Glenside Public Library District 25 East Fullerton Ave, Glendale Heights, IL 60139

BOARD MEETING AGENDA

May 21, 2020

- I. CALL TO ORDER 7pm
- 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, April 23, 2020 (Attachment #1)
- 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 May 21, 2020
- VIII. LIBRARIAN'S REPORT (Attachment #4)
- IX. ACTION ITEMS
 - A. Amend Operating Budget, 2019-2020 (Attachment #5)
 - B. Adopt Operating Budget, 2020-2021 \$3,609,817 with Chart of Accounts (Attachments: #6a, #6b)
 - C. Approve PR-03-19 Salary Chart 2020-21 (Attachment #7a, #7b)
 - D. Recommendation: Property, Liability, Workers' Comp Insurance, 2020-2021 renewal: \$28,822 (Attachment #8)
 - E. Approve ordinance O-07-19 providing for the execution of an intergovernmental agreement authorizing membership in SWAN (Attachment #9, #9a)
 - F. Declaration of Essential Library Services
 - G. Staff Compensation during COVID-19 (Attachment #10)

X. TRUSTEE OPEN DISCUSSION

- A. Schedule Personnel Committee for Library Director's annual evaluation
- B. Schedule Secretary's Audit, 2020 2021
- C. Staff Safety: Procedures & PPE

XI. ADJOURNMENT

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: 851 0735 5688

Password: Email Board@glensidepld.org 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.

Glenside Public Library District

25 East Fullerton Ave, Glendale Heights, IL 60139

GLENSIDE PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES MEETING MINUTES April 23, 2020

I. CALL TO ORDER

The regular board meeting of the GPLD Board of Trustees was called to order at 7:02 p.m. by Board President Sam Lucente at the Glenside Public Library.

II. ROLL CALL

Trustees Present: Sam Lucente, Altha Milnes, Mariann Evans and Chodri Khokhar. Trustees Attending Remotely: Isabelle Baldwin, Jessica Breede and Connie Barreras. Also Present: Library Director Tom Bartenfelder

III. ADOPTION OF AGENDA

Trustee Evans moved and it was seconded by Trustee Milnes that the GPLD Board of Trustees adopts the agenda for April 23, 2020. Roll Call Vote: Ayes – all present. Nays – none. Motion carried.

IV. CITIZEN PARTICIPATION – received email regarding curbside service and home bound delivery. Not able to do under current governmental order. When possible, library is eager to offer this service and is investigating means of providing this service.

V. CONSENT AGENDA

- A. Approval of minutes of the March 19, 2020 GPLD Board Meeting (To be filed as Attachment #1 March 19, 2020).
- B. Approval of minutes of the April 2, 2020 GPLD Emergency Board Meeting (Attachment #10).
- A. and B. 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 Evans that the GPLD Board of Trustees accept Bills Approval Report (file with the Treasurer's Report) for April 23, 2020 in the amount of \$78,366.43. Roll Call Vote: Ayes – all present. Nays – none. Motion carried.

VIII. LIBRARIAN'S REPORT (Attachment #4)

Library Director Bartenfelder – Beginning of March new PC clerk was hired. Census grant efforts were in full swing, hygiene kits were ordered and delivered to two food pantries. Ordered 2000 bottles of hand sanitizer for Census promotion. Donated to School District 15 to pass out with food delivery. Began meetings with lan Peery and SWAN to proceed with transition which is still on track. New beginning reader shelving

was ordered to boost a category that was underperforming. March 13th school districts closed, and library followed suit. In an effort to continue to provide service to the community a virtual library card was developed, community can sign up on website. State library validated. Over 200 cards made to date. Increased digital material budget. Virtual programming was planned and has been implemented. Feed back has been positive and heartwarming. Extended Wi-Fi to parking lot. Purchased materials for reopening, acrylic desk shields, masks and gloves. Goal is to provide cloth masks to patrons as they come in. Construction company may be able to start the parking lot project the second half of May, one month earlier than originally planned.

IX. ACTION ITEMS

- A. Trustee Evans moved and it was seconded by Trustee Khokar that the GPLD approve the Recommendation: Health, Dental and Life Insurance Package, 2020-21 (Attachments #5a, #5b, #5c). Roll Call vote. Ayes all present. Nays none. Motion carried.
- B. Emergency Library Closure Timeline -no changes.
- C. Staff compensation during emergency library closure (Attachment #6). Trustee Khokar moved and it was seconded by Trustee Milnes that Library employees, both full and part time, will continue to be paid their regular salaries during the COVID-19 emergency closure throughout May 2020. Roll Call vote. Ayes all present. Nays none. Motion carried.

X. TRUSTEE OPEN DISCUSSION

- A. Long Term Budget Forecast (Attachment #7). Presented by Director Bartenfelder. Have decreased tax burden on Glendale Heights residents.
- B. 2019-20 Budget Amendment (Attachment #8). Director Bartenfelder presented amendments to bring the budget in line for transparency.
- C. 2020-21 Budget Proposal (Attachment #9). Operating budget proposal for next year.
- D. Discussion regarding compensation of bottom of pay scale. \$15 minimum wage is coming and long-term plans to address this are in effect.

XI. ADJOURNMENT

Trustee Evans moved and it was seconded by Trustee Khokar that GPLD Board of Trustees adjourns. Roll Call Vote: Ayes – all present. Nays – none. Motion carried at 7:41 p.m.

Respectfully,

Constance Barreras Secretary

FORTHCOMING MEETINGS CALENDAR May 21, 2020

Personnel Committee Meeting & Secretary's Audit (TBD)

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

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

Regular Meeting, July 16, 2020 @ 7:00 pm

- A. Annual Report 2019-2020
- B. Resolution R-I-20 Authorizing Library Funds and Investment Deposits in Savings Institutions.
- C. Tentative Budget and Appropriation Ordinance

Special Regular Meeting, August 20, 2020, 7pm
Public Hearing on Budget and Appropriation Ordinance O-I-20

Regular Meeting, August 20, 2020 Immediately follows Special Meeting

- A. Adopt Ordinance O-I-20 Budget and Appropriation
- B. Treasurer's Estimate of Revenue 2020 2021
- C. Annual Updates to Policy Resolutions

Glenside Public Library District

Monthly Financial Report For the Month Ended April 30, 2020

Prepared by:



Lauterbach & Amen, LLP

CERTIFIED PUBLIC ACCOUNTANTS

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

May 15, 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 April 30, 2020 and the related modified cash basis statements of revenues and expenditures and changes in fund balance for the one month and the Ten 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 April 30, 2020

<u>Institution</u>	Invested
10090 - IL Funds - E-Pay	21,476.31
10100 - IL Funds - Comingled	2,161,534.41
10300 - IL Funds - Spec Reserve	14,122.69
10710 - IL Funds - Working Cash	94,747.13
10800 - IL Funds - Bonds & Interest	1,005.02
10110 - US Bank - General Fund	23,113.56
10120 - US Bank - General Fund - Payroll	77,516.05
10130 - US Bank - General Fund - Checking	84,106.03
10140 - US Bank - Fine Checking	1,233.61
10160 - US Bank - HRA Checking	13,962.62
	2,492,817.43

Glenside Public Library District Reserved Fund Balances As of April 30, 2020

		10-30210	10-30220	10-30230	10-30240	10-30250	10-30260	10-30420	
				Unemployment	Workers	Liability		Building	Total
		<u>FICA</u>	<u>IMRF</u>	Compensation	Compensation	<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	103,568.14	-	-	-	-	-	-	103,568.14
IMRF Expense	10-55003	-	104,929.03	-	-	-	-	-	104,929.03
Unemployment Insurance	10-55005	-	-	2,907.41	-	-	-	-	2,907.41
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	<u> </u>						98,880.87	98,880.87
		103,568.14	104,929.03	2,907.41	5,604.00	4,978.00	9,940.00	98,880.87	320,867.45
Ending Balance		47,781.24	50,280.24	9,318.29	4,643.44	11,617.98	2,205.62	45,275.26	181,062.07
	Change	20,241.17	34,624.82	4,964.86	-594.38	747.30	1,510.58	37,094.66	108,529.01

Glenside Public Library District Library Fund

Balance Sheet as of April 30, 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	21,458.61	17.70	21,476.31
10-10100 - ILL Funds - Comingled	2,402,130.31	(233,094.02)	2,169,036.29
10-10110 - US Bank - General Fund	16,361.95	6,751.61	23,113.56
10-10120 - US Bank - General Fund Payroll	76,291.39	1,224.66	77,516.05
10-10130 - US Bank - General Fund Checking	48,912.96	35,193.07	84,106.03
10-10140 - US Bank - Fine Account	1,233.61	0.00	1,233.61
10-10160 - US Bank - HRA Checking	14,629.97	(667.35)	13,962.62
	2,581,498.80	(190,574.33)	2,390,924.47
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 10.13010 Propoid Itoms	0.00	0.00	0.00
10-13010 - Prepaid Items	0.00	0.00	0.00
Total Assets	4,446,457.55	(190,574.33)	4,255,883.22

Glenside Public Library District Library Fund

Balance Sheet as of April 30, 2020

Beginning Balance	M.T.D. Changes	Ending Balance
(1,700.00)	0.00	(1,700.00)
70,637.80	0.00	70,637.80
68,937.80	0.00	68,937.80
1,466,925.39	0.00	1,466,925.39
61,536.89	0.00	61,536.89
69,362.38	0.00	69,362.38
3,912.75	0.00	3,912.75
2,489.94	0.00	2,489.94
2,845.63	0.00	2,845.63
5,691.27	0.00	5,691.27
184,610.64	0.00	184,610.64
67,583.86	0.00	67,583.86
1,864,958.75	0.00	1,864,958.75
1,933,896.55	0.00	1,933,896.55
2,717.00	0.00	2,717.00
11,372.00	0.00	11,372.00
7,958.00	0.00	7,958.00
5,323.00	0.00	5,323.00
8,141.00	0.00	8,141.00
15.00	0.00	15.00
6,602.00	0.00	6,602.00
52,362.00	0.00	52,362.00
1,151,813.50	0.00	1,151,813.50
1,246,303.50	0.00	1,246,303.50
3,180,200.05	0.00	3,180,200.05
1,266,257.50	(190,574.33)	1,075,683.17
	(1,700.00) 70,637.80 68,937.80 1,466,925.39 61,536.89 69,362.38 3,912.75 2,489.94 2,845.63 5,691.27 184,610.64 67,583.86 1,864,958.75 1,933,896.55 2,717.00 11,372.00 7,958.00 5,323.00 8,141.00 15.00 6,602.00 52,362.00 1,151,813.50 1,246,303.50	Balance Changes (1,700.00) 0.00 70,637.80 0.00 68,937.80 0.00 1,466,925.39 0.00 69,362.38 0.00 3,912.75 0.00 2,489.94 0.00 2,845.63 0.00 5,691.27 0.00 184,610.64 0.00 67,583.86 0.00 1,864,958.75 0.00 2,717.00 0.00 11,372.00 0.00 5,323.00 0.00 8,141.00 0.00 15.00 0.00 6,602.00 0.00 52,362.00 0.00 1,151,813.50 0.00 1,246,303.50 0.00

Glenside Public Library District Special Reserve Fund Balance Sheet as of April 30, 2020

	Beginning Balance	M.T.D. Changes	Ending Balance
<u>Assets</u>			
Cash and Investments			
	780.72	11.64	792.36
Total Assets	780.72	11.64	792.36
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	195.72	11.64	207.36

Glenside Public Library District Working Cash Fund Balance Sheet as of April 30, 2020

	Beginning Balance	M.T.D. Changes	Ending Balance
<u>Assets</u>			
Cash & Investments			
	101,501.63	78.97	101,580.60
Total Assets	101,501.63	78.97	101,580.60
Liabilities and Fund Balance			
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	1,508.70	78.97	1,587.67

	Received this Month	Received this Year	Budgeted <u>Receipts</u>	Uncollected Receipts	Prct.
Library Fund					
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	1,519.82	6,146.45	0.00	(6,146.45)	0.00
Total Taxes	1,519.82	3,759,068.18	3,724,409.50	(34,658.68)	100.93
Interest					
10-42110 - Interest - US Bank - General Fund	0.06	7.23	0.00	(7.23)	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	17.70	315.33	0.00	(315.33)	0.00
10-42128 - Interest - ILL Funds - Comingled	1,886.16	44,717.90	15,000.00	(29,717.90)	298.12
10-42130 - Interest - Other	0.00	0.00	0.00	0.00	0.00
Total Interest	1,903.92	45,040.46	15,000.00	(30,040.46)	300.27
Other Revenue					
Impact Fees					
10-45410 - Impact Fees	0.00	0.00	0.00	0.00	0.00
Fines & Fees					
10-45001 - Fines	187.80	20,771.91	10,000.00	(10,771.91)	207.72
10-45003 - Photocopier Fees	0.00	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	187.80	23,567.31	11,500.00	(12,067.31)	204.93
Intergovernmental					
10-45510 - Per Capita Grant	0.00	45,323.75	45,323.75	0.00	100.00
10-45590 - Other Grants, Loans	6,400.23	14,939.02	0.00	(14,939.02)	0.00
Total Intergovernmental	6,400.23	60,262.77	45,323.75	(14,939.02)	132.96

	Received this Month	Received this Year	Budgeted Receipts	Budget Remaining	Prct. Received
Miscellaneous Other Revenue					
10-49050 - Gifts - Friends Of The Library	0.00	20.00	0.00	(20.00)	0.00
10-49090 - Miscellaneous Revenue	0.00	21,638.77	0.00	(21,638.77)	0.00
Total Miscellaneous	0.00	21,658.77	0.00	(21,658.77)	0.00
Total Other Revenue	6,588.03	105,488.85	56,823.75	(48,665.10)	185.64
Total Non-Tax Revenue	8,491.95	150,529.31	71,823.75	(78,705.56)	209.58
Total Library Fund	10,011.77	3,909,597.49	3,796,233.25	(113,364.24)	102.99
Special Reserve Fund Interest					
30-42132 - Interest - ILL Funds - Spec Reserve	11.64	207.36	0.00	(207.36)	0.00
Total Interest	11.64	207.36	0.00	(207.36)	0.00
Total Intersect	<u> </u>	201.00		(207.00)	
Total Non-Tax Revenue	11.64	207.36	0.00	(207.36)	0.00
Total Special Reserve Fund	11.64	207.36	0.00	(207.36)	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	78.10	1,391.19	0.00	(1,391.19)	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	0.87	196.48	0.00	(196.48)	0.00
Total Interest	78.97	1,587.67	0.00	(1,587.67)	0.00
Total Non-Tax Revenues	78.97	1,587.67	0.00	(1,587.67)	0.00
Total Working Cash Fund	78.97	1,587.67	0.00	(1,587.67)	0.00
Total Library District Revenue	10,102.38	3,911,392.52	3,796,233.25	(115,159.27)	103.03

	M.T.D Expended	Y.T.D Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
Library Fund						
Personnel						
<u>Salaries</u>						
10-54001 - Administrative	13,528.29	147,200.52	229,914.10	82,713.58	64.02	35.98
10-54002 - Department Heads	26,019.86	260,198.60	311,100.00	50,901.40	83.64	16.36
10-54013 - PS - Programming Librarians	38,935.78	390,397.83	467,306.50	76,908.67	83.54	16.46
10-54014 - PS - Public Services Librarians	13,348.43	129,867.65	152,871.22	23,003.57	84.95	15.05
10-54015 - PS - Computer Clerks	4,185.86	39,469.09	51,236.64	11,767.55	77.03	22.97
10-54017 - PS - Substitutes	0.00	1,674.25	5,000.00	3,325.75	33.49	66.52
10-54030 - Circ - Lead Clerks	11,747.01	121,224.73	141,448.13	20,223.40	85.70	14.30
10-54031 - Circ - Clerks	5,578.25	61,493.30	64,420.69	2,927.39	95.46	4.54
10-54032 - Circ - Pages	3,235.62	35,478.22	48,531.47	13,053.25	73.10	26.90
10-54041 - Support - Materials	5,008.95	46,275.92	57,191.16	10,915.24	80.91	19.09
10-54042 - Support - Digital	6,194.80	60,251.54	73,778.96	13,527.42	81.66	18.34
10-54043 - Support - Custodians	9,511.16	99,082.57	103,546.81	4,464.24	95.69	4.31
	137,294.01	1,392,614.22	1,706,345.68	313,731.46	81.61	18.39
Travel and Meetings						
10-54004 - Administration - Travel & Meetings	0.00	1,281.00	2,000.00	719.00	64.05	35.95
10-54018 - PS - Travel & Meetings	0.00	2,308.71	6,500.00	4,191.29	35.52	64.48
10-54034 - Circ - Travel & Meetings	(15.00)	49.72	2,000.00	1,950.28	2.49	97.51
10-54044 - Support - Travel & Meetings	0.00	0.00	250.00	250.00	0.00	100.00
	(15.00)	3,639.43	10,750.00	7,110.57	33.86	66.14
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	(1,276.64)	157,091.51	200,000.00	42,908.49	78.55	21.45
10-54008 - HRA Payments	667.35	9,643.94	36,000.00	26,356.06	26.79	73.21
10-54009 - Dental, Vision, Life Insurance Premiums	1,347.81	16,456.28	16,500.00	43.72	99.74	0.26
	738.52	183,848.73	255,500.00	71,651.27	71.96	28.04
5 10 55						
Reserved Staff Expenses			440.000.00			40.07
10-55001 - FICA Employer	10,236.19	103,568.14	119,000.00	15,431.86	87.03	12.97
10-55003 - IMRF - Employer	11,131.81	104,929.03	140,000.00	35,070.97	74.95	25.05
10-55005 - Unemployment Ins	1,109.56	2,907.41	3,000.00	92.59	96.91	3.09
10-55007 - Workers Comp Insurance	0.00	5,604.00	5,000.00	(604.00)	112.08	(12.08)
	22,477.56	217,008.58	267,000.00	49,991.42	81.28	18.72
Total Personnel	160,495.09	1,797,110.96	2,239,595.68	442,484.72	80.24	19.76

	M.T.D Expended	Y.T.D Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
<u>Programs & 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	855.36	22,710.17	12,000.00	(10,710.17)	189.25	(89.25)
	855.36	45,059.17	47,000.00	1,940.83	95.87	4.13
Public Programs & Outreach						
10-54101 - Administrative - Programs & Outreach	0.00	14,795.50	12,000.00	(2,795.50)	123.30	(23.30)
10-54110 - Adult Services - Programs & Outreach	375.00	10,450.12	16,000.00	5,549.88	65.31	34.69
10-54120 - Youth Services - Programs & Outreach	345.60	26,816.11	29,500.00	2,683.89	90.90	9.10
5	720.60	52,061.73	57,500.00	5,438.27	90.54	9.46
Library Materials - Print						
10-54111 - Materials AS Print NF	73.21	13,476.28	24,350.00	10,873.72	55.34	44.66
10-54112 - Materials AS Print F	0.00	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
10-54121 - Materials YS Print NF	0.00	21,683.26	32,000.00	10,316.74	67.76	32.24
10-54122 - Materials YS Print F	0.00	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	0.00	4,238.58	8,000.00	3,761.42	52.98	47.02
5	73.21	88,288.95	139,400.00	51,111.05	63.33	36.67
Library Materials - Audio/Video						
10-54114 - Adult Services - DVDs	127.76	16,563.41	24,000.00	7,436.59	69.01	30.99
10-54115 - Adult Services - CDs	0.00	1,360.19	2,000.00	639.81	68.01	31.99
10-54116 - Adult Services - Audio Books	0.00	2,890.00	7,000.00	4,110.00	41.29	58.71
10-54117 - Adult Services - Console Gaming	764.26	7,168.42	12,000.00	4,831.58	59.74	40.26
10-54124 - Youth Services - DVDs	65.90	2,231.23	3,000.00	768.77	74.37	25.63
10-54125 - Youth Services - Audio Books	0.00	557.89	750.00	192.11	74.39	25.61
10-54126 - Youth Services - Multimedia Learning	0.00	4,513.52	7,000.00	2,486.48	64.48	35.52
Materials 10-54127 - Youth Services - Console Gaming	547.79	7,099.39	12,000.00	4,900.61	59.16	40.84
10 01127 Todan och vides Gonsone Gamming	1,505.71	42,384.05	67,750.00	25,365.95	62.56	37.44
Library Makeriela Dinital						
Library Materials - Digital	0.00	25 022 55	24 500 00	(1 422 55)	1041/	(4.17)
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	2,268.14	45,325.69	46,200.00	874.31	98.11	1.89
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	236.24	7,012.72	5,720.00	(1,292.72)	122.60	(22.60)
	2,504.38	95,564.61	93,770.00	(1,794.61)	101.91	(1.91)
Per Capita Grant						
Total Programs & Materials	5,659.26	323,358.51	405,420.00	82,061.49	79.76	20.24

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	0.00	5,787.70	6,500.00	712.30	89.04	10.96
10-54211 - PS - Supplies	65.77	1,969.21	5,000.00	3,030.79	39.38	60.62
10-54231 - Circ - Supplies	2,151.95	6,708.88	10,000.00	3,291.12	67.09	32.91
10-54232 - Postage	0.00	4,273.04	4,500.00	226.96	94.96	5.04
	2,217.72	18,738.83	26,000.00	7,261.17	72.07	27.93
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	12,615.00	15,500.00	2,885.00	81.39	18.61
10-54204 - Payroll Services	644.45	6,999.03	7,500.00	500.97	93.32	6.68
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	278.63	3,274.80	4,000.00	725.20	81.87	18.13
10-55201 - Audit Services	0.00	9,940.00	10,000.00	60.00	99.40	0.60
	1,678.08	36,981.30	47,750.00	10,768.70	77.45	22.55
Taskasalama 0 Camarat						
Technology & Support	50/44	E0 EE0 0/	47,000,00	(/ 550.07)	44404	(4.4.07)
10-54241 - New/Replacement Equipment & Software	596.14	52,558.26	46,000.00	(6,558.26)	114.26	(14.26)
10-54242 - Equipment & Software Contracts	317.13	18,229.08	15,000.00	(3,229.08)	121.53	(21.53)
10-54243 - Toner Printer Maintenance	1,335.84	14,604.43	23,000.00	8,395.57	63.50	36.50
	2,249.11	85,391.77	84,000.00	(1,391.77)	101.66	(1.66)
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	2,293.16	28,277.42	35,000.00	6,722.58	80.79	19.21
10-54247 - RFID Hardware - Annual Maintenance Contract	0.00	0.00	10,000.00	10,000.00	0.00	100.00
	2,293.16	105,874.91	127,500.00	21,625.09	83.04	16.96
Total Operations	8,438.07	246,986.81	285,250.00	38,263.19	86.59	13.41

	M.T.D Expended	Y.T.D Expended	Budgeted Amount	Budgeted Remain.	Prct. Expend.	Prct. Remain.
Building & Maintenance						
Building Maintenance						
10-54341 - Custodial & Staff Supplies	232.17	12,980.36	20,000.00	7,019.64	64.90	35.10
10-54344 - Capital Improvements	14,195.00	40,701.25	72,500.00	31,798.75	56.14	43.86
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	1,127.00	6,313.00	9,200.00	2,887.00	68.62	31.38
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
	15,554.17	281,566.79	514,400.00	232,833.21	54.74	45.26
Duilding Maintenance (Decembed)						
<u>Building Maintenance (Reserved)</u> 10-58143 - Building /Equipment Repairs	2,149.35	23,492.41	55,000.00	31,507.59	42.71	57.29
10-58144 - Building/Equipment Maintenance	1,817.30	36,456.26	41,000.00	4,543.74	88.92	11.08
Contracts 10-58146 - Building/Equipment Alterations	0.00	38,932.20	35,000.00	(3,932.20)	111.23	(11.23)
10-30140 - Building/ Equipment Attenditions	3,966.65	98,880.87	131,000.00	32,119.13	75.48	24.52
	3,700.03	70,000.07	131,000.00	32,117.13	73.40	24.32
Utilities						
10-54301 - Electric	3,929.86	39,179.92	72,500.00	33,320.08	54.04	45.96
10-54302 - Natural Gas	1,260.89	11,790.66	23,000.00	11,209.34	51.26	48.74
10-54303 - Water	248.21	4,431.75	8,500.00	4,068.25	52.14	47.86
10-54304 - Garbage Removal	409.01	4,835.96	5,500.00	664.04	87.93	12.07
10-54305 - Phone Line	0.00	14,426.76	9,000.00	(5,426.76)	160.30	(60.30)
10-54306 - Internet Access	788.41	11,510.73	15,500.00	3,989.27	74.26	25.74
	6,636.38	86,175.78	134,000.00	47,824.22	64.31	35.69
Total Building & Maintenance	26,157.20	466,623.44	779,400.00	312,776.56	59.87	40.13
Other						
Miccelleneous Evnence						
Miscellaneous Expense	(142.52)	(1/5 40)	0.00	145 40	0.00	0.00
10-56020 - Friends Expenditures	(163.52) (163.52)	(165.40) (165.40)	0.00	165.40 165.40	0.00	0.00
	(103.52)	(100.40)	0.00	100.40	0.00	0.00
Total Other	(163.52)	(165.40)	0.00	165.40	0.00	0.00
Total Library Fund Expense	200,586.10	2,833,914.32	3,709,665.68	875,751.36	76.39	23.61

	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	200,586.10	2,833,914.32	3,709,665.68	875,751.36	76.39	23.61

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
4/15	3/31	69,273.01	4,359.61	2,924.79	5,165.89	12,450.29	5,165.99	0.00
4/30	4/15	68,021.00	4,228.70	2,865.21	5,070.22	12,164.13	5,070.20	11,131.81
						0.00		
						0.00		
						0.00		
To	otals	1,392,614.22	91,240.17	59,045.03	103,737.51	254,022.71	103,568.14	104,929.03

		Volu	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
4 2 3 3 3	040.0	• 40 40	• 000 00	0.00	0.00		
\$ 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
2,851.26	638.32	269.69	1,700.00	0.00	0.00	5,459.27	51,363.45
2,768.03	638.32	269.69	1,700.00	64.00	0.00	5,440.04	50,416.83
,			,			0.00	0.00
						0.00	0.00
						0.00	0.00
57,278.17	13,802.00	5,393.80	34,040.00	640.00	0.00	111,153.97	1,027,437.54

GLENSIDE PUBLIC LIBRARY DISTRICT

Property Tax Allocations Property Taxes 2018 Levy
For the Year Ended June 30, 2020

Library F.I.C.A. I.M.R.F. Unemployme Workers Con Liability Insu Audit Bond	-	2,961,483.71 124,232.95 140,031.36 7,899.20 5,026.77 5,744.88 11,489.75 372,698.85	78.6573% 3.2996% 3.7192% 0.2098% 0.1335% 0.1526% 0.3052% 9.8989%							
Building Mai	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
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 L	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 May 2020

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
ICMA-RC			05/15/20	37617	1,700.00
10-20080	Deferred Comp Whld Payable	ICMA-RC	1,700.00		
Amazon			05/21/20	37624	2,269.85
10-58143	Building/Equipment Repairs	PO34380-INV13J1-WL9W-J369	198.99		
10-58143	Building/Equipment Repairs	PO34421-INV1MX7-PCCQ-HHHJ	70.36		
10-58143	Building/Equipment Repairs	PO34421-INV1GH7-3KX3-F1FT	75.96		
10-54121	Materials YS Print N-F	PO34389-INV11JR-Y74T-1417	8.99		
10-54121	Materials YS Print N-F	PO34383-INV13DH-XY1X-3TPY	522.11		
10-54121	Materials YS Print N-F	PO34389-INV1Q49-YD9H-WRVM	68.05		
10-54121	Materials YS Print N-F	PO34431-INV1WL-R3PH-N6JD	300.95		
10-54122	Books YS Print F	PO34303-INV19LQ-XKCT-7YPN	17.99		
10-54124	YS - DVDs & Viewing Devices	PO34408-INV13V4-NCRT-4331	41.38		
10-54117	AS - Console Gaming	PO34294-INV1YHL-VVDP-G1GG	347.08		
10-54117	AS - Console Gaming	PO34294-INV14DT-HNMJ-NVKC	39.99		
10-54127	YS - Console Gaming	PO34418-INV1913-GPM7KR7V	578.00		
AT&T			05/21/20	37625	383.41
10-54306	Internet Access	PO34436-INVS668115115-20113	383.41		
Blue Cross-Blue Shield	of Illinois		05/21/20	37626	17,104.21
10-54007	Group Medical Insurance Premiums	Acct #489208-PO34458-INV03112020	17,104.21		
Call One			05/21/20	37627	1,043.90
10-54305	Phone Line	PO34452-INV238873	1,043.90		
IHLS-OCLC			05/21/20	37628	2,293.16
10-54246	Bibliographic Utilities - Annual Contract	PO34428-INV21070	2,293.16		
Integrated Control Tech	nnologies, LLC		05/21/20	37629	743.75
10-58144	Building/Equipment Maintenance Contracts	PO34438-INV19GLENS-12	743.75		
ISBS			05/21/20	37630	556.00
10-54243	Toner Printer Maintenance	PO34429- INV313409	556.00	37 333	
Jordan Bumber			05/21/20	37631	7.94
10-54120	YS - Programs & Outreach	P034400-INV04212020	7.94	3,031	
Lauterbach & Amen LLI			05/21/20	37632	755.00
10-54203	Accounting Services	PO34434-INV45263	755.00	37 33 =	
Library Furniture Intern	ational		05/21/20	37633	14,195.00
10-54344	Capital Improvements	PO344459-INV04212020	14,195.00		
New Readers Press			05/21/20	37634	54.25
10-54111	Materials AS Print N-F	PO34404-INV347723	54.25		
Nicor Gas			05/21/20	37635	1,260.89
10-54302	Natural Gas	PO34435-INV04242020	1,260.89		
Over Drive, Inc.			05/21/20	37636	2,504.38
10-54119	AS - Electronic Items	PO34289-INV01018DA20110050	65.00		
10-54119	AS - Electronic Items	PO34291-INV01018DA20100313	38.00		
10-54119	AS - Electronic Items	PO34291-INV01018DA20120446	102.50		
10-54119	AS - Electronic Items	PO34292-INV01018CO20098804	786.88		
10-54119	AS - Electronic Items	PO34292-INV01018DA20110051	91.98		
		18			

Glenside Public Library District Vendor Check Report

All Bank Accounts May 2020

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
10-54119	AS - Electronic Items	PO34311-INV01018CO20103341	58.89		
10-54119	AS - Electronic Items	PO34394-INV01018CO20117351	766.35		
10-54119	AS - Electronic Items	PO34397-INV01018CO20115076	213.06		
10-54119	AS - Electronic Items	PO34442-INV01018CO20135700	137.50		
10-54119	AS - Electronic Items	PO34311-INV01018DA20114019	4.99		
10-54119	AS - Electronic Items	PO34311-INV01018DA20124772	2.99		
10-54129	YS - Electronic Items	PO34398-INV01018CO20128574	236.24		
Republic Services, Inc.			05/21/20	37637	409.01
10-54304	Garbage Removal	PO34427-INV0551-014822750	409.01		
Sebert Landscaping			05/21/20	37638	1,127.00
10-54347	Landscaping Service Contract	PO34455-INV200942	1,127.00		
Staples Business Credit			05/21/20	37639	144.48
10-54341	Custodial & Staff Supplies	PO34257-INV1628849021	144.48		
Technology Manageme	nt Revolvina Fund		05/21/20	37640	405.00
10-54306	Internet Access	PO34437-INVT2023326	405.00		
Temperature Mechanica	al Corp		05/21/20	37641	2,050.30
10-58143	Building/Equipment Repairs	PO34447-INVCOMMERCIAL-28092	189.00		
10-58143	Building/Equipment Repairs	PO34423-INVCOMMERCIAL-28040	294.00		
10-58144	Building/Equipment Maintenance Contracts	PO34445-INVCOMMERCIAL-27007	783.65		
10-58144	Building/Equipment Maintenance Contracts	PO34446-INVCOMMERCIAL-28085	783.65		
Today's Business Soluti	ons		05/21/20	37642	2,764.10
10-54231	Circ - Supplies	PO34422-INV042020-4	1,984.26		
10-54243	Toner Printer Maintenance	PO34456-INV04270-55	779.84		
ICMA-RC			05/29/20	37643	1,700.00
10-20080	Deferred Comp Whld Payable	ICMA-RC	1,700.00		
			Check	List Total	53,471.63

Check count = 21

Glenside Public Library District Check List

All Bank Accounts May 1, 2020 - May 31, 2020

Check Number	Check Date	Payee		Amount
endor Checks				
37617	05/15/20	ICMA-RC		1,700.00
37624	05/21/20	Amazon		2,269.85
37625	05/21/20	AT&T		383.41
37626	05/21/20	Blue Cross-Blue Shield of Illinois		17,104.21
37627	05/21/20	Call One		1,043.90
37628	05/21/20	IHLS-OCLC		2,293.16
37629	05/21/20	Integrated Control Technologies, LLC		743.75
37630	05/21/20	ISBS		556.00
37631	05/21/20	Jordan Bumber		7.94
37632	05/21/20	Lauterbach & Amen LLP		755.00
37633	05/21/20	Library Furniture International		14,195.00
37634	05/21/20	New Readers Press		54.25
37635	05/21/20	Nicor Gas		1,260.89
37636	05/21/20	Over Drive, Inc.		2,504.38
37637	05/21/20	Republic Services, Inc.		409.01
37638	05/21/20	Sebert Landscaping		1,127.00
37639	05/21/20	Staples Business Credit		144.48
37640	05/21/20	Technology Management Revolving Fund		405.00
37641	05/21/20	Temperature Mechanical Corp		2,050.30
37642	05/21/20	Today's Business Solutions		2,764.10
37643	05/29/20	ICMA-RC		1,700.00
			Vendor Check Total	53,471.63
			Check List Total	53,471.63

Check count = 21

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 37056	07/18/19 07/18/19	Temperature Mechanical Corp UniFirst	1,827.09 105.15
37056 37057	07/18/19	US Bank	350.00
37060	07/18/19	Findaway World, LLC	999.77
37061	07/18/19	ICIRR	700.00
37062	07/18/19	Immigrant Solidarity DuPage	100.00
37062	07/18/19	Integrated Control Technologies, LLC	1,487.50
37064	07/18/19	Klein, Thorpe and Jenkins	129.00
37065	07/18/19	Royal Fence	2,350.00
37066	07/18/19	Call One	504.06
37067	07/18/19	Demco Inc.	219.96
37067	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	07/18/19	Illinois Charitable Bureau	100.00
37073	07/24/19	ICMA-RC	2,000.00
37000	57701717		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	08/22/19	Family Health & Safety Fair	1,500.00
37090	08/22/19	Findaway World, LLC	279.96
37091	08/22/19	Fox Valley Fire & Safety	1,547.15
37092	08/22/19	Hanover Insurance Group	4,380.00
37093	08/22/19	Healthcare Service Corporation	17,564.50
37094	08/22/19	IHLS-OCLC	2,293.16
37095	08/22/19	IHLS-OCLC	2,293.14
37096	08/22/19	Illinois Library Association	300.00
37097	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
37122	08/22/19	Republic Services, Inc.	497.05
37123	08/22/19	Sebert Landscaping	1,440.00
37124	08/22/19	Smarty Pants	499.00
37125	08/22/19	Sonitrol Chicagoland West, Inc	1,254.00
37126	08/22/19	Stefanie Bundalo	350.00
37127	08/22/19	SWAN	141.98
37128	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
27121	00/22/10	Tadayda Dysinaaa Calutiana	2 224 74
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 37137	08/22/19	Vanessa MacKay	60.00
	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 37143	08/22/19 08/22/19	Principal Life Insurance Company Salem Press	1,830.54 463.32
37144 CC	08/22/19 08/22/19	World Book Inc. Chase Card	1,134.44 4,990.81
37135	08/30/19	ICMA-RC	1,600.00
37135 37145	08/30/19		8.95
7887	08/31/19	Unique Management Services Inc. Jon Schutt	(16.64)
7891	08/31/19	Ryan Dreier	(28.32)
37042	08/31/19	iRentProjectors	(1,298.00)
37113	08/31/19	Muellermist Irrigation Co	(1,273.00)
37116	09/12/19	Glendale Heights Chamber of Commerce	25.00
37136	09/13/19	ICMA-RC	1,700.00
37197	09/16/19	Amazon	4,106.24
37198	09/16/19	IHLS-OCLC	2,293.16
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 37168	09/19/19 09/19/19	Jon Schutt Kiwanis Club of Glendale Heights	10.79 125.00
37169	09/19/19	S .	1,762.69
37170	09/19/19	Midwest Tape Muellermist Irrigation Co	310.03
37170	09/19/19	Multicultural Books and Video	99.30
37172	09/19/19	NCPERS Group Life Ins.	64.00
37172	09/19/19	Nicor Gas	325.74
37174	09/19/19	Over Drive, Inc.	174.98
37175	09/19/19	Paranormal Moms Society, Christie Chaidez	50.00
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
27170	00/10/10	Devolute Complete Inc.	500.75
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 37183	09/19/19	Technology Management Revolving Fund	405.00
	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 09/19/19	Vogue Printers	5,588.00
37190 37191	09/19/19	Baker&Taylor Inc.	1,311.84 9.59
		Batavia Public Library	
37192 37193	09/19/19 09/19/19	Jill Martorano Johnson Controls Security Solutions	100.00 179.53
371 7 3 37194	09/19/19	Mariachi Perla De Mexico	600.00
37194 37195	09/19/19		1,254.00
37196	09/19/19	Sonitrol Chicagoland West, Inc Unique Management Services Inc.	1,254.00 8.95
37170	09/19/19	Healthcare Service Corporation	14,457.00
37202	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	10/17/19	AT&T	384.22
37211	10/17/19	Baker&Taylor Inc.	10,323.42
37212	10/17/19	Bruce Blake	197.20
37213	10/17/19	Catalina Maria Johnson	322.00
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 37228	10/17/19	Jacquie Hyde-Young Jon Schutt	19.72 43.28
37228 37229	10/17/19 10/17/19	Kate Klise	
37230	10/17/19	Lauterbach & Amen LLP	2,519.60 1,465.00
37231	10/17/19	Lillian Suarez	325.00
37232	10/17/19	Midwest Tape	1,565.59
37232	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
27020	10/17/10	Ovill Commonsting	257.00
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	10/17/19	LIMRICC	591.23
37258	10/17/19	Ollis Book Corp	961.92
37259	10/17/19	Suburban Elevator Co.	506.94
37260	10/17/19	Today's Business Solutions	1,035.36
37261 37262	10/17/19	Amazon	5,329.00
	10/17/19	Bruce Blake	88.98
37263 37264	10/17/19 10/17/19	Cupcake's Family Fun time Entertainment Monica Garcia	50.00 500.00
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
37208 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	10/31/17	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	4,142.26
37285	11/21/19	EBSCO Information Services	2,602.00
37286	11/21/19	EBSCO Information Services	6,351.23
37287	11/21/19	Envisionware, Inc.	6,325.67
37288	11/21/19	Findaway World, LLC	114.98
37289	11/21/19	Gary Goldman	710.00
37290	11/21/19	Healthcare Service Corporation	17,886.92
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
27205	11/21/10	International Esternizator Inc	2/0.00
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	11/21/19	Jill Martorano	11.17
37299	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	11/21/19	Midwest Tape Multipultural Books and Video	2,268.45
37304 37305	11/21/19 11/21/19	Multicultural Books and Video NCPERS Group Life Ins.	99.30 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
37308 37309	11/21/19	Paddock Publications	1,345.79
37310	11/21/19	Quill Corporation	798.49
37310	11/21/19	Republic Services, Inc.	344.54
37311	11/21/19	Ryan Dreier	69.83
37312	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 37339	12/13/19	ICMA-RC AT&T	1,700.00 383.61
37339	12/19/19 12/19/19		6,388.94
37341	12/19/19	Baker&Taylor Inc. BKD	4,110.00
37341	12/19/19	Brittni Thorne	250.00
37342	12/19/19	Cher Moore	150.00
37344	12/19/19	Chicago Global Shapers	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
		,	

Check Number	Check Date	Payee	Amount
27250	12/10/10	Cola/Congonal coming	1 222 01
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
37365	12/19/19	Over Drive, Inc.	425.66
37366	12/19/19	Pitney Bowes	1,000.00
37367	12/19/19	Pitney Bowes	185.91
37368	12/19/19	Princess Party Chicago, Inc.	310.00
37369	12/19/19	ProQuest	1,857.11
37370	12/19/19	Quill Corporation	173.76
37371	12/19/19	Republic Services, Inc.	345.39
37372	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
		3 63 63	
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	12/19/19	Baker&Taylor Inc.	6,389.24
37401	12/19/19	Blue Cross-Blue Shield of Illinois	17,104.21
CC	12/19/19	Chase Card	3,779.35
37380	12/30/19	ICMA-RC	1,700.00
37133	12/31/19	Unique Books Inc	(8.95)
37194	12/31/19	Mariachi Perla De Mexico	(600.00)
37248	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
27.402	01/1//20	Alexalista Calarea	400.00
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	Cher Moore	150.00
37409	01/16/20	Cherise Slattery	375.00
37410	01/16/20 01/16/20	Comcast Cable	369.29
37411 37412	01/16/20	Dave Jansen Diane Norris	50.08 51.33
37412 37413	01/16/20		324.96
37413 37414	01/16/20	Findaway World, LLC Integrated Control Technologies, LLC	743.75
37414	01/16/20	ISBS	2,178.76
37415 37416	01/16/20	Lauterbach & Amen LLP	755.00
37410 37417	01/16/20	Midwest Tape	2,560.18
37417	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	01/16/20	Call One	862.18
37438	01/16/20	LIMRICC	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 27451	02/20/20	Baker&Taylor Inc.	116.60
37451 37452	02/20/20 02/20/20	Baker&Taylor Inc. Batavia Public Library	7,440.99 4.79
37452 37453	02/20/20	Binny's Beverage Depot	300.00
37453 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
			=:176

Check Number	Check Date	Payee	Amount
27.450	02/20/20	Domain Farance Comban	4.122.74
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	Midwest Tape	2,152.07
37480	02/20/20	Mitsubishi Electric Inc.	3,995.00
37480	02/20/20	Mitsubishi Electric Inc.	(3,995.00)
37481	02/20/20	NCPERS Group Life Ins.	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	02/20/20	Jill Martorano	22.77
37511	02/20/20	Tumbleweed Press, Inc	1,258.20
37514	02/20/20	Vogue Printers	5,908.00
CC	02/20/20	Chase Card	9,829.63
37512	02/28/20	ICMA-RC	1,700.00

Check Number	Check Date	Payee	Amount
27244	02/01/20	Ohisa na Olahai Ohanana	(200.00)
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	DuPage County Clerk	10.00
37523	03/19/20	Dynegy Energy Services	3,789.93
37524	03/19/20	EBSCO Information Services	4,575.00
37525	03/19/20	For the Love of Tidy	500.00
37525	03/19/20	For the Love of Tidy	(500.00)
37526	03/19/20	Fox Valley Fire & Safety	575.00
37527	03/19/20	Friends of the Library	204.00
37528	03/19/20	Gale/Cengage Learning	91.76
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 37532	03/19/20 03/19/20	IHLS-OCLC	2,293.16
		Immigrant Solidarity DuPage	1,600.00
37533 37534	03/19/20 03/19/20	Integrated Control Technologies, LLC ISBS	1,487.50 718.35
37535	03/19/20	Jill Martorano	99.32
37536	03/19/20		330.00
37537	03/19/20	Klein, Thorpe and Jenkins 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	Rich Lindberg	(140.00)
37550	03/19/20	Sebert Landscaping	2,467.00
37551	03/19/20	Shine-Brite	3,795.00
37552	03/19/20	Sonitrol Chicagoland West, Inc	1,254.00
37553	03/19/20	Staples Business Credit	130.77
37554	03/19/20	Stephanie Frantz	125.00
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

Check Number	Check Date	Payee	Amount
275/2	02/10/20	Albertanes / Coference	100.70
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 37572	03/19/20 03/19/20	Quill Corporation	205.93 649.00
		Hargrave Builders, Inc.	
37560 37561	03/31/20 04/15/20	ICMA-RC ICMA-RC	1,700.00 1,700.00
37577	04/13/20		48.42
37578	04/23/20	Albertsons / Safeway 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 04/23/20	Amazon	2,282.93
37612 37613	04/23/20	Chef Cherise LLC Jordan Bumber	375.00 10.07
37614	04/23/20	LIMRICC	1,109.56
37615	04/23/20	Principal Life Insurance Company	1,887.19
37618	04/23/20	All American Exterior	484.00
37619	04/23/20	Dynegy Energy Services	3,929.86
37620	04/23/20	Hartwig Plumbing & Heating, Inc.	467.50
37621	04/23/20	Manhard Consulting	714.85
37622	04/23/20	NCPERS Group Life Ins.	64.00
37623	04/23/20	Sebert Landscaping	1,127.00
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Glenside Public Library District Vendor History Report All Bank Accounts

All Bank Accounts

July 1, 2019 - June 30, 2020

Check Number	Check Date	Payee		Amount
CC	04/24/20	Chase Card		2,142.32
37616	04/24/20	ICMA-RC		1,700.00
37617	05/15/20	ICMA-RC		·
				1,700.00
37624	05/21/20	Amazon		2,269.85
37625	05/21/20	AT&T		383.41
37626	05/21/20	Blue Cross-Blue Shield of Illinois		17,104.21
37627	05/21/20	Call One		1,043.90
37628	05/21/20	IHLS-OCLC		2,293.16
37629	05/21/20	Integrated Control Technologies, LLC		743.75
37630	05/21/20	ISBS		556.00
37631	05/21/20	Jordan Bumber		7.94
37632	05/21/20	Lauterbach & Amen LLP		755.00
37633	05/21/20	Library Furniture International		14,195.00
37634	05/21/20	New Readers Press		54.25
37635	05/21/20	Nicor Gas		1,260.89
37636	05/21/20	Over Drive, Inc.		2,504.38
37637	05/21/20	Republic Services, Inc.		409.01
37638	05/21/20	Sebert Landscaping		1,127.00
37639	05/21/20	Staples Business Credit		144.48
37640	05/21/20	Technology Management Revolving Fund		405.00
37641	05/21/20	Temperature Mechanical Corp		2,050.30
37642	05/21/20	Today's Business Solutions		2,764.10
37643	05/29/20	ICMA-RC		1,700.00
37644	06/15/20	ICMA-RC		1,700.00
			Vendor Check Total	1,139,371.65
			Check List Total	1,139,371.65

Attachment #4 to Board Meeting Agenda: May 21, 2020

Librarian's Report

April 2020

GLENSIDE PUBLIC LIBRARY DISTRICT

LIBRARIAN'S REPORT April 2020

News:

Library remained closed to physical services due to the COVID-19 pandemic

Summer Newsletter cancelled and will be replaced with a series of mailers to advertise Library reopening.

New Beginning Reader Shelving units have been ordered.

Staff and Vendor Meetings:

Date	Event	Staff	Location
1-Apr	Village of Glendale Heights Crisis Team Meeting	ТВ	Zoom
3-Apr	Local Library Directors Meeting	ТВ	Zoom
9-Apr	Beanstack Digital Summer Reading Program Platform	JS, JM	Phone Conference
14-Apr	Circulation : Notaries	JH, JP and Leads	Google Meetup
15-Apr	SWAN Coordinating Meeting	TB, IP	GoToMeeting
16-Apr	Circulation: Circulation Clerks	JH, AS, CS, VH	Google Meetup
23-Apr	Circulation : All	JH, AS and 10 staff	Google Meetup
23-Apr	Circulation : All	JH, AS, TB and 6 staff	Google Meetup
29-Apr	Circulation: Patron Safety Meeting	JH, AS, LJ, NA, SM, CH	Google Meetup
29-Apr	SWAN Coordinating Meeting	TB, IP	GoToMeeting
April	Weekly Virtual Youth Service Librarian Meetings (4)	Public Service Staff	Zoom
April	Weekly Virtual Adult Service Librarian Meetings (4)	Public Service Staff	Zoom
April	Circulations One on Ones with Jane	All staff	Google Meetup
April	Weekly Census 2020 Grant Teleconferences (3)	ТВ	Zoom

Outreach Meetings:

Date	Event	Staff	Location
23-Apr	Glendale Heights Kiwanis Meeting	RD	Zoom

Professional Development:

Date	Event	Staff	Location
21-Apr	Laconi - Circulation reopening	JH	Digital
28-Apr	Laconi - Circulation reopening	JH	Digital
16-Apr	CCS Manger Meeting	JH, AS, LJ	Online
16-Apr	Rails Member Update	JH, SM, TB	Online

Online Remote Training Topics	# of Staff who participated
COVID-19 Related	31
Circulation Topics	18
Management / Supervision	9
ILL workflow analysis	3
Reference / General Topics	20
Customer Service	97
Reader's Advisory	12
Collection Development	6
Technnology	24
Programming	3

Programming

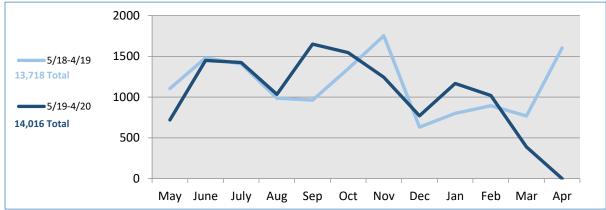
Apr 2020

In-House Events	Apr	Apr	%
in-nouse Events	2019	2020	Change
Total Events	85		-100%
Total Participants	1604		-100%
Preschool Events (Pre-K)	23		-100%
Participants	374		-100%
Family Events	7		-100%
Participants	689	Library	-100%
Youth Events (1 st -6 th)	9	Closed	-100%
Participants	110		-100%
Young Adults (7-12 th)	8		-100%
Participants	76		-100%
Adult Events	38		-100%
Participants	355		-100%

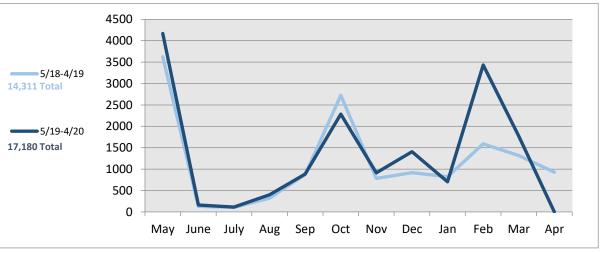
Outreach Events	Apr 2019	Apr 2020	% Change
Total Events	55		#VALUE!
Total Participants	930	1	-100%
Preschool Events (Pre-K)	39		-100%
Participants	720		-100%
Family Events	1	See Digital Events	0%
Participants	1		0%
Youth Events (1 st -5 th)	1		-100%
Participants	10	Attachment	100%
Young Adults (6-8 th)	4	Attachment	-100%
Participants	51		-100%
High School (9-12 th)	0		0%
Participants	0		0%
Adult/Teacher Events	10		-100%
Participants	148		-100%

Outreach Services	Apr 2019	Apr 2020	% Change
Homebound Deliveries	3	0	-100%
Book Bag Deliveries	18	0	-100%
Book Bag Requests	28	0	-100%





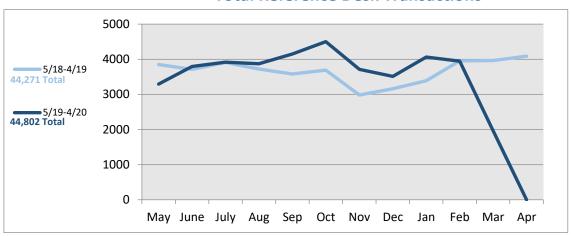
Total Outreach Program Attendance (Year-to-Year Comparison)



Patron Services	Apr	Apr	% Change
ration services	2019	2020	70 Change
Ref. Interactions	6008	Library	#VALUE!
Adult Reference	1990		-100%
6th-12th Reference	1164		-100%
< 5th Reference	826		-100%
Directional	3785	Closed	-100%
Contact/Behavior	2372		-100%
Computer Help	1413		-100%
IM Reference	89	60	-33%
EMail Reference	28	12	0%
One-on-One Librarian Sessions	52	35	-33%
1-on-1 ELL	32	22	-31%
1-on-1 Citizenship	n/a	0	100%
Other	20	7	-65%
Notary Public	145	0	-100%
Passports	101	0	-100%
Passport Photos Only	66	0	-100%
Exam Proctoring	0	0	100%
Facility Has	Apr	Apr	0/ Chauses
Facility Use	Apr 2019	Apr 2020	% Change
Facility Use Computer Use (hours)		_	% Change
	2019	_	
Computer Use (hours)	2019 4306	_	#VALUE!
Computer Use (hours) AS Computers	2019 4306 2090	_	#VALUE! -100%
Computer Use (hours) AS Computers YA Computers	2019 4306 2090 762	_	#VALUE! -100% -100%
Computer Use (hours) AS Computers YA Computers YS Computers	2019 4306 2090 762 1259	2020	#VALUE! -100% -100%
Computer Use (hours) AS Computers YA Computers YS Computers Express Computers	2019 4306 2090 762 1259 195	2020 Library	#VALUE! -100% -100% -100% -100%
Computer Use (hours) AS Computers YA Computers YS Computers Express Computers Study Room Use (hours)	2019 4306 2090 762 1259 195 649.25	2020 Library	#VALUE! -100% -100% -100% -100% -100%
Computer Use (hours) AS Computers YA Computers YS Computers Express Computers Study Room Use (hours) Public Meetings (sessions)	2019 4306 2090 762 1259 195 649.25	2020 Library	#VALUE! -100% -100% -100% -100% -100% -100%
Computer Use (hours) AS Computers YA Computers YS Computers Express Computers Study Room Use (hours) Public Meetings (sessions) Public Fax	2019 4306 2090 762 1259 195 649.25 31 404	2020 Library	#VALUE! -100% -100% -100% -100% -100% -100% -100%
Computer Use (hours) AS Computers YA Computers YS Computers Express Computers Study Room Use (hours) Public Meetings (sessions) Public Fax Door Count Service/Volunteer hours	2019 4306 2090 762 1259 195 649.25 31 404 23944	2020 Library	#VALUE! -100% -100% -100% -100% -100% -100% -100% -100% -100%
Computer Use (hours) AS Computers YA Computers YS Computers Express Computers Study Room Use (hours) Public Meetings (sessions) Public Fax Door Count	2019 4306 2090 762 1259 195 649.25 31 404 23944 16.75	2020 Library Closed	#VALUE! -100% -100% -100% -100% -100% -100% -100% -100%
Computer Use (hours) AS Computers YA Computers YS Computers Express Computers Study Room Use (hours) Public Meetings (sessions) Public Fax Door Count Service/Volunteer hours	2019 4306 2090 762 1259 195 649.25 31 404 23944 16.75	Library Closed	#VALUE! -100% -100% -100% -100% -100% -100% -100% -100% -100%
Computer Use (hours) AS Computers YA Computers YS Computers Express Computers Study Room Use (hours) Public Meetings (sessions) Public Fax Door Count Service/Volunteer hours Electronic Use Website Visits Evanced (online calendar)	2019 4306 2090 762 1259 195 649.25 31 404 23944 16.75 Apr 2019	Library Closed Apr 2020	#VALUE! -100% -100% -100% -100% -100% -100% -100% -100% -100% -100%
Computer Use (hours) AS Computers YA Computers YS Computers Express Computers Study Room Use (hours) Public Meetings (sessions) Public Fax Door Count Service/Volunteer hours Electronic Use Website Visits Evanced (online calendar) Repeat Visitors	2019 4306 2090 762 1259 195 649.25 31 404 23944 16.75 Apr 2019 6008 1,990 1164	2020 Library Closed Apr 2020 5972 271 120	#VALUE! -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100%
Computer Use (hours) AS Computers YA Computers YS Computers Express Computers Study Room Use (hours) Public Meetings (sessions) Public Fax Door Count Service/Volunteer hours Electronic Use Website Visits Evanced (online calendar) Repeat Visitors Unique Visitors	2019 4306 2090 762 1259 195 649.25 31 404 16.75 Apr 2019 6008 1,990 1164 826	2020 Library Closed Apr 2020 5972 271 120 151	#VALUE! -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100%
Computer Use (hours) AS Computers YA Computers YS Computers Express Computers Study Room Use (hours) Public Meetings (sessions) Public Fax Door Count Service/Volunteer hours Electronic Use Website Visits Evanced (online calendar) Repeat Visitors Unique Visitors Encore (catalog)	2019 4306 2090 762 1259 195 649.25 31 404 16.75 Apr 2019 6008 1,990 1164 826 3,785	2020 Library Closed Apr 2020 5972 271 120 151 778	#VALUE! -100% -100
Computer Use (hours) AS Computers YA Computers YS Computers Express Computers Study Room Use (hours) Public Meetings (sessions) Public Fax Door Count Service/Volunteer hours Electronic Use Website Visits Evanced (online calendar) Repeat Visitors Unique Visitors	2019 4306 2090 762 1259 195 649.25 31 404 16.75 Apr 2019 6008 1,990 1164 826	2020 Library Closed Apr 2020 5972 271 120 151	#VALUE! -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100% -100%

Services

Total Reference Desk Transactions



Total Public Computer Use (Hours)



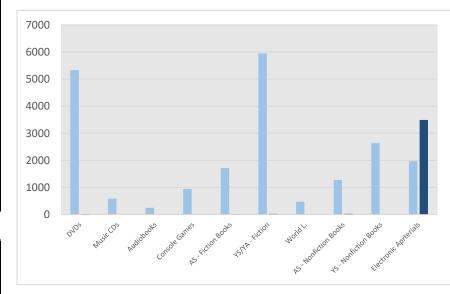
Materials Use

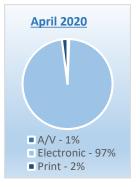
Apr 2020

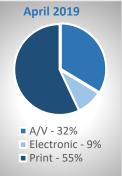
Total Checkouts (Year-to-Year Comparison)

	30000
5/18-4/19	25000
270,275 Total 5/19-4/20	20000
246,148 Total	15000
	10000
	May June July Aug Sep Oct Nov Dec Jan Feb Mar Apr

Checkouts by Format (Apr 2019 vs. Apr 2020)







Circulation	2019	2020	% Change
Total Checkouts	21964	3571	-84%
DVDs	5332	19	-100%
AS DVDs	2366	16	-99%
AS New DVD	1770	2	-100%
YS DVDs	1196	1	-100%
Music CDs	587	0	-100%
Audiobooks	249	1	-100%
AS Audiobooks	213	1	-100%
YA Audiobooks	2	0	-100%
YS Audiobooks	34	0	-100%
Console Games	949	2	-100%
AS Console Games	404	1	-100%
YS Console Games	545	1	-100%
Fiction	7664	41	-99%
AS Fiction	885	12	-99%
AS New	662	2	-100%
YA Fiction	532	2	-100%
AS Aprgazines	66	0	-100%
AS Graphic novel	103	0	-100%
YA Graphic novel	476	0	-100%
YS Graphic novel	580	0	-100%
YS Chapter Books	1067	1	-100%
YS Picture Books	2185	24	-99%
YS Beginning Readers	1108	0	-100%
World Languages	478	0	-100%
AS Literacy/W.L	162	0	-100%
YS World Languages	316	0	-100%
Nonfiction Books	3917	31	-99%
AS Nonfiction/Bio/Pop	1280	26	-98%
YS Nonfiction/Bio	2637	5	-100%
Electronic Materials	1968	3493	77%
eBooks/Aprgazines	975	2075	113%
e Audio-Visual	993	1418	43%

Apr

Circulation

Apr

Inter-Library	Apr 2019	Apr 2020	% Change
Items sent out	101	0	-100%
-unable to supply	102	0	-100%
Requests by GPLD Patrons	183	0	-100%
Items received by GPLD	181	0	-100%

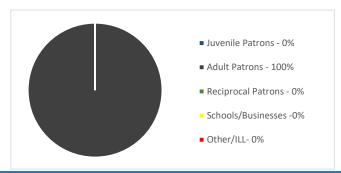
Patron Activity

Apr 2020

Check-out Activity by Type of Borrower*

	Apr 2019	Apr 2020	% Change
Total*	19996	78	-100%
Juvenile Patrons	3858	0	-100%
Adult Patrons	12447	78	-99%
Reciprocal Patrons	1369	0	-100%
Schools/Business	2096	0	-100%
Other/ILL	226	0	-100%

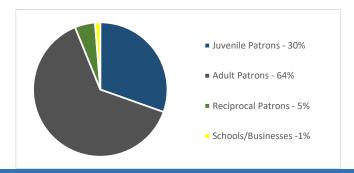
^{*}does not include electronic checkouts



Active Library Cards by Type of Borrower

	Apr	Apr	a. a.
	2019	2020	% Change
Active Cards	12578	12644	1%
Juvenile Cards	3803	3847	1%
Adult Cards	8089	8022	-1%
Reciprocal Cards	546	615	13%
School/Business Cards	140	160	14%
Cards Added (Monthly)	181	330	82%

^{*}Cards added were digital access cards, not represented in active totals



Marketing

April Marketing Highlights

Added Virtual Programs to website & Evanced Added Virtual Library Card on homepage "What's Happening" section Added Stay-at-Home Activities for your Little Ones Added Wonder Readalikes blog post

Email Marketing:

② 04/06 Your Library Online: 2,627 Unique opens, 4,979 total opens to date ② 04/13 Your Library Online: 2,725 Unique opens, 4,841 total opens to date ② 04/20 Your Library Online: 1,708 Unique opens, 2,847 total opens to date ③ 04/27 Your Library Online: 2,061 Unique opens, 3,266 total opens to date

☑ Facebook Ads:

2 \$28.56 - 5th Annual STEAM Fest - 4,838 impressions

2 \$15.00 - Virtual Library Card - 2,567 impressions

2 \$10.00 - 1st Online Storytime - 2,194 impressions

2 \$1,000 - Census 2020 Campaign - 186,364 impressions

Page Followers ▲ 170%

Page Summary Last 28 days \$ Export Data & Results from Apr 14, 2020 - May 11, 2020 Note: Does not include today's data. Insights activity is reported in the Pacific time zone. Ads activity is reported in the Organic Paid time zone of your ad account. **Actions on Page** i**Page Views** i**Page Previews** iApril 14 - May 11 April 14 - May 11 April 14 - May 11 695 Total Page Views ▲ 71% Page Previews ▲ 57% We have insufficient data to show for the selected time period. i**Post Reach** Page Likes i**Story Reach** i April 14 - May 11 April 14 - May 11 April 14 - May 11 **Get Story Insights** 15,332 44 See stats on how your Page's recent Page Likes ▲ 175% People Reached ▼4% stories have performed. Learn More (i)iiRecommendations **Post Engagement** Videos April 14 - May 11 April 14 - May 11 April 14 - May 11 17,315 3,711 3-Second Video Views ▼ 28% Post Engagement ▲ 31% We have insufficient data to show for the selected time period. **Page Followers** i **Orders** iApril 14 - May 11 April 14 - May 11 54

Number of Orders ▲ 0%

Earnings from Orders ▲ 0%



Performance > METRICS FOR ALL YOUR VIDEOS FROM 4/14 - 5/11 COMPARED TO THE PREVIOUS 28 DAYS

6.8K

Minutes Viewed

▲ 13.2% from previous 28 days

17.3K

3-Second Video Views

▼ 28.7% from previous 28 days

Apr 14, 2020 - May 11, 2020

6,819 Minutes Viewed

6,023 Previous Period



Top Videos > HIGHEST PERFORMING VIDEOS BY MINUTES VIEWED FROM 4/14 - 5/11

Video	Published	Minutes	3s Video Views
Online Storytime: Creepy Pair of Underwear	• 04/21/20 8:00 AM	380	199
Surprise Storytime: Earth Day!	• 04/22/20 1:00 PM	343	245
Foodie Kids @ Home: Caprese Pasta Salad	• 05/06/20 2:00 PM	336	723
Online Storytime: Knuffle Bunny	• 04/15/20 8:00 AM	323	185

6:12	Online Storytime: The Cool Bean	• 04/16/20 8:00 AM	317	474
14:24	Online Storytime: Eat Your Peas	• 04/14/20 8:00 AM	297	208
O1:02:04	All by My Shelf - What is Love: Asexual and Aromantic Representation in YA	• 04/23/20 2:00 PM	183	281
Sing Sophich	Online Storytime: Sing, Sophie!	• 04/27/20 9:00 AM	140	126
16:02	Stories that Move You: On Our Way Home	• 04/28/20 8:00 AM	136	101
4:24	Online Storytime: Love	• 04/22/20 8:01 AM	128	311
10:14	Online Storytime: Quick, Slow, Mango!	• 04/23/20 8:00 AM	125	202
19:27	Stories that Move You: Runaway Bunny	• 05/04/20 9:00 AM	123	82
COVID-19 QAA 54:18	In Case You Missed It: COVID-19 Q&A	• 04/23/20 8:30 AM	98	139
(RISPIES) 2020 os at Homeras Sugar Bomb Krispies Ca	Foodie Kids @ Home: The Sugar Bomb Krispies Cake	• 04/22/20 2:00 PM	91	161
1:58	Online Sing-Along: London Bridge is Falling Down	• 04/20/20 8:00 AM	89	181

	Online Sing-Along: Row, Row, Row, Your Boat ▲	• 04/27/20 8:00 AM	76	216
4:07	Online Storytime: Bee 🦃	• 04/30/20 8:00 AM	76	136
13.51	Online Storytime: Going to the Zoo 💿 🜊	• 05/06/20 8:00 AM	73	65
4:34	Online Storytime: What If	• 05/05/20 8:00 AM	67	83
toady	Mother's Day Storytime: Teeny Tiny Toady	• 05/10/20 8:00 AM	67	65
	Online Storytime: The Wheels on the Bus	• 04/13/20 8:00 AM	66	150
3:13	Poetry Cafe: Don't Quit	• 04/10/20 8:00 AM	64	107
16:40	Online Storytime: Red Knit	• 04/07/20 8:00 AM	60	23
2:37	Brain Break!: Yoga Stretches	• 04/29/20 12:01 PM	59	122
6:55	Online Storytime: Gaston 🙆	• 05/07/20 8:00 AM	58	70
	Foodie Kids @ Home: The Dragon Berry Smoothie	• 04/29/20 2:00 PM	49	127

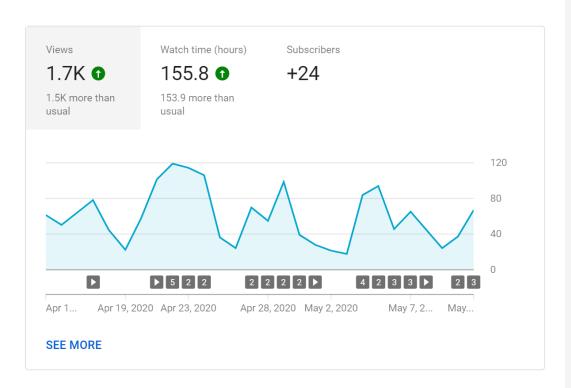
9:18	Poetry Cafe: A Pizza > the Size of the Sun	• 04/30/20 9:00 AM	46	74
3:56 Brain-	Brain Break! Swim, Dance, and Move	• 05/07/20 11:01 AM	45	78
1:30	Online Sing-Along: On Top of Spaghetti	• 05/04/20 8:00 AM	43	86
QUICKTIS 4:40	Quicktips: Cloud Storage	• 04/22/20 5:00 PM	40	70
GRISSEU QUICKTIPS 4:32	Quicktips: Excel Dropdown	• 04/15/20 5:00 PM	39	112
2:44	Sign Language ABCs	• 05/11/20 8:00 AM	37	64
© RASBET D QUICKTIPS	Quicktips: Mail Merge	• 05/06/20 5:00 PM	36	62
7:24	Quicktips: Scanning and Faxing from Your Mobile Device	• 04/10/20 12:00 PM	34	56
sets from a positive with the control of the contro	Presents from the Past: We Were Born to Make History	• 05/05/20 2:00 PM	32	59
8:35	Poetry Cafe: A Pizza the Size of the Sun	• 05/11/20 9:00 AM	32	72
16:39	Young Readers' Book Club: One Half from the East - Chapter 1	• 05/01/20 8:00 AM	29	59

Quicktips: Conditional Formatting 5:50	• 04/29/20 5:00 PM	26	63
Staying Safe on the Internet with Ms. Sam	• 05/05/20 9:00 AM	21	50
National Poetry Cafe: Dreams 1:29 Month	• 04/17/20 8:00 AM	21	60
Young Readers' Book Club: One Half from the East - Chapter 2	• 05/08/20 8:00 AM	20	39
National Poetry Cafe: I, Too 0:58 Month	• 04/24/20 8:01 AM	19	52
Online Storytime: Five Little Flowers	• 04/06/20 8:47 AM	16	40
2020 Rainbow Rom-Coms: Queer Joy on Bookshelves	• 05/07/20 2:00 PM	13	59



Views are up! Your channel got 1,670 views in the last 28 days.

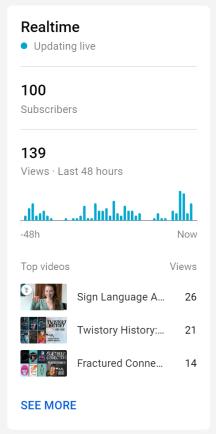
That's more than the 70-130 your channel usually gets.



Your top videos in this period

Vio	deo		Ave	rage view duration	Views
1	WHAT IS LOVE 507.55 Supregulation in 'N.	What is Love: Asexual and Aromanti Apr 17, 2020	10:29	(16.9%)	296
2	2020 Rainbow Bon-Coms Guer by an bask allows	2020 Rainbow Rom-Coms: Queer J Apr 22, 2020	7:09	(11.7%)	100
3	National Poetry Month	Poetry Cafe: Don't Quit Apr 10, 2020	1:18	(40.8%)	79
4	Eat Bor Poas	Online Storytime: Eat Your Peas Apr 14, 2020	4:15	(29.5%)	70
5	you're brought Royalta Party	You're Invited: A Royaltea Party	5:55	(11.2%)	69

Apr 23, 2020







First 4 hours 4 minutes compared to your typical performance:

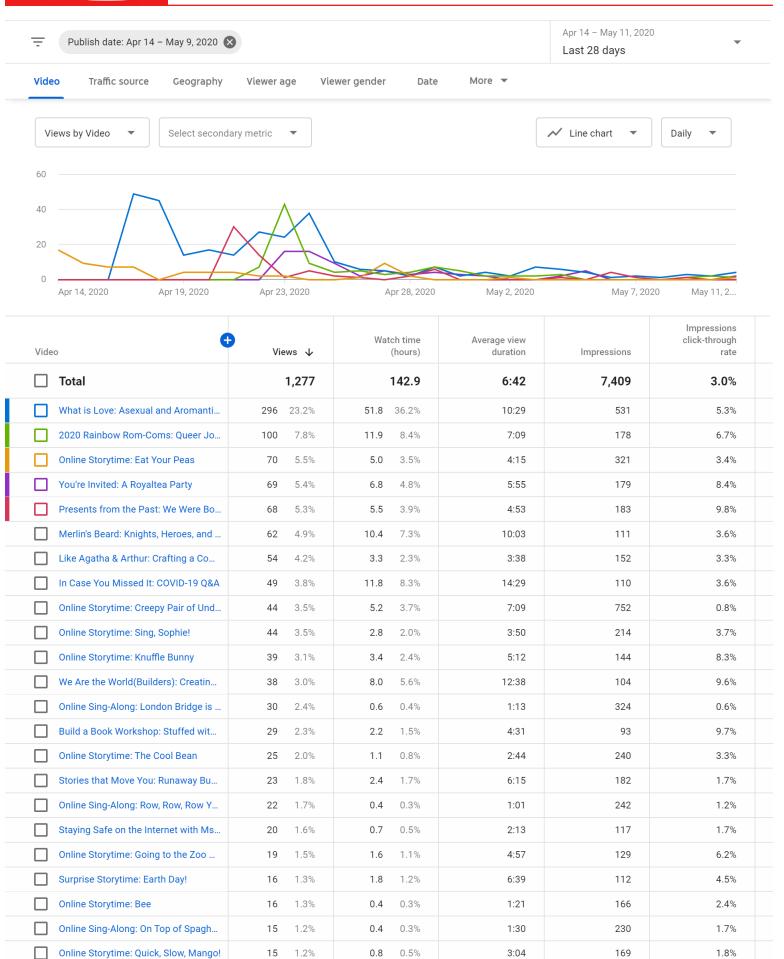
Views 4 🕡 Impressions click-through 4.6% 🕦

Average view duration 1:22 🕦

SEE VIDEO ANALYTICS

1 of 10 >







Foodie Kids @ Home: The Sugar Bo	14 1.1%	0.4 0.3%	1:51	186	2.7%
Poetry Cafe: Dreams	14 1.1%	0.2 0.1%	0:39	138	2.2%
Stories that Move You: On Our Way	13 1.0%	0.7 0.5%	3:09	153	2.6%
Online Storytime: What If	9 0.7%	0.4 0.3%	2:24	136	2.2%
Foodie Kids @ Home: The Dragon B	8 0.6%	0.1 0.1%	0:59	151	2.7%
Puzzle Pieces: Rebuilding in a New	7 0.6%	0.8 0.6%	7:05	34	5.9%
Foodie Kids @ Home: Caprese Past	7 0.6%	0.2 0.2%	1:48	121	1.7%
Young Readers' Book Club: One Half	7 0.6%	0.5 0.4%	4:28	250	0.4%
Quicktips: Excel Dropdown	6 0.5%	0.2 0.2%	2:23	96	1.0%
Online Storytime: Gaston 🚯	6 0.5%	0.3 0.2%	3:27	127	3.2%
Online Storytime: Love	6 0.5%	0.1 0.1%	1:29	162	1.2%
Poetry Cafe: A Pizza Pthe Size of t	6 0.5%	0.1 0.1%	1:29	167	0%
Young Readers' Book Club: One Half	3 0.2%	0.2 0.2%	4:10	193	1.0%
Quicktips: Conditional Formatting	3 0.2%	0.1 0.1%	2:37	116	0.9%
Quicktips: Mail Merge	3 0.2%	0.0 0.0%	0:32	89	2.3%
Poetry Cafe: I, Too	1 0.1%	0.0 0.0%	0:57	170	0.6%
Quicktips: Cloud Storage	1 0.1%	0.0 0.0%	0:15	137	0.7%

2019-2020 BUDGET ADMENDMENT SUMMARY

NRESERVED REVENUE		Start 2019-2020		Adjustment		End 2019-20
Taxes	\$	2,931,624.00	\$	23,776.00	\$	2,955,400.00
Interest	\$	15,000.00	\$	30,000.00	\$	45,000.00
Impact Fees	\$	-	\$	-	\$	-
Fines & Fees	\$	11,500.00	\$	11,250.00	\$	22,750.00
Intergovernmental (Grants, etc)	\$	45,323.75	\$	12,000.00	\$	57,323.75
MISC. (Donations, Interfund)	\$	-	\$	18,640.00	\$	18,640.00
To	tal: \$	3,003,447.75	\$	95,666.00	\$	3,099,113.75
Tot ESERVED REVENUE	tal: \$	3,003,447.75 Start 2019-2020	\$	95,666.00 Adjustment	\$	3,099,113.75 End 2019-20
	tal: \$, ,	\$ \$	•	\$ \$	
SERVED REVENUE	\$ \$ \$ \$	Start 2019-2020	<i>T</i>	•	\$ \$ \$	End 2019-20
ESERVED REVENUE Bond Levy	\$ \$ \$ \$	Start 2019-2020 368,682.50	\$	•	\$ \$ \$	End 2019-20 368,682.50
Bond Levy .02% Building/Maintainence Levy Other special levies (IMRF, FICA, etc)	\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Start 2019-2020 368,682.50 134,930.00	\$ \$	•	\$	End 2019-20 368,682.50 134,930.00

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		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 p
TRAVEL & MEETINGS	\$	10,750.00	\$	(4,000.00)	\$	6,750.00	Pandemic cancelled many of the potential conferences and training opportun
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 rei
PUBLIC PROGRAMS & OUTREACH	\$	57,500.00	\$	-	\$	57,500.00	
LIBRARY MATERIALS - PRINT	\$	===,:::::	\$	(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	\$	0 1,000.00	\$	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	\$	-	\$	-	\$	-	
Total:	\$	2,923,665.68	\$	205,000.00	\$	3,128,665.68	
ESERVED EXPENDITURES		Start 2019-2020		Adjustment		End 2019-20	
STAFF EXPENSES (reserved)	\$	Start 2019-2020 267,000.00	\$	Adjustment (3,350.00)	\$		IMRF costs were lower due to the elimination of an IMRF position
	\$	267,000.00			\$		IMRF costs were lower due to the elimination of an IMRF position
STAFF EXPENSES (reserved)		267,000.00 10,000.00			\$ \$ \$	263,650.00 10,000.00	IMRF costs were lower due to the elimination of an IMRF position Bond Refinance savings realized in June 2020 payment
STAFF EXPENSES (reserved) Audit Services	\$ \$	267,000.00 10,000.00	\$ \$	(3,350.00)	\$ \$ \$	263,650.00 10,000.00	
STAFF EXPENSES (reserved) Audit Services Bond and Interest (Reserved)	\$ \$ \$	267,000.00 10,000.00 373,000.00	\$ \$ \$	(3,350.00)	\$ \$ \$	263,650.00 10,000.00 350,000.00	
STAFF EXPENSES (reserved) Audit Services Bond and Interest (Reserved) BUILDING & EQUIPMENT (.02 %reserved)	\$ \$ \$	267,000.00 10,000.00 373,000.00 131,000.00	\$ \$ \$	(3,350.00) - (23,000.00)	\$ \$ \$	263,650.00 10,000.00 350,000.00 131,000.00	

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 FEES	19-20 Starting	Ad	djustment	19-20 Final	
4010 Impact Fees	\$ -	\$	-	\$,	-
TOTALS:	\$ -	\$	-	\$	

IES &	FEES	19-20 Starting	Adjustment	19-20 Final	
1001	Fines	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	Ро
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	С
	TOTALS:	\$ 45,323.75	\$ 12,000.00	\$ 57,323.75	

Census Grant Award - reimburses Marketing Expense Line increase

MISC. &	Other Revenue	1	19-20 Starting		Adjustment		19-20 Final
9011	Interfund Transfer	\$	-	\$	-	\$	-
9050	Gifts - FOTL	\$	-	\$	-	\$	-
9059	Gifts - Other	\$	-	\$	-	\$	-
9090	Misc Revenue	\$	-	\$	18,640.00	\$	18,640.00
	TOTALS	Ċ	_	ć	18 6/0 00	Ċ	18 640 00

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

19-20 OVERALL TOTALS

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

Programs & Materials

MARKETING		19-20 Starting	Adjustment	19-20 Ending	Notes	
4141 Newsletter Production	\$	27,500.00 \$	-		Printing negotiation was successful	
4142 Newsletter Postage	\$	7,500.00		\$ 7,500.0		0
4143 Marketing - Outreach Costs	\$	12,000.00 \$	17,000.00) \$ 29,000.0	\$15,000 Extra Census Marketing - OFFSET BY GRANT & facemasks	
<u> </u>	\$	47,000.00	14,500.00	\$ 61,500.00	→)	
PUBLIC PROGRAMS & OUTREAC	СН	19-20 Starting	Adjustment	19-20 Ending	Notes	
4101 Admin - Programs & Outreach	\$	12,000.00 \$	-	\$ 12,000.0		0
4110 AS - Programs & Outreach	\$	16,000.00 \$		\$ 16,000.0		0
4120 YS - Programs & Outreach	\$	29,500.00		\$ 29,500.0		0
	\$	57,500.00		\$ 57,500.00		
LIBRARY MATERIALS - PRINT		19-20 Starting	Adjustment	19-20 Ending		
4111 Materials AS Print NF	\$	24,350.00 \$	-	\$ 24,350.0		0
4112 Materials AS Print F	\$	21,050.00 \$	-	\$ 21,050.0		0
4113 Periodical Subscriptions	\$	9,000.00 \$	-	\$ 9,000.0	0	0
4121 Materials YS Print NF	\$	32,000.00 \$	-	\$ 32,000.0	0	0
4122 Books YS Print F	\$	44,000.00 \$	(4,000.00	0) \$ 40,000.0	Transfer to cover digital purchases	
4131 Lost & Paid	\$	1,000.00 \$	-	\$ 1,000.0		0
4144 Standing Orders - Fiction	\$	8,000.00 \$	-	\$ 8,000.0	0	0
	\$	139,400.00	(4,000.00	0) \$ 135,400.00		
LIBRARY MATERIALS - AUDIO/VISU	JAL	19-20 Starting	Adjustment	19-20 Ending		
4114 AS - DVDs	\$	24,000.00 \$	_	\$ 24,000.0		0
4115 AS - CDs	\$	2,000.00 \$	-	\$ 2,000.0		0
4116 AS - Audio Books	\$	7,000.00 \$	-	\$ 7,000.0		0
4117 AS - Console Gaming	Ċ	12,000.00 \$	_	\$ 12,000.0		0
	Ą	12,000.00 \$	_	7 12,000.0	<i>)</i>	
4124 YS - DVDs	\$	3,000.00 \$		\$ 3,000.0		0
4124 YS - DVDs 4125 YS - Audio Books	\$ \$		-		0	0
	\$ \$ \$	3,000.00 \$	-	\$ 3,000.0	<u>)</u>	0 0 0
4125 YS - Audio Books	\$ \$ \$ \$	3,000.00 \$ 750.00 \$	- - -	\$ 3,000.0 \$ 750.0	0 0 0	0 0 0 0
4125 YS - Audio Books 4126 YS - Multimedia Learning Materials	\$ \$ \$ \$ \$	3,000.00 \$ 750.00 \$ 7,000.00 \$	- - -	\$ 3,000.0 \$ 750.0 \$ 7,000.0	0 0 0 0	0 0 0 0
4125 YS - Audio Books 4126 YS - Multimedia Learning Materials	\$ \$ \$ \$	3,000.00 \$ 750.00 \$ 7,000.00 \$ 12,000.00 \$	- - -	\$ 3,000.0 \$ 750.0 \$ 7,000.0 \$ 12,000.0	0 0 0 0	0 0 0 0
4125 YS - Audio Books4126 YS - Multimedia Learning Materials4127 YS - Console Gaming	\$ \$ \$ \$	3,000.00 \$ 750.00 \$ 7,000.00 \$ 12,000.00 \$		\$ 3,000.0 \$ 750.0 \$ 7,000.0 \$ 12,000.0 \$ 67,750.0 19-20 Ending	0 0 0 0	0 0 0 0
4125 YS - Audio Books 4126 YS - Multimedia Learning Materials 4127 YS - Console Gaming LIBRARY MATERIALS - DIGITAL		3,000.00 \$ 750.00 \$ 7,000.00 \$ 12,000.00 \$ 67,750.00 \$		\$ 3,000.0 \$ 750.0 \$ 7,000.0 \$ 12,000.0 \$ 67,750.0 19-20 Ending	Library Closure = more virtual services	0 0 0 0
4125 YS - Audio Books 4126 YS - Multimedia Learning Materials 4127 YS - Console Gaming LIBRARY MATERIALS - DIGITAL 4118 AS - Databases		3,000.00 \$ 750.00 \$ 7,000.00 \$ 12,000.00 \$ 67,750.00 \$ 19-20 Starting 34,500.00 \$	Adjustment 2,000.00	\$ 3,000.0 \$ 750.0 \$ 7,000.0 \$ 12,000.0 \$ 67,750.0 19-20 Ending	Library Closure = more virtual services	
4125 YS - Audio Books 4126 YS - Multimedia Learning Materials 4127 YS - Console Gaming LIBRARY MATERIALS - DIGITAL 4118 AS - Databases 4119 AS - Electronic Items		3,000.00 \$ 750.00 \$ 7,000.00 \$ 12,000.00 \$ 67,750.00 \$ 19-20 Starting 34,500.00 \$ 46,200.00 \$	Adjustment 2,000.00	\$ 3,000.0 \$ 750.0 \$ 7,000.0 \$ 12,000.0 \$ 67,750.0 \$ 36,500.0 \$ 46,200.0 \$ 7,350.0	Library Closure = more virtual services	

OPERATIONS

		19-20 Starting	,	Adjustment		19-20 Ending	Notes
4201 Admin - Supplies	\$	6,500.00	\$	-	\$	6,500.00	
4211 PS - Supplies	\$	5,000.00	\$	(1,000.00)	\$	4,000.00	
4231 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
4202 Legal Services	\$	9,000.00	\$	(4,500.00)	\$	4,500.00	Slow Legal Year
4203 Accounting Services	\$	15,500.00	\$	-	\$	15,500.00	
4204 Payroll Services	\$	7,500.00	\$	-	\$	7,500.00	
4205 Collection Services	\$	250.00	\$	-	\$	250.00	
4206 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	
	\$ \$	10,000.00 47,750.00		(4,500.00)	т	10,000.00 43,250.00	
	\$		\$	- (4,500.00) Adjustment	т		Notes
5201 Audit Services	\$ \$	47,750.00	\$		\$	43,250.00 19-20 Ending	Notes Underestimated cost of new PCs
TECHNOLOGY & SUPPORT	\$ \$ \$	47,750.00 19-20 Starting	\$	Adjustment	\$	43,250.00 19-20 Ending 51,000.00	
TECHNOLOGY & SUPPORT 4241 New/Replacement Equipment & Software		47,750.00 19-20 Starting 46,000.00	\$ \$ \$ \$ \$	Adjustment 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	\$ \$ \$	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	\$ \$ \$	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	\$ \$ \$ \$ \$	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	\$ \$ \$ /ATIC \$: \$	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	
	\$ 514,400.00	\$ 223,500.00	<u>\$</u>	737,900.00		

BUILDING & EQUIPMENT (.02 %reserved)

BUILDING & EQUIPMENT (.02 %)	BOILDING & EQUIPMENT (.02 %reserved)				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 19-20 Ending Adjustment Notes 4301 Electric 72,500.00 \$ 62,500.00 Always overestimated (10,000.00) \$ 18,000.00 Always overestimated 4302 Natural Gas \$ 23,000.00 \$ (5,000.00) \$ (2,000.00) \$ 8,500.00 \$ 6,500.00 Always overestimated **4303** Water \$ 1,000.00 \$ 6,500.00 Increased Collection Fees **4304** Garbage Removal 5,500.00 \$ 9,000.00 \$ 18,000.00 Theft of Telephonic Services - Library Liability 4305 Phone Line 9,000.00 \$ \$ 15,500.00 \$ 15,500.00 4306 Internet Access 134,000.00 \$ (7,000.00) \$ 127,000.00

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

Other

MISC EXPENSE	19-20 Starting		A	Adjustment	19-20 Ending	
6020 Friends Expenditures	\$		\$	-	\$ -	
6600 Contingency	\$	- ,	\$	-	\$ -	1
	\$ -		\$	-	\$ -	_

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	
Building & Maintenance	\$	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	\$	19-20 Starting 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

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

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) \$	<u>;</u>	-
	.02% Building/Maintainence Levy	\$ 134,930.00	\$ 213.36	;	135,143.36
	Other special levies (IMRF, FICA, etc)	\$ 289,173.00	\$ (20,485.61) \$;	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**

UNRESERVED EXPENDITURES		Starting 2019-2020		Adjustment	Starting 2020-2021						
SALARIES	\$	1,706,345.68	\$	4,457.77 \$	1,710,803.45	<u>.</u>	2% average raise fo	2% average raise for staff and extended op	2% average raise for staff and extended operating hours on Friday	2% average raise for staff and extended operating hours on Friday offset by elimina	2% average raise for staff and extended operating hours on Friday offset by elimination of Administrativ
TRAVEL & MEETINGS	\$	10,750.00	\$	- \$	10,750.00	J					
STAFF BENEFITS	\$	255,500.00	\$	- \$	255,500.00	J					
MARKETING	\$	47,000.00	\$	- \$	47,000.00	J					
PUBLIC PROGRAMS & OUTREACH	\$	57,500.00	\$	- \$	57,500.00	J					
MATERIALS - PRINT	\$	139,400.00	\$	- \$	139,400.00	כ					
MATERIALS - AUDIO/VISUAL	\$	67,750.00	\$	- \$	67,750.00	J					
MATERIALS - DIGITAL	\$	93,770.00	\$	- \$	93,770.00	J					
DEPARTMENT SUPPLIES	\$	26,000.00	\$	- \$	26,000.00	J					
OUTSIDE PROFESSIONAL SERVICES	\$	37,750.00	\$	- \$	37,750.00	J					
TECHNOLOGY & SUPPORT	\$	84,000.00	\$	7,000.00 \$	· ·			1		Anticipation of increased hardware/software support during the SWAN transition	
PROCESSING & AUTOMATION	\$	127,500.00	\$	(60,000.00) \$	67,500.00	J	Significant savings i	Significant savings realized when the Libra	Significant savings realized when the Library transitions to SWAN	Significant savings realized when the Library transitions to SWAN	Significant savings realized when the Library transitions to SWAN
BUILDING MAINTENANCE	\$	136,400.00	\$	314,694.00 \$	451,094.00	J	The Library Bond is	The Library Bond is now paid out of the Ge	The Library Bond is now paid out of the General Fund. Capital Imp	The Library Bond is now paid out of the General Fund. Capital Improvement line re	The Library Bond is now paid out of the General Fund. Capital Improvement line reduced
UTILITIES	\$	134,000.00	\$	5,000.00 \$	139,000.00	J					
	\$	2,923,665.68	\$	271,151.77 \$	3,194,817.45	,					
RESERVED EXPENDITURES		Starting 2019-2020		Adjustment	Starting 2020-2021	I	1	ĺ			
STAFF EXPENSES (reserved)	\$	267,000.00	\$	2,000.00 \$	269,000.00	J	FICA rates were und	FICA rates were underestimated in 2019-20	FICA rates were underestimated in 2019-20, offset by decrease in I	FICA rates were underestimated in 2019-20, offset by decrease in IMRF contributio	FICA rates were underestimated in 2019-20, offset by decrease in IMRF contributions
Audit Services & Liability Insurance	\$	15,000.00	\$	- \$	15,000.00	J					
Bond & Interest	\$	373,000.00	\$	(373,000.00) \$	-		Bond is no longer po	Bond is no longer paid out of the Reserved	Bond is no longer paid out of the Reserved Tax Levy	Bond is no longer paid out of the Reserved Tax Levy	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)					
TOTAL EXPENDITURES	\$	3,709,665.68	Ś	(99,848.23) \$	3.609.817.45	!	Represents a total	Represents a total expense decrease of 2	Represents a total expense decrease of 2.67%	Represents a total expense decrease of 2.67%	Represents a total expense decrease of 2 67%
TO THE MEDITIONES	Ÿ	3)7 03)003100	Y	(55)6 16125) 9	3,003,017113	1	-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

	_	2021 Rev					
AXES		19-20 Actual		Adjustment		20-21 Starting	
1110 Current Levy - Library	\$	2,951,384.90	\$	252,872.15	\$	3,204,257.05	Increased to cover portion of the eliminated Bond Levy 1127
1121 Current Levy - F.I.C.A.	\$	123,809.31	\$	(660.92)	\$	123,148.39	, , ,
1122 Current Levy I.M.R.F.	\$	139,553.85	\$	(15,605.80)	\$	123,948.05	Decrease in IMRF positions
1123 Current Levy - Unemployment Comp	\$	7,872.27	\$	(6,272.94)	\$	1,599.33	Decrease in unemployment rates, spend from reserve balance
1124 Current Levy - Workers Comp	\$	5,009.62	\$	(211.63)	\$	4,797.99	
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	
1127 Current Levy - Bond	\$	371,427.93	\$	(371,427.93)	\$	-	Fully abated to reduce tax burden
1142 Current Levy - Bldg Maintenance	\$	135,975.53	\$	(832.17)	\$	135,143.36	
1200 Property Taxes - Prior Years	\$	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.
ITEREST		19-20 Starting		Adjustment		20-21 Starting	
110 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	\$	(10,000.00)	\$		Anticipating Significant reduction in interest rates
9000 Interest - Other	\$	13,000.00	\$	(10,000.00)	\$	3,000.00	Anticipating significant reduction in interest rates
TOTALS:	\$	15,000.00	\$	(10,000.00)	•	5,000.00	I
ADA CT EFFC							1
MPACT FEES	السبا	19-20 Starting		Adjustment		20-21 Starting	
4010 Impact Fees	\$	-	\$	-	\$	<u> </u>	
TOTALS:	\$	-	\$	-	\$	-	
NES & FEES		19-20 Starting		Adjustment		20-21 Starting	
1001 Fines	\$	10,000.00	¢	<u> </u>	\$	10,000.00	
1003 Photocopier Fees	\$		\$	-	\$	1,250.00	
1005 Room Rental Fees	\$	250.00	•	-	\$	250.00	
1040 Misc Fees	\$	230.00	\$	-	\$	230.00	
TOTALS:	\$	11,500.00	<u> </u>	-	\$	11,500.00	I
ITED COMEDNIA FAITAL						-	1
ITERGOVERNMENTAL		19-20 Starting		Adjustment		20-21 Starting	
5010 Per Capita Grant	\$	45,323.75		-	\$	45,323.75	Assumption that the 19-20 grant amount will renew in 20-22
5090 Other Grants, Loans	\$	-	\$	-	\$	-	
TOTALS:	\$	45,323.75	\$	-	\$	45,323.75	
ISC. & Other Revenue		19-20 Starting		Adjustment		20-21 Starting	
9011 Interfund Transfer	\$	-		,,,,,	\$	<u> </u>	
9050 Gifts - FOTL	\$	-	\$	-	\$		
9059 Gifts - Other	\$	-	\$	-	\$	-	
9090 Misc Revenue	\$	-	,	-	\$		
TOTALS:	\$	-	\$	-	\$	<u> </u>	I
20-21 OVERALL TOT	ΓΑΙ	S					
20-21 OVERALL TOT	ΓΑΙ						
eserved Revenue		19-20 Actual		Adjustment		20-21 Starting	
eserved Revenue Bond Levy	\$	19-20 Actual 368,682.50		(368,682.50)		-	Bond Levy Eliminated
Bond Levy .02% Building/Maintainence Levy	\$	19-20 Actual 368,682.50 134,930.00	\$	(368,682.50) 213.36	\$	135,143.36	
eserved Revenue Bond Levy	\$ \$] \$	19-20 Actual 368,682.50 134,930.00 289,173.00	\$	(368,682.50)	\$	- 135,143.36 268,687.39	Bond Levy Eliminated IMRF positions reduced
eserved Revenue Bond Levy .02% Building/Maintainence Levy	\$	19-20 Actual 368,682.50 134,930.00	\$	(368,682.50) 213.36	\$	135,143.36	
Bond Levy .02% Building/Maintainence Levy Other special levies (IMRF, FICA, etc.	\$ \$] \$	19-20 Actual 368,682.50 134,930.00 289,173.00	\$	(368,682.50) 213.36 (20,485.61)	\$	- 135,143.36 268,687.39	
Bond Levy .02% Building/Maintainence Levy Other special levies (IMRF, FICA, etc.	\$ \$] \$	19-20 Actual 368,682.50 134,930.00 289,173.00 792,785.50	\$ \$ \$	(368,682.50) 213.36 (20,485.61) (388,954.75) Adjustment	\$ \$ \$	135,143.36 268,687.39 403,830.75 20-21 Starting	
Bond Levy .02% Building/Maintainence Levy Other special levies (IMRF, FICA, etc. nreserved Revenue Taxes (actual)	\$ \$] \$	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	\$ \$ \$	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
Bond Levy .02% Building/Maintainence Levy Other special levies (IMRF, FICA, etc. nreserved Revenue Taxes (actual) Interest (19-20 Starting)	\$ \$] \$ \$	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)	\$ \$ \$ \$	135,143.36 268,687.39 403,830.75 20-21 Starting 3,204,257.05 5,000.00	IMRF positions reduced
Bond Levy .02% Building/Maintainence Levy Other special levies (IMRF, FICA, etc. nreserved Revenue Taxes (actual) Interest (19-20 Starting) Fines & Fees (19-20 Starting)	\$ \$] \$ \$	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	\$ \$ \$ \$ \$	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
Bond Levy .02% Building/Maintainence Levy Other special levies (IMRF, FICA, etc. nreserved Revenue Taxes (actual) Interest (19-20 Starting)	\$ \$] \$ \$	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)	\$ \$ \$ \$	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	Adjustmei	nt vs. 19-20 Starting	20-21 Starting	Notes
4001 Administration	\$	229,914.10	\$	<i>(67,759.70)</i> \$	162,154.40	Vacant Position Eliminated
4002 Department Heads	\$	311,100.00	\$	7,382.76 \$	318,482.76	
4013 PS - Programming Librarians	\$	467,306.50	\$	8,190.00 \$	475,496.50	
4014 PS - Public Services Librarians	\$	152,871.22	\$	18,696.93 \$	171,568.15	Additional PS Librarian position added
4015 PS - Computer Clerks	\$	51,236.64	\$	1,354.08 \$	52,590.72	
4017 PS - Substitutes	\$	5,000.00	\$	- \$	5,000.00	
4030 Circ - Lead Clerks	\$	141,448.13	\$	<i>8,536.67</i> \$	149,984.80	Circulation Subsitute Pay now included in line
4031 Circ - Clerks	\$	64,420.69	\$	5,397.43 \$	69,818.12	Circulation Subsitute Pay now included in line
4032 Circ - Pages	\$	48,531.47	\$	<i>(9,180.47)</i> \$	39,351.00	Vacant Position Eliminated
4041 Support - Materials	\$	57,191.16	\$	1,123.20 \$	58,314.36	
4042 Support - Digital	\$	73,778.96	\$	730.10 \$	74,509.06	
4043 Support - Custodians	\$	103,546.81	\$	<i>29,986.78</i> \$	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	Adjustmei	nt vs. 19-20 Starting	20-21 Starting	
4004 Administration - Travel & Meetings	\$	2,000.00	\$	- \$	2,000.00	
	· ·	6,500.00		- \$	6,500.00	
4018 PS - Travel & Meetings	S	0.300.00	1 3			
4018 PS - Travel & Meetings 4034 Circ - Travel & Meetings	<u>\$</u> \$	· · · · · · · · · · · · · · · · · · ·		- \$	·	
4034 Circ - Travel & Meetings	\$ \$ \$	2,000.00	\$	- \$ - \$	2,000.00	
-	\$ \$ \$	2,000.00 250.00	\$ \$	- \$	2,000.00 250.00	
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings	\$ \$ \$	2,000.00	\$ \$	- \$	2,000.00 250.00 10,750.00	
4034 Circ - Travel & Meetings	\$ \$ \$	2,000.00 250.00	\$ \$ \$	- \$	2,000.00 250.00	
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings	\$ \$ \$	2,000.00 250.00 10,750.00	\$ \$ \$ Adjustmen	- \$ - \$	2,000.00 250.00 10,750.00	
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings TAFF BENEFITS	\$ \$ \$ \$	2,000.00 250.00 10,750.00 19-20 Starting	\$ \$ Adjustment	- \$ - \$	2,000.00 250.00 10,750.00 20-21 Starting 3,000.00 205,000.00	Covers 2.68% increase
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings STAFF BENEFITS 4005 Staff Appreciation	\$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 19-20 Starting 3,000.00	\$ \$ Adjustment	- \$ - \$ nt vs. 19-20 Starting - \$	2,000.00 250.00 10,750.00 20-21 Starting 3,000.00 205,000.00	Covers 2.68% increase Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use.
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings TAFF BENEFITS 4005 Staff Appreciation 4007 Group Medical Insurance Premiums	\$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 19-20 Starting 3,000.00 200,000.00	\$ \$ Adjustment \$ \$ \$	- \$ - \$ - \$ - \$ - \$ - \$ - \$ - 5,000.00 \$	2,000.00 250.00 10,750.00 20-21 Starting 3,000.00 205,000.00 31,000.00	
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings STAFF BENEFITS 4005 Staff Appreciation 4007 Group Medical Insurance Premiums 4008 HRA Payments	\$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 19-20 Starting 3,000.00 200,000.00 36,000.00	\$ \$ \$ Adjustment \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	- \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	2,000.00 250.00 10,750.00 20-21 Starting 3,000.00 205,000.00 31,000.00	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use.
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings 5TAFF BENEFITS 4005 Staff Appreciation 4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums	\$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 19-20 Starting 3,000.00 200,000.00 36,000.00 16,500.00 255,500.00	\$ \$ \$ Adjustment \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	- \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	2,000.00 250.00 10,750.00 20-21 Starting 3,000.00 205,000.00 31,000.00 16,500.00 255,500.00	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use.
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings STAFF BENEFITS 4005 Staff Appreciation 4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums	\$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 19-20 Starting 3,000.00 200,000.00 36,000.00 16,500.00 255,500.00 19-20 Starting	\$ \$ \$ Adjustment \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	- \$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 20-21 Starting 3,000.00 205,000.00 31,000.00 16,500.00 255,500.00 20-21 Starting	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use. No Change
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings 5TAFF BENEFITS 4005 Staff Appreciation 4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums RESERVED STAFF EXPENSES 5001 FICA Employer (reserved)	\$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 19-20 Starting 3,000.00 200,000.00 36,000.00 16,500.00 255,500.00	\$ \$ Adjustment \$ \$ \$ Adjustment \$ \$ \$ Adjustment \$	- \$ - \$ - \$ - \$ - \$ \$	2,000.00 250.00 10,750.00 20-21 Starting 3,000.00 205,000.00 31,000.00 16,500.00 255,500.00 20-21 Starting	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use.
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings TAFF BENEFITS 4005 Staff Appreciation 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)	\$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 19-20 Starting 3,000.00 200,000.00 36,000.00 16,500.00 255,500.00 19-20 Starting 119,000.00 -	\$ \$ Adjustment \$ \$ \$ Adjustment \$ \$ \$ Adjustment \$ \$ \$ \$ Adjustment \$ \$ \$	- \$ \$ \$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 20-21 Starting 3,000.00 205,000.00 31,000.00 16,500.00 255,500.00 20-21 Starting 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
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings TAFF BENEFITS 4005 Staff Appreciation 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)	\$ \$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 19-20 Starting 3,000.00 200,000.00 36,000.00 16,500.00 255,500.00 19-20 Starting	\$ \$ Adjustment \$ \$ \$ Adjustment \$ \$ \$ Adjustment \$ \$ \$ \$ Adjustment \$ \$ \$	- \$ \$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 20-21 Starting 3,000.00 205,000.00 31,000.00 16,500.00 255,500.00 20-21 Starting 125,000.00	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use. No Change
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings 5TAFF BENEFITS 4005 Staff Appreciation 4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums 8ESERVED STAFF EXPENSES 5001 FICA Employer (reserved) 5002 FICA Employer - Allocation (reserved) 5003 IMRF Employer - Allocation (reserved)	\$ \$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 19-20 Starting 3,000.00 200,000.00 36,000.00 16,500.00 255,500.00 19-20 Starting 119,000.00 - 140,000.00	\$ \$ Adjustment \$ \$ \$ Adjustment \$ \$ \$ Adjustment \$ \$ \$ \$ Adjustment \$ \$ \$	- \$ \$ \$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 20-21 Starting 3,000.00 205,000.00 31,000.00 16,500.00 255,500.00 20-21 Starting 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
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings 5TAFF BENEFITS 4005 Staff Appreciation 4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums 8ESERVED STAFF EXPENSES 5001 FICA Employer (reserved) 5002 FICA Employer - Allocation (reserved) 5003 IMRF Employer (reserved) 5004 IMRF Employer - Allocation (reserved) 5005 Unemployment Ins. (reserved)	\$ \$ \$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 19-20 Starting 3,000.00 200,000.00 36,000.00 16,500.00 255,500.00 19-20 Starting 119,000.00 -	\$ \$ Adjustment \$ \$ \$ Adjustment \$ \$ \$ Adjustment \$ \$ \$ \$ Adjustment \$ \$ \$	- \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	2,000.00 250.00 10,750.00 20-21 Starting 3,000.00 205,000.00 31,000.00 16,500.00 255,500.00 20-21 Starting 125,000.00 - 135,000.00 - 3,000.00	Assumes 50% risk utilization of HRA plan. Modelled on 19-20 use. No Change Predicting Tax rates based on end of 2019-20
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings 5TAFF BENEFITS 4005 Staff Appreciation 4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums 8ESERVED STAFF EXPENSES 5001 FICA Employer (reserved) 5002 FICA Employer - Allocation (reserved) 5003 IMRF Employer - Allocation (reserved) 5004 IMRF Employer - Allocation (reserved) 5005 Unemployment Ins. (reserved) 5006 Unemployment Ins Allocation (reserved)	\$ \$ \$ \$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 19-20 Starting 3,000.00 200,000.00 36,000.00 16,500.00 255,500.00 19-20 Starting 119,000.00 - 140,000.00 - 3,000.00 -	\$ \$ Adjustment \$ \$ \$ Adjustment \$ \$ \$ Adjustment \$ \$ \$ \$ Adjustment \$ \$ \$	- \$ - \$ - \$ - \$ - \$ - \$	2,000.00 250.00 10,750.00 20-21 Starting 3,000.00 205,000.00 31,000.00 16,500.00 255,500.00 20-21 Starting 125,000.00 - 135,000.00 - 3,000.00	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
4034 Circ - Travel & Meetings 4044 Support - Travel & Meetings 5TAFF BENEFITS 4005 Staff Appreciation 4007 Group Medical Insurance Premiums 4008 HRA Payments 4009 Dental, Vision, Life Insurance Premiums 8ESERVED STAFF EXPENSES 5001 FICA Employer (reserved) 5002 FICA Employer - Allocation (reserved) 5003 IMRF Employer (reserved) 5004 IMRF Employer - Allocation (reserved) 5005 Unemployment Ins. (reserved)	\$ \$ \$ \$ \$ \$ \$ \$ \$	2,000.00 250.00 10,750.00 19-20 Starting 3,000.00 200,000.00 36,000.00 16,500.00 255,500.00 19-20 Starting 119,000.00 - 140,000.00	\$ \$ Adjustment \$ \$ \$ Adjustment \$ \$ \$ Adjustment \$ \$ \$ \$ Adjustment \$ \$ \$	- \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$ - \$	2,000.00 250.00 10,750.00 20-21 Starting 3,000.00 205,000.00 31,000.00 16,500.00 255,500.00 20-21 Starting 125,000.00 - 135,000.00 - 3,000.00	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
4141 Newsletter Production	\$	27,500.00	\$ -	\$	27,500.00
4142 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		\$	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
4112 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
4122 Materials YS Print F	\$	44,000.00	\$ -	\$	44,000.00
4131 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
4114 AS - DVDs	\$	24,000.00	\$ -	\$	24,000.00
4115 AS - CDs	\$	2,000.00		\$	2,000.00
4116 AS - Audio Books	<u> </u>	7,000.00		\$	7,000.00
4117 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
4127 YS - Console Gaming	\$	12,000.00		\$	12,000.00
5	\$	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		\$	7,350.00
					
4129 YS - Electronic Items	\$	5,720.00	 Ş -	Ş	5,720.00

405,420.00

Total Programs & Materials \$ 405,420.00 \$

OPERATIONS

DEPARTMENT SUPPLIES	19-20 Starting	Ad	justment vs. 19-20 Starting	20-21 Starting	Notes
4201 Admin - Supplies	\$ 6,500.00	\$	-	\$ 6,500.00	
4211 PS - Supplies	\$ 5,000.00	\$	-	\$ 5,000.00	
4231 Circ - Supplies	\$ 10,000.00	\$	-	\$ 10,000.00	
4232 Postage	\$ 4,500.00	\$	-	\$ 4,500.00	
	\$ 26,000.00	\$	-	\$ 26,000.00	•
OUTSIDE PROFESSIONAL SERVICES	19-20 Starting	Ad	ljustment vs. 19-20 Starting	20-21 Starting	Notes
4202 Legal Services	\$ 9,000.00	\$	-	\$ 9,000.00	
4203 Accounting Services	\$ 15,500.00	\$	-	\$ 15,500.00	
4204 Payroll Services	\$ 7,500.00	\$	-	\$ 7,500.00	
4205 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	Ad	justment 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	Ad	ljustment vs. 19-20 Starting	20-21 Starting	Notes
4244 Materials Processing	\$ 7,500.00	\$	-	\$ 7,500.00	
4245 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	

(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
4345 Property Insurance	\$ 18,700.00	\$	3,800.00	\$ 22,500.00
4346 Snow Removal Contract	\$ 11,000.00	\$	-	\$ 11,000.00
4347 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

394.00 Bond repayment must be made out of the general fund. Net savings from refinance: \$34,606

BUILDING & EQUIPMENT (reserved)

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

19-20 Starting Adjustment vs. 19-20 Starting 20-21 Starting Notes

		\$ 134,000.00	\$ 5,000.00	\$ 139,000.00	
	1306 Internet Access	\$ 15,500.00	\$ -	\$ 15,500.00]
	1305 Phone Line	\$ 9,000.00	\$ 4,000.00	\$ 13,000.00	Rate Increase
-	1304 Garbage Removal	\$ 5,500.00	\$ 1,000.00	\$ 6,500.00	Rate Increase
4	1303 Water	\$ 8,500.00	\$ -	\$ 8,500.00	
-	1302 Natural Gas	\$ 23,000.00	\$ -	\$ 23,000.00	
-	1301 Electric	\$ 72,500.00	\$ -	\$ 72,500.00	
					_

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

Other

UTILITIES

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

Notes

Total Other \$

\$

\$ -

\$

\$

\$

20-21 OVERALL TOTALS

Operations

Other

Building & Maintenance

Reserved Expens	ses	19-20 Starting	Adjus	stment vs. 19-20 Starting	20-21 Starting	Notes
Personnel (FICA	A, Workers Comp, etc)	\$ 267,000.00	\$	2,000.00	\$ 269,000.00	
Audit Services	& Liability Insurance	\$ 15,000.00	\$	-	\$ 15,000.00	
Building & Mai	ntenance	\$ 131,000.00	\$	-	\$ 131,000.00	
Bond & Interes	t	\$ 373,000.00	\$	(373,000.00)	\$ -	
		\$ 786,000.00	\$	(371,000.00)	\$ 415,000.00	
Unreserved Expe	enses	19-20 Starting	Adjus	stment 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 & Ma	aterials	\$ 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 \$

PERSONNEL

SALARIES

4001 Administration Salaries - Administration Department

4002 Department Heads Salaries - Library Department Managers and Assistant Manager (Public Services, Circulation Services, Support Services)

4013 PS - Programming Librarians Salaries - Full Time Librarians, assigned to collections and programming for specific audiences.

4014 PS - Public Services Librarians Salaries - Part Time Librarians, assigned to public service points with minimal collection and programming responsibilities

4015 PS - Computer Clerks

Salaries - Computer Clerks assigned to staff the Computer Help service point. **4017** PS - Substitutes

Salaries - Substitute salaries for Public Service Librarians and Computer Clerks

4030 Circ - Lead Clerks Salaries - Lead Circulation Clerks - responsible for circulation clerks and pages in the absence of the Department Head

4031 Circ - Clerks

Salaries - Circulation Clerks who primarily staff the circulation desk public service point.

4032 Circ - Pages

Salaries - Circulation Pages, responsible for shelving materials and related projects

4041 Support - Materials Salaries - Cataloging assistants, responsible for catalogning, processing new materials and related projects.

4042 Support - Digital Salaries - Marketing Coordinator, Technology Assistant

4043 Support - Custodians Salaries - Custodians & Custodial Coordinator

TRAVEL & MEETINGS

4004 Administration - Travel & Meetings Reimbursement for Professional Development or community outreach including travel. (Includes trustee expenses) POs authorized by Library Director

4014 PS - Travel & Meetings Reimbursement for Professional Development or community outreach including travel. Purchase orders authorized by the Public Services Manager

4034 Circ - Travel & Meetings Reimbursement for Professional Development or community outreach including travel. Purchase orders authorized by Circulation Services Manager

4044 Support - Travel & Meetings Reimbursement for Professional Development or community outreach including travel. Purchase orders authorized by Assistant Director

STAFF BENEFITS

4005 Staff Appreciation Annual recognition awards, seasonal staff events, birthdays, retirements, etc... Purchase orders approved by Library Director.

4007 Group Medical Insurance Premiums Group Health Insurance Premiums. Purchase orders approved by Library Director.

4008 HRA Payments Library HRA contributions towards the medical costs of enrolled employees.

4009 Dental, Vision, Life Insurance Premiums Group vision, dental and life insurance premiums. Purchase orders approved by Library Director.

STAFF BENEFITS (Reserved)

5001 FICA Employer (reserved) Employer FICA Special Levy - Federal Payroll Expense, includes social security and medicare. Purchase orders approved by Library Director.

5002 FICA Employer - Allocation (reserved) Optional expense line used to spend down fund balance. Purchase orders approved by Library Director.

5003 IMRF Employer (reserved) Illinois Municipal Retirement - Fund Special Levy. (Employer contribution only.) Purchase orders approved by Library Director.

5004 IMRF Employer - Allocation (reserved) Optional expense line used to spend down fund balance. Purchase orders approved by Library Director.

5005 Unemployment Ins. (reserved) Unemployment Insurance - Special Levy Purchase orders approved by Library Director.

5006 Unemployment Ins. - Allocation (reserved) Optional expense line used to spend down fund balance. Purchase orders approved by Library Director.

5007 Workers Comp Ins. (reserved) Workers Compensation Insurance - Special Levy Purchase orders approved by Library Director.

5008 Workers Comp Ins. - Allocation (reserved) Optional expense line used to spend down fund balance. Purchase orders approved by Library Director.

LIBRARY MATERIALS AND PROGRAMS

MARKETING

4141 Newsletter Production Printing costs of quarterly library newsletter. Purchase orders authorized by Assistant Director

4142 Newsletter Postage Mailing costs of quarterly library newsletter. Purchase orders authorized by Assistant Director

4143 Marketing - Outreach Costs All remaining marketing costs including printing, materials, and advertising fees. Purchase orders authorized by Assistant Director

PUBLIC PROGRAMS & OUTREACH

4101 Admin - Programs & Outreach Speaker/Event Fees and supply costs for community events at the library and community. Purchase orders approved by Library Director.

4110 AS - Programs & Outreach Speaker/Event Fees and supply costs for community events at the library and community. Purchase orders approved by Public Services Manager

4120 YS - Programs & Outreach Speaker/Event Fees and supply costs for community events at the library and community. Purchase orders approved by Public Services Manager

MATERIALS - PRINT

4111 Materials AS Print NF Adult Non-Fiction print library materials. Purchase orders authorized by Public Services Manager

4112 Materials AS Print F Adult Fiction print library materials. Purchase orders authorized by Public Services Manager

4113 Periodical Subscriptions Print Magazine Subscriptions. Most Purchase orders authorized by Public Services Manager.

4121 Materials YS Print NF Youth & Teen Non-Fiction print library materials. Purchase orders authorized by Public Services Manager

4122 Materials YS Print F Youth & Teen Fiction print library materials. Purchase orders authorized by Public Services Manager

4131 Lost & Paid Payment of reimbursements requested by other libraries for items lost by GPLD patrons. Purchase orders authorized by Circulation Services Manager

4144 Standing Orders - Fiction Payment of "standing order" fiction titles. Purchase orders authorized by Business Manager.

MATERIALS - AUDIO/VISUAL

4114 AS - DVDs DVD purchases made for adult patrons. Purchase orders authorized by Public Services Manager

4115 AS - CDs CD purchases made for adult patrons. Purchase orders authorized by Public Services Manager

4116 AS - Audio Books

Audio Book purchases made for adult patrons. Purchase orders authorized by Public Services Manager

4117 AS - Console Gaming Console Game purchases made for adult patrons. Purchase orders authorized by Public Services Manager

4124 YS - DVDs & Viewing Devices

DVD and self-contained viewing device purchases made for juvenile patrons. Purchase orders authorized by Public Services Manager

4125 YS - Audio Books

Audio Book purchases made for juvenile patrons. Purchase orders authorized by Public Services Manager

4126 YS - Multimedia Learning Materials Kit and electronic purchases made for juvenile patrons. Purchase orders authorized by Public Services Manager

4127 YS - Console Gaming Console Game purchases made for juvenile patrons. Purchase orders authorized by Public Services Manager

LIBRARY MATERIALS - DIGITAL

4118 AS - Databases Online services and databases. Purchase orders authorized by the Public Services Manager

4119 AS - Electronic Items Puchased electronic materials, pay-per-use fees, or devices to enable access to digital collections. Purchase orders authorized by the Public Services Manager

4128 YS - Databases Online services and databases. Purchase orders authorized by the Public Services Manager

4129 YS - Electronic Items Puchased electronic materials, pay-per-use fees, or devices to enable access to digital collections. Purchase orders authorized by the Public Services Manager

OPERATIONS

DEPARTMENT SUPPLIES

4201 Admin - Supplies Supplies Supplies Supplies for the Administration Department and Library Trustees. Purchase orders authorized by Library Director.

4211 PS - Supplies Supplies Supplies Supplies Supplies for the Public Services Department. Purchase orders authorized by Public Services Manager

4231 Circ - Supplies Supplies Supplies for the Circulation Services Department. Purchase orders authorized by the Circulation Services Manager

4232 Postage Mailing costs for all out going mail. Purchase orders authorized by Circulation Services Manager.

OUTSIDE PROFESSIONAL SERVICES

4202 Legal Services Consulting fees on legal issues. Purchase orders authorized by Library Director.

4203 Accounting Services Monthly accounting service fees. Purchase orders authorized by Library Director.

4204 Payroll Services Monthly payroll service fees. Purchase oprders authorized by Library Director.

4205 Collection Services Monthly collection service fee. Purchase orders authorized by Circulation Services Manager.

4206 Legal Notice Publications Cost of publishing legal notices, as required by law. Purchase orders authorized by Library Director

4207 Banking Fees Monthly fees assessed for library deposit accounts and wire transfers.

TECHNOLOGY & SUPPORT

4241 New/Replacement Equipment & Software Technology purchases to replace or repair aging hardware and software. Purchase orders authorized by Assistant Director.

4242 Equipment & Software Contracts

Annual contracts to maintain existing hardware and software systems. Purchase orders authorized by Assistant Director.

4243 Toner Printer Maintenance Monthly public and staff printing/copying costs. Purchase orders authorized by Assistant Director.

PROCESSING & AUTOMATION

4244 Materials Processing Supplies and Materials used to repair/process library items. Purchase orders authorized by Assistant Director

4245 Integrated Library System - Annual Contract

Annual contracted fee for the Integrated Library System. Purchase orders authorized by Assistant Director.

4246 Bibliographic Utilities - Annual Contract Annual contracted fee for OCLC, Baker and Taylor, web cat Dewey, rda. Purchase orders authorized by Assistant Director.

4247 RFID Hardware - Annual Maintenance Contract Annual contracted fees to maintain RFID hardware. Purchase orders authroized by Assistant Director.

BUILDING

BUILDING & GROUNDS

4341 Custodial & Staff Supplies Custodial and Staff Supplies. Purchase orders authorized by Assistant Director.

4342 Building & Equipment Repairs Unexpected repair/replacement costs of the building/equipment. This line is used after 8143 is exhausted. Purchases authorized by the Assistant Director.

4344 Capital Improvements

New construction, equipment and furniture. Purchase orders authorized by Assistant Director or Library Director.,

4345 Property Insurance Library Property, Crime, flood insurance purchased through LIMRicc. Purchase orders authorized by Library Director

4346 Snow Removal Contract Annual contract and monthly snow removal fees. Purchase orders authorized by Assistant Director.

4347 Landscaping Service Contract Annual Landscaping Contract. Purchase orders authorized by Assistant Director.

4348 Landscaping Alterations/Additions

Landscaping changes, additions or repairs. Purchase orders authorized by Assistant Director. **4349** Custodial Service Contract

Annual Evening Cleaning Crew service contract. Purchase orders authorized by Assistant Director.

5301 Liability Insurance (reserved) General Liability insurance, includes director's and officer's liability - Special Levy. Purchase orders authorized by assistant director.

9100 Bond and Interest (reserved)

Bond and Interest payments as specified in bond payment schedule and bond paying agent fees. Transfer authorized by Library Board.

BUILDING & EQUIPMENT (reserved)

8143 Building/Equipment Repairs Unexpected repair/replacement costs of the building/equipment. Purchases authorized by the Assistant Director.

8144 Building/Equipment Maintenance Contracts Annual contracts to maintain the building and equipment. Purchase orders authorized by Assistant Director

8146 Building/Equipment Alterations Alterations to existing structures and equipment. Purchase orders authorized by Assistant Director.

UTILITIES

4301 Electric Monthly Electric Costs - Purchase orders authorized by Library Director.

4302 Natural Gas Monthly Natual Gas Costs - Purchase orders authorized by Library Director.

4303 Water Monthly Water Costs - Purchase orders authorized by Library Director.

4304 Garbage Removal Weekly garbage/recycling removal Costs - Purchase orders authorized by Assistant Director.

4305 Phone Line Monthly phone line costs - Purchase orders authorized by Library Director.

4306 Internet Access Monthly internet access costs - Purchase orders authorized by Library Director.



MISC EXPENSE

6600 Contingency

Misc Expenses related to library operations or special projects. Purchase orders authorized by Library Director.

Glenside Public Library District 25 East Fullerton Ave, Glendale Heights, IL 60139

PR-03-19 SALARY SCHEDULE

A. <u>Salary Structure</u>

This schedule is to be used in conjunction with the Job Descriptions which have been approved by the Board. Each position description details the responsibilities of each position and its requirements in terms of education and experience.

Salary		Salary Range - \$/HR				
Grade	<u>Job Title</u>	<u>Min</u>	Mid	<u>Max</u>		
2	NE-01 Page	\$12.00	\$13.25	\$14.25		
5	NE-03 Circulation Clerk NE-04 Computer Clerk	\$14.25	\$15.25	\$16.25		
6	NE-05 Cataloging Assistant NE-06 Custodian	\$16.00	\$18.40	\$20.80		
	NE-08 Technology Assistant					
7	NE-07 Lead Circulation Clerk NE-10 Custodial Coordinator NE-11 Public Services Librarian	\$18.00	\$21.00	\$24.00		
10	NE-09 Business Manager NE-12 Adult Services Librarian NE-13 Teen Services Librarian NE-14 Youth Services Librarian	\$22.50 (\$43,875)	\$26.38 (\$51,441)	\$30.25 (\$58,987)		
	E-08 Assistant Circulation Services Manager					
11	E-01 Marketing Coordinator	\$24.62 (\$48,000)	\$28.33 (\$55,250)	\$32.05 (\$62,500)		
12	E-02 Assistant Public Services Manager	\$27.49 (\$53,604)	\$31.69 (\$61,802)	\$35.90 (\$70,000)		
13	E-03 Circulation Services Manager	\$30.71 (\$59,889)	\$34.59 (\$67,444)	\$38.46 (\$75,000)		
15	E-05 Public Services Manager	\$35.90 (\$70,000)	\$41.28 (\$80,500)	\$46.66 (\$91,000)		
16	E-06 Assistant Director	\$41.03 (\$80,000)	\$47.51 (\$92,643)	\$53.99 (\$105,285)		
17	E-07 Library Director	\$46.15 (\$90,000)	\$53.87 (\$105,000)	\$61.53 (\$120,000)		

Salaries and Wages

Salary and wage rates will be based on the salary schedule as adopted. Periodically, internal salary and wage rates will be compared with the market to assure external equity.

Effective 07/01/2020 - Supersedes: PR-05-18

President

May 21, 2020 Date





Glenside Public Library District 25 East Fullerton Ave, Glendale Heights, IL 60139

PR-03-19 SALARY SCHEDULE WITH CHANGE MARKS

A. <u>Salary Structure</u>

This schedule is to be used in conjunction with the Job Descriptions which have been approved by the Board. Each position description details the responsibilities of each position and its requirements in terms of education and experience.

Salary		Sal	Salary Range - \$/HR	
<u>Grade</u>	<u>Job Title</u>	<u>Min</u>	Mid	Max
2	NE-01 Page	\$12.00	\$13.25	\$14.25
	Significant Salary adjustment to assure \$15.00 min wage by 2025	\$10.86	\$ 12.43	\$14.00
5	NE-03 Circulation Clerk	\$14.25	\$15.25	\$16.25
	NE-04 Computer Clerk	\$14.00	\$ 15.00	\$16.00
	Typical Salary adjustment			
	On schedule for \$15.00 prior to 2025.			
6	NE-05 Cataloging Assistant	\$16.00	\$18.40	\$20.80
	NE-06 Custodian	\$15.69	\$ 19.13	\$22.57
	NE-07 Lead Circulation Clerk			
	NE-08 Technology Assistant Typical Min salary increase			
	Decreased Max to bring Min/Max range within 30% (i	no staff imnact)		
	Moved Lead Circulation Clerk to Grade 7	io stair impact)		
7	NE-07 Lead Circulation Clerk	\$18.00	\$21.00	\$24.00
	NE-10 Custodial Coordinator		\$21.50	\$25.00
	NE-11 Public Services Librarian	an staffinanast)		
	Decreased Max to bring Min/Max range within 30% (io stair impact)		
9	NE-09 Business Manager	\$20.00	\$24.11	\$28.21
	Position moved to Grade 10.	(\$39,000)	(\$47,005)	(\$55,010)
10	NE 00 Business Managar	¢22.50	¢26.20	¢20.25
10	NE-09 Business Manager E-01 Marketing Coordinator	\$22.50 (\$43,875)	\$26.38) (\$51,441)	\$30.25 (\$58,987)
	NE-12 Adult Services Librarian	\$ 22.00	\$26.13	\$28.21
	NE-13 Teen Services Librarian	(\$42,900)		
	NE-14 Youth Services Librarian	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	(1-2)	(122)2 3)
	E-08 Assistant Circulation Services Manager			
	Typcial Min Salary Adjustment.			
	Max not adjusted to allow Min/Max range to approach	h 30%		
	Marketing Coordinator moved to Grade 11			

11	E-01 Marketing Coordinator Moved from Grade 10	\$24.62 (\$48,000)	\$28.33 (\$55,250)	\$32.05 (\$62,500)
12	E-02 Assistant Public Services Manager No Change	\$27.49 (\$53,604)	\$31.69 (\$61,802)	\$35.90 (\$70,000)
13	E-03 Circulation Services Manager No Change	\$30.71 (\$59,889)	\$34.59 (\$67,444)	\$38.46 (\$75,000)
15	E-05 Public Services Manager	\$35.90 (\$70,000)	\$41.28 (\$80,500) \$42.24 (\$82,375)	\$46.66 (\$91,000) \$48.59 (\$94,751)
	Decreased Max to bring Min/Max range within 30% (no staff im	pact)	(\$02,373)	(43 1,7 3 1)
16	E-06 Assistant Director No Change	\$41.03 (\$80,000)	\$47.51 (\$92,643)	\$53.99 (\$105,285)
17	E-07 Library Director	\$46.15 (\$90,000) \$46.15 (\$90,000)	\$53.87 (\$105,000) \$55.13 (\$107,500)	\$61.53 (\$120,000) \$64.10 (\$125,000)
	Decreased Max to bring Min/Max range within 30% (no staff impact)			

Salaries and Wages

Salary and wage rates will be based on the salary schedule as adopted. Periodically, internal salary and wage rates will be compared with the market to assure external equity.

Effective 07/01/2020 - Supersedes: PR-05-18

President	

May 21, 2020 Date

Glenside Public Library District

Summary of Insurance 2020-2021

Type of Coverage	Description of Coverage	Amount of Coverage
General Liability	Bodily Injury & property damage claims	\$1,000,000 Each Occurrence
		\$2,000,000 General Aggregate
		\$10,000 Medical Expenses
		\$1,000,000 Employee Benefit Liability
Umbrella Liability	Provides additional coverage to General	\$6,000,000
	Liability	Retention: \$0
Property Coverage	Loss of property due to fire, theft, etc.	Building - \$11,804,783
		Business Personal Property - \$4,051,687
		(Includes Collection)
		Deductible: \$1,000
		EDP-Computers - \$250,000
		Business income – ALS
		Water Back up - \$50,000
		Flood - \$1,000,000
		Earthquake \$1,000,000
Automobile Liability	Liability Insurance protects your	\$1,000,000
	business in the event of an injury to an	
	employee traveling in an owned, rented	
	or personal automobile on company	
	business.	
Directors & Officers	Provides protection for "decisions"	\$4,000,000 D&O
	made by Directors, Officers, Volunteers,	Retention: \$1,000
	Trustees, Committee Members & The	\$2,000,000 EPL
	Entity also includes Employment	Retention: \$2,500
	Practices Liability & Fiduciary Liability.	
Government Crime	Insurance provides coverage for theft of	\$1,933,315
	Funds	
Travel Accident	Intended to cover medical expenses,	Multiple Coverage Limits
	trip cancellation, lost luggage, flight	
	accident and other losses incurred	
	while traveling	
Workers Compensation	Provides coverage for Employees for	\$500,000/\$500,000/\$500,000
	Accidents or injuries that happen during	8810 Clerical Payrolls - \$1,562,400
	working hours	9101 All Other Payrolls - \$62,100

Named Insured: Glenside Public Library District

Coverage	Hanover, Philadelphia	Hanover, Philadelphia	Hanover, Travelers	
	2019-2020	2020-2021	2020-2021	
Package	\$15,530	\$17,542	\$17,542	
Automobile	Included	Included	Included	
Umbrella	Included	Included	Included	
Workers Comp	\$4,713	\$4,491	\$4,491	
Directors &	\$4,978	\$6,059	\$4,829	
Officers		(retention is \$1,000	(retention is \$5,000	
		D&O/\$2,500 EPL)	for D&O & EPL)	
Crime (3 year	\$1,460	\$1,460	\$1,460	
billed annually)				
Travel Accident	\$500	\$500	\$500	
TOTAL	\$27,181	\$30,052	\$28,822	

^{*-} Premum increase on the Package policy directly corrulates with the submitted claims as well as across the board rate increases in the market.



Glenside Public Library District 25 East Fullerton Ave, Glendale Heights, IL 60139

ORDINANCE NO. 0-07-19

ORDINANCE PROVIDING FOR THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT AUTHORIZING MEMBERSHIP IN SWAN

BE IT RESOLVED by the Board of The Glenside Public Library District (hereinafter referred to as the "Library") as follows:

- 1. AUTHORITY: This Ordinance is adopted pursuant to the Intergovernmental Cooperation clause of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, the Illinois Public Library District Act (or the Illinois Local Library Act where applicable). The Library has the authority to enter into intergovernmental agreements for the provision of library services.
- **2. FINDINGS:** The Library has reviewed the Intergovernmental Agreement Establishing the System Wide Automated Network ("SWAN") and Authorizing Membership in SWAN, a copy of which is attached hereto as Exhibit A and made a part hereof, and has determined that it is in the best interests of the Library to join SWAN as a member library and that it approves the Agreement.
- **3. AUTHORIZATION:** That the President and Secretary of this Library are, therefore, authorized and directed to execute the Intergovernmental Agreement Establishing the System Wide Automated Network ("SWAN") and Authorizing Membership in SWAN.

Adopted this 21st day of May, 2020 by the Board of Trustees pursuant to a roll call vote as follows:

AYES:	/			
NAYS:				
ABSENT:				
APPROVED by the Preside District this 21st day of May		f Library Tru	ustees of The Gle	nside Public Librar
ATTEST:		Pres	ident	
Secretary				

INTERGOVERNMENTAL AGREEMENT ESTABLISHING THE SYSTEM WIDE AUTOMATED NETWORK ("SWAN") AND AUTHORIZING MEMBERSHIP IN SWAN

WHEREAS, the Libraries that have signed this agreement are units of local government and the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance or are entities with libraries that have the authority to contract for library services; and

WHEREAS, Chapter 5, Illinois Compiled Statutes, Act 220, Section 1, et seq., entitled the "Intergovernmental Cooperation Act," provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised jointly with another unit of local government; and

WHEREAS, the Libraries that have signed this Agreement have determined that it is in their best interest to join together to provide the services outlined in this Agreement and have decided to create an intergovernmental entity called "System Wide Automated Network" (hereinafter referred to as "SWAN"), voluntarily established by contracting Public Libraries, Library Districts and other entities with libraries to provide the services and integrated library system described and set forth in this Agreement.

NOW, THEREFORE, in consideration of the agreements hereinafter provided, and in further consideration of the execution of this Agreement by two-thirds of the libraries listed on Exhibit A, the Board of Trustees of the Glenside Public Lbirary District, (hereinafter referred to as "Library" or "Member") agree as follows:

1. <u>Incorporation of Preambles</u>. The above and foregoing preambles are incorporated herein and constitute a part of this Agreement.

- 2. <u>Establishment of SWAN</u>. The Libraries that have signed this Agreement hereby establish an intergovernmental entity, as contemplated by the Intergovernmental Cooperation Act, which shall be known as the System Wide Automated Network ("SWAN") for the purpose set forth in the next section. SWAN shall commence operations on September 1, 2010.
- 3. <u>Purpose</u>. The purpose of SWAN is to improve patron service by sharing resources, technology and a planned process of individual and collective growth. SWAN seeks to accomplish this purpose by automating tasks involved in library functions, including but not limited to circulation activities, interlibrary loans, the maintenance of patron files including delinquencies, the maintenance of library catalogs, the acquisition of library materials and serials control. The Members will jointly finance the acquisition and use of an integrated library system for automation of library functions.

4. Definitions.

"Enhanced Access Participant" - Those libraries or library districts that have dedicated access to the ILS for purposes of bibliographic searching, holds processing and patron maintenance, using their <u>own</u> telecommunications equipment. Bibliographic access is available to both the Participant's Library staff and patrons. Conditions and costs are defined in a separate Agreement for Enhanced Access to the SWAN Bibliographic Database, approved by a majority vote of Members and adopted by the SWAN Board.

"Equipment" - The server site hardware components including, but not limited to, the servers, disk drives, user access licenses, and all telecommunications equipment installed both at the server site and remotely at Member's libraries.

"Internet Access Participant" - Those libraries or library districts that access the ILS for purposes of bibliographic searching and holds processing, using their own equipment, shared SWAN support units, and SWAN's web-based catalogue. If shared SWAN support units and telecommunications equipment are used, access is limited to the Participant's Library staff only. Conditions and costs are defined in a separate Agreement for SWAN Internet Access approved by a majority vote of Members and adopted by the SWAN Board.

"Materials" - Print, non-print, electronic materials, and other items held by the Members for use.

"Member" - Any Library, Library District or other entity with a library which has executed an agreement which is accepted by SWAN on substantially the same terms as this Agreement as long as the Member uses the ILS as the primary means of recording circulation and all bibliographic records within two (2) years from the time this Agreement is executed.

"Software" - The computer instructions and programs used by SWAN.

"Integrated Library System" or "ILS"- The integrated library system used by SWAN including all equipment and software that is used for automation of library functions.

"Telecommunications" - The equipment and software needed to transmit data over telecommunications lines between the SWAN server site and Members.

"User Access License" - One non-transferable license for a single access for library staff to the SWAN equipment and software.

"Vendor" - Any vendor or vendors who provide and maintain the ILS pursuant to a contract with SWAN.

- 5. <u>Swan Board</u>. There is hereby established a board of directors which shall be called the SWAN Board ("Board"). The By-laws contain the details regarding membership on the Board, elections, meetings, duties, operation and voting of the Board.
- 6. <u>Obligations/Duties of Members</u>. The obligations and duties of Members are as follows:
 - A. To comply with such other reasonable rules and regulations as may be established by SWAN for the administration of the Agreement and ILS as well as all policies of SWAN, as amended.
 - B. To appropriate or budget annually its liabilities for participation in SWAN and the ILS and to meet its obligations hereunder.
 - C. To cooperate fully with any agent, employee, officer or independent contractor of SWAN in any matter relating to the purpose and powers of SWAN.
 - D. To make payments promptly to SWAN as established in the By-Laws, Annual Fee Chart and this Agreement.

- E. To execute any agreement or other documents with Vendors, such as a confidentiality agreement, required for operation of or participation in the ILS.
- F. To act promptly on all matters requiring approval by the Members and to not withhold such approval unreasonably or arbitrarily.
- G. To make its library materials available for interlibrary loan in accordance with the ILLINET Interlibrary Loan Policy.
- H. To take no action inconsistent with this Agreement as originally written or hereafter amended.
- 7. <u>Powers and Duties of SWAN</u>. The powers and duties of SWAN to perform and accomplish the purposes set forth in this Agreement are as follows and shall be exercised through the SWAN Board:
 - A. To administer the ILS.
 - B. To adopt by-laws consistent with law and with this Agreement to govern its operation, which by-laws shall include, among other things, provisions dealing with election of officers, meetings, voting, operational services, committees, budgeting and other policies.
 - C. To employ or contract with agents, employees, vendors, independent contractors or other entities, including legal counsel, accountants and such other persons as may be necessary to provide any services required for the ILS or its implementation, to store any of the equipment required to carry out the services outlined in this Agreement and to accomplish the purposes of SWAN.

- D. To purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the ILS.
- E. To collect payments and assessments from Members.
- F. To procure insurance for the ILS that covers the Equipment and Telecommunications against risks of loss or damage for an amount equal to the replacement cost of the equipment, subject to the usual conditions, stipulations and exceptions.
- G. To hold title to the ILS.
- H. To pass an annual budget and present a financial plan.
- I. To carry out such other activities as are necessarily implied or required to carry out the purposes of the ILS.
- 8. <u>Use of ILS.</u> The Members will jointly determine the use of the ILS. SWAN does not warrant or guarantee the ILS, nor shall SWAN be liable for any damages resulting from the malfunction of the ILS.
 - 9. LIMITATION OF LIABILITY/DAMAGES.
 - A. ANY SPECIFICATION, DESCRIPTION, OR OBJECTIVE IN THIS AGREEMENT CONCERNING THE OPERATION OF THE ILS IS A STATEMENT OF THE UNDERSTANDING OF THE PARTIES AS TO THE DESIGN AND SERVICE OBJECTIVES OF THE ILS, AND DOES NOT CREATE AN EXPRESS OR IMPLIED WARRANTY THAT THE ILS DOES OR WILL ALWAYS CONTINUE TO OPERATE AS DESCRIBED.

- B. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, NEITHER SWAN NOR ITS OFFICERS, BOARD MEMBERS, EMPLOYEES OR AGENTS SHALL BE LIABLE TO OR THROUGH THE MEMBER FOR ANY DAMAGES, INCLUDING BUT NOT LIMITED TO DIRECT (WITH THE EXCEPTION OF PERSONAL INJURY AND PROPERTY DAMAGE DIRECTLY CAUSED BY WILLFUL AND WANTON CONDUCT), INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOST PROFITS, LOST REVENUES OR FAILURE TO REALIZE EXPECTED SAVINGS) SUSTAINED OR INCURRED IN CONNECTION WITH THE PERFORMANCE OR NONPERFORMANCE OF SERVICES UNDER THIS AGREEMENT, AND ANY AMENDMENTS THERETO, OR THE PROVISION, USE OR OPERATION OF THE ILS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT AND ANY AMENDMENTS THERETO, REGARDLESS OF THE FORM OF ACTION AND WHETHER OR NOT SUCH DAMAGES ARE FORESEEABLE.
- C. NEITHER PARTY TO THIS AGREEMENT, INCLUDING THEIR OFFICERS, BOARD MEMBERS, EMPLOYEES AND AGENTS, SHALL BE LIABLE IN ANY WAY FOR DELAYS, FAILURE IN PERFORMANCE, LOSS OR DAMAGE DUE TO FORCE MAJEURE CONDITIONS OR CAUSES BEYOND SUCH PARTY'S REASONABLE CONTROL.
- D. ANY ACTION IN LAW OR IN EQUITY ARISING FROM OR IN CONNECTION WITH ANY MATTER UNDER THIS AGREEMENT MUST BE BROUGHT WITHIN TWO YEARS AFTER THE CAUSE OF ACTION HAS ACCRUED. ANY SUCH ACTION SHALL BE LITIGATED IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS (AND IN NO OTHER STATE OR FEDERAL COURT) AND THE PARTIES HERETO CONSENT TO THE JURISDICTION OF THE SAID CIRCUIT COURT OF COOK COUNTY.
- E. EXCEPT AS SET FORTH EXPRESSLY IN THIS AGREEMENT, NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF

MERCHANTABLILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE MADE BY SWAN.

- F. THE TERMS AND CONDITIONS IN THIS SECTION 9 SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.
- 10. Liability of SWAN, Its Employees and SWAN Board Members.
- A. The members of the SWAN Board and employees of SWAN shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of SWAN funds or failure to invest. They may participate in indemnification and self insurance programs. No Board member or employee shall be liable for any action taken or omitted by any other Board member or employee. No member of the SWAN Board shall be required to give a bond or other security to guarantee the faithful performance of the Board member's duties hereunder, except as required by this Agreement or by law.
- B. The liability of SWAN, its employees and SWAN Board members is limited solely to the proceeds of payments of Members.
- C. If any claim or action not covered by insurance is instituted against a SWAN Board member or employee of SWAN allegedly arising out of an act or omission occurring within the scope of his or her duties or authority, SWAN shall at the request of them:
 - 1. appear and defend against the claim or action; and
 - 2. pay or indemnify the SWAN Board member or employee for a judgment and court costs based on such claim or action, provided

there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and

3. pay or indemnify the SWAN Board member or employee for a compromise or settlement of such claim or action providing the

settlement is approved by the SWAN Board.

The term "SWAN Board member or employee" shall include former D. SWAN Board members and employees. This indemnification resolution shall not apply if the SWAN Board finds that the claim or action is based on malicious, willful or criminal claim or action is based on malicious, willful or criminal misconduct. In such case the action to be taken by the SWAN Board will be

determined after an investigation of the facts.

E. Moreover, all Members shall indemnify and hold harmless SWAN, SWAN Board members, employees and agents for any actions that it may take or fail to take, and such indemnity shall include, to the extent not indemnified under the provisions of this Section 10, all losses, costs, expenses, damages and claims

of whatever kind and nature.

Notices. All notices of claims or any other notice required to be given 11. pursuant to this Agreement, shall be in writing, shall be sent by certified mail and shall be addressed to:

SWAN

125 Tower Drive

Burr Ridge, Illinois 60527

Attention: SWAN Executive Director

The Glenside Public Library District 25 F Fulleron Ave. Glendale Heights, II 60139 Attention: Library Director

- 12. <u>Payments by Members Assessments</u>. Each Member shall pay all fees set forth on the SWAN Annual Fees Schedule, or any other costs and fees determined by the Members. Any Library joining SWAN whose records must be migrated or entered into SWAN must pay impact fees for joining SWAN.
- 13. <u>Rights of Members</u>. Rights of each Member of SWAN shall include the following:
 - A. To enforce the obligations of SWAN as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by SWAN itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the Members set forth herein.
 - B. To participate on uniform and nondiscriminatory terms.
- 14. <u>Amendments</u>. The SWAN Board may propose amendments to this Agreement at any time. The proposed amendment must be approved by a vote of at least two-thirds (2/3) of SWAN Members.
- 15. <u>Patron Information</u>. Patron information in the SWAN database remains the property of the Member that entered it. Use of such information shall be restricted to official use by members and Enhanced Access Participants in conformity with all applicable federal and state laws.
- 16. <u>Waiver</u>. The waiver by any Library signing this Agreement or by SWAN of any breach or violation of any provision of this Agreement shall not be deemed to be a waiver or a continuing waiver of any subsequent breach or violation of the same or any other provision of this Agreement.
- 17. <u>Authority/Rights</u>. Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be

binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith. This Agreement creates no rights, title or interest in any person or entity whatsoever (whether under a third party beneficiary thereof or otherwise) other than the Parties.

- 18. <u>Execution of Agreement</u>. This Agreement may be executed in counterparts, each of which will be signed by one Member Library, and each separate Agreement and all such collectively constitute one original. Facsimile signatures shall be sufficient.
- 19. <u>Assignment</u>. Under no circumstances shall this Agreement be assigned by any party or be construed as one of agency, partnership, joint venture or employment between the Parties. The Parties shall each be solely responsible for the conduct of their respective officers, employees and agents in connection with the performance of their obligations under this Agreement.
- 20. Term and Termination. This Agreement shall continue unless and until either SWAN or the Member terminates the Agreement by providing six (6) months' prior written notice. In addition, SWAN may terminate this Agreement if a Member breaches the Agreement, upon three months' prior written notice. If the Agreement is terminated, the Member must pay all unpaid costs incurred up to and including the time of termination. The obligation to pay all such costs survives the termination of this Agreement. If the Member terminates the Agreement, the Member shall pay all costs incurred by SWAN due to the Member's decision to leave SWAN, including any work performed by SWAN employees or agents after the termination of the Agreement.
- 21. <u>Dissolution</u>. If SWAN dissolves, all Members shall have the right of first refusal regarding the purchase of all equipment, property and other assets of SWAN and shall share in the proceeds, if any, of any such sales in the ratios/percentages represented in the then-current (at the time of the sale) SWAN Annual Fees Schedule. Surplus funds, if any, shall be distributed in the ratios/percentages

represented in the then-current (at the time of the sale) SWAN Annual Fees Schedule.

- 22. <u>Section Headings</u>. The section headings inserted in this Agreement are for convenience only and are not intended to and shall not be construed to limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.
- 23. <u>Validity and Savings Clause</u>. In the event that any provision of this Agreement shall be declared by a final judgment of a court of competent jurisdiction to be unlawful or unconstitutional or invalid as applied to any Member, the lawfulness, constitutionality or validity of the remainder of this Agreement shall not be deemed affected thereby.
- 24. <u>Governing Law</u>. This Agreement shall be construed in accordance with the Constitution and laws of the State of Illinois.
- 25. <u>Effective Date</u>. For any Member who executes the Agreement before August 31, 2010, the Effective Date shall be September 1, 2010. For any Member who executes the Agreement after August 31, 2010, the Effective Date shall be the first day of the calendar month next following the month in which the Member has duly approved and executed this Agreement or a substantially similar agreement.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under the authority of its Board of Trustees, has caused this Agreement to be executed by its duly authorized officers as of the date written on the first page.

BOARD OF LIBRARY TRUSTEES OF THE GLENSIDE PUBLIC LIBRARY DISTRICT

Ву:	
•	President
Atte	est:
Ву:	
	Secretary

Positions identified as "unable to work from home"	Δ	annual 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		\$8,459.88	
Shelver 4		\$7,735.00	
Technical Services 1		\$14,685.84	
Technical Services 2		\$19,024.72	
Technical Services 3		\$23,480.60	
Technology Assistant 1		\$16,678.96	
Custodian 1		\$15,349.49	
Custodian 2		\$15,349.49	
	\$	321,517.36	Total Salary Cost / Year
		Divided by 52	Weeks
	\$	6,183.03	Cost / Week
		\$321.517.36	Total Salary Cost / Year
			Bi-Monthly Pay Periods
	\$		Cost per Pay Period (Bi-monthly)
		·	
	\$	13,396.56	6/1-6/15 Cost of 1 Pay Period
	\$ \$	6,698.28	Library Unemployment contribution (~50%)
	\$	6,698.28	Net salary savings if staff unable to work from
			home are furloughed from 6/1 through 6/15
	\$		6/1-6/30 Cost of 2 Pay Periods
	\$ \$ \$		Library Unemployment contribution (~50%)
	\$	13,396.56	Net salary savings if staff unable to work from
			home are furloughed from 6/1 through 6/31