

BOARD OF LIBRARY TRUSTEES

7:30 P.M.

TUESDAY, JUNE 19, 2018

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 15, 2018 (Action Item 1)
- V. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF JUNE 4, 2018 (Action Item 2)
- VI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2018 (Item 3)
- VII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2018 (Action Item 4)
- VIII. EXECUTIVE DIRECTOR'S REPORT
- IX. OLD BUSINESS

- REVIEW AND APPROVAL OF EXECUTIVE SEARCH PROPOSAL (Action Item 5)
Review and approval of search proposal for executive director

- ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 6)

Acceptance of annual financial report for the year ended December 31, 2017

- ADOPTION OF 2019 BUDGET TARGETS (Action Item 7)

Adoption of budget targets used in the preparation of the 2019 budget

- AWARDING OF ROOF REPLACEMENT PROJECT (Action Item 8)

Awarding of 1978 building roof replacement project

- AWARDING OF SKYLIGHT REPLACEMENT PROJECT (Action Item 9)

Awarding of replacement project for the skylight between the 1968 and 1993 buildings

X. NEW BUSINESS

- PREVAILING WAGE RESOLUTION (Action Item 10)

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 11)

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

XI. LIAISON REPORTS

- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

- ARLINGTON HEIGHTS MEMORIAL LIBRARY
FOUNDATION

XII. OTHER

- ONE BOOK ONE VILLAGE PROMOTIONAL PIANOS

- SCHEDULE JOINT MEETING WITH PARK DISTRICT
BOARD (Saturday morning in the Fall)

- 2018 ILLINOIS LIBRARY ASSOCIATION ANNUAL
CONFERENCE, OCTOBER 9-11, 2018

The Illinois Library Association Annual Conference is being held in
Peoria, October 9-11

XIII. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2
(C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL
ISSUES AND (5) PURCHASE OR LEASE OF REAL
PROPERTY FOR THE USE OF THE PUBLIC BODY

XIV. ITEM(S) FROM CLOSED SESSION FOR ACTION

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 15, 2018.

05.18.01 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 15, 2018, at 7:30 p.m. by President Debbie Smart.

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

Absent: None.

Also present: Michael Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Diane Schultz, Director of Human Resources; Kelly Spokas, Director of Finance; Mary Hastings, Communications and Marketing Manager; Jack Bower, Digital Services Manager; Gaby Rojek, Human Resources Assistant.

05.18.03 There was no **PUBLIC COMMENT**.

05.18.04 Trustee Supplitt moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 17, 2018 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

05.18.05 Trustee Medal moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 7, 2018 (Action Item 2)**. Trustee Zyck seconded. All were in favor and the minutes were approved as submitted.

05.18.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2018 (Item 3)** – Mr. Driskell reported \$71,720 in real estate revenue was received in April. The library has received 53% of its annual budgeted revenue to date. In April, the library received the 2017 State of Illinois Per Capita Grant revenue, in the amount of \$58,311. Interest income is trending higher than budgeted by \$22,370 year to date for both the operating and capital project funds. On an overall basis, total operating expenditures are trending \$256,613 over the year to date budget for the operating fund. The variance is largely due to the prepaid expenses booked in the beginning of the year, as well as, a three pay period month in March. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.

05.18.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2018 (Action Item 4)** – Mr. Driskell 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, 2018, IN THE AMOUNT OF \$1,295,766.55**. 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.

05.18.08 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted the installation of parking lot safety railings outside the south entrance; Lit Month with children's author Kate DiCamillo's visit with over 350 participates at Forest View Education Center; a Google expedition to Jefferson's Monticello for residents at Highland Assisted Living at The Moorings of Arlington Heights; the fifth year of collaboration with Thomas Middle School with their 3D-RD class; and staff development opportunities to Elevate, a statewide library initiative to nurture future library leaders and the Innovative Users Group Conference in Orlando, FL.

05.18.09 **OLD BUSINESS**

- **SKYLIGHT REPLACEMENT (Action Item 5)** – The board discussed replacement options for the skylight between the 1968 and 1993 buildings, including the option of removing the skylight and replacing it with a standard roof. After discussion, the board was in favor of replacing the exterior panels of the skylight with it being the least expensive and least disruptive option.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES RECOMMENDS STAFF ENTER INTO A CONTRACT WITH CPI FOR REPLACEMENT OF THE OUTSIDE SKYLIGHT PANELS NOT TO EXCEED \$150,000, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Brody Garkisch seconded. All were in favor and the motion carried.

- **AWARDING OF BOILER ADDITION PROJECT (Action Item 6)** – The 2018 budget includes funds to add a high efficiency boiler in the 1993 building. Staff have gone through the bid process and the low bid on the project came in just slightly higher than the \$104,000 budgeted amount. The low bidder, Dahme Mechanical, is located in Arlington Heights and their references are excellent. Staff is also pursuing possible incentives from Nicor.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES RECOMMENDS THE 1993 BOILER ADDITION PROJECT BE AWARDED TO DAHME MECHANICAL, INC. IN THE AMOUNT OF \$106,674, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Tangney seconded. All were in favor and the motion carried.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY STRATEGIC PLAN (Action Item 7)** – The strategic plan was prepared by Library Strategies with input from staff and community surveys, staff sessions and a community retreat to understand the needs of the Arlington Heights community. The plan includes four major goals, followed by strategies that further define the goal. The strategies will be further defined by the creation of an implementation plan that will be more detailed, including specific, actionable steps.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE STRATEGIC PLAN AND MISSION AS PRESENTED.** Trustee Tangney seconded. All were in favor and the motion carried.

05.18.10 There was no **NEW BUSINESS** to be discussed.

05.18.11 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – President Smart reported on the election of a new slate of officers, including Friends of the Library Board President Brian Repsher. Stu Wilson from Library Strategies held an instructive and informative session with the Friends at their May meeting. April sales brought in good profits, a reduction in inventory and the Book Sale Committee has many ideas moving forward. Staff is working with the Friends to reduce their auction item inventory and completing some spring-cleaning in the Friends Room.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Distel reported the exploratory committee is meeting with three local library foundations; formalizing a set of by-laws; adding to a list of possible initial board membership; moving ahead on documentation of 501(c)(3) status; and working on a mission statement.

05.18.12 **OTHER**

- Mr. Driskell introduced new Digital Services Manager Jack Bower.
- Mr. Driskell acknowledged Finance Director Kelly Spokas' last board meeting and thanked her for her hard work.
- Mr. Driskell shared recently received library awards.
 - John Dana Cotton Award – National award honors outstanding library public relations and marketing provided in conjunction with the H.W. Wilson Foundation, the American Library Association and EBSCO for *#beinthecircle, the campaign for promoting One Book, One Village 2017.*
 - PR Xchange Awards – Under the direction of the Public Relations and Marketing Community of Practice, Library Leadership and Management Association (LLAMA) of the American Library Association recognizes the very best public relations materials produced by libraries. *Arlington Heights Memorial Library Newsletter* for Newsletter, Calendars, List of Events - print; *Winter Reading Challenge*-print for Reading program themes – print; *One Book One Village 2017* for Special Programs & Exhibits – print; and *Book Discussion Brochure* for Bibliographies, Materials promoting Collections, Services – print.

05.18.13 Trustee Supplitt 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 AND (5) PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY. Trustee Medal seconded. All were in favor and the motion carried. The board went into closed session at 8:17 p.m.

The board returned to open session at 9:10 p.m.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT.** Trustee Thanopoulos seconded. All were in favor and the meeting was adjourned at 9:11 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

- 06.18.01 A meeting of the Board of Library Trustees of the Arlington Heights Memorial Library Committee of the Whole was called to order in the Board Room of the Arlington Heights Memorial Library on Monday, June 4, 2018, at 7:30 p.m. by President Smart.

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

Absent: Trustee Thanopoulos.

Also present: Mike Driskell, Interim Executive Director; Shannon Distel, Director of Customer Services; Gary Leclair, Facilities Manager; Donna Ekl, Senior Accountant; Janet Moravec, Business Office Administrator; John Keister, John Keister & Associates LLC; Erin Sordo, Lauterbach & Amen, LLP; Christopher Placek, Daily Herald.

- 06.18.02 There was no **PUBLIC COMMENT**.
- 06.18.03 **INTERVIEW OF CONSULTANT FOR EXECUTIVE DIRECTOR SEARCH SERVICES (Item 1)** – The committee reviewed the search services proposal and interviewed the executive search consultant. Mr. Keister gave an overview of his firm and his proposed plan for executive director search services.
- 06.18.04 **REVIEW OF ANNUAL FINANCIAL REPORT (Item 2)** – Ms. Sordo from Lauterbach & Amen reviewed 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, 2017. The library was given an unqualified opinion, which is the highest level of assurance issued by an auditor.
- 06.18.05 **REVIEW OF 2017 BUDGET VERSUS ACTUAL (Item 3)** – The committee reviewed the final 2017 actual results noting significant variances from the 2017 budget; the 2017 year-end comparison of budget versus actual for all library expenditure accounts; and the 2017 summary of expenditures for capital projects.
- 06.18.06 **REVIEW OF 2019 BUDGET TARGETS (Item 4)** – The committee reviewed budget targets used in the preparation of the 2019 budget. Information will be revised as updates become available. Staff propose a 0% tax levy increase. Village staff estimate a 9.5% increase in medical insurance. Liability insurance assumes a 6% increase.

06.18.07 **REVIEW OF 1978 BUILDING ROOF REPLACEMENT BIDS (Item 5)** – The committee reviewed the results of the public bid. Of the eight bids received, Crowther Roofing was the low bidder at \$314,250 with references having a high degree of satisfaction in their work. A 10% contingency will be added to the bid to cover issues or change orders that may come up during the project.

06.18.08 **OTHER**

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION TALKING POINTS** – Staff distributed foundation FAQs, talking points, and a memo from the Exploratory Committee of the foundation.

- **FINE FORGIVENESS WEEK** – The committee was in favor of exploring a fine forgiveness opportunity. Staff will be formulating a proposal to bring to the committee at a future meeting.

06.18.09 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 AND (5) PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY.** Trustee Medal seconded. All were in favor and the motion carried. The board went into closed session at 9:29 p.m.

The board returned to open session at 9:53 p.m.

Trustee Medal moved **APPROVAL OF THE WRITTEN CLOSED SESSION MINUTES OF JUNE 4, 2018.** Trustee Zyck 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 Supplitt moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 9:54 p.m.

Janet Moravec, Recorder

PREPARED 06/14/2018, 16:12:24
PROGRAM: GM259L

Village of Arlington Heights
REVENUE REPORT
42% OF YEAR LAPSED

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ACCOUNTING PERIOD 05/2018

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	75,690	6,098.97	8	378,450	488,027.56	129	908,281	420,253.44
04 00	Real Estate Tax FICA	49,169	3,961.95	8	245,845	317,027.68	129	590,029	273,001.32
05 00	Real Estate Tax	1,039,173	83,734.67	8	5,195,865	6,700,286.24	129	12,470,082	5,769,795.76
401 **	Real Estate Taxes	1,164,032	93,795.59	8	5,820,160	7,505,341.48	129	13,968,392	6,463,050.52
400 ***	Taxes	1,164,032	93,795.59	8	5,820,160	7,505,341.48	129	13,968,392	6,463,050.52
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		25,000	58,311.42	233	60,000	1,688.58
70 00	Other Grants	125	.00		625	.00		1,500	1,500.00
90 00	Contribution Ord. Library	83	.00		415	.00		1,000	1,000.00
411 **	Intergovernmental	5,208	.00		26,040	58,311.42	224	62,500	4,188.58
410 ***	Intergovernmental Revenue	5,208	.00		26,040	58,311.42	224	62,500	4,188.58
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	.00		1,040	439.00	42	2,500	2,061.00
74 00	Copier/Reader Printer Fee	3,333	4,017.70	121	16,665	18,495.34	111	40,000	21,504.66
75 00	Meeting Room Fees	333	685.00	206	1,665	1,985.00	119	4,000	2,015.00
436 **	Library Fees	3,874	4,702.70	121	19,370	20,919.34	108	46,500	25,580.66
430 ***	Fees	3,874	4,702.70	121	19,370	20,919.34	108	46,500	25,580.66
440	Fines								
442	Library								
20 00	Late Charges	11,666	9,767.28	84	58,330	51,798.28	89	140,000	88,201.72
25 00	Lost/Damaged Item Charges	1,416	1,094.78	77	7,080	6,844.07	97	17,000	10,155.93
442 **	Library	13,082	10,862.06	83	65,410	58,642.35	90	157,000	98,357.65
440 ***	Fines	13,082	10,862.06	83	65,410	58,642.35	90	157,000	98,357.65
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	2,666	7,497.18	281	13,330	20,874.06	157	32,000	11,125.94
461 **	Simple Interest	2,666	7,497.18	281	13,330	20,874.06	157	32,000	11,125.94
462	Investment Income								
10 00	Market Value Adjustments	0	1,776.88		0	11,229.42		0	11,229.42-
462 **	Investment Income	0	1,776.88		0	11,229.42		0	11,229.42-

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
462	Investment Income								
460	*** Interest Income	2,666	9,274.06	348	13,330	32,103.48	241	32,000	103.48-
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	2,306.18	2779	415	2,306.18	556	1,000	1,306.18-
483	** Donations	83	2,306.18	2779	415	2,306.18	556	1,000	1,306.18-
489	Other								
90 00	Other Income	833	972.86	117	4,165	5,613.65	135	10,000	4,386.35
93 00	Donations Genealogy	41	.00		205	.00		500	500.00
94 00	FOL Reimbursements	5,416	6,847.95	126	27,080	22,736.57	84	65,000	42,263.43
489	** Other	6,290	7,820.81	124	31,450	28,350.22	90	75,500	47,149.78
480	*** Other	6,373	10,126.99	159	31,865	30,656.40	96	76,500	45,843.60
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		1,195,235	128,761.40	11	5,976,175	7,705,974.47	129	14,342,892	6,636,917.53

Village of Arlington Heights
 REVENUE REPORT
 42% OF YEAR LAPSED

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	8,241.63	659	6,250	17,045.92	273	15,000	2,045.92-
461	** Simple Interest	1,250	8,241.63	659	6,250	17,045.92	273	15,000	2,045.92-
462	Investment Income								
10 00	Market Value Adjustments	0	2,615.81		0	10,641.49		0	10,641.49-
462	** Investment Income	0	2,615.81		0	10,641.49		0	10,641.49-
460	*** Interest Income	1,250	10,857.44	869	6,250	27,687.41	443	15,000	12,687.41-
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		147,083	10,857.44	7	735,415	1,777,687.41	242	1,765,000	12,687.41-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	46337	24535.81	53	231685	138527.06	60	.00	556045	417517.94 25
	16 92	Achievement Awards	333	.00	0	1665	1000.00	60	.00	4000	3000.00 25
	16 **	Library Personal Services	46670	24535.81	53	233350	139527.06	60	.00	560045	420517.94 25
	18	Other Personal Services									
	18 05	Overtime Civilian	16	106.60	666	80	709.87	887	.00	200	509.87- 355
	18 **	Other Personal Services	16	106.60	666	80	709.87	887	.00	200	509.87- 355
	19	Employee Benefits									
	19 05	Medical Insurance	5409	5496.93	102	27045	27484.65	102	.00	64913	37428.35 42
	19 10	IMRF	6056	3134.53	52	30280	17711.02	59	.00	72675	54963.98 24
	19 11	Social Security	2872	1475.49	51	14360	8342.72	58	.00	34475	26132.28 24
	19 12	Medicare	671	345.07	51	3355	1951.06	58	.00	8063	6111.94 24
	19 53	Flexible Spending	208	171.00	82	1040	1002.25	96	.00	2500	1497.75 40
	19 55	Unemployment Compensation	833	12109.16	1454	4165	15252.16	366	.00	10000	5252.16- 153
	19 **	Employee Benefits	16049	22732.18	142	80245	71743.86	89	.00	192626	120882.14 37
	20	Prof Technical Services									
	20 05	Professional Services	333	2238.75	672	1665	900.00	54	.00	4000	3100.00 23
	20 08	Consulting Services	2054	25632.50-1248-		10270	22012.54	214	.00	24650	2637.46 89
	20 20	Legal Services	1333	.00	0	6665	3841.25	58	.00	16000	12158.75 24
	20 40	General Insurance	11041	.00	0	55205	102149.46	185	.00	132500	30350.54 77
	20 81	OCLC Services	5216	.00	0	26080	30255.82	116	.00	62601	32345.18 48
	20 **	Prof Technical Services	19977	23393.75- 117-		99885	159159.07	159	.00	239751	80591.93 66
	21	Property Services									
	21 65	Other Services	745	50.22-	7-	3725	5940.59	160	.00	8947	3006.41 66
	21 **	Property Services	745	50.22-	7-	3725	5940.59	160	.00	8947	3006.41 66
	22	Other Contractual Service									
	22 01	Advertising	83	.00	0	415	120.15	29	.00	1000	879.85 12
	22 02	Dues	1623	964.00	59	8115	6480.00	80	.00	19485	13005.00 33
	22 03	Training	10608	13208.46	125	53040	69034.04	130	.00	127300	58265.96 54
	22 05	Postage	3590	6349.72	177	17950	23324.96	130	.00	43087	19762.04 54
	22 42	Internet Services	2359	2348.20	100	11795	13017.64	110	.00	28311	15293.36 46
	22 70	Telephone Services	4167	6099.89	146	20835	30591.95	147	.00	50014	19422.05 61
	22 **	Other Contractual Service	22430	28970.27	129	112150	142568.74	127	.00	269197	126628.26 53
	30	General Supplies									
	30 05	Office Supplies & Equip	738	322.56	44	3690	2277.19	62	.00	8858	6580.81 26
	30 **	General Supplies	738	322.56	44	3690	2277.19	62	.00	8858	6580.81 26
	31	Public Works Supplies									
	31 85	Small Tools and Equipment	399	.00	0	1995	.00	0	.00	4790	4790.00 0
	31 **	Public Works Supplies	399	.00	0	1995	.00	0	.00	4790	4790.00 0

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						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									
	32	Library Supplies									
	32 72	Special Events	70	.00	0	350	326.24	93	.00	850	523.76 38
	32 99	Items Reimb by Employees	0	134.40-	0	0	91.67-	0	.00	0	91.67 0
	32 **	Library Supplies	70	134.40-	192-	350	234.57	67	.00	850	615.43 28
	40	Other Charges									
	40 96	Operating Contingency	416	.00	0	2080	.00	0	.00	5000	5000.00 0
	40 **	Other Charges	416	.00	0	2080	.00	0	.00	5000	5000.00 0
	50	Property									
	50 15	Other Equipment	4295	4054.00	94	21475	14331.11	67	.00	51540	37208.89 28
	50 **	Property	4295	4054.00	94	21475	14331.11	67	.00	51540	37208.89 28
601	** **	Library	111805	57143.05	51	559025	536492.06	96	.00	1341804	805311.94 40
60	** **	Culture/Recreation	111805	57143.05	51	559025	536492.06	96	.00	1341804	805311.94 40
DIV	6001	TOTAL ***** Administration	111805	57143.05	51	559025	536492.06	96	.00	1341804	805311.94 40

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET			
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	55598	63452.70	114	277990	286611.26	103	.00	667274	380662.74	43

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	13374	12836.39	96	66870	70922.96	106	.00	160495	89572.04 44	
16	**	Library Personal Services	13374	12836.39	96	66870	70922.96	106	.00	160495	89572.04 44	
18		Other Personal Services										
18	05	Overtime Civilian	25	221.69	887	125	1133.48	907	.00	300	833.48- 378	
18	**	Other Personal Services	25	221.69	887	125	1133.48	907	.00	300	833.48- 378	
19		Employee Benefits										
19	05	Medical Insurance	2816	3037.72	108	14080	15188.60	108	.00	33800	18611.40 45	
19	10	IMRF	1748	1660.99	95	8740	9165.61	105	.00	20976	11810.39 44	
19	11	Social Security	829	770.15	93	4145	4264.09	103	.00	9951	5686.91 43	
19	12	Medicare	193	180.11	93	965	997.25	103	.00	2327	1329.75 43	
19	50	Employee Asst. Program	520	.00	0	2600	5577.34	215	.00	6250	672.66 89	
19	**	Employee Benefits	6106	5648.97	93	30530	35192.89	115	.00	73304	38111.11 48	
21		Property Services										
21	65	Other Services	687	687.75	100	3435	2630.25	77	.00	8250	5619.75 32	
21	**	Property Services	687	687.75	100	3435	2630.25	77	.00	8250	5619.75 32	
22		Other Contractual Service										
22	01	Advertising	208	1214.10	584	1040	1394.10	134	.00	2500	1105.90 56	
22	02	Dues	258	.00	0	1290	2509.00	195	.00	3105	596.00 81	
22	03	Training	67	.00	0	335	338.07	101	.00	810	471.93 42	
22	55	In Service Training	625	.00	0	3125	6677.61	214	.00	7500	822.39 89	
22	**	Other Contractual Service	1158	1214.10	105	5790	10918.78	189	.00	13915	2996.22 79	
40		Other Charges										
40	62	Tuition Reimbursement	1250	2840.67	227	6250	7286.00	117	.00	15000	7714.00 49	
40	70	Employee Recognition Prog	1370	536.52	39	6850	536.52	8	.00	16450	15913.48 3	
40	**	Other Charges	2620	3377.19	129	13100	7822.52	60	.00	31450	23627.48 25	
601	**	** Library	23970	23986.09	100	119850	128620.88	107	.00	287714	159093.12 45	
60	**	** Culture/Recreation	23970	23986.09	100	119850	128620.88	107	.00	287714	159093.12 45	
DIV	6003	TOTAL ***** Human Resources	23970	23986.09	100	119850	128620.88	107	.00	287714	159093.12 45	

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants						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									
	21	Property Services									
	21 65	Other Services	416	.00	0	2080	1341.98	65	.00	5000	3658.02 27
	21 **	Property Services	416	.00	0	2080	1341.98	65	.00	5000	3658.02 27
	22	Other Contractual Service									
	22 18	Contr Programs & Exhibits	1666	3000.00	180	8330	33544.48	403	.00	20000	13544.48- 168
	22 **	Other Contractual Service	1666	3000.00	180	8330	33544.48	403	.00	20000	13544.48- 168
	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	1028.18	247	2080	1264.14	61	.00	5000	3735.86 25
	32 02	Program Supplies	416	34.04	8	2080	343.42	17	.00	5000	4656.58 7
	32 32	Software	125	.00	0	625	.00	0	.00	1500	1500.00 0
	32 72	Special Events	833	8699.81	1044	4165	12812.31	308	.00	10000	2812.31- 128
	32 75	Audio Visual	166	.00	0	830	.00	0	.00	2000	2000.00 0
	32 78	Electronic Resources	125	.00	0	625	.00	0	.00	1500	1500.00 0
	32 80	Books	416	1124.31	270	2080	1124.31	54	.00	5000	3875.69 23
	32 **	Library Supplies	2497	10886.34	436	12485	15544.18	125	.00	30000	14455.82 52
	50	Property									
	50 15	Other Equipment	416	.00	0	2080	.00	0	.00	5000	5000.00 0
	50 55	Other Capital Outlay	0	1181.18	0	0	1181.18	0	.00	0	1181.18- 0
	50 **	Property	416	1181.18	284	2080	1181.18	57	.00	5000	3818.82 24
601	** **	Library	5411	15067.52	279	27055	51611.82	191	.00	65000	13388.18 79
60	** **	Culture/Recreation	5411	15067.52	279	27055	51611.82	191	.00	65000	13388.18 79
DIV	6004	TOTAL *****									
		Paid by Gifts and Grants	5411	15067.52	279	27055	51611.82	191	.00	65000	13388.18 79

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE OBJ	ACCOUNT DESCRIPTION	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	19092	17306.41	91	95460	102505.23	107	.00	229114	126608.77 45
	16 **	Library Personal Services	19092	17306.41	91	95460	102505.23	107	.00	229114	126608.77 45
	18	Other Personal Services									
	18 05	Overtime Civilian	41	.00	0	205	114.04	56	.00	500	385.96 23
	18 **	Other Personal Services	41	.00	0	205	114.04	56	.00	500	385.96 23
	19	Employee Benefits									
	19 05	Medical Insurance	3222	2977.77	92	16110	14888.85	92	.00	38669	23780.15 39
	19 10	IMRF	2495	2201.39	88	12475	13053.18	105	.00	29946	16892.82 44
	19 11	Social Security	1183	1012.54	86	5915	6041.89	102	.00	14205	8163.11 43
	19 12	Medicare	276	236.81	86	1380	1413.02	102	.00	3322	1908.98 43
	19 **	Employee Benefits	7176	6428.51	90	35880	35396.94	99	.00	86142	50745.06 41
	20	Prof Technical Services									
	20 05	Professional Services	450	.00	0	2250	.00	0	.00	5400	5400.00 0
	20 **	Prof Technical Services	450	.00	0	2250	.00	0	.00	5400	5400.00 0
	21	Property Services									
	21 36	Equipment Rental	586	306.00	52	2930	842.00	29	.00	7040	6198.00 12
	21 65	Other Services	442	.00	0	2210	.00	0	.00	5310	5310.00 0
	21 **	Property Services	1028	306.00	30	5140	842.00	16	.00	12350	11508.00 7
	22	Other Contractual Service									
	22 02	Dues	60	.00	0	300	280.00	93	.00	725	445.00 39
	22 03	Training	100	.00	0	500	.00	0	.00	1200	1200.00 0
	22 25	IT/GIS Service Charge	2033	2033.33	100	10165	10166.65	100	.00	24400	14233.35 42
	22 **	Other Contractual Service	2193	2033.33	93	10965	10446.65	95	.00	26325	15878.35 40
601	** **	Library	29980	26074.25	87	149900	149304.86	100	.00	359831	210526.14 42
60	** **	Culture/Recreation	29980	26074.25	87	149900	149304.86	100	.00	359831	210526.14 42
DIV	6008	TOTAL ***** Finance	29980	26074.25	87	149900	149304.86	100	.00	359831	210526.14 42

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%	
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	B DGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	%
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	52333	49285.83	94	261665	269281.26	103	.00	627997	358715.74	43
16	**	Library Personal Services	52333	49285.83	94	261665	269281.26	103	.00	627997	358715.74	43
18		Other Personal Services										
18	05	Overtime Civilian	20	17.38	87	100	566.44	566	.00	250	316.44-	227
18	**	Other Personal Services	20	17.38	87	100	566.44	566	.00	250	316.44-	227
19		Employee Benefits										
19	05	Medical Insurance	12185	11578.69	95	60925	57893.45	95	.00	146228	88334.55	40
19	10	IMRF	6644	6037.30	91	33220	33079.55	100	.00	79738	46658.45	42
19	11	Social Security	3244	2949.51	91	16220	16194.14	100	.00	38936	22741.86	42
19	12	Medicare	758	689.81	91	3790	3787.37	100	.00	9106	5318.63	42
19	**	Employee Benefits	22831	21255.31	93	114155	110954.51	97	.00	274008	163053.49	41
20		Prof Technical Services										
20	05	Professional Services	687	54.10	8	3435	7053.66	205	.00	8252	1198.34	86
20	08	Consulting Services	2170	4781.25-	220-	10850	8523.50	79	.00	26045	17521.50	33
20	**	Prof Technical Services	2857	4727.15-	166-	14285	15577.16	109	.00	34297	18719.84	45
21		Property Services										
21	02	Equipment Maintenance	14991	1933.05	13	74955	138210.80	184	.00	179898	41687.20	77
21	**	Property Services	14991	1933.05	13	74955	138210.80	184	.00	179898	41687.20	77
22		Other Contractual Service										
22	02	Dues	17	.00	0	85	.00	0	.00	209	209.00	0
22	03	Training	37	.00	0	185	720.07	389	.00	450	270.07-	160
22	**	Other Contractual Service	54	.00	0	270	720.07	267	.00	659	61.07-	109
30		General Supplies										
30	05	Office Supplies & Equip	31	24.98	81	155	78.67-	51-	.00	375	453.67	21-
30	30	Data System Supplies	3183	4277.60	134	15915	16963.38	107	.00	38204	21240.62	44
30	32	Software Library	14623	5051.11	35	73115	103545.09	142	.00	175480	71934.91	59
30	33	Documentation Library	52	.00	0	260	.00	0	.00	625	625.00	0
30	**	General Supplies	17889	9353.69	52	89445	120429.80	135	.00	214684	94254.20	56
31		Public Works Supplies										
31	85	Small Tools and Equipment	1384	1735.87	125	6920	7573.69	109	.00	16610	9036.31	46
31	**	Public Works Supplies	1384	1735.87	125	6920	7573.69	109	.00	16610	9036.31	46
32		Library Supplies										
32	05	Processing Supplies	25	15.26	61	125	15.26	12	.00	300	284.74	5
32	32	Software	857	913.68	107	4285	3477.65	81	.00	10287	6809.35	34
32	**	Library Supplies	882	928.94	105	4410	3492.91	79	.00	10587	7094.09	33

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 12	Computer Equipment	5902	1278.99	22	29510	19379.89	66	.00	70830	51450.11 27
	50 15	Other Equipment	1066	.00	0	5330	895.00	17	.00	12800	11905.00 7
	50 **	Property	6968	1278.99	18	34840	20274.89	58	.00	83630	63355.11 24
601	** **	Library	120209	81061.91	67	601045	687081.53	114	.00	1442620	755538.47 48
60	** **	Culture/Recreation	120209	81061.91	67	601045	687081.53	114	.00	1442620	755538.47 48
DIV	6010	TOTAL ***** Information Technology	120209	81061.91	67	601045	687081.53	114	.00	1442620	755538.47 48

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE OBJ	ACCOUNT DESCRIPTION	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19339	18889.10	98	96695	109806.29	114	.00	232068	122261.71	47
	16 **	Library Personal Services	19339	18889.10	98	96695	109806.29	114	.00	232068	122261.71	47
	18	Other Personal Services										
	18 05	Overtime Civilian	166	561.22	338	830	1541.88	186	.00	2000	458.12	77
	18 **	Other Personal Services	166	561.22	338	830	1541.88	186	.00	2000	458.12	77
	19	Employee Benefits										
	19 05	Medical Insurance	4781	4753.28	99	23905	23766.40	99	.00	57379	33612.60	41
	19 10	IMRF	2186	2113.74	97	10930	12466.82	114	.00	26240	13773.18	48
	19 11	Social Security	1199	1159.75	97	5995	6672.69	111	.00	14388	7715.31	46
	19 12	Medicare	280	271.25	97	1400	1560.58	112	.00	3365	1804.42	46
	19 **	Employee Benefits	8446	8298.02	98	42230	44466.49	105	.00	101372	56905.51	44
	22	Other Contractual Service										
	22 03	Training	156	46.06	30	780	138.18	18	.00	1875	1736.82	7
	22 **	Other Contractual Service	156	46.06	30	780	138.18	18	.00	1875	1736.82	7
	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	28125	27794.40	99	140625	155990.76	111	.00	337540	181549.24	46
60	** **	Culture/Recreation	28125	27794.40	99	140625	155990.76	111	.00	337540	181549.24	46
DIV	6015	TOTAL ***** Security	28125	27794.40	99	140625	155990.76	111	.00	337540	181549.24	46

PREPARED 06/13/2018, 14:58:06
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 42% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	455905	375642.22	82	2279525	2409806.75	106	.00	5471527	3061720.25	44

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 85	Salaries	74334	72929.29	98	371670	373469.59	101	.00	892014	518544.41	42
	16 **	Library Personal Services	74334	72929.29	98	371670	373469.59	101	.00	892014	518544.41	42
	18	Other Personal Services										
	18 05	Overtime Civilian	20	.00	0	100	.00	0	.00	250	250.00	0
	18 **	Other Personal Services	20	.00	0	100	.00	0	.00	250	250.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10508	10435.34	99	52540	52176.70	99	.00	126098	73921.30	41
	19 10	IMRF	9525	9262.82	97	47625	47372.00	100	.00	114303	66931.00	41
	19 11	Social Security	4608	4387.80	95	23040	22492.80	98	.00	55305	32812.20	41
	19 12	Medicare	1077	1026.18	95	5385	5260.45	98	.00	12934	7673.55	41
	19 **	Employee Benefits	25718	25112.14	98	128590	127301.95	99	.00	308640	181338.05	41
	21	Property Services										
	21 65	Other Services	0	.00	0	0	1852.50	0	.00	0	1852.50-	0
	21 **	Property Services	0	.00	0	0	1852.50	0	.00	0	1852.50-	0
	22	Other Contractual Service										
	22 02	Dues	400	625.00	156	2000	1773.00	89	.00	4803	3030.00	37
	22 03	Training	370	288.53	78	1850	628.28	34	.00	4451	3822.72	14
	22 18	Contr Programs & Exhibits	850	870.00	102	4250	1530.00	36	.00	10200	8670.00	15
	22 **	Other Contractual Service	1620	1783.53	110	8100	3931.28	49	.00	19454	15522.72	20
	30	General Supplies										
	30 05	Office Supplies & Equip	25	.00	0	125	129.81	104	.00	310	180.19	42
	30 **	General Supplies	25	.00	0	125	129.81	104	.00	310	180.19	42
	32	Library Supplies										
	32 01	Program Supplies	164	169.90	104	820	302.19	37	.00	1970	1667.81	15
	32 02	Program Supplies	0	.00	0	0	80.06	0	.00	0	80.06-	0
	32 90	Circulation Supplies	183	.00	0	915	42.75	5	.00	2203	2160.25	2
	32 **	Library Supplies	347	169.90	49	1735	425.00	25	.00	4173	3748.00	10
601	** **	Library	102064	99994.86	98	510320	507110.13	99	.00	1224841	717730.87	41
60	** **	Culture/Recreation	102064	99994.86	98	510320	507110.13	99	.00	1224841	717730.87	41
DIV	6405	TOTAL ***** Business & Specialty Serv	102064	99994.86	98	510320	507110.13	99	.00	1224841	717730.87	41

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						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 85	Salaries	218730	187874.24	86	1093650	1037618.72	95	.00	2624771	1587152.28	40
	16 **	Library Personal Services	218730	187874.24	86	1093650	1037618.72	95	.00	2624771	1587152.28	40
	18	Other Personal Services										
	18 05	Overtime Civilian	166	235.27	142	830	524.92	63	.00	2000	1475.08	26
	18 **	Other Personal Services	166	235.27	142	830	524.92	63	.00	2000	1475.08	26
	19	Employee Benefits										
	19 05	Medical Insurance	21340	21048.44	99	106700	105242.20	99	.00	256090	150847.80	41
	19 10	IMRF	21858	19067.04	87	109290	110139.50	101	.00	262298	152158.50	42
	19 11	Social Security	13566	11371.83	84	67830	62997.38	93	.00	162793	99795.62	39
	19 12	Medicare	3172	2659.49	84	15860	14733.21	93	.00	38073	23339.79	39
	19 **	Employee Benefits	59936	54146.80	90	299680	293112.29	98	.00	719254	426141.71	41
	21	Property Services										
	21 02	Equipment Maintenance	46	.00	0	230	107.92	47	.00	555	447.08	19
	21 64	Access Services	250	435.50	174	1250	1336.87	107	.00	3000	1663.13	45
	21 65	Other Services	945	1210.70	128	4725	4893.00	104	.00	11348	6455.00	43
	21 **	Property Services	1241	1646.20	133	6205	6337.79	102	.00	14903	8565.21	43
	22	Other Contractual Service										
	22 02	Dues	184	.00	0	920	345.00	38	.00	2210	1865.00	16
	22 03	Training	357	39.63	11	1785	281.24	16	.00	4294	4012.76	7
	22 **	Other Contractual Service	541	39.63	7	2705	626.24	23	.00	6504	5877.76	10
	30	General Supplies										
	30 05	Office Supplies & Equip	433	293.28	68	2165	1733.90	80	.00	5207	3473.10	33
	30 07	Supplies Reimb by Patrons	168	.00	0	840	.00	0	.00	2020	2020.00	0
	30 **	General Supplies	601	293.28	49	3005	1733.90	58	.00	7227	5493.10	24
	32	Library Supplies										
	32 01	Program Supplies	194	1800.00	928	970	1773.54	183	.00	2332	558.46	76
	32 90	Circulation Supplies	947	1975.78	209	4735	2562.78	54	.00	11369	8806.22	23
	32 **	Library Supplies	1141	3775.78	331	5705	4336.32	76	.00	13701	9364.68	32
601	** **	Library	282356	248011.20	88	1411780	1344290.18	95	.00	3388360	2044069.82	40
60	** **	Culture/Recreation	282356	248011.20	88	1411780	1344290.18	95	.00	3388360	2044069.82	40
DIV	6420	TOTAL ***** Customer Services	282356	248011.20	88	1411780	1344290.18	95	.00	3388360	2044069.82	40

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	33201	31211.01	94	166005	161220.79	97	.00	398420	237199.21	41
	16 **	Library Personal Services	33201	31211.01	94	166005	161220.79	97	.00	398420	237199.21	41
	18	Other Personal Services										
	18 05	Overtime Civilian	16	35.30	221	80	35.30	44	.00	200	164.70	18
	18 **	Other Personal Services	16	35.30	221	80	35.30	44	.00	200	164.70	18
	19	Employee Benefits										
	19 05	Medical Insurance	7843	5862.98	75	39215	29314.90	75	.00	94121	64806.10	31
	19 10	IMRF	4199	3790.65	90	20995	20199.62	96	.00	50397	30197.38	40
	19 11	Social Security	2058	1871.37	91	10290	9664.12	94	.00	24702	15037.88	39
	19 12	Medicare	481	437.63	91	2405	2260.06	94	.00	5777	3516.94	39
	19 **	Employee Benefits	14581	11962.63	82	72905	61438.70	84	.00	174997	113558.30	35
	22	Other Contractual Service										
	22 02	Dues	171	.00	0	855	640.00	75	.00	2053	1413.00	31
	22 03	Training	111	64.42	58	555	383.23	69	.00	1340	956.77	29
	22 18	Contr Programs & Exhibits	14224	10563.06	74	71120	97194.63	137	.00	170695	73500.37	57
	22 **	Other Contractual Service	14506	10627.48	73	72530	98217.86	135	.00	174088	75870.14	56
	32	Library Supplies										
	32 02	Program Supplies	5138	10491.23	204	25690	23668.51	92	.00	61657	37988.49	38
	32 **	Library Supplies	5138	10491.23	204	25690	23668.51	92	.00	61657	37988.49	38
601	** **	Library	67442	64327.65	95	337210	344581.16	102	.00	809362	464780.84	43
60	** **	Culture/Recreation	67442	64327.65	95	337210	344581.16	102	.00	809362	464780.84	43
DIV	6440	TOTAL ***** Programs and Exhibits	67442	64327.65	95	337210	344581.16	102	.00	809362	464780.84	43

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	42793	38956.28	91	213965	203116.45	95	.00	513526	310409.55	40
	16 **	Library Personal Services	42793	38956.28	91	213965	203116.45	95	.00	513526	310409.55	40
	18	Other Personal Services										
	18 05	Overtime Civilian	8	.00	0	40	41.47	104	.00	100	58.53	42
	18 **	Other Personal Services	8	.00	0	40	41.47	104	.00	100	58.53	42
	19	Employee Benefits										
	19 05	Medical Insurance	4629	3541.55	77	23145	17707.75	77	.00	55556	37848.25	32
	19 10	IMRF	5265	4399.42	84	26325	22963.22	87	.00	63185	40221.78	36
	19 11	Social Security	2653	2377.86	90	13265	12428.14	94	.00	31839	19410.86	39
	19 12	Medicare	620	556.09	90	3100	2906.56	94	.00	7446	4539.44	39
	19 **	Employee Benefits	13167	10874.92	83	65835	56005.67	85	.00	158026	102020.33	35
	22	Other Contractual Service										
	22 02	Dues	192	.00	0	960	673.00	70	.00	2305	1632.00	29
	22 03	Training	41	.00	0	205	67.11	33	.00	500	432.89	13
	22 66	Outside Reference Service	225	.00	0	1125	2662.68	237	.00	2700	37.32	99
	22 **	Other Contractual Service	458	.00	0	2290	3402.79	149	.00	5505	2102.21	62
	30	General Supplies										
	30 05	Office Supplies & Equip	58	94.79	163	290	603.07	208	.00	700	96.93	86
	30 07	Supplies Reimb by Patrons	75	20.09	27	375	20.09	5	.00	900	920.09	2
	30 **	General Supplies	133	74.70	56	665	582.98	88	.00	1600	1017.02	36
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	520	606.79	117	2600	2611.27	100	.00	6250	3638.73	42
	31 **	Public Works Supplies	520	606.79	117	2600	2611.27	100	.00	6250	3638.73	42
	32	Library Supplies										
	32 01	Program Supplies	83	.00	0	415	.00	0	.00	1000	1000.00	0
	32 78	Electronic Resources	28085	16140.53	58	140425	265048.11	189	.00	337027	71978.89	79
	32 90	Circulation Supplies	147	.00	0	735	761.57	104	.00	1775	1013.43	43
	32 **	Library Supplies	28315	16140.53	57	141575	265809.68	188	.00	339802	73992.32	78
	50	Property										
	50 15	Other Equipment	382	483.00	126	1910	2256.67	118	.00	4588	2331.33	49
	50 **	Property	382	483.00	126	1910	2256.67	118	.00	4588	2331.33	49
601	** **	Library	85776	67136.22	78	428880	533826.98	125	.00	1029397	495570.02	52
60	** **	Culture/Recreation	85776	67136.22	78	428880	533826.98	125	.00	1029397	495570.02	52
DIV	6450	TOTAL ***** Digital Services	85776	67136.22	78	428880	533826.98	125	.00	1029397	495570.02	52

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE OBJ	ACCOUNT	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	65855	60455.66	92	329275	331652.56	101	.00	790261	458608.44	42
	16 **	Library Personal Services	65855	60455.66	92	329275	331652.56	101	.00	790261	458608.44	42
	18	Other Personal Services										
	18 05	Overtime Civilian	12	7.86	66	60	69.90	117	.00	150	80.10	47
	18 **	Other Personal Services	12	7.86	66	60	69.90	117	.00	150	80.10	47
	19	Employee Benefits										
	19 05	Medical Insurance	15468	16154.21	104	77340	80771.05	104	.00	185626	104854.95	44
	19 10	IMRF	8598	7690.93	90	42990	42194.97	98	.00	103182	60987.03	41
	19 11	Social Security	4083	3586.22	88	20415	19742.87	97	.00	48996	29253.13	40
	19 12	Medicare	954	838.67	88	4770	4617.13	97	.00	11459	6841.87	40
	19 **	Employee Benefits	29103	28270.03	97	145515	147326.02	101	.00	349263	201936.98	42
	22	Other Contractual Service										
	22 02	Dues	206	.00	0	1030	513.00	50	.00	2478	1965.00	21
	22 03	Training	83	28.17	34	415	80.83	20	.00	1000	919.17	8
	22 85	Processing Services	8875	8299.95	94	44375	32486.95	73	.00	106500	74013.05	31
	22 **	Other Contractual Service	9164	8328.12	91	45820	33080.78	72	.00	109978	76897.22	30
	30	General Supplies										
	30 05	Office Supplies & Equip	125	60.30	48	625	460.64	74	.00	1500	1039.36	31
	30 33	Documentation Library	59	.00	0	295	525.00	178	.00	717	192.00	73
	30 **	General Supplies	184	60.30	33	920	985.64	107	.00	2217	1231.36	45
	32	Library Supplies										
	32 03	Binding	16	.00	0	80	.00	0	.00	200	200.00	0
	32 05	Processing Supplies	2583	4941.24	191	12915	10078.73	78	.00	31000	20921.27	33
	32 75	Audio Visual	43844	38506.92	88	219220	198325.50	91	.00	526135	327809.50	38
	32 80	Books	61106	76718.51	126	305530	292047.02	96	.00	733276	441228.98	40
	32 90	Circulation Supplies	250	.00	0	1250	.00	0	.00	3000	3000.00	0
	32 95	Periodicals	10907	16901.10	155	54535	59351.86	109	.00	130889	71537.14	45
	32 **	Library Supplies	118706	137067.77	116	593530	559803.11	94	.00	1424500	864696.89	39
601	** **	Library	223024	234189.74	105	1115120	1072918.01	96	.00	2676369	1603450.99	40
60	** **	Culture/Recreation	223024	234189.74	105	1115120	1072918.01	96	.00	2676369	1603450.99	40
DIV	6470	TOTAL ***** Collection Services	223024	234189.74	105	1115120	1072918.01	96	.00	2676369	1603450.99	40
DEPT	64	TOTAL ***** User Services	760662	713659.67	94	3803310	3802726.46	100	.00	9128329	5325602.54	42

FUND 291 Memorial Library Fund			DEPT/DIV 6901 Non Operating/Non Operating					ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP			
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	1362400	1089301.89	80	6812000	7962533.21	117	.00	16349856	8387322.79 49
GRAND		TOTAL *****	1362400	1089301.89	80	6812000	7962533.21	117	.00	16349856	8387322.79 49

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50	12 Computer Equipment	7666	.00	0	38330	86829.86	227	.00	92000	5170.14 94
	50	** Property	7666	.00	0	38330	86829.86	227	.00	92000	5170.14 94
601	**	** Library	7666	.00	0	38330	86829.86	227	.00	92000	5170.14 94
60	**	** Culture/Recreation	7666	.00	0	38330	86829.86	227	.00	92000	5170.14 94
DIV	6010	TOTAL ***** Information Technology	7666	.00	0	38330	86829.86	227	.00	92000	5170.14 94

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 15	Other Equipment	13358	.00	0	66790	.00	0	.00	160300	160300.00 0
	50 55	Other Capital Outlay	65416	.00	0	327080	2434.00	1	.00	785000	782566.00 0
	50 **	Property	78774	.00	0	393870	2434.00	1	.00	945300	942866.00 0
601 ** **		Library	78774	.00	0	393870	2434.00	1	.00	945300	942866.00 0
60 ** **		Culture/Recreation	78774	.00	0	393870	2434.00	1	.00	945300	942866.00 0
DIV 6020		TOTAL ***** Facilities	78774	.00	0	393870	2434.00	1	.00	945300	942866.00 0
DEPT 60		TOTAL ***** Executive Office	86440	.00	0	432200	89263.86	21	.00	1037300	948036.14 9
FUND 491		TOTAL ***** Capital Projects-Library	86440	.00	0	432200	89263.86	21	.00	1037300	948036.14 9
GRAND		TOTAL *****	86440	.00	0	432200	89263.86	21	.00	1037300	948036.14 9

June 19, 2018

(Action Item 4)

ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
May 31, 2018

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$351,522.60
491	Capital Projects Fund - Library	\$0.00
Total Disbursements		<u>\$351,522.60</u>
Payrolls Paid		
5/11/2018		\$283,878.36
5/25/2018		\$287,322.31
		<u>\$571,200.67</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
5/31/2018	Group Insurance	\$96,575.00
5/31/2018	IMRF	\$65,884.52
5/31/2018	Social Security	\$34,167.06
5/31/2018	Medicare	\$7,990.55
		<u>\$204,617.13</u>
Total Disbursed		<u><u>\$1,127,340.40</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
76847	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION-MAY 2018	99.84	99.84
76859	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME-REBATE	105.33-	105.33-
76911	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED-JUNE 2018	3,463.82	
		291-0000-210.99-00	FSA DEP-JUNE 2018	769.24	4,233.06
76959	PROQUEST LLC	291-0000-140.05-00	PREPAID CHICAGO TRIBUNE	2,808.33	2,808.33
***** DIVISION TOTAL ****					7,035.90
***** DEPARTMENT TOTAL **					7,035.90

DEPARTMENT: 60

Executive Office

DIVISION: 01

76848	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES-C TANGNEY	191.00	
		291-6001-601.22-02	ALA DUES-J SUPPLITT	191.00	
		291-6001-601.22-02	ALA DUES-J BRODY-GARKISCH	191.00	
		291-6001-601.22-02	ALA DUES-G ZYCK	191.00	764.00
76849	ALIBRIS	291-6001-601.32-99	EMP REIMBURSED PURCHASE	54.35	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	148.50	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	43.90	246.75
76852	AMAZON.COM CREDIT	291-6001-601.30-05	PENS	11.48	
		291-6001-601.30-05	REFUND	3.99-	
		291-6001-601.50-15	STANDING DESK	295.00	
		291-6001-601.50-15	STANDING DESK	295.00	
		291-6001-601.50-15	STANDING DESK	295.00	
		291-6001-601.50-15	STANDING DESK	295.00	
		291-6001-601.50-15	STANDING DESK	295.00	
		291-6001-601.50-15	STANDING DESK	295.00	
		291-6001-601.30-05	CANDY BARS	29.99	
		291-6001-601.30-05	CANDY	22.98	
		291-6001-601.30-05	OFFICE SUPPLIES	61.95	1,892.41
76853	AMERICAN LIBRARY ASSOCIATION	291-6001-601.22-03	2018 ALSC REG - C CAPUTO	400.00	400.00
76854	ANDERSEN OFFICE INTERIORS	291-6001-601.50-15	TABLES FOR KIDS WORLD	2,284.00	2,284.00
76857	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.19-55	4TH QTR 2017 UNEMPLOYMENT	6,385.00	
		291-6001-601.22-05	POSTAGE-D HALPIN	1.87	
		291-6001-601.22-03	TRAV/TRAIN-N MURRAY	22.30	
		291-6001-601.22-03	TRAV/TRAIN-R THORNTON	15.00	
		291-6001-601.22-03	TRAV/TRAIN-K PEDDICORD	15.00	
		291-6001-601.22-03	TRAV/TRAIN-A ESAU	26.66	
		291-6001-601.22-03	TRAV/TRAIN-S KAEMPEN	30.26	
		291-6001-601.22-03	TRAV/TRAIN-C GEORGE	22.30	
		291-6001-601.22-03	TRAV/TRAIN-L COSTIN	27.10	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	TRAV/TRAIN-D MALIK	26.68	
		291-6001-601.22-03	TRAV/TRAIN-K HEMPEL	27.54	
		291-6001-601.22-05	POSTAGE-J MORAVEC	10.00	
		291-6001-601.22-03	TRAV/TRAIN-L WIERTEL	25.79	
		291-6001-601.22-03	TRAV/TRAIN-M RADHAKRISH-	30.59	
		291-6001-601.22-03	TRAV/TRAIN-A STANFIELD	14.71	
		291-6001-601.22-03	TRAV/TRAIN-E BALZER	31.35	
		291-6001-601.22-03	TRAV/TRAIN-A BELFORD	12.54	
		291-6001-601.22-05	POSTAGE-D HALPIN	6.70	6,731.39
76858	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.21-65	AIR BNB REFUND	101.01-	101.01-
76859	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	ALA CONF REG-M DRISKELL	350.00	
		291-6001-601.22-42	MONTHLY SUBSCRIPTION	344.85	
		291-6001-601.22-03	DONUTS FOR TCP ROLLOUT	67.47	
		291-6001-601.22-05	INK & TAPE	501.50	
		291-6001-601.22-03	INTER ACTIVITY CONF HOTEL	608.16	
		291-6001-601.22-03	INTER ACTIVITY CONF HOTEL	608.16	
		291-6001-601.22-03	ALA CONF REG-A HARDER	200.00	
		291-6001-601.22-03	ALA CONF REG-M HASTINGS	350.00	
		291-6001-601.22-03	ALA CONF REG-C KELLY	200.00	
		291-6001-601.22-03	ALA CONF REG-P AICHELE	200.00	
		291-6001-601.22-03	ALA CONF REG-B BENSON	200.00	
		291-6001-601.22-02	ALA DUES-P AICHELE	50.00	
		291-6001-601.22-02	ALA DUES-C KELLY	50.00	
		291-6001-601.22-02	ALA DUES-A HARDER	50.00	
		291-6001-601.22-02	ALA DUES-B BENSON	50.00	
		291-6001-601.22-03	ALSC INSTITUTE REG-M	400.00	
		291-6001-601.22-03	IUG CONF HOTEL	84.39-	
		291-6001-601.22-03	ELEVATE CONF HOTEL-	115.94	
		291-6001-601.22-03	ELEVATE CONF HOTEL-	115.94	
		291-6001-601.22-03	NUTANIX TRAINING	3,595.00	
		291-6001-601.22-03	INTERACTIVITY 2018 CONF-	1,500.00	9,472.63
76860	AT & T	291-6001-601.22-70	TELEPHONE	5,615.40	5,615.40
76861	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS	137.86	
		291-6001-601.22-42	INTERNET ACCESS	136.50	274.36
76864	BAILEY, KERRY	291-6001-601.22-03	INTERACTIVITY CONF - K	169.22	169.22
76865	BAKER & TAYLOR	291-6001-601.32-99	EMP REIMBURSED PURCHASE	6.77	
		291-6001-601.32-99	EMPL REIMB PURCH	10.16	16.93
76866	BAKER & TAYLOR ENTERTAINMENT	291-6001-601.32-99	EMP REIMBURSED PURCHASE	44.09	
		291-6001-601.32-99	EMPL REIMB PURCH	19.10	63.19
76877	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE	2,825.02	2,825.02
76884	COMCAST	291-6001-601.21-65	OTHER SERV	21.04	21.04
76891	CRYPISIS	291-6001-601.20-08	CONSULTING SERV LIB	612.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					612.50
76901	FINER LINE	291-6001-601.30-05	16 NAME BADGES	13.79	13.79
76902	FIRST CLASS TRAVEL	291-6001-601.22-03	ALA CONF-S DISTEL	645.40	
		291-6001-601.22-03	ALSC CONF-PAPANASTASSIOU	219.40	
		291-6001-601.22-03	ALSC CONF-C CAPUTO	219.40	
		291-6001-601.22-03	ALA CONF-B BENSON	461.40	
		291-6001-601.22-03	ALA CONF-P AICHELE	409.40	
		291-6001-601.22-03	ALA CONF-A HARDER	434.40	
		291-6001-601.22-03	ALA CONF-C KELLY	376.00	
		291-6001-601.22-03	ALA CONF-M HASTINGS	370.40	3,135.80
76907	GARVEYS OFFICE PRODUCTS	291-6001-601.30-05	WIPES	52.54	
		291-6001-601.30-05	BATTERIES	14.29	66.83
76911	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES-JUNE 2018	171.00	171.00
76919	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TTY SERVICES-MAY 2018	49.95	49.95
76920	HOMELESS TRAINING INSTITUTE LLC	291-6001-601.22-03	RENEWAL OF ON-LINE TRAIN-	400.00	400.00
76922	IL DEPT OF EMPLOYMENT SECURITY	291-6001-601.19-55	UNEMPLOYMENT COMPENSATION	5,724.16	5,724.16
76926	INGRAM LIBRARY SERVICES	291-6001-601.32-99	EMP REIMBURSED PURCHASE	20.40	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.12	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	14.69	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	9.60	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	16.18	
		291-6001-601.32-99	EMP REIMBURSED PURCHASE	19.78	94.77
76935	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SERVS	29.75	29.75
76946	MORAVEC, JANET	291-6001-601.22-03	MAY STAFF MEETING SUPPS	66.67	66.67
76949	MYERS, KATIE	291-6001-601.22-03	TRAV/TRAIN-K MYERS	66.92	66.92
76950	NAPRAVNIK, DAWN	291-6001-601.22-03	INTERACTIVITY CONF-	135.75	135.75
76957	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAY PHONE-JUNE	63.00	63.00
76977	STAPLES ADVANTAGE	291-6001-601.30-05	OFFICE SUPPLIES	15.98	
		291-6001-601.30-05	OFFICE SUPPLIES	92.00	107.98
76987	U S POSTAL SERVICE-NEOPOST POSTAGE	291-6001-601.22-05	POSTAGE METER FUNDS	3,000.00	3,000.00
76989	UPS	291-6001-601.22-05	POSTAGE	4.63	4.63
76990	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 4/26-5/25/18	371.54	371.54
76995	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	11.55	11.55
76996	WILIUG-C/O RACHEL ROHLF	291-6001-601.22-03	WILIUG CONF-S BECKMAN	40.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-03	WILIUG CONF-S MEYER	40.00	80.00
76999	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS	154.00	1,728.99

***** DIVISION TOTAL **** *Communications and Marketing* 46,610.91

		291-6002-601.30-05	OFFICE SUPPS	12.52	
		291-6002-601.30-05	TRANSFORMER	129.95	
		291-6002-601.30-05	TENNIS BALL BLASTER	22.99	165.46
76858	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.31-85	NET WORLD SPORTS SUMMER	469.98	
		291-6002-601.31-85	FOREIGN TRANSACTION FEE	9.39	479.37
76859	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	ADVERTISING-EVENT PROMO	6.86	
		291-6002-601.21-65	ADVERTISING-EVENT PROMO	38.14	
		291-6002-601.22-10	STICKER-SRP	386.00	
		291-6002-601.22-10	BUSINESS CARDS-D MALIK	20.72	451.72
76873	BLICK ART MATERIALS	291-6002-601.30-05	MOUNTING BOARDS	45.60	45.60
76877	CARDINAL COLORGROUP	291-6002-601.22-10	JUNE NEWSLETTER	21,320.00	
		291-6002-601.21-65	OTHERSERVS	200.00	
		291-6002-601.22-10	PRINTING SUMMER READING	4,590.00	26,110.00
76883	COLORWAVE GRAPHICS LLC	291-6002-601.22-10	KIDS WORLD - WALL HANGING	972.50	972.50
76885	COMDATA CORPORATION	291-6002-601.32-72	DIST 25 2018 REFRESHMENTS	34.86	34.86
76908	GRAINGER INC,W W	291-6002-601.31-85	PVC PIPE	126.21	
		291-6002-601.31-85	PVC PIPE	126.21	252.42
76945	MOBILE PRINT	291-6002-601.22-10	VOLUNTEER LUNCHCEON PRO-	333.80	
		291-6002-601.22-10	VOLUNTEER FAIR BROCHURE	357.08	690.88
76960	PURCHASE ADVANTAGE CARD	291-6002-601.32-72	DIST 25 REFRESHMENTS 2018	44.90	44.90
76962	RAGAN COMMUNICATIONS INC	291-6002-601.22-02	SUBSCRIPTION	249.00	249.00
76977	STAPLES ADVANTAGE	291-6002-601.30-05	OFFICE SUPPLIES	65.14	65.14
76978	SUBURBAN TRIM & GLASS CORP	291-6002-601.31-85	ACRYLIC PIECES	470.00	470.00
76994	WAIST UP	291-6002-601.32-01	T-SHIRTS	240.00	240.00

***** DIVISION TOTAL **** 30,271.85

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Human Resources</i>					
76845	ACTION WITHOUT BORDERS	291-6003-601.22-01	ADVERTISING	90.00	90.00
76859	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-01	JOB ADDS	650.00	
		291-6003-601.22-01	JOB ADS	224.10	
		291-6003-601.22-01	JOB ADS	250.00	1,124.10
76867	BALZER, EDMUND	291-6003-601.40-62	TUITION REIMBURSEMENT	660.00	660.00
76878	CAREERBUILDER	291-6003-601.21-65	OTHERSERVS - MAY 2018	687.75	687.75
76918	HILL, SONYA	291-6003-601.40-62	TUITION REIMBURSEMENT	884.92	884.92
76941	MERIDIAN BANQUET	291-6003-601.40-70	VOLUNTEER RECOGNITION	536.52	536.52
76943	MEYER, SHANNON	291-6003-601.40-62	TUITION REIMBURSEMENT	545.75	545.75
77001	YOUNG, MEGAN	291-6003-601.40-62	TUITION REIMBURSEMENT	750.00	750.00

***** DIVISION TOTAL ****

Gifts and Grants

5,279.04

DEPARTMENT: 60 Executive Office

DIVISION: 04

76859	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-80	COMMISSIONED CITYSCAPE	1,100.00	
		291-6004-601.32-72	GIVEAWAY ITEMS-SRP	2,402.58	
		291-6004-601.32-72	TISSUE WALLETS-SENIOR	290.75	3,793.33
76865	BAKER & TAYLOR	291-6004-601.32-80	MEMORIAL DONATION-TRECKA	10.21	10.21
76892	DARIE, RUXANDRA	291-6004-601.50-55	REMAINDER-CITY SCAP	1,181.18	1,181.18
76926	INGRAM LIBRARY SERVICES	291-6004-601.32-80	MEM DONATION BOOKS	14.10	14.10
76940	MENARDS-MOUNT PROSPECT	291-6004-601.32-02	SPROUT SQUAD SUPPLIES	34.04	34.04
76941	MERIDIAN BANQUET	291-6004-601.32-72	VOLUNTEER LUNCHEON	3,506.48	3,506.48
76963	RASCHKA, CHRIS	291-6004-601.22-18	FINAL PMT-ARTIST IN RESID	3,000.00	3,000.00
76992	VOLO AUTO MUSEUM	291-6004-601.32-72	BATMOBILE FOR PARADE	2,500.00	2,500.00
76994	WAIST UP	291-6004-601.32-01	SUMMER VOLUNTEER T-SHIRTS	1,028.18	1,028.18

***** DIVISION TOTAL ****

Finance

15,067.52

DEPARTMENT: 60 Executive Office

DIVISION: 08

76951	NEOPOST USA INC	291-6008-601.21-36	EQUIP RENTAL 6/29-9/18/18	306.00	306.00
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***** DIVISION TOTAL ****

306.00

DEPARTMENT: 60 Executive Office

DIVISION: 10

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Information Technology</i>					
76852	AMAZON.COM CREDIT	291-6010-601.30-30	TONER	500.32	
		291-6010-601.31-85	SMALL TOOLS & EQUIP	43.96	
		291-6010-601.31-85	SMALL TOOLS & EQUIP	36.04	
		291-6010-601.30-30	TONER	159.99	
		291-6010-601.30-30	PLATE TAPE	19.98	
		291-6010-601.31-85	KEYBOARD	25.99	
		291-6010-601.30-30	TONER	76.68	
		291-6010-601.30-05	P-TOUCH TAPE	24.98	887.94
76858	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.32-32	PLAYSTATION GAMES-TWEEN	29.99	
		291-6010-601.32-32	PLAYSTATION GAMES-TWEEN	59.99	
		291-6010-601.32-32	PLAYSTATION GAMES-TWEEN	59.99	
		291-6010-601.32-32	PLAYSTATION GAMES-TWEEN	59.99	
		291-6010-601.32-32	PLAYSTATION GAMES-TWEEN	19.99	
		291-6010-601.32-32	PLAYSTATION GAMES-TWEEN	5.99	
		291-6010-601.32-32	PLAYSTATION GAMES-TWEEN	39.99	
		291-6010-601.32-32	NINTENDO GAMES-TWEEN	21.24	
		291-6010-601.32-32	NINTENDO GAMES-TWEEN	41.43	
		291-6010-601.32-32	NINTENDO GAMES-TWEEN	40.42	
		291-6010-601.32-32	NINTENDO GAMES-TWEEN	29.84	
		291-6010-601.32-32	NINTENDO GAMES-TWEEN	62.24	
		291-6010-601.32-32	NINTENDO GAMES-TWEEN	28.75	
		291-6010-601.32-32	NINTENDO GAMES-TWEEN	62.29	
		291-6010-601.32-32	NINTENDO GAMES FOR TWEEN	49.99	
		291-6010-601.32-32	NINTENDO GAMES FOR TWEEN	61.23	
		291-6010-601.32-32	NINTENDO GAMES FOR TWEEN	60.67	
		291-6010-601.32-32	NINTENDO GAMES FOR TWEEN	60.70	794.73
76859	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	MONTHLY SUBSCRIPTION	49.00	
		291-6010-601.30-32	QUICK TAP SURVEY PRO-	1,570.00	
		291-6010-601.31-85	FILTER	115.47	
		291-6010-601.31-85	FILTER	114.42	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.31-85	MONITOR	199.99	
		291-6010-601.30-32	BASECAMP CLASSIC	49.00	
		291-6010-601.30-32	BASECAMP CLASSIC-SUBSCRIP	700.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	50.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	9.99	
		291-6010-601.20-05	MONTHLY SUBSCRIPTION	54.10	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	14.99	
		291-6010-601.31-85	HOTSPOTS FOR CIRC	1,200.00	
		291-6010-601.32-32	GAMES FOR TWEEN GAMING	103.02	
		291-6010-601.32-32	GAMES FOR TWEEN GAMING	15.93	4,270.91
76862	B & H PHOTO VIDEO	291-6010-601.30-30	TONER	1,627.95	
		291-6010-601.30-30	MAKERBOT FILAMENT	52.76	
		291-6010-601.30-30	MATTE PAPER	375.96	
		291-6010-601.30-30	TONER	1,463.96	3,520.63
76866	BAKER & TAYLOR ENTERTAINMENT	291-6010-601.30-32	SOFTWARE LIBRARY	1,443.13	1,443.13
76880	CDW GOVERNMENT INC	291-6010-601.50-12	APPLE iPad MINI 4	412.44	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.50-12	LENOVA COMPUTER FOR DS	866.55	1,278.99
76925	IMPACT NETWORKING LLC	291-6010-601.30-30	REFUND	19.50-	
		291-6010-601.21-02	BASE CHG 4/29/18-5/28/18	298.16	
		291-6010-601.21-02	OVER CHG 4/13/18-5/12/18	215.74	
		291-6010-601.21-02	BASE CHG 5/29/18-6/8/18	288.81	
		291-6010-601.30-30	TONER	19.50	
		291-6010-601.21-02	BASE CHG 5/29-6/28/18	335.34	1,138.05
76960	PURCHASE ADVANTAGE CARD	291-6010-601.32-05	WATER	15.26	15.26
76968	SECURE BY DESIGN INC	291-6010-601.30-32	NINITE PRO 1 YR FOR 500	1,140.00	1,140.00
76982	TODAYS BUSINESS SOLUTIONS	291-6010-601.21-02	ANNUAL LICENSE-SIMPLE	795.00	795.00
***** DIVISION TOTAL **** Security					15,284.64
DEPARTMENT: 60	Executive Office	DIVISION: 15			
76859	ARLINGTON HTS MEMORIAL LIBRARY	291-6015-601.22-03	EMPLOYEE REGISTRATION	45.00	
		291-6015-601.22-03	EMPLOYEE REGISTRATION	1.06	46.06
***** DIVISION TOTAL **** Facilities					46.06
DEPARTMENT: 60	Executive Office	DIVISION: 20			
76844	ACRES GROUP	291-6020-601.21-11	LAWN MAINT - JUNE	883.00	883.00
76846	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SERVICE-MAY 2018	2,185.89	2,185.89
76851	ALPHA PRIME COMMUNICATIONS	291-6020-601.21-11	BATTERIES	90.00	90.00
76852	AMAZON.COM CREDIT	291-6020-601.21-11	BLDG MAINT	25.49	
		291-6020-601.31-45	DIAPER CHANGING KITS	177.52	
		291-6020-601.21-11	REFUND	.93-	
		291-6020-601.21-11	REFUND	.80-	
		291-6020-601.21-11	CAR MOUNT	26.99	
		291-6020-601.21-07	CAR MOUNT	9.80	
		291-6020-601.21-07	AUTO EQUIP MAINT	9.80	
		291-6020-601.21-07	REFUND	9.80-	
		291-6020-601.21-11	WATER FILTERS	79.60	317.67
76855	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REG SERVICE-MAY 2018	89.00	89.00
76856	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT	300.00	300.00
76859	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	BATTERIES	323.18	
		291-6020-601.21-11	WIPES	727.90	
		291-6020-601.21-11	HANDICAP STICKERS	21.30	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	FLOOR BOX	5.63	1,078.01
76863	BADE SUPPLY	291-6020-601.31-45	JANITORIAL PRODUCTS	1,988.40	1,988.40
76886	COMED	291-6020-601.30-51	HEATING 4/9-5/8/2018	97.13	
		291-6020-601.30-51	HEATING 4/9-5/8/2018	1.64	98.77
76887	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	OIL CHANGE/BOTH COMPRES-	116.00	
		291-6020-601.21-11	HVAC INSPECTION	1,650.00	1,766.00
76899	ESPOSITO PIANO SERVICE	291-6020-601.21-11	PIANO TUNING	105.00	105.00
76900	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
76904	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	OIL & FILTER CHANGES	406.55	406.55
76912	H-O-H WATER TECHNOLOGY INC	291-6020-601.21-11	WATER TREATMENT CHEMICALS	5,579.80	
		291-6020-601.21-11	COOLING WATER TEST METER	1,008.97	
		291-6020-601.21-11	BLDG MAINT	89.94	6,678.71
76921	IGS	291-6020-601.30-51	APRIL 2018/NATURAL GAS	2,867.23	2,867.23
76936	LAPORT INC	291-6020-601.31-45	JANITORIAL PRODUCTS	233.52	233.52
76938	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERV-JUNE 2018	4,599.00	4,599.00
76940	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	PUMP,LEVEL,BLDG MAINT	166.51	166.51
76952	NICOR GAS	291-6020-601.30-51	NAT GAS DISTRIBUTION-	655.62	
		291-6020-601.30-51	NAT GAS DISTRIBUTION-	376.40	1,032.02
76953	NOFFS SELF STORAGE INC	291-6020-601.21-11	JULY 2018-PARADE VEHICLE	75.40	75.40
76954	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	ADD OIL TO EACH COMPRES-	881.60	
		291-6020-601.21-11	WINTER WORK ON 2 CARRIER	7,063.00	7,944.60
76969	SHERWIN HARDWARE INC	291-6020-601.21-11	MISC BLDG MAINT SUPPLIES	32.47	
		291-6020-601.21-11	GORILLA TAPE,BUNGEEES,	132.89	
		291-6020-601.21-11	HINGE	3.99	
		291-6020-601.21-11	FLEX SEAL	55.96	
		291-6020-601.21-11	SAFETY TREADS	15.99	
		291-6020-601.21-11	BLDG MAINT SUPPLIES	17.95	
		291-6020-601.21-11	TAPPER BIT, CPT TRIM	19.87	
		291-6020-601.21-11	LEAKSTOP, SPREADER	22.57	
		291-6020-601.21-11	SHIMS, MENDING BRACES	46.28	
		291-6020-601.21-11	PAINT, SOAP, SPONGES	22.76	370.73
76970	SHERWIN-WILLIAMS	291-6020-601.21-11	PAINT	340.44	340.44
76976	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVICE/MAY 2018	931.24	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-02	STANDARD SERVICE-JUNE	931.24	1,862.48
76977	STAPLES ADVANTAGE	291-6020-601.31-45	JANITORIAL PRODUCTS	467.17	467.17
76986	TYCO INTEGRATED SECURITY LLC	291-6020-601.21-11	REPLACED BATTERY FOR FIRE	54.95	54.95
76991	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL-APRIL 2018	169.70	
		291-6020-601.21-60	WATER/SEWER 3/2-5/2/18	82.77	
		291-6020-601.21-60	WATER/SEWER 2/28-5/1/18	1,453.92	1,706.39
***** DIVISION TOTAL ****					37,932.44

***** DEPARTMENT TOTAL ** *Specialty Info Services* 150,798.46

DEPARTMENT:		DIVISION:			
64	User Services	05			
76848	ALA MEMBERSHIP	291-6405-601.22-02	ALA DUES - M MONAHAN	345.00	
		291-6405-601.22-02	ALA DUES - E LUDEMANN	280.00	625.00
76852	AMAZON.COM CREDIT	291-6405-601.32-01	FLAMINGO MINI'S	15.93	
		291-6405-601.32-01	FLASHCARDS	59.02	
		291-6405-601.32-01	BANNER HANGERS	63.92	
		291-6405-601.32-01	REFUND	.94-	137.93
76857	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAV/TRAIN-L DAKAS	12.04	
		291-6405-601.22-03	TRAV/TRAIN-L DAKAS	23.81	
		291-6405-601.22-03	TRAV/TRAIN-K DEVITT	31.83	
		291-6405-601.22-03	TRAV/TRAIN-E LOEFFLER	11.01	
		291-6405-601.22-03	TRAV/TRAIN-J JURGENS	38.75	
		291-6405-601.22-03	TRAV/TRAIN-T DANTIS	18.21	
		291-6405-601.22-03	TRAV/TRAIN-T DANTIS	8.08	
		291-6405-601.22-03	TRAV/TRAIN-E LUDEMANN	29.17	
		291-6405-601.22-03	TRAV/TRAIN-T DANTIS	46.32	
		291-6405-601.22-03	TRAV/TRAIN-E LUDEMANN	20.60	
		291-6405-601.22-03	TRAV/TRAIN-M YOUNG	3.71	
		291-6405-601.22-03	TRAV/TRAIN-M YOUNG	1.42	
		291-6405-601.22-03	TRAV/TRAIN-D MALIK	19.02	
		291-6405-601.32-01	PROG SUPPS-M YOUNG	6.00	
		291-6405-601.22-03	TRAV/TRAIN-T SPICER	19.00	
		291-6405-601.22-03	TRAV/TRAIN-A LORINCZ	5.56	294.53
76885	COMDATA CORPORATION	291-6405-601.32-01	ESL TEA & TALK	25.97	25.97
76917	HENQUINET,RICHARD	291-6405-601.22-18	RESUME REVIEWS-APRIL 2018	120.00	
		291-6405-601.22-18	MAY RESUME REVIEWS	270.00	390.00
76937	MADAY,JULIE I	291-6405-601.22-18	RESUME REVIEWS-APRIL 2018	120.00	
		291-6405-601.22-18	MAY RESUME REVIEWS	360.00	480.00
***** DIVISION TOTAL ****					1,953.43

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Customer Services</i>					
76843	ABLE CARD LLC	291-6420-601.32-90	LIBRARY CARDS	1,067.53	1,067.53
76852	AMAZON.COM CREDIT	291-6420-601.30-05	CC-OFFICE SUPPS	12.95	
		291-6420-601.32-90	IS-STAPLER	6.52	
		291-6420-601.32-90	CC-AIR FRESHENER	11.91	
		291-6420-601.32-90	CC-RECEIPT PAPER	49.23	
		291-6420-601.32-90	CC-RECEIPT PAPER	629.90	
		291-6420-601.32-90	WHITEBOARD CLEANER	21.98	
		291-6420-601.30-05	OFFICE SUPPLIES	19.74	
		291-6420-601.30-05	OFFICE SUPPLIES	32.63	
		291-6420-601.32-90	CIRC SUPPLIES	21.98	
		291-6420-601.30-05	REFUND	19.07-	
		291-6420-601.32-90	REFUND	21.98-	
		291-6420-601.32-90	CC-P-TOUCH TAPE	47.94	
		291-6420-601.32-90	IS-CIRC SUPPLIES	64.50	
		291-6420-601.32-90	CC-CIRC SUPPLIES	11.17	889.40
76857	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAV/TRAIN-S MEYER	28.18	
		291-6420-601.22-03	TRAV/TRAIN-A BELFORD	11.45	39.63
76874	BOOK PAGE	291-6420-601.32-01	PROG SUPPS	1,800.00	1,800.00
76907	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	OFFICE SUPPLIES	87.49	
		291-6420-601.30-05	IS-OFFICE SUPPLIES	27.89	
		291-6420-601.30-05	OFFICE SUPPLIES	57.18	172.56
76924	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6420-601.21-64	ACCESS SERVS-APRIL 2018	435.50	435.50
76961	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	OTHER SERVS	205.20	
		291-6420-601.21-65	OTHER SERVS	205.20	
		291-6420-601.21-65	OTHER SERVS	207.10	
		291-6420-601.21-65	OTHER SERVS	207.10	
		291-6420-601.21-65	OTHER SERVS	207.10	1,031.70
76988	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	OTHER SERVS	179.00	179.00
76995	WAREHOUSE DIRECT	291-6420-601.30-05	OFFICE SUPPLIES	22.59	
		291-6420-601.30-05	CC-OFFICE SUPPLIES	51.88	
		291-6420-601.32-90	IS-CIRC SUPPLIES	65.10	139.57

***** DIVISION TOTAL ****

Programs and Exhibits

5,754.89

76850	ALL RISE FILMS	291-6440-601.32-02	SCREENING FEE-THE TWO	350.00	350.00
76852	AMAZON.COM CREDIT	291-6440-601.32-02	PROG SUPPS	38.37	
		291-6440-601.32-02	PROG SUPPS	90.56	
		291-6440-601.22-18	WATERCOLOR KIT	24.98	
		291-6440-601.22-18	REFUND	34.32-	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PROG SUPPS	24.13	
		291-6440-601.32-02	REFUND	1.30-	
		291-6440-601.32-02	STRAWS	33.69	
		291-6440-601.32-02	OFFICE SUPPLIES	27.91	
		291-6440-601.32-02	INDEX CARDS	7.81	
		291-6440-601.32-02	PROG SUPPS	819.59	
		291-6440-601.32-02	ALTERNATE TENDER	40.98-	
		291-6440-601.32-02	GAME	109.90	
		291-6440-601.32-02	GIFT CARDS	100.00	
		291-6440-601.32-02	PROGRAM SUPPS	79.66	
		291-6440-601.32-02	BOTTLES	5.99	
		291-6440-601.32-02	BAGS	55.40	
		291-6440-601.32-02	PLUSH TOY	16.54	
		291-6440-601.32-02	PROG SUPPLIES	21.99	
		291-6440-601.32-02	PROG SUPPLIES	129.51	
		291-6440-601.32-02	PAINTING SMOCK	24.30	
		291-6440-601.32-02	PROG SUPPLIES	24.94	
		291-6440-601.32-02	PROG SUPPLIES	44.83	
		291-6440-601.32-02	PROG SUPPLIES	344.55	
		291-6440-601.22-18	STICKY NOTES	252.70	2,200.75
76857	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	REPLACE SPEC FUNDS CHECK	3,000.00	
		291-6440-601.32-02	PROG EVENTS-V STARENDA	6.10	
		291-6440-601.32-02	PROG EVENTS-L DAKAS	15.57	
		291-6440-601.32-02	PROG EVENTS-L DAKAS	7.73	
		291-6440-601.32-02	PROG EVENTS-L DAKAS	40.54	
		291-6440-601.32-02	PROG EVENTS-J CZAJKA	33.90	
		291-6440-601.32-02	PROG EVENTS-K DEVITT	23.78	
		291-6440-601.32-02	PROG EVENTS-R KING	20.41	
		291-6440-601.32-02	PROG EVENTS-R KING	11.30	
		291-6440-601.32-02	PROG EVENTS-E LOEFFLER	26.76	
		291-6440-601.32-02	PROG EVENTS-S HILL	24.99	
		291-6440-601.22-03	TRAV/TRAIN-D NAPRAVNIK	31.83	
		291-6440-601.32-02	PROG EVENTS-M PAPANASTASS	48.95	
		291-6440-601.32-02	PROG EVENTS-M VELA	47.76	
		291-6440-601.32-02	PROG EVENTS-M YOUNG	21.98	
		291-6440-601.22-03	TRAV/TRAIN-C NG-HE	32.59	
		291-6440-601.32-02	PROG EVENTS-S HOLLARS	6.00	
		291-6440-601.32-02	PROG EVENTS-A BELFORD	9.98	
		291-6440-601.32-02	PROG EVENTS-D NAPRAVNIK	28.69	
		291-6440-601.32-02	PROG EVENTS-M VELA	49.64	
		291-6440-601.32-02	PROG EVENTS-K BAILEY	23.32	
		291-6440-601.32-02	PROG EVENTS-K BAILEY	17.00	3,528.82
76858	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	WIDER LENS FILM RENTAL	79.00	
		291-6440-601.32-02	PROGRAM SUPPLIES	49.95	
		291-6440-601.32-02	PROGRAM SUPPLIES	349.80	
		291-6440-601.32-02	TAG 5/19/18	39.44	518.19
76859	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PIT BALLS-SRP	1,439.10	
		291-6440-601.32-02	TABLE COVERS	107.52	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PAPER CRAFT ROLLS	119.95	
		291-6440-601.32-02	CANVAS AND PAINT	38.74	
		291-6440-601.32-02	MURALS-ADULT SRP	110.88	
		291-6440-601.32-02	CLAY POTS	15.63	
		291-6440-601.32-02	GIFT CERTIFICATES-SRP	50.00	
		291-6440-601.32-02	ON THE TABLE-FOOD	426.00	
		291-6440-601.32-02	ON THE TABLE-BEVERAGES	29.19	2,337.01
76869	BEAIRD,TINA	291-6440-601.22-18	BRICK BY BRICK 6/27/2018	150.00	150.00
76870	BIALOBRZEWSKI,ELIZABETH	291-6440-601.22-18	BILINGUAL POLISH STORY	100.00	100.00
76873	BLICK ART MATERIALS	291-6440-601.32-02	WATERCOLORS	62.25	62.25
76875	BRITTO,LINA	291-6440-601.22-18	WIDER LENS-THE TWO ESCO-	200.00	200.00
76881	CENTER ON HALSTED	291-6440-601.22-18	FROM THIS DAY FORWARD	200.00	200.00
76888	CORSO,ANTHONY	291-6440-601.22-18	HAVANA NIGHTS 6/13/18	100.00	100.00
76890	CRIM,LAURA	291-6440-601.22-18	SUMMER SOLSTICE PROGRAM	100.00	100.00
76894	DEMCO INC	291-6440-601.32-02	STICKERS	103.32	103.32
76895	DISCOUNT SCHOOL SUPPLY	291-6440-601.32-02	GLUE PENS, WATERCOLORS	917.12	
		291-6440-601.32-02	PROGRAM SUPPLIES	316.15	1,233.27
76905	FUN EXPRESS LLC	291-6440-601.32-02	PROG SUPPS	17.94	
		291-6440-601.32-02	PROG SUPPS	766.24	
		291-6440-601.32-02	PROGRAM SUPPLIES	32.31	816.49
76914	HALE,JENNIFER	291-6440-601.22-18	FANCON COSPLAY 7/14/18	150.00	150.00
76915	HALE,LISA M	291-6440-601.22-18	FANCON COSPLAY 7/14/18	150.00	150.00
76916	HECKSEL,JULIE	291-6440-601.22-18	CONCERT ON 6/26/2018	450.00	450.00
76928	JEFFREY BROWN COMICS INC	291-6440-601.22-18	GUEST ARTIST @ FANCON	1,200.00	1,200.00
76930	KASTIEL,DIANE	291-6440-601.22-18	SUMMER 2018 PROG SERIES	500.00	500.00
76931	KINO LORBER	291-6440-601.32-02	DVD	150.00	150.00
76932	KNABB,JACOB S	291-6440-601.22-18	WRITERS INK 7/11/18	150.00	150.00
76933	LABOWITCH,JANE	291-6440-601.32-02	ETCH-A-SKETCH @ FANCON	600.00	600.00
76934	LAKESHORE LEARNING MATERIALS	291-6440-601.32-02	PROG SUPPS	129.30	129.30
76939	MELE,ANTHONY	291-6440-601.22-18	INTERACTIVE GAMING-FANCON	200.00	200.00
76942	METROPOLIS PERFORMING ARTS CENTRE	291-6440-601.22-18	THEATRE RENTAL-JAZZ IS	790.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					790.00
76948	MURPHY, THERESA	291-6440-601.22-18	DIY WIRE SCUPTURE 7/16/18	350.00	350.00
76955	OTTAVIANO, BEVERLY	291-6440-601.22-18	ALL ABOUT APRONS 7/12/18	50.00	50.00
76960	PURCHASE ADVANTAGE CARD	291-6440-601.32-02	PROG SUPPS	109.75	109.75
76964	ROBERT, STEPHANE	291-6440-601.22-18	FANCON PARTICIPATION &	300.00	300.00
76965	RUDOLF, DAVE	291-6440-601.22-18	NIGHT AT THE LAKES-	800.00	800.00
76966	SCHLACKS, ROBERT	291-6440-601.22-18	INTERVIEW SKILLS 6/13/18	125.00	125.00
76967	SCHROEDER, JOHN	291-6440-601.22-18	INTRO TO HTML 6/20/18	200.00	200.00
76972	SIGNS BY TOMORROW	291-6440-601.22-18	VINYL SIGNS	683.70	
		291-6440-601.22-18	PRINTED POLYSTYRENE PCS	601.00	1,284.70
76973	SIMON & SCHUSTER	291-6440-601.32-02	PROGRAM EVENTS	390.00	390.00
76974	SMILEMAKERS	291-6440-601.32-02	STICKERS	44.94	44.94
76977	STAPLES ADVANTAGE	291-6440-601.32-02	PROG SUPPLIES	10.92	10.92
76979	SWIDERSKI, ANN	291-6440-601.22-18	ESL WRITING CLASS 6/26/18	125.00	125.00
76983	TRIMBLE INC	291-6440-601.22-18	SKETCH UP PRO 2018	695.00	695.00
76984	TRYGSTAD, ANDREW	291-6440-601.22-18	LIGHTSABER WORKSHOP @ FAN	650.00	650.00
76993	VRABLIK, LISA	291-6440-601.22-18	2 MINECRAFT PROGRAMS ON	400.00	400.00
77002	4ALL PROMOTIONS	291-6440-601.32-02	PROG SUPPLIES	1,214.00	1,214.00

***** DIVISION TOTAL ****

Digital Services

23,218.71

DIVISION:	50		
291-6450-601.30-05	OFFICE SUPPS		20.09
291-6450-601.31-85	SMALL TOOLS & EQUIPMENT		35.88
291-6450-601.31-85	CASE COVER		43.96
291-6450-601.30-05	CD/DVD CASES		23.98
291-6450-601.30-05	OFF SUPPS		30.48
291-6450-601.31-85	REFUND		1.86-
291-6450-601.31-85	EXTENSION STAND		15.36
291-6450-601.31-85	OFFICE SUPPLIES		173.28
291-6450-601.30-05	OFFICE SUPPLIES		109.97
291-6450-601.30-05	OFFICE SUPPLIES		144.96
291-6450-601.30-05	OFFICE SUPPLIES		16.21
291-6450-601.30-05	REFUND		101.13-

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6450-601.30-05	REFUND	159.00-	
		291-6450-601.31-85	REFUND	2.76-	
		291-6450-601.30-07	REFUND	20.09-	329.33
76859	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.50-15	RASPBERRY PI ZERO FOR	483.00	483.00
76862	B & H PHOTO VIDEO	291-6450-601.31-85	SMALL TOOLS & EQUIP	342.93	342.93
76897	EBSCO INFORMATION SERVICES	291-6450-601.32-78	NOVELIST PLUS & K-8 PLUS	2,813.00	2,813.00
76898	ENCYCLOPAEDIA BRITANNICA INC	291-6450-601.32-78	BRITANNICA ONLINE	2,900.00	2,900.00
76907	GARVEYS OFFICE PRODUCTS	291-6450-601.30-05	CLIPBOARD	9.23	9.23
76958	PRONUNCIATOR LLC	291-6450-601.32-78	PRONUNCIATOR LIBRARY SUB	2,100.00	2,100.00
76959	PROQUEST LLC	291-6450-601.32-78	ELECTRONIC NEWSPAPERS	2,584.88	
		291-6450-601.32-78	CHICAGO TRIBUNE JUN-DEC	3,931.67	6,516.55
76980	THOMSON REUTERS-WEST PAYMENT CENTER	291-6450-601.32-78	WEST INFO CHARGES-APRIL	910.98	910.98
76998	WORLD TRADE PRESS	291-6450-601.32-78	DATABASE SUBSCRIPTION	900.00	900.00
***** DIVISION TOTAL ****					17,305.02

Collection Services

DEPARTMENT: 64 User Services
 76842 ABC-CLIO LLC
 76852 AMAZON.COM CREDIT

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
DIVISION: 70			
291-6470-601.32-80	BOOKS	54.00	54.00
291-6470-601.32-75	AV MTLs	115.30	
291-6470-601.32-75	AV MTLs	98.94	
291-6470-601.32-75	AV MTLs	34.99	
291-6470-601.32-75	AV MTLs	29.98	
291-6470-601.32-75	AV MTLs	143.97	
291-6470-601.32-75	AV MTLs	32.30	
291-6470-601.32-75	AV MTLs	65.15	
291-6470-601.32-75	AV MTLs	32.49	
291-6470-601.32-75	AV MTLs	40.33	
291-6470-601.32-75	AV MTLs	95.98	
291-6470-601.32-75	AV MTLs	33.14	
291-6470-601.32-75	AV MTLs	59.19	
291-6470-601.32-75	AV MTLs	38.49	
291-6470-601.32-80	BOOKS	32.52	
291-6470-601.32-80	BOOKS	186.05	
291-6470-601.32-80	BOOKS	38.41	
291-6470-601.32-80	BOOKS	92.83	
291-6470-601.32-80	BOOKS	34.32	
291-6470-601.32-80	BOOKS	64.06	
291-6470-601.32-80	BOOKS	41.36	
291-6470-601.32-80	BOOKS	54.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	41.97	
		291-6470-601.32-80	BOOKS	9.53	
		291-6470-601.32-80	BOOKS	78.61	
		291-6470-601.32-80	BOOKS	17.78	
		291-6470-601.32-80	BOOKS	22.50	
		291-6470-601.32-80	BOOKS	10.97	
		291-6470-601.32-80	BOOKS	32.56	
		291-6470-601.32-80	BOOKS	13.55	
		291-6470-601.32-80	BOOKS	35.47	
		291-6470-601.32-80	BOOKS	42.56	
		291-6470-601.32-80	BOOKS	135.90	
		291-6470-601.32-80	BOOKS	27.96	
		291-6470-601.32-80	BOOKS	99.75	
		291-6470-601.32-75	AV MTLs	21.16	
		291-6470-601.32-75	AV MTLs	128.69	
		291-6470-601.32-75	AV MTLs	30.38	
		291-6470-601.32-75	AV MTLs	29.79	
		291-6470-601.32-75	AV MTLs	48.55	
		291-6470-601.32-75	AV MTLs	13.93	
		291-6470-601.32-75	AV MTLs	44.65	
		291-6470-601.32-75	AV MTLs	17.46	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	29.79-	
		291-6470-601.32-75	AV MTLs	48.55-	
		291-6470-601.32-75	AV MTLs	22.02	
		291-6470-601.32-75	AV MTLs	95.92	
		291-6470-601.32-75	AV MTLs	48.51	
		291-6470-601.32-75	AV MTLs	119.87	
		291-6470-601.32-75	AV MTLs	55.40	
		291-6470-601.32-75	AV MTLs	25.19	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	29.62	
		291-6470-601.32-75	AV MTLs	62.35	
		291-6470-601.32-75	AV MTLs	39.99	
		291-6470-601.32-75	AV MTLs	88.39	
		291-6470-601.32-75	AV MTLs	16.72	
		291-6470-601.32-75	AV MTLs	73.58	
		291-6470-601.32-75	AV MTLs	188.58	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	121.20	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-75	AV MTLs	52.37	
		291-6470-601.32-75	AV MTLs	73.54	
		291-6470-601.32-80	BOOKS	275.88	
		291-6470-601.32-80	BOOKS	20.11	
		291-6470-601.32-80	BOOKS	23.02	
		291-6470-601.32-80	BOOKS	31.81	
		291-6470-601.32-80	BOOKS	88.44	
		291-6470-601.32-80	BOOKS	55.36	
		291-6470-601.32-80	BOOKS	44.95	
		291-6470-601.32-80	BOOKS	90.93	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	46.00	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	122.68	
		291-6470-601.32-80	BOOKS	53.42	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	70.04	
		291-6470-601.32-80	BOOKS	7.70	
		291-6470-601.32-80	BOOKS	29.80	
		291-6470-601.32-80	BOOKS	120.98	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	17.78	
		291-6470-601.32-80	BOOKS	8.78	
		291-6470-601.32-80	BOOKS	9.95	
		291-6470-601.32-80	BOOKS	13.00	
		291-6470-601.32-80	BOOKS	51.93	
		291-6470-601.32-80	BOOKS	94.97	
		291-6470-601.32-80	BOOKS	5.78	
		291-6470-601.32-80	BOOKS	170.85	
		291-6470-601.32-80	BOOKS	36.78	
		291-6470-601.32-80	BOOKS	19.88	
		291-6470-601.32-75	AV MTLs	170.32	
		291-6470-601.32-80	BOOKS	10.24	
		291-6470-601.32-80	BOOKS	22.19	
		291-6470-601.32-80	BOOKS	14.29	
		291-6470-601.32-80	BOOKS	28.97	
		291-6470-601.32-80	BOOKS	90.06	
		291-6470-601.32-80	BOOKS	6.49	
		291-6470-601.32-80	BOOKS	13.48	
		291-6470-601.32-80	BOOKS	12.41	
		291-6470-601.32-80	BOOKS	65.87	
		291-6470-601.32-80	BOOKS	59.68	
		291-6470-601.32-80	BOOKS	210.13	
		291-6470-601.32-75	AV MTLs	65.26	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	105.24	
		291-6470-601.32-75	AV MTLs	38.77	
		291-6470-601.32-75	AV MTLs	30.81	
		291-6470-601.32-80	BOOKS	19.74	
		291-6470-601.32-75	AV MTLs	123.42	
		291-6470-601.32-75	AV MTLs	.49-	
		291-6470-601.32-75	AV MTLs	.80-	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	17.98	
		291-6470-601.32-75	AV MTLs	47.99	
		291-6470-601.32-75	AV MTLs	152.78	
		291-6470-601.32-75	AV MTLs	1.93-	
		291-6470-601.32-75	AV MTLs	85.05	
		291-6470-601.32-75	AV MTLs	23.99	
		291-6470-601.32-75	AV MTLs	28.57	
		291-6470-601.32-75	AV MTLs	71.56	
		291-6470-601.32-80	BOOKS	22.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	47.11	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	97.50	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-80	BOOKS	68.96	
		291-6470-601.32-80	BOOKS	49.06	
		291-6470-601.32-80	BOOKS	19.76	
		291-6470-601.32-80	BOOKS	16.82	
		291-6470-601.32-80	BOOKS	95.80	
		291-6470-601.32-80	BOOKS	21.99	
		291-6470-601.32-80	BOOKS	12.25	
		291-6470-601.32-80	BOOKS	35.13	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-80	BOOKS	7.59	
		291-6470-601.32-80	BOOKS	23.76	
		291-6470-601.32-80	BOOKS	29.76	
		291-6470-601.32-75	AV MTLs	59.92	
		291-6470-601.32-75	AV MTLs	3.99	
		291-6470-601.32-80	BOOKS	69.95	
		291-6470-601.32-80	BOOKS	54.89	
		291-6470-601.32-80	BOOKS	31.49	
		291-6470-601.32-80	BOOKS	16.56	
		291-6470-601.32-80	BOOKS	25.58	
		291-6470-601.32-80	BOOKS	141.34	
		291-6470-601.32-80	BOOKS	18.95	
		291-6470-601.32-80	BOOKS	24.39	
		291-6470-601.32-80	BOOKS	39.99	
		291-6470-601.32-80	BOOKS	18.27	
		291-6470-601.32-80	BOOKS	21.97	
		291-6470-601.32-80	BOOKS	27.95	
		291-6470-601.32-80	BOOKS	93.45	
		291-6470-601.32-80	BOOKS	37.98	
		291-6470-601.32-80	BOOKS	17.44	
		291-6470-601.32-80	BOOKS	18.04	
		291-6470-601.32-80	BOOKS	67.74	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	14.79	
		291-6470-601.32-95	PERIODICALS	32.86	
		291-6470-601.32-95	PERIODICALS	13.98	
		291-6470-601.32-95	PERIODICALS	13.98	
		291-6470-601.32-95	PERIODICALS	11.86	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-95	PERIODICALS	13.49	
		291-6470-601.32-95	PERIODICALS	6.44	
		291-6470-601.32-95	PERIODICALS	10.88	
		291-6470-601.32-95	PERIODICALS	11.54	
		291-6470-601.32-75	AV MTLs	72.95	
		291-6470-601.32-75	AV MTLs	23.99	
		291-6470-601.32-75	AV MTLs	66.99	
		291-6470-601.32-75	AV MTLs	27.25	
		291-6470-601.32-75	AV MTLs	29.72	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLS	13.98	
		291-6470-601.32-75	AV MTLS	219.89	
		291-6470-601.32-75	AV MTLS	28.72	
		291-6470-601.32-75	AV MTLS	119.98	
		291-6470-601.32-75	AV MTLS	35.44-	
		291-6470-601.32-75	AV MTLS	10.96	
		291-6470-601.32-75	AV MTLS	53.97	
		291-6470-601.32-75	AV MTLS	63.94	
		291-6470-601.32-75	AV MTLS	91.02	
		291-6470-601.32-75	AV MTLS	77.64	
		291-6470-601.32-75	AV MTLS	34.75	
		291-6470-601.32-80	BOOKS	9.67	
		291-6470-601.32-80	BOOKS	9.04	
		291-6470-601.32-80	BOOKS	24.49	
		291-6470-601.32-80	BOOKS	6.94	
		291-6470-601.32-80	BOOKS	25.67	
		291-6470-601.32-80	BOOKS	28.33	
		291-6470-601.32-80	BOOKS	58.98	
		291-6470-601.32-80	BOOKS	45.16	
		291-6470-601.32-80	BOOKS	27.69	
		291-6470-601.32-80	BOOKS	20.47	
		291-6470-601.32-80	BOOKS	15.02	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	71.71	
		291-6470-601.32-80	BOOKS	9.23	
		291-6470-601.32-80	BOOKS	17.97	
		291-6470-601.32-80	BOOKS	94.99	
		291-6470-601.32-80	BOOKS	11.02	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-75	AV MTLS	42.37	
		291-6470-601.32-75	AV MTLS	51.29	
		291-6470-601.32-75	AV MTLS	109.20	
		291-6470-601.32-75	AV MTLS	34.98	
		291-6470-601.32-75	AV MTLS	325.81	
		291-6470-601.32-75	AV MTLS	18.56	
		291-6470-601.32-80	BOOKS	13.56	
		291-6470-601.32-80	BOOKS	12.80	
		291-6470-601.32-80	BOOKS	167.44	
		291-6470-601.32-80	BOOKS	6.19	
		291-6470-601.32-95	PERIODICALS	10.97	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-95	PERIODICALS	9.81	
		291-6470-601.30-05	TAPE	67.92	
		291-6470-601.32-05	CARRYING CASES	193.92	
		291-6470-601.32-05	REFUND	11.28-	
		291-6470-601.32-05	KEY TAGS	14.90	
		291-6470-601.32-80	BOOKS	87.90	10,582.67
76857	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.22-03	TRAV/TRAIN-V JAFFE	28.17	28.17
76859	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTLS	4.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-95	PERIODICALS	17.98	
		291-6470-601.32-95	PERIODICALS	16.98	
		291-6470-601.32-95	PERIODICALS	16.98	
		291-6470-601.32-95	PERIODICALS	15.49	
		291-6470-601.32-80	BOOKS	99.00	
		291-6470-601.32-95	PERIODICALS	4.99	
		291-6470-601.32-95	PERIODICALS	10.99	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	145.06	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	119.98	
		291-6470-601.32-75	AV MTLs	32.90	
		291-6470-601.32-95	PERIODICALS	15.35	
		291-6470-601.32-95	PERIODICALS	4.99	
		291-6470-601.32-95	PERIODICALS	4.99	
		291-6470-601.32-95	PERIODICALS	4.99	
		291-6470-601.32-95	PERIODICALS	4.99	
		291-6470-601.32-95	PERIODICALS	4.99	
		291-6470-601.32-95	PERIODICALS	17.56	
		291-6470-601.32-05	ZIPPER BAGS	30.00	700.11
76865	BAKER & TAYLOR	291-6470-601.32-75	AV MTLs	414.31	
		291-6470-601.32-75	AV MTLs	136.50	
		291-6470-601.32-75	AV MTLs	19.35	
		291-6470-601.32-75	AV MTLs	22.47	
		291-6470-601.32-75	AV MTLs	695.51	
		291-6470-601.32-80	BOOKS	229.13	
		291-6470-601.32-80	BOOKS	931.64	
		291-6470-601.32-80	BOOKS	384.41	
		291-6470-601.32-80	BOOKS	506.78	
		291-6470-601.32-80	BOOKS	1,130.38	
		291-6470-601.32-80	BOOKS	423.64	
		291-6470-601.32-80	BOOKS	1,730.45	
		291-6470-601.32-80	BOOKS	427.41	
		291-6470-601.32-80	BOOKS	835.30	
		291-6470-601.32-80	BOOKS	608.29	
		291-6470-601.32-80	BOOKS	311.44	
		291-6470-601.32-80	BOOKS	485.85	
		291-6470-601.32-80	BOOKS	506.19	
		291-6470-601.32-80	BOOKS	167.02	
		291-6470-601.32-80	BOOKS	356.52	
		291-6470-601.32-80	BOOKS	778.02	
		291-6470-601.32-80	BOOKS	153.93	
		291-6470-601.32-80	BOOKS	892.11	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	81.09	
		291-6470-601.32-80	BOOKS	206.63	
		291-6470-601.32-80	BOOKS	526.46	
		291-6470-601.32-80	BOOKS	265.38	
		291-6470-601.32-80	BOOKS	65.59	
		291-6470-601.32-80	BOOKS	126.50	
		291-6470-601.32-80	BOOKS	167.98	
		291-6470-601.32-80	BOOKS	240.34	
		291-6470-601.32-80	BOOKS	607.84	
		291-6470-601.32-80	BOOKS	128.96	
		291-6470-601.32-80	BOOKS	117.33	
		291-6470-601.32-80	BOOKS	1,460.05	
		291-6470-601.32-80	BOOKS	343.92	
		291-6470-601.32-80	BOOKS	148.06	
		291-6470-601.32-80	BOOKS	485.86	
		291-6470-601.32-80	BOOKS	577.14	
		291-6470-601.32-80	BOOKS	408.43	
		291-6470-601.32-80	BOOKS	268.05	
		291-6470-601.32-80	BOOKS	591.67	
		291-6470-601.32-80	BOOKS	49.29	
		291-6470-601.32-80	BOOKS	420.92	
		291-6470-601.32-80	BOOKS	328.06	
		291-6470-601.32-80	BOOKS	478.56	
		291-6470-601.32-80	BOOKS	206.10	
		291-6470-601.32-80	BOOKS	532.31	
		291-6470-601.32-80	BOOKS	108.24	
		291-6470-601.32-80	BOOKS	201.44	
		291-6470-601.32-80	BOOKS	270.27	
		291-6470-601.32-80	BOOKS	61.15	
		291-6470-601.32-80	BOOKS	558.40	
		291-6470-601.32-80	BOOKS	935.14	
		291-6470-601.32-80	BOOKS	320.67	
		291-6470-601.32-80	BOOKS	16.39	
		291-6470-601.32-80	BOOKS	234.18	
		291-6470-601.32-80	BOOKS	98.81	
		291-6470-601.32-80	BOOKS	387.14	
		291-6470-601.32-80	BOOKS	58.01	
		291-6470-601.32-80	BOOKS	17.02	
		291-6470-601.32-80	BOOKS	828.65	
		291-6470-601.32-80	BOOKS	409.75	
		291-6470-601.32-80	BOOKS	528.57	
		291-6470-601.32-80	BOOKS	337.33	
		291-6470-601.32-80	BOOKS	247.91	
		291-6470-601.22-85	PROC SERVS	134.40	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	372.40	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	102.60	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	53.20	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	186.20	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	222.70	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	53.20	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	220.40	
		291-6470-601.22-85	PROC SERVS	15.20-	
		291-6470-601.22-85	PROC SERVS	238.70	
		291-6470-601.22-85	PROC SERVS	638.40	
		291-6470-601.22-85	PROC SERVS	126.55	
		291-6470-601.22-85	PROC SERVS	313.90	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	87.40	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	145.60	
		291-6470-601.32-75	AV MTLs	28.07	
		291-6470-601.32-75	AV MTLs	132.61	
		291-6470-601.32-75	AV MTLs	496.33	
		291-6470-601.32-80	BOOKS	410.77	
		291-6470-601.32-80	BOOKS	736.83	
		291-6470-601.32-80	BOOKS	619.62	
		291-6470-601.32-80	BOOKS	291.62	
		291-6470-601.32-80	BOOKS	235.98	
		291-6470-601.32-80	BOOKS	171.64	
		291-6470-601.32-80	BOOKS	7.75	
		291-6470-601.32-80	BOOKS	1,233.21	
		291-6470-601.32-80	BOOKS	653.64	
		291-6470-601.32-80	BOOKS	140.68	
		291-6470-601.32-80	BOOKS	666.72	
		291-6470-601.32-80	BOOKS	180.76	
		291-6470-601.32-80	BOOKS	1,062.23	
		291-6470-601.32-80	BOOKS	185.78	
		291-6470-601.32-80	BOOKS	1,479.54	
		291-6470-601.32-80	BOOKS	1,187.10	
		291-6470-601.32-80	BOOKS	463.26	
		291-6470-601.32-80	BOOKS	197.25	
		291-6470-601.32-80	BOOKS	352.06	
		291-6470-601.32-80	BOOKS	319.56	
		291-6470-601.32-80	BOOKS	210.00	
		291-6470-601.32-80	BOOKS	308.54	
		291-6470-601.32-80	BOOKS	390.49	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	451.93	
		291-6470-601.32-80	BOOKS	127.18	
		291-6470-601.32-80	BOOKS	255.12	
		291-6470-601.32-80	BOOKS	75.04	
		291-6470-601.32-80	BOOKS	988.09	
		291-6470-601.32-80	BOOKS	775.41	
		291-6470-601.32-80	BOOKS	1,151.81	
		291-6470-601.32-80	BOOKS	105.46	
		291-6470-601.32-80	BOOKS	309.09	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	196.55	
		291-6470-601.22-85	PROC SERVS	192.30	
		291-6470-601.22-85	PROC SERVS	267.15	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	190.00	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	326.80	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	46.75	
		291-6470-601.22-85	PROC SERVS	429.40	
		291-6470-601.22-85	PROC SERVS	566.20	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	117.60	
		291-6470-601.22-85	PROC SERVS	206.35	
		291-6470-601.22-85	PROC SERVS	342.00	
					51,299.36
76866	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	65.62	
		291-6470-601.32-75	AV MTLs	117.66	
		291-6470-601.32-75	AV MTLs	929.78	
		291-6470-601.32-75	AV MTLs	11.88	
		291-6470-601.32-75	AV MTLs	8.49	
		291-6470-601.32-75	AV MTLs	12.74	
		291-6470-601.32-75	AV MTLs	2,163.78	
		291-6470-601.32-75	AV MTLs	99.24	
		291-6470-601.32-75	AV MTLs	84.62	
		291-6470-601.32-75	AV MTLs	472.57	
		291-6470-601.32-75	AV MTLs	234.56	
		291-6470-601.32-75	AV MTLs	3,611.02	
		291-6470-601.32-75	AV MTLs	34.70	
		291-6470-601.32-75	AV MTLs	76.49	
		291-6470-601.32-75	AV MTLs	89.60	
		291-6470-601.32-75	AV MTLs	1,293.89	
		291-6470-601.32-75	AV MTLs	23.87	
		291-6470-601.32-75	AV MTLs	26.01	
		291-6470-601.32-75	AV MTLs	242.55	
		291-6470-601.32-75	AV MTLs	12.73	
		291-6470-601.32-75	AV MTLs	41.24	
		291-6470-601.32-75	AV MTLs	3,623.16	
		291-6470-601.32-75	AV MTLs	335.51	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					13,611.71
76868	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	472.28	
		291-6470-601.32-75	AV MTLs	182.60	
		291-6470-601.32-75	AV MTLs	1,020.25	
		291-6470-601.32-75	AV MTLs	1,507.88	
		291-6470-601.32-75	AV MTLs	1,228.97	4,411.98
76871	BIBLIOTHECA LLC	291-6470-601.32-75	EAUDIOBOOKS APRIL	1,796.79	
		291-6470-601.32-80	EBOOKS APRIL	4,347.09	
		291-6470-601.32-80	EBOOKS APRIL	242.97	
		291-6470-601.32-75	EAUDIOBOOKS APRIL	144.99	
		291-6470-601.32-75	EAUDIOBOOKS APRIL	982.82	
		291-6470-601.32-80	EBOOKS APRIL	2,181.72	9,696.38
76872	BLACKSTONE PUBLISHING	291-6470-601.32-75	AV MTLs	42.94	42.94
76876	BRODART CO	291-6470-601.32-05	BUSINESS LABELS	20.06	
		291-6470-601.32-05	BOOK JACKET COVERS	1,726.23	1,746.29
76879	CARLTON INDUSTRIES LP	291-6470-601.32-05	TAG PROTECTORS	84.68	84.68
76882	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	198.66	
		291-6470-601.32-80	BOOKS	55.46	254.12
76889	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	9,648.98	
		291-6470-601.32-95	PERIODICALS	164.95	
		291-6470-601.32-95	PERIODICALS	837.98	
		291-6470-601.32-95	PERIODICALS	2,046.22	12,698.13
76893	DEKALB COUNTY HIST & GENEAL SOCIETY	291-6470-601.32-95	PERIODICALS	25.00	25.00
76894	DEMCO INC	291-6470-601.32-05	CD ALBUMS	46.82	46.82
76896	DRIP INVESTOR	291-6470-601.32-95	PERIODICALS	74.00	74.00
76897	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	2,797.98	2,797.98
76903	FOCUS BOOKSTORE	291-6470-601.32-80	BOOKS	103.66	
		291-6470-601.32-80	BOOKS	77.32	180.98
76906	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	187.13	
		291-6470-601.32-80	BOOKS	43.18	
		291-6470-601.32-80	BOOKS	1,124.50	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	115.17	
		291-6470-601.32-80	BOOKS	30.39	
		291-6470-601.32-80	BOOKS	958.12	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	44.98	
		291-6470-601.32-80	BOOKS	79.97	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	51.98	
		291-6470-601.32-80	BOOKS	16.79	
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	26.39	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	86.38	
		291-6470-601.32-80	BOOKS	295.92	3,280.65
76907	GARVEYS OFFICE PRODUCTS	291-6470-601.32-05	PROCESSING SUPPLIES	1,622.56	
		291-6470-601.32-05	RING VIEW BINDERS	55.45	1,678.01
76909	GREAT COURSES	291-6470-601.32-75	AV MTLs	654.50	654.50
76910	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	462.05	462.05
76913	HAINES & COMPANY INCORPORATED	291-6470-601.32-80	BOOKS	889.00	889.00
76923	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	123.75	
		291-6470-601.32-80	BOOKS	131.25	386.25
76926	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	86.32	
		291-6470-601.32-80	BOOKS	70.78	
		291-6470-601.32-80	BOOKS	80.16	
		291-6470-601.32-80	BOOKS	14.12	
		291-6470-601.32-75	AV MTLs	10.76	
		291-6470-601.32-75	AV MTLs	28.50	
		291-6470-601.32-80	BOOKS	47.46	
		291-6470-601.32-80	BOOKS	37.21	
		291-6470-601.32-80	BOOKS	186.44	
		291-6470-601.32-80	BOOKS	307.75	
		291-6470-601.32-80	BOOKS	82.45	
		291-6470-601.32-80	BOOKS	240.60	
		291-6470-601.32-80	BOOKS	61.73	
		291-6470-601.32-80	BOOKS	120.09	
		291-6470-601.32-80	BOOKS	42.37	
		291-6470-601.32-80	BOOKS	19.20	
		291-6470-601.32-80	BOOKS	13.55	
		291-6470-601.32-80	BOOKS	27.19	
		291-6470-601.32-80	BOOKS	76.20	
		291-6470-601.32-80	BOOKS	40.28	
		291-6470-601.32-80	BOOKS	97.40	
		291-6470-601.32-80	BOOKS	202.88	
		291-6470-601.32-80	BOOKS	40.50	
		291-6470-601.32-80	BOOKS	62.96	
		291-6470-601.32-80	BOOKS	19.79	
		291-6470-601.32-80	BOOKS	64.86	
		291-6470-601.32-80	BOOKS	51.39	
		291-6470-601.32-80	BOOKS	90.10	
		291-6470-601.32-80	BOOKS	148.28	
		291-6470-601.32-80	BOOKS	241.89	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	155.68	
		291-6470-601.32-75	AV MTLs	24.74	
		291-6470-601.32-80	BOOKS	68.47	
		291-6470-601.32-80	BOOKS	46.18	
		291-6470-601.32-80	BOOKS	111.54	
		291-6470-601.32-80	BOOKS	21.57	
		291-6470-601.32-80	BOOKS	22.50	
		291-6470-601.32-80	BOOKS	110.54	
		291-6470-601.32-80	BOOKS	29.97	
		291-6470-601.32-80	BOOKS	90.52	
		291-6470-601.32-80	BOOKS	14.12	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	10.20	
		291-6470-601.32-80	BOOKS	91.09	
		291-6470-601.32-80	BOOKS	81.28-	
		291-6470-601.32-80	BOOKS	33.30	
		291-6470-601.32-80	BOOKS	163.75	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	97.40	3,644.48
76927	INVESTORS BUSINESS DAILY	291-6470-601.32-95	PERIODICALS	279.00	279.00
76929	KANOPY LLC	291-6470-601.32-75	AV MTLs	406.00	406.00
76944	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	214.19	
		291-6470-601.32-75	AV MTLs	14.99	
		291-6470-601.32-75	AV MTLs	287.10	
		291-6470-601.32-75	AV MTLs	252.34	
		291-6470-601.32-75	AV MTLs	461.92	
		291-6470-601.32-75	AV MTLs	7,976.00	9,206.54
76947	MORNINGSTAR INC	291-6470-601.32-95	PERIODICALS	185.00	185.00
76956	OVERDRIVE INC	291-6470-601.32-80	BOOKS	6,667.00	6,667.00
76971	SHOWCASES	291-6470-601.32-05	CD ALBUMS	368.28	
		291-6470-601.32-05	CD/DVD ALBUMS	148.82	517.10
76973	SIMON & SCHUSTER	291-6470-601.32-80	BOOKS	6,500.00	6,500.00
76975	SPIRITUALITY & HEALTH	291-6470-601.32-95	PERIODICALS	24.95	24.95
76981	TIME FOR KIDS	291-6470-601.32-95	PERIODICALS	29.95	29.95
76985	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	32.39	
		291-6470-601.32-80	BOOKS	216.69	
		291-6470-601.32-80	BOOKS	1,024.60	
		291-6470-601.32-80	BOOKS	73.53	1,347.21
76995	WAREHOUSE DIRECT	291-6470-601.32-05	PROC SUPPLIES	640.80	
		291-6470-601.30-05	OFFICE SUPPLIES	7.62-	

PREPARED 06/19/18, 02:14 PM
PROGRAM GM348U5
DEPARTMENT: 64 User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
Village of Arlington Heights
DIVISION: 70

PAGE 26
ACCOUNTING PERIOD 6/2018

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					633.18
76997	WOODS & POOLE ECONOMICS	291-6470-601.32-80	BOOKS	295.00	295.00
77000	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	35.00	
***** DIVISION TOTAL ****					145,456.19
***** DEPARTMENT TOTAL **					193,688.24
***** GRAND TOTAL *****					351,522.60

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	351,522.60
**** TOTAL ALL FUNDS ****		351,522.60

May 16, 2018

**Arlington Heights Memorial Library
Special Funds Summary
4/30/2018**

	Count	33	Account	Amount	Description	Staff
Check #1498-AHML			100-80-00	\$ 25,000.00	Transfer to Disbursement Account	L Langdon
Check #1499-TeamLogic IT			6010-2008	\$ 4,781.25	IT consulting in respones to cryptolocker virus	M Driskell
Check #1500-Simon & Schuster Speakers Bureau			6440-2218	\$ 13,750.00	OBOV Author Event W/ Lisa Genova 10/18/18 50% Dep.	J Czajka
Check #1501-AHML - Petty Cash						
	4/9/2018		6001-3005	\$ 6.00	Office Supplies	G Rojek
			6003-2255	\$ 23.00	In-Service Training	J Lasky
			6440-2203	\$ 29.43	Travel/Training	M Vela
			6001-2203	\$ 40.00	Travel/Training	L Priest
			6440-3202	\$ 11.97	Program Events	S Hollars
	4/16/2018		6440-3202	\$ 17.98	Program Events	J Pinotti
			6440-3202	\$ 25.96	Program Events	A Belford
			6470-2203	\$ 37.66	Travel/Training	M Szymanek
			6440-3202	\$ 49.97	Program Events	M Papanastassiou
			6405-2203	\$ 41.75	Travel/Training	K Devitt
			6405-2203	\$ 15.00	Travel/Training	E Ludeman
			6450-2203	\$ 42.33	Travel/Training	D Olichwier
			6420-3201	\$ 14.95	Program Supplies	T Scallon
	4/23/2018		6440-3202	\$ 38.97	Program Events	M Lepo
			6440-3202	\$ 45.96	Program Events	M Lepo
			6440-3202	\$ 32.83	Program Events	D Napravnik
			6405-3202	\$ 37.14	Program Events	T Karim
			6405-3202	\$ 38.93	Program Events	L Banovz
	4/30/2018		6405-3201	\$ 16.85	Program Supplies	K Devitt
			6405-2203	\$ 11.06	Travel/Training	K Devitt
			6405-3202	\$ 3.99	Program Events	K Devitt
			6440-3202	\$ 6.48	Program Events	N Murray
			6440-3202	\$ 25.00	Program Events	M Vela
			6405-2203	\$ 37.50	Travel/Training	T Karim
			6405-2203	\$ 37.06	Travel/Training	A Lorincz
			6405-2203	\$ 40.00	Travel/Training	T Karim
			6001-2203	\$ 48.00	Travel/Training	J Moravec
			6001-2203	\$ 16.00	Travel/Training	K Devitt
			6020-2111	\$ 38.94	Building Maintenance	G Leclair
			6440-2203	\$ 36.98	Travel/Training	J Czajka
			6440-2203	\$ 23.98	Travel/Training	C Ng-He
				<u>\$ 19,422.92</u>		

June 19, 2018

**Arlington Heights Memorial Library
American Express Card Summary
5/31/2018**

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
	Count	91		
M. Driskell	489-90-00	\$ (105.33)	AMEX Cash back rebate	Other Income/Rebate
	6001-2203	\$ 350.00	AMER LIB ASSOC	ALA Conference Registration - M Driskell
	6002-2165	\$ 6.86	FACEBK	Advertising Campaigns - Event Promotion
	6002-2165	\$ 38.14	FACEBK	Advertising Campaigns - Event Promotion
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	\$ 59.99	TARGET.COM	AV Mtls
	6470-3295	\$ 17.98	HMD* HEARST PRODUCTS	Periodicals
	6470-3295	\$ 16.98	HMD* HEARST PRODUCTS	Periodicals
	6470-3295	\$ 16.98	HMD* HEARST PRODUCTS	Periodicals
	6470-3295	\$ 15.49	MY MAG STORE	Periodicals
	6470-3280	\$ 99.00	AMAZONPRIME MEMBERSH	Books
	6470-3295	\$ 4.99	ACORN.TV	Periodicals
	6470-3295	\$ 10.99	WWW.MISSOURIQUILTCO	Periodicals
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
	6470-3275	\$ 145.06	SP * TURING TUMBLE	AV Mtls
	6470-3275	\$ 13.99	NETFLIX.COM	AV Mtls
	6470-3275	\$ 119.98	TARGET.COM	AV Mtls
	6470-3275	\$ 32.90	BBC AMERICA SHOP	AV Mtls
	6470-3295	\$ 15.35	MY MAG STORE	Periodicals
	6470-3295	\$ 4.99	ACORN.TV	Periodicals
	6470-3295	\$ 4.99	ACORN.TV	Periodicals
	6470-3295	\$ 4.99	ACORN.TV	Periodicals
	6470-3295	\$ 4.99	ACORN.TV	Periodicals
	6470-3295	\$ 4.99	ACORN.TV	Periodicals
	6470-3295	\$ 4.99	ACORN.TV	Periodicals
	6470-3295	\$ 17.56	TWINSHADOW	Periodicals
R. Dworinyan	6010-3032	\$ 49.00	RIDDLE.COM	Monthly Subscription
	6010-3032	\$ 1,570.00	QUICKTAPSURVEY	Annual Subscription - Quick Tap Survey Pro
	6010-3185	\$ 115.47	AMAZON MKTPLACE	Filter
	6010-3185	\$ 114.42	AMAZON MKTPLACE	Filter
	6010-3032	\$ 25.00	GITHUB	Monthly Subscription
	6010-3185	\$ 199.99	AMAZON.COM	Monitor
	6010-3032	\$ 49.00	BASECAMP.COM	Basecamp Classic
	6010-3032	\$ 700.00	BASECAMP.COM	Basecamp Classic Subscription
	6001-2242	\$ 344.85	COMCAST CHICAGO	Monthly Subscription
	6010-3032	\$ 50.00	TRELLO	Monthly Subscription
	6001-2203	\$ 67.47	DUNKIN	Donuts for TimeClock Plus Rollout
	6010-3032	\$ 9.99	AMAZON	Monthly Subscription
	6010-2005	\$ 54.10	PAYFLOW	Monthly Subscription
	6010-3032	\$ 14.99	SPOTIFY USA	Monthly Subscription
J. Moravec	6001-2205	\$ 501.50	NEOPOST	Ink and Tape
	6004-3280	\$ 1,100.00	PAYPAL	Commissioned Cityscape Painting 1st Installment
	6002-2210	\$ 386.00	STICKER MULE	Stickers - SRP
	6440-3202	\$ 1,439.10	TINKERTOTS	Pit Balls -SRP
	6004-3272	\$ 2,402.58	4IMPRINT	Giveaway Items - SRP
	6450-5015	\$ 483.00	ADAFRUIT INDUSTRIES	Raspberry Pi Zero for Tech Classes
	6470-3205	\$ 30.00	CUMBERLAND CONCEPTS,	Zipper Bags
	6010-3185	\$ 1,200.00	MOBILE BEACON	Hotspots for Circ.
	6004-3272	\$ 290.75	4IMPRINT	Tissue Wallets-Senior Health Days
	6001-2203	\$ 608.16	RESIDENCE INN	Hotel Inter Activity Conference - K Bailey
	6001-2203	\$ 608.16	RESIDENCE INN	Hotel Inter Activity Conference - D Napravnik
	6015-2203	\$ 45.00	4TE*IL PROF LICENSE	Employee Registration
	6015-2203	\$ 1.06	4TE*IDFPR SFEE	Employee Registration
	6001-2203	\$ 200.00	AMER LIB ASSOC	ALA Conference Registration - A Harder
	6001-2203	\$ 350.00	AMER LIB ASSOC	ALA Conference Registration - M Hastings
	6001-2203	\$ 200.00	AMER LIB ASSOC	ALA Conference Registration - C Kelly
	6001-2203	\$ 200.00	AMER LIB ASSOC	ALA Conference Registration - P Aichele
	6001-2203	\$ 200.00	AMER LIB ASSOC	ALA Conference Registration - B Benson
	6001-2202	\$ 50.00	AMER LIB ASSOC	ALA Dues - P Aichele
	6001-2202	\$ 50.00	AMER LIB ASSOC	ALA Dues - C Kelly
	6001-2202	\$ 50.00	AMER LIB ASSOC	ALA Dues - A Harder
	6001-2202	\$ 50.00	AMER LIB ASSOC	ALA Dues - B Benson
	6001-2203	\$ 400.00	AMER LIB ASSOC	ALSC Institute Registration - M Papanastasiou

	6440-3202	\$	107.52	DOLLAR TREE	Table Covers
	6020-2111	\$	323.18	APEXSTORE	Batteries
	6010-3232	\$	103.02	MICROSOFT *STORE	Games for Tween Gaming Cart
	6440-3202	\$	119.95	HOBBY LOBBY	Paper Craft Rolls
	6020-2111	\$	727.90	ZOGICS.COM	Wipes
	6020-2111	\$	21.30	COMPLIANCESIGNS.COM	Handicap Stickers
	6010-3232	\$	15.93	MICROSOFT *STORE	Games for Tween Gaming Cart
	6001-2203	\$	(84.39)	RENAISSANCE ORLANDO	IUG Conference Hotel
	6003-2201	\$	650.00	CareerBuilder	Job Ads
	6002-2210	\$	20.72	VISTAPR	Business Cards - Diane Malik
	6440-3202	\$	38.74	JOANN STORES	Canvas and Paint
	6440-3202	\$	110.88	WWW.MAGICMURALS.COM	Murals - Adult Summer Reading Program
	6003-2201	\$	224.10	ZIPRECRUITER	Job Ads
	6003-2201	\$	250.00	ILLINOIS GOVERNMENT	Job Ads
	6440-3202	\$	15.63	DOLLAR TREE	Clay Pots
	6001-2203	\$	115.94	RED ROOF INN SPRINGF	Hotel Elevate Workshop - J Jurgens
	6001-2203	\$	115.94	RED ROOF INN SPRINGF	Hotel elevate Workshop - S Meyer
	6020-2111	\$	5.63	GORDON ELECTRIC SUPP	Floor Box
	6440-3202	\$	50.00	RAVINIA	Gift Certificates - SRP
	6001-2203	\$	3,595.00	GLOBALKNOWLEDGETRAIN	Nutanix Training
J. Czajka	6440-3202	\$	426.00	RELISH CATERING KITC	On the Table Food
	6440-3202	\$	29.19	TRADER JOE'S	On the Table Beverages
	6001-2203	\$	1,500.00	ASSN CHILDRENS MU	Interactivity 2018 Conference - K Bailey and D Napravnik
	Total		<u>\$ 23,651.55</u>		

June 19, 2018

Arlington Heights Memorial Library
Master Card Summary
5/31/2018

Count 25

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
S Distel	6010-3232	\$29.99	PlayStation Network	Games for Tween Gaming Cart
	6010-3232	\$59.99	PlayStation Network	Games for Tween Gaming Cart
	6010-3232	\$59.99	PlayStation Network	Games for Tween Gaming Cart
	6010-3232	\$59.99	PlayStation Network	Games for Tween Gaming Cart
	6010-3232	\$19.99	PlayStation Network	Games for Tween Gaming Cart
	6010-3232	\$5.99	PlayStation Network	Games for Tween Gaming Cart
	6010-3232	\$39.99	PlayStation Network	Games for Tween Gaming Cart
M Szymanek	6010-3232	\$21.24	Nintendo	Games for Tween Gaming Cart
	6010-3232	\$41.43	Nintendo	Games for Tween Gaming Cart
	6010-3232	\$40.42	Nintendo	Games for Tween Gaming Cart
	6010-3232	\$29.84	Nintendo	Games for Tween Gaming Cart
	6010-3232	\$62.24	Nintendo	Games for Tween Gaming Cart
	6010-3232	\$28.75	Nintendo	Games for Tween Gaming Cart
	6010-3232	\$62.29	Nintendo	Games for Tween Gaming Cart
	6002-3185	\$469.98	Net World Sports	Summer Reading
	6010-3232	\$49.99	Nintendo	Games for Tween Gaming Cart
	6010-3232	\$61.23	Nintendo	Games for Tween Gaming Cart
	6010-3232	\$60.67	Nintendo	Games for Tween Gaming Cart
	6010-3232	\$60.70	Nintendo	Games for Tween Gaming Cart
	6002-3185	\$9.39	Net World Sports	Foreign Transaction Fee
	6440-3202	\$79.00	Bullfrog Films	Wider Lens Film Rental
6440-3202	\$49.95	Spunky Dunkers	Program Supplies	
K Spokas	6440-3202	\$349.80	Panera Bread	Program Supplies
	6440-3202	\$39.44	Pizza Hut	TAG 5/19/18
	6001-2165	(\$101.01)	Airbnb	Refund
	Total	<u>\$1,691.28</u>		

johnkeister & associates LLC
EXECUTIVE SEARCH FOR LIBRARY DIRECTORS

374 E. Marseilles Street
Vernon Hills, IL 60061

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john@johnkeister.com
www.johnkeister.com
Twitter: @jkaLibrary

April 19, 2018 (Revised June 11, 2018)

Board of Library Trustees
Arlington Heights Memorial Library
500 North Dunton Avenue
Arlington Heights, IL. 60004

Dear Board of Trustees:

We love libraries. We love how they act as equal opportunity providers, offering services, materials, and inspiration to their customers without regard to an individual's personal, economic or educational status. Libraries are the community centers of the 21st century and the cornerstones of a well-functioning and engaged citizenry.

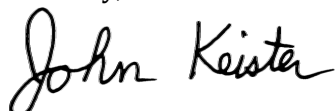
We are particularly familiar with Arlington Heights, both the community and library, from our many years of living and working in the area. I am also well acquainted with local libraries from my work with the Illinois Library Association and North Suburban Library System, and from my service as President of the Ela Area Public Library Board of Trustees in Lake Zurich and later as President of the Board of Trustees of Cook Memorial Library District in Libertyville. During these years, we've watched your library grow and change, adapt to new technologies, try out innovative services, and explore fresh ideas. Clearly, the Arlington Heights Memorial Library community is passionate about library service and committed to excellence.

Our firm has completed director searches for libraries and library systems of all sizes throughout the United States. While we work nationwide, we are most excited about the work we do in the Midwest. The library communities in the Midwest are extraordinarily vibrant and engaged, and their professional associations are very strong and supportive. We are proud to live and work in a region of the country that is home to some of the best libraries in the world.

Library leadership is always important, and especially so when libraries must keep evolving — not just to keep up with technological change and user tastes, but to *anticipate* those events and plan proactively. We appreciate the opportunity to submit this proposal for executive search services for the hiring of your next Executive Director. One of our strengths as a search firm is that we customize our approach to fit the wishes of our customers. The attached document is a blueprint of how we approach a search and can be easily adapted to fit your particular needs. We would enjoy the opportunity to further discuss and explain our process with you in person or via a phone or video interview.

Thank you for your consideration. We look forward to hearing from you!

Sincerely,



John Keister

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Executive Search Proposal

Executive Director

Arlington Heights Memorial Library

Thank you for giving us the opportunity to present this proposal for the search and recruitment of the next Executive Director of the Arlington Heights Memorial Library.

Hiring a new director is one of the most important decisions a library board will make and we would be pleased to provide advice and assistance. In addition to evaluating and screening candidates, we can facilitate the interview process and help the Board of Trustees reach consensus on the final candidates.

Our Experience

John Keister & Associates is a full-service, nationwide executive search firm founded by John and Beth Keister in 1987. During this time, we have completed over 300 executive searches. Our library searches have run the gamut from small community libraries to regional libraries with dozens of branches to large consortiums. Given today's competitive environment for hiring library directors, it helps to have the assistance and guidance of knowledgeable executive search consultants.

Our extensive and diverse experience enables us to identify and evaluate management and leadership traits in candidates, assets that are critical to the successful administration and guidance of today's libraries. We get to know our candidates so that we can effectively evaluate the "soft" characteristics that indicate which individuals will be an ideal fit for a certain organization or position. By asking the right questions and examining characteristics beyond what's on a resume, we are able to find the best match between an organization and the leader they seek.

We are proactive in searching for and recruiting top candidates, rather than relying solely on passive approaches, such as job postings, to locate talented leaders. Our success is the result of networking and actively building long-term relationships with the best and brightest library leaders.

We enjoy working with libraries because they are the heart and soul of their communities. Information is central to a well-functioning democracy, and libraries are the embodiment of access to knowledge and opportunity. Whether serving a small town, an academic or special interest institution, or widely diverse population, a library represents the interests, passions, and goals of its users. Every library is unique. Should you decide to work with us, we'll help you hire the director who is right for *your* library and *your* community.

Project Team

John Keister has more than 31 years of executive search experience, working with respected global corporations and libraries of all sizes. When working with libraries, John draws upon his considerable experience as an elected public library Trustee and library Board President. He also served multiple terms on the Board of Directors of the North Suburban Library System, a library consortium of academic, public, school, and special libraries in suburban Chicago. John has advocated on behalf of libraries at the local, state, and federal levels, been an invited speaker at numerous library conferences, and has raised community awareness of library issues through town meetings, focus groups, and print and broadcast media. John also provides customized coaching and training to help library boards become more efficient and effective. He currently serves on the Illinois Library Association Advocacy Committee.

John holds a Bachelor of Science degree in Mechanical Engineering with post-graduate coursework in business management and administration.

Beth Keister handles many of the “behind the scenes” functions of our firm, designing and maintaining our databases and websites, conducting research for the search process, and using social media to create awareness. Previously, Beth trained the staffs of several libraries and library organizations on a variety of software packages and consulted with libraries on creating programs and reports that support daily operations. Beth holds a Master of Science degree in Statistics and a Bachelor of Science degree in Mathematics.

Sarah Keister Armstrong specializes in providing community needs assessments and strategic planning services to libraries and other organizations through her own firm, Sarah Keister Armstrong & Associates. Her awareness of library trends and issues, coupled with a keen understanding of each library’s unique circumstances and demographics, helps us focus our efforts on the type of leader who will be most effective for every library search we undertake. Sarah has Public Library Trustee experience and served on the Board of RAILS (Reaching Across Illinois Library System). She is currently serving as a Director-at-Large of the Illinois Library Association and is an active member of the American Evaluation Association and the American Library Association. Sarah holds a Master of Public Policy and Administration degree and a Bachelor of Arts degree in Political Science and Sociology.

Presentations and Publications

We regularly are invited to publish articles or present at various library conferences. A sampling of our past and future presentations include the following:

- From Quantity to Quality: How Libraries Can Unearth the Meaning of Their Data
Panel Presentation at A Library State of Mind: 2015 Illinois Academic, Public, School & Special Libraries Conference
- Movin’ On Up! Leadership and Career Growth
Presentation at the Indiana Library Federation Annual Conference, November 2015
- Ready, Set, Hire! Planning for the Unexpected
Presentation at the Indiana Library Federation Annual Conference, November 2015

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- Succession Planning – Are you Prepared?
Presentation at the Michigan Library Association Annual Conference, October 2016
- Engaging Your Board, Staff and Community in Strategic Planning
Webinar, Wisconsin Trustee Training Week, August, 2017
- Advocacy From the Top: Spring Your Board to Action
Presentation at the Wisconsin Association of Public Libraries Conference, April 2017; Michigan Library Association Annual Conference, Executive Exchange, October 2017; Illinois Library Association Annual Conference, October 2017; Indiana Library Federation Annual Conference, November 2017.
- Reinventing for the Future: Preparing for Your Next Position or Project
Presentation at the Indiana Library Federation Annual Conference, November 2017
- Are We There Yet? Five Stops Along a Nonprofit's Journey Through Strategic Planning
Published in Nonprofit Information
- Taking Care of Business: Advocacy at the Local Level
Published in Illinois Libraries Matter (Illinois Library Association)

Recruitment Process

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

Though each search is unique and presents its own characteristics, we find that the search process from our initial client meeting to candidate offer and acceptance generally takes 3½ to 4 months. Since we would tailor the search to meet your needs and deadlines, we'd be happy to revise the schedule, as needed, after our initial meeting with your search committee.

Initial Meeting

Our first step is to thoroughly understand your needs. John will visit the library to gain an understanding of your environment and to find out what is expected of the new director. This will help us learn about your distinctive organizational culture, mission, and current concerns. Such knowledge will be useful when forming interview questions and evaluating candidates within the framework of your organization and setting.

Website for the Director Search

For each of our library searches, we design, develop and host a website that includes information on the position, the library, and the local community. The website is a helpful tool for sharing information with potential candidates and it allows for easy updates as the search progresses. Examples include johnkeister.com/warrennewport/, johnkeister.com/woodridge/ and johnkeister.com/joliet/.

Strategy

Our strength as a search firm lies in our personal contacts with individuals in the library field. In addition to attracting candidates through traditional advertising and use of the custom website, we will carry out an extensive networking and social media effort to identify outstanding candidates who do not normally respond to ads or announcements. We have discovered that many excellent people are interested when approached by a respected recruitment firm. With this multi-pronged approach, we will ensure that we locate the best candidate(s) for your position.

Candidate Process

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

Candidate Qualifying

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

Candidate Presentation

After the initial interviewing/qualifying work has been completed, we will present you with resumes and additional information for the top candidates. We'll be ready to discuss each individual in some detail, and to answer any questions from the search committee. This approach allows for valuable give-and-take of information with you and/or other decision makers before setting up finalist interviews.

Finalist Interviews

It is very beneficial for John to be on-site at the library during the finalist interviews to answer questions, make suggestions, and facilitate the process. We strongly recommend that candidates meet with staff, the board, and other key stakeholders as part of the process. During this crucial time, as important decisions are made, we can provide whatever support you need, including ideas about interview questions, advice on questions to avoid for legal reasons, and tips on interview approaches and potential pitfalls.

Final Steps

Many boards have never gone through the final steps of hiring a director and find that this is where our expertise can be particularly helpful.

Closing Arguments

We can make suggestions on how to handle salary negotiations and benefits questions, deal with relocation issues, and “close” the most desired candidate. Staff input is particularly important and we can help the board use that information wisely. Bridging the step between final interviews and making an offer can be stressful and occasionally contentious. We have the experience and strategies to make this part of the process go smoothly and even enjoyably.

Verifying Employment Duties and Performance Levels

We will interview references for the final candidates and will present summaries of the reference investigation. Our reference questions help flesh out the character of the candidates. We look for first-hand accounts of how each individual works with staff and patrons, what they do to stay on top of library trends, and information illuminating how they’ve dealt with challenges. We are seeking leaders, and a candidate’s references help us better understand how he/she will perform in that role.

Pre-Employment Background Investigation

If the library does not have a pre-employment background investigation process in place, we can assist with those arrangements for the final candidate. This investigation should include verification of credentials and an examination of professional, personal, financial, and criminal records. We can set up such an investigation with a professional firm should you need assistance with this piece.

Project Schedule

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

<i>Month</i>	<i>Tasks</i>
Month 1	<ul style="list-style-type: none">• Initial meeting with Board/Selection Committee to discuss needs• Meet with key staff members and other constituencies for their insights• Create and post custom search website• Advertise position through various national and local channels• Begin recruiting candidates using contacts within our library network

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Months 2 – 3	<ul style="list-style-type: none">• Conduct interviews with possible candidates• Compile documentation on most viable candidates• Present resumes and additional information on 3 to 5 of the best candidates to Board/Selection Committee• Schedule interviews with Board/Selection Committee• Advise on interview process and questions
Months 3 – 4	<ul style="list-style-type: none">• Final candidate interviews at library• Conduct reference checks• Presentation of offer (Board to Candidate)

Fee

Our fee for search services is \$19,500. Part of this fee (\$6,500) will be payable upfront, to help us defray our search expenses and to initiate the search. The balance of the fee will be payable in two equal installments: one payment will be due upon your acceptance of a slate of candidates and the last payment will be billable upon selection of the new Executive Director, payable within 30 days after acceptance of the offer by the new Executive Director.

Our professional fee includes:

- Design, development and hosting of a custom website for the director search (see examples: johnkeister.com/warrennewport/, johnkeister.com/woodridge/, and johnkeister.com/joliet/)
- Advertising expenses
- All consultant expenses, including travel, for *three* meetings at the library: our initial information-gathering session, a meeting to present candidate profiles, and facilitation during the final interviews
- Unlimited “virtual” access via video or audio calls at other meetings, as needed

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

Guarantee

If the new Executive Director leaves the position within the first 18 months after acceptance, we will, on a one-time basis, reactivate the search upon your request. Such a reactivation must assume that we will be allowed to pursue our own approach to achieve the reasonable results you anticipate. The library will assume all expenses directly related to a reactivated search, but we will expect no additional search fee.

johnkeister & associates LLC
EXECUTIVE SEARCH FOR LIBRARY DIRECTORS

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

John Keister & Associates



John W. Keister
President

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

Arlington Heights Memorial Library Board of Trustees

By: _____ Title: _____ Date: _____

Our firm is committed to Equal Employment Opportunities, and will not discriminate against any candidate because of race, color, religion, national origin, age, gender, disability, veteran status, or sexual orientation.

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References

Park Ridge Public Library

Park Ridge, Illinois
Ms. Judy Rayborn
Board of Trustees
Phone: 847-370-2162
jorayborn@gmail.com
Director: Ms. Heidi Smith

Frank L. Weyenberg Library of Mequon-Thiensville

Mequon, Wisconsin
Ms. Mimi Rosing
Board of Trustees
Phone: 414-719-7458
mrosing@flwlib.org
Director: Ms. Rachel Muchin-Young

Hussey-Mayfield Memorial Public Library

Zionsville, Indiana
www.zionsvillelibrary.org
Ms. Sandy Sifferlen
President, Board of Trustees
Phone: 317-501-2592
s.siff@lilly.com
Director: Ms. Sarah Moore

Geauga County Public Library

Chardon, Ohio
www.geaugalibrary.net
Mr. Raymond Rundelli
President, Board of Trustees
Phone: 216-622-8854
rrundelli@gmail.com
Director: Mr. Edward Worso

Grosse Pointe Public Library

Grosse Pointe, Michigan
www.gp.lib.mi.us
Ms. Elizabeth M. Vogel
President, Board of Trustees
Phone: 313-516-7970
e.vogel@clintontownship-mi.gov
Director: Ms. Jessica Keyser

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Additional References and Testimonials

Warren-Newport Public Library District

Gurnee, Illinois
Ms. Jo Beckwith
Board of Trustees
Phone: 847-814-1346
jobeckwith@sbcglobal.net
Director: Mr. Ryan Livergood

Warren-Newport Public Library District serves more than 66,000 residents with a 58,000 sq. ft. building, a bookmobile, and an operating budget of about \$7 million. The search was conducted due to the retirement of the previous Director.

In our unique situation, I would not have wanted to select anyone that did not acknowledge *full-on* that we would have a problem attracting candidates. You said that and also insisted that any candidate be told the full story so that we would not be ambushing anyone by keeping our situation a secret. This was not only practical, but also an issue of integrity, in my view.

Your style is informal and laid back. You use humor to make a point. The processes you use, though, are not laid back. They are organized, well-thought out, and professional. You tried to get us to articulate the characteristics that we wanted rather than telling us the typical list.

You back up your process with a lot of experience both as a trustee and a search consultant. Your knowledge of Illinois libraries and directors is quite impressive. And so is your love of libraries. What a great bonus! Thanks for helping WNPL find the next great Illinois library director.

With gratitude,
Jo Beckwith, Trustee

Bloomington Public Library

Bloomington, Illinois
Ms. Carol Koos
President, Board of Trustees
Phone: 309-830-9382
carolkoos12@gmail.com
Director: Ms. Jeanne Hamilton

The Bloomington Public Library serves about 80,000 residents with a 55,000 sq. ft. building and an operating budget of \$5.3 million. The search was conducted due to the retirement of the previous Director.

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We were very happy with Keister & Associates. I was very surprised at how quickly you came up with 4 finalists. Having worked with a national firm 10 years ago I was expecting the same huge cattle call of candidates that the search committee would have to sort through. When you presented 4 finalists in 3 months time I realized that you had done the weeding process and consequently handled the search process much more efficiently than the previous search firm we used. What pleased me the most was your customized search process. I felt that the candidates were all good matches for the community and the library. The customized search process condensed the search process considerably because the board did not have to engage in the weeding out process but only the selection process.

I would recommend your firm and in fact already have. I felt that you delivered the services that you stated that you would and in the way that you stated they would be delivered. I felt that your customized search process was very effect both in use of time and in identifying the best candidates.

Thank you for your hard work. It was a pleasure working with you.

Carol Koos, President, Board of Trustees

Geneva Public Library District

Geneva, Illinois
Mr. Robert Shiffler
President, Board of Trustees
Phone: 630-232-0642
Boshiff@aol.com
Director: Ms. Christine Lazaris

Geneva Public Library District serves over 30,000 residents with a 28,000 sq ft. building and an operating budget of about \$6.5 million. The search was conducted due to the resignation of the previous Director.

John, just wanted to send a quick note to let you know that we are extremely pleased to have Christine as our Library Director. She works very well with the staff and has made a great start in turning around the low morale issues. She regularly is proposing and implementing new ideas to make the library more user friendly, as well as improvements in the facility itself. She is definitely a "high energy" person and a pleasure to work with. Many thanks to you and your wife for helping us to bring her on board.

We were very confident after the interviews that we had selected the right search firm. I think that the search proceeded in a very timely fashion, and we were able to meet our timeframe to have a new director in place.

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I think the inclusion of the library staff in the process was very beneficial in getting their buy-in and in helping the transition to a new director. We are very pleased with Christine, and the Library District is in a stronger position having her on board.

Thanks,
Bob Shiffler, President, Board of Trustees

Wheaton Public Library

Wheaton, IL
Ms. Christine Fenne
President, Board of Trustees
Phone: 630-653-2442
cfenne@alphagraphics.com
Director: Ms. Betsy Adamowski

Wheaton Public Library serves 55,000 residents with a 124,000 sq ft building and an operating budget of about \$3.8 million. The search was conducted due to the retirement of the previous Director who served for 47 years, 35 as Director.

I am writing to express my recommendation of John Keister & Associates...

Like [other libraries], we found ourselves looking for a new Library Director suddenly after 35 years. Fortunately, we had a policy in place that outlined the selection committee responsibilities. Our committee chair reached out to several search firms whom we interviewed.

John Keister formed an immediate connection with our committee and understood our search challenges right away. We were grateful to have his expertise and passion for libraries. John took time to tour our library, listened to our concerns and provided detailed questions for our Executive Director interviews. He truly was interested in discovering what the Board of Trustees wanted in a new Library Director and what our future library would be for the community.

The entire selection process was very organized and smooth because of his availability and commitment to finding a successful pool of candidates. I know we made the right choice in using John Keister & Associates. Although we had several excellent candidates, one floated to the top of the pile! We now have a Director that we are extremely proud to lead our staff, who is also community focussed.

It was a pleasure working with John during this challenging search.

Sincerely,
Christine Fenne, President, Wheaton Public Library Board of Trustees

To: Board of Library Trustees
From: Donna Ekl
CC: Mike Driskell
Date: June 5, 2018
Re: Review of Annual Financial Report

At the June 2018 Committee of the Whole meeting, the committee reviewed 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.

Suggested motion: **The Board of Library Trustees accepts the annual financial report for the year ended December 31, 2017 as presented.**



April 25, 2018

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, 2017. 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 April 25, 2018. 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, 2017. 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. Any material misstatements detected as a result of audit procedures were corrected by management.

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 April 25, 2018.

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 Library'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, 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
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, 2017**



April 25, 2018

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, 2017, 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

PRIOR 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 recommended 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.

Status

This comment has not been implemented and will be implemented for the year ended December 31, 2018, when required.

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, 2017**

**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
- Required Supplementary Information
- Other Supplementary Information

INDEPENDENT AUDITORS' REPORT

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



INDEPENDENT AUDITORS' REPORT

April 25, 2018

The Honorable Library President
Members of the Board of Trustees
Arlington Heights Memorial Library, 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, 2017, 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, 2017, 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, Illinois' basic financial statements. The individual fund budgetary comparison schedules are presented for purposes of additional analysis and are not a required part of the financial statements.

The individual fund budgetary comparison schedules 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 are fairly stated, in all material respects, in relation to the basic financial statements as a whole.


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, 2017. Readers are encouraged to consider the information presented here in conjunction with the information provided in the Library's financial statements.

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, 2017, by \$16,962,696. Of this amount, the net position of \$8,195,988 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, 2017, the Library's governmental funds reported a total fund balance of \$13,306,985 which will be spent in the following manner; \$374,045 in prepaid items, \$354,098 restricted to Social Security expenditures, \$6,423,543 for capital improvements, \$200,000 for insurance reserves, \$650,000 for IMRF Unfunded Actuarial Accrued Liability reserves and the remaining \$5,305,299 may be used at the Library's discretion.

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.

(See independent auditor's report)

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 34-39 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.

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 9-29 of the financial report.

(See independent auditor's 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 the Library's two major funds, which can be found on pages 30-39 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/deferred outflows exceeded liabilities/deferred inflows by \$16,962,696 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	
	12/31/2017	12/31/2016
Current and Other Assets	\$ 28,101,371	\$ 28,672,532
Capital Assets, net of accumulated depreciation	8,412,610	7,705,759
Total Assets	\$ 36,513,981	\$ 36,378,291
Deferred Outflows of Resources - IMRF	1,369,239	2,011,258
Total Assets and Deferred Outflows of Resources	\$ 37,883,220	\$ 38,389,549
Current and Other Liabilities	\$ 743,253	\$ 581,969
Noncurrent Liabilities	1,636,318	6,224,556
Total Liabilities	\$ 2,379,571	\$ 6,806,525
Unearned Property Tax	\$ 14,108,076	\$ 13,968,392
Deferred Items - IMRF	4,432,877	185,225
Total Deferred Inflows of Resources	\$ 18,540,953	\$ 14,153,617
Total Liabilities and Deferred Inflows of Resources	\$ 20,920,524	\$ 20,960,142
<u>Net Position</u>		
Invested in Capital Assets	\$ 8,412,610	\$ 7,705,759
Restricted - Social Security	354,098	326,359
Unrestricted for Culture, Recreation and Education	8,195,988	9,397,289
Total Net Position, End of Year	\$ 16,962,696	\$ 17,429,407

(See independent auditor's report)

A portion of the Library’s net position, \$8,412,610, 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. \$354,098 is restricted for the Library’s portion of Social Security expenses. The remaining balance of the net position, \$8,195,988, 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, 2017 compared the year ended December 31, 2016. The Library’s net position decreased by \$466,711.

Table 2
Changes in Net Position

	For the year Ended 12/31/2017	For the year Ended 12/31/2016
Revenue		
Program Revenue		
Charges for Services	\$ 202,878	\$ 211,184
Operating Grants/Contributions	182,987	121,167
General Revenue		
Property Taxes	13,744,488	13,667,250
Interest	147,766	71,569
Miscellaneous	21,297	19,521
Total Revenue	\$ 14,299,416	\$ 14,090,691
Expenses		
Culture, Recreation and Education	\$ 14,766,127	\$ 14,777,865
Total Expenses	\$ 14,766,127	\$ 14,777,865
Changes in Net Position	\$ (466,711)	\$ (687,174)
Total Net Position, Beginning of the Year	\$ 17,429,407	\$ 18,116,581
Total Net Position, End of the Year	\$ 16,962,696	\$ 17,429,407

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 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 2017 levy, the Board of Library Trustees approved a 0% increase on the 2016 extended levy. Compared to the prior fiscal year, Property Taxes were up \$77,238. Total Revenue for 2017 was up \$208,725 versus the prior fiscal year.

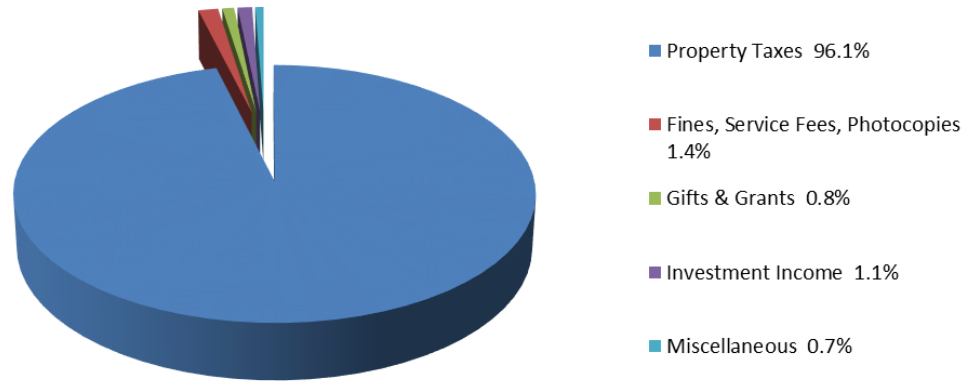
Table 3
Summary Statement of Revenues and Expenditures

	For the year ended		For the year ended	
	12/31/2017	12/31/2017	12/31/2016	12/31/2016
	<u>Fund 291</u>	<u>Fund 491</u>	<u>Fund 291</u>	<u>Fund 491</u>
Revenue				
Property Taxes	\$ 13,744,488	\$ -	\$ 13,667,250	\$ -
Fines, Service Fees, Photocopies	202,878	-	211,184	-
Gifts & Grants	120,186	-	121,167	-
Investment Income	99,409	48,357	54,518	17,051
Miscellaneous	84,098	-	19,521	-
Total Revenue	\$ 14,251,059	\$ 48,357	\$ 14,073,640	\$ 17,051
Expenditures				
Salaries and Benefits	\$ 10,025,517	\$ -	\$ 9,349,998	\$ -
Equipment/Capital Outlay	239,018	1,308,095	430,543	578,420
Printed Materials (Books & Periodicals)	818,489	-	812,597	-
Nonprint Materials/Electronic Resources	761,204	-	733,275	-
Public Programs/Services	431,223	-	464,847	-
All other Operating Expenditures*	1,585,593	-	1,362,703	-
Total Expenditures	\$ 13,861,044	\$ 1,308,095	\$ 13,153,963	\$ 578,420
Other Financing Sources/(Uses)				
Transfer In		\$ 1,750,000		\$ 1,750,000
Transfer Out	\$ (1,750,000)		(1,750,000)	

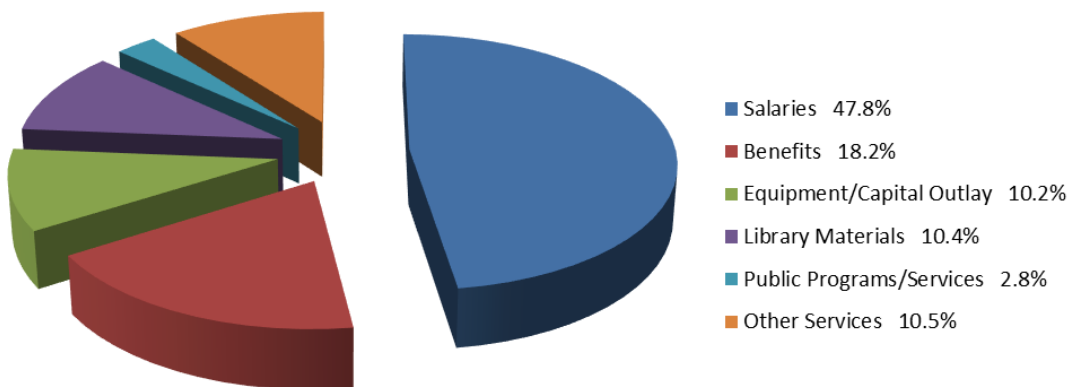
*Building insurance, building and equipment maintenance, general office supplies, processing costs, audit, professional fees, contractual services, utilities, IMET expense, contingencies, etc.

The following charts show the composition of total revenues and total expenditures for the year ended December 31, 2017, as identified in Table 3.

Composition of Total Revenue for the year ended December 31, 2017



Composition of Total Expenditures for the year ended December 31, 2017



(See independent auditor's report)
MD&A 6

Capital Outlay

The schedule below details the \$1,308,095 expended on capital outlay in the Capital Projects Fund for the year ended December 31, 2017, as identified in **Table 3**.

Capital Outlay 2017

Wall Sculpture	\$ 10,000
Network Switch	25,288
Replace Boiler - 1968 Building	40,095
Computer Area HVAC Update	42,600
Parking Lot Renovation Project	1,190,112
Total	<u><u>\$ 1,308,095</u></u>

Capital Assets

The Library's investment in capital assets for governmental activities at December 31, 2017, was \$8,412,610, up \$706,851 from total capital assets, net of depreciation at December 31, 2016. 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	
	<u>12/31/2017</u>	<u>12/31/2016</u>
Capital Assets		
Land	\$ 142,378	\$ 142,378
Works of Art	\$ 55,000	\$ 45,000
Construction in Progress	15,000	458,099
Buildings and Improvements	16,490,133	14,791,166
Equipment, Furniture and Fixtures	3,623,564	3,665,367
Total Capital Assets, before depreciation	\$ 20,326,075	\$ 19,102,010
Less - Accumulated Depreciation	<u>(11,913,465)</u>	<u>(11,396,251)</u>
Total Capital Assets, net of depreciation	<u><u>\$ 8,412,610</u></u>	<u><u>\$ 7,705,759</u></u>

(See independent auditor's report)

General Fund

For the year ended December 31, 2017, the ending fund balance of the General Fund was \$8,633,442, a decrease of \$1,359,985 from the fund balance as of December 31, 2016. The budgeted net change in fund balance for the General Fund was \$(2,438,101). As a comparison, the fund balance at December 31, 2016 was \$9,993,427. Total revenues were \$52,768 (0.4%) more than budgeted and total expenditures were \$1,025,348 (6.9%) less than budgeted. The Library transferred \$1,750,000 from the General Fund (Fund 291) to the Capital Projects Fund (Fund 491) in 2017 to fund upcoming capital projects.

Table 5
General Fund

	<u>For the 12 months Ended December 31, 2017</u>		
	<u>Original</u>	<u>Final</u>	<u>Actual</u>
	<u>Budget</u>	<u>Budget</u>	
Total Revenues	\$ 14,198,291	\$ 14,198,291	\$ 14,251,059
Total Expenditures	\$ 14,586,392	\$ 14,886,392	\$ 13,861,044
Excess/(Deficiency) of Revenues Over Expenditures	\$ (388,101)	\$ (688,101)	\$ 390,015
Other Financing Sources (Uses)			
Transfer Out	<u>(1,750,000)</u>	<u>(1,750,000)</u>	<u>(1,750,000)</u>
Net Change in Fund Balance	\$ (2,138,101)	\$ (2,438,101)	\$ (1,359,985)
Fund Balance - January 1, 2017			<u>\$ 9,993,427</u>
Fund Balance - December 31, 2017			<u><u>\$ 8,633,442</u></u>

Capital Projects Fund

For the year ended December 31, 2017, the ending fund balance of the Capital Projects Fund was \$4,673,543, an increase of \$490,265 from the fund balance at December 31, 2016. Total Expenditures were \$1,026,608 less than budgeted as two large projects were rescheduled to future years. The Capital Projects Fund (Fund 491) received a transfer in of \$1,750,000 in 2017 from the General Fund (Fund 291).

Table 6
Capital Projects Fund

	<u>For the 12 months Ended December 31, 2017</u>		
	<u>Original</u> <u>Budget</u>	<u>Final</u> <u>Budget</u>	<u>Actual</u>
Total Revenues	\$ 6,000	\$ 6,000	\$ 48,357
Total Expenditures	2,334,700	2,334,700	1,308,092
Excess/(Deficiency) of Revenues Over Expenditures	\$ (2,328,700)	\$ (2,328,700)	\$ (1,259,735)
Other Financing Sources (Uses) Transfer In	1,750,000	1,750,000	1,750,000
Net Change in Fund Balance	\$ (578,700)	\$ (578,700)	\$ 490,265
Fund Balance - January 1, 2017			<u>\$ 4,183,278</u>
Fund Balance - December 31, 2017			<u><u>\$ 4,673,543</u></u>

Budget Amendments

During the fiscal year, the Board of Library Trustees approved six budget amendment items. The amendments are summarized below:

Amendment # & Date	Description
1 – 12/20/2016	Several staff salary budget line items were re-allocated to create a Director of Administration position. This was a net zero budget impact budget amendment.
2 – 2/21/2017	\$80,000 of the operating contingency line item was re-allocated to create a Grants and Development Administrator position. This was a net zero budget impact budget amendment.
3& 4 – 5/16/2017	Re-allocation of \$38,000 of the operating contingency line item to create a Community Engagement Liaison position and to increase hours for a part-time Bi-lingual Special Information Services Advisor. The 4 th amendment corrects an error in the initial amendment. This was a net zero budget impact budget amendment.
5 – 7/18/2017	Re-allocation of tax revenue line items to agree with Truth in Taxation reporting. This was a net zero budget impact budget amendment.
6 – 1/3/2018	The budget was amended by \$300,000 increase for a required transfer to the Village of Arlington Heights Health Insurance fund to replenish working cash funds.

Financial Outlook

For the 2018 tax levy, the Board of Library Trustees is considering a 0% increase on the 2017 extended levy. Should that be the decision, it would be the ninth consecutive year where the levy was a 0% increase over the prior year's extended levy. For the year ended December 31, 2017, the Library received 96.0% of its revenue from real estate taxes. The Library continues to annually apply for and receive per capita grants from the State of Illinois. At December 31, 2017, the Library's General Fund has a fund balance of \$8,633,442. This amount would sustain the Library's operations for just over seven months, based on budgeted operating expenditures for calendar year 2018. 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:

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

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, 2017

ASSETS	
Current Assets	
Cash and Investments	\$ 13,483,113
Receivables - Net of Allowances	
Property Taxes	14,108,076
Accounts	127,090
Accrued Interest	9,047
Prepays	374,045
Total Current Assets	<u>28,101,371</u>
Noncurrent Assets	
Capital Assets	
Nondepreciable	212,378
Depreciable	20,113,697
Accumulated Depreciation	(11,913,465)
Total Noncurrent Assets	<u>8,412,610</u>
Total Assets	<u>36,513,981</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items - IMRF	<u>1,369,239</u>
Total Assets and Deferred Outflows of Resources	<u>37,883,220</u>
LIABILITIES	
Current Liabilities	
Accounts Payable	430,149
Accrued Payroll	250,142
Other Payables	6,019
Compensated Absences Payable	56,943
Total Current Liabilities	<u>743,253</u>
Noncurrent Liabilities	
Compensated Absences Payable	227,771
Net Pension Liability - IMRF	1,298,322
Net Other Post-Employment Benefit Obligation Payable	110,225
Total Noncurrent Liabilities	<u>1,636,318</u>
Total Liabilities	<u>2,379,571</u>
DEFERRED INFLOWS OF RESOURCES	
Property Taxes	14,108,076
Deferred Items - IMRF	<u>4,432,877</u>
Total Deferred Inflows of Resources	<u>18,540,953</u>
Total Liabilities and Deferred Inflows of Resources	<u>20,920,524</u>
NET POSITION	
Investment in Capital Assets	8,412,610
Restricted - Social Security	354,098
Unrestricted	<u>8,195,988</u>
Total Net Position	<u><u>16,962,696</u></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, 2017

	Expenses	Program Revenues		Net
		Charges for Services	Operating Grants/ Contributions	(Expense) Revenue and Changes in Net Position
Functions/Programs				
Governmental Activities				
Culture, Recreation and Education	\$ 14,766,127	202,878	182,987	(14,380,262)
		General Revenues		
		Property Taxes		13,744,488
		Interest		147,766
		Miscellaneous		21,297
				<u>13,913,551</u>
		Change in Net Position		(466,711)
		Net Position - Beginning		<u>17,429,407</u>
		Net Position - Ending		<u><u>16,962,696</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, 2017

	General	Capital Projects	Totals
ASSETS			
Cash and Investments	\$ 8,669,111	4,814,002	13,483,113
Receivables - Net of Allowances			
Property Taxes	14,108,076	-	14,108,076
Accounts	124,285	2,805	127,090
Accrued Interest	9,047	-	9,047
Prepays	374,045	-	374,045
 Total Assets	 <u>23,284,564</u>	 <u>4,816,807</u>	 <u>28,101,371</u>
LIABILITIES			
Accounts Payable	286,885	143,264	430,149
Accrued Payroll	250,142	-	250,142
Other Payables	6,019	-	6,019
Total Liabilities	<u>543,046</u>	<u>143,264</u>	<u>686,310</u>
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	14,108,076	-	14,108,076
Total Liabilities and Deferred Inflows of Resources	<u>14,651,122</u>	<u>143,264</u>	<u>14,794,386</u>
FUND BALANCES			
Nonspendable	374,045	-	374,045
Restricted	354,098	-	354,098
Assigned	2,600,000	4,673,543	7,273,543
Unassigned	5,305,299	-	5,305,299
Total Fund Balances	<u>8,633,442</u>	<u>4,673,543</u>	<u>13,306,985</u>
 Total Liabilities, Deferred Inflows of Resources and Fund Balances	 <u>23,284,564</u>	 <u>4,816,807</u>	 <u>28,101,371</u>

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, 2017**

Total Governmental Fund Balances	\$ 13,306,985
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.	8,412,610
Deferred outflows (inflows) of resources related to the pensions not reported in the funds. Deferred Items - IMRF	(3,063,638)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.	
Compensated Absences Payable	(284,714)
Net Pension Liability - IMRF	(1,298,322)
Net Other Post-Employment Benefit Obligation Payable	<u>(110,225)</u>
Net Position of Governmental Activities	<u><u>16,962,696</u></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, 2017

	General	Capital Projects	Totals
Revenues			
Taxes	\$ 13,744,488	-	13,744,488
Intergovernmental	120,186	-	120,186
Charges for Services	42,580	-	42,580
Fines and Fees	160,298	-	160,298
Interest	99,409	48,357	147,766
Miscellaneous	84,098	-	84,098
Total Revenues	14,251,059	48,357	14,299,416
Expenditures			
Culture, Recreation and Education	13,861,044	-	13,861,044
Capital Outlay	-	1,308,092	1,308,092
Total Expenditures	13,861,044	1,308,092	15,169,136
Excess (Deficiency) of Revenues Over (Under) Expenditures	390,015	(1,259,735)	(869,720)
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	(1,359,985)	490,265	(869,720)
Fund Balances - Beginning	9,993,427	4,183,278	14,176,705
Fund Balances - Ending	8,633,442	4,673,543	13,306,985

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, 2017**

Net Change in Fund Balances - Total Governmental Funds \$ (869,720)

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	1,336,375
Depreciation Expense	(626,333)
Disposal - Cost	(112,310)
Disposal - Accumulated Depreciation	109,119

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

Change in Deferred Items - IMRF	(4,889,671)
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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.

Increase to Compensated Absences Payable	(12,043)
Decrease to Net Pension Liability - IMRF	4,619,109
Increases to Net Other Post-Employment Benefit Obligation Payable	<u>(21,237)</u>

Changes in Net Position of Governmental Activities (466,711)

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

**Notes to the Financial Statements
December 31, 2017**

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, 2017.

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, 2017**

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 and purchases of information technology. 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, 2017**

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, 2017**

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 acquisition 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, 2017**

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, 2017**

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 \$3,076,183 and the bank balances totaled \$3,112,644.

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	-	-	-
	<u>10,564,874</u>	<u>10,564,874</u>	<u>-</u>	<u>-</u>	<u>-</u>

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

**Notes to the Financial Statements
December 31, 2017**

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, 2017:

	Total	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	\$ 6,671,109	6,671,109	-	-
Investments Measured at the Net Asset Value (NAV)				
Commercial Paper	400,267			
Illinois Funds	133,422			
IMET	3,202,132			
Total Investments Measured at NAV	<u>3,735,821</u>			
Total Investments Measured at Fair Value	<u>10,406,930</u>			

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 in the IMET Convenience Fund is not rated.

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

**Notes to the Financial Statements
December 31, 2017**

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 of the cash and investment portfolio (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 2017 tax levy less the allowance has been recorded as a receivable; the entire 2017 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, 2017**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

CAPITAL ASSETS

Capital asset activity for the fiscal year ended December 31, 2017 was as follows:

	Beginning Balances	Additions	Deductions	Ending Balances
Nondepreciable Capital Assets				
Land	\$ 142,378	-	-	142,378
Works of Art	45,000	10,000	-	55,000
Construction in Progress	458,099	15,000	458,099	15,000
	<u>645,477</u>	<u>25,000</u>	<u>458,099</u>	<u>212,378</u>
Depreciable Capital Assets				
Buildings and Improvements	14,791,166	1,698,967	-	16,490,133
Equipment, Furniture and Fixtures	3,665,367	70,507	112,310	3,623,564
	<u>18,456,533</u>	<u>1,769,474</u>	<u>112,310</u>	<u>20,113,697</u>
Less Accumulated Depreciation				
Buildings and Improvements	9,141,604	515,484	-	9,657,088
Equipment, Furniture and Fixtures	2,254,647	110,849	109,119	2,256,377
	<u>11,396,251</u>	<u>626,333</u>	<u>109,119</u>	<u>11,913,465</u>
Total Net Depreciable Capital Assets	<u>7,060,282</u>	<u>1,143,141</u>	<u>3,191</u>	<u>8,200,232</u>
Total Net Capital Assets	<u>7,705,759</u>	<u>1,168,141</u>	<u>461,290</u>	<u>8,412,610</u>

Depreciation expense of \$626,333 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
ARLINGTON HEIGHTS, ILLINOIS**

**Notes to the Financial Statements
December 31, 2017**

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	\$ 272,671	24,086	12,043	284,714	56,943
Net Pension Liability - IMRF	5,917,431	-	4,619,109	1,298,322	-
Net Other Post-Employment Benefit Obligation	88,988	21,237	-	110,225	-
	<u>6,279,090</u>	<u>45,323</u>	<u>4,631,152</u>	<u>1,693,261</u>	<u>56,943</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.

Nonspendable Fund Balance. Consists of resources that cannot be spent because they are either: a) not in a spendable form; or b) legally or contractually required to be maintained intact.

Restricted Fund Balance. Consists of resources that are restricted to specific purposes, that is, when constraints placed on the use of resources are either: a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.

Committed Fund Balance. Consists of resources constrained (issuance of an ordinance) to specific purposes by the government itself, using its highest level of decision-making authority, the Board of Trustees; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

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

**Notes to the Financial Statements
December 31, 2017**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

FUND BALANCE CLASSIFICATIONS – Continued

Assigned Fund Balance. Consists of amounts that are constrained by the Board of Trustees’ intent to be used for specific purposes but are neither restricted nor committed. Intent is expressed by a) the Board of Trustees itself or b) a body or official to which the Board of Trustees has delegated the authority to assign amounts to be used for specific purposes. The Library’s highest level of decision-making authority is the Board of Trustees, who is authorized to assign amounts to a specific purpose.

Unassigned Fund Balance. Consists of residual net resources of a fund that has not been restricted, committed, or assigned within the General Fund and deficit fund balances of other governmental funds.

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	\$ 374,045	-	374,045
Restricted			
Social Security	354,098	-	354,098
Assigned			
Capital Projects	1,750,000	4,673,543	6,423,543
IMRF UAAL	650,000	-	650,000
Insurance Reserves	200,000	-	200,000
	<u>2,600,000</u>	<u>4,673,543</u>	<u>7,273,543</u>
Unassigned	<u>5,305,299</u>	-	<u>5,305,299</u>
Total Fund Balances	<u>8,633,442</u>	<u>4,673,543</u>	<u>13,306,985</u>

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

**Notes to the Financial Statements
December 31, 2017**

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.

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. All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

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.

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

**Notes to the Financial Statements
December 31, 2017**

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. 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.

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, 2017, 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.

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

**Notes to the Financial Statements
December 31, 2017**

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Plan Description – Continued

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. For the year-ended December 31, 2017, the Library’s contribution was 12.34% of covered payroll.

Net Pension Liability. The Library’s net pension liability was measured as of December 31, 2017. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

Actuarial Assumptions. The total pension liability was determined by an actuarial valuation performed, as of December 31, 2017, 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	3.39% - 14.25%
Cost of Living Adjustments	2.50%
Inflation	2.50%

For nondisabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). 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-2017 (base year 2015). 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-2017 (base year 2015). IMRF specific rates were developed from the RP-2014 Employee Mortality Table with adjustments to match current IMRF experience.

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

**Notes to the Financial Statements
December 31, 2017**

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Plan Description – Continued

Actuarial Assumptions – Continued. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return to the target asset allocation percentage and adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target</u>	<u>Long-Term Expected Real Rate of Return</u>
Fixed Income	27%	3.0%
Domestic Equities	38%	6.9%
International Equities	17%	6.8%
Real Estate	8%	5.8%
Blended	9%	2.65% - 7.35%
Cash and Cash Equivalents	1%	2.3%

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

**Notes to the Financial Statements
December 31, 2017**

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%, the same as the prior year valuation rate. 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 is a sensitivity analysis of the net pension liability to changes in the discount rate. The table below presents the pension liability of the Library calculated using the discount rate as well as what the Library’s net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Net Pension Liability/(Asset) \$	6,639,891	1,298,322	(3,145,037)

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Notes to the Financial Statements
December 31, 2017

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, 2016	\$ 37,829,512	31,912,081	5,917,431
Changes for the Year:			
Service Cost	689,727	-	689,727
Interest on the Total Pension Liability	3,454,308	-	3,454,308
Difference Between Expected and Actual Experience of the Total Pension Liability	(23,512)	-	(23,512)
Changes of Assumptions	(1,471,302)	-	(1,471,302)
Contributions - Employer	-	809,701	(809,701)
Contributions - Employees	-	295,876	(295,876)
Net Investment Income	-	6,863,488	(6,863,488)
Benefit Payments, including Refunds of Employee Contributions	(2,341,045)	(2,341,045)	-
Other (Net Transfer)	-	(700,735)	700,735
Net Changes	308,176	4,927,285	(4,619,109)
Balances at December 31, 2017	38,137,688	36,839,366	1,298,322

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

**Notes to the Financial Statements
December 31, 2017**

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, 2017, the Library recognized pension expense of \$1,080,263. At December 31, 2017, 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	\$ 191,760	(49,267)	142,493
Change in Assumptions	19,543	(1,146,265)	(1,126,722)
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	<u>1,157,936</u>	<u>(3,237,345)</u>	<u>(2,079,409)</u>
Total Deferred Amounts Related to IMRF	<u><u>1,369,239</u></u>	<u><u>(4,432,877)</u></u>	<u><u>(3,063,638)</u></u>

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 (Inflows) of Resources
2018	\$ (594,416)
2019	(604,116)
2020	(1,055,768)
2021	(809,338)
2022	-
Thereafter	<u>-</u>
Total	<u><u>(3,063,638)</u></u>

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

**Notes to the Financial Statements
December 31, 2017**

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, 2017, membership consisted of:

Retirees and beneficiaries currently receiving benefits and terminated employees entitled to benefits but not yet receiving them.	40
Active Employees	<u>74</u>
Total	<u>114</u>
Participating Employers	1

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Notes to the Financial Statements
December 31, 2017

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, 2017, was calculated as follows:

Annual Required Contribution	\$ 36,366
Interest on the NOPEBO	3,560
Adjustment to the ARC	<u>(4,948)</u>
Annual OPEB Cost	34,978
Actual Contribution	<u>13,741</u>
Change in NOPEBO	21,237
NOPEBO - Beginning	<u>88,988</u>
NOPEBO - Ending	<u><u>110,225</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
12/31/2015	\$ 18,421	\$ 5,057	27.45%	\$ 75,468
12/31/2016	21,713	8,193	37.73%	88,988
12/31/2017	34,978	13,741	39.28%	110,225

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

**Notes to the Financial Statements
December 31, 2017**

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, 2017, was as follows:

Actuarial Accrued Liability (AAL)	\$ 446,987
Actuarial Value of Plan Assets	\$ -
Unfunded Actuarial Accrued Liability (UAAL)	\$ 446,987
Funded Ratio (Actuarial Value of Plan Assets/AAL)	0.00%
Covered Payroll (Active Plan Members)	\$ 4,198,357
UAAL as a Percentage of Covered Payroll	10.65%

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, 2017 actuarial valuation, the entry age normal actuarial cost method was used. The actuarial assumptions included a 4.0% 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 advanced 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, 2017, 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, 2017**

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	
4/30/13	\$ 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%
12/31/17	-	446,987	0.00%	446,987	4,198,357	10.65%

Employer Contributions

Fiscal Year	Employer Contributions	Annual Required Contribution	Percent Contributed
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%
12/31/17	13,741	36,366	37.79%

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, 2017**

Calendar Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Excess/ (Deficiency)	Covered Payroll	Contributions as a Percentage of Covered 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%
12/31/2017	809,701	809,701	-	6,561,594	12.34%

Notes to the Required Supplementary Information:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level % Pay (Closed)
Remaining Amortization Period	26 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. Information for additional years 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, 2017**

	<u>12/31/2015</u>
Total Pension Liability	
Service Cost	\$ 554,539
Interest	2,492,496
Changes in Benefit Terms	-
Differences Between Expected and Actual Experience	(136,273)
Change of Assumptions	82,983
Benefit Payments, Including Refunds of Member Contributions	<u>(1,655,072)</u>
 Net Change in Total Pension Liability	 1,338,672
Total Pension Liability - Beginning	<u>33,827,915</u>
 Total Pension Liability - Ending	 <u><u>35,166,587</u></u>
 Plan Fiduciary Net Position	
Contributions - Employer	\$ 665,380
Contributions - Members	248,358
Net Investment Income	151,997
Benefit Payments, Including Refunds of Member Contributions	(1,655,072)
Administrative Expense	<u>202,712</u>
 Net Change in Plan Fiduciary Net Position	 (386,625)
Plan Net Position - Beginning	<u>30,770,060</u>
 Plan Net Position - Ending	 <u><u>30,383,435</u></u>
 Employer's Net Pension Liability	 <u><u>\$ 4,783,152</u></u>
 Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	 86.40%
 Covered Payroll	 \$ 5,119,881
 Employer's Net Pension Liability as a Percentage of Covered Payroll	 93.42%

Note:

This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

12/31/2016	12/31/2017
655,302	689,727
3,920,604	3,454,308
-	-
407,287	(23,512)
(151,925)	(1,471,302)
(2,168,343)	(2,341,045)
2,662,925	308,176
35,166,587	37,829,512
37,829,512	38,137,688
808,736	809,701
284,286	295,876
2,466,004	6,863,488
(2,168,343)	(2,341,045)
137,963	(700,735)
1,528,646	4,927,285
30,383,435	31,912,081
31,912,081	36,839,366
5,917,431	1,298,322
84.36%	96.60%
6,187,727	6,561,594
95.63%	19.79%

**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, 2017**

	Budget		Actual
	Original	Final	
Revenues			
Taxes			
Property Taxes - General	\$ 12,613,091	12,462,091	12,385,894
Property Taxes - IMRF	801,000	802,000	796,042
Property Taxes - FICA	416,000	566,000	562,552
Intergovernmental			
State/Local Grants	63,000	63,000	120,186
Charges for Services			
Copier and Film Printer Fees	38,000	38,000	42,580
Fines and Fees	165,200	165,200	160,298
Interest	27,500	27,500	99,409
Miscellaneous			
Donations	65,000	65,000	62,801
Miscellaneous	9,500	9,500	21,297
Total Revenues	<u>14,198,291</u>	<u>14,198,291</u>	<u>14,251,059</u>
Expenditures			
Culture, Recreation and Education			
Executive Office	5,796,916	6,090,610	5,578,168
User Services	8,789,476	8,795,782	8,282,876
Total Expenditures	<u>14,586,392</u>	<u>14,886,392</u>	<u>13,861,044</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(388,101)	(688,101)	390,015
Other Financing (Uses)			
Transfers Out	<u>(1,750,000)</u>	<u>(1,750,000)</u>	<u>(1,750,000)</u>
Changes in Fund Balance	<u>(2,138,101)</u>	<u>(2,438,101)</u>	(1,359,985)
Fund Balance - Beginning			<u>9,993,427</u>
Fund Balance - Ending			<u><u>8,633,442</u></u>

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, 2017**

	Budget		Actual
	Original	Final	
Culture, Recreation and Education			
Executive Office			
Administration			
Salaries	\$ 359,559	534,111	571,894
Benefits	195,495	470,887	469,190
Contractual Services	506,308	492,308	457,813
Commodities	38,183	38,183	22,466
Other Charges	205,000	81,516	-
Other Equipment	325,787	325,787	90,427
	<u>1,630,332</u>	<u>1,942,792</u>	<u>1,611,790</u>
Communication and Marketing			
Salaries	292,357	292,357	271,340
Benefits	107,630	107,630	101,721
Contractual Services	223,672	223,672	196,337
Commodities	32,159	32,159	31,171
	<u>655,818</u>	<u>655,818</u>	<u>600,569</u>
Human Resources			
Salaries	158,098	158,098	160,535
Benefits	69,902	69,902	68,442
Contractual Services	33,315	33,315	35,607
Other Charges	25,850	25,850	15,847
	<u>287,165</u>	<u>287,165</u>	<u>280,431</u>
Paid by Gifts and Grants			
Contractual Services	10,000	10,000	25,452
Commodities	40,000	40,000	31,620
Other Equipment	5,000	5,000	9,995
	<u>55,000</u>	<u>55,000</u>	<u>67,067</u>
Finance			
Salaries	262,498	254,045	208,696
Benefits	89,132	87,460	76,534
Contractual Services	43,050	43,050	105,703
	<u>394,680</u>	<u>384,555</u>	<u>390,933</u>

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

General Fund

**Schedule of Expenditures - Budget and Actual - Continued
For the Fiscal Year Ended December 31, 2017**

	Budget		Actual
	Original	Final	
Culture, Recreation and Education - Continued			
Executive Office - Continued			
Information Technology			
Salaries	\$ 626,202	618,987	587,847
Benefits	260,479	259,053	248,933
Contractual Services	170,452	170,452	163,917
Commodities	257,333	257,333	218,600
Other Equipment	94,949	94,949	84,562
	<u>1,409,415</u>	<u>1,400,774</u>	<u>1,303,859</u>
Security			
Salaries	244,886	244,886	249,827
Benefits	99,627	99,627	98,500
Contractual Services	500	500	145
Commodities	225	225	114
	<u>345,238</u>	<u>345,238</u>	<u>348,586</u>
Facilities			
Salaries	395,523	395,523	382,496
Benefits	179,597	179,597	173,663
Contractual Services	319,654	319,654	289,422
Commodities	97,894	97,894	83,617
Other Equipment	26,600	26,600	45,735
	<u>1,019,268</u>	<u>1,019,268</u>	<u>974,933</u>
Total Executive Office	<u>5,796,916</u>	<u>6,090,610</u>	<u>5,578,168</u>
User Services			
Children's Services			
Salaries	-	-	(20)
Benefits	-	-	4,015
	<u>-</u>	<u>-</u>	<u>3,995</u>

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

General Fund

**Schedule of Expenditures - Budget and Actual - Continued
For the Fiscal Year Ended December 31, 2017**

	Budget		Actual
	Original	Final	
Culture, Recreation and Education - Continued			
User Services - Continued			
Program Services			
Salaries	\$ 845,696	880,337	793,986
Benefits	283,699	287,287	269,684
Contractual Services	16,377	16,377	19,439
Commodities	12,207	12,207	7,897
	<u>1,157,979</u>	<u>1,196,208</u>	<u>1,091,006</u>
Customer Services			
Salaries	2,522,776	2,498,023	2,385,957
Benefits	675,934	668,764	646,655
Contractual Services	13,233	13,233	8,526
Commodities	25,385	25,385	21,837
	<u>3,237,328</u>	<u>3,205,405</u>	<u>3,062,975</u>
Programs and Exhibits			
Salaries	395,847	395,847	361,803
Benefits	152,458	152,458	154,364
Contractual Services	166,582	166,582	90,143
Commodities	51,098	51,098	49,466
	<u>765,985</u>	<u>765,985</u>	<u>655,776</u>
Digital Services			
Salaries	496,374	496,374	511,143
Benefits	148,485	148,485	148,155
Contractual Services	4,825	4,825	4,547
Commodities	320,451	320,451	314,428
Other Equipment	11,410	11,410	8,299
	<u>981,545</u>	<u>981,545</u>	<u>986,572</u>

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

General Fund

**Schedule of Expenditures - Budget and Actual - Continued
For the Fiscal Year Ended December 31, 2017**

	Budget		Actual
	Original	Final	
Collection Services			
Salaries	\$ 794,273	794,273	759,411
Benefits	334,371	334,371	320,746
Contractual Services	95,554	95,554	98,615
Commodities	1,422,441	1,422,441	1,303,780
	<u>2,646,639</u>	<u>2,646,639</u>	<u>2,482,552</u>
 Total User Services	 <u>8,789,476</u>	 <u>8,795,782</u>	 <u>8,282,876</u>
 Total Expenditures	 <u>14,586,392</u>	 <u>14,886,392</u>	 <u>13,861,044</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, 2017**

	Budget		Actual
	Original	Final	
Revenues			
Interest	\$ 6,000	6,000	48,357
Expenditures			
Capital Outlay			
Administration	600,000	600,000	-
Paid by Gifts and Grants	10,000	10,000	10,000
Information Technology	32,200	32,200	25,288
Facilities	1,692,500	1,692,500	1,272,804
Total Expenditures	2,334,700	2,334,700	1,308,092
Excess (Deficiency) of Revenues Over (Under) Expenditures	(2,328,700)	(2,328,700)	(1,259,735)
Other Financing Sources			
Transfers In	1,750,000	1,750,000	1,750,000
Changes in Fund Balance	<u>(578,700)</u>	<u>(578,700)</u>	490,265
Fund Balance - Beginning			<u>4,183,278</u>
Fund Balance - Ending			<u><u>4,673,543</u></u>

To: Board of Library Trustees

From: Donna Ekl

CC: Mike Driskell

Date: June 19, 2018

Re: 2019 Budget Targets

At the June 2018 Committee of the Whole meeting, the committee reviewed the budget targets that will be used in the preparation of the 2019 budget. Targets are once again divided into categories based on who has the responsibility for setting the target: the board, 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.
- Addition after June Committee of the Whole meeting: A 2.8% maximum increase in salary ranges is an estimate based on the survey performed by Management Association six months ago. An updated number will be provided in August 2018.
- Addition after June Committee of the Whole meeting: \$250,000 was added to the insurance contingency to cover rising pharmaceutical and potential increased claim costs.

Suggested motion: **The Board of Library Trustees adopts the 2019 Budget Targets with updated information to be included as it becomes available.**

June 14, 2018

Arlington Heights Memorial Library

BUDGET TARGETS FOR 2019

	<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>	<u>CY 2019</u>	
REVENUE							
SET BY BOARD OF LIBRARY TRUSTEES							
1. Target for tax levy increase on previous years extended levy	0%	0%	0%	0%	0%	0%	a
EXPENDITURES							
SET BY FINANCE COMMITTEE							
2. Maximum Operating Budget increase (excludes Property)	2.50%	3.00%	3.00%	3.00%	3.00%	2.50%	b
3. Maximum increase in salary ranges	1.50%	2.60%	1.30%	2.00%		2.80%	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%	8%	8%	8%	10%	9.50%	e
Employee medical insurance - actual through 2018	\$ 915,400	\$ 699,300	\$ 1,074,600	\$ 1,128,200	\$ 1,158,900	\$ 1,268,996	f
Insurance contingency	\$ 120,000	\$ 120,000	\$ 50,000	\$ -	\$ -	\$ 250,000	g
7. Assessment for Accounts Payable processing - actual through 2016	\$ 23,000	\$ 15,400	\$ 23,000	\$ 23,690	\$ 24,500	\$ 25,235	h
8. IMRF Rate for Fiscal Year not to exceed	13.93%	12.96%	13.07%	12.34%	13.07%	10.01%	i
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 2017	\$ 76,649	\$ 35,287	\$ 58,051	\$ 53,019	\$ 57,316	\$ 61,901	j
14. Employee Assistance Plan - Actual through 2018	\$ 6,200	\$ 3,733	\$ 5,817	\$ 5,405	\$ 5,664	\$ 5,930	k
15. Liability Insurance - Actual through 2018	\$ 125,376	\$ 81,408	\$ 124,001	\$ 110,708	\$ 102,149	\$ 108,278	l

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 2019 will be set as part of the recently completed salary survey performed by Management Association, 2.8% is a general estimate
- d - An increase above this target requires an approved add-on request.
- e - Percent increase is a preliminary estimate from Village Finance staff 5/30/18. Updated estimate expected in July/August.
- f - 2018 Actual is \$96,575/month, increased by 9.5%
- g - 2017 transfer of \$300,000 from the Library's General Fund to the Village of Arlington Heights Health Insurance fund in 2017 to maintain a working cash balance in 2018
- h - 3% increase per Village Finance staff 5/30/18
- i - Preliminary estimate per Village Finance staff 5/30/18
- j - Calculated using the most recent actual/estimated heating bills for the respective months January through April 2018, plus 8% .
- k - Assumed 4.7% increase based on increase from 2017 to 2018
- l - Assumed no more than 6% increase, Tia of AJ Gallagher & Co. 5/30/2018 on LIRA related coverages

To: Board of Library Trustees
From: Gary Leclair and Mike Driskell
Date: June 5, 2018
Re: 1978 Building Roof Replacement

In January, the Board of Library Trustees approved moving forward with preparing plans and going to bid for the replacement of the roof on the 1978 building. Since this time, staff have worked with Building Consultants Ltd to prepare for and seek bids on the project. We are bringing you the results of the bids for discussion.

Eight companies submitted bids:

1	Knickerbocker Roofing	\$385,000
2	Adler Roofing	\$384,740
3	Combined Roofing	\$339,200
4	Malcor Roofing	\$377,850
5	Crowther Roofing	\$314,250
6	Riddiford Roofing	\$388,135
7	Bennett & Brosseau Roofing	\$398,200
8	DCG Roofing	\$317,900

We checked the references on the low bidder, Crowther Roofing, and found there is high degree of satisfaction with their work. Building Consultants Ltd. recommends contracting with Crowther on this project.

Crowther's bid of \$314,250 is well below the budgeted amount of \$425,000. There is an allowance for the replacement of gypsum decking in the base bid, but Building Consultants Ltd, recommends including a 10% contingency to cover any issues or change orders that come up during the project.

Suggested Motion: The Board of Library Trustees recommends that 1978 Building Roof Replacement Project be awarded to Crowther Roofing in the amount of \$314,250, plus a 10% contingency allowance for a total of \$345,675 pending attorney review of the contract.

To: Library Board
From: Mike Driskell
Gary Leclair
Date: June 14, 2018
Re: Skylight Replacement Project

After the board approved CPI Daylighting's proposal for the outer layer skylight replacement, staff sent the proposal to the library's attorney for review. Upon review, the attorney wanted CPI to provide a list of approved contractors. CPI had a limited list, with three contractors approved to install their products. Given this information, the attorney suggested that a limited request for proposals be sent to these contractors. CPI did not want to compete with the contractors and retracted their original bid of \$133,780.

The results of the submitted proposals are below:

Whited Brothers Inc	\$116,686
3F Corporation	\$123,200

The motion approved at the May Board meeting was: **The Board of Library Trustees recommends staff enter into a contract with CPI for replacement of the outside skylight panels not to exceed \$150,000, pending attorney review of the contract.**

Suggested Motion: **The Board of Library Trustees recommends that the Skylight Replacement Project be awarded to Whited Brothers, Inc. for an amount not to exceed \$128,354, which includes a 10% contingency, pending attorney review of the contract.**

To: Board of Library Trustees
From: Mike Driskell
Date: June 14, 2018
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 2018 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 September 1, 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 18-01 "Resolution for Prevailing Wage."

RESOLUTION 18-01

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 September 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 19th day of June, 2018.

Board of Trustees of Arlington Heights
Memorial Library

By: _____
President, Board of Trustees

ATTEST:

Secretary, Board of Trustees

Prevailing Wage rates for Cook County effective Sept. 1, 2017												
Trade Title	Region	Type	Class	Base Wage	Fore- man Wage	M-F OT	OSA	OSH	H/W	Pension	Vacation	Training
ASBESTOS ABT-GEN	ALL	ALL		41.20	42.20	1.5	1.5	2	14.65	12.32	0.00	0.50
ASBESTOS ABT-MEC	ALL	BLD		37.46	39.96	1.5	1.5	2	11.62	11.06	0.00	0.72
BOILERMAKER	ALL	BLD		48.49	52.86	2	2	2	6.97	19.61	0.00	0.90
BRICK MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
CARPENTER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
CEMENT MASON	ALL	ALL		44.25	46.25	2	1.5	2	14.00	17.16	0.00	0.92
CERAMIC TILE FNSHER	ALL	BLD		38.56	38.56	1.5	1.5	2	10.65	11.18	0.00	0.68
COMM. ELECT.	ALL	BLD		43.10	45.90	1.5	1.5	2	8.88	13.22	1.00	0.85
ELECTRIC PWR EQMT OP	ALL	ALL		50.50	55.50	1.5	1.5	2	11.69	16.69	0.00	3.12
ELECTRIC PWR GRNDMAN	ALL	ALL		39.39	55.50	1.5	1.5	2	9.12	13.02	0.00	2.43
ELECTRIC PWR LINEMAN	ALL	ALL		50.50	55.50	1.5	1.5	2	11.69	16.69	0.00	3.12
ELECTRICIAN	ALL	ALL		47.40	50.40	1.5	1.5	2	14.33	16.10	1.00	1.18
ELEVATOR CONSTRUCTOR	ALL	BLD		51.94	58.43	2	2	2	14.43	14.96	4.16	0.90
FENCE ERECTOR	ALL	ALL		39.58	41.58	1.5	1.5	2	13.40	13.90	0.00	0.40
GLAZIER	ALL	BLD		42.45	43.95	1.5	1.5	2	14.04	20.14	0.00	0.94
HT/FROST INSULATOR	ALL	BLD		50.50	53.00	1.5	1.5	2	12.12	12.96	0.00	0.72
IRON WORKER	ALL	ALL		47.33	49.33	2	2	2	14.15	22.39	0.00	0.35
LABORER	ALL	ALL		41.20	41.95	1.5	1.5	2	14.65	12.32	0.00	0.50
LATHER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
MACHINIST	ALL	BLD		47.56	50.06	1.5	1.5	2	7.05	8.95	1.85	1.47
MARBLE FINISHERS	ALL	ALL		33.95	33.95	1.5	1.5	2	10.45	15.52	0.00	0.47
MARBLE MASON	ALL	BLD		44.63	49.09	1.5	1.5	2	10.45	16.28	0.00	0.59
MATERIAL TESTER I	ALL	ALL		31.20	31.20	1.5	1.5	2	14.65	12.32	0.00	0.50
MATERIALS TESTER II	ALL	ALL		36.20	36.20	1.5	1.5	2	14.65	12.32	0.00	0.50
MILLWRIGHT	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63

OPERATING ENGINEER	ALL	BLD	1	50.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	2	48.80	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	3	46.25	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	4	44.50	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	5	53.85	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	6	51.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	BLD	7	53.10	54.10	2	2	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	FLT	1	55.90	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	2	54.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	3	48.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	4	40.25	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	5	57.40	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	FLT	6	38.00	55.90	1.5	1.5	2	18.05	13.60	1.90	1.30
OPERATING ENGINEER	ALL	HWY	1	48.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	2	47.75	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	3	45.70	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	4	44.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	5	43.10	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	6	51.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
OPERATING ENGINEER	ALL	HWY	7	49.30	52.30	1.5	1.5	2	18.80	14.35	2.00	1.30
ORNAMNTL IRON WORKER	ALL	ALL		46.75	49.25	2	2	2	13.90	19.79	0.00	0.75
PAINTER	ALL	ALL		45.55	51.24	1.5	1.5	1.5	11.56	11.44	0.00	1.87
PAINTER SIGNS	ALL	BLD		37.45	42.05	1.5	1.5	2	2.60	3.18	0.00	0.00
PILEDRIVER	ALL	ALL		46.35	48.35	1.5	1.5	2	11.79	18.87	0.00	0.63
PIPEFITTER	ALL	BLD		47.50	50.50	1.5	1.5	2	10.05	17.85	0.00	2.12
PLASTERER	ALL	BLD		42.75	45.31	1.5	1.5	2	14.00	15.71	0.00	0.89
PLUMBER	ALL	BLD		49.25	52.20	1.5	1.5	2	14.34	13.35	0.00	1.28
ROOFER	ALL	BLD		42.30	45.30	1.5	1.5	2	9.08	12.14	0.00	0.58
SHEETMETAL WORKER	ALL	BLD		43.50	46.98	1.5	1.5	2	11.03	23.43	0.00	0.78
SIGN HANGER	ALL	BLD		31.31	33.81	1.5	1.5	2	4.85	3.28	0.00	0.00

SPRINKLER FITTER	ALL	BLD		47.20	49.20	1.5	1.5	2	12.25	11.55	0.00	0.55
STEEL ERECTOR	ALL	ALL		42.07	44.07	2	2	2	13.45	19.59	0.00	0.35
STONE MASON	ALL	BLD		45.38	49.92	1.5	1.5	2	10.45	16.68	0.00	0.90
TERRAZZO FINISHER	ALL	BLD		40.54	40.54	1.5	1.5	2	10.65	12.76	0.00	0.73
TERRAZZO MASON	ALL	BLD		44.38	47.88	1.5	1.5	2	10.65	14.15	0.00	0.82
TILE MASON	ALL	BLD		45.49	49.49	1.5	1.5	2	10.65	13.88	0.00	0.86
TRAFFIC SAFETY WRKR	ALL	HWY		33.50	35.85	1.5	1.5	2	6.00	7.25	0.00	0.50
TRUCK DRIVER	E	ALL	1	35.60	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	2	35.85	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	3	36.05	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	E	ALL	4	36.25	36.25	1.5	1.5	2	8.56	11.50	0.00	0.15
TRUCK DRIVER	W	ALL	1	35.98	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	2	36.13	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	3	36.33	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TRUCK DRIVER	W	ALL	4	36.53	36.53	1.5	1.5	2	8.25	10.14	0.00	0.15
TUCKPOINTER	ALL	BLD		45.42	46.42	1.5	1.5	2	8.32	15.42	0.00	0.80

Legend

M-F OT Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

OSA Overtime pay required for every hour worked on Saturdays

OSH Overtime pay required for every hour worked on Sundays and Holidays

H/W Health/Welfare benefit

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: Mike Driskell

Date: June 14, 2018

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 (\$13,744,488) 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 \$441, effective July 1, 2018 through June 30, 2019. 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 \$441 effective July 1, 2018 through June 30, 2019.

DATE: 06/05/18

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)

\$13,744,488

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

\$183.01

- 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)

\$441.05

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?

\$441

History:

2017 - \$439

2014 - \$423

2011 - \$410

2016 - \$430

2013 - \$419

2010 - \$387

2015 - \$426

2012 - \$418

2009 – Tax Bill Method

Executive Director's Report June 2018

What's New @ AHML

Two new video streaming services are now being offered through our RBdigital subscription, Acorn TV and Indieflix.



Acorn TV “streams world-class mysteries, dramas, and comedies from Britain and beyond.” It includes titles like The Midsomer Murders, Doc Martin, Agatha Raisin, Poirot, Rake, and many more.



IndieFlix offers “thousands of titles from around the world, including the best from classic TV, horror, comedy, film festival darlings, and more with public performance rights.”

Both of these services will complement the streaming content we already offer through Hoopla, but at a lower price for the library and without any monthly borrowing limits.

Diversity and Inclusion

Specialty Info Services Bilingual Advisor, Mari Carmen Cifuentes, and Community Engagement Liaison, Angela Jones, organized a Bookmobile Pop-Up on May 8 at Falcon Park with support from bookmobile staff. There were 48 participants in the craft project. This bookmobile stop usually has approximately 20 customers. The week following the pop-up, the Falcon Park stop had 61 customers!

Additionally, Mari Carmen Cifuentes was the lead developer of the ‘Un Regalo para Mamá/A gift for Mom’, our first program in Spanish that was co-planned by multiple departments. 112 people attended the program.



Department Highlights

Circulation News

Circulation hosted five students from Windsor Elementary school for their World of Work day, where students learned some of the skills required to work at a library by helping our customers at the checkout desk and the drive-up.

Collection Services News

In a small organizational shift, the Interlibrary Loan group moved from within the Access Services Department, coupled with the Bookmobile, to the Collection Services Department. This is both a reporting change and a physical move for the group.

Digital Services News

The Studio continues to gain popularity seeing 417 users in May, making it one of its top ten busiest months. Typical usage over that past 3 years has been around 380 per month.

Info Services News

Extended Hour Staffing

In May, Info Services hired three staff dedicated to working Friday nights and weekends only. Hiring staff dedicated to these hours helps alleviate some of the stress of the extended weekend hours. It also allows a roll out of a new schedule returning staff to their pre-extended hours schedules. These positions were existing positions that were changed, not new positions.

Library Delivery Services

In May 2018, we added six new library delivery customers. This is similar to May 2017 when we added five new customers. Year-to-date, we have added 33 new customers in 2018 compared to 27 new customers for the same time frame in 2017.

We delivered 620 items to residents in independent living and made 68 deliveries. We delivered 381 items to residents in healthcare sites and made 64 deliveries.

Feedback from delivery customers include:

"This is a wonderful service. I am so happy that I learned about it."

"I look so forward to seeing you come"

Social Media

During May 2018, Info Services Advisors continued to collaborate with Communications and Marketing to promote our readers services and displays. Instagram posts included two Bookface and book spine poetry posts as well as three posts introducing Info Services Advisors as reading experts. We received between 11 and 39 likes per post for this series. Our Instagram posts typically receive between 10 and 40 likes; overall, this series was near the higher end of our typical engagement range.

#bookfacefriday tied into the timing of the Royal Wedding



Book Spine Poetry tied to May 4th



ahml • Following

ahml May the Fourth Be With You!
#maythefourthbewithyou
#maythe4thbewithyou #fridayfeeling
#starwars #starwarsfan #starwarsfans
#inagalaxyfarfaraway #inagalaxyfaraway
#bookspinepoetry #bookstagram
#bookspines #bookspine



39 likes

MAY 4

Add a comment...

Introductions to three Info Services Advisors



ahml • Following

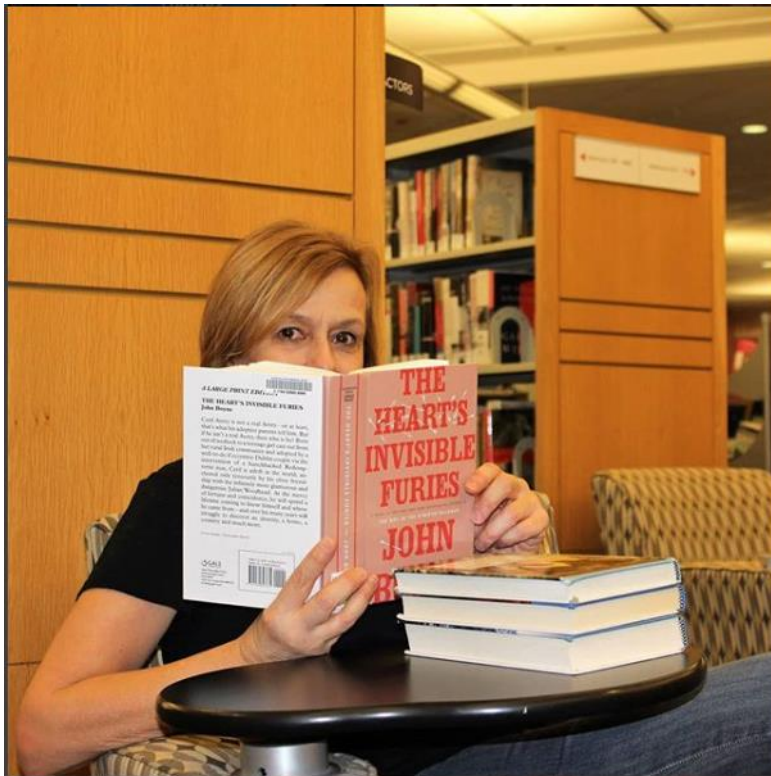
ahml Meet Elcin A: "My reading interests are nonfiction, fiction, biographies, memoirs, food and cooking, healthy living, crafting and parenting. I love to learn and get inspired from books. When I read, I like to learn something new, find a true or inspirational story, gain a different perspective and improve myself. I also love music and movies including documentary, drama, comedy and action. My musical interests are classical, pop-rock, and new age." Let our advisors help you – Elcin and our other advisors are eager to help you find your next great read. Read about Elcin's picks on our Staff Choices blog at http://www.ahml.info/borrow/ra/staff_choices – While you're there, fill out the Book Me form to get your own personalized recommendations from our advisors.



11 likes

MAY 24

Add a comment...



ahml • Following

ahml Meet Joan L: "One of my earliest literary memories is receiving a hard cover Little House on the Prairie for Christmas. I was about 10. I remember the thrill of owning my own chapter book, and starting reading it upon opening. I haven't been without a book by my side since then. Whether it's discovering an exciting novel by a new author, or peeking into lives through a memoir, I still love the anticipation of opening that first page of a good book. My favorite genres are literary fiction, historical fiction, new fiction, memoirs and social and political non-fiction." Let our advisors help you – Joan and our other advisors are eager to help you find your next great read. Read about Joan's picks on our Staff Choices blog at http://www.ahml.info/borrow/ra/staff_choices –

27 likes
MAY 22
Add a comment...



ahml • Following

ahml Meet Katie M: "I love to cook and get inspiration from everyone from Laurie Colwin to Edna Lewis. My favorite books and movies can tend to run the gamut because I'll try most recommendations – I am enjoying the new mystery series featuring Isaiah Quintabe by Joe Ide, loved the detailed saga in Elena Ferrante's Neapolitan Novels and recently watched Atlanta, finished Episodes and binged Stranger Things, and enjoyed all three! My favorite genres are cookbooks, food memoirs and literary fiction." Let our advisors help you – Katie and our other advisors are eager to help you find your next great read. Read about Katie's picks on our Staff Choices blog at http://www.ahml.info/borrow/ra/staff_choices –

22 likes
MAY 12
Add a comment...

Program News

All About Beekeeping

Local bee expert Hans Berkert returned to share tips on beekeeping in a very interactive presentation, which drew many younger adults. Fifty attendees learned about backyard beekeeping while Hans answered detailed questions from budding beekeepers in the audience. Everyone enjoyed a honey tasting at the end, sampling eight varieties provided by Hans.

On the Table

On May 8, 32 community members came together around food and conversation as part of Chicago Community Trust's 'On the Table' initiative. Now in its fifth year, On the Table is an annual forum that invites community members to gather over mealtime conversations to build personal connections and explore how to strengthen communities. We were excited to use this tool in giving community members a voice on a variety of topics as well as learning more about community needs on the selected topics. To do so, we provided participants a light meal and space to connect through four unique conversations. Community leaders with a passion for the issues facilitated three conversations, with a fourth more open-ended conversation led by staff facilitator, Mike Monahan.



Volunteer Fair

Following the success of our 2017 Volunteer Fair, we again offered an opportunity for customers to connect with non-profits and community organizations. On May 19, each of the 30 participating organizations shared their mission and more about their work with 189 attendees who dropped in to learn about the landscape of local volunteer opportunities. We were happy to hear many attendees comment positively about the variety of organizations represented, and to tell us they had made a match! New this year, our Volunteer Coordinator, Kelley McCoy, and Teen Supervisor, Alice Son, shared library volunteer opportunities with adults and teens, many of whom were interested to volunteer with us in the future.

National Senior Health and Fitness Day

The May 30 National Senior Health and Fitness Day Event collaboration with other Senior Center agencies focused on brain health and welcomed over 250 older adults who received free health screenings, listened to experts speak on many health-related topics.



Countdown to Kindergarten

Forty families quickly registered for this new program designed to increase understanding of kindergarten readiness skills such as following directions, taking turns, recognizing patterns, and much more. Due to its popularity, Youth Services staff added a second session of the six-week series. Each week families enjoyed a storytime with books, songs, flannel stories, and rhymes. Parents and children visited a variety of play areas designed to reinforce weekly themes. Both parents and

children consistently shared positive feedback and requested a repeat of the program so that other families could benefit.

Due to the popularity of this program, the second (added) session was made available only to Arlington Heights residents. Even though the first session was open to everyone, only cardholders registered. Next year the program will continue as a program for cardholders only.



Mom's Turn: Self-Care Series with Kiddo in Tow

This four-week series focusing on self-care for mothers resulted from speaking with local mom and health educator, Sunny Amirpour, at one of our First Time Parents' Meet-up programs. Youth Services staff collaborated with Sunny to create a program series, offering an opportunity for mothers to attend informational and fun, interactive programming focused on their needs as busy mothers without the hassle of finding childcare. While the information for mothers was at the forefront, the library made certain to offer fun activities for any children that attended complementing the program's subject content. We covered nutrition, fitness, beauty hacks, and a photo session engaging 124 attendees over the four-weeks.



Specialty Info Services News

21 customers had their resume reviewed in May, which is a significant increase over the 2018 monthly average of 8 reviews per month. This increase was likely due to its inclusion in the newsletter.

We had a record number of 19 customers stop by to “Be Heard” by Representative Schakowsky’s staff.

Here is customer feedback: *“Today we met with Andrew Goczowski, a representative of Jan Schakowsky, at AHML. We have started an Advocacy group at our church, and wanted some to know about nonpartisan sources of information on various issues. Mr. Goczinski was very helpful to us and he saved us a lot of time! Thank you for having him and other aides to Rep Schakowsky at AHML every Wednesday. This is a wonderful service to the community.”*

Youth Services News

Youth Services staff visited most area schools to ensure that youth would be prepared for the summer – a time when students who do not engage with reading or learning lose months of academic progress. This year, we partnered with several middle and high schools to help encourage and track student required reading. With help from Specialty Info Services staff, we visited Hersey and Buffalo Grove High Schools to pre-register students for the library’s learning challenge. Additionally, we collaborated with Mount Prospect Public Library and Indian Trails Public Library to promote summer activities for youth. In total, Youth Services saw 4,739 students during outreach visits in May!



Staff Development

Our Security Department has completed presenting building emergency refresher training for building exits, Fire, active shooter evacuations, tornado shelter areas and lockdown/soft lockdown and all building emergencies, to all library staff at department meetings.

Jolie Duncan, Customer Services Manager, was asked to serve on the ILA Awards Committee. It is a two-year appointment beginning in July.

The Info Services supervisory team, Pat Bennett, Jackie Moreno, Pam Schwarting (Lead Supervisor) and Sue Sullivan presented to a group of 50 attendees at the Reaching Forward Conference. The title of the presentation was "This Call May Be Monitored for Quality Assurance" and focused on training they implemented for Call Center staff. Since the initial presentation, they have been asked to repeat the program at another conference and a local library's staff day.

Jennifer Czajka and Carol Ng-He collaborated in conceiving a new RAILS Exhibits Group with the support of Denise Raleigh, Division Chief, Public Relations and Development at Gail Bordon Public Library District and Dee Brennan, Executive Director of RAILS. The goals are to exchange ideas and experiences around exhibit planning and operations, provide opportunities for professional learning and training on exhibit-related issues, and explore possibilities for resource sharing. The first meeting was hosted at RAILS with six public libraries represented. We anticipate meeting quarterly and working together to create programs for library learning on museum and exhibit topics beginning in fall.

Matt Matkowski of Programs and Events has been an instrumental member of a new 20s/30s Programming Group. This offshoot of PULSE has been specifically dedicated to innovating and sharing ways to serve people in their 20s and 30s. With three members of this group, representing Geneva, Indian Prairie, and Algonquin Area public libraries, Matt co-presented "If Millennials Aren't Killing Libraries, Why Aren't They At Your Programs?" (a title riffing on this 2017 PEW study) to an enthusiastic group of library professionals at Reaching Forward. Matt also earned his MLIS with a perfect GPA this May.

May 2018

Service Point Traffic

Total visits
81,084 ↓ -3%
 83,402 last year

Main Library visits
77,358 ↓ -3%
 79,424 last year

Sr Center Visits
1,599 ↓ -33.01%
 2,387 last year

Bookmobile Visits
2,127 ↑ 33.69%
 1,591 last year

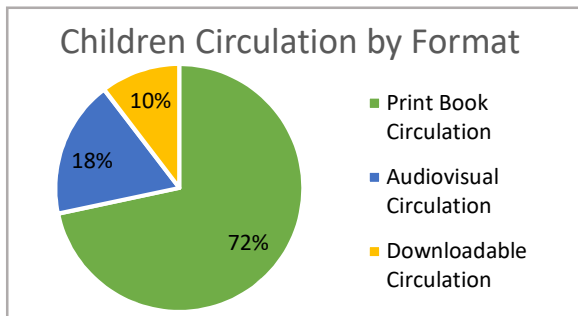
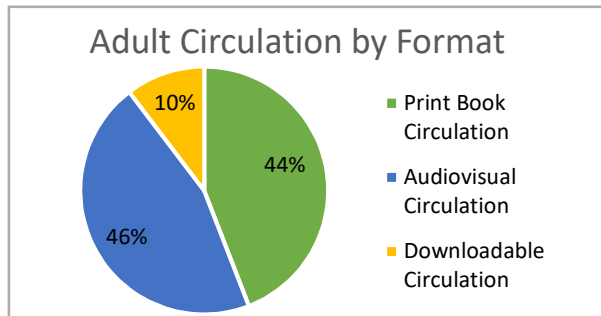
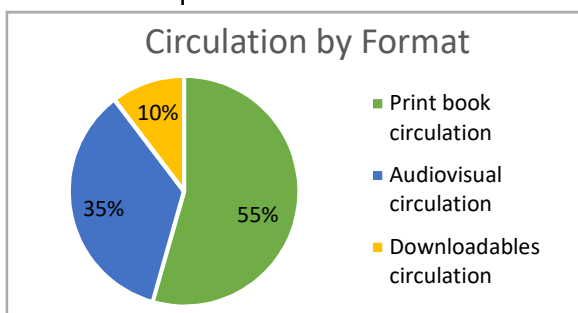
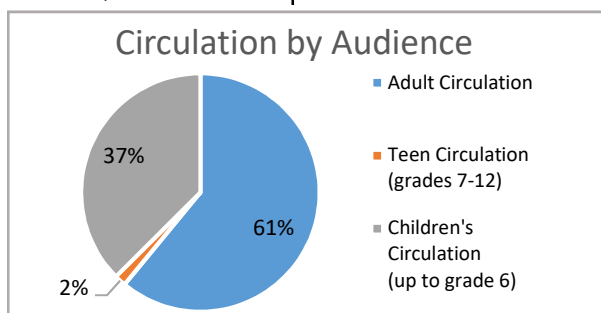
Circulation

Total Circulation
155,269 ↓ -9%
 170,325 last year

Card Holders
48,829

Library Cards Issued
 Resident (issued) **287** ↓ -17.77%
 349 last year
 Non-Resident (Registered) **143** ↓ -5.92%
 152 last year

Interlibrary Loan
 Borrowed **303** ↓ -34.13%
 460 last year
 Lent **484** ↓ -28.08%
 673 last year



Programs

Program Attendance
10,932 ↑ 12%
 9,793 last year

Number of Programs
293 ↑ 23%
 239 last year

Cost of Programs
 Coming in July

General Satisfaction
 Coming in July

Questions

Reference Questions
15,286 ↓ -7%
 16,371 last year

Reference Questions
 (via call center)
4,419 ↓ -1%
 4,452 last year

Chat sessions
387 ↑ 5.74%
 366 last year

Technology Usage

Public Computer Use
10,088 ↓ -5.60%
 10,686 last year

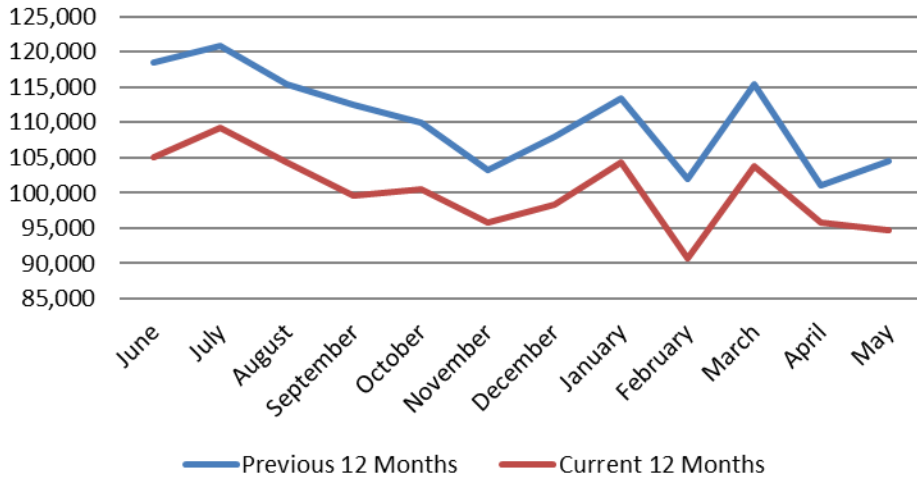
Website Visits
95,277 ↓ -11.18%
 107,265 last year

Self Checkout
 (% of total checkouts)
67% ↓ 0.35%
 66% last year

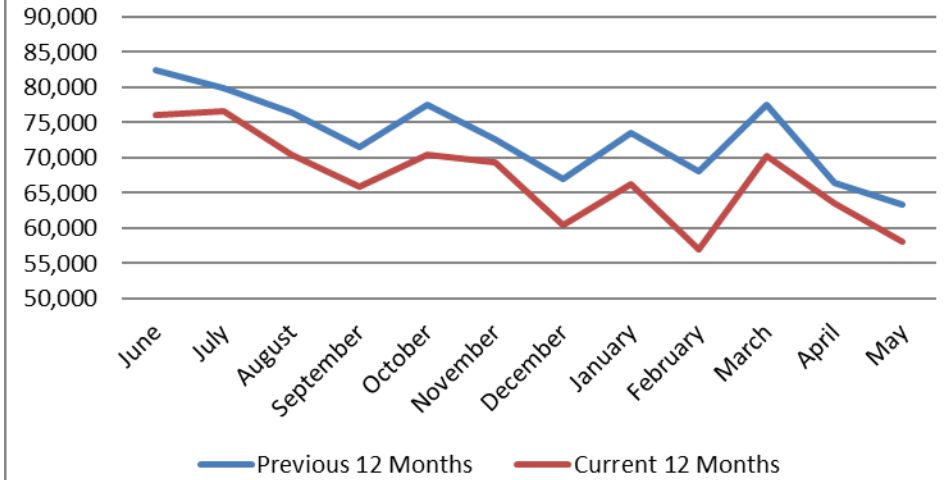
AHML - DASHBOARD - June 2018

	May 2018	May 2017	% change from last May	Jan 2018 - May 2018	Jan 2017 - May 2017	% change from last YTD
Total circulation	155,269	170,325	-9%	815,968	896,841	-9%
Adult circulation	94,656	104,516	-9%	489,265	536,514	-9%
Teen circulation	2,442	2,411	1%	11,677	11,228	4%
Children circulation	58,171	63,398	-8%	315,026	349,099	-10%
Print book circulation	80,488	84,776	-5%	419,439	440,962	-5%
Audiovisual circulation	52,117	61,758	-16%	275,897	321,245	-14%
Downloadables circulation	15,317	15,675	-2%	80,985	91,567	-12%
Self-check as % of main floor circ	66.65%	66.30%	0.35%	66.39%	65.62%	0.77%
Circulation to reciprocal borrowers	9,234	10,321	-11%	48,376	55,868	-13%
ILLs borrowed for our customers	303	460	-34%	1,800	2,060	-13%
ILLS lent to other libraries	484	673	-28%	2,662	3,432	-22%
Resident cards issued	287	349	-18%	1,662	1,786	-7%
Reciprocal cards registered	143	152	-6%	816	960	-15%
Reference questions	15,286	16,371	-7%	80,697	81,330	-1%
Number of Programs	293	239	23%	1,358	1,290	5%
Program attendance	10,932	9,793	12%	44,824	57,366	-22%
Public computer use	10,088	10,686	-6%	51,236	54,295	-6%
Website visits	95,277	107,265	-11%	497,087	538,375	-8%
In-person visitors	81,084	83,402	-3%	430,453	442,601	-3%
Marketplace - % of adult coll	8.56%	8.63%	-1%	8.5%	8.6%	-0.3%
Marketplace - % of circ	35.7%	36.0%	-1%	34.6%	34.8%	-0.4%
Kids' Mktplace - % of KW coll	4.4%	4.9%	-10%	4.7%	5.1%	-8%
Kids' Mktplace - % of circ	16.4%	17.5%	-7%	15.5%	16.2%	-5%
Individual Staff Sessions	327	365	-12%	1707	1959	-15%
Volunteer hours	1,910	2,370	-19%	10,305	11,633	-13%

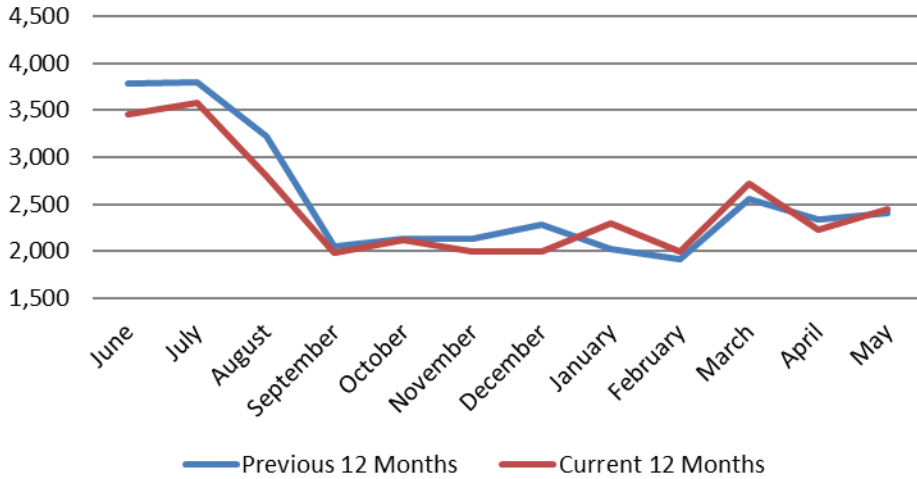
Adult Circulation



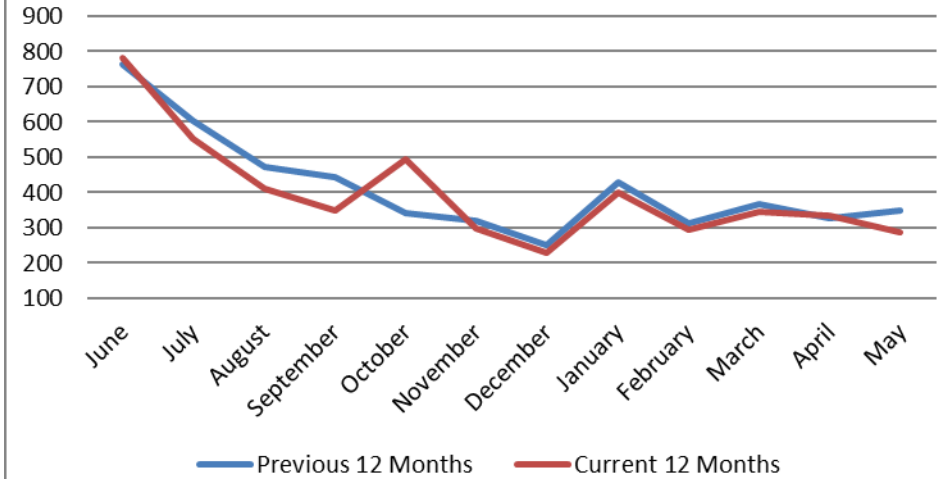
Children's Circulation

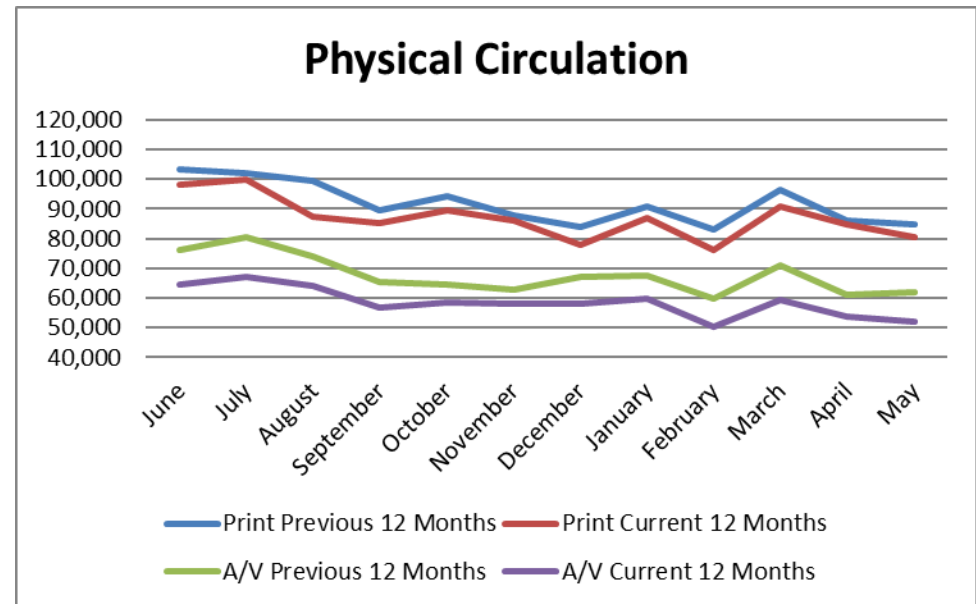
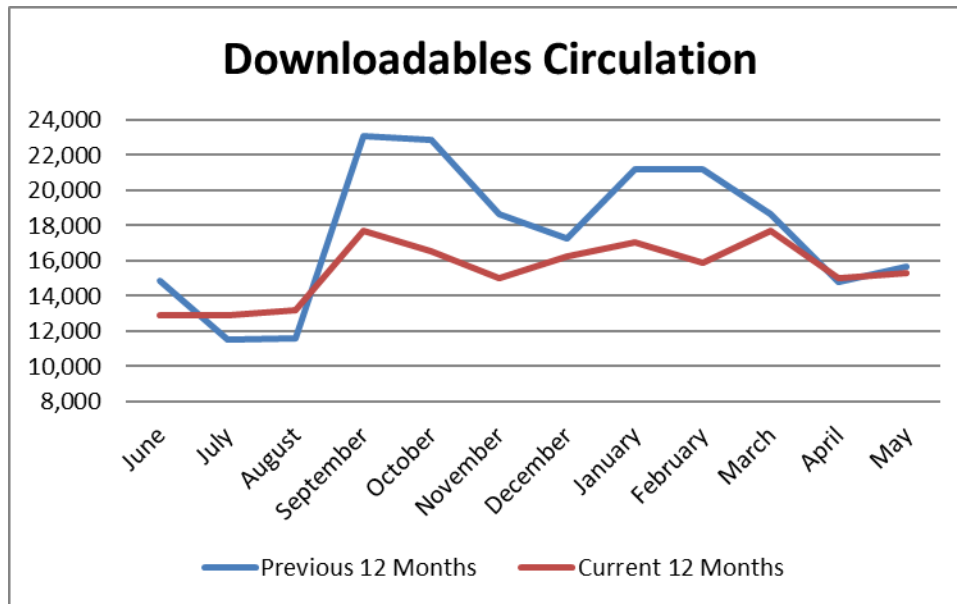


Teen Circulation



Resident Library Cards Issued

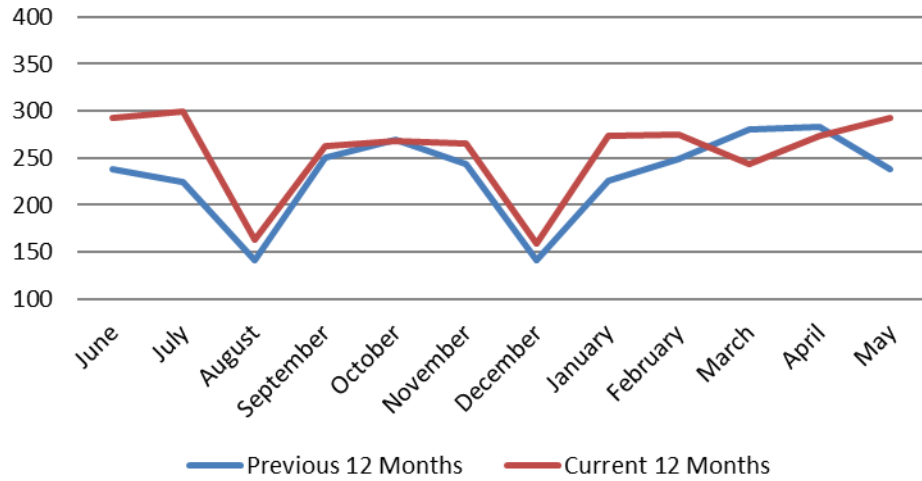




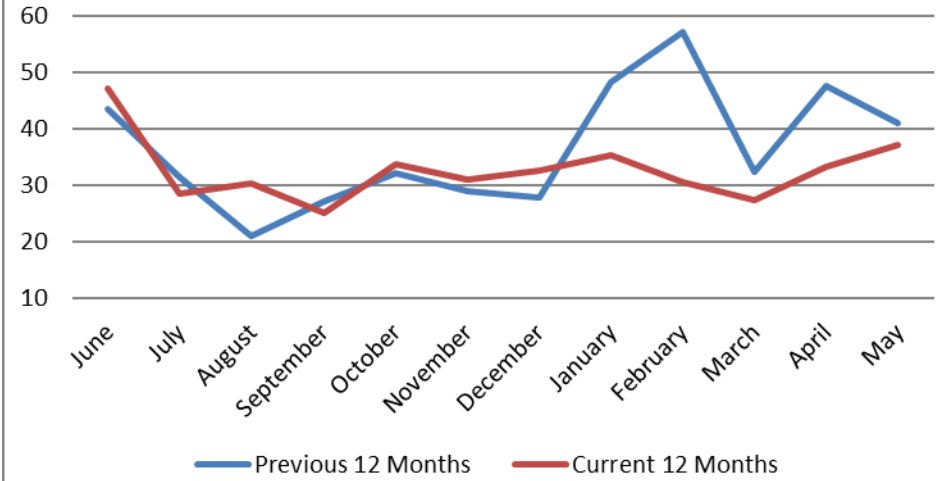
Notes relating to circulation:

- Self-checkout is up 0.5% compared to last May, and every month this year has seen more use than any previous year of the same month.
- Circulation is down 8.8% compared to last May and 9% for the year, yet quite a few collections have seen an increase in use:
 - Teen circulation is up 1.3% for the month and 4% for the year
 - Shopping baskets are a popular choice for customer convenience, with a 13.3% increase compared to last May
 - Adult book discussion books are up 22.7% compared to last year
 - Kids' World bookmobile items are up 18.3% compared to May 2017; in particular, Kids' World nonfiction bookmobile items are up a whopping 47.4% due to some very popular bookmobile stops.
- Even though electronic checkouts are down 2.3% compared to last May, some individual platforms are up. TumbleBooks is down 39.5%, which attributes heavily to the overall decrease.
 - Hoopla is up 16%
 - Cloud Library is up 24.8%
 - Kanopy is up 138.8%
 - Flipster is up 75.4%

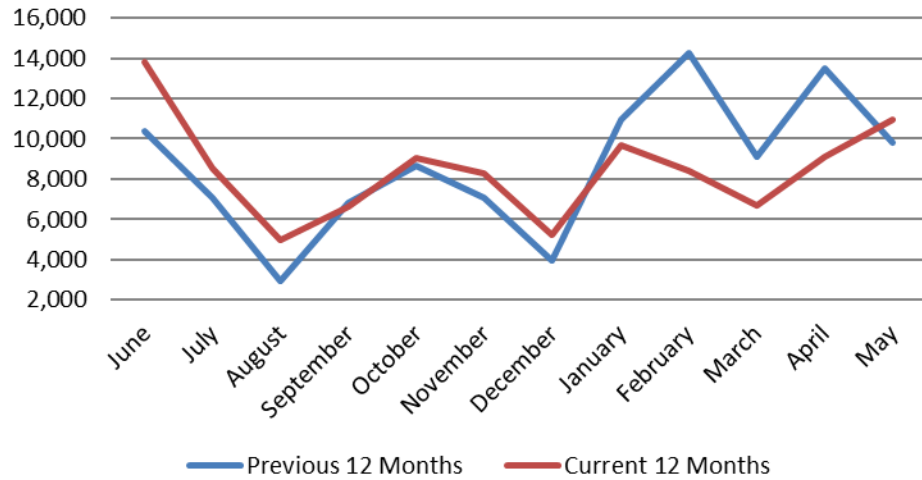
Program Sessions



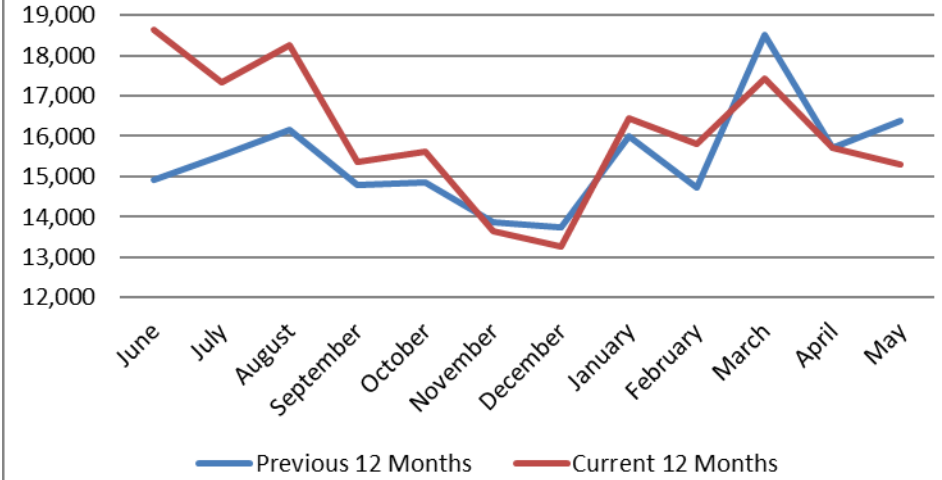
Attendance Per Program



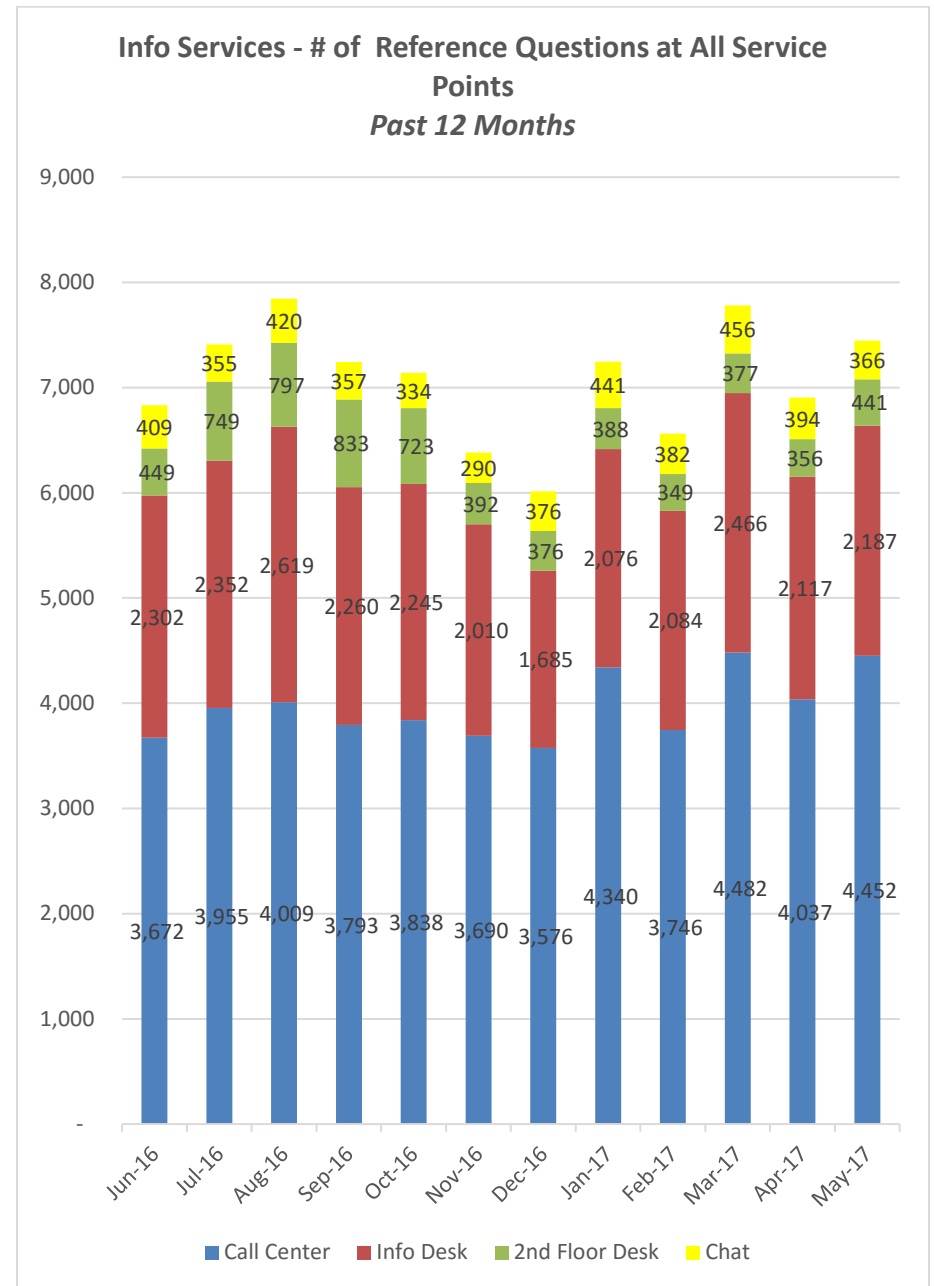
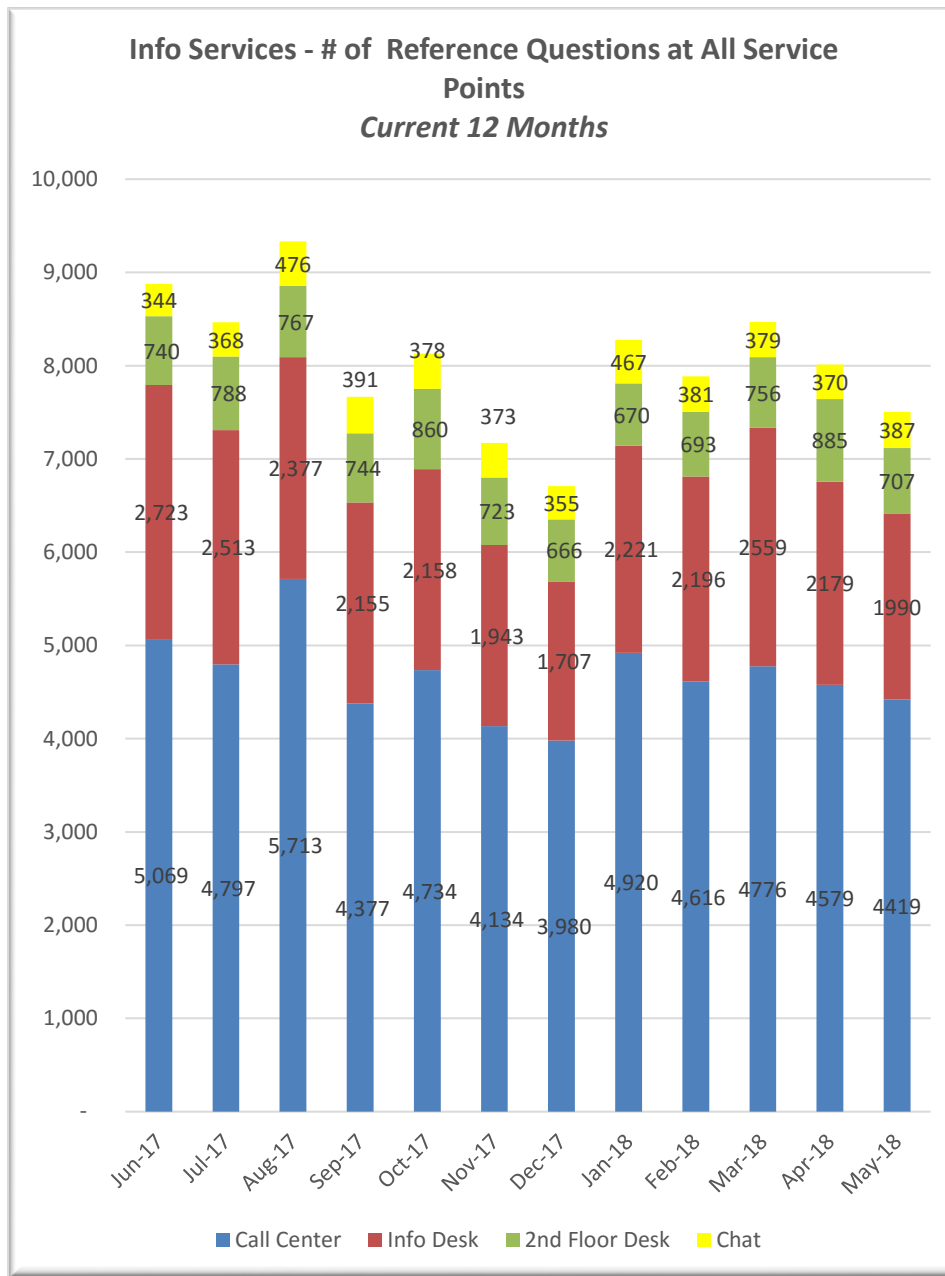
Program Attendance



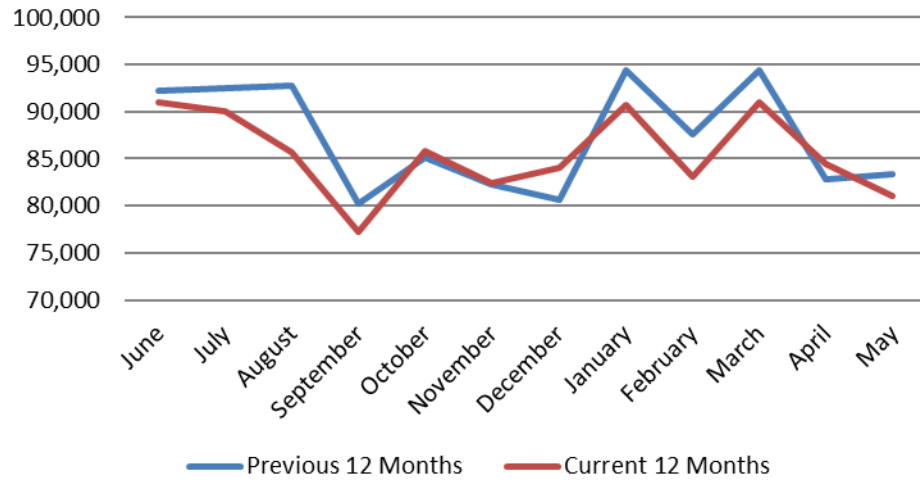
Reference Questions (Library Wide)



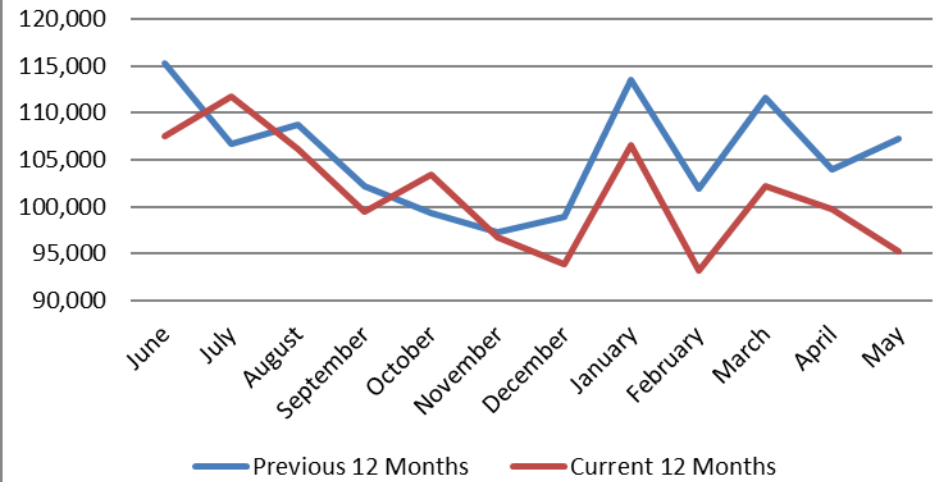
The charts below illustrate the total reference questions handled at the various Info Services points.



In-person Attendance



Website Visits



Public Computer Use

