** Security	33276	30493.03	92	332760	319426.28	96	.00	399359	79932.72	80

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	33538	30872.87	92	335380	323895.89	97	.00	402462	78566.11 81
16	**	Library Personal Services	33538	30872.87	92	335380	323895.89	97	.00	402462	78566.11 81
18		Other Personal Services									
18	05	Overtime Civilian	375	331.79	89	3750	3557.98	95	.00	4500	942.02 79
18	**	Other Personal Services	375	331.79	89	3750	3557.98	95	.00	4500	942.02 79
19		Employee Benefits									
19	05	Medical Insurance	8870	8695.46	98	88700	86954.60	98	.00	106451	19496.40 82
19	10	IMRF	3592	3150.30	88	35920	32820.74	91	.00	43110	10289.26 76
19	11	Social Security	2079	1799.58	87	20790	18943.97	91	.00	24953	6009.03 76
19	12	Medicare	486	420.86	87	4860	4430.48	91	.00	5836	1405.52 76
19	**	Employee Benefits	15027	14066.20	94	150270	143149.79	95	.00	180350	37200.21 79
21		Property Services									
21	02	Equipment Maintenance	3414	9644.90	283	34140	34381.92	101	.00	40976	6594.08 84
21	07	Vehicle Equipment Maint	760	438.13	58	7600	3117.20	41	.00	9121	6003.80 34
21	11	Building Maintenance	17255	11602.69	67	172550	169863.38	98	.00	207066	37202.62 82
21	36	Equipment Rental	83	.00	0	830	.00	0	.00	1000	1000.00 0
21	60	Water and Sewer Service	1372	.00	0	13720	15551.69	113	.00	16472	920.31 94
21	**	Property Services	22884	21685.72	95	228840	222914.19	97	.00	274635	51720.81 81
22		Other Contractual Service									
22	03	Training	36	.00	0	360	.00	0	.00	432	432.00 0
22	**	Other Contractual Service	36	.00	0	360	.00	0	.00	432	432.00 0
30		General Supplies									
30	05	Office Supplies & Equip	8	.00	0	80	4.91	6	.00	100	95.09 5
30	50	Petroleum Products	333	340.70	102	3330	3985.78	120	.00	4000	14.22 100
30	51	Heating Fuel	5211	4249.29	82	52110	44017.38	85	.00	62537	18519.62 70
30	**	General Supplies	5552	4589.99	83	55520	48008.07	87	.00	66637	18628.93 72
31		Public Works Supplies									
31	45	Janitorial Supplies	1948	68.74	4	19480	14279.79	73	.00	23387	9107.21 61
31	**	Public Works Supplies	1948	68.74	4	19480	14279.79	73	.00	23387	9107.21 61
50		Property									
50	15	Other Equipment	1666	.00	0	16660	.00	0	.00	20000	20000.00 0
50	**	Property	1666	.00	0	16660	.00	0	.00	20000	20000.00 0
601	** **	Library	81026	71615.31	88	810260	755805.71	93	.00	972403	216597.29 78
60	** **	Culture/Recreation	81026	71615.31	88	810260	755805.71	93	.00	972403	216597.29 78
DIV	6020	TOTAL ***** Facilities	81026	71615.31	88	810260	755805.71	93	.00	972403	216597.29 78

PREPARED 11/10/2022, 8:27:41
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 83% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
DEPT	60	TOTAL *****										
		Executive Office	458309	374279.13	82	4583090	4231378.58	92	.00	5500252	1268873.42	77

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	84360	75756.33	90	843600	748103.36	89	.00	1012329	264225.64 74
16	**	Library Personal Services	84360	75756.33	90	843600	748103.36	89	.00	1012329	264225.64 74
18		Other Personal Services									
18	05	Overtime Civilian	166	452.10	272	1660	700.29	42	.00	2000	1299.71 35
18	**	Other Personal Services	166	452.10	272	1660	700.29	42	.00	2000	1299.71 35
19		Employee Benefits									
19	05	Medical Insurance	13721	13712.44	100	137210	137124.40	100	.00	164662	27537.60 83
19	10	IMRF	8673	7581.11	87	86730	72308.44	83	.00	104084	31775.56 70
19	11	Social Security	5230	4531.28	87	52300	44449.76	85	.00	62764	18314.24 71
19	12	Medicare	1223	1059.73	87	12230	10395.38	85	.00	14679	4283.62 71
19	**	Employee Benefits	28847	26884.56	93	288470	264277.98	92	.00	346189	81911.02 76
22		Other Contractual Service									
22	02	Dues	379	281.00	74	3790	2399.00	63	.00	4548	2149.00 53
22	03	Training	331	19.51	6	3310	1317.78	40	.00	3979	2661.22 33
22	18	Contr Programs & Exhibits	1456	8225.00	565	14560	16684.00	115	.00	17480	796.00 95
22	**	Other Contractual Service	2166	8525.51	394	21660	20400.78	94	.00	26007	5606.22 78
30		General Supplies									
30	05	Office Supplies & Equip	234	342.30	146	2340	1559.36	67	.00	2819	1259.64 55
30	**	General Supplies	234	342.30	146	2340	1559.36	67	.00	2819	1259.64 55
32		Library Supplies									
32	01	Program Supplies	912	341.11	37	9120	7298.24	80	.00	10948	3649.76 67
32	02	Program Events	2577	959.83	37	25770	16381.88	64	.00	30930	14548.12 53
32	90	Circulation Supplies	702	2533.77	361	7020	5990.33	85	.00	8427	2436.67 71
32	**	Library Supplies	4191	3834.71	92	41910	29670.45	71	.00	50305	20634.55 59
601	**	** Library	119964	115795.51	97	1199640	1064712.22	89	.00	1439649	374936.78 74
60	**	** Culture/Recreation	119964	115795.51	97	1199640	1064712.22	89	.00	1439649	374936.78 74
DIV	6401	TOTAL ***** Youth Services	119964	115795.51	97	1199640	1064712.22	89	.00	1439649	374936.78 74

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	91858	78803.15	86	918580	850410.84	93	.00	1102307	251896.16 77
16	**	Library Personal Services	91858	78803.15	86	918580	850410.84	93	.00	1102307	251896.16 77
18		Other Personal Services									
18	05	Overtime Civilian	83	23.02	28	830	494.72	60	.00	1000	505.28 50
18	**	Other Personal Services	83	23.02	28	830	494.72	60	.00	1000	505.28 50
19		Employee Benefits									
19	05	Medical Insurance	12311	15805.52	128	123110	158055.20	128	.00	147736	10319.20- 107
19	10	IMRF	9258	7020.75	76	92580	77694.37	84	.00	111098	33403.63 70
19	11	Social Security	5695	4720.74	83	56950	50940.48	89	.00	68343	17402.52 75
19	12	Medicare	1331	1104.05	83	13310	11913.49	90	.00	15983	4069.51 75
19	**	Employee Benefits	28595	28651.06	100	285950	298603.54	104	.00	343160	44556.46 87
22		Other Contractual Service									
22	02	Dues	233	75.00	32	2330	2404.00	103	.00	2802	398.00 86
22	03	Training	275	.00	0	2750	506.21	18	.00	3300	2793.79 15
22	18	Contr Programs & Exhibits	480	.00	0	4800	2010.00	42	.00	5760	3750.00 35
22	**	Other Contractual Service	988	75.00	8	9880	4920.21	50	.00	11862	6941.79 42
30		General Supplies									
30	05	Office Supplies & Equip	157	172.41	110	1570	1234.31	79	.00	1888	653.69 65
30	**	General Supplies	157	172.41	110	1570	1234.31	79	.00	1888	653.69 65
32		Library Supplies									
32	01	Program Supplies	229	37.69	17	2290	1285.82	56	.00	2750	1464.18 47
32	90	Circulation Supplies	174	184.21	106	1740	1556.98	90	.00	2095	538.02 74
32	**	Library Supplies	403	221.90	55	4030	2842.80	71	.00	4845	2002.20 59
601	**	** Library	122084	107946.54	88	1220840	1158506.42	95	.00	1465062	306555.58 79
60	**	** Culture/Recreation	122084	107946.54	88	1220840	1158506.42	95	.00	1465062	306555.58 79
DIV	6410	TOTAL *****									
		Info Services	122084	107946.54	88	1220840	1158506.42	95	.00	1465062	306555.58 79

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	BUDGET	BALANCE	BDGT
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	115039	92250.65	80	1150390	975129.05	85	.00	1380472	405342.95 71
16	**	Library Personal Services	115039	92250.65	80	1150390	975129.05	85	.00	1380472	405342.95 71
18		Other Personal Services									
18	05	Overtime Civilian	83	1867.78	2250	830	6150.80	741	.00	1000	5150.80- 615
18	**	Other Personal Services	83	1867.78	2250	830	6150.80	741	.00	1000	5150.80- 615
19		Employee Benefits									
19	05	Medical Insurance	9735	5637.18	58	97350	56371.80	58	.00	116828	60456.20 48
19	10	IMRF	10992	8255.56	75	109920	84485.06	77	.00	131907	47421.94 64
19	11	Social Security	7132	5746.62	81	71320	59966.93	84	.00	85589	25622.07 70
19	12	Medicare	1668	1343.96	81	16680	14024.45	84	.00	20017	5992.55 70
19	**	Employee Benefits	29527	20983.32	71	295270	214848.24	73	.00	354341	139492.76 61
21		Property Services									
21	65	Other Services	292	.00	0	2920	1342.20	46	.00	3513	2170.80 38
21	**	Property Services	292	.00	0	2920	1342.20	46	.00	3513	2170.80 38
22		Other Contractual Service									
22	02	Dues	125	100.00	80	1250	449.00	36	.00	1505	1056.00 30
22	03	Training	231	146.84	64	2310	2272.57	98	.00	2773	500.43 82
22	**	Other Contractual Service	356	246.84	69	3560	2721.57	76	.00	4278	1556.43 64
30		General Supplies									
30	05	Office Supplies & Equip	169	69.56	41	1690	1311.62	78	.00	2033	721.38 65
30	**	General Supplies	169	69.56	41	1690	1311.62	78	.00	2033	721.38 65
32		Library Supplies									
32	01	Program Supplies	83	55.69	67	830	318.66	38	.00	1000	681.34 32
32	90	Circulation Supplies	721	160.09	22	7210	4373.69	61	.00	8660	4286.31 51
32	**	Library Supplies	804	215.78	27	8040	4692.35	58	.00	9660	4967.65 49
601	**	** Library	146270	115633.93	79	1462700	1206195.83	83	.00	1755297	549101.17 69
60	**	** Culture/Recreation	146270	115633.93	79	1462700	1206195.83	83	.00	1755297	549101.17 69
DIV	6420	TOTAL ***** Customer Services	146270	115633.93	79	1462700	1206195.83	83	.00	1755297	549101.17 69

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	20327	15090.60	74	203270	172278.43	85	.00	243924	71645.57	71
	16 **	Library Personal Services	20327	15090.60	74	203270	172278.43	85	.00	243924	71645.57	71
	18	Other Personal Services										
	18 05	Overtime Civilian	20	5.65	28	200	63.06	32	.00	250	186.94	25
	18 **	Other Personal Services	20	5.65	28	200	63.06	32	.00	250	186.94	25
	19	Employee Benefits										
	19 05	Medical Insurance	3944	4000.42	101	39440	40004.20	101	.00	47336	7331.80	85
	19 10	IMRF	2333	1570.00	67	23330	17923.49	77	.00	28007	10083.51	64
	19 11	Social Security	1260	877.54	70	12600	10125.50	80	.00	15123	4997.50	67
	19 12	Medicare	294	205.22	70	2940	2368.03	81	.00	3537	1168.97	67
	19 **	Employee Benefits	7831	6653.18	85	78310	70421.22	90	.00	94003	23581.78	75
	22	Other Contractual Service										
	22 02	Dues	96	.00	0	960	756.00	79	.00	1156	400.00	65
	22 03	Training	119	.00	0	1190	380.34	32	.00	1428	1047.66	27
	22 18	Contr Programs & Exhibits	7351	16146.52	220	73510	51155.76	70	.00	88213	37057.24	58
	22 **	Other Contractual Service	7566	16146.52	213	75660	52292.10	69	.00	90797	38504.90	58
	32	Library Supplies										
	32 01	Program Supplies	0	14.99-	0	0	.00	0	.00	0	.00	0
	32 02	Program Events	678	208.41	31	6780	8107.62	120	.00	8138	30.38	100
	32 **	Library Supplies	678	193.42	29	6780	8107.62	120	.00	8138	30.38	100
601 ** **		Library	36422	38089.37	105	364220	303162.43	83	.00	437112	133949.57	69
60 ** **		Culture/Recreation	36422	38089.37	105	364220	303162.43	83	.00	437112	133949.57	69
DIV 6440		TOTAL *****										
		Programs and Exhibits	36422	38089.37	105	364220	303162.43	83	.00	437112	133949.57	69

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	45235	33467.21	74	452350	413438.21	91	.00	542823	129384.79 76
16	**	Library Personal Services	45235	33467.21	74	452350	413438.21	91	.00	542823	129384.79 76
19		Employee Benefits									
19	05	Medical Insurance	4380	4187.92	96	43800	41879.20	96	.00	52569	10689.80 80
19	10	IMRF	4615	3185.34	69	46150	39419.14	85	.00	55387	15967.86 71
19	11	Social Security	2804	2036.54	73	28040	24970.56	89	.00	33655	8684.44 74
19	12	Medicare	655	476.30	73	6550	5839.88	89	.00	7871	2031.12 74
19	**	Employee Benefits	12454	9886.10	79	124540	112108.78	90	.00	149482	37373.22 75
22		Other Contractual Service									
22	02	Dues	166	.00	0	1660	1249.00	75	.00	1995	746.00 63
22	03	Training	41	.00	0	410	181.62	44	.00	500	318.38 36
22	42	Internet Access	320	.00	0	3200	3840.00	120	.00	3840	.00 100
22	66	Outside Reference Service	256	.00	0	2560	3203.00	125	.00	3078	125.00- 104
22	**	Other Contractual Service	783	.00	0	7830	8473.62	108	.00	9413	939.38 90
30		General Supplies									
30	05	Office Supplies & Equip	58	15.90	27	580	544.61	94	.00	700	155.39 78
30	07	Supplies Reimb by Patrons	45	178.62	397	450	458.74	102	.00	550	91.26 83
30	**	General Supplies	103	194.52	189	1030	1003.35	97	.00	1250	246.65 80
31		Public Works Supplies									
31	85	Small Tools and Equipment	516	23.59	5	5160	5153.77	100	.00	6200	1046.23 83
31	**	Public Works Supplies	516	23.59	5	5160	5153.77	100	.00	6200	1046.23 83
32		Library Supplies									
32	01	Program Supplies	58	.00	0	580	407.16	70	.00	700	292.84 58
32	78	Electronic Resources	31291	6490.03	21	312910	351019.74	112	.00	375497	24477.26 94
32	90	Circulation Supplies	131	.00	0	1310	553.40	42	.00	1575	1021.60 35
32	**	Library Supplies	31480	6490.03	21	314800	351980.30	112	.00	377772	25791.70 93
601	**	Library	90571	50061.45	55	905710	892158.03	99	.00	1086940	194781.97 82
60	**	Culture/Recreation	90571	50061.45	55	905710	892158.03	99	.00	1086940	194781.97 82
DIV	6450	TOTAL ***** Digital Services	90571	50061.45	55	905710	892158.03	99	.00	1086940	194781.97 82

PREPARED 11/10/2022, 8:27:41
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 83% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	235595	208834.41	89	2355950	2090127.85	89	.00	2827224	737096.15	74

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	29468	22782.11	77	294680	223479.41	76	.00	353626	130146.59	63
	16 **	Library Personal Services	29468	22782.11	77	294680	223479.41	76	.00	353626	130146.59	63
	18	Other Personal Services										
	18 05	Overtime Civilian	20	3.71	19	200	54.71	27	.00	250	195.29	22
	18 **	Other Personal Services	20	3.71	19	200	54.71	27	.00	250	195.29	22
	19	Employee Benefits										
	19 05	Medical Insurance	1173	2128.37	181	11730	21283.70	181	.00	14084	7199.70	151
	19 10	IMRF	3213	2374.95	74	32130	23229.63	72	.00	38562	15332.37	60
	19 11	Social Security	1827	1390.47	76	18270	13618.21	75	.00	21925	8306.79	62
	19 12	Medicare	427	325.17	76	4270	3184.76	75	.00	5128	1943.24	62
	19 **	Employee Benefits	6640	6218.96	94	66400	61316.30	92	.00	79699	18382.70	77
	20	Prof Technical Services										
	20 40	General Insurance	18	.00	0	180	.00	0	.00	216	216.00	0
	20 **	Prof Technical Services	18	.00	0	180	.00	0	.00	216	216.00	0
	21	Property Services										
	21 02	Equipment Maintenance	627	1077.82	172	6270	4219.24	67	.00	7530	3310.76	56
	21 11	Building Maintenance	4613	3856.78	84	46130	51285.20	111	.00	55366	4080.80	93
	21 36	Equipment Rental	83	.00	0	830	.00	0	.00	1000	1000.00	0
	21 60	Water and Sewer Service	100	.00	0	1000	387.96	39	.00	1200	812.04	32
	21 65	Other Services	25	26.13	105	250	161.04	64	.00	300	138.96	54
	21 **	Property Services	5448	4960.73	91	54480	56053.44	103	.00	65396	9342.56	86
	22	Other Contractual Service										
	22 02	Dues	66	.00	0	660	308.00	47	.00	802	494.00	38
	22 03	Training	83	.00	0	830	389.47	47	.00	1000	610.53	39
	22 28	Contr Prog & Exhib-Adult	1750	1300.00	74	17500	18934.52	108	.00	21000	2065.48	90
	22 38	Contr Prog & Exhib-Youth	125	.00	0	1250	.00	0	.00	1500	1500.00	0
	22 42	Internet Access	256	231.99	91	2560	2319.90	91	.00	3075	755.10	75
	22 **	Other Contractual Service	2280	1531.99	67	22800	21951.89	96	.00	27377	5425.11	80
	30	General Supplies										
	30 05	Office Supplies & Equip	166	307.71	185	1660	1455.43	88	.00	2000	544.57	73
	30 07	Supplies Reimb by Patrons	685	419.75	61	6850	3106.93	45	.00	8231	5124.07	38
	30 32	Software Library	562	.00	0	5620	3194.87	57	.00	6750	3555.13	47
	30 51	Heating Fuel	3345	370.90	11	33450	4010.56	12	.00	40140	36129.44	10
	30 **	General Supplies	4758	1098.36	23	47580	11767.79	25	.00	57121	45353.21	21
	31	Public Works Supplies										
	31 45	Janitorial Supplies	689	.00	0	6890	1182.12	17	.00	8270	7087.88	14
	31 85	Small Tools and Equipment	1044	547.90	53	10440	5433.66	52	.00	12529	7095.34	43
	31 **	Public Works Supplies	1733	547.90	32	17330	6615.78	38	.00	20799	14183.22	32

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	1390.03	111	12500	7841.05	63	.00	15000	7158.95	52
	32	22 Program Events-Youth	250	.00	0	2500	945.40	38	.00	3000	2054.60	32
	32	** Library Supplies	1500	1390.03	93	15000	8786.45	59	.00	18000	9213.55	49
	50	Property										
	50	12 Computer Equipment	166	.00	0	1660	1199.00	72	.00	2000	801.00	60
	50	15 Other Equipment	1268	992.94	78	12680	2303.13	18	.00	15221	12917.87	15
	50	** Property	1434	992.94	69	14340	3502.13	24	.00	17221	13718.87	20
601	**	** Library	53299	39526.73	74	532990	393527.90	74	.00	639705	246177.10	62
60	**	** Culture/Recreation	53299	39526.73	74	532990	393527.90	74	.00	639705	246177.10	62
DIV	6480	TOTAL *****										
		Belmont Makerspace	53299	39526.73	74	532990	393527.90	74	.00	639705	246177.10	62
DEPT	64	TOTAL *****										
		User Services	830270	698632.35	84	8302700	7351165.16	89	.00	9963835	2612669.84	74
FUND	291	TOTAL *****										
		Memorial Library Fund	1288579	1072911.48	83	12885790	11582543.74	90	.00	15464087	3881543.26	75
GRAND		TOTAL *****										
			1288579	1072911.48	83	12885790	11582543.74	90	.00	15464087	3881543.26	75

PREPARED 11/10/2022, 8:45:32
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 83% 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	3759.28	11	333330	30520.32	9	.00	400000	369479.68	8
	50	** Property	33333	3759.28	11	333330	30520.32	9	.00	400000	369479.68	8
601	**	** Library	33333	3759.28	11	333330	30520.32	9	.00	400000	369479.68	8
60	**	** Culture/Recreation	33333	3759.28	11	333330	30520.32	9	.00	400000	369479.68	8
DIV	6001	TOTAL ***** Administration	33333	3759.28	11	333330	30520.32	9	.00	400000	369479.68	8

FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	0	.00	0	0	4832.40	0	.00	0	4832.40-	0
	50 **	Property	0	.00	0	0	4832.40	0	.00	0	4832.40-	0
601	** **	Library	0	.00	0	0	4832.40	0	.00	0	4832.40-	0
60	** **	Culture/Recreation	0	.00	0	0	4832.40	0	.00	0	4832.40-	0
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	0	.00	0	0	4832.40	0	.00	0	4832.40-	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 15	Other Equipment	85743	.00	0	857430	883645.00	103	.00	1028926	145281.00 86
	50 **	Property	85743	.00	0	857430	883645.00	103	.00	1028926	145281.00 86
601	** **	Library	85743	.00	0	857430	883645.00	103	.00	1028926	145281.00 86
60	** **	Culture/Recreation	85743	.00	0	857430	883645.00	103	.00	1028926	145281.00 86
DIV	6020	TOTAL ***** Facilities	85743	.00	0	857430	883645.00	103	.00	1028926	145281.00 86
DEPT	60	TOTAL ***** Executive Office	119076	3759.28	3	1190760	918997.72	77	.00	1428926	509928.28 64

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.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 55	Other Capital Outlay	5416	77.00	1	54160	37180.28	69	.00	65000	27819.72 57
	50 **	Property	5416	77.00	1	54160	37180.28	69	.00	65000	27819.72 57
601 ** **		Library	5416	77.00	1	54160	37180.28	69	.00	65000	27819.72 57
60 ** **		Culture/Recreation	5416	77.00	1	54160	37180.28	69	.00	65000	27819.72 57
DIV 6480		TOTAL *****									
		Belmont Makerspace	5416	77.00	1	54160	37180.28	69	.00	65000	27819.72 57
DEPT 64		TOTAL *****									
		User Services	5416	77.00	1	54160	37180.28	69	.00	65000	27819.72 57
FUND 491		TOTAL *****									
		Capital Projects-Library	124492	3836.28	3	1244920	956178.00	77	.00	1493926	537748.00 64
GRAND		TOTAL *****	124492	3836.28	3	1244920	956178.00	77	.00	1493926	537748.00 64

November 15, 2022

(Action Item 6)

**ACCCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
October 31, 2022**

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$304,140.00
491	Capital Projects Fund - Library	\$3,836.28
Total Disbursements		<u>\$307,976.28</u>
Payrolls Paid		
10/7/2022		\$298,515.59
10/21/2022		\$302,474.84
Total Payroll Disbursements		<u>\$600,990.43</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
10/31/2022	Group Insurance	\$130,057.10
10/31/2022	IMRF	\$68,229.02
10/31/2022	Social Security	\$44,877.37
10/31/2022	Medicare	\$19,869.42
		<u>\$263,032.91</u>
Total Disbursed		<u>\$1,171,999.62</u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
84101	AHML FOUNDATION	291-0000-250.15-00	DONATION HARTWIG K IN MEM	100.00	100.00
84102	ALA	291-0000-140.05-00	ALA CONF - SHIN C 1/27-30	230.00	230.00
84111	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	CORPORATE CASHBACK	114.14-	114.14-
84118	BAMBOOHR, LLC	291-0000-140.05-00	PREPAID BAMBOOHR ADVANTAG	9,764.97	9,764.97
84161	GREY HOUSE PUBLISHING	291-0000-140.05-00	PREPAID GREY HOUSE PUBLIS	5,065.00	5,065.00
84163	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED OCTOBER FSA DEP OCTOBER	3,363.87 1,153.86	4,517.73
84170	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-0000-140.05-00	PREPAID IHLS LICENSE 10/1	5,257.69	5,257.69
84205	NEWSBANK	291-0000-140.05-00	PREPAID NEWSBANK 2023 ELE	31,833.00	31,833.00
84235	SONTIQ, INC	291-0000-210.83-00	SEPT ULTRASECURE IDENTITY	88.36	88.36
***** DIVISION TOTAL ****					56,742.61
***** DEPARTMENT TOTAL **					56,742.61

DEPARTMENT: 60

Executive Office

DIVISION: 01

84103	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES - DRISKELL M	306.00	306.00
84105	AMAZON.COM CREDIT	291-6001-601.30-05 291-6001-601.30-05 291-6001-601.50-15 291-6001-601.30-05 291-6001-601.30-05	FANS FINANCE OFFICE SUPPLIES STANDING DESK FRAMES FOR FINANCE OFFICE SUPPLIES PACKING TAPE	99.98 19.24 1,983.92 19.24 13.49	2,135.87
84108	ARLINGTON HTS CHAMBER OF COMMERCE	291-6001-601.22-03	2022 GALA SPONSORSHIP	1,500.00	1,500.00
84109	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03 291-6001-601.22-03 291-6001-601.22-03 291-6001-601.32-72 291-6001-601.22-03	ILA CONF MEAL-T KARIM ILA CONF-E MROCZEK ILA CONF-N CAMP J BORRELL BOARD MEETING S OPEN MIKE REFRESHMENTS	43.00 45.32 38.98 20.03 10.99	158.32
84111	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-02 291-6001-601.22-05 291-6001-601.32-72	BUSINESS BUILDERS BLAST-M UPS TELCOM INNOVATIONS GR TRUSTEE J BORRELL REFRESH	75.00 16.18 48.00	139.18
84119	BECKMAN, SUSAN	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	146.43	146.43
84121	BELFORD, AMY	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	76.63	76.63
84135	COLEMAN, BRITTANY	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	171.56	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					171.56
84140	CZAJKA, JENNIFER	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	167.54	167.54
84141	DANTIS, PATRICIA	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	60.66	60.66
84144	DRISKELL, MIKE	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	155.45	155.45
84146	DUNCAN, JOLIE	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	159.21	159.21
84152	FINER LINE	291-6001-601.30-05	NAME BADGES	19.06	19.06
84163	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES OCTOBER	147.25	147.25
84164	HENRY, KATHERINE C.	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	79.33	79.33
84169	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES - AHML	750.00	750.00
84182	KAPLAN, RACHEL	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	67.07	67.07
84185	KRUEGER, CHRISTOPHER	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	229.50	229.50
84190	LOWERY, ALISON	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	145.10	145.10
84191	LUDEMANN, ELIZABETH	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	213.36	213.36
84192	MAIER, MEGAN	291-6001-601.22-03	BACK IN CIRCULATION CONF	270.12	270.12
84197	MEYER, SHANNON	291-6001-601.22-03	BACK IN CIRCULATION CONF	1,507.99	1,507.99
84200	MORAVEC, JANET	291-6001-601.22-03	SUPPLIES FOR OPEN MIKE	56.76	56.76
84202	MURPHY, DIANE	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	147.34	147.34
84203	MUSZYNSKI, EMILY	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	186.44	186.44
84214	PARKER, NEAL	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	155.44	155.44
84216	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SERVS JULY-SEPT	1,237.50	1,237.50
84219	QUICK DELIVERY SERVICE INC	291-6001-601.40-96	DELIVERY SERVS OCTOBER	108.00	
		291-6001-601.40-96	DELIVERY SERVS OCTOBER	109.80	
		291-6001-601.40-96	DELIVERY SERVS OCTOBER	108.90	326.70
84220	QUILL LLC	291-6001-601.30-05	NAME PLATE F/TRUSTEE BORR	25.78	25.78
84223	REVILLA, DANA	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	131.64	131.64
84224	ROUNDY'S INC	291-6001-601.32-72	RECEPTION D SMART	120.00	120.00
84231	SMITH, CHRISTOPHER	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	71.43	71.43
84233	SOMARY, AMY	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	123.06	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					123.06
84234	SON,ALICE	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	75.63	75.63
84237	STAPLES	291-6001-601.30-05	OFFICE SUPPLIES	47.37	47.37
84240	TADER, SHERRI	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	191.99	191.99
84244	VERIZON WIRELESS	<- 291-6001-601.22-70	TELEPHONE 8/26-9/25	353.76	
		291-6001-601.22-70	TELEPHONE 9/26-10/25	353.37	707.13
84246	WAREHOUSE DIRECT	291-6001-601.30-05	BINDERS	29.88	29.88
84248	WILLIAMS ASSOCIATES ARCHITECTS	491-6001-601.50-55	SEPTEMBER KID'S WORLD CON	3,759.28	3,759.28
84250	WILLIAMS, MATTHEW	291-6001-601.22-03	ILA CONF EXPENSES REIMBUR	169.23	169.23
***** DIVISION TOTAL ****					16,168.23

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
84111	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK ADVERTISING	4.25	
		291-6002-601.21-65	FACEBOOK ADVERTISING	25.00	
		291-6002-601.22-10	BUSINESS CARDS-M WILLIAMS	65.99	
		291-6002-601.22-10	BUSINESS CARDS-E MROZCEK	33.99	
		291-6002-601.30-05	NEUE HELVETICA FONTS	327.98	
		291-6002-601.30-05	STOCK CREDITS	416.00	
		291-6002-601.30-05	ARCADE AGE STOCK PHOTOS	41.97	
		291-6002-601.30-05	SEVENTIES FAMILY-6 FONTS	100.00	
		291-6002-601.32-72	BALLOONS MP ANNIVERSARY	66.73	1,081.91
84122	BENSON, BRIAN	291-6002-601.22-03	TRAVEL/TRAINING	3.75	
		291-6002-601.32-72	9/30 PROGRAM SUPPLY DISCO	163.98	167.73
84129	CARDINAL COLORGROUP	291-6002-601.22-10	NOVEMBER NEWSLETTER	15,016.00	15,016.00
84218	POSTMASTER	291-6002-601.21-65	PERMIT#591 USPS MARKETING	275.00	275.00
84228	SCHLESINGER MACHINERY INC	291-6002-601.21-02	CUTTER BLADE SHARPENING	552.00	552.00
***** DIVISION TOTAL ****					17,092.64

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60 Executive Office					
84099	ACCURATE EMPLOYMENT SCREENING LLC	291-6003-601.21-65	EMPLOYMENT &VOL SCREENING	353.48	353.48
84104	ALBERTSONS COMPANIES-OSCO DRUG 3278	291-6003-601.21-65	2022 FLU SHOT CLINIC IN-H	1,152.00	1,152.00
84109	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	M VELA RETIREMENT LUNCH	50.00	
		291-6003-601.22-03	MILEAGE-G ROJEK	33.38	

Marketing

Human Resources

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					83.38
84111	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-03	EMPLOYMENT LAW CONF-HAACK	250.00	250.00
84120	BEGICH, JENNIFER	291-6003-601.40-70	STOP BY FOR PIE VOLUNTEER	152.64	152.64
84141	DANTIS, PATRICIA	291-6003-601.40-70	WELCOME LUNCH DSG MANAGER	64.51	64.51
84166	HR SOURCE	291-6003-601.21-65	MARKET BENCHMARKING PROJE	7,315.00	
		291-6003-601.21-65	MARKET BENCHMARKING ADDIT	195.00	7,510.00
***** DIVISION TOTAL ****					9,566.01

Grants/ FOL

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 04			
84105	AMAZON.COM CREDIT	291-6004-601.32-80	BOOKS	36.98	
		291-6004-601.21-65	VENEZUELAN FLAG	6.95	43.93
84109	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.31-85	BUTTERFLY GARDEN FOL	29.98	29.98
84123	BENSON, RAYMOND	291-6004-601.22-18	12/8 MOVIE CLUB	350.00	350.00
84156	GIRE, DANN	291-6004-601.22-18	12/8 MOVIE CLUB	350.00	350.00
84174	INGRAM LIBRARY SERVICES	291-6004-601.32-80	BOOKS	19.42	19.42
84210	PACHANKA MUSIC CULTURE LLC	291-6004-601.22-18	11/20 SUNDAY MUSICALE IDA	1,000.00	1,000.00
84243	VALENTI, MARK	291-6004-601.22-18	12/11 SUNDAY MUSICALE	900.00	900.00
***** DIVISION TOTAL ****					2,693.33

Finance

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 08			
84101	AHML FOUNDATION	291-6008-601.21-65	PAYPAL FEE DONATION	2.48-	2.48-
84109	ARLINGTON HTS MEMORIAL LIBRARY	291-6008-601.22-03	MILEAGE-T KOZAK	2.63	
		291-6008-601.22-03	MEETING SUPPLIES	12.47	15.10
***** DIVISION TOTAL ****					12.62

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DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	DIVISION: 10			
84105	AMAZON.COM CREDIT	291-6010-601.30-30	TONER	512.00	
		291-6010-601.31-85	SOLDERING IRON	53.78	
		291-6010-601.31-85	SOLDERING IRON	8.49	
		291-6010-601.31-85	CARRYING CASE FOR OWL	59.39	
		291-6010-601.31-85	OTTERBOX PHONE CASES FOR	94.92	
		291-6010-601.30-30	BROTHER DRUM UNIT	151.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					880.57
84111	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.22-42	EMERGENCY TEXTING SERVICE	94.98	
		291-6010-601.30-32	LAT ZOOM SUBSCRIPTION	280.00	
		291-6010-601.31-85	HOME BUTTON ASSEMBLY IPAD	34.47	
		291-6010-601.20-05	SSL CERT RENEWAL LINKIN	49.00	
		291-6010-601.20-05	PAYFLOW PRO SUBSCRIPTION	54.10	
		291-6010-601.22-42	BUSINESS CABLE 10/1-10/31	21.04	
		291-6010-601.22-42	SC INTERNET, 9/21-10/20	140.77	
		291-6010-601.22-42	ADT SECURITY MAKERPLACE	53.32	
		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	MICROSOFT PHONE CONF LINE	1.50	
		291-6010-601.30-32	FONT LIBRARY, TAX REFUND	29.90	
		291-6010-601.30-32	KINDLE UNLIMITED SUBSCRIP	9.99	
		291-6010-601.30-32	AMAZON FREETIME SUBSCRIP	7.99	
		291-6010-601.30-32	AMAZON S3 BACKUP SUBSCRIP	413.67	
		291-6010-601.30-32	TRELLO SUBSCRIPTION	87.50	
		291-6010-601.30-32	GOOGLE WORKSPACE SUBSCRIP	57.00	
		291-6010-601.30-32	GOOGLE GSUITE SUBSCRIPTIO	54.00	
		291-6010-601.30-32	SPOTIFY SUBSCRIPTION	15.99	
		291-6010-601.30-32	AMAZON MUSIC SUBSCRIPTION	9.99	
		291-6010-601.30-32	RIDDLE SUBSCRIPTION	49.00	
		291-6010-601.30-32	OFFICE365 SUBSCRIPTION	651.75	2,233.15
84114	B & H PHOTO VIDEO	291-6010-601.30-30	EPSON INK F/GRAPHICS PRIN	259.00	259.00
84118	BAMBOOHR, LLC	291-6010-601.30-32	BAMBOOHR ADVANTAGE	887.73	887.73
84170	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6010-601.30-32	ILLIAD LICENSE 10/1/22-9/	1,752.56	1,752.56
84171	IMAGE SYSTEMS & BUSINESS SOLUTIONS	291-6010-601.21-02	EQUIPMENT MAINTENANCE	1,826.29	1,826.29
84172	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	3,288.43	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	1,284.75	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	601.55	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	421.10	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	252.05	5,847.88
84220	QUILL LLC	291-6010-601.30-30	SAMSUNG TONER	583.56	583.56
84221	RCN	291-6010-601.22-42	ACCT#443884401 INTERNET 1	2,285.17	2,285.17

***** DIVISION TOTAL ****

Facilities

16,555.91

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
84107	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS AUGUST	280.00	
		291-6020-601.21-11	REG SERVS SEPTEMBER	420.00	700.00
84111	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-07	LIGHT LENS	296.47	296.47
84115	BADE SUPPLY	291-6020-601.31-45	ROLL TOWEL DISPENSER	68.74	68.74
84136	COMED	291-6020-601.30-51	HEATING 9/7-10/6	25.89	
		291-6020-601.30-51	HEATING 9/7-10/6	2.99	28.88
84138	CONSERV FS INC	291-6020-601.21-11	CALCIUM CHLORIDE & SALT	3,303.60	3,303.60
84150	ESSCOE, LLC	291-6020-601.21-02	SECURITY CAMERA REPLACEME	1,093.14	1,093.14
84155	GARDEN GUY, INC.	291-6020-601.21-11	LANDSCAPE MAINT OCT AHML	682.00	682.00
84159	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	99.16	
		291-6020-601.21-11	LIGHT BULBS	760.00	859.16
84165	HOH WATER TECHNOLOGY INC	291-6020-601.21-11	MAINTENANCE SUPPLIES	67.06	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	324.47	391.53
84167	IGS ENERGY	291-6020-601.30-51	NATURAL GAS SEPT	3,024.81	3,024.81
84194	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS NOVEMBER	4,599.00	4,599.00
84196	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTENANCE	42.97	42.97
84198	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERVS OCTOBER	96.60	96.60
84201	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT	139.98	139.98
84204	NATIONWIDE POWER SOLUTIONS	291-6020-601.21-02	UPS MAINTENANCE CONTRACT	3,581.76	3,581.76
84206	NICOR GAS	291-6020-601.30-51	NATURAL GAS SEPTEMBER	952.85	
		291-6020-601.30-51	NATURAL GAS SEPTEMBER	242.75	1,195.60
84229	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	13.96	
		291-6020-601.21-11	BLDG MAINTENANCE	16.93	
		291-6020-601.21-07	VEHICLE EQUIPMENT MAINTEN	26.95	
		291-6020-601.21-07	VEHICLE EQUIPMENT MAINTEN	11.16	
		291-6020-601.21-11	BLDG MAINTENANCE	42.33	111.33
84236	STANDARD ELEVATOR CO	291-6020-601.21-02	NO LOAD PRESSURE TEST 8/2	4,470.00	4,470.00
84245	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	FUEL SEPTEMBER	340.70	
		291-6020-601.21-11	FALSE POLICE ALARM 9/14	50.00	
		291-6020-601.21-02	ELEVATOR INSPECTIONS (5)	500.00	890.70
84251	WM CORPORATE SERVICES INC	291-6020-601.21-11	WASTE,RECYCLING & GREEN W	477.73	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
84253	ZORO TOOLS INC	291-6020-601.21-07	AUTOMOTIVE CIRCUIT BREAKE	98.56	98.56
***** DIVISION TOTAL ****					26,344.45
***** DEPARTMENT TOTAL **					88,433.19

Youth services

DEPARTMENT: 64 User Services
 84103 ALA MEMBERSHIP
 84105 AMAZON.COM CREDIT

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
		DIVISION: 01			
		291-6401-601.22-02	ALA DUES - MIJALSKI D	56.00	56.00
		291-6401-601.30-05	OFFICE SUPPLIES	29.88	
		291-6401-601.30-05	OFFICE SUPPLIES	29.88	
		291-6401-601.32-01	TEEN HALLOWEEN PARTY SUPP	49.85	
		291-6401-601.32-02	NUMBER FUN SUPPLIES 11/10	21.80	
		291-6401-601.32-02	NUMBER FUN SUPPLIES 11/10	7.99	
		291-6401-601.32-02	HALLOWEEN FUN WITCH CRAFT	5.27	
		291-6401-601.32-02	HALLOWEEN FUN WITCH CRAFT	36.42	
		291-6401-601.32-02	HALLOWEEN FUN WITCH CRAFT	6.97	
		291-6401-601.32-02	TWEEN PIZZA PLUSHIE 10/19	29.88	
		291-6401-601.32-02	NOVEMBER TAG SUPPLIES	34.29	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	11.47	
		291-6401-601.32-02	GLOBETROTTERS SUPPLIES	48.81	
		291-6401-601.30-05	KEYBOARD COVER	49.99	
		291-6401-601.32-01	TEEN HALLOWEEN PARTY CRAFT	29.97	
		291-6401-601.32-02	CRAFTERNOON SUPPLIES	33.69	
		291-6401-601.32-02	CRAFTERNOON SUPPLIES	8.99	
		291-6401-601.32-02	HALLOWEEN FUN PUMPKINS	33.98	
		291-6401-601.32-90	SCHOOL ITEM RETURN BAGS	15.95	
		291-6401-601.32-01	THANKSGIVING/FALL CRAFTS	90.93	
		291-6401-601.32-02	HALLOWEEN FUN CRAFT	31.02	
		291-6401-601.32-02	HALLOWEEN FUN CRAFT	5.99	
		291-6401-601.32-02	HALLOWEEN FUN CRAFT	58.59	
		291-6401-601.32-90	TEEN LITCRATE GOODIES 1	402.32	
		291-6401-601.32-90	TEEN LITCRATE GOODIES 1	372.44	
		291-6401-601.32-90	TEEN LITCRATE GOODIES 1	58.50	
		291-6401-601.30-05	DUAL COMPUTER MONITOR STA	26.99	
		291-6401-601.30-05	DESK SUPPLIES	99.30	
		291-6401-601.32-90	TEEN LITCRATE GOODIES 3	325.59	
		291-6401-601.32-90	TEEN LITCRATE GOODIES 3	32.97	
		291-6401-601.32-90	TEEN LITCRATE GOODIES 3	39.98	
		291-6401-601.32-90	TEEN LITCRATE GOODIES 2	324.02	
		291-6401-601.32-01	DINOVEMBER SUPPLIES	84.95	
		291-6401-601.32-02	TAG TURKEY PLACEMANTS NOV	7.33	
		291-6401-601.32-02	TAG TURKEY PLACEMANTS NOV	10.85	
		291-6401-601.32-02	TAG TURKEY PLACEMANTS NOV	6.49	
		291-6401-601.32-02	TAG TURKEY PLACEMANTS NOV	16.52	
		291-6401-601.32-02	TAG TURKEY PLACEMANTS NOV	14.30	2,434.40
84109	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	MILEAGE-L DAKAS	7.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-02	TAB MEETING REFRESHMENTS	14.99	
		291-6401-601.32-02	HALLOWEEN FUN DECORATIONS	20.88	
		291-6401-601.32-02	TAB REFRESHMENTS	14.99	
		291-6401-601.22-03	MILEAGE-A MORENO	4.50	
		291-6401-601.22-03	MILEAGE-B CLESEN	4.63	
		291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	18.90	
		291-6401-601.32-02	TEEN HALLOWEEN FUN	25.95	
		291-6401-601.22-03	MILEAGE-J PINOTTI	3.38	
		291-6401-601.32-02	PIZZA PLUSHIES, 10/19	47.34	162.56
84110	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	LINCOLN BOOK AWARD REGIST	10.00	10.00
84111	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-01	STORYTIME PUPPETS	85.41	
		291-6401-601.32-02	BUTTON MAKING SUPPLIES OU	310.80	
		291-6401-601.32-90	TEEN LITCRATE LUGGAGE TAG	507.33	
		291-6401-601.32-90	TWEEN LITCRATE LUGGAGE TA	404.45	1,307.99
84113	AUTHORS UNBOUND AGENCY	291-6401-601.22-18	11/9 OBOV T.CHEE SCHOOL V	6,500.00	6,500.00
84130	CARPET SQUARE RECORDS	291-6401-601.22-18	12/17 JUSTIN ROBERTS MUSI	1,600.00	1,600.00
84134	CLESEN, REBECCA	291-6401-601.32-02	HALLOWEEN FUN SUPPLIES	65.33	65.33
84142	DEMCO INC	291-6401-601.30-05	OUTREACH EVENTS CALENDAR	28.94	
		291-6401-601.32-90	TEEN LITCRATE GOODIES	50.22	79.16
84169	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - MIJALSKI D	75.00	
		291-6401-601.22-02	ILA DUES - KING R	150.00	225.00
84227	SANKAR, VAISHNAVI	291-6401-601.22-18	11/23 MARVELOUS MYTHS	125.00	125.00
84246	WAREHOUSE DIRECT	291-6401-601.30-05	PLANNER & CALENDARS	137.08	137.08

***** DIVISION TOTAL ****

Info Services

12,702.52

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
291-6410-601.32-90	MICROFILM CADDY	7.49	
291-6410-601.30-05	BLANK CARDS & ENVELOPES	10.99	
291-6410-601.30-05	BLANK CARDS & ENVELOPES	43.76	
291-6410-601.30-05	PLASTIC CUTLERY	21.89	
291-6410-601.32-90	MAILING ENVELOPES	39.38	
291-6410-601.32-90	SANITIZING WIPES	52.00	
291-6410-601.30-05	MAGNIFYING GLASS	23.95	199.46
291-6410-601.32-01	LITCRATE FOOD-NOVEMBER	22.14	22.14
291-6410-601.22-02	BUSINESS BUILDERS-MALIK D	75.00	
291-6410-601.30-05	BOOK DISPLAY RACK	67.53	142.53
291-6410-601.32-01	OUTREACH, 10/5	15.55	

84109	ARLINGTON HTS MEMORIAL LIBRARY		
84111	ARLINGTON HTS MEMORIAL LIBRARY		
84224	ROUNDY'S INC		

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					15.55
84237	STAPLES	291-6410-601.30-05	OFFICE SUPPLIES	4.29	
		291-6410-601.32-90	MARKERS F/CONFERENCE ROOM	85.34	89.63
***** DIVISION TOTAL ****					469.31

Circulation

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
64	User Services	20			
84105	AMAZON.COM CREDIT	291-6420-601.32-90	STEP STOOL FOR CHECKOUT	89.95	
		291-6420-601.30-05	OFFICE SUPPLIES	18.98	
		291-6420-601.32-90	LOT CABINET LIGHTING	70.14	179.07
84109	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	MILEAGE-M WILLIAMS	10.50	
		291-6420-601.22-03	MILEAGE-C EVANGELISTA	3.50	
		291-6420-601.22-03	MILEAGE-M WILLIAMS	3.50	
		291-6420-601.22-03	MILEAGE-C EVANGELISTA	7.00	
		291-6420-601.22-03	MILEAGE-M MAIER	10.50	
		291-6420-601.22-03	MILEAGE-M KLOPP	10.50	
		291-6420-601.22-03	MILEAGE-M WILLIAMS	3.94	49.44
84111	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	WEBINAR TRAINING-S MEYER	47.40	47.40
84169	ILA MEMBERSHIP	291-6420-601.22-02	ILA DUES - MAIER M	100.00	100.00
84183	KARIM, TRACY	291-6420-601.32-01	JAPANESE TEA WORKSHOP THA	55.69	55.69
84188	LIBRARYWORKS INC	291-6420-601.22-03	MASTERING UNCOMFORTABLE C	50.00	50.00
84242	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	SEPTEMBER PLACEMENTS	128.05	128.05
84246	WAREHOUSE DIRECT	291-6420-601.30-05	INVISIBLE TAPE	50.58	50.58
***** DIVISION TOTAL ****					660.23

Senior and Accessible Services

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
64	User Services	30			
84109	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.32-02	COSMIC DISCO DECORATIONS	27.00	
		291-6430-601.32-02	COSMIC DISCO SUPPLIES	25.00	
		291-6430-601.22-03	MILEAGE-M WESTON	7.50	59.50
84188	LIBRARYWORKS INC	291-6430-601.22-03	MASTERING UNCOMFORTABLE C	150.00	150.00
84195	MCNULTY, ALAYNE	291-6430-601.22-18	NOVEMBER CREATIVE AGING A	490.00	490.00
***** DIVISION TOTAL ****					699.50

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Programs</i>		
84109	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	OBOV GIFT BASKET	33.25	33.25
84111	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	OBOV TEA BOOK DISCUSSION,	57.82	
		291-6440-601.32-02	PROGRAM REFRESHMENTS	22.52	
		291-6440-601.32-02	GASTRO OBSCURA SNACK 9/26	29.24	109.58
84125	BILL YOUNG MEDIA	291-6440-601.22-18	OBOV MEDIA ESCORT HIRAHAR	303.05	303.05
84127	BOCKMAN, JEFFREY A	291-6440-601.22-18	11/15 THEY CAME ON THIS S	200.00	200.00
84139	CRADLE OF AVIATION MUSEUM	291-6440-601.22-18	ARCADE AGE EXHIBIT RENTAL	10,000.00	10,000.00
84144	DRISKELL, MIKE	291-6440-601.22-18	OBOV DINNER WITH AUTHOR &	136.27	136.27
84145	DUMELLE, GRACE A.	291-6440-601.22-18	12/19 VIRTUAL SERVS WITH	195.00	195.00
84160	GREENE, COLLEEN	291-6440-601.22-18	11/29 INTRO TO RESEARCHIN	250.00	250.00
84180	KADEN, PATRICIA SHORE	291-6440-601.22-18	10/27 OBOV ASL INTERPRETA	180.00	180.00
84184	KNABB, JACOB S	291-6440-601.22-18	12/14 WRITERS INK	150.00	150.00
84189	LORELLE COMMUNICATIONS, INC	291-6440-601.22-18	OBOV EVENT TECH SUPPORT	3,225.00	3,225.00
84224	ROUNDY'S INC	291-6440-601.32-02	TEA & TALK, SUNDAY MUSICA	50.59	50.59
84226	ROXAS, GINA	291-6440-601.22-18	11/17 REZ METAL WIDER LEN	150.00	150.00
84239	TACO TOWN MEXICAN GRILL INC	291-6440-601.22-18	ESL VOLUNTEER LUNCH	607.20	607.20
84247	WILL, KELLY	291-6440-601.22-18	STRATEGIES TO RELAUNCH YO	600.00	600.00
84249	WILLIAMS, JEFFREY	291-6440-601.22-18	11/16 STARTING BUSINESS A	150.00	150.00

***** DIVISION TOTAL ****

Digital Services

16,339.94

84105	AMAZON.COM CREDIT	291-6450-601.30-05	OFFICE SUPPLIES	15.90	
		291-6450-601.30-07	FLASH DRIVES & CD/DVD-R	65.40	
		291-6450-601.30-07	CD/DVD-R	22.13	
		291-6450-601.30-07	FLASH DRIVES	69.98	
		291-6450-601.30-07	CD/DVD CASES	21.11	
		291-6450-601.31-85	REPLACEMENT ANTENNA	23.59	218.11
84176	JO-ANN STORES, LLC	291-6450-601.32-78	CREATIVEBUG RENEWAL SUBSC	2,366.00	2,366.00
84222	RECORD INFORMATION SERVICES INC	291-6450-601.32-78	PUBLIC RECORD WEBSITE SUB	1,475.00	1,475.00
84241	TUMBLEWEED PRESS INC	291-6450-601.32-78	TUMBLEPLATINUM SUBSCR 202	234.03	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					234.03
84252	WP COMPANY LLC	291-6450-601.32-78	EDS PL FLAT RATE	2,415.00	2,415.00
***** DIVISION TOTAL ****					6,708.14

Collection services

DIVISION: 70	AMOUNT
291-6470-601.32-75 AV MATERIALS	9.99
291-6470-601.32-75 AV MATERIALS	13.99
291-6470-601.32-75 AV MATERIALS	7.49
291-6470-601.32-75 AV MATERIALS	79.98
291-6470-601.32-75 AV MATERIALS	27.99
291-6470-601.32-75 AV MATERIALS	7.99
291-6470-601.32-75 AV MATERIALS	9.99
291-6470-601.32-75 AV MATERIALS	68.97
291-6470-601.32-75 AV MATERIALS	29.00
291-6470-601.32-75 AV MATERIALS	22.99
291-6470-601.32-75 AV MATERIALS	149.75
291-6470-601.32-75 AV MATERIALS	23.99
291-6470-601.32-75 AV MATERIALS	7.99
291-6470-601.32-75 AV MATERIALS	75.99
291-6470-601.32-75 AV MATERIALS	279.00
291-6470-601.32-75 AV MATERIALS	9.89
291-6470-601.32-75 AV MATERIALS	17.99
291-6470-601.32-75 AV MATERIALS	11.99
291-6470-601.32-75 AV MATERIALS	17.19
291-6470-601.32-75 AV MATERIALS	12.24
291-6470-601.32-75 AV MATERIALS	5.99
291-6470-601.32-75 AV MATERIALS	19.98
291-6470-601.32-75 AV MATERIALS	17.99
291-6470-601.32-75 AV MATERIALS	13.49
291-6470-601.32-75 AV MATERIALS	14.98
291-6470-601.32-75 AV MATERIALS	14.99
291-6470-601.32-75 AV MATERIALS	28.27
291-6470-601.32-75 AV MATERIALS	12.99
291-6470-601.32-75 AV MATERIALS	19.54
291-6470-601.32-75 AV MATERIALS	19.92
291-6470-601.32-75 AV MATERIALS	12.82
291-6470-601.32-80 BOOKS	9.99
291-6470-601.32-80 BOOKS	18.95
291-6470-601.32-80 BOOKS	7.99
291-6470-601.32-80 BOOKS	41.36
291-6470-601.32-80 BOOKS	11.66
291-6470-601.32-80 BOOKS	7.15
291-6470-601.32-80 BOOKS	23.73
291-6470-601.32-80 BOOKS	26.56
291-6470-601.32-80 BOOKS	27.89
291-6470-601.32-80 BOOKS	9.62
291-6470-601.32-80 BOOKS	18.89
291-6470-601.32-80 BOOKS	12.99

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	7.90	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	19.59	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-95	PERIODICALS	15.54	
		291-6470-601.32-95	PERIODICALS	15.99	
		291-6470-601.32-75	AV MATERIALS	35.67	
		291-6470-601.32-75	AV MATERIALS	6.99	
		291-6470-601.32-75	AV MATERIALS	34.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	12.24	
		291-6470-601.32-75	AV MATERIALS	14.98	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-75	AV MATERIALS	7.99	
		291-6470-601.32-75	AV MATERIALS	16.99	
		291-6470-601.32-75	AV MATERIALS	8.99	
		291-6470-601.32-75	AV MATERIALS	49.99	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	23.96	
		291-6470-601.32-80	BOOKS	19.90	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-80	BOOKS	12.22	
		291-6470-601.32-80	BOOKS	12.80	
		291-6470-601.32-80	BOOKS	21.99	
		291-6470-601.32-80	BOOKS	305.80	
		291-6470-601.32-80	BOOKS	24.80	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	19.95	
		291-6470-601.32-80	BOOKS	33.99	
		291-6470-601.32-80	BOOKS	129.48	
		291-6470-601.32-80	BOOKS	28.00	
		291-6470-601.32-80	BOOKS	49.99	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	10.76	
		291-6470-601.32-80	BOOKS	10.34	
		291-6470-601.32-80	BOOKS	15.51	
		291-6470-601.32-80	BOOKS	8.88	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	69.99	
		291-6470-601.32-75	AV MATERIALS	18.41	
		291-6470-601.32-75	AV MATERIALS	89.97	
		291-6470-601.32-75	AV MATERIALS	89.97	
		291-6470-601.32-75	AV MATERIALS	29.99	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	25.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	.11-	
		291-6470-601.32-80	BOOKS	.29-	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	16.99	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	16.24	
		291-6470-601.32-80	BOOKS	17.96	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	23.00	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	26.99	
		291-6470-601.32-75	AV MATERIALS	14.15	
		291-6470-601.32-75	AV MATERIALS	14.95	
		291-6470-601.32-75	AV MATERIALS	79.98	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	23.98	
		291-6470-601.32-75	AV MATERIALS	59.94	
		291-6470-601.32-75	AV MATERIALS	139.98	
		291-6470-601.32-75	AV MATERIALS	104.97	
		291-6470-601.32-75	AV MATERIALS	89.97	
		291-6470-601.32-80	BOOKS	45.87	
		291-6470-601.32-80	BOOKS	22.94	
		291-6470-601.32-95	PERIODICALS	17.40	
		291-6470-601.32-75	AV MATERIALS	49.99	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	149.97	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	22.99	
		291-6470-601.32-75	AV MATERIALS	299.75	
		291-6470-601.32-80	BOOKS	25.98	4,353.06
84109	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	MILEAGE-V STAREND	5.38	
		291-6470-601.22-03	MILEAGE-A JAISHANKAR	5.38	
		291-6470-601.32-80	BOOKS	2.99	
		291-6470-601.32-80	BOOKS	22.94	36.69
84110	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	19.99	39.98
84111	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PICTURE BOOK LABELS	586.00	
		291-6470-601.32-05	PROCESSING SUPPLIES	196.65	
		291-6470-601.32-05	PICTURE BOOK LABELS	272.00	
		291-6470-601.32-90	REMOVEABLE LABELS	335.77	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	14.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	230.90-	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	174.20	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	230.90	
		291-6470-601.32-75	AV MATERIALS	50.00	
		291-6470-601.32-75	AV MATERIALS	24.88	
		291-6470-601.32-80	BOOKS	44.89	
		291-6470-601.32-80	BOOKS	130.99	
		291-6470-601.32-80	BOOKS	37.82	
		291-6470-601.32-80	BOOKS	18.08	
		291-6470-601.32-80	BOOKS	27.96-	
		291-6470-601.32-80	BOOKS	31.83	
		291-6470-601.32-80	BOOKS	37.33	
		291-6470-601.32-80	BOOKS	22.75	
		291-6470-601.32-95	PERIODICALS	14.00	
		291-6470-601.32-95	PERIODICALS	10.39	
		291-6470-601.32-95	PERIODICALS	25.95	
		291-6470-601.32-95	PERIODICALS	8.50	
		291-6470-601.32-95	PERIODICALS	8.33	
		291-6470-601.32-95	PERIODICALS	11.64	
		291-6470-601.32-95	PERIODICALS	8.00	
		291-6470-601.32-95	PERIODICALS	17.25	
		291-6470-601.32-95	PERIODICALS	7.65	
		291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	17.98	
		291-6470-601.32-95	PERIODICALS	8.99	
		291-6470-601.32-95	PERIODICALS	39.99	
		291-6470-601.32-95	PERIODICALS	12.00	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	29.99	
		291-6470-601.32-95	PERIODICALS	40.00	
		291-6470-601.32-95	PERIODICALS	24.97	
		291-6470-601.32-95	PERIODICALS	5.00-	2,406.76
84112	ASCD	291-6470-601.32-75	AV MTLs	31.73	31.73
84116	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	1,181.89	
		291-6470-601.32-80	BOOKS	180.42	
		291-6470-601.32-80	BOOKS	356.60	
		291-6470-601.32-80	BOOKS	749.64	
		291-6470-601.32-80	BOOKS	420.85	
		291-6470-601.32-80	BOOKS	209.84	
		291-6470-601.32-80	BOOKS	390.85	
		291-6470-601.32-80	BOOKS	173.88	
		291-6470-601.32-80	BOOKS	353.93	
		291-6470-601.32-80	BOOKS	637.33	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	157.76	
		291-6470-601.32-80	BOOKS	541.67	
		291-6470-601.32-75	AV MTLs	15.81	
		291-6470-601.32-80	BOOKS	19.78-	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	182.40	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	103.75	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	25.00-	
		291-6470-601.32-75	AV MTLs	62.44	
		291-6470-601.32-80	BOOKS	274.03	
		291-6470-601.32-80	BOOKS	505.52	
		291-6470-601.32-80	BOOKS	966.26	
		291-6470-601.32-80	BOOKS	47.48	
		291-6470-601.32-80	BOOKS	150.36	
		291-6470-601.32-80	BOOKS	982.21	
		291-6470-601.32-80	BOOKS	122.23	
		291-6470-601.32-80	BOOKS	381.98	
		291-6470-601.32-80	BOOKS	177.09	
		291-6470-601.32-80	BOOKS	103.34	
		291-6470-601.32-80	BOOKS	423.19	
		291-6470-601.32-80	BOOKS	465.03	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	22.80	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.32-75	AV MTLs	46.98	
		291-6470-601.22-85	PROCESSING SUPPLIES	91.20	
		291-6470-601.22-85	PROCESSING SUPPLIES	129.20	
		291-6470-601.22-85	PROCESSING SUPPLIES	72.20	
		291-6470-601.22-85	PROCESSING SUPPLIES	121.60	
		291-6470-601.32-80	BOOKS	554.97	
		291-6470-601.32-80	BOOKS	459.29	
		291-6470-601.32-80	BOOKS	228.65	
		291-6470-601.32-80	BOOKS	376.48	
		291-6470-601.32-80	BOOKS	289.66	
		291-6470-601.32-80	BOOKS	179.61	
		291-6470-601.32-80	BOOKS	455.55	
		291-6470-601.32-80	BOOKS	770.04	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	209.95	
		291-6470-601.32-80	BOOKS	534.65	
		291-6470-601.32-75	AV MATERIALS	24.86	
		291-6470-601.22-85	PROCESSING SERVICES	10.00-	
		291-6470-601.22-85	PROCESSING SERVICES	2.00-	
		291-6470-601.22-85	PROCESSING SERVICES	95.00	
		291-6470-601.22-85	PROCESSING SERVICES	38.00	
		291-6470-601.22-85	PROCESSING SERVICES	110.20	
		291-6470-601.22-85	PROCESSING SERVICES	114.00	
		291-6470-601.22-85	PROCESSING SERVICES	133.00	
		291-6470-601.22-85	PROCESSING SERVICES	87.40	
		291-6470-601.22-85	PROCESSING SERVICES	83.60	
		291-6470-601.32-80	BOOKS	179.34	
		291-6470-601.32-80	BOOKS	222.61	
		291-6470-601.32-80	BOOKS	483.79	
		291-6470-601.32-80	BOOKS	166.06	
		291-6470-601.32-80	BOOKS	592.88	
		291-6470-601.32-80	BOOKS	116.12	
		291-6470-601.32-80	BOOKS	461.33	
		291-6470-601.32-80	BOOKS	412.06	
		291-6470-601.32-80	BOOKS	276.75	
		291-6470-601.32-80	BOOKS	231.82	
		291-6470-601.32-80	BOOKS	533.39	
		291-6470-601.32-80	BOOKS	256.19	
		291-6470-601.32-80	BOOKS	1,429.52	
		291-6470-601.32-80	BOOKS	259.83	
		291-6470-601.32-80	BOOKS	239.44	
		291-6470-601.32-80	BOOKS	430.74	
		291-6470-601.32-80	BOOKS	449.58	
		291-6470-601.32-75	AV MTLs	22.10	
		291-6470-601.32-80	BOOKS	130.97	
		291-6470-601.32-80	BOOKS	666.65	
		291-6470-601.32-80	BOOKS	390.62	
		291-6470-601.32-80	BOOKS	447.08	
		291-6470-601.32-80	BOOKS	480.23	
		291-6470-601.32-80	BOOKS	248.39	
		291-6470-601.32-80	BOOKS	378.42	
		291-6470-601.32-80	BOOKS	368.67	
		291-6470-601.32-80	BOOKS	303.63	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	60.80	27,229.90
84117	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	11.03	
		291-6470-601.32-75	AV MTLs	43.87	
		291-6470-601.32-75	AV MTLs	568.41	
		291-6470-601.32-75	AV MATERIALS	125.87	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MATERIALS	70.50	
		291-6470-601.32-75	AV MATERIALS	7.34	
		291-6470-601.32-75	AV MTLs	154.24	
		291-6470-601.32-75	AV MTLs	63.65	
		291-6470-601.32-75	AV MTLs	665.30	1,710.21
84124	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	1,138.91	
		291-6470-601.32-80	BOOKS	2,378.41	
		291-6470-601.32-80	BOOKS	10,183.70	
		291-6470-601.32-75	AV MTLs	9,272.65	
		291-6470-601.32-75	AV MTLs	86.99	
		291-6470-601.32-80	BOOKS	704.64	23,765.30
84126	BLACKSTONE PUBLISHING	291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-80	BOOKS	23.39	
		291-6470-601.32-80	BOOKS	19.20	102.58
84131	CCH INCORPORATED	291-6470-601.32-80	BOOKS	257.41	257.41
84132	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	25.32	
		291-6470-601.32-80	BOOKS	79.86	
		291-6470-601.32-80	BOOKS	28.30	133.48
84133	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	207.42	207.42
84143	DRIP INVESTOR	291-6470-601.32-95	PERIODICALS	74.00	74.00
84147	EBSO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	590.63	590.63
84148	ENABLING DEVICES	291-6470-601.32-75	AV MTLs	1,037.75	1,037.75
84149	EPOCH TIMES	291-6470-601.32-95	PERIODICALS	159.00	159.00
84151	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MTLs	914.94	
		291-6470-601.32-75	AV MTLs	30.00	
		291-6470-601.32-80	BOOKS	105.98	
		291-6470-601.32-80	BOOKS	109.98	
		291-6470-601.32-80	BOOKS	109.98	
		291-6470-601.32-80	BOOKS	56.94	
		291-6470-601.32-80	BOOKS	872.84	
		291-6470-601.32-80	BOOKS	49.99	
		291-6470-601.32-80	BOOKS	46.94	2,297.59
84153	FREEDOM FROM RELIGION FOUNDATION	291-6470-601.32-95	PERIODICALS	40.00	40.00
84154	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	31.19	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	20.79	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	459.05	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	121.57	
		291-6470-601.32-80	BOOKS	121.57	
		291-6470-601.32-80	BOOKS	18.39	
		291-6470-601.32-80	BOOKS	151.95	
		291-6470-601.32-80	BOOKS	182.35	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	47.23	
		291-6470-601.32-80	BOOKS	49.58	
		291-6470-601.32-80	BOOKS	83.96	
		291-6470-601.32-80	BOOKS	81.58	
		291-6470-601.32-80	BOOKS	30.39	1,619.52
84168	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	60.00	
		291-6470-601.32-80	BOOKS	93.75	
		291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	131.25	416.25
84170	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.20-81	FY2023 2ND QTR OCLC	15,749.28	
		291-6470-601.21-64	ACCESS SERVS SEPTEMBER	339.62	16,088.90
84173	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	410.80	
		291-6470-601.32-80	BOOKS	395.31	806.11
84174	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	11.10	
		291-6470-601.32-80	BOOKS	8.10	
		291-6470-601.32-80	BOOKS	12.57	
		291-6470-601.32-80	BOOKS	176.49	
		291-6470-601.32-80	BOOKS	147.59	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	117.08	
		291-6470-601.32-80	BOOKS	22.58	
		291-6470-601.32-80	BOOKS	6.49	
		291-6470-601.32-80	BOOKS	9.49	
		291-6470-601.32-80	BOOKS	877.09	
		291-6470-601.32-80	BOOKS	13.39	
		291-6470-601.32-80	BOOKS	180.42	
		291-6470-601.32-80	BOOKS	301.64	
		291-6470-601.32-80	BOOKS	254.39	
		291-6470-601.32-80	BOOKS	190.00	
		291-6470-601.32-80	BOOKS	245.10	
		291-6470-601.32-80	BOOKS	199.59	
		291-6470-601.32-80	BOOKS	121.58	
		291-6470-601.32-80	BOOKS	66.77	
		291-6470-601.32-80	BOOKS	24.54	
		291-6470-601.32-80	BOOKS	10.77	
		291-6470-601.32-80	BOOKS	726.74	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	14.36	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	16.20	
		291-6470-601.32-80	BOOKS	238.11	
		291-6470-601.32-80	BOOKS	19.16	
		291-6470-601.32-80	BOOKS	14.29	
		291-6470-601.32-80	BOOKS	12.57	
		291-6470-601.32-80	BOOKS	100.35	
		291-6470-601.32-80	BOOKS	15.57	
		291-6470-601.32-80	BOOKS	22.50	
		291-6470-601.32-80	BOOKS	8.84	
		291-6470-601.32-80	BOOKS	19.48	
		291-6470-601.32-80	BOOKS	22.80	
		291-6470-601.32-80	BOOKS	22.50	
		291-6470-601.32-80	BOOKS	26.40	
		291-6470-601.32-80	BOOKS	157.12	
		291-6470-601.32-75	AV MTLs	4.59	
		291-6470-601.32-75	AV MTLs	742.20	
		291-6470-601.32-80	BOOKS	379.32	
		291-6470-601.32-80	BOOKS	260.38	5,876.32
84175	JANWAY COMPANY USA INC	291-6470-601.32-05	PROCESSING SUPPLIES	282.83	282.83
84179	JUMP!, INC.	291-6470-601.32-80	BOOKS	246.35	246.35
84181	KANOPIY INC	291-6470-601.32-75	AV MTLs	963.00	963.00
84186	LAKESHORE LEARNING MATERIALS	291-6470-601.32-75	AV MTLs	46.98	
		291-6470-601.32-75	AV MTLs	521.28	
		291-6470-601.32-75	AV MTLs	320.69	888.95
84193	MARCIVE INC	291-6470-601.22-85	OCTOBER AUTHORITY PROCESS	133.26	133.26
84199	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	739.80	
		291-6470-601.32-75	AV MTLs	699.74	
		291-6470-601.32-75	AV MTLs	1,997.97	
		291-6470-601.32-75	AV MTLs	1,766.05	
		291-6470-601.32-75	AV MTLs	435.22	
		291-6470-601.32-75	AV MTLs	55.99	
		291-6470-601.32-75	AV MTLs	1,541.05	
		291-6470-601.32-75	AV MTLs	34.98	
		291-6470-601.32-80	BOOKS	3,376.25	
		291-6470-601.32-75	AV MTLs	9,506.90	
		291-6470-601.22-85	PROC SERVS	899.62	21,088.56
84207	NORTH SUBURBAN GENEALOGICAL SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	25.00
84208	OHIO GENEALOGICAL SOCIETY	291-6470-601.32-95	PERIODICALS	45.00	45.00
84209	OVERDRIVE INC	291-6470-601.32-95	APPLICATION LICENSE & HOS	1,000.00	1,000.00
84211	PADDOCK PUBLICATIONS INC	291-6470-601.32-95	PERIODICALS	64.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
84212	PALATINES TO AMERICA BOOKSTORE	291-6470-601.32-95	PERIODICALS	35.95	64.00
84213	PALATINES TO AMERICA MEMBERSHIP	291-6470-601.32-95	PERIODICALS	40.00	35.95
84217	POLONIA BOOKSTORE INC	291-6470-601.32-80	BOOKS	80.15	40.00
		291-6470-601.32-80	BOOKS	24.75	
		291-6470-601.32-80	BOOKS	19.20	
		291-6470-601.32-80	BOOKS	19.20	143.30
84225	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	150.40	150.40
84230	SHOWCASES	291-6470-601.32-05	PROCESSING SUPPLIES	44.96	44.96
84232	SOAP OPERA DIGEST	291-6470-601.32-95	PERIODICALS	94.96	94.96
84238	SZYMANEK, MARIE	291-6470-601.32-95	PERIODICALS	120.91	120.91
***** DIVISION TOTAL ****					114,648.02

Belmont

DIVISION:	80	
291-6480-601.31-85	GLOVES & THREAD	75.24
291-6480-601.30-05	PAPER STORAGE	32.99
291-6480-601.32-12	PAINT TRAYS	9.99
291-6480-601.30-07	COIN ENVELOPES	12.69
291-6480-601.30-07	HARDWARE FOR ASSISTIVE DE	43.60
291-6480-601.31-85	MULTITOOLO	45.00
291-6480-601.30-05	FLASH DRIVE	15.99
291-6480-601.30-05	SHARPIES	21.99
291-6480-601.31-85	LASER TAPE & AIR ASSIST M	53.97
291-6480-601.30-05	OFFICE SUPPLIES	47.76
291-6480-601.31-85	INFRARED THERMOMETER	22.99
291-6480-601.32-12	ART & FABRICATION ROOM SU	56.38
291-6480-601.31-85	TAPE MEASURE & FILAMENT S	17.87
291-6480-601.31-85	EMBROIDERY HOOPS REFUND	29.72-
291-6480-601.31-85	CRICUT EASYPRESS MINI	49.00
291-6480-601.30-07	VINYL	273.56
291-6480-601.31-85	EMBROIDERY HOOPS SCISSORS	63.85
291-6480-601.30-05	OFFICE SUPPLIES	107.04
291-6480-601.50-15	FLEX 1 BLINDS FOR UPPER W	992.94
291-6480-601.30-05	MAGNETIC WHITEBOARD	35.59
291-6480-601.30-05	PEGBOARD BINS	14.90
291-6480-601.31-85	TOOLS AND SIGNAGE	70.17
291-6480-601.31-85	SIGNAGE	16.99
291-6480-601.31-85	IRON CLEANER	7.29
291-6480-601.30-05	OFFICE SUPPLIES	17.61
291-6480-601.30-05	OFFICE SUPPLIES	13.84
291-6480-601.32-12	SUBLIMATION SUPPLIES	21.08
291-6480-601.32-12	SUBLIMATION SUPPLIES	21.98

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
84106	ANDERSON PEST SOLUTIONS	291-6480-601.21-11	EXTERMINATING SERVICES	76.84	2,132.58
84111	ARLINGTON HTS MEMORIAL LIBRARY	491-6480-601.50-55	BUILDING PERMIT-WALKWAY R	77.00	76.84
		291-6480-601.21-11	BUILDING PERMIT-FOUDNATIO	191.00	
		291-6480-601.31-85	SHEET PANS FOR KITCHEN	120.40	
		291-6480-601.31-85	3D PRINTER UNCLOGGING TOO	34.85	
		291-6480-601.32-12	DIGITAL VECTOR FILES, TAX	3.00-	
		291-6480-601.32-12	DIGITAL VECTOR FILES	33.00	453.25
84128	BUSINESS SOLUTIONS GROUP, LLC	291-6480-601.21-02	EAGLE ETE SOFTWARE OCTOBE	87.82	87.82
84137	COMPLETE TEMPERATURE SYSTEMS	291-6480-601.21-11	BOILER STARTUP & MAINTENA	987.00	987.00
84155	GARDEN GUY, INC.	291-6480-601.21-11	LANDSCAPE MAINT OCT BELM	270.00	270.00
84157	GOUDIE, GRACE	291-6480-601.32-12	MAY CULINARY CHEF'S CHOIC	202.58	
		291-6480-601.32-12	JUNE CULINARY CHEF'S CHOI	242.51	
		291-6480-601.32-12	AUG CULINARY CHEF'S CHOIC	291.50	
		291-6480-601.32-12	SEPT CULINARY CHEF'S CHOI	226.44	963.03
84158	GOUDIE, GRACE	291-6480-601.22-28	11/23 THANKSGIVING PIES C	800.00	800.00
84162	GROOT, INC.	291-6480-601.21-11	NOV WASTE & RECYCLE COMME	131.94	131.94
84177	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6480-601.21-02	FIRE ALARM MONITORING 11/	90.00	90.00
84178	JOHNSON PLASTICS PLUS	291-6480-601.32-12	SUBLIMATION SUPPLIES MAKE	97.80	
		291-6480-601.30-07	SUBLIMATION SUPPLIES MAKE	89.90	
		291-6480-601.32-12	SUBLIMATION SUPPLIES MAKE	83.13-	
		291-6480-601.32-12	SUBLIMATION SUPPLIES MAKE	112.68	
		291-6480-601.32-12	SUBLIMATION SUPPLIES MAKE	29.41	
		291-6480-601.32-12	SUBLIMATION SUPPLIES F/MA	13.29	
		291-6480-601.32-12	SUBLIMATION SUPPLIES F/MA	13.29-	246.66
84187	LEAN BELLAS KITCHEN	291-6480-601.22-28	12/10 CULINARY COOKIE DEC	500.00	500.00
84194	MASTER MAINTENANCE SERVICE INC	291-6480-601.21-11	JANITORIAL SERVS NOVEMBER	1,650.00	1,650.00
84206	NICOR GAS	291-6480-601.30-51	NATURAL GAS 9/14-10/13 BE	182.12	
		291-6480-601.30-51	NATURAL GAS 9/14-10/13 BE	28.30	
		291-6480-601.30-51	NATURAL GAS 8/15-9/14 BEL	159.73	
		291-6480-601.30-51	NATURAL GAS 8/15-9/14 BEL	.75	370.90
84215	PASTER, EMILY	291-6480-601.32-12	10/29 CULINARY PASTA MAKI	17.21	17.21
84221	RCN	291-6480-601.22-42	ACCT#410983001 INTERNET	231.99	231.99
84224	ROUNDY'S INC	291-6480-601.32-12	MP ANNIVERSARY & PROGRAM	113.60	113.60
84236	STANDARD ELEVATOR CO	291-6480-601.21-02	NO LOAD PRESSURE TEST 8/2	900.00	

PREPARED 11/15/22, 12:59 AM
PROGRAM GM348U5
DEPARTMENT: 64 User Services

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

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6480-601.21-11	FIRE TESTING 9/30	550.00	
***** DIVISION TOTAL ****					10,572.82
***** DEPARTMENT TOTAL **					162,800.48
***** GRAND TOTAL *****					307,976.28

ACCOUNTS PAYACHECK/EFT REGISTER BY FUND
Village of Arlington Heights

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	304,140.00
491	Capital Projects-Library	3,836.28
**** TOTAL ALL FUNDS ****		307,976.28

November 15, 2022

**Arlington Heights Memorial Library
American Express Card Summary
10/31/2022**

#	Count	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
	98					
1		Czajka	6440-3202	\$ 57.82	OBOV Tea Book Discussion, 10/23	MITSUWA MRKTPLACE CH
2		Czajka	6440-3202	\$ 22.52	Program Refreshments	MARIANOS #501 000000
3		Czajka	6440-3202	\$ 29.24	Gastro Obscura Program Snacks, 9/26	MITSUWA MRKTPLACE CH
4		Driskell	489-90-00	\$ (114.14)	Corporate Cashback	CORPORATE CASHBACK CR
5		Driskell	491-6480-5055	\$ 77.00	Building Permit - Replace Walkway	VILLAGE OF ARLINGTON
6		Driskell	6001-2202	\$ 75.00	Business Builders BLAST - M Driskell	ARLINGTON HEIGHTS CC
7		Driskell	6001-2205	\$ 16.18	UPS Shipment - Telcom Innovations Group	UPS 1Z95NT3N03000286
8		Driskell	6001-3272	\$ 48.00	Trustee J Borrell Refreshments	TST* NOTHING BUNDT C
9		Driskell	6002-2165	\$ 4.25	Facebook Advertising	FACEBK*ZCL89JFNS2
10		Driskell	6002-2165	\$ 25.00	Facebook Advertising	FACEBK*EZFKWH3NS2
11		Driskell	6002-2210	\$ 65.99	Business Cards - M Williams & D Murphy	VISTAPRINT
12		Driskell	6002-2210	\$ 33.99	Business Cards - E Mroczek	VISTAPRINT
13		Driskell	6002-3005	\$ 327.98	Neue Helvetica Fonts	SP MYFONTS INC
14		Driskell	6002-3005	\$ 416.00	Stock Credits	CKO*WWW.ISTOCKPHOTO.
15		Driskell	6002-3005	\$ 41.97	Arcade Age Stock Photos	WWW.ALAMY.COM 0259
16		Driskell	6002-3005	\$ 100.00	Seventies Complete Family-6 Fonts	SP MYFONTS INC
17		Driskell	6002-3272	\$ 66.73	Balloons for Makerplace Anniversary	PARTY CITY BOPIS
18		Driskell	6003-2203	\$ 250.00	Employment Law Conference, 11/9 - L Haack	MGMT ASSC OF IL
19		Driskell	6010-2242	\$ 94.98	Emergency Texting Service	ONTIMETEL DIALMYCAL
20		Driskell	6010-3032	\$ 280.00	LAT Zoom Subscription	ZOOM.US 888-799-9666
21		Driskell	6010-3185	\$ 34.47	Home Button Assembly for iPad	SP IFIXIT
22		Driskell	6020-2107	\$ 296.47	Light Lens	QUALITY EMERGENCY LI
23		Driskell	6401-3201	\$ 85.41	Storytime Puppets	QP* FOLKMANISI
24		Driskell	6401-3202	\$ 310.80	Button Making Supplies for 100 BBHS, TAG, Outreach	TECRA CO INC
25		Driskell	6401-3290	\$ 507.33	Teen LitCrate Luggage Tags	AnyPromo 99912300000
26		Driskell	6401-3290	\$ 404.45	Tween LitCrate Luggage Tags	AnyPromo 99912300000
27		Driskell	6410-2202	\$ 75.00	Business Builders Synergy - D Malik	ARLINGTON HEIGHTS CC
28		Driskell	6410-3005	\$ 67.53	Book Display Rack for Info Desk	AMERICAN RETAIL SUPP
29		Driskell	6420-2203	\$ 47.40	Webinar Training - S Meyer	AMERICAN LIBRARY ASS
30		Driskell	6470-3205	\$ 586.00	Picture Book Labels	STICKER MULE
31		Driskell	6470-3205	\$ 196.65	Processing Supplies	JOANN STORES ONLINE.
32		Driskell	6470-3205	\$ 272.00	Picture Book Labels	STICKER MULE
33		Driskell	6470-3290	\$ 335.77	Removeable Labels	BT*ONLINE LABELS, IN
34		Driskell	6480-2111	\$ 191.00	Building Permit - Foundation Repair	VILLAGE OF ARLINGTON
35		Driskell	6480-3185	\$ 120.40	Sheet Pans for Kitchen	The Webstaurant Stor
36		Driskell	6480-3185	\$ 34.85	3D Printer Unclogging Tool	SP NOCLOGGER.COM
37		Driskell	6480-3212	\$ (3.00)	Digital Vector Files, Tax Refund	PADDLE.NET* VECTRSTO
38		Driskell	6480-3212	\$ 33.00	Digital Vector Files	PADDLE.NET* VECTRSTO
39		Dworianyn	6010-2005	\$ 49.00	SSL Certificate Renewal for LINKin	SSL.COM RENEWAL FOR
40		Dworianyn	6010-2005	\$ 54.10	PayPal Payflow Pro Monthly Subscription	PAYFLOW/PAYPAL 0045
41		Dworianyn	6010-2242	\$ 21.04	Business Cable, 10/1-10/31	COMCAST CHICAGO
42		Dworianyn	6010-2242	\$ 140.77	SC Internet Service, 9/21-10/20	COMCAST CHICAGO
43		Dworianyn	6010-2242	\$ 53.32	ADT Security for Makerplace	ADT SECURITY*4038885
44		Dworianyn	6010-3032	\$ 11.99	YouTube Premium Description	GOOGLE *YOUTUBEPREMI
45		Dworianyn	6010-3032	\$ 165.00	Volunteer Software Monthly Subscription	WWW.VOLGISTICS.COM
46		Dworianyn	6010-3032	\$ 1.50	Microsoft Phone Conference Line	MSFT * E0400KJH6K 00
47		Dworianyn	6010-3032	\$ (29.90)	Tax Refund, Font Library Renewal for Library Branding	HOEFLER & CO.
48		Dworianyn	6010-3032	\$ 9.99	Kindle Unlimited Monthly Subscription	KINDLE UNLTD*147U01U
49		Dworianyn	6010-3032	\$ 7.99	Amazon Freetime Unlimited Subscription	AMAZON KIDS+*1K59M8L
50		Dworianyn	6010-3032	\$ 413.67	Amazon S3 Backup Subscription	AMAZON WEB SERVICES
51		Dworianyn	6010-3032	\$ 87.50	Trello Monthly Subscription	TRELLO.COM* ATLIASSIA
52		Dworianyn	6010-3032	\$ 57.00	Google Workspace Monthly Subscription	GOOGLE *GSUITE_AHML.
53		Dworianyn	6010-3032	\$ 54.00	Google G-Suite Monthly Subscription	GOOGLE*GSUITE AHML.N
54		Dworianyn	6010-3032	\$ 15.99	Spotify Monthly Subscription	SPOTIFY USA
55		Dworianyn	6010-3032	\$ 9.99	Amazon Music Monthly Subscription	AMAZON MUSIC*1U8ZO67
56		Dworianyn	6010-3032	\$ 49.00	Riddle Monthly Subscription	RIDDLE.COM SUBSCRIPT
57		Dworianyn	6010-3032	\$ 651.75	Office 365 Monthly Subscription	MNJTECHNOLOGIESDIREC
58		Szymanek	6470-3275	\$ 19.99	AV Materials	NETFLIX.COM

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
59	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
60	Szymanek	6470-3275	\$ 14.99	AV Materials	HLU*HULU 17479794367
61	Szymanek	6470-3275	\$ 14.99	AV Materials	HLU*HULU 17479807840
62	Szymanek	6470-3275	\$ 14.99	AV Materials	HLU*HULU 17479817060
63	Szymanek	6470-3275	\$ 19.99	AV Materials	NETFLIX.COM
64	Szymanek	6470-3275	\$ 17.99	AV Materials	WALMART.COM 80096665
65	Szymanek	6470-3275	\$ (230.90)	AV Materials	PAYPAL *MODELMEKIDS
66	Szymanek	6470-3275	\$ 19.99	AV Materials	NETFLIX.COM
67	Szymanek	6470-3275	\$ 174.20	AV Materials	USA*ACORNUSA
68	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
69	Szymanek	6470-3275	\$ 230.90	AV Materials	PAYPAL *MODELMEKIDS
70	Szymanek	6470-3275	\$ 50.00	AV Materials	SLING.COM
71	Szymanek	6470-3275	\$ 24.88	AV Materials	SP KID ROCK STORE
72	Szymanek	6470-3280	\$ 44.89	Books	PAYPAL *COZYCOOKLLC
73	Szymanek	6470-3280	\$ 130.99	Books	BARNES&NOBLE PAPERSON
74	Szymanek	6470-3280	\$ 37.82	Books	BARNES&NOBLE PAPERSON
75	Szymanek	6470-3280	\$ 18.08	Books	EBAY O*01-09220-0070
76	Szymanek	6470-3280	\$ (27.96)	Books	BARNES&NOBLE PAPERSON
77	Szymanek	6470-3280	\$ 31.83	Books	SP BRAVE BOOKS SERIE
78	Szymanek	6470-3280	\$ 37.33	Books	HEARST SHOPS
79	Szymanek	6470-3280	\$ 22.75	Books	BOOKSHOP.ORG
80	Szymanek	6470-3295	\$ 14.00	Periodicals	EBAY O*08-09257-9125
81	Szymanek	6470-3295	\$ 10.39	Periodicals	EBAY O*14-09255-9176
82	Szymanek	6470-3295	\$ 25.95	Periodicals	MDC*MAXIMUMPC
83	Szymanek	6470-3295	\$ 8.50	Periodicals	EBAY O*01-09239-9156
84	Szymanek	6470-3295	\$ 8.33	Periodicals	EBAY O*06-09238-3633
85	Szymanek	6470-3295	\$ 11.64	Periodicals	EBAY O*12-09237-2800
86	Szymanek	6470-3295	\$ 8.00	Periodicals	EBAY O*13-09236-8369
87	Szymanek	6470-3295	\$ 17.25	Periodicals	EBAY O*17-09235-2053
88	Szymanek	6470-3295	\$ 7.65	Periodicals	EBAY O*27-09231-9035
89	Szymanek	6470-3295	\$ 17.99	Periodicals	HOFFMAN MEDIA
90	Szymanek	6470-3295	\$ 17.98	Periodicals	EBAY O*01-09236-0740
91	Szymanek	6470-3295	\$ 8.99	Periodicals	KPC*KALMBACH PRODUCT
92	Szymanek	6470-3295	\$ 39.99	Periodicals	LONG THREAD MEDIA
93	Szymanek	6470-3295	\$ 12.00	Periodicals	SP CHRONICLE PHILANT
94	Szymanek	6470-3295	\$ 20.00	Periodicals	MDC*ROYALS MAG QTR M
95	Szymanek	6470-3295	\$ 29.99	Periodicals	D J*DOWJONES NEWS
96	Szymanek	6470-3295	\$ 40.00	Periodicals	ITALIAN GENEALOGICAL
97	Szymanek	6470-3295	\$ 24.97	Periodicals	SPIRITUALITY & HEALT
98	Szymanek	6470-3295	\$ (5.00)	Periodicals	WWW.MISSOURIQUILTCO.
			\$ 8,354.08		

November 15, 2022

**Arlington Heights Memorial Library
Mastercard Summary
10/31/2022**

	Count				
	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
1	T Sara	6401-3202	\$ 10.00	Lincoln Book Award Registration	ISLMA
2	M Szymanek	6470-3275	\$ 19.99	AV Materials	Netflix
3	M Szymanek	6470-3275	\$ 19.99	AV Materials	Netflix
			<u>\$ 49.98</u>		

November 15, 2022

Arlington Heights Memorial Library
Special Funds Summary
10/31/2022

Count 36

#	Account	Amount	Description	Staff
Check # 1617 – AHML – Petty Cash				
1	10/10/2022 6401-2203	\$ 7.00	Mileage- L Dakas	L Dakas
2	6420-2203	\$ 10.50	Mileage- M Williams	M Williams
3	6008-2203	\$ 2.63	Mileage- T Kozak	T Kozak
4	6470-2203	\$ 5.38	Mileage- V Starenda	V Starenda
5	6401-3202	\$ 14.99	TAB Meeting Refreshments, 9/4	A Son
6	6470-2203	\$ 5.38	Mileage- A Jaishankar	A Jaishankar
7	6003-4070	\$ 50.00	M Vela Retirement Lunch	T Dantis
8	6430-3202	\$ 27.00	Cosmic Disco Decorations	M Lepo
9	6003-2203	\$ 33.38	Mileage- G Rojek	G Rojek
10	6470-3280	\$ 2.99	Books	M Szymanek
11	10/17/2022 6420-2203	\$ 3.50	Mileage-Evangelista	C Evangelista
12	6008-2203	\$ 12.47	Meeting Supplies	S Beckman
13	6430-3202	\$ 25.00	Cosmic Disco Supplies	K Myers
14	10/24/2022 6420-2203	\$ 3.50	Mileage - Williams	M Williams
15	6401-3202	\$ 20.88	Halloween Fun Decorations	A Moreno
16	6420-2203	\$ 7.00	Mileage - Evangelista	C Evangelista
17	6401-3202	\$ 14.99	TAB Refreshments	A Moreno
18	6401-2203	\$ 4.50	Mileage - A Moreno	A Moreno
19	6001-2203	\$ 43.00	ILA Conf Meal - T Karim	T Karim
20	6420-2203	\$ 10.50	Mileage - M Maier	M Maier
21	6430-2203	\$ 7.50	Mileage - M Weston	M Weston
22	6401-2203	\$ 4.63	Mileage - B Clesen	B Clesen
23	6401-3202	\$ 18.90	Halloween Fun Supplies	B Clesen
24	6410-3201	\$ 22.14	LitCrate Food - November	J Lasky
25	6001-2203	\$ 10.99	Open Mike Refreshments	J Moravec
26	10/31/2022 6401-3202	\$ 25.95	Teen Halloween Party	A Moreno
27	6001-2203	\$ 45.32	ILA Conference	E Mroczek
28	6001-2203	\$ 38.98	ILA Conference	N Camp
29	6440-3202	\$ 33.25	OBOV Gift Basket	N Parker
30	6470-3280	\$ 22.94	Books	M Szymanek
31	6401-2203	\$ 3.38	Mileage - J Pinotti	J Pinotti
32	6401-3202	\$ 47.34	Pizza Plushies, 10/19	J Pinotti
33	6420-2203	\$ 10.50	Mileage - M Klopp	M Klopp
34	6004-3185	\$ 29.98	Butterfly Garden	R Moravec
35	6420-2203	\$ 3.94	Mileage - M Williams	M Williams
36	6001-3272	\$ 20.03	Board Meeting Supplies - J Borrell	J Moravec
		\$ 650.36		

To: Board of Library Trustees
From: Lisa Haack and Michael Driskell
Date: November 15, 2022
Subject: Adoption of Changes to Human Resource Policy - Holidays

As discussed at the November Committee of the Whole meeting, based on formal staff feedback from the employee engagement survey and requests made to the executive director and human resources, we are asking the board to consider adopting the proposed changes to human resource policy - Holidays so as to provide seven paid holidays per year to part-time benefited employees.

Attached is a copy of the proposed changes to the Holidays policy.

Details to note:

- The proposed changes would be effective January 1, 2023
- The 2023 budget includes funds for this additional benefit
- Part-time benefited staff will be receiving an additional seven days of paid time off, pro-rated based on their weekly budgeted work hours
- This approach to administering the policy is consistent with how paid holidays are administered to full-time non-exempt staff.
- The proposed policy and application of the policy has been reviewed and approved by the library attorney.

Suggested motion: The Board of Library Trustees adopts revisions to Human Resource Policy – Holidays, effective January 1, 2023.

HOLIDAYS

Full-time employees receive the following 13 paid holidays. Part-time benefited employees receive paid days off for the following seven holidays the library is closed.

- New Year's Day (library closed)
- Martin Luther King Day
- Presidents Day
- Memorial Day (library closed)
- Juneteenth
- Independence Day (library closed)
- Labor Day (library closed)
- Veterans Day
- Thanksgiving Day (library closed)
- Christmas Eve (library closed)
- Christmas Day (library closed)
- Observance Days (Two floating holidays)

On holidays the library is closed, paid holiday hours will be automatically applied on the actual holiday.

Part-time Benefited Employees

Holidays for part-time benefited employees is prorated based on budgeted hours at the time of the holiday. A work week is considered five days. Proration amount is calculated by dividing the budgeted weekly hours by five days. For example, an employee who is budgeted at 20 hours per week would calculate their holiday pay as follows: 20 hours per week divided by five days equals four hours of holiday pay.

Full-time Employees

Requests for time off on holidays when the library is open is subject to the approval of the employee's supervisor. In all cases, compensatory time, at straight time, may be taken in half (3.75 hours) or full day (7.5 hours) increments.

Full-time employees who work on a paid holiday may take compensatory time, as follows:

- Martin Luther King Day, Presidents Day and Juneteenth: anytime within a three-month period following the holiday.
- Veterans Day: following the holiday and no later than December 31.

If a full-time employee's regular day off falls on a paid holiday, compensatory time may be taken within three months following the holiday or no later than December 31 (whichever date occurs first), or on the immediately preceding scheduled workday.

When Christmas Eve or Christmas Day falls on a Saturday or Sunday, full-time employees may take compensatory time anytime from November 1 through December 31 that calendar year.

Full-time employees may request to use two Observance Days anytime during the calendar year.

A schedule of holidays when the library is closed is approved annually by the Board of Library Trustees.

To: Board of Library Trustees
From: Lisa Haack and Michael Driskell
Date: November 15, 2022
Subject: Adoption of New Employee Benefit and Human Resource Policy -
Paid Parental Leave

As discussed at the November Committee of the Whole meeting, based on formal staff feedback from the employee engagement survey, and requests made to the executive director and human resources, we are asking the board to consider the addition of Paid Parental Leave as a new employee benefit and policy.

Attached is a copy of the proposed new Paid Parental Leave policy.

Details to note

- Eligible employees include staff who meet FMLA criteria of employed 12 months and worked at least 1,000 hours.
- Paid parental leave must be used consecutively
- Applies to birth, adoption and foster placement; per event
- Must be used within six months of birth/adoption/foster placement
- Rate of pay will be 100% of budgeted hours (not scheduled hours) for a maximum of 8 weeks.
- The 2023 budget includes funds for this additional benefit
- The proposed changes would be effective upon approval
- The proposed policy and application of the policy has been reviewed and approved by the library attorney.

Suggested motion: **The Board of Library Trustees adopts Human Resource Policy – Paid Parental Leave.**

PAID PARENTAL LEAVE

Parents of newborns, newly adopted children and children newly placed into foster care placement may be eligible for paid leave of up to eight weeks. For those employees who are eligible for FMLA leave, this paid parental leave will run concurrently with FMLA leave and cannot be used to extend FMLA leave time.

Parental leave must be taken within the first six months of birth, adoption or foster placement. The amount of paid parental leave does not increase with multiple births, adopted or foster children. An employee will not receive more than eight weeks of paid parental leave in a rolling 12-month period.

The Family Medical Leave Act (FMLA) allows employees up to 12 work weeks of unpaid leave annually. The balance of FMLA leave beyond the eight weeks of paid parental leave is unpaid unless the employee chooses to use accrued time (sick/vacation/personal/holiday).

Eligibility: Full-time and part-time benefited staff who have worked for the library for at least 12 consecutive months and worked a minimum of 1,000 hours in the previous 12 months, are eligible for paid parental leave at 100 percent of the employee's regular pay based on weekly budgeted hours.

The leave may begin no earlier than the birth or placement of the child(ren) and must end within six months immediately following. Unused paid parental leave may not be carried over and will be forfeited at the end of the six-month period. There is no payment of unused parental leave upon separation of employment.

When both parents are eligible employees, paid parental leave may be taken concurrently or consecutively within six months of the birth or placement of the child(ren). Each eligible parent is entitled to eight weeks of paid parental leave

Benefits: Medical and other benefits coverage will continue during paid leave. The employer and employee must continue to pay their respective portion of insurance premiums.

Requesting the Leave: If the need for leave is foreseeable, the employee must submit a written leave request to the manager and human resources at least 30 days prior to the start of the leave. This should occur at the same time as the request for FMLA.

Where the need for the leave is not foreseeable, the employee must submit a leave request as soon as practicable.

Return to work: Employees should notify their manager and human resources at least three business days in advance of return.

To: Board of Library Trustees

From: Michael Driskell

Date: November 15, 2022

Re: Adoption of Revisions to Policy 1.101 Rules of the Board of Library Trustees

As discussed at the November Committee of the Whole meeting, at the September board meeting there was a suggestion to begin reciting the Pledge of Allegiance at the beginning of each committee and board meeting. This procedural change should be reflected in Policy 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES.

The revised policy is attached, with the addition to the order of business in Article V, Section 1:

Section 1: The order of business at all regular meetings of the board shall be as follows:

- A. Call to order
- B. Roll call
- C. *Pledge of Allegiance*
- D. Public comment
- E. Liaison reports
- F. Approval of minutes of previous board meeting
- G. Approval of minutes of previous committee of the whole meeting
- H. Review of financial reports
- I. Review of the warrant/check register
- J. Executive Director's report
- K. Old business
- L. New business
- M. Other
- N. Closed session as needed

Suggested motion: **The Board of Library Trustees adopts revisions to Policy 1.101 Rules of the Board of Library Trustees.**

1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES

ARTICLE I – GENERAL PROVISIONS

- Section 1: These rules, adopted pursuant to the provisions of the Illinois Local Library Act, are intended to set out the duties of the Board of Library Trustees, provide procedures by which meetings of the said board are to be called and conducted, set out methods by which the business of the Board of Library Trustees is to be carried on, and provide other general rules relating to governance by the Board of Library Trustees.
- Section 2: These rules are supplementary to the provisions of the statutes of the State of Illinois as they relate to the procedures of boards of library trustees.
- Section 3: Each trustee elected to the library board is expected to perform all of the functions of the office, promoting a high level of library service while observing ethical standards. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution. It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of conflict of interest exists. Trustees are asked to distinguish clearly in their actions and statements between their personal views and the adopted positions of the board, acknowledging the formal position of the board even if they personally disagree. Trustees must be aware of and in compliance with applicable laws governing freedom of information while respecting library business of a confidential nature. Trustees must be prepared to resist censorship of library materials and information by groups or individuals in order to preserve intellectual freedom for all library users.
- Section 4: The office of the board shall be located at the Arlington Heights Memorial Library, 500 North Dunton Avenue, Arlington Heights, Illinois.

ARTICLE II -- MEMBERS AND OFFICERS – DUTIES

- Section 1: The term of each member of the Board of Library Trustees shall commence at the first regular board meeting after the official election canvass has been completed (usually in April) in the year in which he or she is elected and continue until the regular board meeting in April of the sixth year thereafter, or until his or her successor is duly elected and qualified, unless state law shall hereafter otherwise provide.

Section 2: The Board of Library Trustees shall elect the president, vice-president/secretary, and the treasurer from among its members. Each of the said officers shall be elected at the first regular meeting of the board following the April general elections and official canvass when library trustees are elected, sworn into office by a board officer or senior board member and formally seated on the board. Officers shall serve for a term of two years and until their successors are duly elected and qualified. If a vacancy occurs in any of the said offices of the board, the vacancy shall be filled by the board for the balance of the term. The president of the board shall not generally be elected to succeed himself or herself more than once; however under the circumstances deemed appropriate by the board, the president may be elected for a third term. Five affirmative votes of board members are required to extend the tenure of the president to a third term.

Section 3: The president shall supervise the affairs of the Board of Library Trustees. He or she shall preside at all meetings of the board and shall appoint such committees and subcommittees as may be necessary to carry out the purposes of the board.

The president shall be an ex-officio member of all committees and subcommittees so appointed.

Section 4: The vice president/secretary shall supervise the records of the Board of Library Trustees and preside at meetings of the board in the absence of the president. He or she shall inspect and certify by signing official minutes of the board's proceedings, and shall verify that records of all official actions of the board are properly maintained and made available as a public record. Minutes will include the date, time and place of the meeting, those present, and a summary of discussion on all matters proposed, deliberated or decided in accordance with the Illinois Open Meetings Act.

Section 5 The treasurer shall lead the development of the annual budget and represent the library in financial matters with other agencies as required and monitor budgets, audit reports, financial plans and other key financial matters. The treasurer shall verify that all agents handling funds for the library are properly bonded.

ARTICLE III – MEETINGS

Section 1: The board will hold at least one business meeting per month at a regular scheduled time in the library. The date, place or time of a particular regular meeting may be changed by the affirmative vote of a majority of the board members present and voting at a regular meeting.

Section 2: A special meeting of the board may be held at any time at the call of any two members of the board. No special meeting shall be held unless written notice of the time and place thereof shall be given to all board members at least 48 hours in advance of the said special meeting, except in bona fide emergencies.

Section 3: All meetings of the board shall be open to the public and conform to the requirements of the Illinois Open Meetings Act.

- Section 4: A quorum of the board shall consist of four members.
- Section 5: Robert's Rules of Order shall govern the deliberations of the Board of Library Trustees, except when such rules are in conflict with any of the rules provided herein.
- Section 6: The rules of order, other than such rules as may be prescribed by statute, may be suspended at any time by the consent of a majority of the members present at any meeting.
- Section 7: An agenda for each regular, special or committee meeting of the Board of Library Trustees shall be prepared by the executive director in consultation with the president or committee chair preceding such meeting. Board members who wish to have items included on the agenda for a regular meeting shall submit such items to the executive director at least three business days prior to the meeting.
- Section 8: Within 10 days after the beginning of each calendar year, the vice president/secretary of the board shall cause public notice to be given of the schedule of regular meetings of the board for the ensuing calendar year, stating the regular dates, times, and places of such meetings, by posting a copy of the notice in accordance with Illinois law. Whenever any meeting of the board is canceled, public notice of a rescheduled meeting shall be given by posting public notice in accordance with Illinois law. Public notice of a reconvened meeting need not be given when the announcement of the time and place of the reconvened meeting has been made at the original meeting and there has been no change in the agenda for such meeting.
- Section 9: Any requests for notice of meetings or records related to such meetings by the media, individuals or groups will be handled as specified by Illinois law, including the Open Meetings Act and the Freedom of Information Act.

ARTICLE IV -- COMMITTEE OF THE WHOLE, OTHER COMMITTEES AND LIAISONS

- Section 1: A committee of the whole shall consist of all board members. The president shall preside at meetings of the committee of the whole. The purpose of such meetings is to provide an informal forum for board members to engage in dialogue and provide an opportunity for open discussion and recommendations on issues. Board members who wish to have items included on the agenda shall submit such items to the executive director at least three business days prior to the meeting.
- Section 2: The committee of the whole will meet at least once per month, unless there is no business to come before the committee.
- Section 3: A quorum of the committee of the whole shall consist of four members.
- Section 4: The board may appoint ad hoc committees, special committees, or standing committees from time to time at the board's discretion. The president shall appoint the chair and all members of any such committees unless the board shall otherwise direct.

Section 5: The president shall designate a member or members of the board as liaison(s) to the Friends of the Library and the Arlington Heights Memorial Library Foundation, who will serve for a term of two years. Re-appointment to additional terms as liaison is permitted.

ARTICLE V – PROCEDURES

Section 1: The order of business at all regular meetings of the board shall be as follows:

- A. Call to order
- B. Roll call
- C. Pledge of Allegiance
- D. Public comment
- E. Liaison reports
- F. Approval of minutes of previous board meeting
- G. Approval of minutes of previous committee of the whole meeting
- H. Review of financial reports
- I. Review of the warrant/check register
- J. Executive Director's report
- K. Old business
- L. New business
- M. Other
- N. Closed session as needed

Section 2: No vote or action of the Board of Library Trustees shall be rescinded at any special meeting of the board unless there be present at such special meeting as many members of the Board of Library Trustees as were present at the meeting when such vote or action was taken.

Section 3: At the request of any member of the board, any resolution or motion presented to the Board of Library Trustees shall be reduced to writing before being voted upon.

Section 4: No person other than the president or a member of the Board of Library Trustees shall address the board at any regular or special meeting other than in the time so designated on the agenda, except upon consent of a majority of the members present. Rules for public comment are as follows:

1. Any person shall be allowed to speak at any regular or special meeting on any library matter of public concern. No person shall be prevented from speaking on the basis of any prior speech. Persons wishing to speak must be present at the meeting. Public comment by use of any telecommunications device to speak at any regular or special meeting will not be permitted, except in the case of individuals with disabilities that prevent them from attending in person. Individuals who cannot attend due to disability or who require disability related accommodations to allow them to observe and/or participate are requested to contact the library in advance, if possible, to allow the library to try to arrange reasonable accommodations.

2. Every public meeting shall set apart a maximum time of thirty (30) minutes near the beginning of each meeting to allow for public comments. Each person who wishes to speak will be allotted not more than five (5) minutes, unless the presiding officer reduces the allotted time because numerous people wish to speak.
3. Each person who wishes to speak must place his or her name on a speaker's list prior to the start of the meeting, and indicate whether they are an Arlington Heights resident. Speakers will be called to speak in the order of the list. In the event the period allotted for public comment elapses before all speakers have an opportunity to be heard, those speakers on the list still wishing to be heard shall retain their position on the list for the public comment portion of the next meeting.
4. Each speaker must maintain civility and shall not disrupt the meeting by using obscene or threatening language or gestures or by violating the library's Code of Conduct. Any person who does so, or who poses a threat to public safety, will be removed from the meeting and the library.
5. Any person shall be permitted to address the Board of Library Trustees or any member of it at any time via mail or email at the board member's library email address.

Section 5: Public comment at board committee meetings is permitted also. All rules set forth in Article V, Section 4 apply.

Section 6: All written documentation of any nature, including graphs, letters and/or proposals, that is intended for consideration by the board or a committee from a member or members of the public shall be submitted to the office of the executive director at least one week before the scheduled meeting(s) at which consideration of the documentation is sought, if possible; otherwise as early in advance of the meeting as possible in order to give board members reasonable opportunity to review same.

Section 7: Although the library will strive to provide reasonable access upon request to the records and documents relating to the business of the board and the library, documents issued by the library staff for consideration by the full board or a board committee may be classified as confidential drafts until the document is brought before the full board or a board committee. Reports, documents and other information that are legally confidential will be reclassified as public information if and when the conditions requiring confidentiality are no longer applicable.

Section 8: All meetings of committees and the board shall end no later than 10:00 p.m. unless specifically extended by a majority of the members present. Access to the meeting by the public will be maintained after the library is closed.

Section 9: Attendance by means other than physical presence. If a quorum of the board is physically present a trustee not physically present may attend the meeting (including any closed portion of the meeting) by video or audio conference, if the following conditions are met:

- A. The board member desiring to attend the meeting by video or audio conference must notify the recording secretary before the meeting, unless advance notice is impractical.
- B. The reason the board member is prevented from physically attending the meeting is because:
 - 1. Personal illness or disability;
 - 2. Employment purposes;
 - 3. Business of the library;
 - 4. Family emergency; or
 - 5. Other emergency.

A board member attending by means other than physical presence has the full rights of a board member who is physically present; i.e., the board member may vote, move or second motions, discuss the business on the agenda, and take other action as desired.

ARTICLE VI -- AMENDMENT OF RULES

Section 1: These rules may be amended from time to time by a majority vote.

Section 2: A proposed amendment to these rules shall be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

The foregoing rules are hereby approved by the Board of Library Trustees of the Village of Arlington Heights on November 15, 2022.

President, Board of Library Trustees

To: Board of Library Trustees
From: Michael Driskell
Date: November 15, 2022
Re: Inclusion Awareness Month 2022

Senior and Accessible Services staff will provide a summary of the programming and services highlighted during October, as part of Inclusion Awareness Month.

Inclusion Awareness Month 2022

In October, AHML celebrated our 5th Inclusion Awareness Month to spotlight our commitment to inclusive programs and services and invite dialog with our community and partners. 165 participants attended our 11 featured programs for both adults and youth.

Cosmic Disco

SAS staff hosted an all-abilities dance party



Illinois Assistive Technology Program

Lynette Strode from IATP demonstrated assistive devices and included demos of helpful household items.

“I never would have known about these resources, thank you!”

“Thank you for sharing information from this organization with the community, this will be very helpful for me.”

“I learned so much, today!”

“The Car Cane is exactly what I need!”

Special Needs Trusts

Attorney Benji Rubin helped parents and guardians of individuals with special needs begin the process of legal and future planning.

“Solid Information. I am new to supporting disabled family member and the timing of the event and content was ideal.”

Job Searching for Persons with Disabilities

Info Services Librarian Brittany Coleman hosted this event which focused on employment opportunities and workplace accommodations for people with disabilities. Speaker Garret Rosiek’s passion and knowledge of the topic garnered many thanks and post-program questions from parents.

“The presenter did a phenomenal job in presenting the material, engaging the group and answering everyone’s questions with patience, confidence and sensitivity to people’s issues”

Effective Communication Strategies Presented by Alzheimer’s Association

The Alzheimer’s Association Illinois Chapter presented an interactive presentation for 15 attendees that reviewed the changes in each stage of dementia with communication tips to help connect.

“The advice I got today will be helpful as my dad’s dementia progresses, I feel better prepared for what may happen.”



Chicago Lighthouse Roadshow

I just wanted to thank you for hosting our low vision roadshow at the library once again. We had a great turnout ... As always, the library is such a wonderful location for us, and we sing your praises to everyone as the most helpful and inclusive location we work with...Thank you so much to you and your colleagues again. We look forward to our continued relationship with you all and please let us know if you need any resources, information, or devices from us!

Michelle Fiocchi (She/Her)

Manager of Retail Operations and Rehabilitation Services | The Chicago Lighthouse



Assistive Tools Kit Introduces Simple Tools to Make Life Easier

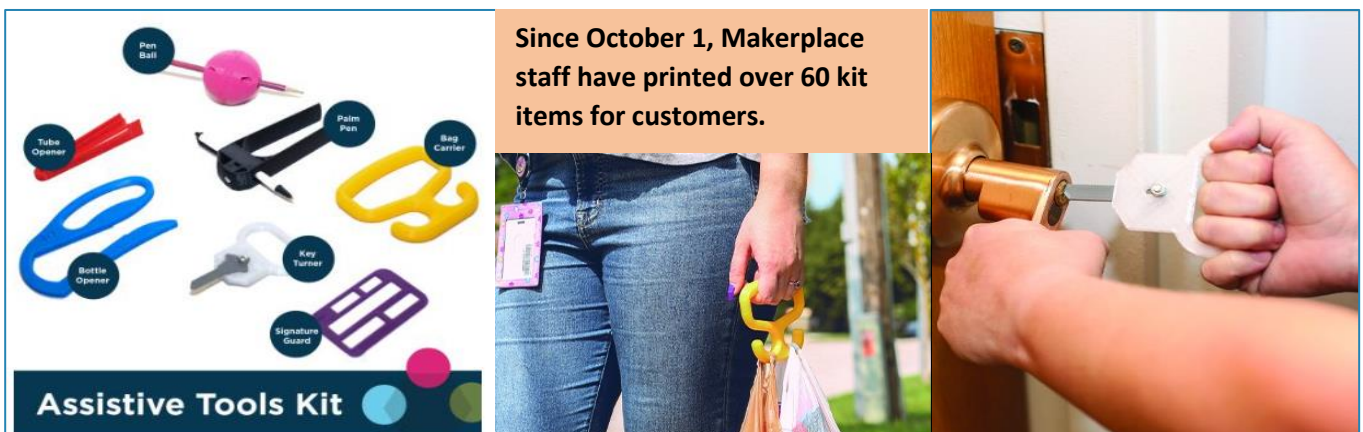
The AHML Assistive Tools kit got its start when our ADA Coordinator, Katie Myers, did further research after seeing an Instagram video that featured one of the kit items, a key turner. Her investigation led her to the Makers Making Change website, a repository of various open-source assistive technology projects with parts and instructions to make the full seven-item kit on 3D printers.

Katie and Senior and Accessible Services Manager Mary Jo Lepo met with Makerplace Assistant Manager Chris Krueger to explore how the library could make 3D printing these tools accessible for our community. We partnered with IT and Communications and Marketing to streamline ordering on our website and promote the tools to the community. For residents who request assistance, Senior and Accessible Services staff complete any needed assembly of the kit items.

For the kickoff of our new assistive tools, we held an open house at the Makerplace for customers to try the tools and see how 3D printing works. None of the 18 customers at the open house had visited previously, and everyone was amazed to learn how the 3D printer could be used to create such useful and durable items.

One resident shared her appreciation for the library connecting her to the Makers Making Change site where she was able to find additional items to 3D print for her daughter's wheelchair.

Residents who couldn't attend our open house can try the items by checking out the tool kit from our Library of



Executive Director's Report

November 2022

What's New @ AHML

Assistive Devices

Makerspace Branch Assistant Manager Chris Krueger worked with Library Delivery and Accessibility Supervisor Katie Myers and Senior and Accessible Services Manager Mary Jo Lepo to develop and deploy an assistive device program at the Makerplace and through the library's "Library of Things" collection. The collection tools from the Makers Making

Change 3D Printed Low Tech Assistive Devices Kit consists of:

- Bag Carrier
- Bottle Opener
- Key Turner
- Palm Pen
- Pen Ball
- Signature Guide
- Tube Opener



These items are printed to order, and several are available in multiple sizes. Tools that require assembly are packaged with instructions and hardware; they can also be assembled by library staff per request.

The assistive tools orders are off to a good start, with six ordered during a "soft opening" in September and 56 tools orders and fulfilled in October. This is a unique program not currently offered at other local libraries. AHML staff have received inquiries from neighboring libraries since the launch of this program and may act as a starting point for other libraries interested in providing this service.

Text Reference

In order to meet accessibility needs of the community, LibChat services were expanded to include text reference in October. The website, newsletter, and all other communication were updated to include the new text information.

Library Address:

500 N. Dunton Avenue
Arlington Heights, IL
60004-5910

Tel: 847-392-0100

Email: [Contact Form](#)

Fax: 847-506-2650

Text: 847-665-1491

Outreach and Community Engagement

Pet Blessing

AHML took part in the Blessing of the Animals celebration at St. Simon's Episcopal Church on Sunday, October 2. Staff interacted with 43 people giving them tours of the bookmobile and learning each pet's name. Also featured were animal themed book displays and giveaways.



Autumn Harvest Festival

It was exciting to be back at Autumn Harvest on Saturday, October 8, after not being there since 2019. The bookmobile and One Book, One Village (OBOV) crew participated with a pop-up table, crafts, and giveaways. Families enjoyed autumn crafts, and people were able to check out *Clark and Division* and receive an origami bookmark giveaway. It was also one of the busiest outreaches for the season, as we interacted with 465 people.



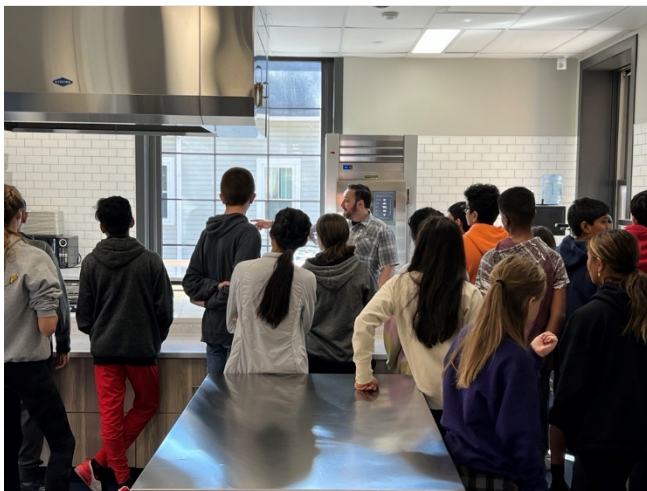
Fall Tech Drive

This fall, the library partnered with Best Step Tutoring, a local nonprofit organization in support of their EDvantage Project to host an electronic-devices drive for youth with no access to technology and tutoring services. They were incredibly thankful and overwhelmed by the tremendous positive response and generosity of the Arlington Heights community during this drive. In two weeks, 211 devices were collected.



Thomas Middle School Science Olympiad Team Visit

Forty students from Thomas Middle School's Science Olympiad Team visited the Makerplace on Friday, October 28. Youth Services and Makerplace staff collaborated to provide our first school field trip to the Makerplace. The visit included tours of the Makerplace and team-building activities including a cup stacking challenge, making 'swimsuits' for Sphero robots and tinkering with littleBits throughout the day.



Cord Cutting 101

Digital Services Supervisor Gregory Berger presented Cord Cutting 101 to fifty Lake Barrington Shores residents...many attendees commented on how Arlington Heights Memorial Library can't be beat.

Arlington Heights Business Builders

Business Services Advisor Diane Malik hosted an Arlington Heights Chamber of Commerce Business Builder Group at the library's Senior Center Reading Room this month. Diane gave a presentation about business library services and Senior and Accessible Services Manager Mary Jo Lepo provided an overview of senior and accessible programs and resources offered by the library. The group was clearly wowed by all that is offered to the various demographic groups within Arlington Heights.

Virtual Manzanar Historic Site Ranger Visit

On October 6, 53 customers joined Programs and Exhibits Specialist Emily Muszynski online for a virtual visit from Alisa Lynch, a ranger at Manzanar National Historic Site in California. Alisa shared the stories and pictures of Japanese Americans imprisoned at the site and did a Q & A with the audience. A close friend to many of the people she highlighted in the presentation, ranger Lynch showed the struggles families faced, but also their resilience. One of the benefits of virtual programming is the opportunity to connect Arlington Heights to people and places across the United States – this program was the perfect example of this.

One Book One Village Pop-Up at Mitsuwa Marketplace

As part of our outreach efforts with One Book, One Village 2022 selection, staff brought a piece of the library and OBOV to Mitsuwa Marketplace. Staff interacted with 85 people who learned about the author's event, programs, book discussions, and other library services. It was a beautiful experience to meet people where they are and show more of what the library has to offer.



Clark and Division Book Discussions

With the coordination of Community Engagement Liaison Catalina Shin, the OBOV team participated in a total of nine outreach events, including pop-up tables, a presence at numerous community festivals, and partnership discussions with the Japanese America Society of Chicago and the Asian American Bar Association. We connected with 1,130 individuals through outreach.

Programs and Exhibits Specialist Neal Parker and Community Engagement Liaison Catalina Shin collaborated in hosting a virtual book discussion and bringing our 2022 OBOV selection, *Clark and Division*, beyond Arlington Heights borders with the Japan America Society in Chicago and the Japan Exchange & Teaching (JET) Alumni Association of Chicago. These two organizations connect members and alumni in the Midwest - Illinois, Missouri, Wisconsin, and Indiana. It was fascinating to discuss our *One Book One Village Book* with individuals connecting from the St. Louis and Chicago area.

Neal and Catalina Shin were invited by the Asian American Bar Association in Chicago to participate in a group discussion with local attorneys about *Clark and Division*. They discussed opinions from a historical and legal perspective as well as an insightful conversation on legal implications then and today. As OBOV closed out its incredibly successful run with the Naomi Hirahara author event, Catalina and Neal joined Stephen Lee, Board Member of the Asian American Bar Association of the Greater Chicago Area, to celebrate the event with Naomi.

Serving Our Community

Dann & Raymond's OBOV Edition

On October 13, Dann Gire and Raymond Benson presented a specially curated edition of their movie club, focused on the films of legendary Japanese filmmaker Akira Kurosawa. As usual, Dann and Raymond served up great insight, stories, trivia, and fun facts about Kurosawa and his career, films and their influence on filmmakers, and the actors he often used. They smartly started the program with a video featuring George Lucas and Francis Ford Coppola talking about how important Kurosawa had been to their filmmaking sensibilities and developmental arcs. The evening was an entertaining and illuminating chronicling of Kurosawa's career and still-present impacts on film.

OBOV Culminates with Author Event

The library's One Book, One Village community read initiative continued in October, culminating in our first in-person author event in more than two years with "An Evening with Naomi Hirahara." Planned by the OBOV Committee and Programs and Exhibits staff, the event saw author Naomi Hirahara in conversation with Chicago historian Erik Matsunaga, with audience Q&A facilitated by Info Services Advisor Sherri Tader.

275 community members attended the live event at the Forest View Auditorium and 110 viewers live-streamed the event on YouTube. The video is now hosted on YouTube and continues to draw many views and engagement – more than 300 at this time. After the conversation, many attendees elected to stay to meet the author during a book signing, where Naomi graciously shared her time, speaking with community members.



As OBOV comes to a close, some highlights from the month of October include:

- This year's checkouts of the OBOV title and tie-ins exceeding the 2021 circulation, with a current total of 2,353 checkouts.
- With early and targeted outreach, we saw the highest-ever participation from community book clubs with 32 book clubs borrowing a set of books.

Fall Chili with Chef Grace

Thirty-three student chefs joined Programs and Exhibits staff in the cozy atmosphere of the Makerplace kitchen on October 11. Two sessions were offered of Fall Chili with Chef Grace Goudie from Scratchboard Kitchen, who remains among the most in-demand instructors in our kitchen monthly. These lucky participants mixed and baked cheddar and jalapeno biscuits to eat alongside the buffalo chicken chili and short rib chili Chef Grace demonstrated. During class Chef Grace was the first instructor to use our new kitchen amplification system! This over-the-ear microphone is a welcome addition, so attendees can hear instructors over the hustle and bustle of the kitchen and appliances.

First DIY Screen Printing Class

Makerspace Advisor Lisa Hale developed and presented the Makerplace's first DIY screen printing program in October. The program ran with a full class and full waiting list. The program was very well received and will be run again in the coming months.



Audio Amplification in the Makerplace Kitchen

Makerspace Branch Assistant Manager Chris Krueger worked with IT Services Supervisor Erik McMinn to identify the correct equipment for audio amplification in the Makerplace kitchen. Staff did a great job installing an easy-to-use microphone and speaker system for culinary presenters in the space. This is a much-requested addition to the kitchen and is sure to be appreciated by both customers and presenters.

Inspired By Art Night

The second “Inspired By” Art Night was a huge success. Fifteen makers learned about the style of Salvador Dali and used paint and magazines to make their own surrealist art, inspired by Dali and his Elephants painting.



Halloween Fun

On Wednesday, October 26, Kids’ World hosted its 10th annual Halloween Fun celebration! This was the first time in two years it was offered as a drop-in event. Customers of all ages enjoyed the event evidenced by the compliments received and many smiling faces! A total of 524 people attended over the course of two sessions. Children were able to experience ten different games and make five crafts. It was a fa-BOO-lous success!



Teen Halloween Party

On Friday, October 28, the Hub hosted a Teen Halloween Party! Teen volunteers from the Teen Advisory Board (TAB) helped plan the activities and TAB volunteers also led and assisted activities on the night of the event. Forty-four teen participants and four TAB volunteers created three festive crafts, participated in a Super Smash Bros. video game tournament, held a costume contest and watched a ghost movie. TAB also came up with ideas for a murder mystery scavenger hunt that included clues throughout the library and ran the length of the event. Teens also enjoyed a popcorn bar, goodie bags with candy and prizes.

Meeting and Conference Room Usage

There were 17 reservations by the public for the Hendrickson Room in October, the highest number since the library re-opened. Conference Room reservations for October were 1,151, the highest number in 2022 and on par with pre-COVID numbers.

Library Cards

This month, 466 new residents signed up for library cards. This number includes 217 new kids' cards issued through the library's partnership with District 25.

Volunteer and Staff Highlights

Volunteer Appreciation Crafts and Pie

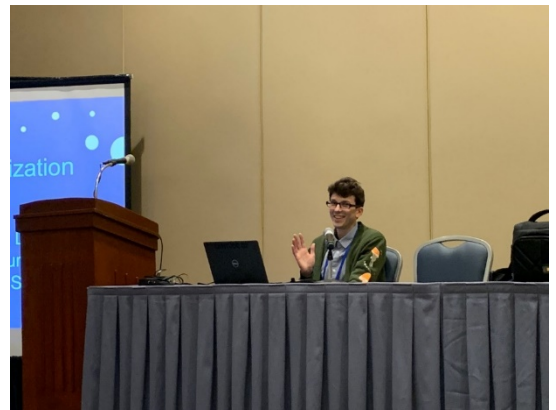
The Makerplace was happy to welcome the library's volunteers for an appreciation event. Pie was served in the Makerplace kitchen along with a DIY craft. The event saw over 100 volunteers stop by for crafts and pie.



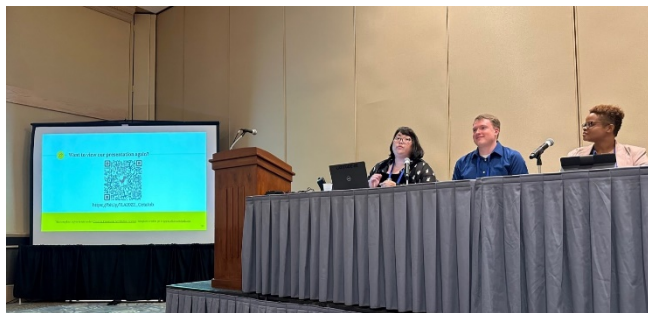
Illinois Library Association Annual Conference

Library staff and trustees attended the annual Illinois Library Association Conference, this year hosted in Rosemont, IL. Staff attended sessions with topics ranging from diversity and inclusion to levying taxes. Five staff presented at sessions:

Digital Media Specialist Chris Smith presented at his first ever library conference! “Comprehensive Digitization: Everything Patrons Need to Digitize and Preserve Their Pictures, Home Movies, Audio and Slides”



Info Services Librarian Brittany Coleman teamed up with Material Handling Supervisor Matt Williams and Teen Supervisor Alice Son to present “Get a Job! Helping teens get (and keep) their first



gig.” Their combined expertise brought varied perspectives to the topic: Alice has extensive experience serving teens, Brittany specializes in career programming for adults, and Matt hires and supervises numerous teen workers at the library.

Their focus was on programs such as resume workshops, mock interviews, and a job fair specifically for teens to help them hone their skills, boost their confidence, connect them to opportunities and coach them through their first working experiences.

ESL and Literacy Services Supervisor Tracy Karim presented alongside Jean Demas from Lisle Library District and Katrina Belogorsky from Skokie Public Library on “Connecting with the growing ELL (English Language Learners) community through different library program models,” which focused on using book discussions to support adult learners. This session provided an overview of three specific programs as well as the ways in which their book discussions are scaffolded to encourage participation and foster student success.

Material Handling Supervisor Matt Williams presented a poster session for the Recharge Committee. The poster session was a way for the Recharge Committee to recruit new members from all types of libraries as well as promote the free professional development options the Recharge Committee provides for library staff at all levels. In total, Matt met with over 50 library staff from libraries across the state.

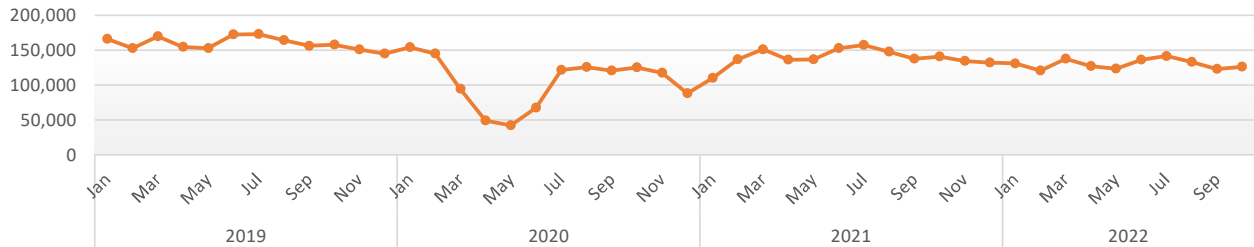
Arlington Heights Memorial Library

October 2022 Dashboard

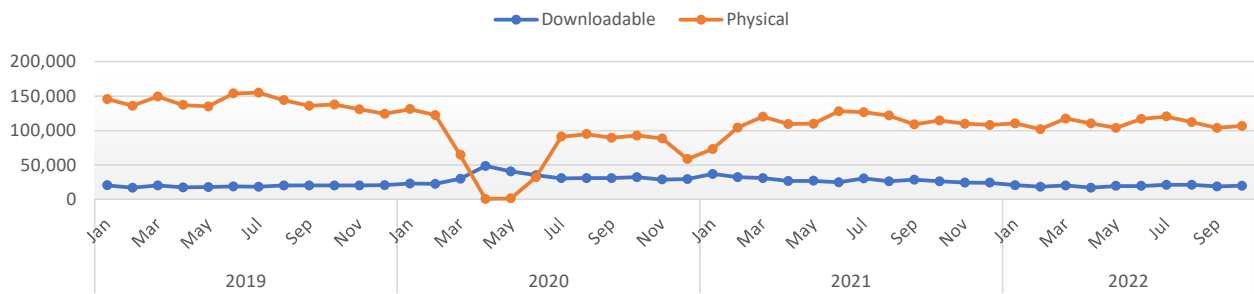
Circulation

Type	Current Month	Same Month Last Year	Change	Type	YTD Total Current Year	YTD Total Last Year	Change
Print	75,313	78,714	▼ -4.3%	Print	758,841	756,354	▲ 0.3%
Audiovisual	23,462	27,832	▼ -15.7%	Audiovisual	263,983	288,192	▼ -8.4%
Downloadable	19,695	26,286	▼ -25.1%	Downloadable	195,907	290,381	▼ -32.5%
ILL	314	315	▲ -0.3%	ILL	3,569	3,789	▼ -5.8%
Other	7,590	7,813	▼ -2.9%	Other	78,283	69,762	▲ 12.2%
Total	126,374	140,960	▼ -10.3%	Total	1,300,583	1,408,478	▼ -7.7%

Circulation



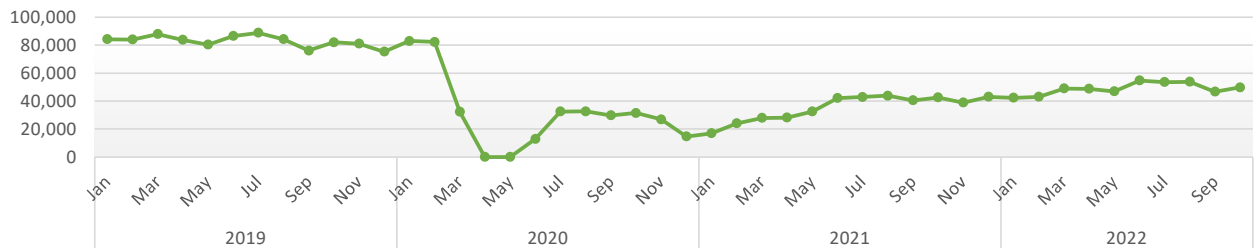
Physical vs. Downloadable Circulation



Library Visits

Location	Current Month	Same Month Last Year	Change	Location	YTD Total Current Year	YTD Total Last Year	Change
Main Library	39,378	33,162	▲ 18.7%	Main Library	397,162	248,162	▲ 60.0%
Drive-Up	4,652	5,395	▼ -13.8%	Drive-Up	52,298	67,113	▼ -22.1%
Bookmobile	3,020	1,712	▲ 76.4%	Bookmobile	17,588	17,885	▲ -1.7%
Senior Center	1,023	879	▲ 16.4%	Senior Center	10,120	4,734	▲ 113.8%
Makerplace	1,666	1,440	▲ 15.7%	Makerplace	11,074	3,189	▲ 247.3%
Total	49,739	42,588	▲ 16.8%	Total	488,242	341,083	▲ 43.1%

Library Visits



Arlington Heights Memorial Library

October 2022 Dashboard

Programs

Program Satisfaction 4.7 / 5

Program Attendance

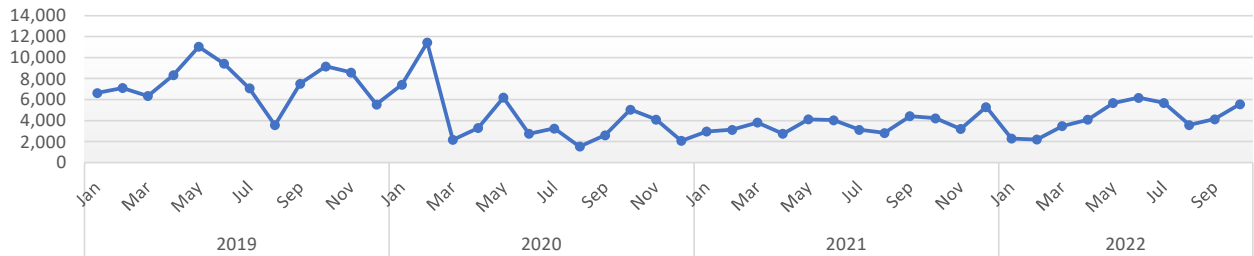
Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	2,652	2,470	▲ 7.4%	Adult	22,626	19,999	▲ 13.1%
Children	2,723	1,466	▲ 85.7%	Children	16,704	13,618	▲ 22.7%
Teen	193	292	▼ -33.9%	Teen	3,545	1,777	▲ 99.5%
Total	5,568	4,228	▲ 31.7%	Total	42,875	35,394	▲ 21.1%

Number of Programs

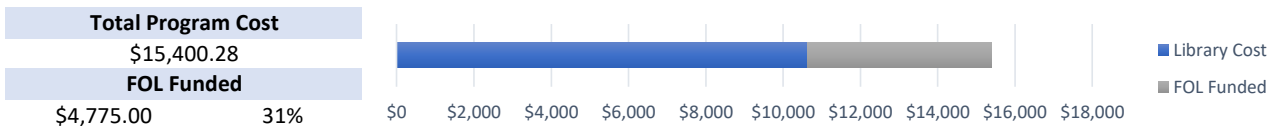
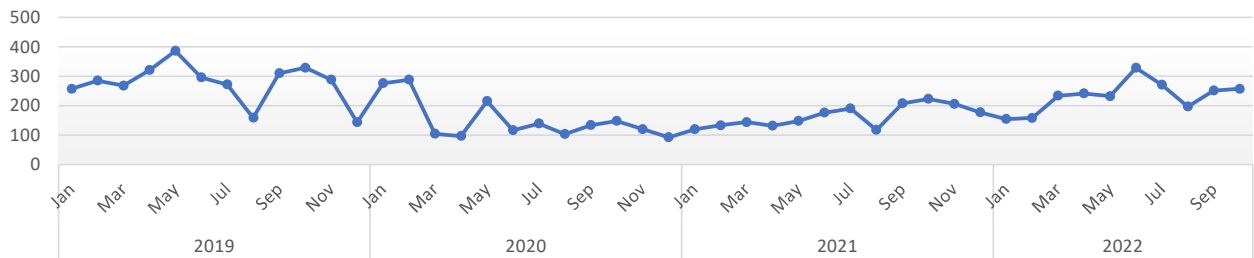
Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	154	146	▲ 5.5%	Adult	1,506	954	▲ 57.9%
Children	93	62	▲ 50.0%	Children	655	494	▲ 32.6%
Teen	10	15	▼ -33.3%	Teen	162	141	▲ 14.9%
Total	257	223	▲ 15.2%	Total	2,323	1,589	▲ 46.2%

	Current Month	Same Month Last Year	Change		YTD Total Current Year	YTD Total Last Year	Change
Avg. Attendance	22	19	▲ 14.3%	Avg. Attendance	18	22	▼ -17.1%

Program Attendance



Number of Programs



Supplementary Programs and Activities

Number of Programs and Activities

Type	Current Month	Same Month Last Year	Change
Passive	16	19	▼ -15.8%

Program and Activity Attendance

Type	Current Month	Same Month Last Year	Change
Passive	1,259	1,659	▼ -24.1%

Ten Things You Should Know About Security at the Library



1

Security is everyone's job.

Every library staff member is trained and expected to ensure a safe and welcoming environment for all.

2

Security's job is great customer service.

Our Security team is visible, every hour we're open. We ensure that all customers can use and enjoy the library.

3

We expect our customers to treat all people and property with respect.

Our Code of Conduct communicates expectations for the appropriate use of facilities and services. We consistently enforce the Code of Conduct fairly and firmly.

4

We've built partnerships with the professionals and experts.

We value the relationships we have built with the Arlington Heights Police and Fire Departments and Homeland Security. Our Security staff complete training with the State of Illinois to earn their PERC certification.

5

We are trained for emergencies.

All staff are regularly trained and updated on how to respond in the case of fire, extreme weather or a critical incident. There are reference charts on how to respond in all staff areas.

7

We are prepared for the unexpected.

People visit our public building every day. Sometimes unique situations or unusual behavior can occur. All staff are trained to respond so that everyone can enjoy the library.

We pay attention to customer behavior.

We track activity which may be in conflict with our Code of Conduct. The Security team across all shifts has immediate access to the same information.

8

We share information and resources.

Through our Security webpage, all staff can review training videos, read updates and learn how to be safer at home and out in the community.

6

We use technology to maximize effectiveness.

From cameras to smart phones, we use technology to help us create and maintain a safe, secure and friendly environment.

9

We're always there when customers need us.

You'll see us in the parking lot, throughout the building and lending a hand at programs, Friends of the Library sales or Foundation events.

10

7.001 CODE OF CONDUCT

The Board of Library Trustees of the Arlington Heights Memorial Library seeks to provide and ensure a welcoming environment, including quiet areas for study and work, which is conducive to the appropriate use of the facilities and services including, but not limited to:

- any library facility;
- property owned by the library or used to run library programs¹; or
- library rented, leased or owned vehicles.

We expect our customers to treat all people and property with respect. This includes, but is not limited to:

- Engaging in conversation and behaviors in a manner that does not: disturb, offend, harass, or threaten the safety of others. This includes phone, chat and electronic communication
- Damage property or threaten to damage the property of others
- Using library items, furnishings, equipment and facilities only for their intended function, in a manner that does not interfere with others' use and does not damage or threaten to damage library property
- Attending to personal belongings. The responsibility for loss or damage to unattended personal belongings rests with the customer. Customers may not leave personal belongings when leaving library facilities
- Following all library policies, including but not limited to policies on:
 - Unattended and/or Unsupervised Children
 - Soliciting or Posting and Distributing Materials on Library Property
 - Vulnerable Adults
 - Meeting Rooms - Public Use
 - Internet Access
 - Library Parking Lot

Examples of conduct and actions that are not permitted anywhere on the library's property include but are not limited to:

- Smoking, including smokeless tobacco, herbal products and e-cigarettes, except in designated area(s)
- Possessing, consuming, distributing or being under the influence of alcohol, cannabis, cannabis or THC-infused products, illegal drugs or other controlled substances without a prescription
- Eating meals or drinking beverages from containers without lids, except in areas designated for this use
- Prolonged or habitual sleeping
- Loitering in the entrances, lobbies, restrooms or any other non-study area for more than 15 minutes
- Using the restrooms for anything other than their intended purpose
- Disrupting others' use of library facilities or services due to personal hygiene or excessive odor so offensive as to constitute a nuisance to other patrons or library staff

¹ The consumption of alcohol at library programs hosted by the library wherein alcohol is served by the library or with the library's permission is exempted from this policy.

The library reserves the right to require anyone violating the Code of Conduct to leave library property. Serious or repeated misconduct may lead to further suspension from the library and to legal action or criminal prosecution. Those wishing to appeal suspensions may do so by writing to the Board of Library Trustees at the library's address.