

BOARD OF LIBRARY TRUSTEES

**TUESDAY, MAY 21, 2019
7:30 P.M.**

RICHARD FRISBIE BOARD ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL OF THE 2017-2019 BOARD OF LIBRARY TRUSTEES
- III. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 16, 2019 (Action Item 1)
- IV. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 6, 2019 (Action Item 2)
- V. OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES
- VI. ADJOURNMENT OF THE 2017-2019 BOARD OF LIBRARY TRUSTEES AND CONVENING OF THE 2019-2021 BOARD OF LIBRARY TRUSTEES
- VII. ROLL CALL OF THE 2019-2021 BOARD OF LIBRARY TRUSTEES
- VIII. PUBLIC COMMENT
- IX. ELECTION OF OFFICERS
- X. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2019 (Item 3)

XI. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2019 (Action Item 4)

XII. EXECUTIVE DIRECTOR'S REPORT

XIII. OLD BUSINESS

- UPDATE ON ACQUISITION OF PROPERTY AT 112 N. BELMONT AVENUE (Action Item 5)

Staff will provide an update on the acquisition of the property at 112 N. Belmont Avenue

- ADOPTION OF BULLETIN BOARD AND POSTING POLICY (Action Item 6)

Adoption of proposed policy for usage and posting to the library's bulletin board

- ADOPTION OF EXHIBITS POLICY (Action Item 7)

Adoption of proposed policy for the presentation of exhibits

- APPROVAL OF REVISIONS TO POLICY 7.011 DISPLAY CASE EXHIBITS (Action Item 8)

Approval of proposed revisions to Policy 7.011 Display Case Exhibits to reflect how the display cases are managed, create a clear delineation from the Exhibits Policy, and to make the policy more concise

- APPROVAL OF REVISIONS TO POLICY 7.003 SOLICITING OR POSTING AND DISTRIBUTING MATERIALS ON LIBRARY PROPERTY (Action Item 9)

Approval of proposed revisions to Policy 7.003 Soliciting or Posting and Distributing Materials on Library Property to remove section referring to posting on library bulletin boards

XIV. NEW BUSINESS

- REVIEW AND ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 10)

Review and acceptance of the auditor's statement on Auditing Standards letter, the auditor's letter of management and the annual financial report for the year ended December 31, 2018

- REVIEW OF 2018 BUDGET VERSUS ACTUAL (Item 11)

Review of the final 2018 actual results and discussion of variances from the 2018 budget

- CHANGES TO PREVAILING WAGE ACT (Item 12)

Public bodies are no longer required to approve an annual prevailing wage ordinance or resolution

XV. LIAISON REPORTS

- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY

- ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION

XVI. OTHER

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

XVIII. ITEM(S) FROM CLOSED SESSION FOR ACTION

XIX. 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, APRIL 16, 2019.

- 04.19.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Richard Frisbie Board Room of the Arlington Heights Memorial Library on Tuesday, April 16, 2019, at 7:30 p.m. by President Debbie Smart.
- 04.19.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck and Smart.

Absent: None.

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Tom Spicer, Specialty Info Services Manager; Matthew Williams, Circulation Assistant; Janet Moravec, Business Office Administrator; Brian Repsher, Friends of the Arlington Heights Memorial Library; JoAnne Gunderson, Resident; Melissa Cayer, Resident; Amy Duffey, Resident; Andi Ruhl, Resident; Joe Genovese, Resident.

- 04.19.03 **PUBLIC COMMENT** – Ms. Cayer had questions regarding the library’s financial statements, the computer training center and reserving the library’s Business Center. Mr. Driskell responded the library’s financial statements are available on the library’s website; the Training Center is used for computer and technology classes for the public; and the Business Center cannot be reserved but is open to the public. Mr. Genovese thanked the library for its work of expanding services at 112 N. Belmont. He encouraged staff to explore alternative energy solutions as the space is designed.
- 04.19.04 Trustee Brody Garkisch moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 19, 2019 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.
- 04.19.05 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2019 (Item 2)** – Mr. Driskell reported the library received \$7.36 million in tax revenue as of March 31; 52% of the annual tax revenue budget of \$14.2 million has been received year-to-date. Interest income is \$29,121 year-to-date; 78.4% of the total annual interest income budget. Mr. Driskell highlighted departmental accounts of note from the Detail Budget Report.
- 04.19.06 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2019 (Action Item 3)** – 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 MARCH 31, 2019, IN THE AMOUNT OF**

\$1,146,535.11. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Brody Garkisch, Medal, Supplitt, Tangney, Thanopoulos, Zyck, and Smart. Nay: none. The motion carried.

04.19.07 **EXECUTIVE DIRECTOR'S REPORT** – Mr. Driskell highlighted NVDA screen reader software has been added to all public computers; staff working with the Veterans Memorial Committee of Arlington Heights and Village Trustee Padovani to produce a video to commemorate the Centennial Memorial Day Parade in Arlington Heights; the sun setting of OverDrive, a digital distributor of eBooks, audiobooks and videos; 322 tax returns were prepared through AARP tax appointments; the increase in Book Me personalized reading suggestion requests; a collaboration between the library's Tween Advisory Group, teen writing group Inklings and a theater class at Buffalo Grove High School in presenting Twisted Tales Theatre to 125 customers; a partnership with the Arlington Heights Historical Museum to host a Paging Through History book discussion at the Banta House; The Gold Fish Swim School's request for a visit from the bookmobile during spring break; and the partnership with the Arlington Youth Commission with the rescheduling of the Teen Job Fair with 23 businesses participating and 231 teens and parents attending. *Chagall for Children* was open January 26 to April 7 with over 60,000 visitors to Kids' World experiencing the exhibit. Programming around the exhibit included sensory access hours; 'Sunday Afternoon with An Artist' screenings; 150 people Exploring Art with a hands-on art making event in the Marketplace; 72 adults engaged with The Art of Marc Chagall lecture; and over 2,000 visitors interacted with the *Chagall for Children* play engagement projects. Artist-in-Residency with Filmmaker Matt Lauterbach kicked off with a four-day Movie-Making Workshop for Teens held over spring break and Mr. Lauterbach began a five-part adult filmmaking workshop series.

04.19.08 There was no **OLD BUSINESS** to be discussed.

04.19.09 **NEW BUSINESS**

- **RESOLUTION HONORING THE SERVICE OF JOAN BRODY GARKISCH (Action Item 4)** – The board approved a resolution honoring the service of Trustee Joan Brody Garkisch.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES RESOLUTION 19-02 HONORING THE SERVICE OF JOAN BRODY GARKISCH.** Trustee Tangney seconded. With Trustee Brody Garkisch abstaining, all were in favor and the motion carried.

- **ENGLISH AS A SECOND LANGUAGE SERVICES (Item 5)** – Tom Spicer, Specialty Info Services Manager, presented an overview of the library's English as a Second Language services, including tutor and student insights, success stories and new initiatives.

04.19.10 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Repsher reported the Friends of the Library’s Super Spring Sale will take place April 25-28, they will again have a Buy It Now table that was very popular at their last sale; the Friends may be expanding to sales on eBay; and are exploring accepting credit cards for purchases. The Friends will have a Dine and Share fundraising event on May 3 and 4 at California Pizza Kitchen in downtown Arlington Heights. The Friends held elections and have four newly elected board members who will begin serving in May.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Ms. Hastings reported the Foundation’s seven person Events Committee met and is discussing a fundraiser for early September. The Foundation continues to await their 501(c)(3) status. At their April meeting, they will have headshots taken for their website and Youth Services staff will present an informational session.

04.19.11 **OTHER**

- President Smart distributed commemorative coins as part of the Memorial Day Celebration to mark the Centennial Memorial Day Parade in Arlington Heights.

- President Smart reminded the board of upcoming events including the Arlington Heights Park District Arbor Day Celebration on Friday, April 26 at Greenbrier Park, the May 2, District 25 Art Reception and the Niagara Foundation’s Interfaith Ramadan IFTAR Dinner on Saturday, May 25.

- Mr. Driskell reported an engineering assessment of the 112 N. Belmont property will be taking place on Wednesday, April 17 and staff are continuing work on the redesign of the library’s website with a rollout expected in May.

There being no further business to discuss, Trustee Brody Garkisch moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:56 p.m.

Joan Brody Garkisch, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

05.19.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library **CONVENED** at 7:45 p.m. on Monday, May 6, 2019, in the Richard Frisbie Board Room of the Arlington Heights Memorial Library.

05.19.02 Upon **ROLL CALL**, the following answered Present: Trustees Brody Garkisch, Medal, Thanopoulos and Zyck.

Absent: Trustees Supplitt, Tangney and Smart.

Also present: Mike Driskell, Executive Director; Shannon Distel, Deputy Director; Mary Hastings, Director of Communications and Marketing; Donna Ekl, Director of Finance; Gary Leclair, Facilities Manager; Rich Dworiansyn, Information Technology Manager; Jack Bower, Digital Services Manager; Charlie Crane, Digital Services Advisor; Janet Moravec, Business Office Administrator; David Harris, former Illinois State Representative; Andi Ruhl, Resident; Deborah Nelson, Resident.

05.19.03 **PUBLIC COMMENT** – Ms. Nelson thanked digital services staff for their assistance with the creation of a Centennial Memorial Day Parade and Ceremony video and presented Digital Services Manager Jack Bower and Digital Services Advisor Charlie Crane with commemorative coins.

05.19.04 **PRESENTATION OF PROCLAMATION HONORING ILLINOIS STATE REPRESENTATIVE DAVID HARRIS (Item 1)** – Trustee Brody Garkisch presented former Representative David Harris with a proclamation honoring the contributions he has made on behalf of the residents of the Village of Arlington Heights.

05.19.05 **PARKING LOT RESURFACING (Item 2)** – The committee discussed the resurfacing of the exterior parking lot located on the south side of the library.

05.19.06 **WEBSITE DEMONSTRATION (Item 3)** – Information Technology Manger Rich Dworiansyn provided a preview of the library’s redesigned website including catalog and room reservation/event registration system.

05.19.07 **2020 BUDGET TIMETABLE (Item 4)** – Ms. Ekl reviewed the timetable for budget preparations for 2020.

05.19.08 **BULLETIN BOARD AND POSTING POLICY (Item 5)** – Mr. Driskell introduced a new, proposed policy for usage and posting to the library’s community bulletin board.

05.19.09 **EXHIBITS POLICY (Item 6)** – Mr. Driskell introduced a new, proposed policy for the presentation of exhibits. The intention of the policy is to provide selection criteria and guidelines regarding exhibits within the library.

05.19.10 **DISPLAY CASE EXHIBITS POLICY (Item 7)** – The committee discussed proposed updates to the Display Case Exhibits Policy to reflect how the display cases are managed, create a clear delineation from the Exhibits Policy, and to make the policy more concise.

05.19.11 **OTHER**

- Trustee Brody Garkisch presented the library will a display of the Arlington Heights Centennial Memorial Day Parade and Ceremony commemorative coins from the Veterans Memorial Committee of Arlington Heights.

- Mr. Driskell provided an update on the acquisition of property at 112 N. Belmont Avenue.

- Mr. Driskell informed the committee he would be participating in the Illinois Library Association Directors University, June 3-7 in Springfield.

There being no further business to discuss, Trustee Medal moved **ADJOURNMENT**. Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:28 p.m.

Janet Moravec, Recorder

(Item 3)

Village of Arlington Heights
REVENUE REPORT
33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2019

Village of Arlington Heights

FUND 291 Memorial Library Fund									
ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,673	.00		266,692	413,694.59	155	800,076	386,381.41
04 00	Real Estate Tax FICA	41,296	.00		165,184	256,234.82	155	495,552	239,317.18
05 00	Real Estate Tax	1,079,460	.00		4,317,840	6,697,867.67	155	12,953,529	6,255,661.33
401	** Real Estate Taxes	1,187,429	.00		4,749,716	7,367,797.08	155	14,249,157	6,881,359.92
400	*** Taxes	1,187,429	.00		4,749,716	7,367,797.08	155	14,249,157	6,881,359.92
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		20,000	93,876.25	469	60,000	33,876.25-
70 00	Other Grants	41	.00		164	.00		500	500.00
75 00	Other Restricted	46	.00		184	.00		563	563.00
411	** Intergovernmental	5,087	.00		20,348	93,876.25	461	61,063	32,813.25-
410	*** Intergovernmental Revenue	5,087	.00		20,348	93,876.25	461	61,063	32,813.25-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	441.00	212	832	1,323.00	159	2,500	1,177.00
74 00	Copier/Reader Printer Fee	3,750	4,152.61	111	15,000	14,486.79	97	45,000	30,513.21
75 00	Meeting Room Fees	211	305.00	145	844	1,505.00	178	2,534	1,029.00
436	** Library Fees	4,169	4,898.61	118	16,676	17,314.79	104	50,034	32,719.21
430	*** Fees	4,169	4,898.61	118	16,676	17,314.79	104	50,034	32,719.21
440	Fines								
442	Library								
20 00	Late Charges	11,496	5,608.17	49	45,984	31,501.51	69	137,959	106,457.49
25 00	Lost/Damaged Item Charges	1,416	1,055.51	75	5,664	5,278.24	93	17,000	11,721.76
442	** Library	12,912	6,663.68	52	51,648	36,779.75	71	154,959	118,179.25
440	*** Fines	12,912	6,663.68	52	51,648	36,779.75	71	154,959	118,179.25
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	3,093	1,992.82	64	12,372	17,957.72	145	37,120	19,162.28
461	** Simple Interest	3,093	1,992.82	64	12,372	17,957.72	145	37,120	19,162.28
462	Investment Income								
10 00	Market Value Adjustments	0	2,355.91		0	15,660.34		0	15,660.34-
462	** Investment Income	0	2,355.91		0	15,660.34		0	15,660.34-

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
462	Investment Income								
460	*** Interest Income	3,093	4,348.73	141	12,372	33,618.06	272	37,120	3,501.94
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
481	Special Events								
481	** Special Events	0	.00		0	.00		0	.00
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	416	.00		1,664	461.67	28	5,000	4,538.33
483	** Donations	416	.00		1,664	461.67	28	5,000	4,538.33
489	Other								
90 00	Other Income	713	1,536.21	216	2,852	5,308.09	186	8,565	3,256.91
94 00	FOL Reimbursements	5,416	19,809.18	366	21,664	35,162.32	162	65,000	29,837.68
489	** Other	6,129	21,345.39	348	24,516	40,470.41	165	73,565	33,094.59
480	*** Other	6,545	21,345.39	326	26,180	40,932.08	156	78,565	37,632.92
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		1,219,235	37,256.41	3	4,876,940	7,590,318.01	156	14,630,898	7,040,579.99

Village of Arlington Heights
 REVENUE REPORT
 33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2019

Village of Arlington Heights

FUND 491 Capital Projects-Library

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	1,250	2,141.65	171	5,000	14,004.65	280	15,000	995.35
461	** Simple Interest	1,250	2,141.65	171	5,000	14,004.65	280	15,000	995.35
462	Investment Income								
10 00	Market Value Adjustments	0	3,549.87		0	14,042.44		0	14,042.44-
462	** Investment Income	0	3,549.87		0	14,042.44		0	14,042.44-
460	*** Interest Income	1,250	5,691.52	455	5,000	28,047.09	561	15,000	13,047.09-
490	Other Financing Sources								
491	Other Financing Sources								
491	** Other Financing Sources	0	.00		0	.00		0	.00
490	*** Other Financing Sources	0	.00		0	.00		0	.00
FUND TOTAL Capital Projects-Library		1,250	5,691.52	455	5,000	28,047.09	561	15,000	13,047.09-

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	41825	26416.64	63	167300	120587.25	72	.00	501907	381319.75	24
	16 92	Achievement Awards	333	500.00	150	1332	500.00	38	.00	4000	3500.00	13
	16 **	Library Personal Services	42158	26916.64	64	168632	121087.25	72	.00	505907	384819.75	24
	18	Other Personal Services										
	18 05	Overtime Civilian	66	.00	0	264	429.97	163	.00	800	370.03	54
	18 **	Other Personal Services	66	.00	0	264	429.97	163	.00	800	370.03	54
	19	Employee Benefits										
	19 05	Medical Insurance	5073	4753.58	94	20292	19014.32	94	.00	60885	41870.68	31
	19 10	IMRF	4186	2644.30	63	16744	12113.79	72	.00	50241	38127.21	24
	19 11	Social Security	2593	1587.46	61	10372	7295.16	70	.00	31118	23822.84	23
	19 12	Medicare	606	371.26	61	2424	1706.11	70	.00	7278	5571.89	23
	19 53	Flexible Spending	188	175.75	94	752	850.25	113	.00	2259	1408.75	38
	19 55	Unemployment Compensation	752	2272.84	302	3008	2272.84	76	.00	9024	6751.16	25
	19 **	Employee Benefits	13398	11805.19	88	53592	43252.47	81	.00	160805	117552.53	27
	20	Prof Technical Services										
	20 05	Professional Services	583	.00	0	2332	.00	0	.00	7000	7000.00	0
	20 08	Consulting Services	166	.00	0	664	.00	0	.00	2000	2000.00	0
	20 20	Legal Services	1333	5040.00	378	5332	5040.00	95	.00	16000	10960.00	32
	20 40	General Insurance	10541	.00	0	42164	107028.00	254	.00	126500	19472.00	85
	20 81	OCLC Services	5110	15091.45	295	20440	30182.90	148	.00	61324	31141.10	49
	20 **	Prof Technical Services	17733	20131.45	114	70932	142250.90	201	.00	212824	70573.10	67
	21	Property Services										
	21 65	Other Services	836	493.08	59	3344	3744.39	112	.00	10036	6291.61	37
	21 **	Property Services	836	493.08	59	3344	3744.39	112	.00	10036	6291.61	37
	22	Other Contractual Service										
	22 01	Advertising	50	.00	0	200	.00	0	.00	600	600.00	0
	22 02	Dues	515	495.00	96	2060	1210.00	59	.00	6185	4975.00	20
	22 03	Training	11187	6996.52	63	44748	33067.67	74	.00	134244	101176.33	25
	22 .05	Postage	3858	2841.52	74	15432	14153.98	92	.00	46300	32146.02	31
	22 42	Internet Services	2319	3534.53	152	9276	10038.33	108	.00	27831	17792.67	36
	22 70	Telephone Services	6089	7050.72	116	24356	28020.65	115	.00	73069	45048.35	38
	22 **	Other Contractual Service	24018	20918.29	87	96072	86490.63	90	.00	288229	201738.37	30
	30	General Supplies										
	30 05	Office Supplies & Equip	738	138.51	19	2952	3389.50	115	.00	8858	5468.50	38
	30 **	General Supplies	738	138.51	19	2952	3389.50	115	.00	8858	5468.50	38
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	208	.00	0	832	.00	0	.00	2500	2500.00	0
	31 **	Public Works Supplies	208	.00	0	832	.00	0	.00	2500	2500.00	0

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	32	Library Supplies										
	32 72	Special Events	70	154.00	220	280	90.88	33	.00	850	759.12	11
	32 99	Items Reimb by Employees	0	42.42	0	0	11.10	0	.00	0	11.10-	0
	32 **	Library Supplies	70	196.42	281	280	101.98	36	.00	850	748.02	12
	40	Other Charges										
	40 96	Operating Contingency	416	.00	0	1664	.00	0	.00	5000	5000.00	0
	40 **	Other Charges	416	.00	0	1664	.00	0	.00	5000	5000.00	0
	50	Property										
	50 15	Other Equipment	2083	1895.00	91	8332	1895.00	23	.00	25000	23105.00	8
	50 **	Property	2083	1895.00	91	8332	1895.00	23	.00	25000	23105.00	8
601	** **	Library	101724	82494.58	81	406896	402642.09	99	.00	1220809	818166.91	33
60	** **	Culture/Recreation	101724	82494.58	81	406896	402642.09	99	.00	1220809	818166.91	33
DIV	6001	TOTAL *****										
		Administration	101724	82494.58	81	406896	402642.09	99	.00	1220809	818166.91	33

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	33510	29692.58	89	134040	129568.59	97	.00	402121	272552.41	32
	16 **	Library Personal Services	33510	29692.58	89	134040	129568.59	97	.00	402121	272552.41	32
	18	Other Personal Services										
	18 05	Overtime Civilian	29	5.29	18	116	35.25	30	.00	350	314.75	10
	18 **	Other Personal Services	29	5.29	18	116	35.25	30	.00	350	314.75	10
	19	Employee Benefits										
	19 05	Medical Insurance	4775	6598.70	138	19100	26394.80	138	.00	57300	30905.20	46
	19 10	IMRF	3354	2972.76	89	13416	12973.38	97	.00	40252	27278.62	32
	19 11	Social Security	2077	1789.77	86	8308	7851.39	95	.00	24932	17080.61	32
	19 12	Medicare	485	418.57	86	1940	1836.22	95	.00	5831	3994.78	32
	19 **	Employee Benefits	10691	11779.80	110	42764	49055.79	115	.00	128315	79259.21	38
	20	Prof Technical Services										
	20 05	Professional Services	1541	.00	0	6164	2845.00	46	.00	18500	15655.00	15
	20 **	Prof Technical Services	1541	.00	0	6164	2845.00	46	.00	18500	15655.00	15
	21	Property Services										
	21 02	Equipment Maintenance	142	.00	0	568	440.00	78	.00	1710	1270.00	26
	21 65	Other Services	1434	1109.14	77	5736	3504.72	61	.00	17217	13712.28	20
	21 **	Property Services	1576	1109.14	70	6304	3944.72	63	.00	18927	14982.28	21
	22	Other Contractual Service										
	22 02	Dues	77	.00	0	308	.00	0	.00	930	930.00	0
	22 03	Training	4	31.25	781	16	31.25	195	.00	50	18.75	63
	22 10	Printing	16742	15095.13	90	66968	74061.01	111	.00	200905	126843.99	37
	22 **	Other Contractual Service	16823	15126.38	90	67292	74092.26	110	.00	201885	127792.74	37
	30	General Supplies										
	30 05	Office Supplies & Equip	1298	881.98	68	5192	2582.91	50	.00	15579	12996.09	17
	30 **	General Supplies	1298	881.98	68	5192	2582.91	50	.00	15579	12996.09	17
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	500	851.86	170	2000	2986.25	149	.00	6000	3013.75	50
	31 **	Public Works Supplies	500	851.86	170	2000	2986.25	149	.00	6000	3013.75	50
	32	Library Supplies										
	32 72	Special Events	823	.00	0	3292	79.96	2	.00	9883	9803.04	1
	32 **	Library Supplies	823	.00	0	3292	79.96	2	.00	9883	9803.04	1
601	** **	Library	66791	59447.03	89	267164	265190.73	99	.00	801560	536369.27	33
60	** **	Culture/Recreation	66791	59447.03	89	267164	265190.73	99	.00	801560	536369.27	33
DIV	6002	TOTAL ***** Communications & Mrkting	66791	59447.03	89	267164	265190.73	99	.00	801560	536369.27	33

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	13724	12214.05	89	54896	57396.40	105	.00	164692	107295.60	35
	16 **	Library Personal Services	13724	12214.05	89	54896	57396.40	105	.00	164692	107295.60	35
	18	Other Personal Services										
	18 05	Overtime Civilian	25	166.99	668	100	396.71	397	.00	300	96.71-	132
	18 **	Other Personal Services	25	166.99	668	100	396.71	397	.00	300	96.71-	132
	19	Employee Benefits										
	19 05	Medical Insurance	3412	3957.08	116	13648	15828.32	116	.00	40955	25126.68	39
	19 10	IMRF	1373	1222.75	89	5492	5404.31	98	.00	16486	11081.69	33
	19 11	Social Security	850	704.39	83	3400	3315.78	98	.00	10211	6895.22	33
	19 12	Medicare	199	164.73	83	796	775.45	97	.00	2388	1612.55	33
	19 50	Employee Asst. Program	929	3932.33	423	3716	5820.16	157	.00	11155	5334.84	52
	19 **	Employee Benefits	6763	9981.28	148	27052	31144.02	115	.00	81195	50050.98	38
	21	Property Services										
	21 65	Other Services	875	424.75	49	3500	1921.25	55	.00	10500	8578.75	18
	21 **	Property Services	875	424.75	49	3500	1921.25	55	.00	10500	8578.75	18
	22	Other Contractual Service										
	22 01	Advertising	108	.00	0	432	245.00	57	.00	1300	1055.00	19
	22 02	Dues	276	2370.00	859	1104	2559.00	232	.00	3315	756.00	77
	22 03	Training	75	8.58	11	300	45.12	15	.00	910	864.88	5
	22 55	In Service Training	625	.00	0	2500	7898.32	316	.00	7500	398.32-	105
	22 **	Other Contractual Service	1084	2378.58	219	4336	10747.44	248	.00	13025	2277.56	83
	32	Library Supplies										
	32 01	Program Supplies	116	.00	0	464	.00	0	.00	1400	1400.00	0
	32 **	Library Supplies	116	.00	0	464	.00	0	.00	1400	1400.00	0
	40	Other Charges										
	40 62	Tuition Reimbursement	2083	.00	0	8332	1275.00	15	.00	25000	23725.00	5
	40 70	Employee Recognition Prog	1612	781.14	49	6448	1952.45	30	.00	19350	17397.55	10
	40 **	Other Charges	3695	781.14	21	14780	3227.45	22	.00	44350	41122.55	7
601	** **	Library	26282	25946.79	99	105128	104833.27	100	.00	315462	210628.73	33
60	** **	Culture/Recreation	26282	25946.79	99	105128	104833.27	100	.00	315462	210628.73	33
DIV	6003	TOTAL ***** Human Resources	26282	25946.79	99	105128	104833.27	100	.00	315462	210628.73	33

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	20	Prof Technical Services										
	20 05	Professional Services	0	.00	0	0	798.00	0	.00	0	798.00-	0
	20 **	Prof Technical Services	0	.00	0	0	798.00	0	.00	0	798.00-	0
	21	Property Services										
	21 65	Other Services	416	473.94	114	1664	7573.53	455	.00	5000	2573.53-	152
	21 **	Property Services	416	473.94	114	1664	7573.53	455	.00	5000	2573.53-	152
	22	Other Contractual Service										
	22 10	Printing	0	.00	0	0	342.56	0	.00	0	342.56-	0
	22 18	Contr Programs & Exhibits	1666	1014.00	61	6664	18478.36	277	.00	20000	1521.64	92
	22 **	Other Contractual Service	1666	1014.00	61	6664	18820.92	282	.00	20000	1179.08	94
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	.00	0	1664	.00	0	.00	5000	5000.00	0
	31 **	Public Works Supplies	416	.00	0	1664	.00	0	.00	5000	5000.00	0
	32	Library Supplies										
	32 01	Program Supplies	416	.00	0	1664	.00	0	.00	5000	5000.00	0
	32 02	Program Events	568	111.01	20	2272	1711.87	75	.00	6820	5108.13	25
	32 32	Software	125	.00	0	500	.00	0	.00	1500	1500.00	0
	32 72	Special Events	833	.00	0	3332	7257.44	218	.00	10000	2742.56	73
	32 75	Audio Visual	166	.00	0	664	.00	0	.00	2000	2000.00	0
	32 78	Electronic Resources	125	.00	0	500	.00	0	.00	1500	1500.00	0
	32 80	Books	416	.00	0	1664	492.90	30	.00	5000	4507.10	10
	32 **	Library Supplies	2649	111.01	4	10596	9462.21	89	.00	31820	22357.79	30
	50	Property										
	50 15	Other Equipment	208	.00	0	832	1351.98	163	.00	2500	1148.02	54
	50 55	Other Capital Outlay	208	.00	0	832	.00	0	.00	2500	2500.00	0
	50 **	Property	416	.00	0	1664	1351.98	81	.00	5000	3648.02	27
601	** **	Library	5563	1598.95	29	22252	38006.64	171	.00	66820	28813.36	57
60	** **	Culture/Recreation	5563	1598.95	29	22252	38006.64	171	.00	66820	28813.36	57
DIV	6004	TOTAL *****										
		Paid by Gifts and Grants	5563	1598.95	29	22252	38006.64	171	.00	66820	28813.36	57

FUND 291 Memorial Library Fund			DEPT/DIV 6008 Executive Office/Finance									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	19718	18325.44	93	78872	82118.73	104	.00	236619	154500.27	35
	16 **	Library Personal Services	19718	18325.44	93	78872	82118.73	104	.00	236619	154500.27	35
	18	Other Personal Services										
	18 05	Overtime Civilian	83	.00	0	332	3.54	1	.00	1000	996.46	0
	18 **	Other Personal Services	83	.00	0	332	3.54	1	.00	1000	996.46	0
	19	Employee Benefits										
	19 05	Medical Insurance	4018	6490.38	162	16072	25961.52	162	.00	48218	22256.48	54
	19 10	IMRF	1973	1834.39	93	7892	8220.48	104	.00	23686	15465.52	35
	19 11	Social Security	1222	1061.12	87	4888	4784.29	98	.00	14670	9885.71	33
	19 12	Medicare	285	248.17	87	1140	1118.95	98	.00	3431	2312.05	33
	19 **	Employee Benefits	7498	9634.06	129	29992	40085.24	134	.00	90005	49919.76	45
	20	Prof Technical Services										
	20 05	Professional Services	475	.00	0	1900	.00	0	.00	5700	5700.00	0
	20 **	Prof Technical Services	475	.00	0	1900	.00	0	.00	5700	5700.00	0
	21	Property Services										
	21 36	Equipment Rental	106	.00	0	424	306.00	72	.00	1280	974.00	24
	21 65	Other Services	25	.00	0	100	.00	0	.00	310	310.00	0
	21 **	Property Services	131	.00	0	524	306.00	58	.00	1590	1284.00	19
	22	Other Contractual Service										
	22 02	Dues	62	100.00	161	248	100.00	40	.00	750	650.00	13
	22 03	Training	100	.00	0	400	.00	0	.00	1200	1200.00	0
	22 25	IT/GIS Service Charge	2091	2091.67	100	8364	8366.68	100	.00	25100	16733.32	33
	22 **	Other Contractual Service	2253	2191.67	97	9012	8466.68	94	.00	27050	18583.32	31
601 ** **		Library	30158	30151.17	100	120632	130980.19	109	.00	361964	230983.81	36
60 ** **		Culture/Recreation	30158	30151.17	100	120632	130980.19	109	.00	361964	230983.81	36
DIV 6008		TOTAL *****										
		Finance	30158	30151.17	100	120632	130980.19	109	.00	361964	230983.81	36

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	56174	54221.33	97	224696	231537.04	103	.00	674093	442555.96	34
16	**	Library Personal Services	56174	54221.33	97	224696	231537.04	103	.00	674093	442555.96	34
18		Other Personal Services										
18	05	Overtime Civilian	20	.00	0	80	67.32	84	.00	250	182.68	27
18	**	Other Personal Services	20	.00	0	80	67.32	84	.00	250	182.68	27
19		Employee Benefits										
19	05	Medical Insurance	12550	11625.09	93	50200	46500.36	93	.00	150601	104100.64	31
19	10	IMRF	5623	5160.64	92	22492	22080.32	98	.00	67477	45396.68	33
19	11	Social Security	3482	3264.49	94	13928	13955.44	100	.00	41794	27838.56	33
19	12	Medicare	814	763.47	94	3256	3263.75	100	.00	9774	6510.25	33
19	**	Employee Benefits	22469	20813.69	93	89876	85799.87	96	.00	269646	183846.13	32
20		Prof Technical Services										
20	05	Professional Services	524	1005.46	192	2096	1385.18	66	.00	6290	4904.82	22
20	08	Consulting Services	378	.00	0	1512	.00	0	.00	4545	4545.00	0
20	**	Prof Technical Services	902	1005.46	112	3608	1385.18	38	.00	10835	9449.82	13
21		Property Services										
21	02	Equipment Maintenance	12324	6674.82	54	49296	134372.43	273	.00	147898	13525.57	91
21	**	Property Services	12324	6674.82	54	49296	134372.43	273	.00	147898	13525.57	91
22		Other Contractual Service										
22	03	Training	37	.00	0	148	32.44	22	.00	450	417.56	7
22	**	Other Contractual Service	37	.00	0	148	32.44	22	.00	450	417.56	7
30		General Supplies										
30	05	Office Supplies & Equip	31	.00	0	124	149.78	121	.00	375	225.22	40
30	30	Data System Supplies	3183	1087.69	34	12732	8486.76	67	.00	38204	29717.24	22
30	32	Software Library	14152	6045.07	43	56608	87204.34	154	.00	169829	82624.66	51
30	33	Documentation Library	14	.00	0	56	.00	0	.00	175	175.00	0
30	**	General Supplies	17380	7132.76	41	69520	95840.88	138	.00	208583	112742.12	46
31		Public Works Supplies										
31	85	Small Tools and Equipment	1106	503.93	46	4424	3941.72	89	.00	13276	9334.28	30
31	**	Public Works Supplies	1106	503.93	46	4424	3941.72	89	.00	13276	9334.28	30
32		Library Supplies										
32	05	Processing Supplies	25	12.00	48	100	12.00	12	.00	300	288.00	4
32	32	Software	907	1076.10	119	3628	3240.60	89	.00	10887	7646.40	30
32	**	Library Supplies	932	1088.10	117	3728	3252.60	87	.00	11187	7934.40	29
50		Property										
50	12	Computer Equipment	3137	155.49	5	12548	14164.58	113	.00	37649	23484.42	38
50	15	Other Equipment	0	2999.00	0	0	2999.00	0	.00	0	2999.00-	0
50	**	Property	3137	3154.49	101	12548	17163.58	137	.00	37649	20485.42	46

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
601	**	** Library	114481	94594.58	83	457924	573393.06	125	.00	1373867	800473.94	42
60	**	** Culture/Recreation	114481	94594.58	83	457924	573393.06	125	.00	1373867	800473.94	42
DIV	6010	TOTAL ***** Information Technology	114481	94594.58	83	457924	573393.06	125	.00	1373867	800473.94	42

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	23283	20932.48	90	93132	94366.01	101	.00	279406	185039.99	34
16	**	Library Personal Services	23283	20932.48	90	93132	94366.01	101	.00	279406	185039.99	34
18		Other Personal Services										
18	05	Overtime Civilian	166	124.36	75	664	691.02	104	.00	2000	1308.98	35
18	**	Other Personal Services	166	124.36	75	664	691.02	104	.00	2000	1308.98	35
19		Employee Benefits										
19	05	Medical Insurance	5337	5036.10	94	21348	20144.40	94	.00	64053	43908.60	31
19	10	IMRF	2330	1897.12	81	9320	8459.77	91	.00	27969	19509.23	30
19	11	Social Security	1443	1230.23	85	5772	5611.33	97	.00	17323	11711.67	32
19	12	Medicare	337	287.72	85	1348	1312.33	97	.00	4051	2738.67	32
19	**	Employee Benefits	9447	8451.17	90	37788	35527.83	94	.00	113396	77868.17	31
22		Other Contractual Service										
22	03	Training	291	.00	0	1164	.00	0	.00	3500	3500.00	0
22	**	Other Contractual Service	291	.00	0	1164	.00	0	.00	3500	3500.00	0
30		General Supplies										
30	05	Office Supplies & Equip	302	.00	0	1208	31.28	3	.00	3635	3603.72	1
30	**	General Supplies	302	.00	0	1208	31.28	3	.00	3635	3603.72	1
601	**	** Library	33489	29508.01	88	133956	130616.14	98	.00	401937	271320.86	33
60	**	** Culture/Recreation	33489	29508.01	88	133956	130616.14	98	.00	401937	271320.86	33
DIV	6015	TOTAL ***** Security	33489	29508.01	88	133956	130616.14	98	.00	401937	271320.86	33

Village of Arlington Heights

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	461975	397501.27	86	1847900	1979828.33	107	.00	5544355	3564526.67	36

FUND 291 Memorial Library Fund			DEPT/DIV 6401 User Services/Youth Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	81779	68667.48	84	327116	263071.78	80	.00	981349	718277.22	27
	16 **	Library Personal Services	81779	68667.48	84	327116	263071.78	80	.00	981349	718277.22	27
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	664	.00	0	.00	2000	2000.00	0
	18 **	Other Personal Services	166	.00	0	664	.00	0	.00	2000	2000.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	10464	9905.07	95	41856	39620.28	95	.00	125568	85947.72	32
	19 10	IMRF	8186	6307.76	77	32744	25077.51	77	.00	98233	73155.49	26
	19 11	Social Security	5070	4140.95	82	20280	16495.21	81	.00	60844	44348.79	27
	19 12	Medicare	1185	968.46	82	4740	3857.80	81	.00	14230	10372.20	27
	19 **	Employee Benefits	24905	21322.24	86	99620	85050.80	85	.00	298875	213824.20	29
	21	Property Services										
	21 02	Equipment Maintenance	37	.00	0	148	7.90	5	.00	455	447.10	2
	21 **	Property Services	37	.00	0	148	7.90	5	.00	455	447.10	2
	22	Other Contractual Service										
	22 02	Dues	373	275.00	74	1492	1002.00	67	.00	4478	3476.00	22
	22 03	Training	211	166.44	79	844	661.85	78	.00	2541	1879.15	26
	22 **	Other Contractual Service	584	441.44	76	2336	1663.85	71	.00	7019	5355.15	24
	30	General Supplies										
	30 05	Office Supplies & Equip	201	169.61	84	804	507.19	63	.00	2414	1906.81	21
	30 **	General Supplies	201	169.61	84	804	507.19	63	.00	2414	1906.81	21
	32	Library Supplies										
	32 01	Program Supplies	912	584.57	64	3648	1344.94	37	.00	10948	9603.06	12
	32 02	Program Events	2028	1664.46	82	8112	2595.42	32	.00	24339	21743.58	11
	32 90	Circulation Supplies	369	359.14	97	1476	2209.49	150	.00	4433	2223.51	50
	32 **	Library Supplies	3309	2608.17	79	13236	6149.85	47	.00	39720	33570.15	16
601	** **	Library	110981	93208.94	84	443924	356451.37	80	.00	1331832	975380.63	27
60	** **	Culture/Recreation	110981	93208.94	84	443924	356451.37	80	.00	1331832	975380.63	27
DIV	6401	TOTAL ***** Youth Services	110981	93208.94	84	443924	356451.37	80	.00	1331832	975380.63	27

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	45335	32268.13	71	181340	178358.95	98	.00	544031	365672.05	33
	16 **	Library Personal Services	45335	32268.13	71	181340	178358.95	98	.00	544031	365672.05	33
	18	Other Personal Services										
	18 05	Overtime Civilian	41	.00	0	164	59.90	37	.00	500	440.10	12
	18 **	Other Personal Services	41	.00	0	164	59.90	37	.00	500	440.10	12
	19	Employee Benefits										
	19 05	Medical Insurance	11398	8294.66	73	45592	33178.64	73	.00	136782	103603.36	24
	19 10	IMRF	4538	3223.50	71	18152	17295.54	95	.00	54458	37162.46	32
	19 11	Social Security	2810	1891.41	67	11240	10340.26	92	.00	33730	23389.74	31
	19 12	Medicare	657	442.35	67	2628	2418.30	92	.00	7888	5469.70	31
	19 **	Employee Benefits	19403	13851.92	71	77612	63232.74	82	.00	232858	169625.26	27
	22	Other Contractual Service										
	22 02	Dues	254	.00	0	1016	175.00	17	.00	3049	2874.00	6
	22 03	Training	315	10.50	3	1260	641.95	51	.00	3788	3146.05	17
	22 18	Contr Programs & Exhibits	416	420.00	101	1664	1980.00	119	.00	5000	3020.00	40
	22 **	Other Contractual Service	985	430.50	44	3940	2796.95	71	.00	11837	9040.05	24
	30	General Supplies										
	30 05	Office Supplies & Equip	77	.00	0	308	.00	0	.00	930	930.00	0
	30 **	General Supplies	77	.00	0	308	.00	0	.00	930	930.00	0
	32	Library Supplies										
	32 01	Program Supplies	0	301.39	0	0	370.19	0	.00	0	370.19-	0
	32 02	Program Events	401	215.31	54	1604	323.65	20	.00	4820	4496.35	7
	32 90	Circulation Supplies	137	.00	0	548	28.83	5	.00	1649	1620.17	2
	32 **	Library Supplies	538	516.70	96	2152	722.67	34	.00	6469	5746.33	11
601 ** **		Library	66379	47067.25	71	265516	245171.21	92	.00	796625	551453.79	31
60 ** **		Culture/Recreation	66379	47067.25	71	265516	245171.21	92	.00	796625	551453.79	31
DIV 6405		TOTAL *****										
		Business & Specialty Serv	66379	47067.25	71	265516	245171.21	92	.00	796625	551453.79	31

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	96028	61123.44	64	384112	239671.86	62	.00	1152347	912675.14 21
16	**	Library Personal Services	96028	61123.44	64	384112	239671.86	62	.00	1152347	912675.14 21
18		Other Personal Services									
18	05	Overtime Civilian	83	32.39	39	332	139.58	42	.00	1000	860.42 14
18	**	Other Personal Services	83	32.39	39	332	139.58	42	.00	1000	860.42 14
19		Employee Benefits									
19	05	Medical Insurance	8176	7452.58	91	32704	29810.32	91	.00	98122	68311.68 30
19	10	IMRF	9612	4908.23	51	38448	19566.58	51	.00	115350	95783.42 17
19	11	Social Security	5953	3669.50	62	23812	14858.53	62	.00	71445	56586.47 21
19	12	Medicare	1392	858.23	62	5568	3474.99	62	.00	16709	13234.01 21
19	**	Employee Benefits	25133	16888.54	67	100532	67710.42	67	.00	301626	233915.58 22
22		Other Contractual Service									
22	02	Dues	55	.00	0	220	.00	0	.00	668	668.00 0
22	03	Training	162	88.99	55	648	179.19	28	.00	1951	1771.81 9
22	**	Other Contractual Service	217	88.99	41	868	179.19	21	.00	2619	2439.81 7
30		General Supplies									
30	05	Office Supplies & Equip	130	.00	0	520	259.39	50	.00	1567	1307.61 17
30	**	General Supplies	130	.00	0	520	259.39	50	.00	1567	1307.61 17
32		Library Supplies									
32	01	Program Supplies	67	40.96	61	268	69.13	26	.00	804	734.87 9
32	**	Library Supplies	67	40.96	61	268	69.13	26	.00	804	734.87 9
601	**	** Library	121658	78174.32	64	486632	308029.57	63	.00	1459963	1151933.43 21
60	**	** Culture/Recreation	121658	78174.32	64	486632	308029.57	63	.00	1459963	1151933.43 21
DIV	6410	TOTAL ***** Info Services	121658	78174.32	64	486632	308029.57	63	.00	1459963	1151933.43 21

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	72343	95102.54	132	289372	489633.42	169	.00	868118	378484.58	56
16	**	Library Personal Services	72343	95102.54	132	289372	489633.42	169	.00	868118	378484.58	56
18		Other Personal Services										
18	05	Overtime Civilian	83	1.80	2	332	19.48	6	.00	1000	980.52	2
18	**	Other Personal Services	83	1.80	2	332	19.48	6	.00	1000	980.52	2
19		Employee Benefits										
19	05	Medical Insurance	8827	7460.36	85	35308	29841.44	85	.00	105931	76089.56	28
19	10	IMRF	7004	7314.08	104	28016	37140.67	133	.00	84055	46914.33	44
19	11	Social Security	4338	5824.71	134	17352	29163.95	168	.00	52062	22898.05	56
19	12	Medicare	1014	1362.18	134	4056	6820.58	168	.00	12176	5355.42	56
19	**	Employee Benefits	21183	21961.33	104	84732	102966.64	122	.00	254224	151257.36	41
21		Property Services										
21	65	Other Services	1050	581.55	55	4200	2116.05	50	.00	12602	10485.95	17
21	**	Property Services	1050	581.55	55	4200	2116.05	50	.00	12602	10485.95	17
22		Other Contractual Service										
22	02	Dues	46	.00	0	184	86.00	47	.00	562	476.00	15
22	03	Training	147	78.33	53	588	334.67	57	.00	1773	1438.33	19
22	**	Other Contractual Service	193	78.33	41	772	420.67	55	.00	2335	1914.33	18
30		General Supplies										
30	05	Office Supplies & Equip	156	7.79	5	624	307.67	49	.00	1883	1575.33	16
30	07	Supplies Reimb by Patrons	170	.00	0	680	.00	0	.00	2040	2040.00	0
30	**	General Supplies	326	7.79	2	1304	307.67	24	.00	3923	3615.33	8
32		Library Supplies										
32	90	Circulation Supplies	751	675.06	90	3004	1301.27	43	.00	9017	7715.73	14
32	**	Library Supplies	751	675.06	90	3004	1301.27	43	.00	9017	7715.73	14
601	** **	Library	95929	118408.40	123	383716	596765.20	156	.00	1151219	554453.80	52
60	** **	Culture/Recreation	95929	118408.40	123	383716	596765.20	156	.00	1151219	554453.80	52
DIV	6420	TOTAL ***** Customer Services	95929	118408.40	123	383716	596765.20	156	.00	1151219	554453.80	52

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	21802	18221.49	84	87208	76828.83	88	.00	261631	184802.17	29
	16 **	Library Personal Services	21802	18221.49	84	87208	76828.83	88	.00	261631	184802.17	29
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	64	.00	0	.00	200	200.00	0
	18 **	Other Personal Services	16	.00	0	64	.00	0	.00	200	200.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	5188	4827.65	93	20752	19310.60	93	.00	62256	42945.40	31
	19 10	IMRF	2182	1823.97	84	8728	7548.76	87	.00	26189	18640.24	29
	19 11	Social Security	1351	1075.24	80	5404	4457.80	83	.00	16221	11763.20	28
	19 12	Medicare	316	251.46	80	1264	1042.52	83	.00	3794	2751.48	28
	19 **	Employee Benefits	9037	7978.32	88	36148	32359.68	90	.00	108460	76100.32	30
	22	Other Contractual Service										
	22 02	Dues	116	.00	0	464	165.00	36	.00	1401	1236.00	12
	22 03	Training	87	280.44	322	348	419.66	121	.00	1053	633.34	40
	22 18	Contr Programs & Exhibits	15150	9751.75	64	60600	44905.17	74	.00	181800	136894.83	25
	22 **	Other Contractual Service	15353	10032.19	65	61412	45489.83	74	.00	184254	138764.17	25
	32	Library Supplies										
	32 01	Program Supplies	25	.00	0	100	.00	0	.00	300	300.00	0
	32 02	Program Events	3214	2057.22	64	12856	9568.48	74	.00	38572	29003.52	25
	32 **	Library Supplies	3239	2057.22	64	12956	9568.48	74	.00	38872	29303.52	25
601	** **	Library	49447	38289.22	77	197788	164246.82	83	.00	593417	429170.18	28
60	** **	Culture/Recreation	49447	38289.22	77	197788	164246.82	83	.00	593417	429170.18	28
DIV	6440	TOTAL ***** Programs and Exhibits	49447	38289.22	77	197788	164246.82	83	.00	593417	429170.18	28

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	43253	40715.90	94	173012	183443.75	106	.00	519038	335594.25	35
	16 **	Library Personal Services	43253	40715.90	94	173012	183443.75	106	.00	519038	335594.25	35
	18	Other Personal Services										
	18 05	Overtime Civilian	8	.00	0	32	.00	0	.00	100	100.00	0
	18 **	Other Personal Services	8	.00	0	32	.00	0	.00	100	100.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	4430	4453.58	101	17720	17814.32	101	.00	53168	35353.68	34
	19 10	IMRF	4329	3738.19	86	17316	16728.90	97	.00	51956	35227.10	32
	19 11	Social Security	2681	2443.88	91	10724	11031.68	103	.00	32180	21148.32	34
	19 12	Medicare	627	571.57	91	2508	2580.03	103	.00	7526	4945.97	34
	19 **	Employee Benefits	12067	11207.22	93	48268	48154.93	100	.00	144830	96675.07	33
	22	Other Contractual Service										
	22 02	Dues	168	345.00	205	672	1062.00	158	.00	2020	958.00	53
	22 03	Training	33	.00	0	132	189.47	144	.00	400	210.53	47
	22 66	Outside Reference Service	230	.00	0	920	2773.62	302	.00	2765	8.62	100
	22 **	Other Contractual Service	431	345.00	80	1724	4025.09	234	.00	5185	1159.91	78
	30	General Supplies										
	30 05	Office Supplies & Equip	58	67.58	117	232	204.72	88	.00	707	502.28	29
	30 07	Supplies Reimb by Patrons	66	.00	0	264	.00	0	.00	800	800.00	0
	30 **	General Supplies	124	67.58	55	496	204.72	41	.00	1507	1302.28	14
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	416	110.68	27	1664	1081.14	65	.00	5000	3918.86	22
	31 **	Public Works Supplies	416	110.68	27	1664	1081.14	65	.00	5000	3918.86	22
	32	Library Supplies										
	32 01	Program Supplies	62	7.99	13	248	117.95	48	.00	750	632.05	16
	32 78	Electronic Resources	28589	25846.81	90	114356	228024.90	199	.00	343072	115047.10	67
	32 90	Circulation Supplies	139	209.03	150	556	378.99	68	.00	1675	1296.01	23
	32 **	Library Supplies	28790	26063.83	91	115160	228521.84	198	.00	345497	116975.16	66
	50	Property										
	50 15	Other Equipment	300	40.00	13	1200	1065.22	89	.00	3606	2540.78	30
	50 **	Property	300	40.00	13	1200	1065.22	89	.00	3606	2540.78	30
601 ** **		Library	85389	78550.21	92	341556	466496.69	137	.00	1024763	558266.31	46
60 ** **		Culture/Recreation	85389	78550.21	92	341556	466496.69	137	.00	1024763	558266.31	46
DIV 6450		TOTAL *****										
		Digital Services	85389	78550.21	92	341556	466496.69	137	.00	1024763	558266.31	46

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	72679	66348.86	91	290716	303731.51	105	.00	872150	568418.49	35
	16 **	Library Personal Services	72679	66348.86	91	290716	303731.51	105	.00	872150	568418.49	35
	18	Other Personal Services										
	18 05	Overtime Civilian	12	7.69	64	48	62.27	130	.00	150	87.73	42
	18 **	Other Personal Services	12	7.69	64	48	62.27	130	.00	150	87.73	42
	19	Employee Benefits										
	19 05	Medical Insurance	17677	15024.21	85	70708	60096.84	85	.00	212130	152033.16	28
	19 10	IMRF	7275	6642.31	91	29100	30409.88	105	.00	87302	56892.12	35
	19 11	Social Security	4506	3965.18	88	18024	18130.16	101	.00	54073	35942.84	34
	19 12	Medicare	1053	927.34	88	4212	4240.15	101	.00	12646	8405.85	34
	19 **	Employee Benefits	30511	26559.04	87	122044	112877.03	93	.00	366151	253273.97	31
	21	Property Services										
	21 64	Access Services	291	829.75	285	1164	2753.95	237	.00	3500	746.05	79
	21 **	Property Services	291	829.75	285	1164	2753.95	237	.00	3500	746.05	79
	22	Other Contractual Service										
	22 02	Dues	206	.00	0	824	370.00	45	.00	2478	2108.00	15
	22 03	Training	83	263.62	318	332	279.16	84	.00	1000	720.84	28
	22 85	Processing Services	8963	8715.65	97	35852	28325.30	79	.00	107565	79239.70	26
	22 **	Other Contractual Service	9252	8979.27	97	37008	28974.46	78	.00	111043	82068.54	26
	30	General Supplies										
	30 05	Office Supplies & Equip	125	478.14	383	500	880.74	176	.00	1500	619.26	59
	30 33	Documentation Library	59	.00	0	236	525.00	223	.00	717	192.00	73
	30 **	General Supplies	184	478.14	260	736	1405.74	191	.00	2217	811.26	63
	32	Library Supplies										
	32 03	Binding	16	.00	0	64	.00	0	.00	200	200.00	0
	32 05	Processing Supplies	2500	2721.11	109	10000	9580.37	96	.00	30000	20419.63	32
	32 75	Audio Visual	44581	44366.26	100	178324	172250.78	97	.00	534980	362729.22	32
	32 80	Books	60223	70299.12	117	240892	243154.64	101	.00	722676	479521.36	34
	32 90	Circulation Supplies	500	3109.13	622	2000	4039.76	202	.00	6000	1960.24	67
	32 95	Periodicals	11061	2774.86	25	44244	76334.28	173	.00	132735	56400.72	58
	32 **	Library Supplies	118881	123270.48	104	475524	505359.83	106	.00	1426591	921231.17	35
601 ** **		Library	231810	226473.23	98	927240	955164.79	103	.00	2781802	1826637.21	34
60 ** **		Culture/Recreation	231810	226473.23	98	927240	955164.79	103	.00	2781802	1826637.21	34
DIV 6470		TOTAL *****										
		Collection Services	231810	226473.23	98	927240	955164.79	103	.00	2781802	1826637.21	34
DEPT 64		TOTAL *****										
		User Services	780445	698069.30	89	3121780	3161531.15	101	.00	9365884	6204352.85	34
FUND 291		TOTAL *****										
		Memorial Library Fund	1242420	1095570.57	88	4969680	5141359.48	104	.00	14910239	9768879.52	35

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	4750	.00	0	19000	.00	0	.00	57000	57000.00	0
	50 **	Property	4750	.00	0	19000	.00	0	.00	57000	57000.00	0
601 ** **		Library	4750	.00	0	19000	.00	0	.00	57000	57000.00	0
60 ** **		Culture/Recreation	4750	.00	0	19000	.00	0	.00	57000	57000.00	0
DIV 6001		TOTAL *****										
		Administration	4750	.00	0	19000	.00	0	.00	57000	57000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	2583	675.00	26	10332	675.00	7	.00	31000	30325.00	2
	50 55	Other Capital Outlay	4690	.00	0	18760	.00	0	.00	56290	56290.00	0
	50 **	Property	7273	675.00	9	29092	675.00	2	.00	87290	86615.00	1
601 ** **		Library	7273	675.00	9	29092	675.00	2	.00	87290	86615.00	1
60 ** **		Culture/Recreation	7273	675.00	9	29092	675.00	2	.00	87290	86615.00	1
DIV 6020		TOTAL ***** Facilities	7273	675.00	9	29092	675.00	2	.00	87290	86615.00	1
DEPT 60		TOTAL ***** Executive Office	13089	675.00	5	52356	675.00	1	.00	157090	156415.00	0
FUND 491		TOTAL ***** Capital Projects-Library	13089	675.00	5	52356	675.00	1	.00	157090	156415.00	0
GRAND		TOTAL *****	13089	675.00	5	52356	675.00	1	.00	157090	156415.00	0

May 21, 2019

(Action Item 4)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
April 30, 2019**

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$338,769.81
491	Capital Projects Fund - Library	\$675.00
Total Disbursements		<u>\$339,444.81</u>
Payrolls Paid		
4/12/2019		\$290,998.17
4/26/2019		\$298,049.34
		<u>\$589,047.51</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
4/30/2019	Group Insurance	\$105,550.00
4/30/2019	IMRF	\$53,813.64
4/30/2019	Social Security	\$35,222.64
4/30/2019	Medicare	\$8,237.56
		<u>\$202,823.84</u>
Total Disbursed		<u><u>\$1,131,316.16</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
78508	AFLAC WORLD HEADQUARTERS	291-0000-210.89-00	AFLAC DEDUCTION APRIL	99.84	99.84
78521	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	OTHER INCOME/REBATE	115.33-	115.33-
78575	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED MAY	3,808.52	
		291-0000-210.99-00	FSA DEP MAY	1,153.85	4,962.37
78590	INFO USA MARKETING INC	291-0000-140.05-00	PREPAID REFERENCE USA	3,250.00	3,250.00
78622	NORTHWEST MUNICIPAL CONFERENCE	291-0000-140.05-00	PREPAID NW MUNICIPAL CONF	1,966.17	1,966.17
78630	PROQUEST LLC	291-0000-140.05-00	PREPAID ELECTRONIC RES	2,333.33	
		291-0000-140.05-00	PREPAID ELECTRONIC RES	2,749.08	5,082.41
78642	TELCOM INNOVATIONS GROUP LLC	291-0000-140.05-00	PREPAID MITEL 2020	4,870.64	
		291-0000-140.05-00	PREPAID MITEL 2021	4,870.64	
		291-0000-140.05-00	PREPAID MITEL 2022	4,870.64	
		291-0000-140.05-00	PREPAID MITEL 2023	4,870.64	
		291-0000-140.05-00	PREPAID MITEL 2024	1,217.66	20,700.22
***** DIVISION TOTAL ****					35,945.68
***** DEPARTMENT TOTAL **					35,945.68

DEPARTMENT: 60	Executive Office	DIVISION: 01			
78509	ALA CONFERENCE REGISTRATION DEPT	291-6001-601.22-03	ALA CONF - T DANTIS	39.00	39.00
78510	ALA MEMBERSHIP	291-6001-601.22-02	ALA DUES - J SUPPLITT	195.00	195.00
78512	AMAZON.COM CREDIT	291-6001-601.30-05	OFFICE SUPPLIES	31.77	
		291-6001-601.30-05	OFFICE SUPPLIES	6.99	
		291-6001-601.30-05	REFUND	6.99-	
		291-6001-601.30-05	PRINTER CLEANING SUPPLIES	36.65	
		291-6001-601.30-05	WHITEBOARD COMPUTER PAD	9.49	
		291-6001-601.30-05	PRINTER CLEANING SUPPLIES	29.88	
		291-6001-601.30-05	CLEANING SUPPLIES	17.77-	
		291-6001-601.30-05	SELF-INKING STAMP	7.49	97.51
78514	AMERICAN LIBRARY ASSOCIATION	291-6001-601.22-03	ECOURSE - B PARDUE	175.00	175.00
78519	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.50-15	DEPOSIT F/CHAIR REUPHOLS-	1,497.00	
		291-6001-601.22-03	TRAVEL/TRAINING	32.52	
		291-6001-601.22-05	POSTAGE	11.00	
		291-6001-601.22-03	TRAVEL/TRAINING	7.00	
		291-6001-601.22-05	POSTAGE	5.50	
		291-6001-601.22-03	TRAVEL/TRAINING	6.34	
		291-6001-601.22-03	TRAVEL/TRAINING	3.80	1,563.16
78520	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	INTERACTIVITY 2019 REG	710.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					710.00
78521	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	ALA TRAVEL M HASTING	386.60	
		291-6001-601.32-72	FLOWERS F/B HOFFMAN MEMO-	99.50	
		291-6001-601.22-70	TEXT SRVS ADD ON	4.95	
		291-6001-601.50-15	STANDING DESK J NITCH	398.00	
		291-6001-601.22-03	HOTEL CONF PAPANASTASSIOU	.01	
		291-6001-601.22-03	HOTEL CONF PAPANASTASSIOU	123.59	
		291-6001-601.22-03	HOTEL CONF PAPANASTASSIOU	123.59	
		291-6001-601.22-42	PUBLIC INTERNET	346.85	
		291-6001-601.22-03	ALA TRAVEL DS, DE, GB	326.59	
		291-6001-601.22-03	ALA TRAVEL DS, DE, GB	326.60	
		291-6001-601.32-72	REFRESHMENTS B GARKISCH	54.50	
		291-6001-601.32-72	REFUND	60.63-	
		291-6001-601.22-03	IUG HOTEL	685.55	
		291-6001-601.22-03	ALA TRAVEL DS, DE, GB	326.60	
		291-6001-601.32-72	REFRESHMENTS B GARKISCH	60.63	
		291-6001-601.22-42	INTERNET SRVS F/HOTSPOTS	120.00	
		291-6001-601.22-42	INTERNET SRVS F/HOTSPOTS	1,200.00	4,522.93
78522	AT & T	291-6001-601.22-70	TELE	6,511.09	6,511.09
78523	AT&T MOBILITY	291-6001-601.22-42	INTERNET ACCESS 2/28-3/27	138.69	138.69
78527	BAKER & TAYLOR	291-6001-601.32-99	EMPL REIMB PURCHASE	78.74	
		291-6001-601.32-99	EMPL REIMB PURCHASE	38.90	
		291-6001-601.32-99	EMPL REIMB PURCHASE	17.48	
		291-6001-601.32-99	EMPL REIMB PURCHASE	24.94	160.06
78529	BALZER, EDMUND	291-6001-601.22-03	ILA ELEVATE CONF	277.67	277.67
78538	CARDINAL COLORGROUP	291-6001-601.22-05	POSTAGE	2,825.02	2,825.02
78556	DUNCAN, JOLIE	291-6001-601.22-03	FLIGHT TO ALA, WASHINGTON	359.65	359.65
78559	ENTERPRISE LEASING CO OF CHICAGO	291-6001-601.22-03	CAR RENTAL-C FISHER-CONF	135.87	135.87
78563	FINER LINE	291-6001-601.30-05	NEW HIRE, REPLACEMENT &	14.36	14.36
78564	FIRST CLASS TRAVEL	291-6001-601.22-03	INTERACTIVITY CONF	317.60	317.60
78565	FISHER, CHARLES	291-6001-601.22-03	ELEVATE CONF, SPRINGFIELD	161.76	161.76
78575	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES MAY	175.75	175.75
78577	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SRVS APRIL	49.95	
		291-6001-601.22-70	TEXTNET TTY SRVS MAY	49.95	99.90
78582	IL DEPT OF EMPLOYMENT SECURITY	291-6001-601.19-55	ACC #800609,K KREWER	2,272.84	2,272.84
78585	ILA CONFERENCE	291-6001-601.22-03	ILA DIRECTORS UNIVERSITY	150.00	150.00
78586	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES - D SMART	75.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-02	ILA DUES - J SUPPLITT	75.00	
		291-6001-601.22-02	ILA DUES - C TANGNEY	75.00	
		291-6001-601.22-02	ILA DUES - G ZYCK	75.00	300.00
78587	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6001-601.20-81	FY2019 4TH QUARTER OCLC	15,091.45	15,091.45
78592	INNOVATIVE INTERFACES INC	291-6001-601.22-03	MANAGING SIERRA TECH SRVS	1,400.00	1,400.00
78593	JAFFE,VIOLET	291-6001-601.22-03	ILA ELEVATE,SPRINGFIELD	284.41	284.41
78599	LANGUAGE LINE SERVICES	291-6001-601.21-65	OTHER SRVS, TRANSLATION	40.77	40.77
78605	MAIER,MEGAN	291-6001-601.22-03	ELEVATE, SPRINGFIELD	99.50	
		291-6001-601.22-03	ELEVATE,SPRINGFIELD,HOTEL	79.10	178.60
78616	MORAVEC,JANET	291-6001-601.22-03	APRIL MEETINGS,4/16	55.33	55.33
78619	NG-HE,CAROL	291-6001-601.22-03	DPLAFEST CONF TRAVEL	90.90	90.90
78624	PACIFIC TELEMAGEMENT SERVICES	291-6001-601.22-70	2ND FLOOR PAYPHONE MAY	63.00	63.00
78626	PEREGRINE STIME NEWMAN RITZMAN &	291-6001-601.20-20	LEGAL SRVS 1/1-3/31/2019	5,040.00	5,040.00
78639	SON,ALICE	291-6001-601.22-03	POWER UP CONF, MADISON	196.94	196.94
78650	UW-MADISON/PLACE	291-6001-601.22-03	PLAY MAKE LEARN-BEDNAREK	175.00	175.00
78652	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 3/26-4/25	371.78	371.78
78655	WAREHOUSE DIRECT	291-6001-601.30-05	OFFICE SUPPLIES	26.64	26.64
78658	WOW BUSINESS	291-6001-601.22-42	INTERNET ACCESS 4/13-5/12	1,574.99	
		291-6001-601.22-42	INTERNET ACCESS 4/19-5/18	154.00	1,728.99

***** DIVISION TOTAL **** *Communications & Marketing* 45,946.67

DEPARTMENT: 60 Executive Office

DIVISION: 02

78505	ACRYLIC FABRICATORS / CLEAR INDUSTR	291-6002-601.31-85	LARGE SLATWALL SIGN HOLD	851.86	851.86
78512	AMAZON.COM CREDIT	291-6002-601.30-05	SHIPPING LABELS	214.45	
		291-6002-601.30-05	ADHESIVE NAME BADGES	95.85	310.30
78518	ARGO TRANSLATION	291-6002-601.21-65	SPANISH PROOFING-CALENDAR	75.00	75.00
78519	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.22-03	TRAVEL/TRAINING	31.25	31.25
78521	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.22-10	BUSINESS CARDS	20.38	
		291-6002-601.22-10	TRASH RECEPTACLE	247.99	
		291-6002-601.21-65	MONTH TO MONTH BILLING	300.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6002-601.22-10	BUSINESS CARDS	22.38	
		291-6002-601.21-65	FACEBOOK ADVERTISING	109.14	699.89
78538	CARDINAL COLORGROUP	291-6002-601.22-10	PRINTING	14,458.00	14,458.00
78600	LINDENMEYR MUNROE	291-6002-601.30-05	PAPER	571.68	571.68
78614	MOBILE PRINT	291-6002-601.22-10	D25 INVITATIONS ART SHOW	270.78	270.78
78637	SIGNS BY TOMORROW	291-6002-601.22-10	PRINTED STACK GUIDES	75.60	75.60
78645	TOWN SQUARE PUBLICATIONS	291-6002-601.21-65	CHAMBER OF COMMERCE ADV	625.00	625.00

***** DIVISION TOTAL **** *Human Resources* 17,969.36

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL		
DIVISION: 03					
291-6003-601.40-70	EMPL RECOGN PROGRAM	13.00			
291-6003-601.40-70	EMPL RECOGN PROGRAM	13.99			
291-6003-601.22-03	TRAVEL/TRAINING	8.58			
291-6003-601.40-70	EMPL RECOGN PROGRAM	4.29			
291-6003-601.40-70	EMPL RECOGN PROGRAM	8.97			
291-6003-601.40-70	EMPL RECOGN PROGRAM	35.65			
291-6003-601.40-70	EMPL RECOGN PROGRAM	17.97	102.45		
78520	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.40-70	CULTURE CLUB RECOGNITION	83.75	
		291-6003-601.40-70	PIZZA F/NATIONAL LIBRARY	144.79	
		291-6003-601.40-70	PIZZA F/NATIONAL LIBRARY	301.81	
		291-6003-601.40-70	PIZZA F/NATIONAL LIBRARY	156.92	687.27
78539	CAREERBUILDER	291-6003-601.21-65	EMPLOYMENT SCREENING	424.75	424.75
78579	HR SOURCE	291-6003-601.22-02	2019-2020 DUES	2,370.00	2,370.00
78622	NORTHWEST MUNICIPAL CONFERENCE	291-6003-601.19-50	NW MUNICIPAL CONF EAP	3,932.33	3,932.33

***** DIVISION TOTAL **** *Gifts + Grants* 7,516.80

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL		
DIVISION: 04					
291-6004-601.21-65	MAINTENANCE SRVS - APRIL	236.97			
291-6004-601.21-65	MAINTENANCE SRVS - MAY	236.97	473.94		
78519	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.32-02	HARRY POTTER NIGHT, 2/7	32.66	32.66
78524	ATLANTIC RELOCATION SYSTEMS	291-6004-601.22-18	CHAGALL: DELIVERY&STORAGE	1,014.00	1,014.00
78601	LOEFFLER, EMILY A	291-6004-601.32-02	SPROUT SQUAD SUPPLIES	78.35	78.35

***** DIVISION TOTAL **** 1,598.95

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
			<i>Finance</i>		
/PAYM #					
78583	IL GOVERNMENT FINANCE OFFICERS ASS	291-6008-601.22-02	IGFOA DUES - D EKL	100.00	100.00
***** DIVISION TOTAL ****					100.00
			<i>Information Technology</i>		
DEPARTMENT: 60	Executive Office	DIVISION: 10			
78511	ALBERTSONS/SAFEWAY	291-6010-601.32-05	PROCESSING SUPPLIES	12.00	12.00
78512	AMAZON.COM CREDIT	291-6010-601.31-85	USB EXTENSION CABLES	19.98	
		291-6010-601.31-85	HEADPHONES EAR PADS	34.89	
		291-6010-601.31-85	USB EXTENSION CABLES	56.08	
		291-6010-601.31-85	USB CABLES AND CHARGER	39.95	
		291-6010-601.31-85	HEADPHONES FOR IT	98.00	
		291-6010-601.31-85	WALL MOUNTING ARMS	38.98	
		291-6010-601.50-12	LAPTOP CHARGERS	103.52	
		291-6010-601.31-85	AC ADAPTER	73.95	
		291-6010-601.31-85	KEYBOARD	36.98	
		291-6010-601.31-85	LAPTOP CASES	95.13	597.46
78519	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.31-85	SMALL TOOLS & EQUIPM	9.99	9.99
78521	ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-30	3D FILAMENT	299.90	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	49.00	
		291-6010-601.32-32	KIOSK SOFTWARE	99.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	11.99	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	25.00	
		291-6010-601.32-32	APP PURCHASE	53.10	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	35.00	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	4.99	
		291-6010-601.20-05	MONTHLY SUBSCRIPTION	54.10	
		291-6010-601.30-32	MONTHLY SUBSCRIPTION	14.99	647.07
78537	CALHOUN TECHNOLOGIES LLC	291-6010-601.30-30	CLEANING TAPE F/INNREACH	44.00	44.00
78547	COMPENDIUM LIBRARY SERVICES	291-6010-601.30-32	DESK TRACKER RENEWAL	1,885.27	1,885.27
78560	FARONICS TECHNOLOGIES USA INC	291-6010-601.32-32	DEEP FREEZE F/CATALOG	924.00	
		291-6010-601.30-32	DEEP FREEZE F/CATALOG	148.94	1,072.94
78588	IMAGE SYSTEMS & BUSINESS SOLUTIONS	291-6010-601.21-02	EQUIPM MAINTEN	1,077.32	1,077.32
78589	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPM MAINTEN	198.43	
		291-6010-601.21-02	EQUIPM MAINTEN	323.90	
		291-6010-601.21-02	EQUIPM MAINTEN	1,663.93	
		291-6010-601.21-02	EQUIPM MAINTEN	456.47	
		291-6010-601.21-02	EQUIPM MAINTEN	332.99	2,975.72
78613	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.21-02	BARRACUDA INSTANT REPLACE	2,222.00	
		291-6010-601.30-32	BARRACUDA ENERGIZE	2,725.00	
		291-6010-601.30-32	BARRACUDA NETWORKS	319.32	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.21-02	BARRACUDA NETWORKS	399.78	5,666.10
78615	MONOPRICE INC	291-6010-601.50-12	KEYBOARDS F/IT STAFF	51.97	51.97
78629	PROJECTOR PEOPLE	291-6010-601.50-15	PROJECTOR BOARD ROOM	2,999.00	2,999.00
78641	STAPLES ADVANTAGE	291-6010-601.30-30	TONER	743.79	743.79
78644	TODAYS BUSINESS SOLUTIONS	291-6010-601.20-05	FAX PROGRAM 1ST QTR 2019	951.36	951.36
78648	UNIQUE MANAGEMENT SERVICES INC	291-6010-601.30-32	NCOA SEARCHES	825.57	825.57

***** DIVISION TOTAL **** *Facilities* 19,559.56

		291-6020-601.21-11	LAWN MAINT - 1/2 APRIL	453.75	
		291-6020-601.21-11	LAWN MAINT - 1/2 APRIL	453.75	
		291-6020-601.21-11	LAWN MAINT - MAY	907.50	1,815.00
78506	ADVANCE AUTO PARTS	291-6020-601.21-11	MINI BULBS F/ CAR	32.90	
		291-6020-601.21-11	BOOK MOBILE LAMP	13.49	46.39
78507	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	STANDARD SRVS APRIL	2,715.62	
		291-6020-601.21-11	STANDARD SRVS MAY	2,759.96	5,475.58
78512	AMAZON.COM CREDIT	291-6020-601.21-11	MAINTENANCE SUPPLIES	354.99	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	62.16	
		291-6020-601.21-11	MAINTENANCE OFFICE SUPPL	11.19	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	267.00	
		291-6020-601.21-11	SAFETY EQUIPMENT	148.43	843.77
78516	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SRVS - APRIL	89.00	
		291-6020-601.21-11	REGULAR SRVS - MAY	89.00	178.00
78517	AQUARIUM ADVENTURE	291-6020-601.21-02	EQUIP MAINT- APRIL	300.00	300.00
78521	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-07	DOOR CATCH	21.41	
		291-6020-601.21-11	WHEEL HOSE	246.98	
		291-6020-601.21-11	VALVES	165.78	434.17
78544	CINTAS FIRE PROTECTION	291-6020-601.21-11	ANNUAL EXTINGUISHER TEST	1,215.17	1,215.17
78545	COMED	291-6020-601.30-51	HEATING 3/11-4/9/2019	79.02	
		291-6020-601.30-51	HEATING 3/11-4/9/2019	1.64	80.66
78548	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	PREVENTATIVE MAINT	1,650.00	1,650.00
78570	GLOBAL EQUIPMENT COMPANY INC	291-6020-601.21-11	MAINTEN SUPPLIES	26.84	
		291-6020-601.21-11	MAINTEN SUPPLIES	171.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					198.82
78572	GRAINGER INC,W W	291-6020-601.21-11	MAINTEN SUPPLIES	11.69	
		291-6020-601.21-11	MAINTEN SUPPLIES	8.83	
		291-6020-601.21-11	MAINTEN SUPPLIES	8.83	
		291-6020-601.21-11	MAINTEN SUPPLIES	425.16	454.51
78580	IGS	291-6020-601.30-51	NATURAL GAS - MARCH	3,787.68	3,787.68
78607	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SRVS MAY	4,599.00	4,599.00
78608	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINT	60.14	
		291-6020-601.21-11	BLDG MAINT	170.09	230.23
78609	MICHAEL C BARNES ARCHITECT PLLC	491-6020-601.50-15	PROFESSIONAL SRVS	675.00	675.00
78617	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT	77.98	77.98
78620	NICOR GAS	291-6020-601.30-51	NATURAL GAS DISTRIB.MARCH	386.17	
		291-6020-601.30-51	NATURAL GAS DISTRIB.MARCH	735.05	
		291-6020-601.30-51	NATURAL GAS DISTR.APRIL	284.71	
		291-6020-601.30-51	NATURAL GAS DISTR.APRIL	623.86	2,029.79
78621	NOFFS SELF STORAGE INC	291-6020-601.21-11	PARADE VEHICLE STORAGE	76.00	76.00
78623	OAK BROOK MECHANICAL SERVICES	291-6020-601.21-11	HVAC SRVS, 4/19	218.00	218.00
78636	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINT	19.29	
		291-6020-601.21-11	BLDG MAINT	56.94	
		291-6020-601.21-11	BLDG MAINT	93.08	
		291-6020-601.21-11	BLDG MAINT	26.97	
		291-6020-601.21-11	BLDG MAINT	6.56	
		291-6020-601.21-11	BLDG MAINT	7.99	
		291-6020-601.21-11	BLDG MAINT	43.47	254.30
78640	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SRVS MAY 2019	959.18	959.18
78642	TELCOM INNOVATIONS GROUP LLC	291-6020-601.21-02	MITEL MAINT&SOFTWARE 2019	3,652.98	3,652.98
78653	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL - MARCH 2019	389.83	389.83
78655	WAREHOUSE DIRECT	291-6020-601.21-11	BUILDING MAINTENANCE	16.87	16.87
78662	1000BULBS.COM	291-6020-601.21-11	MAINTEN SUPPLIES	615.26	
		291-6020-601.21-11	MAINTEN SUPPLIES	1,004.41	1,619.67

***** DIVISION TOTAL ****

31,278.58

***** DEPARTMENT TOTAL **

123,969.92

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #			youth services		
78511	ALBERTSONS/SAFEWAY	291-6401-601.32-01	TEEN PROGRAMS	19.90	
		291-6401-601.30-05	OFFICE SUPPLIES	21.96	41.86
78512	AMAZON.COM CREDIT	291-6401-601.32-01	HUB DIY KIT SUPPLIES	23.37	
		291-6401-601.32-01	HUB DIY KIT SUPPLIES	5.99	
		291-6401-601.32-01	HUB DIY KIT SUPPLIES	17.97	
		291-6401-601.32-01	SILHOUTTE CAMEO SUPPLIES	30.68	
		291-6401-601.32-01	APRIL TWEEN DIY KIT	25.97	
		291-6401-601.32-01	APR TEEN DIY KIT SUPPLIES	6.39	
		291-6401-601.32-01	APR DIY KIT SUPPLIES	6.99	
		291-6401-601.32-01	APR TEEN DIY KIT SUPPLIES	12.78	
		291-6401-601.32-01	MAY DIY KIT SUPPLIES	22.78	
		291-6401-601.32-02	KW SPACE PLAY MATERIALS	72.20	
		291-6401-601.32-02	KW SPACE PLAY MATERIALS	29.95	
		291-6401-601.32-02	KW SPACE PLAY MATERIALS	169.22	
		291-6401-601.32-01	MAY DIY KIT	87.92	
		291-6401-601.32-01	MAY 2019 DIY KIT	85.97	
		291-6401-601.32-02	4TH/5TH GRADE SCIENCE KIT	24.98	
		291-6401-601.30-05	KW OFFICE SUPPLIES	52.67	
		291-6401-601.32-02	4TH/5TH GRADE SCIENCE KIT	49.99	725.82
78519	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	TRAVEL/TRAINING	4.59	
		291-6401-601.22-03	TRAVEL/TRAINING	49.18	
		291-6401-601.22-03	TRAVEL/TRAINING	6.04	
		291-6401-601.22-03	TRAVEL/TRAINING	2.32	
		291-6401-601.22-03	TRAVEL/TRAINING	7.98	
		291-6401-601.22-03	TRAVEL/TRAINING	25.58	
		291-6401-601.32-01	PROGRAM SUPPLIES	11.99	
		291-6401-601.22-03	TRAVEL/TRAINING	14.15	
		291-6401-601.32-01	PROGRAM SUPPLIES	26.81	
		291-6401-601.22-03	TRAVEL/TRAINING	33.64	182.28
78521	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	SRP PRIZES	806.40	
		291-6401-601.32-01	PLASTIC JARS	62.70	
		291-6401-601.32-90	BUTTON SUPPLIES	359.14	1,228.24
78555	DISCOUNT SCHOOL SUPPLY	291-6401-601.32-02	OUTREACH SUPPLIES-WATERCO	40.92	40.92
78558	ELLISON EDUCATIONAL EQUIPMENT	291-6401-601.30-05	DIE CUTS	74.99	74.99
78567	FUN EXPRESS LLC	291-6401-601.32-02	SRP PRIZES	470.80	470.80
78586	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - M YOUNG	25.00	
		291-6401-601.22-02	ILA DUES - A SON	150.00	
		291-6401-601.22-02	ILA DUES - E MATHER	100.00	275.00
78598	LAKESHORE LEARNING MATERIALS	291-6401-601.32-01	PLAY AREA &TABLE TOP TOYS	136.36	136.36
78633	ROUNDY'S INC	291-6401-601.22-03	RAILS MEETING, 4/5	22.96	22.96

***** DIVISION TOTAL ****

3,199.23

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
<i>Specialty Info Services</i>					
78512	AMAZON.COM CREDIT	291-6405-601.32-02	SPACE PROG SUPPLIES	215.31	215.31
78519	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.22-03	TRAVEL/TRAINING	10.50	10.50
78520	ARLINGTON HTS MEMORIAL LIBRARY	291-6405-601.32-01	REFUND PANERA BREAD	22.97-	
		291-6405-601.32-01	BUSINESS BEFORE HOURS	324.36	301.39
78576	HENQUINET,RICHARD	291-6405-601.22-18	RESUME REVIEWS - APRIL	180.00	180.00
78603	MADAY,JULIE I	291-6405-601.22-18	RESUME REVIEWS, APRIL	240.00	240.00

***** DIVISION TOTAL ***** *Info Services* 947.20

DEPARTMENT: 64	User Services	DIVISION: 10			
78512	AMAZON.COM CREDIT	291-6410-601.32-01	BOOK DISCUSSION SUPPLIES	40.96	40.96
78521	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	READERS ADVISORY	59.99	
		291-6410-601.22-03	BOOK CLUB RESOURCE	29.00	88.99

***** DIVISION TOTAL ***** *Circulation Services* 129.95

DEPARTMENT: 64	User Services	DIVISION: 20			
78512	AMAZON.COM CREDIT	291-6420-601.32-90	CIRC SUPPLIES	8.93	
		291-6420-601.32-90	STORAGE BINS & ERASERS	44.99	
		291-6420-601.32-90	CIRCULATION SUPPLIES	8.85	
		291-6420-601.32-90	CIRCULATION SUPPLIES	34.98	97.75
78519	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAVEL/TRAINING	5.92	
		291-6420-601.32-90	CIRCUL SUPPLIES	11.76	
		291-6420-601.22-03	TRAVEL/TRAINING	3.25	
		291-6420-601.22-03	TRAVEL/TRAINING	45.15	
		291-6420-601.22-03	TRAVEL/TRAINING	24.01	90.09
78554	DEMCO INC	291-6420-601.32-90	3 SHELF BOOKTRUCK	373.36	373.36
78569	GARVEYS OFFICE PRODUCTS	291-6420-601.30-05	FANS	27.78	
		291-6420-601.32-90	CIRC SUPPLIES	53.55	
		291-6420-601.32-90	FOLDERS F/WORLD OF WORK	16.24	
		291-6420-601.32-90	CIRC SUPPLIES	5.56	103.13
78631	QUICK DELIVERY SERVICE INC	291-6420-601.21-65	DELIVERY SRVS	108.00	
		291-6420-601.21-65	DELIVERY SRVS	107.00	
		291-6420-601.21-65	DELIVERY SRVS	107.00	322.00
78648	UNIQUE MANAGEMENT SERVICES INC	291-6420-601.21-65	PLACEMENTS APRIL	179.00	
		291-6420-601.21-65	PLACEMENTS MARCH	80.55	259.55
78655	WAREHOUSE DIRECT	291-6420-601.32-90	CIRCULATION SUPPLIES	116.84	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					116.84
***** DIVISION TOTAL **** Senior + Accessible Services					1,362.72
DEPARTMENT: 64	User Services	DIVISION: 30			
78519	ARLINGTON HTS MEMORIAL LIBRARY	291-6430-601.22-03	TRAVEL/TRAINING	25.52	
		291-6430-601.22-03	TRAVEL/TRAINING	17.52	
		291-6430-601.22-03	TRAVEL/TRAINING	36.54	79.58
78655	WAREHOUSE DIRECT	291-6430-601.32-90	CIRCULATION SUPPLIES	45.14	45.14
***** DIVISION TOTAL **** Programs + Exhibits					124.72
DEPARTMENT: 64	User Services	DIVISION: 40			
78511	ALBERTSONS/SAFEWAY	291-6440-601.32-02	PROGRAM EVENTS	110.86	110.86
78512	AMAZON.COM CREDIT	291-6440-601.32-02	SUMMER READING SUPPLIES	22.99	
		291-6440-601.32-02	SCRIBBLES SHINY 3D PAINT	18.73	
		291-6440-601.32-02	5 MINUTE SCIENCE SUPPLIES	11.02	
		291-6440-601.32-02	D25 ART SHOW SUPPLIES	72.83	
		291-6440-601.32-02	BAKING SUPPLIES	15.90	
		291-6440-601.32-02	CHAGALL SURVEY PRIZES	17.90	
		291-6440-601.32-02	CHAGALL SURVEY PRIZES	29.90	
		291-6440-601.32-02	TV STAND	83.25	
		291-6440-601.22-18	PLANETARIUM BUILD SUPPL	189.90	
		291-6440-601.32-02	PROGRAM SUPPLIES	11.98	
		291-6440-601.32-02	COUNT DOWN TO K SUPPLIES	13.99	
		291-6440-601.22-18	PLANETARIUM BUILDNG TOOLS	31.92	
		291-6440-601.22-18	PLANETARIUM BUILDNG TOOLS	196.55	
		291-6440-601.32-02	FAM MOVIE NIGHT SUPPLIES	33.70	
		291-6440-601.32-02	IEP BINDER PROGRAM	65.98	
		291-6440-601.32-02	IEP BINDER PROGRAM	13.39	
		291-6440-601.32-02	FELT FOR STORYTIMES	16.22	846.15
78519	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	BABY YOGA CLASS, 4/11	75.00	
		291-6440-601.32-02	APPETIZERS F/BOOK DISCUS.	100.00	
		291-6440-601.22-03	TRAVEL/TRAINING	28.54	
		291-6440-601.32-02	PROGRAM EVENTS	21.00	
		291-6440-601.32-02	PROGRAM EVENTS	12.34	
		291-6440-601.22-03	TRAVEL/TRAINING	31.90	
		291-6440-601.32-02	PROGRAM EVENTS	32.38	
		291-6440-601.32-02	PROGRAM EVENTS	11.76	
		291-6440-601.32-02	PROGRAM EVENTS	44.10	
		291-6440-601.32-02	PROGRAM EVENTS	17.99	
		291-6440-601.32-02	PROGRAM EVENTS	35.46	
		291-6440-601.32-02	PROGRAM EVENTS	35.59	
		291-6440-601.32-02	PROGRAM EVENTS	18.98	
		291-6440-601.32-02	PROGRAM EVENTS	41.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6440-601.32-02	PROGRAM EVENTS	18.90	525.89
78520	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	PIZZA F/TWEEN TOURNAMENT	77.69	
		291-6440-601.32-02	BOOKS & BREWS	40.00	
		291-6440-601.32-02	PIZZA F/ASK ME ANYTHING	25.75	143.44
78521	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	GOT TRIVIA	96.70	
		291-6440-601.32-02	GOT TRIVIA	39.99	
		291-6440-601.32-02	PROGRAM SUPPLIES	75.00	
		291-6440-601.32-02	PROGRAM SUPPLIES	148.65	
		291-6440-601.32-02	WIDER LENS REFRESHMENTS	38.90	399.24
78525	AUTHORS UNBOUND AGENCY	291-6440-601.22-18	SPEAKING ENGAGEM.DEP.50%	5,000.00	5,000.00
78543	CHIDLOW, JOELLE	291-6440-601.22-18	CREATIVE AGING: 6/1&6/8	460.00	460.00
78546	COMIX REVOLUTION	291-6440-601.22-18	FREE COMIC BOOK DAY	60.00	60.00
78552	DAKAS, JOHN	291-6440-601.22-18	BACKYARD BBQ SMIKING, 6/9	500.00	500.00
78566	FRERE, VIRGINIA A.	291-6440-601.22-18	MAPS PROGRAM, 6/17	200.00	200.00
78567	FUN EXPRESS LLC	291-6440-601.32-02	SUPPLIES F/JULY FAMILY	38.07	38.07
78578	HOME BAR CHICAGO	291-6440-601.22-18	PROHIBITION COCKTAILS, 6/6	250.00	250.00
78581	IL COALITION F/RESPONS OUTDOOR LTG	291-6440-601.22-18	RESPONSIBLE OUTDOOR LIGHT	100.00	100.00
78597	KNABB, JACOB S	291-6440-601.22-18	WRITER'S INK, 11/14&12/12	300.00	300.00
78602	LYONS, MARK	291-6440-601.22-18	GROWING & USING MUSHROOMS	350.00	350.00
78604	MADDOX, SUSAN	291-6440-601.22-18	COOL SUMMER TREATS, 6/11	400.00	400.00
78611	MILLER, JONATHAN	291-6440-601.22-18	SOUNDS OF SPRING, 5/15	250.00	250.00
78612	MINUSKIN, LYNN	291-6440-601.22-18	YOGA IN THE PARK, 6/15	60.00	60.00
78619	NG-HE, CAROL	291-6440-601.22-03	TBM WORKSHOP REG&TRAVEL	70.00	70.00
78627	PINOTTI, JANET	291-6440-601.32-02	YS PROGRAM EXPENSES	226.34	
		291-6440-601.32-02	CHAGALL ACTIVIT., I-IV'19	249.20	475.54
78628	PRACHT, ANDREA	291-6440-601.22-18	INSTANT POT SEN.CTR, 5/29	225.00	225.00
78633	ROUNDY'S INC	291-6440-601.32-02	TEA & TALK	14.91	14.91
78635	SCHROEDER, JOHN	291-6440-601.22-18	INTRO TO HTML, 6/24	200.00	200.00
78638	SMARTY PANTS WORLD LLC	291-6440-601.22-18	SPACE BALLOON SHOW, 6/8	499.00	499.00
78647	ULINE	291-6440-601.22-18	PLANETARIUM BUILDING COR-	304.38	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					304.38
78649	URBAN LIBRARIES COUNCIL	291-6440-601.22-03	CLIMATE CHANGE WEBINAR	150.00	150.00
78651	VELA, MAUREEN	291-6440-601.32-02	PROGRAM SUPPLIES	56.93	56.93
78654	VRABLIK, LISA	291-6440-601.22-18	MINECRAFT, 2 PROGRAMS, 6/1	400.00	400.00
78660	YIESLA, SHARON	291-6440-601.22-18	HYDRANGEAS ARE HOT, 5/29	175.00	175.00
***** DIVISION TOTAL **** Digital Services					12,564.41

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 50			
78510	ALA MEMBERSHIP	291-6450-601.22-02	ALA DUES - J BOWER	245.00	245.00
78512	AMAZON.COM CREDIT	291-6450-601.30-05	OFFICE SUPPLIES FOR DS	24.57	
		291-6450-601.32-01	APR DIY KIT SUPPLIES	7.99	
		291-6450-601.30-05	DS OFFICE SUPPLIES	13.51	
		291-6450-601.31-85	HEADPHONE SPLITTERS	23.80	
		291-6450-601.31-85	PROJECTOR KIT SUPPLIES	12.98	
		291-6450-601.32-90	EXTERNAL DVD/CD REPLACEMT	29.39	
		291-6450-601.31-85	HEADPHONE SPLITTERS	11.90-	
		291-6450-601.31-85	HEADPHONE SPLITTERS RFUND	5.95-	94.39
78520	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.32-78	ELECTRONIC RECOURSES	659.25	
		291-6450-601.32-78	FOREIGN TRANSACTION FEE	13.18	672.43
78521	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.50-15	TECH BAR YOUTUBE	40.00	40.00
78526	B & H PHOTO VIDEO	291-6450-601.31-85	STUDIO WHITE PAPER BACK-	55.99	
		291-6450-601.31-85	HEADPHONE ADAPTERS&SPLIT-	35.76	91.75
78550	CONSUMERS CHECKBOOK	291-6450-601.32-78	CONSUMERS CHECKBOOK	450.00	450.00
78569	GARVEYS OFFICE PRODUCTS	291-6450-601.30-05	OFFICE SUPPLIES	19.05	
		291-6450-601.30-05	OFFICE SUPPLIES	8.71	
		291-6450-601.32-90	HAND WIPES	119.76	
		291-6450-601.32-90	HAND WIPES	59.88	207.40
78586	ILA MEMBERSHIP	291-6450-601.22-02	ILA DUES - B BEDNAREK	100.00	100.00
78590	INFO USA MARKETING INC	291-6450-601.32-78	REFERENCE USA PACKAGE	9,750.00	9,750.00
78630	PROQUEST LLC	291-6450-601.32-78	ELECTRONIC RESOURCES	4,666.67	
		291-6450-601.32-78	ELECTRONIC RESOURCES	5,498.16	
		291-6450-601.32-78	FOLD3 LIBRARY EDITION	3,556.80	13,721.63
78655	WAREHOUSE DIRECT	291-6450-601.30-05	OFFICE SUPPLIES	1.74	1.74
78657	WORLD ARCHIVES	291-6450-601.32-78	ACCESS NEWSPAPERARCHIVE	1,819.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					1,819.00
***** DIVISION TOTAL *****				Collection Services	27,193.34

DEPARTMENT: 64 User Services
 78512 AMAZON.COM CREDIT

ACCOUNT	DESCRIPTION	AMOUNT
DIVISION: 70		
291-6470-601.32-75	AV MTLs	20.42
291-6470-601.32-75	AV MTLs	65.14
291-6470-601.32-75	AV MTLs	164.89
291-6470-601.32-75	AV MTLs	10.99
291-6470-601.32-75	AV MTLs	29.95
291-6470-601.32-75	AV MTLs	12.24
291-6470-601.32-75	AV MTLs	59.00
291-6470-601.32-75	AV MTLs	19.99
291-6470-601.32-75	AV MTLs	15.93
291-6470-601.32-75	AV MTLs	92.39
291-6470-601.32-75	AV MTLs	43.05
291-6470-601.32-75	AV MTLs	1.02-
291-6470-601.32-75	AV MTLs	17.99
291-6470-601.32-75	AV MTLs	62.34
291-6470-601.32-75	AV MTLs	91.77
291-6470-601.32-75	AV MTLs	9.97-
291-6470-601.32-75	AV MTLs	14.95
291-6470-601.32-75	AV MTLs	8.97
291-6470-601.32-75	AV MTLs	80.31
291-6470-601.32-75	AV MTLs	9.98
291-6470-601.32-75	AV MTLs	11.99
291-6470-601.32-75	AV MTLs	13.16
291-6470-601.32-75	AV MTLs	17.98
291-6470-601.32-75	AV MTLs	20.42
291-6470-601.32-75	AV MTLs	33.98
291-6470-601.32-75	AV MTLs	9.98
291-6470-601.32-75	AV MTLs	20.10
291-6470-601.32-75	AV MTLs	34.99
291-6470-601.32-75	AV MTLs	239.94
291-6470-601.32-75	AV MTLs	38.99
291-6470-601.32-80	BOOKS	14.39
291-6470-601.32-80	BOOKS	13.56
291-6470-601.32-80	BOOKS	43.35
291-6470-601.32-80	BOOKS	46.15
291-6470-601.32-75	AV MTLs	31.50
291-6470-601.32-75	AV MTLs	67.65
291-6470-601.32-75	AV MTLs	15.76
291-6470-601.32-75	AV MTLs	303.88
291-6470-601.32-75	AV MTLs	20.08
291-6470-601.32-75	AV MTLs	10.00
291-6470-601.32-80	BOOKS	279.00
291-6470-601.32-80	BOOKS	68.82
291-6470-601.32-80	BOOKS	33.24
291-6470-601.32-80	BOOKS	12.99
291-6470-601.32-80	BOOKS	13.56

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	10.11	
		291-6470-601.32-80	BOOKS	14.47	
		291-6470-601.32-80	BOOKS	26.92	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	13.83	
		291-6470-601.32-95	PERIODICALS	10.49	
		291-6470-601.32-95	PERIODICALS	8.99	
		291-6470-601.32-95	PERIODICALS	271.36-	
		291-6470-601.32-95	PERIODICALS	32.70	
		291-6470-601.32-95	PERIODICALS	13.18	
		291-6470-601.32-80	BOOKS	19.50	
		291-6470-601.32-75	AV MTLs	9.06	
		291-6470-601.32-75	AV MTLs	16.98	
		291-6470-601.32-75	AV MTLs	12.99	
		291-6470-601.32-75	AV MTLs	38.98	
		291-6470-601.32-75	AV MTLs	134.99	
		291-6470-601.32-75	AV MTLs	41.95	
		291-6470-601.32-75	AV MTLs	10.98	
		291-6470-601.32-75	AV MTLs	28.99	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	17.39	
		291-6470-601.32-75	AV MTLs	16.52	
		291-6470-601.32-75	AV MTLs	8.75	
		291-6470-601.32-75	AV MTLs	20.00	
		291-6470-601.32-75	AV MTLs	9.28	
		291-6470-601.32-75	AV MTLs	54.16	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	24.98	
		291-6470-601.32-95	PERIODICALS	8.41	
		291-6470-601.32-95	PERIODICALS	12.94	
		291-6470-601.32-95	PERIODICALS	13.88	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-75	AV MTLs	34.95	
		291-6470-601.32-75	AV MTLs	18.25	
		291-6470-601.32-75	AV MTLs	11.28	
		291-6470-601.32-75	AV MTLs	11.58	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	8.95	
		291-6470-601.32-75	AV MTLs	19.99	
		291-6470-601.32-75	AV MTLs	22.99	
		291-6470-601.32-75	AV MTLs	15.00-	
		291-6470-601.32-75	AV MTLs	8.98	
		291-6470-601.32-75	AV MTLs	17.25	
		291-6470-601.32-75	AV MTLs	13.99	
		291-6470-601.32-75	AV MTLs	16.06	
		291-6470-601.32-75	AV MTLs	57.00	
		291-6470-601.32-75	AV MTLs	24.00	
		291-6470-601.32-75	AV MTLs	60.98	
		291-6470-601.32-75	AV MTLs	16.47	
		291-6470-601.32-75	AV MTLs	24.09	
		291-6470-601.32-75	AV MTLs	17.50	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL5	52.10	
		291-6470-601.32-75	AV MTL5	74.54	
		291-6470-601.32-75	AV MTL5	10.49	
		291-6470-601.32-75	AV MTL5	9.88	
		291-6470-601.32-80	BOOKS	45.69	
		291-6470-601.32-80	BOOKS	13.51	
		291-6470-601.32-80	BOOKS	24.97	
		291-6470-601.32-80	BOOKS	38.06	
		291-6470-601.32-80	BOOKS	61.25	
		291-6470-601.32-80	BOOKS	18.87	
		291-6470-601.32-80	BOOKS	17.39	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	82.83	
		291-6470-601.32-80	BOOKS	26.46	
		291-6470-601.32-80	BOOKS	72.25	
		291-6470-601.32-75	AV MTL5	11.99	
		291-6470-601.32-75	AV MTL5	33.60	
		291-6470-601.32-75	AV MTL5	33.03	
		291-6470-601.32-75	AV MTL5	5.61-	
		291-6470-601.32-75	AV MTL5	33.93	
		291-6470-601.32-75	AV MTL5	33.48	
		291-6470-601.32-75	AV MTL5	68.47	
		291-6470-601.32-75	AV MTL5	19.90	
		291-6470-601.32-75	AV MTL5	8.98	
		291-6470-601.32-80	BOOKS	30.15	
		291-6470-601.32-80	BOOKS	13.98	
		291-6470-601.32-80	BOOKS	12.99-	
		291-6470-601.32-80	BOOKS	14.39	
		291-6470-601.32-80	BOOKS	166.40	
		291-6470-601.32-80	BOOKS	11.89	
		291-6470-601.32-80	BOOKS	17.98	
		291-6470-601.32-80	BOOKS	15.49	
		291-6470-601.32-80	BOOKS	31.29	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	8.79	
		291-6470-601.32-80	BOOKS	15.98	
		291-6470-601.32-80	BOOKS	53.34	
		291-6470-601.32-80	BOOKS	67.16	
		291-6470-601.32-80	BOOKS	13.86	
		291-6470-601.32-80	BOOKS	23.95	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	17.68	
		291-6470-601.32-80	BOOKS	15.46	
		291-6470-601.32-80	BOOKS	13.98	
		291-6470-601.32-80	BOOKS	20.00	
		291-6470-601.32-95	PERIODICALS	13.17	
		291-6470-601.32-95	PERIODICALS	14.50	
		291-6470-601.32-95	PERIODICALS	12.99	
		291-6470-601.32-75	AV MTL5	23.50	
		291-6470-601.32-75	AV MTL5	179.97	
		291-6470-601.32-75	AV MTL5	8.89	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	27.92	
		291-6470-601.32-75	AV MTLs	17.97	
		291-6470-601.32-75	AV MTLs	58.40	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	13.69	
		291-6470-601.32-75	AV MTLs	89.97	
		291-6470-601.32-75	AV MTLs	48.47	
		291-6470-601.32-75	AV MTLs	55.95	
		291-6470-601.32-75	AV MTLs	10.05-	
		291-6470-601.32-75	AV MTLs	10.92	
		291-6470-601.32-75	AV MTLs	23.19	
		291-6470-601.32-75	AV MTLs	27.30	
		291-6470-601.32-75	AV MTLs	10.54	
		291-6470-601.32-75	AV MTLs	10.05-	
		291-6470-601.32-75	AV MTLs	10.83	
		291-6470-601.32-75	AV MTLs	9.99	
		291-6470-601.32-75	AV MTLs	59.99	
		291-6470-601.32-75	AV MTLs	62.48	
		291-6470-601.32-75	AV MTLs	8.18	
		291-6470-601.32-75	AV MTLs	122.85	
		291-6470-601.32-80	BOOKS	24.01	
		291-6470-601.32-80	BOOKS	51.12	
		291-6470-601.32-80	BOOKS	57.56	
		291-6470-601.32-80	BOOKS	31.98	
		291-6470-601.32-80	BOOKS	18.95	
		291-6470-601.32-80	BOOKS	4.99	
		291-6470-601.32-80	BOOKS	38.40	
		291-6470-601.32-80	BOOKS	34.59	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	13.90	
		291-6470-601.32-80	BOOKS	19.89	
		291-6470-601.32-80	BOOKS	33.56	
		291-6470-601.32-80	BOOKS	39.99	
		291-6470-601.32-80	BOOKS	19.59	
		291-6470-601.32-80	BOOKS	28.91	
		291-6470-601.32-95	PERIODICALS	10.98	
		291-6470-601.32-95	PERIODICALS	14.06	
		291-6470-601.32-95	PERIODICALS	9.99	
		291-6470-601.30-05	OFFICE SUPPLIES	81.88	
		291-6470-601.32-75	AV MTLs	41.94	
		291-6470-601.32-75	AV MTLs	8.95	
		291-6470-601.32-75	AV MTLs	10.05-	
		291-6470-601.32-75	AV MTLs	23.19	
		291-6470-601.32-75	AV MTLs	224.08	
		291-6470-601.32-75	AV MTLs	32.29	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	59.90	
		291-6470-601.32-75	AV MTLs	25.38	
		291-6470-601.32-75	AV MTLs	13.01	
		291-6470-601.32-75	AV MTLs	49.99	
		291-6470-601.32-75	AV MTLs	25.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL5	14.39	
		291-6470-601.32-75	AV MTL5	39.88	
		291-6470-601.32-75	AV MTL5	9.39	
		291-6470-601.32-75	AV MTL5	24.28	
		291-6470-601.32-75	AV MTL5	41.86	
		291-6470-601.32-80	BOOKS	29.99	
		291-6470-601.32-80	BOOKS	34.99	
		291-6470-601.32-80	BOOKS	95.86	
		291-6470-601.32-80	BOOKS	21.60	
		291-6470-601.32-80	BOOKS	24.64	
		291-6470-601.32-80	BOOKS	20.40	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	15.50	
		291-6470-601.32-80	BOOKS	7.15	
		291-6470-601.32-80	BOOKS	11.89	
		291-6470-601.32-80	BOOKS	40.14	
		291-6470-601.32-80	BOOKS	11.89	
		291-6470-601.32-80	BOOKS	17.90	
		291-6470-601.30-05	OFFICE SUPPLIES	7.71	
		291-6470-601.30-05	OFFICE SUPPLIES	24.70	
		291-6470-601.32-05	OFFICE SUPPLIES	15.98	
		291-6470-601.32-90	METAL LABEL PEELER	9.99	
		291-6470-601.30-05	OFFICE SUPPLIES	125.94	
		291-6470-601.30-05	OFFICE SUPPLIES	16.20	7,017.41
78515	AMERICAN LIBRARY ASSOCIATION	291-6470-601.32-80	BOOKS	184.29	
		291-6470-601.32-80	BOOKS	66.60	250.89
78519	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-75	AV MTL5	19.99	
		291-6470-601.32-95	PERIODICALS	4.74	24.73
78521	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.30-05	PAPER TRIMMER	156.70	
		291-6470-601.32-05	BOXES	123.60	
		291-6470-601.22-03	LACONI WORKSHOP, 5PPL, 5/16	150.00	
		291-6470-601.32-95	PERIODICALS	72.02	
		291-6470-601.32-75	AV MTL5	49.92	
		291-6470-601.32-75	AV MTL5	159.34	
		291-6470-601.32-80	BOOKS	275.99	
		291-6470-601.32-75	AV MTL5	16.00-	
		291-6470-601.32-75	AV MTL5	63.69	
		291-6470-601.32-95	PERIODICALS	19.48	
		291-6470-601.32-75	AV MTL5	73.64	
		291-6470-601.32-75	AV MTL5	38.46	
		291-6470-601.32-95	PERIODICALS	14.99	
		291-6470-601.32-75	AV MTL5	125.46	
		291-6470-601.32-75	AV MTL5	15.99	
		291-6470-601.32-75	AV MTL5	39.85	
		291-6470-601.32-75	AV MTL5	15.99	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	100.99	
		291-6470-601.32-95	PERIODICALS	8.90	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-95	PERIODICALS	406.00	
		291-6470-601.32-95	PERIODICALS	37.98	
		291-6470-601.32-95	PERIODICALS	9.99	
		291-6470-601.32-95	PERIODICALS	19.95	
		291-6470-601.32-95	PERIODICALS	29.95	
		291-6470-601.32-75	AV MTLs	15.99	
		291-6470-601.32-75	AV MTLs	21.99	
		291-6470-601.32-75	AV MTLs	27.80	
		291-6470-601.32-75	AV MTLs	39.98	
		291-6470-601.32-95	PERIODICALS	5.00	
		291-6470-601.32-75	AV MTLs	148.00	
		291-6470-601.32-75	AV MTLs	149.00	
		291-6470-601.32-95	PERIODICALS	24.06	
		291-6470-601.32-80	BOOKS	43.47	
		291-6470-601.32-95	PERIODICALS	22.49	
		291-6470-601.32-95	PERIODICALS	45.00	2,555.66
78527	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	1,572.30	
		291-6470-601.32-80	BOOKS	77.70	
		291-6470-601.32-80	BOOKS	299.98	
		291-6470-601.32-80	BOOKS	97.81	
		291-6470-601.32-80	BOOKS	216.36	
		291-6470-601.32-80	BOOKS	475.56	
		291-6470-601.32-80	BOOKS	246.05	
		291-6470-601.32-80	BOOKS	879.99	
		291-6470-601.32-80	BOOKS	461.40	
		291-6470-601.32-80	BOOKS	915.55	
		291-6470-601.32-80	BOOKS	1,368.73	
		291-6470-601.32-80	BOOKS	376.98	
		291-6470-601.32-80	BOOKS	136.12	
		291-6470-601.32-80	BOOKS	387.20	
		291-6470-601.32-80	BOOKS	610.43	
		291-6470-601.32-80	BOOKS	170.17	
		291-6470-601.32-80	BOOKS	64.49	
		291-6470-601.32-80	BOOKS	70.82	
		291-6470-601.32-80	BOOKS	325.96	
		291-6470-601.32-80	BOOKS	288.65	
		291-6470-601.22-85	PROC SERVS	387.60	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	205.20	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	342.00	
		291-6470-601.22-85	PROC SERVS	364.80	
		291-6470-601.22-85	PROC SERVS	140.00	
		291-6470-601.22-85	PROC SERVS	79.80	
		291-6470-601.22-85	PROC SERVS	197.60	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.32-75	AV MTLs	44.65	
		291-6470-601.32-75	AV MTLs	521.93	
		291-6470-601.32-75	AV MTLs	22.10	
		291-6470-601.32-75	AV MTLs	44.22	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL5	13.81	
		291-6470-601.32-75	AV MTL5	488.25	
		291-6470-601.32-80	BOOKS	231.16	
		291-6470-601.32-80	BOOKS	68.53	
		291-6470-601.32-80	BOOKS	649.33	
		291-6470-601.32-80	BOOKS	995.58	
		291-6470-601.32-80	BOOKS	758.13	
		291-6470-601.32-80	BOOKS	196.61	
		291-6470-601.32-80	BOOKS	208.12	
		291-6470-601.32-80	BOOKS	383.35	
		291-6470-601.32-80	BOOKS	51.26	
		291-6470-601.32-80	BOOKS	183.37	
		291-6470-601.32-80	BOOKS	376.95	
		291-6470-601.32-80	BOOKS	281.69	
		291-6470-601.32-80	BOOKS	129.11	
		291-6470-601.32-80	BOOKS	904.79	
		291-6470-601.32-80	BOOKS	1,249.84	
		291-6470-601.32-80	BOOKS	209.19	
		291-6470-601.32-80	BOOKS	1,008.18	
		291-6470-601.32-80	BOOKS	318.02	
		291-6470-601.32-80	BOOKS	128.83	
		291-6470-601.32-80	BOOKS	438.15	
		291-6470-601.32-80	BOOKS	114.49	
		291-6470-601.32-80	BOOKS	207.25	
		291-6470-601.32-80	BOOKS	607.62	
		291-6470-601.32-80	BOOKS	366.89	
		291-6470-601.32-80	BOOKS	744.44	
		291-6470-601.32-80	BOOKS	615.91	
		291-6470-601.32-80	BOOKS	10.19	
		291-6470-601.32-80	BOOKS	111.08	
		291-6470-601.32-80	BOOKS	547.62	
		291-6470-601.32-80	BOOKS	204.47	
		291-6470-601.32-80	BOOKS	209.59	
		291-6470-601.32-80	BOOKS	126.82	
		291-6470-601.32-80	BOOKS	324.90	
		291-6470-601.32-80	BOOKS	180.09	
		291-6470-601.32-80	BOOKS	328.56	
		291-6470-601.32-80	BOOKS	371.81	
		291-6470-601.32-80	BOOKS	139.42	
		291-6470-601.32-80	BOOKS	344.02	
		291-6470-601.32-80	BOOKS	498.01	
		291-6470-601.32-80	BOOKS	543.42	
		291-6470-601.32-80	BOOKS	146.88	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	266.00	
		291-6470-601.22-85	PROC SERVS	158.10	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	239.40	
		291-6470-601.22-85	PROC SERVS	174.80	
		291-6470-601.22-85	PROC SERVS	102.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	212.80	
		291-6470-601.22-85	PROC SERVS	311.60	
		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	79.80	
		291-6470-601.22-85	PROC SERVS	349.60	
		291-6470-601.22-85	PROC SERVS	117.60	
		291-6470-601.22-85	PROC SERVS	106.40	
		291-6470-601.22-85	PROC SERVS	115.15	
		291-6470-601.22-85	PROC SERVS	41.80	
		291-6470-601.22-85	PROC SERVS	89.70	
		291-6470-601.32-80	BOOKS	930.25	
		291-6470-601.32-80	BOOKS	623.82	
		291-6470-601.32-80	BOOKS	265.75	
		291-6470-601.32-80	BOOKS	375.72	
		291-6470-601.32-80	BOOKS	131.99	
		291-6470-601.32-80	BOOKS	1,409.68	
		291-6470-601.32-80	BOOKS	569.14	
		291-6470-601.32-80	BOOKS	113.55	
		291-6470-601.32-80	BOOKS	1,362.24	
		291-6470-601.32-80	BOOKS	401.64	
		291-6470-601.32-80	BOOKS	341.53	
		291-6470-601.32-80	BOOKS	720.57	
		291-6470-601.32-80	BOOKS	376.23	
		291-6470-601.32-80	BOOKS	739.93	
		291-6470-601.32-80	BOOKS	233.03	
		291-6470-601.32-80	BOOKS	273.77	
		291-6470-601.32-80	BOOKS	212.99	
		291-6470-601.32-80	BOOKS	248.28	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	228.00	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	145.55	
		291-6470-601.22-85	PROC SERVS	342.00	
		291-6470-601.22-85	PROC SERVS	171.00	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	186.20	
		291-6470-601.22-85	PROC SERVS	205.20	
		291-6470-601.22-85	PROC SERVS	516.80	
		291-6470-601.32-75	AV MTLs	80.11	
		291-6470-601.32-80	BOOKS	303.59	
		291-6470-601.32-80	BOOKS	695.21	
		291-6470-601.32-80	BOOKS	291.90	
		291-6470-601.32-80	BOOKS	85.88	
		291-6470-601.32-80	BOOKS	536.16	
		291-6470-601.32-80	BOOKS	189.98	
		291-6470-601.32-80	BOOKS	393.56	
		291-6470-601.32-80	BOOKS	204.53	
		291-6470-601.32-80	BOOKS	1,013.75	
		291-6470-601.32-80	BOOKS	418.59	
		291-6470-601.32-80	BOOKS	894.22	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	511.43	
		291-6470-601.32-80	BOOKS	396.26	
		291-6470-601.32-80	BOOKS	403.28	
		291-6470-601.32-80	BOOKS	786.35	
		291-6470-601.22-85	PROC SERVS	178.60	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	72.20	
		291-6470-601.22-85	PROC SERVS	376.20	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	228.00	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	67.20	
		291-6470-601.22-85	PROC SERVS	178.60	
		291-6470-601.22-85	PROC SERVS	202.55	
		291-6470-601.32-75	AV MTLs	41.46	
		291-6470-601.32-75	AV MTLs	267.95	51,250.85
78528	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	177.91	
		291-6470-601.32-75	AV MTLs	3,216.88	
		291-6470-601.32-75	AV MTLs	383.23	
		291-6470-601.32-75	AV MTLs	280.55	
		291-6470-601.32-75	AV MTLs	216.75	
		291-6470-601.32-75	AV MTLs	3,043.72	
		291-6470-601.32-75	AV MTLs	47.48	
		291-6470-601.32-75	AV MTLs	271.86	
		291-6470-601.32-75	AV MTLs	50.72	
		291-6470-601.32-75	AV MTLs	118.36	
		291-6470-601.32-75	AV MTLs	1,781.77	
		291-6470-601.32-75	AV MTLs	198.65	
		291-6470-601.32-75	AV MTLs	23.87	
		291-6470-601.32-75	AV MTLs	353.17	
		291-6470-601.32-75	AV MTLs	28.91	
		291-6470-601.32-75	AV MTLs	60.41	
		291-6470-601.32-75	AV MTLs	1,838.07	
		291-6470-601.32-75	AV MTLs	270.73	
		291-6470-601.32-75	AV MTLs	91.35	
		291-6470-601.32-75	AV MTLs	131.94	
		291-6470-601.32-75	AV MTLs	2,348.74	
		291-6470-601.32-75	AV MTLs	11.03	
		291-6470-601.32-75	AV MTLs	97.64	
		291-6470-601.32-75	AV MTLs	6.78	
		291-6470-601.32-75	AV MTLs	112.81	
		291-6470-601.32-75	AV MTLs	42.69	
		291-6470-601.32-75	AV MTLs	21.30-	
		291-6470-601.32-75	AV MTLs	1,415.09	16,599.81
78530	BARNES & NOBLE INC	291-6470-601.32-75	AV MTLs	1,379.81	
		291-6470-601.32-75	AV MTLs	1,267.15	2,646.96
78531	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	3,646.84	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	6,217.16	
		291-6470-601.32-80	BOOKS	45.00	
		291-6470-601.32-80	BOOKS	1,017.47	
		291-6470-601.32-75	AV MTLs	637.14	
		291-6470-601.32-75	AV MTLs	285.94	
		291-6470-601.32-80	BOOKS	225.84	
		291-6470-601.32-75	AV MTLs	180.46	
		291-6470-601.32-80	BOOKS	2,062.66	14,318.51
78532	BLACKSTONE PUBLISHING	291-6470-601.32-75	AV MTLs	43.06	43.06
78533	BOBIS,LISA	291-6470-601.22-03	MILEAGE REIMB.MARCH	113.62	113.62
78534	BOTTOM LINE PERSONAL	291-6470-601.32-95	PERIODICALS	39.00	39.00
78535	BRODART CO	291-6470-601.32-05	PROCESSING SUPPLIES	54.68	54.68
78536	BURLINGTON COUNTY LIBRARY	291-6470-601.21-64	ACCESS SRVS: SIMON DARK	5.00	5.00
78540	CAVENDISH SQUARE PUBLISHING	291-6470-601.32-80	BOOKS	195.54	195.54
78541	CENTER POINT LARGE PRINT	291-6470-601.32-80	BOOKS	101.28	101.28
78542	CHICAGO SUN TIMES	291-6470-601.32-95	PERIODICALS	234.00	
		291-6470-601.32-95	PERIODICALS	832.00	1,066.00
78546	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	18.95	18.95
78549	COMPUTYPE INC	291-6470-601.32-05	PROCESSING SUPPLIES	1,001.18	
		291-6470-601.32-05	PROCESSING SUPPLIES	566.52	1,567.70
78551	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	30.35	
		291-6470-601.32-95	PERIODICALS	121.41	
		291-6470-601.32-95	PERIODICALS	499.54	
		291-6470-601.32-95	PERIODICALS	96.09	
		291-6470-601.32-95	PERIODICALS	131.56-	
		291-6470-601.32-95	PERIODICALS	35.37-	
		291-6470-601.32-95	PERIODICALS	34.36-	546.10
78553	DAPPLED THINGS MAGAZINE	291-6470-601.32-95	PERIODICALS	25.00	25.00
78554	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	330.15	
		291-6470-601.32-90	PROCESSING SUPPLIES	154.96	485.11
78557	EBSO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	21.24	21.24
78561	FILMTOOLS	291-6470-601.32-05	PROCESSING SUPPLIES	542.00	542.00
78562	FINDAWAY WORLD LLC	291-6470-601.32-75	AV MTLs	869.94	869.94
78568	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	27.19	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	65.22	
		291-6470-601.32-80	BOOKS	50.38	
		291-6470-601.32-80	BOOKS	113.56	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	75.97	
		291-6470-601.32-80	BOOKS	351.88	
		291-6470-601.32-80	BOOKS	111.96	
		291-6470-601.32-80	BOOKS	27.99	
		291-6470-601.32-80	BOOKS	7,981.27	
		291-6470-601.32-80	BOOKS	54.38	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	51.18	
		291-6470-601.32-80	BOOKS	98.21	
		291-6470-601.32-80	BOOKS	47.23	
		291-6470-601.32-80	BOOKS	27.96	9,266.10
78571	GOOD L CORP	291-6470-601.32-90	SHOPPING BASKETS	1,699.93	1,699.93
78573	GREAT COURSES	291-6470-601.32-75	AV MTLs	16.95	16.95
78574	GREY HOUSE PUBLISHING	291-6470-601.32-95	PERIODICALS	462.05	
		291-6470-601.32-95	PERIODICALS	242.05	704.10
78584	IL INST CONTINUING LEGAL EDUC	291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	131.25	
		291-6470-601.32-80	BOOKS	93.75	
		291-6470-601.32-80	BOOKS	93.75	450.00
78587	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SRVS - MARCH	824.75	824.75
78591	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	7.19	
		291-6470-601.32-80	BOOKS	113.26	
		291-6470-601.32-80	BOOKS	123.03	
		291-6470-601.32-80	BOOKS	69.87	
		291-6470-601.32-80	BOOKS	53.12	
		291-6470-601.32-80	BOOKS	5.98	
		291-6470-601.32-80	BOOKS	23.96	
		291-6470-601.32-80	BOOKS	223.42	
		291-6470-601.32-80	BOOKS	303.47	
		291-6470-601.32-80	BOOKS	451.46	
		291-6470-601.32-80	BOOKS	14.10	
		291-6470-601.32-80	BOOKS	7.19	
		291-6470-601.32-80	BOOKS	129.60	
		291-6470-601.32-80	BOOKS	251.48	
		291-6470-601.32-80	BOOKS	11.97	
		291-6470-601.32-80	BOOKS	45.27	
		291-6470-601.32-80	BOOKS	173.01	
		291-6470-601.32-80	BOOKS	96.79	
		291-6470-601.32-80	BOOKS	23.66	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	149.96	
		291-6470-601.32-80	BOOKS	15.25	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	42.23	
		291-6470-601.32-80	BOOKS	167.25	
		291-6470-601.32-80	BOOKS	53.75	
		291-6470-601.32-80	BOOKS	14.12	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	57.60	
		291-6470-601.32-80	BOOKS	57.58	
		291-6470-601.32-80	BOOKS	26.96	
		291-6470-601.32-80	BOOKS	10.76-	
		291-6470-601.32-80	BOOKS	74.97	
		291-6470-601.32-80	BOOKS	35.26	
		291-6470-601.32-80	BOOKS	23.65	
		291-6470-601.32-80	BOOKS	24.86	
		291-6470-601.32-80	BOOKS	82.13	
		291-6470-601.32-80	BOOKS	239.70	
		291-6470-601.32-80	BOOKS	34.53	
		291-6470-601.32-80	BOOKS	62.12	
		291-6470-601.32-80	BOOKS	19.78	
		291-6470-601.32-80	BOOKS	321.77	
		291-6470-601.32-80	BOOKS	34.15	
		291-6470-601.32-80	BOOKS	105.50	
		291-6470-601.32-80	BOOKS	27.12	
		291-6470-601.32-80	BOOKS	87.58	
		291-6470-601.32-80	BOOKS	147.75	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	92.57	
		291-6470-601.32-80	BOOKS	15.00	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	17.08	
		291-6470-601.32-80	BOOKS	173.82	
		291-6470-601.32-80	BOOKS	14.12	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	66.24	
		291-6470-601.32-80	BOOKS	5.39	
		291-6470-601.32-80	BOOKS	31.69	
		291-6470-601.32-80	BOOKS	62.54	
		291-6470-601.32-80	BOOKS	41.32	
		291-6470-601.32-80	BOOKS	20.96	
		291-6470-601.32-80	BOOKS	9.60	
		291-6470-601.32-80	BOOKS	15.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	101.39	
		291-6470-601.32-80	BOOKS	209.73	5,157.51
78594	JOHN HERSEY HIGH SCHOOL	291-6470-601.32-80	YEAR BOOKS	150.00	150.00
78595	JOURNAL & TOPICS	291-6470-601.32-95	PERIODICALS	33.00	33.00
78596	KANOPY INC	291-6470-601.32-75	AV MTLs	554.00	554.00
78606	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	153.00	153.00
78610	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	9,272.15	
		291-6470-601.32-75	AV MTLs	752.75	
		291-6470-601.32-75	AV MTLs	322.12	
		291-6470-601.32-75	AV MTLs	870.87	
		291-6470-601.32-75	AV MTLs	63.48	
		291-6470-601.32-75	AV MTLs	262.23	11,543.60
78618	MULTICULTURAL BOOKS & VIDEOS	291-6470-601.32-75	AV MTLs	164.67	164.67
78625	PENGUIN RANDOM HOUSE LLC	291-6470-601.32-75	AV MTLs	75.00	75.00
78632	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-75	AV MTLs	82.20	
		291-6470-601.32-95	PERIODICALS	51.98-	
		291-6470-601.32-95	PERIODICALS	54.00-	75.22
78634	ROWMAN & LITTLEFIELD PUBLISHING GRP	291-6470-601.32-80	BOOKS	94.89	
		291-6470-601.32-80	BOOKS	93.48	188.37
78641	STAPLES ADVANTAGE	291-6470-601.32-90	ROLLING BASKETS	1,179.45	1,179.45
78643	THOMSON REUTERS-WEST PAYMENT CENTER	291-6470-601.32-80	BOOKS	294.31	294.31
78646	TSAI FONG BOOKS INC	291-6470-601.32-80	BOOKS	417.99	
		291-6470-601.32-80	BOOKS	317.14	735.13
78647	ULINE	291-6470-601.32-90	QUITE TAPE	64.80	
		291-6470-601.32-05	PROCESSING SUPPLIES	87.00	151.80
78655	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	65.01	65.01
78656	WASHINGTON TIMES NATIONAL WEEKLY	291-6470-601.32-95	PERIODICALS	99.95	99.95
78659	YBP LIBRARY SERVICES	291-6470-601.32-80	BOOKS	30.75	30.75
78661	Z MAGAZINE	291-6470-601.32-95	PERIODICALS	36.00	
***** DIVISION TOTAL ****					134,007.64
***** DEPARTMENT TOTAL **					179,529.21
***** GRAND TOTAL *****					339,444.81

ACCOUNTS PAYACHECK/EFT REGISTER BY FUND
Village of Arlington Heights

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	338,769.81
491	Capital Projects-Library	675.00
**** TOTAL ALL FUNDS ****		339,444.81

May 21, 2019

**Arlington Heights Memorial Library
American Express Card Summary
4/30/2019**

<u>CARDHOLDER</u>	<u>COUNT</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
	83				
M. Driskell		489-90-00	\$ (115.33)	AMEX Cash back rebate	Other Income/Rebate
		6002-2210	\$ 20.38	VISTAPRINT	Business Cards
		6020-2111	\$ 247.99	THE WEBSTAUANT STORE	Trash Receptacle
		6470-3005	\$ 156.70	WHITAKERBROTHERS.COM	Paper Trimmer
		6020-2107	\$ 21.41	RVUPGRADES.COM	Door Catch
		6002-2165	\$ 300.00	CONSTANTCONTACT	Month to Month Billing
		6001-2203	\$ 386.60	UNITED AIRLINES	ALA Travel M Hasting
		6020-2111	\$ 246.98	AM LEONARD	Wheel Hose
		6002-2210	\$ 22.38	VISTAPRINT	Business Cards
		6020-2111	\$ 165.78	SUSTAINABLE SUPPLY	Valves
		6470-3205	\$ 123.60	REALLY USEFUL BOXES	Boxes
		6001-3272	\$ 99.50	THE FLOWER STUDIO	Flowers for B Hoffman Memorial
		6001-2270	\$ 4.95	ONTIMETEL	Text Service add on
		6401-3202	\$ 806.40	PARTYPALOOZ	SRP Prizes
		6010-3030	\$ 299.90	BBG_PT_US_DR_21	3D Filament
		6401-3201	\$ 62.70	MICHAELS	Plastic Jars
		6440-3202	\$ 96.70	PAYPAL *PHOTOCUTOUT	GOT Trivia
		6440-3202	\$ 39.99	PAYPAL *CHRISOUTLET	GOT Trivia
		6410-2203	\$ 59.99	AMERICAN LIBRARY	Readers Advisory
		6401-3290	\$ 359.14	SP * AMERICAN BUTTON	Button Supplies
		6470-2203	\$ 150.00	EB *TECH SERVICES WE	LACONI Workshop
		6001-5015	\$ 398.00	AUTONOMOUS INC	Standing Desk J Nitch
		6440-3202	\$ 75.00	MAKE.DO	Program Supplies
		6450-5015	\$ 40.00	GOOGLE *YOUTUBE TV	Tech Bar YouTube
		6002-2165	\$ 109.14	FACEBK	Facebook Advertising
		6001-2203	\$ 0.01	GRADUATE MADISON	Hotel for PowerUp Conference M Papanastassiou
		6001-2203	\$ 123.59	GRADUATE MADISO	Hotel for PowerUp Conference M Papanastassiou
		6001-2203	\$ 123.59	GRADUATE MADISON	Hotel for PowerUp Conference M Papanastassiou
		6410-2203	\$ 29.00	BOOKBROWSE LLC BOOKB	Book Club Resource
R. Dworiany		6010-3032	\$ 49.00	RIDDLE.COM	Monthly Subscription
		6010-3232	\$ 99.00	PROVISIO LLC	Kiosk Software
		6010-3032	\$ 11.99	GOOGLE *YOUTUBEPREMI	Monthly Subscription
		6010-3032	\$ 25.00	GITHUB	Monthly Subscription
		6010-3232	\$ 53.10	ITUNES.COM/BILL	App Purchases
		6001-2242	\$ 346.85	COMCAST	Public Internet
		6010-3032	\$ 35.00	TRELLO.COM	Monthly Subscription
		6010-3032	\$ 4.99	AMZNFREETIME	Monthly Subscription
		6010-2005	\$ 54.10	PAYFLOW	Monthly Subscription
		6010-3032	\$ 14.99	SPOTIFY	Monthly Subscription
J. Czajka		6440-3202	\$ 148.65	JOANN STORES	Program Supplies
		6440-3202	\$ 38.90	TRADER JOE'S	Wider Lens Refreshments
D. Ekl		6001-2203	\$ 326.59	UNITED AIRLINES	ALA Travel DS, DE, GB
		6001-2203	\$ 326.60	UNITED AIRLINES	ALA Travel DS, DE, GB
		6001-3272	\$ 54.50	THE BAKESTER	Refreshments B Garkisch Reception
		6001-3272	\$ (60.63)	THE BAKESTER	Refund
		6001-2203	\$ 685.55	SHERATON GRAND	IUG Hotel
		6001-2203	\$ 326.60	UNITED AIRLINES	ALA Travel DS, DE, GB
		6001-3272	\$ 60.63	THE BAKESTER	Refreshments B Garkisch Reception
		6001-2242	\$ 120.00	MOBILE BEACON	Internet Service for Hotspots
		6001-2242	\$ 1,200.00	MOBILE BEACON	Internet Service for Hotspots
M. Szymanek		6470-3295	\$ 72.02	SP * INTERVIEWMAG	Periodicals
		6470-3275	\$ 49.92	USA*ACORNUSA	AV Mts
		6470-3275	\$ 159.34	GameStop	AV Mts
		6470-3280	\$ 275.99	ECKHARTZ PRESS BOOKS	Books
				CHARGE AMOUNT RETURNED	
		6470-3275	\$ (16.00)	TO MERCHANT	AV Mts
		6470-3275	\$ 63.69	PBS EDUCATION SALE	AV Mts
		6470-3295	\$ 19.48	MY MAG STORE	Periodicals
		6470-3275	\$ 73.64	DEAD.NET	AV Mts
		6470-3275	\$ 38.46	DEAD.NET	AV Mts
		6470-3295	\$ 14.99	GameStop	Periodicals
		6470-3275	\$ 125.46	COMPASS CLASSROOM	AV Mts
		6470-3275	\$ 15.99	NETFLIX.COM	AV Mts
		6470-3275	\$ 39.85	GameStop	AV Mts
		6470-3275	\$ 15.99	NETFLIX.COM	AV Mts
		6470-3295	\$ 20.00	BT*SHALOM MEDIA USA	Periodicals
		6470-3295	\$ 100.99	IPC MEDIA LTD SUBSCR	Periodicals
		6470-3295	\$ 8.90	PAYPAL *SOAPOPERAWO	Periodicals
		6470-3295	\$ 406.00	Financial Times Ltd London	Periodicals

6470-3295	\$	37.98	MY MAG STORE	Periodicals
6470-3295	\$	9.99	THE MEREDITH STORE	Periodicals
6470-3295	\$	19.95	DSB.NET LTD. dsb.net	Periodicals
6470-3295	\$	29.95	THE MAILBOX INFOBAS	Periodicals
6470-3275	\$	15.99	NETFLIX.COM	AV Mts
6470-3275	\$	21.99	ARLEN PARSА	AV Mts
6470-3275	\$	27.80	SECRET INGREDIENTS	AV Mts
6470-3275	\$	39.98	SLING.COM	AV Mts
6470-3295	\$	5.00	BT*ALTPRESS MEDIA	Periodicals
6470-3275	\$	148.00	WTTW CHANNEL 11	AV Mts
6470-3275	\$	149.00	PAYPAL *GOOD DOCS	AV Mts
6470-3295	\$	24.06	FORKSOVERKNIVES.COM	Periodicals
6470-3280	\$	43.47	MY MAG STORE	Books
6470-3295	\$	22.49	MY MAG STORE	Periodicals
6470-3295	\$	45.00	PAYPAL *ISBGFH	Periodicals
Total		<u>\$ 10,500.86</u>		

May 21, 2019

Arlington Heights Memorial Library
Master Card Summary
4/30/2019

Count 12

<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
Shannon Distel	6440-3202	\$77.69	Domino's	Pizza for Tween Tournament
	6001-2203	\$710.00	Assn. Children's Mus.	InterActivity 2019 Registration
	6405-3201	(\$22.97)	Panera Bread	Refund
	6003-4070	\$83.75	Tortorices	Culture Club Recognition Lunch
	6405-3201	\$324.36	Panera Bread	Business before hours
	6440-3202	\$40.00	Eddies Restaurant	Books and Brews
	6003-4070	\$144.79	Faustos	Pizza for national Library Week
	6003-4070	\$301.81	Faustos	Pizza for national Library Week
	6003-4070	\$156.92	Ciccio (Faustos online)	Pizza for national Library Week
	6440-3202	\$25.75	Rosati's Pizza	Pizza for Ask Me Anything
	M Szymanek	6450-3278	\$659.25	ArkivDigital
6450-3278		\$13.18	Foreign Transaction Fee	Foreign Transaction Fee
	Total	<u>\$2,514.53</u>		

**Arlington Heights Memorial Library
Special Funds Summary
5/1/2019**

Count

53

	Account	Amount	Description	Staff
Check # 1571-Citrano Upholstery	6001-5015	\$ 1,497.00	Deposit for chair reupholstery	G Leclair
Check # 1572-Marti LaHood	6440-2218	\$ 75.00	Baby Yoga class April 11, 2019	L Priest
Check # 1540-Bistro Chen	6440-3202	\$ 100.00	Appetizers for Book Discussion	M Binder
Check # 1541-AHML - Petty Cash				
4/8/2019	6003-4070	\$ 13.00	Empl Recognition Program	E Balzer
	6003-4070	\$ 13.99	Empl Recognition Program	L Haack
	6003-2203	\$ 8.58	Travel/Training	L Haack
	6430-2203	\$ 25.52	Travel/Training	B Weiner
	6440-2203	\$ 28.54	Travel/Training	C Ng-He
	6401-2203	\$ 4.59	Travel/Training	K Bailey
	6430-2203	\$ 17.52	Travel/Training	E Akdeniz
	6401-2203	\$ 49.18	Travel/Training	E Loeffler
	6401-2203	\$ 6.04	Travel/Training	A Son
	6420-2203	\$ 5.92	Travel/Training	M Maier
	6401-2203	\$ 2.32	Travel/Training	R King
	6001-2203	\$ 32.52	Travel/Training	R King
	6430-2203	\$ 36.54	Travel/Training	K Myers
	6440-3202	\$ 21.00	Program Events	L Priest
	6440-3202	\$ 12.34	Program Events	E Mather
4/15/2019	6002-2203	\$ 31.25	Travel/Training	M Hastings
	6440-2203	\$ 31.90	Travel/Training	J Czajka
	6004-3202	\$ 32.66	Harry Potter Night, 2/7	K Bailey
	6003-4070	\$ 4.29	Employee Recognition Program	S Goswami
	6003-4070	\$ 8.97	Employee Recognition Program	E Balzer
	6003-4070	\$ 35.65	Employee Recognition Program	L Haack
	6001-2205	\$ 11.00	Postage	D Halpin
	6003-4070	\$ 17.97	Employee Recognition Program	D Halpin
	6420-3290	\$ 11.76	Circulation Supplies	R Moravec
4/22/2019	6440-3202	\$ 32.38	Program Events	K Bailey
	6401-2203	\$ 7.98	Travel Training	K Bailey
	6420-2203	\$ 3.25	Travel Training	J Duncan
	6420-2203	\$ 45.15	Travel Training	T Scallon
	6470-3275	\$ 19.99	Audio/Visual Materials	M Driskell
	6401-2203	\$ 25.58	Travel Training	E Mather
	6401-3201	\$ 11.99	Program Supplies	E Mather
4/29/2019	6440-3202	\$ 11.76	Program Events	S Hollars
	6440-3202	\$ 44.10	Program Events	L Draftz
	6470-3295	\$ 4.74	Periodicals	M Szymek
	6440-3202	\$ 17.99	Program Events	M Vela
	6405-2203	\$ 10.50	Travel/Training	D Malik
	6440-3202	\$ 35.46	Program Events	R King
	6401-2203	\$ 14.15	Travel/Training	R King
	6440-3202	\$ 35.59	Program Events	A Son
	6440-3202	\$ 18.98	Program Events	A Son
	6001-2203	\$ 7.00	Travel/Training	J Moravec
	6001-2205	\$ 5.50	Postage	J Moravec
5/1/2019	6420-2203	\$ 24.01	Travel/Training	S Meyer
	6440-3202	\$ 41.95	Program Events	L Draftz
	6010-3185	\$ 9.99	Small Tools & Equipment	E McMinn
	6401-3201	\$ 26.81	Program Supplies	D Mijalski
	6001-2203	\$6.34	Travel/Training	M Papanastassiou
	6001-2203	\$ 3.80	Travel/Training	E Balzer
	6401-2203	\$ 33.64	Travel/Training	M Papanastassiou
	6440-3202	\$ 18.90	Program Events	A Belford
		<u>\$ 2,652.58</u>		

To: Board of Library Trustees
From: Mike Driskell
Date: May 21 2019
Re: Update to Belmont property acquisition

We have received the final engineering assessment performed on the Belmont property by Shales McNutt Construction. I have attached general cost summaries and comparison to the 2017 estimate. After review of the costs with our facilities manager, the total 5-year costs for repairs are approximately \$42,000 less than previously estimated.

Below are a few of the main points that stood out from the latest assessment for consideration:

Fuel oil tank – During the engineering assessment, a fuel-oil tank was found under the parking lot. This is likely a 5,000-gallon tank used to fuel the original boiler. Cost to remove the tank is approximately \$32,000, which includes removing any contaminated soil and replacement of concrete. This is worst-case scenario. Upon taking ownership of the property, we will be required to register the tank with the State of Illinois through the Fire Marshall's office, as the tank is not currently registered. As part of the registration process, soil samples will be taken from around the tank.

If we take ownership of the building, we would not be required to remove the tank; our only obligation would be to register it. Cost to register the tank will be approximately \$3,500.

Electrical panel – One of the more substantial costs in the engineering assessment is the replacement of the electrical switchgear. Some of these panels are original to the building, and based on their age, could potentially need replacement. In order to fully understand the condition of the panels, we performed infrared scanning to show their overall condition, the results of the scan showed minimal temperature fluctuation throughout the panel, indicating that the panels are in good condition and will not require replacement in the next five years. Parts are still available for the panels, if needed. According to the engineering assessment, cost to replace the panels is \$55,000.

If we take ownership of the building, we will scan the panel periodically to assess the condition, as we do with the panels at the main library. Cost to scan the panels is approximately \$2,500.

Roof – It is recommended that the roof be replaced in the first year. The roof has several active leaks and it makes sense to replace the roof rather than try to make multiple, temporary patches. Library staff will address any major leaks that threaten damage to the facility immediately upon transfer of ownership. Estimated cost to replace the roof is \$80,000 - \$90,000, but this is likely a high estimate. The 2017 engineering assessment provided by the Village estimated the roof replacement cost to be \$37,300.

If we take ownership of the building, we should coordinate the replacement of the roof and rooftop HVAC components at the same time, since the new rooftop units will need roofing modifications and flashings.

HVAC – The central heating plant for the building consists of a low pressure steam boiler, which was replaced in 2011, and is in excellent condition. Roof top heating/cooling units also serve the main floor. These units were installed in 1998 and are in need of replacement. The basement is cooled using a separate unit that is in good condition, and has approximately 20 years of life remaining, however, some components will require replacement in the next 5 years.

If we take ownership of the building, our plan includes replacement of the three rooftop units with three package units. This would negate the need for the steam convectors on the main floor, which would be removed. The steam boiler would continue to serve the basement level until further improvements needed to be made to the ducting, piping, condensing unit, or controls.

Replacement of the main floor package units are estimated at \$120,000, but would provide an entirely new HVAC system for the main floor. This would be done in year one with the replacement of the roof.

Replacement of the lower level HVAC system is recommended when the outside condensing unit and piping need replacement, which is estimated in five years. This would provide a new HVAC system for the lower level, and would completely eliminate the steam boiler and other systems that currently serve this

level. Cost to replace this system is estimated at \$120,000. For comparison, cost to make the projected repairs to the existing system after five years is \$110,000.

Parking lot – The existing parking lot surface is beyond its useful life and is recommended for replacement in the first year, prior to opening.

Anticipated cost to remove and replace the existing parking lot is \$32,000. This cost does not include changes to the layout of the lot, which could potentially add spaces. This would include an accessible parking space in front of the building, and two additional spaces on north side of the building. We are estimating an additional \$8,000 for the layout changes to the lot.

Of the remaining actions recommended by the engineers, most of the work can be postponed, or completed by our own facilities department, as shown in the attached summary.

Based on the review of the documentation provided by the Village and the review of the condition of the building, staff recommends that we proceed with the acquisition of the building located at 112 N. Belmont Avenue.

Category	Condition	Recommendation	Priority of Work Per SMC Engineering Assessment			Priority of Work Per Gary Leclair		
			0-2 Years	2-5 Years	5-10 Years	0-2 Years	2-5 Years	5-10 Years
Exterior								
Masonry	Stone panels need damaged due to age and weather, some brick patch, tuck-pointing required	Replace severely damaged stone panels, patch, repair brick as needed *Not currently needed. Assessment in 5 years.	\$45,000			\$0		
Exterior St	Normal maintenance of exterior steel requires occasional painting	The steel lintels and handrail are in need of new coatings to increase life. Some of the handrail posts require concrete patch at the base	\$10,000			\$0		
Entrance C	There are trip hazards created due to settlement of the sidewalk in the ADA ramp	Grinding of trip hazards or replacement of the slab are needed *Gary can rent a grinder	\$2,500			\$500		
Exterior D	The exit door from the boiler room was stuck shut and needs attention	This door needs to be ground down or replaced depending on the condition	\$2,500			\$0		
Exterior W	The windows were in good condition overall but need some routine maintenance	Some panes of glass need to be replaced, windows re-caulked, and screens added for windows remaining operable *Gary will caulk	\$8,000			\$500		
Misc. Caul	The building caulking around windows, at parapets, and in the masonry is in need of routine maintenance	Remove and replace existing caulking	\$13,000			\$0		
Sink Hole	There is an unexplained sink hole adjacent the building that needs to be filled	Fill hole and repair landscaping	\$1,500			\$0		
Oil Tank	There appears to be a buried oil tank on the site. There is no indications whether the tank has been filled with sand or otherwise remediated	Have the tank removed and remediate any contaminated soils *Register the tank	\$32,000			\$3,500		
Paving	The parking lot paving is beyond its useful life and is beyond repair	Replace pavement, regrade base to ensure drainage *and add two parking spots	\$32,000			\$40,000		
Roofing								
Roofing	The roof system is beyond its useful life and is actively failing in several areas	Replace roof systems adding code required insulation *estimate was way high	\$90,000			\$90,000		
General								
General C	The only way to access the roof to service HVAC equipment is by a ladder at the side of the building	Provide an inside ladder with roof hatch to access the roof safely	\$5,000			\$5,000		
HVAC								
HVAC	Steam condensate receiver/pump set is old and has only one pump	Replace condensate receiver/pump set with a new unit with 2 pumps for redundancy *do not do in first two years	\$5,000				\$5,000	
HVAC	Steam traps require investigation and servicing	Investigate condition of steam traps and repair/replace as required *do not do in first two years	\$5,000				\$5,000	
HVAC	Most of the steam and steam condensate piping is 69 years old	Investigate condition of steam condensate piping. Cost is for investigation only - if piping is found to be bad, consider complete replacement of the steam heating system *do not do in first two years	\$2,000				\$2,000	

HVAC	Air cooled condensing unit serving basement air handling unit is near the end of its useful life and utilizes R22 refrigerant	Replace air cooled condensing unit, refrigerant piping, and DX cooling coil in basement air handling unit *- HVAC – The central heating plant for the building consists of a low pressure steam boiler, which was replaced in 2011, and is in excellent condition. Roof top heating/cooling units also serve the main floor. These units were installed in 1998 and are in need of replacement. The basement is cooled using a separate unit that is in good condition, and has approximately 20 years of life remaining, however, some components will require replacement in the next 5 years. If we take ownership of the building, our plan includes replacement of the three rooftop units with three package units. This would negate the need for the steam convectors on the main floor, which would be removed. The steam boiler would continue to serve the basement level until further improvements needed to be made to the ducting, rising, condensing	\$35,000	\$120,000	\$0	
HVAC	Basement air handling system does not provide for individual temperature control for occupied spaces	Add Variable Volume/Temperature zone damper system to provide individual temperature control	\$20,000		\$0	
HVAC	Basement air handling system serves primarily spaces with a perimeter exposure and so provides poor temperature control for interior spaces	Provide a separate HVAC system to serve interior spaces	\$55,000		\$55,000	
HVAC	Most steam and steam condensate piping is 69 years old. Steam systems are inefficient and difficult to control. Existing basement air handling unit air cooled condensing unit and piping needs to be replaced in 5 years. Given all this work to the basement HVAC system, it makes sense to replace the basement HVAC system in its entirety	Remove steam boiler, condensate pump/receiver sets, steam and steam condensate piping, all steam coils, steam heating elements, etc. Provide new HVAC system to serve basement level only. Assumption is that rooftop equipment will be utilized to serve the first floor. NOTE: This work would eliminate items HV.4, HV.5, and HV.6	\$120,000		\$120,000	
HVAC	Temperature controls are standalone electric	Provide web-based controls to provide the ability for the systems to be monitored and adjusted remotely	\$35,000	\$35,000		
Electrical						
Electrical	Due to the age of the switchboard and panelboards, connections may become loose over time	Thermoscan switchboard and panelboard to identify any loose connections	\$5,000	\$5,000		
Electrical	Existing switchboard is full and do not have space available for additional loads	Replace existing switchboard with new *update - Scanned May 2019 \$2500 - switchboard is in excellent shape		\$55,000	\$2,500	
Electrical	Existing electrical service ground is terminated at a branch water pipe	Provide new electrical service ground terminated at the incoming domestic water service per latest national electric code	\$2,000	\$2,000		
Electrical	Existing panel in boiler room and main level are near the end of their serviceable life	Replace existing panels with new		\$12,000	\$12,000	
Electrical	Existing interior and exterior lighting is inefficient and does not provide adequate light levels for reading/writing	Replace existing light fixtures with new LED fixtures *Exclude from repairs and include in buildout	\$50,000			
Electrical	Existing interior lighting is controlled by regular toggle switches	Provide occupancy and daylight sensors to meet latest energy code as part of the lighting replacement *Exclude from repairs and include in buildout	\$15,000			
Electrical	Existing exit signs and battery packs contain inefficient incandescent lamps	Replace existing exit signs and battery packs with new LED devices	\$25,000		\$25,000	
Electrical	Lower level recording room lack fire alarm	Provide new fire alarm notification device	\$1,500		\$1,500	

Electrical	Existing fire alarm control panel has been discontinued and parts will become more difficult to	Replace existing fire alarm control panel with new	\$7,500						\$7,500
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Plumbing

Plumbing	Small areas of the building are served by galvanized piping	Remove existing galvanized piping and replace with copper piping *Complete before bathroom makeover	\$5,000					\$5,000	
Plumbing	Existing water heater is 24 years old at end of useful life	Replace water heater and provide expansion tank *Complete before kitchen	\$5,000					\$1,500	
Plumbing	Existing plumbing fixtures in upper level toilet room are old and worn and should be replaced. This may require the toilet rooms to be modified to add floor drains and mop sink. Existing waste piping at toilet rooms is old and leak. All waste and vent piping serving this toilet room should be replaced	Replace fixtures and all associated piping. Add floor drains and mop sink *Complete with facilities before opening up to public	\$20,000					\$5,000	
Plumbing	Existing plumbing fixtures at lower level toilet rooms are old and worn and should be replaced. Existing	Replace plumbing fixtures	\$6,000						\$6,000
Plumbing	Drinking fountains and electric water cooler are old	Replace units with dual height fixtures	\$7,000						\$7,000
Plumbing	Submersible pump system is old and should be replaced and basin cleared out	Replace pump, controls and basin cover. Clear out basin	\$3,000						\$3,000
Plumbing	Exterior hose valves are old and obsolete and do not have backflow protection	Replace exterior hose valves	\$1,000						\$1,000
Plumbing	Sanitary and storm sewer condition is unknown	Inspect all underground sewer via sewer camera services from plumbing contractor	\$3,000						\$3,000
Plumbing	Floor drain at water service is undersized to serve potential flow from RPZ and from sprinkler drain	Provide larger floor drain	\$5,000						\$5,000
Plumbing	Lower level is below grade and prone to flooding and sewer backup at floor drains upon heavy rain	Investigate and add pump to serve lower level. Redirect sanitary piping serving upper level fixture to new gravity sewer				\$15,000			\$15,000
Plumbing	Field verify existing water supply make-up to boiler and provide RPZ backflow protection	Add RPZ to boiler make-up water piping	\$2,500						\$2,500
Plumbing	Floor drain at exterior stairwell is small and prone to blockage by leaves	Provide larger floor drain				\$3,000			\$3,000

Fire Protection

Fire Protec	None								
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Summary of Costs	0-2 Years	2-5 Years	5-10 Years	0-2 Years	2-5 Years	5-10 Years
	\$297,000	\$385,000	\$85,000	\$313,000	\$64,500	\$216,500
		\$767,000			\$594,000	

Belmont Makerspace *Cost Estimate Update May 2019

	2019	2020	2021	2022	2023	Total 2019 - 2023
	Under Construction June - December	Under Construction January - March, Open April - December	Open	Open	Open	
Pre Purchase						
Legal Fees	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
Architect / Building Engineer	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Property Closing Costs	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Building purchase price	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ 1.00
						\$ 20,001.00
Capital						
<i>Buildout</i>						
Buildout Floor 1	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
Buildout Floor 2	\$ 82,000.00	\$ -	\$ -	\$ -	\$ -	\$ 82,000.00
Repairs	\$ 117,000.00	\$ 196,000.00	\$ 21,500.00	\$ 21,500.00	\$ 21,500.00	\$ 377,500.00
Signage	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
Furniture	\$ 146,200.00	\$ -	\$ -	\$ -	\$ -	\$ 146,200.00
Makerspace equipment	\$ 74,304.91	\$ 10,000.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 104,304.91
General equipment (telephone, copier, sec. cameras, etc.)	\$ 47,500.00	\$ -	\$ -	\$ -	\$ -	\$ 47,500.00
IT costs	\$ 64,500.00	\$ -	\$ -	\$ -	\$ -	\$ 64,500.00
Security system	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
Dumpster & Cleanse	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
Moving costs - Contractor	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Permit fees	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Commercial Kitchen + Equipment	\$ 150,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ 250,000.00
						\$ 1,297,204.91
Operating						
Utilities: gas, phone, internet, water/sewer	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00	\$ 122,500.00
Cleaning	\$ 10,327.00	\$ 10,327.00	\$ 10,327.00	\$ 10,327.00	\$ 10,327.00	\$ 51,635.00
Security	\$ 1,789.00	\$ 1,789.00	\$ 1,789.00	\$ 1,789.00	\$ 1,789.00	\$ 8,945.00
Landscape, lawn maintenance	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 12,000.00
Snow removal	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 10,000.00
Consumables (cleaning supplies, bathroom supplies, printer supplie	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 25,000.00
IT costs	\$ -	\$ 4,661.00	\$ 4,661.00	\$ 4,661.00	\$ 4,661.00	\$ 18,644.00

Insurance costs	\$ 2,750.00	\$ 2,887.50	\$ 3,031.88	\$ 3,183.47	\$ 3,342.64	\$ 15,195.49
Supplies for maker space	\$ -	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 24,000.00
Janitorial supplies	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 12,000.00
Annual systems testing: elevator, fire protection	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 5,750.00
Commercial Kitchen License/Food handler	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 1,875.00
Exterminator	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 6,000.00
Commercial Kitchen Maintenance/Cleaning	\$ -	\$ 3,750.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 18,750.00
						\$ 332,294.49
Staffing (40 hours per week)						
Total Annual Staffing Average	\$ 103,914.50	\$ 618,585.52	\$ 702,533.59	\$ 723,609.59	\$ 745,317.88	\$ 2,893,961.08
Annual Totals	<u>\$ 1,084,511.41</u>	<u>\$ 943,025.02</u>	<u>\$ 848,867.46</u>	<u>\$ 825,095.06</u>	<u>\$ 841,962.52</u>	<u>\$ 4,543,461.47</u>

*2019 includes 6 months of three 20 hour per week Maintenance Assistants

*2020 includes 9 months of all staff plus 3 months of 3 Maintenance Assistants

Belmont Makerspace *Cost Estimate February 2019

	2019	2020	2021	2022	2023	Total 2019 - 2023
	Under Construction June - December	Under Construction January - March, Open April - December	Open	Open	Open	
Pre Purchase						
Legal Fees	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00
Architect / Building Engineer	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Property Closing Costs	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Building purchase price	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ 1.00
						\$ 20,001.00
Capital						
<i>Buildout</i>						
Buildout Floor 1	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
Buildout Floor 2	\$ 82,000.00	\$ -	\$ -	\$ -	\$ -	\$ 82,000.00
Repairs	\$ 154,897.00	\$ 21,753.00	\$ 44,947.00	\$ 199,930.00	\$ 5,500.00	\$ 427,027.00
Signage	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
Furniture	\$ 146,200.00	\$ -	\$ -	\$ -	\$ -	\$ 146,200.00
Makerspace equipment	\$ 74,304.91	\$ 10,000.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 104,304.91
General equipment (telephone, copier, sec. cameras, etc.)	\$ 47,500.00	\$ -	\$ -	\$ -	\$ -	\$ 47,500.00
IT costs	\$ 64,500.00	\$ -	\$ -	\$ -	\$ -	\$ 64,500.00
Security system	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
Dumpster & Cleanse	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00
Moving costs - Contractor	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Permit fees	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
Commercial Kitchen + Equipment	\$ 150,000.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ 250,000.00
						\$ 1,339,731.91
Operating						
Utilities: gas, phone, internet, water/sewer	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00	\$ 122,500.00
Cleaning	\$ 10,327.00	\$ 10,327.00	\$ 10,327.00	\$ 10,327.00	\$ 10,327.00	\$ 51,635.00
Security	\$ 1,789.00	\$ 1,789.00	\$ 1,789.00	\$ 1,789.00	\$ 1,789.00	\$ 8,945.00
Landscape, lawn maintenance	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 12,000.00
Snow removal	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 10,000.00
Consumables (cleaning supplies, bathroom supplies, printer supplie	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 25,000.00
IT costs	\$ -	\$ 4,661.00	\$ 4,661.00	\$ 4,661.00	\$ 4,661.00	\$ 18,644.00

Insurance costs	\$ 2,750.00	\$ 2,887.50	\$ 3,031.88	\$ 3,183.47	\$ 3,342.64	\$ 15,195.49
Supplies for maker space	\$ -	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 24,000.00
Janitorial supplies	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 12,000.00
Annual systems testing: elevator, fire protection	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 1,150.00	\$ 5,750.00
Commercial Kitchen License/Food handler	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 375.00	\$ 1,875.00
Exterminator	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 6,000.00
Commercial Kitchen Maintenance/Cleaning	\$ -	\$ 3,750.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 18,750.00
						\$ 332,294.49
Staffing (40 hours per week)						
Total Annual Staffing Average	\$ 103,914.50	\$ 618,585.52	\$ 702,533.59	\$ 723,609.59	\$ 745,317.88	\$ 2,893,961.08
Annual Totals	\$ 1,115,408.41	\$ 768,778.02	\$ 872,314.46	\$ 1,003,525.06	\$ 825,962.52	\$ 4,585,988.47

*2019 includes 6 months of three 20 hour per week Maintenance Assistants

*2020 includes 9 months of all staff plus 3 months of 3 Maintenance Assistants

To: Board of Library Trustees
From: Shannon Distel
Cc: Mike Driskell
Date: May 21, 2019
Re: Bulletin Board and Posting Policy

This is a new, proposed policy for usage and posting to our bulletin board. The intention of this policy is to provide guidelines regarding the posting of materials to our bulletin boards. The policy below incorporates suggested changes discussed at the May 6 Committee of the Whole meeting.

Proposed Bulletin Board and Posting Policy:

The Arlington Heights Memorial Library provides public bulletin boards for the posting and display of announcements (posters, flyers, brochures, etc.) of educational, civic, professional, recreational and charitable events. Notices promoting community organizations, educational institutions, government agencies and nonprofit organizations are permitted.

The paramount criterion for evaluating material proposed for posting and display is whether the material is consistent with the library's vision and values. Priority is given to notices for free and low-cost programs and events held in Arlington Heights. Neighboring community events are posted as space permits. Notices not pertaining to a specific date may be displayed and removed as space allows.

Announcements of public interest are posted on an equitable basis regardless of the beliefs or affiliations of sponsoring individuals or groups. The library does not advocate or endorse the philosophies, practices, content or viewpoints of presenters, participants or attendees at these events and activities.

Advertisements and commercial announcements are prohibited.

Announcements must be legibly printed and not exceed 8 ½" x 11" in size, but larger notices will be considered, space permitting. Any request for posting must be accompanied by a completed AHML Posting Request form.

The Arlington Heights Memorial Library reserves the right to determine whether a submission is appropriate for posting. Announcements must be submitted to the

Checkout Desk and will not be posted without the express approval of designated library staff. Unapproved items for distribution or posting will not be returned.

Announcements will not be displayed more than two [2] weeks in advance of the date of an event or the registration period for an event. Only one copy of an item is permitted. Unauthorized postings will be removed and discarded.

In fairness to numerous community groups, the library may limit the frequency with which notices are posted by the same individual or organization.

Suggested motion: **The Board of Library Trustee adopts Policy 7.0035 Bulletin Board and Posting.**

To: Board of Library Trustees
From: Shannon Distel
Cc: Mike Driskell
Date: May 21, 2019
Re: Exhibits Policy

This is a new, proposed policy for the presentation of exhibits. The intention of this policy is to provide selection criteria and guidelines regarding exhibits within the library. The policy below incorporates the suggested changes discussed at the May 6 Committee of the Whole meeting.

Proposed Exhibits Policy:

This policy applies to exhibits selected, organized, sponsored or hosted by the library. The library presents exhibits and exhibit experiences that provide opportunities for learning, enjoyment, inspiration, and cultural celebration to all audiences.

Exhibits include temporary and traveling exhibits. Exhibits may be sponsored by the library, including those created by community members, organizations (such as school districts), or professional artists. The location will be determined based on minimal impact to the library's everyday services, the intended audience and other library needs for the space. The length of exhibits may vary depending on the space availability.

The selection criteria for library exhibits are as follows:

- Consistent with the library's vision and values
- Appeal to wide audiences and diverse community interests
- Potential for related programming and connection to library's collections and services
- Professional quality and condition of exhibit content
- Originality, accuracy, and artistic merit
- Accessibility

- Risk assessment
- Suitability to the library's physical spaces
- Cost
- Proposed return on investment
- Impact on staff and workload

Exhibits will be offered free of charge and open to the public. Library exhibit spaces cannot be used for political or commercial purposes or for the solicitation of business, profit, or fundraising, with the exception of fundraising that supports the library. The library may acknowledge exhibit sponsors as relevant.

Library Administration will review and approve or deny all recommended exhibits and related contract agreements.

Suggested motion: **The Board of Library Trustees adopts Policy 6.014 Exhibits**

To: Board of Library Trustees
From: Shannon Distel
Cc: Mike Driskell
Date: May 21, 2019
Re: Revisions to Policy 7.011 Display Case Exhibits

Attached are recommended updates to our existing display case policy. The objective of these changes are to have the policy reflect how we currently manage the display cases, create a clear delineation from the exhibits policy, and to make the policy more concise. Movement of content within the policy is not highlighted, only additions and deletions. The policy includes a change not presented at the May 6 Committee of the Whole meeting.

The following statement was removed from the policy:

By submitting the Request Form, the applicant thereby agreeing to the terms of the Display Case Policy.

Suggested motion: **The Board of Library Trustees approves revisions to Policy 7.011 Display Case Exhibits.**

7.011 DISPLAY CASE

The library provides opportunities to individuals, groups and non-commercial organizations to display materials temporarily in designated display cases within the facility. As an institution for education and the exchange of information and ideas among its customers, and in the light of the library's primary mission of serving Arlington Heights residents and organizations, the library makes these display cases available for the public display of governmental, civic, cultural, educational, recreational and public information.

The following are eligible display hosts:

- ❖ Arlington Heights residents
- ❖ Non-commercial organizations based in Arlington Heights
- ❖ Any other individual, group, or non-commercial organization, only if the display is sponsored by an Arlington Heights resident
- ❖ Displays coordinated by library staff.

Each display is scheduled for the period of one calendar month. The display period begins on the first day of the month and ends on the last day of the month, unless otherwise noted by library staff.

No individual or group may host a display more than once in a 12-month period. Exceptions may be granted subject to display case availability.

No group or individual may reassign the use of the display case to another unapproved group or individual. The display must appear as described in the approved Request Form.

Reservations for any display case may be taken up to one year in advance of the time the display will appear. An individual's or group's reservation for any display case is not automatically renewed for the same time the following year. The individual or group member must fill out the online Request Form for each display year requested.

The library reserves the right to use one or more cases for library use, and to reschedule any outside booking if the library needs to use a reserved case. Individuals, groups, or organizations wishing to display may indicate their preference of display case, but the library reserves the right to make the final assignment. The presence of a public display in the facility does not constitute an endorsement of its contents by the library. There is no fee for the display of materials in the display cases. The library reserves the right to refuse any display requests or remove any material deemed unsuitable. The library is not responsible for installing or removing displays created by the members of the Arlington Heights public.

Display materials must be of an appropriate size and quantity to fill the display case. Display cases are not to be used for the sale of merchandise or services or to solicit donations. Library-sponsored or co-sponsored displays and the Friends of the Library displays are exempted from the restrictions.

Display hosts are required to provide a complete list of items to be displayed. No changes should be made to the display without library staff permission. Only non-damaged adhesive is allowed to affix signage in the display cases.

The library takes reasonable precautions to protect displays; however, the library will not be responsible for any damage, loss or theft. Display hosts are responsible for insuring any valuable displayed materials.

The display will be regulated by the library's staff. The library welcomes expression of all viewpoints. However, exhibits may not contain the following:

- ❖ Material that threatens violence or intimidation of any individual or group;
- ❖ Obscene material, defined as material that the average person, applying contemporary community standards, would find that the work taken as a whole appeals to the prurient interest; that the work depicts or describes, in a patently offensive way, sexual conduct defined under Illinois law; and that the work taken as a whole lacks serious literary, artistic, political or scientific value. The paramount criterion for evaluating material proposed for display is whether the material is consistent with the library's vision and values.

The library will remove any materials or displays violating these policies from the display cases immediately.

The library may also remove any materials that remain in the display case after the last day of the display month. The library will hold items up to one month from the display end date. If not claimed by the display host, the library has the right to discard after 30 days without notice.

A description with or without photographs of the display may be included and used in the library's website, eNewsletter, programs, and other promotions, at the library's discretion. Permission to photograph any work in the display for publicity purposes is considered granted unless otherwise stated in writing in the Request Form.

7.011 DISPLAY CASE EXHIBITS

Purpose

The library provides opportunities to individuals, groups and non-commercial organizations to display materials temporarily in designated display cases within the facility. As an institution for education and the exchange of information and ideas among its customers, and in the light of the library's primary mission of serving Arlington Heights residents and organizations, the library makes these display cases available for the public display of governmental, civic, cultural, educational, recreational and public information. ~~The goal of the library is to ensure a variety of displays are presented throughout the year.~~

Eligibility

The following are eligible **display hosts** ~~exhibitors~~:

- ~~❖ Arlington Heights Memorial Library~~
- ❖ Arlington Heights residents
- ❖ Non-commercial organizations based in Arlington Heights
- ❖ Any other individual, group, or non-commercial organization, only if the **display exhibit** is sponsored by an Arlington Heights resident
- ❖ **Displays** ~~Exhibitors~~ coordinated by library staff.

Duration and Frequency of Exhibits

Each **display exhibit** is scheduled for the period of one calendar month. The display period begins on the first ~~business (Monday through Friday)~~ day of the month and ends on the last ~~business~~ day of the month, **unless otherwise noted by library staff.**

~~An individual or non-commercial organization may appear on a Request Form as either applicant or sponsor a maximum of once every 365 days.~~ **No individual or group may host a display more than once in a 12-month period.** Exceptions may be granted subject to display case availability.

No group or individual may reassign the use of the display case to another unapproved group or individual. The display must appear as described in the approved Request Form.

Reservations for any display case may be taken up to one year in advance of the time the display will appear. An individual's or group's reservation for any display case is not automatically renewed for the same time the following year. The individual or group member must fill out the online Request Form for each display year requested.

~~Six designated display cases are generally available for the exhibit of materials by the Arlington Heights public.~~ The library reserves the right to use one or more cases for library use, and to reschedule any outside booking if the library needs to use a reserved case. Individuals, groups, or organizations wishing to **display exhibit** may indicate their preference of display case, but the library reserves the right to make the final assignment. The presence of a public display in the facility does not constitute an endorsement of its contents by the library. There is no fee for the display of materials in the display cases. **The library reserves the right to refuse any display requests or remove any material deemed unsuitable. The library is not responsible for installing or removing displays created by the members of the Arlington Heights public.**

Materials

Display ~~Exhibit~~ materials must be of an appropriate size and quantity to fill the display case. ~~Each exhibit must conspicuously contain the exhibitor's name(s) and, should an exhibitor choose, contact information. The library will provide this sign. Any additional information to be displayed must be provided by the exhibitor.~~ Display cases are not to be used for the sale of merchandise (for example, displaying price tags) or services or to solicit donations. Library-sponsored or co-sponsored **displays** ~~exhibits~~ and the Friends of the Library **displays** ~~exhibits~~ are exempted from the restrictions.

Loss or Damage

Display hosts are required to provide a complete list of items to be displayed. No changes should be made to the display without library staff permission. Only non-damaged adhesive is allowed to affix signage in the display cases.

The library takes reasonable precautions to protect displays; however, the library will not be responsible for any damage, loss or theft. **Display hosts** ~~Exhibitors~~ are responsible for insuring any valuable displayed materials.

Prohibited Displays

~~The material displayed and the manner in which it is displayed will be regulated to the extent necessary to prevent the display's physical characteristics from interfering with the use of the library by customers and staff.~~ **The display will be regulated by the library's staff.** The library welcomes expression of all viewpoints. However, exhibits may not contain the following:

- ❖ Material that threatens violence or intimidation of any individual or group;
- ❖ Obscene material, defined as material that the average person, applying contemporary community standards, would find that the work taken as a whole appeals to the prurient interest; that the work depicts or describes, in a patently offensive way, sexual conduct defined under Illinois law; and that the work taken as a whole lacks serious literary, artistic, political or scientific value. **The paramount criterion for evaluating material proposed for display is whether the material is consistent with the library's vision and values.**

Removal of Materials by Library

The library will remove any materials or displays violating these policies from the display cases immediately.

The library may also remove any materials **that remain in the** ~~not removed from~~ a display case **after the last day** ~~by the library's closing hour on the last business day of the~~ **display month. The library will hold items up to one month from the display end date. If not claimed by the display host, the library has the right to discard after 30 days without notice.** ~~The library will not be responsible for any damage, loss or theft, or for the storage of any materials it removes.~~

A description with or without photographs of the display may be included and used in the library's website, eNewsletter, programs, and other promotions, at the library's discretion. Permission to photograph any work in the display for publicity purposes is considered granted unless otherwise stated in writing in the Request Form.

~~By submitting the Request Form, the applicant thereby agreeing to the terms of the Display Case Policy.~~

To: Board of Library Trustees

From: Shannon Distel

Cc: Mike Driskell

Date: May 21, 2019

Re: Revisions to Policy 7.003 Soliciting or Posting and Distributing Materials on Library Property

Upon approval of the new Bulletin Board and Posting policy, the existing Soliciting or Posting and Distributing Materials on Library Property policy should be modified to remove a section of the policy referring to posting on the bulletin boards. A revised policy, showing changes, is attached.

Suggested motion: **The Board of Library Trustees approves revisions to Policy 7.003 Soliciting or Posting and Distributing Materials on Library Property.**

7.003 SOLICITING OR DISTRIBUTING MATERIALS ON LIBRARY PROPERTY

- I. Solicitation includes activities such as conducting surveys; requesting or collecting signatures; distributing leaflets by individuals or groups; or selling or fundraising by nonprofit groups. "Solicitation" as used in this policy does not refer to panhandling. Panhandling is prohibited, as is solicitation for the benefit of a for-profit group.

To engage in selling or fundraising, a nonprofit group is required to notify the library's business office in advance in order to ensure all interested groups are scheduled equitably.

Solicitation is permitted on library property outside of the building in the designated area at ground level on Dunton Avenue or in other areas as directed by staff. Such activities may not interfere with customers entering or leaving the library or block access to the Dunton Avenue bookdrop. All solicitation activities outside the building must comply with Village of Arlington Heights ordinances. Solicitors should consult the Village for ordinances and regulations.

Solicitation, including fundraising or selling of objects, is not permitted within the library building, except in a library meeting room among people attending a group's meeting or program.

Library-sponsored or co-sponsored programs or events and the Friends of the Library are exempted from this solicitation limitation. Library employees, however, may not sell items or raise funds on behalf of a program presenter.

- II. Requesting or collecting signatures on petitions is permitted on library property outside the building, in the designated area at ground level on Dunton Avenue or in other areas as directed by staff. Such activities may not interfere with customers entering or leaving the library or block access to the Dunton Avenue bookdrop. In order to ensure all interested parties are treated equitably, advance notification to the library's business office is required.
- III. Brochures and other print pieces intended for placement on library-designated display counters or tables are subject to the same conditions as set forth in Policy 7.0035

Bulletin Board and Posting. In no case will library employees participate in the distribution of anything other than library-related materials.

7.003 SOLICITING OR ~~POSTING AND~~ DISTRIBUTING MATERIALS ON LIBRARY PROPERTY

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To engage in selling or fundraising, a nonprofit group is required to notify the library's business office in advance in order to ensure all interested groups are scheduled equitably.

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Library-sponsored or co-sponsored programs or events and the Friends of the Library are exempted from this solicitation limitation. Library employees, however, may not sell items or raise funds on behalf of a program presenter.

- II. Requesting or collecting signatures on petitions is permitted on library property outside the building, in the designated area at ground level on Dunton Avenue or in other areas as directed by staff. Such activities may not interfere with customers entering or leaving the library or block access to the Dunton Avenue bookdrop. In order to ensure all interested parties are treated equitably, advance notification to the library's business office is required.
- III. ~~Bulletin boards are provided in the library only for posting announcements of a civic, cultural, educational or public informational nature which describe an event or activity of public interest to a substantial number of persons in the community. Postings of a~~

~~strictly personal nature or of a for-profit business are not permitted. Library operational guidelines can limit the size of the material and the length of time it is posted.~~

- IV. Brochures and other print pieces intended for placement on library-designated display counters or tables are subject to the same conditions as set forth in ~~(III.) above the~~ **Bulletin Board and Posting Policy (7.0035)**. In no case will library employees participate in the distribution of anything other than library-related materials.

To: Board of Library Trustees

From: Michael Driskell

Date: May 21, 2019

Re: Review of Annual Financial Report

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

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

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

Suggested motion: **The Board of Library Trustees accepts the annual financial report for the year ended December 31, 2018 as presented.**

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, 2018



April 22, 2019

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, 2018, 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 been implemented and will not be repeated in the future.

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, 2018**

**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 22, 2019

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, 2018, 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 the 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, 2018, 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 a 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 basic 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 basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic 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

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, 2018. 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, 2018, by \$16,307,805. Of this amount, the net position of \$7,359,228 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, 2018, the Library's governmental funds reported a total fund balance of \$13,034,852 which will be spent in the following manner; \$416,628 in prepaid items, \$383,433 restricted to Social Security expenditures, \$5,654,733 for capital improvements, \$200,000 for insurance reserves, and the remaining \$6,380,058 may be used at the Library's discretion.
- Beginning net position was restated due to the Library implementing GASB Statement No. 75.

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 35-39 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 10-30 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, retiree benefit plan, and budgetary comparison schedules for the Library's two major funds, which can be found on pages 31-35 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 \$16,307,805 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	
	12/31/2018	12/31/2017
Current and Other Assets	\$ 27,961,899	\$ 28,101,371
Capital Assets, net of accumulated depreciation	8,565,144	8,412,610
Total Assets	\$ 36,527,043	\$ 36,513,981
Deferred Outflows of Resources - IMRF	4,067,831	1,369,239
Total Assets and Deferred Outflows of Resources	\$ 40,594,874	\$ 37,883,220
Current and Other Liabilities	\$ 742,105	\$ 743,253
Noncurrent Liabilities	8,531,629	1,636,318
Total Liabilities	\$ 9,273,734	\$ 2,379,571
Unearned Property Tax	\$ 14,249,157	\$ 14,108,076
Deferred Items - IMRF	764,178	4,432,877
Total Deferred Inflows of Resources	\$ 15,013,335	\$ 18,540,953
Total Liabilities and Deferred Inflows of Resources	\$ 24,287,069	\$ 20,920,524
<u>Net Position</u>		
Invested in Capital Assets	\$ 8,565,144	\$ 8,412,610
Restricted - Social Security	383,433	354,098
Unrestricted for Culture, Recreation and Education	7,359,228	8,195,988
Total Net Position, End of Year	\$ 16,307,805	\$ 16,962,696

(See independent auditor's report)

A portion of the Library's net position, \$8,565,144, 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. \$383,433 is restricted for the Library's portion of Social Security expenses. The remaining balance of the net position, \$7,359,228, 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, 2018 compared the year ended December 31, 2017. The Library's net position decreased by \$458,072.

Table 2
Changes in Net Position

	For the year Ended <u>12/31/2018</u>	For the year Ended <u>12/31/2017</u>
Revenue		
Program Revenue		
Charges for Services	\$ 198,605	\$ 202,878
Operating Grants/Contributions	166,365	182,987
General Revenue		
Property Taxes	13,782,978	13,744,488
Interest	248,918	147,766
Miscellaneous	39,163	21,297
	\$ 14,436,029	\$ 14,299,416
Expenses		
Culture, Recreation and Education	\$ 14,894,101	\$ 14,766,127
	\$ 14,894,101	\$ 14,766,127
Changes in Net Position	\$ (458,072)	\$ (466,711)
Total Net Position, Beginning as Restated	\$ 16,765,877	\$ 17,429,407
Total Net Position, Ending	\$ 16,307,805	\$ 16,962,696

(See independent auditor's report)

Governmental Funds Analysis – Table 3

All of the Library’s basic services are reported in governmental funds, which focus on how money flows into and out of those funds, as well as the balances left at year-end that are available for spending. The General Fund (Fund 291) is the Library’s primary fund and is used for day-to-day services. The Capital Projects Fund (Fund 491) is funded by a transfer 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 2018 levy, the Board of Library Trustees approved a 0% increase on the 2017 extended levy. Compared to the prior fiscal year, Property Taxes were up \$38,490. Total Revenue for 2018 was up \$2136,613 versus the prior fiscal year.

Table 3
Summary Statement of Revenues and Expenditures

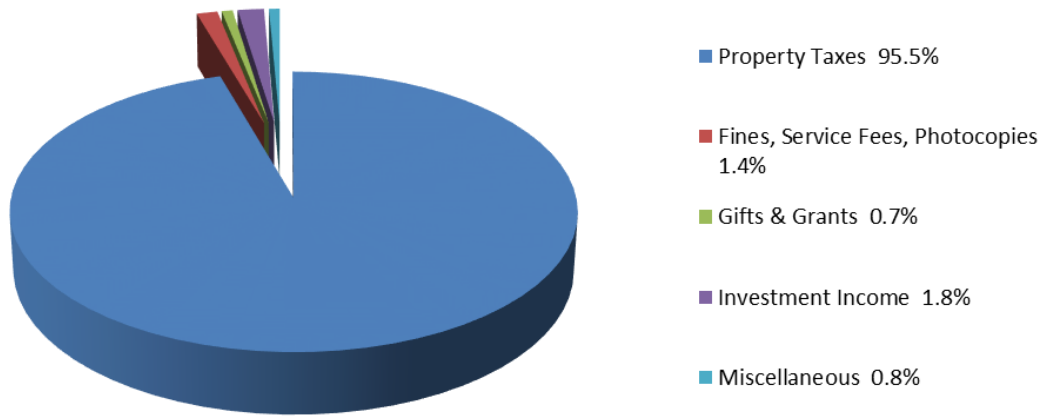
	For the year ended		For the year ended	
	12/31/2018	12/31/2018	12/31/2017	12/31/2017
	<u>Fund 291</u>	<u>Fund 491</u>	<u>Fund 291</u>	<u>Fund 491</u>
Revenue				
Property Taxes	\$ 13,782,978	\$ -	\$ 13,744,488	\$ -
Fines, Service Fees, Photocopies	198,605	-	202,878	-
Gifts & Grants	103,877	-	120,186	-
Investment Income	148,668	100,250	99,409	48,357
Miscellaneous	101,651	-	84,098	-
Total Revenue	\$ 14,335,779	\$ 100,250	\$ 14,251,059	\$ 48,357
Expenditures				
Salaries and Benefits	\$ 10,079,278	\$ -	\$ 10,025,517	\$ -
Equipment/Capital Outlay	135,193	869,060	239,018	1,308,095
Printed Materials (Books & Periodicals)	769,572	-	818,489	-
Nonprint Materials/Electronic Resources	811,151	-	761,204	-
Public Programs/Services	430,193	-	431,223	-
All other Operating Expenditures*	1,613,715	-	1,585,593	-
Total Expenditures	\$ 13,839,102	\$ 869,060	\$ 13,861,044	\$ 1,308,095
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, 2018, as identified in Table 3.

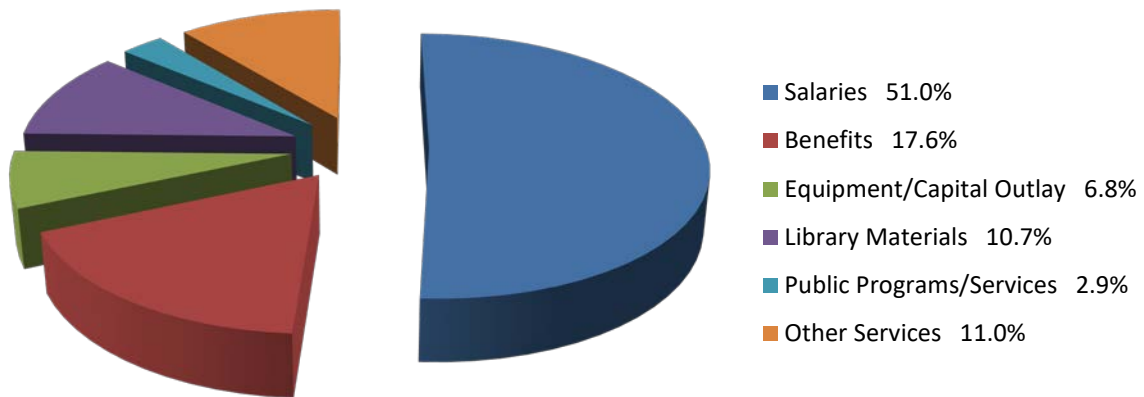
Composition of Total Revenue

for the year ended December 31, 2018



Composition of Total Expenditures

for the year ended December 31, 2018



(See independent auditor's report)

Capital Outlay

The schedule below details the \$869,060 expended on capital outlay in the Capital Projects Fund for the year ended December 31, 2018, as identified in **Table 3**.

Capital Outlay 2018

IT Server	86,830
Exhaust Fan Replacement	10,500
1978 Roof Replacement	325,795
Skylight Replacement	116,686
Boiler Replacement 1994 Building	115,524
Carpet Replacement Administration	58,046
Sealant Replacement 1994 Building	96,120
Automatic Doors ADA	16,171
Carpet Cleaner	13,664
Other Equipment	29,724
Total	<u><u>\$ 869,060</u></u>

Capital Assets

The Library's investment in capital assets for governmental activities at December 31, 2018, was \$8,565,144, up \$152,534 from total capital assets, net of depreciation at December 31, 2017. This investment in capital assets includes land; building and improvements; and equipment, furniture and fixtures. Refer to page 18 of the financial statements for more detail.

Table 4
Capital Assets

	As of	
	<u>12/31/2018</u>	<u>12/31/2017</u>
Capital Assets		
Land	\$ 142,378	\$ 142,378
Works of Art	55,000	55,000
Construction in Progress	-	15,000
Buildings and Improvements	17,227,804	16,490,133
Equipment, Furniture and Fixtures	3,726,204	3,623,564
Total Capital Assets, before depreciation	\$ 21,151,386	\$ 20,326,075
Less - Accumulated Depreciation	<u>(12,586,242)</u>	<u>(11,913,465)</u>
Total Capital Assets, net of depreciation	<u><u>\$ 8,565,144</u></u>	<u><u>\$ 8,412,610</u></u>

(See independent auditor's report)
MD&A 7

General Fund

For the year ended December 31, 2018, the ending fund balance of the General Fund was \$7,380,119, a decrease of \$1,253,323 from the fund balance as of December 31, 2017. The budgeted net change in fund balance for the General Fund was \$(2,006,966). As a comparison, the fund balance at December 31, 2017 was \$8,633,442. Total revenues were \$7,113 (0.05%) less than budgeted and total expenditures were \$760,756 (5.2%) less than budgeted. The Library transferred \$1,750,000 from the General Fund (Fund 291) to the Capital Projects Fund (Fund 491) in 2018 to fund upcoming capital projects.

Table 5
General Fund

	<u>For the 12 months Ended December 31, 2018</u>		
	<u>Original</u>	<u>Final</u>	
	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>
Total Revenues	\$ 14,342,892	\$ 14,342,892	\$ 14,335,779
Total Expenditures	\$ 14,599,858	\$ 14,599,858	\$ 13,839,102
Excess/(Deficiency) of Revenues Over Expenditures	\$ (256,966)	\$ (256,966)	\$ 496,677
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	\$ (2,006,966)	\$ (2,006,966)	\$ (1,253,323)
Fund Balance - January 1, 2018			<u>\$ 8,633,442</u>
Fund Balance - December 31, 2018			<u><u>\$ 7,380,119</u></u>

Capital Projects Fund

For the year ended December 31, 2018, the ending fund balance of the Capital Projects Fund was \$5,654,733, an increase of \$981,190 from the fund balance at December 31, 2017. Total Expenditures were \$168,240 less than budgeted as competitive bids and pricing saved us money. The Capital Projects Fund (Fund 491) received a transfer in of \$1,750,000 in 2018 from the General Fund (Fund 291).

Table 6
Capital Projects Fund

	<u>For the 12 months Ended December 31, 2018</u>		
	<u>Original</u>	<u>Final</u>	<u>Actual</u>
	<u>Budget</u>	<u>Budget</u>	
Total Revenues	\$ 15,000	\$ 15,000	\$ 100,250
Total Expenditures	1,037,300	1,037,300	869,060
Excess/(Deficiency) of Revenues Over Expenditures	\$ (1,022,300)	\$ (1,022,300)	\$ (768,810)
Other Financing Sources (Uses)			
Transfer In	1,750,000	1,750,000	1,750,000
Net Change in Fund Balance	\$ 727,700	\$ 727,700	\$ 981,190
Fund Balance - January 1, 2018			\$ 4,673,543
Fund Balance - December 31, 2018			\$ 5,654,733

Budget Amendments

During the fiscal year, the Board of Library Trustees did not approve any budget amendments.

Financial Outlook

For the 2019 tax levy, the Board of Library Trustees approved a 1% increase on the 2018 extended levy. It was the first increase in nine consecutive years where the levy was a 0% increase over the prior year's extended levy. For the year ended December 31, 2018, the Library received 96.1% 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, 2018, the Library's General Fund has a fund balance of \$7,380,119. This amount would sustain the Library's operations for just over six months, based on budgeted operating expenditures for calendar year 2019. 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, 2018

ASSETS

Current Assets

Cash and Investments	\$ 13,215,212
Receivables - Net of Allowances	
Property Taxes	14,249,157
Accounts	61,271
Accrued Interest	19,631
Prepays	<u>416,628</u>
 Total Current Assets	 <u>27,961,899</u>

Noncurrent Assets

Capital Assets	
Nondepreciable	197,378
Depreciable	20,954,008
Accumulated Depreciation	<u>(12,586,242)</u>
 Total Noncurrent Assets	 <u>8,565,144</u>
 Total Assets	 <u>36,527,043</u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred Items - IMRF	4,015,422
Deferred Items - RBP	<u>52,409</u>
 Total Deferred Outflows of Resources	 <u>4,067,831</u>
 Total Assets and Deferred Outflows of Resources	 <u>40,594,874</u>

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

LIABILITIES

Current Liabilities	
Accounts Payable	\$ 310,119
Accrued Payroll	363,973
Other Payables	3,798
Compensated Absences Payable	64,215
Total Current Liabilities	<u>742,105</u>
Noncurrent Liabilities	
Compensated Absences Payable	256,861
Net Pension Liability - IMRF	7,926,473
Total OPEB Liability - RBP	348,295
Total Noncurrent Liabilities	<u>8,531,629</u>
Total Liabilities	<u>9,273,734</u>

DEFERRED INFLOWS OF RESOURCES

Property Taxes	14,249,157
Deferred Items - IMRF	735,418
Deferred Items - RBP	28,760
Total Deferred Inflows of Resources	<u>15,013,335</u>
Total Liabilities and Deferred Inflows of Resources	<u>24,287,069</u>

NET POSITION

Investment in Capital Assets	8,565,144
Restricted - Social Security	383,433
Unrestricted	7,359,228
Total Net Position	<u><u>16,307,805</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, 2018

Functions/Programs	Expenses	Program Revenues		Net (Expenses) Revenues and Changes in Net Position
		Charges for Services	Operating Grants/ Contributions	
Governmental Activities				
Culture, Recreation and Education	\$ 14,894,101	198,605	166,365	(14,529,131)
		General Revenues		
		Property Taxes		13,782,978
		Interest		248,918
		Miscellaneous		39,163
				<u>14,071,059</u>
		Change in Net Position		(458,072)
		Net Position - Beginning as Restated		<u>16,765,877</u>
		Net Position - Ending		<u><u>16,307,805</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, 2018**

	General	Capital Projects	Totals
ASSETS			
Cash and Investments	\$ 7,493,272	5,721,940	13,215,212
Receivables - Net of Allowances			
Property Taxes	14,249,157	-	14,249,157
Accounts	59,204	2,067	61,271
Accrued Interest	19,631	-	19,631
Prepays	416,628	-	416,628
 Total Assets	 <u>22,237,892</u>	 <u>5,724,007</u>	 <u>27,961,899</u>
LIABILITIES			
Accounts Payable	240,845	69,274	310,119
Accrued Payroll	363,973	-	363,973
Other Payables	3,798	-	3,798
Total Liabilities	<u>608,616</u>	<u>69,274</u>	<u>677,890</u>
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	14,249,157	-	14,249,157
Total Liabilities and Deferred Inflows of Resources	<u>14,857,773</u>	<u>69,274</u>	<u>14,927,047</u>
FUND BALANCES			
Nonspendable	416,628	-	416,628
Restricted	383,433	-	383,433
Assigned	200,000	5,654,733	5,854,733
Unassigned	6,380,058	-	6,380,058
Total Fund Balances	<u>7,380,119</u>	<u>5,654,733</u>	<u>13,034,852</u>
 Total Liabilities, Deferred Inflows of Resources and Fund Balances	 <u>22,237,892</u>	 <u>5,724,007</u>	 <u>27,961,899</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, 2018**

Total Governmental Fund Balances	\$ 13,034,852
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.	8,565,144
Deferred outflows (inflows) of resources related to the pensions not reported in the funds.	
Deferred Items - IMRF	3,280,004
Deferred Items - RBP	23,649
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.	
Compensated Absences Payable	(321,076)
Net Pension Liability - IMRF	(7,926,473)
Total OPEB Liability - RBP	<u>(348,295)</u>
Net Position of Governmental Activities	<u>16,307,805</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, 2018

	General	Capital Projects	Totals
Revenues			
Taxes	\$ 13,782,978	-	13,782,978
Intergovernmental	103,877	-	103,877
Charges for Services	43,828	-	43,828
Fines and Fees	154,777	-	154,777
Interest	148,668	100,250	248,918
Miscellaneous	101,651	-	101,651
Total Revenues	14,335,779	100,250	14,436,029
Expenditures			
Culture, Recreation and Education	13,839,102	-	13,839,102
Capital Outlay	-	869,060	869,060
Total Expenditures	13,839,102	869,060	14,708,162
Excess (Deficiency) of Revenues Over (Under) Expenditures	496,677	(768,810)	(272,133)
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	(1,253,323)	981,190	(272,133)
Fund Balances - Beginning	8,633,442	4,673,543	13,306,985
Fund Balances - Ending	7,380,119	5,654,733	13,034,852

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, 2018**

Net Change in Fund Balances - Total Governmental Funds \$ (272,133)

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	839,336
Depreciation Expense	(686,802)
Disposal - Cost	(14,025)
Disposal - Accumulated Depreciation	14,025

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

Change in Deferred Items - IMRF	6,343,642
Change in Deferred Items - RBP	23,649

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	(36,362)
Increase to Net Pension Liability - IMRF	(6,628,151)
Increases to Total OPEB Liability - RBP	<u>(41,251)</u>

Changes in Net Position of Governmental Activities (458,072)

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

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

**Notes to the Financial Statements
December 31, 2018**

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, 2018.

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, 2018**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

BASIS OF PRESENTATION – Continued

Governmental Funds – Continued

Capital Projects Fund is used to account 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, 2018**

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, 2018**

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, depending on asset class, 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/reduction 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, 2018**

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. Neither the General Fund nor 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, 2018**

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 commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, obligations of States and their political subdivisions, credit union shares, repurchase agreements, commercial paper rated within the three highest classifications by at least two standard rating services, Illinois Funds and the Illinois Metropolitan Investment Fund.

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. Illinois Funds is not registered with the SEC as an investment company. Investments in Illinois Funds are valued at the share price, the price for which the investment could be sold.

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.

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

Deposits. At year-end, the carrying amount of the Library’s deposits totaled \$4,764,294 and the bank balances totaled \$4,801,209.

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	\$ 2,730,297	2,730,297	-	-	-
Commercial Paper	260,028	260,028	-	-	-
Illinois Funds	1,950,212	1,950,212	-	-	-
IMET	3,510,381	3,510,381	-	-	-
	<u>8,450,918</u>	<u>8,450,918</u>	<u>-</u>	<u>-</u>	<u>-</u>

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

Notes to the Financial Statements
December 31, 2018

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, 2018:

Investments by Fair Value Level	Totals	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)
Debt Securities				
U.S. Treasury Obligations	\$ 2,730,297	2,730,297	-	-
Investments Measured at the Net Asset Value (NAV)				
Commercial Paper	260,028			
Illinois Funds	1,950,212			
IMET	3,510,381			
Total Investments Measured at NAV	<u>5,720,621</u>			
Total Investments Measured at Fair Value	<u>8,450,918</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 not available and the commercial paper is not rated. The investment in the IMET Convenience Fund is not rated.

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

**Notes to the Financial Statements
December 31, 2018**

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 2017 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 2018 tax levy less the allowance has been recorded as a receivable; the entire 2018 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, 2018**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

CAPITAL ASSETS

Capital asset activity for the fiscal year ended December 31, 2018 was as follows:

	Beginning Balances	Additions	Deductions	Ending Balances
Nondepreciable Capital Assets				
Land	\$ 142,378	-	-	142,378
Works of Art	55,000	-	-	55,000
Construction in Progress	15,000	-	15,000	-
	<u>212,378</u>	<u>-</u>	<u>15,000</u>	<u>197,378</u>
Depreciable Capital Assets				
Buildings and Improvements	16,490,133	737,671	-	17,227,804
Equipment, Furniture and Fixtures	3,623,564	116,665	14,025	3,726,204
	<u>20,113,697</u>	<u>854,336</u>	<u>14,025</u>	<u>20,954,008</u>
Less Accumulated Depreciation				
Buildings and Improvements	9,657,088	546,621	-	10,203,709
Equipment, Furniture and Fixtures	2,256,377	140,181	14,025	2,382,533
	<u>11,913,465</u>	<u>686,802</u>	<u>14,025</u>	<u>12,586,242</u>
Total Net Depreciable Capital Assets	<u>8,200,232</u>	<u>167,534</u>	<u>-</u>	<u>8,367,766</u>
Total Net Capital Assets	<u>8,412,610</u>	<u>167,534</u>	<u>15,000</u>	<u>8,565,144</u>

Depreciation expense of \$686,802 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, 2018**

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 as Restated	Additions	Deductions	Ending Balances	Amounts Due within One Year
Compensated Absences	\$ 284,714	72,724	36,362	321,076	64,215
Net Pension Liability - IMRF	1,298,322	6,628,151	-	7,926,473	-
Total OPEB Liability - RBP	307,044	41,251	-	348,295	-
	<u>1,890,080</u>	<u>6,742,126</u>	<u>36,362</u>	<u>8,595,844</u>	<u>64,215</u>

The compensated absences, the net pension liability, and the total OPEB liability are 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, 2018

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.

Minimum Fund Balance Policy. The Library’s policy manual states that the General Fund should maintain a minimum fund balance equal to 33% and no more than 75% of expected annual operating expenditures for the coming year.

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	\$ 416,628	-	416,628
Restricted			
Social Security	383,433	-	383,433
Assigned			
Capital Projects	-	5,654,733	5,654,733
Insurance Reserves	200,000	-	200,000
	200,000	5,654,733	5,854,733
Unassigned	6,380,058	-	6,380,058
Total Fund Balances	7,380,119	5,654,733	13,034,852

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

**Notes to the Financial Statements
December 31, 2018**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

NET POSITION RESTATEMENT

Beginning net position was restated due to the implementation of GASB Statement No. 75. The following is a summary of the net position as originally reported and as restated:

<u>Net Position</u>	<u>As Reported</u>	<u>As Restated</u>	<u>Increase/ (Decrease)</u>
Governmental Activities	\$ 16,962,696	16,765,877	(196,819)

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)

The Library contributes, through the Village of Arlington Heights, Illinois (the Village), to the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer public employee retirement system. However, the Library’s participation in IMRF is equivalent to a cost sharing multiple-employer pension plan since only one actuarial valuation is performed for both the Village and the Library combined. Contributions are paid by the Village and are reimbursed by the Library. All disclosures for an agent plan can be found in the Village’s comprehensive annual financial report. 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.

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

**Notes to the Financial Statements
December 31, 2018**

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Plan Description – Continued

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

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

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, 2018, the measurement date, the following employees were covered by the benefit terms:

Active Plan Members 171

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, 2018**

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, 2018, the Library’s contribution was 12.74% of covered payroll.

Net Pension Liability. The Library’s net pension liability was measured as of December 31, 2018. 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, 2018, using the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal
Asset Valuation Method	Market
Actuarial Assumptions	
Interest Rate	7.25%
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, 2018**

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:

Asset Class	Target	Long-Term Expected Real Rate of Return
Fixed Income	28.00%	3.00%
Domestic Equities	37.00%	6.85%
International Equities	18.00%	6.75%
Real Estate	9.00%	5.75%
Blended	7.00%	2.65% - 7.35%
Cash and Cash Equivalents	1.00%	2.25%

Discount Rate

The discount rate used to measure the total pension liability was 7.25%, and the prior year valuation used a rate of 7.50%. 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.

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

**Notes to the Financial Statements
December 31, 2018**

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

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)	\$ 13,869,974	7,926,473	2,984,281

Changes in the Net Pension Liability

	Total Pension Liability (A)	Plan Fiduciary Net Position (B)	Net Pension Liability (A) - (B)
Balances at December 31, 2017	\$ 38,137,688	36,839,366	1,298,322
Changes for the Year:			
Service Cost	660,869	-	660,869
Interest on the Total Pension Liability	3,367,306	-	3,367,306
Difference Between Expected and Actual Experience of the Total Pension Liability	359,924	-	359,924
Changes of Assumptions	1,320,456	-	1,320,456
Contributions - Employer	-	877,582	(877,582)
Contributions - Employees	-	319,622	(319,622)
Net Investment Income	-	(2,489,690)	2,489,690
Benefit Payments, including Refunds of Employee Contributions	(2,520,072)	(2,520,072)	-
Other (Net Transfer)	-	372,890	(372,890)
Net Changes	3,188,483	(3,439,668)	6,628,151
Balances at December 31, 2018	41,326,171	33,399,698	7,926,473

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

**Notes to the Financial Statements
December 31, 2018**

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, 2018, the Library recognized pension expense of \$1,168,118. At December 31, 2018, 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	\$ 314,312	(11,098)	303,214
Change in Assumptions	941,189	(724,320)	216,869
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	2,759,921	-	2,759,921
Total Deferred Amounts Related to IMRF	<u>4,015,422</u>	<u>(735,418)</u>	<u>3,280,004</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 Outflows of Resources
2019	\$ 1,013,316
2020	550,806
2021	557,606
2022	1,158,276
2023	-
Thereafter	-
Total	<u>3,280,004</u>

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

**Notes to the Financial Statements
December 31, 2018**

NOTE 4 – OTHER INFORMATION – Continued

OTHER POST-EMPLOYMENT BENEFITS

General Information about the OPEB Plan

Plan Description. The Library’s defined benefit OPEB plan, Retiree Benefit Plan (RBP), provides OPEB for all permanent full-time general employees of the Library. RBP is a single-employer defined benefit OPEB plan administered by the Village of Arlington Heights. Article 11 of the State Compiled Statutes grants the authority to establish and amend the benefit terms and financing requirements to the Library Board. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Benefits Provided. The Library’s retiree medical plan provides continuation of employer subsidized comprehensive health coverage (for the retiree and their dependents, if any) upon the retirement from the Library after meeting the age and service requirements for retirement. Retirees pay 100% of the cost (blended) of coverage based on their age and service at retirement.

Plan Membership. As of December 31, 2018, the measurement date, the following employees were covered by the benefit terms:

Inactive Plan Members Currently Receiving Benefits	38
Inactive Plan Members Entitled to but not yet Receiving Benefits	-
Active Plan Members	<u>78</u>
Total	<u><u>116</u></u>

Total OPEB Liability

The Library’s total OPEB liability was measured as of December 31, 2018, and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and Other Inputs. The total OPEB liability in the December 31, 2018 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

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ARLINGTON HEIGHTS, ILLINOIS**

**Notes to the Financial Statements
December 31, 2018**

NOTE 4 – OTHER INFORMATION – Continued

OTHER POST-EMPLOYMENT BENEFITS – Continued

Total OPEB Liability – Continued

Actuarial Assumptions and Other Inputs – Continued.

Inflation	2.50%
Salary Increases	3.00%
Discount Rate	4.10%
Healthcare Cost Trend Rates	8.00% for 2018, decreasing to an ultimate rate of 4.50% for 2026 and later years
Retirees' Share of Benefit-Related Costs	100% of the blended costs of coverage

The discount rate was based on an index of 20-year general obligation bonds with an average AA credit rating.

Mortality rates were based on probabilities of death for participants were according to RP2014 Blue Collar base rates projected to 2018 using scale MP2018 for Police and Fire. For all others the RP2014 base rates projected to 2018 using scale MP2018 was used. No additional provision (besides those already embedded) were included for mortality improvements beyond 2018.

Change in the Total OPEB Liability

	<u>Total OPEB Liability</u>
Balance at December 31, 2017	\$ 307,044
Changes for the Year:	
Service Cost	20,973
Interest on the Total Pension Liability	10,260
Difference Between Expected and Actual Experience	61,104
Changes of Assumptions or Other Inputs	(33,531)
Benefit Payments	<u>(17,555)</u>
Net Changes	<u>41,251</u>
Balance at December 31, 2018	<u><u>348,295</u></u>

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

**Notes to the Financial Statements
December 31, 2018**

NOTE 4 – OTHER INFORMATION – Continued

OTHER POST-EMPLOYMENT BENEFITS – Continued

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability, calculated using a Single Discount Rate of 4.10%, as well as what the total OPEB liability would be if it were calculated using a Single Discount Rate that is one percentage point lower or one percentage point higher:

	1% Decrease (3.10%)	Current Discount Rate (4.10%)	1% Increase (5.10%)
Total OPEB Liability	\$ 395,905	348,295	308,878

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability, calculated using a Healthcare Trend Rate of 8.00%, with an ultimate rate of 4.50% as well as what the total OPEB liability would be if it were calculated using a Healthcare Trend Rate that is one percentage point lower or one percentage point higher:

	(7.00% decreasing to 3.50%)	Healthcare Cost Trend Rates (8.00% decreasing to 4.50%)	(9.00% decreasing to 5.50%)
Total OPEB Liability	\$ 298,338	348,295	412,915

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ARLINGTON HEIGHTS, ILLINOIS**

**Notes to the Financial Statements
December 31, 2018**

NOTE 4 – OTHER INFORMATION – Continued

OTHER POST-EMPLOYMENT BENEFITS – Continued

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2018, the Library recognized OPEB expense of \$348,295. At December 31, 2018, the Library reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Totals
Difference Between Expected and Actual Experience	\$ 52,409	-	52,409
Change in Assumptions	-	(28,760)	(28,760)
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	-	-	-
Total Deferred Amounts Related to OPEB	<u>52,409</u>	<u>(28,760)</u>	<u>23,649</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year	Net Deferred Outflows of Resources
2019	\$ 3,924
2020	3,924
2021	3,924
2022	3,924
2023	3,924
Thereafter	<u>4,029</u>
Total	<u>23,649</u>

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 Employer Contributions
Illinois Municipal Retirement Fund
- Schedule of Changes in the Employer's Net Pension Liability
Illinois Municipal Retirement Fund
- Schedule of Changes in the Employer's Total OPEB Liability
Retiree Benefit Plan
- 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**

Illinois Municipal Retirement Fund

**Required Supplementary Information
Schedule of Employer Contributions
December 31, 2018**

Fiscal 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%
12/31/2018	876,141	877,582	1,441	6,887,899	12.74%

Notes to the Required Supplementary Information:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level % Pay (Closed)
Remaining Amortization Period	25 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, 2018**

	<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	12/31/2018
655,302	689,727	660,869
3,920,604	3,454,308	3,367,306
-	-	-
407,287	(23,512)	359,924
(151,925)	(1,471,302)	1,320,456
(2,168,343)	(2,341,045)	(2,520,072)
2,662,925	308,176	3,188,483
35,166,587	37,829,512	38,137,688
37,829,512	38,137,688	41,326,171
808,736	809,701	877,582
284,286	295,876	319,622
2,466,004	6,863,488	(2,489,690)
(2,168,343)	(2,341,045)	(2,520,072)
137,963	(700,735)	372,890
1,528,646	4,927,285	(3,439,668)
30,383,435	31,912,081	36,839,366
31,912,081	36,839,366	33,399,698
5,917,431	1,298,322	7,926,473
84.36%	96.60%	80.82%
6,187,727	6,561,594	6,887,899
95.63%	19.79%	115.08%

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

Retiree Benefit Plan

**Required Supplementary Information
Schedule of Changes in the Employer's Total OPEB Liability
December 31, 2018**

	<u>2018</u>
Total OPEB Liability	
Service Cost	\$ 20,973
Interest	10,260
Difference Between Expected and Actual Experience	61,104
Change of Assumptions or Other Inputs	(33,531)
Benefit Payments	<u>(17,555)</u>
Net Change in Total OPEB Liability	41,251
Total OPEB Liability - Beginning	<u>307,044</u>
Total OPEB Liability - Ending	<u><u>348,295</u></u>
 Covered Payroll	 \$ 634,983
 Total OPEB Liability as a Percentage of Covered Payroll	 54.85%

Notes:

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

Changes of Benefit Term. There was no change in the retirees' share of health insurance premiums.

Changes of Assumptions. Changes of assumptions and other inputs reflect the effects of changes in the trend rate each period. The following are the trend rates used in each period:

<u>Fiscal Year</u>	<u>Medical</u>
2019	8.00%
2020	7.50%
2021	7.00%
2022	6.50%
2023	6.00%
2024	5.50%
2025	5.00%
Ultimate	5.00%

In 2018, there was no change in the healthcare trend rates from the prior year.

**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, 2018**

	Budget		Actual
	Original	Final	
Revenues			
Taxes			
Property Taxes - General	\$ 12,470,082	12,470,082	12,304,556
Property Taxes - IMRF	908,281	908,281	896,225
Property Taxes - FICA	590,029	590,029	582,197
Intergovernmental			
State/Local Grants	61,500	61,500	103,877
Charges for Services			
Copier and Film Printer Fees	40,000	40,000	43,828
Fines and Fees	164,500	164,500	154,777
Interest	32,000	32,000	148,668
Miscellaneous			
Donations	65,000	65,000	62,488
Miscellaneous	11,500	11,500	39,163
Total Revenues	<u>14,342,892</u>	<u>14,342,892</u>	<u>14,335,779</u>
Expenditures			
Culture, Recreation and Education			
Executive Office	5,471,527	5,471,527	5,151,727
User Services	9,128,331	9,128,331	8,687,375
Total Expenditures	<u>14,599,858</u>	<u>14,599,858</u>	<u>13,839,102</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(256,966)	(256,966)	496,677
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>(2,006,966)</u>	<u>(2,006,966)</u>	(1,253,323)
Fund Balance - Beginning			<u>8,633,442</u>
Fund Balance - Ending			<u><u>7,380,119</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 is used to account 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, 2018**

	Budget		Actual
	Original	Final	
Culture, Recreation and Education			
Executive Office			
Administration			
Salaries	\$ 560,245	560,245	329,933
Benefits	192,626	192,626	151,921
Contractual Services	517,895	517,895	555,870
Commodities	14,498	14,498	8,929
Other Charges	5,000	5,000	-
Other Equipment	51,540	51,540	36,478
	<u>1,341,804</u>	<u>1,341,804</u>	<u>1,083,131</u>
Communication and Marketing			
Salaries	311,384	311,384	361,837
Benefits	116,332	116,332	65,673
Contractual Services	206,699	206,699	175,408
Commodities	32,859	32,859	28,785
	<u>667,274</u>	<u>667,274</u>	<u>631,703</u>
Human Resources			
Salaries	160,795	160,795	192,257
Benefits	73,304	73,304	86,506
Contractual Services	22,165	22,165	24,048
Other Charges	31,450	31,450	18,483
	<u>287,714</u>	<u>287,714</u>	<u>321,294</u>
Paid by Gifts and Grants			
Contractual Services	25,000	25,000	66,640
Commodities	35,000	35,000	21,986
Other Equipment	5,000	5,000	3,761
	<u>65,000</u>	<u>65,000</u>	<u>92,387</u>
Finance			
Salaries	229,614	229,614	229,343
Benefits	86,143	86,143	82,165
Contractual Services	44,075	44,075	32,309
	<u>359,832</u>	<u>359,832</u>	<u>343,817</u>

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

General Fund

**Schedule of Expenditures - Budget and Actual - Continued
For the Fiscal Year Ended December 31, 2018**

	Budget		Actual
	Original	Final	
Culture, Recreation and Education - Continued			
Executive Office - Continued			
Information Technology			
Salaries	\$ 628,248	628,248	648,128
Benefits	274,007	274,007	267,332
Contractual Services	214,854	214,854	189,634
Commodities	241,881	241,881	184,082
Other Equipment	83,630	83,630	76,387
	<u>1,442,620</u>	<u>1,442,620</u>	<u>1,365,563</u>
Security			
Salaries	234,068	234,068	257,861
Benefits	101,372	101,372	105,570
Contractual Services	1,875	1,875	138
Commodities	225	225	76
	<u>337,540</u>	<u>337,540</u>	<u>363,645</u>
Facilities			
Salaries	380,606	380,606	393,354
Benefits	187,190	187,190	174,686
Contractual Services	301,023	301,023	290,320
Commodities	89,924	89,924	76,872
Other Equipment	11,000	11,000	14,955
	<u>969,743</u>	<u>969,743</u>	<u>950,187</u>
Total Executive Office	<u>5,471,527</u>	<u>5,471,527</u>	<u>5,151,727</u>
User Services			
Program Services			
Salaries	892,264	892,264	940,193
Benefits	308,641	308,641	314,669
Contractual Services	19,454	19,454	13,029
Commodities	4,483	4,483	3,932
	<u>1,224,842</u>	<u>1,224,842</u>	<u>1,271,823</u>

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

General Fund

**Schedule of Expenditures - Budget and Actual - Continued
For the Fiscal Year Ended December 31, 2018**

	Budget		Actual
	Original	Final	
Culture, Recreation and Education - Continued			
User Services - Continued			
Customer Services			
Salaries	\$ 2,626,771	2,626,771	2,459,055
Benefits	719,254	719,254	691,252
Contractual Services	21,407	21,407	27,417
Commodities	20,928	20,928	17,958
	<u>3,388,360</u>	<u>3,388,360</u>	<u>3,195,682</u>
Programs and Exhibits			
Salaries	398,620	398,620	396,711
Benefits	174,998	174,998	147,547
Contractual Services	174,088	174,088	140,452
Commodities	61,657	61,657	52,310
	<u>809,363</u>	<u>809,363</u>	<u>737,020</u>
Digital Services			
Salaries	513,626	513,626	498,359
Benefits	158,026	158,026	138,396
Contractual Services	5,505	5,505	5,012
Commodities	347,652	347,652	339,986
Other Equipment	4,588	4,588	3,612
	<u>1,029,397</u>	<u>1,029,397</u>	<u>985,365</u>
Collection Services			
Salaries	790,411	790,411	792,171
Benefits	349,263	349,263	354,359
Contractual Services	109,978	109,978	77,407
Commodities	1,426,717	1,426,717	1,273,548
	<u>2,676,369</u>	<u>2,676,369</u>	<u>2,497,485</u>
Total User Services	<u>9,128,331</u>	<u>9,128,331</u>	<u>8,687,375</u>
Total Expenditures	<u>14,599,858</u>	<u>14,599,858</u>	<u>13,839,102</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, 2018**

	Budget		Actual
	Original	Final	
Revenues			
Interest	\$ 15,000	15,000	100,250
Expenditures			
Capital Outlay			
Administration	-	-	14,183
Paid by Gifts and Grants	-	-	-
Information Technology	92,000	92,000	87,378
Facilities	945,300	945,300	767,499
Total Expenditures	1,037,300	1,037,300	869,060
Excess (Deficiency) of Revenues Over (Under) Expenditures	(1,022,300)	(1,022,300)	(768,810)
Other Financing Sources			
Transfers In	1,750,000	1,750,000	1,750,000
Changes in Fund Balance	727,700	727,700	981,190
Fund Balance - Beginning			4,673,543
Fund Balance - Ending			5,654,733

To: Board of Library Trustees

From: Mike Driskell and Donna Ekl

Date: May 21, 2019

Re: Review of 2018 Budget versus actual results

We will be reviewing the final 2018 actual results, noting significant variances from the 2018 Budget.

The following schedules are attached to this memo:

1. 2018 Summary of Financial Activity
2. 2018 Year-end comparison of budget versus actual for all library expenditure accounts
3. 2018 Summary of expenditures for capital projects
4. 2018 Final Revenue Reports and Detail Budget Reports – 100% of year lapsed

6001	Administration Total	\$ 1,341,804	\$ 1,083,130	\$ (258,674)	Under	-19.3%
6002	Communications & Marketing Total	\$ 667,274	\$ 631,703	\$ (35,571)	Under	-5.3%
6003	Human Resources Total	\$ 292,714	\$ 334,432	\$ 41,718	Over	14.3%
6004	Gifts and Grants Total	\$ 60,000	\$ 79,249	\$ 19,249	Over	300.0%
6008	Finance Total	\$ 359,831	\$ 343,817	\$ (16,014)	Under	-4.5%
6010	IT Total	\$ 1,442,621	\$ 1,365,562	\$ (77,059)	Under	-5.3%
6015	Security Total	\$ 337,540	\$ 363,644	\$ 26,104	Over	7.7%
6020	Facilities Total	\$ 969,744	\$ 950,187	\$ (19,557)	Under	-2.0%
6405	Specialty Info Services Total	\$ 1,224,842	\$ 1,271,991	\$ 47,149	Over	3.8%
6420	Customer Services Total	\$ 3,388,360	\$ 3,195,682	\$ (192,678)	Under	-5.7%
6440	Programs & Exhibits Total	\$ 809,363	\$ 737,021	\$ (72,342)	Under	-8.9%
6450	Digital Services Total	\$ 1,029,397	\$ 985,195	\$ (44,202)	Under	-4.3%
6470	Collection Services	\$ 2,676,369	\$ 2,497,485	\$ (178,884)	Under	-6.7%
	Total Operating Budget 2018	\$ 14,599,859	\$ 13,839,099	\$ (760,760)	Under	-5.2%
	Capital Projects Total 2018	\$ 1,037,300	\$ 869,060	\$ (168,240)	Under	-16.2%
	IT Server	\$ 86,830				
	Exhaust Fan Replacement	\$ 10,500				
	1978 Roof Replacement	\$ 325,795				
	Skylight Replacement	\$ 116,686				
	Boiler Replacement	\$ 115,524				
	Carpet Replacement Admin	\$ 58,046				
	Sealant Replacement 1994 Building	\$ 96,120				
	Automatic Doors ADA	\$ 16,171				
	Carpet Cleaner	\$ 13,664				
	Other Equipment	\$ 29,724				
	Total Capital Outlay	\$ 869,060				

Dept	Acct	Account Name	2018 Amended Budget	2018 Actual Expense	Unencumb Balance	Over/Under Budget	% Over/Under	Notes
6001	1685	Salaries	\$ 556,045.00	\$ 325,758.03	\$ (230,286.97)	Under	-41.4%	Interim Director, Director of Administration vacant
6001	1692	Achievement Awards	\$ 4,000.00	\$ 3,000.00	\$ (1,000.00)	Under	-25.0%	
6001	1805	Overtime Civilian	\$ 200.00	\$ 1,175.38	\$ 975.38	Over	487.7%	Business Admin worked OT with absence of Directors
6001	1905	Medical Insurance	\$ 64,913.00	\$ 65,963.16	\$ 1,050.16	Over	1.6%	
6001	1910	IMRF	\$ 72,675.00	\$ 42,181.43	\$ (30,493.57)	Under	-42.0%	Interim Director, Director of Administration vacant
6001	1911	Social Security	\$ 34,475.00	\$ 19,620.71	\$ (14,854.29)	Under	-43.1%	Interim Director, Director of Administration vacant
6001	1912	Medicare	\$ 8,063.00	\$ 4,588.57	\$ (3,474.43)	Under	-43.1%	Interim Director, Director of Administration vacant
6001	1953	Flexible Spending	\$ 2,500.00	\$ 2,024.50	\$ (475.50)	Under	-19.0%	
6001	1955	Unemployment Compensation	\$ 10,000.00	\$ 17,542.16	\$ 7,542.16	Over	75.4%	
6001	2005	Professional Services	\$ 4,000.00	\$ 26,799.38	\$ 22,799.38	Over	570.0%	Executive Director search, Temporary HR Manager
6001	2008	Consulting Services Library	\$ 24,650.00	\$ 25,554.16	\$ 904.16	Over	3.7%	
6001	2020	Legal Services	\$ 16,000.00	\$ 28,935.00	\$ 12,935.00	Over	80.8%	Interim Director consulted legal throughout 2018
6001	2040	General Insurance	\$ 132,500.00	\$ 102,349.46	\$ (30,150.54)	Under	-22.8%	LIRA insurance pool grew, and pooled claims were low in 2017
6001	2081	OCLC Services	\$ 62,601.00	\$ 60,121.38	\$ (2,479.62)	Under	-4.0%	
6001	2165	Other Services	\$ 8,947.00	\$ 12,081.83	\$ 3,134.83	Over	35.0%	Info Services temp librarian conversion fee
6001	2201	Advertising	\$ 1,000.00	\$ 255.15	\$ (744.85)	Under	-74.5%	
6001	2202	Dues/Publications	\$ 19,485.00	\$ 16,520.00	\$ (2,965.00)	Under	-15.2%	
6001	2203	Travel/Training	\$ 127,300.00	\$ 135,397.84	\$ 8,097.84	Over	6.4%	
6001	2205	Postage	\$ 43,087.00	\$ 43,837.54	\$ 750.54	Over	1.7%	
6001	2242	Internet Access	\$ 28,311.00	\$ 28,642.85	\$ 331.85	Over	1.2%	
6001	2270	Telephone	\$ 50,014.00	\$ 75,375.29	\$ 25,361.29	Over	50.7%	AT&T Rate increase - conversion to VOIP being considered
6001	3005	Office Supplies	\$ 8,858.00	\$ 6,467.00	\$ (2,391.00)	Under	-27.0%	
6001	3185	Small Tools & Equipment	\$ 4,790.00	\$ 892.83	\$ (3,897.17)	Under	-81.4%	
6001	3272	Special Events	\$ 850.00	\$ 863.88	\$ 13.88	Over	1.6%	
6001	3299	Employee Reimbursed Purchase	\$ -	\$ 704.99	\$ 704.99	Over	100.0%	Account carries net zero balance. Books purchased, books paid by employees.
6001	4096	Contingency	\$ 5,000.00	\$ -	\$ (5,000.00)	Under	-100.0%	
6001	5015	Other Equipment	\$ 51,540.00	\$ 36,477.64	\$ (15,062.36)	Under	-29.2%	
6001		Administration Total	\$ 1,341,804.00	\$ 1,083,130.16	\$ (258,673.84)	Under	-19.3%	

6002	1685	Salaries	\$ 311,034.00	\$ 319,209.66	\$ 8,175.66	Over	2.6%	
6002	1805	Overtime Civilian	\$ 350.00	\$ 2,186.20	\$ 1,836.20	Over	524.6%	Department needed extra hours to complete projects
6002	1905	Medical Insurance	\$ 51,885.00	\$ 40,441.32	\$ (11,443.68)	Under	-22.1%	
6002	1910	IMRF	\$ 40,653.00	\$ 41,567.54	\$ 914.54	Over	2.2%	
6002	1911	Social Security	\$ 19,284.00	\$ 19,536.11	\$ 252.11	Over	1.3%	
6002	1912	Medicare	\$ 4,510.00	\$ 4,568.93	\$ 58.93	Over	1.3%	
6002	2005	Professional Services	\$ 30,220.00	\$ 8,891.50	\$ (21,328.50)	Under	-70.6%	
6002	2102	Equipment Maintenance	\$ 1,850.00	\$ 1,020.00	\$ (830.00)	Under	-44.9%	
6002	2165	Other Services	\$ 10,854.00	\$ 8,778.81	\$ (2,075.19)	Under	-19.1%	
6002	2202	Dues/Publications	\$ 930.00	\$ 858.00	\$ (72.00)	Under	-7.7%	
6002	2203	Travel/Training	\$ 90.00	\$ -	\$ (90.00)	Under	-100.0%	
6002	2210	Printing	\$ 162,755.00	\$ 155,859.84	\$ (6,895.16)	Under	-4.2%	
6002	3005	Office Supplies	\$ 15,425.00	\$ 12,616.72	\$ (2,808.28)	Under	-18.2%	
6002	3185	Small Tools & Equipment	\$ 8,134.00	\$ 7,234.99	\$ (899.01)	Under	-11.1%	
6002	3201	Program Supplies	\$ 1,000.00	\$ 985.60	\$ (14.40)	Under	-1.4%	
6002	3272	Special Events	\$ 8,300.00	\$ 7,947.49	\$ (352.51)	Under	-4.2%	
6002		Communications & Marketing Total	\$ 667,274.00	\$ 631,702.71	\$ (35,571.29)	Under	-5.3%	

6003	1685	Salaries	\$ 160,495.00	\$ 189,151.13	\$ 28,656.13	Over	17.9%	Personnel changes
6003	1805	Overtime Civilian	\$ 300.00	\$ 3,105.67	\$ 2,805.67	Over	935.2%	HR Assistant worked extra hours in absence of HR Director
6003	1905	Medical Insurance	\$ 33,800.00	\$ 36,452.64	\$ 2,652.64	Over	7.8%	
6003	1910	IMRF	\$ 20,976.00	\$ 30,318.26	\$ 9,342.26	Over	44.5%	
6003	1911	Social Security	\$ 9,951.00	\$ 11,474.57	\$ 1,523.57	Over	15.3%	
6003	1912	Medicare	\$ 2,327.00	\$ 2,683.56	\$ 356.56	Over	15.3%	
6003	1950	Employee Asst. Program	\$ 6,250.00	\$ 5,577.34	\$ (672.66)	Under	-10.8%	
6003	2165	Other Services	\$ 8,250.00	\$ 10,589.05	\$ 2,339.05	Over	28.4%	
6003	2201	Advertising	\$ 2,500.00	\$ 2,910.30	\$ 410.30	Over	16.4%	
6003	2202	Dues/Publications	\$ 3,105.00	\$ 2,509.00	\$ (596.00)	Under	-19.2%	
6003	2203	Travel/Training	\$ 810.00	\$ 1,362.35	\$ 552.35	Over	68.2%	Additional HR Assistant training in absence of HR Director
6003	2255	In-Service Training	\$ 7,500.00	\$ 6,677.61	\$ (822.39)	Under	-11.0%	
6003	4062	Tuition Reimbursement	\$ 15,000.00	\$ 15,516.00	\$ 516.00	Over	3.4%	
6003	4070	Employee Recognition Program	\$ 16,450.00	\$ 2,966.58	\$ (13,483.42)	Under	-82.0%	Interim Director evaluating and revamping program
6003	2165	Other Services	\$ 5,000.00	\$ 13,138.25	\$ 8,138.25	Over	162.8%	
6003		Human Resources Total	\$ 292,714.00	\$ 334,432.31	\$ 41,718.31	Over	14.3%	

6004	2218	Contracted Performers & Exhibits	\$ 20,000.00	\$ 53,501.77	\$ 33,501.77	Over	167.5%	Gifts & Grants estimates
6004	3185	Small Tools & Equipment	\$ 5,000.00	\$ -	\$ (5,000.00)	Under	-100.0%	Gifts & Grants estimates
6004	3201	Program Supplies	\$ 5,000.00	\$ 1,264.14	\$ (3,735.86)	Under	-74.7%	Gifts & Grants estimates
6004	3202	Program Events	\$ 5,000.00	\$ 2,013.38	\$ (2,986.62)	Under	-59.7%	Gifts & Grants estimates
6004	3232	Software	\$ 1,500.00	\$ -	\$ (1,500.00)	Under	-100.0%	Gifts & Grants estimates
6004	3272	Special Events	\$ 10,000.00	\$ 17,162.31	\$ 7,162.31	Over	71.6%	Gifts & Grants estimates
6004	3275	Audio/Visual Materials	\$ 2,000.00	\$ -	\$ (2,000.00)	Under	-100.0%	Gifts & Grants estimates
6004	3278	Electronic Resources	\$ 1,500.00	\$ 77.72	\$ (1,422.28)	Under	-94.8%	Gifts & Grants estimates
6004	3280	Books	\$ 5,000.00	\$ 1,468.89	\$ (3,531.11)	Under	-70.6%	Gifts & Grants estimates
6004	5015	Other Equipment	\$ 5,000.00	\$ 1,479.38	\$ (3,520.62)	Under	-70.4%	Gifts & Grants estimates
6004	5055	Other Capital Outlay	\$ -	\$ 2,281.18	\$ 2,281.18	Over	100.0%	Gifts & Grants estimates
6004		Gifts and Grants Total	\$ 60,000.00	\$ 79,248.77	\$ 19,248.77	Over	300.0%	Gifts & Grants estimates

6008	1685	Salaries	\$ 229,114.00	\$ 229,203.17	\$ 89.17	Over	0.0%	
6008	1805	Overtime Civilian	\$ 500.00	\$ 140.12	\$ (359.88)	Under	-72.0%	New Finance Assistant did not need OT
6008	1905	Medical Insurance	\$ 38,669.00	\$ 35,733.24	\$ (2,935.76)	Under	-7.6%	
6008	1910	IMRF	\$ 29,946.00	\$ 29,662.92	\$ (283.08)	Under	-0.9%	
6008	1911	Social Security	\$ 14,205.00	\$ 13,590.37	\$ (614.63)	Under	-4.3%	
6008	1912	Medicare	\$ 3,322.00	\$ 3,178.33	\$ (143.67)	Under	-4.3%	
6008	2005	Professional Services	\$ 5,400.00	\$ 5,400.00	\$ -		0.0%	
6008	2136	Equipment Rental	\$ 7,040.00	\$ 1,148.00	\$ (5,892.00)	Under	-83.7%	
6008	2165	Other Services	\$ 5,310.00	\$ 680.55	\$ (4,629.45)	Under	-87.2%	
6008	2202	Dues/Publications	\$ 725.00	\$ 680.00	\$ (45.00)	Under	-6.2%	
6008	2203	Travel/Training	\$ 1,200.00	\$ -	\$ (1,200.00)	Under	-100.0%	Understaffed, training scheduled in 2019
6008	2225	IT/GIS Service Charge	\$ 24,400.00	\$ 24,399.96	\$ (0.04)	Under	0.0%	
6008		Finance Total	\$ 359,831.00	\$ 343,816.66	\$ (16,014.34)	Under	-4.5%	

6010	1685	Salaries	\$ 627,998.00	\$ 647,372.15	\$ 19,374.15	Over	3.1%	
6010	1805	Overtime Civilian	\$ 250.00	\$ 756.33	\$ 506.33	Over	202.5%	OT for ransomware attack recovery
6010	1905	Medical Insurance	\$ 146,228.00	\$ 138,944.28	\$ (7,283.72)	Under	-5.0%	
6010	1910	IMRF	\$ 79,738.00	\$ 80,395.95	\$ 657.95	Over	0.8%	
6010	1911	Social Security	\$ 38,936.00	\$ 38,895.01	\$ (40.99)	Under	-0.1%	
6010	1912	Medicare	\$ 9,106.00	\$ 9,096.39	\$ (9.61)	Under	-0.1%	
6010	2005	Professional Services	\$ 8,252.00	\$ 10,361.49	\$ 2,109.49	Over	25.6%	
6010	2008	Consulting Services Library	\$ 26,045.00	\$ 14,992.25	\$ (11,052.75)	Under	-42.4%	SharePoint Project cancelled
6010	2102	Equipment Maintenance	\$ 179,898.00	\$ 163,180.32	\$ (16,717.68)	Under	-9.3%	
6010	2202	Dues/Publications	\$ 209.00	\$ -	\$ (209.00)	Under	-100.0%	
6010	2203	Travel/Training	\$ 450.00	\$ 1,099.56	\$ 649.56	Over	144.3%	Extra ransomware training session, \$695
6010	3005	Office Supplies	\$ 375.00	\$ 103.31	\$ (271.69)	Under	-72.5%	
6010	3030	Data System Supplies	\$ 38,204.00	\$ 34,169.80	\$ (4,034.20)	Under	-10.6%	Variable based on printing consumables
6010	3032	Software Library	\$ 175,480.00	\$ 124,891.03	\$ (50,588.97)	Under	-28.8%	We did not use advanced scheduler module in new timekeeping system
6010	3033	Documentation Library	\$ 625.00	\$ -	\$ (625.00)	Under	-100.0%	
6010	3185	Small Tools & Equipment	\$ 16,610.00	\$ 17,651.92	\$ 1,041.92	Over	6.3%	
6010	3205	Processing Supplies	\$ 300.00	\$ 764.01	\$ 464.01	Over	154.7%	DVD cleaning supplies
6010	3232	Software	\$ 10,287.00	\$ 6,501.65	\$ (3,785.35)	Under	-36.8%	No server software upgrades
6010	5012	Computer Equipment	\$ 70,830.00	\$ 65,604.95	\$ (5,225.05)	Under	-7.4%	
6010	5015	Other Equipment	\$ 12,800.00	\$ 10,782.02	\$ (2,017.98)	Under	-15.8%	
6010		IT Total	\$ 1,442,621.00	\$ 1,365,562.42	\$ (77,058.58)	Under	-5.3%	

6015	1685	Salaries	\$ 232,068.00	\$ 254,459.71	\$ 22,391.71	Over	9.6%	Additional hours needed for security
6015	1805	Overtime Civilian	\$ 2,000.00	\$ 3,400.86	\$ 1,400.86	Over	70.0%	Additional hours needed for security
6015	1905	Medical Insurance	\$ 57,379.00	\$ 57,039.36	\$ (339.64)	Under	-0.6%	
6015	1910	IMRF	\$ 26,240.00	\$ 29,494.21	\$ 3,254.21	Over	12.4%	Additional hours needed for security
6015	1911	Social Security	\$ 14,388.00	\$ 15,427.91	\$ 1,039.91	Over	7.2%	
6015	1912	Medicare	\$ 3,365.00	\$ 3,608.13	\$ 243.13	Over	7.2%	
6015	2203	Travel/Training	\$ 1,875.00	\$ 138.18	\$ (1,736.82)	Under	-92.6%	PERC Card Recertification completed. Variable pay schedule, every 3 years.
6015	3005	Office Supplies	\$ 225.00	\$ 75.84	\$ (149.16)	Under	-66.3%	
6015		Security Total	\$ 337,540.00	\$ 363,644.20	\$ 26,104.20	Over	7.7%	

6020	1685	Salaries	\$ 376,106.00	\$ 389,506.65	\$ 13,400.65	Over	3.6%	
6020	1805	Overtime Civilian	\$ 4,500.00	\$ 3,847.72	\$ (652.28)	Under	-14.5%	
6020	1905	Medical Insurance	\$ 113,730.00	\$ 99,815.76	\$ (13,914.24)	Under	-12.2%	
6020	1910	IMRF	\$ 44,688.00	\$ 46,657.45	\$ 1,969.45	Over	4.4%	
6020	1911	Social Security	\$ 23,319.00	\$ 22,865.01	\$ (453.99)	Under	-1.9%	
6020	1912	Medicare	\$ 5,454.00	\$ 5,347.47	\$ (106.53)	Under	-2.0%	
6020	2102	Equipment Maintenance	\$ 45,792.00	\$ 61,214.24	\$ 15,422.24	Over	33.7%	
6020	2107	Vehicle Equipment Maintenance	\$ 9,121.00	\$ 5,251.00	\$ (3,870.00)	Under	-42.4%	Variable yearly, more work on bookmobile in 2019
6020	2111	Building Maintenance	\$ 228,206.00	\$ 204,012.87	\$ (24,193.13)	Under	-10.6%	
6020	2136	Equipment Rental	\$ 1,000.00	\$ 692.20	\$ (307.80)	Under	-30.8%	
6020	2160	Water/Sewer	\$ 16,472.00	\$ 18,829.48	\$ 2,357.48	Over	14.3%	
6020	2203	Travel/Training	\$ 432.00	\$ 320.28	\$ (111.72)	Under	-25.9%	
6020	3050	Petroleum Products	\$ 4,000.00	\$ 3,761.11	\$ (238.89)	Under	-6.0%	
6020	3051	Heating	\$ 62,537.00	\$ 48,272.19	\$ (14,264.81)	Under	-22.8%	
6020	3145	Janitorial Products	\$ 23,387.00	\$ 24,838.56	\$ 1,451.56	Over	6.2%	
6020	5015	Other Equipment	\$ 11,000.00	\$ 14,955.10	\$ 3,955.10	Over	36.0%	Additional electrical work for automatic ADA doors
6020		Facilities Total	\$ 969,744.00	\$ 950,187.09	\$ (19,556.91)	Under	-2.0%	

6405	1685	Salaries	\$ 892,014.00	\$ 940,192.75	\$ 48,178.75	Over	5.4%	SIS Advisor (Bilingual) extra hours, substitute replacement hours during leave
6405	1805	Overtime Civilian	\$ 250.00	\$ -	\$ (250.00)	Under	-100.0%	
6405	1905	Medical Insurance	\$ 126,099.00	\$ 125,224.08	\$ (874.92)	Under	-0.7%	
6405	1910	IMRF	\$ 114,303.00	\$ 119,798.69	\$ 5,495.69	Over	4.8%	
6405	1911	Social Security	\$ 55,305.00	\$ 56,444.90	\$ 1,139.90	Over	2.1%	
6405	1912	Medicare	\$ 12,934.00	\$ 13,200.90	\$ 266.90	Over	2.1%	
6405	2165	Other Services	\$ -	\$ 2,021.50	\$ 2,021.50	Over	100.0%	Temporary Librarian agency fees
6405	2202	Dues/Publications	\$ 4,803.00	\$ 4,018.00	\$ (785.00)	Under	-16.3%	
6405	2203	Travel/Training	\$ 4,451.00	\$ 2,748.94	\$ (1,702.06)	Under	-38.2%	
6405	2218	Contracted Performers & Exhibits	\$ 10,200.00	\$ 4,410.00	\$ (5,790.00)	Under	-56.8%	
6405	3005	Office Supplies	\$ 310.00	\$ 231.99	\$ (78.01)	Under	-25.2%	
6405	3201	Program Supplies	\$ 1,970.00	\$ 2,501.68	\$ 531.68	Over	27.0%	
6405	3202	Program Events	\$ -	\$ 278.99	\$ 278.99	Over	100.0%	
6405	3290	Circulation Supplies	\$ 2,203.00	\$ 919.03	\$ (1,283.97)	Under	-58.3%	
6405		Specialty Info Services Total	\$ 1,224,842.00	\$ 1,271,991.45	\$ 47,149.45	Over	3.8%	

6420	1685	Salaries	\$ 2,624,771.00	\$ 2,457,889.05	\$ (166,881.95)	Under	-6.4%	
6420	1805	Overtime Civilian	\$ 2,000.00	\$ 1,165.78	\$ (834.22)	Under	-41.7%	
6420	1905	Medical Insurance	\$ 256,090.00	\$ 252,581.28	\$ (3,508.72)	Under	-1.4%	
6420	1910	IMRF	\$ 262,298.00	\$ 254,883.26	\$ (7,414.74)	Under	-2.8%	
6420	1911	Social Security	\$ 162,793.00	\$ 148,951.84	\$ (13,841.16)	Under	-8.5%	
6420	1912	Medicare	\$ 38,073.00	\$ 34,835.42	\$ (3,237.58)	Under	-8.5%	
6420	2102	Equipment Maintenance	\$ 555.00	\$ 157.92	\$ (397.08)	Under	-71.5%	
6420	2164	Access Services	\$ 3,000.00	\$ 10,955.30	\$ 7,955.30	Over	265.2%	Interlibrary loans increased in 2018. Managed by Collection Services in 2019.
6420	2165	Other Services	\$ 11,348.00	\$ 12,107.90	\$ 759.90	Over	6.7%	
6420	2202	Dues/Publications	\$ 2,210.00	\$ 1,713.00	\$ (497.00)	Under	-22.5%	
6420	2203	Travel/Training	\$ 4,294.00	\$ 2,482.60	\$ (1,811.40)	Under	-42.2%	
6420	3005	Office Supplies	\$ 5,207.00	\$ 4,673.59	\$ (533.41)	Under	-10.2%	
6420	3007	Reimbursed Supplies	\$ 2,020.00	\$ 2,012.07	\$ (7.93)	Under	-0.4%	
6420	3201	Program Supplies	\$ 2,332.00	\$ 2,020.26	\$ (311.74)	Under	-13.4%	
6420	3202	Program Events	\$ -	\$ 227.11	\$ 227.11	Over	100.0%	
6420	3290	Circulation Supplies	\$ 11,369.00	\$ 9,025.45	\$ (2,343.55)	Under	-20.6%	
6420		Customer Services Total	\$ 3,388,360.00	\$ 3,195,681.83	\$ (192,678.17)	Under	-5.7%	

6440	1685	Salaries	\$ 398,420.00	\$ 396,519.15	\$ (1,900.85)	Under	-0.5%	
6440	1805	Overtime Civilian	\$ 200.00	\$ 192.28	\$ (7.72)	Under	-3.9%	
6440	1905	Medical Insurance	\$ 94,122.00	\$ 70,355.76	\$ (23,766.24)	Under	-25.3%	Personnel changes
6440	1910	IMRF	\$ 50,397.00	\$ 47,853.79	\$ (2,543.21)	Under	-5.0%	
6440	1911	Social Security	\$ 24,702.00	\$ 23,777.07	\$ (924.93)	Under	-3.7%	
6440	1912	Medicare	\$ 5,777.00	\$ 5,560.55	\$ (216.45)	Under	-3.7%	
6440	2202	Dues/Publications	\$ 2,053.00	\$ 1,391.00	\$ (662.00)	Under	-32.2%	
6440	2203	Travel/Training	\$ 1,340.00	\$ 1,212.46	\$ (127.54)	Under	-9.5%	
6440	2218	Contracted Performers & Exhibits	\$ 170,695.00	\$ 150,883.89	\$ (19,811.11)	Under	-11.6%	
6440	3202	Program Events	\$ 61,657.00	\$ 39,274.98	\$ (22,382.02)	Under	-36.3%	
6440		Programs & Exhibits Total	\$ 809,363.00	\$ 737,020.93	\$ (72,342.07)	Under	-8.9%	

6450	1685	Salaries	\$ 513,526.00	\$ 498,317.46	\$ (15,208.54)	Under	-3.0%	
6450	1805	Overtime Civilian	\$ 100.00	\$ 41.47	\$ (58.53)	Under	-58.5%	
6450	1905	Medical Insurance	\$ 55,556.00	\$ 42,498.60	\$ (13,057.40)	Under	-23.5%	Personnel changes
6450	1910	IMRF	\$ 63,185.00	\$ 58,339.17	\$ (4,845.83)	Under	-7.7%	
6450	1911	Social Security	\$ 31,839.00	\$ 30,439.03	\$ (1,399.97)	Under	-4.4%	
6450	1912	Medicare	\$ 7,446.00	\$ 7,118.75	\$ (327.25)	Under	-4.4%	
6450	2202	Dues/Publications	\$ 2,305.00	\$ 1,670.75	\$ (634.25)	Under	-27.5%	
6450	2203	Travel/Training	\$ 500.00	\$ 509.50	\$ 9.50	Over	1.9%	
6450	2266	Outside Reference Services	\$ 2,700.00	\$ 2,662.68	\$ (37.32)	Under	-1.4%	
6450	3005	Office Supplies	\$ 700.00	\$ 629.10	\$ (70.90)	Under	-10.1%	
6450	3007	Reimbursed Supplies	\$ 900.00	\$ 880.53	\$ (19.47)	Under	-2.2%	
6450	3185	Small Tools & Equipment	\$ 6,250.00	\$ 5,712.23	\$ (537.77)	Under	-8.6%	
6450	3201	Program Supplies	\$ 1,000.00	\$ 83.37	\$ (916.63)	Under	-91.7%	Save for Tech Fair, but they didn't need to purchase items this year
6450	3278	Electronic Resources	\$ 337,027.00	\$ 331,035.16	\$ (5,991.84)	Under	-1.8%	
6450	3290	Circulation Supplies	\$ 1,775.00	\$ 1,645.84	\$ (129.16)	Under	-7.3%	
6450	5015	Other Equipment	\$ 4,588.00	\$ 3,611.56	\$ (976.44)	Under	-21.3%	
6450		Digital Services Total	\$ 1,029,397.00	\$ 985,195.20	\$ (44,201.80)	Under	-4.3%	

6470	1685	Salaries	\$ 790,261.00	\$ 792,019.35	\$ 1,758.35	Over	0.2%	
6470	1805	Overtime Civilian	\$ 150.00	\$ 151.41	\$ 1.41	Over	0.9%	
6470	1905	Medical Insurance	\$ 185,626.00	\$ 193,850.52	\$ 8,224.52	Over	4.4%	
6470	1910	IMRF	\$ 103,182.00	\$ 102,456.49	\$ (725.51)	Under	-0.7%	
6470	1911	Social Security	\$ 48,996.00	\$ 47,049.36	\$ (1,946.64)	Under	-4.0%	
6470	1912	Medicare	\$ 11,459.00	\$ 11,003.12	\$ (455.88)	Under	-4.0%	
6470	2202	Dues/Publications	\$ 2,478.00	\$ 1,391.00	\$ (1,087.00)	Under	-43.9%	
6470	2203	Travel/Training	\$ 1,000.00	\$ 420.81	\$ (579.19)	Under	-57.9%	
6470	2285	Processing Services	\$ 106,500.00	\$ 75,595.51	\$ (30,904.49)	Under	-29.0%	Processed more in-house than budgeted
6470	3005	Office Supplies	\$ 1,500.00	\$ 1,485.46	\$ (14.54)	Under	-1.0%	
6470	3033	Documentation Library	\$ 717.00	\$ 716.00	\$ (1.00)	Under	-0.1%	
6470	3203	Binding	\$ 200.00	\$ 200.00	\$ -		0.0%	
6470	3205	Processing Supplies	\$ 31,000.00	\$ 18,352.37	\$ (12,647.63)	Under	-40.8%	Processed more in-house than budgeted
6470	3275	Audio/Visual Materials	\$ 526,135.00	\$ 480,115.69	\$ (46,019.31)	Under	-8.7%	
6470	3280	Books	\$ 733,276.00	\$ 653,230.56	\$ (80,045.44)	Under	-10.9%	
6470	3290	Circulation Supplies	\$ 3,000.00	\$ 3,105.67	\$ 105.67	Over	3.5%	
6470	3295	Periodicals	\$ 130,889.00	\$ 116,341.78	\$ (14,547.22)	Under	-11.1%	
6470		Collection Services	\$ 2,676,369.00	\$ 2,497,485.10	\$ (178,883.90)	Under	-6.7%	

Dept	Acct	Account Name	2018 Amended Budget	2018 Actual Expense	Unencumb Balance	Over/Under Budget	% Over/Under	Notes
6001	5015	Other Equipment	\$ -	\$ 14,183.30	\$ 14,183.30	Over	100.0%	
6010	5012	Other Equipment	\$ 92,000.00	\$ 87,377.85	\$ (4,622.15)	Under	-5.0%	
6020	5015	Other Equipment	\$ 160,300.00	\$ 146,359.14	\$ (13,940.86)	Under	-8.7%	
6020	5055	Other Capital Outlay	\$ 785,000.00	\$ 621,139.90	\$ (163,860.10)	Under	-20.9%	Quotes for Capital Projects were under budgeted amounts
491		Capital Projects Total	\$ 1,037,300.00	\$ 869,060.19	\$ (168,239.81)	Under	-16.2%	

To: Board of Library Trustees
From: Mike Driskell
Date: May 21, 2019
Re: Changes to Prevailing Wage Act

Each June, a public library was required to publish an announcement in the local newspaper indicating its compliance with the Prevailing Wage Act. On January 15, 2019, Governor Pritzker signed Public Act 100-1177 amending the Prevailing Wage Act, 820 ILCS 130/1 et. seq. The bill will take effect on June 1, 2019. Key changes include public bodies will no longer be required to determine the prevailing wage rate. Instead, the applicable wage rates for each locality will be set by the prevailing wage schedule that is published on the Illinois Department of Labor's website. As a result, public bodies will no longer be required to approve an annual prevailing wage ordinance or resolution each June, or publish the annual notice of approval in the newspaper or on its website.

Executive Director's Report May 2019

Diversity and Inclusion

Book Fiesta

Our annual program to celebrate children's books showcased the musical talents of 1, 2, 3 Andres and cultural crafts developed by the library's Teen Advisory Board (TAB). 1, 2, 3 Andres entertained a crowd of 120 customers with songs, jokes and learning moments in both Spanish and English. The fun continued in Kids' World where TAB volunteers planned four different ethnic craft stations for families to experience at their own pace. The crafts represented China, Mexico, Germany and Russia. Guests enjoyed stories in Spanish and English while sampling a variety of ethnic cookies from six different cultures.



Community Outreach

Week of the Young Child

Circulation staff shared the many benefits of obtaining a library card with 177 participants during Week of the Young Child at The Academy at Forest View. We also promoted our Summer Reading Program and invited customers from Palatine, Rolling Meadows, and Mount Prospect to visit our library and register as reciprocal borrowers while passing out bookmarks and bookmobile patterns for children to decorate.



We welcomed students from Greenbrier school through the World of Work program. Students learned how the circulation area files and shelves books, DVDS, and games. Students were also able to become honorary Circ staff by checking books in and out to customers at the front desk and drive up window.

We welcomed about 20 students and 10 aides from a Barrington High School Special Education class. They had a tour of the department and helped with some behind the scenes action including checking in and sorting books.

We invited Homeschoolers to a private tour of the Bookmobile. One family enjoyed an especially exciting experience!



Centennial Memorial Day Parade and Ceremony Video

Digital Services Manager Jack Bower, with help from Digital Media Specialist Bryan Bednarek and Digital Services Advisor Charlie Crane completed a [Centennial Memorial Day Parade & Ceremony video](#) with a group formed by Chairman of the Veterans Memorial Committee of Arlington Heights and Village Trustee Greg Padovani. The library produced content and edited the video together. Jack even provided the narration after the original narrator became unavailable. Former library board member and video director Deborah Nelson presented Jack, Charlie and Bryan with commemorative coins in thanks and [an article in the Daily Herald](#) was published upon the video's release.

Makerspace Outreach with the Business Community

Digital Services Manager, Jack Bower, presented on the proposed Belmont building makerspace to the Arlington Heights business community at two events facilitated by Specialty Info Services Advisor Diane Malik. On April 9, he presented at a library hosted Chamber of Commerce breakfast networking meeting and on April 11 a Rotary Club meeting. Altogether approximately 60 business leaders attended and Jack was able to share the benefits of the makerspace and nurture excitement about the project.



Google Expeditions for the Community



Digital Services Supervisor Gregory Berger hosted two women's groups, Arlington Heights Women's Club on April 3 and American Association of University Women on April 8, at the library to explore Google Expeditions. The participants enjoyed exploring different locations and learning about new Virtual Reality technology.

College & Career Expo

Digital Media Specialist Bryan Bednarek with Youth Outreach Librarian Emily Loeffler showcased the technology we circulate in the Library of Things and information about the Studio at the College & Career Expo at Harper College. They saw over 300 visitors.



Virtual College Tours

Digital Services Supervisor Gregory Berger prepared our Virtual Reality offerings for the Teen Services program College Knowledge: Maximize Your College Visit. Digital Media Specialist Bryan Bednarek delivered the virtual campus tours to the 25 prospective college students who participated in the program.

Across the Library

Tax Season 2019 Wrap-up

The tax table was up from January 15-April 22. During that time, we distributed approximately 5,660 federal tax forms and 4,000 state tax forms. Approximately 4,900 sheets of paper were printed from the self-print station.

Studio Usage and One-on-one Technology Appointments

The Studio has seen 2 top-ten usage months with 456 bookings in March and 447 in April. Furthermore, April saw a substantial rise in one-on-one technology appointments; there were 42 appointments made in March and 61 in April! This is the highest amount of appointments in a month since July 2017. 25 of the April appointment were for Studio help, evidence of its continued popularity.

Hotspots

Digital Services acquired 11 more hotspots to lend in the Library of Things through the Mobile Beacon Donation Program from Tech Soup. The hotspots provide users with free wireless internet virtually anywhere. Since we started lending 10 hotspots in June 2018, this collection has become very popular and in recent months the hold list has been as long as 40 customers. Our recently completed Edge Assessment identified the long wait times for these hotspots as a deficit. Now that the library has 21 hotspots in total, the holds list hovers in the teens and waits are much shorter!

AARP Tax Appointments Summary

We provided space for the AARP tax help aide volunteers who assisted in preparing tax returns for 457 customers, an increase of 20% from last year. We added a fourth time slot; opening up 88 appointment times. Past years numbers:

- 2018 (381 customers)
- 2017 (320 customers)

Instagram

Info Services Advisors Neal Parker and Lucy Sears' Instagram post was one of the most liked posts we've had with 113 likes.



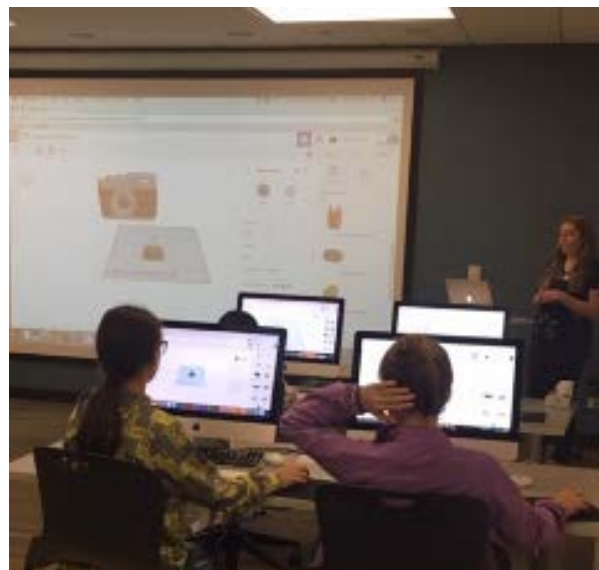
Homeschool Lunch Bunch Show and Tell

At the end of 2018, Kids' World Librarian Christina Giovanelli-Caputo surveyed homeschool customers to inform library services. This program is a direct result from that survey - homeschool parents desired opportunities where their students could practice speaking to a group and experience communal lunching with peers. Participants were encouraged to bring their lunch and something to present with the group, like a favorite toy or book.



Advanced Tween 3D Printing

Offered for the first time for a youth audience, Youth Programs Specialist Jessica Krieter developed and delivered an advanced 3D printing class targeting 4-6 grade customers. With registration filling the day it opened, we will offer this program regularly throughout the year.



National Bookmobile Day

April 10 was National Bookmobile Day. Our customers created many unique bookmobiles, and three random participants were chosen as winners of a 30-minute personal visit with the bookmobile on a date TBD.



College Knowledge: Maximize Your College Visit

Twenty-four teens ventured to the library to attend this rescheduled program. Upon arrival, teens were guided through virtual tours of college campuses using the library's set of Google Expedition VR viewers. Tom Jaworski, from Quest College Consulting assisted in leading and narrating group tours of Georgetown University and UW Madison campuses. Jaworski also presented on all the benefits of college applicants visiting schools, along with tips for what to look for and how to get the most from those visits. Attendees were encouraged to use Oculus Go or laptops to explore an even more extensive library of college campuses. The program showcased the library's ability to meet multiple points of our customer's informational needs, and will become a regular part of our College Knowledge program series.



Make It: Cat Castles

Despite an April winter storm, over 40 members of the community braved the snow to attend Make It: Cat Castles. Customers of all ages built their beloved cats a home out of cardboard. Two teens assisted their grandmother in order to custom build her cat a cozy cardboard house. Everyone of all skill levels enjoyed this opportunity to bond with other dedicated cat parents while putting their architecture skills to the test.



Staff Development

Passive Programming Webinar

Tween Librarian Kerry Bailey presented on a panel of librarians for the Association for Library Services to Children (ALSC) focused on passive programming. Kerry and co-panelists presented practical activities, tips and best practices for developing and delivering passive programming to youth audiences.

Negotiating Databases

Digital Services Librarian Bill Pardue enrolled in Negotiating License Agreements, a four-week eCourse designed for librarians who negotiate online resource and database licenses with vendors. This was in service of Strategy 2.1, “Optimize the availability of e-resources at the Library” in the Strategic Plan. An early result of the course is that Bill was able to renew the Summon discovery-level search product for three years at a greatly reduced rate. We were slated to spend \$19,040 combined for these three products and will now only be spending \$10,000. The library will see savings of \$9,040 a year!

Best New Diverse Children’s Books

Kids’ World Librarian Christina Giovannelli-Caputo and Tween Librarian Kerry Bailey presented a RAILS professional development program on diverse children’s books for library staff. Christina and Kerry discussed the current state of diverse books in children’s publishing and highlighted new diverse picture and middle grade books. Booktalks included descriptions of the books as well as examples of how to use them in storytimes, programs and displays.



Game Based-Learning

Technology Instruction Coordinator David Olichwier attended Game-Based Learning: Ideas for the Classroom and Library, a webinar about how to use game-based learning, Augmented Reality (AR), Virtual Reality (VR) and Mixed Reality to motivate students for more engaging learning experiences.

Carol Ng-He appointed ARLIS/NA Liaison of the ALA Office of Diversity

Exhibits Coordinator Carol Ng-He joined the Art Libraries Society of North America (ARLIS/NA) Diversity Committee and Education Subcommittee. Of ARLIS/NA's 1,000 individuals devoted to fostering excellence in art and design librarianship, Carol has been appointed ARLIS/NA Liaison of the ALA Office of Diversity. To engage with colleagues in learning about exhibit planning and instructions, she contributes to the ARLIS/NA Teaching Special Interest Group Blog as their blog team member. Her latest post, [Creating an outcomes-based public library exhibit](#), shares her exhibit development experience at AHML.

Sharing AHML Exhibit Success at DPLAfest

Exhibits Coordinator Carol Ng-He presented a session titled "Interactive Digital Exhibits: A Gateway of Community Engagement" at DPLAfest 2019, an annual conference organized by the Digital Public Libraries of America. The event was held at the Harold Washington Library Center at the Chicago Public Library this year. In the session, Carol presented how we incorporated digital technology in the making of the *#beinthecircle* exhibit for our One Book One Village in 2017, as well as how the exhibit engaged the community.



Technical Services Training

Lisa Bobis, our Collection Services manager, attended a 4-day virtual training course on managing workflow and materials processing using our ILS. They also reviewed best practices in the areas of material acquisitions and database maintenance.

Cybersecurity Training

Valentin Petrov, our IT systems administrator, attended a 5 day virtual training course on Cybersecurity. This course reviewed standard cybersecurity terminology and compliance requirements, examined sample exploits, and included hands-on experience mitigating controls. In a contained lab environment, students worked with live viruses, including botnets, worms, and Trojans.

Circulation system training

Shannon Meyer, our Circulation Manager, attended a 4-day virtual training course on managing our circulation system. This course centered around maintaining system codes, tables and the various circulation parameters.

The Path to Career Readiness

Digital Services Librarian Bill Pardue with Specialty Info Services Supervisor Elizabeth Ludemann were accepted to present the session Gamifying the Job Search: The Path to Career Readiness at the ILA conference in October. They will share their experience and successes with the badging program that they created earlier this year.

Metrics for April 2019

Service Point Traffic

Total visits
83,745 ↓ -1%
 84,796 last year

Main Library visits
79,439 ↓ -2%
 81,074 last year

Sr Center Visits
1,940 ↑ 8.20%
 1,793 last year

Bookmobile Visits*
2,366 ↑ 22.65%
 1,929 last year

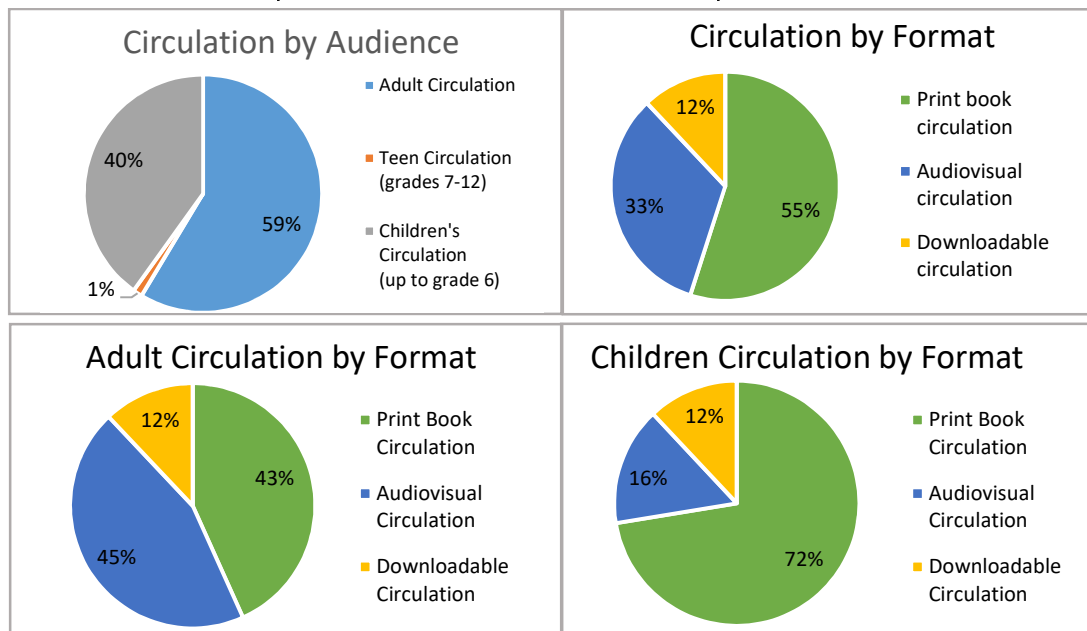
Circulation

Total Circulation
154,761 ↓ -4%
 161,510 last year

Card Holders
57,536

Library Cards Issued
 Resident **288** ↓ -13.77%
 (issued) 334 last year
 Non-Resident **150** ↓ -9.09%
 (Registered) 165 last year

Interlibrary Loan
 Borrowed **444** ↑ 7.51%
 413 last year
 Lent **446** ↓ -16.01%
 531 last year



Programs

Program Attendance*
8,290 ↓ -9%
 9,114 last year

Number of Programs
320 ↑ 17%
 273 last year

Cost of Programs
\$7,357
 \$1,675 funded by FOL

General Satisfaction
4.6/5

Questions

Reference Questions
16,951 ↑ 8%
 15,705 last year

Reference Questions
 (via call center)
5,231 ↑ 14%
 4,579 last year

Chat sessions
467 ↑ 26.22%
 370 last year

Technology Usage

Public Computer Use
9,188 ↓ -11.99%
 10,440 last year

Website Visits
98,275 ↓ -1.50%
 99,772 last year

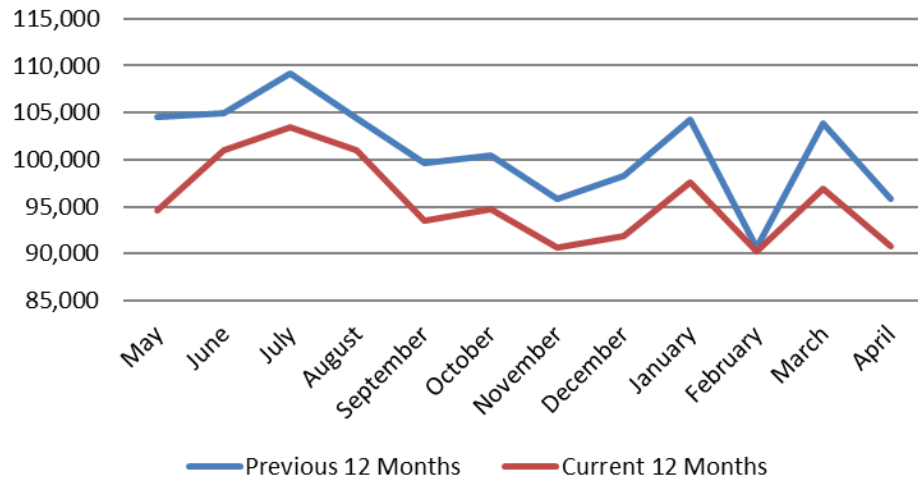
Self Checkout
 (% of total checkouts)
66% = -0.20%
 66% last year

*Touch a Truck event and weather are responsible for the increase in bookmobile visits. Program attendance is down as a result of cancellation of some storytimes due to polling place and exhibit load out. Also, 2018 had an author event with 282 attendees.

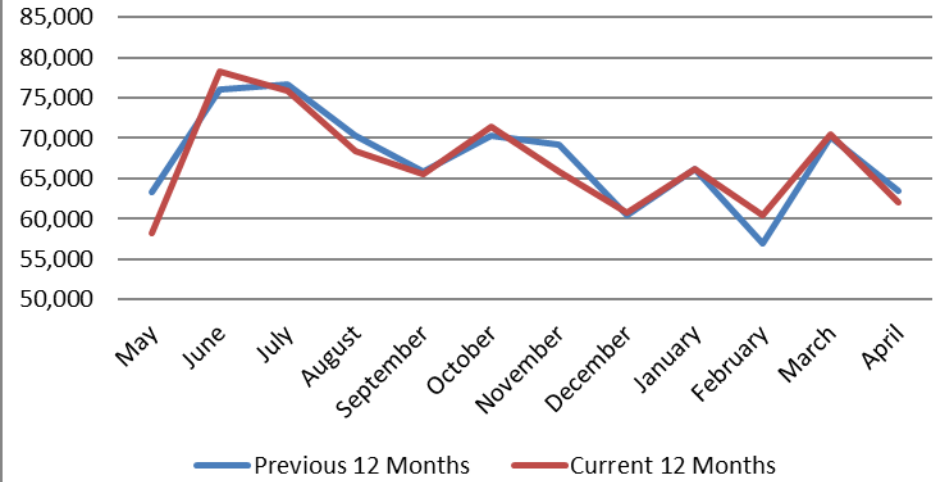
AHML - DASHBOARD - April 2019

	April 2019	April 2018	% change from last March	Jan 2019-April 2019	Jan 2018-April 2018	% change from last YTD
Total circulation	154,761	161,510	-4%	643,210	660,699	-3%
Adult circulation	90,738	95,811	-5%	375,461	394,609	-5%
Teen circulation	1,969	2,229	-12%	8,459	9,235	-8%
Children circulation	62,054	63,470	-2%	259,290	256,855	1%
Print book circulation	80,327	84,780	-5%	331,191	338,951	-2%
Audiovisual circulation	48,308	53,827	-10%	202,416	223,780	-10%
Downloadables circulation	17,577	15,018	17%	74,729	65,668	14%
Self-check as % of main floor circ	66%	66%	0%	66%	66%	-1%
Circulation to reciprocal borrowers	10,103	9,974	1%	40,394	39,142	3%
ILLs borrowed for our customers	444	413	8%	1,882	1,497	26%
ILLS lent to other libraries	446	531	-16%	1,781	2,178	-18%
Resident cards issued	288	334	-14%	1,298	1,375	-6%
Reciprocal cards registered	150	165	-9%	643	673	-4%
Reference questions	16,951	15,705	8%	68,465	65,411	5%
Number of Programs	320	273	17%	1,127	1,065	6%
Program attendance	8,290	9,114	-9%	28,234	33,892	-17%
Public computer use	9,188	10,440	-12%	35,989	41,778	-14%
Website visits	98,275	99,772	-2%	392,636	401,810	-2%
In-person visitors	83,745	84,796	-1%	339,803	350,421	-3%
Marketplace - % of adult coll	8.3%	8.6%	-3%	8.3%	8.5%	-3%
Marketplace - % of circ	35.2%	34.6%	2%	34.2%	34.4%	-1%
Kids' Mktplace - % of KW coll	5.0%	4.7%	6%	4.7%	4.8%	-3%
Kids' Mktplace - % of circ	16.9%	14.9%	12%	15.7%	15.3%	3%
Individual Staff Sessions	577	407	29%	1933	1380	29%
Volunteer hours	2,849	2,145	33%	9,480	8,395	11%

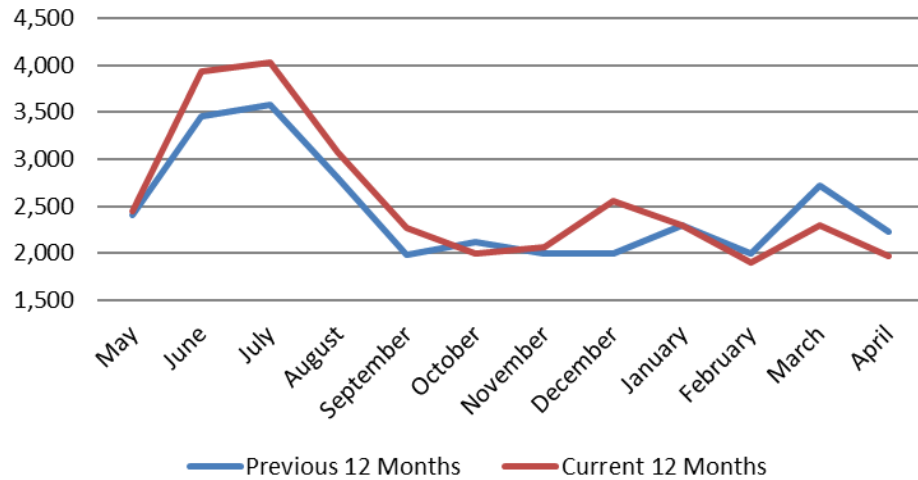
Adult Circulation



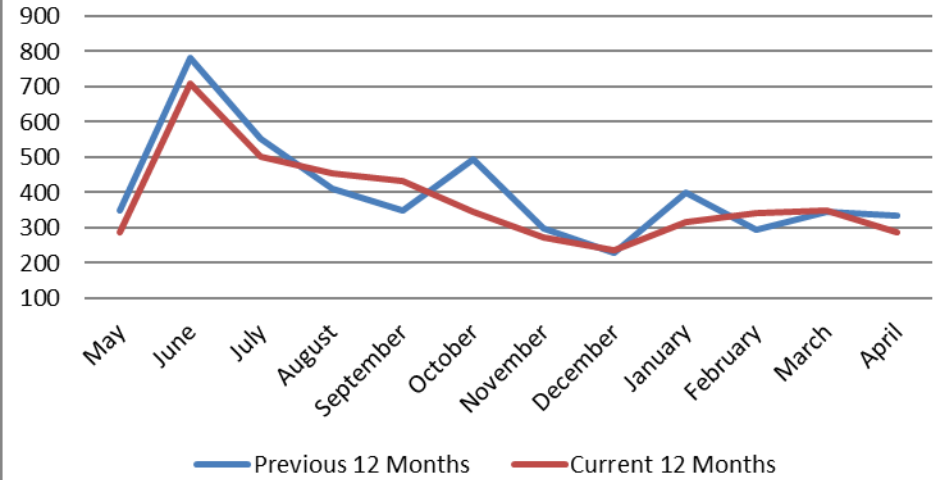
Children's Circulation

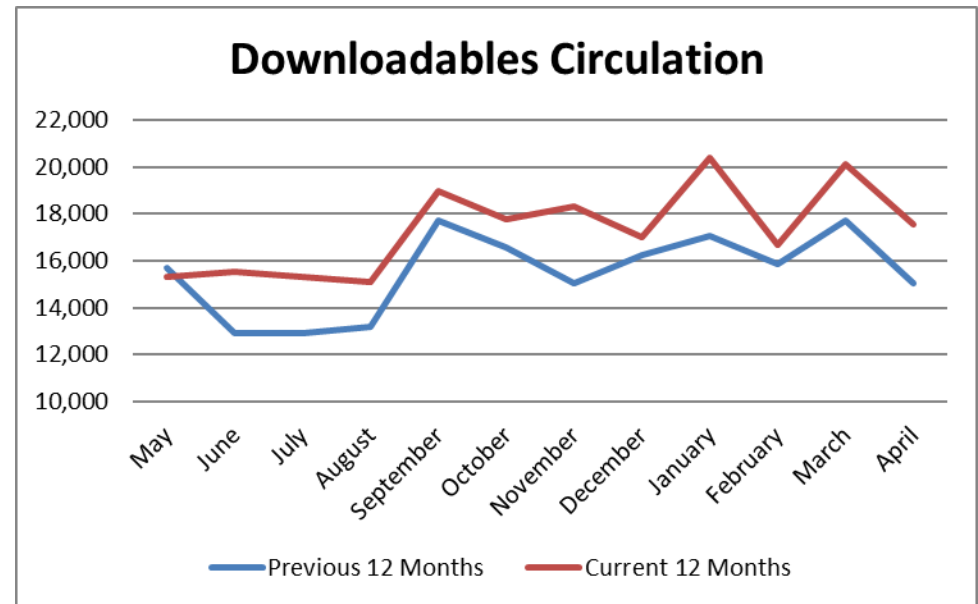
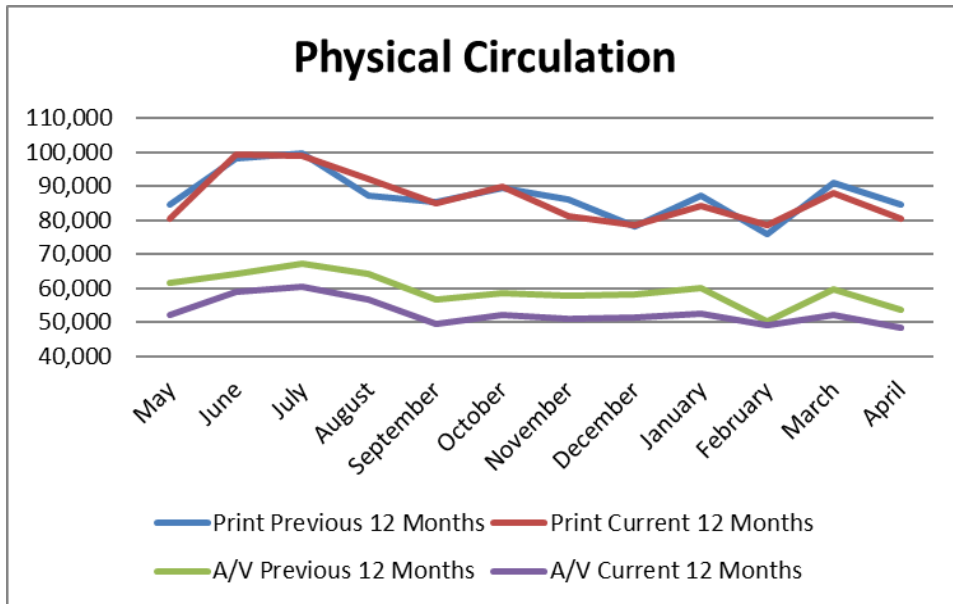


Teen Circulation



Resident Library Cards Issued





Notes Relating to Circulation

Equipment checkouts increased 66% over last April, with our Library of Things remaining popular in our community. Customers checked out 469 ‘Things’ from this collection this month.

Our 2,366 visitors to the bookmobile this month resulted in 13.2% more bookmobile checkouts, with Adult materials up 2.6% and Kids’ items checkouts up 15.9% over last April.

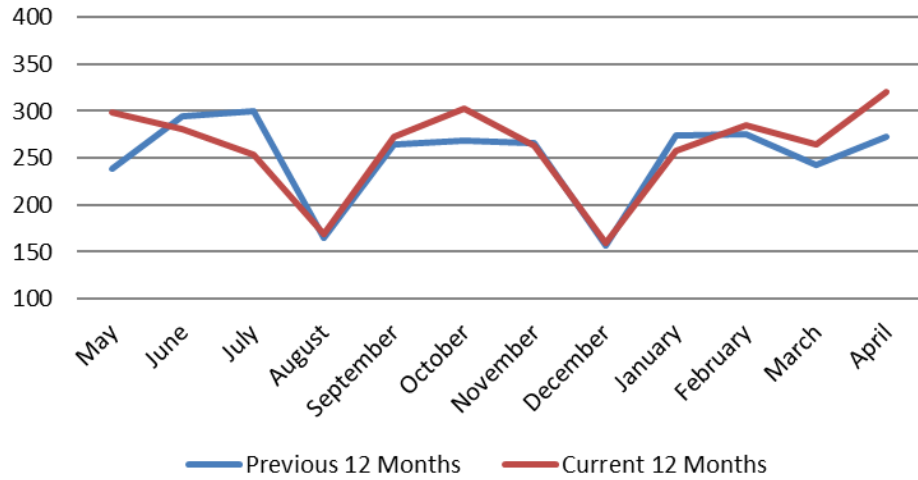
Electronic checkouts increased 17% over last April and are up 13.9% for the year. These materials represented 11.6% of all customer checkouts this month.

Videogames and Graphic Novels were still popular this month. Adult Videogame checkouts were up 12.8% for the month and 10.6% for the year, while Kids’ Videogame checkouts were up 8.6% for the month and 7.4% for the year. While Adult Graphic Novel checkouts were down 12.59%, Teen Graphic Novel checkouts were up 7.92% and Kids’ Graphic Novels were up 17.85% for the month.

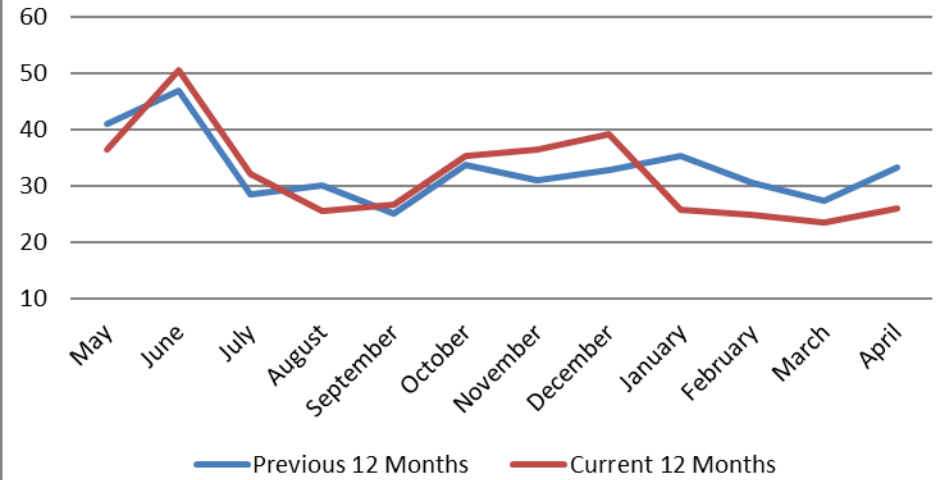
Our Senior Center self-check has been very popular this year, as checkouts here increased 46.7% over last April and are up 21.1% for the year.

Material Assistants continued working hard to place holds for our customers this month. Staff fulfilled 23,780 customer holds and reshelved 2,783 items placed on hold but not picked up.

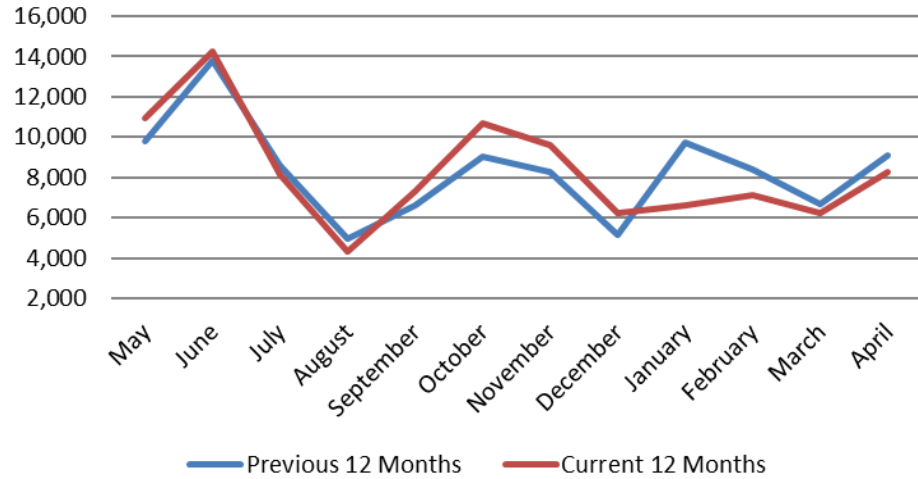
Program Sessions



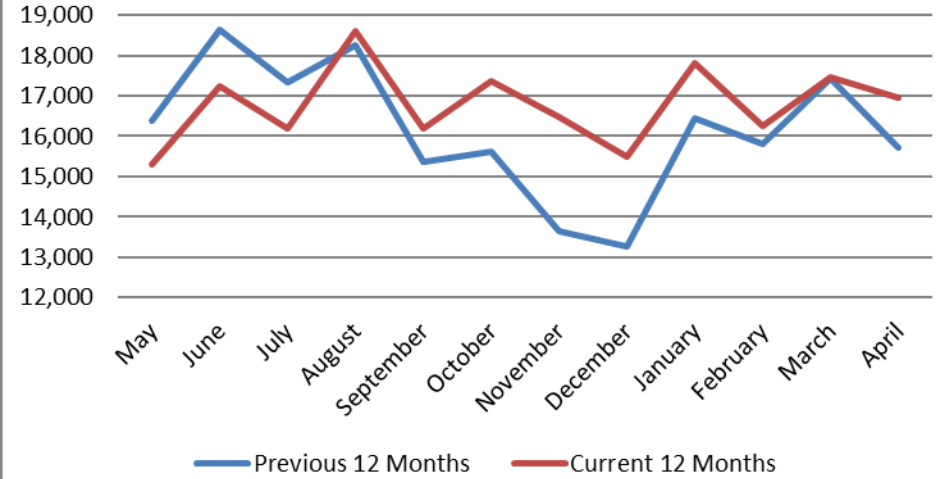
Attendance Per Program



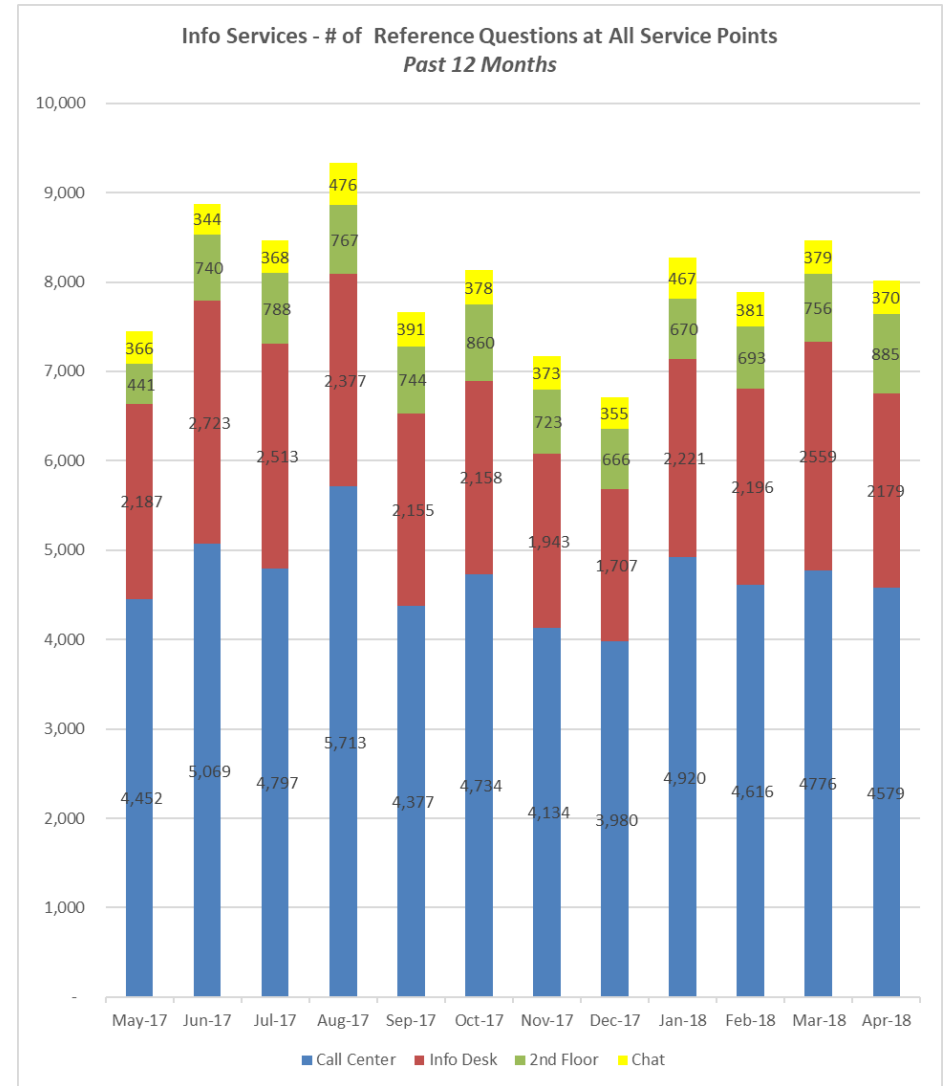
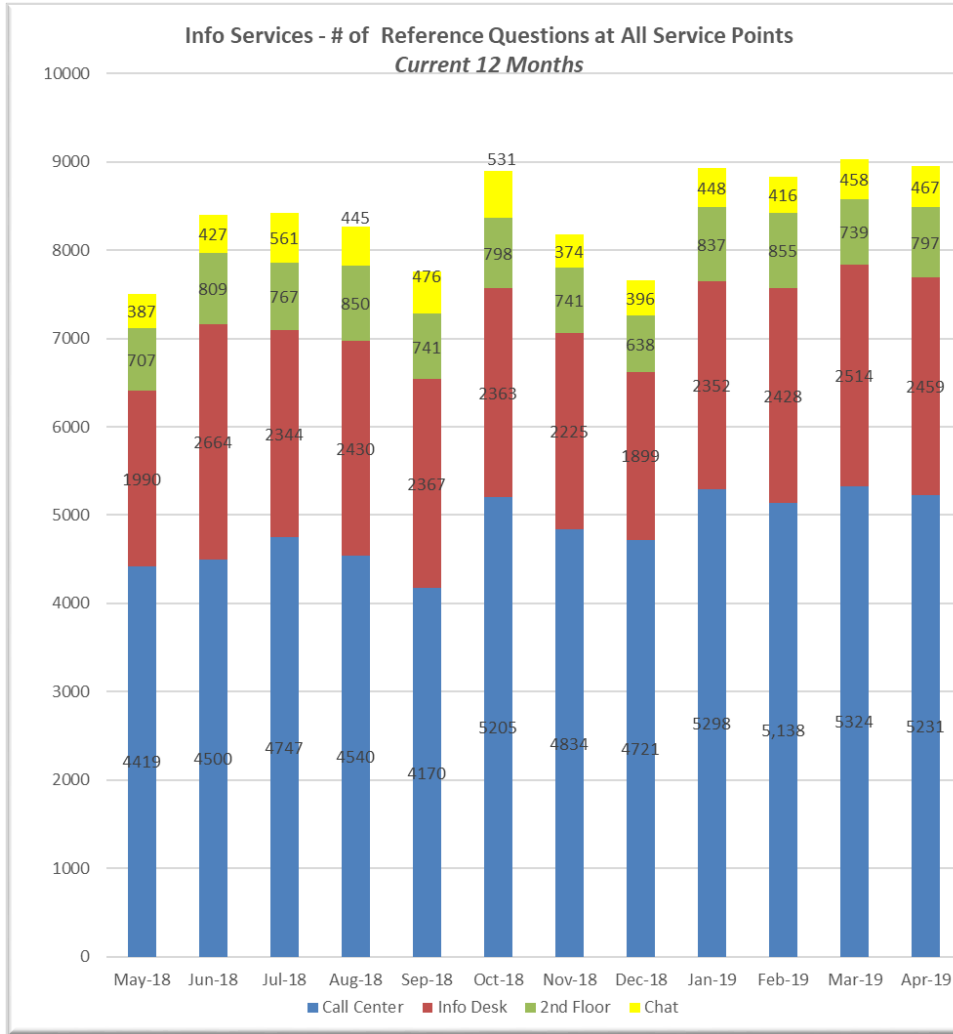
Program Attendance



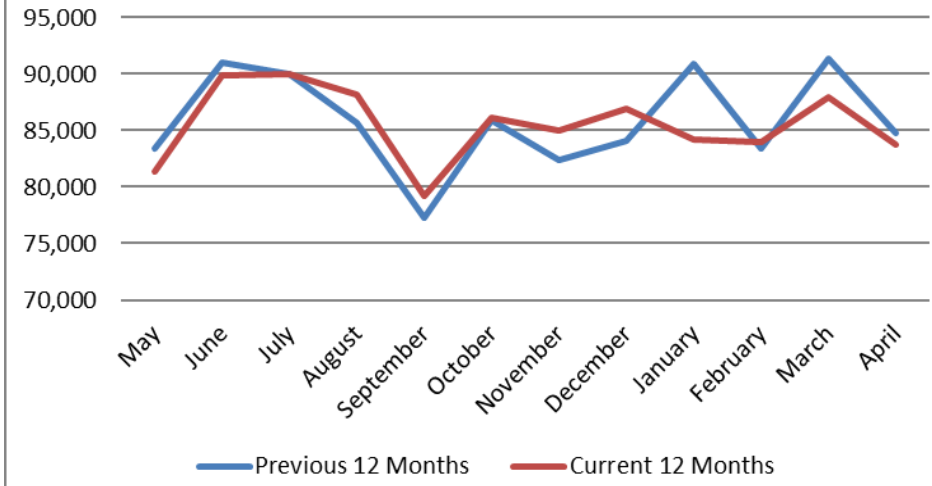
Reference Questions (Library Wide)



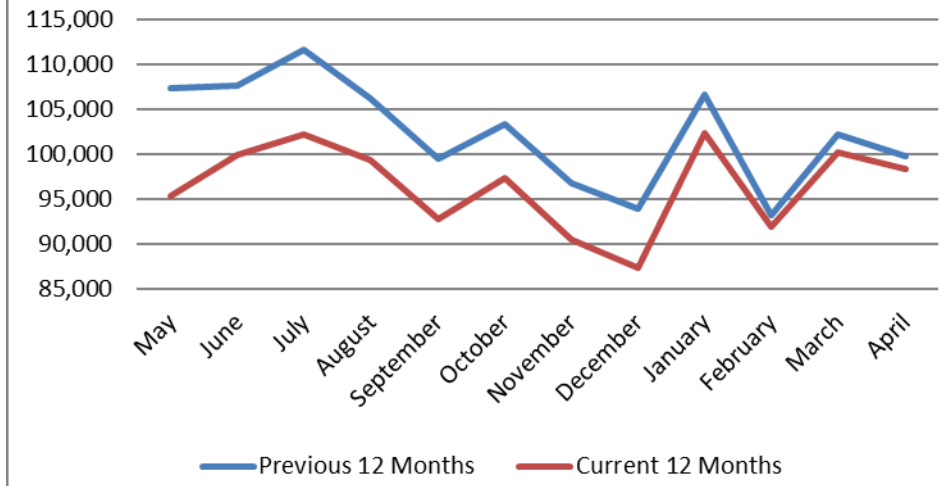
The charts below illustrate the total reference questions handled at the various Info Services points for the current 12 months and the prior 12 months.



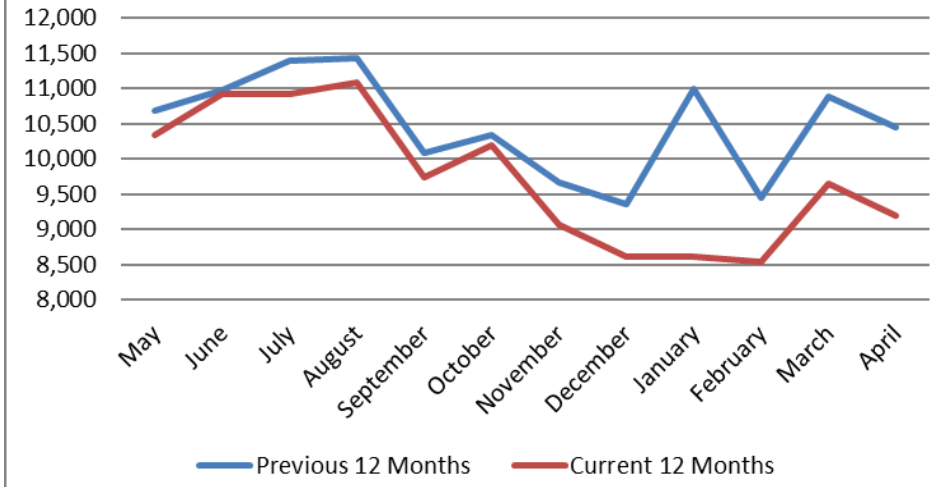
In-person Attendance



Website Visits



Public Computer Use



Village of Arlington Heights
 REVENUE REPORT
 33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2019

(Item 3) Replacement
 5/21/19

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
400	Taxes								
401	Real Estate Taxes								
03 00	Real Estate Tax IMRF	66,673	6,526.55	10	266,692	420,221.14	158	800,076	379,854.86
04 00	Real Estate Tax FICA	41,296	4,042.42	10	165,184	260,277.24	158	495,552	235,274.76
05 00	Real Estate Tax	1,079,460	105,667.20	10	4,317,840	6,803,534.87	158	12,953,529	6,149,994.13
401	** Real Estate Taxes	1,187,429	116,236.17	10	4,749,716	7,484,033.25	158	14,249,157	6,765,123.75
400	*** Taxes	1,187,429	116,236.17	10	4,749,716	7,484,033.25	158	14,249,157	6,765,123.75
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	.00		20,000	93,876.25	469	60,000	33,876.25-
70 00	Other Grants	41	.00		164	.00		500	500.00
75 00	Other Restricted	46	.00		184	.00		563	563.00
411	** Intergovernmental	5,087	.00		20,348	93,876.25	461	61,063	32,813.25-
410	*** Intergovernmental Revenue	5,087	.00		20,348	93,876.25	461	61,063	32,813.25-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	441.00	212	832	1,323.00	159	2,500	1,177.00
74 00	Copier/Reader Printer Fee	3,750	4,152.61	111	15,000	14,486.79	97	45,000	30,513.21
75 00	Meeting Room Fees	211	305.00	145	844	1,505.00	178	2,534	1,029.00
436	** Library Fees	4,169	4,898.61	118	16,676	17,314.79	104	50,034	32,719.21
430	*** Fees	4,169	4,898.61	118	16,676	17,314.79	104	50,034	32,719.21
440	Fines								
442	Library								
20 00	Late Charges	11,496	5,608.17	49	45,984	31,501.51	69	137,959	106,457.49
25 00	Lost/Damaged Item Charges	1,416	1,055.51	75	5,664	5,278.24	93	17,000	11,721.76
442	** Library	12,912	6,663.68	52	51,648	36,779.75	71	154,959	118,179.25
440	*** Fines	12,912	6,663.68	52	51,648	36,779.75	71	154,959	118,179.25
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	3,093	1,992.82	64	12,372	17,957.72	145	37,120	19,162.28
461	** Simple Interest	3,093	1,992.82	64	12,372	17,957.72	145	37,120	19,162.28
462	Investment Income								
10 00	Market Value Adjustments	0	2,355.91		0	15,660.34		0	15,660.34-
462	** Investment Income	0	2,355.91		0	15,660.34		0	15,660.34-

Village of Arlington Heights
 REVENUE REPORT
 33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2019

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
462	Investment Income								
460 ***	Interest Income	3,093	4,348.73	141	12,372	33,618.06	272	37,120	3,501.94
470	Sales Reimbursable Rents								
472	Sales and Rents								
472 **	Sales and Rents	0	.00		0	.00		0	.00
470 ***	Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
481	Special Events								
481 **	Special Events	0	.00		0	.00		0	.00
482	Library Other								
482 **	Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	416	.00		1,664	461.67	28	5,000	4,538.33
483 **	Donations	416	.00		1,664	461.67	28	5,000	4,538.33
489	Other								
90 00	Other Income	713	1,536.21	216	2,852	5,308.09	186	8,565	3,256.91
94 00	FOL Reimbursements	5,416	19,809.18	366	21,664	35,162.32	162	65,000	29,837.68
489 **	Other	6,129	21,345.39	348	24,516	40,470.41	165	73,565	33,094.59
480 ***	Other	6,545	21,345.39	326	26,180	40,932.08	156	78,565	37,632.92
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		1,219,235	153,492.58	13	4,876,940	7,706,554.18	158	14,630,898	6,924,343.82