

BOARD OF LIBRARY TRUSTEES

TUESDAY, JULY 21, 2020

7:00 P.M.

(Note Time Change)

HENDRICKSON ROOM

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENT
- IV. LIAISON REPORTS
 - FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY
 - ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION
- V. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JUNE 16, 2020 (Action Item 1)
- VI. APPROVAL OF THE MINUTES OF THE SPECIAL BOARD MEETING OF JULY 13, 2020 (Action Item 2)
- VII. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2020 (Item 3)

VIII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED JUNE 30, 2020 (Action Item 4)

IX. EXECUTIVE DIRECTOR'S REPORT

X. OLD BUSINESS

- MAKERSPACE PROJECT UPDATE (Item 5)

Staff and representatives from Williams Architects will provide an update on the makerspace building project at 112 North Belmont Avenue.

- LIBRARY STAFFING AND CUSTOMER SERVICE CHANGES DUE TO COVID-19 (Item 6)

Staff will provide an update of the building reopening with limited hours and services.

- ADOPTION OF 2021 BUDGET TARGETS (Action Item 7)

Adoption of budget targets used in the preparation of the 2021 budget

XI. NEW BUSINESS

- REVIEW AND ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 8)

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, 2019

- REVIEW OF 2019 BUDGET VERSUS ACTUAL (Item 9)

Review of the final 2019 actual results and discussion of variances from the 2019 budget

XII. OTHER

XIII. CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (21) FOR THE PURPOSE OF REVIEWING CLOSED SESSION MINUTES AND WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES

XIV. REVIEW OF CLOSED SESSION MINUTES AND OTHER
ITEM(S) FROM CLOSED SESSION FOR ACTION

XV. ADJOURNMENT

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, JUNE 16, 2020.

06.20.01 A regular meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order on Tuesday, June 16, 2020, at 6:30 p.m. by President Greg Zyck. Due to a change with the Open Meetings Act on June 12, based on the Illinois Governor declaring a state of disaster due to COVID-19, the board met virtually via Zoom as it was not able to gather in groups of more than 10 people during Phase 3 of the Restore Illinois plan. The meeting was hosted on a live stream on the library's YouTube channel for public viewing.

06.20.02 Upon **ROLL CALL**, the following answered Present via teleconference: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos, and Zyck.

Absent: None

Also present via teleconference: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Janet Moravec, Business Office Administrator; Julie Doren, Business Office Assistant; Andy Dogan, Williams Architects; Natalie Clemens, Williams Architects; Carrie Kotera, Williams Architects.

06.20.03 There was no **PUBLIC COMMENT**.

06.20.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Mr. Driskell reported the Friends are planning their August book sale but due to the limits on large gatherings are considering other sale options such as the Farmer's Market or a parking lot sale. They are also continuing to work on possible electronic payment options. The Friends plan to restart activity in their workroom and made a second donation for little free libraries throughout the community. Thank you to Bookmobile Supervisor Teri Scallon and bookmobile staff who will continue to restock the little free libraries throughout the summer.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Mr. Driskell reported the Foundation is working with ITW on kitchen items for the Belmont makerspace. President Lauree Harp and Treasurer Gary McClung are working on elevating the Foundation's GuideStar status from silver to gold. The Foundation received matching funds from the Illinois State Questers for external lamps at the Belmont property.

06.20.05 Trustee Thanopoulos moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MAY 19, 2020 (Action Item 1)**. Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart,

Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The minutes were approved as submitted.

06.20.06 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MAY 31, 2020 (Item 2)** – Ms. Ekl reported the library received \$7.5 million in real estate taxes as of May 31; this is 53% of the total real estate revenue budgeted for 2020.

06.20.07 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MAY 31, 2020 (Action Item 3)** – Ms. Ekl provided information in response to trustees’ questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE CHECK REGISTER FOR MAY 31, 2020, IN THE AMOUNT OF \$1,014,940.72.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

06.20.08 **EXECUTIVE DIRECTOR’S REPORT** – Mr. Driskell highlighted Youth Services’ Stay-at-Home DIY activity kits for kids and tweens were enjoyed by 257 customers in May; the wrap-up of our February-March exhibit, *When Home Won’t Let You Stay*, with artist James Bowey joining 28 community members on Zoom for a conversation about his body of work, the library exhibit and the importance of empathy; the library’s summer reading challenge promotion where staff connected with 1,987 students by visiting nearly 100 elementary and middle school Zoom classrooms; Inklings’ teen writers collaborated with Teen Services staff to create the premiere issue of Quaranzine!; curbside delivery began on May 21 with materials handling staff delivering holds to customer vehicles and processing returns and holds; dedicated library staff and gardening enthusiasts volunteered to plant a butterfly garden in front of the library funded by the Friends of the Library; sixteen little free libraries were stocked throughout the community with 250 books donated by the Friends of the Library; virtual reference handled 900 chats in May, an increase of 132% from this time last year; new Readers Advisory program *Favorite Things* debuted, providing an informal and conversational space for staff and customers to share what they’re watching, reading or listening to; a total of 35 readers attended four virtual book discussions, all titles were available on hoopla; virtual resource usage continues to increase with the biggest growth on the library’s YouTube channel due to additional content supporting virtual programming; Youth Outreach Emily Muszynski completed a dual-degree program, earning master’s degrees in Public History and Library Information Science; Library Delivery and Accessibility Supervisor Katie Myers completed the ADA Coordinator Training Certification Program (ACTCP).

06.20.09 **OLD BUSINESS**

- **MAKERSPACE PROJECT UPDATE (Item 4)** – Representatives from Williams Architects presented an update on the progress of the makerspace building project at 112 North Belmont Avenue, providing updated conceptual drawings of the space and the upcoming proposal requests for the remainder of the construction project.

- **AUTHORIZATION TO ACCEPT MAKERSPACE HVAC EQUIPMENT REPLACEMENT BID (Action Item 5)** – A public bid was held for roof and HVAC equipment replacement for the building at 112 North Belmont Avenue. No bids were received for the roof. Seven bids were received for the HVAC equipment replacement, and a public bid opening was held via Zoom on June 3. Staff is seeking authorization to move forward with the project by accepting the lowest qualified bid. That bid was submitted by Jensen’s Plumbing & Heating Inc., a known reputable company. It is recommended to engage in a contract with Jensen’s Plumbing & Heating, Inc., for the base bid amount of \$137,600 plus a 10% contingency.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES AWARDS THE HVAC EQUIPMENT REPLACEMENT PROJECT TO JENSEN’S PLUMBING & HEATING INC. FOR AN AMOUNT NOT TO EXCEED \$151,360, WHICH INCLUDES A 10% CONTINGENCY, PENDING ATTORNEY REVIEW OF THE CONTRACT.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

- **LIBRARY CLOSURE DUE TO COVID-19 (Action Item 6)** – The board discussed the library’s response to Coronavirus, the State of Illinois stay-at-home order and its impact to services and staffing. Under Governor Pritzker’s Executive Orders each government body, including public libraries, is authorized to determine its essential governmental functions. Mr. Driskell recommended board approval to reopen the library building to the public with limited hours and services when our region enters Phase 4 of the State of Illinois Restore Illinois plan, with a projected reopening date of June 26.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES AUTHORIZES THE EXECUTIVE DIRECTOR TO REOPEN THE LIBRARY BUILDING TO THE PUBLIC WITH LIMITED HOURS AND SERVICES, AS THE STATE OF ILLINOIS OPENS IN PHASE 4 OF THE RESTORE ILLINOIS REOPENING PLAN.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

- **TEMPORARY POLICY DUE TO COVID-19 (Action Item 7)** – The board discussed the recommended policy changes to follow safety guidelines by implementing temporary protocols as needed and in alignment with the Restore Illinois plan and the State of Illinois, and guidelines from the Centers for Disease Control and the World Health Organization through the end of Phase 4 of the Restore Illinois plan and the reopening of the library building to the public. The board will continue its review of the temporary policy changes at its next board meeting.

Trustee Thanopoulos moved **THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND ADOPTS THE TEMPORARY COVID-19 POLICY, AMENDING EXISTING POLICIES, EFFECTIVE MARCH 14, 2020 THROUGH OUR NEXT BOARD**

MEETING. Trustee Ruhl seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

06.20.10 NEW BUSINESS

- **REVIEW ISSUANCE OF NONRESIDENT LIBRARY CARDS AND APPROVAL OF NONRESIDENT CARD FEE (Action Item 8)** – Each June, the board affirms its commitment to continue to offer a nonresident fee card option under Public Act 92-1066 and approves the nonresident card fee for the upcoming year.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES AFFIRMS ITS CONTINUED COMMITMENT TO OFFERING A NONRESIDENT LIBRARY CARD OPTION UNDER PUBLIC ACT 92-1066 AND SETS THE ANNUAL FEE FOR THE CARD, USING THE GENERAL MATHEMATICAL FORMULA METHOD, AT \$447 EFFECTIVE JULY 1, 2020 THROUGH JUNE 30, 2021.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

- **2021 LIBRARY HOLIDAY DATES/CLOSINGS (Action Item 9)** – The board reviewed a schedule of proposed library holiday dates and closings for 2021.

Trustee Tangney moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2021 LIBRARY HOLIDAY DATES AND CLOSINGS.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

- **2021 BOARD MEETING SCHEDULE (Action Item 10)** – The board reviewed a schedule of proposed dates for the 2021 board and Committee of the Whole meetings.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES APPROVES THE 2021 BOARD OF LIBRARY TRUSTEES SCHEDULE OF MEETINGS AS DISCUSSED.** Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

06.20.11 OTHER

- President Zyck discussed holding the next board meeting at the library while observing social distancing. He discussed canceling the Committee of the Whole meeting on July 6 and scheduling a special board meeting on July 13.
- Trustee Medal suggested future board meetings start at 7:00 p.m.
- The board congratulated Communication and Marketing Director Mary Hastings for her work on the State of Illinois Live and Learn grant. The library was awarded \$50,000 that will be put toward ADA/accessibility related components of the makerspace project.

There being no further business to discuss, Trustee Thanopoulos moved **ADJOURNMENT**. Trustee Medal seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried and the meeting was adjourned at 8:32 p.m.

Carole Medal, Vice President/Secretary

Julie Doren, Recorder

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON MONDAY, JULY 13, 2020.

07.20.01 A special meeting of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Hendrickson Room of the Arlington Heights Memorial Library on Monday, July 13, 2020, at 7:03 p.m. by President Greg Zyck.

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

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Mary Hastings, Director of Communications and Marketing; Julie Doren, Business Office Assistant.

07.20.03 There was no **PUBLIC COMMENT**

Trustee Ruhl joined the meeting at 7:08 p.m.

07.20.04 **TEMPORARY POLICY DUE TO COVID-19 (Action Item 1)** – The board discussed the recommended policy changes to follow safety guidelines by implementing temporary protocols as needed and in alignment with the Restore Illinois plan and the State of Illinois, and guidelines from the Centers for Disease Control and the World Health Organization through the end of Phase 4 of the Restore Illinois plan and the reopening of the library building to the public. The board will continue its review of the temporary policy changes at the September 15, 2020 board meeting.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND ADOPTS THE TEMPORARY COVID-19 POLICY, AMENDING EXISTING POLICIES, EFFECTIVE MARCH 14, 2020 UNTIL THE SEPTEMBER 15, 2020 BOARD MEETING.** Trustee Thanopoulos seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Ruhl, Smart, Supplitt, Tangney, Thanopoulos and Zyck. Nay: none. The motion carried.

07.20.05 **REVIEW OF 2021 BUDGET TARGETS (Item 2)** – Ms. Ekl reviewed proposed targets for 2021, which includes a salary range increase to accommodate the \$15 minimum wage requirement in 2025 and cost of living increases, and a projected reinsurance cost increase by the library's current property carrier.

07.20.06 **OTHER**

- The board discussed changing the start time for regularly scheduled board and Committee of the Whole meetings from 7:30 p.m. to 7:00 p.m.

07.20.07 Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ADJOURNS TO CLOSED SESSION IN ACCORDANCE WITH 5 ILCS 120/2 (C) (1) FOR THE PURPOSE OF DISCUSSING PERSONNEL ISSUES.** Trustee Tangney seconded. All were in favor and the motion carried. The board went into closed session at 7:45 p.m.

The board returned to open session at 8:16 p.m.

There being no further business to discuss, Trustee Smart moved **ADJOURNMENT.** Trustee Tangney seconded. All were in favor and the meeting was adjourned at 8:18 p.m.

Carole Medal, Vice President/Secretary

Julie Doren, Recorder

Village of Arlington Heights
 REVENUE REPORT
 50% OF YEAR LAPSED

Village of Arlington Heights

FUND 291 Memorial Library Fund									
ACCOUNT DESCRIPTION									
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	87,834	.00		527,004	555,734.06	106	1,054,012	498,277.94
04 00	Real Estate Tax FICA	53,782	.00		322,692	340,285.78	106	645,390	305,104.22
05 00	Real Estate Tax	1,057,687	.00		6,346,122	6,692,062.97	106	12,692,247	6,000,184.03
401 **	Real Estate Taxes	1,199,303	.00		7,195,818	7,588,082.81	106	14,391,649	6,803,566.19
400 ***	Taxes	1,199,303	.00		7,195,818	7,588,082.81	106	14,391,649	6,803,566.19
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,000	93,876.25	1878	30,000	93,876.25	313	60,000	33,876.25-
70 00	Other Grants	41	.00		246	.00		500	500.00
90 00	Contribution Ord. Library	46	.00		276	3,410.48	1236	562	2,848.48-
411 **	Intergovernmental	5,087	93,876.25	1845	30,522	97,286.73	319	61,062	36,224.73-
410 ***	Intergovernmental Revenue	5,087	93,876.25	1845	30,522	97,286.73	319	61,062	36,224.73-
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	221.00	106	1,248	221.00	18	2,500	2,279.00
74 00	Copier/Reader Printer Fee	3,834	271.35	7	23,004	11,073.73	48	46,009	34,935.27
75 00	Meeting Room Fees	250	.00		1,500	445.00	30	3,000	2,555.00
436 **	Library Fees	4,292	492.35	12	25,752	11,739.73	46	51,509	39,769.27
430 ***	Fees	4,292	492.35	12	25,752	11,739.73	46	51,509	39,769.27
440	Fines								
442	Library								
20 00	Late Charges	8,329	687.10	8	49,974	22,020.91	44	99,959	77,938.09
25 00	Lost/Damaged Item Charges	1,416	191.37	14	8,496	4,496.15	53	17,000	12,503.85
442 **	Library	9,745	878.47	9	58,470	26,517.06	45	116,959	90,441.94
440 ***	Fines	9,745	878.47	9	58,470	26,517.06	45	116,959	90,441.94
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	6,699	301.21	5	40,194	38,814.14-	97	80,395	119,209.14
461 **	Simple Interest	6,699	301.21	5	40,194	38,814.14-	97	80,395	119,209.14
462	Investment Income								
10 00	Market Value Adjustments	833	43.78	5	4,998	97.19	2	10,000	9,902.81
462 **	Investment Income	833	43.78	5	4,998	97.19	2	10,000	9,902.81

Village of Arlington Heights
 REVENUE REPORT
 50% OF YEAR LAPSED

Village of Arlington Heights

FUND 291 Memorial Library Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
460	Interest Income								
462	Investment Income								
460	*** Interest Income	7,532	344.99	5	45,192	38,716.95-	86	90,395	129,111.95
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								
55 00	Premium Sponsor	4,166	.00		24,996	.00		50,000	50,000.00
481	** Special Events	4,166	.00		24,996	.00		50,000	50,000.00
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	1,250	150.00	12	7,500	1,185.43	16	15,000	13,814.57
483	** Donations	1,250	150.00	12	7,500	1,185.43	16	15,000	13,814.57
489	Other								
90 00	Other Income	416	936.72	225	2,496	14,063.14	563	5,000	9,063.14-
94 00	FOL Reimbursements	8,750	.00		52,500	7,177.68	14	105,000	97,822.32
489	** Other	9,166	936.72	10	54,996	21,240.82	39	110,000	88,759.18
480	*** Other	14,582	1,086.72	8	87,492	22,426.25	26	175,000	152,573.75
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		1,240,541	96,678.78	8	7,443,246	7,707,335.63	104	14,886,574	7,179,238.37

Village of Arlington Heights
 REVENUE REPORT
 50% OF YEAR LAPSED

Village of Arlington Heights

FUND 491 Capital Projects-Library									
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	5,833	1,064.37	18	34,998	40,221.60	115	70,000	29,778.40
461	** Simple Interest	5,833	1,064.37	18	34,998	40,221.60	115	70,000	29,778.40
462	Investment Income								
10 00	Market Value Adjustments	0	226.13		0	4,128.96		0	4,128.96-
462	** Investment Income	0	226.13		0	4,128.96		0	4,128.96-
460	*** Interest Income	5,833	1,290.50	22	34,998	44,350.56	127	70,000	25,649.44
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	5,833	1,290.50	22	34,998	44,350.56	127	70,000	25,649.44

PREPARED 07/14/2020, 10:15:09
PROGRAM: GM267L
Village of Arlington Heights

DETAIL BUDGET REPORT
50% OF YEAR LAPSED

PAGE 1
ACCOUNTING PERIOD 06/2020

REPORT SELECTIONS

Fiscal year : 2020
Fund : 291
All Departments
All Divisions
Suppress accounts with zero balances : Y

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	29393	26490.00	90	176358	173186.27	98	.00	352726	179539.73	49
	16 92	Achievement Awards	333	.00	0	1998	500.00	25	.00	4000	3500.00	13
	16 **	Library Personal Services	29726	26490.00	89	178356	173686.27	97	.00	356726	183039.73	49
	18	Other Personal Services										
	18 05	Overtime Civilian	83	.00	0	498	986.72	198	.00	1000	13.28	99
	18 **	Other Personal Services	83	.00	0	498	986.72	198	.00	1000	13.28	99
	19	Employee Benefits										
	19 05	Medical Insurance	7765	7765.17	100	46590	46591.02	100	.00	93182	46590.98	50
	19 10	IMRF	3768	3348.34	89	22608	22015.48	97	.00	45217	23201.52	49
	19 11	Social Security	1848	1612.70	87	11088	10618.79	96	.00	22179	11560.21	48
	19 12	Medicare	432	377.16	87	2592	2483.41	96	.00	5187	2703.59	48
	19 53	Flexible Spending	134	161.50	121	804	1164.25	145	.00	1610	445.75	72
	19 55	Unemployment Compensation	536	.00	0	3216	.00	0	.00	6432	6432.00	0
	19 **	Employee Benefits	14483	13264.87	92	86898	82872.95	95	.00	173807	90934.05	48
	20	Prof Technical Services										
	20 05	Professional Services	875	1200.00	137	5250	1200.00	23	.00	10500	9300.00	11
	20 08	Consulting Services	166	.00	0	996	.00	0	.00	2000	2000.00	0
	20 20	Legal Services	1333	.00	0	7998	5512.50	69	.00	16000	10487.50	35
	20 40	General Insurance	10641	.00	0	63846	120958.00	190	.00	127700	6742.00	95
	20 **	Prof Technical Services	13015	1200.00	9	78090	127670.50	164	.00	156200	28529.50	82
	21	Property Services										
	21 65	Other Services	250	.00	0	1500	649.39	43	.00	3000	2350.61	22
	21 **	Property Services	250	.00	0	1500	649.39	43	.00	3000	2350.61	22
	22	Other Contractual Service										
	22 01	Advertising	50	.00	0	300	153.90	51	.00	600	446.10	26
	22 02	Dues	556	124.00	22	3336	1213.00	36	.00	6675	5462.00	18
	22 03	Training	10310	305.00	3	61860	39932.49	65	.00	123722	83789.51	32
	22 05	Postage	4245	2941.10	69	25470	17866.71	70	.00	50945	33078.29	35
	22 70	Telephone Services	7214	7595.06	105	43284	46934.43	108	.00	86569	39634.57	54
	22 **	Other Contractual Service	22375	10355.16	46	134250	106100.53	79	.00	268511	162410.47	40
	30	General Supplies										
	30 05	Office Supplies & Equip	738	49.78	7	4428	3318.42	75	.00	8858	5539.58	38
	30 **	General Supplies	738	49.78	7	4428	3318.42	75	.00	8858	5539.58	38
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	208	.00	0	1248	1985.53	159	.00	2500	514.47	79
	31 **	Public Works Supplies	208	.00	0	1248	1985.53	159	.00	2500	514.47	79

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 02	Program Events	100	.00	0	600	.00	0	.00	1200	1200.00	0
	32 72	Special Events	70	.00	0	420	.00	0	.00	850	850.00	0
	32 **	Library Supplies	170	.00	0	1020	.00	0	.00	2050	2050.00	0
	40	Other Charges										
	40 96	Operating Contingency	416	7.00-	2-	2496	3624.10	145	.00	5000	1375.90	73
	40 **	Other Charges	416	7.00-	2-	2496	3624.10	145	.00	5000	1375.90	73
	50	Property										
	50 15	Other Equipment	2233	880.00	39	13398	5176.32	39	.00	26800	21623.68	19
	50 **	Property	2233	880.00	39	13398	5176.32	39	.00	26800	21623.68	19
601	** **	Library	83697	52232.81	62	502182	506070.73	101	.00	1004452	498381.27	50
60	** **	Culture/Recreation	83697	52232.81	62	502182	506070.73	101	.00	1004452	498381.27	50
DIV	6001	TOTAL ***** Administration	83697	52232.81	62	502182	506070.73	101	.00	1004452	498381.27	50

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 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

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										
		Communications & Mrkting	67375	43717.52	65	404250	338852.03	84	.00	808558	469705.97	42

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	13996	12987.22	93	83976	84642.55	101	.00	167952	83309.45	50
	16 **	Library Personal Services	13996	12987.22	93	83976	84642.55	101	.00	167952	83309.45	50
	18	Other Personal Services										
	18 05	Overtime Civilian	25	.00	0	150	39.97	27	.00	300	260.03	13
	18 **	Other Personal Services	25	.00	0	150	39.97	27	.00	300	260.03	13
	19	Employee Benefits										
	19 05	Medical Insurance	3854	3854.75	100	23124	23128.50	100	.00	46257	23128.50	50
	19 10	IMRF	1772	1641.58	93	10632	10703.84	101	.00	21267	10563.16	50
	19 11	Social Security	869	739.74	85	5214	4842.63	93	.00	10432	5589.37	46
	19 12	Medicare	203	173.00	85	1218	1132.55	93	.00	2440	1307.45	46
	19 50	Employee Asst. Program	500	.00	0	3000	5835.84	195	.00	6000	164.16	97
	19 **	Employee Benefits	7198	6409.07	89	43188	45643.36	106	.00	86396	40752.64	53
	21	Property Services										
	21 65	Other Services	825	.00	0	4950	1927.98	39	.00	9900	7972.02	20
	21 **	Property Services	825	.00	0	4950	1927.98	39	.00	9900	7972.02	20
	22	Other Contractual Service										
	22 01	Advertising	108	.00	0	648	95.00	15	.00	1300	1205.00	7
	22 02	Dues	266	.00	0	1596	2589.00	162	.00	3200	611.00	81
	22 03	Training	108	250.00	232	648	727.36	112	.00	1300	572.64	56
	22 55	In Service Training	835	.00	0	5010	7312.19	146	.00	10020	2707.81	73
	22 **	Other Contractual Service	1317	250.00	19	7902	10723.55	136	.00	15820	5096.45	68
	32	Library Supplies										
	32 01	Program Supplies	33	.00	0	198	56.82	29	.00	400	343.18	14
	32 **	Library Supplies	33	.00	0	198	56.82	29	.00	400	343.18	14
	40	Other Charges										
	40 62	Tuition Reimbursement	2083	.00	0	12498	14535.55	116	.00	25000	10464.45	58
	40 70	Employee Recognition Prog	1612	.00	0	9672	1204.41	13	.00	19350	18145.59	6
	40 **	Other Charges	3695	.00	0	22170	15739.96	71	.00	44350	28610.04	36
601	** **	Library	27089	19646.29	73	162534	158774.19	98	.00	325118	166343.81	49
60	** **	Culture/Recreation	27089	19646.29	73	162534	158774.19	98	.00	325118	166343.81	49
DIV	6003	TOTAL ***** Human Resources	27089	19646.29	73	162534	158774.19	98	.00	325118	166343.81	49

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	370.00-	0	0	219.00	0	.00	0	219.00-	0
20	**	Prof Technical Services	0	370.00-	0	0	219.00	0	.00	0	219.00-	0
21		Property Services										
21	65	Other Services	416	236.97	57	2496	3009.79	121	.00	5000	1990.21	60
21	**	Property Services	416	236.97	57	2496	3009.79	121	.00	5000	1990.21	60
22		Other Contractual Service										
22	02	Dues	0	150.00	0	0	346.00	0	.00	0	346.00-	0
22	03	Training	0	.00	0	0	402.80	0	.00	0	402.80-	0
22	18	Contr Programs & Exhibits	2083	1345.00	65	12498	24786.00	198	.00	25000	214.00	99
22	**	Other Contractual Service	2083	1495.00	72	12498	25534.80	204	.00	25000	534.80-	102
31		Public Works Supplies										
31	85	Small Tools and Equipment	166	247.19	149	996	247.19	25	.00	2000	1752.81	12
31	**	Public Works Supplies	166	247.19	149	996	247.19	25	.00	2000	1752.81	12
32		Library Supplies										
32	01	Program Supplies	208	.00	0	1248	229.77	18	.00	2500	2270.23	9
32	02	Program Events	208	.00	0	1248	.00	0	.00	2500	2500.00	0
32	32	Software	41	.00	0	246	.00	0	.00	500	500.00	0
32	72	Special Events	833	.00	0	4998	3759.62	75	.00	10000	6240.38	38
32	75	Audio Visual	41	.00	0	246	.00	0	.00	500	500.00	0
32	78	Electronic Resources	125	.00	0	750	.00	0	.00	1500	1500.00	0
32	80	Books	416	.00	0	2496	117.63	5	.00	5000	4882.37	2
32	**	Library Supplies	1872	.00	0	11232	4107.02	37	.00	22500	18392.98	18
50		Property										
50	15	Other Equipment	5645	.00	0	33870	.00	0	.00	67750	67750.00	0
50	55	Other Capital Outlay	16	.00	0	96	.00	0	.00	200	200.00	0
50	**	Property	5661	.00	0	33966	.00	0	.00	67950	67950.00	0
601	**	** Library	10198	1609.16	16	61188	33117.80	54	.00	122450	89332.20	27
60	**	** Culture/Recreation	10198	1609.16	16	61188	33117.80	54	.00	122450	89332.20	27
DIV	6004	TOTAL ***** Paid by Gifts and Grants	10198	1609.16	16	61188	33117.80	54	.00	122450	89332.20	27

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	18845	17316.00	92	113070	112261.66	99	.00	226147	113885.34	50
16	**	Library Personal Services	18845	17316.00	92	113070	112261.66	99	.00	226147	113885.34	50
18		Other Personal Services										
18	05	Overtime Civilian	25	.00	0	150	28.47	19	.00	300	271.53	10
18	**	Other Personal Services	25	.00	0	150	28.47	19	.00	300	271.53	10
19		Employee Benefits										
19	05	Medical Insurance	5506	5506.83	100	33036	33040.98	100	.00	66082	33041.02	50
19	10	IMRF	2385	2188.76	92	14310	14193.54	99	.00	28623	14429.46	50
19	11	Social Security	1170	1015.92	87	7020	6612.84	94	.00	14040	7427.16	47
19	12	Medicare	273	237.58	87	1638	1546.48	94	.00	3283	1736.52	47
19	**	Employee Benefits	9334	8949.09	96	56004	55393.84	99	.00	112028	56634.16	49
20		Prof Technical Services										
20	05	Professional Services	475	.00	0	2850	.00	0	.00	5700	5700.00	0
20	**	Prof Technical Services	475	.00	0	2850	.00	0	.00	5700	5700.00	0
21		Property Services										
21	36	Equipment Rental	110	.00	0	660	738.45	112	.00	1326	587.55	56
21	65	Other Services	515	173.00	34	3090	2119.12	69	.00	6189	4069.88	34
21	**	Property Services	625	173.00	28	3750	2857.57	76	.00	7515	4657.43	38
22		Other Contractual Service										
22	02	Dues	68	.00	0	408	400.00	98	.00	825	425.00	49
22	03	Training	100	1.15	1	600	63.10	11	.00	1200	1136.90	5
22	25	IT/GIS Service Charge	2196	2158.33	98	13176	12949.98	98	.00	26355	13405.02	49
22	**	Other Contractual Service	2364	2159.48	91	14184	13413.08	95	.00	28380	14966.92	47
601	**	** Library	31668	28597.57	90	190008	183954.62	97	.00	380070	196115.38	48
60	**	** Culture/Recreation	31668	28597.57	90	190008	183954.62	97	.00	380070	196115.38	48
DIV	6008	TOTAL ***** Finance	31668	28597.57	90	190008	183954.62	97	.00	380070	196115.38	48

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	57927	47696.70	82	347562	322057.40	93	.00	695135	373077.60	46
	16 **	Library Personal Services	57927	47696.70	82	347562	322057.40	93	.00	695135	373077.60	46
	18	Other Personal Services										
	18 05	Overtime Civilian	20	.00	0	120	117.18	98	.00	250	132.82	47
	18 **	Other Personal Services	20	.00	0	120	117.18	98	.00	250	132.82	47
	19	Employee Benefits										
	19 05	Medical Insurance	12359	12359.25	100	74154	74155.50	100	.00	148311	74155.50	50
	19 10	IMRF	7324	5772.60	79	43944	38951.67	89	.00	87897	48945.33	44
	19 11	Social Security	3592	2835.24	79	21552	19237.49	89	.00	43114	23876.51	45
	19 12	Medicare	840	663.08	79	5040	4499.09	89	.00	10083	5583.91	45
	19 **	Employee Benefits	24115	21630.17	90	144690	136843.75	95	.00	289405	152561.25	47
	20	Prof Technical Services										
	20 05	Professional Services	585	374.06	64	3510	1427.56	41	.00	7022	5594.44	20
	20 08	Consulting Services	378	715.00	189	2268	715.00	32	.00	4545	3830.00	16
	20 **	Prof Technical Services	963	1089.06	113	5778	2142.56	37	.00	11567	9424.44	19
	21	Property Services										
	21 02	Equipment Maintenance	13451	957.94	7	80706	141210.11	175	.00	161423	20212.89	88
	21 **	Property Services	13451	957.94	7	80706	141210.11	175	.00	161423	20212.89	88
	22	Other Contractual Service										
	22 03	Training	537	.00	0	3222	50.00	2	.00	6450	6400.00	1
	22 42	Internet Access	3487	2225.35	64	20922	12756.45	61	.00	41846	29089.55	31
	22 **	Other Contractual Service	4024	2225.35	55	24144	12806.45	53	.00	48296	35489.55	27
	30	General Supplies										
	30 05	Office Supplies & Equip	31	463.98	1497	186	1005.43	541	.00	375	630.43-	268
	30 30	Data System Supplies	2100	790.93	38	12600	9830.27	78	.00	25204	15373.73	39
	30 32	Software Library	13466	8244.50	61	80796	88240.32	109	.00	161602	73361.68	55
	30 33	Documentation Library	8	.00	0	48	.00	0	.00	100	100.00	0
	30 **	General Supplies	15605	9499.41	61	93630	99076.02	106	.00	187281	88204.98	53
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	1296	2254.91	174	7776	5727.92	74	.00	15556	9828.08	37
	31 **	Public Works Supplies	1296	2254.91	174	7776	5727.92	74	.00	15556	9828.08	37
	32	Library Supplies										
	32 05	Processing Supplies	25	.00	0	150	.00	0	.00	300	300.00	0
	32 32	Software	1115	250.00	22	6690	5241.93	78	.00	13387	8145.07	39
	32 **	Library Supplies	1140	250.00	22	6840	5241.93	77	.00	13687	8445.07	38

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										
	50	Property										
	50 12	Computer Equipment	2845	657.28	23	17070	4677.11	27	.00	34140	29462.89	14
	50 **	Property	2845	657.28	23	17070	4677.11	27	.00	34140	29462.89	14
601	** **	Library	121386	86260.82	71	728316	729900.43	100	.00	1456740	726839.57	50
60	** **	Culture/Recreation	121386	86260.82	71	728316	729900.43	100	.00	1456740	726839.57	50
DIV	6010	TOTAL ***** Information Technology	121386	86260.82	71	728316	729900.43	100	.00	1456740	726839.57	50

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security						ENCUMBR.	ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP				
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	22342	18923.98	85	134052	133409.80	100	.00	268106	134696.20 50	
	16 **	Library Personal Services	22342	18923.98	85	134052	133409.80	100	.00	268106	134696.20 50	
	18	Other Personal Services										
	18 05	Overtime Civilian	166	.00	0	996	871.59	88	.00	2000	1128.41 44	
	18 **	Other Personal Services	166	.00	0	996	871.59	88	.00	2000	1128.41 44	
	19	Employee Benefits										
	19 05	Medical Insurance	6669	6669.25	100	40014	40015.50	100	.00	80031	40015.50 50	
	19 10	IMRF	2845	2241.02	79	17070	15343.15	90	.00	34141	18797.85 45	
	19 11	Social Security	1395	1095.19	79	8370	7853.68	94	.00	16747	8893.32 47	
	19 12	Medicare	326	256.16	79	1956	1836.83	94	.00	3917	2080.17 47	
	19 **	Employee Benefits	11235	10261.62	91	67410	65049.16	97	.00	134836	69786.84 48	
	22	Other Contractual Service										
	22 03	Training	41	.00	0	246	.00	0	.00	500	500.00 0	
	22 **	Other Contractual Service	41	.00	0	246	.00	0	.00	500	500.00 0	
	30	General Supplies										
	30 05	Office Supplies & Equip	36	.00	0	216	.00	0	.00	435	435.00 0	
	30 **	General Supplies	36	.00	0	216	.00	0	.00	435	435.00 0	
601	** **	Library	33820	29185.60	86	202920	199330.55	98	.00	405877	206546.45 49	
60	** **	Culture/Recreation	33820	29185.60	86	202920	199330.55	98	.00	405877	206546.45 49	
DIV	6015	TOTAL ***** Security	33820	29185.60	86	202920	199330.55	98	.00	405877	206546.45 49	

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 Village of Arlington Heights

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	464437	326794.77	70	2786622	2610270.23	94	.00	5573788	2963517.77	47

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	80096	69467.88	87	480576	464914.55	97	.00	961159	496244.45	48
16	**	Library Personal Services	80096	69467.88	87	480576	464914.55	97	.00	961159	496244.45	48
18		Other Personal Services										
18	05	Overtime Civilian	166	.00	0	996	.00	0	.00	2000	2000.00	0
18	**	Other Personal Services	166	.00	0	996	.00	0	.00	2000	2000.00	0
19		Employee Benefits										
19	05	Medical Insurance	10249	10249.75	100	61494	61498.50	100	.00	122997	61498.50	50
19	10	IMRF	10145	8245.40	81	60870	54809.21	90	.00	121743	66933.79	45
19	11	Social Security	4976	4170.50	84	29856	28047.92	94	.00	59716	31668.08	47
19	12	Medicare	1163	975.33	84	6978	6559.44	94	.00	13966	7406.56	47
19	**	Employee Benefits	26533	23640.98	89	159198	150915.07	95	.00	318422	167506.93	47
22		Other Contractual Service										
22	02	Dues	373	.00	0	2238	724.00	32	.00	4478	3754.00	16
22	03	Training	331	289.66	88	1986	515.49	26	.00	3979	3463.51	13
22	18	Contr Programs & Exhibits	1581	1790.00	113	9486	5506.16	58	.00	18980	13473.84	29
22	**	Other Contractual Service	2285	2079.66	91	13710	6745.65	49	.00	27437	20691.35	25
30		General Supplies										
30	05	Office Supplies & Equip	203	.00	0	1218	360.04	30	.00	2438	2077.96	15
30	**	General Supplies	203	.00	0	1218	360.04	30	.00	2438	2077.96	15
32		Library Supplies										
32	01	Program Supplies	912	209.26	23	5472	1025.79	19	.00	10948	9922.21	9
32	02	Program Events	3245	144.45	5	19470	3021.38	16	.00	38950	35928.62	8
32	90	Circulation Supplies	373	.00	0	2238	158.53	7	.00	4477	4318.47	4
32	**	Library Supplies	4530	353.71	8	27180	4205.70	16	.00	54375	50169.30	8
601	**	Library	113813	95542.23	84	682878	627141.01	92	.00	1365831	738689.99	46
60	**	Culture/Recreation	113813	95542.23	84	682878	627141.01	92	.00	1365831	738689.99	46
DIV	6401	TOTAL ***** Youth Services	113813	95542.23	84	682878	627141.01	92	.00	1365831	738689.99	46

FUND 291 Memorial Library Fund			DEPT/DIV 6405 User Services/Business & Specialty Serv							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	0	.00	0	0	19385.41	0	.00	0	19385.41-	0
	16 **	Library Personal Services	0	.00	0	0	19385.41	0	.00	0	19385.41-	0
	19	Employee Benefits										
	19 10	IMRF	0	.00	0	0	1884.75	0	.00	0	1884.75-	0
	19 11	Social Security	0	.00	0	0	873.83	0	.00	0	873.83-	0
	19 12	Medicare	0	.00	0	0	204.38	0	.00	0	204.38-	0
	19 **	Employee Benefits	0	.00	0	0	2962.96	0	.00	0	2962.96-	0
601	** **	Library	0	.00	0	0	22348.37	0	.00	0	22348.37-	0
60	** **	Culture/Recreation	0	.00	0	0	22348.37	0	.00	0	22348.37-	0
DIV	6405	TOTAL *****										
		Business & Specialty Serv	0	.00	0	0	22348.37	0	.00	0	22348.37-	0

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info Services						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****						
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	92374	80770.73	87	554244	514663.84	93	.00	1108499	593835.16	46
	16 **	Library Personal Services	92374	80770.73	87	554244	514663.84	93	.00	1108499	593835.16	46
	18	Other Personal Services										
	18 05	Overtime Civilian	83	1.38	2	498	206.00	41	.00	1000	794.00	21
	18 **	Other Personal Services	83	1.38	2	498	206.00	41	.00	1000	794.00	21
	19	Employee Benefits										
	19 05	Medical Insurance	12778	12778.92	100	76668	76673.52	100	.00	153347	76673.48	50
	19 10	IMRF	11686	9011.92	77	70116	56539.40	81	.00	140241	83701.60	40
	19 11	Social Security	5732	4835.41	84	34392	31087.80	90	.00	68789	37701.20	45
	19 12	Medicare	1340	1130.82	84	8040	7270.35	90	.00	16088	8817.65	45
	19 **	Employee Benefits	31536	27757.07	88	189216	171571.07	91	.00	378465	206893.93	45
	22	Other Contractual Service										
	22 02	Dues	208	.00	0	1248	610.00	49	.00	2500	1890.00	24
	22 03	Training	275	5.23	2	1650	284.47	17	.00	3300	3015.53	9
	22 18	Contr Programs & Exhibits	480	.00	0	2880	840.00	29	.00	5760	4920.00	15
	22 **	Other Contractual Service	963	5.23	1	5778	1734.47	30	.00	11560	9825.53	15
	30	General Supplies										
	30 05	Office Supplies & Equip	157	47.04	30	942	366.72	39	.00	1888	1521.28	19
	30 **	General Supplies	157	47.04	30	942	366.72	39	.00	1888	1521.28	19
	32	Library Supplies										
	32 01	Program Supplies	162	43.97	27	972	106.18	11	.00	1950	1843.82	5
	32 90	Circulation Supplies	174	.00	0	1044	534.57	51	.00	2095	1560.43	26
	32 **	Library Supplies	336	43.97	13	2016	640.75	32	.00	4045	3404.25	16
601	** **	Library	125449	108625.42	87	752694	689182.85	92	.00	1505457	816274.15	46
60	** **	Culture/Recreation	125449	108625.42	87	752694	689182.85	92	.00	1505457	816274.15	46
DIV	6410	TOTAL ***** Info Services	125449	108625.42	87	752694	689182.85	92	.00	1505457	816274.15	46

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services						ANNUAL BUDGET	UNENCUMB. BALANCE	% BDGT
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****					
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	118818	94178.12	79	712908	650483.50	91	.00	1425818	775334.50 46
	16 **	Library Personal Services	118818	94178.12	79	712908	650483.50	91	.00	1425818	775334.50 46
	18	Other Personal Services									
	18 05	Overtime Civilian	83	.00	0	498	33.45	7	.00	1000	966.55 3
	18 **	Other Personal Services	83	.00	0	498	33.45	7	.00	1000	966.55 3
	19	Employee Benefits									
	19 05	Medical Insurance	10071	10071.08	100	60426	60426.48	100	.00	120853	60426.52 50
	19 10	IMRF	15029	9788.44	65	90174	65265.47	72	.00	180350	115084.53 36
	19 11	Social Security	7371	5723.70	78	44226	39695.71	90	.00	88462	48766.29 45
	19 12	Medicare	1724	1338.62	78	10344	9283.41	90	.00	20689	11405.59 45
	19 **	Employee Benefits	34195	26921.84	79	205170	174671.07	85	.00	410354	235682.93 43
	21	Property Services									
	21 65	Other Services	292	.00	0	1752	375.90	22	.00	3513	3137.10 11
	21 **	Property Services	292	.00	0	1752	375.90	22	.00	3513	3137.10 11
	22	Other Contractual Service									
	22 02	Dues	122	88.00	72	732	88.00	12	.00	1465	1377.00 6
	22 03	Training	231	16.10	7	1386	195.27	14	.00	2773	2577.73 7
	22 **	Other Contractual Service	353	104.10	30	2118	283.27	13	.00	4238	3954.73 7
	30	General Supplies									
	30 05	Office Supplies & Equip	169	55.96	33	1014	426.61	42	.00	2033	1606.39 21
	30 **	General Supplies	169	55.96	33	1014	426.61	42	.00	2033	1606.39 21
	32	Library Supplies									
	32 01	Program Supplies	83	.00	0	498	.00	0	.00	1000	1000.00 0
	32 90	Circulation Supplies	714	989.29	139	4284	1471.30	34	.00	8574	7102.70 17
	32 **	Library Supplies	797	989.29	124	4782	1471.30	31	.00	9574	8102.70 15
601	** **	Library	154707	122249.31	79	928242	827745.10	89	.00	1856530	1028784.90 45
60	** **	Culture/Recreation	154707	122249.31	79	928242	827745.10	89	.00	1856530	1028784.90 45
DIV	6420	TOTAL ***** Customer Services	154707	122249.31	79	928242	827745.10	89	.00	1856530	1028784.90 45

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible 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	19045	16659.67	88	114270	109580.89	96	.00	228551	118970.11	48
	16 **	Library Personal Services	19045	16659.67	88	114270	109580.89	96	.00	228551	118970.11	48
	19	Employee Benefits										
	19 05	Medical Insurance	973	973.42	100	5838	5840.52	100	.00	11681	5840.48	50
	19 10	IMRF	2362	1979.36	84	14172	13049.91	92	.00	28344	15294.09	46
	19 11	Social Security	1180	1006.52	85	7080	6519.18	92	.00	14170	7650.82	46
	19 12	Medicare	276	235.40	85	1656	1524.68	92	.00	3314	1789.32	46
	19 **	Employee Benefits	4791	4194.70	88	28746	26934.29	94	.00	57509	30574.71	47
	22	Other Contractual Service										
	22 02	Dues	43	.00	0	258	.00	0	.00	518	518.00	0
	22 03	Training	102	.00	0	612	159.02	26	.00	1230	1070.98	13
	22 18	Contr Programs & Exhibits	799	.00	0	4794	3330.00	70	.00	9590	6260.00	35
	22 **	Other Contractual Service	944	.00	0	5664	3489.02	62	.00	11338	7848.98	31
	30	General Supplies										
	30 05	Office Supplies & Equip	41	.00	0	246	2.87	1	.00	500	497.13	1
	30 **	General Supplies	41	.00	0	246	2.87	1	.00	500	497.13	1
	32	Library Supplies										
	32 01	Program Supplies	151	.00	0	906	658.26	73	.00	1820	1161.74	36
	32 02	Program Events	50	.00	0	300	.00	0	.00	600	600.00	0
	32 90	Circulation Supplies	87	597.62	687	522	748.44	143	.00	1050	301.56	71
	32 **	Library Supplies	288	597.62	208	1728	1406.70	81	.00	3470	2063.30	41
601	** **	Library	25109	21451.99	85	150654	141413.77	94	.00	301368	159954.23	47
60	** **	Culture/Recreation	25109	21451.99	85	150654	141413.77	94	.00	301368	159954.23	47
DIV	6430	TOTAL ***** Accessible Services	25109	21451.99	85	150654	141413.77	94	.00	301368	159954.23	47

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	22074	17915.07	81	132444	115003.41	87	.00	264889	149885.59	43
	16 **	Library Personal Services	22074	17915.07	81	132444	115003.41	87	.00	264889	149885.59	43
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	96	140.97	147	.00	200	59.03	71
	18 **	Other Personal Services	16	.00	0	96	140.97	147	.00	200	59.03	71
	19	Employee Benefits										
	19 05	Medical Insurance	4984	4984.08	100	29904	29904.48	100	.00	59809	29904.52	50
	19 10	IMRF	2792	2264.44	81	16752	14554.13	87	.00	33507	18952.87	43
	19 11	Social Security	1369	1048.85	77	8214	6762.95	82	.00	16435	9672.05	41
	19 12	Medicare	320	245.30	77	1920	1581.68	82	.00	3844	2262.32	41
	19 **	Employee Benefits	9465	8542.67	90	56790	52803.24	93	.00	113595	60791.76	47
	22	Other Contractual Service										
	22 02	Dues	112	.00	0	672	115.00	17	.00	1353	1238.00	9
	22 03	Training	117	146.63	125	702	270.68	39	.00	1414	1143.32	19
	22 18	Contr Programs & Exhibits	11256	6314.99	56	67536	22767.77	34	.00	135077	112309.23	17
	22 **	Other Contractual Service	11485	6461.62	56	68910	23153.45	34	.00	137844	114690.55	17
	32	Library Supplies										
	32 02	Program Events	1671	1185.91	71	10026	5382.09	54	.00	20058	14675.91	27
	32 **	Library Supplies	1671	1185.91	71	10026	5382.09	54	.00	20058	14675.91	27
601	** **	Library	44711	34105.27	76	268266	196483.16	73	.00	536586	340102.84	37
60	** **	Culture/Recreation	44711	34105.27	76	268266	196483.16	73	.00	536586	340102.84	37
DIV	6440	TOTAL ***** Programs and Exhibits	44711	34105.27	76	268266	196483.16	73	.00	536586	340102.84	37

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital 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	44114	38854.67	88	264684	258568.46	98	.00	529376	270807.54	49
16	**	Library Personal Services	44114	38854.67	88	264684	258568.46	98	.00	529376	270807.54	49
19		Employee Benefits										
19	05	Medical Insurance	4635	4635.58	100	27810	27813.48	100	.00	55627	27813.52	50
19	10	IMRF	5576	4670.90	84	33456	30476.39	91	.00	66913	36436.61	46
19	11	Social Security	2735	2370.14	87	16410	15577.87	95	.00	32821	17243.13	48
19	12	Medicare	639	554.31	87	3834	3643.30	95	.00	7676	4032.70	48
19	**	Employee Benefits	13585	12230.93	90	81510	77511.04	95	.00	163037	85525.96	48
22		Other Contractual Service										
22	02	Dues	155	.00	0	930	753.00	81	.00	1863	1110.00	40
22	03	Training	41	.00	0	246	.00	0	.00	500	500.00	0
22	42	Internet Access	210	.00	0	1260	2520.00	200	.00	2520	.00	100
22	66	Outside Reference Service	240	.00	0	1440	.00	0	.00	2887	2887.00	0
22	**	Other Contractual Service	646	.00	0	3876	3273.00	84	.00	7770	4497.00	42
30		General Supplies										
30	05	Office Supplies & Equip	58	.00	0	348	126.50	36	.00	700	573.50	18
30	07	Supplies Reimb by Patrons	58	.00	0	348	125.30	36	.00	700	574.70	18
30	**	General Supplies	116	.00	0	696	251.80	36	.00	1400	1148.20	18
31		Public Works Supplies										
31	85	Small Tools and Equipment	550	.00	0	3300	1316.70	40	.00	6600	5283.30	20
31	**	Public Works Supplies	550	.00	0	3300	1316.70	40	.00	6600	5283.30	20
32		Library Supplies										
32	01	Program Supplies	62	.00	0	372	323.01	87	.00	750	426.99	43
32	78	Electronic Resources	28284	16799.91	59	169704	310373.28	183	.00	339411	29037.72	91
32	90	Circulation Supplies	131	141.93	108	786	680.49	87	.00	1575	894.51	43
32	**	Library Supplies	28477	16941.84	60	170862	311376.78	182	.00	341736	30359.22	91
50		Property										
50	15	Other Equipment	40	.00	0	240	.00	0	.00	480	480.00	0
50	**	Property	40	.00	0	240	.00	0	.00	480	480.00	0
601	**	** Library	87528	68027.44	78	525168	652297.78	124	.00	1050399	398101.22	62
60	**	** Culture/Recreation	87528	68027.44	78	525168	652297.78	124	.00	1050399	398101.22	62
DIV	6450	TOTAL ***** Digital Services	87528	68027.44	78	525168	652297.78	124	.00	1050399	398101.22	62

PREPARED 07/14/2020, 10:15:09
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 50% OF YEAR LAPSED

PAGE 22
 ACCOUNTING PERIOD 06/2020

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Collection Services	237746	203209.83	86	1426476	1335637.46	94	.00	2853045	1517407.54	47

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****				ANNUAL	UNENCUMB.	%
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	34525	6406.40	19	207150	28819.97	14	.00	414303	385483.03	7
	16 **	Library Personal Services	34525	6406.40	19	207150	28819.97	14	.00	414303	385483.03	7
	18	Other Personal Services										
	18 05	Overtime Civilian	16	.00	0	96	.00	0	.00	200	200.00	0
	18 **	Other Personal Services	16	.00	0	96	.00	0	.00	200	200.00	0
	19	Employee Benefits										
	19 05	Medical Insurance	2803	3378.33	121	16818	20269.98	121	.00	33638	13368.02	60
	19 10	IMRF	4366	809.78	19	26196	3642.88	14	.00	52393	48750.12	7
	19 11	Social Security	2141	393.48	18	12846	1770.09	14	.00	25699	23928.91	7
	19 12	Medicare	500	92.02	18	3000	413.99	14	.00	6010	5596.01	7
	19 **	Employee Benefits	9810	4673.61	48	58860	26096.94	44	.00	117740	91643.06	22
	20	Prof Technical Services										
	20 05	Professional Services	2041	2950.00-	145-	12246	.00	0	.00	24500	24500.00	0
	20 20	Legal Services	416	.00	0	2496	.00	0	.00	5000	5000.00	0
	20 40	General Insurance	18	390.00	2167	108	390.00	361	.00	216	174.00-	181
	20 **	Prof Technical Services	2475	2560.00-	103-	14850	390.00	3	.00	29716	29326.00	1
	21	Property Services										
	21 02	Equipment Maintenance	581	.00	0	3486	461.38	13	.00	6980	6518.62	7
	21 11	Building Maintenance	2238	247.50	11	13428	1649.50	12	.00	26866	25216.50	6
	21 36	Equipment Rental	416	.00	0	2496	.00	0	.00	5000	5000.00	0
	21 60	Water and Sewer Service	100	.00	0	600	102.08	17	.00	1200	1097.92	9
	21 65	Other Services	2	.00	0	12	.00	0	.00	30	30.00	0
	21 **	Property Services	3337	247.50	7	20022	2212.96	11	.00	40076	37863.04	6
	22	Other Contractual Service										
	22 02	Dues	131	.00	0	786	.00	0	.00	1575	1575.00	0
	22 03	Training	83	.00	0	498	.00	0	.00	1000	1000.00	0
	22 42	Internet Access	125	.00	0	750	.00	0	.00	1500	1500.00	0
	22 **	Other Contractual Service	339	.00	0	2034	.00	0	.00	4075	4075.00	0
	30	General Supplies										
	30 05	Office Supplies & Equip	166	.00	0	996	.00	0	.00	2000	2000.00	0
	30 07	Supplies Reimb by Patrons	625	.00	0	3750	.00	0	.00	7500	7500.00	0
	30 51	Heating Fuel	3345	.00	0	20070	.00	0	.00	40140	40140.00	0
	30 **	General Supplies	4136	.00	0	24816	.00	0	.00	49640	49640.00	0
	31	Public Works Supplies										
	31 45	Janitorial Supplies	616	.00	0	3696	.00	0	.00	7400	7400.00	0
	31 85	Small Tools and Equipment	1791	179.90	10	10746	229.85	2	.00	21500	21270.15	1
	31 **	Public Works Supplies	2407	179.90	8	14442	229.85	2	.00	28900	28670.15	1

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 15	Other Equipment	4541	.00	0	27246	.00	0	.00	54500	54500.00	0
	50 **	Property	4541	.00	0	27246	.00	0	.00	54500	54500.00	0
601 ** **		Library	61586	8947.41	15	369516	57749.72	16	.00	739150	681400.28	8
60 ** **		Culture/Recreation	61586	8947.41	15	369516	57749.72	16	.00	739150	681400.28	8
DIV 6480		TOTAL *****										
		Belmont Makerspace	61586	8947.41	15	369516	57749.72	16	.00	739150	681400.28	8
DEPT 64		TOTAL *****										
		User Services	850649	662158.90	78	5103894	4549999.22	89	.00	10208366	5658366.78	45
FUND 291		TOTAL *****										
		Memorial Library Fund	1315086	988953.67	75	7890516	7160269.45	91	.00	15782154	8621884.55	45
GRAND		TOTAL *****										
			1315086	988953.67	75	7890516	7160269.45	91	.00	15782154	8621884.55	45

PREPARED 07/14/2020, 10:15:18
PROGRAM: GM267L
Village of Arlington Heights

DETAIL BUDGET REPORT
50% OF YEAR LAPSED

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ACCOUNTING PERIOD 06/2020

REPORT SELECTIONS

Fiscal year : 2020
Fund : 491
All Departments
All Divisions
Suppress accounts with zero balances : Y

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 55	Other Capital Outlay	6666	.00	0	39996	.00	0	.00	80000	80000.00	0
	50 **	Property	6666	.00	0	39996	.00	0	.00	80000	80000.00	0
601 ** **		Library	6666	.00	0	39996	.00	0	.00	80000	80000.00	0
60 ** **		Culture/Recreation	6666	.00	0	39996	.00	0	.00	80000	80000.00	0
DIV 6001		TOTAL *****										
		Administration	6666	.00	0	39996	.00	0	.00	80000	80000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	0	6499.00	0	0	6499.00	0	.00	0	6499.00-	0
	50 15	Other Equipment	0	12232.00	0	0	12232.00	0	.00	0	12232.00-	0
	50 55	Other Capital Outlay	4166	.00	0	24996	.00	0	.00	50000	50000.00	0
	50 **	Property	4166	18731.00	450	24996	18731.00	75	.00	50000	31269.00	38
601 ** **		Library	4166	18731.00	450	24996	18731.00	75	.00	50000	31269.00	38
60 ** **		Culture/Recreation	4166	18731.00	450	24996	18731.00	75	.00	50000	31269.00	38
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	4166	18731.00	450	24996	18731.00	75	.00	50000	31269.00	38

FUND 491 Capital Projects-Library			DEPT/DIV 6010 Executive Office/Information Technology									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 55	Other Capital Outlay	1000	.00	0	6000	.00	0	.00	12000	12000.00	0
	50 **	Property	1000	.00	0	6000	.00	0	.00	12000	12000.00	0
601 ** **		Library	1000	.00	0	6000	.00	0	.00	12000	12000.00	0
60 ** **		Culture/Recreation	1000	.00	0	6000	.00	0	.00	12000	12000.00	0
DIV 6010		TOTAL *****										
		Information Technology	1000	.00	0	6000	.00	0	.00	12000	12000.00	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	2250	.00	0	13500	.00	0	.00	27000	27000.00	0
	50 55	Other Capital Outlay	1250	.00	0	7500	.00	0	.00	15000	15000.00	0
	50 **	Property	3500	.00	0	21000	.00	0	.00	42000	42000.00	0
601 ** **		Library	3500	.00	0	21000	.00	0	.00	42000	42000.00	0
60 ** **		Culture/Recreation	3500	.00	0	21000	.00	0	.00	42000	42000.00	0
DIV 6020		TOTAL ***** Facilities	3500	.00	0	21000	.00	0	.00	42000	42000.00	0
DEPT 60		TOTAL ***** Executive Office	15332	18731.00	122	91992	18731.00	20	.00	184000	165269.00	10

FUND 491 Capital Projects-Library			DEPT/DIV 6480 User Services/Belmont Makerspace									
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	3750	.00	0	22500	.00	0	.00	45000	45000.00	0
	50 55	Other Capital Outlay	59500	12522.85	21	357000	42607.93	12	.00	714000	671392.07	6
	50 **	Property	63250	12522.85	20	379500	42607.93	11	.00	759000	716392.07	6
601 ** **		Library	63250	12522.85	20	379500	42607.93	11	.00	759000	716392.07	6
60 ** **		Culture/Recreation	63250	12522.85	20	379500	42607.93	11	.00	759000	716392.07	6
DIV 6480		TOTAL ***** Belmont Makerspace	63250	12522.85	20	379500	42607.93	11	.00	759000	716392.07	6
DEPT 64		TOTAL ***** User Services	63250	12522.85	20	379500	42607.93	11	.00	759000	716392.07	6
FUND 491		TOTAL ***** Capital Projects-Library	78582	31253.85	40	471492	61338.93	13	.00	943000	881661.07	7
GRAND		TOTAL *****	78582	31253.85	40	471492	61338.93	13	.00	943000	881661.07	7

July 16, 2020

(Action Item 4)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
June 30, 2020**

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$230,320.29
491	Capital Projects Fund - Library	\$28,303.85
Total Disbursements		<u>\$258,624.14</u>
Payrolls Paid		
6/5/2020		\$283,912.07
6/19/2020		\$288,343.65
		<u>\$572,255.72</u>
 Journal Entry Expenditures by Village On Behalf Of the Library		
6/30/2020	Group Insurance	108,928.33
6/30/2020	IMRF	68,211.22
6/30/2020	Social Security	34,616.60
6/30/2020	Medicare	8,095.71
		<u>\$219,851.86</u>
Total Disbursed		<u><u>\$1,050,731.72</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80450	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	CORPORATE CASHBACK	25.72-	25.72-
80475	GALE/CENGAGE LEARNING	291-0000-140.05-00	PREPAID GALE ELECTR.RESOU	9,949.94	9,949.94
80480	GROUP ADMINISTRATORS	291-0000-210.97-00 291-0000-210.99-00	FSA MED JUNE FSA DEP JUNE	3,300.00 784.61	4,084.61
80532	TODAYS BUSINESS SOLUTIONS	291-0000-140.05-00	PREPAID TBS LEASE PRINTER	7,153.42	7,153.42
80534	TUTOR.COM	291-0000-140.05-00	PREPAID TUTOR.COM ELECTR	2,870.00	2,870.00
***** DIVISION TOTAL ****					24,032.25
***** DEPARTMENT TOTAL **					24,032.25

DEPARTMENT:		DIVISION:			
80433	ABOS	291-6001-601.22-02	ABOS DUES T SCALLON	49.00	49.00
80438	AMAZON.COM CREDIT	291-6001-601.30-05 291-6001-601.30-05 291-6001-601.40-96 291-6001-601.40-96	INK INK SPRAY BOTTLES SMALL SPRAY BOTTLES	20.89 28.89 26.99 33.99-	42.78
80448	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-05 291-6001-601.22-05 291-6001-601.22-05	POSTAGE POSTAGE POSTAGE	2.60 11.00 27.50	41.10
80450	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-70 291-6001-601.22-70 291-6001-601.22-70 291-6001-601.22-70 291-6001-601.22-03 291-6001-601.22-03	EMERGENCY TEXTING SERVICE EMERGENCY TEXTING SERVICE EMERGENCY TEXTING SERVICE EMERGENCY TEXTING SERVICE RIPL CONF REFUND-S DISTEL EVOLVING MANAGER TRAINING	4.95 74.99 5.99 14.00 1,300.00- 995.00	205.07-
80451	AT & T	291-6001-601.22-70	TELE	7,009.66	7,009.66
80463	CITRANO UPHOLSTERY	291-6001-601.50-15	DEPOSIT F/KW & HUB UPHOLS	880.00	880.00
80480	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES JUNE	161.50	161.50
80482	HITEC GROUP INTERNATIONAL INC	291-6001-601.22-70	TEXTNET TTY SERVS JULY	49.95	49.95
80486	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES - THANOPOULOS	75.00	75.00
80513	PACIFIC TELEMANAGEMENT SERVICES	291-6001-601.22-70	1ST FLOOR PAYPHONE JULY	63.00	63.00
80517	POSTMASTER	291-6001-601.22-05	PERMIT#591 POSTAGE F/SEPT	2,900.00	2,900.00
80536	VERIZON WIRELESS	291-6001-601.22-70	TELEPHONE 5/26-6/25	372.52	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					372.52
80540	WILLIAMS ASSOCIATES ARCHITECTS	291-6001-601.20-05	PROF SERVS MAY	1,200.00	1,200.00
***** DIVISION TOTAL ****					12,639.44

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	02			
80438	AMAZON.COM CREDIT	291-6002-601.30-05	COMMAND STRIPS	249.36	
		291-6002-601.32-72	CARPET FILM	95.85	
		291-6002-601.32-72	FLOOR STICKERS	279.96	
		291-6002-601.32-72	FLOOR STICKERS	1,322.95	1,948.12
80450	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.21-65	FACEBOOK ADVERTISING	19.61	
		291-6002-601.21-65	STOCK ART CREDIT	390.00	
		291-6002-601.30-05	CORRUGATED SHEETS REFUND	138.85-	
		291-6002-601.30-05	CORRUGATED SHEETS	138.85	
		291-6002-601.31-85	SIGN HOLDERS TAX REFUND	61.68-	347.93
80508	MOBILE PRINT	291-6002-601.22-10	LETTERHEAD AND ENVELOPES	1,032.08	
		291-6002-601.22-10	LETTERHEAD AND ENVELOPES	1,154.30	2,186.38
80524	SCHLESINGER MACHINERY INC	291-6002-601.31-85	NEW CUTTER BLADE	325.00	325.00
80527	SIGNS BY TOMORROW	291-6002-601.30-05	ENTER EXIT COVID SIGNS	425.00	425.00
***** DIVISION TOTAL ****					5,232.43

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	03			
80484	HR SOURCE	291-6003-601.22-03	HR ROUNDTABLE - G ROJEK	250.00	250.00
***** DIVISION TOTAL ****					250.00

DEPARTMENT:	PAYEE	DIVISION:	DESCRIPTION	AMOUNT	TOTAL
60	Executive Office	04			
80439	AMBIUS (19)	291-6004-601.21-65	MAINTEN SERVS JULY	236.97	236.97
80449	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.22-02	LITERACYWORKS MEMBERSHIP	150.00	150.00
80450	ARLINGTON HTS MEMORIAL LIBRARY	291-6004-601.22-18	FANCON PINS	645.00	645.00
80457	BENSON, RAYMOND	291-6004-601.22-18	MOVIE CLUB, 8/6	350.00	350.00
80478	GIRE, DANN	291-6004-601.22-18	MOVIE CLUB, 8/6	350.00	350.00
80509	MORAVEC, RON	291-6004-601.31-85	BUTTERFLY GARDEN	229.79	229.79
80515	PLISCHKE, SHELLEY M.	291-6004-601.31-85	BUTTERFLY GARDEN	17.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					17.40
80522	ROBERT BOSCH TOOL CORP	491-6004-601.50-15	DREMEL F/MAKERSPACE	12,232.00	
		491-6004-601.50-12	DREMEL F/MAKERSPACE	6,499.00	18,731.00
***** DIVISION TOTAL ****					20,710.16

DEPARTMENT: 60 Executive Office	DIVISION: 08				
80448 ARLINGTON HTS MEMORIAL LIBRARY	291-6008-601.22-03	TRAVEL/TRAINING		1.15	1.15
***** DIVISION TOTAL ****					1.15

DEPARTMENT: 60 Executive Office	DIVISION: 10				
80438 AMAZON.COM CREDIT	291-6010-601.30-05	HEADSET		35.99	
	291-6010-601.30-05	ADAPTER		9.80	
	291-6010-601.30-05	HEADSETS		1,079.70	
	291-6010-601.30-05	ADAPTERS		382.20	
	291-6010-601.30-05	HEADSETS RETURN		1,043.71	
	291-6010-601.30-30	TAPE DRIVE CLEANER		49.93	
	291-6010-601.31-85	KEYBOARDS		181.30	
	291-6010-601.31-85	CISCO ACCESS POINT		114.95	
	291-6010-601.31-85	BKMOBILE HOTSPOT BATTERY		19.99	
	291-6010-601.31-85	IT SUPPLIES		59.73	889.88
80450 ARLINGTON HTS MEMORIAL LIBRARY	291-6010-601.30-32	ZOOM SUBSCRIPTION		369.94	
	291-6010-601.20-05	DOMAIN RENEWAL		79.99	
	291-6010-601.20-05	DOMAIN RENEWAL		79.99	
	291-6010-601.20-05	DOMAIN RENEWAL		159.98	
	291-6010-601.20-05	PAYFLOW PRO SUBSCRIPTION		54.10	
	291-6010-601.22-42	PUBLIC INTERNET SERVICE		343.35	
	291-6010-601.30-32	YOUTUBE PREMIUM SUBSCRIPT		11.99	
	291-6010-601.30-32	VIDEO STREAMING SUBSCRIPT		577.28	
	291-6010-601.30-32	VIDEO STREAMING SUBSCRIPT		149.00	
	291-6010-601.30-32	VOLUNTEER SOFTWARE		165.00	
	291-6010-601.30-32	OFFICE 365 LICENSES		239.20	
	291-6010-601.30-32	KINDLE UNLIMITED SERVICE		9.99	
	291-6010-601.30-32	TRELLO MONTHLY SERVICE		35.00	
	291-6010-601.30-32	AMAZON FREETIME SUBSCRIPT		4.99	
	291-6010-601.30-32	OFFICE 365 LICENSE ADD-ON		4.50	
	291-6010-601.30-32	G-SUITE PHONE SOFTWARE		35.91	
	291-6010-601.30-32	SPOTIFY SUBSCRIPTION		14.99	
	291-6010-601.30-32	RIDDLE.COM SUBSCRIPTION		49.00	
	291-6010-601.31-85	USB WIRELESS ADAPTERS		513.53	
	291-6010-601.31-85	USB HEADSETS		86.97	
	291-6010-601.31-85	USB HEADSETS		782.73	
	291-6010-601.31-85	WIRELESS ACCESS POINT		110.00	
	291-6010-601.31-85	WIRELESS ACCESS POINT		110.00	
	291-6010-601.31-85	LAPTOP SCREEN REPLACEMENT		52.13	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.50-12	LABEL PRINTER	270.00	
		291-6010-601.31-85	ETHERNET PATCH CABLES	223.58	4,533.14
80452	AT&T MOBILITY	291-6010-601.22-42	INTERNET ACCESS 10/28-11/	139.37	
		291-6010-601.22-42	INTERNET ACCESS 11/28-12/	138.92	278.29
80453	B & H PHOTO VIDEO	291-6010-601.30-30	GRAPHICS INK	741.00	741.00
80454	BAKER & TAYLOR	291-6010-601.30-32	CONTENT CAFE 7/1/20-6/30/	1,443.13	1,443.13
80464	COMCAST	291-6010-601.22-42	BUSINESS CABLE JULY	21.07	21.07
80488	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTEN	442.00	
		291-6010-601.21-02	EQUIPMENT MAINTEN	8.83	
		291-6010-601.21-02	EQUIPMENT MAINTEN	205.59	
		291-6010-601.21-02	EQUIPMENT MAINTEN	124.00	
		291-6010-601.21-02	EQUIPMENT MAINTEN	177.52	957.94
80525	SENSOURCE	291-6010-601.50-12	PEOPLE COUNTER	387.28	387.28
80529	TELCOM INNOVATIONS GROUP LLC	291-6010-601.32-32	PHONE SYSTEM TELEWORKER	250.00	
		291-6010-601.30-32	PHONE SYSTEM TELEWORKER	25.00	
		291-6010-601.20-08	PHONE SYSTEM TELEWORKER	715.00	990.00
80532	TODAYS BUSINESS SOLUTIONS	291-6010-601.30-32	PRINTER LEASE YEAR 3	5,109.58	5,109.58
80541	WOW BUSINESS	291-6010-601.22-42	INTERNET ACCESS 6/19-7/18	121.98	
		291-6010-601.22-42	INTERNET ACCESS 6/13-7/12	1,460.66	1,582.64
***** DIVISION TOTAL ****					16,933.95

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
		291-6020-601.21-11	PO63910 CLEAR PLEXIGLASS	639.25	
		291-6020-601.21-11	ORD64431 CLEAR PLEXIGLASS	634.00	
		291-6020-601.21-11	ORD64170 CLEAR PLEXIGLASS	669.00	1,942.25
80435	ADVANCED DISPOSAL SERVICES	291-6020-601.21-11	TRASH DISPOSAL 5/11-6/30	180.14	
		291-6020-601.21-11	TRASH DISPOSAL 6/29-7/31	763.29	943.43
80437	ALPHA PRIME COMMUNICATIONS	291-6020-601.21-11	MAINTEN SUPPLIES	475.00	475.00
80438	AMAZON.COM CREDIT	291-6020-601.21-11	MAINTENANCE SUPPLIES	31.98	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	23.54	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	47.85	
		291-6020-601.31-45	GLASS CLEANER	23.10	
		291-6020-601.31-45	CLEANING CLOTHS	19.87	
		291-6020-601.31-45	GLASS CLEANER	32.99	179.33
80443	ANDERSON LOCK CO LTD	291-6020-601.21-11	KEYS	68.70	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					68.70
80444	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REGULAR SERVS JUNE	89.00	89.00
80447	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SURVS JUNE	200.00	200.00
80448	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTEN SUPPLIES	18.15	45.15
		291-6020-601.21-07	BOOKMOBILE SAFETY STICKER	27.00	
80450	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	PLEXIGLASS BARRIERS	10.34-	644.64
		291-6020-601.21-11	PLEXIGLASS BARRIERS	143.70	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	100.87	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	168.51	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	241.90	
80460	CARRIER CORPORATION	291-6020-601.21-11	CHILLER REPAIRS	929.00	929.00
80465	COMED	291-6020-601.30-51	HEATING 5/7-6/8	1.64	32.54
		291-6020-601.30-51	HEATING 5/7-6/8	30.90	
80472	FIRE PROTECTION COMPANY	291-6020-601.21-11	FIRE SPRINKLER DEFICIENCY	3,140.00	3,140.00
80473	FRIES AUTOMOTIVE SERVICES	291-6020-601.21-07	REPLACE BAD AIR SWITCH	741.20	741.20
80476	GARDEN GUY, INC.	291-6020-601.21-11	AHML LANDSCAPING SERVS	600.00	600.00
80477	GARVEYS OFFICE PRODUCTS	291-6020-601.21-11	VINYL GLOVES	64.80	171.91
		291-6020-601.21-11	DISINFECTING WIPES	94.15	
		291-6020-601.21-11	VINYL GLOVES	12.96	
80479	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	114.86	215.14
		291-6020-601.21-11	MAINTENANCE SUPPLIES	275.94-	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	275.94-	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	149.40	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	30.44	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	275.04	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	197.28	
80483	HOME DEPOT PRO (FORMER SUPPLYWORKS)	291-6020-601.31-45	JANITORIAL SUPPLIES	336.24	336.24
80485	IGS	291-6020-601.30-51	NATURAL GAS MAY	2,322.74	2,322.74
80491	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6020-601.21-02	FIRE ALARM MONITORING	261.23	261.23
80493	KONEMATIC	291-6020-601.21-11	GARAGE DOOR SERVICE CALL	148.70	648.70
		291-6020-601.21-11	GARAGE DOOR PM	500.00	
80500	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS JULY	4,599.00	4,599.00
80502	MENARDS-LONG GROVE	291-6020-601.21-11	ITEMS TO COSTRUCT BARRIER	258.99	644.54
		291-6020-601.21-11	BLDG MAINTEN	385.55	
80503	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	ITEMS TO COSTRUCT BARRIER	311.39	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	SHELF BRACKET	15.87	327.26
80505	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SRVC JUNE	60.00	60.00
80511	NICOR GAS	291-6020-601.30-51	NATURAL GAS JUNE	896.88	1,061.03
		291-6020-601.30-51	NATURAL GAS JUNE	164.15	
80514	PIKE SYSTEMS INC	291-6020-601.21-11	MAINTEN SUPPLIES	162.22	162.22
80518	PROGRAM ONE PROFESSIONAL BLDG SERV	291-6020-601.21-11	HIGH DUSTING OF SKYLIGHT	756.00	756.00
80520	RAMROD DISTRIBUTORS INC	291-6020-601.21-11	MAINTEN SUPPLIES	639.50	639.50
80526	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTEN	38.28	38.28
80528	STANDARD ELEVATOR CO	291-6020-601.21-02	ELEVATOR FULL LOAD TEST &	3,225.00	4,184.18
		291-6020-601.21-02	REG RESVS JULY	959.18	
80529	TELCOM INNOVATIONS GROUP LLC	291-6020-601.21-11	ADD INFO STAFF TO CALL	65.00	65.00
80537	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	PETROL MAY	11.83	11.83
***** DIVISION TOTAL ****					26,535.04
***** DEPARTMENT TOTAL **					82,302.17

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
		291-6401-601.32-01	ORIGAMI PAPER	14.95	
		291-6401-601.32-01	CRAFT KEY RINGS	10.98	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	71.10	
		291-6401-601.32-01	PONY BEADS	59.92	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	23.56	
		291-6401-601.32-02	STOPMOTION ANIMATION SPLS	26.99	207.50
80440	AMERICAN LIBRARY ASSOCIATION	291-6401-601.22-03	ALA WEBINAR	135.00	135.00
80445	ANDERTOONS LLC	291-6401-601.22-18	CARTOONING, 7/7	200.00	200.00
80448	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	PROGRAM EVENTS	20.98	
		291-6401-601.22-03	TRAVEL/TRAINING	17.72	
		291-6401-601.22-03	TRAVEL/TRAINING	32.55	
		291-6401-601.32-02	PROGRAM EVENTS	5.17	
		291-6401-601.22-03	TRAVEL/TRAINING	9.32	
		291-6401-601.32-02	PROGRAM EVENTS	23.92	
		291-6401-601.22-03	TRAVEL/TRAINING	15.65	
		291-6401-601.22-03	TRAVEL/TRAINING	25.42	
		291-6401-601.32-02	PROGRAM EVENTS	27.43	
		291-6401-601.32-01	PROGRAM SUPPLIES	18.75	
		291-6401-601.32-02	PROGRAM EVENTS	14.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-01	PROGRAM SUPPLIES	10.00	221.87
80449	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.32-02	BYOBOOK CLUB GIVEAWAY	25.00	25.00
80450	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-18	KNUCKLEBALL COMEDY, 6/13	150.00	
		291-6401-601.22-18	MAGIC SHOW, 6/6	350.00	
		291-6401-601.22-18	DISTANCE LEARNING, 4/23	100.00	600.00
80468	DOHERTY, LAURA	291-6401-601.22-18	PRERECORDED SHOW, 7/18	350.00	350.00
80492	KING, REBECCA	291-6401-601.22-03	VIRTUAL CLASS LIVEN UP BA	54.00	54.00
80494	KRISTYN'S CLASSROOM KITCHEN	291-6401-601.22-18	PRERECORDED COOKING DEMO	100.00	100.00
80496	LAUTERBACH, MATTHEW R	291-6401-601.22-18	JUDGE F/TEEN FILM FEST	200.00	200.00
80499	MAGIC OF GARY KANTOR	291-6401-601.22-18	MAGIC VIDEOS	100.00	100.00
80531	THORNTON, CHRISTINE	291-6401-601.22-18	HARRY POTTER DRAWING, 7/28	400.00	400.00
***** DIVISION TOTAL ****					2,593.37

DEPARTMENT: 64	User Services	DIVISION: 10			
80448	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.32-01	PROGRAM SUPPLIES	43.97	
		291-6410-601.22-03	TRAVEL/TRAINING	5.23	49.20
80539	WAREHOUSE DIRECT	291-6410-601.30-05	OFFICE SUPPLIES	47.04	47.04
***** DIVISION TOTAL ****					96.24

DEPARTMENT: 64	User Services	DIVISION: 20			
80436	ALA MEMBERSHIP	291-6420-601.22-02	ALA DUES - S MEYER	88.00	88.00
80438	AMAZON.COM CREDIT	291-6420-601.30-05	PLASTIC TABLE CLOTHS	55.96	55.96
80448	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.22-03	TRAVEL/TRAINING	16.10	
		291-6420-601.32-90	CIRCULATION SUPPLIES	35.95	52.05
80450	ARLINGTON HTS MEMORIAL LIBRARY	291-6420-601.32-90	BAGS FOR CURBSIDE PICKUP	398.64	398.64
80523	SCALLON, TERESA	291-6420-601.32-90	CIRCULATION SUPPLIES	154.80	154.80
80535	ULINE	291-6420-601.32-90	PAPER BAGS	399.90	399.90
***** DIVISION TOTAL ****					1,149.35

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
80501	MCNULTY,ALAYNE	291-6430-601.22-18	CREATIVE AGING, JYLY	490.00	490.00
80535	ULINE	291-6430-601.32-90	DELIVERY SERVS SUPPLIES	597.62	597.62
***** DIVISION TOTAL ****					1,087.62

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
		DIVISION: 40			
		291-6440-601.32-02	FANCON SUPPLIES	9.98	
		291-6440-601.32-02	FANCON SUPPLIES	11.89	
		291-6440-601.32-02	FANCON SUPPLIES	33.24	
		291-6440-601.32-02	FANCON SUPPLIES	297.83	
		291-6440-601.32-02	FANCON SUPPLIES	120.00	472.94
80446	ANDREWS,JEANETTE	291-6440-601.22-18	ARTIST-IN-RESIDENCE FINAL	2,500.00	2,500.00
80448	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	ARTIST-IN-RESIDENCE JULY	1,500.00	
		291-6440-601.22-03	TRAVEL/TRAINING	39.50	
		291-6440-601.22-03	TRAVEL/TRAINING	33.81	
		291-6440-601.22-03	TRAVEL/TRAINING	36.29	
		291-6440-601.22-03	TRAVEL/TRAINING	37.03	1,646.63
80449	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	FANCON CRAFT SUPPLIES	19.44	19.44
80450	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	ZOOM SUBSCRIPTION TLC	14.99	
		291-6440-601.22-18	MECHANIC SHOP FEMME, 6/13	300.00	
		291-6440-601.32-02	FANCON SUPPLIES	46.66	
		291-6440-601.32-02	FANCON SUPPLIES	14.97	
		291-6440-601.32-02	FANCON SUPPLIES	42.33	
		291-6440-601.32-02	FANCON SUPPLIES	51.99	
		291-6440-601.32-02	FANCON SUPPLIES	185.05	
		291-6440-601.32-02	SASH ROPE PROG SUPPLIES	140.19	
		291-6440-601.32-02	SASH ROPE PROG SUPPLIES	164.94	
		291-6440-601.32-02	SASH ROPE PROG SUPPLIES	329.88	961.12
80456	BEER ON THE WALL LLC	291-6440-601.22-18	4 FANCY BOTTLES OF BEER	200.00	200.00
80462	CHAMBERS,TAMARA	291-6440-601.22-18	FANCON PRINCESS TEA PARTY	150.00	150.00
80471	EVANS,NATALIE	291-6440-601.22-18	HOW TO FORAGE ETHICALLY	100.00	100.00
80474	FUN EXPRESS LLC	291-6440-601.32-02	FANCON CRAFT SUPPLY	47.40	47.40
80481	HARRISON DESIGNS AND CONCEPTS	291-6440-601.22-18	CUSTOM COMMISSION ITEM	150.00	150.00
80498	MACKNIK,STEPHEN	291-6440-601.22-18	ARTIST-IN-RESIDENCE CHAT	100.00	100.00
80507	MILLER,OLIVIA R.	291-6440-601.22-18	COMIC CREATION WORKSHOP	150.00	150.00
80519	PUNK ORIENTALISM	291-6440-601.22-18	ARTIST-IN-RESIDENCE CHAT	100.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					100.00
80530	TENCH,BECK OSTERGREN	291-6440-601.22-18	DOWNPAYMENT MINDFULNESS	500.00	500.00
80533	TRYGSTAD,ANDREW	291-6440-601.22-18	JEDI TRAINING CLASSES	400.00	400.00
80538	VRABLIK,LISA	291-6440-601.22-18	MINECRAFT MANIA	150.00	150.00

***** DIVISION TOTAL **** 7,647.53

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64 User Services					
80438	AMAZON.COM CREDIT	291-6450-601.32-90	KEYBOARD COVERS	79.96	79.96
80450	ARLINGTON HTS MEMORIAL LIBRARY	291-6450-601.32-90	KEYBOARD COVERS	61.97	61.97
80475	GALE/CENGAGE LEARNING	291-6450-601.32-78	ELECTRONIC RSOURCES	13,929.91	13,929.91
80534	TUTOR.COM	291-6450-601.32-78	LEARNING SUITE F/LIBR	2,870.00	2,870.00

***** DIVISION TOTAL **** 16,941.84

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64 User Services					
80438	AMAZON.COM CREDIT	291-6470-601.32-75	AV MTLs	7.28	
		291-6470-601.32-75	AV MTLs	48.45	
		291-6470-601.32-75	AV MTLs	99.88	
		291-6470-601.32-75	AV MTLs	8.95	
		291-6470-601.32-75	AV MTLs	33.88	
		291-6470-601.32-80	BOOKS	107.92	
		291-6470-601.32-95	PERIODICALS	16.94	
		291-6470-601.32-75	AV MTLs	36.80	
		291-6470-601.32-75	AV MTLs	31.98	
		291-6470-601.32-75	AV MTLs	99.88	
		291-6470-601.32-75	AV MTLs	55.16	
		291-6470-601.32-75	AV MTLs	84.49	
		291-6470-601.32-75	AV MTLs	209.97	
		291-6470-601.32-75	AV MTLs	50.00	
		291-6470-601.32-75	AV MTLs	99.88	
		291-6470-601.32-75	AV MTLs	17.70	
		291-6470-601.32-75	AV MTLs	132.96	
		291-6470-601.32-75	AV MTLs	33.88	
		291-6470-601.32-75	AV MTLs	43.98	
		291-6470-601.32-75	AV MTLs	33.88	
		291-6470-601.32-75	AV MTLs	17.21	
		291-6470-601.32-75	AV MTLs	19.95	
		291-6470-601.32-75	AV MTLs	42.99	
		291-6470-601.32-75	AV MTLs	32.87	
		291-6470-601.32-75	AV MTLs	42.68	
		291-6470-601.32-75	AV MTLs	14.95	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTL	31.52	
		291-6470-601.32-75	AV MTL	22.44	
		291-6470-601.32-75	AV MTL	37.99	
		291-6470-601.32-75	AV MTL	32.96	
		291-6470-601.32-75	AV MTL	59.99	
		291-6470-601.32-75	AV MTL	29.47	
		291-6470-601.32-80	BOOKS	7.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	12.20	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	18.00	
		291-6470-601.32-80	BOOKS	18.95	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	27.68	
		291-6470-601.32-80	BOOKS	50.47	
		291-6470-601.32-80	BOOKS	192.00	
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	7.49	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	12.90	
		291-6470-601.32-80	BOOKS	12.95	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	23.37	
		291-6470-601.32-80	BOOKS	29.98	
		291-6470-601.32-80	BOOKS	30.52	
		291-6470-601.32-80	BOOKS	37.23	
		291-6470-601.32-80	BOOKS	75.00	
		291-6470-601.32-80	BOOKS	11.95	
		291-6470-601.32-75	AV MTL	29.99	
		291-6470-601.32-75	AV MTL	369.52	
		291-6470-601.32-75	AV MTL	25.18	
		291-6470-601.32-75	AV MTL	119.76	
		291-6470-601.32-75	AV MTL	114.95	
		291-6470-601.32-75	AV MTL	23.96	
		291-6470-601.32-75	AV MTL	13.96	
		291-6470-601.32-75	AV MTL	12.98	
		291-6470-601.32-75	AV MTL	8.99	
		291-6470-601.32-75	AV MTL	298.80	
		291-6470-601.32-75	AV MTL	22.72	
		291-6470-601.32-75	AV MTL	12.99	
		291-6470-601.32-75	AV MTL	29.27	
		291-6470-601.32-75	AV MTL	39.99	
		291-6470-601.32-75	AV MTL	47.79	
		291-6470-601.32-75	AV MTL	46.53	
		291-6470-601.32-75	AV MTL	11.38	
		291-6470-601.32-75	AV MTL	93.57	
		291-6470-601.30-05	OFFICE SUPPLIES	32.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	16.95	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	11.65	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	101.64	
		291-6470-601.32-75	AV MTLs	26.88	
		291-6470-601.32-75	AV MTLs	19.95	
		291-6470-601.32-75	AV MTLs	21.12	
		291-6470-601.32-75	AV MTLs	119.81	
		291-6470-601.32-75	AV MTLs	117.98	
		291-6470-601.32-75	AV MTLs	69.99	
		291-6470-601.32-75	AV MTLs	16.99	
		291-6470-601.32-75	AV MTLs	26.99	
		291-6470-601.32-75	AV MTLs	99.98	
		291-6470-601.32-75	AV MTLs	37.75	
		291-6470-601.32-75	AV MTLs	175.89	
		291-6470-601.32-75	AV MTLs	28.51	
		291-6470-601.32-75	AV MTLs	5.97	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	40.98	
		291-6470-601.32-75	AV MTLs	79.76	
		291-6470-601.32-75	AV MTLs	10.93	
		291-6470-601.32-75	AV MTLs	26.15	
		291-6470-601.32-75	AV MTLs	18.09	
		291-6470-601.32-75	AV MTLs	19.12	
		291-6470-601.32-75	AV MTLs	33.61	
		291-6470-601.32-75	AV MTLs	49.98	
		291-6470-601.32-75	AV MTLs	49.95	
		291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	17.20	
		291-6470-601.32-75	AV MTLs	18.97	
		291-6470-601.32-75	AV MTLs	31.33	
		291-6470-601.32-75	AV MTLs	4.99	
		291-6470-601.32-75	AV MTLs	30.09	
		291-6470-601.32-75	AV MTLs	13.05	
		291-6470-601.32-75	AV MTLs	26.49	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	45.09	
		291-6470-601.32-80	BOOKS	26.98	
		291-6470-601.32-80	BOOKS	15.89	
		291-6470-601.32-80	BOOKS	13.99	
		291-6470-601.32-80	BOOKS	36.95	
		291-6470-601.32-80	BOOKS	34.95	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	10.40	
		291-6470-601.32-80	BOOKS	25.99	
		291-6470-601.32-95	PERIODICALS	13.99	
		291-6470-601.32-95	PERIODICALS	11.53	5,472.35
80441	AMERICAN SPIRIT	291-6470-601.32-95	PERIODICALS	18.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					18.00
80442	AMERICAN TRUCK HISTORICAL SOCIETY	291-6470-601.32-95	PERIODICALS	52.00	52.00
80448	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	36.97	
		291-6470-601.32-95	PERIODICALS	38.97	75.94
80450	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PROCESSING SUPPLIES	40.90	
		291-6470-601.32-05	PROCESSING SUPPLIES	204.00	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	42.49	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	15.99	
		291-6470-601.32-75	AV MATERIALS	45.14	
		291-6470-601.32-75	AV MATERIALS	250.70	
		291-6470-601.32-75	AV MATERIALS	35.65	
		291-6470-601.32-75	AV MATERIALS	92.35	
		291-6470-601.32-75	AV MATERIALS	80.69	
		291-6470-601.32-75	AV MATERIALS	84.96	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-80	BOOKS	67.82	
		291-6470-601.32-80	BOOKS	43.95	
		291-6470-601.32-80	BOOKS	64.79	
		291-6470-601.32-80	BOOKS	93.46	
		291-6470-601.32-80	BOOKS	21.99	
		291-6470-601.32-80	BOOKS	32.94	
		291-6470-601.32-80	BOOKS	38.24	
		291-6470-601.32-80	BOOKS	23.94	
		291-6470-601.32-95	PERIODICALS	19.99	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	24.00	
		291-6470-601.32-95	PERIODICALS	24.43	
		291-6470-601.32-95	PERIODICALS	4.00	1,463.30
80454	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	85.42	
		291-6470-601.32-80	BOOKS	19.24	
		291-6470-601.32-80	BOOKS	440.07	
		291-6470-601.32-80	BOOKS	324.59	
		291-6470-601.32-80	BOOKS	219.17	
		291-6470-601.22-85	PROC SERVS	5.60	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	28.90	
		291-6470-601.22-85	PROC SERVS	107.55	
		291-6470-601.32-80	BOOKS	141.03	
		291-6470-601.32-80	BOOKS	656.84	
		291-6470-601.32-80	BOOKS	548.84	
		291-6470-601.32-80	BOOKS	497.44	
		291-6470-601.32-80	BOOKS	525.58	
		291-6470-601.32-80	BOOKS	384.60	
		291-6470-601.32-80	BOOKS	238.25	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	576.90	
		291-6470-601.32-80	BOOKS	416.59	
		291-6470-601.22-85	PROC SERVS	159.60	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	133.00	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.32-80	BOOKS	159.07	
		291-6470-601.32-80	BOOKS	177.89	
		291-6470-601.32-80	BOOKS	82.89	
		291-6470-601.32-80	BOOKS	40.04	
		291-6470-601.32-80	BOOKS	236.99	
		291-6470-601.32-80	BOOKS	880.38	
		291-6470-601.32-80	BOOKS	929.27	
		291-6470-601.32-80	BOOKS	706.97	
		291-6470-601.32-80	BOOKS	237.03	
		291-6470-601.32-80	BOOKS	592.18	
		291-6470-601.32-80	BOOKS	330.03	
		291-6470-601.32-80	BOOKS	856.80	
		291-6470-601.32-80	BOOKS	480.94	
		291-6470-601.32-80	BOOKS	157.77	
		291-6470-601.32-80	BOOKS	71.12	
		291-6470-601.32-80	BOOKS	175.17	
		291-6470-601.32-80	BOOKS	10.17	
		291-6470-601.32-80	BOOKS	417.91	
		291-6470-601.32-80	BOOKS	377.57	
		291-6470-601.32-80	BOOKS	154.80	
		291-6470-601.32-80	BOOKS	343.14	
		291-6470-601.32-80	BOOKS	16.56	
		291-6470-601.32-80	BOOKS	1,004.88	
		291-6470-601.32-80	BOOKS	430.19	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	69.55	
		291-6470-601.22-85	PROC SERVS	205.20	
		291-6470-601.22-85	PROC SERVS	232.95	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	205.20	
		291-6470-601.22-85	PROC SERVS	144.40	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.22-85	PROC SERVS	5.85	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	38.00	
		291-6470-601.22-85	PROC SERVS	87.40	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.22-85	PROC SERVS	2.58	
		291-6470-601.22-85	PROC SERVS	247.00	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.32-80	BOOKS	16.38-	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.32-80	BOOKS	107.83	
		291-6470-601.32-80	BOOKS	263.04	
		291-6470-601.32-80	BOOKS	150.71	
		291-6470-601.32-80	BOOKS	123.98	
		291-6470-601.32-80	BOOKS	272.40	
		291-6470-601.32-80	BOOKS	476.15	
		291-6470-601.32-80	BOOKS	167.71	
		291-6470-601.32-80	BOOKS	141.39	
		291-6470-601.32-80	BOOKS	338.11	
		291-6470-601.32-80	BOOKS	19.99	
		291-6470-601.32-80	BOOKS	400.11	
		291-6470-601.32-80	BOOKS	161.47	
		291-6470-601.32-80	BOOKS	31.80	
		291-6470-601.32-80	BOOKS	14.20	
		291-6470-601.32-80	BOOKS	19.22	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	60.80	
		291-6470-601.22-85	PROC SERVS	155.80	
		291-6470-601.22-85	PROC SERVS	64.60	
		291-6470-601.32-80	BOOKS	371.05	
		291-6470-601.32-80	BOOKS	374.71	
		291-6470-601.32-80	BOOKS	200.00	
		291-6470-601.32-80	BOOKS	31.16	
		291-6470-601.32-80	BOOKS	28.80	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.32-80	BOOKS	735.56	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	33.60	
		291-6470-601.22-85	PROC SERVS	3.36	
		291-6470-601.32-75	AV MTLs	110.51	
		291-6470-601.32-75	AV MTLs	132.00	
		291-6470-601.32-80	BOOKS	166.53	
		291-6470-601.32-80	BOOKS	44.38	22,834.69
80455	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	22.17	
		291-6470-601.32-75	AV MTLs	34.91	
		291-6470-601.32-75	AV MTLs	11.89	
		291-6470-601.32-75	AV MTLs	35.62	
		291-6470-601.32-75	AV MTLs	29.96	
		291-6470-601.32-75	AV MTLs	67.92	
		291-6470-601.32-75	AV MTLs	63.15	
		291-6470-601.32-75	AV MTLs	138.87	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	49.98	
		291-6470-601.32-75	AV MTLs	99.26	
		291-6470-601.32-75	AV MTLs	47.50	
		291-6470-601.32-75	AV MTLs	164.22	
		291-6470-601.32-75	AV MTLs	25.53	
		291-6470-601.32-75	AV MTLs	23.76	
		291-6470-601.32-75	AV MTLs	45.82	
		291-6470-601.32-75	AV MTLs	35.74	
		291-6470-601.32-75	AV MTLs	34.79	
		291-6470-601.32-75	AV MTLs	20.99-	
		291-6470-601.32-75	AV MTLs	14.98	
		291-6470-601.32-75	AV MTLs	12.73	
		291-6470-601.32-75	AV MTLs	111.18	1,048.99
80458	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	1,019.88	
		291-6470-601.32-80	BOOKS	2,535.45	
		291-6470-601.32-80	BOOKS	1,531.19	
		291-6470-601.32-75	AV MTLs	1,109.88	
		291-6470-601.32-75	AV MTLs	9,331.56	
		291-6470-601.32-80	BOOKS	13,649.97	29,177.93
80459	BOOK PAGE	291-6470-601.32-95	PERIODICALS	1,980.00	1,980.00
80461	CAVENDISH SQUARE PUBLISHING	291-6470-601.32-80	BOOKS	177.93	177.93
80466	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	1,197.81	
		291-6470-601.32-95	PERIODICALS	29.35-	
		291-6470-601.32-95	PERIODICALS	60.67	
		291-6470-601.32-95	PERIODICALS	80.92	
		291-6470-601.32-95	PERIODICALS	50.60	1,360.65
80467	DEMCO INC	291-6470-601.32-05	PROCESSING SUPPLIES	178.99	
		291-6470-601.32-05	PROCESSING SUPPLIES	135.22	314.21
80469	DRIP INVESTOR	291-6470-601.32-95	PERIODICALS	74.00	74.00
80470	EBSCO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	56.09	56.09
80475	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	2,208.09	
		291-6470-601.32-80	BOOKS	44.98	
		291-6470-601.32-80	BOOKS	29.59	
		291-6470-601.32-80	BOOKS	121.57	
		291-6470-601.32-80	BOOKS	427.88	
		291-6470-601.32-80	BOOKS	665.67	
		291-6470-601.32-80	BOOKS	29.59	3,527.37
80487	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.30-33	CATALOGING SERVs	184.56	
		291-6470-601.21-64	ACCESS SERVs MAY	20.50	205.06
80489	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	17.38	
		291-6470-601.32-80	BOOKS	3.59	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	61.24	
		291-6470-601.32-80	BOOKS	31.64	
		291-6470-601.32-80	BOOKS	376.58	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	79.86	
		291-6470-601.32-80	BOOKS	19.78	
		291-6470-601.32-80	BOOKS	101.29	
		291-6470-601.32-80	BOOKS	4.49	
		291-6470-601.32-80	BOOKS	73.91	
		291-6470-601.32-80	BOOKS	102.20	
		291-6470-601.32-80	BOOKS	26.24	
		291-6470-601.32-80	BOOKS	31.68	
		291-6470-601.32-80	BOOKS	238.88	
		291-6470-601.32-80	BOOKS	43.34	
		291-6470-601.32-80	BOOKS	50.82	
		291-6470-601.32-80	BOOKS	77.42	
		291-6470-601.32-80	BOOKS	211.45	
		291-6470-601.32-80	BOOKS	90.62	
		291-6470-601.32-80	BOOKS	12.24	
		291-6470-601.32-80	BOOKS	229.27	
		291-6470-601.22-85	PROC SERVS	11.52	
		291-6470-601.32-80	BOOKS	293.48	
		291-6470-601.22-85	PROC SERVS	23.10	
		291-6470-601.32-80	BOOKS	66.68	
		291-6470-601.22-85	PROC SERVS	2.07	
		291-6470-601.32-80	BOOKS	3.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	11.70	2,468.99
80490	INTERNATIONAL MEDIA SERVICE	291-6470-601.32-95	PERIODICALS	780.00	780.00
80495	LASHLEY,EVE	291-6470-601.22-03	RDA LAB SERIES WEBINARS	436.50	436.50
80504	MESSAGE MOVERS	291-6470-601.32-05	PROCESSING SUPPLIES	329.12	329.12
80506	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	164.96	
		291-6470-601.32-75	AV MTLs	27.99	
		291-6470-601.32-75	AV MTLs	29.99	
		291-6470-601.32-75	AV MTLs	637.82	
		291-6470-601.22-85	PROC SERVS	458.57	
		291-6470-601.32-75	AV MTLs	1,139.88	
		291-6470-601.32-75	AV MTLs	703.23	
		291-6470-601.32-75	AV MTLs	906.13	
		291-6470-601.32-75	AV MTLs	1,705.94	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-75	AV MTLs	465.31	
		291-6470-601.32-75	AV MTLs	125.94	
		291-6470-601.32-75	AV MTLs	1,174.72	
		291-6470-601.32-75	AV MTLs	650.70	
		291-6470-601.32-75	AV MTLs	747.91	
		291-6470-601.32-75	AV MTLs	1,612.59	
		291-6470-601.32-75	AV MTLs	942.64	
		291-6470-601.32-75	AV MTLs	1,396.50	
		291-6470-601.32-75	AV MTLs	1,547.00	
		291-6470-601.32-75	AV MTLs	372.88	
		291-6470-601.32-75	AV MTLs	636.73	
		291-6470-601.32-75	AV MTLs	25.89	
		291-6470-601.32-75	AV MTLs	346.21	
		291-6470-601.32-75	AV MTLs	301.55	
		291-6470-601.32-75	AV MTLs	216.92	
		291-6470-601.32-75	AV MTLs	109.97	
		291-6470-601.32-75	AV MTLs	167.88	
		291-6470-601.32-75	AV MTLs	563.83	
		291-6470-601.22-85	PROC SERVs	1,625.47	
		291-6470-601.32-75	AV MTLs	11,858.61	
		291-6470-601.32-80	BOOKS	6,255.00	
		291-6470-601.32-75	AV MTLs	105.97	
		291-6470-601.32-75	AV MTLs	54.10	
		291-6470-601.32-75	AV MTLs	269.91	37,348.74
80510	NATIONAL GEOGRAPHIC HISTORY	291-6470-601.32-95	PERIODICALS	24.00	24.00
80512	NO-LOAD FUND INVESTOR	291-6470-601.32-95	PERIODICALS	169.00	169.00
80516	POLONIA BOOKSTORE INC	291-6470-601.32-95	PERIODICALS	100.00	100.00
80521	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	62.20	
		291-6470-601.32-75	AV MTLs	99.00	
		291-6470-601.32-75	AV MTLs	780.39	
		291-6470-601.32-05	PROCESSING SUPPLIES	1,011.70	
		291-6470-601.32-75	AV MTLs	828.23	2,781.52
80539	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	29.80	
		291-6470-601.32-05	PROCESSING SUPPLIES	77.34	107.14
***** DIVISION TOTAL *****					112,383.52

DEPARTMENT: 64	User Services	DIVISION: 80			
80476	GARDEN GUY, INC.	291-6480-601.21-11	BELMONT LANDSCAPING	247.50	247.50
80497	LIBRARIES OF ILLINOIS RISK AGENCY	291-6480-601.20-40	ADD 112 N.BELMONT AVE.	390.00	390.00
80522	ROBERT BOSCH TOOL CORP	291-6480-601.31-85	DREMEL F/MAKERSPACE	179.90	179.90
80540	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	PROF SERVs MAY	9,572.85	

PREPARED 07/21/20, 01:42 PM

PROGRAM GM348U5

DEPARTMENT: 64

User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV

Village of Arlington Heights

DIVISION: 80

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ACCOUNTING PERIOD 7/2020

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
***** DIVISION TOTAL ****					10,390.25
***** DEPARTMENT TOTAL **					152,289.72
***** GRAND TOTAL *****					258,624.14

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	230,320.29
491	Capital Projects-Library	28,303.85
**** TOTAL ALL FUNDS ****		258,624.14

To: Board of Library Trustees
From: Mike Driskell
Date: July 21, 2020
Re: Makerspace Project Update

Staff and representatives from Williams Architects will provide an update on the progress of the makerspace building project at 112 North Belmont Avenue, including progress on the bidding and potential changes in the sanitary sewer system to accommodate the kitchen grease trap.

To: Board of Library Trustees
From: Mike Driskell
Date: June 21, 2020
Re: LIBRARY STAFFING AND CUSTOMER SERVICE CHANGES DUE TO COVID-19

This is an informational update regarding the reopening of the library building to the public on June 26, 2020.

At the June 16, 2020 board meeting, the Board of Library Trustees authorized the executive director to reopen the library building to the public with limited hours, capacity and services. In anticipation of reopening, library staff have prepared the building in accordance with guidelines set by the Center for Disease Control (CDC) and the Illinois Department of Public Health (IDPH). We reopened our doors to the public on June 26, in conjunction with our region moving to Phase 4 of the Restore Illinois reopening plan provided by the State of Illinois.

The following services were previously available or made available on June 26:

- A limited number of public computers are available, limited to one-hour use
- Printers and copiers are available
- The library collections are available to browse, and self-checkout stations are available
- The bookmobile began operation at [regularly scheduled stops](#) with hold pick-up service only. Browsing the collection on the bookmobile is not available
- Return bins at the main library and offsite locations are open
- Virtual services and programs continue
- Phone, chat and email service available during library hours

Some services are limited to ensure the safety of our customers and staff:

- No book donations are accepted until further notice
- Seating is limited throughout the library
- Studio and conference rooms are not available
- Programming remains primarily virtual

Public hours were expanded beyond limited curbside service hours offered prior to June 26 but have not been brought back to pre-COVID service hours. The current hours are:

Monday - Friday 9:00 a.m. to 8:00 p.m.
(1st hour on Friday reserved for vulnerable audience)

Saturday 9:00 a.m. to 5:00 p.m.

Sunday 11:00 a.m. to 5:00 p.m.

Our initial open hours are shorter than pre-closure, anticipating the number of customers would be far fewer than a normal day. Hours will be expanded if the need grows.

As of July 17, 11,000 customers have been welcomed into our library building since June 26, averaging 550 visitors per day (pre-COVID, 2,000 per day). In addition to walk-ins, customers have been using our curbside/drive-up pickup option, averaging 240 cars per day (pre-COVID, 200 per day).

Customers and staff are required to follow safety guidelines in order to be in the library building. These include:

- wearing a mask while in the building. Accommodations are made for those unable to wear a mask.
- practice social distancing
- follow directional arrows and signage
- limit their time in the building to one hour (customers only)

Opening the building during Phase 4 required many modifications to workflow, staffing, service hours, furniture and expectations. We are being careful to modify or add services, making sure to receive input from staff and managers. We have moved or adjusted service points based on staff feedback, modified our Dunton entrance/exit pathway, returned to Drive-up Window service and continue to look for ways to offer services as safely as possible in this new environment.

Since entering Phase 4, staff are only paid for hours worked. If staff have been called back to work and are unavailable, we have asked them to work with their manager and our Human Resources manager to discuss various accommodations that may include Leave of Absence or use of vacation/personal time. Our supervisors and managers have worked on schedules to accommodate as

many staff hours as possible through schedule shifting and reutilization of staff in alternate roles.

Throughout this closure and reopening, our objective has been to serve our community as safely and effectively as possible. As we add services, we are doing so in a way that is thoughtful and safe. We are quarantining items, providing proper personal protection equipment and making sure our workplace and staff are adhering to CDC and IDPH guidelines.

We are also monitoring news and updates from Governor Pritzker, the Illinois Department of Health, and CDC. We are ready should we need to modify services if our region rolls back to Phase 3. With that in mind, below is our tentative plan to transition services and staff expectations for returning to Phase 3. For the most part, we would go back to operations as they were in the days before we entered Phase 4. We will adjust this plan as needed to align with any internal changes and any new state, local, IDPH or CDC guidelines.

Services and Hours offered:

- All staff working onsite to fulfill library service operations have access to the building. Staff who can fulfill the requirements of their job working remotely may opt to do so if equipment is available.
- The building will continue to be open for staff at 7:00 a.m.
- Drive-up window in service (move to Curbside Service if daily service count indicates need)
- Virtual services and programs continue
- Live phone, chat and email service
- Returns accepted at all locations
- Materials are checked in daily
- Holds are processed for Drive-up or Curbside pickup
- Deliveries are accepted and moved to recipient area
- Mail is accepted, sorted and delivered

Closures and cancellations:

- Building closed to the public
- Not accepting book donations
- Senior Center Reading Room closed
- No bookmobile services

- Library delivery services canceled or modified

Tentative hours:

Monday-Friday 9:00 a.m. to 8:00 p.m.

Saturday 9:00 a.m. to 5:00 p.m.

Sunday 11:00 a.m. to 5:00 p.m.

Compensation options for staff in Phase 3 that would be considered and discussed with the board include:

1. Full pay for budgeted hours for all staff regardless of working hours.
2. Partial pay rate (2/3 hourly rate) for all non-worked hours, with worked hours paid in full. Worked hours would be defined as work that is consistent with their job description. Vacation or personal time may be used to offset pay deficiencies.
3. Pay only for time worked. Worked hours would be defined as work that is consistent with their job description. Vacation or personal time may be used to offset pay deficiencies.
4. Furlough non-critical workers who are unable to perform their job duties due to the closure. Only staff who are involved in providing library services offered during the closure would be paid for hours worked.

We are all hoping that a return to Phase 3 or any rollback in services is not necessary. However, it is important for us to have a plan so we can transition quickly. We wanted to share this with you now in case changes to hours or services are required, options in advance have been presented for consideration.

To: Board of Library Trustees

From: Mike Driskell and Donna Ekl

Date: July 21, 2020

Re: 2021 Budget Targets

As discussed at the July 13 Special Board meeting, as in previous years, we are providing the budget targets that will be used in the preparation of the 2021 budget for the board's review and approval. Targets are once again divided into categories based on who has the responsibility for setting the target: the board, staff, Village of Arlington Heights, federal government and the market.

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

Suggested motion: The Board of Library Trustees adopts the 2021 Budget Targets with updated information to be included as it becomes available.

July 13, 2020

Arlington Heights Memorial Library

BUDGET TARGETS FOR 2021

	<u>CY 2017</u>	<u>CY 2018</u>	<u>CY 2019</u>	<u>CY 2020</u>	<u>CY 2021</u>
REVENUE					
SET BY BOARD OF LIBRARY TRUSTEES					
1. Target for tax levy increase on previous years extended levy	0%	0%	1%	0%	0% a
EXPENDITURES					
SET BY FINANCE COMMITTEE					
2. Maximum Operating Budget increase (excludes Property)	3.00%	3.00%	2.50%	5.73%	2.50% b
3. Maximum increase in salary ranges	2.00%	2.80%	2.80%	1.90%	5.06% c
4. Increase in Budgeted Personal Services not to exceed	3.00%	3.00%	3.00%	6.85%	3.00%
SET BY STAFF					
5. Maximum increase for individual budget lines	1.00%	1.00%	1.00%	1.00%	1.00% d
SET BY VILLAGE					
6. Increase in medical insurance not to exceed	8%	10%	9.50%	8.00%	5.00% e
Employee medical insurance - actual through 2020	\$ 1,128,200	\$ 1,158,900	\$ 1,268,996	\$ 1,367,928	\$ 1,497,881 f
Insurance contingency	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 250,000 g
7. Assessment for Accounts Payable processing - actual through 2020	\$ 23,690	\$ 24,500	\$ 25,235	\$ 25,992	\$ 129,267 h
8. IMRF Rate for Fiscal Year not to exceed - set by VAH	12.34%	13.07%	10.01%	12.64%	12.54% i
SET BY GOVERNMENT					
10. Social Security	6.20%	6.20%	6.20%	6.20%	6.20%
11. Medicare	1.45%	1.45%	1.45%	1.45%	1.45%
SET BY MARKET					
14. Employee Assistance Plan - Actual through 2020	\$ 5,405	\$ 5,664	\$ 5,930	\$ 5,836	\$ 6,128 j
15. Liability Insurance - Actual through 2020	\$ 110,708	\$ 102,149	\$ 108,278	\$ 120,958	\$ 169,341 k

FOOTNOTES

a - Set per Board action following review and recommendation of LRF

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

c - Most Salary ranges in 2021 will have a range increase of .8%. First-quarter data from the Bureau of Labor Statistics point to a 0.8% cost-of-living adjustment in 2021. That adjustment would be substantially lower than the 1.6% increase in 2020. Salary grades C3 to A1 are building to \$15 minimum wage requirement in 2025, and these grades will experience a change of up to 5.06% in 2021.

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

e - Percent increase is a preliminary estimate from HUB June 2020. VAH budget ceiling at 5% also.

f - Increase from 2020

g - 2017 transfer \$300,000 from AHML's General Fund to the VAH Health Insurance fund. Keep contingency liability in future. 2% already included in 5% health insurance target.

h - 3% before 2021. Service Charge Increase in 2021 once we receive 24% of VAH's annual PPRT.

i - Set by VAH

j - 5% increase based on industry trend

k - As we discussed last November the property marketplace will continue to harden as the trend of more severe and frequent catastrophic events continues to occur across the US. Throughout the Midwest there have been catastrophic storms. In addition to losses, property carriers have instituted convective storm modeling to quantify their property exposures. This modeling is able to forecast expected severe storms. Due to the modeling, all carriers have seen their reinsurance costs increase which in return means the carriers have to increase their property rates to the buyer. Estimated increase, 40%.

To: Board of Library Trustees

From: Michael Driskell and Donna Ekl

Date: July 21, 2020

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. Anthony Cervini with Sikich, 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, 2019.**



ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

ANNUAL FINANCIAL REPORT

For the Year Ended December 31, 2019

SIKICH.COM

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
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ARLINGTON HEIGHTS, ILLINOIS
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INDEPENDENT AUDITOR'S REPORT

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INDEPENDENT AUDITOR'S REPORT

The Honorable President
Members of the Board of Trustees
Arlington Heights Memorial Library
Arlington Heights, Illinois

We have audited the accompanying financial statements of the governmental activities and the major funds of the Arlington Heights Memorial Library (the Library) as of and for the year ended December 31, 2019, and the related notes to 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 from 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, Arlington Heights, Illinois as of December 31, 2019, 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.

Emphasis of Matter

Previously, the Library was reported as a discretely presented component unit of the Village of Arlington Heights. In accordance with GASB Statement No. 61, the Library is no longer reported as part of the Village reporting entity as it does not meet the criteria for inclusion as a discretely presented component unit.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information 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.

The Library has omitted Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The individual fund schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The individual fund 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 schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Sikich LLP

Naperville, Illinois
June 25, 2020

**GENERAL PURPOSE EXTERNAL
FINANCIAL STATEMENTS**

BASIC FINANCIAL STATEMENTS

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

STATEMENT OF NET POSITION

December 31, 2019

	<u>Governmental Activities</u>
ASSETS	
Cash and investments	\$ 13,863,284
Receivables (net, where applicable, of allowance for uncollectibles)	
Property taxes	14,247,733
Accounts	58,135
Accrued interest	41,083
Prepaid expenses	378,609
Capital assets not being depreciated	647,378
Capital assets being depreciated (net of accumulated depreciation)	<u>8,516,030</u>
 Total assets	 <u>37,752,252</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension related items - OPEB	104,723
Pension related items - IMRF	<u>1,153,438</u>
 Total deferred outflows of resources	 <u>1,258,161</u>
 Total assets and deferred outflows of resources	 <u>39,010,413</u>
LIABILITIES	
Accounts payable	211,066
Accrued payroll	452,274
Long-term liabilities	
Due within one year	89,885
Due in more than one year	<u>4,615,690</u>
 Total liabilities	 <u>5,368,915</u>
DEFERRED INFLOWS OF RESOURCES	
Pension related items - OPEB	23,989
Pension related items - IMRF	2,318,952
Deferred revenue - property taxes	<u>14,247,733</u>
 Total deferred inflows of resources	 <u>16,590,674</u>
 Total liabilities and deferred inflows of resources	 <u>21,959,589</u>
NET POSITION	
Net investment in capital assets	9,163,408
Unrestricted	<u>7,887,416</u>
 TOTAL NET POSITION	 <u><u>\$ 17,050,824</u></u>

See accompanying notes to financial statements.

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

STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2019

FUNCTIONS/PROGRAMS	Program Revenues				Net (Expense)
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Revenue and Change in Net Position
PRIMARY GOVERNMENT					Governmental Activities
Governmental Activities					
Culture and recreation	\$ 15,066,761	\$ 160,450	\$ 121,617	\$ 1,259,590	\$ (13,525,104)
Total governmental activities	15,066,761	160,450	121,617	1,259,590	(13,525,104)
TOTAL PRIMARY GOVERNMENT	\$ 15,066,761	\$ 160,450	\$ 121,617	\$ 1,259,590	(13,525,104)
			General Revenues		
			Taxes		
			Property		13,927,291
			Investment income		235,359
			Miscellaneous income		105,473
			Total		14,268,123
			CHANGE IN NET POSITION		743,019
			NET POSITION, JANUARY 1		16,307,805
			NET POSITION, DECEMBER 31		\$ 17,050,824

See accompanying notes to financial statements.

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

BALANCE SHEET
GOVERNMENTAL FUNDS

December 31, 2019

	General	Capital Projects	Total Governmental
ASSETS			
Cash and investments	\$ 10,168,609	\$ 3,694,675	\$ 13,863,284
Receivables			
Property taxes	14,247,733	-	14,247,733
Accounts receivable	56,068	2,067	58,135
Accrued interest receivable	41,083	-	41,083
Due from other funds	-	2,000,000	2,000,000
Prepaid items	378,609	-	378,609
	\$ 24,892,102	\$ 5,696,742	\$ 30,588,844
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES			
LIABILITIES			
Accounts payable	\$ 199,214	\$ 11,852	\$ 211,066
Accrued payroll	452,274	-	452,274
Due to other funds	2,000,000	-	2,000,000
	2,651,488	11,852	2,663,340
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - property taxes	14,247,733	-	14,247,733
	14,247,733	-	14,247,733
	16,899,221	11,852	16,911,073
FUND BALANCES			
Nonspendable			
Prepaid items	378,609	-	378,609
Assigned			
Capital projects	-	5,684,890	5,684,890
Unassigned	7,614,272	-	7,614,272
	7,992,881	5,684,890	13,677,771
	\$ 24,892,102	\$ 5,696,742	\$ 30,588,844

See accompanying notes to financial statements.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

RECONCILIATION OF FUND BALANCES OF GOVERNMENTAL FUNDS TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION

December 31, 2019

FUND BALANCES OF GOVERNMENTAL FUNDS	\$ 13,677,771
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds	9,163,408
Differences between expected and actual experiences, assumption changes, and net differences between projected and actual earnings for IMRF are recognized as deferred outflows and deferred inflows of resources on the statement of net position	(1,165,514)
Differences between expected and actual experiences, assumption changes and net difference between projected and actual earnings for the OPEB are recognized as deferred outflows and inflows of resources on the statement of net position	80,734
Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds	
Compensated absences payable	(354,633)
Net pension liability	(3,860,124)
Total OPEB liability	<u>(490,818)</u>
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 17,050,824</u></u>

See accompanying notes to financial statements.

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

**STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS**

For the Year Ended December 31, 2019

	General	Capital Projects	Total Governmental
REVENUES			
Property taxes	\$ 13,927,291	\$ -	\$ 13,927,291
Charges for services	160,450	-	160,450
Grants	95,987	-	95,987
Investment income	125,201	110,158	235,359
Donations	25,630	-	25,630
Miscellaneous income	105,473	-	105,473
Total revenues	14,440,032	110,158	14,550,190
EXPENDITURES			
Current			
Culture and recreation			
Administration	11,185,241	-	11,185,241
Building	581,344	-	581,344
Books and materials	1,991,814	-	1,991,814
Capital outlay	68,871	80,001	148,872
Total expenditures	13,827,270	80,001	13,907,271
NET CHANGE IN FUND BALANCES	612,762	30,157	642,919
FUND BALANCES, JANUARY 1	7,380,119	5,654,733	13,034,852
FUND BALANCES, DECEMBER 31	\$ 7,992,881	\$ 5,684,890	\$ 13,677,771

See accompanying notes to financial statements.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

RECONCILIATION OF THE GOVERNMENTAL FUNDS STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES TO THE
GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2019

NET CHANGES IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$ 642,919
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlay as expenditures; however, they are capitalized and depreciated in the statement of activities	
Capital outlay	66,165
Contributions of capital assets	1,259,590
Some expenses in the statement of activities (e.g., depreciation) do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds	(727,491)
The change in compensated absences payable is shown as an expense on the statement of activities	(33,557)
The change in the net pension liability and related deferred outflows and inflows of resources for IMRF is reported only in the statement of activities	(379,169)
The change in total OPEB liability, deferred inflows, and deferred outflows of resources are not a source or use of financial resources	<u>(85,438)</u>
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 743,019</u></u>

See accompanying notes to financial statements.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Arlington Heights Memorial Library, Arlington Heights, Illinois (the Library), have been prepared in accordance with accounting principles generally accepted in the United States of America, as applied to governmental units (hereinafter referred to as generally accepted accounting principles (GAAP)). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Library's accounting policies are described below.

a. Financial Reporting Entity

The Library is governed by a seven-member Library Board of Trustees that is separately elected. The Library Board of Trustees selects management staff and directs the affairs of the Library. As required by GAAP, these financial statements include all funds of the Library. Management has also considered all potential component units. Criteria for including a component unit in the Library's reporting entity principally consist of the potential component unit's financial interdependency and accountability to the Library. Based upon those criteria, there are no potential component units to be included in the reporting entity. Additionally, based on the same criteria, the Library has been determined not to be a component unit of the Village of Arlington Heights, Illinois (the Village).

b. Fund Accounting

The accounts of the Library are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purposes and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and management requirements.

Funds are classified into the following categories: governmental, proprietary, and fiduciary. All of the Library's funds are governmental funds.

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of restricted or committed monies (special revenue funds), the funds committed, restricted, or assigned for the acquisition or construction of capital assets (capital projects funds), the funds committed, restricted, or assigned for the servicing of long-term debt (debt service

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

b. Fund Accounting (Continued)

funds), and the management of funds held in trust that can be used for governmental services (permanent funds). The General Fund is used to account for all activities of the Library not accounted for in some other fund.

c. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Library. The effect of material interfund activity has been eliminated from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The Library has no business-type activities.

The statement of activities demonstrates the degree to which the direct expenses of a given function, segment, or program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues 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 standard revenues that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

The Library reports the following major governmental funds:

The General Fund is the Library's primary operating fund. It accounts for all financial resources of the general government, except those accounted for in another fund.

The Capital Projects Fund accounts for the amounts assigned for future capital projects.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. The Library recognizes property taxes when they become both measurable and available in the period the tax is intended to finance. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Library considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a fund liability is incurred. However, debt service expenditures are recorded only when payment is due.

Property taxes, grants, and interest associated with the current fiscal period are all considered to be susceptible to accrual and are recognized as revenues of the current fiscal period. Fines and miscellaneous revenues are considered to be measurable and available only when cash is received by the Library.

In applying the susceptible to accrual concept to intergovernmental revenues (i.e., federal and state grants), the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended on the specific purpose or project before any amounts will be paid to the Library; therefore, revenues are recognized based upon the expenditures recorded. In the other, monies are virtually unrestricted as to purpose of expenditure and are generally revocable only for failure to comply with prescribed eligibility requirements, such as equal employment opportunity. These resources are reflected as revenues at the time of receipt or earlier if they meet the availability criterion.

The Library reports unavailable/deferred and unearned revenue on its financial statements. Unavailable/deferred revenues arise when a potential revenue does not meet both the measurable and available or earned criteria for recognition in the current period. Unearned revenues arise when resources are received by the Library before it has a legal claim to them such as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both the revenue recognition criteria are met, or when the Library has a legal claim to the

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
 NOTES TO FINANCIAL STATEMENTS (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

resources, the liability or deferred inflow of resources for unavailable/deferred and unearned revenue is removed from the financial statements and revenue is recognized.

e. Investments

Investments with a maturity of less than one year when purchased, non-negotiable certificates of deposit and other nonparticipating investments are stated at cost or amortized cost. Investments with a maturity greater than one year when purchased are stated at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

f. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental activities columns in the government-wide financial statements. Capital assets are defined by the Library as assets with an initial, individual cost in excess of \$10,000 and an estimated useful life in excess of one year.

Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment is depreciated using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Buildings and improvements	40
Equipment	5-10

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

g. Compensated Absences

Vested or accumulated vacation leave is reported as an expenditure and a fund liability of the governmental fund that will pay it once retirement or separation has occurred. Vested or accumulated vacation leave of governmental activities is recorded as an expense and liability on the statement of net position as the benefits accrue to employees.

h. Long-Term Obligations

In the government-wide financial statements, long-term debt, and other long-term obligations are reported as liabilities.

i. Prepaid Items

Payments made to vendors for services that will benefit periods beyond the date of this report are recorded as prepaid items.

j. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

k. Fund Balance/Net Position

In the fund financial statements, governmental funds report nonspendable fund balance for amounts that are either not in spendable form or that are legally or contractually required to be maintained intact. Restrictions of fund balance are reported for amounts constrained by legal restrictions from outside parties for use for a specific purpose or are externally imposed by outside entities. Committed fund balance is constrained by formal actions of the Library's Board of Trustees, which is considered the Library's highest level of decision-making authority. Formal actions include ordinances approved by the Board of Trustees. Assigned fund balance represents amounts constrained by the Library's intent to use them for a specific purpose. The authority to assign fund balance resides with the Board of Trustees. Any residual fund balance in the General Fund and any deficit fund balances in any other governmental funds are reported as unassigned.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

k. Fund Balance/Net Position (Continued)

The Library's flow of funds assumptions prescribes that the funds with the highest level of constraint are expended first. If restricted or unrestricted funds are available for spending, the restricted funds are spent first. Additionally, if different levels of unrestricted funds are available for spending, the Library considers committed funds to be expended first, followed by assigned, and then unassigned funds.

In the government-wide financial statements, restricted net position is legally restricted by outside parties for a specific purpose. None of the net position is restricted as a result of enabling legislation adopted by the Library. Net investment in capital assets is the book value of capital assets less outstanding principal balances of debt that was issued to construct the capital assets.

l. Interfund Transactions

Interfund transactions are accounted for as revenues or expenditures. Transactions that constitute reimbursements to a fund for expenditures initially made from it that are properly applicable to another fund, are recorded as expenditures in the reimbursing fund and as reductions of expenditures in the fund that is reimbursed.

All other interfund transactions, except interfund services and reimbursements, are reported as transfers.

m. Interfund Receivables/Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the noncurrent portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

If applicable, advances between funds, as reported in the fund financial statements, are offset by a fund balance nonspendable account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

n. Use of Estimates

The preparation of financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

2. DEPOSITS AND INVESTMENTS

The Library categorizes fair value measurements within the fair value hierarchy established by GAAP. 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; and Level 3 inputs are significant unobservable inputs. The Library held no investments subject to fair value measurement at December 31, 2019.

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

The Illinois Public Treasurers' Investment Pool, known as The Illinois Funds, operates as a qualified external investment pool in accordance with the criteria established in GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, and thus, reports all investments at amortized cost rather than market value. The investment in The Illinois Funds by participants is also reported at amortized cost. The Illinois Funds does not have any limitations or restrictions on participant withdrawals. The Illinois Treasurer's Office issues a separate financial report for The Illinois Funds which may be obtained by contacting the Administrative Office at Illinois Business Center, 400 West Monroe Street, Suite 401, Springfield, Illinois 62704.

a. Library Deposits with Financial Institutions

Custodial credit risk for deposits with financial institutions 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 bank balances in excess of federal depository insurance.

The Library's deposits with financial institutions were covered either by FDIC or collateral pledged to the Library, held in the Library's name.

b. Library Investments

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. It is the policy of the Library to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting daily cash flow demands of the Library and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objective of the policy is safety of principal, liquidity, return on investment, and simplicity of management. The investment policy does not limit the maturity lengths of library investments.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

2. DEPOSITS AND INVESTMENTS (Continued)

b. Library Investments (Continued)

The Library limits its exposure to credit risk, the risk that the issuer of a debt security will not pay its par value upon maturity, by primarily investing in The Illinois Funds. The Illinois Funds are rated AAA by Standard and Poor's.

Custodial credit risk for investments is the risk that, in the event of the failure of the counterparty to the investment, the Library will not be able to recover the value of its investments that are in the possession of an outside party. The Library's investment policy does not address custodial credit risk for investments. The Illinois Funds are not subject to custodial credit risk.

Concentration of Credit Risk - The Library places no limit on the amount that may be invested in any one issuer, stating only that the Library diversify its investments to the best of its ability based on the nature of the funds invested and the cash flow needs of those funds.

3. PROPERTY TAXES

Property taxes for 2019 attach as an enforceable lien on January 1, 2019 on property values assessed as of the same date. Taxes are levied by December of the fiscal year (by passage of a Tax Levy Ordinance). Tax bills are prepared by the County and issued on or about February 1, 2020 and August 1, 2020 and are payable in two installments, on or about March 1, 2020 and September 1, 2020. The County collects such taxes and remits them periodically. The allowance for uncollectible taxes has been stated at 2% of the tax levy, to reflect actual collection experience. Since the 2019 levy is intended to fund the 2020 fiscal year, the levy has been recorded as a receivable and deferred inflow of resources.

4. CAPITAL ASSETS

Capital asset activity for the Library for the year ended December 31, 2019 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 142,378	\$ 450,000	\$ -	\$ 592,378
Permanent art	55,000	-	-	55,000
Total capital assets not being depreciated	197,378	450,000	-	647,378

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

4. CAPITAL ASSETS (Continued)

	Beginning Balance	Increases	Decreases	Ending Balance
GOVERNMENTAL ACTIVITIES				
(Continued)				
Capital assets being depreciated				
Buildings and improvements	\$ 17,227,804	\$ 858,955	\$ -	\$ 18,086,759
Equipment	3,726,204	16,800	-	3,743,004
Total capital assets being depreciated	20,954,008	875,755	-	21,829,763
Less accumulated depreciation for				
Buildings and improvements	10,203,709	594,625	-	10,798,334
Equipment	2,382,533	132,866	-	2,515,399
Total accumulated depreciation	12,586,242	727,491	-	13,313,733
Total capital assets being depreciated, net	8,367,766	148,264	-	8,516,030
GOVERNMENTAL ACTIVITIES				
CAPITAL ASSETS, NET				
	\$ 8,565,144	\$ 598,264	\$ -	\$ 9,163,408

5. 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 employees. The Library is a member of the Libraries of Illinois Risk Agency (LIRA), which is a consortium of 55 charter member libraries that provides risk management services and coverages to the pool of member libraries. Premiums have been displayed as expenditures in appropriate funds. Medical insurance is through the Village with third-party indemnity coverage. Losses have not exceeded coverage for the last three years.

6. CONTINGENT LIABILITIES - GRANTS

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time; although, the Library expects such amounts, if any, to be immaterial.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

7. CHANGES IN LONG-TERM LIABILITIES

Issue	Balances January 1	Increases	Decreases	Balances December 31	Current Portion
Total OPEB liability	\$ 348,295	\$ 142,523	\$ -	\$ 490,818	\$ 18,959
Net pension liability	7,926,473	-	4,066,349	3,860,124	-
Compensated absences payable	321,076	97,772	64,215	354,633	70,926
TOTAL	\$ 8,595,844	\$ 240,295	\$ 4,130,564	\$ 4,705,575	\$ 89,885

8. EMPLOYEE RETIREMENT SYSTEM

The Library contributes, through 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. All disclosures for an agent plan can be found in the Village's comprehensive annual financial report.

Illinois Municipal Retirement Fund

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. Investments are reported at fair value.

Benefits Provided

IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011 are eligible for Tier 1 benefits. For Tier 1 employees, pension benefits vest after eight years of service. Participating members who retire at age 55 (reduced benefits) or after age 60 (full benefits) with eight years of credited service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. 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 members who retire at age 62 (reduced benefits) or after age 67 (full benefits) with ten years of credited service are

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

8. EMPLOYEE RETIREMENT SYSTEM (Continued)

Illinois Municipal Retirement Fund (Continued)

Benefits Provided (Continued)

entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1 2/3% of their final rate of earnings, for each year of credited service up to 15 years, and 2% for each year thereafter. IMRF also provides death and disability benefits. These benefit provisions and all other requirements are established by state statute.

Contributions

Participating members are required to contribute 4.50% of their annual salary to IMRF. The Village and the Library are required to contribute the remaining amounts necessary to fund IMRF as specified by statute. The employer contribution rate for the calendar year ended 2019 was 10.14% of covered payroll.

Net Pension Liability

At December 31, 2019, the Library reported a liability of \$3,860,124 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Library's proportion of the net pension liability was based on the Library's actual contribution to the plan for the year ended December 31, 2019 relative to the contributions of the Village, actuarially determined. At December 31, 2019, the Library's proportion was 26.15% of the total contribution to the plan.

Actuarial Assumptions

The Library's net pension liability was measured as of December 31, 2019 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation performed as of the same date using the following actuarial methods and assumptions.

Actuarial valuation date	December 31, 2019
Actuarial cost method	Entry-age normal
Assumptions	
Inflation	2.50%
Salary increases	3.35% to 14.25%
Discount rate	7.25%
Cost of living adjustments	3.00%
Asset valuation method	Market

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

8. EMPLOYEE RETIREMENT SYSTEM (Continued)

Illinois Municipal Retirement Fund (Continued)

Actuarial Assumptions (Continued)

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

Investment Rate

The discount rate used to measure the total pension liability was 7.25%. 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 the Library contributions will be made at rates equal to the difference between 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 projected future benefit payments of current plan members.

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources

For the year ended December 31, 2019, the Library recognized pension expense of \$1,083,232. At December 31, 2019, the Library reported deferred outflows of resources and deferred inflows of resources related to IMRF from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between expected and actual experience	\$ 591,516	\$ 4,608
Changes in assumption	561,922	288,372
Net difference between projected and actual earnings on pension plan investments	-	2,025,972
TOTAL	\$ 1,153,438	\$ 2,318,952

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

8. EMPLOYEE RETIREMENT SYSTEM (Continued)

Illinois Municipal Retirement Fund (Continued)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources (Continued)

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

<u>Year Ending December 31,</u>	
2020	\$ (238,970)
2021	(232,170)
2022	276,585
2023	<u>(970,959)</u>
 TOTAL	 <u>\$ (1,165,514)</u>

Discount Rate Sensitivity

The following is a sensitivity analysis of the net pension liability (asset) to changes in the discount rate. The table below presents the net pension liability (asset) of the Library calculated using the discount rate of 7.25% as well as what the Library's net pension liability (asset) would be if it were calculated using a discount rate that is 1 percentage point lower (6.25%) or 1 percentage point higher (8.25%) than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net pension liability (asset)	\$ 10,020,890	\$ 3,860,123	\$ (1,245,843)

9. INDIVIDUAL FUND DISCLOSURES

Interfund Receivables/Payables are as follows:

	<u>Due From</u>	<u>Due To</u>
General	\$ 2,000,000	\$ -
Capital Projects	-	2,000,000
 TOTAL	 <u>\$ 2,000,000</u>	 <u>\$ 2,000,000</u>

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

9. INDIVIDUAL FUND DISCLOSURES (Continued)

The due to/from other funds in the above table relates to short term operating loans. The amounts will be repaid within one year.

10. OTHER POSTEMPLOYMENT BENEFITS

a. Plan Description

In addition to providing the pension benefits described, the Library provides postemployment health care insurance benefits (OPEB) for its eligible retired employees through a single employer defined benefit plan. The benefits, benefit levels, employee contributions, and employer contributions are governed by the Library and can be amended by the Library through its personnel manual. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75. The plan does not issue a separate report. The activity of the plan is reported in the Library’s governmental activities.

b. Benefits Provided

The Library provides pre and post-Medicare postemployment healthcare benefits to all retirees, their spouses and dependents (enrolled at time of employee’s retirement). To be eligible for benefits, the employee must qualify for retirement under the Library’s retirement plan. The retirees pay the blended premium. Upon a retiree becoming eligible for Medicare, the amount payable under the health plan will be reduced by the amount payable under Medicare for those expenses that are covered under both.

All health care benefits are provided through the Library’s health insurance plans. The benefit levels are the same as those afforded to active employees. Benefits include general inpatient and outpatient medical services; mental, nervous, and substance abuse care; vision care; and prescriptions. Upon a retiree reaching 65 years of age, Medicare becomes the primary insurer and the Library’s plan becomes secondary.

c. Membership

At December 31, 2019, membership consisted of:

Inactive employees currently receiving benefit payments	38
Inactive employees entitled to but not yet receiving benefits	-
Active employees	<u>78</u>
TOTAL	<u>116</u>
Participating employers	<u><u>1</u></u>

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

10. OTHER POSTEMPLOYMENT BENEFITS (Continued)

d. Actuarial Assumptions and Other Inputs

The total OPEB liability at December 31, 2019, was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified. The total OPEB liability was rolled forward by the actuary using updated procedures to December 31, 2019, including updating the discount rate at December 31, 2019, as noted on the following page.

Actuarial valuation date	December 31, 2018
Measurement date	December 31, 2019
Actuarial cost method	Entry-age normal
Inflation	3.00%
Discount rate	2.75%
Healthcare cost trend rates	8.00% Initial 4.50% Ultimate
Asset valuation method	N/A
Mortality rates	RP2014 Blue Collar base rates projected to 2018 using scale MP-2018

e. Discount Rate

The discount rate was based on The Bond Buyer 20-Bond GO Index, which is based on an average of certain general obligation municipal bonds maturing in 20 years and having an average rating equivalent of Moody's Aa2 and Standard & Poor's AA.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

10. OTHER POSTEMPLOYMENT BENEFITS (Continued)

f. Changes in the Total OPEB Liability

	<u>Total OPEB Liability</u>
BALANCES AT JANUARY 1, 2019	\$ 348,295
Changes for the period	
Service cost	16,755
Interest	13,891
Changes in assumptions	71,130
Differences between expected and actual experience	-
Benefit payments	<u>(18,959)</u>
Net changes	<u>82,817</u>
BALANCES AT DECEMBER 31, 2019	<u>\$ 431,112</u>

There were changes in assumptions related to the discount rate.

g. Rate Sensitivity

The following is a sensitivity analysis of total OPEB liability to changes in the discount rate and the healthcare cost trend rate. The table below presents the total OPEB liability of the Library calculated using the discount rate of 2.75% as well as what the Library's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (1.75%) or 1 percentage point higher (3.75%) than the current rate:

	1% Decrease (1.75%)	Current Discount Rate (2.75%)	1% Increase (3.75%)
Total OPEB liability	\$ 486,047	\$ 431,112	\$ 385,440

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
NOTES TO FINANCIAL STATEMENTS (Continued)

10. OTHER POSTEMPLOYMENT BENEFITS (Continued)

g. Rate Sensitivity (Continued)

The table below presents the total OPEB liability of the Library calculated using the healthcare rate of 8% as well as what the Library's total OPEB liability would be if it were calculated using a healthcare rate that is 1 percentage point lower (7%) or 1 percentage point higher (9%) than the current rate:

	1% Decrease (7%)	Current Healthcare Rate (8%)	1% Increase (9%)
Total OPEB liability	\$ 378,942	\$ 431,112	\$ 494,876

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

For the year ended December 31, 2019, the Library recognized OPEB expense of \$85,438. At December 31, 2019, the Library reported deferred outflows and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 43,714	\$ -
Changes in assumption	61,009	23,989
TOTAL	\$ 104,723	\$ 23,989

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 Ending December 31,	
2020	\$ 14,045
2021	14,045
2022	14,045
2023	14,045
2024	14,045
Thereafter	10,509
TOTAL	\$ 80,734

REQUIRED SUPPLEMENTARY INFORMATION

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

SCHEDULE OF REVENUES, EXPENDITURES, AND
 CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
 GENERAL FUND

For the Year Ended December 31, 2019

	Original and Final Budget	Actual
REVENUES		
Taxes		
Property taxes	\$ 14,249,157	\$ 13,927,291
Grants	61,063	95,987
Charges for services		
Fines	204,993	160,450
Investment income	37,120	125,201
Donations	5,000	25,630
Miscellaneous income	73,565	105,473
	<u>14,630,898</u>	<u>14,440,032</u>
Total revenues		
EXPENDITURES		
Culture and recreation		
Administration	12,032,895	11,185,241
Building	584,843	581,344
Book and library materials	2,201,246	1,991,814
Capital outlay	91,255	68,871
	<u>14,910,239</u>	<u>13,827,270</u>
Total expenditures		
NET CHANGE IN FUND BALANCE	<u>\$ (279,341)</u>	612,762
FUND BALANCE, JANUARY 1		<u>7,380,119</u>
FUND BALANCE, DECEMBER 31		\$ 7,992,881

(See independent auditor's report.)

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

**SCHEDULE OF CHANGES IN THE EMPLOYER'S
TOTAL OPEB LIABILITY AND RELATED RATIOS
OTHER POSTRETIREMENT BENEFIT PLAN**

Last Two Fiscal Year

MEASUREMENT DATE DECEMBER 31,	2018	2019
TOTAL OPEB LIABILITY		
Service cost	\$ 9,231	\$ 16,755
Interest	10,210	13,891
Changes in assumptions	(16,812)	71,130
Differences between expected and actual experience	53,226	-
Benefit payments	(14,604)	(18,959)
Net change in total OPEB liability	41,251	82,817
Total OPEB liability - beginning	307,044	348,295
TOTAL OPEB LIABILITY - ENDING	\$ 348,295	\$ 431,112
Covered payroll	\$ 4,705,766	\$ 4,846,939
Employer's total OPEB liability as a percentage of covered payroll	7.40%	8.89%

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75.

There was a change in assumptions related to the discount rate in 2019.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

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

**SCHEDULE OF EMPLOYER CONTRIBUTIONS
ILLINOIS MUNICIPAL RETIREMENT FUND**

Last Five Fiscal Years

MEASUREMENT DATE DECEMBER 31,	2015	2016	2017	2018	2019
Actuarially determined contribution	\$ 3,159,698	\$ 3,257,572	\$ 3,170,250	\$ 876,141	\$ 694,837
Contributions in relation to the actuarially determined contribution	3,168,474	3,257,572	3,170,250	877,582	704,063
CONTRIBUTION DEFICIENCY (EXCESS)	\$ (8,776)	\$ -	\$ -	\$ (1,441)	\$ (9,226)
Covered payroll	\$ 24,380,386	\$ 24,924,034	\$ 25,690,842	\$ 6,887,899	\$ 6,941,427
Contributions as a percentage of covered payroll	13.00%	13.07%	12.34%	12.74%	10.14%

Notes to the Required Supplementary Information

The information presented was determined as part of the actuarial valuations as of January 1 of the prior fiscal year. Additional information as of the latest actuarial valuation presented is as follows: the actuarial cost method was entry-age normal; the amortization method was level percent of pay, closed, and the amortization period was 24 years; the asset valuation method was five-year smoothed market; and the significant actuarial assumptions were an investment rate of return at 7.50% annually, projected salary increases assumption of 3.35% to 14.25% compounded annually and postretirement benefit increases of 3.25% compounded annually.

Beginning December 31, 2018, the information above is presented for the Library only. Prior years include Village information.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

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

**SCHEDULE OF THE LIBRARY'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY
ILLINOIS MUNICIPAL RETIREMENT FUND**

Last Five Fiscal Years

MEASUREMENT DATE DECEMBER 31,	2015	2016	2017	2018	2019
Employer's proportion of net pension liability	25.56%	25.56%	25.56%	25.56%	25.56%
Employer's proportionate share of net pension liability	5,821,779	6,092,299	1,299,308	7,926,473	\$ 3,860,124
Employer's covered payroll	6,231,627	6,370,583	6,566,068	6,887,899	6,941,427
Employer's proportionate share of the net pension liability as a percentage of its covered payroll	93.42%	95.63%	19.79%	115.08%	55.61%
Plan fiduciary net position as a percentage of the total pension liability	86.40%	86.35%	97.10%	83.82%	54.35%

Prior to 2019, the Library was presented as a component unit of the Village. Beginning January 1, 2019, IMRF is presented as a cost-sharing plan with the Village. Information above for 2015 through 2018 is estimated based on the allocation used in 2019.

Ultimately, this schedule should present information for the last ten years. However, until ten years of information can be compiled, information will be presented for as many years as is available.

(See independent auditor's report.)

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

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

December 31, 2019

BUDGETS

Budgets are adopted on a basis consistent with GAAP. The budget is prepared for the General Fund, and Capital Projects Fund by function and activity, and includes information on the past year, current year estimates, and requested appropriations for the next fiscal year. The proposed budget is presented to the Library Board of Trustees for review. This governing body holds public meetings and may add to, subtract from, or change appropriations. The budget may be amended by the governing body. 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. During the year, no supplementary appropriations were necessary.

INDIVIDUAL FUND SCHEDULES

MAJOR GOVERNMENTAL FUNDS

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

SCHEDULE OF EXPENDITURES - BUDGET AND ACTUAL
GENERAL FUND

For the Year Ended December 31, 2019

	Original and Final Budget	Actual
EXPENDITURES		
Administration		
Salaries	\$ 8,017,297	\$ 7,628,193
Employee benefits	1,372,032	1,281,361
IMRF	799,315	704,063
Insurance - medical/life	18,150	12,178
Social Security and Medicare	611,149	565,847
Other employee benefits	44,350	34,192
Professional technical services	247,859	219,057
Office supplies	38,165	33,395
Contractual services	884,578	706,955
	12,032,895	11,185,241
Building		
Utilities	16,472	19,310
Maintenance	451,763	461,864
Equipment rental	2,280	2,246
Tools and equipment	55,163	44,720
Other property services	59,165	53,204
	584,843	581,344
Books and Library Materials		
Library supplies	1,920,661	1,792,546
Other supplies	280,585	199,268
	2,201,246	1,991,814
Capital outlay	91,255	68,871
TOTAL EXPENDITURES	\$ 14,910,239	\$ 13,827,270

(See independent auditor's report.)

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

**SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
CAPITAL PROJECTS FUND**

For the Year Ended December 31, 2019

	Original and Final Budget	Actual
REVENUES		
Investment income	\$ 15,000	\$ 110,158
Total revenues	15,000	110,158
EXPENDITURES		
Capital outlay	157,090	80,001
Total expenditures	157,090	80,001
NET CHANGES IN FUND BALANCE	\$ (142,090)	30,157
FUND BALANCE, JANUARY 1		5,654,733
FUND BALANCE, DECEMBER 31		\$ 5,684,890

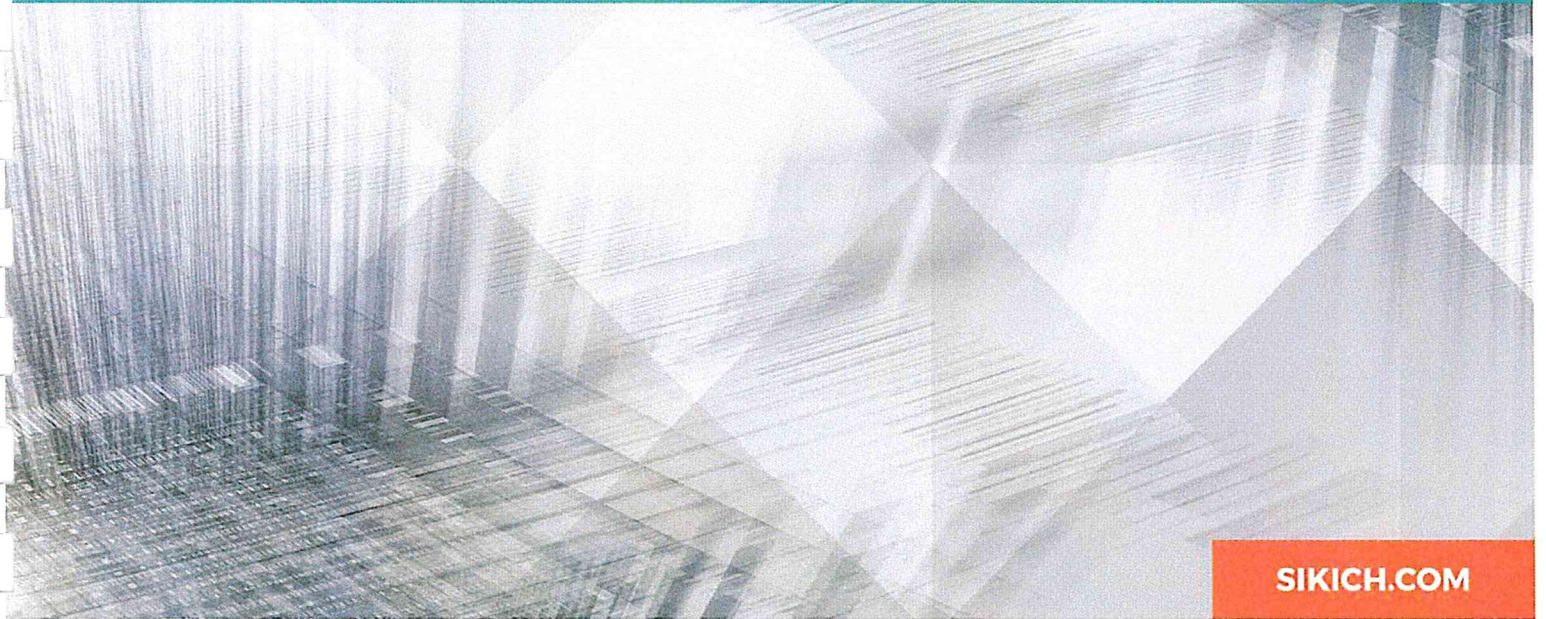
(See independent auditor's report.)



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

AUDITOR'S COMMUNICATION TO THE
MEMBERS OF THE BOARD OF TRUSTEES

For the Year Ended December 31, 2019



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ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
AUDITOR'S COMMUNICATION TO THE BOARD OF TRUSTEES
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1415 W. Diehl Road, Suite 400
Naperville, IL 60563
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June 25, 2020

The Honorable President
Members of the Board of Trustees
Arlington Heights Memorial Library
500 N. Dunton St.
Arlington Heights, Illinois 60004

Ladies and Gentlemen:

As part of our audit process we are required to have certain communications with those charged with governance at the beginning of our audit process and at the conclusion of the audit. Those communications include information related to the planned scope and timing of our audit, as well as other information required by auditing standards. Our communication at the beginning of our audit process along with our questionnaire regarding consideration of fraud in a financial statement audit was sent to you in January of 2020.

In addition, auditing standards require the communication of internal control related matters to those charged with governance. Our management letter, as well as a listing of future pronouncements that may affect the Library, are enclosed within this document.

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

Sincerely,



Sikich LLP
By: Anthony Cervini, CPA, CFE
Partner

1415 W. Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

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June 25, 2020

The Honorable President
Members of the Library Board of Trustees
Arlington Heights Memorial Library
Arlington Heights, Illinois

Ladies and Gentlemen:

We have audited the financial statements of the governmental activities and the major funds of the Arlington Heights Memorial Library, Arlington Heights, Illinois (the Library) as of December 31, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 6, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Library are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended December 31, 2019 with the exception of the implementation of GASB Statement No. 61, *Omnibus, an Amendment of GASB Statements No. 14 and No. 34*. We noted no transactions entered into by the Library during the year for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We noted no particularly sensitive estimates made by management during our audit of the financial statements except for the actuarial assumptions used to calculate the total pension/OPEB liability for IMRF and OPEB.

Management's estimate of the Library's net pension liability and total other postemployment benefit liability are based on various actuarially determined amounts, including estimated investment returns, dates of employee retirement, discount rates, healthcare trend rates, and mortality rates. We evaluated key factors and assumptions used to develop the management's estimates of the Library's net pension liabilities and total other postemployment benefit liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. We noted no particularly sensitive financial statement disclosures during our audit of the financial statements.

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The attached schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 25, 2020.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

Other Matters

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

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

Restriction on Use

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

Sincerely,

Sikich LLP

Sikich LLP

By: Anthony Cervini, CPA, CFE
Partner

Arlington Heights Memorial Library

Year End: December 31, 2019

Adjusting Journal Entries

Date: 1/1/2019 To 12/31/2019

Number	Date	Name	Account No	Debit	Credit
AJE#01	12/31/2019	Prepaid Expense/Inventory / Prepaid Expense	291-0000-140-05-00 GF-291		-12,708.73
AJE#01	12/31/2019	Current Liabilities / Accounts Payable	291-0000-200-05-00 GF-291	12,708.73	
AJE#01	12/31/2019	Current Liabilities / Accounts Payable	291-0000-200-05-00 GF-291		-2,307.24
AJE#01	12/31/2019	Employee Benefits / Flexible Spending	291-6001-601-19-53 GF-291	2,307.24	
Entry to adjust prepaids as of 12/31/2019					
AJE#02	12/31/2019	Accounts Receivable / AR Real Estate Taxes	291-0000-120-05-00 GF-291	176,876.98	
AJE#02	12/31/2019	Accounts Receivable / IMRF Real Estate Tax Rec	291-0000-120-06-00 GF-291	1,073.50	
AJE#02	12/31/2019	Deferred Revenue / Deferred Real Estate Tax	291-0000-250-10-00 GF-291		-177,950.48
To correct property tax receivable and deferred					
AJE#03	12/31/2019	Deferred Revenue / Deferred Revenue	291-0000-250-15-00 GF-291	18,230.60	
AJE#03	12/31/2019	Donations / Donations - Library	291-0000-483-70-00 GF-291		-18,230.60
Entry to adjust deferred contributions					

**ARLINGTON HEIGHTS
MEMORIAL LIBRARY**

(CLIENT)

General Fund
(OPINION UNIT)

For the Year Ended 12/31/2019

All entries posted as Debit (Credit)

Description	Workpaper Reference	Assets	(Liabilities)	(Fund Balance)	Change in Fund Balance
Current Effect of Prior Period Passed AJE's that have carried forward to Current Period	\$ -	\$ -	\$ -	\$ -	\$ -
IMET receivable not written off	3211	(48,442)	-	-	48,442
Totals		\$ (48,442)	\$ -	\$ -	\$ 48,442

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

MANAGEMENT LETTER

December 31, 2019

1415 W. Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

SIKICH.COM

The Honorable President
Members of the Library Board of Trustees
Arlington Heights Memorial Library
Arlington Heights, Illinois

Ladies and Gentlemen:

In planning and performing our audit of the financial statements of the governmental activities and the major funds of the Arlington Heights Memorial Library, Arlington Heights, Illinois (the Library) as of and for the year ended December 31, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered the Library's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. This letter does not affect our report dated June 25, 2020, on the basic financial statements of the Library.

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

Sikich LLP

Naperville, Illinois
June 25, 2020

OTHER COMMENTS

Future Accounting Pronouncements

The Governmental Accounting Standards Board (GASB) has issued a number of pronouncements that may impact the Library in the future.

GASB Statement No. 87, *Leases*, establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset and aims to enhance comparability of financial statements among governments. This statement also requires additional notes to the financial statements related to the timing, significance, and purpose of a government's leasing arrangements. The requirements of this statement are effective for the fiscal year ending December 31, 2020. Earlier application is encouraged.

GASB Statement No. 91, *Conduit Debt Obligations*, was issued in May 2019. The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improved required note disclosures. This statement is effective for fiscal year ending December 31, 2021.

GASB Statement No. 92, *Omnibus 2020*, addresses a variety of topics including: The effective date of Statement No. 87 for interim financial reports; reporting of intra-entity transfers of assets between a primary government employer and a component unit defined benefit pension plan or defined benefit other postemployment benefit (OPEB) plan; the applicability of Statements No. 73 to Certain Provisions of GASB Statement Nos. 67 and 68, as amended, and No. 74, as amended, to reporting assets accumulated for postemployment benefits; the applicability of certain requirements of Statement No. 84, to postemployment benefit arrangements; measurement of liabilities (and assets, if any) related to asset retirement obligations (AROs) in a government acquisition; reporting by public entity risk pools for amounts that are recoverable from reinsurers or excess insurers; reference to nonrecurring fair value measurements of assets or liabilities in authoritative literature and terminology used to refer to derivative instruments.

The requirements of this Statement are effective for the fiscal years ending December 30, 2021 and thereafter, except for the requirements related to the effective date of Statement 87 and Implementation Guide 2019-3, reinsurance recoveries, and terminology used to refer to derivative instruments are effective upon issuance.

OTHER COMMENTS (Continued)

Future Accounting Pronouncements (Continued)

GASB Statement No. 93, *Replacement of Interbank Offered Rates*. The London Interbank Offered Rate (LIBOR), a result of global reference rate reform, is expected to cease to exist in its current form at the end of 2021, prompting governments to amend or replace financial instruments for the purpose of replacing LIBOR with other reference rates, by either changing the reference rate or adding or changing fallback provisions related to the reference rate. GASB Statement No. 53, *Accounting and Financial Reporting for Derivative Instruments*, as amended, requires a government to terminate hedge accounting when it renegotiates or amends a critical term of a hedging derivative instrument, such as the reference rate of a hedging derivative instrument's variable payment. In addition, in accordance with Statement No. 87, *Leases*, as amended, replacement of the rate on which variable payments depend in a lease contract would require a government to apply the provisions for lease modifications, including remeasurement of the lease liability or lease receivable. The objective of this Statement is to address those and other accounting and financial reporting implications that result from the replacement of an IBOR. The removal of LIBOR as an appropriate benchmark interest rate is effective for reporting periods ending after December 31, 2021. All other requirements of this Statement are effective for the fiscal year ending December 31, 2021.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, issued to address tissues related to accounting and reporting for public-private and public-public partnership arrangements (PPPs). A PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which is defined in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction. This Statement is effective for fiscal year ending December 30, 2023

OTHER COMMENTS (Continued)

Future Accounting Pronouncements (Continued)

GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*. This pronouncement, which is effective upon issuance, allows, but does not require, governments to defer implementing the following pronouncements by one year from their original effective date as follows:

GASB Statement No. 83 - reporting periods beginning after June 15, 2019.

GASB Statement No. 84 and Implementation Guide 2019-2 - reporting periods beginning after December 15, 2019.

GASB Statement No. 87 and Implementation Guide 2019-3 - fiscal years beginning after June 15, 2021, and all reporting periods thereafter.

GASB Statement No. 88 - reporting periods beginning after June 15, 2019.

GASB Statement No. 89 - reporting periods beginning after December 15, 2020.

GASB Statement No. 90 - reporting periods beginning after December 15, 2019.

GASB Statement No. 91 - reporting periods beginning after December 15, 2021.

GASB Statement No. 92, paragraphs 6 and 7 - fiscal years beginning after June 15, 2021.

GASB Statement No. 92, paragraphs 8, 9, and 12 - reporting periods beginning after June 15, 2021.

GASB Statement No. 92, paragraph 10 - government acquisitions occurring in reporting periods beginning after June 15, 2021.

GASB Statement No. 93, paragraphs 13 and 14 - fiscal years beginning after June 15, 2021, and all reporting periods thereafter.

Implementation Guide 2017-3, Questions 4.484 and 4.491 - the first reporting period in which the measurement date of the (collective) net OPEB liability is on or after June 15, 2019.

Implementation Guide 2017-3, Questions 4.85, 4.103, 4.108, 4.109, 4.225, 4.239, 4.244, 4.245, and 5.1–5.4 - actuarial valuations as of December 15, 2018, or later.

Implementation Guide 2018-1 - reporting periods beginning after June 15, 2019.

Implementation Guide 2019-1 - reporting periods beginning after June 15, 2020.

GASB Statement No. 96, *Solution-Based Information Technology Arrangements*, provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users. A SBITA is defined as a contract that conveys control of the right to use another party's (a SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction. This Statement establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability, provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and requires note disclosures regarding a SBITA.

OTHER COMMENTS (Continued)

Future Accounting Pronouncements (Continued)

To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended. The requirements of this Statement are effective for the fiscal year ending December 31, 2023. Earlier application is encouraged.

We will advise the Library of any progress made by GASB in developing this and other future pronouncements that may have an impact on the financial position and changes in financial position of the Library.

FIRM PROFILE



ORGANIZATION

Sikich LLP, a leading professional services firm specializing in accounting, technology, investment banking* and advisory services**, has 1,000+ professionals throughout the country. Founded in 1982, Sikich now ranks within the country's top 30 largest Certified Public Accounting firms and is among the top one percent of all enterprise resource planning solution partners in the world. From corporations and not-for-profits to state and local governments, Sikich clients can use a broad spectrum of services and products that help them reach long-term, strategic goals.

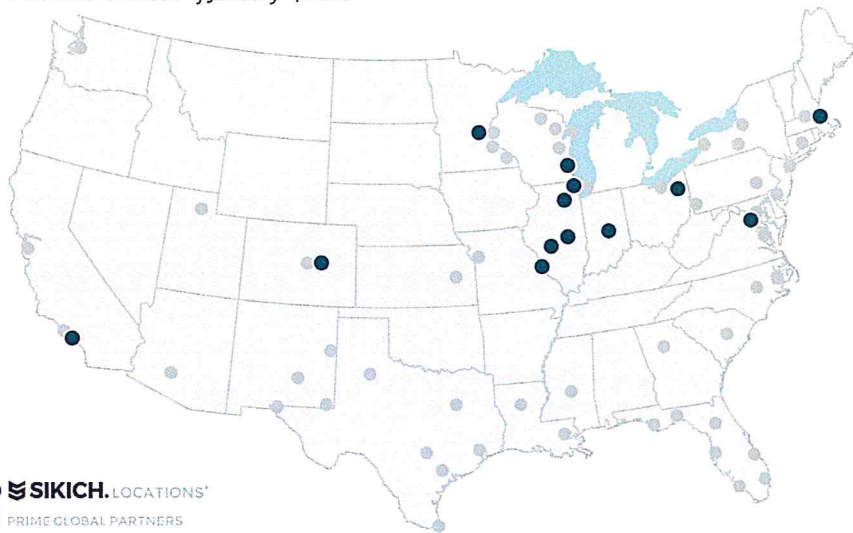
INDUSTRIES

Sikich provides services and solutions to a wide range of industries. We have devoted substantial resources to develop a significant base of expertise and experience in:

AGRICULTURE	AUTOMOTIVE	CONSTRUCTION & REAL ESTATE
DISTRIBUTION & SUPPLY CHAIN	GOVERNMENT	HIGH-TECH
LIFE SCIENCES	MANUFACTURING	NOT-FOR-PROFIT
PRIVATE EQUITY	PROFESSIONAL SERVICES	

STATISTICS

2019 Revenue\$167.4M
 Total Partners 100+
 Total Personnel 1,000+
Personnel count as of January 1, 2020



SIKICH LOCATIONS*
 ● PRIME GLOBAL PARTNERS

Alexandria, VA (703) 836-1350	Chicago, IL (312) 648-6666	Denver, CO (720) 200-0142	Milwaukee, WI (262) 754-9400	Springfield, IL (217) 793-3363
Akron, OH (330) 864-6661	Crofton, MD (410) 451-5150	Indianapolis, IN (317) 842-4466	Minneapolis, MN (331) 229-5235	St. Louis, MO (314) 275-7277
Boston, MA (508) 485-5588	Decatur, IL (217) 423-6000	Los Angeles, CA (877) 279-1900	Naperville, IL (630) 566-8400	

SIKICH TOTAL REVENUE



SERVICES

ACCOUNTING, TAX & ASSURANCE

TECHNOLOGY

- Business Application
- Cloud & Infrastructure
- Consulting & Implementation
- Security and Compliance
- Digital Transformation Consulting

ADVISORY

- Business Succession Planning
- Insurance Services
- Forensic and Valuation Services
- Human Capital Management & Payroll Consulting
- Investment Banking
- Marketing & Design
- Public Relations
- Retirement Plan Services
- Supply Chain
- Transaction Advisory Services
- Wealth Management

* Securities offered through Sikich Corporate Finance LLC, member FINRA/SIPC.
 ** Investment advisory services offered through Sikich Financial, an SEC Registered Investment Advisor.

CERTIFICATIONS

All professional accounting staff with more than one year of experience have earned or are working toward earning the Certified Public Accountant designation. Sikich is a member of the American Institute of Certified Public Accountants' Governmental Audit Quality Center and the Employee Benefit Plan Audit Quality

Center. We adhere to the strict requirements of membership which assure we meet the highest standards of audit quality. In 2017 Sikich LLP received its 10th consecutive unmodified ("pass") peer review report, the highest level of recognition conferred upon a public accounting firm for its quality control systems.

AWARDS

2018-2020 AWARDS

- 2020 & 2019 Oracle® NetSuite 5 Star Award
- 2019/2020 & 2018/2019 Inner Circle for Microsoft Dynamics
- *Accounting Today* Top 100 Firms - ranked top 30 nationally
- Best Places to Work in Illinois
- Best Places to Work in Indiana
- Milwaukee's Best and Brightest Companies to Work For®
- Chicago's Best and Brightest Companies to Work For®
- Boston's Best and Brightest Companies to Work For®
- Bob Scott's Top 100 Value Added Reseller Stars (VARs)-ranked #8

2017 AWARDS

- Bob Scott's Top 100 (VARs) - ranked #7
- *Accounting Today* Top 100 VARs - ranked #6
- Vault Accounting Top Ranked
- When Work Works Award
- WorldatWork Work-Life Seal of Distinction
- Microsoft Dynamics Inner Circle and President's Club
- Best Places to Work in Illinois
- Milwaukee's 101 Best and Brightest Companies to Work For®
- Best Places to Work in Indiana
- Chicago's 101 Best and Brightest Companies to Work For®
- *Milwaukee Journal Sentinel* Top Workplaces in Milwaukee
- *Chicago Tribune's* Top Workplaces
- *Crain's List* Chicago's Largest Privately Held Companies - ranked #234
- Boston's 101 Best and Brightest Companies to Work For®
- National Best and Brightest in Wellness
- National Best and Brightest Companies to Work For

2019/2020 INNERCIRCLE

for Microsoft Business Applications

SIKICH IS PROUD TO BE PART OF:

PRIMEGLOBAL

PrimeGlobal is one of the top five largest associations of independent accounting firms in the world, providing a wide range of tools and resources to help member firms furnish superior accounting, auditing, and management services to clients around the globe.



To: Board of Library Trustees

From: Mike Driskell and Donna Ekl

Date: July 21, 2020

Re: Review of 2019 Budget versus actual results

Staff will provide a review of the final 2019 actual results, noting significant variances from the 2019 budget.

The following schedules are attached to this memo:

1. 2019 Summary of Financial Activity
2. 2019 Year-end comparison of budget versus actual for all library expenditure accounts
3. 2019 Summary of expenditures for capital projects
4. 2019 Final Revenue Reports and Detail Budget Reports – 100% of year lapsed

Dept	Account	Account Name	Budget	Actual Expense	Over/(Under)		% Over/ Under	Notes
					Budget	Under		
6001	1685	Salaries	\$ 501,907.00	\$ 339,509.07	\$ (162,397.93)	Under	-32.4%	Director of Administration Position Vacant in 2019
6001	1692	Achievement Awards	\$ 4,000.00	\$ 2,000.00	\$ (2,000.00)	Under	-50.0%	
6001	1805	Overtime Civilian	\$ 800.00	\$ 1,599.47	\$ 799.47	Over	99.9%	Transition to new business administrator
6001	1905	Medical Insurance	\$ 60,885.00	\$ 57,042.96	\$ (3,842.04)	Under	-6.3%	
6001	1910	IMRF	\$ 50,241.00	\$ 34,638.13	\$ (15,602.87)	Under	-31.1%	Director of Administration Position Vacant in 2019
6001	1911	Social Security	\$ 31,118.00	\$ 20,716.02	\$ (10,401.98)	Under	-33.4%	Director of Administration Position Vacant in 2019
6001	1912	Medicare	\$ 7,278.00	\$ 4,844.83	\$ (2,433.17)	Under	-33.4%	Director of Administration Position Vacant in 2019
6001	1953	Flexible Spending	\$ 2,259.00	\$ 2,005.50	\$ (253.50)	Under	-11.2%	
6001	1955	Unemployment Compensation	\$ 9,024.00	\$ 4,627.84	\$ (4,396.16)	Under	-48.7%	Variable annually
6001	2005	Professional Services	\$ 7,000.00	\$ -	\$ (7,000.00)	Under	-100.0%	
6001	2008	Consulting Services Library	\$ 2,000.00	\$ -	\$ (2,000.00)	Under	-100.0%	
6001	2020	Legal Services	\$ 16,000.00	\$ 22,951.65	\$ 6,951.65	Over	43.4%	Additional legal fees related to Belmont
6001	2040	General Insurance	\$ 126,500.00	\$ 107,028.00	\$ (19,472.00)	Under	-15.4%	LIRA insurance pool grew, and pooled claims were low in 2018
6001	2081	OCLC Services	\$ 61,324.00	\$ 61,271.29	\$ (52.71)	Under	-0.1%	
6001	2165	Other Services	\$ 10,036.00	\$ 11,442.37	\$ 1,406.37	Over	14.0%	
6001	2201	Advertising	\$ 600.00	\$ 135.00	\$ (465.00)	Under	-77.5%	
6001	2202	Dues	\$ 6,185.00	\$ 4,722.00	\$ (1,463.00)	Under	-23.7%	
6001	2203	Travel/Training	\$ 134,244.00	\$ 77,282.01	\$ (56,961.99)	Under	-42.4%	Many conferences were under budget for the year
6001	2205	Postage	\$ 46,300.00	\$ 40,533.59	\$ (5,766.41)	Under	-12.5%	
6001	2242	Internet Access	\$ 27,831.00	\$ 28,528.38	\$ 697.38	Over	2.5%	
6001	2270	Telephone	\$ 73,069.00	\$ 93,529.09	\$ 20,460.09	Over	28.0%	AT&T rate increase
6001	3005	Office Supplies	\$ 8,858.00	\$ 5,673.84	\$ (3,184.16)	Under	-35.9%	
6001	3185	Small Tools & Equipment	\$ 2,500.00	\$ 1,049.85	\$ (1,450.15)	Under	-58.0%	
6001	3272	Special Events	\$ 850.00	\$ 915.20	\$ 65.20	Over	7.7%	
6001	3299	Employee Reimbursed Purchase	\$ -	\$ (41.81)	\$ (41.81)	Under	0.0%	Account carries net zero balance. Books purchased/paid by employees
6001	4096	Operating Contingency	\$ 5,000.00	\$ -	\$ (5,000.00)	Under	-100.0%	
6001	5015	Other Equipment	\$ 25,000.00	\$ 31,991.84	\$ 6,991.84	Over	28.0%	Additional furniture replacements
6001		Administration Total	\$ 1,220,809.00	\$ 953,996.12	\$ (266,812.88)	Under	-21.9%	
6002	1685	Salaries	\$ 402,121.00	\$ 384,696.41	\$ (17,424.59)	Under	-4.3%	
6002	1805	Overtime Civilian	\$ 350.00	\$ 119.90	\$ (230.10)	Under	-65.7%	
6002	1905	Medical Insurance	\$ 57,300.00	\$ 79,184.40	\$ 21,884.40	Over	38.2%	Additional insured
6002	1910	IMRF	\$ 40,252.00	\$ 39,098.18	\$ (1,153.82)	Under	-2.9%	
6002	1911	Social Security	\$ 24,932.00	\$ 23,252.10	\$ (1,679.90)	Under	-6.7%	
6002	1912	Medicare	\$ 5,831.00	\$ 5,438.02	\$ (392.98)	Under	-6.7%	
6002	2005	Professional Services	\$ 18,500.00	\$ 3,257.00	\$ (15,243.00)	Under	-82.4%	Additional FT staff for photography/video
6002	2102	Equipment Maintenance	\$ 1,710.00	\$ 1,760.00	\$ 50.00	Over	2.9%	
6002	2165	Other Services	\$ 17,217.00	\$ 6,604.40	\$ (10,612.60)	Under	-61.6%	
6002	2202	Dues	\$ 930.00	\$ 628.00	\$ (302.00)	Under	-32.5%	
6002	2203	Travel/Training	\$ 50.00	\$ 52.56	\$ 2.56	Over	5.1%	
6002	2210	Printing	\$ 200,905.00	\$ 186,767.29	\$ (14,137.71)	Under	-7.0%	Final payment for signs in 2020; van wrap under budget
6002	3005	Office Supplies	\$ 15,579.00	\$ 17,738.33	\$ 2,159.33	Over	13.9%	
6002	3185	Small Tools & Equipment	\$ 6,000.00	\$ 5,110.93	\$ (889.07)	Under	-14.8%	
6002	3272	Special Events	\$ 9,883.00	\$ 4,435.41	\$ (5,447.59)	Under	-55.1%	
6002		Communications & Marketing Total	\$ 801,560.00	\$ 758,142.93	\$ (43,417.07)	Under	-5.4%	

Dept	Account	Account Name	Budget	Actual Expense	Over/(Under) Budget	Over/ Under	% Over/ Under	Notes
6003	1685	Salaries	\$ 164,692.00	\$ 165,450.82	\$ 758.82	Over	0.5%	
6003	1805	Overtime Civilian	\$ 300.00	\$ 725.49	\$ 425.49	Over	141.8%	
6003	1905	Medical Insurance	\$ 40,955.00	\$ 47,484.96	\$ 6,529.96	Over	15.9%	
6003	1910	IMRF	\$ 16,486.00	\$ 16,500.75	\$ 14.75	Over	0.1%	
6003	1911	Social Security	\$ 10,211.00	\$ 9,514.51	\$ (696.49)	Under	-6.8%	
6003	1912	Medicare	\$ 2,388.00	\$ 2,225.11	\$ (162.89)	Under	-6.8%	
6003	1950	Employee Asst. Program	\$ 11,155.00	\$ 5,820.16	\$ (5,334.84)	Under	-47.8%	EAP provider annual costs less than budget; decreased 2020 budget
6003	2165	Other Services	\$ 10,500.00	\$ 9,614.00	\$ (886.00)	Under	-8.4%	
6003	2201	Advertising	\$ 1,300.00	\$ 245.00	\$ (1,055.00)	Under	-81.2%	Needs fluctuate from year to year, depending on jobs available
6003	2202	Dues	\$ 3,315.00	\$ 2,659.00	\$ (656.00)	Under	-19.8%	
6003	2203	Travel/Training	\$ 910.00	\$ 1,223.95	\$ 313.95	Over	34.5%	
6003	2255	In-Service Training	\$ 7,500.00	\$ 7,898.32	\$ 398.32	Over	5.3%	
6003	3201	Program Supplies	\$ 1,400.00	\$ -	\$ (1,400.00)	Under	-100.0%	
6003	4062	Tuition Reimbursement	\$ 25,000.00	\$ 20,122.78	\$ (4,877.22)	Under	-19.5%	
6003	4070	Employee Recognition Program	\$ 19,350.00	\$ 14,068.84	\$ (5,281.16)	Under	-27.3%	
6003		Human Resources Total	\$ 315,462.00	\$ 303,553.69	\$ (11,908.31)	Under	-3.8%	
6004	2005	Professional Services	\$ -	\$ 798.00	\$ 798.00	Over	0.0%	Gifts and Grants total fluctuates annually
6004	2165	Other Services	\$ 5,000.00	\$ 10,197.39	\$ 5,197.39	Over	103.9%	
6004	2010	Printing	\$ -	\$ 342.56	\$ 342.56	Over	0.0%	
6004	2218	Contracted Performers & Exhibits	\$ 20,000.00	\$ 35,347.43	\$ 15,347.43	Over	76.7%	
6004	3185	Small Tools & Equipment	\$ 5,000.00	\$ -	\$ (5,000.00)	Under	-100.0%	
6004	3201	Program Supplies	\$ 5,000.00	\$ 343.14	\$ (4,656.86)	Under	-93.1%	
6004	3202	Program Events	\$ 6,820.00	\$ 7,971.65	\$ 1,151.65	Over	16.9%	
6004	3232	Software	\$ 1,500.00	\$ -	\$ (1,500.00)	Under	-100.0%	
6004	3272	Special Events	\$ 10,000.00	\$ 19,121.95	\$ 9,121.95	Over	91.2%	
6004	3275	Audio Visual	\$ 2,000.00	\$ 739.82	\$ (1,260.18)	Under	-63.0%	
6004	3278	Electronic Resources	\$ 1,500.00	\$ -	\$ (1,500.00)	Under	-100.0%	
6004	3280	Books	\$ 5,000.00	\$ 605.32	\$ (4,394.68)	Under	-87.9%	
6004	3290	Circulation Supplies	\$ -	\$ 890.25	\$ 890.25	Over	0.0%	
6004	5015	Other Equipment	\$ 2,500.00	\$ 2,624.29	\$ 124.29	Over	5.0%	
6004	5055	Other Capital Outlay	\$ 2,500.00	\$ -	\$ (2,500.00)	Under	-100.0%	
6004		Gifts and Grants Total	\$ 66,820.00	\$ 78,981.80	\$ 12,161.80	Over	18.2%	
6008	1685	Salaries	\$ 236,619.00	\$ 225,474.28	\$ (11,144.72)	Under	-4.7%	
6008	1805	Overtime Civilian	\$ 1,000.00	\$ 13.46	\$ (986.54)	Under	-98.7%	Addition of second non-exempt FT staff, but still very limited OT use
6008	1905	Medical Insurance	\$ 48,218.00	\$ 77,884.56	\$ 29,666.56	Over	61.5%	Additional insured
6008	1910	IMRF	\$ 23,686.00	\$ 22,874.16	\$ (811.84)	Under	-3.4%	
6008	1911	Social Security	\$ 14,670.00	\$ 13,229.32	\$ (1,440.68)	Under	-9.8%	
6008	1912	Medicare	\$ 3,431.00	\$ 3,094.07	\$ (336.93)	Under	-9.8%	
6008	2005	Professional Services	\$ 5,700.00	\$ 5,400.00	\$ (300.00)	Under	-5.3%	
6008	2136	Equipment Rental	\$ 1,280.00	\$ 1,376.28	\$ 96.28	Over	7.5%	

Dept	Account	Account Name	Budget	Actual Expense	Over/(Under) Budget	Over/Under	% Over/Under	Notes
6008	2165	Other Services	\$ 310.00	\$ -	\$ (310.00)	Under	-100.0%	
6008	2202	Dues	\$ 750.00	\$ 100.00	\$ (650.00)	Under	-86.7%	
6008	2203	Travel/Training	\$ 1,200.00	\$ 1,154.26	\$ (45.74)	Under	-3.8%	
6008	2225	IT/GIS Service Charge	\$ 25,100.00	\$ 25,100.04	\$ 0.04	Over	0.0%	
6008		Finance Total	\$ 361,964.00	\$ 375,700.43	\$ 13,736.43	Over	3.8%	
6010	1685	Salaries	\$ 674,093.00	\$ 683,472.50	\$ 9,379.50	Over	1.4%	
6010	1805	Overtime Civilian	\$ 250.00	\$ 233.51	\$ (16.49)	Under	-6.6%	
6010	1905	Medical Insurance	\$ 150,601.00	\$ 139,501.08	\$ (11,099.92)	Under	-7.4%	
6010	1910	IMRF	\$ 67,477.00	\$ 66,408.74	\$ (1,068.26)	Under	-1.6%	
6010	1911	Social Security	\$ 41,794.00	\$ 41,096.87	\$ (697.13)	Under	-1.7%	
6010	1912	Medicare	\$ 9,774.00	\$ 9,611.25	\$ (162.75)	Under	-1.7%	
6010	2005	Professional Services	\$ 6,290.00	\$ 7,662.04	\$ 1,372.04	Over	21.8%	
6010	2008	Consulting Services Library	\$ 4,545.00	\$ -	\$ (4,545.00)	Under	-100.0%	
6010	2102	Equipment Maintenance	\$ 147,898.00	\$ 158,971.85	\$ 11,073.85	Over	7.5%	Innovative system maintenance over budget by \$7,308
6010	2203	Travel/Training	\$ 450.00	\$ 232.44	\$ (217.56)	Under	-48.3%	
6010	3005	Office Supplies	\$ 375.00	\$ 339.10	\$ (35.90)	Under	-9.6%	
6010	3030	Data System Supplies	\$ 38,204.00	\$ 26,132.68	\$ (12,071.32)	Under	-31.6%	Variable based on printing consumables
6010	3032	Software Library	\$ 169,829.00	\$ 120,956.67	\$ (48,872.33)	Under	-28.8%	TCP license under budget by \$26,335
6010	3033	Documentation Library	\$ 175.00	\$ -	\$ (175.00)	Under	-100.0%	
6010	3185	Small Tools & Equipment	\$ 13,276.00	\$ 8,022.12	\$ (5,253.88)	Under	-39.6%	
6010	3205	Processing Supplies	\$ 300.00	\$ 12.00	\$ (288.00)	Under	-96.0%	
6010	3232	Software	\$ 10,887.00	\$ 7,786.74	\$ (3,100.26)	Under	-28.5%	
6010	5012	Computer Equipment	\$ 37,649.00	\$ 27,796.08	\$ (9,852.92)	Under	-26.2%	
6010	5015	Other Equipment	\$ -	\$ 143.50	\$ 143.50	Over	0.0%	
6010		IT Total	\$ 1,373,867.00	\$ 1,298,379.17	\$ (75,487.83)	Under	-5.5%	
6015	1685	Salaries	\$ 279,406.00	\$ 271,050.90	\$ (8,355.10)	Under	-3.0%	
6015	1805	Overtime Civilian	\$ 2,000.00	\$ 2,195.92	\$ 195.92	Over	9.8%	
6015	1905	Medical Insurance	\$ 64,053.00	\$ 60,433.20	\$ (3,619.80)	Under	-5.7%	
6015	1910	IMRF	\$ 27,969.00	\$ 24,670.96	\$ (3,298.04)	Under	-11.8%	
6015	1911	Social Security	\$ 17,323.00	\$ 16,047.59	\$ (1,275.41)	Under	-7.4%	
6015	1912	Medicare	\$ 4,051.00	\$ 3,753.12	\$ (297.88)	Under	-7.4%	
6015	2203	Travel/Training	\$ 3,500.00	\$ 855.00	\$ (2,645.00)	Under	-75.6%	CPR/AED training only expense; reduced 2020 budget
6015	3005	Office Supplies	\$ 3,635.00	\$ 31.28	\$ (3,603.72)	Under	-99.1%	Limited office supplies purchased; reduced 2020 budget
6015		Security Total	\$ 401,937.00	\$ 379,037.97	\$ (22,899.03)	Under	-5.7%	
6020	1685	Salaries	\$ 386,360.00	\$ 386,775.78	\$ 415.78	Over	0.1%	
6020	1805	Overtime Civilian	\$ 4,500.00	\$ 4,476.89	\$ (23.11)	Under	-0.5%	
6020	1905	Medical Insurance	\$ 113,692.00	\$ 100,969.68	\$ (12,722.32)	Under	-11.2%	
6020	1910	IMRF	\$ 38,300.00	\$ 35,926.10	\$ (2,373.90)	Under	-6.2%	
6020	1911	Social Security	\$ 23,954.00	\$ 22,919.30	\$ (1,034.70)	Under	-4.3%	
6020	1912	Medicare	\$ 5,602.00	\$ 5,360.14	\$ (241.86)	Under	-4.3%	

Dept	Account	Account Name	Budget	Actual Expense	Over/(Under) Budget	Over/ Under	% Over/ Under	Notes
6020	2102	Equipment Maintenance	\$ 44,181.00	\$ 27,972.53	\$ (16,208.47)	Under	-36.7%	Variable from year to year
6020	2107	Vehicle Equipment Maintenance	\$ 9,871.00	\$ 7,656.74	\$ (2,214.26)	Under	-22.4%	
6020	2111	Building Maintenance	\$ 247,648.00	\$ 263,520.35	\$ 15,872.35	Over	6.4%	
6020	2136	Equipment Rental	\$ 1,000.00	\$ 870.20	\$ (129.80)	Under	-13.0%	
6020	2160	Water/Sewer	\$ 16,472.00	\$ 19,309.54	\$ 2,837.54	Over	17.2%	
6020	2203	Travel/Training	\$ 432.00	\$ -	\$ (432.00)	Under	-100.0%	
6020	3050	Petroleum Products	\$ 4,000.00	\$ 4,042.88	\$ 42.88	Over	1.1%	
6020	3051	Heating Fuel	\$ 62,537.00	\$ 45,734.21	\$ (16,802.79)	Under	-26.9%	Variable from year to year
6020	3145	Janitorial Products	\$ 23,387.00	\$ 25,287.17	\$ 1,900.17	Over	8.1%	
6020	5015	Other Equipment	\$ 20,000.00	\$ 3,361.00	\$ (16,639.00)	Under	-83.2%	Only expense was add on-pump system 6
6020		Facilities Total	\$ 1,001,936.00	\$ 954,182.51	\$ (47,753.49)	Under	-4.8%	
6401	1685	Salaries	\$ 981,349.00	\$ 929,016.08	\$ (52,332.92)	Under	-5.3%	
6401	1805	Overtime Civilian	\$ 2,000.00	\$ -	\$ (2,000.00)	Under	-100.0%	
6401	1905	Medical Insurance	\$ 125,568.00	\$ 118,860.84	\$ (6,707.16)	Under	-5.3%	
6401	1910	IMRF	\$ 98,233.00	\$ 84,715.35	\$ (13,517.65)	Under	-13.8%	
6401	1911	Social Security	\$ 60,844.00	\$ 56,805.12	\$ (4,038.88)	Under	-6.6%	
6401	1912	Medicare	\$ 14,230.00	\$ 13,285.12	\$ (944.88)	Under	-6.6%	
6401	2102	Equipment Maintenance	\$ 455.00	\$ 142.89	\$ (312.11)	Under	-68.6%	
6401	2202	Dues	\$ 4,478.00	\$ 3,155.00	\$ (1,323.00)	Under	-29.5%	Expenditures consisted of ILA/ALA dues for KW and Teen staff
6401	2203	Travel/Training	\$ 2,541.00	\$ 2,163.12	\$ (377.88)	Under	-14.9%	
6401	3005	Office Supplies	\$ 2,414.00	\$ 1,732.07	\$ (681.93)	Under	-28.2%	
6401	3201	Program Supplies	\$ 10,948.00	\$ 10,200.75	\$ (747.25)	Under	-6.8%	
6401	3202	Program Events	\$ 24,339.00	\$ 20,105.83	\$ (4,233.17)	Under	-17.4%	
6401	3290	Circulation Supplies	\$ 4,433.00	\$ 4,003.56	\$ (429.44)	Under	-9.7%	
6401		Youth Services Total	\$ 1,331,832.00	\$ 1,244,185.73	\$ (87,646.27)	Under	-6.6%	
6405	1685	Salaries	\$ 544,031.00	\$ 428,756.09	\$ (115,274.91)	Under	-21.2%	
6405	1805	Overtime Civilian	\$ 500.00	\$ 59.90	\$ (440.10)	Under	-88.0%	
6405	1905	Medical Insurance	\$ 136,782.00	\$ 99,535.92	\$ (37,246.08)	Under	-27.2%	
6405	1910	IMRF	\$ 54,458.00	\$ 42,939.34	\$ (11,518.66)	Under	-21.2%	
6405	1911	Social Security	\$ 33,730.00	\$ 25,173.02	\$ (8,556.98)	Under	-25.4%	
6405	1912	Medicare	\$ 7,888.00	\$ 5,887.23	\$ (2,000.77)	Under	-25.4%	
6405	2202	Dues	\$ 3,049.00	\$ 1,396.00	\$ (1,653.00)	Under	-54.2%	
6405	2203	Travel/Training	\$ 3,788.00	\$ 1,780.92	\$ (2,007.08)	Under	-53.0%	
6405	2218	Contracted Performers & Exhibits	\$ 5,000.00	\$ 4,710.00	\$ (290.00)	Under	-5.8%	
6405	3005	Office Supplies	\$ 930.00	\$ 1,796.15	\$ 866.15	Over	93.1%	SAS carts over budget; other office supplies more than 2x the budget
6405	3201	Program Supplies	\$ -	\$ 1,112.06	\$ 1,112.06	Over	0.0%	
6405	3202	Program Events	\$ 4,820.00	\$ 323.65	\$ (4,496.35)	Under	-93.3%	
6405	3290	Circulation Supplies	\$ 1,649.00	\$ 110.59	\$ (1,538.41)	Under	-93.3%	
6405		Specialty Info Services Total	\$ 796,625.00	\$ 613,580.87	\$ (183,044.13)	Under	-23.0%	
6410	1685	Salaries	\$ 797,514.00	\$ 798,725.69	\$ 1,211.69	Over	0.2%	

Dept	Account	Account Name	Budget	Actual Expense	Over/(Under) Budget	Over/ Under	% Over/ Under	Notes
6410	1805	Overtime Civilian	\$ 1,000.00	\$ 432.30	\$ (567.70)	Under	-56.8%	
6410	1905	Medical Insurance	\$ 98,122.00	\$ 89,430.96	\$ (8,691.04)	Under	-8.9%	
6410	1910	IMRF	\$ 84,892.00	\$ 64,544.14	\$ (20,347.86)	Under	-24.0%	
6410	1911	Social Security	\$ 49,446.00	\$ 48,493.94	\$ (952.06)	Under	-1.9%	
6410	1912	Medicare	\$ 11,564.00	\$ 11,341.21	\$ (222.79)	Under	-1.9%	
6410	2202	Dues	\$ 668.00	\$ 420.00	\$ (248.00)	Under	-37.1%	
6410	2203	Travel/Training	\$ 1,951.00	\$ 1,520.79	\$ (430.21)	Under	-22.1%	
6410	3005	Office Supplies	\$ 1,567.00	\$ 1,357.65	\$ (209.35)	Under	-13.4%	
6410	3201	Program Supplies	\$ 804.00	\$ 344.98	\$ (459.02)	Under	-57.1%	
6410		Info Services Total	\$ 1,047,528.00	\$ 1,016,611.66	\$ (30,916.34)	Under	-3.0%	
6420	1685	Salaries	\$ 1,222,951.00	\$ 1,201,968.66	\$ (20,982.34)	Under	-1.7%	
6420	1805	Overtime Civilian	\$ 1,000.00	\$ 95.04	\$ (904.96)	Under	-90.5%	
6420	1905	Medical Insurance	\$ 105,931.00	\$ 89,524.32	\$ (16,406.68)	Under	-15.5%	
6420	1910	IMRF	\$ 114,513.00	\$ 93,242.15	\$ (21,270.85)	Under	-18.6%	
6420	1911	Social Security	\$ 74,061.00	\$ 72,871.24	\$ (1,189.76)	Under	-1.6%	
6420	1912	Medicare	\$ 17,321.00	\$ 17,042.53	\$ (278.47)	Under	-1.6%	
6420	2165	Other Services	\$ 12,602.00	\$ 6,844.00	\$ (5,758.00)	Under	-45.7%	Remote book drop pickup under budget by \$3,000; collection fees vary each year
6420	2202	Dues	\$ 562.00	\$ 260.00	\$ (302.00)	Under	-53.7%	
6420	2203	Travel/Training	\$ 1,773.00	\$ 961.76	\$ (811.24)	Under	-45.8%	
6420	3005	Office Supplies	\$ 1,883.00	\$ 1,212.75	\$ (670.25)	Under	-35.6%	
6420	3007	Reimbursed Supplies	\$ 2,040.00	\$ 1,977.11	\$ (62.89)	Under	-3.1%	
6420	3290	Circulation Supplies	\$ 9,017.00	\$ 7,848.30	\$ (1,168.70)	Under	-13.0%	
6420		Circulation Total	\$ 1,563,654.00	\$ 1,493,847.86	\$ (69,806.14)	Under	-4.5%	
6430	1685	Salaries	\$ 173,435.00	\$ 198,419.47	\$ 24,984.47	Over	14.4%	Salary changes due to new department restructuring
6430	1805	Overtime Civilian	\$ -	\$ 1.04	\$ 1.04	Over	0.0%	
6430	1905	Medical Insurance	\$ 19,933.00	\$ 15,081.84	\$ (4,851.16)	Under	-24.3%	
6430	1910	IMRF	\$ 17,361.00	\$ 19,676.26	\$ 2,315.26	Over	13.3%	
6430	1911	Social Security	\$ 10,753.00	\$ 11,787.94	\$ 1,034.94	Over	9.6%	
6430	1912	Medicare	\$ 2,515.00	\$ 2,756.77	\$ 241.77	Over	9.6%	
6430	2202	Dues	\$ 293.00	\$ -	\$ (293.00)	Under	-100.0%	
6430	2203	Travel/Training	\$ 422.00	\$ 335.85	\$ (86.15)	Under	-20.4%	
6430	3005	Office Supplies	\$ -	\$ 291.31	\$ 291.31	Over	0.0%	
6430	3290	Circulation Supplies	\$ 1,551.00	\$ 933.06	\$ (617.94)	Under	-39.8%	
6430		Senior & Accessible Services Total	\$ 226,263.00	\$ 249,283.54	\$ 23,020.54	Over	10.2%	
6440	1685	Salaries	\$ 261,631.00	\$ 204,918.03	\$ (56,712.97)	Under	-21.7%	Combined two 25 hour positions to make one full time position
6440	1805	Overtime Civilian	\$ 200.00	\$ 85.51	\$ (114.49)	Under	-57.2%	
6440	1905	Medical Insurance	\$ 62,256.00	\$ 57,931.80	\$ (4,324.20)	Under	-6.9%	
6440	1910	IMRF	\$ 26,189.00	\$ 20,916.39	\$ (5,272.61)	Under	-20.1%	
6440	1911	Social Security	\$ 16,221.00	\$ 12,052.68	\$ (4,168.32)	Under	-25.7%	
6440	1912	Medicare	\$ 3,794.00	\$ 2,818.75	\$ (975.25)	Under	-25.7%	

Dept	Account	Account Name	Budget	Actual Expense	Over/(Under) Budget	Over/Under	% Over/Under	Notes
6440	2202	Dues	\$ 1,401.00	\$ 1,006.00	\$ (395.00)	Under	-28.2%	
6440	2203	Travel/Training	\$ 1,053.00	\$ 1,180.99	\$ 127.99	Over	12.2%	
6440	2218	Contracted Performers & Exhibits	\$ 181,800.00	\$ 91,369.26	\$ (90,430.74)	Under	-49.7%	\$35,000 funded by FOL for programs and events in 2019
6440	3201	Program Supplies	\$ 300.00	\$ 58.34	\$ (241.66)	Under	-80.6%	
6440	3202	Program Events	\$ 38,572.00	\$ 30,022.34	\$ (8,549.66)	Under	-22.2%	Corresponds to overage in 6004, Gifts & Grants
6440		Programs & Exhibits Total	\$ 593,417.00	\$ 422,360.09	\$ (171,056.91)	Under	-28.8%	
6450	1685	Salaries	\$ 519,038.00	\$ 523,784.39	\$ 4,746.39	Over	0.9%	
6450	1805	Overtime Civilian	\$ 100.00	\$ -	\$ (100.00)	Under	-100.0%	
6450	1905	Medical Insurance	\$ 53,168.00	\$ 53,442.96	\$ 274.96	Over	0.5%	
6450	1910	IMRF	\$ 51,956.00	\$ 47,772.44	\$ (4,183.56)	Under	-8.1%	
6450	1911	Social Security	\$ 32,180.00	\$ 31,761.23	\$ (418.77)	Under	-1.3%	
6450	1912	Medicare	\$ 7,526.00	\$ 7,428.19	\$ (97.81)	Under	-1.3%	
6450	2202	Dues	\$ 2,020.00	\$ 1,744.00	\$ (276.00)	Under	-13.7%	
6450	2203	Travel/Training	\$ 400.00	\$ 314.21	\$ (85.79)	Under	-21.4%	
6450	2266	Outside Reference Services	\$ 2,765.00	\$ 2,773.62	\$ 8.62	Over	0.3%	
6450	3005	Office Supplies	\$ 707.00	\$ 570.99	\$ (136.01)	Under	-19.2%	
6450	3007	Reimbursed Supplies	\$ 800.00	\$ 424.67	\$ (375.33)	Under	-46.9%	
6450	3185	Small Tools & Equipment	\$ 5,000.00	\$ 5,217.63	\$ 217.63	Over	4.4%	
6450	3201	Program Supplies	\$ 750.00	\$ 571.88	\$ (178.12)	Under	-23.7%	
6450	3278	Electronic Resources	\$ 343,072.00	\$ 340,500.43	\$ (2,571.57)	Under	-0.7%	
6450	3290	Circulation Supplies	\$ 1,675.00	\$ 1,575.27	\$ (99.73)	Under	-6.0%	
6450	5015	Other Equipment	\$ 3,606.00	\$ 2,954.43	\$ (651.57)	Under	-18.1%	Tech Bar theme items under budget
6450		Digital Services Total	\$ 1,024,763.00	\$ 1,020,836.34	\$ (3,926.66)	Under	-0.4%	
6470	1685	Salaries	\$ 872,150.00	\$ 886,175.25	\$ 14,025.25	Over	1.6%	
6470	1805	Overtime Civilian	\$ 150.00	\$ 139.76	\$ (10.24)	Under	-6.8%	
6470	1905	Medical Insurance	\$ 212,130.00	\$ 180,290.52	\$ (31,839.48)	Under	-15.0%	
6470	1910	IMRF	\$ 87,302.00	\$ 90,139.86	\$ 2,837.86	Over	3.3%	
6470	1911	Social Security	\$ 54,073.00	\$ 52,874.47	\$ (1,198.53)	Under	-2.2%	
6470	1912	Medicare	\$ 12,646.00	\$ 12,365.80	\$ (280.20)	Under	-2.2%	
6470	2164	Access Services	\$ 3,500.00	\$ 8,472.10	\$ 4,972.10	Over	142.1%	IHLS annual license fee; ILL fees vary based on amount borrowed and lent
6470	2202	Dues	\$ 2,478.00	\$ 1,260.00	\$ (1,218.00)	Under	-49.2%	
6470	2203	Travel/Training	\$ 1,000.00	\$ 1,296.88	\$ 296.88	Over	29.7%	
6470	2285	Processing Services	\$ 107,565.00	\$ 80,063.42	\$ (27,501.58)	Under	-25.6%	Shelf-ready items processed by B&T and Midwest Tape; both under budget
6470	3005	Office Supplies	\$ 1,500.00	\$ 1,935.07	\$ 435.07	Over	29.0%	
6470	3033	Documentation Library	\$ 717.00	\$ 716.00	\$ (1.00)	Under	-0.1%	
6470	3203	Binding	\$ 200.00	\$ -	\$ (200.00)	Under	-100.0%	
6470	3205	Processing Supplies	\$ 30,000.00	\$ 18,593.73	\$ (11,406.27)	Under	-38.0%	AV materials are received shelf-ready so less spent on in-house processing
6470	3275	Audio Visual	\$ 534,980.00	\$ 488,167.16	\$ (46,812.84)	Under	-8.8%	
6470	3280	Books	\$ 722,676.00	\$ 695,802.80	\$ (26,873.20)	Under	-3.7%	
6470	3290	Circulation Supplies	\$ 6,000.00	\$ 5,605.17	\$ (394.83)	Under	-6.6%	
6470	3295	Periodicals	\$ 132,735.00	\$ 123,886.88	\$ (8,848.12)	Under	-6.7%	
6470		Collection Services Total	\$ 2,781,802.00	\$ 2,647,784.87	\$ (134,017.13)	Under	-4.8%	

Dept	Account	Account Name	Budget	Actual Expense	Over/(Under) Budget	Over/Under	% Over/Under	Notes
6480	1685	Salaries	\$ 14,396.00	\$ -	\$ (14,396.00)	Under	-100.0%	Demo re-scheduled for 2020
6480	1910	IMRF	\$ 1,820.00	\$ -	\$ (1,820.00)	Under	-100.0%	Demo re-scheduled for 2020
6480	1911	Social Security	\$ 893.00	\$ -	\$ (893.00)	Under	-100.0%	Demo re-scheduled for 2020
6480	1912	Medicare	\$ 208.00	\$ -	\$ (208.00)	Under	-100.0%	Demo re-scheduled for 2020
6480	2005	Professional Services	\$ 15,950.00	\$ 10,266.00	\$ (5,684.00)	Under	-35.6%	
6480	2020	Legal Services	\$ 8,000.00	\$ -	\$ (8,000.00)	Under	-100.0%	
6480	2040	General Insurance	\$ 200.00	\$ 423.00	\$ 223.00	Over	111.5%	
6480	2111	Building Maintenance	\$ -	\$ 1,840.00	\$ 1,840.00	Over	0.0%	
6480	2160	Water/Sewer	\$ 600.00	\$ -	\$ (600.00)	Under	-100.0%	
6480	2165	Other Services	\$ 30.00	\$ 30.00	\$ -	Over	0.0%	
6480	3051	Heating Fuel	\$ 15,640.00	\$ 1,907.66	\$ (13,732.34)	Under	-87.8%	
6480	3185	Small Tools & Equipment	\$ 32.00	\$ 32.12	\$ 0.12	Over	0.4%	
6480		Belmont Total	\$ 57,769.00	\$ 14,498.78	\$ (43,270.22)	Under	-74.9%	
		291	Budget	Actual Expense	Over/(Under) Budget	Over/Under	% Over/Under	
		Administration	\$ 1,220,809.00	\$ 953,996.12	\$ (266,812.88)	Under	-21.9%	
		Communications & Marketing	\$ 801,560.00	\$ 758,142.93	\$ (43,417.07)	Under	-5.4%	
		Human Resources	\$ 315,462.00	\$ 303,553.69	\$ (11,908.31)	Under	-3.8%	
		Gifts and Grants	\$ 66,820.00	\$ 78,981.80	\$ 12,161.80	Over	18.2%	
		Finance	\$ 361,964.00	\$ 375,700.43	\$ 13,736.43	Over	3.8%	
		IT	\$ 1,373,867.00	\$ 1,298,379.17	\$ (75,487.83)	Under	-5.5%	
		Security	\$ 401,937.00	\$ 379,037.97	\$ (22,899.03)	Under	-5.7%	
		Facilities	\$ 1,001,936.00	\$ 954,182.51	\$ (47,753.49)	Under	-4.8%	
		Youth Services	\$ 1,331,832.00	\$ 1,244,185.73	\$ (87,646.27)	Under	-6.6%	
		Specialty Info Services	\$ 796,625.00	\$ 613,580.87	\$ (183,044.13)	Under	-23.0%	
		Info Services	\$ 1,047,528.00	\$ 1,016,611.66	\$ (30,916.34)	Under	-3.0%	
		Circulation	\$ 1,563,654.00	\$ 1,493,847.86	\$ (69,806.14)	Under	-4.5%	
		Senior & Accessible Services	\$ 226,263.00	\$ 249,283.54	\$ 23,020.54	Over	10.2%	
		Programs & Exhibits	\$ 593,417.00	\$ 422,360.09	\$ (171,056.91)	Under	-28.8%	
		Digital Services	\$ 1,024,763.00	\$ 1,020,836.34	\$ (3,926.66)	Under	-0.4%	
		Collection Services	\$ 2,781,802.00	\$ 2,647,784.87	\$ (134,017.13)	Under	-4.8%	
		Belmont	\$ 57,769.00	\$ 14,498.78	\$ (43,270.22)	Under	-74.9%	
		Total Operating Budget 2019	\$ 14,968,008.00	\$ 13,824,964.36	\$ (1,143,043.64)	Under	-7.6%	
Dept	Account	Account Name	Budget	Actual	Over/(Under) Budget	Over/Under	% Over/Under	Notes
6001	5015	Other Equipment	\$ 57,000.00	\$ -	\$ (57,000.00)	Under	-100.0%	Refurbished free sofa obtained through RAILS; other capital projects postponed
6010	5015	Other Equipment	\$ 12,800.00	\$ -	\$ (12,800.00)	Under	-100.0%	Budgeted for copier that was purchased in 2018
6020	5015	Other Equipment	\$ 31,000.00	\$ 17,475.00	\$ (13,525.00)	Under	-43.6%	Replaced pump system 6 well under budget (291); other project completed as planned
6020	5055	Other Capital Outlay	\$ 56,290.00	\$ 48,690.00	\$ (7,600.00)	Under	-13.5%	Paving of south parking lot under budget
6480	5055	Other Capital Outlay	\$ 28,200.00	\$ 13,836.28	\$ (14,363.72)	Under	-50.9%	Beginning stages of Belmont expenditures
491		Capital Projects Total	\$ 185,290.00	\$ 80,001.28	\$ (105,288.72)	Under	-56.8%	

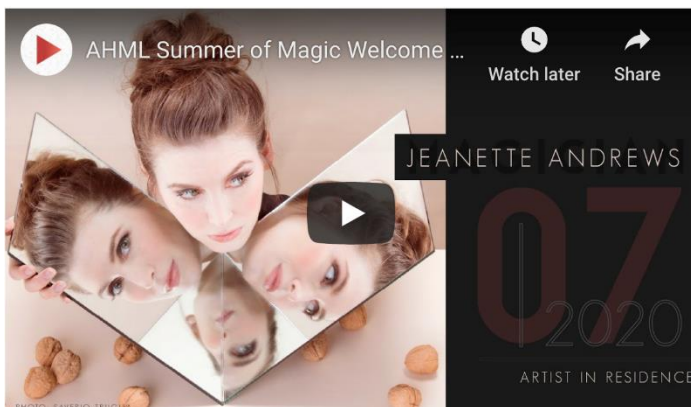
Executive Director's Report June 2020

What's New @ AHML

First Virtual Artist in Residence Kicks Off

Magician and illusionist Jeanette Andrews joins the library as our third artist in residence and first to offer a slate of virtual experiences exploring her practice. Jeanette began practicing magic at age 7 and in her 25-year career has presented for *The Smithsonian's Cooper Hewitt*, the *International Museum of Surgical Science*, and the *Museum of Contemporary Art Chicago*. She has staged hundreds of sold-out performances for *Fortune 500* companies, theaters and universities across the United States. Her work explores how illusions construct reality. To design her first library residency, Jeanette worked with Programs and Exhibits Manager Jennifer Czajka and Specialist Vesryn Grey and Communications and Marketing Editorial Supervisor April Harder to create programs and prepare blog posts, social media content and more. Jeanette selected four themes: Magic & Science, Magic & Art, Magic & Design and Magic & Nature.

Together with Graphic Designer Stephanie Battista, Jeanette produced a video to introduce herself and the residency. Technology and Solution Specialist Ken Pederson worked with the planning team to tie everything together in a custom webpage that launched July 1 – the same day as Jeanette's Instagram takeover. Throughout July, the community will be treated to a live performance, a workshop and two *Meet the Artist* virtual "Studio Visits". Charting new territory for the library, Instagram Live Coffee Chats will see Jeanette in conversation with experts in broad fields from art to neuroscience. Full details at ahml.info/residency



American Ancestors Database Remote Access

Digital Services Librarian Bill Pardue worked with a representative from American Ancestors to make the genealogy database available via remote access while the COVID-19 crisis continues. Ancestry Library Edition has also extended remote access through July 31. This is in addition to the numerous other databases that have adjusted their access model to allow for use outside of the building.

Continuing Education Units from the Library

Digital Services Librarian Bill Pardue created a [clearinghouse page](#) that lists all of the courses that customers can earn Continuing Education Units (CEUs), Professional Development Units (PDUs), certification training and test prep through the library resources Gale Courses, Udemy, Testing & Education Reference Center and Tutor.com. This will come in handy for customers looking for convenient training.

Diversity and Inclusion

Connecting with Local Students

Youth Services Outreach staff collaborated with Des Plaines, Elk Grove Village and Mount Prospect libraries to virtually visit School District 59 summer school classes. Visits included booktalks, reading a story together on hoopla and promoting each library's summer reading programs. The library also contributed to School District 21's food distribution program. Arlington Heights Memorial Library provided bookmobile activity sheets and summer reading promotion for the families participating in the food distribution program at schools we serve in that district, Poe Elementary School and Riley Elementary School.

School District 25 Craft Kits

Youth Services staff assembled 1300 craft kits to contribute to District 25's weekly food distribution at Thomas Middle School on June 10. Each bag included supplies to make a 'cone-and-ice-cream game,' a twist on the 'cup-and-ball game.' The kits also included a reading log for this year's Summer Reading Challenge. This was the library's second time contributing to the food distribution bags.



ESL Virtual Movie Discussion

There were 32 ESL programs with 227 participants in the month of June, including the return of Ingles para Hispanohablantes (English for Spanish Speakers) that included a movie discussion for the first time. Students viewed the coming-of-age movie *Abe* at home, and then shared their reviews. Staff are seeing gains in students' understanding of grammar and vocabulary.

ESL Virtual Book Discussion

Nonfiction as a book discussion choice seems to be a big hit, as ESL students enjoyed discussing *Breaking Through* by Francisco Jimenez. Conversing over Zoom has allowed ESL students to continue conversing in a learning environment.

Serving our Community during COVID-19

Teamwork Makes the Dream Work!

Illinois Phase 4 led to a quick turnaround from curbside services to an open building. With an extraordinary amount of staff help, we were able to come up with creative ways to provide service and materials to our customers both inside and outside of the building while still managing all our additional increased daily tasks.



This would not have been possible, were it not for staff from all departments of the library collaborating to make this a success. Thank you to everyone who helped out. All the hard work and library-wide support was greatly appreciated!





Curbside Pickup

Curbside was extremely busy in June with 6,255 cars coming through to pick up holds. In comparison, June 2019 saw 6,187 cars at drive up while being open the full range of hours/days. On the busiest day, 543 cars stopped by in the six hours we were open, which averages to 91 cars per hour!

Magazine Mania!

Collection Services Staff in Collection Services worked through shipments received while the library was closed to get items from the workroom to our shelves. Acquisitions Assistant Barb Weber added over 2,150 magazine issues for our customers!



So Many Books, So Little Time

By the end of June, we had fulfilled over 11,000 holds, which is a huge accomplishment, because we started with 13,000 outstanding holds at the beginning of the month. Staff also checked in almost 41,000 items, most of these in the last two weeks of June.



Home Delivery Service Resumes

Customers were thrilled when library delivery services resumed on June 16 with contactless deliveries. Thirty-one deliveries were made in June, about 25% of normal deliveries. Senior and Accessible Services Assistant Renee Witt returns from a home delivery route.



Senior Phone-In Programs

For many of our senior customers with visual or cognitive impairments who wanted to participate in our phone-in story times, dialing the phone and entering a meeting ID each week was a challenge. With the new Zoom call-out feature, we now call the customer to join us. Since adding this feature, our regular participation has doubled. *Our Story Discussion* participants share regularly how much this program means to them:

- “I have been enjoying weekly phone-in story discussions.”
- “Thank you for bringing me out of isolation. You’re preventing me from going brain dead.” Other participants responded: “We all agree. Especially as we have to stay put in our rooms and homes.”
- “Thank you. It was a lot of fun.” “It was an excellent discussion.”
- “You’ve given me a completely different viewpoint of this author. Now I want to read more by her [Maeve Binchy short story].”

Bookmobile Out and About

Bookmobile service restarted in June! Although the bookmobile was not accepting returns, it became a hold pick-up location in the community. Customers can pick up their holds closer to home and avoid the drive across town.

Book Drops Back in Business!

Also in June, the book drops at Camelot and Frontier parks opened back up. Bookmobile staff resumed the pre-closure schedule with Monday, Wednesday and Friday pick-ups.

Little Free Libraries

We continue deliveries to the Little Free Libraries throughout Arlington Heights. This will be a monthly addition to bookmobile deliveries. In June, we stocked 20 Little Free Libraries with 330 books generously donated by the Friends of the Library.

Booklists

Info Service Advisors created Booklists on the Readers’ Services page so that customers can access these recommended items from home. The lists feature print, eAudio and eBooks. June lists include: [June Favorite Things](#), [Riveting Nonfiction Reads](#), and [Lift Off](#).

Hot Picks are Flying Off the Shelves

Collection Supervisor Violet Jaffe and Collection Specialists Candy Rossin and Cyndi Hamann made sure *Hot Picks* and the *New & Popular* collection was well stocked by the library’s reopening. Eighty-seven percent of the *Hot Picks* collection was checked out within the first week of reopening.

Virtual Animal Magic Show

On Saturday, June 6, magician Jaime Aponte amazed a virtual audience of 130 with sleight of hand, illusions and mind-boggling magic tricks. Customers marveled at magic tricks using live animals, like a boa constrictor appearing out of nowhere, silks transforming into doves and pulling a rabbit out of a hat. Entire families joined in on the fun and were amazed at magician Jaime’s show, exclaiming “yay!” and “wow” in the chat box during the performance.



Tarot 101 Returns

On Monday, June 22, Programs and Exhibits Specialist Vesryn Grey welcomed 39 adults to a successful second session of *Tarot 101*, presented by experienced Reader Clark Cutchin. The program was first offered in February and had a lengthy wait list, so all customers unable to attend then were notified of the new virtual date. Attendees expressed that they enjoyed the show, and that Clark was very personable, fun and informative.

Beatlemania with Professor Moptop

Gregory Alexander, also known as WXRT’s Professor Moptop, returned to present his first virtual event with the library. He worked with Programs and Exhibits Specialist Vesryn Grey, with help from Digital Services staff, to modify his popular Beatlemania presentation for Zoom. Eighty-two Beatles fans tuned in on Friday, June 19 for the part pre-recorded and part-live event. The presentation included photos, music clips and videos; including rare footage.

Dann & Raymond See Highest Virtual Attendance

For the first time, Dann & Raymond’s Movie Club is continuing into the summer months: a longtime request from regular attendees and fans of the film expert duo. Extending the series has paid off with 120 attending *Greatest Screen Villains* on Thursday, June 11. This is the highest attendance at a live Zoom program to date. Programs and Exhibits Specialist Megan Young has continued to lead production and make ongoing improvements to the program quality since Dann & Raymond launched their live virtual shows with the library.

2020 Summer Reading Challenge

Launched on June 15, the Summer Reading Challenge is 100% accessible online through *Beanstack* for kids, tweens, teens and their families. Youth are challenged to read 500 minutes this summer to complete the program and receive special prizes or activity ideas for every 100 minutes they log. Youth can further challenge themselves to read up to 1000 minutes and earn additional chances at a grand prize, which consist of gift certificates for local restaurants and businesses to continue to support our community during this time.

In response to COVID-19, staff promoted the program in virtual classrooms and via social media. The library [mailed a reading log with information on the program](#) to Arlington Heights’ homes. Seven hundred and thirty-five local readers signed up for the Summer Reading Challenge during the last two weeks of June.

Hub Instagram

The Hub’s Instagram was tagged in a story by a teen participating in the Summer Reading Challenge. Only 2 days after the program was launched, this voracious reader completed 300 minutes of reading and earned three virtual prizes along the way!



Library Awarded “Grow with Google” Grant

Digital Services Manager Jack Bower and Business Services Advisor Diane Malik applied and were approved for the *Libraries Lead with Digital Skills* grant through the American Library Association (ALA) and *Grow with Google*. The initiative awards public libraries \$2,000 to provide virtual programming, outreach and education to address the digital skills gaps of job seekers, entrepreneurs and small businesses. [Arlington Heights Memorial Library was selected to participate](#), utilizing a suite of Google tools geared towards empowering small businesses in their digital endeavors. Programs will take place this summer.

3D Printing More PPE

Makerspace Branch Assistant Manager Chris Krueger has printed 115 face shields, to date, for donation to The Moorings of Arlington Heights. Eighty-three face shields were produced for library staff and distributed to the Security, Maintenance, Youth Services, Digital Services and ESL departments. The library also donated an additional 12 mask strap extenders to nurses working in Arlington Heights.

The Director of Nursing at The Moorings of Arlington Heights, dropped off a card with the following note: *“To our good friends at the Arlington Heights Memorial Library. Thank you so much for the generous donation of face shields. In this unprecedented time, I can’t think of a better gift to receive. The fact that they are hand made only makes it more special. Moorings residents and our staff are safer because of you!”*



New Adult Reading Program: Page Turners

Info Services Advisor Barb Weiner and Info Services Librarian Becky Thornton developed a new reading program for adults. *Page Turners* replaces the Summer Reading Program for adults, as an extended reading program. The program aims to provide a structured leisure activity and motivation for people during this challenging time, by offering activity lists incorporating reading and library-related activities. It soft-launched June 15, and will run through November with a year-end wrap up. *Page Turners* has been enthusiastically received, with 145 adult registrations within two weeks.



Anti-Racism Reading Lists and Beyond

Led by Teen Services Supervisor Alice Son, library staff across departments compiled a new [Anti-Racism Resources page](#) that launched to the public on Friday, June 5. Youth Services staff developed recommended reading and viewing lists by age, Kids through Teens, as well as resources just for parents. Info Services staff contributing reading and recommended viewing lists to aid community members' understanding of current events and the history of racism in America. Collection Services staff, who build our diverse collections year-round, shared ant-racist reading lists built in Cloud Library. The page, ahml.info/antiracism, sees ongoing promotion and placement through a web banner and emails.



June Book Discussions

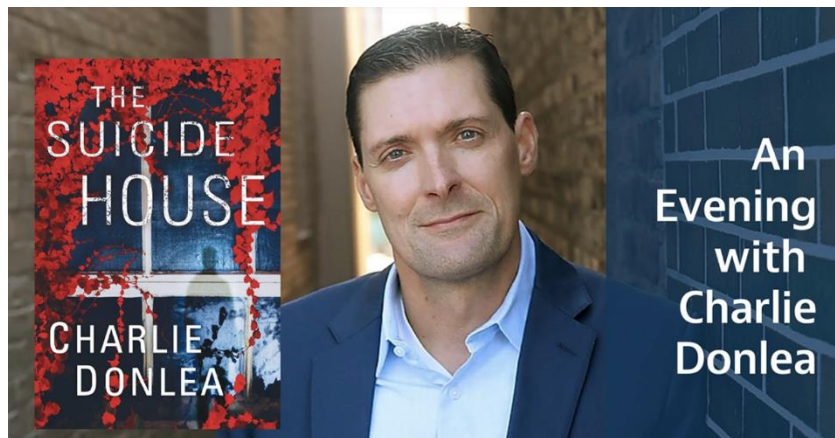
We hosted four virtual book discussions in the month of June, with mystery, science fiction and fiction selections. A total of 26 attendees enjoyed the opportunity to connect online and talk with other readers.

Illinois Servitude and Emancipation Records Program

Genealogy presenter Anita Boyd delved into early Illinois history with a series of case studies highlighting a wealth of genealogical information for anyone researching *Free People of Color*. On Monday, June 29, twenty-two attendees expressed their appreciation and enthusiasm for the presentation. The virtual nature of this program allowed us to share this important and unique information with a wider audience, including out-of-state participants.

An Evening with Charlie Donlea

Programs and Exhibits Specialist Megan Young collaborated with Info Service Advisors Jon Freier and Neal Parker to produce this virtual author event with mystery writer Charlie Donlea. Forty-six attended the June 25 event to connect with Charlie, who spoke about his journey to become a writer (not reading a book until college) and shared answers to a large variety of questions driven by the audience. The audience expressed their appreciation for the quality of the program. Customers who missed the event can [find a link to an unpublished YouTube video](#) in the original event listing.



COVID-19 Story Project Growing

June marked the third month of the ongoing COVID-19 community stories project. On June 20, the first day of summer, we shared a renewed invitation to contribute stories via social media posts. The posts on Facebook, Instagram and Twitter resulted in 11 new submissions (of 35 total submissions collected to date). Two notable new submissions:

- **COVID-19 helped me start my own business**

“A global pandemic, economic uncertainty, physical anxiety. The drawbacks and setbacks caused by CoVid 19 are vast and plentiful, but hiding beneath the surface are some positive outcomes of this experience. While forced to shelter in place, I wanted

to think of a way to help the many families experiencing the same stress and anxiety that I was. So I had the idea to start my own virtual yoga studio, Hop Along Yogi Kids Yoga and brought movement and mindfulness to many kids and families working through this difficult time.” - Submitted by Laura K.

- ***Stay Home with Suhani***

“Suhani Parekh (now a second grader at Patton Elementary) started a podcast to share all she was learning during quarantine. She currently has 4 episodes on topics ranging from her transition to virtual learning, her favorite TV show on Disney Junior that features an Indian lead, her first-grade teacher's experience during quarantine and more. You can subscribe to her podcast on YouTube...” - Submitted by Tina S. on behalf of Suhani P. (Age 7)

LibChat Transition and Training

Library staff transitioned to *LibChat*, the instant messaging chat service replacing OCLC's discontinued *QuestionPoint*, on June 24. Digital Services Librarian Bill Pardue provided a series of eight *LibChat* training sessions to acclimate all Info Services staff and supervisors to the new platform. Bill assisted in the transition, working with IT to update the chat intake form on the library site and updating forms in related research tools that host it (*Ebsco* and *Proquest* products). The switchover occurred during what was, by far, the busiest month ever for chat transactions with library customers (1518 chats, a 229% increase over June 2019).











Here are some of the comments from the chat surveys completed this month:

- *Easy to use and people are nice.*
- *Bill has answered other queries for me and he's outstanding. Very thorough and easy to understand answers. The library is lucky to have him! He's the perfect ambassador for the library.*
- *Keep chat available indefinitely.*
- *Immediate response with answer to my question!*











Virtual Resource Usage

Top ten visited web pages

May 2020:

1.	/www.ahml.info		55,467 (29.11%)
2.	/StayInformed		8,987 (4.72%)
3.	/borrow/ebooks		5,423 (2.85%)
4.	/research/databases		3,041 (1.60%)
5.	/attend/events		2,847 (1.49%)
6.	/borrow/bmm		1,978 (1.04%)
7.	/onlinelearning		912 (0.48%)
8.	/research/genealogy		898 (0.47%)
9.	/zoom		832 (0.44%)
10.	/form/contact		790 (0.41%)

June 2020:

1.	/www.ahml.info		91,935 (30.30%)
2.	/StayInformed		10,771 (3.55%)
3.	/borrow/bmm		3,738 (1.23%)
4.	/borrow/ebooks		3,526 (1.16%)
5.	/research/databases		2,738 (0.90%)
6.	/attend/events		2,707 (0.89%)
7.	/summer		1,922 (0.63%)
8.	/curbsideholdpickup		1,621 (0.53%)
9.	/advanced-search		1,513 (0.50%)
10.	/node/100007320		1,407 (0.46%)

Social Media Engagement

	January	February	March	April	May	June
Facebook						
Posts	25	22	56	60	47	41
Fans*	5067	5113	5217	5291	5376	5436
Engagement	1164	1723	3531	3642	2725	3148
Reactions	1014	1505	2696	3001	2419	2755
Comments	92	128	347	389	180	211
Shares	58	90	488	252	126	182
Twitter						
Tweets	65	51	111	139	148	143
Followers*	4313	4324	4362	4388	4404	4410
Tweet impressions (in thousands)	75400	59900	116,000	120,000	127000	100000
Engagement	247	203	534	394	399	387
Likes	181	164	386	294	348	300
Retweets	65	33	134	92	56	79
Mentions*	57	76	74	77	61	66
Profile visits**	937	819	2040	2060	1240	755
Instagram						
Posts*	n/a	n/a	859	875	898	922
Followers*	1767	1802	1852	1904	1947	2006
Impressions*	n/a	11889	25878	24608	19,188	21052
Average Reach	n/a	286	485	451	435	459
Constant Contact						
Campaigns	20	19	22	27	26	27
Sends	46572	44518	127872	85980	43,351	110,385
Opens	10681	12536	57487	30772	12245	37071
Clicks	498	925	2500	2262	1169	2196
Open rate (percentage)	24%	28%	45%	36%	28%	34%
Click rate growth over previous 30 days	2%	4%	17%	3%	3%	-4%
open rate vs. industry average	6%	10%	27%	11%	6%	12%
Total contacts*	31770	31790	32650	32957	33157	33594
Unsubscribed in last 30 days	30	15	171	98	19	130
New contacts in the last 30 days	3	25	1006	446	184	436

LinkedIn						
Followers*	655	657	659	660	672	684
Posts	7	1	5	1	1	8
Impressions	2335	308	839	620	235	738

YouTube						
Subscribers*	397	402	456	514	585	603
Videos added	0	3	6	23	34	33
Views	1601	1821	2,875	5102	5053	3202
Watch time hours	55.6	63.8	83.3	452.2	437	292.7

Videos by playlist/age added through 3/20-6/30/20

Adult	Youth
32	73

Playlist	Videos
Creative Aging – Art with Alayne	4
Board meetings	5
Top Shelf book recommendations	7
Adult programs	14
Tutorials	2
AHML Storytimes	54
Tweens and Teens + Tween Arts & Craft	18
Summer Reading Challenge	1

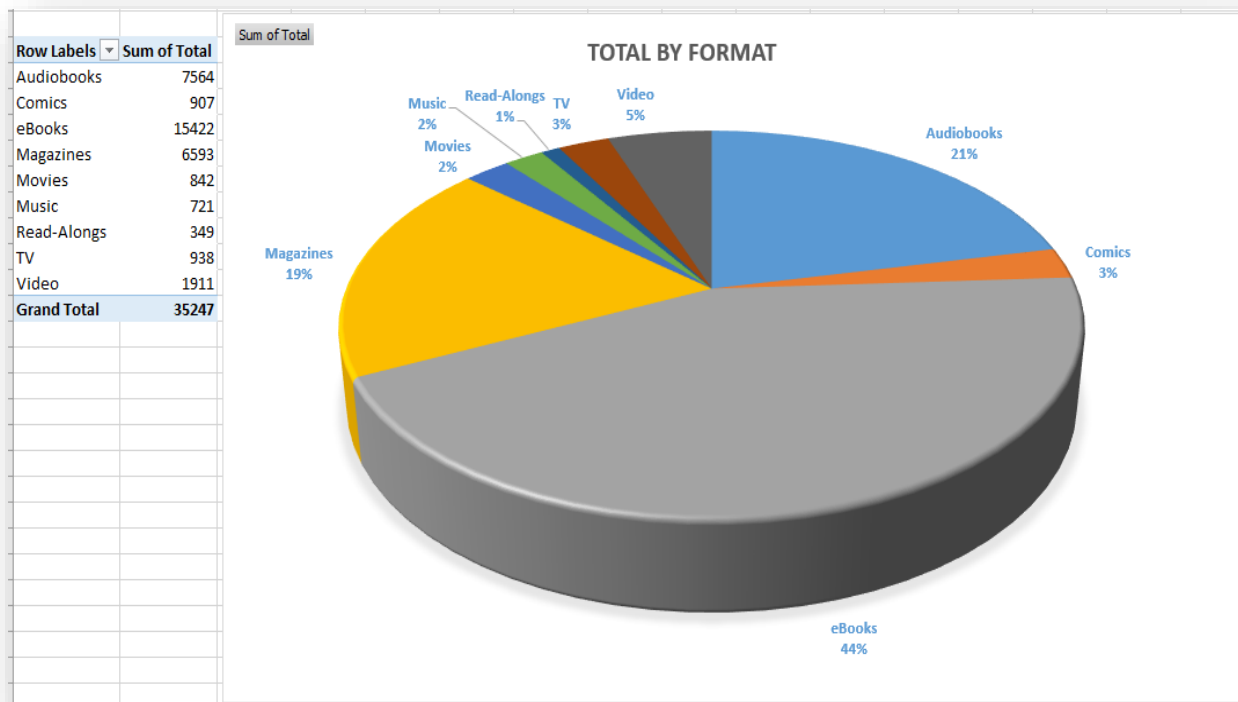
*Cumulative

**New metrics added

eResource Usage

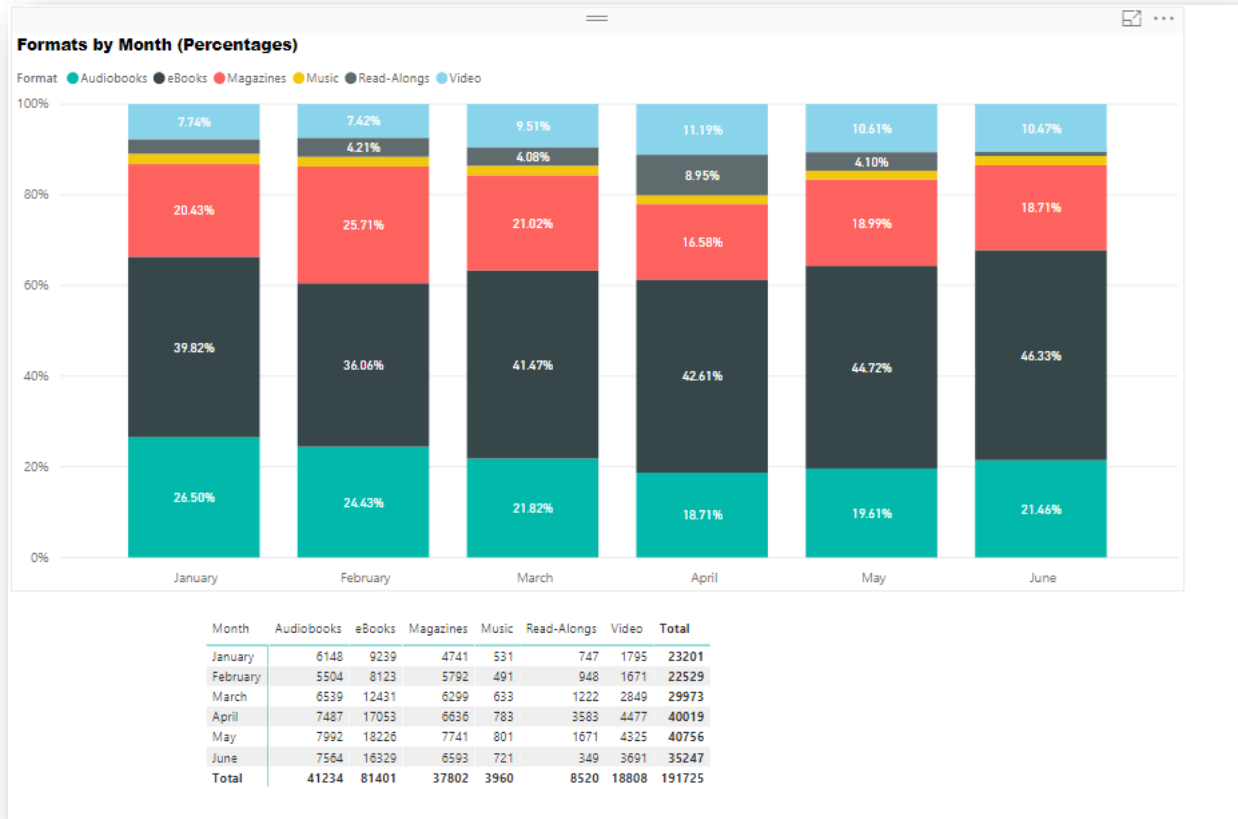
eLibrary 2020	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Total
Total eBook checkouts	6,759	5,915	8,308	10,969	11,785	11,375	55,111
Total eAudio checkouts	3,237	2,915	3,377	4,011	4,415	4,338	22,293

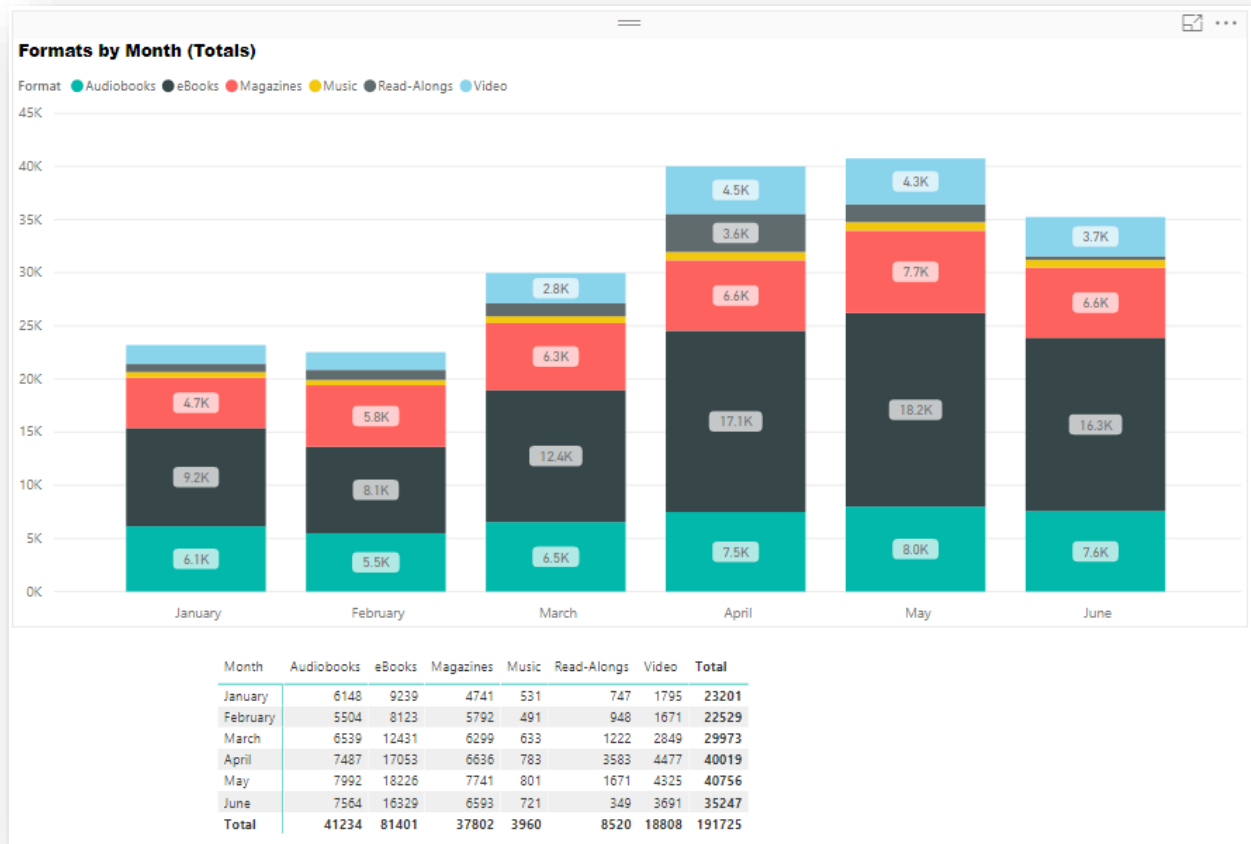
Month at a Glance:



- Due to the COVID-19 library closure, overall circulation is down 60.9% for the month. However, electronic checkouts are up 87.9% for the month, with 35,247 total echeckouts. These echeckouts represent 52.2% of all checkouts in June.

What Are We Watching? What Are We Learning?





MOST POPULAR COURSES/eCONTENT IN JUNE 2020

RBdigital Magazines

- The Economist
- The New Yorker
- Us Weekly
- The Week Magazine
- OK! Magazine
- In Touch Weekly
- HELLO! magazine
- AppleMagazine
- Newsweek
- HGTV Magazine

PressReader (Magazines & Newspapers)

- Chicago Tribune

- Chicago Sun-Times
- Chicago Tribune (Sunday)
- Los Angeles Times
- New York Post
- El País (1ª Edición)
- El Colombiano
- The Washington Times Daily
- Chicago Sun-Times (Sunday)
- El Espectador

Kanopy

- The Farewell
- Delicacy
- Midsommar
- The Aztecs
- The October 1917 Revolution
- I Am Big Bird
- A Chinese Farm Wife
- The Lighthouse
- Les Vampires
- Magnus

hoopla--Audiobooks

- So You Want to Talk about Race
- The Ballad of Songbirds and Snakes
- Stamped from the Beginning
- Harry Potter and the Sorcerer's Stone
- Summary of White Fragility: Why It's so Hard for White People to Talk About Racism by Robin J. DiAng
- Me and White Supremacy
- The Alchemist
- The Good Egg
- If I Were You
- Autopsy of a Boring Wife

hoopla--Comics

- Minecraft: Stories from the Overworld
- Avatar: The Last Airbender: The Promise Part 1
- Big Nate: From the Top
- Avatar: The Last Airbender: The Search
- Avatar: The Last Airbender: The Promise Part 3
- Star Wars: Target Vader
- Big Nate: Blow the Roof Off!

- Avatar: The Last Airbender: The Search Part 2
- Big Nate Makes the Grade
- Avatar: The Last Airbender: The Promise Part 2

hoopla--eBooks

- The New Jim Crow
- Me and White Supremacy
- The Bad Seed
- If I Were You
- Vegetables in Underwear
- Wrecking Ball
- Pete the Cat and the Supercool Science Fair
- Pete the Cat and the Perfect Pizza Party
- Unicorn Day
- Pete the Cat and the Bad Banana

hoopla--Movies

- Dragons Love Tacos 2: The Sequel
- Hope Springs
- Abe
- The Pigeon Finds A Hot Dog!
- Dragons Love Tacos
- Agatha and The Truth of Murder
- Driveways
- Burnt
- Forever
- Batman Be-Leaguered

hoopla--Music

- 80s Mixtape
- The Greatest Showman (Original Motion Picture Soundtrack)
- Hamilton (Original Broadway Cast Recording)
- Descendants 3
- Moana (Original Motion Picture Soundtrack/Deluxe Edition)
- KIDZ BOP Party Playlist!
- Lover
- Chromatica
- Descendants
- 2020 GRAMMY® Nominees

hoopla--Television

- PAW Patrol - Season 8 Sea Patrol: Pups Save a Shark/Sea Patrol: Pups Save the Pier

- Cranford: Return to Cranford - Season 2 Episode 2
- Loud House - Season 1 Left in the Dark/Get the Message
- PAW Patrol - Season 8 Pups Save A Sleepwalking Bear/Pups Save Dude Ranch Danny
- PAW Patrol - Season 8 Pups Save a Space Rock/Pups Save a Good Mayor
- Inspector Lewis 2 And the Moonbeams Kiss the Sea
- Inspector Lewis - Season 1 Whom the Gods Would Destroy
- Alienist - Season 1 Ascension
- Alienist - Season 1 Requiem
- Alienist - Season 1 Many Sainted Men

Gale Courses

- Certificate in Music Therapy and Sound Healing
- Discover Sign Language II
- Keyboarding
- Medical Terminology: A Word Association Approach
- Accounting Fundamentals
- Personal Finance
- The Analysis and Valuation of Stocks
- Marketing Your Business on the Internet
- Writing for ESL
- Spanish in the Classroom

Creativebug

- Working In Acrylic Ink: A Daily Sketchbook Practice
- Halloween Paper Doll Witches
- Watercolor Lettering - A Daily Practice
- Painting Abstract Florals
- Daily Portrait Challenge: 31 Days of Faces
- Daily Painting Challenge: 31 Flowers to Paint with Yao Cheng
- 30 Coloring Pages with Courtney Cerruti, Lisa Congdon and Pam Garrison
- Wrapped Rope Rainbow: 2/21/19
- Daily Painting Challenge: 28 Acrylic Studies
- Creative Sketchbooking

Mango Languages

- **Spanish, Latin American**
- Japanese
- Chinese, Mandarin
- Italian
- French
- Legal, Spanish
- German

- Polish
- Chinese, Cantonese
- Russian
- Arabic, Levantine

Pronunciator

- Spanish (Mexican)
- French
- English (American)
- Arabic (Moroccan)
- Irish

Professional Development During Pandemic (*staff learning post March 13, in response to serving the community during a pandemic*)

ILA Diversity Committee

Programs and Exhibits Specialist and librarian Megan Young was selected to serve on the *Illinois Library Association (ILA) Diversity Committee*. Her term will begin this summer, with annual orientation for ILA committees and forum leadership taking place virtually on July 16. The *Diversity Committee* serves several objectives: to initiate and promote training and library services that address issues in diversity, and to identify and promote best practices and resources for diversity and inclusion in library profession and services.

RAILS Webinar

Collection Specialists Candy Rossin and Cyndi Hamann attended a RAILS webinar, *Equity in Collections: Audits, Weeding, Purchasing & More*, presented by Betsy Bird (Evanston Public Library collection development manager) that addressed collection diversity.

Library Journal's Day of Dialog

Collection Supervisor Violet Jaffe and Collection Specialist Cyndi Hamann attended *Library Journal's Day of Dialog* virtually.

LACONI TSS: Technical Services, COVID-19 & Re-opening

Collection Supervisor Violet Jaffe attended the *LACONI TSS: Technical Services, COVID-19 & Re-opening* meeting on June 19.

Public Library Webinars

ILL Assistant Jen Nitch attended the following webinars:

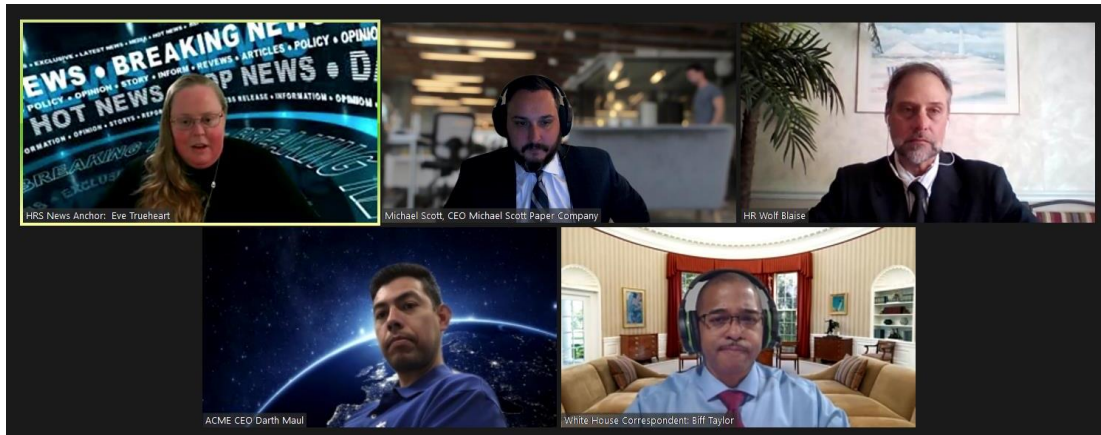
- 21st Century Librarians for 21st Century Libraries
- All of Us Dementia Awareness for Public Libraries
- Everything Library Trustees Need to Know During COVID -19
- COVID-19: Safety Tips for Opening your Library.

Staying Current with Cataloging

Cataloging Librarian Eve Lashley began attending a weekly online course on the newest descriptive cataloging standard for Resource Description and Access (RDA). The revised *RDA Toolkit* has an expected release date of December 2020.

Evolving Manager Boot Camp

Makerspace Branch Assistant Manager Chris Krueger attended a 3-day long *Manager Boot Camp* that covered topics including: interviewing, coaching and counseling. The program consisted of breakout group roleplaying and discussion. The hosting company, *HR Source*, asked his breakout group to stay after class on the final day so they could record their presentation for later use.



Customer Comments

- Teen customer after picking out a stack of graphic novels: *You have no idea how good it is to be back in a library again!*
- Email received from a tween's parent:

"Hi Kerry,

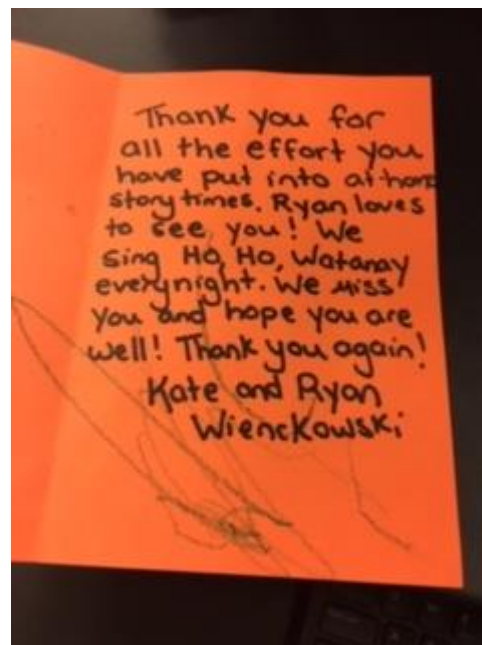
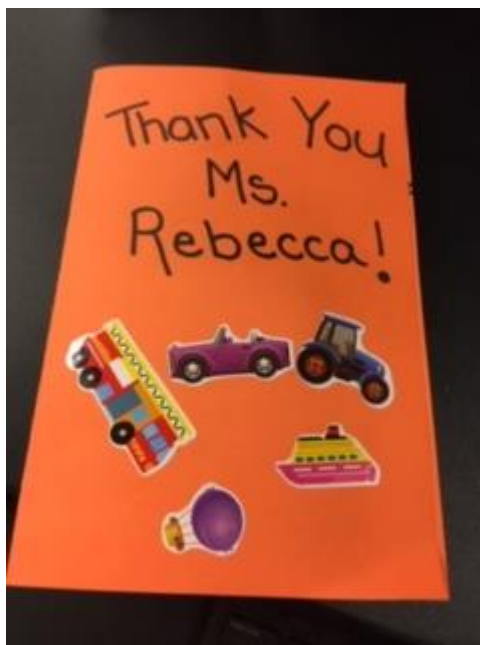
I have been meaning to write you to let you know how much my tween has been enjoying the Tween Tuesdays. She has regularly been on the link each Tuesday, making sure not to miss one and remaking many of your recipes. The mug cakes are a favorite, though any of the recipes were fun for her to follow.

Thanks again for your work!"

- During a readers advisory interaction submitted via Kids' World contact form:

"Additionally, my 5th grader has really enjoyed your Tween Tuesday videos! Especially the cooking ones. They were a big hit! Thank you for developing that platform during the shelter in place. It was perfect."

- Early Literacy Services Supervisor Rebecca King received a thank you note from story time regular Ryan and his mom. "Ho Ho Watanay" mentioned in the note is from the song "Sleep, Sleep Little One" that she shared in a virtual story time, with verses sung in English, Iroquois and French.



- *To Teri, in charge of the Bookmobile. I want to confirm what you already know - that you and your Bookmobile Team are the best. I was so happy to see the Bookmobile at my stop and even happier to see Renu (Khurpa) and Al (Garcia). They went above and beyond. I cannot say enough good things about your team. If you don't know yet, this is Lena from Lake Arlington stop - your biggest and most grateful patron of the bookmobile. Thank you and your team for everything they do. - Lena S*
- *Al (Garcia) really does things that customers don't expect and is always so wonderful! - Glenn B*
- *On Tuesday afternoon, I drove through the library garage in order to pick up four items on hold (I received my email notifications over the weekend.) I want to let you know that the curbside pick-up process was PERFECT! I arrived at the AHML moments after the crazy wind/microburst/rain storm rolled through town. Yet, there were my library co-workers smiling and guiding me through the pick-up process. Pick up was contactless and quick. GREAT JOB thinking through an efficient and easy way to get much-needed reading materials into my hands. – Laura W*
- *I just returned from the library to return and pick up books that were on hold. What a great, efficient, and safe system you have designed. No waiting, clearly laid out, and put together to insure the safety of your customers and staff. Another 5 star event!! Kudos to you! – Chat customer*
- *I took advantage of the drive through to get my items. Love it! – Kate H*
- *(Regarding hold pickup) Thank you SO much. This makes me happy!! – Catherine B*

Metrics for June 2020

Service Point Traffic

Total visits
12,872 ↓ -85%
 86,523 last year

Main Library visits
12,453 ↓ -85%
 81,959 last year

Sr Center Visits
0 ↓ -100.00%
 1,527 last year

Bookmobile Visits
419 ↓ -86.20%
 3,037 last year

Circulation

Total Circulation
67,549 ↓ -61%
 172,688 last year

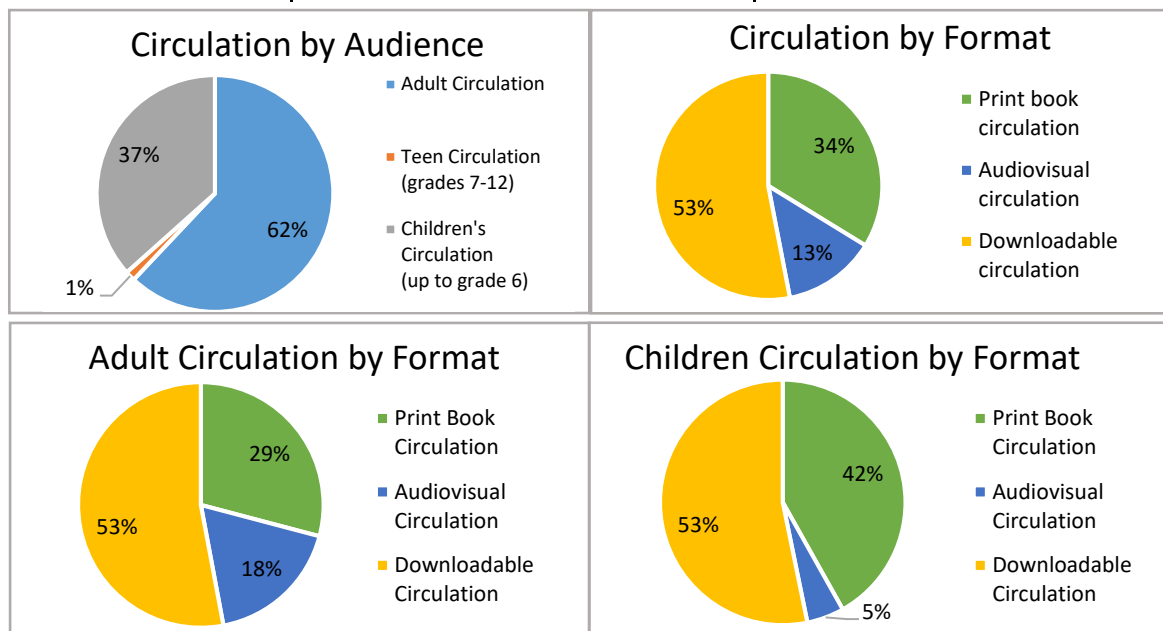
Card Holders
62,019

Library Cards Issued

Resident (issued)	127 ↓ -82.06%
	708 last year
Non-Resident (Registered)	9 ↓ -94.92%
	177 last year

Interlibrary Loan

Borrowed	94 ↓ -79.74%
	464 last year
Lent	27 ↓ -94.88%
	527 last year



Programs

Program Attendance
2,754 ↓ -71%
 9,414 last year

Number of Programs
116 ↓ -61%
 296 last year

Cost of Programs
\$3,535
 \$700 funded by FOL

Questions

Reference Questions
4,730 ↓ -74%
 18,043 last year

Reference Questions
 (via call center)
1,248 ↓ -76%
 5,195 last year

Chat sessions
1,518 ↑ 229.28%
 461 last year

Technology Usage

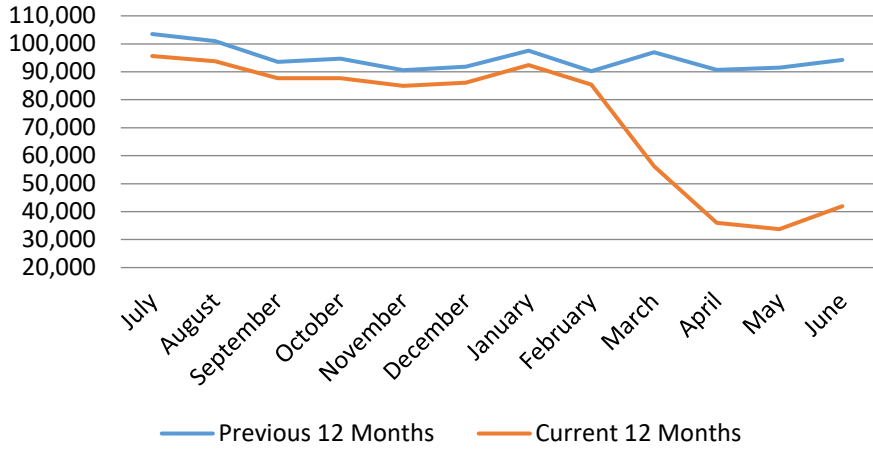
Public Computer Use
407 ↓ -95.61%
 9,276 last year

Website Visits
91,935 ↓ -9.32%
 101,387 last year

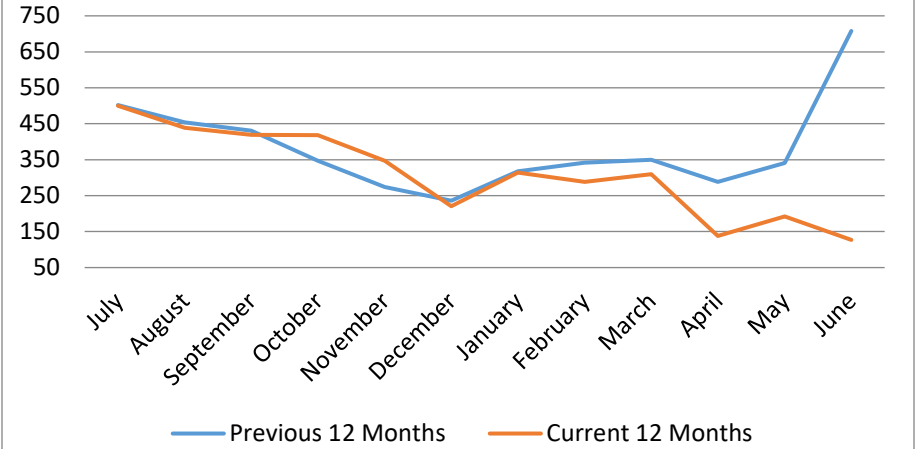
AHML - DASHBOARD - June 2020

	June 2020	June 2019	% change from last June	Jan 2020-June 2020	Jan 2019-June 2019	% change from last YTD
Total circulation	67,549	172,688	-61%	551,979	968,888	-43%
Adult circulation	41,901	94,282	-56%	345,603	561,215	-38%
Teen circulation	921	3,534	-74%	6,114	14,148	-57%
Children circulation	24,727	74,872	-67%	200,262	393,525	-49%
Print book circulation	22,431	94,345	-76%	213,261	503,781	-58%
Audiovisual circulation	8,766	50,073	-82%	115,696	300,616	-62%
Downloadables circulation	35,247	18,756	88%	199,488	111,495	79%
Self-check as % of main floor circ	60%	67%	-7%	48%	66%	-19%
Circulation to reciprocal borrowers	1,194	10,486	-89%	25,543	61,340	-58%
ILLs borrowed for our customers	94	464	-80%	1,235	2,908	-58%
ILLS lent to other libraries	27	527	-95%	1,546	2,957	-48%
Resident cards issued	127	708	-82%	1,369	2,347	-42%
Reciprocal cards registered	9	177	-95%	371	979	-62%
Reference questions	4,730	18,043	-74%	44,206	102,774	-57%
Number of Programs	116	296	-61%	1,096	1,813	-40%
Program attendance	2,754	9,414	-71%	33,267	48,822	-32%
Public computer use	407	9,276	-96%	20,420	54,321	-62%
Website visits	91,935	101,387	-9%	571,685	592,148	-3%
In-person visitors	12,872	86,523	-85%	210,362	506,598	-58%
New & Popular - % of adult coll	9.0%	8.3%	8%	8.1%	8.3%	-3%
New & Popular - % of circ	38.6%	35.2%	9%	32.1%	34.6%	-8%
Kids' New & Popular - % of KW coll	5.1%	4.5%	12%	4.4%	4.6%	-5%
Kids' New & Popular - % of circ	14.6%	15.6%	-6%	12.3%	15.9%	-30%
Individual Staff Sessions	98	91	7%	397	659	-66%
Volunteer hours	291	2,965	-90%	6,415	14,769	-130%

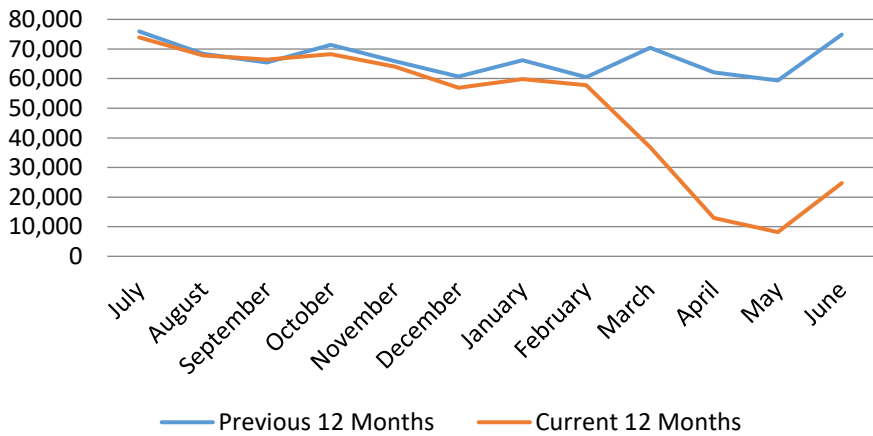
Adult Circulation



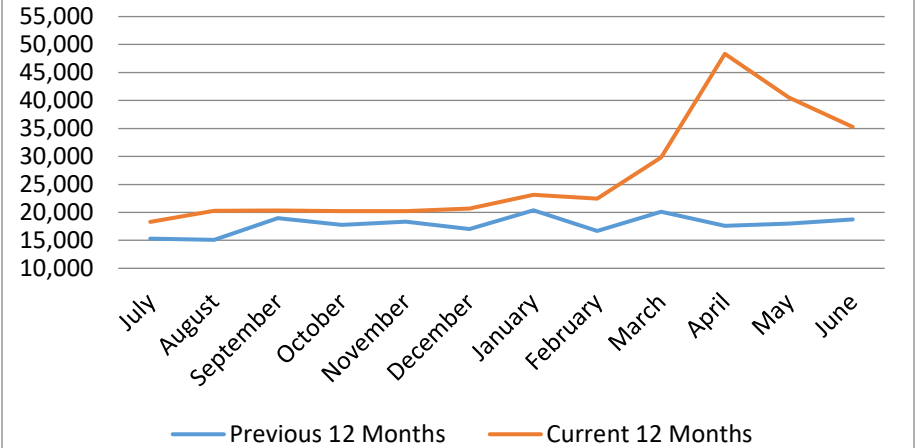
Resident Library Cards Issued



Children's Circulation

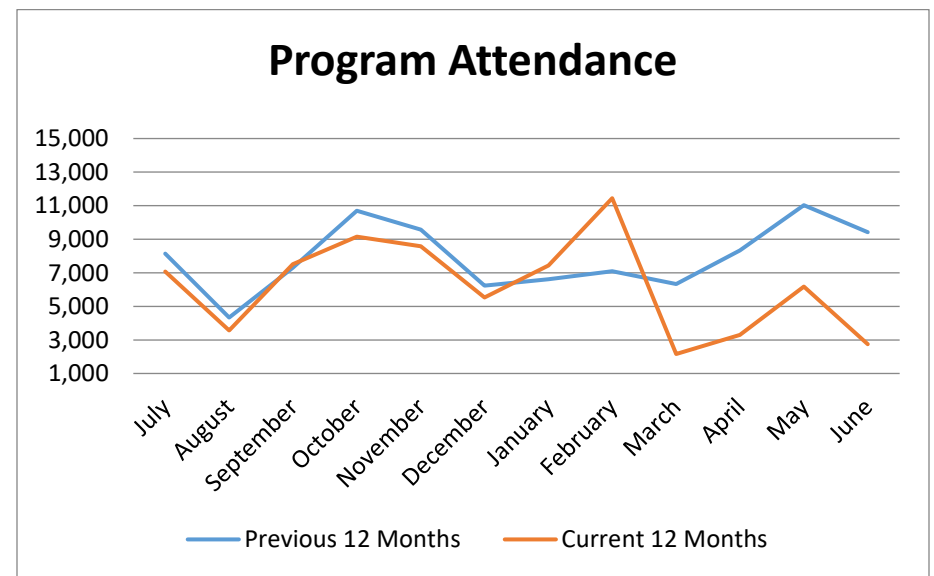
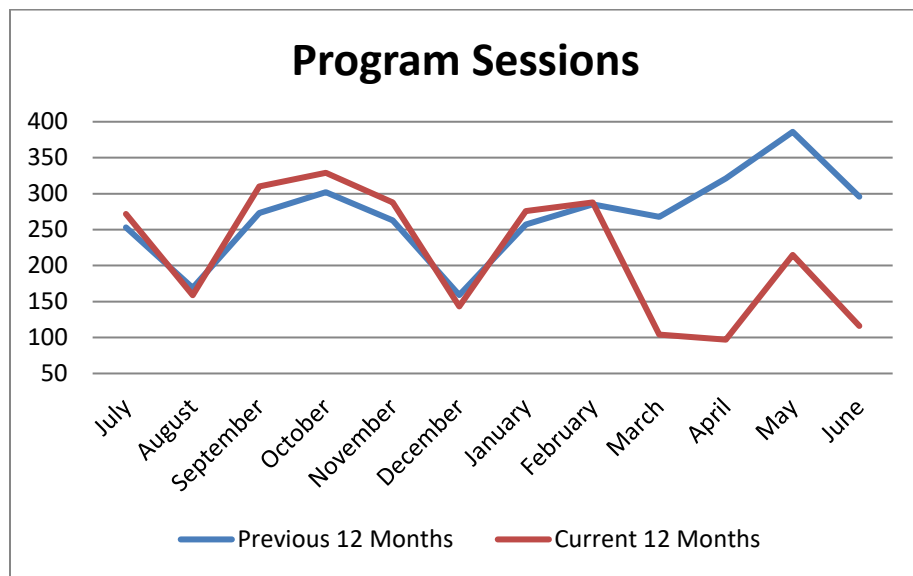


Downloadables Circulation

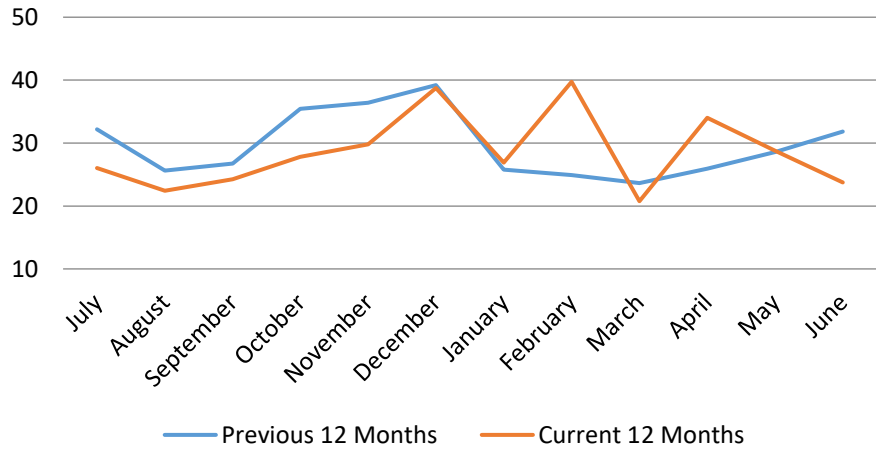


Notes Relating to Circulation

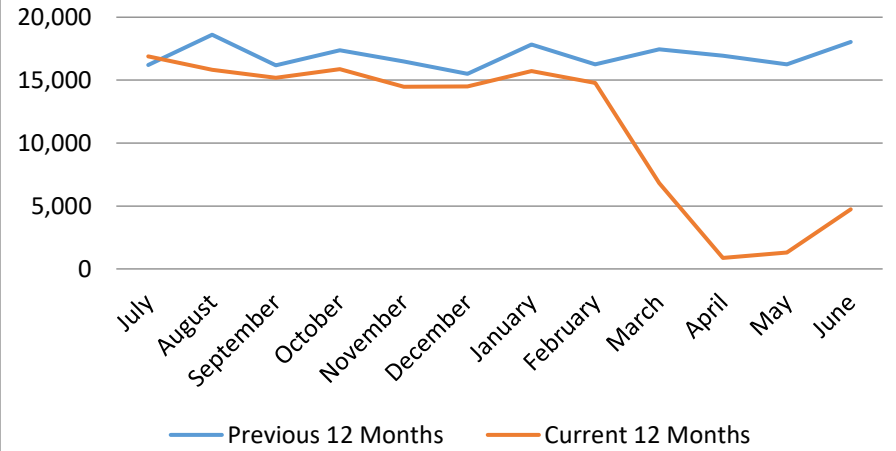
- ESL hosted 32 programs and had 227 participants over the course of the month.
- Curbside was extremely busy with 6,255 cars coming through to pick up holds. In comparison, June 2019 had 6,187 cars at drive up while being open the full range of hours/days. On the busiest day, 543 cars stopped by in the six hours we were open, which averages to 91 cars per hour.
- Electronic checkouts are up 87.9% for the month, with 35,247 total eCheckouts. These eCheckouts represent 52.2% of all checkouts in June.
- This month, 127 residents signed up for library cards via online registration or in person. With 62,019 AH residents holding library cards, this in an increase of 5.9% over last year and represents 83% of our community.



Attendance Per Program



Reference Questions (Library Wide)



Website Visits

