# GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES REGULAR MEETING AGENDA

April 23, 2020

As the Glenside Public Library District navigates through this unprecedented time, with an abundance of caution to protect our community and limit the spread of the COVID-19 virus, members of the public can listen to an audio of the proceedings using ZOOM. Below is the link to listen to the audio through the Zoom application and a phone number for those who wish to listen over their phone.

#### Join Zoom Meeting:

Phone Number: 1-312-626-6799 Meeting ID: 973 8589 5157

Password: Email <u>Board@glensidepld.org</u> prior to the meeting for the password.

#### Public comment must be submitted to the board prior to the meeting at

https://www.glensidepld.org/board/

Each comment will be individually read during the Citizen Participation portion of the meeting.

- I. CALL TO ORDER 7:00pm
- II. ROLL CALL
- III. ADOPTION OF AGENDA
  - A. Revisions to the Agenda Order, as needed
- IV. CITIZEN PARTICIPATION
- V. CONSENT AGENDA
  - A. Approve Minutes: Regular Board Meeting, March 19, 2020 (Attachment #1)
  - B. Approve Minutes: Emergency Board Meeting, April 02, 2020 (Attachment #10)
- VI. COMMITTEE REPORTS
  - A. Forthcoming Meetings Calendar (Attachment #2)
  - B. President's Report
- VII. TREASURER'S REPORT (Attachment #3)
  - A. Accept Bills Approval Report for April 20, 2020.
- VIII. LIBRARIAN'S REPORT (Attachment #4a, #4b)
- IX. ACTION ITEMS
  - A. Recommendation: Health, Dental and Life Insurance Package, 2020-2021 (Attachments: #5a, #5b, #5c)
  - B. Emergency library closure timeline
  - C. Staff compensation during emergency library closure (Attachment #6)
- X. TRUSTEE OPEN DISCUSSION
  - A. Long Term Budget Forecast (Attachment #7)
  - B. 2019-20 Budget Amendment (Attachment #8)
  - C. 2020-21 Budget Proposal (Attachment #9)
- XI. ADJOURNMENT

# GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES March 19, 2020

#### I. CALL TO ORDER

The regular board meeting of the GPLD Board of Trustees was called to order at 7:07 p.m. by Board President Sam Lucente at the Glenside Public Library.

#### II. ROLL CALL

Trustees Present: Sam Lucente, Altha Milnes, Mariann Evans and Connie Barreras. Trustees Absent: Isabelle Baldwin, Jessica Breede and Chodri Khokar.

Also Present:

Library Director: Tom Bartenfelder

#### III. ADOPTION OF AGENDA

Trustee Barreras moved and it was seconded by Trustee Evans that the GPLD Board of Trustees adopts the agenda for March 19, 2020. Ayes – all present. Nays – none. Motion carried.

#### IV. CITIZEN PARTICIPATION – NONE

#### V. CONSENT AGENDA

- A. Approval of minutes of the February 20, 2020 GPLD Board Meeting (To be filed as Attachment #1 February 20, 2020).
- B. Authorize Treasurer to make adjustments to levy amounts within the 2019 tax extension.
- C. Annual Authorization: RAILS Library Non-Resident Participation (Attachment #6).
- D. Approval of minutes of the February 6, 2020 Personnel Committee (Attachment #7).
- A., B., C., and D. adopted by consensus with no corrections.

#### VI. COMMITTEE REPORTS

- A. Forthcoming Meetings Calendar (Attachment #2) was presented.
- B. President's Report None.

#### VII. TREASURER'S REPORT (Attachment #3)

A. Trustee Milnes moved and it was seconded by Trustee Barreras that the GPLD Board of Trustees accept Bills Approval Report (file with the Treasurer's Report) for March 19, 2020 in the amount of \$77,960.96. Ayes – all present. Nays – none. Motion carried.

#### VIII. LIBRARIAN'S REPORT (Attachment #4)

**Library Director Bartenfelder** – Discussed library's response to Coronavirus Pandemic. Decision was made to close until April 6, 2020 in alignment with local school districts. We will continue to follow governor's directives. Library was a polling place on March 17<sup>th</sup>. Employees will continue to be compensated through April 6<sup>th</sup>. If closure is extended the board will meet and vote on options going forward. Employees who can are working from home and some are periodically stopping in. Summer newsletter is in progress. Due dates extended.

#### **ACTION ITEMS**

A. Trustee Milnes moved and it was seconded by Trustee Barreras that the GPLD approve R-04-19, "Review of Closed Session Minutes – First Review 2020" (Attachment #5). August 25, 2005 and October 6, 2005 minutes to remain sealed. Roll Call vote. Ayes – all present. Nays – none. Motion carried.

#### IX. TRUSTEE OPEN DISCUSSION

- A. Economic Interest Statement Reminder due May 1st
- B. Possible National Library Week Trustee Table (4/19 or 4/25). Will reschedule to later in year, possibly first day of summer reading.

#### X. ADJOURNMENT

Trustee Evans moved and it was seconded by Trustee Milnes that GPLD Board of Trustees adjourns. Ayes – all present. Nays – none. Motion carried at 7:29 p.m.

Respectfully,

Constance Barreras Secretary

# FORTHCOMING MEETINGS CALENDAR April 23, 2020

#### Regular Meeting, May 21, 2020 @ 7:00pm

- A. Schedule Secretary's Audit 2019-20
- B. Schedule Personnel Committee for Library Director's annual evaluation
- C. Property and Liability Insurance Projects, 2020-21 Recommendation
- D. Approve Amended Budget, 2019-20 Recommendation
- E. Approve Operating Budget, 2020-21 Recommendation
- F. Salary Chart 2020-21

#### Personnel Committee Meeting & Secretary's Audit (TBD)

#### Regular Meeting, June 18, 2020 @ 7:00pm

- A. Fiscal Calendar 2020-21
- B. Modify Personnel Policy

# Glenside Public Library District

# Monthly Financial Report For the Month Ended March 31, 2020

#### Prepared by:



PHONE 630,393,1483 • FAX 630,393,2516 www.lauterbachamen.com

April 20, 2020

Members of the Board of Trustees: Glenside Public Library District 25 East Fullerton Avenue Glendale Heights, IL 60139

Management is responsible for the accompanying modified cash basis balance sheet of the Glenside Public Library District as of March 31, 2020 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Nine Months then ended, and the accompanying other supplementary information as referred to in the table of contents. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants We have not audited or reviewed the accompanying financial statements and other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly we do not express an opinion, a conclusion, nor provide any form of assurance on the financial statements.

#### Other Matter

The other supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject our compilation engagement. We have not audited or reviewed the other supplementary information nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on the other supplementary information.

Management has elected to omit substantially all of the disclosures, Management Discussion and Analysis (MD&A), and Required Supplementary Information (RSI) required by the modified cash basis of accounting. If the omitted disclosures were included in the financial statements and other supplementary information, they might influence the user's conclusions about the Library's assets, liabilities, fund balances, revenues and expenditures. Accordingly, these financial statements and other supplementary information are not designed for those who are not informed about such matters.

Respectfully Submitted,

Lauterback & amen, LLP

Lauterbach & Amen, LLP

### Glenside Public Library District

### Treasurer's Report as of March 31, 2020

<u>Institution</u>	<u>Invested</u>
10090 - IL Funds - E-Pay	21,458.61
10100 - IL Funds - Comingled	2,394,628.43
10300 - IL Funds - Spec Reserve	14,111.05
10710 - IL Funds - Working Cash	94,669.03
10800 - IL Funds - Bonds & Interest	1,004.15
10110 - US Bank - General Fund	16,361.95
10120 - US Bank - General Fund - Payroll	76,291.39
10130 - US Bank - General Fund - Checking	48,912.96
10140 - US Bank - Fine Checking	1,233.61
10160 - US Bank - HRA Checking	14,629.97
	2,683,301.15

### Glenside Public Library District Reserved Fund Balances As of March 31, 2020

		10-30210	10-30220	10-30230 Unemployment	10-30240 <b>Workers</b>	10-30250 <b>Liability</b>	10-30260	10-30420 <b>Building</b>	Total
		<u>FICA</u>	<u>IMRF</u>	<u>Compensation</u>	<u>Compensation</u>	<u>Insurance</u>	<u>Audit</u>	<u>Maintenance</u>	Reserved
Beginning Balance		27,540.07	15,655.42	4,353.43	5,237.82	10,870.68	695.04	8,180.60	72,533.06
Plus									
Property Taxes	10-411XX	123,809.31	139,553.85	7,872.27	5,009.62	5,725.30	11,450.58	135,975.53	429,396.46
Minus									
FICA Expense	10-55001	93,331.95	-	-	-	-	-	-	93,331.95
IMRF Expense	10-55003	-	93,797.22	-	-	-	-	-	93,797.22
Unemployment Insurance	10-55005	-	-	1,797.85	-	-	-	-	1,797.85
Workers Comp Insurance	10-55007	-	-	-	5,604.00	-	-	-	5,604.00
Liability Insurance	10-55301	-	-	-	-	4,978.00	-	-	4,978.00
Audit Fee	10-55201	-	-	-	-	-	9,940.00	-	9,940.00
Building Maintenance	10-5814X							94,914.22	94,914.22
		93,331.95	93,797.22	1,797.85	5,604.00	4,978.00	9,940.00	94,914.22	294,423.24
Ending Balance		58,017.43	61,412.05	10,427.85	4,643.44	11,617.98	2,205.62	49,241.91	207,506.28
	Change	30,477.36	45,756.63	6,074.42	-594.38	747.30	1,510.58	41,061.31	134,973.22

### Glenside Public Library District Library Fund

### Balance Sheet as of March 31, 2020

	Beginning Balance	M.T.D. Changes	Ending Balance
<u>Assets</u>			
Cash and Investments			
10-10000 - Cash On Hand	480.00	0.00	480.00
10-10090 - ILL Funds - E-Pay	21,436.23	22.38	21,458.61
10-10100 - ILL Funds - Comingled	2,627,297.83	(225,167.52)	2,402,130.31
10-10110 - US Bank - General Fund	9,919.63	6,442.32	16,361.95
10-10120 - US Bank - General Fund Payroll	76,521.53	(230.14)	76,291.39
10-10130 - US Bank - General Fund Checking	59,306.37	(10,393.41)	48,912.96
10-10140 - US Bank - Fine Account	1,233.61	0.00	1,233.61
10-10160 - US Bank - HRA Checking	15,067.87	(437.90)	14,629.97
	2,811,263.07	(229,764.27)	2,581,498.80
Property Taxes Receivable			
10-12100 - Tax Receivable - Library	1,466,925.39	0.00	1,466,925.39
10-12210 - Tax Receivable - F.I.C.A	61,536.89	0.00	61,536.89
10-12220 - Tax Receivable - I.M.R.F	69,362.38	0.00	69,362.38
10-12230 - Tax Receivable - Unemployment Comp	3,912.75	0.00	3,912.75
10-12240 - Tax Receivable - Workers Comp	2,489.94	0.00	2,489.94
10-12250 - Tax Receivable - Liability Ins.	2,845.63	0.00	2,845.63
10-12260 - Tax Receivable - Audit	5,691.27	0.00	5,691.27
10-12270 - Tax Receivable - Bond Interest	184,610.64	0.00	184,610.64
10-12420 - Tax Receivable - Bldg Maintenance	67,583.86	0.00	67,583.86
	1,864,958.75	0.00	1,864,958.75
Other Receivables			
10 - 13100 - Per Capita Grant Receivable	0.00	0.00	0.00
10 - 13300 - Due From Special Reserve	0.00	0.00	0.00
10 - 13710 - Due From Working Cash	0.00	0.00	0.00
10 - 19100 - Due from Library Fund	0.00	0.00	0.00
	0.00	0.00	0.00
Other Assets	0.00	0.00	0.00
10-13010 - Prepaid Items	0.00	0.00	0.00
Total Assets	4,676,221.82	(229,764.27)	4,446,457.55

### Glenside Public Library District Library Fund

### Balance Sheet as of March 31, 2020

	Beginning Balance	M.T.D. Changes	Ending Balance
Liabilities and Fund Balance			
<u>Payables</u>			
10-20080 - Deferred Comp Whld Payable	0.00	(1,700.00)	(1,700.00)
10-20100 - Accrued Payroll	70,637.80	0.00	70,637.80
	70,637.80	(1,700.00)	68,937.80
<u>Deferred Property Taxes</u>			
10-22100 - Tax Deferred - Library	1,466,925.39	0.00	1,466,925.39
10-22210 - Tax Deferred - F.I.C.A.	61,536.89	0.00	61,536.89
10-22220 - Tax Deferred - I.M.R.F.	69,362.38	0.00	69,362.38
10-22230 - Tax Deferred - Unemployment Comp	3,912.75	0.00	3,912.75
10-22240 - Tax Deferred - Workers Comp	2,489.94	0.00	2,489.94
10-22250 - Tax Deferred - Liability Ins	2,845.63	0.00	2,845.63
10-22260 - Tax Deferred - Audit	5,691.27	0.00	5,691.27
10-22270 - Tax Deferred - Bond & Interest	184,610.64	0.00	184,610.64
10-22420 - Tax Deferred - Bldg Maintenance	67,583.86	0.00	67,583.86
	1,864,958.75	0.00	1,864,958.75
Total Liabilities	1,935,596.55	(1,700.00)	1,933,896.55
Fund Balance			
10-30210 - Reserved - F.I.C.A	2,717.00	0.00	2,717.00
10-30220 - Reserved - I.M.R.F.	11,372.00	0.00	11,372.00
10-30230 - Reserved - Unemployment Comp	7,958.00	0.00	7,958.00
10-30240 - Reserved - Workers Comp	5,323.00	0.00	5,323.00
10-30250 - Reserved - Liability Ins	8,141.00	0.00	8,141.00
10-30260 - Reserved - Audit	15.00	0.00	15.00
10-30420 - Reserved - Bldg Maintenance	6,602.00	0.00	6,602.00
10-30430 - Reserved - Prepaid Items	52,362.00	0.00	52,362.00
10-30990 - Unreserved Fund Balance	1,151,813.50	0.00	1,151,813.50
	1,246,303.50	0.00	1,246,303.50
Total Liabilities and Fund Balance	3,181,900.05	(1,700.00)	3,180,200.05
Excess Revenues Over Expenses	1,494,321.77	(228,064.27)	1,266,257.50

### Glenside Public Library District Special Reserve Fund Balance Sheet as of March 31, 2020

	Beginning Balance	M.T.D. Changes	Ending Balance
<u>Assets</u>			
Cash and Investments			
	766.02	14.70	780.72
Total Assets	766.02	14.70	780.72
Liabilities and Fund Balance			
Liabilities			
30-20000 - Accounts Payable	0.00	0.00	0.00
Fund Balance			
30-30990 - Unreserved Fund Balance	0.00	0.00	0.00
	585.00	0.00	585.00
Total Liabilities and Fund Balance	585.00	0.00	585.00
Excess Revenues Over Expenses	181.02	14.70	195.72

### Glenside Public Library District Working Cash Fund Balance Sheet as of March 31, 2020

	Beginning Balance	M.T.D. Changes	Ending Balance
<u>Assets</u>			
Cash & Investments			
	101,401.86	99.77	101,501.63
Total Assets	101,401.86	99.77	101,501.63
<u>Liabilities and Fund Balance</u>			
Liabilities			
71-29100 - Due to Library Fund	0.00	0.00	0.00
Fund Balance			
71-30990 - Fund Balance	0.00	0.00	0.00
Total Fund Balance	99,992.93	0.00	99,992.93
Total Liabilities and Fund Balance	99,992.93	0.00	99,992.93
Excess Revenues Over Expenses	1,408.93	99.77	1,508.70

	Received	Received this Year	Budgeted Receipts	Uncollected Receipts	Prct.
<u> Library Fund</u>	ting worth	tillo Tour	<u>iteocipis</u>	receipts	<u>ooncoteu</u>
<u> </u>					
Taxes					
10-41110 - Current Levy - Library	0.00	2,951,384.90	2,931,624.00	(19,760.90)	100.67
10-41121 - Current Levy - F.I.C.A.	0.00	123,809.31	122,570.00	(1,239.31)	101.01
10-41122 - Current Levy I.M.R.F.	0.00	139,553.85	138,020.00	(1,533.85)	101.11
10-41123 - Current Levy - Unemployment Comp	0.00	7,872.27	7,210.00	(662.27)	109.19
10-41124 - Current Levy - Workers Comp	0.00	5,009.62	4,893.00	(116.62)	102.38
10-41125 - Current Levy - Liability Ins	0.00	5,725.30	5,150.00	(575.30)	111.17
10-41126 - Current Levy - Audit	0.00	11,450.58	11,330.00	(120.58)	101.06
10-41127 - Current Levy - Bond	0.00	371,427.93	368,682.50	(2,745.43)	100.74
10-41142 - Current Levy - Bldg Maintenance	0.00	135,975.53	134,930.00	(1,045.53)	100.77
10-41200 - Property Taxes - Prior Years	0.00	712.44	0.00	(712.44)	0.00
10-41500 - Replacement Taxes	220.11	4,626.63	0.00	(4,626.63)	0.00
Total Taxes	220.11	3,757,548.36	3,724,409.50	(33,138.86)	100.89
Interest					
10-42110 - Interest - US Bank - General Fund	0.06	7.17	0.00	(7.17)	0.00
10-42112 - Interest - Property Taxes	0.00	0.00	0.00	0.00	0.00
10-42124 - Interest - Chase - Money Market	0.00	0.00	0.00	0.00	0.00
10-42126 - Interest - ILL Funds - E-Pay	22.38	297.63	0.00	(297.63)	0.00
10-42128 - Interest - ILL Funds - Comingled	2,612.37	42,831.74	15,000.00	(27,831.74)	285.54
10-42130 - Interest - Other	0.00	0.00	0.00	0.00	0.00
Total Interest	2,634.81	43,136.54	15,000.00	(28,136.54)	287.58
Other Revenue					
Impact Fees					
10-45410 - Impact Fees	0.00	0.00	0.00	0.00	0.00
Fines & Fees					
10-45001 - Fines	1,867.57	20,584.11	10,000.00	(10,584.11)	205.84
10-45003 - Photocopier Fees	297.85	2,735.40	1,250.00	(1,485.40)	218.83
10-45005 - Room Rental Fees	0.00	60.00	250.00	190.00	24.00
10-45090 - Miscellaneous Fees	0.00	0.00	0.00	0.00	0.00
Total Fines & Fees	2,165.42	23,379.51	11,500.00	(11,879.51)	203.30
Intergovernmental					
10-45510 - Per Capita Grant	0.00	45,323.75	45,323.75	0.00	100.00
10-45590 - Other Grants, Loans	3,871.47	8,538.79	0.00	(8,538.79)	0.00
Total Intergovernmental	3,871.47	53,862.54	45,323.75	(8,538.79)	118.84

	Received this Month	Received this Year	Budgeted Receipts	Budget <u>Remaining</u>	Prct. Received
Miscellaneous Other Revenue	ano monu	<u></u>	<u>110001510</u>	<u>rtomaning</u>	<u>11000110u</u>
10-49050 - Gifts - Friends Of The Library	0.00	20.00	0.00	(20.00)	0.00
10-49090 - Miscellaneous Revenue	3,018.67	21,638.77	0.00	(21,638.77)	0.00
Total Miscellaneous	3,018.67	21,658.77	0.00	(21,658.77)	0.00
Total Other Revenue	9,055.56	98,900.82	56,823.75	(42,077.07)	174.05
Total Non-Tax Revenue	11,690.37	142,037.36	71,823.75	(70,213.61)	197.76
Total Library Fund	11,910.48	3,899,585.72	3,796,233.25	_(103,352.47)	102.72
,					
Special Reserve Fund					
Interest					
30-42132 - Interest - ILL Funds - Spec Reserve	14.70	195.72	0.00	(195.72)	0.00
Total Interest	14.70	195.72	0.00	(195.72)	0.00
Total Non-Tax Revenue	14.70	195.72	0.00	(195.72)	0.00
Total Special Reserve Fund	14.70	195.72	0.00	(195.72)	0.00
Working Cash Fund					
Interest					
71-42130 - Interest - Other	0.00	0.00	0.00	0.00	0.00
71-42710 - Interest - ILL Funds - Working Cash	98.69	1,313.09	0.00	(1,313.09)	0.00
71-42720 - Interest - ILL Funds - Working Prime	0.00	0.00	0.00	0.00	0.00
71-42800 - Interest - ILL Funds - Bonds & Interest	1.08	195.61	0.00	(195.61)	0.00
Total Interest	99.77	1,508.70	0.00	(1,508.70)	0.00
Total Non-Tax Revenues	99.77	1,508.70	0.00	(1,508.70)	0.00
Total Working Cash Fund	99.77	1,508.70	0.00	(1,508.70)	0.00
Total Library District Revenue	12,024.95	3,901,290.14	3,796,233.25	(105,056.89)	102.77

	M.T.D Expended	Y.T.D Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
Library Fund						
<u>Personnel</u>						
Salaries						
10-54001 - Administrative	13,247.90	133,672.23	229,914.10	96,241.87	58.14	41.86
10-54002 - Department Heads	26,019.86	234,178.74	311,100.00	76,921.26	75.27	24.73
10-54013 - PS - Programming Librarians	38,935.78	351,462.05	467,306.50	115,844.45	75.21	24.79
10-54014 - PS - Public Services Librarians	12,607.29	116,519.22	152,871.22	36,352.00	76.22	23.78
10-54015 - PS - Computer Clerks	3,337.46	35,283.23	51,236.64	15,953.41	68.86	31.14
10-54017 - PS - Substitutes	98.96	1,674.25	5,000.00	3,325.75	33.49	66.52
10-54030 - Circ - Lead Clerks	11,319.38	109,477.72	141,448.13	31,970.41	77.40	22.60
10-54031 - Circ - Clerks	5,433.13	55,915.05	64,420.69	8,505.64	86.80	13.20
10-54032 - Circ - Pages	2,915.26	32,242.60	48,531.47	16,288.87	66.44	33.56
10-54041 - Support - Materials	4,246.56	41,266.97	57,191.16	15,924.19	72.16	27.84
10-54042 - Support - Digital	5,909.68	54,056.74	73,778.96	19,722.22	73.27	26.73
10-54043 - Support - Custodians	9,209.30	89,571.41	103,546.81	13,975.40	86.50	13.50
	133,280.56	1,255,320.21	1,706,345.68	451,025.47	73.57	26.43
Travel and Mactings						
Travel and Meetings	0.00	1 201 00	2 000 00	710.00	( 4 05	25.05
10-54004 - Administration - Travel & Meetings	0.00	1,281.00	2,000.00	719.00	64.05	35.95
10-54018 - PS - Travel & Meetings	76.00	2,308.71	6,500.00	4,191.29	35.52	64.48
10-54034 - Circ - Travel & Meetings	15.00	64.72	2,000.00	1,935.28	3.24	96.76
10-54044 - Support - Travel & Meetings	0.00	0.00	250.00	250.00	0.00	100.00
	91.00	3,654.43	10,750.00	7,095.57	33.99	66.01
Staff Benefits						
10-54005 - Staff Appreciation	0.00	657.00	3,000.00	2,343.00	21.90	78.10
10-54007 - Group Medical Insurance Premiums	16,610.28	158,368.15	200,000.00	41,631.85	79.18	20.82
10-54008 - HRA Payments	437.90	8,976.59	36,000.00	27,023.41	24.93	75.07
10-54009 - Dental, Vision, Life Insurance Premiums	2,535.81	15,108.47	16,500.00	1,391.53	91.57	8.43
	19,583.99	183,110.21	255,500.00	72,389.79	71.67	28.33
December of Chaff Forestern						
Reserved Staff Expenses	0.020.17	02 221 05	110 000 00	25 //0 05	70.40	01.57
10-55001 - FICA Employer	9,929.16	93,331.95	119,000.00	25,668.05	78.43	21.57
10-55003 - IMRF - Employer	10,982.08	93,797.22	140,000.00	46,202.78	67.00	33.00
10-55005 - Unemployment Ins	0.00	1,797.85	3,000.00	1,202.15	59.93	40.07
10-55007 - Workers Comp Insurance	0.00	5,604.00	5,000.00	(604.00)	112.08	(12.08)
	20,911.24	194,531.02	267,000.00	72,468.98	72.86	27.14
Total Personnel	173,866.79	1,636,615.87	2,239,595.68	602,979.81	73.08	26.92

	M.T.D Expended	Y.T.D Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
<u>Programs &amp; Materials</u>						
Marketing						
10-54141 - Newsletter - Production	0.00	16,849.00	27,500.00	10,651.00	61.27	38.73
10-54142 - Newsletter Postage	0.00	5,500.00	7,500.00	2,000.00	73.33	26.67
10-54143 - Marketing - Outreach Costs	6,939.40	21,854.81	12,000.00	(9,854.81)	182.12	(82.12)
	6,939.40	44,203.81	47,000.00	2,796.19	94.05	5.95
Public Programs & Outreach						
10-54101 - Administrative - Programs & Outreach	3,685.00	14,795.50	12,000.00	(2,795.50)	123.30	(23.30)
10-54110 - Adult Services - Programs & Outreach	(1,762.50)	10,075.12	16,000.00	5,924.88	62.97	37.03
10-54120 - Youth Services - Programs & Outreach	8,775.46	26,470.51	29,500.00	3,029.49	89.73	10.27
	10,697.96	51,341.13	57,500.00	6,158.87	89.29	10.71
Library Materials - Drint						
<u>Library Materials - Print</u> 10-54111 - Materials AS Print NF	654.04	13,403.07	24,350.00	10,946.93	55.04	44.96
10-54112 - Materials AS Print F	1,000.92	15,730.22	21,050.00	5,319.78	74.73	25.27
10-54113 - Periodical Subscriptions	0.00	7,171.23	9,000.00	1,828.77	79.68	20.32
10-54113 - Periodical Subscriptions 10-54121 - Materials YS Print NF	1,504.03	21,683.26	32,000.00	10,316.74	67.76	32.24
10-54122 - Materials YS Print F	1,063.36	25,645.43	44,000.00	18,354.57	58.29	41.71
10-54131 - Lost & Paid	0.00	343.95	1,000.00	656.05	34.40	65.61
10-54144 - Standing Orders - Fiction	541.35	4,238.58	8,000.00	3,761.42	52.98	47.02
10 34144 Standing Gracis Tietton	4,763.70	88,215.74	139,400.00	51,184.26	63.28	36.72
<u>Library Materials - Audio/Video</u>						
10-54114 - Adult Services - DVDs	1,005.53	16,435.65	24,000.00	7,564.35	68.48	31.52
10-54115 - Adult Services - CDs	(4.70)	1,360.19	2,000.00	639.81	68.01	31.99
10-54116 - Adult Services - Audio Books	218.94	2,890.00	7,000.00	4,110.00	41.29	58.71
10-54117 - Adult Services - Console Gaming	1,763.52	6,404.16	12,000.00	5,595.84	53.37	46.63
10-54124 - Youth Services - DVDs	171.39	2,165.33	3,000.00	834.67	72.18	27.82
10-54125 - Youth Services - Audio Books	0.00	557.89	750.00	192.11	74.39	25.61
10-54126 - Youth Services - Multimedia Learning Materials	109.98	4,513.52	7,000.00	2,486.48	64.48	35.52
10-54127 - Youth Services - Console Gaming	501.20	6,551.60	12,000.00	5,448.40	54.60	45.40
	3,765.86	40,878.34	67,750.00	26,871.66	60.34	39.66
Library Materials - Digital						
10-54118 - Adult Services - Databases	0.00	35,933.55	34,500.00	(1,433.55)	104.16	(4.16)
10-54119 - Adult Services - Electronic Items	3,570.20	43,057.55	46,200.00	3,142.45	93.20	6.80
10-54128 - Youth Services - Databases	0.00	7,292.65	7,350.00	57.35	99.22	0.78
10-54129 - Youth Services - Electronic Items	4,609.38	6,776.48	5,720.00	(1,056.48)	118.47	(18.47)
2001.27	8,179.58	93,060.23	93,770.00	709.77	99.24	0.76
Per Conite Crent						_
Per Capita Grant						
Total Programs & Materials	34,346.50	317,699.25	405,420.00	87,720.75	78.36	21.64

Operations	M.T.D Expended	Y.T.D Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
<u>operations</u>				-		
Department Supplies						
10-54201 - Admin - Supplies	824.89	5,787.70	6,500.00	712.30	89.04	10.96
10-54211 - PS - Supplies	303.96	1,903.44	5,000.00	3,096.56	38.07	61.93
10-54231 - Circ - Supplies	412.72	4,556.93	10,000.00	5,443.07	45.57	54.43
10-54232 - Postage	185.91	4,273.04	4,500.00	226.96	94.96	5.04
	1,727.48	16,521.11	26,000.00	9,478.89	63.54	36.46
Outside Professional Services						
10-54202 - Legal Services	0.00	2,673.50	9,000.00	6,326.50	29.71	70.29
10-54203 - Accounting Services	755.00	11,860.00	15,500.00	3,640.00	76.52	23.48
10-54204 - Payroll Services	632.75	6,354.58	7,500.00	1,145.42	84.73	15.27
10-54205 - Collection Services	0.00	71.60	250.00	178.40	28.64	71.36
10-54206 - Legal Notice Publication	0.00	1,407.37	1,500.00	92.63	93.82	6.18
10-54207 - Banking Fees	280.28	2,996.17	4,000.00	1,003.83	74.90	25.10
10-55201 - Audit Services	0.00	9,940.00	10,000.00	60.00	99.40	0.60
	1,668.03	35,303.22	47,750.00	12,446.78	73.93	26.07
Technology & Support						
10-54241 - New/Replacement Equipment & Software	2,628.45	51,962.12	46,000.00	(5,962.12)	112.96	(12.96)
10-54242 - Equipment & Software Contracts	4,769.10	17,911.95	15,000.00	(2,911.95)	119.41	(19.41)
10-54243 - Toner Printer Maintenance	2,370.70	13,268.59	23,000.00	9,731.41	57.69	42.31
	9,768.25	83,142.66	84,000.00	857.34	98.98	1.02
Materials Processing & Automation						
10-54244 - Materials Processing Supplies	0.00	5,133.87	7,500.00	2,366.13	68.45	31.55
10-54245 - Integrated Library System - Annual Contract	0.00	72,463.62	75,000.00	2,536.38	96.62	3.38
10-54246 - Bibliographic Utilities - Annual Contract 10-54247 - RFID Hardware - Annual Maintenance	3,592.16	25,984.26	35,000.00	9,015.74	74.24	25.76
Contract	0.00	0.00	10,000.00	10,000.00	0.00	100.00
	3,592.16	103,581.75	127,500.00	23,918.25	81.24	18.76
Total Operations	16,755.92	238,548.74	285,250.00	46,701.26	83.63	16.37

	M.T.D	Y.T.D	Budgeted	Budgeted	Prct.	Prct.
	Expended	Expended	Amount	Remain.	Expend.	Remain.
Building & Maintenance						
Building Maintenance						
10-54341 - Custodial & Staff Supplies	1,817.19	12,748.19	20,000.00	7,251.81	63.74	36.26
10-54344 - Capital Improvements	1,648.60	26,506.25	72,500.00	45,993.75	36.56	63.44
10-54345 - Property Insurance	0.00	20,410.00	18,700.00	(1,710.00)	109.14	(9.14)
10-54346 - Snow Removal Contract	0.00	7,789.00	11,000.00	3,211.00	70.81	29.19
10-54347 - Landscaping Service Contract	0.00	5,186.00	9,200.00	4,014.00	56.37	43.63
10-54348 - Landscaping Alterations/Additions	0.00	5,335.18	5,000.00	(335.18)	106.70	(6.70)
10-55301 - Liability Insurance	0.00	4,978.00	5,000.00	22.00	99.56	0.44
10-59100 - Bond and Interest	0.00	183,060.00	373,000.00	189,940.00	49.08	50.92
	3,465.79	266,012.62	514,400.00	248,387.38	51.71	48.29
Building Maintenance (Reserved)						
10-58143 - Building /Equipment Repairs	1,401.43	21,343.06	55,000.00	33,656.94	38.81	61.19
10-58144 - Building/Equipment Maintenance	1,557.40	34,638.96	41,000.00	6,361.04	84.49	15.51
Contracts 10-58146 - Building/Equipment Alterations	3,449.00	38,932.20	35,000.00	(3,932.20)	111.23	(11.23)
10-36146 - Building/Equipment Alterations	6,407.83	94,914.22	131,000.00	36,085.78	72.45	27.55
	0,407.83	94,914.22	131,000.00	30,065.76	72.43	27.55
<u>Utilities</u>						
10-54301 - Electric	0.00	35,250.06	72,500.00	37,249.94	48.62	51.38
10-54302 - Natural Gas	1,513.37	10,529.77	23,000.00	12,470.23	45.78	54.22
10-54303 - Water	248.21	4,183.54	8,500.00	4,316.46	49.22	50.78
10-54304 - Garbage Removal	828.49	4,426.95	5,500.00	1,073.05	80.49	19.51
10-54305 - Phone Line	1,055.34	14,426.76	9,000.00	(5,426.76)	160.30	(60.30)
10-54306 - Internet Access	1,526.99	10,722.32	15,500.00	4,777.68	69.18	30.82
	5,172.40	79,539.40	134,000.00	54,460.60	59.36	40.64
Total Building & Maintenance	15,046.02	440,466.24	779,400.00	338,933.76	56.51	43.49
<u>Other</u>						
Miscellaneous Expense						
10-56020 - Friends Expenditures	(40.48)	(1.88)	0.00	1.88	0.00	0.00
	(40.48)	(1.88)	0.00	1.88	0.00	0.00
T		,. <u>-</u>				
Total Other	(40.48)	(1.88)	0.00	1.88	0.00	0.00
Total Library Fund Funance	220 074 75	2 / 22 220 22	2 700 // 5 / 2	1 07/ 227 4/	70.00	20.01
Total Library Fund Expense	239,974.75	2,633,328.22	3,709,665.68	1,076,337.46	70.99	29.01

	M.T.D Expended	Y.T.D Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
Special Reserve Fund						
General Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Long Term Bldg Replacement						
Total Special Reserve Fund Expense	0.00	0.00	0.00	0.00	0.00	0.00
Working Cash Fund						
Interfund Transfer						
Total Library District Expense	239,974.75	2,633,328.22	3,709,665.68	1,076,337.46	70.99	29.01

GLENSIDE PUBLIC LIBRARY DISTRICT

Payroll Distribution

For the Year Ended June 30, 2020

		Gross Payroll		Statutory I	Deductions			
	Pay	Staff Salaries	Federal	State	FICA	Total	Employer	Match
Check	Period	and Wages	Taxes	Taxes	Taxes	Statutory	FICA	IMRF
Date	Ending	10-50XXX	10-20010	10-20020	10-20030	Deductions	10-55001	10-55003
7/15	6/30	70,637.80	4,740.05	2,981.46	5,240.34	12,961.85	5,240.32	0.00
7/31	7/15	78,155.51	6,663.68	3,341.29	5,809.68	15,814.65	5,809.69	10,850.24
8/15	7/31	71,140.57	4,651.83	3,019.45	5,272.95	12,944.23	5,273.05	0.00
8/30	8/15	69,119.20	4,480.20	2,928.96	5,118.51	12,527.67	5,118.42	9,585.95
9/13	8/31	68,865.61	4,393.99	2,918.06	5,106.67	12,418.72	5,106.66	0.00
9/30	9/15	69,733.73	4,644.36	3,042.53	5,290.09	12,976.98	5,173.07	9,745.44
10/15	9/30	69,812.30	4,461.75	2,964.48	5,192.28	12,618.51	5,192.29	0.00
10/31	9/15	71,006.66	4,527.88	3,018.28	5,283.64	12,829.80	5,283.66	10,102.58
11/15	10/31	71,489.05	4,588.12	3,047.09	5,283.64	12,918.85	5,320.56	0.00
11/29	11/15	69,838.17	4,514.77	2,965.71	5,283.64	12,764.12	5,194.26	10,093.35
12/13	11/30	68,360.28	4,430.13	2,889.91	5,081.18	12,401.22	5,081.20	0.00
12/30	12/15	68,448.63	4,434.69	2,894.54	5,087.94	12,417.17	5,087.97	10,052.14
1/15	12/31	69,774.34	4,503.29	2,957.72	5,189.04	12,650.05	5,189.03	0.00
1/31	1/15	68,923.04	4,417.28	2,918.03	5,139.21	12,474.52	5,139.21	11,357.11
2/14	1/31	69,110.72	4,530.19	2,937.59	5,153.54	12,621.32	5,153.57	0.00
2/28	2/15	67,624.04	4,261.84	2,845.99	5,039.88	12,147.71	5,039.83	11,028.33
3/13	2/29	66,290.13	4,190.56	2,775.25	4,937.79	11,903.60	4,937.79	0.00
3/31	3/15	66,990.43	4,217.25	2,808.69	4,991.38	12,017.32	4,991.37	10,982.08
						0.00		
						0.00		
						0.00		
						0.00		
						0.00		
To	otals	1,255,320.21	82,651.86	53,255.03	93,501.40	229,408.29	93,331.95	93,797.22

			intary Deductions				
	Medical	Dental & Vision	Deferred	Life Ins	Student	Total	
IMRF	Insurance	Insurance	Annunity	Way	Commission	Voluntary	Net
10-20040	10-54007	10-54009	10-20080	10-54009	10-20050	Deductions	Cash
<b>A B B B B B B B B B B</b>	242.2		- 000				
\$ 2,981.32	810.92	269.69	2,000.00	0.00	0.00	6,061.93	51,614.02
3,327.23	810.92	269.69	2,000.00	64.00	0.00	6,471.84	55,869.02
2,892.27	810.92	269.69	1,600.00	0.00	0.00	5,572.88	52,623.46
2,848.49	810.92	269.69	1,600.00	64.00	0.00	5,593.10	50,998.43
2,831.35	810.92	269.69	1,700.00	0.00	0.00	5,611.96	50,834.93
3,037.47	810.92	269.69	1,340.00	64.00	0.00	5,522.08	51,234.67
2,833.63	638.32	269.69	1,700.00	0.00	0.00	5,441.64	51,752.15
2,846.22	638.32	269.69	1,700.00	64.00	0.00	5,518.23	52,658.63
2,846.22	638.32	269.69	1,700.00	0.00	0.00	5,454.23	53,115.97
2,846.22	638.32	269.69	1,700.00	64.00	0.00	5,518.23	51,555.82
2,828.10	638.32	269.69	1,700.00	0.00	0.00	5,436.11	50,522.95
2,817.04	638.32	269.69	1,700.00	64.00	0.00	5,489.05	50,542.41
2,841.95	638.32	269.69	1,700.00	0.00	0.00	5,449.96	51,674.33
2,833.27	638.32	269.69	1,700.00	64.00	0.00	5,505.28	50,943.24
2,782.38	638.32	269.69	1,700.00	0.00	0.00	5,390.39	51,099.01
2,752.11	638.32	269.69	1,700.00	64.00	0.00	5,424.12	50,052.21
2,750.09	638.32	269.69	1,700.00	0.00	0.00	5,358.10	49,028.43
2,763.52	638.32	269.69	1,700.00	64.00	0.00	5,435.53	49,537.58
_,,			-,,,,,,,,			0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
						0.00	0.00
51,658.88	12,525.36	4,854.42	30,640.00	576.00	0.00	100,254.66	925,657.26

#### GLENSIDE PUBLIC LIBRARY DISTRICT

Property Tax Allocations Property Taxes 2018 Levy

For the Year Ended June 30, 2020

Library		2,961,483.71	78.6573%							
F.I.C.A.		124,232.95	3.2996%							
I.M.R.F.		140,031.36	3.7192%							
Unemployme	ent Compensation	7,899.20	0.2098%							
Workers Cor	-	5,026.77	0.1335%							
Liability Insu	ırance	5,744.88	0.1526%							
Audit		11,489.75	0.3052%							
Bond		372,698.85	9.8989%							
Building Ma	intenance	136,440.81	3.6239%							
Total		3,765,048.28	100.00000%							
Date	Total Distribution	Library 10-41110	F.I.C.A. 10-41121	I.M.R.F. 10-41122	Unemployment Compensation 10-41123	Workers Compensation 10-41124	Liability Insurance 10-41125	Audit 10-41126	Bond 10-41127	Building Maintenance 10-41142
Date	Distribution	10-41110	10-41121	10-41122	10-41123	10-41124	10-41123	10-41120	10-41127	10-41142
7/3/19	36,160.81	28,443.09	1,193.18	1,344.91	75.87	48.28	55.18	110.35	3,579.53	1,310.42
8/2/19	52,240.85	41,091.21	1,723.76	1,942.97	109.60	69.75	79.71	159.42	5,171.28	1,893.15
8/26/19	638,053.25	501,875.18	21,053.45	23,730.76	1,338.66	851.87	973.57	1,947.14	63,160.34	23,122.28
9/3/19	364,311.62	286,557.53	12,020.96	13,549.64	764.34	486.40	555.88	1,111.77	36,062.89	13,202.21
9/13/19	637,901.46	501,755.78	21,048.44	23,725.12	1,338.34	851.67	973.34	1,946.68	63,145.31	23,116.78
10/10/19	73,491.63	57,806.50	2,424.96	2,733.33	154.19	98.12	112.14	224.27	7,274.87	2,663.25
11/8/19	24,857.82	19,552.48	820.22	924.52	52.15	33.19	37.93	75.86	2,460.65	900.82
12/4/19	24,883.69	19,572.83	821.07	925.49	52.21	33.22	37.97	75.94	2,463.21	901.75
1/17/20	218.63	171.98	7.21	8.13	0.46	0.29	0.33	0.67	21.64	7.92
		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	1,852,119.76	1,456,826.58	61,113.25	68,884.87	3,885.82	2,472.79	2,826.05	5,652.10	183,339.72	67,118.58
Deferred Pro	operty Taxes 2018 Le	evy								
	64,933.31	51,074.77	2,142.56	2,415.03	136.23	86.69	99.08	198.16	6,427.69	2,353.10
	967,274.39	760,831.51	31,916.55	35,975.30	2,029.37	1,291.42	1,475.91	2,951.82	95,749.65	35,052.86
	867,673.83	682,488.44	28,630.09	32,270.91	1,820.41	1,158.44	1,323.94	2,647.87	85,890.28	31,443.45
	208.00	163.60	6.86	7.74	0.44	0.28	0.32	0.63	20.59	7.54
Total	3,752,209.29	2,951,384.90	123,809.31	139,553.85	7,872.27	5,009.62	5,725.30	11,450.58	371,427.93	135,975.53

### Glenside Public Library District Vendor Check Report

All Bank Accounts March 2020

		March 2020			
Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
Albertsons / Safeway			04/23/20	37577	48.42
10-54110	AS - Programs & Outreach	Albertsons / Safeway	24.21		
10-54120	YS - Programs & Outreach	Albertsons / Safeway	24.21		
All American Exterior			04/23/20	37578	296.00
10-58143	Building/Equipment Repairs	All American Exterior	296.00		
Allegra Marketing Print	Mail		04/23/20	37579	178.75
10-54143	Marketing - Outreach Costs	Allegra Marketing Print Mail	178.75		
Amazon			04/23/20	37580	1,364.18
10-58143	Building/Equipment Repairs	Amazon	65.18		
10-54246	Bibliographic Utilities - Annual Contract	Amazon	1,299.00		
AT&T			04/23/20	37581	383.41
10-54306	Internet Access	AT&T	383.41		
Baker&Taylor Inc.			04/23/20	37582	46.67
10-54115	AS - CDs	PO # 34024	11.88		
10-54115	AS - CDs	PO # 34140	34.79		
Baker&Taylor Inc.			04/23/20	37583	4,183.75
10-54111	Materials AS Print N-F	Baker&Taylor Inc.	654.04		
10-54112	Materials AS Print F	Baker&Taylor Inc.	915.99		
10-54121	Materials YS Print N-F	Baker&Taylor Inc.	1,060.38		
10-54122	Books YS Print F	Baker&Taylor Inc.	1,063.36		
10-54144	Standing Orders - F AS - CDs	Baker&Taylor Inc.	541.35		
10-54115	AS - CDS	Baker&Taylor Inc.	-51.37		
Blue Cross-Blue Shield o	of Illinois		04/23/20	37584	17,104.21
10-54007	Group Medical Insurance Premiums	Acct #489208	17,104.21		
Blue Cross-Blue Shield o	of Illinois		04/23/20	37585	782.71
10-54007	Group Medical Insurance Premiums	Acct #489208	782.71		
Call One			04/23/20	37586	1,055.34
10-54305	Phone Line	Call One	1,055.34		
Clarence Goodman			04/23/20	37587	25.00
10-54110	AS - Programs & Outreach	Clarence Goodman	25.00		
Comcast Cable			04/23/20	37588	738.58
10-54306	Internet Access	Comcast Cable	738.58		
DH Pace Company			04/23/20	37589	340.25
10-58143	Building/Equipment Repairs	DH Pace Company	340.25	0,00,	010.20
Formulario Arabahan an Ni	above also			27500	1 100 00
Employee Assistance No 10-54009	Dental, Vision, Life Insurance Premiums	Employee Assistance Network	04/23/20 1,188.00	37590	1,188.00
10-54009	Dental, Vision, Life insurance Fremiums	Employee Assistance Network	1,188.00		
IHLS-OCLC			04/23/20	37591	2,293.16
10-54246	Bibliographic Utilities - Annual Contract	Inv # 21054	2,293.16		
Independent Construction	on Services		04/23/20	37592	700.00
10-58143	Building/Equipment Repairs	Independent Construction Services	700.00		
Integrated Control Tech	nologies, LLC		04/23/20	37593	743.75
J	<b>3</b> .	18	<b> 0</b>	- · · <del>-</del>	

All Bank Accounts March 2020

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-58144	Building/Equipment Maintenance Contracts	Integrated Control Technologies, LLC	743.75		
ISBS			04/23/20	37594	2,370.70
10-54243	Toner Printer Maintenance	Inv # 311121 & 311699	2,370.70		
Jordan Bumber			04/23/20	37595	20.94
10-54120	YS - Programs & Outreach	Reimbursement	20.94		
Lauterbach & Amen LLP			04/23/20	37596	755.00
10-54203	Accounting Services	Lauterbach & Amen LLP - Feb	755.00		
Manhard Consulting			04/23/20	37597	1,648.60
10-54344	Capital Improvements	Manhard Consulting	1,648.60		
Midwest Tape			04/23/20	37598	1,196.48
10-54114 10-54116	AS - DVDs AS - Audio Books	Midwest Tape Midwest Tape	977.54 218.94		
10-54116	A3 - Audio books	wiidwest Tape	210.94		
Mitsubishi Electric Inc.	Equipment & Coffware Contracts	Mitaubiaki Flagtria Ing	04/23/20	37599	4,769.10
10-54242	Equipment & Software Contracts	Mitsubishi Electric Inc.	4,769.10		
Nicor Gas	Natural Gas	DO # 24221	04/23/20	37600	1,513.37
10-54302	Natural Gas	PO # 34331	1,513.37		
Over Drive, Inc.			04/23/20	37601	8,179.58
10-54119 10-54129	AS - Electronic Items YS - Electronic Items	Over Drive, Inc. Over Drive, Inc.	3,570.20 4,609.38		
D'Access December				27/02	105.01
Pitney Bowes 10-54232	Postage	Pitney Bowes	04/23/20 185.91	37602	185.91
5 111 0 1 1	3	,		07/00	202.40
Republic Services, Inc. 10-54304	Garbage Removal	Republic Services, Inc.	04/23/20 828.49	37603	828.49
Staples Business Credit 10-54341	Custodial & Staff Supplies	Staples Business Credit	04/23/20 583.79	37604	583.79
	oustodial & Stall Supplies	Stupies Business Great			
Suburban Elevator Co.	Building/Equipment Maintenance		04/23/20	37605	30.00
10-58144	Contracts	Suburban Elevator Co.	30.00		
Technology Managemen	t Revolving Fund		04/23/20	37606	405.00
10-54306	Internet Access	Inv # 2020505	405.00		
Temperature Mechanical	Corp		04/23/20	37607	783.65
10-58144	Building/Equipment Maintenance Contracts	Temperature Mechanical Corp	783.65		
Today's Business Solutio	ns New/Replacement Equipment &		04/23/20	37608	1,822.75
10-54241	Software	Today's Business Solutions	1,822.75		
UniFirst			04/23/20	37609	121.61
10-54341	Custodial & Staff Supplies	UniFirst	121.61		
Zoobean			04/23/20	37610	3,685.00
10-54101	Admin - Programs & Outreach	Inv # 16249	3,685.00		

### Glenside Public Library District Vendor Check Report

All Bank Accounts March 2020

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Amazon			04/23/20	37611	2,282.93
10-54341	Custodial & Staff Supplies	Amazon	34.87		
10-54143	Marketing - Outreach Costs	Amazon	24.98		
10-54111	Materials AS Print N-F	Amazon	18.96		
10-54114	AS - DVDs	Amazon	127.76		
10-54124	YS - DVDs & Viewing Devices	Amazon	65.90		
10-54211	PS - Supplies	Amazon	50.78		
10-54231	Circ - Supplies	Amazon	167.69		
10-54241	New/Replacement Equipment & Software	Amazon	479.94		
10-54117	AS - Console Gaming	Amazon	764.26		
10-54127	YS - Console Gaming	Amazon	547.79		
Chef Cherise LLC			04/23/20	37612	375.00
10-54110	AS - Programs & Outreach	Chef Cherise LLC	375.00		
Jordan Bumber			04/23/20	37613	10.07
10-54120	YS - Programs & Outreach	Jordan Bumber	10.07		
LIMRICC			04/23/20	37614	1,109.56
10-55005	Unemployment Ins. (Reserved)	LIMRICC	1,109.56		
Principal Life Insurance	Company		04/23/20	37615	1,887.19
10-54009	Dental, Vision, Life Insurance Premiums	Principal Life Insurance Company	1,887.19		·
			Ole I	I int Tate!	44 024 00
			Cneck	List Total	66,036.90

Check count = 39

### Glenside Public Library District Check List

All Bank Accounts April 23, 2020

Check Number	Check Date	Payee		Amount
lendor Checks				
37577	04/23/20	Albertsons / Safeway		48.42
37578	04/23/20	All American Exterior		296.00
37579	04/23/20	Allegra Marketing Print Mail		178.75
37580	04/23/20	Amazon		1,364.18
37581	04/23/20	AT&T		383.41
37582	04/23/20	Baker&Taylor Inc.		46.67
37583	04/23/20	Baker&Taylor Inc.		4,183.75
37584	04/23/20	Blue Cross-Blue Shield of Illinois		17,104.21
37585	04/23/20	Blue Cross-Blue Shield of Illinois		782.71
37586	04/23/20	Call One		1,055.34
37587	04/23/20	Clarence Goodman		25.00
37588	04/23/20	Comcast Cable		738.58
37589	04/23/20	DH Pace Company		340.25
37590	04/23/20	Employee Assistance Network		1,188.00
37591	04/23/20	IHLS-OCLC		2,293.16
37592	04/23/20	Independent Construction Services		700.00
37593	04/23/20	Integrated Control Technologies, LLC		743.75
37594	04/23/20	ISBS		2,370.70
37595	04/23/20	Jordan Bumber		20.94
37596	04/23/20	Lauterbach & Amen LLP		755.00
37597	04/23/20	Manhard Consulting		1,648.60
37598	04/23/20	Midwest Tape		1,196.48
37599	04/23/20	Mitsubishi Electric Inc.		4,769.10
37600	04/23/20	Nicor Gas		1,513.37
37601	04/23/20	Over Drive, Inc.		8,179.58
37602	04/23/20	Pitney Bowes		185.91
37603	04/23/20	Republic Services, Inc.		828.49
37604	04/23/20	Staples Business Credit		583.79
37605	04/23/20	Suburban Elevator Co.		30.00
37606	04/23/20	Technology Management Revolving Fund		405.00
37607	04/23/20	Temperature Mechanical Corp		783.65
37608	04/23/20	Today's Business Solutions		1,822.75
37609	04/23/20	UniFirst		121.61
37610	04/23/20	Zoobean		3,685.00
37611	04/23/20	Amazon		2,282.93
37612	04/23/20	Chef Cherise LLC		375.00
37613	04/23/20	Jordan Bumber		10.07
37614	04/23/20	LIMRiCC		1,109.56
37615	04/23/20	Principal Life Insurance Company		1,887.19
		, , ,	Vendor Check Total	66,036.90
			Check List Total	66,036.90

Check count = 39

Check Number	Check Date	Payee	Amount
Vendor Checks			
37017	07/03/19	Library Furniture International	23,190.00
36996	07/15/19	ICMA-RC	2,000.00
37018	07/17/19	Albertsons / Safeway	58.67
37019	07/17/19	AT&T	384.02
37020	07/17/19	Baker&Taylor Inc.	2,682.19
37021	07/17/19	CBIZ Payroll	220.00
37022	07/17/19	Dynegy Energy Services	6,793.97
37023	07/17/19	ISBS	1,530.08
37024	07/17/19	Lauterbach & Amen LLP	735.00
37025	07/17/19	Midwest Tape	486.81
37026	07/17/19	Muellermist Irrigation Co	180.74
37027	07/17/19	National Pen Corporation	892.95
37028	07/17/19	NCPERS Group Life Ins.	64.00
37029	07/17/19	Nicor Gas	556.09
37030	07/17/19	Over Drive, Inc.	60.00
37031	07/17/19	Postmaster	235.00
37032	07/17/19	Ryan Dreier	45.69
37033	07/17/19	Sonitrol Chicagoland West, Inc	2,508.00
37034	07/17/19	Staples Business Credit	151.56
37070	07/17/19	Amazon	2,211.31
37035	07/18/19	Baker&Taylor Inc.	2,240.21
37036	07/18/19	Comcast Cable	365.26
37037	07/18/19	Cupcake's Family Fun time Entertainment	175.00
37038	07/18/19	Dave Jansen	50.11
37039	07/18/19	Emily Paster	250.00
37040	07/18/19	Gary Goldman	710.00
37041	07/18/19	Hanover Insurance Group	20,243.00
37042	07/18/19	iRentProjectors	1,298.00
37043	07/18/19	Laura Barto	200.00
37044	07/18/19	Midwest Tape	379.30
37045	07/18/19	Multicultural Books and Video	103.58
37046	07/18/19	Nancy McCully	75.00
37047	07/18/19	Over Drive, Inc.	653.90
37048	07/18/19	Postmaster	5,500.00
37049	07/18/19	Principal Life Insurance Company	1,830.54
37050	07/18/19	Quill Corporation	432.24
37051	07/18/19	Republic Services, Inc.	342.84
37052	07/18/19	Sally Wildman	150.00
37053	07/18/19	Staples Business Credit	209.85
37054	07/18/19	Suburban Elevator Co.	506.94
37055	07/18/19	Temperature Mechanical Corp	1,827.09
37056	07/18/19	UniFirst	105.15
37057	07/18/19	US Bank	350.00 999.77
37060 37061	07/18/19	Findaway World, LLC ICIRR	700.00
	07/18/19 07/18/19		
37062 37063	07/18/19	Immigrant Solidarity DuPage Integrated Control Technologies, LLC	100.00 1,487.50
37064	07/18/19		129.00
37064 37065	07/18/19	Klein, Thorpe and Jenkins Royal Fence	2,350.00
37066	07/18/19	Call One	504.06
37067	07/18/19	Demco Inc.	219.96
37067 37069	07/18/19	DuPage Woodworkers	65.00
37007	07/18/19	Amazon	1,901.44
37071	07/18/19	LIMRICC	819.20
CC	07/18/19	Chase Card	4,747.37
37073	07/14/19	Illinois Charitable Bureau	100.00
37073	07/31/19	ICMA-RC	2,000.00
0,000	2,, 3,, 1,		2,000.00

Check Number	Check Date	Payee	Amount
37059	08/15/19	ICMA-RC	1,600.00
37074	08/22/19	Albertsons / Safeway	19.95
37075	08/22/19	All American Exterior	1,180.00
37076	08/22/19	Art Excursions Inc	335.00
37077	08/22/19	AT&T	383.41
37078	08/22/19	AWE Learning	675.00
37079	08/22/19	Baker&Taylor Inc.	9,768.50
37080	08/22/19	BKD	2,440.00
37081	08/22/19	Brainfuse Inc	4,550.00
37082	08/22/19	Call One	31,501.08
37083	08/22/19	Cavendish Square	177.93
37084	08/22/19	Chef Maddox	300.00
37085	08/22/19	Comcast Cable	365.26
37086	08/22/19	Dave Jansen	94.50
37087	08/22/19	Dell	13,489.90
37088	08/22/19	Dynegy Energy Services	6,974.94
37089 37090	08/22/19	Family Health & Safety Fair Findaway World, LLC	1,500.00 279.96
37090 37091	08/22/19 08/22/19		
		Fox Valley Fire & Safety Hanover Insurance Group	1,547.15
37092 37093	08/22/19 08/22/19	Healthcare Service Corporation	4,380.00 17,564.50
370 <del>9</del> 3 37094	08/22/19	IHLS-OCLC	2,293.16
370 <del>9</del> 4 37095	08/22/19	IHLS-OCLC	2,293.10
370 <del>9</del> 5 37096	08/22/19	Illinois Library Association	300.00
37077	08/22/19	IMmigrant Solidarity DuPage	1,000.00
37098	08/22/19	Indrani Hausner	250.00
37099	08/22/19	InfoUSA Marketing, Inc.	1,825.00
37100	08/22/19	Integrated Control Technologies, LLC	743.75
37101	08/22/19	Isabelle Huerta	23.60
37102	08/22/19	ISBS	1,666.45
37103	08/22/19	Jacquie Christen	7.53
37104	08/22/19	Janet Kruse	75.00
37105	08/22/19	Jordan Bumber	7.73
37106	08/22/19	Kanopy LLC	2,000.00
37107	08/22/19	Klein, Thorpe and Jenkins	86.00
37108	08/22/19	Lauterbach & Amen LLP	735.00
37109	08/22/19	Lorences' Honey Bee Haven	150.00
37110	08/22/19	Mango Languages	5,023.54
37111	08/22/19	Meredith Meder	240.00
37112	08/22/19	Midwest Tape	1,690.25
37113	08/22/19	Muellermist Irrigation Co	180.74
37114	08/22/19	Multicultural Books and Video	104.65
37115	08/22/19	NCPERS Group Life Ins.	64.00
37116	08/22/19	Nicor Gas	590.85
37117	08/22/19	Over Drive, Inc.	1,947.03
37118	08/22/19	Paddock Publications	35.65
37119	08/22/19	Penguin Random House LLC	63.75
37120	08/22/19	Principal Life Insurance Company	1,830.54
37121	08/22/19	Quill Corporation	446.40 497.05
37122 37123	08/22/19	Republic Services, Inc.	
	08/22/19	Sebert Landscaping	1,440.00
37124 37125	08/22/19 08/22/19	Smarty Pants Sonitrol Chicagoland West, Inc	499.00 1,254.00
37125 37126	08/22/19	Stefanie Bundalo	350.00
37120 37127	08/22/19	SWAN	141.98
37127	08/22/19	Technology Management Revolving Fund	405.00
37129	08/22/19	Temperature Mechanical Corp	783.65
37130	08/22/19	Thomson Reuters	273.10

Check Number	Check Date	Payee	Amount
37131	08/22/19	Today's Business Solutions	3,321.71
37132	08/22/19	UniFirst	224.72
37133	08/22/19	Unique Books Inc	8.95
37134	08/22/19	Vanessa MacKay	60.00
37137	08/22/19	Shine-Brite	3,795.00
37138	08/22/19	Amazon	3,843.88
37139	08/22/19	Daugherty Sales, Inc.	1,315.00
37140	08/22/19	Healthcare Service Corporation	19,031.94
37141	08/22/19	Lauterbach & Amen LLP	1,175.00
37142	08/22/19	Principal Life Insurance Company	1,830.54
37143	08/22/19	Salem Press	463.32
37144	08/22/19	World Book Inc.	1,134.44
CC	08/22/19	Chase Card	4,990.81
37135	08/30/19	ICMA-RC	1,600.00
37145 7887	08/30/19	Unique Management Services Inc. Jon Schutt	8.95
	08/31/19		(16.64)
7891 37042	08/31/19 08/31/19	Ryan Dreier	(28.32) (1,298.00)
37042 37113	08/31/19	iRentProjectors	
	09/12/19	Muellermist Irrigation Co	(180.74)
37146 37136	09/12/19	Glendale Heights Chamber of Commerce ICMA-RC	25.00 1,700.00
37130 37197	09/16/19	Amazon	4,106.24
37198	09/16/19	IHLS-OCLC	2,293.16
371 <del>9</del> 8 37199	09/16/19	Isabelle Huerta	65.24
37200	09/16/19	Jill Martorano	160.00
37201	09/16/19	All American Exterior	1,180.00
37147	09/19/19	Albertsons / Safeway	83.83
37148	09/19/19	American Holiday Lights	1,326.00
37149	09/19/19	AT&T	383.82
37150	09/19/19	Baker&Taylor Inc.	7,142.34
37151	09/19/19	Barbara Meyer	250.00
37152	09/19/19	Call One	833.90
37153	09/19/19	Cherise Slattery	325.00
37154	09/19/19	Comcast Cable	730.52
37155	09/19/19	Dell	18,217.80
37156	09/19/19	Demco Inc.	432.13
37157	09/19/19	Diane Norris	40.00
37158	09/19/19	Dynegy Energy Services	6,905.37
37159	09/19/19	Flying Fox Conservation Fund	350.00
37160	09/19/19	Folding Partition Serv, Inc.	535.00
37161	09/19/19	Gary Wenstrup	180.00
37162	09/19/19	Hanover Insurance Group	891.00
37163	09/19/19	Independent Construction Services	1,120.00
37164	09/19/19	Integrated Control Technologies, LLC	743.75
37165	09/19/19	ISBS	1,673.66
37166	09/19/19	John Robertson	200.00
37167	09/19/19	Jon Schutt	10.79
37168	09/19/19	Kiwanis Club of Glendale Heights	125.00 1,762.69
37169 37170	09/19/19	Midwest Tape	310.03
37170	09/19/19 09/19/19	Muellermist Irrigation Co  Multicultural Books and Video	99.30
37172 37173	09/19/19 09/19/19	NCPERS Group Life Ins. Nicor Gas	64.00 325.74
37173 37174	09/19/19	Over Drive, Inc.	174.98
37174	09/19/19	Paranormal Moms Society, Christie Chaidez	50.00
37176 37176	09/19/19	Paulette Nguyen	112.31
37177	09/19/19	Pitney Bowes	185.91
37178	09/19/19	Quill Corporation	405.39
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Check Number	Check Date	Payee	Amount
37179	09/19/19	Republic Services, Inc.	500.75
37180	09/19/19	Sebert Landscaping	1,515.00
37181	09/19/19	Staples Business Credit	174.36
37182	09/19/19	Technology Management Revolving Fund	405.00
37183	09/19/19	Tee Jay Service Company Inc.	240.00
37184	09/19/19	Temperature Mechanical Corp	2,107.65
37185	09/19/19	Tom Bartenfelder	34.85
37186	09/19/19	UniFirst	219.90
37187	09/19/19	Vogue Printers	5,588.00
37190	09/19/19	Baker&Taylor Inc.	1,311.84
37191	09/19/19	Batavia Public Library	9.59
37192	09/19/19	Jill Martorano	100.00
37193	09/19/19	Johnson Controls Security Solutions	179.53
37194	09/19/19	Mariachi Perla De Mexico	600.00
37195	09/19/19	Sonitrol Chicagoland West, Inc	1,254.00
37196	09/19/19	Unique Management Services Inc.	8.95
37202	09/19/19	Healthcare Service Corporation	14,457.00
37203	09/19/19	Jo-Ann LLC	1,000.00
37204	09/19/19	Paddock Publications	808.22
37205	09/19/19	Principal Life Insurance Company	23.64
37206	09/19/19	Jon Schutt	23.99
37188	09/30/19	ICMA-RC	1,340.00
37201	09/30/19	All American Exterior	(1,180.00)
37206	09/30/19	Jon Schutt	(23.99)
CC	09/30/19	Chase Card	5,762.59
37189	10/15/19	ICMA-RC	1,700.00
37207	10/17/19	Accurate Office Supply	321.80
37208	10/17/19	Albertsons / Safeway	63.75
37209	10/17/19	American Holiday Lights	3,977.00
37210 37211	10/17/19 10/17/19	AT&T	384.22
37211 37212	10/17/19	Baker&Taylor Inc. Bruce Blake	10,323.42 197.20
37212 37213	10/17/19	Catalina Maria Johnson	322.00
37213 37214	10/17/19	Chris McBrien	400.00
37215	10/17/19	Comcast Cable	365.26
37216	10/17/19	Cupcake's Family Fun time Entertainment	250.00
37217	10/17/19	Dave Jansen	25.87
37218	10/17/19	Diane Norris	55.85
37219	10/17/19	Dynegy Energy Services	7,149.27
37220	10/17/19	Findaway World, LLC	429.91
37221	10/17/19	Fox Valley Fire & Safety	1,334.00
37222	10/17/19	ILA	600.00
37223	10/17/19	Integrated Control Technologies, LLC	743.75
37224	10/17/19	Isabelle Huerta	30.97
37225	10/17/19	ISBS	2,029.46
37226	10/17/19	Jacquie Christen	10.09
37227	10/17/19	Jacquie Hyde-Young	19.72
37228	10/17/19	Jon Schutt	43.28
37229	10/17/19	Kate Klise	2,519.60
37230	10/17/19	Lauterbach & Amen LLP	1,465.00
37231	10/17/19	Lillian Suarez	325.00
37232	10/17/19	Midwest Tape	1,565.59
37233	10/17/19	Monica Garcia	400.00
37234	10/17/19	NCPERS Group Life Ins.	64.00
37235	10/17/19	Nicor Gas	505.32
37236	10/17/19	Oscar B Salinas	200.00
37237	10/17/19	Oscar B Salinas	600.00
37238	10/17/19	Over Drive, Inc.	473.96

Check Number	Check Date	Payee	Amount
37239	10/17/19	Quill Corporation	356.88
37240	10/17/19	Rachel Strolle	42.99
37241	10/17/19	Republic Services, Inc.	344.54
37242	10/17/19	Sebert Landscaping	4,733.00
37243	10/17/19	Share Corp.	495.07
37244	10/17/19	Staples Business Credit	273.72
37245	10/17/19	Technology Management Revolving Fund	405.00
37246	10/17/19	Temperature Mechanical Corp	783.65
37247	10/17/19	UniFirst	231.08
37248	10/17/19	Unique Books Inc	8.95
37251	10/17/19	Ollis Book Corp	141.00
37252	10/17/19	Village of Glendale Heights	2,000.00
37253	10/17/19	Algonquin Area Public Library	42.34
37254	10/17/19	Call One	889.24
37255	10/17/19	IHLS-OCLC	2,293.16
37256	10/17/19	Klein, Thorpe and Jenkins	1,333.00
37257 37258	10/17/19	LIMRICC	591.23 961.92
37259	10/17/19 10/17/19	Ollis Book Corp Suburban Elevator Co.	506.94
37260 37261	10/17/19 10/17/19	Today's Business Solutions Amazon	1,035.36 5,329.00
37262	10/17/19	Bruce Blake	88.98
37263	10/17/19	Cupcake's Family Fun time Entertainment	50.00
37264	10/17/19	Monica Garcia	500.00
37265	10/17/19	Panaderia Alfa	749.00
37266	10/17/19	Panaderia Alfa	300.00
37267	10/17/19	Ryan Dreier	14.32
37268	10/17/19	Unique Management Services Inc.	8.95
CC	10/17/19	Chase Card	4,786.35
36932	10/31/19	Tom Bartenfelder	(11.25)
37249	10/31/19	ICMA-RC	1,700.00
37269	10/31/19	Immigrant Solidarity DuPage	500.00
37250	11/15/19	ICMA-RC	1,700.00
37270	11/21/19	Accurate Office Supply	324.39
37271	11/21/19	Albertsons / Safeway	78.25
37272	11/21/19	All American Exterior	420.00
37273	11/21/19	Anderson's Books, Inc.	361.47
37274	11/21/19	AT&T	383.41
37275	11/21/19	Baker&Taylor Inc.	8,222.33
37276	11/21/19	BKD	7,950.00
37277	11/21/19	Call One	879.34
37278	11/21/19	Children's Plus Inc.	3,692.85
37279	11/21/19	Clarence Goodman	285.00
37280	11/21/19	Dave Herzog's Marionettes	300.00
37281	11/21/19	Demco Inc.	138.65
37282	11/21/19	Demco Inc.	880.90
37283	11/21/19	Diane Norris	52.20
37284	11/21/19	Dynegy Energy Services EBSCO Information Services	4,142.26
37285 37286	11/21/19 11/21/19	EBSCO Information Services EBSCO Information Services	2,602.00 6,351.23
37287	11/21/19	Envisionware, Inc.	6,325.67
37287 37288	11/21/19	Findaway World, LLC	114.98
37288 37289	11/21/19	Gary Goldman	710.00
37290	11/21/19	Healthcare Service Corporation	17,886.92
37270 37291	11/21/19	Huntley Area Public Library	28.99
37292	11/21/19	Independent Construction Services	280.00
37293	11/21/19	Innovative Interfaces, Inc.	72,463.62
37294	11/21/19	Integrated Control Technologies, LLC	743.75
		- -	

Check Number	Check Date	Payee	Amount
			2.2.22
37295	11/21/19	International Exterminator Inc.	360.00
37296	11/21/19	ISBS	1,879.58
37297	11/21/19	Jay Warren	200.00
37298 37299	11/21/19	Jill Martorano	11.17
	11/21/19	Jordan Bumber	12.17
37300	11/21/19	Klein, Thorpe and Jenkins	602.00
37301	11/21/19	Kyle Dressler	29.68
37302	11/21/19	Lauterbach & Amen LLP	755.00
37303 37304	11/21/19 11/21/19	Midwest Tape Multicultural Books and Video	2,268.45 99.30
37304 37305	11/21/19	NCPERS Group Life Ins.	64.00
		•	
37306 37307	11/21/19 11/21/19	Nicor Gas Ollis Book Corp	940.92 265.25
37307	11/21/19	Over Drive, Inc.	1,345.79
37309	11/21/19	Paddock Publications	193.20
37310	11/21/19	Quill Corporation	798.49
37310	11/21/19	Republic Services, Inc.	344.54
37312	11/21/19	Ryan Dreier	69.83
37313	11/21/19	Sebert Landscaping	1,751.00
37314	11/21/19	Staples Business Credit	413.10
37315	11/21/19	Technology Management Revolving Fund	405.00
37316	11/21/19	Temperature Mechanical Corp	2,816.65
37317	11/21/19	The Friends of the Library	34.64
37318	11/21/19	UniFirst	477.30
37319	11/21/19	Vernon Area Public Library	7.71
37320	11/21/19	Village of Glendale Heights	385.00
37323	11/21/19	Albertsons / Safeway	263.55
37324	11/21/19	Independent Construction Services	560.00
37325	11/21/19	Baker&Taylor Inc.	6,910.49
37326	11/21/19	H & J Educational Resource	2,305.66
37327	11/21/19	Mateo Garcia	416.71
37328	11/21/19	Amazon	4,818.07
37329	11/21/19	Manhard Consulting	8,123.20
37330	11/21/19	Blue Cross-Blue Shield of Illinois	17,426.63
37331	11/21/19	Dynegy Energy Services	4,732.94
37332	11/21/19	IHLS-OCLC	2,293.16
37333	11/21/19	Principal Life Insurance Company	3,887.68
37334	11/21/19	Diane Norris	41.32
37335	11/21/19	NCPERS Group Life Ins.	64.00
37336	11/21/19	Connie Barreras	56.00
CC	11/21/19	Chase Card	4,173.16
37321	11/29/19	ICMA-RC	1,700.00
37098	11/30/19	Indrani Hausner	(250.00)
37275	11/30/19	Baker&Taylor Inc.	(8,222.33)
37292	11/30/19	Independent Construction Services	(280.00)
37337	12/04/19	Glendale Heights Chamber of Commerce	30.00
37322	12/13/19	ICMA-RC	1,700.00
37339	12/19/19	AT&T	383.61
37340 37341	12/19/19	Baker&Taylor Inc.	6,388.94
37341 37342	12/19/19 12/19/19	BKD Brittni Thorne	4,110.00 250.00
37343 37344	12/19/19 12/19/19	Cher Moore Chicago Global Shapers	150.00 300.00
37345	12/19/19	Comcast Cable	345.26
37346	12/19/19	Findaway World, LLC	969.88
37347	12/19/19	Findaway World, LLC	48.33
37348	12/19/19	Follett School Solutions	574.80
37349	12/19/19	Fox Valley Fire & Safety	175.00
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Check Number	Check Date	Payee	Amount
37350	12/19/19	Gale/Cengage Learning	1,322.91
37351	12/19/19	Glenbard High School	150.00
37352	12/19/19	Independent Construction Services	280.00
37353	12/19/19	Integrated Control Technologies, LLC	743.75
37354	12/19/19	ISBS	31,926.00
37355	12/19/19	ISBS	1,675.31
37356	12/19/19	Jill Martorano	18.80
37357	12/19/19	Klein, Thorpe and Jenkins	64.50
37358	12/19/19	Lauterbach & Amen LLP	755.00
37359	12/19/19	Libraries First	275.00
37360	12/19/19	Midwest Computer Products	856.25
37361	12/19/19	Midwest Tape	2,947.41
37362	12/19/19	Midwest Tape	15,000.00
37363	12/19/19	Multicultural Books and Video	103.58
37364	12/19/19	Nicor Gas	1,711.64 425.66
37365	12/19/19	Over Drive, Inc.	
37366 37367	12/19/19 12/19/19	Pitney Bowes	1,000.00 185.91
37368	12/19/19	Princes Porty Chicago, Inc.	310.00
		Princess Party Chicago, Inc.	
37369 37370	12/19/19 12/19/19	ProQuest Quill Corporation	1,857.11 173.76
37370 37371	12/19/19	Republic Services, Inc.	345.39
37371	12/19/19	Ryan Dreier	15.10
37373	12/19/19	Sebert Landscaping	286.00
37374	12/19/19	Staples Business Credit	130.77
37375	12/19/19	Technology Management Revolving Fund	405.00
37376	12/19/19	Temperature Mechanical Corp	783.65
37377	12/19/19	UniFirst	114.75
37378	12/19/19	UniFirst	114.75
37379	12/19/19	Vogue Printers	5,588.00
37382	12/19/19	Albertsons / Safeway	192.42
37383	12/19/19	Amazon	6,779.94
37384	12/19/19	Arlington Heights Memorial Library	18.95
37385	12/19/19	Call One	876.53
37386	12/19/19	Demco Inc.	556.34
37387	12/19/19	Diane Norris	33.91
37388	12/19/19	Dynegy Energy Services	4,216.68
37389	12/19/19	Fox Valley Fire & Safety	807.00
37390	12/19/19	IHLS-OCLC	2,293.16
37391	12/19/19	Independent Construction Services	840.00
37392	12/19/19	Johnson Controls Security Solutions	179.53
37393	12/19/19	Library Furniture International	8,740.00
37394	12/19/19	Next Generation Screen Printing	2,700.00
37395	12/19/19	Paddock Publications	46.00
37396	12/19/19	Sebert Landscaping	1,216.00
37397	12/19/19	Sonitrol Chicagoland West, Inc	1,254.00
37398	12/19/19	Today's Business Solutions	1,000.00
37399	12/19/19	Unique Management Services Inc.	17.90
37400 37401	12/19/19 12/19/19	Baker&Taylor Inc. Blue Cross-Blue Shield of Illinois	6,389.24 17,104.21
CC		Chase Card	3,779.35
	12/19/19		
37380 37133	12/30/19 12/31/19	ICMA-RC Unique Books Inc	1,700.00 (8.95)
37133 37194	12/31/19	Mariachi Perla De Mexico	(6.93)
37144	12/31/19	Unique Books Inc	(8.95)
37340	12/31/19	Baker&Taylor Inc.	(6,388.94)
7930	01/09/20	Priness Party Chicago, Inc.	140.00
37381	01/15/20	ICMA-RC	1,700.00
			•

Check Number	Check Date	Payee	Amount
37402	01/16/20	Absolute Science	400.00
37403	01/16/20	Adult Reading Round Table	15.00
37404	01/16/20	Albertsons / Safeway	82.00
37405	01/16/20	AT&T	383.41
37406	01/16/20	Baker&Taylor Inc.	5,472.88
37407	01/16/20	Chef Maddox	300.00
37408	01/16/20	Cherina Stattani	150.00
37409	01/16/20	Cherise Slattery	375.00
37410 37411	01/16/20 01/16/20	Comcast Cable Dave Jansen	369.29 50.08
37411	01/16/20	Diane Norris	51.33
37412	01/16/20	Findaway World, LLC	324.96
37413	01/16/20	Integrated Control Technologies, LLC	743.75
37415	01/16/20	ISBS	2,178.76
37416	01/16/20	Lauterbach & Amen LLP	755.00
37417	01/16/20	Midwest Tape	2,560.18
37418	01/16/20	Muellermist Irrigation Co	1,123.00
37419	01/16/20	Multicultural Books and Video	99.30
37420	01/16/20	NCPERS Group Life Ins.	64.00
37421	01/16/20	Nicor Gas	1,862.02
37422	01/16/20	Over Drive, Inc.	566.98
37423	01/16/20	Quill Corporation	269.26
37424	01/16/20	Republic Services, Inc.	345.39
37425	01/16/20	Ryan Dreier	30.21
37426	01/16/20	Science Tellers	700.00
37427	01/16/20	Sebert Landscaping	232.00
37428	01/16/20	Shoutbomb, LLC	402.00
37429	01/16/20	Staples Business Credit	217.95
37430	01/16/20	Tayyaba Syed	50.00
37431	01/16/20	Technology Management Revolving Fund	405.00
37432	01/16/20	Temperature Mechanical Corp	783.65
37433	01/16/20	The Friends of the Library	112.25
37434	01/16/20	UniFirst	229.50
37435	01/16/20	University of Illinois Extension	125.00
37436	01/16/20	Baker&Taylor Inc.	2,735.00
37437 37438	01/16/20 01/16/20	Call One LIMRiCC	862.18 387.42
37439	01/16/20	Suburban Elevator Co.	522.15
37440	01/16/20	Terrance Electric & Technology Co	434.73
37441	01/16/20	US Bank	29.17
37442	01/16/20	Character Counts	125.00
37445	01/16/20	Village of Glendale Heights	2,000.00
37446	01/16/20	Amazon	1,847.76
37447	01/16/20	Lectorum Publications	81.43
CC	01/16/20	Chase Card	3,375.39
37443	01/31/20	ICMA-RC	1,700.00
37444	02/14/20	ICMA-RC	1,700.00
37448	02/20/20	Albertsons / Safeway	99.96
37449	02/20/20	AT&T	384.02
37450	02/20/20	Baker&Taylor Inc.	116.60
37451	02/20/20	Baker&Taylor Inc.	7,440.99
37452	02/20/20	Batavia Public Library	4.79
37453	02/20/20	Binny's Beverage Depot	300.00
37454	02/20/20	Blue Cross-Blue Shield of Illinois	16,321.50
37455	02/20/20	Cavendish Square	177.93
37456	02/20/20	Comcast Cable	359.29
37457	02/20/20	Deerfield Public Library	24.95
37458	02/20/20	Drivers License Guide Company	29.95

Check Number	Check Date	Payee	Amount
37459	02/20/20	Dynegy Energy Services	4,132.64
37460	02/20/20	Envisionware, Inc.	3,516.50
37461	02/20/20	Glendale Heights Chamber of Commerce	40.00
37462	02/20/20	Grey House Publishing	139.50
37463	02/20/20	H & J Educational Resource	19.99
37464	02/20/20	Heather Braoydakis	125.00
37465	02/20/20	IHLS-OCLC	2,293.16
37466	02/20/20	Illinois Secretary of State Index Department	10.00
37467	02/20/20	ISBS	606.40
37468	02/20/20	Jasmine Warga	833.34
37469	02/20/20	Jill Martorano	15.24
37470	02/20/20	Klein, Thorpe and Jenkins	258.00
37471	02/20/20	Laconi	100.00
37472	02/20/20	Lauterbach & Amen LLP	755.00
37473	02/20/20	Lynnanne Pearson	150.00
37474	02/20/20	Lynnanne Pearson	150.00
37475	02/20/20	Manhard Consulting	9,610.62
37476	02/20/20	Megan Wells	300.00
37477	02/20/20	Michelle Nichols	165.00
37478	02/20/20	Midwest Tape	8,000.00
37479	02/20/20 02/20/20	Midwest Tape Mitsubishi Electric Inc.	2,152.07 3,995.00
37480		Mitsubishi Electric Inc.	· ·
37480 37481	02/20/20 02/20/20	NCPERS Group Life Ins.	(3,995.00) 64.00
37482	02/20/20	Nicor Gas	1,908.25
37483	02/20/20	Over Drive, Inc.	1,016.44
37484	02/20/20	Paddock Publications	324.30
37485	02/20/20	Principal Life Insurance Company	1,887.19
37486	02/20/20	Quill Corporation	457.25
37486	02/20/20	Quill Corporation	(457.25)
37487	02/20/20	Republic Services, Inc.	344.54
37488	02/20/20	Scholastic Go!	1,962.00
37489	02/20/20	Scott Piner	325.00
37490	02/20/20	Sebert Landscaping	4,134.00
37491	02/20/20	Staples Business Credit	161.03
37492	02/20/20	SWAN	64.65
37493	02/20/20	Technology Management Revolving Fund	405.00
37494	02/20/20	Temperature Mechanical Corp	783.65
37495	02/20/20	Today's Business Solutions	941.28
37496	02/20/20	UniFirst	229.50
37497	02/20/20	Unique Management Services Inc.	8.95
37498	02/20/20	Vanessa MacKay	60.00
37499	02/20/20	World Book Inc.	825.00
37500	02/20/20	Amazon	4,654.37
37501	02/20/20	Call One	959.61
37502	02/20/20	Chicago Tribune	442.00
37503	02/20/20	Independent Construction Services	1,680.00
37504	02/20/20	Lauterbach & Amen LLP	755.00
37505	02/20/20	Principal Life Insurance Company	1,887.19
37506	02/20/20	Blue Cross-Blue Shield of Illinois	16,321.50
37507	02/20/20	NCPERS Group Life Ins.	64.00
37508	02/20/20	Quill Corporation	437.80
37509	02/20/20	Service Switch	3,995.00
37510 37511	02/20/20	Jill Martorano	22.77
37511 37514	02/20/20 02/20/20	Tumbleweed Press, Inc Vogue Printers	1,258.20 5,908.00
37514 CC	02/20/20	Chase Card	9,829.63
37512	02/28/20	ICMA-RC	1,700.00
37312	32, 20, 20		1,700.00

Check Number	Check Date	Payee	Amount
37344	03/01/20	Chicago Global Shapers	(300.00)
37409	03/01/20	Cherise Slattery	(375.00)
37426	03/01/20	Science Tellers	(700.00)
37453	03/01/20	Binny's Beverage Depot	(300.00)
37474	03/01/20	Lynnanne Pearson	(150.00)
37513	03/13/20	ICMA-RC	1,700.00
37514	03/19/20	AT&T	384.02
37515	03/19/20	Baker&Taylor Inc.	303.64
37516	03/19/20	Baker&Taylor Inc.	7,677.65
37517	03/19/20	Call One	1,065.48
37518	03/19/20	Comcast Cable	369.29
37519	03/19/20	Demco Inc.	470.79
37520	03/19/20	DH Pace Company	309.00
37521	03/19/20	Diane Norris	67.51
37522	03/19/20 03/19/20	DuPage County Clerk	10.00
37523		Dynegy Energy Services	3,789.93
37524 37525	03/19/20	EBSCO Information Services	4,575.00 500.00
37525 37525	03/19/20 03/19/20	For the Love of Tidy	
		For the Love of Tidy	(500.00) 575.00
37526 37527	03/19/20 03/19/20	Fox Valley Fire & Safety Friends of the Library	204.00
37527 37528	03/19/20	Gale/Cengage Learning	91.76
37528 37529	03/19/20	Glendale Heights Chamber of Commerce	25.00
37530	03/19/20	High Touch High Tech	200.00
37530	03/19/20	High Touch High Tech	(200.00)
37531	03/19/20	IHLS-OCLC	2,293.16
37532	03/19/20	Immigrant Solidarity DuPage	1,600.00
37533	03/19/20	Integrated Control Technologies, LLC	1,487.50
37534	03/19/20	ISBS	718.35
37535	03/19/20	Jill Martorano	99.32
37536	03/19/20	Klein, Thorpe and Jenkins	330.00
37537	03/19/20	Lauterbach & Amen LLP	130.00
37538	03/19/20	Dan Laib	(400.00)
37538	03/19/20	Dan Laib	400.00
37539	03/19/20	Leslie Goddard	(325.00)
37539	03/19/20	Leslie Goddard	325.00
37540	03/19/20	Manhard Consulting	2,416.47
37541	03/19/20	Midwest Tape	1,943.70
37542	03/19/20	Nicor Gas	1,727.75
37543	03/19/20	OCLC Inc	1,325.00
37544	03/19/20	Ollis Book Corp	235.00
37545	03/19/20	Over Drive, Inc.	1,389.71
37546	03/19/20	Pitney Bowes	185.91
37547	03/19/20	Quill Corporation	94.95
37548	03/19/20	Republic Services, Inc.	415.42
37549	03/19/20	Rich Lindberg	140.00
37549	03/19/20 03/19/20	Rich Lindberg	(140.00)
37550	03/19/20	Sebert Landscaping	2,467.00
37551 37552	03/19/20	Shine-Brite Sonitrol Chicagoland West Too	3,795.00 1,254.00
37553	03/19/20	Sonitrol Chicagoland West, Inc Staples Business Credit	130.77
37554	03/19/20	Stephanie Frantz	(125.00)
37554 37554	03/19/20	Stephanie Frantz	125.00)
37555	03/19/20	Technology Management Revolving Fund	405.00
37556	03/19/20	Temperature Mechanical Corp	783.65
37557	03/19/20	UniFirst	243.22
37558	03/19/20	Unique Management Services Inc.	17.90
37559	03/19/20	Village of Glendale Heights	50.00

### **Glenside Public Library District** Vendor History Report All Bank Accounts

July 1, 2019 - June 30, 2020

37562 03/19/20 Albertsons / Safeway	
	129.72
37563 03/19/20 Johnson Controls Security Solutions	179.53
37564 03/19/20 Amazon	5,372.52
37565 03/19/20 Chicago Casino Suppliers	8,120.00
37566 03/19/20 Independent Construction Services	2,800.00
37567 03/19/20 Jon Schutt	845.97
37568 03/19/20 Logsdon Office Supply	298.80
37569 03/19/20 NCPERS Group Life Ins.	64.00
37570 03/19/20 Principal Life Insurance Company	1,887.19
37571 03/19/20 Quill Corporation	205.93
37572 03/19/20 Hargrave Builders, Inc.	649.00
37560 03/31/20 ICMA-RC	1,700.00
37561 04/15/20 ICMA-RC	1,700.00
37577 04/23/20 Albertsons / Safeway	48.42
37578 04/23/20 All American Exterior	296.00
37579 04/23/20 Allegra Marketing Print Mail	178.75
37580 04/23/20 Amazon	1,364.18
37581 04/23/20 AT&T	383.41
37582 04/23/20 Baker&Taylor Inc.	46.67
37583 04/23/20 Baker&Taylor Inc.	4,183.75
37584 04/23/20 Blue Cross-Blue Shield of Illinois	17,104.21
37585 04/23/20 Blue Cross-Blue Shield of Illinois	782.71
37586 04/23/20 Call One	1,055.34
37587 04/23/20 Clarence Goodman	25.00
37588 04/23/20 Comcast Cable	738.58
37589 04/23/20 DH Pace Company	340.25
37590 04/23/20 Employee Assistance Network	1,188.00
37591 04/23/20 IHLS-OCLC	2,293.16
37592 04/23/20 Independent Construction Services	700.00
37593 04/23/20 Integrated Control Technologies, LLC	743.75
37594 04/23/20 ISBS	2,370.70
37595 04/23/20 Jordan Bumber	20.94
37596 04/23/20 Lauterbach & Amen LLP	755.00
37597 04/23/20 Manhard Consulting	1,648.60
37598 04/23/20 Midwest Tape	1,196.48
37599 04/23/20 Mitsubishi Electric Inc.	4,769.10
37600 04/23/20 Nicor Gas	1,513.37
37601 04/23/20 Over Drive, Inc.	8,179.58
37602 04/23/20 Pitney Bowes	185.91
37603 04/23/20 Republic Services, Inc.	828.49
37604 04/23/20 Staples Business Credit	583.79
37605 04/23/20 Suburban Elevator Co.	30.00
37606 04/23/20 Technology Management Revolving Fund	405.00
37607 04/23/20 Temperature Mechanical Corp	783.65
37608 04/23/20 Today's Business Solutions	1,822.75
37609 04/23/20 UniFirst	121.61
37610 04/23/20 Zoobean	3,685.00
37611 04/23/20 Amazon	2,282.93
37612 04/23/20 Chef Cherise LLC	375.00
37613 04/23/20 Jordan Bumber	10.07
37614 04/23/20 LIMRICC	1,109.56
37615 04/23/20 Principal Life Insurance Company	1,887.19
37616 04/30/20 ICMA-RC	1,700.00
37617 05/15/20 ICMA-RC	1,700.00
Vendor Check To	otal 1,076,970.49
Check List To	atal 1.074.070.40
Check List 10	1,076,970.49

Attachment #4a to Board Meeting Agenda: April 23, 2020

# Librarian's Report

March 2020

#### **GLENSIDE PUBLIC LIBRARY DISTRICT**

#### **LIBRARIAN'S REPORT March 2020**

#### **News:**

Library initiated an extended emergency closure in response to the COVID-19 concerns 3/14

Library created new "Virtual" card type to enable increased services to the community and School Districts 15 & 16

Library has begun implementation meetings with SWAN consortium

Christian Rosales started on 3/4 as new Computer Clerk

300 Census-Branded Hygeine kits were distibuted to the Faith and Family Food Bank

#### **Staff and Vendor Meetings:**

Date	Event	Staff	Location
12-Mar	Emergency Committee - Village of Glendale Heights	ТВ	Village Hall
13-Mar	SWAN consortia migration meeting	TB, IP	Digital Meeting
25-Mar	RAILS - Covid-19 Roundtable	ТВ	Digital Meeting
26-Mar	CBIZ: "COVID-19's Impacts: Tax & Employee Actions You Need to	ТВ	Digital Meeting
27-Mar	Meeting with AmazonBusiness	Ian Peery	Teleconference
31-Mar	Law Firm Ancel Glink - Corona Virus Legal Issues	ТВ	Digital Meeting
March	Met with all Leads for input on evaluations	Circulation Staff	GPLD
March	Met with all staff for evaluation meeting	Circulation Staff	GPLD
March	4 Weekly Census Grant Conferences	ТВ	Digital Meeting

**Outreach Meetings:** 

Date	Event	Staff	Location
5-Mar	Kiwanis/Friend Casino Night Planning	ТВ	GPLD
7-Mar	Friends Meeting	JH	Board Room
11-Mar	Youth Commission	ТВ	Glendale Lakes
12-Mar	Kiwanis of Glendale Heights	ТВ	Village Hall
13-Mar	Marketing and Communications meeting D15, D16 & Village	Jon Schutt	Glendale Heights
March	Weekly Census Grant Conference	ТВ	Digital Meeting

### **Professional Development:**

Date	Event	Staff	Location
Date	Lvent	Stall	Location
5-Mar	Circulation Laconi Planning Meeting	JH	Mount Prospect Public Library
19-Mar	Stay Calm, Prepare and Mitigate: COVID 19 in Early Childhood Pro	DN	Webinar
23-Mar	Dealing With Angry Library Patrons webinar	AS, JH	Webinar
23-Mar	Transgender Inclusion in Libraries	JB	Webinar
26-Mar	"ILL workflow analysis webinar	LJ, AS	Webinar
27-Mar	Strategies for Managing Teams Remotely	JH, AS	Webinar
27-Mar	Handling difficult customers	LJ, JH, AS	Webinar
28-Mar	Ten Easy Steps to improve your technology skills.	П	Webinar
30-Mar	Library Accessibility: What Public Library Staff and Trustees Need	JH	Webinar
30-Mar	COVID-19 Legal Issues for Public Libraries	ЈН, ТВ	Webinar
30-Mar	Zoom Basics	DJ	Webinar
30-Mar	Crash Course in Romance	JB	Webinar
30-Mar	A Moving Child is a Learning Child: How Movement Prepares the I	DN	Webinar
30-Mar	Crash Course in Historical Fiction	RD	Webinar
31-Mar	Summer 2020 Adult Book Buzz	JIM	Webinar
31-Mar	Booklist Webinar—Feminist Reads, a Penguin Reading List for Rea	JB	Webinar

Attachment #4 to AGENDA April 23, 2020

#### **GLENSIDE PUBLIC LIBRARY DISTRICT**

#### **LIBRARIAN'S REPORT March 2020**

31-Ma	Community Engagement Virtual Discussion	RD	webinar
March	Census and Libraries	Library Staff	Webinar

## **Programming**

Mar 2020

In-House Events	Mar	Mar	%
III-nouse Events	2019	2020	Change
Total Events	70	43	-39%
Total Participants	769	389	-49%
Preschool Events (Pre-K)	17	11	-35%
Participants	279	122	-56%
Family Events	5	2	-60%
Participants	99	17	-83%
Youth Events (1 <sup>st</sup> -6 <sup>th</sup> )	8	9	13%
Participants	89	67	-25%
Young Adults (7-12 <sup>th</sup> )	7	4	-43%
Participants	54	32	-41%
Adult Events	33	17	-48%
Participants	248	151	-39%

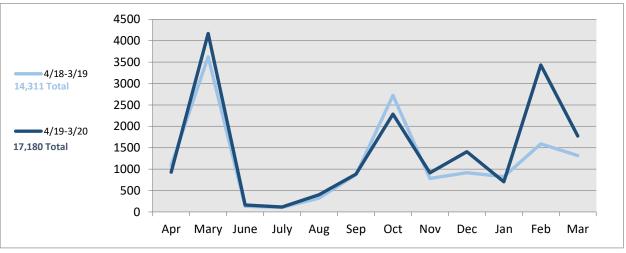
Outreach Events	Mar 2019	Mar 2020	% Change
Total Events	71	73	3%
Total Participants	1320	1775	34%
Preschool Events (Pre-K)	40	25	-38%
Participants	652	374	-43%
Family Events	2	0	0%
Participants	2	0	0%
Youth Events (1 <sup>st</sup> -5 <sup>th</sup> )	19	46	142%
Participants	502	1334	100%
Young Adults (6-8 <sup>th</sup> )	1	0	-100%
Participants	1	0	-100%
High School (9-12 <sup>th</sup> )	6	0	0%
Participants	120	0	0%
Adult/Teacher Events	3	2	-33%
Participants	43	67	56%

Outreach Services	Mar 2019	Mar 2020	% Change
Homebound Deliveries	4	2	-50%
Book Bag Deliveries	20	11	-45%
Book Bag Requests	13	40	208%

#### **Total In-house Program Attendance (Year-to-Year Comparison)**



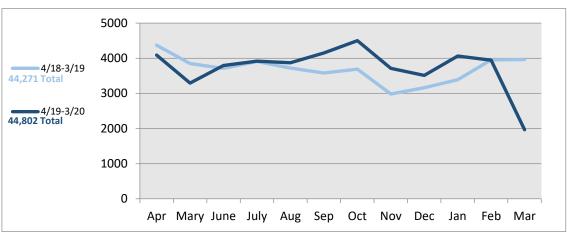
#### **Total Outreach Program Attendance (Year-to-Year Comparison)**



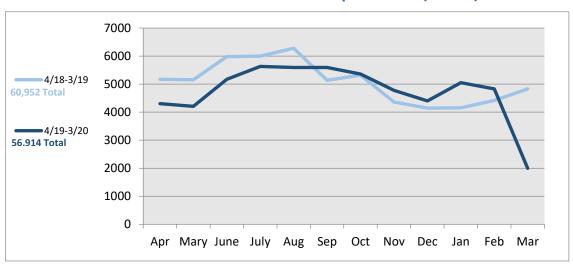
<b>Patron Services</b>	Mar	Mar	% Change
1 411 511 521 71525	2019	2020	
Ref. Interactions	3962	1965	-50%
Adult Reference	796	409	-49%
6th-12th Reference	88	41	-53%
< 5th Reference	279	67	-76%
Directional	329	183	-44%
Contact/Behavior	1236	681	-45%
Computer Help	1234	584	-53%
IM Reference	78	47	-40%
EMail Reference	19	n/a	0%
One-on-One Librarian Sessions	32	29	-9%
1-on-1 ELL	31	18	-42%
1-on-1 Citizenship	0	2	100%
Other	1	9	800%
Notary Public	83	42	-49%
Passports	93	23	-75%
Passport Photos Only	58	22	-62%
Exam Proctoring	1	1	100%
Facility Has	Mar	Mar	% Change
Facility Use	2019	2020	% Change
Computer Use (hours)	4829	1997	-59%
AS Computers	2135	937	-56%
YA Computers	946	473	-50%
YS Computers	1542	492	-68%
Express Computers	206	95	-54%
Study Room Use (hours)	656.26	433.5	-34%
Public Meetings (sessions)	31	14	-55%
Public Fax	355	152	-57%
Door Count			-51%
Door Count	22148	10889	-31/6
Service/Volunteer hours	22148 36	10889 12	
Service/Volunteer hours			-67%
	36	12	
Service/Volunteer hours	36 Mar	12 Mar	-67% % Change
Service/Volunteer hours  Electronic Use  Website Visits  Evanced (online calendar)	36 Mar 2019	12 Mar 2020	-67% % Change 4%
Service/Volunteer hours  Electronic Use  Website Visits  Evanced (online calendar)  Repeat Visitors	36 Mar 2019 5578 1,751	12 Mar 2020 5804 1,056 539	-67% % Change 4% -40% -45%
Service/Volunteer hours  Electronic Use  Website Visits  Evanced (online calendar)  Repeat Visitors  Unique Visitors	36 Mar 2019 5578 1,751 975 776	12 Mar 2020 5804 1,056 539 517	-67% % Change 4% -40% -45% -33%
Service/Volunteer hours  Electronic Use  Website Visits  Evanced (online calendar)  Repeat Visitors  Unique Visitors  Encore (catalog)	36 Mar 2019 5578 1,751 975 776 3,855	12 Mar 2020 5804 1,056 539 517 2,352	-67% % Change 4% -40% -45% -33% -39%
Service/Volunteer hours  Electronic Use  Website Visits  Evanced (online calendar)  Repeat Visitors  Unique Visitors	36 Mar 2019 5578 1,751 975 776	12 Mar 2020 5804 1,056 539 517	-67% % Change 4% -40% -45%

### **Services**

#### **Total Reference Desk Transactions**



#### **Total Public Computer Use (Hours)**



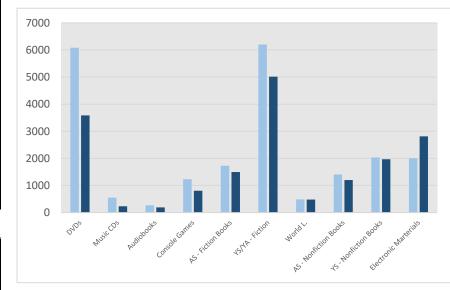
### **Marterials Use**

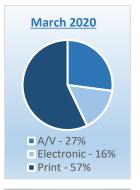
Mar 2020

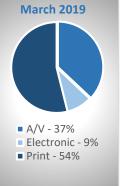
#### **Total Checkouts (Year-to-Year Comparison)**

	30000
4/18-3/19	25000
270,275 Total 4/19-3/20	20000
246,148 Total	15000
	10000
	Apr Mary June July Aug Sep Oct Nov Dec Jan Feb Mar

## Checkouts by ForMart (Mar 2019 vs. Mar 2020)







Circulation	Mar 2019	Mar 2020	% Change
Total Checkouts	22735	18463	-19%
DVDs	6084	3589	-41%
AS DVDs	2473	1600	-35%
AS New DVD	2032	1166	-43%
YS DVDs	1579	823	-48%
Music CDs	555	234	-58%
Audiobooks	272	194	-29%
AS Audiobooks	225	151	-33%
YA Audiobooks	2	6	200%
YS Audiobooks	45	37	-18%
Console Games	1232	805	-35%
AS Console Games	455	358	-21%
YS Console Games	777	447	-42%
Fiction	7926	6516	-18%
AS Fiction	956	954	0%
AS New	696	479	-31%
YA Fiction	604	470	-22%
AS Margazines	30	26	-13%
AS Graphic novel	44	39	-11%
YA Graphic novel	375	338	-10%
YS Graphic novel	605	666	10%
YS Chapter Books	1281	1036	-19%
YS Picture Books	2206	1641	-26%
YS Beginning Readers	1129	867	-23%
World Languages	490	484	-1%
AS Literacy/W.L	197	137	-30%
YS World Languages	293	347	18%
Nonfiction Books	3442	3174	-8%
AS Nonfiction/Bio/Pop	1409	1202	-15%
YS Nonfiction/Bio	2033	1972	-3%
Electronic Marterials	2007	2812	40%
eBooks/Margazines	983	1425	45%
e Audio-Visual	1024	1387	35%

Inter-Library	Mar 2019	Mar 2020	% Change
Items sent out	104	53	-49%
-unable to supply	72	63	-13%
Requests by GPLD Patrons	200	74	-63%
Items received by GPLD	160	83	-48%

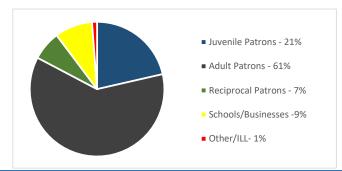
### **Patron Activity**

Mar 2020

#### **Check-out Activity by Type of Borrower\***

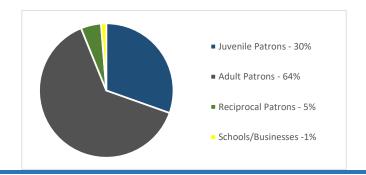
	Mar	Mar	% Change
Total*	2019 20728	2020 15651	-24%
TOLAL		12021	
Juvenile Patrons	4558	3353	-26%
Adult Patrons	13567	9593	-29%
Reciprocal Patrons	1644	1100	-33%
Schools/Business	748	1417	89%
Other/ILL	211	188	-11%

<sup>\*</sup>does not include electronic checkouts



#### **Active Library Cards by Type of Borrower**

	Mar	Mar	% Change	
	2019	2020	% Change	
Active Cards	12522	12642	1%	
Juvenile Cards	3777	3847	2%	
Adult Cards	8074	8020	-1%	
Reciprocal Cards	537	615	15%	
School/Business Cards	134	160	19%	
Cards Added (Monthly)	171	60	-65%	



### **Marketing**

#### **March Marketing Highlights**

Bulk promotional hand sanitizer order to promote Census 2020
Designed SRP prize "Dig Deeper: Read, Investigate, Discover" totes
Press releases for COVID-19 precautionary closing

Canceled March/April/May events

Promoted General Election with DuPage County Board's lookup tool Started reorder of 3,000 library cards with new hours on reverse side

**Developed Emergency Communications procedures** 

Uploaded and promoted Online Storytimes and "Quick Tip" video series Created 3 Scavenger Hunts for Kids - Virtual, Indoors, Outdoors

#### **Email Marketing:**

2020-03-02: Weekly mailing 1,405 Unique opens

2020-03-09: Weekly mailing 1,316 Unique opens

2020-03-12: Casino Night Postponed: 2,553 Unique opens

2020-03-13: COVID-19 Closing: 2,889 Unique opens

2020-03-13: Polling Place: 3,415 Unique opens

2020-03-16: Election Reminder: 3,029 Unique opens

2020-03-30: Homeschooling Services: 2,911 Unique opens

#### Facebook Ads:

\$132.68: Speakeasy Casino Night: 18,094 impressions \$1.76: Dan Gough Magic & Art Show: 282 impressions

#### **Virtual Library Services conducted through April 13**

**Digital Library Card Registrations: 132** 

#### **Virtual Reference Services:**

38 Chat reference questions 7 email reference questions

29 One-on-One help sessions via Zoom, Facebook Live, etc...

Job Searching, ELL, SNAP, Unemployment

#### **Virtual Program Offerings:**

6 x ELL Conversation Groups (ZOOM Meetings)

12 x Foodie Kids

4 x Miss Sam Chapter Reads

1 x Teen Author Panel

8 x Computer Learning Quick Tip Videos

1 x Podcast Discussion Group Virtual Book Club

1 x Virtual Scavenger Hunt

1 x Do-it-yourself Storytime

5 x Storytime Songs

5 x Read-Aloud Poetry (National Poetry Month)

1 x Lunch and Learn: "Tips for Managing Financial Uncertainty"

45 Total

#### **Collection Purchases by Librarians:**

Print: \$8,770.09

Digital Items: 6,332.66

Other Collections: \$5,392.35

#### Virtual Job Board has been setup on the website

Postings maintained by Computer Clerks Resume and cover letter help by Librarians

#### Long Range Programming Adjustments:

Virtual Summer Reading Program is being planned, online platform "ZooBeans" purchased. All 24 cancelled spring and early summer programs have been renegotiated for fall or later. Summer newsletter is tentatively finalized for print

Fall programming is currently being designed and planned for by Librarians, due date June 30.

#### Page Summary Last 28 days \$

Export Data .

(i)

i

i

Results from Mar 20, 2020 - Apr 16, 2020

Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the time zone of your ad account.

Organic Paid

Actions on Page

March 20 - April 16



We have insufficient data to show for the selected time period.

Page Views

March 20 - April 16

464

(i)

Total Page Views ▲ 24%



Page Previews

March 20 - April 16

33

(i)

(i)

(i)

Page Previews ▼33%



Page Likes

March 20 - April 16

Page Likes ▲ 6%



Post Reach

March 20 - April 16

16,343



Story Reach

March 20 - April 16

**Get Story Insights** 

See stats on how your Page's recent stories have performed.

Learn More

Recommendations

March 20 - April 16



We have insufficient data to show for the selected time period.

Post Engagement

March 20 - April 16

3,311

i

Post Engagement 4 106%



Videos

March 20 - April 16

24,585

3-Second Video Views ▲ 49%



Page Followers

March 20 - April 16

Page Followers ▲41%



Orders

March 20 - April 16

Number of Orders ▲ 0%

Earnings from Orders ▲ 0%

## facebook



Performance > METRICS FOR ALL YOUR VIDEOS FROM 3/14 - 4/17 COMPARED TO THE PREVIOUS 35 DAYS

### 7.8K

Minutes Viewed

▲ 79.9% from previous 35 days

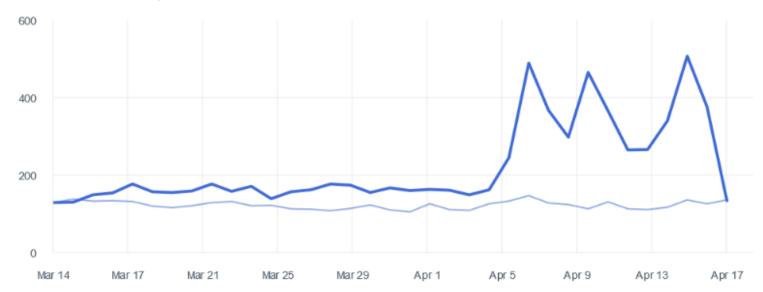
### 29.3K

3-Second Video Views

▲ 48.6% from previous 35 days

Mar 14, 2020 - Apr 17, 2020

7,795 Minutes Viewed 4,334 Previous Period



Top Videos > HIGHEST PERFORMING VIDEOS BY MINUTES VIEWED FROM 3/14 - 4/17

Video	Published	Minutes ↓	3s Video Views
Online Storytime: Red Knit	• 04/07/20 8:00 AM	727	1.4K
Poetry Cafe: Don't Quit	• 04/10/20 8:00 AM	422	822
Online Storytime: Five Little Flowers 4	• 04/06/20 8:47 AM	332	764

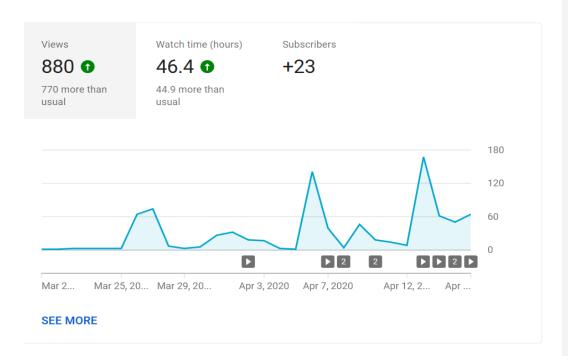
# facebook

Online Storytime: Knuffle Bunny	• 04/15/20 8:00 AM	296	163
Online Storytime: Eat Your Peas	• 04/14/20 8:00 AM	239	196
Online Storytime: The Cool Bean	• 04/16/20 8:00 AM	203	278
Quicktips: Scanning and Faxing from Your Mobile Device	• 04/10/20 12:00 PM	95	141
Online Storytime: The Wheels on the Bus	• 04/13/20 8:00 AM	78	158
In honor of National Poetry Month, Ms. Sam recites "Don't Quit" by Edgar Albert	• 04/10/20 8:50 AM	60	165
Quicktips: Excel Tables	• 04/08/20 8:00 AM	41	72
Quicktips: Excel Dropdown	• 04/15/20 5:00 PM	32	100
National Poetry Cafe: Dreams 1:29 Month	• 04/17/20 8:00 AM	9	24



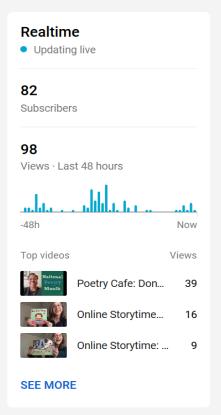
# Views are up! Your channel got 880 views in the last 28 days.

That's more than the 60-110 your channel usually gets.



#### Your top videos in this period

Vid	eo		Average view duration	Views
1		Online Storytime: Red Knit Cap Girl Apr 7, 2020	5:05 (30.6%)	199
2	Ed BerPeus	Online Storytime: Eat Your Peas Apr 14, 2020 Recent upload	<b>4:56</b> (34.3%)	143
3	National Poetry Month	Poetry Cafe: Don't Quit Apr 10, 2020	1:57 (60.7%)	142
4	Samuel in	Online Storytime: Five Little Flowers Apr 8, 2020	0:55 (58.7%)	93
5		Online Storytime: The Wheels on th Apr 13, 2020 Recent upload	0:58 (60.2%)	76







First 4 hours 39 minutes compared to your typical performance:

Views 2  $\oslash$  Average view duration 0:45 1

0.0

#### **SEE VIDEO ANALYTICS**

Watch time (hours)

1 of 10 >



— Publish date: Mar 14 – Apr 14, 2020 🛞	Mar 14 – Apr 16, 20 Custom	Mar 14 – Apr 16, 2020 Custom		
Video Traffic source Geography Viewer age Viewer gender	Date More ▼			
Video	Views ↓	Average view duration	Average percentage viewed	
☐ Total	673	3:15	35.3%	
Online Storytime: Red Knit Cap Girl	199 29.6%	5:05	30.6%	
Online Storytime: Eat Your Peas	143 21.3%	4:56	34.3%	
Poetry Cafe: Don't Quit	<b>142</b> 21.1%	1:57	60.7%	
Online Storytime: Five Little Flowers	93 13.8%	0:55	58.7%	
Online Storytime: The Wheels on the Bus	76 11.3%	0:58	60.2%	
QuickTips: PowerPoint Intersect Shapes	9 1.3%	3:02	75.7%	
Quicktips: Scanning and Faxing from Your Mobile Device	7 1.0%	1:41	22.8%	
Quicktips: Excel Tables	4 0.6%	0:02	0.5%	

#### Glenside Public Library District - Medical, Dental and Associated Insurance

2020-2021 (Renewal Date June, 1 2020)

**RECOMMENDATION:** Designate defined benefit per eligible employee @ \$989.10 per month (2.41% *increase*) for medical, dental, vision, and life insurance coverage.

#### 1. Medical Insurance Benefit

Health Reimbursement Arrangement.

Payment and claim processing through Envision.

Premium amount is budgeted and maintains consistent coverage.

Carrier: Blue Cross Blue Shield 20 participants

OFFER CHOICE OF PLANS – USE BASE PREMIUM \$944.75

RECOMMENDATION: Retain BCBS with minor plan changes (Premium is per participant)

Based on PPO benefits: Proposed

HRA; effective \$1,200 Out-of-pocket Same features, new plan number

Current Premium: \$621.50\* New Premium: \$637.18\* \*(HRA risk not included)

HMO Proposed

\$0 deductible, \$30 co-pay Same features, new plan number

Current Premium \$690.64 New Premium: \$705.27

HDHP Proposed

\$2500 deductible & out of pocket Same

Current Premium \$562.87 New Premium: \$598.20

#### 2. Dental, Life and Vision Benefits

Carrier: Principal

**Dental Insurance Benefit** 

**RECOMMENDATION:** No Change

\$50 deductible and annual plan of \$1,000

Current Premium: \$36.79 New Premium: \$36.79

Vision Insurance Benefit

RECOMMENDATION: No Change

Current Premium: \$7.56 New Premium: \$7.56

Exam \$10 co-pay Materials co-pay \$25 plus 20% off amount after co-pay

Life Insurance Benefit

RECOMMENDATION: No Change

Current Rate \$ 0.205 New Rate \$0.205

#### 3. Family/Spouse coverage contribution by Library District

25% (*No change from 2019-20*) contribution for family/spouse medical coverage premium after the employee designated benefit is applied. Employee can choose medical coverage within plans designated.

#### The Library contributes \$944.75/month (\$472.38/paycheck) towards any combination of the following plans:

PLAN COST									
	TYPE	<b>Monthly Cost</b>	\$/Per Check						
DENTAL									
VISION									
<b>HEALTH INS.</b>									
	TOTAL:								
		<b>Monthly Cost</b>	\$/Per Check						
	Total Plan Cost:								
	Library Contribution:	\$ 944.75	\$ 472.38						
	Cost Paid By Employee:								

DENTAL							
Select One			COST		\$/Per Check		
	Individual	\$	-	\$	-		
	Ind. + Spouse	\$	37.68	\$	18.84		
	Ind. + Children	\$	43.26	\$	21.63		
	Ind. + Family	\$	86.14	\$	43.07		

VISION							
Select One			COST		\$/Per Check		
	ndividual	\$	-	\$	-		
	Ind. + Spouse	\$	7.67	\$	3.84		
	nd. + Children	\$	7.64	\$	3.82		
	nd. + Family	\$	17.68	\$	8.84		

HEALTH INSURANCE							
Select One			COST		\$/Per Check		
	НМО						
•	HMO Individual	\$	705.27	\$	352.64		
	HMO Ind. + Spouse	\$	1,199.12	\$	599.56		
	HMO Ind. + Children	\$	1,183.93	\$	591.96		
	HMO Ind. + Family	\$	1,677.80	\$	838.90		
	HRA (PPO)						
	HRA (PPO) Individual	\$	944.75	\$	472.37		
	HRA (PPO) Ind. + Spouse	\$	1,795.25	\$	897.62		
	HRA (PPO) Ind. + Children	\$	1,781.54	\$	890.77		
	HRA (PPO) Ind. + Family	\$	2,227.71	\$	1,113.86		
	HDDP						
	HDDP Individual	\$	598.20	\$	299.10		
	HDDP Ind. + Spouse	\$	1,017.09	\$	508.55		
	HDDP Ind. + Children	\$	1,004.21	\$	502.11		
	HDDP Ind. + Family	\$	1,423.10	\$	711.55		

	Medical Plans - all renewals	Premium Cost	Library Ind. Contribution	Library 25% Contribution	Employee Contribution	# enrolled	MONTHLY BILL	Employee Cont.	Library Cont.
	HMO Individual	\$ 705.27	\$ 705.27	\$ -	\$ -	2	\$1,410.54	\$0.00	\$1,410.54
	HMO + Spouse	\$ 1,363.73	\$ 944.75	\$ 164.62	\$ 254.37	1	\$1,363.73	\$254.37	\$1,109.36
	HMO + Children	\$ 1,343.48	\$ 944.75	\$ 159.55	\$ 239.18	1	\$1,343.48	\$239.18	\$1,104.30
	HMO + Family	\$ 2,001.97	\$ 944.75	\$ 324.18	\$ 733.05	0	\$0.00	\$0.00	\$0.00
944.75	HRA (PPO) Individual*	\$ 637.18	\$ 637.18	\$ -	\$ -	12	\$7,646.16	\$0.00	\$7,646.16
\$2,078.75	HRA (PPO) + Spouse*	\$ 1,232.08	\$ 944.75	\$ 283.50	\$ 850.50	0	\$0.00	\$0.00	\$0.00
\$2,060.47	HRA (PPO) + Children*	\$ 1,213.80	\$ 944.75	\$ 278.93	\$ 836.79	0	\$0.00	\$0.00	\$0.00
\$2,655.37	HRA (PPO) + Family*	\$ 1,808.70	\$ 944.75	\$ 427.65	\$ 1,282.96	0	\$0.00	\$0.00	\$0.00
	HDHP Individual	\$ 598.20	\$ 598.20	\$ -	\$ -	0	\$0.00	\$0.00	\$0.00
	HDHP + Spouse	\$ 1,156.72	\$ 944.75	\$ 139.63	\$ 72.34	1	\$1,156.72	\$0.00	\$1,156.72
	HDHP + Children	\$ 1,139.55	\$ 944.75	\$ 135.34	\$ 59.46	2	\$2,279.10	\$118.93	\$2,160.17
	HDHP + Family	\$ 1,698.06	\$ 944.75	\$ 274.97	\$ 478.35	2	\$3,396.12	\$956.69	\$2,439.43
						21	\$18,595,85	\$1,569,16	\$17,026,69

*HRA Individual Deductible			ouse/Child Ded.	*Family Ded.		
\$	4,800.00	\$	10,160.00	\$	10,160.00	

<b>Dental Plans</b>		Lib Cost		Employee	# enrolled	
Individual	\$	36.79	\$	-	10	
EE+Spouse	\$	74.47	\$	37.68	3	
EE+Children	\$	80.05	\$	43.26	4	
EE+Family	\$	122.93	\$	86.14	4	

Vision Plans		Lib Cost		Employee	# enrolled
Individual	\$	7.56	\$	-	11
EE+Spouse	\$	15.23	\$	7.67	3
EE+Children	\$	15.20	\$	7.64	3
EE+Family	\$	25.24	\$	17.68	4

	Total Annual Bill	Staff Contribution	Library Contribution
<b>Medical Coverage</b>	\$223,150.20	\$18,829.98	\$204,320.22
Dental Coverage	\$16,838.76	\$7,567.68	\$9,271.08
<b>Vision Coverage</b>	\$2,799.69	\$894.57	\$1,905.12
Life Insurance	\$2,538.90	\$0.00	\$2,538.90
TOTAL	\$245.327.55	\$27,292,23	\$218.035.32

Health Insurance Premiums (library only) \$ 204,320.22 #4007

Dental Premiums (library only)	\$9,271.08
Eye Premiums (lib only)	\$1,905.12
Life (lib only)	\$ 2,538.90
Estimated Health Plan Carry Over (Lib Only)	\$ 1,790.04
Supplemental Insurances (library only): \$15,505.14 #4009	

69%

-> HRA RISK -> \$

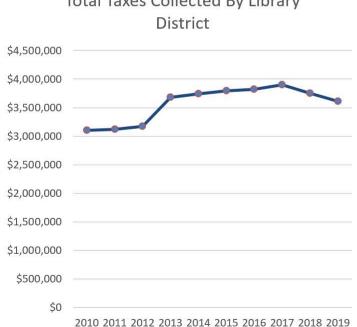
31,000.00 #4008 (Double previous years contributions)

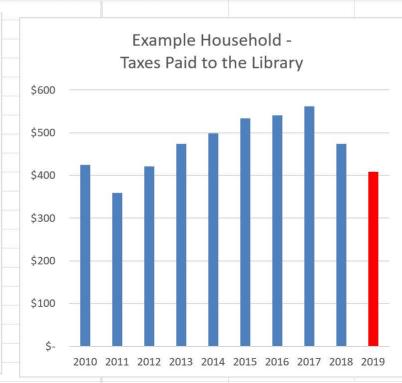
250,825.36 Total Insurance benefits including risk

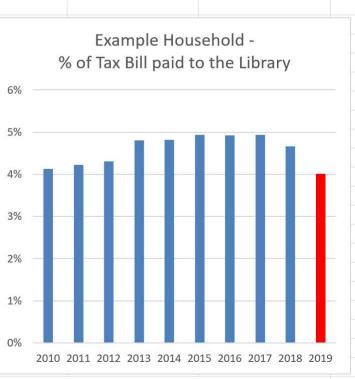
Positions identified as "unable to work from home"	A	nnual Salary	
Lead Circulation Clerk 1		\$17,017.78	
Lead Circulation Clerk 2		\$15,278.90	
Lead Circulation Clerk 3		\$14,232.40	
Lead Circulation Clerk 4		\$15,215.92	
PC Clerk 1		\$11,880.96	
PC Clerk 2		\$12,230.40	
PC Clerk 3		\$13,366.08	
PC Clerk 4		\$13,759.20	
Circulation Clerk 1		\$13,001.63	
Circulation Clerk 2		\$13,197.60	
Circulation Clerk 3		\$7,996.56	
Circulation Clerk 4		\$10,512.32	
Circulation Clerk 5		\$9,783.80	
Circulation Clerk 6		\$10,711.84	
Shelver 1		\$13,104.00	
Shelver 2		\$9,464.00	
Shelver 3		\$8, <i>45</i> 9.88	
Shelver 4		\$7,735.00	
Technical Services 1		\$14,685.84	
Technical Services 2		\$19,02 <i>4.7</i> 2	
Technical Services 3		\$23,480.60	
Technology Assistant 1		\$16,678.96	
Custodian 1		\$15,349.49	
Custodian 2		\$15,349.49	
	\$		Total Salary Cost / Year
		Divided by 52	
	\$	6,183.03	Cost / Week
		\$321,517.36	Total Salary Cost / Year
		Divided by 24	Bi-Monthly Pay Periods
	\$	13,396.56	Cost per Pay Period (Bi-monthly)
	\$	13,396.56	5/1-5/15 Cost of 1 Pay Period
	\$ <b>\$</b>	· · · · · · · · · · · · · · · · · · ·	Library Unemployment contribution (~50%)
	\$	6,698.28	Net salary savings if staff unable to work from
			home are furloughed from 5/1 through 5/15
	\$		5/1-5/31 Cost of 2 Pay Periods
	\$ <b>\$</b>		Library Unemployment contribution (~50%)
	\$	13,396.56	Net salary savings if staff unable to work from
			home are furloughed from 5/1 through 5/31

	- S.	Exan	npie Hou	senola		LIBRARY DISTRICT							
TAX YEAR	T	Total Tax Bill	Library Taxes	% of Total Tax Bill		EAV	Tax Rate	Change in Tax Rate	Tota	l Taxes Collected	Change in Tax Revenue		
2010	\$	10,261.38	\$ 424.	4.14%	\$	857,235,739.00	0.3626	10.52%	\$	3,105,607.69	2.82%		
2011	\$	8,493.72	\$ 359.	4.23%	\$	754,584,164.00	0.4183	15.36%	\$	3,120,690.22	0.49%		
2012	\$	9,793.34	\$ 421.	4.30%	\$	665,314,143.00	0.4908	17.33%	\$	3,171,926.66	1.64%		
2013	\$	9,855.62	\$ 473.	4.80%	\$	608,375,825.00	0.607	23.68%	\$	3,680,536.85	16.03%		
2014	\$	10,368.32	\$ 499.	04 4.81%	\$	587,442,913.00	0.6398	5.40%	\$	3,740,649.74	1.63%		
2015	\$	10,813.70	\$ 533.	4.93%	\$	583,590,501.00	0.6504	1.66%	\$	3,794,826.25	1.45%		
2016	\$	10,981.12	\$ 541.	4.93%	\$	624,417,561.00	0.6125	-5.83%	\$	3,818,025.00	0.61%		
2017	\$	11,381.12	\$ 561.	4.94%	\$	666,572,389.00	0.5857	-4.38%	\$	3,900,247.55	2.15%		
2018	\$	10,169.24	\$ 474.	01 4.66%	\$	718,109,532.00	0.5243	-10.48%	\$	3,752,921.73	-3.78%		
2019	\$	10,169.24	\$ 407.	4.01%	\$	799,664,849.00	0.4512	-13.94%	\$	3,608,087.80	-3.86%		
	***	Prediction calcu	lated by applying	2019 tax rate to 2018	8 hom	e value							



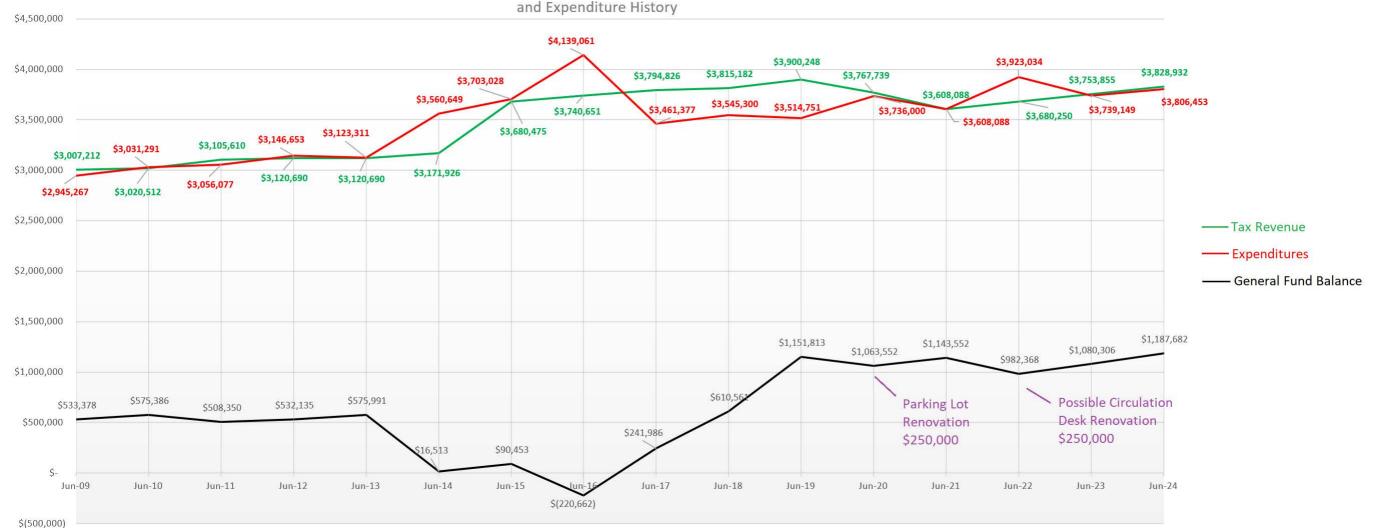




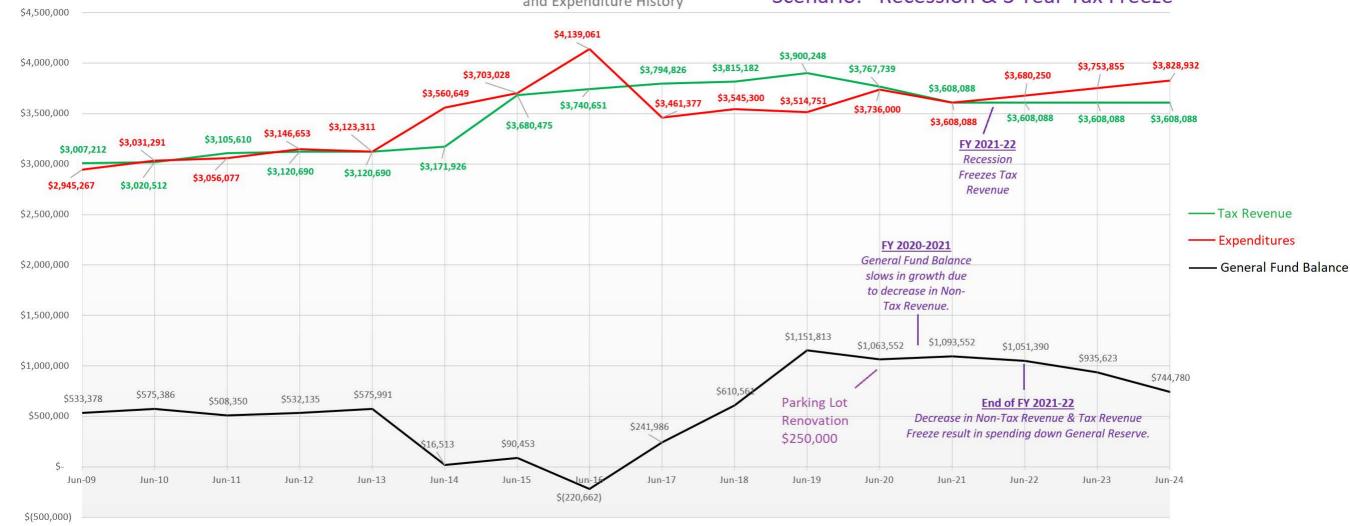


<sup>\*\*\*</sup>Prediction calculated by applying 2019 tax rate to 2018 home value

Tax Revenue and Expenditure History



Scenario: Recession & 3 Year Tax Freeze



### **2019-2020 BUDGET ADMENDMENT SUMMARY**

Т	otal: \$	792,785.50	\$ -	\$ 792,785.5
Other special levies (IMRF, FICA, etc.	) \$	289,173.00	\$ -	\$ 289,173.0
.02% Building/Maintainence Levy	\$	134,930.00	\$ =	\$ 134,930.0
Bond Levy	\$	368,682.50	\$ -	\$ 368,682.5
ESERVED REVENUE		Start 2019-2020	Adjustment	End 2019-20
Т	otal: \$	3,003,447.75	\$ 95,666.00	\$ 3,099,113.7
MISC. (Donations, Interfund)	\$	-	\$ 18,640.00	\$ 18,640.0
Intergovernmental (Grants, etc)	\$	45,323.75	\$ 12,000.00	\$ 57,323.7
Fines & Fees	\$	11,500.00	\$ 11,250.00	\$ 22,750.0
Impact Fees	\$	=	\$ -	\$ -
Interest	\$	15,000.00	\$ 30,000.00	\$ 45,000.0
Taxes	\$	2,931,624.00	\$ 23,776.00	\$ 2,955,400.0
NRESERVED REVENUE		Start 2019-2020	Adjustment	End 2019-20

2018-19 UNRESERVED FUND (AMENDED) REVENUE TOTAL: \$

2018-19 UNRESERVED FUND (AMENDED) EXPENDITURE TOTAL: \$

Multi-year goal to increase the general fund balance has resulted in significant annual interest earnings

Passports Continue to bolster fee revenue

Census Grant Award (IDHS & RAILS) - reimburses Marketing Expense Line increase

Upfront Credit paid as a result of the refinance of Bond

NRESERVED EXPENDITURES		Start 2019-2020	A	Adjustment		End 2019-20	
SALARIES	\$	1,706,345.68	\$	(24,500.00)	\$	1,681,845.68	Elimination of administrative position offset by longterm disability and PTO ا
TRAVEL & MEETINGS	\$	10,750.00	\$	(4,000.00)	\$	6,750.00	Pandemic cancelled many of the potential conferences and training opportu
STAFF BENEFITS (unreserved)	\$	255,500.00	\$	(18,000.00)	\$	237,500.00	Staff utilization of health plan risk was lower than planned for.
MARKETING	\$	47,000.00	\$	14,500.00	\$	61,500.00	Census 2020 Grant was spent out of the marketing line. These costs were re
PUBLIC PROGRAMS & OUTREACH	\$	57,500.00	\$	-	\$	57,500.00	
LIBRARY MATERIALS - PRINT	\$	139,400.00	\$	(4,000.00)	\$	135,400.00	Shifted to cover increased digital resources during extended closure
LIBRARY MATERIALS - AUDIO/VISUAL	\$	67,750.00	\$	-	\$	67,750.00	
LIBRARY MATERIALS - DIGITAL	\$	93,770.00	\$	4,000.00	\$	97,770.00	Extended closure resulted in a shift of priorities to digital resources
DEPARTMENT SUPPLIES	\$	26,000.00	\$	(3,000.00)	\$	23,000.00	
OUTSIDE PROFESSIONAL SERVICES	\$	37,750.00	\$	(4,500.00)	\$	33,250.00	Moderate use of legal services.
TECHNOLOGY & SUPPORT	\$	84,000.00	\$	5,000.00	\$	89,000.00	Unexpected services were required to maintain the aging ILS
MATERIALS PROCESSING & AUTOMATION	\$	127,500.00	\$	-	\$	127,500.00	
BUILDING MAINTENANCE	\$	136,400.00	\$	246,500.00	\$	382,900.00	Parking Lot Renovation
UTILITIES	\$	134,000.00	\$	(7,000.00)	\$	127,000.00	Utilities are intentionally overestimated each year.
						,,	
MISC EXPENSE	\$	-	\$	-	\$	-	,
MISC EXPENSE Total:	\$ <b>\$</b>	2,923,665.68	\$ <b>\$</b>	205,000.00		3,128,665.68	
Total:	\$ <b>\$</b>	- 2,923,665.68	\$ <b>\$</b>	205,000.00		, <u>-</u>	
	\$ <b>\$</b>	- 2,923,665.68 Start 2019-2020		- <b>205,000.00</b> Adjustment		, <u>-</u>	
Total:	\$ <b>\$</b> \$	, ,	A	·		3,128,665.68 End 2019-20	IMRF costs were lower due to the elimination of an IMRF position
Total: ESERVED EXPENDITURES		Start 2019-2020	\$	Adjustment	\$	3,128,665.68 End 2019-20	
Total:  ESERVED EXPENDITURES  STAFF EXPENSES (reserved)	\$	Start 2019-2020	\$ \$	Adjustment	<b>\$</b>	3,128,665.68  End 2019-20  263,650.00  10,000.00	IMRF costs were lower due to the elimination of an IMRF position
Total:  ESERVED EXPENDITURES  STAFF EXPENSES (reserved) Audit Services	\$	Start 2019-2020 267,000.00 10,000.00	\$ \$ \$	Adjustment (3,350.00) -	<b>\$</b> \$	3,128,665.68  End 2019-20  263,650.00  10,000.00	IMRF costs were lower due to the elimination of an IMRF position
Total:  ESERVED EXPENDITURES  STAFF EXPENSES (reserved)  Audit Services  Bond and Interest (Reserved)	\$ \$ \$ \$	Start 2019-2020  267,000.00  10,000.00  373,000.00	\$ \$ \$ \$	Adjustment (3,350.00) -	\$ \$ \$ \$	3,128,665.68  End 2019-20  263,650.00  10,000.00  350,000.00	IMRF costs were lower due to the elimination of an IMRF position
Total:  ESERVED EXPENDITURES  STAFF EXPENSES (reserved) Audit Services Bond and Interest (Reserved) BUILDING & EQUIPMENT (.02 %reserved)	\$ \$ \$ \$	Start 2019-2020  267,000.00  10,000.00  373,000.00  131,000.00	\$ \$ \$ \$	Adjustment (3,350.00) - (23,000.00)	\$ \$ \$ \$	3,128,665.68  End 2019-20  263,650.00  10,000.00  350,000.00  131,000.00	IMRF costs were lower due to the elimination of an IMRF position
Total:  ESERVED EXPENDITURES  STAFF EXPENSES (reserved) Audit Services Bond and Interest (Reserved) BUILDING & EQUIPMENT (.02 %reserved)	\$ \$ \$ \$	Start 2019-2020  267,000.00  10,000.00  373,000.00  131,000.00	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Adjustment (3,350.00) - (23,000.00)	\$ \$ \$ \$	3,128,665.68  End 2019-20  263,650.00  10,000.00  350,000.00  131,000.00	IMRF costs were lower due to the elimination of an IMRF position

3,099,113.75

3,128,665.68

## 2019-2020 Amended Revenue Details

TAXES		19-20 Starting	Adjustment	19-20 Final
1110	Current Levy - Library	\$ 2,931,624.00	\$ 19,376.00	\$ 2,951,000.00
1121	Current Levy - F.I.C.A.	\$ 122,570.00	\$ -	\$ 122,570.00
1122	Current Levy I.M.R.F.	\$ 138,020.00	\$ -	\$ 138,020.00
1123	Current Levy - Unemployment Comp	\$ 7,210.00	\$ -	\$ 7,210.00
1124	Current Levy - Workers Comp	\$ 4,893.00	\$ -	\$ 4,893.00
1125	Current Levy - Liability Ins	\$ 5,150.00	\$ -	\$ 5,150.00
1126	Current Levy - Audit	\$ 11,330.00	\$ -	\$ 11,330.00
1127	Current Levy - Bond	\$ 368,682.50	\$ -	\$ 368,682.50
1142	Current Levy - Bldg Maintenance	\$ 134,930.00	\$ -	\$ 134,930.00
1200	Property Taxes - Prior Years	\$ -	\$ -	\$ -
1500	Replacement Taxes	\$ -	\$ 4,400.00	\$ 4,400.00
	TOTALS:	\$ 3,724,409.50	\$ 23,776.00	\$ 3,748,185.50

NTEREST	ſ	19-20 Starting	Adjustment		19-20 Final
0110	Interest - US Bank - General Fund	\$ -	\$	-	\$ -
1000	Interest - Property Taxes	\$ -	\$	-	\$ -
1008	Interest - Chase - Money Market	\$ -	\$	-	\$ -
1009	Interest - ILL Funds - E-Pay	\$ -	\$	-	\$ -
1010	Interest - ILL Funds - Comingled	\$ 15,000.00	\$	30,000.00	\$ 45,000.00
9000	Interest - Other	\$ -	\$	-	\$ -
	TOTALS:	\$ 15,000.00	\$	30,000.00	\$ 45,000.00

Decent Interest Rates in first half of the FY & higher average balance

IMPACT F	EES	:	19-20 Starting	Adj	ustment	19-20 Fi	inal
4010 Ir	npact Fees	\$	-	\$	-	\$	-
	TOTALS:	\$	-	\$	-	\$	-

ES & FEES		19-20 Starting		Adjustment	19-20 Final		
1001	Fines	\$ 10,000.00	\$	10,000.00	\$	20,000.00	Pa
1003	Photocopier Fees	\$ 1,250.00	\$	1,250.00	\$	2,500.00	]
1005	Room Rental Fees	\$ 250.00	\$	-	\$	250.00	
1040	Misc Fees	\$ -	\$	-	\$	-	]
	TOTALS:	\$ 11,500.00	\$	11,250.00	\$	22,750.00	_

Passport Fees continue to contribute significantly to an increase in this line

INTERGO	VERNMENTAL	19-20 Starting	Adjustment	19-20 Final
5010	Per Capita Grant	\$ 45,323.75	\$ -	\$ 45,323.75
5090	Other Grants, Loans	\$ =	\$ 12,000.00	\$ 12,000.00
	TOTALS:	\$ 45,323.75	\$ 12,000.00	\$ 57,323.75

Census Grant Award - reimburses Marketing Expense Line increase

MISC. & O	Other Revenue	19-20 Starting		Adjustment	19-20 Final
9011 lı	nterfund Transfer	\$	-	\$ -	\$ -
9050	Gifts - FOTL	\$	-	\$ -	\$ -
9059	Gifts - Other	\$	-	\$ -	\$ -
9090	Misc Revenue	\$	-	\$ 18,640.00	\$ 18,640.00
_	TOTALS:	\$	-	\$ 18,640.00	\$ 18,640.00

00 Initial Credit paid as a result of the refinance of Bond

## 19-20 OVERALL TOTALS

Reserved	l Revenue		19-20 Starting		Adjustment		19-20 Starting
	Bond Levy	\$	368,682.50	\$	-	\$	368,682.50
	.02% Building/Maintainence Levy	\$	134,930.00	\$	-	\$	134,930.00
	Other special levies (IMRF, FICA, etc)	\$	289,173.00	\$	-	\$	289,173.00
		Ś	792 785 50	Ś	_	¢	792 785 50

Unreserv	ed Revenue		19-20 Starting		Adjustment		19-20 Starting
	Taxes	\$	2,931,624.00	\$	23,776.00	\$	2,955,400.00
	Interest	\$	15,000.00	\$	30,000.00	\$	45,000.00
	Fines & Fees	\$	11,500.00	\$	11,250.00	\$	22,750.00
	Intergovernmental	\$	45,323.75	\$	12,000.00	\$	57,323.75
	Misc & Other Revenue	\$	-	\$	18,640.00	\$	18,640.00
•		Ś	3 003 447 75	Ġ	95 666 00	Ġ	3 099 113 75

All Revenue: \$3,796,233.25 \$ 95,666.00 \$ 3,891,899.25

# 2019-2020 Amended Expense Lines

## Personnel

SALARIES	19-20 Starting	,	Adjustment	19-20 Ending	Notes
4001 Administration	\$ 229,914.10	\$	(50,000.00) \$	179,914.10	Elimination of Administrative Position
4002 Department Heads	\$ 311,100.00	\$	1,500.00 \$	312,600.00	0
<b>4013</b> PS - Programming Librarians	\$ 467,306.50	\$	1,000.00 \$	468,306.50	0
<b>4014</b> PS - Public Services Librarians	\$ 152,871.22	\$	4,000.00 \$	156,871.22	Addition of Collection Developer Position
<b>4015</b> PS - Computer Clerks	\$ 51,236.64	\$	(2,000.00) \$	49,236.64	Some periods of Vacancy
<b>4017</b> PS - Substitutes	\$ 5,000.00	\$	(2,000.00) \$	3,000.00	Increased effeciency in PT Schedules
<b>4030</b> Circ - Lead Clerks	\$ 141,448.13	\$	3,000.00 \$	144,448.13	Covering PTO absences - will include in 20-21
<b>4031</b> Circ - Clerks	\$ 64,420.69	\$	9,000.00 \$	73,420.69	Covering PTO absences - will include in 20-21
4032 Circ - Pages	\$ 48,531.47	\$	(6,000.00) \$	42,531.47	Did not refill 1 Vacant Page Position
<b>4041</b> Support - Materials	\$ 57,191.16	\$	- \$	57,191.16	0
<b>4042</b> Support - Digital	\$ 73,778.96	\$	- \$	73,778.96	0
<b>4043</b> Support - Custodians	\$ 103,546.81	\$	17,000.00 \$	120,546.81	Long Term Medical Leave
	\$ 1,706,345.68	\$	(24,500.00) \$	1,681,845.68	
TRAVEL & MEETINGS	19-20 Starting	,	Adjustment	19-20 Ending	
4004 Administration - Travel & Meetings	\$ 2,000.00	\$	- \$	2,000.00	0
4018 PS - Travel & Meetings	\$ 6,500.00	\$	(3,000.00) \$	3,500.00	No out-of-state conferences attended
4034 Circ - Travel & Meetings	\$ 2,000.00	\$	(1,000.00) \$	1,000.00	Annual Customer service conf. cancelled
4044 Support - Travel & Meetings	\$ 250.00	\$	- \$	250.00	0
	\$ 10,750.00	\$	(4,000.00) \$	6,750.00	
STAFF BENEFITS (unreserved)	19-20 Starting		Adjustment	19-20 Ending	
4005 Staff Appreciation	\$ 3,000.00		(1,000.00) \$		Closed during NLW
4007 Group Medical Insurance Premiums	\$ ·	<u>\$</u> \$	- \$	200,000.00	0
4008 HRA Payments	\$ 36,000.00	<u>\$</u>	(18,000.00) \$		Utilization of Library Risk signficantly dropped
<b>4009</b> Dental, Vision, Life Insurance Premiums	\$ 16,500.00	\$	1,000.00 \$		EAP purchase
Test Bentally Vision, Ene misarance memanis	\$ 255,500.00		(18,000.00) \$	237,500.00	
CTAFF EVENICES					
STAFF EXPENSES (reserved)	19-20 Starting		Adjustment	19-20 Ending	
5001 FICA Employer	\$ 119,000.00	\$	5,000.00 \$	124,000.00	FICA % predictions were low.
5002 FICA Employer - Allocation	\$ - ;	\$	- \$	-	0
5003 IMRF Employer	\$ 140,000.00	\$	(10,000.00) \$	130,000.00	Elimination of 1 IMRF position
5004 IMRF Employer - Allocation	\$ <del>-</del>	\$	- \$	-	0
5005 Unemployment Ins.	\$ 3,000.00	\$	1,000.00 \$	4,000.00	Underestimated
5006 Unemployment Ins Allocation	\$ - ;	\$	- \$	-	0
5007 Workers Comp Ins.	\$ 5,000.00	\$	<i>650.00</i> \$	5,650.00	Underestimated
5008 Workers Comp Ins Allocation	\$ -	\$	- \$	-	0
	\$ 267,000.00	\$	(3,350.00) \$	263,650.00	

## **Programs & Materials**

MARKETING		19-20 Starting	A	djustment	19-20 Ending	Notes
<b>4141</b> Newsletter Production	\$	27,500.00		(2,500.00) \$		Printing negotiation was successful
4142 Newsletter Postage	\$	7,500.00		- \$	7,500.00	
4143 Marketing - Outreach Costs	\$	12,000.00 \$	5	17,000.00 \$	29,000.00	\$15,000 Extra Census Marketing - OFFSET BY GRANT & facemasks
-	\$	47,000.00	\$	14,500.00 \$	61,500.00	
PUBLIC PROGRAMS & OUTREACH	I	19-20 Starting	A	djustment	19-20 Ending	Notes
4101 Admin - Programs & Outreach	\$	12,000.00 \$	5	- \$	12,000.00	0
<b>4110</b> AS - Programs & Outreach	\$	16,000.00 \$	5	- \$	16,000.00	0
4120 YS - Programs & Outreach	\$	29,500.00 \$	5	- \$	29,500.00	0
	\$	57,500.00	\$	- \$	57,500.00	
LIBRARY MATERIALS - PRINT		19-20 Starting	A	djustment	19-20 Ending	
4111 Materials AS Print NF	\$	24,350.00 \$	5	- \$	24,350.00	0
4112 Materials AS Print F	\$	21,050.00 \$	5	- \$	21,050.00	0
4113 Periodical Subscriptions	\$	9,000.00 \$	Ó	- \$	9,000.00	0
4121 Materials YS Print NF	\$	32,000.00 \$	ó	- \$	32,000.00	0
<b>4122</b> Books YS Print F	\$	44,000.00 \$	5	(4,000.00) \$	40,000.00	Transfer to cover digital purchases
<b>4131</b> Lost & Paid	\$	1,000.00 \$	5	- \$	1,000.00	0
4144 Standing Orders - Fiction	\$	8,000.00	5	- \$	8,000.00	0
	\$	139,400.00	\$	(4,000.00) \$	135,400.00	
LIBRARY MATERIALS - AUDIO/VISUA	L	19-20 Starting	A	djustment	19-20 Ending	
<b>4114</b> AS - DVDs	\$	24,000.00		<i>-</i> \$	24,000.00	0
<b>4115</b> AS - CDs	\$	2,000.00		- \$	2,000.00	O
4116 AS - Audio Books	\$	7,000.00		- \$	7,000.00	O
4117 AS - Console Gaming	\$	12,000.00		- \$	12,000.00	O
<b>4124</b> YS - DVDs	\$	3,000.00	5	- \$	3,000.00	O
4125 YS - Audio Books	\$	750.00 \$	5	- \$	750.00	O
4126 YS - Multimedia Learning Materials	\$	7,000.00		- \$	7,000.00	O
4127 YS - Console Gaming	\$	12,000.00	5	- \$	12,000.00	O
	\$	67,750.00	\$	- \$	67,750.00	
LIBRARY MATERIALS - DIGITAL		19-20 Starting	A	djustment	19-20 Ending	
4118 AS - Databases	\$	34,500.00 \$	5	2,000.00 \$	36,500.00	Library Closure = more virtual services
4119 AS - Electronic Items	\$	46,200.00 \$	5	- \$	46,200.00	0
4128 YS - Databases	\$	7,350.00 \$	5	- \$	7,350.00	0
4129 YS - Electronic Items	\$	5,720.00 \$	5	2,000.00 \$	7,720.00	Library Closure = more digital items
	\$	93,770.00	\$	4,000.00 \$	97,770.00	

## **OPERATIONS**

		19-20 Starting	,	Adjustment		19-20 Ending	Notes
<b>4201</b> Admin - Supplies	\$	6,500.00	\$	-	\$	6,500.00	
<b>4211</b> PS - Supplies	\$	5,000.00	\$	(1,000.00)	\$	4,000.00	
<b>4231</b> Circ - Supplies	\$	10,000.00	\$	(2,500.00)	\$	7,500.00	
4232 Postage	\$	4,500.00	\$	500.00	\$	5,000.00	
	\$	26,000.00	\$	(3,000.00)	\$	23,000.00	
OUTSIDE PROFESSIONAL SERVICES		19-20 Starting	,	Adjustment		19-20 Ending	Notes
<b>4202</b> Legal Services	\$	9,000.00	\$	(4,500.00)	\$	4,500.00	Slow Legal Year
<b>4203</b> Accounting Services	\$	15,500.00	\$	-	\$	15,500.00	
<b>4204</b> Payroll Services	\$	7,500.00	\$	-	\$	7,500.00	
<b>4205</b> Collection Services	\$	250.00	\$	-	\$	250.00	
<b>4206</b> Legal Notice Publications	\$	1,500.00	\$	-	\$	1,500.00	
4207 Bank Fees	\$	4,000.00	\$	-	\$	4,000.00	
4207 Bank 1 cc3							
5201 Audit Services	\$	10,000.00	\$	-	\$	10,000.00	
	\$ <b>\$</b>	10,000.00 <b>47,750.00</b>		(4,500.00)	т	10,000.00 <b>43,250.00</b>	
	\$		\$	- (4,500.00) Adjustment	т		Notes
5201 Audit Services	\$ <b>\$</b>	47,750.00	\$		\$	<b>43,250.00</b> 19-20 Ending	<b>Notes</b> Underestimated cost of new PCs
TECHNOLOGY & SUPPORT	\$ <b>\$</b> \$	47,750.00 19-20 Starting	<b>\$</b>	Adjustment	<b>\$</b>	43,250.00 19-20 Ending 51,000.00	
TECHNOLOGY & SUPPORT  4241 New/Replacement Equipment & Software		<b>47,750.00 19-20 Starting</b> 46,000.00	<b>\$</b> \$ \$ \$ \$	<b>Adjustment</b> 5,000.00	\$ \$ \$ \$	43,250.00 19-20 Ending 51,000.00 19,000.00	Underestimated cost of new PCs
TECHNOLOGY & SUPPORT  4241 New/Replacement Equipment & Software 4242 Equipment & Software Contracts		47,750.00  19-20 Starting  46,000.00  15,000.00	\$ \$ \$ \$ \$	Adjustment 5,000.00 4,000.00	\$ \$ \$ \$	43,250.00 19-20 Ending 51,000.00 19,000.00	Underestimated cost of new PCs some unexpected purchases to hold servers over until SWAN can be migrated to
TECHNOLOGY & SUPPORT  4241 New/Replacement Equipment & Software 4242 Equipment & Software Contracts	\$ \$ <b>\$</b>	47,750.00  19-20 Starting  46,000.00  15,000.00  23,000.00  84,000.00	\$ \$ \$ \$ \$	Adjustment 5,000.00 4,000.00 (4,000.00)	\$ \$ \$ \$	43,250.00  19-20 Ending  51,000.00  19,000.00  19,000.00	Underestimated cost of new PCs some unexpected purchases to hold servers over until SWAN can be migrated to
TECHNOLOGY & SUPPORT  4241 New/Replacement Equipment & Software 4242 Equipment & Software Contracts 4243 Toner Printer Maintenance	\$ \$ <b>\$</b>	47,750.00  19-20 Starting  46,000.00  15,000.00  23,000.00  84,000.00	\$ \$ \$ \$ \$	Adjustment 5,000.00 4,000.00 (4,000.00) 5,000.00  Adjustment	\$ \$ \$ \$	43,250.00  19-20 Ending  51,000.00  19,000.00  19,000.00  89,000.00	Underestimated cost of new PCs some unexpected purchases to hold servers over until SWAN can be migrated to Renegotiated Print Contract, extended closure
TECHNOLOGY & SUPPORT  4241 New/Replacement Equipment & Software 4242 Equipment & Software Contracts 4243 Toner Printer Maintenance  MATERIALS PROCESSING & AUTON	\$ \$ \$ //ATIC	47,750.00  19-20 Starting  46,000.00  15,000.00  23,000.00  84,000.00	\$ \$ \$ \$ \$	Adjustment 5,000.00 4,000.00 (4,000.00) 5,000.00  Adjustment	\$ \$ \$ \$ <b>\$</b>	43,250.00  19-20 Ending  51,000.00  19,000.00  19,000.00  89,000.00	Underestimated cost of new PCs some unexpected purchases to hold servers over until SWAN can be migrated to Renegotiated Print Contract, extended closure
TECHNOLOGY & SUPPORT  4241 New/Replacement Equipment & Software 4242 Equipment & Software Contracts 4243 Toner Printer Maintenance  MATERIALS PROCESSING & AUTOM 4244 Materials Processing	\$ \$ \$ //ATIC	47,750.00  19-20 Starting  46,000.00  15,000.00  23,000.00  84,000.00  ON	\$ \$ \$ \$ \$ \$	Adjustment 5,000.00 4,000.00 (4,000.00) 5,000.00  Adjustment	\$ \$ \$ \$ \$	43,250.00  19-20 Ending  51,000.00  19,000.00  89,000.00  19-20 Ending  7,500.00	Underestimated cost of new PCs some unexpected purchases to hold servers over until SWAN can be migrated to Renegotiated Print Contract, extended closure
TECHNOLOGY & SUPPORT  4241 New/Replacement Equipment & Software 4242 Equipment & Software Contracts 4243 Toner Printer Maintenance  MATERIALS PROCESSING & AUTON  4244 Materials Processing 4245 Integrated Library System - Annual Contract	\$ \$ <b>\$</b> <b>/ATIC</b> \$ : \$	47,750.00  19-20 Starting  46,000.00  15,000.00  23,000.00  84,000.00  7,500.00  75,000.00	\$ \$ \$ \$ \$ \$ \$	Adjustment 5,000.00 4,000.00 (4,000.00) 5,000.00  Adjustment	\$ \$ \$ \$ \$	43,250.00  19-20 Ending  51,000.00  19,000.00  19,000.00  89,000.00  19-20 Ending  7,500.00  75,000.00	Underestimated cost of new PCs some unexpected purchases to hold servers over until SWAN can be migrated to Renegotiated Print Contract, extended closure

Total Operations \$ 285,250.00 \$ (2,500.00) \$ 282,750.00

## **Building & Maintenance**

BUILDING MAINTENANCE		19-20 Starting	Adjustment	19-20 Ending		Notes
4341 Custodial & Staff Supplies	\$	20,000.00	\$ (4,000.00)	\$ 16,000.00	Overestimated supply needs	
4344 Capital Improvements	\$	72,500.00	\$ 250,000.00	\$ 322,500.00	Parking Lot	
4345 Property Insurance	\$	18,700.00	\$ 2,000.00	\$ 20,700.00	Quotes came in higher than anticipated	
4346 Snow Removal Contract	\$	11,000.00	\$ (2,000.00)	\$ 9,000.00	Mild Winter	
4347 Landscaping Service Contract	\$	9,200.00	\$ -	\$ 9,200.00	am	
4348 Landscaping Alterations/Repairs	\$	5,000.00	\$ 500.00	\$ 5,500.00	Extra work done w/butterfly garden	
5301 Liability Insurance (Reserved)	\$	5,000.00	\$ -	\$ 5,000.00		
9100 Bond and Interest (Reserved)	\$	373,000.00	\$ (23,000.00)	\$ 350,000.00	Bond Refinance Resulted in savings	
	Ś	514,400.00	\$ 223,500.00	\$ 737,900.00		

### **BUILDING & EQUIPMENT (.02 %reserved)**

BUILDING & EQUIPMENT (.02 %)	eserveuj		Adjustment	19-20 Ending	Notes
8143 Building/Equipment Repairs	\$	55,000.00	\$ (4,000.00)	\$ 51,000.00	Repair-light year, shifted to Capital projects in 8146
8144 Building/Equipment Service Contracts	\$	41,000.00	\$ -	\$ 41,000.00	
8146 Building/Equipment Alterations	\$	35,000.00	\$ 4,000.00	\$ 39,000.00	Used excess repair money to cover some early parking lot reno expenses
	Ś	131.000.00	\$ -	\$ 131.000.00	

UTILITIES	19-20 Starting	Adjustment	19-20 Ending	۸	Votes
4301 Electric	\$ 72,500.00	\$ (10,000.00) \$	62,500.00	Always overestimated	
4302 Natural Gas	\$ 23,000.00	\$ (5,000.00) \$	18,000.00	Always overestimated	
<b>4303</b> Water	\$ 8,500.00	\$ (2,000.00) \$	6,500.00	Always overestimated	
4304 Garbage Removal	\$ 5,500.00	\$ 1,000.00 \$	6,500.00	Increased Collection Fees	
<b>4305</b> Phone Line	\$ 9,000.00	\$ 9,000.00 \$	18,000.00	Theft of Telephonic Services - Library Liability	
4306 Internet Access	\$ 15,500.00	\$ - \$	15,500.00		
	\$ 134,000.00	\$ (7,000.00) \$	127,000.00	_	

Total Building & Maintenance \$ 779,400.00 \$ 216,500.00 \$ 995,900.00

## Other

19-2	20 Starting	,	Adjustment		19-20 Ending
\$	-	\$	-	\$	-
\$	-	\$	-	\$	-
\$	-	\$	-	\$	-
	\$ \$ \$	\$ - \$ -	\$ - \$ \$ - \$ \$ - \$	19-20 Starting	19-20 Starting

Total Other \$ - \$ - \$

## 19-20 OVERALL TOTALS

Reserved Expenses		19-20 Starting	Adjustment	19-20 Ending	Notes
Personnel (FICA, Workers Comp, etc)	\$	267,000.00	\$ (3,350.00) \$	263,650.00	
Audit Services & Liability Insurance	\$	15,000.00	\$ - \$	15,000.00	
<b>Building &amp; Maintenance</b>	\$	131,000.00	\$ - \$	131,000.00	
Bond & Interest	\$	373,000.00	\$ (23,000.00) \$	350,000.00	Bond Refinance Savings
	\$	786,000.00	\$ (26,350.00) \$	759,650.00	
Unreserved Expenses		19-20 Starting	Adjustment	19-20 Ending	Notes
Unreserved Expenses Personnel	\$	<b>19-20 Starting</b> 1,972,595.68	\$ Adjustment (46,500.00) \$		Notes Elimination of Admin Position
· ·	\$ \$		 •	1,926,095.68	7
Personnel	\$ \$ \$	1,972,595.68	\$ (46,500.00) \$	1,926,095.68	Elimination of Admin Position
Personnel Programs & Materials	\$ \$ \$ \$	1,972,595.68 405,420.00	\$ (46,500.00) \$ 14,500.00 \$	1,926,095.68 419,920.00 272,750.00	Elimination of Admin Position Increased marketing costs, reimbursed by grant revenue
Personnel Programs & Materials Operations	\$ \$ \$ \$	1,972,595.68 405,420.00 275,250.00	\$ (46,500.00) \$ 14,500.00 \$ (2,500.00) \$	1,926,095.68 419,920.00 272,750.00	Elimination of Admin Position Increased marketing costs, reimbursed by grant revenue

All Expenses \$ 3,709,665.68 \$ 178,650.00 \$ 3,888,315.68

### **2020-2021 BUDGET SUMMARY**

NRESERVED REVENUE	S	tarting 2019-2020	Adjustment	Starting 2020-2021
Taxes	\$	2,931,624.00	\$ 272,633.05	\$ 3,204,257.05
Interest	\$	15,000.00	\$ (10,000.00)	\$ 5,000.00
Impact Fees	\$	-	\$ -	\$ -
Fines & Fees	\$	11,500.00	\$ -	\$ 11,500.00
Intergovernmental (Grants, etc)	\$	45,323.75	\$ -	\$ 45,323.75
MISC. (Donations, Interfund)	\$	-	\$ -	\$ -
	\$	3,003,447.75	\$ 262,633.05	\$ 3,266,080.80

Increased to cover a portion of the eliminated Bond Levy 1127 Assuming significant reduction in interest rates.

Assumes 20-21's per capita grant will match 19-20's value.

RE	SERVED REVENUE	Starting 2019-2020	Adjustment		Starting 2020-2021
	Bond Levy	\$ 368,682.50	\$ (368,682.50)	<b>5</b>	-
	.02% Building/Maintainence Levy	\$ 134,930.00	\$ 213.36	5	135,143.36
	Other special levies (IMRF, FICA, etc)	\$ 289,173.00	\$ (20,485.61)	5	268,687.39
		\$ 792,785.50	\$ (388,954.75)	\$	403,830.75

Bond Levy Fully Eliminated

Decreased Reserved Tax revenue to increase Unreserved Tax Revenue, assist in covering bond payment.

\$ 3,796,233.25 \$ (126,321.70) \$ 3,669,911.55 Represents a total Revenue decrease of 3.33% **TOTAL REVENUE** 

JNRESERVED EXPENDITURES		Starting 2019-2020		Adjustment		Starting 2020-2021	
SALARIES	¢	1,706,345.68	¢	4,457.77 \$	4		2% average raise for staff and extended operating hours on Friday offset by elimination of Administrative position (Ret
TRAVEL & MEETINGS	¢	10,750.00		-,-57.77 - ¢	,	10,750.00	270 average raise for staff and extended operating nours on rinday offset by elimination of Administrative position (Net
STAFF BENEFITS	\$	255,500.00	•	- ¢	, ,	255,500.00	
MARKETING	\$	47,000.00		- ¢	5	47,000.00	
PUBLIC PROGRAMS & OUTREACH	\$	57,500.00		- Ś	5	57,500.00	
MATERIALS - PRINT	\$	139,400.00	\$	- Ś		139,400.00	
MATERIALS - AUDIO/VISUAL	\$	67,750.00	\$	- \$	5	67,750.00	
MATERIALS - DIGITAL	\$	93,770.00		- \$	5	93,770.00	
DEPARTMENT SUPPLIES	\$	26,000.00		- \$	5	26,000.00	
OUTSIDE PROFESSIONAL SERVICES	\$	37,750.00		- \$	5	37,750.00	
TECHNOLOGY & SUPPORT	\$	84,000.00		7,000.00 \$	5	•	Anticipation of increased hardware/software support during the SWAN transition
PROCESSING & AUTOMATION	\$	127,500.00	\$	(60,000.00) \$	5	67,500.00	Significant savings realized when the Library transitions to SWAN
BUILDING MAINTENANCE	\$	136,400.00	\$	314,694.00 \$	5	451,094.00	The Library Bond is now paid out of the General Fund. Capital Improvement line reduced
UTILITIES	\$	134,000.00	\$	5,000.00 \$	5	139,000.00	
	\$	2,923,665.68	\$	271,151.77	\$	3,194,817.45	
RESERVED EXPENDITURES		Starting 2019-2020		Adjustment		Starting 2020-2021	
STAFF EXPENSES (reserved)	\$	267,000.00 \$	\$	2,000.00 \$	5	269,000.00	FICA rates were underestimated in 2019-20, offset by decrease in IMRF contributions
Audit Services & Liability Insurance	\$	15,000.00 \$		- \$	5	15,000.00	,
Bond & Interest	\$	373,000.00 \$		(373,000.00) \$	5	-	Bond is no longer paid out of the Reserved Tax Levy
BUILDING & EQUIPMENT (.02 %reserved)	\$	131,000.00 \$			\$	131,000.00	
	\$	786,000.00		(371,000.00)	\$	415,000.00	
OTAL EXPENDITURES	\$	3,709,665.68	\$	(99,848.23)	\$_	3,609,817.45	Represents a total expense decrease of 2.67%
							-2.69%

**2019-20 UNRESERVED FUND REVISED REVENUE TOTAL: 2019-20 UNRESERVED FUND REVISED EXPENDITURE TOTAL:** 

**3,266,080.80** (assuming 100% tax collection)

3,194,817.45

\$

\$

**71,263.35** Predicted change to general balance at end of FY 20-21, (\$1,193,526.35)

### 2020-2021 Revenue Lines

AXES					
		19-20 Actual	Adjustment	20-21 Starting	
1110 Current Levy - Library	\$	2,951,384.90			Increased to cover portion of the eliminated Bond Levy 1127
1121 Current Levy - F.I.C.A.	\$	123,809.31	· · · · · · · · · · · · · · · · · · ·	\$ 123,148.39	Doggong in IMPE positions
1122 Current Levy I.M.R.F. 1123 Current Levy - Unemployme		139,553.85 7,872.27	\$ (15,605.80) \$ (6,272.94)	\$ 123,948.05 \$ 1,599.33	Decrease in IMRF positions  Decrease in unemployment rates, spend from reserve balance
1124 Current Levy - Workers Con		5,009.62	\$ (211.63)	\$ 4,797.99	Decrease in unemployment rates, spena from reserve balanc
1125 Current Levy - Liability Ins	\$	5,725.30	\$ (1,726.98)	\$ 3,998.32	
1126 Current Levy - Audit	\$	11,450.58	\$ (255.27)	\$ 11,195.31	1
1127 Current Levy - Bond	\$	371,427.93	\$ (371,427.93)	\$ -	Fully abated to reduce tax burden
1142 Current Levy - Bldg Mainter	nance \$	135,975.53	\$ (832.17)	\$ 135,143.36	
1200 Property Taxes - Prior Years	s \$	712.44	\$ (712.44)	\$ -	Not a reliable prediction. Will amend if necessary
1500 Replacement Taxes	\$	4,406.52	\$ (4,406.52)	\$ -	Not a reliable prediction. Will amend if necessary
TOTALS:	\$	3,757,328.25	\$ (149,240.45)	\$ 3,608,087.80	Intentional decreased tax burden on residents.
NTEREST		19-20 Starting	Adjustment	20-21 Starting	1
	L Eund É	_			
110 Interest - US Bank - General 1000 Interest - Property Taxes	I Fund \$	-	\$ - \$ -	\$ - \$ -	-
1008 Interest - Chase - Money M		-	\$ -	\$ -	1
1009 Interest - ILL Funds - E-Pay	\$	-	\$ -	\$ -	1
1010 Interest - ILL Funds - Coming		15,000.00	\$ (10,000.00)	•	Anticipating Significant reduction in interest rates
9000 Interest - Other	\$	-	\$ -	\$ -	,
TOTALS:	\$	15,000.00	\$ (10,000.00)	\$ 5,000.00	-
ADACT FEEC					
MPACT FEES	Ċ	19-20 Starting	Adjustment	20-21 Starting	1
4010 Impact Fees	\$	-	\$ -	\$ -	J
TOTALS:	\$	-	\$ -	\$ -	
INES & FEES		19-20 Starting	Adjustment	20-21 Starting	
1001 Fines	\$	10,000.00	•	\$ 10,000.00	
1003 Photocopier Fees	\$	· · · · · · · · · · · · · · · · · · ·	\$ -	\$ 1,250.00	
1005 Room Rental Fees	\$	·	\$ -	\$ 250.00	
1040 Misc Fees	\$	-	\$ -	\$ -	
TOTALS:	\$	11,500.00	\$ -	\$ 11,500.00	
NTERGOVERNMENTAL		40.00.01		20.04.611	
		19-20 Starting	Adjustment	20-21 Starting	
5010 Per Capita Grant	\$	45,323.75	-		Assumption that the 19-20 grant amount will renew in 20-21
5090 Other Grants, Loans  TOTALS:	\$ <b>\$</b>	45,323.75	\$ - \$ -	\$ - \$ 45,323.75	J
	<u> </u>		*	,	_
AISC. & Other Revenue		19-20 Starting	Adjustment	20-21 Starting	
9011 Interfund Transfer	\$	-		\$ -	]
9050 Gifts - FOTL	\$	-	\$ -	\$ -	
9059 Gifts - Other	\$	-	\$ -	\$ -	
9090 Misc Revenue	\$	-		\$ -	
			\$ -	\$ -	
TOTALS:	\$	-	٠ -	•	
TOTALS:	\$	-	-	-	
			-	•	
TOTALS:		LS	-	•	
20-21 OVERALL		LS	-	•	
	. TOTA	19-20 Actual	Adjustment	20-21 Starting	
20-21 OVERALL Reserved Revenue Bond Levy	. <b>TOTA</b>	<b>19-20 Actual</b> 368,682.50	Adjustment \$ (368,682.50)	20-21 Starting \$ -	Bond Levy Eliminated
20-21 OVERALL Reserved Revenue  Bond Levy .02% Building/Maintainend	Sce Levy \$	<b>19-20 Actual</b> 368,682.50 134,930.00	**************************************	20-21 Starting \$ - \$ 135,143.36	]
20-21 OVERALL Reserved Revenue Bond Levy	\$ ce Levy \$ FICA, etc] \$	19-20 Actual 368,682.50 134,930.00 289,173.00	Adjustment \$ (368,682.50) \$ 213.36 \$ (20,485.61)	20-21 Starting \$ - \$ 135,143.36 \$ 268,687.39	Bond Levy Eliminated IMRF positions reduced
20-21 OVERALL Reserved Revenue  Bond Levy .02% Building/Maintainend	Sce Levy \$	<b>19-20 Actual</b> 368,682.50 134,930.00	Adjustment \$ (368,682.50) \$ 213.36 \$ (20,485.61)	20-21 Starting \$ - \$ 135,143.36 \$ 268,687.39	]
20-21 OVERALL  Reserved Revenue  Bond Levy  .02% Building/Maintainend Other special levies (IMRF,	\$ ce Levy \$ FICA, etc] \$	19-20 Actual 368,682.50 134,930.00 289,173.00 792,785.50	Adjustment \$ (368,682.50) \$ 213.36 \$ (20,485.61) \$ (388,954.75)	\$ - \$ 135,143.36 \$ 268,687.39 \$ 403,830.75	]
20-21 OVERALL Reserved Revenue  Bond Levy .02% Building/Maintainend Other special levies (IMRF,	\$ ce Levy \$ \$ FICA, etc] \$	19-20 Actual 368,682.50 134,930.00 289,173.00 792,785.50	Adjustment \$ (368,682.50) \$ 213.36 \$ (20,485.61) \$ (388,954.75)  Adjustment	20-21 Starting \$ - \$ 135,143.36 \$ 268,687.39 \$ 403,830.75 20-21 Starting	IMRF positions reduced
20-21 OVERALL Reserved Revenue  Bond Levy .02% Building/Maintainend Other special levies (IMRF,	\$ ce Levy \$ \$, FICA, etc] \$	19-20 Actual 368,682.50 134,930.00 289,173.00 792,785.50  19-20 2,951,384.90	\$ (368,682.50)   213.36   (20,485.61)    (388,954.75)   Adjustment   252,872.15	20-21 Starting \$ - \$ 135,143.36 \$ 268,687.39 \$ 403,830.75 20-21 Starting \$ 3,204,257.05	IMRF positions reduced  Increased to cover portion of Bond Levy Elimination
20-21 OVERALL Reserved Revenue  Bond Levy .02% Building/Maintainend Other special levies (IMRF, Unreserved Revenue Taxes (actual) Interest (19-20 Starting)	\$ ce Levy \$ \$, FICA, etc] \$	19-20 Actual 368,682.50 134,930.00 289,173.00 792,785.50  19-20 2,951,384.90 15,000.00	\$ (368,682.50)   213.36   (20,485.61)    (388,954.75)   Adjustment   252,872.15   (10,000.00)    (10,000.00)    (10,000.00)       (10,000.00)  \qua	20-21 Starting \$ - \$ 135,143.36 \$ 268,687.39 \$ 403,830.75 20-21 Starting \$ 3,204,257.05 \$ 5,000.00	IMRF positions reduced  Increased to cover portion of Bond Levy Elimination
20-21 OVERALL  Reserved Revenue  Bond Levy .02% Building/Maintainend Other special levies (IMRF,  Unreserved Revenue  Taxes (actual) Interest (19-20 Starting) Fines & Fees (19-20 Starting)	\$ ce Levy \$ \$ , FICA, etc] \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	19-20 Actual 368,682.50 134,930.00 289,173.00 792,785.50  19-20 2,951,384.90 15,000.00 11,500.00	\$ (368,682.50)   213.36   (20,485.61)    (388,954.75)   Adjustment   252,872.15   (10,000.00)    -	20-21 Starting \$ - \$ 135,143.36 \$ 268,687.39 \$ 403,830.75  20-21 Starting \$ 3,204,257.05 \$ 5,000.00 \$ 11,500.00	IMRF positions reduced  Increased to cover portion of Bond Levy Elimination
20-21 OVERALL Reserved Revenue  Bond Levy .02% Building/Maintainend Other special levies (IMRF, Unreserved Revenue Taxes (actual) Interest (19-20 Starting)	\$ ce Levy \$ \$ , FICA, etc] \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	19-20 Actual 368,682.50 134,930.00 289,173.00 792,785.50  19-20 2,951,384.90 15,000.00 11,500.00	Adjustment \$ (368,682.50) \$ 213.36 \$ (20,485.61) \$ (388,954.75)  Adjustment \$ 252,872.15 \$ (10,000.00) \$ -	20-21 Starting \$ - \$ 135,143.36 \$ 268,687.39 \$ 403,830.75 20-21 Starting \$ 3,204,257.05 \$ 5,000.00	IMRF positions reduced  Increased to cover portion of Bond Levy Elimination

All Revenue: \$3,796,233.25 \$ (146,082.60) \$ 3,669,911.55

# 2020-2021 Expense Lines

SALARIES		19-20 Starting	Adjustment vs. 19-20 Starting		20-21 Starting	Notes
4001 Administration	\$	229,914.10	\$ (67,759.70	) \$	162,154.40	Vacant Position Eliminated
4002 Department Heads	\$	311,100.00	\$ 7,382.76	\$	318,482.76	
<b>4013</b> PS - Programming Librarians	\$	467,306.50	\$ 8,190.00	\$	475,496.50	
<b>4014</b> PS - Public Services Librarians	\$	152,871.22	\$ 18,696.93	\$	171,568.15	Additional PS Librarian position added
<b>4015</b> PS - Computer Clerks	\$	51,236.64	\$ 1,354.08	\$	52,590.72	
<b>4017</b> PS - Substitutes	\$	5,000.00	\$ -	\$	5,000.00	
<b>4030</b> Circ - Lead Clerks	\$	141,448.13	\$ 8,536.67	, \$	149,984.80	Circulation Subsitute Pay now included in line
<b>4031</b> Circ - Clerks	\$	64,420.69	\$ 5,397.43	\$	69,818.12	Circulation Subsitute Pay now included in line
4032 Circ - Pages	\$	48,531.47	\$ (9,180.47	<del>)</del> \$	39,351.00	Vacant Position Eliminated
<b>4041</b> Support - Materials	\$	57,191.16	\$ 1,123.20	\$	58,314.36	
<b>4042</b> Support - Digital	\$	73,778.96	\$ 730.10	\$	74,509.06	
<b>4043</b> Support - Custodians	\$	103,546.81	\$ 29,986.78	\$	133,533.59	Addition of Evening FT custodian mid 19-20, anticipated need for additional subbing hour
	\$	1,706,345.68	\$ 4,457.77	\$	1,710,803.45	Includes 2% average raise and extended Friday operating hours.
RAVEL & MEETINGS		19-20 Starting	Adjustment vs. 19-20 Starting		20-21 Starting	
<b>4004</b> Administration - Travel & Meetings	\$	2,000.00	\$ -	\$	2,000.00	
<b>4018 PS</b> - Travel & Meetings	\$	6,500.00	\$ -	\$	6,500.00	
4034 Circ - Travel & Meetings	\$	2,000.00	\$ -	\$	2,000.00	
4044 Support - Travel & Meetings	\$	250.00	•	\$	250.00	
	\$	10,750.00	-	\$	10,750.00	
STAFF BENEFITS		10.20 Stauting	Adiostorout va 10 20 Stanting		20 21 Stauting	
	<u> </u>	19-20 Starting	Adjustment vs. 19-20 Starting		20-21 Starting	1
<b>4005</b> Staff Appreciation	\$	3,000.00	·	<del>,</del>	3,000.00	Carrana 2 COOK in any man
	<u> </u>	200 000 00		/		
4007 Group Medical Insurance Premiums	\$	200,000.00	\$ 5,000.00		•	Covers 2.68% increase
<b>4007</b> Group Medical Insurance Premiums <b>4008</b> HRA Payments	\$	36,000.00	\$ (5,000.00		31,000.00	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use.
4007 Group Medical Insurance Premiums		36,000.00 16,500.00	\$ (5,000.00 \$		31,000.00 16,500.00	
<b>4007</b> Group Medical Insurance Premiums <b>4008</b> HRA Payments	\$	36,000.00	\$ (5,000.00 \$		31,000.00	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use.
4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums	\$	36,000.00 16,500.00	\$ (5,000.00 \$	\$	31,000.00 16,500.00	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use.
4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums	\$	36,000.00 16,500.00 <b>255,500.00</b>	\$ (5,000.00 \$ - \$ -	\$ \$	31,000.00 16,500.00 <b>255,500.00</b> <b>20-21 Starting</b>	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use.
4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums  RESERVED STAFF EXPENSES	\$ \$ <b>\$</b>	36,000.00 16,500.00 <b>255,500.00</b> 19-20 Starting	\$ (5,000.00 \$ - \$ - Adjustment vs. 19-20 Starting	\$ \$	31,000.00 16,500.00 <b>255,500.00</b> <b>20-21 Starting</b>	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use. No Change
4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums  RESERVED STAFF EXPENSES 5001 FICA Employer (reserved)	\$ \$ <b>\$</b>	36,000.00 16,500.00 <b>255,500.00</b> 19-20 Starting	\$ (5,000.00 \$ - \$ - Adjustment vs. 19-20 Starting \$ 6,000.00	\$ \$ \$	31,000.00 16,500.00 <b>255,500.00</b> <b>20-21 Starting</b> 125,000.00	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use. No Change
4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums  RESERVED STAFF EXPENSES  5001 FICA Employer (reserved)  FICA Employer - Allocation (reserved)	\$ \$ <b>\$</b>	36,000.00 16,500.00 <b>255,500.00</b> <b>19-20 Starting</b> 119,000.00	\$ (5,000.00 \$ - \$ - Adjustment vs. 19-20 Starting \$ 6,000.00 \$ -	\$ \$ \$	31,000.00 16,500.00 <b>255,500.00</b> <b>20-21 Starting</b> 125,000.00	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use. No Change Predicting Tax rates based on end of 2019-20
4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums  RESERVED STAFF EXPENSES  5001 FICA Employer (reserved)  5002 FICA Employer - Allocation (reserved)  5003 IMRF Employer (reserved)	\$ \$ <b>\$</b> \$ \$	36,000.00 16,500.00 <b>255,500.00</b> <b>19-20 Starting</b> 119,000.00	\$ (5,000.00 \$ - \$ - Adjustment vs. 19-20 Starting \$ 6,000.00 \$ - \$ (5,000.00	\$ \$ \$	31,000.00 16,500.00 <b>255,500.00</b> <b>20-21 Starting</b> 125,000.00	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use. No Change Predicting Tax rates based on end of 2019-20
4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums  RESERVED STAFF EXPENSES  5001 FICA Employer (reserved) 5002 FICA Employer - Allocation (reserved) 5003 IMRF Employer (reserved) 5004 IMRF Employer - Allocation (reserved)	\$ \$ \$ \$ \$	36,000.00 16,500.00 <b>255,500.00</b> <b>19-20 Starting</b> 119,000.00 - 140,000.00	\$ (5,000.00 \$ - \$ - Adjustment vs. 19-20 Starting \$ 6,000.00 \$ - \$ (5,000.00	\$ \$ \$	31,000.00 16,500.00 <b>255,500.00</b> <b>20-21 Starting</b> 125,000.00 - 135,000.00	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use. No Change Predicting Tax rates based on end of 2019-20
4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums  RESERVED STAFF EXPENSES  5001 FICA Employer (reserved) 5002 FICA Employer - Allocation (reserved) 5003 IMRF Employer (reserved) 5004 IMRF Employer - Allocation (reserved) 5005 Unemployment Ins. (reserved)	\$ \$ \$ \$ \$ \$	36,000.00 16,500.00 <b>255,500.00</b> <b>19-20 Starting</b> 119,000.00 - 140,000.00 - 3,000.00	\$ (5,000.00 \$ - \$ - Adjustment vs. 19-20 Starting \$ 6,000.00 \$ - \$ (5,000.00 \$ - \$ - \$ -	) \$    \$     \$     \$     \$     \$     \$     \$     \$     \$     \$     \$    \$     \$     \$     \$     \$     \$     \$     \$     \$     \$     \$    \$    \$     \$     \$     \$     \$     \$     \$     \$     \$     \$     \$    \$     \$     \$     \$     \$     \$     \$     \$     \$     \$     \$	31,000.00 16,500.00 <b>255,500.00</b> <b>20-21 Starting</b> 125,000.00 - 135,000.00	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use.  No Change  Predicting Tax rates based on end of 2019-20  Reduction of IMRF positions
4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums  RESERVED STAFF EXPENSES  5001 FICA Employer (reserved) 5002 FICA Employer - Allocation (reserved) 5003 IMRF Employer (reserved) 5004 IMRF Employer - Allocation (reserved) 5005 Unemployment Ins. (reserved) 5006 Unemployment Ins Allocation (reserved)	\$ \$ \$ \$ \$ \$ \$	36,000.00 16,500.00 <b>255,500.00</b> <b>19-20 Starting</b> 119,000.00 - 140,000.00	\$ (5,000.00 \$ - \$ - Adjustment vs. 19-20 Starting \$ 6,000.00 \$ - \$ (5,000.00	) \$    \$     \$     \$     \$     \$     \$     \$     \$     \$     \$     \$    \$     \$     \$     \$     \$     \$     \$     \$     \$     \$     \$    \$    \$     \$     \$     \$     \$     \$     \$     \$     \$     \$     \$    \$     \$     \$     \$     \$     \$     \$     \$     \$     \$     \$	31,000.00 16,500.00 <b>255,500.00</b> <b>20-21 Starting</b> 125,000.00 - 135,000.00	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use. No Change Predicting Tax rates based on end of 2019-20

MARKETING		19-20 Starting	Adjustment vs. 19-20 Starting		20-21 Starting
<b>4141</b> Newsletter Production	\$	27,500.00	\$ -	\$	27,500.00
<b>4142</b> Newsletter Postage	\$	7,500.00		\$	7,500.00
4143 Marketing - Outreach Costs	\$	12,000.00	\$ -	\$	12,000.00
-	\$	47,000.00	\$ -	\$	47,000.00
PUBLIC PROGRAMS & OUTREACH		19-20 Starting	Adjustment vs. 19-20 Starting		20-21 Starting
4101 Admin - Programs & Outreach	\$	12,000.00	;	\$	12,000.00
4110 AS - Programs & Outreach	\$	16,000.00	\$ -	\$	16,000.00
4120 YS - Programs & Outreach	\$	29,500.00	<del> </del>	\$	29,500.00
	\$	57,500.00		\$	57,500.00
MATERIALS - PRINT		19-20 Starting	Adjustment vs. 19-20 Starting		20-21 Starting
4111 Materials AS Print NF	\$	24,350.00	\$ -	\$	24,350.00
<b>4112</b> Materials AS Print F	\$	21,050.00		\$	21,050.00
4113 Periodical Subscriptions	\$	9,000.00	\$ -	\$	9,000.00
4121 Materials YS Print NF	\$	32,000.00	\$ -	\$	32,000.00
<b>4122</b> Materials YS Print F	\$	44,000.00	\$ -	\$	44,000.00
<b>4131</b> Lost & Paid	\$	1,000.00	\$ -	\$	1,000.00
4144 Standing Orders - Fiction	\$	8,000.00	\$ -	\$	8,000.00
	\$	139,400.00	\$ -	\$	139,400.00
MATERIALS - AUDIO/VISUAL		19-20 Starting	Adjustment vs. 19-20 Starting		20-21 Starting
<b>4114</b> AS - DVDs	\$	24,000.00	\$ -	\$	24,000.00
<b>4115</b> AS - CDs	\$	2,000.00		\$	2,000.00
<b>4116</b> AS - Audio Books	\$	7,000.00		\$	7,000.00
<b>4117</b> AS - Console Gaming	\$	12,000.00		\$	12,000.00
4124 YS - DVDs & Viewing Devices	\$	3,000.00		\$	3,000.00
4125 YS - Audio Books	\$	750.00		\$	750.00
4126 YS - Multimedia Learning Materials	\$	7,000.00		\$	7,000.00
<b>4127</b> YS - Console Gaming	\$	12,000.00	•	\$	12,000.00
<u>U</u>	\$	67,750.00		\$	67,750.00
LIBRARY MATERIALS - DIGITAL		19-20 Starting	Adjustment vs. 19-20 Starting		20-21 Starting
4118 AS - Databases	\$	34,500.00	\$ -	\$	34,500.00
4119 AS - Electronic Items	\$	46,200.00		\$	46,200.00
4128 YS - Databases	\$	7,350.00		<i>\$</i>	7,350.00
	<u> </u>	5,720.00		ح ح	5,720.00
4129 YS - Electronic Items	>	5,720.00	·>	Ų	3,720.00

405,420.00

Total Programs & Materials \$ 405,420.00 \$

## **OPERATIONS**

DEPARTMENT SUPPLIES	19-20 Starting	Adj	ustment vs. 19-20 Starting	20-21 Starting	Notes
<b>4201</b> Admin - Supplies	\$ 6,500.00	\$	-	\$ 6,500.00	
<b>4211</b> PS - Supplies	\$ 5,000.00	\$	-	\$ 5,000.00	
<b>4231</b> Circ - Supplies	\$ 10,000.00	\$	-	\$ 10,000.00	
4232 Postage	\$ 4,500.00		-	\$ 4,500.00	
<del>_</del>	\$ 26,000.00	\$	-	\$ 26,000.00	•
OUTSIDE PROFESSIONAL SERVICES	19-20 Starting	Adji	ustment vs. 19-20 Starting	20-21 Starting	Notes
<b>4202</b> Legal Services	\$ 9,000.00	\$	-	\$ 9,000.00	
<b>4203</b> Accounting Services	\$ 15,500.00	\$	-	\$ 15,500.00	
4204 Payroll Services	\$ 7,500.00	\$	-	\$ 7,500.00	
<b>4205</b> Collection Services	\$ 250.00	\$	-	\$ 250.00	
4206 Legal Notice Publications	\$ 1,500.00	\$	-	\$ 1,500.00	
4207 Banking Fees	\$ 4,000.00	\$	-	\$ 4,000.00	
5201 Audit Services (reserved)	\$ 10,000.00	\$	-	\$ 10,000.00	
	\$ 47,750.00	\$	-	\$ 47,750.00	
TECHNOLOGY & SUPPORT	19-20 Starting	Adji	ustment vs. 19-20 Starting	20-21 Starting	Notes
4241 New/Replacement Equipment & Software	\$ 46,000.00	\$	5,000.00	\$ 51,000.00	Anticipated increase in equipment purchasing for SWAN conversion
4242 Equipment & Software Contracts	\$ 15,000.00	\$	2,000.00	\$ 17,000.00	Transitioning to Amazon Business Account rather than individual buyer logins.
4243 Toner Printer Maintenance	\$ 23,000.00	\$	-	\$ 23,000.00	
	\$ 84,000.00	\$	7,000.00	\$ 91,000.00	•
PROCESSING & AUTOMATION	19-20 Starting	Adji	ustment vs. 19-20 Starting	20-21 Starting	Notes
<b>4244</b> Materials Processing	\$ 7,500.00	\$	-	\$ 7,500.00	
<b>4245</b> Integrated Library System - Annual Contract	\$ 75,000.00	\$	(30,000.00)	\$ 45,000.00	Savings once migrated to SWAN consortium
4246 Bibliographic Utilities - Annual Contract	\$ 35,000.00	\$	(30,000.00)	\$ 5,000.00	OCLC and other bibliographic utility costs are part of SWAN contract in 4245
4247 RFID Hardware - Annual Maintenance Contract	\$ 10,000.00	\$	-	\$ 10,000.00	
	\$ 127,500.00	\$	(60,000.00)	\$ 67,500.00	<del>-</del>

(53,000.00) \$

232,250.00

**Total Operations** \$ **285,250.00** \$

## **Building & Maintenance**

BUILDING & GROUNDS	19-20 Starting	Adjustr	nent vs. 19-20 Starting	20-21 Starting		
4341 Custodial & Staff Supplies	\$	20,000.00	\$	-	\$	20,000.00
4344 Capital Improvements	\$	72,500.00	\$	(27,500.00)	\$	45,000.00
<b>4345</b> Property Insurance	\$	18,700.00	\$	3,800.00	\$	22,500.00
<b>4346</b> Snow Removal Contract	\$	11,000.00	\$	-	\$	11,000.00
<b>4347</b> Landscaping Service Contract	\$	9,200.00	\$	-	\$	9,200.00
4348 Landscaping Alterations/Repairs	\$	5,000.00	\$	-	\$	5,000.00
5301 Liability Insurance (Reserved)	\$	5,000.00	\$	-	\$	5,000.00
9100 Bond and Interest (Reserved)	\$	373,000.00	\$	(373,000.00)	\$	-
6700 Debt Repayment	\$	-	\$	338,394.00	\$	338,394.00
	\$	514,400.00	\$	(58,306.00)	\$	456,094.00

Notes

Reduction in capital projects expenditures to make up for less tax revenue

Planning for possible rate increase

Bond Levy is no longer collected. Bond Repayment comes from the unreserved general Fund Bond repayment must be made out of the general fund. Net savings from refinance: \$34,606

BUILDING	& EQ	<b>UIPMENT</b>	(reserved)
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BUILDING & EQUIPIVIENT (reserved)	19-20 Starting	Adj	ustment vs. 19-20 Starting	20-21 Starting	
8143 Building/Equipment Repairs	\$ 55,000.00	\$	(5,000.00)	\$	50,000.00
8144 Building/Equipment Service Contracts	\$ 41,000.00	\$	5,000.00	\$	46,000.00
8146 Building/Equipment Alterations	\$ 35,000.00	\$	-	\$	35,000.00
	\$ 131,000.00	\$	-	\$	131,000.00

**UTILITIES** 

UTILITIES	19-20 Starting	Adjı	ustment vs. 19-20 Starting	20-21 Starting		
4301 Electric	\$	72,500.00	\$	-	\$ 72,500.00	
4302 Natural Gas	\$	23,000.00	\$	-	\$ 23,000.00	
<b>4303</b> Water	\$	8,500.00	\$	-	\$ 8,500.00	
4304 Garbage Removal	\$	5,500.00	\$	1,000.00	\$ 6,500.00	Rate Increase
4305 Phone Line	\$	9,000.00	\$	4,000.00	\$ 13,000.00	Rate Increase
4306 Internet Access	\$	15,500.00	\$	-	\$ 15,500.00	
	\$	134,000.00	\$	5,000.00	\$ 139,000.00	-

Total Building & Maintenance \$ **779,400.00** *\$* 726,094.00 (53,306.00)

## Other

MISC EXPENSE	19-20	Starting Adjustment vs.	. 19-20 Starting 2	20-21 Starting
6020 Friends Expenditures	\$	- \$	- \$	-
	\$	- \$	- \$	-

Notes

Notes

**Total Other \$** 

\$ -

\$

\$

## **20-21 OVERALL TOTALS**

Operations

Other

**Building & Maintenance** 

Reserved Expenses			19-20 Starting	Adju	ustment vs. 19-20 Starting	20-21 Starting	Notes	
ſ	Personnel (FICA, Workers Comp, etc)	\$	267,000.00	\$	2,000.00	\$ 269,000.00		
	Audit Services & Liability Insurance	\$	15,000.00	\$	-	\$ 15,000.00		
	Building & Maintenance	\$	131,000.00	\$	-	\$ 131,000.00		
	Bond & Interest \$		373,000.00	\$	(373,000.00)	\$ -		
		\$	786,000.00	\$	(371,000.00)	\$ 415,000.00		
Unres	Unreserved Expenses		19-20 Starting	Adju	ustment vs. 19-20 Starting	20-21 Starting	Notes	
	Personnel	\$	1,972,595.68	\$	4,457.77	\$ 1,977,053.45	Elimination of Aministrative position offset 2% staff raises and extended operating hours on Fridays.	
	Programs & Materials	\$	405,420.00	\$	-	\$ 405,420.00	Frozen to account for decreased tax collection	

3,194,817.45

222,250.00 Savings realized by migrating to SWAN ILS

590,094.00 Bond Payment is now taken out of Unreserved Expenses

(53,000.00) \$

319,694.00 \$

271,151.77 \$

All Expenses \$ 3,709,665.68 \$ (99,848.23) \$ 3,609,817.45

275,250.00

270,400.00

2,923,665.68 \$

# GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES EMERGENCY BOARD MEETING MINUTES April 2, 2020

#### I. CALL TO ORDER

The emergency board meeting of the GPLD Board of Trustees was called to order at 6:31 p.m. by Board President Sam Lucente at the Glenside Public Library.

#### II. ROLL CALL

Trustees Present: Sam Lucente and Chodri Khokar. Attending by video conference call: Altha Milnes, Isabelle Baldwin, Jessica Breede and Connie Barreras. Trustee Absent: Mariann Evans. Also Present:

Library Director: Tom Bartenfelder

#### III. ADOPTION OF AGENDA

Trustee Milnes moved and it was seconded by Trustee Baldwin that the GPLD Board of Trustees adopts the agenda for April 2, 2020. Ayes – all present. Nays – none. Motion carried.

#### IV. CITIZEN PARTICIPATION – NONE

#### V. ACTION ITEMS

- A. Extended Emergency Library Closure COVID-19. Presentation and discussion of the effects on the library. Stay at home order until May 1<sup>st</sup>. Schools will probably not reopen this school year. Programs at library canceled for April and May. Virtual platform for remote summer reading. No large June programs planned. Online sign-up for digital access library card. More online and digital programs are being provided and availability of library materials online and digitally is being increased. Discussion of Possible Emergency Closing Motions. Trustee Baldwin moved and it was seconded by Trustee Khokar that The Library will remain closed to the public while any of the following are true:
  - 1. Federal, State, or Local authorities prohibit or advise against gatherings of 50 or more.
  - 2. Federal, State or Local authorities have issued a "stay-at-home" or similar executive order barring non-essential activities.

Roll Call vote. Ayes – all present. Nays – none. Motion carried.

- B. Staff Compensation Extended Emergency Library Closure COVID-19. Discussion of Staff Compensation during the COVID-19 Emergency Closure Motions. Trustee Khokar moved and it was seconded by Trustee Breede that Library employees, both full and part time, will continue to be paid their regular salaries during the COVID 19 emergency closure throughout April 2020. This situation will continue to be monitored by the Library Board of Trustees and is subject to revision. Roll Call vote. Ayes all present. Nays none. Motion carried.
- C. Trustee Khokar moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees reschedules the April Board Meeting to April 23, 2020. Ayes all present. Nays none. Motion carried.

#### VI. TRUSTEE OPEN DISCUSSION

A. Tentative 2020-21 Operating Budget. Director Bartenfelder presented a brief review of 2020-21 Operating Budget. Budget will be discussed at April Board Meeting.

#### VII. ADJOURNMENT

Trustee Barreras moved and it was seconded by Trustee Baldwin that GPLD Board of Trustees adjourns. Ayes – all present. Nays – none. Motion carried at 7:47 p.m.

Respectfully,

Constance Barreras Secretary