

BOARD OF LIBRARY TRUSTEES

7:30 P.M.

TUESDAY, JUNE 20, 2017

BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 16, 2017 (Action Item 1)
- V. APPROVAL OF THE MINUTES OF THE BOARD MEETING OF MAY 30, 2017 (Action Item 2)
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2017 (Item 3)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2017 (Action Item 4)
- VIII. EXECUTIVE DIRECTOR'S REPORT
- IX. UNFINISHED BUSINESS
 - PARKING LOT UPDATE AND COMMUNICATIONS PLAN (Item 5)
A presentation of an updated phasing plan for the parking lot improvement project that will begin this summer and a preliminary communications plan

X. NEW BUSINESS

- REVIEW OF ANNUAL FINANCIAL REPORT (Action Item 6)
Review of the auditor's statement on Auditing Standards letter, the auditor's letter of management and the annual financial report for the year ended December 31, 2016
- REVIEW OF 2016 BUDGET VERSUS ACTUAL (Item 7)
A review of the final 2016 actual results and discussion of variances from the 2016 budget
- STAFF BOOKMOBILE PRESENTATION (Item 8)
A presentation on the library's bookmobile service
- PREVAILING WAGE RESOLUTION (Action Item 9)
Each June, a public library is required to pass a prevailing wage resolution and publish an announcement in the local newspaper indicating its compliance with the Prevailing Wage Act
- REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 10)
Each June, the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066 and approves the non-resident card fee for the upcoming year
- UPCOMING STAFF PRESENTATIONS (Item 11)
We will present a schedule of upcoming staff presentations for future board meetings and solicit trustee feedback on topics of interest.
- AUTHORIZATION TO WAIVE FINES DURING PARKING LOT PROJECT (Action Item 12)
We are seeking the board's authorization to waive late charges during the parking lot improvement project in recognition of the inconvenience to the public and that many individuals and families may not be able to return their items in a timely manner while the construction is occurring.

XI. COMMITTEE REPORTS (As appropriate)

(A) BUILDING

(B) EXECUTIVE (President Smart)

- STAFF TURNOVER RATES (Action Item 13)

An update on employee turnover from 2008-date

- COMMITTEE OF THE WHOLE DISCUSSION – POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES (Action Item 14)

A presentation of proposed changes to POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES that would transition the board committee structure from several small standing committees to a model in which a committee of the whole would regularly meet

(C) FINANCE (Trustee Zyck)

- 2018 BUDGET TIMETABLE (Item 15)

Review of the timetable for budget preparations for 2018

- 2018 BUDGET TARGETS (Action Item 16)

Review of the targets to be used in the development of the 2018 budget

- CORRECTED 2017 BUDGET AMENDMENT (Action Item 17)

Presentation of a corrected May 16, 2017 budget amendment to the 2017 Budget

- IMET UPDATE (Item 18)

An update on the IMET Liquidating Trust

(C) HUMAN RESOURCES (Trustee Zyck)

(D) POLICY

(E) STRATEGIC PLANNING (Trustee Brody Garkisch)

XII. FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

XIII. OTHER

- 2017 ILLINOIS LIBRARY ASSOCIATION ANNUAL
CONFERENCE, OCTOBER 10-12, 2017

The Illinois Library Association Annual Conference is being held in
Tinley Park, October 10-12

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

XV. ADJOURNMENT

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

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

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES
OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, MAY
16, 2017.**

05.17.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, May 16, 2017, at 7:30 p.m. by President Debbie Smart.

05.17.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Nelson, Thanopoulos, Unumb, Zyck, and Smart.

Absent: None.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Michael Driskell, Director of Administration; Diane Schultz, Director of Human Resources; Michael Kelly, Director of Finance; Janet Moravec, Business Office Administrator; Christo Thanopoulos, Resident; William Thanopoulos, Resident; Katerina Thanopoulos, Resident; Kathy Supplitt, Resident; Clare Supplitt, Resident; Elisa Adams, Attendee; Mike Sidor, Resident; Ekaterini Bumbaris, Attendee; Carol Rech, Resident; Mike Dennehey, Resident; Pat Dennehey, Resident; Linda Forey, Resident; Tammy Schmitt, Resident; John Walsh, Resident; Anisha Patel, Resident; Melissa Cayer, Resident.

05.17.03 Trustee Unumb moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 18, 2017 (Action Item 1)**. Trustee Nelson seconded. All were in favor and the minutes were approved as submitted.

05.17.04 **OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES** – Trustee Nelson administered the oath of office to Debbie Smart. President Smart administered the oath of office to Marianthi Thanopoulos, John Supplitt, and Christine Tangney.

Trustee Unumb shared parting thoughts and best wishes with the board.

05.17.05 Trustee Nelson moved **ADJOURNMENT OF THE 2015-2017 BOARD OF LIBRARY TRUSTEES**. Trustee Unumb seconded. All were in favor and the 2015-2017 board was adjourned at 7:46 p.m.

The 2017-2019 Board of Library Trustees **CONVENED** at 7:50 p.m.

05.17.06 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart.

Absent: None.

Also present: Jason Kuhl, Executive Director; Jeremy Andrykowski, Deputy Director; Michael Driskell, Director of Administration; Diane Schultz, Director of Human

Resources; Michael Kelly, Director of Finance; Janet Moravec, Business Office Administrator; Carol Rech, Resident; Mike Dennehey, Resident; Pat Dennehey, Resident; Melissa Cayer, Resident.

05.17.07 **PUBLIC COMMENT** – Mr. Dennehey, President of the Friends of the Library (FOL), introduced members of the Friends that will be working with Mr. Kuhl and library staff on a FOL workgroup to look at the operating parameters between the Friends and the library. Ms. Cayer inquired if library board members have campaign funds. President Smart responded that library candidates ran uncontested in the recent election; therefore fundraising was unnecessary.

05.17.08 **ELECTION OF OFFICERS** – Trustee Brody Garkisch moved **TRUSTEE DEBBIE SMART BE ELECTED AS PRESIDENT OF THE 2017-2019 BOARD OF LIBRARY TRUSTEES.** Trustee Thanopoulos seconded. No other nominations were forthcoming. All were in favor of Debbie Smart being elected President of the 2017-2019 Board of Library Trustees and the motion carried.

President Smart then assumed office and presided over the remainder of the meeting.

Trustee Medal moved **TRUSTEE JOAN BRODY GARKISCH BE ELECTED AS VICE PRESIDENT/SECRETARY OF THE 2017-2019 BOARD OF LIBRARY TRUSTEES.** Trustee Zyck seconded. No other nominations were forthcoming. All were in favor of Joan Brody Garkisch being elected Vice President/Secretary of the 2017-2019 Board of Library Trustees and the motion carried.

Trustee Thanopoulos moved **TRUSTEE GREG ZYCK BE ELECTED AS TREASURER OF THE 2017-2019 BOARD OF LIBRARY TRUSTEES.** Trustee Brody Garkisch seconded. No other nominations were forthcoming. All were in favor of Greg Zyck being elected Treasurer of the 2017-2019 Board of Library Trustees and the motion carried.

05.17.09 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2017 (Item 2)** – Mr. Kuhl reported 33% of the year has lapsed and cash equivalents for April were \$17,173,163; last year cash equivalents were \$16,784,629. Real estate tax revenues received to date are at 53% of the budgeted tax revenues for the year. The Secretary of State identified the library's Per Capita Grant in the amount of \$58,311.42; timing of the payment has yet to be determined. The library received notice it will be receiving an energy rebate for just over \$60,000 for the recent purchase and installation of three new high efficiency boilers. Mr. Kuhl highlighted departmental accounts of note from the Detail Budget Report.

05.17.10 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2017 (Action Item 3)** – Mr. Kuhl provided information in response to trustees' questions about individual expenditures.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE CHECK REGISTER DATED APRIL 30, 2017 IN THE AMOUNT OF \$1,106,196.92.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

- 05.17.11 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Kuhl highlighted more than 700 guests attended the May 3 community reception to open the 25th annual District 25 Student Art Show; the hiring of a new Exhibits Coordinator Carol Ng-He; and a thank you to the board for their support of staff and the family of Ryan Popp. Staff are considering ideas for a memorial in Ryan's honor.

05.17.12 **UNFINISHED BUSINESS**

- LIBRARY STRATEGIES PROPOSAL FOR BOARD DEVELOPMENT CONSULTING (Action Item 4) – Mr. Kuhl explained the board postponed its discussion of the proposal at its April meeting in order to allow the new trustees to participate. The proposal is for a board development session from Library Strategies, a consulting group of the not-for-profit Friends of the Saint Paul Public Library. After further discussion, the board was in favor of tabling discussion of the item because the timing was not ideal. The item will be revisited soon for continued discussion.

Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES TABLES FURTHER DISCUSSION OF THE PROPOSAL FOR BOARD DEVELOPMENT CONSULTING FOR A PERIOD OF TIME AND WILL REVISIT SHORTLY.** Trustee Zyck seconded. All were in favor and the motion carried.

05.17.13 **NEW BUSINESS**

- 2017 BUDGET AMENDMENT (Action Item 5) – Staff is requesting approval of a budget amendment to the 2017 Budget. The amendment will reallocate funds in order to: 1) add a full-time community engagement liaison to the Specialty Info Services budget; and 2) increase the budgeted hours from 15 to 25 for a currently vacant position that will be filled as a bilingual specialty info services advisor. The dollars are being allocated from other budget lines from across the library, so there is no change in the overall amount of the 2017 budget.

Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADOPTS THE BUDGET AMENDMENT DATED MAY 16, 2017.** Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

05.17.14 **COMMITTEE REPORTS**

(A) BUILDING – Trustee Medal reported the committee met on Monday, May 15.

- AUTHORIZATION TO SEEK BIDS FOR PUBLIC COMPUTER HVAC MODIFICATIONS (Action Item 6) – Staff is requesting authorization to seek bids to make modifications that will improve airflow and ventilation in the public computer area. As part of the 2017 budget, the board approved \$149,500 for that work. Staff have been working with 20/10 Engineering to design a new ventilation system and expect this system to cost substantially less than the budgeted amount.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES AUTHORIZE STAFF TO SEEK BIDS TO MODIFY THE HVAC SYSTEM TO REDUCE ODORS IN THE PUBLIC COMPUTER AREA AS RECOMMENDED BY 20/10 ENGINEERING.** No second was required as the motion came from committee. All were in favor and the motion carried.

- AUTHORIZATION TO ACCEPT PARKING IMPROVEMENTS PROJECT BID (Action Item 7) – A public bid opening was held and the vetting of the parking improvements project bids have been completed. The goal of the project is to improve safety by separating foot traffic from vehicular traffic, creating a safer passage from the parking lot to the library entrance, and improving wayfinding throughout the area. The Building Committee is recommending the acceptance of the lighting alternate included in the bid package to replace all of the overhead lighting in the underground garage. Staff is seeking authorization to move forward with the project by accepting the base bid for an amount not to exceed \$1,098,799 and the lighting alternate for an amount not to exceed \$83,094. The board discussed the original \$900,000 budget figure for the project and the possible paring down of the scope of work, which would require the project to be rebid and subsequently postponed at least another year.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES ACCEPT THE RECOMMENDATION FROM SHALES MCNUTT CONSTRUCTION FOR THE BASE BID PACKAGE, FOR AN AMOUNT NOT TO EXCEED \$1,098,799.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Smart. Nay: Trustees Thanopoulos and Zyck. The motion carried.

The Building Committee recommends **THE BOARD OF LIBRARY TRUSTEES ACCEPT THE ALTERNATE NO 1 A PACKAGE TO REPLACE THE LIGHTING IN THE UNDERGROUND GARAGE FOR AN AMOUNT NOT TO EXCEED \$83,094.** No second was required as the motion came from committee. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, and Smart. Nay: Trustees Thanopoulos and Zyck. The motion carried.

(B) FINANCE (Trustee Zyck) – Trustee Zyck reported the committee did not meet. Trustee Zyck thanked Mr. Kelly for all of his work for the library over the past number of years, as Mr. Kelly is planning to retire this summer.

- NEXT MEETING: MONDAY, JUNE 12, 6:15 P.M.

(C) HUMAN RESOURCES (Trustee Zyck) – Trustee Zyck reported the committee did not meet.

(D) POLICY – President Smart reported the committee did not meet.

(E) STRATEGIC PLANNING (Trustee Brody Garkisch) – Trustee Brody Garkisch reported the committee met on Wednesday, April 19.

- RECOMMENDED MAJOR INITIATIVES: 2017-2018 (Action Item 8) – At its April meeting, the Strategic Planning Committee reviewed a list of major initiatives being recommended by the Library Management Team for the remainder of 2017 and 2018 based upon a list of ideas generated by the committee and staff work groups. The purpose of the plan is to limit the scope of major initiatives that will be explored and to ensure the board is supportive of the proposed direction.

The Strategic Planning Committee recommends **THE BOARD OF LIBRARY TRUSTEES SUPPORTS LIBRARY STAFF'S EXPLORATION AND ADVANCEMENT OF RECOMMENDED MAJOR INITIATIVES: 2017-2018 AS OUTLINED.** No second was required as the motion came from committee.

Trustee Brody Garkisch moved to amend the motion from the committee to **THE BOARD OF LIBRARY TRUSTEES SUPPORTS LIBRARY STAFF'S EXPLORATION AND ANALYSIS OF RECOMMENDED MAJOR INITIATIVES: 2017-2018 AS OUTLINED.** Trustee Supplitt seconded the amended motion. All were in favor of the amended motion and the motion carried.

05.17.15 **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – President Smart thanked members of the Friends of the Library (FOL) for their commitment and support of the library. She explained staff is in the process of setting up a FOL workgroup that will be looking at a reset of the relationship between the Friends and the library. Included in future discussions will be the creation of a Memorandum of Understanding document that will confirm the operational relationship and the reciprocal commitments of the Friends and the library.

05.17.16 **OTHER**

- SCHEDULE JOINT MEETING WITH PARK DISTRICT BOARD (Saturday morning in the Fall) - Trustees will consider a Saturday morning in September or October 2017 for the joint meeting.

05.17.17 Trustee Brody Garkisch moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Zyck seconded. All were in favor and the motion carried. The board went into closed session at 9:33 p.m.

The board returned to open session at 10:48 p.m.

Trustee Medal moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF MAY 16, 2017**. Trustee Supplitt seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to discuss, Trustee Brody Garkisch moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 10:50 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

MINUTES OF THE MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON THURSDAY, MAY 30, 2017.

05.17.1 A meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Board Room of the Arlington Heights Memorial Library on Tuesday, May 30, 2017, at 7:30 p.m. by President Debbie Smart.

05.17.2 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart.

Absent: None

Also present: Jason Kuhl, Executive Director; Janet Moravec, Business Office Administrator.

05.17.3 There was no **PUBLIC COMMENT**

05.17.4 **REVIEW OF BENEFIT ACCRUAL PROCEDURES (Action Item 1)** – Mr. Kuhl summarized current benefit accrual procedures. After discussion, the board reviewed procedural changes immediately put in place by staff, as well as other recommended changes to procedures to be made effective January 1, 2018.

05.17.5 Trustee Zyck moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Medal seconded. All were in favor and the motion carried. The board went into closed session at 7:50 p.m.

The board returned to open session at 8:55 p.m.

Trustee Supplitt moved **AUTHORIZATION WITH WRITTEN BINDING CONSIDERATION OF THE AMOUNT OF \$2,000 FOR RESOLUTION OF A PERSONNEL MATTER DISCUSSED IN CLOSED SESSION.** Trustee Brody Garkisch seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

Trustee Zyck moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF MAY 30, 2017.** Trustee Thanopoulos seconded. All were in favor and the motion carried. The written minutes and audio recording were sealed until further action by the board.

There being no further business to be discussed, Trustee Tangney moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 7:47 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

PREPARED 06/15/2017, 8:22:16
PROGRAM: GM259L

Village of Arlington Heights
REVENUE REPORT
42% OF YEAR LAPSED

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ACCOUNTING PERIOD 05/2017

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	66,750	5,380.10	8	333,750	432,492.59	130	801,000	368,507.41
04 00	Real Estate Tax FICA	34,666	2,794.15	8	173,330	224,615.36	130	416,000	191,384.64
05 00	Real Estate Tax	1,051,090	84,718.70	8	5,255,450	6,810,322.66	130	12,613,091	5,802,768.34
401	** Real Estate Taxes	1,152,506	92,892.95	8	5,762,530	7,467,430.61	130	13,830,091	6,362,660.39
400	*** Taxes	1,152,506	92,892.95	8	5,762,530	7,467,430.61	130	13,830,091	6,362,660.39
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		25,000	.00		60,000	60,000.00
70 00	Other Grants	250	.00		1,250	.00		3,000	3,000.00
90 00	Contribution Ord. Library	83	.00		415	.00		1,000	1,000.00
411	** Intergovernmental	5,333	.00		26,665	.00		64,000	64,000.00
410	*** Intergovernmental Revenue	5,333	.00		26,665	.00		64,000	64,000.00
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	100	.00		500	860.00	172	1,200	340.00
74 00	Copier/Reader Printer Fee	3,166	4,011.84	127	15,830	19,063.10	120	38,000	18,936.90
75 00	Meeting Room Fees	333	600.00	180	1,665	2,035.00	122	4,000	1,965.00
436	** Library Fees	3,599	4,611.84	128	17,995	21,958.10	122	43,200	21,241.90
430	*** Fees	3,599	4,611.84	128	17,995	21,958.10	122	43,200	21,241.90
440	Fines								
442	Library								
20 00	Late Charges	11,583	11,886.39	103	57,915	58,415.25	101	139,000	80,584.75
25 00	Lost/Damaged Item Charges	1,666	1,286.91	77	8,330	6,760.07	81	20,000	13,239.93
442	** Library	13,249	13,173.30	99	66,245	65,175.32	98	159,000	93,824.68
440	*** Fines	13,249	13,173.30	99	66,245	65,175.32	98	159,000	93,824.68
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,291	4,331.54	189	11,455	14,519.59	127	27,500	12,980.41
461	** Simple Interest	2,291	4,331.54	189	11,455	14,519.59	127	27,500	12,980.41
462	Investment Income								
10 00	Market Value Adjustments	0	2,186.36		0	9,067.10		0	9,067.10-
462	** Investment Income	0	2,186.36		0	9,067.10		0	9,067.10-

Village of Arlington Heights
REVENUE REPORT
42% OF YEAR LAPSED

ACCOUNTING PERIOD 05/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
462	Investment Income								
460 ***	Interest Income	2,291	6,517.90	285	11,455	23,586.69	206	27,500	3,913.31
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								
482	Library Other								
482 **	Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	83	.00		415	10,075.00	2428	1,000	9,075.00-
483 **	Donations	83	.00		415	10,075.00	2428	1,000	9,075.00-
489	Other								
90 00	Other Income	666	908.15	136	3,330	4,375.03	131	8,000	3,624.97
93 00	Donations Genealogy	41	.00		205	.00		500	500.00
94 00	FOL Reimbursements	5,416	.00		27,080	27,353.91	101	65,000	37,646.09
489 **	Other	6,123	908.15	15	30,615	31,728.94	104	73,500	41,771.06
480 ***	Other	6,206	908.15	15	31,030	41,803.94	135	74,500	32,696.06
490	Other Financing Sources								
491	Other Financing Sources								
491 **	Other Financing Sources	0	.00		0	.00		0	.00
490 ***	Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Memorial Library Fund		1,183,184	118,104.14	10	5,915,920	7,619,954.66	129	14,198,291	6,578,336.34

Village of Arlington Heights
REVENUE REPORT
42% OF YEAR LAPSED

ACCOUNTING PERIOD 05/2017

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	500	1,957.71	392	2,500	11,594.26	464	6,000	5,594.26-
461	** Simple Interest	500	1,957.71	392	2,500	11,594.26	464	6,000	5,594.26-
462	Investment Income								
10 00	Market Value Adjustments	0	1,074.10		0	4,765.71		0	4,765.71-
462	** Investment Income	0	1,074.10		0	4,765.71		0	4,765.71-
460	*** Interest Income	500	3,031.81	606	2,500	16,359.97	654	6,000	10,359.97-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,833	.00		729,165	1,750,000.00	240	1,750,000	.00
491	** Other Financing Sources	145,833	.00		729,165	1,750,000.00	240	1,750,000	.00
490	*** Other Financing Sources	145,833	.00		729,165	1,750,000.00	240	1,750,000	.00
FUND TOTAL Capital Projects-Library		146,333	3,031.81	2	731,665	1,766,359.97	241	1,756,000	10,359.97-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration											
BA	ELE	OBJ	ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	UNENCUMB. BALANCE	% BDGT		

60		Culture/Recreation												
601		Library												
	16	Library Personal Services												
	16 01	Executive Director	12204	11321.38	93	61020	62217.55	102	.00	146453	84235.45	43		
	16 02	Dir. Library Operations	8333	7745.20	93	41665	40662.30	98	.00	100000	59337.70	41		
	16 17	Deputy Director	9032	8459.76	94	45160	46447.34	103	.00	108391	61943.66	43		
	16 36	Librarian III	6777	6061.14	89	27108	25759.85	95	.00	74552	48792.15	35		
	16 43	Business Office Adminr	4746	4405.13	93	23730	24006.43	101	.00	56963	32956.57	42		
	16 51	Clerk IV	3796	3570.75	94	18980	19344.69	102	.00	45552	26207.31	43		
	16 92	Achievement Awards	166	.00	0	830	2000.00	241	.00	2000	.00	100		
	16 **	Library Personal Services	45054	41563.36	92	218493	220438.16	101	.00	533911	313472.84	41		
	18	Other Personal Services												
	18 05	Overtime Civilian	16	109.76	686	80	155.62	195	.00	200	44.38	78		
	18 **	Other Personal Services	16	109.76	686	80	155.62	195	.00	200	44.38	78		
	19	Employee Benefits												
	19 05	Medical Insurance	5121	4985.67	97	25605	24928.35	97	.00	61466	36537.65	41		
	19 10	IMRF	4704	5142.47	109	23520	26361.58	112	.00	56462	30100.42	47		
	19 11	Social Security	2786	2486.14	89	13510	12762.16	95	.00	33024	20261.84	39		
	19 12	Medicare	635	581.43	92	3077	2984.66	97	.00	7535	4550.34	40		
	19 53	Flexible Spending	200	152.00	76	1000	999.50	100	.00	2400	1400.50	42		
	19 55	Unemployment Compensation	833	.00	0	4165	.00	0	.00	10000	10000.00	0		
	19 **	Employee Benefits	14279	13347.71	94	70877	68036.25	96	.00	170887	102850.75	40		
	20	Prof Technical Services												
	20 05	Professional Services	1250	1000.00	80	6250	1000.00	16	.00	15000	14000.00	7		
	20 08	Consulting Services	333	.00	0	1665	.00	0	.00	4000	4000.00	0		
	20 20	Legal Services	1333	5837.50	438	6665	5837.50	88	.00	16000	10162.50	37		
	20 40	General Insurance	10578	.00	0	52890	113250.00	214	.00	126945	13695.00	89		
	20 81	OCLC Services	5419	.00	0	27095	32345.40	119	.00	65028	32682.60	50		
	20 **	Prof Technical Services	18913	6837.50	36	94565	152432.90	161	.00	226973	74540.10	67		
	21	Property Services												
	21 65	Other Services	705	1277.87	181	3525	3996.41	113	.00	8464	4467.59	47		
	21 **	Property Services	705	1277.87	181	3525	3996.41	113	.00	8464	4467.59	47		
	22	Other Contractual Service												
	22 01	Advertising	83	60.75	73	415	270.00	65	.00	1000	730.00	27		
	22 02	Dues	1089	380.00	35	5445	9795.19	180	.00	13077	3281.81	75		
	22 03	Training	10208	3305.37	32	51040	32815.11	64	.00	122500	89684.89	27		
	22 05	Postage	4119	3552.77	86	20595	20166.88	98	.00	49438	29271.12	41		
	22 42	Internet Services	2341	4025.68	172	11705	15945.65	136	.00	28101	12155.35	57		
	22 70	Telephone Services	3562	4337.60	122	17810	22443.18	126	.00	42755	20311.82	53		
	22 **	Other Contractual Service	21402	15662.17	73	107010	101436.01	95	.00	256871	155434.99	40		
	30	General Supplies												
	30 05	Office Supplies & Equip	694	1160.14	167	3470	1968.75	57	.00	8333	6364.25	24		
	30 **	General Supplies	694	1160.14	167	3470	1968.75	57	.00	8333	6364.25	24		

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DETAIL BUDGET REPORT
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ACCOUNTING PERIOD 05/2017

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
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										
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	2080	241.26	12	.00	5000	4758.74	5
	31 **	Public Works Supplies	416	.00	0	2080	241.26	12	.00	5000	4758.74	5
	32	Library Supplies										
	32 72	Special Events	2070	.00	0	10350	11440.94	111	.00	24850	13409.06	46
	32 99	Items Reimb by Employees	0	571.79-	0	0	137.81	0	.00	0	137.81-	0
	32 **	Library Supplies	2070	571.79-	28-	10350	11578.75	112	.00	24850	13271.25	47
	40	Other Charges										
	40 96	Operating Contingency	4591	.00	0	49367	.00	0	.00	81516	81516.00	0
	40 **	Other Charges	4591	.00	0	49367	.00	0	.00	81516	81516.00	0
	50	Property										
	50 15	Other Equipment	27148	1293.64	5	135740	6413.08	5	.00	325787	319373.92	2
	50 **	Property	27148	1293.64	5	135740	6413.08	5	.00	325787	319373.92	2
601	** **	Library	135288	80680.36	60	695557	566697.19	82	.00	1642792	1076094.81	35
60	** **	Culture/Recreation	135288	80680.36	60	695557	566697.19	82	.00	1642792	1076094.81	35
DIV	6001	TOTAL ***** Administration	135288	80680.36	60	695557	566697.19	82	.00	1642792	1076094.81	35

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting										
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	21	Dir. of Communications	7809	2150.71	28	39045	34547.70	89	.00	93718	59170.30	37
	16	23	Graphic Supervisor	6106	5636.92	92	30530	30968.69	101	.00	73280	42311.31	42
	16	48	Library Assistant I	2254	2360.98	105	11270	12273.41	109	.00	27056	14782.59	45
	16	50	Graphics Designer	3277	3050.99	93	16385	16650.69	102	.00	39329	22678.31	42
	16	79	Publication Editor	2877	1544.55	54	14385	13780.37	96	.00	34529	20748.63	40
	16	80	Communications Assistant	2003	2070.35	103	10015	9897.06	99	.00	24045	14147.94	41
	16	**	Library Personal Services	24326	16814.50	69	121630	118117.92	97	.00	291957	173839.08	41
	18		Other Personal Services										
	18	05	Overtime Civilian	33	.00	0	165	168.08	102	.00	400	231.92	42
	18	**	Other Personal Services	33	.00	0	165	168.08	102	.00	400	231.92	42
	19		Employee Benefits										
	19	05	Medical Insurance	4098	3985.00	97	20490	19925.00	97	.00	49187	29262.00	41
	19	10	IMRF	3006	2074.93	69	15030	14596.53	97	.00	36078	21481.47	41
	19	11	Social Security	1510	1005.50	67	7550	7078.55	94	.00	18126	11047.45	39
	19	12	Medicare	353	235.16	67	1765	1655.57	94	.00	4239	2583.43	39
	19	**	Employee Benefits	8967	7300.59	81	44835	43255.65	97	.00	107630	64374.35	40
	20		Prof Technical Services										
	20	05	Professional Services	4406	.00	0	22030	23200.00	105	.00	52875	29675.00	44
	20	**	Prof Technical Services	4406	.00	0	22030	23200.00	105	.00	52875	29675.00	44
	21		Property Services										
	21	02	Equipment Maintenance	154	440.00	286	770	788.00	102	.00	1850	1062.00	43
	21	65	Other Services	826	655.20	79	4130	4907.74	119	.00	9912	5004.26	50
	21	**	Property Services	980	1095.20	112	4900	5695.74	116	.00	11762	6066.26	48
	22		Other Contractual Service										
	22	02	Dues	140	.00	0	700	600.00	86	.00	1690	1090.00	36
	22	03	Training	7	.00	0	35	20.00	57	.00	90	70.00	22
	22	10	Printing	13104	27065.38	207	65520	72959.35	111	.00	157255	84295.65	46
	22	**	Other Contractual Service	13251	27065.38	204	66255	73579.35	111	.00	159035	85455.65	46
	30		General Supplies										
	30	05	Office Supplies & Equip	1227	1312.84	107	6135	7352.59	120	.00	14725	7372.41	50
	30	**	General Supplies	1227	1312.84	107	6135	7352.59	120	.00	14725	7372.41	50
	31		Public Works Supplies										
	31	85	Small Tools and Equipment	677	1067.39	158	3385	1743.89	52	.00	8134	6390.11	21
	31	**	Public Works Supplies	677	1067.39	158	3385	1743.89	52	.00	8134	6390.11	21
	32		Library Supplies										
	32	01	Program Supplies	83	46.30	56	415	46.30	11	.00	1000	953.70	5
	32	72	Special Events	691	5198.28	752	3455	5462.44	158	.00	8300	2837.56	66
	32	**	Library Supplies	774	5244.58	678	3870	5508.74	142	.00	9300	3791.26	59

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ACCOUNTING PERIOD 05/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund				DEPT/DIV 6002 Executive Office/Communications & Mrkting									
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										
601	**	**	Library	54641	59900.48	110	273205	278621.96	102	.00	655818	377196.04	43
60	**	**	Culture/Recreation	54641	59900.48	110	273205	278621.96	102	.00	655818	377196.04	43
DIV	6002		TOTAL *****										
			Communications & Mrkting	54641	59900.48	110	273205	278621.96	102	.00	655818	377196.04	43

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ACCOUNTING PERIOD 05/2017

Village of Arlington Heights

FUND 291 Memorial Library Fund

DEPT/DIV 6003 Executive Office/Human Resources

BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP		BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 22	Dir. of Human Resources	7420	6815.64	92	37100	37452.60	101	.00	89045	51592.40	42
	16 51	Clerk IV	3708	3443.85	93	18540	18977.02	102	.00	44496	25518.98	43
	16 53	Volunteer Coordinator	2029	2137.08	105	10145	10734.02	106	.00	24357	13622.98	44
	16 **	Library Personal Services	13157	12396.57	94	65785	67163.64	102	.00	157898	90734.36	43
	18	Other Personal Services										
	18 05	Overtime Civilian	16	85.95	537	80	171.91	215	.00	200	28.09	86
	18 **	Other Personal Services	16	85.95	537	80	171.91	215	.00	200	28.09	86
	19	Employee Benefits										
	19 05	Medical Insurance	2670	2596.00	97	13350	12980.00	97	.00	32049	19069.00	41
	19 10	IMRF	1625	1540.34	95	8125	8309.16	102	.00	19509	11199.84	43
	19 11	Social Security	816	738.70	91	4080	3993.73	98	.00	9802	5808.27	41
	19 12	Medicare	191	172.75	90	955	933.99	98	.00	2292	1358.01	41
	19 50	Employee Asst. Program	520	.00	0	2600	5578.33	215	.00	6250	671.67	89
	19 **	Employee Benefits	5822	5047.79	87	29110	31795.21	109	.00	69902	38106.79	46
	21	Property Services										
	21 65	Other Services	2037	735.20	36	10185	16761.20	165	.00	24450	7688.80	69
	21 **	Property Services	2037	735.20	36	10185	16761.20	165	.00	24450	7688.80	69
	22	Other Contractual Service										
	22 01	Advertising	75	270.00	360	375	1360.49	363	.00	900	460.49-	151
	22 02	Dues	221	2530.00	1145	1105	2729.00	247	.00	2655	74.00-	103
	22 03	Training	67	.00	0	335	141.88	42	.00	810	668.12	18
	22 55	In Service Training	375	.00	0	1875	6043.94	322	.00	4500	1543.94-	134
	22 **	Other Contractual Service	738	2800.00	379	3690	10275.31	279	.00	8865	1410.31-	116
	40	Other Charges										
	40 62	Tuition Reimbursement	833	1866.96	224	4165	1866.96	45	.00	10000	8133.04	19
	40 70	Employee Recognition Prog	1320	.00	0	6600	13311.45	202	.00	15850	2538.55	84
	40 **	Other Charges	2153	1866.96	87	10765	15178.41	141	.00	25850	10671.59	59
601 ** **		Library	23923	22932.47	96	119615	141345.68	118	.00	287165	145819.32	49
60 ** **		Culture/Recreation	23923	22932.47	96	119615	141345.68	118	.00	287165	145819.32	49
DIV 6003		TOTAL *****										
		Human Resources	23923	22932.47	96	119615	141345.68	118	.00	287165	145819.32	49

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Village of Arlington Heights

FUND 291 Memorial Library Fund

DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants

BA ELE OBJ		ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	21	Property Services										
	21 65	Other Services	416	1747.94	420	2080	3099.92	149	.00	5000	1900.08	62
	21 **	Property Services	416	1747.94	420	2080	3099.92	149	.00	5000	1900.08	62
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	416	.00	0	2080	15725.00	756	.00	5000	10725.00-	315
	22 **	Other Contractual Service	416	.00	0	2080	15725.00	756	.00	5000	10725.00-	315
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	2080	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	2080	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	1255.97	302	2080	1255.97	60	.00	5000	3744.03	25
	32 02	Program Events	416	40.00	10	2080	100.88	5	.00	5000	4899.12	2
	32 32	Software	208	.00	0	1040	.00	0	.00	2500	2500.00	0
	32 72	Special Events	833	934.51	112	4165	6568.63	158	.00	10000	3431.37	66
	32 75	Audio Visual	416	.00	0	2080	.00	0	.00	5000	5000.00	0
	32 78	Electronic Resources	208	.00	0	1040	.00	0	.00	2500	2500.00	0
	32 80	Books	416	.00	0	2080	2726.02	131	.00	5000	2273.98	55
	32 **	Library Supplies	2913	2230.48	77	14565	10651.50	73	.00	35000	24348.50	30
	50	Property										
	50 15	Other Equipment	416	.00	0	2080	9995.26	481	.00	5000	4995.26-	200
	50 **	Property	416	.00	0	2080	9995.26	481	.00	5000	4995.26-	200
601 ** **		Library	4577	3978.42	87	22885	39471.68	173	.00	55000	15528.32	72
60 ** **		Culture/Recreation	4577	3978.42	87	22885	39471.68	173	.00	55000	15528.32	72
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	4577	3978.42	87	22885	39471.68	173	.00	55000	15528.32	72

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Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	24	Accounting Supervisor	5349	.00	0	26745	.00	0	.00	64193	64193.00	0
16	29	Finance Director	8390	7858.80	94	41950	43147.84	103	.00	100691	57543.16	43
16	48	Library Assistant I	4059	3673.84	91	20295	20424.81	101	.00	48710	28285.19	42
16	51	Clerk IV	1744	.00	0	8720	.00	0	.00	20933	20933.00	0
16	57	Clerk II	1609	2800.05	174	8045	11983.62	149	.00	19318	7334.38	62
16	**	Library Personal Services	21151	14332.69	68	105755	75556.27	71	.00	253845	178288.73	30
18		Other Personal Services										
18	05	Overtime Civilian	16	265.03	1656	80	685.42	857	.00	200	485.42-	343
18	**	Other Personal Services	16	265.03	1656	80	685.42	857	.00	200	485.42-	343
19		Employee Benefits										
19	05	Medical Insurance	3054	2970.00	97	15270	14850.00	97	.00	36659	21809.00	41
19	10	IMRF	2612	1813.90	69	13060	9445.84	72	.00	31349	21903.16	30
19	11	Social Security	1312	880.78	67	6560	4584.63	70	.00	15751	11166.37	29
19	12	Medicare	308	205.99	67	1540	1072.22	70	.00	3701	2628.78	29
19	**	Employee Benefits	7286	5870.67	81	36430	29952.69	82	.00	87460	57507.31	34
20		Prof Technical Services										
20	05	Professional Services	437	.00	0	2185	.00	0	.00	5250	5250.00	0
20	**	Prof Technical Services	437	.00	0	2185	.00	0	.00	5250	5250.00	0
21		Property Services										
21	36	Equipment Rental	183	.00	0	915	1187.00	130	.00	2200	1013.00	54
21	65	Other Services	807	7510.07	931	4035	31972.57	792	.00	9685	22287.57-	330
21	**	Property Services	990	7510.07	759	4950	33159.57	670	.00	11885	21274.57-	279
22		Other Contractual Service										
22	02	Dues	85	.00	0	425	680.00	160	.00	1025	345.00	66
22	03	Training	100	.00	0	500	.00	0	.00	1200	1200.00	0
22	25	IT/GIS Service Charge	1974	1975.00	100	9870	9875.00	100	.00	23690	13815.00	42
22	**	Other Contractual Service	2159	1975.00	92	10795	10555.00	98	.00	25915	15360.00	41
601	**	Library	32039	29953.46	94	160195	149908.95	94	.00	384555	234646.05	39
60	**	Culture/Recreation	32039	29953.46	94	160195	149908.95	94	.00	384555	234646.05	39
DIV	6008	TOTAL ***** Finance	32039	29953.46	94	160195	149908.95	94	.00	384555	234646.05	39

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		

60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 25	Department Manager II	6916	5846.16	85	34580	32554.17	94	.00	83000	50445.83 39
	16 26	Department Manager I	6000	5619.96	94	30000	30855.74	103	.00	72006	41150.26 43
	16 28	Web Developer	10304	8718.50	85	51520	37611.35	73	.00	123654	86042.65 30
	16 44	Library Assistant III	5037	4786.50	95	25185	26322.82	105	.00	60455	34132.18 44
	16 49	Computer Technician	9246	8519.20	92	46230	46883.90	101	.00	110963	64079.10 42
	16 54	Clerk III	7855	7064.72	90	39275	39232.69	100	.00	94262	55029.31 42
	16 68	LAN Administrator	6178	5703.64	92	30890	31335.24	101	.00	74147	42811.76 42
	16 **	Library Personal Services	51536	46258.68	90	257680	244795.91	95	.00	618487	373691.09 40
	18	Other Personal Services									
	18 05	Overtime Civilian	41	.00	0	205	10.32	5	.00	500	489.68 2
	18 **	Other Personal Services	41	.00	0	205	10.32	5	.00	500	489.68 2
	19	Employee Benefits									
	19 05	Medical Insurance	11553	11231.00	97	57765	56155.00	97	.00	138643	82488.00 41
	19 10	IMRF	6086	5708.30	94	30430	29453.44	97	.00	73041	43587.56 40
	19 11	Social Security	3198	2755.50	86	15990	14732.05	92	.00	38378	23645.95 38
	19 12	Medicare	749	644.43	86	3745	3445.41	92	.00	8991	5545.59 38
	19 **	Employee Benefits	21586	20339.23	94	107930	103785.90	96	.00	259053	155267.10 40
	20	Prof Technical Services									
	20 05	Professional Services	350	11.00	3	1750	1212.46	69	.00	4210	2997.54 29
	20 08	Consulting Services	1625	.00	0	8125	.00	0	.00	19500	19500.00 0
	20 **	Prof Technical Services	1975	11.00	1	9875	1212.46	12	.00	23710	22497.54 5
	21	Property Services									
	21 02	Equipment Maintenance	12163	2845.97	23	60815	128951.67	212	.00	145963	17011.33 88
	21 **	Property Services	12163	2845.97	23	60815	128951.67	212	.00	145963	17011.33 88
	22	Other Contractual Service									
	22 02	Dues	27	.00	0	135	.00	0	.00	329	329.00 0
	22 03	Training	37	.00	0	185	63.34	34	.00	450	386.66 14
	22 **	Other Contractual Service	64	.00	0	320	63.34	20	.00	779	715.66 8
	30	General Supplies									
	30 05	Office Supplies & Equip	31	.00	0	155	27.30	18	.00	375	347.70 7
	30 30	Data System Supplies	4142	697.63	17	20710	12520.50	61	.00	49707	37186.50 25
	30 32	Software Library	14404	7364.86	51	72020	98537.87	137	.00	172852	74314.13 57
	30 33	Documentation Library	52	287.99	554	260	287.99	111	.00	625	337.01 46
	30 **	General Supplies	18629	8350.48	45	93145	111373.66	120	.00	223559	112185.34 50
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	1149	883.81	77	5745	5507.84	96	.00	13791	8283.16 40
	31 **	Public Works Supplies	1149	883.81	77	5745	5507.84	96	.00	13791	8283.16 40

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FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							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										
	32	Library Supplies										
	32 05	Processing Supplies	100	.00	0	500	.00	0	.00	1200	1200.00	0
	32 32	Software	1565	149.99	10	7825	6205.34	79	.00	18783	12577.66	33
	32 **	Library Supplies	1665	149.99	9	8325	6205.34	75	.00	19983	13777.66	31
	50	Property										
	50 12	Computer Equipment	6845	2192.00	32	34225	24919.94	73	.00	82149	57229.06	30
	50 15	Other Equipment	1066	.00	0	5330	12800.00	240	.00	12800	.00	100
	50 **	Property	7911	2192.00	28	39555	37719.94	95	.00	94949	57229.06	40
601 ** **		Library	116719	81031.16	69	583595	639626.38	110	.00	1400774	761147.62	46
60 ** **		Culture/Recreation	116719	81031.16	69	583595	639626.38	110	.00	1400774	761147.62	46
DIV 6010		TOTAL *****										
		Information Technology	116719	81031.16	69	583595	639626.38	110	.00	1400774	761147.62	46

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FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security										
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	63	Security Supervisor	5728	5262.40	92	28640	28917.39	101	.00	68746	39828.61	42
	16	66	Security Guard	14615	14472.62	99	73075	78091.86	107	.00	175390	97298.14	45
	16	**	Library Personal Services	20343	19735.02	97	101715	107009.25	105	.00	244136	137126.75	44
	18		Other Personal Services										
	18	05	Overtime Civilian	62	108.84	176	310	893.23	288	.00	750	143.23-	119
	18	**	Other Personal Services	62	108.84	176	310	893.23	288	.00	750	143.23-	119
	19		Employee Benefits										
	19	05	Medical Insurance	4533	4407.00	97	22665	22035.00	97	.00	54404	32369.00	41
	19	10	IMRF	2207	2224.58	101	11035	11707.18	106	.00	26489	14781.82	44
	19	11	Social Security	1265	1183.38	94	6325	6456.79	102	.00	15183	8726.21	43
	19	12	Medicare	295	276.76	94	1475	1510.08	102	.00	3551	2040.92	43
	19	**	Employee Benefits	8300	8091.72	98	41500	41709.05	101	.00	99627	57917.95	42
	22		Other Contractual Service										
	22	03	Training	41	.00	0	205	20.59	10	.00	500	479.41	4
	22	**	Other Contractual Service	41	.00	0	205	20.59	10	.00	500	479.41	4
	30		General Supplies										
	30	05	Office Supplies & Equip	18	.00	0	90	37.92	42	.00	225	187.08	17
	30	**	General Supplies	18	.00	0	90	37.92	42	.00	225	187.08	17
601	**	**	Library	28764	27935.58	97	143820	149670.04	104	.00	345238	195567.96	43
60	**	**	Culture/Recreation	28764	27935.58	97	143820	149670.04	104	.00	345238	195567.96	43
DIV	6015		TOTAL *****	28764	27935.58	97	143820	149670.04	104	.00	345238	195567.96	43
			Security										

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 60	Clerk I	4724	3866.57	82	23620	22795.63	97	.00	56698	33902.37	40
	16 69	Maintenance Supervisor	8222	7552.86	92	41110	41622.60	101	.00	98667	57044.40	42
	16 72	Maintenance Worker	19804	18061.77	91	99020	99957.75	101	.00	237658	137700.25	42
	16 **	Library Personal Services	32750	29481.20	90	163750	164375.98	100	.00	393023	228647.02	42
	18	Other Personal Services										
	18 05	Overtime Civilian	208	485.07	233	1040	1994.51	192	.00	2500	505.49	80
	18 **	Other Personal Services	208	485.07	233	1040	1994.51	192	.00	2500	505.49	80
	19	Employee Benefits										
	19 05	Medical Insurance	8986	8735.00	97	44930	43675.00	97	.00	107837	64162.00	41
	19 10	IMRF	3458	3220.72	93	17290	17706.09	102	.00	41503	23796.91	43
	19 11	Social Security	2043	1725.67	85	10215	9630.73	94	.00	24522	14891.27	39
	19 12	Medicare	477	403.58	85	2385	2252.40	94	.00	5735	3482.60	39
	19 **	Employee Benefits	14964	14084.97	94	74820	73264.22	98	.00	179597	106332.78	41
	21	Property Services										
	21 02	Equipment Maintenance	3435	2387.48	70	17175	24520.17	143	.00	41231	16710.83	60
	21 07	Vehicle Equipment Maint	693	2034.25	294	3465	7967.54	230	.00	8326	358.46	96
	21 11	Building Maintenance	21016	20429.47	97	105080	98509.44	94	.00	252193	153683.56	39
	21 36	Equipment Rental	83	.00	0	415	.00	0	.00	1000	1000.00	0
	21 60	Water and Sewer Service	1372	1570.99	115	6860	2793.90	41	.00	16472	13678.10	17
	21 **	Property Services	26599	26422.19	99	132995	133791.05	101	.00	319222	185430.95	42
	22	Other Contractual Service										
	22 03	Training	36	.00	0	180	.00	0	.00	432	432.00	0
	22 **	Other Contractual Service	36	.00	0	180	.00	0	.00	432	432.00	0
	30	General Supplies										
	30 50	Petroleum Products	542	170.19	31	2710	774.68	29	.00	6507	5732.32	12
	30 51	Heating Fuel	5666	3385.52	60	28330	21618.51	76	.00	68000	46381.49	32
	30 **	General Supplies	6208	3555.71	57	31040	22393.19	72	.00	74507	52113.81	30
	31	Public Works Supplies										
	31 45	Janitorial Supplies	1948	2597.43	133	9740	12631.94	130	.00	23387	10755.06	54
	31 **	Public Works Supplies	1948	2597.43	133	9740	12631.94	130	.00	23387	10755.06	54
	50	Property										
	50 15	Other Equipment	2216	.00	0	11080	2474.00	22	.00	26600	24126.00	9
	50 **	Property	2216	.00	0	11080	2474.00	22	.00	26600	24126.00	9
601	** **	Library	84929	76626.57	90	424645	410924.89	97	.00	1019268	608343.11	40
60	** **	Culture/Recreation	84929	76626.57	90	424645	410924.89	97	.00	1019268	608343.11	40
DIV	6020	TOTAL ***** Facilities	84929	76626.57	90	424645	410924.89	97	.00	1019268	608343.11	40

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FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			Culture/Recreation										
601			Library										
DEPT	60		TOTAL *****										
			Executive Office	480880	383038.50	80	2423517	2376266.77	98	.00	5790610	3414343.23	41

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FUND 291 Memorial Library Fund

DEPT/DIV 6401 User Services/Youth Services

BA ELE OBJ

ACCOUNT

*****CURRENT***** YEAR-TO-DATE*****

ANNUAL

UNENCUMB.

%

SUB SUB

SUB

DESCRIPTION

BUDGET

ACTUAL

%EXP

BUDGET

ACTUAL

%EXP

ENCUMBR.

BUDGET

BALANCE

BDGT

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60      Culture/Recreation
601     Library
      16  Library Personal Services
      16 25 Department Manager II
      16 33 Librarian IV
      16 36 Librarian III
      16 39 Librarian II
      16 48 Library Assistant I
      16 54 Clerk III
      16 57 Clerk II
      16 ** Library Personal Services

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19 Employee Benefits

19 10 IMRF

19 11 Social Security

19 12 Medicare

19 ** Employee Benefits

601 ** ** Library

60 ** ** Culture/Recreation

DIV 6401 TOTAL *****

Youth Services

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv							ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			

60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 26	Department Manager I	6730	5793.84	86	33650	27854.86	83	.00	80765	52910.14	35
	16 36	Librarian III	26965	21697.85	81	134825	121565.85	90	.00	323588	202022.15	38
	16 39	Librarian II	9275	8587.22	93	46375	40314.38	87	.00	111300	70985.62	36
	16 44	Library Assistant III	8635	4682.64	54	28923	25725.97	89	.00	89379	63653.03	29
	16 45	Library Assistant II	5003	4618.98	92	25015	25376.23	101	.00	60047	34670.77	42
	16 48	Library Assistant I	13854	9538.56	69	69270	51185.59	74	.00	166253	115067.41	31
	16 51	Clerk IV	4001	2065.80	52	16937	13070.79	77	.00	44953	31882.21	29
	16 60	Clerk I	296	.00	0	1480	.00	0	.00	3552	3552.00	0
	16 **	Library Personal Services	74759	56984.89	76	356475	305093.67	86	.00	879837	574743.33	35
	18	Other Personal Services										
	18 05	Overtime Civilian	41	.00	0	205	.00	0	.00	500	500.00	0
	18 **	Other Personal Services	41	.00	0	205	.00	0	.00	500	500.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	9964	9685.00	97	49820	48425.00	97	.00	119579	71154.00	41
	19 10	IMRF	8616	7020.72	82	41756	36755.21	88	.00	102074	65318.79	36
	19 11	Social Security	4464	3402.36	76	21940	17901.81	82	.00	53193	35291.19	34
	19 12	Medicare	1043	795.67	76	5127	4186.59	82	.00	12441	8254.41	34
	19 **	Employee Benefits	24087	20903.75	87	118643	107268.61	90	.00	287287	180018.39	37
	22	Other Contractual Service										
	22 02	Dues	363	451.00	124	1815	1682.00	93	.00	4358	2676.00	39
	22 03	Training	401	323.40	81	2005	1135.78	57	.00	4819	3683.22	24
	22 18	Contr Programs & Exhibits	600	420.00	70	3000	1770.00	59	.00	7200	5430.00	25
	22 **	Other Contractual Service	1364	1194.40	88	6820	4587.78	67	.00	16377	11789.22	28
	30	General Supplies										
	30 05	Office Supplies & Equip	25	.00	0	125	9.00	7	.00	310	301.00	3
	30 **	General Supplies	25	.00	0	125	9.00	7	.00	310	301.00	3
	32	Library Supplies										
	32 01	Program Supplies	529	26.15	5	2645	397.82	15	.00	6353	5955.18	6
	32 02	Program Events	278	245.76	88	1390	667.37	48	.00	3341	2673.63	20
	32 90	Circulation Supplies	183	151.84	83	915	1123.84	123	.00	2203	1079.16	51
	32 **	Library Supplies	990	423.75	43	4950	2189.03	44	.00	11897	9707.97	18
601	** **	Library	101266	79506.79	79	487218	419148.09	86	.00	1196208	777059.91	35
60	** **	Culture/Recreation	101266	79506.79	79	487218	419148.09	86	.00	1196208	777059.91	35
DIV	6405	TOTAL *****										
		Business & Specialty Serv	101266	79506.79	79	487218	419148.09	86	.00	1196208	777059.91	35

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FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	05	Customer Service Manager	7715	7226.08	94	38575	39673.96	103	.00	92584	52910.04	43
16	07	Customer Service Assc.	13301	10512.12	79	66505	62939.47	95	.00	159612	96672.53	39
16	16	Lib Asst I Circulation	15771	13432.37	85	78855	73740.40	94	.00	189264	115523.60	39
16	26	Department Manager I	6040	5315.38	88	30200	27414.21	91	.00	72491	45076.79	38
16	33	Librarian IV	4597	4655.16	101	22985	24439.59	106	.00	55169	30729.41	44
16	39	Librarian II	5490	4869.46	89	27450	33744.24	123	.00	65887	32142.76	51
16	46	Library Asst I Mags/News	15191	13461.59	89	75955	72022.53	95	.00	182293	110270.47	40
16	48	Library Assistant I	15568	18044.63	116	77840	79736.36	102	.00	186823	107086.64	43
16	51	Clerk IV	7436	7059.51	95	37180	39341.18	106	.00	89242	49900.82	44
16	52	Clerk IV Circulation	4093	2269.65	56	20465	14985.48	73	.00	49127	34141.52	31
16	54	Clerk III	0	.00	0	0	5009.32	0	.00	0	5009.32	0
16	55	Clerk III Circulation	34287	32564.07	95	171435	169302.41	99	.00	411447	242144.59	41
16	57	Clerk II	3940	2975.01	76	19700	14675.90	75	.00	47285	32609.10	31
16	58	Clerk II Circulation	1917	910.00	48	9585	7984.83	83	.00	23015	15030.17	35
16	59	Clerk II Call Center	35885	25169.48	70	179425	136850.45	76	.00	430631	293780.55	32
16	75	Library Page II	36846	34980.61	95	184230	189937.86	103	.00	442153	252215.14	43
16	**	Library Personal Services	208077	183445.12	88	1040385	991798.19	95	.00	2497023	1505224.81	40
18		Other Personal Services										
18	05	Overtime Civilian	83	239.60	289	415	988.90	238	.00	1000	11.10	99
18	**	Other Personal Services	83	239.60	289	415	988.90	238	.00	1000	11.10	99
19		Employee Benefits										
19	05	Medical Insurance	20234	19669.00	97	101170	98345.00	97	.00	242819	144474.00	41
19	10	IMRF	19565	17629.54	90	97825	96815.48	99	.00	234791	137975.52	41
19	11	Social Security	12906	11146.21	86	64530	61182.60	95	.00	154879	93696.40	40
19	12	Medicare	3022	2606.64	86	15110	14308.51	95	.00	36275	21966.49	39
19	**	Employee Benefits	55727	51051.39	92	278635	270651.59	97	.00	668764	398112.41	41
21		Property Services										
21	02	Equipment Maintenance	46	.00	0	230	.00	0	.00	555	555.00	0
21	64	Access Services	291	121.75	42	1455	265.98	18	.00	3500	3234.02	8
21	65	Other Services	260	304.30	117	1300	2632.90	203	.00	3129	496.10	84
21	**	Property Services	597	426.05	71	2985	2898.88	97	.00	7184	4285.12	40
22		Other Contractual Service										
22	02	Dues	159	360.00	226	795	899.17	113	.00	1916	1016.83	47
22	03	Training	344	174.23	51	1720	513.43	30	.00	4133	3619.57	12
22	**	Other Contractual Service	503	534.23	106	2515	1412.60	56	.00	6049	4636.40	23
30		General Supplies										
30	05	Office Supplies & Equip	429	1016.67	237	2145	1715.83	80	.00	5156	3440.17	33
30	07	Supplies Reimb by Patrons	166	.00	0	830	.00	0	.00	2000	2000.00	0
30	**	General Supplies	595	1016.67	171	2975	1715.83	58	.00	7156	5440.17	24

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FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60			Culture/Recreation									
601			Library									
	32		Library Supplies									
	32	01	Program Supplies	581	2030.39	350	2905	3373.92	116	.00	6973	3599.08 48
	32	90	Circulation Supplies	938	326.74	35	4690	1187.94	25	.00	11256	10068.06 11
	32	**	Library Supplies	1519	2357.13	155	7595	4561.86	60	.00	18229	13667.14 25
601	**	**	Library	267101	239070.19	90	1335505	1274027.85	95	.00	3205405	1931377.15 40
60	**	**	Culture/Recreation	267101	239070.19	90	1335505	1274027.85	95	.00	3205405	1931377.15 40
DIV	6420		TOTAL *****									
			Customer Services	267101	239070.19	90	1335505	1274027.85	95	.00	3205405	1931377.15 40

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	25	Department Manager II	6117	5646.66	92	30585	29644.97	97	.00	73407	43762.03	40
16	36	Librarian III	14722	10659.18	72	73610	47580.14	65	.00	176665	129084.86	27
16	48	Library Assistant I	4883	4876.70	100	24415	23395.35	96	.00	58597	35201.65	40
16	51	Clerk IV	6053	5844.85	97	30265	28726.33	95	.00	72644	43917.67	40
16	60	Clerk I	1194	.00	0	5970	.00	0	.00	14334	14334.00	0
16	**	Library Personal Services	32969	27027.39	82	164845	129346.79	79	.00	395647	266300.21	33
18		Other Personal Services										
18	05	Overtime Civilian	16	.00	0	80	.00	0	.00	200	200.00	0
18	**	Other Personal Services	16	.00	0	80	.00	0	.00	200	200.00	0
19		Employee Benefits										
19	05	Medical Insurance	7436	7229.00	97	37180	36145.00	97	.00	89236	53091.00	41
19	10	IMRF	2744	3335.17	122	13720	15571.36	114	.00	32939	17367.64	47
19	11	Social Security	2045	1630.23	80	10225	7615.28	75	.00	24543	16927.72	31
19	12	Medicare	478	381.25	80	2390	1780.97	75	.00	5740	3959.03	31
19	**	Employee Benefits	12703	12575.65	99	63515	61112.61	96	.00	152458	91345.39	40
22		Other Contractual Service										
22	02	Dues	62	.00	0	310	328.00	106	.00	753	425.00	44
22	03	Training	138	90.00	65	690	657.38	95	.00	1660	1002.62	40
22	18	Contr Programs & Exhibits	13680	5297.43	39	68400	42603.26	62	.00	164169	121565.74	26
22	**	Other Contractual Service	13880	5387.43	39	69400	43588.64	63	.00	166582	122993.36	26
32		Library Supplies										
32	01	Program Supplies	25	.00	0	125	.00	0	.00	303	303.00	0
32	02	Program Events	4232	2925.16	69	21160	20307.60	96	.00	50795	30487.40	40
32	**	Library Supplies	4257	2925.16	69	21285	20307.60	95	.00	51098	30790.40	40
601	**	Library	63825	47915.63	75	319125	254355.64	80	.00	765985	511629.36	33
60	**	Culture/Recreation	63825	47915.63	75	319125	254355.64	80	.00	765985	511629.36	33
DIV	6440	TOTAL *****										
		Programs and Exhibits	63825	47915.63	75	319125	254355.64	80	.00	765985	511629.36	33

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60			Culture/Recreation										
601			Library										
	16		Library Personal Services										
	16	25	Department Manager II	6117	5867.34	96	30585	32180.85	105	.00	73410	41229.15	44
	16	30	Digital Media Specialist	4133	3798.10	92	20665	20853.02	101	.00	49599	28745.98	42
	16	33	Librarian IV	6399	5763.00	90	31995	31785.68	99	.00	76792	45006.32	41
	16	36	Librarian III	8614	8038.06	93	43070	44206.95	103	.00	103373	59166.05	43
	16	48	Library Assistant I	14942	14958.93	100	74710	79643.17	107	.00	179310	99666.83	44
	16	54	Clerk III	1149	1060.80	92	5745	5630.35	98	.00	13790	8159.65	41
	16	**	Library Personal Services	41354	39486.23	96	206770	214300.02	104	.00	496274	281973.98	43
	18		Other Personal Services										
	18	05	Overtime Civilian	8	.00	0	40	.00	0	.00	100	100.00	0
	18	**	Other Personal Services	8	.00	0	40	.00	0	.00	100	100.00	0
	19		Employee Benefits										
	19	05	Medical Insurance	4390	4267.00	97	21950	21335.00	97	.00	52681	31346.00	41
	19	10	IMRF	4819	4574.85	95	24095	25342.33	105	.00	57832	32489.67	44
	19	11	Social Security	2564	2403.12	94	12820	13091.81	102	.00	30775	17683.19	43
	19	12	Medicare	599	562.02	94	2995	3061.83	102	.00	7197	4135.17	43
	19	**	Employee Benefits	12372	11806.99	95	61860	62830.97	102	.00	148485	85654.03	42
	22		Other Contractual Service										
	22	02	Dues	164	270.00	165	820	1008.00	123	.00	1975	967.00	51
	22	03	Training	54	.00	0	270	.00	0	.00	650	650.00	0
	22	66	Outside Reference Service	183	.00	0	915	2554.13	279	.00	2200	354.13	116
	22	**	Other Contractual Service	401	270.00	67	2005	3562.13	178	.00	4825	1262.87	74
	30		General Supplies										
	30	05	Office Supplies & Equip	58	66.70	115	290	537.65	185	.00	700	162.35	77
	30	07	Supplies Reimb by Patrons	75	.00	0	375	92.56	25	.00	900	807.44	10
	30	**	General Supplies	133	66.70	50	665	630.21	95	.00	1600	969.79	39
	31		Public Works Supplies										
	31	85	Small Tools and Equipment	512	1287.65	252	2560	4440.76	174	.00	6149	1708.24	72
	31	**	Public Works Supplies	512	1287.65	252	2560	4440.76	174	.00	6149	1708.24	72
	32		Library Supplies										
	32	01	Program Supplies	125	.00	0	625	.00	0	.00	1500	1500.00	0
	32	78	Electronic Resources	25810	15280.29	59	129050	236691.63	183	.00	309725	73033.37	76
	32	90	Circulation Supplies	123	92.39	75	615	997.64	162	.00	1477	479.36	68
	32	**	Library Supplies	26058	15372.68	59	130290	237689.27	182	.00	312702	75012.73	76
	50		Property										
	50	15	Other Equipment	950	1233.00	130	4750	2876.36	61	.00	11410	8533.64	25
	50	**	Property	950	1233.00	130	4750	2876.36	61	.00	11410	8533.64	25
601	**	**	Library	81788	69523.25	85	408940	526329.72	129	.00	981545	455215.28	54
60	**	**	Culture/Recreation	81788	69523.25	85	408940	526329.72	129	.00	981545	455215.28	54

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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.	BUDGET	BALANCE	BDGT
60			Culture/Recreation										
601			Library										
DIV	6450		TOTAL *****										
			Digital Services	81788	69523.25	85	408940	526329.72	129	.00	981545	455215.28	54

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60			Culture/Recreation										
601			Library										
	16		Library Personal Services										
	16	06	Collection Services Mangr	8222	7552.86	92	41110	41503.69	101	.00	98667	57163.31	42
	16	33	Librarian IV	5728	5262.40	92	28640	28917.39	101	.00	68746	39828.61	42
	16	36	Librarian III	11457	10524.80	92	57285	57834.78	101	.00	137492	79657.22	42
	16	39	Librarian II	9046	8408.64	93	45230	45916.46	102	.00	108561	62644.54	42
	16	41	Head Acquisitions	4339	4005.96	92	21695	22008.35	101	.00	52077	30068.65	42
	16	48	Library Assistant I	2587	2499.04	97	12935	13645.25	106	.00	31044	17398.75	44
	16	51	Clerk IV	3639	.00	0	18195	.00	0	.00	43674	43674.00	0
	16	54	Clerk III	18358	18980.15	103	91790	95945.19	105	.00	220298	124352.81	44
	16	75	Library Page II	2792	2468.63	88	13960	13126.42	94	.00	33514	20387.58	39
	16	**	Library Personal Services	66168	59702.48	90	330840	318897.53	96	.00	794073	475175.47	40
	18		Other Personal Services										
	18	05	Overtime Civilian	16	15.55	97	80	30.73	38	.00	200	169.27	15
	18	**	Other Personal Services	16	15.55	97	80	30.73	38	.00	200	169.27	15
	19		Employee Benefits										
	19	05	Medical Insurance	14666	14257.00	97	73330	71285.00	97	.00	176000	104715.00	41
	19	10	IMRF	8134	7369.23	91	40670	39492.58	97	.00	97609	58116.42	41
	19	11	Social Security	4103	3543.68	86	20515	19087.96	93	.00	49245	30157.04	39
	19	12	Medicare	959	828.77	86	4795	4464.15	93	.00	11517	7052.85	39
	19	**	Employee Benefits	27862	25998.68	93	139310	134329.69	96	.00	334371	200041.31	40
	22		Other Contractual Service										
	22	02	Dues	204	33.00	16	1020	710.00	70	.00	2454	1744.00	29
	22	03	Training	91	15.83	17	455	132.05	29	.00	1100	967.95	12
	22	85	Processing Services	7666	10420.20	136	38330	38509.25	101	.00	92000	53490.75	42
	22	**	Other Contractual Service	7961	10469.03	132	39805	39351.30	99	.00	95554	56202.70	41
	30		General Supplies										
	30	05	Office Supplies & Equip	125	80.40	64	625	226.78	36	.00	1500	1273.22	15
	30	33	Documentation Library	59	.00	0	295	525.00	178	.00	710	185.00	74
	30	**	General Supplies	184	80.40	44	920	751.78	82	.00	2210	1458.22	34
	32		Library Supplies										
	32	03	Binding	16	.00	0	80	.00	0	.00	200	200.00	0
	32	05	Processing Supplies	2666	3581.45	134	13330	10314.47	77	.00	32000	21685.53	32
	32	75	Audio Visual	43895	38438.19	88	219475	190349.08	87	.00	526743	336393.92	36
	32	80	Books	60541	81252.76	134	302705	308566.80	102	.00	726499	417932.20	43
	32	90	Circulation Supplies	325	.00	0	1625	915.96	56	.00	3900	2984.04	24
	32	95	Periodicals	10907	25142.81	231	54535	71715.22	132	.00	130889	59173.78	55
	32	**	Library Supplies	118350	148415.21	125	591750	581861.53	98	.00	1420231	838369.47	41
601	**	**	Library	220541	244681.35	111	1102705	1075222.56	98	.00	2646639	1571416.44	41
60	**	**	Culture/Recreation	220541	244681.35	111	1102705	1075222.56	98	.00	2646639	1571416.44	41
DIV 6470 TOTAL *****													

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DETAIL BUDGET REPORT
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FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			Culture/Recreation										
601			Library										
			Collection Services	220541	244681.35	111	1102705	1075222.56	98	.00	2646639	1571416.44	41
DEPT	64		TOTAL *****										
			User Services	734521	680697.21	93	3653493	3578531.99	98	.00	8795782	5217250.01	41

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FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating						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									
	90	Other Financing Uses									
	90 05	Operating Transfer Out	145833	.00	0	729165	1750000.00	240	.00	1750000	.00 100
	90 **	Other Financing Uses	145833	.00	0	729165	1750000.00	240	.00	1750000	.00 100
601 ** **		Library	145833	.00	0	729165	1750000.00	240	.00	1750000	.00 100
60 ** **		Culture/Recreation	145833	.00	0	729165	1750000.00	240	.00	1750000	.00 100
DIV 6901		TOTAL *****									
		Non Operating	145833	.00	0	729165	1750000.00	240	.00	1750000	.00 100
DEPT 69		TOTAL *****									
		Non Operating	145833	.00	0	729165	1750000.00	240	.00	1750000	.00 100
FUND 291		TOTAL *****									
		Memorial Library Fund	1361234	1063735.71	78	6806175	7704798.76	113	.00	16336392	8631593.24 47
GRAND		TOTAL *****									
			1361234	1063735.71	78	6806175	7704798.76	113	.00	16336392	8631593.24 47

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Village of Arlington Heights

DETAIL BUDGET REPORT

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ACCOUNTING PERIOD 05/2017

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			Culture/Recreation										
601			Library										
	50		Property										
	50	15	Other Equipment	50000	.00	0	250000	.00	0	.00	600000	600000.00	0
	50	**	Property	50000	.00	0	250000	.00	0	.00	600000	600000.00	0
601	**	**	Library	50000	.00	0	250000	.00	0	.00	600000	600000.00	0
60	**	**	Culture/Recreation	50000	.00	0	250000	.00	0	.00	600000	600000.00	0
DIV	6001		TOTAL *****										
			Administration	50000	.00	0	250000	.00	0	.00	600000	600000.00	0

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DETAIL BUDGET REPORT

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ACCOUNTING PERIOD 05/2017

Village of Arlington Heights

FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			Culture/Recreation										
601			Library										
	50		Property										
	50	55	Other Capital Outlay	833	.00	0	4165	10000.00	240	.00	10000	.00	100
	50	**	Property	833	.00	0	4165	10000.00	240	.00	10000	.00	100
601	**	**	Library	833	.00	0	4165	10000.00	240	.00	10000	.00	100
60	**	**	Culture/Recreation	833	.00	0	4165	10000.00	240	.00	10000	.00	100
DIV	6004		TOTAL *****										
			Paid by Gifts and Grants	833	.00	0	4165	10000.00	240	.00	10000	.00	100

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Village of Arlington Heights

DETAIL BUDGET REPORT
42% OF YEAR LAPSED

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ACCOUNTING PERIOD 05/2017

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	2683	.00	0	13415	25288.00	189	.00	32200	6912.00	79
	50 **	Property	2683	.00	0	13415	25288.00	189	.00	32200	6912.00	79
601 ** **		Library	2683	.00	0	13415	25288.00	189	.00	32200	6912.00	79
60 ** **		Culture/Recreation	2683	.00	0	13415	25288.00	189	.00	32200	6912.00	79
DIV 6010		TOTAL *****										
		Information Technology	2683	.00	0	13415	25288.00	189	.00	32200	6912.00	79

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42% OF YEAR LAPSED

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ACCOUNTING PERIOD 05/2017

FUND 491 Capital Projects-Library			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										
	50	Property										
	50 15	Other Equipment	9416	750.00	8	47080	25091.87	53	.00	113000	87908.13	22
	50 55	Other Capital Outlay	131625	10127.33	8	658125	29906.67	5	.00	1579500	1549593.33	2
	50 **	Property	141041	10877.33	8	705205	54998.54	8	.00	1692500	1637501.46	3
601 ** **		Library	141041	10877.33	8	705205	54998.54	8	.00	1692500	1637501.46	3
60 ** **		Culture/Recreation	141041	10877.33	8	705205	54998.54	8	.00	1692500	1637501.46	3
DIV 6020		TOTAL ***** Facilities	141041	10877.33	8	705205	54998.54	8	.00	1692500	1637501.46	3
DEPT 60		TOTAL ***** Executive Office	194557	10877.33	6	972785	90286.54	9	.00	2334700	2244413.46	4
FUND 491		TOTAL ***** Capital Projects-Library	194557	10877.33	6	972785	90286.54	9	.00	2334700	2244413.46	4
GRAND		TOTAL *****	194557	10877.33	6	972785	90286.54	9	.00	2334700	2244413.46	4

June 20, 2017

(Action Item 4)

ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
May 31, 2017

FUND TOTALS

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$334,973.97
491	Capital Projects Fund - Library	\$10,877.33
Total Disbursements		<u>\$345,851.30</u>
Payrolls Paid		
5/12/2017		\$273,923.73
5/26/2017		\$274,614.20
		<u>\$548,537.93</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
5/31/2017	Group Insurance	\$94,016.67
5/31/2017	IMRF	\$61,654.75
5/31/2017	Social Security	\$32,901.27
5/31/2017	Medicare	\$7,694.45
		<u>\$196,267.14</u>
Voided Checks		
<u>Check No.</u>	<u>Date</u> <u>Payee</u>	<u>Amount</u>
74194	1/17/2017 Health Special Books	\$28.90
74787	5/16/2017 Califa Group	\$200.00
		<u>(\$228.90)</u>
Total Disbursed		<u><u>\$1,090,427.47</u></u>

PREPARED 06/20/17, 10:16 AM
PROGRAM GM348U5
DEPARTMENT: 00

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
Village of Arlington Heights
DIVISION: 00

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
74911	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	MAY 2017 AFLAC DEDUCTION	99.84	99.84
74924	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	AMEX CASH BACK REBATE	107.41-	107.41-
74973	GALE/CENGAGE LEARNING	291-0000-140.05-00	LEGAL/EDUCATION DATABASES	3,145.05	3,145.05
74978	GROUP ADMINISTRATORS	291-0000-210.98-00	FSA MED	3,236.78	
		291-0000-210.94-00	FSA DEP	4,855.17	8,091.95
75021	OVERDRIVE INC	291-0000-140.05-00	AV MTLs	1,666.66	
		291-0000-140.05-00	BOOKS	1,666.67	3,333.33
75029	PROQUEST LLC	291-0000-140.05-00	CHICAGO TRIB ELECTRONIC	2,717.00	2,717.00
***** DIVISION TOTAL ****					17,279.76
***** DEPARTMENT TOTAL **					17,279.76

DEPARTMENT: 60

Executive Office

DIVISION: 01

74913	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES-J SUPPLITT	190.00	
		291-6001-601.22-02	ALA DUES-C TANGNEY	190.00	380.00
74914	ALIBRIS	291-6001-601.32-99	EMP REIMBURSED PURCHASE	41.80	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	11.15	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	94.70	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	65.40	213.05
74916	AMAZON.COM CREDIT	291-6001-601.30-05	PENCILS	35.82	
		291-6001-601.30-05	STADIUM FILE	14.19	
		291-6001-601.30-05	STAPLER	9.59	59.60
74917	AMERICAN LIBRARY ASSOCIATION/LITA	291-6001-601.22-03	FEE FOR PARTICIPATION IN	1,650.00	1,650.00
74922	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	ALA CONF FEES S MAYER,	600.00	
		291-6001-601.22-03	TRAVEL/TRAINING	12.52	
		291-6001-601.22-03	TRAVEL/TRAINING	18.99	
		291-6001-601.22-03	TRAVEL/TRAINING	14.44	
		291-6001-601.22-03	TRAVEL/TRAINING	32.53	
		291-6001-601.22-03	TRAVEL/TRAINING	32.66	
		291-6001-601.22-03	TRAVEL/TRAINING	22.25	
		291-6001-601.22-03	TRAVEL/TRAINING	26.56	
		291-6001-601.22-03	TRAVEL/TRAINING	26.24	
		291-6001-601.22-03	TRAVEL/TRAINING	27.30	
		291-6001-601.22-03	TRAVEL/TRAINING	29.45	
		291-6001-601.22-03	TRAVEL/TRAINING	24.15	
		291-6001-601.22-03	TRAVEL/TRAINING	38.22	
		291-6001-601.22-03	TRAVEL/TRAINING	21.31	
		291-6001-601.22-03	TRAVEL/TRAINING	14.55	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	TRAVEL/TRAINING	28.00	969.17
74924	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.30-05	COFFEE SLEEVES	42.49	
		291-6001-601.22-42	INTERNET SERVICES	352.56	
		291-6001-601.22-42	COMCAST PREVIOUS BILL FEE	10.27	405.32
74925	AT & T	291-6001-601.22-70	TELEPHONE	3,744.91	
		291-6001-601.22-42	INTERNET ACCESS	1,208.41	4,953.32
74926	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS	135.45	135.45
74929	BAKER & TAYLOR	291-6001-601.32-99	EMP REIMBURSED PURCHASE	60.26	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	40.67	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.10	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	39.63	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	3.74	158.40
74930	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMP REIMBURSED PURCHASE	33.07	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	70.55-	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	36.72	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	16.91	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	20.29	36.44
74933	BEDNAREK,BRYAN	291-6001-601.22-03	ALA CONF-B BEDNAREK	285.00	285.00
74949	COMCAST	291-6001-601.21-65	OTHER SERVICES	21.03	21.03
74950	COMDATA CORPORATION	291-6001-601.22-03	TRAVEL/TRAINING	42.63	42.63
74962	DRISKELL,MIKE	291-6001-601.50-15	DESK FOR DIGITAL SERVICES	85.00	85.00
74969	FINER LINE	291-6001-601.30-05	7 NAME BADGES	13.29	13.29
74970	FIRST PRESBYTERIAN CHURCH	291-6001-601.21-65	PARKING RENTAL FOR 2017-	750.00	750.00
74974	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	MINUTE BOOK	37.23	
		291-6001-601.30-05	OFFICE SUPPLIES	126.13	
		291-6001-601.30-05	SHARPIES	2.98	
		291-6001-601.30-05	MAGAZINE FILE	56.44	
		291-6001-601.30-05	RETURNED DAMAGED MAGAZINE	56.44-	166.34
74975	GLOBAL EQUIPMENT COMPANY INC	291-6001-601.50-15	SHOP DESK W/ELECTRICAL	443.64	443.64
74978	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES	152.00	152.00
74984	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	MAY 2017-TEXTNET TTY	49.95	
		291-6001-601.22-70	TEXTNET PORT/USER LICENSE	49.95	99.90
74986	IL DEPT OF CENTRAL MANAGEMENT SERVS	291-6001-601.22-42	INTERNET ACCESS APR 2017	600.00	600.00
74992	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	47.41	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	19.77	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	4.79	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	34.95	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	3.95	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	10.16	121.03
74994	JANWAY COMPANY USA INC	291-6001-601.30-05	300-LANYARDS	693.15	693.15
74999	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS	4.75	4.75
75001	LIBRARY FURNITURE INTERNATIONAL INC	291-6001-601.50-15	REPLACEMENT COMPUTER	765.00	765.00
75012	MORAVEC, JANET	291-6001-601.22-03	DIRECTOR WHISLER RETIRE-	54.57	
		291-6001-601.22-03	MAY 2017 BOARD MEETING-	54.00	108.57
75022	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAYPHONE-JUNE	63.00	
		291-6001-601.22-70	2ND FLOOR PAY PHONE	63.00	126.00
75023	PADDOCK PUBLICATIONS INC	291-6001-601.22-01	ADVERTISING - RFP	60.75	60.75
75025	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SERVS JAN-MAR 2017	3,150.00	3,150.00
75028	PRODUCT ARCHITECTURE + DESIGN	291-6001-601.20-05	YOUTH FURNITURE DESIGN	1,000.00	1,000.00
75031	QUICK DELIVERY SERVICE INC	291-6001-601.22-05	POSTAGE	199.50	
		291-6001-601.22-05	POSTAGE	199.50	
		291-6001-601.22-05	DELIVERY SERVICE	197.60	
		291-6001-601.22-05	DELIVERY SERVICE	197.60	794.20
75035	ROBBINS SCHWARTZ	291-6001-601.20-20	LEGAL SERVS-FOIA REQUESTS	2,687.50	2,687.50
75037	RUNCO OFFICE SUPPLY	291-6001-601.30-05	2 NAMEPLATES	25.00	25.00
75052	STAPLES ADVANTAGE	291-6001-601.30-05	OFFICE SUPPLIES	30.28	30.28
75061	URBAN LIBRARIES COUNCIL	291-6001-601.22-03	ULC WEBINAR-J ANDRYKOWSKI	250.00	250.00
75062	VAN METER MAILING	291-6001-601.22-05	POSTAGE	2,758.57	2,758.57
75064	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE	366.79	366.79
75065	VILLAGE OF ARLINGTON HEIGHTS	291-6001-601.21-65	OTHER SERVS	100.00	100.00
75070	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	129.99	129.99
75073	WOW BUSINESS	291-6001-601.22-42	INTRNET ACCESS 5/13/2017-	1,564.99	
		291-6001-601.22-42	INTRNET ACCESS 5/19/2017-	154.00	1,718.99
***** DIVISION TOTAL ****					26,510.15

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			Marketing and Communications		
74912	AIR EXPRESSIONS INC	291-6002-601.32-72	HELIUM BALLOONS-	160.00	160.00
74916	AMAZON.COM CREDIT	291-6002-601.30-05	POSTER STRIPS	105.94	
		291-6002-601.32-01	CHALK MARKERS	27.94	
		291-6002-601.30-05	MAP	3.69	
		291-6002-601.30-05	BABY BEAR BOOKS	51.72	189.29
74920	ARLINGTON HTS CHAMBER OF COM	291-6002-601.32-72	MEETING SPACE RENTAL	250.00	250.00
74922	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.32-01	PROGRAM SUPPLIES	18.36	18.36
74924	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.32-72	FOOD FOR RETIREMENT EVENT	156.00	
		291-6002-601.32-72	DESSERT PLATES	49.93	
		291-6002-601.30-05	BRUSH PENS	11.00	
		291-6002-601.30-05	PAPER OFFICE SUPPLIES	17.42	
		291-6002-601.30-05	VARIETY OF FONTS	285.00	
		291-6002-601.31-85	SRP DOUBLE SIDED BLACK	1,067.39	1,586.74
74934	BENSON,BRIAN	291-6002-601.30-05	SUMMER DECORATIONS SUPPS	575.57	575.57
74937	BLICK ART MATERIALS	291-6002-601.30-05	FDX STRETCHER STRIPS	262.50	262.50
74941	CARDINAL COLORPRINT	291-6002-601.22-10	SUMMER NEWSLETTER	18,946.00	
		291-6002-601.22-10	SRP ACTIVITY CARDS	2,073.00	
		291-6002-601.22-10	SRP PAPER CHAINS	890.00	
		291-6002-601.22-10	SRP LOGS	1,824.00	23,733.00
74948	COLORWAVE GRAPHICS LLC	291-6002-601.22-10	SRP FABRIC INSERTS FOR KW	972.50	972.50
74950	COMDATA CORPORATION	291-6002-601.32-72	DIST 25 REFRESHMENTS 2017	241.50	241.50
74962	DRISKELL,MIKE	291-6002-601.32-72	TIP FOR CATERING	400.00	400.00
74964	ELEGANTE CUISINE INC	291-6002-601.32-72	CATERING FOR COMMUNITY	3,877.27	3,877.27
75009	MOBILE PRINT	291-6002-601.22-10	SRP ADULT LOGS	130.10	
		291-6002-601.22-10	SRP BOOK LISTS	1,239.78	1,369.88
75030	PURCHASE ADVANTAGE CARD	291-6002-601.32-72	DIST 25 REFRESHMENTS	63.58	63.58
75039	SCHLESINGER MACHINERY INC	291-6002-601.21-02	SHARPENING CUTTER REPAIR	440.00	440.00
75046	SIGNS BY TOMORROW	291-6002-601.22-10	COROPLAST SIGNS FOR	216.00	
		291-6002-601.22-10	SRP DECORATIONS CUT VINYL	774.00	990.00
75062	VAN METER MAILING	291-6002-601.21-65	OTHER SERVICES	655.20	655.20
***** DIVISION TOTAL ****					35,785.39

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			Human Resources		
74908	ACTION WITHOUT BORDERS	291-6003-601.22-01	ADVERTISING	180.00	
		291-6003-601.22-01	ADVERTISING	90.00	270.00
74915	ALTA LANGUAGES SERVICES INC	291-6003-601.21-65	LISTENING,SPEAKING AND	120.00	120.00
74927	AURICO REPORTS	291-6003-601.21-65	AURICO SERVICES MAY	515.20	515.20
74931	BALZER,EDMUND	291-6003-601.40-62	TUITION REIMBURSEMENT	645.84	645.84
74982	HANDS ON SUBURBAN CHICAGO	291-6003-601.22-02	2017-2018 COMMUNITY PART-	300.00	300.00
74997	KAROWSKA,ANNA	291-6003-601.40-62	TUITION REIMBURSEMENT	1,221.12	1,221.12
75003	MANAGEMENT ASSOCIATION OF ILL	291-6003-601.22-02	2017-2018 MEMBERSHIP DUES	2,230.00	
		291-6003-601.21-65	2017 LACONI LIBRARY	100.00	2,330.00
***** DIVISION TOTAL ****			Gifts and Grants		5,402.16
DEPARTMENT: 60 Executive Office			DIVISION: 04		
74924	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.21-65	RETIREMENT PARTY D UNUMB	1,647.94	
		291-6004-601.32-02	PC GAME LICENSE:ARTEMIS	40.00	1,687.94
74995	JVS-CHICAGO	291-6004-601.21-65	JOB SEEKING FOR PEOPLE	100.00	100.00
75006	MERIDIAN BANQUET	291-6004-601.32-72	FINAL PMT-2017 VOLUNTEER	609.47	609.47
75014	MORSCHES,MARY KAY	291-6004-601.32-01	SVS 2017 SNACKS	147.97	147.97
75030	PURCHASE ADVANTAGE CARD	291-6004-601.32-72	SPECIAL EVENTS	24.99	24.99
75068	WAIST UP	291-6004-601.32-01	SUMMER VOLUNTEER TSHIRTS	1,108.00	1,108.00
75076	4 IMPRINT	291-6004-601.32-72	BIC COLOR IN SCRATCH PADS	300.05	300.05
***** DIVISION TOTAL ****			Finance		3,978.42
DEPARTMENT: 60 Executive Office			DIVISION: 08		
74906	ACCOMTEMP	291-6008-601.21-65	OTHER SERVS	1,528.32	
		291-6008-601.21-65	OTHER SERVS	1,929.18	
		291-6008-601.21-65	OTHER SERVICES	776.85	
		291-6008-601.21-65	OTHER SERVICES	1,501.91	
		291-6008-601.21-65	OTHER SERVICES	1,773.81	7,510.07
***** DIVISION TOTAL ****					7,510.07

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
			Information Technology		
/PAYM #					
74916	AMAZON.COM CREDIT	291-6010-601.31-85	NEWER TECH ADAPTA DRIVE,	230.52	
		291-6010-601.50-12	CRUCIAL MX300 DRIVE	2,192.00	
		291-6010-601.31-85	METAL POWER TAP GROMMET	210.07	
		291-6010-601.30-30	EPSON PICTURE MATE PRINT	175.80	
		291-6010-601.30-30	TONER	94.49	
		291-6010-601.31-85	TAX CREDIT	3.56-	
		291-6010-601.31-85	TAX CREDIT	10.00-	
		291-6010-601.30-30	TONER	76.99	2,966.31
74924	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	CANCELLED PROPROF RENEWAL	119.64-	
		291-6010-601.30-32	QUICK TAP SURVEY ANNUAL	1,570.00	
		291-6010-601.20-05	EBAY FEES FOR COMPUTER	11.00	
		291-6010-601.30-30	FUSER MAINTENANCE KIT	137.25	
		291-6010-601.31-85	FUSER MAINTENANCE KIT	44.98	
		291-6010-601.31-85	DOCKING STATION	139.98	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	54.10	
		291-6010-601.30-30	HP TONER CARTRIDGE	193.60	
		291-6010-601.30-32	GITHUB MONTHLY SERVICE	25.00	
		291-6010-601.31-85	THERMAL SENSOR, DRIVE	94.22	
		291-6010-601.31-85	MOBILE WIFI HOTSPOT	72.98	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	70.00	
		291-6010-601.30-32	NINITE ANNUAL RENEWAL	1,140.00	
		291-6010-601.30-33	ANNUAL RENEWAL SAFARI MAX	252.99	
		291-6010-601.32-32	WINCLONE PRO STANDARD	39.99	
		291-6010-601.32-32	WINCLONE PRO LICENSE	110.00	
		291-6010-601.30-32	AUTODESK MAYA LT 1 YEAR	203.29	
		291-6010-601.30-33	MONTHLY SUBSCRIPTION	35.00	
		291-6010-601.30-32	WEBEX MONTHLY 3/21 4/20	99.00	
		291-6010-601.30-32	WEBEX MONTHLY 4/21 5/21	99.00	
		291-6010-601.30-32	WEBEX CREDIT	99.00-	
		291-6010-601.30-32	AMAZON FREETIME UNLIMITED	9.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	9.99	4,193.72
74929	BAKER & TAYLOR	291-6010-601.30-32	CONTENT CAFE	1,443.13	1,443.13
74959	DELL MARKETING L.P.	291-6010-601.21-02	WARRANTY EXTENSION FOR	848.00	848.00
74990	IMPACT NETWORKING LLC	291-6010-601.21-02	BASE RATE 4/29-5/28/2017	227.96	
		291-6010-601.21-02	BASE RATE 5/1-7/31/2017	994.00	
		291-6010-601.21-02	BASE RATE 5/9-6/8/2017	411.43	
		291-6010-601.21-02	OVER CHG 4/13-5/12/2017	84.06	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	BASE CHARGE 5/29 6/28	270.08	2,007.03
75008	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.30-32	VIPRE AV BUSINESS LICENSE	2,860.00	2,860.00
75011	MONOPRICE INC	291-6010-601.31-85	60 FT HDMI CABLE, PUNCH	104.62	104.62
75074	XEROX CORPORATION	291-6010-601.21-02	EQUIPMENT MAINTENANCE	10.44	10.44
***** DIVISION TOTAL ****					14,433.25

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			<i>Facilities</i>		
74907	ACRES GROUP	291-6020-601.21-11	LANDSCAPE MAINTENANCE JUN	856.75	856.75
74909	ADLER ROOFING AND SHEET METAL	291-6020-601.21-11	1978 ROOF MAINTENANCE	1,036.12	1,036.12
74910	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	MAY 2017 STANDARD SERVICE	2,065.91	2,065.91
74918	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	MAY 2017 SERVICE	89.00	89.00
74919	AQUARIUM ADVENTURE	291-6020-601.21-02	AQUARIUM CLEANING MAY	300.00	300.00
74921	ARLINGTON HTS FORD	291-6020-601.21-07	TRUCK OIL CHANGE	41.95	
		291-6020-601.21-07	OIL CHANGE & WIPERS FOR	60.90	102.85
74924	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	RECYCLING SERVICE AND	145.00	
		291-6020-601.21-11	GARMENT HOOKS	25.98	
		291-6020-601.21-11	CFL LIGHT BULBS	239.91	
		291-6020-601.21-11	CENTER PULL DISPENSER AND	265.34	676.23
74928	BADE SUPPLY	291-6020-601.31-45	BATHROOM TISSUE	460.00	
		291-6020-601.31-45	JANITORIAL SUPPLIES	1,288.35	1,748.35
74951	COMED	291-6020-601.30-51	HEATING 4/10-5/9/2017	95.24	95.24
74967	ESPOSITO PIANO SERVICE	291-6020-601.21-11	PIANO TUNING	105.00	105.00
74968	F E MORAN SECURITY SOLUTIONS	291-6020-601.21-02	BURGLAR ALARM MONITORING	105.00	
		291-6020-601.21-02	ELEVATOR EMERGENCY MONI-	60.00	
		291-6020-601.21-02	ELEVATOR EMERGENCY MONI-	60.00	225.00
74971	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	REPAIR BOOKMOBILE	136.14	
		291-6020-601.21-07	INSTALL NEW WIFI ANTENNA/	1,795.26	1,931.40
74976	GRAINGER INC,W W	291-6020-601.21-11	FLUORESCENT LIGHT BULBS	7.32	7.32
74979	H-O-H WATER TECHNOLOGY INC	291-6020-601.21-11	COOLING WATER TREATMENT,	4,776.10	
		291-6020-601.21-11	BIOCIDE FOR COOLING TOWER	1,620.00	
		291-6020-601.21-11	CHEMICAL FEED PUMP	918.00	7,314.10
74985	IGS	291-6020-601.30-51	NATURAL GAS-APRIL 2017	2,338.01	2,338.01
74998	LANG HOME MEDICAL EQUIPMENT	291-6020-601.21-11	SERVICE CALL FOR VICTORY	415.00	415.00
75000	LAUREN GRANT LTD	291-6020-601.21-11	RUN POWER FOR 4 KW TABLES	992.00	
		291-6020-601.21-11	SHORTEN LIGHT FIXTURE FL2	975.00	
		291-6020-601.21-11	REPLACE NORTH RETURNING	980.00	2,947.00
75004	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVICE	4,599.00	4,599.00
75005	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	CARPET TAPE, BRUSHES,	62.08	
		291-6020-601.21-11	STEEL FENCE U POST	22.14	84.22
75018	NICOR GAS	291-6020-601.30-51	NAT GAS DISTRIBUTION	657.32	

PREPARED 06/20/17, 10:16 AM
PROGRAM GM348U5
DEPARTMENT: 60 Executive Office

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
Village of Arlington Heights
DIVISION: 20

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ACCOUNTING PERIOD 6/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.30-51	NAT GAS DISTRIBUTION	294.95	952.27
75019	NOFFS SELF STORAGE INC	291-6020-601.21-11	STORAGE/PARADE VEHICLE	75.40	75.40
75043	SHALES MCNUTT LLC	491-6020-601.50-55	PRECONSTRUCTION ON PARK-	4,700.00	4,700.00
75044	SHERWIN HARDWARE INC	291-6020-601.21-11	BATTERIES	27.98	
		291-6020-601.21-11	BRITA REPLACEMENT FILTER	39.98	
		291-6020-601.21-11	PAINTING MTLs	20.55	
		291-6020-601.21-11	BUILDING MAINT	37.83	126.34
75046	SIGNS BY TOMORROW	491-6020-601.50-55	PUBLIC HEARING SIGNS	464.20	464.20
75051	STANDARD ELEVATOR CO	291-6020-601.21-02	MAY 2017 STANDARD SERVICE	931.24	
		291-6020-601.21-02	SCHEDULED SERVICE JUN2017	931.24	1,862.48
75054	SUPPLYWORKS	291-6020-601.31-45	GOJO FOAM SOAP	797.60	797.60
75065	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL-APRIL 2017	170.19	
		291-6020-601.21-60	WATER/SEWER 3/13-5/4/2017	70.27	
		291-6020-601.21-60	WATER/SEWER 2/28-5/3/2017	1,500.72	1,741.18
75070	WAREHOUSE DIRECT	291-6020-601.21-11	BUILDING MAINTENANCE	32.08	
		291-6020-601.31-45	JANITORIAL PRODUCTS	51.48	83.56
75071	WIGHT & COMPANY	491-6020-601.50-55	PARKING LOT IMPROVEMENTS-	4,963.13	4,963.13
75075	20/10 ENGINEERING GROUP LLC	491-6020-601.50-15	ENGINEERING SERVICES FOR	750.00	750.00
***** DIVISION TOTAL ****					43,452.66
***** DEPARTMENT TOTAL **					137,072.10

DEPARTMENT: 64 User Services
74916 AMAZON.COM CREDIT

DIVISION: 05
291-6405-601.32-01 ARTIFICIAL FLOWERS
291-6405-601.32-01 ARTIFICIAL FLOWERS

6.90
6.90 13.80

74922 ARLINGTON HTS MEMORIAL LIBRARY

291-6405-601.32-02 PROGRAM EVENTS
291-6405-601.32-02 PROGRAM EVENTS
291-6405-601.32-02 PROGRAM EVENTS
291-6405-601.32-02 PROGRAM EVENTS
291-6405-601.32-02 PROGRAM EVENTS
291-6405-601.22-03 TRAVEL/TRAINING
291-6405-601.22-03 TRAVEL/TRAINING
291-6405-601.22-03 TRAVEL/TRAINING
291-6405-601.32-01 PROGRAM SUPPLIES
291-6405-601.22-03 TRAVEL/TRAINING
291-6405-601.32-02 PROGRAM EVENTS
291-6405-601.22-03 TRAVEL/TRAINING

1.86
43.97
50.00
9.34
9.28
11.24
4.07
17.12
12.35
14.28
15.96
20.60

Specialty Info. Services

PREPARED 06/20/17, 10:16 AM
PROGRAM GM348U5
DEPARTMENT: 64 User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
Village of Arlington Heights
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ACCOUNTING PERIOD 6/2017

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6405-601.22-03	TRAVEL/TRAINING	5.68	
		291-6405-601.22-03	TRAVEL/TRAINING	5.03	
		291-6405-601.22-03	TRAVEL/TRAINING	30.38	251.16
74923	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-02	TAG MEETING 5/15/17	49.91	49.91
74924	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-90	ALCOHOL WIPES	140.15	
		291-6405-601.22-02	ALA MEMBERSHIP DUES	201.00	
		291-6405-601.22-03	DEALING IN DIVERSITY	15.00	
		291-6405-601.22-03	LIBRARY JUICE ACADEMY	175.00	
		291-6405-601.22-03	LIBRARY JUICE ACADEMY	175.00-	356.15
74974	GARVEYS OFFICE PRODUCTS	291-6405-601.32-90	HAND SANITIZER	11.69	11.69
74983	HENQUINET,RICHARD	291-6405-601.22-18	RESUME REVIEWS	210.00	210.00
74988	ILA MEMBERSHIP	291-6405-601.22-02	ILA DUES-T SPICER	150.00	
		291-6405-601.22-02	ILA DUES-J JURGENS	100.00	250.00
75002	MADAY,JULIE I	291-6405-601.22-18	RESUME REVIEWS	210.00	210.00
75010	MONAHAN,MICHAEL	291-6405-601.22-03	SUPERVISORY SUCCESS	200.00	200.00
75030	PURCHASE ADVANTAGE CARD	291-6405-601.32-02	TWEEN NETWORKING GRP/TAG	65.44	65.44
***** DIVISION TOTAL ****					1,618.15

Customer Services

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74913	ALA MEMBERSHIP	291-6420-601.22-02	ALA DUES-M PAPANASTASSIOU	260.00	260.00
74916	AMAZON.COM CREDIT	291-6420-601.30-05	IS-PENS	24.92	
		291-6420-601.32-01	CARDS-HELLO FROM AROUND	18.04	
		291-6420-601.30-05	IS-PENCIL CUP ORGANIZER	19.98	
		291-6420-601.32-90	CC-REFILL LAMINATING TAPE	34.10	
		291-6420-601.32-01	MATCHING GAME,LEGO PEOPLE	67.96	
		291-6420-601.30-05	IS-MAGNETIC CLIPS	29.90	
		291-6420-601.32-90	CC-UNDU ADHESIVE	14.04	
		291-6420-601.32-01	TAX CREDIT	1.06-	
		291-6420-601.32-90	CC-MARKERS	15.20	
		291-6420-601.30-05	IS-MAGNETIC LABEL HOLDER	46.81	269.89
74922	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.21-64	ILL PAYMENT TO PEORIA PL	24.95	
		291-6420-601.22-03	TRAVEL/TRAINING	18.99	
		291-6420-601.22-03	TRAVEL/TRAINING	22.25	
		291-6420-601.22-03	TRAVEL/TRAINING	23.76	
		291-6420-601.22-03	TRAVEL/TRAINING	27.27	
		291-6420-601.22-03	TRAVEL/TRAINING	16.91	134.13
74924	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	SUPERVISING BOOKS	65.05	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					65.05
74939	BOOK PAGE	291-6420-601.32-01	BOOK PAGE	1,800.00	1,800.00
74942	CARLTON INDUSTRIES LP	291-6420-601.32-90	IS-VINYL TAGS	73.26	73.26
74960	DEMCO INC	291-6420-601.30-05	BOOK CART, BOOK CARDS	422.53	422.53
74961	DISCOUNT SCHOOL SUPPLY	291-6420-601.32-01	LAP BOARDS, UNIFIX CUBES,	145.45	145.45
74965	ELLISON EDUCATIONAL EQUIPMENT	291-6420-601.30-05	DIE CUT DOOR HANGER	45.00	45.00
74974	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	ERASER PAD	11.98	
		291-6420-601.32-90	CC-MAGNETIC CARD HOLDERS	13.98	
		291-6420-601.32-90	IS-WIPES	66.36	
		291-6420-601.30-05	IS-PAPER TRIMMER	15.60	
		291-6420-601.32-90	CC-TAPE, STORAGE BAGS	45.70	
		291-6420-601.30-05	IS-MAGNETIC CARD HOLDERS,	33.34	
		291-6420-601.30-05	BOOK REPAIR TAPE, WIPES	92.60	
		291-6420-601.30-05	PAD LOCKS, BINDER CLIPS	21.91	
		291-6420-601.30-05	CC - PORTFOLIOS	15.49	
		291-6420-601.30-05	IS-RETURNED MAGNETIC CARD	13.98-	302.98
74988	ILA MEMBERSHIP	291-6420-601.22-02	ILA DUES-M PAPANASTASSIOU	100.00	100.00
74989	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	APRIL 2017-ACCESS SERVS	136.75	136.75
75020	OFFICE DEPOT BUSINESS ACCOUNT	291-6420-601.32-90	MH-2 SELF INKING STAMPS	49.98	49.98
75052	STAPLES ADVANTAGE	291-6420-601.30-05	IS - ENVELOPES	12.46	
		291-6420-601.30-05	PENS, TAPE	20.62	
		291-6420-601.30-05	MAGNET, ADHESIVE	37.99	71.07
75060	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	MAY PLACEMENTS	304.30	304.30
75070	WAREHOUSE DIRECT	291-6420-601.30-05	CC - OFFICE SUPPLIES	97.95	
		291-6420-601.30-05	OFFICE SUPPLIES	81.57	
		291-6420-601.32-90	CC - CIRCULATION SUPPLIES	14.12	193.64
***** DIVISION TOTAL ****					4,374.03

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74905 ABOUT FACE THEATRE
74916 AMAZON.COM CREDIT

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291-6440-601.22-18 PERFORMANCE 6/29/2017
291-6440-601.32-02 INFLATABLE GLOBE, FINGER
291-6440-601.32-02 PERLER BEADS, KEY RINGS,
291-6440-601.32-02 ERIC CARLE PUZZLES/SHAPES
291-6440-601.32-02 FINGER LIGHTS, LUNCH BAGS
291-6440-601.32-02 COLOR CODING LABELS
291-6440-601.32-02 RING POPS

Programs + Exhibits

700.00 700.00
30.20
36.49
57.13
82.60
79.95
20.49

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	LANYARDS	7.45	
		291-6440-601.32-02	PONY BEADS	6.98	321.29
74922	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PROGRAM EVENTS	33.46	
		291-6440-601.32-02	PROGRAM EVENTS	16.55	
		291-6440-601.32-02	PROGRAM EVENTS	35.16	
		291-6440-601.32-02	PROGRAM EVENTS	17.00	
		291-6440-601.32-02	PROGRAM EVENTS	7.96	
		291-6440-601.32-02	PROGRAM EVENTS	18.46	
		291-6440-601.32-02	PROGRAM EVENTS	12.90	
		291-6440-601.32-02	PROGRAM EVENTS	29.92	
		291-6440-601.32-02	PROGRAM EVENTS	32.62	
		291-6440-601.32-02	PROGRAM EVENTS	29.88	
		291-6440-601.32-02	PROGRAM EVENTS	23.59	
		291-6440-601.32-02	PROGRAM EVENTS	19.99	
		291-6440-601.32-02	PROGRAM EVENTS	6.49	
		291-6440-601.32-02	PROGRAM EVENTS	49.45	333.43
74924	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-03	BEST PRACTICES EVENT	90.00	
		291-6440-601.22-18	B HAGERTY AUTHOR VISIT	98.88	
		291-6440-601.32-02	SRP PRIZE GLOBE CHOCOLATE	353.01	541.89
74937	BLICK ART MATERIALS	291-6440-601.32-02	CANVAS PANELS, PAINT	508.33	508.33
74944	CELEBRATE IN SONG INC	291-6440-601.22-18	OUR TIME ON 7/22/2017	150.00	150.00
74955	DANTIS, PATRICIA	291-6440-601.32-02	TEEN SVCS SRP PRIZES	179.80	179.80
74956	DAVIDSON, SCOTT	291-6440-601.22-18	DSG - COMPUTER CLASS 7/22	140.00	140.00
74957	DAVIDSON, SCOTT	291-6440-601.22-18	DSG - COMPUTER CLASS 6/24	140.00	140.00
74958	DEITER LTD, BETH	291-6440-601.22-18	OUR TIME-7/22/2017	100.00	100.00
74960	DEMCO INC	291-6440-601.32-02	STICKERS	30.11	30.11
74961	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	WATERCOLOR PAPER, WATER-	51.92	
		291-6440-601.32-02	CRAFT BAGS, PAINT, PAPER	82.87	
		291-6440-601.32-02	GLUE PENS	62.45	197.24
74972	FUN EXPRESS LLC	291-6440-601.32-02	BRACELETS, FOAM SHAPES	290.10	290.10
74974	GARVEYS OFFICE PRODUCTS	291-6440-601.32-02	PENS	7.95	7.95
74980	HAGERTY, BARBARA BRADLEY	291-6440-601.22-18	AP-TRAVEL REIMBURSEMENT	69.55	69.55
75016	MYERS, V G	291-6440-601.22-18	FUN WITH CARTOONS-7/10/17	300.00	300.00
75017	NATIONAL LEKOTEK	291-6440-601.22-18	OUR TIME PROGRAM 7/22/17	150.00	150.00
75030	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	PGM EVENTS, AUTHOR VISIT,	173.28	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					173.28
75032	RAINY DAY DIMES LLC	291-6440-601.22-18	PERFORMANCE 7/1/2017	1,750.00	1,750.00
75040	SCHROEDER,JOHN	291-6440-601.22-18	DS-INTRO TO JAVA SCRIPT	200.00	200.00
75041	SCHROEDER,JOHN	291-6440-601.22-18	DS-INTRO TO HTML 6/14/17	200.00	200.00
75042	SCHROEDER,JOHN	291-6440-601.22-18	DS-INTRO TO CSS 7/19/17	200.00	200.00
75044	SHERWIN HARDWARE INC	291-6440-601.32-02	STAY & PLAY-PROG EVENTS	157.69	157.69
75047	SMARTY PANTS WORLD LLC	291-6440-601.22-18	BUILD A BETTER MOUSETRAP	499.00	499.00
75048	SON,ALICE	291-6440-601.32-02	ART OUT LOUD SUPPLIES	151.43	151.43
75049	SPIKES,MICHAEL A	291-6440-601.22-18	MAKING SENSE OF THE NEWS	100.00	100.00
75059	ULINE	291-6440-601.32-02	SPLIT KEY RINGS	143.76	143.76
75063	VELA,MAUREEN	291-6440-601.32-02	SRP SUPPLIES	77.74	77.74
75066	VRABLIK,LISA	291-6440-601.22-18	MINECRAFT MANIA 7/21/2017	300.00	300.00
75067	WAHEED,ALONZO	291-6440-601.22-18	13TH SCREENING & DISCUS-	100.00	100.00
75069	WALKER,EARL	291-6440-601.22-18	13TH SCREENING & DISCUS-	100.00	100.00
***** DIVISION TOTAL ****					8,312.59

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Digital Services

74913	ALA MEMBERSHIP	291-6450-601.22-02	ALA MEMBERSHIP RENEWAL	270.00	270.00
74916	AMAZON.COM CREDIT	291-6450-601.50-15	MOVIE SCREEN, PROJECTOR,	764.97	
		291-6450-601.50-15	PROTECTION PLAN FOR PRO-	87.38	
		291-6450-601.31-85	TYPEWRITER & RIBBON	315.00	
		291-6450-601.50-15	RETURNED SPEAKERS	33.99-	
		291-6450-601.31-85	APPLE ADAPTER	18.75	
		291-6450-601.50-15	PROJECTOR SUPPLIES, CARRY	223.64	
		291-6450-601.31-85	CABLE TIES & LABELS	19.97	1,395.72
74924	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.31-85	GOPRO HERO5, HOUSINGS	933.93	
		291-6450-601.50-15	PROJECTOR REPLACEMENT	191.00	1,124.93
74963	EBSCO INFORMATION SERVICES	291-6450-601.32-78	NOVELIST PLUS DATABASE	2,679.00	2,679.00
74966	ENCYCLOPAEDIA BRITANNICA INC	291-6450-601.32-78	BRITANNICA ONLINE	2,800.00	2,800.00
74973	GALE/CENGAGE LEARNING	291-6450-601.32-78	LEGAL/EDUCATION DATABASES	4,403.08	4,403.08
74974	GARVEYS OFFICE PRODUCTS	291-6450-601.32-90	HAND SANITIZER, WIPES	92.39	

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/PAYM #					
		291-6450-601.30-05	PENS, CLIPBOARD, WIPES	50.38	142.77
75029	PROQUEST LLC	291-6450-601.32-78	CHICAGO TRIB ELECTRONIC	3,803.00	3,803.00
75055	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFORMATION CHARGES	893.12	893.12
75058	TUMBLEWEED PRESS INC	291-6450-601.32-78	TUMBLEPREMIUM SUBSCRIP-	702.09	702.09
75070	WAREHOUSE DIRECT	291-6450-601.30-05	OFFICE SUPPLIES	16.32	16.32
***** DIVISION TOTAL ****					18,230.03

Collection Services

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74904 ABC-CLIO LLC

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291-6470-601.32-80 BOOKS
291-6470-601.32-80 BOOKS

74913	ALA MEMBERSHIP	291-6470-601.22-02	ALA DUES-V JAFFE	33.00	33.00
74916	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	1.87-	
		291-6470-601.32-75	AV MTLs	3.12-	
		291-6470-601.32-75	AV MTLs	60.96	
		291-6470-601.32-75	AV MTLs	9.38	
		291-6470-601.32-75	AV MTLs	30.51	
		291-6470-601.32-75	AV MTLs	30.94	
		291-6470-601.32-75	AV MTLs	68.04	
		291-6470-601.32-75	AV MTLs	18.76	
		291-6470-601.32-75	AV MTLs	11.99	
		291-6470-601.32-75	AV MTLs	18.30	
		291-6470-601.32-75	AV MTLs	68.78	
		291-6470-601.32-75	AV MTLs	180.71	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	47.24	
		291-6470-601.32-75	AV MTLs	22.86	
		291-6470-601.32-75	AV MTLs	9.79	
		291-6470-601.32-75	AV MTLs	6.99	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	39.16	
		291-6470-601.32-75	AV MTLs	14.96	
		291-6470-601.32-75	AV MTLs	39.79	
		291-6470-601.32-75	AV MTLs	58.67	
		291-6470-601.32-75	AV MTLs	18.69	
		291-6470-601.32-75	AV MTLs	29.37	
		291-6470-601.32-75	AV MTLs	20.98	
		291-6470-601.32-75	AV MTLs	43.98	
		291-6470-601.32-75	AV MTLs	95.98	
		291-6470-601.32-75	AV MTLs	118.81	
		291-6470-601.32-75	AV MTLs	9.38	
		291-6470-601.32-75	AV MTLs	21.75	
		291-6470-601.32-75	AV MTLs	19.18	

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/PAYM #					
		291-6470-601.32-75	AV MTLs	6.99	
		291-6470-601.32-75	AV MTLs	28.14	
		291-6470-601.32-75	AV MTLs	8.99	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	10.21-	
		291-6470-601.32-75	AV MTLs	7.13	
		291-6470-601.32-75	AV MTLs	27.93	
		291-6470-601.32-75	AV MTLs	59.88	
		291-6470-601.32-75	AV MTLs	61.38	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	33.98	
		291-6470-601.32-75	AV MTLs	53.88	
		291-6470-601.32-75	AV MTLs	119.97	
		291-6470-601.32-75	AV MTLs	14.31	
		291-6470-601.32-75	AV MTLs	29.98	
		291-6470-601.32-75	AV MTLs	42.97	
		291-6470-601.32-75	AV MTLs	38.22	
		291-6470-601.32-75	AV MTLs	19.28	
		291-6470-601.32-75	AV MTLs	215.92	
		291-6470-601.32-75	AV MTLs	15.09	
		291-6470-601.32-75	AV MTLs	37.92	
		291-6470-601.32-75	AV MTLs	44.99	
		291-6470-601.32-75	AV MTLs	7.99	
		291-6470-601.32-75	AV MTLs	64.89	
		291-6470-601.32-75	AV MTLs	35.17	
		291-6470-601.32-75	AV MTLs	32.95	
		291-6470-601.32-75	AV MTLs	74.27	
		291-6470-601.32-75	AV MTLs	45.99	
		291-6470-601.32-80	BOOKS	8.94	
		291-6470-601.32-80	BOOKS	15.67	
		291-6470-601.32-80	BOOKS	14.39	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	11.41	
		291-6470-601.32-80	BOOKS	35.16	
		291-6470-601.32-80	BOOKS	8.39	
		291-6470-601.32-80	BOOKS	8.00	
		291-6470-601.32-80	BOOKS	9.89	
		291-6470-601.32-80	BOOKS	9.89	
		291-6470-601.32-80	BOOKS	108.20	
		291-6470-601.32-80	BOOKS	61.16	
		291-6470-601.32-80	BOOKS	44.01	
		291-6470-601.32-80	BOOKS	45.59	
		291-6470-601.32-80	BOOKS	25.96	
		291-6470-601.32-80	BOOKS	168.00	
		291-6470-601.32-80	BOOKS	70.72	
		291-6470-601.32-80	BOOKS	21.21	
		291-6470-601.32-80	BOOKS	39.48	

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/PAYM #					
		291-6470-601.32-80	BOOKS	27.18	
		291-6470-601.32-80	BOOKS	21.70	
		291-6470-601.32-80	BOOKS	77.27	
		291-6470-601.32-80	BOOKS	92.58	
		291-6470-601.32-80	BOOKS	13.98	
		291-6470-601.32-80	BOOKS	20.40	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	53.00	
		291-6470-601.32-80	BOOKS	97.45	
		291-6470-601.32-80	BOOKS	253.04	
		291-6470-601.32-80	BOOKS	25.99	
		291-6470-601.32-80	BOOKS	47.31	
		291-6470-601.32-80	BOOKS	55.57	
		291-6470-601.32-80	BOOKS	6.72	
		291-6470-601.32-80	BOOKS	161.99	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	82.76	
		291-6470-601.32-80	BOOKS	99.00	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	5.58	
		291-6470-601.32-80	BOOKS	13.29	
		291-6470-601.32-80	BOOKS	50.43	
		291-6470-601.32-80	BOOKS	20.29	
		291-6470-601.32-80	BOOKS	23.44	
		291-6470-601.32-80	BOOKS	10.13	
		291-6470-601.32-95	PERIODICALS	16.46	
		291-6470-601.32-95	PERIODICALS	6.45	
		291-6470-601.32-95	PERIODICALS	12.59	
		291-6470-601.32-95	PERIODICALS	6.99	
		291-6470-601.32-95	PERIODICALS	11.99	
		291-6470-601.30-05	FAN	23.99	
		291-6470-601.30-05	PENS	10.65	
		291-6470-601.32-05	REFILL LAMINATOR TAPE	37.53	
		291-6470-601.32-75	AV MTLs	19.90	
		291-6470-601.32-75	AV MTLs	95.98	
		291-6470-601.32-75	AV MTLs	6.93	
		291-6470-601.32-75	AV MTLs	42.75	
		291-6470-601.32-75	AV MTLs	6.99	
		291-6470-601.32-75	AV MTLs	46.34	
		291-6470-601.32-75	AV MTLs	164.68	
		291-6470-601.32-75	AV MTLs	9.91	
		291-6470-601.32-75	AV MTLs	53.94	
		291-6470-601.32-75	AV MTLs	159.40	
		291-6470-601.32-75	AV MTLs	91.80	
		291-6470-601.32-75	AV MTLs	23.98	
		291-6470-601.32-75	AV MTLs	12.00	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	42.70	
		291-6470-601.32-75	AV MTLs	12.13	
		291-6470-601.32-75	AV MTLs	102.91	
		291-6470-601.32-75	AV MTLs	26.19	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	120.18	
		291-6470-601.32-75	AV MTLs	5.89	
		291-6470-601.32-75	AV MTLs	99.75	
		291-6470-601.32-75	AV MTLs	89.97	
		291-6470-601.32-75	AV MTLs	17.49	
		291-6470-601.32-75	AV MTLs	119.45	
		291-6470-601.32-75	AV MTLs	22.99	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	49.84	
		291-6470-601.32-75	AV MTLs	55.98	
		291-6470-601.32-75	AV MTLs	22.90	
		291-6470-601.32-75	AV MTLs	19.53	
		291-6470-601.32-75	AV MTLs	78.26	
		291-6470-601.32-75	AV MTLs	19.98	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	26.34	
		291-6470-601.32-75	AV MTLs	15.94	
		291-6470-601.32-75	AV MTLs	27.19	
		291-6470-601.32-75	AV MTLs	59.98	
		291-6470-601.32-75	AV MTLs	8.33	
		291-6470-601.32-75	AV MTLs	10.23	
		291-6470-601.32-75	AV MTLs	14.94	
		291-6470-601.32-75	AV MTLs	19.96	
		291-6470-601.32-75	AV MTLs	35.98	
		291-6470-601.32-75	AV MTLs	8.80	
		291-6470-601.32-75	AV MTLs	.83-	
		291-6470-601.32-75	AV MTLs	92.02	
		291-6470-601.32-75	AV MTLs	34.38	
		291-6470-601.32-75	AV MTLs	39.92	
		291-6470-601.32-75	AV MTLs	34.95	
		291-6470-601.32-75	AV MTLs	10.83	
		291-6470-601.32-75	AV MTLs	175.37	
		291-6470-601.32-75	AV MTLs	15.17	
		291-6470-601.32-75	AV MTLs	7.68	
		291-6470-601.32-75	AV MTLs	140.30	
		291-6470-601.32-75	AV MTLs	7.98	
		291-6470-601.32-75	AV MTLs	3.00-	
		291-6470-601.32-75	AV MTLs	17.99	
		291-6470-601.32-80	BOOKS	30.42	
		291-6470-601.32-75	AV MTLs	19.82	
		291-6470-601.32-80	BOOKS	22.37	
		291-6470-601.32-80	BOOKS	2.48-	
		291-6470-601.32-80	BOOKS	50.01-	
		291-6470-601.32-80	BOOKS	44.00-	
		291-6470-601.32-80	BOOKS	19.46	
		291-6470-601.32-80	BOOKS	14.58	
		291-6470-601.32-80	BOOKS	16.08	
		291-6470-601.32-80	BOOKS	32.68	
		291-6470-601.32-80	BOOKS	21.50	
		291-6470-601.32-80	BOOKS	55.99	
		291-6470-601.32-80	BOOKS	18.14	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	30.74	
		291-6470-601.32-80	BOOKS	11.49	
		291-6470-601.32-80	BOOKS	29.97	
		291-6470-601.32-80	BOOKS	52.89	
		291-6470-601.32-80	BOOKS	50.01	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	11.72	
		291-6470-601.32-80	BOOKS	9.28	
		291-6470-601.32-80	BOOKS	17.89	
		291-6470-601.32-80	BOOKS	46.53	
		291-6470-601.32-80	BOOKS	9.45	
		291-6470-601.32-80	BOOKS	26.66	
		291-6470-601.32-80	BOOKS	28.78	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	16.19	
		291-6470-601.32-80	BOOKS	40.77	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	27.98	
		291-6470-601.32-80	BOOKS	96.80	
		291-6470-601.32-80	BOOKS	15.16	
		291-6470-601.32-80	BOOKS	99.18	
		291-6470-601.32-80	BOOKS	67.27	
		291-6470-601.32-80	BOOKS	18.58	
		291-6470-601.32-80	BOOKS	6.31	
		291-6470-601.32-80	BOOKS	19.94	
		291-6470-601.32-80	BOOKS	34.36	
		291-6470-601.32-80	BOOKS	41.63	
		291-6470-601.32-80	BOOKS	17.93	
		291-6470-601.32-80	BOOKS	14.24	
		291-6470-601.32-80	BOOKS	13.27	
		291-6470-601.32-80	BOOKS	11.69	
		291-6470-601.32-80	BOOKS	43.77	
		291-6470-601.32-80	BOOKS	78.51	
		291-6470-601.32-80	BOOKS	26.56	
		291-6470-601.32-80	BOOKS	51.05	
		291-6470-601.32-80	BOOKS	11.22	
		291-6470-601.32-80	BOOKS	5.44	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	19.84	
		291-6470-601.32-80	BOOKS	48.63	
		291-6470-601.32-80	BOOKS	13.66	
		291-6470-601.32-80	BOOKS	9.31	
		291-6470-601.32-80	BOOKS	257.50	
		291-6470-601.32-80	BOOKS	14.98	
		291-6470-601.32-80	BOOKS	14.36	
		291-6470-601.32-80	BOOKS	32.66	
		291-6470-601.32-80	BOOKS	34.11	
		291-6470-601.32-80	BOOKS	17.48	
		291-6470-601.32-80	BOOKS	11.11	
		291-6470-601.32-80	BOOKS	13.34	
		291-6470-601.32-80	BOOKS	42.07	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					598.32
74929	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	52.49	
		291-6470-601.32-75	AV MTLs	483.90	
		291-6470-601.32-75	AV MTLs	193.45	
		291-6470-601.32-75	AV MTLs	16.57	
		291-6470-601.32-75	AV MTLs	49.70	
		291-6470-601.32-75	AV MTLs	465.20	
		291-6470-601.32-75	AV MTLs	89.03	
		291-6470-601.32-75	AV MTLs	32.98-	
		291-6470-601.32-75	AV MTLs	365.62	
		291-6470-601.32-80	BOOKS	242.26	
		291-6470-601.32-80	BOOKS	20.92	
		291-6470-601.32-75	AV MTLs	83.94	
		291-6470-601.32-80	BOOKS	1,728.28	
		291-6470-601.32-80	BOOKS	366.88	
		291-6470-601.32-80	BOOKS	183.93	
		291-6470-601.32-80	BOOKS	570.74	
		291-6470-601.32-80	BOOKS	877.20	
		291-6470-601.32-80	BOOKS	484.28	
		291-6470-601.32-80	BOOKS	334.09	
		291-6470-601.32-80	BOOKS	709.54	
		291-6470-601.32-80	BOOKS	122.71	
		291-6470-601.32-80	BOOKS	276.51	
		291-6470-601.32-80	BOOKS	390.91	
		291-6470-601.32-80	BOOKS	335.30	
		291-6470-601.32-80	BOOKS	548.34	
		291-6470-601.32-80	BOOKS	344.53	
		291-6470-601.32-80	BOOKS	394.69	
		291-6470-601.32-80	BOOKS	102.13	
		291-6470-601.32-80	BOOKS	60.09	
		291-6470-601.32-80	BOOKS	442.92	
		291-6470-601.32-80	BOOKS	126.27	
		291-6470-601.32-80	BOOKS	357.49	
		291-6470-601.32-80	BOOKS	624.83	
		291-6470-601.32-80	BOOKS	796.41	
		291-6470-601.32-80	BOOKS	903.01	
		291-6470-601.32-80	BOOKS	282.99	
		291-6470-601.32-80	BOOKS	371.13	
		291-6470-601.32-80	BOOKS	411.41	
		291-6470-601.32-80	BOOKS	1,014.45	
		291-6470-601.32-80	BOOKS	1,509.93	
		291-6470-601.32-80	BOOKS	154.45	
		291-6470-601.32-80	BOOKS	1,715.12	
		291-6470-601.32-80	BOOKS	1,919.01	
		291-6470-601.32-80	BOOKS	232.89	
		291-6470-601.32-80	BOOKS	482.25	
		291-6470-601.32-80	BOOKS	469.39	
		291-6470-601.32-80	BOOKS	411.32	
		291-6470-601.32-80	BOOKS	434.86	
		291-6470-601.32-80	BOOKS	104.71	
		291-6470-601.32-80	BOOKS	219.82	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	223.93	
		291-6470-601.32-80	BOOKS	633.69	
		291-6470-601.32-80	BOOKS	488.66	
		291-6470-601.32-80	BOOKS	250.61	
		291-6470-601.32-80	BOOKS	133.96	
		291-6470-601.32-80	BOOKS	686.79	
		291-6470-601.32-80	BOOKS	5.94	
		291-6470-601.32-80	BOOKS	265.03	
		291-6470-601.32-80	BOOKS	245.48	
		291-6470-601.32-80	BOOKS	446.46	
		291-6470-601.32-80	BOOKS	350.09	
		291-6470-601.32-80	BOOKS	222.81	
		291-6470-601.32-80	BOOKS	131.86	
		291-6470-601.32-80	BOOKS	1,726.85	
		291-6470-601.32-80	BOOKS	222.73	
		291-6470-601.32-80	BOOKS	789.65	
		291-6470-601.32-80	BOOKS	267.34	
		291-6470-601.32-80	BOOKS	58.44	
		291-6470-601.32-80	BOOKS	857.71	
		291-6470-601.32-80	BOOKS	223.81	
		291-6470-601.32-80	BOOKS	378.64	
		291-6470-601.32-80	BOOKS	22.11	
		291-6470-601.32-80	BOOKS	1,132.24	
		291-6470-601.32-80	BOOKS	212.32	
		291-6470-601.32-80	BOOKS	524.02	
		291-6470-601.32-80	BOOKS	415.94	
		291-6470-601.32-80	BOOKS	71.76	
		291-6470-601.32-80	BOOKS	171.51	
		291-6470-601.32-80	BOOKS	91.90	
		291-6470-601.32-80	BOOKS	265.79	
		291-6470-601.32-80	BOOKS	146.92	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	179.75	
		291-6470-601.22-85	PROC SERVS	107.55	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	224.20	
		291-6470-601.22-85	PROC SERVS	205.20	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	642.20	
		291-6470-601.22-85	PROC SERVS	134.40	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	220.40	
		291-6470-601.22-85	PROC SERVS	218.55	
		291-6470-601.22-85	PROC SERVS	389.90	
		291-6470-601.22-85	PROC SERVS	368.60	
		291-6470-601.22-85	PROC SERVS	530.50	
		291-6470-601.22-85	PROC SERVS	600.40	
		291-6470-601.22-85	PROC SERVS	112.00	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	88.55	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	77.15	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	220.40	
		291-6470-601.22-85	PROC SERVS	22.80	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	209.00	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	600.40	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	222.70	
		291-6470-601.22-85	PROC SERVS	68.40	
		291-6470-601.22-85	PROC SERVS	329.10	
		291-6470-601.22-85	PROC SERVS	117.60	
		291-6470-601.32-75	AV MTLs	422.75	
		291-6470-601.32-80	BOOKS	66.29	
		291-6470-601.32-80	BOOKS	53.78	
		291-6470-601.32-80	BOOKS	339.61	
		291-6470-601.32-80	BOOKS	1,198.01	
		291-6470-601.32-80	BOOKS	563.00	
		291-6470-601.32-80	BOOKS	147.40	
		291-6470-601.32-80	BOOKS	665.27	
		291-6470-601.32-80	BOOKS	326.81	
		291-6470-601.32-80	BOOKS	1,253.21	
		291-6470-601.32-80	BOOKS	211.19	
		291-6470-601.32-80	BOOKS	258.66	
		291-6470-601.32-80	BOOKS	115.42	
		291-6470-601.32-80	BOOKS	85.43	
		291-6470-601.32-80	BOOKS	195.48	
		291-6470-601.32-80	BOOKS	91.06	
		291-6470-601.32-80	BOOKS	433.05	
		291-6470-601.32-80	BOOKS	181.42	
		291-6470-601.32-80	BOOKS	375.57	
		291-6470-601.32-80	BOOKS	1,181.26	
		291-6470-601.32-80	BOOKS	273.79	
		291-6470-601.32-80	BOOKS	289.46	
		291-6470-601.32-80	BOOKS	147.76	
		291-6470-601.32-80	BOOKS	1,024.35	
		291-6470-601.32-80	BOOKS	366.44	
		291-6470-601.32-80	BOOKS	612.37	
		291-6470-601.32-80	BOOKS	112.04	
		291-6470-601.32-80	BOOKS	380.26	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	20.47	
		291-6470-601.32-80	BOOKS	210.82	
		291-6470-601.32-80	BOOKS	619.66	
		291-6470-601.32-80	BOOKS	531.52	
		291-6470-601.32-80	BOOKS	614.14	
		291-6470-601.32-80	BOOKS	140.25	
		291-6470-601.32-80	BOOKS	880.74	
		291-6470-601.32-80	BOOKS	339.26	
		291-6470-601.32-80	BOOKS	121.94	
		291-6470-601.32-80	BOOKS	255.99	
		291-6470-601.22-85	PROC SERVS	112.00	
		291-6470-601.22-85	PROC SERVS	330.60	
		291-6470-601.22-85	PROC SERVS	169.50	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	362.95	
		291-6470-601.22-85	PROC SERVS	84.40	
		291-6470-601.22-85	PROC SERVS	318.50	
		291-6470-601.22-85	PROC SERVS	380.00	
		291-6470-601.22-85	PROC SERVS	7.60	
		291-6470-601.22-85	PROC SERVS	221.55	
		291-6470-601.22-85	PROC SERVS	57.00	
		291-6470-601.22-85	PROC SERVS	175.95	
		291-6470-601.22-85	PROC SERVS	228.00	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.32-75	AV MTLs	68.50	
		291-6470-601.32-80	BOOKS	175.90	60,280.43
74930	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	2,008.98	
		291-6470-601.32-75	AV MTLs	100.06	
		291-6470-601.32-75	AV MTLs	900.98	
		291-6470-601.32-75	AV MTLs	103.62	
		291-6470-601.32-75	AV MTLs	337.35	
		291-6470-601.32-75	AV MTLs	13.22	
		291-6470-601.32-75	AV MTLs	157.83	
		291-6470-601.32-75	AV MTLs	13.22	
		291-6470-601.32-75	AV MTLs	22.04	
		291-6470-601.32-75	AV MTLs	116.11	
		291-6470-601.32-75	AV MTLs	5.08	
		291-6470-601.32-75	AV MTLs	230.00	
		291-6470-601.32-75	AV MTLs	20.06	
		291-6470-601.32-75	AV MTLs	157.56	
		291-6470-601.32-75	AV MTLs	189.37	
		291-6470-601.32-75	AV MTLs	16.89	
		291-6470-601.32-75	AV MTLs	8.48	
		291-6470-601.32-75	AV MTLs	184.71	
		291-6470-601.32-75	AV MTLs	11.89	
		291-6470-601.32-75	AV MTLs	2,455.02	
		291-6470-601.32-75	AV MTLs	88.86	
		291-6470-601.32-75	AV MTLs	587.08	
		291-6470-601.32-75	AV MTLs	14.69	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	312.85	
		291-6470-601.32-75	AV MTLs	10.18	
		291-6470-601.32-75	AV MTLs	44.16	
		291-6470-601.32-75	AV MTLs	5.93	
		291-6470-601.32-75	AV MTLs	2,164.26	
		291-6470-601.32-75	AV MTLs	41.00	
		291-6470-601.32-75	AV MTLs	25.72	
		291-6470-601.32-75	AV MTLs	29.38	
		291-6470-601.32-75	AV MTLs	151.64	
		291-6470-601.32-75	AV MTLs	1,868.32	
		291-6470-601.32-75	AV MTLs	68.22	
		291-6470-601.32-75	AV MTLs	2,444.92	
		291-6470-601.32-75	AV MTLs	122.27	
		291-6470-601.32-75	AV MTLs	33.06	15,065.01
74932	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	346.36	
		291-6470-601.32-75	AV MTLs	488.01	
		291-6470-601.32-75	AV MTLs	1,025.96	1,860.33
74935	BIBLIOTHECA +3M	291-6470-601.32-80	eBOOKS-APRIL 2017	4,221.50	
		291-6470-601.32-75	eAUDIOBOOKS-APRIL 2017	1,016.91	
		291-6470-601.32-80	eBOOKS-APRIL 2017	1,842.64	
		291-6470-601.32-75	eAUDIOBOOKS-APRIL 2017	100.91	
		291-6470-601.32-75	eAUDIOBOOKS-APRIL 2017	286.90	
		291-6470-601.32-80	eBOOKS-APRIL 2017	147.68	7,616.54
74936	BLACKSTONE AUDIO INC	291-6470-601.32-75	AV MTLs	32.90	32.90
74938	BLOOMBERG MARKETS	291-6470-601.32-95	PERIODICALS	49.99	49.99
74940	BRODART CO	291-6470-601.32-05	DUAL JEWELCASE STORAGE	166.25	166.25
74943	CCH INCORPORATED	291-6470-601.32-80	BOOKS	176.52	176.52
74945	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	22.77	
		291-6470-601.32-80	BOOKS	22.77	
		291-6470-601.32-80	BOOKS	89.88	
		291-6470-601.32-80	BOOKS	22.77	158.19
74946	CHICAGO SUN TIMES	291-6470-601.32-95	PERIODICALS	208.00	208.00
74947	CHICAGO TRIBUNE	291-6470-601.32-95	PERIODICALS	727.48	727.48
74952	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	85.78	
		291-6470-601.32-80	BOOKS	39.89	125.67
74953	CONSUMERS DIGEST	291-6470-601.32-95	PERIODICALS	12.64	12.64
74954	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	20,432.78	
		291-6470-601.32-95	PERIODICALS	18.17	
		291-6470-601.32-95	PERIODICALS	174.03	

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ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
Village of Arlington Heights
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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					20,624.98
74960	DEMCO INC	291-6470-601.32-05	LABELS & COLOR CODING	124.72	
		291-6470-601.32-05	BOOK TAPE	376.29	
		291-6470-601.32-05	LABEL PROTECTORS, BOOK	107.78	608.79
74963	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	2,794.10	2,794.10
74973	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	382.80	
		291-6470-601.32-80	BOOKS	83.17	
		291-6470-601.32-80	BOOKS	968.55	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	135.95	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	3,037.59	
		291-6470-601.32-80	BOOKS	123.97	
		291-6470-601.32-80	BOOKS	91.17	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	136.75	
		291-6470-601.32-80	BOOKS	25.59	
		291-6470-601.32-80	BOOKS	679.25	5,919.73
74974	GARVEYS OFFICE PRODUCTS	291-6470-601.30-05	RUBBERBANDS	8.78	
		291-6470-601.32-05	BOOK REPAIR TAPE	466.56	
		291-6470-601.30-05	WINDEX	12.99	
		291-6470-601.32-05	192-BOOK REPAIR TAPE	933.12	1,421.45
74977	GREAT COURSES	291-6470-601.32-75	AV MTLs	69.95	
		291-6470-601.32-75	AV MTLs	104.95	174.90
74981	HAINES & COMPANY INCORPORATED	291-6470-601.32-80	BOOKS	797.00	797.00
74987	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	48.75	
		291-6470-601.32-80	BOOKS	56.25	
		291-6470-601.32-80	BOOKS	93.75	322.50
74991	INFORMATION TODAY INC	291-6470-601.32-80	BOOKS	404.05	404.05
74992	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	75.22	
		291-6470-601.32-80	BOOKS	78.10	
		291-6470-601.32-80	BOOKS	221.24	
		291-6470-601.32-80	BOOKS	247.20	
		291-6470-601.32-80	BOOKS	104.91	
		291-6470-601.32-80	BOOKS	38.38	
		291-6470-601.32-80	BOOKS	50.37	
		291-6470-601.32-80	BOOKS	51.28	
		291-6470-601.32-80	BOOKS	4,844.91	
		291-6470-601.32-80	BOOKS	167.08	
		291-6470-601.32-80	BOOKS	94.76	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	20.66	
		291-6470-601.32-80	BOOKS	29.09	
		291-6470-601.32-80	BOOKS	117.98	
		291-6470-601.32-80	BOOKS	93.95	
		291-6470-601.32-80	BOOKS	3.45	
		291-6470-601.32-80	BOOKS	50.22	
		291-6470-601.32-80	BOOKS	144.99	
		291-6470-601.32-80	BOOKS	71.65	
		291-6470-601.32-80	BOOKS	25.46	
		291-6470-601.32-80	BOOKS	248.62	
		291-6470-601.32-80	BOOKS	72.58	
		291-6470-601.32-80	BOOKS	94.24	
		291-6470-601.32-80	BOOKS	319.21	
		291-6470-601.32-80	BOOKS	66.57	
		291-6470-601.32-80	BOOKS	82.69	
		291-6470-601.32-80	BOOKS	79.02	
		291-6470-601.32-80	BOOKS	117.52	
		291-6470-601.32-80	BOOKS	104.54	
		291-6470-601.32-80	BOOKS	30.54	
		291-6470-601.32-80	BOOKS	17.78	
		291-6470-601.32-80	BOOKS	47.35	
		291-6470-601.32-80	BOOKS	46.94	
		291-6470-601.32-80	BOOKS	71.00	
		291-6470-601.32-80	BOOKS	87.21	
		291-6470-601.32-80	BOOKS	97.40	
		291-6470-601.32-80	BOOKS	19.14	
		291-6470-601.32-80	BOOKS	83.11	
		291-6470-601.32-80	BOOKS	38.36	
		291-6470-601.32-80	BOOKS	50.30	
		291-6470-601.32-80	BOOKS	172.70	
		291-6470-601.32-80	BOOKS	120.35	
		291-6470-601.32-80	BOOKS	46.65	
		291-6470-601.32-80	BOOKS	192.90	
		291-6470-601.32-80	BOOKS	10.19	
		291-6470-601.32-80	BOOKS	118.56	
		291-6470-601.32-80	BOOKS	10.50	
		291-6470-601.32-80	BOOKS	117.54	
		291-6470-601.32-80	BOOKS	18.59	
		291-6470-601.32-80	BOOKS	64.74	
		291-6470-601.32-80	BOOKS	27.54	
		291-6470-601.32-80	BOOKS	24.29	
		291-6470-601.32-80	BOOKS	120.45	
		291-6470-601.32-80	BOOKS	44.93	
		291-6470-601.32-80	BOOKS	76.80	
		291-6470-601.32-80	BOOKS	23.72	
		291-6470-601.32-80	BOOKS	177.05	
		291-6470-601.32-80	BOOKS	31.16	
		291-6470-601.32-80	BOOKS	109.52	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	16.36	
		291-6470-601.32-80	BOOKS	8.24	

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					9,846.79
74993	INVESTORS BUSINESS DAILY	291-6470-601.32-95	PERIODICALS	279.00	279.00
74996	KANOPY LLC	291-6470-601.32-75	AV MTLs	164.00	164.00
75007	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	528.48	
		291-6470-601.32-75	AV MTLs	229.34	
		291-6470-601.32-75	AV MTLs	299.08	
		291-6470-601.32-75	AV MTLs	353.86	
		291-6470-601.32-75	AV MTLs	389.73	
		291-6470-601.32-75	AV MTLs	6,722.53	8,523.02
75013	MORNINGSTAR INC	291-6470-601.32-95	PERIODICALS	185.00	185.00
75015	MULTICULTURAL BOOKS & VIDEOS	291-6470-601.32-75	AV MTLs	54.89	54.89
75021	OVERDRIVE INC	291-6470-601.32-75	AV MTLs	3,333.34	
		291-6470-601.32-80	BOOKS	3,333.33	6,666.67
75024	PENGUIN RANDOM HOUSE LLC	291-6470-601.32-75	AV MTLs	243.00	243.00
75026	PETERSONS A NELNET COMPANY	291-6470-601.32-80	BOOKS	34.82	34.82
75027	POLYLINE LLC	291-6470-601.32-05	SINGLE DVD CASES, 2-DISC	517.20	517.20
75033	RECORDED BOOKS INC	291-6470-601.32-05	MODERN SCHOLAR CD CASES	204.70	204.70
75034	REGENT BOOK CO INC	291-6470-601.32-80	BOOKS	15.93	15.93
75036	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	84.45	84.45
75038	RUSSIAN PUBLISHING HOUSE LTD	291-6470-601.32-80	BOOKS	330.57	330.57
75045	SHOWCASES	291-6470-601.32-05	CARRY CASE	7.99	7.99
75050	SPIRITUALITY & HEALTH	291-6470-601.32-95	PERIODICALS	24.95	24.95
75053	SULLIVANS LAW DIRECTORY	291-6470-601.32-80	BOOKS	75.93	75.93
75056	TIME FOR KIDS	291-6470-601.32-95	PERIODICALS	29.95	29.95
75057	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	85.34	
		291-6470-601.32-80	BOOKS	532.33	
		291-6470-601.32-80	BOOKS	28.45	
		291-6470-601.32-80	BOOKS	102.02	
		291-6470-601.32-80	BOOKS	128.01	
		291-6470-601.32-80	BOOKS	258.22	1,134.37
75070	WAREHOUSE DIRECT	291-6470-601.32-05	PROCESSING SUPPLIES	621.00	621.00
75072	WOODS & POOLE ECONOMICS	291-6470-601.32-80	BOOKS	299.50	

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ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV

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CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
***** DIVISION TOTAL ****					158,964.64
***** DEPARTMENT TOTAL **					191,499.44
***** GRAND TOTAL *****					345,851.30

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ACCOUNTS PAYACHECK/EFT REGISTER BY FUND
Village of Arlington Heights

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FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	334,973.97
491	Capital Projects-Library	10,877.33
**** TOTAL ALL FUNDS ****		345,851.30

June 20, 2017

**Arlington Heights Memorial Library
Special Funds Summary
5/31/2016**

Count	27				
	Account	Amount	Description	Staff	
<hr/>					
			To Pay ILL #163509843 Customer Paid Us, So		
Check # 1469-Peoria Public Library	6420-2164	\$ 24.95	AHML is Paying PPL ALA Conference Registration for S Mayer and E	L Langdon	
Check # 1470-ALA	6001-2203	\$ 600.00	Ludemann	L Langdon	
Check # 1471-AHML - Petty Cash					
5/1/2017	6440-3202	\$ 33.46	Program Events	C Giovannelli-Caputo	
	6420-2203	\$ 18.99	Travel/Training	S Meyer	
	6440-3202	\$ 16.55	Program Events	D Napravinik	
5/8/2017	6440-3202	\$ 35.16	Program Events	M Papanastassiou	
	6470-2203	\$ 15.83	Travel/Training	V Jaffe	
	6405-3202	\$ 1.86	Program Events	K Devitt	
	6440-3202	\$ 17.00	Program Events	K Devitt	
	6405-3202	\$ 43.97	Program Events	K Devitt	
	6001-2203	\$ 12.52	Travel/Training	D Halpin	
	6470-3295	\$ 2.00	Periodicals	M Schultz	
	6001-2203	\$ 18.99	Travel/Training	J Moravec	
	6405-3202	\$ 50.00	Program Events	K Zsupan	
	6405-3202	\$ 9.34	Program Events	K Zsupan	
	6440-3202	\$ 7.96	Program Events	A Karwowska	
5/15/2017	6001-2203	\$ 14.44	Travel/Training	K Avvisati	
	6001-2203	\$ 32.53	Travel/Training	S Distel	
	6001-2203	\$ 32.66	Travel/Training	R Allen	
	6001-2203	\$ 22.25	Travel/Training	S Beckman	
	6001-2203	\$ 26.56	Travel/Training	S Widdis	
	6440-3202	\$ 18.46	Program Events	K McCoy	
	6405-3202	\$ 9.28	Program Events	K Zsupan	
	6405-2203	\$ 11.24	Travel/Training	K Zsupan	
	6405-2203	\$ 4.07	Travel/Training	T Dantis	
	6001-2203	\$ 26.24	Travel/Training	T Dantis	
	6001-2203	\$ 27.30	Travel/Training	M Monihan	
	6001-2203	\$ 29.45	Travel/Training	S Sullivan	
	6001-2203	\$ 24.15	Travel/Training	S Mayer	
	6405-2203	\$ 17.12	Travel/Training	S Mayer	
	6001-2203	\$ 38.22	Travel/Training	A Lorincz	
	6405-3201	\$ 12.35	Program Supplies	T Dantis	
	6440-3202	\$ 12.90	Program Events	K Devitt	
	6440-3202	\$ 29.92	Program Events	A Son	
	6405-2203	\$ 14.28	Travel/Training	L Dakas	
	6405-3202	\$ 15.96	Program Events	M Lepo	
	6440-3202	\$ 32.62	Program Events	M Papanastassiou	
	6440-3202	\$ 29.88	Program Events	M Papanastassiou	
5/22/2017	6001-2203	\$ 21.31	Travel/Training	C Caputo	
	6002-3201	\$ 18.36	Program Supplies	C Kelly	
	6405-2203	\$ 20.60	Travel/Training	T Dantis	
	6420-2203	\$ 22.25	Travel/Training	S Meyer	
	6001-2203	\$ 14.55	Travel/Training	K Graham	
	6440-3202	\$ 23.59	Program Events	K McCoy	
	6001-2203	\$ 28.00	Travel/Training	J Moravec	
5/30/2017	6440-3202	\$ 19.99	Program Events	A Son	
	6420-2203	\$ 23.76	Travel/Training	S Meyer	
	6405-2203	\$ 5.68	Travel/Training	K Zsupan	
	6420-2203	\$ 27.27	Travel/Training	M Papanastassiou	
	6440-3202	\$ 6.49	Program Events	S Hollars	
	6405-2203	\$ 5.03	Travel/Training	E Ludemann	
	6420-2203	\$ 16.91	Travel/Training	J Duncan	
	6405-2203	\$ 30.38	Travel/Training	M Monahan	
	6440-3202	\$ 49.45	Program Events	A Hamilton	
		<u>\$ 1,724.08</u>			

June 20, 2017

**Arlington Heights Memorial Library
American Express Card Summary
5/30/2017**

Count	47			
CARDHOLDER	ACCOUNT	AMOUNT	VENDOR	DESCRIPTION
J. Kuhl	489-90-00	\$ (107.41)	AMEX Cash back rebate	Other Income/Rebate
M. Driskell	6010-3032	\$ (119.64)	Proprofs	Canceled Renewal
	6004-2165	\$ 1,647.94	La Tasca Restaurant	Retirement Party for D. Unumb
	6020-2111	\$ 145.00	Terra Cycle Zero Waste Box	Recycling Service and Container for Coffee Cups
	6010-3032	\$ 1,570.00	QuickTap Survey	Quick Tap Survey Annual Subscription Renewal
	6010-2005	\$ 11.00	eBay	eBay Sales Fees for Computer Sales
J. Moravec	6002-3272	\$ 156.00	Sweet T's Bakery	Cupcakes for D Whisler's Retirement Event on 5/17/17
	6010-3030	\$ 137.25	Newegg	Fuser Maintenance Kit
	6450-3185	\$ 933.93	GoPro	GoPro Hero5, Housings and Rechargeable Batteries
	6020-2111	\$ 25.98	Container Store	Garment Hooks
	6004-3202	\$ 40.00	Artemis	PC Game Licence: Artemis
	6002-3272	\$ 49.93	Party City	Silver Paper Dessert Plates
	6020-2111	\$ 239.91	Home Depot	Spiral CFL Light Bulbs
	6010-3185	\$ 44.98	eBay	Fuser Maintenance Kit
	6470-3205	\$ 18.31	Idea Stage	Silver Retro Lunch Box
	6020-2111	\$ 265.34	Webrestaurantstore.com	Center-Pull Dispenser & Wipes
	6440-3202	\$ 353.01	Candy Warehouse	Globe Chocolate Balls
	6002-3005	\$ 11.00	Jet Pens	Brush Pens
	6002-3005	\$ 17.42	Paper Mart	Paper Raffia Ribbon: Purple
	6405-3290	\$ 140.15	Healthykin	Alcohol Wipes
	6420-2203	\$ 65.05	ALA Store	Supervising Books
	6001-3005	\$ 42.49	Webrestaurantstore.com	Coffee Sleeves
	6405-2202	\$ 201.00	ALA	Regular Membership Dues
	6002-3005	\$ 285.00	MyFonts	Variety of Fonts
	6405-2203	\$ 15.00	Eventbrite	Dealing in Diversity: Training 6/16/17
	6450-5015	\$ 191.00	Optoma	Replacement Bulb
	6010-3185	\$ 139.98	Newegg	Docking Station
	6002-3185	\$ 1,067.39	BillyBoards	Double-Sided Frameless Black Porcelain Chalkboard
	6405-2203	\$ 175.00	Library Juice Academy	Conference
	6405-2203	\$ (175.00)	Library Juice Academy	Credit
M. Schultz	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3280	\$ 99.00	Amazon Prime	Book
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3275	\$ 175.44	Acorn TV	AV Mtls
	6470-3295	\$ 21.99	Walmart	Periodicals
	6470-3275	\$ 19.98	GameStop	AV Mtls
	6470-3275	\$ 29.34	American Family Assn.	AV Mtls
	6470-3275	\$ 11.99	Netflix	AV Mtls
	6470-3275	\$ 111.96	Target	AV Mtls
	6470-3275	\$ 26.45	Aum. Films	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
	6470-3275	\$ 4.99	Acorn TV	AV Mtls
J. Czajka	6440-2203	\$ 90.00	Eventbrite	3-Tickets- Prof. Development (Best Practices for Building the Best Team)
	6440-2218	\$ 98.88	Francesca's Tavola	Barbara Hagerty Dinner (Author Visit)
R. Dworiany	6010-3032	\$ 54.10	PayPal	Monthly PayFlow Pro Subscription
	6001-2242	\$ 352.56	Comcast	Services from 3/23 - 4/22
	6010-3030	\$ 193.60	Amazon	HP Black LaserJet Toner Cartridge
	6010-3032	\$ 25.00	GitHub	GitHub Monthly Service 5/20-6/19
	6010-3185	\$ 94.22	Amazon	Thermal Sensor, Drive Bracket, External Drive Enclosure
	6010-3185	\$ 72.98	Amazon	AT&T Unite 4G LTE Mobile Wi-Fi Hotspot
	6010-3032	\$ 70.00	Trello	Trello Monthly Subscription
	6010-3032	\$ 1,140.00	Ninite	Ninite Annual Renewal
	6010-3033	\$ 252.99	Safari Books Online	Annual Safari Max Small 10-Slot Bookshelf Renewal
	6010-3232	\$ 39.99	Twocanoes Software Inc	Winclone Pro Standard License
	6010-3232	\$ 110.00	Twocanoes Software Inc	Winclone Pro License
	6010-3032	\$ 203.29	CDW-G	Autodesk Maya LT- 1yr. Annual Subscription
	6010-3033	\$ 35.00	Lullabot Education	Monthly Drupalize.me Training Subscription
	6010-3032	\$ 99.00	WebEx	WebEx Monthly - March 21-April 20
	6010-3032	\$ 99.00	WebEx	WebEx Monthly - April 21-May 21
	6010-3032	\$ (99.00)	WebEx	Credit
	6010-3032	\$ 9.99	Amazon	Amazon Free Time Unlimited Monthly Subscription
	6010-3032	\$ 9.99	Spotify	Monthly Spotify Subscription
	6001-2242	\$ 10.27	Comcast	Comcast Underpayment balance carryover/late fee from previous bill
	Total	<u>\$ 11,128.88</u>		

June 20, 2017

Arlington Heights Memorial Library
Master Card Summary
5/31/2017

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
M Kelly	6405-3202	\$49.91	Domino's	TAG Meeting 5/5/17
M Schultz	6470-3295	\$19.00	Consumers Digest	Periodicals
	Total	<u>\$68.91</u>		

(Item 5)

To: Board of Library Trustees

From: Jason Kuhl and Mike Driskell

Date: June 16, 2017

Re: Parking Lot Update and Communications Plan

Last week, we met with representatives from Shales McNutt Construction to further refine the phasing plan for the parking lot project. Mike Driskell will provide additional details at your meeting.

Attached is the preliminary communications plan that the Communications and Marketing team developed for the project. In addition to this plan for the public, we have been visiting department meetings to present details of the project and answer staff's questions.

PARKING LOT SAFETY IMPROVEMENTS

Communication Plan

Communications and Marketing Team

June 15, 2017

Overview:

The main focus of the project is to improve safety and accessibility for customers – both pedestrians and those in cars – in the underground and outdoor parking lots. Scheduled to begin in early August, the project will be completed in phases in an effort to minimize inconvenience to customers. The targeted completion date is early-October. The total cost of the project is \$1.18 million, which is being funded by the library's capital improvements budget, and was approved by the Board of Library Trustees in May 2017.

News about the project:

May 18 – *Daily Herald* 'Arlington Heights Library's garage project starts in July' – print and online: <http://www.dailyherald.com/news/20170518/arlington-heights-libraryx2019s-garage-project-starts-in-july>

May 18 – AHML Twitter #ArlingtonHeights Library's garage project starts in July @ahml (link to DH article)

May 19-22 – AHML Facebook – 2.7 K reach; 310 post clicks; 63 engage: reactions, comments or shares

"The main focus of this project is safety," said Mike Driskell, the library's director of administration. "What we're trying to do is separate pedestrian traffic from vehicle traffic. The pavement is going to be treated differently for pedestrian walkways and areas so it's clearly marked, and feels different if you drive on it." The project also includes narrowing the garage entrance for cars, changing the flow of traffic, adding signage, installing a different facade at the garage entrance, replacing all lighting in the garage and resurfacing the lot.

May 22 – Grapevine – PARKING LOT IN THE NEWS: Link to *Daily Herald* article for staff

May 26 – Summer Newsletter – 37,000 Arlington Heights residents and businesses. See page 3 'Parking lot improvements- Improvements are planned for this summer. Watch our website, ahml.info, for updates'

June 9 – *Chicago Tribune*- online: <http://www.chicagotribune.com/suburbs/arlington-heights/news/ct-ahp-arlington-library-parking-garage-tl-0615-20170608-story.html>

June 9 – AHML Twitter ‘Upcoming renovation to address safety at Arlington Heights Memorial Library parking garage’ (Link to *Chicago Tribune* article)

June 9 – AHML Facebook – 3.9 K reach; 564 post clicks; 52 engage: reactions, comments or shares

June 15 – *Chicago Tribune*- print ‘Coming renovation to address parking garage safety’

Communication Plan

Week of June 19

Finalize text for Parking Lot Safety Improvements website and submit to IT

- Overview info
- Improvements coming
- ahml.info/safety

Finalize text for Parking Lot Safety Improvements handout and submit to Graphics
Internal messaging to staff: Share initial talking points

- Grapevine Monday, June 19
- Everyone message
- Add to News Flash

Internal messaging to library board:

- Share initial talking points at June 20 board meeting

Proposed initial talking points for staff and board members:

- Refer to project as “parking lot safety improvements”
- Main focus:
 - Improve pedestrian and customer safety
 - Better accessibility after completion
- Work begins in early August
- Target completion in early-October
- Completed in phases to minimize impact to customers
 - There will always be some outdoor parking available
 - Dunton entrance will always be available
 - Drop off passengers at Dunton entrance – ramps and elevator accessible
 - Dunton book drop always open

- Additional parking is available in commuter lot and adjacent street parking
- Cost:
 - \$1.18 million
 - Funded by library's capital improvements budget
- Improvements will include:
 - Clearly identified pedestrian walkways
 - New lighting throughout parking garage
 - Improved wayfinding signage
 - Signage identifying additional offsite parking
 - Electronic doors at main underground entrance
 - Improved entrance and exit points for vehicles
- In mid-September, entire underground parking garage will be closed for 1 to 2 weeks
- 233 spaces now, 225 after completion
- Library website will provide updates starting in early July

Additional communication point for staff:

- Staff parking available at Christian Liberty Church
- Commuter lot available for parking
- Adjacent street parking available
- Bike parking

Week of June 26

Complete design and edits for Parking Lot Safety Improvements website
 Complete design and edits for Parking Lot Safety Improvements handout
 Internal messaging to staff:

- Update talking points, if needed
- Grapevine Monday, June 26

Week of July 3

Launch informational website: ahml.info/safety
 Grapevine messaging to staff re: website is live

Week of July 10

Submit content for September newsletter:

- Story
- Photos

- Infographic pointing out improvements in renderings

Promote informational website:

- Promote website on homepage
- Promote website in social media

Distribute informational handout:

- Give to each customer at checkout desk
- Give to each customer at drive through window
- Handouts will be available at service desks

Submit press release and updated renderings to media:

- Daily Herald
- Trib Local

Internal messaging to staff:

Grapevine Monday, July 10

- Handouts should be distributed at checkout desk, drive through window
- Handouts will be available at service desks

Week of July 17

Update website as needed

Update talking points for staff and board:

- Grapevine July 17
- Board meeting July 18

Schedule social media

Handouts distributed at checkout desk, drive through window

Handouts available at service desks

Flyers on customer windshields

- Identify peak parking hours and distribute then
- Target storytimes, other popular programs

Post signs on entrance doors

Post sign on drive through window

Week of July 24

Make announcements at programs

- Provide programs staff with brief announcement to read to customers

Update website as needed

Schedule social media

Handouts distributed at checkout desk, drive through window

Handouts available at service desks

Flyers on customer windshields

Signs on entrance doors

Sign on drive through window

Week of July 31

Grapevine message for staff July 31

Make announcements at programs

Update website as needed

Schedule social media

Handouts distributed at checkout desk, drive through window

Handouts available at service desks

Signs on entrance doors

Sign on drive through window

Week of August 4-7

September newsletter goes to print

Early August – Project begins

A-frame signs in parking lot, garage during construction

Continue to update website as project progresses

Provide social media updates as project progresses

Handouts available for customers at service desks

Week of August 28

September newsletter delivered to all Arlington Heights residents

Newsletter available in library

Mid-September

Entire underground closed to 1-2 weeks

Communicate 2 weeks before date of full underground closure:

- Updated talking points to staff and board
- Announcements at programs
- Update website with full details
- Social media
- Handouts distributed at checkout desk, drive through window
- Handouts available at service desks
- Signs on entrances
- Updated A-frame sign in outdoor parking lot

Early October

Project concludes

To: Board of Library Trustees

From: Mike Kelly

CC: Jason Kuhl

Date: June 16, 2017

Re: Review of Annual Financial Report

Each year, the board reviews the annual financial report, which is prepared by the library's auditors. Attached, in draft form, are:

- Auditor's Statement on Auditing Standards [SAS] 114 letter
- Auditor's letter to management
- Annual financial report including the MD&A

The opinion of the auditor is that our financial statements present fairly, in all material respects, the financial position of the library. Matt Beran, a partner with Lauterbach & Amen, LLP of Warrenville, IL, will be in attendance to review the documents and answer your questions.

Suggested motion: **The Board of Library Trustees accepts the annual financial report for the year ended December 31, 2016 as presented.**

May 1, 2017

Members of the Board of Trustees
Arlington Heights Memorial Library
Arlington Heights, Illinois

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Arlington Heights Memorial Library, a component unit of the Village of Arlington Heights, Illinois for the year ended December 31, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 1, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library are described in the Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2016. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the governmental activities' financial statements was:

Management's estimate of the depreciation expense on capital assets is based on assumed useful lives of the underlying capital assets. We evaluated the key factors and assumptions used to develop the depreciation expense estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Significant Audit Findings – Continued

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no material misstatements detected as a result of audit procedures.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 1, 2017.

Management Consultations with Other Independent Auditors

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Library's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

Other Matters – Continued

We were engaged to report on the individual fund budgetary comparison schedules and other supplementary information, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restrictions on Use

This information is intended solely for the use of the Board of Trustees and management of the Library and is not intended to be, and should not be, used by anyone other than these specified parties.

We wish to express our gratitude to the Board of Trustees and staff (in particular the Finance Department) of the Arlington Heights Memorial Library, Illinois for their valuable cooperation throughout the audit engagement.

LAUTERBACH & AMEN, LLP

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS**

A component unit of the Village of Arlington Heights, Illinois

MANAGEMENT LETTER

**FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2016**



May 1, 2017

Members of the Board of Trustees
Arlington Heights Memorial Library
Arlington Heights, Illinois

In planning and performing our audit of the financial statements of the Arlington Heights Memorial Library, a component unit of the Village of Arlington Heights, Illinois, for the fiscal year ended December 31, 2016, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Board of Trustees, management, and others within the Arlington Heights Memorial Library.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Library personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well prepared audit package and we appreciate the courtesy and assistance given to us by the entire Library staff.

Lauterbach + Amen LLP
LAUTERBACH & AMEN, LLP

CURRENT RECOMMENDATIONS

1. **GASB STATEMENT NO. 74 FINANCIAL REPORTING FOR POST-EMPLOYMENT BENEFIT PLANS OTHER THAN PENSION PLANS AND GASB STATEMENT NO. 75 ACCOUNTING AND FINANCIAL REPORTING FOR POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS**

Comment

In June 2015, the Governmental Accounting Standards Board (GASB) issued Statement No. 74, *Financial Reporting for Post-Employment Benefits Plans Other Than Pension Plans*, which applies to individual postemployment benefit plans, and Statement No. 75, *Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions*, which applies to the state and local government employers that sponsor the plans. The Statements apply to the reporting of other post-employment benefits, including medical, dental, life, vision and other insurance coverages provided by the employer post-employment. The Statements establish standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures related to the other post-employment benefit plans, and specifically identify the methods and assumptions that are to be used in calculating and disclosing these OPEB accounts in the financial statements. The Statements also provide for additional note disclosures and required supplementary information and are intended to improve information provided by state and local government employers regarding financial support to their OPEB plans. GASB Statement No. 75 applies to the employer's reporting of other post-employment benefit plans and is applicable to the Library's financial statements for the year ended December 31, 2018.

Recommendation

We recommend that the Library reach out to the private pension actuary engaged to provide the OPEB actuarial calculations in order to confirm the timeline for implementation and to review requested materials that will be required in order to implement the provisions and requirements of the new Statements. Lauterbach & Amen, LLP will also work directly with the Library to assist in the implementation process, including assistance in determining the implementation timeline with the Library and private actuary, providing all framework for the financial statements in order to complete the implementation, and assist in answering any questions or concerns the Library might have related to the implementation process or requirements.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS**

A component unit of the Village of Arlington Heights, Illinois

ANNUAL FINANCIAL REPORT

**FOR THE FISCAL YEAR ENDED
DECEMBER 31, 2016**

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS**

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FINANCIAL SECTION

This section includes:

- Independent Auditors' Report
- Management's Discussion and Analysis
- Basic Financial Statements

INDEPENDENT AUDITORS' REPORT

This section includes the opinion of the Library's independent auditing firm.



INDEPENDENT AUDITORS' REPORT

May 1, 2017

Members of the Board of Trustees
Arlington Heights Memorial Library
Arlington Heights, Illinois

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Arlington Heights Memorial Library, a component unit of the Village of Arlington Heights, Illinois, as of and for the year ended December 31, 2016, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Library's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Arlington Heights Memorial Library, a component unit of the Village of Arlington Heights, Illinois, as of December 31, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis as listed in the table of contents and budgetary information reported in the required supplementary information as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Arlington Heights Memorial Library, a component unit of the Library of Arlington Heights, Illinois' basic financial statements. The individual fund budgetary comparison schedules, other supplementary information are presented for purposes of additional analysis and are not a required part of the financial statements.

The individual fund budgetary comparison schedules and other supplementary information are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the individual fund budgetary comparison schedules and other supplementary information are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Lauterbach & Amen LLP
LAUTERBACH & AMEN, LLP

MANAGEMENT'S DISCUSSION AND ANALYSIS

ARLINGTON HEIGHTS MEMORIAL LIBRARY

MANAGEMENT'S DISCUSSION AND ANALYSIS

Introduction

This is a narrative overview and analysis of the financial activities of the Arlington Heights Memorial Library (the Library) for the most recent fiscal year ended December 31, 2016. Readers are encouraged to consider the information presented here in conjunction with the information provided in the Library's financial statements.

Change in Fiscal Year

As identified in last year's report, effective January 1, 2016, the Arlington Heights Memorial Library (the Library), a discretely presented component unit of the Village of Arlington Heights (the Village), changed its fiscal year, in conjunction with the Village. The year ended December 31, 2016 is the first full year since that change. Our prior fiscal year, May 1, 2015 through December 31, 2015, was an 8-month period, allowing for the transition from the prior fiscal year convention of May 1 through April 30. Since the tax levy decision occurs in December, as required by the state, the Village board approved the change to calendar year reporting to provide for a clearer budget process, allowing for decisions on the tax levy and the upcoming year's budget to be made simultaneously.

Financial statements report information either at a specific point in time or covering a period of time. For all financial statements identifying the Library's position or status at a specific point in time, the measuring point for both 2016 and the prior fiscal year was the same - December 31. December 31 will be the measuring point for these types of statements going forward.

Within the Basic Financial Statements and Supplementary Information sections of the financial report, the statements which measure the Library's position at a point in time are:

- Statement of Net Position – page 3
- Balance Sheet – page 5
- Reconciliation of Total Governmental Fund Balance to Net Position – Governmental Activities – page 6
- Library Investments and Fair Values – pages 14-15
- Capital Assets – page 17
- Fund Balance Classifications – page 19
- Illinois Municipal Retirement Fund (IMRF) Liability – pages 24 and 30-31
- Illinois Municipal Retirement Fund (IMRF) Total Deferred Amounts – page 25
- Net Other Post-Employment Benefits (OPEB) Obligation – page 27
- Other Post-Employment Benefits Plan Funded Status – pages 28-29

Within the Management Discussion & Analysis (MD&A) section, the statements which identify the Library's position at a point in time are:

- Table 1 (Summary of the Statement of Net Position) – page MD&A 5
- Table 4 (Capital Assets) – page MD&A 10

(See independent auditor's report)

MD&A 1

For all financial statements identifying Library activity covering a period of time, the period of time (fiscal year) for this report is the normal 12 months, while the prior fiscal year was only 8 months, as identified above. Within the Basic Financial Statements and Supplementary Information sections of the financial report, the statements which measure the Library's activity covering a period of time are:

- Statement of Activities – page 4
- Statement of Revenues, Expenditures and Changes in Fund Balances – page 7
- Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities – Governmental Activities – page 8
- Interfund Transfers – page 17
- Long Term Liability Activity – page 18
- General Fund - Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – page 32
- General Fund – Schedule of Expenditures – Budget and Actual – pages 33-35
- Capital Projects Fund – Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – page 36

Within the MD&A section, the statements which measure Library activity covering a period of time are:

- Table 2 (Changes in Net Position) – page MD&A 6
- Table 3 (Summary Statement of Revenues and Expenditures) – page MD&A 7
- Composition of Total Revenue pie chart – page MD&A 8
- Composition of Total Expenditures pie chart – page MD&A 9
- Capital Outlay – page MD&A 10
- Table 5 (General Fund) – page MD&A 11
- Table 6 (Capital Projects Fund) – page MD&A 12

All future financial reports will cover 12-month fiscal years, ending on December 31. This will allow for more useful comparisons of the Library's financial position and activity from year to year.

Financial Highlights

- According to the Statement of Net Position, the assets/deferred outflows of the Library exceeded its liabilities/deferred inflows at the close of the year ended December 31, 2016, by \$17,429,407. Of this amount, the net position of \$9,397,289 may be used to meet the Library's ongoing services for Culture, Recreation and Education for citizens and obligations to creditors.
- According to the Balance Sheet of Governmental Funds, at the close of the year ended December 31, 2016, the Library's governmental funds reported a total fund balance of \$14,176,705 which will be spent in the following manner; \$342,796 in prepaid items, \$326,359 restricted to Social Security expenditures, \$5,933,278 for capital improvements, \$200,000 for insurance reserves, \$1,400,000 for IMRF Unfunded Actuarial Accrued Liability reserves and the remaining \$5,974,272 may be used at the Library's discretion.

(See independent auditor's report)

This Management Discussion and Analysis is intended to serve as an introduction to the Library's basic financial statements. The Library's financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the general-purpose external financial statements.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Library's finances. The Statement of Net Position presents information about the Library's assets/deferred outflows and liabilities/deferred inflows, with the difference between the two reported as the net position. Over time, increases or decreases in the net position may serve as a useful indicator of whether the financial position of the Library is improving or deteriorating.

The Statement of Activities presents information showing how the Library's net position changed during the most recent fiscal year. All changes in the net position are reported as soon as the underlying events giving rise to the changes occur, regardless of the timing of related cash flows. Thus, revenue and expenses are reported in this statement from some items that will only result in cash flows in future fiscal periods (e.g. unused compensated absences, other post-employment benefits payable, grant receivables and accrued interest expense.)

The government-wide financial statements distinguish functions of the Library that are principally supported by taxes and intergovernmental revenue (governmental activities.) The governmental activities of the Library reflect the Library's services, including materials collections, audio/visual labs, computer training, reference and readers' services, programming and outreach services.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives in accordance with GASB Statement No. 54. The Library, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The Library adopts an annual budget for the General Fund and Capital Projects Fund. Budgetary comparison schedules are provided to demonstrate compliance with the budget. See Table 5 and Table 6 in the MD&A and pages 32-36 in the Financial Report.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental funds' financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

(See independent auditor's report)

Fund Balance – the difference between assets/deferred outflows and liabilities/deferred inflows in a governmental fund.

Nonspendable Fund Balance - the portion of a Governmental Fund's fund balance that is not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments.)

Restricted Fund Balance - the portion of a Governmental Fund's fund balance that is subject to external enforceable legal restrictions (e.g. grantor, contributors and property tax levies.)

Unrestricted Fund Balance is made up of three sub-categories:

1. ***Committed Fund Balance*** - the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making. The same action is required to remove the commitment of fund balance.
2. ***Assigned Fund Balance*** - the portion of a Governmental Fund's fund balance to denote an intended use of resources, but with no formal Board action required.
3. ***Unassigned Fund Balance*** - available expendable financial resources in a Governmental Fund that are not the object of any tentative management plan (i.e. assignments.)

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financial decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The Notes to the Financial Statements can be found on pages 9-28 of the financial report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents required supplementary information concerning IMRF employee pension obligations and budgetary comparison schedules for our two major funds, which can be found on pages 29-36 of the financial report.

Government-Wide Financial Analysis

As noted earlier, net position may serve as a useful indicator of a government's financial position over time. For the Library, as Table 1 demonstrates, assets exceeded liabilities/deferred inflows by \$17,429,407 at the close of the most recent fiscal year. Please see page 3 of the financial report for more information.

Table 1
Summary of the Statement of Net Position

	As of	
	12/31/2016	12/31/2015
Current and Other Assets	\$ 28,672,532	\$ 28,180,226
Capital Assets, net of accumulated depreciation	7,705,759	7,752,231
Total Assets	\$ 36,378,291	\$ 35,932,457
Deferred Outflows of Resources - IMRF	2,011,258	1,769,125
Total Assets and Deferred Outflows of Resources	\$ 38,389,549	\$ 37,701,582
Current and Other Liabilities	\$ 581,969	\$ 584,719
Noncurrent Liabilities	6,224,556	5,070,547
Total Liabilities	\$ 6,806,525	\$ 5,655,266
Unearned Property Tax	\$ 13,968,392	\$ 13,830,091
Deferred Items - IMRF	185,225	99,644
Total Deferred Inflows of Resources	\$ 14,153,617	\$ 13,929,735
Total Liabilities and Deferred Inflows of Resources	\$ 20,960,142	\$ 19,585,001
<u>Net Position</u>		
Invested in Capital Assets	\$ 7,705,759	\$ 7,752,231
Restricted - Social Security	326,359	301,728
Unrestricted for Culture, Recreation and Education	9,397,289	10,062,622
Total Net Position, End of Year	\$ 17,429,407	\$ 18,116,581

(See independent auditor's report)

A portion of the Library's net position, \$7,705,759, reflects its investment in capital assets (e.g. land; building and improvements; equipment, furniture and fixtures.) The Library uses these capital assets to provide services to citizens. \$326,359 is restricted for the Library's portion of Social Security expenses. The remaining balance of the net position, \$9,397,289, may be used to meet ongoing obligations to citizens and creditors.

Governmental Activities

Table 2 summarizes the revenue and expenses of the Library's governmental activities for the year ended December 31, 2016 compared to the 8 months ended December 31, 2015. The Library's net position decreased by \$687,174.

Table 2
Changes in Net Position

	For the year Ended 12/31/2016	For the 8 months Ended 12/31/2015
Revenue		
Program Revenue		
Charges for Services	\$ 211,184	\$ 142,093
Operating Grants/Contributions	121,167	156,255
General Revenue		
Property Taxes	13,667,250	13,387,421
Interest	71,569	33,839
Miscellaneous	19,521	5,842
Total Revenue	\$ 14,090,691	\$ 13,725,450
Expenses		
Culture, Recreation and Education	\$ 14,777,865	\$ 9,715,881
Total Expenses	\$ 14,777,865	\$ 9,715,881
Changes in Net Position	\$ (687,174)	\$ 4,009,569
Total Net Position, Beginning of the Year	\$ 18,116,581	\$ 14,107,012
Total Net Position, End of the Year	\$ 17,429,407	\$ 18,116,581

(See independent auditor's report)

Governmental Funds Analysis – Table 3

All of the Library's basic services are reported in governmental funds, which focus on how money flows into and out of those funds, as well as the balances left at year-end that are available for spending. The General Fund (Fund 291) is the Library's primary fund and is used for day-to-day services. The Capital Projects Fund (Fund 491) is funded by a transfer out from the General Fund. Expenditures in the Capital Projects Fund involve projects or items with a unit cost in excess of \$10,000.

For the 2016 levy, the Board of Library Trustees approved a 0% increase on the 2015 extended levy. Compared to the prior fiscal year, Property Taxes were up \$279,829, while revenue from most other sources was up due to the 12-month fiscal year in 2016 versus the prior fiscal year, which was 8 months in duration, as described above. Gifts & Grants revenue was down due to a smaller Per Capital grant. Total Revenue for 2016 was up \$365,241 versus the prior fiscal year. With 4 additional months in the fiscal year, Total Expenditures were up \$4,923,519 for the year ending December 31, 2016 versus last fiscal year.

Table 3
Summary Statement of Revenues and Expenditures

	For the year ended		For the 8 months ended	
	12/31/2016	12/31/2016	12/31/2015	12/31/2015
	<u>Fund 291</u>	<u>Fund 491</u>	<u>Fund 291</u>	<u>Fund 491</u>
Revenue				
Property Taxes	\$ 13,667,250		\$ 13,387,421	\$ -
Fines, Service Fees, Photocopies	211,184		142,093	-
Gifts & Grants	121,167		156,255	-
Investment Income	54,518	17,051	28,800	5,039
Miscellaneous	19,521		5,842	-
Total Revenue	\$ 14,073,640	\$ 17,051	\$ 13,720,411	\$ 5,039
Expenditures				
Salaries and Benefits	\$ 9,349,998		\$ 6,148,097	\$ -
Equipment/Capital Outlay	430,543	578,420	255,246	252,095
Printed Materials (Books & Periodicals)	812,597		545,964	-
Nonprint Materials/Electronic Resources	733,275		475,439	-
Public Programs/Services	464,847		252,717	-
All other Operating Expenditures*	1,362,703		878,507	800
Total Expenditures	\$ 13,153,964	\$ 578,420	\$ 8,555,970	\$ 252,895
Other Financing Sources/(Uses)				
Transfer In		\$ 1,750,000		\$ 2,450,000
Transfer Out	\$ (1,750,000)		(2,450,000)	

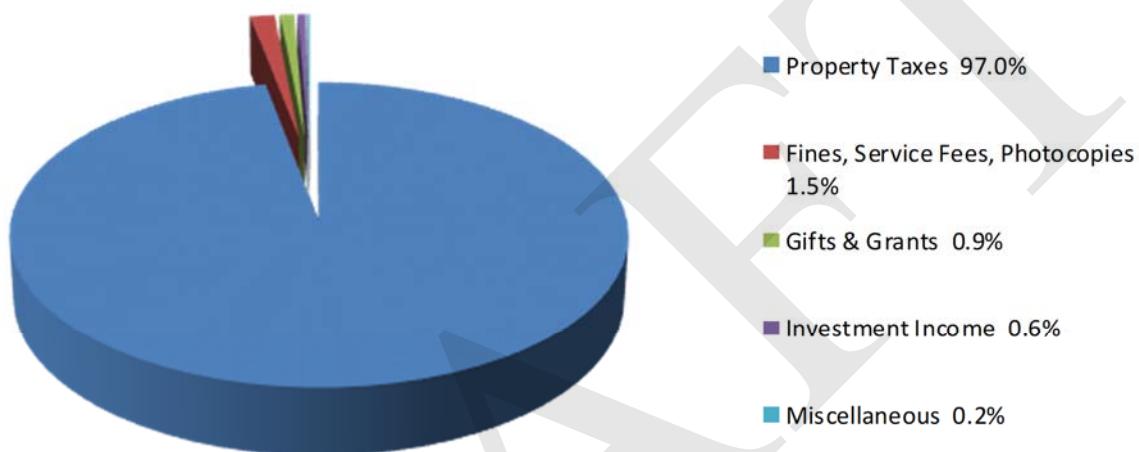
*Building insurance, building and equipment maintenance, general office supplies, processing costs, audit, professional fees, contractual services, utilities, IMET expense, contingencies, etc.

(See independent auditor's report)

The following charts show the composition of total revenues and total expenditures for the year ended December 31, 2016, as identified in Table 3. For 2016, property taxes decreased to 97.0% of total revenue from 97.5% in the eight-month period ended December 31, 2015, which had four less months for the Library to receive revenue from other sources.

Composition of Total Revenue

for the year ended December 31, 2016



(See independent auditor's report)

For the year ending December 31, 2016, salaries constituted 50.5% of the most recent fiscal year's total expenditures versus 51.6% in the prior fiscal year (8 months ended December 31, 2015). Expenditures for personal services (salaries plus benefits) in the last fiscal year represented 67.9% of total expenditures versus 69.7% in the prior fiscal year. Spending on equipment/capital outlay increased to 7.3% in the year ending December 31, 2016 versus 5.8% during the last fiscal year. While spending on library materials dropped to 11.3% of expenditures from 11.6% of expenditures in the prior fiscal year, spending on public programs/services increased from 2.9% of expenditures last year to 3.4% this year. On a percentage to total expenditures basis, spending on other services in 2016 remained roughly the same as experienced in the prior fiscal year.

Composition of Total Expenditures

for the year ended December 31, 2016



(See independent auditor's report)

Capital Outlay

The schedule below details the \$578,420 expended on capital outlay in the Capital Projects Fund for the year ended December 31, 2016, as identified in **Table 3**.

Capital Outlay 2016

Replace Boiler - 1968 Building	\$ 326,848
Upgrade Integrated Library System	105,456
Consulting/Design services for 2017 Parking Lot project	54,779
Replace Exterior sign	47,126
Upgrade camera security system	30,935
Replace Administration area copier	12,595
2015 Fire Safety Enhancement Project final payment	681
Total	<u>\$ 578,420</u>

Capital Assets

The Library's investment in capital assets for governmental activities at December 31, 2016, was \$7,705,759, down \$46,472 from total capital assets, net of depreciation at December 31, 2015. This investment in capital assets includes land; building and improvements; and equipment, furniture and fixtures. Refer to page 17 of the financial statements for more detail.

Table 4
Capital Assets

	As of	
	12/31/2016	12/31/2015
Capital Assets		
Land	\$ 142,378	\$ 142,378
Construction in Progress	458,099	78,539
Buildings and Improvements	14,791,166	14,882,932
Equipment, Furniture and Fixtures	3,710,367	3,561,381
Total Capital Assets, before depreciation	\$ 19,102,010	\$ 18,665,230
Less - Accumulated Depreciation	(11,396,251)	(10,912,999)
Total Capital Assets, net of depreciation	<u>\$ 7,705,759</u>	<u>\$ 7,752,231</u>

(See independent auditor's report)

General Fund

For the year ended December 31, 2016, the ending fund balance of the General Fund was \$9,993,427, a decrease of \$830,324 from the fund balance at the close of business on December 31, 2015. The budgeted net change in fund balance for the General Fund was \$(2,228,160). As a comparison, the fund balance at December 31, 2015 was \$10,823,751. Total revenues were \$20,369 (0.1%) less than budgeted and total expenditures were \$1,418,205 (9.7%) less than budgeted. The Library transferred \$1,750,000 from the General Fund (Fund 291) to the Capital Projects Fund (Fund 491) in 2016 to fund upcoming capital projects.

Table 5
General Fund

	<u>For the 12 months Ended December 31, 2016</u>		
	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
Total Revenues	\$ 14,094,009	\$ 14,094,009	\$ 14,073,640
Total Expenditures	\$ 14,572,169	\$ 14,572,169	\$ 13,153,964
Excess/(Deficiency) of Revenues Over Expenditures	\$ (478,160)	\$ (478,160)	\$ 919,676
Other Financing Sources (Uses)			
Transfer Out	(1,750,000)	(1,750,000)	(1,750,000)
Net Change in Fund Balance	\$ (2,228,160)	\$ (2,228,160)	\$ (830,324)
Fund Balance - January 1, 2016			<u>\$ 10,823,751</u>
Fund Balance - December 31, 2016			<u><u>\$ 9,993,427</u></u>

Capital Projects Fund

For the year ended December 31, 2016, the ending fund balance of the Capital Projects Fund was \$4,183,278, an increase of \$1,188,631 from the fund balance at December 31, 2015. As a comparison, the fund balance at December 31, 2015 was \$2,994,647. Total Expenditures were \$561,580 less than budgeted as three large projects were rescheduled to future years. The Capital Projects Fund (Fund 491) received a transfer in of \$1,750,000 in 2016 from the General Fund (Fund 291).

Table 6
Capital Projects Fund

	For the 12 months Ended December 31, 2016		
	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
Total Revenues	\$ 2,000	\$ 2,000	\$ 17,051
Total Expenditures	1,065,000	1,140,000	578,420
Excess/(Deficiency) of Revenues Over Expenditures	\$ (1,063,000)	\$ (1,138,000)	\$ (561,369)
Other Financing Sources (Uses) Transfer In	1,750,000	1,750,000	1,750,000
Net Change in Fund Balance	\$ 687,000	\$ 612,000	\$ 1,188,631
Fund Balance - January 1, 2016			<u>\$ 2,994,647</u>
Fund Balance - December 31, 2016			<u><u>\$ 4,183,278</u></u>

Budget Amendments

During the fiscal year, the Board of Library Trustees approved three budget amendment items. The first budget amendment item re-allocated the real estate taxes revenue budget among its three components. This amendment resulted in no change in the budgeted real estate tax revenue for 2016. The changes in budget are shown in the first three lines of the schedule on page 32.

The second budget amendment item involved increasing our hours of operation on the weekend. During 2015, and while the 2016 Budget was being prepared, the Library instituted a pilot program to evaluate increasing our weekly operating hours from 79 to 85. The 2016 General Fund budget included a \$125,000 contingency, allowing the Board of Library Trustees the opportunity to approve permanently increasing our operating hours. The board did approve increasing our operating hours and this second budget amendment item re-allocated the budget from the contingency account into the specific accounts needed to provide the services for six additional hours per week to our customers. There was no increase in overall General Fund budgeted expenditures due to this budget amendment item. As a result, Table 5 in the MD&A above shows no change in budgeted expenditures. The detailed budget amendment changes are shown in the Supplementary Information schedules on pages 33-35.

The third budget amendment item affected our Capital Projects Fund. The Board of Library Trustees approved a \$75,000 increase in our Capital Projects Fund budgeted expenses to cover the fabrication and installation of exterior signage, which had been delayed from the prior fiscal year. The change in budgeted expenditures is shown in Table 6 in the MD&A above and on Supplementary Information schedule on page 36.

Financial Outlook

For the 2017 tax levy, the Board of Library Trustees is considering a 0% increase on the 2016 extended levy. Should that be the decision, it would be the eighth consecutive year where the levy was a 0% increase over the prior year's extended levy. The Board feels this is responsive to residents' concerns in the current economic climate while maintaining the Five Star quality of Library services that is expected by the residents. For the year ended December 31, 2016, the Library received 97.0% of its revenue from real estate taxes. The real estate tax payments were received in a normal manner with no delay or interruption. The Library continues to annually apply for and receive per capita grants from the State of Illinois. At December 31, 2016, the Library's General Fund has a fund balance of \$9,993,427. This amount would sustain the Library's operations for just over eight months, based on budgeted operating expenditures for calendar year 2017. For additional information regarding the components of the Library's fund balance, please review page 19 in the financial report.

Requests for Information

This financial report is designed to provide a general overview of Arlington Heights Memorial Library's finances. Questions and comments concerning any information provided in this report should be addressed to:

Kelly C. Spokas
Director of Finance
Arlington Heights Memorial Library
500 N. Dunton Avenue
Arlington Heights, IL 60004

or via email at kspokas@ahml.info.

BASIC FINANCIAL STATEMENTS

The basic financial Statements include integrated sets of financial statements as required by the GASB. The sets of statements include:

- Government-Wide Financial Statements
- Fund Financial Statements

In addition, the notes to the financial statements are included to provide information that is essential to a user's understanding of the basic financial statements.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Statement of Net Position
December 31, 2016

ASSETS	
Current Assets	
Cash and Investments	\$ 14,273,948
Receivables - Net of Allowances	
Property Taxes	13,968,392
Accounts	74,450
Accrued Interest	12,946
Prepays	342,796
Total Current Assets	<u>28,672,532</u>
Noncurrent Assets	
Capital Assets	
Nondepreciable	600,477
Depreciable	18,501,533
Accumulated Depreciation	(11,396,251)
Total Noncurrent Assets	<u>7,705,759</u>
Total Assets	<u>36,378,291</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items - IMRF	<u>2,011,258</u>
Total Assets and Deferred Outflows of Resources	<u>38,389,549</u>
LIABILITIES	
Current Liabilities	
Accounts Payable	285,813
Accrued Payroll	237,835
Other Payables	3,787
Compensated Absences Payable	54,534
Total Current Liabilities	<u>581,969</u>
Noncurrent Liabilities	
Compensated Absences Payable	218,137
Net Pension Liability - IMRF	5,917,431
Net Other Post-Employment Benefit Obligation Payable	88,988
Total Noncurrent Liabilities	<u>6,224,556</u>
Total Liabilities	<u>6,806,525</u>
DEFERRED INFLOWS OF RESOURCES	
Property Taxes	13,968,392
Deferred Items - IMRF	185,225
Total Deferred Inflows of Resources	<u>14,153,617</u>
Total Liabilities and Deferred Inflows of Resources	<u>20,960,142</u>
NET POSITION	
Investment in Capital Assets	7,705,759
Restricted - Social Security	326,359
Unrestricted	<u>9,397,289</u>
Total Net Position	<u>17,429,407</u>

The notes to the financial statements are an integral part of this statement.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Statement of Activities

For the Fiscal Year Ended December 31, 2016

	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants/ Contributions	
Functions/Programs				
Governmental Activities				
Culture, Recreation and Education	\$ 14,777,865	211,184	121,167	(14,445,514)
		General Revenues		
		Property Taxes		13,667,250
		Interest		71,569
		Miscellaneous		19,521
				<u>13,758,340</u>
		Change in Net Position		(687,174)
		Net Position - Beginning		<u>18,116,581</u>
		Net Position - Ending		<u><u>17,429,407</u></u>

The notes to the financial statements are an integral part of this statement.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Balance Sheet
December 31, 2016

	General	Capital Projects	Totals
ASSETS			
Cash and Investments	\$ 10,040,707	4,233,241	14,273,948
Receivables - Net of Allowances			
Property Taxes	13,968,392	-	13,968,392
Accounts	71,645	2,805	74,450
Accrued Interest	12,946	-	12,946
Prepays	342,796	-	342,796
Total Assets	24,436,486	4,236,046	28,672,532
LIABILITIES			
Accounts Payable	233,045	52,768	285,813
Accrued Payroll	237,835	-	237,835
Other Payables	3,787	-	3,787
Total Liabilities	474,667	52,768	527,435
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	13,968,392	-	13,968,392
Total Liabilities and Deferred Inflows of Resources	14,443,059	52,768	14,495,827
FUND BALANCES			
Nonspendable	342,796	-	342,796
Restricted	326,359	-	326,359
Assigned	3,350,000	4,183,278	7,533,278
Unassigned	5,974,272	-	5,974,272
Total Fund Balances	9,993,427	4,183,278	14,176,705
Total Liabilities, Deferred Inflows of Resources and Fund Balances	24,436,486	4,236,046	28,672,532

The notes to the financial statements are an integral part of this statement.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS**

**Reconciliation of Total Governmental Fund Balance to Net Position - Governmental Activities
December 31, 2016**

Total Governmental Fund Balances	\$ 14,176,705
Amounts reported in the Statement of Net Position are different because:	
Capital assets are not financial resources and therefore, are not reported in the funds.	7,705,759
Deferred outflows (inflows) of resources related to the pensions not reported in the funds. Deferred Items - IMRF	1,826,033
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.	
Compensated Absences Payable	(272,671)
Net Pension Liability - IMRF	(5,917,431)
Net Other Post-Employment Benefit Obligation Payable	<u>(88,988)</u>
Net Position of Governmental Activities	<u>17,429,407</u>

The notes to the financial statements are an integral part of this statement.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Fiscal Year Ended December 31, 2016

	General	Capital Projects	Totals
Revenues			
Taxes	\$ 13,667,250	-	13,667,250
Intergovernmental	83,670	-	83,670
Charges for Services	42,257	-	42,257
Fines and Fees	168,927	-	168,927
Interest	54,518	17,051	71,569
Miscellaneous	57,018	-	57,018
Total Revenues	14,073,640	17,051	14,090,691
Expenditures			
Culture, Recreation and Education	13,153,964	-	13,153,964
Capital Outlay	-	578,420	578,420
Total Expenditures	13,153,964	578,420	13,732,384
Excess (Deficiency) of Revenues Over (Under) Expenditures	919,676	(561,369)	358,307
Other Financing Sources (Uses)			
Transfers In	-	1,750,000	1,750,000
Transfers Out	(1,750,000)	-	(1,750,000)
	(1,750,000)	1,750,000	-
Changes in Fund Balances	(830,324)	1,188,631	358,307
Fund Balances - Beginning	10,823,751	2,994,647	13,818,398
Fund Balances - Ending	9,993,427	4,183,278	14,176,705

The notes to the financial statements are an integral part of this statement.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS**

**Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances
to the Statement of Activities - Governmental Activities
For the Fiscal Year Ended December 31, 2016**

Net Change in Fund Balances - Total Governmental Funds	\$ 358,307
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Amounts reported in the Statement of Activities
are different because:

Governmental funds report capital outlays as expenditures. However, in the
Statement of Activities the cost of those assets is allocated over their estimated
useful lives and reported as depreciation expense.

Capital Outlays	588,781
Depreciation Expense	(631,137)
Disposal - Cost	(152,001)
Disposal - Accumulated Depreciation	147,885

Deferred outflows (inflows) of resources related to the pensions not reported in the funds.
Change in Deferred Items - IMRF

156,552

The increases to long-term liabilities provides current financial resources to
governmental funds, while the reduction of the balances
consumes the current financial resources of the governmental funds.

Decrease to Compensated Absences Payable	(7,762)
Increase to Net Pension Liability - IMRF	(1,134,279)
Increases to Net Other Post-Employment Benefit Obligation Payable	<u>(13,520)</u>

Changes in Net Position of Governmental Activities	<u><u>(687,174)</u></u>
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ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Notes to the Financial Statements
December 31, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Arlington Heights Memorial Library (the Library) operates and maintains the public library within the Village of Arlington Heights (the Village). The government-wide financial statements are prepared in accordance with generally accepted accounting principles in the United States (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP in the United States for state and local governments through its pronouncements (Statements and Interpretations). The more significant of the Library's accounting policies established in GAAP in the United States and used by the Library are described below.

REPORTING ENTITY

The Library is a legally separate entity whose Board is elected by the voters of the Village. The Library may not issue bonded debt without the Village's approval, and its property tax levy is incorporated with the Village's levy. The Library is reported as a discretely presented component unit of the Village of Arlington Heights, Illinois. This report represents the financial activity of the Library for the fiscal year ended December 31, 2016.

The Library is a Public Library operating in accordance with the Illinois Local Library Act, 75 ILCS 5/1-0.1 et seq.

BASIS OF PRESENTATION

Government-Wide and Fund Financial Statements

The government-wide Statement of Activities reports both the gross and net cost of the Library's functions. The Library's activities are primarily supported by taxes and intergovernmental revenues. The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, which include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment.

A fund is a separate accounting entity with a self-balancing set of accounts. Separate financial statements are provided for the general fund and capital projects fund. The Library only maintains governmental funds.

Governmental Funds

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the Library:

General fund is the general operating fund of the Library. It is used to account for all financial resources, except for those required or desired to be accounted for in another fund. The General Fund is a major fund.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS**

**Notes to the Financial Statements
December 31, 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

BASIS OF PRESENTATION – Continued

Governmental Funds – Continued

Capital projects fund accounts for financial resources that are restricted, committed or assigned to expenditure for capital outlays. Major projects include renovation of the Library. The Capital Projects Fund is treated as a major fund.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide Statement of Net Position and the Statement of Activities, activities are presented using the economic resources measurement focus. The accounting objectives of the economic resources measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets/deferred outflows, liabilities/deferred inflows (whether current or noncurrent) associated with their activities are reported.

In the fund financial statements, the Library utilizes a “current financial resources” measurement focus. Only current financial assets/deferred outflows and liabilities/deferred inflows are generally included on their balance sheets. The operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets/deferred outflows, and liabilities/deferred inflows resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available.” Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within sixty days after year-end.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS**

**Notes to the Financial Statements
December 31, 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING – Continued

Basis of Accounting – Continued

The Library recognizes property taxes when they become both measurable and available in accordance with GASB Codification Section P70. A sixty day availability period is used for revenue recognition for all other fund revenues. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are recognized when due.

In applying the susceptible to accrual concept under the modified accrual basis, those revenues susceptible to accrual are property taxes and interest revenue. All other revenues are not susceptible to accrual because generally they are not measurable until received in cash.

ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY

Cash and Investments

For the purpose of the Statement of Net Position, the Library's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of purchase.

Investments are generally reported at fair value. Short-term investments are reported at cost, which approximates fair value. For investments, the Library categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

Prepays

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaids in both the government-wide and fund financial statements. Prepaids are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. The costs of governmental fund-type prepaids are recorded as expenditures when consumed rather than when purchased.

Receivables

In the government-wide financial statements, receivables consist of all revenues earned at year-end and not yet received. Major receivables balances include property taxes.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Notes to the Financial Statements
December 31, 2016

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY – Continued

Capital Assets

Capital assets purchased or acquired with an original cost of \$10,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. General capital assets are long-lived assets of the Library as a whole. When purchased, such assets are recorded as expenditures in the governmental fund and capitalized. The valuation basis for general capital assets is historical cost, or where historical cost is not available, estimated historical cost based on replacement costs.

Depreciation on all assets is computed and recorded using the straight-line method of depreciation over the following estimated useful lives:

Capital Asset	Years
Buildings and Improvements	40
Equipment, Furniture and Fixtures	3 - 10

Deferred Outflows/Inflows of Resources

Deferred outflow/inflow of resources represents an acquisition of net position that applies to a future period and therefore will not be recognized as an outflow of resources (expense)/inflow of resources (revenue) until that future time.

Compensated Absences

The Library accrues accumulated unpaid vacation and associated employee-related costs when earned (or estimated to be earned) by the employee. In accordance with GASB Statement No. 16, no liability is recorded for nonvesting accumulation rights to receive sick pay benefits. The liability for these compensated absences is recorded as long-term debt in the government-wide statements. All vacation pay is accrued when incurred in the government-wide financial statements. A liability for this amount is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS**

**Notes to the Financial Statements
December 31, 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY – Continued

Long-Term Obligations

In the government-wide financial statements, long-term obligations are reported as liabilities in the governmental activities on the Statement of Net Position.

Net Position

In the government-wide financial statements, equity is classified as net position and displayed in three components:

Investment in Capital Assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted – All other net position balances that do not meet the definition of “restricted” or “investment in capital assets.”

NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

BUDGETARY INFORMATION

Budgets are adopted on a basis consistent with generally accepted accounting principles. Budgets are prepared for the General and Capital Projects funds by function and activity, and include information on the past year, current year estimates, and requested appropriations for the next fiscal year. The proposed budget is presented to the Board of Library Trustees for review. This governing body holds public meetings and may add to, subtract from, or change appropriations. Both the General Fund and the Capital Projects Fund were amended by the governing body in the current fiscal year. State statutes and local ordinances require that the budget be approved before the beginning of the fiscal year. Expenditures may not legally exceed budgeted appropriations at the fund level.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Notes to the Financial Statements
December 31, 2016

NOTE 3 – DETAIL NOTES ON ALL FUNDS

DEPOSITS AND INVESTMENTS

Permitted Deposits and Investments – The Library’s investment policy authorizes the Library to make deposits/invest in insured commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. agencies, insured credit union shares, money market mutual funds with portfolios of securities issued or guaranteed by the United States or agreements to repurchase these same obligations, repurchase agreements, short-term commercial paper rated with the three highest classifications by at least two standard rating services.

The Illinois Metropolitan Investment Fund (IMET) is a non-for-profit investment trust formed pursuant to the Illinois Municipal Code. IMET is managed by a Board of Trustees elected from the participating members. IMET is not registered with the SEC as an Investment Company. Investments in IMET are valued at the share price, the price for which the investment could be sold.

The Illinois Funds is an investment pool managed by the Illinois Public Treasurer’s Office which allows governments within the State to pool their funds for investment purposes. Although not registered with the SEC, Illinois Funds operates in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in Illinois Funds are valued at the share price, the price for which the investment could be sold.

Interest Rate Risk, Credit Risk, Concentration Risk and Custodial Credit Risk

Deposits. At year-end, the carrying amount of the Library’s deposits totaled \$3,709,074 and the bank balances totaled \$4,227,707.

Investments. The Library has the following investment fair values and maturities:

Investment Type	Fair Value	Investment Maturities (in Years)			
		Less Than 1	1 to 5	6 to 10	More Than 10
U.S. Treasury Obligations	\$ 5,390,854	5,390,854	-	-	-
U.S. Agency Obligations	1,666,775	1,666,775	-	-	-
Commercial Paper	300,098	300,098	-	-	-
Illinois Funds	46,357	46,357	-	-	-
IMET	3,160,790	3,160,790	-	-	-
	10,564,874	10,564,874	-	-	-

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Notes to the Financial Statements
December 31, 2016

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

DEPOSITS AND INVESTMENTS – Continued

Interest Rate Risk, Credit Risk, Concentration Risk and Custodial Credit Risk – Continued

The Library has the following recurring fair value measurements as of December 31, 2016:

	December 31, 2016	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investments by Fair Value Level				
Debt Securities				
U.S. Treasury Obligations	\$ 5,390,854	5,390,854	-	-
U.S. Agency Obligations	1,666,775	-	1,666,775	-
Total Investments by Fair Value Level	7,057,629	5,390,854	1,666,775	-
Investments Measured at the Net Asset Value (NAV)				
Commercial Paper	300,098			
Illinois Funds	46,357			
IMET	3,160,790			
Total Investments Measured at NAV	3,507,245			
Total Investments Measured at Fair Value	10,564,874			

Interest Rate Risk. Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. In accordance with its investment policy, the Library limits its exposure to interest rate risk by structuring the portfolio to provide liquidity for cash requirements for ongoing operations in shorter-term securities, money market funds or similar investment pools. The Library's investments in the Illinois Funds and IMET have an average maturity of less than one year.

Credit Risk. Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Library's policy limits its exposure to credit risk by limiting investments to the safest types of securities, prequalifying the financial institution, intermediaries and advisors with which the Library will conduct business; and diversifying the investment portfolio so that potential losses on individual investments will be minimized. At year-end, the Library's investment in Illinois Funds is rated Aaam by Moody's, the IMET 1-3 Year Fund is rated Aaa/bf by Moody's and the commercial paper is rated AAA by Moody's. The investment ratings for the U.S. agency obligations are not available and the IMET Convenience Fund is not rated.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS**

**Notes to the Financial Statements
December 31, 2016**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

DEPOSITS AND INVESTMENTS – Continued

Interest Rate Risk, Credit Risk, Concentration Risk and Custodial Credit Risk – Continued

Concentration Risk. This is the risk of loss attributed to the magnitude of the Library's investment in a single issuer. The Library's investment policy requires diversification of investments to avoid unreasonable risk by limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities); limiting investment in securities that have higher credit risks; investing in securities with varying maturities; and continuously investing a portion of the portfolio in readily available funds such as local government investment pool (LGIPs) or money market funds to ensure that proper liquidity is maintained in order to meet ongoing obligations. At year-end, the Library does not have any investments over 5 percent (other than investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments).

Custodial Credit Risk. In the case of deposits, this is the risk that in the event of a bank failure, the Library's deposits may not be returned to it. The Library's investment policy requires pledging of collateral for all bank balances in excess of federal depository insurance, at an amount not less than 110% of the market value of the funds secured, with the collateral witnessed by a written collateral agreement and held by an independent third party. At year-end, the entire amount of the bank balance of deposits was covered by collateral, federal depository or equivalent insurance.

To limit its exposure, the Library's investment policy requires all security transactions that are exposed to custodial credit risk to be processed on a delivery versus payment basis with the underlying investments held by an independent third-party custodian and evidenced by safekeeping receipts and a written custodial agreement. The Library's investments in the Illinois Funds and IMET are not subject to custodial credit risk.

PROPERTY TAXES

Property taxes for 2016 attach as an enforceable lien on January 1, on property values assessed as of the same date. Taxes are levied by December 31 of the subsequent fiscal year (by passage of a Tax Levy Ordinance). Tax bills are prepared by the County and are payable in two installments, on or about March 1 and August 1. The County collects such taxes and remits them periodically to the Library. The allowance for uncollectible taxes has been stated at 1% of the tax levy, to reflect projected collection experience. The uncollected portion of the 2016 tax levy less the allowance has been recorded as a receivable; the entire 2016 tax levy has been recorded as unavailable revenue at year-end.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Notes to the Financial Statements
December 31, 2016

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

CAPITAL ASSETS

Capital asset activity For the fiscal year ended December 31, 2016 was as follows:

	Beginning Balances	Additions	Deductions	Ending Balances
Nondepreciable Capital Assets				
Land	\$ 142,378	-	-	142,378
Construction in Progress	78,539	439,795	60,235	458,099
	<u>220,917</u>	<u>439,795</u>	<u>60,235</u>	<u>600,477</u>
Depreciable Capital Assets				
Buildings and Improvements	14,882,932	60,235	152,001	14,791,166
Equipment, Furniture and Fixtures	3,561,381	148,986	-	3,710,367
	<u>18,444,313</u>	<u>209,221</u>	<u>152,001</u>	<u>18,501,533</u>
Less Accumulated Depreciation				
Buildings and Improvements	8,871,420	418,069	147,885	9,141,604
Equipment, Furniture and Fixtures	2,041,579	213,068	-	2,254,647
	<u>10,912,999</u>	<u>631,137</u>	<u>147,885</u>	<u>11,396,251</u>
Total Net Depreciable Capital Assets	<u>7,531,314</u>	<u>(421,916)</u>	<u>4,116</u>	<u>7,105,282</u>
Total Net Capital Assets	<u>7,752,231</u>	<u>17,879</u>	<u>64,351</u>	<u>7,705,759</u>

Depreciation expense of \$631,137 was charged to the culture, recreation and education function.

INTERFUND TRANSFERS

Interfund transfers for the year consisted of the following:

Transfers In	Transfers Out	Amount
Capital Projects	General	<u>\$ 1,750,000</u>

Transfers are used to move unrestricted revenues collected in the General Fund to finance capital projects in accordance with budgetary authorizations.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
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Notes to the Financial Statements
December 31, 2016

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

LONG-TERM LIABILITY ACTIVITY

Changes in long-term liabilities during the fiscal year were as follows:

Type of Debt	Beginning Balances	Additions	Deductions	Ending Balances	Amounts Due within One Year
Compensated Absences	\$ 264,909	15,524	7,762	272,671	54,534
Net Pension Liability - IMRF	4,783,152	1,134,279	-	5,917,431	-
Net Other Post-Employment Benefit Obligation	75,468	13,520	-	88,988	-
	<u>5,123,529</u>	<u>1,163,323</u>	<u>7,762</u>	<u>6,279,090</u>	<u>54,534</u>

The compensated absences, the net pension liability, and the net other post-employment benefit obligation are generally liquidated by the General Fund.

FUND BALANCE CLASSIFICATIONS

In the governmental funds financial statements, the Library considers restricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available. The Library first utilizes committed, then assigned and then unassigned fund balances when an expenditure is incurred for purposes for which all three unrestricted fund balances are available.

Assigned Fund Balance. The Library reports assigned fund balance in the General and Capital Projects funds, both major funds. Assigned fund balance represents amounts constrained by the Library's intent to use them for a specific purpose.

Minimum Fund Balance Policy. The Library's policy manual states that the General Fund should maintain a minimum fund balance equal to 4 months of budgeted operating expenditures.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
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Notes to the Financial Statements
December 31, 2016

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

FUND BALANCE CLASSIFICATIONS – Continued

The following is a schedule of fund balance classifications for the governmental funds as of the date of this report:

	General	Capital Projects	Totals
Fund Balances			
Nonspendable			
Prepays	\$ 342,796	-	342,796
Restricted			
Social Security	326,359	-	326,359
Assigned			
Capital Projects	1,750,000	4,183,278	5,933,278
IMRF UAAL	1,400,000	-	1,400,000
Insurance Reserves	200,000	-	200,000
	3,350,000	4,183,278	7,533,278
Unassigned	5,974,272	-	5,974,272
Total Fund Balances	9,993,427	4,183,278	14,176,705

NOTE 4 – OTHER INFORMATION

RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; natural disasters; and injuries to the Library's employees. These risks are provided for through insurance from private insurance companies. The Library currently reports all its risk management activities in the General Fund. Claims incurred have not exceeded purchased coverage during the current and three previous fiscal years. The Library participates in the Village insurance program with respect to employee health risks.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS**

**Notes to the Financial Statements
December 31, 2016**

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN

Illinois Municipal Retirement Fund (IMRF)

Library employees contribute to one defined benefit pension plan, the Illinois Municipal Retirement Fund (IMRF), a defined benefit agent multiple-employer public employee retirement system. Participating employees are covered by IMRF through the Village. Contributions are paid by the Village and are reimbursed by the Library. IMRF issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole, but not by individual employer. That report may be obtained on-line at www.imrf.org. The benefits, benefit levels, employee contributions, and employer contributions are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly.

Plan Description

Plan Administration. The Library's defined benefit pension plan for regular employees provides retirement and disability benefits, post-retirement increases, and death benefits to plan members and beneficiaries. The Library's plan is managed by the Illinois Municipal Retirement Fund (IMRF), the administrator of a multi-employer public pension fund. A summary of IMRF's pension benefits is provided in the "Benefits Provided" section of this document. Details of all benefits are available from IMRF. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available Comprehensive Annual Financial Report that includes financial statements, detailed information about the pension plan's fiduciary net position, and required supplementary information. The report is available for download at www.imrf.org.

Benefits Provided. IMRF has three benefit plans. The vast majority of IMRF members participate in the Regular Plan (RP). The Sheriff's Law Enforcement Personnel (SLEP) plan is for sheriffs, deputy sheriffs, and selected police chiefs. Counties could adopt the Elected County Official (ECO) plan for officials elected prior to August 8, 2011 (the ECO plan was closed to new participants after that date). All of the Library's employees participate in the Regular Plan.

All three IMRF benefit plans have two tiers. Employees hired *before* January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with eight years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of service, divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Notes to the Financial Statements
December 31, 2016

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Plan Description – Continued

Benefits Provided – Continued. Employees hired *on or after* January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is increased on January 1 every year after retirement, upon reaching age 67, by the *lesser* of:

- 3% of the original pension amount, or
- 1/2 of the increase in the Consumer Price Index of the original pension amount.

Plan Membership. As of December 31, 2016, the measurement date, the following employees were covered by the benefit terms:

Active Plan Members

159

A detailed breakdown of IMRF membership for the Village and the Library combined is available in the Village of Arlington Height's comprehensive annual financial report.

Contributions. As set by statute, the Library's Regular Plan Members are required to contribute 4.5% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The Library's annual contribution rate for calendar year 2016 was 13.07%.

Net Pension Liability. The Library's net pension liability was measured as of December 31, 2016. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Notes to the Financial Statements
December 31, 2016

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Plan Description – Continued

Actuarial Assumptions. The total pension liability was determined by an actuarial valuation performed, as of December 31, 2016, using the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal
Asset Valuation Method	Market
Actuarial Assumptions	
Interest Rate	7.50%
Salary Increases	3.75% - 14.50%
Cost of Living Adjustments	2.75%
Inflation	2.75%

For nondisabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2012). IMRF specific rates were developed from the RP-2014 Blue Collar Health Annuitant Mortality Table with adjustments to match current IMRF experience. For disabled retirees, an IMRF specific mortality tables was used with fully generational projection scale MP-2014 (base year 2012). IMRF specific rates were developed from the RP-2014 Disabled Retirees Mortality Table applying the same adjustment that were applied for nondisabled lives. For active members, an IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2012). IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
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Notes to the Financial Statements
December 31, 2016

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Discount Rate

The discount rate used to measure the total pension liability was 7.50% and the prior valuation used a discount rate of 7.47%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that Library contributions will be made at rates equal to the difference between the actuarially determined contribution rates and the member rate. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all project future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all period of projected benefit payments to determine the total pension liability.

Discount Rate Sensitivity

The following presents the plan's net pension liability, calculated using a Single Discount Rate of 7.50%, as well as what the plan's net pension liability would be if it were calculated using a Single Discount Rate that is 1% lower or 1% higher:

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Net Pension Liability	\$ 11,366,821	5,917,431	1,397,696

ARLINGTON HEIGHTS MEMORIAL LIBRARY
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Notes to the Financial Statements
December 31, 2016

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Changes in the Net Pension Liability

	Total Pension Liability (A)	Plan Fiduciary Net Position (B)	Net Pension Liability (A) - (B)
Balances at December 31, 2015	\$ 35,166,587	30,383,435	4,783,152
Changes for the Year:			
Service Cost	655,302	-	655,302
Interest on the Total Pension Liability	3,920,604	-	3,920,604
Difference Between Expected and Actual Experience of the Total Pension Liability	407,287	-	407,287
Changes of Assumptions	(151,925)	-	(151,925)
Contributions - Employer	-	808,736	(808,736)
Contributions - Employees	-	284,286	(284,286)
Net Investment Income	-	2,466,004	(2,466,004)
Benefit Payments, including Refunds of Employee Contributions	(2,168,343)	(2,168,343)	-
Other (Net Transfer)	-	137,963	(137,963)
Net Changes	2,662,925	1,528,646	1,134,279
Balances at December 31, 2016	37,829,512	31,912,081	5,917,431

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Notes to the Financial Statements
December 31, 2016

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

For the fiscal year ended December 31, 2016, the Library recognized pension expense of \$1,789,880. At December 31, 2016, the Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Totals
Difference Between Expected and Actual Experience	\$ 296,842	(74,498)	222,344
Change in Assumptions	45,365	(110,727)	(65,362)
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	1,669,051	-	1,669,051
Total Deferred Amounts Related to IMRF	2,011,258	(185,225)	1,826,033

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future periods as follows:

Fiscal Year	Net Deferred Outflows of Resources
2017	\$ 595,810
2018	600,545
2019	591,118
2020	38,560
2021	-
Thereafter	-
Total	1,826,033

ARLINGTON HEIGHTS MEMORIAL LIBRARY
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Notes to the Financial Statements
December 31, 2016

NOTE 4 – OTHER INFORMATION – Continued

OTHER POST-EMPLOYMENT BENEFITS

Plan Descriptions, Provisions and Funding Policies

In addition to providing the pension benefits described, the Library offers pre and post-Medicare post-retirement health insurance to retirees, their spouses, and dependents (enrolled at the time of employee's retirement). To be eligible for benefits, the employee must qualify for retirement under the Library's retirement plan. If the retiree elects to participate, the retiree pays the current full blended premium. There is no explicit subsidy as defined by GASB Statement No. 45 as the retiree pays the same premium as an active employee. Upon a retiree becoming eligible for Medicare, the amount payable under the Library's health plan will be reduced by the amount payable under Medicare for those expenses that are covered under both.

The post-employment health care benefits (OPEB) for retired employees are offered through a single-employer defined benefit plan (the Plan). The benefits, benefit levels, employee/retiree contributions, and employer contributions are governed by the Village/Library and can be amended by the Village/Library through their personnel manuals. The Plan is not accounted for as a trust fund, as an irrevocable trust has not been established to account for the Plan. The Library is not required to, and currently does not advance fund the cost of benefits that will become due and payable in the future. Active employees do not contribute to the Plan until retirement. The Plan does not issue a separate report. The activity of the Plan is reported in the Library's governmental activities.

At December 31, 2016, membership consisted of:

Retirees and beneficiaries currently receiving benefits and terminated employees entitled to benefits but not yet receiving them.	36
Active Employees	<u>74</u>
Total	<u>110</u>
Participating Employers	1

ARLINGTON HEIGHTS MEMORIAL LIBRARY
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Notes to the Financial Statements
December 31, 2016

NOTE 4 – OTHER INFORMATION – Continued

OTHER POST-EMPLOYMENT BENEFITS – Continued

Annual OPEB Costs and Net OPEB Obligation

The net OPEB obligation (NOPEBO) as of December 31, 2016, was calculated as follows:

Annual Required Contribution	\$ 22,751
Interest on the NOPEBO	3,396
Adjustment to the ARC	<u>(4,434)</u>
Annual OPEB Cost	21,713
Actual Contribution	<u>8,193</u>
Change in NOPEBO	13,520
NOPEBO - Beginning	<u>75,468</u>
NOPEBO - Ending	<u><u>88,988</u></u>

Trend Information

The Library's annual OPEB cost, actual contributions, the percentage of annual OPEB cost contributed and the net OPEB obligation are as follows:

Fiscal Year	Annual OPEB Cost	Actual Contributions	Percentage of OPEB Cost Contributed	Net OPEB Obligation
4/30/2015	\$ 60,933	\$ 47,580	78.09%	\$ 469,065
12/31/2015	18,421	5,057	27.45%	75,468
12/31/2016	21,713	8,193	37.73%	88,988

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ARLINGTON HEIGHTS, ILLINOIS

Notes to the Financial Statements
December 31, 2016

NOTE 4 – OTHER INFORMATION – Continued

OTHER POST-EMPLOYMENT BENEFITS – Continued

Funded Status and Funding Progress

The funded status of the plan as of December 31, 2016, was as follows:

Actuarial Accrued Liability (AAL)	\$ 219,200
Actuarial Value of Plan Assets	\$ -
Unfunded Actuarial Accrued Liability (UAAL)	\$ 219,200
Funded Ratio (Actuarial Value of Plan Assets/AAL)	0.00%
Covered Payroll (Active Plan Members)	\$ 4,091,904
UAAL as a Percentage of Covered Payroll	5.36%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the December 31, 2016 actuarial valuation, the entry age normal actuarial cost method was used. The actuarial assumptions included a 4.5% investment rate of return, projected salary increases of 3.0% and an initial healthcare cost trend rate of 8.0% reduced to an ultimate healthcare inflation rate of 4.5% after eight years. Both rates include a 2.5% inflation assumption. The actuarial value of assets was not determined as the Library has not advance funded its obligation. The Plan's unfunded actuarial accrued liability is being amortized as a level dollar amount on an open basis. The remaining amortization period at December 31, 2016, was 30 years.

REQUIRED SUPPLEMENTARY INFORMATION

Required supplementary information includes financial information and disclosures that are required by the GASB but are not considered a part of the basic financial statements. Such information includes:

- Schedule of Funding Progress and Employer Contributions
Other Post-Employment Benefit Plan
- Schedule of Employer Contributions
Illinois Municipal Retirement Fund
- Schedule of Changes in the Employer's Net Pension Liability
Illinois Municipal Retirement Fund
- Budgetary Comparison Schedule
General Fund

Notes to the Required Supplementary Information

Budgetary Information – Budgets are adopted on a basis consistent with generally accepted accounting principles.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Other Post-Employment Benefits Plan

Required Supplementary Information
Schedule of Funding Progress and Employer Contributions
December 31, 2016

Funding Progress						(6) Unfunded (Overfunded) Actuarial Accrued Liability as a Percentage of Covered Payroll (4) ÷ (5)
Actuarial Valuation Date	(1) Actuarial Value of Plan Assets	(2) Actuarial Accrued Liability (AAL) - Entry Age	(3) Funded Ratio (1) ÷ (2)	(4) Unfunded (Overfunded) Actuarial Accrued Liability (2) - (1)	(5) Annual Covered Payroll	
4/30/12	\$ -	\$ 1,669,900	0.00%	\$ 1,669,900	\$ 4,045,543	41.28%
4/30/13	N/A	N/A	N/A	N/A	N/A	N/A
4/30/14	-	1,545,146	0.00%	1,545,146	6,505,722	23.75%
4/30/15	-	1,322,810	0.00%	1,322,810	6,498,209	20.36%
12/31/15	-	207,012	0.00%	207,012	3,972,722	5.21%
12/31/16	-	219,200	0.00%	219,200	4,091,904	5.36%

Employer Contributions

Fiscal Year	Employer Contributions	Annual Required Contribution	Percent Contributed
4/30/12	\$ 73,229	\$ 94,079	77.84%
4/30/13	73,894	93,064	79.40%
4/30/14	62,579	90,441	69.19%
4/30/15	47,580	80,529	59.08%
12/31/15	5,057	18,990	26.63%
12/31/16	8,193	22,751	36.01%

N/A - Not Available

The Library is required to have an actuarial valuation biennially. The amounts above are allocated based on the Library's portion of the total Village net other post-employment benefit obligation.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Illinois Municipal Retirement Fund

Required Supplementary Information
Schedule of Employer Contributions
December 31, 2016

Calendar Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Excess/ (Deficiency)	Covered-Employee Payroll	Contributions as a Percentage of Covered-Employee Payroll
12/31/2015	\$ 663,537	\$ 665,380	\$ 1,843	\$ 5,119,881	13.00%
12/31/2016	808,736	808,736	-	6,187,727	13.07%

Notes to the Required Supplementary Information:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level % Pay (Closed)
Remaining Amortization Period	27 Years
Asset Valuation Method	5-Year Smoothed Market
Inflation	2.75%
Salary Increases	3.75% - 14.50%
Investment Rate of Return	7.50%
Retirement Age	See the Notes to the Financial Statements
Mortality	IMRF specific mortality table was used with fully generational projection scale MP-2014 (base year 2012).

Note:

This schedule is intended to show information for ten years and additional year's information will be displayed as it becomes available.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS**

Illinois Municipal Retirement Fund

**Required Supplementary Information
Schedule of Changes in the Employer's Net Pension Liability
December 31, 2016**

	12/31/2015	12/31/2016
Total Pension Liability		
Service Cost	\$ 554,539	655,302
Interest	2,492,496	3,920,604
Changes in Benefit Terms	-	-
Differences Between Expected and Actual Experience	(136,273)	407,287
Change of Assumptions	82,983	(151,925)
Benefit Payments, Including Refunds of Member Contributions	(1,655,072)	(2,168,343)
Net Change in Total Pension Liability	1,338,672	2,662,925
Total Pension Liability - Beginning	33,827,915	35,166,587
Total Pension Liability - Ending	35,166,587	37,829,512
Plan Fiduciary Net Position		
Contributions - Employer	\$ 665,380	808,736
Contributions - Members	248,358	284,286
Net Investment Income	151,997	2,466,004
Benefit Payments, Including Refunds of Member Contributions	(1,655,072)	(2,168,343)
Administrative Expense	202,712	137,963
Net Change in Plan Fiduciary Net Position	(386,625)	1,528,646
Plan Net Position - Beginning	30,770,060	30,383,435
Plan Net Position - Ending	30,383,435	31,912,081
Employer's Net Pension Liability	\$ 4,783,152	5,917,431
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	86.40%	84.36%
Covered-Employee Payroll	\$ 5,119,881	6,187,727
Employer's Net Pension Liability as a Percentage of Covered-Employee Payroll	93.42%	95.63%

Note:

This schedule is intended to show information for ten years and additional year's information will be displayed as it becomes available.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

General Fund

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended December 31, 2016

	Budget		Actual
	Original	Final	
Revenues			
Taxes			
Property Taxes - General	\$ 12,275,391	12,326,684	12,303,237
Property Taxes - IMRF	874,042	826,581	825,131
Property Taxes - FICA	543,726	539,894	538,882
Intergovernmental			
State/Local Grants	99,000	99,000	83,670
Charges for Services			
Copier and Film Printer Fees	38,000	38,000	42,257
Fines and Fees	164,350	164,350	168,927
Interest	25,000	25,000	54,518
Miscellaneous			
Donations	66,500	66,500	37,497
Miscellaneous	8,000	8,000	19,521
Total Revenues	14,094,009	14,094,009	14,073,640
Expenditures			
Culture, Recreation and Education			
Executive Office	6,113,724	6,021,412	5,102,880
User Services	8,458,445	8,550,757	8,051,084
Total Expenditures	14,572,169	14,572,169	13,153,964
Excess (Deficiency) of Revenues Over (Under) Expenditures	(478,160)	(478,160)	919,676
Other Financing (Uses)			
Transfers Out	(1,750,000)	(1,750,000)	(1,750,000)
Changes in Fund Balance	(2,228,160)	(2,228,160)	(830,324)
Fund Balance - Beginning			10,823,751
Fund Balance - Ending			9,993,427

OTHER SUPPLEMENTARY INFORMATION

Other supplementary information includes financial statements and schedules not required by the GASB, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

Such statements and schedules include:

- Budgetary Comparison Schedules - Major Governmental Funds
 - General Fund
 - Capital Projects Fund

INDIVIDUAL FUND SCHEDULES

GENERAL FUND

The General Fund accounts for all financial resources except those required to be accounted for in another fund.

CAPITAL PROJECTS FUND

Capital Projects Funds are created to account for all resources used for the acquisition of capital facilities by a governmental unit except those financed by Proprietary Funds.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

General Fund

Schedule of Expenditures - Budget and Actual
For the Fiscal Year Ended December 31, 2016

	Budget		Actual
	Original	Final	
Culture, Recreation and Education			
Executive Office			
Administration			
Salaries	\$ 343,212	343,212	351,107
Benefits	198,270	198,270	133,679
Contractual Services	489,172	489,172	424,489
Commodities	170,264	45,264	24,119
Other Charges	5,000	5,000	-
Other Equipment	676,701	676,701	108,582
	<u>1,882,619</u>	<u>1,757,619</u>	<u>1,041,976</u>
Communication and Marketing			
Salaries	283,846	283,846	286,376
Benefits	109,226	109,226	106,011
Contractual Services	223,172	223,172	193,595
Commodities	32,034	32,034	23,373
	<u>648,278</u>	<u>648,278</u>	<u>609,355</u>
Human Resources			
Salaries	154,534	154,534	155,635
Benefits	66,264	66,264	64,315
Contractual Services	20,035	20,035	14,646
Commodities	4,750	4,750	4,100
Other Charges	20,600	20,600	13,211
	<u>266,183</u>	<u>266,183</u>	<u>251,907</u>
Paid by Gifts and Grants			
Contractual Services	25,000	25,000	29,803
Commodities	35,000	35,000	27,960
Other Equipment	5,000	5,000	-
	<u>65,000</u>	<u>65,000</u>	<u>57,763</u>
Finance			
Salaries	255,703	255,703	219,602
Benefits	73,226	73,226	64,127
Contractual Services	32,754	32,754	39,966
	<u>361,683</u>	<u>361,683</u>	<u>323,695</u>

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

General Fund

Schedule of Expenditures - Budget and Actual - Continued
For the Fiscal Year Ended December 31, 2016

	Budget		Actual
	Original	Final	
Culture, Recreation and Education - Continued			
Executive Office - Continued			
Information Technology			
Salaries	\$ 595,188	607,878	611,333
Benefits	276,970	277,941	268,311
Contractual Services	141,914	141,914	148,676
Commodities	242,583	242,583	200,557
Other Equipment	338,420	338,420	302,067
	<u>1,595,075</u>	<u>1,608,736</u>	<u>1,530,944</u>
Security			
Salaries	221,778	229,578	231,279
Benefits	95,324	95,921	92,849
Contractual Services	500	500	108
Commodities	225	225	196
	<u>317,827</u>	<u>326,224</u>	<u>324,432</u>
Facilities			
Salaries	376,730	386,604	383,428
Benefits	187,910	188,666	180,501
Contractual Services	287,025	287,025	296,310
Commodities	109,894	109,894	85,115
Other Equipment	15,500	15,500	17,454
	<u>977,059</u>	<u>987,689</u>	<u>962,808</u>
Total Executive Office	<u>6,113,724</u>	<u>6,021,412</u>	<u>5,102,880</u>
User Services			
Children's Services			
Salaries	757,014	769,865	751,717
Benefits	223,939	224,925	215,549
Contractual Services	34,044	34,044	21,483
Commodities	44,082	44,082	35,787
	<u>1,059,079</u>	<u>1,072,916</u>	<u>1,024,536</u>

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

General Fund

Schedule of Expenditures - Budget and Actual - Continued
For the Fiscal Year Ended December 31, 2016

	Budget		Actual
	Original	Final	
Culture, Recreation and Education - Continued			
User Services - Continued			
Program Services			
Salaries	\$ 431,496	431,496	423,710
Benefits	147,191	147,191	142,963
Contractual Services	9,366	9,366	4,394
Commodities	11,398	11,398	7,134
	<u>599,451</u>	<u>599,451</u>	<u>578,201</u>
Customer Services			
Salaries	2,356,271	2,408,967	2,253,645
Benefits	675,803	679,837	645,072
Contractual Services	117,266	132,791	93,884
Commodities	24,538	24,538	16,240
	<u>3,173,878</u>	<u>3,246,133</u>	<u>3,008,841</u>
Digital Services			
Salaries	461,552	467,330	484,092
Benefits	139,784	140,226	141,728
Contractual Services	11,115	11,115	9,595
Commodities	304,060	304,060	306,116
Other Equipment	1,776	1,776	2,440
	<u>918,287</u>	<u>924,507</u>	<u>943,971</u>
Collection Services			
Salaries	820,081	820,081	788,928
Benefits	373,934	373,934	354,041
Contractual Services	95,642	95,642	82,660
Commodities	1,418,093	1,418,093	1,269,906
	<u>2,707,750</u>	<u>2,707,750</u>	<u>2,495,535</u>
Total User Services	<u>8,458,445</u>	<u>8,550,757</u>	<u>8,051,084</u>
Total Expenditures	<u>14,572,169</u>	<u>14,572,169</u>	<u>13,153,964</u>

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Capital Projects Fund

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended December 31, 2016

	Budget		Actual
	Original	Final	
Revenues			
Interest	\$ 2,000	2,000	17,051
Expenditures			
Capital Outlay			
Administration	155,000	155,000	105,456
Information Technology	-	-	12,595
Facilities	910,000	985,000	460,369
Total Expenditures	1,065,000	1,140,000	578,420
Excess (Deficiency) of Revenues Over (Under) Expenditures	(1,063,000)	(1,138,000)	(561,369)
Other Financing Sources			
Transfers In	1,750,000	1,750,000	1,750,000
Changes in Fund Balance	687,000	612,000	1,188,631
Fund Balance - Beginning			2,994,647
Fund Balance - Ending			4,183,278

(Item 7)

To: Board of Library Trustees
From: Mike Kelly
CC: Jason Kuhl
Date: June 16, 2017
Re: Review of 2016 Budget versus actual results

We will be reviewing the final 2016 actual results, noting significant variances from the 2016 Budget.

The following schedules are attached to this memo:

1. 2016 Summary of Financial Activity
2. 2016 Year-end comparison of budget versus actual for all library expenditure accounts
3. 2016 Summary of expenditures for capital projects
4. 2016 Final Revenue Reports and Detail Budget Reports – 100% of year lapsed

Arlington Heights Memorial Library
2016 - Summary of Financial Activity

Item 7

	Amended Budget	Actual	\$ Actual to Budget	% Actual to Budget
GENERAL FUND - 291				
Real Estate Tax Revenue	\$ 13,693,159	\$ 13,667,250	\$ (25,909)	99.8%
Other Revenue	\$ 400,850	\$ 406,391	\$ 5,541	101.4%
Total Revenue	\$ 14,094,009	\$ 14,073,641	\$ (20,368)	99.9%
Salaries	\$ 7,159,094	\$ 6,940,852	\$ (218,242)	97.0%
Employee Benefits	\$ 2,575,627	\$ 2,409,145	\$ (166,482)	93.5%
Personal Services	\$ 9,734,721	\$ 9,349,997	\$ (384,724)	96.0%
Contractual Services	\$ 1,502,530	\$ 1,359,608	\$ (142,922)	90.5%
Commodities	\$ 2,271,921	\$ 2,000,603	\$ (271,318)	88.1%
Other Charges	\$ 25,600	\$ 13,211	\$ (12,389)	51.6%
Property	\$ 1,037,397	\$ 430,546	\$ (606,851)	41.5%
Total Expenditures *	\$ 14,572,169	\$ 13,153,964	\$ (1,418,205)	90.3%
Beginning Fund Balance	\$ 10,823,750	\$ 10,823,750		
Transfer to Fund 491	\$ (1,750,000)	\$ (1,750,000)		
Ending Fund Balance	\$ 8,595,590	\$ 9,993,427		
CAPITAL PROJECTS FUND - 491				
Revenues *	\$ 2,000	\$ 17,052	\$ 15,052	852.6%
Expenditures	\$ 1,140,000	\$ 578,420	\$ (561,580)	50.7%
Beginning Fund Balance	\$ 2,994,646	\$ 2,994,646		
Transfer from 291	\$ 1,750,000	\$ 1,750,000		
Ending Fund Balance	\$ 3,606,646	\$ 4,183,278		
COMBINED FUNDS				
Revenue	\$ 14,096,009	\$ 14,090,693	\$ (5,316)	100.0%
Expenditures	\$ 15,712,169	\$ 13,732,384	\$ (1,979,785)	87.4%
Beginning Fund Balance	\$ 13,818,396	\$ 13,818,396		
Ending Fund Balance	\$ 12,202,236	\$ 14,176,705		

* Excluding \$1,750,000 transfer from fund 291 to fund 491

GENERAL FUND - FUND 291

ALL DEPARTMENTS --- SUMMARY

ACCT #	ACCOUNT NAME	2016 AMENDED BUDGET	2016 ACTUAL	2016 OVER/(UNDER) BUDGET \$	2016 OVER/(UNDER) BUDGET %	FY 2016 COMMENTS
1601	Executive Director	\$ 136,071	\$ 142,282	\$ 6,211	4.6%	2016 Budget was based on FY 14-15, not Stub due to timing of the 2016 Budget process and prior increase for Executive Director
1605	Customer Service Manager	\$ 79,092	\$ 90,484	\$ 11,392	14.4%	Incumbent received promotion due to reorganization
1606	Collection Services Manager	\$ 96,740	\$ 96,780	\$ 40	0.0%	
1607	Customer Service Associate	\$ 217,357	\$ 199,835	\$ (17,522)	-8.1%	New employees
1615	Head Circulation	\$ -	\$ (715)	\$ (715)	0.0%	
1616	Library Asst I Circulation	\$ 215,808	\$ 200,559	\$ (15,249)	-7.1%	Position open since September 2016
1617	Deputy Director	\$ 104,852	\$ 106,213	\$ 1,361	1.3%	
1621	Director of Comm./Marketing	\$ 91,260	\$ 91,903	\$ 643	0.7%	
1622	Human Resources Director	\$ 87,298	\$ 87,283	\$ (15)	0.0%	
1623	Graphic Supervisor	\$ 70,883	\$ 71,767	\$ 884	1.2%	
1624	Accounting Supervisor	\$ 62,498	\$ 52,318	\$ (10,180)	-16.3%	Position open since September 2016
1625	Department Manager II	\$ 233,728	\$ 166,012	\$ (67,716)	-29.0%	Youth Services manager resigned Oct 2015. Opening filled Nov 2016. Additional hours worked by other employees in interim
1626	Department Manager I	\$ 226,727	\$ 149,618	\$ (77,109)	-34.0%	Manager resigned in late 2015. Hours allocated to 1648
1628	Web Developer	\$ 120,355	\$ 121,162	\$ 807	0.7%	
1629	Finance Director	\$ 96,779	\$ 98,613	\$ 1,834	1.9%	
1630	Digital Media Specialist	\$ 48,302	\$ 47,492	\$ (810)	-1.7%	
1633	Librarian IV	\$ 195,566	\$ 198,271	\$ 2,705	1.4%	
1636	Librarian III	\$ 576,073	\$ 592,113	\$ 16,040	2.8%	Additional hours needed due to open Manager position
1639	Librarian II	\$ 367,395	\$ 410,179	\$ 42,784	11.6%	Additional hours needed due to open Manager position. Hours allocated from
1641	Head Acquisitions	\$ 50,700	\$ 51,003	\$ 303	0.6%	
1643	Business Office Administrator	\$ 55,653	\$ 55,847	\$ 194	0.3%	
1644	Library Assistant III	\$ 117,371	\$ 118,825	\$ 1,454	1.2%	
1645	Library Assistant II	\$ 58,461	\$ 58,867	\$ 406	0.7%	
1646	Library Assistant I Mags & News	\$ 143,074	\$ 142,897	\$ (177)	-0.1%	
1648	Library Assistant I	\$ 686,654	\$ 722,272	\$ 35,618	5.2%	Hours allocated from account 1626
1649	Computer Technician	\$ 108,050	\$ 109,001	\$ 951	0.9%	
1650	Graphics Designer	\$ 38,688	\$ 38,894	\$ 206	0.5%	
1651	Clerk IV	\$ 359,718	\$ 327,103	\$ (32,615)	-9.1%	Open Position in Finance, new employee in Specialty Info Services
1652	Clerk IV Circulation	\$ 47,126	\$ 43,210	\$ (3,916)	-8.3%	
1653	Volunteer Coordinator	\$ 23,712	\$ 24,352	\$ 640	2.7%	
1654	Clerk III	\$ 496,465	\$ 458,145	\$ (38,320)	-7.7%	Employee retired in April 2016. Opening filled in 2017
1655	Clerk III Circulation	\$ 425,894	\$ 384,955	\$ (40,939)	-9.6%	New employees
1657	Clerk II	\$ 39,786	\$ 41,017	\$ 1,231	3.1%	
1658	Clerk II Circulation	\$ 22,170	\$ 21,544	\$ (626)	-2.8%	

GENERAL FUND - FUND 291

ALL DEPARTMENTS --- SUMMARY

ACCT #	ACCOUNT NAME	2016 AMENDED BUDGET	2016 ACTUAL	2016 OVER/(UNDER) BUDGET \$	2016 OVER/(UNDER) BUDGET %	FY 2016 COMMENTS
1659	Clerk II - Call Center	\$ 165,667	\$ 168,139	\$ 2,472	1.5%	
1660	Clerk I	\$ 69,745	\$ 66,647	\$ (3,098)	-4.4%	
1663	Security Supervisor	\$ 67,392	\$ 67,327	\$ (65)	-0.1%	
1666	Security Guard	\$ 162,186	\$ 163,387	\$ 1,201	0.7%	
1668	LAN Administrator	\$ 72,189	\$ 72,617	\$ 428	0.6%	
1669	Maintenance Supervisor	\$ 97,812	\$ 96,631	\$ (1,181)	-1.2%	
1672	Maintenance Worker	\$ 234,138	\$ 233,661	\$ (477)	-0.2%	
1675	Library Page II	\$ 528,147	\$ 489,735	\$ (38,412)	-7.3%	Open Positions, new employees, hours allocated to 1639
1679	Publication Editor	\$ 33,404	\$ 33,825	\$ 421	1.3%	
1680	Communicatons Assistant	\$ 23,608	\$ 23,190	\$ (418)	-1.8%	
1692	Achievement Awards	\$ 2,000	\$ 2,000	\$ -	0.0%	
1805	Overtime Civilian	\$ 2,500	\$ 3,589	\$ 1,089	43.6%	
	Salaries	\$ 7,159,094	\$ 6,940,852	\$ (218,242)	-3.0%	
1905	Medical Insurance	\$ 1,182,866	\$ 1,074,600	\$ (108,266)	-9.2%	Reserve not needed and % increase was less than budgeted
1910	IMRF	\$ 826,581	\$ 812,153	\$ (14,428)	-1.7%	Lower salaries
1911	Social Security	\$ 443,867	\$ 416,549	\$ (27,318)	-6.2%	Lower salaries
1912	Medicare	\$ 103,813	\$ 97,702	\$ (6,112)	-5.9%	Lower salaries
1950	Employee Asst. Prog.	\$ 6,200	\$ 5,817	\$ (383)	-6.2%	
1953	Flexible Spending	\$ 2,300	\$ 243	\$ (2,057)	-89.5%	
1955	Unemployment Compensation	\$ 10,000	\$ 2,081	\$ (7,919)	-79.2%	
	Fringe Benefits	\$ 2,575,627	\$ 2,409,145	\$ (166,482)	-6.5%	
2005	Professional Services	\$ 77,185	\$ 50,182	\$ (27,003)	-35.0%	Lower than budgeted expenditures for freelance web designer and architect
2008	Consulting Services Library	\$ 8,500	\$ 2,000	\$ (6,500)	-76.5%	
2020	Legal Services	\$ 16,000	\$ 7,313	\$ (8,688)	-54.3%	
2040	General Insurance	\$ 140,500	\$ 124,001	\$ (16,499)	-11.7%	Actual increases in premiums less than budgeted
2081	OCLC Services	\$ 66,408	\$ 54,153	\$ (12,255)	-18.5%	
2102	Equipment Maintenance	\$ 163,672	\$ 184,867	\$ 21,195	12.9%	Innovative maintenance fee, elevator repairs higher than budgeted. Higher public printer fees. Prepaid telephone maintenance not budgeted.
2107	Vehicle Maintenance	\$ 6,121	\$ 13,360	\$ 7,239	118.3%	Higher than budgeted repairs to bookmobile and pick-up truck
2111	Building Maintenance	\$ 235,894	\$ 222,619	\$ (13,275)	-5.6%	One carpet cleaning delayed. Other inspections less than budgeted.
2136	Equipment Rental	\$ 3,202	\$ 2,090	\$ (1,112)	-34.7%	
2160	Water and Sewer Service	\$ 16,472	\$ 21,810	\$ 5,338	32.4%	
2164	Access Services	\$ 4,225	\$ 2,086	\$ (2,139)	-50.6%	
2165	Other Services	\$ 50,573	\$ 68,143	\$ 17,570	34.7%	Contract employee in Finance. Higher than budgeted expenses in 6004.

GENERAL FUND - FUND 291

ALL DEPARTMENTS --- SUMMARY

ACCT #	ACCOUNT NAME	2016 AMENDED BUDGET	2016 ACTUAL	2016 OVER/(UNDER) BUDGET \$	2016 OVER/(UNDER) BUDGET %	FY 2016 COMMENTS
2201	Advertising	\$ 1,900	\$ 1,054	\$ (846)	-44.6%	
2202	Dues	\$ 31,644	\$ 30,059	\$ (1,585)	-5.0%	
2203	Travel & Training	\$ 124,080	\$ 91,718	\$ (32,362)	-26.1%	Conference attendance and employee expenses lower than budgeted
2205	Postage	\$ 47,455	\$ 43,316	\$ (4,139)	-8.7%	
2210	Printing	\$ 157,255	\$ 150,753	\$ (6,502)	-4.1%	
2218	Contracted Programs & Exhibits	\$ 160,543	\$ 106,663	\$ (53,880)	-33.6%	Not all budgeted programs, exhibits, initiatives completed. Budgeted summer program did not take place. Only one of two budgeted author visits occurred. Fairy Tales was under budget.
2225	IT Service Charge	\$ 23,562	\$ 23,000	\$ (562)	-2.4%	
2242	Internet Services	\$ 28,021	\$ 27,711	\$ (310)	-1.1%	
2255	In Service Training	\$ 6,035	\$ 3,958	\$ (2,077)	-34.4%	
2266	Outside Reference Service	\$ 2,200	\$ 2,450	\$ 250	11.4%	
2270	Telephone Services	\$ 39,083	\$ 45,882	\$ 6,799	17.4%	
2285	Processing Services	\$ 92,000	\$ 80,421	\$ (11,579)	-12.6%	Delay in timing of full implementation of shelf ready services
	Contractual Services	\$ 1,502,530	\$ 1,359,608	\$ (142,922)	-9.5%	
3005	Office Supplies & Equipment	\$ 31,325	\$ 23,678	\$ (7,647)	-24.4%	
3007	Supplies Reimbursed by Patrons	\$ 3,100	\$ 1,087	\$ (2,013)	-64.9%	
3030	Data System Supplies	\$ 49,216	\$ 36,604	\$ (12,612)	-25.6%	New public printers installed late 2015 have consumables in service contract.
3032	Software Library	\$ 140,121	\$ 111,721	\$ (28,400)	-20.3%	Ascentis fees, scheduling software and streaming video subscription all less than budgeted
3033	Documentation Library	\$ 1,455	\$ 1,226	\$ (229)	-15.7%	
3050	Petroleum Products	\$ 6,507	\$ 2,475	\$ (4,032)	-62.0%	
3051	Heating Fuel	\$ 80,000	\$ 58,051	\$ (21,949)	-27.4%	Lower natural gas prices than budgeted
3145	Janitorial Supplies	\$ 23,387	\$ 24,588	\$ 1,201	5.1%	
3185	Small Tools & Equipment	\$ 37,861	\$ 25,853	\$ (12,008)	-31.7%	Ad hoc replacement/purchase of equipment and tools as needed
3201	Program Supplies	\$ 20,388	\$ 14,998	\$ (5,390)	-26.4%	
3202	Program Events	\$ 56,305	\$ 45,442	\$ (10,864)	-19.3%	
3203	Binding	\$ 500	\$ -	\$ (500)	-100.0%	
3205	Processing Supplies	\$ 34,200	\$ 24,457	\$ (9,743)	-28.5%	
3232	Software	\$ 36,294	\$ 35,757	\$ (537)	-1.5%	
3250	Innovation	\$ 5,000	\$ -	\$ (5,000)	-100.0%	
3272	Special Events	\$ 45,150	\$ 39,458	\$ (5,692)	-12.6%	
3275	Audio Visual	\$ 527,735	\$ 435,177	\$ (92,558)	-17.5%	eResource spending less than budgeted
3278	Electronic Resources	\$ 297,460	\$ 298,099	\$ 639	0.2%	
3280	Books	\$ 729,860	\$ 690,612	\$ (39,248)	-5.4%	

GENERAL FUND - FUND 291**ALL DEPARTMENTS --- SUMMARY**

ACCT #	ACCOUNT NAME	2016 AMENDED BUDGET	2016 ACTUAL	2016 OVER/(UNDER) BUDGET \$	2016 OVER/(UNDER) BUDGET %	FY 2016 COMMENTS
3285	Copier Supplies	\$ -	\$ -	\$ -	NM	
3290	Circulation Supplies	\$ 16,464	\$ 9,334	\$ (7,130)	-43.3%	
3295	Periodicals	\$ 129,593	\$ 121,986	\$ (7,607)	-5.9%	
	Commodities	\$ 2,271,921	\$ 2,000,603	\$ (271,318)	-11.9%	
4062	Tuition Reimbursement	\$ 10,000	\$ 2,885	\$ (7,115)	-71.2%	
4070	Employee Recognition Program	\$ 10,600	\$ 10,326	\$ (274)	-2.6%	
4078	IMET Expense	\$ -	\$ -	\$ -	0.0%	
4096	Operating Contingency	\$ 5,000	\$ -	\$ (5,000)	-100.0%	
	Other Charges	\$ 25,600	\$ 13,211	\$ (12,389)	-48.4%	
5012	Computer Equipment	\$ 325,734	\$ 302,068	\$ (23,666)	-7.3%	Projector screen not replaced. Admin printer not replaced - new copier purchased instead.
5015	Other Equipment	\$ 711,663	\$ 128,478	\$ (583,185)	-81.9%	\$500,000 expansion of services budget not used. Copier purchase budgeted here, actual in Fund 491. KW Furniture replacement delayed to 2017 (\$43,400)
	Property	\$ 1,037,397	\$ 430,546	\$ (606,851)	-58.5%	
	Total Operating Expenditures	\$ 14,572,169	\$ 13,153,964	\$ (1,418,205)	-9.7%	

CAPITAL PROJECTS FUND - FUND 491**ALL DEPARTMENTS --- SUMMARY**

ACCT #	ACCOUNT NAME	2016 AMENDED BUDGET	2016 ACTUAL	2016 OVER/(UNDER) BUDGET \$	2016 OVER/(UNDER) BUDGET %	FY 2016 COMMENTS
5012	Computer Equipment	\$ -	\$ -	\$ -	NM	
5015	Other Equipment	\$ 267,000	\$ 372,438	\$ 105,438	39.5%	See Capital Projects schedule
5055	Other Capital Outlay	\$ 873,000	\$ 205,982	\$ (667,018)	-76.4%	See Capital Projects schedule
	Property	\$ 1,140,000	\$ 578,420	\$ (561,580)	-49.3%	
	Fund 491 - Total Expenditures	\$ 1,140,000	\$ 578,420	\$ (561,580)	-49.3%	
	GRAND TOTAL EXPENDITURES	\$ 15,712,169	\$ 13,732,384	\$ (1,979,785)	-12.6%	Fund 291 + Fund 491

Highlighted areas make up -->

\$ (1,617,711)

82%

Arlington Heights Memorial Library
Capital Projects Fund
2016 Budget vs Actual

Item 7

	<u>2016 Budget</u>	<u>2016 Actual</u>	<u>\$ Over/ (Under) Budget</u>	<u>% to Budget</u>	<u>Account</u>	<u>Comments</u>
<u>5015 Other Equipment</u>						
Replace Administration Area Copier	\$ -	\$ 12,595	\$ 12,595	0%	491.6010.5015	\$12,686 budgeted in 291.6010.5015. Purchase booked here since it was one copier. Budget assumed multiple smaller priced copiers to be replaced.
Replace 1978 Boilers	\$ 208,000	\$ 328,908	\$ 120,908	158%	491.6020.5015	Engineering Assessment and budget was based on replacement with 2 boilers. Board approved installation of 3 boilers at Sep 2016 meeting
Replace 16 Amp Distribution Panel	\$ 59,000		\$ (59,000)	0%	491.6020.5015	Project pushed back after testing revealed no need for replacement now
Upgrade Camera Security System	\$ -	\$ 30,935	\$ 30,935	0%	491.6020.5015	Board approved unbudgeted purchase at Sep 2016 meeting
SUBTOTAL	<u>\$ 267,000</u>	<u>\$ 372,438</u>	<u>\$ 105,438</u>	<u>139%</u>		
<u>5055 Other Capital Outlay</u>						
ILS Software	\$ 155,000	\$ 105,456	\$ (49,544)	68%	491.6001.5055	
Replace Skylight	\$ 195,000		\$ (195,000)	0%	491.6020.5055	Project rescheduled to 2018
Redo Core Entrance	\$ 165,000		\$ (165,000)	0%	491.6020.5055	Project rescheduled to 2017
Parking Lot Project	\$ 100,000	\$ 54,779	\$ (45,221)	55%	491.6020.5055	
Renovate 2nd floor washrooms	\$ 60,500		\$ (60,500)	0%	491.6020.5055	Project rescheduled to 2018
External Sign	\$ 75,000	\$ 47,126	\$ (27,874)	63%	491.6020.5055	
Renovate 2nd Floor Vending Area	\$ 27,500		\$ (27,500)	0%	491.6020.5055	Project rescheduled to 2018
Replace Admin Carpeting	\$ 95,000		\$ (95,000)	0%	491.6020.5055	Project rescheduled to 2018
2015 Fire Safety Enhancement Project Final Payment	\$ -	\$ 681	\$ 681	0%	491.6020.5055	
CM Engineering payment adjustment		\$ (2,060)	\$ (2,060)	0%	491.6020.5055	
SUBTOTAL	<u>\$ 873,000</u>	<u>\$ 205,982</u>	<u>\$ (667,018)</u>	<u>24%</u>		
TOTAL CAPITAL PROJECTS FUND	<u>\$ 1,140,000</u>	<u>\$ 578,420</u>	<u>\$ (561,580)</u>	<u>51%</u>		

Village of Arlington Heights
REVENUE REPORT
100% OF YEAR LAPSED

(Item 7)

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ACCOUNTING PERIOD 13/2016

Village of Arlington Heights

FUND 291 Memorial Library Fund		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	68,890	.00		826,581	825,131.30	100	826,581	1,449.70
04 00	Real Estate Tax FICA	44,993	.00		539,894	538,881.71	100	539,894	1,012.29
05 00	Real Estate Tax	1,027,231	.00		12,326,684	12,303,236.92	100	12,326,684	23,447.08
401	** Real Estate Taxes	1,141,114	.00		13,693,159	13,667,249.93	100	13,693,159	25,909.07
400	*** Taxes	1,141,114	.00		13,693,159	13,667,249.93	100	13,693,159	25,909.07
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	7,750	.00		93,000	57,891.61	62	93,000	35,108.39
70 00	Other Grants	424	5,157.08	1216	5,000	7,407.08	148	5,000	2,407.08-
90 00	Contribution Ord. Library	87	.00		1,000	18,370.67	1837	1,000	17,370.67-
411	** Intergovernmental	8,261	5,157.08	62	99,000	83,669.36	85	99,000	15,330.64
410	*** Intergovernmental Revenue	8,261	5,157.08	62	99,000	83,669.36	85	99,000	15,330.64
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	80	.00		850	3,519.00	414	850	2,669.00-
74 00	Copier/Reader Printer Fee	3,174	.00		38,000	42,256.85	111	38,000	4,256.85-
75 00	Meeting Room Fees	375	.00		4,500	3,035.00	67	4,500	1,465.00
436	** Library Fees	3,629	.00		43,350	48,810.85	113	43,350	5,460.85-
430	*** Fees	3,629	.00		43,350	48,810.85	113	43,350	5,460.85-
440	Fines								
442	Library								
20 00	Late Charges	11,587	20.75-		139,000	145,616.68	105	139,000	6,616.68-
25 00	Lost/Damaged Item Charges	1,674	.00		20,000	16,756.56	84	20,000	3,243.44
442	** Library	13,261	20.75-		159,000	162,373.24	102	159,000	3,373.24-
440	*** Fines	13,261	20.75-		159,000	162,373.24	102	159,000	3,373.24-
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,087	77.69-	4	25,000	40,815.90	163	25,000	15,815.90-
461	** Simple Interest	2,087	77.69-	4	25,000	40,815.90	163	25,000	15,815.90-
462	Investment Income								
10 00	Market Value Adjustments	0	.00		0	13,702.41		0	13,702.41-
462	** Investment Income	0	.00		0	13,702.41		0	13,702.41-

Village of Arlington Heights
REVENUE REPORT
100% OF YEAR LAPSED

ACCOUNTING PERIOD 13/2016

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460 ***	Interest Income	2,087	77.69-	4	25,000	54,518.31	218	25,000	29,518.31-
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								
482	Library Other								
482 **	Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	87	4,338.72	4987	1,000	5,635.07	564	1,000	4,635.07-
483 **	Donations	87	4,338.72	4987	1,000	5,635.07	564	1,000	4,635.07-
489	Other								
90 00	Other Income	674	8,260.69	1226	8,000	19,521.53	244	8,000	11,521.53-
93 00	Donations Genealogy	49	250.00-	510	500	.00		500	500.00
94 00	FOL Reimbursements	5,424	.00		65,000	31,862.54	49	65,000	33,137.46
489 **	Other	6,147	8,010.69	130	73,500	51,384.07	70	73,500	22,115.93
480 ***	Other	6,234	12,349.41	198	74,500	57,019.14	77	74,500	17,480.86
490	Other Financing Sources								
491	Other Financing Sources								
491 **	Other Financing Sources	0	.00		0	.00		0	.00
490 ***	Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL	Memorial Library Fund	1,174,586	17,408.05	2	14,094,009	14,073,640.83	100	14,094,009	20,368.17

Village of Arlington Heights
REVENUE REPORT
100% OF YEAR LAPSED

ACCOUNTING PERIOD 13/2016

Village of Arlington Heights

FUND 491 Capital Projects-Library		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	174	.00		2,000	11,908.34	595	2,000	9,908.34-
461	** Simple Interest	174	.00		2,000	11,908.34	595	2,000	9,908.34-
462	Investment Income								
10 00	Market Value Adjustments	0	.00		0	5,143.67		0	5,143.67-
462	** Investment Income	0	.00		0	5,143.67		0	5,143.67-
460	*** Interest Income	174	.00		2,000	17,052.01	853	2,000	15,052.01-
490	Other Financing Sources								
491	Other Financing Sources								
05 00	Operating Transfer In	145,837	.00		1,750,000	1,750,000.00	100	1,750,000	.00
491	** Other Financing Sources	145,837	.00		1,750,000	1,750,000.00	100	1,750,000	.00
490	*** Other Financing Sources	145,837	.00		1,750,000	1,750,000.00	100	1,750,000	.00
FUND TOTAL Capital Projects-Library		146,011	.00		1,752,000	1,767,052.01	101	1,752,000	15,052.01-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
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	01	Executive Director	11342	651.85	6	136071	142282.35	105	.00	136071	6211.35-	105
16	17	Deputy Director	8745	448.98	5	104852	106213.11	101	.00	104852	1361.11-	101
16	43	Business Office Adminr	4646	1439.64	31	55653	55847.09	100	.00	55653	194.09-	100
16	51	Clerk IV	3727	711.17	19	44636	44634.22	100	.00	44636	1.78	100
16	92	Achievement Awards	174	.00	0	2000	2000.00	100	.00	2000	.00	100
16	**	Library Personal Services	28634	3251.64	11	343212	350976.77	102	.00	343212	7764.77-	102
18		Other Personal Services										
18	05	Overtime Civilian	0	.00	0	0	130.54	0	.00	0	130.54-	0
18	**	Other Personal Services	0	.00	0	0	130.54	0	.00	0	130.54-	0
19		Employee Benefits										
19	05	Medical Insurance	9595	.00	0	115118	61788.00	54	.00	115118	53330.00	54
19	10	IMRF	3720	.00	0	44596	45203.14	101	.00	44596	607.14-	101
19	11	Social Security	1776	201.60	11	21279	19516.79	92	.00	21279	1762.21	92
19	12	Medicare	423	47.15	11	4977	4847.17	97	.00	4977	129.83	97
19	53	Flexible Spending	199	1829.45-	919-	2300	242.55	11	.00	2300	2057.45	11
19	55	Unemployment Compensation	837	2081.00	249	10000	2081.00	21	.00	10000	7919.00	21
19	**	Employee Benefits	16550	500.30	3	198270	133678.65	67	.00	198270	64591.35	67
20		Prof Technical Services										
20	05	Professional Services	1250	.00	0	15000	11053.34	74	.00	15000	3946.66	74
20	08	Consulting Services	337	.00	0	4000	2000.00	50	.00	4000	2000.00	50
20	20	Legal Services	1337	1365.00	102	16000	7312.50	46	.00	16000	8687.50	46
20	40	General Insurance	11712	.00	0	140500	124001.00	88	.00	140500	16499.00	88
20	81	OCLC Services	5534	.00	0	66408	54153.08	82	.00	66408	12254.92	82
20	**	Prof Technical Services	20170	1365.00	7	241908	198519.92	82	.00	241908	43388.08	82
21		Property Services										
21	65	Other Services	712	648.52	91	8489	8916.44	105	.00	8489	427.44-	105
21	**	Property Services	712	648.52	91	8489	8916.44	105	.00	8489	427.44-	105
22		Other Contractual Service										
22	01	Advertising	87	.00	0	1000	963.55	96	.00	1000	36.45	96
22	02	Dues	1192	.00	0	14216	15022.00	106	.00	14216	806.00-	106
22	03	Training	9087	2866.25	32	109000	84158.78	77	.00	109000	24841.22	77
22	05	Postage	3961	.00	0	47455	43315.61	91	.00	47455	4139.39	91
22	42	Internet Services	2336	734.40	31	28021	27710.75	99	.00	28021	310.25	99
22	70	Telephone Services	3267	248.52	8	39083	45881.69	117	.00	39083	6798.69-	117
22	**	Other Contractual Service	19930	3849.17	19	238775	217052.38	91	.00	238775	21722.62	91
30		General Supplies										
30	05	Office Supplies & Equip	703	.00	0	8414	6721.26	80	.00	8414	1692.74	80
30	**	General Supplies	703	.00	0	8414	6721.26	80	.00	8414	1692.74	80

PREPARED 06/14/2017, 18:32:51
PROGRAM: GM267L
Village of Arlington Heights

DETAIL BUDGET REPORT
100% OF YEAR LAPSED

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ACCOUNTING PERIOD 13/2016

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
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										
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	424	.00	0	5000	75.03	2	.00	5000	4924.97	2
	31 **	Public Works Supplies	424	.00	0	5000	75.03	2	.00	5000	4924.97	2
	32	Library Supplies										
	32 50	Innovation	1663-	.00	0	5000	.00	0	.00	5000	5000.00	0
	32 72	Special Events	2243	.00	0	26850	17322.39	65	.00	26850	9527.61	65
	32 99	Items Reimb by Employees	0	39.75	0	0	.00	0	.00	0	.00	0
	32 **	Library Supplies	580	39.75	7	31850	17322.39	54	.00	31850	14527.61	54
	40	Other Charges										
	40 96	Operating Contingency	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	40 **	Other Charges	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	50	Property										
	50 15	Other Equipment	56400	.00	0	676701	108582.42	16	.00	676701	568118.58	16
	50 **	Property	56400	.00	0	676701	108582.42	16	.00	676701	568118.58	16
601	** **	Library	144527	9654.38	7	1757619	1041975.80	59	.00	1757619	715643.20	59
60	** **	Culture/Recreation	144527	9654.38	7	1757619	1041975.80	59	.00	1757619	715643.20	59
DIV	6001	TOTAL ***** Administration	144527	9654.38	7	1757619	1041975.80	59	.00	1757619	715643.20	59

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrktng							ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****	*****YEAR-TO-DATE*****								
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	21	Dir. of Communications	7605	379.26	5	91260	91902.97	101	.00	91260	642.97-	101
16	23	Graphic Supervisor	5917	303.54	5	70883	71767.44	101	.00	70883	884.44-	101
16	48	Library Assistant I	2177	396.31	18	26003	26780.86	103	.00	26003	777.86-	103
16	50	Graphics Designer	3224	1040.32	32	38688	38894.43	101	.00	38688	206.43-	101
16	79	Publication Editor	2791	108.65-	4-	33404	33825.15	101	.00	33404	421.15-	101
16	80	Communications Assistant	1971	31.66	2	23608	23189.64	98	.00	23608	418.36	98
16	**	Library Personal Services	23685	2042.44	9	283846	286360.49	101	.00	283846	2514.49-	101
18		Other Personal Services										
18	05	Overtime Civilian	0	.00	0	0	14.90	0	.00	0	14.90-	0
18	**	Other Personal Services	0	.00	0	0	14.90	0	.00	0	14.90-	0
19		Employee Benefits										
19	05	Medical Insurance	4201	.00	0	50412	47820.00	95	.00	50412	2592.00	95
19	10	IMRF	3099	.00	0	37100	37162.21	100	.00	37100	62.21-	100
19	11	Social Security	1472	126.64	9	17598	17042.87	97	.00	17598	555.13	97
19	12	Medicare	343	29.62	9	4116	3985.96	97	.00	4116	130.04	97
19	**	Employee Benefits	9115	156.26	2	109226	106011.04	97	.00	109226	3214.96	97
20		Prof Technical Services										
20	05	Professional Services	4409	3200.00	73	52875	29080.00	55	.00	52875	23795.00	55
20	**	Prof Technical Services	4409	3200.00	73	52875	29080.00	55	.00	52875	23795.00	55
21		Property Services										
21	02	Equipment Maintenance	156	.00	0	1850	1010.00	55	.00	1850	840.00	55
21	65	Other Services	727	.00	0	8614	9777.41	114	.00	8614	1163.41-	114
21	**	Property Services	883	.00	0	10464	10787.41	103	.00	10464	323.41-	103
22		Other Contractual Service										
22	02	Dues	150	275.00	183	1690	1978.00	117	.00	1690	288.00-	117
22	03	Training	74	.00	0	888	996.80	112	.00	888	108.80-	112
22	10	Printing	13111	530.93	4	157255	150752.76	96	.00	157255	6502.24	96
22	**	Other Contractual Service	13335	805.93	6	159833	153727.56	96	.00	159833	6105.44	96
30		General Supplies										
30	05	Office Supplies & Equip	1224	.00	0	14600	10631.91	73	.00	14600	3968.09	73
30	**	General Supplies	1224	.00	0	14600	10631.91	73	.00	14600	3968.09	73
31		Public Works Supplies										
31	85	Small Tools and Equipment	687	.00	0	8134	6723.92	83	.00	8134	1410.08	83
31	**	Public Works Supplies	687	.00	0	8134	6723.92	83	.00	8134	1410.08	83
32		Library Supplies										
32	01	Program Supplies	87	.00	0	1000	311.58	31	.00	1000	688.42	31
32	72	Special Events	699	.00	0	8300	5705.91	69	.00	8300	2594.09	69
32	**	Library Supplies	786	.00	0	9300	6017.49	65	.00	9300	3282.51	65

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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										
601	**	** Library	54124	6204.63	12	648278	609354.72	94	.00	648278	38923.28	94
60	**	** Culture/Recreation	54124	6204.63	12	648278	609354.72	94	.00	648278	38923.28	94
DIV	6002	TOTAL *****										
		Communications & Mrkting	54124	6204.63	12	648278	609354.72	94	.00	648278	38923.28	94

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ACCOUNTING PERIOD 13/2016

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60			Culture/Recreation										
601			Library										
	16		Library Personal Services										
	16	22	Dir. of Human Resources	7284	2539.99-	35-	87298	87282.97	100	.00	87298	15.03	100
	16	51	Clerk IV	3627	1231.88	34	43524	43991.35	101	.00	43524	467.35-	101
	16	53	Volunteer Coordinator	1976	105.76-	5-	23712	24352.41	103	.00	23712	640.41-	103
	16	**	Library Personal Services	12887	1413.87-	11-	154534	155626.73	101	.00	154534	1092.73-	101
	18		Other Personal Services										
	18	05	Overtime Civilian	0	.00	0	0	8.39	0	.00	0	8.39-	0
	18	**	Other Personal Services	0	.00	0	0	8.39	0	.00	0	8.39-	0
	19		Employee Benefits										
	19	05	Medical Insurance	2337	.00	0	28044	26604.00	95	.00	28044	1440.00	95
	19	10	IMRF	1685	.00	0	20198	20526.36	102	.00	20198	328.36-	102
	19	11	Social Security	803	87.66-	11-	9581	9212.60	96	.00	9581	368.40	96
	19	12	Medicare	195	20.50-	11-	2241	2154.68	96	.00	2241	86.32	96
	19	50	Employee Asst. Program	524	.00	0	6200	5817.00	94	.00	6200	383.00	94
	19	**	Employee Benefits	5544	108.16-	2-	66264	64314.64	97	.00	66264	1949.36	97
	21		Property Services										
	21	65	Other Services	818	.00	0	9750	7083.00	73	.00	9750	2667.00	73
	21	**	Property Services	818	.00	0	9750	7083.00	73	.00	9750	2667.00	73
	22		Other Contractual Service										
	22	01	Advertising	75	.00	0	900	90.00	10	.00	900	810.00	10
	22	02	Dues	219	.00	0	2540	2655.00	105	.00	2540	115.00-	105
	22	03	Training	73	.00	0	810	859.06	106	.00	810	49.06-	106
	22	55	In Service Training	513	.00	0	6035	3958.26	66	.00	6035	2076.74	66
	22	**	Other Contractual Service	880	.00	0	10285	7562.32	74	.00	10285	2722.68	74
	32		Library Supplies										
	32	01	Program Supplies	405	.00	0	4750	4100.56	86	.00	4750	649.44	86
	32	**	Library Supplies	405	.00	0	4750	4100.56	86	.00	4750	649.44	86
	40		Other Charges										
	40	62	Tuition Reimbursement	837	.00	0	10000	2884.65	29	.00	10000	7115.35	29
	40	70	Employee Recognition Prog	887	.00	0	10600	10326.14	97	.00	10600	273.86	97
	40	**	Other Charges	1724	.00	0	20600	13210.79	64	.00	20600	7389.21	64
601	**	**	Library	22258	1522.03-	7-	266183	251906.43	95	.00	266183	14276.57	95
60	**	**	Culture/Recreation	22258	1522.03-	7-	266183	251906.43	95	.00	266183	14276.57	95
DIV	6003		TOTAL *****										
			Human Resources	22258	1522.03-	7-	266183	251906.43	95	.00	266183	14276.57	95

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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										
	21	Property Services										
	21 65	Other Services	424	.00	0	5000	10122.33	202	.00	5000	5122.33-	202
	21 **	Property Services	424	.00	0	5000	10122.33	202	.00	5000	5122.33-	202
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1674	.00	0	20000	19680.50	98	.00	20000	319.50	98
	22 **	Other Contractual Service	1674	.00	0	20000	19680.50	98	.00	20000	319.50	98
	30	General Supplies										
	30 05	Office Supplies & Equip	0	.00	0	0	100.00	0	.00	0	100.00-	0
	30 **	General Supplies	0	.00	0	0	100.00	0	.00	0	100.00-	0
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	424	.00	0	5000	3245.81	65	.00	5000	1754.19	65
	32 02	Program Events	424	.00	0	5000	4776.59	96	.00	5000	223.41	96
	32 32	Software	125	.00	0	1500	.00	0	.00	1500	1500.00	0
	32 72	Special Events	837	.00	0	10000	16429.74	164	.00	10000	6429.74-	164
	32 75	Audio Visual	174	.00	0	2000	1344.38	67	.00	2000	655.62	67
	32 78	Electronic Resources	125	.00	0	1500	.00	0	.00	1500	1500.00	0
	32 80	Books	424	.00	0	5000	2063.99	41	.00	5000	2936.01	41
	32 **	Library Supplies	2533	.00	0	30000	27860.51	93	.00	30000	2139.49	93
	50	Property										
	50 15	Other Equipment	424	.00	0	5000	.00	0	.00	5000	5000.00	0
	50 **	Property	424	.00	0	5000	.00	0	.00	5000	5000.00	0
601	** **	Library	5479	.00	0	65000	57763.34	89	.00	65000	7236.66	89
60	** **	Culture/Recreation	5479	.00	0	65000	57763.34	89	.00	65000	7236.66	89
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	5479	.00	0	65000	57763.34	89	.00	65000	7236.66	89

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance													
BA	ELE	OBJ	ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP							

60			Culture/Recreation								-					
601			Library													
	16		Library Personal Services													
	16	24	Accounting Supervisor	5210	944.61-	18-	62498	52318.27	84	.00	62498	10179.73	84			
	16	29	Finance Director	8075	426.58	5	96779	98613.11	102	.00	96779	1834.11-	102			
	16	48	Library Assistant I	4039	889.11	22	48380	47912.21	99	.00	48380	467.79	99			
	16	51	Clerk IV	2414	.00	0	28858	.00	0	.00	28858	28858.00	0			
	16	57	Clerk II	1599	221.13	14	19188	20521.16	107	.00	19188	1333.16-	107			
	16	**	Library Personal Services	21337	592.21	3	255703	219364.75	86	.00	255703	36338.25	86			
	18		Other Personal Services													
	18	05	Overtime Civilian	0	.00	0	0	237.61	0	.00	0	237.61-	0			
	18	**	Other Personal Services	0	.00	0	0	237.61	0	.00	0	237.61-	0			
	19		Employee Benefits													
	19	05	Medical Insurance	1687	.00	0	20244	19200.00	95	.00	20244	1044.00	95			
	19	10	IMRF	2785	.00	0	33420	28755.25	86	.00	33420	4664.75	86			
	19	11	Social Security	1323	36.71	3	15854	13106.62	83	.00	15854	2747.38	83			
	19	12	Medicare	309	8.58	3	3708	3065.06	83	.00	3708	642.94	83			
	19	**	Employee Benefits	6104	45.29	1	73226	64126.93	88	.00	73226	9099.07	88			
	20		Prof Technical Services													
	20	05	Professional Services	425	.00	0	5100	5100.00	100	.00	5100	.00	100			
	20	**	Prof Technical Services	425	.00	0	5100	5100.00	100	.00	5100	.00	100			
	21		Property Services													
	21	36	Equipment Rental	108	.00	0	1252	1973.98	158	.00	1252	721.98-	158			
	21	65	Other Services	35	.00	0	310	8753.05	2824	.00	310	8443.05-	2824			
	21	**	Property Services	143	.00	0	1562	10727.03	687	.00	1562	9165.03-	687			
	22		Other Contractual Service													
	22	02	Dues	120	.00	0	1330	1139.00	86	.00	1330	191.00	86			
	22	03	Training	100	.00	0	1200	.00	0	.00	1200	1200.00	0			
	22	25	IT/GIS Service Charge	1969	.00	0	23562	23000.04	98	.00	23562	561.96	98			
	22	**	Other Contractual Service	2189	.00	0	26092	24139.04	93	.00	26092	1952.96	93			
601	**	**	Library	30198	637.50	2	361683	323695.36	90	.00	361683	37987.64	90			
60	**	**	Culture/Recreation	30198	637.50	2	361683	323695.36	90	.00	361683	37987.64	90			
DIV	6008		TOTAL *****													
			Finance	30198	637.50	2	361683	323695.36	90	.00	361683	37987.64	90			

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology											
BA	ELE	OBJ	ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT		

60		Culture/Recreation												
601		Library												
	16	Library Personal Services												
	16 25	Department Manager II	7282	542.92	8	87263	89567.80	103	.00	87263	2304.80-	103		
	16 26	Department Manager I	5810	298.26	5	69654	70519.84	101	.00	69654	865.84-	101		
	16 28	Web Developer	10036	500.89	5	120355	121162.43	101	.00	120355	807.43-	101		
	16 44	Library Assistant III	4916	244.64	5	58871	59207.33	101	.00	58871	336.33-	101		
	16 49	Computer Technician	9006	3067.26	34	108050	109001.14	101	.00	108050	951.14-	101		
	16 54	Clerk III	7838	2003.63	26	91496	89190.43	98	.00	91496	2305.57	98		
	16 68	LAN Administrator	6024	300.06	5	72189	72617.00	101	.00	72189	428.00-	101		
	16 **	Library Personal Services	50912	6957.66	14	607878	611265.97	101	.00	607878	3387.97-	101		
	18	Other Personal Services												
	18 05	Overtime Civilian	0	.00	0	0	66.72	0	.00	0	66.72-	0		
	18 **	Other Personal Services	0	.00	0	0	66.72	0	.00	0	66.72-	0		
	19	Employee Benefits												
	19 05	Medical Insurance	12948	.00	0	155376	147384.00	95	.00	155376	7992.00	95		
	19 10	IMRF	6344	.00	0	76062	75884.97	100	.00	76062	177.03	100		
	19 11	Social Security	3153	431.36	14	37689	36504.22	97	.00	37689	1184.78	97		
	19 12	Medicare	743	100.90	14	8814	8537.44	97	.00	8814	276.56	97		
	19 **	Employee Benefits	23188	532.26	2	277941	268310.63	97	.00	277941	9630.37	97		
	20	Prof Technical Services												
	20 05	Professional Services	360	702.56	195	4210	4948.76	118	.00	4210	738.76-	118		
	20 08	Consulting Services	375	.00	0	4500	.00	0	.00	4500	4500.00	0		
	20 **	Prof Technical Services	735	702.56	96	8710	4948.76	57	.00	8710	3761.24	57		
	21	Property Services												
	21 02	Equipment Maintenance	11035	2853.93	26	132376	142901.25	108	.00	132376	10525.25-	108		
	21 **	Property Services	11035	2853.93	26	132376	142901.25	108	.00	132376	10525.25-	108		
	22	Other Contractual Service												
	22 02	Dues	37	.00	0	378	599.00	159	.00	378	221.00-	159		
	22 03	Training	43	.00	0	450	226.70	50	.00	450	223.30	50		
	22 **	Other Contractual Service	80	.00	0	828	825.70	100	.00	828	2.30	100		
	30	General Supplies												
	30 05	Office Supplies & Equip	34	.00	0	375	350.51	94	.00	375	24.49	94		
	30 30	Data System Supplies	4105	.00	0	49216	36603.92	74	.00	49216	12612.08	74		
	30 32	Software Library	11685	.00	0	140121	111721.02	80	.00	140121	28399.98	80		
	30 33	Documentation Library	68	.00	0	750	515.99	69	.00	750	234.01	69		
	30 **	General Supplies	15892	.00	0	190462	149191.44	78	.00	190462	41270.56	78		
	31	Public Works Supplies												
	31 85	Small Tools and Equipment	1354	.00	0	16127	14449.59	90	.00	16127	1677.41	90		
	31 **	Public Works Supplies	1354	.00	0	16127	14449.59	90	.00	16127	1677.41	90		

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FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							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										
	32	Library Supplies										
	32 05	Processing Supplies	100	.00	0	1200	1158.41	97	.00	1200	41.59	97
	32 32	Software	2905	.00	0	34794	35757.33	103	.00	34794	963.33-	103
	32 **	Library Supplies	3005	.00	0	35994	36915.74	103	.00	35994	921.74-	103
	50	Property										
	50 12	Computer Equipment	27150	2000.00	7	325734	302067.96	93	.00	325734	23666.04	93
	50 15	Other Equipment	1059	12595.00-	1189-	12686	.00	0	.00	12686	12686.00	0
	50 **	Property	28209	10595.00-	38-	338420	302067.96	89	.00	338420	36352.04	89
601	** **	Library	134410	451.41	0	1608736	1530943.76	95	.00	1608736	77792.24	95
60	** **	Culture/Recreation	134410	451.41	0	1608736	1530943.76	95	.00	1608736	77792.24	95
DIV	6010	TOTAL *****										
		Information Technology	134410	451.41	0	1608736	1530943.76	95	.00	1608736	77792.24	95

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security										
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	63	Security Supervisor	5616	228.79-	4-	67392	67327.04	100	.00	67392	64.96	100
	16	66	Security Guard	13651	2697.78	20	162186	163387.03	101	.00	162186	1201.03-	101
	16	**	Library Personal Services	19267	2468.99	13	229578	230714.07	101	.00	229578	1136.07-	101
	18		Other Personal Services										
	18	05	Overtime Civilian	0	38.10	0	0	565.21	0	.00	0	565.21-	0
	18	**	Other Personal Services	0	38.10	0	0	565.21	0	.00	0	565.21-	0
	19		Employee Benefits										
	19	05	Medical Insurance	4451	.00	0	53412	50664.00	95	.00	53412	2748.00	95
	19	10	IMRF	2088	.00	0	24946	25117.65	101	.00	24946	171.65-	101
	19	11	Social Security	1207	155.43	13	14234	13831.87	97	.00	14234	402.13	97
	19	12	Medicare	282	36.36	13	3329	3234.84	97	.00	3329	94.16	97
	19	**	Employee Benefits	8028	191.79	2	95921	92848.36	97	.00	95921	3072.64	97
	22		Other Contractual Service										
	22	03	Training	49	.00	0	500	108.00	22	.00	500	392.00	22
	22	**	Other Contractual Service	49	.00	0	500	108.00	22	.00	500	392.00	22
	30		General Supplies										
	30	05	Office Supplies & Equip	27	.00	0	225	196.44	87	.00	225	28.56	87
	30	**	General Supplies	27	.00	0	225	196.44	87	.00	225	28.56	87
601	**	**	Library	27371	2698.88	10	326224	324432.08	100	.00	326224	1791.92	100
60	**	**	Culture/Recreation	27371	2698.88	10	326224	324432.08	100	.00	326224	1791.92	100
DIV	6015		TOTAL *****										
			Security	27371	2698.88	10	326224	324432.08	100	.00	326224	1791.92	100

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60			Culture/Recreation										
601			Library										
	16		Library Personal Services										
	16	60	Clerk I	4518	857.76	19	52154	50956.65	98	.00	52154	1197.35	98
	16	69	Maintenance Supervisor	8151	626.88	8	97812	96631.34	99	.00	97812	1180.66	99
	16	72	Maintenance Worker	19517	3710.89	19	234138	233661.43	100	.00	234138	476.57	100
	16	**	Library Personal Services	32186	3941.77	12	384104	381249.42	99	.00	384104	2854.58	99
	18		Other Personal Services										
	18	05	Overtime Civilian	212	169.49	80	2500	2178.71	87	.00	2500	321.29	87
	18	**	Other Personal Services	212	169.49	80	2500	2178.71	87	.00	2500	321.29	87
	19		Employee Benefits										
	19	05	Medical Insurance	9642	.00	0	115704	109752.00	95	.00	115704	5952.00	95
	19	10	IMRF	3621	.00	0	43386	43159.64	100	.00	43386	226.36	100
	19	11	Social Security	2014	254.89	13	23969	22359.63	93	.00	23969	1609.37	93
	19	12	Medicare	476	59.62	13	5607	5229.39	93	.00	5607	377.61	93
	19	**	Employee Benefits	15753	314.51	2	188666	180500.66	96	.00	188666	8165.34	96
	21		Property Services										
	21	02	Equipment Maintenance	2187	695.80	32	26156	38024.07	145	.00	26156	11868.07	145
	21	07	Vehicle Equipment Maint	511	.00	0	6121	13360.13	218	.00	6121	7239.13	218
	21	11	Building Maintenance	19667	.00	0	235894	222619.24	94	.00	235894	13274.76	94
	21	36	Equipment Rental	168	.00	0	1950	116.00	6	.00	1950	1834.00	6
	21	60	Water and Sewer Service	1380	2011.31	146	16472	21810.43	132	.00	16472	5338.43	132
	21	**	Property Services	23913	2707.11	11	286593	295929.87	103	.00	286593	9336.87	103
	22		Other Contractual Service										
	22	03	Training	36	.00	0	432	380.10	88	.00	432	51.90	88
	22	**	Other Contractual Service	36	.00	0	432	380.10	88	.00	432	51.90	88
	30		General Supplies										
	30	50	Petroleum Products	545	288.36	53	6507	2475.48	38	.00	6507	4031.52	38
	30	51	Heating Fuel	6674	6014.05	90	80000	58051.01	73	.00	80000	21948.99	73
	30	**	General Supplies	7219	6302.41	87	86507	60526.49	70	.00	86507	25980.51	70
	31		Public Works Supplies										
	31	45	Janitorial Supplies	1959	.00	0	23387	24588.44	105	.00	23387	1201.44	105
	31	**	Public Works Supplies	1959	.00	0	23387	24588.44	105	.00	23387	1201.44	105
	50		Property										
	50	15	Other Equipment	1299	.00	0	15500	17454.58	113	.00	15500	1954.58	113
	50	**	Property	1299	.00	0	15500	17454.58	113	.00	15500	1954.58	113
601	**	**	Library	82577	13435.29	16	987689	962808.27	98	.00	987689	24880.73	98
60	**	**	Culture/Recreation	82577	13435.29	16	987689	962808.27	98	.00	987689	24880.73	98
DIV	6020		TOTAL *****										
			Facilities	82577	13435.29	16	987689	962808.27	98	.00	987689	24880.73	98

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DETAIL BUDGET REPORT
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FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			Culture/Recreation										
601			Library										
DEPT	60		TOTAL *****										
			Executive Office	500944	31560.06	6	6021412	5102879.76	85	.00	6021412	918532.24	85

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services												
BA	ELE	OBJ	ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION		BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT		

60		Culture/Recreation													
601		Library													
	16	Library Personal Services													
	16	25	Department Manager II	6700	913.00	14	80301	7144.59	9	.00	80301	73156.41	9		
	16	33	Librarian IV	4334	308.15	7	51909	55737.30	107	.00	51909	3828.30-	107		
	16	36	Librarian III	23139	1400.74	6	277235	287365.58	104	.00	277235	10130.58-	104		
	16	39	Librarian II	1208	303.12	25	14274	36131.04	253	.00	14274	21857.04-	253		
	16	48	Library Assistant I	24388	2565.99	11	290675	311614.97	107	.00	290675	20939.97-	107		
	16	54	Clerk III	1442	8.89	1	17282	17522.11	101	.00	17282	240.11-	101		
	16	57	Clerk II	1722	33.25	2	20598	20496.24	100	.00	20598	101.76	100		
	16	60	Clerk I	1476	.00	0	17591	15690.70	89	.00	17591	1900.30	89		
	16	**	Library Personal Services	64409	5533.14	9	769865	751702.53	98	.00	769865	18162.47	98		
	18	Other Personal Services													
	18	05	Overtime Civilian	0	.00	0	0	14.16	0	.00	0	14.16-	0		
	18	**	Other Personal Services	0	.00	0	0	14.16	0	.00	0	14.16-	0		
	19	Employee Benefits													
	19	05	Medical Insurance	6478	.00	0	77736	73740.00	95	.00	77736	3996.00	95		
	19	10	IMRF	7364	.00	0	88291	85589.33	97	.00	88291	2701.67	97		
	19	11	Social Security	3992	343.06	9	47733	45564.26	96	.00	47733	2168.74	96		
	19	12	Medicare	940	80.25	9	11165	10655.90	95	.00	11165	509.10	95		
	19	**	Employee Benefits	18774	423.31	2	224925	215549.49	96	.00	224925	9375.51	96		
	21	Property Services													
	21	02	Equipment Maintenance	243	.00	0	2850	2869.98	101	.00	2850	19.98-	101		
	21	**	Property Services	243	.00	0	2850	2869.98	101	.00	2850	19.98-	101		
	22	Other Contractual Service													
	22	02	Dues	274	259.00-	95-	3255	1961.35	60	.00	3255	1293.65	60		
	22	03	Training	294	30.18	10	3528	2046.68	58	.00	3528	1481.32	58		
	22	18	Contr Programs & Exhibits	2037	.00	0	24411	14604.99	60	.00	24411	9806.01	60		
	22	**	Other Contractual Service	2605	228.82-	9-	31194	18613.02	60	.00	31194	12580.98	60		
	30	General Supplies													
	30	05	Office Supplies & Equip	230	.00	0	2650	1950.19	74	.00	2650	699.81	74		
	30	**	General Supplies	230	.00	0	2650	1950.19	74	.00	2650	699.81	74		
	32	Library Supplies													
	32	01	Program Supplies	557	.00	0	6684	5753.16	86	.00	6684	930.84	86		
	32	02	Program Events	2729	80.59	3	32748	27408.86	84	.00	32748	5339.14	84		
	32	90	Circulation Supplies	174	.00	0	2000	674.75	34	.00	2000	1325.25	34		
	32	**	Library Supplies	3460	80.59	2	41432	33836.77	82	.00	41432	7595.23	82		
601	**	**	Library	89721	5808.22	7	1072916	1024536.14	96	.00	1072916	48379.86	96		
60	**	**	Culture/Recreation	89721	5808.22	7	1072916	1024536.14	96	.00	1072916	48379.86	96		
DIV	6401	TOTAL ***** Youth Services		89721	5808.22	7	1072916	1024536.14	96	.00	1072916	48379.86	96		

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FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv									
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	26	Department Manager I	6561	326.83	5	78644	79097.88	101	.00	78644	453.88-	101
16	36	Librarian III	5374	473.13-	9-	64389	68754.53	107	.00	64389	4365.53-	107
16	44	Library Assistant III	4875	257.90	5	58500	59618.14	102	.00	58500	1118.14-	102
16	45	Library Assistant II	4880	243.00	5	58461	58867.22	101	.00	58461	406.22-	101
16	48	Library Assistant I	10605	1177.12	11	127260	125808.28	99	.00	127260	1451.72	99
16	51	Clerk IV	3696	303.40	8	44242	31533.69	71	.00	44242	12708.31	71
16	**	Library Personal Services	35991	1835.12	5	431496	423679.74	98	.00	431496	7816.26	98
18		Other Personal Services										
18	05	Overtime Civilian	0	.00	0	0	29.95	0	.00	0	29.95-	0
18	**	Other Personal Services	0	.00	0	0	29.95	0	.00	0	29.95-	0
19		Employee Benefits										
19	05	Medical Insurance	5092	.00	0	61104	57960.00	95	.00	61104	3144.00	95
19	10	IMRF	4424	.00	0	53077	53652.10	101	.00	53077	575.10-	101
19	11	Social Security	2234	113.79	5	26753	25409.14	95	.00	26753	1343.86	95
19	12	Medicare	526	26.60	5	6257	5942.31	95	.00	6257	314.69	95
19	**	Employee Benefits	12276	140.39	1	147191	142963.55	97	.00	147191	4227.45	97
22		Other Contractual Service										
22	02	Dues	101	.00	0	1135	564.00	50	.00	1135	571.00	50
22	03	Training	122	.00	0	1431	779.10	54	.00	1431	651.90	54
22	18	Contr Programs & Exhibits	574	.00	0	6800	3051.13	45	.00	6800	3748.87	45
22	**	Other Contractual Service	797	.00	0	9366	4394.23	47	.00	9366	4971.77	47
32		Library Supplies										
32	02	Program Events	843	.00	0	10017	6137.01	61	.00	10017	3879.99	61
32	90	Circulation Supplies	116	.00	0	1381	997.00	72	.00	1381	384.00	72
32	**	Library Supplies	959	.00	0	11398	7134.01	63	.00	11398	4263.99	63
601	**	Library	50023	1975.51	4	599451	578201.48	97	.00	599451	21249.52	97
60	**	Culture/Recreation	50023	1975.51	4	599451	578201.48	97	.00	599451	21249.52	97
DIV	6405	TOTAL *****										
		Business & Specialty Serv	50023	1975.51	4	599451	578201.48	97	.00	599451	21249.52	97

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	05	Customer Service Manager	6591	141.66	2	79092	90483.89	114	.00	79092	11391.89-	114
16	07	Customer Service Assc.	18255	1496.64	8	217357	199835.09	92	.00	217357	17521.91	92
16	15	Head Circulation	0	715.38-	0	0	715.38-	0	.00	0	715.38	0
16	16	Lib Asst I Circulation	17984	4135.04	23	215808	200558.71	93	.00	215808	15249.29	93
16	26	Department Manager I	6544	.00	0	78429	.00	0	.00	78429	78429.00	0
16	39	Librarian II	20744	2624.13	13	248172	268197.06	108	.00	248172	20025.06-	108
16	46	Library Asst I Mags/News	11932	3945.73	33	143074	142897.30	100	.00	143074	176.70	100
16	51	Clerk IV	12926	610.84	5	155090	164359.70	106	.00	155090	9269.70-	106
16	52	Clerk IV Circulation	3929	468.89	12	47126	43210.49	92	.00	47126	3915.51	92
16	54	Clerk III	10017	922.44	9	118578	109960.63	93	.00	118578	8617.37	93
16	55	Clerk III Circulation	35741	2390.13	7	425894	384954.65	90	.00	425894	40939.35	90
16	58	Clerk II Circulation	1853	3083.58-	166-	22170	21544.43	97	.00	22170	625.57	97
16	59	Clerk II Call Center	14007	1324.98	10	165667	168138.50	102	.00	165667	2471.50-	102
16	75	Library Page II	41144	4560.98	11	492510	459907.82	93	.00	492510	32602.18	93
16	**	Library Personal Services	201667	18822.50	9	2408967	2253332.89	94	.00	2408967	155634.11	94
18		Other Personal Services										
18	05	Overtime Civilian	0	57.45	0	0	311.93	0	.00	0	311.93-	0
18	**	Other Personal Services	0	57.45	0	0	311.93	0	.00	0	311.93-	0
19		Employee Benefits										
19	05	Medical Insurance	21102	.00	0	253224	240192.00	95	.00	253224	13032.00	95
19	10	IMRF	20201	.00	0	242324	235348.70	97	.00	242324	6975.30	97
19	11	Social Security	12500	1170.55	9	149357	137397.97	92	.00	149357	11959.03	92
19	12	Medicare	2922	273.80	9	34932	32133.30	92	.00	34932	2798.70	92
19	**	Employee Benefits	56725	1444.35	3	679837	645071.97	95	.00	679837	34765.03	95
21		Property Services										
21	02	Equipment Maintenance	19	.00	0	140	61.41	44	.00	140	78.59	44
21	64	Access Services	353	221.25	63	4225	2085.90	49	.00	4225	2139.10	49
21	65	Other Services	1793	.00	0	18410	23490.35	128	.00	18410	5080.35-	128
21	**	Property Services	2165	221.25	10	22775	25637.66	113	.00	22775	2862.66-	113
22		Other Contractual Service										
22	02	Dues	230	.00	0	2705	2673.00	99	.00	2705	32.00	99
22	03	Training	338	.00	0	3979	1626.93	41	.00	3979	2352.07	41
22	18	Contr Programs & Exhibits	8611	.00	0	103332	63946.74	62	.00	103332	39385.26	62
22	**	Other Contractual Service	9179	.00	0	110016	68246.67	62	.00	110016	41769.33	62
30		General Supplies										
30	05	Office Supplies & Equip	231	.00	0	2761	2000.29	72	.00	2761	760.71	72
30	07	Supplies Reimb by Patrons	187	.00	0	2200	.00	0	.00	2200	2200.00	0
30	**	General Supplies	418	.00	0	4961	2000.29	40	.00	4961	2960.71	40

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FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 01	Program Supplies	123	.00	0	1454	1514.65	104	.00	1454	60.65-	104
	32 02	Program Events	719	49.40	7	8540	7119.04	83	.00	8540	1420.96	83
	32 90	Circulation Supplies	805	.00	0	9583	5605.56	59	.00	9583	3977.44	59
	32 **	Library Supplies	1647	49.40	3	19577	14239.25	73	.00	19577	5337.75	73
601 ** **		Library	271801	20594.95	8	3246133	3008840.66	93	.00	3246133	237292.34	93
60 ** **		Culture/Recreation	271801	20594.95	8	3246133	3008840.66	93	.00	3246133	237292.34	93
DIV 6420		TOTAL *****										
		Customer Services	271801	20594.95	8	3246133	3008840.66	93	.00	3246133	237292.34	93

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 25	Department Manager II	5521	377.31	7	66164	69299.85	105	.00	66164	3135.85-	105
	16 30	Digital Media Specialist	4027	183.14	5	48302	47491.64	98	.00	48302	810.36	98
	16 33	Librarian IV	6360	288.15	5	76265	75207.15	99	.00	76265	1057.85	99
	16 36	Librarian III	8310	501.07	6	99665	101338.45	102	.00	99665	1673.45-	102
	16 48	Library Assistant I	13724	957.06	7	163510	178477.62	109	.00	163510	14967.62-	109
	16 54	Clerk III	1126	72.75-	7-	13424	12277.76	92	.00	13424	1146.24	92
	16 **	Library Personal Services	39068	2233.98	6	467330	484092.47	104	.00	467330	16762.47-	104
	19	Employee Benefits										
	19 05	Medical Insurance	4024	.00	0	48288	45804.00	95	.00	48288	2484.00	95
	19 10	IMRF	4685	.00	0	56187	59394.89	106	.00	56187	3207.89-	106
	19 11	Social Security	2427	138.50	6	28975	29605.12	102	.00	28975	630.12-	102
	19 12	Medicare	577	32.39	6	6776	6923.89	102	.00	6776	147.89-	102
	19 **	Employee Benefits	11713	170.89	2	140226	141727.90	101	.00	140226	1501.90-	101
	21	Property Services										
	21 02	Equipment Maintenance	25	.00	0	300	.00	0	.00	300	300.00	0
	21 **	Property Services	25	.00	0	300	.00	0	.00	300	300.00	0
	22	Other Contractual Service										
	22 02	Dues	172	.00	0	1965	1567.00	80	.00	1965	398.00	80
	22 03	Training	56	.00	0	650	197.64	30	.00	650	452.36	30
	22 18	Contr Programs & Exhibits	500	.00	0	6000	5380.00	90	.00	6000	620.00	90
	22 66	Outside Reference Service	187	.00	0	2200	2450.00	111	.00	2200	250.00-	111
	22 **	Other Contractual Service	915	.00	0	10815	9594.64	89	.00	10815	1220.36	89
	30	General Supplies										
	30 05	Office Supplies & Equip	62	.00	0	700	545.28	78	.00	700	154.72	78
	30 07	Supplies Reimb by Patrons	75	.00	0	900	1086.85	121	.00	900	186.85-	121
	30 **	General Supplies	137	.00	0	1600	1632.13	102	.00	1600	32.13-	102
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	300	.00	0	3600	4604.77	128	.00	3600	1004.77-	128
	31 **	Public Works Supplies	300	.00	0	3600	4604.77	128	.00	3600	1004.77-	128
	32	Library Supplies										
	32 01	Program Supplies	125	.00	0	1500	72.66	5	.00	1500	1427.34	5
	32 78	Electronic Resources	24667	875.61	4	295960	298098.61	101	.00	295960	2138.61-	101
	32 90	Circulation Supplies	124	.00	0	1400	1707.54	122	.00	1400	307.54-	122
	32 **	Library Supplies	24916	875.61	4	298860	299878.81	100	.00	298860	1018.81-	100
	50	Property										
	50 15	Other Equipment	148	450.00	304	1776	2440.59	137	.00	1776	664.59-	137
	50 **	Property	148	450.00	304	1776	2440.59	137	.00	1776	664.59-	137
601	** **	Library	77222	3730.48	5	924507	943971.31	102	.00	924507	19464.31-	102

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FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60			Culture/Recreation										
601			Library										
60	**	**	Culture/Recreation	77222	3730.48	5	924507	943971.31	102	.00	924507	19464.31-	102
DIV	6450		TOTAL *****										
			Digital Services	77222	3730.48	5	924507	943971.31	102	.00	924507	19464.31-	102

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FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services										
BA	ELE	OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB		DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT

60			Culture/Recreation										
601			Library										
	16		Library Personal Services										
	16	06	Collection Services Mangr	8069	389.25	5	96740	96779.96	100	.00	96740	39.96-	100
	16	33	Librarian IV	5616	271.21	5	67392	67327.04	100	.00	67392	64.96	100
	16	36	Librarian III	11232	42.41	0	134784	134654.07	100	.00	134784	129.93	100
	16	39	Librarian II	8754	185.04	2	104949	105850.57	101	.00	104949	901.57-	101
	16	41	Head Acquisitions	4225	210.74	5	50700	51002.79	101	.00	50700	302.79-	101
	16	48	Library Assistant I	2578	145.57	6	30826	31677.75	103	.00	30826	851.75-	103
	16	51	Clerk IV	3614	155.51-	4-	43368	42583.77	98	.00	43368	784.23	98
	16	54	Clerk III	21308	4874.75	23	255685	229193.73	90	.00	255685	26491.27	90
	16	75	Library Page II	2978	17.95	1	35637	29827.43	84	.00	35637	5809.57	84
	16	**	Library Personal Services	68374	5981.41	9	820081	788897.11	96	.00	820081	31183.89	96
	18		Other Personal Services										
	18	05	Overtime Civilian	0	.00	0	0	31.05	0	.00	0	31.05-	0
	18	**	Other Personal Services	0	.00	0	0	31.05	0	.00	0	31.05-	0
	19		Employee Benefits										
	19	05	Medical Insurance	17017	.00	0	204204	193692.00	95	.00	204204	10512.00	95
	19	10	IMRF	8918	.00	0	106994	102359.20	96	.00	106994	4634.80	96
	19	11	Social Security	4238	370.87	9	50845	46998.21	92	.00	50845	3846.79	92
	19	12	Medicare	1001	86.76	9	11891	10991.56	92	.00	11891	899.44	92
	19	**	Employee Benefits	31174	457.63	2	373934	354040.97	95	.00	373934	19893.03	95
	22		Other Contractual Service										
	22	02	Dues	208	.00	0	2430	1901.00	78	.00	2430	529.00	78
	22	03	Training	101	.00	0	1212	338.36	28	.00	1212	873.64	28
	22	85	Processing Services	7674	.00	0	92000	80420.88	87	.00	92000	11579.12	87
	22	**	Other Contractual Service	7983	.00	0	95642	82660.24	86	.00	95642	12981.76	86
	30		General Supplies										
	30	05	Office Supplies & Equip	137	.00	0	1600	1182.31	74	.00	1600	417.69	74
	30	33	Documentation Library	67	.00	0	705	710.00	101	.00	705	5.00-	101
	30	**	General Supplies	204	.00	0	2305	1892.31	82	.00	2305	412.69	82
	32		Library Supplies										
	32	03	Binding	49	.00	0	500	.00	0	.00	500	500.00	0
	32	05	Processing Supplies	2750	55.96	2	33000	23298.43	71	.00	33000	9701.57	71
	32	75	Audio Visual	43814	.00	0	525735	433832.47	83	.00	525735	91902.53	83
	32	80	Books	60405	.00	0	724860	688547.73	95	.00	724860	36312.27	95
	32	90	Circulation Supplies	175	.00	0	2100	349.00	17	.00	2100	1751.00	17
	32	95	Periodicals	10804	12.60-	0	129593	121985.56	94	.00	129593	7607.44	94
	32	**	Library Supplies	117997	43.36	0	1415788	1268013.19	90	.00	1415788	147774.81	90
601	**	**	Library	225732	6482.40	3	2707750	2495534.87	92	.00	2707750	212215.13	92
60	**	**	Culture/Recreation	225732	6482.40	3	2707750	2495534.87	92	.00	2707750	212215.13	92
DIV 6470 TOTAL *****													

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DETAIL BUDGET REPORT
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ACCOUNTING PERIOD 13/2016

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	225732	6482.40	3	2707750	2495534.87	92	.00	2707750	212215.13	92
DEPT	64	TOTAL *****										
		User Services	714499	38591.56	5	8550757	8051084.46	94	.00	8550757	499672.54	94

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ACCOUNTING PERIOD 13/2016

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating							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										
	90	Other Financing Uses										
	90 05	Operating Transfer Out	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
	90 **	Other Financing Uses	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
601 ** **		Library	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
60 ** **		Culture/Recreation	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
DIV 6901		TOTAL *****										
		Non Operating	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
DEPT 69		TOTAL *****										
		Non Operating	145837	.00	0	1750000	1750000.00	100	.00	1750000	.00	100
FUND 291		TOTAL *****										
		Memorial Library Fund	1361280	70151.62	5	16322169	14903964.22	91	.00	16322169	1418204.78	91
GRAND		TOTAL *****	1361280	70151.62	5	16322169	14903964.22	91	.00	16322169	1418204.78	91

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DETAIL BUDGET REPORT
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ACCOUNTING PERIOD 13/2016

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	12924	.00	0	155000	105456.00	68	.00	155000	49544.00	68
	50 **	Property	12924	.00	0	155000	105456.00	68	.00	155000	49544.00	68
601	** **	Library	12924	.00	0	155000	105456.00	68	.00	155000	49544.00	68
60	** **	Culture/Recreation	12924	.00	0	155000	105456.00	68	.00	155000	49544.00	68
DIV	6001	TOTAL *****										
		Administration	12924	.00	0	155000	105456.00	68	.00	155000	49544.00	68

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ACCOUNTING PERIOD 13/2016

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	0	12595.00	0	0	12595.00	0	.00	0	12595.00-	0
	50 **	Property	0	12595.00	0	0	12595.00	0	.00	0	12595.00-	0
601	** **	Library	0	12595.00	0	0	12595.00	0	.00	0	12595.00-	0
60	** **	Culture/Recreation	0	12595.00	0	0	12595.00	0	.00	0	12595.00-	0
DIV	6010	TOTAL *****										
		Information Technology	0	12595.00	0	0	12595.00	0	.00	0	12595.00-	0

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DETAIL BUDGET REPORT
100% OF YEAR LAPSED

PAGE 4
ACCOUNTING PERIOD 13/2016

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	22250	32890.80	148	267000	359843.00	135	.00	267000	92843.00-	135
	50 55	Other Capital Outlay	61087	10030.73	16	718000	100526.17	14	.00	718000	617473.83	14
	50 **	Property	83337	42921.53	52	985000	460369.17	47	.00	985000	524630.83	47
601 ** **		Library	83337	42921.53	52	985000	460369.17	47	.00	985000	524630.83	47
60 ** **		Culture/Recreation	83337	42921.53	52	985000	460369.17	47	.00	985000	524630.83	47
DIV 6020		TOTAL *****										
		Facilities	83337	42921.53	52	985000	460369.17	47	.00	985000	524630.83	47
DEPT 60		TOTAL *****										
		Executive Office	96261	55516.53	58	1140000	578420.17	51	.00	1140000	561579.83	51
FUND 491		TOTAL *****										
		Capital Projects-Library	96261	55516.53	58	1140000	578420.17	51	.00	1140000	561579.83	51
GRAND		TOTAL *****										
			96261	55516.53	58	1140000	578420.17	51	.00	1140000	561579.83	51

(Item 8)

To: Board of Library Trustees

From: Jeremy Andrykowski

CC: Jason Kuhl

Date: June 16, 2017

Re: Bookmobile service and operations presentation

Teri Scallon, Bookmobile and Inter-library Loan Supervisor, will be giving the trustees an overview of the bookmobile service and operations. Topics discussed include:

- Staffing
- Vehicle
- Maintenance
- Points of service
- Customer base

As requested in a previous board meeting, the ongoing costs associated with vehicle maintenance for the past three years have been included.

Arlington Heights Memorial Library

Bookmobile maintenance cost report - 2014 – Present

Date	Supplier	Price	Issue	
7/11/2014	Fries	458.93	Fix ground wire to fuel supply pump	
8/27/2014	Fries	442.82	Generator, coolant temperature sensor	
11/12/2014	Fries	529.50	Generator, two oil changes	
		<u>\$ 1,431.25</u>		
2/12/2015	Fries	169.39	Generator, Oil change	
4/21/2015	Fries	205.91	Engine light on, coolant	
6/11/2015	Fries	1,196.33	Generator, repair	
7/21/2015	Fries	58.45	Service Manuel Generator	
8/6/2015	KD Repair	14,045.59	New Generator	
9/2/2015	Fries	169.92	Back up light	
10/26/2015	Fries	360.04	Two oil changes	
		<u>\$ 16,205.63</u>		
2/5/2016	Fries	196.53	Oil Change and Anti Freeze	
4/12/2016	Fries	727.66	Step Motor	
7/12/2016	Fries	998.00	Replace Water Pump	
8/25/2016	Fries	1,604.96	Air Tank Leak, Towing	
9/26/2016	Fries	153.02	Oil Change	
9/15/2016	Fries	584.77	Brake Valve Assembly Leak	
11/11/2016	Fries	718.92	Stairs, Check Batteries	
11/2/2016	Fries	360.04	Oil Change, Fuel Filter	
		<u>5,343.90</u>		
1/20/2017	Fries	170.07	Oil Change	
4/19/2017	Fries	3,175.63	Brakes, Power Steering Hose Assembly	
4/26/2017	Fries	2,301.54	Tires	6/13-not yet paid

To: Board of Library Trustees

From: Jason Kuhl

Date: June 13, 2017

Re: Prevailing Wage Resolution

Each June, a public library is required to publish an announcement in the local newspaper indicating its compliance with the Prevailing Wage Act. The attached 2017 resolution will be the basis for the library's newspaper announcement. The library always stipulates in its contracts and bids that the prevailing wage must be paid by contractors.

The attached document with the base pay for the various trades is also included for your review. The current rate for Cook County Prevailing Wage is effective June 5, 2017.

This resolution affirms the library's compliance, and I am requesting that it be adopted at the June board meeting.

Suggested motion: **Move the Board of Library Trustees adopts Resolution 17-04 "Resolution for Prevailing Wage."**

RESOLUTION 17-04

RESOLUTION FOR PREVAILING WAGE

WHEREAS, the State of Illinois has enacted “An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public works,” approved June 26, 1941, as amended, being 820 ILCS 130/0.01 et seq. (formerly known as §§39s-1 through 39s-12, ch. 48, Illinois Revised Statutes, 1973); and

WHEREAS, the aforesaid Act requires that the Arlington Heights Memorial Library of the County of Cook, State of Illinois, investigate and ascertain the prevailing rate of wages defined in said Act for laborers, mechanics and other workmen in the locality of said Arlington Heights Memorial Library employed in performing construction of public works, for said Arlington Heights Memorial Library.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY:

Section 1. To the extent and as required by “An Act regulating wages of laborers, mechanics and other workmen employed in any public works by the state, county, city or any public body or any political subdivision or by anyone under contract for public work”, approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workmen engaged in the construction of public works coming under the jurisdiction of the Arlington Heights Memorial Library is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook County as determined by the Department of Labor of the State of Illinois as of June 2017, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor and of the State of Illinois shall supersede the Department’s June determination and apply to any and all public works construction undertaken by the Arlington Heights Memorial Library. The definition of any terms appearing in this resolution which are also used in the aforesaid Act shall be the same as in said Act.

Section 2. Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Arlington Heights Memorial Library to the extent required by the aforesaid Act.

Section 3. The Secretary of the Arlington Heights Memorial Library Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of this Library this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

Section 4. The Secretary of the Arlington Heights Memorial Library Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of any determination stating the particular rates and the particular class of workmen whose wages will be affected by such rates.

Section 5. The Secretary of the Arlington Heights Memorial Library Board of Trustees shall cause to be published in a newspaper of general circulation within the area a notice of this resolution and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

Section 6. This resolution shall be in full force and effect from and after its passage.

PASSED this 20th day of June, 2017.

Board of Trustees of Arlington Heights
Memorial Library

By: _____
President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

This schedule contains the prevailing wage rates required to be paid for work performed on or after Monday, June 5, 2017 on public works projects in this County. Pursuant to 820 ILCS 130/4, public bodies in this County that have active public works projects are responsible for notifying all contractors and subcontractors working on those public works projects of the change (if any) to rates that were previously in effect. The failure of a public body to provide such notice does not relieve contractors or subcontractors of their obligations under the Prevailing Wage Act, including the duty to pay the relevant prevailing wage in effect at the time work subject to the Act is performed.

COOK COUNTY
PREVAILING WAGE
RATES EFFECTIVE
JUNE 5, 2017

TradeTitle	Region	Type	Class	Base Wage	Foreman Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	All	All		40.40	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50
ASBESTOS ABT-MEC	All	BLD		37.46	39.96	1.5	1.5	2.0	11.62	11.06	0.00	0.72
BOILERMAKER	All	BLD		47.07	51.30	2.0	2.0	2.0	6.97	18.13	0.00	0.40
BRICK MASON	All	BLD		44.88	48.84	1.5	1.5	2.0	10.25	15.30	0.00	0.85
CARPENTER	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
CEMENT MASON	All	All		44.25	46.25	2.0	1.5	2.0	13.65	15.51	0.00	0.65
CERAMIC TILE FNSHER	All	BLD		37.81		1.5	1.5	2.0	10.55	10.12	0.00	0.65
COMM. ELECT. ELECTRIC PWR EQMT	All	BLD		42.02	44.82	1.5	1.5	2.0	8.88	12.78	0.59	0.75
OP	All	All		48.90	53.90	1.5	1.5	2.0	11.41	16.39	0.00	3.10
ELECTRIC PWR GRNDMAN	All	All		38.14	53.90	1.5	1.5	2.0	8.90	12.78	0.00	2.75
ELECTRIC PWR LINEMAN	All	All		48.90	53.90	1.5	1.5	2.0	11.41	16.39	0.00	3.10
ELECTRICIAN ELEVATOR	All	All		46.10	49.10	1.5	1.5	2.0	14.33	15.52	0.70	1.00
CONSTRUCTOR	All	BLD		51.94	58.43	2.0	2.0	2.0	14.43	14.96	4.16	0.90
FENCE ERECTOR	All	All		38.34	40.34	1.5	1.5	2.0	13.15	13.10	0.00	0.40
GLAZIER	All	BLD		41.70	43.20	1.5	2.0	2.0	13.94	18.99	0.00	0.94
HT/FROST INSULATOR	All	BLD		49.95	52.45	1.5	1.5	2.0	11.62	12.26	0.00	0.72

IRON WORKER	All	All		46.20	48.20	2.0	2.0	2.0	13.65	21.52	0.00	0.35
LABORER	All	All		40.20	40.95	1.5	1.5	2.0	14.23	11.57	0.00	0.50
LATHER	All	All		44.35	46.35	1.5	1.5	2.0	13.29	16.39	0.00	0.63
MACHINIST	All	BLD		45.35	47.85	1.5	1.5	2.0	7.26	8.95	1.85	1.30
MARBLE FINISHERS	All	All		33.45	33.45	1.5	1.5	2.0	10.25	14.44	0.00	0.46
MARBLE MASON	All	BLD		44.13	48.54	1.5	1.5	2.0	10.25	14.97	0.00	0.59
MATERIAL TESTER I	All	All		30.20	30.20	1.5	1.5	2.0	14.23	11.57	0.00	0.50
MATERIALS TESTER II	All	All		35.20	35.20	1.5	1.5	2.0	14.23	11.57	0.00	0.50
MILLWRIGHT	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
OPERATING ENGINEER	All	BLD	1	49.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	2	47.80	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	3	45.25	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	4	43.50	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	5	52.85	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	6	50.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	BLD	7	52.10	53.10	2.0	2.0	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	FLT	1	54.75	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	FLT	2	53.25	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	FLT	3	47.40	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	FLT	4	39.40	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	FLT	5	56.25	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35

OPERATING ENGINEER	All	FLT	6	37.00	54.75	1.5	1.5	2.0	17.65	12.65	1.90	1.35
OPERATING ENGINEER	All	HWY	1	47.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	2	46.75	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	3	44.70	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	4	43.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	5	42.10	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	6	50.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
OPERATING ENGINEER	All	HWY	7	48.30	51.30	1.5	1.5	2.0	18.05	13.60	1.90	1.30
ORNAMNTL IRON WORKER	All	All		45.75	48.25	2.0	2.0	2.0	13.65	18.99	0.00	0.75
PAINTER	All	All		44.55	49.30	1.5	1.5	1.5	11.50	11.10	0.00	1.27
PAINTER SIGNS	All	BLD		33.92	38.09	1.5	1.5	1.5	2.60	2.71	0.00	0.00
PILED RIVER	All	All		45.35	47.35	1.5	1.5	2.0	11.79	17.60	0.00	0.63
PIPE FITTER	All	BLD		47.50	50.50	1.5	1.5	2.0	9.55	17.85	0.00	2.07
PLASTERER	All	BLD		42.25	44.79	1.5	1.5	2.0	13.65	9.50	5.00	0.65
PLUMBER	All	BLD		48.25	50.25	1.5	1.5	2.0	14.09	12.65	0.00	1.18
ROOFER	All	BLD		41.70	44.70	1.5	1.5	2.0	8.28	11.59	0.00	0.53
SHEETMETAL WORKER	All	BLD		43.03	46.47	1.5	1.5	2.0	10.73	21.87	0.00	0.75
SIGN HANGER	All	BLD		31.31	33.81	1.5	1.5	2.0	4.85	3.28	0.00	0.00
SPRINKLER FITTER	All	BLD		47.20	49.20	1.5	1.5	2.0	12.25	11.55	0.00	0.55
STEEL ERECTOR	All	All		42.07	44.07	2.0	2.0	2.0	13.45	19.59	0.00	0.35
STONE MASON	All	BLD		44.88	49.37	1.5	1.5	2.0	10.25	15.30	0.00	0.85
TERRAZZO FINISHER	All	BLD		39.54	39.54	1.5	1.5	2.0	10.55	11.79	0.00	0.67
TERRAZZO MASON	All	BLD		43.38	43.38	1.5	1.5	2.0	10.55	13.13	0.00	0.79

TILE MASON	All	BLD		43.84	47.84	1.5	1.5	2.0	10.55	11.40	0.00	0.99
TRAFFIC SAFETY WRKR	All	HWY		33.50	39.50	1.5	1.5	2.0	6.00	7.25	0.00	0.50
TRUCK DRIVER	E	All	1	35.60	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	2	35.85	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	3	36.05	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	All	4	36.25	36.25	1.5	1.5	2.0	8.56	11.50	0.00	0.15
TRUCK DRIVER	W	All	1	35.98	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	2	36.13	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	3	36.33	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	All	4	36.53	36.53	1.5	1.5	2.0	8.25	10.14	0.00	0.15
TUCK POINTER	All	BLD		44.90	45.90	1.5	1.5	2.0	8.30	14.29	0.00	0.48

Explanations

COOK COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

TRUCK DRIVERS (WEST) - That part of the county West of Barrington Road.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable

tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment

used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara,

sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle

Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician; Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete

Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks;
Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists,
Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine;
Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled);
Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors,
All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator;
Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling
or renovation work); Hydraulic Power Units (Pile Driving, Extracting,
and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300
ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5);
Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick
Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane: Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication

Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck

Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing

endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge);
Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane
(over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch
Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall,
Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment
Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane
Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000
pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials
that may be used by the Mosaic Terrazzo Mechanic, and the mixing,

grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

TRAFFIC SAFETY

Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary lane markings, and the installation and removal of temporary road signs.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation;

Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turnatrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnatrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted

crane trucks with hoist and accessories; Foreman; Master Mechanic;
Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer,

operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".

To: Board of Library Trustees

From: Jason Kuhl

Date: June 13, 2017

Re: Review Issuance of Nonresident Library Cards and Approval of
Nonresident Card Fee

The Arlington Heights Memorial Library provides a nonresident fee card option under the provisions of Public Act 92-1066, Section 3050.

A **nonresident** is defined by the Act as an individual residing in an area not taxed for public library service. A summary of the law's main aspects includes the following:

- Nonresident library cards must be purchased at the closest participating public library. The Illinois Administrative Code states, "Nonresidents shall apply at the participating public library in the school district in which the nonresident has his or her principal residence unless, due to the commonality of community interests, library services at another library that is physically closer may better serve the needs of the nonresident."
- Nonresident library cards are valid for one year.
- Nonresident library cards are valid at all participating libraries in Illinois.
- Nonresident cardholders are entitled to the same borrowing privileges and services as resident cardholders.

Each June, the Board of Library Trustees has affirmed its commitment to continue to offer a nonresident fee card option. There are presently nine nonresident fee cards.

AHML's Fee Card

The state library specifies three ways to calculate the fee for a nonresident card. AHML traditionally uses the "General Mathematical Formula" to determine the library's fee.

Using the method, the fee for the nonresident card is determined by dividing the library's income from local government sources (\$13,667,250) by the Arlington Heights population (75,101) to determine the cost of service per capita. The per capita figure is multiplied by the average number of persons per Arlington Heights household (2.41) to arrive at the fee for the nonresident card.

Using the General Mathematical Formula method, the new nonresident library card fee would be \$439, effective July 1, 2017 through June 30, 2018. The worksheet for the calculation is attached. It also includes a history of the library's fee for the nonresident fee card.

Suggested motion: The Board of Library Trustees affirms its continued commitment to offering a nonresident library card option under Public Act 92-1066 and sets the annual fee for the card, using the General Mathematical Formula method, at \$439 effective July 1, 2017 through June 30, 2018.

DATE: 06/13/17

LIBRARY: Arlington Heights Memorial

WORKSHEET FOR ILLINOIS PUBLIC LIBRARY NONRESIDENT FEES

1. What is your present nonresident fee, if you provide for one?

General Mathematical Formula

2. Use the general mathematical formula to calculate a fee by following these steps:

- a. Population of your library community. (2010 or later census)

75,101

- b. Library income from local government sources. (Exclude federal revenue-sharing funds)

\$13,667,250

- c. Per capita support for your library. (Divide your library income from #2b by your population)

\$181.98

- d. Calculate the minimum non-resident fee for a household card (multiply the per capita figure by the figure for the size of the average household in your community) (2.41 – based on 2010 Census)

\$438.57

3. Is your present nonresident fee at least equal to the minimum derived by this formula?

No

4. Do you intend to compute fees on an individual basis as defined in the Procedures?

No

5. Will you request authorization to adopt the average nonresident fee of your system as explained in the Procedures?

No

6. If a new nonresident fee is required what will it be?

\$439

History:

2016 - \$430

2013 - \$419

2010 - \$387

2015 - \$426

2012 - \$418

2009 – Tax Bill Method

2014 - \$423

2011 - \$410

2008 – \$372

To: Board of Library Trustees

From: Jason Kuhl

Date: June 16, 2017

Re: Upcoming Presentations

To continue to orient trustees to the work of the library, we will be presenting brief overviews of service areas (similar to today's bookmobile presentation) or strategic initiatives (such as Inspiring Understanding efforts) periodically at upcoming board meetings.

In addition to these brief presentations, we would like to begin a series of longer, more foundational presentations about the organization as a whole. Most significantly, these will cover the evolution of AHML since 2010 and the close relationship between our service model, organizational structure, and building renovation. Along the way, there will be an opportunity to illustrate the change management techniques employed throughout the process. Since staff is the foundation upon which we build our services, the first presentation will focus on providing an overview of the AHML workforce and will give a look at our human resources management practices.

Here is a tentative list of topics:

July: *Our Greatest Asset: The AHML Workforce and Human Resources Management*

August: *The Evolution of AHML, Part 1—2010-2014*

September: *The Evolution of AHML, Part 2—2014-2016*

October: *The Evolution of AHML, Part 3—2016 and beyond*

I expect each of these presentations to take a minimum of 30 minutes, but I believe they will be well worth the investment of time. I would also welcome your input on other topics you would like to see covered.

To: Board of Library Trustees

From: Jason Kuhl

Date: June 16, 2017

Re: Committee of the Whole – POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES

At its June meeting, the Executive Committee discussed transitioning away from standing committees toward a committee of the whole model. The board last considered such a move at the end of 2015, and chose to table the discussion at that time. Moving to such a model would require modifications to POLICY 1.101 RULES OF THE BOARD OF LIBRARY TRUSTEES. Per Article VI of that policy, any amendments made to the rules of the board must be presented at a regular or special meeting preceding the meeting at which the vote is taken. Therefore, you will not be able to vote to adopt the proposed changes until your July meeting.

The recommendation to move to the committee of the whole model is being made to:

- 1) increase opportunities for all trustees to be engaged and informed on a broader range of issues
- 2) ensure the decision making process is as transparent as possible for all trustees and residents
- 3) make the most efficient use of meeting time

Comparison of the Models

A detailed discussion follows later in this memo, but a basic overview that compares our current standing committee model with the committee of the whole model may prove to be a helpful illustration.

Scenario: Staff has recommendations for changes to two policies and is seeking authorization to go to bid for a new electrical panel.

Standing Committee Model	Committee of the Whole Model
1. Meeting of the Building Committee is called for preliminary review of electrical panel project. The committee	1. There is a regularly scheduled Committee of the Whole meeting each month. All three items

<p>may seek more information at a future meeting or may recommend to the board authorization to seek bids.</p> <p>2. Meeting of the Policy Committee is called to review staff's recommended policy changes. The committee may seek additional information at a future meeting or recommend to the board the acceptance of the recommended changes to one or both of the policies.</p> <p>3. If numbers 1 or 2 resulted in recommendations for the board to take action, the items will be placed on the board agenda for review. This will be the first time the board members outside of the respective committees will have seen the material, so it will need to be presented in much the same level of detail as it was to the committees. The board may choose to accept the recommendation of the committee or refer an item back to the committee for additional work. If that is the case, the cycle begins again.</p>	<p>(changes to two policies and authorization to seek bids) are presented to all trustees at that meeting. The committee may ask that additional information be brought to the meeting the following month or may recommend approving one or more of the items.</p> <p>2. If number 1 resulted in a recommendation to approve, the item is put on the board agenda for formal approval. Since all trustees have already had the opportunity to review each item and have their concerns addressed, there should be little discussion at the board meeting. No item will move forward to the board meeting until it is ready for approval.</p>
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While there would be a Committee of the Whole meeting scheduled each month, it is likely some would be canceled because there is no committee business to discuss. This likelihood would be increased with additional refinement of the types of items required for committee review. For example, the Building Committee currently reviews both the requests to seek bids for a project and, later, the results of the bids. In the future, the committee (in either model) could forgo the authorization to seek bids for projects that the board has already voted to include in the budget, thus eliminating one step. Carried further, the acceptance of bids could go directly to the board for such routine, budgeted projects. Staff could work with the board president to determine which items, if any, need to go before the Committee of the Whole each month.

Summary of Changes Recommended to Policy 1.101

Attached you will find a marked up version of Policy 1.101 along with a clean copy of the proposed Articles IV and V. A detailed discussion about the topic of the committee structure follows, but first a summary of other changes to the policy that are not related to the committee structure but need attention for other reasons:

- ARTICLE III, Section 1 and throughout: The policy used “trustees” and “board members” interchangeably. This has been changed so that “board members” is used throughout.
- ARTICLE III, Section 7: Instructions for having items added to a meeting agenda have been changed from “...on or before the Thursday preceding such regular meeting” to “...at least three business days prior to the meeting.” The existing language assumes the meeting is always held on a Tuesday, while the proposed language is effective regardless of the day of the week.
- ARTICLE IV, Section 6 (Section 5 in revised policy): The language has been modified slightly to allow for (but not require) more than one liaison to the Friends of the Library

Detailed Discussion of Committee Structure

Board committees provide a mechanism for the work of the board to get done by providing a forum for in-depth discussion of issues with less of the formality inherent to board meetings. Committees take no action themselves; instead they recommend actions to the full board. Ideally, committees free up the full board to concentrate on broader “big picture” issues. This happens most readily when the full board is comfortable acting on committee recommendations with only an outline of the most important issues considered instead of engaging in the same depth of discussion at the board level as occurred at the committee level.

As you know, we currently have five standing committees that are each comprised of two trustees plus the board president as an ex officio member (Building, Finance, Human Resources, Policy, Strategic Planning) and the Executive Committee, comprised of the three board officers.

Alternatives

While many library boards and boards of other public bodies have a committee structure similar to ours, this organization is not universal. Among the alternatives:

- **No committees**—some library boards have transitioned away from having committees. In general, library boards are small, typically ranging from 5 to 9 members, especially in comparison to corporate and non-profit boards that can be comprised of 25 or more individuals. Organizations that have eliminated all committees have done so with the belief that a small board can be as effective doing the work traditionally done by committees, and by doing this work at the board level, they can increase transparency and engagement for all board members.
- **Minimal committees**—some boards have very few committees (often only one) that meet very infrequently. A typical scenario would be a budget committee that meets only to develop the annual budget. An alternative is to have that function performed by an executive committee comprised of the board's officers.
- **Ad hoc committees**—some boards have transitioned away from standing committees, instead appointing ad hoc committees to address specific issues as they arise.
- **Committee of the whole**—many libraries and other boards have transitioned away from individual committees in favor of a committee of the whole structure. In these cases, committee work is undertaken by the entire board, at a public meeting outside of the regular board meeting. This ensures all board members are involved in all aspects of a discussion without having the formal board meetings becoming bogged down by such work. The purpose of the board meetings shifts more to financial review and strategic oversight. This is particularly advantageous when members of a board wish to be very engaged in topics and issues and have a desire to see much of the information that would have been presented to a standing committee and/or in situations when a body has many committees that meet regularly. In these situations, a committee of the whole structure can increase opportunities for trustees to be engaged and well informed while reducing the overall number of meetings. Two local examples of

bodies utilizing this structure are the Indian Trails Library District and the Village of Arlington Heights.

Important to remember about each of these alternatives is that none of them decrease the amount of information available to a board or diminish its ability or authority to make decisions. Instead, they are designed to allow boards to work more effectively, to help trustees to be better informed, and to maximize the value of time spent in meetings for both trustees and staff. It is also possible to combine elements of each should the need arise. For example, some boards that work with a committee of the whole structure may still use a smaller budget committee to develop the annual budget each year.

A recommended committee of the whole scenario for AHML

We strongly believe moving to a committee of the whole structure would be of a benefit to AHML. At many of our board meetings, much of the time is spent on agenda items being brought forward from a committee. In nearly all cases, we are asked to provide the same materials to the full board as we did to the committee, and the discussion tends to follow the same trajectory. Rarely is the discussion with the full board any less thorough than it was with the committee. The ramifications of this redundancy include a substantial amount of staff time being spent in duplicative efforts, initiatives and actions being delayed because of difficulty scheduling meetings, and trustees losing opportunities for discussion and oversight of financial, strategic, and operational matters at board meetings for want of adequate time.

Our proposed scenario is very similar to that used by the Village of Arlington Heights:

- Two meetings would be scheduled each month at regular intervals—a committee of the whole meeting and the regular board meeting. An ideal scenario would be to have the Committee of the Whole scheduled during the first week of the month to allow two weeks between the committee meeting and the board meeting. Because the Friends of the Library meet on the first Tuesday of the month, a likely scenario would be to have the committee meeting regularly scheduled on a different day that week.
- On the agenda for each committee of the whole meeting would be those items that previously went directly to the Building, Policy, Human Resources, Finance, or Strategic Planning Committees. The topics would be discussed, and the

committee of the whole would recommend action or direct staff to provide additional information just as the various committees do now.

- Formal action on the recommendations of the committee of the whole would be taken at the board meeting. Each item recommended for action by the committee of the whole would be listed under Old Business on board meeting agenda. Since all trustees already had the opportunity to discuss the items, the formal approval process should be quick, leaving the remainder of the meeting for a more detailed discussion of financials, analysis of the dashboard and operational metrics, and additional staff presentations and educational opportunities for trustees.
- At each regular board meeting, two sets of minutes will be approved—those from the previous board meeting and those from the previous committee of the whole. For example, at the June board meeting, you would be approving the May board minutes and the June committee of the whole minutes. This is consistent with the Village's practice.

A budget committee would likely remain to work on the annual budget and it may be necessary to appoint ad hoc committees to address specific issues (e.g. the opening of a branch). Unlike our existing standing committees, these would exist for a designated period of time and focus on a narrow problem, opportunity, or issue.

The impact of having meetings on a regular occurring schedule instead of as needed at varying times and on varying days cannot be overstated. From an operations perspective, the regular rhythm of this schedule will make the production and distribution of committee and board packets much easier and less disruptive to day-to-day operations. For the trustees, it is hoped it would have a similar impact on how you receive and review your materials. For the public, it adds an air of transparency since there will be a consistency to committee and board meeting dates, all of which will be known well in advance.

Because he has worked in an administrative capacity in both systems, I sought feedback from Brian Shepard, Library Director at the Indian Trails Library District when the board first considered this issue in 2015:

Having worked with both systems, I definitely prefer the committee-of-the-whole (we call them workshops) structure as opposed to the committee structure. Frankly, it took some time to

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adjust but now that I have been here for 2 years I can see the benefits of the system. The main issue at first was just adjusting to a regular cycle of meetings but once I get into the rhythm of the work it goes very smoothly.

A few highlights for me:

- *One of the most important things for me is that it gives the Trustees an opportunity to have a discussion as a group with no pressure to take any action on an issue. The purpose of the workshop is simply a discussion to give feedback on things we are working on. It has been immensely helpful to me to figure out what's ready to bring to the Board meeting for their approval and what needs more work. Also, since it's a little informal we can simply talk about issues as a group which helps build consensus in the long run.*
- *All of the meeting lengths are fairly consistent. Our meetings are almost always 1 hour and 45 minutes regardless of the meeting type. I believe that's in large part due to them being able to have a discussion at the workshop and then deal with "official" business at the regular board meeting.*
- *Frequency of meetings is far less. In 2015, we will have had around 22 total meeting dates since we cancel workshops if we have no agenda items. **[for comparison, AHML had 35 meetings in 2015]***
- *It creates better overall routines for workflow. I always know our meeting schedule well in advanced and it helps me to plan out the year. I also know I have two weeks between meetings which gives enough time for follow-up.*
- *The amount of staff time spent on the administrative part of meetings is far less. There is no polling of Trustees, multiple notices that need to be sent to newspapers, fewer packets to put together, etc.*

The most meaningful result hoped for under such a scenario is that all trustees will feel more a part of all decisions and will be both informed of and have a forum to weigh-in on issues early in the process. The additional time available at board meetings will allow trustees to have deeper levels of engagement and explore and discuss meaningful issues with long term impact more thoroughly.

Changes to Policy 1.101 relating to committee structure

Most of the changes to the policy that relate to the committee structure can be found in ARTICLES IV and V with one change in ARTICLE II. The language in ARTICLE IV is based on that provided by Roger Ritzman, the library's attorney, who also reviewed the final proposed version that is being presented. In developing this language, care was taken to ensure the board retained the ability to form standing or ad hoc committees as needed. An explanation of each change follows.

- ARTICLE II, Section 5: Language designating the treasurer as chair of the Finance Committee was deleted.
- ARTICLE IV, Section 1: Language establishing the standing committees was deleted and outlining the committee of the whole and its purpose was added.
- ARTICLE IV, Section 2: This section outlines the frequency of the committee of the whole meetings.
- ARTICLE IV, Section 3: This section outlines the number of board members required for a quorum at a committee of the whole meeting.
- ARTICLE IV, Section 4: This section gives the board president the ability to establish ad hoc, special, or standing committees.

One final item that needs to be considered is the role and composition of the Finance or Budget Committee. As recommended above and discussed at the Executive Committee meeting, it would be advisable to maintain a committee to develop the annual budget. This could take the form of:

- 1) a standing Finance Committee chaired by the treasurer that not only develops the annual budget, but continues in its current capacity of reviewing all financial matters
- 2) a standing Budget Committee chaired by the treasurer that exists for the development of the annual budget, with all other finance related matters being addressed by the Committee of the Whole.
- 3) an ad hoc Budget Committee appointed by the president each year (likely chaired by the treasurer) to develop the budget, with all other finance related matters being addressed by the Committee of the Whole.

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The language in the proposed Article IV, Section 4 would allow for any of these scenarios. However, if option number 1 is preferred, the phrase “chair the Finance Committee” which is recommended to be removed from Article II, Section 5 could remain. Alternatively, the phrase “lead the development of the annual budget” could be inserted into the same section and apply to any of the three scenarios outlined.

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 ~~chair the Finance Committee 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 ~~trustees~~ **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 ~~trustees~~ **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 ~~on or before the Thursday preceding such regular meeting~~ **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 -- COMMITTEES, REPRESENTATIVES AND LIAISONS COMMITTEE OF THE WHOLE, OTHER COMITTEES AND LIAISONS

- Section 1: ~~The following shall be the standing committees of the board: Building, Finance, Human Resources, Policy and Strategic Planning.~~ ***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 24: Special committees of the board may be created from time to time as the board may decide. ***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 3: The chair and all members of standing and special committees shall be appointed by the president unless the board shall otherwise direct.~~

~~Section 4: Members of standing committees shall serve for a term of two years.~~

~~Section 5: A quorum for a standing or special committee is two members, one of whom may be ex officio. In an emergency, the president may designate another board member to serve in the absence of a committee member.~~

Section 65: The president shall designate a member ***or members*** of the board as the liaison(s) to the Friends of the Library, 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. Public comment
- D. Approval of minutes of previous ***board*** meeting
- E. ***Approval of minutes of previous committee of the whole meeting***
- F. Review of financial reports
- G. Review of the warrant/check register
- H. Executive Director's report
- I. ~~Unfinished~~ ***Old*** business
- J. New business
- K. ~~Committee and~~ ***Liaison*** reports
- L. Other
- M. 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 ~~trustee's~~ **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 ~~trustees~~ **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 ~~trustee~~ **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 ~~trustee~~ **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 ~~trustee~~ **board member** attending by means other than physical presence has the full rights of a ~~trustee~~ **board member** who is physically present; i.e., the ~~trustee~~ **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 July 15, 2014.

President, Board of Library Trustees

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, 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:
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 - D. Approval of minutes of previous board meeting
 - E. Approval of minutes of previous committee of the whole meeting
 - F. Review of financial reports
 - G. Review of the warrant/check register
 - H. Executive Director's report
 - I. Old business
 - J. New business
 - K. Liaison reports
 - L. Other
 - M. Closed session as needed

To: Board of Library Trustees

From: Mike Kelly

CC: Jason Kuhl

Date: June 13, 2017

Re: 2018 Budget Timetable

The Finance Committee will be discussing this agenda item at its meeting just prior to the board meeting on June 20. With the exception of minor wording changes, this memo is identical to the one that will be considered by the committee.

The calendar for the upcoming budget cycle is included for your information.

**ARLINGTON HEIGHTS MEMORIAL LIBRARY
2018 - BUDGET TIMETABLE**

Weds, June 14	Present timetable to LMT. Finance will present the budget guidelines and Rich Dworianyyn will preview new budget database.
Tues, June 20	Review Budget Targets with Finance Committee and Board of Library Trustees.
Mon, June 26	Five-month actual information (January – May 2017) available in Finance worksheet.
Mon, July 3	Managers have access to budget database
Fri, July 21	Finance will update database with January – June 2017 activity. All managers complete discussions with: Rich Dworianyyn regarding technology related projects; directors regarding staffing requests (add-ons); Marketing/Communications regarding printing needs.
Fri, Aug. 4	2017 projection and 2018 budget information due / entered into Budget database
Weds, Thurs Aug. 16-17	LAT and Finance complete review of add-on requests in real time.
Mon, Aug. 21	LAT will present budget overview to LMT and resolve any outstanding add-on issues.
Mon, Aug. 21	All budget data is due from LAT to Finance.
Mon, Aug. 21- Mon, Sept. 11	Data reviewed by Finance.
Tues, Sept. 12	LAT reviews final budget issues.
Thurs, Sept. 14	Budget revisions to be included in the Finance Committee packet.
Mon, Sept. 18	First Finance Committee meeting.
Mon, Sept. 25	Building Committee meeting.
Tues, Sept. 26	Second Finance Committee meeting to finalize budget draft.
Thurs, Oct. 5	Present final budget draft to board for discussion at special meeting.
Tues, Oct. 17	Budget adopted by board.
November	Village budget hearing on AHML budget – date to be confirmed.

(Action Item 16)

To: Board of Library Trustees

From: Mike Kelly

CC: Jason Kuhl

Date: June 16, 2017

Re: 2018 Budget Targets

The Finance Committee will be discussing this agenda item at its meeting just prior to the board meeting on June 20. With the exception of minor wording changes, this memo is identical to the one that will be considered by the committee.

As in previous years, we are providing the budget targets that will be used in the preparation of the 2018 budget for the committee's review and approval. Targets are once again divided into categories based on who has the responsibility for setting the target: the board, Finance Committee, staff, Village, federal government and the market.

Information received from the Village is preliminary and could change. The estimated increase for liability insurance from LIRA is also preliminary. We will communicate any changed or missing information to the committee for its review and approval.

Suggested motion: **The Finance Committee recommends the Board of Library Trustees adopts the 2018 Budget Targets, dated June 20, 2017, with missing or updated information to be included as it becomes available.**

Arlington Heights Memorial Library

BUDGET TARGETS FOR 2018

	<u>FY13-14</u>	<u>FY14-15</u>	<u>(1)</u> <u>FY 2015 Stub</u>	<u>(1)</u> <u>CY 2016</u>	<u>CY 2017</u>	<u>CY 2018</u>
REVENUE						
SET BY BOARD OF LIBRARY TRUSTEES						
1. Target for tax levy increase on previous years extended levy	0%	0%	0%	0%	0%	a
EXPENDITURES						
SET BY FINANCE COMMITTEE						
2. Maximum Operating Budget increase (excludes Property)	3.00%	2.50%	3.00%	3.00%	3.00%	3.00% b
3. Maximum increase in salary ranges	2.50%	1.50%	2.60%	1.30%	2.00%	c
4. Increase in Budgeted Personal Services not to exceed	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
SET BY STAFF						
5. Maximum increase for individual budget lines	1.00%	1.00%	1.00%	1.00%	1.00%	1.00% d
SET BY VILLAGE						
6. Increase in medical insurance not to exceed	10%	10%	8%	8%	8%	10% e
Employee medical insurance - actual through 2017	\$ 864,000	\$ 915,400	\$ 699,300	\$ 1,074,600	\$ 1,128,200	\$ 1,241,000 f
Insurance contingency	\$ 120,000	\$ 120,000	\$ 120,000	\$ 50,000	\$ -	\$ - e
7. Assessment for Accounts Payable processing - actual through 2016	\$ 23,000	\$ 23,000	\$ 15,400	\$ 23,000	\$ 23,690	\$ 24,500 e
8. IMRF Rate for Fiscal Year not to exceed	14.63%	13.93%	12.96%	13.07%	12.34%	13.07% g
SET BY GOVERNMENT						
10. Social Security	6.20%	6.20%	6.20%	6.20%	6.20%	6.20%
11. Medicare	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%
SET BY MARKET						
13. Natural Gas - Actual through 2016	\$ 90,989	\$ 76,649	\$ 35,287	\$ 58,051	\$ 68,000	\$ 68,000 h
14. Employee Assistance Plan - Actual through 2016	\$ 6,250	\$ 6,200	\$ 3,733	\$ 5,817	\$ 6,250	\$ 6,250
15. Liability Insurance - Actual through 2016	\$ 133,690	\$ 125,376	\$ 81,408	\$ 124,001	\$ 126,945	\$ 130,000 i

FOOTNOTES

(1) - FY 2015 Stub and CY 2016 percentage changes are shown as equivalents to full year changes

a - Set per Board action following review and recommendation of LRFP in October

b - This target excludes expenditures in the General Fund's Property area [non capitalized fixed assets] as well as all expenditures in the Capital Projects Fund.

c - Salary ranges in 2018 will be set as part of the recently completed salary survey performed by Management Association

d - An increase above this target requires an approved add-on request.

e - Percent increase is a preliminary, conservative estimate from Village Finance staff 6/12/2017. Updated estimate expected in July/August.

We removed our \$50,000 2017 Insurance contingency in the 2017 Budget Amendment dated 12/20/2016.

f - 2017 Actual is \$94,017/month = \$1,128,200/year, increased by 10% = 1,241,000. 2017 Budget is \$1,160,570

g - Preliminary estimate per Village Finance staff 6/12/2017

h - Calculated using the most recent actual/estimated heating bills for the respective months January through December 2017, plus 15%.

i - Assumed 10% conservative preliminary increase per M. Henthorn of AJ Gallagher & Co. 6/14/2017 on LIRA related coverages, plus estimates for Treasurer's Bond and Workers Comp audit contingency. Based on estimated actual for 2017

(Action Item 17)

To: Board of Library Trustees
From: Mike Kelly
CC: Jason Kuhl
Date: June 16, 2017
Re: Corrected May 16, 2017 Budget Amendment

The Finance Committee will be discussing this agenda item at its meeting just prior to the board meeting on June 20. With the exception of minor wording changes, this memo is identical to the one that will be considered by the committee.

At its May 2017 meeting, the Board of Library Trustees adopted the Budget Amendment dated May 16, 2017. When entering the amendment amounts into our budget worksheets, I determined that I had entered the wrong “Current Budget” numbers for five of the six entries in the form. Due to that error, the “Amended Budget” amount on the form was also incorrect. The “Amount of the Budget Amendment” column does not change. After speaking with our auditors and attorney, we determined our best course of action was to create a corrected budget amendment to be voted upon by the Board of Library Trustees, even though the amount of the amendment does not change. As a reminder, the change in the overall budget from this amendment is \$0, as it is an allocation of our budgeted contingency for expansion of services to individual lines for new staff.

The first page of the attached documents shows the signed amendment from the May meeting. The items in the boxed area are incorrect. The second page attached shows the source of those numbers, which were erroneously selected from the 2016 Projected Final column, rather than the 2017 Budget column on our Budget report for Specialty Info Services [department 6405].

The final page is the corrected Budget Amendment, using the correct numbers for the “Current Budget” amount from the department 6405 budget.

Suggested motion: The Finance Committee recommends the Board of Library Trustees adopts the corrected May 16, 2017 budget amendment.

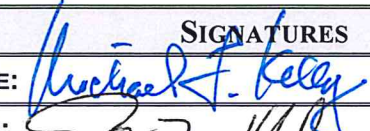



REQUEST FOR BUDGET AMENDMENT – 2017

THIS FORM IS USED TO INITIATE BUDGET AMENDMENTS. THE EXECUTIVE DIRECTOR HAS THE AUTHORITY TO MAKE BUDGET AMENDMENTS FOR AMOUNTS UP TO \$20,000. MODIFICATIONS OVER \$20,000 MUST BE APPROVED BY THE BOARD OF LIBRARY TRUSTEES.

REQUESTED BY: Michael L. Kelly	DEPARTMENT: Finance	DATE: May 16, 2017
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AMOUNTS TO BE MODIFIED				
EXPENDITURE ACCOUNT(S)	ACCOUNT NAMES(S)	CURRENT BUDGET	AMOUNT OF AMENDMENT	AMENDED BUDGET
291-6405-601.19-10	IMRF	53,588	2,650	56,238
291-6405-601.19-11	Social Security	26,324	760	27,084
291-6405-601.19-12	Medicare	6,156	178	6,334
291-6405-601.16-44	Library Assistant III	59,360	28,505	87,865
291-6405-601.16-51	Clerk IV	35,992	6,136	42,128
291-6001-601.40-96	Operating Contingency	119,745	(38,229)	81,516

EXPLANATION: The net change of this budget amendment is \$0. This budget amendment requests the reallocation of our operating contingency budget in the Administration Division, established for expansion of services, to the Specialty Info Services Division, for a full-time Community Engagement Liaison [account 16-44] and for 10 hours to add to a 15-hour open position for a part-time Specialty Info Services Advisor, bilingual [16-51]. These positions will allow us to more fully develop relationships with organizations and individuals within the village, to accurately identify and respond to the needs of underserved audiences

SIGNATURES			
DIRECTOR OF FINANCE:		DATE: 5/11/2017	
EXECUTIVE DIRECTOR:		DATE: 5/11/17	
TREASURER:		DATE: 5/16/17	
PRESIDENT:		DATE: 5/16/17	

FUND # 291

DEPT # 6405 -- SPECIALTY INFO SERVICES

Account Number	Account Name	2016 Current Year Amended Budget	2016 Six Months Actual	2016 Projected Year-End Actual	2017 Future Year Budget	2017 Budget Over/(Under) Current Budget \$	2017 Budget Over/(Under) Current Budget %	Comments
6405 1626	Department Manager I	\$ 78,644	\$ 39,374	\$ 78,771	\$ 80,765	\$ 2,121	2.70	
6405 1636	Librarian III	\$ 64,389	\$ 32,709	\$ 65,390	\$ 323,588	\$ 259,199	402.55	2017: Transfer in of 5 Librarians from Youth Services/Customer Services
6405 1639	Librarian II	\$ -	\$ -	\$ -	\$ 111,300	\$ 111,300	N/M	2017: Transfer in of 2 Librarians from Youth Services/Customer Services
6405 1644	Library Assistant III	\$ 58,500	\$ 29,665	\$ 59,360	\$ 60,874	\$ 2,374	4.06	
6405 1645	Library Assistant II	\$ 58,461	\$ 29,333	\$ 58,624	\$ 60,047	\$ 1,586	2.71	
6405 1648	Library Assistant I	\$ 127,260	\$ 62,342	\$ 126,437	\$ 166,253	\$ 38,993	30.64	2017: Transfer in of Teen Services Advisors from Youth Services offset by transfer out of Senior Services Advisors to Customer Services
6405 1651	Clerk IV	\$ 44,242	\$ 16,063	\$ 35,992	\$ 38,817	\$ (5,425)	(12.26)	2016, 2017: New employee hired at lower rate than incumbent in 2016 Budget
6405 1660	Clerk I	\$ -	\$ -	\$ -	\$ 3,552	\$ 3,552	N/M	2017: Transfer in of Teen Intern from Youth Services
6405 1805	Overtime Civilian	\$ -	\$ -	\$ -	\$ 500	\$ 500	N/M	
6405 1899	Salaries	\$ 431,496	\$ 209,486	\$ 424,574	\$ 845,696	\$ 414,200	95.99	
6405 1905	Medical Insurance	\$ 61,104	\$ 28,980	\$ 57,960	\$ 119,579	\$ 58,475	95.70	2017: 7 full time staff transferred into department from Youth Services and Customer Services
6405 1910	IMRF	\$ 53,077	\$ 26,542	\$ 53,588	\$ 99,424	\$ 46,347	87.32	
6405 1911	Social Security	\$ 26,753	\$ 12,571	\$ 26,324	\$ 52,433	\$ 25,680	95.99	
6405 1912	Medicare	\$ 6,257	\$ 2,940	\$ 6,156	\$ 12,263	\$ 6,006	95.99	
6405 1999	Fringe Benefits	\$ 147,191	\$ 71,033	\$ 144,028	\$ 283,699	\$ 136,508	92.74	
6405 2202	Dues	\$ 1,135	\$ -	\$ 909	\$ 4,358	\$ 3,223	283.96	2017: Transfer in of librarians from Youth Services/Customer Services
6405 2203	Travel & Training	\$ 1,431	\$ 378	\$ 1,000	\$ 4,819	\$ 3,388	236.76	2017: Transfer in of librarians from Youth Services/Customer Services
6405 2218	Contracted Programs & Exhibits	\$ 6,800	\$ 830	\$ 3,000	\$ 7,200	\$ 400	5.88	2017: Transfer out of programs to Programs and Exhibits offset by transfer in of Resume Review Facilitators Program from Customer Services
6405 2999	Contractual Services	\$ 9,366	\$ 1,208	\$ 4,909	\$ 16,377	\$ 7,011	74.86	
6405 3005	Office Supplies	\$ -	\$ -	\$ -	\$ 310	\$ 310	N/M	2017: Transfer in from Youth Services
6405 3201	Program Supplies	\$ -	\$ -	\$ -	\$ 6,353	\$ 6,353	N/M	2017: Transfer in from Youth Services, Teen STEM and DIY add-ons approved
6405 3202	Program Events	\$ 10,017	\$ 3,417	\$ 8,098	\$ 3,341	\$ (6,676)	(66.65)	2017: Some of this budget has been transferred to Programs and Exhibits
6405 3290	Circulation Supplies	\$ 1,381	\$ 158	\$ 800	\$ 2,203	\$ 822	59.52	2017: Transfer in from Youth Services
6405 3999	Commodities	\$ 11,398	\$ 3,575	\$ 8,898	\$ 12,207	\$ 809	7.10	
6405 4999	Total Expenditures	\$ 599,451	\$ 285,302	\$ 582,409	\$ 1,157,979	\$ 558,528	93.17	

REQUEST FOR BUDGET AMENDMENT – 2017

THIS FORM IS USED TO INITIATE BUDGET AMENDMENTS. THE EXECUTIVE DIRECTOR HAS THE AUTHORITY TO MAKE BUDGET AMENDMENTS FOR AMOUNTS UP TO \$20,000. MODIFICATIONS OVER \$20,000 MUST BE APPROVED BY THE BOARD OF LIBRARY TRUSTEES.

REQUESTED BY: Michael L. Kelly	DEPARTMENT: Finance	DATE: May 16, 2017 CORRECTED
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AMOUNTS TO BE MODIFIED				
EXPENDITURE ACCOUNT(S)	ACCOUNT NAMES(S)	CURRENT BUDGET	AMOUNT OF AMENDMENT	AMENDED BUDGET
291-6405-601.19-10	IMRF	99,424	2,650	102,074
291-6405-601.19-11	Social Security	52,433	760	53,193
291-6405-601.19-12	Medicare	12,263	178	12,441
291-6405-601.16-44	Library Assistant III	60,874	28,505	89,379
291-6405-601.16-51	Clerk IV	38,817	6,136	44,953
291-6001-601.40-96	Operating Contingency	119,745	(38,229)	81,516

EXPLANATION: The net change of this budget amendment is \$0. This budget amendment requests the reallocation of our operating contingency budget in the Administration Division, established for expansion of services, to the Specialty Info Services Division, for a full-time Community Engagement Liaison [account 16-44] and for 10 hours to add to a 15-hour open position for a part-time Specialty Info Services Advisor, bilingual [16-51]. These positions will allow us to more fully develop relationships with organizations and individuals within the village, to accurately identify and respond to the needs of underserved audiences.

THIS CORRECTION FIXES ERRONEOUS "CURRENT BUDGET" AMOUNTS ENTERED FOR THE FIRST FIVE ITEMS IN THE ORIGINAL AMENDMENT. THE "AMOUNT OF AMENDMENT" HAS NOT CHANGED. THE "AMENDED BUDGET" IS ALSO CORRECTED.

SIGNATURES		
DIRECTOR OF FINANCE:	DATE:	
EXECUTIVE DIRECTOR:	DATE:	
TREASURER:	DATE:	
PRESIDENT:	DATE:	

To: Board of Library Trustees
From: Mike Kelly
CC: Jason Kuhl
Date: June 16, 2017
Re: IMET investment – Status update

The Finance Committee will be discussing this agenda item at its meeting just prior to the board meeting on June 20. With the exception of minor wording changes, this memo is identical to the one that will be considered by the committee.

The majority of the cash on our balance sheet is pooled in accounts with the Village of Arlington Heights (VAH). VAH provides cash management and investment services for the library for these accounts and funds. IMET, the Illinois Metropolitan Investment Fund, is an intergovernmental investment fund created under the Illinois Municipal Code in 1996 to provide a safe, collateralized short-term investment option. VAH has been investing in IMET since 1997.

In October 2014, IMET informed participants in its IMET Convenience Fund that 2.8% of their investment was in default due to illegal activity by one of IMET's investment firms. The parties involved include:

- Pennant Management, Inc. – an asset manager used by IMET
 - Made the investment in an FFF repo product for IMET and other investors
- First Farmers Financial, LLC (FFF) –
 - Perpetrator of the fraudulent repurchase investment
- Mr. Nikesh Patel – CEO and principal owner of FFF
- United States Department of Agriculture (USDA) – identified FFF as a certified lender

The presiding judge has appointed an “Overall Receiver” to attempt to recover assets from Mr Patel, FFF, and other related parties. The overall loss at the IMET level was about \$50 million. IMET's current estimate of recovery is about 48%. With all the parties involved, VAH Finance staff expects final settlement to be a number of years away.

Attached is the most recent update from IMET concerning this recovery effort. There is still pending litigation against the USDA and the IRS is determining if it will subordinate its claims to those of the participants in the investment. The attached schedule shows the history of the accounting for this situation.

Arlington Heights Memorial Library
 IMET - FFF Fraud from 2014
 Status report

<u>Total Potential Loss</u>	
TOTAL VAH+AHML	\$1,315,350
VAH	\$1,119,682
AHML	\$195,668

14.9% of VAH + AHML total

AHML ONLY

Potential Loss

General Fund (Fund 291)	\$187,664
Capital Projects Fund (Fund 491)	\$8,004
	<u>\$195,668</u>

Expensed/written off

General Fund

	FY 14/15	\$93,832
	2015 Stub	<u>\$18,766</u>
Subtotal		\$112,598

Capital Projects Fund

	FY 14/15	\$4,002
	2015 Stub	<u>\$800</u>
Subtotal		\$4,802

<i>Total write off of investment to date</i>		<u>\$117,400</u>
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<i>Gross Receivable as of 5/31/17</i>	291	\$75,066
	491	<u>\$3,202</u>
		\$78,268

<i>Distribution Received (FY 14/15)</i>	291	\$9,335
	491	<u>\$398</u>
		\$9,733

<i>Net Receivable as of 5/31/17</i>	291	\$65,731
	491	<u>\$2,804</u>
		\$68,535



Illinois Metropolitan Investment Fund

Investing together for
our communities

IMET PARTICIPANT UPDATE

MAY 10, 2017

Dear IMET Liquidating Trust Participant:

The following is to update you on certain developments relating to the First Farmers Financial repo matter.

Update on Criminal Proceedings Against Nikesh Patel and Timothy Fisher

As we previously advised, on December 6, 2016, Nikesh Patel pled guilty to five counts of wire fraud. Mr. Patel recently obtained new legal counsel to represent him in the criminal matter. As a result, the sentencing hearing for Mr. Patel initially set for April 6, 2017 has been postponed to June 29, 2017 at 9:45 a.m. at the United States District Court for the Northern District of Illinois, 219 S. Dearborn Street, Chicago, Courtroom 2325.

On November 17, 2016, Timothy Fisher pled guilty to one count of money laundering. Mr. Fisher's legal counsel was recently injured in a car accident. As a result, the sentencing hearing for Mr. Fisher initially set for May 4, 2017 has been postponed to August 3, 2017 at 9:45 a.m. at the United States District Court for the Northern District of Illinois, 219 S. Dearborn Street, Chicago, Courtroom 2325.

At the sentencing hearings for both Mr. Patel and Mr. Fisher, victims of their fraud, including IMET and its participants, may be permitted to make statements regarding the impact of their crimes. If you would like to make such a victim impact statement at the sentencing hearings of Mr. Patel and/or Mr. Fisher, please contact Felice D. Weiler, the Victim Witness Coordinator for the United States Attorney's Office at 312-886-4196 or Patrick King Jr., the Assistant United States Attorney handling the prosecutions at 312-353-5300.

Sale of Charter and Edu-Pro Properties

On May 1, 2017, the Overall Receiver filed a motion seeking authorization to sell two properties, referred to as the Charter and Edu-Pro Properties, free and clear of liens, claims and encumbrances for the benefit of the overall receivership estate. Previously, on October 20, 2016, the Court had approved a settlement relating to the two properties whereby Charter School Development Services, Inc., Edu-Pro Management, LLC and Vincent Desai agreed to pay the Overall Receiver \$5,000,000 on or before March 6, 2017, which they failed to do after more than four months of searching for investors and attempting to finance the settlement amount. As a result, the Overall Receiver took control of the two properties and has now received an offer for \$5,000,000 for the properties. The Court will consider the Overall Receiver's motion to approve the sale on May 11, 2017.

Banes Litigation Update

On May 1, 2017, the Overall Receiver filed a Complaint and Motion for Preliminary Injunction in the United States District Court for the Northern District of Illinois against the BCM High Income Fund, LP and BCM High Income GP, LLC (collectively referred to herein as "Banes"), two entities to which Nikesh Patel and First Farmers paid over \$22 million in investor funds. The Overall Receiver alleges that the transfer of funds from First Farmers to Banes was a fraudulent transfer and seeks to recover for the benefit of the overall receivership estate the more than \$22 million transferred. The Overall Receiver is also seeking an injunction to prohibit redemptions from the Banes funds at issue. This case was reassigned to Judge St. Eve, who is presiding over the receivership and related litigation. On May 4, 2017, counsel for Banes and the Overall Receiver agreed to abide by a prior 'Standstill Agreement' that prohibits all redemptions from the Banes funds outside the ordinary course of business. Banes is expected to file a response to the Overall Receiver's Motion for Preliminary Injunction by June 5, 2017, and the Overall Receiver is expected to file a reply in support of his Motion for Preliminary Injunction by June 26, 2017. A status hearing before Judge St. Eve is scheduled for June 29, 2017.

Christy Powell

Superintendent of Finance
& Personnel
Geneva Park District
Chairman

Eileen Santschi

Accounting Manager
South Suburban Mayors and
Managers Association
Vice Chairman

Gary Szott

Director of Finance/Treasurer
Village of Bloomingdale
Treasurer

John Harrington

Director of Finance
Village of Minooka
Secretary

Scott Anderson

Director of Finance & General
Services
Village of Buffalo Grove
Trustee

Chris Minick

Director of Finance
City of St. Charles
Trustee

Brian Murphy

Village Administrator
Village of Plainfield
Trustee

Sofia Anastopoulos, CFA

Executive Director

Debra A. Zimmerman

Associate Director



IMET PARTICIPANT UPDATE
MAY 10, 2017

USDA Litigation Update

On August 31, 2016, IMET and six other direct investors victimized by the First Farmers' fraud filed a lawsuit against the USDA in the United States District Court for the Northern District of Florida (Case No. 16-cv-00294-MW-GRJ). IMET and the other investors alleged that the USDA was negligent, among other things, in approving First Farmers as a certified lender under the USDA's Business and Industry Guaranteed Loan Program.

On December 5, 2016, the USDA filed a Motion to Dismiss asserting, among other things, that the Court lacks subject matter jurisdiction to hear the claim, that the complaint fails to state a claim upon which relief can be granted and that the venue in Florida is improper. IMET's outside counsel in the matter, René A. Torrado, Jr. of Corboy & Demetrio P.C., began to conduct written discovery to uncover additional relevant facts prior to filing the investors' response to the USDA's Motion to Dismiss. On January 13, 2017, the USDA filed a Motion to Stay Discovery, seeking to stop the discovery which was being conducted by IMET and the other investors. Mr. Torrado took the position that the investors need discovery from the USDA in order to effectively respond to the USDA's Motion to Dismiss.

On March 17, 2017, the Court granted in part and denied in part the USDA's Motion to Stay Discovery. The Court agreed to permit limited discovery on the jurisdictional/immunity issues raised by the USDA, which is to be completed by June 15, 2017. Mr. Torrado, on behalf of IMET and other investors, is required to file a response to the USDA's Motion to Dismiss by July 5, 2017. The USDA's reply in support of its Motion to Dismiss must be filed within 10 days after the investors' response is filed. After such briefing is completed, the Court will rule on the USDA's Motion to Dismiss.

IRS Claim Subordination Update

The IRS has advised the Overall Receiver that it will require tax returns to be filed by Nikesh Patel, First Farmers and certain related entities prior to making a determination on whether it will subordinate its claims in favor of the investors. There are approximately 20 returns that will be required, a number of which date back to 2013. The Overall Receiver is working with Nikesh Patel and his accountant, who is in the process of preparing such returns, so that the subordination issue can be resolved.

Update on Overall Receivership Cash on Hand

As of May 4, 2017, the Overall Receiver had a cash balance on hand of \$74,707,635.01. As previously reported, distributions by the Overall Receiver cannot be made until the Overall Receiver resolves potential priority claims of the USDA and the IRS. As set forth above, the Overall Receiver continues to work on resolving these claims.

Should you have any questions, don't hesitate to call Sofia Anastopoulos at IMET or IMET's outside counsel, Randall Lending of Vedder Price 312-609-7500.

Sincerely,

Christy Powell
Chairman



RISE UP!

Conference Preview

2017 Illinois Library Association Annual Conference

Conference and Exhibition ▲ October 10–12, 2017

Tinley Park Convention Center ▲ Tinley Park, Illinois

For full conference information and to register online, go to ila.org/conference ▲ #ILAAC17

Libraries of all types foster diversity, engage community, and champion social justice. The 2017 ILA Conference, Rise Up, is a chance for us to come together and share our ideas to better our communities, our institutions, and ourselves.

Register by Monday, September 11, the Early Bird deadline to take advantage of the discounted rate. Not an ILA Member? Join when you register to save now on registration and throughout the year.

Conference registration includes Exhibit Buffet Luncheons on Wednesday and Thursday. Tickets for the Tuesday Awards Luncheon can be purchased when you register.





Vernã Myers ▲ **Tuesday, October 10** ▲ **9:00 – 10:30 A.M.**

Opening Keynote

Vernã Myers is on a personal mission to disrupt the status quo and she knows how to: she's lived it. Myers rose out of Baltimore's working class to become a Harvard-trained lawyer, entrepreneur, author, and cultural innovator. Her dynamic, laugh-out-loud speeches inspire audiences to go further—to move beyond leveling the playing field to create a new field altogether—and empower people of all backgrounds to contribute at their highest levels. For the last two decades, Vernã and her team of consultants have helped eradicate barriers of race, gender, ethnicity, and sexual orientation at elite international law firms, Wall Street powerhouses, and the 10,000 member Fire Department of New York City, with the aim of establishing a new, more productive, and just status quo.



Terri Murphy ▲ **Wednesday, October 11** ▲ **8:00 – 10:00 A.M.**

Youth Services Forum Author Breakfast

Terri Murphy has crafted a life surrounded by art, books, and children. She is the picture book illustrator for *Dance Y'all, Dance* and *One Day I Went Rambling* authored by Kelly Bennett and published by Bright Sky Press, and frequent contributor to *Spider*, *Ladybug*, and *Cricket* magazines. She is also the Illustrator Coordinator in Illinois for the Society of Children's Book Writers and Illustrators (SCBWI), where she brings Chicago-area illustrators together for their continuing education. As a Youth Services Librarian at the Prospect Heights Public Library, Terri develops Young Artists Workshops for children and teens and Young-at-Heart Artists Workshops for adults, which eventually make their way to area libraries.



Carson Block ▲ **Wednesday, October 11** ▲ **NOON – 1:30 P.M.**

Public Library Forum Luncheon

Carson Block has led and loved library technology efforts for more than 20 years. He's been called a "Geek who speaks English" and is occasionally compared to Ferris Bueller and Calvin (and Hobbes). Carson is dead serious about the essential and positive community impacts of libraries, and evangelizes libraries to SXSW Interactive and other tech communities.



Debbie Reese ▲ **Wednesday, October 11** ▲ **3:00 – 4:00 P.M.**

DiversiTEA: RISE UP! Learning About Native American Indian Collections Resources

Join the ILA Cultural and Racial Diversity Committee for tea! Debbie Reese, Ph.D., tribally enrolled Nambe Pueblo, is a professor of American Indian Studies at the University of Illinois Urbana-Champaign and is committed to developing strong and sustaining collections about Native American Indians. She will address collection development specific to Native materials, suggest methods for evaluating materials, what to look for, key concepts, and more. The tea will be a mind- and awareness-raising discussion.



Nancy Sylvester ▲ **Thursday, October 12** ▲ **9:00 – 10 A.M.**

Trustee Day Keynote: I'm a Library Trustee, and My Role Is...?

Becoming a board member is much like becoming a parent. In both situations, it is assumed that if you know how to become one, you know how to be a good one. Not true in either situation! This presentation will focus on developing a better understanding of the power of a Library Trustee, the role of the Board, being a part of the Library Leadership Team, and understanding the board-staff relationship.

Conference Highlights

Visit ila.org/conference for a complete list and full descriptions of conference programs and events.

Monday, October 9

Welcome Reception

8:00 – 10:00 P.M.

All conference attendees are invited to attend this informal conference kickoff.

Tuesday, October 10

Awards Luncheon

Noon – 1:15 P.M.

Celebrate the achievements of your colleagues at the Awards Luncheon. Pre-registration is required for this ticketed event.

Stories & Spirits

5:15 – 6:30 P.M.

The ILA Youth Services Forum invites all librarians serving youth to enjoy light snacks and drinks while networking.

Dinner with Colleagues

7:00 P.M.

Staying over in Tinley Park and looking for something to do on Tuesday night? Reconnect with old friends and make new ones! Sign up for dinner with colleagues. Sign-up forms will be available prior to conference at ila.org/conference.

Wednesday, October 11

Academic Libraries Unconference

8:00 – 11:00 A.M.

Choose your own Uncon! The unconference format lets attendees decide on the topics to be discussed. Registration includes a continental breakfast. Pre-registration is required for this ticketed event.

Youth Services Forum

Author Breakfast

8:00 – 10:00 A.M.

2018 iREAD artist Terri Murphy will discuss her work at this annual event. A book signing will follow the breakfast. Pre-registration is required for this ticketed event.

ILA Membership Meeting

11:30 A.M. – NOON

Wondering what's going on with your association and around the state? Whether you're an ILA member or not, you'll want to attend this event, which will feature a legislative update.

Public Library Forum Luncheon

NOON – 1:30 P.M.

Join your public library colleagues for a networking lunch, featuring Carson Block. Pre-registration is required for this ticketed event.

IACRL Luncheon

NOON – 1:30 P.M.

Join your academic library colleagues for a networking lunch. Pre-registration is required for this ticketed event.

DiversiTEA

3:00 – 4:00 P.M.

Join the ILA Cultural and Racial Diversity Committee for tea! Debbie Reese, Ph.D., will address collection development specific to Native materials, suggest methods for evaluating materials, what to look for, key concepts, and more. DiversiTEA is open to all conference attendees.

Seventh Annual ILA Pub Stroll

5:30 – 10:00 P.M.

Don't miss ILA's most popular networking event! Each stop on the Pub Stroll serves food and will offer drink specials. Plan to have dinner and drinks with old friends and new colleagues. No registration is required. Attendees set their own schedule and are responsible for their own food and beverage purchases. A full list of venues and a map will be available prior to the conference.

Thursday, October 12

Trustee Day

8:00 A.M. – 4:00 P.M.

A full day of conference programming is planned for library trustees. The day begins with a continental breakfast and includes a luncheon and time in the exhibits. Trustee Day registration is required for meal events.



Visit the Exhibit Hall

Exhibit Hours:

Wednesday, October 11	NOON – 5:00 P.M.
Thursday, October 12	9:00 A.M. – 2:00 P.M.

The following free events will be held in the exhibit hall:

Wednesday, October 11

NOON – 1:30 P.M.	Exhibits Opening Lunch
4:00 – 5:00 P.M.	Exhibits Ice Cream Social

Thursday, October 12

10:00 – 11:00 A.M.	Exhibits Coffee Break
NOON – 1:30 P.M.	Exhibits Lunch

Exhibits are not open on Tuesday, October 10.

Exhibits-Only passes are available for \$20.
Wednesday pass holders are invited to attend the ILA Membership Meeting at 11:30 A.M.
Passes can be purchased prior to conference and on-site.

Conference Hotel

Holiday Inn Tinley Park Convention Center

18501 Convention Center Drive
Tinley Park, IL 60477
708-444-1100
Group Code: ILA
Book Online: <http://bit.ly/2popSGq>
Single/Double Rate: \$129
Reservation Deadline: Monday, September 18.

Special Needs

If you have physical or communication needs that affect your participation at the conference, please contact Cyndi Robinson, ILA Conference Manager, at robinson@ila.org or 312-644-1896.

Schedule at a Glance

Monday, October 9

8:00 – 10:00 P.M.	Welcome Reception
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Tuesday, October 10

8:00 A.M. – 5:00 P.M.	Registration Desk Open
9:00 – 10:30 A.M.	Opening Keynote
10:45 – 11:45 A.M.	Program Session 1
12:00 – 1:15 P.M.	Awards Luncheon*
1:30 – 2:30 P.M.	Program Session 2
2:45 – 3:45 P.M.	Program Session 3
4:00 – 5:00 P.M.	Program Session 4
5:15 – 6:30 P.M.	Stories & Spirits
5:30 & 7:00 P.M.	Dinner with Colleagues

Wednesday, October 11

8:00 A.M. – 5:00 P.M.	Registration Desk Open
8:00 – 10:00 A.M.	YSF Breakfast*
8:00 – 11:00 A.M.	IACRL Unconference*
9:00 – 10:00 A.M.	Program Session 5
10:15 – 11:15 A.M.	Program Session 6
11:30 A.M. – NOON	ILA Membership Meeting
NOON – 5:00 P.M.	Exhibits Open
NOON – 1:30 P.M.	Exhibits Opening Buffet Lunch
	PLF luncheon*
	IACRL Luncheon*
1:45 – 2:45 P.M.	Program Session 7
3:00 – 4:00 P.M.	Program Session 8
3:00 – 4:00 P.M.	DiversiTea
4:00 – 5:00 P.M.	Exhibits Coffee Break
5:30 – 8:00 P.M.	Pub Stroll

Thursday, October 12

8:00 A.M. – 4:30 P.M.	Registration Desk Open
9:00 A.M. – 2:00 P.M.	Exhibits Open
8:30 – 9:00 A.M.	Trustee Continental Breakfast*
9:00 – 10:00 A.M.	Program Session 9
10:00 – 11:00 A.M.	Exhibits Break
11:00 A.M. – NOON	Program Session 10
12:00 – 1:30 P.M.	Exhibits Buffet Lunch
	Trustee Luncheon*
1:45 – 2:45 P.M.	Program Session 11
3:00 – 4:00 P.M.	Program Session 12

*Pre-Registration Required

Registration Fees

Register online at www.ila.org/conference

Questions? E-mail tina@ila.org

Full Conference	Early Bird (by 9/11)	Advance (by 10/2)	On-site (after 10/2)
ILA Member	\$200	\$225	\$250
Non-Member	\$250	\$275	\$300
Full-Time Student/Retired/Unemployed Member	\$100	\$125	\$150

Trustee Registration	Early Bird (by 9/11)	Advance (by 10/2)	On-site (after 10/2)
ILA Member Trustee Day Only (Thursday, October 12)	\$150	\$175	\$200
Non-Member Trustee Day Only (Thursday, October 12)	\$175	\$200	\$225
ILA Member Trustee Day + full conference	\$200	\$225	\$250
Non-Member Trustee Day + full conference	\$250	\$275	\$300

Single Day	Early Bird (by 9/11)	Advance (by 10/2)	On-site (after 10/2)
ILA Member	\$150	\$175	\$200
Non-Member	\$200	\$225	\$250
Full-Time Student/Retired/Unemployed Member	\$75	\$100	\$125

Exhibits Only	Early Bird (by 9/11)	Advance (by 10/2)	On-site (after 10/2)
Single Day Access to Exhibit floor only	\$20	\$20	\$20

Special Events	Early Bird (by 9/11)	Advance (by 10/2)	On-site (after 10/2)
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Event registrations will not be available on-site.

Please plan to register early to save money and secure your space.

Tuesday, October 10

Awards Luncheon	\$30	\$35	N/A
Stories & Spirits	no charge, but pre-registration requested		

Wednesday, October 11

Youth Services Forum Author Breakfast	\$30	\$35	N/A
IACRL Unconference & Continental Breakfast	\$10	\$10	N/A
IACRL Luncheon	\$30	\$35	N/A
Public Library Forum Luncheon	\$30	\$35	N/A

All refund requests must be received in writing by September 30, 2017. This includes refunds for conference registration, meals, and special events. No telephone cancellations/refund requests can be accepted. No refunds after September 30. All cancellations are subject to a \$15 processing fee. E-mail tina@ila.org for more information.

Conference speakers who are employed by, or a trustee of, a library (academic, public, school, special), a library agency, or library school located in Illinois are required to register and pay the appropriate registration fee for the conference.



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Executive Director's Report

June 2017

Facilities and Operations

Circulation News

- We had 170,325 **checkouts** this May which reflected a 6.7% drop in circulation compared to last May; it is down 4.2% for the year.
- The numbers of cars visiting the **Drive-up** was up 6.3% compared to May of 2016, though we're down 3.8% for the year.
- We reached a **self-checkout** milestone in May. 66.3% of checkouts in the main library were done at our self-check stations, which is our highest percentage to date.
- Circulation of **children's music CDs** continue to increase. Circulation is up 13.3% for the month and 24.4% for the year.
- We issued 349 **Arlington Heights library cards** in May, which is a 5.4% increase from May 2016 and year-to-date increase of 1.9%.
- Although total **electronic checkouts** were down 13.1% for the month, they are up 5.3% year-to-date. The monthly change was due to a significant drop in May Tumblebooks use. All other eformat checkouts showed an increase over May 2016. We will be watching the Tumblebooks statistics closely; in June, we added the records for individual Tumblebooks read-alongs to the catalog. This should make these titles more easily discoverable for our younger customers.

Collection Changes

Displays A picture book display was recently set up at the Senior Center reading room. Customer response was extremely positive. The display features picture books that adults might enjoy reading with their grandchildren. If these circulate well, a small picture book collection might be established permanently at the Senior Center.



eFormats As part of ongoing efforts to make eTitles easier for customers to discover and use in the catalog, records were added for:

- Over 17,000 titles from Kanopy, a streaming video service, which went live on our site on May 1. During May, AHML customers checked out 85 titles.
- Over 700 titles from Gale's Global Issues in Context series.
- Over 1,000 Tumblebooks titles

eTitles now account for over 62% of the titles in the public catalog.

Signage Following on the signage improvements made in the adult collection, new endcap guide signs were completed for Kids fiction shelves this month. As selectors and Material Handling become aware of signage changes needed due to collection shifts, new guide signs can be printed by selectors without taking time away from the Graphic Departments' more specialized projects.



Before



After

Digital Services News

- The **Studio** saw its second busiest month ever with 506 reservations.
- Our first **Tech Bar** theme – Take It Apart – wrapped up. In the month of May, we saw 326 total interactions. Over the course of two months, we featured 16 different pieces of disassembled tech including a Mac laptop, smartphones, digital and disposable cameras, an Xbox, and a Walkman. The new theme for the next two

months is Robots, and we currently have Cozmo robots on display.

- We are preparing to circulate an outdoor movie kit, which includes a projector, screen, and sound bar. Customers will be able to reserve the equipment on a specific date by calling the Tech Help Desk. It will begin circulating at the beginning of July.

Mobile App to be Discontinued

On August 1, we will be discontinuing the library's mobile app. The app was built before our website was mobile-optimized, but now that our mobile site is functional, we no longer need an app to bridge this gap. Additionally, Boopsie (our app vendor) has been consistently difficult to work with and slow to fix bugs and issues. By discontinuing our app, we eliminate the consistent problems customers were having with the app as well as enhance the customer's experience as our mobile site has far more functionality.

We will be posting a notification on the app to alert current users of the change as well as communicating through staff and our website what alternatives we have in place to deliver the same functionality app users expect.

Cost of Recent Freedom of Information Act (FOIA) Request

You might recall we recently complied with a very lengthy and involved FOIA request from an individual who frequently makes such requests of libraries from across the state. A discussion was raised about the financial cost of such requests. We have now received the final legal bills and the approximate cost to fulfill this request was \$6,016 (\$3,328 in staff time and \$2,688 in legal costs).

Books for Housing Authority of Cook County

We received notice from Ann Limjoco from Congresswoman Jan Schakowsky's office that she was aware of a Cook County Housing Authority facility with a poorly stocked library for residents. We were able to provide around 100 of our recent discards to restock the library with newer titles.

Signage Variance

The Design Commission recommended approval of the new sign that will be installed on the south wall of the building as part of the parking lot improvement project. It must now go before the Village board at their July 10th meeting.

Update on Requests for Proposals (RFPs)

We are continuing to receive proposals for our two outstanding RFPs—1) strategic planning consultant; and 2) new time keeping system. The board can expect our recommendation for each to come later this summer.

Inspiring Understanding

Valuing Staff Feedback

Staff teams working toward Inspiring Understanding and Inclusion assessments are developing feedback boxes where staff can share thoughts, observations and ideas directly related to AHML's commitment to diversity and inclusion in the workplace and with our customers. The feedback form will welcome positive examples of ways staff see AHML succeeding as well as observations or situations with room for improvement.

Staff Work to Inspire Understanding in the Community

The popularity and controversy around the book and Netflix series *13 Reasons Why* and its treatment of a sensitive subject - teen suicide - created an opportunity to reach out to schools to see how the library could offer expertise and facilitate dialogue. In addition to a teen book discussion at the library, School Outreach Coordinator Julie Jurgens brought meaningful conversation to a group of District 25 parents and educators, including Anisha Patel, who is both a parent and a new District 25 school board member, several District 25 staff, including Superintendent Dr. Lori Bein, and both middle school principals Piper Boston and Brian Kaye. Several parents thanked the panel for having a conversation about such a serious topic.

Also in the community, Tween Librarian Kerry Devitt presented diverse middle grade books to a group of librarians at the Near West Youth Services Group (NWYS) May meeting, when this RAILS group met to discuss *Libraries & Social Justice*.

Teen Programs Offer Space to Explore Diverse Experiences

A program focused on making DIY Butterfly Feeders was developed to engage participating teens around the topic of immigrant rights. Videos selected for the event inspired conversations about immigrant rights and science alike.

Collection Librarian and artist Violet Jaffe presented Art Out Loud to a teen audience, highlighting symbolism found in art, and how iconography and images have different meanings across cultures. It challenged teens to express themselves and to critique other teens' artwork, which yielded great interpretations. It was an eye-opening experience for many who participated.

A Wider Lens Film Series Debuts

Growing Up Trans was the first showing in the library's new documentary film and discussion series, A Wider Lens. The film explored the personal experiences of transgender children and their families with a lens toward the challenges medical professionals play in supporting these families. Prior to the screening, one resident reached out to the library to politely request that we not screen the film. However, the 33 attending could not have been more grateful that the library was brave enough to create space to have a respectful discussion around the topic (see entry under Programs). The next film is Academy Award winning *13th*, which explores the "intersection of race, justice and mass incarceration in the United States."

Hillbilly Elegy Book Discussion

A lively book discussion of *Hillbilly Elegy* was held for 22 participants, six of them first time attendees. The group attracted a broad range of participants of many ages, ethnicities, and cultural backgrounds. One customer commented "*This book really gave me a better understanding of my husband and his family. I grew up in rural Wisconsin and didn't have much knowledge of Appalachian culture.*"

Programs

Growing Up Trans

The first screening in the Wider Lens documentary film and discussion series struck a chord with 33 participants - most new to a library program. Following the 90 minute Frontline documentary, a respectful and personal discussion was facilitated by our guest expert. Crispin Torres, a policy advocate at Howard Brown Health and 2015 Trans 100 superstar, started with some excellent ground rules - one diva, one mic; use I statements; and "step up, step back." Almost every person in attendance shared respectful insights, experiences, questions and answers, from cisgendered college students to trans women who grew up and came out in another era. The survey comments indicate that this experience resonated with many:

Need more awareness of the issues for transgender people and what they face

I think it is important that the library present "the other view" of changing social "norms" in today's changing world. A very bold step for the library to take.

I appreciated the tone of respectful dialog he established, as well as his high level of both knowledge and candor.

Those attending shared their own experiences with honesty, respect, and friendliness.

District 25 Student Art Exhibit

The District 25 Student Art Show—now in its 25th year—highlights the library’s commitment to education, creativity, educators, and families, and strengthens our partnership with District 25 schools. The month-long art show in the Marketplace offers customers a glimpse at what is happening in our schools, while the opening night reception showcases the library as a place for community gathering and celebration. This year approximately 800 customers (up from 400 in 2016) attended the Wednesday, May 3 reception. More than 350 student artists (up from 250 in 2016) were recognized by having their 2D or 3D artwork on display on the panels in the Marketplace or in the first floor display cases.

New to this year’s exhibit and opening: Digital artwork that showcased a commitment to STEM and a film written by and featuring Dryden Elementary students, which played in the Training Center. A photo backdrop offered families an additional area to photograph their honored student artist, as well as allowed the library to capture group photos (shared with D25 teachers and through social media).



Craft Swap

Customers deemed our multi-part Spring Cleaning Craft Supply Swap a success. The program offered two “services” to residents. First, three “drop-off” times in which library volunteers collected donations of craft supplies in good condition. Second, customers were invited to “swap,” obtaining new-to-them craft supplies. Customers who value reuse were

excited to obtain new craft supplies at no cost, and lined up early, eagerly awaiting the doors opening to see what treasures awaited them. 80 people attended, numerous teachers obtaining items for their classrooms, and one attendee who took all of the remaining yarn to a senior citizen group that knits caps for premature babies. All leftover supplies were donated to Children At Play at the Arlington Heights Park District.

Encore Chorale Ensemble

Our daytime programming continues to be a great success, as demonstrated by the 133 people who attended the Encore Chorale concert on a Tuesday afternoon. This charming non-audition choir for older adults gave a lively performance of Broadway hits and Hollywood classics, and the audience absolutely loved it. Customer comments included *"Great way to enjoy an afternoon of music"* and *"Excellent - So nice to see seniors enjoying life and bringing joy to all who hear them perform."*

Baby Boomers: Cha-Cha-Cha

This program, geared toward bringing together Boomers in a social setting, hit its target audience with 53 baby boomer-aged customers in attendance. The program was held off-site at the House of Music and Entertainment (H.O.M.E.) Restaurant, which provided the perfect dance floor. Amanda and Michael from Arthur Murray Dance Studio taught the crowd the basic steps of the Cha-Cha, the Fox Trot and the Hustle. After working up a thirst, the guests purchased beverages and enjoyed complimentary appetizers. Comments at the event were overwhelmingly positive, for example:

Excellent! Great instructors. Enjoyed the venue.

We really had a great time. The instructors went above and beyond to try to make everyone feel at ease. Learned a few steps and that's not bad. It was a great program. Please bring it back next year or sooner. Thank you!! :)

An Evening with Barbara Bradley Hagerty

How do people flourish in the second half of life? That was the central question explored in an insightful presentation by *New York Times* bestselling author Barbara Bradley Hagerty, on Friday, May 12 at the library. More than 100 people gathered in the Hendrickson Room to hear the award-winning former NPR journalist speak about the challenges and opportunities of midlife featured in her most recent book, *Life Reimagined: The Science, Art and Opportunity of Midlife*. Sharing extensive research on how people think, feel and react in their 40s, 50s and 60s, coupled with her own life experiences, Hagerty invited the audience to "take an inventory of your life" reminding them "midlife is not a dress rehearsal. You are halfway through your life." A lively discussion on midlife was held a week after Barbara's visit. Customers in attendance found the conversation highly engaging.

Star Wars celebrations: From May the Fourth to Revenge of the Sixth

Three *Star Wars* events were held in early May that seized upon community interest in *Star Wars* at all ages. The first was *Star Wars* Trivia, which took place at Peggy Kinnan's on May 4th (May the Fourth, in *Star Wars* terms). 92 people participated - about 40 more attendees than we were expecting. Both library staff and our hosts at Peggy's jumped into action to accommodate all, who had a great time.

The other two events were on May 6th, or "Revenge of the Sixth." It kicked-off with a family friendly event where kids and their parents were able to make crafts, complete an obstacle course, take a picture in front of a green screen, answer trivia questions, and participate in a costume parade around the library. Approximately 250 people attended the event.



Things wrapped-up with a talk and book signing from *Star Wars* author John Jackson Miller, who discussed writing books for the *Star Wars* universe, as well as several other sci-fi franchises. 46 people attended, and almost most stuck around to get books signed and chat with the author.

Tween program successes

A great year of Tween Advisory Group came to an end with the year-end TAG party on May 5. Eighteen tweens attended, five of whom are graduating out of the program and will be missed. To celebrate their busy year, they enjoyed pizza, pop, games and an ice cream sundae bar.

Library staff attended Juliette Low's Exploremore Day for the 2nd year in a row. AHML conducted three "Virtual Vacation" classes utilizing the classroom set of Google Expeditions. The kids had so much fun traveling the world from snorkeling in Cozumel to visiting the Great Wall of China. Students also made a small magnetic travel game that stores in a metal tin.



In the Community

District 59 collaboration

In conjunction with Mount Prospect Public Library, we presented to nearly 500 students at Holmes Junior High. These visits are in support of the District 59 collaboration launched by AHML and MPPL. We supported students completing a cardboard challenge to support STEM initiatives at the school. We also highlighted a few new young adult titles and promoted summer reading programs at each of the libraries.

National Senior Health & Fitness Fair

Over 350 older adults attended this event, which was coordinated with help from our staff, at the Senior Center and began with certified laughter yoga Instructor, Celeste Magers. Following was nutritionist Tal Vanek, who provided informative dietary advice. Keynote speaker Jessica Knight, D.P.M. wrapped up the morning with a winning program on *Healthy Feet, Healthy Life*. In addition to speakers, attendees were able to get a wide variety of free health screenings such as bone density, fitness, hearing and BMI. The library's "Virtual Vacation" tour of Brazil was a big hit and even attracted attention from the National Senior

Health & Fitness organizing committee representative, Gary Ford, who visited our event to check it out.



Grants and Development

Better World Books Literacy Grant Update

The selected grant notification and award distribution deadline for recipients of the Better World Books literacy grants was May 31. As of June 6, we have not received communication for clarification on the grant proposal submitted or notification. We submitted a grant proposal in the amount of \$10,000 on March 31. The grant proposal was for the development of a *Special Needs Collection* including print materials, therapeutic toys and therapeutic tools to serve youth and families with disabilities or developmental delays.

Secretary of State Literacy Office Grant Wrap Up

The final report for the 2016 grant *Women's and Children's Center and Arlington Heights Memorial Library*, awarded by the Secretary of State Literacy Office, was submitted to Rhonda Serafin the Manager of Adult Education & Family Literacy at District 214 Community Education on May 15.

Staff Recognition

Recharge Program

Jolie Duncan planned and participated in a Recharge, Continuing Education for Library Professionals program titled *Management From All Sides*. About 50 participants attended

the panel and small group discussion with presenters from various levels in their library careers.

Customer Comments

"[Staff] has gone above and beyond to help me. Because I am not very computer literate, but am a huge reader and have the need to occasionally research, [staff] has twice been a tremendous help to me."

Comment about chat service: *"[Staff] were extremely helpful. Their kindness traveled through cyberspace and reached me through my laptop."*

Other

Kids World Storytime Update:

Storytime changes and additions made based on customer feedback from our customer satisfaction survey:

Improved Communication/Adjusted Times:

- Created new storytime procedures. This was to make certain we are implementing fair and consistent procedures for all customers while sharing common language when explaining procedures and storytime formats to customers.
- Clarified the language in our storytime programming descriptions in the newsletter, on our website, on the reminder cards, and on our new storytime poster; "Space is limited; day-of tickets are given on a first-come, first-served basis at the Kids' World Desk before storytime begins."
- Created a sign (based on a customer's recommendation) at the KW desk to indicate if storytimes are open or full. This is visible to customers as they enter KW, so that if a storytime is full, customers don't have to approach the desk and disappoint their child if they find out they are unable to attend storytime. Staff and customers have both indicated how much they appreciate the sign. This has also significantly decreased the number of complaints from customers regarding not being admitted to storytime, both at the desk and via our customer comment submissions.
- We started our weekly playgroups (M, W, TH) 30 minutes earlier at 10:15 to offer an alternative early literacy activity to customers who are unable to attend storytime due to limited space.

- We offer two Toddler Time storytimes back-to-back on Wednesdays whenever we have staffing and the 10:30 storytime fills up before 10:30, which is consistently what occurs.

Special Storytime Additions:

- We have started offering monthly Spanish-language storytimes presented by a former AHML staff member. Although there has been some fluctuation with attendance, we have averaged around 15 attendees at each storytime. We look forward to training some of our bilingual Spanish-speaking staff to begin providing these monthly storytimes in the coming months.
- Starting in May we began offering a Sensory Storytime one Saturday a month for ages 3-8. Sensory storytimes are small-group programs for children of all abilities, especially suited to those with autism spectrum disorders, sensory processing issues, or who are differently-abled. We will engage children through stories, sensory play and music in a warm and supportive setting.
- We have added a new weekly family evening program series on Thursdays evenings called Thursday Fun Night; this is a rotating storytime and/or playgroup from 6:30-7. This series is different from our weekly storytimes and will be exempted from any storytime breaks.
- We have increased opportunities for attending our outreach/community storytimes.
 - Working with Panera, we were able to move our very popular Milk and Cookies storytime from a very small meeting room to a much larger space in the café. We regularly are able to accommodate around 45 customers now as opposed to 25.
 - Summer Storytimes in the Park increased to 8 weeks in the summer at 3 locations.
 - We have added an additional bilingual Spanish Summer Storytime in the Park at a park on the south end of Arlington Heights. Our goal is to extend our services to customers who may not be visitors at our main library.

Proposed Upcoming Changes:

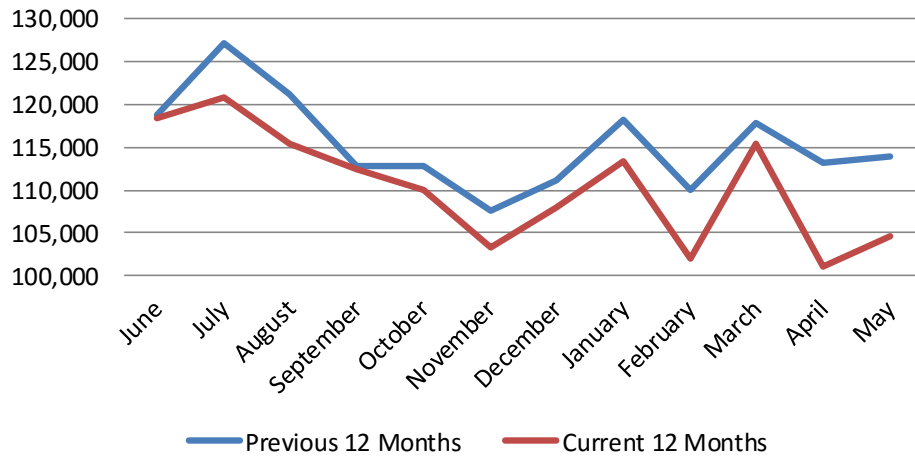
- We are currently planning on adding an additional Toddler Time, our most popular storytime, on Friday mornings beginning in the Fall.

- We are looking at adding additional playgroups or play-based early literacy programs such as Block Party in the evenings. Several customers have made this suggestion and have appreciated any evening play programming opportunities we have provided.
- We are planning on offering staff led monthly Polish language storytimes beginning in the Fall.
- We will be conducting a storytime/playgroup survey in order to see how we can best serve our customers with regard to our storytime and playgroup programming.

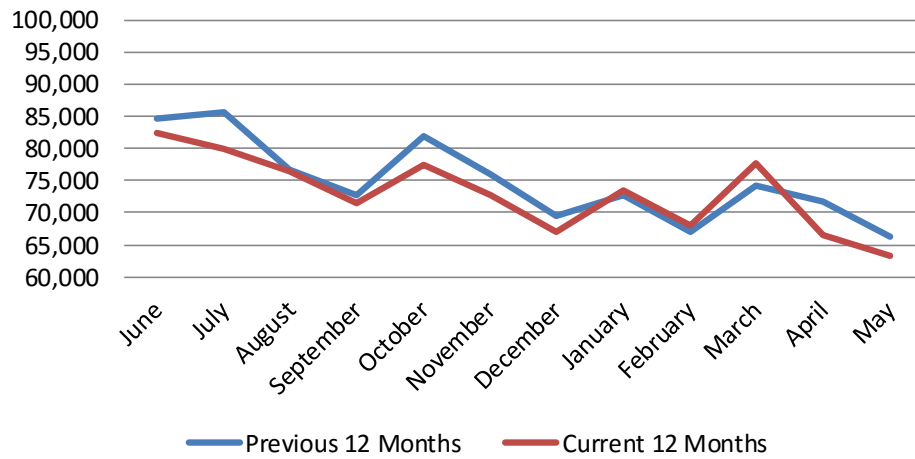
AHML - DASHBOARD - MAY 2017

	May 2017	May 2016	% change from last May	Jan 2017- May 2017	Jan 2016- May 2016	% change from last YTD
Total circulation	170,325	182,593	-7%	896,841	936,568	-4%
Adult circulation	104,516	113,879	-8%	536,514	573,081	-6%
Teen circulation	2,411	2,578	-6%	11,228	11,737	-4%
Children circulation	63,398	66,136	-4%	349,099	351,750	-1%
Print book circulation	84,776	86,732	-2%	440,962	456,611	-3%
Audiovisual circulation	61,758	68,665	-10%	321,245	347,313	-8%
Downloadables circulation	15,675	18,037	-13%	91,567	86,964	5%
Self-check as % of main floor circ	66%	63%	3%	66%	63%	3%
Circulation to reciprocal borrowers	10,321	8,811	17%	55,868	42,566	31%
ILLs borrowed for our customers	460	551	-17%	2,060	2,528	-19%
ILLS lent to other libraries	673	708	-5%	3,432	3,934	-13%
Resident cards issued	349	331	5%	1,786	1,752	2%
Reciprocal cards registered	152	175	-13%	960	1,077	-11%
Reference questions	16,271	15,395	6%	80,999	79,005	3%
Number of Programs	238	214	11%	1,268	1,232	3%
Program attendance	9,788	7,763	26%	57,528	42,469	35%
First-time attendees at programs	193	169	14%	1,319	1,313	0%
% of target audience attending	71%	85%	-14%	60%	68%	-8%
% of progs meeting target audience #	81%	95%	-14%	85%	85%	0%
Public computer use	10,686	11,137	-4%	54,295	52,416	4%
Website visits	107,265	103,533	4%	538,375	528,662	2%
In-person visitors	83,046	80,007	4%	440,920	431,433	2%
Marketplace - % of adult coll / of circ	9% / 36%	8% / 34%	1% / 2%	9% / 35%	8% / 33%	1% / 2%
Kids' Mktplace - % of KW coll / of circ	5% / 18%	5% / 16%	0% / 2%	5% / 16%	5% / 15%	0% / 1%
Volunteer hours	2,370	2,286	4%	11,645	11,918	-2%

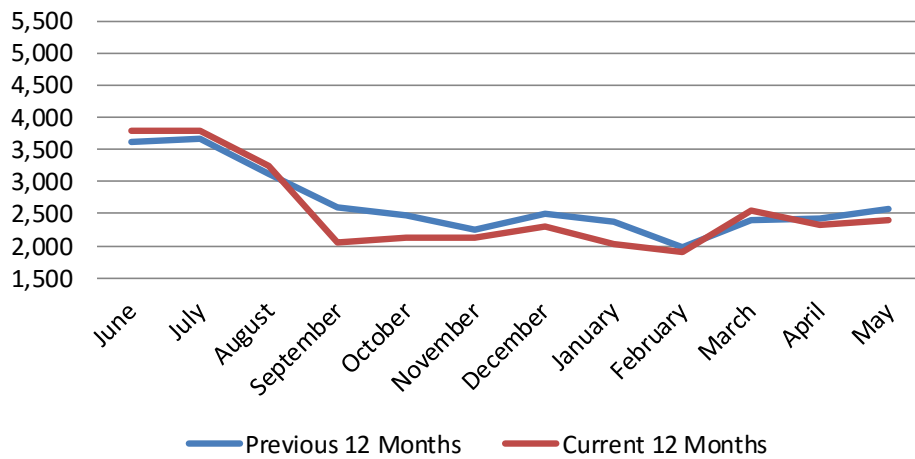
Adult Circulation



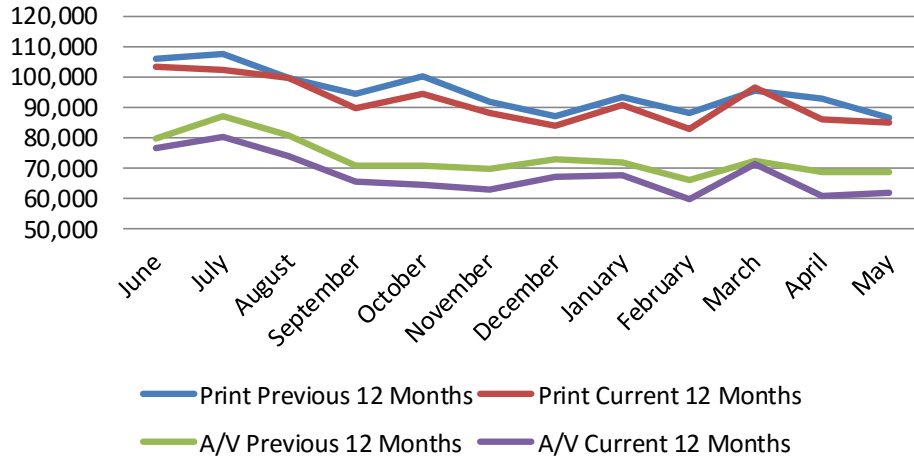
Children's Circulation



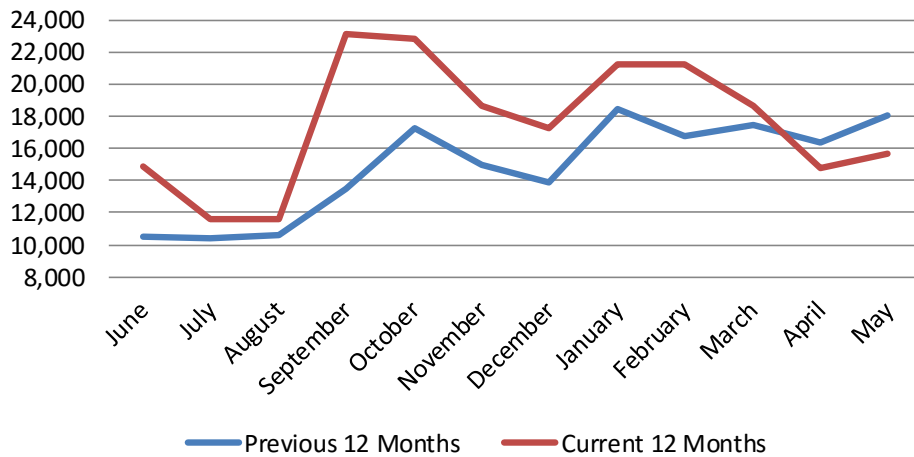
Teen Circulation



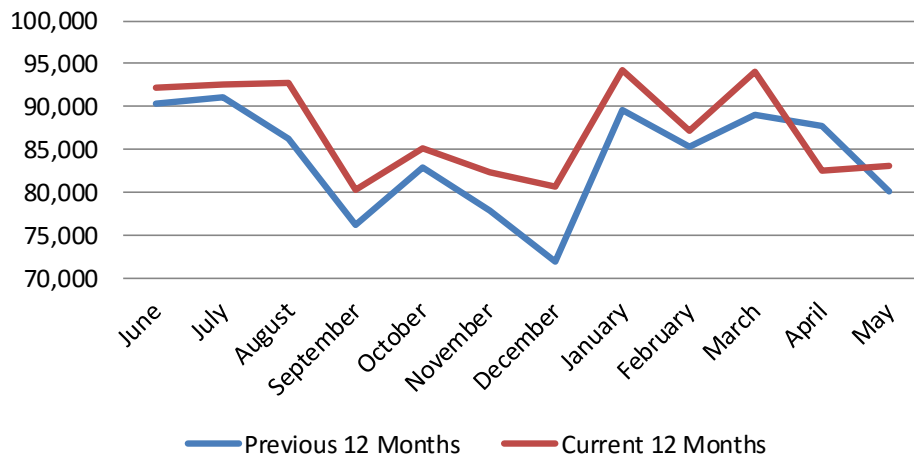
Physical Circulation

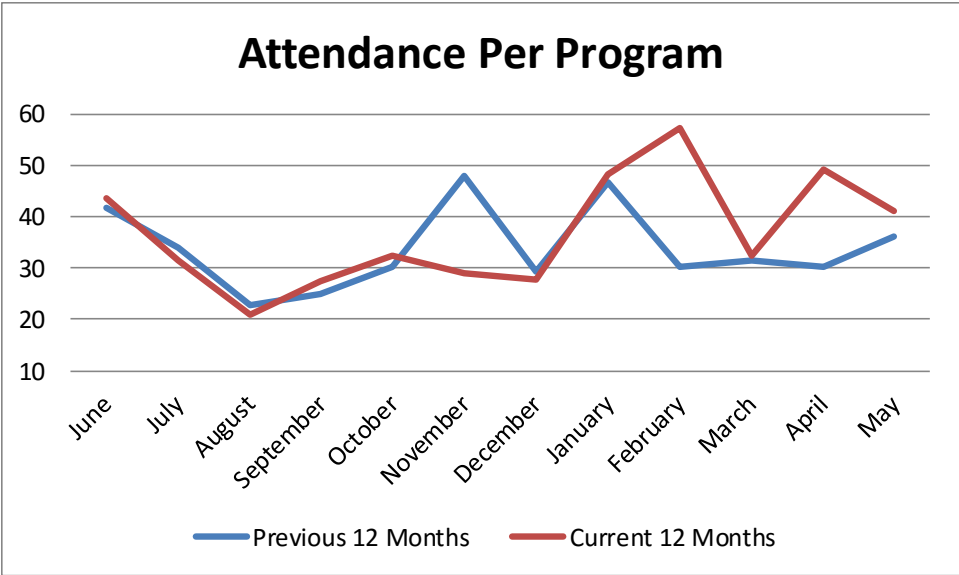
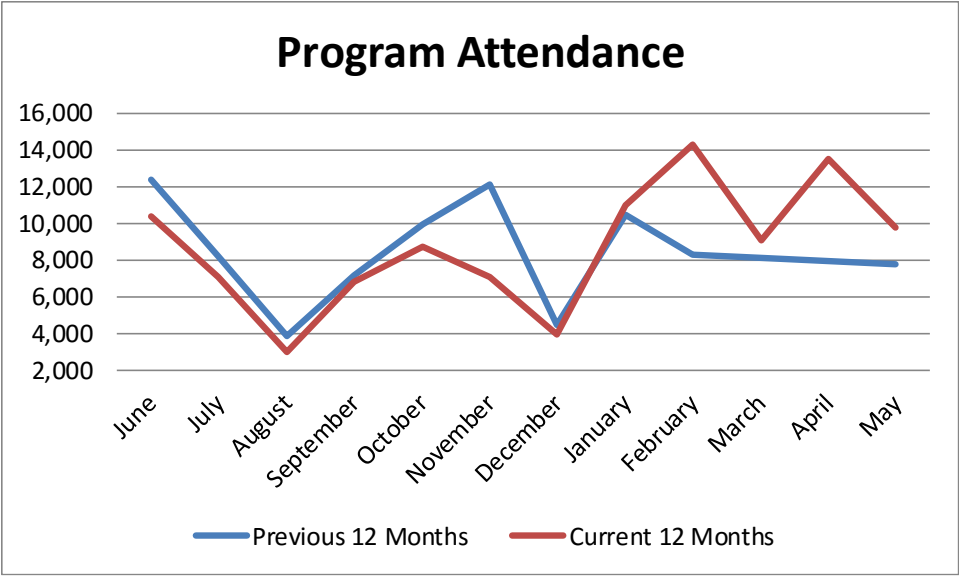
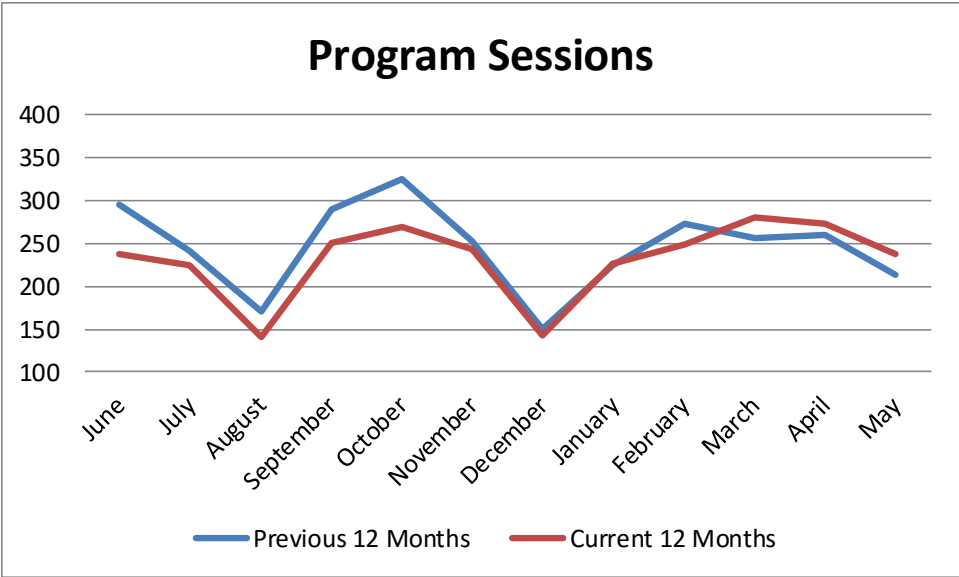


Downloadables Circulation

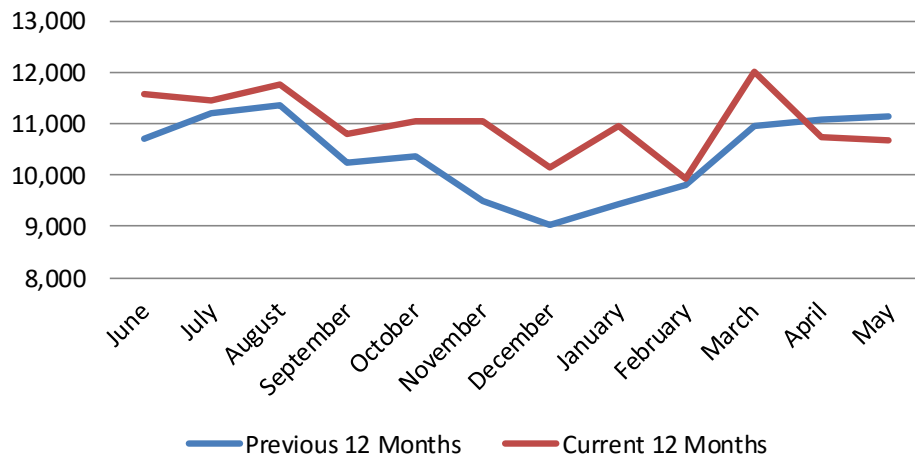


In-person Attendance

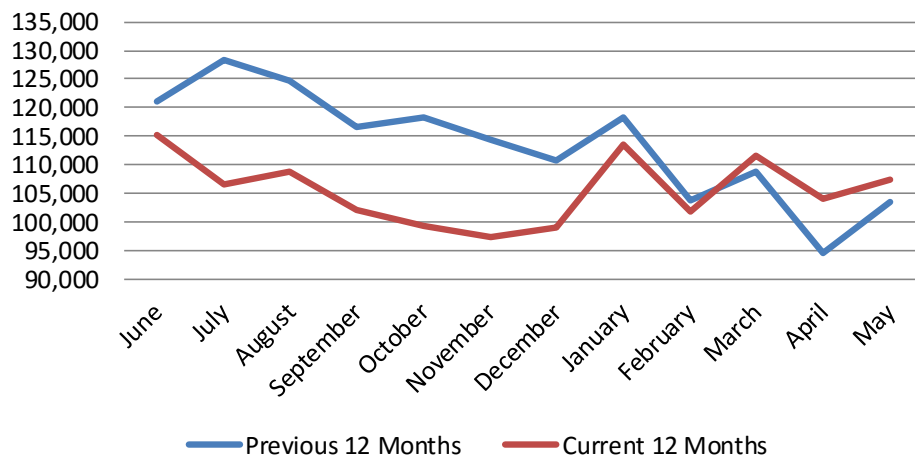




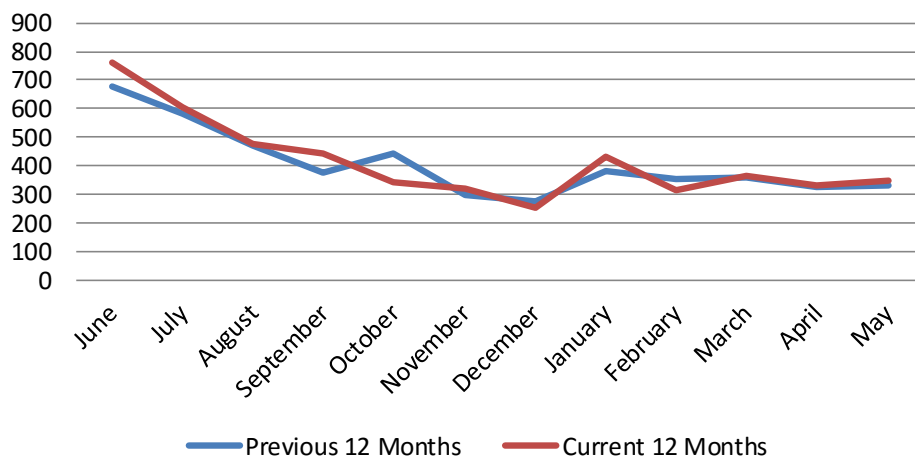
Public Computer Use



Website Visits



Resident Library Cards Issued



Reference Questions

