

NOTICE OF A REGULAR MEETING

The Board of Library Trustees of the Barrington Public Library District will hold a Regular Meeting on Monday, December 9, 2019 at 7:00 p.m. in the Conference Room of the Barrington Area Library, 505 North Northwest Highway, Barrington, Illinois.

Secretary

MINUTES OF A REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES OF THE BARRINGTON
PUBLIC LIBRARY DISTRICT

A Regular Meeting of the Board of Library Trustees was held on November 11, 2019, at 7:00 p.m. in the Zimmerman Room of the Barrington Area Library pursuant to notices sent to the board and the press on November 8, 2019.

Present and acting as trustees were:

Donald F. Minner, President
Carolyn Welch Clifford, Vice President
Carrie F. Carr, Treasurer
Denise Tenyer, Secretary
Jan Miller

Also in attendance were:

Jesse Henning, Executive Director
Melinda Lomas, Barrington Resident
Margie Marty, Barrington Resident
Cheryl Riendeau, Finance Manager
Lisa Stordahl, Office Manager

I. CALL TO ORDER

President Minner called the meeting to order at 7:00pm.

II. ROLL CALL

Lisa Stordahl called the roll.

III. AUDIENCE RECOGNITION AND PUBLIC COMMENT

President Minner welcomed all present and asked if anyone would like to address the board. Ms. Lomas wished to revisit the Lake Zurich Road Redirect Project. In a prepared statement, she recognized the board for the time and effort that they had put into their decision, but stated that from what she hears, there is still majority support for the project. Ms. Marty asked if the Library Board of Trustees had ever put out a survey to its customers regarding the realignment. President Minner explained that the library had not put out a survey, but had heard from many customers for and against the project while it was being considered. It was mentioned that the village may have included a question regarding the intersection in one of their surveys.

President Minner asked to move the Lake Zurich Road Realignment agenda item from New Business to the top of the order as it was the current topic of discussion, and asked Trustee Miller if she would like the opportunity to address the board on the topic.

Ms. Miller stated that when she decided to run for the board that a large number of people she spoke with were for the road redirect project. She also stated that as a past employee she felt

the redirect option was a safer option as it allowed people to enter and exit the library from the north. She feels that the current entrance is unsafe with customers having to cross the vehicle entrance path to enter the library. Ms. Miller also stated that when she worked in the Youth Services Department, many parents would comment on our wonderful library and would mention how great it was that it was so close to the park. Ms. Miller felt that the redirect project would be a great way to link the library and the park together.

President Minner asked if there was a motion to resume negotiations with the Village of Barrington regarding the Lake Zurich Road redirect. Ms. Miller made a motion to rescind the board's April 23, 2018 decision to cease negotiations with the Village of Barrington and to decline to execute an intergovernmental agreement with the Village with the purpose of selling Library property to realign Lake Zurich Road. There was no second to the motion.

IV. APPROVAL OF THE MINUTES

A motion to approve the minutes of the October 14, 2019 Regular Board Meeting was made by Ms. Tenyer, seconded by President Minner.

Ayes: Carr, Clifford, Miller, Minner, Tenyer
Nays: None
Abstain: None
Absent: Devereux-Peters, Pizzi
Motion: CARRIED.

A motion to approve the minutes of the October 14, 2019 Budget, Finance, and Levy Committee Meeting was made by Ms. Clifford, seconded by Ms. Carr.

Ayes: Carr, Clifford, Miller, Minner, Tenyer
Nays: None
Abstain: None
Absent: Devereux-Peters, Pizzi
Motion: CARRIED.

A motion to approve the minutes of the October 25, 2019 Policy Committee Meeting was made by Ms. Clifford, seconded by Ms. Carr.

Ayes: Carr, Clifford, Miller, Minner, Tenyer
Nays: None
Abstain: None
Absent: Devereux-Peters, Pizzi
Motion: CARRIED.

V. MISCELLANEOUS REPORTS / BUSINESS

President’s Report

President Minner recognized Lynn Van Dorn, Graphic Artist, for her fifteen years of service to the Library District and noted the great work that she does. The board asked Director Henning to thank her on their behalf.

Treasurer’s Report

Ms. Carr presented the financial report for October 2019. The balance brought forward was \$11,123,940.29. Revenue received in October 2019 totaled \$135,514.54, with expenditures amounting to \$611,408.55; leaving an ending balance of \$10,648,046.28. Four months into the fiscal year, revenues are 48.43% of anticipated, and expenditures equal 24.16% of the budget.

A motion to approve the October bills for payment was made by Ms. Carr, seconded by President Minner.

Ayes: Carr, Clifford, Miller, Minner, Tenyer
Nays: None
Abstain: None
Absent: Devereux-Peters, Pizzi
Motion: CARRIED.

Executive Director’s Report

Director Henning presented his report to the board and reported that October was a great month for programming. The fifth annual TEDx event occurred on October 17th and was well attended. Over 150 customers attended the Local Flavors program hosted by Kelly Avila and Hayley Schommer in Adult Services. This program featured many local vendors including Cook Street Coffee, Honey Lake Bee Co., Frantonios, and Primo Pizza to name a few.

In operational news, Director Henning also informed the board that 4K DVD’s will be ready to roll out soon. In addition, the late fines on DVD’s will be decreasing from \$1.00 to \$0.15 cents per day.

President Minner asked Director Henning to give an update on the Fall construction projects. Director Henning noted that most of the projects have wrapped. They are still refinishing a few windows on the second floor, and most of the remaining HVAC work has moved into the mechanical room. Punch list items are also being taken care of at this time.

Director Henning presented the Trustee requirements for the Illinois Per Capita Grant and outlined where Trustees could locate the appropriate continuing education material to fulfill those requirements. Board Trustees will check in with Director Henning on their progress before the end of 2019.

VI: REPORTS OF COMMITTEES

Ms. Clifford reported that the Policy Committee had a productive meeting on October 25, 2019. She complimented Director Henning and the staff that worked on each of the policy changes stating that the word presented to the board was very organized and thorough.

Director Henning discussed the necessity for removing Appendix A, Loan Rule Table, from the manual to allow Library Management to experiment with lowering fines in an effort to see if going fine-free is right for our library and community.

A motion to remove Appendix A from the Public Policy Manual, effective immediately, was made by Ms. Clifford, seconded by President Minner.

Ayes: Carr, Clifford, Miller, Minner, Tenyer
Nays: None
Abstain: None
Absent: Devereux-Peters, Pizzi
Motion: CARRIED.

A motion to approve the Public Policy Manual as amended, effective March 1, 2020, pending legal review was made by Ms. Clifford, seconded by Ms. Carr.

Ayes: Carr, Clifford, Miller, Minner, Tenyer
Nays: None
Abstain: None
Absent: Devereux-Peters, Pizzi
Motion: CARRIED.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

The board considered Ordinance 2019-5, Ordinance Levying and Assessing Taxes for the Barrington Public Library District, Cook, Kane, Lake, and McHenry Counties, Illinois, for the fiscal year beginning July 1, 2019 and ending June 30, 2020.

A motion to approve Ordinance 2019-5 was made by Ms. Tenyer, seconded by Ms. Clifford.

Ayes: Carr, Clifford, Miller, Tenyer
Nays: Minner
Abstain: None
Absent: Devereux-Peters, Pizzi
Motion: CARRIED.

There being no further business, Mr. Minner moved, and Ms. Carr seconded, to adjourn. All voted aye. The motion carried.

The meeting adjourned at 7:33 p.m.

A solid black rectangular redaction box covering the signature of the Secretary.

Secretary

Barrington Public Library District
Statement of Activities and Changes in Fund Balances
As of November 30, 2019

	All Funds 11/01/2019 to 11/30/19	All Funds 07/01/2019 to 11/30/19	% of Annual Budget
Revenue			
Property Tax	\$81,257.16	\$3,582,513.22	49.68 %
Other Taxes	\$0.00	\$21,116.76	70.39 %
Impact Fees	\$0.00	\$1,338.32	14.09 %
Operating Revenue	\$7,212.39	\$42,006.72	49.42 %
Grants	\$0.00	\$0.00	0.00 %
Donations	\$0.00	\$10.00	0.80 %
Rental Income	\$100.00	\$500.00	41.67 %
Interest Income & Unrealized Gain (Loss)	\$16,551.18	\$99,390.37	79.51 %
Miscellaneous Income	\$1,074.85	\$2,150.33	89.60 %
Total Revenue	\$106,195.58	\$3,749,025.72	49.85 %
Expenditures			
Salaries	\$229,154.51	\$1,271,474.75	39.74 %
Benefits	\$57,550.98	\$313,759.36	37.97 %
Staff Development & Training	\$8,217.71	\$30,555.88	24.76 %
Library Materials	\$47,401.39	\$260,983.93	31.30 %
Electronic Information	\$5,733.37	\$73,143.13	43.00 %
Library Programs	\$1,921.91	\$17,083.19	17.20 %
District Admin & Operating Expense	\$2,599.22	\$22,386.29	15.10 %
Facility Operating Expense	\$41,714.69	\$223,814.55	33.92 %
Capital Assets	\$19,449.52	\$260,101.89	11.44 %
Furniture, Fixtures & Equipment	\$0.00	\$4,834.06	3.40 %
Technology Hardware & Software	\$31,902.97	\$144,198.32	29.91 %
Professional Services	\$7,506.30	\$36,255.42	21.34 %
Trustee Expenses	\$250.22	\$745.77	22.20 %
Total Expenditures	\$453,402.79	\$2,659,336.54	29.12 %
NET SURPLUS/(DEFICIT)	(\$347,207.21)	\$1,089,689.18	
FUND BALANCE BEGINNING OF PERIOD	\$10,648,046.28	\$9,211,149.89	
FUND BALANCE NOVEMBER 30, 2019	\$10,300,839.07	\$10,300,839.07	

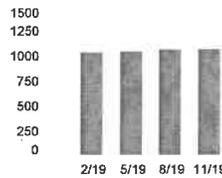
Barrington Public Library District

Asset Balance Analysis

	November 30, 2019	November 30, 2018	Change
<u>Fund Balances</u>			
Operational Checking-Barrington Bank (.55%)	\$252,765.34	\$185,296.08	\$67,469.26
Payroll Checking-Barrington Bank	\$4,785.33	\$2,657.04	\$2,128.29
Merchant Account-Barrington Bank	\$15,438.73	\$0.00	\$15,438.73
Petty Cash - Administration	\$200.00	\$200.00	\$0.00
Petty Cash - Circulation	\$600.00	\$600.00	\$0.00
Sawyer Falduto	\$1,056,223.81	\$1,013,872.04	\$42,351.77
Barrington Bank - MAX safe Saving (1.8%)	\$8,938,461.77	\$7,655,925.71	\$1,282,536.06
Accounts Receivable	\$32,364.09	\$0.00	\$32,364.09
Total Fund Balances	\$10,300,839.07	\$8,858,550.87	\$1,442,288.20

Account Value as of 11/30/2019: \$ 1,056,223.81

Change in Account Value	This Period	Year to Date	Account Value [in Thousands]
Starting Value	\$ 1,053,635.94	\$ 1,016,749.62	
Credits	2,511.05	20,813.02	
Debits	0.00	(1,038.00)	
Transfer of Securities (In/Out)	0.00	0.00	
Income Reinvested	(35.00)	(332.46)	
Change in Value of Investments	111.82	20,051.63	
Ending Value on 11/30/2019	\$ 1,056,223.81	\$ 1,056,223.81	
Accrued Income ^d	5,624.89		
Ending Value with Accrued Income^d	\$ 1,061,848.70		
Total Change in Account Value	\$ 2,587.87	\$ 39,474.19	
Total Change with Accrued Income^d	\$ 8,212.76		



Asset Composition	Market Value	% of Account Assets
Money Market Funds [Sweep]	\$ 15,416.73	1%
Fixed Income	1,040,807.08	99%
Total Assets Long	\$ 1,056,223.81	
Total Account Value	\$ 1,056,223.81	100%

*Annualized, as calculated by Finance Manager

SAWYER FALDUTO
ASSET MANAGEMENT, LLC

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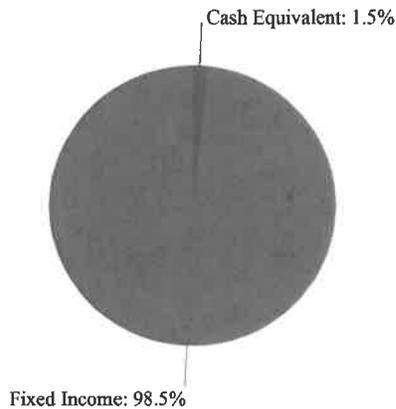
SAWYER FALDUTO
ASSET MANAGEMENT, LLC

Portfolio Statement

As of 11/30/2019
11/29/2019 Prices

Barrington Area Library District

Portfolio Allocation



<u>Weight</u>	<u>Description</u>	<u>Symbol</u>	<u>Quantity</u>	<u>Current Value</u>	<u>Current Yield</u>	<u>Annual Income</u>
Fixed Income						
Cash Equivalent						
Certificate of Deposit						
4.9%	Ally Bank 07/26/2021 3.00%	02007GEA7	50,000	51,038.85	2.9%	1,500.00
	Accrued Income			526.03		
1.5%	Capital One Bank 09/23/2020 2.30%	140420VX5	16,000	16,092.13	2.3%	368.00
	Accrued Income			69.57		
2.8%	Capital One N.A. 09/28/2020 1.95%	14042RHZ7	30,000	30,089.01	1.9%	585.00
	Accrued Income			104.18		
7.4%	Citibank, N.A. 12/27/2021 3.20%	17312QY45	75,000	77,132.85	3.1%	2,400.00
	Accrued Income			1,038.90		
3.8%	Comenity Capital Bank 09/21/2020 2.25%	20033AMR4	40,000	40,215.72	2.2%	900.00
	Accrued Income			24.66		
4.0%	Comenity Capital Bank 05/02/2022 2.55%	20033AV45	42,000	42,712.03	2.5%	1,071.00
	Accrued Income			2.93		
2.2%	Cross River Bank 04/11/2022 2.50%	227563AL7	23,000	23,348.24	2.5%	575.00
	Accrued Income			81.92		
4.7%	Cross River Bank 10/31/2022 1.90%	227563BF9	50,000	50,016.25	1.9%	950.00
	Accrued Income			83.29		
4.8%	Flagstar Bank 06/13/2022 2.50%	33847E2J5	50,000	50,787.90	2.5%	1,250.00
	Accrued Income			589.04		

Portfolio StatementAs of 11/30/2019
11/29/2019 Prices

Barrington Area Library District

<u>Weight</u>	<u>Description</u>	<u>Symbol</u>	<u>Quantity</u>	<u>Current Value</u>	<u>Current Yield</u>	<u>Annual Income</u>
Fixed Income						
Cash Equivalent						
Certificate of Deposit						
4.9%	Goldman Sachs Bank 01/10/2022 3.10%	38148P3Y1	50,000	51,340.00	3.0%	1,550.00
	Accrued Income			615.75		
4.3%	Hanmi Finl Corp 02/17/2021 2.80%	410493DK3	45,000	45,618.17	2.8%	1,260.00
	Accrued Income			48.33		
2.0%	Morgan Stanley Bank 01/11/2022 2.40%	61747MF55	21,000	21,257.38	2.4%	504.00
	Accrued Income			197.46		
4.4%	Morgan Stanley Bank 01/10/2022 3.05%	61760ATY5	45,000	46,154.12	3.0%	1,372.50
	Accrued Income			541.48		
2.9%	Sallie Mae Bank 04/18/2022 2.60%	7954502J3	30,000	30,536.34	2.6%	780.00
	Accrued Income			96.16		
1.9%	Sallie Mae Bank 05/11/2020 2.70%	795450P58	20,000	20,103.48	2.7%	540.00
	Accrued Income			32.55		
2.4%	Sallie Mae Bank 08/16/2021 3.00%	795450V28	25,000	25,531.88	2.9%	750.00
	Accrued Income			221.92		
4.8%	Synchrony Bank 05/25/2021 3.00%	87165FVZ4	50,000	50,967.65	2.9%	1,500.00
	Accrued Income			24.66		
7.2%	TIAA FSB Holdings 05/17/2022 2.50%	87270LCE1	75,000	76,190.25	2.5%	1,875.00
	Accrued Income			71.92		
4.9%	Wells Fargo Bank 12/14/2021 3.25%	949763VW3	50,000	51,440.35	3.2%	1,625.00
	Accrued Income			75.68		
75.8%				805,019.03	2.7%	21,355.50
Taxable Bonds						
U. S. Treasury						
2.4%	US Treas Note 01/31/2020 2.00%	9128283S7	25,000	25,011.72	2.0%	500.00
	Accrued Income			167.12		
4.7%	US Treas Note 01/31/2020 1.375%	912828UL2	50,000	49,976.56	1.4%	687.50
	Accrued Income			229.79		
7.1%				75,385.19	1.6%	1,187.50
U.S. Government Agency						
4.3%	Fed Farm Cr Bk 08/05/2020 2.46%	3133ECW91	45,000	45,242.51	2.4%	1,107.00
	Accrued Income			356.70		
1.9%	Fed Home Ln Bk 11/25/2020 1.81%	3130A6SX6	20,000	20,024.74	1.8%	362.00
	Accrued Income			6.03		

Portfolio StatementAs of 11/30/2019
11/29/2019 Prices

Barrington Area Library District

<u>Weight</u>	<u>Description</u>	<u>Symbol</u>	<u>Quantity</u>	<u>Current Value</u>	<u>Current Yield</u>	<u>Annual Income</u>
Fixed Income						
Taxable Bonds						
U.S. Government Agency						
4.7%	Fed Home Ln Bk 02/24/2020 1.90%	313378DY4	50,000	50,025.65	1.9%	950.00
	Accrued Income			255.97		
10.9%				115,911.60	2.1%	2,419.00
U.S. Government Agency - Callable						
4.7%	Fed Home Ln Bk Callable Daily 09/24/2021 1.75%	3130AGZN8	50,000	49,953.30	1.8%	875.00
	Call 09/24/2020, 100.00 Accrued Income			162.85		
22.7%				241,412.94	1.9%	4,481.50
98.5%				1,046,431.97	2.5%	25,837.00
Cash Equivalent						
Cash Equivalent						
Cash Equivalent						
1.5%	Schwab Government Money Fund	SWGXX		15,507.69	1.8%	280.69
99.5%				1,056,314.77	2.5%	26,117.69
	Total Accrued Income			5,624.89		
100.0%				1,061,939.66		

Barrington Public Library District
Treasurer's Report
As of November 30, 2019

	Working			FICA	Audit	Special		Donations/		Total
	General	Cash	I M R F			Reserve	Building	Insurance	Grants	
Assets										
Operational Checking-Barrington Bank	\$252,765.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$252,765.34
Payroll Checking-Barrington Bank	\$4,785.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,785.33
Merchant Account-Barrington Bank	\$15,438.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,438.73
Petty Cash - Administration	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
Petty Cash - Circulation	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
Sawyer Falduto	\$1,056,223.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,056,223.81
Barrington Bank - MAX safe Saving	\$8,938,461.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,938,461.77
Due To/From Other Funds	(\$5,647,876.66)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,647,876.66)
Accounts Receivable	\$32,364.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,364.09
Due To/From Other Funds	\$0.00	\$541,237.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$541,237.28
Due To/From Other Funds	\$0.00	\$0.00	\$637,376.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$637,376.74
Due To/From Other Funds	\$0.00	\$0.00	\$0.00	\$191,535.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$191,535.21
Due To/From Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$2,026.38	\$0.00	\$0.00	\$0.00	\$0.00	\$2,026.38
Due To/From Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,120,662.12	\$0.00	\$0.00	\$0.00	\$3,120,662.12
Due To/From Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,912.94	\$0.00	\$50,912.94
Due To/From Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$724,723.55	\$0.00	\$0.00	\$724,723.55
Due To/From Other Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$379,402.44	\$379,402.44
Total Assets	\$4,652,962.41	\$541,237.28	\$637,376.74	\$191,535.21	\$2,026.38	\$3,120,662.12	\$724,723.55	\$50,912.94	\$379,402.44	\$10,300,839.07
Liabilities and Fund Balance										
Fund Balance										
Fund Balance	\$4,652,962.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,652,962.41
Fund Balance	\$0.00	\$541,237.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$541,237.28
Fund Balance	\$0.00	\$0.00	\$637,376.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$637,376.74
Fund Balance	\$0.00	\$0.00	\$0.00	\$191,535.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$191,535.21
Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$2,026.38	\$0.00	\$0.00	\$0.00	\$0.00	\$2,026.38
Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,120,662.12	\$0.00	\$0.00	\$0.00	\$3,120,662.12
Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,912.94	\$0.00	\$50,912.94
Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$724,723.55	\$0.00	\$0.00	\$724,723.55
Fund Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$379,402.44	\$379,402.44
Total Fund Balance	\$4,652,962.41	\$541,237.28	\$637,376.74	\$191,535.21	\$2,026.38	\$3,120,662.12	\$724,723.55	\$50,912.94	\$379,402.44	\$10,300,839.07
Total Liabilities and Fund Balance	\$4,652,962.41	\$541,237.28	\$637,376.74	\$191,535.21	\$2,026.38	\$3,120,662.12	\$724,723.55	\$50,912.94	\$379,402.44	\$10,300,839.07
BEGINNING BALANCE WITH CURRENT	\$3,524,726.52	\$541,237.28	\$561,183.17	\$223,985.19	\$14,026.38	\$3,363,821.54	\$561,105.34	\$36,464.58	\$384,599.89	\$9,211,149.89
NET SURPLUS/(DEFICIT)	\$1,128,235.89	\$0.00	\$76,193.57	(\$32,449.98)	(\$12,000.00)	(\$243,159.42)	\$163,618.21	\$14,448.36	(\$5,197.45)	\$1,089,689.18
ENDING FUND BALANCE	\$4,652,962.41	\$541,237.28	\$637,376.74	\$191,535.21	\$2,026.38	\$3,120,662.12	\$724,723.55	\$50,912.94	\$379,402.44	\$10,300,839.07

Barrington Public Library District
Revenues - All Funds
For the Period Ended November 30, 2019

Revenue	Month Actual Total Funds	Y-T-D Actual Total Funds	% Collected	Budgeted Receipts	Uncollected Receipts
Property Tax					
Tax Levy-Cook County	\$13,764.63	\$1,705,703.87	47.78 %	\$3,569,727.11	(\$1,864,023.24)
Tax Levy-Lake County	\$51,763.78	\$1,662,491.39	51.37 %	\$3,236,307.92	(\$1,573,816.53)
Tax Levy-McHenry County	\$15,728.73	\$210,661.25	52.41 %	\$401,950.44	(\$191,289.19)
Tax Levy-Kane County	\$0.02	\$3,656.71	102.44 %	\$3,569.72	\$86.99
Total Property Tax	\$81,257.16	\$3,582,513.22	49.68 %	\$7,211,555.19	(\$3,629,041.97)
Other Taxes					
Personal Property Tax	\$0.00	\$21,116.76	70.39 %	\$30,000.00	(\$8,883.24)
Total Other Taxes	\$0.00	\$21,116.76	70.39 %	\$30,000.00	(\$8,883.24)
Impact Fees					
Impact Fees- Barrington	\$0.00	\$1,338.32	0.00 %	\$0.00	\$1,338.32
Impact Fees- Other	\$0.00	\$0.00	0.00 %	\$9,500.00	(\$9,500.00)
Total Impact Fees	\$0.00	\$1,338.32	14.09 %	\$9,500.00	(\$8,161.68)
Operating Revenue					
Fines	\$6,499.07	\$38,043.97	47.56 %	\$80,000.00	(\$41,956.03)
Copies	\$713.32	\$3,962.75	79.26 %	\$5,000.00	(\$1,037.25)
Total Operating Revenue	\$7,212.39	\$42,006.72	49.42 %	\$85,000.00	(\$42,993.28)
Grants					
Per Capita Grant	\$0.00	\$0.00	0.00 %	\$55,196.00	(\$55,196.00)
Total Grants	\$0.00	\$0.00	0.00 %	\$55,196.00	(\$55,196.00)
Donations					
Donations- Other	\$0.00	\$10.00	0.80 %	\$1,250.00	(\$1,240.00)
Total Donations	\$0.00	\$10.00	0.80 %	\$1,250.00	(\$1,240.00)
Rental Income					
Rental- Verizon	\$100.00	\$500.00	41.67 %	\$1,200.00	(\$700.00)
Total Rental Income	\$100.00	\$500.00	41.67 %	\$1,200.00	(\$700.00)
Interest Income					
Interest Income	\$16,439.36	\$91,762.99	73.41 %	\$125,000.00	(\$33,237.01)
Unrealized Gain (Loss) on investments	\$111.82	\$7,627.38	0.00 %	\$0.00	\$7,627.38
Total Interest Income	\$16,551.18	\$99,390.37	79.51 %	\$125,000.00	(\$25,609.63)
Miscellaneous Income					
Miscellaneous Income & Reimbursements	\$1,074.85	\$2,150.33	89.60 %	\$2,400.00	(\$249.67)
Total Miscellaneous Income	\$1,074.85	\$2,150.33	89.60 %	\$2,400.00	(\$249.67)
Total Revenue	\$106,195.58	\$3,749,025.72	49.85 %	\$7,521,101.19	(\$3,772,075.47)

Barrington Public Library District
Expenditures-All Funds
For the Period Ended November 30, 2019

Expenditures	Actual Month	Actual Y-T-D	% of Annual Budget	Annual Budget	% of Appropriation	Appropriation
Salaries						
Salaries	\$229,154.51	\$1,271,474.75	39.74 %	\$3,199,593.88		
Total Salaries	\$229,154.51	\$1,271,474.75	39.74 %	\$3,199,593.88	31.79 %	\$4,000,000.00
Benefits						
FICA employer	\$13,933.84	\$77,452.37	39.04 %	\$198,374.82		
Medicare employer	\$3,258.75	\$18,113.93	39.04 %	\$46,394.11		
IMRF	\$20,604.03	\$114,721.52	40.97 %	\$280,000.00		
Insurance-medical and life	\$19,754.36	\$103,471.54	34.31 %	\$301,620.00		
Total Benefits	\$57,550.98	\$313,759.36	37.97 %	\$826,388.93	16.43 %	\$1,909,396.00
Staff Development & Training						
Hiring	\$176.52	\$400.52	13.35 %	\$3,000.00		
Staff Development	\$6,547.88	\$25,709.30	25.03 %	\$102,701.54		
Dues & Memberships	\$475.00	\$2,393.00	48.57 %	\$4,927.00		
Staff Expenses	\$1,018.31	\$2,053.06	16.08 %	\$12,764.00		
Total Staff Development & Training	\$8,217.71	\$30,555.88	24.76 %	\$123,392.54	12.22 %	\$250,000.00
Library Materials						
Books	\$13,595.13	\$57,764.53	24.07 %	\$240,000.00		
Books-Grab & Go	\$842.70	\$3,172.37	31.72 %	\$10,000.00		
Periodicals	\$0.00	\$170.39	0.95 %	\$18,000.00		
E-Periodicals	\$1,000.00	\$5,220.74	30.76 %	\$16,975.00		
Circulating Equipment	\$133.72	\$500.81	11.13 %	\$4,500.00		
Audio books-spoken	\$1,984.72	\$5,656.14	34.28 %	\$16,500.00		
CDs	\$571.84	\$1,539.83	20.53 %	\$7,500.00		
Digital Music	\$0.00	\$1,950.00	11.99 %	\$16,267.00		
E-Books	\$17,440.00	\$71,985.76	34.78 %	\$207,000.00		
DVDs	\$4,208.09	\$24,098.52	27.54 %	\$87,500.00		
DVDs Grab & Go	\$433.34	\$2,987.17	22.98 %	\$13,000.00		
E-DVDs	\$0.00	\$22,350.00	50.00 %	\$44,700.00		
E-Audio Books	\$6,876.91	\$27,153.99	31.95 %	\$85,000.00		
Refund for Materials lost & paid	\$0.00	\$533.45	0.00 %	\$0.00		
AV Video Games	\$314.94	\$2,777.31	19.15 %	\$14,500.00		
Realia	\$0.00	\$302.37	15.12 %	\$2,000.00		
Processing supplies	\$0.00	\$2,173.92	11.03 %	\$19,706.00		
Online Computer Library Center	\$0.00	\$30,646.63	100.00 %	\$30,646.63		
Total Library Materials	\$47,401.39	\$260,983.93	31.30 %	\$833,794.63	18.19 %	\$1,434,616.00
Electronic Information						
Electronic information	\$5,733.37	\$73,143.13	43.00 %	\$170,096.00		
Total Electronic Information	\$5,733.37	\$73,143.13	43.00 %	\$170,096.00	29.26 %	\$250,000.00

Barrington Public Library District
Expenditures-All Funds
For the Period Ended November 30, 2019

	Actual Month	Actual Y-T-D	% of Annual Budget	Annual Budget	% of Appropriation	Appropriation
Library Programs						
Pilot Programs	\$0.00	\$0.00	0.00 %	\$20,000.00		
Library programs	\$1,921.91	\$17,083.19	21.54 %	\$79,325.00		
Total Library Programs	\$1,921.91	\$17,083.19	17.20 %	\$99,325.00	4.26 %	\$401,232.00
District Admin & Operating Expense						
Departmental supplies	\$4.24	\$2,327.57	11.68 %	\$19,920.00		
Collection agency	\$232.70	\$438.55	21.93 %	\$2,000.00		
Office supplies	\$317.08	\$2,553.75	34.05 %	\$7,500.00		
Postage	\$0.00	\$44.80	0.27 %	\$16,825.00		
Promotional & display materials	\$285.09	\$4,981.72	30.66 %	\$16,250.00		
Fees & Service Charges	\$1,252.70	\$6,947.27	36.42 %	\$19,077.00		
Business Insurance	\$507.41	\$5,092.63	7.66 %	\$66,500.00		
Items Purchased & Resold	\$0.00	\$0.00	0.00 %	\$200.00		
Total District Admin & Operating Expense	\$2,599.22	\$22,386.29	15.10 %	\$148,272.00	6.34 %	\$352,963.00
Facility Operating Expense						
Rental Spaces	\$0.00	\$840.00	100.00 %	\$840.00		
Security	\$450.00	\$1,362.00	95.92 %	\$1,420.00		
Utilities-electric	\$8,516.48	\$48,258.72	43.87 %	\$110,000.00		
Utilities-gas	\$465.34	\$2,964.31	11.86 %	\$25,000.00		
Utilities-water, sewer	\$2,277.23	\$9,564.03	36.78 %	\$26,000.00		
Utilities-Garbage	\$322.43	\$1,612.15	35.83 %	\$4,500.00		
Telephone	\$2,776.07	\$14,024.36	41.89 %	\$33,480.00		
Building maintenance & repair	\$7,250.37	\$44,613.08	30.66 %	\$145,515.00		
Bldg maintenance supplies	\$0.00	\$8,821.83	45.24 %	\$19,500.00		
Repair Contingency	\$4,145.40	\$19,252.34	38.50 %	\$50,000.00		
Equipment maintenance	\$3,674.82	\$31,203.68	24.06 %	\$129,700.00		
Piano maintenance	\$0.00	\$0.00	0.00 %	\$3,000.00		
Traffic light	\$1,563.00	\$2,733.00	49.69 %	\$5,500.00		
Site maintenance	\$8,985.00	\$33,835.00	43.35 %	\$78,050.00		
Site Contingency	\$0.00	\$810.00	4.05 %	\$20,000.00		
Vehicle operation & maintenance	\$1,288.55	\$3,920.05	53.70 %	\$7,300.00		
Total Facility Operating Expense	\$41,714.69	\$223,814.55	33.92 %	\$659,805.00	14.72 %	\$1,520,123.00
Capital Assets						
Capital Assets	\$0.00	\$1,967.00	2.18 %	\$90,000.00		
Library Building & Grounds Renovation	\$19,449.52	\$258,134.89	11.82 %	\$2,183,330.00		
Total Capital Assets	\$19,449.52	\$260,101.89	11.44 %	\$2,273,330.00	4.94 %	\$5,269,895.00

Barrington Public Library District
Expenditures-All Funds
For the Period Ended November 30, 2019

	Actual Month	Actual Y-T-D	% of Annual Budget	Annual Budget	% of Appropriation	Appropriation
Furniture, Fixtures & Equipment						
Furniture, Fixtures & Equipment	\$0.00	\$4,834.06	3.40 %	\$142,350.00		
Total Furniture, Fixtures & Equipment	\$0.00	\$4,834.06	3.40 %	\$142,350.00	1.76 %	\$275,000.00
Technology Hardware & Software						
Technology Hardware	\$10,566.81	\$56,282.28	27.47 %	\$204,915.00		
Software & Subscriptions	\$21,336.16	\$87,916.04	31.71 %	\$277,258.00		
Total Technology Hardware & Software	\$31,902.97	\$144,198.32	29.91 %	\$482,173.00	19.23 %	\$750,000.00
Professional Services						
Legal fees	\$581.30	\$3,295.90	16.48 %	\$20,000.00		
Legal expenses	\$0.00	\$369.52	3.21 %	\$11,500.00		
Consultant fees	\$5,925.00	\$20,590.00	16.36 %	\$125,840.00		
Audit expense	\$1,000.00	\$12,000.00	96.00 %	\$12,500.00		
Total Professional Services	\$7,506.30	\$36,255.42	21.34 %	\$169,840.00	11.55 %	\$314,026.00
Trustee Expenses						
Trustee expense	\$250.22	\$745.77	22.20 %	\$3,360.00		
Total Trustee Expenses	\$250.22	\$745.77	22.20 %	\$3,360.00	14.92 %	\$5,000.00
Total Expenditures	\$453,402.79	\$2,659,336.54	29.12 %	\$9,131,720.98	15.89 %	\$16,732,251.00

Barrington Public Library District
Expenditures-General Fund
For the Period Ended November 30, 2019

	Actual Month	Actual Y-T-D	% of Annual Budget	Annual Budget	% of Appropriation	Appropriation
Expenditures						
Salaries						
Salaries	\$229,154.51	\$1,271,474.75	39.74 %	\$3,199,593.88		
Total Salaries	\$229,154.51	\$1,271,474.75	39.74 %	\$3,199,593.88	31.79 %	\$4,000,000.00
Benefits						
Insurance-medical and life	\$19,754.36	\$103,471.54	34.31 %	\$301,620.00		
Total Benefits	\$19,754.36	\$103,471.54	34.31 %	\$301,620.00	17.25 %	\$600,000.00
Staff Development & Training						
Hiring	\$176.52	\$400.52	13.35 %	\$3,000.00		
Staff Development	\$6,547.88	\$25,709.30	25.03 %	\$102,701.54		
Dues & Memberships	\$475.00	\$2,393.00	48.57 %	\$4,927.00		
Staff Expenses	\$1,018.31	\$2,053.06	16.08 %	\$12,764.00		
Total Staff Development & Training	\$8,217.71	\$30,555.88	24.76 %	\$123,392.54	12.22 %	\$250,000.00
Library Materials						
Books	\$13,595.13	\$57,764.53	24.07 %	\$240,000.00		
Books-Grab & Go	\$842.70	\$3,172.37	31.72 %	\$10,000.00		
Periodicals	\$0.00	\$170.39	0.95 %	\$18,000.00		
E-Periodicals	\$1,000.00	\$5,220.74	30.76 %	\$16,975.00		
Circulating Equipment	\$133.72	\$500.81	11.13 %	\$4,500.00		
Audio books-spoken	\$808.02	\$1,950.06	30.00 %	\$6,500.00		
CDs	\$571.84	\$1,539.83	20.53 %	\$7,500.00		
Digital Music	\$0.00	\$1,950.00	11.99 %	\$16,267.00		
E-Books	\$17,440.00	\$71,985.76	34.78 %	\$207,000.00		
DVDs	\$4,208.09	\$24,098.52	27.54 %	\$87,500.00		
DVDs Grab & Go	\$433.34	\$2,987.17	22.98 %	\$13,000.00		
E-DVDs	\$0.00	\$22,350.00	50.00 %	\$44,700.00		
E-Audio Books	\$6,876.91	\$27,153.99	31.95 %	\$85,000.00		
Refund for Materials lost & paid	\$0.00	\$533.45	0.00 %	\$0.00		
AV Video Games	\$314.94	\$2,777.31	19.15 %	\$14,500.00		
Realia	\$0.00	\$302.37	15.12 %	\$2,000.00		
Processing supplies	\$0.00	\$2,173.92	11.03 %	\$19,706.00		
Online Computer Library Center	\$0.00	\$30,646.63	100.00 %	\$30,646.63		
Total Library Materials	\$46,224.69	\$257,277.85	31.23 %	\$823,794.63	20.58 %	\$1,250,000.00
Electronic Information						
Electronic information	\$5,733.37	\$73,143.13	43.00 %	\$170,096.00		
Total Electronic Information	\$5,733.37	\$73,143.13	43.00 %	\$170,096.00	29.26 %	\$250,000.00

Barrington Public Library District
Expenditures-General Fund
For the Period Ended November 30, 2019

	Actual Month	Actual Y-T-D	% of Annual Budget	Annual Budget	% of Appropriation	Appropriation
Library Programs						
Pilot Programs	\$0.00	\$0.00	0.00 %	\$20,000.00		
Library programs	\$1,921.91	\$15,428.85	22.55 %	\$68,425.00		
Total Library Programs	\$1,921.91	\$15,428.85	17.45 %	\$88,425.00	7.71 %	\$200,000.00
District Admin & Operating Expense						
Departmental supplies	\$4.24	\$2,327.57	11.68 %	\$19,920.00		
Collection agency	\$232.70	\$438.55	21.93 %	\$2,000.00		
Office supplies	\$317.08	\$2,553.75	34.05 %	\$7,500.00		
Postage	\$0.00	\$44.80	0.27 %	\$16,825.00		
Promotional & display materials	\$285.09	\$4,981.72	30.66 %	\$16,250.00		
Fees & Service Charges	\$1,252.70	\$6,947.27	36.42 %	\$19,077.00		
Items Purchased & Resold	\$0.00	\$0.00	0.00 %	\$200.00		
Total District Admin & Operating Expense	\$2,091.81	\$17,293.66	21.15 %	\$81,772.00	6.92 %	\$250,000.00
Facility Operating Expense						
Security	\$450.00	\$1,362.00	95.92 %	\$1,420.00		
Utilities-electric	\$8,516.48	\$48,258.72	43.87 %	\$110,000.00		
Utilities-gas	\$465.34	\$2,964.31	11.86 %	\$25,000.00		
Utilities-water, sewer	\$2,277.23	\$9,564.03	36.78 %	\$26,000.00		
Utilities-Garbage	\$322.43	\$1,612.15	35.83 %	\$4,500.00		
Telephone	\$2,776.07	\$14,024.36	41.89 %	\$33,480.00		
Total Facility Operating Expense	\$14,807.55	\$77,785.57	38.82 %	\$200,400.00	15.56 %	\$500,000.00
Capital Assets						
Capital Assets	\$0.00	\$1,967.00	2.18 %	\$90,000.00		
Total Capital Assets	\$0.00	\$1,967.00	2.18 %	\$90,000.00	0.10 %	\$1,906,073.00
Furniture, Fixtures & Equipment						
Furniture, Fixtures & Equipment	\$0.00	\$4,834.06	3.40 %	\$142,350.00		
Total Furniture, Fixtures & Equipment	\$0.00	\$4,834.06	3.40 %	\$142,350.00	1.76 %	\$275,000.00
Technology Hardware & Software						
Technology Hardware	\$10,566.81	\$56,282.28	27.47 %	\$204,915.00		
Software & Subscriptions	\$21,336.16	\$87,916.04	31.71 %	\$277,258.00		
Total Technology Hardware & Software	\$31,902.97	\$144,198.32	29.91 %	\$482,173.00	19.23 %	\$750,000.00
Professional Services						
Legal fees	\$581.30	\$3,295.90	16.48 %	\$20,000.00		
Legal expenses	\$0.00	\$369.52	3.21 %	\$11,500.00		
Consultant fees	\$5,925.00	\$20,590.00	16.36 %	\$125,840.00		
Total Professional Services	\$6,506.30	\$24,255.42	15.42 %	\$157,340.00	8.09 %	\$300,000.00
Trustee Expenses						
Trustee expense	\$250.22	\$745.77	22.20 %	\$3,360.00		
Total Trustee Expenses	\$250.22	\$745.77	22.20 %	\$3,360.00	14.92 %	\$5,000.00
Total Expenditures	\$366,565.40	\$2,022,431.80	34.49 %	\$5,864,317.05	19.20 %	\$10,536,073.00

Barrington Public Library District
Account Distribution
General Fund

<u>Date</u>	<u>Trans.</u>	<u>Journal</u>	<u>Reference</u>	<u>Debit Amount</u>	<u>Credit Amount</u>	<u>Balance</u>
10-4000-00						
Account: 10-4000-00 (Salaries)						
11/1/2019			<i>Account Beginning Balance</i>			\$1,042,320.24
11/4/2019	7269-10	Journal Entry	Payroll funding for 11/8/19 payroll	\$114,595.45		
11/19/2019	7286-10	Journal Entry	Record expenses for 11/22/19 payroll	\$114,559.06		
			<i>Account Subtotals</i>	\$229,154.51	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$229,154.51
11/30/2019			<i>Account Ending Balance</i>			\$1,271,474.75
10-4600-00						
Account: 10-4600-00 (Insurance-medical and life)						
11/1/2019			<i>Account Beginning Balance</i>			\$83,717.18
11/1/2019	7272-1	Journal Entry	November Medical insurance premiu		\$574.00	
11/4/2019	7269-11	Journal Entry	Payroll funding for 11/8/19 payroll		\$2,262.65	
11/8/2019	7266-5	Accounts Payable	Wellness Insurance N-November 2019	\$25,432.66		
11/19/2019	7286-11	Journal Entry	Record expenses for 11/22/19 payroll		\$2,262.65	
11/20/2019	7281-3	Journal Entry	Deposit 11/20/19-Insurance Reimburse		\$255.00	
11/22/2019	7282-25	Accounts Payable	Employee Benefits Co-Section 125 R	\$250.00		
11/29/2019	7293-1	Journal Entry	December Medical insurance premium		\$574.00	
			<i>Account Subtotals</i>	\$25,682.66	\$5,928.30	
11/30/2019			<i>Account Net Change</i>			\$19,754.36
11/30/2019			<i>Account Ending Balance</i>			\$103,471.54
10-4700-00						
Account: 10-4700-00 (Hiring)						
11/1/2019			<i>Account Beginning Balance</i>			\$224.00
11/1/2019	7246-323	Accounts Payable	First Bankcard-Indeed-Ads	\$176.52		
			<i>Account Subtotals</i>	\$176.52	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$176.52
11/30/2019			<i>Account Ending Balance</i>			\$400.52
10-4800-00						
Account: 10-4800-00 (Staff Development)						
11/1/2019			<i>Account Beginning Balance</i>			\$375.00
11/1/2019	7246-317	Accounts Payable	Mobile Room Escape, -Staff Day Eve	\$375.00		
11/15/2019	7270-69	Accounts Payable	Steven Adams-Staff in-service speaker	\$1,000.00		
11/15/2019	7270-71	Accounts Payable	Relax4Life-Staff in-service mindfulness	\$200.00		
11/15/2019	7270-91	Accounts Payable	Catherine Nealey-Chair Yoga class for	\$180.00		
11/15/2019	7270-93	Accounts Payable	Victoria Pelarenos-In-Service Day	\$350.00		
			<i>Account Subtotals</i>	\$2,105.00	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$2,105.00
11/30/2019			<i>Account Ending Balance</i>			\$2,480.00
10-4800-10						
Account: 10-4800-10 (Staff Development)						
11/1/2019			<i>Account Beginning Balance</i>			\$3,451.38
11/1/2019	7246-321	Accounts Payable	First Bankcard-ILA-Conference Hennin	\$250.00		
11/4/2019	7269-12	Journal Entry	Payroll funding for 11/8/19 payroll-Mi	\$160.02		
11/19/2019	7286-12	Journal Entry	Record expenses for 11/22/19 payroll	\$186.82		

Barrington Public Library District
Account Distribution
General Fund

<u>Date</u>	<u>Trans.</u>	<u>Journal</u>	<u>Reference</u>	<u>Debit Amount</u>	<u>Credit Amount</u>	<u>Balance</u>
Account: 10-4800-10 (Staff Development)						
			<i>Account Subtotals</i>	\$596.84	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$596.84
11/30/2019			<i>Account Ending Balance</i>			\$4,048.22
10-4800-11						
Account: 10-4800-11 (Staff Development)						
11/1/2019			<i>Account Beginning Balance</i>			\$2,544.85
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			\$2,544.85
10-4800-12						
Account: 10-4800-12 (Staff Development)						
11/1/2019			<i>Account Beginning Balance</i>			\$200.00
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			\$200.00
10-4800-13						
Account: 10-4800-13 (Staff Development)						
11/1/2019			<i>Account Beginning Balance</i>			\$755.00
11/4/2019	7269-13	Journal Entry	Payroll funding for 11/8/19 payroll-In	\$1,202.16		
			<i>Account Subtotals</i>	\$1,202.16	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$1,202.16
11/30/2019			<i>Account Ending Balance</i>			\$1,957.16
10-4800-20						
Account: 10-4800-20 (Staff Development)						
11/1/2019			<i>Account Beginning Balance</i>			\$4,839.59
11/1/2019	7246-161	Accounts Payable	First Bankcard-PLA-Conference regist	\$305.00		
11/1/2019	7246-327	Accounts Payable	First Bankcard-Ticket Leap-2020 Globa	\$74.50		
11/4/2019	7269-14	Journal Entry	Payroll funding for 11/8/19 payroll-IL	\$237.51		
11/15/2019	7270-63	Accounts Payable	Barrington Area Cham-WBN Ticket f	\$40.00		
11/19/2019	7286-13	Journal Entry	Record expenses for 11/22/19 payroll	\$167.74		
			<i>Account Subtotals</i>	\$824.75	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$824.75
11/30/2019			<i>Account Ending Balance</i>			\$5,664.34
10-4800-40						
Account: 10-4800-40 (Staff Development)						
11/1/2019			<i>Account Beginning Balance</i>			\$3,801.49
11/4/2019	7269-15	Journal Entry	Payroll funding for 11/8/19 payroll-Zi	\$992.53		
			<i>Account Subtotals</i>	\$992.53	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$992.53
11/30/2019			<i>Account Ending Balance</i>			\$4,794.02
10-4800-50						
Account: 10-4800-50 (Staff Development)						
11/1/2019			<i>Account Beginning Balance</i>			\$3,164.11

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Account: 10-4800-50 (Staff Development)						
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$3,164.11</u>
10-4800-60						
Account: 10-4800-60 (Staff Development)						
11/1/2019			<i>Account Beginning Balance</i>			\$30.00
11/19/2019	7286-14	Journal Entry	Record expenses for 11/22/19 payroll	\$826.60		
			<i>Account Subtotals</i>	<u>\$826.60</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$826.60</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$856.60</u>
10-4810-10						
Account: 10-4810-10 (Dues & Memberships)						
11/1/2019			<i>Account Beginning Balance</i>			\$1,013.00
11/1/2019	7246-333	Accounts Payable	First Bankcard-ILA - Membership Due	\$250.00		
			<i>Account Subtotals</i>	<u>\$250.00</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$250.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$1,263.00</u>
10-4810-13						
Account: 10-4810-13 (Dues & Memberships)						
11/1/2019			<i>Account Beginning Balance</i>			\$200.00
11/30/2019			<i>Account Net Change</i>			<u>\$0.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$200.00</u>
10-4810-20						
Account: 10-4810-20 (Dues & Memberships)						
11/1/2019			<i>Account Beginning Balance</i>			\$470.00
11/30/2019			<i>Account Net Change</i>			<u>\$0.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$470.00</u>
10-4810-40						
Account: 10-4810-40 (Dues & Memberships)						
11/1/2019			<i>Account Beginning Balance</i>			\$50.00
11/30/2019			<i>Account Net Change</i>			<u>\$0.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$50.00</u>
10-4810-50						
Account: 10-4810-50 (Dues & Memberships)						
11/1/2019			<i>Account Beginning Balance</i>			\$40.00
11/30/2019			<i>Account Net Change</i>			<u>\$0.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$40.00</u>
10-4810-60						
Account: 10-4810-60 (Dues & Memberships)						
11/1/2019			<i>Account Beginning Balance</i>			\$145.00
11/1/2019	7246-325	Accounts Payable	First Bankcard-ALA-PLA membership	\$225.00		

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Account: 10-4810-60 (Dues & Memberships)						
			<i>Account Subtotals</i>	\$225.00	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$225.00
11/30/2019			<i>Account Ending Balance</i>			\$370.00
10-4820-00						
Account: 10-4820-00 (Staff Expenses)						
11/1/2019			<i>Account Beginning Balance</i>			\$0.00
11/15/2019	7270-115	Accounts Payable	Michael Folker-750.00	\$750.00		
			<i>Account Subtotals</i>	\$750.00	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$750.00
11/30/2019			<i>Account Ending Balance</i>			\$750.00
10-4820-10						
Account: 10-4820-10 (Staff Expenses)						
11/1/2019			<i>Account Beginning Balance</i>			\$1,034.75
11/1/2019	7246-9	Accounts Payable	A H Office Coffee Se-Water-Staff Lou	\$81.50		
11/1/2019	7246-13	Accounts Payable	Amazon Capital Servi-Supplies for s	\$54.81		
11/1/2019	7246-145	Accounts Payable	A H Office Coffee Se-Water-Staff Lou	\$33.00		
11/1/2019	7246-147	Accounts Payable	A H Office Coffee Se-Water Cooler Re	\$24.00		
11/1/2019	7246-169	Accounts Payable	First Bankcard-Award of Choice-15 ye	\$75.00		
			<i>Account Subtotals</i>	\$268.31	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$268.31
11/30/2019			<i>Account Ending Balance</i>			\$1,303.06
10-5100-20						
Account: 10-5100-20 (Books)						
11/1/2019			<i>Account Beginning Balance</i>			\$30,656.97
11/1/2019	7246-59	Accounts Payable	Baker & Taylor Books-AS Books	\$19.87		
11/1/2019	7246-63	Accounts Payable	Baker & Taylor Books-AS Books	\$1,482.75		
11/1/2019	7246-65	Accounts Payable	Baker & Taylor Books-AS Books & G	\$261.84		
11/1/2019	7246-68	Accounts Payable	Baker & Taylor Books-AS Books	\$81.84		
11/1/2019	7246-75	Accounts Payable	Baker & Taylor Books-AS Books & G	\$250.05		
11/1/2019	7246-78	Accounts Payable	Baker & Taylor Books-AS Books & G	\$246.10		
11/1/2019	7246-191	Accounts Payable	Baker & Taylor Books-AS Books & G	\$16.01		
11/1/2019	7246-192	Accounts Payable	Baker & Taylor Books-AS Books	\$101.97		
11/1/2019	7246-194	Accounts Payable	Baker & Taylor Books-AS Books & G	\$249.78		
11/1/2019	7246-201	Accounts Payable	Baker & Taylor Books-AS Books & G	\$241.19		
11/1/2019	7246-202	Accounts Payable	Baker & Taylor Books-AS Books	\$1,265.86		
11/1/2019	7246-206	Accounts Payable	Baker & Taylor Books-AS Books & G	\$2,278.55		
11/1/2019	7246-209	Accounts Payable	Baker & Taylor Books-AS Books & G	\$504.46		
11/1/2019	7246-210	Accounts Payable	Baker & Taylor Books-AS Books	\$33.54		
11/1/2019	7246-212	Accounts Payable	Baker & Taylor Books-AS Books	\$434.93		
11/1/2019	7246-218	Accounts Payable	Baker & Taylor Books-AS Books	\$363.83		
11/1/2019	7246-222	Accounts Payable	Baker & Taylor Books-AS Books & G	\$442.99		
11/1/2019	7246-301	Accounts Payable	Amazon/GECRB-Statement 10/10/19	\$193.32		
11/1/2019	7246-337	Accounts Payable	Baker & Taylor Books-0003184397		\$20.83	
11/15/2019	7270-105	Accounts Payable	LexisNexis-AS Books	\$210.18		
			<i>Account Subtotals</i>	\$8,679.06	\$20.83	
11/30/2019			<i>Account Net Change</i>			\$8,658.23
11/30/2019			<i>Account Ending Balance</i>			\$39,315.20

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10-5100-60						
Account: 10-5100-60 (Books)						
11/1/2019			<i>Account Beginning Balance</i>			\$13,512.43
11/1/2019	7246-61	Accounts Payable	Baker & Taylor Books-YS Books	\$46.51		
11/1/2019	7246-70	Accounts Payable	Baker & Taylor Books-YS Books & B	\$827.40		
11/1/2019	7246-73	Accounts Payable	Baker & Taylor Books-YS Books	\$1,031.46		
11/1/2019	7246-81	Accounts Payable	Baker & Taylor Books-YS Books	\$983.52		
11/1/2019	7246-197	Accounts Payable	Baker & Taylor Books-YS Books	\$249.83		
11/1/2019	7246-214	Accounts Payable	Baker & Taylor Books-YS Books	\$933.02		
11/1/2019	7246-216	Accounts Payable	Baker & Taylor Books-YS Books	\$869.89		
11/1/2019	7246-339	Accounts Payable	Baker & Taylor Books-0003181740		\$4.73	
			<i>Account Subtotals</i>	\$4,941.63	\$4.73	
11/30/2019			<i>Account Net Change</i>			\$4,936.90
11/30/2019			<i>Account Ending Balance</i>			\$18,449.33
10-5101-20						
Account: 10-5101-20 (Books-Grab & Go)						
11/1/2019			<i>Account Beginning Balance</i>			\$2,329.67
11/1/2019	7246-67	Accounts Payable	Baker & Taylor Books-AS Books & G	\$99.83		
11/1/2019	7246-77	Accounts Payable	Baker & Taylor Books-AS Books & G	\$96.15		
11/1/2019	7246-80	Accounts Payable	Baker & Taylor Books-AS Books & G	\$116.24		
11/1/2019	7246-189	Accounts Payable	Baker & Taylor Books-AS Books & G	\$15.86		
11/1/2019	7246-196	Accounts Payable	Baker & Taylor Books-AS Books & G	\$98.58		
11/1/2019	7246-199	Accounts Payable	Baker & Taylor Books-AS Books & G	\$100.33		
11/1/2019	7246-204	Accounts Payable	Baker & Taylor Books-AS Books & G	\$64.50		
11/1/2019	7246-207	Accounts Payable	Baker & Taylor Books-AS Books & G	\$32.82		
11/1/2019	7246-220	Accounts Payable	Baker & Taylor Books-AS Books & G	\$191.01		
11/1/2019	7246-305	Accounts Payable	Amazon/GECRB-Statement 10/10/19	\$27.38		
			<i>Account Subtotals</i>	\$842.70	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$842.70
11/30/2019			<i>Account Ending Balance</i>			\$3,172.37
10-5200-20						
Account: 10-5200-20 (Periodicals)						
11/1/2019			<i>Account Beginning Balance</i>			\$170.39
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			\$170.39
10-5210-20						
Account: 10-5210-20 (E-Periodicals)						
11/1/2019			<i>Account Beginning Balance</i>			\$4,220.74
11/1/2019	7246-143	Accounts Payable	Recorded Books, LLC-Zinio Platform f	\$1,000.00		
			<i>Account Subtotals</i>	\$1,000.00	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$1,000.00
11/30/2019			<i>Account Ending Balance</i>			\$5,220.74
10-5300-60						
Account: 10-5300-60 (Circulating Equipment)						
11/1/2019			<i>Account Beginning Balance</i>			\$367.09
11/1/2019	7246-72	Accounts Payable	Baker & Taylor Books-YS Books & B	\$73.67		
11/15/2019	7270-35	Accounts Payable	Amazon Capital Servi-Backpack sup	\$60.05		

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Account: 10-5300-60 (Circulating Equipment)						
			<i>Account Subtotals</i>	\$133.72	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$133.72
11/30/2019			<i>Account Ending Balance</i>			\$500.81
10-5310-60						
Account: 10-5310-60 (Audio books-spoken)						
11/1/2019			<i>Account Beginning Balance</i>			\$1,142.04
11/1/2019	7246-15	Accounts Payable	Recorded Books, LLC-YS Audiobook	\$62.20		
11/1/2019	7246-98	Accounts Payable	Midwest Tape-YS & Schutt Audioboo	\$119.97		
11/1/2019	7246-103	Accounts Payable	Midwest Tape-YS Audiobooks	\$99.98		
11/1/2019	7246-105	Accounts Payable	Midwest Tape-YS & Schutt Audioboo	\$69.98		
11/1/2019	7246-244	Accounts Payable	Midwest Tape-YS & Schutt Audioboo	\$204.95		
11/1/2019	7246-249	Accounts Payable	Midwest Tape-YS Audiobooks	\$111.98		
11/1/2019	7246-264	Accounts Payable	Midwest Tape-YS & Schutt Audioboo	\$46.98		
11/1/2019	7246-269	Accounts Payable	Midwest Tape-YS Audiobooks	\$91.98		
			<i>Account Subtotals</i>	\$808.02	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$808.02
11/30/2019			<i>Account Ending Balance</i>			\$1,950.06
10-5311-20						
Account: 10-5311-20 (CDs)						
11/1/2019			<i>Account Beginning Balance</i>			\$798.85
11/1/2019	7246-87	Accounts Payable	Midwest Tape-AS Music CDs	\$24.78		
11/1/2019	7246-118	Accounts Payable	Midwest Tape-AS Music CDs	\$15.09		
11/1/2019	7246-134	Accounts Payable	Midwest Tape-AS Music CDs	\$147.84		
11/1/2019	7246-223	Accounts Payable	Midwest Tape-AS Music CDs	\$75.60		
11/1/2019	7246-225	Accounts Payable	Midwest Tape-AS Music CDs	\$52.41		
11/1/2019	7246-235	Accounts Payable	Midwest Tape-AS & YS Music CDs	\$124.72		
11/1/2019	7246-271	Accounts Payable	Midwest Tape-AS Music CDs	\$100.83		
11/1/2019	7246-306	Accounts Payable	Amazon/GECRB-Statement 10/10/19	\$15.33		
			<i>Account Subtotals</i>	\$556.60	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$556.60
11/30/2019			<i>Account Ending Balance</i>			\$1,355.45
10-5311-60						
Account: 10-5311-60 (CDs)						
11/1/2019			<i>Account Beginning Balance</i>			\$169.14
11/1/2019	7246-233	Accounts Payable	Midwest Tape-AS & YS Music CDs	\$15.24		
			<i>Account Subtotals</i>	\$15.24	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$15.24
11/30/2019			<i>Account Ending Balance</i>			\$184.38
10-5312-20						
Account: 10-5312-20 (Digital Music)						
11/1/2019			<i>Account Beginning Balance</i>			\$1,950.00
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			\$1,950.00
10-5315-20						

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Account: 10-5315-20 (E-Books)						
11/1/2019			<i>Account Beginning Balance</i>			\$46,172.45
11/1/2019	7246-33	Accounts Payable	OverDrive Inc.-AS eBooks	\$1,047.88		
11/1/2019	7246-35	Accounts Payable	OverDrive Inc.-AS eBooks	\$1,250.58		
11/1/2019	7246-37	Accounts Payable	OverDrive Inc.-AS eBooks	\$1,299.89		
11/1/2019	7246-39	Accounts Payable	OverDrive Inc.-AS eBooks	\$1,355.89		
11/1/2019	7246-41	Accounts Payable	OverDrive Inc.-AS eBooks	\$535.88		
11/1/2019	7246-43	Accounts Payable	OverDrive Inc.-AS eBooks	\$436.92		
11/1/2019	7246-45	Accounts Payable	OverDrive Inc.-AS eBooks	\$5,628.13		
			<i>Account Subtotals</i>	\$11,555.17	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$11,555.17
11/30/2019			<i>Account Ending Balance</i>			\$57,727.62
10-5315-60						
Account: 10-5315-60 (E-Books)						
11/1/2019			<i>Account Beginning Balance</i>			\$8,373.31
11/1/2019	7246-47	Accounts Payable	OverDrive Inc.-YS eBooks	\$1,353.47		
11/1/2019	7246-49	Accounts Payable	OverDrive Inc.-YS eBooks	\$1,766.98		
11/1/2019	7246-51	Accounts Payable	OverDrive Inc.-YS eBooks	\$1,999.69		
11/1/2019	7246-53	Accounts Payable	OverDrive Inc.-YS eBooks	\$764.69		
			<i>Account Subtotals</i>	\$5,884.83	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$5,884.83
11/30/2019			<i>Account Ending Balance</i>			\$14,258.14
10-5320-20						
Account: 10-5320-20 (DVDs)						
11/1/2019			<i>Account Beginning Balance</i>			\$15,922.44
11/1/2019	7246-85	Accounts Payable	Midwest Tape-AS DVDs	\$170.43		
11/1/2019	7246-89	Accounts Payable	Midwest Tape-AS DVDs	\$26.49		
11/1/2019	7246-95	Accounts Payable	Midwest Tape-AS DVDs & GG	\$448.10		
11/1/2019	7246-110	Accounts Payable	Midwest Tape-AS DVDs	\$15.49		
11/1/2019	7246-122	Accounts Payable	Midwest Tape-AS DVDs	\$21.49		
11/1/2019	7246-124	Accounts Payable	Midwest Tape-AS DVDs	\$164.42		
11/1/2019	7246-136	Accounts Payable	Midwest Tape-AS DVDs & GG	\$250.92		
11/1/2019	7246-139	Accounts Payable	Midwest Tape-AS DVDs	\$225.66		
11/1/2019	7246-227	Accounts Payable	Midwest Tape-AS DVDs	\$18.99		
11/1/2019	7246-229	Accounts Payable	Midwest Tape-AS DVDs	\$20.74		
11/1/2019	7246-236	Accounts Payable	Midwest Tape-AS DVDs	\$122.45		
11/1/2019	7246-240	Accounts Payable	Midwest Tape-AS DVDs	\$37.98		
11/1/2019	7246-259	Accounts Payable	Midwest Tape-AS DVDs	\$113.45		
11/1/2019	7246-263	Accounts Payable	Midwest Tape-AS DVDs & GG	\$298.90		
11/1/2019	7246-275	Accounts Payable	Midwest Tape-AS DVDs & GG	\$238.15		
11/1/2019	7246-284	Accounts Payable	Midwest Tape-AS DVDs	\$20.74		
11/1/2019	7246-288	Accounts Payable	Midwest Tape-AS DVDs	\$63.95		
11/1/2019	7246-292	Accounts Payable	Midwest Tape-AS DVDs & GG	\$68.71		
11/1/2019	7246-293	Accounts Payable	Midwest Tape-AS DVDs	\$24.58		
11/1/2019	7246-303	Accounts Payable	Amazon/GECRB-Statement 10/10/19	\$13.19		
			<i>Account Subtotals</i>	\$2,364.83	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$2,364.83
11/30/2019			<i>Account Ending Balance</i>			\$18,287.27
10-5320-60						
Account: 10-5320-60 (DVDs)						

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Account: 10-5320-60 (DVDs)						
11/1/2019			<i>Account Beginning Balance</i>			\$3,967.99
11/1/2019	7246-91	Accounts Payable	Midwest Tape-YS DVDs	\$69.47		
11/1/2019	7246-93	Accounts Payable	Midwest Tape-YS DVDs	\$103.47		
11/1/2019	7246-112	Accounts Payable	Midwest Tape-YS DVDs	\$37.47		
11/1/2019	7246-114	Accounts Payable	Midwest Tape-YS DVDs	\$22.49		
11/1/2019	7246-116	Accounts Payable	Midwest Tape-YS DVDs	\$310.41		
11/1/2019	7246-120	Accounts Payable	Midwest Tape-YS DVDs	\$48.72		
11/1/2019	7246-130	Accounts Payable	Midwest Tape-YS DVDs	\$62.48		
11/1/2019	7246-132	Accounts Payable	Midwest Tape-YS DVDs	\$215.88		
11/1/2019	7246-231	Accounts Payable	Midwest Tape-YS DVDs	\$55.97		
11/1/2019	7246-238	Accounts Payable	Midwest Tape-YS DVDs	\$181.41		
11/1/2019	7246-242	Accounts Payable	Midwest Tape-YS DVDs	\$288.92		
11/1/2019	7246-255	Accounts Payable	Midwest Tape-YS DVDs	\$128.21		
11/1/2019	7246-257	Accounts Payable	Midwest Tape-YS DVDs	\$30.23		
11/1/2019	7246-280	Accounts Payable	Midwest Tape-YS DVDs	\$221.66		
11/1/2019	7246-282	Accounts Payable	Midwest Tape-YS DVDs	\$39.99		
11/1/2019	7246-286	Accounts Payable	Midwest Tape-YS DVDs	\$26.48		
			<i>Account Subtotals</i>	\$1,843.26	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$1,843.26
11/30/2019			<i>Account Ending Balance</i>			\$5,811.25
10-5321-20						
Account: 10-5321-20 (DVDs Grab & Go)						
11/1/2019			<i>Account Beginning Balance</i>			\$2,553.83
11/1/2019	7246-97	Accounts Payable	Midwest Tape-AS DVDs & GG	\$142.95		
11/1/2019	7246-138	Accounts Payable	Midwest Tape-AS DVDs & GG	\$101.22		
11/1/2019	7246-261	Accounts Payable	Midwest Tape-AS DVDs & GG	\$86.22		
11/1/2019	7246-273	Accounts Payable	Midwest Tape-AS DVDs & GG	\$73.47		
11/1/2019	7246-290	Accounts Payable	Midwest Tape-AS DVDs & GG	\$29.48		
			<i>Account Subtotals</i>	\$433.34	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$433.34
11/30/2019			<i>Account Ending Balance</i>			\$2,987.17
10-5325-20						
Account: 10-5325-20 (E-DVDs)						
11/1/2019			<i>Account Beginning Balance</i>			\$22,350.00
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			\$22,350.00
10-5330-20						
Account: 10-5330-20 (E-Audio Books)						
11/1/2019			<i>Account Beginning Balance</i>			\$18,094.32
11/1/2019	7246-25	Accounts Payable	OverDrive Inc.-AS eAudio	\$735.43		
11/1/2019	7246-27	Accounts Payable	OverDrive Inc.-AS eAudio	\$3,370.14		
11/1/2019	7246-29	Accounts Payable	OverDrive Inc.-AS e-Audio	\$670.92		
11/1/2019	7246-31	Accounts Payable	OverDrive Inc.-AS eAudio	\$427.95		
			<i>Account Subtotals</i>	\$5,204.44	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$5,204.44
11/30/2019			<i>Account Ending Balance</i>			\$23,298.76
10-5330-60						

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Account: 10-5330-60 (E-Audio Books)						
11/1/2019			<i>Account Beginning Balance</i>			\$2,182.76
11/1/2019	7246-55	Accounts Payable	OverDrive Inc.-YS eAudio	\$797.21		
11/1/2019	7246-57	Accounts Payable	OverDrive Inc.-YS eAudio	\$875.26		
			<i>Account Subtotals</i>	\$1,672.47	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$1,672.47
11/30/2019			<i>Account Ending Balance</i>			\$3,855.23
10-5335-00						
Account: 10-5335-00 (Refund for Materials lost & paid)						
11/1/2019			<i>Account Beginning Balance</i>			\$533.45
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			\$533.45
10-5350-20						
Account: 10-5350-20 (AV Video Games)						
11/1/2019			<i>Account Beginning Balance</i>			\$1,398.60
11/1/2019	7246-304	Accounts Payable	Amazon/GECRB-Statement 10/10/19	\$48.99		
			<i>Account Subtotals</i>	\$48.99	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$48.99
11/30/2019			<i>Account Ending Balance</i>			\$1,447.59
10-5350-60						
Account: 10-5350-60 (AV Video Games)						
11/1/2019			<i>Account Beginning Balance</i>			\$1,063.77
11/1/2019	7246-83	Accounts Payable	Ingram Library Servi-YS Video Game	\$37.99		
11/1/2019	7246-299	Accounts Payable	Ingram Library Servi-YS Video Game	\$227.96		
			<i>Account Subtotals</i>	\$265.95	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$265.95
11/30/2019			<i>Account Ending Balance</i>			\$1,329.72
10-5400-60						
Account: 10-5400-60 (Realia)						
11/1/2019			<i>Account Beginning Balance</i>			\$302.37
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			\$302.37
10-5500-20						
Account: 10-5500-20 (Electronic information)						
11/1/2019			<i>Account Beginning Balance</i>			\$59,992.76
11/1/2019	7246-141	Accounts Payable	Mango Languages-Subscription Rene	\$3,873.41		
11/15/2019	7270-65	Accounts Payable	Jo-Ann Stores, LLC-Creative Bug Sub	\$1,363.00		
11/15/2019	7270-95	Accounts Payable	Thomson Reuters-West-West Inform	\$496.96		
			<i>Account Subtotals</i>	\$5,733.37	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$5,733.37
11/30/2019			<i>Account Ending Balance</i>			\$65,726.13
10-5500-60						

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Account: 10-5500-60 (Electronic information)						
11/1/2019			<i>Account Beginning Balance</i>			\$7,417.00
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$7,417.00</u>
10-5610-10						
Account: 10-5610-10 (Library programs)						
11/1/2019			<i>Account Beginning Balance</i>			\$37.94
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$37.94</u>
10-5610-12						
Account: 10-5610-12 (Library programs)						
11/1/2019			<i>Account Beginning Balance</i>			\$1,231.91
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$1,231.91</u>
10-5610-20						
Account: 10-5610-20 (Library programs)						
11/1/2019			<i>Account Beginning Balance</i>			\$8,822.57
11/1/2019	7246-11	Accounts Payable	Amazon Capital Servi-Program supp	\$159.38		
11/1/2019	7246-163	Accounts Payable	First Bankcard-Heinens-Second Friday	\$83.30		
11/1/2019	7246-165	Accounts Payable	First Bankcard-Ciao Baby-LIT progra	\$125.00		
11/1/2019	7246-167	Accounts Payable	First Bankcard-Lucky Monk-Cooks wi	\$100.86		
11/1/2019	7246-183	Accounts Payable	First Bankcard-4Imprint-Promo Drawst	\$202.90		
11/1/2019	7246-315	Accounts Payable	Frantonios Italian D-Local Eats Fair De	\$150.00		
11/1/2019	7246-335	Accounts Payable	The Mystery Shop-Deposit-Murder My	\$188.00		
11/8/2019	7267-13	Accounts Payable	Pine Food Company-One-Time Check-	\$25.00		
11/8/2019	7267-15	Accounts Payable	Primo Pizza-One-Time Check-8559	\$25.00		
11/8/2019	7267-17	Accounts Payable	Christi's Sweet Cafe-One-Time Check-8	\$25.00		
11/8/2019	7267-19	Accounts Payable	Cook Street Coffee-One-Time Check-8	\$25.00		
11/8/2019	7267-21	Accounts Payable	Honey Lake Bee Compa-One-Time Ch	\$25.00		
11/15/2019	7270-7	Accounts Payable	Amazon Capital Servi-Tea for LIT pr	\$11.49		
11/15/2019	7270-33	Accounts Payable	Amazon Capital Servi-Program supp	\$143.27		
11/15/2019	7270-73	Accounts Payable	Alanne Ori-Book Discussion 11/21/19	\$50.00		
			<i>Account Subtotals</i>	\$1,339.20	\$0.00	
11/30/2019			<i>Account Net Change</i>			<u>\$1,339.20</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$10,161.77</u>
10-5610-60						
Account: 10-5610-60 (Library programs)						
11/1/2019			<i>Account Beginning Balance</i>			\$3,414.52
11/1/2019	7246-157	Accounts Payable	First Bankcard-Jewel-Apples	\$10.98		
11/1/2019	7246-159	Accounts Payable	First Bankcard-Lego-program supplies	\$11.37		
11/1/2019	7246-171	Accounts Payable	First Bankcard-Walmart-YS Program s	\$60.36		
11/15/2019	7270-103	Accounts Payable	The ScribbleBooks Co-Scribblemonste	\$500.00		
			<i>Account Subtotals</i>	\$582.71	\$0.00	
11/30/2019			<i>Account Net Change</i>			<u>\$582.71</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$3,997.23</u>
10-5700-50						
Account: 10-5700-50 (Processing supplies)						

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Account: 10-5700-50 (Processing supplies)						
11/1/2019			<i>Account Beginning Balance</i>			\$2,173.92
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$2,173.92</u>
10-5710-50						
Account: 10-5710-50 (Online Computer Library Center)						
11/1/2019			<i>Account Beginning Balance</i>			\$30,646.63
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$30,646.63</u>
10-6100-10						
Account: 10-6100-10 (Departmental supplies)						
11/1/2019			<i>Account Beginning Balance</i>			\$239.51
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$239.51</u>
10-6100-11						
Account: 10-6100-11 (Departmental supplies)						
11/1/2019			<i>Account Beginning Balance</i>			\$761.12
11/15/2019	7270-97	Accounts Payable	Ace Hardware-Barring-Toggle Bolt	\$4.24		
			<i>Account Subtotals</i>	<u>\$4.24</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$4.24</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$765.36</u>
10-6100-12						
Account: 10-6100-12 (Departmental supplies)						
11/1/2019			<i>Account Beginning Balance</i>			\$64.70
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$64.70</u>
10-6100-13						
Account: 10-6100-13 (Departmental supplies)						
11/1/2019			<i>Account Beginning Balance</i>			\$211.78
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$211.78</u>
10-6100-20						
Account: 10-6100-20 (Departmental supplies)						
11/1/2019			<i>Account Beginning Balance</i>			\$242.43
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$242.43</u>
10-6100-40						
Account: 10-6100-40 (Departmental supplies)						
11/1/2019			<i>Account Beginning Balance</i>			\$764.94
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$764.94</u>
10-6100-60						

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Account: 10-6100-60 (Departmental supplies)						
11/1/2019			<i>Account Beginning Balance</i>			\$38.85
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$38.85</u>
10-6110-40						
Account: 10-6110-40 (Collection agency)						
11/1/2019			<i>Account Beginning Balance</i>			\$205.85
11/1/2019	7246-23	Accounts Payable	Unique Management Se-September p	\$116.35		
11/15/2019	7270-99	Accounts Payable	Unique Management Se-October plac	\$116.35		
			<i>Account Subtotals</i>	<u>\$232.70</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$232.70</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$438.55</u>
10-6200-00						
Account: 10-6200-00 (Office supplies)						
11/1/2019			<i>Account Beginning Balance</i>			\$42.50
11/18/2019	7278-2	Journal Entry	Correct JE 7257 for October 2019 Bar		\$42.50	
			<i>Account Subtotals</i>	<u>\$0.00</u>	<u>\$42.50</u>	
11/30/2019			<i>Account Net Change</i>			<u>(\$42.50)</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$0.00</u>
10-6200-10						
Account: 10-6200-10 (Office supplies)						
11/1/2019			<i>Account Beginning Balance</i>			\$2,194.17
11/22/2019	7282-3	Accounts Payable	Amazon Capital Servi-Magnetic Hook	\$27.70		
11/22/2019	7282-27	Accounts Payable	Amazon Capital Servi-Dry Erase Eas	\$331.88		
			<i>Account Subtotals</i>	<u>\$359.58</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$359.58</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$2,553.75</u>
10-6300-10						
Account: 10-6300-10 (Postage)						
11/1/2019			<i>Account Beginning Balance</i>			\$44.80
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$44.80</u>
10-6400-13						
Account: 10-6400-13 (Promotional & display materials)						
11/1/2019			<i>Account Beginning Balance</i>			\$4,696.63
11/1/2019	7246-175	Accounts Payable	First Bankcard-Daily Herald-Reflejos s	\$50.00		
11/1/2019	7246-177	Accounts Payable	First Bankcard-UPrinting-Fabric backin	\$55.59		
11/1/2019	7246-181	Accounts Payable	First Bankcard-Vistaprint-Postcards	\$159.50		
11/1/2019	7246-185	Accounts Payable	First Bankcard-Facebook Ads	\$20.00		
			<i>Account Subtotals</i>	<u>\$285.09</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$285.09</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$4,981.72</u>
10-6500-10						

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Account: 10-6500-10 (Fees & Service Charges)						
11/1/2019			<i>Account Beginning Balance</i>			\$5,694.57
11/4/2019	7268-12	Journal Entry	Payroll funding for 11/8/19 payroll	\$495.08		
11/18/2019	7278-1	Journal Entry	Correct JE 7257 for October 2019 Bar	\$42.50		
11/19/2019	7287-11	Journal Entry	Payroll funding for 11/22/19 payroll &	\$174.08		
11/30/2019	7289-1	Journal Entry	Record analysis fee in BBT Payroll Ac	\$34.00		
11/30/2019	7290-2	Journal Entry	November 2019 BOA Merchant A/C f	\$440.69		
11/30/2019	7290-5	Journal Entry	November 2019 Nayax fees	\$23.85		
11/30/2019	7294-1	Journal Entry	Barrington Bank Fees November 2019	\$42.50		
			<i>Account Subtotals</i>	\$1,252.70	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$1,252.70
11/30/2019			<i>Account Ending Balance</i>			\$6,947.27
10-7500-10						
Account: 10-7500-10 (Security)						
11/1/2019			<i>Account Beginning Balance</i>			\$912.00
11/1/2019	7246-3	Accounts Payable	Advent Systems Inc-Annual Monitori	\$450.00		
			<i>Account Subtotals</i>	\$450.00	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$450.00
11/30/2019			<i>Account Ending Balance</i>			\$1,362.00
10-7600-10						
Account: 10-7600-10 (Utilities-electric)						
11/1/2019			<i>Account Beginning Balance</i>			\$39,742.24
11/1/2019	7246-311	Accounts Payable	MidAmerican Energy C-Service 9/19	\$8,516.48		
			<i>Account Subtotals</i>	\$8,516.48	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$8,516.48
11/30/2019			<i>Account Ending Balance</i>			\$48,258.72
10-7610-10						
Account: 10-7610-10 (Utilities-gas)						
11/1/2019			<i>Account Beginning Balance</i>			\$2,498.97
11/15/2019	7270-113	Accounts Payable	Nicor Gas-Utilities: Gas 9/23/19-10/22	\$465.34		
			<i>Account Subtotals</i>	\$465.34	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$465.34
11/30/2019			<i>Account Ending Balance</i>			\$2,964.31
10-7620-10						
Account: 10-7620-10 (Utilities-water, sewer)						
11/1/2019			<i>Account Beginning Balance</i>			\$7,286.80
11/15/2019	7270-81	Accounts Payable	Village of Barringto-Water/Sewer Nove	\$2,277.23		
			<i>Account Subtotals</i>	\$2,277.23	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$2,277.23
11/30/2019			<i>Account Ending Balance</i>			\$9,564.03
10-7630-10						
Account: 10-7630-10 (Utilities-Garbage)						

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Account: 10-7630-10 (Utilities-Garbage)						
11/1/2019			<i>Account Beginning Balance</i>			\$1,289.72
11/15/2019	7270-79	Accounts Payable	Groot Inc-Garbage Service November 2	\$322.43		
			<i>Account Subtotals</i>	\$322.43	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$322.43
11/30/2019			<i>Account Ending Balance</i>			<u>\$1,612.15</u>
10-7700-10						
Account: 10-7700-10 (Telephone)						
11/1/2019			<i>Account Beginning Balance</i>			\$11,248.29
11/1/2019	7246-313	Accounts Payable	Technology Managemen-Communicati	\$950.00		
11/4/2019	7269-16	Journal Entry	Payroll funding for 11/8/19 payroll-Ph	\$90.00		
11/8/2019	7266-11	Accounts Payable	AT&T Mobility-Cellular Service 10/	\$262.09		
11/8/2019	7266-17	Accounts Payable	AT&T-Service 10/19/19-11/15/19	\$503.10		
11/15/2019	7270-61	Accounts Payable	Call One-Telephone Service 10/15/19-	\$488.01		
11/15/2019	7270-67	Accounts Payable	AT&T-Telephone POTS 10/22/19-1	\$131.02		
11/15/2019	7270-101	Accounts Payable	Comcast-Business Internet 11/12/19-	\$351.85		
			<i>Account Subtotals</i>	\$2,776.07	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$2,776.07
11/30/2019			<i>Account Ending Balance</i>			<u>\$14,024.36</u>
10-8100-00						
Account: 10-8100-00 (Capital Assets)						
11/1/2019			<i>Account Beginning Balance</i>			\$1,967.00
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$1,967.00</u>
10-8300-10						
Account: 10-8300-10 (Furniture, Fixtures & Equipment)						
11/1/2019			<i>Account Beginning Balance</i>			\$366.98
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$366.98</u>
10-8300-20						
Account: 10-8300-20 (Furniture, Fixtures & Equipment)						
11/1/2019			<i>Account Beginning Balance</i>			\$928.08
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$928.08</u>
10-8300-40						
Account: 10-8300-40 (Furniture, Fixtures & Equipment)						
11/1/2019			<i>Account Beginning Balance</i>			\$3,539.00
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$3,539.00</u>
10-8400-11						
Account: 10-8400-11 (Technology Hardware)						
11/1/2019			<i>Account Beginning Balance</i>			\$45,088.55
11/1/2019	7246-1	Accounts Payable	CDW Government-Cisco Integrated S	\$8,606.95		
11/1/2019	7246-173	Accounts Payable	First Bankcard-Apple Store-Ipad servic	\$49.00		

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Account: 10-8400-11 (Technology Hardware)						
11/22/2019	7282-1	Accounts Payable	Deli Marketing L P-SFP Transceiver	\$1,636.18		
			<i>Account Subtotals</i>	\$10,292.13	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$10,292.13
11/30/2019			<i>Account Ending Balance</i>			\$55,380.68
10-8400-12						
Account: 10-8400-12 (Technology Hardware)						
11/1/2019			<i>Account Beginning Balance</i>			\$626.92
11/15/2019	7270-5	Accounts Payable	Amazon Capital Servi-Tripod Kit	\$274.68		
			<i>Account Subtotals</i>	\$274.68	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$274.68
11/30/2019			<i>Account Ending Balance</i>			\$901.60
10-8500-11						
Account: 10-8500-11 (Software & Subscriptions)						
11/1/2019			<i>Account Beginning Balance</i>			\$65,273.41
11/1/2019	7246-19	Accounts Payable	Sagient Technologies-Barracuda Web S	\$9,129.68		
11/1/2019	7246-21	Accounts Payable	Jamf-Jumpstart & Jamf Pro	\$12,050.00		
			<i>Account Subtotals</i>	\$21,179.68	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$21,179.68
11/30/2019			<i>Account Ending Balance</i>			\$86,453.09
10-8500-13						
Account: 10-8500-13 (Software & Subscriptions)						
11/1/2019			<i>Account Beginning Balance</i>			\$1,306.47
11/1/2019	7246-179	Accounts Payable	First Bankcard-Adobe Stock Images	\$79.99		
11/1/2019	7246-187	Accounts Payable	First Bankcard-Mailchimp monthly bil	\$76.49		
			<i>Account Subtotals</i>	\$156.48	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$156.48
11/30/2019			<i>Account Ending Balance</i>			\$1,462.95
10-9100-00						
Account: 10-9100-00 (Legal fees)						
11/1/2019			<i>Account Beginning Balance</i>			\$2,197.00
11/30/2019	7288-1	Journal Entry	Correct coding on Klein Thorpe & Jen	\$1,098.90		
			<i>Account Subtotals</i>	\$1,098.90	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$1,098.90
11/30/2019			<i>Account Ending Balance</i>			\$3,295.90
10-9100-10						
Account: 10-9100-10 (Legal fees)						
11/1/2019			<i>Account Beginning Balance</i>			\$517.60
11/1/2019	7246-319	Accounts Payable	Klein, Thorpe and Je-Legal service thr	\$581.30		
11/30/2019	7288-2	Journal Entry	Correct coding on Klein Thorpe & Jen		\$1,098.90	
			<i>Account Subtotals</i>	\$581.30	\$1,098.90	
11/30/2019			<i>Account Net Change</i>			(\$517.60)

Barrington Public Library District
Account Distribution
General Fund

<u>Date</u>	<u>Trans.</u>	<u>Journal</u>	<u>Reference</u>	<u>Debit Amount</u>	<u>Credit Amount</u>	<u>Balance</u>
Account: 10-9100-10 (Legal fees)						
11/30/2019			<i>Account Ending Balance</i>			<u>\$0.00</u>
10-9110-10						
Account: 10-9110-10 (Legal expenses)						
11/1/2019			<i>Account Beginning Balance</i>			\$369.52
11/30/2019			<i>Account Net Change</i>			<u>\$0.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$369.52</u>
10-9200-10						
Account: 10-9200-10 (Consultant fees)						
11/1/2019			<i>Account Beginning Balance</i>			\$4,210.00
11/15/2019	7270-107	Accounts Payable	Engberg Anderson, In-Project 193064-	\$2,500.00		
			<i>Account Subtotals</i>	<u>\$2,500.00</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$2,500.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$6,710.00</u>
10-9200-11						
Account: 10-9200-11 (Consultant fees)						
11/1/2019			<i>Account Beginning Balance</i>			\$10,275.00
11/1/2019	7246-17	Accounts Payable	Logical Technical Se-Monthly Contrac	\$3,425.00		
			<i>Account Subtotals</i>	<u>\$3,425.00</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$3,425.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$13,700.00</u>
10-9200-13						
Account: 10-9200-13 (Consultant fees)						
11/1/2019			<i>Account Beginning Balance</i>			\$180.00
11/30/2019			<i>Account Net Change</i>			<u>\$0.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$180.00</u>
10-9500-10						
Account: 10-9500-10 (Trustee expense)						
11/1/2019			<i>Account Beginning Balance</i>			\$495.55
11/1/2019	7246-307	Accounts Payable	Illinois Library Ass-ILA membership 12	\$75.00		
11/1/2019	7246-309	Accounts Payable	Illinois Library Ass-ILA membership 12	\$75.00		
11/1/2019	7246-329	Accounts Payable	First Bankcard-Heinens-Board refresh	\$15.87		
11/1/2019	7246-331	Accounts Payable	First Bankcard-Pizza Factory-Board Co	\$84.35		
			<i>Account Subtotals</i>	<u>\$250.22</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$250.22</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$745.77</u>
11/1/2019					<i>Fund Beginning Balance</i>	\$1,655,866.40
11/30/2019					<i>Fund Net Change</i>	<u>\$366,565.40</u>
11/30/2019					<i>Fund Ending Balance</i>	<u>\$2,022,431.80</u>
11/1/2019					<i>Grand Total Beginning Balance</i>	\$1,655,866.40
11/30/2019					<i>Grand Total Net Change</i>	<u>\$366,565.40</u>
11/30/2019					<i>Grand Total Ending Balance</i>	<u>\$2,022,431.80</u>

Barrington Public Library District
Expenditures-Other Funds
For the Period Ended November 30, 2019

	Actual Month	Actual Y-T-D	% of Annual Budget	Annual Budget	% of Appropriation	Appropriation
Expenditures						
Benefits						
FICA employer	\$13,933.84	\$77,452.37	39.04 %	\$198,374.82		
Medicare employer	\$3,258.75	\$18,113.93	39.04 %	\$46,394.11		
IMRF	\$20,604.03	\$114,721.52	40.97 %	\$280,000.00		
Total Benefits	\$37,796.62	\$210,287.82	40.07 %	\$524,768.93	16.06 %	\$1,309,396.00
Library Materials						
Audio books-spoken	\$1,176.70	\$3,706.08	37.06 %	\$10,000.00		
Total Library Materials	\$1,176.70	\$3,706.08	37.06 %	\$10,000.00	2.01 %	\$184,616.00
Library Programs						
Library programs	\$0.00	\$1,654.34	15.18 %	\$10,900.00		
Total Library Programs	\$0.00	\$1,654.34	15.18 %	\$10,900.00	0.82 %	\$201,232.00
District Admin & Operating Expense						
Business Insurance	\$507.41	\$5,092.63	7.66 %	\$66,500.00		
Total District Admin & Operating Expense	\$507.41	\$5,092.63	7.66 %	\$66,500.00	4.95 %	\$102,963.00
Facility Operating Expense						
Rental Spaces	\$0.00	\$840.00	100.00 %	\$840.00		
Building maintenance & repair	\$7,250.37	\$44,613.08	30.66 %	\$145,515.00		
Bldg maintenance supplies	\$0.00	\$8,821.83	45.24 %	\$19,500.00		
Repair Contingency	\$4,145.40	\$19,252.34	38.50 %	\$50,000.00		
Equipment maintenance	\$3,674.82	\$31,203.68	24.06 %	\$129,700.00		
Piano maintenance	\$0.00	\$0.00	0.00 %	\$3,000.00		
Traffic light	\$1,563.00	\$2,733.00	49.69 %	\$5,500.00		
Site maintenance	\$8,985.00	\$33,835.00	43.35 %	\$78,050.00		
Site Contingency	\$0.00	\$810.00	4.05 %	\$20,000.00		
Vehicle operation & maintenance	\$1,288.55	\$3,920.05	53.70 %	\$7,300.00		
Total Facility Operating Expense	\$26,907.14	\$146,028.98	31.79 %	\$459,405.00	14.31 %	\$1,020,123.00
Capital Assets						
Library Building & Grounds Renovation	\$19,449.52	\$258,134.89	11.82 %	\$2,183,330.00		
Total Capital Assets	\$19,449.52	\$258,134.89	11.82 %	\$2,183,330.00	7.67 %	\$3,363,822.00
Professional Services						
Audit expense	\$1,000.00	\$12,000.00	96.00 %	\$12,500.00		
Total Professional Services	\$1,000.00	\$12,000.00	96.00 %	\$12,500.00	85.56 %	\$14,026.00
Total Expenditures	\$86,837.39	\$636,904.74	19.49 %	\$3,267,403.93	10.28 %	\$6,196,178.00

Barrington Public Library District
Account Distribution
Other Funds

<u>Date</u>	<u>Trans.</u>	<u>Journal</u>	<u>Reference</u>	<u>Debit Amount</u>	<u>Credit Amount</u>	<u>Balance</u>
30-4500-00						
Account: 30-4500-00 (IMRF)						
11/1/2019			<i>Account Beginning Balance</i>			\$94,117.49
11/19/2019	7287-13	Journal Entry	Payroll funding for 11/22/19 payroll &	\$20,604.03		
			<i>Account Subtotals</i>	\$20,604.03	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$20,604.03
11/30/2019			<i>Account Ending Balance</i>			\$114,721.52
11/1/2019					<i>Fund Beginning Balance</i>	\$94,117.49
11/30/2019					<i>Fund Net Change</i>	\$20,604.03
11/30/2019					<i>Fund Ending Balance</i>	\$114,721.52
35-4100-00						
Account: 35-4100-00 (FICA employer)						
11/1/2019			<i>Account Beginning Balance</i>			\$63,518.53
11/4/2019	7268-7	Journal Entry	Payroll funding for 11/8/19 payroll	\$6,968.02		
11/19/2019	7287-6	Journal Entry	Payroll funding for 11/22/19 payroll &	\$6,965.82		
			<i>Account Subtotals</i>	\$13,933.84	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$13,933.84
11/30/2019			<i>Account Ending Balance</i>			\$77,452.37
35-4200-00						
Account: 35-4200-00 (Medicare employer)						
11/1/2019			<i>Account Beginning Balance</i>			\$14,855.18
11/4/2019	7268-8	Journal Entry	Payroll funding for 11/8/19 payroll	\$1,629.56		
11/19/2019	7287-7	Journal Entry	Payroll funding for 11/22/19 payroll &	\$1,629.19		
			<i>Account Subtotals</i>	\$3,258.75	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$3,258.75
11/30/2019			<i>Account Ending Balance</i>			\$18,113.93
11/1/2019					<i>Fund Beginning Balance</i>	\$78,373.71
11/30/2019					<i>Fund Net Change</i>	\$17,192.59
11/30/2019					<i>Fund Ending Balance</i>	\$95,566.30
40-9600-00						
Account: 40-9600-00 (Audit expense)						
11/1/2019			<i>Account Beginning Balance</i>			\$11,000.00
11/15/2019	7270-87	Accounts Payable	McClure Inserra & Co-Final billing 6	\$1,000.00		
			<i>Account Subtotals</i>	\$1,000.00	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$1,000.00
11/30/2019			<i>Account Ending Balance</i>			\$12,000.00
11/1/2019					<i>Fund Beginning Balance</i>	\$11,000.00
11/30/2019					<i>Fund Net Change</i>	\$1,000.00
11/30/2019					<i>Fund Ending Balance</i>	\$12,000.00
50-8200-00						

Barrington Public Library District
Account Distribution
Other Funds

<u>Date</u>	<u>Trans.</u>	<u>Journal</u>	<u>Reference</u>	<u>Debit Amount</u>	<u>Credit Amount</u>	<u>Balance</u>
Account: 50-8200-00 (Library Building & Grounds Renovation)						
11/1/2019			<i>Account Beginning Balance</i>			\$238,685.37
11/15/2019	7270-9	Accounts Payable	Ace Relocation Syste-Admin Office r	\$4,800.00		
11/15/2019	7270-25	Accounts Payable	AVI Systems Inc-Admin Conference R	\$5,696.00		
11/15/2019	7270-41	Accounts Payable	Engberg Anderson, In-Project 182960.	\$215.52		
11/15/2019	7270-45	Accounts Payable	Engberg Anderson, In-Project 182960.	\$1,035.00		
11/15/2019	7270-49	Accounts Payable	Engberg Anderson, In-Project 182960.	\$690.00		
11/22/2019	7282-5	Accounts Payable	AVI Systems Inc-Remainder-Admin C	\$3,734.00		
11/25/2019	7284-1	Accounts Payable	Village of Barrinto-Construction Perm	\$3,279.00		
			<i>Account Subtotals</i>	\$19,449.52	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$19,449.52
11/30/2019			<i>Account Ending Balance</i>			\$258,134.89
11/1/2019					<i>Fund Beginning Balance</i>	\$238,685.37
11/30/2019					<i>Fund Net Change</i>	\$19,449.52
11/30/2019					<i>Fund Ending Balance</i>	\$258,134.89
60-7400-10						
Account: 60-7400-10 (Business Insurance)						
11/1/2019			<i>Account Beginning Balance</i>			\$4,585.22
11/8/2019	7266-13	Accounts Payable	LIMRiCC Unemployment-Q3 2019 Un	\$507.41		
			<i>Account Subtotals</i>	\$507.41	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$507.41
11/30/2019			<i>Account Ending Balance</i>			\$5,092.63
11/1/2019					<i>Fund Beginning Balance</i>	\$4,585.22
11/30/2019					<i>Fund Net Change</i>	\$507.41
11/30/2019					<i>Fund Ending Balance</i>	\$5,092.63
70-7300-00						
Account: 70-7300-00 (Rental Spaces)						
11/1/2019			<i>Account Beginning Balance</i>			\$840.00
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			\$840.00
70-7810-30						
Account: 70-7810-30 (Building maintenance & repair)						
11/1/2019			<i>Account Beginning Balance</i>			\$37,362.71
11/1/2019	7246-153	Accounts Payable	Mortenson Roofing Co-Roof Inspecti	\$533.00		
11/15/2019	7270-1	Accounts Payable	Complete Cleaning Co-November Cl	\$5,135.00		
11/15/2019	7270-13	Accounts Payable	thyssenkrupp Elevato-Elevator Mainten	\$565.74		
11/15/2019	7270-21	Accounts Payable	AQUALAB Water Treatm-Water Tr	\$175.00		
11/15/2019	7270-53	Accounts Payable	Oak Brook Mechanical-Clean cooling t	\$153.00		
11/15/2019	7270-57	Accounts Payable	Oak Brook Mechanical-Cooling repair	\$459.00		
11/15/2019	7270-109	Accounts Payable	Orkin Pest Control-November Pest Co	\$147.13		
11/22/2019	7282-17	Accounts Payable	Dust Catchers Inc-Floor Mat service	\$41.25		
11/22/2019	7282-21	Accounts Payable	Dust Catchers Inc-Floor Mat Service	\$41.25		
			<i>Account Subtotals</i>	\$7,250.37	\$0.00	
11/30/2019			<i>Account Net Change</i>			\$7,250.37
11/30/2019			<i>Account Ending Balance</i>			\$44,613.08

Barrington Public Library District
Account Distribution
Other Funds

<u>Date</u>	<u>Trans.</u>	<u>Journal</u>	<u>Reference</u>	<u>Debit Amount</u>	<u>Credit Amount</u>	<u>Balance</u>
70-7811-30						
Account: 70-7811-30 (Bldg maintenance supplies)						
11/1/2019			<i>Account Beginning Balance</i>			\$8,821.83
11/30/2019			<i>Account Net Change</i>			\$0.00
11/30/2019			<i>Account Ending Balance</i>			<u>\$8,821.83</u>
70-7812-30						
Account: 70-7812-30 (Repair Contingency)						
11/1/2019			<i>Account Beginning Balance</i>			\$15,106.94
11/1/2019	7246-5	Accounts Payable	Door Service Inc-Door Maintenance	\$366.00		
11/15/2019	7270-29	Accounts Payable	Door Service Inc-Automatic Door ope	\$3,526.90		
11/15/2019	7270-37	Accounts Payable	Hartwig Plumbing and-Toilet & Soap D	\$252.50		
			<i>Account Subtotals</i>	<u>\$4,145.40</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$4,145.40</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$19,252.34</u>
70-7820-10						
Account: 70-7820-10 (Equipment maintenance)						
11/1/2019			<i>Account Beginning Balance</i>			\$27,528.86
11/8/2019	7266-1	Accounts Payable	Bibliotheca LLC-RFID workstations (\$2,132.00		
11/15/2019	7270-17	Accounts Payable	Genesis Technologies-Contract base r	\$134.02		
11/22/2019	7282-9	Accounts Payable	Genesis Technologies-Contract base r	\$1,408.80		
			<i>Account Subtotals</i>	<u>\$3,674.82</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$3,674.82</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$31,203.68</u>
70-7830-30						
Account: 70-7830-30 (Traffic light)						
11/1/2019			<i>Account Beginning Balance</i>			\$1,170.00
11/22/2019	7282-13	Accounts Payable	State Treasurer-Traffic Signal-paymen	\$1,563.00		
			<i>Account Subtotals</i>	<u>\$1,563.00</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$1,563.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$2,733.00</u>
70-7840-30						
Account: 70-7840-30 (Site maintenance)						
11/1/2019			<i>Account Beginning Balance</i>			\$24,850.00
11/1/2019	7246-149	Accounts Payable	Damgaard Landscape M-Fall Seasonal	\$255.00		
11/1/2019	7246-295	Accounts Payable	Damgaard Landscape M-East Lawn A	\$6,540.00		
11/15/2019	7270-75	Accounts Payable	Damgaard Landscape M-November l	\$2,190.00		
			<i>Account Subtotals</i>	<u>\$8,985.00</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$8,985.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$33,835.00</u>
70-7841-30						
Account: 70-7841-30 (Site Contingency)						
11/1/2019			<i>Account Beginning Balance</i>			\$810.00
11/30/2019			<i>Account Net Change</i>			<u>\$0.00</u>

Barrington Public Library District
Account Distribution
Other Funds

<u>Date</u>	<u>Trans.</u>	<u>Journal</u>	<u>Reference</u>	<u>Debit Amount</u>	<u>Credit Amount</u>	<u>Balance</u>
Account: 70-7841-30 (Site Contingency)						
11/30/2019			<i>Account Ending Balance</i>			<u>\$810.00</u>
70-7870-00						
Account: 70-7870-00 (Vehicle operation & maintenance)						
11/1/2019			<i>Account Beginning Balance</i>			\$0.00
11/30/2019			<i>Account Net Change</i>			<u>\$0.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$0.00</u>
70-7870-40						
Account: 70-7870-40 (Vehicle operation & maintenance)						
11/1/2019			<i>Account Beginning Balance</i>			\$2,631.50
11/8/2019	7266-7	Accounts Payable	ExxonMobil-Fuel for Van	\$322.55		
11/15/2019	7270-83	Accounts Payable	Wickstrom-Van maintenance-snow ti	\$966.00		
			<i>Account Subtotals</i>	<u>\$1,288.55</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$1,288.55</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$3,920.05</u>
11/1/2019					<i>Fund Beginning Balance</i>	\$119,121.84
11/30/2019					<i>Fund Net Change</i>	<u>\$26,907.14</u>
11/30/2019					<i>Fund Ending Balance</i>	<u>\$146,028.98</u>
90-5310-20						
Account: 90-5310-20 (Audio books-spoken)						
11/1/2019			<i>Account Beginning Balance</i>			\$2,529.38
11/1/2019	7246-100	Accounts Payable	Midwest Tape-YS & Schutt Audiobook	\$199.95		
11/1/2019	7246-107	Accounts Payable	Midwest Tape-YS & Schutt Audiobook	\$368.90		
11/1/2019	7246-126	Accounts Payable	Midwest Tape-Schutt audiobooks	\$9.99		
11/1/2019	7246-246	Accounts Payable	Midwest Tape-YS & Schutt Audiobook	\$161.97		
11/1/2019	7246-251	Accounts Payable	Midwest Tape-Schutt Audiobooks	\$39.99		
11/1/2019	7246-266	Accounts Payable	Midwest Tape-YS & Schutt Audiobook	\$385.91		
11/1/2019	7246-276	Accounts Payable	Midwest Tape-Schutt audiobooks	\$9.99		
			<i>Account Subtotals</i>	<u>\$1,176.70</u>	<u>\$0.00</u>	
11/30/2019			<i>Account Net Change</i>			<u>\$1,176.70</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$3,706.08</u>
90-5610-20						
Account: 90-5610-20 (Library programs)						
11/1/2019			<i>Account Beginning Balance</i>			\$658.00
11/30/2019			<i>Account Net Change</i>			<u>\$0.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$658.00</u>
90-5610-60						
Account: 90-5610-60 (Library programs)						
11/1/2019			<i>Account Beginning Balance</i>			\$996.34
11/30/2019			<i>Account Net Change</i>			<u>\$0.00</u>
11/30/2019			<i>Account Ending Balance</i>			<u>\$996.34</u>

Barrington Public Library District
Account Distribution
Other Funds

11/1/2019	<i>Fund Beginning Balance</i>	\$4,183.72
11/30/2019	<i>Fund Net Change</i>	\$1,176.70
11/30/2019	<i>Fund Ending Balance</i>	<u>\$5,360.42</u>
11/1/2019	<i>Grand Total Beginning Balance</i>	\$550,067.35
11/30/2019	<i>Grand Total Net Change</i>	<u>\$86,837.39</u>
11/30/2019	<i>Grand Total Ending Balance</i>	<u>\$636,904.74</u>

Barrington Public Library District
Bank Register Report - Operational Checking-Barrington Bank
For the month of November 2019

Transaction Number	Transaction Date	Reference	Payments	Status	Post Date
8526	11/01/2019	A H Office Coffee Services	\$138.50	Cleared	11/01/2019
8527	11/01/2019	Advent Systems Inc	\$450.00	Cleared	11/01/2019
8528	11/01/2019	Amazon Capital Services	\$214.19	Cleared	11/01/2019
8529	11/01/2019	Amazon/GECRB	\$298.21	Cleared	11/01/2019
8530	11/01/2019	Baker & Taylor Books	\$14,080.62	Cleared	11/01/2019
8531	11/01/2019	CDW Government	\$8,606.95	Cleared	11/01/2019
8532	11/01/2019	Damgaard Landscape Management	\$6,795.00	Cleared	11/01/2019
8533	11/01/2019	Door Service Inc	\$366.00	Cleared	11/01/2019
8534	11/01/2019	First Bankcard	\$2,541.58	Cleared	11/01/2019
8535	11/01/2019	Frantonios Italian Deli	\$150.00	Cleared	11/01/2019
8536	11/01/2019	Illinois Library Association	\$150.00	Cleared	11/01/2019
8537	11/01/2019	Ingram Library Services	\$265.95	Cleared	11/01/2019
8538	11/01/2019	Jamf	\$12,050.00	Cleared	11/01/2019
8539	11/01/2019	Klein, Thorpe and Jenkins, Ltd.	\$581.30	Cleared	11/01/2019
8540	11/01/2019	Logical Technical Services	\$3,425.00	Cleared	11/01/2019
8541	11/01/2019	Mango Languages	\$3,873.41	Cleared	11/01/2019
8542	11/01/2019	MidAmerican Energy Company	\$8,516.48	Cleared	11/01/2019
8543	11/01/2019	Midwest Tape	\$7,107.27	Cleared	11/01/2019
8544	11/01/2019	Mobile Room Escape, LLC	\$375.00	Cleared	11/01/2019
8545	11/01/2019	Mortenson Roofing Co Inc	\$533.00	Cleared	11/01/2019
8546	11/01/2019	The Mystery Shop	\$188.00	Cleared	11/01/2019
8547	11/01/2019	OverDrive Inc.	\$24,316.91	Cleared	11/01/2019
8548	11/01/2019	Recorded Books, LLC	\$1,062.20	Cleared	11/01/2019
8549	11/01/2019	Sagient Technologies, Inc.	\$9,129.68	Outstanding	11/01/2019
8550	11/01/2019	Technology Management Rev Fund	\$950.00	Cleared	11/01/2019
8551	11/01/2019	Unique Management Services, Inc	\$116.35	Cleared	11/01/2019
8552	11/08/2019	AT&T	\$503.10	Cleared	11/08/2019
8553	11/08/2019	AT&T Mobility	\$262.09	Cleared	11/08/2019
8554	11/08/2019	Bibliotheca LLC	\$2,132.00	Cleared	11/08/2019
8555	11/08/2019	ExxonMobil	\$322.55	Cleared	11/08/2019
8556	11/08/2019	LIMRiCC Unemployment Compensation Group Account	\$507.41	Cleared	11/08/2019
8557	11/08/2019	Wellness Insurance Network	\$25,432.66	Cleared	11/08/2019
8558	11/08/2019	Pine Food Company	\$25.00	Cleared	11/08/2019
8559	11/08/2019	Primo Pizza	\$25.00	Cleared	11/08/2019
8560	11/08/2019	Christi's Sweet Cafe	\$25.00	Cleared	11/08/2019
8561	11/08/2019	Cook Street Coffee	\$25.00	Cleared	11/08/2019
8562	11/08/2019	Honey Lake Bee Company	\$25.00	Cleared	11/08/2019
8563	11/15/2019	Ace Hardware-Barrington	\$4.24	Cleared	11/15/2019
8564	11/15/2019	Ace Relocation Systems Inc.	\$4,800.00	Cleared	11/15/2019

Barrington Public Library District
Bank Register Report - Operational Checking-Barrington Bank
For the month of November 2019

Transaction Number	Transaction Date	Reference	Payments	Status	Post Date
8565	11/15/2019	Steven Adams	\$1,000.00	Outstanding	11/15/2019
8566	11/15/2019	Amazon Capital Services	\$489.49	Cleared	11/15/2019
8567	11/15/2019	AQUALAB Water Treatment	\$175.00	Cleared	11/15/2019
8568	11/15/2019	AT&T	\$131.02	Cleared	11/15/2019
8569	11/15/2019	AVI Systems Inc	\$5,696.00	Cleared	11/15/2019
8570	11/15/2019	Barrington Area Chamber of Commerce	\$40.00	Cleared	11/15/2019
8571	11/15/2019	Call One	\$488.01	Cleared	11/15/2019
8572	11/15/2019	Comcast	\$351.85	Cleared	11/15/2019
8573	11/15/2019	Complete Cleaning Company	\$5,135.00	Cleared	11/15/2019
8574	11/15/2019	Damgaard Landscape Management	\$2,190.00	Cleared	11/15/2019
8575	11/15/2019	Door Service Inc	\$3,526.90	Cleared	11/15/2019
8576	11/15/2019	Engberg Anderson, Inc.	\$4,440.52	Cleared	11/15/2019
8577	11/15/2019	Michael Folker	\$750.00	Outstanding	11/15/2019
8578	11/15/2019	Genesis Technologies, Inc.	\$134.02	Cleared	11/15/2019
8579	11/15/2019	Groot Inc	\$322.43	Cleared	11/15/2019
8580	11/15/2019	Hartwig Plumbing and Heating Inc	\$252.50	Cleared	11/15/2019
8581	11/15/2019	Jo-Ann Stores, LLC	\$1,363.00	Cleared	11/15/2019
8582	11/15/2019	LexisNexis	\$210.18	Cleared	11/15/2019
8583	11/15/2019	McClure Inserra & Co	\$1,000.00	Cleared	11/15/2019
8584	11/15/2019	Catherine Nealey	\$180.00	Outstanding	11/15/2019
8585	11/15/2019	Nicor Gas	\$465.34	Cleared	11/15/2019
8586	11/15/2019	Oak Brook Mechanical Services Inc	\$612.00	Cleared	11/15/2019
8587	11/15/2019	Alanne Ori	\$50.00	Cleared	11/15/2019
8588	11/15/2019	Orkin Pest Control	\$147.13	Cleared	11/15/2019
8589	11/15/2019	Victoria Pelarenos	\$350.00	Outstanding	11/15/2019
8590	11/15/2019	Relax4Life	\$200.00	Outstanding	11/15/2019
8591	11/15/2019	The ScribbleBooks Company, Inc.	\$500.00	Outstanding	11/15/2019
8592	11/15/2019	Thomson Reuters-West Publishing	\$496.96	Cleared	11/15/2019
8593	11/15/2019	thyssenkrupp Elevator Corporations aka TKE Corp	\$565.74	Cleared	11/15/2019
8594	11/15/2019	Unique Management Services, Inc	\$116.35	Cleared	11/15/2019
8595	11/15/2019	Village of Barrington	\$2,277.23	Cleared	11/15/2019
8596	11/15/2019	Wickstrom	\$966.00	Cleared	11/15/2019
8597	11/22/2019	Amazon Capital Services	\$359.58	Cleared	11/22/2019
8598	11/22/2019	AVI Systems Inc	\$3,734.00	Cleared	11/22/2019
8599	11/22/2019	Dell Marketing L P	\$1,636.18	Cleared	11/22/2019
8600	11/22/2019	Dust Catchers Inc	\$82.50	Cleared	11/22/2019
8601	11/22/2019	Employee Benefits Corporation	\$250.00	Cleared	11/22/2019
8602	11/22/2019	Genesis Technologies, Inc.	\$1,408.80	Cleared	11/22/2019
8603	11/22/2019	State Treasurer	\$1,563.00	Outstanding	11/22/2019
8604	11/25/2019	Village of Barrington	\$3,279.00	Cleared	11/25/2019

TOTAL CHECKS WRITTEN FOR NOVEMBER 2019

\$187,306.38



Transfer Approval Confirmation

The requests below have been transmitted successfully.

Transmitted: 11/19/2019 02:00:53 PM (ET)

Transmitted by: [REDACTED]

<i>From Account</i>	<i>To Account</i>	<i>Amount</i>	<i>Confirmation</i>	<i>Approval Status</i>
Operating Account - Checking - *8965	Payroll Account - Checking - *1236	\$148,495.63	3692338494	1 of 1 received
	Total	\$148,495.63		



Completed Transfer Details - Internal

Request Details

From Account: Operating Account - Checking - *8965
To Account: Payroll Account - Checking - *1236
Amount: \$118,462.74
Description: November 8 Payroll
Confirmation Number: 538471619

Approval History Information

Approval status: 1 of 1 received

Action	User ID	DateTime
Enter Request	[REDACTED]	11/04/2019 12:23:09 PM (ET)
Approve/Transmit Request	[REDACTED]	11/04/2019 03:52:24 PM (ET)

Illinois Municipal Retirement Fund System

Payment Acknowledgement 11/22/2019 13:42:47

Your Reference Number is: 23201

Business Name:	BARRINGTON PUBLIC LIB DIST
IMRF EFT Number:	██████████
Payment Type Description:	Wage Report Contribution (Regular Contribution, SLEP, ECO I, ECO II, Minimum Conti
Month and Year during which the wages were paid:	1119
Payment Amount:	31909.26
Bank Account Debit Date:	120219

**Barrington Public Library District
Encumbrances
November 30, 2019**

Materials

Library Materials Expenditures at 11/30/19 per Expenditures Report	260,983.93
Encumbered Materials -11/30/19	82,052.98
Encumbered e-Materials - 11/30/19	35,361.79
Total	<u>378,398.70</u>
Library Materials Working Budget	<u>833,794.63</u>
Estimated % to Budget	<u><u>45.38%</u></u>

Programs

Library Program Expenditures at 11/30/19 per Expenditures Report	17,083.19
Encumbered Programs - 11/30/19	3,773.89
Total	<u>20,857.08</u>
Library Programs Working Budget	<u>79,325.00</u>
Estimated % to Budget	<u><u>26.29%</u></u>



library

barrington area

FY 2018-2019
Annual Report

Enabling the Future in the MakerLab



During my first visit to the Barrington Area Library in early 2018, I was fascinated by the Network art installation in the atrium – the intricately woven cords of different sizes, shapes, and colors intersecting in wild patterns to create a unified and unique piece of art in a public space. I later came to learn the story of Network and its beginnings as a collaborative project requiring the time, talent, and contribution of hundreds of local artists and community members.

Like the story of that art installation, many stories begin with heroes answering the call to adventure and embarking on a life-changing quest. Reading through this report, I hope you see yourself among

those heroes: readers, residents, organizations, and dedicated library staff and volunteers who are inspired to learn, create, and contribute daily to make this Library a magical place – and a model for public libraries nationwide.

On behalf of the Board of Trustees and the staff of the Barrington Area Library, thank you for answering that call to adventure – we’re here to help you every step of the way.

Best wishes,
Executive Director Jesse Henning

This edition of our annual report takes a deep dive into the Barrington Area Library mission statement and goals. These provide the framework and inspiration for the programs and services we offer to our community.

MISSION:

The Barrington Public Library District

- stimulates imagination
- develops information fluency
- fosters lifelong learning
- creates young readers

in comfortable physical and virtual settings.

GOALS:

Residents of the Barrington Public Library District will have

- materials and services to enrich leisure time.
- skills to find, evaluate, and use information effectively.
- comfortable and convenient environments.
- opportunities for lifelong learning.
- resources to create young readers.

So plunge into the rest of this report – we think you’ll be surprised and delighted at how our mission statement shapes us into a thriving and relevant 21st century public library.

From personalized gifts, one-of-a-kind works of art, and replacement appliance parts, we’re amazed at the projects that come out of our MakerLab. We’ve been particularly inspired by the work of Enabling The Future Barrington, a local chapter of a worldwide organization that uses 3D printing technology to create prosthetic hands for people in need.

To date, Enabling the Future Barrington volunteers from ages 5 – 85 have created almost 100 hands, donated to children in India, China, Spain, Guatemala, Honduras, and other areas. While 75% of the printing is handled by a former Barrington alum now living out of state, the Library is proud to handle the remaining 25% of printing, while working with the local chapter to provide an efficient training environment and work space for new volunteers.

Formed in 2017, the local group has partnered with Chicago Cares Serve-a-thon, the Barrington Service League, Barrington High School, and a Barrington Eagle Scout, to name a few. Mentors are trained to teach others and act as International Ambassadors, encouraging and assisting others with starting additional chapters.

“We can’t say enough wonderful things about Mike and Lauren at the Library. We would not be where we are in this process without their efforts, and the time and care they’ve dedicated to getting things to a very high standard.”



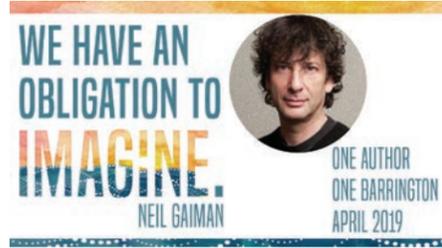
Our Digital Services team is proud to partner with Enabling the Future Barrington. Left to right: Chapter President Liam Meyer, Digital Services Manager Mike Campagna, Mentor and Trainer Adriel Arana, Digital Services Specialist Lauren Kelly, volunteers Chase Dyman and Courtney Dyman.



Liam Meyer, President, Enabling The Future Barrington, and Junior at Barrington High School. “It feels really good to be able to make a difference in the world, to help underprivileged people in underprivileged parts of the world. And it’s fun: the people, the technology, and the process.”

Zach Brown, Mentor and Trainer for the Barrington Chapter, International Ambassador, 4th grader at Algonquin Road Elementary School, Fox River Grove. “It’s fun making the hands and helping people. I really like making the fingers, because I like how they move, and using the fishing line. I like helping people that don’t have hands like we do. It makes me feel good!”

The Barrington Public Library District stimulates imagination



One Author One Barrington

This month-long celebration in April 2019 encouraged readers to dive into the fantastic worlds of author Neil Gaiman, and more than 500 participants explored their own imaginations through book discussions, arts and crafts, historical lectures, live music, dance, and a magic performance. The Library walls came to life as a colorful selfie gallery and scavenger hunt, too.



TEDxBarringtonAreaLibrary

Now entering its fifth year, our TEDxBarringtonAreaLibrary event (TED talks on a local scale) continues to inspire and energize our community. To date, online videos of previous TEDxBarringtonAreaLibrary talks have been viewed almost 29,000 times. Our 2018 speakers – community leaders Rev. Dr. Zina Jacque, Sam Oliver, and Chrissie Mena – shared timeless wisdom and practical knowledge to an appreciative audience.



Screen-Free Week in Youth Services

What began as a one-week experiment in June 2018 is now a popular quarterly event. **The Youth Services iPads are stored away for a week, and replaced with a rotating variety of hands-on activities. Children and their families are encouraged to power down and connect with the world** around them by playing, reading, daydreaming, creating, and exploring.

What parents and caregivers say about Screen-Free Week:

"I love these days when you don't have your iPads."

"We love Screen-Free Week!"



"Loved visiting the library during 'screen free' week! My son actually read a book at the library." Jennifer



Maker classes + Creativebug

Maker workshops gained in popularity this year, as customers enjoyed learning about new, state-of-the-art technology like the laser cutter and Carvey, and participating in craft projects with a social purpose, like making blankets for infants in ICU while learning about the life-saving work being done at Lurie Children's Hospital. Our MakerLab averages just under 700 visitors a month!

In late 2018, the Digital Services department added Creativebug to its collection of online learning resources. Presented by Joann Fabrics, Creativebug provides video tutorials for a variety of on-trend arts and crafts such as hand-lettering, sewing, and knitting, free to BAlibrary cardholders.

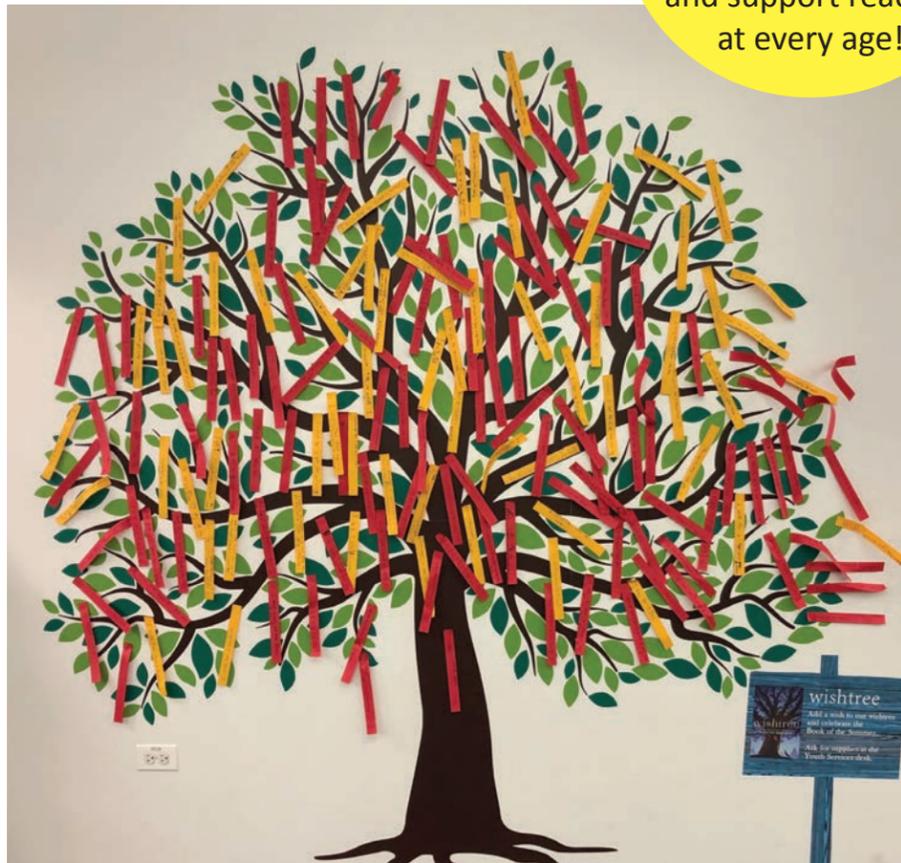
The Barrington Public Library District creates (young) readers

Book of the Summer: *The Wild Robot and Wishtree*

In the summer of 2018, the Youth Services department explored the idea of a summer-long community read, focusing on the book *The Wild Robot* by Peter Brown. Children and families were encouraged to read the book, hold book discussions, and participate in Library programs that explored themes and topics found in the story.

The Wild Robot proved so successful that Book of the Summer was expanded in 2019 to include adult and teen readers as well, with Katherine Applegate's *Wishtree* as the selected title. More than 360 copies of the book and audiobook were checked out, 174 wishes were left on the Youth Services wishtree, and enthusiasm for the book led to thoughtful conversations and creative works inspired by the story.

While our mission statement specifically spells out "young readers," we strive to encourage and support readers at every age!



Other ways in which we create and support readers:

Story Time Nature Walk with Crabtree Nature Center: this popular recurring program combines story time with outdoor exploration and learning in a beautiful natural setting.

Local Author Fair: another popular event that has given dozens of authors across many genres the opportunity to find new readers. The Library has held five Local Author Fairs, welcoming hundreds of attendees.



A Community of Readers

Summer Reading and Winter Library Club, Story Fest, book discussions for every age, a cookbook club, book talks by local authors and our own librarians, tech workshops on downloading e-books and audiobooks – and, of course, more than 164,000 books, magazines, e-books, and audiobooks for you to check out!



The Barrington Public Library District develops information fluency

Information fluency and critical literacy are important tools in the work of building a happy, healthy, successful life. The Library strives to provide resources and programs that empower our customers to ask questions, identify information sources, select accurate and relevant sources, draw conclusions from those sources, and present their findings.



Examples:

When I'm 64: this annual series of expert speakers on "aging well" – Medicare, Social Security, housing, cash flow, long-term care, wellness – is co-sponsored by the Barrington Area Council on Aging.



Find Your Funding: Community Engagement Librarian Sam Adams-Lanham provides workshops throughout the year to introduce local non-profits to Foundation Directory Online, a resource to help them identify potential funders and grants.



Local Candidate Forum: in collaboration with the League of Women Voters – Palatine Area, the Library hosted a moderated forum with candidates for local office in October 2018.



Start Here, Change A Life: a panel of experts provided information about sponsorship, mentoring, foster care, and adoption from a panel of experts, including representatives from DCFS, the Boys & Girls Club, CASA Lake County, and Let It Be Us, who cosponsored this event with the Library.

VOLUNTEER MATCH

Since the Library already serves as a meeting and gathering place in the heart of our community, it makes good sense for us to play a role in building relationships, too. Our annual Volunteer Match is a perfect example. Local non-profit organizations are invited to attend and share information about their overall mission and specific volunteer needs. Community residents are also invited, and everybody wins: non-profits get more help in accomplishing their goals, and volunteers find satisfying, challenging opportunities right in their own backyards. Watch for more Volunteer Match events in 2020.



The Barrington Public Library District fosters lifelong learning



Rootsfest

Rootsfest was a celebratory wrap-up to more than a year of events and programming themed around the *Network* art installation. We invited ten local nature- and conservation-focused nonprofit organizations to bring displays, activities, and information. Wonderful live music, plein air painters, a coffee bar provided by Cook Street Coffee and other refreshments, and hands-on art projects gave the day a festival feeling, enjoyed by more than 300 attendees.

"All exhibits interesting and/or entertaining."

"Loved it all, especially the music!"

"Everyone needs to know about this event."

"Wonderful afternoon with my grandchildren."

"Something for everyone, great community activity."



The Barrington Public Library District fosters lifelong learning

...in comfortable physical and virtual settings.



Steen Metz presentation

The Library was honored to welcome Mr. Steen Metz, local resident and survivor of the Holocaust. Mr. Metz spoke to a packed house in September 2018, sharing the difficult story of being arrested at the age of just eight years old, and being deported with his family to the Theresienstadt Concentration Camp. Attendees of all ages brought their questions and joined in the discussion. Watch the video here:

<http://bit.ly/steenmetz>



Local History, Family Ties

When you're ready to dig into your roots, the Barrington Area Library is the perfect place to start. Many Library customers feel a strong sense of pride about their Barrington area roots, and we're proud of our extensive local history collection, maintained by a team of expert staff and enthusiastic volunteers. Visit www.balibrary.org/local-history to explore vintage photographs, maps, historical newspapers, even old telephone directories.

This year, we added regular Genealogy Help Desk sessions to our calendar, to help customers discover our wide range of online genealogy research tools, like Ancestry, Fold3, FamilySearch, and HeritageQuest.

[Find those resources on our website.](#)

Elgin Symphony Orchestra Listeners Club

The Library was pleased to begin a new partnership with the Elgin Symphony Orchestra, hosting Listeners Club events on Thursdays before ESO concert weekends.

Led by enthusiastic music lecturer, composer, and radio personality Jim Kendros, these lectures/discussions are bringing in classical music aficionados and curious listeners eager to learn more about the music they love.

Funding for these events is being provided by the Barrington Area Community Foundation – another example of a fruitful local partnership.



Media Fair

In the spirit of our Local Author Fair, this new event shone the spotlight on 16 bloggers, podcasters, online shop owners, and other creative types working with new media. Visitors had the opportunity to discover new sources of information and entertainment, and to learn more about what it takes to get started as an entrepreneur in these exciting and constantly growing fields.

New Library App

After more than a year in development, the Library rolled out its new custom app in June 2019. The new app allows users to:

- Access a digital version of their BALibrary card
- Manage multiple accounts
- Search the catalog for books, movies, and more
- Browse and register for events
- Contact the Library with questions, and find us on social media

We truly appreciate the compliments and helpful feedback about the app that we've received from customers. Haven't tried it yet? **Download the app for free now in the [Google Play Store](#) or [Apple App Store](#).**



Campus Improvements

Significant repairs and improvements were made to the Library property over the past year.

- The lower parking lot was completely rebuilt. The upper parking lot was resurfaced and repaired.
- New outdoor lighting was installed around the parking lots, sidewalks, and plaza.
- The plaza stairs were repaired. Driveways and parking lots were restriped.
- Landscaping was improved.



In addition, a group of Library employees volunteered their time to clean up and revive the garden area in the southeast corner of the Library campus. Visible from the second floor study area, the garden is now a colorful oasis for humans and pollinators.





We circulated 880,849 items – both digital and physical

The Library currently owns...

- 113,270 print items
- 11,713 CDs and Audiobooks
- 18,345 DVD & Blu-rays
- 34,799 e-Books
- 12,407 e-Audiobooks
- 3,108 downloadable videos

Popular Titles:

Fiction: *The Woman In The Window*, A.J. Finn
 Book Club: *Eleanor Oliphant Is Completely Fine*, Gail Honeyman
 Biography: *Educated: A Memoir*, Tara Westover
 Juvenile Fiction: *Wishtree*, Katherine Applegate
 Movie: *The Greatest Showman*

25,333 resident cardholders and 5,918 reciprocal borrowers checked out an average of 28 items each

Customers placed an average of 6,879 hold requests each month
 The average turnaround time between a customer's hold request and the item being ready for pick-up is less than 4 hours.
 8,812 orders on items to be delivered to our lockers



Visits:

317,729 visits – nearly 900 per day
 1,760 community meetings in the Zimmerman and Meeting Rooms
 8,338 study room sessions for collaboration and independent work
 22 study room bookings across 9 rooms per day

Our meeting rooms are available free of charge – a valuable and much-needed community service!

Programs:

744 children's programs for 28,857 children and caregivers
 14 passive participation children's programs, with 7,555 participants
 22 Young Adult programs for 1,536 teens
 287 adult programs for 8,104 attendees

Staff Expertise:

Customers signed up for 410 one-on-one appointments this year – from e-book help to MakerLab tutorials

Staff answered a total of 16,486 reference and readers' advisory questions



Social media reviews and comments



Twitter

"Happy to hear from the @balibrary about exciting summer reading activities! #brosereads" @Blessman239 via Twitter

"Thank you to my favorite place @balibrary #NationalLibraryWeek" @SchulhofSusan via Twitter

"What a great #ComiCon by @balibrary. Plenty to do for kids...local artists, @BarringtonHS220 kids volunteering all over. So much that it tired my kids out! Can't ask for a better local library!" @Waxler81 via Twitter

"I spent so much time at the @balibrary as a child, it's hard to imagine the person I'd be without it. Love your libraries." @philocats via Twitter

"Story Fest at the Barrington Area Library was a fantastic way to spend a Sunday afternoon! I was happy to see so many Barrington 220 families there. #NBSColtPride @balibrary" @NBSLibrary via Twitter



Google

Five Star Review ★★★★★

"I'm a middle schooler who walks here almost everyday (except for Wednesday and Thursday) and every time I walk in I'm always greeted with a friendly hello. This place is probably one of the nicest and friendliest libraries I know. Everyone should be proud of this. And especially all of the sections you have are so well planned out and I have seen some not planned ones. Keep up the good work." R. Sasser via Google

Five Star Review ★★★★★

"Awesome library. You must go here with your little kids. They have a lot of things for you and the kids to do. They even have a studio room.. they have a lot of of movies and games you can rent blueray disc too. They have this cool little backpack kits you can rent and do with your kids. If you live close to this library you must go." Joe G Family via Google



Five Star Review ★★★★★

"Knowledgeable staff, outstanding facility and awesome collections....couldn't ask for any more from a library!" JC via Google

Five Star Review ★★★★★

"Beautiful library and lots of kid friendly things to do! Gotta love a life size Lite Brite board !! The slide is awesome too for the little ones!" T DiCarlo via Google

Facebook



"Love the new app! So excited to have easy access to my library card, search for books while walking around and check on my account. This is such a great tool to have. Thank you to everyone involved." T. de Harde via Facebook

RE: the new Library app – "This has been great! A replacement for the physical library card, which I often don't carry with me. Thanks!" M. Delack via Facebook

"Thank you! Martina Mathisen gave a fantastic performance. Hope to see her perform again." J. Lucas via Facebook

RE: TEDxBarringtonAreaLibrary – "Thank you for organizing this lovely event tonight!" D. Young via Facebook

Instagram



"The kindergarten students from @stanneschoolbarrington are having so much fun at @barringtonarealibrary Thank you for hosting us!!" Inspired_apple1 via Instagram

"Super envious of this beautiful library #workfieldtrip #barringtonlibrary" therealcschoenherr via Instagram

"Thank you @barringtonarealibrary for having me at the local author fair!" daynazimm via Instagram

"I stumbled upon this event on Facebook, and I had to show up for this wonderful cause! Looking forward to more community opportunities like this. Thank you for organizing." maharani.millie via Instagram

Better Together

This year, the Barrington Area Library partnered with 78 local nonprofit organizations and businesses. These creative collaborations resulted in co-hosted events, outreach visits, off-site programming, Summer Reading incentives, art exhibits, and unique opportunities like Volunteer Match, Rootsfest, MAKE With A Mission, and more. We offer our sincere thanks to all of our local partners – **let's keep making great things happen together!**

AARP	Elgin Symphony Orchestra
American Legion	Ella Bonella
Anna Shea Chocolates	FISH Food Pantry
Art In Nature	Flint Creek/Spring Creek
Barrington 220 School District and Schools	The Garlands of Barrington
Barrington Area Chamber of Commerce	Girl Scouts - Northern Illinois
Barrington Area Community Foundation	Go Green Barrington
Barrington Area Conservation Trust	Heinen's
Barrington Area Council of Governments	Hope's In
Barrington Area Council on Aging	JourneyCare/JourneyLife
Barrington Area Development Council	Kaleidoscope School of Fine Art
Barrington Area Moms Demand Action	Lake County Forest Preserve District
Barrington Area United Way	League of Women Voters – Palatine Area
Barrington Bank & Trust Company	Let It Be Us
Barrington Breakfast Rotary Club	Lurie Children's Hospital
Barrington Cultural Arts Center	Mane In Heaven
Barrington Cultural Commission	McGonigal's
Barrington Farmers Market	National Alliance on Mental Illness– Barrington Area
Barrington Lions Club	Native Seed Gardeners
Barrington Park District	NeuroBalance
Barrington Township Food Pantry	Nothing Bundt Cakes
Barrington's White House	Pinot's Palette
Bartlett Tree Experts	Pinstripes – South Barrington
Billet-Doux Stationery	POSRG
BStrong Together	Quintessential Barrington
California Pizza Kitchen	Rahab's Daughters
Center for Nonprofit and NGO Studies, Northern Illinois University	St. Anne's School
Chicago Master Gardeners	St. Anne's Young At Heart
Chicago Wood Turners	Savory Salads
Ciao Baby	SCORE (volunteer business mentors)
Citizens For Conservation	Shakou
College of DuPage	Small Business Administration Illinois office
Community Career Center	Smart Farm
Cook Street Coffee	SOUL Harbour Ranch
Crabtree Nature Center	South Barrington Park District
Cuba Township Food Pantry	Starship Travel
Daughters of the American Revolution – Signal Hill Chapter	Walk-On Farm
Douglas Automotive	Windy City Bulls
Edward Jones	WINGS

Director's Report December 2019

Project: Policy Revisions

- Received full legal review of policy manual, updating where required.
- Preparing final policy manual edit and format work.
- Planning for all-staff training on policies to begin in January.

Project: Space Needs Assessment

- Initial cost estimates for capital repair and additional capital projects have been presented by Engberg Anderson.
- Engberg Anderson will be presenting their recommendations formally at the January Board meeting.

Project: Pilot Programs Budget Line

- The first project to be funded by the new Pilot Programs budget line will be a seed library, debuting at the end of Spring 2020.

Project: Extended Use Charge Collection

- DVD fines have been adjusted down to \$0.20 per day.
 - The change was made to bring the daily fine and the replacement cost of DVDs in line with each other.
 - As a side benefit, we will be tracking overdue data to see if the decrease in the fine amount creates any appreciable change in the overdue rate for DVD items.
 - Communication to customers is that we're taking a close look at our fine structure and are determining if going fine-free is right for our community and library.
- All fines cannot be 'turned off' overnight.
 - This project has shed a lot of light on the variety of factors that contribute to items being returned late – the existence of fines, loan periods, and our own notification systems.
 - Completely eliminating fines would be a 'full fiscal year' project that would require us to rework a large portion of our circulation workflow and lending practice. Going fine-free is not impossible, just time-consuming.

Project: Staff Benefits

- Remote Work and Paid Parental Leave policies have cleared legal and management review.

Construction

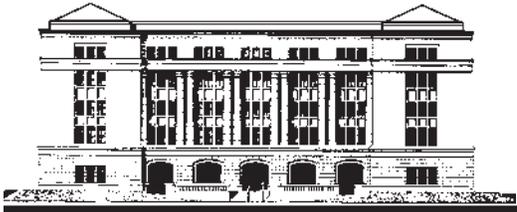
- Final punch list items for the exterior maintenance and interior refinishing are being executed.
- Chiller replacement construction should be completed before the end of the year.
- Bid packages are being prepared for the upper parking lot construction.

Administrative Notes

- The District has been named as a defendant in a lawsuit between Community Unit School District 300 and the voting members of the Sears Economic Development Area in Hoffman Estates. We are consulting with legal counsel about our role in this case.
- The Senior Custodian position (Grade 7) was created to fill the full-time Custodian (Grade 6) position.
- The Senior Custodian, Digital Services Specialist, and Adult Services Librarian positions are all posted and open for applicants.
- We have migrated to a new library event calendar system.
- The BALibrary Staff In-Service Day was held on December 5th.
- The Finance Manager, the HR Specialist, and a group of managers are trialing new payroll systems to replace our legacy Orbit Payroll system.

Library Notes

- The LIT book club was offered a back-of-house tour as part of their reading of *The Library Book*.
- 12 Days of Make ran through the middle weeks of November with craft and Maker-inspired programs taking place in the Atrium.
- Finals Café will be taking place December 16-20.



JESSE WHITE • Secretary of State & State Librarian

Illinois State Library, Gwendolyn Brooks Building
300 S. Second St., Springfield, IL 62701-1796

WWW.CYBERDRIVEILLINOIS.COM

Illinois State Library

**ILLINOIS PUBLIC LIBRARY PER CAPITA AND
EQUALIZATION AID GRANT APPLICATION**

As required by administrative rule, The Illinois Library System Act (23 Ill. Adm. Code 3030.200 (2) (J)), to be eligible for funding, the applying public library shall have completed the Illinois Public Library Annual Report (IPLAR) and the annual certification process to confirm eligibility for grants administered by the Illinois State Library.

In making an application for Public Library Per Capita and Equalization Aid Grants, the Library Board of Trustees agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library, and as stipulated by statute Illinois Library System Act (75 ILCS 10/8 and 10/8.1) and administrative rule Illinois State Library Grant Programs (23 Ill. Adm. Code 3035.115 and 3035.135).

The Library Board of Trustees affirms that all grant funds received as a result of this application shall be used to provide public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the public library's levy in the current or next fiscal year.

The Library Board of Trustees agrees that the Illinois State Library or its designee shall have the right to examine any of the records that directly relate to this grant.

By checking this box, I certify 1) that I have the authority to submit this application on behalf of the Library Board of Trustees, and 2) that the statements herein are true, complete and accurate to the best of my knowledge. The Library Board of Trustees is aware that any false, fictitious or fraudulent statement or claims may be subject to civil, criminal or administrative penalties.

1. Legal name of library: _____

2. Library's control number: _____ Branch number: _____

3. Contact information of the person completing this grant application:

Preparer's name: _____
(First name) (Last name)

Preparer's title: _____

Preparer's phone number: _____

Preparer's email: _____

4. **Population Served:** _____

All changes in population must be documented and supporting information that details the increase or decrease shall be submitted electronically with this application. Documentation should include one of the following:

- Any U.S. Census certifications (corrections, special census, etc.) that has been filed with the Office of Secretary of State Index Department prior to submission of the application.
- For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must submit appropriate and substantial supporting information, including a certified population. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Contact the Illinois State Library with any questions.

5. **Standards Chapter Review, Public Service:** The library director and the Board of Trustees shall review Chapter 3, "Personnel," of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." Review the check list at the end of the chapter and report on progress toward meeting any items left unchecked. If all items are checked, please indicate as such.

6. **Trustees Fact File:** The Board of Trustees shall review chapters 11-14 and all appendices of the "Trustee Facts File Third or Fourth Edition"— <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

As a result of this review, indicate any modification to current practices or policies that may occur in the forthcoming year.

7. **Continuing Education:** Library staff and at least one trustee shall have completed an educational program in calendar year 2019 focusing on organization management. The requirement could have been met via live presentation, webinar or free online courses. Providers may include, but are not limited to, the Illinois State Library, an Illinois Library System and the Illinois Library Association. The library may choose to have an in-house staff day and have someone come in to discuss organizational management. Because libraries throughout the state vary in staff size and need, the individual library will decide on the area of focus.

List the organization management program attended and indicate any modification to current practices or policies that may occur in the forthcoming year.

8. **Outreach:** Having familiarized library staff and the Board of Trustees with the Illinois Digital Archives (IDA): <http://www.idaillinois.org/> and the Digital Public Library of America (DPLA): <https://dp.la/>, does the library have a collection of original source materials relevant to Illinois' history and culture that would be appropriate for possible inclusion in the DPLA and the IDA? Would the library like to receive a follow up call from the Illinois State Library? Yes No

Describe the library's role in the collection, exhibition and promotion of local history in your community.

9. **Planned Use of Funds:** Describe how the library plans to use grant monies in order to meet standards in the most recent edition of "Serving Our Public 3.0: Standards for Illinois Public Libraries." Use general categories in identifying actual planned expenditures.

GREGG COMMUNICATIONS SYSTEMS, INC. SUPPORT AGREEMENT
36 Month ShoreTel Gold Partner Contract With 24-Hour Access to Support Personnel

The following outlines the services to be provided for the ShoreTel system detailed in Covered Equipment in Appendix B. This Support Agreement covers parts, labor and the software for upgrades as defined in this Agreement.

1. PARTIES:

This Support Agreement is between

Customer Name: Barrington Area Library 505 N. Northwest Hwy. Barrington, IL 60010

referred to in this agreement as the "Customer", and

Gregg Communications Systems, Inc., 555 Waters Edge, Suite 200, Lombard, Illinois 60148

referred to as "Gregg", and contains the terms and conditions under which Gregg agrees to provide service.

2. SERVICE TERMINOLOGY AND CONDITIONS:

The term "Service" as used in this Agreement includes the following:

1. Covered service
2. Sub-contracted service
3. Billable service

as defined further in this document to describe services performed by Gregg or a subcontractor with respect to the covered equipment listed in Appendix B of this Support Agreement.

- 2.1 Covered Service** - means the remedial maintenance Gregg renders to sustain the operation of the equipment covered by this Agreement per Appendix B, or any Ongoing Support, which may be included in this Agreement. All Covered Service will be performed during Gregg's normal business hours which are currently defined as 8:30 AM to 5:00 PM Central time, Monday through Friday, holidays excepted.
- 2.2 Subcontracted Service** - includes but is not limited to the use of a subcontractor by Gregg to repair any of the covered equipment. Use of a subcontractor is at Gregg's option but is typically used for repair of any equipment for which Gregg does not possess in-house repair expertise, or for servicing a customer outside Gregg's normal service area. If subcontracted service is used, the third-party contractor will be chosen who possesses the required skills to perform the repairs or support and can provide the customer services as required. Any subcontracting service provided will be controlled by contractual agreement between Gregg and the subcontractor, and Gregg will be responsible for coordinating the work between the Customer and the subcontractor.
- 2.3 Billable Service** - includes any service other than Covered Service, which is performed by Gregg or a subcontractor. Billable services include, but are not limited to, the following:
1. Service or repair of equipment not covered by the contract;
 2. Repair, replacement or maintenance of any equipment or component, which has been damaged by:
 - a) Abuse, neglect, misuse, mishandling, improper storage, act of nature, fire, explosion or power failure, whether as the result of willful or accidental acts of any customer representative, subcontractor, or suppliers;
 - b) Installation, wiring, repair, maintenance or alterations by anyone other than Gregg or any of its employees, agents, representatives or subcontractors;
 - c) Improper operation or use in conjunction with equipment electrically or mechanically incompatible or of inferior quality or performance.
 3. Failure or improper operation of other equipment or service, including non-Gregg-provided equipment, telephone company service and lines, electrical power or any other item or equipment which interfaces with Gregg-provided equipment;
 4. Physical inaccessibility to the equipment or other barrier, which prevents proper service;
 5. Any additional training requested, whether for equipment usage or reports utilization, subsequent to the initial training provided as part of the original equipment installation;
 6. Customer program redesign or equipment reprogramming;
 7. On-site service which could be avoided if the trained customer representative respondent were available to answer questions and make tests in conjunction with telephone support;
 8. Adds, moves or changes;
 9. Reconfiguration or reinstallation of the equipment, associated peripherals, wiring or accessories;
 10. Service technicians being dispatched where no problem with, or failure of, equipment was found;
 11. Routine cleaning or consumable parts replacement;
 12. Failures caused by infiltration of coffee, water, soda or other foreign materials;
 13. All work associated with customer-provided equipment;
 14. All telephone support by Gregg, which resolves billable problems or which satisfies other requirements such as continuing training in lieu of field service;
 15. Any service work provided by Gregg outside of normal business hours is billable at overtime rates, whether or not the service is for covered equipment.

Rev. 03/28/11

3. **SUPPORT AGREEMENT TERMINOLOGY AND DESCRIPTIONS:**

Support service is considered as the servicing and repair of the equipment or the provision of services listed in the Support Agreement by Gregg trained support personnel or authorized subcontractors which Gregg deems necessary to sustain the Customer's covered equipment operation. Maintenance falls into two categories:

1. Remedial service
2. Ongoing support

3.1 **Remedial Service** - is the repair or provision of services required to sustain the Customer's covered equipment operation. Remedial service is performed under one of two conditions:

1. Non-emergency remedial service
2. Emergency remedial service (major system failure, outlined below)

The response time for each of these conditions is detailed in Section 4 - Response Time.

Remedial service, whether non-emergency or emergency, includes the following activities:

1. Repair, replacement or maintenance of covered equipment, common failure component parts or sub-assemblies which have failed or become unserviceable as a result of proper equipment operation (wear and tear) in compliance with the manufacturer's operational and environmental specifications;
2. Repair or replacement of Gregg-provided covered equipment, installation, hardware or wiring;
3. Telephone assistance to the trained customer respondent to resolve operational or diagnostic problems. This telephone assistance by Gregg is intended to:
 - d) Resolve minor operational problems in the shortest possible time
 - e) Analyze problems being experienced by the customer to ensure, within reason, that Gregg or the subcontractor support personnel are dispatched with the appropriate parts, components, and information
 - f) Coordinate and expedite subcontractor-provided services including notifying the subcontractor of service requirements and, when necessary, providing on-site assistance to resolve equipment interfacing problems;
 - g) Provide remote diagnostics support of covered equipment, providing the equipment is designed and installed with remote access facilities
 - h) Enable the on-site Gregg support personnel to review and test the covered equipment for proper operation prior to the completion of each service call on covered equipment.

3.2 **Ongoing Support** - is the periodic assistance given to the Customer by Gregg for such items as minor programming changes, assistance of trained respondent in system administration, exploration by the Customer of advanced features, analysis of reports and system logs, or periodic file maintenance and purges. Ongoing support is provided on an hourly basis or in blocks of normal business hours, either by telephone or on-site at Gregg's discretion, and is not included as a Covered Service in the Support Agreement.

4. **RESPONSE TIME:**

4.1 **Non-emergency Remedial Service** - will be performed by Gregg between the hours of 8:30 AM and 5:00 PM Central Time Monday through Friday, holidays excepted. The appropriate trained personnel will respond within 24 hours of the time the service request is received by Gregg. This response time will be met except when the maintenance is requested on, or on the day preceding, a weekend or one of Gregg's holidays which are determined by Gregg at the beginning of each calendar year. When the request is made under these conditions, a qualified service person will respond by 2:00 PM on Gregg's next normal business day.

4.2 **Emergency Remedial Service** - is any service performed by Gregg in response to a major system failure. A major system failure, for these purposes, is defined as a loss of over 25% of the equipment's capacity to place or receive calls. In the event of a major system failure, Gregg agrees to respond within 4 business hours on normal business days, excluding weekends and holidays. Should a major system failure occur during other than normal business hours, Gregg will respond by 12:30 AM on Gregg's next normal business day, provided that Gregg receives the notice of the failure by 8:30 AM of that day.

4.3 **Standard Agreement with 24-hour access to Support Personnel** - This Support Agreement includes 24-hour access to techs, which extends the normal response hours from 8:30 AM – 5:00 PM, Monday through Friday, to 24 hours a day, 7 days a week, and offers emergency response time of 4 clock hours in place of 4 business hours for major system failures. Customers are given access to Gregg support personnel 24 x 7. Any labor requested by the customer and performed by Gregg outside of Gregg's normal business hours will be paid for by the customer at Gregg's prevailing overtime rates.

Full 24-hour Maintenance Agreement - As an alternative, a full 24-hour support agreement is available for purchase from Gregg, which extends the normal response hours from 8:30 AM – 5:00 PM, Monday through Friday, to 24 hours a day, 7 days a week, and offers emergency response time of 4 clock hours in place of 4 business hours for major system failures. Customers are given access to Gregg support personnel 24 x 7. Labor performed to resolve covered services is included in this alternative.

Customers with the **Standard Agreement with 24-hour access to Support Personnel**, or who purchase **Full 24-hour Maintenance Agreement** are provided with special access codes for initiating contact with support personnel during Gregg's non-working hours. Use of the 24-hour Emergency Response by non-24 hour subscribers will result in the customer being billed at the then current Non-scheduled Emergency After Hours Service rate. The current Non-scheduled Emergency After Hours Service rate is outlined on Appendix A.

5. PARTS

5.1 Replacement Parts - The Support Agreement includes, at Gregg's discretion, the repair or replacement of defective parts and the replacement of unserviceable parts, for equipment covered under this agreement, except for supplies, consumables, or expendable parts such as batteries, magnetic tape cassettes, computer diskettes, ribbon cartridges, headsets, or microphones. In the case of Billable Service, the replacement of unserviceable parts will be made at Gregg's then-current replacement parts price. If the service is billable solely because of the time of day performed and the equipment is otherwise covered under the Support Agreement, the replacement of parts is included in the Support Agreement. All replaced parts become the property of Gregg.

5.2 Parts Inventory - Gregg shall make every reasonable effort to maintain a minimum reserve stock of six month's usage of each common-failure item. A common-failure item is defined as any part or component of which Gregg has used at least two in the preceding 12 months. If, through any fault of Gregg, a common-failure part is not available in stock when needed for an emergency repair, Gregg will pay any expedite fees required to obtain the part to satisfy the requirements of the emergency situation.

6.0 CHARGES, RATES, AND FEES:

6.1 Covered Services - There is no additional charge for labor expended to perform Covered Services for equipment as shown on the Support Agreement Appendix B providing the services are performed during Gregg's normal working hours. Except for work covered under a **Full 24-hour Maintenance Agreement**, all work and services, including labor and travel performed outside these hours is billable.

6.2 Billable Services - The applicable rates for Billable Services are the then-current service rates in effect for the hour or day the service is performed including, where applicable, night, weekend, or holiday rates.

6.3 Service Rates - Gregg's current service rates are attached as Appendix A to this document. Gregg reserves the right to adjust the current published rates from time to time.

6.4 Travel - Time required to travel to the Customer site in order to perform Billable Services also will be billed to the Customer. If travel to perform services occurs outside Gregg's normal business hours, whether Billable Services or Covered Services, which the Customer has specifically requested to be done outside the normal working hours, that travel time also is billable on a portal-to-portal basis.

6.5 Taxes - All service charges are exclusive of applicable federal, state or local taxes. Customer shall pay, or shall provide reimbursement to Gregg, for any such taxes, and Gregg may add such taxes to the invoices submitted to the Customer by Gregg.

6.6 Equipment or Specification Changes - Support Agreement charges are subject to increase or decrease upon any change in the configuration of the equipment or upon addition of features or expansion to the system. When additions or expansion to the system occur, the new equipment will be added automatically to the List of Covered Equipment and Services, and the Customer will be invoiced for the addition of this equipment to the Support Agreement for the balance of the contract period.

6.7 Annual Contract Charges - Support Agreements are automatically renewed on an annual basis, and charges for Covered Services and Subcontracted Services may be adjusted effective at the beginning of the new contract period. Either Customer or Gregg shall notify the other party in writing 30 days in advance of the Expiration Date of its intent not to have the contract renewed.

7.0 CUSTOMER RESPONSIBILITIES:

7.1 Payments - In order to avoid any re-instatement fee or lapse in coverage, payment for renewal of the Support Agreement is due prior to the expiration date of the prior Support Agreement. Non-receipt of the applicable payment may, at Gregg's discretion, be deemed as non-renewal of the Support Agreement.

7.2 Trained Customer Respondent- Customer agrees to appoint one contact person per shift, if applicable, as a trained customer respondent to answer questions, work with Gregg to identify, test, troubleshoot, isolate, and resolve potential problems in lieu of or prior to dispatching a technician, and to assist in testing solutions.

7.3 Engineering Changes - During the Warranty and any subsequent Support Agreement period, Customer will receive at no charge the software made available by ShoreTel for upgrades. Additional engineering changes or enhancements available to purchasers of equipment shall be made available to Customer at Gregg's normal prices, and on Gregg's normal terms and conditions. Within 30 days after request by Gregg to schedule installation of newly- purchased upgrade, Customer agrees to provide Gregg with access to all equipment for installation of such changes. Access shall be provided during Gregg's normal working hours, unless Customer has purchased a Full 24-hour Maintenance Agreement. Gregg agrees to use its best effort to minimize the interruption to the Customer's operations while making such engineering changes.

8.0 TERM:

The term of the Support Agreement is from January 2020 to January 2023 , unless sooner terminated under any of the conditions outlined in Section 9 - Termination.

9.0 TERMINATION:

9.1 Bankruptcy - Gregg shall have the right, at its option, to terminate this Agreement by written notice to the Customer in the event a) of an assignment by Customer for the benefit of creditors; b) of Customer’s admitted insolvency; c) of Customer’s dissolution or loss of charge by forfeiture; d) that Customer is adjudged bankrupt or insolvent by a United States court of competent jurisdiction; e) that a trustee or receiver is appointed for Customer or its assets or any substantial part thereof; f) that Customer files a voluntary petition under any bankruptcy or other similar law providing for its reorganization, dissolution, or liquidation; or g) that Customer consents to the appointment of a receiver or a trustee for itself or its assets or of any substantial part thereof.

9.2 Non-Payment - In addition to any other remedies available under law, Gregg may terminate or suspend this Agreement at any time by written notice for non-payment of any amount due for service invoiced and rendered under this Agreement, including charges for travel and other Billable Services.

10.0 LIMITATION OF LIABILITY:

Customer agrees that Gregg’s total liability hereunder, including but not limited to any alleged negligence of Gregg shall not exceed the amount paid for Covered Service by Customer to Gregg attributable to the particular unit of equipment directly involved for the three months immediately preceding the occurrence giving rise to any claim by Customer. In no event will Gregg be liable for any incidental or consequential damages, including without limitation, loss of use, loss of data, loss of profit, or liability to third parties, however caused, whether by the negligence of Gregg or otherwise. Except for any sales warranties, which may have been offered by Gregg for conformance to specification and fitness for intended purpose, Gregg offers no other warranties for use and is not liable for any damages or loss sustained by Customer through any illegal activities considered as telecommunications piracy.

11.0 FORCE MAJEURE:

Gregg shall not be liable to Customer for any delay or failure by Gregg to perform its obligations under this Agreement or otherwise if such delay or failure arises from any cause or causes beyond the reasonable control of Gregg, including but not limited to labor disputes, strikes, other labor or industrial disturbances, acts of God, floods, lightning, shortages of materials, rationing, utility or communication failures, earthquakes, embargoes, blockages, actions, restrictions, regulations or orders of any government agency or subdivision thereof, or temporary unavailability of qualified service personnel at Gregg’s office due to service calls received before Customer’s call.

12.0 Non-Solicitation:

For a period commencing with the effective date and concluding two (2) years following the termination of this Agreement and any subsequent support renewal, whether such termination is voluntary or involuntary, Gregg and the Customer agree and covenant not to make any solicitation to employ personnel from either firm without the written consent of the other party, which can be given or withheld in their sole discretion. If either party breaches any of the covenants of this Section, the breaching party shall, on demand, pay a sum equal to one year’s total compensation for that employee, plus the recruitment costs incurred in replacing that position. The breached party shall also have the right to seek injunctive relief. All legal fees shall be paid by the breaching party.

13. NOTICES:

Except for requests for maintenance, which may be verbal, any notice, request, instruction or other document pertaining to this Agreement shall be in writing and delivered personally or sent by U.S. Mail postage prepaid, and addressed as follows:

If for Gregg:

**Gregg Communications Systems, Inc.
555 Waters Edge, Suite 200
Lombard, Illinois 60148**

If for Customer:

Notices to Customer will be in writing and delivered similarly to the address shown in Section 1 - Parties.

Either party may change the address to which notice is to be sent by giving written notice thereof to the other party.

14 GENERAL:

This Agreement shall be governed by the laws of the State of Illinois and constitutes the entire agreement between the parties hereto with respect to maintenance of equipment, and shall supersede all previous or contemporaneous negotiations, commitments and writings with respect to matters set forth herein. It may only be modified in writing signed by authorized representatives of both parties. The terms and provisions of this Agreement shall prevail over any conflicting, additional or other terms appearing on any purchase order submitted by Customer at any time. Neither this Agreement nor any rights hereunder may be assigned or otherwise transferred by either party except to any corporation controlled by or under common control with the assigned party, or in connection with the acquisition of, or the sale of substantially all of the assets of, the business to which this Agreement pertains.

In witness whereof, the parties hereto have caused this Agreement to be duly executed, such parties acting by their offices, being thereunto duly authorized.

FOR CUSTOMER:

FOR GREGG:

Name: Title: Name: Title:

Signature: Date: Signature: Date:

Rev. 03/13/2017

APPENDIX A:

GREGG COMMUNICATIONS SYSTEMS, INC. - VoIP/IP SITES

HOURLY SERVICE RATES

	<u>No Contract</u>	<u>Gold</u>	<u>Platinum</u>
		with 24 Hr Access	24x7 Contract
		to Techs	

Remedial Maintenance			
8:30-5:00 M-F	\$200	Included	Included
On-Site Trip Charge	\$75	Included	Included
Downtown Chicago parking	\$40	Included	Included
After Hours M-F and Sat until 5:00 PM	\$300	\$225	Included
Sundays & Holidays	\$400	\$300	Included

Training, Programming, System Administration, Moves, Adds, Change Work (MAC), etc.			
8:30-5:00 M-F	\$200	\$150	\$135
On-Site Trip Charge	\$75	Included	Included
Downtown Chicago parking fee	\$40	Included	Included
After Hours M-F and Sat until 5:00 PM	\$300	\$225	\$205
Sundays and Holidays	\$400	\$300	\$270

Remote Support			
8:30-5:00 M-F	\$200	Included	Included
After Hours M-F and Sat until 5:00 PM	\$300	\$225	Included
Sundays and Holidays	\$400	\$300	Included

System Parts

	Billable	Included	Included
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Emergency After Hours Service (Non-scheduled)			
After Hours M-F and Sat until 5:00 PM			
First Hour	\$500	\$225	Included
Hourly Beyond First Hour	\$300	\$225	Included
Sundays and Holidays			
First Hour	\$650	\$300	Included
Hourly Beyond First Hour	\$400	\$300	Included

On-site trip charge of \$75 for customers in Cook, DuPage, Kane, Lake and Will Counties.

Downtown Chicago plus \$40 for parking, unless free parking is provided by customer.

All customers outside of the above counties will pay for the technician's time from leaving his "last stop" to arrival at the "new call".

On-site services: Minimum 2 hours T&M; 1 hour Gold & Platinum

Minimum of 2 hour billing for on-site Emergency After Hours Service. Billing is portal to portal (no trip charge)

Minimum 1 hour billing for remote services during Gregg's normal business hours for T&M; 1/2 hour for Gold and Platinum

Minimum 1 hour billing for remote services outside of Gregg's normal business hours.

MAC work requires 48 hour advance notice otherwise, an expedite fee of \$75 will apply

APPENDIX B:

36 Month Gold Support Agreement: \$12,879.00

Billed on yearly basis of \$4,293.00

Payment Terms: “Payment will be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505 et. seq.)”

SUPPORT AGREEMENT - COVERED EQUIPMENT

- 1 – T1K Switch
- 1- SG 90 Switch
- 1- SG 50 Switch
- 63 – Extension/Mailbox Licenses
- 45– Personal Access Licenses
- 40 – Extension only Licenses
- 2 – Operator License
- 24- SIP Trunk Licenses
- 1 – Shelf Kit



JENSEN'S PLUMBING & HEATING, INC.

IL DEPT. OF PUBLIC HEALTH LIC. NO. 058-109471
670 CALHOUN STREET WOODSTOCK, ILLINOIS 60098
(815) 338-1936 FAX (815) 338-1987
www.jensensph.com

November 25, 2019

Barrington Library
505 Northwest Highway
Barrington, IL 60010

847-382-1300
kzelma@balibrary.org

Attn: Kurt Zelma

Thank you for allowing us to provide a quote for the preventative maintenance service on your new and existing heating, cooling and exhaust equipment.

This maintenance agreement will start December 2019 and we would like to continue to provide quality service to you through Winter 2020. I have outlined below the services that you will receive with this maintenance agreement. This schedule is based on units in standard working condition.

The Maintenance Schedule would be set for the last week of each month:

- Winter 2019
- Spring 2020
- Summer 2020
- Fall 2020

MAINTENANCE AGREEMENT

Equipment Included: Three (3) AHU units, One (1) Steam Humidifier, One (1) Cabinet Heater, Ten (10) Pumps, Eleven (12) Exhaust Fans, Two (2) Boiler, Dampers, One (1) IT System Condenser, One (1) Hot Water Heater, One (1) Chiller, and Two (2) Condensers.

This maintenance agreement will include four (4) filter changes per year for the rooftop unit and one (1) clean and check in the summer for heating and cooling startup to include:

- Supply and replace air filters, using high efficiency pleated filters during each inspection
- Supply and replace belts once per year
- Clean Liebert IT System condenser coil surface once per year
- Make minor adjustments, grease, and oil bearings as needed
- Clean and check (11) exhaust fans once per year
- Report to owner any repairs found necessary and to make such repairs on the written authorization of the owner at current service rates for labor, parts, and material
- Clean and check (1) damper once per year
- Perform (2) inspections per year on Trane chiller
- Clean and check Trane chiller once per year per manufacturer recommendation and brush condenser tubes once per year on roof
- Perform limit and safety check, combustion analysis, and annual preventative maintenance on (2) PT Thermific Boilers and (1) AO Smith hot water heater
- Perform annual de-liming and preventative maintenance on Pure Steam humidifier including (2) inspections

Parts other than belts or filters are NOT included. Premium time or service calls and cleaning above normal industry standards are NOT included. Maintenance to be performed during normal working hours and according to Jensen's Plumbing & Heating's schedule. Maintenance agreement is good for a period of one (1) year from date of acceptance.

A 10% discount on all service calls will be honored for work above and beyond the maintenance agreement upon acceptance.

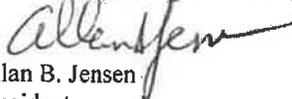
Material, tax and labor to complete the above for the base bid sum of ... **\$7,000.00**
(Seven Thousand Dollars and 00/100's).

Terms: Payment will be made in accordance with the Illinois Local Government Prompt Payment Act (50 ILCS 505 et. Seq.)

If accepted, please sign one (1) copy and return to this office. Thank you for the opportunity to present this proposal and should you have any questions, please call me at 815-338-1936.

Accepted By _____ Date _____

Jensen's Plumbing & Heating, Inc.


Allan B. Jensen
President

Equipment List

QTY	Manufacturer	Model No	Serial No	Equipment
1	Carrier	39MN50D0021VXF13XGS	2513U24890	Air Handler AHU1
1	Carrier	39MN25D022Z422XGS	3413U32553	Air Handler AHU2
1	Carrier	39MN19D0220Z322XGS	3413U32551	Air Handler AHU3
1	Pure	GX-4	24246-H1	Steam Humidifier
1	Sterling	RC-1200		Cabinet Heater
10	Taco			Pumps
11	Exhaust Fans			Exhaust Fans
2	PK Thermific	N1500-MFD	FY09-13-36837	Boiler
1	Greenheck			Damper AD-1
1	Liebert	PFH096A-YL7	Y13FG19710	IT System Cond.
1	AO Smith	BTH120100	1307M002331	HWH-1
1	Trane	RTUD160A2	TBD	Centrifugal Chiller
2	Trane	TBD	TBD	Condensers ACC-1/2
1	PennBerry Fan	TBD	TBD	EF-1

Paid Parental Leave

Parents of newborns, newly adopted children, or children newly placed into their foster care may be eligible for paid parental leave of up to six weeks. For those employees who are eligible for FMLA leave, this paid parental leave will run concurrently with their FMLA leave and cannot be used to extend the FMLA leave. This paid parental leave is in addition to any available sick leave, vacation time or other forms of paid leave. Paid parental leave must be taken within the first 12 months of the birth, adoption, or placement of the child or children. The amount of paid parental leave does not increase with multiple births or placements of children.

Eligibility

Full-time and part-time benefit-eligible employees who have worked for the library for at least 12 consecutive months and currently holding a benefit-eligible position are eligible for paid parental leave at 100 percent of the employee's regular, straight-time weekly pay. In all cases, the term "week" applies to the regular workweek schedule. Employees will be paid on a biweekly basis on regularly scheduled pay dates.

The leave may begin no earlier than the birth or placement of the child or children and must begin and end within 12 months immediately following the birth or placement. With prior approval from the Executive Director, paid parental leave may be taken intermittently but must be taken in full week increments by prior arrangement with the employee's immediate supervisor and in consideration of the needs of the library. Unused paid parental leave may not be carried over to a time period following the 12 months after the birth or placement of the child or children, and there is no payment of unused parental leave upon termination of employment.

Benefits

During an approved paid parental leave, the library will maintain the employee's health insurance, IMRF contributions, and other benefits as if the employee continued to remain actively employed.

Requesting Paid Parental Leave

If the need for leave is foreseeable, the employee must submit a written leave request to the employee's immediate supervisor and the Executive Director at least 30 days prior to the start of the leave in the form of a proposed schedule of leave to be taken. Where the need for leave is not foreseeable, the employee must submit a written leave request to the employee's immediate supervisor and Executive Director as soon as practicable in the form of a proposed schedule of leave to be taken. One request for leave will be considered per birth or placement per employee in all cases.

When Both Parents are Eligible Employees

Paid parental leave may be taken concurrently, or consecutively within 12 months of the birth or placement of the child or children. Each eligible parent is entitled to six weeks of paid parental leave.

REMOTE WORK

Remote work is a work arrangement that allows employees to work at home or at some other off-site location for all or part of their regularly scheduled work week. Remote work is a voluntary work alternative. Remote work is not an entitlement; it is not an organization-wide benefit; and it does not change the terms and conditions of employment with the Library.

Eligibility

The following conditions must be met for an employee to be eligible for a remote work arrangement:

- Employees must have worked at the Library for a minimum of 12 months of continuous, regular employment and must have met or exceeded performance standards in accordance with the Library's performance appraisal process.
- Employees must demonstrate that they are able to satisfactorily carry out the same duties, assignments, and other work obligations offsite as they do when working on the library premises.
- Employees must be able to meet and maintain compliance with electronic hardware, training, and security requirements set by the IT Manager.
- Employees must be able to meet the requirements described in *Office Environment and Safety* included as part of this policy.
- Employees must complete a Remote Work Arrangement form and obtain approval from their manager.

Remote work

Either an employee or a manager can suggest remote work as a possible work arrangement. Remote work arrangements are approved on a case-by-case basis. Permission for remote work arrangements must be obtained from the employee's manager and approved by the Executive Director or their designee. Remote work may not be feasible for certain positions.

Short-term remote work arrangements may be available for employees on a Leave of Absence to the extent practical for the employee and the Library and may require the consent of the employee's health care provider, if appropriate. Short-term remote work arrangements are subject to the eligibility and approval requirements detailed in this policy.

Employees with remote work arrangements will be required to record all hours worked in a manner designated by the Library. Employees must be reachable by phone or email within a reasonable time period during the established work schedule unless otherwise detailed by the remote work arrangement.

The availability of remote work as a flexible work arrangement for employees can be discontinued or suspended at any time at the discretion of managers or the Executive Director or their designee.

Office Environment and Safety

Employees are responsible for providing all office furnishings, supplies, equipment, and utilities at their own expense. The employee must establish a safe and appropriate work environment within their home or offsite location for work purposes. Employees may request use of library electronic equipment, which will be reviewed on a case-by-case basis by the IT Manager.

Injuries sustained by the employee while at their home and/or offsite locations and in conjunction with their regular work duties are normally covered by the Library's workers' compensation policy.

Employees with remote work arrangements are responsible for notifying the Library of such injuries as soon as possible after they occur.

No in-person meetings related to work duties may be held at an employee's home while conducting remote work. Employees are liable for any injuries sustained by visitors to their home work site.

AUDIENCE:

Facebook Total Page Follows: 3,587

Twitter Total Followers: 3,775

Instagram Total Followers: 1,231



barringtonarealibrary Let's make the most of this beautiful day...would you be mine? could you be mine? Won't you be my neighbor? :) Happy #WorldKindnessDay and #CardiganDay from BALibrary! Grab a cup of coffee, a cookie, and an inspirational quote while you're here! It wasn't much of a stretch asking librarians to wear cardigans today, but some of our staff really went all out with Mr. Rogers-style ties and lace-up tennies, too! We'll share some more photos later, but wanted to extend this invitation to you right away - get those cookies while they last! #cardiganaday #worldkindnessday #barrington #60010

Liked by citizensforconservation and 52 others

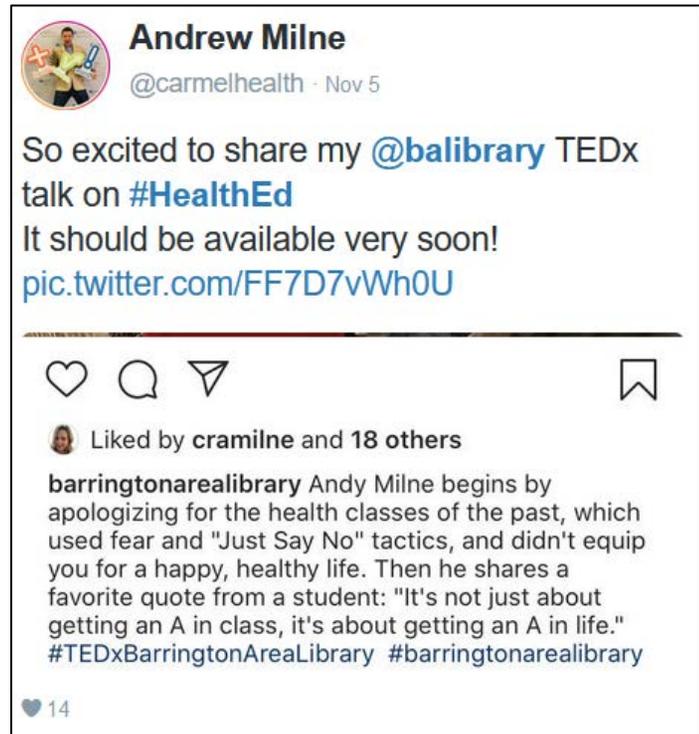
World Kindness Day 2019 was also declared “Cardigan Day” to honor children’s television pioneer Fred Rogers. Dozens of our employees dressed in cardigans and other Mr. Rogers-inspired gear, and we treated our guests to coffee, cookies, and thoughtful quotes from Mr. Rogers. Photo posts from the day received more than 200 likes, comments, and shares across multiple platforms.



Barrington Area Library @balibrary
This just in: we're a great place to work! Check out our job opportunities page and see if any of our openings sound just right for you.
[http://www.balibrary.org/job-opportunities ...](http://www.balibrary.org/job-opportunities)
pic.twitter.com/27weCt2GTY

A few weeks later, I was able to repurpose the Cardigan Day photo for a tweet about BALibrary job openings. The tweet had 38 clicks, likes, and retweets - one of our most active posts of the month.

Our TEDx speakers have done a great job building up excitement for the premiere of their online videos. In this tweet, speaker Andy Milne shared a photo from our Instagram account and expressed his excitement about the upcoming video – the excitement spread, as his video from our event has already been viewed more than 2,400 times!



Andrew Milne
@carmelhealth · Nov 5

So excited to share my @balibrary TEDx talk on #HealthEd
It should be available very soon!
pic.twitter.com/FF7D7vWh0U

Liked by cramilne and 18 others

barringtonarealibrary Andy Milne begins by apologizing for the health classes of the past, which used fear and "Just Say No" tactics, and didn't equip you for a happy, healthy life. Then he shares a favorite quote from a student: "It's not just about getting an A in class, it's about getting an A in life."
#TEDxBarringtonAreaLibrary #barringtonarealibrary

14

BACOA @BACOA1 · Nov 25

Participants in our A Day Out program and students from Atonement Christian Day School love monthly storytime visits from @balibrary's Youth Services Department. This month, the library's Allison Parker led the fun.



1 2

We retweeted this nice photo shared by BACOA, when Librarian Allison Parker from Youth Services did a multi-generational story time for Atonement Christian Day School/A Day Out program.



This sweet photo made for a perfect Thanksgiving post, as well as an invitation for families to try using the MakerLab – these two made Christmas ornaments with their Mother.



937

People Reached

259

Engagements

Boost Post

You and 15 others

1 Comment 2 Shares

Like

Comment

Share

Most Relevant



Comment as Barrington Area Library



Kathy Lane What a great event! Discovered a few new places around town I'm going to try out.

Like · Reply · Message · 3w



“Live” posts during our large-scale events always get a lot of social media engagement, and this month we had both the Media Fair and a new event, Local Flavors. Posts from both events were liked, commented on, and shared over 200 times. These events were also promoted via social media, including paid Facebook boosts.

STATISTICS NOVEMBER 2019

MEMBERSHIP

25,057

current cardholders

174

new cardholders

56.7%

cardholdership rate

77.2%

households active in the last year

COLLECTION

178,282

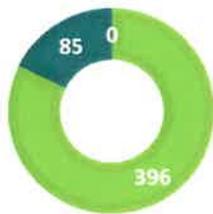
library items

24,509

digital subscription uses

OUTREACH CONTACTS - 481

- YS Outreach Contacts
- AS Outreach Contacts
- Digital Outreach Contacts



934

locker deliveries

6,196

outreach returns

PROGRAMS

73 programs offered



YS AS DS YA

2,877 total program attendance



YS AS DS YA

25 one-on-one sessions



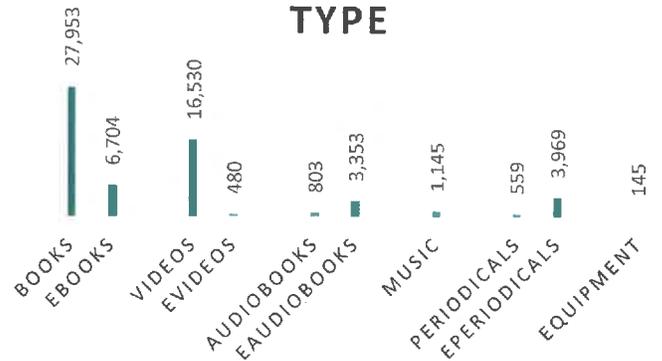
Youth Adult Digital

CHECKOUTS

61,641

total checkouts

CHECKOUTS BY MATERIAL TYPE



SPACE

24,809

library visits

92

meeting room uses

916

study room uses

871

MakerLab visits

TECHNOLOGY

17,282

wi-fi sessions

1,678

internet computer uses

93,343

website hits

TOP 5 CIRCULATING BOOKS IN NOVEMBER

- The Guardians** by John Grisham
- Blue Moon** by Lee Child
- Where the Crawdads Sing** by Delia Owens
- The Night Fire** by Michael Connelly
- One Good Deed** by David Baldacci