

ARLINGTON HEIGHTS MEMORIAL LIBRARY

OPERATING BUDGET FOR THE 8 MONTH PERIOD ENDING DECEMBER 2015 BEGINNING MAY 1, 2015

LIBRARY BOARD

Joan Brody Garkisch

Charles Drost

Deborah A. Nelson

Kerry W. Pearson

Debbie Smart

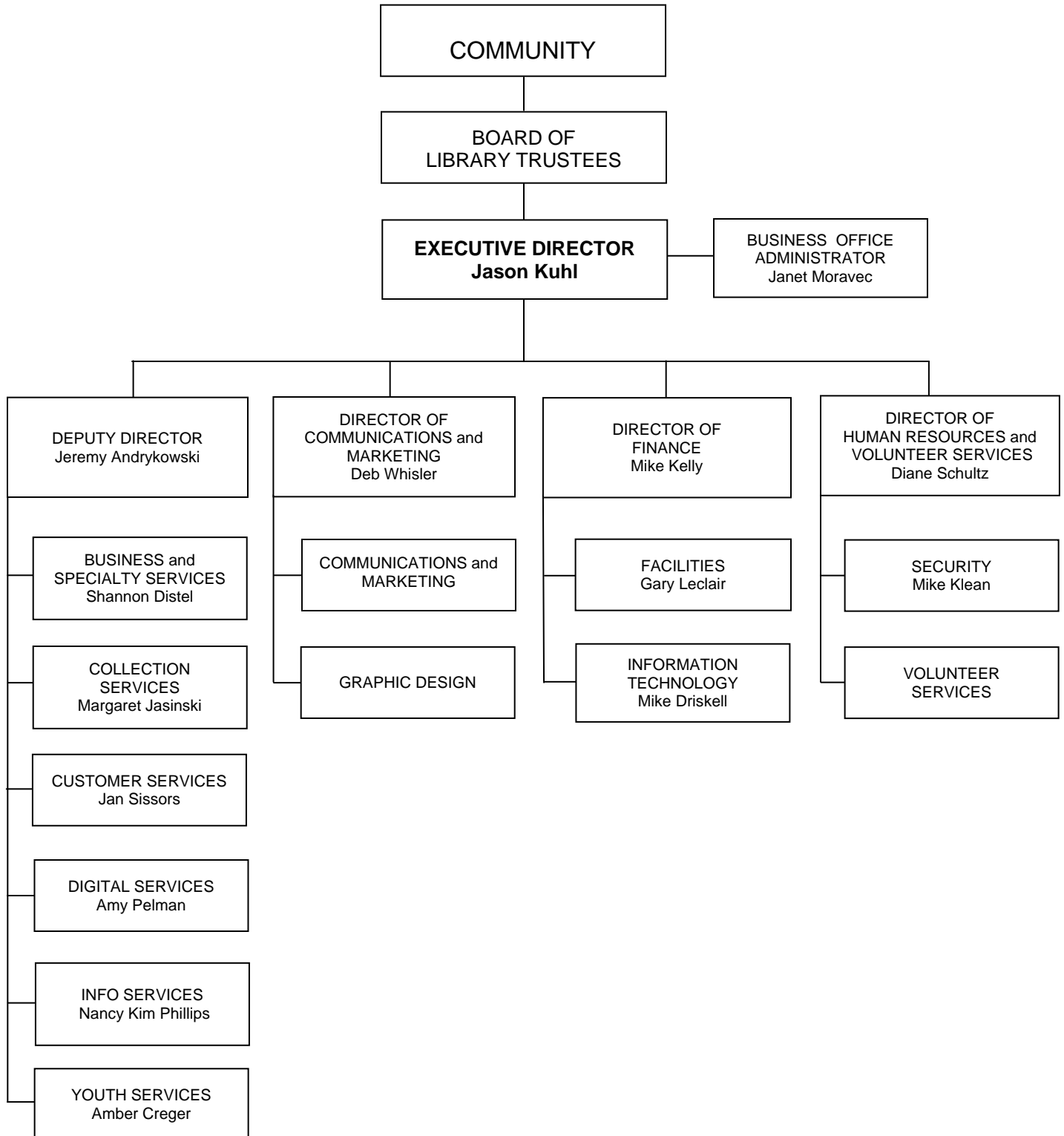
David F. Unumb

Greg Zyck

EXECUTIVE DIRECTOR

Jason Kuhl

Effective 1/12/2015



► Fund at a Glance

The Arlington Heights Memorial Library uses two funds to account for its expenditures. The General Fund is a subcategory of the special revenue fund type and is reported under Special Revenues in the Village of Arlington Heights' financial statements. The Capital Fund accounts for a variety of capital improvements listed in the library's Long Range Fiscal Plan. The Memorial Library General and Capital Funds are for the operations of the village library, not including any debt service or capital expenditures associated with bond issues by the village for library purposes. (These items are paid for by the village and accounted for in other village funds.)

Since 1926, library funding has been derived from a special revenue tax fund set up for the purpose of maintaining a library for village residents. The library is expected to derive 97% of its total revenue from property taxes in fiscal year 2014–15. Sixty-four percent of Arlington Heights residents were registered borrowers as of April 30, 2014.

LIBRARY GOVERNANCE & STAFF

- The library is governed by an elected Board of Library Trustees consisting of seven members; each member serves an unremunerated six-year term. Current trustees are Joan Brody Garkisch, Charles Drost, Deborah A. Nelson, Kerry W. Pearson, Debbie Smart, David F. Unumb and Greg Zyck.
- The Board of Library Trustees regularly meets on the third Tuesday of each month; all meetings are open to the public. The library has a staff that includes 26 employees with Master of Library Science degrees. As of May 1, 2014, the total full-time equivalent (FTE) of employees was 149.6.

LIBRARY VISION AND VALUES

Our Vision

The Arlington Heights Memorial Library strives to add value in our customers' lives by:

- partnering with them to develop skills they need to succeed in all stages of their lives;
- helping local businesses and community agencies thrive;
- creating occasions for cultural experiences and discovery; and
- offering opportunities in Arlington Heights for gathering, learning, contemplating, creating, and finding inspiration.

Our Values

We believe in:

- **Unparalleled Customer Service:** our best-in-class staff strives for continuous improvement by identifying and providing the services our residents and businesses need most.
- **Free and Equal Access:** all individuals have the right to choose for themselves what to read, hear, or view.
- **Fiscal Responsibility:** all decisions are weighed against the value added to the lives of our customers.
- **A Focus on Arlington Heights:** we are a part of the fabric of our community; all services are tailored to the unique needs of our residents and businesses.

LIBRARY FACILITY

- The Arlington Heights Memorial Library is open 79 hours weekly: 9 a.m.–10 p.m. weekdays, 9 a.m.–5:30 p.m. Saturdays, and 12–5:30 p.m. Sundays. The drive-up window for picking up requested materials opens at 7 a.m. Monday–Friday and remains open until the library closes at 10 p.m., adding another ten hours of service at this location. The service point at the Arlington Heights Senior Center is open an additional 44.5 hours per week.
- An average of 2,495 people visit the library each day.
- Located at 500 North Dunton Avenue, the current library building opened in June of 1968, with 40,000 square feet. In 1978, it was expanded to over 76,000 square feet. In 1992, voter approval was given to build a 56,000-square-foot addition and to renovate the original facility. The library's second-floor addition opened in September of 1994, and renovation of the original building was completed in 1995.
- A second renovation of the first and second floors was completed in spring 2013. This renovation added a teen area, ten more small conference rooms, a digital media lab, a genealogy room, a lounge with a fireplace, the Marketplace area for new and popular books and a variety of public spaces for exhibits and programs.
- The main floor is divided into service areas for adults, teens and children, including selections of books, movies, magazines, computers, CDs and a café. A computer training lab and a digital media lab are available for staff and public classes.
- The second floor contains 14 small conference/study rooms, a meeting room (with a maximum capacity of 200) available for library programs and for use by eligible community groups, the Literacy/ESL (English as a Second Language) office, administrative offices and staff room.
- The lower level of the building includes parking, a book drop, a drive-up window and maintenance areas, including heating and ventilating equipment.

LIBRARY COLLECTION & EQUIPMENT

- The library owned 360,581 books, magazines and audiovisual items as of April 30, 2014.
- The total circulation for the fiscal year ended April 30, 2014, was 2,565,720 items.
- Wireless Internet service, laptops and iPads for use in the library are available.
- Over 100 personal computers with Internet access and office software are available for public use.
- Photocopiers, a color copier, fax machines and microform reader/printers are available.
- An Optelec machine for the visually impaired, a TTY for communication with the hearing impaired and three public computers with magnification software are available.
- Electronic resources, including eBooks, eAudiobooks, music and movies as well as business information and magazine indexes with full-text options, are offered both in the library and remotely.

- A hearing amplification system is available in the Hendrickson Meeting Room, generously funded by the Friends of the Library.

LIBRARY PROGRAMS & SERVICES

The library adds value to the lives of residents by offering:

- eReaders such as the Kindle, Nook and Sony to borrow
- iPads to borrow from Kids' World
- A mobile app for accessing library resources, self-checkout and downloading eBooks
- A Business Center with resources and classes for small businesses
- The Studio, a digital media lab consisting of a production studio and three smaller post-production rooms. Customers can create media projects for home, school or business. There is equipment for scanning photos, creating and scanning video, and recording voice or music. The lab also loans equipment such as cameras and tripods to customers who want to work on projects outside of the library.
- A wide variety of programs and events for children, teens and adults including storytimes, lectures, book discussions, concerts and large-scale exhibits with a total attendance of 80,891 in 2014
- A summer reading program, which attracts about 4,600 children annually participating in summer leisure and skill-building reading while on vacation from their classrooms. In 2014 the A.H. Park District partnered with the library, expanding the reach of this popular program to include park district day camps.
- Literacy tutoring in cooperation with Township High School District 214 Community Education and through the library's own literacy lab
- A variety of computer classes offered throughout the year
- Fourteen conference rooms offering opportunities for gathering, learning, contemplating, creating and finding inspiration averaging 1,100 uses per month.
- One Book, One Village, the library's first community reading initiative. Over 2,700 copies of the book *Ordinary Grace* were checked out, and over 1,600 people attended related programs and book discussions during the 19-week program.

For the seventh year in a row, *Library Journal's* "Index of Public Library Service" gave the Arlington Heights Memorial Library a five-star rating, making it one of America's top-rated libraries. Only 1% of public libraries across the nation were awarded this distinction, and only 21 libraries have received it seven years in a row.

LIBRARY OUTREACH

Beyond its four walls, the library provides:

- Access to the online catalog, library accounts, full-text newspaper and magazines articles and online chat service, 24 hours a day, 7 days a week at www.ahml.info. A resident can reserve or

renew materials, receive email reminders of due dates, download eBooks and register for programs online.

- Real-time homework assistance on a wide variety of school subjects, both in English and Spanish, at www.ahml.info
- Answers to reference questions by phone, instant messaging, email or via the website at www.ahml.info
- A bimonthly newsletter highlighting services and programs mailed to all village residences and businesses
- Bookmobile service at 29 stops throughout the community and outreach services to apartment complexes, health care sites, senior independent living complexes and to residents of the Backstretch at Arlington Park
- Home delivery of material for residents who are permanently or temporarily homebound

LIBRARY COLLABORATION

- The library is a member of the Reaching Across Illinois Library System (RAILS), a cooperative with over 1,300 public, academic, special and school library members. Through interlibrary loan, residents have access to vast library collections throughout the country. As a benefit of system membership, residents have reciprocal borrowing privileges with neighboring public libraries, the Chicago Public Library and many other libraries throughout Illinois.
- The library is a service partner at the Arlington Heights Senior Center, operating a reading room and computer lab at the center. Features include a collection of appealing items to check out, programs, discussion groups and free computers with Internet access and computer classes.
- The library is a LINKin partner through a shared catalog with eight other local libraries providing expedited and cost-effective access to a greatly expanded collection of material.
- The library is partnering with the Arlington Heights Park District to provide exterior book drops at Camelot and Frontier Parks and at the Arlington Heights Senior Center, giving residents in the northern and southern parts of Arlington Heights a more convenient way to return library items.
- The library hosted a State of the Village informational program in which representatives from seven governmental entities updated village residents on highlights of the past year and future plans. The event attracted 130 attendees and was shown on the village cable channel. In addition, it was viewed 157 times on YouTube.
- Each year library trustees and staff members meet with their counterparts in the Village and the Park District to provide updates on current projects and discuss opportunities for resource sharing.
- The library partnered with School District 25 during school registration. This partnership resulted in 726 new library cards being issued at the start of the school year in this first-time initiative.
- 3DRD is an innovative partnership between Thomas Middle School and the library focusing on three-dimensional printing, research, and development offered as a 9-week elective.

MEMORIAL LIBRARY FUND

(Continued)

- The library held its first Legislative Day giving community members the opportunity to talk with local legislators and their staff members. On hand to answer questions from constituents were 27th District Senator Matt Murphy, 29th District Senator Julie Morrison, 53rd District Representative David Harris, 57th District Representative Elaine Nekritz and staff from the offices of U.S. Congressional Representatives Jan Schakowsky and Tammy Duckworth, and 54th District Representative Thomas Morrison.

► Fund Summary

	2012-13 Actual	2013-14 Actual	2014-15 Est. Actual	2014-15 Budget	8 Month Period Ending December 2015 Budget	\$ Change	% Change
BEGINNING FUND BALANCE	\$7,545,534	\$6,082,507	\$7,117,851	\$7,117,851	\$8,079,231	\$961,380	13.5%
Revenues							
Taxes	\$13,070,516	\$13,177,915	\$13,423,350	\$13,423,350	\$13,557,583	\$134,233	1.0%
Intergovernmental	93,813	135,167	151,858	84,000	97,000	13,000	15.5%
Fees	41,042	45,656	45,346	43,328	28,900	(14,428)	(33.3%)
Fines	166,672	164,060	159,000	165,000	106,000	(59,000)	(35.8%)
Interest Income	57,387	52,036	42,984	30,000	17,000	(13,000)	(43.3%)
Other	169,167	70,129	40,750	77,000	50,300	(26,700)	(34.7%)
Total Revenues	\$13,598,597	\$13,644,963	\$13,863,288	\$13,822,678	\$13,856,783	\$34,105	0.2%
Expenditures							
Personal Services	\$9,118,930	\$8,792,424	\$8,867,974	\$9,450,514	\$6,450,606	(\$2,999,908)	(31.7%)
Contractual Services	1,166,286	1,185,135	1,336,876	1,443,504	998,925	(444,579)	(30.8%)
Commodities	1,882,270	1,891,882	2,013,856	2,212,777	1,533,242	(679,535)	(30.7%)
Other Charges	15,214	24,304	33,500	35,000	23,500	(11,500)	(32.9%)
Total Expenditures	\$12,182,700	\$11,893,745	\$12,252,206	\$13,141,795	\$9,006,273	(\$4,135,522)	(31.5%)
Revenues over (under) Expenditures	\$1,415,897	\$1,751,218	\$1,611,082	\$680,883	\$4,850,510	\$4,169,627	612.4%
Interfund Transfers Out	(2,878,924)	(715,874)	(649,702)	(649,702)	(1,750,000)	(1,100,298)	169.4%
ENDING FUND BALANCE	\$6,082,507	\$7,117,851	\$8,079,231	\$7,149,032	\$11,179,741	\$4,030,709	56.4%

► Fund Summary

	2012-13 Actual	2013-14 Actual	2014-15 Est. Actual	2014-15 Budget	8 Month Period Ending December 2015 Budget	\$ Change	% Change
BEGINNING FUND BALANCE	\$0	\$536	\$251,553	\$251,553	\$432,329	\$180,776	71.9%
Revenues							
Interest Income	\$0	\$356	\$1,794	\$0	\$0	\$0	N/A
Total Revenues	\$0	\$356	\$1,794	\$0	\$0	\$0	N/A
Expenditures							
Capital Items	\$2,878,388	\$465,213	\$470,720	\$649,702	\$1,282,794	\$633,092	97.4%
Total Expenditures	\$2,878,388	\$465,213	\$470,720	\$649,702	\$1,282,794	\$633,092	97.4%
Revenues over (under) Expenditures	(\$2,878,388)	(\$464,857)	(\$468,926)	(\$649,702)	(\$1,282,794)	(\$633,092)	97.4%
Interfund Transfers In	2,878,924	715,874	649,702	649,702	1,750,000	1,100,298	169.4%
ENDING FUND BALANCE	\$536	\$251,553	\$432,329	\$251,553	\$899,535	\$647,982	257.6%