

BOARD OF LIBRARY TRUSTEES

TUESDAY, MAY 18, 2021

7:00 P.M.

HENDRICKSON ROOM

(Meeting may be viewed on the Library's YouTube channel [here](#))

- AGENDA -

- I. CALL TO ORDER
- II. ROLL CALL OF THE 2019-2021 BOARD OF LIBRARY TRUSTEES
- III. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 20, 2021 (Action Item 1)
- IV. APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF MAY 3, 2021 (Action Item 2)
- V. OATH OF OFFICE FOR NEWLY ELECTED TRUSTEES
- VI. ADJOURNMENT OF THE 2019-2021 BOARD OF LIBRARY TRUSTEES AND CONVENING OF THE 2021-2023 BOARD OF LIBRARY TRUSTEES
- VII. ROLL CALL OF THE 2021-2023 BOARD OF LIBRARY TRUSTEES
- VIII. PUBLIC COMMENT

- IX. ELECTION OF OFFICERS
- X. LIAISON REPORTS
- FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY
 - ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION
- XI. REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED APRIL 30, 2021 (Item 3)
- XII. REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED APRIL 30, 2021 (Action Item 4)
- XIII. EXECUTIVE DIRECTOR'S REPORT
- XIV. OLD BUSINESS
- MAKERSPACE PROJECT UPDATE (Item 5)
Staff and representatives from Williams Architects will provide an update on the progress of the makerspace building project at 112 North Belmont Avenue
 - ADOPTION OF MAKERSPACE AND KITCHEN POLICIES (Action Item 6)
The board will consider adoption of new proposed policies for the makerspace and kitchen.
- XV. NEW BUSINESS
- REVIEW AND ACCEPTANCE OF ANNUAL FINANCIAL REPORT (Action Item 7)
The board will review and consider acceptance of the auditor's state of Auditing Standards letter, the auditor's letter of management and the annual financial report for the year ended December 31, 2020.

- 2020 BUDGET VARIANCE REPORT (Item 8)

The board will review the final 2020 actual results and discussion of variances from the 2020 budget.

- AWARDING OF HVAC REPLACEMENT PROJECT (Action Item 9)

Staff have been working to prepare for and seek bids to replace an aging HVAC system that serves part of the library building. On May 10, a public bid opening was held, and the vetting of those bids has now been completed. We are seeking authorization to move forward with the project by accepting the base bid and alternate.

- MAKERSPACE BRANDING (Item 10)

Staff will present the new makerspace branding, including brand identity, logo and graphic style, signage and webpage.

XVI. OTHER

XVII. ADJOURNMENT

Public comment for this meeting can be made in-person at the meeting or in advance via email. Please email comments to LibraryDirector@ahml.info by 5:00 p.m., May 18, 2021. Comments will be shared during the Public Comment section of the agenda.

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

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

MINUTES OF THE REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY HELD ON TUESDAY, APRIL 20, 2021.

04.21.01 A regular 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 Tuesday April 20, 2021, at 7:00 p.m. by President Greg Zyck.

04.21.02 Upon **ROLL CALL**, the following answered Present: Trustee Medal, Smart, Supplitt, Tangney and Zyck.

Absent: Trustee Ruhl

Also present: 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; Lauree Harp, Arlington Heights Memorial Library Foundation Founder and Chair; Sarah Galla, Resident; Amy Somary, Resident; and Melissa Cayer, Resident.

04.21.03 There was no **PUBLIC COMMENT**.

04.21.04 **LIAISON REPORTS**

- **FRIENDS OF THE ARLINGTON HEIGHTS MEMORIAL LIBRARY** – Michael Driskell reported the Friends election is completed with no changes on the board. Dates for book sales to be held in the underground parking garage are May 15, June 12, July 10 and August 14. A children's book sale was held on March 27 on the first floor of the library and brought in \$495. Forty-four boxes of books were shipped to Better World Books. The Friends formed a new committee to manage fundraising outside of book sales, that will be membership focused and community based. The Friends approved just under \$2,000 for the purchase of a sewing table for the makerspace.

- **ARLINGTON HEIGHTS MEMORIAL LIBRARY FOUNDATION** – Lauree Harp, Founder and Chair of the Arlington Heights Memorial Library Foundation, reported the board approved \$6,750 for the makerspace's kitchen island extension, \$13,300 for kitchen furniture, \$3,900 for café tables and chairs outside of the kitchen. A special board meeting was held on April 1 that approved \$42,500 towards demolition and construction of the sewing room. The Foundation met with staff to discuss applying \$9,650 towards the purchase of commercial kitchen equipment. Board members organized a new partnership with BLICK Art Materials that resulted in a \$250 in-kind donation of art supplies with a 20% discount on future purchases. The Foundation is updating their social media presence and donor list on their website.

04.21.05 Trustee Smart moved **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 16, 2021 (Action Item 1)**. Trustee Tangney seconded. All were in favor and the minutes were approved as submitted.

04.21.06 Trustee Tangney moved **APPROVAL OF THE MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF APRIL 5, 2021 (Action Item 2)**. Trustee Smart seconded. All were in favor and the minutes were approved as submitted.

04.21.07 **REVIEW OF THE FINANCIAL REPORT FOR THE PERIOD ENDED MARCH 31, 2021 (Item 3)** – Donna Ekl reported the library received real estate taxes in the amount of \$4,891,332.59 in March. The Village of Arlington Heights distributed the library’s portion of personal property replacement taxes (PPRT) in the amount of \$6,842.30 in March. The Friends reimbursed the library for expenses totaling \$1,173.94 for interior landscaping maintenance and two Dann & Raymond’s Movie Club programs. With 25% of the fiscal year lapsed, 23% of the unaudited annual operating budget has been expensed.

04.21.08 **REVIEW OF THE CHECK REGISTER FOR THE PERIOD ENDED MARCH 31, 2021 (Action Item 4)** – Donna Ekl provided information in response to trustees’ questions about individual expenditures.

Trustee Supplitt moved **THE BOARD OF LIBRARY TRUSTEES ACCEPTS THE ACCOUNTS PAYABLE CHECK REGISTER FOR THE ARLINGTON HEIGHTS MEMORIAL LIBRARY OF MARCH 31, 2021, IN THE AMOUNT OF \$1,388,972.38**. Trustee Tangney seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

04.21.09 **EXECUTIVE DIRECTOR’S REPORT** – Michael Driskell highlighted the March 2021 Director’s Report. The presentation included a COVID-19 impact report.

04.21.10 **OLD BUSINESS**

- **EXTENSION OF TEMPORARY POLICY DUE TO COVID-19 (Action Item 5)** – The board considered extension of temporary changes to existing library and human resource policies to make accommodations for modifications in services related to COVID-19.

Trustee Smart moved **THE BOARD OF LIBRARY TRUSTEES RECOGNIZES AND EXTENDS THE TEMPORARY COVID-19 POLICY, AMENDING EXISTING POLICIES, EFFECTIVE THROUGH JULY 22, 2021**. Trustee Tangney seconded. All were in favor and the motion carried.

- **MAKERSPACE PROJECT UPDATE (Item 6)** – Michael Driskell presented an update on the progress of the makerspace building project at 112 North Belmont Avenue. Thank you to the Friends of the Library and Arlington Heights Memorial Library Foundation for their continued support for the makerspace fulfilling a wish list, including an 8x8 foot sewing table and donations exceeding \$75,000. General construction continues with all HVAC units on the roof, most of the major duct work has been installed,

roof replacement has been completed, tuck pointing has been completed and plumbing electric and HVAC are awaiting inspection approval.

04.21.11 **NEW BUSINESS**

- **RESOLUTION HONORING THE SERVICE OF CHRISTINE C. TANGNEY (Action Item 7)** – The board approved the resolution honoring the service of Trustee Christine C. Tangney.

Trustee Medal moved **THE BOARD OF LIBRARY TRUSTEES APPROVES RESOLUTION 21-01 HONORING THE SERVICE OF CHRISTINE C. TANGNEY.** Trustee Smart seconded. Upon **ROLL CALL**, the following answered Aye: Trustees Medal, Smart, Supplitt, Tangney and Zyck. Nay: none. The motion carried.

04.21.12 **OTHER**

- President Zyck congratulated all staff receiving service awards including Mike Driskell for fifteen years of service to the Arlington Heights Memorial Library. President Zyck also congratulated Al Garcia for receiving the Ryan Popp Award of Excellence.
- President Zyck reported on the benefit of recent Illinois Library Association (ILA) Equity, Diversity and Inclusiveness training attended by several library trustees. The ILA Trustee Forum Workshop: Boot Camp for Trustees will be held on May 15.
- President Zyck thanked Village of Arlington Heights Trustees Rosenberg and Padovani for their years of service on the village board and to the community.

There being no further business to discuss, Trustee Tangney moved **ADJOURNMENT**. Trustee Medal seconded. All were in favor and the meeting was adjourned at 8:24 p.m.

Carole Medal, Vice President/Secretary

Janet Moravec, Recorder

BOARD OF LIBRARY TRUSTEES

COMMITTEE OF THE WHOLE

05.21.01 A meeting of the Committee of the Whole of the Board of Library Trustees of the Arlington Heights Memorial Library was called to order in the Cardinal Room of the Arlington Heights Memorial Library on Monday, May 3, 2021, at 7:00 p.m. by President Greg Zyck.

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

Absent: Trustee Smart

Also present: Michael Driskell, Executive Director; Shannon Distel, Deputy Director; Donna Ekl, Director of Finance; Jolie Duncan, Info Services Manager; Chris Kreuger, Makerspace Branch Assistant Manager; Janet Moravec, Business Office Administrator; Sarah Galla, Resident; Amy Somary, Resident. Mary Hastings, Director of Communications and Marketing participated in the meeting via Zoom.

05.21.02 **PUBLIC COMMENT** – Melissa Cayer submitted a comment on the role of the library in relation to the Village of Arlington Heights joint review board meetings.

05.21.03 **PROPOSED REVISIONS TO POLICY 7.004 MEETING ROOMS – PUBLIC USE** (Item 1) - The committee reviewed and discussed proposed revisions to Policy 7.004 Meeting Rooms – Public Use. After discussion, staff will incorporate suggested revisions from the committee and a revised policy will be brought to the May board meeting.

05.21.04 **CONFERENCE ROOM AND DIGITAL MEDIA LAB POLICY** (Item 2) - The committee reviewed and discussed a new, proposed policy Conference Room and Digital Media Lab. After discussion, staff will incorporate suggested revisions from the committee and an updated policy will be brought to the May board meeting.

05.21.05 **MAKERSPACE AND KITCHEN WAIVERS AND POLICIES** (Item 3) - The committee reviewed and discussed new, proposed policies, waivers and release forms for the makerspace and kitchen. After discussion, staff will incorporate suggested revisions from the committee and updated policies will be brought to the May board meeting.

05.21.06 **2022 BUDGET TIMETABLE** (Item 4) – The committee reviewed and discussed the 2022 budget timetable.

05.21.07 There were no **OTHER** items to be discussed.

There being no further business to be discussed, Trustee Medal moved **ADJOURNMENT**. Trustee Ruhl seconded. All were in favor and the meeting was adjourned at 7:52 p.m.

Janet Moravec, Recorder

Village of Arlington Heights

ITEM 3

FUND 291 Memorial Library Fund

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	77,480	39,013.20	50	309,920	452,258.89	146	929,760	477,501.11
04 00	Real Estate Tax FICA	51,429	25,896.14	50	205,716	300,199.95	146	617,155	316,955.05
05 00	Real Estate Tax	1,082,387	545,010.16	50	4,329,548	6,318,006.81	146	12,988,650	6,670,643.19
401 **	Real Estate Taxes	1,211,296	609,919.50	50	4,845,184	7,070,465.65	146	14,535,565	7,465,099.35
403	Intergovernmental Taxes								
25 00	Replacement Tax	26,377	31,971.10	121	105,508	57,751.55	55	316,533	258,781.45
403 **	Intergovernmental Taxes	26,377	31,971.10	121	105,508	57,751.55	55	316,533	258,781.45
400 ***	Taxes	1,237,673	641,890.60	52	4,950,692	7,128,217.20	144	14,852,098	7,723,880.80
410	Intergovernmental Revenue								
411	Intergovernmental								
65 00	Per Capita Grant & Gifts	5,088	.00		20,352	.00		61,063	61,063.00
90 00	Contribution Ord. Library	0	.00		0	4,868.90		0	4,868.90-
411 **	Intergovernmental	5,088	.00		20,352	4,868.90	24	61,063	56,194.10
410 ***	Intergovernmental Revenue	5,088	.00		20,352	4,868.90	24	61,063	56,194.10
430	Fees								
436	Library Fees								
72 00	Non Resident Fees	208	223.50	108	832	223.50	27	2,500	2,276.50
74 00	Copier/Reader Printer Fee	3,958	2,235.69	57	15,832	7,499.64	47	47,500	40,000.36
75 00	Meeting Room Fees	250	.00		1,000	.00		3,000	3,000.00
436 **	Library Fees	4,416	2,459.19	56	17,664	7,723.14	44	53,000	45,276.86
430 ***	Fees	4,416	2,459.19	56	17,664	7,723.14	44	53,000	45,276.86
440	Fines								
442	Library								
20 00	Late Charges	0	80.00		0	250.00		0	250.00-
25 00	Lost/Damaged Item Charges	1,743	934.48	54	6,972	2,661.76	38	20,922	18,260.24
442 **	Library	1,743	1,014.48	58	6,972	2,911.76	42	20,922	18,010.24
440 ***	Fines	1,743	1,014.48	58	6,972	2,911.76	42	20,922	18,010.24
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	750	107.85	14	3,000	648.62	22	9,000	8,351.38
461 **	Simple Interest	750	107.85	14	3,000	648.62	22	9,000	8,351.38

Village of Arlington Heights
REVENUE REPORT
33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2021

Village of Arlington Heights

FUND 291 Memorial Library Fund

ACCOUNT	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
460	Interest Income								
461	Simple Interest								
462	Investment Inc								
10 00	Market Value Adj IMET	0	.00		0	267.80		0	267.80-
462	** Investment Inc	0	.00		0	267.80		0	267.80-
460	*** Interest Income	750	107.85	14	3,000	916.42	31	9,000	8,083.58
470	Sales Reimbursable Rents								
472	Sales and Rents								
472	** Sales and Rents	0	.00		0	.00		0	.00
470	*** Sales Reimbursable Rents	0	.00		0	.00		0	.00
480	Other								
481	Special Events								
481	** Special Events	0	.00		0	.00		0	.00
482	Library Other								
482	** Library Other	0	.00		0	.00		0	.00
483	Donations								
70 00	Donations - Library	1,250	219.00	18	5,000	232.80	5	15,000	14,767.20
483	** Donations	1,250	219.00	18	5,000	232.80	5	15,000	14,767.20
489	Other								
90 00	Other Income	416	398.62	96	1,664	6,084.90	366	5,000	1,084.90-
94 00	FOL Reimbursements	2,083	936.97	45	8,332	32,895.99	395	25,000	7,895.99-
96 00	IL Vehicle Renewal Stickr	0	84.00		0	95.00		0	95.00-
489	** Other	2,499	1,419.59	57	9,996	39,075.89	391	30,000	9,075.89-
480	*** Other	3,749	1,638.59	44	14,996	39,308.69	262	45,000	5,691.31
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		1,253,419	647,110.71	52	5,013,676	7,183,946.11	143	15,041,083	7,857,136.89

Village of Arlington Heights
 REVENUE REPORT
 33% OF YEAR LAPSED

ACCOUNTING PERIOD 04/2021

Village of Arlington Heights

FUND 491 Capital Projects-Library		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	ESTIMATE	BALANCE	
460	Interest Income								
461	Simple Interest								
02 00	Interest on Investments	0	.00		0	378.46	0	378.46-	
461	** Simple Interest	0	.00		0	378.46	0	378.46-	
462	Investment Inc								
10 00	Market Value Adj IMET	0	.00		0	521.75	0	521.75-	
462	** Investment Inc	0	.00		0	521.75	0	521.75-	
460	*** Interest Income	0	.00		0	900.21	0	900.21-	
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		0	.00		0	900.21	0	900.21-	

REPORT SELECTIONS

Fiscal year : 2021

Fund : 291

All Departments

All Divisions

Suppress accounts with zero balances : Y

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration							ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	29184	26700.49	92	116736	106940.02	92	.00	350214	243273.98 31	
16	92	Achievement Awards	333	.00	0	1332	.00	0	.00	4000	4000.00 0	
16	**	Library Personal Services	29517	26700.49	91	118068	106940.02	91	.00	354214	247273.98 30	
18		Other Personal Services										
18	05	Overtime Civilian	83	1.52	2	332	17.83	5	.00	1000	982.17 2	
18	**	Other Personal Services	83	1.52	2	332	17.83	5	.00	1000	982.17 2	
19		Employee Benefits										
19	05	Medical Insurance	3081	3082.67	100	12324	12330.64	100	.00	36977	24646.36 33	
19	10	IMRF	3712	3348.42	90	14848	13412.48	90	.00	44544	31131.52 30	
19	11	Social Security	1835	1626.78	89	7340	6516.41	89	.00	22023	15506.59 30	
19	12	Medicare	429	380.45	89	1716	1523.98	89	.00	5151	3627.02 30	
19	53	Flexible Spending	194	152.00	78	776	617.50	80	.00	2329	1711.50 27	
19	55	Unemployment Compensation	536	.00	0	2144	.00	0	.00	6432	6432.00 0	
19	**	Employee Benefits	9787	8590.32	88	39148	34401.01	88	.00	117456	83054.99 29	
20		Prof Technical Services										
20	05	Professional Services	708	.00	0	2832	.00	0	.00	8500	8500.00 0	
20	08	Consulting Services Libr	1000	.00	0	4000	.00	0	.00	12000	12000.00 0	
20	20	Legal Services	1333	.00	0	5332	1575.00	30	.00	16000	14425.00 10	
20	40	General Insurance	14898	.00	0	59592	140349.00	236	.00	178780	38431.00 79	
20	**	Prof Technical Services	17939	.00	0	71756	141924.00	198	.00	215280	73356.00 66	
21		Property Services										
21	65	Other Services	250	.00	0	1000	.00	0	.00	3000	3000.00 0	
21	**	Property Services	250	.00	0	1000	.00	0	.00	3000	3000.00 0	
22		Other Contractual Service										
22	01	Advertising	50	83.70	167	200	83.70	42	.00	600	516.30 14	
22	02	Dues	556	340.00	61	2224	500.00	23	.00	6675	6175.00 8	
22	03	Training	7959	1719.51	22	31836	2654.51	8	.00	95508	92853.49 3	
22	05	Postage	3337	2952.50	89	13348	14652.50	110	.00	40045	25392.50 37	
22	**	Other Contractual Service	11902	5095.71	43	47608	17890.71	38	.00	142828	124937.29 13	
30		General Supplies										
30	05	Office Supplies & Equip	842	86.55	10	3368	424.96	13	.00	10105	9680.04 4	
30	**	General Supplies	842	86.55	10	3368	424.96	13	.00	10105	9680.04 4	
31		Public Works Supplies										
31	85	Small Tools and Equipment	208	.00	0	832	.00	0	.00	2500	2500.00 0	
31	**	Public Works Supplies	208	.00	0	832	.00	0	.00	2500	2500.00 0	
32		Library Supplies										
32	72	Special Events	70	90.00	129	280	90.00	32	.00	850	760.00 11	
32	**	Library Supplies	70	90.00	129	280	90.00	32	.00	850	760.00 11	

FUND 291 Memorial Library Fund			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	40	Other Charges									
	40 96	Operating Contingency	416	.00	0	1664	99.90	6	.00	5000	4900.10 2
	40 **	Other Charges	416	.00	0	1664	99.90	6	.00	5000	4900.10 2
	50	Property									
	50 15	Other Equipment	2083	.00	0	8332	1003.15	12	.00	25000	23996.85 4
	50 **	Property	2083	.00	0	8332	1003.15	12	.00	25000	23996.85 4
601	** **	Library	73097	40564.59	56	292388	302791.58	104	.00	877233	574441.42 35
60	** **	Culture/Recreation	73097	40564.59	56	292388	302791.58	104	.00	877233	574441.42 35
DIV	6001	TOTAL ***** Administration	73097	40564.59	56	292388	302791.58	104	.00	877233	574441.42 35

PROGRAM: GM267L

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6002 Executive Office/Communications & Mrkting						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Communications & Mrkting	68147	57922.81	85	272588	244170.66	90	.00	817842	573671.34	30

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6003 Executive Office/Human Resources						ANNUAL	UNENCUMB.	%	
BA ELE OBJ		ACCOUNT	*****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	14324	13106.44	92	57296	52422.22	92	.00	171895	119472.78	31
16	**	Library Personal Services	14324	13106.44	92	57296	52422.22	92	.00	171895	119472.78	31
18		Other Personal Services										
18	05	Overtime Civilian	25	72.47	290	100	94.71	95	.00	300	205.29	32
18	**	Other Personal Services	25	72.47	290	100	94.71	95	.00	300	205.29	32
19		Employee Benefits										
19	05	Medical Insurance	3879	3879.58	100	15516	15518.32	100	.00	46555	31036.68	33
19	10	IMRF	1799	1652.65	92	7196	6585.65	92	.00	21593	15007.35	31
19	11	Social Security	889	749.52	84	3556	2985.76	84	.00	10676	7690.24	28
19	12	Medicare	208	175.29	84	832	698.29	84	.00	2497	1798.71	28
19	50	Employee Asst. Program	500	3431.00	686	2000	5365.83	268	.00	6000	634.17	89
19	**	Employee Benefits	7275	9888.04	136	29100	31153.85	107	.00	87321	56167.15	36
21		Property Services										
21	65	Other Services	816	199.00	24	3264	703.00	22	.00	9800	9097.00	7
21	**	Property Services	816	199.00	24	3264	703.00	22	.00	9800	9097.00	7
22		Other Contractual Service										
22	01	Advertising	108	.00	0	432	.00	0	.00	1300	1300.00	0
22	02	Dues	275	2445.00	889	1100	2983.00	271	.00	3300	317.00	90
22	03	Training	108	.00	0	432	199.00	46	.00	1300	1101.00	15
22	55	In Service Training	833	83.02	10	3332	2380.45	71	.00	10000	7619.55	24
22	**	Other Contractual Service	1324	2528.02	191	5296	5562.45	105	.00	15900	10337.55	35
32		Library Supplies										
32	01	Program Supplies	33	.00	0	132	.00	0	.00	400	400.00	0
32	**	Library Supplies	33	.00	0	132	.00	0	.00	400	400.00	0
40		Other Charges										
40	62	Tuition Reimbursement	2083	.00	0	8332	.00	0	.00	25000	25000.00	0
40	70	Employee Recognition Prog	1612	279.63	17	6448	2909.66	45	.00	19350	16440.34	15
40	**	Other Charges	3695	279.63	8	14780	2909.66	20	.00	44350	41440.34	7
601	** **	Library	27492	26073.60	95	109968	92845.89	84	.00	329966	237120.11	28
60	** **	Culture/Recreation	27492	26073.60	95	109968	92845.89	84	.00	329966	237120.11	28
DIV	6003	TOTAL ***** Human Resources	27492	26073.60	95	109968	92845.89	84	.00	329966	237120.11	28

FUND 291 Memorial Library Fund			DEPT/DIV 6004 Executive Office/Paid by Gifts and Grants							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	21	Property Services										
	21 65	Other Services	166	455.97	275	664	1513.85	228	.00	2000	486.15 76	
	21 **	Property Services	166	455.97	275	664	1513.85	228	.00	2000	486.15 76	
	22	Other Contractual Service										
	22 18	Contr Programs & Exhibits	1666	.00	0	6664	3400.00	51	.00	20000	16600.00 17	
	22 **	Other Contractual Service	1666	.00	0	6664	3400.00	51	.00	20000	16600.00 17	
	31	Public Works Supplies										
	31 85	Small Tools and Equipment	166	.00	0	664	.00	0	.00	2000	2000.00 0	
	31 **	Public Works Supplies	166	.00	0	664	.00	0	.00	2000	2000.00 0	
	32	Library Supplies										
	32 01	Program Supplies	208	.00	0	832	.00	0	.00	2500	2500.00 0	
	32 02	Program Events	208	.00	0	832	.00	0	.00	2500	2500.00 0	
	32 32	Software	41	.00	0	164	.00	0	.00	500	500.00 0	
	32 72	Special Events	416	.00	0	1664	.00	0	.00	5000	5000.00 0	
	32 75	Audio Visual	41	.00	0	164	.00	0	.00	500	500.00 0	
	32 78	Electronic Resources	125	.00	0	500	.00	0	.00	1500	1500.00 0	
	32 80	Books	416	.00	0	1664	13.80	1	.00	5000	4986.20 0	
	32 **	Library Supplies	1455	.00	0	5820	13.80	0	.00	17500	17486.20 0	
	50	Property										
	50 15	Other Equipment	208	.00	0	832	4425.94	532	.00	2500	1925.94- 177	
	50 55	Other Capital Outlay	208	.00	0	832	.00	0	.00	2500	2500.00 0	
	50 **	Property	416	.00	0	1664	4425.94	266	.00	5000	574.06 89	
601 ** **		Library	3869	455.97	12	15476	9353.59	60	.00	46500	37146.41 20	
60 ** **		Culture/Recreation	3869	455.97	12	15476	9353.59	60	.00	46500	37146.41 20	
DIV 6004		TOTAL *****										
		Paid by Gifts and Grants	3869	455.97	12	15476	9353.59	60	.00	46500	37146.41 20	

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	19101	17752.58	93	76404	70987.31	93	.00	229214	158226.69	31
16	**	Library Personal Services	19101	17752.58	93	76404	70987.31	93	.00	229214	158226.69	31
18		Other Personal Services										
18	05	Overtime Civilian	8	.00	0	32	19.30	60	.00	100	80.70	19
18	**	Other Personal Services	8	.00	0	32	19.30	60	.00	100	80.70	19
19		Employee Benefits										
19	05	Medical Insurance	5472	5472.00	100	21888	21888.00	100	.00	65664	43776.00	33
19	10	IMRF	2396	2226.16	93	9584	8910.47	93	.00	28756	19845.53	31
19	11	Social Security	1184	1057.81	89	4736	4234.11	89	.00	14217	9982.89	30
19	12	Medicare	277	247.38	89	1108	990.20	89	.00	3325	2334.80	30
19	**	Employee Benefits	9329	9003.35	97	37316	36022.78	97	.00	111962	75939.22	32
20		Prof Technical Services										
20	05	Professional Services	656	.00	0	2624	5000.00	191	.00	7875	2875.00	64
20	**	Prof Technical Services	656	.00	0	2624	5000.00	191	.00	7875	2875.00	64
21		Property Services										
21	36	Equipment Rental	110	.00	0	440	381.69	87	.00	1326	944.31	29
21	65	Other Services	515	344.28	67	2060	1315.28	64	.00	6189	4873.72	21
21	**	Property Services	625	344.28	55	2500	1696.97	68	.00	7515	5818.03	23
22		Other Contractual Service										
22	02	Dues	68	.00	0	272	475.00	175	.00	825	350.00	58
22	03	Training	100	.00	0	400	.00	0	.00	1200	1200.00	0
22	25	IT/GIS Service Charge	10772	10772.25	100	43088	43089.00	100	.00	129267	86178.00	33
22	**	Other Contractual Service	10940	10772.25	99	43760	43564.00	100	.00	131292	87728.00	33
601	**	** Library	40659	37872.46	93	162636	157290.36	97	.00	487958	330667.64	32
60	**	** Culture/Recreation	40659	37872.46	93	162636	157290.36	97	.00	487958	330667.64	32
DIV	6008	TOTAL ***** Finance	40659	37872.46	93	162636	157290.36	97	.00	487958	330667.64	32

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	52706	47457.68	90	210824	189612.30	90	.00	632483	442870.70	30
16	**	Library Personal Services	52706	47457.68	90	210824	189612.30	90	.00	632483	442870.70	30
18		Other Personal Services										
18	05	Overtime Civilian	20	1.74	9	80	47.74	60	.00	250	202.26	19
18	**	Other Personal Services	20	1.74	9	80	47.74	60	.00	250	202.26	19
19		Employee Benefits										
19	05	Medical Insurance	12237	12237.00	100	48948	48948.00	100	.00	146844	97896.00	33
19	10	IMRF	6612	5783.85	88	26448	23137.07	88	.00	79345	56207.93	29
19	11	Social Security	3269	2817.70	86	13076	11253.56	86	.00	39229	27975.44	29
19	12	Medicare	764	658.97	86	3056	2631.88	86	.00	9175	6543.12	29
19	**	Employee Benefits	22882	21497.52	94	91528	85970.51	94	.00	274593	188622.49	31
20		Prof Technical Services										
20	05	Professional Services	585	114.10	20	2340	675.21	29	.00	7022	6346.79	10
20	08	Consulting Services Libr	378	.00	0	1512	.00	0	.00	4545	4545.00	0
20	**	Prof Technical Services	963	114.10	12	3852	675.21	18	.00	11567	10891.79	6
21		Property Services										
21	02	Equipment Maintenance	14114	29410.04	208	56456	142136.47	252	.00	169375	27238.53	84
21	**	Property Services	14114	29410.04	208	56456	142136.47	252	.00	169375	27238.53	84
22		Other Contractual Service										
22	03	Training	537	.00	0	2148	.00	0	.00	6450	6450.00	0
22	42	Internet Access	3487	3514.99	101	13948	13852.34	99	.00	41846	27993.66	33
22	**	Other Contractual Service	4024	3514.99	87	16096	13852.34	86	.00	48296	34443.66	29
30		General Supplies										
30	05	Office Supplies & Equip	31	.00	0	124	36.25	29	.00	375	338.75	10
30	30	Data System Supplies	2100	1419.07	68	8400	8634.25	103	.00	25204	16569.75	34
30	32	Software Library	13341	2971.08	22	53364	87120.99	163	.00	160102	72981.01	54
30	33	Documentation Library	8	.00	0	32	.00	0	.00	100	100.00	0
30	**	General Supplies	15480	4390.15	28	61920	95791.49	155	.00	185781	89989.51	52
31		Public Works Supplies										
31	85	Small Tools and Equipment	1102	607.05	55	4408	2066.89	47	.00	13226	11159.11	16
31	**	Public Works Supplies	1102	607.05	55	4408	2066.89	47	.00	13226	11159.11	16
32		Library Supplies										
32	05	Processing Supplies	25	.00	0	100	.00	0	.00	300	300.00	0
32	32	Software	907	.00	0	3628	.00	0	.00	10887	10887.00	0
32	**	Library Supplies	932	.00	0	3728	.00	0	.00	11187	11187.00	0

FUND 291 Memorial Library Fund			DEPT/DIV 6010 Executive Office/Information Technology							ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
	50	Property										
	50 12	Computer Equipment	2899	7876.26	272	11596	11213.25	97	.00	34790	23576.75 32	
	50 **	Property	2899	7876.26	272	11596	11213.25	97	.00	34790	23576.75 32	
601 ** **		Library	115122	114869.53	100	460488	541366.20	118	.00	1381548	840181.80 39	
60 ** **		Culture/Recreation	115122	114869.53	100	460488	541366.20	118	.00	1381548	840181.80 39	
DIV 6010		TOTAL *****										
		Information Technology	115122	114869.53	100	460488	541366.20	118	.00	1381548	840181.80 39	

FUND 291 Memorial Library Fund			DEPT/DIV 6015 Executive Office/Security									
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			ANNUAL	UNENCUMB.	%	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	16	Library Personal Services										
	16 85	Salaries	21673	18967.70	88	86692	76264.98	88	.00	260077	183812.02	29
	16 **	Library Personal Services	21673	18967.70	88	86692	76264.98	88	.00	260077	183812.02	29
	18	Other Personal Services										
	18 05	Overtime Civilian	166	16.87	10	664	22.78	3	.00	2000	1977.22	1
	18 **	Other Personal Services	166	16.87	10	664	22.78	3	.00	2000	1977.22	1
	19	Employee Benefits										
	19 05	Medical Insurance	6679	6679.33	100	26716	26717.32	100	.00	80152	53434.68	33
	19 10	IMRF	2412	2218.78	92	9648	8949.27	93	.00	28946	19996.73	31
	19 11	Social Security	1354	1098.90	81	5416	4420.32	82	.00	16249	11828.68	27
	19 12	Medicare	316	257.01	81	1264	1033.86	82	.00	3800	2766.14	27
	19 **	Employee Benefits	10761	10254.02	95	43044	41120.77	96	.00	129147	88026.23	32
	22	Other Contractual Service										
	22 03	Training	41	46.01	112	164	138.03	84	.00	500	361.97	28
	22 **	Other Contractual Service	41	46.01	112	164	138.03	84	.00	500	361.97	28
	30	General Supplies										
	30 05	Office Supplies & Equip	36	.00	0	144	.00	0	.00	435	435.00	0
	30 **	General Supplies	36	.00	0	144	.00	0	.00	435	435.00	0
601	** **	Library	32677	29284.60	90	130708	117546.56	90	.00	392159	274612.44	30
60	** **	Culture/Recreation	32677	29284.60	90	130708	117546.56	90	.00	392159	274612.44	30
DIV	6015	TOTAL ***** Security	32677	29284.60	90	130708	117546.56	90	.00	392159	274612.44	30

PREPARED 05/14/2021, 11:03:23
 PROGRAM: GM267L
 Village of Arlington Heights

DETAIL BUDGET REPORT
 33% OF YEAR LAPSED

FUND 291 Memorial Library Fund			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
		Executive Office	442588	375991.84	85	1770352	1756979.76	99	.00	5311580	3554600.24	33

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6410 User Services/Info 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	92819	75391.62	81	371276	292884.91	79	.00	1113836	820951.09	26
	16 **	Library Personal Services	92819	75391.62	81	371276	292884.91	79	.00	1113836	820951.09	26
	18	Other Personal Services										
	18 05	Overtime Civilian	83	30.70	37	332	189.97	57	.00	1000	810.03	19
	18 **	Other Personal Services	83	30.70	37	332	189.97	57	.00	1000	810.03	19
	19	Employee Benefits										
	19 05	Medical Insurance	12751	12751.83	100	51004	51007.32	100	.00	153021	102013.68	33
	19 10	IMRF	9663	8434.81	87	38652	32678.75	85	.00	115962	83283.25	28
	19 11	Social Security	5658	4524.01	80	22632	17552.71	78	.00	67899	50346.29	26
	19 12	Medicare	1323	1058.04	80	5292	4105.02	78	.00	15879	11773.98	26
	19 **	Employee Benefits	29395	26768.69	91	117580	105343.80	90	.00	352761	247417.20	30
	22	Other Contractual Service										
	22 02	Dues	241	.00	0	964	100.00	10	.00	2900	2800.00	3
	22 03	Training	275	200.00	73	1100	234.74	21	.00	3300	3065.26	7
	22 18	Contr Programs & Exhibits	480	240.00	50	1920	510.00	27	.00	5760	5250.00	9
	22 **	Other Contractual Service	996	440.00	44	3984	844.74	21	.00	11960	11115.26	7
	30	General Supplies										
	30 05	Office Supplies & Equip	157	.00	0	628	108.72	17	.00	1888	1779.28	6
	30 **	General Supplies	157	.00	0	628	108.72	17	.00	1888	1779.28	6
	32	Library Supplies										
	32 01	Program Supplies	229	.00	0	916	57.47	6	.00	2750	2692.53	2
	32 90	Circulation Supplies	174	.00	0	696	93.09	13	.00	2095	2001.91	4
	32 **	Library Supplies	403	.00	0	1612	150.56	9	.00	4845	4694.44	3
601	** **	Library	123853	102631.01	83	495412	399522.70	81	.00	1486290	1086767.30	27
60	** **	Culture/Recreation	123853	102631.01	83	495412	399522.70	81	.00	1486290	1086767.30	27
DIV	6410	TOTAL ***** Info Services	123853	102631.01	83	495412	399522.70	81	.00	1486290	1086767.30	27

FUND 291 Memorial Library Fund			DEPT/DIV 6420 User Services/Customer Services							ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.			
60		Culture/Recreation										
601		Library										
16		Library Personal Services										
16	85	Salaries	117509	92460.55	79	470036	365382.93	78	.00	1410112	1044729.07 26	
16	**	Library Personal Services	117509	92460.55	79	470036	365382.93	78	.00	1410112	1044729.07 26	
18		Other Personal Services										
18	05	Overtime Civilian	83	22.22	27	332	78.35	24	.00	1000	921.65 8	
18	**	Other Personal Services	83	22.22	27	332	78.35	24	.00	1000	921.65 8	
19		Employee Benefits										
19	05	Medical Insurance	11789	11789.33	100	47156	47157.32	100	.00	141472	94314.68 33	
19	10	IMRF	11760	9717.90	83	47040	38673.49	82	.00	141120	102446.51 27	
19	11	Social Security	7166	5629.99	79	28664	22249.27	78	.00	85992	63742.73 26	
19	12	Medicare	1675	1316.71	79	6700	5203.50	78	.00	20111	14907.50 26	
19	**	Employee Benefits	32390	28453.93	88	129560	113283.58	87	.00	388695	275411.42 29	
21		Property Services										
21	65	Other Services	292	.00	0	1168	733.90	63	.00	3513	2779.10 21	
21	**	Property Services	292	.00	0	1168	733.90	63	.00	3513	2779.10 21	
22		Other Contractual Service										
22	02	Dues	120	83.00	69	480	335.00	70	.00	1441	1106.00 23	
22	03	Training	231	31.06	13	924	117.10	13	.00	2773	2655.90 4	
22	**	Other Contractual Service	351	114.06	33	1404	452.10	32	.00	4214	3761.90 11	
30		General Supplies										
30	05	Office Supplies & Equip	169	.00	0	676	156.03	23	.00	2033	1876.97 8	
30	**	General Supplies	169	.00	0	676	156.03	23	.00	2033	1876.97 8	
32		Library Supplies										
32	01	Program Supplies	83	.00	0	332	.00	0	.00	1000	1000.00 0	
32	90	Circulation Supplies	714	93.38	13	2856	2572.40	90	.00	8574	6001.60 30	
32	**	Library Supplies	797	93.38	12	3188	2572.40	81	.00	9574	7001.60 27	
601	** **	Library	151591	121144.14	80	606364	482659.29	80	.00	1819141	1336481.71 27	
60	** **	Culture/Recreation	151591	121144.14	80	606364	482659.29	80	.00	1819141	1336481.71 27	
DIV	6420	TOTAL ***** Customer Services	151591	121144.14	80	606364	482659.29	80	.00	1819141	1336481.71 27	

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6430 User Services/Accessible Services						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	18706	15439.02	83	74824	66741.33	89	.00	224475	157733.67 30
16	**	Library Personal Services	18706	15439.02	83	74824	66741.33	89	.00	224475	157733.67 30
19		Employee Benefits									
19	05	Medical Insurance	948	948.84	100	3792	3795.36	100	.00	11386	7590.64 33
19	10	IMRF	2171	1892.74	87	8684	7950.93	92	.00	26060	18109.07 31
19	11	Social Security	1140	918.31	81	4560	3949.54	87	.00	13691	9741.46 29
19	12	Medicare	266	214.76	81	1064	923.68	87	.00	3202	2278.32 29
19	**	Employee Benefits	4525	3974.65	88	18100	16619.51	92	.00	54339	37719.49 31
22		Other Contractual Service									
22	02	Dues	43	.00	0	172	35.00	20	.00	518	483.00 7
22	03	Training	77	50.00	65	308	50.00	16	.00	930	880.00 5
22	18	Contr Programs & Exhibits	799	740.00	93	3196	2610.00	82	.00	9590	6980.00 27
22	**	Other Contractual Service	919	790.00	86	3676	2695.00	73	.00	11038	8343.00 24
30		General Supplies									
30	05	Office Supplies & Equip	41	70.56	172	164	70.56	43	.00	500	429.44 14
30	**	General Supplies	41	70.56	172	164	70.56	43	.00	500	429.44 14
32		Library Supplies									
32	01	Program Supplies	151	.00	0	604	631.63	105	.00	1820	1188.37 35
32	02	Program Events	50	.00	0	200	.00	0	.00	600	600.00 0
32	90	Circulation Supplies	87	.00	0	348	531.79	153	.00	1050	518.21 51
32	**	Library Supplies	288	.00	0	1152	1163.42	101	.00	3470	2306.58 34
601	** **	Library	24479	20274.23	83	97916	87289.82	89	.00	293822	206532.18 30
60	** **	Culture/Recreation	24479	20274.23	83	97916	87289.82	89	.00	293822	206532.18 30
DIV	6430	TOTAL ***** Accessible Services	24479	20274.23	83	97916	87289.82	89	.00	293822	206532.18 30

PROGRAM: GM267L
Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6440 User Services/Programs and Exhibits						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	16	Library Personal Services									
	16 85	Salaries	20178	10044.00	50	80712	51147.75	63	.00	242139	190991.25 21
	16 **	Library Personal Services	20178	10044.00	50	80712	51147.75	63	.00	242139	190991.25 21
	18	Other Personal Services									
	18 05	Overtime Civilian	16	.00	0	64	89.02	139	.00	200	110.98 45
	18 **	Other Personal Services	16	.00	0	64	89.02	139	.00	200	110.98 45
	19	Employee Benefits									
	19 05	Medical Insurance	5367	5367.50	100	21468	21470.00	100	.00	64410	42940.00 33
	19 10	IMRF	2416	1259.52	52	9664	6425.08	67	.00	28994	22568.92 22
	19 11	Social Security	1228	583.12	48	4912	2981.32	61	.00	14746	11764.68 20
	19 12	Medicare	287	136.38	48	1148	697.27	61	.00	3449	2751.73 20
	19 **	Employee Benefits	9298	7346.52	79	37192	31573.67	85	.00	111599	80025.33 28
	22	Other Contractual Service									
	22 02	Dues	95	.00	0	380	119.00	31	.00	1145	1026.00 10
	22 03	Training	117	240.00	205	468	240.00	51	.00	1414	1174.00 17
	22 18	Contr Programs & Exhibits	8583	2669.00	31	34332	14946.29	44	.00	103007	88060.71 15
	22 **	Other Contractual Service	8795	2909.00	33	35180	15305.29	44	.00	105566	90260.71 15
	32	Library Supplies									
	32 02	Program Events	671	64.80	10	2684	672.52	25	.00	8058	7385.48 8
	32 **	Library Supplies	671	64.80	10	2684	672.52	25	.00	8058	7385.48 8
601	** **	Library	38958	20364.32	52	155832	98788.25	63	.00	467562	368773.75 21
60	** **	Culture/Recreation	38958	20364.32	52	155832	98788.25	63	.00	467562	368773.75 21
DIV	6440	TOTAL ***** Programs and Exhibits	38958	20364.32	52	155832	98788.25	63	.00	467562	368773.75 21

FUND 291 Memorial Library Fund			DEPT/DIV 6450 User Services/Digital Services						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	44026	37404.97	85	176104	152181.78	86	.00	528322	376140.22 29
16	**	Library Personal Services	44026	37404.97	85	176104	152181.78	86	.00	528322	376140.22 29
19		Employee Benefits									
19	05	Medical Insurance	4182	4182.59	100	16728	16730.36	100	.00	50191	33460.64 33
19	10	IMRF	4936	4407.19	89	19744	17803.57	90	.00	59234	41430.43 30
19	11	Social Security	2687	2279.80	85	10748	9057.98	84	.00	32251	23193.02 28
19	12	Medicare	628	533.20	85	2512	2118.47	84	.00	7543	5424.53 28
19	**	Employee Benefits	12433	11402.78	92	49732	45710.38	92	.00	149219	103508.62 31
22		Other Contractual Service									
22	02	Dues	187	.00	0	748	801.00	107	.00	2246	1445.00 36
22	03	Training	41	.00	0	164	.00	0	.00	500	500.00 0
22	42	Internet Access	320	.00	0	1280	3840.00	300	.00	3840	.00 100
22	66	Outside Reference Service	247	.00	0	988	2974.00	301	.00	2973	1.00- 100
22	**	Other Contractual Service	795	.00	0	3180	7615.00	240	.00	9559	1944.00 80
30		General Supplies									
30	05	Office Supplies & Equip	58	22.97	40	232	175.72	76	.00	700	524.28 25
30	07	Supplies Reimb by Patrons	50	.00	0	200	.00	0	.00	600	600.00 0
30	**	General Supplies	108	22.97	21	432	175.72	41	.00	1300	1124.28 14
31		Public Works Supplies									
31	85	Small Tools and Equipment	416	.00	0	1664	373.79	23	.00	5000	4626.21 8
31	**	Public Works Supplies	416	.00	0	1664	373.79	23	.00	5000	4626.21 8
32		Library Supplies									
32	01	Program Supplies	58	.00	0	232	.00	0	.00	700	700.00 0
32	78	Electronic Resources	31238	22890.39	73	124952	281828.56	226	.00	374867	93038.44 75
32	90	Circulation Supplies	131	25.96	20	524	89.49	17	.00	1575	1485.51 6
32	**	Library Supplies	31427	22916.35	73	125708	281918.05	224	.00	377142	95223.95 75
601	** **	Library	89205	71747.07	80	356820	487974.72	137	.00	1070542	582567.28 46
60	** **	Culture/Recreation	89205	71747.07	80	356820	487974.72	137	.00	1070542	582567.28 46
DIV	6450	TOTAL ***** Digital Services	89205	71747.07	80	356820	487974.72	137	.00	1070542	582567.28 46

FUND 291 Memorial Library Fund			DEPT/DIV 6470 User Services/Collection Services							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										
		Collection Services	239066	203291.67	85	956264	755853.90	79	.00	2868869	2113015.10	26

Village of Arlington Heights

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%
BA ELE OBJ ACCOUNT			*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
16		Library Personal Services									
16	85	Salaries	27102	6706.85	25	108408	25936.02	24	.00	325231	299294.98 8
16	**	Library Personal Services	27102	6706.85	25	108408	25936.02	24	.00	325231	299294.98 8
18		Other Personal Services									
18	05	Overtime Civilian	16	.00	0	64	.00	0	.00	200	200.00 0
18	**	Other Personal Services	16	.00	0	64	.00	0	.00	200	200.00 0
19		Employee Benefits									
19	05	Medical Insurance	4431	4431.83	100	17724	17727.32	100	.00	53182	35454.68 33
19	10	IMRF	3340	841.03	25	13360	3252.34	24	.00	40086	36833.66 8
19	11	Social Security	1651	411.31	25	6604	1589.98	24	.00	19819	18229.02 8
19	12	Medicare	386	96.20	25	1544	371.87	24	.00	4635	4263.13 8
19	**	Employee Benefits	9808	5780.37	59	39232	22941.51	59	.00	117722	94780.49 20
20		Prof Technical Services									
20	05	Professional Services	833	.00	0	3332	.00	0	.00	10000	10000.00 0
20	20	Legal Services	416	.00	0	1664	.00	0	.00	5000	5000.00 0
20	40	General Insurance	18	.00	0	72	1288.00	1789	.00	216	1072.00- 596
20	**	Prof Technical Services	1267	.00	0	5068	1288.00	25	.00	15216	13928.00 9
21		Property Services									
21	02	Equipment Maintenance	581	851.45	147	2324	1836.45	79	.00	6980	5143.55 26
21	11	Building Maintenance	2238	345.25	15	8952	794.85	9	.00	26866	26071.15 3
21	36	Equipment Rental	83	.00	0	332	.00	0	.00	1000	1000.00 0
21	60	Water and Sewer Service	100	.00	0	400	65.48	16	.00	1200	1134.52 6
21	65	Other Services	8	.00	0	32	.00	0	.00	100	100.00 0
21	**	Property Services	3010	1196.70	40	12040	2696.78	22	.00	36146	33449.22 8
22		Other Contractual Service									
22	02	Dues	131	.00	0	524	.00	0	.00	1575	1575.00 0
22	03	Training	83	.00	0	332	.00	0	.00	1000	1000.00 0
22	18	Contr Programs & Exhibits	650	.00	0	2600	.00	0	.00	7800	7800.00 0
22	42	Internet Access	125	.00	0	500	.00	0	.00	1500	1500.00 0
22	**	Other Contractual Service	989	.00	0	3956	.00	0	.00	11875	11875.00 0
30		General Supplies									
30	05	Office Supplies & Equip	166	24.97	15	664	81.42	12	.00	2000	1918.58 4
30	07	Supplies Reimb by Patrons	625	.00	0	2500	1087.42	44	.00	7500	6412.58 15
30	51	Heating Fuel	3345	350.74	11	13380	2238.02	17	.00	40140	37901.98 6
30	**	General Supplies	4136	375.71	9	16544	3406.86	21	.00	49640	46233.14 7
31		Public Works Supplies									
31	45	Janitorial Supplies	616	.00	0	2464	.00	0	.00	7400	7400.00 0
31	85	Small Tools and Equipment	416	19.90	5	1664	19.90	1	.00	5000	4980.10 0
31	**	Public Works Supplies	1032	19.90	2	4128	19.90	1	.00	12400	12380.10 0

FUND 291 Memorial Library Fund			DEPT/DIV 6480 User Services/Belmont Makerspace						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	32	Library Supplies									
	32 01	Program Supplies	750	.00	0	3000	.00	0	.00	9000	9000.00 0
	32 **	Library Supplies	750	.00	0	3000	.00	0	.00	9000	9000.00 0
	50	Property									
	50 15	Other Equipment	833	.00	0	3332	.00	0	.00	10000	10000.00 0
	50 **	Property	833	.00	0	3332	.00	0	.00	10000	10000.00 0
601	** **	Library	48943	14079.53	29	195772	56289.07	29	.00	587430	531140.93 10
60	** **	Culture/Recreation	48943	14079.53	29	195772	56289.07	29	.00	587430	531140.93 10
DIV	6480	TOTAL ***** Belmont Makerspace	48943	14079.53	29	195772	56289.07	29	.00	587430	531140.93 10
DEPT	64	TOTAL ***** User Services	829239	646802.20	78	3316956	2740589.13	83	.00	9951447	7210857.87 28
FUND	291	TOTAL ***** Memorial Library Fund	1271827	1022794.04	80	5087308	4497568.89	88	.00	15263027	10765458.11 30
GRAND		TOTAL *****	1271827	1022794.04	80	5087308	4497568.89	88	.00	15263027	10765458.11 30

REPORT SELECTIONS

Fiscal year : 2021

Fund : 491

All Departments

All Divisions

Suppress accounts with zero balances : Y

PROGRAM: GM267L
Village of Arlington Heights

FUND 491 Capital Projects-Library			DEPT/DIV 6001 Executive Office/Administration						ANNUAL	UNENCUMB.	%	
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT	
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.	BUDGET	BALANCE	BDGT
60		Culture/Recreation										
601		Library										
	50	Property										
	50	55 Other Capital Outlay	2083	.00	0	8332	.00	0	.00	25000	25000.00	0
	50	** Property	2083	.00	0	8332	.00	0	.00	25000	25000.00	0
601	**	** Library	2083	.00	0	8332	.00	0	.00	25000	25000.00	0
60	**	** Culture/Recreation	2083	.00	0	8332	.00	0	.00	25000	25000.00	0
DIV	6001	TOTAL ***** Administration	2083	.00	0	8332	.00	0	.00	25000	25000.00	0

FUND 491 Capital Projects-Library			DEPT/DIV 6020 Executive Office/Facilities						ANNUAL	UNENCUMB.	%
BA	ELE	OBJ	*****CURRENT*****			*****YEAR-TO-DATE*****			BUDGET	BALANCE	BDGT
SUB	SUB	DESCRIPTION	BUDGET	ACTUAL	%EXP	BUDGET	ACTUAL	%EXP	ENCUMBR.		
60		Culture/Recreation									
601		Library									
	50	Property									
	50 15	Other Equipment	83333	.00	0	333332	.00	0	.00	1000000	1000000.00 0
	50 **	Property	83333	.00	0	333332	.00	0	.00	1000000	1000000.00 0
601 ** **		Library	83333	.00	0	333332	.00	0	.00	1000000	1000000.00 0
60 ** **		Culture/Recreation	83333	.00	0	333332	.00	0	.00	1000000	1000000.00 0
DIV 6020		TOTAL *****									
		Facilities	83333	.00	0	333332	.00	0	.00	1000000	1000000.00 0
DEPT 60		TOTAL *****									
		Executive Office	85416	.00	0	341664	.00	0	.00	1025000	1025000.00 0

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	55 Other Capital Outlay	94658	92300.83	98	283974	427781.20	151	.00	1041236	613454.80	41
	50	** Property	94658	92300.83	98	283974	427781.20	151	.00	1041236	613454.80	41
601	**	** Library	94658	92300.83	98	283974	427781.20	151	.00	1041236	613454.80	41
60	**	** Culture/Recreation	94658	92300.83	98	283974	427781.20	151	.00	1041236	613454.80	41
DIV	6480	TOTAL ***** Belmont Makerspace	94658	92300.83	98	283974	427781.20	151	.00	1041236	613454.80	41
DEPT	64	TOTAL ***** User Services	94658	92300.83	98	283974	427781.20	151	.00	1041236	613454.80	41
FUND	491	TOTAL ***** Capital Projects-Library	180074	92300.83	51	625638	427781.20	68	.00	2066236	1638454.80	21
GRAND		TOTAL *****	180074	92300.83	51	625638	427781.20	68	.00	2066236	1638454.80	21

May 18, 2021

(Action Item 4)

**ACCOUNTS PAYABLE
CHECK REGISTER
ARLINGTON HEIGHTS MEMORIAL LIBRARY
April 30, 2021**

Fund Number	Fund Name	Fund Total
291	General Fund - Library	\$262,931.74
491	Capital Projects Fund - Library	\$92,300.83
Total Disbursements		<u>\$355,232.57</u>
Payrolls Paid		
4/9/2021		\$274,867.42
4/23/2021		\$274,745.73
		<u>\$549,613.15</u>
Journal Entry Expenditures by Village On Behalf Of the Library		
4/30/2021	Group Insurance	\$115,533.33
4/30/2021	IMRF	\$64,709.04
4/30/2021	Social Security	\$32,847.66
4/30/2021	Medicare	\$7,682.12
		<u>\$220,772.15</u>
Total Disbursed		<u><u>\$1,125,617.87</u></u>

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81697	ARLINGTON HTS MEMORIAL LIBRARY	291-0000-489.90-00	CASHBACK REBATE	57.73-	57.73-
81735	GROUP ADMINISTRATORS	291-0000-210.97-00	FSA MED APRIL	2,950.19	
		291-0000-210.99-00	FSA DEP APRIL	1,076.92	4,027.11
81744	INNOVATIVE INTERFACES INC	291-0000-140.05-00	PREPAID INNOVATIVE SIERRA	8,500.00	8,500.00
81770	NORTHWEST MUNICIPAL CONFERENCE	291-0000-140.05-00	PREPAID NMC EAP RENEWAL	1,715.50	1,715.50
81775	PROQUEST LLC	291-0000-140.05-00	PREPAID PROQUEST ELECTR R	2,859.04	
		291-0000-140.05-00	PREPAID PROQUEST GLOBAL N	4,470.61	7,329.65
***** DIVISION TOTAL ****					21,514.53
***** DEPARTMENT TOTAL **					21,514.53

DEPARTMENT: 60
 81684 ALA

Executive Office

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
DIVISION: 01					
		291-6001-601.22-03	ALA CONF - PARDUE B	75.00	
		291-6001-601.22-03	ALA CONF - MIDDENDORF J	75.00	
		291-6001-601.22-03	ALA CONF - DRISKELL M	179.00	
		291-6001-601.22-03	ALA CONF - SZYMANEK M	179.00	
		291-6001-601.22-03	ALA CONF - CAPUTO C	179.00	
		291-6001-601.22-03	ALA CONF - KOCH E	179.00	
		291-6001-601.22-03	ALA CONF - SON A	179.00	
		291-6001-601.22-03	ALA CONF - GARCIA A	249.00	1,294.00
81688	AMAZON.COM CREDIT	291-6001-601.30-05	FIRST AID	6.88	
		291-6001-601.30-05	OFFICE SUPPLIES	7.47	
		291-6001-601.22-03	TRUSTEE TRAINING	124.00	
		291-6001-601.22-03	TRUSTEE TRAINING	39.98	178.33
81695	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	ELECTION DAY REFRESHMENTS	37.53	
		291-6001-601.32-72	TRUSTEE RETIREMENT	40.00	
		291-6001-601.22-03	BOARD MEETING WATER	4.00	81.53
81697	ARLINGTON HTS MEMORIAL LIBRARY	291-6001-601.22-03	ILA ELEVATE REG - A SON	50.00	50.00
81726	FEDEX	291-6001-601.22-05	POSTAGE	52.50	52.50
81727	FINER LINE	291-6001-601.30-05	BADGES NEW HIRE & REPLACE	17.03	17.03
81729	FLOWER STUDIO INC	291-6001-601.32-72	PLANT GIFT FOR BOARD MEMB	50.00	50.00
81735	GROUP ADMINISTRATORS	291-6001-601.19-53	FSA FEES APRIL	152.00	152.00
81738	ILA MEMBERSHIP	291-6001-601.22-02	ILA DUES - ZYCK G	75.00	
		291-6001-601.22-02	ILA DUES - RUHL A	75.00	
		291-6001-601.22-02	ILA DUES - SUPPLITT J	75.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6001-601.22-02	ILA DUES - SMART D	75.00	300.00
81740	ILLINOIS LIBRARY ASSOCIATION	291-6001-601.22-03	SERVING OUR PUBLIC 4.0	120.00	120.00
81771	PADDOCK PUBLICATIONS INC	291-6001-601.22-01	ACC#134698 AD 4/7 DAILY H	83.70	83.70
81774	POSTMASTER	291-6001-601.22-05	PERMIT#591 POSTAGE F/NEWS	2,900.00	2,900.00
81776	QUILL LLC	291-6001-601.30-05	NAME PLATE FOR TRUSTEES	34.48	34.48
81785	STAPLES	291-6001-601.30-05	OFFICE SUPPLIES	20.69	20.69
81794	WILIUG-C/O KELLY KOBIELA	291-6001-601.22-03	WILIUG CONF - BOBIS L	10.00	
		291-6001-601.22-03	WILIUG CONF - HAMANN C	10.00	
		291-6001-601.22-03	WILIUG CONF - SZYMANEK M	10.00	
		291-6001-601.22-03	WILIUG CONF - ROSSIN C	10.00	
		291-6001-601.22-03	WILIUG CONF- MEYER S	10.00	50.00
81795	WILIUG-C/O RACHEL ROHLF	291-6001-601.22-02	WILIUG DUES - AHML	40.00	40.00
***** DIVISION TOTAL ****					5,424.26

Communications and Marketing

DEPARTMENT: 60 Executive Office
 81688 AMAZON.COM CREDIT

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL		
291-6002-601.30-05	TEEN FILM FEST TEASER	.87			
291-6002-601.30-05	TEEN FILM FEST TEASER	.87			
291-6002-601.30-05	TEEN FILM FEST TEASER	27.94			
291-6002-601.30-05	SIGN HOLDERS	145.53			
291-6002-601.30-05	GLOVES	107.96	283.17		
81697	ARLINGTON HTS MEMORIAL LIBRARY	291-6002-601.22-10	BUSINESS CARDS	81.60	
		291-6002-601.30-05	FONTS	121.25	
		291-6002-601.30-05	LAMINATION FILM	653.19	
		291-6002-601.31-85	BULBS-LIGHTING EQUIPMENT	156.15	1,012.19
81710	BUY101.COM	291-6002-601.30-05	LAMINATION FILM	686.97	686.97
81713	CARDINAL COLORGROUP	291-6002-601.22-10	MAY NEWSLETTER AHML	9,854.00	9,854.00
81803	4ALL PROMOTIONS	291-6002-601.32-72	PROMO SMALL VACCINATION C	1,147.39	1,147.39

***** DIVISION TOTAL ****

Human Resources

DEPARTMENT: 60 Executive Office
 81683 ACCURATE EMPLOYMENT SCREENING LLC
 81688 AMAZON.COM CREDIT

ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
291-6003-601.21-65	EMPLOYMENT &VOL SCREENING	199.00	199.00
291-6003-601.40-70	DSSC PET TRIVIA PRIZE	43.66	
291-6003-601.40-70	DSSC VOL GIFT WRAPPINGS	27.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
		291-6003-601.40-70	DSSC VOL GIFT WRAPPINGS	29.96-	41.66
81695	ARLINGTON HTS MEMORIAL LIBRARY	291-6003-601.22-55	BALLOONS/RYAN POPP AWARD	27.02	
		291-6003-601.40-70	THANK YOU LUNCH-C KRUEGER	27.97	54.99
81715	CERTIF-A-GIFT COMPANY	291-6003-601.22-55	STAFF GIFT REDEMPTION	56.00	
		291-6003-601.40-70	VOL GIFT REDEMPTION	60.00	116.00
81736	HR SOURCE	291-6003-601.22-02	7/2021-6/2022 DUES	2,445.00	2,445.00
81770	NORTHWEST MUNICIPAL CONFERENCE	291-6003-601.19-50	EAP RENEWAL 5/2021-4/2022	3,431.00	3,431.00

***** DIVISION TOTAL **** 6,287.65

Gifts and Grants

DEPARTMENT:		EXECUTIVE OFFICE	DIVISION:			
81689	AMBIUS (19)		04	291-6004-601.21-65	REG SERV MAY	236.97
81697	ARLINGTON HTS MEMORIAL LIBRARY			291-6004-601.21-65	PROLITERACY MEMBERSHIP	219.00

***** DIVISION TOTAL **** 455.97

Information Technology

DEPARTMENT:		EXECUTIVE OFFICE	DIVISION:			
81688	AMAZON.COM CREDIT		10	291-6010-601.31-85	WIRE STRIPPERS	43.34
				291-6010-601.31-85	ZIP TIES	37.76
				291-6010-601.31-85	CABLING STRING	18.90
81697	ARLINGTON HTS MEMORIAL LIBRARY			291-6010-601.22-42	EMERGENCY TEXTING SERVICE	74.99
				291-6010-601.22-42	EMERGENCY TEXTING SERVICE	5.99
				291-6010-601.22-42	EMERGENCY TEXTING SERVICE	14.00
				291-6010-601.30-32	ZOOM SUBSCRIPTION	280.00
				291-6010-601.20-05	SSL CERTIFICATE - G ROJEK	60.00
				291-6010-601.22-42	PUBLIC INTERNET ACCESS	341.36
				291-6010-601.30-32	RIDDLE.COM SUBSCRIPTION	49.00
				291-6010-601.30-32	YOUTUBE PREMIUM SUBSCRIPT	11.99
				291-6010-601.30-32	VOLUNTEER SOFTWARE SUBSCR	165.00
				291-6010-601.30-32	OFFICE365 PHONE LICENSE	1.50
				291-6010-601.30-32	KINDLE UNLIMITED SUBSCRIPT	9.99
				291-6010-601.30-32	TRELLO SUBSCRIPTION	35.00
				291-6010-601.30-32	AMAZON FREETIME SUBSCRIPT	4.99
				291-6010-601.30-32	OFFICE 365 LICENSING	613.49
				291-6010-601.30-32	CLOUD DATA STORAGE	236.14
				291-6010-601.30-32	GOOGLE GSUITE SUBSCRIPT	54.00
				291-6010-601.20-05	PAYFLOW PRO SUBSCRIPTION	54.10
				291-6010-601.30-32	SPOTIFY PREMIUM SUBSCRIPT	14.99
				291-6010-601.30-32	AMAZON MUSIC SUBSCRIPTION	9.99
				291-6010-601.30-30	ETHERNET CABLE SUPPLIES	125.57
				291-6010-601.31-85	ETHERNET CABLE SUPPLIES	17.00

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6010-601.31-85	CABLING TOOLS	119.67	
		291-6010-601.31-85	TOOLS	82.20	
		291-6010-601.31-85	CHARGING CABLES FOR IPADS	105.23	2,486.19
81700	AT&T MOBILITY	291-6010-601.22-42	INTERNET ACCESS 11/28-12/	139.14	
		291-6010-601.22-42	INTERNET ACCESS 3/28-4/27	139.59	278.73
81701	B & H PHOTO VIDEO	291-6010-601.30-30	EPSON INK FOR GRAPHICS	1,235.00	1,235.00
81714	CDW GOVERNMENT INC	291-6010-601.50-12	APPLE IMAC MODELING STATI	3,878.26	3,878.26
81741	IMAGE SYSTEMS & BUSINESS SOLUTIONS	291-6010-601.21-02	EQUIPMENT MAINTENANCE	392.53	
		291-6010-601.50-12	COPIER F/STAFF&PUBLIC	3,998.00	4,390.53
81742	IMPACT NETWORKING LLC	291-6010-601.21-02	EQUIPMENT MAINTENANCE	478.83	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	418.10	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	1,585.66	
		291-6010-601.30-30	COPIER SUPPLIES	19.50	
		291-6010-601.30-30	COPIER TONER SUPPLIES	19.50	
		291-6010-601.30-30	COPIER TONER SUPPLIES	19.50	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	283.80	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	261.20	
		291-6010-601.21-02	EQUIPMENT MAINTENANCE	300.92	3,387.01
81744	INNOVATIVE INTERFACES INC	291-6010-601.21-02	SIERRA CLOUD HOSTING	17,000.00	
		291-6010-601.21-02	SIERRA ENTERPRISE BACKUP	300.00-	
		291-6010-601.21-02	HARDWARE MIGRATION OF SIE	7,790.00	24,490.00
81766	MNJ TECHNOLOGIES DIRECT INC	291-6010-601.21-02	BARRACUDA EMAIL MESSAGE A	1,199.00	
		291-6010-601.30-32	BARRACUDA EMAIL MESSAGE A	1,485.00	2,684.00
81776	QUILL LLC	291-6010-601.31-85	WIRELESS KEYBOARDS & MICE	182.95	182.95
81789	VERIZON WIRELESS	<----- 291-6010-601.22-42	TELEPHONE 3/26-4/25	354.66	354.66
81799	WOW BUSINESS	291-6010-601.22-42	INTERNET 4/19-5/18	125.98	
		291-6010-601.22-42	INTERNET 4/13-5/12	2,319.28	2,445.26
***** DIVISION TOTAL ****					45,912.59
<i>Security</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 15			
81695	ARLINGTON HTS MEMORIAL LIBRARY	291-6015-601.22-03	PERC RENEWAL-C PATRAS	46.01	46.01
***** DIVISION TOTAL ****					46.01
<i>Facilities</i>					
DEPARTMENT: 60	Executive Office	DIVISION: 20			
81687	ALTORFER INDUSTRIES INC	291-6020-601.21-02	COMP ROOM GENERATOR MAINT	2,033.23	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
					2,033.23
81688	AMAZON.COM CREDIT	291-6020-601.21-11	MAINTENANCE SUPPLIES	49.03	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	123.66	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	83.76	256.45
81691	ANDERSON PEST SOLUTIONS	291-6020-601.21-11	REG SERVS MAY	93.45	93.45
81693	AQUARIUM ADVENTURE	291-6020-601.21-11	REG SERVS APRIL	302.41	302.41
81694	ARLINGTON HEIGHTS FORD	291-6020-601.21-07	TRUCK OIL CHANGE & BRAKES	517.29	517.29
81696	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	13.82-	13.82-
81697	ARLINGTON HTS MEMORIAL LIBRARY	291-6020-601.21-11	MAINTENANCE SUPPLIES	13.72-	13.72-
81702	BADE SUPPLY	291-6020-601.31-45	JANITORIAL SUPPLIES	1,086.10	1,086.10
81711	CALL THE UNDERGROUND-OASIS IRRIG	291-6020-601.21-11	LAWN SPRINKLER MAINTENANC	493.73	493.73
81716	CINTAS FIRE PROTECTION	291-6020-601.21-11	FIRE EXTINGUISHER MAINTEN	985.44	985.44
81717	COMED	291-6020-601.30-51	HEATING 3/10-4/8	91.38	
		291-6020-601.30-51	HEATING 3/10-4/8	1.64	93.02
81719	COMPLETE TEMPERATURE SYSTEMS	291-6020-601.21-11	HVAC REPAIR	1,760.00	
		291-6020-601.21-11	HVAC PREVENTATIVE MAINTEN	1,650.00	3,410.00
81723	DOOR SYSTEMS ASSA ABLOY	291-6020-601.21-11	GARAGE DOOR MAINTENANCE	306.50	306.50
81728	FINK SAFE AND LOCK	291-6020-601.21-11	SAFE MAINTENANCE FINANCE	485.00	485.00
81732	GARDEN GUY, INC.	291-6020-601.21-11	MULCH FOR MAIN BLDG	2,400.00	
		291-6020-601.21-11	APRIL MAINTENANCE	620.00	3,020.00
81733	GRAINGER INC,W W	291-6020-601.21-11	MAINTENANCE SUPPLIES	11.17	
		291-6020-601.21-11	MAINTENANCE SUPPLIES	21.82	32.99
81737	IGS ENERGY	291-6020-601.30-51	NATURAL GAS MARCH	2,268.18	2,268.18
81760	MASTER MAINTENANCE SERVICE INC	291-6020-601.21-11	JANITORIAL SERVS MAY	4,599.00	4,599.00
81762	MENARDS-MOUNT PROSPECT	291-6020-601.21-11	BLDG MAINTENANCE	61.30	61.30
81763	MIDWEST PAPER RETRIEVER	291-6020-601.21-11	RECYCLING SERVS APRIL	60.00	60.00
81767	MOUNT PROSPECT PAINT INC	291-6020-601.21-11	PAINT	215.96	
		291-6020-601.21-11	PAINT	69.99	285.95
81772	PIKE SYSTEMS INC	291-6020-601.31-45	JANITORIAL SUPPLIES	318.40	318.40
81781	SHERWIN ACE HARDWARE INC	291-6020-601.21-11	BLDG MAINTENANCE	7.35	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6020-601.21-11	BLDG MAINTENANCE	70.13	
		291-6020-601.21-11	BLDG MAINTENANCE	8.05	
		291-6020-601.21-11	BLDG MAINTENANCE	69.71	155.24
81784	STANDARD ELEVATOR CO	291-6020-601.21-02	REG SERVS MAY	987.96	987.96
81785	STAPLES	291-6020-601.21-11	BLDG MAINTENANCE	368.20	368.20
81786	TELCOM INNOVATIONS GROUP LLC	291-6020-601.21-11	INFO STAFF PHONES	97.50	97.50
81788	ULINE	291-6020-601.21-11	MAINTENANCE SUPPLIES	32.86	32.86
81790	VILLAGE OF ARLINGTON HEIGHTS	291-6020-601.30-50	FUEL MARCH	318.05	318.05
81800	ZORO TOOLS INC	291-6020-601.31-45	55 GALLON HAND SANITIZER	620.00	620.00
81801	1000BULBS.COM	291-6020-601.21-11	BALLASTS	148.49	148.49
81802	20/10 ENGINEERING GROUP LLC	291-6020-601.21-11	PARKING LOT LIGHTING ENGI	2,100.00	2,100.00

***** DIVISION TOTAL **** 25,509.20
 ***** DEPARTMENT TOTAL ** 96,619.40

Youth Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 01			
81686	ALBERTSONS/SAFEWAY	291-6401-601.32-02	3/20 FAMILY COOKING PROGR	17.94	
		291-6401-601.32-02	FORTS AND FLASHLIGHTS	10.20	
		291-6401-601.32-02	PROGRAM REFRESHMENTS	13.97	42.11
81688	AMAZON.COM CREDIT	291-6401-601.32-01	ACTIVITY KIT SUPPLIES	13.98	
		291-6401-601.32-01	DIY KIT SUPPLIES	83.48	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	32.94	
		291-6401-601.32-02	SEED PAPER PROGRAM	61.82	
		291-6401-601.32-02	SLIME FEST SUPPLIES	22.58	
		291-6401-601.32-02	ACTIVITY KIT SUPPLIES	24.99	
		291-6401-601.30-05	LAMINATOR REFILLS	59.98	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	15.98	315.75
81692	ANIMAL QUEST ENTERTAINMENT INC	291-6401-601.22-18	5/15 ANIMAL QUEST SHOW RE	195.00	195.00
81695	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-03	OUTREACH-K MCGUIRE	15.10	
		291-6401-601.32-01	ACTIVITY KIT SUPPLIES	21.55	
		291-6401-601.32-02	BOOKS N BITES SUPPLIES	8.78	
		291-6401-601.32-01	TWEEN DIY SUPPLIES	22.31	
		291-6401-601.32-02	DESSERTS,BOOKS,AND MORE	5.97	
		291-6401-601.32-01	TWEEN DIY SUPPLIES	15.69	
		291-6401-601.32-02	PROGRAM SUPPLIES	14.98	
		291-6401-601.32-02	PROGRAM SUPPLIES	28.99	
		291-6401-601.30-05	OFFICE SUPPLIES	6.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6401-601.32-01	PROGRAM SUPPLIES	28.25	168.61
81697	ARLINGTON HTS MEMORIAL LIBRARY	291-6401-601.22-02	ILA DUES - A SON	150.00	
		291-6401-601.32-01	ELEMENTARY KIT SUPPLIES	152.00	
		291-6401-601.32-02	SEWING SUPPLIES	31.86	
		291-6401-601.32-02	SPRING FLOWERS PROGRAM	37.83	
		291-6401-601.32-02	DICE GUILD RENEWAL	49.99	
		291-6401-601.32-02	SLIME FEST SUPPLIES	.24	
		291-6401-601.32-02	SLIME FEST SUPPLIES	17.14	
		291-6401-601.32-02	SLIME FEST SUPPLIES	17.29	
		291-6401-601.32-02	SLIME FEST SUPPLIES	24.32	
		291-6401-601.32-02	SLIME FEST SUPPLIES	2.26-	
		291-6401-601.32-02	SLIME FEST SUPPLIES	23.43	
		291-6401-601.32-02	BUTTERFLY GARDEN SUPPLIES	3.37-	
		291-6401-601.32-02	BUTTERFLY GARDEN SUPPLIES	57.26	
		291-6401-601.32-02	SOCIAL DISTANCING SUPPLY	135.85	691.58
81725	FAMBRO MANAGEMENT	291-6401-601.22-18	5/23 CHESS CLUB	75.00	75.00
81730	FUN EXPRESS LLC	291-6401-601.32-02	OUTREACH GIVEAWAYS	27.54	27.54
81738	ILA MEMBERSHIP	291-6401-601.22-02	ILA DUES - MATHER E	100.00	100.00
81754	LIBRARYWORKS INC	291-6401-601.22-03	SURVEY DATA WEBINAR-DANTI	25.00	25.00
81780	SCHOBER,LINDA	291-6401-601.22-18	1/23 & 1/30 LEARN TO DRAW	125.00	125.00
81785	STAPLES	291-6401-601.32-01	PROGRAM SUPPLIES	182.82	182.82
81791	VRABLIK,SCOTT STEVEN	291-6401-601.22-18	6/5 MINECRAFT MANIA	200.00	200.00
81792	WAREHOUSE DIRECT	291-6401-601.30-05	OFFICE SUPPLIES	11.52	11.52
81793	WENTZ,KATHLEEN	291-6401-601.22-18	5/18 HOMESCHOOL 101	175.00	175.00

***** DIVISION TOTAL **** 2,334.93

Info Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 10			
81697	ARLINGTON HTS MEMORIAL LIBRARY	291-6410-601.22-03	LIBRARYWORKS WEBINAR FOR	50.00	50.00
81707	BENNETT,BRUCE	291-6410-601.22-18	RESUME REVIEWS APRIL	60.00	60.00
81754	LIBRARYWORKS INC	291-6410-601.22-03	WEBINAR F/INFO SERVS 6PPL	150.00	150.00
81756	MADAY,JULIE I	291-6410-601.22-18	RESUME REVIEWS APRIL	180.00	180.00

***** DIVISION TOTAL **** 440.00

Circulation

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
81685	ALA MEMBERSHIP	291-6420-601.22-02	ALA DUES - MEYER S	83.00	83.00
81688	AMAZON.COM CREDIT	291-6420-601.32-90	CIRC SUGGESTION BOXS	19.95	19.95
81690	AMERICAN LIBRARY ASSOCIATION	291-6420-601.22-03	COMMUNITY OUTREACH BOOKS	31.06	104.49
		291-6420-601.32-90	COMMUNITY OUTREACH BOOKS	73.43	
***** DIVISION TOTAL ****					207.44

Senior and Accessible Services

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 30			
81688	AMAZON.COM CREDIT	291-6430-601.30-05	SHELF FOR SAS OFFICE	49.46	70.56
		291-6430-601.30-05	PRIVACY SIGN	21.10	
81750	KAREN CHAN FINANCIAL EDUCATION	291-6430-601.22-18	5/20 TAKING DISTRIBUTIONS	250.00	250.00
81754	LIBRARYWORKS INC	291-6430-601.22-03	SURVEY DATA WEBINAR-2 SAS	50.00	50.00
81761	MCNULTY,ALAYNE	291-6430-601.22-18	MAY CRATIVE AGING: ART	490.00	490.00
***** DIVISION TOTAL ****					860.56

Programs and Exhibits

DEPARTMENT:	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
64	User Services	DIVISION: 40			
81688	AMAZON.COM CREDIT	291-6440-601.22-03	EXHIBITS AND DISPLAYS BK	65.00	65.00
81695	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.22-18	TENANTS' RIGHTS, 4/27	250.00	250.00
81697	ARLINGTON HTS MEMORIAL LIBRARY	291-6440-601.32-02	OBOV BOOK STAFF COPIES	64.80	139.80
		291-6440-601.22-18	ROAD SCHOLAR APPLICATION	75.00	
81698	ART EXCURSIONS INC	291-6440-601.22-18	5/19 PATRIOTISM IN AMERIC	350.00	350.00
81699	ART EXCURSIONS INC	291-6440-601.22-18	6/9 HARLEM RENEISSANCE	350.00	350.00
81705	BARBEE,SUSAN	291-6440-601.22-18	5/27 BRAND YOURSELF ON LI	200.00	200.00
81706	BEAIRD,CHRISTINA	291-6440-601.22-18	4/28 PRESERVING FAMILY HE	150.00	150.00
81748	JEWISH CHILD & FAMILY SERVICES	291-6440-601.22-18	SUMMER CITIZENSHIP PREP C	450.00	450.00
81752	KNABB,JACOB S	291-6440-601.22-18	6/9 WRITER'S INK	150.00	150.00
81754	LIBRARYWORKS INC	291-6440-601.22-03	SURVEY DATA WEBINAR-7 PPL	175.00	175.00
81755	LIVINGSTON,LUCAS H	291-6440-601.22-18	5/24 DRINKING GAMES IN HI	250.00	250.00
81765	MINUSKIN,LYNN	291-6440-601.22-18	6/5 ADULT YOUGA IN THE P	60.00	60.00
81777	RAILS	291-6440-601.22-18	4/14 AUTHOR PROGRAM-SANDF	249.00	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					249.00
81779	SCHATTNER, JACQUELINE	291-6440-601.22-18	6/8 TO 10 GENE TRICKS &	135.00	135.00

***** DIVISION TOTAL **** *Digital Services* 2,973.80

DEPARTMENT:		DIVISION:			
64	User Services	50			
81688	AMAZON.COM CREDIT	291-6450-601.30-05	CALCULATOR FOR TLC	11.99	
		291-6450-601.30-05	BINDER FOR DSG	10.98	22.97
81720	CONSUMERS CHECKBOOK	291-6450-601.32-78	CONSUMERS' CHECKBOOK ONLI	450.00	450.00
81724	EBS CO INFORMATION SERVICES	291-6450-601.32-78	EBS CO PACKAGE	3,164.00	3,164.00
81775	PROQUEST LLC	291-6450-601.32-78	ELECTRONIC RESOURCES	5,718.09	
		291-6450-601.32-78	GLOBAL NEWSSTREAM 5/2021-	8,941.23	
		291-6450-601.32-78	FOLD3 LIBRARY EDITION 5/2	3,699.07	18,358.39
81785	STAPLES	291-6450-601.32-90	CIRCULATION SUPPLIES	25.96	25.96
81798	WORLD TRADE PRESS	291-6450-601.32-78	SUBSCRIPTION BUNDLE	918.00	918.00

***** DIVISION TOTAL **** *Collection Services* 22,939.32

DEPARTMENT:		DIVISION:			
64	User Services	70			
81688	AMAZON.COM CREDIT	291-6470-601.32-95	PERIODICALS	17.99	
		291-6470-601.32-95	PERIODICALS	20.26	
		291-6470-601.32-95	PERIODICALS	12.97	
		291-6470-601.32-95	PERIODICALS	6.29	
		291-6470-601.32-95	PERIODICALS	39.71	
		291-6470-601.32-95	PERIODICALS	56.97	
		291-6470-601.32-95	PERIODICALS	8.49	
		291-6470-601.32-95	PERIODICALS	11.99	
		291-6470-601.32-95	PERIODICALS	13.98	
		291-6470-601.32-95	PERIODICALS	21.19	
		291-6470-601.32-95	PERIODICALS	18.49	
		291-6470-601.32-95	PERIODICALS	19.96	
		291-6470-601.32-95	PERIODICALS	22.12	
		291-6470-601.32-95	PERIODICALS	11.96	
		291-6470-601.32-95	PERIODICALS	13.98	
		291-6470-601.32-95	PERIODICALS	12.49	
		291-6470-601.32-95	PERIODICALS	10.49	
		291-6470-601.32-95	PERIODICALS	21.06	
		291-6470-601.32-80	BOOKS	38.97	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	19.80	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	13.99	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	35.99	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	21.01	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-80	BOOKS	27.00	
		291-6470-601.32-80	BOOKS	6.99	
		291-6470-601.32-80	BOOKS	20.95	
		291-6470-601.32-80	BOOKS	14.95	
		291-6470-601.32-80	BOOKS	17.03	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	19.92	
		291-6470-601.32-80	BOOKS	21.19	
		291-6470-601.32-80	BOOKS	164.85	
		291-6470-601.32-80	BOOKS	19.67	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	32.59	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	23.99	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	24.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	21.85	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	24.52	
		291-6470-601.32-80	BOOKS	32.07	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	29.93	
		291-6470-601.32-80	BOOKS	18.14	
		291-6470-601.32-80	BOOKS	13.69	
		291-6470-601.32-80	BOOKS	15.95	
		291-6470-601.32-80	BOOKS	14.55	
		291-6470-601.32-80	BOOKS	17.97	
		291-6470-601.32-80	BOOKS	14.94	
		291-6470-601.32-80	BOOKS	14.99	
		291-6470-601.32-80	BOOKS	19.70	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	24.50	
		291-6470-601.32-80	BOOKS	69.98	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	9.99	
		291-6470-601.32-80	BOOKS	8.99	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	11.99	
		291-6470-601.32-80	BOOKS	29.95	
		291-6470-601.32-80	BOOKS	17.10	
		291-6470-601.32-80	BOOKS	12.00	
		291-6470-601.32-80	BOOKS	34.99	

CHECK #	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	157.28	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	11.24	
		291-6470-601.32-80	BOOKS	12.06	
		291-6470-601.32-80	BOOKS	17.99	
		291-6470-601.32-80	BOOKS	24.86	
		291-6470-601.32-80	BOOKS	25.95	
		291-6470-601.32-75	AV MATERIALS	64.50	
		291-6470-601.32-75	AV MATERIALS	4.99	
		291-6470-601.32-75	AV MATERIALS	69.28	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	25.69	
		291-6470-601.32-75	AV MATERIALS	74.98	
		291-6470-601.32-75	AV MATERIALS	33.34	
		291-6470-601.32-75	AV MATERIALS	81.98	
		291-6470-601.32-75	AV MATERIALS	24.99	
		291-6470-601.32-75	AV MATERIALS	11.88	
		291-6470-601.32-75	AV MATERIALS	11.16	
		291-6470-601.32-75	AV MATERIALS	9.18	
		291-6470-601.32-75	AV MATERIALS	3.74	
		291-6470-601.32-75	AV MATERIALS	29.39	
		291-6470-601.32-75	AV MATERIALS	26.00	
		291-6470-601.32-75	AV MATERIALS	14.80	
		291-6470-601.32-75	AV MATERIALS	36.99	
		291-6470-601.32-75	AV MATERIALS	43.24	
		291-6470-601.32-75	AV MATERIALS	16.99	
		291-6470-601.32-75	AV MATERIALS	30.38	
		291-6470-601.32-75	AV MATERIALS	21.27	
		291-6470-601.32-75	AV MATERIALS	12.96	
		291-6470-601.32-75	AV MATERIALS	14.93	
		291-6470-601.32-75	AV MATERIALS	14.96	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	33.88	
		291-6470-601.32-75	AV MATERIALS	9.93	
		291-6470-601.32-75	AV MATERIALS	19.99	
		291-6470-601.32-75	AV MATERIALS	9.99-	
		291-6470-601.32-80	BOOKS	11.98	
		291-6470-601.32-80	BOOKS	50.97	
		291-6470-601.32-80	BOOKS	51.96	
		291-6470-601.32-80	BOOKS	11.17	
		291-6470-601.32-80	BOOKS	12.15	
		291-6470-601.32-80	BOOKS	18.99	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	16.99	
		291-6470-601.32-80	BOOKS	5.99-	
		291-6470-601.32-80	BOOKS	21.44	
		291-6470-601.32-80	BOOKS	10.99	
		291-6470-601.32-80	BOOKS	71.96	
		291-6470-601.32-80	BOOKS	25.19	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	19.39	

CHECK #	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
		291-6470-601.32-80	BOOKS	12.49	
		291-6470-601.32-80	BOOKS	41.67	
		291-6470-601.32-80	BOOKS	13.49	
		291-6470-601.32-80	BOOKS	22.22	
		291-6470-601.32-80	BOOKS	67.96	
		291-6470-601.32-80	BOOKS	21.92	
		291-6470-601.32-80	BOOKS	22.73	
		291-6470-601.32-75	AV MATERIALS	9.99	
		291-6470-601.32-75	AV MATERIALS	59.98	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	19.49	
		291-6470-601.32-75	AV MATERIALS	8.99	
		291-6470-601.32-75	AV MATERIALS	61.94	
		291-6470-601.32-75	AV MATERIALS	39.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	114.99	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	18.99	
		291-6470-601.32-95	PERIODICALS	7.58	
		291-6470-601.32-80	BOOKS	23.89	
		291-6470-601.32-80	BOOKS	5.99	
		291-6470-601.32-80	BOOKS	18.49	
		291-6470-601.32-80	BOOKS	13.51	
		291-6470-601.32-80	BOOKS	11.59	
		291-6470-601.32-80	BOOKS	14.85	
		291-6470-601.32-80	BOOKS	7.48	
		291-6470-601.32-80	BOOKS	14.40	
		291-6470-601.32-80	BOOKS	7.48	
		291-6470-601.32-80	BOOKS	24.95	
		291-6470-601.32-80	BOOKS	337.59	
		291-6470-601.32-80	BOOKS	16.80	
		291-6470-601.32-80	BOOKS	13.79	
		291-6470-601.32-80	BOOKS	15.99	
		291-6470-601.32-80	BOOKS	41.90	
		291-6470-601.32-75	AV MATERIALS	30.98	
		291-6470-601.32-75	AV MATERIALS	12.59	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	13.98	
		291-6470-601.32-75	AV MATERIALS	11.88	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	34.99	
		291-6470-601.32-75	AV MATERIALS	12.99	
		291-6470-601.32-75	AV MATERIALS	7.99	
		291-6470-601.32-75	AV MATERIALS	48.99	
		291-6470-601.32-75	AV MATERIALS	59.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	44.97	
		291-6470-601.32-95	PERIODICALS	9.52	
		291-6470-601.32-95	PERIODICALS	11.71	
		291-6470-601.30-05	LARGE STAPLES	72.20	4,548.59
81695	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	26.98	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	12.99	
		291-6470-601.32-95	PERIODICALS	22.90	62.87
81696	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-95	PERIODICALS	48.60	
		291-6470-601.32-75	AV MATERIALS	125.80	
		291-6470-601.32-75	AV MATERIALS	4.74	
		291-6470-601.32-75	AV MATERIALS	41.23	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	17.99	256.35
81697	ARLINGTON HTS MEMORIAL LIBRARY	291-6470-601.32-05	PROCESSING SUPPLIES	436.00	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	190.81	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	17.76	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	11.99	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	AV MATERIALS	17.99	
		291-6470-601.32-75	CREDIT FOR FRAUD CHARGE	10.99-	
		291-6470-601.32-75	AV MATERIALS	14.99	
		291-6470-601.32-75	AV MATERIALS	45.00	
		291-6470-601.32-80	BOOKS	40.91	
		291-6470-601.32-80	BOOKS	15.24	
		291-6470-601.32-80	BOOKS	29.94	
		291-6470-601.32-95	PERIODICALS	20.00	
		291-6470-601.32-95	PERIODICALS	7.50	
		291-6470-601.32-95	PERIODICALS	14.49	
		291-6470-601.32-95	PERIODICALS	16.49	
		291-6470-601.32-95	PERIODICALS	3.92	
		291-6470-601.32-95	PERIODICALS	29.95	
		291-6470-601.32-95	PERIODICALS	22.28	
		291-6470-601.32-95	PERIODICALS	13.15	
		291-6470-601.32-95	PERIODICALS	29.95	
		291-6470-601.32-95	PERIODICALS	55.12	1,097.44
81703	BAKER & TAYLOR	291-6470-601.32-80	BOOKS	58.97	
		291-6470-601.32-80	BOOKS	404.47	
		291-6470-601.32-80	BOOKS	133.79	
		291-6470-601.32-80	BOOKS	192.53	
		291-6470-601.32-80	BOOKS	477.39	
		291-6470-601.32-80	BOOKS	683.99	
		291-6470-601.32-80	BOOKS	230.28	
		291-6470-601.32-80	BOOKS	33.48	
		291-6470-601.32-80	BOOKS	166.83	
		291-6470-601.32-80	BOOKS	344.23	
		291-6470-601.22-85	PROC SERVS	19.75-	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	129.20	
		291-6470-601.22-85	PROC SERVS	22.80	

CHECK #	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
		291-6470-601.22-85	PROC SERVS	291.10	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	167.20	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	110.20	
		291-6470-601.22-85	PROC SERVS	140.60	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	152.00	
		291-6470-601.22-85	PROC SERVS	30.40	
		291-6470-601.22-85	PROC SERVS	121.60	
		291-6470-601.22-85	PROC SERVS	91.20	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.22-85	PROC SERVS	11.40	
		291-6470-601.22-85	PROC SERVS	26.60	
		291-6470-601.22-85	PROC SERVS	45.60	
		291-6470-601.22-85	PROC SERVS	117.80	
		291-6470-601.22-85	PROC SERVS	76.00	
		291-6470-601.22-85	PROC SERVS	136.80	
		291-6470-601.22-85	PROC SERVS	163.40	
		291-6470-601.22-85	PROC SERVS	125.40	
		291-6470-601.32-75	AV MTLs	12.70	
		291-6470-601.32-80	BOOKS	15.34	
		291-6470-601.32-80	BOOKS	197.95	
		291-6470-601.32-80	BOOKS	14.19	
		291-6470-601.32-80	BOOKS	47.46	
		291-6470-601.32-80	BOOKS	114.94	
		291-6470-601.32-80	BOOKS	298.32	
		291-6470-601.32-80	BOOKS	75.54	
		291-6470-601.32-80	BOOKS	56.04	
		291-6470-601.32-80	BOOKS	94.55	
		291-6470-601.32-80	BOOKS	458.11	
		291-6470-601.32-80	BOOKS	283.11	
		291-6470-601.32-80	BOOKS	37.06	
		291-6470-601.32-80	BOOKS	334.97	
		291-6470-601.32-80	BOOKS	721.88	
		291-6470-601.32-80	BOOKS	393.93	
		291-6470-601.32-80	BOOKS	458.95	
		291-6470-601.32-80	BOOKS	492.81	
		291-6470-601.32-80	BOOKS	59.07	
		291-6470-601.32-80	BOOKS	73.46	
		291-6470-601.32-80	BOOKS	627.48	
		291-6470-601.32-80	BOOKS	251.43	
		291-6470-601.32-80	BOOKS	571.55	
		291-6470-601.32-80	BOOKS	450.42	
		291-6470-601.32-80	BOOKS	120.71	
		291-6470-601.32-80	BOOKS	344.07	
		291-6470-601.32-80	BOOKS	62.67	
		291-6470-601.32-80	BOOKS	1,165.57	
		291-6470-601.32-80	BOOKS	35.43	
		291-6470-601.32-80	BOOKS	402.96	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	622.47	
		291-6470-601.32-80	BOOKS	438.08	
		291-6470-601.32-80	BOOKS	101.70	
		291-6470-601.32-80	BOOKS	213.36	
		291-6470-601.32-80	BOOKS	424.77	
		291-6470-601.22-85	PROC SERVS	34.20	
		291-6470-601.22-85	PROC SERVS	153.60	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.22-85	PROC SERVS	98.80	
		291-6470-601.32-80	BOOKS	367.15	
		291-6470-601.32-80	BOOKS	518.71	
		291-6470-601.32-80	BOOKS	276.19	
		291-6470-601.32-80	BOOKS	96.47	
		291-6470-601.32-80	BOOKS	534.68	
		291-6470-601.32-80	BOOKS	497.12	
		291-6470-601.32-80	BOOKS	240.03	
		291-6470-601.32-80	BOOKS	61.81	
		291-6470-601.32-80	BOOKS	337.52	
		291-6470-601.32-80	BOOKS	800.88	
		291-6470-601.32-80	BOOKS	344.91	
		291-6470-601.32-80	BOOKS	34.61	
		291-6470-601.32-80	BOOKS	388.48	
		291-6470-601.32-80	BOOKS	1,059.84	
		291-6470-601.32-80	BOOKS	15.81	
		291-6470-601.32-80	BOOKS	304.82	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	262.20	
		291-6470-601.22-85	PROC SERVS	3.80	
		291-6470-601.22-85	PROC SERVS	114.00	
		291-6470-601.32-75	AV MTLs	22.10	
		291-6470-601.32-80	BOOKS	351.09	
		291-6470-601.32-80	BOOKS	227.49	
		291-6470-601.32-80	BOOKS	19.72	
		291-6470-601.32-80	BOOKS	769.19	
		291-6470-601.32-80	BOOKS	578.02	
		291-6470-601.32-80	BOOKS	11.35	
		291-6470-601.32-80	BOOKS	73.68	
		291-6470-601.32-80	BOOKS	124.61	
		291-6470-601.32-80	BOOKS	280.42	
		291-6470-601.32-80	BOOKS	195.71	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	11.40-	
		291-6470-601.22-85	PROC SERVS	7.60-	
		291-6470-601.22-85	PROC SERVS	3.80-	
		291-6470-601.22-85	PROC SERVS	95.00	
		291-6470-601.22-85	PROC SERVS	154.30	
		291-6470-601.22-85	PROC SERVS	178.60	
		291-6470-601.22-85	PROC SERVS	83.60	
		291-6470-601.32-75	AV MTLs	66.29	25,195.56
81704	BAKER & TAYLOR ENTERTAINMENT	291-6470-601.32-75	AV MTLs	61.69	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					61.69
81708	BIBLIOTHECA LLC	291-6470-601.32-75	AV MTLs	962.44	
		291-6470-601.32-80	BOOKS	2,376.34	
		291-6470-601.32-80	BOOKS	9,116.11	
		291-6470-601.32-75	AV MTLs	8,902.89	21,357.78
81709	BOOK PAGE	291-6470-601.32-95	PERIODICALS	1,980.00	1,980.00
81712	CARD PLAYER MAGAZINE	291-6470-601.32-95	PERIODICALS	29.95	29.95
81718	COMIX REVOLUTION	291-6470-601.32-80	BOOKS	6.98	6.98
81721	COX SUBSCRIPTIONS,W T	291-6470-601.32-95	PERIODICALS	27.32	
		291-6470-601.32-95	PERIODICALS	216.77	
		291-6470-601.32-95	PERIODICALS	26.31	
		291-6470-601.32-95	PERIODICALS	82.48	
		291-6470-601.32-95	PERIODICALS	70.84	
		291-6470-601.32-95	PERIODICALS	17.20	
		291-6470-601.32-95	PERIODICALS	35.42	
		291-6470-601.32-95	PERIODICALS	1,338.87	
		291-6470-601.32-95	PERIODICALS	1,307.72	
		291-6470-601.32-95	PERIODICALS	560.49	
		291-6470-601.32-95	PERIODICALS	1,629.50	
		291-6470-601.32-95	PERIODICALS	1,331.01	
		291-6470-601.32-95	PERIODICALS	1,632.03	
		291-6470-601.32-95	PERIODICALS	1,253.69	
		291-6470-601.32-95	PERIODICALS	80.95	
		291-6470-601.32-95	PERIODICALS	95.13	
		291-6470-601.32-95	PERIODICALS	89.98	
		291-6470-601.32-95	PERIODICALS	539.66	
		291-6470-601.32-95	PERIODICALS	378.31	
		291-6470-601.32-95	PERIODICALS	252.94	
		291-6470-601.32-95	PERIODICALS	105.12	
		291-6470-601.32-95	PERIODICALS	79.91	
		291-6470-601.32-95	PERIODICALS	798.02	
		291-6470-601.32-95	PERIODICALS	24.29	
		291-6470-601.32-95	PERIODICALS	564.03	
		291-6470-601.32-95	PERIODICALS	2,019.63	
		291-6470-601.32-95	PERIODICALS	20.21-	
		291-6470-601.32-95	PERIODICALS	22.26-	
		291-6470-601.32-95	PERIODICALS	22.26-	
		291-6470-601.32-95	PERIODICALS	35.42-	
		291-6470-601.32-95	PERIODICALS	171.03	
		291-6470-601.32-95	PERIODICALS	434.15	
		291-6470-601.32-95	PERIODICALS	91.08	
		291-6470-601.32-95	PERIODICALS	40.48	
		291-6470-601.32-95	PERIODICALS	1,388.18	
		291-6470-601.32-95	PERIODICALS	35.22	16,617.61
81724	EBSO INFORMATION SERVICES	291-6470-601.32-95	PERIODICALS	87.24-	
		291-6470-601.32-95	PERIODICALS	6.60	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					80.64-
81731	GALE/CENGAGE LEARNING	291-6470-601.32-80	BOOKS	55.98	
		291-6470-601.32-80	BOOKS	17.59	
		291-6470-601.32-80	BOOKS	320.71	
		291-6470-601.32-80	BOOKS	28.79	
		291-6470-601.32-80	BOOKS	969.61	
		291-6470-601.32-80	BOOKS	80.77	
		291-6470-601.32-80	BOOKS	80.96	
		291-6470-601.32-80	BOOKS	45.73	
		291-6470-601.32-80	BOOKS	57.58	1,657.72
81734	GREY HOUSE PUBLISHING	291-6470-601.32-80	BOOKS	260.05	260.05
81739	ILLINOIS HEARTLAND LIBRARY SYSTEM	291-6470-601.21-64	ACCESS SERVS MARCH	518.50	
		291-6470-601.20-81	FY2021 4TH QUARTER OCLC	15,544.20	16,062.70
81743	INGRAM LIBRARY SERVICES	291-6470-601.32-80	BOOKS	288.37	
		291-6470-601.32-80	BOOKS	277.28	
		291-6470-601.32-75	AV MTLs	16.80	
		291-6470-601.32-80	BOOKS	383.19	
		291-6470-601.32-80	BOOKS	212.49	
		291-6470-601.32-80	BOOKS	18.90	
		291-6470-601.32-80	BOOKS	13.80	
		291-6470-601.32-80	BOOKS	15.60	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	101.50	
		291-6470-601.32-80	BOOKS	98.28	
		291-6470-601.32-80	BOOKS	10.17	
		291-6470-601.32-80	BOOKS	212.07	
		291-6470-601.32-80	BOOKS	277.84	
		291-6470-601.32-80	BOOKS	106.07	
		291-6470-601.32-80	BOOKS	20.68	
		291-6470-601.32-80	BOOKS	205.25	
		291-6470-601.32-80	BOOKS	34.15	
		291-6470-601.32-80	BOOKS	158.85	
		291-6470-601.32-80	BOOKS	103.21	
		291-6470-601.32-80	BOOKS	605.11	
		291-6470-601.32-80	BOOKS	23.39	
		291-6470-601.32-80	BOOKS	30.53	
		291-6470-601.32-80	BOOKS	74.06	
		291-6470-601.32-80	BOOKS	1,361.80	
		291-6470-601.32-80	BOOKS	169.41	
		291-6470-601.32-80	BOOKS	21.54	
		291-6470-601.32-80	BOOKS	20.70	
		291-6470-601.32-80	BOOKS	17.95	
		291-6470-601.32-80	BOOKS	25.20	
		291-6470-601.32-80	BOOKS	23.40	
		291-6470-601.32-80	BOOKS	132.37	
		291-6470-601.32-80	BOOKS	10.79	
		291-6470-601.32-80	BOOKS	46.13	
		291-6470-601.32-80	BOOKS	38.85	

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					
		291-6470-601.32-80	BOOKS	97.58	
		291-6470-601.32-80	BOOKS	214.29	
		291-6470-601.32-80	BOOKS	120.09	
		291-6470-601.32-80	BOOKS	156.21	
		291-6470-601.32-80	BOOKS	201.55	5,966.99
81751	KISHWAUKEE COLLEGE	291-6470-601.21-64	BOOK REPLACEMENT FEE	225.00	225.00
81753	LIBRARY JOURNAL	291-6470-601.32-95	PERIODICALS	157.99	157.99
81757	MAGNOLIA JOURNAL	291-6470-601.32-95	PERIODICALS	20.00	20.00
81758	MANUFACTURERS NEWS INC	291-6470-601.32-80	BOOKS	153.00	153.00
81759	MARCIVE INC	291-6470-601.22-85	AUTHORITY PROCESSING APRI	163.98	163.98
81764	MIDWEST TAPE	291-6470-601.32-75	AV MTLs	34.99	
		291-6470-601.32-75	AV MTLs	447.47	
		291-6470-601.32-75	AV MTLs	41.99	
		291-6470-601.32-75	AV MTLs	522.27	
		291-6470-601.32-75	AV MTLs	671.90	
		291-6470-601.32-75	AV MTLs	55.99	
		291-6470-601.32-75	AV MTLs	682.80	
		291-6470-601.32-75	AV MTLs	8,166.97	
		291-6470-601.32-80	BOOKS	3,579.68	
		291-6470-601.32-75	AV MTLs	716.01	
		291-6470-601.22-85	PROC SERVs	860.68	
		291-6470-601.32-75	AV MTLs	62.98	15,843.73
81768	NATIONAL AUDUBON SOCIETY	291-6470-601.32-95	PERIODICALS	20.00	20.00
81773	POLONIA BOOKSTORE INC	291-6470-601.32-80	BOOKS	46.78	
		291-6470-601.32-95	PERIODICALS	1,055.00	1,101.78
81778	RECORDED BOOKS INC	291-6470-601.32-75	AV MTLs	505.31	505.31
81785	STAPLES	291-6470-601.32-90	CIRCULATION SUPPLIES	58.99	58.99
81787	TUFTS UNIVERSITY SCHOOL OF	291-6470-601.32-95	PERIODICALS YOUR DOG	23.97	23.97
81788	ULINE	291-6470-601.32-90	CD MAILER BOX FOR ILL	86.10	86.10
81792	WAREHOUSE DIRECT	291-6470-601.30-05	OFFICE SUPPLIES	7.96	7.96
***** DIVISION TOTAL ****					113,449.45
					<i>Belmont</i>
DEPARTMENT: 64	User Services	DIVISION: 80			
81688	AMAZON.COM CREDIT	291-6480-601.31-85	MKSPACE ASSISTIVE SCISSOR	19.90	19.90
81697	ARLINGTON HTS MEMORIAL LIBRARY	291-6480-601.30-05	MEASURING TAPE	24.97	

PREPARED 05/18/21, 02:01 PM
 PROGRAM GM348U5
 DEPARTMENT: 64 User Services

ACCOUNTS PAYABLE CHECK REGISTER BY DEPT/DIV
 Village of Arlington Heights
 DIVISION: 80

CHECK	PAYEE	ACCOUNT	DESCRIPTION	AMOUNT	TOTAL
/PAYM #					24.97
81722	D & T ELECTRIC INC.	491-6480-601.50-55	ELECTRICAL SERVS	15,256.08	15,256.08
81732	GARDEN GUY, INC.	291-6480-601.21-11	APRIL MAINTENANCE	247.50	247.50
81745	JENSENS PLUMBING & HEATING	491-6480-601.50-55	HVAC II	14,820.30	14,820.30
81746	JENSENS PLUMBING & HEATING	491-6480-601.50-55	HVAC I	19,716.43	19,716.43
81747	JENSENS PLUMBING & HEATING	491-6480-601.50-55	PLUMBING	29,520.00	29,520.00
81749	JOHNSON CONTROLS SECURITY SOLUTIONS	291-6480-601.21-02	FIRE ALARM MONITORING	90.00	90.00
81769	NICOR GAS	291-6480-601.30-51	NATURAL GAS 3/17-4/14	350.74	350.74
81782	SIGNATURE DEMOLITION SERVICES INC	491-6480-601.50-55	DEMOLITION SERVS	3,960.00	3,960.00
81783	SIGNS BY TOMORROW	291-6480-601.50-55	DEPOSIT FOR SIGN MANUFACT	6,896.80	6,896.80
81784	STANDARD ELEVATOR CO	291-6480-601.21-02	ELEVATOR REPAIR 3/29	231.45	
		291-6480-601.21-02	REG SERVS MARCH	265.00	
		291-6480-601.21-02	REG SERVS MAY BELMONT	265.00	761.45
81796	WILLIAMS ASSOCIATES ARCHITECTS	491-6480-601.50-55	MARCH CONSTRUCTION ADMIN	2,131.22	2,131.22
81797	WM CORPORATE SERVICES INC	291-6480-601.21-11	PORT-O-LET FOR BELMONT	97.75	
***** DIVISION TOTAL *****					93,893.14
***** DEPARTMENT TOTAL **					237,098.64
***** GRAND TOTAL *****					355,232.57

S/B 491

291

FUND TOTALS

FUND	FUND NAME	FUND TOTAL
291	Memorial Library Fund	269,828.54 262,931.74
491	Capital Projects-Library	85,404.03 92,300.83
**** TOTAL ALL FUNDS ****		355,232.57 <i>de</i>

May 18, 2021

**Arlington Heights Memorial Library
American Express Card Summary
4/30/2021**

#	CARDHOLDER	ACCOUNT	AMOUNT	DESCRIPTION	VENDOR
		Count	76		
1	Czajka	6440-3202	\$ 64.80	OBOV Book Staff Copies	THE BOOK TABLE 12758
2	Driskell	489-90-00	\$ (57.73)	Other Income/Rebate	CORPORATE CASHBACK CR
3	Driskell	6010-2242	\$ 74.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
4	Driskell	6010-2242	\$ 5.99	Emergency Texting Service	ONTIMETEL DIALMYCAL
5	Driskell	6010-2242	\$ 14.00	Emergency Texting Service	ONTIMETEL DIALMYCAL
6	Driskell	6010-3032	\$ 280.00	Zoom Subscription	ZOOM.US 888-799-9666
7	Dworianyn	6010-2005	\$ 60.00	SSL Certificate - G Rojek	SSL.COM CERTIFICATE
8	Dworianyn	6010-2242	\$ 341.36	Public Internet Access	COMCAST CHICAGO
9	Dworianyn	6010-3032	\$ 49.00	Riddle.com Subscription	RIDDLE.COM SUBSCRIPT
10	Dworianyn	6010-3032	\$ 11.99	YouTube Premium Subscription	GOOGLE*YOUTUBEPREMIU
11	Dworianyn	6010-3032	\$ 165.00	Volunteer Software Subscription	WWW.VOLGISTICS.COM
12	Dworianyn	6010-3032	\$ 1.50	Office 365 Phone Line Bridge License	MSFT * E0400E5PHW 00
13	Dworianyn	6010-3032	\$ 9.99	Kindle Unlimited Subscription	KINDLE UNLTD*K67DD6E
14	Dworianyn	6010-3032	\$ 35.00	Trello Subscription	TRELLO.COM, ATLIASSIA
15	Dworianyn	6010-3032	\$ 4.99	Amazon Freetime Subscription	AMAZON KIDS+*P14032S
16	Dworianyn	6010-3032	\$ 613.49	Office 365 Licensing	MNJTECHNOLOGIESDIREC
17	Dworianyn	6010-3032	\$ 236.14	Cloud Data Storage	AMAZON WEB SERVICES
18	Dworianyn	6010-3032	\$ 54.00	Google G-Suite Subscription	GOOGLE*GSUITE_AHML.N
19	Dworianyn	6010-2005	\$ 54.10	PayPal Payflow Pro Subscription	PAYFLOW/PAYPAL 0045
20	Dworianyn	6010-3032	\$ 14.99	Spotify Premium Subscription	SPOTIFY USA
21	Dworianyn	6010-3032	\$ 9.99	Amazon Music Subscription	AMAZON MUSIC*K694K4G
22	Ekl	6001-2203	\$ 50.00	ILA Elevate Registration - A Son	ILLINOIS LIBRARY ASS
23	Ekl	6002-2210	\$ 81.60	Business Cards	VISTAPR*VISTAPRINT.C
24	Ekl	6002-3005	\$ 121.25	Fonts	MYFONTS INC
25	Ekl	6002-3005	\$ 653.19	Lamination Film	ACCO BRANDS DIRECT
26	Ekl	6002-3185	\$ 156.15	Bulbs for lighting equipment	PAUL C BUFF
27	Ekl	6004-2165	\$ 219.00	Proliteracy Membership - ESL	PROLITERAC* PROLITER
28	Ekl	6010-3030	\$ 125.57	Makerspace Ethernet Cable Supplies	MONOPRICE INC
29	Ekl	6010-3185	\$ 17.00	Makerspace Ethernet Cable Supplies	MONOPRICE INC
30	Ekl	6010-3185	\$ 119.67	Cabling Tools	CABLEORGANIZER.COM
31	Ekl	6010-3185	\$ 82.20	Tools for IT	MONOPRICE, INC.
32	Ekl	6010-3185	\$ 105.23	Charging Cables for KW iPads	MONOPRICE, INC.
33	Ekl	6020-2111	\$ (13.72)	Maintenance Supplies, tax refund	GALESBURG ELECTRIC I
34	Ekl	6401-2202	\$ 150.00	ILA Dues - A Son	ILLINOIS LIBRARY ASS
35	Ekl	6401-3201	\$ 152.00	Elementary Kit Supplies	WOODPECKERSCRAFTS
36	Ekl	6401-3202	\$ 31.86	Sew Creative Supplies	ETSY.COM
37	Ekl	6401-3202	\$ 37.83	Spring Flowers Program	HOMEDEPOT.COM
38	Ekl	6401-3202	\$ 49.99	Dice Guild Renewal	ROLL20.NET
39	Ekl	6401-3202	\$ 0.24	Slime Fest Supplies	TARGET.COM 3991
40	Ekl	6401-3202	\$ 17.14	Slime Fest Supplies	TARGET.COM 3991
41	Ekl	6401-3202	\$ 17.29	Slime Fest Supplies	TARGET.COM 3991
42	Ekl	6401-3202	\$ 24.32	Slime Fest Supplies	TARGET.COM 3991
43	Ekl	6401-3202	\$ (2.26)	Slime Fest Supplies, tax refund	TARGET.COM
44	Ekl	6401-3202	\$ 23.43	Slime Fest Supplies	TARGET.COM 3991
45	Ekl	6401-3202	\$ (3.37)	Butterfly Garden Supplies, tax refund	FAT BRAIN TOYS
46	Ekl	6401-3202	\$ 57.26	Butterfly Garden Supplies	FAT BRAIN TOYS
47	Ekl	6401-3202	\$ 135.85	Outreach social distancing supplies	PAYPAL *TRUE MEDIA
48	Ekl	6410-2203	\$ 50.00	Webinars for Info Services librarians	LIBRARYWORKS.COM
49	Ekl	6440-2218	\$ 75.00	Road Scholar Application	ILHUMANITIES
50	Ekl	6470-3205	\$ 436.00	Processing Supplies	INKNTECH.COM
51	Ekl	6480-3005	\$ 24.97	Makerspace Measuring Tape	HOMEDEPOT.COM
	Ekl		\$ (14.03)	Credit from fraudulent charge, do not pay	CREDIT FOR FRAUDULENT
52	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
53	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
54	Szymanek	6470-3275	\$ 190.81	AV Materials	TARGET.COM 3991
55	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479794331
56	Szymanek	6470-3275	\$ 17.76	AV Materials	SP * SPHERO/LITTLEBI
57	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479807868
58	Szymanek	6470-3275	\$ 11.99	AV Materials	HLU*HULU 17479817028

<u>#</u>	<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>
59	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
60	Szymanek	6470-3275	\$ 17.99	AV Materials	NETFLIX.COM
61	Szymanek	6470-3275	\$ (10.99)	Credit from fraudulent charge paid last month	CREDIT FOR FRAUDULENT
62	Szymanek	6470-3275	\$ 14.99	AV Materials	HELP.HBOMAX.COM
63	Szymanek	6470-3275	\$ 45.00	AV Materials	SLING.COM
64	Szymanek	6470-3280	\$ 40.91	Books	BOOKSHOP.ORG
65	Szymanek	6470-3280	\$ 15.24	Books	ANDERSONS BOOK200019
66	Szymanek	6470-3280	\$ 29.94	Books	BARNES&NOBLE.COM-BN
67	Szymanek	6470-3295	\$ 20.00	Periodicals	PIONEER WOMAN MAGAZI
68	Szymanek	6470-3295	\$ 7.50	Periodicals	IPC MEDIA LTD SUBSCR
69	Szymanek	6470-3295	\$ 14.49	Periodicals	IPC MEDIA LTD SUBSCR
70	Szymanek	6470-3295	\$ 16.49	Periodicals	KPC*KALMBACH PRODUCT
71	Szymanek	6470-3295	\$ 3.92	Periodicals	BT*MDDN HOLDINGS INC
72	Szymanek	6470-3295	\$ 29.95	Periodicals	JWA LAPIDJRNLEJEWLRYM
73	Szymanek	6470-3295	\$ 22.28	Periodicals	EBAY O*08-06894-2273
74	Szymanek	6470-3295	\$ 13.15	Periodicals	ETSY.COM
75	Szymanek	6470-3295	\$ 29.95	Periodicals	THE MAILBOX INFOBAS
76	Szymanek	6470-3295	\$ 55.12	Periodicals	MODERN LUXURY 650000
	Szymanek		\$ 14.99	Fraudulent charge, do not pay	PRIME VIDEO*XF7Q11QO
			<u>\$ 5,699.72</u>		

May 18, 2021

**Arlington Heights Memorial Library
Mastercard Summary
4/30/2021**

Count	7				
<u>CARDHOLDER</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>VENDOR</u>	
S Distel	6020-2111	\$ (13.82)	Maintenance Supplies, tax refund	VitaCost	
M Szymanek	6470-3295	\$ 48.60	Periodicals	Strategy and Tactics	
	6470-3275	\$ 125.80	AV Materials	Target	
	6470-3275	\$ 4.74	AV Materials	Target	
	6470-3275	\$ 41.23	AV Materials	Target	
	6470-3275	\$ 17.99	AV Materials	Netflix	
	6470-3275	\$ 17.99	AV Materials	Netflix	
		<u>\$ 242.53</u>			

May 18, 2021

**Arlington Heights Memorial Library
Special Funds Summary
4/30/2021**

Count 20

#	Account	Amount	Description	Staff
1	Check #1586 - North Suburban			
	Legal Aid Clinic 6440-2218	\$ 250.00	Tenant Rights During Covid	L Plakhotnyuk
	Check # 1587 – AHML – Petty Cash			
2	4/12/2021 6001-2203	\$ 37.53	Election Day Refreshments	M Driskell
3	6401-2203	\$ 15.10	YS Outreach	K McGuire
4	6401-3201	\$ 21.55	Activity Kit Supplies	J Pinotti
5	6401-3202	\$ 8.78	Books n Bites Supplies	J Pinotti
6	6470-3295	\$ 26.98	Periodicals	M Szymanek
7	4/19/2021 6003-2255	\$ 27.02	Balloons for Ryan Popp Award	T Scallon
8	6470-3280	\$ 12.99	Books	M Szymanek
9	6470-3295	\$ 22.90	Periodicals	M Szymanek
10	6401-3201	\$ 22.31	Tween DIY Supplies	S Prince
11	6401-3202	\$ 5.97	Desserts, Books, and More Supplies	S Prince
12	6401-3201	\$ 15.69	Tween DIY Supplies	S Prince
13	6401-3202	\$ 14.98	Program Supplies	S Prince
14	6401-3202	\$ 28.99	Program Supplies	S Prince
15	4/26/2021 6001-3272	\$ 40.00	Trustee Retirement Refreshments	D Ekl
16	6401-3005	\$ 6.99	Office Supplies	R King
17	6401-3201	\$ 28.25	Program Supplies	R King
18	5/3/2021 6003-4070	\$ 27.97	Thank You lunch for Volunteers	C Krueger
19	6015-2203	\$ 46.01	PERC Security License Renewal	C Patras
20	6001-2203	\$ 4.00	Board Meeting Waters	J Moravec
		<u>\$ 664.01</u>		

To: Board of Library Trustees
From: Mike Driskell, Chris Krueger, Gary Leclair
Date: May 18, 2021
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.

Highlights:

- Rough inspection has been completed
- Framing has been completed and drywall has been hung
- New sewer line has been run to the street
- Grease trap has been installed
- Kitchen hood has been delivered and installed

Flooring and furniture selection is being finalized and ordered.

Timeline and budget:

We have received change orders that are within the contingency amount set aside for the project. Overall, we are projecting to be within or under budget.

We are progressing on the construction timeline of the project as expected. Overall, we are slightly behind schedule due to inspections, but hope to make this time up in the rest of the construction and finishing stages of the project.

We are tentatively planning for an early August opening, which includes time for staff to set up furniture and equipment and prepare the space for public use.

Makerspace team additions:

In addition to construction progress, staff have been hired for the specialty makerspace positions.

Kate Henry is coming to us from the Northbrook Library Collaboratory and has excellent makerspace experience, programming knowledge and an extensive list of maker skills. Kate is also a past employee of Arlington Heights Memorial Library.

Stacy Craft has an excellent background in fine arts and is just finishing up her Master of Fine Arts from the Cranbrook Academy of Art in Bloomfield Hills, Michigan. Stacy has an incredible mix of 3D design skills and a strong customer service background. Her background in CNC milling, laser cutting and metal shop work will make her a great fit at the makerspace.

After a successful career as a software developer, Brian Baseggio enrolled in culinary school to pursue his passion for the culinary arts. Brian worked as a sous chef in a popular Chicago restaurant and brings an incredible amount of culinary industry knowledge to the makerspace team. Brian's kitchen knowledge and experience in tech will make him a terrific fit for the makerspace team.



Framing and drywall are complete throughout the building. Contractors are currently preparing the surfaces for paint by filling holes and taping seams.



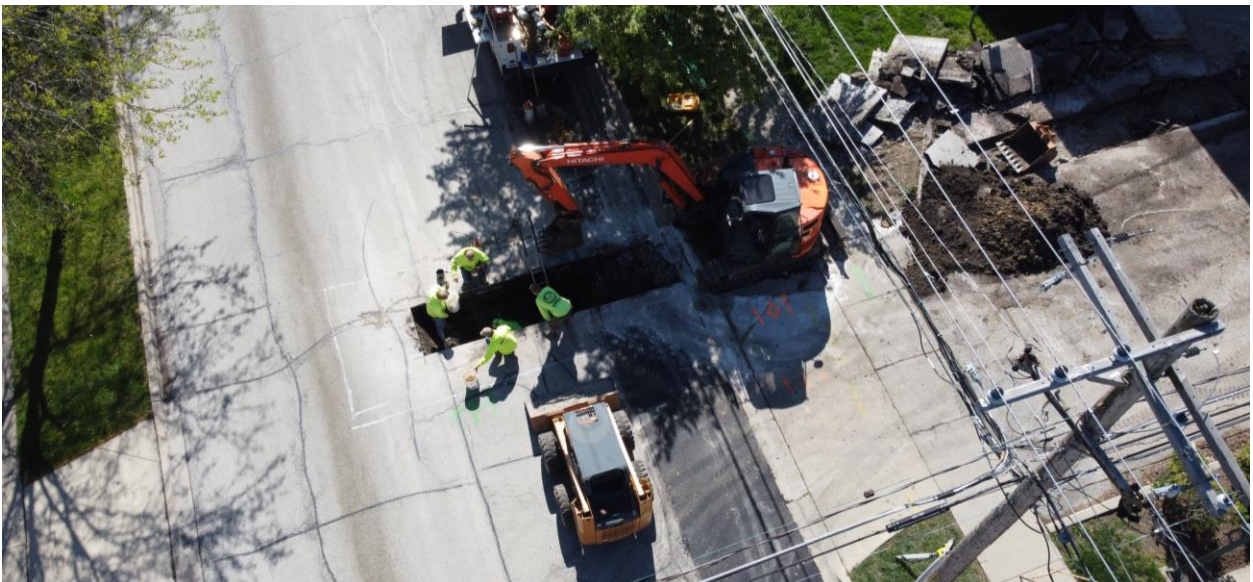
The new metal framing for the kitchen entrance has been installed and looks great. This frame (just like the industrial tools room) will be filled with glass windows and doors so makerspace users can get a look into the kitchen while still keeping some of the clanking dishes, whirring mixers, and delicious smells trapped inside.



The kitchen hood, paid for by the AHML Foundation, has been hung in place.



A strip of the parking lot was excavated last week to make way for our new hook-ups to the village sewer. The really impressive part is that it was completed in a day to minimize street closures.



Excavation on Miner street allowed for the connection of the sewer to the main line.



The new commercial kitchen grease trap has been installed under the driveway on the south side of the building.

To: Board of Library Trustees
From: Chris Krueger, Jack Bower, Jennifer Czajka, Shannon Distel
Date: May 18, 2021
Re: Adoption of Makerspace and Makerspace Kitchen Policies

In anticipation of the upcoming opening of the new makerspace, library staff will present policies for the makerspace and makerspace kitchen. The intention of these policies is to provide guidelines regarding customer use of the spaces, equipment, materials and restrictions. These new policies were last reviewed at the May 3 Committee of the Whole meeting and are reflective of the discussion at that meeting.

Also attached are the waiver and release forms for makerspace and kitchen use. The intention of the waivers is to relinquish the library's liability during customer use of select makerspace equipment and the makerspace kitchen.

In drafting the documents, staff reviewed the policies of over a dozen library makerspaces, and the policies and waivers of over a dozen instructional and shared kitchen spaces. Feedback from the Board of Library Trustees was also incorporated. The policies and waivers presented were reviewed by the library's attorney.

Suggested motion 1: **The Board of Library Trustees adopts Policy 7.020 Makerspace.**

Suggested motion 2: **The Board of Library Trustees adopts Policy 7.021 Makerspace Kitchen.**

7.020 MAKERSPACE

The Arlington Heights Memorial Library's makerspace is a flexible, participatory environment where users can gain access to the latest technology to encourage life-long learning, entrepreneurship and empowerment through creation. It offers a wide array of hands-on opportunities and facilitates the sharing of space, equipment and resources for a diverse community in accordance with the library's mission to fulfill the knowledge, information, enrichment, entertainment and cultural engagement needs of our community members.

USE OF SPACE

1. Users must be 12 years of age or older to be in the makerspace without a responsible caregiver. Users under the age of 12 must be accompanied and monitored at all times by a responsible caregiver or library staff during a scheduled program or event.
2. Users of the makerspace must adhere to Arlington Heights Memorial Library policies and obey all local, state, and federal laws when using the makerspace. The library reserves the right to terminate the makerspace privileges of any person in violation of these policies.
3. Issues, accidents, or injuries must be reported immediately to makerspace staff.
4. Library-sponsored activities, classes, and programs have priority use of the makerspace.
5. Use of makerspace and kitchen must adhere to the applicable makerspace policies, waiver forms, and rental agreements.

USE OF EQUIPMENT AND MATERIALS

1. Select tools will require a completed waiver form and/or in-house competency training prior to independent use. Use of select equipment and tools requires staff assistance to operate.
2. Materials for use with makerspace tools will be available for purchase. Material availability is not guaranteed; prices are subject to change. The material price list is posted on the library website. The library does not offer refunds for materials used or for any remnants.
3. Users may bring in their own materials for use with equipment contingent on pre-approval from staff. The library requires a copy of the Safety Data Sheet (SDS) and reserves the right to deny non-compatible materials and tools.
4. The library cannot guarantee product quality, satisfaction, equipment availability or stability, confidentiality of design or specific delivery times.
5. The library is not responsible for damage to any project, if a project does not print correctly, does not work, or if a user's personal equipment is damaged or destroyed while using any of the makerspace equipment or tools. The library and its staff are not liable for any loss, damage, or expenses sustained by users due to the utilization of services, equipment, software, advice or information.

6. The library is not responsible for any damages, loss or security of data arising from use of its computers or network or during the creation or digitization process. Users are responsible for the storage of their digital files and providing their own storage devices as needed.
7. Users of the makerspace accept financial responsibility for damage caused to the equipment or space beyond normal wear.

RESTRICTIONS

1. The library reserves the right to refuse production of any content at any time. Users will not be permitted to use makerspace equipment to produce:
 - a. Content or objects prohibited by local, state, or federal law.
 - b. Content or objects that are unsafe, harmful, dangerous or pose an immediate threat to the well-being of others including but not limited to weapons or weapon parts.
 - c. Content protected by intellectual property laws which the user does not have legal permission to use.
2. It is the responsibility of the user to know which intellectual property laws, if any, apply to their intended creation or design when using makerspace equipment.
3. The copyright law of the United States (Title 17, U.S. Code) governs the making of copies or other reproductions of copyrighted material. Users of the makerspace are responsible for any related infringement. By submitting content or objects, the user agrees to assume all responsibility for, and shall hold the library harmless in, all matters related to patented, trademarked, or copyrighted materials.
4. To ensure fair and equal access to our equipment, the makerspace is not and should not be considered a mass-production fabrication facility.
5. Overnight storage of user materials, projects, equipment, or other personal property in the makerspace is prohibited.

MAKERSPACE RENTAL

1. Private makerspace rental is available to users over the age of 18 with priority given to Arlington Heights Memorial Library cardholders, businesses, and non-profit organizations.
2. Price structure, fees and requirements for rental are reflected in the Makerspace Rental Agreement and may be modified at any time.
3. Items may not be stored in the makerspace outside of the scheduled rental period; the makerspace should be left in the same condition as upon arrival.
4. If circumstances warrant, the Arlington Heights Memorial Library reserves the right to refuse, cancel or reschedule any scheduled makerspace rental.

Arlington Heights Memorial Library Hold Harmless Agreement and Release

Makerspace Facilities and Equipment Waiver

The Arlington Heights Memorial Library (“Library”) offers use of Makerspace facilities and equipment. In consideration for being permitted to use the Library’s Makerspace facilities and equipment, I understand, agree, represent and acknowledge that:

- 1) I have read, understand and agree to abide by the terms of the Library’s Makerspace Policy.
- 2) Use of the Makerspace facility and equipment includes or may include known and unknown dangers and risks, including but not limited to the use of tools, machines, electrical equipment and/or heating equipment.
 - a. I will not use Makerspace facilities or equipment independently or unsupervised that I am unfamiliar or uncomfortable with.
 - b. I will not use Makerspace facilities or equipment if I am ill, tired, under the influence of drugs, alcohol or other intoxicants, or if am I feeling generally unwell.
- 3) I assume full responsibility for any and all personal injuries or property damage which I may suffer or which may occur during or related to my use of Makerspace facilities and equipment.
- 4) Neither the Library nor its Employees, Agents, including contracted instructors, or Trustees shall be liable for any personal injuries, property loss, or damages in connection with use of Makerspace facilities or equipment. I fully and forever release and discharge them and agree to indemnify, defend and hold them harmless from any and all claims, causes of action, losses, attorneys’ fees, costs, or other damages resulting from, arising out of, or relating in any way to my use of Makerspace facilities or equipment.

I have read, understand, acknowledge and agree to the terms stated above and agree to be legally bound by them.

Printed Name: _____

Signature: _____

Date signed: _____

Applicant is Age 17 or Under

Inasmuch as _____ is age 17 or under, I hereby consent to and approve of
(Applicant)

Applicant's use of Makerspace facilities and equipment at the Library. I further represent that I am the applicant's legal guardian, and I understand, acknowledge and agree to the terms stated above for and on behalf of the Applicant as a condition of Applicant's use.

Parent/Legal Guardian

Date Signed: _____

7.021 MAKERSPACE KITCHEN

The primary purpose of the makerspace kitchen is for library programs, including access to hands-on instruction. In addition, providing rental opportunities which help launch new food businesses, culinary education, non-profits, individuals and groups that support the library's mission to fulfill the knowledge, information, enrichment, entertainment and cultural engagement needs of our community members.

ELIGIBILITY

1. All users of the makerspace kitchen must complete the Makerspace Kitchen Waiver form before attending library culinary programs or renting the kitchen.
2. Use of the makerspace kitchen outside of library-delivered culinary programming or kitchen rental is prohibited unless approved by the library administration.
3. Culinary instructors contracted by the library and all renters will meet requirements determined by the library.
4. The library reserves the right to limit culinary program registration to cardholders, to limit the number of program registrations per person, and to institute material fees for participation in makerspace kitchen programs.

USE OF SPACE

1. All makerspace kitchen use shall be compliant with library policies and not violate federal, state or local laws; failure to abide may result in cancelation or refusal of future registrations and reservations.
2. Library-sponsored activities, classes, and programs have priority use of the makerspace kitchen.
3. Issues, accidents or injuries must be reported immediately to makerspace staff.
4. Alcohol may not be served or consumed during or in conjunction with use of the makerspace kitchen unless approved by the library administration and in accordance with local and state laws.

KITCHEN RENTAL

1. Private kitchen rental is available to users over the age of 18 with priority given to Arlington Heights Memorial Library cardholders, businesses, and non-profit organizations.
2. Price structure, fees and requirements for rental are reflected in the Makerspace Kitchen Rental Agreement and may be modified at any time.
3. Items, including food and food products, may not be stored in the makerspace kitchen outside of the scheduled rental period; the kitchen should be left in the same condition as upon arrival.

4. If circumstances warrant, the Arlington Heights Memorial Library reserves the right to refuse, cancel or reschedule any scheduled kitchen rental.

Arlington Heights Memorial Library Hold Harmless Agreement and Release

Makerspace Kitchen Waiver

The Arlington Heights Memorial Library (“Library”) offers use of a commercial kitchen facility and equipment. In consideration for being permitted to use the Library’s Makerspace kitchen as part of library delivered programming or through facility rental, I understand, agree, represent and acknowledge that:

- 1) I have read, understand and agree to abide by the terms of the Library’s Kitchen Policy.
- 2) My participation in makerspace kitchen activities is voluntary.
- 3) Use of the makerspace kitchen facility and equipment includes or may include known and unknown dangers and risks, including but not limited to the use of tools and appliances, including electrical equipment and heating equipment, used in food preparation.
- 4) I will only use the makerspace kitchen in good health, and I will not attend culinary programs nor follow through with a scheduled rental if I am ill, tired, feeling generally unwell or under the influence of drugs, alcohol or other intoxicants.
- 5) I assume full responsibility for any and all personal injuries or property damage which I may suffer or which may occur during or related to use of Makerspace facilities and equipment.
- 6) I agree to immediately report any issues, accidents or injuries to makerspace staff. I accept the risks inherent in the cooking and eating of food that has been prepared in the space, including as part of library-delivered programs and events.
- 7) Neither the Library nor its Employees, Agents, contracted instructors, volunteers or Trustees shall be liable for any personal injuries, property loss, or damages which I (or my business, if applicable) may suffer in connection with my use of Makerspace kitchen facilities or equipment. I fully and forever release and discharge them and agree to indemnify, defend and hold them harmless from any and all claims, causes of action, losses, attorneys’ fees, costs, or other damages resulting from, arising out of, or relating in any way to my use of Makerspace kitchen facilities or equipment.

Allergens Waiver

- 8) I understand the makerspace kitchen is not a nut-free, gluten-free, or other allergy free environment, and it is my sole and exclusive responsibility to know my own food allergens and sensitivities prior to use of the makerspace kitchen or participation in activities involving the makerspace kitchen.
- 9) The library cannot guarantee allergy free foods and assumes no responsibility for reactions to food handled or consumed in the kitchen.

I have read, understand, acknowledge and agree to the terms stated above and agree to be legally bound by them.

Printed Name: _____

Signature: _____

Date signed: _____

Applicant is Age 17 or Under

Inasmuch as _____ is age 17 or under, I hereby consent to and approve of
(Applicant)

Applicant's use of the Makerspace kitchen facilities and equipment as part of library-delivered culinary programs and events. I further represent that I am the applicant's legal guardian, and I understand, acknowledge and agree to the terms stated above for and on behalf of the Applicant as a condition of Applicant's use.

Parent/Legal Guardian

Date Signed: _____

To: Board of Library Trustees

From: Michael Driskell and Donna Ekl

Date: May 18, 2021

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, 2020.**



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

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

For the Year Ended December 31, 2020

The background of the lower half of the page features a grayscale photograph of a library interior with rows of bookshelves. Overlaid on this image is a complex, semi-transparent geometric pattern of overlapping triangles and lines in shades of gray and white.

SIKICH.COM

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS
AUDITOR'S COMMUNICATION TO THE BOARD OF TRUSTEES
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1415 West Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

SIKICH.COM

May 13, 2021

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 2021.

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

Sikich LLP
By: Anthony Cervini, CPA, CFE
Partner

1415 West Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

SIKICH.COM

May 13, 2021

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 each major fund of the Arlington Heights Memorial Library, Arlington Heights, Illinois (the Library) as of December 31, 2020. 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 November 17, 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, 2020, with the exception of the implementation of GASB Statement No. 71, *Pension Transition for Contributions made Subsequent to the Measurement Date - an Amendment of GASB Statement No. 68*. 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, with the exception of AJE#02.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 13, 2021.

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, 2020

Adjusting Journal Entries

Date: 1/1/2020 To 12/31/2020

Number	Date	Name	Account No	Debit	Credit
AJE#01	12/31/2020	Fund Balance / Fund Balance Undesignated	291-0000-360-05-00 GF-291	2,307.24	
AJE#01	12/31/2020	Fund Balance / Fund Balance Undesignated	291-0000-360-05-00 GF-291		-18,230.60
AJE#01	12/31/2020	Donations / Donations - Library	291-0000-483-70-00 GF-291	18,230.60	
AJE#01	12/31/2020	Employee Benefits / Flexible Spending	291-6001-601-19-53 GF-291		-2,307.24
		To correct beginning fund balance to agree to 12/31/2020 audited			
AJE#02	12/31/2020	Cash / Pooled Cash & Cash Equivl	291-0000-100-01-00 GF-291		-2,664,687.90
AJE#02	12/31/2020	Cash / Library Disbursement	291-0000-100-08-00 GF-291	2,664,687.90	
AJE#02	12/31/2020	Cash / Pooled Cash & Cash Equivl	491-0000-100-01-00 CP-491		-157,610.38
AJE#02	12/31/2020	Cash / Library Disbursement	491-0000-100-08-00 CP-491	157,610.38	
		To balance Library disbursement account			
AJE#03	12/31/2020	Accounts Receivable / AR Real Estate Taxes	291-0000-120-05-00 GF-291		-129,887.00
AJE#03	12/31/2020	Accounts Receivable / IMRF Real Estate Tax Rec	291-0000-120-06-00 GF-291		-15,470.00
AJE#03	12/31/2020	Deferred Revenue / Deferred Real Estate Tax	291-0000-250-10-00 GF-291	145,357.00	
		To correct property tax receivable and deferred revenue			
AJE#04	12/31/2020	Fixed Assets / Construction in Progress	806-0000-150-80-00 GFAAG-806	183,690.61	
AJE#04	12/31/2020	Property / Fixed Asset Acquisition	806-6333-601-50-95 GFAAG-806		-183,690.61
		To record CIP			
AJE#05	12/31/2020	Retainage Payable	491-0000-200-15-00 CP-491		-3,542.00
AJE#05	12/31/2020	Property / Other Capital Outlay	491-6480-601-50-55 CP-491	3,542.00	
AJE#05	12/31/2020	Fixed Assets / Construction in Progress	806-0000-150-80-00 GFAAG-806	3,542.00	
AJE#05	12/31/2020	Property / Fixed Asset Acquisition	806-6333-601-50-95 GFAAG-806		-3,542.00
		Entry to accrue retainage payable at year-end			
AJE#06	12/31/2020	Accounts Receivable / AR Other Manual	491-0000-120-56-00 CP-491		-2,067.37
AJE#06	12/31/2020	Investment Inc / Market Value Adj IMET	491-0000-462-10-00 CP-491	2,067.37	
		To write off A/R balance			

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

MANAGEMENT LETTER

December 31, 2020

1415 West 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 each major fund of the Arlington Heights Memorial Library, Arlington Heights, Illinois (the Library) as of and for the year ended December 31, 2020, 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 May 13, 2021, 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
May 13, 2021

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, 2022. 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, 2022.

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 year ending December 31, 2021, 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 fiscal year ending December 31, 2022.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, issued to address issues 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 31, 2023.

OTHER COMMENTS (Continued)

Future Accounting Pronouncements (Continued)

GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, was issued to provide temporary relief to governments and other stakeholders due to the COVID-19 pandemic. The effective dates of certain provisions contained in the following pronouncements are postponed by one year:

- Statement No. 83, *Certain Asset Retirement Obligations*
- Statement No. 84, *Fiduciary Activities*
- Statement No. 88, *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*
- Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*
- Statement No. 90, *Majority Equity Interests*
- Statement No. 91, *Conduit Debt Obligations*
- Statement No. 92, *Omnibus 2020*
- Statement No. 93, *Replacement of Interbank Offered Rates*
- Implementation Guide No. 2017-3, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (and Certain Issues Related to OPEB Plan Reporting)*
- Implementation Guide No. 2018-1, *Implementation Guidance Update—2018*
- Implementation Guide No. 2019-1, *Implementation Guidance Update—2019*
- Implementation Guide No. 2019-2, *Fiduciary Activities*.

The effective dates of the following pronouncements are postponed by 18 months:

- Statement No. 87, *Leases*
- Implementation Guide No. 2019-3, *Leases*

GASB Statement No. 96, *Subscription-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. 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 fiscal years beginning after December 31, 2023.

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

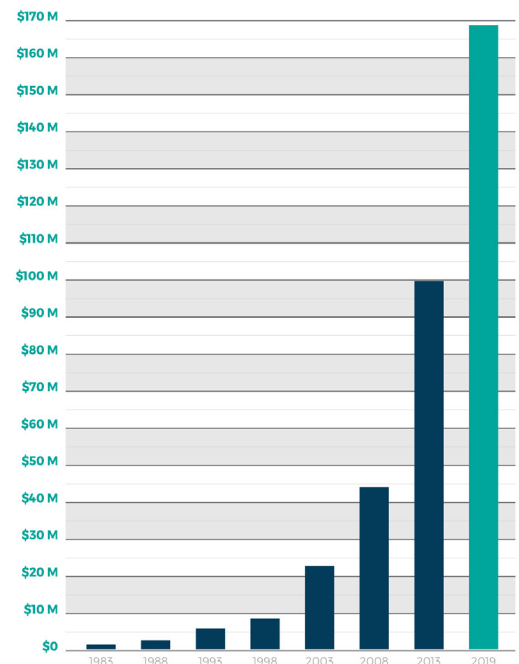
2019 Revenue \$167.4M
 Total Partners 100+
 Total Personnel 1,000+
Personnel count as of January 1, 2020



● SIKICH.LOCATIONS*

Alexandria, VA (703) 836-1350	Crofton, MD (410) 451-5150	Milwaukee, WI (262) 754-9400	Springfield, IL (217) 793-3363
Akron, OH (330) 864-6661	Decatur, IL (217) 423-6000	Minneapolis, MN (331) 229-5235	St. Louis, MO (314) 275-7277
Boston, MA (508) 485-5588	Indianapolis, IN (317) 842-4466	Naperville, IL (630) 566-8400	St. Louis, MO (636) 532-9525
Chicago, IL (312) 648-6666	Los Angeles, CA (877) 279-1900	Peoria, IL (309) 694-4251	Washington, MO (636) 239-4785

SIKICH TOTAL REVENUE



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* 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 2020, Sikich received its 11th 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
- *Accounting Today* Top 100 Value Added Reseller Stars (VARs) 2020 - ranked #5
- 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 VARs 2020 - ranked #5

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®
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2019/2020
INNERCIRCLE
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ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

ANNUAL FINANCIAL REPORT

For the Year Ended December 31, 2020



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

1415 West Diehl Road, Suite 400
Naperville, IL 60563
630.566.8400

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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 each major fund of the Arlington Heights Memorial Library (the Library) as of and for the year ended December 31, 2020, 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 and each major fund of the Arlington Heights Memorial Library, Arlington Heights, Illinois as of December 31, 2020, 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

As discussed in Note 10 to the financial statements, the Library previously adopted Government Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions, an Amendment of GASB Statement No. 27*. The new standard required the Library to recognize a liability, deferred inflow and deferred outflow in its government-wide financial statements for the net pension liability associated with its pension plan.

In 2020, the Library made a determination to report information from the December 31, 2019 actuarial valuation for the Illinois Municipal Retirement Fund. In order to continue its dedication to timely financial reporting, the Library adopted GASB Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*, which established standards for measuring and recognizing liabilities, deferred inflows and outflows of resources, and expenses, modified certain disclosures in the notes to financial statements and required supplementary information. Therefore, the related accounts were restated for the prior year to reflect the net pension liabilities and deferred outflows as of December 31, 2018. Our opinion is not modified with respect to these matters.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and 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 this required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the 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
May 13, 2021

**GENERAL PURPOSE EXTERNAL
FINANCIAL STATEMENTS**

ARLINGTON HEIGHTS MEMORIAL LIBRARY
MANAGEMENT'S DISCUSSION AND ANALYSIS

December 31, 2020

As the management of the Arlington Heights Memorial Library (AHML), we offer this narrative overview and analysis of the financial activities for the fiscal year ended December 31, 2020. We encourage readers to consider the information presented here in conjunction with additional information furnished in the library's financial Statements.

This discussion and analysis is designed to (1) assist the reader in focusing on significant financial issues, (2) provide an overview of AHML's financial activity, (3) identify changes in AHML's financial position (its ability to address the next and subsequent year challenges), (4) identify any material deviations from the financial plan (the approved budget), and (5) identify individual fund issues or concerns.

USING THE FINANCIAL SECTION OF THIS ANNUAL REPORT

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of AHML's finances, in a manner similar to a private-sector business. The focus of the Statement of Net Position presents information on all of AHML's assets and liabilities, with the difference between the two reported as net position. This statement combines and consolidates governmental fund's current financial resources (short-term spendable resources) with capital assets and long-term obligations using the accrual basis of accounting and economic resources measurement focus. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of AHML is improving or deteriorating.

The Statement of Activities presents information showing how AHML's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused compensated absences).

The government-wide financial statements describe functions of AHML that are principally supported by taxes and intergovernmental revenues (governmental activities). The governmental activities of AHML reflect AHML's basic services, including materials collections, reference and readers' services, programming, interlibrary loan and outreach services.

Fund Financial Statements

Traditional users of governmental financial statements will find the Fund Financial Statements to be more familiar. The focus of the presentation is on major funds rather than fund types. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. AHML, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of AHML are in one category: governmental funds.

Governmental Funds

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

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

AHML maintains nine individual governmental funds. Information is presented separately in the governmental fund balance sheet and statement of revenues, expenditures, and changes in fund balances for the General Fund, Special Reserve Fund, Debt Service Fund, and Capital Projects Fund, all of which are considered to be "major" funds. Data from the other five governmental funds are combined into a single, aggregate presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements later in this report.

AHML adopts an annual budget for each of its governmental funds. A budgetary comparison statement has been provided elsewhere in this report to demonstrate compliance with the budget. The basic governmental fund financial statements have been included.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. Additional notes to the financial statements can be found throughout this annual financial report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning AHML's progress in funding its obligation to provide benefits to its employees. Required supplementary information has been provided.

The combining statements referred to earlier in connection with non-major governmental funds are presented immediately following the required supplementary information on pensions. Combining and individual fund statements and schedules are included.

GOVERNMENT-WIDE STATEMENTS

Net Position

The following table reflects the condensed Statement of Net Position.

Table 1: Statement of Net Position

	Governmental Activities
ASSETS	
Cash and investments	\$ 14,831,345.00
Receivables (net, where applicable, of allowance for uncollectibles)	
Property taxes	14,390,209.00
Accounts	3,143.00
Prepaid expenses	336,581.00
Capital assets not being depreciated	834,611.00
Capital assets being depreciated (net of accumulated depreciation)	7,869,129.00
Total assets	38,265,018.00
DEFERRED OUTFLOWS OF RESOURCES	
Pension related items - OPEB	108,405.00
Pension related items - IMRF	2,069,626.00
Total deferred outflows of resources	2,178,031.00
Total assets and deferred outflows of resources	40,443,049.00
LIABILITIES	
Accounts payable	360,514.00
Retainage Payable	3,542.00
Accrued payroll	158,636.00
Unearned revenue	8,296.00
Long-term liabilities	
Due within one year	111,314.00
Due in more than one year	4,447,238.00
Total liabilities	5,089,540.00
DEFERRED INFLOWS OF RESOURCES	
Pension related items - OPEB	127,866.00
Pension related items - IMRF	2,318,952.00
Deferred revenue - property taxes	14,390,209.00
Total deferred inflows of resources	16,837,027.00
Total liabilities and deferred inflows of resources	21,926,567.00
NET POSITION	
Net investment in capital assets	8,703,740.00
Unrestricted	9,812,742.00
TOTAL NET POSITION	\$18,516,482.00

Net position increased \$1,086,489 during 2020 - from \$17,429,993 (restated 01-01-2020) to \$18,516,482.

Fund Balances

The following table summarizes the revenue and expenses of AHML's fund balances in 2020:

Table 2
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended December 31, 2020

	<u>General</u>	<u>Capital Projects</u>	<u>Combined Total</u>
REVENUES			
Property Taxes	\$ 14,139,567.00	\$ -	\$ 14,139,567.00
Intergovernmental			
Replacement taxes	334,521.00	-	334,521.00
Grants	145,876.00	-	145,876.00
Other intergovernmental	61,589.00	-	61,589.00
Charges for services	65,840.00	-	65,840.00
Investment income	807.00	45,334.00	46,141.00
Miscellaneous income	52,740.00	-	52,740.00
Total revenues	<u>14,800,940.00</u>	<u>45,334.00</u>	<u>14,846,274.00</u>
EXPENDITURES			
Current			
Culture and recreation			
Administration	11,211,533.00	-	11,211,533.00
Building	524,548.00	-	524,548.00
Books and materials	1,814,984.00	-	1,814,984.00
Capital outlay	63,645.00	269,254.00	332,899.00
Total expenditures	<u>13,614,710.00</u>	<u>269,254.00</u>	<u>13,883,964.00</u>
NET CHANGE IN FUND BALANCES	<u>1,186,230.00</u>	<u>(223,920.00)</u>	<u>962,310.00</u>
FUND BALANCES, JANUARY 1	<u>7,992,881.00</u>	<u>5,684,890.00</u>	<u>13,677,771.00</u>
FUND BALANCES, DECEMBER 31	<u>\$ 9,179,111.00</u>	<u>\$ 5,460,970.00</u>	<u>\$ 14,640,081.00</u>

As noted earlier, the Arlington Heights Memorial Library uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. As of December 31, 2020, the governmental funds had a combined fund balance of \$14,640,081. The combined fund balance increased by \$962,310 in 2020, from \$13,677,771 to \$14,640,081.

Capital Assets

The following schedules reflect AHML's capital asset balances:

Table 3
Capital Assets

	Beginning Balances	Increases	Decreases	Ending Balances
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 592,378	\$ -	\$ -	\$ 592,378
Permanent art	55,000	-	-	55,000
Construction in Progress	-	187,233	-	187,233
Total capital assets not being depreciated	647,378	187,233	-	834,611
Capital assets being depreciated				
Buildings and improvements	\$ 18,086,759	\$ 34,877	\$ -	\$ 18,121,636
Equipment	3,743,004	47,144	-	3,790,148
Total capital assets being depreciated	21,829,763	82,021	-	21,911,784
Less accumulated depreciation for				
Buildings and improvements	10,798,334	603,549	-	11,401,883
Equipment	2,515,399	125,373	-	2,640,772
Total accumulated depreciation	13,313,733	728,922	-	14,042,655
Total capital assets being depreciated, net	8,516,030	(646,901)	-	7,869,129
GOVERNMENTAL ACTIVITIES				
CAPITAL ASSETS, NET	\$ 9,163,408	\$ (459,668)	\$ -	\$ 8,703,740

At year-end, AHML's investment in capital assets (net of accumulated depreciation) for its governmental-type activities was \$8,703,740 (down 5.01% from \$9,163,408 in 2019).

CURRENTLY KNOWN FACTS AND CONDITIONS

The COVID-19 outbreak in the United States has caused business disruption through mandated and voluntary closings of the Arlington Heights Memorial Library. While considerable uncertainty remains about the long-term impact, administration and management will continue to carefully monitor the situation and evaluate its options for the current year and following year's budgetary position as the situation continues to evolve.

CONTACTING ARLINGTON HEIGHTS MEMORIAL LIBRARY

This financial report is designed to provide our citizens with a general overview of AHML's finances and to demonstrate accountability for the money it receives. Questions concerning this report or requests for additional financial information should be directed to Mike Driskell, Executive Director, Arlington Heights Memorial Library, 500 N. Dunton Ave., Illinois, 60004.

BASIC FINANCIAL STATEMENTS

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

STATEMENT OF NET POSITION

December 31, 2020

	<u>Governmental Activities</u>
ASSETS	
Cash and investments	\$ 14,831,345
Receivables (net, where applicable, of allowance for uncollectibles)	
Property taxes	14,390,209
Accounts	3,143
Prepaid expenses	336,581
Capital assets not being depreciated	834,611
Capital assets being depreciated (net of accumulated depreciation)	<u>7,869,129</u>
Total assets	<u>38,265,018</u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension related items - OPEB	108,405
Pension related items - IMRF	<u>2,069,626</u>
Total deferred outflows of resources	<u>2,178,031</u>
Total assets and deferred outflows of resources	<u>40,443,049</u>
LIABILITIES	
Accounts payable	360,514
Retainage Payable	3,542
Accrued payroll	158,636
Unearned revenue	8,296
Long-term liabilities	
Due within one year	111,314
Due in more than one year	<u>4,447,238</u>
Total liabilities	<u>5,089,540</u>
DEFERRED INFLOWS OF RESOURCES	
Pension related items - OPEB	127,866
Pension related items - IMRF	2,318,952
Deferred revenue - property taxes	<u>14,390,209</u>
Total deferred inflows of resources	<u>16,837,027</u>
Total liabilities and deferred inflows of resources	<u>21,926,567</u>
NET POSITION	
Net investment in capital assets	8,703,740
Unrestricted	<u>9,812,742</u>
TOTAL NET POSITION	<u><u>\$ 18,516,482</u></u>

See accompanying notes to financial statements.

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

STATEMENT OF ACTIVITIES

For the Year Ended December 31, 2020

FUNCTIONS/PROGRAMS	Program Revenues				Net (Expense) Revenue and Change in Net Position
PRIMARY GOVERNMENT	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities					
Culture and recreation	\$ 13,759,785	\$ 65,840	\$ 207,465	\$ -	\$ (13,486,480)
Total governmental activities	13,759,785	65,840	207,465	-	(13,486,480)
TOTAL PRIMARY GOVERNMENT	\$ 13,759,785	\$ 65,840	\$ 207,465	\$ -	(13,486,480)
			General Revenues		
			Taxes		
			Property		14,139,567
			Intergovernmental - unrestricted		
			Replacement taxes		334,521
			Investment income		46,141
			Miscellaneous income		52,740
			Total		14,572,969
			CHANGE IN NET POSITION		1,086,489
			NET POSITION, JANUARY 1		17,050,824
			Change in accounting principle		379,169
			NET POSITION, JANUARY 1, (RESTATED)		17,429,993
			NET POSITION, DECEMBER 31		\$ 18,516,482

See accompanying notes to financial statements.

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

BALANCE SHEET
GOVERNMENTAL FUNDS

December 31, 2020

	General	Capital Projects	Total Governmental
ASSETS			
Cash and investments	\$ 9,246,880	\$ 5,584,465	\$ 14,831,345
Receivables			
Property taxes	14,390,209	-	14,390,209
Accounts receivable	3,143	-	3,143
Prepaid items	336,581	-	336,581
	TOTAL ASSETS	\$ 5,584,465	\$ 14,831,345
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES			
LIABILITIES			
Accounts payable	\$ 240,561	\$ 119,953	\$ 360,514
Retainage Payable	-	3,542	3,542
Accrued payroll	158,636	-	158,636
Unearned revenue	8,296	-	8,296
	Total liabilities	123,495	530,988
DEFERRED INFLOWS OF RESOURCES			
Unavailable revenue - property taxes	14,390,209	-	14,390,209
	Total deferred inflows of resources	-	14,390,209
	Total liabilities and deferred inflows of resources	123,495	14,921,197
FUND BALANCES			
Nonspendable			
Prepaid items	336,581	-	336,581
Assigned			
Capital projects	-	5,460,970	5,460,970
Unassigned	8,842,530	-	8,842,530
	Total fund balances	5,460,970	14,640,081
	TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	\$ 5,584,465	\$ 14,831,345
	TOTAL ASSETS	\$ 5,584,465	\$ 14,831,345

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, 2020

FUND BALANCES OF GOVERNMENTAL FUNDS	\$ 14,640,081
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	8,703,740
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	(249,326)
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	(19,461)
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	(406,526)
Net pension liability	(3,860,124)
Total OPEB liability	<u>(291,902)</u>
NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 18,516,482</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, 2020

	General	Capital Projects	Total Governmental
REVENUES			
Property taxes	\$ 14,139,567	\$ -	\$ 14,139,567
Intergovernmental			
Replacement taxes	334,521	-	334,521
Grants	145,876	-	145,876
Other intergovernmental	61,589	-	61,589
Charges for services	65,840	-	65,840
Investment income	807	45,334	46,141
Miscellaneous income	52,740	-	52,740
	<hr/>		
Total revenues	14,800,940	45,334	14,846,274
<hr/>			
EXPENDITURES			
Current			
Culture and recreation			
Administration	11,211,533	-	11,211,533
Building	524,548	-	524,548
Books and materials	1,814,984	-	1,814,984
Capital outlay	63,645	269,254	332,899
	<hr/>		
Total expenditures	13,614,710	269,254	13,883,964
<hr/>			
NET CHANGE IN FUND BALANCES	1,186,230	(223,920)	962,310
FUND BALANCES, JANUARY 1	7,992,881	5,684,890	13,677,771
<hr/>			
FUND BALANCES, DECEMBER 31	\$ 9,179,111	\$ 5,460,970	\$ 14,640,081
<hr/> <hr/>			

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, 2020

NET CHANGES IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$ 962,310
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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	269,254

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	(728,922)
--	-----------

The change in compensated absences payable is shown as an expense on the statement of activities	(51,893)
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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	537,019
---	---------

The change in total OPEB liability, deferred inflows, and deferred outflows of resources are not a source or use of financial resources	<u>98,721</u>
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CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 1,086,489</u></u>
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See accompanying notes to financial statements.

ARLINGTON HEIGHTS MEMORIAL LIBRARY
ARLINGTON HEIGHTS, ILLINOIS

NOTES TO FINANCIAL STATEMENTS

December 31, 2020

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 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.

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

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.

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)

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

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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.

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

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.

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)

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, 2020.

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 2020 attach as an enforceable lien on January 1, 2020, 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, 2021 and August 1, 2021 and are payable in two installments, on or about March 1, 2021 and September 1, 2021. The County collects such taxes and remits them periodically. The allowance for uncollectible taxes has been stated at 1% of the tax levy, to reflect actual collection experience. Since the 2020 levy is intended to fund the 2021 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, 2020 was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
GOVERNMENTAL ACTIVITIES				
Capital assets not being depreciated				
Land	\$ 592,378	\$ -	\$ -	\$ 592,378
Permanent art	55,000	-	-	55,000
Construction in Progress	-	187,233	-	187,233
Total capital assets not being depreciated	<u>647,378</u>	<u>187,233</u>	<u>-</u>	<u>834,611</u>

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	\$ 18,086,759	\$ 34,877	\$ -	\$ 18,121,636
Equipment	3,743,004	47,144	-	3,790,148
Total capital assets being depreciated	<u>21,829,763</u>	<u>82,021</u>	<u>-</u>	<u>21,911,784</u>
Less accumulated depreciation for				
Buildings and improvements	10,798,334	603,549	-	11,401,883
Equipment	2,515,399	125,373	-	2,640,772
Total accumulated depreciation	<u>13,313,733</u>	<u>728,922</u>	<u>-</u>	<u>14,042,655</u>
Total capital assets being depreciated, net	<u>8,516,030</u>	<u>(646,901)</u>	<u>-</u>	<u>7,869,129</u>
GOVERNMENTAL ACTIVITIES CAPITAL ASSETS, NET	<u>\$ 9,163,408</u>	<u>\$ (459,668)</u>	<u>\$ -</u>	<u>\$ 8,703,740</u>

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, Restated	Increases	Decreases	Balances December 31	Current Portion
Total OPEB liability	\$ 490,818	\$ -	\$ 198,916	\$ 291,902	\$ 30,009
Net pension liability	7,926,473	-	4,066,349	3,860,124	-
Compensated absences payable	354,633	122,819	70,926	406,526	81,305
TOTAL	\$ 8,771,924	\$ 122,819	\$ 4,336,191	\$ 4,558,552	\$ 111,314

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 required employer contribution rate for the 2020 calendar was 12.64% 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.

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)

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	Fair

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.

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

For the year ended December 31, 2020, the Library recognized pension expense of \$379,169. At December 31, 2020, 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
Employer contributions subsequent to the measurement date	916,188	-
TOTAL	<u>\$ 2,069,626</u>	<u>\$ 2,318,952</u>

\$916,188 reported as deferred outflows of resources related to pensions resulting from the Library contributions subsequent to the measurement date will be recognized as a reduction of net pension liability in the reporting year ending December 31, 2021. 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>	
2021	\$ (238,970)
2022	(232,170)
2023	276,585
2024	<u>(970,959)</u>
TOTAL	<u>\$ (1,165,514)</u>

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

8. EMPLOYEE RETIREMENT SYSTEM (Continued)

Illinois Municipal Retirement Fund (Continued)

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. 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.

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

9. OTHER POSTEMPLOYMENT BENEFITS (Continued)

b. Benefits Provided (Continued)

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, 2020, membership consisted of:

Inactive employees currently receiving benefit payments	1
Inactive employees entitled to but not yet receiving benefits	-
Active employees	<u>77</u>
 TOTAL	 <u>78</u>
 Participating employers	 <u><u>1</u></u>

d. Actuarial Assumptions and Other Inputs

The total OPEB liability at December 31, 2020, was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified.

Actuarial valuation date	December 31, 2020
Measurement date	December 31, 2020
Actuarial cost method	Entry-age normal
Inflation	3.00%
Discount rate	2.00%
Healthcare cost trend rates	7.00% Initial 4.50% Ultimate
Asset valuation method	N/A
Mortality rates	RP2014 Blue Collar base rates projected to 2020 using scale MP-2020

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

9. OTHER POSTEMPLOYMENT BENEFITS (Continued)

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.

f. Changes in the Total OPEB Liability

	<u>Total OPEB Liability</u>
BALANCES AT JANUARY 1, 2020	<u>\$ 431,112</u>
Changes for the period	
Service cost	22,503
Interest	11,443
Changes in assumptions	24,911
Benefit changes	(47,757)
Differences between expected and actual experience	(120,301)
Benefit payments	<u>(30,009)</u>
Net changes	<u>(139,210)</u>
BALANCES AT DECEMBER 31, 2020	<u>\$ 291,902</u>

There were changes in assumptions related to the discount rate, healthcare cost trend rates, and mortality rates.

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% 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%) or 1 percentage point higher (3%) than the current rate:

	1% Decrease (1%)	Current Discount Rate (2%)	1% Increase (3%)
Total OPEB liability	\$ 327,818	\$ 291,902	\$ 258,832

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

9. 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 7% 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 (6%) or 1 percentage point higher (8%) than the current rate:

	1% Decrease (6%)	Current Healthcare Rate (7%)	1% Increase (8%)
Total OPEB liability	\$ 242,071	\$ 291,902	\$ 353,861

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

For the year ended December 31, 2020, the Library recognized OPEB expense of \$(39,015). At December 31, 2020, 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	\$ 35,019	\$ 108,648
Changes in assumption	73,386	19,218
TOTAL	\$ 108,405	\$ 127,866

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,	
2021	\$ 4,805
2022	4,805
2023	4,805
2024	4,805
2025	986
Thereafter	<u>(39,667)</u>
TOTAL	\$ <u>(19,461)</u>

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

10. CHANGE IN ACCOUNTING PRINCIPLE

In 2015, the Library adopted Government Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions, an Amendment of GASB Statement No. 27*.

The new standards require the Library to recognize a liability, deferred inflow and deferred outflow in its government-wide financial statements for the net pension liability associated with its pension plan.

In 2020, the Library made a determination to report information from the December 31, 2019 actuarial evaluation from IMRF in order to continue its dedication to timely financial reporting. Therefore, the related accounts were restated for the prior year to reflect the net pension liabilities and deferred outflows from December 31, 2018.

The beginning net position reported in the government-wide financial statements has been restated as follows:

	<u>Increase (Decrease)</u>
GOVERNMENTAL ACTIVITIES	
Change in accounting principle	
To record the IMRF net pension liability	<u>\$ 379,169</u>
TOTAL GOVERNMENTAL ACTIVITIES	<u>\$ 379,169</u>

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, 2020

	Original and Final Budget	Actual
REVENUES		
Taxes		
Property taxes	\$ 14,391,649	\$ 14,139,567
Intergovernmental		
Replacement taxes	-	334,521
Grants	60,500	145,876
Other intergovernmental	562	61,589
Charges for services		
Special events	50,000	-
Fines	168,468	65,840
Investment income	90,395	807
Miscellaneous income	125,000	52,740
	14,886,574	14,800,940
EXPENDITURES		
Culture and recreation		
Administration	12,682,980	11,211,533
Building	688,575	524,548
Book and library materials	2,187,679	1,814,984
Capital outlay	222,920	63,645
	15,782,154	13,614,710
NET CHANGE IN FUND BALANCE	\$ (895,580)	1,186,230
FUND BALANCE, JANUARY 1		7,992,881
FUND BALANCE, DECEMBER 31		\$ 9,179,111

(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 Three Fiscal Years

MEASUREMENT DATE DECEMBER 31,	2018	2019	2020
TOTAL OPEB LIABILITY			
Service cost	\$ 9,231	\$ 16,755	\$ 22,503
Interest	10,210	13,891	11,443
Changes in assumptions	(16,812)	71,130	24,911
Benefit changes	-	-	(47,757)
Differences between expected and actual experience	53,226	-	(120,301)
Benefit payments	(14,604)	(18,959)	(30,009)
Net change in total OPEB liability	41,251	82,817	(139,210)
Total OPEB liability - beginning	307,044	348,295	431,112
TOTAL OPEB LIABILITY - ENDING	\$ 348,295	\$ 431,112	\$ 291,902
Covered payroll	\$ 4,705,766	\$ 4,846,939	\$ 4,658,129
Employer's total OPEB liability as a percentage of covered payroll	7.40%	8.89%	6.27%

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.

There were changes in assumptions related to the discount rate, mortality rates, and healthcare cost trend rates in 2020.

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 Six Fiscal Years

MEASUREMENT DATE DECEMBER 31,	2015	2016	2017	2018	2019	2020
Actuarially determined contribution	\$ 3,159,698	\$ 3,257,572	\$ 3,170,250	\$ 876,141	\$ 694,837	\$ 916,188
Contributions in relation to the actuarially determined contribution	3,168,474	3,257,572	3,170,250	877,582	704,063	916,188
CONTRIBUTION DEFICIENCY (EXCESS)	<u>\$ (8,776)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,441)</u>	<u>\$ (9,226)</u>	<u>\$ -</u>
Covered payroll	\$ 24,380,386	\$ 24,924,034	\$ 25,690,842	\$ 6,887,899	\$ 7,102,344	\$ 7,248,323
Contributions as a percentage of covered payroll	13.00%	13.07%	12.34%	12.74%	10.14%	12.64%

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 23 years; the asset valuation method was five-year smoothed market; and the significant actuarial assumptions were an investment rate of return at 7.25% 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,	2014	2015	2016	2017	2018	2019
Employer's proportion of net pension liability	26.15%	26.15%	26.15%	26.15%	26.15%	26.15%
Employer's proportionate share of net pension liability	\$ 3,807,757	\$ 5,821,779	\$ 6,092,299	\$ 1,299,308	\$ 7,926,473	\$ 3,860,124
Employer's covered payroll	5,073,649	6,231,627	6,370,583	6,566,068	6,887,899	7,102,344
Employer's proportionate share of the net pension liability as a percentage of its covered payroll	75.05%	93.42%	95.63%	19.79%	115.08%	54.35%
Plan fiduciary net position as a percentage of the total pension liability	90.96%	86.40%	86.35%	97.10%	83.82%	92.46%

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, 2020

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 adopted.

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, 2020

	Original and Final Budget	Actual
EXPENDITURES		
Administration		
Salaries	\$ 8,326,012	\$ 7,527,345
Employee benefits	1,359,940	1,357,888
IMRF	1,054,012	883,851
Insurance - medical/life	17,000	8,481
Social Security and Medicare	638,241	558,315
Other employee benefits	44,350	43,446
Professional technical services	271,793	221,395
Office supplies	37,023	29,401
Contractual services	934,609	581,411
	12,682,980	11,211,533
Building		
Utilities	17,672	17,755
Maintenance	529,613	426,919
Equipment rental	7,326	1,909
Tools and equipment	84,943	46,228
Other property services	49,021	31,737
	688,575	524,548
Books and Library Materials		
Library supplies	1,918,036	1,650,421
Other supplies	269,643	164,563
	2,187,679	1,814,984
Capital outlay	222,920	63,645
TOTAL EXPENDITURES	\$ 15,782,154	\$ 13,614,710

(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, 2020

	Original and Final Budget	Actual
REVENUES		
Investment income	\$ 70,000	\$ 45,334
Total revenues	<u>70,000</u>	<u>45,334</u>
EXPENDITURES		
Capital outlay	<u>943,000</u>	<u>269,254</u>
Total expenditures	<u>943,000</u>	<u>269,254</u>
NET CHANGES IN FUND BALANCE	<u>\$ (873,000)</u>	(223,920)
FUND BALANCE, JANUARY 1		<u>5,684,890</u>
FUND BALANCE, DECEMBER 31		<u><u>\$ 5,460,970</u></u>

(See independent auditor's report.)

To: Board of Library Trustees

From: Mike Driskell and Donna Ekl

Date: May 18, 2021

Re: 2020 Budget Variance Report

We will be reviewing the final 2020 actual results, noting significant variances from the 2020 budget.

The following schedules are attached to this memo:

1. 2020 Summary of Financial Activity
2. 2020 Year-end comparison of budget versus actual for all library expenditure accounts
3. 2020 Summary of expenditures for capital projects
4. 2020 Final Revenue Reports– 100% of year lapsed

Summary of Financial Activity by Department, Operating Budget 2020

	291	Budget	Actual Expense	Over/(Under) Budget	Over/ Under	% Over/ Under
6001	Administration	\$ 1,004,451.85	\$ 832,650.45	\$ (171,801.40)	Under	17.1%
6002	Communications/Mktg	\$ 808,557.81	\$ 687,688.06	\$ (120,869.75)	Under	14.9%
6003	Human Resources	\$ 325,117.42	\$ 316,333.22	\$ (8,784.20)	Under	-2.7%
6004	Gifts and Grants	\$ 122,450.00	\$ 65,680.73	\$ (56,769.27)	Under	46.4%
6008	Finance	\$ 380,070.09	\$ 484,295.23	\$ 104,225.14	Over	27.4%
6010	IT	\$ 1,456,739.79	\$ 1,241,593.46	\$ (215,146.33)	Under	14.8%
6015	Security	\$ 405,876.70	\$ 391,130.02	\$ (14,746.68)	Under	-3.6%
6020	Facilities	\$ 1,070,523.61	\$ 919,757.35	\$ (150,766.26)	Under	14.1%
6401	Youth Services	\$ 1,365,831.19	\$ 1,248,950.17	\$ (116,881.02)	Under	-8.6%
6410	Info Services	\$ 1,505,456.14	\$ 1,390,736.33	\$ (114,719.81)	Under	-7.6%
6420	Circulation	\$ 1,856,530.08	\$ 1,626,027.87	\$ (230,502.21)	Under	12.4%
6430	Senior & Accessible Services	\$ 301,368.49	\$ 287,418.22	\$ (13,950.27)	Under	-4.6%
6440	Programs & Exhibits	\$ 536,586.10	\$ 387,328.91	\$ (149,257.19)	Under	27.8%
6450	Digital Services	\$ 1,050,399.84	\$ 1,017,618.20	\$ (32,781.64)	Under	-3.1%
6470	Collection Services	\$ 2,853,045.35	\$ 2,562,663.86	\$ (290,381.49)	Under	10.2%
6480	Belmont	\$ 739,149.98	\$ 157,147.24	\$ (582,002.74)	Under	78.7%
	Total Operating					-
291	2020	\$ 15,782,154.44	\$ 13,617,019.32	\$ (1,806,910.51)	Under	11.4%

See following pages for 2020 Year-end comparison of budget versus actual for all library operations expenditure accounts by department

								Notes Regarding Variances
								At least \$5,000 and greater
								than 30%
								or less than -\$5,000 and -30%
Dept	Account	Account Name	Administration Budget	Actual Expense	Over/(Under) Budget	Over/Under	% Over/Under	
6001	1685	Salaries	\$ 352,726.46	\$ 353,532.42	\$ 805.96	Over	0.2%	
6001	1692	Achievement Awards	\$ 4,000.00	\$ 2,500.00	\$ (1,500.00)	Under	-37.5%	
6001	1805	Overtime Civilian	\$ 1,000.00	\$ 1,120.15	\$ 120.15	Over	12.0%	
6001	1905	Medical Insurance	\$ 93,182.00	\$ 86,506.85	\$ (6,675.15)	Under	-7.2%	
6001	1910	IMRF	\$ 45,216.62	\$ 44,828.27	\$ (388.35)	Under	-0.9%	
6001	1911	Social Security	\$ 22,179.04	\$ 21,127.28	\$ (1,051.76)	Under	-4.7%	
6001	1912	Medicare	\$ 5,187.03	\$ 5,061.66	\$ (125.37)	Under	-2.4%	
								Employees are reimbursed for eligible expenses incurred before their separation date. Under IRS regulations, remaining funds in the account must be forfeited to the library, but the library is financially responsible for FSA contribution shortages.
6001	1953	Flexible Spending	\$ 1,609.77	\$ 8,234.68	\$ 6,624.91	Over	411.5%	
6001	1955	Unemployment Compensation	\$ 6,431.92	\$ -	\$ (6,431.92)	Under	-100.0%	
6001	2005	Professional Services	\$ 10,500.00	\$ 6,000.00	\$ (4,500.00)	Under	-42.9%	
6001	2008	Consulting Services Library	\$ 2,000.00	\$ 1,650.00	\$ (350.00)	Under	-17.5%	
6001	2020	Legal Services	\$ 16,000.00	\$ 14,062.50	\$ (1,937.50)	Under	-12.1%	
6001	2040	General Insurance	\$ 127,700.00	\$ 120,958.00	\$ (6,742.00)	Under	-5.3%	
6001	2165	Other Services	\$ 3,000.00	\$ 3,737.64	\$ 737.64	Over	24.6%	
6001	2201	Advertising	\$ 600.00	\$ 483.30	\$ (116.70)	Under	-19.5%	
6001	2202	Dues/Publications	\$ 6,675.00	\$ 5,024.00	\$ (1,651.00)	Under	-24.7%	
6001	2203	Travel/Training	\$ 123,722.00	\$ 45,751.47	\$ (77,970.53)	Under	-63.0%	Conferences and travel were canceled due to the pandemic.
6001	2205	Postage	\$ 50,945.00	\$ 27,081.83	\$ (23,863.17)	Under	-46.8%	Because the library was closed, multiple newsletters were not mailed to the public.
6001	2270	Telephone	\$ 86,569.00	\$ 62,211.75	\$ (24,357.25)	Under	-28.1%	We converted our phone lines to VOIP.
6001	3005	Office Supplies	\$ 8,858.00	\$ 7,360.62	\$ (1,497.38)	Under	-16.9%	
6001	3185	Small Tools & Equipment	\$ 2,500.00	\$ 1,985.53	\$ (514.47)	Under	-20.6%	
6001	3202	Program Events	\$ 1,200.00	\$ -	\$ (1,200.00)	Under	-100.0%	
6001	3272	Special Events	\$ 850.00	\$ -	\$ (850.00)	Under	-100.0%	
6001	4096	Contingency	\$ 5,000.00	\$ 4,149.24	\$ (850.76)	Under	-17.0%	
6001	5015	Other Equipment	\$ 26,800.00	\$ 9,283.26	\$ (17,516.74)	Under	-65.4%	Furniture replacement unnecessary during closure.
6001		Administration Total	\$ 1,004,451.85	\$ 832,650.45	\$ (171,801.40)	Under	-17.1%	

Communications & Marketing								Notes Regarding Variances
Dept	Account	Account Name	Budget	Actual Expense	Over/(Under) Budget	Over/Under	% Over/Under	At least \$5,000 and greater than 30% or less than \$-5,000 and -30%
6002	1685	Salaries	\$ 410,027.03	\$ 415,233.46	\$ 5,206.43	Over	1.3%	
6002	1805	Overtime Civilian	\$ 100.00	\$ 832.24	\$ 732.24	Over	732.2%	
6002	1905	Medical Insurance	\$ 66,675.00	\$ 66,675.00	\$ -	Over	0.0%	
6002	1910	IMRF	\$ 51,840.06	\$ 52,793.66	\$ 953.60	Over	1.8%	
6002	1911	Social Security	\$ 25,427.88	\$ 25,178.03	\$ (249.85)	Under	-1.0%	
6002	1912	Medicare	\$ 5,946.84	\$ 5,888.29	\$ (58.55)	Under	-1.0%	
6002	2005	Professional Services	\$ 5,500.00	\$ 1,812.38	\$ (3,687.62)	Under	-67.0%	
6002	2102	Equipment Maintenance	\$ 1,710.00	\$ 1,320.00	\$ (390.00)	Under	-22.8%	
6002	2165	Other Services	\$ 17,389.00	\$ 7,667.91	\$ (9,721.09)	Under	-55.9%	Cancelled Patron Point and less local advertising.
6002	2202	Dues/Publications	\$ 786.00	\$ 225.00	\$ (561.00)	Under	-71.4%	
6002	2203	Travel/Training	\$ 50.00	\$ -	\$ (50.00)	Under	-100.0%	
6002	2210	Printing	\$ 184,754.00	\$ 89,433.79	\$ (95,320.21)	Under	-51.6%	Multiple monthly newsletters not printed due to pandemic.
6002	3005	Office Supplies	\$ 15,579.00	\$ 12,759.16	\$ (2,819.84)	Under	-18.1%	
6002	3185	Small Tools & Equipment	\$ 6,000.00	\$ 5,538.25	\$ (461.75)	Under	-7.7%	
6002	3201	Program Supplies	\$ 700.00	\$ 444.39	\$ (255.61)	Under	-36.5%	
6002	3272	Special Events	\$ 16,073.00	\$ 1,886.50	\$ (14,186.50)	Under	-88.3%	Giveaways unnecessary due to pandemic.
6002		Communications & Marketing Total	\$ 808,557.81	\$ 687,688.06	\$ (126,076.17)	Under	-15.6%	

								Notes Regarding Variances At least \$5,000 and greater than 30% or less than \$-5,000 and -30%
Dept	Account	Account Name	Human		Over/(Under)	Over/	% Over/	
			Resources Budget	Actual Expense	Budget	Under	Under	
6003	1685	Salaries	\$ 167,952.07	\$ 170,654.09	\$ 2,702.02	Over	1.6%	
6003	1805	Overtime Civilian	\$ 300.00	\$ 32.42	\$ (267.58)	Under	-89.2%	
6003	1905	Medical Insurance	\$ 46,257.00	\$ 45,609.96	\$ (647.04)	Under	-1.4%	
6003	1910	IMRF	\$ 21,267.06	\$ 21,944.86	\$ 677.80	Over	3.2%	
6003	1911	Social Security	\$ 10,431.63	\$ 10,021.79	\$ (409.84)	Under	-3.9%	
6003	1912	Medicare	\$ 2,439.66	\$ 2,359.42	\$ (80.24)	Under	-3.3%	
6003	1950	Employee Asst. Program	\$ 6,000.00	\$ 5,835.84	\$ (164.16)	Under	-2.7%	
6003	2165	Other Services	\$ 9,900.00	\$ 5,043.33	\$ (4,856.67)	Under	-49.1%	
6003	2201	Advertising	\$ 1,300.00	\$ 95.00	\$ (1,205.00)	Under	-92.7%	
6003	2202	Dues/Publications	\$ 3,200.00	\$ 2,989.00	\$ (211.00)	Under	-6.6%	
6003	2203	Travel/Training	\$ 1,300.00	\$ 561.16	\$ (738.84)	Under	-56.8%	
6003	2255	In-Service Training	\$ 10,020.00	\$ 7,683.20	\$ (2,336.80)	Under	-23.3%	
6003	3201	Program Supplies	\$ 400.00	\$ 56.82	\$ (343.18)	Under	-85.8%	
6003	4062	Tuition Reimbursement	\$ 25,000.00	\$ 25,000.00	\$ -	Over	0.0%	
6003	4070	Employee Recognition Program	\$ 19,350.00	\$ 18,446.33	\$ (903.67)	Under	-4.7%	
6003		Human Resources Total	\$ 325,117.42	\$ 316,333.22	\$ (8,784.20)	Under	-2.7%	

								Notes Regarding Variances At least \$5,000 and greater than 30% or less than \$-5,000 and -30%
Dept	Account	Account Name	Donations Budget	Actual Expense	Over/(Under) Budget	Over/ Under	% Over/ Under	
6004	2005	Professional Services	\$ -	\$ 219.00	\$ 219.00	Over	0.0%	
6004	2165	Other Services	\$ 5,000.00	\$ 5,571.47	\$ 571.47	Over	11.4%	
6004	2202	Dues	\$ -	\$ 346.00	\$ 346.00	Over	0.0%	
6004	2203	Travel/Training	\$ -	\$ 402.80	\$ 402.80	Over	0.0%	
6004	2218	Contracted Programs & Exhibits	\$ 25,000.00	\$ 29,386.00	\$ 4,386.00	Over	17.5%	
6004	3185	Small Tools & Equipment	\$ 2,000.00	\$ 1,072.75	\$ (927.25)	Under	-46.4%	
6004	3201	Program Supplies	\$ 2,500.00	\$ 229.77	\$ (2,270.23)	Under	-90.8%	
6004	3202	Program Events	\$ 2,500.00	\$ 2,996.58	\$ 496.58	Over	19.9%	
6004	3232	Software	\$ 500.00	\$ -	\$ (500.00)	Under	-100.0%	
6004	3272	Special Events	\$ 10,000.00	\$ 1,814.15	\$ (8,185.85)	Under	-81.9%	Giveaways for parade not needed due to pandemic.
6004	3275	Audio/Visual Materials	\$ 500.00	\$ 1,519.55	\$ 1,019.55	Over	203.9%	
6004	3278	Electronic Resources	\$ 1,500.00	\$ -	\$ (1,500.00)	Under	-100.0%	
6004	3280	Books	\$ 5,000.00	\$ 4,504.06	\$ (495.94)	Under	-9.9%	
6004	5015	Other Equipment	\$ 67,750.00	\$ 17,618.60	\$ (50,131.40)	Under	-74.0%	Makerspace did not open in 2020. Some equipment purchased with donations.
6004	5055	Other Capital Outlay	\$ 200.00	\$ -	\$ (200.00)	Under	-100.0%	
6004		Gifts & Grants Total	\$ 122,450.00	\$ 65,680.73	\$ (56,769.27)	Under	-46.4%	

								Notes Regarding Variances At least \$5,000 and greater than 30% or less than \$-5,000 and -30%
Dept	Account	Account Name	Finance Budget	Actual Expense	Over/(Under) Budget	Over/ Under	% Over/ Under	
6008	1685	Salaries	\$ 226,147.00	\$ 227,510.42	\$ 1,363.42	Over	0.6%	
6008	1805	Overtime Civilian	\$ 300.00	\$ 56.02	\$ (243.98)	Under	-81.3%	
6008	1905	Medical Insurance	\$ 66,082.00	\$ 66,081.96	\$ (0.04)	Under	0.0%	
6008	1910	IMRF	\$ 28,622.90	\$ 28,890.94	\$ 268.04	Over	0.9%	
6008	1911	Social Security	\$ 14,039.71	\$ 13,501.63	\$ (538.08)	Under	-3.8%	
6008	1912	Medicare	\$ 3,283.48	\$ 3,157.46	\$ (126.02)	Under	-3.8%	
6008	2005	Professional Services	\$ 5,700.00	\$ 8,300.00	\$ 2,600.00	Over	45.6%	
6008	2136	Equipment Rental	\$ 1,326.00	\$ 1,501.83	\$ 175.83	Over	13.3%	
6008	2165	Other Services	\$ 6,189.00	\$ 5,276.87	\$ (912.13)	Under	-14.7%	
6008	2202	Dues/Publications	\$ 825.00	\$ 673.00	\$ (152.00)	Under	-18.4%	
6008	2203	Travel/Training	\$ 1,200.00	\$ 78.10	\$ (1,121.90)	Under	-93.5%	
6008	2225	IT/GIS Service Charge	\$ 26,355.00	\$ 129,267.00	\$ 102,912.00	Over	390.5%	Offset by PPRT revenue.
6008		Finance Total	\$ 380,070.09	\$ 484,295.23	\$ 104,225.14	Over	27.4%	

								Notes Regarding Variances At least \$5,000 and greater than 30% or less than \$-5,000 and -30%
Dept	Account	Account Name	Information Technologies		Over/(Under) Budget	Over/ Under	% Over/ Under	
			Budget	Actual Expense				
6010	1685	Salaries	\$ 695,135.14	\$ 628,462.83	\$ (66,672.31)	Under	-9.6%	
6010	1805	Overtime Civilian	\$ 250.00	\$ 130.89	\$ (119.11)	Under	-47.6%	
6010	1905	Medical Insurance	\$ 148,311.00	\$ 148,311.00	\$ -	Over	0.0%	
6010	1910	IMRF	\$ 87,896.68	\$ 76,738.00	\$ (11,158.68)	Under	-12.7%	
6010	1911	Social Security	\$ 43,113.88	\$ 37,597.37	\$ (5,516.51)	Under	-12.8%	
6010	1912	Medicare	\$ 10,083.08	\$ 8,792.90	\$ (1,290.18)	Under	-12.8%	
6010	2005	Professional Services	\$ 7,022.00	\$ 3,130.56	\$ (3,891.44)	Under	-55.4%	
6010	2008	Consulting Services Library	\$ 4,545.00	\$ 1,446.25	\$ (3,098.75)	Under	-68.2%	
6010	2102	Equipment Maintenance	\$ 161,423.00	\$ 155,559.73	\$ (5,863.27)	Under	-3.6%	
6010	2203	Travel/Training	\$ 6,450.00	\$ 50.00	\$ (6,400.00)	Under	-99.2%	Travel and training cancelled due to pandemic.
6010	2242	Internet Access	\$ 41,846.00	\$ 26,104.03	\$ (15,741.97)	Under	-37.6%	Phone line expense reduced in 2020.
6010	3005	Office Supplies	\$ 375.00	\$ 749.32	\$ 374.32	Over	99.8%	
6010	3030	Data System Supplies	\$ 25,204.00	\$ 17,235.23	\$ (7,968.77)	Under	-31.6%	
6010	3032	Software Library	\$ 161,602.00	\$ 91,103.11	\$ (70,498.89)	Under	-43.6%	Number of software licenses reduced due to pandemic for several software products. ProQuest removed. TCP reduced. ESL reduced. Shoutbomb removed. Desktracker removed.
6010	3033	Documentation Library	\$ 100.00	\$ -	\$ (100.00)	Under	-100.0%	
6010	3185	Small Tools & Equipment	\$ 15,556.00	\$ 11,926.12	\$ (3,629.88)	Under	-23.3%	
6010	3205	Processing Supplies	\$ 300.00	\$ 223.97	\$ (76.03)	Under	-25.3%	
6010	3232	Software	\$ 13,387.00	\$ 8,378.93	\$ (5,008.07)	Under	-37.4%	Contingency not expensed.
6010	5012	Computer Equipment	\$ 34,140.00	\$ 25,653.22	\$ (8,486.78)	Under	-24.9%	
6010	IT Total		\$ 1,456,739.79	\$ 1,241,593.46	\$ (215,146.33)	Under	-14.8%	

								Notes Regarding Variances At least \$5,000 and greater than 30% or less than \$-5,000 and -30%
Dept	Account	Account Name	Budget	Actual Expense	Over/(Under) Budget	Over/ Under	% Over/ Under	
6020	1685	Salaries	\$ 393,062.24	\$ 382,605.90	\$ (10,456.34)	Under	-2.7%	
6020	1805	Overtime Civilian	\$ 4,500.00	\$ 2,070.65	\$ (2,429.35)	Under	-54.0%	
6020	1905	Medical Insurance	\$ 106,784.00	\$ 106,784.04	\$ 0.04	Over	0.0%	
6020	1910	IMRF	\$ 50,251.87	\$ 45,262.25	\$ (4,989.62)	Under	-9.9%	
6020	1911	Social Security	\$ 24,648.86	\$ 22,437.05	\$ (2,211.81)	Under	-9.0%	
6020	1912	Medicare	\$ 5,764.65	\$ 5,247.19	\$ (517.46)	Under	-9.0%	
6020	2102	Equipment Maintenance	\$ 49,956.00	\$ 57,931.94	\$ 7,975.94	Over	16.0%	
6020	2107	Vehicle Maintenance	\$ 10,821.00	\$ 6,645.95	\$ (4,175.05)	Under	-38.6%	
6020	2111	Building Maintenance	\$ 271,857.00	\$ 196,434.86	\$ (75,422.14)	Under	-27.7%	
6020	2136	Equipment Rental	\$ 1,000.00	\$ 407.50	\$ (592.50)	Under	-59.3%	
6020	2160	Water/Sewer	\$ 16,472.00	\$ 17,410.95	\$ 938.95	Over	5.7%	
6020	2203	Travel/Training	\$ 432.00	\$ 395.00	\$ (37.00)	Under	-8.6%	
6020	3050	Petroleum Products	\$ 10,000.00	\$ 2,189.55	\$ (7,810.45)	Under	-78.1%	Bookmobile, van, and truck were not used often due to closure.
6020	3051	Heating Fuel	\$ 62,537.00	\$ 47,699.23	\$ (14,837.77)	Under	-23.7%	
6020	3145	Janitorial Supplies	\$ 23,387.00	\$ 17,049.32	\$ (6,337.68)	Under	-27.1%	
6020	5015	Other Equipment	\$ 39,050.00	\$ 9,185.97	\$ (29,864.03)	Under	-76.5%	Contingency not expensed.
6020		Facilities Total	\$ 1,070,523.61	\$ 919,757.35	\$ (150,766.26)	Under	-14.1%	

								Notes Regarding Variances At least \$5,000 and greater than 30% or less than \$-5,000 and -30%
Dept	Account	Account Name	Youth Services Budget	Actual Expense	Over/(Under) Budget	Over/ Under	% Over/ Under	
6401	1685	Salaries	\$ 961,159.19	\$ 917,107.60	\$ (44,051.59)	Under	-4.6%	
6401	1805	Overtime Civilian	\$ 2,000.00	\$ -	\$ (2,000.00)	Under	-100.0%	
6401	1905	Medical Insurance	\$ 122,997.00	\$ 122,997.00	\$ -	Over	0.0%	
6401	1910	IMRF	\$ 121,743.32	\$ 108,585.61	\$ (13,157.71)	Under	-10.8%	
6401	1911	Social Security	\$ 59,715.87	\$ 55,379.63	\$ (4,336.24)	Under	-7.3%	
6401	1912	Medicare	\$ 13,965.81	\$ 12,951.35	\$ (1,014.46)	Under	-7.3%	
6401	2202	Dues/Publications	\$ 4,478.00	\$ 3,604.00	\$ (874.00)	Under	-19.5%	
6401	2203	Travel/Training	\$ 3,979.00	\$ 822.62	\$ (3,156.38)	Under	-79.3%	
6401	2218	Contracted Programs & Exhibits	\$ 18,980.00	\$ 8,176.16	\$ (10,803.84)	Under	-56.9%	Exhibits cancelled due to pandemic.
6401	3005	Office Supplies	\$ 2,438.00	\$ 1,228.76	\$ (1,209.24)	Under	-49.6%	
6401	3201	Program Supplies	\$ 10,948.00	\$ 4,133.45	\$ (6,814.55)	Under	-62.2%	In person programming cancelled due to pandemic.
6401	3202	Program Events	\$ 38,950.00	\$ 10,618.77	\$ (28,331.23)	Under	-72.7%	In person programming cancelled due to pandemic.
6401	3290	Circulation Supplies	\$ 4,477.00	\$ 3,345.22	\$ (1,131.78)	Under	-25.3%	
6401		Youth Services Total	\$ 1,365,831.19	\$ 1,248,950.17	\$ (116,881.02)	Under	-8.6%	

								Notes Regarding Variances At least \$5,000 and greater than 30% or less than \$-5,000 and -30%
Dept	Account	Account Name	Info Services Budget	Actual Expense	Over/(Under) Budget	Over/ Under	% Over/ Under	
6410	1685	Salaries	\$ 1,108,498.63	\$ 1,038,579.91	\$ (69,918.72)	Under	-6.3%	
6410	1805	Overtime Civilian	\$ 1,000.00	\$ 467.98	\$ (532.02)	Under	-53.2%	
6410	1905	Medical Insurance	\$ 153,347.24	\$ 153,347.04	\$ (0.20)	Under	0.0%	
6410	1910	IMRF	\$ 140,240.63	\$ 114,669.45	\$ (25,571.18)	Under	-18.2%	
6410	1911	Social Security	\$ 68,788.92	\$ 62,483.49	\$ (6,305.43)	Under	-9.2%	
6410	1912	Medicare	\$ 16,087.73	\$ 14,612.78	\$ (1,474.95)	Under	-9.2%	
6410	2202	Dues/Publications	\$ 2,500.00	\$ 1,984.00	\$ (516.00)	Under	-20.6%	
6410	2203	Travel/Training	\$ 3,300.00	\$ 942.47	\$ (2,357.53)	Under	-71.4%	
6410	2218	Contracted Programs & Exhibits	\$ 5,760.00	\$ 1,170.00	\$ (4,590.00)	Under	-79.7%	
6410	3005	Office Supplies	\$ 1,888.00	\$ 1,284.75	\$ (603.25)	Under	-32.0%	
6410	3201	Program Supplies	\$ 1,950.00	\$ 543.34	\$ (1,406.66)	Under	-72.1%	
6410	3290	Circulation Supplies	\$ 2,095.00	\$ 651.12	\$ (1,443.88)	Under	-68.9%	
6410		Info Services Total	\$ 1,505,456.14	\$ 1,390,736.33	\$ (44,269.07)	Under	-2.9%	

		Circulation and Community Outreach							Notes Regarding Variances At least \$5,000 and greater than 30% or less than \$-5,000 and -30%
Dept	Account	Account Name	Budget	Actual Expense	Over/(Under) Budget	Over/ Under	% Over/ Under		
6420	1685	Salaries	\$ 1,425,817.83	\$ 1,268,989.05	\$ (156,828.78)	Under	-11.0%		
6420	1805	Overtime Civilian	\$ 1,000.00	\$ 108.76	\$ (891.24)	Under	-89.1%		
6420	1905	Medical Insurance	\$ 120,852.92	\$ 120,852.96	\$ 0.04	Over	0.0%		
6420	1910	IMRF	\$ 180,349.77	\$ 129,042.36	\$ (51,307.41)	Under	-28.4%		
6420	1911	Social Security	\$ 88,462.71	\$ 77,588.37	\$ (10,874.34)	Under	-12.3%		
6420	1912	Medicare	\$ 20,688.86	\$ 18,145.40	\$ (2,543.46)	Under	-12.3%		
6420	2165	Other Services	\$ 3,513.00	\$ 415.94	\$ (3,097.06)	Under	-88.2%		
6420	2202	Dues/Publications	\$ 1,465.00	\$ 333.00	\$ (1,132.00)	Under	-77.3%		
6420	2203	Travel/Training	\$ 2,773.00	\$ 1,133.96	\$ (1,639.04)	Under	-59.1%		
6420	3005	Office Supplies	\$ 2,033.00	\$ 2,078.18	\$ 45.18	Over	2.2%		
6420	3201	Program Supplies	\$ 1,000.00	\$ 634.40	\$ (365.60)	Under	-36.6%		
6420	3290	Circulation Supplies	\$ 8,574.00	\$ 6,705.49	\$ (1,868.51)	Under	-21.8%		
6420		Circulation Total	\$ 1,856,530.08	\$ 1,626,027.87	\$ (230,502.21)	Under	-12.4%		

							Notes Regarding Variances		
		Senior &			Over/(Under)	Over/	% Over/	At least \$5,000 and greater	
Dept	Account	Accessibility	Budget	Actual Expense	Budget	Under	Under	than 30%	
		Account Name						or less than \$-5,000 and -30%	
6430	1685	Salaries	\$ 228,551.04	\$ 221,914.09	\$ (6,636.95)	Under	-2.9%		
6430	1905	Medical Insurance	\$ 11,681.00	\$ 11,681.04	\$ 0.04	Over	0.0%		
6430	1910	IMRF	\$ 28,344.30	\$ 26,406.43	\$ (1,937.87)	Under	-6.8%		
6430	1911	Social Security	\$ 14,170.16	\$ 13,244.37	\$ (925.79)	Under	-6.5%		
6430	1912	Medicare	\$ 3,313.99	\$ 3,097.58	\$ (216.41)	Under	-6.5%		
6430	2202	Dues/Publications	\$ 518.00	\$ 295.00	\$ (223.00)	Under	-43.1%		
6430	2203	Travel/Training	\$ 1,230.00	\$ 524.46	\$ (705.54)	Under	-57.4%		
6430	2218	Contracted Programs & Exhibits	\$ 9,590.00	\$ 6,423.75	\$ (3,166.25)	Under	-33.0%		
6430	3005	Office Supplies	\$ 500.00	\$ 465.28	\$ (34.72)	Under	-6.9%		
6430	3201	Program Supplies	\$ 1,820.00	\$ 1,813.64	\$ (6.36)	Under	-0.3%		
6430	3202	Program Events	\$ 600.00	\$ 565.46	\$ (34.54)	Under	-5.8%		
6430	3290	Circulation Supplies	\$ 1,050.00	\$ 987.12	\$ (62.88)	Under	-6.0%		
6430		Senior & Accessible Services Total	\$ 301,368.49	\$ 287,418.22	\$ (13,950.27)	Under	-4.6%		

								Notes Regarding Variances At least \$5,000 and greater than 30% or less than \$-5,000 and -30%
Dept	Account	Account Name	Programs & Exhibits Budget	Actual Expense	Over/(Under) Budget	Over/ Under	% Over/ Under	
6440	1685	Salaries	\$ 264,888.62	\$ 225,754.14	\$ (39,134.48)	Under	-14.8%	
6440	1805	Overtime Civilian	\$ 200.00	\$ 331.27	\$ 131.27	Over	65.6%	
6440	1905	Medical Insurance	\$ 59,809.00	\$ 59,808.96	\$ (0.04)	Under	0.0%	
6440	1910	IMRF	\$ 33,507.20	\$ 28,592.38	\$ (4,914.82)	Under	-14.7%	
6440	1911	Social Security	\$ 16,435.49	\$ 13,319.55	\$ (3,115.94)	Under	-19.0%	
6440	1912	Medicare	\$ 3,843.78	\$ 3,115.06	\$ (728.72)	Under	-19.0%	
6440	2202	Dues/Publications	\$ 1,353.00	\$ 593.00	\$ (760.00)	Under	-56.2%	
6440	2203	Travel/Training	\$ 1,414.00	\$ 276.18	\$ (1,137.82)	Under	-80.5%	
6440	2218	Contracted Programs & Exhibits	\$ 135,077.00	\$ 38,552.87	\$ (96,524.13)	Under	-71.5%	In person programming cancelled due to pandemic.
6440	3201	Program Supplies	\$ -	\$ 40.88	\$ 40.88	Over	0.0%	
6440	3202	Program Events	\$ 20,058.00	\$ 16,944.62	\$ (3,113.38)	Under	-15.5%	
6440		Programs & Exhibits Total	\$ 536,586.10	\$ 387,328.91	\$ (149,257.19)	Under	-27.8%	

								Notes Regarding Variances At least \$5,000 and greater than 30% or less than \$-5,000 and -30%
Dept	Account	Account Name	Digital Services		Over/(Under) Budget	Over/ Under	% Over/ Under	
			Budget	Actual Expense				
6450	1685	Salaries	\$ 529,376.37	\$ 510,282.42	\$ (19,093.95)	Under	-3.6%	
6450	1905	Medical Insurance	\$ 55,627.00	\$ 55,626.96	\$ (0.04)	Under	0.0%	
6450	1910	IMRF	\$ 66,913.17	\$ 61,612.43	\$ (5,300.74)	Under	-7.9%	
6450	1911	Social Security	\$ 32,821.34	\$ 31,122.68	\$ (1,698.66)	Under	-5.2%	
6450	1912	Medicare	\$ 7,675.96	\$ 7,278.88	\$ (397.08)	Under	-5.2%	
6450	2202	Dues/Publications	\$ 1,863.00	\$ 1,548.00	\$ (315.00)	Under	-16.9%	
6450	2203	Travel/Training	\$ 500.00	\$ -	\$ (500.00)	Under	-100.0%	
6450	2242	Internet Access	\$ 2,520.00	\$ 2,520.00	\$ -	Over	0.0%	
6450	2266	Outside Reference Services	\$ 2,887.00	\$ 2,873.00	\$ (14.00)	Under	-0.5%	
6450	3005	Office Supplies	\$ 700.00	\$ 427.29	\$ (272.71)	Under	-39.0%	
6450	3007	Reimbursed Supplies	\$ 700.00	\$ 501.44	\$ (198.56)	Under	-28.4%	
6450	3185	Small Tools & Equipment	\$ 6,600.00	\$ 4,271.01	\$ (2,328.99)	Under	-35.3%	
6450	3201	Program Supplies	\$ 750.00	\$ 323.01	\$ (426.99)	Under	-56.9%	
6450	3278	Electronic Resources	\$ 339,411.00	\$ 337,386.60	\$ (2,024.40)	Under	-0.6%	
6450	3290	Circulation Supplies	\$ 1,575.00	\$ 1,380.15	\$ (194.85)	Under	-12.4%	
6450	5015	Other Equipment	\$ 480.00	\$ 464.33	\$ (15.67)	Under	-3.3%	
6450		Digital Services Total	\$ 1,050,399.84	\$ 1,017,618.20	\$ (13,687.69)	Under	-1.3%	

								Notes Regarding Variances At least \$5,000 and greater than 30% or less than \$-5,000 and -30%
Dept	Account	Account Name	Collections Budget	Actual Expense	Over/(Under) Budget	Over/ Under	% Over/ Under	
6470	1685	Salaries	\$ 880,262.62	\$ 830,333.30	\$ (49,929.32)	Under	-5.7%	
6470	1805	Overtime Civilian	\$ 150.00	\$ 119.47	\$ (30.53)	Under	-20.4%	
6470	1905	Medical Insurance	\$ 180,624.00	\$ 180,624.00	\$ -	Over	0.0%	
6470	1910	IMRF	\$ 111,284.16	\$ 105,047.94	\$ (6,236.22)	Under	-5.6%	
6470	1911	Social Security	\$ 54,585.58	\$ 49,650.82	\$ (4,934.76)	Under	-9.0%	
6470	1912	Medicare	\$ 12,765.98	\$ 11,611.63	\$ (1,154.35)	Under	-9.0%	
6470	2081	OCLC Services	\$ 63,110.00	\$ 62,176.78	\$ (933.22)	Under	-1.5%	
6470	2164	Access Services	\$ 4,000.00	\$ 2,918.25	\$ (1,081.75)	Under	-27.0%	
6470	2202	Dues/Publications	\$ 2,478.00	\$ 1,370.00	\$ (1,108.00)	Under	-44.7%	
6470	2203	Travel/Training	\$ 1,800.00	\$ 719.95	\$ (1,080.05)	Under	-60.0%	
6470	2285	Processing Services	\$ 108,400.00	\$ 74,002.13	\$ (34,397.87)	Under	-31.7%	
6470	3005	Office Supplies	\$ 1,500.00	\$ 892.33	\$ (607.67)	Under	-40.5%	
6470	3033	Documentation Library	\$ 717.00	\$ 904.56	\$ 187.56	Over	26.2%	
6470	3203	Binding	\$ 200.00	\$ 852.65	\$ 652.65	Over	326.3%	
6470	3205	Processing Supplies	\$ 30,000.00	\$ 10,960.24	\$ (19,039.76)	Under	-63.5%	Purchasing of physical items reduced because of closure.
6470	3275	Audio/Visual Materials	\$ 537,980.00	\$ 456,531.52	\$ (81,448.48)	Under	-15.1%	
6470	3280	Books	\$ 722,676.00	\$ 644,680.71	\$ (77,995.29)	Under	-10.8%	
6470	3290	Circulation Supplies	\$ 6,450.00	\$ 1,858.57	\$ (4,591.43)	Under	-71.2%	
6470	3295	Periodicals	\$ 134,062.00	\$ 127,409.01	\$ (6,652.99)	Under	-5.0%	
6470		Collection Services Total	\$ 2,853,045.35	\$ 2,562,663.86	\$ (240,421.63)	Under	-8.4%	

								Notes Regarding Variances At least \$5,000 and greater than 30% or less than \$-5,000 and -30%
Dept	Account	Account Name	Makerspace Budget	Actual Expense	Over/(Under) Budget	Over/ Under	% Over/ Under	
6480	1685	Salaries	\$ 414,302.85	\$ 75,389.52	\$ (338,913.33)	Under	-81.8%	Makerspace did not open in 2020.
6480	1805	Overtime Civilian	\$ 200.00	\$ -	\$ (200.00)	Under	-100.0%	
6480	1905	Medical Insurance	\$ 33,637.50	\$ 40,539.96	\$ 6,902.46	Over	20.5%	
6480	1910	IMRF	\$ 52,393.16	\$ 9,537.03	\$ (42,856.13)	Under	-81.8%	Makerspace did not open in 2020.
6480	1911	Social Security	\$ 25,699.18	\$ 4,637.75	\$ (21,061.43)	Under	-82.0%	Makerspace did not open in 2020.
6480	1912	Medicare	\$ 6,010.29	\$ 1,084.68	\$ (4,925.61)	Under	-82.0%	
6480	2005	Professional Services	\$ 24,500.00	\$ 1,250.00	\$ (23,250.00)	Under	-94.9%	Makerspace did not open in 2020.
6480	2020	Legal Services	\$ 5,000.00	\$ -	\$ (5,000.00)	Under	-100.0%	
6480	2040	General Insurance	\$ 216.00	\$ 390.00	\$ 174.00	Over	80.6%	
6480	2102	Equipment Maintenance	\$ 6,980.00	\$ 3,591.38	\$ (3,388.62)	Under	-48.5%	
6480	2111	Building Maintenance	\$ 26,866.00	\$ 5,435.50	\$ (21,430.50)	Under	-79.8%	Makerspace did not open in 2020.
6480	2136	Equipment Rental	\$ 5,000.00	\$ -	\$ (5,000.00)	Under	-100.0%	Makerspace did not open in 2020.
6480	2160	Water and Sewer Service	\$ 1,200.00	\$ 344.14	\$ (855.86)	Under	-71.3%	
6480	2165	Other Services	\$ 30.00	\$ 1,106.00	\$ 1,076.00	Over	3586.7%	
6480	2202	Dues	\$ 1,575.00	\$ -	\$ (1,575.00)	Under	-100.0%	
6480	2203	Travel/Training	\$ 1,000.00	\$ 629.00	\$ (371.00)	Under	-37.1%	
6480	2242	Internet Access	\$ 1,500.00	\$ -	\$ (1,500.00)	Under	-100.0%	
6480	3005	Office Supplies	\$ 2,000.00	\$ 1,026.13	\$ (973.87)	Under	-48.7%	
6480	3007	Supplies Reimbursed by Patrons	\$ 7,500.00	\$ 5,834.50	\$ (1,665.50)	Under	-22.2%	
6480	3051	Heating	\$ 40,140.00	\$ 526.29	\$ (39,613.71)	Under	-98.7%	Makerspace did not open in 2020.
6480	3145	Janitorial Supplies	\$ 7,400.00	\$ -	\$ (7,400.00)	Under	-100.0%	Makerspace did not open in 2020.
6480	3185	Small Tools & Equipment	\$ 21,500.00	\$ 4,385.37	\$ (17,114.63)	Under	-79.6%	Makerspace did not open in 2020.
6480	5015	Other Equipment	\$ 54,500.00	\$ 1,439.99	\$ (53,060.01)	Under	-97.4%	Makerspace did not open in 2020.
6480		Belmont Total	\$ 739,149.98	\$ 157,147.24	\$ (128,053.58)	Under	-17.3%	

2020 Summary of expenditures for capital projects

Dept	Account	Account Name	Budget	Actual	Over/(Under) Budget	Over/ Under	% Over/ Under
6001	5055	Other Equipment	\$ 80,000.00	\$ 53,023.25	\$ (26,976.75)	Under	-33.7%
6004	5055	Other Equipment	\$ 50,000.00	\$ 37,831.00	\$ (12,169.00)	Under	-24.3%
6010	5055	Other Equipment	\$ 12,000.00	\$ 10,000.00	\$ (2,000.00)	Under	-16.7%
6020	5015	Other Capital Outlay	\$ 27,000.00	\$ 18,998.00	\$ (8,002.00)	Under	-29.6%
							-
6020	5055	Other Capital Outlay	\$ 15,000.00	\$ -	\$ (15,000.00)	Under	100.0%
6480	5012	Other Capital Outlay	\$ 45,000.00	\$ 40,094.39	\$ (4,905.61)	Under	-10.9%
6480	5055	Other Capital Outlay	\$ 714,000.00	\$ 105,765.22	\$ (608,234.78)	Under	-85.2%
491		Total Capital Projects 2020	\$ 943,000.00	\$ 265,711.86	\$ (677,288.14)	Under	-71.8%

2020 Final Revenue Reports 100% of year lapsed

	Budget	Actual Collected	% of Budget Collected
Real Estate Tax IMRF	\$ 1,054,012.00	\$ 1,035,550.00	98.2%
Real Estate Tax FICA	645,390.00	634,085.55	98.2%
Real Estate Tax	12,692,247.00	12,469,931.55	98.2%
Replacement Tax	-	334,521.28	
Per Capita Grant & Gifts	60,000.00	93,876.25	156.5%
Other Grants	500.00	52,000.00	10400.0%
Contribution Ord. Library	562.00	61,589.46	10959.0%
Non Resident Fees	2,500.00	891.50	35.7%
Copier/Reader Printer Fees	46,009.00	23,010.24	50.0%
Meeting Room Fees	3,000.00	445.00	14.8%
Late Charges	99,959.00	31,698.53	31.7%
Lost Item Charges	17,000.00	9,795.08	57.6%
Interest on Investments	80,395.00	(36,734.23)	-45.7%
Market Value Adjustments	10,000.00	807.20	8.1%
Special Events Sponsors	50,000.00	-	0.0%
Donations - Library	15,000.00	11,813.41	78.8%
Other Income	5,000.00	46,535.24	930.7%
FOL Reimbursements	105,000.00	47,371.13	45.1%
Foundation Reimbursements	-	1,985.00	-
Total	\$ 14,886,574.00	\$ 14,819,172.19	99.5%

To: Board of Library Trustees
From: Mike Driskell and Gary Leclair
Date: May 18, 2021
Re: Awarding of HVAC Replacement Project

The engineering assessment done by Shales McNutt Construction in 2013 identified the Miller Picking rooftop unit as at or beyond its useful life and should be considered for replacement. The Miller Picking unit is original to the 1993 addition and is now over 27 years old. Replacement of this unit is included in the 2021 budget in the amount of \$1,000,000.

Project Description

The project includes replacement of the existing HVAC system located on the roof of the section of the library building erected in 1993. The unit specified in the bid package is a custom-built unit for our application. The bid package includes all connections to the unit, including ducting, electrical, gas and temperature control. The unit will be a direct replacement for the existing system and will include a heated vestibule for service access to all components.

Alternate 1

Alternate 1 of the project consists of the addition of a humidifier and distribution grid. The humidifier is an important element of the project due to the environment that this equipment will support. The library collection of physical books depends on a humidity control for long life and durability of the paper products.

Timeline and impact

If approved, the project will begin at the end of September and be completed by October 1. Since this unit supplies heating and cooling to a third of the library building, disruption of service will be inevitable during replacement. To minimize discomfort to staff and customers during the downtime, we are planning for fall installation to take advantage of the mild outdoor temperatures. Since this is a

custom unit, the placement of the equipment should go quickly. We are expecting to have the existing equipment removed and replaced within one day. Total downtime of the system will be approximately five days while the contractor makes the necessary connections. The air handler section installation may be prioritized to provide air movement in the building sooner. During the replacement of the unit, Vail Avenue (west side of the library) may be partially closed, while the contractor utilizes a crane to exchange units on the roof. Our communications and marketing team will communicate any closures or reduced availability of services to our customers via signage, website and social media outlets.

Below is the project schedule:

RFB issued	April 7, 2021
Bid Walk-through	April 14, 2021 at 10:00 a.m. CDT
Deadline for questions/clarifications	April 21, 2021 at 3:00 p.m. CDT
RFB proposals received	May 10, 2021 at 10:00 a.m. CDT
Library Board selection / Award	May 18, 2021
Project Start	September 20, 2021
Project Completion	October 1, 2021

Bid Results

At the April Committee of the Whole meeting, the board was informed that we would be sending the project out to bid, with the expectation of bringing a recommendation back to the May board meeting. The replacement of the Miller Picking unit went out to bid on April 7, 2021 with responses received on May 10, 2021. The library received eight responses to the request for bid. The bid opening can be viewed on the library's YouTube channel.

Bid results are listed below:

Company	Base Bid	Alternate 1	Base Bid + Alternate 1
F.E. Moran	\$887,000	\$19,700	\$906,700
Oak Brook Mechanical Services, Inc.	\$959,000	\$29,000	\$988,000
Amber Mechanical Contractor's, Inc.	\$1,020,000	\$22,000	\$1,042,000
C. Acitelli Heating & Piping Contractors, Inc.	\$1,026,000	\$19,800	\$1,045,800
Jensen's Plumbing & Heating	\$1,033,135	\$38,000	\$1,071,135
Mechanical Inc DBA Helm Mechanical	\$1,045,000	\$32,400	\$1,077,400
Voris Mechanical, Inc.	\$1,073,083	\$25,000	\$1,098,083
1 Source Mechanical, Inc.	\$1,256,000	\$43,400	\$1,299,400

Contingency

As a contingency, it is recommended to add \$88,700 to the project base bid and \$1,970 to the alternate costs to the project for unanticipated expenditures. These amounts are recommended by our engineer and represent 10% of the cost of the project.

Award of contract

It is the recommendation of library staff to enter into a contract with the low bidder, F.E. Moran, for the base bid and alternate. The recommendation is a result of bid price, confirmation of accurate submission, equipment specified, and positive feedback from references.

Total cost, including contingency:

Description	Bid amount	Contingency (10%)	Total
Base bid (replacement of HVAC system)	\$887,000	\$88,700	\$975,700
Alternate 1 (humidifier)	\$19,700	\$1,970	\$21,670
		Total Project Cost:	\$997,370

Suggested motion: **The Board of Library Trustees authorizes entering into a contract for the HVAC replacement project, including alternate 1, with F.E. Moran for an amount not to exceed \$997,370, which includes a 10% contingency, pending attorney review of the contract.**

To: Board of Library Trustees
From: Mary Hastings
Date: May 18, 2021
Re: Makerspace Branding

This summer, our community will discover the place where anyone can be a maker: the Arlington Heights Memorial Library *Makerplace*.

The Communications and Marketing team has been working on the Makerplace branding, imagery, communication, and storytelling over the last year and worked with IT and Digital Services to develop the Makerplace webpage.

Our work includes:

- A **name** to label and define the function of this new library service point.
- A **logo** to provide a unique visual identity that works well alongside the library (parent) brand visuals.
- **New signage**, including an updated exterior monument sign panel and interior directional signage that extends the logo's graphic style to the building. The panel option was chosen to minimize costs through use of the existing monument sign structure.
- A **new webpage and URL**, ahml.info/makerplace. The page will go live and be promoted on the front page of the library website Wednesday, May 19 following a presentation to all staff. The format of the page is a new design able to host detailed information about the makerspace rooms, equipment, and events, along with information on how to use the space and the building history.
- Print and online **advertising and storytelling** in various media and channels to educate our community on what a makerspace is, what it can be used for, and the history of the building and the partnerships that helped build this first-of-its-kind 8,000-square-foot standalone library makerspace.

Executive Director's Report April 2021

What's New @ AHML

License Plate Renewals

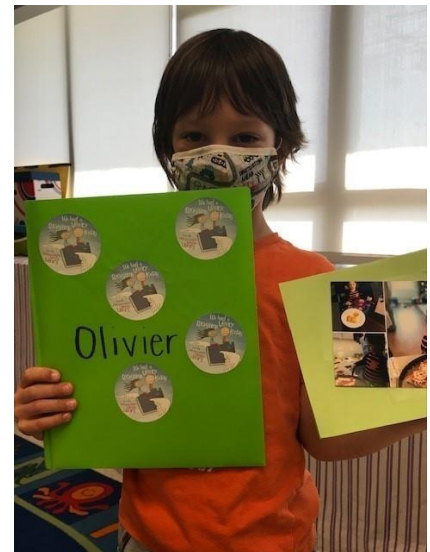


Illinois residents can now conveniently renew and purchase their license plate stickers at the circulation desk. This service is available seven days a week from opening until a half hour before closing. Customers will need their Illinois Vehicle Registration Renewal Notice, current registration card or Vehicle Identification Number (VIN) and their current driver's license and license plate number. Nine license plate stickers were sold in April! Thanks to Senior Accountant Susan Beckman and Finance Clerk Liz Scheiner for organizing the operation. Thank you to Circulation Services Supervisor Megan Maier and her team for processing renewals.

Outreach and Community Engagement

In-person Preschool Visits

Youth Services Outreach Specialists Laura Dakas and Kim McGuire began in-person classroom visits in April. Preschool partners were anxious to get library storytimes back into the classroom. Our first visit since the stay-at-home order to Northwest Suburban Special Education Organization site Timber Ridge School demonstrated the importance of these regular library visits. The students were attentive and excited. When Miss Kim closed out the storytime with handing out library storytime visitor stickers, English Language Learner student Oli ran to his cubby and returned with his folder, where he had saved every sticker from last year's visits.



Summer Volunteer Squad

After a hiatus last year, teens participating in Summer Volunteer Squad will be a welcome sight in the library this summer! Applications were accepted throughout the month of April. Youth Services received 104 applications from customers eager to participate. Teens were asked to select a squad based on their interests from a list as varied as the teens themselves. From art activism to gaming, teen volunteers will contribute to programs and activities for library customers. Staff from Digital Services, ESL/Literacy, Programs and Exhibits and Youth Services are offering a mix of virtual, in-person and hybrid volunteer opportunities, giving families a level of comfort and flexibility.

Partnership with Arlington Heights Park District

The library and Arlington Heights Park District (AHPD) will be offering a variety of events together this summer. Programs and Exhibits Manager Jennifer Czajka, Programs and Exhibits Supervisor Megan Young and Youth Services Manager Trixie Dantis worked with AHPD's Superintendent of Recreation Facilities Steve Neill, and Superintendent of Recreation Programs Kristy McCann, planning physically distanced and flexible partnership events such as Concerts in the Park, Movies in the Park, Storytimes in the Park and more of the popular Story Walks.

Diversity and Inclusion

Diversity, Equity and Inclusion Partnership with Village of Arlington Heights

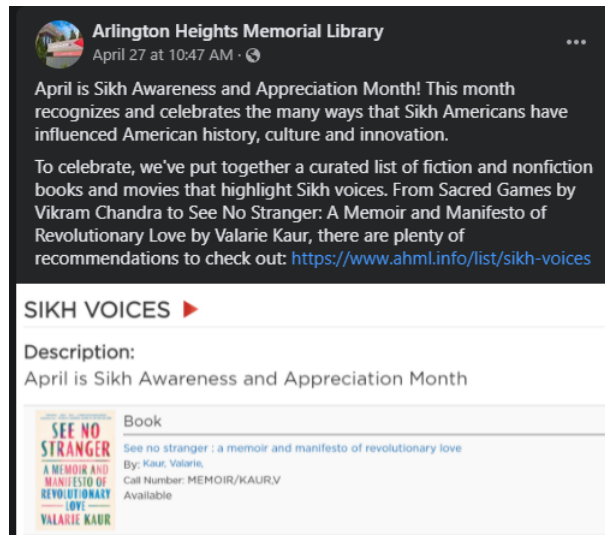
Programs and Exhibits staff Jennifer Czajka and Megan Young met with Village of Arlington Heights Manager Randy Recklaus to discuss the Village's ongoing DEI work. Referencing information from the Diversity, Equity and Inclusion report completed by the Village's consultant, The Kaleidoscope Group, the library and the Village will partner to present two events this summer – a Bystander Intervention Training presented by Advancing Justice Chicago and CAIR-Chicago (June 20) and a Community Panel on DEI (August 19). These events will continue conversations around race, gender, abilities and many more topics which fall under the umbrella of DEI.

Tenants' Rights During COVID and Beyond

Info Services Librarian Alison Lowery hosted the North Suburban Legal Aid Clinic (NSLAC) to present about the evolving landscape of housing law and evictions during the COVID-19 pandemic and beyond. Attendees learned about rental assistance and tenants' rights. This program was presented in English with Spanish closed captions. NSLAC presented essential information and answered questions from the audience.

Sikh Awareness and Appreciation Month

Info Services Advisors published four *Booklists* on the Readers' Services page including [Sikh Voices](#) and [Arab American Voices](#). Communications and Marketing promoted lists on social media, specifically recognizing Sikh Awareness month.



Serving our Community

Summer Reading Promotion

With support from Graphic Designer Stephanie Battista, Youth Services staff produced a music video to promote this year's Summer Reading Challenge. Youth Outreach Librarian Emily Koch rewrote the lyrics to Bobby Day's *Rockin' Robin* to explain the basics of the challenge and encourage kids to participate. Teen Advisor Mariel Fechik provided the vocals, and the rest of the Youth Services staff contributed clips of their families and pets reading at home. Promotional visits to the school classrooms, both in-person and virtually, are already scheduled throughout May and early June. [You can view the video on the library's YouTube channel.](#)

Your City @ Home Partnership Series

On Saturdays in April and May, Your City @ Home brings nine museums and institutions to the homes of 42 area public library communities. The Shedd Aquarium kicked off the series with a virtual penguin encounter. The DuSable Museum of African American History featured Dr. Kim Dulaney who presented on the history of aviation and the contributions of Black Americans and Chicago. Garfield Park Conservatory shared a tour through the greenhouses, Horticulture Hall and a glimpse of the beehives. The National Museum of Mexican Art discussed the exhibit *Nuestras Historias*, which focuses on the stories of Mexican identity. Throughout these webinar events, attendees expressed appreciation for the Arlington Heights Memorial Library for the opportunity to virtually visit these institutions.

The series will continue through the end of May and will additionally feature Chicago Children's Museum, Illinois Holocaust Museum and Education Center, Art Institute of Chicago, Field Museum and the Elmhurst History Museum.



Twisted Tales

Teens and tweens crafted an engaging virtual theater performance with twists on a classic tale at the annual Twisted Tales program on Saturday, April 3. In February, teen mentors from Inklings (the library's creative writing club for teens) worked with members of the Tween Advisory Group to write scripts that put fun and weird spins on *Goldilocks and the Three Bears*, changing the setting to places like outer space or under the sea. Those scripts were sent to Beth Wells' theater class at Buffalo Grove High School, who created and recorded amazing remote productions. [You can see the video performances here.](#)

Teen Job Fair

The library's annual Teen Job Fair changed gears for its ninth year by offering the program virtually on Zoom. In response to local businesses and teens in our community inquiring about whether the event would take place this year, Teen Services Supervisor Alice Son planned a virtual event with each participating business hosting a breakout room that teen job seekers could visit on Tuesday, April 13. Eighty-five teens visited nine participating businesses seeking to hire seasonal and permanent positions.

Meet the Maker – Ill Gotten Games

Continuing the Meet the Maker series, Arian “Duchmogel” Croft, and Jeremy and Laurel Larsen of *Ill Gotten Games* shared their craft of model creation and 3D printing. The presenters began with a background of who they are and what they do, ending with a demonstration of free software available at-home to create mini models. *Ill Gotten Games* masterfully blended tech and art in one hour’s time. This program was recorded and is available on the library’s YouTube channel [here](#), as well as ahml.info/makers.

Bill the Baker Bakes Bagels



One hundred and fifty-five customers explored home-made bagels with Bill the Baker. Bill walked the audience through how to make your own bagels (and cream cheese!) at home. Attendees learned the science behind baking as well as the importance of experimentation and tasting. Customers walked away with great answers and ready to try something new in the kitchen. This program was recorded in full and is available on the library’s YouTube channel [here](#), where it has been viewed 350 additional times.

“Bill was just great. He said this was his first zoom cooking program but you couldn’t tell. He was so organized and aware of camera placement. We learned a lot and really liked Bill’s teaching method. This was a winner!”

“Fabulous experience. I love the fact that Bill talked about the science of the ingredients which was extremely interesting. Great program. Thank you!”

“Really fun!! Bill changed the camera views to show us what was happening and his explanation was wonderful. The science behind ingredients is amazing!”

“This was a great program. We couldn't believe it when Bill said at the close that this was his first live stream. He did a great job. Your events are always so well done and managed--always excellent”

Rain Gardens and Rain Barrels

One hundred and eleven people gathered around their devices to learn from Meredith Schnelle, a Master Gardener, Nature Photographer and Citizen Scientist for Plants of Concern at the Chicago Botanic Garden. Meredith brought a wealth of information regarding both Rain Gardens and Rain Barrels. Programs and Exhibits staff Megan Young and Emily Muszynski partnered with the Arlington Heights Garden Club to bring this presentation to the community. Feedback from attendees indicates the convenience of virtual programming:

“Loved it. I was able to sit on my front porch, enjoy the beautiful weather outside, and learn more about gardening! Whoo hoo! Thank you.”

“Great information this evening. Meredith speaks from personal experience and knows what is practical and what works. She seems trustworthy and experienced. Good program.”

Preserve your Pictures, Home Movies and Slides

Digital Media Specialist Chris Smith taught the virtual program *Preserve your Pictures, Home Movies and Slides* on April 27 over Zoom. Fifty-four customers learned how to clear out space in their home by converting photos, home videos, and 35mm slides to digital. Chris went over the right equipment to use, how to get the best image quality, the best way to store and backup these newly digitized memories and promoted the offerings available through the Studio that aid in these efforts. Interest was so high that Technology Instruction Coordinator David Olichwier scheduled a repeat session for May 4.

Social Media Engagement – April 2021

	May	June	July	August	September	October	November	December	January	February	March	April
Facebook												
Posts	47	41	56	15	40	33	42	38	28	43	28	40
Fans ¹	5,376	5,436	5,469	5,520	5,563	5,610	5,638	5,647	5,670	5,691	5,717	5,744
Engagements	2,725	3,148	1,886	861	2,581	2,850	1,677	2,295	1,733	3,029	3,084	4,958
Impressions									57,082	59,948	66,798	87,428
Twitter												
Tweets	148	143	137	100	127	120	118	101	117	117	113	120
Followers ¹	4,404	4,410	4,424	4,446	4,444	4,442	4,461	4,474	4,462	4,471	4,486	4,492
Engagements	399	387	283	240	366	324	340	322	1,289	1,207	1,688	1,716
Impressions									83,333	69,972	90,460	89,066
Instagram												
Posts ¹	898	922	978	1,002	1,027	1,055	1,080	1,112	26	43	35	38
Followers ¹	1,947	2,006	2,081	2,106	2,129	2,154	2,179	2,210	2,229	2,257	2,285	2,310
Engagements	435	459	560	344	389	318	425	502	1,355	1,395	1,162	1,243
Impressions									20,797	27,864	23,674	23,983
Constant Contact												
Campaigns	26	27	21	17	15	18	16	13	14	18	17	14
Sends	43,351	110,385	52,314	39,158	63,951	47,932	92,920	46,325	94,378	66,199	41,962	63,690
Open rate	28%	34%	24%	27%	31%	26%	39%	32%	34%	29%	26%	31%
Total contacts ¹	33,157	33,594	33,721	33,889	33,897	33,989	34,044	35,274	36,083	35,869	36,030	36,057
LinkedIn												
Followers ¹	672	684	685	689	693	696	707	712	716	721	725	739
Posts	1	8	0	7	4	8	0	1	9	1	4	5
Impressions	235	738	352	1,100	749	992	298	313	1,000	420	554	1,356
YouTube												
Subscribers ¹	585	603	627	658	691	723	747	765	796	812	830	849
Videos added ²	34	33	30	15	21	19	18	14	12	14	21	19
Views	5,053	3,202	3,086	2,900	3,159	3,763	2,859	2,443	2,803	2,656	3,061	2,808
Watch time (hrs)	437	293	306	131	258	418	275	230	338	296.8	242.3	255.6

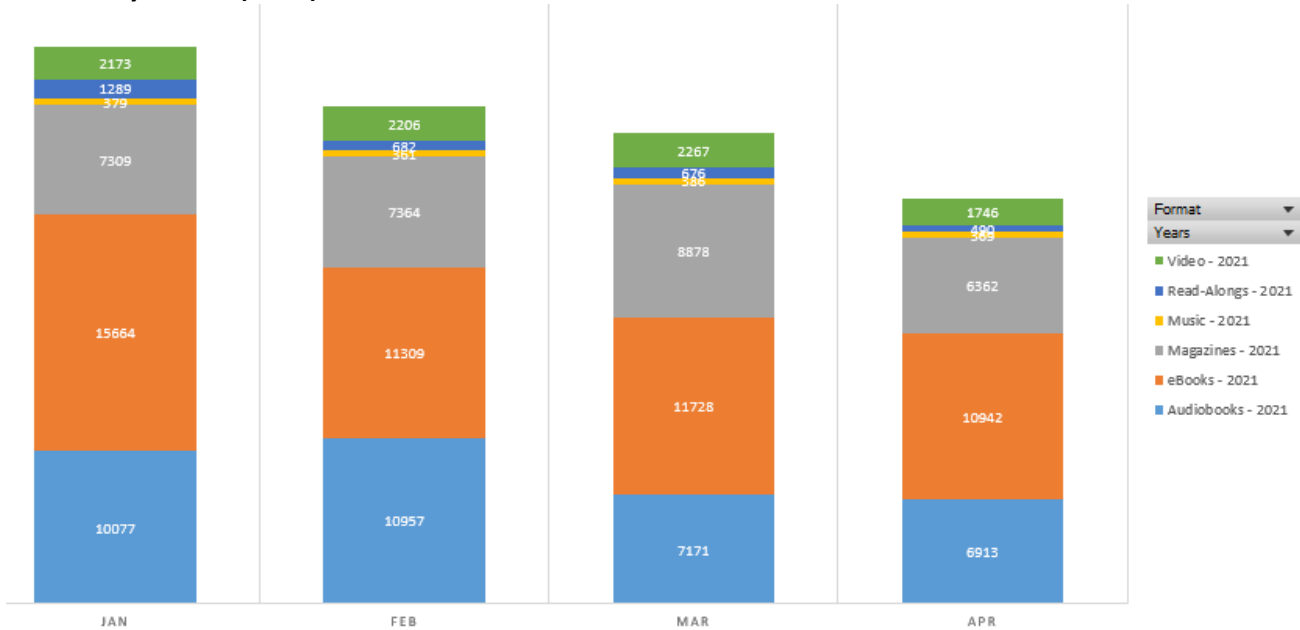
¹Cumulative

²September – December includes unlisted videos

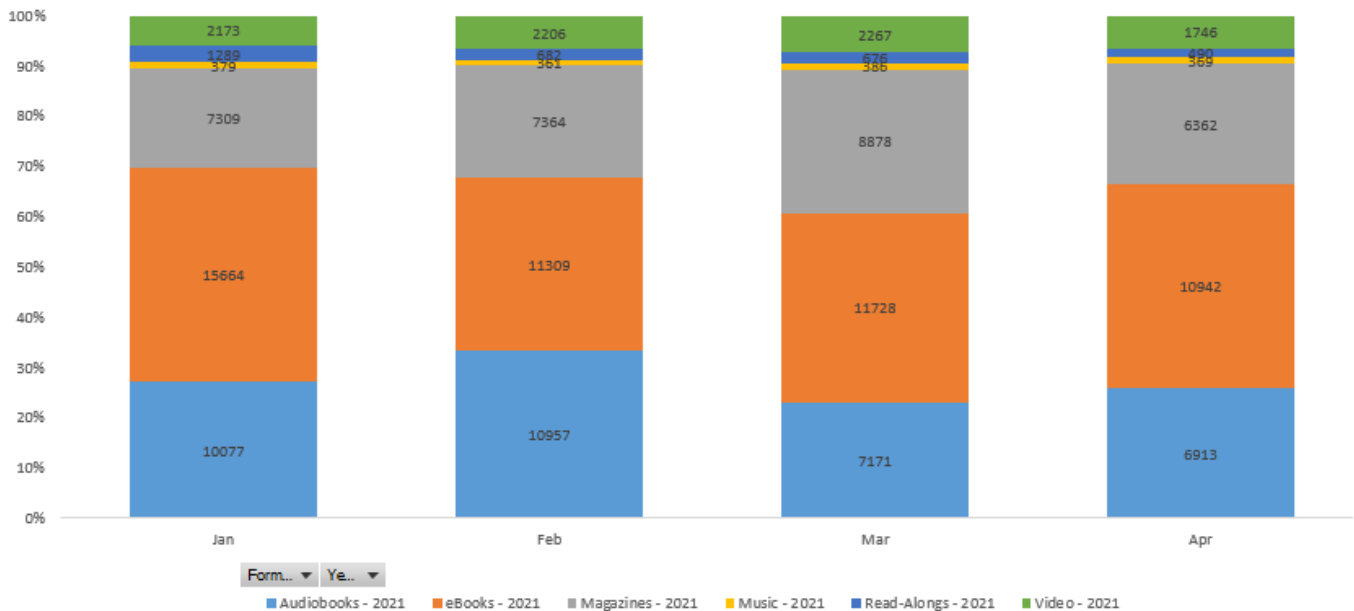
April eResource overview

eLibrary checkouts	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21
eBook	10,852	11,271	10,870	11,746	15,237	10,750	11,275	10,494
eAudio	6,308	6,381	6,325	6562	10,077	10,957	7,171	6,913

Formats by Month (Total)



Formats by Month (Percentages)



Professional Engagement

Selma K. Richardson Award in Children's Literature

Teen Services Advisor Mariel Fechik was honored by University of Illinois School of Information Sciences faculty with the Selma K. Richardson Award in Children's Literature, a new award made to a graduate student in Library Sciences who demonstrates excellence in children's literature and will work in either a school or public library. Faculty selected Mariel as the first ever recipient. Mariel will graduate from the University of Illinois at Urbana-Champaign School of Information Sciences with a Masters in Library Science in May.

LACONI Presentation

Genealogy and Local History Librarian Jaymie Middendorf recently presented to a group of area library staff at LACONI POP's Spark Talks, highlighting the Arlington Heights Memorial Library's ongoing COVID-19 Stories Project

Effective Survey Questions

On April 29, the Programs and Exhibits team, Senior and Accessible Services staff and Info Services Librarian Lev Kalmens attended *How to Write Effective Survey Questions to Get Useful Data* - a webinar presented by Library Works. Presenter Kathy Dempsey, marketing consultant and author of *The Accidental Library Marketer*, included tips for avoiding survey pitfalls, being careful with open-ended questions and delved into what motivates people to take surveys. A discussion of how the library can improve surveys continued at a May 5 meeting of adult programmers across departments.

Bystander training

On April 7, the supervisor and management team attended Bystander Intervention Training to help this staff identify hate incidents as they happen and take action safely and effectively. Further discussion and breakout sessions immediately followed the training.

Customer Comments

- *“Used the computer lab today. It had been a year! Not since the start of the pandemic. [Digital Services Advisor] Donna Radlicz was very patient, understanding and helpful. Great to be back at the library. Great staff.”*
- *“What an exciting (Book Me) list! I will start at the top and work down. Thanks to you and the selection makers I will have hours and hours of listening. This is going to be great. Thank you.”*
- *“I cannot stress enough how proud I am of this community and the services that the library offers. You are truly focused on serving your community and we appreciate it.” - Program registrant*
- A first in Programs and Exhibits --- A customer who cannot attend an upcoming program (Sound Opinions ‘10 Most Important Artists in Chicago Music History’), registered to share *“I am registering, not because I can attend, but to show my interest! What a great program!*

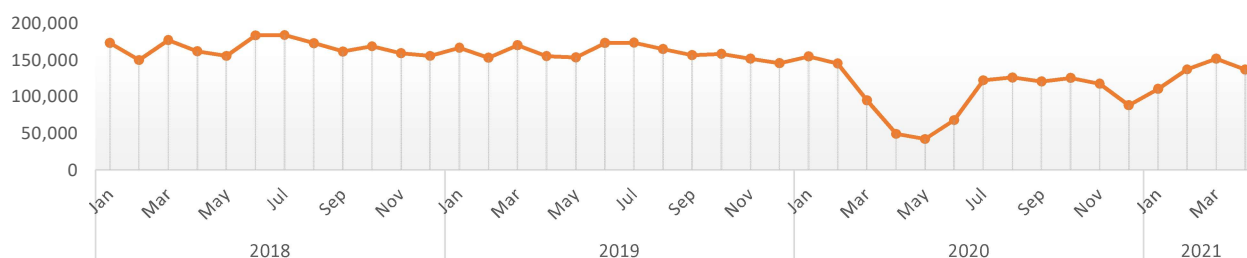
Arlington Heights Memorial Library

April 2021 Dashboard

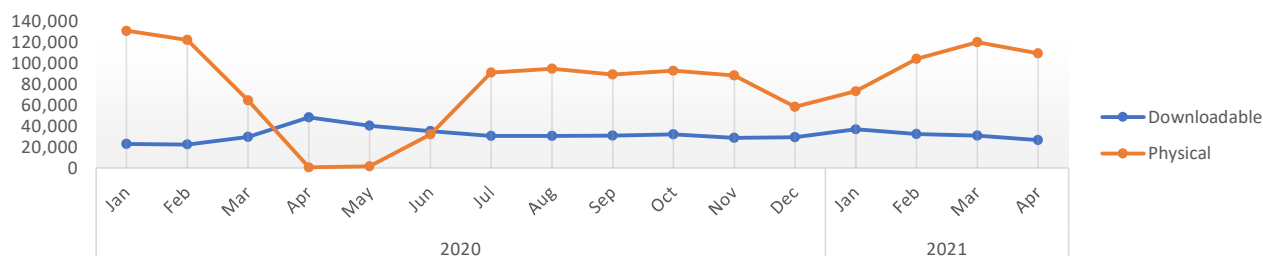
Circulation

Type	Current Month	Same Month Last Year	Change	Type	YTD Total Current Year	YTD Total Last Year	Change
Print	73,024	363	▲ 20016.8%	Print	269,498	189,901	▲ 41.9%
Audiovisual	29,645	163	▲ 18087.1%	Audiovisual	111,829	106,509	▲ 5.0%
Downloadable	26,822	48,341	▼ -44.5%	Downloadable	126,950	123,734	▲ 2.6%
ILL	421	9	▲ 4577.8%	ILL	1,672	1,138	▲ 46.9%
Other	6,549	46	▲ 14137.0%	Other	24,649	21,210	▲ 16.2%
Total	136,461	48,922	▲ 178.9%	Total	534,598	442,492	▲ 20.8%

Circulation



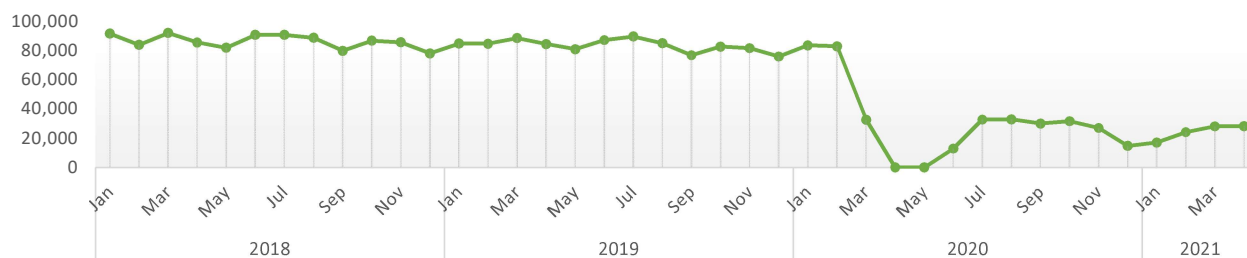
Physical vs. Downloadable Circulation



Library Visits

Location	Current Month	Same Month Last Year	Change	Location	YTD Total Current Year	YTD Total Last Year	Change
Main Library	19,897	0	--	Main Library	58,054	175,152	▼ -66.9%
Drive-Up	6,585	0	--	Drive-Up	33,191	15,017	▲ 121.0%
Bookmobile	1,443	0	--	Bookmobile	5,052	3,594	▲ 40.6%
Senior Center	149	0	--	Senior Center	424	3,727	▼ -88.6%
Belmont	0	0	--	Belmont	0	0	--
Total	28,074	0	--	Total	96,721	197,490	▼ -51.0%

Library Visits



Arlington Heights Memorial Library

April 2021 Dashboard

Programs

Program Satisfaction



Program Attendance

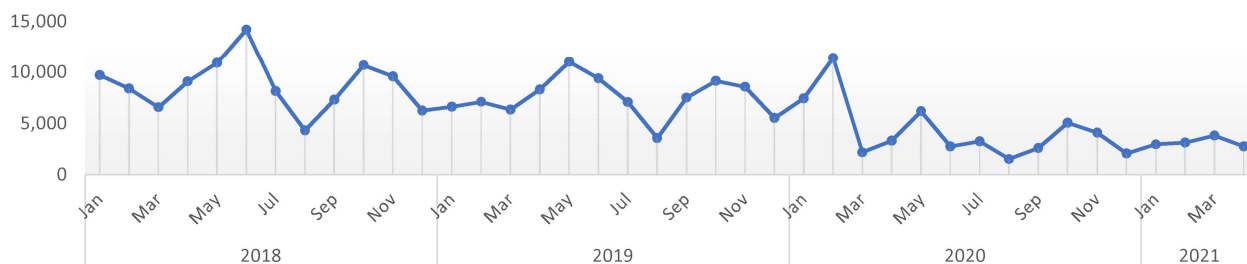
Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	1,867	1,481	▲ 26.1%	Adult	8,825	11,627	▼ -24.1%
Children	787	1,766	▼ -55.4%	Children	3,303	10,724	▼ -69.2%
Teen	90	51	▲ 76.5%	Teen	519	1,977	▼ -73.7%
Total	2,744	3,298	▼ -16.8%	Total	12,647	24,328	▼ -48.0%

Number of Programs

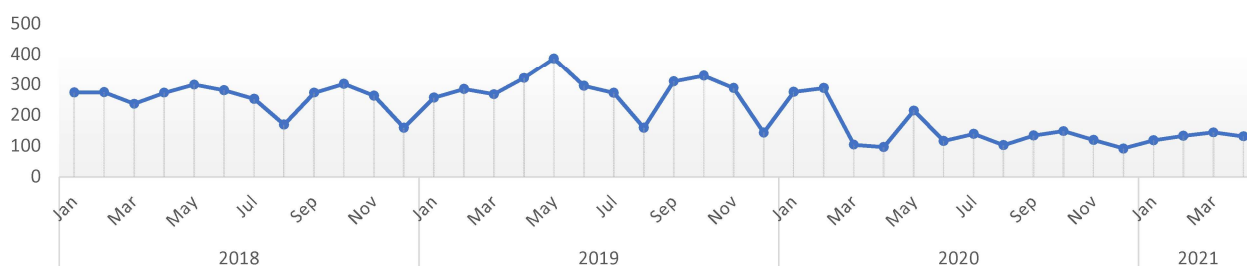
Audience	Current Month	Same Month Last Year	Change	Audience	YTD Total Current Year	YTD Total Last Year	Change
Adult	90	58	▲ 55.2%	Adult	351	379	▼ -7.4%
Children	36	25	▲ 44.0%	Children	139	320	▼ -56.6%
Teen	5	14	▼ -64.3%	Teen	37	66	▼ -43.9%
Total	131	97	▲ 35.1%	Total	527	765	▼ -31.1%

	Current Month	Same Month Last Year	Change		YTD Total Current Year	YTD Total Last Year	Change
Avg. Attendance	21	34	▼ -38.4%	Avg. Attendance	24	32	▼ -24.5%

Program Attendance



Number of Programs



Supplementary Programs and Activities

Number of Programs and Activities

Program and Activity Attendance

Type	Current Month	Same Month Last Year	Change	Type	Current Month	Same Month Last Year	Change
Passive	16	4	▲ 300.0%	Passive	1,959	23	▲ 8417.4%